Oracle® Fusion Cloud EPM

Administering Financial Consolidation and Close



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A Financial Consolidation and Close Best Practices

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1

Creating and Running an EPM Center of Excellence

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

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

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

The EPM CoE team:

- Ensures cloud adoption, helping your organization get the most out of your 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*.

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2

Financial Consolidation and Close Overview

Financial Consolidation and Close is a subscription-based consolidation and reporting solution built for and deployed on Oracle Cloud.

It provides a simple and quick deployment for users who want fast implementation with no hardware and minimal IT support. It provides a user-friendly and intuitive interface along with built-in functionality for consolidation and close process tasks.

> **Note**
>
> This guide is designed for administrators implementing and maintaining the Financial Consolidation and Close application.

Financial Consolidation and Close provides these features:

- Simplified tablet user interface
- Native dashboarding and analysis
- Predefined dimensions for detailed analysis
- Flexible application configuration with pre-built forms and reports
- Currency translations and FX adjustment calculations
- Automated cash flow
- Dynamic out-of-box calculations with limited need for customization
- Simplified Consolidation dimension for easy audit
- Business process task management and workflow
- Supplemental schedule data management

Watch the following video for a feature overview:


Getting Started

Overview of the Home Page

After you create the business process, the Home page is the launch point for accessing your business process tasks.

The interface provides an intuitive user experience and an overview for quick access to commonly used functions. For example, users can access their tasks, work with data, view reports, and control settings. Service Administrators can manage and customize the business process, create forms, dashboards, and infolets, import and export data and metadata, schedule jobs, define valid intersections, make announcements, and create cross-environment connections.

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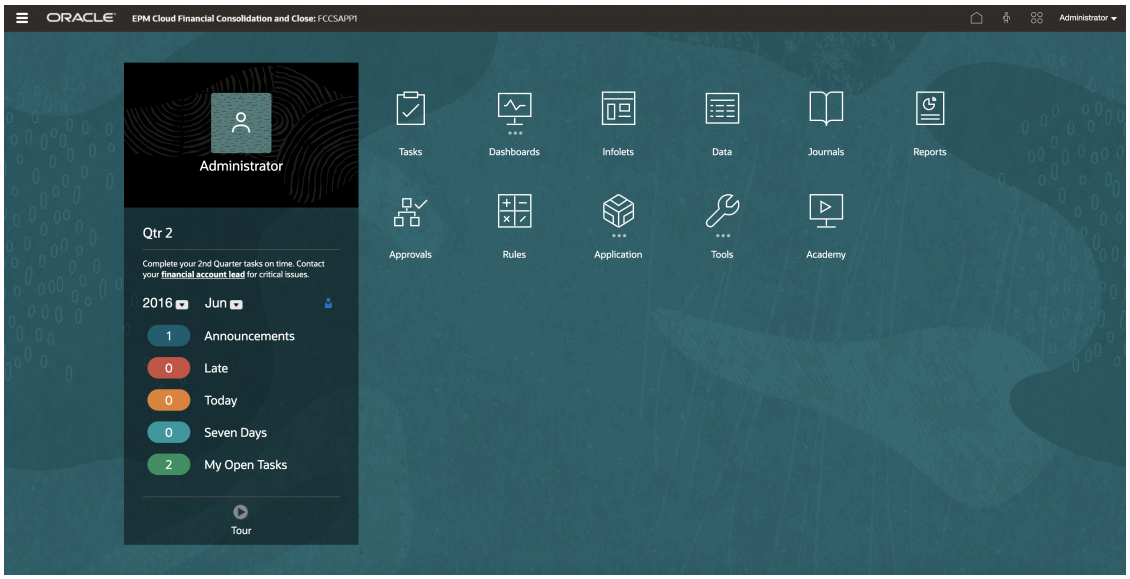
You can change the general look and feel of your Oracle Fusion Cloud Enterprise Performance Management environment on the **Appearance** page.

Example Home Page Displaying the Default Redwood Theme

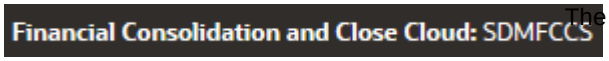


Global Header

The global header is the area that stretches across the top of the user interface. It contains navigation icons as well as access to accessibility settings and the **Settings and Actions** menu. You can also switch between navigation flows from the global header.



Parts of the global header from left to right:

Global Header Part	Description
	The Navigator icon opens the **Navigator** menu, which serves as a sitemap of the business process and displays links to all of the business process pages to which you have access. **Note:** Some of the links in the **Navigator** menu are available only if you're accessing the business process from the desktop.
	Click the Oracle logo to return to the Home page while working elsewhere in the business process.
	The name of the current business process.
	The Home icon refreshes the Home page or returns you to the Home page while working elsewhere in the business process.
	Click the Accessibility Settings icon to enable accessibility features.

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Global Header Part	Description
	If you belong to multiple groups or if a navigation flow is assigned to a role, click the navigation flow icon to switch navigation flows at runtime.
	Click your user name to access the **Settings and Actions** menu.

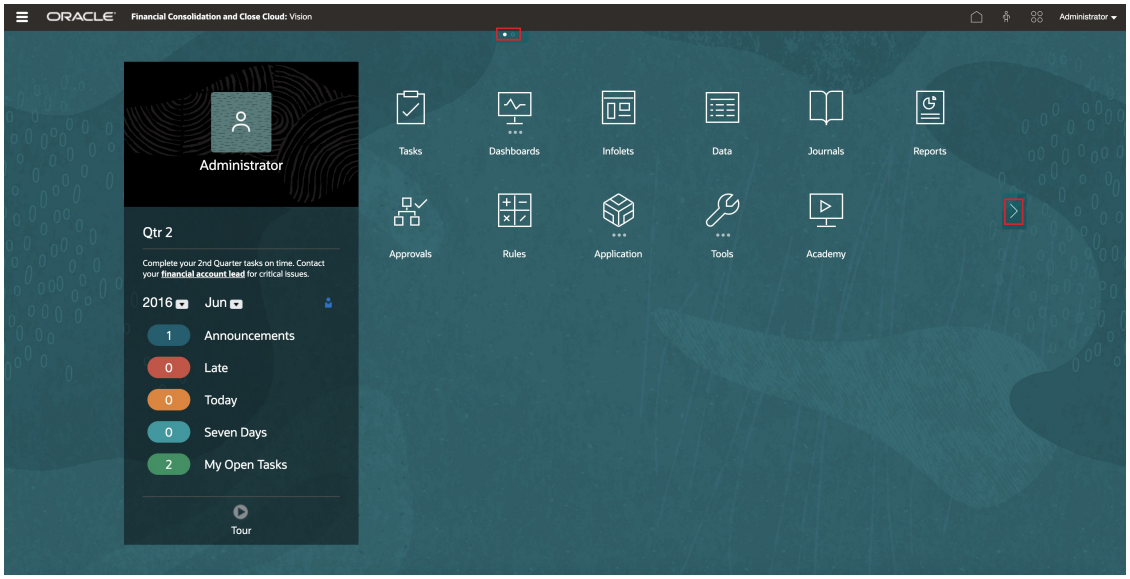
Work Area

The work area on the Home page displays icons that link you to each functional area of the business process to which you have access. The three dots above an icon label denotes that the icon opens a grouping of sub-icons, called a cluster.

The **Academy** icon links you to a variety of resources about using the business process.

Infolet Navigation

If your business process uses infolets to show high-level, essential information, you can explore them by clicking the dots that appear beneath the global header. Arrows are also available on the sides of the Home page to help you navigate easily between the Home page and infolet dashboard pages.



Announcements Panel

The Announcements Panel displays your user name and profile picture (if set), any system announcements entered by the Service Administrator, and helps you track your activity.

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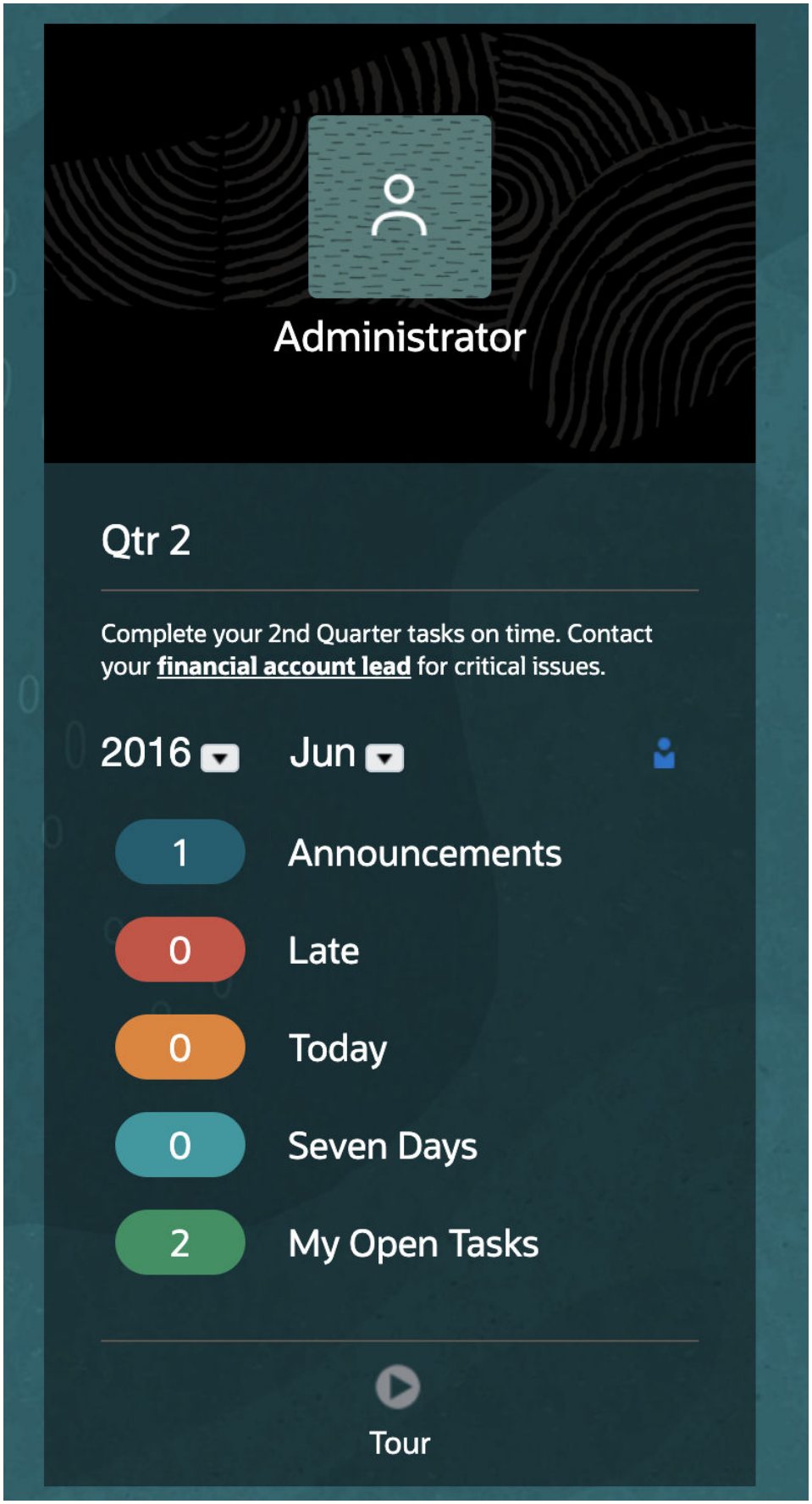

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- You can set your profile picture to display at the top of the Announcements panel of the Home page. To set your profile picture, click **Tools**, and then **User Preferences**. For more information, see Setting Your Profile Picture in *Working with Financial Consolidation and Close*.
- **Activity**—Summarizes system announcements (the most recent announcement, sorted by effective date, appears at the top) and lists your open tasks. Click **Announcements** to view the full announcement text. Click on any of the task metrics to view the Worklist with those tasks.
- — Click the **Tour** icon to launch a video about key features in the business process.

Videos

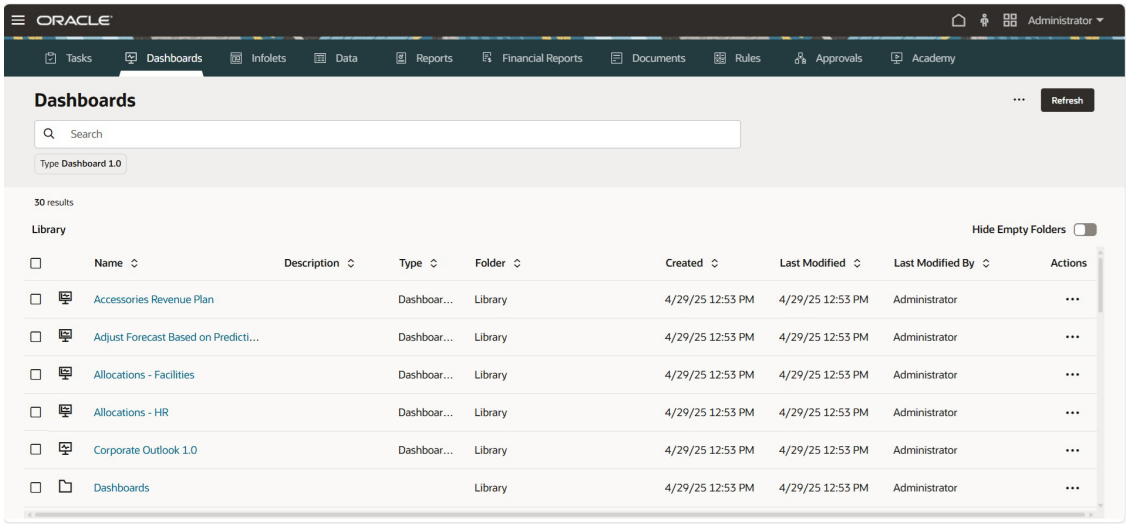
Your Goal	Watch This Video
Explore the default Redwood theme.	Overview: Announcing EPM Cloud's new Redwood Theme
Learn how to customize the interface to streamline workflow.	Overview: Customizing Workflow in Enterprise Performance Management Cloud

About the Standardized Cloud EPM Platform Artifact Pages

The following artifact pages (also known as list or listing pages) are standardized to provide a common user experience across Cloud EPM Platform business processes:

- **Dashboards**
- **Infolets**
- **Data**
- **Rules**
- **Documents** (currently within a vertical tab on the **Reports** card)

The following image shows the standardized **Dashboards** page.



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Viewing Artifact Pages

To view the artifact pages:

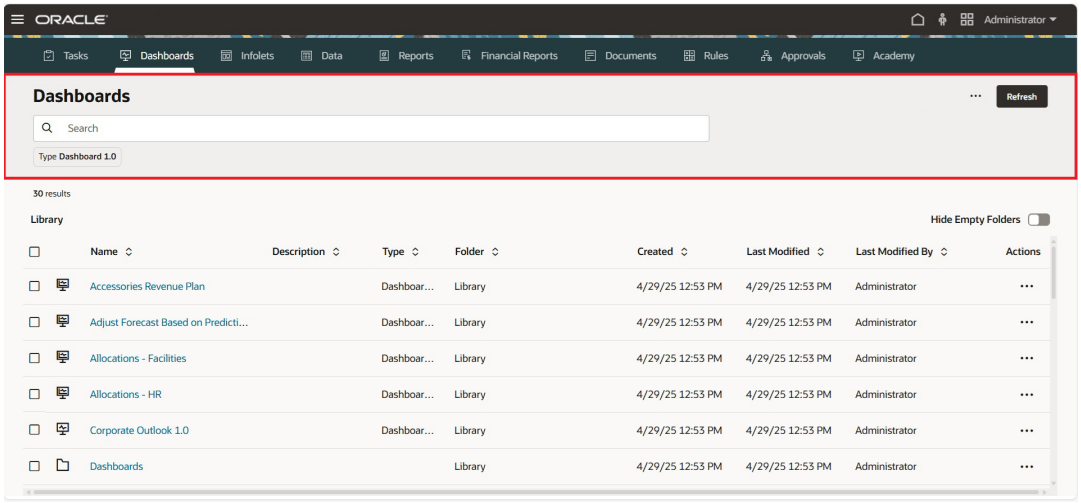
1. From the Home page, click the icon for **Rules**, **Dashboards**, **Data**, or **Infolets**.
2. For **Documents**, click the icon for **Reports**, and then click the **Documents** tab.

> **Note**
>
> In a future release, the **Documents** tab will be removed from the **Reports** card and **Documents** will have its own card on the Home page.

Features of the Standardized Artifact Pages

Standardized artifact pages consist of a header region and a list region.

- Header region features:



  - Global Actions ••• : Actions might include creating an artifact, creating a folder, uploading a file, and converting an artifact, whatever actions are applicable for each artifact. You can also select multiple artifacts in the list region to perform global actions such as **Assign Permission** and **Move to**.

    > **Note**
    >
    > To assign permissions to the Library folder on an artifact page, click ••• (More Actions) without selecting an artifact in the list region, and then select **Assign Permission**.

  - **Refresh**: Updates the artifact list

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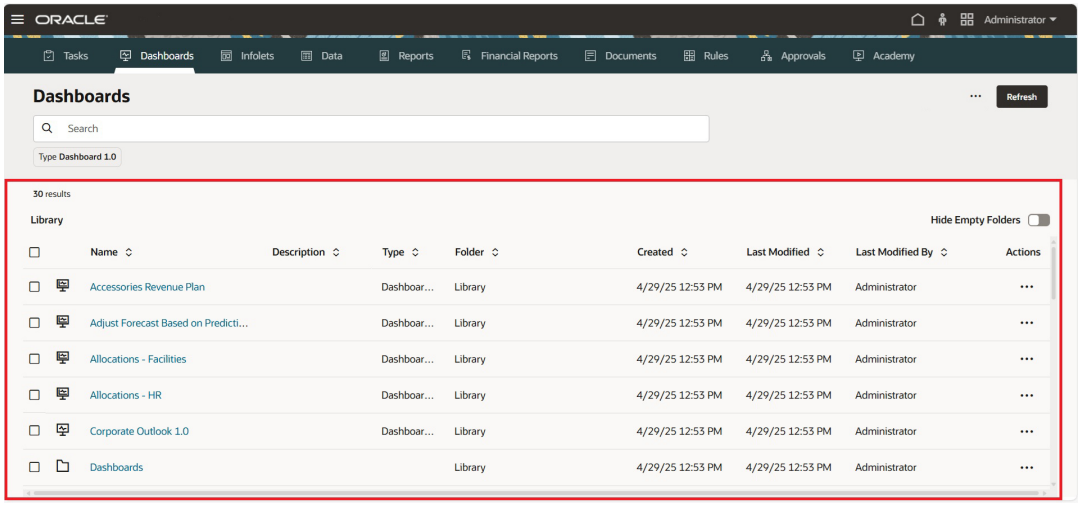
- **Search**: Enter search criteria and the search results will display in a drop-down under the **Search** box. Click **Enter** to view the search results in the list region. Search results list all instances of artifacts that include the search criteria (including folder names). Each search result displays the complete folder path. Searching inside a folder narrows the search to that folder and its subfolders.

  > **Note**
  >
  > * The search considers the **Name**, **Description**, and **Folder** columns, wherever applicable, in the search.
  > * If you perform a **Search** and the **Hide Empty Folders** toggle is off, all matching folders and artifacts are displayed. If the toggle is on, only folders containing matching artifacts are displayed. Empty folders are hidden.

- Filter chips: Filter chips display the search criteria that is entered in the **Search** box. Filter chips can be selected or removed to quickly filter information without changing the current view. We've provided some out-of-the-box filter chips that are combined with a menu so they open a list of selectable options; for example, the **Type** filter chip for Dashboards filters dashboards by type. Click the **Type** filter chip and select **Dashboard 1.0**, **Dashboard 2.0**, or select both.

- List region features:



- **Hide Empty Folders** (available only for **Dashboards**, **Documents**, **Infolets**, and **Data** artifact pages): Hides folders that don't contain relevant artifacts for the current context. When the toggle is off, all folders are visible in the list region, including empty ones. When the toggle is on, only folders containing relevant artifacts for the specific artifact page (for example, **Data**, **Dashboards**, and so on) are displayed.

  By default this option is off, and will reset to off each time you start a new session. The state of the toggle is retained by the page during the session and is page-specific. Navigating away from the page and returning preserves the toggle state until the tab is closed or the user logs out.

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> **Note**
>
> If you create a folder, keep in mind that newly created folders are empty and therefore will not display if the **Hide Empty Folders** toggle is on. New folders become visible after content is added to them, or if the toggle is switched off.

- Check boxes enable multi-selection to carry out global actions for the selected artifacts.
- There are new columns for **Type** and **Folder**.
- Sort items in ascending or descending order using the arrows next to each column heading.
- Quickly return to root and parent folders by clicking hyperlinks within the **Folder** column or within the breadcrumbs displayed above the artifact list.
- Each artifact line item has an item-specific **Actions** menu.
- Assign permissions using the **Assign Permission** option in either the global Actions ••• menu or in the line item-specific **Actions** menu.

  The **Assign Permission** option on the global Actions ••• menu supports assigning permissions to multiple artifacts or folders, or if no artifacts or folders are selected, it assigns permissions to the Library folder.

- Move artifacts using the **Move to** option in either the global Actions ••• menu or in the line item-specific **Actions** menu. The **Move to** option on the global actions menu supports transferring multiple artifacts to a destination folder. While viewing the **Move** interface, you can scroll to find a destination folder or quickly find a destination folder using **Search**.

  > **Note**
  >
  > All folders are displayed and are selectable in the **Move** interface, regardless of the state of the **Hide Empty Folders** toggle.

- For **Dashboards** artifacts, there are new icons to help you differentiate between dashboard versions:
  -  : Dashboard 1.0
  -  : Dashboard 2.0
- For **Rules** artifacts, the line item-specific **Actions** menus include options to **Edit**, **Launch**, and **Assign Permission**. **Edit** is only available for Service Administrators, and it opens the rule in Calculation Manager within a new dynamic tab.

Reverting to Legacy Artifact Pages

Before standardization, the artifact page options would vary depending on the business process used and the artifacts viewed. By default, all applications now use the standardized artifact pages for **Dashboards**, **Infolets**, **Data**, **Rules**, and **Documents**. However, there are cases when you might prefer to view the legacy artifact pages; for example, if your application uses composite forms and you need to view composite forms on the **Data** page. Use the

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Legacy List Pages application setting to revert the standardized artifact pages to legacy pages.

To revert your application to use legacy artifact pages:

1. From the Home page, click **Application**, and then click **Settings**.
2. Under **Other Options**, find the **Legacy List Pages** setting, and then select **Yes** to revert to legacy artifact pages.
3. Click **Save**.

> **Note**
>
> Starting with the October 2025 (25.10) update, Oracle plans to de-support the **Legacy List Pages** application setting. For all new and existing environments, the **Legacy List Pages** option will be removed and the following artifact pages will be rendered as standardized:
>
> - **Data**
> - **Dashboards**
> - **Infolets**
> - **Documents**
> - **Rules**

Standardized Artifact Page Considerations

Currently **Documents** are viewed on a tab within the **Reports** card. However in a future release, the **Documents** tab will be removed from the **Reports** card and **Documents** will have its own card on the Home page.

The standardized **Data** page does not support listing composite forms. To view composite forms on the **Data** page, you must revert to the legacy pages using the **Legacy List Pages** application setting. To revert your application to use legacy artifact pages, see Reverting to Legacy Artifact Pages.

De-Support of Legacy Features

Starting with the October 2025 (25.10) update, Oracle is de-supporting the following legacy features:

- Forms 1.0
- Dashboard 1.0
- **Legacy List Pages** application setting
- Infolets

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Legacy Feature	For New Environments (Created on or after October 3, 2025)	For Existing Environments (Created before October 3, 2025)	Details
Forms 1.0	Internally defaulted to Forms 2.0 – No Application Setting option to render Forms in Forms 1.0	Application Setting for **Forms Version** reset to Forms 2.0 – Users can still change it back	New environment users will see all their forms rendered exclusively in Forms 2.0, with no option in Application Settings to switch to Forms 1.0. Existing environment users will also see their Forms rendered in Forms 2.0 by default. However, they will have the option to switch back to Forms 1.0 using Application Settings if needed. See Plan to Discontinue Support for Forms 1.0 and Dashboard 1.0.
Dashboard 1.0	Users will not be able to create Dashboard 1.0 artifacts.	Users will be able to create or modify Dashboard 1.0 artifacts as before.	New environment users will be able to create and modify dashboards using the Dashboard 2.0 framework only. Existing environment users will have the flexibility to create and modify dashboards using either the Dashboard 1.0 or Dashboard 2.0 frameworks. See Plan to Discontinue Support for Forms 1.0 and Dashboard 1.0.
Legacy List Pages application setting	The option to show or hide **Legacy List Pages** in Application Settings is removed. Users will see only Standardized artifact pages (also known as List or Listing Pages)	The option to show or hide **Legacy List Pages** in Application Settings is removed. Users will see only Standardized artifact pages (also known as List or Listing Pages)	Users for all environments will see the following artifact pages rendered as Standardized only: • **Forms** • **Dashboards** • **Infolets** • **Documents** • **Rules** See About the Standardized Cloud EPM Platform Artifact Pages.

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Legacy Feature	For New Environments (Created on or after October 3, 2025)	For Existing Environments (Created before October 3, 2025)	Details
Infolets	Users cannot: • Create new infolets • Include infolets in navigation flows	Users cannot: • Create new infolets • Include infolets in navigation flows There is no impact for existing infolet dots on the Home page.	All environment users are restricted from creating infolets or adding them to navigation flows. See Plan to Discontinue Support for New Infolets and Other Infolet Actions.

Plan to Discontinue Support for Forms 1.0 and Dashboard 1.0

Effective October 2025, all environments will default to the 2.0 setting for Forms and Dashboards with existing environments having the option to switch back to 1.0 with no support for 1.0. All new environments deployed effective October (25.10) will be deployed with Forms 2.0 and Dashboard 2.0 only; the option to switch to Forms 1.0 will no longer be available.

Customers are advised to change application settings from 1.0 to 2.0 and convert their dashboards from 1.0 to 2.0 as soon as possible. Gaps found in 2.0 should be reported using the Service Request process so that Oracle Support can evaluate if the request is justified and, if so, resolve them. Any issues found in 1.0 for either Forms or Dashboards will be resolved in 2.0 if it can be reproduced in 2.0. There will be no bug fixes or enhancements to Forms 1.0 or Dashboard 1.0.

The Task Manager interface will continue to display standalone forms using Forms 1.0 even if the **Forms Version** application setting is set to 2.0.

Plan to Discontinue Support for New Infolets and Other Infolet Actions

Effective October 2025, Oracle will no longer support the following infolet actions:

- Creation of new infolets
- **Copy As**, which duplicates an existing infolet
- Designating an infolet as **Default** and defining infolet dots on the Home page

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3

Creating a Financial Consolidation and Close Application

An application is a set of related dimensions and dimension members that are used to meet a set of consolidation and close process needs. Each application has its own accounts, entities, scenarios, and other data elements.

When you begin working with Financial Consolidation and Close, you create an application to manage the data, dimensions, and forms. Only one application per environment can be created.

Only the authorized Service Administrator can create an application. The Service Administrator can also perform the following tasks:

- Perform ongoing maintenance, such as creating, editing, or removing dimensions and members
- Import and export data

When you create the application, you can import metadata from your ERP or financial system, or load preformatted metadata flat files from an existing metadata repository to populate the dimensions in your application.

After you create the application, select **Application** from the Home page to view and manage the application.

Cloud EPM Services

Oracle has two Oracle Fusion Cloud Enterprise Performance Management services: Oracle Enterprise Performance Management Standard Cloud Service (EPM Standard Cloud Service) and Oracle Enterprise Performance Management Enterprise Cloud Service (EPM Enterprise Cloud Service).

For information about the Cloud services, see Available Cloud EPM Subscriptions in *Getting Started Guide for Administrators*.

- Creating an EPM Enterprise Cloud Service Application
- Creating an EPM Standard Cloud Service Application

Creating an EPM Standard Cloud Service Application

The landing page is your starting point for creating an application and for viewing an overview video tour to help you get started.

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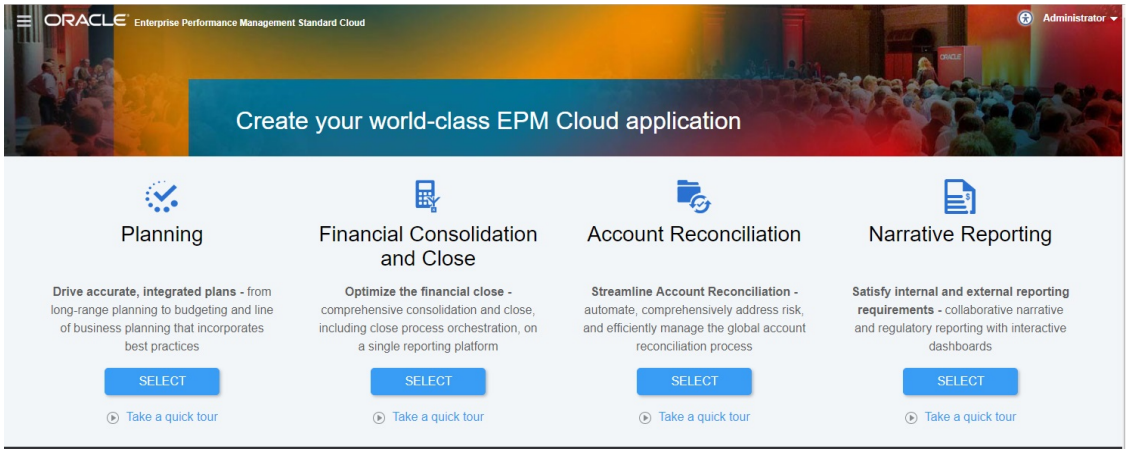


Each subscription to the EPM Standard Cloud Service allows you to create one application.

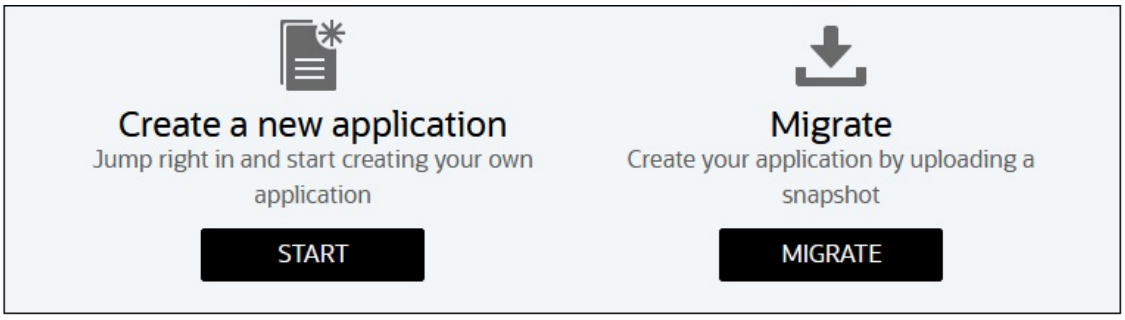
The EPM Standard Cloud Service landing page presents the applications that you can create.

> **Note**
>
> After you initiate the creation of an application, you cannot return to the landing page. If wish to return to the landing page to create a different application, you must first reset your environment to its original state. See Switching to a Different Cloud EPM Business Process in *Getting Started Guide for Administrators*.

You have two options to create an application:

- Choosing your own settings to create the application
- Using an existing snapshot to create the application

These options are displayed on a business process-specific landing page similar to the following illustration:



On the landing page, click SELECT under Financial Consolidation and Close to view available options for creating a Financial Consolidation and Close business process.

- Create a new application: Click **START** to create a business process.
  The Financial Consolidation and Close business process is a set of related dimensions and members designed to meet a set of consolidation and close process needs. A business process has its own accounts, entities, scenarios, and other data elements. See Creating a Financial Consolidation and Close Application.

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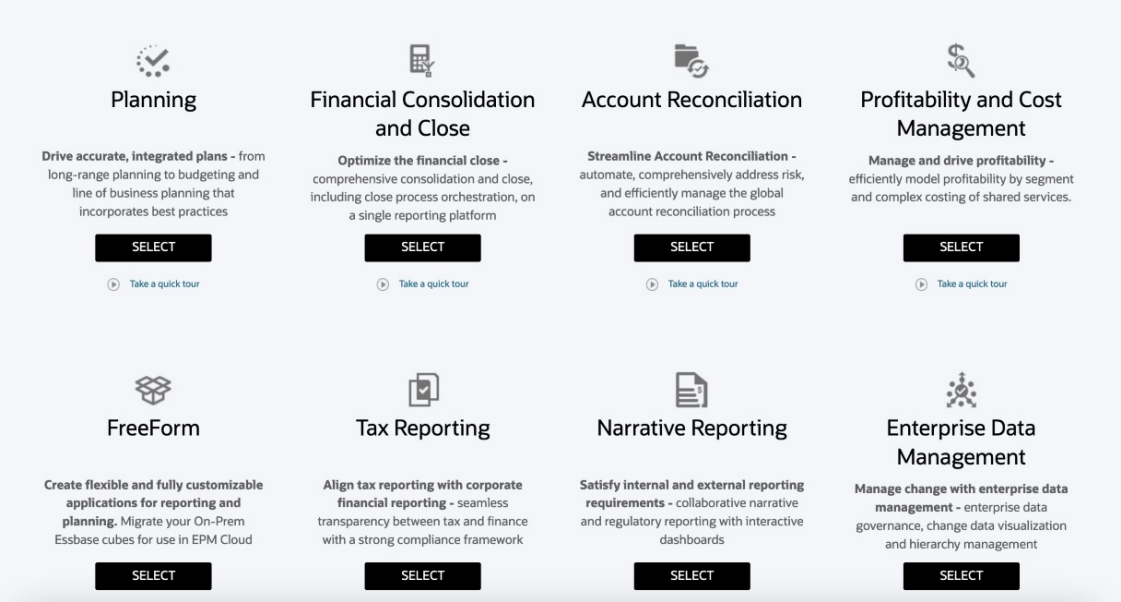
- Migrate: Click **MIGRATE** to import a business process from a snapshot that you previously uploaded to the environment. See What Business Processes Can I Migrate to Cloud EPM? in *Getting Started Guide for Administrators* for prerequisites and snapshot compatibility.

Creating an EPM Enterprise Cloud Service Application

The landing page is your starting point for creating an application and for viewing overview videos that help you get started.



Each subscription to the EPM Enterprise Cloud Service allows you to create one application. Click **SELECT** under the application description to see available options.

The EPM Enterprise Cloud Service landing page presents the applications that you can create.

> **Note**
>
> After you initiate the creation of an application, you cannot return to the landing page. If wish to return to the landing page to create a different application, you must first reset your environment to its original state. See Switching to a Different Cloud EPM Business Process in *Getting Started Guide for Administrators*.

You have two options to create an business process:

- Create a new application
- Use an existing snapshot to create an application

On the landing page, click **SELECT** under Financial Consolidation and Close to view these options for creating a Financial Consolidation and Close business process.

- Create a new application: Click **START** to create a business process.

  See Creating a Financial Consolidation and Close Application in *Administering Financial Consolidation and Close*.

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- Migrate: Click **MIGRATE** to import a business process from a snapshot that you previously uploaded to the environment. See What Business Processes Can I Migrate to Cloud EPM? in *Getting Started Guide for Administrators* for prerequisites and snapshot compatibility.

Application Prerequisites

- After analyzing available historical data, you have created a set of requirements and developed an application design that supports your requirements.
- Security components have been set up. See *Getting Started Guide for Administrators* and *Administering Access Control*.
- At least one user has been granted the Service Administrator role of the application instance.

Workflow for Creating an Application

Table 3-1 Workflow to Create an Application

Task	Description	More Information
Create application structure	Create an application.	See Creating an Application.
Load metadata and refresh the application	Load dimensions and their members into the application from load files.	See Importing Metadata.
Load data	Load data from a flat file.	See Importing Data.
Set up forms folders and forms	Create forms folders and forms and specify who can access them. Users use forms to view or enter application data.	See Managing Forms.
Set up task lists and tasks	Create task lists and tasks, and specify who can access them.	See Managing Tasks.

Creating an Application

Financial Consolidation and Close is a multi-dimensional consolidation application. By default, the system provides a required set of pre-defined dimensions to store the consolidation detail data. During application creation and configuration, you can select additional optional dimensions based on your application needs.

Before you create your application, you can click **Take a quick tour** to access useful information about designing and getting started with the application.

To create an application, you must be the Service Administrator.

After you create an application, you cannot rename it. For example, you cannot rename your "xxx" Test application to "xxx" in Production. You must recreate and rebuild your application.

To create an application:

1. Log on to Financial Consolidation and Close as a Service Administrator.
2. Under **Finance**, click **Start.**
3. Click **Financial Close**.
4. Click **New**.

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5. On the **Create Application: General** page, enter a Name for the application.

   The Application name cannot contain these characters:

   Ampersand (&), Apostrophe ('), Asterisk (*), At sign (@), Backslash (\), Caret (^), Colon (:), Comma (,), Curly brackets ({}), Dollar sign ($), Double quotation marks ("), " Equal sign (=), Exclamation mark (!), Forward slash (/), Greater than (>), Less than (<), Line (|), Minus sign (-), Number sign (#), Parentheses ( ), Percent sign (%), Period (.), Plus sign (+), Question mark (?), Semi-colon (;), Spaces, Square brackets ([]), or Tabs.

6. For **Description**, enter an application description.
7. Click **Next**.
8. On the **Details** page, select the calendar and currency options for the application. After you create an application, you cannot change or enable these options.
   - **Time Period - Number of Months**: Select the number of months to include in the year: **12** months or **13** months.

     If you select **12 months**, by default, the periods are January to December. You can always add an alias to the period name if you want it to be different.

     If you select **13 months**, select the period **Distribution** for each quarter. The default distribution is 3-3-3-4. You can select a prefix, and the numbers 1 to 13 will be added to the prefix, for example, P1 through P13.
   - **Start and end year**: Select the period range for which you want to include data in the application.

     You can adjust the period range that you want for your application. You can also add additional years to your application by creating additional members in the Year dimension after the application is created.
   - **First month of fiscal year**: From the drop-down, select the first month to use for the fiscal year. For 12 months, the default is January. For 13 months, the default is P1.
   - **Optional: Create HYTD Members**: By default, the application provides the following views of data: Periodic, YTD, QTD. To also include Half Year to Date (HYTD) time periods, click **Enable**.
   - **Main Currency**: From the drop-down, select the main currency for your application. The system provides the standard ISO codes. The default currency is USD.
   - **Multicurrency**: Select this option if your application contains data for more than one currency. If the Multicurrency option is not enabled, the Currency dimension is not created for the application.
9. Click **Next** to enable application features. See Application Feature Descriptions.
10. After you select the features that you want to enable, click **Next**, and from the **Review** page, review the selected application details.
11. To create the application, click **Create**, or to change any settings, click **Back** and make changes.

    When you click Create, the system creates the application shell and generates the applicable dimensions and members for your application based on your selections.
12. From the Application Creation Status message, click **OK**.

Enabling Application Features

You can enable features using two methods:

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- During the application creation process, you use the **Features** tab in the Create Application Wizard.
- After you create an application, you can enable features at any time from the **Application Configuration** page.

The Features page displays the features available to be enabled. After you create an application, it displays the features that you selected as part of application creation.

> **Note**
>
> You cannot disable features after application creation.

Watch the following video for information on configuring features:

 Configuring Financial Consolidation and Close .

Enabling Features During Application Creation

1. In the Create Application Wizard, navigate to the **Features** tab.
2. Select the features that you want to enable, and click **Next**.
3. From the **Review** page, review the selected application details.
4. Select an option:
   - To create the application, click **Create**.
   - To change any settings, click **Back** and make changes in the previous screen.
5. From the Application Creation Status message, click **OK**.

Enabling Features from Application Configuration

1. On the Home page, click **Application**, and select **Configuration**.
2. From the **Configure** screen, click **Enable Features**.
3. Select the features that you want to enable.

   See Application Feature Descriptions.
4. Click **Enable**.
5. When the system displays a message that the functionality has been enabled, click **OK**.

   After you enable a new feature in an existing application, you must reload the navigation flow.
6. On the Home page, click the down arrow next to the user name.
7. On the **Setting and Actions** menu, click **Reload Navigation Flow**.

Application Feature Descriptions

Financial Consolidation and Close provides a set of consolidation features that includes out-of-the-box translations, consolidation, eliminations and adjustments.

When you create an application, the system creates these dimensions:

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- Year
- Period
- View
- Currency (Only if multi-currency is selected)
- Consolidation
- Scenario
- Entity
- Intercompany (Only if Intercompany is selected in Enable Features)
- Account
- Movements
- Data Source

Depending on the functionality required for your application, you can enable additional features, dimensions, and members that you need. For example, you can enable journal adjustments or tracking of intercompany eliminations. After a feature is enabled, you cannot disable it.

You can select these features:

- **Consolidation**
  If you do not enable the Consolidation module, the Balance Sheet Hierarchy option and other consolidation-related features are not available. See Consolidation, Supplemental Data, and Enterprise Journals Features.
- **Multi-GAAP Reporting**
  Select this option if you need to report your financial statements in both local GAAP and in IFRS or other GAAP. This option tracks the local GAAP data input as well as any GAAP adjustments.

  If the Multi-GAAP Reporting option is not enabled, the system does not create the Multi-GAAP dimension.

  You can rename members to reflect the correct GAAP adjustment if needed. You can also include additional members and hierarchies for other GAAP adjustments if needed.

  You can add a maximum of four Custom dimensions to an application. If your application is enabled with the Multi-GAAP Reporting option, you can create three Custom dimensions.

  - **Enter Adjustment**—Select this option to enter GAAP adjustments manually.
  - **Calculate Adjustment**—Select this option to allow the system to calculate the adjustment amount based on the Local GAAP and IFRS amount entered.
- **Cumulative Translation Adjustment (CTA) Account**
  This option is only available for multi-currency applications.

  The CTA account is used to store the Foreign Exchange (FX) calculation values for historical accounts.

  You can configure the application to include the CTA Account in the Balance Sheet or in Comprehensive Income. For more information, see the "CTA and CICTA Accounts" section in Seeded Dimension Members.

  - **Balance Sheet**
  - **Comprehensive Income**

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After you enable either of these options, you cannot change them. You must recreate the application to change the option.

Local GAAP

The system automatically uses the same option for Local GAAP.

For example, if you select **CTA (Balance Sheet)**, the system selects CTA (Balance Sheet) for Local GAAP. If you select **CICTA (Comprehensive Income)**, the system selects CICTA (Comprehensive Income) for Local GAAP.

- **Make Period and Movement Dense** - Use this option to create an application with Period and Movement as Dense dimensions, or deselect the option to use Account as the Dense dimension.
  This option applies only to applications that are running on Hybrid-enabled Essbase.
- **Accounts Reporting**
  Balance Sheet Hierarchy: Select the Balance Sheet hierarchy that is most suitable for your application. You can also manually create additional hierarchies in addition to the ones created by the system.
  - **Traditional Balance Sheet Approach**—This option provides the account hierarchy with Total Assets as a parent member and Total Liabilities and Equity as a separate parent member. The aggregation of these two parent members should be zero as Total Assets = Total Liabilities and Equity.
  - **Net Asset Approach**—This option allows you to track your Net Assets separately within the Balance Sheet hierarchy as Net Assets = Total Assets - Total Liabilities.
  - **Basic**—Available only for Extended Dimension applications. This option provides a simplified hierarchy of the minimum required set of Account and Movement dimension members based on the enabled features and a minimum set of seeded forms. Note that Indirect cash Flow is an optional enablement when the Basic option is selected but not when either Traditional or Net Assets are selected.

Include Ratio Calculations

Select the applicable ratio calculations that you want to include in your application. A separate Ratio hierarchy will be created in the Account dimension with the specific ratio groups that you selected. Individual ratio accounts and the corresponding calculations will be created as part of the application. You can add additional ratio calculations to each group.

- **Liquidity Ratio**
  - Current Ratio
  - Quick Ratio
  - Cash Ratio
- **Asset Management Ratio**
  - Inventory Turnover
  - Asset Turnover
  - Days Sales in Receivables
  - Days Sales In Inventory
- **Profitability Ratio**
  - Gross Profit Margin
  - Return on Sales
  - Return on Equity

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  - **Leverage Ratio**
    - Debt To Equity Ratio
    - Debt Ratio

- **Intercompany Data**
  Select this option if your application includes intercompany data. If enabled, the system creates an Intercompany dimension containing system members. The Entity dimension displays a property for members that specifies if the member should be included in the Intercompany dimension. If the property is selected, a member with the same name is created in the Intercompany dimension.

  If you do not enable the Intercompany Data option, the Intercompany Dimension is not displayed in your application.

  Track Intercompany Elimination— If you select the Intercompany Data option, you can additionally select this tracking option. This option enables you to track your intercompany elimination data separately by data source. If this option is not selected, then the total elimination value from all data sources is stored as one total in the application rather than by the data source detail.

  > **Note**
  >
  > Both of these options are required to use the Ownership Management feature.

  Intercompany Entities Aggregation— If you select the Intercompany Data option, select an aggregation option for aggregating Intercompany entities to the Intercompany Top member: **Addition**, **Subtraction**, **Ignore**, or **Not Applicable**. See Aggregation Options for Intercompany Entities.

- **Consolidation Journal Adjustments**
  Select this option if your application includes Consolidation journal adjustment data. If you select this option, the Journals menu displays in the application for you to manage your journal entries. Journals can be manually entered or loaded. If Consolidation Journal Adjustments is enabled, the system adds an additional member named Journal Input in the Data Source dimension to track the adjustment amount separately from regular data input.

  Consolidation Journal Workflow— If Consolidation Journal Adjustments are enabled, you can additionally select a workflow for the journal process. When Consolidation Journal Workflow is enabled, all journals must first be submitted for approval before they can be posted to the system.

  If you do not enable Consolidation Journals, the Consolidation Journals menu does not display in the application, and there are no journal-related metadata or reports.

  Unbalanced Journals— If Consolidation Journal Adjustments are enabled, you can additionally select the ability to create unbalanced journals. If you select the Unbalanced Journals option, all users who can create journals can create unbalanced journals, which are allowed for all Scenarios, Entities, Consolidation members, Entity currency and all input currencies. You do not need to enable a Journal Workflow to use Unbalanced Journals.

  Note: This feature is only available for applications that use Dense/Sparse Optimization (DSO).

- **Ownership Management**
  Select this option to manage Ownership Management data and consolidation methods.

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This option is only available if you also enable **Intercompany Data** and **Track Intercompany Elimination**.

> **Note**
>
> Before you enable Ownership Management for an existing application, you must review the migration considerations to avoid potential conflicts with new seeded members. See Enabling Ownership Management in Applications.

- **Enhanced Organization by Period**
  Select this option to enhance the Organization by Period features of Ownership Management, and in particular, to allow the addition of new instances of shared entities without requiring data already locked to be unlocked and re-consolidated.

  This option is only available if you have first also enabled Ownership Management.

  > **Note**
  >
  > Before you enable Enhanced Organization by Period for an existing application, you must review the migration considerations. See Enabling Enhanced Organization by Period.

  Please note that Enhanced Organization by Period is only available for Dense/Sparse optimized (DSO) applications.

- **Equity Pickup**
  Select this option to enable the Equity Pickup method of recording the value of investments in subsidiaries.

- **Partner Elimination**
  Select this option to enable rules to write data to a partner member. The Partner Elimination rule writes data to the Elimination consolidation member of a sibling of the entity being processed. See Creating Consolidation Rules. When this option is selected, almost all entities (including parent entities) should be flagged as Intercompany Partners in the metadata (select "ICP_Entity_Yes" in the"Intercompany Entity" attribute). If these entities are not flagged as Intercompany then Partner Elimination rules might fail. The only exceptions should be the top Entity label ("Entity") and its immediate children, including "Global Assumptions" and "Total Geography".

- **Indirect Cashflow**
  If you select the Basic Accounts Reporting option, select this option to add the Indirect Cashflow hierarchies into the Closing Balance hierarchy, and add the Cash Flow hierarchies.

  If you select the Traditional Balance Sheet Approach or Net Asset Approach for Accounts Reporting, this option is selected by default and cannot be deselected.

- **Track Multi-Source Data Input**
  A Data Source system dimension is provided as part of the application. In the Data Source dimension, the Data Input member is created by default to track data manually entered or loaded from a .csv file.

  Other Data—Select this option if you want to collect data from another source. An additional member named "Other Data" will be created in the Data Source dimension for tracking purposes.

- **Custom Dimensions**

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Using Custom dimensions can provide a more detailed view of consolidated data. These dimensions enable you to specify additional details associated with accounts, such as products, markets, channels, and so on. For example, Custom dimensions could include Product Line, Region, Channel, or Customers.

Select this option to add Custom dimensions, then enter a name for the dimension.

You can add a maximum of four Custom dimensions to an application. If your application is enabled with the Multi-GAAP reporting option, you can create three Custom dimensions.

> **Note**
>
> The ability to add four Custom dimensions (or three if you enable the Multi-GAAP reporting option) is available in all new provisioned environments.
>
> Two Custom dimensions are available in environments provisioned before June 2019. If you want to use more than two Custom dimensions in those environments, you must migrate to Extended Dimensionality. See Migrating to Extended Dimensionality.

- **Additional Consolidation Members**
  - **Translated Currency Input**—When you enable Translated Currency Input, the system creates an additional member in the Consolidation dimension named FCCS_Translated Currency Input. You can select the FCCS_Translated Currency Input member when you create journals, journal templates, and journal reports, export and import journals through the Journals module, and create On-Demand Rules.
  - **Parent Input**—The Parent Input option provides for data entry to the Parent/Child combination in the currency of the parent.
  - **Contribution Input**—The Contribution Input option provides for data entry that has already been proportionalized and re-classified as required.
    Parent Input and Contribution Input data can be entered through data entry forms, Oracle Smart View for Office, data load or journal entry and can be written to through Configurable Calculation rules. See Consolidation.
- **Control To-Date View Storage**—You can specify whether the system should automatically calculate YTD, HYTD and QTD values during the consolidation and translation processes. For example, if you select only the FCCS_Periodic View member, the system calculates only the Periodic values. This may help to reduce your application and cube size. When you enable this option, the system automatically adds new Consolidate and Translate rules by Selected View to the application. See Using the Control To-Date View Storage Option.
- **Supplemental Data Collection**
  Select this option if you want to collect additional supplemental details from Supplemental Data. When it is enabled, you can configure your data collection workflow using Supplemental Data Manager, and the approved data is stored in a separate member of the Data Source dimension named "Supplemental Data" for tracking purposes. You can drill back to the source to view all the supporting details. If you do not enable Supplemental Data Collection, some supplemental data-related features are not available. See Consolidation, Supplemental Data, and Enterprise Journals Features.
- **Enterprise Journals**
  Select this option to enable Enterprise Journals. Enterprise Journals is an EPM Platform tool to manage journals. Enterprise Journals can directly post to any ERP. See Managing Enterprise Journals.
- **Combine Year and Period as a Single Dimension**

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Select this option to enable use of the SingleTime replacement dimension in data forms. The SingleTime dimension members will be created in this type of format: Q1 2022, Jan 2022. During the creation of the members, a validation will be performed for existing members with the same name format. If there are existing members, a warning message will display, and you must remove the existing members and refresh the database before you can create the SingleTime dimension. See Using the SingleTime Dimension.

- **Enable Additional Cubes**
  Select this option to enable additional block storage cubes. In addition to the provided Consol cube, you can select any one or more predefined cubes (Consol Cube 2, Consol Cube 3, Consol Cube 4, and Consol Cube 5) and click **Enable**. A new cube is created with the selected cube name. All cubes will have the same number of dimensions and application settings. Enabling additional cubes allows you to break up your data into unique slices to optimize performance. See Adding Application Cubes.

  This feature is only available for Dense/Sparse Optimized (DSO) applications.

  NOTE: This feature is only available on a restricted basis. Adding additional cubes results in more maintenance required for the application, so it is recommended only for specific use cases. To enable this feature, you must submit a technical Service Request (SR).

  When you enable additional cubes, warning messages are displayed. The warnings depend on which other features are already enabled in your application, such as Enhanced Organization by Period and Ownership Management. Enabling Additional Cubes and other features separately ensures that the metadata changes for these features are implemented correctly.

- **Make Period and Movement Dense**
  When you create an application, the Make Period and Movement Dense option is selected by default. If you want to create an application with Account as the Dense dimension, uncheck this option. You can also migrate an existing application to one with the Period and Movement dimensions as Dense dimensions. The migration utility is available from the Application Overview screen. See Converting Period and Movement Dimensions to Dense Dimensions.

Consolidation, Supplemental Data, and Enterprise Journals Features

Financial Consolidation and Close provides a centralized monitoring of all business process tasks by defining your business process activities for the period. You can enable the Consolidation feature to calculate and aggregate data throughout the organization. You can then calculate and adjust data, perform currency translation and run consolidation rules. When you enable the Supplemental Data feature, you can manage supplemental transaction details for financial analytics and disclosure. When you enable the Enterprise Journals feature, you can manage the preparation and approval of manual journal entries for inclusion in the general ledger posting, and provide an integrated solution with the Enterprise Standard ERPs.

When you create an application, by default, Consolidation and Task Manager features are enabled.

Supplemental Data and Enterprise Journals features are optional. You can enable them during or after you create an application.

To enable features, see Enabling Application Features.

Consolidation Features

The following features are only available if the Consolidation module is enabled. If it is not enabled, you cannot access these features from either the Home page or the Navigator.

- Balance Sheet Hierarchy

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- Financial Dashboards
- Journals
- Approvals
- Rules
- Valid Intersections
- Data Integration
- Action Menus
- Smart Lists
- Variables
- Reporting
- Workflow

Supplemental Data Features

The following features are only available if the Supplemental Data feature is enabled. If it is not enabled, you cannot access these features from either the Home page, Downloads page, or the Navigator.

- Create and Manage Supplemental Data
- Smart View Extension for Supplemental Data Management

Enterprise Journal Features

The following features are only available if the Enterprise Journal feature is enabled. If it is not enabled, you cannot access these features from either the Home page, Downloads page, or the Navigator.

- Dashboards
  - Overview/Compliance
  - Build your own custom
- Journals list
- Journal Detail page
  - Header and Line item sections
  - Attach Supporting Documents
  - Audit Trail
- Templates
  - Design preferred journal layout
  - Set up recurring journals
- Workflow
- Oracle Smart View for Office
- Smart View Extension for Enterprise Journals
- EPM Integration & Posting to any ERP, including External Validation Prior to Approval & Post

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Enabling Ownership Management in Applications

When you create an application, you can enable the Ownership Management feature, which allows you to assign ownership percentages and consolidation methods. You can also enable the feature for an existing application.

For details on this feature, see Managing Ownership.

This section lists the requirements to enable Ownership Management, and the metadata changes that the system implements when it is enabled.

> **Note**
>
> If you do not enable Ownership Management, there is no impact to your existing application.

Before you enable Ownership Management, review these sections:

- Ownership Management Requirements for New Applications
- Ownership Management Requirements for Existing Applications
- Intercompany Dimension Members for Ownership Management
- Member and Alias Considerations for Ownership Management
- Ownership Management Metadata Changes

Ownership Management Requirements for New Applications

To select the Ownership Management option for a new application:

- You must enable the **Intercompany Data** and the **Track Intercompany Elimination** options.

  If both are enabled, the Ownership Management option is available for selection.
- If you do not select Ownership Management during application creation, you can enable the feature later if both of these options are enabled.

Ownership Management Requirements for Existing Applications

To enable the Ownership Management option for an existing application:

- The **Intercompany Data** option must be enabled.

  If you do not have the Intercompany dimension enabled, you must re-create the application in order to use the Ownership Management feature.
- The **Track Intercompany Elimination** option must be enabled.

  You can enable this option in an existing application if the Intercompany dimension is enabled. See Enabling Application Features.

  After you enable a new feature in an existing application, you must reload the navigation flow.

  - On the Home page, click the down arrow next to the user name.
  - On the **Setting and Actions** menu, click **Reload Navigation Flow**.

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Intercompany Dimension Members for Ownership Management

When you enable the **Intercompany Data** and **Track Intercompany Elimination** options, the system creates these dimension members:

- Intercompany Dimension
- FCCS_Elimination member of Consolidation Dimension
- FCCS_Intercompany Elimination member of Data Source Dimension

Member and Alias Considerations for Ownership Management

When you enable Ownership Management, the system adds new seeded Accounts and Movement members with aliases, to support the seeded consolidation rules. This may result in a "Duplicate Alias" error with the existing members in the application.

The following tables list the new Member Names and Aliases for the Account and Movement dimensions. For details all of the metadata changes, including the Consolidation and Data Source dimensions, see Ownership Management Metadata Changes.

Before you enable the Ownership Management feature, you must do the following steps:

- Review the lists of new seeded members. If you have already defined some members that serve the same purpose, you must delete them to avoid a conflict with the new seeded members.
- Review your existing Accounts and Movement members to ensure that there is no conflict with the Alias for the new members.

  Note that there will not be a conflict with names for the new members, as the new seeded members have a prefix of *FCCS_xxx*.
- If there is a conflict, you should modify your Alias **prior** to enabling the feature. Otherwise, you will encounter errors during migration or when refreshing the database.
- If you modify an Alias, you should also modify any existing artifacts in which it is referenced.
- You should either remove duplicate members from the referenced artifacts, or update the artifacts to reference the proper member.

After enabling Ownership Management, if you encounter errors with members and Aliases, check the Jobs console to see the details on which member Alias is in conflict.

Table 3-2 Account Dimension - New Members

Member Name	Alias
FCCS_Dividends Receivable	Dividends Receivable
FCCS_Investment in Equity Companies	Investment in Equity Companies
FCCS Investment in Equity Companies Investment	Investment in Equity Companies - Investment
FCCS_Investment in Equity Companies Equity Pickup	Investment in Equity Companies - Equity Pickup
FCCS_Investment Link	Investment Link
FCCS_Intangible Assets	Intangible Assets and Goodwill
FCCS_Goodwill	Goodwill
FCCS_Goodwill Input	Goodwill - Input
FCCS_Goodwill Offset	Goodwill - Offset
FCCS_Minority Interest	Minority Interest

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Table 3-2 (Cont.) Account Dimension - New Members

Member Name	Alias
FCCS_Owners Equity	Owner's Equity
FCCS_Other Equity	Other Equity
FCCS_Revaluation Reserves	Revaluation Reserves
FCCS_Dividends Declared	Dividends Declared
FCCS_Retained Earnings Current - Pre Ownership Change	Retained Earnings Current - Pre Ownership Change
FCCS_Owners Income	Owner's Income
FCCS_Minority Interest Income	Minority Interest Income
FCCS_Net Discontinued Operations Income	Net Discontinued Operations Income
FCCS_Discontinued Operations Income	Discontinued Operations Income
FCCS_Discontinued Operations Tax	Discontinued Operations Tax
FCCS_Continuing Operations Income	Continuing Operations Income
FCCS_Equity Company Income	Equity Company Income

Table 3-3 Movement Dimension - New Members

Member Name	Alias
FCCS_Mvmts_Acquisitions	Acquisition of companies and businesses
FCCS_Mvmts_Disposals	Disposal of companies and businesses

Ownership Management Metadata Changes

When the Ownership Management option is enabled, the system implements these changes to metadata.

Account Hierarchy Changes

When Ownership Management is enabled, seeded system Accounts will be created to support consolidation rules.

In addition, the Data Storage property of the existing "FCCS_Percent Consol" member is changed from "Store" to "Dynamic Calc". This account will be dynamically calculated based on the entered Ownership information.

The updated **FCCS_Total Assets** hierarchy is shown below with these additional accounts:

- FCCS_Dividends Receivable
- FCCS_Investment in Equity Companies
- FCCS_Investment in Equity Companies Investment
- FCCS_Investment in Equity Companies Equity Pickup
- FCCS_Investment Link
- FCCS_Intangible Assets
- FCCS_Goodwill
- FCCS_Goodwill Input
- FCCS_Goodwill Offset

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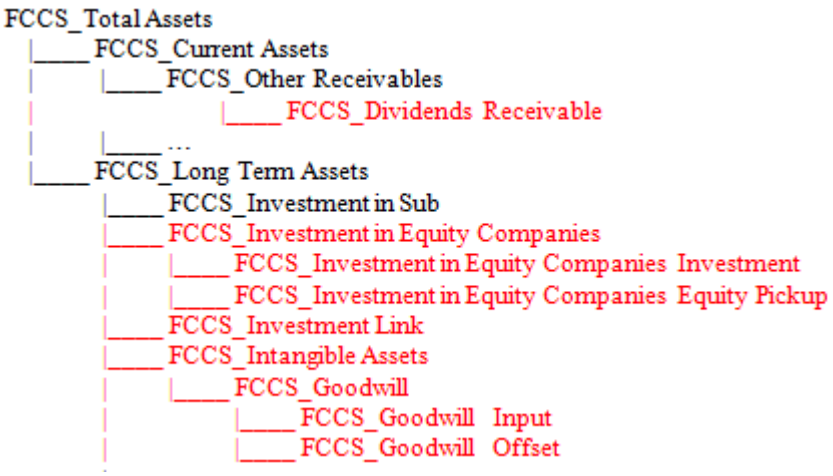

The updated **FCCS_Total Equity** hierarchy is shown below with these additional accounts:

- FCCS_Minority Interest
- FCCS_Owners Equity
- FCCS_Other Equity
- FCCS_Revaluation Reserves
- FCCS_Dividends Declared
- FCCS_Retained Earnings Current - Pre-Ownership Change
- FCCS_Owners Income
- FCCS Minority Interest Income
- FCCS_Net Discontinued Operations Income
- FCCS_Discontinued Operations Income
- FCCS_Discontinued Operations Tax
- FCCS_Continuing Operations Income
- FCCS_Equity Company Income

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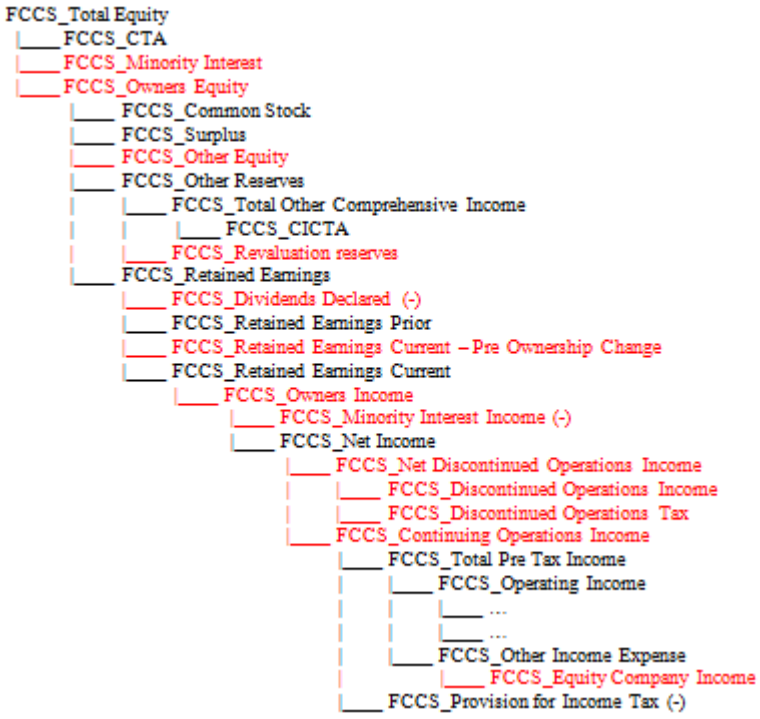

The updated **FCCS_Drivers** hierarchy is shown below with these additional accounts:

- FCCS_Percent Elim
- FCCS_Consol Method
- FCCS_Control
- FCCS_Control Input
- FCCS_Consol Method Input
- FCCS_Percent Consol Input
- FCCS_Percent Ownership Input
- FCCS_Percent Min Input
- FCCS_Percent Consol Prior Input
- FCCS_Percent Consol Change Input
- FCCS_Percent Consol- *Property changed to Dynamic Calc*
- FCCS_Percent Consol Prior
- FCCS_Percent Consol Change
- FCCS_Percent Owners
- FCCS_Percent Min

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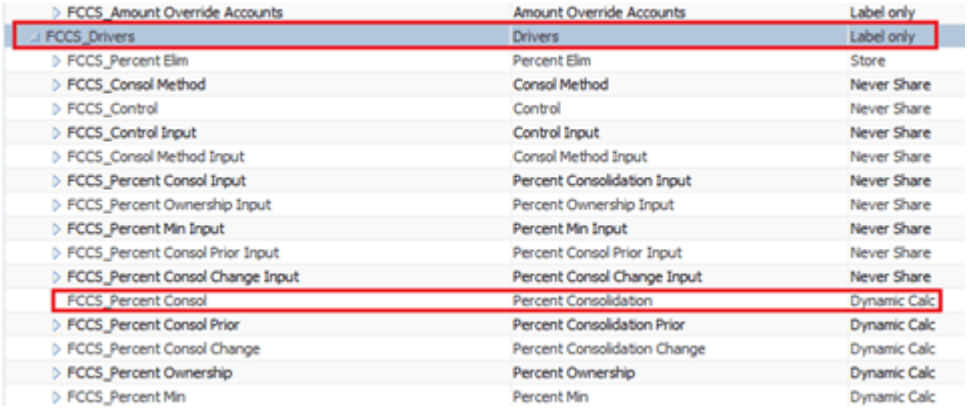


FCCS_Amount Override Accounts	Amount Override Accounts	Label only
FCCS_Drivers	Drivers	Label only
FCCS_Percent Elim	Percent Elim	Store
FCCS_Consol Method	Consol Method	Never Share
FCCS_Control	Control	Never Share
FCCS_Control Input	Control Input	Never Share
FCCS_Consol Method Input	Consol Method Input	Never Share
FCCS_Percent Consol Input	Percent Consolidation Input	Never Share
FCCS_Percent Ownership Input	Percent Ownership Input	Never Share
FCCS_Percent Min Input	Percent Min Input	Never Share
FCCS_Percent Consol Prior Input	Percent Consol Prior Input	Never Share
FCCS_Percent Consol Change Input	Percent Consol Change Input	Never Share
FCCS_Percent Consol	Percent Consolidation	Dynamic Calc
FCCS_Percent Consol Prior	Percent Consolidation Prior	Dynamic Calc
FCCS_Percent Consol Change	Percent Consolidation Change	Dynamic Calc
FCCS_Percent Ownership	Percent Ownership	Dynamic Calc
FCCS_Percent Min	Percent Min	Dynamic Calc

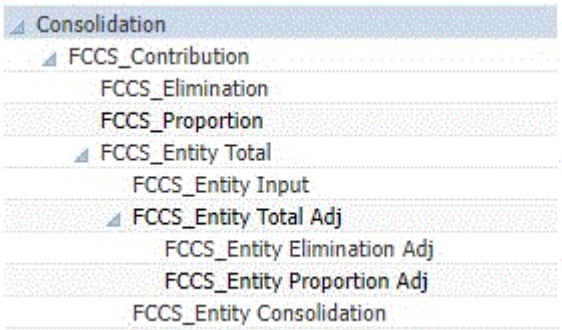
Consolidation Dimension Changes

- The Data Storage property of the existing "FCCS_Proportion" member is changed from "Dynamic Calc" to "Store".
- The "FCCS_Proportion" member is no longer the parent member for "FCCS_Entity Total". Instead, this member is now a sibling for "FCCS_Entity Total".
- The Data Storage property changes require a reconsolidation for all existing data within the application. The Calculation status is changed to Impacted for all entities. You must reconsolidate all existing data in your application so that the Proportion amount will be calculated and stored in the Consolidation dimension.

> **Note**
>
> If any periods are locked, you must unlock them and then reconsolidate the data.

The FCCS_Contribution hierarchy is shown below with these additional members:

- FCCS_Proportion
- FCCS_Entity Total Adj
- FCCS_Entity Elimination Adj
- FCCS_Entity Proportion Adj



Movement Member Changes

These new seeded Movement members will be added to support consolidation rules for ownership management:

- FCCS_Mvmts_Acquisitions_Total
- FCCS_Mvmts_Acquisitions

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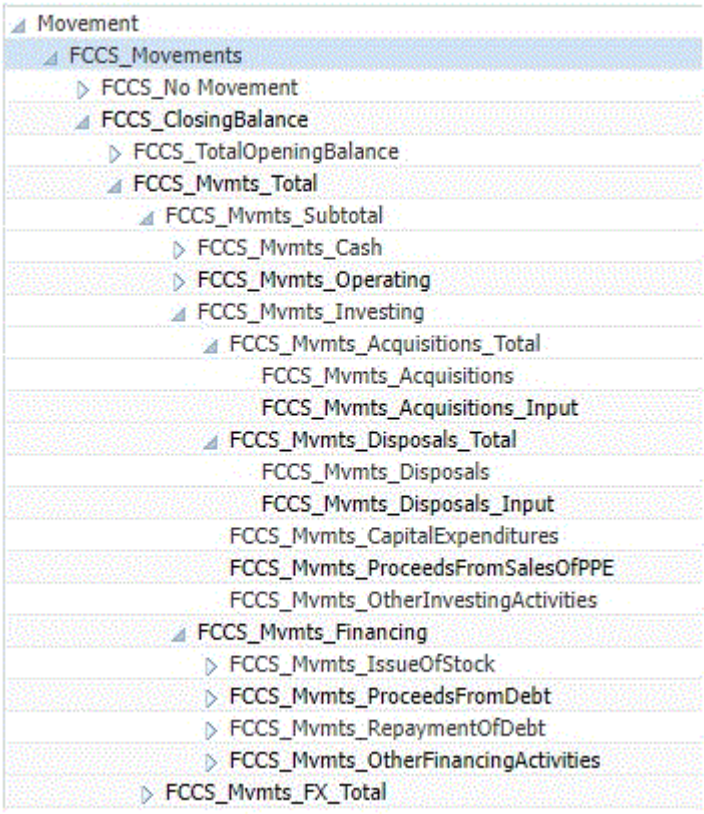
- FCCS_Mvmts_Acquisitions_Input
- FCCS_Mvmts_Disposals_Total
- FCCS_Mvmts_Disposals
- FCCS__Mvmts_Disposals_Input



Data Source Member Changes

These new seeded Data Source members will be added:

- FCCS_Total Eliminations is added as a subtotal for FCCS_Intercompany Eliminations plus user-created elimination members for use in Configurable Consolidation rules, and FCCS_Partner Eliminations is added if Partner Eliminations is enabled.

  Prior to release 23.04, system calculated Ownership Eliminations and Adjustments (Acquisitions, Disposals, Entity Elimination Adjustments and Entity Proportion Adjustments) were written to FCCS_Intercompany Eliminations.

  Starting from release 23.04, these system entries will continue to be written to FCCS_Intercompany Eliminations when substitution variable `EnableNewAcqDisp` is set to False or does not exist. The ability to continue to use FCCS_Intercompany Eliminations for system calculated Eliminations and Adjustments will be removed in a later release.

- FCCS_AcquisitionsDisposals is used to capture system generated Ownership Adjustments and Eliminations (Acquisitions, Disposals, Entity Elimination Adjustments and Entity Proportion Adjustments). This member will be used starting from release 23.04 when substitution variable `EnableNewAcqDisp` is set to True. Note that this substitution variable will be removed in a later release and this data source member will be the only member that system adjustments and eliminations are written to. This member is for system use only, so data can only be populated by system calculations and not by rules or data entry (load, manually entered or journalized).

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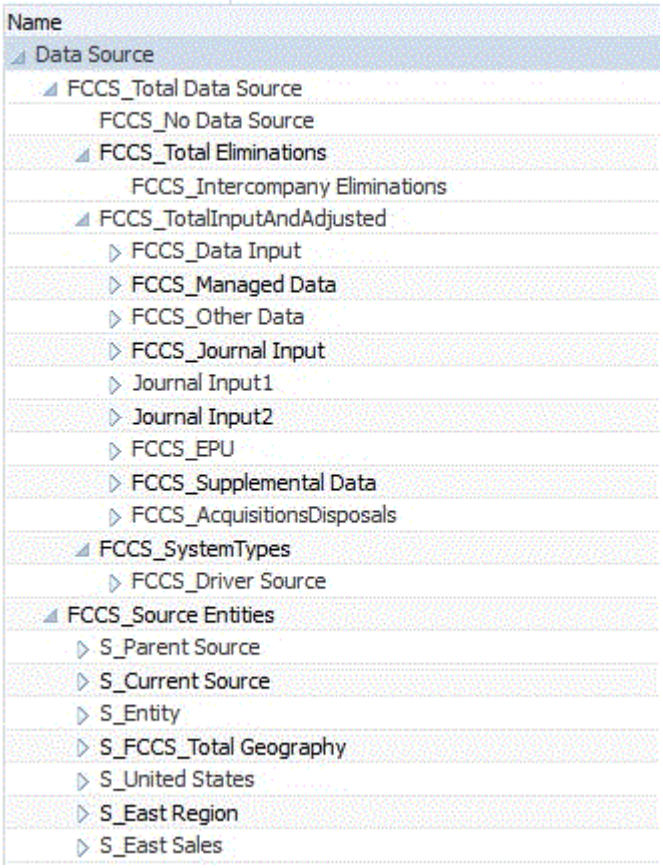
FCCS_AcquisitionsDisposals is under the FCCS_TotalInputandAdjusted subtotal and not under FCCS_Total Eliminations to ensure that all values associated with acquisitions and disposals are eliminated in the system Intercompany Eliminations process. System Intercompany Eliminations are only applied to level zero members that are under FCCS_TotalInputandAdjusted, and do not include values from members under FCCS_Total Eliminations. Without this change, there could arise a situation where acquisitions and disposals could be generated, prior to both translation and then elimination. The FX entry in FCCS_Intercompany Eliminations member might not be eliminated at the same time as the matching data point within FCCS_TotalInputandAdjusted.

- FCCS_Source Entities hierarchy will be used by the system for Ownership Management.

The FCCS_Total Data Source hierarchy is shown below with these additional members:

- FCCS_Total Eliminations
- FCCS_AcquisitionsDisposals
- FCCS_Source Entities hierarchy
- S_Parent Source
- S_Current Source
- S_Entity
- S_FCCS_Total Geography



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Enabling Enhanced Organization by Period

When you create an application, if you enable the Ownership Management feature, you can enable Enhanced Organization by Period. You can also enable Enhanced Organization by Period for an existing application if Ownership Management is already enabled.

Enhanced Organization by Period is only available for Dense/Sparse optimized (DSO) applications.

For details on this feature, see Managing Ownership.

This section lists the requirements to enable Enhanced Organization by Period, and the metadata changes that the system implements when it is enabled.

> **Note**
>
> If you do not enable Enhanced Organization by Period, there is no impact to your existing application. However, if Ownership Management is enabled, then enabling Enhanced Organization by Period is recommended.

Before you enable Enhanced Organization by Period, review these sections:

- Enhanced Organization by Period Requirements for New Applications
- Enhanced Organization by Period Requirements for Existing Applications
- Ownership Management Metadata Changes

Enhanced Organization by Period Requirements for New Applications

To select the Enhanced Organization by Period option for a new application:

- You must enable the **Intercompany Data** and the **Track Intercompany Elimination** options.

  If both are enabled, the Ownership Management option is available for selection.
- You must then select the **Ownership Management** option.

  If Ownership Management is selected, the Enhanced Organization by Period option is available for selection.
- If you do not select Ownership Management or Enhanced Organization by Period during application creation, you can enable both features later if the required Intercompany settings are already enabled.

Ownership Management Requirements for Existing Applications

To enable the Ownership Management option for an existing application:

- The **Intercompany Data** option must be enabled.
  If you do not have the Intercompany dimension enabled, you must re-create the application to use the Ownership Management feature.
- The **Track Intercompany Elimination** option must be enabled.
  You can enable this option in an existing application if the Intercompany dimension is enabled. SeeEnabling Application Features.

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- You must enable Ownership Management before enabling Enhanced Organization by Period.
- If you have any entities that are locked with a calc status of Impacted, then you must do the following:
  If you have customized the **Data Status** form and saved it with the same name, you will need to copy it to a unique name as there will be a new **Data Status** form with the Node Status included. Any customizations you have made will be overwritten.

After you enable a new feature in an existing application, you must reload the navigation flow.

- On the Home page, click the down arrow next to the user name.
- the **Setting and Actions** menu, click **Reload Navigation Flow**.

Enhanced Organization by Period Metadata Changes

When the Enhanced Organization by Period option is enabled, the system implements these changes to metadata and settings.

Account Changes

When Enhanced Organization by Period is enabled, additional seeded system Accounts will be created to support the recording of calculation status.

In addition to the existing FCCS_CSTATUS and FCCS_CSTATUS_FILTER accounts, these additional accounts will be created:

- FCCS_NSTATUS_FILTER
- FCCS_NSTATUS

Without Enhanced Organization by Period enabled, each instance of an entity has a single calculation status, Calc Status, that represents the calculations and data for the entire entity.

When Enhanced Organization by Period is enabled, Node Status is added.

Calc Status will then represent all calculations and data for all Consolidation dimension members in the Entity Total section of the Consolidation hierarchy (from Entity Consolidation up to Entity Total) for single currency applications. For multi-currency applications Calc Status will represent all calculations and data for all Consolidation dimension members in the Entity Total section of the Consolidation hierarchy for both Entity Currency and Parent Currency. The data stored in these Consolidation dimension members can be referred to as Common Data.

Node Status will represent all calculations and data in the remainder of the Consolidation dimension members (from Parent Input if enabled up to Contribution Total) single currency applications. For multi-currency applications, Node Status will represent all calculations and data in the remainder of the Consolidation dimension members , all in Parent Currency only. The data stored in these Consolidation dimension members can be referred to as Node Data.

Note that Common Data and Calc Status is common to all instances of a shared entity while Node Data and Node Status is specific to the Parent.Entity instance of the shared entity.

Consolidation Method Changes

When Enhanced Organization by Period is not enabled, the seeded **Inactive** consolidation method should not be used.

When Enhanced Organization by Period is enabled, the **Inactive** consolidation method is used by the system and will have a range setting:

From: =0% to: =0%

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When changing from the **Inactive** consolidation method to any other consolidation method, make sure that the entity currently assigned to **Inactive** has no periods with Calc Status or Node Status of Impacted.

When Enhanced Organization by Period is not enabled, the **Not Consolidated** consolidation method will have a range setting of:

From: =>0% to: <=20%

When Enhanced Organization by Period is enabled, the **Not Consolidated** consolidation method will have a range setting of:

From: >0% To: <=20%

Approval Process Changes

When Enhanced Organization by Period is not enabled, multiple instances of a shared entity always share a single Process Management Approval Unit. When an Approval Unit for a shared entity is locked, all instances of the shared entity are locked.

When Enhanced Organization by Period is enabled, each instance of a shared entity will have its own separate Approval Unit. When an Approval Unit for a shared entity is locked, the Common Data for all instances of the shared entity are locked but only the Node Data of the locked instance will be locked.

Considerations when Enabling Enhanced Organization by Period for an Existing Application

When Enhanced Organization by Period is enabled, the system will make several changes to the application:

- Change the ranges for the **Not Consolidated** and **Inactive** consolidation methods as noted above.
- Change the range-based methods for all POV that have a 0% consolidation %, a No Data status. These will be changed from the default of **Not Consolidated** to **Inactive**, regardless of the locked / unlocked status. POV with Methods that have been overridden will not be changed.
- POV that have a non-zero Ownership % and have been assigned the Inactive method as an override before enablement will be changed to a 0% Ownership %.
- A copy of the Data Status form will be saved in the root directory (seeded location) if the Data Status form has been customized and continues to use the Data Status name. The copy will have the name Data Status_Customized. With Enhanced Organization by Period, the Data Status form will be overwritten with a new version that includes Node Status and removes any customizations. This form will be placed in the root directory.
- Update Parent Currency translations for any non-primary instances of shared entities (**Prior Period Data Update** task). See Updating Prior Period Data,
  Note that the Prior Period Update task will execute custom calculations (Insertion Point Rules) as part of the process.

Before Enabling Enhanced Organization by Period for an Existing Application

- If the application has been migrated to DSO in order to enable Enhanced Organization by Period, ensure that all DSO post-conversion steps have been completed before enabling Enhanced Organization by Period, in particular the review and updating of user created rules. A failure to update the rules for a DSO environment might render the application unusable after enabling Enhanced Organization by Period. See the Post-Conversion steps in Converting Period and Movement Dimensions to Dense Dimensions.

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- Ensure that there are no pending metadata changes for which the database has not yet been refreshed. If metadata changes have not been refreshed to the database, the **Prior Period Data Update** task might not update all required entities.
- Ensure that any required re-computation of Ownership has been completed (check the **Manage Ownership** screen).
- Prior Period Updates might take a long time to complete if the application has many scenarios and a large entity structure. You might wish to defer the Automatic Maintenance Window (AMW) before enabling **Enhanced Organization by Period**.

After Enabling Enhanced Organization by Period

- Check the Approval Unit Synchronized status and synchronize if required. See Synchronizing Approval Unit Hierarchies.
- Ensure that the **Prior Period Data Updates** task completed successfully (check the Jobs log). If this task did not update completely, initiate it from the **Configure: Consolidation** screen. See Updating Prior Period Data.

Copying Local Rate Account Data

If you are using the Local Rates functionality, to upgrade your existing local rate data, a Configuration Utility is provided to copy the Local Rate account data from the Entity Currency intersection to the Input Currencies intersection. You must manually run this **Copy Local Rate Account Data** utility to copy the local rate data. Once the data has been copied from the Entity Currency to the corresponding Input Currency of the primary parent, there is no need to run this process again.

For a shared entity with multiple parents having different currencies, the system will copy the entity currency rate data only to the currency of the primary parent. You will need to manually enter the corresponding input currency rate data for other parents with different currencies.

You copy the Local Rate account data from a Configuration task.

To copy the Local Rate account data:

1. On the Home page, click **Application** and then click **Configuration**.
2. Click **Copy Local Rate Account Data**.
3. Click **Launch**, then from the warning message, click **OK**.
4. To view the status of the job, navigate to the Jobs console.

Migrating to Extended Dimensionality

When you create a new Financial Consolidation and Close application, it is enabled with Extended Dimensionality, which is the ability to add additional Custom dimensions using an Essbase version that supports Hybrid cubes. In addition to the system predefined dimensions, you can create a maximum of four Custom dimensions based on your application needs. If your application is enabled with the Multi-GAAP reporting option, you can create three Custom dimensions.

If you are using a Legacy Non-Hybrid application that only allows two Custom dimensions, you can migrate the application to a Legacy Hybrid application using the **Enable Hybrid Mode Application** option.

To enable this option, follow these steps:

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1. Using the Migration process, create a full backup snapshot of the application.
2. Uing EPM Automate, execute the `recreate` command, setting the value of the `EssbaseChange` parameter to `Upgrade`.

   ```
   epmautomate recreate -f EssbaseChange=Upgrade
   ```

   This will upgrade the Essbase version and will also delete the application. See "EPM Automate Commands" in *Working with EPM Automate for Oracle Enterprise Performance Management Cloud*.
3. Import the application from the backup.
   After you complete these steps, the Essbase version will be upgraded and the **Enable Hybrid Mode Application** option will be available.
4. On the Home page, click **Application**, select **Overview**, and from the **Actions** menu drop-down, select **Enable Hybrid Mode Application.**
   Before the migration task runs, the system displays a warning that this action cannot be undone and a validation screen showing a summary of changes. Before launching the migration, click the **Summary/Download** link to view the changes. Note the insertion rules and on-demand calculations that will be affected. You must review these after the migration process.
5. Click **Launch** to start the migration task.
   This task can take a long time to complete based on the amount of data that needs to be migrated. You can view the status and job details in the Jobs console.
6. Make sure that the migration task completed successfully. If the task fails for some reason, you can re-run the task from the Application Overview screen.

When you run the Enable Hybrid Mode Application option, the migration process results in the following changes in metadata:

- The DataStorage property for seeded **Movement**, **Intercompany**, and **Multi-GAAP** top members changes to DynamicCalc.
- In the **View** Dimension, **QTD**, **HYTD**, **YTD** change to Stored members and new members **QTD_Rule**, **HYTD_Rule**, **YTD_Rule** are seeded. In a custom calculation such as an Insertion Rule (Configurable Calculation rule) or an On-Demand rule, references to FCCS_YTD are converted to FCCS_YTD_RULE, FCCS_QTD is converted to FCCS_QTD_RULE, and FCCS_HYTD is converted to FCCS_HYTD_RULE. If you have created forms that reference FCCS_QTD, FCCS_YTD or FCCS_HYTD, you will need to modify the forms to reference the corresponding _RULE members.
- There is a change in Performance order for Dimensions.
- SolveOrder: **Period**, **View**, **Movement**, **DataSource**, **Consolidation** (only when Ownership Management is disabled) dimension members are seeded with default SolveOrders defined.
- For **Multi-GAAP** (if it exists) and **Custom Dimensions** (for example, Product): The DataStorage properties for all the user-defined upper-level members are changed to DynamicCalc.

Migrating to Extended Dimensionality and Enterprise Cloud Service

When you create a new Financial Consolidation and Close application, it is enabled with Extended Dimensionality, which is the ability to add additional Custom dimensions using an

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Essbase version that supports Hybrid cubes. In addition to the system predefined dimensions, you can create a maximum of four Custom dimensions based on your application needs. If your application is enabled with the Multi-GAAP reporting option, you can create three Custom dimensions.

If you are using a Legacy Non-Hybrid application that only allows two Custom dimensions:

- You can migrate the application to Hybrid using the **Enable Hybrid Mode Application** option.
- You can also migrate it to the Enterprise Cloud Service.

Note: Be sure to follow the supported migration paths. See "What Applications Can I Migrate to EPM Standard Cloud Service and EPM Enterprise Cloud Service?" in *Getting Started with Oracle Enterprise Performance Management Cloud for Administrators*.

To use this migration procedure, you should have one pod with a Legacy Cloud Service and another pod with an Enterprise Cloud Service.

To enable this option, follow these steps:

1. On the Legacy pod, using the Migration process, create a full backup snapshot of the application.
2. On the Legacy pod, using EPM Automate, execute the `recreate` command, setting the value of the `EssbaseChange` parameter to `Upgrade`.

   ```
   epmautomate recreate -f EssbaseChange=Upgrade
   ```

   This will upgrade the Essbase version and will also delete the application. See "EPM Automate Commands" in *Working with EPM Automate for Oracle Enterprise Performance Management Cloud*.
3. On the Legacy pod, import the application from the backup.
   After you complete these steps, the Essbase version will be upgraded and the **Enable Hybrid Mode Application** option will be available.
4. On the Home page, click **Application**, select **Overview**, and from the **Actions** menu drop-down, select **Enable Hybrid Mode Application.**
   Before the migration task runs, the system displays a warning that this action cannot be undone and a validation screen showing a summary of changes. Before launching the migration, click the **Summary/Download** link to view the changes. Note the insertion rules and on-demand calculations that will be affected. You must review these after the migration process.
5. Click **Launch** to start the migration task.
   This task can take a long time to complete based on the amount of data that needs to be migrated. You can view the status and job details in the Jobs console.
6. Make sure that the migration task completed successfully. If the task fails for some reason, you can re-run the task from the Application Overview screen.
7. Import your application from your backup.

   If you are migrating to the Enterprise Cloud Service from the Legacy Cloud Service, after the application has been migrated, export the application from the Legacy pod and import it into the Enterprise pod.

When you run the Enable Hybrid Mode Application option, the migration process results in the following changes in metadata:

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- The DataStorage property for seeded **Movement**, **Intercompany**, and **Multi-GAAP** top members changes to DynamicCalc.
- In the **View** Dimension, **QTD**, **HYTD**, **YTD** change to Stored members and new members **QTD_Rule**, **HYTD_Rule**, **YTD_Rule** are seeded. In a custom calculation such as an Insertion Rule (Configurable Calculation rule) or an On-Demand rule, references to FCCS_YTD are converted to FCCS_YTD_RULE, FCCS_QTD is converted to FCCS_QTD_RULE, and FCCS_HYTD is converted to FCCS_HYTD_RULE. If you have created forms that reference FCCS_QTD, FCCS_YTD or FCCS_HYTD, you will need to modify the forms to reference the corresponding _RULE members.
- There is a change in Performance order for Dimensions.
- SolveOrder: **Period**, **View**, **Movement**, **DataSource**, **Consolidation** (only when Ownership Management is disabled) dimension members are seeded with default SolveOrders defined.
- For **Multi-GAAP** (if it exists) and **Custom Dimensions** (for example, Product): The DataStorage properties for all the user-defined upper-level members are changed to DynamicCalc.

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4

Managing Security

Related Topics

- Security Overview
- Managing Artifact and Data Access
- Managing Forms Security
- Assigning Application Owners
- Reporting on Access Permissions

Security Overview

Financial Consolidation and Close implements several security layers to ensure security. Infrastructure security components, which are implemented and managed by Oracle, create a highly secure environment for the service. The service ensures security with password-protected single sign-on, and role-based access to data and artifacts.

Setting up security requires these steps:

- Create users and assign them access to the application. See the *Getting Started with Oracle Enterprise Performance Management Cloud for Administrators* guide.

  The Identity Domain Administrator creates the users and assigns them access to the application.

- Assign users role access to the application. See the *Getting Started with Oracle Enterprise Performance Management Cloud for Administrators* guide.

  The Identity Domain Administrator assigns users role access to the application.

- Assign users access to artifacts. See Assigning User Access to Artifacts.

  Users are assigned access to artifacts in the application. These artifacts include forms, journals, task lists, and reports. This access is given to users by the creators of the artifacts or by the Service Administrator.

- Assign users access to data. See Assigning User Access to Data.

  Users are assigned access to artifacts in the application. These artifacts include forms, journals, task lists, and reports. This access is given to users by the creators of the artifacts or by the Service Administrator.

  The Service Administrator assigns access to data through access to dimension members. Users are assigned either Write, View, or None access to members of a dimension.

A Service Administrator can also use REST API commands to import security records or access control list (ACL) records from a Comma Separated Values (CSV) file. See the "Import Security" topic in *REST API for Oracle Enterprise Performance Management Cloud*. Note that the valid Write Access Type for Financial Consolidation and Close is *READWRITE*.

Watch the following video for an introduction to security:

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Understanding Security

Managing Artifact and Data Access

As an administrator, you can configure security on these application elements:

- Forms
- Journals
- Reports
- Dimensions
- Integrations
  - Oracle Smart View for Office
  - Migration
  - Data Management
  - Data Integration
  - Task Manager

The following table shows the functionality for each role.

Table 4-1 Functionality by Role

Functionality	Viewer	User	Power User	Service Administrator
View data through Forms	Yes	Yes	Yes	Yes
View Data through Data Analysis tools (FR, Smart View, Journals)	Yes	Yes	Yes	Yes
Enter data through Forms		Yes	Yes	Yes
Enter data through Journals		Yes	Yes	Yes
Load data through FDMEE			Yes	Yes
Submit data for approval (journal and data)		Yes	Yes	Yes
Drill through to source system	Yes	Yes	Yes	Yes
Consolidate data		Yes	Yes	Yes
Create and maintain forms			Yes	Yes
Create Smart View Worksheets		Yes	Yes	Yes
Create and start the approval process for Process Control units and journals			Yes	Yes

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Table 4-1 (Cont.) Functionality by Role

Functionality	Viewer	User	Power User	Service Administrator
Perform actions on Process Control Approval units and Journals		Yes	Yes	Yes
Perform all functional activities for the application (except create and assign user roles)				Yes
Dimension Management				Yes
Member Formula Management				Yes
Start and close Journal periods				Yes

Assigning User Access to Artifacts

As a Service Administrator, you assign security to artifacts, including forms, rules, dashboards, infolets, and reports. You can assign these access rights:

- Write
- Read
- None

For example, to view a form, the only requirement is Read access. Write access give the user the right to modify a form (Power User or Administrator only).

The default security access is None for any artifact.

You can use groups to provide access permissions to your application artifacts. Oracle Fusion Cloud Enterprise Performance Management recognizes three types of groups:

- **Predefined**: These groups are automatically created for each predefined role. All users are assigned to a predefined group based on their predefined role (for example, Power User).
- **EPM**: These are the groups that you create in **Access Control** in **Tools**.
- **IDCS**: These are the groups that you create in the Oracle Cloud Identity Console. You can view them in **Access Control** and assign them to application roles and EPM groups.

For more information, see "Managing Groups" in *Administering Access Control for Oracle Enterprise Performance Management Cloud* .

Assigning User Access to Data

Security access (None, Read, Write) are assigned to members of dimensions. As an administrator, you define which dimensions have security.

The default security access is None.

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You can disable security for any of these dimensions, but security is mandatory for at least one dimension. You can assign security at a parent level for all of its descendants, and you do not need to assign security to each dimension member independently.

Data level security is based on the intersection of the security access to each dimension. The most restrictive security access is the one used by the system.

For example, security is assigned to Scenario and Entity. A user has the following access to individual members of the dimensions:

Scenario

Actual - Write

Budget - Read

Entity

UK - Write

France - Write

With the above access, the user can enter and load data to Actual/UK and Actual/France, but has Read only access to Budget/UK and Budget/France.

Enabling or Disabling Security for Dimensions

You can enable security for dimensions, including user-defined Custom dimensions. If you do not set security on a dimension, all users can access the dimension members.

By default, the Account, Entity, Scenario, and Data Source dimensions are enabled for access permissions. Optionally, you can assign access to Year and Periods.

You can assign security to dimension members for user and groups. You can assign security at a member level or parent level.

> **Note**
>
> Default security groups are assigned for some seeded members, however you should create your own security groups and not use the seeded groups. After an upgrade, the default security groups may be assigned even after you have previously removed them. To disable this behavior so that security assignments won't happen after you have removed them, you can add a substitution variable named `DisableSeededSecurity` and set the value to True.

To enable or disable security for a dimension:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Dimensions**.
3. From **Dimensions**, select a dimension and then click **Edit**.
4. From the **Edit Dimension Properties** page, select an option:
   - To enable security, click **Apply Security**.

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> **Note**
>
> If you do not select this option, there is no security on the dimension, and users can access its members without restriction.

- To disable security, clear **Apply Security**.

5. Click **Save**.

Assigning Security to Dimension Members

Before you can assign access to members of user-defined custom dimensions, you must select the **Apply Security** check box on the dimension's **Property** tab.

You can assign security to dimension members at a member level or at a parent level.

To assign security to dimension members:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Dimensions**.
3. Select a member.
4. Click **Assign Access**.
5. Click **Add Access**.
6. Select the users and groups to access the selected member.

   Click **Users** to display all users; click **Groups** to display all groups.
7. From **Type of Access**, select an option:
   - **Read**
   - **Write**
   - **None**
   - **Display**
8. **Optional:** Select a member level:

   For example, select **Children** to assign access to the children of the selected member.
   - **Member**
   - **Children**
   - **Children (inclusive)**
   - **Descendants**
   - **Descendants (inclusive)**
9. Click **Add**.
10. Click **Close**.

To modify access:

1. Click **Edit Access**.
2. For the selected member, select the type of access for the displayed users or groups.
3. **Optional:** Select a member level:

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For example, select **Children** to assign access to the children of the selected member.

- **Member**
- **Children**
- **Children (inclusive)**
- **Descendants**
- **Descendants (inclusive)**

4. Click **Set**.
5. Click **Close**.

To remove access:

1. Select the users and groups for whom to remove access to the selected member.
2. Click **Remove Access**, and then click **OK**.
3. Click **Close**.

Managing Forms Security

As an administrator, you can assign user access to individual forms and form folders. You can assign access to individual users, or to user groups.

Forms

- Users and Power Users can view or enter data only into forms to which they have access (and can work only with members to which they have access)
- Service Administrators and Power Users can design forms.
- Power Users can access forms they created or to which a Service Administrator assigned them access.
- Service Administrators have Write access to all dimension members and to all forms.

Form Folders

- Users who are assigned access to a form folder can access the forms in that folder.
- When you assign access to a folder, all folders under it inherit that access.
- If you assign specific access (for example, None or Write) to a form folder, that access permission takes precedence over its parent folder's access permissions. For example, if a user has Write access to Folder 1 that contains Folder 2 to which the user has None access, the user can open Folder 1, but does not see Folder 2.
- If a user has None access to a form folder called Folder 1 that contains a form called Form 1 to which the user has Write access, the user can see Folder 1 and Form 1.

Assigning Access to Forms and Folders

To assign security to forms and form folders:

1. Click the **Navigator** icon  .
2. Under **Create and Manage**, click **Forms**.
3. Select the form or form folder and then click **Assign Access**.

   You can assign access to only one form or folder at a time.

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A screen displays all the users with access rights.

4. From the **Users** tab or **Groups** tab, select a user or group to assign access.

   Click **Users** to display all user names; click **Groups** to display all groups.

5. Click **Add Access**.
6. From **Type of Access**, select an option:
   - **Read**
   - **Write**
   - **None**
7. Click **Add**.
8. Click **Close**.

To change which users can use or change forms or folders:

1. Select the users or groups for which to change access, and click **Edit Access**.
2. For **Type of Access**, select the type of access that the users or groups have to the form or folder.
3. Click **Set**.
4. Click **Close**.

To remove access from forms or folders:

1. Select the users or groups for which to remove access, and click **Remove Access**.
2. Click **OK**.

Default Form Security

These forms are provided by default when you create an application. By default, the Service Administrator and Power User have Modify access rights to these forms. A User or Viewer can launch the form, but cannot modify the form layout.

For information on managing forms, see Managing Forms .

> **Note**
>
> The forms that are displayed by default may depend on the features that are selected for the application.

- Data Status
- Enter Exchange Rates - Multi Period
- Enter Exchange Rates - Single Period
- Exchange Rates
- Local Exchange Rates
- Override Rates

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Assigning Application Owners

The Service Administrator who creates the application is auto-assigned the Application Owner function. When a Service Administrator with the Application Owner function is deleted or when the user's predefined role assignment is downgraded (for example, from Service Administrator to Power User), the Application Owner function is reassigned to the next available Service Administrator user (in alphabetical order) for the application, and then role of the current Application Owner user is deleted or changed to sync up with Access Control.

If there are no available Service Administrators, then the Service Administrator user is not deleted or the role is not changed. Oracle will contact you with next steps to resolve the issue.

Any Service Administrator can use **System Settings** to take over or reassign the Application Owner role to any available Service Administrator.

See: Specifying Application Settings.

Reporting on Access Permissions

You can view current access permissions and print reports.

To report on current access permissions for users and groups in the application:

1. From the Home page, click Navigator and then under **Monitor and Explore**, click **System Reports**.
2. Click **Access Control**.
3. On **Select User or Group**, select from the available options.
4. From the left **Available** panel, select and move users or groups on which to report to the **Selected** panel.
5. From the left **Available Objects** panel, select and move objects on which to report to the **Selected Objects** panel.
6. Select reporting options:
   - For **Show Matching Access of Type**, select the access to view: **Read**, **Write**, or **None**.
   - For **Group the Results By**, select how to view the report: **Users** or **Objects**.
   - From the **Report Type** sections, select **Assigned Access** or **Effective Access**:

Table 4-2 Access Report Types

Report Type	Description	Options
Assigned Access	Summarizes access permissions that Service Administrators assign	Specify whether access permissions are assigned by member selection relation or group membership: – **Show matching access of relation**: **Member**, **Children**, **Children (inclusive)**, **Descendants**, or **Descendants (inclusive)**. – **Show Inherited From Group**: Shows access permissions inherited by users in a group.

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Table 4-2 (Cont.) Access Report Types

Report Type	Description	Options
Effective Access	Summarizes access permission assignments as the application evaluates them (for example, by member selection relation, such as children, or group membership). This is useful if there are conflicts in access permissions. **Note** Effective Access reports can't be generated for groups.	Describe the origin of the effective access permissions by selecting **Show effective access origin**. For example, a user named JSomebody may be assigned Write access permissions to Entity1 and belong to a group named Sales that is assigned Read access permissions to Entity1. This setting would show that JSomebody has Write access permissions to Entity1 because individual assigned access permissions supersede access permissions inherited by group membership.

- Click **Create Report**.

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5

Managing Applications

Related Topics

- Application Overview
- Naming Restrictions for Dimensions, Members, and Aliases
- Managing Dimensions
  Dimensions enable you to categorize data values. For example, the Entity dimension represents the organizational structure of the company.
- Importing Metadata
- Exporting Metadata
- Validating Metadata
- Metadata Validation Messages
- Importing Data
- Exporting Data
- Viewing Data Import and Export Status
- Validating the Essbase Outline
  Pre-validate the Essbase outline to ensure that your application is compatible with a Hybrid Essbase version.
- Data Integration
  Data Integration is the mechanism by which integration processes are performed in Financial Consolidation and Close.
- Best Practices for Data Integration
- Copying Data
- Using Copy Data Profiles
- Clearing Data
- Using Clear Data Profiles
- Refreshing the Database
- Adding Application Cubes
- Restructuring Cubes
- Removing an Application
- Scheduling Maintenance
- Using the Inbox/Outbox
- Viewing Application Recommendations
- Working with Activity Reports and Access Logs

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Application Overview

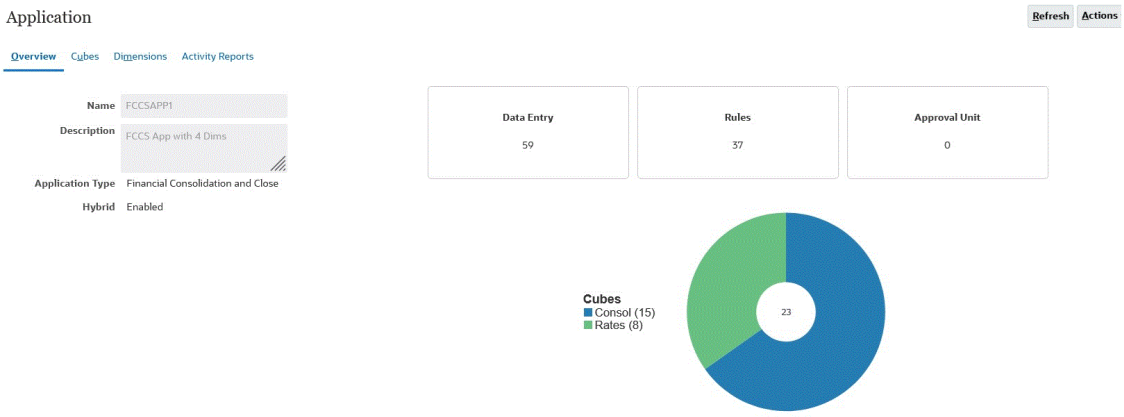
After you create an application, you can view and manage it by accessing **Application** from the Home page.

To manage applications, you must be the Service Administrator.

The Application overview shows the application properties and application statistics, such as the number of tasks, forms, rules, and approval hierarchies in your application.

It also lists the dimensions used by the application. To manage dimensions, see Managing Dimensions.

To view the Application overview, on the Home page, click **Application** and then select **Overview**.



Naming Restrictions for Dimensions, Members, and Aliases

When naming dimensions, members, and aliases, follow these rules:

- Use no more than 80 characters for dimension, member, or alias names.
- Names are not case-sensitive for dimensions, members, or aliases. Do not use matching names with only case differences; for example, do not name two members "zzz" and "ZZZ."
- Do not use dimension names that are the same name as a member property or a column header in the metadata load file; for example, Data Type.
- HTML tags cannot be used in member names, dimension names, aliases, and descriptions.
- The TAB key is restricted and cannot be used in dimension, member, and alias names.
- The following is a list of characters that are restricted and cannot be used in dimension, member, and alias names:

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Table 5-1 Restricted Characters in Dimension, Member, and Alias Names

Character	Meaning
"	quotation mark
[ ]	bracket
\	backslash
/	slash
,	comma

Note

- Brackets [ ] are permitted but not recommended in block storage outlines. They cause errors when converting to aggregate storage outlines.
- Do not use the ASCII substitute character (zero-width space character) `0x1A` in member names and aliases.

- The following is a list of characters that cannot be used at the beginning of dimension, member, and alias names:

Table 5-2 Restricted Characters at the Beginning of Dimension, Member, and Alias Names

Character	Meaning
@	at sign
&	ampersand
\	backslash
[ ]	brackets
-	dash, hyphen, or minus sign
=	equal sign
<	less than sign
( )	parentheses
.	period
+	plus sign
"	quotation mark
/	slash
_	underscore
|	vertical bar

Note

Member names with the preceding characters are not allowed in business process data export jobs.

- Spaces cannot be placed at the beginning or end of names.

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- Shared members must have the same names as their base member. Also, base and shared member names are case-sensitive.
- The following cannot be used as dimension, member, or alias names:
  - Calculation script commands, operators, and keywords
  - Function names and function arguments
  - Names of other dimensions and members (unless the member is shared)
  - In unique member outlines that contain an attribute dimension, you cannot use Sum, Count, Min, Max, and Avg as member or dimension names. Using these names causes duplicate name conflicts.

> **Note**
>
> The members that are created in the attribute calculations dimension (Sum, Count, Min, Max, and Avg) are not considered reserved words because you can change these names in the attribute calculations dimension and then use the standard name in an attribute or standard dimension.
>
> If the outline is tagged as a unique member outline, avoid using Sum, Count, Min, Max, and Avg as member names. For example, if you use Max in a standard dimension and then create an attribute dimension, in which the Max member in the attribute calculations dimension are created, a duplicate name is detected and the following error message is returned:
>
> `"Analytic Server Error(1060115): Attribute Calculations dimension/ member name already used."`
>
> If the outline is tagged as a duplicate member outline, and an attribute dimension (and, therefore, the attribute calculations dimension) exists before you use Sum, Count, Min, Max, and Avg as a base member, the duplicate name is allowed. However, if, you use Sum, Count, Min, Max, and Avg as a base member before creating an attribute dimension, the duplicate name isn't allowed.

- The following is a list of words that are restricted and cannot be used in dimension, member, and alias names:

Table 5-3 Restricted Words in Dimension, Member, and Alias Names

Restricted Word	Restricted Word	Restricted Word
ALL	AND	ASSIGN
AVERAGE	CALC	CALCMBR
COPYFORWARD	CROSSDIM	CURMBRNAME
DIM	DIMNAME	DIV
DYNAMIC	EMPTYPARM	EQ
EQOP	EXCEPT	EXP
EXPERROR	FLOAT	FUNCTION
GE	GEN	GENRANGE
GROUP	GT	ID
IDERROR	INTEGER	LE

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Table 5-3 (Cont.) Restricted Words in Dimension, Member, and Alias Names

Restricted Word	Restricted Word	Restricted Word
LEVELRANGE	LOCAL	LOOPBLOCK
LOOPPARMS	LT	MBR
MBRNAME	MBRONLY	MINUS
MISSING	MUL	MULOP
NE	NON	NONINPUT
NOT	OR	PAREN
PARENPARM	PERCENT	PLUS
RELOP	REQUEST	SET
SKIPBOTH	SKIPMISSING	SKIPNONE
SKIPZERO	STATUS	TO
TOLOCALRATE	TRAILMISSING	TRAILSUM
TYPE	UMINUS	UPPER
VARORXMBR	XMBRONLY	$$UNIVERSE$$
#MISSING	#MI	

Managing Dimensions

Dimensions enable you to categorize data values. For example, the Entity dimension represents the organizational structure of the company.

These dimensions are provided with Financial Consolidation and Close:

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

You can create additional Custom dimensions. See Adding Custom Dimensions.

To manage dimensions:

1. On the Home page, click **Application**.
2. Click **Overview**, and then click the **Dimensions** tab.
3. Perform a task:

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- Click the name of the dimension that you want to view or modify to open Edit Dimension Properties  .
- To import metadata, click **Import**. See Importing Metadata.
- To export metadata, click **Export**. See Exporting Metadata.

Importing Metadata

You can import metadata from a file in a comma-delimited, tab-delimited, or other format. These artifacts are supported in imports:

- Dimensions
- Smart Lists
- Exchange rates

To import metadata, perform these tasks:

- Create an import file for each artifact that you want to import. See Creating the Metadata Import File.
- Load the import file or files (you can import multiple dimension files at the same time). See Loading the Metadata Import File.

Creating the Metadata Import File

Before you begin loading, you must create an import file for each artifact that you want to import (dimensions, smart lists, and exchange rate tables). The import file must contain a header record, and then below the header record, a list of metadata records that you want to import or update. The file format can be .csv (comma-delimited), or .txt (tab-delimited or other delimiter characters).

The file consists of these sections:

1. A header record, the first line in the file:
   - Lists the dimension and any member properties used by subsequent metadata records; the header record and subsequent records do not need to include all properties; properties that are not included are inherited from the corresponding parent's default property value
   - Is case-sensitive
   - Can list properties in any order, as long as the subsequent metadata records are in the same order
   - Can use comma or tab delimiters. Other delimiter characters can be used if they are supported and the same delimiter character is used throughout the file. For a list of supported delimiter characters and exceptions, see Other Supported Delimiter Characters.
2. After the header record, a list of metadata records that you want to import update. Each metadata record contains a delimited list (comma, tab, or other) of property values that matches the order designated in the header record. A metadata record can skip a property that is specified in the header record; in this case, the default property is assumed.

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> **Note**
>
> Only characters that are included in the UTF-8 character set are supported in import or export files. Characters that aren't included in the UTF-8 character set are considered invalid.
>
> In order to delete UDAs and attributes in metadata load files, replace the UDAs and attributes with <none> instead of leaving the property value blank.

For an example import file, see Example: Entity Dimension Import File.

Example: Entity Dimension Import File

In this example, the import file loads an Entity dimension with the required header record and three data records. This example is comma-delimited.

Note that an Entity load file cannot specify shared entities before primary entities, or errors will occur.

The header record specifies the member to be imported (Entity), the parent member (Parent) into which to import the member, and the Data Storage property to assign to the member.

```
Entity, Parent, Data Storage

e1, Entity

e2, ,

e1, e2, Shared
```

Using this import file would result in this outline, assuming that no other members exist:

```
Entity
     e1
     e2
       e1 (Shared)
```

The first data record (`e1, Entity`) imports Entity member `e1` as a child under the root member Entity. Unspecified values assume the default. For example, if data storage is not specified, it assumes the default value, Never Share. The next data record (`e2, ,`) imports Entity member `e2` under the dimension root member because no parent is specified, and sets data storage to Never Share. The last data record (`e1, e2, Shared`) imports a shared member of `e1` under member `e2`, and sets the data storage to Shared.

Other Supported Delimiter Characters

In addition to commas and tabs, Financial Consolidation and Close supports these delimiter characters in import and export files:

- tilde (~)
- grave accent (')
- exclamation point (!)
- number sign (#)
- question mark (?)

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- dollar sign ($)
- percent sign (%)
- caret (^)
- ampersand (&)
- asterisk (*)
- parentheses ( )
- hyphen-minus (-)
- plus (+)
- colon (:)
- semicolon (;)
- angle brackets (< >)
- backslash (\)
- forward slash (/)
- vertical bar (|)
- apostrophe (')
- braces ({ })
- underscore (_)
- brackets ([ ])
- at sign (@)
- period (.)

Only one character is supported for use as a delimiter. For example, one vertical bar (|) is supported, but two vertical bars (| |) are not supported.

> ⚠ **Caution**
>
> Not all of the characters listed can be used for all import and export scenarios. Note the following exceptions.

Import and Export Metadata Delimiter Exceptions

Do not use these delimiter characters in metadata import and export files.

Table 5-4 Import and Export Metadata Delimiter Exceptions

Delimiter Character	Reason for Exception
double quotation mark ("")	Creates an empty file
plus (+) minus (-) forward slash (/) percent sign (%)	Causes an error if the metadata import file contains consolidation properties that use these characters
angle brackets (< >)	Causes an error if the property uses the value <none>

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> **Note**
>
> Any character that conflicts with a character in a member name causes an error.

Table 5-5 Import and Export Data Delimiter Exceptions

Delimiter Character	Reason for Exception
parentheses ( )	Causes an error if used in a data import file
double quotation mark ("")	Creates an empty file
hyphen-minus (-)	Causes an error if used in a data import file

Loading the Metadata Import File

To load the metadata import file:

1. Create an import file for each artifact (dimensions, smart lists, and exchange rate tables) that you want to import. See Creating the Metadata Import File.
2. Click **Application**, and then click **Overview**
3. Click **Dimensions**, and then click **Import**..
4. On the **Import Metadata** page, click **Create**.
5. Select the location of the metadata import file or files:
   - **Local**—Loads the import file or files from a location on your computer. For **Import File**, click **Browse** to select the import file on your computer for the artifact that you're importing.
   - **Inbox**—Loads the import file or files from the server. Enter the name of the file in **Import File**.
6. For **File Type**, select an option:
   - **Comma delimited**
   - **Tab delimited**
   - **Other**. Enter the delimiter character that is used in the import file. For a list of supported delimiter characters and exceptions, see Other Supported Delimiter Characters.
7. **Optional:** Select a clear option to delete members not explicitly specified in the load file before performing the import:
   - **Clear Members**: Deletes all members not specified in the load file
   - **Clear Shared Members**: Deletes only the shared members not specified in the load file

     Note that the **Clear Shared Members** option is not valid for the Entity Dimension.

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> **Note**
>
> - Any member not specified is deleted from the application outline after importing the dimension unless it's an ancestor of a member that was specified, or it's a base member of a shared member that was specified.
> - If a clear option isn't selected, the import will only add or update existing members. Oracle recommends first loading the metadata file without selecting a clear option to make sure the file loads successfully. Then, select a clear option and execute the import again
> - The clear options are unavailable in certain dimensions where members must exist and are critical to the application.
> - Members that can't be deleted in the dimension editor for any reason (for example, because they're used in a form or in a validation rule) won't be deleted.
> - Because selecting **Clear Members** automatically deletes all members not specified in the load file (and this includes shared members), selecting **Clear Members** also automatically selects the **Clear Shared Members** option. You cannot deselect the **Clear Shared Members** option if the **Clear Members** option is selected.

8. **Optional:** If the location selected is **Inbox**, click **Save as Job** to save the import operation as a job, which you can schedule to run right away or at a later time. You can't select this option if **Local** is selected.

> **Note**
>
> - Saving an import operation as a job is useful to batch a load sequence; for example, import metadata, then import data, then run rules when the data load is complete.
> - You can run up to five import jobs at one time.
> - If you want to review the data that was rejected during the metadata import job, you can specify an **Error File** on the **Save as Job** dialog. This file will provide information about the metadata records that were not imported for each dimension. If an error zip file is specified, a separate error file is created for each dimension, then the error files are zipped together, and the zip file is stored in the Outbox where you can download the file using Inbox/Outbox Explorer.

> **Tip**
>
> To streamline the job creation process for subsequent **Import Metadata** jobs, you can duplicate an existing job using the **Save As** option, then update it.

9. **Optional:** If the selected location is **Local**, click **Validate** to test whether the import file format is correct.
10. Click **Import** to run the import operation.

    After importing the metadata, the file is deleted from the Inbox/Outbox folder.

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If the import fails, a **Failed** status will display in the **Last Validate/Import** column. Click **Failed** to view the detailed status. If the import is successful, a **Completed** status will display in the **Last Validate/Import** column. To view details about the successful import, click **Completed**, and then in the **Show** drop-down, select **All**.

11. If the import process is successful, the Refresh Database dialog box prompts you to refresh the database. To refresh, click **OK**.

You can view the import status in the Jobs console. See Viewing Pending Jobs and Recent Activity.

When performing metadata loads as a part of cloning environments or importing snapshots using Migration or EPM Automate, Oracle Fusion Cloud Enterprise Performance Management uses the multi-pass solution. This solution automatically initiates another load of the same metadata input file if the previous metadata load resulted in rejected records. For Financial Consolidation and Close, multi-pass also resolves issues with forward referencing of plug accounts.

Exporting Metadata

You can export metadata to a file in a .csv (comma-delimited) or .txt (tab-delimited or other delimiter character) format. These artifacts are supported in the export process:

- Dimensions
- Smart Lists
- Exchange rates

The system creates an export file for each artifact (.csv or .txt, depending on the file type), and all export files are consolidated into one zip file. You must extract the .csv or .txt files from the zip file if you want to use the files as import files (for example, when importing into another application).

When you export seeded members, these member properties are exported:

- Account
- Parent
- Data Storage
- Operation

Customizations that you make for seeded members, such as Alias changes are not exported as part of the metadata export. These changes are exported through Customizations. See the "Exporting Module Customization" procedure.

To export metadata to a file:

1. On the Home page, click **Application**.
2. Click **Overview**, click the **Dimensions** tab, and then click **Export**.
3. On the **Export Metadata** page, click **Create**.
4. Select the target location of the export file:
   - **Local**—Saves the export file to a location on your local computer.
   - **Outbox**—Saves the export file to the server.
5. Select the artifact or artifacts to export.
6. For **File Type**, select an option:

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- **Comma delimited**—Creates a comma-delimited .csv file for each artifact.
- **Tab delimited**—Creates a tab-delimited .txt file for each artifact.
- **Other**—Creates a .txt file for each artifact. Enter the delimiter character that you want to use in the export file. For a list of supported delimiter characters and exceptions, see Other Supported Delimiter Characters.

7. **Optional:** If the selected location is **Outbox**, click **Save as Job** to save the export operation as a job, which you can schedule to run immediately, or at a later time.
8. Click **Export**, and then specify where to save the export file.

Exporting Module Customization

You can export metadata customization using the Migration process.

1. On the Home page, select **Tools**, and then select **Migration**.
2. From **Categories**, select **Core**.
3. From the **Artifact List**, select **Configuration**.
4. Expand **Module** to show **Consolidation**, and then expand to show **Module Customization**.
5. Click **Export** to export all the changes to the seeded metadata, and specify where to save the export file.

Validating Metadata

Optimal consolidation performance requires that metadata properties of each dimension in the application are set correctly. Incorrect metadata properties may cause consolidation errors, leading to poor performance.

Examples of metadata property validation include the default and Consol cube data storage properties, whether the Consolidation operator is valid, and whether a Parent member is Dynamic Calc or Label Only, or has a member formula.

A Best Practice is to validate metadata by running an on-demand Metadata Validation report, and by checking metadata in the Dimension Editor.

> **Note**
>
> If you have problems with your application, be sure to validate metadata and correct all errors before contacting Oracle Support.

Validating Metadata

To ensure that your metadata is valid, you can run the Metadata Validation report at any time. The Validate Metadata screen displays validation results in three categories, with the count for each category:

- **Error**—These are errors that are expected to cause problems in the application and must be fixed.
- **Warning**—These are warning messages of issues that might cause problems in the application.
- **Information**—These messages are for informational purposes only.

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The report displays the dimension name, the member name in [Parent].[Child] format, and the validation description. After validating, you can expand the messages on screen, or click **Export** to extract the messages to a CSV file. You can use the Dimension Editor to modify metadata or correct errors.

For example, if an error occurs that an Entity dimension member has a Consolidation Operator of other than **Ignore** in the Dimension Editor, select the member and change the Consolidation Operator property to **Ignore**.

To validate metadata from the Metadata Validator:

1. On the Home page, click **Application**.
2. Click **Overview**, then from **Actions**, select **Validate Metadata**.
3. Click **Run** to validate the metadata.

   The Validate Metadata screen displays a list of validation results. The number of messages is listed next to each category: **Error**, **Warning**, **Info**.
4. Click on a tab (**Error, Warning**, or **Info**) to view the messages in each category.
5. Expand the dimension name to display the messages. The results are displayed in [Parent].[Child] format with the error description. To review further details, see Metadata Validation Messages.
6. To export and view the details for all messages in a CSV file, click **Export** and then specify where to save the export file.
7. Navigate to the Dimension Editor to modify metadata.

   To view a list of valid member properties, see Editing Member Properties in the Simplified Dimension Editor.
8. Re-run the consolidation and check performance.

Using the Simplified Dimension Editor to Review and Fix Errors

To validate metadata from the Simplified Dimension Editor:

1. On the Home page, click **Application** and then click **Overview**.
2. Click the **Dimensions** tab and then click the name of the dimension that you want to evaluate, for example, **Account**.

   The **Edit Member Properties** screen for the selected dimension is displayed.
3. Click **Zoom in All Levels**

   

   .
4. Click **Validate Metadata Definition**

   

   or from the **Actions** menu, select **Validate Metadata Definition**.

   A validation pane, which lists the validation errors in the current dimension, is displayed at the bottom of the screen.
5. Use **Fix Validation Errors** to select and fix each validation error. Click **Apply** to apply changes to the metadata property value. Click **Save** after fixing all validation errors.

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To view a list of valid member properties, see Editing Member Properties in the Simplified Dimension Editor.

6. Click **Cancel** to return to the Dimensions tab.
7. Repeat these steps for each dimension.
8. From **Actions**, select **Refresh Database**. Run consolidation to check if performance has improved.

Validating Metadata During the Database Refresh Process

Use the **Validate Metadata** setting as part of the database refresh process to scan for and automatically resolve member identity (ID) mismatches between the business process and Oracle Essbase. See Refreshing the Database.

Caution: Selecting **Validate Metadata** might add additional time to the refresh process.

In certain cases, the identity of a member changes in a way that causes it to be not fully recognized in the multi-dimensional database used by the application. When a member's identity is not fully correctly established within all parts of the system, it could sometimes cause hierarchy issues like incorrect member ordering, or it could miss children underneath that member, or miss some siblings, or miss certain properties, and so on. Selecting **Validate Metadata** detects such members and automatically resolves their identity, allowing these members as well as their hierarchies along with properties and siblings, to be fully and correctly recognizable and usable within all the parts of the system.

Viewing the Report Detailing Member Movement and Deletion

After making member ID corrections, members might be deleted or moved. A report file detailing any member movement (to a different parent) or deletion is generated and placed in the Outbox in a csv (comma-delimited) file format. Review the report to reaggregate some of the stored parent members where the child hierarchy may have changed.

For example:

Action	Member	Parent	Dimension	Cube	New Parent
Delete	Member1	Parent1	Scenario	Plan1	
Move	Member2	Parent2	Account	Plan2	Parent3

If a correction is made, the system generates a CSV file to the Outbox folder, and the filename is automatically generated with the application name followed by `_autocorrect.csv`; for example, `vision_autocorrect.csv`. No file is created if no issue was addressed. If a previous `*_autocorrect.csv` file exists and a correction is made during a subsequent run, this file is overwritten.

After running the **Refresh Database** job with the **Validate Metadata** setting, you can download the export file from the Outbox.

To download files:

1. Click **Application**, and then click **Jobs**.
2. Under **Recent Activity**, click the job.
3. At the top of **Job Details**, click the Export File option to select a download location.

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Metadata Validation Messages

Metadata Validation checks are applied against specific relationships within metadata in order to warn against situations that can cause data integrity issues, performance issues or other issues. It is strongly recommended that you apply the validation error recommendations to minimize risks of data integrity issues and take advantage of best practice performance considerations.

Account Dimension Members with Dynamic Calc Must Have Child Members or Member Formulas

The Traditional and Net Assets seeded account dimensions include Level 0 members that are defined as Dynamic Calc. These members must have at least one member added as a child. See Defining Accounts.

Example validation message:

```
This member must have at least one level 0 Store or Never Share descendant added.
```

Resolution:

Create child members for the Traditional and Net Assets seeded Account dimension members.

Account Type and Aggregation Operators Must Match

Within the balanced Balance Sheet in the Account dimension, the account types of the parent and child accounts must match with the appropriate aggregation operator. The combination of parent account type and child account type determines whether the aggregation operator should be **Addition** or **Subtraction**. Ensuring that the account types and aggregation operator match will ensure that the balance sheet data aggregates properly to a balanced Balance Sheet.

If the "normal sign" (that is, Debit or Credit) is the same for the parent account and child account then the aggregation operator must be **Addition**. If the "normal sign" is different for the parent account and child account, then the aggregation operator must be **Subtraction**.

Parent Account Type	Child Account Type	Aggregation Operator
Revenue (Credit)	Revenue (Credit)	Addition
Revenue	Expense (Debit)	Subtraction
Revenue	Asset (Debit)	Subtraction
Revenue	Liability (Credit)	Addition
Revenue	Equity (Credit)	Addition
Revenue	Saved Assumption	Addition
Expense (Debit)	Revenue	Subtraction
Expense	Expense	Addition
Expense	Asset	Addition
Expense	Liability	Subtraction
Expense	Equity	Subtraction
Expense	Saved Assumption	Addition
Asset (Debit)	Revenue	Subtraction
Asset	Expense	Addition
Asset	Asset	Addition
Asset	Liability	Subtraction

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Parent Account Type	Child Account Type	Aggregation Operator
Asset	Equity	Subtraction
Asset	Saved Assumption	Addition
Liability (Credit)	Revenue	Addition
Liability	Expense	Subtraction
Liability	Asset	Subtraction
Liability	Liability	Addition
Liability	Equity	Addition
Liability	Saved Assumption	Addition
Equity (Credit)	Revenue	Addition
Equity	Expense	Subtraction
Equity	Asset	Subtraction
Equity	Liability	Addition
Equity	Equity	Addition
Equity	Saved Assumption	Addition
Saved Assumption	Any type	Addition

Example validation message:

`Account **Consol Operator** should be **Addition** based on parent and child account types.`

`Account **Consol Operator** should be **Subtraction** based on parent and child account types.`

Resolution:

Change the Account Type of parent or child or change the aggregation operator.

Note that the seeded balance sheet hierarchy must reflect the following structure:

The seeded balance sheet grouping account (**FCCS_Balance Sheet**) must be the first member following the seeded system accounts and exchange rate accounts.

The first child of **FCCS_Balance Sheet** must be the seeded balanced Balance Sheet top member. Currently either:

FCCS_Total Balance Sheet-Net Asset Approach

Or

FCCS_Total Balance Sheet-Traditional Approach

The aggregation operator for these accounts can be **Addition**, **Subtraction**, or **Ignore**. **Ignore** is suggested (but not required) unless you intend to report from the "grouping" member.

The aggregation operator for any other children of the **FCCS_Balance Sheet** grouping should ideally be **Ignore** but can be **Addition** or **Subtraction** if reporting from the "grouping" member is required.

Any descendants of the immediate children of FCCS_Balance Sheet must be **Addition** or **Subtraction** and must match the combination of the child and parent account types.

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Note that this validation is applied to all hierarchies within the **FCCS_Balance Sheet** grouping member (with the exception of the seeded Cash and Non-Cash hierarchy). If you wish to create an alternative hierarchy that is not subject to this validation check, the hierarchy can be placed under the **FCCS_Income Statement** grouping account.

Aggregation Operators for All Children of Dimension Names Must Be Ignore or Never

The aggregation operator should be **Ignore** or **Never** if a member is a child of a dimension name.

- Entity dimension: **Ignore** for both **Consol** cube and for **Rates** cube
- Other dimensions: **Ignore** or **Never** for **Consol** cube and **Ignore** for **Rates** cube

Example validation message:

`The **Consol Operator** for all children of the dimension name should be **Ignore**.`

`The **Consol Operator** for all children of the dimension name should be **Ignore** or **Never**.`

Resolution:

Change the aggregation operator as described above. Note that the aggregation operators for seeded members should already be correct.

Custom Member Formulas Should Not Be Added Under the Total Balance Sheet Hierarchy

Custom Member Formulas should not be added under the Total Balance Sheet hierarchy. If you create a Dynamic Calc member with a member formula in the Account dimension Total Balance Sheet hierarchy, the system displays an Error message during metadata validation to alert you to potential issues with Balance Sheet calculations.

Data Source Dimension Entity Members Should have a Corresponding S_ Member when Ownership Management is Enabled

When you enable Ownership Management in an application, new seeded *S_Entity members* are added in the Data Source dimension. If an S_Member is missing for an Entity, a validation error will occur, and you will need to create a Data Source member. For example, if you have an Entity member named TestEntity, you need to create a Data Source member named S_TestEntity under FCCS_Source Entities.

> **Note**
>
> The only exception is the FCCS_Global Assumptions member.

Example validation message:

`S_ Data Source member is missing for this Entity member. Please create a Data Source member S_*ENTITYNAME* under FCCS_Source Entities.`

Resolution:

Create a Data Source S_*EntityName* member under FCCS_Source Entities.

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Equity Pickup Movement Member Cannot Be a Parent Member

In the Ownership Equity Pickup feature, for Movement members, you cannot select Parent members under the FCCS_Mvmts_Subtotal hierarchy. The predefined list of Movement dimension members that can be selected are the Level 0 members of the FCCS_Mvmts_Subtotal hierarchy.

Example validation message:

```
XXXX is not a level 0 descendant of Movements Subtotal.
```

Resolution:

For Equity Pickup, in the Movement dimension, select only Level 0 members of the FCCS_Mvmts_Subtotal hierarchy.

FCCS_OpeningBalance Cannot Be Shared in the ClosingBalance Hierarchy

In the Movement dimension, if the FCCS_OpeningBalance is Shared in the ClosingBalance hierarchy, a validation error will occur, since this can occur to errors with exchange rates during translation and consolidation.

Example validation message:

```
FCCS_OpeningBalance should not be Shared under FCCS_ClosingBalance.
```

Resolution:

Make sure that FCCS_OpeningBalance is not Shared under the FCCS_ClosingBalance hierarchy.

Intercompany Dimension Level Zero Members Should Not Be Set to Dynamic Calc

In the Intercompany Dimension, if you edit Level Zero Intercompany members and set the Data Storage to Dynamic Calc without a member formula, a validation error will occur.

Intercompany Elimination Members and Total Eliminations Members Should Not Be Moved in the Hierarchy

The Intercompany Elimination member should not be moved out of the Total Eliminations hierarchy.

The Total Eliminations member should not be moved out of the Total Data Source hierarchy.

Example validation message:

```
Intercompany Elimination member should not be moved outside of Total
Eliminations.

Total Eliminations member should not be moved outside of Total Data Source.
```

Resolution:

Move the Intercompany Elimination or Total Eliminations members to the correct location in the hierarchy.

Level Zero Member Data Storage Types Must Be Valid

The Data Storage type must be valid for all Level Zero members:

- Entity, Movement dimensions: **Store**, **Never Share**, or **Shared**

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- Account, Data Source, Multi-GAAP, User-created custom dimensions: **Store**, **Never Share**, **Shared**, or **Dynamic Calc**

Example validation message:

```
The Data Storage should be Store, Never Share, Shared or Dynamic Calc for Level 0 members.
```

Resolution:

Change the Data Storage selection as described above.

> **Note**
>
> Currently the Metadata Validator will display an error for any Level 0 Dynamic Calc members of the Movement Dimension except for seeded members.
>
> In future releases, Dynamic Calc will be allowed except for FCCS_Closing Balance hierarchy, as long as the member has a valid Member formula. As a first step towards this change, Dynamic Calc is added to the list of valid Data Storage selection options for Level 0 Movement members in the Simplified Dimension Editor.

Level Zero Members Should Not Be Dynamic Calc Without Formulas

Any valid Level Zero (0) **Dynamic Calc** member must have a valid Member Formula.

Example validation message:

```
Level 0 members should not be Dynamic Calc without member formulas.
```

Resolution:

Add a valid formula to the **Dynamic Calc** member, or change the Data Storage properties to **Store**, **Never Share** or **Shared**. For Rate Cube accounts, check whether the account is needed in the Rates Cube. If it is not needed, then delete the account from the Rates Cube using the Dimension Editor, or change "Rates Consol op" to "Not Used for Cube" from the Simplified Dimension Editor.

Only Members with Data Storage Dynamic Calc Should Be Set to Two Pass Calculation

A non-Dynamic Calc member must not be set with the Two Pass calculation property.

For Hybrid applications, it is recommended to use Solve Order instead of Two Pass calculation.

Parent Members in the Multi-GAAP and Custom Dimensions Should Be Dynamic Calc Data Storage

All Parent members in the Multi-GAAP and Custom Dimensions should have the Dynamic Calc Data Storage property.

If they are not set to Dynamic Calc, a Warning message is displayed to alert you that this issue might cause problems in the application.

Parent Members Should Not Have Member Formulas

Parent members should not have Member Formulas for the following dimensions:

- Entity

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- Account
- Movement
- Data Source
- Multi-GAAP (if exists)
- User-created Custom dimensions

Example validation message:

```
Parent member should not have member formula.
```

Resolution:

Remove the Member Formula from the parent member.

Parent Store or Never Share Members of a Custom Dimension Should Not Be Used as a Shared Member

Parent members that are **Store** or **Never Share** data storage should not be used as a **Shared** member in the custom hierarchy. Applicable to the following dimensions:

- Multi-GAAP (if exists)
- User-created Custom dimensions

Example validation message:

```
A Store or Never Share primary parent member should not be used as a Shared member.
```

Resolution:

Remove the shared member from the alternative hierarchy, create a new parent in the alternative hierarchy and share the Level 0 members under the new parent.

Saved Assumption Parent and Child Accounts Should Not Have Consolidation Operators

Accounts with the Saved Assumption Account Type are non-financial accounts and validating these Parent and Child Account Types will result in validation errors.

Example validation message:

```
Account consol operator should be Addition based on parent and child account types.
```

Resolution:

Move the Saved Assumption Accounts hierarchy from FCCS_Balance Sheet to FCCS_Income Statement.

Shared Members for FCCS_No Data Source Member Are Not Allowed

Creating shared members for the FCCS_No Data Source member is not allowed.

Example validation message:

```
Shared instances for FCCS_No Data Source are not allowed.
```

Resolution:

Remove the shared instances of the FCCS No_Data Source member.

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Shared Members Must Not Exist Before Primary Members

Primary members must exist before shared members (above the shared member in the hierarchy) for the following dimensions:

- Scenario
- Period
- Account
- Intercompany
- Movement
- Data Source
- Multi-GAAP (if exists)
- User-created Custom dimensions

Example validation message:

```
Shared member should not exist before the primary member.
```

Resolution:

Move the shared member to a position below the primary member.

Validation for the Account Dimension Solve Order

This validation is applicable only when you are using the Dense Sparse Optimization option with Period and Movement as the Dense dimensions. The Solve Order property for all members with the storage type as Dynamic Calc in the Account dimension should be `58`.

Example validation message:

```
Solve Order for this member should be 58.
```

Resolution:

Set the solve order property for the specified member as applicable.

Validation for the Consolidation Dimension Solve Order

The following validation does not apply when you use the Dense Sparse Optimization option with Period and Movement as the Dense dimensions.

If Advanced Consolidation is not enabled, set the solve order for the following members to `26`.

- FCCS_Contribution Total
- FCCS_Contribution
- FCCS_Parent Total (based on feature enablement)
- FCCS_Proportion

If Parent Input is enabled, set the solve order for the following members to `26`.

- FCCS_Contribution Total
- FCCS_Contribution
- FCCS_Parent Total

Example validation message:

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`Solve Order for this member should be 26.`
If you are using the Dense Sparse Optimization option and the Parent Input feature is enabled, the solve order property for the FCCS_Parent Total and its parent members should be `51`.

If you are using the Dense Sparse Optimization option, but have not enabled the Ownership Management feature, the solve order property for the FCCS_Proportion member and its parent members should be `51`.

Resolution:

Set the solve order property for the specified member as applicable.

Validation for the Data Source Dimension Solve Order

The solve order property for the following members should be `28`. It does not apply when you use the Dense Sparse Optimization option with Period and Movement as the Dense dimensions.

- FCCS_Total Data Source
- FCCS_TotalInputAndAdjusted
- FCCS_Total Eliminations

> **Note**
>
> You should not change the solve order on the FCCS_Total Eliminations member in the Data Source dimension.

Example validation message:

`Solve Order for this member should be 28.`
Resolution:

Set the solve order property for the specified member as applicable.

Validation for the Movement Dimension Solve Order

Solve Order Values for the Standard Option (Account as Dense dimension)

If you are not using the Dense Sparse Optimization option, the solve order property for the following members should be `53`:

- FCCS_OpeningBalance_Cash
- FX_Total_NonCash
- FCCS_ClosingBalance_Cash

The solve order for FCCS_ClosingBalance_Variance should be 55.

The solve order property for the following members should be `25`.

- FCCS_Mvmts_Operating
- FCCS_Mvmts_Investing
- FCCS_Mvmts_Financing
- FCCS_CashFlow
- FCCS_CashFlow_Operating

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- FCCS_CashFlow_NetIncome
- FCCS_CashFlow_AdjustmentsToNetIncome
- FCCS_CashFlow_DepreciationAndAmortization
- FCCS_CashFlow_NetAssets
- FCCS_CashFlow_AccountsReceivable
- FCCS_CashFlow_Inventories
- FCCS_CashFlow_OtherCurrentAssets
- FCCS_CashFlow_AccountsPayable
- FCCS_CashFlow_OtherCurrentLiabilities
- FCCS_CashFlow_Investing
- FCCS_CashFlow_Acquisitions
- FCCS_CashFlow_Disposals
- FCCS_CashFlow_CapitalExpenditures
- FCCS_CashFlow_ProceeedsFromSalesOfPPE
- FCCS_CashFlow_OtherInvestingActivities
- FCCS_CashFlow_Financing
- FCCS_CashFlow_IssueOfStock
- FCCS_CashFlow_ProceedsFromDebt
- FCCS_CashFlow_RepaymentOfDebt
- FCCS_CashFlow_OtherFinancingActivities

Example validation message:

```
Solve Order for this member should be 25.
```

Solve Order Values for the Dense Sparse Optimization Option

If you are using the Dense Sparse Optimization option, the solve order property for the following members should be `59`:

- FCCS_CashChange
- FCCS_OpeningBalance_Cash
- FX_Total_NonCash
- FCCS_ClosingBalance_Cash
- FCCS_ClosingBalance_Variance

For the following members, if the Control-to-Date View Storage option is enabled, set the solve order to `53`.

- FCCS_CashChange
- FCCS_OpeningBalance_Cash
- FCCS_FX_Total_NonCash
- FCCS_ClosingBalance_Cash

Resolution:

Set the solve order property for the specified member as applicable.

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Validation for the Period Dimension Solve Order

If you are using the Dense Sparse Optimization option with Period and Movement as the Dense dimensions, the solve order for the following members should be 53.

If you are not using the Dense Sparse Optimization option, the solve order property for the following members should be 52.

- YearTotal
- HY1
- HY2
- Q1
- Q2
- Q3
- Q4

Example validation message:

`Solve Order for this member should be 52.`
Resolution:

Set the solve order property for the specified member as applicable.

Validation for the View Dimension Solve Order

If you are using the Dense Sparse Optimization option with Period and Movement as the Dense dimensions, the solve order for the following members should be 53.

YTD, HYTD, QTD, YTD_RULE, HYTD_RULE, QTD_RULE

If you are not using the Dense Sparse Optimization option, the solve order property for the following members should be 27.

YTD_RULE, HYTD_RULE, QTD_RULE

Example validation message:

`Solve Order for this member should be 27.`
Resolution:

Set the solve order property for the specified member as applicable.

Importing Data

After you import dimensions, you can populate data by importing data files.

> **Note**
>
> When importing data, no validation is performed on intersections to determine which are valid, and data is loaded to all intersections. To review data that has been loaded into invalid intersections, run the Invalid Intersection report before importing data to see and clear invalid intersections. See Creating an Invalid Intersection Report.

To import data, you must be a Service Administrator or Power User.

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You can load data using a text file with sections that map the file data to dimensions. When you load multiple data files, they are loaded in sequential order.

> **Note**
>
> You should not run reports, books, or batches while data is being loaded.

To import data, perform these tasks:

- Create an import file for each artifact that you want to import. See Creating the Data Import File.
- Load the import file or files (you can import multiple dimension files at the same time). See Loading the Data Import File.

Creating the Data Import File

Before you begin loading, you must create an import file for each artifact that you want to import (data, smart lists, and exchange rate tables). The import file must contain a header record, and then below the header record, a list of data records that you want to import or update. The file format can be .csv (comma-delimited), or .txt (tab-delimited or other delimiter characters).

For examples of Data Import files, see Example: Data Import File - Periodic View, Example: Data Import File - YTD View, Example: Data Import File - Overrides, and Example: Data Import File - Exchange Rates.

Data Import File Format

The file format consists of rows and columns. The first row consists of Column Headers. The first Column Header is the Dimension name of the import dimension. After that, there can be members from one other dimension called the driver dimension. For Period and Movement as Dense, the driver dimension could be either Period or Movement. For Account as Dense, the driver dimension must be Account. The next Column Heading is the Point-of-View, and the last Column Heading is Data Load Cube Name.

Each row contains the member of the Load dimension as the first column. The next set of columns is the data value for each of the driver members. The Point-of-View column has members of the remaining dimension to uniquely identify the cell to which data is being imported. The last column is the Cube name - either **Consol** or **Rates**.

Data Load Methods

These options are available for loading a data file into an application.

- **Merge**—Use this option to overwrite the data in the application with the data in the load file. Each record in the data load file is imported into the cell, replacing the old value, if any.
- **Replace**—Use this option to replace data in the application.

  In Replace mode, for Periodic loads, before the first record for a specific Scenario/Year/Period/Entity/Mapped Data Source is encountered, the entire combination of data for that Scenario, Year, Period, Entity, and Mapped Data Source is cleared, whether manually entered or previously loaded.

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When you load data to YTD_Input, the system loads the data from the load file and reverses the YTD values from the previous period for the Flow accounts that are not specified in the data load file. This behavior will occur for all members under FCCS_Mvmts_Subtotal and FCCS_OpeningBalanceAdjustment in the Movement Dimension.

For the first period of a year, there is no YTD data to reverse, so the system applies this method for Periods 2-12 or 2-13.

For Balance Accounts, the value loaded to YTD_Input is copied and stored to FCCS_Periodic.

> **Note**
>
> The YTD_Input member is used only for YTD data entry. It can be used to add or modify values in YTD, but cannot be used to clear YTD values.

You can also include Consolidation dimension members in the criteria for the data to be cleared during the data load process. For example, you can load Entity Input data in Replace mode without clearing Translation Override data or data in the other Input members, so that you do not need to re-enter or reload that data. To include Consolidation dimension members in the process, you must add a Substitution Variable named `DataLoadConsolMember` and set the value to True.

You can load a data file that contains only the Closing Balance Input data to reverse the prior period non-zero Closing Balance amounts. When you load a data file in Replace mode that contains only the POV with Closing Balance Input, the system will write a reversal of the prior period Closing Balance to the default movement. See Example: Data Import File - Closing Balance Input and Replace Mode.

Financial Consolidation and Close reverses the YTD closing balance from the prior period, and does not reverse FCCS_Net Income/FCCS_Owner's Income in the first period. This allows you to be able to load to Closing Balance Input for both Balance Sheet and Income accounts. To disable this behavior, change the `NewLoadYTDClosingBalanceInput` substitution value to False.

- **Accumulation Type**—Select one of these options to accumulate the data in the application with the data in the load file:
  - **None**—Each record in the data import file replaces the existing value in the database for the record.
  - **With Database**—The data is added to the existing value of the cell.
  - **Within File**—The system accumulates the cell values that are within the file.

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Load Method Examples

The following examples show how the load options work. Suppose the following data exists in the application:

```
Actual, FY15, Jan, California, Sales: 20,000


Actual, FY15, Jan, California, COGS, 10,000


Actual, FY15, Jan, California, Expenses: 5,000
```

A load file has the following data:

```
Entity, Sales, COGS, Point-of-View, Data Load Cube Name


California, 10000, 15000, ("Actual","FY15","Jan"), Consol


California, 25000, 5000, ("Actual","FY15","Jan"), Consol
```

These examples how the data after the import using these option combinations:

Merge, None

```
Actual, FY15, Jan, California, Sales : 25,000 (second record wins)


Actual, FY15, Jan, California, COGS : 5,000 (second record wins)


Actual, FY15, Jan, California, Expenses : 5,000
```

Replace, None

```
Actual, FY15, Jan, California, Sales : 25,000


Actual, FY15, Jan, California, COGS : 5,000


Actual, FY15, Jan, California, Expenses : #MI (Replace clears everything in
SYPE combination)
```


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Merge, With Database

```
Actual, FY15, Jan, California, Sales : 55,000 (Accumulate two records with
existing value in database)


Actual, FY15, Jan, California, COGS : 30,000


Actual, FY15, Jan, California, Expenses : 5,000
```

Replace, With Database

```
Actual, FY15, Jan, California, Sales : 35,000


Actual, FY15, Jan, California, COGS : 20,000


Actual, FY15, Jan, California, Expenses : #MI (Replace clears all the data
before the import)
```

Merge, Within File

```
Actual, FY15, Jan, California, Sales : 35,000


Actual, FY15, Jan, California, COGS : 20,000


Actual, FY15, Jan, California, Expenses : 5,000
```

Replace, Within File

```
Actual, FY15, Jan, California, Sales : 35,000


Actual, FY15, Jan, California, COGS : 20,000


Actual, FY15, Jan, California, Expenses : #MI
```

Loading the Data Import File

As a best practice, do not load zero values.

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> **Note**
>
> After a data load, the values at parent periods (Quarters, Half Years and Year Total) should only be used after consolidation. Do not rely on values in parent periods or views other than Periodic until after a consolidation is executed.

To import the data file:

1. On the Home page, click **Application**, and then click **Overview**.
2. Click **Actions**, and then click **Import Data**.
3. Click **Create**.
4. Select the location of the data import file:
   - **Local**—Imports the data import file from a location on your computer.
   - **Inbox**—Imports the data import file from the server.
5. For **File Type**, select an option:
   - **Comma delimited**
   - **Tab delimited**
   - **Other**—Enter the delimiter character that is used in the import file. For a list of supported delimiter characters and exceptions, see Other Supported Delimiter Characters.
6. From **Import Mode**, select a mode:
   - **Merge** - Overwrite data in the application. Each record of data is imported into the cell, replacing the old data, if any.
   - **Replace** - Replace data in the application. In Replace mode, before the first record for a specific Scenario/Year/Period/Entity is encountered, the entire combination of data for that Scenario, Year, Period, and Entity is cleared.
7. From **Accumulation Type**, select a type:
   - **None** - Replace the existing value in the database for the record.
   - **With Database** - Add the data to the existing value of the cell.
   - **Within File** - Accumulate the cell values that are within the file.
8. Enter or select the source file:
   - If you selected **Local**, click **Browse** to navigate to the file.
   - If you selected **Inbox**, enter the name of the file in **Source File**.
9. From **Date Format**, select a format.
10. From **Missing Data Label**, specify how you want missing values to display in forms. Enter an alphabetic value that does not exceed 16 characters. You may begin the value with a # (number sign). If no value is entered, the system defaults to #MISSING.

    Note:

    If you're using a data import file that's based on a template (in other words, you ran the export data process in your business process and you're using the exported file as a template), this label must match the Missing Data Label that was defined during data export. See Exporting Data.

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11. **Optional:** If the selected location is **Inbox**, click **Save as Job** to save the import operation as a job, which you can schedule to run immediately, or at a later time.
12. **Optional:** If the selected location is **Local**, click **Validate** to test whether the import file format is correct.
13. Click **Import**.
14. From the information message that the data was submitted successfully, click **OK**.
15. To view details about the import process, click **Application**, click **Jobs**, view **Recent Activity**, and then click the link for the import to view the details.

Example: Data Import File - Periodic View

You can import periodic data in a monthly frequency. Suppose the following data exists in the application for the Sales account:

```
Sales...Jan: 100, Feb: 150, Mar: 120
```

A data import file would have these rows. The first row is the required file Column Headers:

```
Period, Sales, Point-of-View, Data Load Cube Name


Jan, 100, "FCCS_Entity Input, ENTITY CURRENCY, England, FCCS_Data Input,
FCCS_No Intercompany, FCCS_No Movement, Actual, FY14, Periodic, FCCS_Local
GAAP", Consol


Feb, 150, "FCCS_Entity Input, ENTITY CURRENCY, England, FCCS_Data Input,
FCCS_No Intercompany, FCCS_No Movement, Actual, FY14, Periodic, FCCS_Local
GAAP", Consol


Mar, 120, "FCCS_Entity Input, ENTITY CURRENCY, England, FCCS_Data Input,
FCCS_No Intercompany, FCCS_No Movement, Actual, FY14, Periodic, FCCS_Local
GAAP", Consol
```

Example: Data Import File - YTD View

Data can be loaded to Financial Consolidation and Close on a Year-to-date (YTD) basis. If data is loaded to the FCCS_YTD_Input View dimension member instead of the FCCS_Periodic member, then Financial Consolidation and Close will populate the periodic member such that the YTD amount matches the input amount. In all periods except the first period, the prior period YTD amount is subtracted from the YTD Input amount and the result is written to the Periodic View. In the first period, the YTD Input amount is written to the Periodic View. The YTD Input amount is then cleared. Note that this population of the periodic amount is based on a YTD input amount and NOT a Closing Balance input amount (although for Income Statement accounts only, these are the same).

When you load data in YTD_Input, if the current period value is the same as the prior period value, the system does not store a zero (0) Periodic value, which helps to improve the performance of the data load.

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Closing Balance includes the impact of Opening Balance while YTD excludes Opening Balance and encompasses movements for the current year only, excluding Opening Balance. For Closing Balance Input, see the section on the Closing Balance Input Hierarchy in Seeded Dimension Members.

Also, note that if you load data on a Quarterly basis in the YTD View, if there are periods with NoData status between the current period and a period where data was entered, the in-between periods with NoData calc status are changed to Impacted at the start of the consolidation process and changed to OK on completion. All of the ancestor's status are changed to Impacted for those periods if their status was NoData prior to consolidation.

Suppose the following data exists in the application for the Sales account:

```
Sales...Jan: 100, Feb: 250, Mar: 370
```

A data import file would have these rows. The first row is the required file Column Headers:

```
Period, Sales, Point-of-View, Data Load Cube Name


Jan, 100, "FCCS_Entity Input, ENTITY CURRENCY, England, FCCS_Data Input,
FCCS_No Intercompany, FCCS_No Movement, Actual, FY14, FCCS_YTD Input,
FCCS_Local GAAP", Consol


Feb, 250, "FCCS_Entity Input, ENTITY CURRENCY, England, FCCS_Data Input,
FCCS_No Intercompany, FCCS_No Movement, Actual, FY14, FCCS_YTD Input,
FCCS_Local GAAP", Consol


Mar, 370, "FCCS_Entity Input, ENTITY CURRENCY, England, FCCS_Data Input,
FCCS_No Intercompany, FCCS_No Movement, Actual, FY14, FCCS_YTD Input,
FCCS_Local GAAP", Consol
```

Example: Data Import File - YTD Input and Replace Mode

When you load data using the Replace mode, the combination of data for that Scenario, Year, Period, and Entity is cleared and replaced with the data in the load file.

When you load data to YTD_Input and use Replace mode for the load file, the system loads the data from the load file and reverses the YTD values from the previous period for the Flow accounts that are not specified in the data load file. This behavior will occur for all members under FCCS_Mvmts_Subtotal and FCCS_OpeningBalanceAdjustment in the Movement Dimension.

For the first period of a year, there is no YTD data to reverse, so the system applies this method for Periods 2-12 or 2-13.

This feature is supported for Administrator, Power User and User data loads. If a Power User or User performs the data load, the system will reverse the YTD values for which the user has Write access.

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This example shows a data load file to the YTD_Input member in Replace mode. The first row is the required Column Headers:

```
Period, Sales, Point-of-View, Data Load, Cube Name


Feb, 100, "FCCS_Entity Input, ENTITY CURRENCY, England, FCCS_Data Input,
FCCS_No Intercompany, FCCS_No Movement, Actual, FY14, FCCS_YTD_Input,
FCCS_Local GAAP", Consol


Feb, 100, "FCCS_Entity Input, ENTITY CURRENCY, Ireland, FCCS_Data Input,
FCCS_No Intercompany, FCCS_No Movement, Actual, FY14, FCCS_YTD_Input,
FCCS_Local GAAP", Consol
```

Results:

The system reverses the YTD values for all the unspecified accounts (that is, all accounts except Sales that have a value in Prior Periods) in the data load file.

Example: Data Import File - Closing Balance Input and Replace Mode

You can load a data file that contains only the Closing Balance Input data to reverse the prior period non-zero Closing Balance amounts. When you load the data file, you use the Replace mode.

In order for the system to execute the reversal:

- The file must contain only the Closing Balance Input Movement member.
- It must be loaded using the Replace mode.
- The prior period must not have a status of Impacted. It should have a calculation status of OK or System Change.

If the prior period is Impacted, the system displays a warning message that "No reversal of the prior period Closing Balance will be executed" and it does not perform the reversal.

If the Closing Balance Input data file contains data for multiple periods, the reversals of the prior period Closing Balances will only be applied to the first period loaded, because only the first period will have a prior period that is not impacted.

If reversal of Roll Forward and CTA accounts is not required, you can add a substitution variable named `DoNotReverseRFAccountsForCBILoad` and set the value to True before loading data in Replace mode. When the substitution variable is set to True, these accounts are not reversed:

- FCCS_OR OBFXCICTA
- FCCS_Retained Earnings Prior
- FCCS_REC OBFXCTA
- FCCS_Retained Earnings Current
- FCCS_Retained Earnings

You can view the data load status and any error messages in the Jobs console.

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This example shows a Closing Balance Input data load file in Replace mode. The first row is the required Column Headers:

```
Entity, Period, Point-of-View, Data Load Cube Name


Base Entity,40000,"Actual,FY19,FCCS_Periodic,Entity Currency,Cash,FCCS_No
Intercompany,FCCS_ClosingBalance_Input,FCCS_Data Input,FCCS_Local
GAAP,FCCS_Entity Input",Consol


Base Entity,4000,"Actual,FY19,FCCS_Periodic,Parent Currency,Cash,FCCS_No
Intercompany,FCCS_ClosingBalance_Input,FCCS_Data Input,FCCS_Local
GAAP,FCCS_Parent Input",Consol


Base Entity,400,"Actual,FY19,FCCS_Periodic,Parent Currency,Cash,FCCS_No
Intercompany,FCCS_ClosingBalance_Input,FCCS_Data Input,FCCS_Local
GAAP,FCCS_Contribution Input",Consol
```

Example: Data Import File - Overrides

If you are using a multi-currency application, you can load different override rates or amounts to different source members. You use the following system members, which are automatically created for a multi-currency application in the Consolidation dimension:

- FCCS_Rate Override
- FCCS_Amount Override

A data import file could have these different amounts:

```
Entity, Jan, Point-of-View, Data Load Cube Name


E03, 100,"Actual,FY14,FCCS_Periodic,USD,FCCS_Common Stock,FCCS_No
Intercompany,FCCS_Mvmts_IssueOfStock,No Product, FCCS_Data Input,FCCS_Local
GAAP, FCCS_Amount Override",Consol


E03, 200,"Actual,FY14,FCCS_Periodic,USD,FCCS_Common Stock,FCCS_No
Intercompany,FCCS_Mvmts_IssueOfStock,No Product, FCCS_Managed Data,FCCS_Local
GAAP, FCCS_Amount Override",Consol


E03, 300,"Actual,FY14,FCCS_Periodic,USD,FCCS_Common Stock,FCCS_No
Intercompany,FCCS_Mvmts_IssueOfStock,No Product, FCCS_Other Data,FCCS_Local
GAAP, FCCS_Amount Override",Consol
```

Example: Data Import File - Exchange Rates

For multiple-currency applications, you import rates to the Rates cube.

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A data import file could have these rows. The first row is the required file Column Headers:

```
Period, Average Rate, Ending Rate, Point-of-View, Data Load Cube Name


Jan, 1,1,"USD, FCCS_Global Assumptions, From_USD, Actual, FY16,
FCCS_Periodic", Rates


Feb, 1,1,"USD, FCCS_Global Assumptions, From_USD, Actual, FY16,
FCCS_Periodic", Rates


Mar, 1,1,"USD, FCCS_Global Assumptions, From_USD, Actual, FY16,
FCCS_Periodic", Rates


Jan, 2,2,"USD, FCCS_Global Assumptions, From_CAD, Actual, FY16,
FCCS_Periodic", Rates


Feb, 2,2,"USD, FCCS_Global Assumptions, From_CAD, Actual, FY16,
FCCS_Periodic", Rates


Mar, 2,2,"USD, FCCS_Global Assumptions, From_CAD, Actual, FY16,
FCCS_Periodic", Rates


Jan, 3,3,"USD, FCCS_Global Assumptions, From_AUD, Actual, FY16,
FCCS_Periodic", Rates


Feb, 3,3,"USD, FCCS_Global Assumptions, From_AUD, Actual, FY16,
FCCS_Periodic", Rates


Mar, 3,3,"USD, FCCS_Global Assumptions, From_AUD, Actual, FY16,
FCCS_Periodic", Rates
```

Exporting Data

You export data from the Applications page.

As an alternative, you can export data using Data Integration. See *Administering Data Integration*.

To export data:

1. On the Home page, click **Application**, and then click **Overview.**
2. Click **Actions**, and then click **Export Data**.
3. Click **Create** and make your Export Data selections:

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Table 5-6 Data Export Options

Data Export Option	Description
Location	Select the target environment of the data export file: • **Local**: Saves the data export file to a location on your local computer. • **Outbox**: Saves the data export file to the server.
Cube Type	Select either **Consol** or **Rates**.
File Type	Select from the following types: • **Comma delimited**: Creates a comma-delimited .csv file for each artifact. • **Tab delimited**: Creates a tab-delimited .txt file for each artifact. • **Other**: Creates a .txt file for each artifact. Enter the delimiter character that you want to use in the export file. For a list of supported delimiter characters and exceptions, see Other Supported Delimiter Characters.
Smart Lists	Specify **Export Labels** or **Export Names**.
Dense Dynamic Members	Select whether to **Include** or **Exclude** dense dynamic calculation members during export. Note the following: • Excluding dynamic calculation members from exported data improves performance during data exports. • Sparse dynamic members are not included in the export even if the **Include** option is selected.
Decimals	Specify the number of decimal positions (0-16) to format the data after export, or select the default **None** to use the default precision formatting. For example, specifying a decimal value of **3** in the **Decimals** field will result in the exported data displaying three digits to the right of the decimal point, wherever applicable. **Note** Selecting **None** formats the decimal number as specified in the default precision settings, whereas selecting **0** formats the data to display a whole number. For example, if the data value you are exporting is `123.45678`, selecting **0** will export the data as 123 and selecting **None** will export the data as `123.45678`.

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Table 5-6 (Cont.) Data Export Options

Data Export Option	Description
Disable Implied Share (for BSO cubes only)	For a block storage (BSO) cube, select this option to export the child row in the data file even though both parent and child rows have the same data. **Note** By default, implied sharing is enabled during data export. This means that when data is exported, the implied sharing relationship is maintained so only the parent row is exported because the child row contains the same data as the parent. But if you want to export the child data row, you can select this option to disable the implied sharing relationship so that the child row can be exported.
Missing Data Label	Specify how you want missing values to display in forms. Enter an alphabetic value that does not exceed 16 characters. You may begin the value with a # (number sign). If no value is entered, the system defaults to #MISSING. **Note** If you're running the export data process to create a template file for a data import and you define a custom missing data label during data export, the **Missing Data Label** defined during the import data process must match the label defined here. See Importing Data.
Slice Definition	Select the slice of data to be exported. If the Application supports Period and Movement as Dense, then either Period or Movement must be in the Column. Otherwise, if Account is the only dense dimension in the system, then Account must be in the Column.

4. Select an action to export the data:
   - If the selected location is **Outbox**, click **Save as Job** to save the export operation as a job, which you can schedule to run immediately or at a later time.
   - If the selected location is **Local**, click **Export**, and then specify where to save the data export file.

   NOTE: To reduce the size of data export files, if a form contains an entire row of missing values (for example, #MISSING), the row will be omitted from the data export file.

Viewing Data Import and Export Status

The Import and Export Status page displays details of recent jobs.

To view the status of a data import and export:

1. On the Home page, click **Application**.
2. Click **Jobs**.

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3. From **Recent Activity**, click the name of the import or export job to view the details.
4. From **Show**, select an option:
   - **Errors**
   - **Warnings**
   - **Information**
   - **All**

Validating the Essbase Outline

Pre-validate the Essbase outline to ensure that your application is compatible with a Hybrid Essbase version.

As part of an effort to upgrade all environments to an Oracle Essbase version that supports Hybrid Block Storage Option (BSO) cubes, Oracle has added a process to pre-validate Essbase outlines to ensure a smooth transition when your environment is upgraded to a Hybrid Essbase version.

> **Note**
>
> For information about Essbase versions, see About Essbase in Cloud EPM in *Getting Started Guide for Administrators*.

To ensure that your application is compatible with a Hybrid Essbase version, we've implemented a new utility which verifies the member formulas in your environment and provides a report so you can fix any issues.

The utility can be launched manually and it will run automatically during database refresh:

- For information about manually launching the utility, see Manually Launching the Pre-Validation Process.
- For information about automatic launch during database refresh, see Automatic Pre-Validation During Database Refresh.

If errors are found after the utility completes verification of the member formulas, you can view the **Outline Pre-validation Report** and fix the errors it finds. If no errors are found, no additional action is required.

For a list of sample pre-validation errors and recommended resolutions, see the sections below:

- Addressing Validation Errors
- Sample Validation Errors

Manually Launching the Pre-Validation Process

To manually launch the pre-validation process, select from the following options under the **Essbase Outline Validation** menu option in the **Actions** menu on the application's **Overview** page:

- **Pre validate Outline**: Performs a validation of your application
- **Outline Pre-validation Report**: Displays a list of member formulas that need to be fixed to be compatible with Hybrid Essbase version

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> **Note**
>
> - The **Essbase Outline Validation** menu option only displays if your environment is on a non-Hybrid Essbase version. If your environment is on a Hybrid Essbase version, then the **Essbase Outline Validation** menu option is no longer available.
> - Another way to check whether your environment is on a Hybrid or non-Hybrid Essbase version is to view the value of **Essbase Version supports Hybrid Block Storage Option** in the **Activity Report**. If the value is **Yes**, it means that your environment is on a Hybrid Essbase version. If the value is **No**, then your environment is on a non-Hybrid Essbase version.

To validate the Essbase outline in your environment and to fix any errors found in member formulas:

1. From the Home page, click **Application**, and then click **Overview**.
2. Click **Actions**, select **Essbase Outline Validation**, then select from the following options:
   - To perform the validation, select **Pre validate Outline**.
   - To view and download a report of errors found during validation, select **Outline Pre-validation Report**.

After you have fixed the member formulas, you can use the **Pre validate Outline** option again to make sure that all issues are resolved.

> **Note**
>
> After fixing the member formulas, ensure that you refresh the database before viewing the pre-validation report again, otherwise the report won't show that all the errors are resolved.

Automatic Pre-Validation During Database Refresh

If the system detects that your environment uses a non-Hybrid Oracle Essbase version and will need to be upgraded to Hybrid Essbase, the validation utility will automatically launch at the end of the **Refresh Database** process.

If member formula errors are discovered during the validation process, you'll see a warning telling you to review the report and address any errors. Click **View Outline Pre-validation Report** to view the full report and resolve any errors.

Addressing Validation Errors

Validating the outline may reveal errors like those listed below. Address these issues using the provided recommendations and re-run the validation process until all errors are resolved.

Error Category	Recommendations
ELSE or *ENDIF* without *IF*	The member formula utilizes *if*, *elseif*, *else*, and *endif* constructs, but there are more *endif* tokens than *if* tokens, or the *else* and *if* tokens are mismatched. The number of *if* tokens should correspond with the number of *endif* or *else* tokens, ensuring proper grouping. Correct the formula by addressing the syntax issues.

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Error Category	Recommendations
Invalid Data Type or expected type *NUMBER* found *STRING*	The member formula refers to a non-existing member. Review the formula and remove the non-existing member from it.
Invalid Expression Return Type	The member formula refers to a non-existing member. Review the formula and remove the non-existing member from it.
No Matching Quote Found	The formula contains mismatched quotation marks. Ensure that the number of opening and closing quotation marks are equal and properly grouped. Correct the formula by resolving syntax errors.
Nothing to do	The member formula for the member is commented out using /* and */. Since the member is dynamic, it must have a valid formula. Put a valid member formula for the member or change the member property.
Parenthesis Error	The formula has mismatched parentheses. Ensure that the number of opening and closing parentheses are balanced and correctly grouped. Correct the formula by resolving syntax errors.
Substitution Variable doesn't exist	The member formula references a non-existent Substitution Variable. Create the Substitution Variable with an appropriate value to ensure successful formula validation.
Syntax Error in MDX Query	To fix your syntax error, see MDX Syntax and Grammar Rules.
Missing Semicolon or Unexpected End of Expression	The member formula does not end with a semicolon. The formula may return a value, however the absence of a terminating semicolon is a syntax error. Review and correct the formula.
Unknown Member Name used in function	The member formula references a non-existent member. Review and update the formula to remove any references to members that do not exist.
Environment Variable doesn't exist	The formula refers to an environment variable. You can't create an environment variable in the Oracle Fusion Cloud Enterprise Performance Management applications. Create a substitution variable instead with the same name and value of the environment variable, and use that in the formula instead.
Formula Parsing Error	The member formula references a member name that is not quoted, or the formula does not end with a semicolon. Additionally, the member name imay nclude keywords or function names such as *for*, *year*, and *sum* which are not permitted in the formula. Ensure that the member name is properly quoted and that the formula ends with a semicolon. Also, verify that a member with that name exists in the system.
Unknown Member Used in Query	For an ASO cube, the member formula refers to a non-existent member in the MDX query. Additionally, ensure that the names of dimensions, members, and attribute dimensions do not contain the / (slash) character.
Duplicate Member Name	The member formula refers to a non-existing member. Review the formula and remove the non-existing members from it.

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Error Category	Recommendations
Invalid Assignment	Invalid assignment: The value on the left side of the equal sign must be a member or variable. In the member formula, the left side of the assignment operation using equal to sign (=) should be the name of an existing member. Ensure that the left-hand side of the assignment is a valid member name.
Operator Error	The member formula contains improperly nested *if*, *elseif*, or *endif* constructs, resulting in incorrect and unbalanced nesting. Review and correct the formula to address these syntax issues.
Function Error	The member formula uses functions, but extra parameters have been passed. If the function involves Planning's substitution variables, ensure these variables are available and have values, which should not start with ampersand character (&). Additionally, review the formula to remove any extra & symbols before substitution variables. Ensure that each substitution variable in the formula has a single & before its name for proper resolution.
Missing Expression	Review and fix the formula to remove the expressions related syntax errors.

Sample Validation Errors

In these samples, `[MEMBER_NAME]` indicates the name of the member that failed the validation.

Formula verification error samples: member name, unknown member, missing semi-colon, end of expression, etc.:

- `Formula verification failed for member [MEMBER_NAME]. Error compiling formula for [] (line 3): unknown member name ["[MEMBER_NAME]"] in function [operator @X]`
- `Formula verification failed for member [MEMBER_NAME]. Error parsing member name in formula`
- `Formula verification failed for member [MEMBER_NAME]. Error compiling formula for [] (line 1): semicolon missing`
- `Formula verification failed for member [MEMBER_NAME]. Error compiling formula for [] (line 19): unexpected end of expression: [...IF(...)]`
- `Formula verification failed for member [MEMBER_NAME]. Error compiling formula for [] (line 1): unexpected end of expression: [@ADD]`

Formula verification errors sample: substitution variables sample:

```
Formula verification failed for member [MEMBER_NAME]. Substitution
variable [[MEMBER_NAME]] doesn't exist
```

Formula verification error sample: parenthesis:

```
Formula verification failed for member [MEMBER_NAME]. Error compiling
formula for [] (line 1): [)] without [(]
```

Formula verification error sample: invalid data type, return type, and assignment:

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- `Formula verification failed for member [MEMBER_NAME]. Error compiling formula for [] (line 1): expected type [NUMBER] found [STRING] ([MEMBER_NAME]) in function [@SUB]`
- `Formula verification failed for member [MEMBER_NAME]. Error compiling formula for [] (line 12): invalid expression return type`
- `Formula verification failed for member [MEMBER_NAME]. Error compiling formula for [] (line 4): invalid assignment`

Data Integration

Data Integration is the mechanism by which integration processes are performed in Financial Consolidation and Close.

You can define file-based and direct integration sources, create mapping rules to translate source data into the required target format, and execute and manage the periodic data loading process. Common integration tasks are done using an easy-to-navigate interface that supports and conforms to how you work.

You can access Data Integration directly from Financial Consolidation and Close. From the Data Integration page, you can create an integration. You can also run an existing integration to extract data from the source and load it to target based on any filter criteria.

See *Administering Data Integration*.

To access Data Integration, you must be a Service Administrator, Power User, or User.

To access Data Integration:

1. On the Home page, select **Application**, and then select **Data Exchange**.

   The **Data Integration** page is displayed.
2. To search for an integration, click **Search** and search by Name, Location, Source, or Target.
3. To sort the list of integrations, specify a condition. Sort results can be listed in Ascending order (A to Z) or Descending order (Z to A).
4. To create an integration, click **Create Integration**

   

   , and use the Create Integration wizard to specify the integration details.
5. To edit an integration, select an integration from the list and edit integration details as needed.
6. To run an integration, select an integration from the list and click **Run**

   

   .

Watch this video for details about exporting data using Data Integration:



https://apexapps.oracle.com/pls/apex/f?p=44785:265:0:::265:P265_CONTENT_ID:21114

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Best Practices for Data Integration

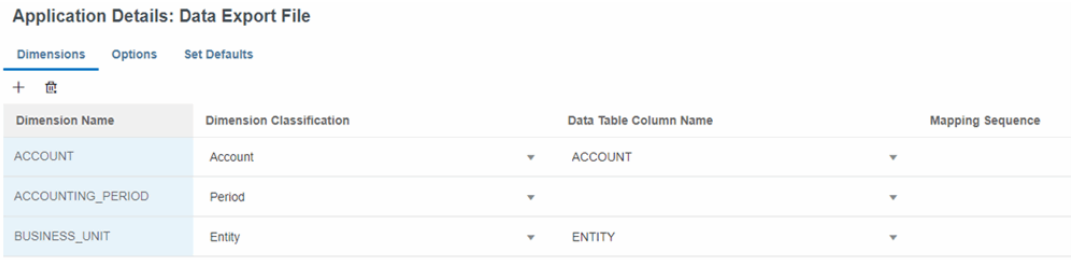
Related Topics:

Exporting Data from a Dense/Sparse Optimized (DSO) Application

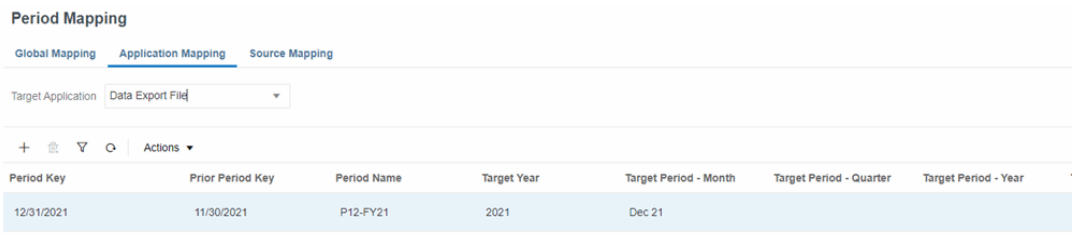
Exporting Year-to-Date (YTD) Data

Exporting Data from a Dense/Sparse Optimized (DSO) Application

In Dense/Sparse optimized (DSO) applications, the density of the Period and Movement dimensions is set to **Dense**, and the density of the Account dimension is set to **Sparse**. The density of the other dimensions is **Sparse**. This has implications when exporting data from a DSO application to a file when you need to include Period as a column in the output. If you have migrated your application to DSO, and have existing data integrations that export data from the application into a file, you must review the below recommendations and modify existing data integrations accordingly.

- Include Period in the export file definition (see Registering a Data Export File Application in *Administering Data Integration*. Make sure to set the **Dimension Classification** for the column representing the period to **Period** in the target application definition and make sure to leave the **Data Table Column Name** blank (see Defining Application Dimension Details in *Administering Data Integration*). This ensures that the system handles the Period dimension appropriately when generating the export file. Make sure that the **Dimension Classification** for columns mapping to Account and Entity is also defined as Account and Entity respectively. It is not required to include amount in the export file definition because it is added as the last column by default.
  For example, see the export file definition for a file with column headers ACCOUNT, BUSINESS_UNIT, ACCOUNTING_PERIOD, and Amount. Note that the **Data Table Column Name** for ACCOUNTING_PERIOD is blank and that the **Dimension Classification** for ACCOUNTING_PERIOD is set to **Period**.
- 

- To export a specific date format, you need to configure an Application Mappings (in *Administering Data Integration*) for the target data file application under Period Mapping Options (in *Administering Data Integration*) in **Data Exchange**. The example below shows how to map P12-FY21 to Dec 21 for output in the file.



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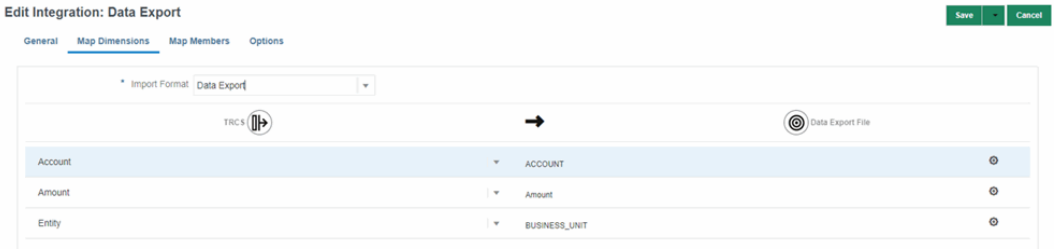
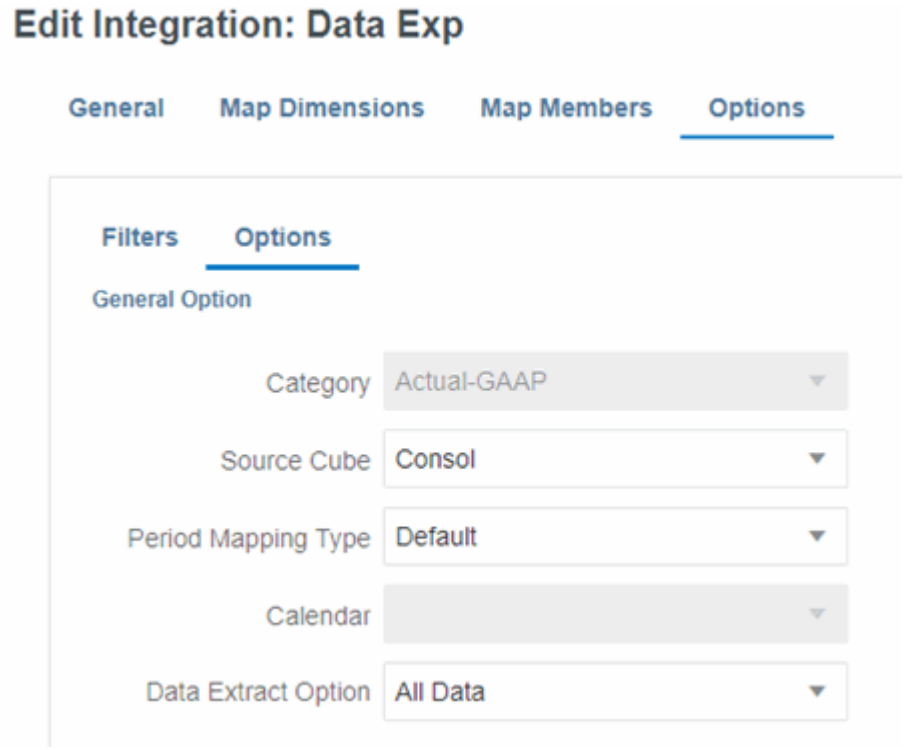
- If Period is shown as a dimension in Data Integration, Mapping Dimensions, remove it.



- Specify the **Data Extract Option** under Defining Direct Integration Options. There are likely to be more dynamically calculated **Sparse** dimension members in DSO applications than in non-Hybrid applications. This is in part because all parent members are configured as **Dynamic Calc** in DSO. It is important to note that the Account dimension is **Sparse** in DSO applications which creates the potential for many **Dynamic Calc** parent Account members. When exporting data from a DSO application you can export **Dynamic Calc** members of **Sparse** dimensions by selecting **All Data** as the **Data Extract Option**. See, Defining Direct Integration Options in *Administering Data Integration*. **All Data** allows exporting both stored and **Dynamic Calc** members of any dimension.



The **All Data** option has the potential to generate huge data sets and take a long time if not restricted by dimension **Filters**. See Defining Filters in *Administering Data Integration*. For example, all the dimensions other than Period and Year have filters specified below ensuring that the export is restricted to the required intersections only.

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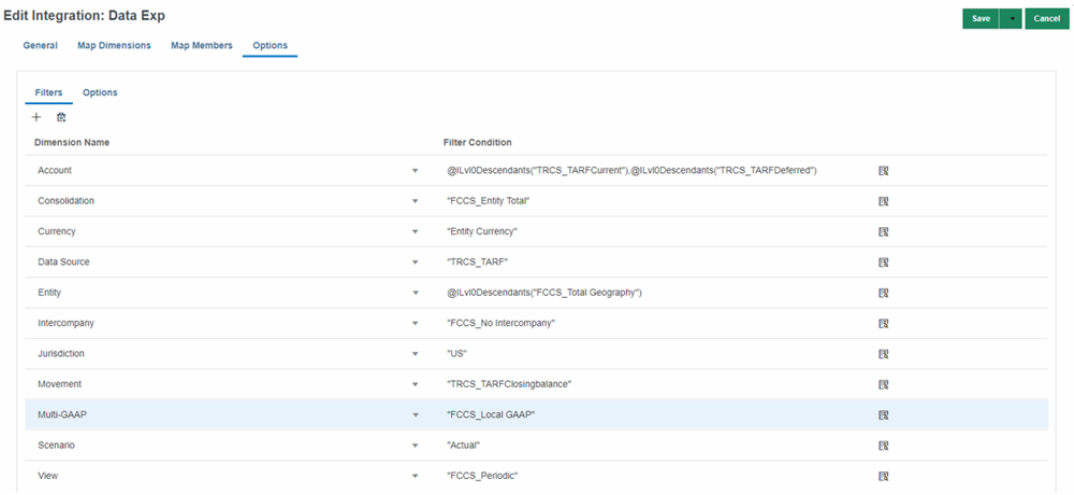

For example, if you don't specify a filter on the Account dimension, the system will attempt to retrieve data for every member of the Account dimension including parents.

> **Note**
>
> Use the **Stored Data only** or **Stored and Dynamic Calculated Data** (Dense only) options (see: Defining Direct Integration Options in *Administering Data Integration*) if you do not need to export dynamically calculated members of **Sparse** dimensions.

- Select **Refresh Members** and **Refresh Metadata** for your Financial Consolidation and Close application under **Data Exchange**, then **Applications**, then your Consolidation application name.

Exporting Year-to-Date (YTD) Data

The method to export Year-to-Date (YTD) data depends on the type of Financial Consolidation and Close application that you are exporting data from:

- **Extended Dimension DSO application** – Specify the **YTD** member in the **Data Integration**, **Options**, **Filters** (see: Defining Filters) filter for the View dimension. You need to specify the **All Data** (see: Defining Direct Integration Options) option in order to export the dynamically calculated **YTD** member of the **Sparse** View dimension.
- **Extended Dimension non-DSO application** – YTD data may be stored in the **YTD** member or dynamically calculated in the **YTD_Rule** member.
  - Stored **YTD** – Depending on whether the Control To-Date View Storage option is enabled and how the application is managed, data may or may not exist in the stored **YTD** member. If you have confirmed that data does exist in the **YTD** member intersections that you are looking to export, you can specify the **YTD** member in the **Data Integration Options**, **Filters** filter for the View dimension.
  - You do not need to specify the **All Data** option (see: Defining Direct Integration Options) in order to export the stored **YTD** member.
  - Dynamically calculated **YTD_Rule** – Specify the **YTD_Rule** member in the **Data Integration**, **Options, Filters** filter for the View dimension. You must specify the **All Data** option (see: Defining Direct Integration Options) to export the dynamically calculated **YTD_Rule** member of the **Sparse** View dimension.

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- **Legacy (non-Hybrid) Financial Consolidation and Close application** – You cannot export YTD data directly. You can export Periodic data and aggregate prior periods to generate YTD data by using member mappings. You need to pay attention to the Account Type and not aggregate Balance accounts.

Copying Data

You can copy data from a source POV to a target POV to assist with your business planning and analysis. You can copy specific Scenario, Year, Period, and Entity dimension members to target dimension members. This enables you to perform a bulk copy of data along with the supporting details such as journals and Supplemental Data Manager details. For example, you can copy Actual data into a Budget or Forecast scenario to start your planning process. You can copy data from one or more periods, from one scenario to another, and from one or more entities. You cannot copy data to a locked entity.

To copy data, you must be a Service Administrator with Write access to the data.

You can copy these types of data:

- Regular Data (including journals)
- Override Data— rates and amounts entered on the Override Rates form for historical rate override accounts
- Rate Data— data for global currency rates

For Regular Data, you can specify whether to merge or replace the data during the copy process. You select Merge to add the source data set to the target data set, or Replace to replace the target data set with the Source data set. If you select Replace, data that does not exist in the source data set is cleared in the target. For example, if the Sales account for January does not have data in the source data set, then existing data in Sales for January will be cleared in the target data set. You can copy data to level 0 Target members only.

You can include journal detail in the copy process for Regular Data if you select a journal Data Source member. When you copy data that includes posted journals, the system creates the journal in the target POV and automatically posts the journal.

When copying journal data, all the accounts that are referenced in the journals must be selected in the Account dimension filter. If not, the journal creation will fail with this error message "Journal Posting for the Label: xxxxx is Failed: Journal is not balanced by currency xxx."

When copying journals from the source to target destination, Financial Consolidation and Close copies Periodic as well as YTD_Input journals from the source to target. Before copying journals from the source to target destination, you should delete journals from the target in the Periodic and YTD_Input View dimension.

Selecting Members

If you enable additional Application Cubes in an application, you can select the Cube to use for the Copy Data process. The ability to select a cube enables you to copy data from a source cube to a destination cube. The default cube is Consol in the Copy Data profile. Note that you cannot select a Cube to copy Rates data, since the copy process is run for the Rates cube and rates data is pushed to all available cubes.

You must select members for Scenario, Year, Period, Entity, Data Source, and Consolidation.

You can optionally select members for the Account, Movement, Intercompany, Multi-GAAP and Custom dimensions. If you do not select members for these dimensions, all level 0 members are included.

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The "View - Periodic" member is fixed and not available for selection in the Copy Data process.

The Member Selection also allows you to use Substitution and User variables.

Data Source Members

For the Data Source dimension, the target member is always the same as the source member; it cannot be redirected.

An exception is the Supplemental Data member. The Supplemental Data member allows drill through from the summarized data in Financial Consolidation and Close to the underlying detail in Supplemental Data Manager. Because the underlying detail is not copied from the source to the target POV during the Copy process, and therefore is not available for drill-through, when you select Supplemental Data as a source, you must select a target member other than Supplemental Data to store the copied value. The member that you select as a target for Supplemental Data cannot also be selected as a source.

Consolidation Members

If you selected **Regular Data** for the type of data to be copied, Consolidation member selection is required.

For the Source member, you can select one or more of these members:

- "FCCS_Entity Input" (default)
- "FCCS_Parent Input" (if enabled in the application). If selected, you must specify the Parent.Child information in the Entity selection.
- "FCCS_Contribution Input" (if enabled in the application). If selected, you must specify the Parent.Child information in the Entity selection.
- "FCCS_Translated Currency Input" (if enabled in the application)

The Target member is always the same as the Source member, it cannot be redirected. In the Target column, the member is display-only and you cannot edit it.

Data is entered into "FCCS_Translated Currency Input" through journal posting, therefore the same process is applied as when you select the "Journal Input" member for Data Source. The source journal is copied to the destination with the proper POV as an unposted journal, then the journal is posted to the destination POV.

Currency Members

The Currency dimension is automatically set to the proper value based on the selected Consolidation member.

Table 5-7 Consolidation Member and Corresponding Currency Member

Consolidation Member	Default Currency Member
FCCS_Entity Input	Entity Currency
FCCS_Translated Currency Input	Input currency as per Data Source selected
FCCS_Parent Input	Parent Currency
FCCS_Contribution Input	Parent Currency

Copy Data Profile

After you select members for the Copy Data process, you can save them as a Copy Data Profile. This enables you to later retrieve the information for the Copy Data process without needing to make member selections again. See Using Copy Data Profiles.

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After the Copy process, the Calculation Status for all target entity data changes to **Impacted**. You must run consolidation to update the values.

The system does not include entities with NoData as part of the Copy process.

To copy data:

1. On the Home page, click **Application**.
2. Click **Overview**, then from **Actions**, select **Copy Data**.
3. Select the items that you want to copy:
   - If you previously saved your Copy Data member selections as a profile, the Copy Data Profiles list displays the available profiles. You can select a profile, update it if need be, or click **Run** to run the saved Copy Profile.
   - If you do not have any saved Copy Data Profiles, select the type of data, and specify the Source and Target members.
4. Select the type of data to copy:
   - **Regular Data**
   - **Override Data**
   - **Rate Data**
5. For **Regular Data**, from **Copy Options**, select an option:

   This option is only available for Regular Data. Rate Data and Override Data are always copied using Replace mode.

   - **Replace**—All target data cells are replaced by the source data cell values.
   - **Merge**—The source data cell values are merged into the target data cell values. Any existing target data cells that are not part of the source copy will remain after the merge.
6. For **Source**, select the members to copy, and click **OK**.

   If you enabled additional cubes in the application, from the **Cube** dropdown, select a cube.

   If you copy a range of periods, the number of source periods must equal the number of target periods. Only Input base members below "FCCS_Total Data Source" are available for selection.

   If you copy Rate Data, you do not need to select any Entity members.
7. **Optional:** To copy Supplemental Detail, select one or more Supplemental Detail **Data Source** members to copy, then from **Supplemental Data Member**, select a base Data Source member other than Supplemental Data for the target. The member selected as a target for Supplemental Data cannot also be selected as a source.
8. For **Target**, select the members to which to copy data.

   If you enabled additional cubes in the application, from the **Cube** dropdown, select the cube to use as the destination.
9. Click **Run** to submit the Copy Data task, and at the prompt, click **Yes** to continue.

   The system displays a message that the Copy Data task is submitted. You can monitor the task status from the Jobs console. From the Application page, click **Jobs**, and then click on the job for more details.

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Using Copy Data Profiles

After you select members for the Copy Data process, you can save them as a Copy Data Profile. This enables you to later retrieve the information for the Copy process without needing to make member selections again.

When you select Copy Data, the system displays a list of profiles that you have saved. You can select a profile and run the Copy Data process, edit a profile and save it, or save as a modified profile. You can duplicate an existing profile, and delete any profiles that you no longer need.

Creating a Copy Data Profile

To create a Copy Data Profile:

1. On the Home page, click **Application**.
2. Click **Overview**, then from **Actions**, select **Copy Data**.
3. Select the items that you want to copy.
4. Click **Save**.
5. From **Save Copy Profile**, enter a profile **Name** and **Description**, then click **Save**.

   The Name must be a unique name with a maximum of 30 characters. The Description has a maximum of 128 characters.
6. From the saved confirmation message, click **OK**.

   The profile is displayed on the Copy Data Profiles list.

Editing a Copy Data Profile

To edit a Copy Data Profile:

1. From the Copy Data Profiles list, select a profile to open it.
2. Edit your selections as required.
3. Click **Save**.

   You can save the profile with the same name, or change the name as needed.
4. Click **Save As** to save the modified profile as a new profile, then enter a Name and Description.

Duplicating a Copy Data Profile

1. From the Copy Data Profiles list, select a profile.
2. From the **Actions** menu, select **Duplicate**.

   The duplicate profile is displayed on the Copy Data Profiles list, with the suffix "_Copy". For example, if you duplicate the HQ profile, the duplicate profile is named HQ_Copy.

Deleting a Copy Data Profile

To delete a Copy Data Profile:

1. From the Copy Data Profiles list, select a profile.
2. From the **Actions** menu, select **Delete**.
3. From the confirmation prompt to delete the selected profile, click **Confirm**.

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4. From the profile deleted confirmation, click **OK**.

Clearing Data

You can clear data for selected entities from a specific Scenario, Year, and period or range of periods. You cannot clear data for a locked entity.

To clear data, you must be a Service Administrator with Write access to the data.

You can clear these types of data:

- Regular Data (including journals)
- Override Data— rates and amounts entered on the Override Rates form for historical rate override accounts
- Rate Data— data for global currency rates

After the Clear process, the Calculation Status of the entities changes to **Impacted**. You must run consolidation to update the values. The status of a parent entity also changes to **Impacted** if you clear data of its children. The system does not include entities with NoData as part of the Clear process.

Selecting Members

If you enable additional Application Cubes in an application, you can select the Cube to use for the Clear Data process. The default cube is Consol in the Clear Data profile.

You must select members for Scenario, Year, Period, Entity, Data Source, and Consolidation.

You can optionally select members for the Account, Movement, Intercompany, Multi-GAAP and Custom dimensions. If you do not select members for these dimensions, all Level 0 members are included.

The "View - Periodic" member is fixed and not available for selection in the Clear Data process.

The Member Selection also allows you to use Substitution and User variables.

Data Source Members

To clear data with Journal detail, select the "Journal Input" member for Data Source. The system unposts the posted journal. It does not delete the supporting unposted journal. If you want to later remove the unposted journal, you can do so manually.

If you select the "Supplemental Data" member for Data Source, any data posted from a Supplemental Data form reverts to an Unposted status.

The seeded Data Source member "FCCS_No Data Source " stores system values in addition to custom values, so the data block is not cleared as part of the Clear Data process. When you select "FCCS_No Data Source " as the Data Source member, after the Clear Data intersection containing "FCCS_No Data Source " is executed, it is recommended that you also execute the `ClearEmptyBlocks` rule on the specified Scenario, Year, and Period.

Consolidation Members

If you selected **Regular Data** for the type of data to be cleared, Consolidation member selection is required.

For the Source member, you can select one or more of these members:

- "FCCS_Entity Input" (default)

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- "FCCS_Parent Input" (if enabled in the application). If selected, you must specify the Parent.Child information in the Entity selection.
- "FCCS_Contribution Input" (if enabled in the application). If selected, you must specify the Parent.Child information in the Entity selection.
- "FCCS_Translated Currency Input" (if enabled in the application)

The Target member is always the same as the Source member, it cannot be redirected. In the Target column, the member is display-only and you cannot edit it.

Data is entered into "FCCS_Translated Currency Input" through journal posting, therefore the same process is applied as when you select the "Journal Input" member for Data Source. The system unposts the posted journal. It does not delete the supporting unposted journal. If you want to later remove the unposted journal, you can do so manually.

Currency Members

The Currency dimension is automatically set to the proper value based on the selected Consolidation member.

Table 5-8 Consolidation Member and Corresponding Currency Member

Consolidation Member	Default Currency Member
FCCS_Entity Input	Entity Currency
FCCS_Translated Currency Input	Input currency as per Data Source selected
FCCS_Parent Input	Parent Currency
FCCS_Contribution Input	Parent Currency

Clear Data Profile

After you select members for the Clear Data process, you can save them as a Clear Data Profile. This enables you to later retrieve the information for the Clear Data process without needing to make member selections again. See Using Clear Data Profiles.

To clear data:

1. On the Home page, click **Application**
2. Click **Overview**, then from **Actions**, select **Clear Data**.
3. Select the items that you want to clear:
   - **Regular Data**
   - **Override Data**
   - **Rate Data**
4. For **Target**, select members for which to clear data, and click **OK**.

   If you enabled additional cubes in the application, from the **Cube** dropdown, select the cube from which to clear data.
5. Click **Run** to submit the Clear Data task, and at the prompt, click **Yes** to continue.

   The system displays a message that the Clear Data task is submitted. You can monitor the task status from the Jobs console. From the Application page, click **Jobs**, and then click on the job for more details.

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Using Clear Data Profiles

After you select members for the Clear Data process, you can save them as a Clear Data Profile. This enables you to later retrieve the information for the Clear Data process without needing to make member selections again.

When you select Clear Data, the system displays a list of profiles that you have saved. You can select a profile and run the Clear Data process, edit a profile and save it, or save as a modified profile. You can duplicate an existing profile, and delete any profiles that you no longer need.

Creating a Clear Data Profile

To create a Clear Data Profile:

1. On the Home page, click **Application**.
2. Click **Overview**, then from **Actions**, select **Clear Data**.
3. Select the items that you want to clear.
4. Click **Save**.
5. From **Save Clear Profile**, enter a profile **Name** and **Description**, then click **Save**.

   The Name must be a unique name with a maximum of 30 characters. The Description has a maximum of 128 characters.
6. From the saved confirmation message, click **OK**.

   The profile is displayed on the Clear Data Profiles list.

Editing a Clear Data Profile

To edit a Clear Data Profile:

1. From the Clear Data Profiles list, select a profile to open it.
2. Edit your selections as required.
3. Click **Save**.

   You can save the profile with the same name, or change the name as needed.
4. Click **Save As** to save the modified profile as a new profile, then enter a Name and Description.

Duplicating a Clear Data Profile

1. From the Clear Data Profiles list, select a profile.
2. From the **Actions** menu, select **Duplicate**.

   The duplicate profile is displayed on the Clear Data Profiles list, with the suffix "_Copy". For example, if you duplicate the HQ profile, the duplicate profile is named HQ_Copy.

Deleting a Clear Data Profile

To delete a Clear Data Profile:

1. From the Clear Data Profiles list, select a profile.
2. From the **Actions** menu, select **Delete**.
3. From the confirmation prompt to delete the selected profile, click **Confirm**.

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4. From the profile deleted confirmation, click **OK**.

Refreshing the Database

On the **Application** page, you can refresh the Essbase application database, which is used to store data in the application. Databases are structured according to dimensions, hierarchical members, attributes, and other data specified in an application.

You must refresh the application database whenever you change the application structure. Changes made to an application aren't reflected to users performing data entry and approval tasks until you refresh the databases for the application. For example, when you modify properties of an Entity member, add a Scenario, or change access permissions, these changes are stored in the relational database until you refresh the Essbase application database.

Before refreshing the database, you can choose whether to enable all users or just the current administrator to use the application in maintenance mode during the refresh process. You can also log off all users, and you can terminate any active application requests. After the database refresh, you can enable users to use the application.

> ⚠ **Caution**
>
> Before you refresh, Oracle recommends that you back up your outline file and export data from all databases.

Note: Refreshing the Database may take longer if there are any changes in the Dense dimension. A dense restructure occurs when the Dense dimension (for example, Account, or Period and Movement) is modified and a Database Refresh is executed. The Database Refresh can take a long time, so it is a best practice to do a Database Refresh after hours if there have been changes to metadata.

To improve refresh database performance, the `OLURatesLoad` substitution variable has been automatically enabled. The more scenarios, currencies and rate accounts in an application, the more noticeable the improvement will be.

By default, to improve performance, the system recognizes the changes resulting from a metadata load and performs only the necessary actions for a database refresh based on the metadata changes. If you want to disable this behavior and have the system execute all processes regardless of metadata changes, you can add a Substitution Variable named `DeltaDBRefresh` and set the value to False.

- If there has been no change to the Entity structure, it is not necessary to run **Recompute Ownership** on the Manage Ownership screen. Recomputing ownership is only required if there has been an Entity structure change, and is not required after the Database Refresh executed during each monthly version update.
- If there has been no change to the Entity structure and Entity currency property, it is not necessary to push rate data to the Rates cube or Supplemental Data Manager, so the system will skip the relevant rules "RefreshDataBase_PostProcess_Rates" and "RefreshDataBase_SDMCurrencyRates". You can check the Jobs log to see whether these rules were executed.

For troubleshooting assistance, see Troubleshooting Database Refresh Issues in the *Operations Guide*.

To refresh the database:

1. On the Home page, click **Application**.

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2. Click **Overview**, then from **Actions**, select **Refresh Database**.
3. On the **Refresh Database** page, click **Create**.
4. Make selections for **Before Refresh Database**:
   - **Enable use of the application for**—Allows **All users** or **Administrators** (or the current logged-in administrator) to access the application in maintenance mode during the refresh.
   - **Log off all users**—Logs off all users before starting the refresh.
   - **Stop all active requests**—Terminates any active requests in the application before starting the refresh.
5. Make selections for **After Refresh Database**:
   - **Enable Use of the Application for**: Lets **All users** or **Administrators** use the application after the refresh
   - **Validate Metadata**: By default, this option is not selected. When this option is selected, the system scans for member identity (ID) mismatches between the business process and Oracle Essbase and then automatically resolves them after the refresh process. Selecting **Validate Metadata** might add additional time to the refresh process. For more information on validating metadata during the database refresh process, see Validating Metadata.

     The **Validate Metadata** option is available for cubes with these storage options running on the Oracle Essbase version that supports Hybrid Block Storage Option (BSO) cubes: Hybrid BSO, ASO, and BSO. This option is not available for cubes running on the legacy Essbase version that does not support Hybrid BSO cubes.
6. Select an option:
   - To refresh the database now, click **Refresh Database**, review the confirmation message, and then click **Refresh**.
   - To schedule a database refresh job, click **Save as Job**, name the job, and then click **Save**.

> **Note**
>
> If you schedule a recurring refresh database job, the refresh job options that you select are applicable each time the job is run. To edit your selections, click the name of the job in the Jobs console, and then click **Save.**

Adding Application Cubes

Application cubes store metadata and data. The Cubes tab displays the Name and Type of cubes that are associated with the application. By default, there are two cubes in multi-currency applications:

- Consol - Consolidated
- Rates -Foreign Exchange Rates

If you are a Service Administrator, you can enable additional block storage cubes as needed. You can select any one or more predefined cubes (Consol Cube 2, Consol Cube 3, Consol Cube 4, and Consol Cube 5). Enabling additional cubes allows you to break up your data into unique slices to optimize performance.

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This feature is only available for Dense/Sparse Optimized (DSO) applications.

> **⚠ Caution**
>
> This feature is only available on a restricted basis. Adding additional cubes results in more maintenance required for the application, so it is recommended only for specific use cases. To enable this feature, you must submit a technical Service Request (SR).

Use Cases - Recommended

- Performance Improvement
  - Segmentation of data to minimize cube size
  - Constant Currency analysis
  - Other reporting standards (local GAAP, IFRS, etc.)
  - Additional detail, for example, footnotes
- Functional improvement - additional Custom dimensions (via stacking)
- Main drivers
  - The data slices should be independent
  - Resources are shared
  - Ideally, data movement should be minimal

Use Cases - Not Recommended

- Historical data
  - Application size will still be the same
  - There is no consolidation performance improvement in this configuration
- Archiving data
  - Same considerations as historical data
  - Logistical complication of resetting opening balances constantly

When you enable additional cubes, warning messages are displayed. The warnings depend on which other features are already enabled in your application, such as Enhanced Organization by Period and Ownership Management. Enabling Additional Cubes and other features separately ensures that the metadata changes for these features are implemented correctly.

After you enable a cube, a new cube is created with the selected cube name. Since additional cubes are only available for DSO applications, the new cube will be configured with Period and Movement as Dense. All cubes will have the same number of dimensions and application settings. These artifacts will be created/enabled in the new cube:

- Dimensions and seeded members will be enabled.
- Seeded Forms and Rules will be created for the cube.
- You need to recreate or copy any user-created Forms and On-Demand rules in the new cube.
- From the Dimension Editor, you can enable all the non-seeded members for new cubes.
- Scenarios and Years will be enabled by default for all cubes.

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After you add a new cube, you can select it from the Cube dropdown, for example, in the consolidation process, Configurable Consolidation rules, Configurable Calculation (Insertion) rules, On-Demand rules, Translation rules, Reporting Currency translatiaon, Consolidation reports, Intercompany Matching reports, Journals and Journal reports.

To enable additional cubes:

1. On the Home page, click **Application**, and select **Configuration**.
2. From the **Configure** screen, click **Enable Features**,
3. From **Enable Additional Cubes**, select any one or more predefined cubes (Consol Cube 2, Consol Cube 3, Consol Cube 4, and Consol Cube 5) and then click **Enable**.

   A new cube is created with the selected cube name.

Restructuring Cubes

You can run the Restructure Cube job to perform a full restructure of a block storage cube to eliminate or reduce fragmentation. This will also remove empty blocks.

This feature is not applicable for an Aggregate Storage cube (ASO).

> **Note**
>
> You should not run this job during the application maintenance time. You also should not launch a consolidation process while the Restructure Cube job is running.

When you perform this operation:

- Users will be prompted to log out.
- You must manually set the application to Maintenance mode.
- After the Restructure Cube job is run, you must manually turn off Maintenance mode.
- Users will then be informed that the application is available.

Running the Restructure Cube Job

To restructure a cube:

1. On the Home page, click **Application**.
2. Click **Jobs**.
3. Click **Schedule Jobs**.
4. Select **Restructure Cube**, then select **Run Now**, and click **Next**.
5. Select when to run the job:
   - **Run Now**
   - **Schedule starting from**, and then select the date, time, and time zone.
6. Enter a **Name** for the job.
7. For **Recurrence pattern**, select how often to run the job, and optionally, select an **End Date**.
8. Click **Next** to continue.
9. Select a **Cube** from the drop-down list, then click **Next**.

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10. Review your selections and then click **Finish**.

    The Restructure Job is submitted on the Jobs page. Make sure that the job is completed by periodically refreshing the page.

Determining When to Restructure a Cube

To determine when to restructure a cube:

1. On the Home page, click **Application**, and then click **Consolidation**.
2. From the Consolidation Process page, click a user-editable rule, for example, Final Calculations.

   A user-editable rule is indicated by the User icon. When you click a rule, it launches Calculation Manager in a separate tab in the browser.
3. In Calculation Manager, click the **Database Properties** toolbar button.
4. From Database Properties, expand the "Planning" folder, and the application name, and check if the application's databases are running. There should not be a red box for the database.
5. Click on **Consol** database and navigate to the **Statistics** tab.
6. Check the **Average clustering ratio property**.
   - If the value is close to 1 (1 is the maximum), there is no need to restructure the cube.
   - If the value is not close to 1, for example, 0.0132828, you should restructure the cube.

Removing an Application

Removing an application deletes it and all of its contents. Any scheduled jobs for the application will also be deleted. This action cannot be undone. As a best practice, you should back up the application first.

To remove an application:

1. On the Home page, click **Application**.
2. Click **Overview**, then from **Actions**, select **Remove Application**.
3. Review the confirmation message. To continue, click **Yes**.

Scheduling Maintenance

By default, Financial Consolidation and Close automatically performs daily maintenance starting at midnight local time. During the nightly maintenance window, the system performs backups, applies any patches, recycles the application, and so on. If you prefer, you can schedule daily maintenance to occur at another time.

During daily maintenance, the service automatically creates a backup snapshot of data and artifacts. When daily maintenance executes, it replaces the prior backup snapshot with a new backup snapshot. You should schedule the execution of the EPM Automate Utility on a daily basis to download the backup snapshot to a local computer.

To prevent automatic backup from failure due to scheduled jobs, EPM Cloud disallows certain scheduled jobs to start while the daily maintenance process is running.

The following jobs are prevented from starting during the daily maintenance:

- Import Data

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- Import Metadata
- Export Data
- Export Metadata
- Refresh Database
- Restructure Cube

These jobs are prevented from starting whether they are jobs that are scheduled or jobs that are started on an ad hoc (unscheduled) basis.

For unscheduled jobs, this means that if you attempt to start a job during the daily maintenance process using the **Run Now** option on the **Schedule Jobs** page or if you submit a job from the listing page of your job definitions, the job will be prevented from starting. If the system prevents an ad hoc job from starting, an error message will display.

For example, if you view the jobs listed on the **Restructure Cube** page while daily maintenance is running and then you click **Actions** and then **Submit**, an error message will display and the job will not start. Similarly, if you create a **Restructure Cube** job on the **Schedule Job** page during daily maintenance and select **Run Now**, the system will prevent the job from starting and you'll see an error message.

If the system prevents a job from starting, the reason will be stated in the Job Details. If you've enabled email notifications for the Job Console, you'll receive an email notification when a job does not start. If you have a job that is scheduled to start during the daily maintenance process, it is recommended that you reschedule your job to start outside of the daily maintenance window. See Scheduling Jobs.

Using the Inbox/Outbox

The Inbox/Outbox enables you to upload files to the server/inbox and download the files from the server to your local computer. It also enables you to view the files that are in the Inbox/Outbox and then use the files to schedule import and export jobs. You can filter by name, refresh the listing, and upload files from the server.

To view files in the Inbox/Outbox:

1. On the Home page, click **Application**.
2. Click **Overview**, then from **Actions**, select **Inbox/Outbox Explorer**.
3. **Optional:** To filter the list of files, click **Filter**, enter a name, and then click **Apply**.
4. **Optional:** To refresh the list of files, click **Refresh**.

To upload a file:

1. Click **Upload**.
2. In the **Upload File** box, click **Browse** to select a file.
3. **Optional:** Click **Overwrite file**.
4. Click **Upload File**.

Viewing Application Recommendations

If you are a Service Administrator, you can view recommendations on how to optimize your application, such as running a configuration task or enabling a substitution variable. The Recommendations list includes the Priority, Category, Artifact, Type, Recommendation Details, instructions on How to Resolve, Status, Created date and time, Comment and Actions.

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The Recommendations list displays the status for recommendations:

- **Open**
- **Resolved**
- **Dismissed**

Note that recommendations that are 60 days old and without any modifications are purged.

These options are available for recommendations:

- **Search** — Search recommendations, for example enter "performance" to display all the performance recommendations.
- **Filter** — Filter the list of recommendations, for example, filter by Priority (High, Medium, Low). You can also create additional filters, for example, enter a range of dates that recommendations were created.
- **Resolve** — Automatically apply a selected recommendation.

  After a reommendation is resolved, its status changes to Resolved.

  For recommendations that involve manual steps and cannot be applied automatically, this option will not be available.
- **Roll back** — Roll back an applied recommendation. In some cases, if you have followed the recommendation and the status is Resolved, but it did not produce the expected results, you can roll back the applied recommendation. For example, a substitution variable or Consolidation Setting can revert to False. You can only roll back Resolved recommendations.

  After a recommendation is rolled back, the status changes to Open.
- **Dismiss** — Dismiss a recommendation that you do not want to apply. Enter a comment for the recommendation that you dismiss.

  After a recommendation is dismissed, the status changes to Dismissed
- **Reopen** — Reopen a dismissed recommendation. After a recommendation is reopened, its status changes to Open.
- **Feedback** — Enter comments and rate a Resolved reommendation. For example, you can provide feedback on performance, and whether it produced expected results. Different users can provide feedback for the same recommendation.
- **Export** — Export recommendation information to a CSV file.
- **Rescan** — Create a job that runs in the background to update the database with the latest recommendations. You can view the status of the rescan job from the Job console, then click **Refresh** to refresh the list on the Recommendations page. The page also includes a timestamp that shows the last date and time the rescan process was run.

To work with application recommendations:

1. From the Home page, click **Recommendations**.
2. To update the database with the latest recommendations, click the **More Actions** ellipsis button ··· and click **Rescan**.

   The rescan is launched as a job and can take a while based on the amount of data. You can view the status in the Jobs console.
3. Click **Refresh** to refresh the list of recommendations and update the Last Scanned On date and time.

   Last Scanned On

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4. **Optional:** To search for recommendations, in the **Search** box, enter full or partial search criteria for the recommendation and press **Enter**.
5. **Optional:** To filter recommendations, select a category on which to filter. To create additional filters, click **More Filters** and enter filter criteria.
6. **Optional:** To autoatically apply a recommendation, click the **Actions** ellipsis button ··· next to the recommendation, select **Resolve**, then click **Confirm**.

   When the job is finished, click **Refresh** to see the updated status.

   > **Note**

   For recommendations that involve manual steps and cannot be applied automatically, this menu option will not be available.
7. **Optional:** To roll back an applied recommendation, click the **Actions** ellipsis button ··· next to the recommendation, select **Roll back**, then click **Confirm**.

   When the job is finished, click **Refresh** to see the updated status.
8. **Optional:** To dismiss a recommendation that you do not want to apply, click the **Actions** ellipsis button ··· next to the recommendation, select **Dismiss**, enter a comment, then click **Confirm**.
9. **Optional:** To reopen a dismissed recommenation, click the **Actions** ellipsis button ··· next to the recommendation, select **Reopen**, then click **Confirm**.
10. **Optional:** To provide feedback, click the **Actions** ellipsis button ··· next to the recommendation, select **Feedback** and enter your comments. Optionally select a rating, then click **Post**.

    This option only applies to Resolved recommendations.
11. **Optional:** To export all recommendation messages to a CSV file, from the **More Actions** ellipsis button ···, click **Export**, select **Save File**, then click **OK**. Select a location in which to save the file, and click **Save**.

Recommendations for Metadata Issues

The Recommendations page includes a recommendation and action to perform when application metadata needs to be synchronized. It includes metadata details about the cube name, dimension, member name, and the issue, for example, Children Count, which indicates there is a mismatch in the number of children in the database. It also includes instructions on how to implement the recommendation, such as performing a Refresh Database with the Validate Metadata option selected.

Calculation Manager Rule Validation Warnings

A Calculation Manager rule validator is available that can identify potential performance issues in Financial Consolidation and Close Configurable Calculations or On-Demand rules. The validator provides warnings and suggestions in the Recommendations module that you can review and implement.

The Warnings are only displayed for deployed rules. For each rule, a maximum of 300 warnings is displayed.

You can download all the recommendations by clicking **Export**.

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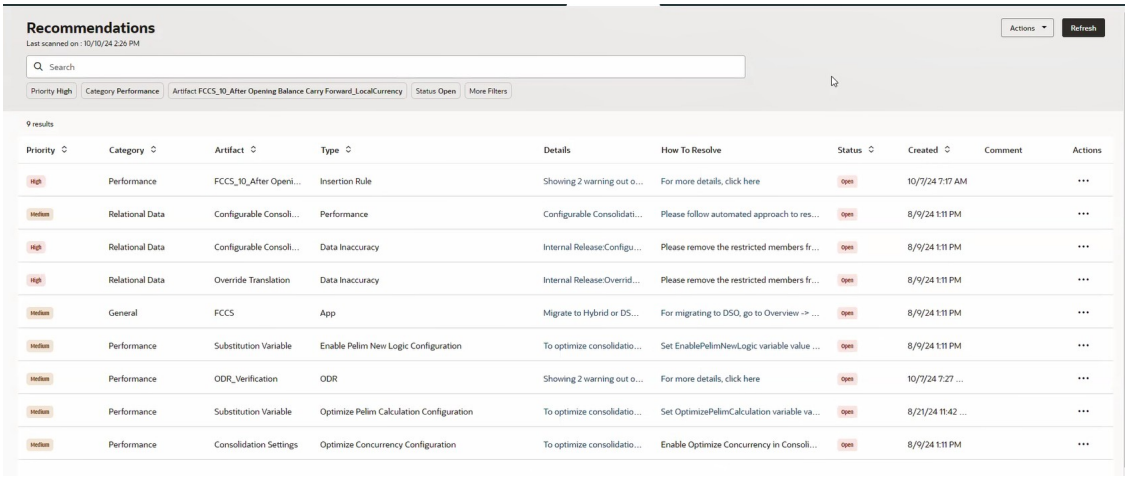
In the Recommendations list, the Priority status is High for Configurable Calculations (insertion rules) and Medium for On-Demand rules. To view and resolve the rule validation warnings in Calculation Manager, see Resolving Calc Script Validation Warnings.



Working with Activity Reports and Access Logs

About Activity Reports

The Activity Report, which is automatically generated for each day, enables Service Administrators to understand application usage. It also helps streamline application design by identifying calculation scripts and user requests that impact application performance. Additionally, the report may be used to compare service usage and performance to a prior report. Information contained in this report includes:

- The number of users who accessed the service

  In addition to the average usage duration for the number of users on a specific day, the report provides the number of users who logged on each day over the last week, the last seven days, and the last 30 days.
- Percentage of UI requests that took more than 10 seconds to finish, and top 7 requests that took the most time to complete

  A UI request is a user action such as signing in, loading data, working with forms, and validating rules. The section on the top 30 worst performing user actions identifies the user, duration of the action, activity that the user was performing, and the screen that the user was on.
- Top 15 user interface requests by execution
- Average service response time by hour and the number of users by usage duration
- Top 10 most active users and top least active users by duration
- Top 5 worst performing calculation script commands over 1 minute
- Top 10 calculation scripts by duration

  This table identifies the business rules that took the longest time to run. Available information includes the name of the calculation script, the number of times the script was run, and the duration.
- Unsupported browser versions and the number of users who used them

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- Browser versions that were used to access the service and the number of users who used them
- Application design changes that occurred during the report period

  This section provides an audit trail of application design changes, if any. Information includes application name, type and name of the modified design artifact, identity of the user who modified the artifact, and the time the changes were made. Data changes are not reflected in this table.
- Oracle Smart View for Office versions being used and the number of users who use them
- 10 most active Smart View users who not use the current version of Smart View

> **Note**
>
> The Application Activity Report uses the administrator's time zone, which is set in the Maintenance Window screen.

About Access Logs

You can download a Comma Separated Value (CSV) file that provides detailed information on the IP Addresses that accessed the service and their activities. The access log is generated each day. Information contained in the access log includes date and time, the resources that users accessed, duration of user activity, the IP addresses from which users connected to the service, and the actions that users performed in the service.

Activity Report and Access Log Retention Policy

Oracle retains Activity Reports and Access Logs for the last 60 days only.
Use the `downloadfile` command to download activity reports and access logs from the Outbox to a local computer if you need them for audit purposes. See the **Command Reference** in *Working with EPM Automate*.

To view Activity Reports and to download Access Logs:

1. Access the service.
2. Click **Application**, then **Overview**, and then **Activity Reports**.
3. Perform an action:
   - To open an activity report, click **View** under **Activity Report** in the row that indicates the day for which you want to view the report.
   - To download an access log, click **Download** under **Access Log** in the row that indicates the day for which you want to download the log.

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6

Managing Application and System Settings

Related Topics

- Specifying Application Settings
- Uploading Fonts in Enterprise Performance Management Cloud Deployments
  Oracle recommends that the report designer upload any TrueType fonts that your company uses to produce reports. You can upload individual font files or zipped files containing multiple TrueType fonts to the **Fonts** folder via **Application Settings**.
- Specifying a Default Alias Table, and Setting Member and Alias Display Options
- Specifying Number Formatting Preferences
- Defining User Variables
- Customizing Your Application Appearance
- Making Announcements
- Specifying Artifact Labels
- Working With the Artifact Labels Grid
- Adding Languages and Defining Localized Artifact Labels
- Exporting and Importing Artifact Labels for Editing
- Reviewing Artifacts
- Working with Substitution Variables
- Managing Consolidation Settings
- Administering Action Menus
- Creating and Updating Action Menus
- Working with Action Menu Items
- Defining Action Menu Items
- Enabling Action Menus for Ad Hoc Grids

Specifying Application Settings

You can control many aspects of the application and the system, such as:

- How to display thousands, decimals, and negative numbers in forms
- Define the actions about which you want to be notified
- Display the full names of users rather than user IDs
- Set reporting options
- Assign application ownership to another Service Administrator

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> **Note**
>
> Administrators specify defaults for the current application. However, users can override these application defaults by setting preferences to control many aspects of the application, such as their profile photo and how numbers display in the application. To set user preferences, see "**Setting Your Preferences**" in *Working with Oracle Financial Consolidation and Close Cloud.*

To change application and system settings:

1. Click **Application**, and then click **Settings**.
2. Specify defaults for the current application. For descriptions of the settings, see the Application Settings table below.
3. Specify system settings. For descriptions of the settings, see the System Settings table below.
4. Click **Save**.

Table 6-1 Application Settings

Application Setting	Description
Alias Setting	For option descriptions, see Specifying a Default Alias Table, and Setting Member and Alias Display Options.
Number Formatting	For option descriptions, see Specifying Number Formatting Preferences.
Approvals	Select whether to display aliases, show the approval units that are not started, and show approval units as aliases in approvals notifications.
Notifications	Enable notifications for task lists, approvals, and job console • **Task Lists** - select this option if you want an email notification when you need to perform actions on a task list. • **Approvals** - select this option if you want an email notification when you need to perform actions on Approvals. • **Job Console** - select this option if you want an email notification when a job that you launch is completed or generates an error. You can specify task notification types and frequency from **User Preferences** under **Tools**. See "**Setting Up Email for Notifications**" in *Working with Oracle Financial Consolidation and Close Cloud.*
Page	Set defaults for indenting members on a page and setting the number of items on the page drop-down. Note that the **Number of Items on the Page Drop-down** option lets you shorten the member list so that the **Search** box can be more easily seen. If the list is shortened to 10 members, for example, then you won't need to scroll to see the **Search** box.

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Table 6-1 (Cont.) Application Settings

Application Setting	Description
Other Options	Set these other configuration options: • **Date Format**— Select a date format, or select **Automatically Detect** to use your system's locale settings. • **Attribute Dimension Date Format**— Select a date format for attribute dimensions. • **Partial Grid Fetch Size (Rows,Columns)**—If large forms require significant time to open, select this option to open part of a form. Enter the number of rows and columns to open, separated by a comma (,). Enter number of rows and columns in the format `nn,nn`. • **Suppress Application Management Options in Smart View**— When a new application is created, all application management options are displayed by default to administrators in Smart View. You can choose to hide or display the application management options. If you select **Yes**, application options are not displayed in Smart View. If you select **No**, application options are displayed in Smart View. • **Enable Data Load for Ad Hoc Read-Only Role**—Default is **No**. Select **Yes** to enable data load for users with Adhoc read-only role. • **Enable Consolidation Rules Logging**—Select to enable logging for consolidation rules. This generates a table in the Activity Report that provides a calculation flow of seeded and custom calculations that are triggered for an entity. • **Set Number of Seconds Before Rules Run in Background**—Enter a value between 0 and 600. **Note** Rules that are set to automatically run when a form is loaded or saved never run in the background. • **Client Log Level**: All error, warnings, and informational messages from the connected data source are displayed when they occur, but you can choose which of these message levels to record in a browser console log file. This setting is only available for web interfaces using Oracle JET technology. Select a message level to display and record: – **None**: Suppress all messages. – **Information**: All messages, including warnings and errors — recommended to diagnose problems. May adversely impact performance.

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Table 6-1 (Cont.) Application Settings

Application Setting	Description
	– **Warning**: Warnings and error level messages. May adversely impact performance. – **Error**: Error messages only — recommended for general use. Has minimal impact on performance. – **General**: Information-level messages plus all server responses and requests. Adversely impacts performance. • **Enable User Formulas in Ad Hoc**: If you select **Yes**, in an ad hoc grid, when you hover over a cell with a member formula attached, you see the member formula associated with the cell and you can perform calc on the fly, without having to submit changes to the database. • **Disable To-Date View Calculations**—Default is **No**. Select **Yes** to disable To-Date View calculations. This option is only available for applications with Extended Dimensions. To improve performance, you can disable To-Date View calculations for data load and other processes. If the option is set to **Yes**, the system does not calculate To-Date View calculations (YTD, HYTD, QTD) after data is saved through the following processes: data load, Data Management load, form data changes, Smart View data changes, journal posting, and Supplemental Data posting. After you run the consolidation process, the system creates the "To Date" data and stores it in the corresponding members for retrieval (FCCS_YTD, FCCS_QTD, FCCS_HYTD). If you want to view the "To-Date" data without first consolidating, you can retrieve the data from the applicable Dynamic Calc system member in the View dimension, such as FCCS_YTD_RULE, FCCS_QTD_RULE,and FCCS_HYTD_RULE. If the option is set to **No**, the system automatically runs calculations for all applicable View members. • **Filter Out Excluded Members in Segment Drop-down**: Default is **Yes**. Choose **No** to display the excluded members in the row drop-down POV in forms. • **Forms Version**: Specify a forms version. For existing applications, the default is **Forms 1.0**. Newly created applications will default to **Forms 2.0**. This setting is application-specific and can vary across applications. • **Legacy List Pages**: Reverts the standardized artifact pages (also known as list or listing

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Table 6-1 (Cont.) Application Settings

Application Setting	Description
	pages) to legacy artifact pages. The default is **No**, which displays the standardized artifact pages. Choose **Yes** to revert to the legacy artifact pages. See About the Standardized Cloud EPM Platform Artifact Pages.
Digital Assistant Settings	If you have implemented the Oracle EPM Digital Assistant, specify configuration settings for the assistant. **Note:** These settings are part of a larger configuration process to enable you to work with the Digital Assistant. You must complete the configuration steps before using the Digital Assistant. See Configuring Digital Assistant for New Users in *Getting Started with the Digital Assistant*. • **Channel ID** - enter the channel ID generated when you created the Oracle Web channel for the Digital Assistant. • **Service Name** - enter the Digital Assistant URL, which is the Oracle Digital Assistant Service URL that you see when you log on to the service. Enter the URL without either http:// or https:// preceding it.
Smart View Add-on	Enable these Smart View-related options, as required for your environment: • **Google Sheets**: Select to enable support for Smart View in Google Sheets. When selected, users can connect to their applications from Google Sheets and use Smart View features to view and analyze data in Google Sheets. • **Keep Invalid Members/Comments**: Select to allow users to retain invalid members and comments on ad hoc grids in Smart View after a refresh. For example, users may enter member names incorrectly in ad hoc grids or add comments within or outside the grid. Selecting this option for the application allows users to refresh the grid and retain the invalid members and the comments, along with any data they may have already entered. Smart View users can set a cell style for comments, which will call out the invalid members and comments. When this option is not selected, then the invalid member reverts to the closest previous member in the grid, with the exception of the first row or first column in the grid, which is retained as a comment. Blank rows or columns inserted into the grid remain blank.

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Table 6-1 (Cont.) Application Settings

Application Setting	Description
Oracle Guided Learning Settings	If you have implemented Oracle Guided Learning, specify configuration settings. **Note** These settings are part of a larger configuration process to enable you to work with Oracle Guided Learning. You must complete the configuration steps before using Oracle Guided Learning. See Integrating Cloud EPM and Oracle Enterprise Data Management Cloud with Oracle Guided Learning. • **OGL Application ID**: Enter the application ID. • **OGL Server URL**: Enter the URL, which depends on your location: – NA: `https://guidedlearning.oracle.com` – EMEA: `https://guidedlearning-emea.oracle.com` – APAC: `https://guidedlearning-apac.oracle.com`
Enable AI	Enable the use of AI in applications. Select **Generative AI** to enable the ability to automatically generate narrative summaries for a single insight or group of insights.

Table 6-2 System Settings

System Setting	Description
Display Users' Full Names	When selected, the system displays the user's full name (for example, Max Hennings). When cleared, the system displays the user's ID (for example, MHennings).
Include Shared Members in Cube Refresh	When selected, shared members will inherit the security access assigned to the base member. When cleared, shared members will inherit the highest security access based on a combination of the access assigned to the base member and parent of shared member.

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Table 6-2 (Cont.) System Settings

System Setting	Description
Default Ancestor Access	Select an option to specify the default user access to ancestor members in ad hoc grids and the Member Selector: • **None**: By default, users are not able to see the ancestor members of members that they have access to unless they are explicitly granted access to them. When this option is selected, the system works the same way it did prior to the 24.03 update. • **Read**: By default, users are granted Read Only access to the ancestor members of members that they have access to unless they are explicitly granted **Write** or **Display** access, which would override this default. • **Write**: By default, users are granted Write access to the ancestor members of members that they have access to unless they are explicitly granted **Read** or **Display** access, which would override this default. • **Display**: By default, users are granted Display Only access to the ancestor members of members that they have access to unless they are explicitly granted **Read** or **Write** access, which would override this default. **Note** Members with Display Only access will be displayed, but instead of data values in the cells associated with those members, users will see #NoAccess. See Accessing Ancestor Members in Ad Hoc Grids in *Working with Oracle Smart View for Office* for more information on working with the **Default Ancestor Access** setting.
Email Character Set	Select **UTF-8** or **Regional Setting**.
Business Rules Notification	If set to **Yes**, notifies users or groups when rules (which are enabled for notification in Calculation Manager) are completed or encounter errors. In **Notify These Users**, select the users or groups to notify. You execute/launch these rules in Calculation Manager. You cannot enable email notifications for Consolidation and Translation rules, since they are system rules.

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Table 6-2 (Cont.) System Settings

System Setting	Description
Allow Drill Down on Shared Members in Ad Hoc	• **Yes** enables drilling on shared members in an ad hoc grid. When set to **Yes**, the **Drill to All Levels in Base** check box is displayed. Note that block suppression is not supported when this option is set to **Yes**. To disable block suppression: – In Oracle Smart View for Office, in **Options**, **Data Options**, disable **Suppress Missing Blocks**. – In the web, in **Preferences**, **Ad Hoc Options**, disable **Missing blocks on rows**. • **No** disables drilling on shared members in an ad hoc grid.
Drill to All Levels in Base	Allows ad hoc grid users to drill down (or zoom in) from shared members to all levels within the base hierarchy. This check box option applies to Standard-mode applications only. The **Drill to All Levels in Base** check box appears when **Allow Drill Down on Shared Members in Ad Hoc** is set to **Yes**. A shared member is often a parent member in its base hierarchy. With the **Drill to All Levels in Base** check box enabled, users can drill down from the shared member to the base hierarchy using the zoom options, **All Levels** or **Bottom Level**. When the **Drill to All Levels in Base** check box is disabled, the user may zoom in to the various levels of the base hierarchy one level at a time using the **Next Level** zoom option. Multi-cell zoom-in on shared members is not supported.
Minimize Approval Process Emails	Reduces the number of emails a user receives when using Approvals. The default is **No**. If **Yes** is selected, only one email notification (for the approved parent entity) is sent to the new owner of the planning unit. Separate email notifications aren't sent for every child entity in the planning unit hierarchy. If **No** is selected, owners that are set at parent nodes will receive emails for the selected node as well as an email for each child node.
Enable Use of the Application for	Determines whether users can access the application in administration mode, such as during backups. When you select **Administrators**, if any non-administrative users are logged on to the application, they are forced off the system and will not be able to log on. To restore access to an application for all users, select **All users**.

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Table 6-2 (Cont.) System Settings

System Setting	Description
Assign Application Owner	Assigns ownership of the application to another Service Administrator. For more information about application ownership, see Assigning Application Owners.
Enable the Display of Substitution Variables	Set how substitution variables display in the Member Selection dialog box when users respond to runtime prompts in business rules. **Display All** displays all substitution variables. **Display None** displays no substitution variables. **Enable Filtering** displays only substitution variables that are valid for the runtime prompt.
Suppression Mode	Choose a suppression behavior for ad hoc grids in the web and in Smart View for cases where rows and columns contain missing data or zeroes. • **Suppress Missing values only** (default)—Suppresses rows, or columns, or both that contain No Data/Missing. • **Suppress Missing also Suppresses Zeros**—Suppresses rows, or columns, or both that contain both No Data/Missing and Zero.
Smart View Ad Hoc Behavior	All new and recreated applications are automatically set to **Standard**. For existing and migrated applications, choose to enable enhanced ad hoc features and behaviors in Smart View: • **Native** (default)—Does not enable enhanced ad hoc features. Supported for all Smart View releases. • **Standard**—Enables enhanced ad hoc features. Supported for Smart View release 11.1.2.5.900 and later. For a complete description of the enhanced ad hoc features available in Standard mode, see Smart View Behavior Options in Cloud EPM in *Working with Smart View for Office*.
Use All Alias Tables on Refresh	Specify whether alias names entered into ad hoc grids are evaluated using the currently selected alias table or against all alias tables • **Yes**: The input is evaluated against all alias tables and all member names. • **No**: The input is evaluated against the currently selected alias table and all member names. This is the default setting. If the system cannot identify the input as a valid member name or alias, the input will be displayed as a comment.

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Table 6-2 (Cont.) System Settings

System Setting	Description
Link Accounts by Default	For block storage (input) cubes, select whether to XREF linked account members by default: • **Yes** (default)—XREFs will be created on account members, and the application will work the same way it has in earlier releases. • **No**—XREFs will not be created for account members, which may improve the application's performance. With **No** selected, after **Cube Refresh** is run, all existing XREFs on account members will be deleted, and non-source cubes will no longer show data from the source cube. Note that `HSP_LINK` and `HSP_NOLINK` UDAs on specific account members override the XREF setting for those account members. For example, if this option is set to **No** and you use the `@XREF` function to look up a data value in another cube to calculate a value from the current cube, you can add the`HSP_LINK` UDA to such members to create the `@XREF` function only for these specific members. If this option is set to **Yes**, HSP_NOLINK works the same way it worked in earlier releases and prevents XREFs from being created on specific members.
Attribute Dimension Reorder Threshold	Enter a threshold value between 0 and 500 (500 is the default value). For attribute dimensions, when the number of members under a given parent exceeds the specified threshold value, then the members will be reordered at the end of a metadata load instead of during the load. Depending on the specific shape of the attribute dimension, adjusting this number can sometimes have an impact on performance. In general, this setting can be ignored unless attribute dimension load times degrade beyond acceptable levels.
Set Reporting Options	If you're using the next-generation Reports reporting solution, Oracle recommends you use this setting to upload any TrueType fonts that your company uses to produce reports. To upload TrueType fonts, click **Report Settings**, click **Manage Fonts**, click  , and then select the font files to upload. See "Working with the Reports Solution" in *Working with Financial Consolidation and Close*.

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Uploading Fonts in Enterprise Performance Management Cloud Deployments

Oracle recommends that the report designer upload any TrueType fonts that your company uses to produce reports. You can upload individual font files or zipped files containing multiple TrueType fonts to the **Fonts** folder via **Application Settings**.

The font file must be a TrueType font and cannot already exist in the font folder structure. If you do upload a duplicate font, you will receive an error message indicating the duplicate (or invalid) font file. If you uploaded multiple fonts in a zip file, all other valid files are loaded.

When uploading a font, you must ensure whether that font has any variants such as **Regular, Italic, Bold,** and **Bold Italic** fonts which are part of the font family itself. In this case, you may want to upload the complete font family as a zip file instead of uploading the regular font file that will be used within the system.

To upload fonts in Enterprise Performance Management Cloud Deployments:

1. From an Oracle Fusion Cloud Enterprise Performance Management service, click **Application**, and then click **Settings**. For more information, see Application Settings.
2. To specify the reporting options, from **Set Reporting Options**, click **Report Settings**.
3. From the Settings dialog, click **Manage Fonts**.
4. In the Fonts dialog, click , and then select **Upload File**.
5. Click **Browse** in the Upload File dialog to navigate to the TrueType fonts that you want to upload, and then click **OK**.

> **Note**
>
> If more than one font is to be uploaded, create a zip file.
>
> Be aware that it may take some time to perform the upload depending on the size of the font file.

Specifying a Default Alias Table, and Setting Member and Alias Display Options

If you create alias tables with aliases for dimensions and members, you can select a default alias table for the application. You can set preferences for which set of aliases (stored in an alias table) to use for displaying member and dimension names.

To select the application's default alias table:

1. On the Home page, click **Application**.
2. Click **Settings**.
3. From **Alias Table**, select a default alias table.
4. In **Member Name/Alias Display**, select the option that enables the type of member data to be displayed on the Member Selector throughout your application:

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

5. Click **Save**.

Specifying Number Formatting Preferences

You can specify number formats, such as how to display thousands, decimals, and negative numbers in forms. Your selections apply to all currencies, in all forms that you have access to in the current application.

You can set these options:

- The thousands separator
- The decimal separator
- The display of negative numbers (a Minus sign before the number (Prefixed), after the number (Suffixed), the number surrounded by parentheses, or use the Currency Setting)
- The displayed color for negative numbers

To change the format of displayed numbers:

1. On the Home page, click **Application**, and then click **Settings**.
2. From the **Application Settings** page, under **Number Formatting**, select format options:

Option	Example
Thousands Separator	You can enter values with or without a thousands separator. None: 1000 Comma: 1,000 Dot: 1.000 Space: 1 000 Underscore 1_000 Currency Setting
Decimal Separator	You can enter values with or without a decimal separator. Dot: 1000.00 Comma: 1000,00 Space: 1 000 Underscore 1_000 Currency Setting
Negative Sign	Prefixed Minus: -1000 Suffixed Minus: 1000- Parentheses: (1000) Currency Setting

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Option	Example
Negative Color	Black: Negative numbers are black Red: Negative numbers are red Currency Setting: Negative numbers use the Currency setting.

3. Click **Save**.

> **Note**
>
> Formatting selections take effect when you click outside the cell. If you select a setting other than Use Application Defaults for the Thousands separator or the Decimal separator, you must change both separators. You cannot select the same option for the Thousands and Decimal separators.

Defining User Variables

You can set user variables to limit the number of members displayed on a form, helping users focus on certain members. For example, if you create a user variable called Division for the Entity dimension, users can select a member for their own division.

The User Variables page lists the user variables that are defined for the application, with their name and dimension members.

To set up user variables, see Working with User Variables.

To view user variables:

1. On the Home page, click **Tools** and then click **Variables**.
2. Click the Member Selector  next to the variable to change.
3. On **Member Selection**, select members, and then click **Save**.

Customizing Your Application Appearance

On the **Appearance** page, you can change the general look and feel of your Oracle Enterprise Performance Management Cloud environment. You can also add a branding logo and background images to the Home page and hide the business process name.

> **Note**
>
> - To customize the appearance of your business process, you must be a Service Administrator.
> - You can set your profile picture to display at the top of the Announcements panel of the Home page in **User Preferences**. Click **Tools**, and then **User Preferences**. For more information, see "Setting Your Profile Picture" in *Working with Financial Consolidation and Close*.

To customize the appearance of your display, see Configuring Appearance in *Getting Started Guide for Administrators*.

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Making Announcements

Administrators can create and send announcements to users about upcoming events, such as system maintenance. Announcements are displayed in the Announcements area on the application's Home page.

To create an announcement:

1. On the Home page, click **Tools**, and then click **Announcements**.
2. Click **Create**.
3. Enter the announcement information:

   Subject - the purpose of the announcement

   Start Date - when to send the announcement.

   End Date - optional.

   Content. You may need to select an editing mode (rich text or source code) before entering text.
4. To save the announcement, click **Save and Close**.

Specifying Artifact Labels

The **Artifact Labels** page on the **Tools** cluster enables administrators to customize artifact labels (artifact names, descriptions, and so on) based on the user's browser locale.

A few examples:

- If you create a form with a cryptic name that you don't want displayed to the user, you can define a meaningful name for the form that is displayed in the language of the user.
- If you want to create a useful instruction for an artifact that only displays in the language of the user, for example:

  "This formula calculates the number of regular employees away on a Leave of Absence."

Related Links

- Working With the Artifact Labels Grid
- Adding Languages and Defining Localized Artifact Labels
- Exporting and Importing Artifact Labels for Editing

Working With the Artifact Labels Grid

The **Artifact Labels** page displays an Excel-style spreadsheet grid that is filtered by artifact and property type.

The row axis of the grid displays the artifacts and their properties.

The column axis of the grid displays the following columns:

- **Artifact**—The type of artifact (for example, Task List or Rule)
- **Property**—The artifact's property type (for example, Name, Description, and so on)
- **Default**—Displays the artifact labels that were defined when the artifact was created.

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When a language is added, a new column displays to the right of the **Default** column.

To view and filter the **Artifact Labels** grid:

1. Click **Tools**, and then click **Artifact Labels**.
2. To filter:
   a. Click  , and then select the artifacts you want to work with. For some artifacts, you can further filter by property type.
   b. Click **Apply** to close the **Filter** window and display the artifact grid filtered by artifact type and property type.

Adding Languages and Defining Localized Artifact Labels

Administrators can add a language for a given artifact to the **Artifact Labels** grid from a list of supported languages. You can select only one language at a time. When you add a language, a new column for that language is added to the grid to the right of the **Default** column. The cells in the language-specific column are editable.

> **Tip**
>
> Use this method to add labels directly in the artifact labels grid. This method is ideal if you only need to add or update a few labels at a time. For bulk changes or edits on artifact labels; for example, terminology changes that affect multiple labels, use the export feature to edit in Excel, then import. See Exporting and Importing Artifact Labels for Editing.

To add a language:

1. Click **Tools**, and then click **Artifact Labels**.
2. Click  , and then select the artifacts you want to work with. For some artifacts, you can further filter by property type.
3. Click **Apply**.
4. Click **Add Language**.
5. Select from the list of supported languages.
6. In the language-specific column, enter artifact labels into the editable cells for each artifact property (Name, Description, and so on).
7. Click **Save**.

> **Note**
>
> When you define a localized artifact label for the Default navigation flow (for example, editing the name of an icon on the Home page), your update will automatically propagate to all navigation flows. However, if you define a localized artifact label for another navigation flow that isn't the Default flow, then that update will override the label coming from the Default flow.

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Exporting and Importing Artifact Labels for Editing

You can export all the artifact labels in a specific language to edit them. The labels are exported in an Excel file format (XLSX). After you edit the labels, you can import them back into the application.

> **Tip**
>
> Use this method for bulk changes or edits on artifact labels by language; for example, terminology changes that affect multiple labels. For updates to individual artifact labels, you can edit them directly in the artifact grid.

To export and import artifact labels for editing:

1. Click **Tools**, and then click **Artifact Labels**.
2. Click  , and then select the artifacts you want to work with. For some artifacts, you can further filter by property type.
3. Click **Apply**.
4. Click **Actions**.
   - To export artifact labels:
     a. Click **Export**.
     b. Select the target environment of the export file:
        – **Local**—Saves the export file to a location on your local computer.
        – **Outbox**—Saves the export file to the server.
     c. Choose a language.
     d. Click **Export**.
   - To import artifact labels:
     a. Click **Import**.
     b. Select the location of the import file:
        – **Local**—Loads the import file from a location on your computer. For **Source File**, click **Browse** to select the import file on your computer for the artifact you're importing.
        – **Inbox**—Loads the import file from the server. Enter the name of the file in **Source File**.
     c. Click **Import**.

Reviewing Artifacts

To review the artifacts in your application:

1. Click **Application**, then select **Configuration**.
2. From the **Actions** menu, select **Review Modified Artifacts**.

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3. Click **Filter**  to select different artifact types.

   The system displays the predefined artifacts, and you can see if modifications have been made to the artifacts.
4. To undo customizations to predefined artifacts, select the artifacts, and then click **Restore**.
5. Click the **Enable Features** button to restore the changes.

Working with Substitution Variables

Related Topics

- About Substitution Variables
- Creating and Assigning Values to Substitution Variables
- Substitution Variables for Financial Consolidation and Close
- Deleting Substitution Variables

About Substitution Variables

Substitution variables act as global placeholders for information that changes regularly. For example, you could set the current month member to the substitution variable `CurMnth` so that when the month changes, you do not need to manually update the month value in the form or the report script.

Creating and Assigning Values to Substitution Variables

To create and assign values to substitution variables:

1. Click the **Navigator** icon  .
2. Under **Tools**, click **Variables**.
3. Select the **Substitution Variables** tab.
4. Click **Actions**, then select **Add**.
5. On the **Add Substitution Variable** page, select the **Cube**.
6. For **Name**, enter the name of the substitution variable.
7. For **Value**, enter a value for the substitution variable.
8. Click **OK**.

Substitution Variables for Financial Consolidation and Close

The following table is a summary of the Substitution Variables available for Financial Consolidation and Close. For details, see the topic link in the Variable Description.

To add a Substitution Variable, see Creating and Assigning Values to Substitution Variables.

To enable the variable: Set the Cube to **Consol** unless otherwise noted, and set the Value to **True**.

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Table 6-3 Available Substitution Variables

Category	Variable Name	Default Value	Description
Configurable Calculation Rules	CONFCALC_FCCS *XX*_DisableCalcDim, for example: CONFCALC_FCCS10_ DisableCalcDim	False	If set to True, the system does not generate CALC DIM Logic for specified insertion points in Configurable Calculation scripts. See Configurable Calculation Rules.
Configurable Calculation Rules	CONFCALC_Enable_Rate_Amount_Override	False	If set to True, enables you to use FCCS_Amount Override or FCCS_Rate Override for Consolidation dimension members in FIX statement in Configurable Calculations. See Configurable Calculation Rules.
Configurable Calculation Rules (Partner Eliminations)	EnablePelimNewLogic	False	If you are using Partner Eliminations (PElim) logic in your Configurable Consolidation rules and are experiencing performance degradation as a result, you can use a substitution variable named EnablePelimNewLogic to improve performance. Add this substitution variable and set the value to True. Note that if you are using PELIM where the entity and partner are the same member, your data values may change. See Creating Consolidation Rules.

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Table 6-3 (Cont.) Available Substitution Variables

Category	Variable Name	Default Value	Description
Configurable Calculation Rules (Partner Eliminations)	OptimizePelimCalculation	False	This substitution variable improves Partner Eliminations (PElim) performance. If there is a consolidation performance degradation when deploying a user-created Partner Eliminations Configurable Consolidation Rule that has an account re-direction, adding this variable can provide significant performance improvement. See Creating Consolidation Rules.
Configurable Consolidation Rules	OptimizeConfigConsol	False	After you deploy configurable consolidation rules, if you need to diagnose performance issues, you can diagnose them manually, or use an automated approach. To enable the automated approach to resolve performance issues, set the value of the OptimizeConfigConsol substitution variable to True. See Creating Consolidation Rules.

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Table 6-3 (Cont.) Available Substitution Variables

Category	Variable Name	Default Value	Description
Consolidation Process	EnableNewAcqDisp	False	Starting from release 23.04, if the variable is set to True, the System Ownership Adjustments and Eliminations (Acquisitions, Disposals, Entity Proportion Adjustments and Entity Elimination Adjustments) will be written to FCCS_AcquisitionsDisposals under FCCS_TotalInputandAdjusted in the Data Source Dimension. If set to False or does not exist, the System Ownership Adjustments and Eliminations will be written to FCCS_Intercompany Eliminations. Note: this variable is a temporary variable and when removed, the new FCCS_AcquisitionsDisposals member will be used. See Data Source.

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Table 6-3 (Cont.) Available Substitution Variables

Category	Variable Name	Default Value	Description
Consolidation Process	EnableYearlyConsol	False	This substitution variable can be enabled to improve performance for multi-period consolidations in applications that use the Dense/Sparse Optimization option (where Period and Movement are the Dense dimensions). This substitution variable is applicable if the application meets all of these conditions: • The application uses the Dense/ Sparse Optimization option (Period and Movement are Dense dimensions) • You have two or more dirty periods, and two or more hierarchy levels • The dirty entities are identical across periods • Equity Pickup sequence is not enabled See Troubleshooting Financial Consolidation and Close Retrieval Performance.
Consolidation and Translation Process	ExtendAccountScope	True	By default, accounts (Asset, Liability, Equity, Revenue and Expense account type) that reside outside of the Balance Sheet hierarchy are translated and consolidated in the same manner as those accounts inside the Balance Sheet hierarchy. If you need to disable this behavior, use this variable and set the value to False. See Translating Data.

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Table 6-3 (Cont.) Available Substitution Variables

Category	Variable Name	Default Value	Description
Consolidation Process	OBOC_BEFORE_CONFIG_CONSOL	True	During the consolidation process, the OBOC (Acquisition and Disposal Movement members) are populated before the Configurable Consolidation rules are run. To disable this behavior, set the value of this substitution variable to False.
Consolidation Process	OptimizeConcurrency	False	Create and enable this substitution variable and set its value to True to take advantage of higher concurrency during Consolidations. The Consolidate and Translate business rules in Financial Consolidation and Close execute on multiple entities. Essbase can execute business rules calculations concurrently using multi-threading. Using the OptimizeConcurrency variable forces Financial Consolidation and Close calculations to make judicious use of multiple Essbase process threads so that calculations run faster. See Consolidation and Translation Rules.

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Table 6-3 (Cont.) Available Substitution Variables

Category	Variable Name	Default Value	Description
Consolidation Process	ParallelCustomDimDSO ParallelCustomDimTranslation	False	These substitution variables improve the performance of the consolidation process in applications with Dense/Sparse Optimization, where the Period and Movement dimensions are Dense dimensions. To see performance improvements, you should set both of these substitution variables to True. See Troubleshooting Financial Consolidation and Close Retrieval Performance. Financial Consolidation and Close uses this algorithm to decide which should be the task dimension for FIXPARALLEL: • There are at least two custom dimensions in the application. • Financial Consolidation and Close uses the second custom dimension from the bottom. If the dimension has more than 40 members, then it can be a candidate custom dimension. Otherwise, the system does not parallelize on the custom dimension.

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Table 6-3 (Cont.) Available Substitution Variables

Category	Variable Name	Default Value	Description
Consolidation System Rules	CalcMvmtsPostFCCS10	False	This substitution variable controls the sequence of the Calculate Movements system rule. If the variable is set to True, the Calculate Movements system rule will run after the FCCS_10 rule. If this substitution variable does not exist, or exists but is not set to True, then the Calculate Movements system rule will run before the FCCS_10 rule. See Calculate Movements (from Closing Balance Input).
Currency	ApplicationCurrency ApplicationCurrencyFrom ApplicationCurrencyReporting	True	When you create a multi-currency application, substitution variables are added for the currency that you select as the application currency. The substitution variables allow you to see what the default currency is after the application is created. See Currency.
Data Flow	ProportionalizeTopEntityMembers	False	Data is not translated to parent currency or consolidated to Contribution / Contribution Total for the top entities in the Entity dimension. To change this behavior, add this substitution variable and set the value to True. The ProportionalizeTopEntityMembers substitution variable is not applicable for applications with Enhanced Organization by Period enabled. See Data Flow.

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Table 6-3 (Cont.) Available Substitution Variables

Category	Variable Name	Default Value	Description
Data Load	DataLoadConsolMember	False	If this substitution variable is set to True, enables you to include members from the Consolidation dimension when clearing data during the Data Load process with the Replace mode enabled. See Data Load Methods.
Data Load	DoNotReverseRFAccountsForCBILoad	False	You can load a data file that contains only the Closing Balance Input data to reverse the prior period non-zero Closing Balance amounts. If reversal of the Roll Forward and CTA accounts is not required, you can set this substitution variable to True before loading data in Replace mode. See Example: Data Import File - Closing Balance Input and Replace Mode.
Data Load	NewLoadYTDClosingBalanceInput	False	When this substitution variable is set to True, Financial Consolidation and Close reverses the YTD closing balance from the prior period, and does not reverse the FCCS_Net Income/ FCCS_Owner's Income in the first period. This allows you to be able to load to Closing Balance Input for both Balance Sheet and Income accounts. See Data Load Methods.

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Table 6-3 (Cont.) Available Substitution Variables

Category	Variable Name	Default Value	Description
Dimension Member Order Customization	isExportDimEnabled	False	If you have customized the order of seeded members, or made changes to the seeded Account hierarchy, you can retain your changes after each update or Enable Features process. To retain your customized changes, add the isExportDimEnabled substitution variable and set the value to True. See Seeded Dimension Members.
Intercompany Eliminations	DecimalPrecision	False	To ensure that Intercompany Eliminations do not exceed Proportionalization, you can add this substitution variable. Then enter the required number of decimals to consider to achieve decimal precision. The substitution variable value must be an integer (zero or a positive or negative whole number). See Intercompany Eliminations.
Intercompany Eliminations	StrictElimCondition	True	The system applies validations for Intercompany eliminations to be processed only when the correct conditions are met for a partner that is a sibling or a descendant of a sibling of the current entity. If you want to disable this functionality, you can add the StrictElimCondition substitution variable and set it to False. This will allow Intercompany data where the entity and partner are the same to continue to eliminate. See Intercompany Eliminations.

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Table 6-3 (Cont.) Available Substitution Variables

Category	Variable Name	Default Value	Description
Managing Ownership	LinkOwnershipandDataLocking	True	Changes to Ownership Management are only allowed for Unlocked entities to ensure that changes cannot be made that impact Entity data for which the Approval Unit is already Locked. If you want to disable this functionality, you can add the LinkOwnershipandDataLocking substitution variable and set it to False. When set to False, locking and unlocking requirements will not be applied. See Managing Ownership.
Metadata Solve Order	EnableSolveOrderImport	True	This substitution variable enables you to retain your customized Solve Order values for seeded members during application import, upgrade, or an incremental Enable Features process. It is automatically enabled. If the variable is absent, it indicates default value is Enabled. See Applying SolveOrder for Metadata.
Movement Dimension Members	ExtendMovementScope	True	This substitution variable enables you to include Movement dimension members that are created outside of the FCCS_Movements hierarchy in translation and consolidation calculations. It is automatically enabled. To disable this behavior, set this substitution variable to False. See Translating Data.

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Table 6-3 (Cont.) Available Substitution Variables

Category	Variable Name	Default Value	Description
On-Demand Rules	ODR_Enable_Rate_Amount_Override	False	If this substitution variable is set to True, it enables you to use FCCS_Amount Override or FCCS_Rate Override for Consolidation dimension members in Run-Time Prompts in On-Demand rules. See Guidelines for On-Demand Rules.
On-Demand Rules	<*RuleName*>_FP	False	In On-Demand Rules, to run the rule in a FIX, you can add this substitution variable and set the value to False. See Guidelines for On-Demand Rules.
Predicting Consolidation Time	EnablePredictConsolidate	False	If you want the Predict Consolidation Time rule to automatically run whenever the Consolidation rule is run, add this substitution variable and set the value to True. The prediction routine will then be automatically run during Consolidation and you can view the predicted time in the Consolidation rule job log. See Viewing Predicted Consolidation Time.
Refreshing the Database	DeltaDBRefresh	True	Improves database refresh performance by performing only the necessary actions based on metadata changes. This substitution variable is enabled (True) by default. To disable this behavior, set the substitution variable to False. Note: This option is only available for Extended Dimension applications. See Refreshing the Database and Recomputing Ownership Data.

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Table 6-3 (Cont.) Available Substitution Variables

Category	Variable Name	Default Value	Description
Refreshing the Database	OLURatesLoad	True	This substitution variable is used to improve refresh database performance. It is automatically enabled. See Refreshing the Database.
Reports	EnableExcelNumberFormat	False	For Reports saved as Excel type reports, the EnableExcelNumberFormat substitution variable allows you to automatically display report values in numeric format instead of cell text. See Working with Reports.
Rules	DisableImpactStatusConsolValidation	True	When you use the @FCCSImpactStatus function in Configurable Calculations, by default the DisableImpactStatusConsolValidation substitution variable is enabled, which allows the rule validator to ignore errors and continue with rule execution. To change this behavior and have the rule validator display Impact Status errors, set the value of this substitution variable to False. See FCCSImpact Status Function.

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Table 6-3 (Cont.) Available Substitution Variables

Category	Variable Name	Default Value	Description
Security	DisableSeededSecurity	False	Default security groups are assigned for some seeded members, and occur during the upgrade, even after you may have previously removed them. To disable this behavior so that security assignments won't happen after you have removed them, add this substitution variable and set the value to True. See Enabling or Disabling Security for Dimensions.
Smart Lists	IncludeSmartListId	True	By default, the export file contains the ID attribute in the Ownership.Data.xml file. When you perform the migration process, it imports the IDs to be used as Smart List entry IDs internally. To disable this behavior, set the value of this substitution variable to False.
Translation Process	DisableRateThreshold	False	For the historical account default translation, the system checks if the calculated Effective rate is in the scope of (0.1, 10), otherwise it will use the Average rate. When you add and set this variable to True, the system removes the Effective rate threshold for the default translation. See Translating Data.
Translation Process	FixOtrYtdSubtract	True	This substitution variable enables you to use the Subtract processing option in the Translation Override Rule for YTD translation. The substitution variable is enabled by default. See Working with Override Translation Rules.

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Table 6-3 (Cont.) Available Substitution Variables

Category	Variable Name	Default Value	Description
Translation Process	ReportingTransEPAEEA	True	This substitution variable is automatically enabled, so that the FCCS_Entity Proportion Adj and FCCS_Entity Elimination Adj members are translated to Reporting Currency, using the same process that occurs for Entity Input and Entity Consolidation translation. To disable this behavior, set the substitution variable to False. See Translation Process.
Translation Process	TranslateOBOCAcqDispAtPriorER	True	The translation behavior for Acquisition and Disposal Movement dimension members uses the prior period Ending Rate or Average Rate for translation if the effective rate is not available. Average Rate or Ending Rate is chosen for translation depending on the setting you selected at Default Translation for "Translate Opening Balance Adjustment with Prior Rate" to be Ending or Average. If you need to disable this translation behavior, use this variable and set the value to False. See Translating Data.

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Table 6-3 (Cont.) Available Substitution Variables

Category	Variable Name	Default Value	Description
Translation - Default Translation Method	YTDFXCalculation	False	You can select an option to enable the Year-to-Date calculation of FX Opening and FX Movements. This option can be applied when the default Translation Method for Flow accounts is Year-to-Date. To enable the YTD calculation, add the YTDFXCalculation substitution variable and set the value to True. See Specifying Default Translation Settings.
Translation - Default Translation Method	YTDFXRatioThreshold	False	In an application with YTD FX Variance Translation Calculations enabled, in some circumstances, extremely large numbers may occur in OBFXCTA/ OBFXCICTA members. To resolve this issue, the YTDFXRatioThreshold substitution variable is set by default to True. To disable this behavior, change the substitution variable to False. See Specifying Default Translation Settings.
Translation - FX Method	FXTranslationFix	False	In a non-DSO application, when YTD Translation is enabled while FX Method is Periodic, the FX_Movement member is translated using YTD instead of Periodic when the FCCS_Mvmts_Subtotal member is missing. To change this behavior, add the FXTranslationFix substitution variable and set it to True. See Specifying Default Translation Settings

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Table 6-3 (Cont.) Available Substitution Variables

Category	Variable Name	Default Value	Description
Translation Sequence	skipTransRulesIfOverrideRatesExist	True	In the translation process, Translation Override rules are executed before Translation Override entries. If you do not want override rules to be processed before Amount / Rate override entries, add this variable and set it to False. See Translating Data.

Deleting Substitution Variables

To delete substitution variables:

1. Click the **Navigator** icon .
2. Under **Tools**, click **Variables**.
3. Select the **Substitution Variables** tab.
4. Select the substitution variable to delete.
5. Click **Actions**, then select **Delete**.
6. Click **Yes**.

Managing Consolidation Settings

The Consolidation Settings module enables administrators to more easily track consolidation configuration settings and enable and disable them according to their requirements. The module will gradually replace the substitution variables used for feature behavior variations, and user-created substitution variables will be available for migration to the Consolidation Settings module in a phased approach.

Note: For new applications (created after 24.03), the settings from the Consolidation Settings module are used by default. Instead of creating a substitution variable, please navigate to the respective Consolidation Setting type using the Setting Type dropdown and enable the setting.

For existing applications, a migration configuration task is provided for migrating user-created substitution variables to the Consolidation Settings. You must run the migration task before you can use the Consolidation Settings module. Even if there are no variables for the migration, it is necessary to run the migration process at least once.

After migration, Financial Consolidation and Close applies the customizations from the Consolidation Settings module, and the substitution variables will have no effect. See Migrating Substitution Variables to Consolidation Settings.

If you do not run the migration task, you can still use the substitution variables instead of the corresponding consolidation settings, however it is highly recommended that you migrate to the Consolidation Settings so that you can apply those customizations as needed in the future.

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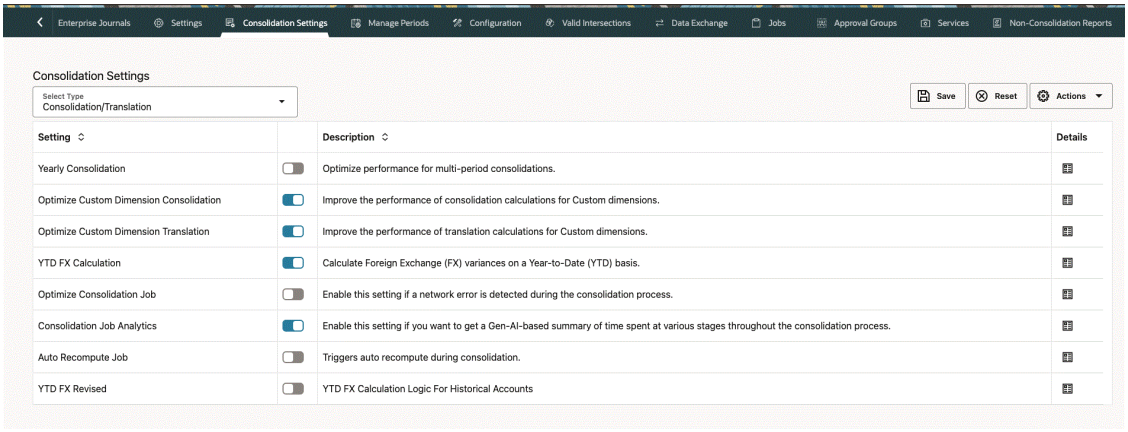

The Consolidation Settings page displays a list of settings, including the label, a slider to enable or disable, a short description, and a Details option to view a detailed description. You can sort the list alphabetically and filter the list by Setting Type.

To manage consolidation settings:

1. On the Home page, click **Application**, then **Consolidation Settings**.
2. From the **Setting Type** dropdown, select the type of setting that you want to modify, for example, Consolidation/Translation, Data Load, or Others.
3. **Optional:** To view a detailed description of the setting, click the **Details** icon next to the setting.
4. To enable or disable the setting, use the slider icon next to the setting.
5. To save the setting selection, click **Save**. When you receive the saved confirmation message, click **Close**.
6. **Optional**: To reset the selection and clear unsaved changes, click **Reset**.
7. **Optional**: To restore settings to the default values, from the **Actions** menu, select **Restore Current Type**, or **Restore All**.
   Note: This action will revert all settings to their original default values. From the warning message, click **Yes** if you want to continue. When you receive the restored confirmation message, click **Close**.

Migrating Substitution Variables to Consolidation Settings

Before you can use the Consolidation Settings module, you must run a migration configuration task to migrate the available user-created substitution variables to Consolidation Settings.

For a list of substitution variables available for migration, see Substitution Variables Available for Migration to Consolidation Settings.

During the migration process, all user-created substitution variables available for migration are migrated to their corresponding Consolidation Setting. After migration, Financial Consolidation and Close applies the customizations from the Consolidation Settings module, and the substitution variables that have been migrated will have no effect.

If you do not run the migration task, you can still use the substitution variables instead of the corresponding Consolidation Settings, however it is highly recommended that you migrate to the Consolidation Settings so that you can apply those customizations as needed in the future.

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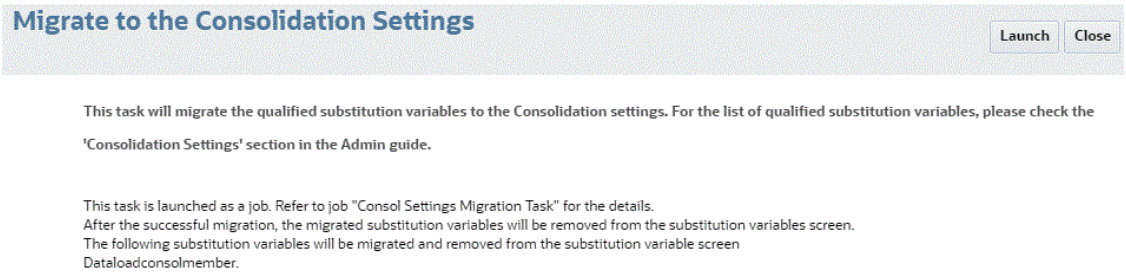
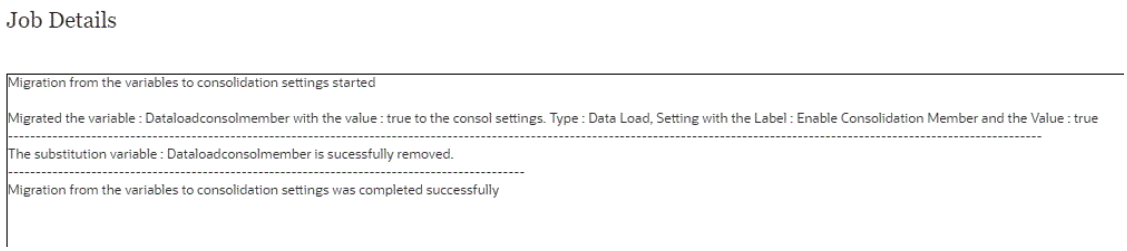
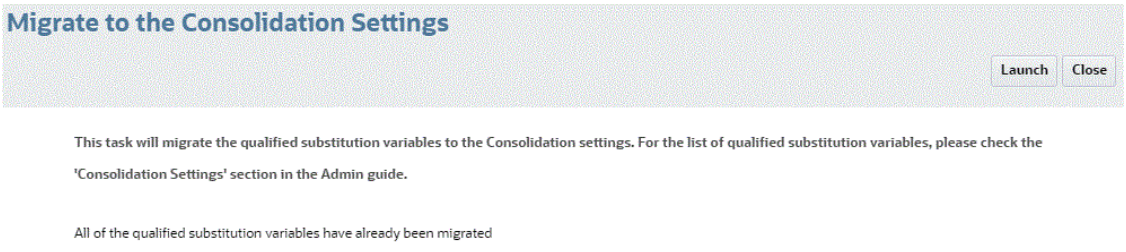


To migrate the substitution variables to Consolidation Settings:

1. On the Home page, click **Application** and then click **Configuration**.
2. Click **Migrate to Consolidation Settings**.
   The Migrate to Consolidation Settings page displays a list of the substitution variables available for migration.
3. Click **Launch**.
4. From the warning message, click **OK** to continue.
   The asynchronous task will be launched to migrate the substitution variables to Consolidation Settings.
5. You can monitor the status of the task from the Jobs console. To view the status, click **Application**, then **Jobs**, and review **Recent Activity** to check the job status and details.
6. After the migration to the consolidation settings, the user-created substitution variables are removed. The removed variables are logged in the **Consol Settings Migration Task** Job Details page.



Note: If there are no substitution variables available for migration, the system displays this message:



Example:

If you have the existing substitution variable `Enablesimpleaggregation` and the substitution variable value is set to **True**, during the migration process, the system migrates the variable to the corresponding Consolidation Settings under the **Consolidation** Type, with a label of **Enable Simple Aggegration** and the setting value of **Enabled**.

After the successful migration, the `Enablesimpleaggregation` substitution variable will be deleted, and will no longer be displayed in the Substitution Variables list.

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Substitution Variables Available for Migration to Consolidation Settings

Before you can use the Consolidation Settings module, you must run a migration configuration task to migrate the available user-created substitution variables to Consolidation Settings. See Substitution Variables Available for Migration to Consolidation Settings .

Financial Consolidation and Close 24.04 Substitution Variables Available for Migration

In the Financial Consolidation and Close 24.04 update, these substitution variables are available for migration to Consolidation Settings:

Table 6-4 Consolidation

Label	Existing Variable in Use	Default Value	Description	Detailed Description
Enable Simple Aggregation	**Enablesimpleaggregation** Non-DSO only	Enabled	Optimizes the aggregation operations during the consolidation process.	If this setting is enabled, it optimizes the aggregation operations during the consolidation process.
Optimize YTD	**Optimizeytdcalculation** Non-DSO only	Enabled	Optimize the YTD Calculation performance.	If this setting is enabled, it optimizes the YTD Calculation performance during the consolidation process.
Optimize Concurrency	**Optimizeconcurrency** Non-DSO only	Disabled	Take advantage of higher concurrency during consolidations.	If this setting is enabled, the Opening Balance Carry Forward calculation is performed on all levels.
Optimize Custom Dimension Consolidation	**Parallelcustomdimdso** DSO only	Disabled	Optimize Custom dimension calculations.	Optimize Custom dimension calculations.

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Table 6-4 (Cont.) Consolidation

Label	Existing Variable in Use	Default Value	Description	Detailed Description
Enable Yearly Consolidation	**Enableyearlycons ol** DSO only	Disabled	Enable to improve performance for multi-period consolidations.	Optimize performance for multi-period consolidations. This setting is applicable if the application meets the following conditions: • You have two or more impacted periods and two or more hierarchy levels. • The impacted entities are identical across periods. • Equity Pickup is not enabled.
Optimize Custom Dimension Translation	**Parallelcustomdi mtranslation** DSO only	Disabled	Optimize Custom dimension calculations in the default translation .	Optimize Custom dimension calculations in the default translation.
YTD FX Calculation	**YTDFXCalculation** Applicable only for multi-currency applications. DSO and non-DSO	Disabled	Calculate Foreign Exchange (FX) variances on a Year-to-Date (YTD) basis.	Enable this setting when the default Translation Method for Flow accounts is Year-to-Date.
YTD FX Revised	**YTDFXRevised** Applicable only for multi-currency applications. DSO and non-DSO	Disabled	Calculate Foreign Exchange (FX) values on a Year-to-Date (YTD) basis for Historical accounts.	If this setting is enabled, new calculated values will be generated for YTD FX Calculation Logic for Historical Accounts.

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Table 6-4 (Cont.) Consolidation

Label	Existing Variable in Use	Default Value	Description	Detailed Description
Optimize Consolidation Job	**OptimizeConsolidationJob** DSO and non-DSO	Disabled	Enable this setting if a network error is detected during the consolidation process.	When consolidation is performed on a larger scope or when numerous jobs are done concurrently, a network error may arise due to limited computing resources. This setting ensures the best possible utilization of memory under these circumstances.
Auto Recompute	**Auto Recompute**	Disabled	Enable to automatically recompute ownership data during consolidation.	When enabled, this setting triggers the auto recompute process during consolidation.

Table 6-5 Data Load

Label	Existing Variable in Use	Default Value	Description	Detailed Description
Enable Consolidation Member	**Dataloadconsolmember** DSO and non-DSO	Disabled	Clear only loaded level 0 consolidation members.	Clear only loaded level 0 consolidation members.

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Table 6-5 (Cont.) Data Load

Label	Existing Variable in Use	Default Value	Description	Detailed Description
Roll-Forward account / CTA Reversal	**Donotreverserfaccountsforcbiload** DSO and non-DSO	Disabled	Do not reverse Roll-Forward and CTA accounts for a Closing Balance Input CBI) data load.	When a CBI data load is executed, the prior period Closing Balance of all accounts is reversed and the loaded data is entered as a Year-To-Date (YTD) value. When this setting is enabled, the system Roll-Forward and CTA accounts (which cannot be loaded) are not reversed. Roll-forward accounts: • FCCS_Retained Earnings • FCCS_REC_OBFXCTA • FCCS_OCI_OBFXCICTA CTA accounts: • FCCS_CTA • FCCS_CICTA • Application-specific CTA account
YTD Reversal - Closing Balance Input	**NewLoadYTDClosingBalanceInput** DSO and non-DSO	Disabled	If this setting is enabled, the Closing Balance YTD load can be enabled.	If this setting is enabled, the Closing Balance YTD load can be enabled.

Table 6-6 Other Variables

Label	Existing Variable in Use	Default Value	Description	Detailed Description
Disable Seeded Security	**Disableseededsecurity** DSO and non-DSO	Disabled	Disable the default seeding of security groups.	Disable the default seeding of security groups.

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Table 6-6 (Cont.) Other Variables

Label	Existing Variable in Use	Default Value	Description	Detailed Description
Enable Excel Number Format	**Enableexcelnumberformat** DSO and non-DSO	Disabled	Export report numeric data to Excel as numbers instead of cell text.	When exporting reports to Excel, the numeric values are exported by default as cell text. Enable this setting to export numeric report values to Excel as numbers instead of cell text.

Administering Action Menus

Related Topics

- Creating and Updating Action Menus
- Working with Action Menu Items
- Defining Action Menu Items
- Enabling Action Menus for Ad Hoc Grids

Creating and Updating Action Menus

Service Administrators can create right-click menus (also called action menus or context menus) and associate them with forms, enabling users to click rows or columns in forms and select menu items to:

- Launch another application, URL, or business rule, with or without runtime prompts
- Move to another form
- Add Dashboard

You can also create global action menus that can be enabled for ad hoc grids. See Enabling Action Menus for Ad Hoc Grids.

The context of the right-click is relayed to the next action: the POV and the Page, the member the user clicked on, the members to the left (for rows), or above (for columns).

When designing forms, use **Other Options** to select menus available for Form menu item types. As you update an application, update the appropriate menus. For example, if you delete a business rule referenced by a menu, remove it from the menu.

To create, edit, or delete action menus:

1. From the Home page, click **Navigator**, and then under **Create and Manage**, click **Action Menus**.
2. Perform an action:
   - To create an action menu, click **Actions**, then **Create Menu**, enter the **Menu Name**, and then click **OK**.

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Select **Enable for Ad Hoc** to create an ad hoc menu which is a global action menu that can be used in ad hoc grids. See Enabling Action Menus for Ad Hoc Grids.

- To add menu items to an action menu or to edit details of an action menu, select a menu, click **Actions**, and then click **Edit Menu** . See Working with Action Menu Items.
- To delete action menus, select a menu or menus, click **Actions**, click **Delete Menu** , and then click **OK**.

> **Note**
>
> You cannot delete an action menu that is associated with a form. If you try to delete the menu, you'll be prompted to remove the menu from the form. Then you can delete the menu.

Working with Action Menu Items

The **Edit Menu** page displays menu items on the current action menu, including names, labels, required dimensions, icon, and type, such as URL, Form, Business Rule, Dashboard, and Menu Header. You can also edit ad hoc menus or convert existing action menus into ad hoc menus.

To work with action menu items:

1. From the Home page, click **Navigator** , and then under **Create and Manage**, click **Action Menus**.
2. Select a menu, click **Actions**, and then click **Edit Menu** .
3. **First time only:** To add the first item to the menu, click **Add Child** and **Save**.
4. Select a menu item and:
   - To add menu items below the selected item, click **Actions**, then **Add Child** (available for Menu Header menu types).
   - To add menu items at the same level as the selected item, click **Actions**, then click **Add Sibling**.
   - To edit menu items and define the menu item properties, click **Actions**, then click **Edit Menu Item**. For descriptions of the menu item properties, see Defining Action Menu Items.
   - To delete menu items, click **Actions**, then click **Delete Menu Item**.
   - To change the order of menu items within the same level, click **Move Up** or **Move Down**. You can move multiple items.
5. Click **Save**.

   Click **Save As** to save the current selections under a new menu name.

Defining Action Menu Items

To define action menu items:

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1. From the Home page, click **Navigator**, and then under **Create and Manage**, click **Action Menus**.
2. Select a menu, click **Actions**, and then click **Edit Menu** .
3. Select the menu item, click **Actions**, and then click **Edit Menu Item** or **Add Sibling**.
4. Define the menu item:

Table 6-7 Edit Menu Item Options

Item	Description
Menu Item	Enter a unique name containing only alphanumeric and underscore characters, with no special characters or spaces
Label	Enter text to be displayed when the menu is selected. Spaces and special characters are allowed. Menu labels display in the user interface. Labels can be text or can reference a resource variable by name. For example, to set a menu's label to File, set it to `File` directly or to the name of a resource, such as LABEL_FILE, which can be localized.
Icon	This option is not currently supported.
Type	Select the menu item type to determine available properties. **Note:** No properties are available for Menu Header. • **URL**: Create a menu that opens the specified URL. • **Form**: Create a menu that launches the selected form. The member selection context for the member, page, and POV is retained when users right-click in the source form. If the target form contains these dimension members on the page, its page is set to match the context. When launched from the web, the form opens in the web; when launched from Oracle Smart View for Office, the form opens in Smart View. Action menus referencing forms enabled as flex forms will open these forms as flex forms in Smart View and as simple forms in the web. • **Business Rule**: Create a menu that launches the selected business rule. • **Dashboard**: Create a menu that launches the selected dashboard. The cell context is retained when users right-click in the source form, and the dashboard is opened in a new dynamic tab. • **Menu Header**: Create a menu under which you can create children menu items. To display a separator bar on the menu at this item, enter one hyphen as the Label. In this case, the Required Dimension list isn't available.
Required Parameters	Select a dimension and member, or select an option for where the menu item displays: Point of View, Page, Row, Column, Members Only, Cell Only. For example, if you select Account, users can right-click Account members on a form to open the menu. If you select Row, the menu is available when users right-click a row. Selecting None makes the menu available whenever the user right-clicks in the form. **Note:** In Smart View, for action menus attached to forms (simple forms or flex forms), the Page and POV options are not supported.

5. Define menu item properties, which differ for menu item types:

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Table 6-8 Options for Menu Item Types

Type	Options

URL	a. In **URL**, enter the complete URL to which to direct the user. For example: `https://server name/HFM/Logon/HsvLogon.asp`. URL type action menus automatically launch a new tab.
	b. Select **Use Form Context** to replace the bracketed dimension name in the URL (for example, `<Entity>` or `<Account>`) with the member name of the corresponding dimension from the form's page or POV.
	For example, to return Entity, Scenario, Version, and Account dimension's members in the URL, enter the URL and enable **Use Form Context**:
	`https://yourcompanyurl/EntDim=<Entity>&test['VERSION']=<Version>&Acc=<Account>`
	The URL will open in a new tab as:
	`https://yourcompanyurl/EntDim=<410>&test['VERSION']=<working>&Acc=<1110>`
	If **Use Form Context** is disabled, then the URL will be launched in a new tab as is without the context replacements.

Form	a. In **Form Folder**, select the folder containing the destination form. b. In **Form**, select the form.
Business Rule	a. In **Cube**, select the cube for which the business rule is available. b. In **Business Rules**, select the business rule to launch. c. In **View Type**, select how to display runtime prompt pages: • **Classic View**: Use the default application view • **Streamline View**: Display each runtime prompt on a different line d. **Optional**: In **Window Title**, enter a title to display instead of Runtime Prompts. e. **Optional**: In **OK Button Label**, enter the text to display for the OK button. f. **Optional**: In **Cancel Button Label**, enter the text to display for the Cancel button. g. **Optional**: In **Launch Confirmation Message**, enter text to display when the business rule is invoked, but before it's launched. This option enables Service Administrators to provide meaningful messages to users about the consequences of launching business rules.
Dashboard	In **Dashboard**, select the dashboard.

6. Click **Save**.

Enabling Action Menus for Ad Hoc Grids

You can create a global action menu, called an ad hoc menu, that is enabled for all ad hoc grids. An ad hoc menu works within the context of one of more cubes. You must associate the ad hoc menu with one or more cubes, and then the menu can be viewed in all ad hoc grids that

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use those cubes. For example, you can define an ad hoc menu that launches a business rule. When you right-click a data cell in any ad hoc grid that uses the selected cube, the business rule menu option displays and you can run the rule.

You can also designate an existing action menu as a global ad hoc menu.

> **Note**
>
> Global ad hoc menus are also enabled for Oracle Smart View for Office ad hoc grids. See Right-Click Context Menu in *Working with Oracle Smart View for Office*.

To create an ad hoc menu:

1. From the Home page, click **Navigator**, and then under **Create and Manage**, click **Action Menus**.
2. Perform an action:
   - To create a new ad hoc menu:
     a. Click **Actions**, then **Create Menu**, and then enter the **Menu Name**.
     b. Select **Enable for Ad Hoc**, and then either keep the default **All** cubes, or select one or more cubes for the ad hoc menu. Ad hoc menus will only work within the context of the defined cubes.
     c. Click **OK**.
   - To make an existing menu an ad hoc menu or to save an existing menu as an ad hoc menu:
     a. Select a menu, click **Actions**, and then click **Edit Menu** .
     b. Select **Enabled for Ad Hoc**, and then either keep the default (whereby all cubes are enabled for ad hoc menus), or click **Select Cube** to select one or more cubes for the ad hoc menu. Ad hoc menus will only work within the context of the defined cubes.
     c. Click **Save** to update the current selection. Click **Save As** to save the current selections under a new menu name.
3. The new menu is added to the **Action Menus** list.

   To add menu items such as URL, Form, Business Rule, Dashboard, and Menu Header to ad hoc menus, see Working with Action Menu Items.

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7

Connecting Environments in Cloud EPM

Learn how to connect environments so users who have access across Oracle Fusion Cloud EPM can use a single access point with one login. Understand use cases, scenarios, and considerations, and learn how to connect to external web services and use direct URLs to integrate environments.

Related Topics

- About Connecting Cloud EPM Environments
- Considerations for Migrating Cloud EPM Connections
- Creating, Editing, and Deleting Connections to Other Cloud EPM Environments
- Connecting to External Web Services
- Specifying Advanced Options for External Connections
- Navigating Across Cloud EPM Environments
- Customizing Navigation Flows to Access Other Cloud EPM Environments
- Using Direct URLs to Integrate Connected Environments

About Connecting Cloud EPM Environments

Overview

Service Administrators can connect multiple Oracle Fusion Cloud EPM environments of the following types:

- Account Reconciliation
- Enterprise Profitability and Cost Management
- Financial Consolidation and Close
- FreeForm
- Narrative Reporting
- Planning
- Planning Modules
- Profitability and Cost Management
- Sales Planning
- Strategic Workforce Planning
- Tax Reporting

Once Service Administrators set up the connections, users who have access across Cloud EPM environments can navigate across them from a single access point with one login. Also artifacts such as forms and dashboards, from across environments can be co-mingled within a cluster or within tabs on a card in navigation flows. Artifacts in the target environment are accessible based on the user's role.

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> **Note**
>
> You can also connect directly Oracle Analytics Cloud Enterprise Edition or Professional Edition 5.6 to Cloud EPM Platform, provided you have both services. When you've configured the connection, you can visualize data from Cloud EPM business processes in Oracle Analytics Cloud. You no longer have to model EPM data in a metadata repository (RPD) file to create visualizations and dashboards in Oracle Analytics Cloud. For more information, see the Oracle Analytics Cloud documentation.
>
> Additionally, you can connect Oracle® NetSuite Account Reconciliation and Oracle NetSuite Planning and Budgeting.

Which environments can I connect?

The source environment is the environment from which you're creating the connection. The target environment is the environment to which you're connecting from the source environment.

You can connect these source environments (these environments can also be target environments):

- Enterprise Profitability and Cost Management
- FreeForm
- Financial Consolidation and Close
- Oracle NetSuite Planning and Budgeting
- Planning
- Planning Modules
- Sales Planning
- Strategic Workforce Planning
- Tax Reporting

Source environments can also connect to these target environments (these environments can't be source environments):

- Account Reconciliation
- Narrative Reporting
- Oracle NetSuite Account Reconciliation
- Profitability and Cost Management

What are the ways I can connect to other Cloud EPM environments?

- Toggle between the source environment and the target environment on the **Navigator** menu. See Navigating Across Cloud EPM Environments.
- Customize navigation flows in the source environment to access clusters, cards, and artifacts in other target environments from the Home page. See Customizing Navigation Flows to Access Other Cloud EPM Environments.
- Use direct URLs to seamlessly integrate connected environments. See Using Direct URLs to Integrate Connected Environments.

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Considerations

- Only Service Administrators create cross-environment connections.

  Users click a navigation link to open the linked environment. Access within the linked environment is determined by the predefined role and access permissions, if any, assigned to the user.
- For cross-environment navigation to be seamless, all environment instances to which cross-environment navigation flows are setup must belong to the same identity domain.

  > **Note**
  >
  > If the target and source environment instances are not on the same identity domain, then you'll not be able to establish a connection between them.

- Service Administrators cannot configure cross-environment connections using corporate SSO (identity provider) credentials.

  If your environments are configured for SSO, ensure that identity domain credentials are maintained for the Service Administrators who configure cross-environment connections. For information about how to maintain the identity domain credentials for these Service Administrators, see Managing User Credentials in SSO-Enabled Cloud EPM Environments in *Getting Started Guide for Administrators*.
- Migrating cross-environment connections between test and production environments can cause issues in certain use case scenarios. For more information, see Considerations for Migrating Cloud EPM Connections.
- Vanity URLs are not supported in cross-environment connections.

Troubleshooting

For help with information on fixing common errors while connecting environments, see Handling Issues with Navigation Flows in *Operations Guide*.

Videos

Your Goal	Watch This Video
Watch this video to learn how to customize a Cloud EPM workflow.	 Overview: Configure Navigation Flows to Integrate Cloud EPM Business Processes

Considerations for Migrating Cloud EPM Connections

Oracle recognizes that it's common practice for Service Administrators to try out new features, such as connecting environments, on test environments and then migrate to production environments. However, in doing so, it could cause some issues after migration. Here are some use case scenarios that you need to be aware of.

In the following scenarios, assume you have environments for Financial Consolidation and Close and Planning.

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Use Case Scenario 1: Test to Production

When migrating connections from test environments to production environments, ensure that connections that were defined in the test environment are changed to point to the corresponding production environments.

For example, a Service Administrator has defined a connection between the test environments of Planning and Financial Consolidation and Close. The Service Administrator then uses this connection to build a navigation flow in Planning that refers to a card in the Financial Consolidation and Close. The snapshot that the Service Administrator creates for migrating the Planning test environment will include connections and navigation flows, including the connection to Financial Consolidation and Close test environment.

On migrating the snapshot into the Planning production environment, Planning will have an undesirable connection to the Financial Consolidation and Close test environment. You must manually change undesirable connections to point to the corresponding production environment either before or after migrating the environment.

Use Case Scenario 2: Production to Production or Test to Test

This scenario doesn't have any caveats.

Use Case Scenario 3: Production to Test

In this scenario, the Service Administrator might be trying to migrate a snapshot from a production environment into a test environment to resolve an issue. Because the connections created in the test environment still points to a production environment, it is important for the Service Administrator to modify connections so that they point to a test environment. Connections in test environments that point to a production environment may inadvertently tamper with the production environment.

Creating, Editing, and Deleting Connections to Other Cloud EPM Environments

Before you can create connections to other Oracle Fusion Cloud EPM environments, you must ensure you have access to the source and target environments you're connecting. You must also provide URLs for the other environments you're connecting and login details for each environment such as user ID (Service Administrator) and password.

> **Note**
>
> Oracle requires the secure HTTPS protocol (`https://`) for new connections. Existing connections may continue to use the HTTP (`http://`) protocol. Also, attempts to import a non-secure HTTP connection using Migration will be blocked and the connection artifact will not be imported.

To create, edit, duplicate, and delete connections:

1. Login to the source environment.
2. From the Home page, click **Tools**, and then click **Connections**.
3. Choose an action:

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- To add a connection:
  a. On the **Manage Connections** page, click **Create**.
  b. On the **Select Provider to Create Connection** page, select the target environment you want to add.
  c. Enter the target environment connection details:
     – Click **Change Provider** to select a different target environment.
     – In **Connection Name** enter name for this navigation link; for example, `Consolidation Application`.
     – Enter an optional description for the link.
     – In **URL**, enter the URL of the target environment instance; for example, `https://your-target-host-url.com`. This is the URL that you normally use to sign in to the target environment instance.

       > **Note**
       >
       > Oracle requires the secure HTTPS protocol (`https://`) for new connections.

     – Use **Service Administrator** and **Password** to specify the credentials of a Service Administrator.

       > **Note**
       >
       > * These credentials are used only to define and validate the navigation link. When a user logs in, their own role and access will be applied to access the target environment.
       > * Do not prefix user names with the domain name for connections to other Cloud EPM environments. However, the domain name is still needed for connections to other external Web services. See Connecting to External Web Services.

     – The **Domain** field is automatically populated based on the URL you enter. If there is no domain in the URL, then the **Domain** field is left blank.
  d. Click **Validate**.
  e. If the validation is successful, click **Save and Close**.
- To edit connections:
  a. On the **Manage Connections** page, click the name of a connection.
  b. Edit connection details.

     > **Note**
     >
     > If you edit the URL to connect to a new service type, you could cause navigation flows to break. If you want to connect to a different service, Oracle recommends creating a new connection instead.

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c. Click **Validate**.

d. If the validation is successful, click **Save and Close**.

- To duplicate a connection:

  a. On the **Manage Connections** page, in the **Action** column next to the connection you want to duplicate, click ••• (Action).

  b. Click **Duplicate**.

  c. Enter a name for the duplicate connection, then click **OK**.

- To delete a connection:

  a. On the **Manage Connections** page, in the **Action** column next to the connection you want to delete, click ••• (Action).

  b. Click **Delete**.

When target environments are connected to a Cloud EPM source environment, they are listed in the **My Connections** pane on the **Navigator** menu of the source environment. The **My Connections** pane on the **Navigator** menu is where you can navigate across environments. See Navigating Across Cloud EPM Environments.

If you are configuring an Enterprise Journals connection for Financial Consolidation and Close, see Creating Connections for Enterprise Journals in *Administering Financial Consolidation and Close*.

Troubleshooting

For troubleshooting assistance, see Handling Issues with Navigation Flows in *Operations Guide*.

Connecting to External Web Services

Service Administrators can also connect to external Web services for the purpose of reading data from and writing to an external Web service.

This connection can be referenced or used in a Groovy script to create a communications link between the Groovy script and the external HTTP/HTTPS resource. For more details and examples of how this connection can be used in a Groovy script, see the EPM Groovy Rules documentation for the Connection and the HttpRequest objects in the EPM Groovy object model.

> **Note**
>
> The **Other Web Service Provider** connection type is only available for use with those business processes that allow Groovy Rules to be created. See the Oracle Enterprise Performance Management Cloud, Groovy Rules Java API Reference.

Before you can create connections to external Web services, you must ensure you have access to the Web service you're connecting. You must also have a secure URL for the Web service and any login details, if required.

To create a connection to an external Web service:

1. Login to the source environment.

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2. From the Home page, click **Tools**, and then click **Connections**.
3. On the **Manage Connections** page, click **Create**.
4. Click **Other Web Service Provider**.
5. Enter a **Connection Name** and a **Description** for the connection.
6. Enter the secure **URL** for the target connection.

> **Note**
>
> - Oracle requires the secure HTTPS protocol (`https://`) for new connections.
> - Only port number 443 is allowed for secure URLs. Either provide a URL with port number 443 or provide no port number at all.
> - Attempts to import a non-secure HTTP connection using Migration will also be blocked and the connection artifact will not be imported.

7. Enter optional advanced options for the URL.

> **Note**
>
> The optional advanced options enable you to specify query or header parameters when defining an external connection. See Specifying Advanced Options for External Connections.

8. Enter **User** and **Password** login credentials for the connection, if required. In some cases, such as connecting to Oracle Fusion Cloud EPM services, the domain name may need to be prefixed to the user name; for example, `<Identity Domain>.<User Name>`.

   To understand basic authentication for Cloud EPM REST APIs and for instructions on finding your identity domain, see Basic Authentication - for Classic and OCI in *Oracle Fusion Cloud EPM REST APIs*.

9. Click **Save and Close**.

Specifying Advanced Options for External Connections

The optional advanced options enable you to specify query or header parameters when defining an external connection.

> **Note**
>
> The ability to define query parameters for an external connection is only available for use with those business processes that allow Groovy Rules to be created. See the Oracle Enterprise Performance Management Cloud, Groovy Rules Java API Reference.

To specify advanced options for external connections:

1. Create an external connection or open an existing external connection.

   See Connecting to External Web Services.

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2. Enter connection details, and then click **Show Advanced Options**.
3. Specify query details as follows:
   - (Add): Add query
   - (Delete): Delete query
   - **Type**: Select **Header** or **Parameter**.

     Header sets a default header that will be sent on every request made for this connection. **Parameter** sets a default query parameter that will be sent on every request made for this connection.
   - **Secure**: If selected, the value entered in the **Value** field will be encrypted. Clearing the **Secure** check box for a query will remove the value.

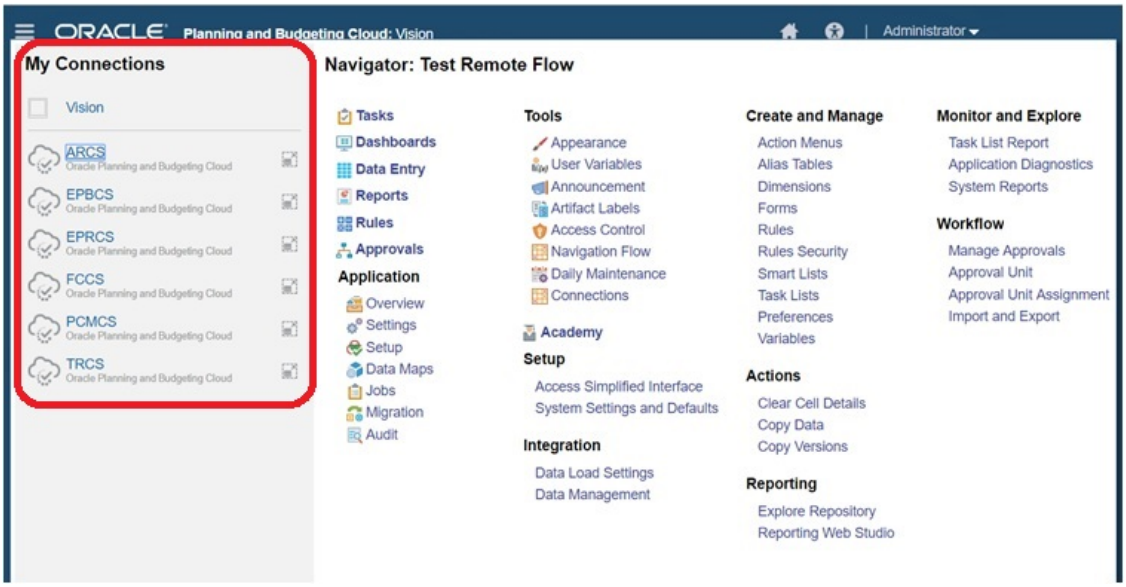
     An example header that one would secure is the Bearer Token for external Web services that supports Bearer Authentication, or the API Key query parameter for external Web services that supports API keys for authentication.

     > **Note**
     >
     > Queries that are marked **Secure** for **Other Web Service Provider** connection types cannot be exported or imported.

   - **Name**: Enter a name for the header or query parameter.
   - **Value**: Enter the value for the header or query parameter.

Navigating Across Cloud EPM Environments

Once a Service Administrator creates connections to other Oracle Fusion Cloud EPM environments, the connections are listed in the **My Connections** pane on the **Navigator** menu.



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You can toggle between the environments from this location. You must have access to the other environments in order to open them. Artifacts are accessible based on the user's role.

To open another Oracle Fusion Cloud Enterprise Performance Management environment:

1. From the Home page, click **Navigator**  .
2. If environments are connected and you have access to those environments, you'll see a list of connected environments in the **My Connections** pane. Click an environment to open it.

> **Note**
>
> Click the icon to the right of the environment name to open the environment in a new window.

Customizing Navigation Flows to Access Other Cloud EPM Environments

You can customize the business process interface to access other Oracle Fusion Cloud EPM environments from the Home page of a source environment. For example, you can add artifacts to the Home page, such as forms or reports, from other Cloud EPM environments. You can group these artifacts (called cards) into clusters by customizing navigation flows. Clusters and cards from target Cloud EPM environments can be directly included in the navigation flows of source Cloud EPM environments. You can also use the Navigation Flow Designer to customize cards to have tabular pages where each tab is an artifact from a different environment.

These two use cases describe in detail how to customize navigation flows to access other Cloud EPM environments:

- Grouping Cards from Other Cloud EPM Environments into Clusters
- Configuring Cards with Tabs from Multiple Cloud EPM Environments

To learn more about designing navigation flows, see Designing Custom Navigation Flows.

Grouping Cards from Other Cloud EPM Environments into Clusters

You can group cards from various Oracle Fusion Cloud EPM environments into a cluster that is accessible from the Home page of a source environment. For example, you can create a cluster within Financial Consolidation and Close consisting of cards with pre-built external reports from Narrative Reporting.

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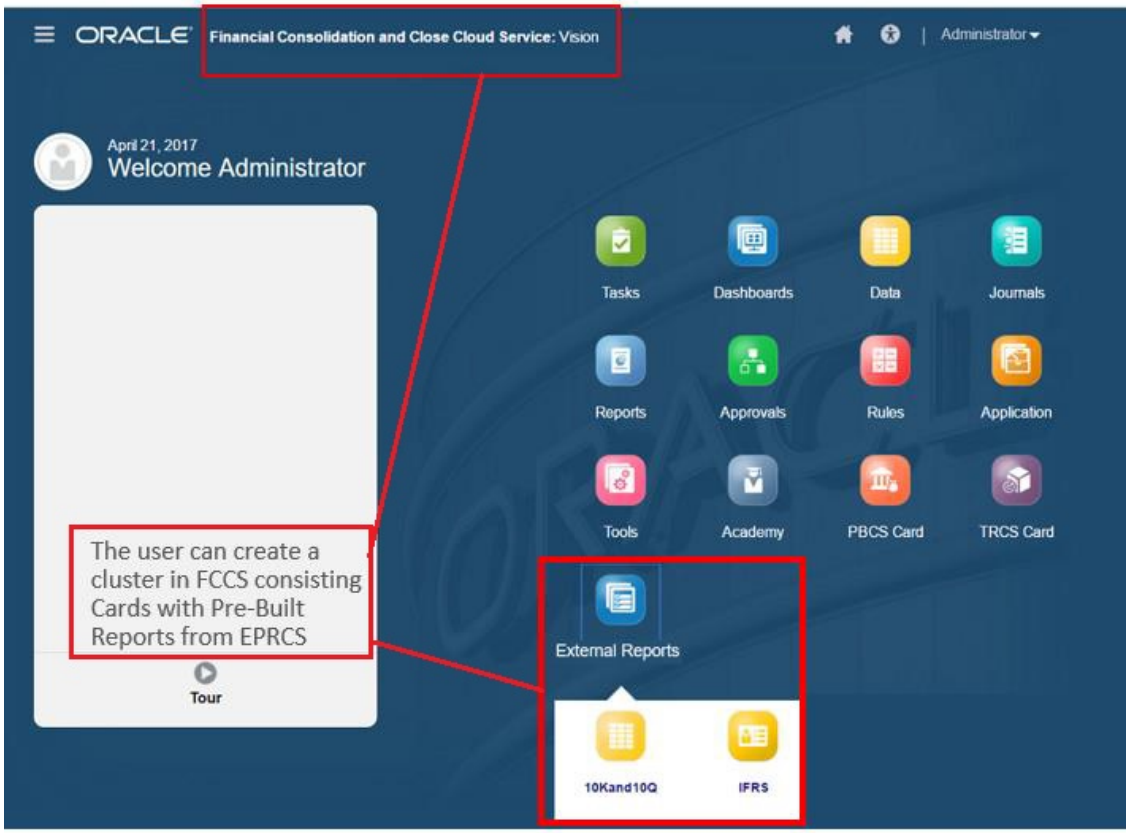
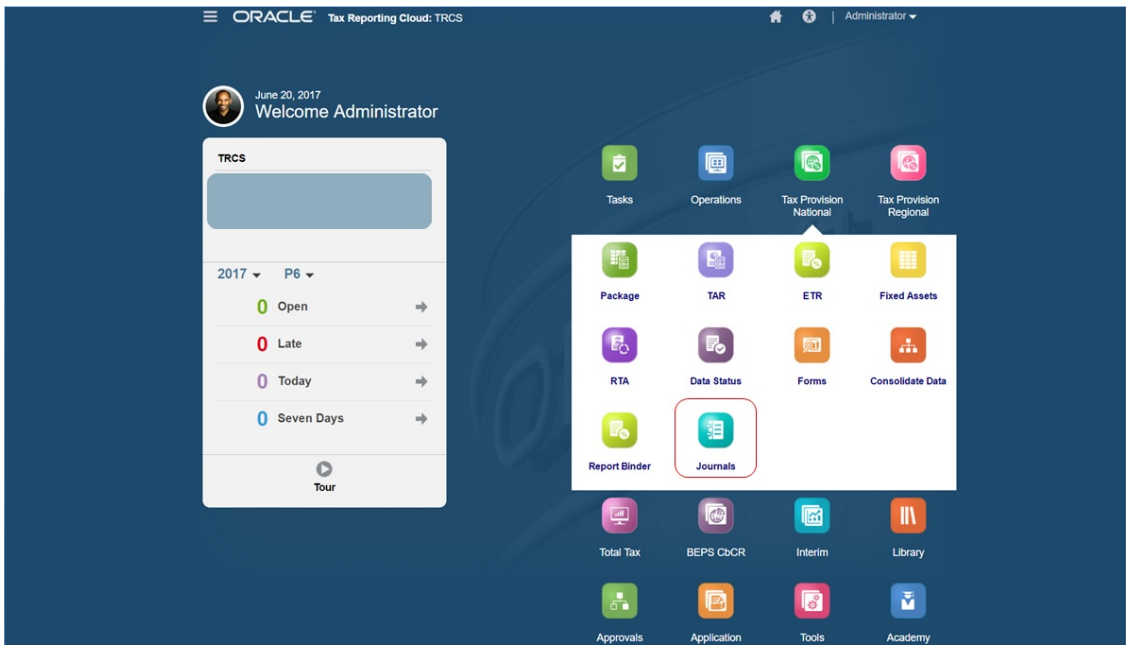


Cards from multiple environments can also be included within the same cluster on a source environment. For example, a Tax Reporting user can launch a Journals icon from Financial Consolidation and Close without leaving Tax Reporting.



You create clusters and add cards to clusters by customizing navigation flows.

For general information about navigation flows, see Designing Custom Navigation Flows.

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To create a cluster made up of cards from other Cloud EPM environments:

1. Launch the Navigation Flow page and create a navigation flow or edit an existing navigation flow:

   > **Note**
   >
   > To create a navigation flow, you must first select an existing navigation flow and make a copy of it. Then edit the duplicate navigation flow details and save them.

   a. Click **Tools**, and then click **Navigation Flows**.

   b. To create a navigation flow, select the navigation flow you want to duplicate, then in the upper right-hand corner of the page, click  (Actions), and then select **Create Copy**. Enter a name for the navigation flow, and then click **OK**.

      > **Note**
      >
      > New flows are marked **Inactive** until they are activated by the Service Administrator. To activate or deactivate a navigation flow, in the **Active** column, click **Active** or **Inactive**. Only one navigation flow at a time can be active.

   c. To edit an existing navigation flow, click the name of the navigation flow you want to edit.

      > **Note**
      >
      > Editing is only possible if the navigation flow is inactive. If the navigation flow you want to edit is active, ensure you mark it **Inactive** before editing.

2. Create a cluster or add an existing cluster:

   a. If it isn't already open, from the **Navigation Flow** page, click the name of the navigation flow in which you want to add a cluster.

   b. To create a new cluster, right-click a card or cluster or click  (Actions), click **Add Cluster**, enter or select the cluster details, and then choose an icon for the cluster.

   c. If there is an existing cluster you want to add from another environment, right-click a card or cluster (or click **Add Existing Card/Cluster**), select the target environment under **My Connections**, and then choose the cluster you want to add to your navigation flow.

      Note the following:

      - Clusters can't be directly selected from Narrative Reporting and Profitability and Cost Management using the **Add Existing Card/Cluster** option.
      - Clusters that are added from another navigation flow or from another environment will display the localized labels that were defined in the source navigation flow. To update the cluster labels in your navigation flow, on the Home page, click **Tools**, and then click **Artifact Labels**.

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See Specifying Artifact Labels.

3. Select the cards to include in the cluster using one of these options:
   - Navigate to the card you want to add to the cluster. If the card is within another environment, first select the environment under **My Connections**, and then navigate to the card in that environment. Assign the card to a cluster using one of these options:
     - To the right of the card that you want to move, in the **Order** column, click (Move). Select the cluster, and then click **OK**.
     - Click the name of the card to view the card details, then for **Cluster** select a cluster for the card, and then click **OK**.
   - Navigate to the cluster in which you want to add the new card. If the cluster is within another environment, first select the environment under **My Connections**, and then navigate to the cluster in that environment. Right-click the cluster or click (Actions), click **Add Card In Cluster**, and then select an option:
     - Select **Add Existing Card**, to select an existing card or to add existing cards from another cluster to the selected cluster.
     - Select **Add Card**, and then enter card details to add a new card to the selected cluster.

   > **Note**
   >
   > You cannot add a card to a cluster if the card or the cluster is already referenced from another navigation flow.

   The cards will appear in the listing as children of the cluster. Use the up and down arrows next to the cards to reorder the cards within the cluster, if needed.
4. Click **Save and Close**.

You must activate the navigation flow and reload it to view your design time changes. To reload a navigation flow, click the down arrow next to your user name. Then on the **Setting and Actions** menu, click **Reload Navigation Flow**.

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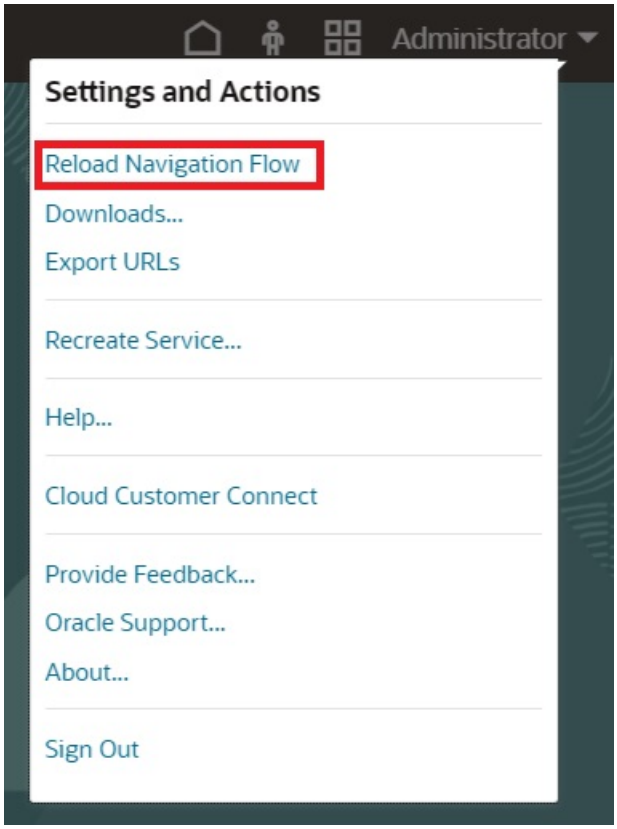

Troubleshooting

If you can't see your referenced artifacts after activating and reloading the navigation flow, see Handling Issues with Navigation Flows in *Operations Guide*.

Configuring Cards with Tabs from Multiple Cloud EPM Environments

You can also customize cards in navigation flows to have tabular pages where each tab is an artifact from a different environment. For example, a Planning user can click a Revenue icon which launches a card with horizontal tabs showing reports from Narrative Reporting.

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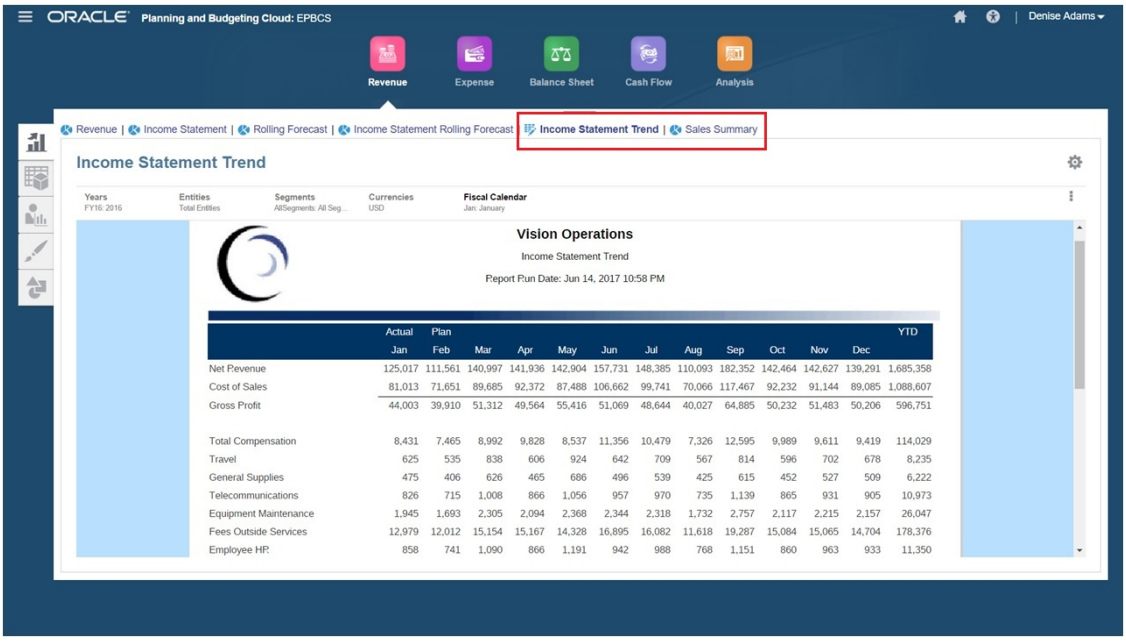

You create tabular cards by customizing navigation flows.

For general information about navigation flows, see Designing Custom Navigation Flows.

To configure a card made up of tabs and sub tabs from other Oracle Fusion Cloud EPM environments:

1. Launch the **Navigation Flow** page and create a navigation flow or edit an existing navigation flow:

   > **Note**
   >
   > To create a navigation flow, you must first select an existing navigation flow and make a copy of it. Then edit the duplicate navigation flow details and save them.

   a. Click **Tools**, and then click **Navigation Flows**.

   b. To create a navigation flow, select the navigation flow you want to duplicate, then in the upper right-hand corner of the page, click (Actions), and then select **Create Copy**. Enter a name for the navigation flow, and then click **OK**.

      > **Note**
      >
      > New flows are marked **Inactive** until they are activated by the Service Administrator. To activate or deactivate a navigation flow, in the **Active** column, click **Active** or **Inactive**. Only one navigation flow at a time can be active.

   c. To edit an existing navigation flow, click the name of the navigation flow you want to edit.

2. Add a tabular card with artifacts from various target environments:

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a. If there is an existing card you want to add from another environment, from the **Navigation Flow** page, right-click a card or cluster or click (Actions), click **Add Existing Card/Cluster**, select the target environment under **My Connections**, and then choose the card you want to add to your navigation flow.

   Note the following:

   - Cards can't be directly selected from Narrative Reporting and Profitability and Cost Management using the **Add Existing Card/Cluster** option.
   - Cards that are added from another navigation flow or from another environment will display the localized labels that were defined in the source navigation flow. To update the card labels in your navigation flow, on the Home page, click **Tools**, and then click **Artifact Labels**.

     See Specifying Artifact Labels.

b. To add a new tabular card to the navigation flow, from the **Navigation Flow** page, right-click a card or cluster or click (Actions), click **Add Card**, and then select details for the card:

   - **Name**: Enter a label for the card.
   - **Visible**: Select whether the card is visible to users on the Home page.
   - **Cluster**: If clusters exist, select a cluster for the card or select **None**.
   - **Icon**: Select the icon that will be displayed for the card you're creating. Choose from the available icons provided in the icon library.
   - **Content**: Select from the following options:
     - **Page Type**: Select a multiple page (tabular) format.
     - **Orientation**: Select **Vertical** or **Horizontal**.

3. Add tabs and sub tabs to the tabular card:

   a. To add an existing tab, right-click a tab, click **Add Existing Tab** (or click the **Add Existing Tab** button), and then select a tab from the Object Library.

   b. To add a new tab, right-click a tab, click **Add New Tab** (or click the **Add New Tab** button), and then edit tab details.

   c. Right-click a tab, click **Add New Sub Tab** or **Add Existing Sub Tab** (or click the **Add New Sub Tab** or **Add Existing Sub Tab** buttons), and then choose a sub tab from the Object Library or edit sub tab details.

   d. For **Artifact**, click  (Choose Artifact) to select an artifact in the Artifact Library; for example, if the artifact is a form, then select the specific form from the artifact listing. Available artifacts include forms, dashboards, and reports. To select an artifact from another environment, select the target environment under **My Connections**, and then choose the artifact you want to add to your sub tab.

   e. Repeat adding tabs and sub tabs until the card is complete.

4. Click **Save and Close**.

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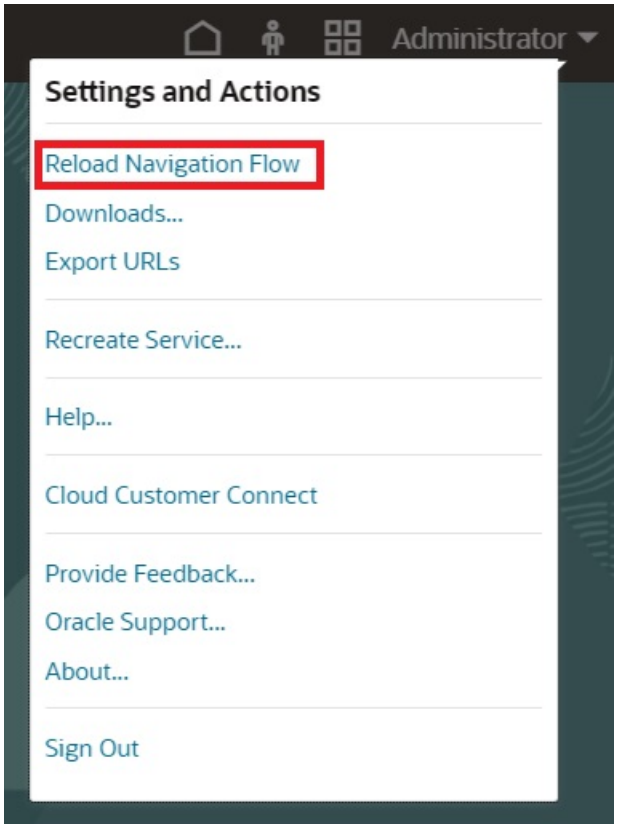
> **Note**
>
> - For cards with multiple tabs or sub tabs, the last tab accessed by a user will be retained the next time the user accesses the card in the same session. If the user logs out and then logs back in, the default tab will be displayed.
> - Tabs or sub tabs that are added from another navigation flow or from another environment will display the localized labels that were defined in the source navigation flow. To update the tab labels in your navigation flow, on the Home page, click **Tools**, and then click **Artifact Labels**.
>
> See Specifying Artifact Labels.

You must reload the navigation flow to view your design time changes. To reload a navigation flow, click the down arrow next to your user name. Then on the **Setting and Actions** menu, click **Reload Navigation Flow**.



If you can't see your referenced artifacts after reloading the navigation flow, see Handling Issues with Navigation Flows in *Operations Guide*.

Using Direct URLs to Integrate Connected Environments

Other source systems like Oracle ERP Cloud can embed URLs to directly link to artifacts contained in cards, tabs, and sub-tabs within connected Oracle Fusion Cloud Enterprise Performance Management environments.

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Other Cloud environments like Oracle ERP Cloud use direct URL links to open connected Cloud EPM content like forms, dashboards, infolets, and reports. To make the integration between Cloud EPM and other systems seamless, you can copy the unique URLs for the artifacts within a connected Cloud EPM business process. You can copy the unique URLs in one of two ways:

- Copy the individual URL for an artifact in the business process. See Copying Direct URLs for Artifacts.
- Export all of the URLs in the business process to a CSV file, then find and copy the unique URLs. See Exporting All URLs to a CSV File.

Videos

Your Goal	Watch This Video
Learn how to use direct links to embed Oracle Fusion Cloud EPM content in other systems such as Cloud ERP and NetSuite.	 Overview: Embed Content Using Direct Links

Copying Direct URLs for Artifacts

Use the **Copy URL** option on the artifact listing page to copy the unique URL for an artifact (dashboards, forms, infolets, and reports) in your Oracle Fusion Cloud Enterprise Performance Management business process.

> **Note**
>
> **Copy URL** is available to all users so that direct URLs to artifacts can be shared. However, only users with access to the targeted artifact can perform actions on it.

To copy the unique URL for an artifact:

1. From the Home page, open the listing page for the artifact.

   For example, click **Dashboards**, **Data**, **Infolets**, or **Reports**.
2. From the listing page, click • • • (Actions) next to the artifact, and then select **Copy URL**.
3. The **Copy URL** dialog displays the unique URL for the artifact. Copy the URL.

Copied URLs can, at times, become invalid. Possible reasons for invalid URLs include:

- The artifact is deleted.
- User access for the artifact is revoked.
- The artifact is renamed, which breaks the URL.
- The artifact is moved to a new folder, resulting in a new URL, which breaks the URL.

Exporting All URLs to a CSV File

Use the **Export URLs** option to create a CSV file that provides the unique URLs for each card, tab, or sub-tab within a connected Oracle Fusion Cloud Enterprise Performance Management business process. URLs are grouped by navigation flow and cluster, so the URLs are easier to find within the CSV file. You can open the CSV file with a text editor or Microsoft Excel and

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embed the relevant URL within the source system pages to serve as a launch point into Cloud EPM.

To export Cloud EPM URLs to a CSV file:

1. Log into a Cloud EPM environment.
2. From the Home page, click the down arrow next to the user name (upper right corner of the screen).
3. On the **Settings and Actions** menu, click **Export URLs**, and then click **Save**.

The system saves a CSV file to the default download folder on your local machine, and the filename is automatically generated with the current date and time of the server; for example, `19_Feb_2021 13_15_38 Navigation Flow URLs.csv`. Find the file in your download folder, and open it with a text editor or with Microsoft Excel.

Viewing the Exported URLs File

The CSV file lists all of the URLs in the business process. Each card, tab (vertical tab), and sub-tab (horizontal tab) has a unique URL. When viewed in a text editor like Notepad or in Microsoft Excel, it identifies the unique URL for each card, tab, and sub-tab, so the URLs for each artifact can be more easily found. URLs are grouped by navigation flow and by cluster.

> **Note**
>
> Only cards, tabs, and sub-tabs have URLs. Navigation flows and clusters don't have URLs.

Table 7-1 Direct URLs Export File Headers

Header	Description
Navigation Flow Name	The name of the navigation flow; for example, Default or Financial Flow.
Status	Status of the navigation flow; for example, Active or Inactive.
Type	Type of entry; for example, cluster, card, tab, or sub tab
Name	The cluster, card, tab or sub-tab name where the artifact is contained. This entry will be empty for clusters or cards which do not contain an artifact directly.
Artifact Type	The type of artifact; for example, Form, Dashboards, Financial Reports, and URL type artifacts.
Artifact Name	The name of the artifact or, in the case of an URL type artifact, the direct URL of the target page. **Caution:** If a direct URL is displayed, do not confuse this URL with the unique URL you'll use to integrate the connected environments.
URL	This is the unique URL you will use to integrate connected environments.
Visible	Indicates whether the artifact in the navigation flow is visible on the Home page to users or groups; for example, Y or N.
Role/Group	The role or group who can view the navigation flow. If a navigation flow is Global, then it can be seen by all users.
Description	The description of the navigation flow, if provided.

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The URLs export file provides the information separated by a vertical bar or pipe (|) delimiter character. See the following example direct URLs export file as viewed in Notepad:



```
Navigation Flow Name|Status|Type|Name|Artifact Type|Artifact Name|URL|Visible|Role/Group|Description
Dashboard 2.0 Test|Inactive|cluster|Strategic Modeling||||Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|card|Model View|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CL_30=EPM_CA_158|Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|card|Consolidation View|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CL_30=EPM_CA_159|Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|card|Templates|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CL_30=EPM_CA_160|Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|card|Tasks|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CA_2|Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|card|Dashboards|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CA_1|Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|card|Infolets|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CA_204|Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|card|Data|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CA_3|Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|card|Reports|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CA_6|Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|tab|Reports|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CA_6=EPM_TA_606|Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|tab|Financial Reports|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CA_6=EPM_TA_617|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|tab|Documents|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CA_6=EPM_TA_633|Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|card|Rules|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CA_4|Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|card|Approvals|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CA_5|Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|cluster|Application||||Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|card|Overview|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CL_22=EPM_CA_120|Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|card|Settings|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CL_22=EPM_CA_121|Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|card|Valid Intersections|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CL_22=EPM_CA_122|Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|sub tab|Setup|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CL_22=EPM_CA_122=EPM_TA_427=EPM_TA_9|Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|sub tab|Reports|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CL_22=EPM_CA_122=EPM_TA_427=EPM_TA_10|Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|card|Data Exchange|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CL_22=EPM_CA_208|Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|sub tab|Data Integration|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CL_22=EPM_CA_208=EPM_TA_599=EPM_TA_598|Y|Global|Default Navigation
Dashboard 2.0 Test|Inactive|sub tab|Data Maps|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CL_22=EPM_CA_208=EPM_TA_599=EPM_TA_11|Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|card|Jobs|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CL_22=EPM_CA_214|Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|card|Cell Level Security|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CL_22=EPM_CA_214|Y|Global|Default Navigation Flow
```

To view the URLs export file in Microsoft Excel:

1. Open Excel, and then click the **Data** menu.
2. Click **New Query**, then **From File**, and then click **From CSV**.
3. Find and select the CSV file you exported, and then click **Import**. A new window displays the data in the CSV file.
4. To make the first row of the CSV file the header row, click **Edit**, click **Use First Row as Headers**, and then click **Close and Load**.

The resulting Excel file will look like the following example:

	A	B	C	D	E	F	G	H	I	J
1	Navigation Flow Name	Status	Type	Name	Artifact Type	Artifact Name	URL	Visible	Role/Group	Description
2	Dashboard 2.0 Test	Inactive	cluster	Strategic Modeling				Y	Global	Default Navigation Flow
3	Dashboard 2.0 Test	Inactive	card	Model View			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
4	Dashboard 2.0 Test	Inactive	card	Consolidation View			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
5	Dashboard 2.0 Test	Inactive	card	Templates			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
6	Dashboard 2.0 Test	Inactive	card	Tasks			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
7	Dashboard 2.0 Test	Inactive	card	Dashboards			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
8	Dashboard 2.0 Test	Inactive	card	Infolets			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
9	Dashboard 2.0 Test	Inactive	card	Data			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
10	Dashboard 2.0 Test	Inactive	card	Reports			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
11	Dashboard 2.0 Test	Inactive	tab	Reports			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
12	Dashboard 2.0 Test	Inactive	tab	Financial Reports			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
13	Dashboard 2.0 Test	Inactive	tab	Documents			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
14	Dashboard 2.0 Test	Inactive	card	Rules			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
15	Dashboard 2.0 Test	Inactive	card	Approvals			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
16	Dashboard 2.0 Test	Inactive	cluster	Application				Y	Global	Default Navigation Flow
17	Dashboard 2.0 Test	Inactive	card	Overview			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
18	Dashboard 2.0 Test	Inactive	card	Settings			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
19	Dashboard 2.0 Test	Inactive	card	Valid Intersections			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
20	Dashboard 2.0 Test	Inactive	sub tab	Setup			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
21	Dashboard 2.0 Test	Inactive	sub tab	Reports			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
22	Dashboard 2.0 Test	Inactive	card	Data Exchange			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
23	Dashboard 2.0 Test	Inactive	sub tab	Data Integration			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
24	Dashboard 2.0 Test	Inactive	sub tab	Data Maps			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
25	Dashboard 2.0 Test	Inactive	card	Jobs			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
26	Dashboard 2.0 Test	Inactive	card	Cell Level Security			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow

Find and copy the unique URL (found in the URL column) for the card, tab, or sub-tab that you wish to have integrated into the other connected environment. Only the URL target will open and users with access to the targeted artifact can perform the same actions as if they're working within the target business process.

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8

Designing Custom Navigation Flows

Customize the business process interface using navigation flows. Navigation flows enable designers to control how roles or groups interact with the business process.

Related Topics

- Understanding Navigation Flows
- Viewing and Working with Navigation Flows

Understanding Navigation Flows

Navigation flows give business process designers control over how various roles, or groups, interact with the business process. The Navigation Flow Designer enables you to customize the business process interface. For example, you can change the names of the cards and clusters that display on the Home page and the order in which they are displayed. You can hide cards, create new cards, and group cards into clusters. You can also customize the vertical and horizontal tabs that display on a card.

Videos

Your Goal	Watch This Video
View the highlights of customizing workflows for connected environments.	 Overview: Configure Navigation Flows to Integrate Cloud EPM Business Processes

Related Topics

- What Can Be Customized in the Business Process Interface?
- Navigation Flow Customization Categories
- Navigation Flow Permissions
- Predefined Navigation Flows
- Understanding Navigation Flow Status after Import
- Viewing and Working with Navigation Flows

What Can Be Customized in the Business Process Interface?

Navigation flows are made up of cards. Each card contains content with information that is displayed as one or more tabbed pages. The content included on cards can be URLs or artifacts such as forms, dashboards, and reports. Cards can be grouped into clusters.

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> **Note**
>
> If Dashboard 2.0 and Forms 2.0 are enabled in your business process:
>
> - Navigation flows support the features included in Dashboard 2.0 and Forms 2.0, including the ability to edit a form from within the runtime dashboard, and editing it with or without data. Dashboard 2.0 component actions such as **Open Form** and **Edit Form** also work directly within the navigation flow.
> - If a dashboard contains multiple components, when you edit a dashboard from within a navigation flow, the focus will be set to the last component in the dashboard.

Navigation flows can be customized in the following ways:

- Labels for cards or tabs
- Icons that are used for cards or tabs
- Hide and unhide cards and tabs
- Display order of cards and tabs
- Add new cards
- Add existing cards
- Add new horizontal or vertical tabs
- Remove navigation flows, cards, and tabs
- Group cards into clusters
- Add existing clusters

See Viewing and Working with Navigation Flows.

Navigation Flow Customization Categories

Navigation flows are categorized as follows for customization:

1. Global: Navigation flows are seen by all users
2. Role: Navigation flows are seen only by users in a specific role; for example, Service Administrator or Power User
3. Group: Navigation flows are seen only by users belonging to a specific group; for example, Sales

Navigation flows can be defined at any of these levels. In cases where navigation flows exist at multiple levels, updates are applied in the order of highest (global) to lowest (groups).

For example, if you create a navigation flow that displays an icon on the Home page named "My Tasks", and then another Service Administrator duplicates the navigation flow, makes the following changes to the card, and then associates the navigation flow with a group:

- At the global level, they rename "My Tasks" to "Company Tasks"
- At the group level, for a group named Sales, they rename "My Tasks" to "Sales Tasks"

Users who belong to the group called Sales will see the label "Sales Tasks" in the navigation flow instead of "My Tasks," and all other users will see the label "Company Tasks".

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Navigation Flow Permissions

The business process offers three levels of permissions for navigation flows:

- Role-based: Permissions are granted to users or groups assigned to a specific role; for example, a User will see different cards displayed on the Home page than a Service Administrator
- Artifact-based: Permissions are granted to users or groups who can see certain artifacts; for example, a User will see only the forms to which they have been assigned permission
- Global: Permissions are granted to all users

Predefined Navigation Flows

The business process comes with one predefined navigation flow, called Default. The Default navigation flow is read only; therefore, you can't make any modifications to it.

These are the operations you can and cannot perform on the Default navigation flow:

- Name: You can't modify the name.
- Delete: You can't delete the navigation flow.
- Edit: You can view the navigation flow details, but you can't change anything.
- Activate or Deactivate: You can activate or deactivate the navigation flow.
- Duplicate: You can make a copy of the navigation flow.

Understanding Navigation Flow Status after Import

When you import a snapshot containing an active navigation flow into an environment containing an active navigation flow of the same category (role, group, or global), then the new navigation flow being imported is deactivated.

For example, the following navigation flows are currently active on your system:

- NF Sales Q2 (Sales group)
- NF Administrator (Service Administrator role)
- NF Custom Default (global)

Let's say you import a navigation flow called NF Sales Q3, which uses the same Sales group as NF Sales Q2. The NF Sales Q3 navigation flow will be imported as inactive and the existing NF Sales Q2 will remain active for the Sales group. If you want the new NF Sales Q3 to be active, you must manually activate it (which will inactivate the old NF Sales Q2). We deactivate the imported Q3 navigation flow because the import might occur ahead of the Q3 start date, and we want to ensure the Q3 navigation flow isn't activated before the Q3 start date.

If a new application is created from a Migration snapshot that includes an active custom global navigation flow (for example, NF Custom), the NF Custom global navigation flow will become inactive after Migration import. The same is true if the application is cloned. The Default global navigation flow will become the active global navigation flow and you'll need to ensure you activate the global NF Custom navigation flow after the new application is created. If all users are using the NF Custom global navigation flow, they might experience a service interruption until the NF Custom navigation flow is activated.

When designing navigation flows:

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- Create navigation flows for specific groups or classes of users. Then associate the navigation flow to corresponding user groups.
- Avoid creating one global navigation flow for all users.

Viewing and Working with Navigation Flows

Users assigned the Service Administrator role can view all navigation flows, including the predefined navigation flow, on the Navigation Flows page. Users assigned to other roles and groups will only see the navigation flows to which they have access.

The Navigation Flow page lists each navigation flow by name, indicates the role or the group that has access to the navigation flow (if assigned), and provides a description of the navigation flow (if provided). The listing also indicates whether the navigation flow is active or not.

Viewing Navigation Flows

To view the Navigation Flow page:

1. On the Home page, click **Tools**.
2. Click **Navigation Flows**.

Working with Navigation Flows

To work with a navigation flow, perform an action:

- For design best practices and considerations, see Navigation Flow Design Best Practices and Naming Considerations.
- To create and duplicate navigation flows, see Creating and Duplicating Navigation Flows.
- To edit a navigation flow, see Editing a Navigation Flow.
- To activate or deactivate a navigation flow, see Activating and Deactivating Navigation Flows.
- To preview the runtime view of a navigation flow for a user, see Previewing the Runtime View of a Navigation Flow for a User.
- To validate navigation flows and to learn how to find and resolve navigation flow elements with missing artifacts, see Using Validate to Find Missing Artifacts in Navigation Flows.
- To resolve a navigation flow in the listing that is displaying a warning icon  , see Resolving Navigation Flows that Display a Warning Icon.
- To rename cards and tabs, see Customizing Labels for Cards, Tabs, and Clusters.
- To customize the graphics used for cards and tabs, see Customizing Icons for Cards and Vertical Tabs.
- To hide and unhide cards and tabs, see Hiding and Unhiding Clusters, Cards, and Tabs.
- To change the display order of cards on the Home page, see Changing the Display Order of Cards on the Home Page.
- To add cards, see Adding Cards.
- To add tabs, see Adding Tabs.
- To embed third-party pages in navigation flows, see About Using URLs to Embed Third-Party Pages in Cloud EPM Applications.

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- To remove navigation flows, cards, and tabs, see Removing Navigation Flows, Cards, and Tabs.
- To group cards into clusters, see Grouping Cards into Clusters.
- To reload a navigation flow, see Reloading a Navigation Flow.
- To switch navigation flows at runtime, see Switching Navigation Flows at Runtime.
- To copy the current page URL for sharing, see Sharing the Current Page URL for Cards, Tabs, and Sub Tabs.

Troubleshooting

For help with resolving navigation flow issues, see Handling Issues with Navigation Flows in *Operations Guide*.

Navigation Flow Design Best Practices and Naming Considerations

Design Best Practices

To provide an optimal user experience and to avoid excessive scrolling on the Home page and within cards and tabs, you must adhere to the following guidelines when designing navigation flows:

- Keep the top-level items (cards and clusters) to no more than 20 visible items.
- Add no more than 16 visible cards to a cluster.
- Add no more than 10 visible vertical tabs within a card.
- Add no more than 20 visible sub tabs (horizontal tabs) within a vertical tab.
- Label names on sub tabs (horizontal tabs) display only the first 30 characters at runtime. Hovering your cursor over the tab reveals the entire label.

> **Note**
>
> If you attempt to exceed the visibility limits, you will see a warning message telling you that you've exceeded the limit.

Naming Considerations

There are naming restrictions for navigation flows, cards, clusters, tabs, and infolets (if your business process uses infolets) in navigation flows. You cannot use these special characters:

- ampersand (&)
- less than sign (<)
- greater than sign (>)
- quotation mark (")
- backslash (\ )
- plus sign (+)

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Creating and Duplicating Navigation Flows

To create a navigation flow, you must first select an existing navigation flow and make a copy of it. Then edit the duplicate navigation flow details and save them.

To create and duplicate a navigation flow:

1. Open the **Navigation Flow** page. See Viewing and Working with Navigation Flows.
2. In the upper right-hand corner of the page, click  (Actions), and then select **Create Copy**.
3. Enter a name for the navigation flow, and then click **OK**.

> **Note**
>
> Ensure that you adhere to the navigation flow naming restrictions outlined in Navigation Flow Design Best Practices and Naming Considerations.

4. Edit details for the navigation flow. See Editing a Navigation Flow.

> **Note**
>
> New flows are marked **Inactive** until they are activated by the Service Administrator. To activate a navigation flow, see Activating and Deactivating Navigation Flows.

To reload a navigation flow to view design time changes, see Reloading a Navigation Flow.

Editing a Navigation Flow

To edit a navigation flow:

1. Open the **Navigation Flow** page. See Viewing and Working with Navigation Flows.
2. Click the name of the navigation flow you want to edit.

> **Note**
>
> The predefined navigation flow isn't editable. However, you can create a copy of a predefined navigation flow and edit the copy. See Predefined Navigation Flows.

You'll see a page listing the cards and clusters in the navigation flow. On this page you can edit the role or goup assignation, designate which clusters and cards are visible on the Home page, change the order in which the navigation flow clusters and cards are displayed, add cards to clusters or remove them, and remove clusters and cards from the navigation flow.

- **Assign To**: Click  (Select) to assign the navigation flow to a group of users or to a role.

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- **Visible**: Edit the visibility of the navigation flow clusters and cards on the Home page by selecting or deselecting them in the **Visible** column.

> **Note**
>
> Ensure that you adhere to the navigation flow guidelines for visibility outlined in Navigation Flow Design Best Practices and Naming Considerations.

- **Order**: Clusters and cards are listed in the order in which they are displayed on the Home page, if visible. Selecting an up or down arrow option repositions the clusters and cards in the listing and changes the display order of the clusters and cards on the Home page. Selecting the right arrow moves a card into a cluster.
- **Remove**: Removes the cluster or card from the navigation flow.

3. Click a cluster or card to edit details. For descriptions of card details, see the following topics:
   - Adding Cards
   - Adding Tabs

To reload a navigation flow to view design time changes, see Reloading a Navigation Flow.

Activating and Deactivating Navigation Flows

You can create multiple navigation flows for each category (global, role, or group), but only one navigation flow can be active in each category. Whenever you make a navigation flow active, the other navigation flows in the same category will become inactive.

> **Note**
>
> Each business process requires one active global navigation flow. To make a different global navigation flow active, select another global navigation flow and activate it.

For information about categories, see Navigation Flow Customization Categories.

These are the operations users can and cannot perform on an active navigation flow:

- Name: Users can't modify the name.
- Delete: Users can't delete the navigation flow.
- Edit:
  - Users can view the navigation flow definition, but they can't change anything.
  - If the business process is in administration mode, then users can save any modifications.
- Activate or Deactivate: Users can activate or deactivate a navigation flow.
- Duplicate: Users can make a copy of a navigation flow.

To activate or deactivate a navigation flow:

1. Open the **Navigation Flow** page. See Viewing and Working with Navigation Flows.

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2. In the **Active** column, click **Active** or **Inactive**. An active flow will be marked inactive. Conversely, an inactive flow will be marked active.

Previewing the Runtime View of a Navigation Flow for a User

Navigation flow designers can use the **User Access View** option to preview the runtime view for any user assigned to a group associated with a navigation flow.

This preview option is only available when the navigation flow is associated with a group. The **User Access View** option is not enabled for the Default navigation flow or for any navigation flow that is not associated with a group.

To preview the runtime view of a navigation flow for a user:

1. Open the **Navigation Flow** page. See Viewing and Working with Navigation Flows.
2. Select the row for the navigation flow you want to preview.

> **Note**
>
> The navigation flow must be associated with a group and it cannot be the Default navigation flow.

3. In the upper right-hand corner of the page, click (Actions), and then select **User Access View**.

   The navigation flow opens and displays the name of the navigation flow followed by **(User Access View)**.
4. Select from the following options:
   - **Users**: Select a user to preview the runtime view for that user. By default, the **Users** box displays the first name in the user list for the group associated with the navigation flow. To select a different user, click (Users), select another user, and then click **OK**.
   - **Display**: Select **All nodes** or **Visible nodes**. **All nodes** is the default option and it displays all the nodes for the navigation flow in the **Navigation** list. If some of the nodes are not visible to the user (possible reasons being they don't have access to an artifact within the node or an artifact within a node was removed or renamed), an error icon will indicate which nodes include artifacts that are not visible for that user. **Visible nodes** displays only the nodes that are visible for that user in the **Navigation** list.
5. If **All nodes** is selected, the **Navigation** list displays error icons next to the nodes that are fully or partially inaccessible to the user:
   - (No Access): This entire node is not accessible to the user. Possible reasons for limited access: the user doesn’t have access to the page or to the referenced node, the navigation flow might’ve been deleted or renamed, the connection might be unavailable or deleted.
   - (Partial Access): One or more nodes are not accessible to the user. Possible reasons for limited access: the user doesn’t have access to the page or to the referenced node, the navigation flow might’ve been deleted or renamed, the connection might be unavailable or deleted.

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If a node displays a (Partial Access), expand the node to view the artifacts within each node that are inaccessible to the user.

6. Click **Close** to exit **User Access View**.

Using Validate to Find Missing Artifacts in Navigation Flows

While viewing the Navigation Flow listing, you might see navigation flow nodes or artifacts displaying an error icon. This error occurs because artifacts that were associated with the navigation flow were either renamed or removed and they are now considered missing. You'll need to edit the navigation flow to associate it with either a renamed artifact or with a different artifact before you can activate the navigation flow. You might not realize that artifacts are considered missing, so it's recommended that you validate your navigation flows before setting them to Active status.

> **Note**
>
> To resolve a navigation flow displaying a warning icon, see Resolving Navigation Flows that Display a Warning Icon.

To validate navigation flows to find missing artifacts and reassociate them:

1. Open the **Navigation Flow** page. See Viewing and Working with Navigation Flows.
2. If they aren't already deactivated, set the navigation flows you want to validate to **Inactive** status. See Activating and Deactivating Navigation Flows.
3. Highlight the row or rows of the navigation flows you want to validate.
4. Click (Actions), and then select **Validate**.

   If artifacts are missing, you'll see an error message indicating which navigation flows are referencing artifacts that cannot be found.
5. Click the name of each navigation flow with the error, and then expand the nodes which display the error icon until you reach the Manage page which displays the missing artifact.
6. For **Artifact**, click (Choose Artifact) to select the renamed artifact or a different artifact in the Artifact Library.
7. Click **Save and Close**.
8. Repeat the validation on your navigation flows and drill down to make corrections, as needed, until you see a message indicating the navigation flows are valid.
9. Activate the navigation flows. See Activating and Deactivating Navigation Flows.

To reload a navigation flow to view design time changes, see Reloading a Navigation Flow.

Resolving Navigation Flows that Display a Warning Icon

While viewing the Navigation Flow listing, you might see a navigation flow displaying a warning icon. This occurs because the group that was associated with the navigation flow was

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deleted. You'll need to edit the navigation flow to associate it with a group or role before you can activate the navigation flow.

> **Note**
>
> To resolve navigation flows displaying an error icon  , see Using Validate to Find Missing Artifacts in Navigation Flows.

To resolve the navigation flow:

1. Open the **Navigation Flow** page. See Viewing and Working with Navigation Flows.
2. Click the name of the navigation flow displaying the warning icon  .
3. For **Assign To**, click  (Select) to assign the navigation flow to a group of users or to a role, then click **Save and Close**.
4. Activate the navigation flow. See Activating and Deactivating Navigation Flows.

To reload a navigation flow to view design time changes, see Reloading a Navigation Flow.

Customizing Labels for Cards, Tabs, and Clusters

You can customize the labels for cards (the icons that display on the Home page), tabs, and clusters. Labels are limited to 25 characters or less. For vertical tabs, there is no character limitation since the label for vertical tabs displays as hover text.

> **Note**
>
> Do not update the labels for cards, tabs, or clusters against the Default navigation flow. Only customize labels for custom navigation flows.

To customize labels for cards, tabs, and clusters:

1. Open the **Navigation Flow** page and click the name of the navigation flow you want to edit. See Viewing and Working with Navigation Flows.
2. If customizing the label for a card or cluster:
   a. Click the name of the card or cluster you want to edit.
   b. Enter a new name and save it.

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> **Note**
>
> - You can edit the label here. However, if the label is defined in the **Artifact Labels** page on the **Tools** cluster, that definition will take precedence and will display during runtime. To change a label permanently, redefine it in the **Artifact Labels** page.
>
> See Specifying Artifact Labels.
> - Ensure that you adhere to the naming restrictions outlined in Navigation Flow Design Best Practices and Naming Considerations.

3. If customizing the label for a tab:
   a. Click the name of the card you want to edit.
   b. In the tab listing on the **Manage Tab** page, click the name of the tab you want to edit.
   c. Enter a new name for the tab and save it.

To reload a navigation flow to view design time changes, see Reloading a Navigation Flow.

Customizing Icons for Cards and Vertical Tabs

You can change the icons used for cards and vertical tabs. You must pick from the available icons provided in the icon library.

To customize the icons for cards and vertical tabs:

1. Open the **Navigation Flow** page and click the name of the navigation flow you want to edit. See Viewing and Working with Navigation Flows.
2. If customizing the icon for a card:
   a. Click the name of the card you want to edit.
   b. Click the icon for the card, select a new icon from the library, and then save it.
3. If customizing the icon for a tab:
   a. Click the name of the icon you want to edit.
   b. In the tab listing on the **Manage Tab** page, click the name of the tab you want to edit.
   c. Click the icon for the tab, select a new icon from the library, and then save it.

To reload a navigation flow to view design time changes, see Reloading a Navigation Flow.

Hiding and Unhiding Clusters, Cards, and Tabs

You cannot hide the following navigation elements:

- The **Application** cluster and the **Settings** icon in the **Application** cluster.
- The **Tools** cluster and these icons in the **Tools** cluster:
  - **Access Control**
  - **Navigation Flows**
  - **Daily Maintenance**
  - **Migration**

Ensure that you adhere to the navigation flow guidelines for visibility outlined in Navigation Flow Design Best Practices and Naming Considerations.

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To hide and unhide clusters, cards, and tabs:

1. Click the **Navigation Flow** icon and click the name of the navigation flow you want to edit. See Viewing and Working with Navigation Flows.
2. Edit the Home page visibility of the navigation flow clusters and cards by selecting or deselecting them in the **Visible** column.
3. If hiding or unhiding a tab:
   a. Click the name of the card you want to edit.
   b. In the tab listing on the **Manage Tab** page, select or deselect the check box in the **Visible** column.

To reload a navigation flow to view design time changes, see Reloading a Navigation Flow.

Changing the Display Order of Cards on the Home Page

You can change the display order of cards in the Navigation Flow Designer. Cards display on the Home page in the order they appear within the listing

To change the display order of the cards on the Home page:

1. Open the **Navigation Flow** page. See Viewing and Working with Navigation Flows.
2. In the listing, use the up and down arrows in the **Order** column to move cards up or down in the navigation flow order.

To reload a navigation flow to view design time changes, see Reloading a Navigation Flow.

Adding Cards

The icons you see on the Home page represent cards. Cards are specific to each functional area of the business process. Each card navigates users to the corresponding area, where other information is displayed as one or more tabbed pages. You can create single page or multiple page (tabular) cards.

To ensure an optimal user experience, review the navigation flow design best practices. See Navigation Flow Design Best Practices and Naming Considerations.

You can also group cards into clusters. See Grouping Cards into Clusters.

To add cards to a navigation flow:

1. Open the **Navigation Flow** page and click the name of the navigation flow you want to edit. See Viewing and Working with Navigation Flows.
2. To add an existing card to the navigation flow, right-click a card or cluster in the list or click  (Actions), click **Add Existing Card/Cluster**, and then select a card. If there is an existing card you want to add from another environment, right-click a card or cluster in the list or click  (Actions), click **Add Existing Card/Cluster**, select the target environment under **My Connections**, and then choose the card you want to add to your navigation flow.

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> **Note**
>
> - Cards can't be directly selected from Narrative Reporting and Profitability and Cost Management using the **Add Existing Card/Cluster** option.
> - Cards that are added from another navigation flow or from another environment will display the localized labels that were defined in the source navigation flow. To update the card labels in your navigation flow, on the Home page, click **Tools**, and then click **Artifact Labels**.
>
>   See Specifying Artifact Labels.
> - A reference card is a card that is already referenced from another navigation flow. References to already referenced cards are not supported in navigation flows and will not be available for selection in the Object Library when adding an existing card; for example:
>   - A card referring to a remote artifact or remote tab will not be available from the Object Library when adding an existing card.
>   - A card referring to a tab from another navigation flow will not be available from the Object Library when adding an existing card.

A card is added to the list as a sibling under the card or cluster that is currently selected. To add a card to a cluster, see Grouping Cards into Clusters.

> **Note**
>
> Cards that are added without first selecting a card or cluster are added to the end of the list.

3. To add a new card to the navigation flow, right-click a node in the list or click + (Actions), click **Add Card**, and then select details for the new card:

Table 8-1 New Card Details

Label	Description
Name	Enter a label for the card. Ensure that you adhere to the naming restrictions outlined in Navigation Flow Design Best Practices and Naming Considerations.
Visible	Select whether the card is visible to users on the Home page.
Cluster	If clusters exist, select a cluster for the card or select **None**.
Icon	Select the graphic that will be displayed for the card you're creating. Choose from the available graphics provided in the graphics library.
Page Type	Select **Single Page** or **Tabular Page** format.

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Table 8-1 (Cont.) New Card Details

Label	Description
Content Source	If you selected the **Single Page** format, select **Artifact** or **URL**: • For **Artifact**, click  (Choose Artifact) to select an artifact in the Artifact Library; for example, if the artifact is a form, then select the specific form from the artifact listing. Available artifacts include forms (including hidden forms), dashboards, and reports. To select an artifact from another environment, select the target environment under **My Connections**, and then choose the artifact you want to add. • For **URL**, enter a complete URL; for example, a URL to embed an Oracle Analytics Cloud dashboard in a card, then click **Preview** to validate the URL in a popup window. Insert only external site URLs starting with the `https://` security protocol. Don't use internal or relative URLs or URLs for unconsenting third-party sites. See About Using URLs to Embed Third-Party Pages in Cloud EPM Applications.
Orientation	If you selected the **Tabular Page** format, select **Vertical** or **Horizontal**, and then add new or existing tabs and sub tabs. See Adding Tabs.

A card is added to the list as a sibling under the card or cluster that is currently selected. To add a card to a cluster, see Grouping Cards into Clusters.

> **Note**
>
> Cards that are added without first selecting a card or cluster are added to the end of the list.

4. Click **Save and Close**.

To reload a navigation flow to view design time changes, see Reloading a Navigation Flow.

Adding Tabs

Tabs can be horizontal or vertical. For example, the **Valid Intersections** card (under the **Application** cluster) is a tabular page with two horizontal tabs: **Setup** and **Reports**.

> **Note**
>
> The horizontal tabs are at the bottom of the page.

You can also create tabular pages with vertical tabs. Vertical tabs display a graphic and text appears when the cursor is hovered over the tab. Horizontal tabs display labels with text only or text with icons.

To ensure an optimal user experience, review the navigation flow design best practices. See Navigation Flow Design Best Practices and Naming Considerations.

To add tabs to a tabular page:

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1. Open the **Navigation Flow** page and click the name of the navigation flow you want to edit. See Viewing and Working with Navigation Flows.
2. Edit an existing card by clicking the name of the card you want to edit, or add a new card by right-clicking a card or clicking (Actions), and then clicking **Add Card**.
3. On the **Manage Card** page, select the following options:
   - For **Page Type**, select **Tabular Page**.
   - For **Orientation**, select **Vertical** or **Horizontal**.

   A tab listing displays at the bottom of the **Manage Card** page.
4. To edit an existing tab, click a tab name from the tab listing, and edit tab details.
5. To add a new or existing tab:
   a. To add an existing tab, right-click a tab in the listing at the bottom of the **Manage Card** page, click **Add Existing Tab** (or click the **Add Existing Tab** button), select a tab from the Object Library, and then click **OK**.

      > **Note**
      >
      > A reference tab is a tab that is already referenced from another navigation flow. References to already referenced tabs are not supported in navigation flows and will not be available for selection in the Object Library when adding an existing tab; for example:
      >
      > - A tab referring to a remote artifact or remote sub-tab will not be available from the Object Library when adding an existing tab.
      > - A tab referring to a sub tab from another navigation flow will not be available from the Object Library when adding an existing tab.

   b. To add a new tab, right-click a tab, click **Add New Tab** (or click the **Add New Tab** button), and then edit tab details.
   c. Select the content for the new tab:
      - For **Artifact**, click (Choose Artifact) to select an artifact in the Artifact Library; for example, if the artifact is a form, then select the specific form from the artifact listing. Available artifacts include forms (including hidden forms), dashboards, and reports. To select an artifact from another environment, select the target environment under **My Connections**, and then choose the artifact you want to add.
      - For **URL**, enter a complete URL; for example, a URL to embed an Oracle Analytics Cloud dashboard in a tab, then click **Preview** to validate the URL in a popup window.

        Insert only external site URLs starting with the `https://` security protocol. Don't use internal or relative URLs or URLs for unconsenting third-party sites. See About Using URLs to Embed Third-Party Pages in Cloud EPM Applications.

      A tab is added to the list as a sibling under the tab that is currently selected.

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> **Note**
>
> Tabs that are added without first selecting a tab are added to the end of the list.

6. To add new or existing sub tabs to a tab:
   a. Click the name of a tab in the in the tab listing.
   b. For **Page Type**, select **Tabular Page**.
   c. Right-click a tab, and click **Add New Sub Tab** or **Add Existing Sub Tab** (or click the **Add New Sub Tab** or **Add Existing Sub Tab** button), and then edit sub tab details.
   d. Select the content for the new sub tab:

      - For **Artifact**, click  (Choose Artifact) to select an artifact in the Artifact Library; for example, if the artifact is a form, then select the specific form from the artifact listing. Available artifacts include forms (including hidden forms), dashboards, and reports. To select an artifact from another environment, select the target environment under **My Connections**, and then choose the artifact you want to add.
      - For **URL**, enter a complete URL; for example, a URL to embed an Oracle Analytics Cloud dashboard in a sub tab. Click **Preview** to validate the URL in a popup window.

        Insert only external site URLs starting with the `https://` security protocol. Don't use internal or relative URLs or URLs for unconsenting third-party sites. See About Using URLs to Embed Third-Party Pages in Cloud EPM Applications.

   A sub tab is added to the list as a sibling under the tab that is currently selected.

> **Note**
>
> Sub tabs that are added without first selecting a tab are added to the end of the list.

7. Click **Save and Close**.

To reload a navigation flow to view design time changes, see Reloading a Navigation Flow.

> **Note**
>
> - For cards with multiple tabs or sub tabs, the last tab accessed by a user will be retained the next time the user accesses the card in the same session. If the user logs out and then logs back in, the default tab will be displayed.
> - Tabs or sub tabs that are added from another navigation flow or from another environment will display the localized labels that were defined in the source navigation flow. To update the tab labels in your navigation flow, on the Home page, click **Tools**, and then click **Artifact Labels**.
>
>   See Specifying Artifact Labels.

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About Using URLs to Embed Third-Party Pages in Cloud EPM Applications

Oracle Fusion Cloud Enterprise Performance Management uses IFrame to embed third-party URLs. IFrame requires that the page that is being embedded must give approval to the page that is embedding it. For example, if we want to embed a page from sharepoint.com into a Cloud EPM application, then sharepoint.com must allow oraclecloud.com to embed the page from sharepoint.com.

This can be achieved by adding oraclecloud.com in the Content Security Policy of the web application whose page you need to embed.

When embedding a third-party page you also must consider if the page is available to the public or if it requires a login. For example, pages from wikipedia.org do not need any authentication.

If you are embedding a page that requires authentication, you need to see if SSO can be enabled for the page. If not, then your page may not load inside IFrame. As a workaround, log in to that web application in another browser tab, and then if you access the same page from the Cloud EPM application, it will open.

This URL support feature allows you to embed the following types of pages:

- Other Oracle products (would need to enable SSO)
- Web applications owned by customer (would need to allow the Cloud EPM application by updating the Content Security Policy and enabling SSO, or likewise)
- Pages from the public domain (for example, wikipedia.org)

> **Note**
>
> - Do not use this feature to embed a URL for an entire other Cloud EPM instance; for example, do not embed a URL for Narrative Reporting into Planning Modules.
> - Though not supported by Oracle, you can embed links to the following resources within navigation flow cards, tabs, and sub tabs:
>   - Google Sheets
>   - Files stored in Google Drive (for example, PDF and Excel)
>   - Files stored in Microsoft Office 365
>
> Use the instructions provided by the third-party sites to generate a URL which can then be used in your Cloud EPM application.

Removing Navigation Flows, Cards, and Tabs

You can't remove the following navigation elements:

- The **Application** cluster and the **Settings** icon in the **Application** cluster.
- The **Tools** cluster and these icons in the **Tools** cluster:
  - **Access Control**
  - **Navigation Flows**
  - **Daily Maintenance**

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- **Migration**

To remove navigation flows, cards, and tabs:

1. Open the **Navigation Flow** page. See Viewing and Working with Navigation Flows.
2. If removing a navigation flow:
   a. Select the navigation flow you want to remove.
   b. In the upper right-hand corner of the page, click (Actions), and then select **Delete**.

> **Note**
>
> You can't delete the predefined navigation flow, called Default.

3. If removing a card:
   a. Click the name of the navigation flow you want to edit.
   b. In the **Remove** column for the card you want to remove, click (Remove).
4. If removing a tab:
   a. Click the name of the navigation flow you want to edit.
   b. Click the name of the card you want to edit.
   c. In the tab listing at the bottom of the **Manage Tab** page, in the **Remove** column for the tab you want to remove, click (Remove).

To reload a navigation flow to view design time changes, see Reloading a Navigation Flow.

Grouping Cards into Clusters

A cluster is a grouping of cards. You must first create a cluster and then you can assign cards to it. You can also add existing clusters to navigation flows.

To ensure an optimal user experience, review the navigation flow design best practices. See Navigation Flow Design Best Practices and Naming Considerations.

To assign cards to clusters:

1. Create a new cluster or add an existing cluster:
   a. Open the **Navigation Flow** page and click the name of the navigation flow in which you want to add a cluster. See Viewing and Working with Navigation Flows.
   b. To create a new cluster, right-click a card or cluster in the list or click (Actions), click **Add Cluster**, enter or select the cluster details, and then choose a graphic for the cluster.

> **Note**
>
> Ensure that you adhere to the visibility and naming restrictions outlined in Navigation Flow Design Best Practices and Naming Considerations.

A cluster is added to the list as a sibling under the cluster that is currently selected.

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> **Note**
>
> Clusters that are added without first selecting a card or cluster are added to the end of the list.

c. To add an existing cluster, right-click a card or cluster in the list or click (Actions), click **Add Existing Card/Cluster**. If there is an existing cluster you want to add from another environment, right-click a card or cluster in the list or click (Actions), click **Add Existing Card/Cluster**, select the target environment under **My Connections**, and then choose the cluster you want to add to your navigation flow.

> **Note**
>
> - Clusters can't be directly selected from Narrative Reporting and Profitability and Cost Management using the **Add Existing Card/Cluster** option.
> - Clusters that are added from another navigation flow or from another environment will display the localized labels that were defined in the source navigation flow. To update the cluster labels in your navigation flow, on the Home page, click **Tools**, and then click **Artifact Labels**.
>
> See Specifying Artifact Labels.
> - A reference cluster is a cluster that is already referenced from another navigation flow. References to already referenced clusters are not supported in navigation flows and will not be available for selection in the Object Library when adding an existing cluster.

A cluster is added to the list as a sibling under the card or cluster that is currently selected.

> **Note**
>
> Clusters that are added without first selecting a card or cluster are added to the end of the list.

d. Click **Save and Close**.

2. Select the cards to include in the cluster using one of these options:

a. Navigate to the card you want to add. If the card is within another environment, first select the environment under **My Connections**, and then navigate to the card in that environment. Assign the card to a cluster using one of these options:

- To the right of the card in the **Order** column, click (Move to Cluster), select the cluster, and then click **OK**.
- Click the name of the card to view the card details, then for **Cluster** select a cluster for the card, and then click **OK**.

b. Navigate to the cluster in which you want to add a card, then right-click the cluster or click (Actions), click **Add Card In Cluster**, and then select an option:

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- Select **Add Existing Card**, to select an existing card or to add existing cards from another cluster to the selected cluster.
- Select **Add Card**, and then enter card details to add a new card to the selected cluster.

> **Note**
>
> You cannot add a card to a cluster if the card or the cluster is already referenced from another navigation flow.

c. Click **Save and Close**.

The cards will appear in the listing as children of the cluster. Use the up and down arrows next to the cards to reorder the cards within the cluster, if needed.

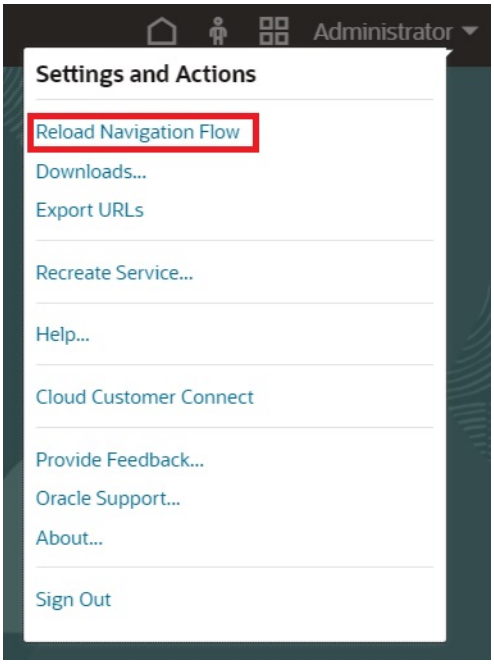
To reload a navigation flow to view design time changes, see Reloading a Navigation Flow.

Reloading a Navigation Flow

To display design changes while you're working with a navigation flow, you can reload the navigation flow.

There are two ways to reload a navigation flow after making design changes. From the Home page:

1. Click the down arrow next to the user name (upper right corner of the screen). Then on the **Settings and Actions** menu, click **Reload Navigation Flow**.



2. Click (Navigation Flows). Then on the **Navigation Flows** menu, click (Reload Navigation Flow).

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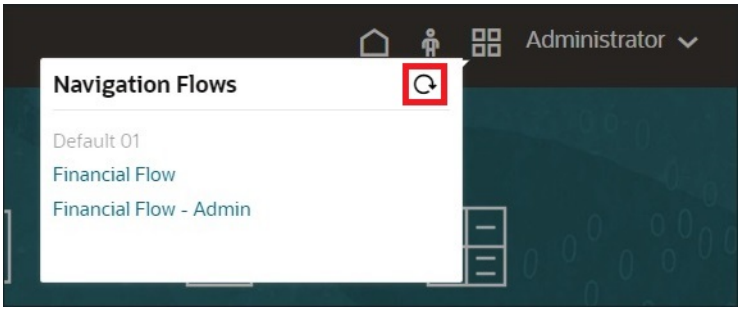


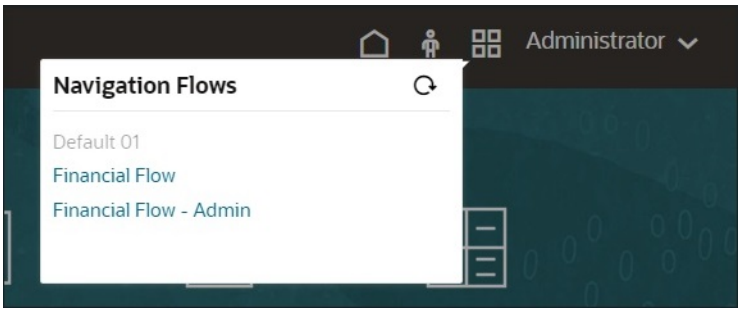
Switching Navigation Flows at Runtime

If you belong to multiple groups or if a navigation flow is assigned to a role, you might have access to more than one navigation flow.

> **Note**
>
> Users assigned the Service Administrator role can access all navigation flows.

To switch navigation flows at runtime:

1. From the Home page, click (Navigation Flows).
2. Select the navigation flow you want to view.



> **Note**
>
> Click (Reload Navigation Flow) to refresh the list of navigation flows.

Sharing the Current Page URL for Cards, Tabs, and Sub Tabs

Copy the URL for the currently displayed card, tab, or sub tab and share it with other users who have access.

Use the **Share Current Page URL** option on the **Settings and Actions** menu to copy the URL for the currently displayed card, tab, or sub tab in your Oracle Fusion Cloud Enterprise Performance Management business process.

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URLs can be copied and then shared with other users in an email, Slack, or any other messaging application. Also, copied URLs can be used in a slide show presentation such as PowerPoint. Note that users can only access cards, tabs, or sub tabs if they are authorized to access them.

When the copied URL is launched the page will be rendered with the full header, meaning they will be able to navigate to all of the pages to which they have access within the navigation flow. If the user launching the URL is not logged in, they will be redirected to a login page, then after login the URL page will open.

To copy a URL for sharing:

1. Navigate to the page (card, tab, or sub tab) in your application that you want to copy.

   For example, from the Home page, click Dashboards to view the Dashboards page.
2. Click the down arrow next to your user name (upper right corner of the screen).
3. On the **Settings and Actions** menu, select **Share Current Page URL**.

   Note: The **Share Current Page URL** menu option only displays if you're currently viewing a card, tab, or sub tab. If you're currently viewing the Home page, the **Share Current Page URL** menu option won't display on the **Settings and Actions** menu.
4. Select the displayed URL and copy it by pressing Ctrl+C.

   After pasting it into a browser, the URL will enable direct access to the current page in the application.

Considerations

Note the following considerations when using the **Share Current Page URL** option:

- The page specified in the URL will not open if the navigation flow was deleted, modified, or made inactive. Instead, you'll be redirected to the home page of the currently active navigation flow.
- If you're using a classic environment, you cannot share URLs. URLs are not supported for classic pages.
- URLs cannot be embedded into dashboards as the content source.
- URLs cannot be embedded into navigation flows as the content source.
- URLs cannot be shared for pages with dynamic tabs. Dynamic tabs are local and limited to the current user session, and therefore cannot be shared.
- URLs cannot be shared for infolets. URLs are not supported for infolets.

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9

Integrating Cloud EPM and Oracle Enterprise Data Management Cloud with Oracle Guided Learning

Oracle Guided Learning (OGL) offers a robust framework for developing personalized, guided, and contextual training and user onboarding experiences. Beyond the EPM documentation, this versatile toolset includes the options to create custom process guides, display groups, message guides, smart tips, and more. It offers a comprehensive learning interface tailored to meet specific needs within Oracle Fusion Cloud Enterprise Performance Management and Oracle Enterprise Data Management Cloud environments, enhancing user proficiency and operational efficiency. For a detailed overview, see Introduction & Overview of Oracle Guided Learning in *Oracle Guided Learning User Guide*.

The users have access to OGL Console, which allows them to define content that streamlines adoption by enabling them to design and activate in-application guidance tailored to specific workflows and requirements. For instance, you can create OGL guides for your Navigation Flows.

Configuring Settings in the Environment

Before proceeding, ensure you have an active OGL account and at least one Application ID (App ID) set up. An App ID is a logical grouping of guides (contents). Each App ID can group guides customized for EPM workflows for a particular business process. For setup details, see Getting Started in *Oracle Guided Learning User Guide*.

> **Note**
>
> When integrating an OGL App ID to use OGL Help within a Navigation Flow, configure it solely at the source environment. OGL setup is unnecessary on any of the connected environments.

Follow these steps to integrate an OGL application into your environment:

1. Navigate to **Applications**, then **Settings**
2. Enter the following Oracle Guided Learning Settings:
   - **Application ID**
   - **Server URL** - Depending on the location of your environment, enter the URL:
     - NA: `https://guidedlearning.oracle.com`
     - EMEA: `https://guidedlearning-emea.oracle.com`
     - APAC: `https://guidedlearning-apac.oracle.com`
3. Click **Save**. You'll need to log off and log back in for the OGL widget to display on your screen.

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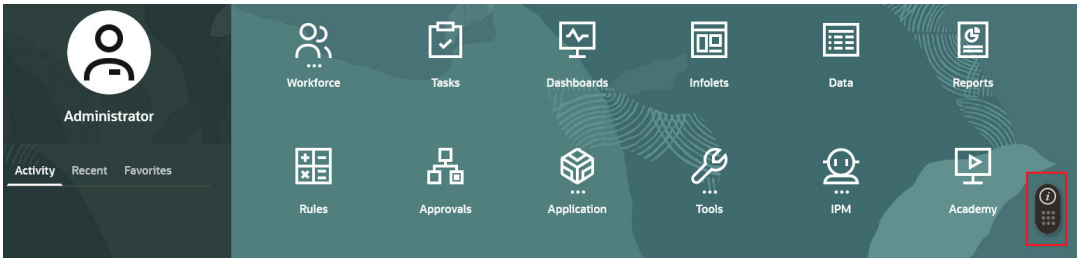


Configuring settings in the OGL Environment

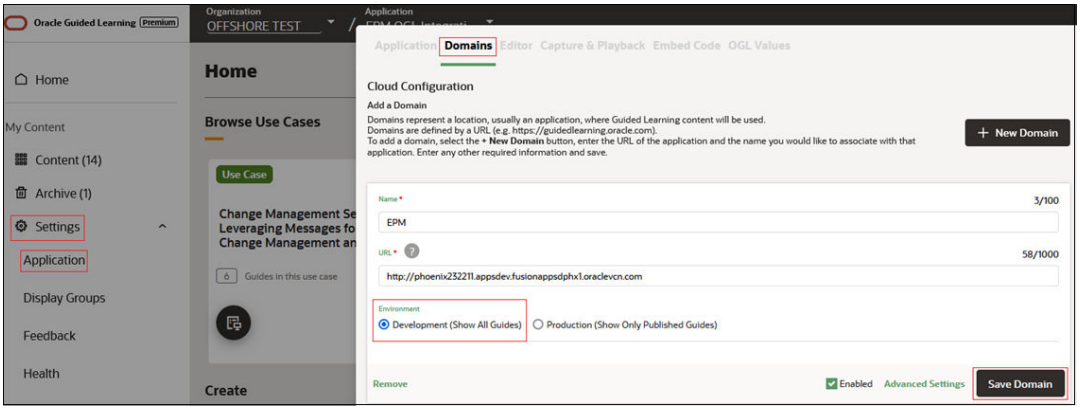
Once the OGL Application is integrated into the Cloud EPM and Oracle Enterprise Data Management Cloud environments, the OGL widget will be accessible to the users. Only published guides are visible since the domains by default is configured to Production, which hides the guides that are in development mode.

To allow users to view both published and in-development guides from the environment, change the application's settings as follows:

1. Access the OGL Console application settings. See OGL Console Left Panel in the *Oracle Guided Learning User Guide*.
2. Navigate to the **Domains** tab.
3. Select the **Environment** to **Development** to display all guides.
4. Check the domain status to **Enabled.**

> **Note**
>
> Please make sure to complete the domain entry configuration correctly so that OGL content displays correctly on all applications. Remember OGL content won't appear for domains not listed in OGL Cloud Configuration.

5. Click **Save Domain**.



Key Considerations

- Cloud EPM and Oracle Enterprise Data Management Cloud environments are required to perform daily maintenance. Oracle generates a maintenance snapshot, known as an Artifact Snapshot, which captures existing artifacts and data. It's important to note that OGL configuration in Cloud EPM and Oracle Enterprise Data Management Cloud is not

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integrated, and therefor is not included in the Artifact Snapshot. For more information, see Exporting OGL Guide Content in *Oracle Guided Learning User Guide*.

- If the Cloud EPM and Oracle Enterprise Data Management Cloud environments have Network Perimeter setup, the IP address of the OGL server or the outbound IP address of the region that hosts the OGL server must be added to the Network Perimeter. See Outbound IP Addresses of Cloud EPM Data Centers and Regions in *Operations Guide*.

Enabling Context-Based Activation of OGL Guides in Cloud EPM

Oracle Guided Learning (OGL) seamlessly integrates with applications to capture their workflows, enabling precise, in-application guidance tailored to user needs. The **Advanced Setting** feature in the **OGL Editor** further enhances this capability by allowing Service Administrators to:

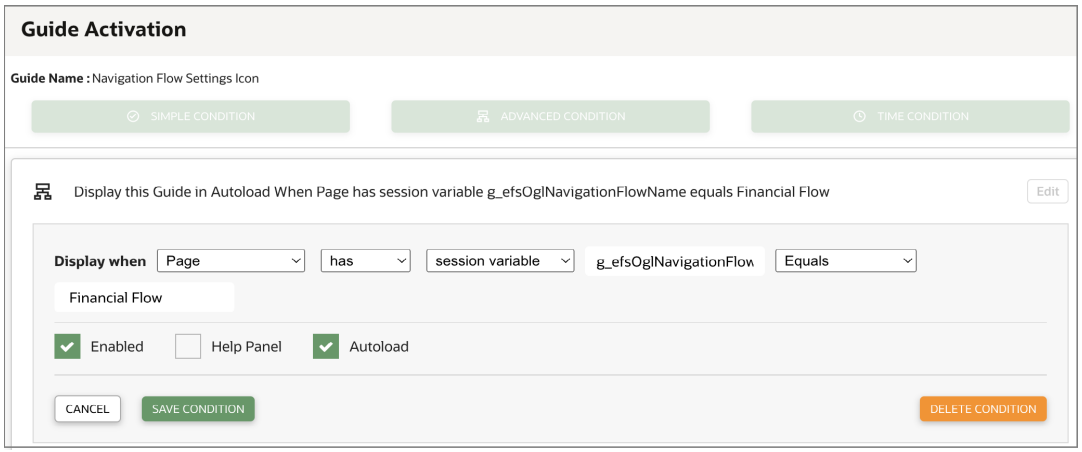
- Configure conditional activation based on Navigation Flow name, cluster ID, card ID, tab, or sub-tab ID.
- Incorporate dynamic content and define custom triggers for guide activation.
- Control visibility and placement of guidance on-screen.

This flexibility ensures that OGL guidance can be fine tuned to meet diverse business requirements within the application environment. Upon integration, Oracle Fusion Cloud Enterprise Performance Management offers the following attributes for activating guides conditionally on pages or components, allowing advanced settings for context-based activation of OGL Guides in the Cloud EPM environments:

Attributes for Context-Based Activation in Cloud EPM

For more information on updating attributes, see Working with the Editors in *Oracle Guided Learning User Guide*.

- **Activating Guides by Navigation Flow Name**: Use the attribute `g_efsOglNavigationFlowName` to activate a guide for specific Navigation Flow. For instance, the following condition activates a guide for all pages within the "Financial Flow" Navigation Flow.



- **Activating Guide Names by Page ID:** The attribute `g_efsOglFqId` enables activation at various levels within the navigation hierarchy:
  - `g_efsOglFqId/<SUB_TAB_ID>` - Activates the guide on the specified sub-tab.

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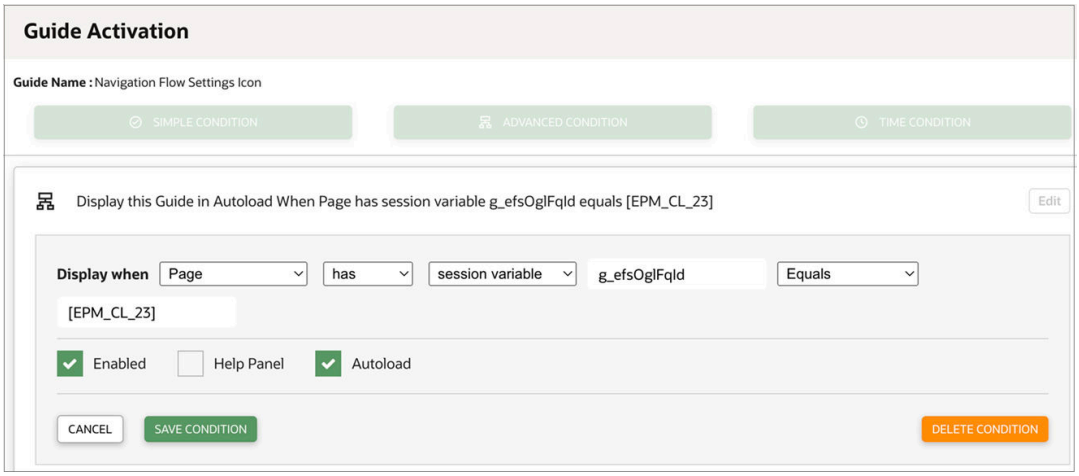
- `g_efsOglFqId/<TAB_ID>/<SUB_TAB_ID>>` - Activates the guides on a sub-tab within a specific tab.
- `g_efsOglFqId/<CARD_ID>/<TAB_ID>/<SUB_TAB_ID>` - Activates the guide on a sub-tab within a tab within a specified card.
- `g_efsOglFqId/<TAB_ID>` - Activates the guides for all the pages within the specified tab.
- `g_efsOglFqId/<CARD_ID>` - Activates the guides for all the pages within the specified card.
- `g_efsOglFqId/<CLUSTER_ID>` - Activates the guides for all the pages within the specified cluster.

For instance, the following activation condition for OGL enables a guide for all pages defined in the cluster ID EPM_CL_23.



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10

Managing Infolets

Infolets enable users to view and interact with high-level, essential information from different sources. This helps users quickly assess where to direct their attention.

Related Topics

- About Infolets
- Anatomy of an Infolet
- Determining Infolet Content
- Using the Infolets Designer
- Creating Infolets
- Working with Infolets - Standardized Interface
- Working with Infolets - Legacy Interface
- Customizing the Interface to Access Infolets

About Infolets

Infolets enable users to view and interact with high-level, essential information generated from different sources so that they can quickly assess where to direct their attention. Service Administrators create, redesign, delete, and assign permissions to infolets.

> **Note**
>
> Starting with the October 2025 (25.10) update, Oracle will no longer support the following infolet actions:
>
> - Creation of new infolets
> - **Copy As**, which duplicates an existing infolet
> - Designating an infolet as Default and defining infolet dots on the Home page
>
> Users for all new and existing environments will be restricted from creating infolets or adding them to navigation flows.

What is an Infolet?

An infolet is a self-contained, interactive box-shaped container used to display information using text and charts. Infolets are interactive and use progressive disclosure to display high-level, aggregated, essential information for quick consumption at a glance, and then can be acted upon as needed. Infolets can be flipped and resized to display up to three charts or sets of values.

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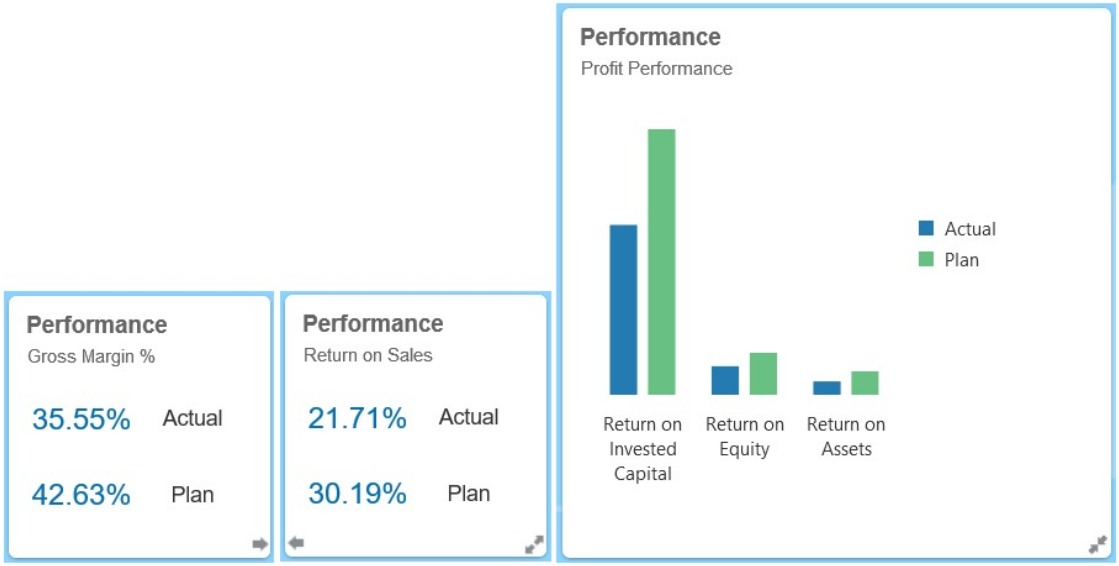

For more information about infolets, see Anatomy of an Infolet.

How Can I Use Infolets?

Use infolets to:

- Promote essential, easily consumable information
- Provide answers to your most critical questions:
  - What is new or what has changed?
  - What is the most important information that supports my work?
- Group key information by user role in a way that helps users quickly assess and prioritize their work
- Progressively display essential details and actions

  Display these additional details in the various infolet views accessed by flipping or expanding an infolet. However, a single infolet view is acceptable.
- Provide a visually rich means of displaying essential or summary information

Do not use infolets to feature highly complex information, such as reporting functions, or to present detailed visuals.

See Determining Infolet Content.

What is an Infolet Page?

An infolets page is a page that contains one or more infolets. It houses a container that manages the space occupied by the infolets and rearranges them depending on the size of the browser and the size of the infolets. Each infolet you create belongs to an infolet page. The **Infolets** card on the Home page provides a list of infolet pages.

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> **Note**
>
> Not all features pictured in the preceding image are supported in this update. Oracle plans to support these features in a later update.

See Working with Infolets - Standardized Interface.

Anatomy of an Infolet

Infolet Views

An infolet supports up to three views:

1. Front view (required)



2. Back view (optional)

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3. Expanded view (optional)



The front view is required, and:

- Provides a quick look or glimpse at high-level information that has a direct effect on your work; for example, the front view can display status, counts, totals, or the most recent updates
- Promotes a glancing action that helps you identify important information that you may want to explore a bit more
- Uses all infolet sizes except 3x2 (see information about infolet sizes below)
- Returns the expanded view to its original size in the front view or back view
- Includes an Actions menu icon available only on hover and either a (optional) flip to back icon or an expand icon in the lower-right corner

> **Note**
>
> If only one view is presented, it must be a front view.

The back view is optional, and:

- Presents analytical information (for example, a graph)

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- Promotes a scanning action that helps you explore or become more familiar with the information represented on the front view
- Is sized the same as the front view
- Includes an Actions menu icon available only on hover, a flip to front icon in the lower-left corner, and an (optional) expand icon in the lower-right corner

The expanded view is optional, and:

- Presents even more detailed information about the single data point or interdependent data set presented in the front and back views; for example, the expanded view can display more details about an object or a list of recent items than what's displayed on either the front or back view
- Provides enough information to help you decide if you're ready to take action and move to a focused context on a work area page
- Transitions smoothly from other views. You see a smooth, seamless expansion, as one infolet pushes others into new positions.
- Must be sized bigger than the front or back views
- Includes an Actions menu icon available only on hover, and a collapse icon in the lower-right corner

Infolet views honor the access permissions assigned to the underlying forms and dimensions. Therefore, the same infolet may display varying views from user to user if they have different access permissions.

Infolet Sizes

Infolets can be sized as follows:

> **Note**
>
> 1x1 refers to a box that spans one column and row width (170 pixels).

- 1x1
- 2x1
- 3x1
- 2x2
- 3x2 (expanded view only)

The size of the front and the back views are always the same. Changing the size of the front view will automatically reset the size of the back view. Because the size of the expanded view must always be greater than the size of the front/back views, if the size of the front/back view of an infolet is enlarged, the expanded view automatically resets to a larger size than the front/back view.

> **Note**
>
> Front and back views cannot use the 3x2 size. This size is applicable for the expanded view only.

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The size, title, and subtitle of a view is set by the designer in the properties panel. See Using the Infolets Designer.

Navigating Between Infolet Views

An infolet can be created with one of the following view combinations:

1. Front view only
2. Front and back views
3. Front and expanded views
4. Front, back, and expanded views

Switching from one view to another is controlled by clicking a flip icon, an expand icon, or a collapse icon available in the bottom-right or bottom-left corner of the infolet. Hovering your cursor over the bottom corners reveals a flip, expand, or collapse icon.

Determining Infolet Content

Consider the following general tips when determining infolet content:

- Look to existing dashboards and work area pages.

  Dashboards and work area pages are excellent starting points because they display collections of information summaries.

- Apply the 10/90/90 principle.

  Seek out the most essential, easily consumable information that addresses frequently asked questions garnered from the top 10 percent of use cases. These use cases can come from across your enterprise—from business intelligence, social, transactional, external, and so on.

  Then focus this information to reveal what 90 percent of your users would benefit from viewing 90 percent of the time. You can apply this 10/90/90 percent principle to existing dashboard content, to existing work area page content, or generally, to percolate eligible information for an infolet.

- Restate your top use cases in the form of frequently asked business questions.

  Present the corresponding infolet content in such a way as to answer these business questions; for example, how many orders are in jeopardy, listed by status?

- Look for one point or a tightly related, interdependent set of points, instead of multiple points of information.

  The process of determining content for an infolet is similar to the process that is used to yield dashboard content—but to a deeper level of analysis. Look for information within a data point or data set that is suitable to be displayed in no more than three views of information hierarchy and that answers a critical business question.

- Start with the single most important point.

  An infolet displays aggregated information about a single data aspect or point of information in relation to an event that the user needs to know about or a task that the user needs to address.

  If a dashboard contains multiple aspects about one or more objects (for example, numeric totals and currency totals), start with the single most important point and add that as a simple overview (for example, as a total using a stylized numeric value) to the front view of an infolet. Then determine the content for the back view, if needed. Finally, determine the content for the expanded view, if needed.

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An infolet should have no more than three views. If there is only a single data point or only one tightly related, interdependent data set to display on an infolet, use only the front view.

Related Links

Designing Forms for Infolets

Designing Charts for Infolets

Designing Forms for Infolets

Use only forms with small data sets in infolets. Permissions that are set for forms are honored in infolets.

You can create forms that are specifically used in infolets:

- Forms used in infolets should have fewer cells than a traditional data entry form; for example, forms used in infolets should only have up to 12 cells.
- Forms used in infolets should have no more than 12 rows and columns. If a form has more than 12 rows and columns, the infolet will only display the first 12 rows and columns.
- Infolets currently don't support Page dimensions or POVs, therefore forms used in infolets should not contain Page dimensions.
- If a form that is used in infolets contains a grid with members that expand, the infolet will display all the members in the form, including the expanded members.

Designing Charts for Infolets

Use the title and subtitle in charts to show static context.

There are six types of charts that you can use in infolets:

- Bar: Displays a graphical summary of multiple data values for comparison purposes. Bar charts can be plotted vertically or horizontally. Up to eight bars are recommended for bar chart infolets.
- Column: Displays stacked bars that represent different data sets on top of each other. The height of the resulting bar shows the combined result of the data sets.
- Doughnut: A circular graph which is divided into segments to compare data sets to one another. The blank center displays the sum of all data sets. Up to six segment values are recommended for doughnut chart infolets.
- Line: Use to visualize a trend in data over intervals of time.
- Pie: A circular graph which is divided into slices to compare data sets to one another. Up to six slices are recommended for pie chart infolets.
- Tile: Lets you select specific values from a data set to display. No more than three values are recommended for tile chart infolets.

> **Note**
>
> Tile charts can only use the 1x1 size. You cannot resize an infolet using the tile chart until the chart type is changed. If you drag and drop a tile chart to an infolet that is greater than 1x1, you will be prompted to change either the size of the infolet or the chart type.

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Using the Infolets Designer

Service Administrators use the Infolets Designer to create infolets and infolet pages. The Infolets Designer enables easy toggling between runtime and designer views.

To access the Infolets Designer, click the **Infolets** icon on the Home page, then create an infolet or edit an existing infolet.

Clicking the infolet name in the list region, launches the runtime version of the infolet page. You can toggle from runtime view to designer view by clicking (Infolet Designer).

Infolets Designer



Infolets Toolbar

On the upper right is the Infolets Toolbar.

: Adds a new infolet to the Infolets Designer

: Hides and unhides the Properties panel

: Click to perform these actions:

- **Reset**: Resets the Infolets Designer to a previously saved state
- **Refresh**: Refreshes the data from Essbase and updates the infolet definition from the database
- **Runtime**: Hides all Infolets Designer elements and displays the infolet as it would appear to users during runtime

: From runtime mode, displays the Infolets Designer

Infolets Designer Palette

On the left is the Designer Palette. The Designer Palette has two tabs: Forms and Chart Types. Highlight objects in the Designer Palette and then drag and drop them onto the drop zone.

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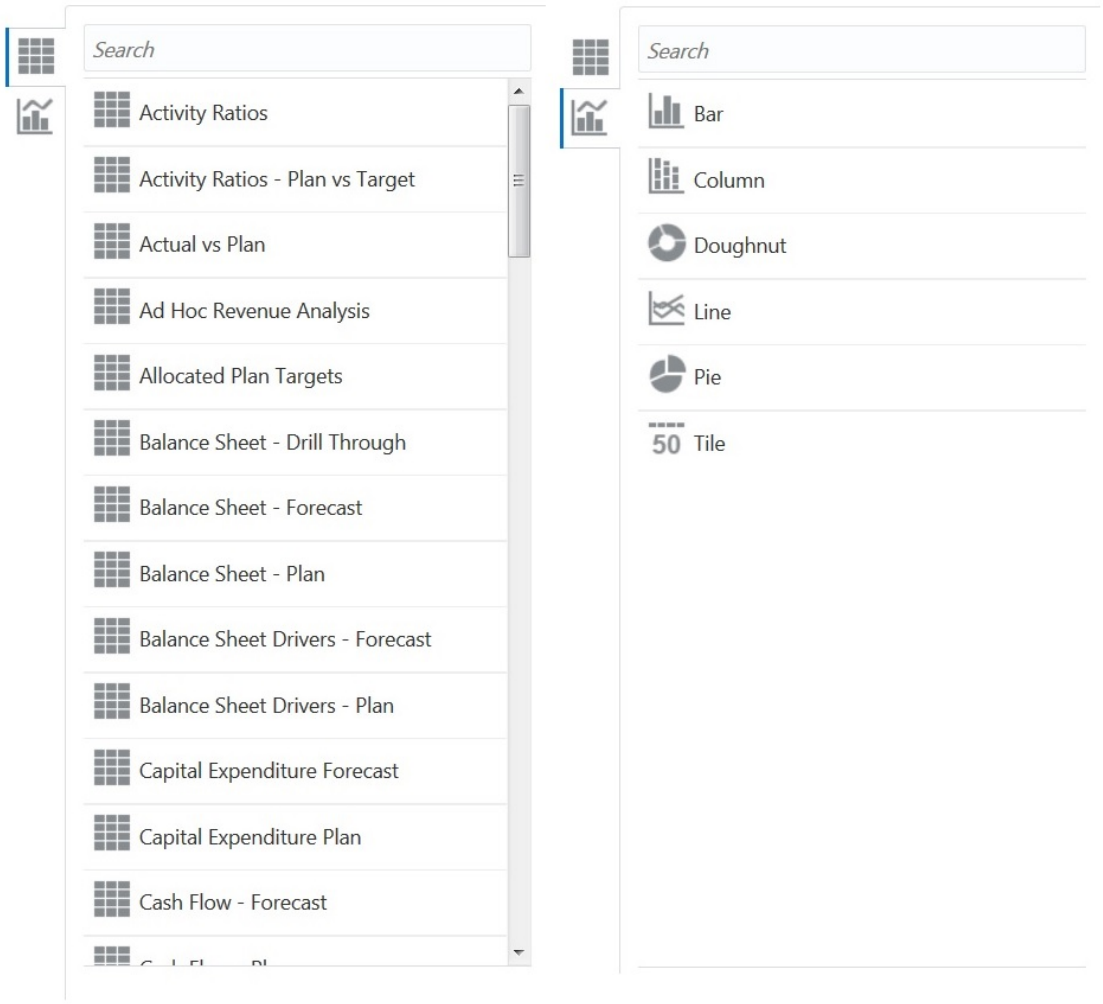

Designer Palette objects:

- Forms: Select forms to include in the infolet by scrolling through the forms or by searching for them by name. For details about forms, see Designing Forms for Infolets.

  > **Note**
  >
  > The access permissions set for forms are honored in infolets.

- Chart Types: Select the chart types to include in the infolet. Infolets display sample data in the charts until you associate the chart with a form as its data source. When you link a chart to a form, users can see the impact of changing data in the form on the associated charts. To associate a chart with a form, highlight a chart and drag and drop it onto the drop zone, in the Properties panel, click **Sample**, and then click **Forms** to select the data source. For details about charts, see Designing Charts for Infolets.

Infolet Menu

The infolet menu contains the infolet delete and clear actions. To view the infolet menu, hover over the upper right corner of the infolet, and then click the down arrow to display the menu options:

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- **Delete**: Removes the infolet from the page
- **Clear**: Clears infolet details

Properties Panel

The properties panel on the right side of the Infolets Designer enables you view and work with these infolet properties:

> **Note**
>
> The header you specify is the same for all views of an infolet, but you can specify a different subtitle for each view; for example, the front, back, and expanded views of an infolet can each have different subtitles, but they must have the same header.

- **Header**
- **Subtitle**
- **Size**: Displays the infolet in the selected size
- **Chart Type**: Displays the infolet data as the selected chart type
- **Data**: Displays the associated data source (Sample or Form)
- **Form**: Displays the selected infolet form

Actions such as delete and clear are on the infolet menu.

By default, the front view of an infolet is displayed in the properties panel. You can see the other views by selecting them from the drop-down. If you flip or expand an infolet to view the back or expanded views, the properties for those views display in the properties panel. In addition, the properties for the corresponding chart type are also displayed in the properties panel.

Creating Infolets

To create infolets:

1. From the Home page, click **Infolets**.
2. Click **Actions**, then **Create Infolets** (or if you're using the legacy interface, click **Create**).
3. Click **Untitled Infolets Page**, and enter a title for the new infolets page you are creating.
4. From the designer palette on the left, choose either the **Library** tab or the **Visualizations** tab, highlight an object, and then drag and drop it onto the infolets drop zone.

   Alternatively, you can click

   

   (Add Infolet) at the top of the page to add a new infolet to the workspace.
5. If the **Properties** panel isn't already displaying, click

   

   (Properties) at the top of the page to reveal it. Customize the highlighted infolet using selections made in the **Properties** panel.
6. Click **Save**.

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You can easily duplicate and modify an infolet using the **Copy As** action on the Infolet list page. From the list page, click the Actions icon next to the infolet you want to copy, and then click **Copy As**.

Working with Infolets - Standardized Interface

About the Infolets Interface

This topic provides details about working with the **Infolets** page in the default standardized interface. To learn more about the standardized interface, see About the Standardized Cloud EPM Platform Artifact Pages.

After you've created an infolets page, it is displayed in the list region on the **Infolets** page.

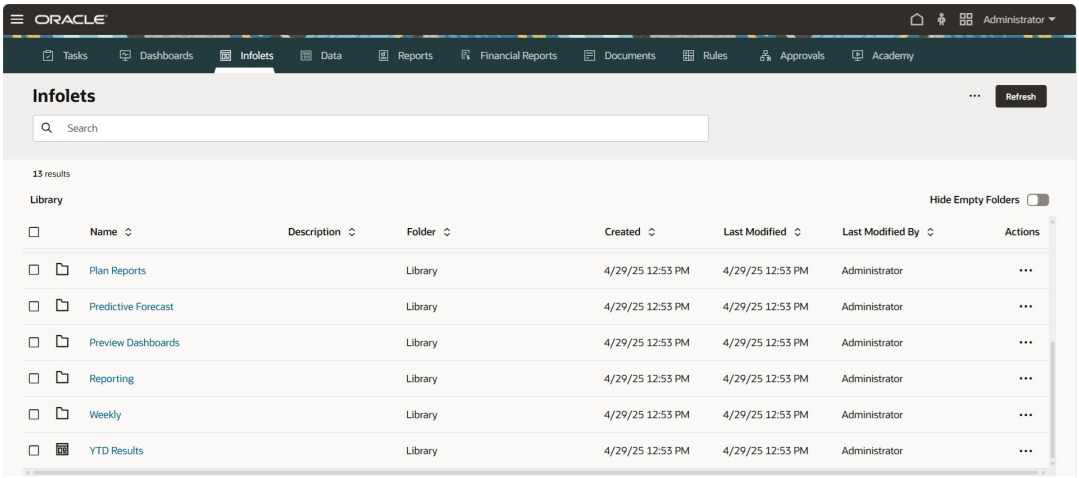
The **Infolets** page supports folders. Folders enable you to assign permissions to all infolets within a folder rather than assigning permissions to each individual infolet. The **Infolets** page uses the same folder hierarchy as dashboards and data entry forms and all artifacts and folders reside under a root folder called **Library**.

> **Note**
>
> Only administrators can add files (for example, dashboards, infolets, forms, reports, and so on) to the **Library** root folder.

Viewing the Infolets Page

To view the infolets page:

1. On the Home page, click **Infolets**.



2. To open an infolet, click the infolet name.

   This opens the infolet in the *runtime* environment.

Features of the Standardized Infolets Page

On the standardized **Infolets** page:

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- To search for a specific infolet, enter search criteria and the search results will display in a drop-down under the **Search** box. Click **Enter** to view the search results in the list region. Search results list all instances of infolets that include the search criteria (including folder names). Each search result displays the complete folder path. Searching inside a folder narrows the search to that folder and its subfolders.

  > **Note**
  >
  > – The search considers the **Name**, **Description**, and **Folder** columns, wherever applicable, in the search.
  >
  > – If you perform a **Search** and the **Hide Empty Folders** toggle is off, all matching folders and artifacts are displayed. If the toggle is on, only folders containing matching artifacts are displayed. Empty folders are hidden.

- **Hide Empty Folders**: Hides folders that don't contain relevant artifacts for the current context. When the toggle is off, all folders are visible in the list region, including empty ones. When the toggle is on, only folders containing relevant artifacts for the **Infolets** artifact page are displayed.

  By default this option is off, and will reset to off each time you start a new session. The state of the toggle is retained by the page during the session and is page-specific. Navigating away from the **Infolets** page and returning preserves the toggle state until the tab is closed or the user logs out.

- To refresh the infolets list, click **Refresh**.

- The global Actions menu ••• (within the header region of the **Infolets** page) includes the following options:

  – **Create Infolets**: Creates a new infolet. See Creating Infolets.

  – **Create Folder**: Creates a new folder.

  > **Note**
  >
  > Keep in mind that newly created folders are empty and therefore will not display if the **Hide Empty Folders** toggle is on. New folders become visible after content is added to them, or if the toggle is switched off.

  – **Assign Permission**: Assigns access permissions to the selected infolets or folders. Folder permissions apply to all items within that folder, even to items that may not be visible in the list. You can assign permissions to multiple infolets or folders at one time. If no infolets or folders are selected, the global **Assign Permission** action assigns permissions to the Library folder.

  – **Move to**: If one or more infolets or folders is selected in the list region, this option moves the folder to another location in the folder hierarchy or moves an infolet to another folder.

  > **Note**
  >
  > All folders are displayed and are selectable in the **Move** interface, regardless of the state of the **Hide Empty Folders** toggle.

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- Each infolet line item also has an item-specific **Actions** menu which includes the following options:
  - **Open**: Opens the infolet in the *runtime* environment so you can view it. The infolet opens in a dynamic tab.
  - **Edit**: Opens the infolet in the Infolets Designer with the underlying form data.The infolet opens in a dynamic tab.
  - **Delete**: Deletes a folder or an infolet. The folder must be empty to delete it.
  - **Rename**: Renames a folder or an infolet. The folder cannot be renamed if it contains other folders.
  - **Copy As**: Copies an infolet with a new name. The infolet is copied to the listing directly under the original infolet.
  - **Move to**: Moves the folder to another location in the folder hierarchy or moves an infolet to another folder.

    > **Note**
    >
    > All folders are displayed and are selectable in the **Move** interface, regardless of the state of the **Hide Empty Folders** toggle.

  - **Copy URL**: Enables you to copy and share the direct URL for an infolet.
  - **Default** or **Unmark**: **Default** marks an infolet page as default and makes it accessible directly from the Home page by clicking the second infolet dot that is displayed beneath the global header on the Home page. Only one infolet page can be marked as default, and a "(Default)" prefix displays before the name of that infolet in the listing. **Unmark** removes the default designation from the infolet page.
  - **Assign Permission**: Assigns access permissions to the folder or infolet.

Working with Infolets - Legacy Interface

> **Note**
>
> Starting with the October 2025 (25.10) update, Oracle plans to de-support legacy artifact pages. For all new and existing environments, the **Legacy List Pages** application setting will be removed and the **Infolets** page will only render as standardized.

About the Infolets Interface

This topic provides details about working with the **Infolets** page in the legacy interface. If you're viewing the default standardized **Infolets** page, see Working with Infolets - Standardized Interface.

To learn more about the standardized interface, see About the Standardized Cloud EPM Platform Artifact Pages.

After you've created an infolets page, it is displayed in the list region on the **Infolets** page.

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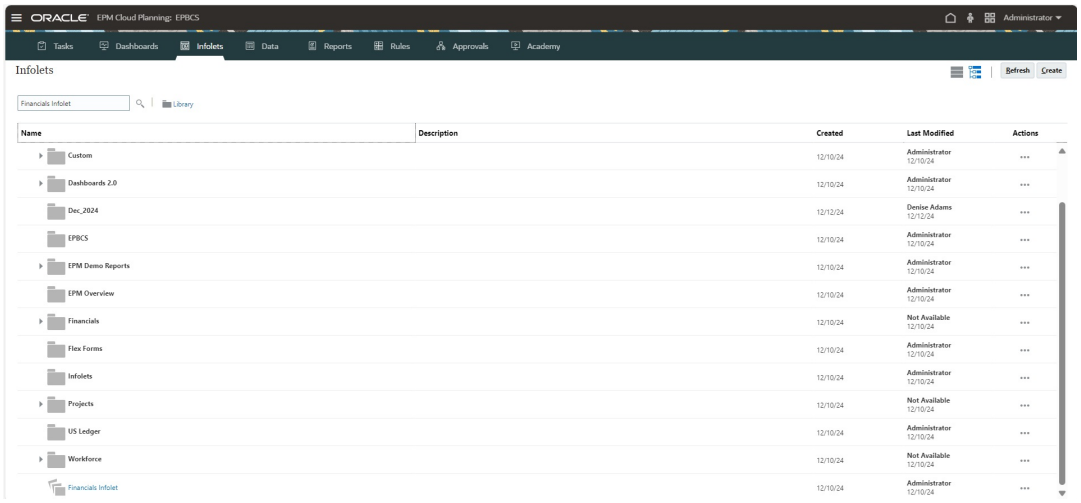
The **Infolets** page supports folders. Folders enable you to assign permissions to all infolets within a folder rather than assigning permissions to each individual infolet. The **Infolets** page uses the same folder hierarchy as dashboards and data entry forms and all artifacts and folders reside under a root folder called **Library**.

> **Note**
>
> Only administrators can add files (for example, dashboards, infolets, forms, reports, and so on) to the **Library** root folder.

Viewing the Infolets Page

To view the infolets page:

1. On the Home page, click **Infolets**.



2. To open an infolet, click the infolet name.

   This opens the infolet in the *runtime* environment.

Features of the Legacy Infolets Page

On the legacy **Infolets** page:

- You can toggle between viewing infolets by a flat view or a tree view: 
- You can search for infolets using **Search**  . The flat view displays only the artifacts that meet the search criteria, not the folders that contain them. The tree (or hierarchical) view displays artifacts in the context of the folders that contain them.
- To refresh the infolets list, click **Refresh**.
- To create infolets, click **Create**. See Creating Infolets.
- To perform the following actions on infolet pages, click the **Actions** icon next to the infolet page, and then select:
  - **Create Folder**: Creates a folder in the listing

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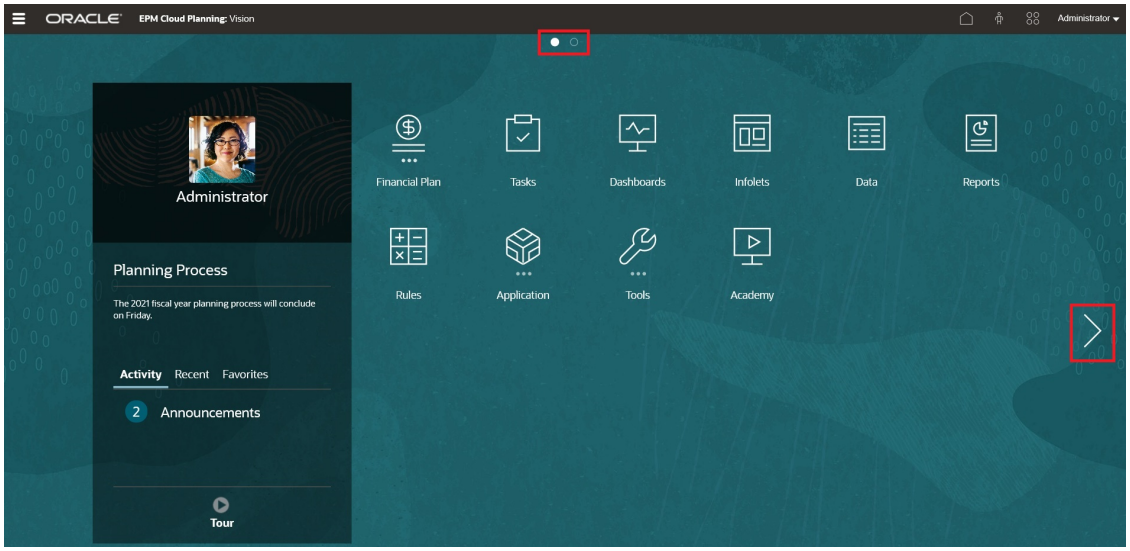
- **Edit**: Opens the infolet page in the Infolets Designer
- **Rename**: Renames the infolet page
- **Copy As**: Duplicates an infolet page
- **Delete**: Deletes the infolet page from the listing
- **Move To**: Moves an infolet page to another folder
- **Default** or **Unmark**: **Default** marks an infolet page as default and makes it accessible directly from the Home page by clicking the second infolet dot that is displayed beneath the global header on the Home page. Only one infolet page can be marked as default, and a "(Default)" prefix displays before the name of that infolet in the listing. **Unmark** removes the default designation from the infolet page.
- **Assign Permission**: Enables you to assign Read, Write, and None access permissions to infolet pages and folders for individual users or groups
- **Copy URL**: Enables you to copy and share the direct URL for an infolet.

Customizing the Interface to Access Infolets

You can customize the business process interface to add links to infolet pages from the Home page using the Navigation Flow Designer. When you customize your interface to access infolet pages, dots will appear on the Home page beneath the global header and arrows will display to help you navigate easily between the Home Page and infolet dashboard pages. Each dot that appears on the Home page represents an infolet page and hovering over each dot displays the name of the infolet page. Clicking an infolet dot launches the infolet page associated with that dot. You can define up to seven infolet dots on the Home page. If you've created connections to other Oracle Fusion Cloud EPM environments, you can also add links to infolet pages in other Cloud EPM environments.



Users will only see dots displayed on the Home page for infolet pages to which they have access. The types of infolet dots displayed are as follows:

- Home dot: This dot always appears first and it links to the Home page. There can only be one home dot. If you are not viewing the Home page, clicking the home dot will bring you back to the Home page.

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- User dot: Links to an infolet page marked by an end user as the default infolet page. There can only be one user dot and it always appears after the Home dot on the user's Home page. User dots cannot be added using the Navigation Flow Designer. For more information about marking an infolet as the default, see Working with Infolets - Standardized Interface.
- Customizable dot: Links to infolet pages created by Service Administrators. Customizable dots can be integrated into navigation flows and their visibility and the order in which they appear is determined by the navigation flow designer. There can be up to seven customizable dots and they always appear after the home and user dots.

To add infolet dots to your business process interface using the Navigation Flow Designer:

1. From the Home page, click **Tools**, and then click **Navigation Flows**.
2. Select an inactive navigation flow in the listing, and then click the **Infolets** tab on the Navigation Flow Designer.
3. Click  .
4. In **Manage Infolet**, name the infolet dot, set visibility, and then click  (Choose Artifact) to select an infolet in the Artifact Library.

   > **Note**
   >
   > You can select an infolet from another Cloud EPM environment if you've created connections to other environments. First select the environment under **My Connections**, and then navigate to the infolet in that environment.

5. Click **Save and Close**.

> **Note**
>
> Infolets can also be associated with a tab or a card in a navigation flow. While adding or updating a tab or a card, select an infolet in the Artifact Library.

To view design time changes to the navigation flow, activate the navigation flow, and then from the Home page, click the down arrow next to the user name (upper right corner of the screen) and click **Reload Navigation Flow**.

To learn more about designing navigation flows, see Designing Custom Navigation Flows.

To learn more about connecting Cloud EPM environments and for information about the **Copy URL** feature, see Connecting Environments in Cloud EPM.

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11

Configuring IPM Insights

Use Intelligent Performance Management (IPM) to inform your planning decisions.

Related Topics

- About IPM
  Oracle Fusion Cloud EPM provides Intelligent Performance Management—IPM—integrated directly in your applications to inform your planning decisions with predictive capabilities and accelerate insight discovery with financial pattern recognition.
- Enabling AI for Insights in Financial Consolidation and Close
  Enable AI in Financial Consolidation and Close to empower users with data science optimized for multidimensional planning and forecasting use cases.
- About IPM Insights
  IPM Insights empowers finance and operational users with data science optimized for multidimensional planning, and forecasting use cases.
- About Using Calendars and Events in IPM Insights
  When defining IPM insights, you can specify a calendar and events to associate with the insight definition.
- Configuring Calendars and Events
  You can define calendars and events to associate with insights to improve the accuracy of the insights.
- Configuring IPM Insights
  Configure IPM Insights in Financial Consolidation and Close to define the insights that planners see on the Insights dashboard.
- Running and Scheduling Insights
  After configuring insights, you can run them any time. You can also set up a job to run insights at a regular interval, for example, when you have a new set of actuals.
- Managing Insight Definitions and Generated Insights
  You can edit, delete, or duplicate existing insight definitions. Administrators can delete insights that have been generated.
- Managing Tags
  You can collaborate with your colleagues more effectively and leverage the power of automated analysis with IPM Insights using tags.

About IPM

Oracle Fusion Cloud EPM provides Intelligent Performance Management—IPM—integrated directly in your applications to inform your planning decisions with predictive capabilities and accelerate insight discovery with financial pattern recognition.

Learn more about the Cloud EPM IPM offerings:

- **IPM Insights** reduces time spent in data analysis with financial pattern recognition that offers insights to planners, which they can evaluate and take action on. See About IPM Insights.

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Supported for Enterprise Profitability and Cost Management, Financial Consolidation and Close, FreeForm, Planning, and Tax Reporting.

- **Task Manager Integrations** enable you to automate tasks across Cloud services and on premises applications. See Managing Task Manager Integrations.
  Supported for Enterprise Profitability and Cost Management, Financial Consolidation and Close, Planning, and Tax Reporting.

Enabling AI for Insights in Financial Consolidation and Close

Enable AI in Financial Consolidation and Close to empower users with data science optimized for multidimensional planning and forecasting use cases.

To enable AI in Financial Consolidation and Close:

1. From the Home Page, click **Application**, and then click **Settings**.
2. In the **Enable AI** section, select **Generative AI** to enable the ability to automatically generate narrative summaries for a single insight or group of insights.
   Insight summaries use GenAI. Output from GenAI may not always be factual, accurate, or appropriate. You are responsible for reviewing and using GenAI output at your discretion.

> **Note**
>
> The **Enable AI** option is available only for EPM Enterprise subscriptions and when Hybrid mode is enabled. For more information, see Considerations for IPM Insights.

About IPM Insights

IPM Insights empowers finance and operational users with data science optimized for multidimensional planning, and forecasting use cases.

IPM Insights analyzes data, helping you find patterns and insights into data that you might not have found on your own. Insights can be trends, anomalies, forecast bias, or variations. With IPM Insights, the insight discovery phase of the planning process is automated with data science and financial pattern recognition, enhancing your forecast effectiveness. Using IPM Insights, you can analyze and explore data across any account. IPM Insights automates processing large amounts of multidimensional data, so that as new actuals come into the system, you quickly detect patterns in your data or hidden correlations, streamlining reporting, improving your forecasting, and strengthening your decision making. You spend less time in analysis, saving time in the overall planning process.

IPM Insights offers these benefits:

- Reduces time spent in data analysis
- Minimizes hidden biases
- Improves forecast accuracy and reliability, enhancing forecast effectiveness with informed decision-making
- Encourages collaboration with your colleagues
- Helps you detect trends early to enhance strategic decision-making

IPM Insights provides these types of insights, using historical data:

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- **Forecast variance and bias insights** reveal hidden bias in forecasts submitted by planners by analyzing historical data. This type of insight measures the variance or bias between two historical scenarios such as Forecasts and Actuals, and calculates the percentage of risk associated with the current forecast.
  Forecast variance indicates the level accuracy of the forecasts submitted by planners. Forecast bias indicates the tendency of the direction of forecast error. For example, a tendency to forecast in excess of the actuals is called the over-forecasting bias; a tendency to forecast below the actuals is called the under-forecasting bias.

  IPM Insights triggers an insight when either the variance or risk crosses the specified threshold.

- **Anomaly insights** detect unusual patterns in historical data that deviate from expected results. This type of insight detects outlier values that vary widely from other values, for example, a sudden volatility in actuals compared to the base level, or missing actuals data. Anomalies can result from key business actions or they could contain valuable information about a hidden trend.

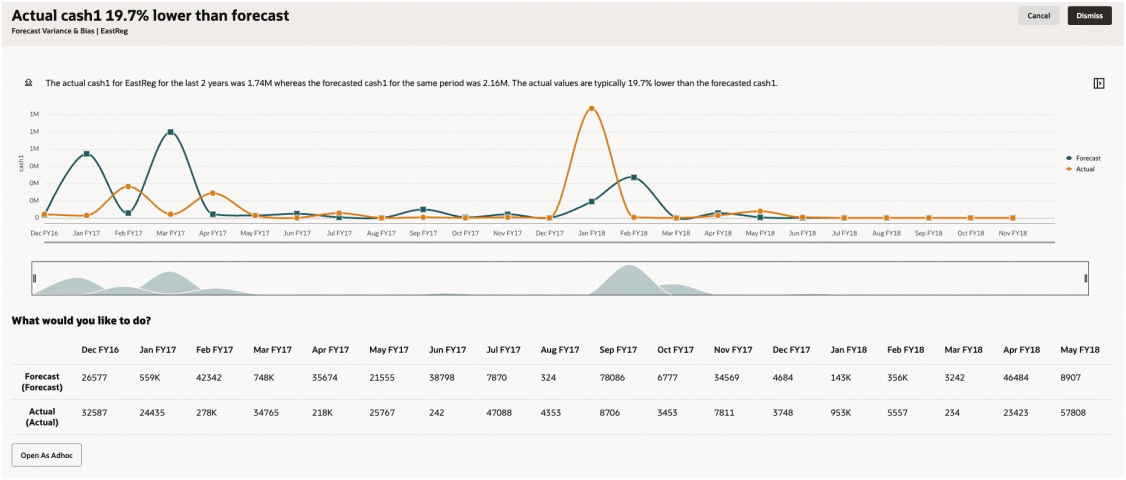
  Anomalies in historical data can also result from events that historically led to spikes or declines in the data. You can choose to take these spikes or declines into consideration during insight generation.

  IPM Insights triggers an insight when an outlier measure crosses the specified threshold.

To get started with IPM Insights, administrators configure insights and then run them, and can schedule them to run on a regular basis.

Planners can then review and analyze insights in a dashboard, and take appropriate action to improve the forecast.

Figure 11-1 Forecast Variance and Bias Insight



	Dec FY16	Jan FY17	Feb FY17	Mar FY17	Apr FY17	May FY17	Jun FY17	Jul FY17	Aug FY17	Sep FY17	Oct FY17	Nov FY17	Dec FY17	Jan FY18	Feb FY18	Mar FY18	Apr FY18	May FY18
Forecast (Forecast)	26577	559K	42342	748K	35674	21555	38798	7870	324	78086	6777	34569	4684	143K	356K	3242	46484	8907
Actual (Actual)	32587	24435	278K	34765	218K	25767	242	47088	4353	8706	3453	7811	3748	953K	5557	234	23423	57808

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Videos

Your Goal	Watch This
This overview introduces you to Insights. Insights empowers finance and operational users with data science optimized for multidimensional planning and forecasting use cases. Insights analyzes past data and predicted data, helping you find patterns and insights into data that you might not have found on your own. You can evaluate those insights and take action on them.	 Overview: Insights in Cloud EPM

Considerations for IPM Insights

The following are some of the considerations for IPM Insights .

Considerations:

- IPM Insights requires an EPM Enterprise Subscription.
- IPM Insights works with these business processes:
  - Planning. IPM Insights works with these Planning application types:
    - Custom
    - Modules
    - FreeForm
    - Sales Planning
    - Strategic Workforce Planning
    - Cash Forecasting
  - FreeForm.
  - Oracle Sales Planning Cloud and Oracle Strategic Workforce Planning Cloud.
  - Enterprise Profitability and Cost Management.
  - Tax Reporting.
  - Financial Consolidation and Close.
- IPM Insights works only with applications with Hybrid mode enabled.
- IPM Insights honors both member level security and cell level security, so planners see insights only for slices of data to which they have access. However, note that insights are not generated for a user when cell level security is defined on Year/Period dimensions.
- If you add dimensions to the application after the job is created, you must reconfigure the IPM job to include the additional dimensions.
- Note the following considerations for the Insights Generative AI summary feature:
  - Insight summaries use GenAI. Output from GenAI may not always be factual, accurate, or appropriate. You are responsible for reviewing and using GenAI output at your discretion.
  - The Insights Generative AI summary feature requires an EPM Enterprise Cloud service subscription.

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- Narratives are generated in English only.
- Summaries are available for all insight types.
- Administrators need to re-run existing insights for users to be able to see the AI summary.
- The GenAI feature is available only for OCI environments, and it is not yet available in all OCI regions. To view the regions where it is available, refer to Availability of Generative AI in the *Operations Guide*.

IPM Insights Support Matrix

Review the table for a summary of the supported SKUs, business processes, and application types for IPM Insights.

Table 11-1 IPM Insights Support

SKU	Business Process	Application Type	Supported?	Comments
EPM Enterprise Subscription	Planning	Modules	Supported	Hybrid Essbase must be enabled.
	Planning	Custom	Supported	Hybrid Essbase must be enabled.
	Planning	Freeform	Supported	Hybrid Essbase must be enabled.
	Planning	Sales Planning	Supported	Hybrid Essbase must be enabled.
	Planning	Strategic Workforce Planning	Supported	Hybrid Essbase must be enabled.
	Planning	Predictive Cash Forecasting	Supported	Hybrid Essbase must be enabled.
	FreeForm		Supported	Hybrid Essbase must be enabled.
	Enterprise Profitability and Cost Management		Supported	
	Tax Reporting		Supported	Hybrid Essbase must be enabled.
	Financial Consolidation and Close		Supported	Hybrid Essbase must be enabled.
	Other business processes		Not supported	
Legacy SKU	Planning	Enterprise Planning and Budgeting Cloud	Not supported	
	Planning	Planning and Budgeting Cloud	Not supported	

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Table 11-1 (Cont.) IPM Insights Support

SKU	Business Process	Application Type	Supported?	Comments
	Other business processes		Not supported	
EPM Standard Subscription	Planning	Standard Module	Not supported	
	Other business processes		Not supported	
Sales Planning	Planning	Sales Planning	Supported	Hybrid Essbase must be enabled
Strategic Workforce Planning	Planning	SWP	Supported	Hybrid Essbase must be enabled

About Using Calendars and Events in IPM Insights

When defining IPM insights, you can specify a calendar and events to associate with the insight definition.

Events are typically one-off or recurring events that historically led to spikes or declines in the data. You can choose to take these spikes or declines into consideration during insight analysis, so that historical spikes or declines are also reflected in future analyses. For example, a North American calendar might include an event for Christmas, or an APAC calendar might include an event for Diwali, when sales would typically spike. By including the historical data spikes in the analysis, you see the spikes in the insight data, so you can plan ahead for volume or to make use of the opportunity.

Without events, spikes or falls in data are normalized and distributed over the analysis period, potentially leading to less accurate analyses. Using events helps you plan ahead for the events and take advantage of opportunities by allowing you to see anticipated spikes and falls in the insight data for specific events. Using events with IPM Insights simplifies analysis and significantly improves the insight accuracy for complex and volume based industry verticals such as air travel, public transportation, retail, E-commerce, brick and mortar stores, FMCG, and automobiles.

Alternatively, you can choose to skip the historical data spikes or falls, so that the data for the event is completely excluded from the analysis.

To associate calendars and events with insight definitions, configure calendars and events first. See Configuring Calendars and Events.

To use calendars and events with IPM Insights:

1. Define calendars.
2. Define events.
3. When configuring an IPM Insights job, associate a calendar with the insight. Then, select whether to include events in the analysis.

For details on these procedures, see Configuring Calendars and Events and Configuring IPM Insights.

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Notes about calendars and events:

- Defining events and calendars is optional.
- Events are available only on the web, not in Oracle Smart View for Office.
- You can use calendars with each insight type. Events are an option for the Anomaly insight job type.

Configuring Calendars and Events

You can define calendars and events to associate with insights to improve the accuracy of the insights.

To use calendars and events with IPM Insights:

1. Define calendars. From the Home page, click **IPM**, then click **Configure**, and then click the **Calendar** tab. See Defining Calendars.
2. Define events. From the Home page, click **IPM**, then click **Configure** and then click the **Events** tab. See Defining Events.
3. When configuring an IPM Insights job, associate a calendar with the insight. Events are an option for the Anomaly insight job type. See Configuring IPM Insights.

Defining Calendars

A calendar defines the scope and range of the time series for selected cubes. For example, you can create a daily calendar, a weekly calendar, and an alternate calendar. You might want to create a calendar for a specific entity, because not all events are applicable to all entities. For example, Diwali applies to APAC and Thanksgiving applies to North America, so you can create an APAC calendar with its own events and a North America calendar with its own events.

You can use calendars on their own to quickly set up the time frame for insight definitions, or use calendars with events.

To define calendars:

1. On the **Calendar** tab, click **Add Calendar**.
2. Enter a name and description for the calendar.
3. From the **Cube** column, select the cubes the calendar applies to.
4. From the **Time** column, specify the time definition for the calendar by selecting the year and period for the start of the calendar. You can select specific members or use substitution variables.

   Time includes the entire range of historical and future periods required for the predictions.
5. From the **Current** column, specify the start of the prediction period. The previous period is the end of historical data. You can select substitution variables so the prediction picks up the period and year based on substitution variable setup. This ensures that you don't have to change the calendar every month.
6. Enter the **Number of Historical Periods** and **Number of Future Periods**.
   The number of historical periods and the number of future periods you enter must result in member selections that are within the range defined for calendar. For example, if the calendar range is defined as FY20 to FY25, Lev0Descendants(YearTotal), and the current period is defined as Jan->FY24, then the maximum number of historical periods you can enter is 48 periods (4 years). Any number higher than 48 results in an error. Similarly, the maximum number of future periods you can enter is 24 periods (2 years). Any number

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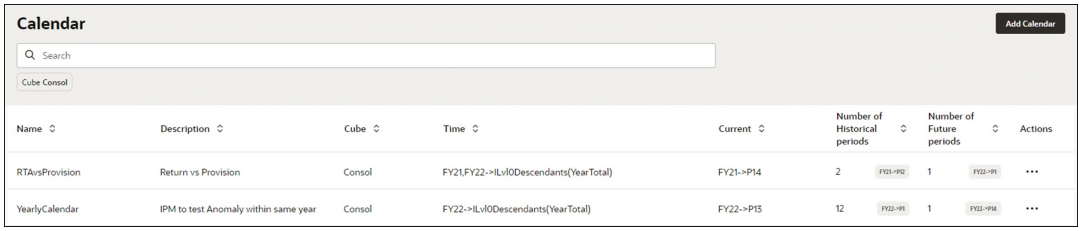
higher than 24 results in an error, because Jan FY26 or higher is not part of the calendar range.

Figure 11-2 Yearly Calendar for Historical Date Range from P1, FY22 to P12, FY22



7. Click **Save** .

Editing Calendars

To edit a calendar, from the **Calendar** list, double-click the row with the calendar you want to edit to make the options editable. Make any required changes, and then click **Save** . To discard your changes, click **Cancel** .

For example, you can change the **Number of Historical Periods** and **Number of Future Periods**.

Alternatively, click the Actions menu next to a calendar, and then select **Edit** or **Delete**.

To delete a calendar, from the **Calendar** list, click **Actions** next to the calendar you want to delete, and then click **Delete Calendar**.

Defining Events

Events are associated with calendars.

To define events:

1. On the **Events** tab, click **Add Event**.
2. Enter a name and description for the event.
3. From the **Type** column, select the type of event:
   - **One-off**: An event you don't expect to be repeated, but you want to include it in your data.
   - **Repeat**: An event that is regularly repeated, where increases or decreases will also be repeated. For example, holidays such as Diwali or Thanksgiving are repeating events.
   - **Skip**: Similar to a one-off event, it's an event you don't expect to be repeated, however, you don't want to include it in your data. Data for Skip events is removed from the series.

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> **Note**
>
> If you define a Skip event that is shorter than your seasonality, it can affect the accuracy of the historical data. For example, you might define an event for Covid that is three months long, but your season is twelve months, so you have only nine months of data. You lose seasonality because the data is skewed. In these cases, it might be more effective to skip the entire season.

4. From the **Calendar** column, select the calendar that the event applies to.
5. From the **Starts on** column, specify the start date for the event.
6. From the **Duration** column, enter the event duration (the number of periods the event is valid). For example, in a daily calendar, if duration is 4, the event occurred for 4 days continuously from the start of the event. In a weekly calendar, if duration is 1, the event occurred for a week.
7. For regularly repeating events, from the **Interval** column, enter the interval for the repeat. For regularly repeating events, the interval should be a number that indicates after how many days, weeks, or months the event repeats. For example, in a weekly calendar, Christmas repeats after 52 weeks.
   You don't need to specify an interval for one-off or skip events.
8. For custom repeating events, from the **Occurrences** column, click + and enter specific details about when the event occurs. For example, US Thanksgiving occurs annually, but on a different date each year.
9. Click **Save** ✓.

Events are automatically set in **Active** status (indicated by the check mark in the **Active** column). You can clear the check box to make an event inactive. Only active events are taken into consideration during predictions.

To edit an event, from the **Events** list, double-click the row with the event you want to edit to make the options editable. Make any required changes, and then click **Save** ✓. To discard your changes, click **Cancel** ✕.

To delete an event, from the **Events** list, click **Actions** ••• next to the event you want to delete, and then click **Delete Event**.

Importing and Exporting Events

You can export events to a .csv that you download, and then add or modify events. You can then import the events from the csv file. This process is a fast way to add many events, and can be valuable for auditing and troubleshooting event definitions.

To export events, on the **Events** tab of IPM Configure, from the **Actions** menu, select **Export Events**.

To import events, on the **Events** tab of IPM Configure, from the **Actions** menu, select **Import Events**, select the file and then click **Import**. You can then review the **Import Events** job. From the Home page, click **Application**, then click **Jobs** and then click the **Import Events** job that was run.

If you import an event with the same name as an existing event, the existing event is overwritten.

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Configuring IPM Insights

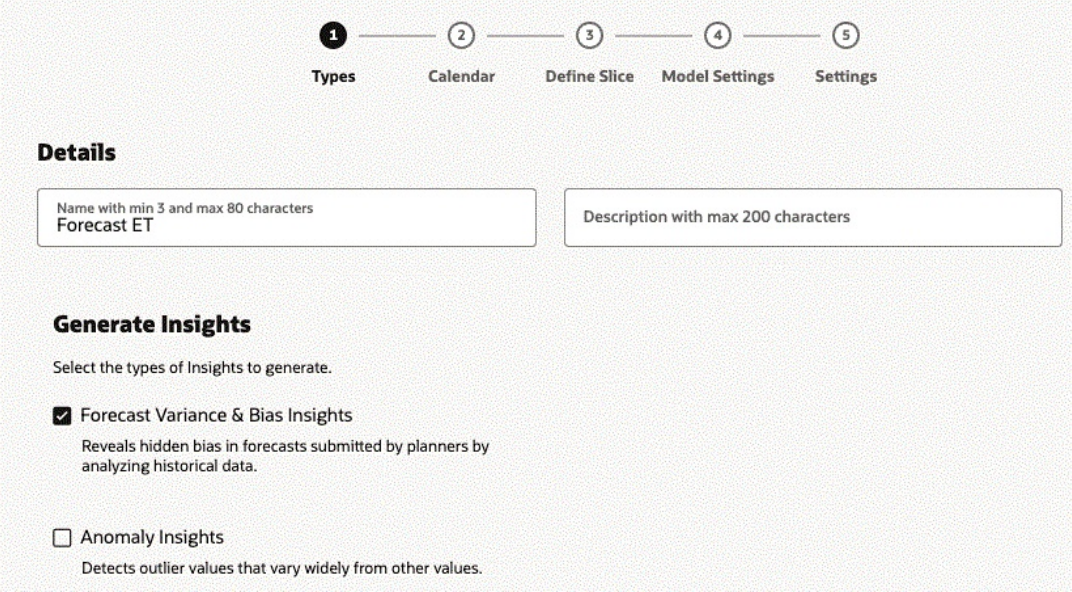
Configure IPM Insights in Financial Consolidation and Close to define the insights that planners see on the Insights dashboard.

You configure IPM Insights by selecting the type of analysis to perform, specifying the slice definitions for analysis, configuring the analysis, and then defining the settings for the insights displayed on the Insights dashboard. You can define insights for as many data intersections as you need. Planners see insights only for slices of data to which they have access.

To associate calendars and events with insight definitions, configure calendars and events first. See Configuring Calendars and Events.

To configure IPM Insights:

1. From the Home page, click **IPM** and then click **Configure**.
2. Click **Create**.
3. In IPM Configurator, on the **Types** page, enter a name and description.
4. Select the types of insights to generate, and then click **Next**. You can select as many as you need.
   - **Forecast Bias Insights**. Reveals hidden bias in forecasts submitted by planners by analyzing historical data. Measures the variance or bias between two historical scenarios such as Forecasts and Actuals.
   - **Anomaly Insights**. Detects outlier values that vary widely from other values.



5. On the **Select Calendar** page, select a calendar to use, and then click **Next**. When you select a calendar, the **Historical Data** section is populated with details from the selected calendar.
   If you don't select a calendar, you can select these options yourself.

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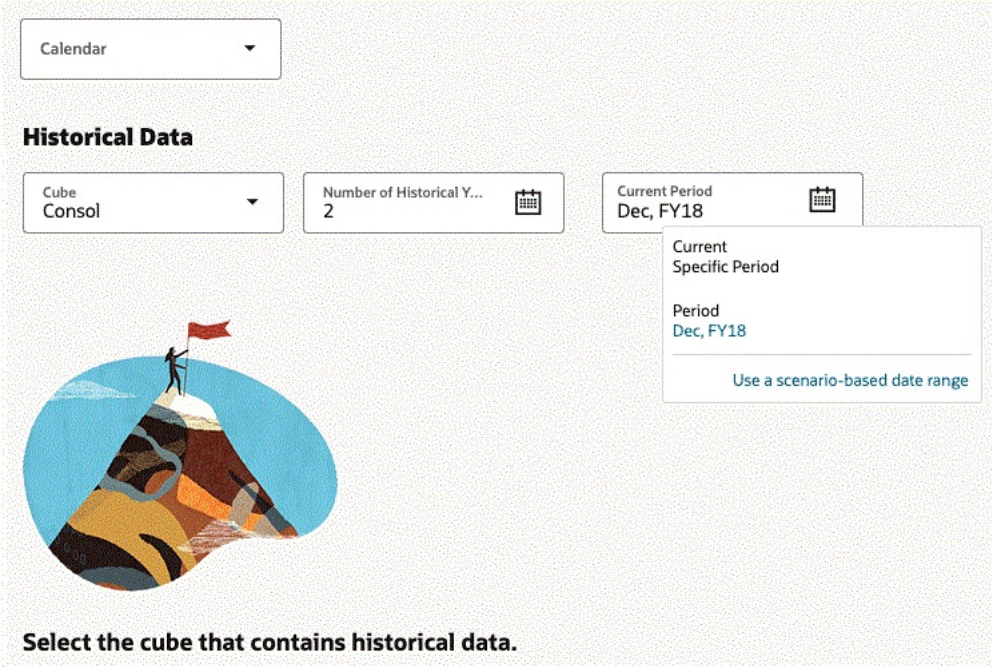
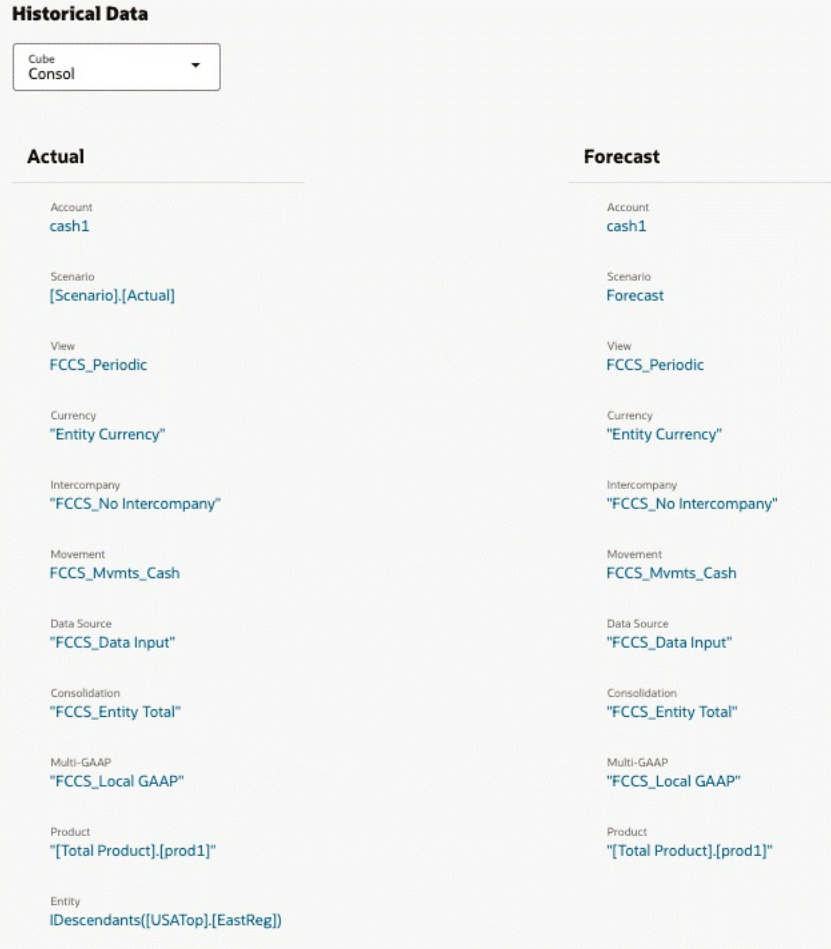


6. On the **Define Slice** page, define the slice of data to analyze for historical data (Actual and Forecast) , and then click **Next**.



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For considerations on using dynamic calc parent members in the slice definition, see Considerations for Defining the Slice for Insights.

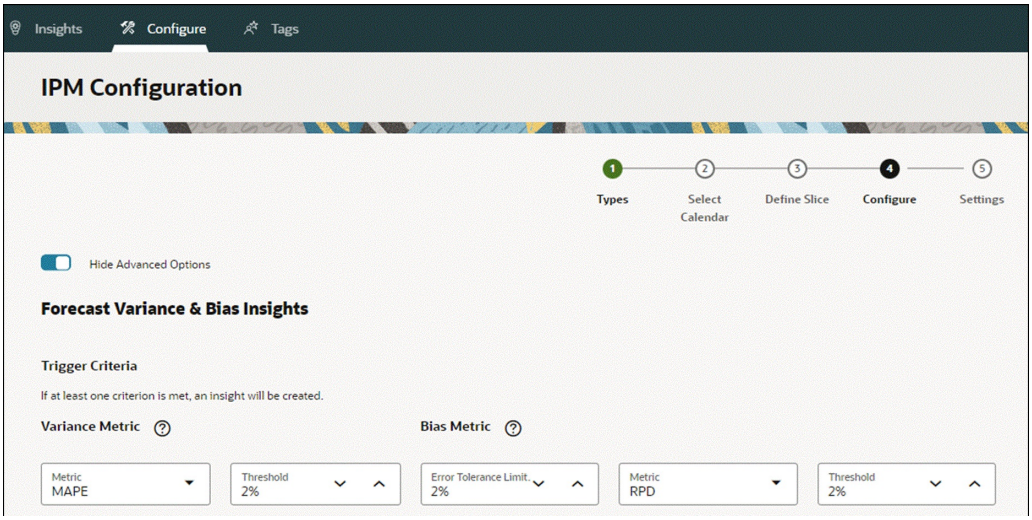
Note:

7. On the **Configure** page, configure the insights by defining the error tolerance and thresholds for insights, and then click **Next**. IPM Configurator selects default metrics for analysis.

   - **Forecast Variance & Bias Insights**: Select an error tolerance percentage, which defines the percentage variance between historical forecasts submitted by planners and actuals that lies within acceptable range. If the percentage variation crosses the error tolerance limit, it is considered for bias calculation.
     For example, if you enter .05, any difference of 5% or above between historical forecasts and historical actuals is considered a significant variance (and considered either under-forecasting or over-forecasting) and triggers an insight.

     You can select or modify the metric and threshold for deviation on the **Advanced Options** page. See Configuring Additional Insight Settings.

     An insight is generated when either deviation or bias crosses the specified threshold.



   - **Anomaly Insights**: Select whether to include events in the insights calculation. Select a threshold, which defines the acceptable threshold for Z-score value (the standard deviation from the mean of the values). Anything that is too far from zero (the threshold is usually a Z-score of 3 or -3) should be considered an outlier.

     An insight is generated when the specified outlier detection metric crosses the specified threshold.

     For example, if you enter 3, anything that is three standard deviations or higher from the mean would be considered an outlier, and would trigger an insight.

   If you want to configure additional options, such as selecting the metrics to use, click **Show Advanced Options**. See Configuring Additional Insight Settings.

8. On the **Settings** page, configure the settings that define how to display the insights to planners, and then click **Save**.

   - **Display Dimensions**: Select the dimensions that planners will use to navigate and analyze the insights. The dimensions you select will display on the Insights dashboard.

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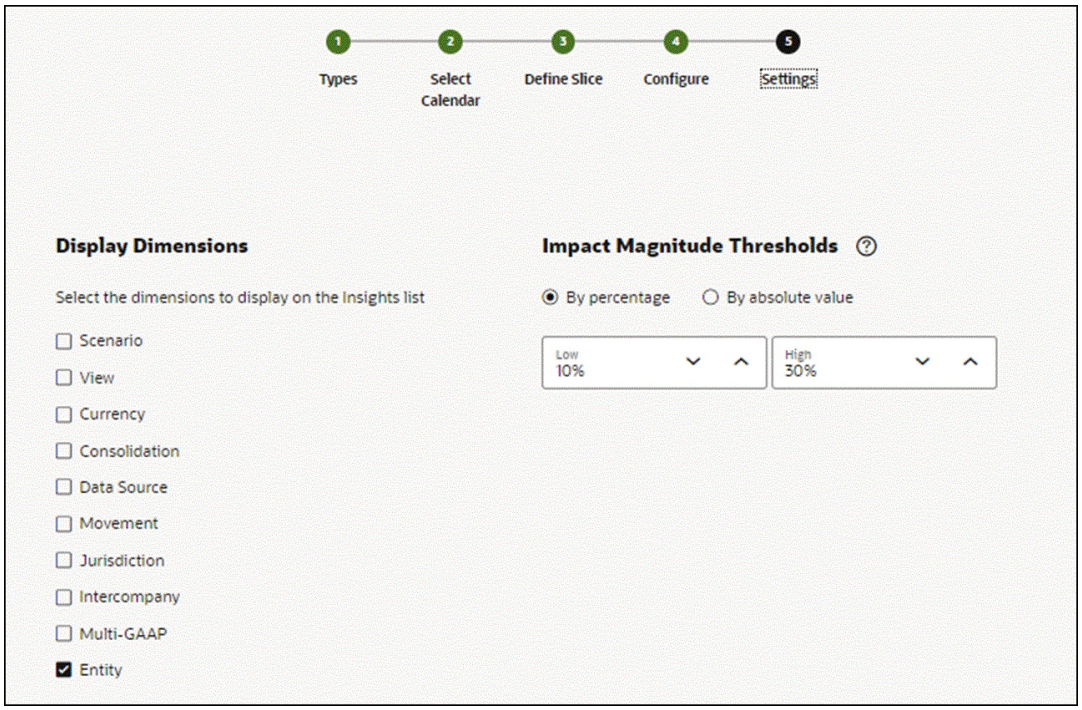
- **Impact Magnitude Thresholds**: When insights are displayed on the Insights dashboard, this setting categorizes insights into High, Medium, and Low groups based on the percentage or absolute value impact calculated for each insight. This helps planners focus attention on the insights that have more extreme variations.
  - Anything less than the low value is in the Low category.
  - Anything higher than the high value is in the High category.
  - Anything between the low and high value is in the Medium category.

  For example, if you specify 30% as the Low threshold and 60% as the High threshold, any insight with a percentage impact less than 30% is in the Low category; any insight with a percentage impact greater than 60% is in the High category. Any insight with a percentage impact between 30% and 60% is in the Medium category.

  When entering an absolute value for impact magnitude thresholds, the currency defined in the slice definition applies to the absolute value. If you have multiple currencies defined, you can't apply an absolute value magnitude threshold; the option is not available.



9. Now you're ready to run the insights you configured. See Running and Scheduling Insights.

Insight definitions are saved as global artifacts (in the Auto Predict folder under Global Artifacts) and are backed up with the maintenance snapshot.

About Using Events with Insights

Note the following about using events:

Using events can impact the anomaly insights that are generated. For example, if you create a one-off or repeating event for a specific date where sales spike, and you generate an analysis, anomalies in data for that date are not reported as anomaly insights. Instead, the insight includes the sales spike for that date. If you generate an analysis without events, an anomaly insight is reported for that date.

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Videos

Your Goal	Watch This Video
Learn how to configure insights to automate data analysis. Administrators configure insights to define the insights that planners see on the Insights page. You select the type of analysis to perform, specify the slice definitions for analysis, configure the analysis, and then define the settings for the insights displayed on the Insights page. You can run the insight or schedule it to run on a regular basis.	 Oracle Fusion Cloud EPM - Configuring Insights

Tutorials

Tutorials provide instructions with sequenced videos and documentation to help you learn a topic.

Your Goal	Learn How
Learn how to configure IPM Insights by selecting the type of analysis to perform, specifying the slice definitions for analysis, configuring the analysis, and then defining the settings for the insights displayed on the Insights dashboard. You can define insights for as many data intersections as you need. Planners see insights only for slices of data to which they have access.	 Configuring Insights

Considerations for Defining the Slice for Insights

You can generate insights for **Dynamic Calc** parent and leaf members.

This feature allows you to view insights at the parent level or any level in the hierarchy.

- Rather than having to sort through too many leaf level-insights, you can focus your analysis on parent-level or any level insights.
- Generating insights at the parent level improves accuracy, especially when data is missing or not accurate in lower levels of the hierarchy.

Generating Insights for Dynamic Calc Members

To generate insights for **Dynamic Calc** members for Forecast Variance & Bias and Anomaly insights, simply include the **Dynamic Calc** members in the insight slice definition.

> **Note**
>
> - This feature is supported only for **Dynamic Calc** members; it is not supported for **Dynamic Calc and Store** members.
> - **Dynamic Calc** parent level values can't be stored or exported.

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Videos

Your Goal	Watch This Video
Learn how you can generate dynamic parent-level or any level predictions and insights to provide more accurate data analysis when subcategory data may be missing or inconsistent. Generate predictions and insights at a higher, aggregated level – whether it's a parent, a department, or any level in your hierarchy, to improve planning and forecasting accuracy.	 Generating Dynamic Predictions and Insights in Cloud EPM

> **Note**
>
> The prediction-related content in this video applies only to FreeForm and Planning.

Tutorials

Your Goal	Learn How
This tutorial shows you how to generate dynamic predictions and insights in Oracle Fusion Cloud Enterprise Performance Management.	 Generating Dynamic Predictions and Insights in Cloud EPM

Configuring Additional Insight Settings

On the IPM Configurator **Configure** page, click **Show Advanced Options** to define the metrics and trigger criteria for insights.

- For **Forecast Variance & Bias Insights**:
  - **Deviation Metric**
    - **Metric**: Select the metric to use for analysis for the variations between the historical actuals and the historical forecasts submitted by planners.
    - **Threshold**: Select the deviation percentage at which to trigger an insight. For example, if you specify 15 as the threshold, any time the deviation between historical actuals and the historical forecasts submitted by planners is 15% or greater, an insight is generated.
  - **Bias Metric**
    - **Error Tolerance Limit**: Specify a percentage for the error tolerance limit. For example, if you enter 5%, any difference of 5% or greater between historical forecasts and historical actuals is considered a significant variance.
    - **Bias Metric**: Specify the metric to use to measure forecast bias.
    - **Bias Threshold**: Select the deviation percentage at which to trigger an insight.
- For **Anomaly Insights**:
  - **Method**: Select the anomaly detection metric to use for analysis.
  - **Threshold**: Select the threshold at which to trigger an insight.

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Running and Scheduling Insights

After configuring insights, you can run them any time. You can also set up a job to run insights at a regular interval, for example, when you have a new set of actuals.

When you run an insight, IPM Insights analyzes the data at each available intersection and looks for patterns and anomalies.

To run insights:

1. From the Home page click **IPM** and then click **Configure**.
2. From the **Actions** menu next to the insight you want to run, click **Run**.
3. To review the insight jobs, from the Home page, click **Application**, then click **Jobs**, and then select the insight. You can see the job status and the associated subjobs for each type of insight.

IPM Insights has its own job type, called **Insights**.

The **Insights** job indicates details about insight generation:

- How many insights were generated for each insight type.
- How many new insights were generated since the last job.
- How many insights were excluded because they were dismissed. (Any insights that have been dismissed are not regenerated.)

Insights are available on the Insights dashboard for two years, after which they are purged the next time you run an IPM Insights job.

Tutorials

Tutorials provide instructions with sequenced videos and documentation to help you learn a topic.

Your Goal	Learn How
Learn how to run and schedule Insights in Oracle Fusion Cloud EPM	 Running and Scheduling Insights

Managing Insight Definitions and Generated Insights

You can edit, delete, or duplicate existing insight definitions. Administrators can delete insights that have been generated.

To edit, delete, or duplicate an insight definition:

1. From the Home page, click **IPM** and then click **Configure**.
2. From the **Actions** menu next to an insight, click **Edit**, **Duplicate**, or **Delete**.

Administrators can delete insights that have been generated. To delete an insight, on the Insights dashboard, from the **Actions** menu for the insight you want to delete, click **Delete Insight**.

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Managing Tags

You can collaborate with your colleagues more effectively and leverage the power of automated analysis with IPM Insights using tags.

You can add tags in the **Comments** box for an insight:

- Use # to tag insights with a custom label. For example, you can tag a set of insights for team review by adding #TeamReview.
- Use @ to tag a user or group.

> **Note**
>
> A tag is automatically added to **Comments** when you dismiss an insight, including the dismissal reason, for example **#lowpriority** or **#duplicateInsight**, along with the associated remark.

Then, filter your Insights dashboard to see tagged insights.

As an administrator, you can manage tags by adding more tags or deleting tags that are no longer needed.

To manage tags:

1. From the Home page, click **IPM** and then click **Tags**.
2. To add a new tag, click **Add Tag** and then enter a tag name.
3. To delete a tag, click the **Actions** menu next to a tag and then click **Delete**.

Videos

Your Goal	Watch This
Learn about tagging insights to help your team collaborate and practice management by exception by bringing attention to insights that require attention.	 Collaborating on Insights with Tags in EPM Planning

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12

Designing Dashboards

Related Topics

- The Power of Dashboards
- Concepts in Designing Dashboards
- Designing Dashboards
- About Your Dashboard's Layout
- About the Gauge Chart Type
- About the Tile Chart Type
- Customizing Dashboard Colors
- Setting Line Width in Line and Combination Charts
- About Global and Local POVs
- Dashboard POVs and Valid Intersections
- Viewing Dashboards - Standardized Interface
- Converting Dashboard 1.0 Dashboards to 2.0
  Learn how to convert Dashboard 1.0 dashboards to Dashboard 2.0 dashboards.
- Creating and Managing Dashboards 2.0
- Concepts in Designing Dashboard 2.0 Dashboards
- Object Palette
- Dashboard Toolbar
- Dashboard Workspace
- Properties Panel
- Dashboard Components
- Considerations for Dashboard 2.0
- Creating Dashboard 2.0 Dashboards
- Working with the Member Selector When Designing Dashboards 2.0
  When designing Dashboard 2.0 dashboards, you can easily search for and select new dimension members using the member selector.
- About Forms 2.0 Grids in Dashboard 2.0
- Using Tables in Dashboards
- About Global and Local POVs in Dashboard 2.0
- About Quick Analysis
- About Dashboard Charts
- About the Geomap Chart Type
- About the Pyramid Chart Type

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- About the Waterfall Chart Type
- About the Gauge Chart Type for Dashboard 2.0
- About the Radar Chart Type for Dashboard 2.0
- About the Combination Chart Type for Dashboard 2.0
- About the Tile Chart Type for Dashboard 2.0
- Dashboard Design Guidelines
  Provides guidance to dashboard designers on how to build visually appealing and functionally effective Oracle Fusion Cloud Enterprise Performance Management dashboards.
- Dashboard Types
- Read-Only Dashboards
- Read-Only Dashboard Examples by User
- Write-Enabled Dashboards
- Write-Enabled Dashboard Examples
- Dashboard Layout Guidance
- Dashboard Styles
- Color Sequencing in Charts
- Recommendations for Improving Dashboard Design
- Chart Sizing
- Readability
- Improving Dashboard Readability with POVs
- Using Master Details Dashboards
- Spacing and Alignment
- Consistency
- Summary

The Power of Dashboards

Dashboards typically provide an overview by showing summary data. The versatility of dashboards enables you to chart, evaluate, highlight, comment on, and even change key business data. For example, you can change a driver such as Volume in a form that is in a dashboard and immediately see its impact in other forms and charts:

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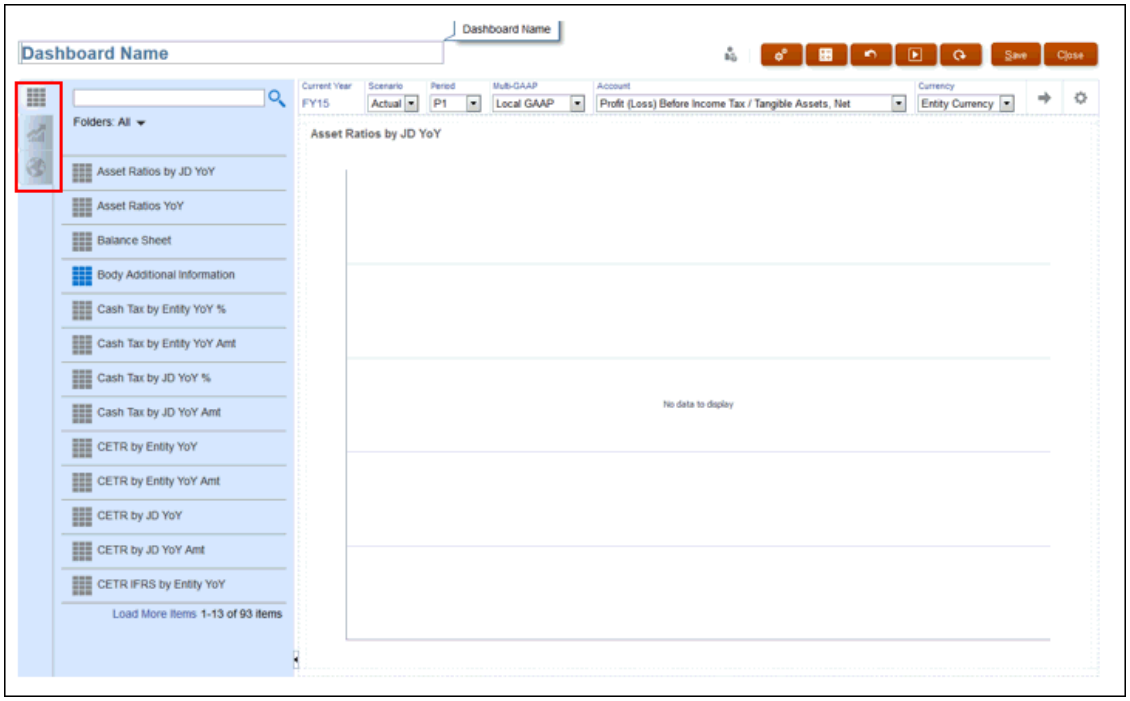

You create dashboards by simply dragging and dropping a variety of objects from the design pallet to the dashboard canvas.

With dashboards, you can:

- Include up to six forms that dynamically update, including their associated charts, as you change data in the form.
- Include up to nine charts or tiles. Tiles display a specific value from the cube. To provide the value for each tile, you can specify a form or a cell intersection as a data source.
- Switch between using the design pallet and runtime mode, so you can see exactly what the dashboard user will see.
- Depict data interactively with a wide variety of chart types such as area, bar, bubble, column, combination bar and line, doughnut, funnel, gauge, scatter, radar, and so on.
- Add links to dynamically display external Web pages.
- Finely control the dashboard's layout. For example, two forms can consume the top half of a dashboard and three charts can each consume 33% of the bottom half.
- Depending on the form design, enable users to drill down into underlying detail and select which members to work with.
- Include user variables in the global POV bar and the local POV.
- Include explanations of data called *Commentary* in the dashboard.
- In certain charts:
  - Customize the colors and line width.
  - Show gridlines. (The default is to hide gridlines.)

When users use a dashboard (referred to as *runtime*), they can set many aspects of the object, such as the type of chart displayed, the dashboard's title, and so on. A toolbar is available for each object type. Dashboard users can change and save data, run rules, and so on. However,

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changes made in runtime to the chart type options aren't saved for the next session. Clicking **Save** in runtime saves the data, but not the dashboard definition.

Administrators create, redesign, delete, and assign permissions to dashboards.

Related Topics:

- Concepts in Designing Dashboards
- Designing Dashboards
- About Your Dashboard's Layout
- About the Gauge Chart Type
- About the Tile Chart Type
- Customizing Dashboard Colors
- Setting Line Width in Line and Combination Charts
- About Global and Local POVs

Concepts in Designing Dashboards

Helpful information as you design dashboards:

- On the left is the design palette. Simply drag and drop objects from the palette to the canvas.

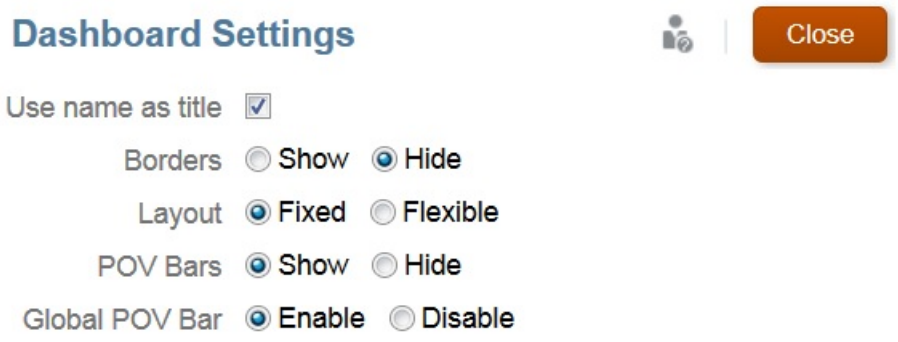
  Tip

  Drag an object to a border line. The drag icon changes to a plus sign when you can drop the object in an allowed space. See About Your Dashboard's Layout.

- On the top right are settings for the entire dashboard:



- Use **Settings**  to set these aspects of the dashboard:



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> **Note**
>
> When a new dashboard is created, the borders are hidden by default. To show borders in newly created dashboards, you must change the borders setting to **Show**.

For more information about POVs, see About Global and Local POVs.

- At the top right of each object is a toolbar for that object that displays when you hover over it: 
- As you create a dashboard, click **Runtime**  so that you can immediately see how the dashboard looks and works to a dashboard user. To return to designer mode to continue designing the dashboard, click **Designer**.

Designing Dashboards

Financial dashboards typically provide an overview by showing summary data. The versatility of dashboards enables you to chart, evaluate, highlight, comment on, and even change key business data. For example, you can change a driver such as Volume in a form that is in a dashboard and immediately see its impact in other forms and charts:

You can create a dashboard by selecting existing data forms and external artifacts such as comments or an external URL. You can specify a chart type to display the data, for example, a Pie chart, bar chart, or other chart type.

> **Note**
>
> For details on Task Manager and Supplemental Data Manager Overview and Compliance dashboards, see "Monitoring Dashboards" in *Working with Financial Consolidation and Close*.

To create a Financial dashboard:

1. On the Home page, from **Dashboards**, click **Financial**.
2. Click **Create**.
3. Enter a dashboard name.
   - To change the default dashboard name, click its name, and enter a new name in the input box.
   - To give the dashboard a title with custom formatting, click **Settings**, clear **Use name as title**, and then enter the title and set formatting the dialog box.
   - When a new dashboard is created, the borders are hidden by default. To show borders, in **Settings**, change the **Borders** setting to **Show**.
4. From the design palette on the left, drag and drop objects onto the dashboard canvas.

   Select from these objects:

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Table 12-1 Dashboard Objects

Object	Description
Forms	Select simple forms to include in the dashboard by navigating the forms folders or by searching for them by name. The access permissions set for forms are honored in dashboards.
Chart Types	Select the chart types to include in the dashboard. When first added, a selected chart has sample data. You then associate it with a form as its data source. When you link a chart to a form, users can immediately see the impact of changing data in the form on the associated charts. The Combination chart type alternates displaying row data with vertical bars and lines in the chart. For example, the data in row 1 of a form is displayed as a bar and the data in row 2 as a line, with alternating chart types for even and odd-numbered rows. Although the Combination chart type can display up to 20 rows of data, it's particularly useful when you want to compare two categories of data. For example, you want to compare Germany and France's average exchange rates over several years, so the form has Germany rates in row 1 of the form, and France's rates are in row 2. For information on the Gauge chart type, see About the Gauge Chart Type.
Tile	Sometimes called *performance tiles*, a tile is a chart type that lets you select specific values from the cube to display. See About the Tile Chart Type.
Commentary	Select **External Artifacts**, and then **Commentary**. Enter text that explains the data or charts.
URL	Dynamic web page summary. Select **External Artifacts**, and then **URL**. Insert only external site URLs starting with the `https://` security protocol. Don't use internal or relative URLs or URLs for unconsenting third party sites such as google.com.

5. Customize the dashboard using the dashboards settings and the objects' hover toolbar, and then click **Save**.

   See About Your Dashboard's Layout.

You can easily duplicate and modify a dashboard using **Copy As** on the Dashboard list page. Select the dashboard, and then click **Actions**.

About Your Dashboard's Layout

About setting up a dashboard layout:

- The first object you drag occupies the whole canvas.
- Then drag objects to the left, the right, the top, or the bottom of the existing object.
- The dashboard canvas provides two types of drop zones: One to place two objects next to each other, each occupying half the space, and the other to place three objects, each occupying a third of the space.
- You can design a dashboard with objects to display vertically, horizontally, and each can have its own size.
- To resize an object that uses **Flexible** layout, drag the object's border.

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- To resize an object that uses **Fixed** layout, set its width or height percentage in **Settings**.
- The form layout can be asymmetric.
- In runtime mode, if a user doesn't have access to a form or if the form is missing, then an adjacent object takes its space. In designer mode, all empty objects are displayed so that the designer can choose to remove them.

About the Gauge Chart Type

Gauge chart types are handy for showing whether data values fall within an acceptable range or not. You set the maximum value, the range maximums, and the gauge displays ranges as red, yellow, and green to help you quickly assess a current value. So, gauge chart types help you identify problems in important data points or measures. For example, you could use a gauge to display the current sales, where the thresholds are set to represent the sales targets.

If the form has multiple values, you can display multiple gauges, up to a maximum of 36 (the values in the first 6 rows and the first 6 columns in the form). The remaining values in the form are ignored. If you want the gauge chart to display only one value, then associate it with a form that has only one cell value.

You can select either a dial gauge or a status meter gauge. You can display a status meter gauge using either horizontal or vertical bars.

Dashboard designers can set:

- **Maximum Value**: The highest value on the gauge. The dashboard designer sets the **Maximum Value** as a default, and then planners can temporarily change it at runtime. If the dashboard designer doesn't specify a maximum value, the application automatically sets the maximum value as greater than the value on the gauge.
- **Thresholds**:
  - Low, Medium, and High thresholds: To visually indicate whether a measure lies in the acceptable range or not, these thresholds enable you to display the gauge in red, yellow and green based on the specified values.
  - Thresholds where low values are desirable.
  - Appropriate labels for the thresholds that are displayed when hovering over the thresholds in the gauge.

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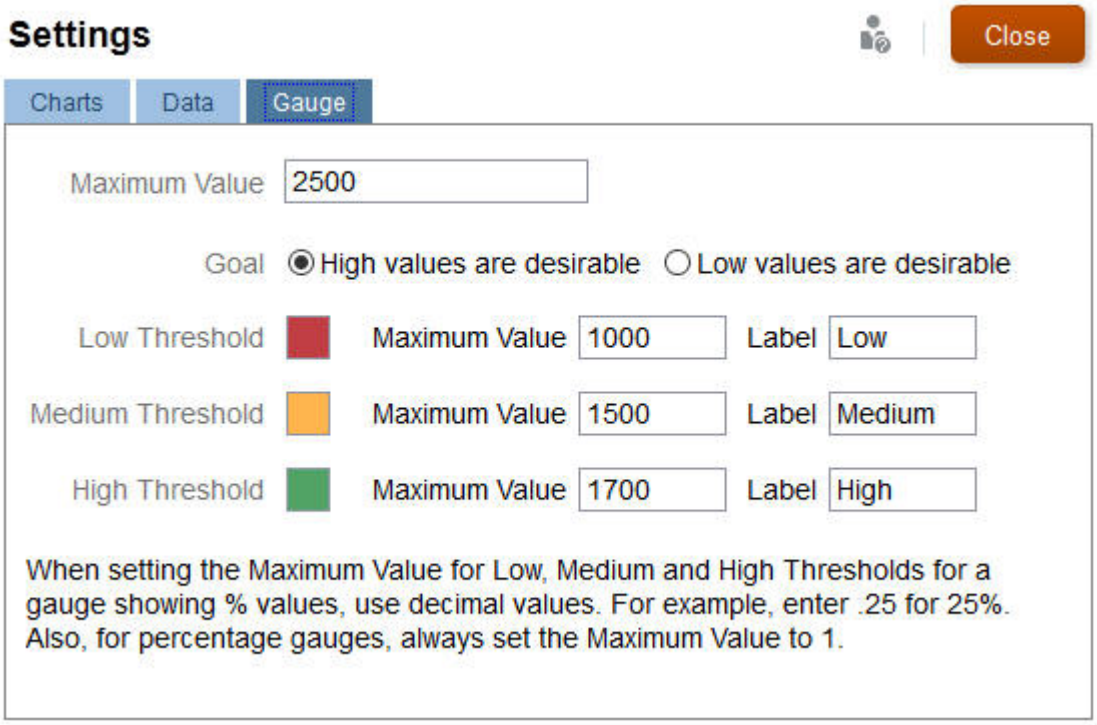
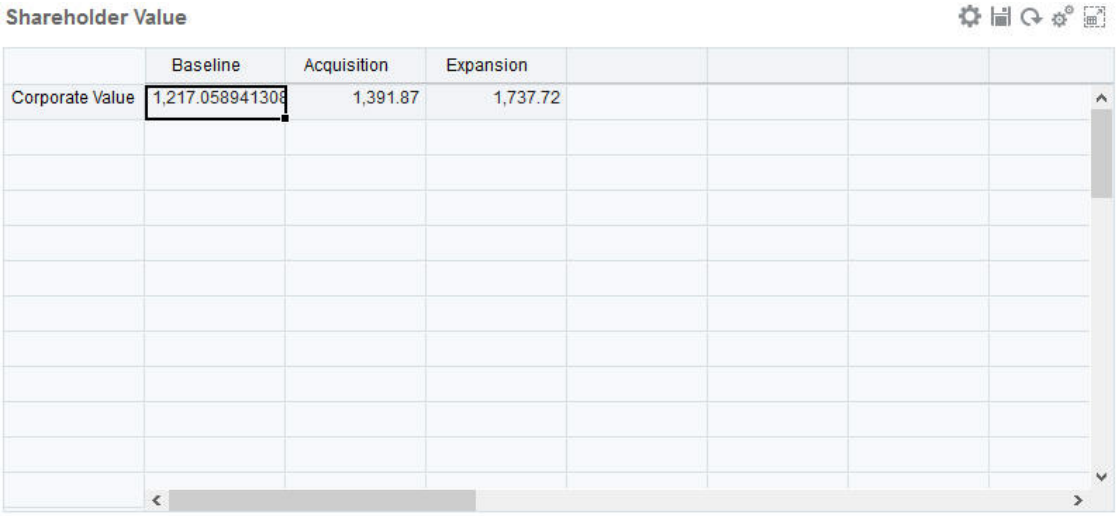


For example, here's a form's data:



Here's the resulting dial gauge:

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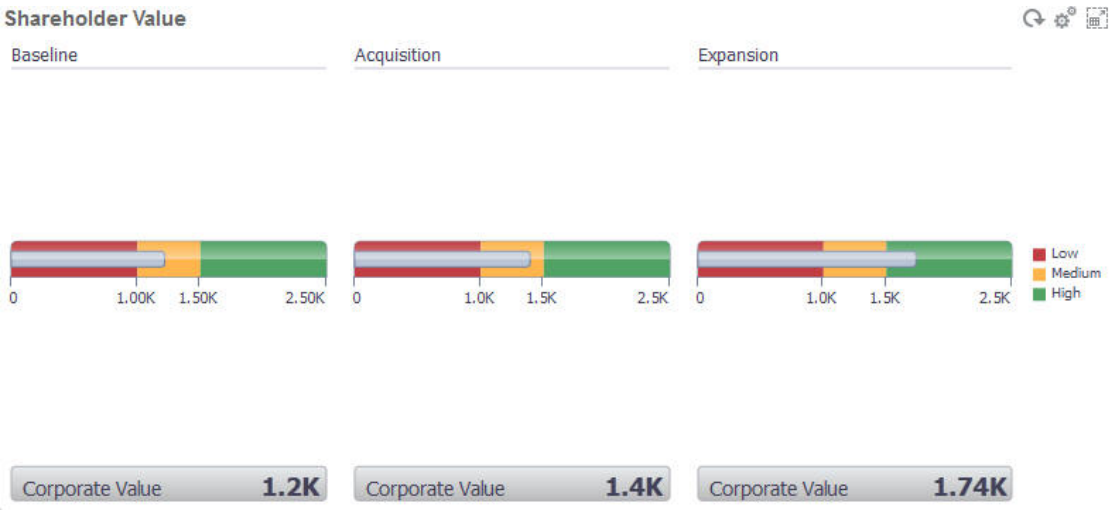
Here's the resulting status meter gauge with vertical bars:



> **Note**
>
> If a cell in the form is missing a value, no gauge is displayed for that cell. Also, you must specify at least 2 consecutive thresholds. The application needs the middle threshold value to calculate the chart.

About the Tile Chart Type

A tile is a chart type that lets you select specific values from the cube to display. In addition to using a form as a data source, you can directly enter a cell intersection that provides the value for a tile. You can have up to 6 tiles across, and 4 rows down in a dashboard, and give them a title. Until you associate a tile with data, it displays sample data.

With a form as the data source for a tile:

- You can have up to six tiles per object.
- The values in the first column (up to the sixth row) are used to create the tiles.

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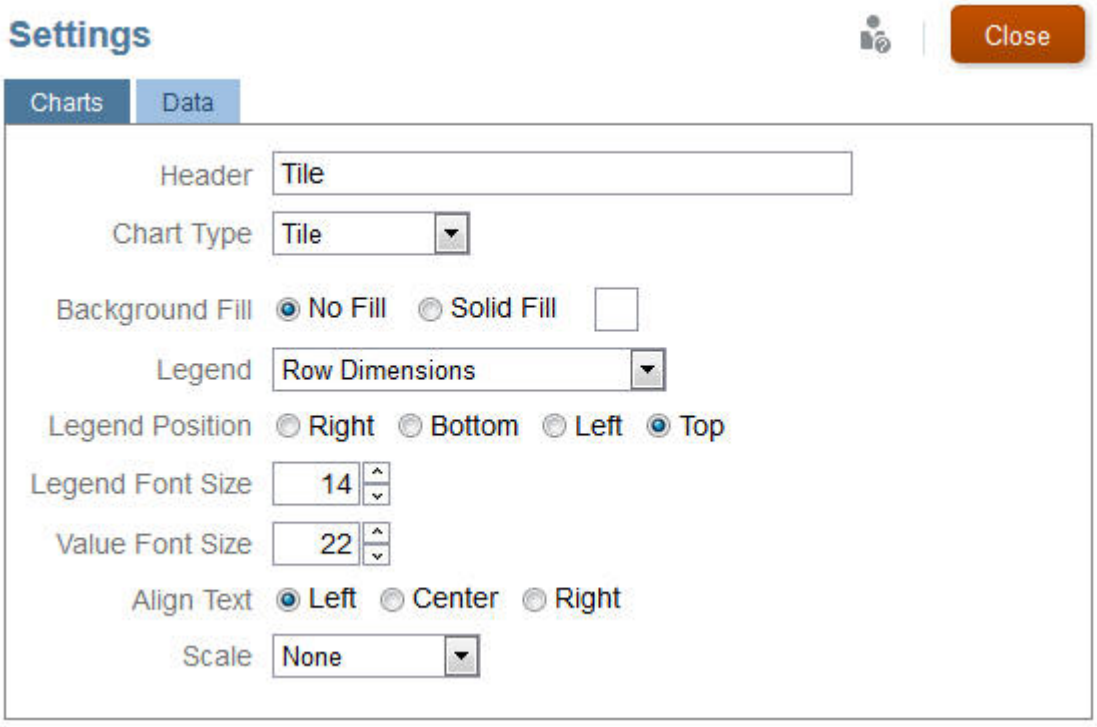
> **Note**
>
> Sometimes in a form, the first column may be collapsed (hidden) when viewed as a grid. But the collapsed column is still considered when the tile gets its values from the form.

- The tile's title is the row's title, and it gets its values from the first column, then by row.
- You can set the tile's title, the tile's height percentage, legend, and can select which axes from the form to include. For example, if you select a form with three rows, the tile displays three values.

With a cell intersection as the data source for a tile, you can have only one tile per object.

> **Tip**
>
> To select a tile chart type, expand the list of chart types by clicking the link at the bottom of the list.

Here are options you can set for a tile chart type. Note that you can set whether the displayed value is horizontally aligned in the tile to the left, the center, or the right.



Scaling Large Numbers
Especially useful for large numbers, you can scale how a currency value is displayed. For example, if the tile value is 1,689,000 and you select **K** as the scaling option, the tile displays the value as 1689K. Your scaling options:

- **None**—No scaling is applied.
- **Auto**—The value is displayed based on its range. For example, 1,500 displays as 1.5K, 1,689,000 displays as 1.69M, 42,314,531,21l displays as 42.31B, and 1,234,567,891,234 displays as 1.23T.

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- **K**—The value is displayed as thousands units. For example, 1689000 displays as 1689K.
- **M**—The value is displayed as millions units. For example, 12,3456,789 displays as 123M.
- **B**—The value is displayed as billions units. For example, 12,345,678,912 displays as 12B.
- **T**—The value is displayed as trillions units. For example, 1,234,567,891,234,567 displays as 1,234T.

Customizing Dashboard Colors

Maybe your company uses a standard set of colors in charts to denote different types of data. For example, dark blue might represent actual data versus light blue for budget data. When you customize dashboard colors, you select colors in the order of rows on the form. Series 1 represents the first row of data, and so on. You can assign each row in the form a color that represents its data in the chart.

You can customize dashboard colors in Bar, Line, Area, Bubble, Column, Combination, Doughnut, Pie, Radar, and Scatter chart types.

1. With the chart on the dashboard's design palette, click **Settings**  .
2. Click **Colors**.
3. Clear the **Default** check box, and then click the down arrow for the Series you want to change.

   Check the chart in the background to see the data type that each series represents.
4. Click the colors you want for the selected Series, and then click **Close**.

> **Note**
>
> To select more shades of colors than the ones initially displayed, click **Custom Color...**.

Your selections apply only to the current chart. Follow these steps to change the colors of other charts in the dashboard.

Setting Line Width in Line and Combination Charts

You can set how thin or thick that lines display for Line and Combination chart types in a dashboard.

1. With a Line or Combination chart on the dashboard's design palette, click **Settings**  .
2. Click the **Line Weight** counter to set the line width.

   You can see the effect of your setting on the chart in the background.

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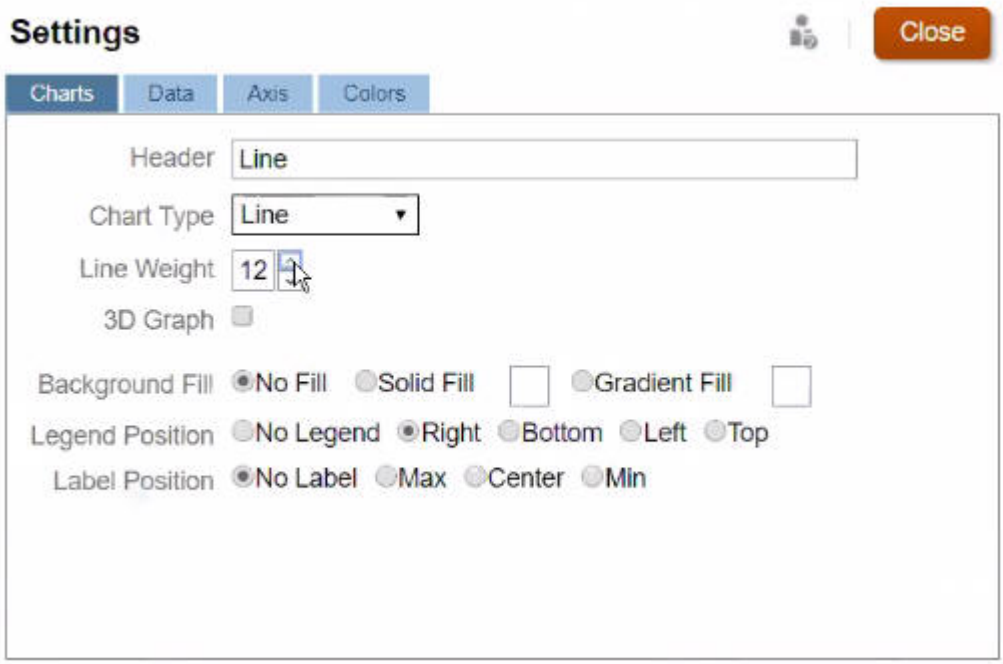
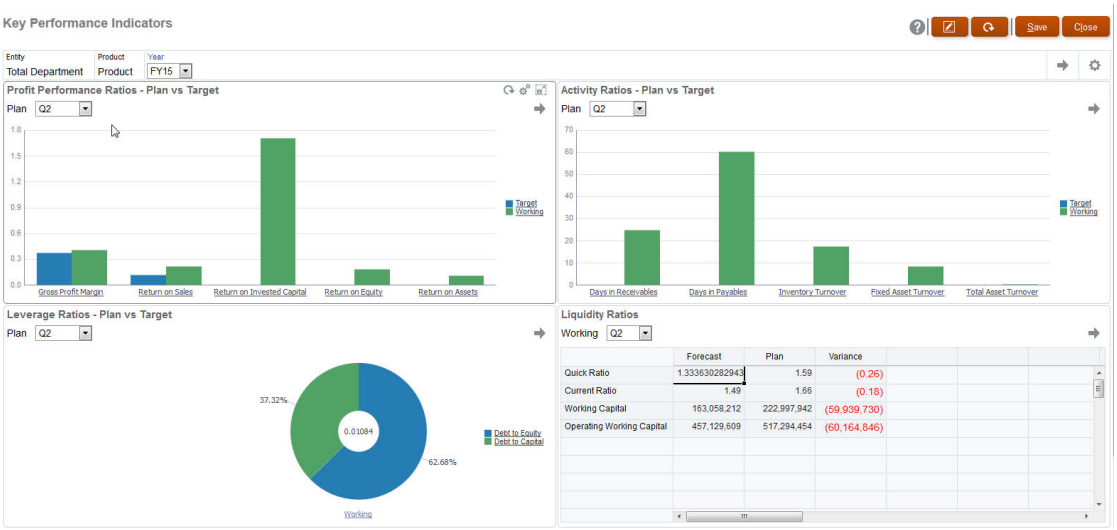


> **Note**
>
> The default width of lines in a Line and Combination chart type is 5 pixels. You can select from 1 to 12 pixels.

About Global and Local POVs

A local POV on a form reflects the dimension members the form designer selected for that form. Dashboards and composite forms also support *global POV bars*, so that the local POVs that are common are combined in the global POV bar to avoid repeating them in each object. Here's a dashboard that shows a global POV bar (showing Entity, Product, and Year) and a local POV (the Plan drop-down list showing Q2):



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With a global POV bar, if you change a page in the global POV bar and then click **GO**, the page changes for all objects that are based on forms. The global POV bar displays at the top of the dashboard above all the objects, while the local POV bar displays within the object. User variables are supported in both global and local POVs in dashboards.

In dashboard **Settings**, you can set whether to show or hide POVs and whether to enable or disable global POV bars. (If you select **Hide** for **POV Bars**, and **Enable** for **Global POV Bar**, the **Hide** option overrides the **Enable** option.) The global POV bar is enabled by default; if you disable it, the complete POV is displayed for each local POV as applicable.

About global POV bars:

- The POV Bar is made up of local POV dimensions, Page dimensions and user variables.
- Depending on the local POV and page of each form on the dashboard, the global POV bar is automatically calculated.
- They are reflected in the other objects using forms in that dashboard. That is, they apply to forms in a dashboard, to charts that are linked to forms, and to tiles that use forms as a data source. So if the dashboard doesn't include a form as a data source, then neither the local nor global POV bar is available.

Here's an example of how the global POV bar is calculated, based on the local POV dimensions for two forms:

The global POV bar is disabled:

- Form A local POV: Year, Entity, Product
- Form B local POV: Year, Entity, Project

The global POV bar is enabled:

- Global POV bar: Year, Entity
- Form A local POV: Product
- Form B local POV: Project

Because not all dimensions and page selections may be common to all forms on a dashboard, the complete POV for a dashboard object may get split between the local and global POV bar. The global POV bar and the local POV together contain the complete intersection information for each form on a dashboard.

If there is only one object on the dashboard that uses a form as a data source, then the entire POV/page of the form can be moved to the global POV bar.

If there is more than one object on a dashboard that use forms as a data source, then this is how the application determines which dimensions go in the global POV bar or stay in the local POV:

- If the dimension is in the POV or page of all the forms, and the member selection is the same in all the forms, the dimension goes in the global POV bar.
- If the dimension is in the POV on one form and in the page of another form, then the dimension stays in the local POV.
- If the dimension is in the POV, then the same members must be selected in all the forms for the dimension.
- If the dimension is a page dimension, then the selected page members must be the same and display in the same order in all the forms.

The POVs in dashboards honor valid intersections by hiding invalid Page members. See Dashboard POVs and Valid Intersections.

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Dashboard POVs and Valid Intersections

The POVs in dashboards honor the valid intersections by hiding invalid Page members. Just like in forms, the Page drop-down list is filtered for all selected members in the POV and Page dimensions. Because dashboards support both global and local POVs, the context for filtering the Page drop-down list depends on which POV the members are located. If the Page drop-down list is on a global POV, the filtering context is only the global POV dimensions. If the Page drop-down list is on the local POV, the filtering context is all the global dimensions plus the dimensions on a chart's local POV.

See also About Global and Local POVs.

Viewing Dashboards - Standardized Interface

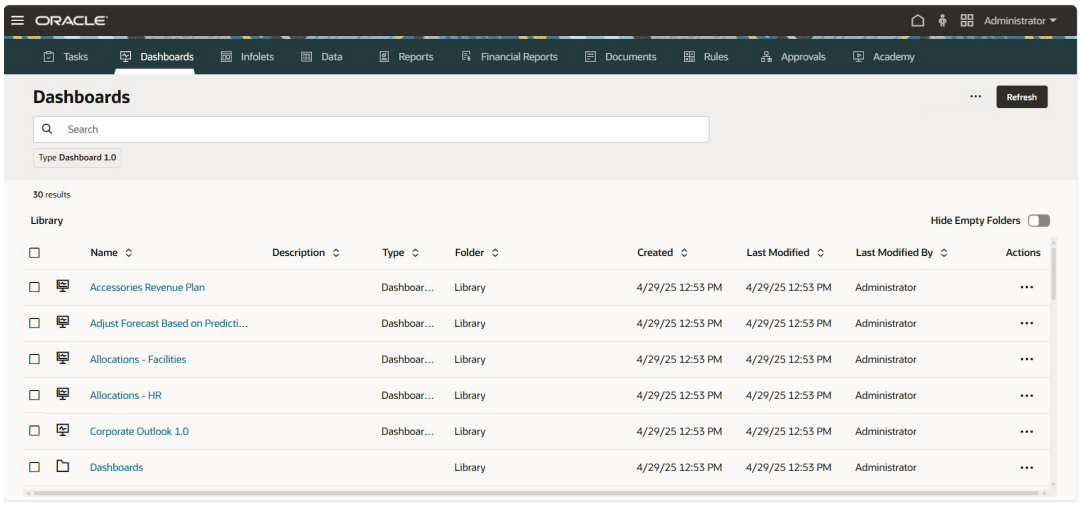
About the Dashboards Interface

This topic provides details about working with the **Dashboards** page in the default standardized interface. To learn more about the standardized interface, see About the Standardized Cloud EPM Platform Artifact Pages.

Viewing the Dashboards Page

To view the **Dashboards** page:

1. On the Home page, click **Dashboards**.



2. To open a dashboard, click the dashboard name.

This opens the dashboard in the *runtime* environment.

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> **Note**
>
> - If you've selected a Dashboard 2.0 dashboard and you see an `Error during Dashboard 2.0 component initialization` message, the dashboard has Forms 2.0 forms associated with it. You must ensure that Forms 2.0 is enabled before you can view the dashboard.
>
> To enable Forms 2.0, click **Application**, then **Settings**, and then under **Other Options**, find **Forms Versions**, select **Forms 2.0**, and then click **Save**.
> - A dashboard form might be prevented from opening if it includes undefined user variables. If you're prevented from viewing a dashboard form, you'll see a message prompting you to select members for the user variables:
>
>  ```
>  Before you can open this form, you must select a member for each User Variable. To select members for missing user variables: Click here
>  ```
>
> When you click the link in the message, the **User Preferences** page opens in a new dynamic tab and the user variables with missing member values are displayed first. Select a member for each undefined user variable.

Features of the Standardized Dashboards Page

On the standardized **Dashboards** page:

- Folders are supported. The **Dashboards** page uses the same folder hierarchy as infolets and data entry forms and all artifacts and folders reside under a root folder called **Library**. You cannot delete or rename the **Library** folder.

  > **Note**
  >
  > Only administrators can add files (for example, dashboards, infolets, forms, reports, and so on) to the **Library** root folder.

- To help you differentiate between the dashboard versions on the **Dashboards** page, we've provided an icon in front of each dashboard:
  -  : Dashboard 1.0
  -  : Dashboard 2.0
- The **Dashboards** page can be filtered by type. In the Standardized interface, click the **Type** filter chip in the **Search** box and select **Dashboard 1.0**, **Dashboard 2.0**, or select both.
- **Hide Empty Folders**: Hides folders that don't contain relevant artifacts for the current context. When the toggle is off, all folders are visible in the list region, including empty ones. When the toggle is on, only folders containing relevant artifacts for the **Dashboards** artifact page are displayed.

  By default this option is off, and will reset to off each time you start a new session. The state of the toggle is retained by the page during the session and is page-specific. Navigating away from the **Dashboards** page and returning preserves the toggle state until the tab is closed or the user logs out.

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- To search for a specific dashboard, enter search criteria and the search results will display in a drop-down under the **Search** box. Click **Enter** to view the search results in the list region. Search results list all instances of dashboards that include the search criteria (including folder names). Each search result displays the complete folder path. Searching inside a folder narrows the search to that folder and its subfolders.

> **Note**
>
> – The search considers the **Name**, **Description**, and **Folder** columns, wherever applicable, in the search.
>
> – If you perform a **Search** and the **Hide Empty Folders** toggle is off, all matching folders and artifacts are displayed. If the toggle is on, only folders containing matching artifacts are displayed. Empty folders are hidden.

Standardized Interface Dashboards Actions

The Standardized interface **Dashboards** page features a global Actions menu ••• and a line item-specific **Actions** menu.

The global Actions menu ••• (within the header region of the **Dashboards** page) includes the following options:

- **Create Dashboard 1.0**: Creates a Dashboard 1.0 dashboard and places it in the folder that is currently open. If no folder is open, new dashboards are placed in the Library folder.
- **Create Dashboard 2.0**: Creates a Dashboard 2.0 dashboard and places it in the folder that is currently open. If no folder is open, new dashboards are placed in the Library folder.
- **Create Folder**: Creates a new folder in the folder that is currently open. If no folders are open, new folders are created in the Library folder.

> **Note**
>
> Keep in mind that newly created folders are empty and therefore will not display if the **Hide Empty Folders** toggle is on. New folders become visible after content is added to them, or if the toggle is switched off.

- **Convert Dashboards to 2.0**: Finds any Dashboard 1.0 dashboards in the folder that is currently open, including any subfolders, and converts them all to Dashboard 2.0 dashboards. Selecting a folder in the listing and then selecting the global action for **Convert Dashboards to 2.0**, finds any Dashboard 1.0 dashboards within the folder, including any subfolders, and converts them to Dashboard 2.0 dashboards. Selecting one or more Dashboard 1.0 dashboards in the listing and then selecting the global action for **Convert Dashboards to 2.0**, converts the selected dashboards to Dashboard 2.0 dashboards. This action cannot be undone.
- **Assign Permission**: Assigns access permissions to the folder that is currently open. If no folder is open, permissions are assigned to the Library folder.
- **Move to**: (This option is only visible if one or more artifacts in the listing are selected.) Moves the selected artifacts to another location in the folder hierarchy.

Each dashboard line item also has an item-specific **Actions** menu which includes the following options:

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- **Open**: Opens the dashboard in the *runtime* environment so you can view it. The dashboard opens in a dynamic tab.
- **Edit**: Opens the dashboard in the Dashboard Designer with the underlying form data. The dashboard opens in a dynamic tab.
- **Delete**: Deletes a folder or a dashboard. The folder must be empty to delete it.
- **Rename**: Renames a folder or a dashboard. The folder cannot be renamed if it contains other folders.
- **Copy As**: Copies a dashboard with a new name. The dashboard is copied to the listing directly under the original dashboard.
- **Move to**: Moves the folder to another location in the folder hierarchy or moves a dashboard to another folder.

> **Note**
>
> All folders are displayed and are selectable in the **Move** interface, regardless of the state of the **Hide Empty Folders** toggle.

- **Copy URL**: Enables you to copy and share the direct URL for a dashboard.
- **Convert Dashboards to 2.0** (Dashboard 1.0 option only): For folders, finds any Dashboard 1.0 dashboards within the folder hierarchy, and converts them to Dashboard 2.0 dashboards. For dashboards, converts the dashboard to a Dashboard 2.0 dashboard. This action cannot be undone.
- **Assign Permission**: Assigns access permissions to the folder or dashboard.

Converting Dashboard 1.0 Dashboards to 2.0

Learn how to convert Dashboard 1.0 dashboards to Dashboard 2.0 dashboards.

If your application currently uses Dashboard 1.0, you can convert them to Dashboard 2.0.

You convert dashboards on the **Dashboards** listing page at the individual dashboard level or at the folder level. For example, if you wish to convert all dashboards in the application from 1.0 to 2.0, you can select the top level Library folder and convert them all.

> **Note**
>
> - After converting to Dashboard 2.0, you cannot convert your dashboards back to Dashboard 1.0.
> - The conversion process does not change the dashboard names. Navigation flows will still work as they did before the conversion.
> - After converting to Dashboard 2.0, dynamic POVs are displayed first instead of fixed POVs.

To convert Dashboard 1.0 to Dashboard 2.0:

1. On the Home page, click **Dashboards**.
2. Navigate to the folder or to the individual Dashboard 1.0 dashboard that you'd like to convert, then select from the following options:

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- To convert an individual dashboard, click ••• (Actions) to the right of the dashboard, and then select **Convert to Dashboards 2.0**.
- To convert all dashboards within a folder, click ••• (Actions) to the right of the folder, and then select **Convert All Dashboards to 2.0**.

> **Note**
>
> - Very old dashboards might include a dashboard definition with a component width value that is no longer supported. This could result in an unexpected dashboard rendering after converting an old dashboard to Dashboard 2.0.
>
> To resolve this issue, we recommend any of the following workarounds:
>
> – Open the original dashboard in Dashboard 1.0, edit the dashboard, and then save it. The dashboard will be automatically saved with the corrected component width values, and then it can be converted to Dashboard 2.0.
>
> – Create a new dashboard in Dashboard 1.0 with the same set of forms and charts and the same settings, then convert the dashboard to Dashboard 2.0.
>
> – Create a new dashboard in Dashboard 2.0 with the same artifacts and settings.
>
> - Dashboards containing master forms and details that were converted to Dashboard 2.0 prior to the 23.11 update might display two **Apply Context** menu options in a grid's context menu. This issue was fixed in 23.11.

Creating and Managing Dashboards 2.0

Related Links:

- Concepts in Designing Dashboard 2.0 Dashboards
- Considerations for Dashboard 2.0
- Creating Dashboard 2.0 Dashboards
- Working with the Member Selector When Designing Dashboards 2.0
- About Forms 2.0 Grids in Dashboard 2.0
- Using Tables in Dashboards
- About Global and Local POVs in Dashboard 2.0
- About Quick Analysis
- About Dashboard Charts
- Dashboard Design Guidelines

Concepts in Designing Dashboard 2.0 Dashboards

This topic contains helpful information as you design Dashboard 2.0 dashboards:

- About the Dashboard 2.0 Designer
- Opening the Dashboard 2.0 Designer
- Data Sources for Charts

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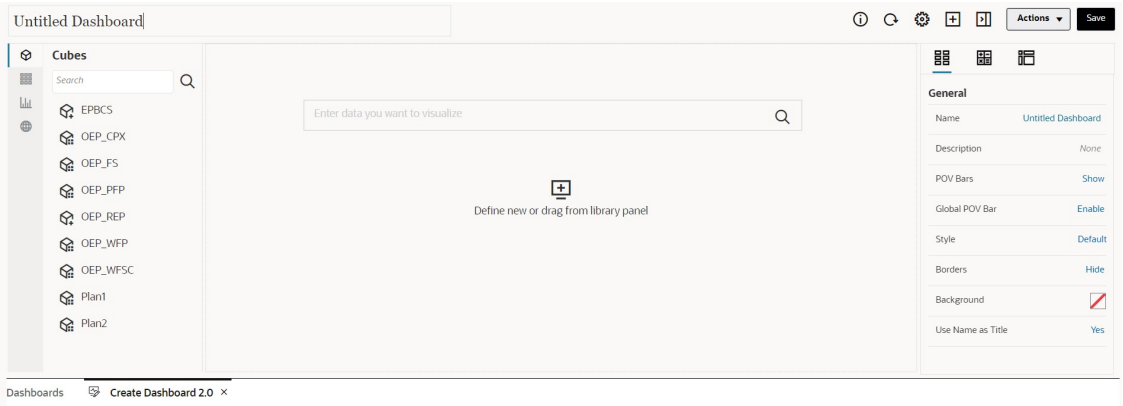
- More Helpful Information About Dashboard 2.0
- Videos

About the Dashboard 2.0 Designer



The Dashboard Designer consists of the following dashboard components:

- Object Palette
- Dashboard Toolbar
- Dashboard Workspace
- Properties Panel
- Dashboard Components

Opening the Dashboard 2.0 Designer

As a reminder, Dashboard 2.0 dashboards on the **Dashboards** page are identified by one of the following icons:

- (Dashboard 2.0 icon in the standardized interface)
- (Dashboard 2.0 icon in the legacy interface)

To open the Dashboard 2.0 Designer:

1. From the Home page, click **Dashboards**.
2. Select one of the following options:
   - To create a dashboard, click **Create**, and then select **Dashboard 2.0**.
   - To edit a dashboard, in the **Actions** column to the right of the Dashboard 2.0 dashboard you'd like to edit, click ••• (Actions), and then click **Edit**.

     If you don't need to work with data while editing a Dashboard 2.0 dashboard; for example, you'd like to realign the dashboard components and tiles, click ••• (Actions), and then click **Edit without Data**.
3. If the Dashboard 2.0 dashboard is open in the runtime environment, you can switch from the runtime environment to the Dashboard Designer environment.

   Click **Actions**, and then select **Edit** or **Edit without Data**.

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Data Sources for Charts

Dashboard 2.0 supports ad hoc grids, forms, and cubes for choosing the data. You pick the data sources from the object palette.

> **Note**
>
> You can include a maximum of 12 components in a Dashboard 2.0 dashboard.

- The properties panel provides full data source information for a dashboard component on the **Chart** tab  . Select the dashboard component, then click  (Chart). The data source information is displayed under the **Visualization** heading.
- When using a cube as the data source for quick analysis, drag and drop a cube from the object palette to the dashboard workspace, then click in the Search box and either enter the member name or launch the member selector to choose members. The **Layout** tab will then display in the properties panel where you can pivot the dimensions and choose which dimensions appear on the POV, row, or column axis. See About Quick Analysis.

  > **Note**
  >
  > There is an upper limit of 50 members across all dimensions that can be selected to create a chart using quick analysis. This limit together with the number of dimensions in the cube will determine the maximum size of the grid that is supported for a chart based on quick analysis.

- When the data source for a dashboard component is a form or an ad hoc grid, the data is fetched using the form definition.
  - You can change the source form in the properties panel by clicking the **Form** property in the  (Chart) tab of the properties panel.
  - The total amount of form data that's allowed to be visualized in a chart is 10,000 cells. By default, this is 100 rows and 100 columns. However, you can change the number of rows and columns to any combination that totals 10,000 cells or less; for example, if you reduce the number of rows to 5, then you can increase the number of columns to 2,000 (5 x 2000=10,000).
  - If a form's precision is set, displayed values after conversion to Dashboard 2.0 are based on the form's precision setting. If the precision value on a form is not set, then the values displayed after conversion to Dashboard 2.0 might change.

  > **Note**
  >
  > When the data source for a dashboard component is a form, and the form has rows that contain blank header cells or empty formula rows that are not configured, then the corresponding chart legends will not display.

- For Doughnut, Pie, and Gauge chart types, you can add multiple charts to one component. To add multiple charts, click **Single** or **Multiple** in the chart's **Display** property. If **Single** is

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selected, the chart displays only the first column of the underlying form's data. If **Multiple** is selected, a chart is displayed for each column of the underlying form's data.

> **Note**
>
> For dashboards with Doughnut, Pie, and Gauge chart types that are converted from Dashboard 1.0 to Dashboard 2.0, the default option for the **Display** property is **Multiple**. For newly created Dashboard 2.0 dashboards, the default option for **Display** is **Single**.

More Helpful Information About Dashboard 2.0

- As you create a dashboard, click **Actions** and then select **Save and Run** to immediately see how the dashboard looks and works to a dashboard user. To return to designer mode to continue designing the dashboard, click **Actions** and then select **Edit** or **Edit without Data**.
- By default, missing or suppressed data is plotted as zeros. For selected chart types (Area, Bubble, Combination, Line, Radar, and Scatter), you can disable this setting by selecting the **Plot Missing Values as Zero** option in the chart's settings. When this option is disabled, the missing or suppressed data is ignored and is no longer plotted as zeros for those chart types.
- To review Dashboard 2.0 considerations, see Considerations for Dashboard 2.0.

Videos

Your Goal	Watch This Video
Learn how to create a dashboard with multiple components in the Dashboard Designer for Dashboard 2.0.	Creating Dashboards in Dashboards 2.0

Object Palette

On the left side of the Dashboard Designer is the object palette where you select the content for dashboard components. Simply drag and drop objects from the object palette to the workspace or search for content using the Search box.

The object palette can be resized. To resize the object palette, hover over the right side of the palette and drag it. To hide the palette, hover over the palette until you see the handle icon , then click it to hide the palette. Click (Handle) again to reopen the palette.

Content in the object palette is grouped into these categories:

Table 12-2 Object Palette Content Categories

Icon	Description
	Cubes: Perform quick analysis by adding components of a cube to a dashboard without having a prebuilt form. See About Quick Analysis.

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Table 12-2 (Cont.) Object Palette Content Categories

Icon	Description
	**Library**: Select ad hoc and standard forms to include in the dashboard by navigating to the forms folders or by searching for them by name. • Click **List** to view forms in a **List View** or **Tree View**. • Click  (Search) to type search keywords. The access permissions set for forms are honored in dashboards.
	**Visualizations**: Select a chart to include in the dashboard. To view data in a chart, you must select components of a cube or associate the chart with a form as its data source. When you link a chart to a form, users can immediately see the impact of changing data in the form on the associated charts.
	**Other**: • **Commentary**: Adds the comment you enter below the graph or chart and to the bottom of the **Chart** tab in the properties panel. **Commentary** includes a WYSIWYG text editor. • **URL**: Adds the URL you enter below the graph or chart and to the bottom of the **Chart** tab in the properties panel. **URL** includes a Reference URL link and the URL must be IFrame supported. Insert only external site URLs starting with the `https://` security protocol. Don't use internal or relative URLs or URLs for unconsenting third party sites such as google.com. Don't imbed into a dashboard direct URLs to other EPM artifacts such as forms and dashboards on either the same Oracle Fusion Cloud Enterprise Performance Management instance or to a different Cloud EPM instance. **Note:** If a URL added to a dashboard doesn't work in the runtime environment, right-click the URL and open the link in a new tab.

Dashboard Toolbar

In the upper right corner of the Dashboard Designer is the dashboard toolbar where you can perform these dashboard tasks:

Table 12-3 Dashboard Toolbar

Icon	Description
	The **Information** icon displays the folder in which the dashboard is located.
	The **Refresh Data** icon refreshes all data associated with the entire dashboard.

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Table 12-3 (Cont.) Dashboard Toolbar

Icon	Description
	The **POV Settings** icon performs these POV actions: • **POV : Hide Dimension Labels**: If your dashboard contains a global POV bar, select to hide the dimension names on the global POV bar. Clearing this option once again displays dimension names on the global POV bar. • **POV : Auto-Apply**: If your dashboard contains a global or local POV, enable this action to automatically apply changes to the POV. If you don't want to automatically apply changes, clear this option. • **POV : Clear All Page Selections**:
	The **Add** icon adds a new empty dashboard component to the design canvas (this is an alternative to drag and drop).
	The **Properties** icon hides and unhides the Properties Panel.
Actions menu	The **Actions** menu enables you to perform these actions: • **Revert to Last Saved**: Discards edits made since the last time the dashboard was saved • **Save and Run**: Saves any edits made and opens the dashboard in the runtime environment
Save	Clicking **Save** saves the dashboard definition.

Dashboard Workspace

The large area in the middle of the page between the object palette and Properties panel is the dashboard workspace. In addition to drag and drop, you can use the Search box to specify or search for the data you want to display for each component (a *component* is an empty object in the dashboard workspace into which you can add a dashboard object, such as a chart or a table). You can add up to 12 components to the dashboard workspace.

If the forms version is Forms 2.0, any forms dropped into the workspace are rendered initially as editable grids. Ad hoc grids dropped into the workspace are rendered initially as tables.

- The first object that you drag and drop occupies the entire workspace, then drag additional objects from the object palette to the left, the right, the top, or the bottom of the existing component.
- To move a component to another part of the dashboard, click the component, and then hover your cursor over the upper edge of the component until you see the drag icon. Drag and drop the component to the left, right, top, or bottom of another component and the other components on the dashboard will move and realign.
- To maximize a component so it fills the workspace, hover over the component, click (Actions), and then click **Maximize**. The component will fill the workspace, and the other components on the workspace will be hidden. Clicking (Actions), and then **Restore** resizes the component to its original size and makes the other components in the workspace visible again.

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> **Note**
>
> The **Maximize** option only enlarges the dashboard component. If the dashboard component is a grid and you want to perform grid actions on the component such as **Adjust**, **Grid Spread**, **Comment**, and so on, select **Open Form** (in the **Actions** menu) to open the underlying form associated with the component. The form will open in a dynamic tab next to the current tab.

- To change the height and the width of components in the dashboard, perform one of the following actions:
  - Drag the borders of the components within the dashboard workspace
  - Select a dashboard component, then in the Properties panel on the right, click  (Charts) to view and change the component's height and width.
- To maximize the overall size of the dashboard workspace, you can resize or hide the object palette and properties panel on either side of the workspace.
- For a dashboard with a URL component, clicking on the body of the URL component does not switch focus to the URL component. To switch focus to the URL component, either click Alt + W or hover over the URL title bar until you see the cursor change to the **Move** icon  , then click to change the focus.

> **Note**
>
> In the runtime environment, if a user doesn't have access to an object like a form, or if the form is missing, then an adjacent component will take its space. In the designer environment, all empty components are displayed so that the designer can choose to remove them.

Properties Panel

On the right side of the Dashboard Designer is the Properties panel where you can set general properties for the entire dashboard as well as component-specific properties.

The Properties panel can be resized. To resize the panel, hover over the left side of the panel and drag it. To hide the panel, click  (Properties) at the top of the page. Click  (Properties) again to reopen the panel.

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Table 12-4 Properties Panel

Icon	Description
	The **General** tab includes the following properties for the entire dashboard: • **Name**: Edit the title of the entire dashboard. • **Description** (optional): Describe the dashboard. • **POV Bars**: Show or hide POV bars. • **Global POV Bar**: Enable or disable the global POV bar. • **Style**: Select the dashboard color scheme. Options are **Default**, **Light**, and **Dark**. **Note:** If you select **Dark**, dashboard error messages and legend text will be more difficult to view. • **Borders**: Show or hide component borders. • **Background**: Select a new dashboard background from a menu of colors. **Note:** If your dashboard contains a grid, only the background color will change. The grid color will remain the same. • **Use Name as Title**: Selecting **No** lets you customize the dashboard's title. You can further customize the title by changing the font family, font size, bolding, italicizing, underlining, font color, and font background color. • **Instructions**: Enable or disable instructions for the entire dashboard. Choose **Enable** to enter instructional text, format it, and then display it to runtime dashboard viewers. Note that the text limit for instructions is 2000 characters. The instructions can be viewed by clicking  (Instructions) in the runtime dashboard's global toolbar. Choose **Disable** to hide instructions. **Note:** To add instructions for individual dashboard components, open the dashboard component and edit it. For information about POVs, see About Global and Local POVs in Dashboard 2.0.
	The **Associations** tab lists the rules associated with the dashboard and the underlying form data. **Note:** You can associate rules which are required to be run during a global **Save**. These rules can be associated or removed at any time. You can add rules and edit them: • If no rules are associated, click  (Add/Edit business rules) to view a list of rules from which to choose. Rules already associated with forms in the dashboard are listed first and are named as follows: Business Rules for <name of form> • When you add rules, you'll need to specify when the rule should run: **Before Load**, **After Load**, **Before Save**, **After Save**, **Use Members on Form**, **Hide Prompt**. • Under **Actions**, you can delete rules or change the order in which they will run: **Move to Top**, **Move Up**, **Move Down**, **Move to Bottom**, and **Delete**. • If the rules have runtime prompts, they will be displayed when the rule is run.

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Table 12-4 (Cont.) Properties Panel

Icon	Description
	The **Chart** tab includes properties for the selected components in the dashboard such as chart title, component height, width, and background color. You can also change the chart type, the data source type, and which underlying form is used for each component. Using different background colors for each component enables you to uniquely differentiate each dashboard component. Removing the chart title frees space that is then adjusted for the local POV bar and for the chart itself. For rows and columns, the total amount of form data that's allowed to be visualized in a chart is 10,000 cells. By default, this is 100 rows and 100 columns. However, you can change the number of rows and columns to any combination where the multiplication totals 10,000 cells or less; for example, if you reduce the number of rows to 5, then you can increase the number of columns to 2,000 (5 x 2000=10,000). **Note:** The 10,000 cell visualization limit does not apply to grids. If the form associated with a chart exceeds the 10,000 cell visualization limit, it might result in discrepancies between the data you see in the form and the way the data is visualized in the dashboard chart. It also might result in some other runtime issues such as drilling through on charts and legends. If you've added **Commentary** or **URL** information types to this component, you can edit the content of those information types at the bottom of this tab.
(this icon will change depending on the component that's selected in the dashboard)	This tab lets you customize visualizations for the selected chart or table. Set display properties for the selected components such as how to scale values, show or hide row dividers or grid lines, choose different font sizes and colors for headers and data, set orientation vertically or horizontally, define legend positions, add spark charts to tables, add a secondary Y-axis, and so on. See the chart type topics for detailed property descriptions. **Note:** For data visualizations in Dashboard 2.0, the custom color palette now supports only 12 colors instead of 15. If you created a dashboard in an earlier update that used 15 colors, you will continue to see 15 colors at runtime. However when you try to change the custom colors, the dashboard designer will only display 12 colors from which you can select and save.
	The **Layout** tab includes the **POV**, **Row**, and **Column** properties for the selected cube for quick analysis. See About Quick Analysis.

Dashboard Components

You can add up to 12 components to the dashboard workspace.

When you hover over a component in the workspace, a toolbar for that component displays in the upper right corner:



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Table 12-5 Dashboard Components Toolbar

Icon	Description
	**Instructions**: Displays instructions for the form associated with the dashboard component (only available if the form designer added instructions to the form)
	**Save**: Saves any changed data and runs any rules associated with the dashboard component
	**Refresh**: Refreshes the data associated with the dashboard component
	**Chart Type**: Changes the chart type associated with the dashboard component
	Actions menu: • **Maximize**: Enlarges the dashboard component. Once maximized, click **Restore** to minimize the dashboard component to its original size. **Note:** The **Maximize** option only enlarges the dashboard component. If the dashboard component is a grid and you want to perform grid actions on the component such as **Adjust**, **Grid Spread**, **Comment**, and so on, select **Open Form** (in the **Actions** menu) to open the underlying form associated with the component. The form will open in a dynamic tab next to the current tab. • **Rules & Smart Push**: Lists any rules associated with the form. Click the rules to launch them. Analyze data coming from different cubes with Smart Push. • **Analyze**: Perform ad hoc analysis on a form. This menu option only displays if the chart type is a grid and if the data source is a form. • **Open in Smart View**: Work with a form in Oracle Smart View for Office. This menu option only displays if the chart type is a grid and if the data source is a form. See Opening Forms and Ad Hoc Grids from Web Applications in *Smart View for Office User's Guide 23.100*. • **Spreadsheet Export**: Export data from a form to Microsoft Excel so you can explore "what-if" scenarios in Excel before copying and pasting values back to your business process. This menu option only displays if the chart type is a grid and if the data source is a form. • **Open Form**: Opens the runtime form associated with the dashboard component in a dynamic tab next to the current tab • **Edit Form**: If you have the correct permissions, opens the form associated with the dashboard component in the forms editor. The forms editor opens in a dynamic tab next to the current tab. • **Show Details**: Displays the underlying form details, including the form name, the folder path of the form, and the cube

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Considerations for Dashboard 2.0

> **Note**
>
> Starting with the October 2025 (25.10) update, Oracle plans to de-support Dashboard 1.0. All Oracle Fusion Cloud EPM environments will default to Dashboard 2.0 with existing environments created before October 3, 2025 having the option to switch back to Dashboard 1.0. All new environments created on or after October 3, 2025 will be deployed with Dashboard 2.0 only.

Note the following considerations when using Dashboard 2.0:

- When viewing dashboards in Dashboard 2.0, data for each form is visualized based on the data type of the form's first row, first cell. For example, if the first row, first cell in a form uses a percentage data type, then the data displayed for that form in Dashboard 2.0 is visualized as a percentage. If another form in the same dashboard uses a numeric data type in the first row, first cell, then the data will display as a decimal.
- For charts, each column must have a unique name in order for the data to be rendered properly.
- In some Dashboard 2.0 charts (such as Line and Area charts), data markers are defaulting to always display. In a future update, dashboard designers will have the ability to control the visibility of data markers.
- 3D visualization is not supported in Dashboard 2.0. This affects the following Dashboard 2.0 chart types:
  - Area
  - Bar
  - Bubble
  - Column
  - Combination
  - Doughnut
  - Gauge
  - Grid
  - Line
  - Radar
  - Scatter

  > **Note**
  >
  > Dashboard 1.0 still supports 3D visualizations for charts, as applicable.

- In a future update, Dashboard 2.0 will support Smart Push.
- Funnel charts are useful for viewing data for stages of a process, such as the stages of a sales process. The area of a funnel slice is proportional to its value for the corresponding

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stage. Dashboard 1.0 renders the funnel chart very differently than the way in which Dashboard 2.0 renders the funnel chart. In Dashboard 1.0, the funnel chart supports multiple columns, and the first two rows of the form are used to compare Actual with Target. The chart then plots the differences between the two in the funnel corresponding to the respective column. In Dashboard 2.0 the funnel chart supports only the first column and the area of the funnel corresponding to each cell on the row is colored and is sized proportionally to its numeric value.

- When accessing ad hoc grids from Dashboard 2.0 chart types:
  - **Analyze** only works for chart elements built on a form.
  - **Analyze** is not supported for Geomap chart types or for Quick Analysis charts.
  - For charts built on a form with a formula row or column, after right-clicking the chart element which corresponds to the formula row/column (like a bar in a Bar chart), clicking **Analyze** will not perform any action.
- All future dashboard enhancements will be in Dashboard 2.0.

Forms Versions and Dashboard 2.0

Runtime forms are also available in two versions:

- **Forms 1.0**: Uses Slick Grid with Oracle ADF Fuse components
- **Forms 2.0**: Uses Slick Grid with Oracle JET components

Certain features in Dashboard 2.0 only work with Forms 2.0; for example, Dashboard 2.0 only lets you work directly with data in form grids if the underlying form is a Forms 2.0 form. The **Forms Version** can be updated in your application settings.

> **Note**
>
> Starting with the October 2025 (25.10) update, Oracle plans to de-support Forms 1.0. Users on new environments created on or after October 3, 2025 will see all their forms rendered exclusively in Forms 2.0, with no option in application settings to switch to Forms 1.0. Existing environment users will also see their forms rendered in Forms 2.0 by default. However, users on environments created before October 3, 2025 will have the option to switch back to Forms 1.0 using the **Forms Version** application setting, if needed.

You'll need to be aware of some differences in the way the dashboard versions interact with the forms versions.

Forms Version 1.0

When the **Forms Version** application setting is set to **Forms 1.0**:

- You can continue to use Dashboard 1.0 with Forms 1.0.
- You cannot use Dashboard 2.0 with Forms 1.0.

  Forms 2.0 is supported with Dashboard 2.0 only. Use Forms 2.0 with Dashboard 2.0 for all interactions.

  If you've selected a Dashboard 2.0 dashboard and you see an `Error during Dashboard 2.0 component initialization` message, the dashboard has Forms 2.0 forms associated with it and you'll need to ensure that Forms 2.0 is enabled before you can view the dashboard.

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- When Dashboard 2.0 artifacts are created, the **Grid** visualization option will not be available.
- To use forms as grids in Dashboard 2.0, update the **Forms Version** application setting to Forms 2.0.
- Existing Dashboard 2.0 dashboards (Dashboard 2.0 dashboards created before November 2023) will continue to display forms as tables and charts, not grids.

Forms Version 2.0

When the **Forms Version** application setting is set to **Forms 2.0**:

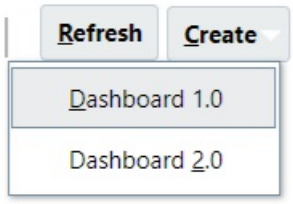
- You can continue to use Dashboard 1.0 with Forms 2.0.
- Dashboard 2.0 will display the **Grid** visualization option, which uses Forms 2.0 with read, write, and calculate abilities.
- Forms 2.0 within Dashboard 1.0 will appear as Forms 1.0.

> **Note**
>
> Saved forms definitions can be used as a data source for dashboard charts regardless of the **Forms Version** application setting: **Forms 1.0** or **Forms 2.0**.

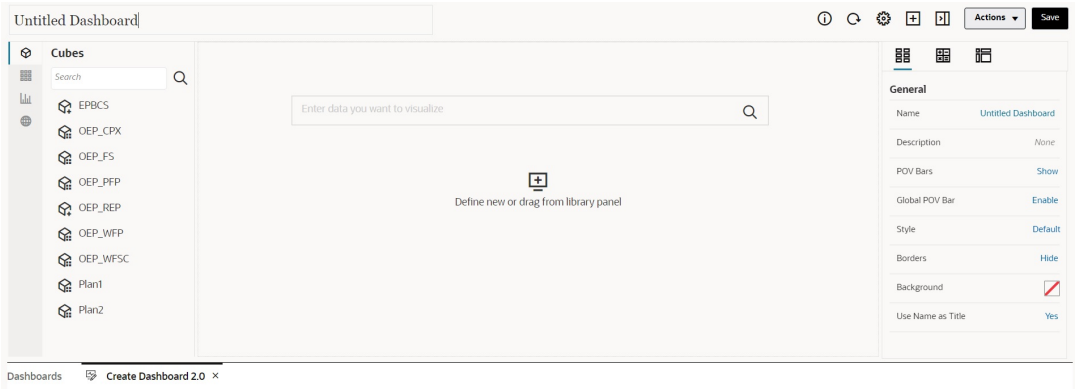
Creating Dashboard 2.0 Dashboards

To create a Dashboard 2.0 dashboard:

1. From the Home page, click **Dashboards**, and then click **Create**.



2. From the options provided, select **Dashboard 2.0**.



3. Enter a name for the dashboard by clicking the default dashboard name and entering a new name in the input box.

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4. Drag and drop content from the object palette on the left onto the dashboard workspace. Customize the dashboard using the dashboard settings and properties.

   For a detailed description of the Dashboard Designer, see Concepts in Designing Dashboard 2.0 Dashboards.

   While working on the dashboard, you can save it as a new dashboard, including any unsaved changes. To do so, click **Actions**, then **Save As,** and then save the dashboard with the new name.

5. Click **Save**.

You can easily duplicate and modify a dashboard using **Copy As** on the **Dashboards** listing page. Select **Actions** ••• next to the dashboard you want to copy.

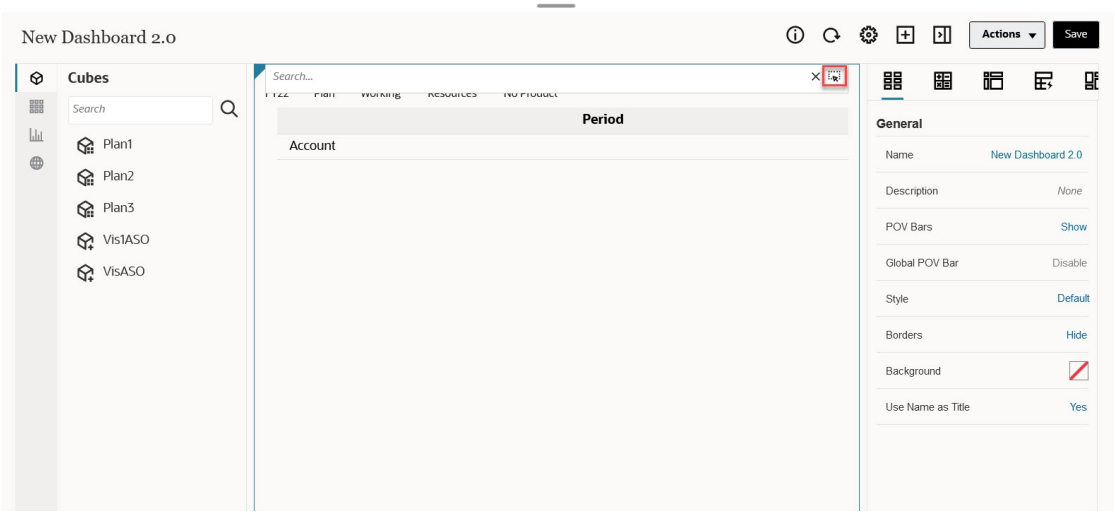
Working with the Member Selector When Designing Dashboards 2.0

When designing Dashboard 2.0 dashboards, you can easily search for and select new dimension members using the member selector.

When you're creating a Quick Analysis in your dashboard, after you add a cube, you can select members for each dimension using the member selector.

To open the member selector for Quick Analysis:

Click the member selector icon in the Quick Search bar:



Select members for each dimension using the member selector.

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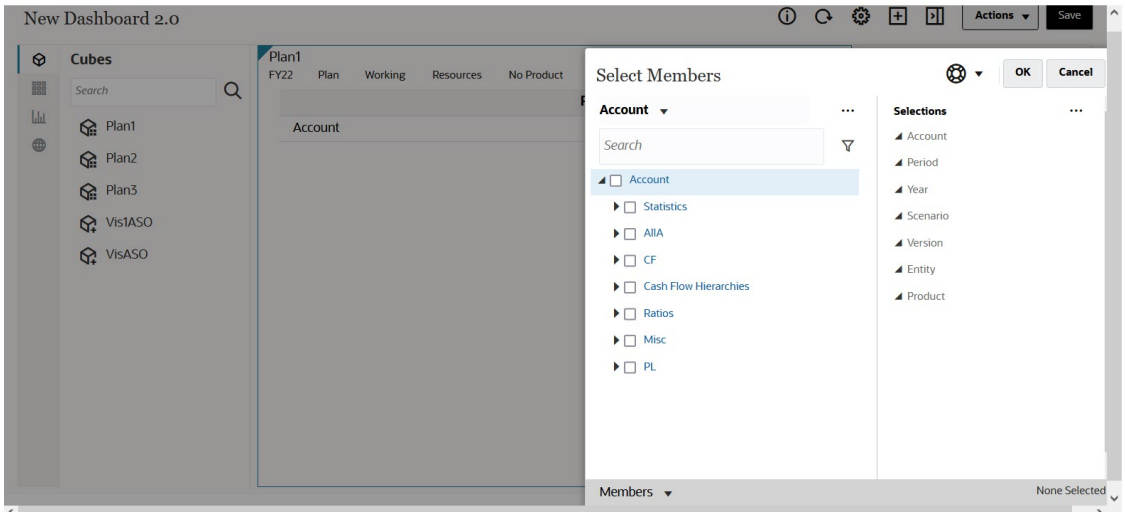


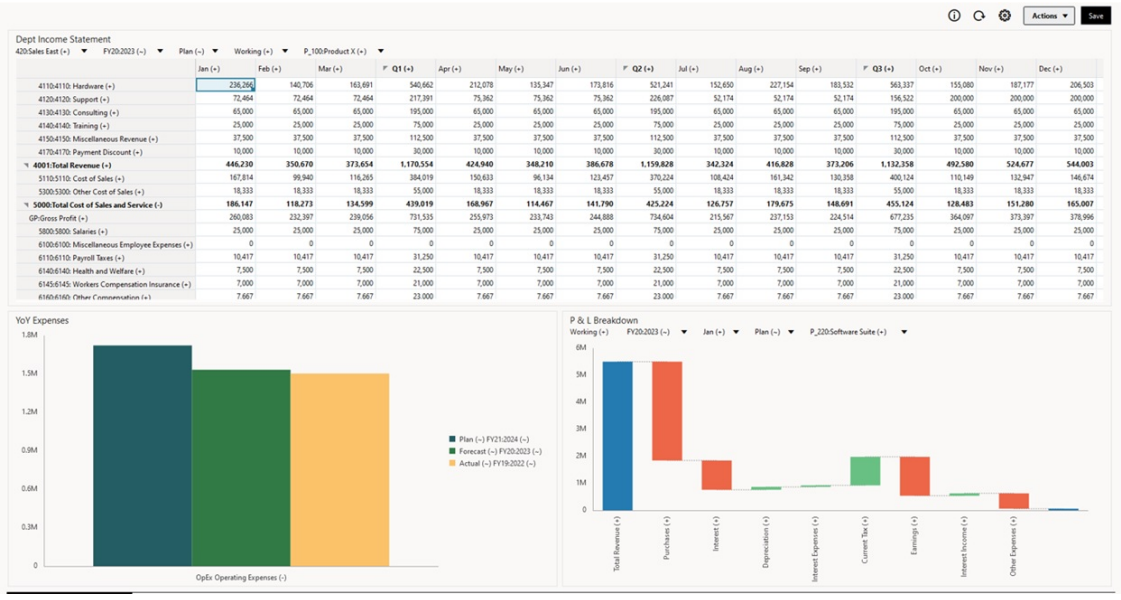
For more information about working with the member selector, see Using the Member Selector.

About Forms 2.0 Grids in Dashboard 2.0

Newly added components in Dashboard 2.0 default to displaying the form grid, and the grids are writable if the associated form is a Forms 2.0 form. Grids in dashboards enable you to work directly with data in forms if the underlying form is a Forms 2.0 form. You can write-back data updates and invoke rules in dashboards with grid components. You can also analyze form data, work with a form in Oracle Smart View for Office, and export data from a form to a spreadsheet.

Right-clicking inside a grid enables you to view a context menu where you can perform additional grid actions such as grid spread, and adding comments and attachments.

Example Dashboard with a Grid and Charts



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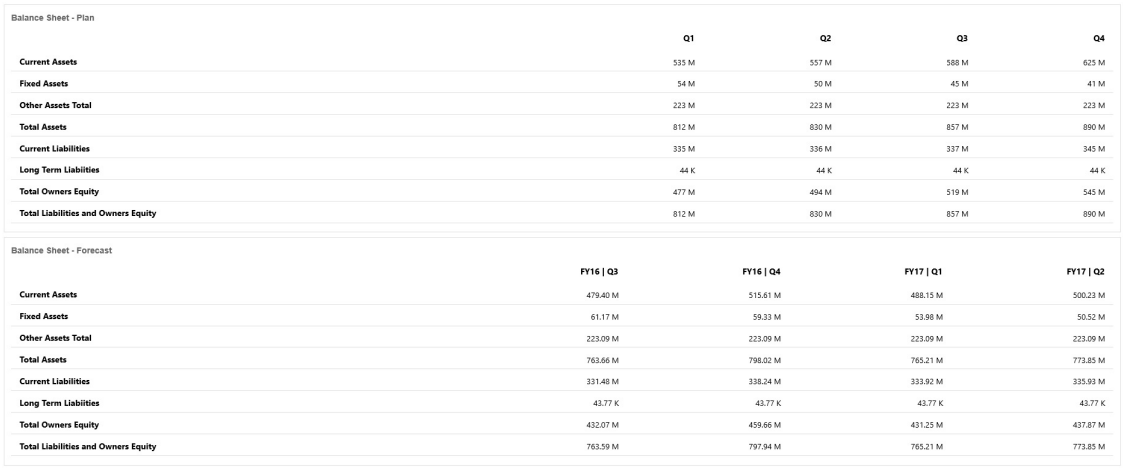
Using Tables in Dashboards

Tables in dashboards provide a list view of the data showing multiple values from a form or grid. You can embed mini-charts into each row of the table, called Spark Charts, which plot column data. Tables are also searchable. Note that currency symbols or currency codes are displayed in tables for multicurrency applications.

Example Dashboard Showing Plain Tables



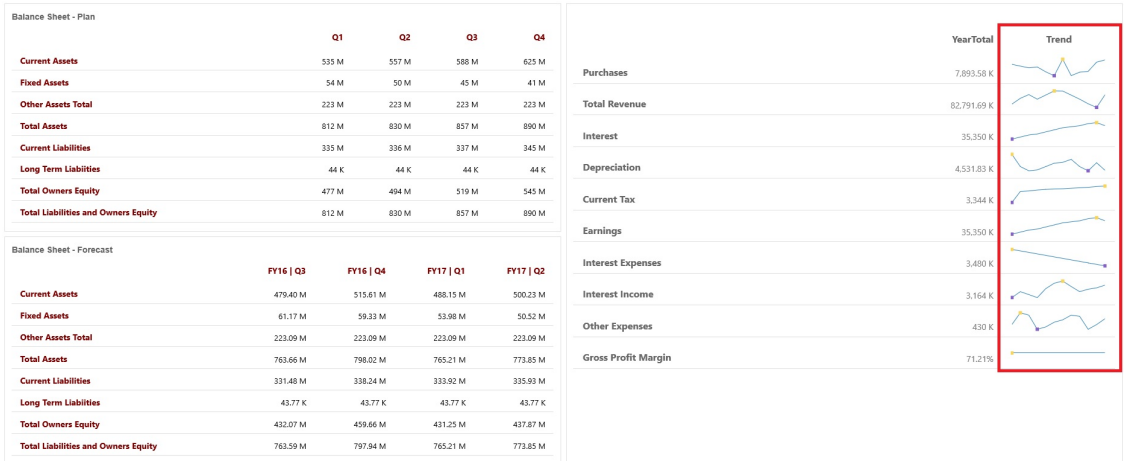
Balance Sheet - Plan

	Q1	Q2	Q3	Q4
Current Assets	535 M	557 M	588 M	625 M
Fixed Assets	54 M	50 M	45 M	41 M
Other Assets Total	223 M	223 M	223 M	223 M
Total Assets	812 M	830 M	857 M	890 M
Current Liabilities	335 M	336 M	337 M	345 M
Long Term Liabilities	44 K	44 K	44 K	44 K
Total Owners Equity	477 M	494 M	519 M	545 M
Total Liabilities and Owners Equity	812 M	830 M	857 M	890 M

Balance Sheet - Forecast

	FY16 | Q3	FY16 | Q4	FY17 | Q1	FY17 | Q2
Current Assets	479.40 M	515.61 M	488.15 M	500.23 M
Fixed Assets	61.17 M	59.33 M	53.98 M	50.52 M
Other Assets Total	223.09 M	223.09 M	223.09 M	223.09 M
Total Assets	763.66 M	798.02 M	765.21 M	773.85 M
Current Liabilities	331.48 M	338.24 M	333.92 M	335.93 M
Long Term Liabilities	43.77 K	43.77 K	43.77 K	43.77 K
Total Owners Equity	432.07 M	459.66 M	431.25 M	437.87 M
Total Liabilities and Owners Equity	763.59 M	797.94 M	765.21 M	773.85 M

Example Dashboard Showing a Table With a Spark Chart



Balance Sheet - Plan

	Q1	Q2	Q3	Q4
Current Assets	535 M	557 M	588 M	625 M
Fixed Assets	54 M	50 M	45 M	41 M
Other Assets Total	223 M	223 M	223 M	223 M
Total Assets	812 M	830 M	857 M	890 M
Current Liabilities	335 M	336 M	337 M	345 M
Long Term Liabilities	44 K	44 K	44 K	44 K
Total Owners Equity	477 M	494 M	519 M	545 M
Total Liabilities and Owners Equity	812 M	830 M	857 M	890 M

Balance Sheet - Forecast

	FY16 | Q3	FY16 | Q4	FY17 | Q1	FY17 | Q2
Current Assets	479.40 M	515.61 M	488.15 M	500.23 M
Fixed Assets	61.17 M	59.33 M	53.98 M	50.52 M
Other Assets Total	223.09 M	223.09 M	223.09 M	223.09 M
Total Assets	763.66 M	798.02 M	765.21 M	773.85 M
Current Liabilities	331.48 M	338.24 M	333.92 M	335.93 M
Long Term Liabilities	43.77 K	43.77 K	43.77 K	43.77 K
Total Owners Equity	432.07 M	459.66 M	431.25 M	437.87 M
Total Liabilities and Owners Equity	763.59 M	797.94 M	765.21 M	773.85 M

	YearTotal	Trend
Purchases	7,893.58 K	
Total Revenue	82,791.69 K	
Interest	35,350 K	
Depreciation	4,531.83 K	
Current Tax	3,344 K	
Earnings	35,350 K	
Interest Expenses	3,480 K	
Interest Income	3,164 K	
Other Expenses	430 K	
Gross Profit Margin	71.21%	

Dashboard designers can set these table properties:

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Table 12-6 Table Properties

Setting	Description
Value Scale	Especially useful for large numbers, you can scale how a value is displayed. For example, if the value is 1,689,000 and you select **K - Thousand** as the scaling option, the table displays the value as 1,689K. Your scaling options: • **None**: No scaling is applied. • **Auto**: The value is displayed based on its range. For example, 1,500 displays as 1.5K, 1,689,000 displays as 1.69M, 42,314,531,211 displays as 42.31B, and 1,234,567,891,234 displays as 1.23T. • **K - Thousand**: The value is displayed as thousands units. For example, 1,689,000 displays as 1689K. • **M - Million**: The value is displayed as millions units. For example, 123,456,789 displays as 123M. • **B - Billion**: The value is displayed as billions units. For example, 12,345,678,912 displays as 12B. • **T - Trillion**: The value is displayed as trillions units. For example, 1,234,567,891,234,567 displays as 1,234T.
Row Divider	Choose **Show** or **Hide**.
Font	Specify size and color options for headers and data.
Spark Chart	• **Chart Type**: Select **Bar**, **Line**, **Area**, and **Line with Area** with associated options. Or you can select **None**. • **Header**: Column header for the Spark Chart column • **Starting Index**: Column index where to start charting data • **Ending Index**: Column index where to stop charting data

Videos

Your Goal	Watch This Video
See how to create a dashboard with multiple components in the Dashboard Designer for Dashboard 2.0. You create a dashboard with a table, a table with a spark chart, and a tile chart.	Creating Table, Spark, and Tile Charts in Dashboards 2.0

About Global and Local POVs in Dashboard 2.0

A local POV on a form reflects the dimension members the form designer selected for that form. Dashboards also support *global POV bars*, so that the local POVs that are common are combined in the global POV bar to avoid repeating them in each component.

Dashboard 2.0 POVs Example

This Dashboard 2.0 dashboard shows a global POV bar (showing Entity and Year) and local POVs (the drop-down lists for Q2):

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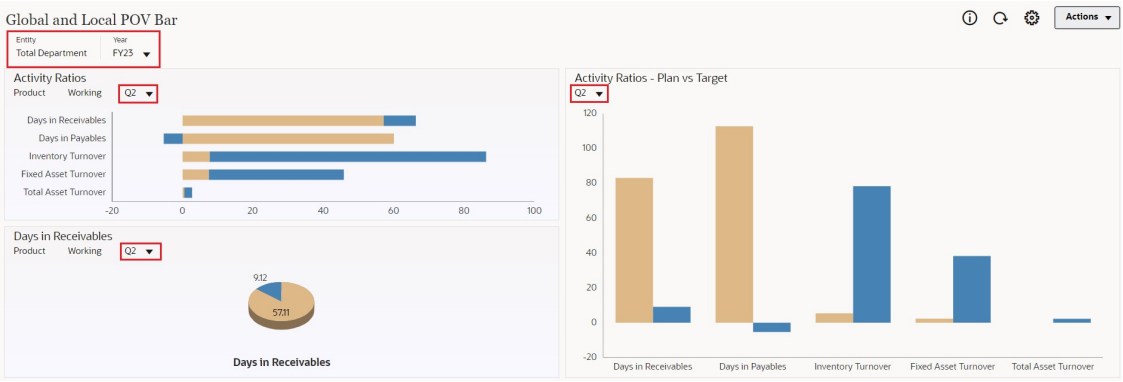

With a global POV bar, if you change a page in the global POV bar and **POV Bar : Auto-Apply** is enabled, the page changes for all components in the dashboard that are based on forms. The global POV bar displays at the top of the dashboard above all the components, while the local POV bar displays within the component. User variables are supported in both global and local POVs in dashboards and you can change dynamic user variables directly from the POV bar.

In the dashboard toolbar  **POV Settings** menu (in both the runtime and edit modes), you can set whether to hide dimension labels in the global POV (**POV Bar : Hide Dimension Labels**) and whether to enable or disable automatically applying changes (**POV Bar : Auto-Apply**).

About global POV bars:

- The POV Bar is made up of local POV dimensions, Page dimensions, and user variables.
- Depending on the local POV and page of each form on the dashboard, the global POV bar is automatically calculated.
- Global POVs reflect the content of the components using forms in that dashboard. That is, they apply to forms in a dashboard, to charts that are linked to forms, and to tiles that use forms as a data source. So if the dashboard doesn't include a form as a data source, then neither the local nor global POV bar is available.

Here's an example of how the global POV bar is calculated, based on the local POV dimensions for two forms:

The global POV bar is disabled:

- Form A local POV: Year, Entity, Product
- Form B local POV: Year, Entity, Project

The global POV bar is enabled:

- Global POV bar: Year, Entity
- Form A local POV: Product
- Form B local POV: Project

Because not all dimensions and page selections may be common to all forms on a dashboard, the complete POV for a dashboard component may get split between the local POV and the global POV bar. The global POV bar and the local POV together contain the complete intersection information for each form on a dashboard.

If there is only one component on the dashboard that uses a form as a data source, then the entire POV/page of the form is moved to the global POV bar.

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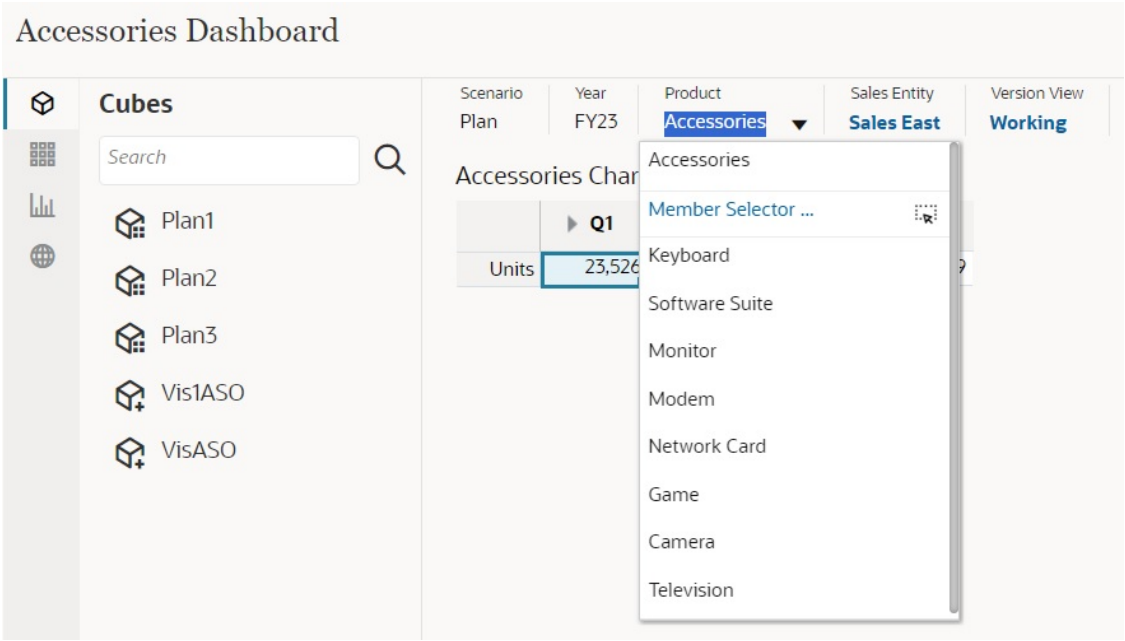
If there is more than one component on a dashboard that uses forms as a data source, then this is how the application determines which dimensions go in the global POV bar or stay in the local POV:

- If the dimension is in the POV or page of all the forms, and the member selection is the same in all the forms, the dimension goes in the global POV bar.
- If the dimension is in the POV on one form and in the page of another form, then the dimension stays in the local POV.
- If the dimension is in the POV, then the same members must be selected in all the forms for the dimension.
- If the dimension is a page dimension, then the selected page members must be the same and display in the same order in all the forms.

Searching for POV Members in Dashboard 2.0 Dashboards

When working in Dashboard 2.0 dashboards, you can easily find new POV members. To search, click a POV link. The search interface displays a list of the most recently used members from which you can choose.

Figure 12-1 Dashboard 2.0 POV Most Recently Used Members List



You also can search using the member selector. Click a POV link, then click the member selector icon to launch the member selector. Members in the member selector are displayed as a hierarchy or you can type a member name in the **Search** box. If a member is located using the **Search** box, you'll see a result displayed under the Search box.

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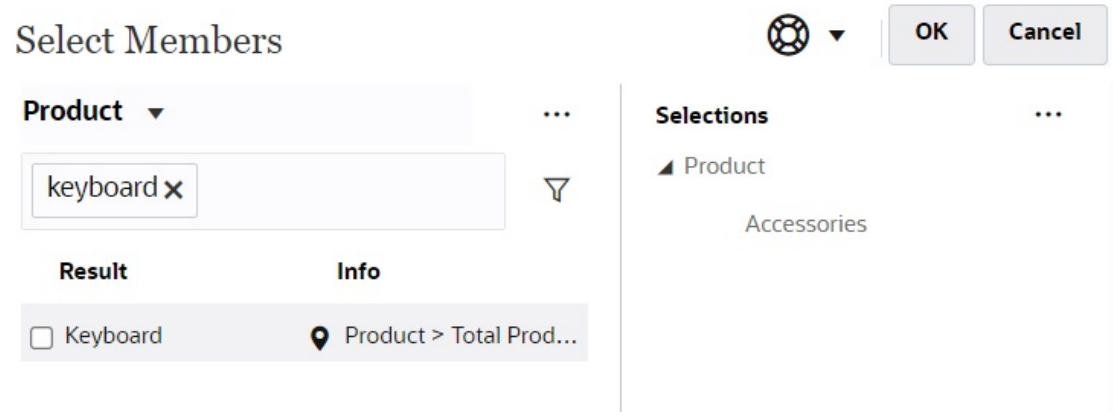
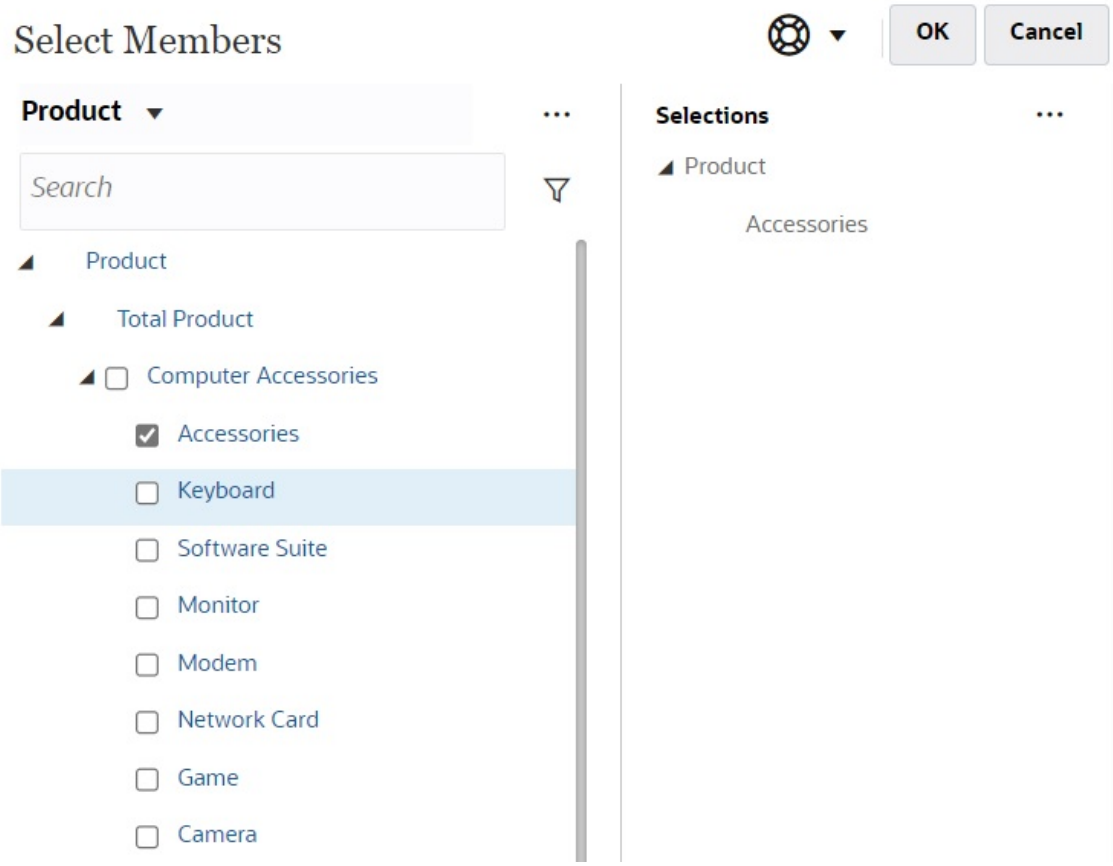
Figure 12-2 Dashboard 2.0 Member Selector Search Results



You can view where the member is located within the hierarchy by hovering over the result's **Info** column and clicking (Locate Member).

Figure 12-3 Dashboard 2.0 Member Selector Search Results in Hierarchy



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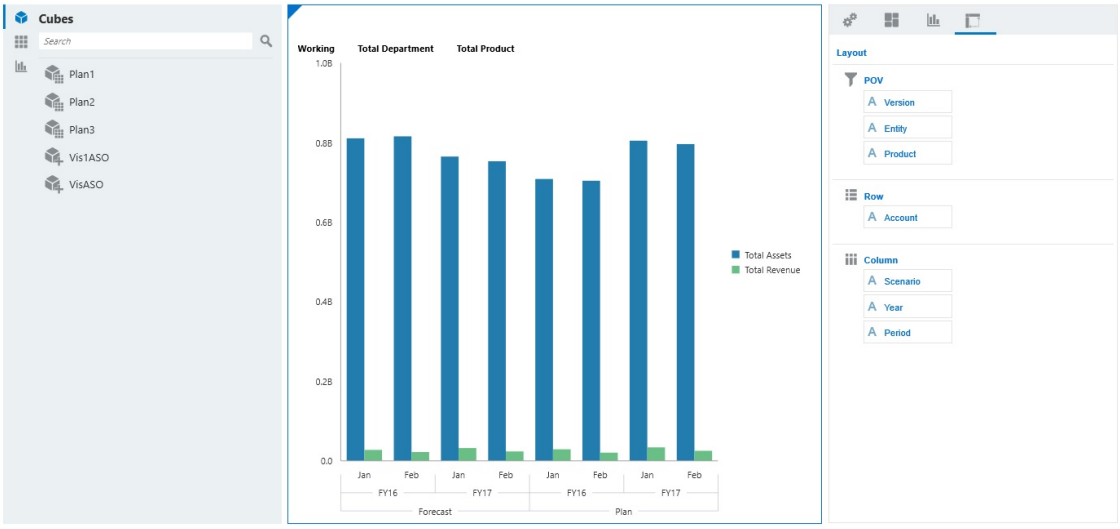
Dashboard 2.0 POV Bar Considerations

- For POV bar Page drop-down lists, the number of members shown in the page drop-down is controlled in **User Preferences** under **Page Options**. (From the Home page, click **Tools**, then **User Preferences**, and then click **Display** to view the **Page Options**.) If the number of items in the page drop-down exceeds this limit, then users cannot view them. Note that this will be fixed in a future release with the ability to use the member selector to browse through the rest of the members, similar to Dashboards 1.0.
- If your dashboard includes multiple forms, but some forms have different properties for the same dimension; for example, the Version dimension is hidden on some forms but it's visible on other forms in the same dashboard, the global POV might not display any Version dimension members. We recommend you ensure that all properties for all dimensions are the same for all forms included within a dashboard.

About Quick Analysis

Quick Analysis lets you add components to dashboards without having a prebuilt form. You create an ad hoc query by typing member names in the Search bar or using the Member Selector, and then you control the layout of the query in the Layout tab of the Properties panel.

Example Dashboard 2.0 Quick Analysis Chart in Design Mode



To create a quick analysis in your dashboard:

1. Select a cube for the query. You can do this in one of two ways:
   - Click in the workspace Search box to display a list of cubes, then select a cube.
   - Drag and drop a cube from the object palette to the dashboard workspace.

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> **Note**
>
> With either method, the system starts with a default query; a single intersection in the cube driven from your Most Recently Used, or MRU. The default query varies based on what you've recently been looking at in the cube.
>
> If the MRU intersection in the cube is invalid, you'll get an error. If you see an error, open another form and change the page to a valid intersection so that the MRU gets updated with a valid intersection.

2. Refine the query by specifying members for the query:
   - In the Search box, type member names to display an auto-complete list from the cube.
   - Launch the member selector to select members, and then click **OK**.

> **Note**
>
> When using the Search box to find members for quick analysis and more than 25,000 members are present in a cube, the Search box only searches the first 3000 members in the dimension for the cube. If the cube contains less than 25,000 members, then the Search box will search through all members. To search a cube with more than 25,000 members, launch the member selector to make your quick analysis selections.

3. Select a chart type for the query.

   Click (Chart Type) to select a chart type; for example, Bar .

4. In the Properties panel, click the Layout tab .
5. Drag and drop the dimensions in the Layout tab of the Properties panel to other sections of the Layout tab to change the POV, Row, and Column layout of the dashboard component.

Videos

Your Goal	Watch This Video
Discover how to add quick analysis components to dashboards without having a prebuilt form. You learn how to create an ad hoc query in the Dashboard Designer and format the results by changing the dimension layout and applying visualizations.	Creating Quick Analyses in Dashboards 2.0

About Dashboard Charts

Dashboard charts are the visual elements that make up a dashboard. They take complex data and translate it into easily understandable visuals like:

- **Bar Charts:** Used to compare data across different categories or to show changes over time.
- **Line Charts:** Used to display trends and patterns over time.

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- **Pie Charts:** Used to show the proportion of different parts to a whole.
- **Other types:** There are many other specialized charts like geomap, tile, gauge, radar, and combination charts, each with their own specific uses.

See the following topics for chart descriptions:

Chart Type	Icon	Want to know more?
Geomap		See About the Geomap Chart Type.
Pyramid		See About the Pyramid Chart Type.
Waterfall		See About the Waterfall Chart Type.
Gauge		See About the Gauge Chart Type for Dashboard 2.0.
Radar		See About the Radar Chart Type for Dashboard 2.0.
Combination		See About the Combination Chart Type for Dashboard 2.0.
Tile		See About the Tile Chart Type for Dashboard 2.0.

About the Geomap Chart Type

Geomaps are geographical maps with overlays and charts that display some measure about each of the geographical areas that are displayed. Hovering over the bubbles or the color highlight in the Geomap displays a data label.

> **Note**
>
> Color highlight geomaps are designed to show any variances (red or green, depending upon your **Desired Variance Trend** setting) based on the values in the underlying data. If a geomap region has missing values in the 1st or 2nd column or if the values in those columns are equal and there is no variance, the region will be highlighted blue. Hovering over a highlighted region displays a bar chart with all the values for the row except for any missing values.

Example Geomap - USA Sales Using Data Bubbles

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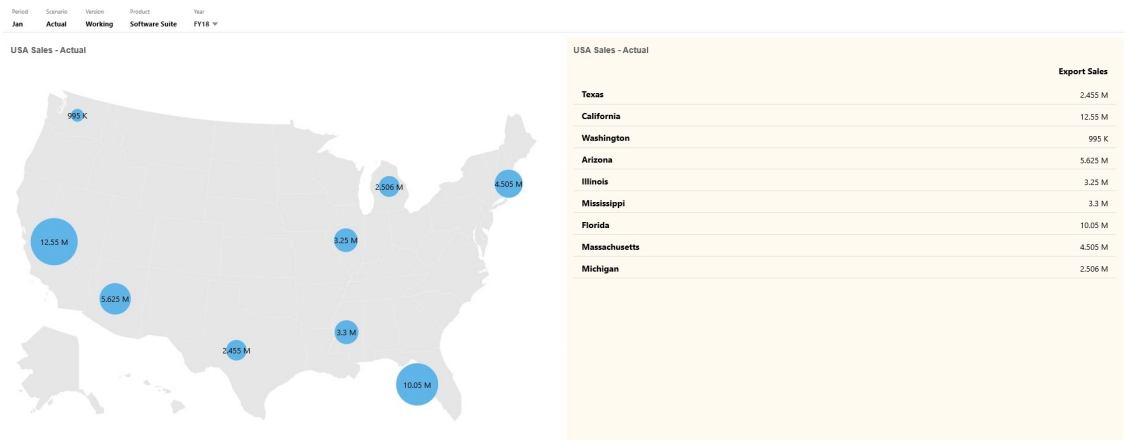
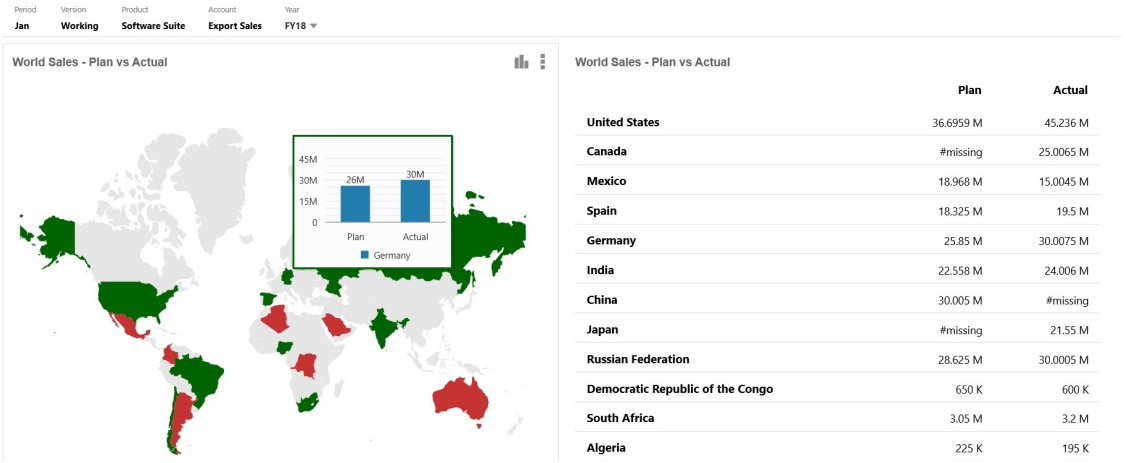


Example Geomap - World Sales Using Color Highlight



Dashboard designers can set these geomap chart properties:

Table 12-7 Geomap Chart Properties

Setting	Description
Map Layer	Select **World** or narrow the scope of the map to a continent such as **Asia**, **North America**, or **Africa**.
Type	The **Data Bubbles** geomap displays data as sized bubbles over the map layer. The **Color Highlight** geomap compares two data values, displaying geographical areas that have an increase in green, and those with a decrease in red. Select **Data Bubbles** or **Color Highlight** and then specify the following additional options: • For **Data Bubbles**, select the desired settings for **Label** (**Show** or **Hide**), **Label Color**, and **Bubble Color**. • For **Color Highlight**, specify the **Desired Variance Trend** (**Increase** or **Decrease**).

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Table 12-7 (Cont.) Geomap Chart Properties

Setting	Description
Geography Names	We've provided you with a metadata load file that contains the geographical elements the geomap uses like countries, states, and cities. Click to download a CSV file which you can then upload into a dimension as new members or (with some manual changes) as aliases to existing members in your application. Note that geomaps only work if the geography names in the forms match exactly the geography names that Dashboard 2.0 uses for its map layers. So if your entity/geography dimension says, for example, USA, that won't be recognized as a valid name in the map layer, which uses United States.

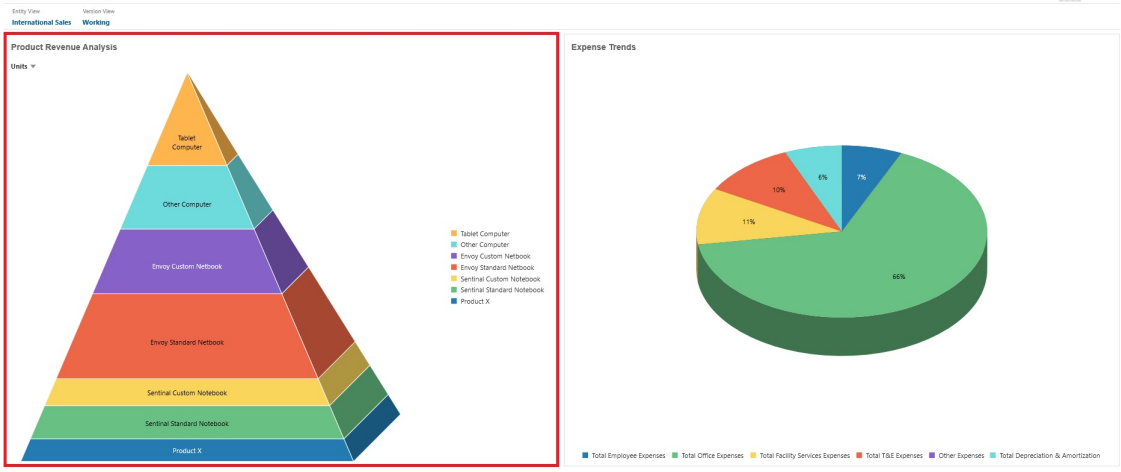
Videos

Your Goal	Watch This Video
Learn how to download geography members for geomap charts, then import them into your dimension. You learn how to set up both data bubble and color highlight geomap charts.	Creating Geomaps in Dashboards 2.0

About the Pyramid Chart Type

Pyramid chart types use a triangle diagram to represent hierarchies visually. The triangle is divided into sections, illustrating vertically top-down and broad-narrow structures and processes.

Example 3D Pyramid Chart



Dashboard designers can set these pyramid chart properties:

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Table 12-8 Pyramid Chart Properties

Setting	Description
Legend Position	Choose **Left**, **Right**, **Top**, **Bottom**, or **None**.
Value Scale	Especially useful for large numbers, you can scale how a value is displayed. For example, if the value is 1,689,000 and you select **K - Thousand** as the scaling option, the chart displays the value as 1,689K. Your scaling options: • **None**: No scaling is applied. • **Auto**: The value is displayed based on its range. For example, 1,500 displays as 1.5K, 1,689,000 displays as 1.69M, 42,314,531,211 displays as 42.31B, and 1,234,567,891,234 displays as 1.23T. • **K - Thousand**: The value is displayed as thousands units. For example, 1,689,000 displays as 1689K. • **M - Million**: The value is displayed as millions units. For example, 123,456,789 displays as 123M. • **B - Billion**: The value is displayed as billions units. For example, 12,345,678,912 displays as 12B. • **T - Trillion**: The value is displayed as trillions units. For example, 1,234,567,891,234,567 displays as 1,234T.
3D Graph	Choose **Yes** to visualize the data as a 3D chart.
Color	Select **Default** or click a section of the pyramid chart and choose a custom color for that section.

About the Waterfall Chart Type

Waterfall charts display a running total of positive and negative values, which is helpful in showing how you arrived at a net value from an initial value.

Waterfall charts are used to portray how an initial value is affected by a series of intermediate positive or negative values. Usually the initial and the final values (end points) are represented by whole columns, while the intermediate values are shown as floating columns that begin based on the value of the previous column. The columns can be color-coded to distinguish between positive and negative values.

Example Waterfall Chart - Inventory Analysis

This example visualizes changes in a single account over time.



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Example Waterfall Chart - P & L Statement

This example has expense accounts that are shown as a negative change to Total Revenue, and income accounts that are shown as a positive change, for a final Net Income value.



P & L Statement

	Total Revenue	Purchases	Interest	Depreciation	Interest Expenses	Current Tax	Earnings	Interest Income	Other Expenses
International Sales	5.5 M	1.845 M	760 K	865 K	925 K	1.98 M	540 K	630 K	60 K

Dashboard designers can set these waterfall chart properties:

Table 12-9 Waterfall Chart Properties

Setting	Description
Value Scale	Especially useful for large numbers, you can scale how a value is displayed. For example, if the value is 1,689,000 and you select **K - Thousand** as the scaling option, the chart displays the value as 1,689K. Your scaling options: • **None**: No scaling is applied. • **Auto**: The value is displayed based on its range. For example, 1,500 displays as 1.5K, 1,689,000 displays as 1.69M, 42,314,531,211 displays as 42.31B, and 1,234,567,891,234 displays as 1.23T. • **K - Thousand**: The value is displayed as thousands units. For example, 1,689,000 displays as 1689K. • **M - Million**: The value is displayed as millions units. For example, 123,456,789 displays as 123M. • **B - Billion**: The value is displayed as billions units. For example, 12,345,678,912 displays as 12B. • **T - Trillion**: The value is displayed as trillions units. For example, 1,234,567,891,234,567 displays as 1,234T.
Grid Lines	Select **Hide** or **Show** to display the x-axis lines of the grid.
Connecting Lines	Select **Hide** or **Show** to display the lines connecting the end of each column to the beginning of the next column. This helps visualize the flow of the data in the chart.

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Table 12-9 (Cont.) Waterfall Chart Properties

Setting	Description
Plot Deltas	Select **Yes** to automatically calculate and plot the common start and end points from one bar to the next based on the values provided. This is useful for showing the trend for balance type of accounts. Otherwise, select **No** to manually set increase and decrease points. When **No** is selected, you can manually set these increase/decrease options on a bar-by-bar basis: • Bar Direction: Select a bar to manually set the bar direction to increase/decrease. • All bars: Display a list of all bars in the chart to manually set bar directions to increase/decrease. The manual options you can set for each bar are **Auto**, **Reverse**, and **Total**. **Auto** will consider the positive/negative values from the data source and plot accordingly. **Reverse** will change the sign, and **Total** will make the chart restart at the corresponding bar.
Increase **Decrease** **Total**	Select a color for each property.
End Bar	Select whether to **Hide** or **Show** the end bar on the chart. In the preceding example, the end bar is shown. If the end bar is shown, you can specify a label.
Axes	Select a **Custom Range** for the **X-Axis** and the **Y-Axis**, or select **Off**.

Videos

Your Goal	Watch This Video
Learn how to create waterfall charts to track the changes in a single account over time and to track how multiple accounts interact to produce a final total.	 Creating Waterfall Charts in Dashboards 2.0

About the Gauge Chart Type for Dashboard 2.0

Gauge chart types show you whether data values fall within an acceptable range or not. You set the minimum and maximum values, the range maximums, and the gauge uses red, yellow, and green traffic lighting to help you quickly assess a current value and identify problems in important data points or measures. For Dashboard 2.0 dashboards, you can select circular, horizontal, and vertical gauge types.

Dashboard 2.0 Example - Circular Gauge Type

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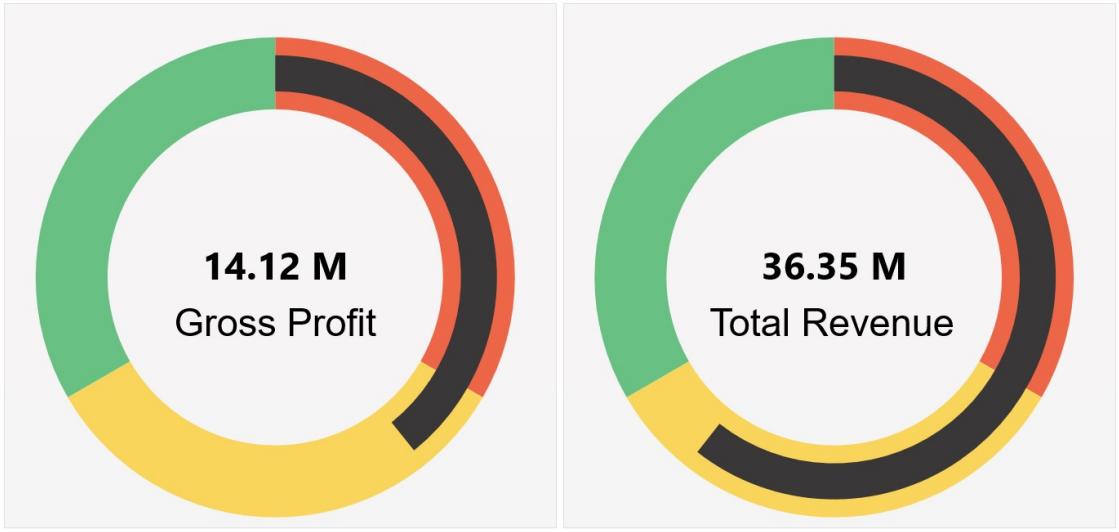
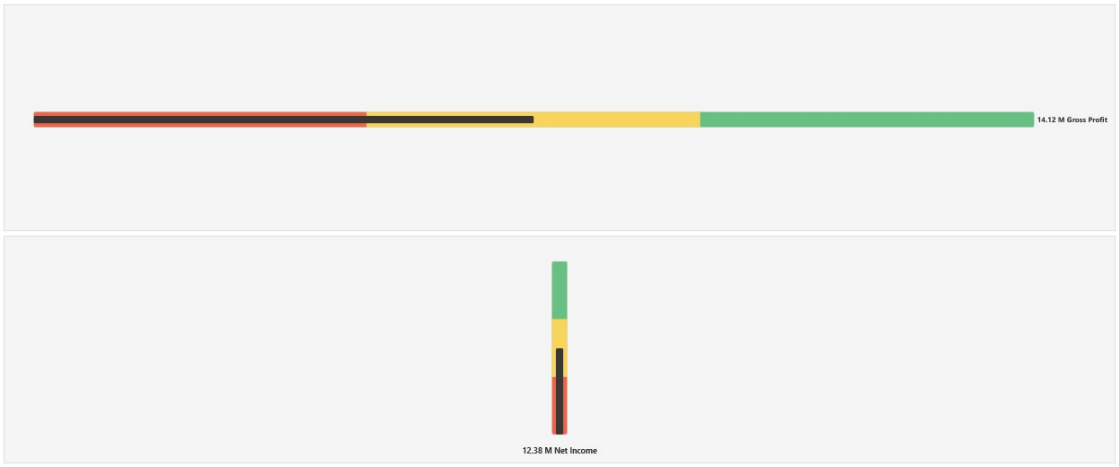
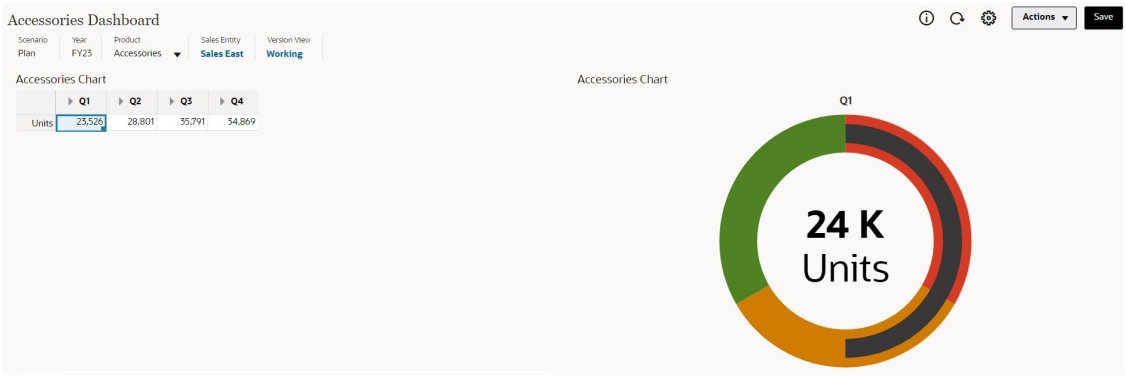


Dashboard 2.0 Example - Horizontal and Vertical Gauge Types



Dashboard 2.0 Example - Single Gauge Display

For **Display**, if **Single** is selected, then the gauge chart displays only the first column of the underlying form's data.



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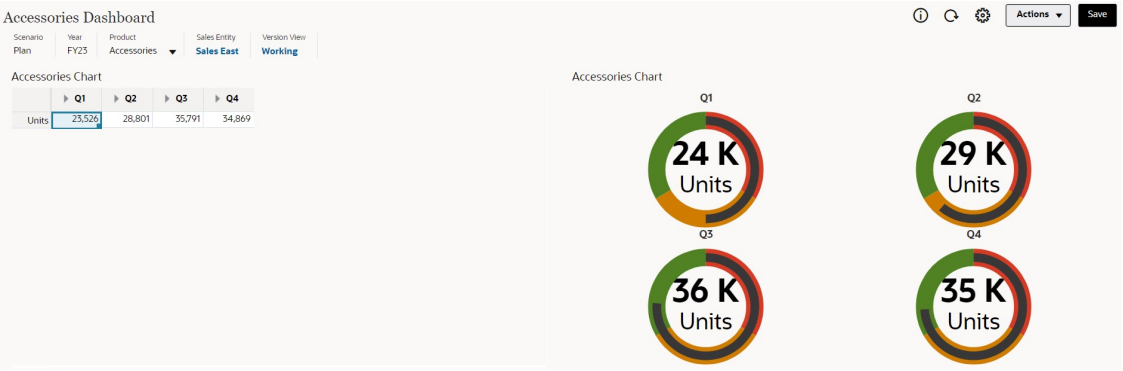
Dashboard 2.0 Example - Multiple Gauge Display

For **Display**, if **Multiple** is selected, then a gauge chart is displayed for each column of the underlying form's data.



Dashboard designers can set these gauge chart type properties:

Table 12-10 Gauge Chart Type Properties

Setting	Description
Scale	Especially useful for large numbers, you can scale how a value is displayed. For example, if the value is 1,689,000 and you select **K - Thousand** as the scaling option, the chart displays the value as 1,689K. Your scaling options: • **None**: No scaling is applied. • **Auto**: The value is displayed based on its range. For example, 1,500 displays as 1.5K, 1,689,000 displays as 1.69M, 42,314,531,211 displays as 42.31B, and 1,234,567,891,234 displays as 1.23T. • **K - Thousand**: The value is displayed as thousands units. For example, 1,689,000 displays as 1689K. • **M - Million**: The value is displayed as millions units. For example, 123,456,789 displays as 123M. • **B - Billion**: The value is displayed as billions units. For example, 12,345,678,912 displays as 12B. • **T - Trillion**: The value is displayed as trillions units. For example, 1,234,567,891,234,567 displays as 1,234T.
Display	You can display **Single** or **Multiple** gauge charts in a component. If **Single** is selected, then the gauge chart displays only the first column of the underlying form's data. If **Multiple** is selected, then a gauge chart is displayed for each column of the underlying form's data.
Gauge Type	Select from the following options: • **Circular** • **Horizontal** • **Vertical**
Minimum Value **Maximum Value**	The lowest and highest values on the gauge. The dashboard designer sets the values as a default, and then users can temporarily change them at runtime. If the dashboard designer doesn't specify these values, the application automatically sets the minimum value as zero and the maximum value as greater than the value on the gauge.

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Table 12-10 (Cont.) Gauge Chart Type Properties

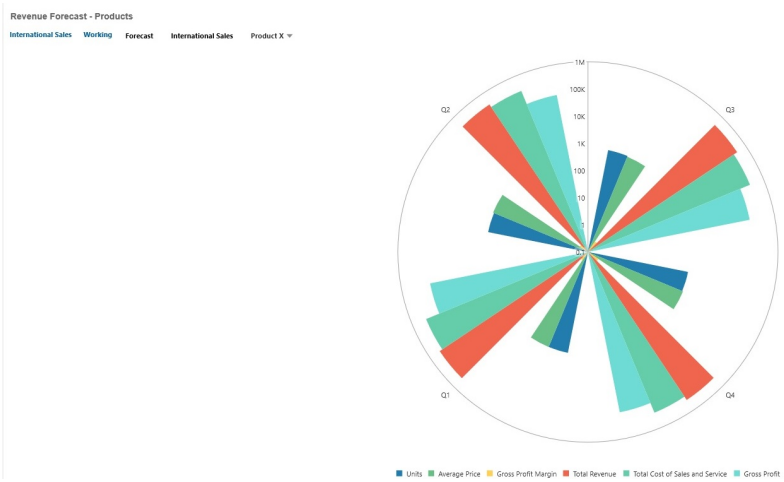
Setting	Description
Desired Goal	Specify whether **High** values or **Low** values are desirable.
Low Threshold **Medium Threshold** **High Threshold**	To visually indicate whether a measure lies in the acceptable range or not, these thresholds enable you to display the gauge in red, yellow and green based on the specified values. Specify a text **Label** and a number **Value** for each threshold.

About the Radar Chart Type for Dashboard 2.0

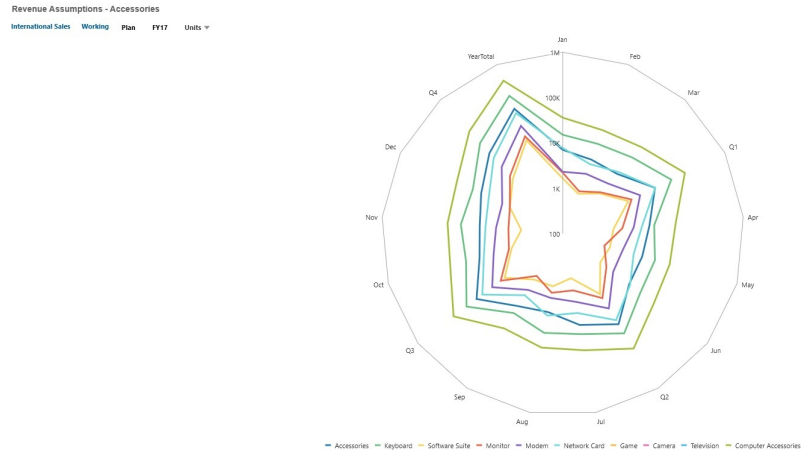
A radar chart is a two-dimensional chart type designed to plot one or more series of values over multiple quantitative variables. Radar charts are best for determining which variable in the data is doing better than the rest. Hence, they are mostly used for performance analysis.

For Dashboard 2.0, you can select bar, line, area, scatter, and bubble radar types.

Dashboard 2.0 Example - Radar Bar Chart Type



Dashboard 2.0 Example - Radar Line Chart Type



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Dashboard designers can set these radar chart type properties:

Table 12-11 Radar Chart Type Properties

Setting	Description
Value Scale	Especially useful for large numbers, you can scale how a value is displayed. For example, if the value is 1,689,000 and you select **K - Thousand** as the scaling option, the chart displays the value as 1,689K. Your scaling options: • **None**: No scaling is applied. • **Auto**: The value is displayed based on its range. For example, 1,500 displays as 1.5K, 1,689,000 displays as 1.69M, 42,314,531,211 displays as 42.31B, and 1,234,567,891,234 displays as 1.23T. • **K - Thousand**: The value is displayed as thousands units. For example, 1,689,000 displays as 1689K. • **M - Million**: The value is displayed as millions units. For example, 123,456,789 displays as 123M. • **B - Billion**: The value is displayed as billions units. For example, 12,345,678,912 displays as 12B. • **T - Trillion**: The value is displayed as trillions units. For example, 1,234,567,891,234,567 displays as 1,234T.
Type	Select from the following options: • **Bar** • **Line** • **Area** • **Scatter** • **Bubble**
Legend Position	Choose **Left**, **Right**, **Top**, **Bottom**, or **None**.
Grid Lines	Select **Hide** or **Show**.
Logarithmic Scale	Especially useful for displaying numerical data that covers a wide range of values (typically, the largest numbers in the data are hundreds or even thousands of times larger than the smallest numbers), a logarithmic scale displays these values in a way that is more compact and readable. Select whether to use a logarithmic scale in your radar chart.
Color	Select **Default** or click data in the chart and choose a custom color for that data.

About the Combination Chart Type for Dashboard 2.0

The combination chart is a visualization that lets you merge into one chart any combination of bar, line, and area charts.

You can also add a secondary Y-axis on the opposite side from the primary Y-axis. Adding a secondary Y-axis lets you display the scale for one measure that doesn't scale appropriately with the other measures on the chart; for example, showing a percentage measure and a currency measure on the same chart.

Dashboard 2.0 Example - Area Bar Line Combination Chart

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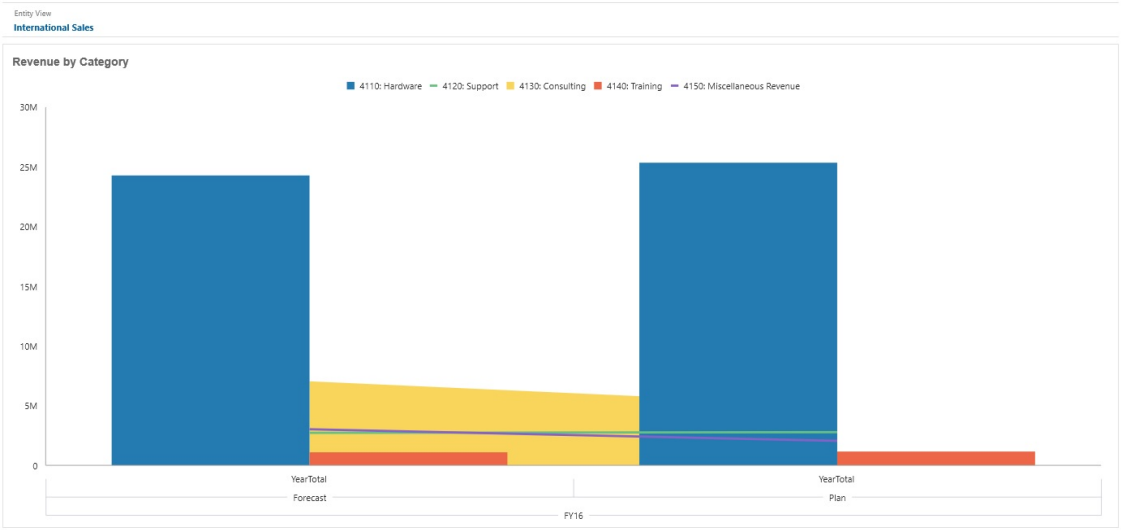

Dashboard designers can set these combination chart type properties:

Table 12-12 Combination Chart Type Properties

Setting	Description
Value Scale	Especially useful for large numbers, you can scale how a value is displayed. For example, if the value is 1,689,000 and you select **K - Thousand** as the scaling option, the chart displays the value as 1,689K. Your scaling options: • **None**: No scaling is applied. • **Auto**: The value is displayed based on its range. For example, 1,500 displays as 1.5K, 1,689,000 displays as 1.69M, 42,314,531,211 displays as 42.31B, and 1,234,567,891,234 displays as 1.23T. • **K - Thousand**: The value is displayed as thousands units. For example, 1,689,000 displays as 1689K. • **M - Million**: The value is displayed as millions units. For example, 123,456,789 displays as 123M. • **B - Billion**: The value is displayed as billions units. For example, 12,345,678,912 displays as 12B. • **T - Trillion**: The value is displayed as trillions units. For example, 1,234,567,891,234,567 displays as 1,234T.
Line Weight	Click the counter to set the line width. Note that the default width of a line is 5 pixels. You can select from 1 to 12 pixels.
Legend Position	Choose **Left**, **Right**, **Top**, **Bottom**, or **None**.
Label Position	Set the position of the data labels on the chart. Choose **Outside Bar Edge**, **Center**, **Inside Bar Edge**, or **None**.
Grid Lines	Select **Hide** or **Show**.
Logarithmic Scale	Especially useful for displaying numerical data that covers a wide range of values (typically, the largest numbers in the data are hundreds or even thousands of times larger than the smallest numbers), a logarithmic scale displays these values in a way that is more compact and readable. Select whether to use a logarithmic scale in your combination chart.

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Table 12-12 (Cont.) Combination Chart Type Properties

Setting	Description
Secondary Y	Select which data to plot on a secondary Y-axis which will appear on the opposite side of the chart from the primary Y-axis. When the data values in a chart vary widely from data series to data series, or when you have mixed types of data (for example, currency and percentages), you can plot one or more data series on a secondary vertical (Y) axis. While the secondary Y-axis can be used with any line and bar chart type, it is more commonly used with the combination chart type, which helps to distinguish the data series that are plotted on the secondary Y-axis. For example, use a bar for the primary Y- axis, and line for the secondary Y-axis.
Series	Select the bar/line/area combination for the chart.
Color	Select **Default** or click data in the chart and choose a custom color for that data.
Axes	Select a **Custom Range** for the **X-Axis**, **Y-Axis**, and **Secondary Y-Axis**, or select **Off**.

About the Tile Chart Type for Dashboard 2.0

A tile is a chart type that lets you select specific values from the cube to display. In addition to using a form as a data source, you can directly enter a cell intersection that provides the value for a tile. By default, six tiles are initially displayed in a component, but you can display up to 10 tiles in a component. Until you associate a tile with data, it displays sample data.

With a form as the data source for a tile:

- You can have up to 10 tiles per component (six by default).
- The values in the first column of the form (up to the 10th row) are used to create the tiles.
- By default, the row title in the form is the tile's title, and it gets its values from the first column, then by row.
- You can set the tile's component title, the tile's height percentage, legend labels, and can select which axes from the form to include. For example, if you select a form with three rows, the tile displays three values.

> **Note**
>
> Sometimes in a form, the first column may be collapsed (hidden) when viewed as a grid. But the collapsed column is still considered when the tile gets its values from the form. We recommend that you update the form definition and use a form as a data source that contains only the cells to be shown on the tile.

With a cell intersection as the data source for a tile, you can have only one tile per object.

The table below lists the options you can set for the tile chart type. Note that you can set whether the displayed value is horizontally aligned in the tile to the left, the center, or the right. Also note that currency symbols or currency codes are displayed in tiles for multicurrency applications.

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Table 12-13 Tile Chart Type Properties

Setting	Description
Value Scale	Especially useful for large numbers, you can scale how a value is displayed. For example, if the value is 1,689,000 and you select **K - Thousand** as the scaling option, the chart displays the value as 1,689K. Scaling options: • **None**: No scaling is applied. • **Auto**: The value is displayed based on its range. For example, 1,500 displays as 1.5K, 1,689,000 displays as 1.69M, 42,314,531,211 displays as 42.31B, and 1,234,567,891,234 displays as 1.23T. • **K - Thousand**: The value is displayed as thousands units. For example, 1,689,000 displays as 1689K. • **M - Million**: The value is displayed as millions units. For example, 123,456,789 displays as 123M. • **B - Billion**: The value is displayed as billions units. For example, 12,345,678,912 displays as 12B. • **T - Trillion**: The value is displayed as trillions units. For example, 1,234,567,891,234,567 displays as 1,234T.
Align Text	Text alignment options: • **Left** • **Center** • **Right**
Count	The number of tiles displayed in the component (up to 10)
Display	Legend display options: • **Row and Column Dimensions** • **Row Dimensions** • **Column Dimensions** • **None**
Position	Legend positioning options: • **Left** • **Right** • **Top** • **Bottom**
Legend Font Size	Decrease or increase the legend font size.
Value Font Size	Decrease or increase the value font size.

> **Note**
>
> Dashboard 2.0 does not support cell details. Instead we recommend you use Quick Analysis as a data source, which is a more advanced version of cell details. If you convert a dashboard to Dashboard 2.0 that has a component using cell details, delete the component using cell details as a data source, and recreate it using Quick Analysis as a data source.

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Dashboard Design Guidelines

Provides guidance to dashboard designers on how to build visually appealing and functionally effective Oracle Fusion Cloud Enterprise Performance Management dashboards.

Dashboards must visually communicate clearly and immediately a vast array of information in a small amount of space and in a manner that meets the expectations of various audiences and user groups. This requires good design.

The guidelines provided here will assist you in learning how to design effective Cloud EPM dashboards for all types of users.

Related Topics

- Dashboard Types
- Dashboard Layout Guidance
- Dashboard Styles
- Color Sequencing in Charts
- Recommendations for Improving Dashboard Design
- Summary

Dashboard Types

Dashboards are a powerful interactive interface used by various stakeholders with varying use cases. Dashboard designers must understand who is using the dashboard and for what purpose in order to create a dashboard that is appealing and functional to the intended user.

Every dashboard user has unique expectations, and these expectations must be kept in mind while designing dashboards. For Oracle Fusion Cloud Enterprise Performance Management, we've identified two general dashboard types:

- Read-only dashboards: Read-only dashboards are visual tools that aggregate and display critical metrics and key performance indicators (KPIs) in a single screen, enabling users to monitor and examine business performance at a glance. See Read-Only Dashboards.
- Write-enabled dashboards: Write-enabled dashboards are unique to Cloud EPM and they support the ability to update data directly in the dashboard and immediately visualize it. See Write-Enabled Dashboards.

Read-Only Dashboards

Read-only dashboards are visual tools that aggregate and display critical metrics and key performance indicators (KPIs) in a single screen, enabling users to monitor and examine business performance at a glance.

When designing read-only dashboards, keep the following factors in mind so that the dashboards are appealing and functional to the intended users:

- Know your audience

  Different dashboards have different audiences and different uses. Managers and Executives use read-only dashboards strategically to monitor essential business KPIs and metrics so they can effectively make decisions. Data Analysts and Interactive Users use read-only dashboards analytically to visualize important high-level summary data with the ability to drill through to detailed data.

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> **Note**
>
> Another type of dashboard user are Data Input and Impact Analyzers. They are data entry users who use dashboards as a data input interface, but also have the ability to immediately view the newly input data impact on a chart in real-time. These types of dashboards are unique to Oracle Fusion Cloud Enterprise Performance Management and are called write-enabled dashboards. For information about designing write-enabled dashboards, see Write-Enabled Dashboards.

- Keep it simple

  The fundamental challenge of dashboard design is to squeeze as much information as possible into a small amount of space. Nobody wants to leave out critical information, but there's a tradeoff between complexity and usefulness. Be clear in your objective for a dashboard, and narrow the information to that which directly applies to meeting that objective. If there is deeper information under the initial data presented, provide an option to drill down and seek ever more focused and useful information.

- Prioritize elements

  Prioritize elements top left to bottom right. Place high-level, easy-to-read, actionable components near the top left, and place components with supporting information lower. If your audience has limited time or attention, place important elements where they will be noticed.

- Aesthetics matter

  The aesthetics of a dashboard (or lack therof) can impact its adoption. Use only one typeface, and don't overuse colors. Each color in a data visualization should serve a purpose. Use different dashboard colors only when you're communicating different things. Be consistent. If your dashboard includes multiple charts, ensure to match colors between charts when they refer to the same group or entity. If colors change their meaning between charts, this can make it harder for users to understand the chart.

Read-Only Dashboard Examples by User

Provided in this topic are examples of read-only dashboards by user. Also provided are recommendations for the information to display in dashboards, the chart types to use, and number of components.

- Read-Only Dashboards for Managers and Executives
- Read-Only Dashboards for Data Analysts and Interactive Users

Read-Only Dashboards for Managers and Executives

Managers and Executives are typically decision makers. They expect to see tables and charts that give them clear information. Make sure to include expected details in one dashboard consisting of multiple components.

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Table 12-14 Read-Only Dashboard Recommendations for Managers and Executives

Dashboard Content	Recommendation
Information to display	• Key Performance Indicators (KPIs) • High-level trends • Variances • YoY and/or QoQ comparisons
Chart types	Tile, Gauge, Table, Pie/Doughnut, Line/Bar, Geomap, Radar, Waterfall
Number of dashboard components	3 to 6



Read-Only Dashboards for Data Analysts and Interactive Users

Data Analysts and Interactive Users typically perform data analysis and provide insights to senior management for important decisions.

Table 12-15 Read-Only Dashboard Recommendations for Data Analysts and Interactive Users

Dashboard Content	Recommendation
Information to display	• Drill-enabled summary level chart • Page-level and chart-level POV switchers to review various data combinations • Variances • YoY and/or QoQ comparisons • Charts with a Master-Detail relationship
Chart types	Tile, Gauge, Table with Spark Chart, Pie/Doughnut, Line/Bar, Geomap, Radar, Waterfall, Bubble, Scatter, Funnel, Pyramid, Grids (with summary data)
Number of dashboard components	3 to 6

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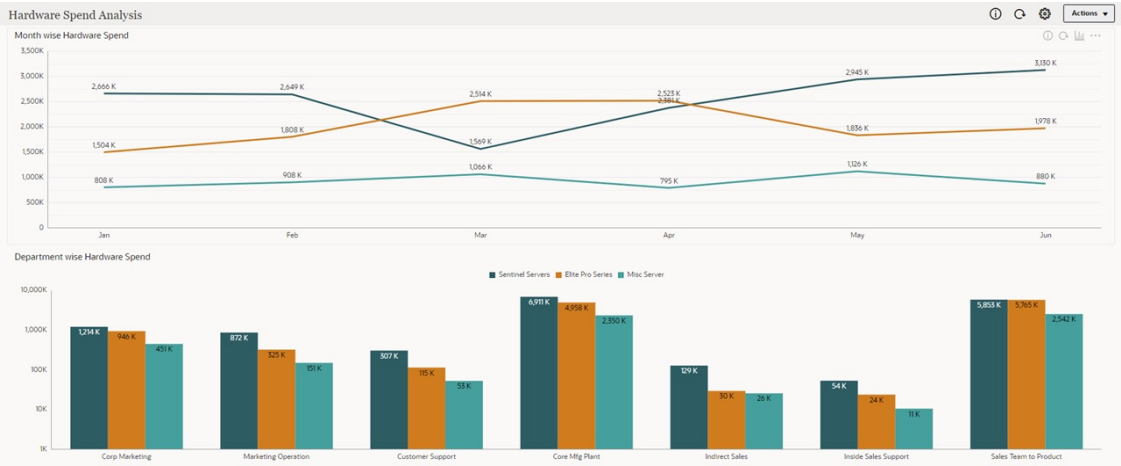

Write-Enabled Dashboards

Write-enabled dashboards are unique to Oracle Fusion Cloud Enterprise Performance Management because they enable users to visualize, read, write, and calculate in one dashboard.

Write-enabled dashboards facilitate bi-directional data interactions, both to display data as well as update it. Dashboards typically enable users to visualize data in an easily understandable manner by representing data in different chart types with scales for comparison. Write-enabled dashboards also enable users to make updates to data values and have the visualization rendered instantaneously.

Interactions in Cloud EPM dashboards are not just limited to changing POVs, drill-through, different chart type visualizations, and so on. Write-enabled dashboards enable users to update data directly in the dashboards. And with the ability to associate Business Rules in dashboards, complex calculations can be done on the fly and values are updated.

Write-Enabled Dashboard Examples

With write-enabled dashboards, Oracle Fusion Cloud Enterprise Performance Management supports the ability to update data and immediately visualize it.

Provided in the table below are recommendations for the components to display in write-enabled dashboards, the chart types to use, and the number of components.

Dashboard Content	Recommendation
Information to display	• Enterable grids • Charts with a Master-Detail relationship • Page-level and chart-level POV switchers to review various data combinations • Reference data stacked side-by-side
Chart types	Grids, Tables, Line/Bar/Area, Waterfall, Pie, Gauge, Doughnut
Number of dashboard components	2 to 4

In the examples below, note that the dashboards have both visual charts to represent data as well as grids (wherein data updates are made). When the grid values are updated and saved, the changes are reflected in the chart(s) in real-time.

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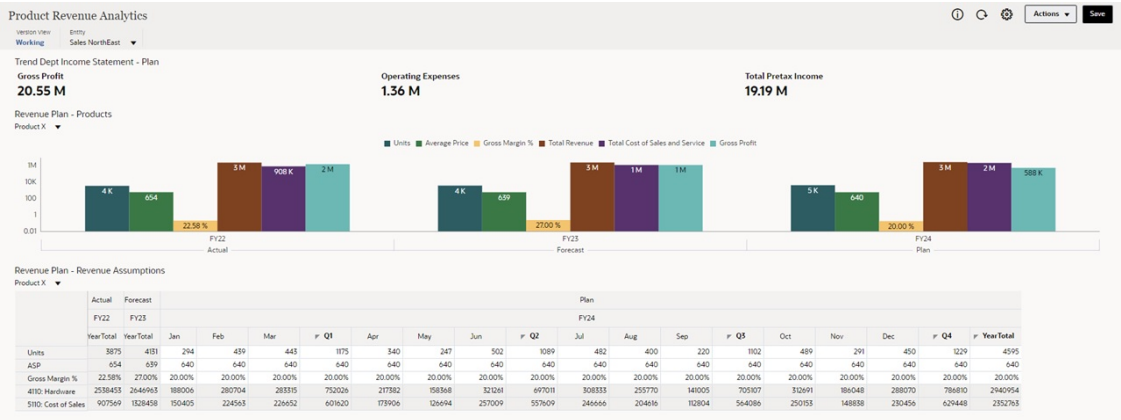
Example Write-Enabled Dashboard: KPI Tiles with Writeable Grids

In the dashboard example below, the top component of the dashboard uses tiles. The middle left and bottom components are writeable grids, and the middle right component is a bar chart.



Example Write-Enabled Dashboard: Sales Forecast

In the Sales Forecast dashboard example below, the Actuals vs Forecast chart at the top is a combination chart, and the Sales Forecast with Actuals grid at the bottom is a writeable grid.



Dashboard Layout Guidance

Keep the following in mind while choosing a layout for a dashboard:

- Aim for layouts that adhere to an evenly spaced 3-column or 2-column arrangement of charts. We do not recommend dashboards exceeding three columns.
- Avoid using multiple scroll bars on a dashboard page. Ideally, place any scrolling components in a panel that touches the bottom of the screen. See the yellow panels in the examples below for the recommended placement of scrolling components.

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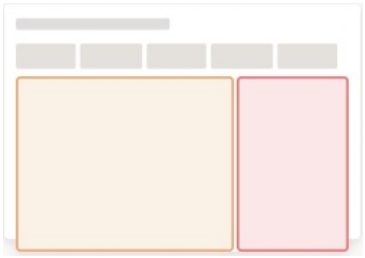
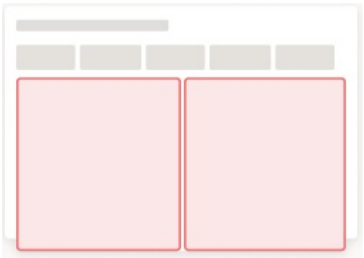
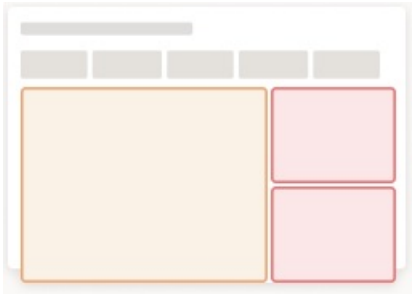
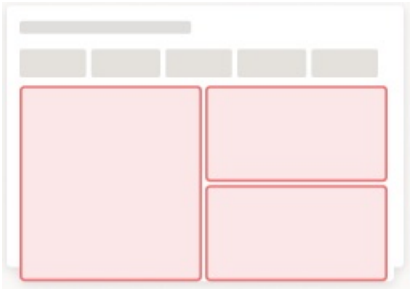
1-Panel Dashboard Layout

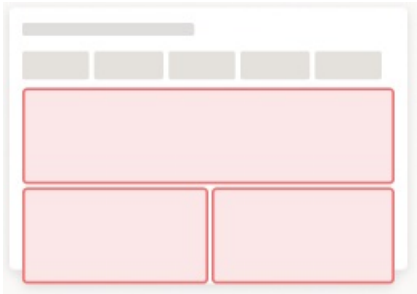


2-Panel Dashboard Layouts

Example 1	Example 2	Example 3
		

3-Panel Dashboard Layouts

Example 1	Example 2
	

Example 3	Example 4
	

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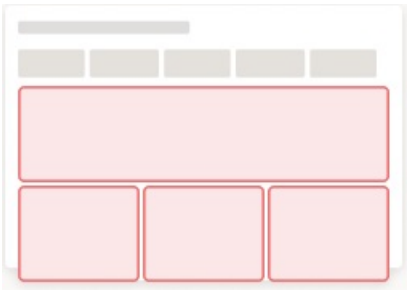
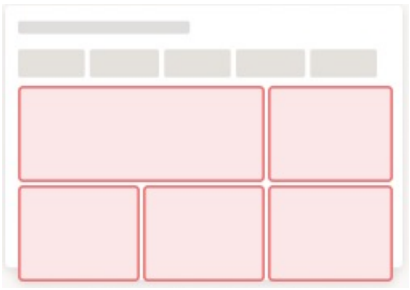
4-Panel Dashboard Layout



5-Panel Dashboard Layout



Dashboard Styles

For Oracle Fusion Cloud Enterprise Performance Management, you design dashboards with a color theme called a style. Each dashboard style provides you with a different set of colors and backgrounds from which you can choose to make your dashboard visually pleasing, easy to read, and impactful.

The dashboard styles are:

- Light (Default)
- Dark
- White

The categorical color palettes for each dashboard style have been intentionally designed to maximize adjacent color differences.

The following examples show dashboards customized with the Light, Dark, and White styles.

Light Dashboard Style

The Light dashboard style provides a light background and uses dark fonts, dark images, and dark icons. If a white background is needed, choose the alternative White dashboard style.

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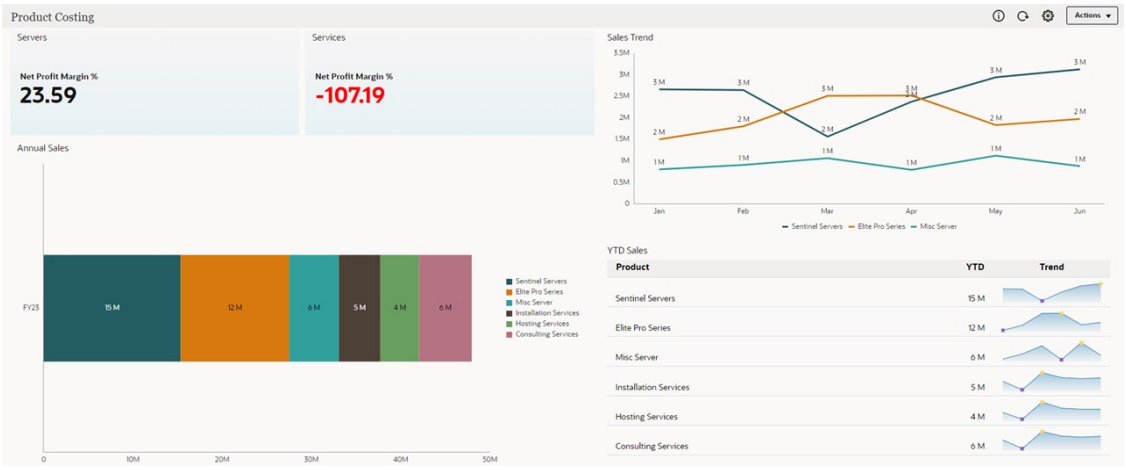


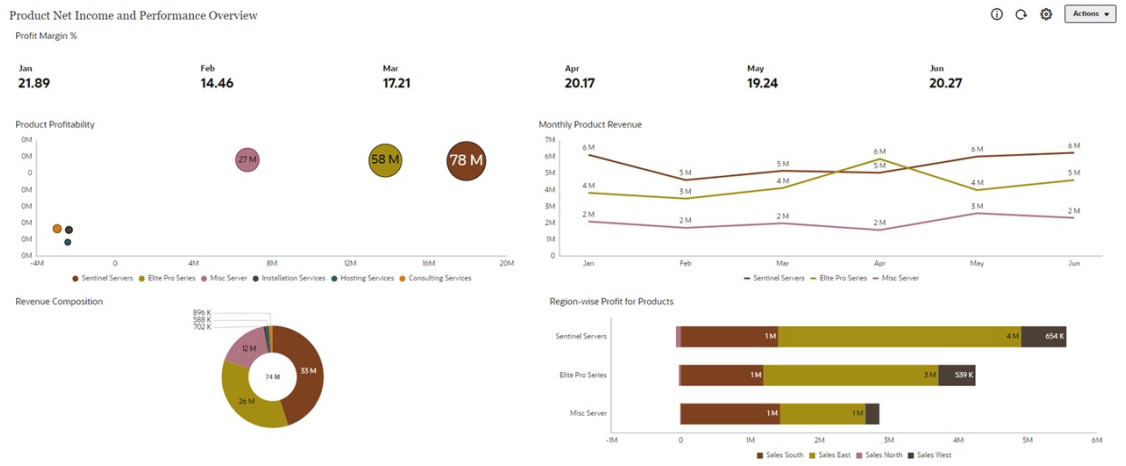
Dark Dashboard Style

The Dark dashboard style provides a dark background and uses light fonts, light images, and light icons.



White Dashboard Style

The White dashboard style provides a pure white background and uses dark fonts, dark images, and dark icons. If a white background is needed, choose this style as an alternative to Light.



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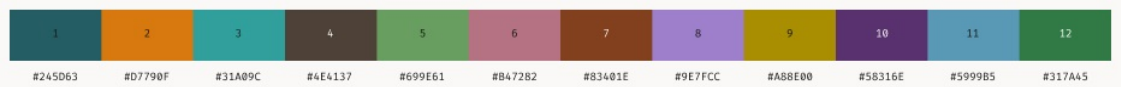
Color Sequencing in Charts

The categorical color pallette is intentionally designed to maximize adjacent color differences. We recommend applying pallette colors to data in the order specified below.

Across charts, color sequences can be repeated or you can pick up the sequence where the last chart ended.

Color Sequence for Charts with Light Backgrounds

For charts with light backgrounds, we recommend using the following color sequence:

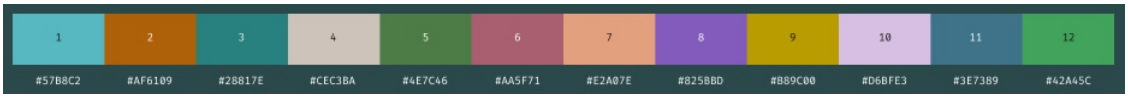


When colors are needed to convey negative, neutral, and positive, we recommend using the following set of colors. These colors can be reserved from the sequence on that page.



Color Sequence for Charts with Dark Backgrounds

For charts with dark backgrounds, we recommend using the following color sequence:

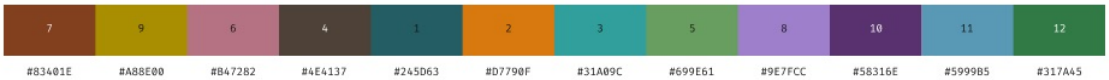


When colors are needed to convey negative, neutral, and positive, we recommend using the following set of colors. These colors can be reserved from the sequence on that page.



Color Sequence for Charts with White Backgrounds

For charts with white backgrounds, we recommend using the following color sequence:



When colors are needed to convey negative, neutral, and positive, we recommend using the following set of colors. These colors can be reserved from the sequence on that page.



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Recommendations for Improving Dashboard Design

In the topics to follow, we've identified some best practices for improving your dashboard design and we've provided example dashboards.

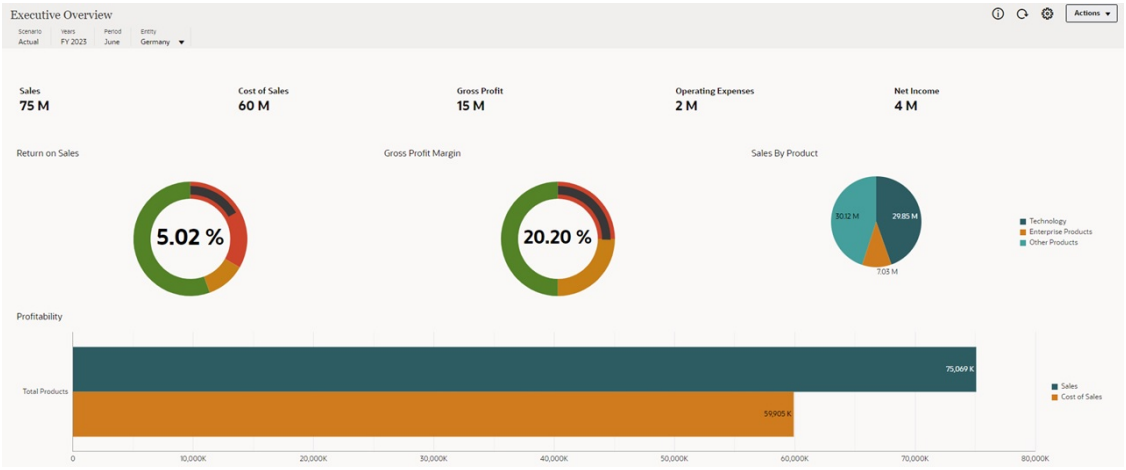
- Chart Sizing
- Readability
- Spacing and Alignment
- Consistency

Chart Sizing

Here are some best practices to follow when sizing charts in dashboards:

- The dashboard layout should be no more than three panels wide.
- Avoid using pie, ring, gauge, and doughnut charts in widths other than one third.
- If using multiple pie, ring, gauge, and doughnut charts in a dashboard, ensure that they're all similarly sized.

Figure 12-4 Executive Overview



Readability

Here are some best practices to follow to make dashboards more readable:

- Left-align text rather than centering text or setting it to align right.
- Use grid lines in all charts.
- Use red for negative numbers.
- Use the same chart types for similar information; for example, Inflow and Outflow should both be visualized as the same type of chart.

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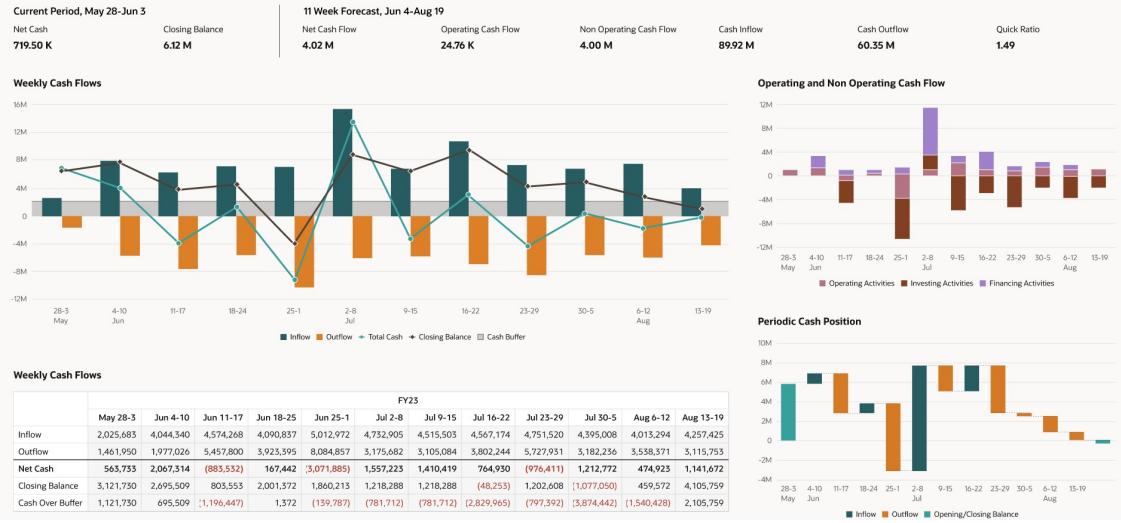
Figure 12-5 Example Dashboard: Periodic Summary



	May 28-3	Jun 4-10	Jun 11-17	Jun 18-25	Jun 25-1	Jul 2-8	Jul 9-15	Jul 16-22	Jul 23-29	Jul 30-5	Aug 6-12	Aug 13-19
Inflow	2,025,683	4,044,340	4,574,268	4,090,837	5,012,972	4,732,905	4,515,503	4,567,174	4,751,520	4,395,008	4,013,294	4,257,425
Outflow	1,461,950	1,977,026	5,457,800	3,923,595	8,084,857	3,175,682	3,105,084	3,802,244	5,727,931	3,182,236	3,538,371	3,115,753
Net Cash	563,733	2,067,314	(883,532)	167,442	(3,071,885)	1,557,223	1,410,419	764,930	(976,411)	1,212,772	474,923	1,141,672
Closing Balance	3,121,730	2,695,509	803,553	2,001,372	1,860,213	1,218,288	1,218,288	(48,253)	1,202,608	(1,077,050)	459,572	4,105,759
Cash Over Buffer	1,121,730	695,509	(1,196,447)	1,372	(139,787)	(781,712)	(781,712)	(2,829,965)	(797,392)	(3,874,442)	(1,540,428)	2,105,759

Improving Dashboard Readability with POVs

POVs are useful tools for improving dashboard readability. Follow these best practices for using POVs in dashboards:

- Enable **POV : Auto-Apply** in the **POV Settings** menu. Every time POV members are selected, the associated data and charts are automatically refreshed in the dashboard. This improves efficiency and avoids unnecessary clicks.
- Enable the **Global POV Bar** in the Dashboard **General Settings**. If multiple dashboard components use the same Page and POV dimensions, the dimensions are automatically moved to the global POV instead of repeating them within each component. Using global POVs eliminates clutter and saves space.
- Consider enabling **POV : Hide Dimension Labels** in the **POV Settings** menu. If the dimension member names are self-explanatory, then dimension labels are unnecessary. For example, product names and currencies might not need a "Product" or "Currency" label. Hiding the dimension labels further reduces clutter and improves dashboard readability.

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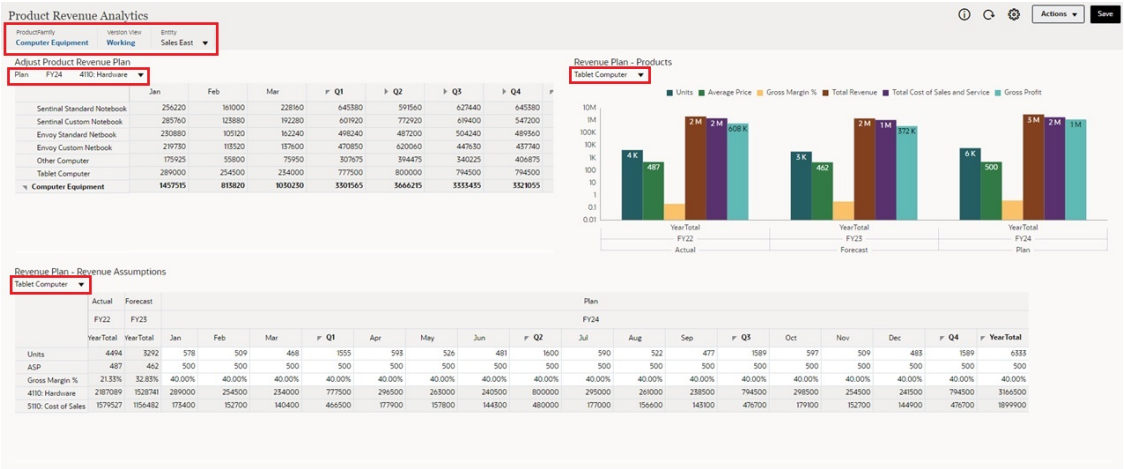
Figure 12-6 Example Dashboard POVs: Product Revenue Analytics



Using Master Details Dashboards

You can design dashboards that have one master form and multiple detail (or target) forms or charts. This is also referred to as a Master Details dashboard. The selection of members in the master form automatically filters to the members in the target forms or charts, and the target forms or charts show only the details that are relevant to the members highlighted in the master form.

Here are some best practices when designing Master Details dashboards to improve efficiency and provide faster visualizations:

- The **Apply Context** right-click menu option filters the data in the target forms or charts that is relevant to the data in a master form. Master Details dashboards help you visualize faster without having to change local POVs. Select a data row in the master form and then right-click to select **Apply Context** to refresh the data for the selected member automatically in all the detail forms or charts.
- Master Details dashboards can be used in various combinations that include grids with write-back capability. This helps you to review and update details for different data sets and effectively enables multitasking.
- Master Details dashboards are not a different type of dashboard, but they can be designed differently from other dashboards. This is accomplished by placing dimension members in rows for the master form, and then repeating the same dimensions at the page level for the other detail forms or charts.

Example Master Details Dashboards

In the examples below, note that the master form in the top left displays a list of products, while the detailed grid and chart display the products as page dimensions. When you select a product in one of the rows and then right-click **Apply Context**, every target grid and chart that includes the selected member in the local POV is automatically and instantly updated, and the data is refreshed.

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Figure 12-7 Example Master Details Dashboard Before Applying Context

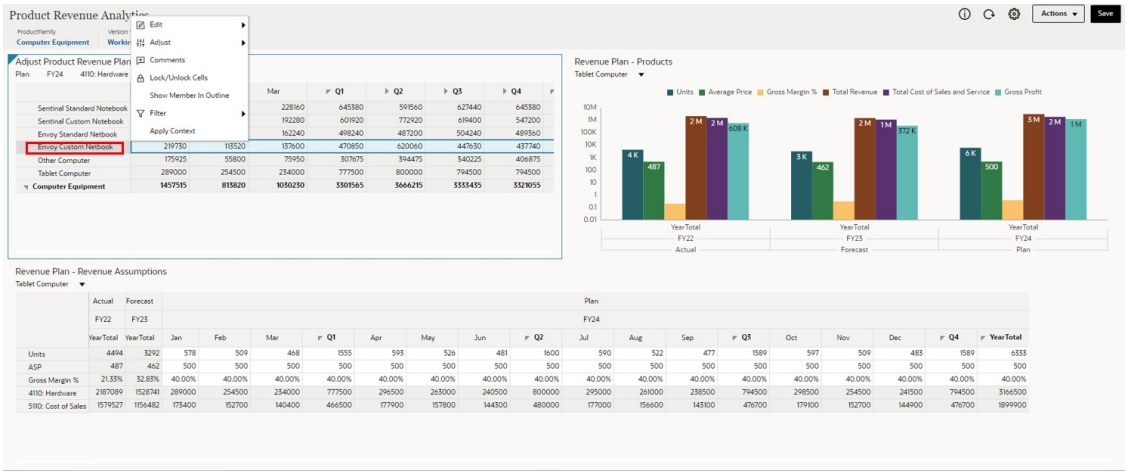
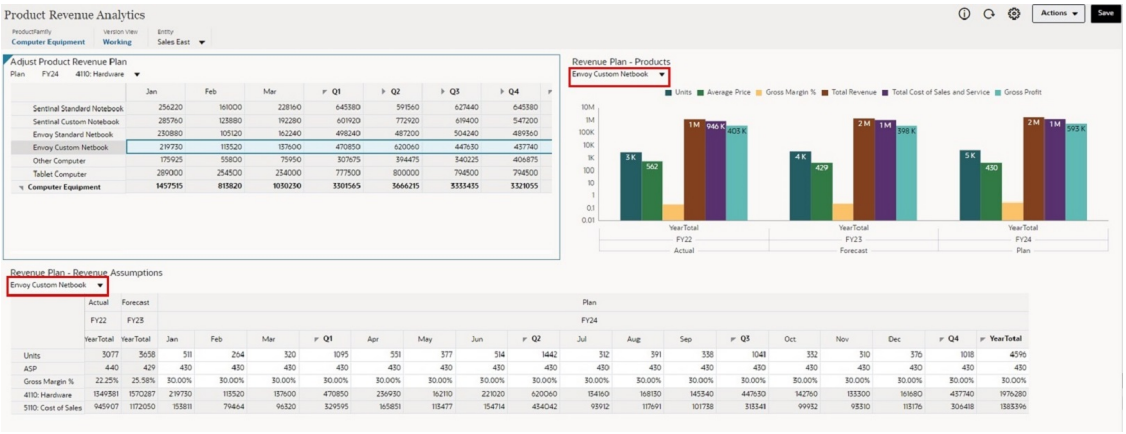


Figure 12-8 Example Master Details Dashboard After Applying Context



Spacing and Alignment

Here are some best practices to follow for spacing and alignment of charts and grids in dashboards:

- Ensure that grids fill the entire designated area.
- Grid background colors should denote active and read-only cells, if applicable.
- Place legends in a location that enables charts to align. For example in the dashboard below, both of the legends are placed below the charts so the x-axis line in the bottom chart aligns with the x-axis line in the chart above it. If one of the legends was placed to the right of the chart, the x-axis lines would not align.
- To reduce clutter, consider combining charts with similar information (such as Operating Cashflow and Non Operating Cashflow) into one chart.
- Another way to reduce clutter is to hide local and global POVs.

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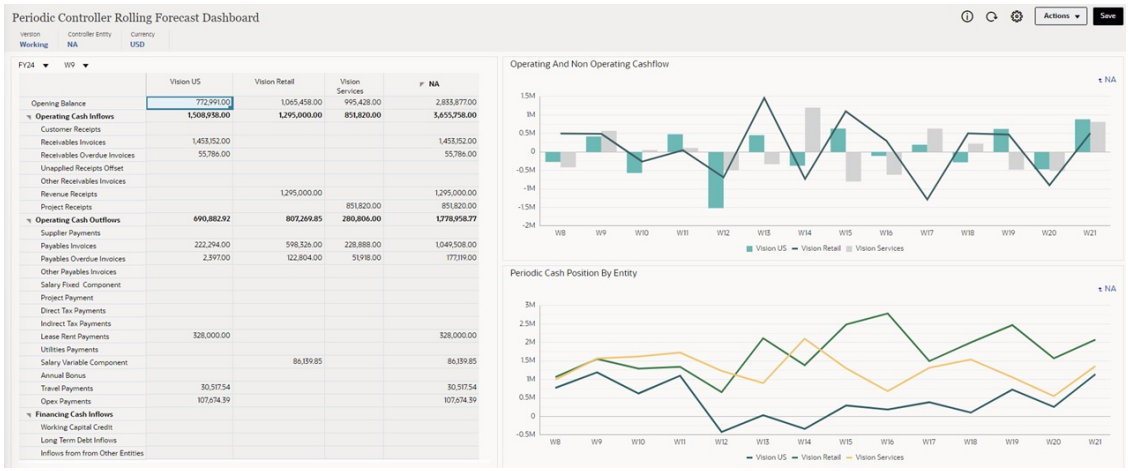
Figure 12-9 Example Dashboard: Periodic Controller Rolling Forecast

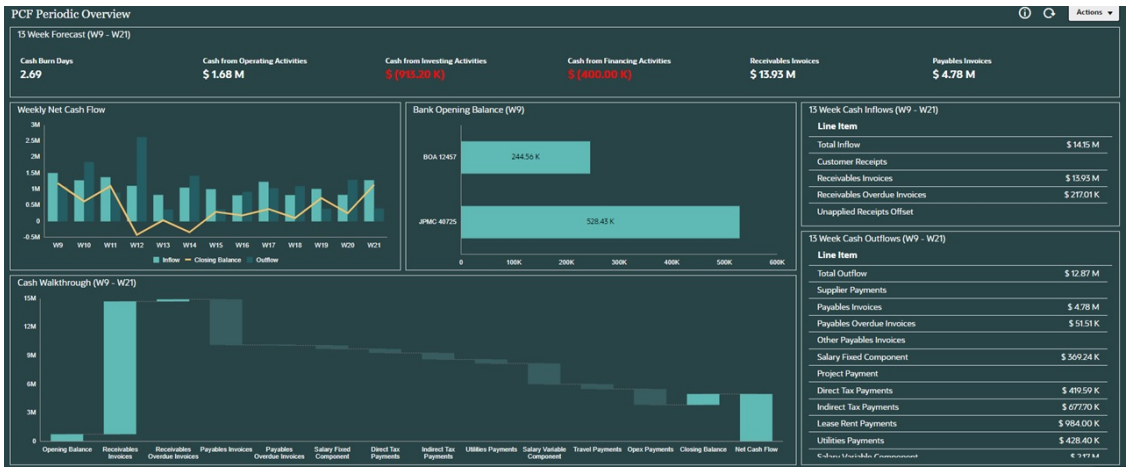


Consistency

Here are some best practices to follow to improve consistency in dashboards:

- Use labels in the same order if they're used in multiple places. For example, if using **Inflow** and **Outflow**, use them in the same order everywhere.
- Ensure that all charts have titles.
- Use a single, consistent typeface (for example, Oracle Sans) and no more than three sizes of type; one for titles, one for labels, and another for other content.

Figure 12-10 Example Dashboard: PCF Periodic Overview (Dark)



Summary

To design dashboards that your users will want to work with, focus on the fundamental goal of communicating. Ensure that your users can easily and quickly view the dashboards and understand them.

For additional information about using color to focus attention on what your data means, we recommend the following resource:

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Communicating with color in data visualizations

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13

Working with Dimensions

Related Topics

- Dimensions Overview
- Converting Period and Movement Dimensions to Dense Dimensions
- Viewing and Editing Dimensions
- Working with Dimension Hierarchies
- Adding Custom Dimensions
- Defining Accounts
- Defining Entity Members
- Creating Alternate Entity Hierarchies
- Updating Prior Period Data
- Financial Consolidation and Close Data Model Overview
- Working with Members
- Setting Up Currencies
- Setting Up Scenarios
- Customizing Application Years
- Working with Attributes
- Working with Attribute Values
- Working with User-Defined Attributes (UDAs)
- Selecting UDAs as Members
- Working with Member Formulas
- Working with Alias Tables

Dimensions Overview

Financial Consolidation and Close provides a set of consolidation and close features that includes out-of-the-box translations, consolidation, eliminations and adjustments. Depending on the functionality required for the application, the system enables only the dimensions that are needed for the features.

By default, when you create an application, the system creates these dimensions:

- Account
- Period
- Data Source
- Consolidation
- Currency (Only if Multi-currency is selected)

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- 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)

In addition to these dimensions, you can create custom dimensions. Add Custom dimensions after the Intercompany dimension and before the Movement dimension.

You cannot make changes to the default properties of dimensions. The default properties are used in seeded calculations. Each dimension is seeded with a set of members. See Seeded Dimension Members.

The following sections describe the system-defined dimensions.

Watch the following video for information on dimensions:


Dimensions

Account

The Account dimension represents a hierarchy of natural accounts. Accounts store financial data for entities and scenarios in an application. Each account has a type, such as Revenue or Expense, that defines its accounting behavior. Every application must include an Account dimension.

You define properties for Account dimension members, such as the Account type, the number of decimal places to display, and whether the account is an Intercompany Partner account. See Defining Accounts.

Period

The Period dimension represents time periods, such as quarters and months. It contains time periods and frequencies by displaying the time periods in a hierarchy. For example, if the Actual scenario maintains data on a monthly basis, 12 periods of data are available for the year.

Note: You cannot make any changes to the Period dimension or create any custom Period dimension members. The only editable property is Member Alias.

Financial Consolidation and Close provides these options for the Period dimension:

- 12-months. If you select 12-months, you must then specify the first period of the Fiscal Year. The default value is 12 months, with January as the beginning of the Fiscal Year. If you use 12 months, all periods default to the calendar months with period labels of January, February, March, and so on.
- 13-period. If you select 13-periods, all periods default to period labels P1, P2, P3, and so on.

Financial Consolidation and Close also creates Quarterly periods for both 12-month and 13-period options. You can create Half-Yearly periods during application creation.

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Depending on the fiscal year information, Financial Consolidation and Close builds the Period hierarchy for the application.

To specify periods for an application, see Creating an Application.

> **Note**
>
> Financial Consolidation and Close provides a Period dimension member called BegBalance. The data displayed for the BegBalance member at YTD is automatically populated by the periodic data from the first period of the same year. Opening balance is calculated from the prior period's Closing Balance. Opening Balance of the First Period of the year is retrieved from the Last Period of the Prior Year's Closing Balance. See Built-in Calculations.
>
> Financial Consolidation and Close does not support Dynamic Time Series.

Data Source

The Data Source dimension provides an audit trail for the different sources of your data. You can view data manually entered, data loaded through Data Integration, data posted from Supplemental Data Manager forms, data posted from journals, and elimination data created by business rules, such as Intercompany Eliminations.

The different types of data input are stored in the Data Source dimension. It includes journals input to provide a better audit trail when entity data is consolidated in the consolidation path. You can view the separate data input journals input in both the Proportion and Elimination members of the Consolidation dimension.

Watch this video to learn more about the Data Source dimension.

 Viewing and Entering Data Using the Data Source Dimension

Data Source Members

By default, the system creates these Data Source members:

- FCCS_Total Data Source—A dynamic calculation member that is the parent of No Data Source, Total Input and Adjusted and Total Eliminations
- FCCS_NoDataSource—Stores system values such as currency rate, in addition to custom values
- FCCS_Total Eliminations—A dynamic calculation member that is the parent of two system created data source inputs (Intercompany Eliminations and Partner Eliminations). If you want to track other sources of data, you can manually create additional members under this parent member) to create more detailed tracking of consolidation adjustment and elimination entries.
- FCCS_Intercompany Eliminations—Stores system intercompany elimination entries and can also be used to store data written by configurable consolidation rules. (Optional - Only created if tracking intercompany eliminations is selected during application creation). Stores the default intercompany eliminations to track elimination by entity. This member also stores System Adjustments and Eliminations (Acquisitions, Disposals, Entity Elimination Adjustments, Entity Proportion Adjustments) for versions prior to 23.04 and in

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version 23.04 and later (temporarily) when the substitution variable `EnableNewAcqDisp` is False.

- FCCS_Partner Eliminations—Stores partner entries written by configurable consolidation rules. (Optional - Only created if tracking intercompany eliminations and Partner Eliminations are selected during application creation).
- FCCS_TotalInputAndAdjusted—A dynamic calculation member that is the parent of various data source inputs (Data Input, Acquisitions/Disposals, Supplemental Data, Other Data, Journal Input). If you want to track other sources of data, you can manually create additional members under this parent member.
- FCCS_Data Input—Stores all manual data entry or ASCII data load values
- FCCS_Managed Data—Stores data loaded from Data Integration
- FCCS_Other Data—Stores data loaded from other data integration tools
- FCCS_Supplemental Data—Stores all Supplemental detail data entered and posted through Supplemental Data Manager. (Optional - Only created if selected during application creation).
- FCCS_Journal Input—Stores data entered by Journal Entry. (Optional – Only created if Journal Entry is enabled during application creation)
- FCCS_EPU—Stores system-created data for the Equity Pick-up process. (Optional – Only created if Equity Pick-up is enabled during application creation
- FCCS_AcquisitionsDisposals—Stores all System Ownership Adjustments and Eliminations (Acquisitions, Disposals, Entity Elimination Adjustments, Entity Proportion Adjustments) when substitution variable `EnableNewAcqDisp` is set to True.

> **Note**
>
> The `FCCS_AcquisitionsDisposals` member is reserved for seeded calculations. You can't use this member as a destination member in Configurable Calculation (Insertion Point) rules, On Demand rules, Translation Override rules, Data Copy rules, Configurable Consolidation rules, or in Data Load or Journal Input.

- FCCS_SystemTypes—Parent member of FCCS_RateOverride, FCCS_AmountOverride, FCCS_PCON and FCCS_Driver Source system members used for internal calculations only

The optional members are created based on the options that you specify during application configuration. To specify input members during application creation, see Creating an Application.

> **Note**
>
> The Currency dimension must be created prior to new members being added to the Data Source dimension. See Setting Up Currencies.

You cannot remove any of the system-created members, or change the attributes for seeded members under FCCS_TotalInputandAdjusted.

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Data Source Member Attributes

When you add new members to the Data Source dimension, two attributes are available for each level 0 member under the FCCS_TotalInputandAdjusted member. The attributes are "Source Data Type" and "Source Currency Type."

> **Note**
>
> When you create a new member under FCCS_TotalInputandAdjusted, you must assign these attributes to the member.

The "Source Data Type" has three valid selections:

- Data Entry
- Journal
- Supplemental Data

The "Source Currency Type" is only applicable for multi-currency applications. This attribute has two valid selections:

- Entity Currency
- Any Input Currency (Each new member is restricted to a single input currency)

The seeded Data Source dimension members have the following attributes assigned, and cannot be modified.

Table 13-1 Data Source Seeded Dimension Member Attributes

Member	Source Data Type	Source Currency Type
FCCS_Data Input	Data Entry	Entity Currency
FCCS_Managed Data	Data Entry	Entity Currency
FCCS_Other Data	Data Entry	Entity Currency
FCCS_Supplemental Data	Supplemental Data	Entity Currency
FCCS_Journal Input	Journal	Entity Currency

If there is no data or journal associated with the new member, then the attribute selections can be modified. However, if data has been entered anywhere to a member, or a journal has been created using a member, the attribute selections are read only. If data is cleared from the application for that member or journals are deleted, then the attributes can be modified.

Adding Data Source Parent Members

You can create additional parent members under FCCS_TotalInputandAdjusted as needed. You can add multi-level parent members, and there is no restriction on either the Source Data Type or Source Currency Type within a parent. Parent members will not have a Source Data Type or Source Currency Type assigned. They have a storage type of Dynamic Calc.

Adding Data Source Member Hierarchies

You can add Data Source member hierarchies as siblings to Total Data Source.

Note these guidelines for adding hierarchies:

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- In new hierarchies, parent-level members can only be of the type "Label" or "Dynamic Calc".
- Base/Leaf-level members can be either "Dynamic Calc" or "Never Share".
- You can only enter data to leaf-level "Never Share" members.
- Leaf-level "Never Share" members that are outside of the Total Data Source hierarchy are not considered for aggregation to Total Data Source or Total Input and Adjusted. They are also not considered for Intercompany Elimination.
- Only Translation and Movement calculations are performed on the leaf-level "Never Share" members that are outside of the Total Data Source hierarchy.
- Dynamic-calc leaf-level members are not considered in the consolidation or reporting translation process.
- If you create an alternate hierarchy in the Data Source dimension as a sibling to Total Data Source and use that hierarchy to load data to Balance Sheet accounts, this data will also be considered for the Opening Balance Ownership Change eliminations when an Ownership change occurs, and eliminations will be posted to the FCCS_Intercompany eliminations member in Total Data Source.

Consolidation

The Consolidation dimension enables you to report on the details used to perform the different stages of the consolidation process. It provides an audit trail of the transactions applied to data during the consolidation process. It shows the consolidation path for an entity reporting to its parent, from Entity Input to Contribution.

When you create an application, the system creates the Consolidation dimension with the following hierarchy:

Common Data

Common data is specific to the entity regardless of which entity hierarchy the entity resides in and regardless of whether there are multiple instances of a shared entity. Common data is stored in Entity Currency, and for multi-currency applications, is also translated into Parent Currency. Common data can be translated into Reporting Currencies.

- **Entity Input**—This member represents input data and non-consolidation -related business logic (for example, member formulas).
- **Entity Consolidation**—This is only available for a **Parent** entity. The amount in this member represents the total of the Contribution from each of its child entities. This is a system-calculated amount as a result of the consolidation process.
- **Entity Proportion Adjustment**— This is only available for a Parent entity. Entity Proportion Adjustment entries are generated by the system if the aggregated Entity Consolidation data requires adjustment. This could occur if the cumulative consolidation % of a source level 0 entity increases due to the merging of shared instances of the entity. Equity consolidations could then be required to change to Proportional or Subsidiary at an intermediate parent entity.
- **Entity Elimination Adjustment**— This is only available for a Parent entity. Entity Elimination Adjustment entries are generated by the system if the aggregated Entity Consolidation data requires adjustment. This could occur if the cumulative consolidation % of a source level 0 entity increases due to the merging of shared instances of the entity. Equity consolidations could then be required to change to Proportional or Subsidiary at an intermediate parent entity.

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Entity Proportion Adjustment and Entity Elimination Adjustment dimension members are used to adjust consolidated results to what they should be at each parent entity where required. For example, if you have two shared instances of an entity consolidating to a common parent via two different branches of the hierarchy, and they are both consolidated using the Equity method (40% ownership via each branch), then at Entity Consolidation of the common parent, the result would be data representing an 80% Equity consolidation. Instead, what is required is an 80% Subsidiary consolidation, which is different. Entity Proportion Adjustment and Entity Elimination Adjustment are used to adjust the data contributed via the two branches to what the data would have been if a direct 80% Subsidiary consolidation had been done (that is, in the flat entity structure). The 80% Equity data in Entity Consolidation aggregated with the EPA / EEA adjustment data would then accumulate to the required 80% Subsidiary consolidation data at Entity Total.

- **Entity Total Adjustment**— This is only available for a Parent entity. The summation of Entity Proportion Adjustment and Entity Elimination Adjustment.
- **Translated Currency Input (optional)** —This provides for data entry in an Input Currency.
- **Entity Total**—The summation of data of an entity, including both input and adjustment data stored in the **Entity Input** and **Translated Currency Input** members, any Entity Proportion Adjustment and Entity Elimination Adjustment calculated data and the total contribution stored in the **Entity Consolidation member** (only for a parent entity).

Node Data

Node data is specific to the parent / entity combination. Different instances of shared entities will have Node data that is specific to the parent entity. For each instance of a shared entity there will be a different set of Node data. Node data is stored in Parent Currency Only. Node data cannot currently be translated into Reporting Currencies.

- **Parent Input (optional)** —This provides for data entry in parent currency, and specific to an entity / parent combination. This data is included in proportionalization.
- **Parent Total** (if Parent Input is enabled) —The summation of Entity Total and Parent Input.
- **Proportion**—The proportionalized values of the Entity Total (or Parent Total) member of a single entity, for a specific parent entity during a consolidation of a consolidation hierarchy. There is one Entity Proportion member in the Consolidation dimension for every Parent/Child entity relationship.
- **Elimination**—Consolidation adjustment and elimination data for a specific Parent/Child entity is generated and stored in this member.
- **Contribution**—The consolidated result of a single entity for a specific Parent Entity. This includes the aggregation of the Proportion data and Elimination data for the Parent/Child entity.
- **Contribution Input (optional)** —This provides for data entry in parent currency, and specific to an entity / parent combination. This data is entered post-proportionalization.
- **Contribution Total** (if Contribution Input is enabled) —The summation of Contribution and Contribution Input.
- **Rate Override**—This member is seeded in multiple currency applications and is to be used to enter Override Rates against Historical Rate Override Exchange Rate Type accounts.
- **Amount Override**—This member is seeded in multiple currency applications and is to be used to enter Override Amounts against Historical Amount Override Exchange Rate Type accounts.

  For more details about the Exchange Rate Type Account Property, refer to Data Types and Exchange Rate Types.

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> **Note**
>
> You cannot add members to this dimension except through the Enable Features option. After you add members, they cannot be removed.
>
> The list of Consolidation dimension members is also dependent on whether Advanced Consolidations are to be used by enabling Ownership Management. If Advanced Consolidation is enabled, then additional descendants of Entity Total are created called **Entity Total Adjustment**, **Entity Proportion Adjustment** and **Entity Elimination Adjustment**. See Managing Ownership.
>
> The **Entity Consolidation**, **Entity Proportion Adjustment** and **Entity Total Adjustment** members are system calculated members and are only applicable to Parent entities.

Currency

Currencies store translated values for entities. Every multi-currency application must include a Currency. The Currency dimension must include a currency for each base currency assigned to an entity in the Entity dimension.

When you create an application, the system creates the Currency dimension. However, it is only displayed if the application is a Multi-currency application. See Creating an Application.

You can create members in the Currency dimension for each currency needed in your application. See Setting Up Currencies.

For each multi-currency application, you specify a currency to use as the Application Currency. When you create a multi-currency application, substitution variables are added for the currency that you select as the Application Currency. For example, if you select EUR as the Application Currency, the system adds these substitution variables:

- `ApplicationCurrency: EUR`
- `ApplicationCurrencyFrom: From_EUR`
- `ApplicationCurrencyReporting: EUR_Reporting`

The substitution variables allow you to see what the default currency is after the application is created, and they are available to use wherever substitution variables are allowed.

Entity

The Entity dimension stores the entity hierarchy and represents the organizational structure of the company, such as the management and legal reporting structures. Entities can represent divisions, subsidiaries, plants, regions, countries, legal entities, business units, departments, or any organizational unit. You can define any number of entities.

The Entity dimension is the consolidation dimension of the system. Hierarchies in the Entity dimension reflect various consolidated views of the data. Various hierarchies can correspond to geographic consolidation, legal consolidation, or consolidation by activity. All relationships among individual member components that exist in an organization are stored and maintained in this dimension. Entities in an organization can be categorized as base, dependent, or parent entities. Base entities are at the bottom of the organization structure and do not own other entities. Dependent entities are owned by other entities in the organization. Parent entities contain one or more dependents that report directly to them.

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You define properties for Entity dimension members, such as the base currency, and specify whether the entity allows adjustments and stores intercompany detail. See Defining Entity Members.

Intercompany

The Intercompany dimension represents all intercompany balances that exist for an account. It is used to store the Entity members for Intercompany transactions. If you enable this option when you create an application, the system creates an Intercompany dimension containing system members.

> **Note**
>
> If you do not enable Intercompany Data when you configure features for the application, the system does not create the Intercompany dimension. See Creating an Application.

Entity dimension members have a member property called Intercompany Entity that specifies if the member should be included for intercompany transactions. If you select Yes for this property, a member with the same name is created in the Intercompany dimension.

When you create intercompany transactions, each group must have at least one intercompany account and one plug account. A plug account is an account that, when eliminations are completed, stores the difference among its associated intercompany accounts.

To set up an application for intercompany transactions, you must perform these actions:

- When defining accounts, specify the accounts that perform intercompany transactions and specify a plug account for each intercompany account
- When defining entities, specify the entities that perform intercompany transactions

By default, the system creates these Intercompany members:

- **No Intercompany** - This member is used in member intersections to store information such as currency rates. It cannot be renamed or edited.
- **Intercompany Entities** - This member is the parent member under which all ICP entities are created.
- **Intercompany_Top** - This member is the top-most member in the hierarchy.

When an entity is enabled for Intercompany, the system automatically adds a new member in the Intercompany dimension. You cannot manually add new members.

You cannot modify or delete Intercompany members.

Movement

The Movement dimension captures the movement details of an account. By default, the system provides members in the Movement dimension to capture the Opening Balance, Closing Balance, changes, and FX calculations.

See Seeded Dimension Members.

It is also used for Cash Flow Reporting. System members named "FCCS_Mvmts_Operating", "FCCS_Mvmts_Investing", and "FCCS_Mvmts_Financing" are created as parent accounts to enable you to create additional movement details as needed for Cash Flow reporting.

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The Movement dimension enables you to perform these tasks:

- View details of the cash flow movements when viewing the Balance Sheet
- Automatically generate the Cash Flow due to the segregation of movements based on cash flow categories

When you create an application, the Movement dimension is created by default with seeded members, and adds system members based on the optional features that you enable. During application creation, the system creates cash flow members and hierarchies for Cash Flow Reporting in the Movement and Account dimensions.

You can create your own Movement members, but only within the FCCS_Mvmts_Subtotal parent, not within the FCCS_Mvmts_FX_Total parent.

Watch this video to learn more about setting up the Movement dimension.

 Setting Up Movements and Cash Flow

Adding Movement Dimension Members

If you add Movement members, make sure that every new Movement member (Mvmts_) is added to both the FCCS_ClosingBalance and the FCCS_CashFlow hierarchies. The new Movement child member's Data Storage property in the FCCS_ClosingBalance hierarchy must be "Never Share". The same new Movement child member's Data Storage property in the FCCS_CashFlow hierarchy must be "Shared".

- For Extended Dimensionality based applications, Parents added to the FCCS_ClosingBalance hierarchy must have the Data Storage property **Dynamic Calc**. The exception for this use case is when a Parent has only one child member. For a Parent with only one child member, the Parent's Data Storage property must be **Never Share**.
- Parents added to the FCCS_CashFlow hierarchy must have the Data Storage property **Dynamic Calc**.
- Under the FCCS_ClosingBalance hierarchy, the new Movement member should have a Consolidation Operator of **Addition**.
- Under the FCCS_CashFlow hierarchy, the new Movement member should have a Consolidation Operator of **Subtraction**.

> **Note**
>
> As a best practice, it is not recommended that you create member formulas for Movement dimension members, as they will have a significant impact on consolidation performance.

Restricted Movement Members

The `FCCS_Mvment_Acquisitions` and `FCCS_Mvmt_Disposals` Movement members are reserved for seeded calculations. You can't use these members as destination members in Configurable Calculation (Insertion Point) rules, On Demand rules, Translation Override rules, Data Copy rules, Configurable Consolidation rules, or in Data Load or Journal Input.

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Cash Flow - Movements Sign Reversal Logic

Indirect Cash Flow presents cash flow in terms of the movements of non-cash accounts (that is, the sources and uses of cash). When you record a movement on a non-cash account, any increase in assets or expenses (DR "normal sign" accounts) causes a matching decrease in cash. Equally, any increase in liabilities, equity or revenue (CR "normal sign" accounts) causes an increase in cash.

When you present the change in cash (operating, investing, financing) in terms of the non-cash account movements, the sign of the cash movement is opposite to the sign of the related non-cash account movement for assets and expenses and the same sign for liabilities, equity and revenue.

When you present the Cash Flow statement, you use the Movement dimension members to detail the rows in the report. You also need to specify an account. You can use the top-level Balance Sheet account against which to report all movements in the Cash Flow report, because the Cash Flow report rows are sufficient to define the detail. You only need one Balance Sheet account to "gather" all movements. Generally, the top-level Balance Sheet account (which should always net to zero) is set as an Asset account.

When you report a movement posted to an Asset account as a change in cash, you need to reverse the sign, because an increase in an Asset represents a decrease in cash.

When you report a movement that was posted to a Liability account as a change in cash, you also need to reverse the sign, because you are reporting against a single Balance Sheet top member that is an Asset account. An amount posted as an increase to a base Liability account will be reported at the top Balance Sheet Asset account with the opposite sign and therefore as a decrease in the total Balance Sheet amount. This is because as the Liability account movement entry aggregates up through the account hierarchy, the Account Type changes from Liability to Asset and therefore the sign of the data is flipped.

You need to flip the sign of all non-cash movements when presenting cash flow, regardless of the Account Type on which the original posting was made. Note that the FCCS_FX_Total_NonCash movement member only calculates values at higher level accounts, and the base level accounts will not display values.

.

Scenario

The Scenario dimension represents a set of data such as Actual, Budget, or Forecast. For example, the Actual scenario can contain data that reflects current business operations. The Budget scenario can contain data that reflects targeted business operations. The Forecast scenario typically contains data that corresponds to predictions for upcoming periods. A Legal scenario can contain data calculated according to legal GAAP format and rules.

By default, the system creates the Actual system Scenario member. You can create additional Scenario members.

See Setting Up Scenarios.

Year

The Year dimension represents the fiscal or calendar year for data.

When you create an application, you specify the range of years for the application.

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The system builds the Year dimension based on the range that you specified. You can increase the range of years after the application is created. However, you cannot decrease the range. See Customizing Application Years.

View

The View dimension represents various modes of calendar intelligence such as Periodic, Year-to-Date, and Quarter-to-Date frequencies. If you set the View to Periodic, the values for each month are displayed. If you set the View to Year-to-Date or Quarter-to-Date, the cumulative values for the year or quarter are displayed.

You load data into the system at the base-level view. Data is stored in the Periodic member.

Data can be loaded on a Year-to-date (YTD) basis. If data is loaded to the FCCS_YTD_Input member instead of the FCCS_Periodic member, then Financial Consolidation and Close will populate the Periodic member such that the YTD amount matches the input amount.

By default, when you create an application, the View dimension has these members:

- Periodic - Each period shows the data entered, calculated or derived for this specific period.
- YTD - Year-to-Date view. Periods within a year are cumulative.
- HYTD - Half-Year-to-Date view. Periods within a half-year are cumulative. HYTD is only created it if you selected it during application creation.
- QTD - Quarter-to-Date view. Periods within a quarter are cumulative.
- FCCS_YTD_Input - This member is used only for Year-to-Date amount data entry or data import into Financial Consolidation and Close. After entering or importing amount into this member, Financial Consolidation and Close will move the amount to FCCS_Periodic and clear off the amount from FCCS_YTD_Input.

You cannot remove any View dimension members or create new members. You can edit member properties, such as Alias.

Multi-GAAP

The Multi-GAAP dimension is an optional dimension that is used if you need to report your financial statements in both local GAAP and in IFRS or other GAAP. This dimension tracks the local GAAP data input as well as any GAAP adjustments.

If you select the Multi-GAAP dimension during application creation, you can select from these additional options:

- Enter Adjustment—You can select this option to enter GAAP adjustments manually. You enter data in the "FCCS_Local GAAP" member. Adjustments to local GAAP for IFRS are entered in the "FCCS_Adjustments" member. The IFRS amount will be calculated.
- Calculate Adjustment—Select this option to allow the system to automatically calculate the adjustment amount based on the Local GAAP and IFRS amount entered. You enter data in the "FCCS_Local GAAP" and "FCCS_IFRS" members. The Adjustments amount will be calculated in the Adjustments member.

You can include additional members and hierarchies for other GAAP adjustments. You can modify member aliases, but not member labels.

By default, if you select this dimension, the system provides the following dimension members:

- FCCS_IFRS

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- FCCS_Local GAAP
- FCCS_Adjustments

To specify Multi-GAAP reporting during application creation, see Creating an Application.

Converting Period and Movement Dimensions to Dense Dimensions

When you create an application, you can select an option to make Period and Movement Dense dimensions, or use Account as the Dense dimension. You can also migrate an existing application to one with the Period and Movement dimensions as Dense dimensions. The migration utility is available from the Application Overview screen. When you create or migrate an application with Period and Movement as Dense dimensions, the system makes the required changes to seeded members and member formulas.

> **Note**
>
> This option applies only to applications that are running on Hybrid-enabled Essbase.

Creating an Application with Period and Movement Dimensions as Dense

When you create an application, the **Make Period and Movement Dense** option is selected by default. If you want to create an application with Account as the Dense dimension, uncheck this option.

See Application Feature Descriptions.

Converting Applications with Account as Dense to Period and Movement as Dense

Pre-Migration Steps

Before you start the migration process, you must complete these actions:

- Ensure there are no metadata validation errors.
- Ensure there are no pending metadata changes and that Refresh Database has run successfully.
- Make a full backup of the application.
  Note: The Lifecycle Management backup process does not include the Workbench data for Data Management. However, you can take a snapshot of the Workbench and the entire Data Management environment when performing a clone, or by using EPMAutomate commands, or by running the scripts from the UI.

  See these EPMAutomate commands in Working with EPM Automate:

  - **exportDataManagement**
  - **importDataManagement**
- Disable scheduled jobs and reschedule the automatic maintenance window.
- Remove all Solve Order customizations.

Migration Steps

1. On the Home page, click **Application**, and then **Overview**.

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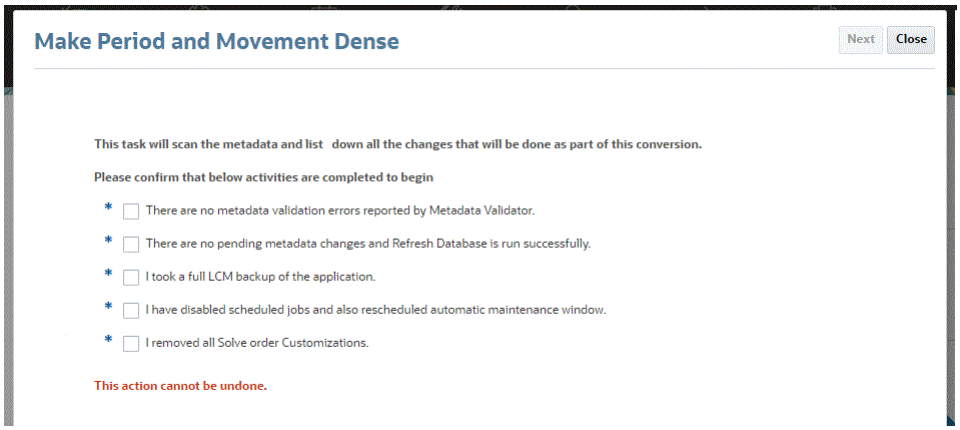
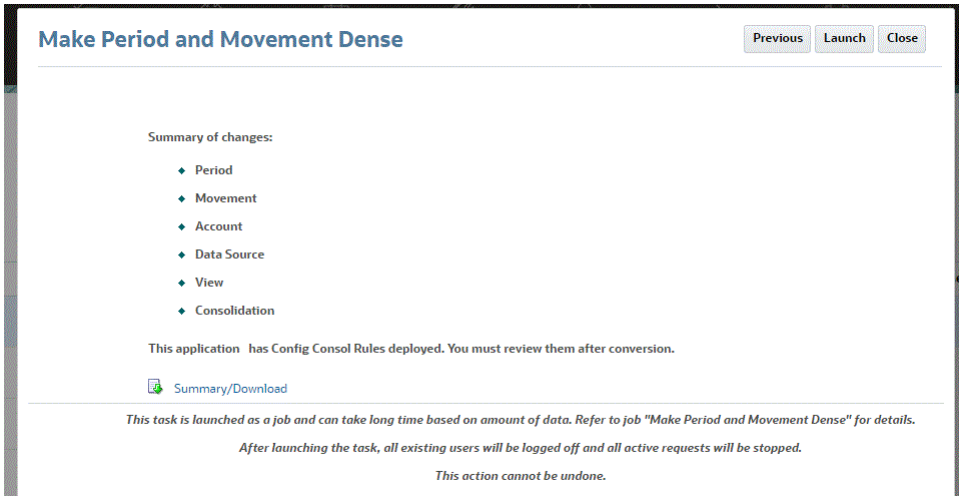
2. From **Actions**, select **Make Period and Movement Dense** to launch the Migration wizard.
3. Confirm that you have completed the pre-conversion actions before starting the migration process, then click **Next.**



4. Review the summary of changes.
   If you have deployed Configurable Consolidation rules, the system warns you that you must review them after conversion.



5. Click **Launch** to launch the migration process.

   When the process starts, all existing users will be logged off and all active requests will be stopped.
6. Wait for the migration process to finish, then log out of the application and log back in.

Key Metadata Changes

The migration process results in the following changes in metadata:

View Dimension

The FCCS_YTD, FCCS_QTD, FCCS_HYTD, FCCS_YTD_RULE, FCCS_QTD_RULE and FCCS_HYTD_RULE members are Dynamic Calc.

The _RULE members and the corresponding without _RULE members have the same member formula.

Movement Dimension

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All seeded Parent members are Dynamic Calc.

Movement is now a Dense dimension.

Period Dimension

Period is now a Dense dimension.

Data Source Dimension

These Data Source dimension members are no longer used for consolidation after the migration process:

- FCCS_RateOverride (Parent member: FCCS_SystemTypes)
- FCCS_AmountOverride (Parent member: FCCS_SystemTypes)
- FCCS_PCON (Parent member: FCCS_SystemTypes)

Application Details

Applications with Period and Movement as Dense dimensions store only Periodic data.

You should not use the **Update View Calculations** rule with these applications.

When you create a new application with Period and Movement as Dense dimensions, you cannot enable the Control-To-Date storage option, and the Control To-Date View rules will not be available (Consolidate by selected View, Force Consolidate by selected View, Translate by selected View, Force Translation by selected View).

When you migrate an existing application that has Account as the Dense dimension and the Control-To-Date option enabled, to one with Period and Movement as the Dense dimension, the Consolidate, Translate, respective "by selected View" and respective Forced rules (based on Single or Multiple Currency) will be displayed. All of these rules will generate only Periodic data.

Watch the following video to learn more about converting Period and Movement dimensions to Dense:


Converting Period and Movement Dimensions to Dense in Oracle Financial Consolidation and Close.

Post-Conversion Steps after Converting an Application to Period and Movement as Dense

After you convert an application to one with Period and Movement as Dense dimensions, perform these steps:

- Review all of your user-defined member formulas, configurable calculation rules (also known as insertion points), and On-Demand rules to make sure they are written following the best practices. You do not need to review the seeded member formulas.
  Note: It is particularly important to review and update user defined formulas and rules if you are planning to enable Enhanced Organization by Period. If Enhanced Organization by Period is enabled while there are still outstanding changes required to rules, the application may be rendered unusable.
- Recreate any of your saved Data Export jobs to use Period or Movement (Dense dimensions) instead of Account as a driver dimension.
- Follow the guidelines in Exporting Data from a Dense/Sparse Optimized (DSO) Application to modify existing Data Integrations that export data from the migrated DSO application.

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- Run a migration configuration task to migrate the available user-created substitution variables to Consolidation Settings. See Migrating Substitution Variables to Consolidation Settings.
- The Solve Order for seeded and user-defined members is changed when the migration utility is run. As part of the migration process, the Solve Order of the existing Parent Account members is automatically set to 58. Make sure to set the Solve Order to 58 for any new Parent Account members that are added in the future.
- You must review and modify the Solve Order of these Account, Movement, and Data Source members. See Setting the Solve Order.
  - `Account`: All Parent account members must now have the Solve Order set to 58.
  - `Movement`: All Parent Movement members must be **Dynamic Calc**. Remove the Solve Orders for any of the members that you have previously set.
  - `Data Source`: Remove the Solve Orders for any of the members that you have previously set.

> **Note**
>
> Review Solve Order for DSO per this documentation for better retrieval performance: Troubleshooting Financial Consolidation and Close Retrieval Performance.
>
> If a member formula contains another Dynamic Calc member, increment the Consol Solve Order for the member formula to 1 higher than the member with the largest Consol Solve Order referenced in the formula.
>
> If a member is a parent Dynamic Calc member and data is retrieved at YTD, review your Solve Order on the member to make sure it is higher than the YTD member.

- After conversion, reconsolidation of already consolidated periods is not required. The YTD data is removed during the DSO conversion. When previous periods have been locked, it should be a best practice not to unlock and reconsolidate.
- After conversion, when you make ownership changes in a DSO-enabled application, you must refresh the database to reflect the Intercompany Entity impact.

Best Practices for Writing Member Formulas When Period and Movement are Dense Dimensions

- Use @NONEMPTYTUPLE(); directive before writing a formula containing Sparse cross-dimension references.
- Avoid returning direct constants. Instead, append constants with:

```
+ "Scenario"->"Years"->"Period"->"Entity"->"Account"->"FCCS_Entity Input"-
>"FCCS_No Intercompany"->"FCCS_No Data Source"->"FCCS_No Movement"-
>"FCCS_Periodic"-><No members of your custom dimension>
```

Example of Original Formula

```
IF("Account A" + Account B" < 0)
  0;
ELSE
  1;
ENDIF
```

Example of Modified Formula

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```
IF("Account A" + Account B" < 0)
  0 + "Scenario"->"Years"->"Period"->"Entity"->"Account"->"FCCS_Entity Input"->"FCCS_No Intercompany"->"FCCS_No Data Source
  "->"FCCS_No Movement"->"FCCS_Periodic"-><No members of your custom dimension>;
ELSE
  1 + "Scenario"->"Years"->"Period"->"Entity"->"Account"->"FCCS_Entity Input"->"FCCS_No Intercompany"->"FCCS_No Data Source
  "->"FCCS_No Movement"->"FCCS_Periodic"-><No members of your custom dimension>;
ENDIF
```

- Avoid setting leaf Dynamic Calc Account members with formulas or Dynamic Calc Account parents as Two Pass calculation. Instead, use Solve Order. The Two-Pass calculation option will calculate Account as the last dimension, which may sometimes be unnecessary.
- Avoid using functions mentioned in the **Working with Hybrid Aggregation in Essbase** topic in *Designing with Calculation Manager* inside the member formula These functions are not supported by Hybrid Essbase.
- Review any formula that can be calculated after an aggregation such as a ratio. Dynamically calculate with a high solve order.
- Review any formula which must be computed before aggregation. If performance is slow, consider making it a stored member and use a calculation script.
- Review any formula that requires data to be retrieved from many data blocks such as a rolling forecast. If performance is slow, consider making it a stored member and use a calculation script.
- Avoid returning #MISSING in formulas.

```
IF("Account A" + Account B" < 0)
   "Account C";
 ELSE
   #MISSING;
 ENDIF
Good Example:
 IF("Account A" + Account B" < 0)
   "Account C";
 ENDIF
```

Best Practices for Writing Custom Rules

Review the general best practices for writing custom rules, and apply the same concepts for an application in which Period and Movement are Dense dimensions.

- In rules where a Movement member is used as an Anchor block, you must change the Anchor member to a Sparse dimension member.
- Parent Movement members can only be Dynamic Calc and not Never Share. In any rules where there is a FIX statement on a Parent Movement member, the Parent member must be changed and only a Level Zero member must be used.

Viewing and Editing Dimensions

You can view and edit dimension properties using either the Classic or the Simplified dimension editor.

The Simplified dimension editor enables you to check for invalid dimension member properties and take action to correct the properties. Invalid properties are bordered in red in the Simplified dimension editor grid.

Users with the security roles to view and edit dimensions in the Classic dimension editor can perform similar actions in the Simplified dimension editor.

See the following sections:

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- To edit dimension properties using the Simplified dimension editor (accessed from Application Overview), see About Editing Dimensions in the Simplified Dimension Editor.
- To edit dimension properties using the Classic dimension editor (accessed from the Navigator), see Managing Dimensions.

Working with Dimension Hierarchies

Dimension hierarchies define structural and mathematical relationships, and consolidations between members in the database. Relationships are represented graphically in a collapsible hierarchy diagram. Upper-level dimension members are called *parent members*, and a member immediately below a parent member is referred to as its *child*. All members below a parent are referred to as *descendants*. The bottom-level hierarchy members are called *base-level members*.

Data is entered into base-level members of dimensions and not into parent members. Values for parent-level members are aggregated from the children of the parent-level members. In some cases, data for base-level members is calculated.

> **Note**
>
> As a best practice, a limit of 20 levels of hierarchy depth is recommended.

Expanding and Collapsing Dimension Hierarchies

To expand dimensions or members:

1. Click the **Navigator** icon.
2. Under **Create and Manage**, click **Dimensions**.
3. For **Dimension**, select the dimension and member to expand.
4. Perform an action:
   - Click **Expand**.
   - Click **Expand**.
   - Click the closed folder.

To collapse dimensions or members:

1. Click the **Navigator** icon.
2. Under **Create and Manage**, click **Dimensions**.
3. For **Dimension**, select the dimension to collapse.
4. Perform an action:
   - Click **Collapse**.
   - Press the **Left Arrow**.
   - Click **Collapse**.
   - Click the open folders.

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Navigating Dimension Hierarchies

- Press the Up Arrow to move to the previous member.
- Press the Down Arrow to move to the next member.
- In Page, enter the page to view and click **Go** or press **Enter**.
- Click **Start, Prev**, **Next**, or **End** to view other pages.

By default, 14 members are displayed per page. You can change this by setting preferences for **Show the Specified Members on Each Dimensions Page**

Finding Dimensions or Members

To find dimension members in dimension hierarchies:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Dimensions**.
3. For **Dimension**, select the dimension for the member.
4. For **Search**, select **Name**, **Alias**, or **Both**.
5. Enter the member name, alias, or partial string for which to search.
6. Click **Search Down** or **Search Up** .

Sorting Members

You can sort members in ascending or descending order, by children or descendants. Sorting members affects the outline.

To sort members:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Dimensions**.
3. For **Dimension**, select the dimension for the members.
4. On **Dimensions**, select the members whose children or descendants you want to sort.
5. For **Sort**, select children or descendants.

   Sorting by children affects only members in the level immediately below the selected member. Sorting by descendants affects all descendants of the selected member.
6. Click **Sort Ascending** to sort by ascending order or **Sort Descending** to sort by descending order.
7. Click **OK**.

   The next time you create or refresh the database, the outline is generated with members in the order that is displayed.

Moving Members Within the Dimension Hierarchy

You can move one member or a group of members in the same branch.

To move members or branches among siblings:

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1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Dimensions**.
3. For **Dimension**, select the dimension for the members to move.
4. Select the member or branch to move.
5. Perform an action:
   - Click **Move Up** to move the member up one position.
   - Click **Move Down** to move the member down one position.

To move members, including parents and children:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Dimensions**.
3. For **Dimension**, select the dimension with the members to move.
4. Select the member or branch to move.
5. Click **Cut**.

   You cannot Cut members after adding or editing dimensions, navigating to different pages, deleting members, or logging of. Cut is not available for root dimension members.
6. Click the destination level under which to move the members.
7. Click **Paste**.
8. Click **OK**.
9. Update and validate business rules and reports.

Fixing Dimension Properties

The **Fix the Dimension Properties** configuration task enables you to fix issues related to non-system members being tagged as Reposition Only during Metadata Export. You can use this configuration utility to fix issues in the Account, Data Source, Currency, Entity, Intercompany, Movement, Scenario, Multi-GAAP and Custom dimensions.

To fix the dimension properties:

1. On the Home page, click **Application**, and then click **Configuration**.
2. Click **Fix the Dimension Properties**.
3. From the **Dimension** drop-down list, select a dimension.
4. Select the impacted members from the dimension and use the arrow keys to move them to the right-side (selected) column.
   You can select multiple members from different dimensions.
5. After you have selected all impacted members, click **Launch**.
6. From the confirmation prompt, click **OK.**
7. When the task completes, an Information summary displays with a list of the fixed members that you selected. You can review the properties, then click **OK**.
8. After the task is complete, from the **Configuration** page, click **Enable Features**.

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Viewing a Member's Ancestors

To view a member's ancestors:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Dimensions**.
3. For **Dimension**, select a dimension.
4. Select the member in the dimension hierarchy.
5. Click **Show Ancestors**.
6. Click **Close**.

Showing Member Usage

The Show Usage option applies only to the Forms and Entities vertical tabs.

To view where members are used in an application:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Dimensions**.
3. Select the dimension whose member usage you want to view.
4. Click **Show Usage**.
5. At the bottom of the **Member Usage** window, select where in the application to view the member's usage.
6. Click **Close**.

Adding Custom Dimensions

In addition to the system predefined dimensions, you can create Custom dimensions based on your application needs. Custom dimensions are associated with the Account dimension and provide additional detail for accounts.

You can create a maximum of four Custom dimensions. If the application is enabled with the Multi-GAAP reporting option, you can create three Custom dimensions.

> **Note**
>
> If you are not using an Extended Dimension application, you can only create a maximum of two Custom dimensions.

The Dimensions list displays all of the dimensions for the application. When you create a dimension, the system adds it to the end of the Dimensions list.

When you add Custom dimensions, you define their properties, including name, alias, security, and attributes.

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Table 13-2 Properties for Custom Dimensions

Property	Value
Dimension	Enter a name that is unique across all dimensions. The Custom Dimension name cannot contain these characters: Ampersand (&), Apostrophe ('), Asterisk (*), At sign (@), Backslash (\), Caret (^), Colon (:), Comma (,), Curly brackets ({}), Dollar sign ($), Double quotation marks (" " Equal sign (=), Exclamation mark (!), Forward slash (/), Greater than (>), Less than (<), Line (|), Minus sign (-), Number sign (#), Parentheses ( ), Percent sign (%), Period (.), Plus sign (+), Question mark (?), Semi-colon (;), Square brackets ([]), or Tabs.
Alias	**Optional**: Select an alias table. Enter a unique alternate name for the dimension.
Description	**Optional**: Enter a description.
Plan Type	Select the application types for which the dimension is valid. Clearing this option makes all members of the dimension invalid for the deselected type.
Apply Security	Allow security to be set on the dimension members; must be selected before assigning access rights to dimension members. Otherwise, dimensions have no security and users can access members without restriction.
Data Storage	Select a data storage option. The default is Never Share.

Aggregation Options

You can define calculations within dimension hierarchies using aggregation options. Aggregation options determine how child member values aggregate to parent members:

- + Addition
- - Subtraction
- * Multiplication
- / Division
- % Percent
- ~ Ignore
- Never (do not aggregate, regardless of hierarchy)

> **Note**
>
> For aggregation options for Intercompany Entities, see Aggregation Options for Intercompany Entities.

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All immediate children of the dimension name member must be set with an aggregation option of Ignore or Never. Seeded dimension members should already have the Consolidation Operator set as Ignore. Use the top dimension member rather than the dimension name in forms and reports.

Financial Consolidation and Close has a consolidation script that performs the consolidation of one entity into another. Do not change the consolidation operator on Entities. If this Entity property is anything other than Ignore, the results are incorrect.

You can change the Consolidation Operator for seeded members of the Account dimension to customize them as needed. You can only change the members in the Consol cube. Ensure that you run Metadata Validation after making the changes to confirm that the changes are valid.

When you make changes to the seeded members, you cannot export or import them using a dimension export CSV file. You must use the Module Customization Migration artifact. Exporting and then importing CSV files will not retain your attribute changes for seeded members.

Label Only Members

The Consolidation Operator for Label Only dimension members must be Never. This has been set correctly for seeded Account and View Label Only members. If you create any custom Label Only Members, be sure to set the Consolidation Operator to Never, so that the members aggregate to parent members properly.

System Members in the Account Dimension

The Consolidation Operator is set to Never for all the system members in the Account dimension under FCCS_System Account, Exchange Rates, and FCCS_Drivers.

Aggregation Options for Intercompany Entities

Aggregation options determine how child member values aggregate to parent members. During application creation, if you enable Intercompany Data, three Aggregation options are available for aggregating Intercompany entities to the Intercompany Top member:

- + Addition (default value)
- - Subtraction
- ~ Ignore

To enable features during application creation, see Application Feature Descriptions.

> **Note**
>
> If you do not enable Intercompany Data, these options are not available.

The Consolidation Operator for FCCS_Intercompany Entities in the Intercompany Dimension is based on the aggregation option that you select, and the Standard Elimination system rules run as required by the aggregation option.

Aggregate Intercompany Entities to Intercompany Top (Addition)

If you select to aggregate intercompany entities to the Intercompany Top member, you select the **Addition** option.

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- The Consol Operator for the "FCCS_Intercompany Entities" member becomes **Addition**.
- The Standard Eliminations system rules execute using the default Standard Eliminations process:

  If the plug account is flagged as "Is I/C Acct", then there are two entries. Both the entry posted to the plug account and the reversal of the source amount use the source Intercompany member.

  When an Intercompany entry is eliminated, the source POV amount is reversed and an offsetting entry is made to the plug account.

  – If the plug account is flagged as "Is I/C Acct", then there are two entries. Both the entry posted to the plug account and the reversal of the source amount use the source intercompany member.

  – If the plug account is NOT flagged as "Is I/C Acct", then there are also two entries. The entry posted to the plug account uses the "FCCS_No Intercompany" member while the reversal of the source amount uses the source intercompany member.

Do not aggregate Intercompany Entities to Intercompany Top (Ignore)

If you do not want to aggregate Intercompany entities to the Intercompany Top member, you select the **Ignore** option.

- The Consol Operator for the "FCCS_Intercompany Entities" member becomes **Ignore**.
- Standard Eliminations execute using the default Standard Eliminations process, but post either three or four entries instead of the existing two entries, depending on whether the plug account is flagged as "Is I/C Acct" or not:

  If the plug account is flagged as "Is I/C Acct", then there will be four entries during elimination. The first two reverse the source entry using the source intercompany member and post to the plug account using the source intercompany member, then two more entries reverse the same amount at "No Intercompany" and post to the plug account at "No Intercompany".

  If the plug account is NOT flagged as "Is I/C Acct", then there would only be three entries. The first entry reverses the source entry using the source intercompany member, then two more entities reverse the same amount at "No Intercompany" and post to the plug account at "No Intercompany".

Examples:

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If Plug Account is defined as "Is ICP Acct"

At entity Input

Entity	Account	Intercompany	Amount
A	Sales	FCCS_Intercompany Top	100
		FCCS_No Intercompany	100
		FCCS_Intercompany Entities	30
		ICP_B	20
		ICP_C	10

At Elimination (when A and B are in the same parent)

Entity	Account	Intercompany	Amount
A	Sales	FCCS_Intercompany Top	-20
		FCCS_No Intercompany	-20
		FCCS_Intercompany Entities	-20
		ICP_B	-20
A	Plug Account Sales	FCCS_Intercompany Top	20
		FCCS_No Intercompany	20
		FCCS_Intercompany Entities	20
		ICP_B	20

At Contribution and in the Parent entity

Entity	Account	Intercompany	Amount
A	Sales	FCCS_Intercompany Top	80
		FCCS_No Intercompany	80
		FCCS_Intercompany Entities	10
		ICP_B	0
		ICP_C	10
A	Plug Account Sales	FCCS_Intercompany Top	20
		FCCS_No Intercompany	20
		FCCS_Intercompany Entities	20
		ICP_B	20

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If Plug Account is NOT defined as "Is ICP Acct"

At entity Input

Entity	Account	Intercompany	Amount
A	Sales	FCCS_Intercompany Top	100
		FCCS_No Intercompany	100
		FCCS_Intercompany Entities	30
		ICP_B	20
		ICP_C	10

At Elimination (when A and B are in the same parent)

Entity	Account	Intercompany	Amount
A	Sales	FCCS_Intercompany Top	-20
		FCCS_No Intercompany	-20
		FCCS_Intercompany Entities	-20
		ICP_B	-20
A	Plug Account Sales	FCCS_Intercompany Top	20
		FCCS_No Intercompany	20

At Contribution and in the Parent entity

Entity	Account	Intercompany	Amount
A	Sales	FCCS_Intercompany Top	80
		FCCS_No Intercompany	80
		FCCS_Intercompany Entities	10
		ICP_B	0
		ICP_C	10
A	Plug Account Sales	FCCS_Intercompany Top	20
		FCCS_No Intercompany	20

Aggregate Intercompany Entities to Intercompany Top as Subtract

If you want to aggregate Intercompany entities to the Intercompany Top member using the **Subtract** option:

- The Consol Operator for the "FCCS_Intercompany Entities" member becomes **Subtract**.
- Standard Eliminations execute under the same conditions as they do currently, but post either three or four entries instead of the existing two entries, depending on whether the plug account is flagged as "Is I/C Acct" or not:

  If the plug account is flagged as "Is I/C Acct", then there will be four entries during elimination. The first two reverse the source entry using the source intercompany member and post to the plug account using the source intercompany member, then two more entries reverse the same amount at "No Intercompany" and post to the plug account at "No Intercompany".

  If the plug account is NOT flagged as "Is I/C Acct", then there would only be three entries. The first entry reverses the source entry using the source intercompany member, then two more entities reverse the same amount at "No Intercompany" and post to the plug account at "No Intercompany".

Examples:

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If Plug Account is defined as "Is ICP Acct"

At entity Input

Entity	Account	Intercompany	Amount
A	Sales	FCCS_Intercompany Top	70
		FCCS_No Intercompany	100
		FCCS_Intercompany Entities	30
		ICP_B	20
		ICP_C	10

At Elimination (when A and B are in the same parent)

Entity	Account	Intercompany	Amount
A	Sales	FCCS_Intercompany Top	0
		FCCS_No Intercompany	-20
		FCCS_Intercompany Entities	-20
		ICP_B	-20
A	Plug Account Sales	FCCS_Intercompany Top	0
		FCCS_No Intercompany	20
		FCCS_Intercompany Entities	20
		ICP_B	20

At Contribution and in the Parent entity

Entity	Account	Intercompany	Amount
A	Sales	FCCS_Intercompany Top	70
		FCCS_No Intercompany	80
		FCCS_Intercompany Entities	10
		ICP_B	0
		ICP_C	10
A	Plug Account Sales	FCCS_Intercompany Top	0
		FCCS_No Intercompany	20
		FCCS_Intercompany Entities	20
		ICP_B	20

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If Plug Account is NOT defined as "Is ICP Acct"

At entity Input

Entity	Account	Intercompany	Amount
A	Sales	FCCS_Intercompany Top	70
		FCCS_No Intercompany	100
		FCCS_Intercompany Entities	30
		ICP_B	20
		ICP_C	10

At Elimination (when A and B are in the same parent)

Entity	Account	Intercompany	Amount
A	Sales	FCCS_Intercompany Top	0
		FCCS_No Intercompany	-20
		FCCS_Intercompany Entities	-20
		ICP_B	-20
A	Plug Account Sales	FCCS_Intercompany Top	20
		FCCS_No Intercompany	20

At Contribution and in the Parent entity

Entity	Account	Intercompany	Amount
A	Sales	FCCS_Intercompany Top	70
		FCCS_No Intercompany	80
		FCCS_Intercompany Entities	10
		ICP_B	0
		ICP_C	10
A	Plug Account Sales	FCCS_Intercompany Top	20
		FCCS_No Intercompany	20

Data Storage Options

Table 13-3 Data Storage Options

Option	Impact
Store	Stores data values of members.
Dynamic Calc	Calculates data values of members, and disregards the values.
Never Share	Ensures that stored parent members always store data from the aggregation of child members.
Shared	Allows members in the same dimension to share data values.
Label Only	Displays the data of the first child member regardless of the aggregation setting of the children.

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Modifying Data Storage Properties

You can modify these Data Storage properties for dimension members in Configurable Consolidations, Translation Overrides, Insertion Rules, and Journals.

The following modifications are allowed:

Original Data Storage Property	New Data Storage Property
Store	Never Share
Never Share	Store
Dynamic Calc	Store
Dynamic Calc	Never Share

About Dynamic Calc

With dynamically calculated members, the system calculates data values of members, and disregards these values. Changing a member's storage to Dynamic Calc may result in loss of data, depending on how the data was originally derived. You may need to update outlines, calculations, or both to get the dynamically calculated value.

Note: For applications that are not Hybrid-enabled, the member limit is 100 children under a Dynamic Calc parent.

Store Data Storage

Do not set parent members to Store if their children are set to Dynamic Calc. With this combination, new totals for parents are not calculated when users save and refresh forms.

Shared Data Storage

Use Shared to allow alternate rollup structures in the application.

Never Share Data Storage

The default data storage type is Never Share when you add user-defined custom dimensions. You can use Never Share for parent members with only one child member that aggregates to the parent, to apply access to the child member.

Label Only Data Storage

Label-only members are virtual members; they are typically used for navigation and have no associated data. Note:

- You cannot assign level 0 members as label-only.
- Label-only members can display values.
- Making dimension members label-only minimizes database space by decreasing block size.
- You cannot assign attributes to label-only members.
- In a multicurrency application, you cannot apply label-only storage to members of these dimensions: Entity, Versions, Currencies, and user-defined custom dimensions. To store exchange rates, use Never Share.

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- Data Storage for children of label-only parents is set to Never Share by default.

> **⚠ Caution**
>
> Do not design forms in which label-only parents follow their first child member, as you cannot save data in the first child member. Instead, create forms with label-only parents selected before their children, or do not select label-only parents for forms.

Setting Dimension Properties

Table 13-4 Dimension Properties

Property	Value
Dimension	Enter a dimension name.
Description	**Optional**: Enter a description.
Alias	**Optional**: Select an alias table and enter an alternate name of up to 80 characters.
Plan Type	Select application types for which the dimension is valid.
Apply Security	Allow security to be set on dimension members. If you do not select this option, there is no security on the dimension, and users can access its members without restriction. Must be selected before assigning access rights to dimension members.
Data Storage	Select data storage options: • Store • Dynamic Calc • Never Share • Shared • Label Only
Display Option	Set application default display options for the Member Selection dialog box. Select **Member Name** or **Alias** to display members or aliases. **Member Name:Alias** displays members on the left and aliases on the right. **Alias:Member Name** displays aliases on the left and members on the right.
Enable custom attribute display	Display available and selected attributes for dimensions with associated attributes. Enable custom attribute display for dimensions with attributes.

Setting Dimension Evaluation Order

The **Evaluation Order** tab enables you to specify which data type prevails when a data intersection has conflicting data types.

For example, if Account members are set to the Currency data type, and Product members are set to the Smart List data type, you can set whether the Currency or Smart List data type prevails at an intersection.

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> **Note**
>
> Account members that require Text, Date, or Smart List data types, require the Account dimension to have an Evaluation Order set for the cube or cubes in question.

To set the dimension evaluation order:

1. Select **Application**, then **Overview**, and then **Dimensions**.

> **Note**
>
> CAUTION: To modify the dimension Evaluation Order, do not use the Dimension Editor under the Navigator menu. You must modify the Evaluation Order only from the Application Overview Dimensions tab.
>
> In addition, the Service Administrator must always ensure that the evaluation order for the Status Replacement Type dimension is set to 2. This is required so that the seeded Data Status form displays consolidation statuses.

2. Click the button on the **Evaluation Order** column next to a dimension to set the order of precedence.

Defining Accounts

The Account dimension defines the chart of accounts for an application. When you create an application, the system creates the Account dimension with a hierarchy of system and seeded members, some based on the features that you enable for the application. Seeded accounts are created with the prefix FCCS, for example, `FCCS_IncomeStatement`.

> **Note**
>
> You cannot change the member properties for most seeded members. However, you can change the Account Type and Consolidation Operator properties for seeded members of the Account dimension to customize them as needed. You can only change the members in the Consol cube. Ensure that you run Metadata Validation after making the changes to confirm that the changes are valid.
>
> When you make changes to the seeded members, you cannot export or import them using a dimension export CSV file. You must use the Module Customization Migration artifact. Exporting and then importing CSV files will not retain your attribute changes for seeded members.
>
> See Account Types and Aggregation Options.

By default, the system creates these types of Account members:

- **Seeded members**

  The basic Balance Sheet and Income Statement are created as seeded members.

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The structure of the Balance Sheet is created with Dynamic Calc parent members. Two formats are available, the "Traditional" format (Assets = Liabilities + Owner's Equity) and the "Net Assets" format (Assets - Liabilities = Owner's Equity).

It is recommended that the initial upper level structure of the Balance Sheet (down to and including Total Assets, Total Liabilities and Total Equity) not be changed, although lower level accounts can be re-organized. Other seeded artifacts (such as seeded consolidation rules) rely on the basic Balance Sheet structure as created by the system.

Name	Account Type	Data Type	Alias (Default)	Data Storage
FCCS_Income Statement	Revenue	Currency	Income Statement	Dynamic Calc
FCCS_Net Income	Revenue	Currency	Net Income	Dynamic Calc
FCCS_Total Pre Tax Income	Revenue	Currency	Total Pre Tax Income	Dynamic Calc
FCCS_Pre Tax from Operations	Revenue	Currency	Pre Tax from Operations	Dynamic Calc
FCCS_Gross Profit	Revenue	Currency	Gross Profit	Dynamic Calc
FCCS_Sales	Revenue	Currency	Sales	Store
FCCS_Cost of Sales	Expense	Currency	Cost of Sales	Store
FCCS_Operating Expenses	Expense	Currency	Operating Expenses	Store
FCCS_Other Income Expense	Expense	Currency	Other Income Expense	Store
FCCS_Provision for Income Tax	Expense	Currency	Provision for Income Tax	Store

- **Optional seeded members**

  These members are created based on application features that you enabled. For example, Ratio accounts required to perform the ratio calculation are optional system members. Depending on which ratios you want to include as part of the application, those accounts will be seeded. Other examples include Return on Sales and Gross Profit Margin.

  If the Ownership Management feature is enabled, the basic balance sheet structure is extended to ensure that base (level 0) accounts required by the seeded consolidation rules exist.

- **Shared members**

  Some seeded members are also added to an alternate hierarchy as shared members. For example, all the Account members listed under Income Statement or Balance Sheet system members which are set for a Cash Flow category have a shared instance created under the selected category in Cash Flow.

System Accounts

These accounts are provided by default when you create an application:

- FCCS_CSTATUS—Stores the calculation status value used by the system
- FCCS_CSTATUS FILTER—Stores the calculation status text for display in a data form.

If Enhanced Organization by Period has been enabled for the application then two additional calculation status accounts are also provided:

- FCCS_CSTATUS—Stores the calculation status value used by thesystem for Common data
- FCCS_CSTATUS FILTER—Stores the calculation status text for Common data for display in a data form
- FCCS_NSTATUS—Stores the calculation status value used by thesystem for Node data
- FCCS_NSTATUS FILTER—Stores the calculation status text for Node data for display in a data form

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Income Statement Accounts

The Account dimension provides a pre-built hierarchy for the Income Statement. The hierarchy is seeded with system members used for built-in calculations. You can add child members to the parent members or additional sibling members to the seeded members.

Note that the Income Statement is created as a hierarchy within the Owner's Equity Retained Earnings Current account.

Balance Sheet Accounts

The Account dimension provides an initial pre-built hierarchy for the Balance Sheet. The hierarchy is seeded with members used for built-in calculations.

Three Balance Sheet formats are available for selection when the application is first created:

- "Traditional" format (Assets = Liabilities + Owner's Equity)
- "Net Assets" format (Assets - Liabilities = Owner's Equity)
- "Basic" format (Assets - Liabilities - Owner's Equity = Balance Sheet Total)

The Traditional and Net Assets formats include commonly used accounts formatted in the two most common structures.

The Basic format includes only those accounts required for system account calculation/ population.

All Balance Sheet and Income Statement accounts must have the **Flow** Time Balance property assigned. All of these accounts must have an opening balance calculated and a Movement member associated with them to reflect the change for the period. FCCS system rules populate the Opening Balance movement member for all Flow type accounts. See Movement.

The Traditional and Net Assets seeded account dimensions include Level 0 members that are defined as Dynamic Calc. These members must have at least one member added as a child.

- FCCS_Cash And Cash Equivalents
- FCCS_Acct Receivable
- FCCS_Inventories
- FCCS_Fixed Assets
- FCCS_Other Long Term Assets
- FCCS_Acct Payable
- FCCS_Long Term Liabilities
- FCCS_Other Equity
- FCCS_Sales
- FCCS_Cost of Sales
- FCCS_Operating Expenses
- FCCS_Provision for Income Tax

For each of the above members, you must add a placeholder (dummy) account member with these properties:

- Data Storage Default = Store
- Data Storage Consol = Store

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- Consol Operator = Never

Historical Accounts

The Historical Accounts group contains accounts that are considered Historical Override accounts. Historical accounts are translated at a weighted average of the movements over time rather than being translated at the current period ending rate. Override accounts are designated as either a Rate Override or an Amount Override for translation. Override accounts allow the user to enter either a Rate or an Amount to override the default translation. These historical override accounts are created by the system in the Historical Accounts grouping as shared members based on the Exchange Rate Type selected for the primary member. There might not be any seeded Historical Override accounts depending on the application creation settings selected, so there might initially only be "placeholder" accounts in this hierarchy. Placeholder accounts are base members populated to ensure that the parent accounts are treated as parent accounts and are not mistaken as base accounts. `FCCS_Investment In Sub` is an example of an optional seeded Rate Override account.

If an account is a Historical Account, but does not contain an Override (for example, FCCS_Retained Earnings Prior), it is not included in the Historical Accounts hierarchy.

To specify that an account is a Historical Override Account, you must assign the "Historical Rate Override" or "Historical Amount Override" as the Exchange Rate Type.

If an Amount Override or a Rate Override is specified for the Historical account, the system uses the applicable override entry for the account during translation. If you do not enter an override rate or amount, the Historical Override account is translated using the rate specified for default translations. This gives the same translated results as for Historical (non-override) accounts.

A pre-built system form named **Override Rates** is generated from the Historical account hierarchy to enable you to enter either the override amount or override rate for each entity for each currency. See Predefined Forms.

Ratio Accounts

Ratio accounts are created under a separate account hierarchy if this option is enabled during application creation. All associated member formulas for the calculations are also created for the accounts. Additionally, you can create your own ratio accounts.

Intercompany Account

For any Intercompany accounts that will be used for standard system eliminations, you must assign attribute values to identify them as Intercompany accounts, as well as selecting the Plug account to be used for elimination. The accounts that are to be selected as Plug accounts must first be designated as Plug accounts by selecting the Plug accounts attribute.

Account Hierarchy Order

The Balance Sheet group should be the first hierarchy below the `FCCS_System Account`, `Exchange Rates`, `Entered Exchange Rates` and `Exchange Rates System Members` hierarchies.

You can add additional hierarchies in the Account dimension to include shared Balance Sheet accounts or any additional accounts required. For example, the seeded Balance Sheet Cash and NonCash hierarchy is an additional hierarchy containing shared copies of the Balance Sheet accounts.

All additional hierarchies of the Balance Sheet that you create should be created after FCCS_Total Balance Sheet - Cash and NonCash.

All alternate hierarchies of Income accounts can be placed in the Income Statement grouping.

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Account Types

Each account is associated with an Account Type that represents the accounting nature of the account.

Each account is categorized as either Flow or Balance. Flow Account types accumulate over time. Balance Account types represent a balance at a specific period and therefore do not aggregate over time.

- Flow account types: Revenue, Expense
- Balance account types: Asset, Liability, Equity

Table 13-5 Account Types

Account Type	Description
Expense	Costs incurred by a company to generate revenue. Examples of expenses are: cost of sales, salary expense, travel expense.
Revenue	Income received as a result of the sale of goods or services. Examples of revenue include Trade Sales, Income from Sales of Fixed Assets
Asset	A resource that has economic value and from which the company expects to generate income over time. Examples of assets are inventory, fixed assets, accounts receivable and pre-paid insurance.
Liability	Legal debts and obligations that companies owe to third parties as a result of business operations. Examples of liabilities include accounts payable, accrued payroll, and notes payable.
Equity	The value of ownership in a company and equal to the amount of assets remaining after all debts are satisfied. Examples of equity accounts include common stock, preferred stock, and retained earnings.
Saved Assumption	Non-financial items used by a company for statistical analysis and reporting purposes. Examples are square footage and headcount, units sold, miles traveled, and patients admitted.

You can change the Account Type for seeded members of the Account dimension to customize them as needed. You can only change the members in the Consol cube. Ensure that you run Metadata Validation after making the changes to confirm that the changes are valid.

When you make changes to the seeded members, you cannot export or import them using a dimension export CSV file. You must use the Module Customization Migration artifact. Exporting and then importing CSV files will not retain your attribute changes for seeded members.

Time Balance Property

The Time Balance property specifies how the system calculates the value of summary time periods.

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Table 13-6 Time Balance Properties

Time Balance Property	Description	Example
Flow	Aggregate of all values for a summary time period as a period total.	Jan: 10 Feb: 15 Mar: 20 Q1: 45
Balance	Ending value in a summary time period as the period total.	Jan: 10 Feb: 15 Mar: 20 Q1: 20

Summary of Account Types and Time Balance

Each account is associated with an Account Type and is categorized as either a Flow or Balance Time Balance. Flow accounts accumulate over time through the aggregation of associated Movement entries. Balance accounts represent a balance at a specific period-end and do not aggregate over time.

Table 13-7 Summary of Account Types and Time Balance

Account Type	Time Balance for accounts inside Balance Sheet hierarchy	Time Balance for accounts outside of Balance Sheet hierarchy	Variance Reporting
Revenue	Flow	User-defined	Non-Expense
Expense	Flow	User-defined	Expense
Asset	Flow	User-defined	Non-Expense
Liability	Flow	User-defined	Non-Expense
Equity	Flow	User-defined	Non-Expense
Saved Assumption	Flow	User-defined	User-defined

Note that the Opening Balance movement of Flow accounts is calculated as the Closing Balance of the prior periods. Closing Balance is an aggregation of Opening Balance and all movement amounts for the period. No Opening Balance is calculated for Balance accounts.

Aggregation (Consolidation Operator)

The Aggregation (Consolidation Operator) determines how child accounts aggregate to the parent account. Note that while this metadata aggregation property does not depend on, and is independent of the account type property, a relationship is required in order to apply the aggregation logic displayed in Table 10-8.

See Aggregation Options.

> **Note**
>
> Financial Consolidation and Close has a consolidation script that performs the consolidation of one entity into another. Do not change the Consolidation Operator on Entities. If this Entity property is anything other than Ignore, the results will be incorrect.

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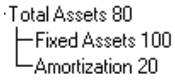
The following table indicates how each Account Type behaves when totalled into a specific type of parent account within the balanced Balance Sheet hierarchy. For example, when aggregated, Asset account values are aggregated into parent Asset and Expense accounts, and subtracted from parent Liability and Revenue accounts.

Table 13-8 ***Required Aggregation (Consol Operator) between Child and Parent Accounts***

Account Type	Parent Account				
Child Account	**Asset**	**Liability**	**Equity**	**Revenue**	**Expense**
Asset	Addition	Subtraction	Subtraction	Subtraction	Addition
Liability	Subtraction	Addition	Addition	Addition	Subtraction
Equity	Subtraction	Addition	Addition	Addition	Subtraction
Revenue	Subtraction	Addition	Addition	Addition	Subtraction
Expense	Addition	Subtraction	Subtraction	Subtraction	Addition
Saved Assumption	Addition	Addition	Addition	Addition	Addition

Note that Saved Assumption accounts should not be used within the balanced Balance Sheet because they are non-financial accounts. Saved Assumption accounts can be added or subtracted when aggregating to their parent accounts as required.

This example illustrates how different account types are aggregated into parent accounts:



In this example, Total Assets is an Asset account and the parent of Fixed Assets (an Asset account) and Amortization (a Liability account). When the accounts are aggregated into the parent account, the Fixed Assets value of 100 is added, the Amortization value of 20 is subtracted, and the resulting value for Total Assets is 80.

Changing the default Account Type and Consol Operator Settings

The default configuration of Financial Consolidation and Close assumes that for Assets and Expenses, a positive value represents a DR and a negative value represents a CR. For Revenue, Liabilities and Equity, a positive value represents a CR and a negative value represents a DR. This is the "normal sign" of the account. The system uses the combination of Account Type and Consol Operator in many of the system calculations to ensure correct aggregation for different client configuration requirements. The posting of journals (assigning DR and CR entries to a positive or negative value) also relies on the Account Type entry. Table 10-8 displays the default settings applied to seeded accounts.

In order to load data where a positive value is always a DR and a negative value is always a CR regardless of account (for example, a G/L extract), you will need to change both the Account Type and the Consol Operator. So change all "Revenue" accounts to Account Type "Expense" and change all "Liability" and "Equity" accounts to Account Type "Asset". Then change all Consol Operators to "Addition." For consistency, you should also change the parent accounts including the seeded members. Then run Validate Metadata again to verify that all settings are consistent and that system calculations will not be compromised.

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Account Types and Variance Reporting

An account's variance reporting property determines whether it is treated as an expense when used in member formulas:

- Expense: The actual value is subtracted from the budgeted value to determine the variance.
- Non-Expense: The budgeted value is subtracted from the actual value to determine the variance.

Examples:

- When you are budgeting expenses for a time period, the actual expenses should be less than the budget. When actual expenses are greater than budget expenses, the variance is negative. For example, if budgeted expenses are $100, and actual expenses are $110, the variance is -10.
- When you are budgeting nonexpense items, such as sales, the actual sales should be more than the budget. When actual sales are less than budget, the variance is negative. For example, if budgeted sales were $100, and actual sales were $110, the variance is 10.

Saved Assumptions

You use saved assumptions to identify key non-financial business drivers and ensure application consistency, by selecting time balance and variance reporting properties.

- Variance reporting determines the variance between budgeted and actual data, as an expense or non-expense.
- Time balance determines the ending value for summary time periods.

Examples of how time balance and variance reporting properties are used with saved assumption account members:

- Create a saved assumption of an expense type for variance reporting, assuming that the actual number of employees is less than the number budgeted. To determine the variance, the system subtracts the actual amount from the budgeted amount.
- Make an assumption about the number of units sold at the end of the time period. Determine the final quantity for the summary time period by aggregating the number of units sold across time periods.

Data Types and Exchange Rate Types

The Data Type determines how values are stored in account members, and the exchange rates used to calculate values. Available data types for account member values:

- **Unspecified**
- **Currency** - Stores and displays in the default currency.
- **Non-currency** - Stores and displays as a numeric value.
- **Percentage** - Stores a numeric value and displays as a percent.
- **Date** - Displays as a date.
- **Text** - Displays as text.
- **Transient Text**: Displays as text without storing.

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The **Transient Text** data type displays text in forms which doesn't need to be persisted. For example, real-time inventory data can be pulled from an external system (REST API), and then it can be displayed in the form using a post-load Groovy rule for that form.

Note:

Transient Text is not stored in Essbase or in the relational database. If an existing member is changed to use the **Transient Text** data type, then the existing data will not be displayed in the form and the data will not be deleted from Essbase.

In a multiple currency application, for members with the **Currency** data type, available Exchange Rate types (valid for any time period):

- **No Rate**– Closing Balance of translated data is adjusted to an Ending Rate translation by calculating Foreign Exchange variation on Opening Balance and Movements.
- **Historical** – Closing Balance accumulated as a weighted average of the translated movements with no net Foreign Exchange variation. Foreign Exchange variation is calculated but then transferred to Cumulative Translation Adjustment / Unrealized Gain or Loss on Translation.
- **Historical Amount Override** – Override amounts can be entered and the account is otherwise treated as a Historical account.
- **Historical Rate Override** – Override rates can be entered and the account is otherwise treated as a Historical account.

> **Note**
>
> Ending Rate and Average Rate are both treated as No Rate whether the account is Flow or Balance.

Defining Account Properties

You define properties for accounts, such as account types, and data types, and whether they are Intercompany accounts.

For Intercompany accounts, see Setting Account Attribute Values.

To define account properties:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Dimensions**.
3. From the **Dimension** list, select **Account**.
4. Select **Action**, then select **Add Child** or **Add Sibling**.
5. On the **Member Properties** tab, enter account properties.

Table 13-9 Account Properties

Property	Description
Name	Enter a name that is unique across all dimension members.
Description	**Optional**: Enter a description.

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Table 13-9 (Cont.) Account Properties

Property	Description
Alias Table	**Optional:** Select the alias table to store the alias name.
Alias	**Optional:** Enter an alternate name for the member.
Account Type	Select the account type: • Expense • Revenue • Asset • Liability • Equity • Saved Assumption See Account Types.
Variance Reporting	Select an option: • Expense • Non-Expense See Account Types and Variance Reporting.
Time Balance	Specify how the system calculates the value of summary time periods: See Time Balance Property.
Exchange Rate Type	Indicates the translation options for the financial accounts. • Historical • Historical Amount Override • Historical Rate Override • No Rate (for non-historical accounts) By default, the system uses Average Rate for Flow accounts, and Ending Rate for Balance accounts. The default settings can be changed.
Source Cube	Specify the source cube for the member.
Data Storage	Select data storage options: • Store • Dynamic Calc • Never Share • Shared • Label Only See Data Storage Options.
Two Pass Calculation	Select whether to calculate values of members based on values of parent members or other members.
Allow Upper-Level Entity Input	Specify whether parent Entity input is allowed for this account. When you create a Local Rate account and refresh the database, this attribute is automatically enabled so that you can enter Local Rate data for a base or a Parent entity on the seeded **Local Exchange Rate** form.
Plan Type	Indicates the application type for which the member is valid.

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Table 13-9 (Cont.) Account Properties

Property	Description
Data Type	Select a data type: • Unspecified • Currency • NonCurrency • Percentage • Date • Text • Smart Lists See Data Types and Exchange Rate Types.
Smart Lists	**Optional**: Select a Smart List to associate with the member.
Enable for Dynamic Children	No
Number of Possible Dynamic Children	10
Access Granted to Member Creator	**Inherit**—The member creator will inherit the closest parent's access to the newly-created member.

Setting Account Attribute Values

Account Attributes

The Account dimension is usually defined as Dense, so you cannot assign attributes to it unless it is changed to Sparse for all application types. After migrating an application to a Dense/Sparse Optimized (DSO) application, where Account is a Sparse dimension, you can create Custom attributes for the Account dimension. If you change a dimension from Sparse to Dense, all attributes and attribute values for that dimension are automatically deleted..

Specifying Intercompany Account Attributes

You specify Intercompany account attributes on the Attribute Values tab for level 0 accounts. Note that these settings are not applicable to parent accounts.

When you set the Intercompany Account property to Yes, you must specify a Plug account.

To set Intercompany Account attributes:

1. Select an existing level 0 Account member, click **Edit** and select the **Attribute Values** tab.
2. Enter this information:

Table 13-10 Intercompany Account Attributes

Attribute	Description
Intercompany Account	Specify if the account is an Intercompany account. If set to Yes, a level 0 Plug account must also be specified for this account in order for eliminations to be executed. **Note**: This option is only available if Intercompany is enabled for the application.

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Table 13-10 (Cont.) Intercompany Account Attributes

Attribute	Description
Is Plug Account	Specify if this level 0 account can be a Plug account.
Plug Account	For the accounts that have Intercompany set to Yes, and IsPlugAccount is not set, you can specify a Plug account. Accounts with this property set to Yes can be selected as Plug Accounts.

3. Click **Save**.
4. To add a Plug account:
   a. Select the **Account** dimension member and select the **Custom Attributes** button.
   b. Select the attribute **Plug Account** and click the **Synchronize** button.

      The newly added Plug account will be displayed in the list of Plug Accounts on the right side of the Plug Account Attribute Values tree.

Specifying Comprehensive Income Cumulative Translation Adjustment (CICTA) Account Attributes

You specify Comprehensive Income Cumulative Translation Adjustment (CITCA) account attributes on the Attribute Values tab for level 0 accounts. Note that these settings are not applicable to parent accounts.

Table 13-11 Comprehensive Income Cumulative Translation Adjustment (CICTA) Account Attributes

Attribute	Description
Is CICTA Account	Specify if this account is a replacement for the seeded FCCS_CICTA account.
CICTA Redirection Account	To redirect the FX-To-CICTA posting to an account other than the seeded FCCS_CICTA account, specify the account to use. Available accounts will have the "Is CICTA Account" setting (above) enabled.

Specifying Default Movement Account Attributes

The Calculate Movements system rule calculates movements from Closing Balance Input based on metadata Account and Movement dimension attributes. After you update the metadata attributes, and enable the Calculate Movements system rule from the **Consolidation: Process** screen, any "Closing Balance Input" entry will generate a calculated movement amount that will be posted to the designated movement. A global default movement for all level 0 accounts can be selected and different movements can also be selected for each individual level 0 account. See Calculate Movements (from Closing Balance Input).

The required Movement dimension members are set as "Default_Mvmt_Yes".

You can apply one of the default movements to level 0 accounts.

If a default movement is applied to the Balance Sheet grouping member (for example, "FCCS_Balance Sheet"), then all level 0 accounts within the Balance Sheet will inherit the selected movement unless they have their own individual selection.

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Specifying Indexed Attributes

When you create Custom Attributes for a dimension, you can specify that it is an Indexed attribute.

An indexed attribute dimension is the same as a traditional attribute dimension. It is sent to the database as an attribute dimension during cube refresh. It is not valid for dense dimensions, and requires all assignments for a given dimension to be at the same level.

A non-indexed attribute dimension is primarily a metadata construct used for filtering, although it can be materialized in the database during cube refresh in various ways, typically as a prefixed user-defined attribute. Since it does not materialize as an attribute dimension in the database, it can be assigned to multiple levels, and to dense and sparse dimensions. However, since it is not indexed, it cannot be added as a member to a form to see dynamic data values like traditional indexed attribute dimensions.

Defining Entity Members

By default, the Entity dimension includes a Global Assumptions member in the entity hierarchy. The Global Assumptions member is used to store information such as currency rates. You cannot edit or rename it. It is recommended that you do not post data against the Global Assumptions member, or an error will occur.

The system also creates the Total Geography member by default. This member is used for system forms. You can create new members as siblings to Total Geography, and you can create a hierarchy under it. You then need to change the Entity member selector in the forms appropriately.

Shared entities must be entities that are also Intercompany Partners. If you share a parent of an entity that is an Intercompany Partner, eliminations will not occur.

You define attributes for Entity dimension members, such as the default currency.

By default, the Consolidation Operator for the Entity dimension is Ignore. A seeded consolidation script performs the consolidation of one entity into another. If the Consolidation Operator property is anything other than Ignore, the results are incorrect. See Aggregation (Consolidation Operator).

To define Entity properties, see Adding or Editing Members.

> **Note**
>
> You define Entity properties in the same way as other dimensions. However, for Entity names, you cannot include a combination of the period (.) and square bracket ([ ) characters. This combination of characters is reserved by the system to denote a parent entity. For example:
>
> `EN_CONS4040.[CONS4040]EN_4040_TI.[CONS4050]`
>
> You can use either the period (.) or square bracket ( ]) individually, but not combined consecutively in an Entity member name.

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Intercompany Property for Entities

For Entity members, you specify if the member stores Intercompany detail. If you set the Intercompany property for an Entity member, a member with the same name is created in the Intercompany dimension with the name ICP_<Entity Name>. The alias for the Default Alias Table for the new member is automatically set as the alias for the Entity. If an alias is not defined, it is automatically set as the name of the added Entity.

For example, when an entity named UK is marked as Intercompany, a member named ICP_UK is automatically created. If an alias is defined for UK, the same alias is automatically set to the new Intercompany member ICP_UK. If an alias is not defined for UK, the alias is automatically set to UK.

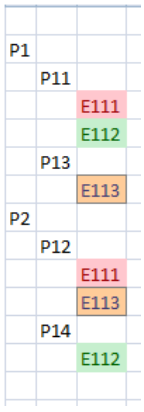
Base Currency

For a multicurrency application, specify each entity member's base currency. The default base currency for entity members is the currency specified when creating the application. For example, if U.S. Dollars is the default currency, you may specify Yen as the base currency for the Japan entity and U.S. Dollars for the United States entity. When you use forms that have values for the Japan entity, if the display currency is set to U.S. Dollars, values are converted to U.S. Dollars using the rates in the exchange rate table (assuming Yen is the local currency and U.S. Dollars is the reporting currency).

Creating Alternate Entity Hierarchies

In the Entity dimension, you can create alternate hierarchies, where a single entity can have multiple parents and contribute differently to each parent. The parent members can be in different currencies and the translation that happens in the parent currency member will be different for these entities. To accomplish this, you use partially shared members, where only a part of input data is shared across all instances of the entities.

The following example shows a leaf-level entity that has more than one parent.



In this example:

- Entity E111 is a child of both P11 and P12.
- Input data that is entered for E111 at either P11 or P12 is replicated to the other entity after Save. You can enter the data at any of P11.E111 and P12.E111 members.

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- After consolidation, the calculated values at P11.E111 and P12.E111 can be different. For example, suppose the application is a multi-currency application, where the currency of E111 is GBP. P11 currency is USD and P12 currency is EUR. When entering data to E111, data is always entered in the entity currency member of the Currency dimension. The parent currency member is calculated and the values for Parent currency for P11.E111 and P12.E111 will be different, as the exchange rates between GBP and USD, and GBP and EUR can be different.

You can also create an entity hierarchy where a parent level entity has more than one parent. However, a hierarchy where the parent level has multiple parents that have different children is not supported.

You build an alternate hierarchy by creating partial share Entity members, and selecting "Shared" as the Data Storage member property. See Creating Shared Members.

You can use shared hierarchies to meet your reporting needs, however, the number of shared hierarchies affects performance, as they increase the database size and consolidation times.

As a best practice:

- The top member of alternate hierarchies must have the Consol operator set as Ignore, to avoid duplicate values.
- Shared members must be added after non-shared members in the hierarchy.
- Alternate hierarchies are allowed outside the Closing Balance, but they should roll up to Total Movements.

In the Member Selector, you can view the parent and child relationships. When you select an entity, the member selector displays it as Parent.Child, for example, `North America.USA`. You can then select the entity you want, or if an entity has multiple parents, you can select each occurrence of the entity under different parents.

When you enter transaction data to a Common data Consolidation dimension member, you only need to enter data once, either for the Primary or Shared member.

You can also enter data once in data forms. For example, suppose E111 is a partially shared entity that has two parents, E11 and E12. In a data form, if you enter the amount 100 in E11.E111 and save it, 100 is immediately shown in E12.E111. If you change the amount to 150 in E12.E111 and save it, the same amount is reflected in E11.E111. In data forms, you can select whether to display the members of the Entity dimension as Parent.Child, and whether to display their currencies. See Setting Form Dimension Properties.

When you export data, the same data is exported for partially shared entities and the data is exported in the Parent.Child format. If you import data to one of the partially shared entities in a data file, the data is imported to the other one also.

When a journal entry is posted to one of the partially shared entities, the values are posted to all instances of that entity.

Any change to Common data that is made to one partially shared entity that results in a change of calculation or process management status will be reflected in other instances of the entity. For example, if one instance is consolidated and its Calc status changes to OK, the status of the other instances changes to OK. The same rule applies for locking and unlocking of partially shared entities unless Enhanced Organization by Period has been enabled.

Security and valid intersection rules defined for an entity also apply for its partially shared instances.

When you enter transaction data to a Node data Consolidation dimension member, the data must be entered, or the journal posted, for each Parent / Entity combination in which the data is required.

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If Enhanced Organization by Period has been enabled, then each instance of partially shared entities are locked and unlocked independently of each other.

Watch the following video to learn more about alternate hierarchies:


Configuring Alternate Hierarchies for Entities

Partial Shared Entities – Initial Behavior

When new level 0 entities, or new instances of level 0 partial shared entities are created in metadata and the application is updated through a Database Refresh, the system applies several default settings and data updates.

The first instance of a new level 0 entity is assigned an Ownership % of 100%. The range-based system default consolidation method of Subsidiary is applied (unless the range-based setting for 100% ownership has been changed by the user.

Any additional (non-primary) instance of a level 0 partial shared entity added to the application is assigned an Ownership % of 0%. The total ownership within each alternative hierarchy is limited to 100%. If partial shared entities reside in different alternative hierarchies, then the user can change the initial 0% settings to the required settings, as long as the total ownership % across all instances does not exceed 100% in each alternative hierarchy.

If Enhanced Organization by Period has not been enabled, the range-based system default consolidation method of **Not Consolidated** is applied (unless the range-based setting for 0% ownership has previously been changed by the user). When the new instance is added to the database by the Database Refresh process, the system copies any existing Entity Currency Common Data from the primary instance to the new shared instance. Although the Consolidation % for the Not Consolidated method is 0%, the parent of the new instance is impacted where data has been copied. This might require that Locked entities be unlocked and re-consolidated.

If Enhanced Organization by Period has been enabled, the range-based system default consolidation method of **Inactive** is applied. When the new instance is added to the database by the Database Refresh process, the system copies any existing Entity Currency Common Data from the primary instance to the new shared instance. The system than translates the copied Entity Currency Common Data to the Parent Currency of the new instance. The Parent Currency of the new instance might not be the same currency as the Parent Currency of the primary instance, so the translation process is executed along with any relevant system and user-created calculation rules. The Calc Status becomes OK in the new instance of the partial shared entity.

When Enhanced Organization by Period is enabled, and the Inactive method is assigned to an entity, a break-point is created between the Common Data and Node Data of the Inactive entity. The data copy, translation and rules execution applied to the Common Data does not impact the Node Data of the new Inactive instance, nor does it impact its ancestors. The Node Status of the new instance will be No Data because Node Data is specific to the parent / entity combination and no data has been populated in any of the Node Data consolidation dimension members. The new instance of the partial shared entity remains unlocked regardless of the locked / unlocked status of its parent.

If required, you can change the Ownership % and method assigned to the new instance of the partial shared entity. However, changing the method from Inactive to any other method will require that the parent of the entity be Unlocked. By changing the method of the new instance of the entity from Inactive to an active method, its ancestors will be impacted unless the new instance has a Calc Status of **No Data**.

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Updating Prior Period Data

The Prior Period Data Updates configuration task updates and populates data required as a result of the addition of new instances of shared entities being added to the organization structure. Common data in Entity Currency is copied to the new instances and translations to populate Parent Currency (for multi-currency applications) are executed. In the event that these updates did not properly execute during the post DB Refresh process, prior periods can be updated by running this task. The in-scope entities are initialized as Inactive, so updating the Common data will not impact their parent members.

This configuration task is only available if you have enabled the Enhanced Organization by Period feature in the application.

To run the task on only specific points of view, select members for Scenario and Target Year. To run the task for all points of view in which Common data needs to be updated from existing data, you can execute the task without selecting any filters. Note that this task should be run before any new Inactive instances of shared entities are changed to another consolidation method.

To run the configuration task, you must be a Service Administrator.

To update prior period data:

1. On the Home page, click **Application** and then click **Configuration**.
2. Click **Prior Period Data Updates**
3. To run the task on only specific points of view, select members for **Scenario** and **Target Year**.

   To run the task for all points of view in which Common data needs to be updated, do not select any filters.
4. From the **Prior Period Data Updates** screen, click **Launch**.
5. The task is launched as a job and can take a long time based on the amount of data. You can view the status in the Jobs console.

Financial Consolidation and Close Data Model Overview

The Financial Consolidation and Close data model starts with applying some basic rules, for example that Opening Balance = Closing Balance Prior Period, account-by-account.

This rule is amended in a balanced manner in several specific instances:

- First period of the year — Retained Earnings Total/ Closing Balance / Prior Period is carried forward to Retained Earnings Prior / Opening Balance.

  As a result, base members of Retained Earnings Total have no Opening Balance.
- Period 2 through 12 / 13 — Net Income (or Owner's Income if Ownership Management is enabled) / Closing Balance / Prior Period is carried forward to FCCS_REC OBFXCTA.

  As a result, base members of Net Income (or Owner's Income) have no Opening Balance.
- All periods — Total Other Comprehensive Income / Closing Balance / Prior Period is carried forward to FCCS_OR_OBFXCICTA / Opening Balance for Revenue and Expense type accounts.

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As a result, base Revenue/Expense members of Total Other Comprehensive Income have no Opening Balance (other Asset / Liability / Equity accounts do have a Closing Balance to Opening Balance carry forward on an account-by-account basis).

So within the total Other Comprehensive Income hierarchy, accounts can be added using the appropriate account type setting, based on how you expect the account to be treated in terms of Closing Balance to Opening Balance carry forward. Revenue and Expense will carry forward to one single account (FCCS_OR_OBFXCICTA), while the remaining accounts will carry forward account-by-account. If Asset / Liability / Equity are used, and parent / subtotal accounts are created in the hierarchy to provide groupings (creating a matrix of data across the Account/Movement dimensions), then a combination of the Account and the Movement member can provide any variation of reporting that is required.

Movement members:

- FCCS_TotalOpeningBalance — provides the opening balance (including any prior period adjustments posted in the current period)
- FCCS_Mvmts_Total — provides the changes for the current reporting period (including the net effect of the FX calculations)
- FCCS_ClosingBalance — provides the "life-to-date" balances for all accounts that have their own opening balance

FX Opening and FX Movements are calculated on all accounts (but written to the OBFXCTA / OBFXCICTA for Revenue Expense accounts within the Net Income / Total Comprehensive Income hierarchies). For any account flagged as historical (Historical, Historical Rate Override, Historical Amount Override), the FX is calculated but is then transferred to the Cumulative Translation Adjustment (CTA) or Comprehensive Income Cumulative Translation Adjustment (CICTA) account. Note that Revenue and Expense accounts within the Net Income / Total Comprehensive Income hierarchies are assumed to be Historical accounts, translated at Average Rate, and with any FX variation calculations transferred to CTA/CICTA. The metadata Rate Type entry on these accounts is ignored and can be left as the default "No rate" entry.

These FX calculations can be viewed by displaying the relevant movements:

- FCCS_Mvmts_FX_Opening
- FCCS_Mvmts_FX_Movement
- FCCS_Mvmts_FX_to_CTA
- FCCS_Mvmts_FX_to_CICTA

> **Note**
>
> FCCS_FX members are reserved for calculations and it is recommended that you do not post journals directly to these members.

Closing Balance for all non-historical accounts will be brought to an Ending Rate translation by the FX Opening and FX Movements calculations. Closing Balance of all historical accounts at a translated currency will be a weighted average of the periodic movements translated at Average Rate on a period-by-period basis. The FX Opening and FX Movement are calculated on these accounts (to ensure that the Balance Sheet still balances) but is then transferred to the CTA/CICTA account. The total of the FX-to-CTA/FX-to-CICTA system entries across the entire Balance Sheet (that is, viewed at the top Balance Sheet account) must equal zero.

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Working with Members

You can add or edit members, assign access rights to members and rearrange the dimension member hierarchy.

For optimal performance, Financial Consolidation and Close Cloud provides limits on the maximum number of dimension members allowed in each dimension. Financial Consolidation and Close Cloud will stop you from saving non-compliant metadata with error messages explaining that you have exceeded the acceptable number of dimension members.

See these topics:

- Seeded Dimension Members
- Adding or Editing Members
- Deleting Members
- Deleting Parent Members
- Working with Shared Members
- Creating Shared Members

Seeded Dimension Members

Each dimension is seeded with members to allow for flexible application configuration. Seeded members are created with the prefix `FCCS`, for example, `FCCS_IncomeStatement` or `FCCS_TotalAssets`.



The system also includes built-in calculations. See Built-in Calculations.

Guidelines for Seeded Members

There are specific properties that you cannot change or remove:

- You cannot remove seeded members.
- You cannot rename seeded members.
- You cannot change the member property.
- You cannot change the built-in member formula.

You can modify these properties:

- You can modify the member Alias.
- You can modify the Account Type for seeded members of the Account dimension to customize them as needed.
- You can modify the Exchange Rate type on accounts.

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Adding Children to Seeded Base Members

Within the Account, Data Source, Movement, and MultiGAAP (if used) dimensions, there are FCCS_seeded members.

- If these members have a Data Storage property of Dynamic, you can add children to them.
- If the Data Storage property is Store or Never Share, you cannot add children to them.

See Data Storage Options.

Moving Seeded Members in Dimensions

If you do not want to use all of the seeded members, then you need to create user-specific members where appropriate. If you want to create additional parents for seeded members, you can create alternate hierarchies. You can move seeded members to the new parent members.

You can reorder seeded members under a parent member. For example, this is the default order for FCCS_Operating Income with only seeded members:

```
FCCS_Operating Income
    FCCS_Gross Profit
    FCCS_Operating Expenses
```

If you want to add an `Other Operating Income` account, you can place it between the two seeded members.

```
FCCS_Operating Income
    FCCS_Gross Profit
    FCCS_Operating Expenses
```

Rearranging Seeded Account Members

Financial Consolidation and Close has a seeded Balance Sheet and Income Statement structure consisting of about 60 accounts (both parents and base). It is possible to change the structure of the seeded hierarchy and add additional parent and base members to suit your requirements.

The following guidelines apply:

- The member names of the seeded accounts cannot be changed, but the aliases can. An additional alias table can be added for a separate account description. Data can be loaded, viewed and searched (in a member selector) by alias as well as by member name.
- Multiple alternative hierarchies can be created for differing reporting needs. These alternative hierarchies should include all base members in the primary hierarchy, but can otherwise be organized differently.
- Be aware that various system and seeded calculations will be lost if the seeded account hierarchy is ignored. Many calculations have been incorporated into the system that rely on the account structure. As a minimum, the following calculations rely on, and are applied to the seeded account members:
  - Year-end transfer of prior period Retained Earnings Closing Balance to Retained Earnings Prior Opening Balance
  - Period end transfer of P&L Closing Balance to FCCS_REC OBFXCTA Opening Balance

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- Period end transfer of Other Comprehensive Income (Revenue / Expense) to FCCS_OR_OBFXCICTA
- Balance the Balance Sheet (can be disabled)
- Foreign Exchange (FX) transfer to Cumulative Translation Adjustment (CTA) or Comprehensive Income Cumulative Translation Adjustment (CICTA)
- Seeded consolidation rules (can be un-deployed / disabled)
- Modifying the Exchange Rate type on seeded Historical accounts such as FCCS_REC OBFXCTA and FCCS_Retained Earnings Prior for example, can result in inconsistent behavior.

> **Note**
>
> You should ensure that all base accounts are included in the seeded account structure, whether that structure is used for reporting or not.

If you know that changing the account structures of dimensions with Dynamic Calc parents will result in unwanted changes to the historical data, then you should not change the structures. If however, you want to change the aggregation/calculation to reflect the new hierarchies, then you should unlock the entities, reconsolidate, and re-lock. If you want history to remain as it is, but use new aggregation/calculations for future data, then you should create alternative hierarchies to provide for both variations, change their rules if necessary (to make them time-specific) and reconsolidate wherever applicable.

Watch the following tutorial for more information about modifying attributes for seeded accounts.



Modifying Seeded Account Attributes in Financial Consolidation and Close

Retaining Customized Changes After an Update

When you perform a content update, if you have made changes to the seeded Account hierarchy, or reordered seeded members, those changes will be reset.

However, you can retain your changes so that you do not need to manually reorder seeded members after each update or Enable Features process. To retain your customized dimension order, you must add a substitution variable named `isExportDimEnabled` and set the value to **True**.

Restoring the Metadata Outline

When you make changes to the order of dimension members, you may need to correct the order of some members. For example, you might have moved a child member under a member that does not allow additional child members. You can restore the outline by using the Restore functionality.

To restore the Metadata outline:

1. On the Home page, navigate to **Application**, then select **Configuration**.
2. Click **Actions**, then select **Review Modified Artifacts**.
3. Click **Filter** and select **Dimension** in the drop-down, then click **Apply**.

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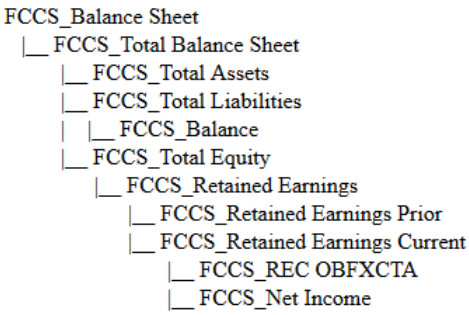
4. From the **Dimensions** drop-down list, select the dimension you want to change.
5. Select the member or members that you want to move.
6. Check the **Property** check box on the right for related dimension members.
7. Click the **Restore** button.
8. Verify that the members are moved as expected.
9. Run the Database Refresh process.

Basic Required Balance Sheet Members

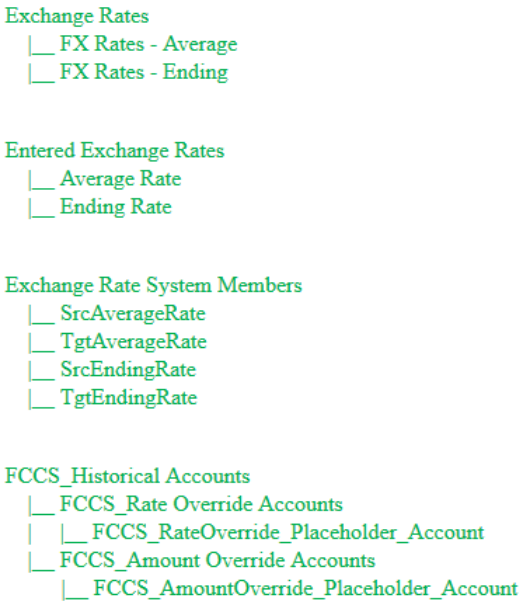
If you are creating an Extended Dimension application, during application creation, you can select the **Basic** Accounts Reporting option. This option provides a simplified hierarchy of the minimum required set of Account and Movement dimension members based on the enabled features and a minimum set of seeded forms.

Initial Required Balance Sheet Account Members



Balance Sheet Account Members with Multi-Currency Enabled

If you enable the Multi-Currency option, the system adds these currency related hierarchies.



Balance Sheet Accounts with Cumulative Translation Adjustment (CTA) Enabled

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```
FCCS_Balance Sheet
  |__ FCCS_Total Balance Sheet
      |__ FCCS_Total Assets
      |__ FCCS_Total Liabilities
      |   |__ FCCS_Balance
      |__ FCCS_Total Equity
          |__ FCCS_Retained Earnings
          |   |__ FCCS_Retained Earnings Prior
          |   |__ FCCS_Retained Earnings Current
          |       |__ FCCS_REC OBFXCTA
          |       |__ FCCS_Net Income
          |__ FCCS_CTA
```

Accounts with Comprehensive Income Cumulative Translation Adjustment (CICTA) Enabled

```
FCCS_Balance Sheet
  |__ FCCS_Total Balance Sheet
      |__ FCCS_Total Assets
      |__ FCCS_Total Liabilities
      |   |__ FCCS_Balance
      |__ FCCS_Total Equity
          |__ FCCS_Other Reserves
          |   |__ FCCS_OR OBFXCICTA
          |   |__ FCCS_Total Other Comprehensive Income
          |       |__ FCCS_CICTA
          |__ FCCS_Retained Earnings
              |__ FCCS_Retained Earnings Prior
              |__ FCCS_Retained Earnings Current
                  |__ FCCS_REC OBFXCTA
                  |__ FCCS_Net Income
```

Balance Sheet Accounts with Ratios Enabled

If you enable the Ratios option, the system adds the Ratio hierarchies and related source accounts depending on which Ratio options are selected.

```
Liquidity Ratios
  FCCS_Ratios
    |__ FCCS_Liquidity Ratios
        |__ FCCS_Current ratio
        |__ FCCS_Quick Ratio
        |__ FCCS_Cash Ratio
  FCCS_Balance Sheet
    |__ FCCS_Total Balance Sheet
        |__ FCCS_Total Assets
        |   |__ FCCS_Current Assets
        |       |__ FCCS Cash And Cash Equivalents
        |       |__ FCCS_Acct Receivable
        |__ FCCS_Total Liabilities
        |   |__ FCCS_Current Liabilities
        |       |__ FCCS_Balance
        |__ FCCS_Total Equity
            |__ FCCS_Retained Earnings
                |__ FCCS_Retained Earnings Prior
                |__ FCCS_Retained Earnings Current
                    |__ FCCS_REC OBFXCTA
                    |__ FCCS_Net Income
```


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Asset Management Ratios

```
FCCS_Ratios
  |__ FCCS_Asset Management Ratios
      |__ FCCS_Inventory Turnover
      |__ FCCS_Asset Turnover
      |__ FCCS_Days Sales In Receivables
      |__ FCCS_Days Sales In Inventory
FCCS_Balance Sheet
  |__ FCCS_Total Balance Sheet
      |__ FCCS_Total Assets
      |  |__ FCCS_Current Assets
      |      |__ FCCS_Acct Receivable
      |      |__ FCCS_Inventories
      |__ FCCS_Total Liabilities
      |      |__ FCCS_Balance
      |__ FCCS_Total Equity
          |__ FCCS_Retained Earnings
              |__ FCCS_Retained Earnings Prior
              |__ FCCS_Retained Earnings Current
                  |__ FCCS_REC OBFXCTA
                  |__ FCCS_Net Income
                      |__ FCCS_Sales
                      |__ FCCS_Cost of Sales
```

Profitability Ratios

```
FCCS_Ratios
  |__ FCCS_Profitability Ratios
      |__ FCCS_Gross Profit Margin
      |__ FCCS_Return On Sales
      |__ FCCS_Return On Equity
FCCS_Balance Sheet
  |__ FCCS_Total Balance Sheet
      |__ FCCS_Total Assets
      |__ FCCS_Total Liabilities
      |      |__ FCCS_Balance
      |__ FCCS_Total Equity
          |__ FCCS_Retained Earnings
              |__ FCCS_Retained Earnings Prior
              |__ FCCS_Retained Earnings Current
                  |__ FCCS_REC OBFXCTA
                  |__ FCCS_Net Income
                      |__ FCCS_Gross Profit
                          |__ FCCS_Sales
```


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```
Leverage Ratios
  FCCS_Ratios
    |__ FCCS_Leverage Ratios
      |__ FCCS_Debt To Equity Ratio
      |__ FCCS_Debt Ratio
  FCCS_Balance Sheet
    |__ FCCS_Total Balance Sheet
      |__ FCCS_Total Assets
      |__ FCCS_Total Liabilities
      |  |__ FCCS_Current Liabilities
      |  |  |__ FCCS_Balance
      |  |__ FCCS_Long Term Liabilities
      |__ FCCS_Total Equity
        |__ FCCS_Retained Earnings
          |__ FCCS_Retained Earnings Prior
          |__ FCCS_Retained Earnings Current
            |__ FCCS_REC OBFXCTA
            |__ FCCS_Net Income
```

Balance Sheet Accounts with Intercompany Data with Tracking and Ownership Management Enabled

If you enable the Intercompany Data with Tracking option, additional options such as Ownership Management are then available. If you enable Ownership Management, the system adds the Ownership Management accounts and adds the CTA/CICTA accounts if not already added, then adds the Driver accounts.

```
FCCS_Balance Sheet
  |__ FCCS_Total Balance Sheet
    |__ FCCS_Total Assets
    |  |__ FCCS Goodwill Offset
    |  |__ FCCS_Investment in Equity Companies
    |  |  |__ FCCS_Investment In Equity Companies Investment
    |  |  |__ FCCS_Investment In Equity Companies Income
    |  |  |__ FCCS_Investment In Equity Companies Equity Pickup
    |  |__ FCCS_Investment In Sub
    |__ FCCS_Total Liabilities
    |  |__ FCCS_Balance
    |__ FCCS_Total Equity
      |__ FCCS_Other Reserves
      |  |__ FCCS_OR OBFXCICTA
      |  |__ FCCS_Total Other Comprehensive Income
      |     |__ FCCS_CICTA
      |__ FCCS_Retained Earnings
      |  |__ FCCS_Retained Earnings Prior
      |  |__ FCCS_Retained Earnings Current
      |     |__ FCCS_REC OBFXCTA
      |     |__ FCCS_Owners Income
      |        |__ FCCS_Minority Interest Income
      |        |__ FCCS_Net Income
      |           |__ FCCS_Equity Company Income
      |__ FCCS_Minority Interest
      |__ FCCS_CTA
```


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FCCS_Drivers
- FCCS_Percent Consol
- FCCS_Percent Consol Input
- FCCS_Percent Consol Prior
- FCCS_Percent Consol Prior Input
- FCCS_Percent Consol Change
- FCCS_Percent Consol Change Input
- FCCS_Percent Ownership
- FCCS_Percent Ownership Input
- FCCS_Percent Ownership Prior
- FCCS_Percent Ownership Prior Input
- FCCS_Percent Ownership Change
- FCCS_Percent Ownership Change Input
- FCCS_Percent Min
- FCCS_Percent Min Input
- FCCS_Percent Min Prior
- FCCS_Percent Min Prior Input
- FCCS_Percent Min Change
- FCCS_Percent Min Change Input
- FCCS_Percent Method
- FCCS_Percent Method Input
- FCCS_Percent Method Prior
- FCCS_Percent Method Prior Input
- FCCS_Control
- FCCS_Control Input
- FCCS_Elim

Basic Account Reporting - Indirect Cashflow Option

For the Basic Accounts Reporting option, if you enable the Indirect Cashflow option, the system adds the Cash Flow accounts and additional Cash Flow hierarchy.

FCCS_Balance Sheet
- FCCS_Total Balance Sheet
  - FCCS_Total Assets
    - FCCS Cash And Cash Equivalents
  - FCCS_Total Liabilities
    - FCCS_Balance
  - FCCS_Total Equity
    - FCCS_Retained Earnings
      - FCCS_Retained Earnings Prior
      - FCCS_Retained Earnings Current
        - FCCS_REC OBFXCTA
        - FCCS_Net Income
- FCCS_Total Balance Sheet-Cash and NonCash
  - FCCS_Total Cash
    - FCCS_Cash And Cash Equivalents (shared)
  - FCCS_Total Non Cash
    - FCCS_Total Balance Sheet
    - FCCS_Cash And Cash Equivalents (shared) (Subtract)

Initial Required Movement Members

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```
FCCS_Movements
  |__ FCCS_No Movement
  |__ FCCS_ClosingBalance
      |__ FCCS_TotalOpeningBalance
      |     |__ FCCS_OpeningBalance
      |     |__ FCCS_OpeningBalanceAdjustment
      |__ FCCS_Mvmts_Total
          |__ FCCS_Mvmts_Subtotal
              |__ FCCS_Mvmts_NetIncome
              |__ FCCS_Mvmts_OtherCurrentLiabilities


FCCS_ClosingBalance_Variance
  |__ FCCS_ClosingBalance_Input
  |__ FCCS_ClosingBalance (Shared)
```

Note that two base (level 0) movements are created in addition to the Opening Balance hierarchy. You can add any additional base movements as required.

Movement Members with Multi-Currency Enabled

If you enable the Multi-Currency option, the system adds the foreign exchange related members.

```
FCCS_Movements
  |__ FCCS_No Movement
  |__ FCCS_ClosingBalance
      |__ FCCS_TotalOpeningBalance
      |     |__ FCCS_OpeningBalance
      |     |__ FCCS_OpeningBalanceAdjustment
      |__ FCCS_Mvmts_Total
          |__ FCCS_Mvmts_Subtotal
          |     |__ FCCS_Mvmts_NetIncome
          |     |__ FCCS_Mvmts_OtherCurrentLiabilities
          |__ FCCS_Mvmts_FX_Total
              |__ FCCS_Mvmts_FX_Subtotal
              |     |__ FCCS_Mvmts_FX_Opening
              |     |__ FCCS_Mvmts_FX_Movement
              |__ FCCS_Mvmts_FX_to_CTA
              |__ FCCS_Mvmts_FX_to_CICTA
```

Movement Members with Intercompany Data with Tracking and Ownership Management Enabled

If you enable the Intercompany Data with Tracking option, additional options such as Ownership Management are then available. Enabling Ownership Management enables the "Opening Balance Ownership Change" system rule which requires additional members (FCCS_Mvmts_Acquisitions, FCCS_Mvmts_Disposals). The enablement of Ownership Management also seeds the standard configurable consolidation rules which use FCCS_Mvmts_Acquisitions_Input and FCCS_Mvmts_Disposals_Input.

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```
FCCS_Movements
  |__ FCCS_No Movement
  |__ FCCS_ClosingBalance
      |__ FCCS_TotalOpeningBalance
      |    |__ FCCS_OpeningBalance
      |    |__ FCCS_OpeningBalanceAdjustment
      |__ FCCS_Mvmts_Total
          |__ FCCS_Mvmts_Subtotal
              |__ FCCS_Mvmts_NetIncome
              |__ FCCS_Mvmts_OtherCurrentLiabilities
              |__ FCCS_Mvmts_Acquisitions_Total
              |    |__ FCCS_Mvmts_Acquisitions
              |    |__ FCCS_Mvmts_Acquisitions_Input
              |__ FCCS_Mvmts_Disposals_Total
                   |__ FCCS_Mvmts_Disposals
                   |__ FCCS_Mvmts_Disposals_Input
```

Movement Members with Indirect Cash Flow Enabled

For the Basic Accounts Reporting option, if you enable the Indirect Cashflow option, the system adds the Indirect Cash Flow hierarchies into the Closing Balance hierarchy.

```
FCCS_Movements
  |__ FCCS_No Movement
  |__ FCCS_ClosingBalance
      |__ FCCS_TotalOpeningBalance
      |    |__ FCCS_OpeningBalance
      |    |__ FCCS_OpeningBalanceAdjustment
      |__ FCCS_Mvmts_Total
          |__ FCCS_Mvmts_Subtotal
              |__ FCCS_Mvmts_Cash
              |__ FCCS_Mvmts_Operating
              |    |__ FCCS_Mvmts_NetIncome
              |    |__ FCCS_Mvmts_OtherCurrentLiabilities
              |__ FCCS_Mvmts_Investing
              |    |__ FCCS_Mvmts_OtherInvestingActivities
              |__ FCCS_Mvmts_Financing
                   |__ FCCS_Mvmts_OtherFinancingActivities
```


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Cash Flow hierarchies

```
FCCS_CashFlow
  |__ FCCS_CashFlow_Operating
  |   |__ FCCS_CashFlow_NetIncome
  |   |   |__ FCCS_Mvmts_NetIncome (shared)
  |       |__ FCCS_Mvmts_OtherCurrentLiabilities (shared)
  |__ FCCS_CashFlow_Investing
  |   |__ FCCS_CashFlow_OtherInvestingActivities
  |       |__ FCCS_Mvmts_OtherInvestingActivities (shared)
  |__ FCCS_CashFlow_Financing
      |__ FCCS_CashFlow_OtherFinancingActivities
          |__ FCCS_Mvmts_OtherFinancingActivities (shared)
```

If single-currency

```
FCCS_CashChange
  |__ FCCS_OpeningBalance_Cash
  |__ FCCS_ClosingBalance_Cash
```

If multi-currency

```
FCCS_CashChange
  |__ FCCS_OpeningBalance_Cash
  |__ FCCS_FX_Total_NonCash
  |__ FCCS_ClosingBalance_Cash
```

Closing Balance Input Hierarchy

The seeded Closing Balance Input hierarchy enables you to load or enter Closing Balance data and compare it to the derived Closing Balance.

Closing Balance data can be loaded to the FCCS_ClosingBalance_Input member of the Movement dimension. The purpose of loading data to this Movement member is to identify any discrepancy between the aggregation of the Opening Balance plus periodic movements to the parent Closing Balance member and the required closing balance amount at entity currency. Closing Balance Input is not translated or consolidated. This member can, however, be used at a data entry level in a data entry form to compare with the aggregated Closing Balance member, and can also be used in Configurable Calculation rules to populate a default Movement member with the difference between the current and required closing balance (for example, <default movement> = Closing Balance Input - Closing Balance + <default movement). Closing Balance Input can be loaded to either FCCS_Periodic or FCCS_YTD_Input, but will ultimately be stored in FCCS_Periodic, from which any calculations should be sourced. FCCS_ClosingBalance_Input is a point in time balance Movement member, so whatever value is stored in FCCS_Periodic is the same value that will be retrieved from FCCS_QTD, FCCS_HYTD and FCCS_YTD. If you need data to aggregate over time, then this Movement member should not be used.

FCCS_ClosingBalance_Variance is a parent member. The children of FCCS_ClosingBalance_Variance are FCCS_ClosingBalance_Input and FCCS_ClosingBalance(Shared).

Note that FCCS_ClosingBalance_Input is not valid to validate the system-calculated data and source data for Profit and Loss accounts.

CTA and CICTA Accounts

Cumulative Translation Adjustment (CTA) Account

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By default, the system allows you to capture Foreign Exchange (FX) information in a separate CTA account for all of the historical accounts. This CTA member represents the total CTA adjustments. Calculation logic is included in the consolidation script for the re-direction of the FX from the source historical accounts to the CTA account. With one CTA account, all FX-CTA calculation results are accumulated to the single CTA account. The CTA account is part of Owner's Equity on the Balance Sheet for US-GAAP reporting purposes.

> **Note**
>
> FCCS_CTA members are reserved for calculations and it is recommended that you do not post journals directly to these members.

Comprehensive Income Cumulative Translation Adjustment (CICTA) Account

You can select to capture CTA adjustments in a single Comprehensive Income CTA account (CICTA) as part of the Statement for Comprehensive Income for IFRS reporting purposes. This account aggregates to the balance sheet Other Reserves account.

You may want to report historical FX adjustments in a different account and in a different section of the financial statements. This could be an account that is presented as part of the Income Statement, and aggregates to Net Income and then to Retained Earnings - Current. The seeded FCCS_CICTA account includes an optional CICTA Redirection Account setting. By default, if CICTA is the selected method, then the FX calculation from historical accounts is written to the FCCS_CICTA account. If you select a different destination account by entering this account in the CICTA Redirection Account attribute of FCCS_CICTA, then the destination for the FX to CICTA rule will be the specified account. See Setting Account Attribute Values.

During application creation, both the FCCS_CTA and FCCS_CICTA accounts are created. When you enable application features, you must specify which account to use.

> **Note**
>
> By default, the **CTA (Balance Sheet)** option is selected. If you change this option to **Comprehensive Income**, you must run consolidation to move the data to the CICTA account.

See Application Feature Descriptions.

Foreign Exchange (FX) Calculations in Net Income Hierarchy

The seeded Net Income hierarchy in the Account dimension includes a base member named FCCS_REC OBFXCTA, Retained Earnings Current - Opening Balance - FX - CTA. It is a sibling of Net Income and a child of Retained Earnings Current.

This member is populated with the sum of the Opening Balance of the Income Statement accounts, and a single FX and single FX-to-CTA entry is made to this account based on a calculation of the values for the total Income Statement.

If you want the Income Statement FX to be transferred to CTA, then FCCS_REC OBFXCTA should be set as a Historical account. If not, then it should be set as "No Rate".

The FCCS_REC OBFXCTA account consists of Opening Balance Carry Forward (OBCF) for all level 0 accounts that are descendants of any siblings of OBFXCTA (for example, the Income Statement). The system calculates the FX Variance, but this account is a "Historical" account,

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so after calculating the FX Variance on the OBFXCTA account, the FX Variance is transferred to the CTA (or CICTA) account.

The system applies the Opening Balance Carry Forward to all Level 0 accounts with a time balance property of Flow, with these exceptions:

- All accounts that are Level 0 of Retained Earnings Total: OB Carry Forward are re-directed to Retained Earnings Prior in the first period of the year only.
- All accounts that are Level 0 of the siblings of FCCS_REC OBFXCTA: OB Carry Forward are re-directed to FCCS_REC OBFXCTA in all periods except the first period of the year.
- Revenue and Expense type accounts that are Level 0 siblings or Level 0 descendants of the siblings of FCCS_OR_OBFXCTA: OB Carry Forward are re-directed to FCCS_OR_OBFXCICTA in all periods.

For FX Variance calculations (FX Opening, FX Movements), the system applies the Opening Balance Carry Forward to all Level 0 Flow type accounts, except Saved Assumption accounts which are not translated.

For CTA calculations:

- Transferring FX Variance out of the individual accounts: OBCF is applied to all Historical, Historical Amount Override and Historical Rate Override accounts.
- Transferring FX Variance into CTA or CICTA accounts: OBCF is applied to all Historical, Historical Amount Override and Historical Rate Override accounts within the balanced Balance Sheet hierarchy (that is, within Total Balance Sheet-Traditional, Total Balance Sheet-Net Assets or the Basic version).

Foreign Exchange (FX) Calculations in Other Comprehensive Income Hierarchy

The seeded Other Comprehensive Income hierarchy in the Account dimension includes a base member named FCCS_OR_OBFXCICTA, Other Comprehensive Income - Opening Balance - FX - CICTA. It is a sibling of Total Other Comprehensive Income and a child of Other Reserves.

This member is populated with the sum of the Opening Balance of the Other Comprehensive Income accounts, and a single FX and single FX-to-CICTA entry is made to this account based on a calculation of the values for the Total Other Comprehensive Income statement.

If you want the Income Statement FX to be transferred to CICTA, then FCCS_REC OBFXCICTA should be set as a Historical account. If not, then it should be set as "No Rate".

Setting Up Cash Flow for Negative Cash Accounts

You may want Cash accounts for negative cash items such as Bank Overdrafts, to reduce cash in the Cash Flow Statement, but include in the Liabilities section of the Balance sheet. To do this, you can modify the accounts in the FCCS_Total Non Cash section of the seeded Balance Sheet hierarchy.

Watch this video for details about setting up cash flow.


Setting Up Cash Flow for Negative Cash Accounts

Built-in Calculations

- **Opening Balance**

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Opening balance is calculated from the prior period's Closing Balance. Opening Balance of First Period of the year is retrieved from the Last Period of the Prior Year's Closing Balance.

The Opening Balance Adjustment is translated at the same effective rate as the Closing Balance from which the Opening Balance is carried forward. The Closing Balance for Historical accounts is effectively a weighted average of the rates applied to all of the past movements.

The Effective Rate equals the Parent Currency Closing Balance from the prior period divided by the Entity Currency Closing Balance from the prior period. Note that this effective rate must be calculated on an account-by-account basis because the ratios will differ.

This translation applies to all Historical accounts and to any Historical Rate Override accounts for which an override rate has not been entered, and to any Historical Amount Override accounts for which an override amount has not been entered.

The method of the translation calculation is based on the method set as the Default Translation settings for the Flow type (either Flow or Balance). The method is either Periodic or Year-to-Date. If the default translation method is Periodic, the translation calculation applies the Periodic entity currency amount against the effective rate and writes to the Periodic translated cell. If the default translation method is Year-to-Date, the translation applies the Year-to-Date entity currency amount against the effective rate from the last period of the last year, then subtracts the Year-to-Date translated amount of the prior period and writes the result to the Periodic translated cell. For Year-to-Date translation, if there is no Entity Currency value in Periodic, then the translation is skipped.

The prior period from which the effective rate is calculated also takes into account any Opening Balance Carry Forward overrides. If the Opening Balance for the current year Budget scenario is carried forward from the Actual scenario, then the effective rate is calculated from the Actual scenario.

The translation of Opening Balance Adjustments based on the calculated effective rate requires that Entity currency and Parent currency Closing Balance data exists in the prior period. If Entity currency and Parent currency Closing Balance data does not exist in the prior period, then the Ending Rate for the prior period is used. If neither Closing Balance data nor Ending Rate data exists, then no translation is carried out.

For Historical Rate Override or Historical Amount Override accounts, if an override has been entered, the override rate is used before reverting to the effective rate, then Ending rate and then no translation.

Due to the cumulative nature of some translation calculations, it is recommended that any translation to a Reporting Currency that is neither an entity's Entity currency or Parent currency be executed from the first period of the year.

- **Opening Balance for Periodic View**

  For the First period of the year, Opening (translated) = Closing (translated) of Last period of Prior year.

  For any subsequent periods, Opening (translated) = Closing (translated) of Prior period of current year.

- **Opening Balance for YTD View**

  Opening (translated) = Closing (translated) of Last period of Prior Year.

  Total Opening (translated) = Closing (translated) of Last period of Prior Year plus year-to-date current year Opening Balance Adjustments.

- **Opening Balance for Retained Earnings Prior**

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Opening Balance for Retained Earnings Prior is the Closing Balance of Total Retained Earnings from the end of the Prior Year for the first period of the year, for the YTD member of each period of the year, and for the QTD member for the first quarter.

For all other views and periods in the year, the Opening Balance is pulled from the Closing balance of Retained Earnings Prior of the previous period for periodic and quarter for QTD.

For example, for the Periodic View:

- Opening Balance January = Closing Balance of the last period of the prior year
- Opening Balance February through December = Closing Balance of the prior period of the current year

For Income Statement accounts, the Closing Balance at year-end is transferred to the Retained Earnings Prior account. This is carried out by carrying forward the Closing Balance of the Retained Earnings (Total) to Retained Earnings Prior.

From period to period other than over the year-end, the Closing Balance is carried forward to the Opening Balance of the next period. However, the Closing Balance of the Income Statement parent account is carried forward to the "Retained Earnings Current - Opening Balance - FX - CTA" (FCCS_REC OBFXCTA) account.

- **Closing Balance**

  Closing Balance is always an aggregated total where Closing Balance = Total Opening Balance + Movements Subtotal + FX Variance and CTA Adjustment.

- **Movements**

  The details of movements are stored in separate members as needed and all movements are translated based on the global translation default settings of method and rate account.

- **FX Variance Calculations**

  Exchange differences are calculated by calculating the translation of the opening balance and movement source data at Ending Rate and comparing to the actual translated opening balance and movement values.

  > **Note**
  >
  > Do not perform FX calculations on Net Income Level 0 members.

- **Historical Accounts**

  If an override amount or override rate is entered for a historical account, the override entry is applied to the translation. Otherwise, the account is translated using the application default method and rate.

- **FCCS_Days Sales In Receivables and FCCS_Days Sales In Inventory**

  The following table shows where data is stored for FCCS_Days Sales In Receivables and FCCS_Days Sales In Inventory. Both of these seeded calculations are calculated at the following POV. Note that the table has the POV of Calculations. The other column shows options for reporting. Intercompany and Custom dimensions must be displayed at the "No" members.

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Table 13-12 Seeded Calculations for FCCS_Days Sales In Receivables and FCCS_Days Sales In Inventory

Dimension	Calculated POV	Optional POV
Scenario	All	
Year	All	
Period	All	
View	All	
Entity	All where data exists	
Consolidation	Entity Input, Entity Consolidation	Entity Total
Currency	Entity Currency, Parent Currency, Reporting Currencies	
Account	FCCS_Days Sales In Receivables	
	FCCS_Days Sales In Inventory	
Intercompany	No Intercompany	
Movement	No Movement	Total Movement
Data Source	No Data Source	Total Data Source
Multi-GAAP	Local GAAP, FCCS_Adjustments	IFRS (other parent members)
Custom	No Custom	

Adding or Editing Members

You define properties for dimension members using these values.

In addition to the member properties in this list, some dimensions require additional member properties.

- For account properties, see Defining Accounts.
- For entity properties, see Defining Entity Members.
- For currencies, see Setting Up Currencies.
- For scenarios, see Setting Up Scenarios.

Table 13-13 Member Properties

Property	Value
Name	Enter a name that is unique across all dimension members.
Description	**Optional**: Enter a description.
Alias Table	**Optional:** Select the alias table to store the alias name.
Alias	**Optional:** Enter an alternate name for the member.
For Entity members only: **Base Currency**	Select the base currency for the Entity member.

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Table 13-13 (Cont.) Member Properties

Property	Value
Data Storage	Select a data storage property. The default is Never Share for new custom dimension members (except root members). • Store • Dynamic Calc • Never Share • Shared • Label Only
Two Pass Calculation	Specify whether to recalculate values of members based on values of parent members or other members. Available for Account and Entity members with Dynamic Calc properties.
Allow Upper-Level Entity Input	Specify whether parent Entity input is allowed for this member. When you create a Local Rate account and refresh the database, this attribute is automatically enabled so that you can enter Local Rate data for a base or a Parent entity on the seeded **Local Exchange Rate** form.
Plan Type	Select the application type for which the member is valid.
Data Type	Select a data type: • Unspecified • Currency • NonCurrency • Percentage • Date • Text • Smart Lists See Data Types and Exchange Rate Types.
Smart Lists	**Optional**: Select a Smart List to associate with the member.
Enable for Dynamic Children	Enables users to create children for this member by entering a member name in the runtime prompt for a business rule that has been configured with a dynamic parent member).
Number of Possible Dynamic Children	This option is available if **Enable for Dynamic Children** is selected. Enter the maximum number of dynamically-added members that users can create. The default is 10.

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Table 13-13 (Cont.) Member Properties

Property	Value
Access Granted to Member Creator	This option is available if **Enable for Dynamic Children** is selected. Determines the access that member creators have to dynamic members that they create with a runtime prompt: • **Inherit**—The member creator will inherit the closest parent's access to the newly-created member. • **None**—The member creator will not be assigned any access to the newly-created member. (An administrator can later assign the member creator access to the members.) • **Read**—The member creator will be assigned Read access to the newly-created member. • **Write**—The member creator will be assigned Write access to the newly-created member. If an administrator changes these settings, they affect only future dynamic members; they do not retroactively affect dynamic members.

To add or edit members:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Dimensions**.
3. From the **Dimension** list, select a dimension.
4. Perform an action:
   - To add a child member, select the parent level of the dimension hierarchy to which to add a member and click **Add Child**.
   - To add a sibling, select the level of the dimension hierarchy to which to add a sibling and click **Add Sibling**.
   - To edit a member, select that member from the dimension hierarchy and press **Enter** or click **Edit**.
5. On **Member Properties**, set or change member properties described in the table above.

   If you do not see the new member on the page, click **Next**.
6. Click **Save** to save information to the relational database and see changes in the dimension hierarchy.
7. Refresh the database so that edited members are visible to users entering data.
8. After creating a dimension member, you typically complete these tasks:
   - Assign access. See Managing Security.
   - Specify attributes. See Working with Attributes.
   - To ensure that your metadata is valid, you can run the Metadata Validation report at any time. See Metadata Validation Messages.

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Deleting Members

Each data value is identified by a set of dimension member values and an application type. Deleting dimension members or deselecting the application type results in data loss when refreshing an application. Deleting entity members deletes all approval units (including data) associated with them.

> ⚠ **Caution**
>
> Before starting this procedure, perform a backup. See the *Oracle Enterprise Performance Management System Backup and Recovery Guide*.

Before deleting members, understand where in the application they are used (in which forms, exchange rates, and so on) by using Show Usage.

You must delete the member throughout the application before deleting it from Dimensions. For example, if the member is used in a form, you must delete it from the form before deleting it from Dimensions.

To prevent a referential integrity problem from occurring in the application, Financial Consolidation and Close verifies and prevents the deletion of any referenced metadata member:

- Consolidation Journals. See Consolidation Journal Referential Integrity.
- Configurable Consolidation Rules. See Duplicating and Deleting Rulesets.
- Override Translation Rules. See Deleting Override Translation Rules.
- Calculation Manager Rules

To delete members:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Dimensions**.
3. From the dimension hierarchy, select the entity member to delete.
4. Click **Delete**.

   Deleting a base member also deletes its shared members.
5. Click **OK**.
6. Update and validate rules and reports.

Making Selections

Only members, substitution variables, and attributes to which you have access are displayed. The **Selections** pane only displays if you invoke the member selector for multiple member selection.

To make selections:

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1. Click 
.
2. **Optional:** Perform these tasks:
   - To enter search criteria (member name or alias only), press **Enter** (from the desktop) or click **Search** (on mobile).

     The search isn't case-sensitive. You can search for a word, multiple words, or wildcard characters.
   - To change display options such as viewing variables and attributes, showing alias names, showing member counts, sorting alphabetically, refreshing the member list, or clearing selections, click  next to **Search**, and then select from the list of display options.
   - To filter the members that are displayed in the member list, under  next to **Search**, select **Add Filter**, and then select from the list of filter options.
3. Make selections by clicking a member in the member list.

   To understand how related members are selected, see Member Relationships.

   Selected members display a check mark and are moved to the **Selections** pane, if applicable.

   To expand a parent member to see its child members, click the expansion icon to the right of the parent member name. Clicking the expansion icon will not select the parent member.

   To clear selections you have made, click  and then select **Clear Selection**.

   At times, you may find that a point of view and page axis member you want to select is suppressed. This occurs because a dimension selection in the point of view and page axis has invalidated other dimensions due to valid intersections that were applied. To resolve this issue, use the **Clear Selection** option to clear the Point of View and page axis members you previously selected. Then you can use the Point of View and page axis again to select members that were previously suppressed.

   To show all the members that are suppressed due to valid intersection rules, click  and then select **Show Invalid Members**. Invalid members are displayed but are unavailable for selection.
4. **Optional:** Perform these tasks:
   - To further refine which related members are selected in the **Selections** pane, click  to the right of the member.
   - If substitution variables or attributes are defined, below the member selection area, click  next to **Members**, and then select **Substitution Variables** or **Attributes** to select members for substitution variables or attributes. Members are displayed as children. Only members to which the user has read access are displayed in forms.
   - To move or remove members in the **Selections** pane, click  next to **Selections**.
   - To highlight the location of a selected member within the dimension hierarchy, double-click the member name in the **Selections** pane.

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To highlight the location of a selected member on a mobile device, tap the member name in the **Selections** pane, and then tap **Locate** under  next to **Selections**.

5. When you're done making selections, click **OK**.

Member Relationships

This table describes which members and related members are included during member selection.

Table 13-14 Member Relationships

Relationship	Members Included
Member	The selected member
Ancestors	All members above the selected member, excluding the selected member
Ancestors (inc)	The selected member and its ancestors
Children	All members in the level immediately below the selected member
Children (inc)	The selected member and its children
Descendants	All descendants of the selected member, excluding the selected member
Descendants (inc)	The selected member and its descendants
Siblings	All members from the same level in the hierarchy as the selected member, excluding the selected member
Siblings (inc)	The selected member and its siblings
Parents	The member in the level above the selected member
Parents (inc)	The selected member and its parent
Level 0 Descendants	All descendants of the selected member that have no children
Left Siblings	The members that appear before the selected member with the same parent
Left Siblings (inc)	The selected member and its left siblings
Right Siblings	The members that appear after the selected member with the same parent
Right Siblings (inc)	The selected member and its right siblings
Previous Sibling	The member that appears immediately before the selected member with the same parent
Next Sibling	The member that appears immediately after the selected member with the same parent
Previous Generation Member	The member that appears immediately before the selected member within the same generation
Next Generation Member	The member that appears immediately after the selected member within the same generation

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Table 13-14 (Cont.) Member Relationships

Relationship	Members Included
Relative	Returns a member relative to the specified member at the same generation with the specified offset. Examples: Relative("Jan", 4) returns May, which is January plus 4 months in a standard monthly Period dimension; Relative("Jan", -2) returns Nov, which is January minus 2 months in a standard monthly Period dimension.
Relative Range	Returns all of the members from the starting member to the offset member when going forward or from the offset member to the starting member when going backwards. Examples: RelativeRange("Jan", 4) returns Jan, Feb, Mar, Apr, May; RelativeRange("Jan", -2) returns Nov, Dec, Jan.

Deleting Parent Members

Data values are identified by a set of dimension member values and an application type. Deleting dimension members or deselecting the application type results in data loss when refreshing the application.

> ⚠ **Caution**
>
> Before starting this procedure, perform a backup. See the *Oracle Enterprise Performance Management System Backup and Recovery Guide*.

To delete a parent member and all its descendants from the dimension hierarchy:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Dimensions**.
3. From the **Dimension** list, select the dimension whose member, descendants, or branch that you want to delete
4. Click **Delete**.
5. Click **OK**.

Viewing Member Properties from Forms

To view member properties from forms:

1. On the Home page, click **Data** and then select a form.
2. In the form, select a row or column member and right-click.
3. **Optional**: Select **Edit** to view the member's properties, then click **Cancel**.

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Working with Shared Members

Sharing members allow alternate rollup structures within an application. The shared member values can be ignored to avoid double-counting values when you roll up the outline.

You can create multiple shared members for the primary member.

> **Note**
>
> Primary members must exist before shared members ("above" the shared member in the hierarchy) for the following dimensions: Scenario, Account, Intercompany, Movement, Data Source, Multi-GAAP (if it exists), and user-created Custom dimensions.
>
> The Period dimension does not support alternate hierarchies.

Shared members share some property definitions with primary members, such as member name, alias name, base currency, and application types for which members are valid. Shared members must have unique parent members and different rollup aggregation settings. Custom attributes, custom attribute values, and member formulas are not allowed for shared members. Renaming primary members renames all shared members.

Shared members cannot be moved to another parent member. You must delete shared members and recreate them under different parent members.

You cannot share a parent member in Custom dimensions.

Shared members must be at the lowest level (level zero) in the hierarchy and cannot have children. The primary member need not be level zero. You can enter data in shared members, and values are stored with primary members.

Shared members are displayed similarly to primary members in the dimension hierarchy for member selection in Oracle Smart View for Office.

See Creating Shared Members.

Creating Shared Members

You create shared members the same way as other members, with these differences:

- The base member cannot be the parent of the shared member.
- You cannot add a shared member as a sibling to the base member.
- You must give the shared member the same name as its base member. It can have a different description.
- You must select Shared as the Data Storage for the shared member.

> **Note**
>
> - Period dimension members cannot have shared members.
> - You should not create shared members for the FCCS_No Data Source member.

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Shared members must be added after the non-shared member. For example, in the following Account dimension, Cash and Cash Equivalents are under FCCS_Current Assets as a non-shared member, and under FCCS_Total Cash as a shared member. Note that the non-shared member is first in the hierarchy and the shared member is second.



Setting Up Currencies

Input Currencies

The Input currencies include the application currency and any currencies enabled for the application. These currencies are used to assign as valid functional currencies for the Entity and to enter exchange rates against.

When you create a currency for the application, the system provides a list of standard ISO currency codes for selection. By default, the system creates Input currencies such as USD, EUR, GBP, and so on. You should only enable the currencies that you need for your application.

When you add a new currency to the Currency dimension, a new member is automatically created under From Currency. The alias for the Default Alias table for the new member must be set as the alias for the currency. If an alias is not defined, it must be set as the name of the added currency.

For example, when a currency named GBP is added to the Currency dimension, a new member called `From_GBP` is automatically created in the From Currency dimension. If an alias is defined for GBP, the same alias must be set to `From_GBP` also. If an alias is not defined for GBP, it must be set as `GBP for From_GBP`.

If the alias of a Currency member changes, the alias of the associated From Currency member must also be changed to the new alias.

If a Currency member is removed, the associated From_Currency member must be removed.

> **Note**
>
> You should not rename input currencies after the application is created.

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Reporting Currencies

A Reporting currency is the currency in which your company prepares financial statements. When you create a currency for the application, you can enable it for reporting purposes. You can also disable a currency as a Reporting currency.

The system supports currency conversion from local currencies to one or more Reporting currencies. Converted Reporting currency values are stored and read-only for all users. An application's default currency is the default Reporting currency.

Only Reporting currencies are available for translation in the application. All Reporting currencies have a suffix of _Reporting, for example, USD_Reporting.

See Translation Process.

Each application is limited to 180 currencies, and each currency that is selected as a Reporting currency counts as two currencies (Input currency and Reporting currency).

A Reporting currency has two mandatory members:

- **Entity Currency**—Used for data entry, when you manually enter data or load data into the application. If your entity's functional currency is USD, and you enter data for the Entity Currency member, when you want to report using the Reporting currency member USD for the entity, you must perform a translation to USD_Reporting, because there is no data stored in USD_Reporting until translation occurs.
- **Parent Currency**—Used to store the translated data as related to its parent. It is generated after consolidation and is a read-only member.

Reporting currency members are stored members and calculated as part of the Translate business rule.

> **Note**
>
> You cannot edit or delete the Entity Currency and Parent Currency members. You can only specify an Alias.

Working with Multiple Currencies

If an application supports multiple currencies, you can enable multiple currencies per entity on forms.

If multiple currencies are enabled, users can see values converted from the local currency to a reporting currency and can override a cell's base currency.

Note:

- When the local currency is selected on forms, the default stored and displayed currency for cells is the entity's base currency (which you specify). Users can enter data values only into local currency members. If the local currency member is selected, all currencies specified for the application are available as input types.
- You can set dimension properties for each currency in the Edit Currency dialog box. In preferences, users can select different display options, and can select Currency Setting to apply the properties set by the administrator.

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- Currencies can be converted only to reporting currencies. Users cannot enter data into cells displayed in reporting currencies. The application's main currency is by default a reporting currency. You can change which currencies are reporting currencies.
- Currencies defined for the application are valid currencies for data entry. Valid currencies for data entry are displayed in a list that users access by clicking the Currency link during data entry.
- Currency codes associated with input values are stored as numeric values. These codes are calculated in dimension formulas and business rules. The calculated values of these currency codes may translate to currency codes that are incorrect or invalid. Where there are children with mixed currencies, review calculated results on the upper levels.
- If a parent has multiple children, of whom only one child has an overridden currency, the parent inherits the overridden currency code (which is not displayed on forms).
- In certain cases, parent entities display #MISSING when trying to convert to a selected currency. Ensure that a currency rate is entered for each combination of local currencies and selected currencies on forms or reports. Currency combinations must exist for all mixed-currency children entities and parent members.

Number Formatting

You can determine the initial display of numerical values for non-currency and currency data types in forms:

- Thousands separator:
  - None: 1000
  - Comma: 1,000
  - Dot: 1.000
  - Space: 1 000
- Decimal separator:
  - Dot: 1000.00
  - Comma: 1000,00
- Negative number sign:
  - Prefixed minus: -1000
  - Suffixed minus: 1000-
  - Parentheses: (1000)
- Negative number color:
  - Black
  - Red

Creating Currencies

You can create members in the Currency dimension for each currency needed in your application.

When you create currencies, you can specify properties such as the symbol, thousands separator, decimal separator, and how to display negative numbers.

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From a list of Scale values, you can specify how to enter and display the currency, and also set a Precision value for the number of digits to the right of the decimal place.

NOTE: When you use scaling, errors in the totals may occur. For example, the below example shows scaling applied, and an incorrect total in the last column.

Child1	1000	1
Child2	9500	10
Child3	4500	5
Parent	**15000**	15

In this case, a best practice is to use a rounding method based on your requirements. For example, you can use a Scenario, Custom or Data source member and write rules. You can use higher level versus lower level rounding adjustments (summarized versus detail view of the statement), and crossfooting adjustments (such as foot across periods or across Entities in addition to Accounts).

To create a currency, select from a list of predefined values or create your own. You can specify these properties:

- The three-letter code
- The symbol
- A description of up to 256 characters
- The scaling factor to use when values are displayed
- The currency precision (number of digits to the right of the decimal place)
- The alias table to use to display aliases
- Whether it is a reporting currency
- Number formatting, including thousands separator, decimal separator, negative sign, and color

> **Note**
>
> The Triangulation currency to use for currency conversion is set from the application currency.

To create currencies:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Dimensions**.
3. Select **Currency**.
4. Click **Add**.
5. From **Create Currency**:
   - To add a predefined currency, select **Select standard Currencies**.

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- To create a currency, select **Create new currency** and specify properties:
  - For **Code**, enter an abbreviation or identifier of up to three characters.
  - **Optional**: For **Description**, enter a name, such as Japanese yen.
  - For **Symbol**, enter a symbol or select a symbol from the list.
  - **Optional**: For **Scale**, select how to enter and display the currency. For example, 3 yen represents 3000 yen if scaling is set to Thousands.

    For Forms, scaling works as expected when Consolidation on Save is enabled on the form.
  - **Optional**: For **Alias Table**, select the alias table to use.
  - **Optional**: For **Alias**, enter a name for the currency alias.

6. **Optional**: Select **Reporting Currency**.
7. **Optional**: For **Thousands Separator**, select how to display the thousands separator (it must differ from the decimal separator).
8. **Optional**: For **Decimal Separator**, select how to display numbers with decimal values (it must differ from the thousands separator).
9. **Optional**: For **Negative Sign**, select how to display negative numbers:
   - **Prefixed minus**: -1000.
   - **Suffixed minus**: 1000-
   - **Parentheses**: (1000)
10. **Optional**: For **Negative Color**, select the display color.
11. **Optional**: Select the type of **Data Storage**.
12. **Optional**: Select **Two Pass Calculation**.
13. **Optional**: Select the **Data Type**.
14. **Optional**: Select a **Smart List**.
15. Click **Save**.

Editing Currencies

To edit currencies:

1. Click the **Navigator** icon  .
2. Under **Create and Manage**, click **Dimensions**.
3. Select **Currency**.
4. Select the currency to edit.
5. Click **Edit**.
6. Modify properties:
   - To select from the predefined symbols, select one from the **Select from Predefined Symbols** drop-down list.
   - To change the currency's symbol, for **Symbol**, enter or select the symbol.
   - For **Scale**, set how to enter and display the currency.

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- From the **Precision** drop-down list, (the number of digits to the right of the decimal place), select a number from 1 to 10, The default value is None.
- To specify the currency as a reporting currency, select **Reporting Currency**.
- For **Thousands Separator**, select how to display the thousands separator (it must differ from the decimal separator).
- For **Decimal Separator**, select how to display numbers with decimal values (it must differ from the thousands separator).
- For **Negative Sign**, select how to display negative numbers:
  - **Prefixed Minus**: -1000
  - **Suffixed Minus**: 1000-
  - **Parentheses**: (1000)
  - **Use Default Setting**: Apply the default setting for the currency.
- For **Negative Color**, select the display color.

7. Click **Save**.

Deleting Currencies

You cannot delete the default currency.

To delete currencies:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Dimensions**.
3. For **Dimension**, select **Currencies**.
4. For **Currency**, select the currency to delete.
5. Click **Show Usage** to determine if the currency is the default currency, a triangulation currency, or associated with an entity. You cannot delete a currency that meets these criteria.

   If you delete a currency defined in the exchange rate table, it is deleted from the table.
6. Click **Close**, **OK**, **Delete**, and **OK**.
7. Update and validate business rules and reports.

Setting Up Scenarios

Each scenario contains data for accounts and other dimensions of each entity. After users enter data for an entity for a scenario, they can submit or promote the data for the entity to other users for review and approval.

About Scenarios

Use scenarios to:

- Create forecasts.
- Enter data into scenarios.
- Associate scenarios with different time periods or exchange rates.

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- Assign user access rights by scenario.
- Report on scenarios.
- Compare and analyze scenarios.

Time Periods

Assign each scenario a range of years and time periods, and specify the Beginning Balance time period. When users access forms, they can enter into that scenario only years and periods within the range. Years and periods outside of the range display as read-only. You can modify the time range.

Access Permissions

Specify access permissions to Scenario dimension members for groups or users to determine who can view or modify data. A user or group can have only one of these access permissions: Read, Write, or None. Access permissions for a user can be combined based on groups to which the user belongs.

Creating Scenarios

To create scenarios:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Dimensions**.
3. Select **Scenarios**.
4. Click **Add Child**.
5. For **Scenario**, enter a name.
6. **Optional**: For **Description**, enter a description.
7. **Optional**: For **Alias**, select an alias table to associate with the scenario, and enter a description.
8. **Optional**: Select **Enabled for Process Management** to include this scenario in approvals.
9. Click **Save**.

Editing Scenarios

To modify scenarios:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Dimensions**.
3. For **Dimension**, select **Scenario**.
4. Select the scenario to edit.
5. Click **Edit**.
6. **Optional**: For **Scenario**, enter a name.
7. **Optional**: For **Description**, enter a description.
8. For **Start Yr.**, **Start Period**, **End Yr.**, and **End Period**, select the time period to associate with the scenario.

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9. **Optional**: For **Exchange Rate Table**, select an exchange rate table to associate with the scenario.

   If an application uses multiple currencies, associate a scenario with an exchange rate table to enable currency conversion.
10. **Optional**: For **Alias**, select an alias table to associate with the scenario, and enter the description.
11. **Optional:** Select **Enabled for Process Management** to use this scenario in approvals.
12. Click **Save**.

Deleting Scenarios

When you delete scenarios, all references to the scenario are deleted. You cannot delete scenarios assigned to an axis on a form. You must first remove references to scenarios from forms and assign different scenarios.

To delete scenarios:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Dimensions**.
3. Select **Scenarios**.
4. Select the scenarios to delete. At least one scenario must remain in the application.
5. Click **Delete**.
6. Click **OK**.
7. Update and validate business rules and reports.

Copying Scenarios

Only scenario properties are copied. Data values and access rights associated with the original scenario are not copied to the new scenario.

To copy scenarios:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Dimensions**.
3. Select **Scenarios**.
4. Select the scenario to copy.
5. Click **Copy Scenario**.
6. For **Copy to Scenario**, enter a name.
7. **Optional**: For **Description**, enter a description.
8. For **Start Yr.**, **Start Period**, **End Yr.**, and **End Period**, select the time period to associate with the scenario.
9. **Optional**: For **Exchange Rate Table**, select an exchange rate table to associate with the scenario.

   If an application uses multiple currencies, associate a scenario with an exchange rate table to enable currency conversion.

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10. **Optional**: For **Alias Table**, select an alias table to associate with the scenario, and enter a description.
11. **Optional**: Select **Enabled for Process Management** to include this scenario in approvals.
12. Click **Save**.

Customizing Application Years

When you create an application, you specify a range of years. After the application is created, you can increase the number of years used in the application.

Adding Years to the Calendar

You can add years to the application calendar, but you cannot decrease the number of years in the application.

After adding a new Year dimension member, you must manually update the Start/End Year properties of Scenario members to be able to enter data into the new year.

To add years to the calendar:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Dimensions**.
3. From **Dimensions**, select **Years**.
4. Click **Add Years (+)**.
5. In **Add Years**, enter the number of years to add to the calendar.
6. Click **OK**.

   You can add a range of years either onto the end of the last defined year, or before the first defined year.

   When you click **OK**, the confirmation dialog asks you to confirm the following: "Do you wish to add years to the end?"
   To add years after the End year, click **Yes**.

   To add years before the Start year, click **No**

   You cannot add an All Years member.
7. Manually update the Start/End Year properties of Scenario members to be able to enter data into the new year.

Editing Year Information

You can add or update the description and alias for a year.

To edit years:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Dimensions**.
3. Select **Years**.
4. Click **Edit**.
5. Enter a description for the year.

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6. For **Alias Table**, select the alias table to use, and then enter an alias name.
7. Click **Save**.

Working with Attributes

Use attributes to group members using the same criterion. You can assign attributes to sparse dimensions only. You cannot assign attributes to label-only members. Attribute dimensions do not have aggregation properties because parents are dynamically calculated.

The Account dimension is usually defined as dense, so you cannot assign attributes to it unless it is changed to sparse for all application types. After migrating an application to a Dense/Sparse Optimized (DSO) application, where Account is a sparse dimension, you can create Custom attributes for the Account dimension. If you change a dimension from sparse to dense, all attributes and attribute values for that dimension are automatically deleted.

Attributes can have data types of text, date, Boolean, and numeric. When attributes are defined, you can use the Member Selection dialog box to select attribute functions, such as Equal and GreaterOrEqual.

To create and change attributes, attribute values, and aliases:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Dimensions**.
3. Select a sparse dimension for which to define an attribute, attribute value, or alias.

   Only sparse dimensions can contain attributes.
4. Select the top level in the dimension hierarchy, and click **Edit**.
5. In the Dimension Properties dialog box, click **Custom Attributes**.

   If the dimension is not sparse, **Custom Attributes** is not available.
6. Select options:
   - To create attributes, click **Create**. Type an attribute name, and select a data type: **Text**, **Date**, **Boolean**, or **Numeric**. You cannot modify the data type after the attribute is created.
   - To modify attributes, click **Modify**, and update the attribute name.
   - To set aliases for attributes, select an attribute and an attribute value, click **Alias**. Select an alias table, type an alias name, and click **Close**.
7. Click **Close**.

   When you click **Close**, the hierarchy is validated and an error displays if issues are detected. For example, date attribute values must be entered in the correct format, and numeric and date attribute dimensions must have at least one attribute value defined.
8. Update and validate rules and reports.

Understanding Attribute Data Types

Attribute dimensions can have a data type of text, numeric, Boolean, or date that enables different functions for grouping, selecting, or calculating data. The attribute type applies only to level 0 members of the attribute dimension.

- Text attributes enable basic attribute member selection and attribute comparisons in calculations. When you perform such comparisons, characters are compared. For

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example, a package type Bottle is less than a package type Can because B precedes C in the alphabet.

- Numeric attribute dimensions use numeric values for the names of level 0 members. You can include the names (values) of numeric attribute dimension members in calculations. For example, you can use the number of ounces specified in an Ounces attribute to calculate profit per ounce for each product. You can also associate numeric attributes with ranges of base dimension values, for example, to analyze product sales by market population groupings.
- Boolean attribute dimensions in a database contain only two members. When a Boolean attribute dimension is added, two attribute values, True and False, are created for this attribute dimension by default. A base dimension, such as Account or Entity, can be associated with only one attribute dimension that has the Boolean data type.
- Date attributes can specify the date format as month-day-year or day-month-year, and sequence information accordingly. You can use date attributes in calculations, for example, comparing dates in a calculation for product sales since a specified date. Users can set the date format by selecting an option in Attribute Dimension Date Format in Application Settings preferences.

Deleting Attributes

When you delete an attribute, all attribute values associated with the attribute are also deleted. Attribute values are removed from members to which they had been assigned, and the attribute is removed from dimensions to which it was assigned.

To delete attributes:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Dimensions**.
3. Select the sparse dimension for which to delete an attribute, and click **Edit**.
4. Click **Custom Attributes**.
5. Select the attribute to delete.
6. Above the **Attributes** column, click **Delete**.
7. Click **OK**.
8. Update and validate rules and reports.

Working with Attribute Values

Attribute values provide users with another way of selecting dimensions members when using forms. Data values for attribute values are dynamically calculated but not stored.

Attribute dimension in data retrieval

Attributes are valid only for primary members and not for shared members. Retrieval from an alternate hierarchy will not be the same as from the primary hierarchy.

Attributes are associated to the base dimension and aggregates are defined along the base dimension they are associated to. If you specify attributes as a filter, then the parent level totals are displayed. If you associate attributes within the grid, then the retrieved data will only be at base level. You can define attributes in a form as a dynamic user variable to retrieve aggregate totals by attribute.

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Creating Attribute Values

You can define attribute values for sparse dimensions, which are typically the Entity and user-defined custom dimensions. After you define an attribute value for a dimension, you can assign it to members of that dimension.

You can create attribute values in either the Classic Dimension Editor, or the Simplified Dimension Editor.

To create attribute values in the Classic Dimension Editor:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Dimensions**.
3. Select the sparse dimension for which to create an attribute value.
4. Select the top level in the dimension hierarchy.
5. Click **Custom Attributes**.
6. On the **Manage Attributes and Values** page, select the attribute for which to specify a value.
7. Above the **Attribute Values** column, click **Create**. If the options are available, you can click **Add Child** or **Add Sibling**.
8. On **Create Attribute Value**, in **Name**, enter a name.
9. Click **Save**.

To create attribute values in the Simplified Dimension Editor:

1. On the Home page, click **Application**, and then click **Overview**.
2. Click the **Dimensions** tab.
3. For **Cube**, select **All**.
4. Select a dimension.
5. Click the **Edit Dimension Properties** tab on the left.
6. Under **Custom Attributes** at the bottom right, click **Create**.
7. Enter an attribute name, and click **Save**.
8. To edit or delete an attribute, click the Actions ellipsis icon next to the attribute.

Assigning Attribute Values to Members

You can assign attribute values members of a dimension that are defined as sparse for all application types. Attribute values must be assigned to the same-level sparse dimension members. Otherwise, errors display during refresh.

To assign attribute values to members:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Dimensions**.
3. Select the sparse dimension for whose member you want to assign an attribute value.
4. In the **Dimension** hierarchy, select a member to which to assign an attribute value.

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5. Click **Edit**.

   For members assigned attribute values: Click **View** to change a member's attribute value.
6. Select **Attribute Values**.
7. Select attribute values to assign to the member.
8. Perform an action:
   - To assign the value to the selected member, click **Add** .
   - To remove a value from the selected member, select the value to remove and click **Remove** .
   - To remove all values from the selected member, click **Remove All** .
9. Click **Save**.

Modifying Attribute Values

To modify attribute values:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Dimensions**.
3. Select the sparse dimension for which to modify an attribute value.
4. Select the top level in the dimension hierarchy.
5. Click **Custom Attributes**.
6. For **Attributes**, select the attribute containing the value to modify.
7. For **Attribute Values**, select the attribute value.
8. Above **Attribute Values**, click **Modify**.
9. On **Modify Attribute Value**, in **Name**, enter a name.
10. Click **Save**.

Deleting Attribute Values

When you delete an attribute value, it is removed from custom dimension members to which it is assigned.

To delete attribute values:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Dimensions**.
3. Select the sparse dimension containing the attribute for which to delete a value.
4. Select the top level in the dimension hierarchy.
5. Click **Custom Attributes**.
6. For **Attributes**, select the attribute containing attribute values to delete.
7. For **Attribute Values**, select attribute values to delete.

   To select all attribute values for deletion, select **Attribute Values**.
8. Above the **Attribute Values** column, click **Delete**.

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9. Click **OK**.
10. Update and validate rules and reports.

Working with User-Defined Attributes (UDAs)

You can use user-defined attributes (UDAs) within member formulas, reports and forms. UDAs return lists of members associated with the attribute. For example:

- For a Product dimension with several product members, you can create a UDA called `New Products` and assign this UDA to the new products in the Product dimension hierarchy. Then you can base certain calculations on the `New Products` designation.
- If you use the `@XREF` function to look up a data value in another database to calculate a value from the current database, you can add the `HSP_NOLINK` UDA to members to prevent the `@XREF` function from being created on all application types that are not the source type selected for that member.
- You can use the `HSP_NOMOF_<PlantypeName>` UDA to make sure that dynamic members (or "on the fly members") are not created in the specified plan type, `<PlantypeName>`, even if the parent member is valid for this plan type. This prevents dynamic children from affecting aggregation on select cubes.

UDAs are specific to dimensions. For example, creating a UDA for an Account member makes it available for non-shared Account members. Deleting it removes it for all Account members. To make UDAs available for multiple dimensions, create the same UDA for multiple dimensions. For example, create a UDA named `New` for the Account and Entity dimensions to make it available for Account and Entity members.

To select UDAs for members:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Dimensions**.
3. Select the dimension for whose members to associate the UDA.
4. From the dimension hierarchy, select a member and click **Edit**.
5. Select **UDA**.
6. **Optional**: To create a UDA, click **Create**.
7. Select UDAs for the member by moving them to **Selected UDA** and clicking **Save**:
   - **Add** moves the selected UDAs to the Selected USA panel.
   - **Remove** removes selected UDAs.
   - **Remove All** removes all UDAs.

Creating UDAs

To create UDAs:

1. Navigate to the **UDA** tab in **Dimensions**.
2. On **UDA**, click **Create**.
3. Enter a name and click **Save**.

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Changing UDAs

To change UDAs:

1. Navigate to the **UDA** tab in **Dimensions**.
2. On **UDA**, select a UDA and click **Edit**.
3. Change the name and click **Save**.

Deleting UDAs

Deleting a UDA removes it for the dimension.

To delete UDAs:

1. Navigate to the **UDA** tab in **Dimensions**.
2. Select the UDA and click **Delete**.

   If you delete UDAs, you must update all member formulas, calculation scripts, and reports that reference them.

Selecting UDAs as Members

You can select members for forms based on a common attribute, which you have defined as a user-defined attribute (UDA). Before you can associate the UDA with a form, you must create the UDA. See Working with User-Defined Attributes (UDAs).

When you create forms with UDAs, any members that are assigned to the UDA are dynamically added to the form. For example, if you create a UDA called New Products and assign this UDA to the new products in the Product dimension hierarchy, the form will automatically display the new products at runtime.

To select UDAs for forms:

1. Create the form (see Creating Simple Forms).
2. On **Member Selection**, click the **Variables** tab, expand the **UDAs**, and then select the UDAs the same way you select members, using the arrows to move UDAs to and from the **Selected Members**.

   UDAs are displayed for the current dimension only. When selected, a UDA is preceded by `UDA`. For example:

   ```
   UDA(New Products)
   ```

3. Click **OK**.

Working with Member Formulas

You can define member formulas to combine operators, calculation functions, dimension and member names, and numeric constants to perform calculations on members. Member formulas can also include:

- Operator type, function, value, member name, UDA, and so on allowed in formulas.
- Predefined formula expressions, including Smart List values, that expand into a formula or value upon database refresh.

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To define member formulas:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Dimensions**.
3. Select the dimension for whose member to add or change a formula.
4. Select the member and click **Edit**.
5. Select the **Member Formula** tab.
6. Select options for the following fields:
   - **Cube**

     > **Note**
     >
     > A formula entered for the default cube is applied to all cubes unless it is overridden by a different formula entered for a specific cube.
     >
     > To move the formula from the default cube to a specific cube, you can use Smart View. Find the formula and cut it from the default cube and paste it into a specific cube, for example, Consol.

   - **Data Storage**—Select a data storage option. The default is **Store**.
   - **Solve Order**—For Extended Dimensionality applications, solve order determines the order in which formulas are evaluated. To set this property, you use the Application Configuration page. See Applying SolveOrder for Metadata in *Administering Financial Consolidation and Close* .
7. In the text box, define formulas for the member.
8. **Optional**: To check the validity of the member formula, click **Verify Syntax**.
9. Click **Save**.

   Before you click **Save**, clicking **Reset** restores the previous member formula information.

Viewing Details of Formula Verification

To view details of the member formula syntax verification:

1. On **Member Formula**, click **Verify Syntax**.
2. If the member formula is not valid, click **Show Details**.

   If the member formula is valid, **Show Details** is not selectable.
3. Click **Save**.

Solve Order in Member Formulas

SolveOrder is a metadata property that can be set either for a dimension or a member that defines the order of member evaluation. The solve order is applied during query execution.

SolveOrder can impact the performance of the query. The value of the SolveOrder property determines the priority with which the member formula is calculated. The formula on the members that have a specified Solve Order are calculated in order from the lowest Solve Order to the highest. When a member formula is dependent on the value of another Dynamic

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Calc member, the member with the formula must have a higher Solve Order than the Dynamic Calc member on which it depends.

Table 13-15 Default Solve Order Settings

Dimension Type	Default SolveOrder Value
Stored member	0
Sparse dimension	10
Dense dimension - Account	30
Dense dimension - Time	40
Dense dimension – Two Pass Account	60
Dense dimension – Two Pass Time	70
Two Pass	100
Attribute dimension	90

If a sparse member formula references a dense member with 'DynamicCalc' data storage, the reference is ignored because by default, sparse dimensions are calculated first (Sparse default solveOrder – 10, Dense Account default SolveOrder - 30). This behavior can be changed by assigning a custom Solve Order to the sparse dimension that is higher than the dense dimension's Solve Order.

Example:

Consider the following example with members of different SolveOrders and corresponding valuation.

Dimension1:

- Accounts
- A1
- A2
- Ratio – Member Formula [A1 / A2]

Dimension2:

- DataSource
- DataInput
- CustomInput
- Variance – Member Formula [DataInput - CustomInput]

Consider the following dataset for the intersections for the January period:

		Jan
DataInput	A1	1000
	A2	1100
CustomInput	A1	600
	A2	650

Calculations with different SolveOrders for Ratio and Variance

Case 1: Ratio with a higher SolveOrder than Variance

In this case, Variance will be calculated first, and then corresponding Ratio.

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Member	SolveOrder
Ratio	30
Variance	20

Ratio of Variance will be calculated as (Variance->A1)/(Variance->A2).

		Jan
DataInput	A1	1000
	A2	1100
	Ratio	0.9091
CustomInput	A1	600
	A2	650
	Ratio	0.9231
Variance	A1	400
	A2	450
	Ratio	0.8889

Case 2: Ratio with a lower SolveOrder than Variance

In this case, Ratio will be calculated first, and then corresponding Variance.

Member	SolveOrder
Ratio	10
Variance	20

Variance of Ratio will be calculated as (Ratio->DataInput) – (Ratio->CustomInput).

		Jan
DataInput	A1	1000
	A2	1100
	Ratio	0.9091
CustomInput	A1	600
	A2	650
	Ratio	0.9231
Variance	A1	400
	A2	450
	Ratio	-0.014

Setting the Solve Order

To set the Solve Order property:

1. On the Home page, click **Application** and then **Overview**.
2. Click **Dimensions** to open the Simplified Dimension Editor and select a dimension.

   The **Edit Member Properties** screen for the selected dimension is displayed.
3. Click **Select Columns**, expand **Solve Order**, select **Consol Solve Order** and click **OK** to display the Consol Solve Order column.
4. Select the **Member Name** column, and from the **Actions** menu, click **Freeze** to freeze the column and edit the member properties.

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5. Select the member for which to modify the Solve Order.
6. Set the required Solve Order value in the **Consol Solve Order** column.
7. Save your changes.
8. From **Actions,** select **Refresh Database**, and click **Refresh**.

For more details about the Solve Order property values, refer to the *Operations Guide*.

You can also modify the Solve Order property using the Smart View Add-on for Administrator extension.

To set the Solve Order property using Smart View:

1. Using the Dimensions folder on the Smart View panel, open the dimension for which to modify the Solve Order.
2. From the Financial Consolidation and Close Ad hoc ribbon, select **Member Selection**.
3. From **Member Properties**, select **Consol Solve Order**, and move it to the column.
4. Specify the dimension member to be modified on the row.
5. Edit the value in the **Solve Order** column and click **Submit Data** on the Ad hoc ribbon.
6. Right-click the **Dimensions** folder on the Smart View panel, and select **Refresh Database** to initiate a cube refresh.

Applying SolveOrder for Metadata

SolveOrder is a metadata property that can be set either for a dimension or a member that defines the order of member evaluation. The solve order is applied during query execution. When a cell is evaluated in a multidimensional query, the order in which the calculations should be resolved depends on the SolveOrder property.

See Solve Order in Member Formulas.

When using Extended Dimensionality, SolveOrder is set for the DynamicCalc members in certain dimensions. This helps in improved query performance when creating forms and adhoc-grids. All the Dynamic Calc ancestors of members that have the SolveOrder property should be set with the same SolveOrder.

In Financial Consolidation and Close, when using Extended Dimensionality, SolveOrder is set for the following dimensions:

- Movement
- Consolidation
- DataSource
- Period
- View

For all the required seeded members of the above dimensions, the SolveOrder metadata property is seeded by default. You can add members to the DataSource and Movement dimensions. If you add any DynamicCalc in these dimensions under the seeded parent members that use SolveOrder, then you must set the SolveOrder on the new members. You should not set a SolveOrder for Custom dimensions, because it could lead to retrieval performance issues.

You apply the SolveOrder for metadata from a Configuration task. You select a dimension, and then select the SolveOrder. After you apply the SolveOrder property, a summary is displayed

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which lists all the members modified with the new SolveOrder, and both old and new values. Since setting the SolveOrder is a metadata change, you must then run the Refresh Database task for the changes to take effect.

To retain your customized Solve Order values, the `EnableSolveOrderImport` substitution variable is automatically enabled. This enables you to retain your customized Solve Order values for seeded members during application import, upgrade, or an incremental Enable Features process.

To apply the SolveOrder metadata property:

1. On the Home page, click **Application** and then click **Configuration**.
2. Click **Apply Metadata SolveOrder**.
3. From the **Dimension** drop-down list, select a dimension.
4. From the **SolveOrder** drop-down list, select a SolveOrder value.

   The minimum SolveOrder value is 0 and the maximum value is 127.
5. Click **Launch**, then from the warning message, click **OK**.
6. After the task completes, review the summary page of the values for the modified members.
7. On the Home page, click **Application**, then click **Overview**.
8. From **Actions,** select **Refresh Database**, and click **Refresh**.

Working with Alias Tables

Related Topics

- About Aliases
- About Alias Tables
- Creating Alias Tables
- Editing or Renaming Alias Tables
- Deleting Alias Tables
- Clearing Alias Tables
- Copying Alias Tables

About Aliases

You can assign alternate names, or aliases, to system dimensions and user-defined dimension members. The application allows up to 30 aliases per dimension member, including the default alias. Aliases can have the same name within an alias table and across alias tables.

Aliases can also have:

- The same name as a member
- The same alias on members that are parent and child
- The same name for members from different dimensions or from the same dimension

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> **Note**
>
> - You can't have the same alias for two members that are siblings because there would be no way to uniquely identify the member. This rule is enforced by the application for base members, but not for shared members.
>
> This rule isn't enforced for shared members because you can't directly set aliases for shared members; shared member aliases are inherited from the alias of their base member. It's possible to create an alternative hierarchy where you can have two shared members that have the same alias and are siblings. However, this situation is discouraged if you want to reference these members by their aliases from an adhoc grid because, when you type the alias into the grid and submit it to the application, the application can't uniquely resolve this member and it will return an error. If you're using the alias for display purposes only then there will be no issue, but this design is discouraged because, visually, there is no way to differentiate between these two members.
> - Although aliases can have the same name as a member, be careful not to set the alias of member1 to be the same name as member2. This can lead to unintended results and will cause confusion on the form grids.
> - Member names must be unique so that they can be used in rules and form designs.

About Alias Tables

You can assign alternate names, or aliases, to dimension members. You can create and update alias tables, and set a default alias table for the application.

Multiple alias tables support, for example, these language combinations:

- English, French, German, Spanish, and Italian
- Japanese and English
- Korean and English
- Turkish and English

When you create an alias table, the following restrictions apply to alias table names:

- Alias Table name length limit: 30 characters maximum
- Naming conventions: same as Dimension, Member and Alias naming conventions. See Naming Restrictions for Dimensions, Members, and Aliases.

  Dimension names that are the same name as a member property or a column header in the metadata load file (for example, Data Type) cannot be used.

You can set alias tables to display members in an application. To specify Alias Table settings, see Managing Application and System Settings.

Creating Alias Tables

To create alias tables:

1. Click the **Navigator** icon  .
2. Under **Create and Manage** click **Alias Tables**.

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3. On the **Alias Tables** page, click **Add**.
4. In **Add - Alias Table**, enter a name.
5. Click **OK**.

Editing or Renaming Alias Tables

To edit or rename alias tables:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Alias Tables**.
3. On the **Alias Table** page, select the alias table.
4. Click **Edit**.
5. For **Edit - Alias Table**, enter a name.
6. Click **OK**.

Deleting Alias Tables

To delete alias tables:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Alias Tables**.
3. On the **Alias Table** page, select the alias table that you want to delete.

   You cannot delete the default alias table.
4. Click **Delete**.
5. Click **OK**.

Clearing Alias Tables

You can clear the contents of alias tables.

To clear alias tables:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Alias Tables**.
3. On the **Alias Table** page, select the alias table to clear.

   Clearing the alias table removes the contents of the table but does not remove the table.
4. Click **Clear Values**.
5. Click **OK**.

Copying Alias Tables

To copy alias tables:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Alias Tables**.

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3. On the **Alias Table** page, select the alias table to copy.
4. Click **Copy**.
5. Select the destination alias table.

   The destination alias table must exist. Copying does not create tables.
6. Click **Copy**.

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Editing Dimensions in the Simplified Dimension Editor

Related Topics

- About Editing Dimensions in the Simplified Dimension Editor
- Accessing the Simplified Dimension Editor
- Working with the Simplified Dimension Editor Grid
- Editing Dimension Properties in the Simplified Dimension Editor
- Editing Member Properties in the Simplified Dimension Editor

About Editing Dimensions in the Simplified Dimension Editor

The Simplified dimension editor displays dimensions and members in a grid format. With the grid format, dimensions and members are editable on a single page. You can edit member properties directly on the grid and you can perform ad hoc operations such as zooming in, zooming out, keep selected, remove selected, and freeze. In addition:

- The grid provides the ability to do a filtered search within the grid and to reorder columns using drag-and-drop. The expansion states of the member hierarchy in the grid are saved for the next session.
- The column selector interface enables you to select the columns that will display within the grid. The column selector groups properties according to their functionality and saves the column selections that you add to the grid for the next session. There is also an option to resize the columns so that all columns are visible on the grid without scrolling.

Users with the security roles to view and edit dimensions in the Classic dimension editor can perform similar actions in the Simplified dimension editor.

> **Note**
>
> To use the Classic dimension editor (from the Navigation menu), see Managing Dimensions.

The Simplified dimension editor enables you to check for invalid dimension member properties and take action to correct the properties. Invalid properties are bordered in red in the dimension editor grid.

For a detailed list of member properties, see Editing Member Properties in the Simplified Dimension Editor.

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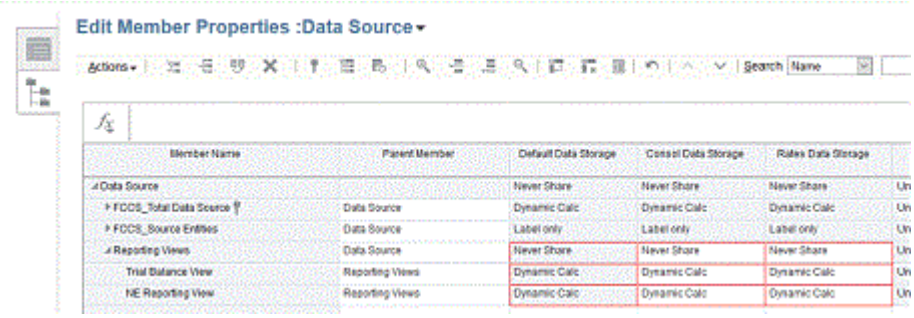

Watch the following video to learn more about adding and updating metadata using the Dimension Editor:

Adding and Updating Metadata Using the Dimension Editor.

Accessing the Simplified Dimension Editor

To access the Simplified dimension editor:

1. From the Home page, click **Application**, and then click **Overview**.
2. Click **Dimensions**.
3. The **Cube** drop-down list defaults to **All**. Click the down arrow to the right of the **Cube** drop-down list to filter the list of dimensions by cube.
4. Click the down arrow to the right of **Cube** to filter the list of dimensions by cube.
5. Click the name of the dimension that you want to view.
6. Select from the following tabs:
   - **Edit Dimension Properties**—Click to view and edit dimension details. See Editing Dimension Properties in the Simplified Dimension Editor.
   - **Edit Member Properties**—Click to view and edit dimension members. See Editing Member Properties in the Simplified Dimension Editor.

Working with the Simplified Dimension Editor Grid

Related Topics

- Switching to Another Dimension
- Customizing the Column Layout
- Context Menu Options
- Viewing Ancestors
- Showing Member Usage in an Application
- Focusing Your Editing
- Finding Members
- Sorting Members
- Moving Members to Another Hierarchy
- Working with Member Formulas
- Copying Member Names from Microsoft Excel

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Switching to Another Dimension

To switch to another dimension while viewing the Simplified dimension editor grid:

1. View **Edit Member Properties**.

   See Accessing the Simplified Dimension Editor.

2. Click the down arrow next to the dimension name at the top of the page.

> **Note**
>
> The dimension drop-down displays all of the dimensions, regardless of the cube you are currently viewing.

Customizing the Column Layout

Each column in the grid represents a member property (**Member Name**, **Parent Member**, **Default Data Storage**, and so on). The columns that initially display on the grid can be different based on which dimension type you're editing.

You can customize the layout of columns in the **Edit Member Properties** grid by hiding, unhiding, resizing, or reordering columns. You can also display the complete set of properties (all columns) by selecting **Select All** in the **Select Columns** dialog box.

The properties listed in the column selector are not a flat list of properties. Instead, properties are grouped in the column selector according to their functionality. For example, Account-specific properties such as **Account Type**, **Variance Reporting**, and **Time Balance**, are grouped under **Account** in the column selector. When you select **Account** in the column selector, all properties in the group are selected for inclusion in the grid. Then you can clear the checkboxes for any properties that you don't want added to the grid.

To customize the column layout in the **Edit Member Properties** grid:

1. View **Edit Member Properties**.

   See Accessing the Simplified Dimension Editor.

2. On the grid, right-click any column heading.

> **Tip**
>
> Alternatively, you can display this dialog box by clicking  or by clicking **Actions**, and then **Select Columns**.

The **Select Columns** dialog box displays.

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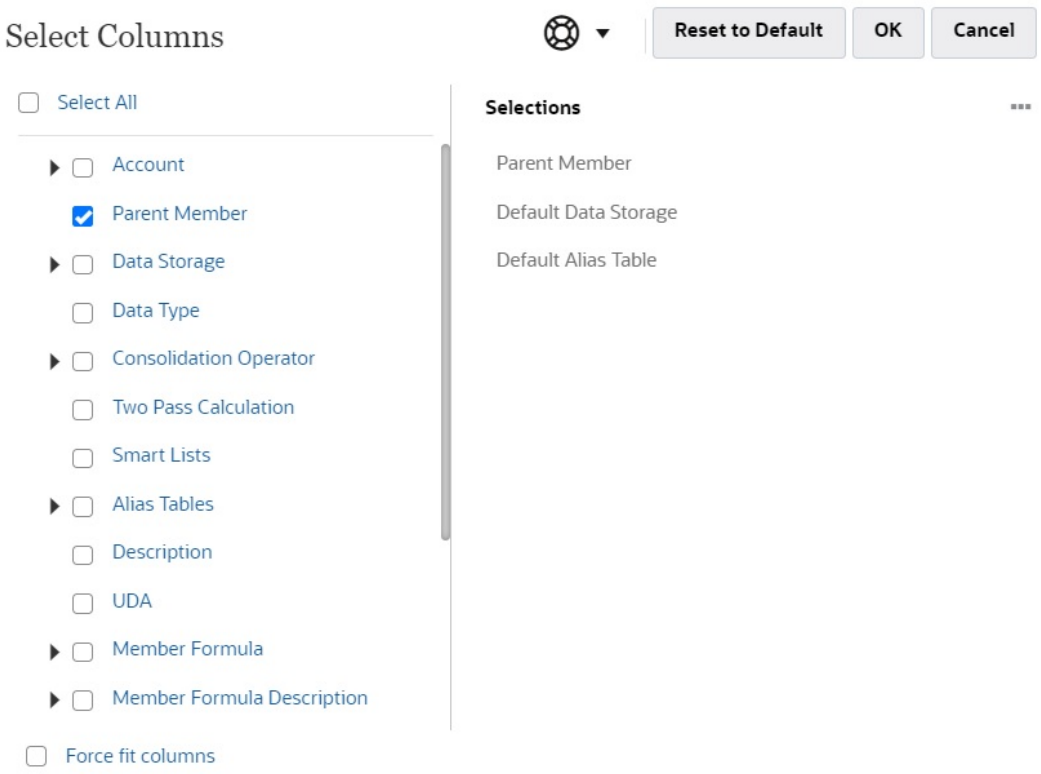

3. Select or clear the check boxes for the columns (properties) you want to add to or remove from the grid. Select a top-level group such as **Account** or **Data Storage** to select all of the properties grouped under those categories.
   - To display all property columns on the grid, click **Select All**.
   - In the **Selections** pane of the **Select Columns** dialog box, columns appear in the order they are selected, and this is the order in which they will be displayed on the grid. To reorder the columns on the grid, hover over a column in the **Selections** pane, then select the up or down arrows to move the column up or down in the order.

     > **Note**
     >
     > You can also reorder columns by dragging and dropping them directly on the grid.

   - To remove a column from the **Selections** pane, hover over a column and click .
   - To remove all columns from the **Selections** pane, click ···, and then select **Remove All**.
   - To view the columns that initially displayed on the grid, click **Reset to Default**.

     > **Note**
     >
     > After making your selections, the columns you select will be saved for the next session.

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4. To change the size of the grid or the columns that are displayed on the grid, select or clear the **Force fit columns** option. Selecting the **Force fit columns** option resizes the columns so that all columns are visible on the grid without scrolling.

Context Menu Options

In the **Edit Member Properties** grid, right-click on a cell in the grid to view the following context menu options:

- **Move** options:
  - **Move Up**: Moves the member up one position
  - **Move Down**: Moves the member down one position
- **Zoom In** options:
  - **Zoom in Next Level**: Displays all members one level below the selected member
  - **Zoom in All Levels**: Displays all descendant members below the selected member
  - **Zoom in Bottom Level**: Displays all descendant members of the selected member that have no children
- **Zoom Out**: Displays the member one level above the selected member
- **Keep Selected**: Displays only the selected row or column on the grid
- **Remove Selected**: Removes the selected row or column from the grid
- **Delete**: Deletes the selected member, its descendants, and associated shared members

> **Note**
>
> The context menus might differ depending on the dimension you are viewing. For some members, certain commands like **Move** or **Delete** are disabled.

Viewing Ancestors

Ancestors are all the members above the selected member in the dimension hierarchy.

To view the ancestors for the selected member in the Simplified dimension editor grid:

1. View **Edit Member Properties**.

   See Accessing the Simplified Dimension Editor.
2. Select a member on the **Edit Member Properties** grid.
3. Click **Actions**, and then select **Show Ancestors**.

> **Tip**
>
> Alternatively, you can view a member's ancestors by clicking  .

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Showing Member Usage in an Application

Before performing such operations as deleting members, it's important to understand where in the application the members are used (in which forms, approval units, exchange rates, and so on) by using **Show Usage**.

To view where members are used in an application:

1. View **Edit Member Properties**.

   See Accessing the Simplified Dimension Editor.
2. Select a member on the **Edit Member Properties** grid.
3. Click **Actions**, and then **Show Usage**.

> **Tip**
>
> Alternatively, you can click  to view where a member is used in the application.

Focusing Your Editing

Use zoom in, zoom out, keep selected, remove selected, and freeze to focus your editing while working in the **Edit Member Properties** grid.

To perform these operations while viewing the **Edit Member Properties** grid:

1. View **Edit Member Properties**.

   See Accessing the Simplified Dimension Editor.
2. To focus your editing on specific members in the grid, select a member, and then click one of the following zoom operations:
   - Zoom in options:
     -  : **Zoom in Next level** displays all members one level below the selected member.
     -  : **Zoom in All levels** displays all descendant members below the selected member.
     -  : **Zoom in Bottom level** displays all descendant members of the selected member that have no children.
   -  **Zoom Out** displays the member one level above the selected member.
3. To focus your editing on specific rows or columns in the grid, select a row or column, and then choose from the following operations:
   -  **Keep Selected** displays only the selected row or column on the grid.
   -  : **Remove Selected** removes the selected row or column from the grid.

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-  **Freeze** (for columns only) keeps the selected column and all columns to the left of the selected column stationary so the column or columns can't be scrolled. Only columns to the right of the frozen column can be scrolled. For example, you can freeze the first column that includes the member name so that you can scroll and edit that member's properties and still see the member name. To unfreeze columns, click **Freeze** once again.

> **Tip**
>
> Alternatively, you can select these operations on the **Actions** menu. You can also view some of these options by right-clicking on a cell in the grid.

Finding Members

To find dimension members in the **Edit Member Properties** grid:

1. View **Edit Member Properties** for a dimension.

   See Accessing the Simplified Dimension Editor.
2. For **Search**, select **Name**, **Alias**, or **Both**, then enter the search text (member name, alias, or partial string) for which to search.
3. Select one of the following search options:

   -  : **Search Up**
   -  **Search Down**
   -  : **Filtered Search** searches for all members that match the search term and returns a list of members. Click  **Clear Filter** to display the unfiltered grid again.

Sorting Members

You can sort members in ascending or descending order, by children or descendants. Sorting members affects the outline. For example, you can alphabetize a list of child members by sorting in descending order to help users quickly locate members in hierarchies in the **Edit Member Properties** grid.

To sort members using the **Edit Member Properties** grid:

1. View **Edit Member Properties**.

   See Accessing the Simplified Dimension Editor.
2. On the grid, select the member whose children or descendants you want to sort.
3. For **Sort**, select **Children** or **Descendants**.

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> **Note**
>
> - If you do not see the **Sort** options at the top of the page, click .  .
> - Sorting by children affects only members in the level immediately below the selected member. Sorting by descendants affects all descendants of the selected member.

4. Click **Sort Ascending** or **Sort Descending**.

Moving Members to Another Hierarchy

To move members to another hierarchy in the **Edit Member Properties** grid:

1. View **Edit Member Properties**.

   See Accessing the Simplified Dimension Editor.

2. In the **Parent Member** column of the grid, type a new parent name for the member you want to move.
3. Click **Save**.

Working with Member Formulas

You can define or edit member formulas directly in the **Edit Member Properties** grid, in the formula bar, or in the **Member Formula** dialog where you can validate member formulas.

You can define member formulas to combine operators, calculation functions, dimension and member names, and numeric constants to perform calculations on members. Member formulas can also include:

- Operator type, function, value, member name, UDA, and so on allowed in formulas.
- Predefined formula expressions, including Smart List values, that expand into a formula or value upon database refresh.

Best Practices:

- Use member formulas for Level 0 members only.
- Avoid using member formulas on Custom dimensions, unless required for reporting.
- Avoid using member formulas on the Movement dimension, due to consolidation performance considerations.
- Two-pass calculations are recommended to be used on the Account dimension only.
- Custom member formulas should not be added under the Total Balance Sheet hierarchy.
- Level 0 members should not be Dynamic Calc without member formulas.
- Avoid setting leaf Dynamic Calc Account members with formulas or Dynamic Calc Account parents as Two Pass calculation. Instead, use Solve Order. The Two-Pass calculation option will calculate Account as the last dimension, which may sometimes be unnecessary.
- Avoid using functions mentioned in this topic inside the member formula:https://docs.oracle.com/en/cloud/saas/enterprise-performance-management-common/ecalc/working_with_essbase_hybrid.html. These functions are not supported by Hybrid Essbase.
- Review any formula that can be calculated after an aggregation such as a ratio. Dynamically calculate with a high solve order.

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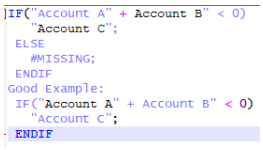
- Review any formula which must be computed before aggregation. If performance is slow, consider making it a stored member and use a calculation script.
- Review any formula that requires data to be retrieved from many data blocks such as a rolling forecast. If performance is slow, consider making it a stored member and use a calculation script.
- Member formulas are calculated dynamically on the fly when you open a grid. Note that any changes to a formula are system wide and calculated dynamically, so a change in data may occur.
- For Hybrid-enabled applications, use @NONEMPTYTUPLE(); directive at the beginning of a member formula.
- Avoid returning #MISSING in formulas.



To define or edit member formulas in the Simplified dimension editor:

1. View **Edit Member Properties**.

   See Accessing the Simplified Dimension Editor.

2. In the **Default Formula** column of the grid, select the member for which you want to define or edit a formula. Define or edit the formula for the member using one of the following options:
   - Click the cell once more in the dimension editor grid to enter or edit the formula.
   - Click within the formula bar above the dimension editor grid, and then enter or edit the formula.
   - Click f_x next to the formula bar, and then enter or edit the formula.

   Tip
   - If you don't see the **Default Formula** column, you'll need to add it to the grid.

     Click to open the **Select Columns** dialog, expand **Member Formula**, select **Default Formula**, and then click **OK**. After selecting it, the **Default Formula** column will be included in the grid for all subsequent sessions.
   - To include member names in formulas, keep the focus on the formula cell in the grid. Press Ctrl while clicking the member name you want to include in the formula. The member name will display in the formula bar.

3. **Optional**: To check the validity of a member formula, click f_x next to the formula bar, and then click **Validate**.
4. Click **Save**.

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Copying Member Names from Microsoft Excel

To copy and paste member names from Microsoft Excel:

1. In Excel, highlight the member names in one cell or in a range of cells, and press Ctrl+C to copy the data onto the clipboard.
2. Highlight and select the target cell or cells in the Simplified dimension editor, and then press Ctrl+V.
3. When the Clipboard helper is displayed, press Ctrl+V again. The data is pasted to the Clipboard helper.
4. Click **Paste** to paste the data into the Simplified dimension editor.

Editing Dimension Properties in the Simplified Dimension Editor

To access the properties of a dimension in the Simplified dimension editor:

1. From the Home page, click **Application**, and then click **Overview**.
2. Click **Dimensions**.
3. The **Cube** drop-down list defaults to **All**. Click the down arrow to the right of the **Cube** drop-down list to filter the list of dimensions by cube.
4. Click the name of the dimension that you want to view.
5. Select the **Edit Dimension Properties** tab  .

Table 14-1 Dimension Properties

Property	Value
Dimension	Enter a name that is unique across all dimensions.
Description	**Optional**: Enter a description.
Alias Table and **Alias**	**Optional**: Select an alias table. Enter an alternate name for the dimension. See Working with Alias Tables.
Cube	Select the cubes for which the dimension is enabled. Clearing this option disables all members of the dimension for the deselected cube.
Two Pass Calculation	Recalculate values of members based on values of parent members or other members. Available for Account and Entity members with Dynamic Calc properties.
Apply Security	Allow security to be set on the dimension members; must be selected before assigning access rights to dimension members. Otherwise, dimensions have no security and users can access members without restriction.

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Table 14-1 (Cont.) Dimension Properties

Property	Value
Data Storage	Select a data storage option. The default is **Never Share**. • **Store**—Stores data values of members. • **Dynamic Calc**—Calculates data values of members, and disregards the values. • **Never Share**—Prohibits members in the same dimension from sharing data values. • **Label Only**—Has no data associated with the member. • **Shared**—Allows members in the same dimension to share data values. See Data Storage Options.
Display Option	Set application default display options for the **Member Selection** dialog box. Select **Member Name** or **Alias** to display members or aliases. **Member Name:Alias** displays members on the left and aliases on the right. **Alias:Member Name** displays aliases on the left and members on the right.
Hierarchy Type	Available for dimensions bound to an aggregate storage cube. Aggregate storage dimensions are automatically enabled to support multiple hierarchies. The first hierarchy in a multiple hierarchy dimension must be **Stored**. For members with a **Stored** hierarchy type, the only valid cube aggregation options are **Addition** or **Ignore**. In a stored hierarchy, the first member must be set to **Addition**. For members with a **Dynamic** hierarchy type, all cube aggregation options are valid. **Stored** hierarchy members that are not children of **Label Only** members must have **Addition** set as the consolidation operator. Children of **Label Only** members can be set to **Ignore**.
Custom Attributes	Click to **Create** or **Synchronize** custom attributes for a dimension.

Editing Member Properties in the Simplified Dimension Editor

To access the **Edit Member Properties** tab in the Simplified dimension editor:

1. From the Home page, click **Application**, and then click **Overview**.
2. Click **Dimensions**, and then click the name of the dimension for which you want to view member properties.
3. Click **Edit Member Properties**.
4. To edit member properties in the Simplified dimension editor grid, click within a grid cell to edit text or to view a drop-down menu from which you can choose member properties. You can also drag and drop member property values over to rows and columns to fill in properties that are the same.

   See Working with the Simplified Dimension Editor Grid.

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The following tables list the default dimension member properties.

For more information on dimension member properties, see Working with Dimensions.

Table 14-2 Account Member Properties

Property	Valid Values	Default Value
Account Type	Expense, Revenue, Asset, Liability, Equity, Saved Assumption	Expense
Variance Reporting	Expense, Non-Expense	Non Expense
Exchange Rate Type	No Rate, Average, Ending, Historical, Historical Rate Override, Historical Amount Override Average and Ending are considered as No Rate.	No Rate
Consol Consol op	Addition, Subtraction, Multiplication, Division, Percent, Ignore, Never	Addition
Rates Consol op	Addition, Subtraction, Multiplication, Division, Percent, Ignore, Never	Addition
Consol Data Storage	Parent Member: Dynamic Calc, Label Only Child Member: Never Share, Dynamic Calc, Label Only, Shared	Parent Member: Dynamic Calc Child Member: Never Share
Default Data Storage	Parent Member: Dynamic Calc, Label Only Child Member: Never Share, Dynamic Calc, Label Only, Shared	Parent Member: Dynamic Calc Child Member: Never Share
Rate Data Storage	Parent Member: Dynamic Calc, Label Only Child Member: Never Share, Dynamic Calc, Label Only, Dhared	Parent Member: Dynamic Calc Child Member: Never Share
Two Pass Calculation	No, Yes	No
Smart Lists	None	None
Data Type	Currency, Non Currency, Unspecified, Percentage, Smart List, Date, Text	Currency
Time Balance	Flow, Balance	Flow
CICTA Redirection Account	None	None
Is CICTA Account	None	None
Intercompany Account	None	None
Plug Account	None	None
Is Plug Account	None	None
Default Movement	None	None
Is Indexed Attribute	None	None

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Table 14-2 (Cont.) Account Member Properties

Property	Valid Values	Default Value
Alias Table	Default	Default
Enable for Dynamic Children	No	No
Number of Possible Dynamic Children	10	10
Access Granted to Member Creator	Inherit	Inherit

Table 14-3 Consolidation Member Properties

Property	Valid Values	Default Value
Access Granted to Member Creator	Inherit	Inherit
Alias Table	Default	Default
Consol Data Storage	Parent Member: Dynamic Calc, Label Only Child Member: Store	Parent Member: Dynamic Calc Child Member: Store
Default Data Storage	Parent Member: Dynamic Calc, Label Only Child Member: Store	Parent Member: Dynamic Calc Child Member: Store
Rates Data Storage	Parent Member: Dynamic Calc, Label Only Child Member: Store	Parent Member: Dynamic Calc Child Member: Store
Two Pass Calculation	No	No
Consol Consol op	Addition, Never	Addition
Rate Consol op	Addition, Never	Addition
Data Type	Unspecified	Unspecified
Smart Lists	None	None
Enable for Dynamic Children	No	No
Number of Possible Dynamic Children	10	10
Access Granted to Member Creator	Inherit	Inherit

Table 14-4 Currency Member Properties

Property	Valid Values	Default Value
Alias Table	Default	Default
Default Data Storage	Store, Dynamic Calc, Never Share, Label Only	Store
Two Pass Calculation	No, Yes	No
Data Type	Unspecified	Unspecified
Smart Lists	None	None

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Table 14-4 (Cont.) Currency Member Properties

Property	Valid Values	Default Value
Symbol	Predefined List	None
Scale	Predefined List	1
Precision	Predefined List	None
Reporting Currency	No, Yes	No
Thousands Separator	Predefined List	None
Decimal	Predefined List	Period
Negative Sign	Predefined List	Prefixed Minus
Negative Color	Black, Red	Black

Table 14-5 Custom Member Properties

Property	Valid Values	Default Value
Alias Table	Default	Default
Consol Data Storage	Never Share, Shared, Dynamic Calc	Never Share
Default Data Storage	Never Share, Shared, Dynamic Calc	Never Share
Rates Data Storage	Never Share, Shared, Dynamic Calc	Never Share
Two Pass Calculation	No	No
Consol Consol op	Addition, Subtraction, Multiplication, Division, Percent, Ignore, Never	Addition
Data Type	Currency, Non Currency, Unspecified, Percentage, Smart List, Date, Text	Currency
Smart Lists	None	None
Enable for Dynamic Children	No	No
Number of Possible Dynamic Children	10	10
Access Granted to Member Creator	Inherit	Inherit

Table 14-6 DataSource Member Properties

Property	Valid Values	Default Value
Alias Table	Default	Default
Consol Data Storage	Parent Member: Dynamic Calc, Shared, Label Child Member: Shared, Store, Dynamic Calc	Parent Member: Dynamic Calc Child Member: Store

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Table 14-6 (Cont.) DataSource Member Properties

Property	Valid Values	Default Value
Default Data Storage	Parent Member: Dynamic Calc, Shared, Label Child Member: Shared, Store, Dynamic Calc	Parent Member: Dynamic Calc Child Member: Store
Rates Data Storage	Parent Member: Dynamic Calc, Shared, Label Child Member: Shared, Store, Dynamic Calc	Parent Member: Dynamic Calc Child Member: Store
Two Pass Calculation	No, Yes	No
Consol Consol op	Addition, Subtraction, Multiplication, Division, Percent, Ignore, Never	Addition
Data Type	Unspecified	Unspecified
Smart Lists	None	None
Enable for Dynamic Children	No	No
Number of Possible Dynamic Children	10	10
Access Granted to Member Creator	Inherit	Inherit

Table 14-7 Entity Member Properties

Property	Valid Values	Default Value
Base Currency	Currencies in the Rates Cube (cannot be set to None)	Currencies in the Rates Cube (cannot be set to None)
Consol Data Storage	Never Share, Share	Never Share
Default Data Storage	Never Share, Share	Never Share
Rates Data Storage	Never Share, Share	Never Share
Two Pass Calculation	No, Yes	No
Consol Consol op	Ignore	Ignore
Rates Consol op	Ignore	Ignore
Data Type	Currency, Non Currency, Unspecified, Percentage, Smart List, Date, Text	Unspecified
Smart Lists	None	None
Intercompany (Attribute Dimension)	Parent Member: None, Yes Child Member: None	Parent Member: None Child Member: None
Enable for Dynamic Children	No	No
Number of Possible Dynamic Children	10	10
Access Granted to Member Creator	Inherit	Inherit

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Table 14-8 Intercompany Member Properties

Property	Valid Values	Default Value
Alias Table	Default	Default
Consol Data Storage	Never Share	Never Share
Default Data Storage	Never Share	Never Share
Rates Data Storage	Never Share	Never Share
Two Pass Calculation	No	No
Consol Consol op	Addition	Addition
Data Type	Unspecified	Unspecified
Smart Lists	None	None
Enable for Dynamic Children	No	No
Number of Possible Dynamic Children	10	10
Access Granted to Member Creator	Inherit	Inherit

Table 14-9 Movement Member Properties

Property	Default Value	Valid Values
Alias Table	Default	Default
Consol Data Storage	Parent Member: Never Share, Dynamic Calc, Shared, Label Only Child Member: Never Share, Shared, Label Only	Parent Member: Dynamic Calc Child Member: Never Share
Default Data Storage	Parent Member: Never Share, Dynamic Calc, Shared, Label Only Child Member: Never Share, Shared, Label Only	Parent Member: Dynamic Calc Child Member: Never Share
Two Pass Calculation	No	No, Yes
Consol Consol op	Addition	Addition, Subtraction, Multiplication, Division, Percent, Ignore, Never
Data Type	Currency, Non Currency, Unspecified, Percentage, Smart List, Date, Text	Currency
Smart Lists	None	None
Enable for Dynamic Children	No	No
Number of Possible Dynamic Children	10	10
Access Granted to Member Creator	Inherit	Inherit

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Table 14-10 Period Member Properties

Property	Valid Values	Default Value
Alias Table	Default	Default
Consol Data Storage	Parent Member: Dynamic Calc, Shared Child Member: Store, Shared	Parent Member: Dynamic Calc Child Member: Store
Default Data Storage	Parent Member: Dynamic Calc, Shared Child Member: Store, Shared	Parent Member: Dynamic Calc Child Member: Store
Rates Data Storage	Parent Member: Dynamic Calc, Shared Child Member: Store, Shared	Parent Member: Dynamic Calc Child Member: Store
Two Pass Calculation	No, Yes	No
Data Type	Unspecified	Unspecified
Consol Consol op	Addition	Addition
Rates Consol op	Addition	Addition
Smart Lists	None	None
Enable for Approvals	Parent Member: No Child Member: Yes	Parent Member: No Child Member: Yes

Table 14-11 Scenario Member Properties

Property	Valid Values	Default Value
Alias Table	Default	Default
Start Year This property is not used in Financial Consolidation and Close and should be ignored.	All the years in the application	First Year
Start Period This property is not used in Financial Consolidation and Close and should be ignored.	Select from valid values	Select from valid values
End Year This property is not used in Financial Consolidation and Close and should be ignored.	All the years in the application	Last Year
End Period This property is not used in Financial Consolidation and Close and should be ignored.	Select from valid values	Select from valid values
Include BegBal as Time Period This property is not used in Financial Consolidation and Close and should be ignored.	Yes, No	No
Enable for Approvals	Yes, No	Yes

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Table 14-11 (Cont.) Scenario Member Properties

Property	Valid Values	Default Value
Exchange Rate Table This property is not used in Financial Consolidation and Close and should be ignored.	None	None
Consol Data Storage	Parent Member: Dynamic Calc, Shared Child Member: Never Share, Shared	Parent Member: Dynamic Calc Child Member: Never Share
Default Data Storage	Parent Member: Dynamic Calc, Shared Child Member: Never Share, Shared	Parent Member: Dynamic Calc Child Member: Never Share
Rates Data Storage	Never Share	Never Share
Two Pass Calculation	Parent Member: No, Yes Child Member: No	Parent Member: No Child Member: No
Consol Consol op	Addition, Subtraction, Multiplication, Division, Percent, Ignore, Never	Addition
Rates Consol op	Addition, Subtraction, Multiplication, Division, Percent, Ignore, Never	Addition
Data Type	Currency, Non Currency, Unspecified, Percentage, Smart List, Date, Text	Unspecified
Smart Lists	None	None
Enable for Dynamic Children	No	No
Number of Possible Dynamic Children	10	10
Access Granted to Member Creator	Inherit	Inherit

Table 14-12 View Member Properties

Property	Valid Values	Default Value
Alias Table	Default	Default
Enable for Process Management	Yes	Yes
Consol Data Storage	Never Share, Dynamic Calc	Never Share
Rates Data Storage	Never Share	Never Share
Two Pass Calculation	No	No
Consol Consol op.	Ignore	Ignore
Data Type	Unspecified	Unspecified
Smart Lists	None	None
Enable for Dynamic Children	No	No

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Table 14-12 (Cont.) View Member Properties

Property	Valid Values	Default Value
Number of Possible Dynamic Children	10	10
Access Granted to Member Creator	Inherit	Inherit

Table 14-13 Year Member Properties

Property	Default Value	Valid Values
Alias Table	Default	Default
Consol Data Storage	Parent Member: Dynamic Calc, Store, Shared Child Member: Store, Shared	Parent Member: Dynamic Calc Child Member: Store
Default Data Storage	Parent Member: Dynamic Calc, Store, Shared Child Member: Store, Shared	Parent Member: Dynamic Calc Child Member: Store
Rates Data Storage	Parent Member: Dynamic Calc, Store, Shared Child Member: Store, Shared	Parent Member: Dynamic Calc Child Member: Store
Two Pass Calculation	No	No
Data Type	Unspecified	Currency, Non Currency, Unspecified, Percentage, Smart List, Date, Text
Smart Lists	None	None

Adding Members in the Simplified Dimension Editor

To add members in the **Edit Member Properties** grid:

1. View **Edit Member Properties**.

   See Accessing the Simplified Dimension Editor.

2. Add members:

   - To add a child member, select the parent level member, click **Actions**, and then click **Add Child**.

     > **Note**
     >
     > Child members inherit the dimension properties of the parent member.

   - To add a sibling member, select a member, click **Actions**, and then click **Add Sibling**.
   - To add years to the calendar, select the Year dimension, click **Actions**, and then click **Add Years**. Enter the number of years to add, click **Apply**, and then confirm whether to add the years to the end of the calendar. Click **Yes** to add years after the End year. Click **No** to add years before the Start year.

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- To add an All Years parent member that includes all members of the Year dimension, select the Year dimension, click **Actions**, and then click **Add All Years**.

  The All Years parent member enables users to view the accumulated data across multiple years, for example, a project's total cost up to its end date. The All Years member doesn't include the No Year member, if one is defined for the application.

3. After creating a dimension member, you typically complete these tasks:
   - Assign access. Click **Actions**, and then click **Assign Permissions**.
   - Assign custom attributes.
   - To ensure that your metadata is valid, you can run the Metadata Validation report at any time. See Validating Metadata.
4. To set or change member properties, click a cell in the **Edit Member Properties** grid and make updates.
5. To undo all changes that were made since the last save, click **Refresh**.
6. To save your changes, click **Save**.
7. To apply your changes across the application after a save, click **Refresh Database**.
8. After creating a dimension member, you typically complete these tasks:
   - Assign Access. Click **Actions**, and then click **Assign Permission**.
   - Assign custom attributes. See Editing Dimension Properties in the Simplified Dimension Editor.

Editing Members in the Simplified Dimension Editor

You can edit members directly in the **Edit Member Properties** grid.

To edit members:

1. View **Edit Member Properties**.

   See Accessing the Simplified Dimension Editor.
2. Take an action:
   - To add members, see Adding Members in the Simplified Dimension Editor.
   - To navigate the **Edit Member Properties** grid and to focus your editing on certain members, rows, or columns, see Working with the Simplified Dimension Editor Grid.
   - To modify member properties, click within a cell on the **Edit Member Properties** grid and select an option from the drop-down list. For example, to edit the Account Type for an Account dimension member, click within a cell in the Account Type column. Click the down arrow that appears within the cell, and then select an Account Type option. For descriptions of member properties, see Editing Member Properties in the Simplified Dimension Editor.

     > **Note**
     >
     > To view all property columns in the grid, right-click any heading on the grid, select the **Select All** option in the **Select Columns** dialog box, then click **OK**.

   - To delete members, see Deleting Members in the Simplified Dimension Editor.
3. To undo all changes that were made since the last save, click **Refresh**.

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4. To save your changes, click **Save**.
5. To apply your changes across the application after a save, click **Refresh Database**.

Deleting Members in the Simplified Dimension Editor

Each data value is identified by a set of dimension member values and a cube. Deleting dimension members or deselecting the cube results in data loss when refreshing an application. Deleting entity members deletes all approval units (including data) associated with them.

Before deleting members, understand where in the application they are used (in which forms, approval units, exchange rates, and so on) by using **Show Usage**. See Showing Member Usage in an Application.

You must delete the entity member throughout the application before deleting it from dimension. For example, if the entity member is used in a form, you must delete it from the form before deleting it from dimensions.

When deleting a large subtree of entities, you can improve performance if you first exclude approval units for the subtree (by excluding the root member) for all scenarios and versions.

To delete members:

1. View **Edit Member Properties**.

   See Accessing the Simplified Dimension Editor.
2. In the **Edit Member Properties** grid, select the member to delete.
3. Click **Actions**, and then click **Delete Member**.

> **Note**
>
> Deleting a base member also deletes its shared members.

4. In the confirmation box, click **Yes**.
5. Update and validate business rules and reports.

Adding Shared Members in the Simplified Dimension Editor

Sharing members allow alternate rollup structures within an application. A base member must exist before you can create a shared member. You can create multiple shared members for the base member. A base member must display before its shared members in position from top to bottom.

Shared members are available for Entity, Account, and user-defined custom dimensions. Shared member values can be ignored to avoid double-counting values when you roll up the outline.

Shared members share some property definitions with base members, such as member name, alias name, base currency, and cubes for which members are valid. Shared members must have unique parent members and different rollup aggregation settings. Custom attributes, custom attribute values, and member formulas are not allowed for shared members. Renaming base members renames all shared members.

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Shared members cannot be moved to another parent member. You must delete shared members and recreate them under different parent members. The base member need not be level zero. You can enter data in shared members, and values are stored with base members.

To add shared members to the **Edit Member Properties** grid:

1. View **Edit Member Properties**.

   See Accessing the Simplified Dimension Editor.

2. Add shared members:
   a. Add a child member with the same name as the base member.
   b. For **Parent Name** of the new member, type a new parent name.
   c. For **Default Data Storage** of the new member, select **Shared**.
3. Click **Save**.

Data storage properties for all other cubes will automatically be set to **Shared**.

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15

Managing Jobs

Related Topics

- Jobs Overview
  Jobs are actions, such as exporting data or refreshing the database, which you can start right away or schedule to run at intervals.
- Viewing Pending Jobs and Recent Activity
- Scheduling Jobs
- Scheduling Hourly Jobs
- Editing and Deleting Jobs
- Duplicating Jobs
- Viewing Non-Consolidation Jobs

Jobs Overview

Jobs are actions, such as exporting data or refreshing the database, which you can start right away or schedule to run at intervals.

The Jobs console enables administrators to manage jobs in a central location.

You can manage these types of jobs in the Jobs console:

- **Rules**—Launches a business rule. The **Business Rules** page lists the business rules that were created for the application.
- **Import Data**—Performs a data import operation that was saved as a job.
- **Import Metadata**—Performs a metadata import operation that was saved as a job.
- **Export Data**—Performs a data export operation that was saved as a job.
- **Export Metadata**—Performs a metadata export operation that was saved as a job.
- **Refresh Database**—Refreshes the application database.
- **Invalid Intersection Reports**—Runs a report that shows where data exists at invalid intersections.
- **Restructure Cube**—From **Cube**, select the cube to restructure. Performs a full restructure of a Block Storage cube (BSO) to eliminate or reduce fragmentation. This will also remove empty blocks. It is not applicable for an Aggregate Storage cube (ASO). See Restructuring Cubes.
- **Import Journal**—Performs a journal import operation.
- **Import Journal Template**—Performs a journal template import operation.
- **Export Journal**—Performs a journal export operation.
- **Export Journal Template**—Performs a journal template export operation.
- **Run Intercompany Report**—Runs an Intercompany Report.
- **Run Consolidation Trail Report**—Runs a Consolidation Trail Report.

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- **Administration Mode**—Changes the login level for an application. If you select Administrators, all non-administrative users will be logged off from the application after job execution. To restore access to an application for all users, select **All users**.
- **Execute Bursting Definition**—Runs a saved bursting definition for Reports. You can run a single report or book for more than one member of a single dimension for one data source, and publish a PDF output for each member. See the "About Bursting" section in *Designing with Reports*.
- **Import Invalid Intersections**—Performs an Invalid Intersection import operation.
- **Export Invalid Intersections**—Performs an Invalid Intersection export operation.
- **Integration Pipeline**—Runs a Pipeline definition. This job supports running a Pipeline based on the parameters and variables that were defined for the Pipeline in the Data Integration user interface; for example, **Start Period** and **Import Mode**.
  For descriptions of the job parameters and variables, see the following topics:
  - Using an Integration Job Type in *Administering Data Integration for Oracle Enterprise Performance Management Cloud*
  - Running a Pipeline in *REST API for Enterprise Performance Management Cloud*
  - For information about creating a Pipeline definition, see Using the Pipeline in *Administering Data Integration for Oracle Enterprise Performance Management Cloud*.

You can also manage non-Consolidation type jobs, such as Task Manager, Supplemental Data, and Enterprise Journal jobs See Viewing Non-Consolidation Jobs.

> **Note**
>
> To prevent automatic backup from failure due to scheduled jobs, EPM Cloud disallows certain scheduled jobs to start while the daily maintenance process is running. The following jobs are prevented from starting during the daily maintenance:

- Import Data
- Import Metadata
- Export Data
- Export Metadata
- Refresh Database
- Restructure Cube

If the system prevents a job from starting, the reason will be stated in the Job Details. If you've enabled email notifications for the Job Console, you'll receive an email notification when a job does not start. If you have a job that is scheduled to start during the daily maintenance process, it is recommended that you reschedule your job to start outside of the daily maintenance window. See Scheduling Jobs.

Viewing Pending Jobs and Recent Activity

The Jobs console lists the following types of jobs:

- Jobs that are in a pending state under **Pending Jobs**
- Jobs that are currently processing, have run and are completed, or have errors are listed under **Recent Activity**.

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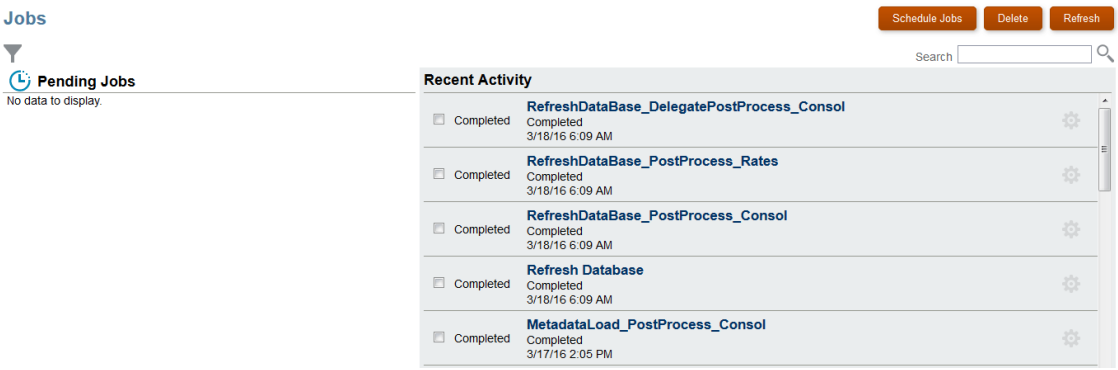
- Task Manager and Supplemental Data jobs are listed on the **Non-Consolidation Jobs** tab.

> **Note**
>
> - The **Recent Activity** list on the **Jobs** page defaults to display only the last day's data. Similarly, the job filter's **Start Time** and **End Time** dates default to yesterday and today to have only a one day difference. Click  to change the default display.
> - Jobs are retained in the Jobs console for 90 days.
> - Only Service Administrators are able to view other user's jobs.



To view the job listings in the Jobs console:

1. On the Home page, click **Application**.
2. Click **Jobs**.
3. Perform a task:

   - To filter the list of pending jobs and recent activity, click the **Filter** icon  , select filter options, and then click **Apply**.
   - To search for a job, enter text in the Search field, and then click the **Search** icon  .
   - To view details for jobs, click the name of the job.
   - To view details for Task Manager and Supplemental Data jobs:

     a. Select the **Non-Consolidation Jobs** tab on the left.

     b. **Optional:** Filter the Jobs list by **Name**, **Job ID**, **Source**, **Status**, **Created By** (or **Modified By**), **Start Date**, or **End Date**.

     See also Viewing Non-Consolidation Jobs.

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Scheduling Jobs

You can schedule when to run jobs (now or at a future time) and how often (once, daily, weekly, monthly, and yearly).

To schedule jobs:

1. Click **Application**, then **Jobs**, and then click **Schedule Jobs**.
2. On the **General** tab, select a job.
3. Select when to run the job:
   - **Run Now**
   - **Schedule starting from**, and then select the date, time, and time zone.

   > **Note**
   >
   > To prevent automatic backup from failing due to certain jobs running during daily maintenance, EPM Cloud disallows certain jobs from starting while the daily maintenance process is running. If the system prevents a job from starting, the reason will be stated in the Job Details. If you've enabled email notifications for the Job Console, you'll receive an email notification when a job does not start. If you have a job that is scheduled to start during the daily maintenance process, it is recommended that you reschedule your job to start outside of the daily maintenance window.
4. Enter a **Name** for the job; for example, `MyWeeklyCubeRefresh`.

   In the job listing in the **Jobs** console, the name that you enter displays along with a system-generated job name; for example, `MyWeeklyCubeRefresh: Refresh Database`.
5. For **Recurrence pattern**, select how often to run the job:
   - **Run Once**
   - **Daily**
   - **Weekly**
   - **Monthly**
   - **Yearly**
6. **Optional:** To enter an end date, click the **End Date** checkbox, and then select the date and time.
7. Click **Next** to continue.
8. The **Job Details** page lists the operations that were saved as a job. Select a job, and click **Next**.
9. From the **Review** page, review your selections.
   - To continue, click **Finish**.
   - To make changes, click **Previous**.
   - To cancel the job, click **Cancel**.

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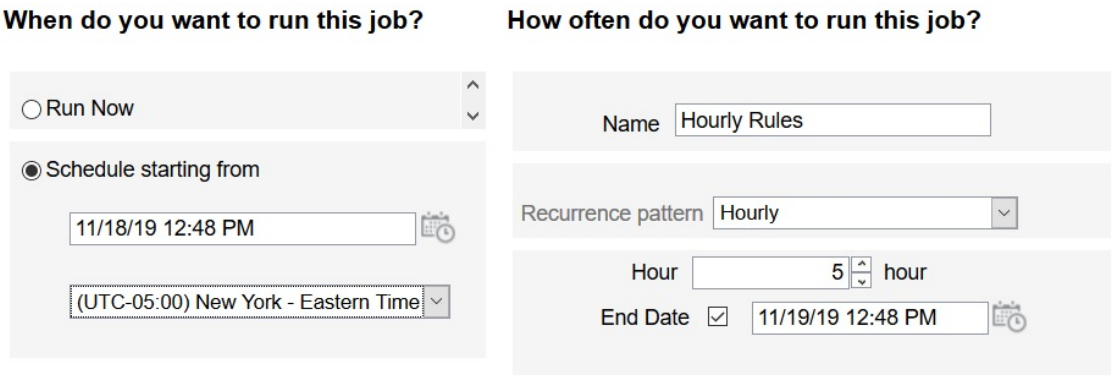
Scheduling Hourly Jobs

Hourly jobs run according to a timetable which is based on the values you set in the **Schedule starting from** and **Hour** fields. The schedule for **Hourly** jobs restarts each day during the midnight hour and the recurring job starts at the first hour, second hour, third hour (and so on up to 12 hours) after the midnight hour, depending on the value you select in the **Hour** field.



For example, if you specify a value of **5** in the **Hour** field, the hours during which the job will run each day are 12 AM, 5 AM, 10 AM, 3 PM, and 8 PM. The start time indicates the hour and minute when the system should start honoring the schedule, and the end time indicates when the system should stop. So if the start time is 12:48 PM on 11/18, then that means 12:48 AM, 5:48 AM, and 10:48 AM have already occurred on the current day (11/18) and the next available timeslot is 3:48 PM, which is when the scheduled job will run for the first time. After that it will run at 8:48 PM on 11/18. However on 11/19 it starts over again and will run at 12:48 AM, 5:48 AM, 10:48 AM, and so on until the system reaches the specified end time (in this case, 12:48 PM on 11/19).

> **Note**
>
> When a job spans two days, the job runs during the midnight hour the next day and resets the recurrence pattern.

See also: Scheduling Jobs.

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Table 15-1 Timetable for Hourly Jobs

Hourly Recurrence	Timetable
1 (default)	AM: 12:00, 1:00, 2:00, 3:00, 4:00, 5:00, 6:00, 7:00, 8:00, 9:00, 10:00, 11:00 PM: 12:00, 1:00, 2:00, 3:00, 4:00, 5:00, 6:00, 7:00, 8:00, 9:00, 10:00, 11:00 **Examples:** If the scheduled start time is 12:48 PM and you set the hourly recurrence for 1 hour, the job will run for the first time at 12:48 PM, and then again at 1:48 PM, 2:48 PM, 3:48 PM, and so on. If the scheduled start time is 7:48 AM and you set the hourly recurrence for 1 hour, the job will run for the first time at 7:48 AM, and then again at 8:48 AM, 9:48 AM, 10:48 AM, and so on.
2	AM: 12:00, 2:00, 4:00, 6:00, 8:00, 10:00 PM: 12:00, 2:00, 4:00, 6:00, 8:00, 10:00 **Examples:** If the scheduled start time is 12:48 PM and you set the hourly recurrence for 2 hours, the job will run for the first time at 12:48 PM, and then again at 2:48 PM, 4:48 PM, 6:48 PM, and so on. If the scheduled start time is 7:48 AM and you set the hourly recurrence for 2 hours, the job will run for the first time at 8:48 AM, and then again at 10:48 AM, 12:48 PM, 2:48 PM, and so on.
3	AM: 12:00, 3:00, 6:00, 9:00 PM: 12:00, 3:00, 6:00, 9:00 **Examples:** If the scheduled start time is 12:48 PM and you set the hourly recurrence for 3 hours, the job will run for the first time at 12:48 PM, and then again at 3:48 PM, 6:48 PM, 9:48 PM, 12:48 AM, 3:48 AM, and so on. If the scheduled start time is 7:48 AM and you set the hourly recurrence for 3 hours, the job will run for the first time at 9:48 AM, and then again at 12:48 PM, 3:48 PM, 6:48 PM, 9:48 PM, 12:48 AM, 3:48 AM, and so on.
4	AM: 12:00, 4:00, 8:00 PM: 12:00, 4:00, 8:00 **Examples:** If the scheduled start time is 12:48 PM and you set the hourly recurrence for 4 hours, the job will run for the first time at 12:48 PM, and then again at 4:48 PM, 8:48 PM, 12:48 AM, 4:48 AM, and so on. If the scheduled start time is 7:48 AM and you set the hourly recurrence for 4 hours, the job will run for the first time at 8:48 AM, and then again at 12:48 PM, 4:48 PM, 8:48 PM, 12:48 AM, and so on.

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Table 15-1 (Cont.) Timetable for Hourly Jobs

Hourly Recurrence	Timetable
5	AM: 12:00, 5:00, 10:00 PM: 3:00, 8:00 **Examples:** If the scheduled start time is 12:48 PM and you set the hourly recurrence for 5 hours, the job will run for the first time at 3:48 PM, and then again at 8:48 PM, 12:48 AM, 5:48 AM, 10:48 AM, and so on. If the scheduled start time is 7:48 AM and you set the hourly recurrence for 5 hours, the job will run for the first time at 10:48 AM, and then again at 3:48 PM, 8:48 PM, 12:48 AM, 5:48 AM, and so on.
6	AM: 12:00, 6:00 PM: 12:00, 6:00 **Examples:** If the scheduled start time is 12:48 PM and you set the hourly recurrence for 6 hours, the job will run for the first time at 12:48 PM, and then again at 6:48 PM, 12:48 AM, 6:48 AM, and so on. If the scheduled start time is 7:48 AM and you set the hourly recurrence for 6 hours, the job will run for the first time at 12:48 PM, and then again at 6:48 PM, 12:48 AM, 6:48 AM, and so on.
7	AM: 12:00, 7:00 PM: 2:00, 9:00 If the scheduled start time is 12:48 PM and you set the hourly recurrence for 7 hours, the job will run for the first time at 2:48 PM, and then again at 9:48 PM, 12:48 AM, 7:48 AM, and so on. If the scheduled start time is 8:48 AM and you set the hourly recurrence for 7 hours, the job will run for the first time at 2:48 PM, and then again at 9:48 PM, 12:48 AM, 7:48 AM, and so on.
8	AM: 12:00, 8:00 PM: 4:00 **Examples:** If the scheduled start time is 12:48 PM and you set the hourly recurrence for 8 hours, the job will run for the first time at 4:48 PM, and then again at 12:48 AM, 8:48 AM, and so on. If the scheduled start time is 7:48 AM and you set the hourly recurrence for 8 hours, the job will run for the first time at 8:48 AM, and then again at 4:48 PM, 12:48 AM, and so on.
9	AM: 12:00, 9:00 PM: 6:00 **Examples:** If the scheduled start time is 12:48 PM and you set the hourly recurrence for 9 hours, the job will run for the first time at 6:48 PM, and then again at 12:48 AM, 9:48 AM, 6:48 PM, and so on. If the scheduled start time is 7:48 AM and you set the hourly recurrence for 9 hours, the job will run for the first time at 9:48 AM, and then again at 6:48 PM, 12:48 AM, and so on.

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Table 15-1 (Cont.) Timetable for Hourly Jobs

Hourly Recurrence	Timetable
10	AM: 12:00, 10:00 PM: 8:00 **Examples:** For example, if the scheduled start time is 12:48 PM and you set the hourly recurrence for 10 hours, the job will run for the first time at 8:48 PM, and then again at 12:48 AM, 10:48 AM, 8:48 PM, and so on. If the scheduled start time is 7:48 AM and you set the hourly recurrence for 10 hours, the job will run for the first time at 10:48 AM, and then again at 8:48 PM, 12:48 AM, and so on.
11	AM: 12:00, 11:00 PM: 10:00 **Examples:** If the scheduled start time is 12:48 PM and you set the hourly recurrence for 11 hours, the job will run for the first time at 10:48 PM, and then again at 12:48 AM, 11:48 AM, 10:48 PM, and so on. If the scheduled start time is 7:48 AM and you set the hourly recurrence for 11 hours, the job will run for the first time at 11:48 AM, and then again at 10:48 PM, 12:48 AM, and so on.
12	AM: 12:00 PM: 12:00 **Examples:** If the scheduled start time is 12:48 PM and you set the hourly recurrence for 12 hours, the job will run for the first time at 12:48 PM, and then again at 12:48 AM, and so on. If the scheduled start time is 7:48 AM and you set the hourly recurrence for 12 hours, the job will run for the first time at 12:48 PM, and then again at 12:48 AM, and so on.

Editing and Deleting Jobs

You can only edit pending jobs, and delete only jobs that are pending or completed. You can delete one job or multiple jobs at once. If a job is in a processing state, you cannot edit or delete it.

To edit or delete a job:

1. On the Home page, click **Application**.
2. Click **Jobs**.
3. To the right of a pending job, click the **Actions** icon,  , and then select **Edit** or **Delete**.
4. To edit a job:
   a. On the **Edit Job** page, make selections for when to run the job and how often, and then click **Next**.

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> **Note**
>
> You can only edit the schedule of the job. You cannot edit the job type or the job name.

b. Review your selections, and then click **Finish**.

5. To delete one or more jobs at once, select the check box next to the job or jobs that you want to delete, and then click **Delete**.

Duplicating Jobs

Use the **Save As** option to create a duplicate of an existing job, and then update it to avoid starting over making selections each time you create a new job.

Save As is supported for the following job types:

- Export Data
- Import Data
- Export Metadata
- Import Metadata
- Refresh Database
-

> **Note**
>
> For descriptions of the job types, see Scheduling Jobs.

To duplicate a job:

1. Click **Application**, and then click **Overview**.
2. Click **Actions**, and then select one of the following actions:
   - Export Data
   - Import Data
   - Export Metadata
   - Import Metadata
   - Refresh Database
3. On the listing page, click ··· in the **Actions** column next to the job that you want to duplicate, and then select **Save As**.
4. Enter a name for the new job, and then click **OK**.

Results

After the duplicate job is created, you can then open the job and update it. The error file for the duplicate job will automatically use the new job name as a prefix.

Viewing Non-Consolidation Jobs

The Non-Consolidation jobs such as Task Manager, Supplemental Data, and Enterprise Journal jobs page lists the jobs and lets you filter and view job details. You can:

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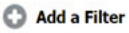
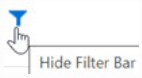
- View job details such as parameters, properties, and results.
- View job summary statistics on the side panel.
- Cancel pending jobs

Task Manager, Supplemental Data Manager, and Enterprise Journals jobs include additional execution sequencing routines to prevent conflicting batch jobs from running at the same time, ensuring application integrity. While the run time of individual job aren't affected, their start times may be delayed due to the optimization sequencing.

To view the Jobs:

1. On the Home page, click **Application**, and then click **Jobs**.
2. Click on
   
   Non-Consolidation Jobs in the left navigation.
3. **Optional:** To search for a job, enter search criteria in the **Search** text box.
4. **Optional:** In the Filter bar, select filter criteria:
   - **Job ID**
   - **Name**
   - **Type**
   - **Source**
   - **Status**: Pending, Running, Complete, and Error
   - **Start Date**
   - **End Date**
5. Click
   

   to select additional filter criteria.

   > **Note**
   >
   > To hide the filter bar, click
   > 
   >
   > . To clear all filters, click to the right of the filter bar.

6. Click

   icon next to a job to view the **Job Details** such as **Parameters**, **Properties**, and **Results**.
   - Not all sections will be available for all jobs.
   - If the job is pending because it is waiting for other job(s) to complete, these will be listed under **Properties**. The start time of the currently running job is in parenthesis.
   - If the batch job was started manually (example, running a report), **Scheduled Start Date** shows the user initiated time. If it is a scheduled job (example, system maintenance), **Scheduled Start Date** shows the time it's schedule to run.
7. A new panel on the right-side contains the summary information for jobs. At the top of the summary panel, you can select the range of the tasks to be included in the summary:

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- Last 24 hours
- Last 7 days
- Last 30 days
- Last 60 days (maximum time job information is stored before it's purged)

The following information is displayed in the side panel for each **Job Name** for the specified **Time Range**:

- **Total Time**: Total time of all executions of the job
- **Average Time**: Average time across all job runs
- **Execution**: Total number of executions

> **Note**
>
> If a job is highlighted in the main list, the job's name will be highlighted automatically in the Summary panel.

Cancel Pending Jobs

You can cancel jobs that are pending to run before they execute. This will allow you to prevent jobs that may have been accidentally added to the queue. For example, manually starting multiple data loads when only one is necessary. However, you can't delete system-scheduled jobs that are awaiting a specific time.

To cancel any user-created pending jobs, on the Non-Consolidation Jobs page, select the job that you want to cancel and click the **Cancel** icon. You can also cancel a pending job using the **Actions** menu.

Task Manager Jobs

Job Name	Description	Execution
Email Notifications	Generate email notifications for upcoming user actions.	Scheduled
Generate Reports	Generate report output from report definitions.	On Demand
Import Reports	Import custom report definitions.	On Demand
LCM Export	Export object definitions and data.	Scheduled On Demand
LCM Import	Import object definitions and data.	On Demand
Schedule Monitor	Set pending tasks to open when their start time is reached.	Scheduled
System Maintenance	Daily cleanup and optimization. This job contains operations that prevent other system activities from running simultaneously. While the maintenance operations are in progress, other operational functions are temporarily paused to prevent conflicts and ensure a seamless process.	Scheduled
System Maintenance (Non-Blocking)	Daily cleanup and optimization. This job doesn't prevent other system activities from running. It allows maintenance operations to run concurrently with ongoing operations.	Scheduled
Task Status Update	Update event monitoring tasks.	Scheduled
Delete Schedule	Delete the specified schedule including all the tasks and their related information such as attachments.	On Demand

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Job Name	Description	Execution
Deploy Schedule	Deploy tasks from one or more templates to a specified schedule.	On Demand
Import Integrations	Import external integration types and related data.	On Demand
Import Tasks	Import tasks and related data into specified template or schedule.	On Demand

Supplemental Data Manager Jobs

Job Name	Description	Execution
Email Notifications	Generate email notifications for upcoming user actions.	Scheduled
Generate Reports	Generate report output from report definitions.	On Demand
Import Reports	Import custom report definitions.	On Demand
LCM Export	Export object definitions and data.	Scheduled On Demand
LCM Import	Import object definitions and data.	On Demand
Schedule Monitor	Set pending tasks to open when their start time is reached.	Scheduled
System Maintenance	Daily cleanup and optimization. This job contains operations that prevent other system activities from running simultaneously. While the maintenance operations are in progress, other operational functions are temporarily paused to prevent conflicts and ensure a seamless process.	Scheduled
System Maintenance (Non-Blocking)	Daily cleanup and optimization. This job doesn't prevent other system activities from running. It allows maintenance operations to run concurrently with ongoing operations.	Scheduled
Task Status Update	Update event monitoring tasks.	Scheduled
Un-Deploy Forms	Remove forms and journals from a data collection period based on a specified template.	On Demand
Deploy Forms	Deploy forms and journals from a template to a specified data collection period.	On Demand
Import Collection Data	Import data directly into a data collection period. This data doesn’t go through form collection.	On Demand
Import Dimension Members	Import members and their associated metadata into a specified dimension.	On Demand
Import Form Data	Import data into an existing form or journal.	On Demand
Open DCP	Set status of the data collection period to Open. This will also open the existing pending forms.	On Demand
Process SDM Forms	Open forms based on their effective start date.	Scheduled

Enterprise Journals Jobs

Job Name	Description	Execution
Email Notifications	Generate email notifications for upcoming user actions.	Scheduled
Generate Reports	Generate report output from report definitions.	On Demand
Import Reports	Import custom report definitions.	On Demand
LCM Export	Export object definitions and data.	Scheduled On Demand
LCM Import	Import object definitions and data.	On Demand

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Job Name	Description	Execution
Schedule Monitor	Set pending tasks to open when their start time is reached.	Scheduled
System Maintenance	Daily cleanup and optimization. This job contains operations that prevent other system activities from running simultaneously. While the maintenance operations are in progress, other operational functions are temporarily paused to prevent conflicts and ensure a seamless process.	Scheduled
System Maintenance (Non-Blocking)	Daily cleanup and optimization. This job doesn't prevent other system activities from running. It allows maintenance operations to run concurrently with ongoing operations.	Scheduled
Task Status Update	Update event monitoring tasks.	Scheduled
Seed Data	Load enterprise journal specific attributes (for example, Currency, Accounting Date, and so on)	Scheduled
Un-Deploy Forms	Remove forms and journals from a data collection period based on a specified template.	On Demand
Deploy Forms	Deploy forms and journals from a template to a specified data collection period.	On Demand
Import Collection Data	Import data directly into a data collection period. This data doesn’t go through form collection.	On Demand
Import Dimension Members	Import members and their associated metadata into a specified dimension.	On Demand
Import Form Data	Import data into an existing form or journal.	On Demand
Open DCP	Set status of the data collection period to Open. This will also open the existing pending forms.	On Demand
Process SDM Forms	Open forms based on their effective start date.	Scheduled

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16

Auditing Tasks and Data

Related Topics

- Configuring Audit Tasks
- Auditing Information Overview
- Viewing Audit Details
- Viewing Task Manager, Supplemental Data, and Enterprise Journals Audit Details

Configuring Audit Tasks

By default, audit tracking is always enabled for all task groups. You can configure and change the audit option for any task group.

To enable task auditing for a task:

1. On the Home page, click **Tools**.
2. Click **Audit**.
3. From the **Audit Information** page, click **Configure**.
4. From the **Configure** page, select a Task Group and click **Apply**.

   Auditing will be started for the selected Task Group.

Auditing Information Overview

You can use the Audit feature to view the tasks performed by users. You can filter audited tasks by audit type (for example, Data, Approvals, or Clear Cell Details), date range (for example, Yesterday or Last 60 Days), and user name.

You must be a Service Administrator to view and export task audit information.

These are the types of user activities the system can log in the task audit:

Table 16-1 Tasks That Can be Audited

Audit Types	Tracked Changes
Metadata Administration	Adding a member or dimension; moving, deleting, and changing properties; renaming a member and dimension
Security	Access permissions to dimension members, forms, and business rules To view audit activity for the Delete action in the audit screen, the Security Audit Type must be configured.
Data	Cell values and details

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Table 16-1 (Cont.) Tasks That Can be Audited

Audit Types	Tracked Changes
Users Administration	Users added, changed, and deleted **Note:** In a future update, information on Users Administration will no longer be included in audit reports. You can find this information using EPM Automate and Oracle Fusion Cloud Enterprise Performance Management REST APIs.
Rules	Updates from calculation scripts and business rules (including runtime prompts)
Approvals	Approval unit owners and status
Journals	Journal actions and open and close period tasks
Form Definition	Creating, modifying, adding rows
Alias Table Administration	Creating, copying, renaming, deleting, and clearing alias tables
Copy Data and Clear Data	Users' selections for copied and cleared cell text, attachments, and data
Clear Cell Details	Users' selections for clearing cell details, comments, and attachments
Variables and Consolidation Settings	Substitution variables, User variables, and Consolidation Settings: Added, changed, and deleted
Audit Configuration	Any user changes to enabling or disabling audit options

The Audit page displays the following information:

- Audit (task)
- Source
- Action
- User
- Name
- Date
- Details
- Property
- Old Value
- New Value

You can sort the columns in ascending or descending order.

The **Task Manager Audit** page displays history records for Task Manager related objects. These Task Manager objects are tracked:

- Alert
- Attribute
- Filter (Public only)
- Holiday Rules

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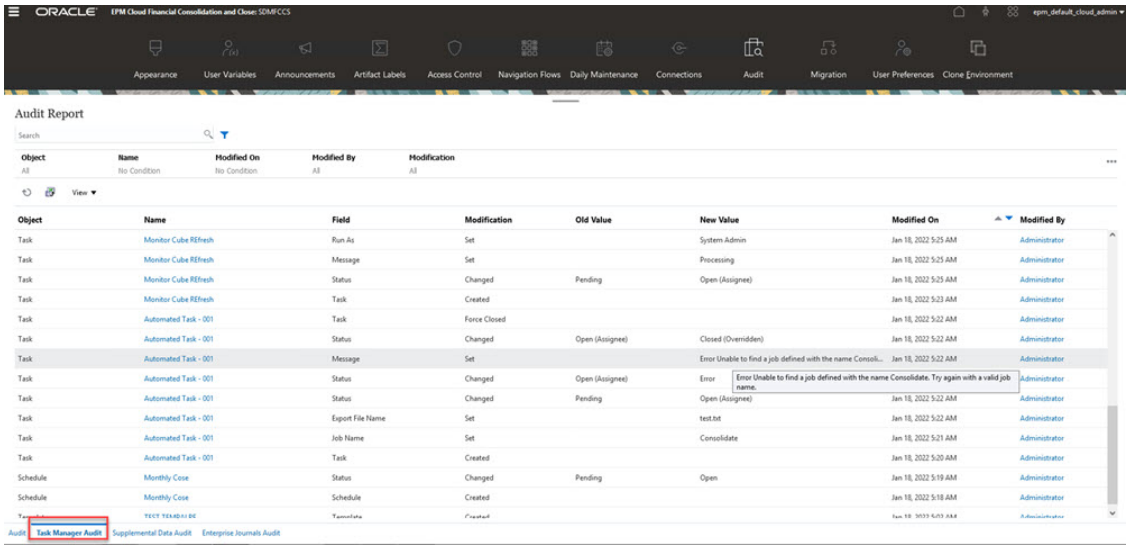
- List (Public only), including the list filter condition and column selection
- Organizational Unit
- Schedule
- Setting
- Task
- Task Type
- Team
- Template



The **Supplemental Data Audit** page displays history records for Supplemental Data related objects. These Supplemental Data objects are tracked:

- Collection
- Collection Interval
- Data Collection Period
- Dimension
- Filters
- Forms
- Lists
- Settings
- Templates

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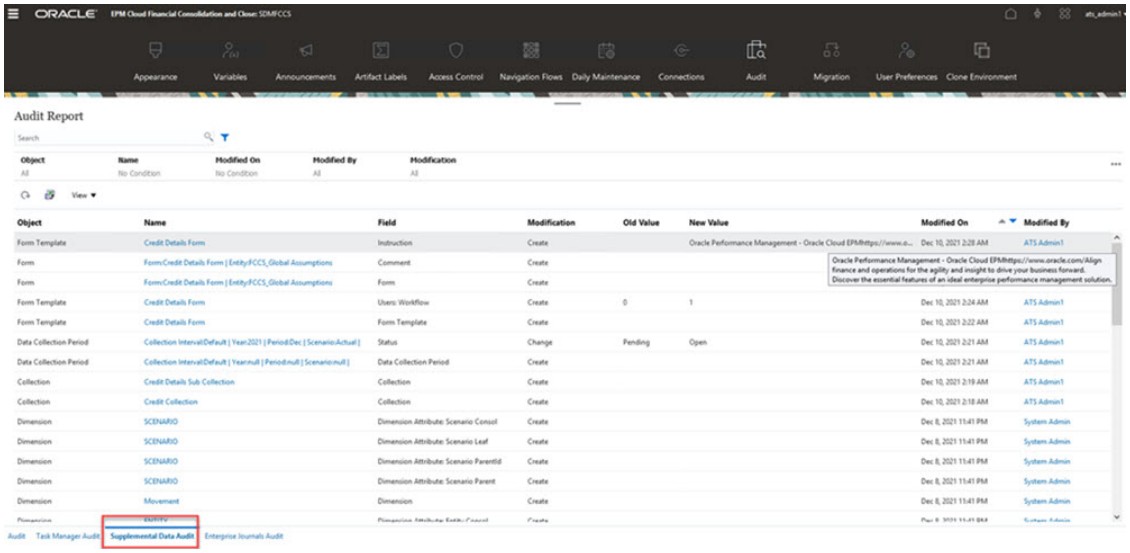
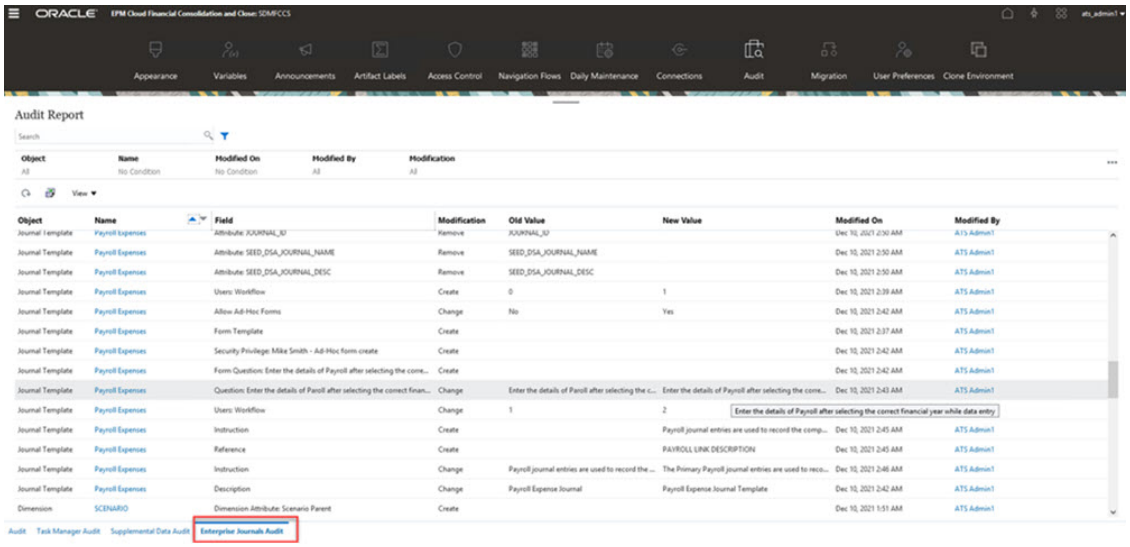


The **Enterprise Journal Audit** page displays history records for Enterprise Journal related objects. These Enterprise Journal objects are tracked:

- Journal Periods
- Dimension
- Targets
- Journal Templates
- Filters
- Lists
- Settings
- Journals



Viewing Audit Details

The Audit Information page displays audit activity and details for the data categories that you select.

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To view task audit details:

1. On the Home page, click **Tools**.
2. Click **Audit**.
3. **Optional:** Click the **Task Manager Audit** tab to view history records for Task Manager related objects. See Viewing Task Manager, Supplemental Data, and Enterprise Journals Audit Details.
4. **Optional:** Click the **Supplemental Data Audit** tab to view history records for Supplemental Data related objects. See Viewing Task Manager, Supplemental Data, and Enterprise Journals Audit Details.
5. **Optional:** Click the **Enterprise Journal Audit** tab to view history records for Enterprise Journal related objects. See Viewing Task Manager, Supplemental Data, and Enterprise Journals Audit Details.
6. **Optional:** To view audit activity for the Delete action in the audit screen, the Security Audit Type must be configured.
7. By default, the **Audit Information** page displays all tasks. To filter tasks, click **Filter**, and select filter criteria:
   - **Task Group** - select one or more, or **All**. Default is All.
     - If you select **Metadata Administration**, the system displays a list of subgroups where you can select sub-tasks for metadata:
       - All
       - Custom Dimension
       - Member
       - Year
       - Alias
       - Period
       - View
       - Currency
       - Consolidation
       - Scenario
       - Entity
       - ICP
       - Account
     - If you select **Data Form**, the system displays a list of subgroups where you can select sub-tasks for forms:
       - All
       - Form
       - Form Folder
     - If you select **Data**, the **Intersection** box is displayed, where you can enter the member intersection. You can enter the full or partial member intersection and the system can perform a wildcard search based on the criteria that you specify.

       The **Intersection** field must follow the member order as below:

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"ScenarioName","AccountName","EntityName","PeriodName","ViewName","CurrencyName","YearsName","IntercompanyName","MovementName","Data SourceName","ConsolidationName","Custom1Name","Custom2Name","Custom3Name","Custom4Name"

If the application is enabled for Multi-GAAP, the member order is as below:

"ScenarioName","AccountName","EntityName","PeriodName","ViewName","CurrencyName","YearsName","IntercompanyName","MovementName","Data SourceName","ConsolidationName","Multi-GAAPName","Custom1Name","Custom2Name","Custom3Name"

- Special Consideration for Save Ownership Data and Recompute Ownership Data:

  As part of Intersection Filter box, use "ScenarioName","YearName","PeriodName" and Action to be selected as Execute.

- If you selected **Approvals**, any changes to the approval unit will be displayed. The Approval action is automatically performed during the Approval Unit Hierarchy (AUH) synchronization process, which occurs during system maintenance or a Migration backup. Following are the operations performed during AIJH synchronization:

  If any new entity has been added to the entity hierarchy and if auto locking is needed for that entity, the new entity will be automatically locked for all the POVs where its immediate parent is locked. Auto locking also happens when a user enables an already existing entity in the AUH.

  If any entity is deleted, or when a user deselects the entity when editing an AUH, then the approval unit will be excluded as part of the AUH synchronization process.

  When a new entity is added to the leaf member, the new entity be automatically started if its parent (leaf member) is already started.

- **Action** - select one or more, or **All**.
- **User** - enter a user ID. You can enter full or partial user ID information and the system can perform a wildcard search based on the criteria that you specify.
- **Start time** - click the calendar to select a start date.
- **End time** - click the calendar to select an end date.

> **Tip**
>
> You can select **Clear** to clear your selections and return to the default values.

8. When you are done selecting filter criteria, click **Apply**.

   The grid displays the top 1,000 records from the audit table that match the filter criteria. You can scroll to view all the records.

9. **Optional:**

   - To export the audit information to a Microsoft Excel spreadsheet, click **Export**, and follow the download instructions. When you select the Export option, the system exports all the records that match the filter criteria to a `CSV` file.
   - To delete the audit information, click **Delete**. When you select the **Delete** option, the system deletes all the records that match the filter criteria. You must have the **Audit - Manage** role to delete audit records.

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Best Practice Tip: Schedule regular archiving and purging of the audit log data, for example, at the end of every quarter. This prevents the audit log data in the system from growing over time. Maintain archived audit log files according to internal document retention policy.

For more information on scheduling regular archiving of audit data, see *Working with EPM Automate*.

> **Note**
>
> - To export audit details, you can use the EPM Automate exportAppAudit command or the REST API Export Audit job.
> - Automatic Audit purge will happen to all the environments, except for the legacy environments with creation date prior to July 17, 2020. In future release this exception will also be removed, so it's recommended for you to take Audit Backup at regular intervals.

> **Note**
>
> **If you are using the pdf version of the document**: To avoid line breaks and footer information that will render these scripts unusable, copy them from the HTML version of this topic. See "Copying Sample Scripts" in *Working with EPM Automate*.

Viewing Task Manager, Supplemental Data, and Enterprise Journals Audit Details

To view Task Manager audit details:

1. On the Home page, click **Tools**, and then click **Audit**.
2. Select the **Task Manager Audit** tab. Similarly, select the **Supplemental Data Audit** and **Enterprise Journal Audit** tab.

> **Note**
>
> For Enterprise Journals, the administrator can track all auto generated Journal ID's in sequential order, including Journals that were initially created then canceled prior to saving within the central Audit trail.

3. **Optional:** To search for an object, enter search criteria in the **Search** text box.
4. **Optional:** From the Filter bar, select filter criteria from these categories:
   - **Object**
   - **Name**
   - **Field**
   - **Modified On**
   - **Modified By**

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- **Modification**

> **Note**
>
> To hide the filter bar, click the **Filter** icon  . To clear all filters, click the 
> icon at the right of the filter bar.

5. To display all columns, select **View**, then **Columns**, and then select **Show All**.
6. To display specific columns, select **View**, then **Columns**, and select or deselect the column names.
7. To reorder columns, select **View**, and then **Reorder Columns**, select the columns and use the Up or Down arrows or drag them to change the order.
8. **Optional:** To export the audit information to a Microsoft Excel spreadsheet, click **Export**, and follow the download instructions.
   When you select the **Export** option, the system exports all of the records matching the filter criteria to an `xlsx` file (format for Microsoft Excel versions 2007 and later).

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17

Defining Valid Intersections

Related Topics

- Understanding Valid Intersections
  Valid intersections enable you to define rules that filter certain cell intersections to users when they enter data or select runtime prompts.
- Creating Valid Intersections
- Managing Valid Intersections
- Suppressing Invalid Data in Forms
- Working with Valid Intersections in Forms
- Managing Invalid Intersection Reports

Understanding Valid Intersections

Valid intersections enable you to define rules that filter certain cell intersections to users when they enter data or select runtime prompts.

For example, you can specify that certain programs are valid only for some periods or departments.

After valid intersections are defined, cells containing invalid data are read-only. This restriction speeds the consolidation process and optimizes the information available to users.

To better understand how valid intersections affect behavior in forms and in runtime prompts, see Working with Valid Intersections in Forms.

To define valid intersections, you must become familiar with these valid intersection concepts:

- Valid intersection groups. See Valid Intersection Groups.
- Valid intersection rules. See Valid Intersection Rules.
- Anchor and nonanchor dimensions. See Anchor and Nonanchor Dimensions.

Valid Intersection Groups

Valid intersection groups define:

- Dimensions to be included
- One of those dimensions as the anchor dimension
- Whether nonanchor dimensions are required or not
- Whether the anchor dimension members not specified or referenced will be valid or invalid

Valid Intersection Rules

Valid intersection rules:

- Must use the same dimensions that were defined within their valid intersection group

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- Define only valid intersections
- Valid intersection rules within the same valid intersection group that produce an apparent conflict or overlap, are marked valid if either valid intersection rule condition is met

  See Example: Redundant or Overlapping Valid Intersection Rules Within the Same Valid Intersection Group.
- Valid intersection rules in different valid intersection groups that produce an apparent redundancy or overlap, are marked valid if they satisfy the requirements of all valid intersection groups

  Thus, if any valid intersection group marks an intersection invalid, regardless of other valid intersection groups making it valid, the system will mark the intersection invalid. Invalid groups override valid group results.

> **Note**
>
> If you want to remove valid intersections regardless of what other valid intersection groups allows, then this rule must be in a different valid intersection group.
>
> See Example: Redundant or Overlapping Valid Intersection Rules Within the Same Valid Intersection Group.

Anchor and Nonanchor Dimensions

Anchor and nonanchor dimensions:

- Anchor dimensions are always required dimensions in the type that is used in the valid intersection evaluation.

  See Example: Required Dimension.
- Nonanchor dimensions are either required or not required:
  - If a nonanchor dimension is required, any type that does not use that dimension will ignore any valid intersection group where that dimension is tagged as required as it evaluates the valid intersections.
  - If a nonanchor dimension is not required, any type that does not use that dimension will still evaluate any valid intersection group that includes that dimension as not required and evaluate the intersections of any other dimensions in the valid intersection group in the type.
- Unselected anchor dimension members are valid by default, but you can mark them invalid by clearing the **Unselected Members are Valid** option. This option marks all intersections with anchor dimensions not selected in this rule as invalid.

  See Example: Unselected Members are Valid.

Valid Intersection Examples

This section provides valid intersection group and valid intersection rule examples to illustrate a few simple, complex, and edge-case scenarios.

Example: Anchor and Nonanchor Dimensions

The choice of the anchor dimension is critical. Consider the following example, which produces a different result based on the anchor dimension definition:

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- Valid intersection group 1 defines Entity as the anchor dimension and Product as a nonanchor dimension.
- Valid intersection group 2 reverses this definition with Product as the anchor dimension and Entity as the nonanchor dimension.

Table 17-1 Example - Anchor Dimension is Entity

Valid Intersection Group	Anchor Dimension - Entity	Nonanchor Dimension - Product
1	DESC(500-Manufacturing) - Unselected members are valid	DESC(P_TP1 - Computer Equipment)

Group 1 means entities that are descendants of Manufacturing are valid only with descendant products of Computer Equipment. No other products are valid with descendants of Manufacturing. All other entities besides descendants of Manufacturing are valid with all products, including descendants of Computer Equipment.

Table 17-2 Example - Anchor Dimension is Product

Valid Intersection Group	Anchor Dimension - Product	Nonanchor Dimension - Entity
2	DESC(P_TP1 - Computer Equipment) - Unselected members are valid	DESC(500-Manufacturing)

Group 2 means products that are descendants of Computer Equipment are only valid with descendant entities of Manufacturing. No other entities are valid with descendants of Computer Equipment. All other products besides descendants of Computer Equipment are valid with all entities, including descendants of Manufacturing.

> ⚠ **Caution**
>
> The choice of anchor dimension is significant. You will get dramatically different results if you choose the wrong anchor dimension.

Example: Required Dimension

In the following example, if a nonanchor dimension is not required, then the system evaluates all remaining dimension intersections in the valid intersection group for a type that does not contain the nonrequired dimension. This behavior could result in the evaluation of a valid intersection group with only one effective dimension.

Table 17-3 Example - Required and Non-Required Nonanchor Dimensions

Valid Intersection Group	Anchor Dimension - Entity	Nonanchor Dimension - Product
1	DESC(500-Manufacturing) - Unselected members are valid	DESC(P_TP1 - Computer Equipment) - Not required

In Group 1, the product dimension is not required, and unselected entities are valid. Therefore, if the type of the form or business rule, at runtime, does not include the product dimension, the

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system evaluates the entity dimension selections to mark all entities as valid for a type that doesn't contain the product dimension.

Table 17-4 Example - Required and Non-Required Nonanchor Dimensions

Valid Intersection Group	Anchor Dimension - Entity	Nonanchor Dimension - Product
2	DESC(500-Manufacturing) - Unselected members are Invalid	DESC(P_TP1 - Computer Equipment) - Not required

In Group 2, the product dimension is not required, and unselected entities are invalid. Therefore, if a type does not include the product dimension, the system evaluates the entity dimension selections to mark all entities except descendants of Manufacturing as invalid. Thereafter, any type that doesn't use the product dimension will only allow data entry in the descendants of Manufacturing entities.

> ⚠ **Caution**
>
> Carefully consider whether a nonanchor dimension is required or not, especially if the result leaves a valid intersection group with only one effective dimension. Additionally, selecting the **Unselected Members are Valid** option for anchor dimension members also plays a significant role in the system behavior for valid intersections. See Example: Unselected Members are Valid.

Example: Unselected Members are Valid

In the following example, two intersection groups are valid. In one group, the anchor dimension unselected members are invalid (this option is cleared). In the other group, the anchor dimension unselected members are valid (this option is selected).

Table 17-5 Example - Unselected Members are Valid

Valid Intersection Group	Anchor Dimension - Account	Nonanchor Dimension - Entity
1	IDESC(BS - Balance Sheet) - Unselected members are invalid	000 - No Department
2	IDESC(GP - Gross Profit) - Unselected members are valid	IDESC(403 - Sales)

Because Group 1 defines all unselected members are invalid, the system marks noninclusive descendants of Balance Sheet invalid. Gross Profit is not an inclusive descendant of Balance Sheet. So even though Group 2 explicitly states inclusive descendants of Gross Profit are valid with inclusive descendants Sales entities, the invalid definition from Group 1 overrides any further valid intersections of the same anchor dimension member set.

Example: Redundant or Overlapping Valid Intersection Rules Within the Same Valid Intersection Group

When valid intersection rules are within the same valid intersection group and produce any redundancy or overlap, the system marks an intersection valid if either of the valid intersection rule conditions are met.

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Table 17-6 Example - Redundant or Overlapping Valid Intersection Rules Within the Same Valid Intersection Group

Valid Intersection Rule	Anchor Dimension - Account	Nonanchor Dimension - Entity
1	IDESC(GP - Gross Profit) - Unselected members are invalid	IDESC(403 - Sales)
2	IDESC(GP - Gross Profit) - Unselected members are valid	IDESC(TD - Total Department)

Because Gross Profit is a descendant of Net Income and Sales is a descendant of Total Department, inclusive descendants of Gross Profit are valid with any inclusive Descendant of Total Department. Rule 1 is a subset of Rule 2, so Rule 1 is effectively a "No operation" rule and is unnecessary. There is no restriction on inclusive descendants of Gross Profit accounts only being valid for inclusive descendants of Sales Entities.

Example: Redundant or Overlapping Valid Intersection Rules in Different Valid Intersection Groups

When valid intersection rules are in different valid intersection groups and produce any redundancy or overlap, the system marks an intersection valid only if it satisfies the requirements of all valid intersection groups.

In the following example, there are redundant or overlapping rules in different groups:

Table 17-7 Example - Redundant or Overlapping Valid Intersection Rules in Different Valid Intersection Groups

Valid Intersection Rule	Anchor Dimension - Account	Nonanchor Dimension - Entity
1	IDESC(GP - Gross Profit) - Unselected members are valid	IDESC(403 - Sales) - Required
2	IDESC(NI - Net Income) - Unselected members are valid	IDESC(TD - Total Department) - Not required

Because Group 1 is further restrictive for inclusive descendants of Gross Profit accounts being valid with inclusive descendants of Sales entities, the system enforces this group for these intersections. Other, non-Gross Profit accounts can still use all inclusive descendants of Total Department entities, but inclusive descendants of Gross Profit accounts must use inclusive descendants of Sales entities.

Redundancy or Overlap in Valid Intersection Rules

Valid intersection rules within the same intersection group, which produce any apparent conflict or overlap, are marked valid if either valid intersection rule condition is met.

If different valid intersection groups share the same attributes, including the anchor dimension, required and nonrequired nonanchor dimensions, and **Unselected Members are Valid** attribute, they will be treated as rules of the same valid intersection group.

Shared Members and Valid Intersection Rules

Shared members are supported in valid intersection rules.

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When you select a Primary member for a valid intersection rule, all the Shared members are included automatically.

When you select a Shared member for a valid intersection rule, only the Shared member is considered for the rule scope.

Substitution Variables and Valid Intersection Rules

You can use substitution variables in valid intersection rules. User variables are not supported. Substitution variables can be set on the server, application, or database level. The same substitution variable can exist on multiple levels; the system uses the first one it finds as it searches in this order:

1. Database
2. Application
3. Server

Evaluation Order

Evaluation order for valid intersection groups orders invalid results sets as quickly as possible, increasing the speed and efficiency of the overall valid intersection evaluation.

For example, the system evaluates the first valid intersection group in the list, then the second group, and so on. If the system finds an invalid intersection in the second group in the list, it will stop evaluating the rest of the list because, once an intersection is defined as invalid, it will override other valid intersection rule results.

To change the order in which groups are evaluated, see Changing the Valid Intersection Group Evaluation Order.

Creating Valid Intersections

To create a valid intersection:

1. On the Home page, click **Application**.
2. Click **Valid Intersections**.
3. Create the valid intersection group:
   a. Click **Create**.
   b. Enter a name and description for the valid intersection group.
   c. To select the anchor dimension, click the Down arrow, next to **Select Anchor Dimension**.
   d. **Optional:** By default, the anchor dimension members that are not specified in the valid intersection rule are marked valid. To clear this option, click the Down arrow, next to the anchor dimension, and then click **Unselected members are valid**.
   e. To select additional dimension (called nonanchor dimension), click **Add Dimension**.
   f. **Optional:** By default, nonanchor dimensions are not required. To make a nonanchor dimension required, click the Down arrow, next to the nonanchor dimension, and click **Required**.
4. Define the valid intersection rule:

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a. Click **Add Rule**.

b. To select the range of members to include, exclude, or remove in the valid intersection, click the Down arrow, next to the new rule:

- Click **Edit** to open the **Select Members** page and select members to include in the valid intersection rule.
- Click **Exclude** or **Exclude All** to define the dimension members you want to exclude from the rule:
  - **Exclude**: Selecting this option excludes members by ID. Only the specified members (base or shared) will be excluded.
  - **Exclude All**: Selecting this option excludes members by name. If a base member is specified, then the base and all of its shared members will be excluded. If a shared member is specified, then this member, its base member, and all other shared members of this member will be excluded.
- Click **Clear** to clear the selection.

To delete a rule, click **Delete** .

5. Click **Save and Close**.

The new valid intersection group is added to the end of the valid intersections list. To reorder the rules in the list, see Changing the Valid Intersection Group Evaluation Order.

Managing Valid Intersections

Related Topics

- Viewing Valid Intersections
- Filtering Valid Intersections
- Importing and Exporting Intersections
- Changing the Valid Intersection Group Evaluation Order
- Disabling and Enabling Valid Intersection Groups
- Editing Details for a Valid Intersection Group
- Duplicating Valid Intersection Groups
- Deleting a Valid Intersection Group

Viewing Valid Intersections

To view valid intersections:

1. On the Home page, click **Application**.
2. Click **Valid Intersections**.
3. Perform a task:
   - Create a valid intersection group. See Creating Valid Intersections.
   - Reorder valid intersection groups. See Changing the Valid Intersection Group Evaluation Order.
   - Disable and enable valid intersection groups. See Disabling and Enabling Valid Intersection Groups.

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- Edit details for a valid intersection such as adding or removing dimensions in a valid intersection group. See Editing Details for a Valid Intersection Group.
- Duplicate an existing valid intersection group so that you can quickly create a new one. See Duplicating Valid Intersection Groups.
- Delete valid intersection groups. See Deleting a Valid Intersection Group.

Filtering Valid Intersections

You can filter the list of intersections by certain criteria such as whether the intersection is enabled or not, whether the definition is valid or invalid, when it was modified, and by whom. When you filter, only the intersections that meet the filter criteria are displayed on the **Valid Intersections** page.

To filter intersections:

1. Click **Application**, and then click **Valid Intersections**.
2. Click (Filter) to specify filter criteria:
   - **Enabled**: View only the intersections that are enabled (**Yes**), not enabled (**No**), or select **All**.
   - **Definition Type**: View only the intersections that are the **Valid Intersection** or **Invalid Intersection** types, or select **All**.
   - **Modified**: View only the intersections that were modified before or after a certain date and time, or the intersections modified within a range of dates or times. Select **After**, **Before**, or **Between** and then click (Select Date and Time) to specify the date and time criteria.
   - **Modified By**: View only the intersections modified by selected users.
3. Click **More** to further refine the filter criteria:
   - **Dimensions**
   - **Anchor Dimensions**
   - **Unselected members are valid**: Choose **Yes**, **No**, or **All**.
   - **Additional Dimensions Required**: Choose **Yes**, **No**, or **All**.
4. Click **Apply**.

Importing and Exporting Intersections

About Importing and Exporting Valid Intersections

You can export the filtered list of valid intersections from the listing page to a location on your local computer, or you can export them to the server. If no filter is defined on the listing page, then all intersections are exported.

Use the Import action to import intersections into the application from a location on your local computer or import them from the server. When you perform an import, the system tests the import file for anything that might break a definition; for example, if a cube is missing, or if an anchor dimension doesn't exist, or if a subrule is not found, errors are logged in the error file. Import jobs will only complete successfully if the import file has no errors.

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> **Note**
>
> Subrules provide information about the content of the rules such as the member selection or exclusion for anchor and non anchor dimensions, and the restriction type applied for each subrule.

Depending on the export or import location you choose, the intersections are exported or imported in either an Excel file format (XLSX) or a zip file format.

> **Note**
>
> Locked valid intersection rules are not exported when you export valid intersections. Locked valid intersection rules (and rules that start with restricted prefixes such as FCCS_, OCX_, OEP_, OFS_, OPF_, OWP_, TRCS_) are not imported when you import valid intersections.

Valid Intersections Import File

The Excel import file must have two sheets with the following names for the first and second sheets:

1. `Rules`
2. `Sub Rules`

The `Rules` sheet has the following column headings:

- **Name**
- **Position**
- **Description**
- **Enabled**
- **Definition Type**
- **Anchor Dim Name**
- **Anchor Dimension Apply to Selected Members**
- **Dim1**
- **Dim1 Required**
- **Dim2**
- **Dim2 Required**
- **Dim***X*
- **Dim***X* **Required**

The `Sub Rules` sheet has the following column headings:

- **Name** - This column must contain the name of the Rule from the first sheet
- **Anchor Members**
- **Anchor Exclusion**
- **Anchor Exclusion All**

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- **Dim1 Members**
- **Dim1 Exclusion**
- **Dim1 Exclusion All**
- **Dim2 Members**
- **Dim2 Exclusion**
- **Dim2 Exclusion All**
- **Dim*X* Members**
- **Dim*X* Exclusion**
- **Dim*X* Exclusion All**

Exporting and Importing Valid Intersections

To export and import intersections:

1. Click **Application**, and then click **Valid Intersections**.
2. Apply filters to the listing, as needed. See Filtering Valid Intersections.
3. To export, click **Actions**, then **Export**, and then select the target location for the export file:
   - **Local**: Saves the export file to a location on your local computer. If you choose this option, click **Export**, and then specify where to save the export file.
   - **Outbox**: Runs a job that saves the export file in a zip format to the server which you can download now or use to schedule an export job later. If you choose this option, click **Save and Run Job**.

     To download the export file from the Outbox:

     a. Click **Application**, and then click **Jobs**.

     b. Under **Recent Activity** click the export job.

     c. On the **Job Details** page, click  (Download) to select a download location for the export file. You can also download the export file from the Inbox/Outbox Explorer for your business process.
4. If editing the export file in Excel, note that the Excel file has two sheets: `Rules` and `Sub Rules`.
5. To import, click **Actions**, then **Import**, and then select the location of the import source file:
   - **Local**: Loads the import file from a location on your computer. For **Source File**, click **Browse** to select the import file on your computer, and then click **Import**.
   - **Inbox**: Runs a job that loads the import file from the server. The import file must be in a zip file format. Enter the name of the file in **Source File**, click **Save and Run Job**, and then specify the **Name** and **Error File** on the **Save as Job** dialog. The error file provides information about the intersections that were not imported. You can download the error file from the Inbox/Outbox Explorer for your business process.

Changing the Valid Intersection Group Evaluation Order

Evaluation order for valid intersection groups orders invalid results sets as quickly as possible, increasing the speed and efficiency of the overall invalid intersection evaluation.

To learn more about evaluation order, see Evaluation Order.

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To change the position of a valid intersection group in a list:

1. On the Home page, click **Application**.
2. Click **Valid Intersections**.
3. To the right of the valid intersection, click the **Actions** icon,  .
4. Select **Move Up** or **Move Down**.

> **Tip**
>
> You can also drag valid intersection groups to move them up and down in the list.

Disabling and Enabling Valid Intersection Groups

Valid intersection groups, by default, are enabled at the time of creation. If you do not want a valid intersection group to be evaluated or used, you can disable it on the **Valid Intersections** tab. When a valid intersection is disabled, the valid intersection rule for that group no longer applies when viewing forms or business rules. You can reenable a disabled valid intersection group.

To disable and enable a valid intersection group:

1. On the Home page, click **Application**.
2. Click **Valid Intersections**.
3. In the Enabled column of the valid intersection list, click the check mark next to the valid intersection group that you are disabling or enabling.

> **Note**
>
> The check mark is green if the group is enabled.

4. Ensure that any remaining groups that are enabled are still listed in the correct evaluation order in the valid intersections list. If they are not, move them up or down in the order.

Editing Details for a Valid Intersection Group

To edit valid intersection group details, you work with dimension members in the member selector. You can also define exclusions in valid intersection rules.

To edit valid intersection group details:

1. On the Home page, click **Application**.
2. Click **Valid Intersections**.
3. Click the name of the valid intersection group that you want to edit.

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> **Note**
>
> A pagination bar displays at the bottom of the rules page. If you have a large number of rules, you can use the pagination bar to easily navigate between the rules pages and to jump to a specific page. The page size options (number of rules per page), which you can select on the pagination bar, are **25**, **50**, **100**, and **All**. (Note that the **All** option isn't available if you have more than 300 rules.)

- To edit dimension details, next to the dimension, click the Down arrow,  to select the members to include, exclude, or remove in the valid intersection rule:
  - Click **Edit** to open the **Select Members** page and select members, substitution variables, and attributes to include in the valid intersections rule. You can also type in the members or functions.
  - Click **Exclude** or **Exclude All** to define the dimension members you want to exclude from the rule:
    - **Exclude**: Selecting this option excludes members by ID. Only the specified members (base or shared) will be excluded.
    - **Exclude All**: Selecting this option excludes members by name. If a base member is specified, then the base and all of its shared members will be excluded. If a shared member is specified, then this member, its base member, and all other shared members of this member will be excluded.
  - Click **Clear** to clear the selection.
- To delete a dimension from a valid intersection group, next to the dimension, click the Down arrow, and then click **Delete**  .
- To remove a rule from a valid intersection group, click **Delete**  .
- To add a dimension or rule to a valid intersection group, click **Add Rule** or **Add Dimension**.

4. Click **Save and Close**.

Duplicating Valid Intersection Groups

To speed valid intersection group creation, you can duplicate an existing valid intersection and then edit it.

To duplicate a valid intersection group:

1. On the Home page, click **Application**.
2. Click **Valid Intersections** .
3. Click the **Actions** icon,  to the right of a valid intersection group that you want to duplicate, and then select **Duplicate**.
4. Open the valid intersection group and edit it.
5. Reorder the valid intersection groups, if needed. See Changing the Valid Intersection Group Evaluation Order.

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Deleting a Valid Intersection Group

After a group is deleted, the valid intersection groups are reordered. If there are three valid intersection groups, and the second one in the order is deleted, the third valid intersection group becomes number two.

To delete a valid intersection group:

1. On the Home page, click **Application**.
2. Click **Valid Intersections**.
3. Click the **Actions** icon,  , to the right of a valid intersection group that you want to remove, and then select **Delete**.
4. Reorder the remaining valid intersections, if needed. See Changing the Valid Intersection Group Evaluation Order.

To delete a valid intersection rule from a valid intersection group, see Deleting a Valid Intersection Group.

Suppressing Invalid Data in Forms

Suppressing invalid data hides rows or columns in forms that contain invalid data. If this option is not selected, the system displays rows or columns that contain cells with data that are invalid. Cells with invalid data are read-only.

To suppress invalid data in forms:

1. On the Home page, click **Data**.
2. Open the form and then click **Layout**.
3. Under **Grid Properties**, select **Suppress invalid data - Rows** and/or **Suppress invalid data - Columns**.

Working with Valid Intersections in Forms

Using valid intersections prevents data entry for invalid intersections as defined in the applicable valid intersection group. The affected cells in the form display as read-only following standard, read-only color coding. If you hover the cursor over an invalid intersection, a tool tip displays indicating that the cell is read-only because it is defined as a invalid intersection.

The valid intersection group applies first to the form point of view and page axis. If the point of view intersections are all invalid, then a warning message is displayed, and the form does not render a data grid until a valid intersection is selected.

If the point of view has valid intersections, then the rows and columns are filtered to restrict data entry at invalid intersections. If the **Suppress Invalid Data** option for the form is enabled, then the form suppresses invalid rows, columns, or both, as appropriate.

Any rows or columns, which consist of a mix of valid and invalid intersections, display those intersections as valid or invalid, as appropriate. Invalid intersections are displayed with standard, read-only shading and preclude data entry.

You can reset the point of view to the default, unfiltered list without closing and reopening the form by clearing the selections. You can also clear a selection, thus opening up more

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selections for other dimensions. You cannot render a form with a dimension cleared, because valid members must be selected for each dimension.

In the member selector, invalid members are suppressed due to valid intersection rules. You can display invalid members in the member selector using the **Show Invalid Members** option. Invalid members are displayed but are unavailable for selection.

> **Note**
>
> Valid intersection groups do not grant access to dimension members. Valid intersection groups further restrict the valid intersections of dimension members already granted to a user.

Table 17-8 Form Behavior if Valid Intersections are Applied

Action	Behavior
Open a form	The form renders with member selections as defined in the form definition, adhering to the user's access rights for dimensions, and applies valid intersection groups with the most recently used as current selections.
Select members from a point of view dimension	• Enables you to select a member on the point of view • In the member selector for a point of view dimension, enables you to select from a filtered list of remaining valid intersections, which is based on the members that were selected for the other point of view dimensions • Ignores the order in which point of view dimension members are selected because selecting a member from any dimension included in a valid intersection group dynamically filters the remaining dimension member lists for those dimensions included in the valid intersection group, as appropriate, when that dimension is selected • Provides the option to hide invalid members from dimension lists or display them as unselectable in the point of view • Provides the ability to reset the point of view to the fully unfiltered list without closing and reopening the form by clearing the selections Ad hoc forms, both in Web and Smart View, will not filter page or point of view members according to valid intersection groups.
Select Go to render a form based on point of view selections. You can also click the right arrow in the form point of view.	The form renders as defined based on the valid point of view intersection.
Enter and save data	The form data is entered and saved.

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Managing Invalid Intersection Reports

You can define reports that enable you to identify invalid intersections. You define the scope of the database that you want to scan for invalid intersections that contain data. When the report is run, it displays the results of your last two scans.

To manage Invalid Intersection reports, you must be a Service Administrator.

See these tasks:

- Creating an Invalid Intersection Report
- Editing an Invalid Intersection Report
- Duplicating an Invalid Intersection Report
- Running an Invalid Intersection Report
- Deleting an Invalid Intersection Report

Creating an Invalid Intersection Report

To create an Invalid Intersection report:

1. On the Home page, click **Application**.
2. Click **Valid Intersections**, and then click the **Reports** tab.
3. Click **Create**.
4. Enter a name for the report.
5. Enter a report description.
6. From **Cube**, select **Consol** or **Rates**.
7. For **Entity**, **Scenario**, and **View**, click to select members, and then click **OK**.

   In an Invalid Intersection report, the Entity/Scenario/View dimensions are treated as Point of View dimensions and you can select only one member for each dimension. Additional dimensions allow function selections such as `IDESCENDANTS(<member_name>)`.
8. **Optional:** To select a member from another dimension, click **Add Dimension**, select a dimension member, and click **OK**.

   > **Tip**
   >
   > To remove an optional dimension, click **Delete**  next to the dimension.
9. Select an option:
   - **Save and Run now** - to run the report immediately.
   - **Save and Run later** - to save the report as a job to be run at a later time. The Schedule Job dialog box displays. Select when to run the job and how often, and then click **Submit**.

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Editing an Invalid Intersection Report

You can edit an Invalid Intersection Report and change the name, description, and report criteria.

To create an Invalid Intersection report:

1. On the Home page, click **Application**.
2. Click **Valid Intersections**, and then click the **Reports** tab..
3. From the list of reports, select a report.
4. Click the **Actions** icon,  and then select **Edit**.
5. **Optional:** Edit the report name or description.
6. **Optional:** Select different report criteria.
7. To save your changes, click **Save and Close**.

Duplicating an Invalid Intersection Report

To create an Invalid Intersection report:

1. On the Home page, click **Application**.
2. Click **Valid Intersections**, and then click the **Reports** tab.
3. From the list of reports, select a report.
4. Click the **Actions** icon,  and then select **Duplicate**.
5. In the **Duplicate** dialog box, enter a Name for the new report and then click **OK**.

Running an Invalid Intersection Report

To create an Invalid Intersection report:

1. On the Home page, click **Application**.
2. Click **Valid Intersections**, and then click the **Reports** tab..

   The Invalid Intersection Reports page displays a list of existing reports.

   > **Tip**
   >
   > To search for a report, enter search criteria, and then click **Search**.

3. From the list of reports, select a report.
4. Click the **Actions** icon,  and then select **Run**.

Deleting an Invalid Intersection Report

To create an Invalid Intersection report:

1. On the Home page, click **Application**.

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2. Click **Valid Intersections**, and then click the **Reports** tab..
3. From the list of reports, select a report.
4. Click the **Actions** icon,  and then select **Delete**.

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Managing Forms

Forms are grids for entering data that you can design to meet your needs.

See these topics:

- Form Components
- Form Design Considerations

For information on form security, see Managing Forms Security.

Predefined Forms

When you create an application, the system provides these forms. By default, the Service Administrator and Power User have Modify access to these forms. A User or Viewer can launch the form, but cannot modify the layout.

> **Note**
>
> The forms that are displayed by default may depend on the features that are selected for the application.
>
> If you selected the **Basic** Balance Sheet option when you created the application, all forms under the Balance Sheet, Cash Flow, and Income Statement folders are excluded. Other seeded forms are retained.

FCCS_Balance Sheet

Form Name	Description
FCCS_Balance Sheet by Consolidation	View the Balance Sheet accounts by consolidation status.
FCCS_Balance Sheet by Movement Detail	View the movement of each Balance Sheet account.
FCCS_Balance Sheet by Period	View the Balance Sheet accounts by period.
FCCS_Balance Sheet Key Balances by View	View key balances by View.
FCCS_Balance Sheet Movement Summary	View a summary of the movement of Balance Sheet accounts.

FCCS_Cash Flow

Form Name	Description
FCCS_Cash Flow Period by Entity	View Cash Flow Period by Entity by View.
FCCS_Monthly Cash Flow by Entity	View Monthly Cash Flow by Entity.
FCCS_Quarterly Cash Flow by Entity	View Quarterly Cash Flow by Entity.

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FCCS_Income Statement

Form Name	Description
FCCS_Income Dashboard Tile Chart	View the Income Statement Dashboard accounts.
FCCS_Income Statement by Period	View the Income Statement accounts by Period.
FCCS_Monthly Net Income by Entity	View Monthly Net Income by Entity.
FCCS_Monthly Sales by Entity	View Monthly Sales by Entity.
FCCS_Quarterly Net Income by Entity	View Quarterly Net Income by Entity.
FCCS_Quarterly Sales by Entity	View Quarterly Sales by Entity.

User-Defined Forms

> **Note**
>
> The predefined Rate forms are only provided if the Multi-currency option was selected during application creation.

Form Name	Description	Dimension Members
Data Status	View calculation and approval status, translate and consolidate data.	Rows = Entity - Hierarchy Columns = Periods Scenario - <selectable> Year- <selectable>
Enter Exchange Rates - Single Period	Enter exchange rates for the single period selected in the Point of View	Rows = Currencies - From Currency, Account - Average Rate, Ending Rate Columns = To Currency Scenario - <selectable> Year - <selectable> Period
Enter Exchange Rates - Multi Period	Enter exchange rates for multiple periods to a single To Currency selected in the Point of View.	Rows = Currencies - From Currency, Account - Average Rate, Ending Rate Columns = Periods Scenario - <selectable> Year - <selectable> To Currency

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Form Name	Description	Dimension Members
Exchange Rates	Manage exchange rates.	The form is prepopulated with currencies. You enable the currencies applicable for the application. You also identify which currency to use as the application currency. By default, the currency rate data is entered in relation to the application currency. Rows = All enabled currencies for the application (From Currency). Columns = Periods (all base periods) Scenario - <selectable> Year - <selectable> Entity- Global Currency - To Currency <selectable>
Local Exchange Rates	When you create new Local Rate accounts, this seeded system Rate form automatically includes the newly defined accounts.	You can enter the rate data using an Input currency or Entity Currency. For Entity, you can select a base or Parent entity. Rows = Currencies - From Currency, Account - Average Rate, Ending Rate Columns = Periods Scenario - <selectable> Year - <selectable> To Currency
Override Rates	Manage override rates.	Some Balance Sheet accounts are specified as Historical Rate accounts (for example, Common Stocks, Investment in Subs). For Historical Rate accounts, you can enter either an Override rate or Override amount for the account. Rows = All accounts specified as Historical Rate accounts Rows = From Currency Columns = Periods Columns = To Currency Scenario - <selectable> Year - <selectable> Entity- <selectable> Account - Override Rate

Form Components

Related Topics

- Point of View
- Page Axis
- Rows and Columns

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Point of View

Select members for the Point of View to determine the context for pages, rows, and columns. For example, if the Scenario dimension is set to Budget in the Point of View, all data entered in pages, rows and columns is entered into the Budget scenario. The Point of View is set to one member, which a user cannot change, for each Point of View dimension.

To simplify the form, in the Point of View you can specify only relevant members or include user variables.

Page Axis

Use the page axis to specify combinations of members that may span dimensions so users can work with data in smaller, more logical views. Each item on the page axis can have members selected from one or more dimensions. Users see only members that they can access.

You can specify multiple page drop-down lists, and select members using relationship functions or attributes. Switch between member sets by selecting them from the page axis.

You display member names or aliases on the page axis. You can specify the number of members in a page dimension that enables a search drop-down list on the data entry page, which is useful if the dimensions contain many members.

Rows and Columns

Rows and columns define the grid into which users enter data. For example, you can assign Unit Sales to the row axis and January to the column axis. When users access forms, they can enter data into the cell where the Unit Sales row intersects with the January column.

By default, forms have one set of rows and columns. You can add rows and columns to create asymmetrical combinations of members.

Form Design Considerations

When you create a form, you associate it with a cube type, which determines the form's valid members. You cannot change the cube type after assigning it.

You can edit form accounts if their source type matches the form's cube type.

Forms and Access Permissions

By assigning access to a form, you control which users can change its design (for example, its layout and instructions) and input data. Users can select only members to which they have Read or Write access. Users can edit forms only if they have access to at least one member of each secured dimension. For example, if users have Read-only access to the Europe entity, the rows and columns on forms that include the Europe entity are displayed as Read-only. Users can change data only for members to which they have Write access.

Forms and Currencies

For a single-currency application, all entities use the currency selected when the application was created. For a multicurrency application, the selected Currency member on forms determines the currency in which values display.

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Forms and Versions

Rows and columns with level 0 members allow data entry. Rows or columns set to a parent member are read-only. The Point of View must also be set to the level 0 member to allow data entry.

Forms and Attributes

You can select members by selecting a shared attribute, for example, the South attribute. Values can be entered and saved into rows and columns that use attributes.

Forms and Shared Members

You cannot select shared members individually; instead, select them using a relationship function. For example, you could select an alternate functional rollup to include all members under that rollup. Values can be entered into rows or columns that display shared members and are saved to the base members in the database. Shared members display in the same format as base members in forms.

Forms and Calculations

To optimize calculations, select row members using relationships (such as Descendants or Children) instead of selecting children individually. Calculating totals for the parent of individually selected children could take several passes, depending on the number of hierarchy levels.

Creating Simple Forms

Creating simple forms involves these steps:

Table 18-1 Simple Form Creation Checklist

Task	See This Topic
Set form layout, including: Adding form rows and columns Assigning dimensions to columns and rows Selecting dimension members for forms Setting grid properties for the form Setting dimension properties Adding formula rows and columns Setting display properties for the form Setting printing options for the form Adding and updating validation rules in forms	• Setting Form Layout • Setting Form Grid Properties • Setting Form Dimension Properties • Setting Display Properties • Setting Printing Options
Define page axis and Point of View	Page Axis and Point of View
Set form precision, context menu associations, and whether to enable dynamic user variables	Setting Form Precision and Other Options
Define access permissions	See Assigning Access to Forms and Folders.
Design formula rows and columns	Adding Formula Rows and Columns

To create simple forms:

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1. Click the **Navigator** icon.
2. Under **Create and Manage**, click **Forms**.
3. Click **Actions**, and then select **Create simple form**.
4. On the **Properties** tab, provide a form name of up to 80 characters, and an optional description of up to 255 characters.
5. Select the **Cube** associated with the form.
6. **Optional:** Provide instructions for working with the form.
7. Click **Next** to specify the form layout.

Setting Form Layout

When you create forms, the Layout tab initially contains one row and one column, and all dimensions are in the Point of View. When creating or editing forms, you can add rows and columns to a form, as necessary.

When setting row and column layout:

- Assign at least one dimension to the row and column axis.
- You cannot select the same dimension for multiple axes. (You can have dimensions on multiple axes if you set user variables in the Point of View).
- Select a dimension from any axis and drag it to the destination axis to move a dimension form one axis to another.
- Select display properties.

You can also specify options for form display in Oracle Smart View for Office. See "Setting Smart View Form Options" in *Administering Planning*.

To set or update the form layout:

1. Click the **Navigator** icon.
2. Under **Create and Manage**, click **Forms**.
3. Click **Actions**, and then select **Create simple form**.
4. On the **Properties** tab, specify the form properties.

   The required fields on the Properties tab must be completed before you can move to the Layout tab.
5. Click **Layout**.
6. **Optional:** Select a dimension, and then drag it to **Rows** or **Columns**, or within a row or column.

> **Note**
>
> Initially, all dimension are in the form Point of View. You can drag dimensions from the Point of View to rows, columns, or to pages. You can also drag dimensions from any area in the grid (row column, Point of View, or page) to any other area.

7. **Optional:** Select another dimension, and then drag it to **Rows** or **Columns**, or within a row or column.

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8. Select each dimension's members.
9. Select a row header (such as 1 or 2) to set row properties, or a column header (such as A or B) to set column properties, using the information in this table:

Table 18-2 Segment Properties

Option	Description
Apply to all rows	Apply settings to all rows; available when there are two or more rows. Clear this option to set different properties for each row.
Apply to all columns	Apply settings to all columns; available when there are two or more columns. Clear this option to set different properties for each column.
Hide	Hides the column or row on the form.
Read-only	Creates a read-only row or column, enabling comparison of old, read-only data with new, editable data
Show separator	Creates a bold border before the segment to visually distinguish it.
Suppress hierarchy	Suppresses indentation
Suppress missing data	Hides rows or columns without data. Clear to display rows or columns with "#MISSING" in cells when data is missing.
Column width	• Default: Use the column width defined at the grid level (under **Grid Properties**) • **Small:** Display seven decimal places. • **Medium**: Display 10 decimal places. • **Large:** Display 13 decimal places. • **Size-to-Fit**: Force all columns to fit in the displayed space based on the top data cell value. • **Custom**: Select a custom size to display more than 13 decimal places, up to 999 places.
Row height	• Default: Use the row height defined at the grid level (under **Grid Properties**) • **Medium**: Display standard row height. • **Size-to-Fit:** Force all rows to fit in the displayed space. • **Custom:** Select a custom size in pixels for the row height.
Global Assumptions Form	To enable transferring global assumptions from a test to a production environment for a simple form, select **Global Assumptions Form**. Then update the form to store global assumptions such as a tax rate.

10. **Optional:** Add formula rows or columns.
11. **Optional:** Add or update data validation rules.

Setting Form Grid Properties

To set form grid properties:

1. Open the form, and then click **Layout**.

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2. In **Grid Properties**, set row and column properties as follows:

Table 18-3 Form Grid Properties

Option	Description
Suppress missing blocks	On multiple rows: Greatly improves the efficiency of **Suppress missing data**. This option can degrade performance if no or few rows are suppressed. Test forms before and after using this setting to determine if performance is improved. Note that if you use this option: • Some suppressed blocks may ignore Dynamic Calc members • Row members may not indent
Suppress missing data	Hide rows or columns without data. Clear to display rows or columns with "#MISSING" in cells when data is missing.
Suppress invalid data	Hide rows or columns with invalid data. Clear to display rows or columns that contain cells with data that is invalid. Cells with invalid data are read-only.
Default row height	• **Medium:** • **Size-to-Fit:** Force all rows to fit in the displayed space • **Custom:** Select a custom size in pixels for the row height
Default column width	• **Small:** Display seven decimal places • **Medium:** Display 10 decimal places • **Large:** Display 13 decimal places • **Size-to-Fit:** Force all columns to fit in the displayed space based on the top data cell value • **Custom:** Select a custom size to display more than 13 decimal places, up to 999 places
Global Assumptions Form	To enable transferring global assumptions from a test to a production environment for a simple form, select Global Assumptions Form. Then update the form to store global assumptions such as a tax rate.
Suppress invalid Scenario/Time Periods	Hide invalid Scenario/Time Periods.
Suppress Missing also Suppresses Zero	When this option is selected along with the Suppress missing data option for forms, all rows or columns containing both #Missing and zeroes are suppressed. When selected, this setting overrides the runtime suppression selections made for suppressing missing data or zeroes in Oracle Smart View for Office

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Table 18-3 (Cont.) Form Grid Properties

Option	Description
Remove Form Suppressions in Ad Hoc	Select to allow Smart View users to perform ad hoc analysis on a form that has other suppression options specified. If there is missing data on the form, the base dimension members for the columns or rows are displayed on the ad hoc grid in Smart View. This allows users to continue ad hoc analysis on the form, even though suppression options were enabled in form design. **Note** Selecting this option does not override any suppression options users may have set in the Smart View **Options** dialog, **Data Options** tab. If the **Remove Form Suppressions in Ad Hoc** option is enabled for the form, and users see an error when performing ad hoc analysis on the form, then they should clear the suppression options in Smart View.
Enable Calc On the Fly	When you select this option, in Forms 2.0, when you hover over a cell with a member formula attached, you see the member formula associated with the cell and you can perform calc on the fly. Calc on the fly allows you to perform calculations without having to submit your changes.

3. Click **Save** to save your work and continue, or click **Finish** to save your work and close the form.

Setting Form Dimension Properties

You can set and edit form dimension display properties, including whether to display the member name or alias in the form, hide the row or column, and permit users to view the member formula. These properties apply to row, column, page, and Point of View dimensions.

To set dimension properties:

1. Open the form, and then click **Layout**.
2. Click in a Point of View, page, row, or column to set dimension properties.
3. Select **Dimension Properties**:

Table 18-4 Form Dimension Properties

Property	Description
Apply to all row dimensions	Applies properties to all row dimensions
Apply to all column dimensions	Applies properties to all column dimensions

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Table 18-4 (Cont.) Form Dimension Properties

Property	Description
Apply to all page dimensions	Applies properties to all page dimensions
Apply to all POV dimensions	Applies properties to all Point of View dimensions
Member Name	Displays the member name
Alias	Displays the member alias
Member Formula	Displays member formulas
Hide dimension	Hides the dimension
Show consolidation operators	Displays consolidation operators
Start expanded	Available only for dimensions on rows or columns, choosing this option initially displays the dimension member list expanded
Enable custom attributes	Available only for dimensions on rows or columns; enables custom attributes
Drill on Shared Members	For row or column dimensions. Enable drilling on shared members when the shared member is on a parent member for the main hierarchy.
Show Currency	Available for multi-currency applications; displays currencies
Show Qualified Name	Displays the members of the Entity dimension as Parent.Child. Select **Never**, **As Needed**, or **Always**. Selecting this option together with the **Show Currency** option displays the entity member as Parent.Child (ParentCurrency, Child Currency). This option is retained when the form is used in Oracle Smart View for Office.

4. Click **Save** to save your work and continue, or click **Finish** to save your work and close the form.

Setting Display Properties

You can set and edit options for form display, such as hiding forms or displaying missing values as blank, in the **Layout** tab.

You can also enable account-level annotations. Users can add annotations to accounts in forms if they have Write access to the account, entity, scenario, and view members. Account-level annotations can vary by different combinations of Scenario, View, and Entity dimensions.

Notes:

- The Account dimension must be assigned to a row axis.
- Account, Entity, View and Scenario dimensions cannot be assigned to the column axis.
- The Entity dimension can be assigned to the row, page, or Point of View axis.
- View and Scenario dimensions must be assigned to the page or Point of View axis.

To set display properties:

1. Open the form, and then click **Layout**.
2. Select **Display Properties**, and then select form options:

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Option	Description
Make form read-only	Use this option to make the form read-only.
Hide form	For example, hide forms that are accessed from menus or task lists.
Display missing values as blank	Leave form cells empty where data does not exist. If this option is not selected, empty cells display the text "#MISSING".
Enable Mass Allocate	Users must have the Mass Allocate role to use this option.
Enable Grid Spread	Use this option to enable grid spread.
Enable cell-level document	(Default) Enable users to add, edit, and view documents in cells in the form, depending on access permissions. To prevent users from using documents in a form, clear this option.
Message for forms with no data	Enter text to display in form rows for queries without valid rows. Leave blank to display the default text: `There are no valid rows of data for this form`.

3. Click **Save** to save your work and continue, or click **Finish** to save your work and close the form.

Setting Printing Options

You can set and edit preferences for printing form information in the **Layout** tab.

To set printing options:

1. Open the form, and then click **Layout**.
2. Select **Printing Options**, and then set preferences for printing form information:

Table 18-5 Form Printing Options

Option	Description
Include supporting detail	Include supporting detail as extra rows in PDF files. Specify display format: • **Normal Order**: Prints supporting detail in the same order as on the Supporting Detail page, after the member it is associated with • **Reverse Order:** Prints supporting detail in reverse order, before the member associated with it. Supporting detail for children displays above parents, and the order of siblings is preserved.
Show comments	Display text notes associated with cells
Format data	Apply number format settings from the form to the displayed data
Show attribute members	If attribute members are selected in the form, display them in PDF files
Apply precision	Apply form precision settings (desired number of decimal points) to the displayed data in PDF files

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Table 18-5 (Cont.) Form Printing Options

Option	Description
Show currency codes	If the form supports multiple currencies, display currency codes in the form and in PDF files. Whether currency codes display depends on whether currency codes are present on any member in the form. If a currency code is present on any member contained in the form, currency codes display in the form regardless of the selection for this check box. If currency codes are not present on members in the form, they are not displayed.
Show account annotations	If account annotations are enabled for the form, select to display account annotations in PDF files

3. Click **Save** to save your work and continue, or click **Finish** to save your work and close the form.

Including Data Validation Rules in Forms

In the **Layout** tab, you can add and update validation rules to the grid, column, row, or cell. When rules are processed, they can change the color of cells, provide validation messages to users during data entry, and can change the promotional path for Approval units. Validation rules are saved with the form.

Before adding data validation rules, it is important to consider the function the rule will perform and to plan the rule scope.

If you are using the **Do Not Promote** Approval data validation rule, it is recommended that the:layout includes Year and Period dimensions on the Page Axis and not on the Columns, in order for the validation rule to work correctly.

To include data validation rules in forms:

1. Open the form, and then click **Layout**.
2. Select **Format/Validation Rules**, and then select an option:

> **Note**
>
> The menu options that display are context-sensitive, and depend on whether rules have already been added, and if you previously selected a menu option. For example, if you right-click a cell that contains a rule and select **Copy Format/ Validation Rules**, the **Paste Format/Validation Rules** menu option is displayed when you right-click another cell.

Table 18-6 Form Validation Rules Options

Option	Description
Add/Edit Format/Validation Rules	Create or modify existing rules in the **Data Validation Rule Builder** dialog box.
Copy Format/Validation Rules	Copy the selected rules to be pasted to a new location.

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Table 18-6 (Cont.) Form Validation Rules Options

Option	Description
Paste Format/Validation Rules	Paste the previously copied rules to a new location.
Validate only for users with access to this form	If the currently logged-in user does not have access to the form, do not execute validations associated with the form when validating the Approval unit.
Validate only for pages with existing blocks	When enabled, the system figures out which page combinations have potential blocks and runs the validations only for those page combinations. There are a few exceptions to this. If a page combination has any Dynamic Calc, Label only, or Store with one child member, then that page is always loaded.
Validate only for cells and pages the user has access to	When enabled, validations are run as the currently logged-in user and not as the administrator, which means the user's security will be applied to the form members.
Validate with each possible value for user variables from approval unit dimensions	When enabled, the form will be validated multiple times by replacing the user variable from the approval dimension with every possible value for the user variable. If not enabled, the form will be validated once with the user variable replaced with all possible values for the user variable. It is not enabled by default.
Validate with current approval unit members as values for user variables	When enabled, the user variable for the approval dimension on the form will be replaced by the approval unit member before the validations are run. If not enabled, the user variable will be replaced with all possible values for the user variable. It is not enabled by default.

3. Build and validate the rules.
4. In the form, click **Next** to continue building the form, and then validate and save the form.

Defining Parent First Functions on Forms

You can define Parent First (PF) functions, which place the parent members above the children in forms, for the following functions:

- `DescendantsPF`
- `IDescendantsPF`
- `IChildrenPF`

PF functions are not available as selections in the member selector in the form designer or elsewhere in the application. You can only type them in on the **Layout** tab of the form designer.

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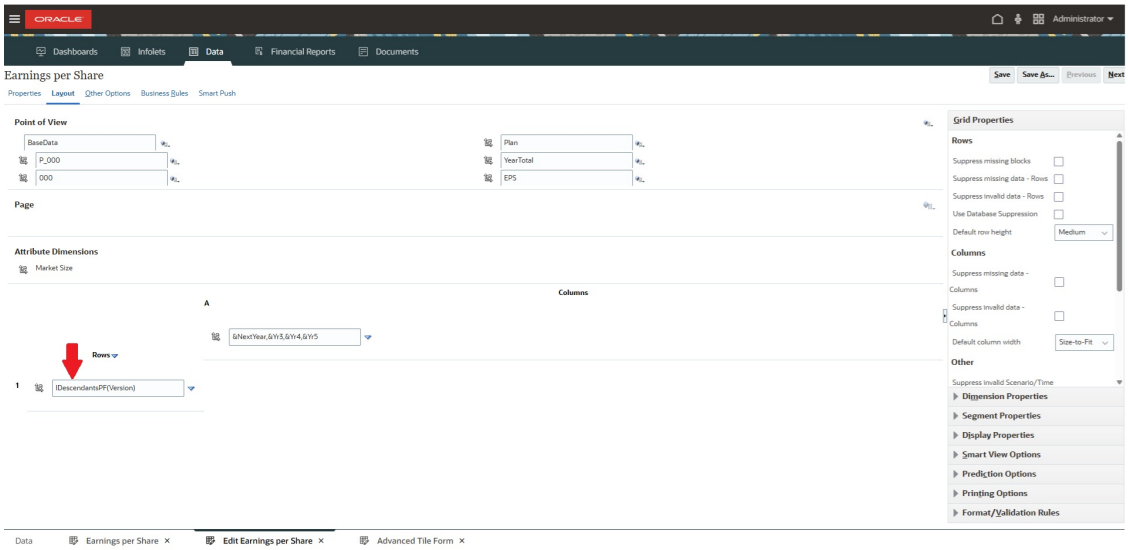

PF Function Examples

The following examples illustrate how PF functions display on forms:

Table 18-7 Examples of PF Functions on Forms

Function	Without PF Function	With PF Function
`Descendants`	`Descendants(YearTotal)` Jan, Feb, Mar, **Q1**, Apr, May, Jun, **Q2**, Jul, Aug, Sep, **Q3**, Oct, Nov, Dec, **Q4**	`DescendantsPF(YearTotal)` **Q1**, Jan, Feb, Mar, **Q2**, Apr, May, Jun, **Q3**, Jul, Aug, Sep, **Q4**, Oct, Nov, Dec
`IDescendants`	`IDescendants(YearTotal)` Jan, Feb, Mar, **Q1**, Apr, May, Jun, **Q2**, Jul, Aug, Sep, **Q3**, Oct, Nov, Dec, **Q4**, **YearTotal**	`IDescendantsPF(YearTotal)` **YearTotal**, **Q1**, Jan, Feb, Mar, **Q2**, Apr, May, Jun, **Q3**, Jul, Aug, Sep, **Q4**, Oct, Nov, Dec
`IChildren`	`IChildren(YearTotal)` Q1, Q2, Q3, Q4, **YearTotal**	`IChildrenPF(YearTotal)` **YearTotal**, Q1, Q2, Q3, Q4

Manually Entering PF Functions

To create a PF function in the form designer:

1. Open a form for editing or create a form, and then click the **Layout** tab.
2. In a POV, Page, Column, or Row, find an already defined `Descendants`, `IDescendants`, or `IChildren` function or define one.
3. Manually enter `PF` directly after `Descendants`, `IDescendants`, or `IChildren`; for example, `DescendantsPF(YearTotal)`, `IDescendantsPF(YearTotal)`, or `IChildrenPF(YearTotal)`.
4. Click **Save** and then view the form. The parent members will display first in the form's hierarchy.

About Format Rules in Forms

You can define format rules for a form at design time, which enables users to view formatting at runtime when custom styles are applied to the form.

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Sample scenarios that can be addressed using format rules are described in Format Rule Scenarios.

Defining format rules involves these main tasks:

- Identifying the cells or location that you want to display with formatting
- Creating the format rule at the location identified
- Applying styles at runtime

Related Links

- Creating and Updating Format Rules in Forms
- Cell Formatting Options in Forms
- Viewing Format Rules
- Order of Precedence for Format Rules
- Applying Format Rules to Forms at Runtime
- Format Rule Scenarios

Tutorials

Tutorials provide instructions with sequenced videos and documentation to help you learn a topic.

Your Goal	Learn How
Get an introduction to Design Time Formatting (DTF). You'll navigate to the menus for important user interface elements in Format Rules. You'll modify the Format Rules to show Form Data Grids with distinctive display elements.	Data Forms Design Time Formatting – Introduction
Get an introduction to the Design Time Formatting (DTF) options in web forms. You'll use the style selector and review the differences in runtime on applying the available style options. You'll see that Groovy Rule takes precedence over all other rules.	Data Forms in Web - Format Display in Runtime

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Your Goal	Learn How
Learn about creating a Format Rule and using the Design Time Formatting (DTF) options in web forms. You'll format various sections for an Income Statement using multiple Format Rules. You'll also duplicate and modify Format Rules.	Data Forms Design Time Formatting - Advanced
Get an introduction to the Design Time Formatting (DTF) options in Oracle Smart View for Office. You'll review the differences in runtime on applying the available style options. You'll see the order of precedence for the different types of Rules and Cell Styles in Smart View.	Data Forms in Smart View - Format Display Options

Creating and Updating Format Rules in Forms

Format rules are defined by Administrators on the **Layout** tab of the Form Designer. You can add format rules at the grid, row, row metadata cell, column, column metadata cell, or cell level.

Areas on the **Layout** tab with a green background, indicate locations where rules have been defined.

To create and update format rules:

1. On the Home page, click **Navigator**, and then under **Create and Manage**, click **Forms**.
2. Create or edit a form, and then on the **Form and Ad Hoc Grid Management** page, click **Layout**.
3. In **Layout**, right-click the row, column, or cell level for which you want to add or update the format rule. Depending on the location and whether rules were already defined at that location, you'll see some or all of the following context menu options:
   - **Add/Edit Format/Validation Rules**: Create or modify rules for individual data cells or all data cells in a grid, row, or column in the **Format/Validation Rule Builder**.
   - **Copy | Paste Format/Validation Rules**: Copy and paste the rules at the selected locations.
   - **Add/Edit Format/Validation Rules for Metadata**: Create or modify format rules for the row metadata cells or column metadata cells in the **Format/Validation Rule Builder**.
   - **Copy | Paste Format/Validation Rules for Metadata**: Copy and paste the rules for row metadata cells or column metadata cells at the selected locations.
4. Select **Add/Edit Format/Validation Rules** or **Add/Edit Format/Validation Rules for Metadata** to create or update rules.

> **Note**
>
> To add rules for the entire grid, expand the **Format/Validation Rules** pane on the right. For **Rules for location**, select **Grid**, and then select (Add Validation Rule).

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5. In the **Format/Validation Rule Builder**, create a new rule or update an existing rule.
6. To add a rule, enter a name and description for the rule.
   - If necessary, move the rule by selecting an option from **Location**. To create a rule similar to an existing rule, click (Duplicate) and then update the rule. To view rules in the current location, click **View Rule**. See Viewing Format Rules.
   - **Enable format/validation rule**: Select to make the format/validation rule available in forms. You can temporarily disable a format/validation rule by clearing this checkbox.
   - **Format Only**: Select to mark a rule as format only. This option is automatically enabled when a format-only rule is created.
7. Enter conditional logic for the rule:
   a. For **Condition**, select **Format**.

      You can use conditional logic similar to data validation rules when defining or updating format rules. In that case the THEN condition will have the Process Cell Source Type similar to FORMAT condition.

   b. The **Source Type** field will automatically display the **Process Cell** option. There are no other **Source Type** options for the **Format** condition.

      

   c. In the **Actions** column on the right, click (Process Cell) to add formatting instructions. See Cell Formatting Options in Forms.
   d. After you finish adding format instructions, click **OK**.
8. As a reminder, when you're ready to enable the rule to make it available in the form, select **Enable format/validation rule**.

   > **Tip**
   >
   > While you're building a rule, you can save the rule without enabling it. When the rule is ready to be used, you can enable and save the rule to make it available in the form. You can temporarily disable a rule by clearing **Enable format/validation rule**.

9. **Optional**: In the **Form and Ad Hoc Grid Management** page, you can view and update rules:
   - In the **Format/Validation Rules** pane on the right side of the **Form and Ad Hoc Grid Management** page, add, edit, or delete rules at any level, including grid level and metadata cells, by clicking (Add Validation Rule), (Edit Validation Rule), or (Delete Selected Validation Rule).
   - If multiple rules are defined at the same location, you can change the order in which rules are processed when rules have the same precedence. To move a rule up, down, or to the top or bottom of the list, select the rule and click the arrows. You cannot reorder rules when you are viewing **All Rules**. For information about precedence of rules, see Order of Precedence for Format Rules.
10. In the **Form and Ad Hoc Grid Management** page, click **Finish** to save your updates.

    For forms that have formatting rules enabled, formatting is displayed when the form is loaded.

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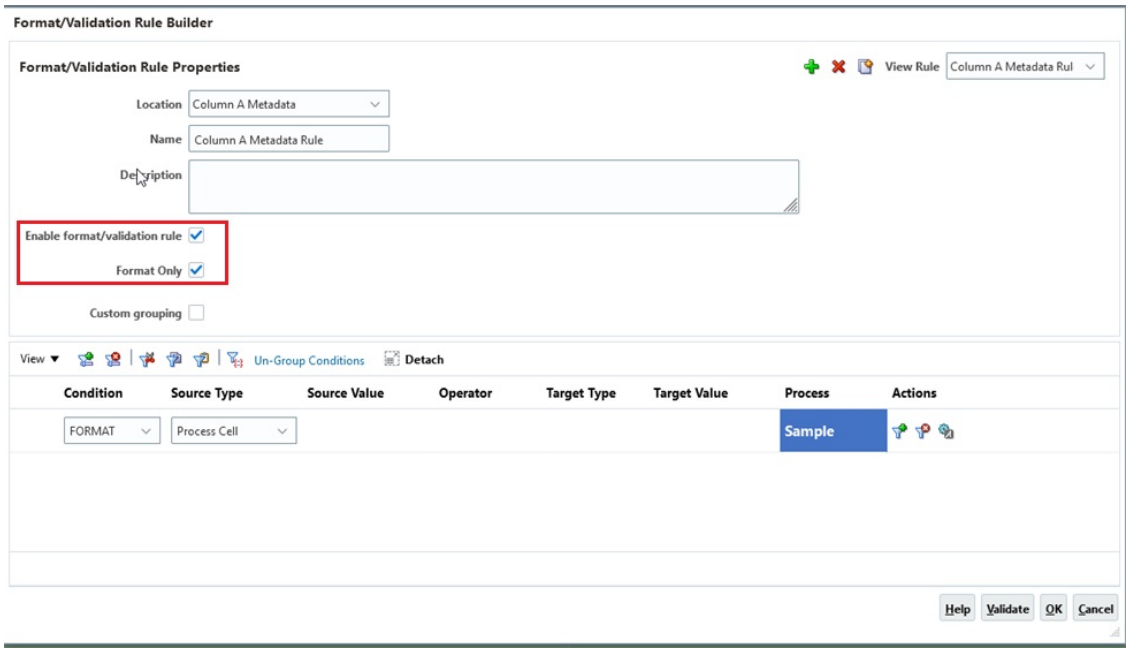
> **Note**
>
> Currently the preview only displays Forms 1.0 runtime. Hence the formatting rules will not be rendered.

Cell Formatting Options in Forms

Use the **Format/Validation Rule Builder** dialog box to enable format/validation rules, mark rules as format only, and to define formatting for cells in forms.



- **Enable format/validation rule**: Select to make the format/validation rule available in forms. You can temporarily disable a format/validation rule by clearing this checkbox.
- **Format Only**: Select to mark a rule as format only. This option is automatically enabled when a format-only rule is created.

In the **Actions** column for a rule, click (Process Cell) to add formatting instructions.

> **Note**
>
> If the Process Cell icon isn't displayed, ensure that the rule is valid and that it permits cell processing instructions. For example, cell processing instructions are included for Else, Range, Then, and Format conditions. The icon isn't displayed until all required columns are selected for a rule.

There are options under **Format Cell** for **Font and Alignment** and **Border and Shading**.

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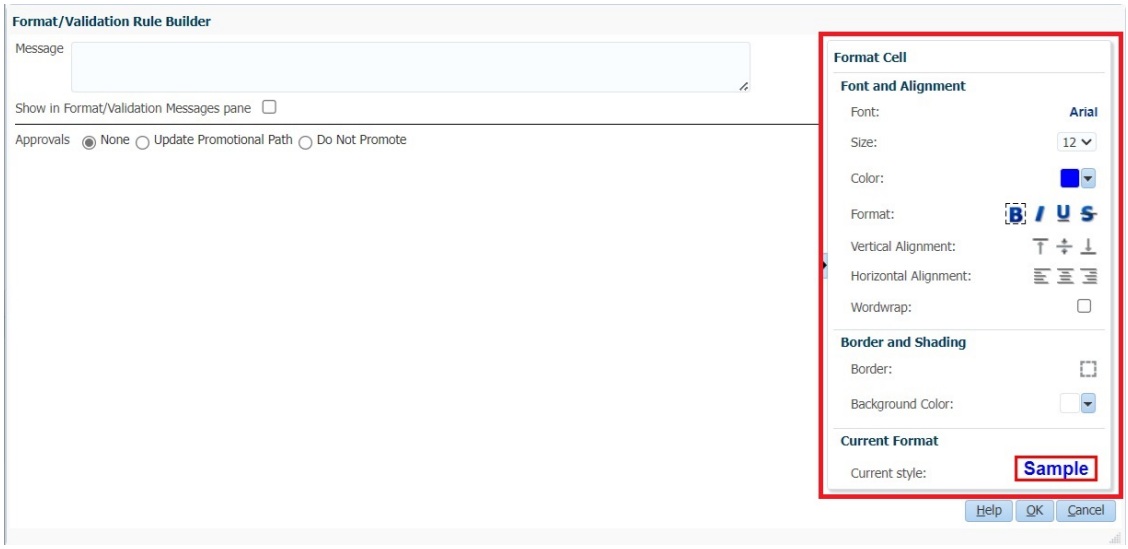
Figure 18-1 Format Cell Pane in the Format/Validation Rule Builder Dialog Box



To format cells:

1. In the **Format Cell** pane, select options to set how the cell should appear in forms. Select options for **Font and Alignment** and **Border and Shading**.

   Click options on the right for **Font and Alignment**, including **Font**, **Size**, **Color**, **Format**, **Vertical Alignment**, **Horizontal Alignment**, and **Wordwrap**.

   Click options on the right for **Border and Shading**, including **Border** (**Left**, **Top**, **Right**, **Bottom**, and **All**) and **Background Color**.

   As options are selected, the **Current Format** displays how it would appear when displayed on the form.

2. Optionally, you can add tooltip text to the **Message** field. At runtime when a user hovers their mouse over the location on the form that is formatted, they'll see the tooltip.

   > **Note**
   >
   > The **Show in Format/Validation Messages page** checkbox is disabled for Format only rules and, consequently, messages will not appear in the **Data Validation Messages** pane in forms.

3. Click **OK**.

   Cell formatting for each rule is displayed in the **Process** column for that rule.

Viewing Format Rules

After format rules are defined on the **Layout** tab, you can view rules that apply to the selected grid, row, row metadata cell, column, column metadata cell, or cell level, or you can opt to view all rules on the form. Areas on the **Layout** tab with a green background, indicate locations where rules have been defined.

grid, row, row metadata cell, column, column metadata cell, or cell level

To view format rules:

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1. Open the form, and then click **Layout**.
2. Expand the **Format/Data Validation Rules** pane on the right, and then click the drop-down list next to **Rules for location** to view rules for a specific location (grid, row, row metadata cell, column, column metadata cell, or cell level) or select **All Rules** to view all rules in the form.

> **Note**
>
> Click on a specific location on the grid area to refresh that location's rules (**Rules for location**) in the **Format/Data Validation Rules** pane.

3. Double-click a rule name to view rule details.

Order of Precedence for Format Rules

It's possible to have multiple rules specified in the same location on a form which could impact how formatting is displayed. For example, a form could include a Groovy rule, a data validation rule, Web form styles, and a format rule all at the same location. Therefore, there's an order of precedence for displaying rules in forms.

The order of precedence is as follows:

1. (P1) Groovy rule
2. (P2) Data Validation rule in the Format/Data Validation Rule Builder

> **Note**
>
> For a cell that inherits data validation rules that are defined in multiple places (grid, row, column, or cell level), the rule that is closest to the location of the rule definition wins priority. So if there is a rule applied at the cell level, that rule wins. Next is column level, then row level, and then grid level.

3. (P3) Oracle Smart View for Office cell styles
4. (P4) Format rule in the Format/Data Validation Rule Builder

> **Note**
>
> Same as the note above. For a cell that inherits rules that are defined in multiple places (grid, row, column, or cell level), the rule that is closest to the location of the rule definition wins priority. So if there is a rule applied at the cell level, that rule wins. Next is column level, then row level, and then grid level.

5. (P5) Smart View Custom formatting (not applicable on Web forms)

Considerations When Merging Rules

When merging formats from different rules (format and data validation rules), the rule with merged formatting is uplifted to the priority of a data validation rule (P2). In other words, if there is a P4 format rule, a P2 data validation rule, and a P3 style defined for the same cell, the formatting for the P4 format rule will display instead of the P3 style because the merging of the formatting and validation rules uplifted the format rule to a P2 priority level.

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Tooltips and valid flags will be that of the higher priority data validation rule. Only formats are merged.

If a format is not set for a property, it will take on the properties of an incoming format regardless of the type of rule it is (format only or data validation). For example, if a left border is not set, it will be set with the incoming left border value. Each border is treated as a separate property. Also, left border thickness/style count as the same property.

Applying Format Rules to Forms at Runtime

After you define format rules for forms at design time, users can apply the format rules to forms at runtime using styles. Styles control how format rules are displayed for grids, row headings, column headings, and cells.

> **Note**
>
> You can only view runtime forms with format-only rules in Forms 2.0. To work in Forms 2.0, the **Forms Version** setting in application settings must be set to **Forms 2.0**. Also, format rules are supported in Oracle Smart View for Office 24.200. Versions earlier than 24.200 do not support this feature. If you define format-only rules for a form and then view the runtime form in Forms 1.0 or in a previous version of Smart View, the format rules will be ignored.

To apply styles to forms:

1. Open a form in Forms 2.0 (or in Smart View 24.200).
2. Click the style icon on the quick toolbar that is displayed above the form, and select one of the following style options:
   - **Cell Style**: Applies Web form styles (such as read-only cells, locked cells, supporting detail), Smart View cell styles defined in Smart View 24.200, data validation rules, and Groovy rules to the form. No custom (format-only) styles are applied.
   - **Custom Style**: Applies format-only rules that were defined in the rule builder at design-time, and any Excel custom formatting that was added by administrators and users in Smart View. No cell styles are applied.
   - **Custom and Cell Style**: Applies all cell styles and custom styles to the form. This is the default style option.

> **Note**
>
> Format rules have an order of precedence in cases where multiple rules are defined in the same location on a form. Order of precedence could impact how formatting is displayed on the runtime form. For more information, see Order of Precedence for Format Rules.

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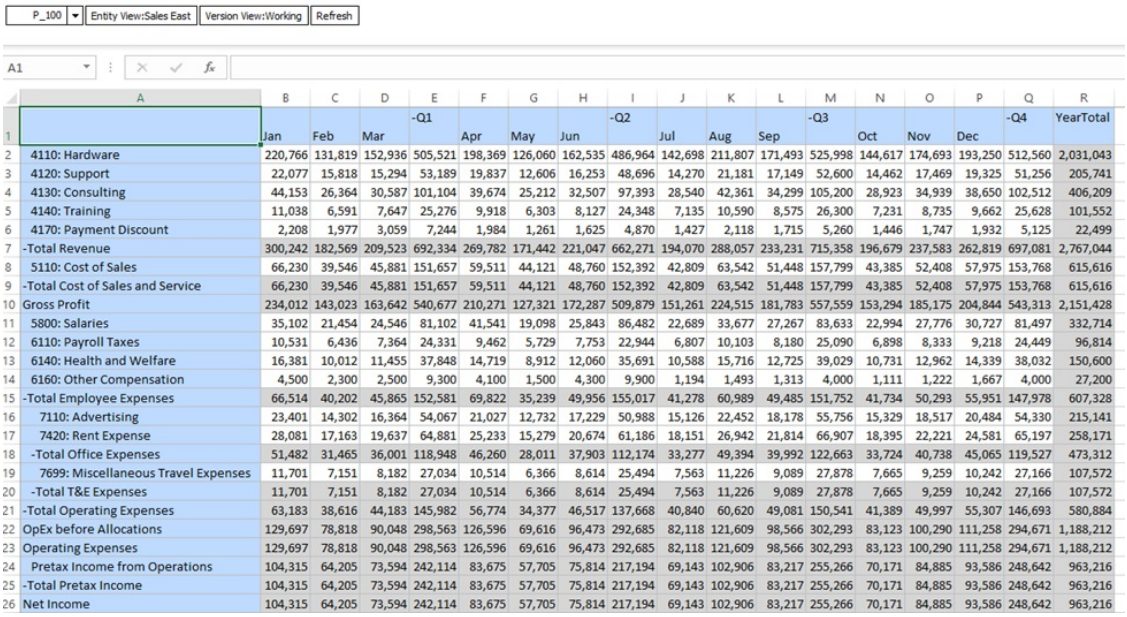
Format Rule Scenarios

These scenarios provide examples of how format/validation rules and Groovy rules that are defined at design time affect the display in runtime forms when cell styles and custom styles are applied.

Scenario 1: Apply Cell Styles

Smart View runtime data grid with Smart View cell styles applied:

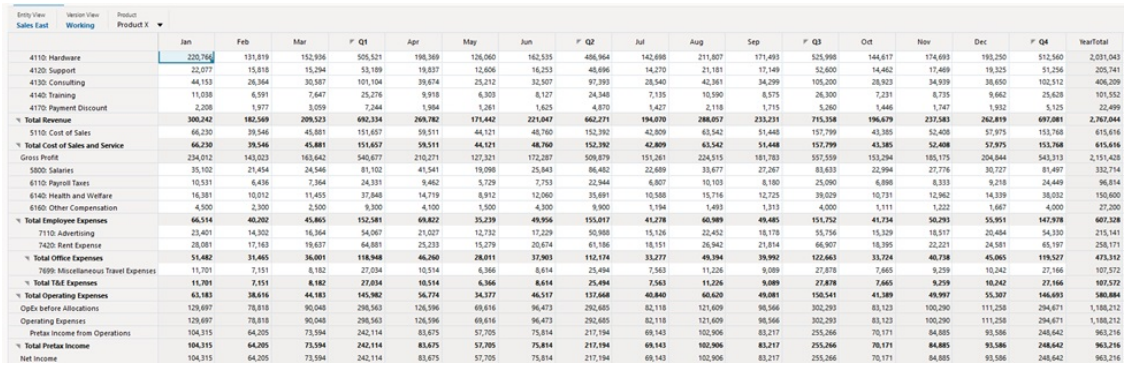


P_100 | Entity View:Sales East | Version View:Working | Refresh

A1

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1		Jan	Feb	Mar	-Q1	Apr	May	Jun	-Q2	Jul	Aug	Sep	-Q3	Oct	Nov	Dec	-Q4	YearTotal
2	4110: Hardware	220,766	131,819	152,936	505,521	198,369	126,060	162,535	486,964	142,698	211,807	171,493	525,998	144,617	174,693	193,250	512,560	2,031,043
3	4120: Support	22,077	15,818	15,294	53,189	19,837	12,606	16,253	48,696	14,270	21,181	17,149	52,600	14,462	17,469	19,325	51,256	205,741
4	4130: Consulting	44,153	26,364	30,587	101,104	39,674	25,212	32,507	97,393	28,540	42,361	34,299	105,200	28,923	34,939	38,650	102,512	406,209
5	4140: Training	11,038	6,591	7,647	25,276	9,918	6,303	8,127	24,348	7,135	10,590	8,575	26,300	7,231	8,735	9,662	25,628	101,552
6	4170: Payment Discount	2,208	1,977	3,059	7,244	1,984	1,261	1,625	4,870	1,427	2,118	1,715	5,260	1,446	1,747	1,932	5,125	22,499
7	-Total Revenue	300,242	182,569	209,523	692,334	269,782	171,442	221,047	662,271	194,070	288,057	233,231	715,358	196,679	237,583	262,819	697,081	2,767,044
8	5110: Cost of Sales	66,230	39,546	45,881	151,657	59,511	44,121	48,760	152,392	42,809	63,542	51,448	157,799	43,385	52,408	57,975	153,768	615,616
9	-Total Cost of Sales and Service	66,230	39,546	45,881	151,657	59,511	44,121	48,760	152,392	42,809	63,542	51,448	157,799	43,385	52,408	57,975	153,768	615,616
10	Gross Profit	234,012	143,023	163,642	540,677	210,271	127,321	172,287	509,879	151,261	224,515	181,783	557,559	153,294	185,175	204,844	543,313	2,151,428
11	5800: Salaries	35,102	21,454	24,546	81,102	41,541	19,098	25,843	86,482	22,689	33,677	27,267	83,633	22,994	27,776	30,727	81,497	332,714
12	6110: Payroll Taxes	10,531	6,436	7,364	24,331	9,462	5,729	7,753	22,944	6,807	10,103	8,180	25,090	6,898	8,333	9,218	24,449	96,814
13	6140: Health and Welfare	16,381	10,012	11,455	37,848	14,719	8,912	12,060	35,691	10,588	15,716	12,725	39,029	10,731	12,962	14,339	38,032	150,600
14	6160: Other Compensation	4,500	2,300	2,500	9,300	4,100	1,500	4,300	9,900	1,194	1,493	1,313	4,000	1,111	1,222	1,667	4,000	27,200
15	-Total Employee Expenses	66,514	40,202	45,865	152,581	69,822	35,239	49,956	155,017	41,278	60,989	49,485	151,752	41,734	50,293	55,951	147,978	607,328
16	7110: Advertising	23,401	14,302	16,364	54,067	21,027	12,732	17,229	50,988	15,126	22,452	18,178	55,756	15,329	18,517	20,484	54,330	215,141
17	7420: Rent Expense	28,081	17,163	19,637	64,881	25,233	15,279	20,674	61,186	18,151	26,942	21,814	66,907	18,395	22,221	24,581	65,197	258,171
18	-Total Office Expenses	51,482	31,465	36,001	118,948	46,260	28,011	37,903	112,174	33,277	49,394	39,992	122,663	33,724	40,738	45,065	119,527	473,312
19	7699: Miscellaneous Travel Expenses	11,701	7,151	8,182	27,034	10,514	6,366	8,614	25,494	7,563	11,226	9,089	27,878	7,665	9,259	10,242	27,166	107,572
20	-Total T&E Expenses	11,701	7,151	8,182	27,034	10,514	6,366	8,614	25,494	7,563	11,226	9,089	27,878	7,665	9,259	10,242	27,166	107,572
21	-Total Operating Expenses	63,183	38,616	44,183	145,982	56,774	34,377	46,517	137,668	40,840	60,620	49,081	150,541	41,389	49,997	55,307	146,693	580,884
22	OpEx before Allocations	129,697	78,818	90,048	298,563	126,596	69,616	96,473	292,685	82,118	121,609	98,566	302,293	83,123	100,290	111,258	294,671	1,188,212
23	Operating Expenses	129,697	78,818	90,048	298,563	126,596	69,616	96,473	292,685	82,118	121,609	98,566	302,293	83,123	100,290	111,258	294,671	1,188,212
24	Pretax Income from Operations	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216
25	-Total Pretax Income	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216
26	Net Income	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216

Web runtime data grid with Web cell styles applied:



Entity View: Sales East | Version View: Working | Product: Product X

	Jan	Feb	Mar	Q1	Apr	May	Jun	Q2	Jul	Aug	Sep	Q3	Oct	Nov	Dec	Q4	YearTotal
4110: Hardware	220,766	131,819	152,936	505,521	198,369	126,060	162,535	486,964	142,698	211,807	171,493	525,998	144,617	174,693	193,250	512,560	2,031,043
4120: Support	22,077	15,818	15,294	53,189	19,837	12,606	16,253	48,696	14,270	21,181	17,149	52,600	14,462	17,469	19,325	51,256	205,741
4130: Consulting	44,153	26,364	30,587	101,104	39,674	25,212	32,507	97,393	28,540	42,361	34,299	105,200	28,923	34,939	38,650	102,512	406,209
4140: Training	11,038	6,591	7,647	25,276	9,918	6,303	8,127	24,348	7,135	10,590	8,575	26,300	7,231	8,735	9,662	25,628	101,552
4170: Payment Discount	2,208	1,977	3,059	7,244	1,984	1,261	1,625	4,870	1,427	2,118	1,715	5,260	1,446	1,747	1,932	5,125	22,499
Total Revenue	300,242	182,569	209,523	692,334	269,782	171,442	221,047	662,271	194,070	288,057	233,231	715,358	196,679	237,583	262,819	697,081	2,767,044
5110: Cost of Sales	66,230	39,546	45,881	151,657	59,511	44,121	48,760	152,392	42,809	63,542	51,448	157,799	43,385	52,408	57,975	153,768	615,616
Total Cost of Sales and Service	66,230	39,546	45,881	151,657	59,511	44,121	48,760	152,392	42,809	63,542	51,448	157,799	43,385	52,408	57,975	153,768	615,616
Gross Profit	234,012	143,023	163,642	540,677	210,271	127,321	172,287	509,879	151,261	224,515	181,783	557,559	153,294	185,175	204,844	543,313	2,151,428
5800: Salaries	35,102	21,454	24,546	81,102	41,541	19,098	25,843	86,482	22,689	33,677	27,267	83,633	22,994	27,776	30,727	81,497	332,714
6110: Payroll Taxes	10,531	6,436	7,364	24,331	9,462	5,729	7,753	22,944	6,807	10,103	8,180	25,090	6,898	8,333	9,218	24,449	96,814
6140: Health and Welfare	16,381	10,012	11,455	37,848	14,719	8,912	12,060	35,691	10,588	15,716	12,725	39,029	10,731	12,962	14,339	38,032	150,600
6160: Other Compensation	4,500	2,300	2,500	9,300	4,100	1,500	4,300	9,900	1,194	1,493	1,313	4,000	1,111	1,222	1,667	4,000	27,200
Total Employee Expenses	66,514	40,202	45,865	152,581	69,822	35,239	49,956	155,017	41,278	60,989	49,485	151,752	41,734	50,293	55,951	147,978	607,328
7110: Advertising	23,401	14,302	16,364	54,067	21,027	12,732	17,229	50,988	15,126	22,452	18,178	55,756	15,329	18,517	20,484	54,330	215,141
7420: Rent Expense	28,081	17,163	19,637	64,881	25,233	15,279	20,674	61,186	18,151	26,942	21,814	66,907	18,395	22,221	24,581	65,197	258,171
Total Office Expenses	51,482	31,465	36,001	118,948	46,260	28,011	37,903	112,174	33,277	49,394	39,992	122,663	33,724	40,738	45,065	119,527	473,312
7699: Miscellaneous Travel Expenses	11,701	7,151	8,182	27,034	10,514	6,366	8,614	25,494	7,563	11,226	9,089	27,878	7,665	9,259	10,242	27,166	107,572
Total T&E Expenses	11,701	7,151	8,182	27,034	10,514	6,366	8,614	25,494	7,563	11,226	9,089	27,878	7,665	9,259	10,242	27,166	107,572
Total Operating Expenses	63,183	38,616	44,183	145,982	56,774	34,377	46,517	137,668	40,840	60,620	49,081	150,541	41,389	49,997	55,307	146,693	580,884
OpEx before Allocations	129,697	78,818	90,048	298,563	126,596	69,616	96,473	292,685	82,118	121,609	98,566	302,293	83,123	100,290	111,258	294,671	1,188,212
Operating Expenses	129,697	78,818	90,048	298,563	126,596	69,616	96,473	292,685	82,118	121,609	98,566	302,293	83,123	100,290	111,258	294,671	1,188,212
Pretax Income from Operations	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216
Total Pretax Income	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216
Net Income	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216

Scenario 2: Apply Custom Style

In the Format/Validation Rule Builder, a format-only rule is created on each of the row and column header cells and on Column A and Column B as shown in the screen shots below.

Format/Validation Rule Builder Properties:

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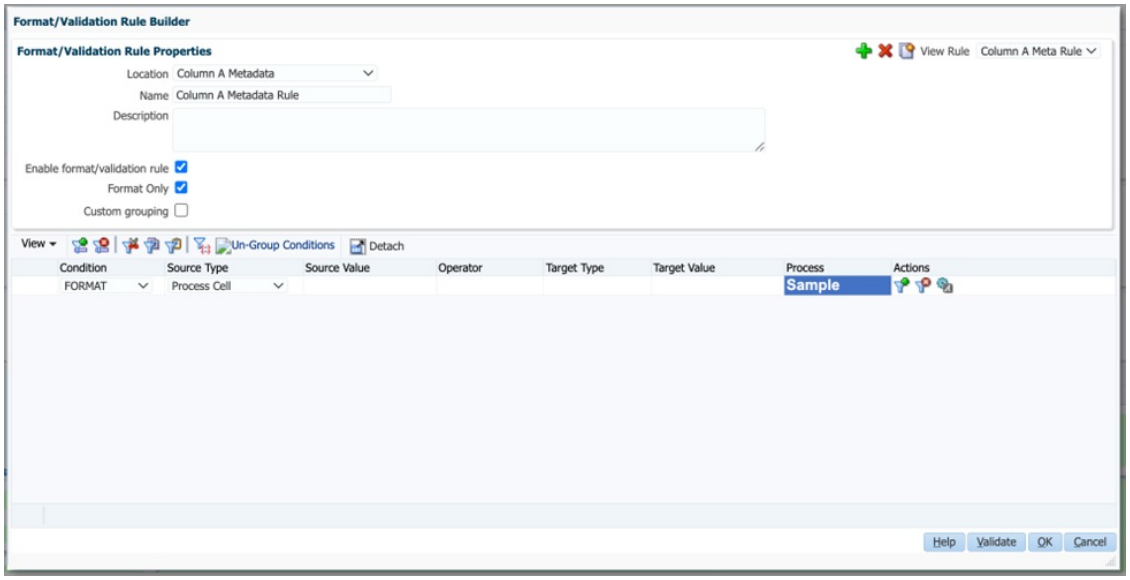
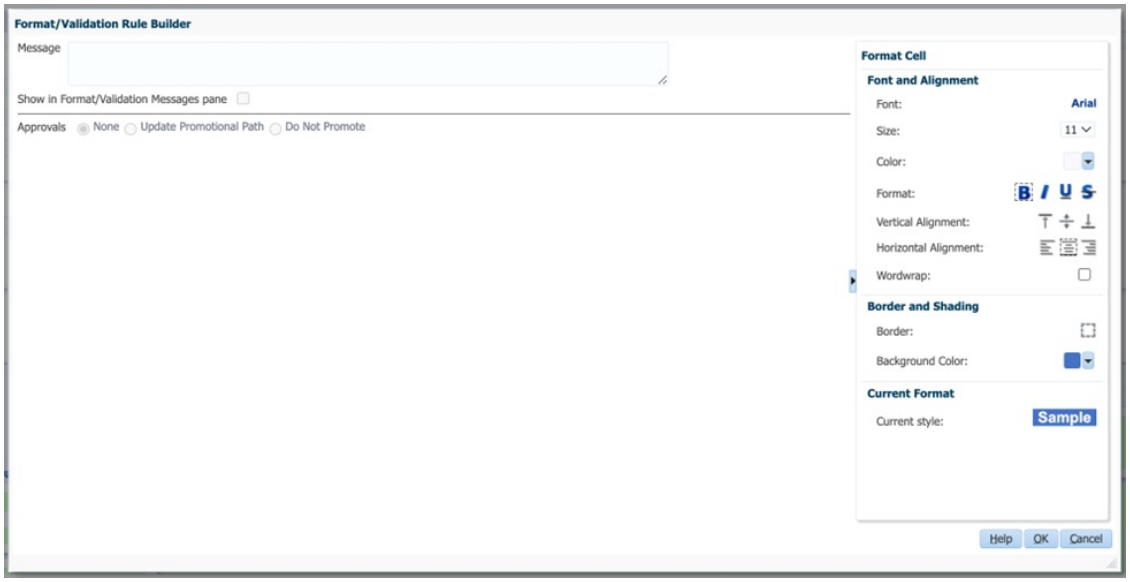


Format/Validation Rule Builder Format Cell Options:



Smart View runtime data grid with custom styles applied so only design-time format rules display:

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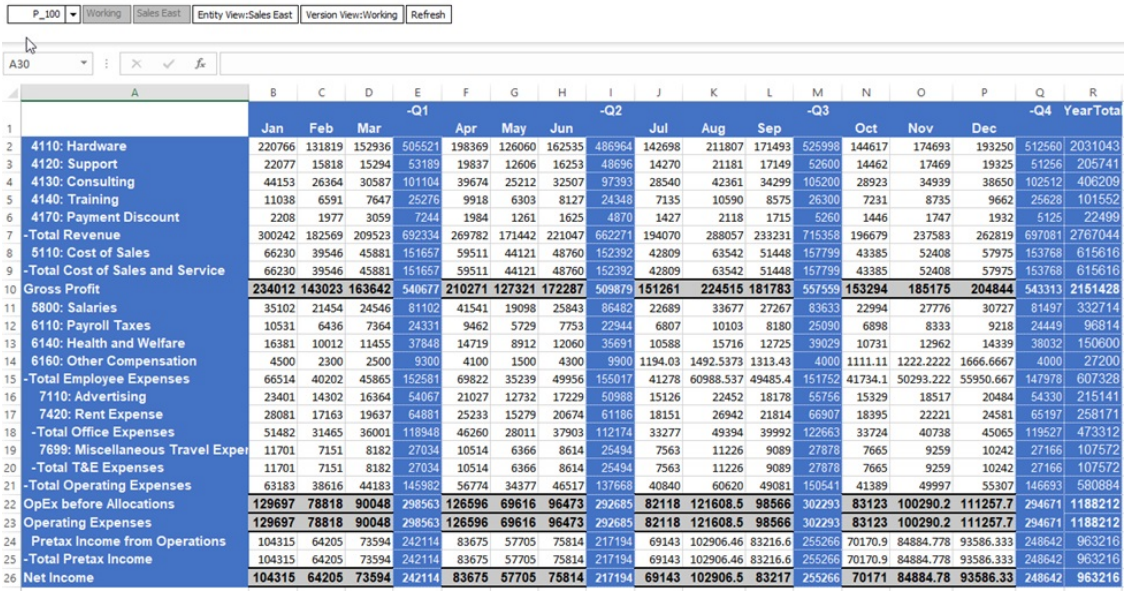
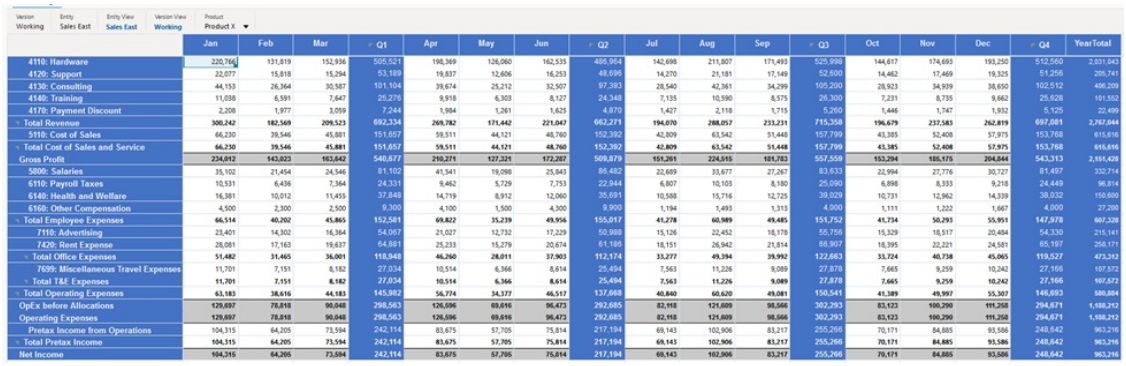


		Jan	Feb	Mar	-Q1	Apr	May	Jun	-Q2	Jul	Aug	Sep	-Q3	Oct	Nov	Dec	-Q4	YearTotal
2	4110: Hardware	220766	131819	152936	505521	198369	126060	162535	486964	142698	211807	171493	525998	144617	174693	193250	512560	2031043
3	4120: Support	22077	15818	15294	53189	19837	12606	16253	48696	14270	21181	17149	52600	14462	17469	19325	51256	205741
4	4130: Consulting	44153	26364	30587	101104	39674	25212	32507	97393	28540	42361	34299	105200	28923	34939	38650	102512	406209
5	4140: Training	11038	6591	7647	25276	9918	6303	8127	24348	7135	10590	8575	26300	7231	8735	9662	25628	101552
6	4170: Payment Discount	2208	1977	3059	7244	1984	1261	1625	4870	1427	2118	1715	5260	1446	1747	1932	5125	22499
7	-Total Revenue	300242	182569	209523	692334	269782	171442	221047	662271	194070	288057	233231	715358	196679	237583	262819	697081	2767044
8	5110: Cost of Sales	66230	39546	45881	151657	59511	44121	48760	152392	42809	63542	51448	157799	43385	52408	57975	153768	615616
9	-Total Cost of Sales and Service	66230	39546	45881	151657	59511	44121	48760	152392	42809	63542	51448	157799	43385	52408	57975	153768	615616
10	Gross Profit	234012	143023	163642	540677	210271	127321	172287	509879	151261	224515	181783	557559	153294	185175	204844	543313	2151428
11	5800: Salaries	35102	21454	24546	81102	41541	19098	25843	86482	22689	33677	27267	83633	22994	27776	30727	81497	332714
12	6110: Payroll Taxes	10531	6436	7364	24331	9462	5729	7753	22944	6807	10103	8180	25090	6898	8333	9218	24449	96814
13	6140: Health and Welfare	16381	10012	11455	37848	14719	8912	12060	35691	10588	15716	12725	39029	10731	12962	14339	38032	150600
14	6160: Other Compensation	4500	2300	2500	9300	4100	1500	4300	9900	1194.03	1492.5373	1313.43	4000	1111.11	1222.2222	1666.6667	4000	27200
15	-Total Employee Expenses	66514	40202	45865	152581	69822	35239	49956	155017	41278	60988.537	49485.4	151752	41734.1	50293.222	55950.667	147978	607328
16	7110: Advertising	23401	14302	16364	54067	21027	12732	17229	50988	15126	22452	18178	55756	15329	18517	20484	54330	215141
17	7420: Rent Expense	28081	17163	19637	64881	25233	15279	20674	61186	18151	26942	21814	66907	18395	22221	24581	65197	258171
18	-Total Office Expenses	51482	31465	36001	118948	46260	28011	37903	112174	33277	49394	39992	122663	33724	40738	45065	119527	473312
19	7699: Miscellaneous Travel Expe	11701	7151	8182	27034	10514	6366	8614	25494	7563	11226	9089	27878	7665	9259	10242	27166	107572
20	-Total T&E Expenses	11701	7151	8182	27034	10514	6366	8614	25494	7563	11226	9089	27878	7665	9259	10242	27166	107572
21	-Total Operating Expenses	63183	38616	44183	145982	56774	34377	46517	137668	40840	60620	49081	150541	41389	49997	55307	146693	580884
22	OpEx before Allocations	129697	78818	90048	298563	126596	69616	96473	292685	82118	121608.5	98566	302293	83123	100290.2	111257.7	294671	1188212
23	Operating Expenses	129697	78818	90048	298563	126596	69616	96473	292685	82118	121608.5	98566	302293	83123	100290.2	111257.7	294671	1188212
24	Pretax Income from Operations	104315	64205	73594	242114	83675	57705	75814	217194	69143	102906.46	83216.6	255266	70170.9	84884.778	93586.333	248642	963216
25	-Total Pretax Income	104315	64205	73594	242114	83675	57705	75814	217194	69143	102906.46	83216.6	255266	70170.9	84884.778	93586.333	248642	963216
26	Net Income	104315	64205	73594	242114	83675	57705	75814	217194	69143	102906.5	83217	255266	70171	84884.78	93586.33	248642	963216

Web runtime data grid with custom styles applied so only design-time format rules display:



Scenario 3: Apply Custom and Cell Styles

In the screen shots below, the Oracle Smart View for Office cell styles take precedence over design-time format rules.

Smart View runtime data grid with custom and cell styles applied:

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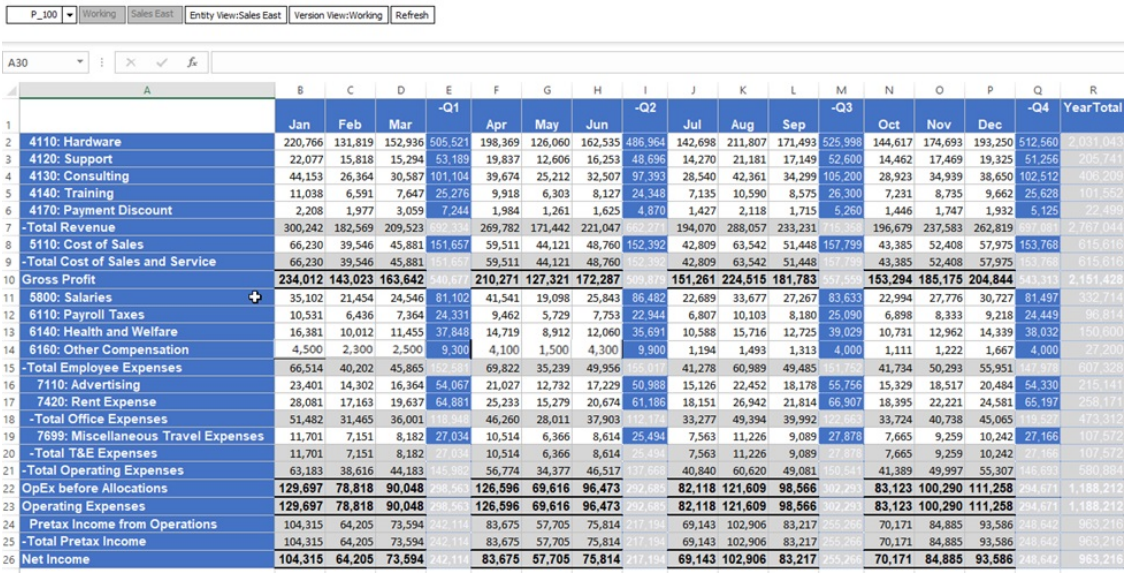
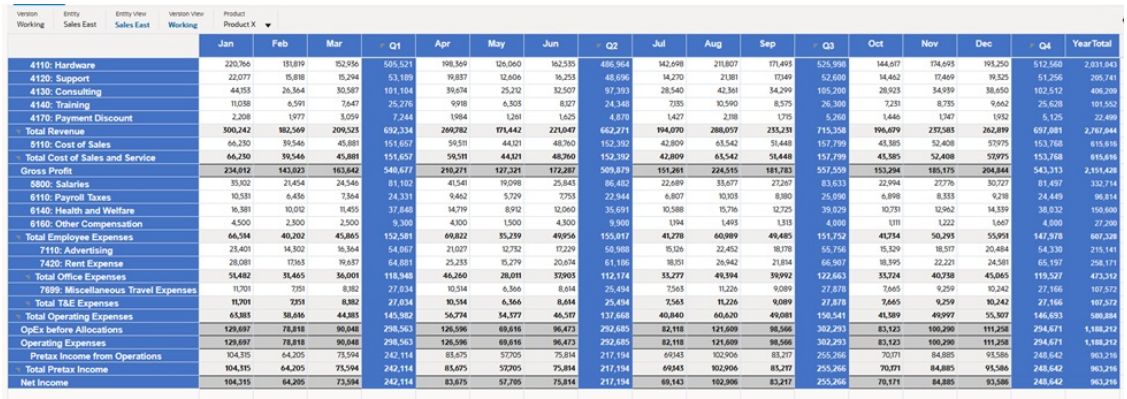


	Jan	Feb	Mar	-Q1	Apr	May	Jun	-Q2	Jul	Aug	Sep	-Q3	Oct	Nov	Dec	-Q4	YearTotal
4110: Hardware	220,766	131,819	152,936	505,521	198,369	126,060	162,535	486,964	142,698	211,807	171,493	525,998	144,617	174,693	193,250	512,560	2,031,043
4120: Support	22,077	15,818	15,294	53,189	19,837	12,606	16,253	48,696	14,270	21,181	17,149	52,600	14,462	17,469	19,325	51,256	205,741
4130: Consulting	44,153	26,364	30,587	101,104	39,674	25,212	32,507	97,393	28,540	42,361	34,299	105,200	28,923	34,939	38,650	102,512	406,209
4140: Training	11,038	6,591	7,647	25,276	9,918	6,303	8,127	24,348	7,135	10,590	8,575	26,300	7,231	8,735	9,662	25,628	101,552
4170: Payment Discount	2,208	1,977	3,059	7,244	1,984	1,261	1,625	4,870	1,427	2,118	1,715	5,260	1,446	1,747	1,932	5,125	22,499
-Total Revenue	300,242	182,569	209,523	692,334	269,782	171,442	221,047	662,271	194,070	288,057	233,231	715,358	196,679	237,583	262,819	697,081	2,767,044
5110: Cost of Sales	66,230	39,546	45,881	151,657	59,511	44,121	48,760	152,392	42,809	63,542	51,448	157,799	43,385	52,408	57,975	153,768	615,616
-Total Cost of Sales and Service	66,230	39,546	45,881	151,657	59,511	44,121	48,760	152,392	42,809	63,542	51,448	157,799	43,385	52,408	57,975	153,768	615,616
Gross Profit	234,012	143,023	163,642	540,677	210,271	127,321	172,287	509,879	151,261	224,515	181,783	557,559	153,294	185,175	204,844	543,313	2,151,428
5800: Salaries	35,102	21,454	24,546	81,102	41,541	19,098	25,843	86,482	22,689	33,677	27,267	83,633	22,994	27,776	30,727	81,497	332,714
6110: Payroll Taxes	10,531	6,436	7,364	24,331	9,462	5,729	7,753	22,944	6,807	10,103	8,180	25,090	6,898	8,333	9,218	24,449	96,814
6140: Health and Welfare	16,381	10,012	11,455	37,848	14,719	8,912	12,060	35,691	10,588	15,716	12,725	39,029	10,731	12,962	14,339	38,032	150,600
6160: Other Compensation	4,500	2,300	2,500	9,300	4,100	1,500	4,300	9,900	1,194	1,493	1,313	4,000	1,111	1,222	1,667	4,000	27,200
-Total Employee Expenses	66,514	40,202	45,865	152,581	69,822	35,239	49,956	155,017	41,278	60,989	49,485	151,752	41,734	50,293	55,951	147,978	607,328
7110: Advertising	23,401	14,302	16,364	54,067	21,027	12,732	17,229	50,988	15,126	22,452	18,178	55,756	15,329	18,517	20,484	54,330	215,141
7420: Rent Expense	28,081	17,163	19,637	64,881	25,233	15,279	20,674	61,186	18,151	26,942	21,814	66,907	18,395	22,221	24,581	65,197	258,171
-Total Office Expenses	51,482	31,465	36,001	118,948	46,260	28,011	37,903	112,174	33,277	49,394	39,992	122,663	33,724	40,738	45,065	119,527	473,312
7699: Miscellaneous Travel Expenses	11,701	7,151	8,182	27,034	10,514	6,366	8,614	25,494	7,563	11,226	9,089	27,878	7,665	9,259	10,242	27,166	107,572
-Total T&E Expenses	11,701	7,151	8,182	27,034	10,514	6,366	8,614	25,494	7,563	11,226	9,089	27,878	7,665	9,259	10,242	27,166	107,572
-Total Operating Expenses	63,183	38,616	44,183	145,982	56,774	34,377	46,517	137,668	40,840	60,620	49,081	150,541	41,389	49,997	55,307	146,693	580,884
OpEx before Allocations	129,697	78,818	90,048	298,563	126,596	69,616	96,473	292,685	82,118	121,609	98,566	302,293	83,123	100,290	111,258	294,671	1,188,212
Operating Expenses	129,697	78,818	90,048	298,563	126,596	69,616	96,473	292,685	82,118	121,609	98,566	302,293	83,123	100,290	111,258	294,671	1,188,212
Pretax Income from Operations	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216
-Total Pretax Income	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216
Net Income	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216

Web runtime data grid with custom and cell styles applied:



	Jan	Feb	Mar	Q1	Apr	May	Jun	Q2	Jul	Aug	Sep	Q3	Oct	Nov	Dec	Q4	YearTotal
4110: Hardware	220,766	131,819	152,936	505,521	198,369	126,060	162,535	486,964	142,698	211,807	171,493	525,998	144,617	174,693	193,250	512,560	2,031,043
4120: Support	22,077	15,818	15,294	53,189	19,837	12,606	16,253	48,696	14,270	21,181	17,149	52,600	14,462	17,469	19,325	51,256	205,741
4130: Consulting	44,153	26,364	30,587	101,104	39,674	25,212	32,507	97,393	28,540	42,361	34,299	105,200	28,923	34,939	38,650	102,512	406,209
4140: Training	11,038	6,591	7,647	25,276	9,918	6,303	8,127	24,348	7,135	10,590	8,575	26,300	7,231	8,735	9,662	25,628	101,552
4170: Payment Discount	2,208	1,977	3,059	7,244	1,984	1,261	1,625	4,870	1,427	2,118	1,715	5,260	1,446	1,747	1,932	5,125	22,499
Total Revenue	300,242	182,569	209,525	692,334	269,782	171,442	221,047	662,271	194,070	288,057	233,231	715,358	196,679	237,585	262,819	697,081	2,767,044
5110: Cost of Sales	66,230	39,546	45,881	151,657	59,511	44,121	48,760	152,392	42,809	63,542	51,448	157,799	43,385	52,408	57,975	153,768	615,616
Total Cost of Sales and Service	66,230	39,546	45,881	151,657	59,511	44,121	48,760	152,392	42,809	63,542	51,448	157,799	43,385	52,408	57,975	153,768	615,616
Gross Profit	234,012	143,023	163,642	540,677	210,271	127,321	172,287	509,879	151,261	224,515	181,783	557,559	153,294	185,175	204,844	543,313	2,151,428
5800: Salaries	35,102	21,454	24,546	81,102	41,541	19,098	25,843	86,482	22,689	33,677	27,267	83,633	22,994	27,776	30,727	81,497	332,714
6110: Payroll Taxes	10,531	6,436	7,364	24,331	9,462	5,729	7,753	22,944	6,807	10,103	8,180	25,090	6,898	8,333	9,218	24,449	96,814
6140: Health and Welfare	16,381	10,012	11,455	37,848	14,719	8,912	12,060	35,691	10,588	15,716	12,725	39,029	10,731	12,962	14,339	38,032	150,600
6160: Other Compensation	4,500	2,300	2,500	9,300	4,100	1,500	4,300	9,900	1,194	1,493	1,313	4,000	1,111	1,222	1,667	4,000	27,200
Total Employee Expenses	66,514	40,202	45,865	152,581	69,822	35,239	49,956	155,017	41,278	60,989	49,485	151,752	41,734	50,295	55,951	147,978	607,328
7110: Advertising	23,401	14,302	16,364	54,067	21,027	12,732	17,229	50,988	15,126	22,452	18,178	55,756	15,329	18,517	20,484	54,330	215,141
7420: Rent Expense	28,081	17,163	19,637	64,881	25,233	15,279	20,674	61,186	18,151	26,942	21,814	66,907	18,395	22,221	24,581	65,197	258,171
Total Office Expenses	51,482	31,465	36,001	118,948	46,260	28,011	37,903	112,174	33,277	49,594	39,992	122,663	33,724	40,738	45,065	119,527	473,312
7699: Miscellaneous Travel Expenses	11,701	7,151	8,182	27,034	10,514	6,366	8,614	25,494	7,563	11,226	9,089	27,878	7,665	9,259	10,242	27,166	107,572
Total T&E Expenses	11,701	7,151	8,182	27,034	10,514	6,366	8,614	25,494	7,563	11,226	9,089	27,878	7,665	9,259	10,242	27,166	107,572
Total Operating Expenses	63,183	38,616	44,183	145,982	56,774	34,377	46,517	137,668	40,840	60,620	49,081	150,541	41,389	49,997	55,307	146,693	580,884
OpEx before Allocations	129,697	78,818	90,048	298,563	126,596	69,616	96,473	292,685	82,118	121,609	98,566	302,293	83,123	100,290	111,258	294,671	1,188,212
Operating Expenses	129,697	78,818	90,048	298,563	126,596	69,616	96,473	292,685	82,118	121,609	98,566	302,293	83,123	100,290	111,258	294,671	1,188,212
Pretax Income from Operations	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69343	102906	83,277	255,266	70,171	84,885	93,586	248,642	963,216
Total Pretax Income	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69343	102,906	83,277	255,266	70,171	84,885	93,586	248,642	963,216
Net Income	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216

Scenario 4: Apply Cell Style with One Data Validation Rule

In the Format/Validation Rule Builder screen shots below, a data validation rule is added that sets the background color and tooltip for level 0 Other Compensation cells if the value exceeds $4000.

Format/Validation Rule Builder Properties:

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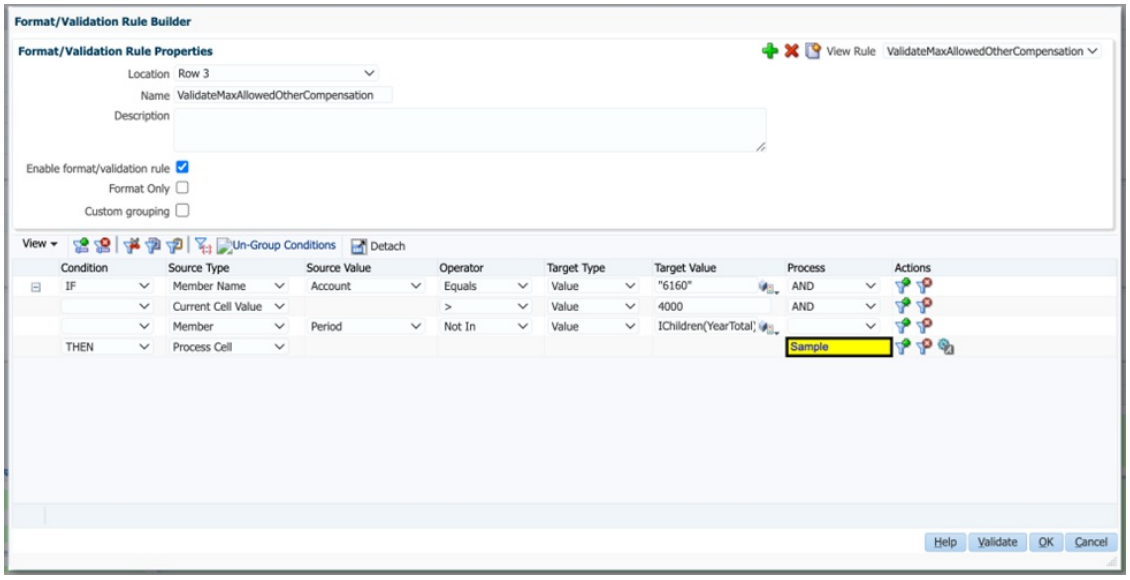
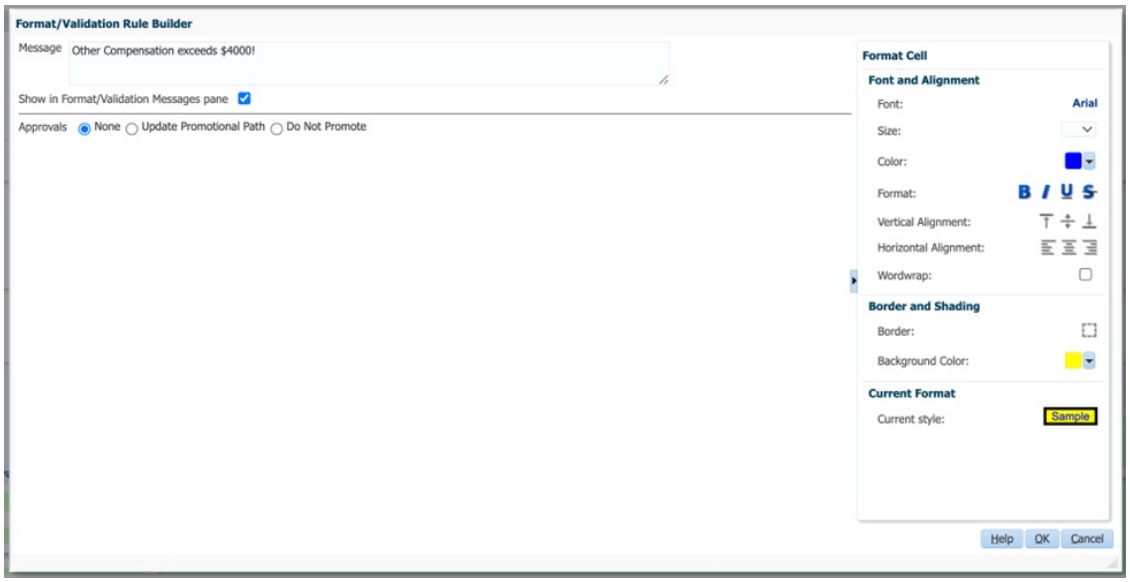


Format/Validation Rule Builder Format Cell Options:



Smart View runtime data grid with cell styles applied and one data validation rule:

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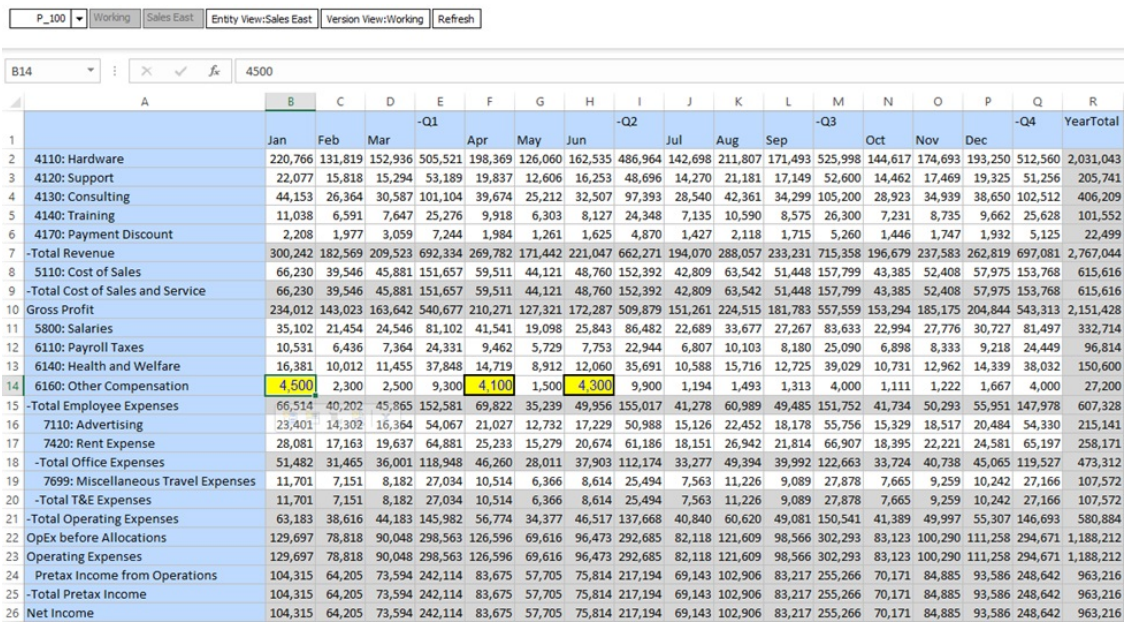
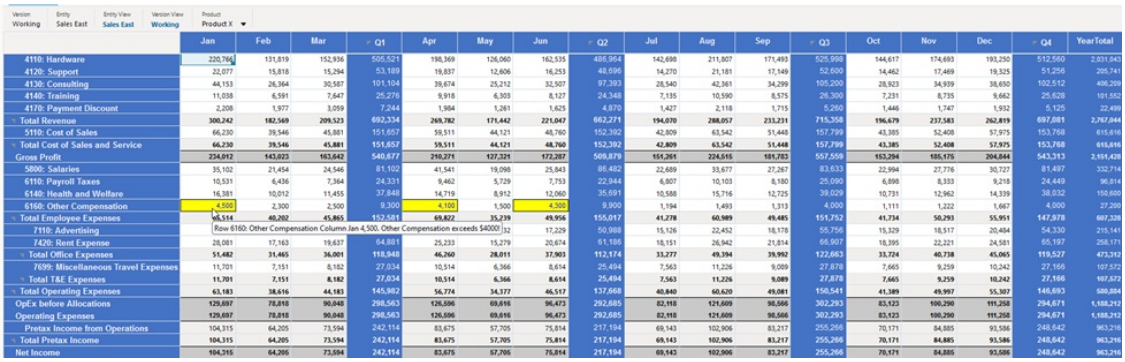


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1		Jan	Feb	Mar	-Q1	Apr	May	Jun	-Q2	Jul	Aug	Sep	-Q3	Oct	Nov	Dec	-Q4	YearTotal
2	4110: Hardware	220,766	131,819	152,936	505,521	198,369	126,060	162,535	486,964	142,698	211,807	171,493	525,998	144,617	174,693	193,250	512,560	2,031,043
3	4120: Support	22,077	15,818	15,294	53,189	19,837	12,606	16,253	48,696	14,270	21,181	17,149	52,600	14,462	17,469	19,325	51,256	205,741
4	4130: Consulting	44,153	26,364	30,587	101,104	39,674	25,212	32,507	97,393	28,540	42,361	34,299	105,200	28,923	34,939	38,650	102,512	406,209
5	4140: Training	11,038	6,591	7,647	25,276	9,918	6,303	8,127	24,348	7,135	10,590	8,575	26,300	7,231	8,735	9,662	25,628	101,552
6	4170: Payment Discount	2,208	1,977	3,059	7,244	1,984	1,261	1,625	4,870	1,427	2,118	1,715	5,260	1,446	1,747	1,932	5,125	22,499
7	-Total Revenue	300,242	182,569	209,523	692,334	269,782	171,442	221,047	662,271	194,070	288,057	233,231	715,358	196,679	237,583	262,819	697,081	2,767,044
8	5110: Cost of Sales	66,230	39,546	45,881	151,657	59,511	44,121	48,760	152,392	42,809	63,542	51,448	157,799	43,385	52,408	57,975	153,768	615,616
9	-Total Cost of Sales and Service	66,230	39,546	45,881	151,657	59,511	44,121	48,760	152,392	42,809	63,542	51,448	157,799	43,385	52,408	57,975	153,768	615,616
10	Gross Profit	234,012	143,023	163,642	540,677	210,271	127,321	172,287	509,879	151,261	224,515	181,783	557,559	153,294	185,175	204,844	543,313	2,151,428
11	5800: Salaries	35,102	21,454	24,546	81,102	41,541	19,098	25,843	86,482	22,689	33,677	27,267	83,633	22,994	27,776	30,727	81,497	332,714
12	6110: Payroll Taxes	10,531	6,436	7,364	24,331	9,462	5,729	7,753	22,944	6,807	10,103	8,180	25,090	6,898	8,333	9,218	24,449	96,814
13	6140: Health and Welfare	16,381	10,012	11,455	37,848	14,719	8,912	12,060	35,691	10,588	15,716	12,725	39,029	10,731	12,962	14,339	38,032	150,600
14	6160: Other Compensation	4,500	2,300	2,500	9,300	4,100	1,500	4,300	9,900	1,194	1,493	1,313	4,000	1,111	1,222	1,667	4,000	27,200
15	-Total Employee Expenses	66,514	40,202	45,865	152,581	69,822	35,239	49,956	155,017	41,278	60,989	49,485	151,752	41,734	50,293	55,951	147,978	607,328
16	7110: Advertising	23,401	14,302	16,364	54,067	21,027	12,732	17,229	50,988	15,126	22,452	18,178	55,756	15,329	18,517	20,484	54,330	215,141
17	7420: Rent Expense	28,081	17,163	19,637	64,881	25,233	15,279	20,674	61,186	18,151	26,942	21,814	66,907	18,395	22,221	24,581	65,197	258,171
18	-Total Office Expenses	51,482	31,465	36,001	118,948	46,260	28,011	37,903	112,174	33,277	49,394	39,992	122,663	33,724	40,738	45,065	119,527	473,312
19	7699: Miscellaneous Travel Expenses	11,701	7,151	8,182	27,034	10,514	6,366	8,614	25,494	7,563	11,226	9,089	27,878	7,665	9,259	10,242	27,166	107,572
20	-Total T&E Expenses	11,701	7,151	8,182	27,034	10,514	6,366	8,614	25,494	7,563	11,226	9,089	27,878	7,665	9,259	10,242	27,166	107,572
21	-Total Operating Expenses	63,183	38,616	44,183	145,982	56,774	34,377	46,517	137,668	40,840	60,620	49,081	150,541	41,389	49,997	55,307	146,693	580,884
22	OpEx before Allocations	129,697	78,818	90,048	298,563	126,596	69,616	96,473	292,685	82,118	121,609	98,566	302,293	83,123	100,290	111,258	294,671	1,188,212
23	Operating Expenses	129,697	78,818	90,048	298,563	126,596	69,616	96,473	292,685	82,118	121,609	98,566	302,293	83,123	100,290	111,258	294,671	1,188,212
24	Pretax Income from Operations	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216
25	-Total Pretax Income	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216
26	Net Income	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216

In the screen shot above, the data validation rule that was defined in the rule builder is applied to cells [B,14], [F,14], and [H,14]. There's a black border on all four sides, yellow background color, and blue font.

Web runtime data grid with cell styles applied and one data validation rule:



Note the following about the screen shot above:

- Formatting: Black border on all four sides, yellow background color, and blue font.
- Tooltip Message: Other Compensation exceeds $4000!

Scenario 5: Apply Cell Style with One Data Validation Rule and One Groovy Rule

The Groovy rule definition sets the background color and a tooltip for the Other Compensation cells if the cell value exceeds 10% of Salaries.

Groovy Rule definition:

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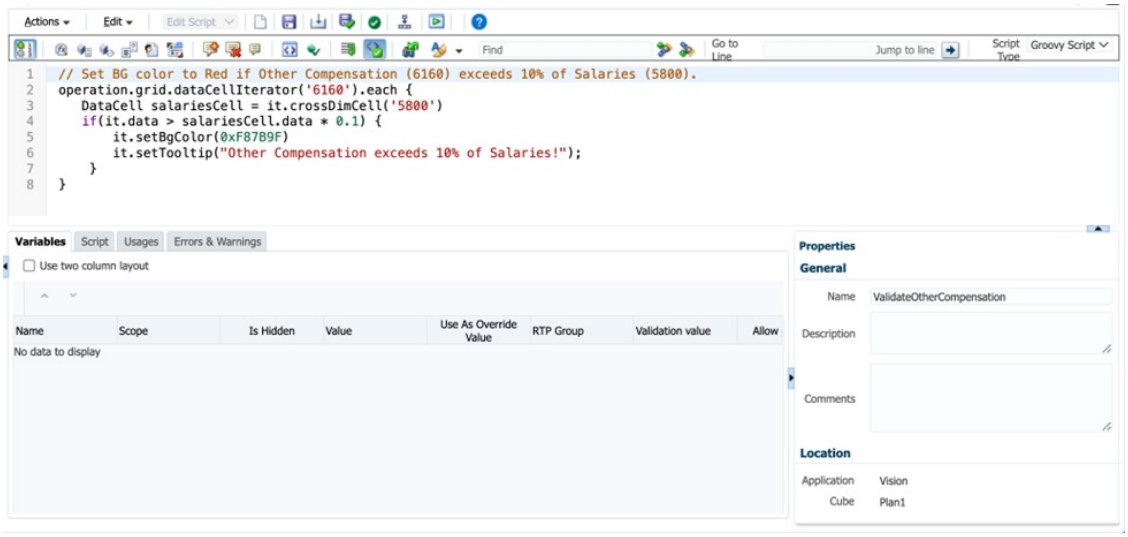
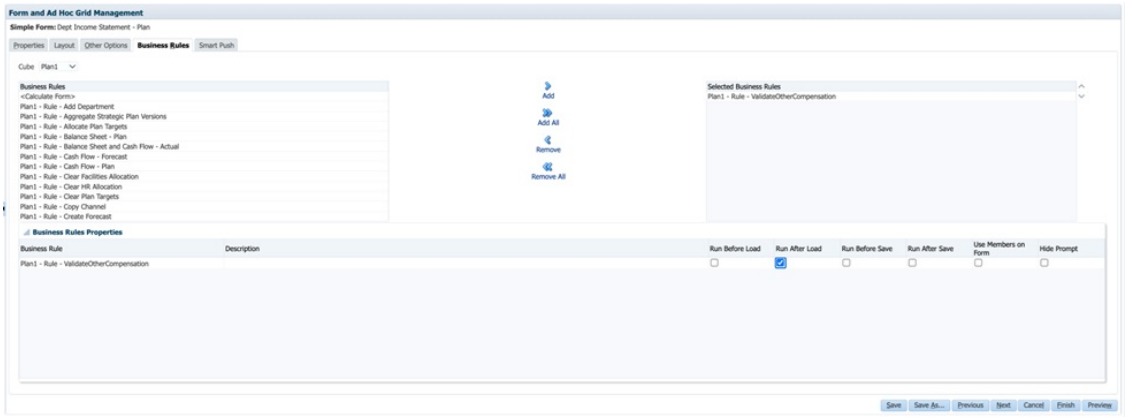


Adding the Groovy rule to the form on the Business Rules tab of the Form Designer:



Smart View runtime data grid with Groovy rules and data validation rules applied:

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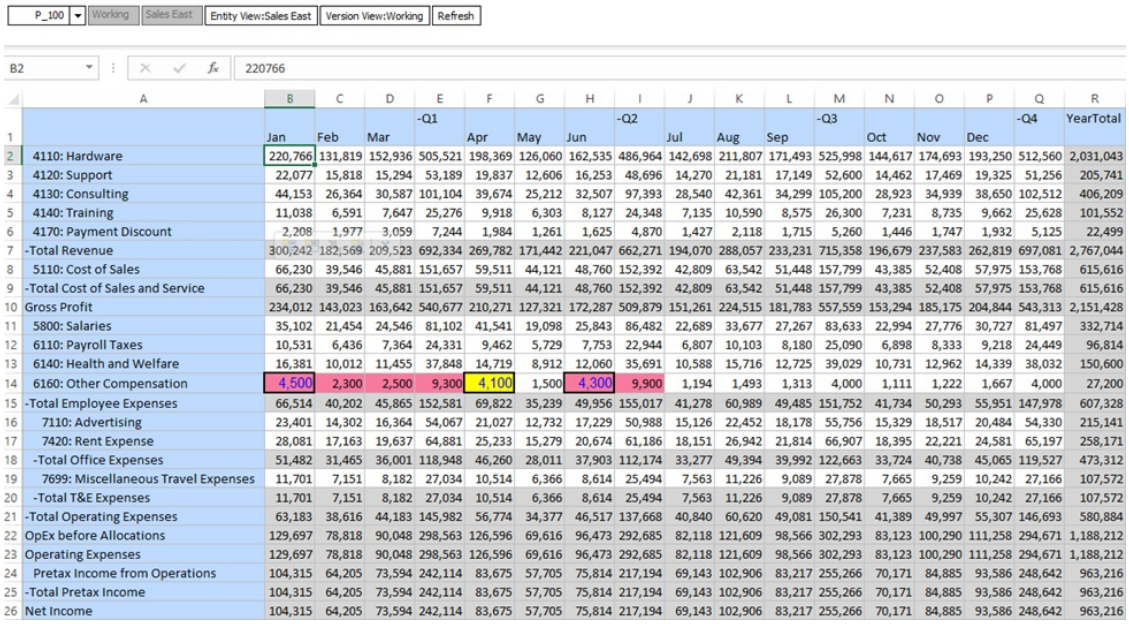


P_100 | Working | Sales East | Entity View:Sales East | Version View:Working | Refresh

B2: 220766

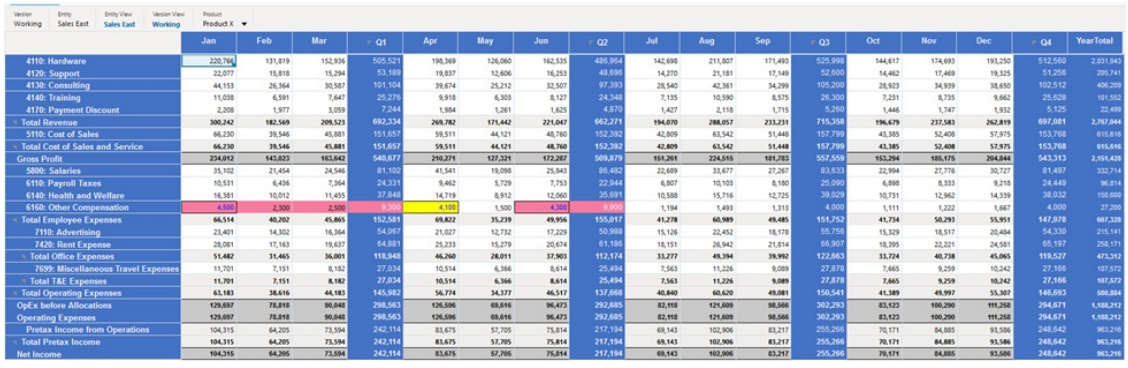
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1		Jan	Feb	Mar	-Q1	Apr	May	Jun	-Q2	Jul	Aug	Sep	-Q3	Oct	Nov	Dec	-Q4	YearTotal
2	4110: Hardware	220,766	131,819	152,936	505,521	198,369	126,060	162,535	486,964	142,698	211,807	171,493	525,998	144,617	174,693	193,250	512,560	2,031,043
3	4120: Support	22,077	15,818	15,294	53,189	19,837	12,606	16,253	48,696	14,270	21,181	17,149	52,600	14,462	17,469	19,325	51,256	205,741
4	4130: Consulting	44,153	26,364	30,587	101,104	39,674	25,212	32,507	97,393	28,540	42,361	34,299	105,200	28,923	34,939	38,650	102,512	406,209
5	4140: Training	11,038	6,591	7,647	25,276	9,918	6,303	8,127	24,348	7,135	10,590	8,575	26,300	7,231	8,735	9,662	25,628	101,552
6	4170: Payment Discount	2,208	1,977	3,059	7,244	1,984	1,261	1,625	4,870	1,427	2,118	1,715	5,260	1,446	1,747	1,932	5,125	22,499
7	-Total Revenue	300,242	182,569	209,523	692,334	269,782	171,442	221,047	662,271	194,070	288,057	233,231	715,358	196,679	237,583	262,819	697,081	2,767,044
8	5110: Cost of Sales	66,230	39,546	45,881	151,657	59,511	44,121	48,760	152,392	42,809	63,542	51,448	157,799	43,385	52,408	57,975	153,768	615,616
9	-Total Cost of Sales and Service	66,230	39,546	45,881	151,657	59,511	44,121	48,760	152,392	42,809	63,542	51,448	157,799	43,385	52,408	57,975	153,768	615,616
10	Gross Profit	234,012	143,023	163,642	540,677	210,271	127,321	172,287	509,879	151,261	224,515	181,783	557,559	153,294	185,175	204,844	543,313	2,151,428
11	5800: Salaries	35,102	21,454	24,546	81,102	41,541	19,098	25,843	86,482	22,689	33,677	27,267	83,633	22,994	27,776	30,727	81,497	332,714
12	6110: Payroll Taxes	10,531	6,436	7,364	24,331	9,462	5,729	7,753	22,944	6,807	10,103	8,180	25,090	6,898	8,333	9,218	24,449	96,814
13	6140: Health and Welfare	16,381	10,012	11,455	37,848	14,719	8,912	12,060	35,691	10,588	15,716	12,725	39,029	10,731	12,962	14,339	38,032	150,600
14	6160: Other Compensation	4,500	2,300	2,500	9,300	4,100	1,500	4,300	9,900	1,194	1,493	1,313	4,000	1,111	1,222	1,667	4,000	27,200
15	-Total Employee Expenses	66,514	40,202	45,865	152,581	69,822	35,239	49,956	155,017	41,278	60,989	49,485	151,752	41,734	50,293	55,951	147,978	607,328
16	7110: Advertising	23,401	14,302	16,364	54,067	21,027	12,732	17,229	50,988	15,126	22,452	18,178	55,756	15,329	18,517	20,484	54,330	215,141
17	7420: Rent Expense	28,081	17,163	19,637	64,881	25,233	15,279	20,674	61,186	18,151	26,942	21,814	66,907	18,395	22,221	24,581	65,197	258,171
18	-Total Office Expenses	51,482	31,465	36,001	118,948	46,260	28,011	37,903	112,174	33,277	49,394	39,992	122,663	33,724	40,738	45,065	119,527	473,312
19	7699: Miscellaneous Travel Expenses	11,701	7,151	8,182	27,034	10,514	6,366	8,614	25,494	7,563	11,226	9,089	27,878	7,665	9,259	10,242	27,166	107,572
20	-Total T&E Expenses	11,701	7,151	8,182	27,034	10,514	6,366	8,614	25,494	7,563	11,226	9,089	27,878	7,665	9,259	10,242	27,166	107,572
21	-Total Operating Expenses	63,183	38,616	44,183	145,982	56,774	34,377	46,517	137,668	40,840	60,620	49,081	150,541	41,389	49,997	55,307	146,693	580,884
22	OpEx before Allocations	129,697	78,818	90,048	298,563	126,596	69,616	96,473	292,685	82,118	121,609	98,566	302,293	83,123	100,290	111,258	294,671	1,188,212
23	Operating Expenses	129,697	78,818	90,048	298,563	126,596	69,616	96,473	292,685	82,118	121,609	98,566	302,293	83,123	100,290	111,258	294,671	1,188,212
24	Pretax Income from Operations	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216
25	-Total Pretax Income	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216
26	Net Income	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216

The data validation rule and the Groovy rule are applied to cells [B,14] and [H,14].

Note the following in the above Smart View runtime data grid:

- The background color is applied from the Groovy rule as it has higher precedence than the data validation rule. The formatting (border and blue font) is merged from the data validation rule since the Groovy rule does not apply any formatting.
- In cells [C,14], [D,14], [E,14], and [I,14], only the Groovy rule definition is displayed.
- Only cell [F,14] applies the data validation rule

Web runtime data grid with Groovy rules and data validation rules applied:



Note the following in the above Web runtime data grid:

- The background color is applied from the Groovy rule as it has higher precedence than the data validation rule. The formatting (border and blue font) is merged from the data validation rule since the Groovy rule does not apply any formatting.
- In some cells, only the Groovy rule definition is displayed.
- Only one cell applies the data validation rule

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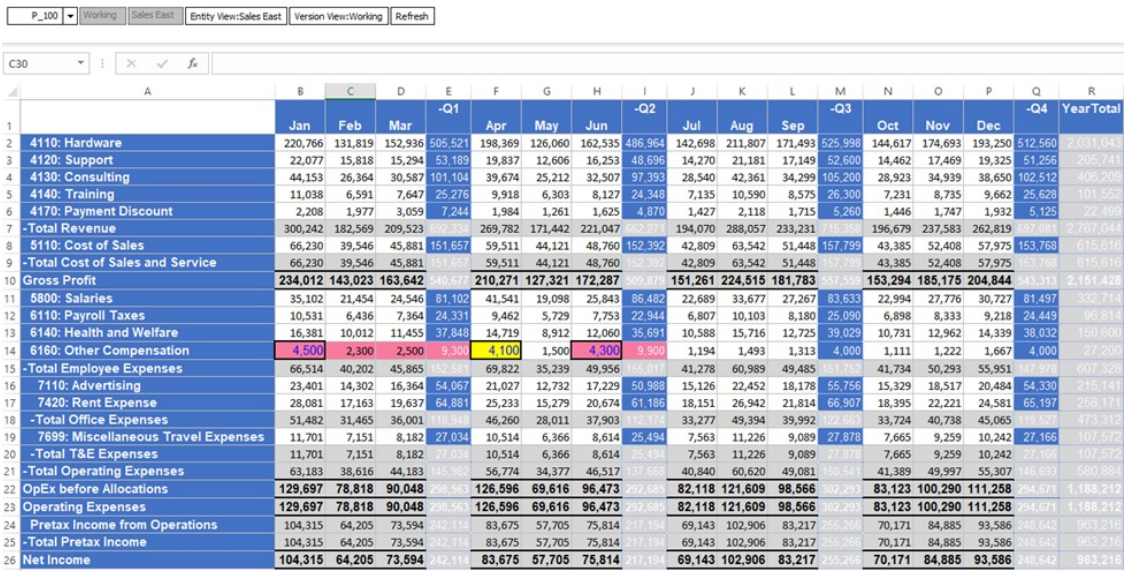
Scenario 6: Apply Custom and Cell Styles with One Data Validation Rule and One Groovy Rule

In the screen shots below, the order of precedence is applied with P1 being the highest precedence:

- (P1) Groovy rule
- (P2) Data Validation rule in the Format/Data Validation Rule Builder
- (P3) Smart View cell styles
- (P4) Format rule in the Format/Data Validation Rule Builder
- (P5) Smart View Custom formatting

Smart View runtime data grid with custom and cell styles applied and one data validation rule and one groovy rule:



	Jan	Feb	Mar	-Q1	Apr	May	Jun	-Q2	Jul	Aug	Sep	-Q3	Oct	Nov	Dec	-Q4	YearTotal
4110: Hardware	220,766	131,819	152,936	505,521	198,369	126,060	162,535	486,964	142,698	211,807	171,493	525,998	144,617	174,693	193,250	512,560	2,031,043
4120: Support	22,077	15,818	15,294	53,189	19,837	12,606	16,253	48,696	14,270	21,181	17,149	52,600	14,462	17,469	19,325	51,256	205,741
4130: Consulting	44,153	26,364	30,587	101,104	39,674	25,212	32,507	97,393	28,540	42,361	34,299	105,200	28,923	34,939	38,650	102,512	406,209
4140: Training	11,038	6,591	7,647	25,276	9,918	6,303	8,127	24,348	7,135	10,590	8,575	26,300	7,231	8,735	9,662	25,628	101,552
4170: Payment Discount	2,208	1,977	3,059	7,244	1,984	1,261	1,625	4,870	1,427	2,118	1,715	5,260	1,446	1,747	1,932	5,125	22,499
-Total Revenue	300,242	182,569	209,523	692,334	269,782	171,442	221,047	662,471	194,070	288,057	233,231	715,458	196,679	237,583	262,819	697,681	2,767,044
5110: Cost of Sales	66,230	39,546	45,881	151,657	59,511	44,121	48,760	152,392	42,809	63,542	51,448	157,799	43,385	52,408	57,975	153,768	615,616
-Total Cost of Sales and Service	66,230	39,546	45,881	151,657	59,511	44,121	48,760	152,392	42,809	63,542	51,448	157,799	43,385	52,408	57,975	153,768	615,616
Gross Profit	**234,012**	**143,023**	**163,642**	540,677	**210,271**	**127,321**	**172,287**	509,879	**151,261**	**224,515**	**181,783**	557,559	**153,294**	**185,175**	**204,844**	543,313	2,151,428
5800: Salaries	35,102	21,454	24,546	81,102	41,541	19,098	25,843	86,482	22,689	33,677	27,267	83,633	22,994	27,776	30,727	81,497	332,714
6110: Payroll Taxes	10,531	6,436	7,364	24,331	9,462	5,729	7,753	22,944	6,807	10,103	8,180	25,090	6,898	8,333	9,218	24,449	96,814
6140: Health and Welfare	16,381	10,012	11,455	37,848	14,719	8,912	12,060	35,691	10,588	15,716	12,725	39,029	10,731	12,962	14,339	38,032	150,600
6160: Other Compensation	4,500	2,300	2,500	9,300	4,100	1,500	4,300	9,900	1,194	1,493	1,313	4,000	1,111	1,222	1,667	4,000	27,200
-Total Employee Expenses	66,514	40,202	45,865	152,681	69,822	35,239	49,956	155,017	41,278	60,989	49,485	151,752	41,734	50,293	55,951	147,978	607,328
7110: Advertising	23,401	14,302	16,364	54,067	21,027	12,732	17,229	50,988	15,126	22,452	18,178	55,756	15,329	18,517	20,484	54,330	215,141
7420: Rent Expense	28,081	17,163	19,637	64,881	25,233	15,279	20,674	61,186	18,151	26,942	21,814	66,907	18,395	22,221	24,581	65,197	258,171
-Total Office Expenses	51,482	31,465	36,001	118,948	46,260	28,011	37,903	112,174	33,277	49,394	39,992	122,663	33,724	40,738	45,065	119,527	473,312
7699: Miscellaneous Travel Expenses	11,701	7,151	8,182	27,034	10,514	6,366	8,614	25,494	7,563	11,226	9,089	27,878	7,665	9,259	10,242	27,166	107,572
-Total T&E Expenses	11,701	7,151	8,182	27,034	10,514	6,366	8,614	25,494	7,563	11,226	9,089	27,878	7,665	9,259	10,242	27,166	107,572
-Total Operating Expenses	63,183	38,616	44,183	145,982	56,774	34,377	46,517	137,668	40,840	60,620	49,081	150,541	41,389	49,997	55,307	146,693	580,884
OpEx before Allocations	**129,697**	**78,818**	**90,048**	298,563	**126,596**	**69,616**	**96,473**	292,685	**82,118**	**121,609**	**98,566**	302,293	**83,123**	**100,290**	**111,258**	294,671	1,188,212
Operating Expenses	**129,697**	**78,818**	**90,048**	298,563	**126,596**	**69,616**	**96,473**	292,685	**82,118**	**121,609**	**98,566**	302,293	**83,123**	**100,290**	**111,258**	294,671	1,188,212
Pretax Income from Operations	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216
-Total Pretax Income	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216
Net Income	**104,315**	**64,205**	**73,594**	242,114	**83,675**	**57,705**	**75,814**	217,194	**69,143**	**102,906**	**83,217**	255,266	**70,171**	**84,885**	**93,586**	248,642	963,216

Smart View runtime data grid with read-only disabled:

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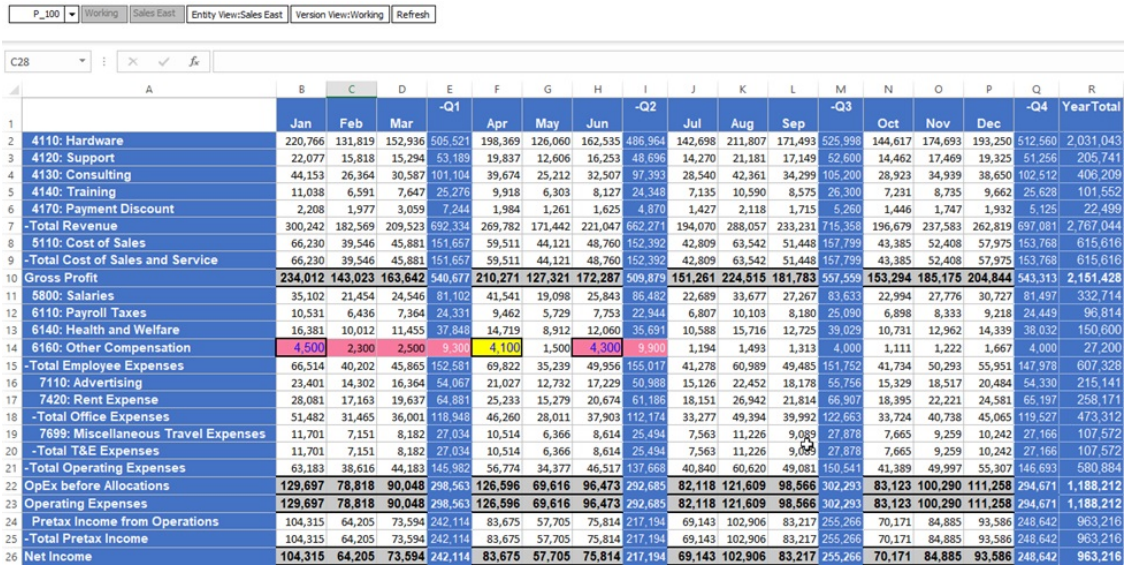

	Jan	Feb	Mar	-Q1	Apr	May	Jun	-Q2	Jul	Aug	Sep	-Q3	Oct	Nov	Dec	-Q4	YearTotal
4110: Hardware	220,766	131,819	152,936	505,521	198,369	126,060	162,535	486,964	142,698	211,807	171,493	525,998	144,617	174,693	193,250	512,560	2,031,043
4120: Support	22,077	15,818	15,294	53,189	19,837	12,606	16,253	48,696	14,270	21,181	17,149	52,600	14,462	17,469	19,325	51,256	205,741
4130: Consulting	44,153	26,364	30,587	101,104	39,674	25,212	32,507	97,393	28,540	42,361	34,299	105,200	28,923	34,939	38,650	102,512	406,209
4140: Training	11,038	6,591	7,647	25,276	9,918	6,303	8,127	24,348	7,135	10,590	8,575	26,300	7,231	8,735	9,662	25,628	101,552
4170: Payment Discount	2,208	1,977	3,059	7,244	1,984	1,261	1,625	4,870	1,427	2,118	1,715	5,260	1,446	1,747	1,932	5,125	22,499
-Total Revenue	300,242	182,569	209,523	692,334	269,782	171,442	221,047	662,271	194,070	288,057	233,231	715,358	196,679	237,583	262,819	697,081	2,767,044
5110: Cost of Sales	66,230	39,546	45,881	151,657	59,511	44,121	48,760	152,392	42,809	63,542	51,448	157,799	43,385	52,408	57,975	153,768	615,616
-Total Cost of Sales and Service	66,230	39,546	45,881	151,657	59,511	44,121	48,760	152,392	42,809	63,542	51,448	157,799	43,385	52,408	57,975	153,768	615,616
Gross Profit	234,012	143,023	163,642	540,677	210,271	127,321	172,287	509,879	151,261	224,515	181,783	557,559	153,294	185,175	204,844	543,313	2,151,428
5800: Salaries	35,102	21,454	24,546	81,102	41,541	19,098	25,843	86,482	22,689	33,677	27,267	83,633	22,994	27,776	30,727	81,497	332,714
6110: Payroll Taxes	10,531	6,436	7,364	24,331	9,462	5,729	7,753	22,944	6,807	10,103	8,180	25,090	6,898	8,333	9,218	24,449	96,814
6140: Health and Welfare	16,381	10,012	11,455	37,848	14,719	8,912	12,060	35,691	10,588	15,716	12,725	39,029	10,731	12,962	14,339	38,032	150,600
6160: Other Compensation	4,500	2,300	2,500	9,300	4,100	1,500	4,300	9,900	1,194	1,493	1,313	4,000	1,111	1,222	1,667	4,000	27,200
-Total Employee Expenses	66,514	40,202	45,865	152,581	69,822	35,239	49,956	155,017	41,278	60,989	49,485	151,752	41,734	50,293	55,951	147,978	607,328
7110: Advertising	23,401	14,302	16,364	54,067	21,027	12,732	17,229	50,988	15,126	22,452	18,178	55,756	15,329	18,517	20,484	54,330	215,141
7420: Rent Expense	28,081	17,163	19,637	64,881	25,233	15,279	20,674	61,186	18,151	26,942	21,814	66,907	18,395	22,221	24,581	65,197	258,171
-Total Office Expenses	51,482	31,465	36,001	118,948	46,260	28,011	37,903	112,174	33,277	49,394	39,992	122,663	33,724	40,738	45,065	119,527	473,312
7699: Miscellaneous Travel Expenses	11,701	7,151	8,182	27,034	10,514	6,366	8,614	25,494	7,563	11,226	9,089	27,878	7,665	9,259	10,242	27,166	107,572
-Total T&E Expenses	11,701	7,151	8,182	27,034	10,514	6,366	8,614	25,494	7,563	11,226	9,089	27,878	7,665	9,259	10,242	27,166	107,572
-Total Operating Expenses	63,183	38,616	44,183	145,982	56,774	34,377	46,517	137,668	40,840	60,620	49,081	150,541	41,389	49,997	55,307	146,693	580,884
OpEx before Allocations	129,697	78,818	90,048	298,563	126,596	69,616	96,473	292,685	82,118	121,609	98,566	302,293	83,123	100,290	111,258	294,671	1,188,212
Operating Expenses	129,697	78,818	90,048	298,563	126,596	69,616	96,473	292,685	82,118	121,609	98,566	302,293	83,123	100,290	111,258	294,671	1,188,212
Pretax Income from Operations	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216
-Total Pretax Income	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216
Net Income	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216

Best Practices for Forms with Validation Rules

When designing forms that contain validation rules, use these guidelines to optimize performance.

- Include Dense dimensions on rows and columns, and Sparse dimensions on page and POV
- Limit the number of dimensions on a row. Including multiple dimensions on a row will negatively impact performance.
- Select the **Suppress Missing Blocks** option when Sparse dimensions are on rows.
- Reduce the number of Business Rules set to Run on Save
- Use the outline to add Member Formulas instead of including Formula columns in the form
- Ensure that Business Rules and Smart Push update unique data
- Limit the number of rows to approximately 100 rows or less
- Use member functions instead of selecting individual members to reduce maintenance
- Leverage dynamic user variables, substitution variables and valid combinations instead of creating a large number of forms
- Organize forms into folders

Setting Form Precision and Other Options

In **Other Options**, you set data precision, associate context menus with the form, and enable dynamic user variables.

You control data precision by applying minimum and maximum values for different account types. For example, you can truncate and round the decimal portion of longer numbers.

To set form precision and other options:

1. Open the form, and then click **Other Options**.
2. In **Precision**, select options to set the number of decimal positions displayed in a cell for **Currency Values**, **Non-Currency Values**, and **Percentage Values**.

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

Table 18-8 Form Data Precision Examples

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

Notes:

- By default, the precision settings that you select here override the precision set for the currency member. If instead you want the currency member's precision setting to apply for the form, select **Use Currency member precision setting**.
- Precision settings affect only the display of values, not their stored values, which are more accurate. For example, if Minimum Precision is set to 2, and if the system spreads the value 100 from Q1 into the months January, February, and March, the month cells display 33.33 when they are not selected. When they are selected, they display their more accurate values (for example, 33.33333333333333).

3. In **Context Menus**, associate menus with the form by selecting them from **Available Menus** and moving them to Selected Menus, using the right and left arrows.
4. If you select multiple menus, use the Up and Down arrows to set the order in which they display.
5. Select **Enable Dynamic User Variables** to allow dynamic user variables in the form.
6. Click **Save**.

Creating Asymmetric Rows and Columns

Asymmetric rows and columns contain different sets of members selected across the same dimensions. For example:

Row/Column A: Scenario = Actual, Time Period = Q1

Row/Column B: Scenario = Budget, Time Period = Q2, Q3, Q4

To create asymmetric rows or columns:

1. Open the form, and then click **Layout**.
2. Click the **Dimension Selector** to select the dimension to modify.
3. Click the **Member Selector** to the right of the dimension name, and then modify the members selected for this dimension.

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4. Click **Save** to save your work and continue, or click **Finish** to save your work and close the form.

Adding Formula Rows and Columns

Formula rows contain formulas that apply to form rows. Formula columns contain formulas that apply to form columns. For example, you can create a formula column (column D) that computes the percentage variance between the January sales (column A) and February sales (column B). The formula defined for a formula row or column applies to all row or column dimensions. To define or assign existing formulas to forms, select the appropriate row or column on the **Layout** tab and then display formula building options under **Segment Properties**.

> **Tip**
>
> Consider adding a formula row between two other rows to create a blank row. Blank rows are useful, for example, for visually separating subtotals and totals within a form.

To add formula rows and columns:

1. Open the form, and then click **Layout**.
2. On the **Layout** tab, right-click **Rows** or **Columns**.
3. Select **Add Formula Row** or **Add Formula Column**.
4. Click the new **Formula Label** that is displayed in the row or column, and then enter the formula name.
5. Click the row or column number and specify any of the following displayed in the **Segment Properties** pane to the right:
   - **Hide** hides the row or column
   - **Show separator** displays the row or column separator
   - **Display formula on form** displays the formula on the form when you click that option in the row or column header
6. For each dimension in **Formula Data Type** in the right pane, select a data type for the formula result:
   - **Currency**
   - **Non-Currency**
   - **Percentage**
   - **SmartList**

     If you select SmartList, select a Smart List from the drop-down list next to the data type.
   - **Date**
   - **Text**
7. Define the formula to use for the row or column by entering the formula name in the **Formula** field, and then clicking **Edit**.
8. Click **Validate** to ensure that the formula does not contain any errors.
9. Click **OK** to save the formula and to close the Formula window.

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Defining Simple Form Page and Point of View

You can select dimensions and members for the page axis and Point of View. The Point of View dimensions and members must be valid for the form type and not assigned to a page, column, or row axis. The Point of View sets the unique dimension members that define intersections of data.

When you set user variables for forms, the variable name displays in the Point of View.

To define page axis and Point of View:

1. Open the form, and then click **Layout**.
2. Click the **Dimension Selector** and then drag the dimension to Page to add it to the form page axis.
3. Click the **Member Selector** for each page axis dimension and select members.
4. Repeat these steps to assign multiple dimensions to the page axis.

   Assigning multiple dimensions to the page axis enables users to select dimensionality while entering data. Users can select **Display Options** to specify whether the system sets the page selection to the most recently used selection.
5. In **Dimension Properties**, select or clear options for page dimensions.
6. **Optional:** Click the **Dimension Selector** and then drag the dimension to the Point of View to add it to the form Point of View. Repeat this action for each dimension that you want to move to the Point of View.
7. In **Point of View**, click the **Member Selector** for each dimension and then select members.
8. In **Dimension Properties**, select or clear options for Point of View dimensions.
9. Click **Save** to save your work and continue, or click **Finish** to save your work and close the form.

Using the SingleTime Dimension

In applications that use the Dense/Sparse Optimization (DSO) option, a system replacement dimension named SingleTime is available for data forms. The SingleTime dimension combines the Year and Period dimensions, for example, "Jul2022" for the FY22 Year and July Period. This can be useful when you want to view the data in a form for different months and years, for example, the data from the last six months of the prior year. It also enables you to use Relative functions to view form data for a range of periods or years.

> **Note**
>
> The SingleTime dimension is only available in data forms, and in data forms accessed through Oracle Smart View for Office.

Before you can use the SingleTime dimension feature, you must enable it during the Application Creation process, or after application creation from the Enable Features page in Application Configuration. See Enabling Application Features.

To enable Single Time in a data form, you select SingleTime as the replacement dimension when defining the form.

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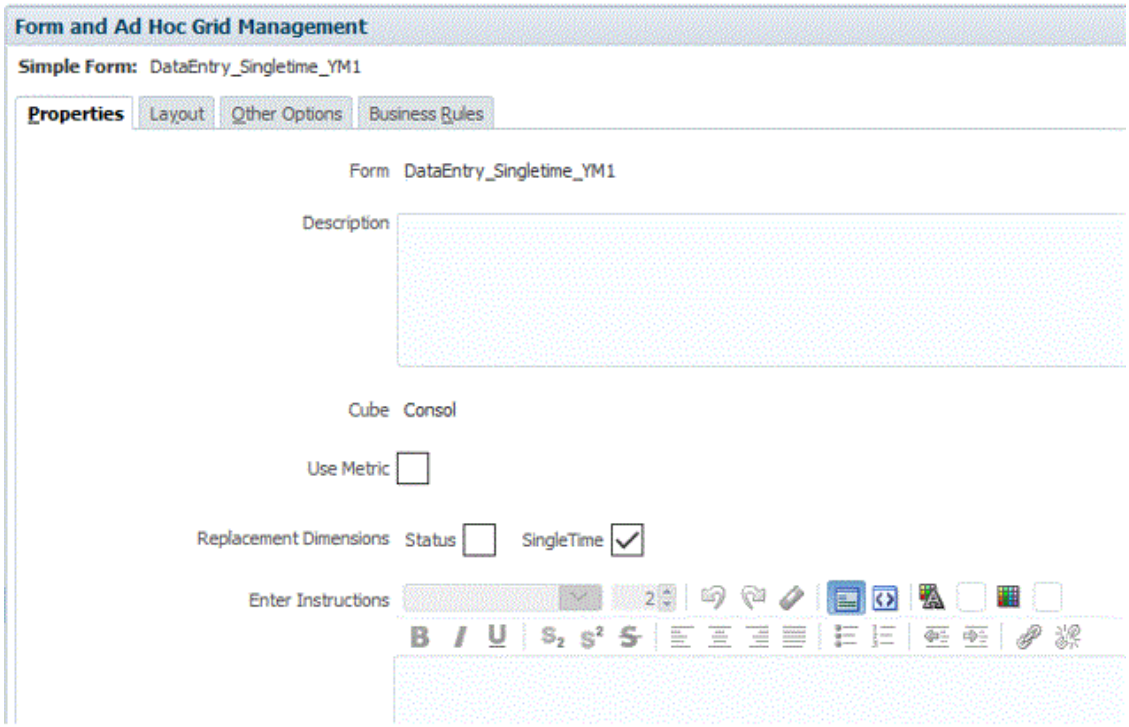

In order for SingleTime functionality to be available, the form must have both the Year and Period dimensions on either the row or the column, with no selections for either. Year and Period must be on the same axis. The selections for both dimensions will be based on run-time prompts for the Relative and RelativeRange rules.

When SingleTime is enabled, two additional functions are available from the Function selector in the Member Selector: Relative or Relative Range. These business rules are only available for selection in forms, and can only be selected when the SingleTime replacement dimension is selected. You can apply one or both of these rules as needed to view data for a range of periods or years. Note that these rules are used for navigation purposes within the SingleTime dimension, and actual data is still stored separately in the Year and Period dimensions. When the form is rendered, all data that is submitted or saved is written to the members from the Year and Period dimensions.

The **Relative** function displays the SingleTime period (for example, Jan 2020) with an optional parameter relative to the specified SingleTime period. The relative value can be positive or negative (for example, 3 or -5). For example, Relative (Mar 2022,5) will display Aug 2022 (5 periods relative to Mar 2022).

The **RelativeRange** function displays the SingleTime period (for example, Feb 2020) with an optional parameter for the relative range of periods to be displayed. The relative range value can be positive or negative. For example, RelativeRange (Jan 2020,2) displays display Jan 2020, Feb 2020, Mar 2020 (Jan 2020 plus 2 additional periods after Jan 2020).

Note: Make sure to specify a SingleTime dimension function that is in the range of available years defined in your application, or errors may occur.

When the SingleTime dimension is created, a seeded User Variable called SingleTime is also created, and the default value is the first Level zero period with the first year member in the SingleTime dimension. This variable is used as the anchor period in the SingleTime dimension to either navigate forwards or backwards based on the offset selected when running the rules

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in the form. When you run the Relative or RelativeRange rule, select a member and enter an offset value, that member becomes the new value assigned to the SingleTime User Variable.

You can also manually modify the value for the User Variable. See Creating User Variables. For example, you can define a user variable such as "currentPeriod" = Dec 2020. When you use this with the Relative function, for example, Relative (&currentPeriod,4), the form displays Mar 2021 (4 periods relative to the current period of Dec 20).

To use the SingleTime dimension:

1. Enable the **Combine Year and Period as a Single Dimension** application option, either during the Application Creation process, or after application creation from the **Enable Features** page in **Application Configuration**.

   When you select this option, the SingleTime dimension members will be created with the period member name, then year member name, for example Q1 2022, Jan 2022. During the creation of the members, a validation will be performed for existing members with the same name format. If there are existing members, a warning message will display, and you must remove the existing members and refresh the database before you can create the SingleTime dimension. After the SingleTime dimension has been successfully created, it will be displayed in the Dimensions list, with the dimension members based on the years and periods in your application.
2. Create a data form and on the **Properties** tab, for **Replacement Dimensions**, select **SingleTime**.
3. Select the **Layout** tab, and set the row and column layout. The SingleTime members are available in the POV, and you can drag and drop them to rows and columns.

   To use SingleTime functionality, the form must have both the Year and Period dimensions on either the row or the column, with no selections for either. They both must be on the same axis.
4. To apply one of the range business rules, from the **Functions** drop-down box on the Member Selector, select **Relative** or **RelativeRange**.
5. Modify the member selection as needed for the SingleTime member, enter an offset value and click **OK**.

   Valid input values for the offset are any negative or positive integers.
6. Enter data into the form, and ensure that the calculation status is updated correctly.

Working with Forms and Form Components

Related Topics

- Opening Forms
- Previewing Forms
- Printing Form Definitions
- Editing Forms
- Moving, Deleting, and Renaming Forms
- Enabling Year-to-Date (YTD) Data Input in Forms

Opening Forms

To open a form for editing:

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1. Click the **Navigator** icon  .
2. Under **Create and Manage**, click **Forms**.
3. Select the tab for the type of form that you want to open.
4. Click the name of the form.

   The form opens in edit mode in a new tab.

To open and view a form:

1. On the Home page, click **Data**.
2. Select the tab for the type of form that you want to open.
3. Click the name of the form.

Previewing Forms

While you are designing forms, you can preview the dimensions that are assigned to the Point of View, columns, rows, and page axes. Previewing displays member attributes, alias, and data associated with forms, although new data cannot be entered.

Previewing completes regular form design validation checks, and checks for proper evaluation of any data validation rules included in the form. Data validation rules must be properly completed before the form can be saved. In addition, data validation rules are saved as part of the form. If you do not save changes to a form, any data validation rule changes made after the form was last saved are lost.

To preview a form's design:

1. Click the **Navigator** icon  .
2. Under **Create and Manage**, click **Forms**.
3. With a form open, click **Preview**.

   The form opens in edit mode in a new tab.
4. Resolve any issues reported during the design validation checks, including any issues with data validation rules.
5. Save the form to ensure that updates are saved, including any changes to data validation rules.

Printing Form Definitions

Service Administrators can print form definition reports that include information on dimension members, business rules, access permissions, and other form components.

To create and print form definition reports:

1. Click the **Navigator** icon and then under **Monitor and Explore**, click **System Reports**.
2. Select the **Forms** tab.
3. Select the form definitions to print by moving them from **Available Forms** to **Selected Forms**.
4. **Optional**: Select **Include Member Selection List** to include column and row members on the report.
5. **Optional**: Select **Include Business Rules** to include associated business rules.

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6. Click **Create Report**.
   Adobe Acrobat generates a consolidated report, including:
   - Cube
   - Description
   - Column dimension and members and additional column definitions
   - Row dimension and members and additional row definitions
   - Page and Point of View dimensions
   - Form access permissions
   - Associated business rules
7. To print the report, select **File**, and then **Print**.

Editing Forms

You can edit the layout, members, and properties of forms. For example, you can add formula rows or columns to a form.

To edit a form:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Forms**.
3. Select the form, then click **Edit**.

   Alternatively, on the Home page, you can click **Data**. Expand a form folder, click the name of a form to open it, and then click **Edit.**
4. Select:
   - **Properties** to edit the description and instructions.
   - **Layout** to edit form layout.
   - **Other Options** to edit form precision, change the context menus associated with the form, enable/disable dynamic user variables, and select user variables.
5. Choose an option:
   - To save your work, click **Save**.
   - To save a variant of a form with a new name, click **Save As**, enter a **New Form Name**, and then click **OK**. The updated form with the new name is added to the form list and the newly named form opens in a new dynamic tab.
6. Click **Finish** to save your work and close the form.

Moving, Deleting, and Renaming Forms

To move, delete, and rename forms:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Forms**.
3. Select the form.
4. Select a task:
   - To move a form, click **Move**, and then select the destination folder.

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> **Note**
>
> You can move multiple forms simultaneously if they are in the same folder.

- To delete a form, click **Delete**.
- To rename a form, click **Rename**, and then enter the new name.

5. Click **OK**.

Enabling Year-to-Date (YTD) Data Input in Forms

In addition to using Groovy rules for YTD data entry, you can enable YTD Data Input using the **Enable YTD Data Input** option in data forms. The option allows you to enter data directly to the FCCS_YTD member in the form. The**PostFormSave** business rule for FCCS_YTD is provided to allow you to enter YTD data. You can check the status of the rule in the Job console. Rules attached in the form are executed after the Save operation.

Audit tracking is also enabled by default for FCCS_YTD Data Entry.

When you enable this option, you can enter and view YTD data in forms at the same row/column without the need to include both the YTD and YTD_Input View members in the form.

Note: The **Enable YTD Data Input** option is displayed for all application types, however it is only available for use with Dense/Sparse optimized (DSO) applications.

To enable YTD data entry in forms:

1. Create a new form or open the existing data form for which you want to enable FCCS_YTD data input.
2. From the **Actions** menu, select **Edit**.
3. Select the **Layout** tab.
   Make sure the View dimension is in the POV or Page layout, and not in Rows/Columns.
4. From **Grid Properties**, under **Other**, select the option: **Enable YTD Data Input**.
5. Save the form, then reopen it and if it matches all the criteria to enable FCCS_YTD data entry, you can enter data in the FCCS_YTD member.

.

Security Considerations

In PostFormLoad, the FCCS_YTD member will have exactly the same Read-only status as the FCCS_YTD_Input member. This means that FCCS_YTD security settings will be overridden by those of FCCS_YTD_Input as shown in these examples, with a few exceptions shown in the last two examples.

Table 18-9 Example 1

Member	User	Security access	Effective access to forms
FCCS_YTD_Input	Power User	Write	Write
FCCS_YTD	Power User	Read	

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Table 18-10 Example 2

Member	User	Security access	Effective access to forms
FCCS_YTD_Input	Power User	Read	Read
FCCS_YTD	Power User	Write	

Table 18-11 Example 3

Member	User	Security access	Effective access to forms
FCCS_YTD_Input	Power User	None	Read
FCCS_YTD	Power User	Write	

Table 18-12 Example 4

Member	User	Security access	Effective access to forms
FCCS_YTD_Input	Power User	Write	None
FCCS_YTD	Power User	None	

Working with User Variables

Related Topics

- About User Variables
  User variables act as filters in forms, enabling users to focus only on certain members, such as a department.
- Managing User Variables
- Creating User Variables
- Deleting User Variables

About User Variables

User variables act as filters in forms, enabling users to focus only on certain members, such as a department.

Before you can associate a user variable with a form, you must create the user variable.

Managing User Variables

You can set user variables to limit the number of members displayed on a form, helping users focus on certain members. For example, if you create a user variable called Division for the Entity dimension, users can select a member for their own division. You can create any number of user variables for each dimension, and select user variables for any axis in the form.

The typical sequence of steps:

1. If necessary, create the appropriate parent-level members in the dimension outline.

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2. Define user variables for each dimension that you want users to be able to filter.
3. When designing the form, associate the user variable with the form.
4. Instruct users to select a member for the user variable associated with the form. Forms with undefined user variables are prevented from opening or being viewed in a dashboard. After selecting an initial value for the user variable, you can change it in the form or in preferences.

> **Note**
>
> If you're prevented from opening a form (or viewing a form in a dashboard) because it contains missing user variables, you'll see a message prompting you to select members for the user variables:
>
> ```
> Before you can open this form, you must select a member for each User
> Variable. To select members for missing user variables: Click here
> ```
>
> When the link in the message is clicked, the **User Preferences** page opens in a new dynamic tab and the user variables with missing member values are displayed first. Select a member for each undefined user variable.

Creating User Variables

To create user variables:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Variables**.
3. Select the **User Variables** tab.
4. Click **Actions**, then select **Add**.
5. In the **User Variables** window, for **Dimension Name**, select the dimension for which to create a user variable.
6. For **User Variable Name**, enter the name of the user variable.
7. **Optional**: Select **Use Context** to allow user variables to be used in the Point of View. With this setting, the value of the user variable changes dynamically based on the context of the form.
8. Click **OK**.

   You can now associate the user variable with a form.

Deleting User Variables

To delete user variables:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Variables**.
3. Select the **User Variables** tab.
4. Select the user variable to delete.

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5. Click **Actions**, then select **Delete**.
6. Click **Yes**.

Working with Smart Lists

Administrators use Smart Lists to create custom drop-down lists that users access from form cells.

When clicking in cells whose members are associated with a Smart List (as a member property), users select items from drop-down lists instead of entering data. Users cannot type in cells that contain Smart Lists. Smart Lists display in cells as down arrows that expand when users click into the cells.

Perform these tasks to create and administer Smart Lists:

- Define Smart Lists
- Associate Smart Lists with members.
- Select dimensions for which Smart Lists are displayed.
- Optionally:
  - Use Smart List values in member formulas.
  - Set how #MISSING cells associated with Smart Lists display in forms.
  - Synchronize Smart Lists in reporting applications

To create or work with Smart Lists:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Smart List**.
3. Perform one action:
   - To create a Smart List, click **Create**, enter the name, and click **OK**.
   - To change a Smart List, select it and click **Edit**.
   - To delete Smart Lists, select them, click **Delete** and **OK**. Deleting Smart lists also deletes any associated mappings with dimension members and reporting applications.

     Data cells can display only one Smart List. If multiple Smart Lists intersect at cells, set which one takes precedence.
   - **Optional**: Click **Synchronize** to synchronize Smart Lists in reporting application. See Synchronizing Smart Lists in Reporting Applications.

Synchronizing Smart Lists in Reporting Applications

You can synchronize Smart Lists to map them to dimensions in reporting applications.

To synchronize Smart Lists in reporting applications:

1. Refresh the application database.
2. Refresh the reporting application mapping.
3. Click the **Navigator** icon .
4. Under **Create and Manage**, click **Smart List**.
5. Click **Synchronize**, then click **OK**.

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During synchronization, values from reporting applications in all existing mappings are appended after the last Smart List item in the appropriate Smart list. If a Smart List is mapped to two dimensions, all members from the first mapping are inserted first, and then members from the second mapping are inserted. If a member already exists in a Smart List, it is not added again.

6. If Smart List items are mapped to more than one dimension, create a new Smart List with a new name, and then manually transfer related data.

> **Note**
>
> Smart List names cannot have spaces in them. If you are synchronizing Smart Lists in a reporting application, ensure that any new members do not have spaces in the name.

Adding or Changing Smart List Properties

Use the Edit Smart List Properties tab to set Smart List properties

To set Smart List properties:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Smart List**.
3. Select a Smart List and click **Edit**.
4. Define Smart List properties on **Properties**:

Table 18-13 Smart List Properties

Property	Description
Smart List	Enter a unique name containing only alphanumeric and underscore characters (for example: Position) and no special characters or spaces. Smart List names can be referenced in formula expressions.
Label	Enter the text to display when the Smart List is selected. Spaces and special characters are allowed.
Display Order	How Smart Lists are sorted in the drop-down list: by ID, Name, or Label

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Table 18-13 (Cont.) Smart List Properties

Property	Description
#MISSING Drop-Down Label	Enter a label (for example, "No Justification") to be displayed as an entry in the Smart List whose value is #MISSING. It displays as the first selection in the Smart List drop-down, allowing #MISSING as a selection in the form. When the cell is not in focus, this label displays only if Drop-Down Setting is selected in the next option. Otherwise, #MISSING or a blank cell is displayed, depending on the Display Missing Values As Blank selection for the form. #MISSING labels determine only the display of cells with #MISSING data; #MISSING remains the stored value.
#MISSING Form Label	Determines how #MISSING values are represented in cells associated with Smart Lists. Options: • Drop-Down Setting: Displays the label set in #MISSING Drop-Down Label. • **Form Setting**: Displays #MISSING or leaves cells blank, depending on the Display Missing Values As Blank selection for the form. This selection determines what is displayed in the cell when it is not the focus. When the cell is in focus, the Smart List item that is selected from the drop-down is displayed.
Automatically Generate ID	Generate a numeric ID for each Smart List entry. If you do not select this option, you can customize Smart List ID values.

5. Click **Save**.
6. Select **Entries**.

   Use the Entries tab to define selections on Smart Lists.

Adding or Changing Smart List Entries

Use the Edit /Add Smart Lists Entries tab to define the selections in the Smart List.

To define Smart List entries:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Smart List**.
3. Select a Smart List and click **Edit**.
4. On **Entries**, define drop-down list items:
   - **For first items only**: enter information into the first row.
   - To add an item, click **Add** and enter the information.
   - To delete an item, select it and click **Delete**.
   - To edit an item, change the information in its row:

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Table 18-14 Smart List Entries

Entry Property	Description
ID	Unique number that sets the order for the displayed entry. Customizable only if **Automatically Generate ID** is not selected on the Properties tab.
Name	Unique alphanumeric name containing alphanumeric and underscore characters (for example: Customer_Feedback) and no special characters or spaces
Label	Displayed text for the Smart List entry on the drop-down list (for example: Customer Feedback).

By default, the Migration export file contains the ID attribute in the Ownership.Data.xml file to be imported and used as Smart List entry IDs internally. To disable this behavior, change the value of the `IncludeSmartListId` substitution variable to False.

Items highlighted in the list in red are duplicates.

5. Perform one action:
   - Click **Save**.
   - Select **Preview**.

Previewing Smart Lists

Preview the defined Smart List on the Preview tab. The tab shows the Smart List as displayed in a drop-down list or a table.

Displaying #MISSING with Smart Lists

Administrators set values displayed in Smart Lists and data cells, including the display when no data is in the cell. Cells can display no value, #MISSING, or (for cells associated with Smart Lists) a specified value.

Use these options to control the display of #MISSING when cells are not in focus:

Option	Guideline
Blank	When designing forms, select **Display Missing Values as Blank**. When setting Smart List properties, select **Form Setting**.
#MISSING	When designing forms, do not select **Display Missing Values as Blank**. When setting Smart List properties, select **Form Setting**.
A custom label, such as "No Change"	When setting Smart List properties, enter the custom label in the **#MISSING Drop-Down Label** field (for example, `No Change`). Select **Drop-Down Setting**.

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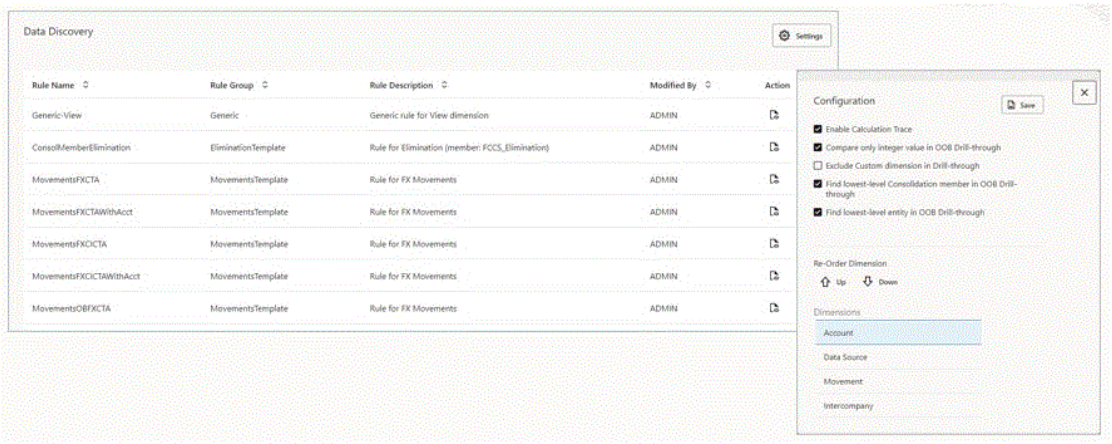
Working with Data Discovery

Data Discovery is designed to help you understand the data flow in Financial Consolidation and Close calculations and diagnose issues. You can run Data Discovery from data forms, or from Oracle Smart View for Office. For the selected data cell, the Data Discovery process generates notes on metadata information, error messages and diagnostic suggestions. In addition, the process generates form grids based on Data Discovery rules and settings and the level of the cell.

Data Discovery enables you to review and analyze data details and history and take appropriate action to improve performance and resolve issues.

Data Discovery



The Data Discovery main page displays the rules used for the process, and settings that you can configure to select the types of Data Discovery. The rules are read-only and cannot be modified.

Data Discovery Settings

On the Configuration page, you can specify settings for types of Data Discovery analysis. When you select to drill down to find the lowest-level member in dimensions, you can use arrow keys to re-order the list of dimensions and control the order of the drill-down process.

For details on settings, see Understanding Data Discovery Output.

To specify Data Discovery settings:

1. From the Home page, click **Navigator**, then under **Tools**, select **Data Discovery**.
2. On the **Data Discovery** page, click **Settings**.
3. Select one or more settings:
   - **Enable Calculation Trace**
   - **Compare only integer value in OOB Drill-through**
   - **Exclude Custom dimension in Drill-through**
   - **Find lowest-level Consolidation member in OOB Drill-through**
   - **Find lowest-level entity in OOB Drill-through**
4. Click **Save**.

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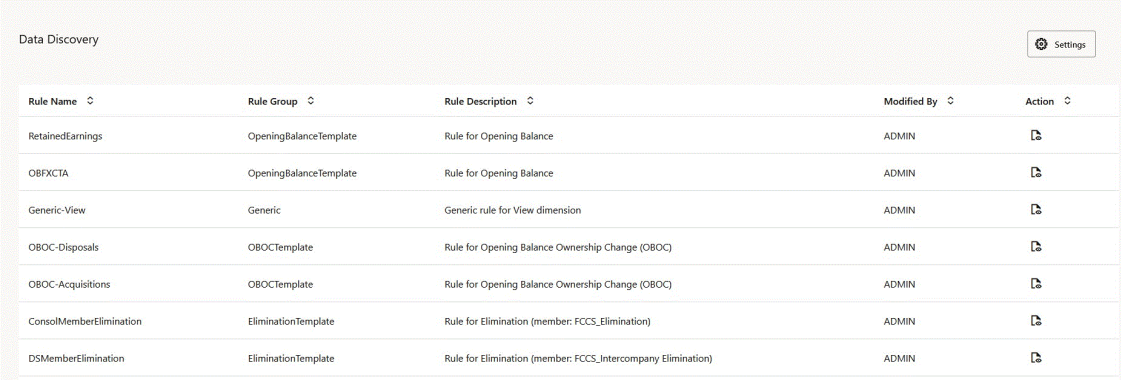
Data Discovery Rules

The Rules page displays all the Data Discovery Rules used to control **Data Discovery Reference Grid** behavior.



Data Discovery rules are read-only. You cannot modify them or create custom rules for the process.

To view Data Discovery rules:

1. From the Home page, click **Navigator**, then under **Tools**, select **Data Discovery**.
2. On the **Data Discovery** page, view the list of rules.

Adding Data Discovery to a Form

Before you can run Data Discovery, you must add the context (right-click action) menu to a form.

To add the Data Discovery context menu to a form:

1. Open the form, then click the **Other Options** tab.
2. In **Context Menus**, move **Data Discovery** from **Available Menus** to **Selected Menus**.
3. Save the form.

Understanding Cell Context in Data Discovery

Data Discovery reads the cell context, which contains members of every dimension of the selected cell.

The output of Data Discovery is specific to the cell that you selected.

Running Data Discovery from Forms

1. Open a form that has the Data Discovery context menu enabled.
2. Right-click on any data cell, then select **Data Discovery**.

Running Data Discovery from Smart View

To run Data Discovery from Smart View, the version must be at least Smart View Client version 22.100.

1. Open a form that has the Data Discovery context menu enabled.

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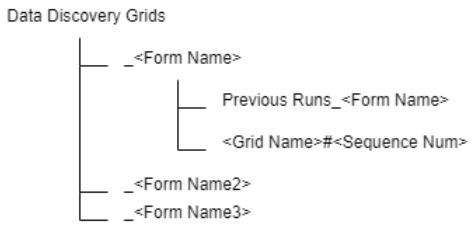
2. Right-click on any data cell, then select **Data Discovery**.

Understanding Data Discovery Output

Output in Data Discovery Grids Folder

Understanding the Naming of Folders and Grids

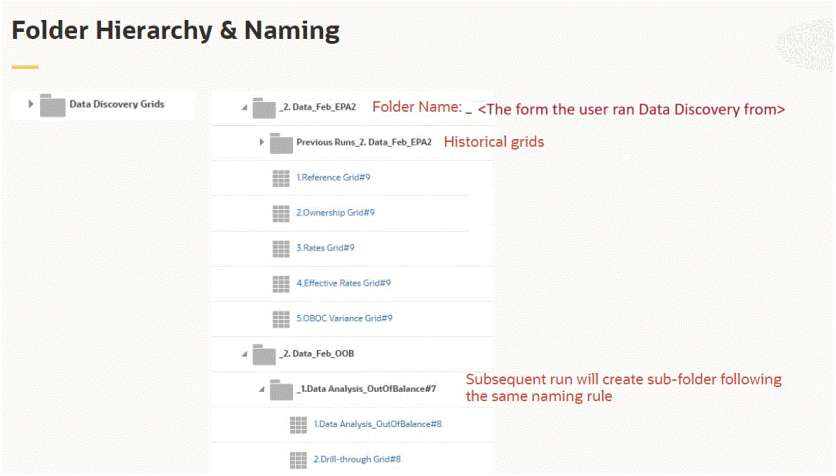


All grids generated by Data Discovery are under this folder: **Data Discovery Grids**.

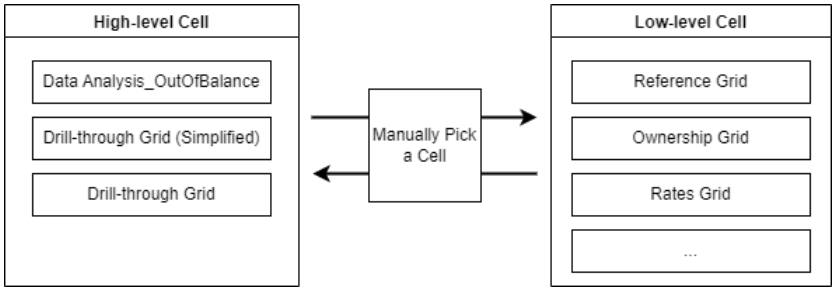
Each form from which you run Data Discovery has its own subfolder named *"_"* + *<Form Name>*.

Grids directly under each subfolder are the latest ones, old grids will be moved to a subfolder named *"Previous Runs_"* + *<Form Name>*.

Each grid is named by *<Grid Name>* + *"#"* + *<Sequence Num>*.



Running Grids on Different Cell Levels



You can run Data Discovery on any cell, but the result is different output grids depending on the cell level.

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Running Data Discovery on a high-level cell triggers "Out of Balance" analysis and drilling through, you can locate a lower-level cell closer to where the data is generated.

You can decide the direction of diagnosis. The generated grids may vary based on the cell you select each time.

If the following dimension members are all level 0, the system will generate the main reference grid and corresponding grids based on feature enablement and cell context.

- Account
- Movement
- Data Source
- Intercompany (If Intercompany Data is enabled)

Data Analysis_Out of Balance Grid

The **Data Analysis_Out of Balance** grid is designed for an "Out of Balance" scenario.

The system identifies the cell as "Out of Balance" if the Account member is Total Balance Sheet (this account varies based on different application settings) and the Movement member is Closing Balance.

The system uses the initial Out of Balance value as the target value, then searches it while drilling down in each dimension until the intersection cannot be drilled down any more. The goal is to expose some key members to further locate the root cause of the Out of Balance scenario.

Components

- Drill down to the logically lowest Consolidation member and refresh the target value, for example from Contribution to Proportion, if you selected the **Find lowest-level Consolidation member in OOB Drill-through** option in **Data Discovery Settings**.
- Drill down to the lowest level Entity member (if there are multiple entities, the system will pick a random one) and refresh the target value if you selected the **Find lowest-level entity in OOB Drill-through** option in **Data Discovery Settings**.
- Drill down to find the lowest member in other dimensions searching for the target value. You can control the order of dimension drilling down in by using **Re-order Dimensions** in **Data Discovery Settings**.
- When searching the target value, the system only compares the integer value unless you disable the **Compare only integer value in OOB Drill-through** option in **Data Discovery Settings**.
- A normal Drill-through Grid will be generated based on the last intersection processed in the above steps.

Example Grid - Initial Intersection

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	Total Custom1
	Total Custom2
	Total Custom3
	Total Custom4
	FCCS_Total Balance Sheet-Traditional Approach
	FCCS_ClosingBalance
	FCCS_Total Data Source
	FCCS_Intercompany Top
	Parent Currency
FCCS_Contribution	-10707392926.99610000

Find lowest Consolidation member

	Total Custom1
	Total Custom2
	Total Custom3
	Total Custom4
	FCCS_Total Balance Sheet-Traditional Approach
	FCCS_ClosingBalance
	FCCS_Total Data Source
	FCCS_Intercompany Top
	Parent Currency
FCCS_Contribution	-10707392926.99610000
FCCS_Elimination	-0.00000763
FCCS_Proportion	-10707392926.99270000
FCCS_Parent Total	-10707392926.98050000
FCCS_Entity Total	-10707392927.00240000
FCCS_Entity Total Adj	-524232281651.19500000
FCCS_Entity Elimination Adj	0.00000020
FCCS_Entity Proportion Adj	-524232281651.19900000

Target Value

Expand each dimension except Account

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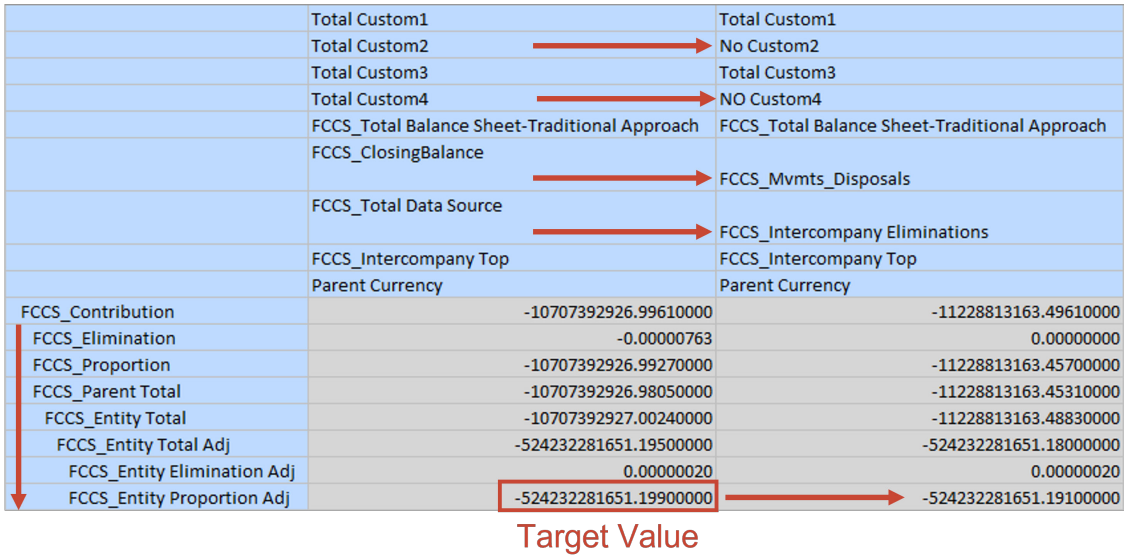


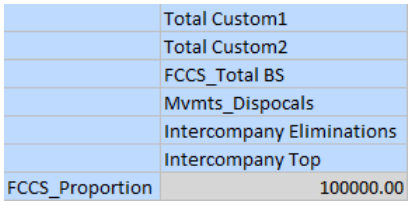
Drill-through Grid

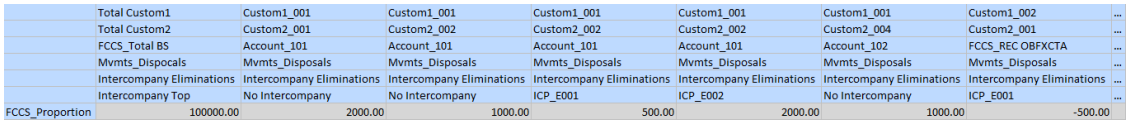
This grid helps to slice and dice on a high-level cell.

This grid automatically drills down in each dimension to a level 0 member, while filtering out ZERO and #MISSING values.

You can choose to not drill down in Custom dimensions by selecting the **Exclude Custom dimension in Drill-through** option in **Data Discovery Settings**.

Drill-through Grid - Initial Intersection





Drill-through Grid (Simplified)

The Simplified Drill-through Grid has fewer columns than the Drill-through Grid.

In this grid, the system filters out duplicated columns using the following rules:

- The Movement and Data Source member combination must be unique
- Keep one account for each Account Category: Account Type + Time Balance + Exchange Rate Type + Is ICP Account
- Keep one combination of Custom dimension members
- Keep two members (No ICP and ICP_XXX) at most of Intercompany dimension

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As a result, the example Drill-through Grid will shrink as shown below (assuming Account_102 has same category with Account_101):

	Total Custom1	Custom1_001	Custom1_001	Custom1_001	Custom1_001	Custom1_001	Custom1_002
	Total Custom2	Custom2_001	Custom2_002	Custom2_002	Custom2_002	Custom2_004	Custom2_001
	FCCS_Total BS	Account_101	Account_101	Account_101	Account_101	Account_102	FCCS_REC OBFXCTA
	Mvmts_Dispocals	Mvmts_Dispocals	Mvmts_Dispocals	Mvmts_Dispocals	Mvmts_Dispocals	Mvmts_Dispocals	Mvmts_Dispocals
	Intercompany Eliminations	Intercompany Eliminations	Intercompany Eliminations	Intercompany Eliminations	Intercompany Eliminations	Intercompany Eliminations	Intercompany Eliminations
	Intercompany Top	No Intercompany	No Intercompany	ICP_E001	ICP_E002	No Intercompany	ICP_E001
FCCS_Proportion	100000.00	2000.00	1000.00	500.00	2000.00	1000.00	-500.00

Reference Grid

The Reference Grid is the main grid generated by Data Discovery to help you understand the data flow of a destination data cell.

In **Data Discovery Settings**, rules are defined to control Reference Grid behavior.

Entity and Consolidation members are always in rows.

Scenario, Year, Period and View members are in the POV bar unless they are different between columns.

Other dimension members are always in columns.

The Rules define how to extend the initial column to show the data flow. For example, if the system detects an Opening Balance member, then Closing Balance of last period will be displayed on the left side of the initial column.

		Left->Right View		FCCS_No Intercompany Payable to Bank Long Term Debt				
		FCCS_OpeningBalance		FCCS_Mvmts_Disposals				FCCS_ClosingBalance
	Top->Down View	FCCS_TotalInputAndAdjusted		S_Current Source	S_VisionTechSub	FCCS_Intercompany Eliminations	FCCS_Total Data Source	
		Entity Currency	Parent Currency	Parent Currency	Parent Currency	Entity Currency	Parent Currency	Parent Currency
-Vision (USD)	-FCCS_Contribution		447.00000000				0.00000000	418.00000000
	FCCS_Proportion		447.00000000				0.00000000	418.00000000
	-FCCS_Entity Total	447.00000000	447.00000000	0.00000000	100.00000000	0.00000000	0.00000000	418.00000000
	-FCCS_Entity Total Adj			0.00000000	0.00000000	78.00000000	78.00000000	78.00000000
	FCCS_Entity Proportion Adj			0.00000000	0.00000000	78.00000000	78.00000000	78.00000000
	FCCS_Entity Consolidation	447.00000000	447.00000000		100.00000000	-78.00000000	-78.00000000 Initial Cell	340.00000000
-VisionTech (EUR)	-FCCS_Contribution		214.00000000	-78.00000000	-78.00000000		-78.00000000	136.00000000
	FCCS_Proportion		214.00000000	-78.00000000	-78.00000000		-78.00000000	136.00000000
	-FCCS_Entity Total	200.00000000	214.00000000	-78.00000000	22.00000000	-100.00000000	-78.00000000	136.00000000
VisionTech (EUR)	-FCCS_Entity Total Adj			-78.00000000	-78.00000000	0.00000000	29.00000000	29.00000000
	FCCS_Entity Proportion Adj			-78.00000000	-78.00000000	0.00000000	29.00000000	29.00000000
	FCCS_Entity Consolidation	200.00000000	214.00000000		100.00000000	-100.00000000	-107.00000000	107.00000000
VisionTechSub (CAD)	-FCCS_Contribution		100.00000000				-100.00000000	0.00000000
	FCCS_Proportion		100.00000000				-100.00000000	0.00000000
	-FCCS_Entity Total	100.00000000	100.00000000					72.89719626
	FCCS_Entity Input	100.00000000	100.00000000					72.89719626

Ownership Grid

The Ownership Grid is generated along with the Reference Grid, if Ownership Management is enabled.

		FCCS_Percent Ownership	FCCS_Percent Consol	FCCS_Percent Consol Change	FCCS_Percent Min	...
VisionTechSub (CAD)	S_FCCS_Total Geography	0.00000000%	100.00000000%	0.00000000%	100.00000000%	...
	S_Vision	0.00000000%	100.00000000%	0.00000000%	100.00000000%	...
	S_VisionTech	0.00000000%	0.00000000%	-100.00000000%	0.00000000%	...

Rates Grid

The Rates Grid is generated along with the Reference Grid, if multi-currency is enabled.

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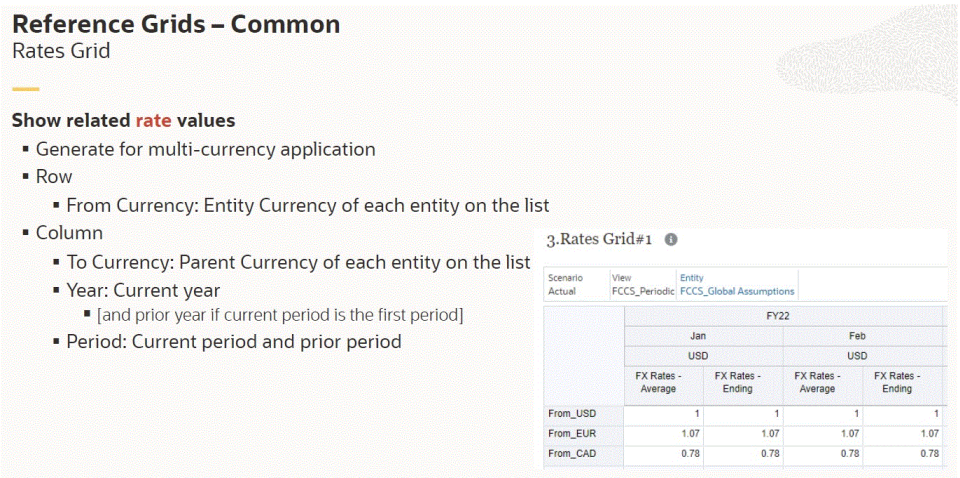
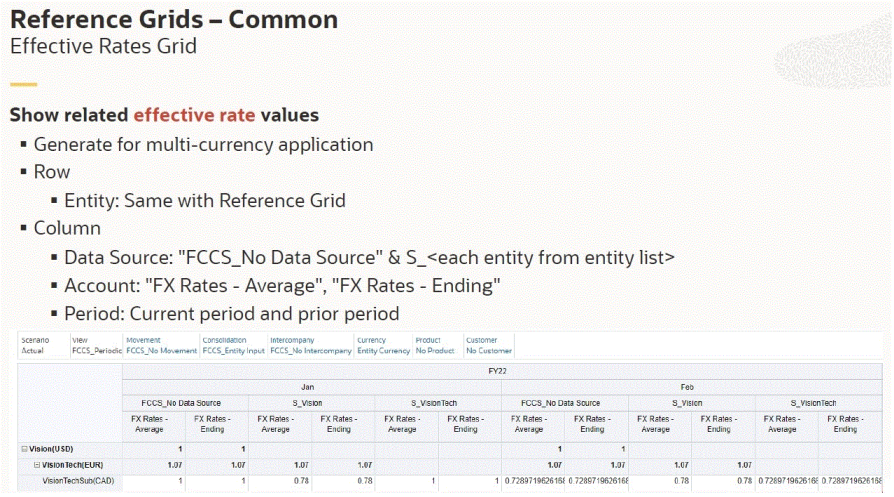


Effective Rates Grid

The Effective Rates Grid is generated along with the Reference Grid, if multi-currency is enabled.



ICP Variance Grid

The ICP Variance Grid is generated along with the Reference Grid for Intercompany Account or Plug Account.

The grid is designed for cross-checking values between Intercompany Account and Plug Account.

In the columns, Plug Account is displayed in the first column followed by all corresponding Intercompany Accounts.

EPU Variance Grid

The Equity Pickup Variance Grid is generated along with the Reference Grid, if Equity Pickup is enabled.

The grid is designed for cross-checking values between Equity source and destination accounts.

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		ICP_E1001		
		FCCS_EPUSource	FCCS_Equity Company Income	
		FCCS_No Movement	FCCS_Mvmts_NetIncome	
		FY21	FY21	
		Jan	Jan	
		FCCS_Periodic	FCCS_Periodic	
		Actual	Actual	
		FCCS_EPU	FCCS_EPU	
		Parent Currency	Entity Currency	Parent Currency
HoldingCompany	-FCCS_Contribution			0.00
	FCCS_Elimination			-1565089531.96
	FCCS_Proportion			1565089531.96
	-FCCS_Entity Total		1565089531.96	1565089531.96
	FCCS_Entity Input		1565089531.96	1565089531.96
SiblingCompany	-FCCS_Contribution	1565089531.96		
	FCCS_Elimination	1565089531.96		

Output in Cell Attachments

Data Discovery Notes

Every time you run Data Discovery, the **Data Discovery Note#<Sequence Num>.txt** text file is generated and attached to the cell.

Data Discovery Notes.txt

Example

⇒ Observation
*"Out of Balance" already exists in prior period(s), refer to Reference Grid#1
*Found inconsistent rate values of EUR-USD, refer to Rates Grid#1.

⇒ Metadata
Account – XXX
Type=Asset
Time Balance=Flow
Exchange Rate Type=No Rate

Movement – [FCCS_Movements].[FCCS_ClosingBalance]
This is a shared member.

Data Source – [FCCS_Total Data Source].[FCCS_No Data Source]
This member has a shared instance.

1. **Observation**: system-generated messages.
   The Observation section will include information on cells that are affected by Configurable Consolidation or Translation Override rules.

   Examples:

   ```
   Below Config Consol Rule(s) could be the source of the value, please review:
   Disposals Adjustment/Disposals Adjust
   Below Translation Override Rule(s) could be the source of the value, please
   review: TransOverride for Cash account/FX Rates - Ending/Periodic/Replace
   ```

2. **Metadata**: List of metadata information for the Account, Movement, Entity dimensions as reference.
   For the Account dimension, the key properties are listed.

   For all three dimensions, the system detects whether the member is a shared instance or has shared instances.

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Calculation Trace

To generate calculation trace for a cell:

1. From the Home page, click **Navigator**, then under **Tools**, select **Data Discovery**.
2. On the **Data Discovery** page, click **Settings**.
3. Select **Enable Calculation Trace**.
4. Run Data Discovery on a non-dynamic cell. The cell must be updatable.
   Note that this will trigger a single entity Consolidation.

   When you generate the calculation trace, two text files are generated as cell attachments:

   - **Calculation Trace#<Sequence Num>.txt**
   - **Simplified Calculation Trace#<Sequence Num>.txt**

Calculation Trace

The Calculation Trace attachment shares the same format as the original Essbase trace file. See Trace Calculations.

```
{
Tracing cell: [FCCS_Entity Proportion Adj] [FCCS_Intercompany Eliminations][FCCS_Mvmts_Disposals] (Cell update count: 1)

Block from FIX scope: [FCCS_Entity Proportion Adj][S_Current Source]

Actual block used in calculation: [FCCS_Entity Proportion Adj][FCCS_Intercompany Eliminations]

Previous value: #MI

Source values:
   [FCCS_Entity Proportion Adj][S_Current Source][FCCS_Mvmts_Disposals] = 0.00
   [FCCS_Entity Consolidation][FCCS_Intercompany Eliminations][FCCS_Mvmts_Disposals] = -78.00

New value: [FCCS_Entity Proportion Adj][FCCS_Intercompany Eliminations][FCCS_Mvmts_Disposals] = 78.00

Computed in lines: [2337 - 2336] using:
"FCCS_Entity Proportion Adj"(
      @CALCMODE(BOTTOMUP);
      "FCCS_Intercompany Eliminations"="FCCS_Periodic"-"FCCS_Entity Consolidation"->"FCCS_Intercompany Eliminations";
)
}
```

Simplified Calculation Trace File

The Simplified Calculation Trace attachment uses the Financial Consolidation and Close consolidation template to replace the calculation scripts.

```
{
Tracing cell: [FCCS_Entity Proportion Adj] [FCCS_Intercompany Eliminations][FCCS_Mvmts_Disposals] (Cell update count: 1)

Block from FIX scope: [FCCS_Entity Proportion Adj][S_Current Source]

Actual block used in calculation: [FCCS_Entity Proportion Adj][FCCS_Intercompany Eliminations]

Previous value: #MI

Source values:
   [FCCS_Entity Proportion Adj][S_Current Source][FCCS_Mvmts_Disposals] = 0.00
   [FCCS_Entity Consolidation][FCCS_Intercompany Eliminations][FCCS_Mvmts_Disposals] = -78.00

New value: [FCCS_Entity Proportion Adj][FCCS_Intercompany Eliminations][FCCS_Mvmts_Disposals] = 78.00

Computed in lines: [2337 - 2336] using: OBOCADJParentTemplate
                                                    Simplified Calculation Trace.txt
)
}
```


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Understanding Data Discovery Grid Colors

The Data Discovery module displays colors for certain cells and headers in grids to correspond with Data Discovery Notes and highlight key information. For example, if you run Data Discovery on Entity Proportion Adjustment members, the Entity Proportion Adjustment related cells will be highlighted. This enables you to more quickly locate and focus on the cells that need attention.

Examples

Root Cell

The cell that you select for Data Discovery is marked red in grids.

		FCCS_Total Data Source	FCCS_Total Data Source
		FCCS_ClosingBa	FCCS_ClosingBa
		FCCS_No Intercompany	FCCS_No Intercompany
		FY22	FY22
		Jan	Feb
Vision	FCCS_Contribution	-131.5	-117.0000000000

Key Member

Key members such as `S_<Entity>` will be represented by a green background in the Reference Grid, as well as the corresponding Entity member.

		FCCS_OpeningBal	FCCS_OpeningBa	FCCS_Mvmts_Disposals	FCCS_Mvmts_Disposals	FCCS_Mvmts_Disposals	FCCS_Mvmts_Disposals
		FCCS_TotalInputAr	FCCS_TotalInputA	S_Current Source	S_VisionTechSub	FCCS_Intercompany Eliminations	FCCS_Intercompany Eliminations
		Entity Currency	Parent Currency	Parent Currency	Parent Currency	Entity Currency	Parent Currency
Vision(USD)	FCCS_Contribution		447				0
	FCCS_Proportion		447				0
	FCCS_Entity Total	447	447	0	100	0	0
	FCCS_Entity Total Adj			0	0	78	78
	FCCS_Entity Proportion Adj			0	0	78	78
	FCCS_Entity Consolidation	447	447		100	-78	-78
VisionTech(EUR)	FCCS_Contribution		214	-78	-78		-78
	FCCS_Proportion		214	-78	-78		-78
	FCCS_Entity Total	200	214	-78	22	-100	-78
	FCCS_Entity Total Adj			-78	-78	0	29
	FCCS_Entity Proportion Adj			-78	-78	0	29
	FCCS_Entity Consolidation	200	214		100	-100	-107
VisionTechSub(CAD)	FCCS_Contribution		100				-100
	FCCS_Proportion		100				-100
	FCCS_Entity Total	100	100				
	FCCS_Entity Input	100	100				

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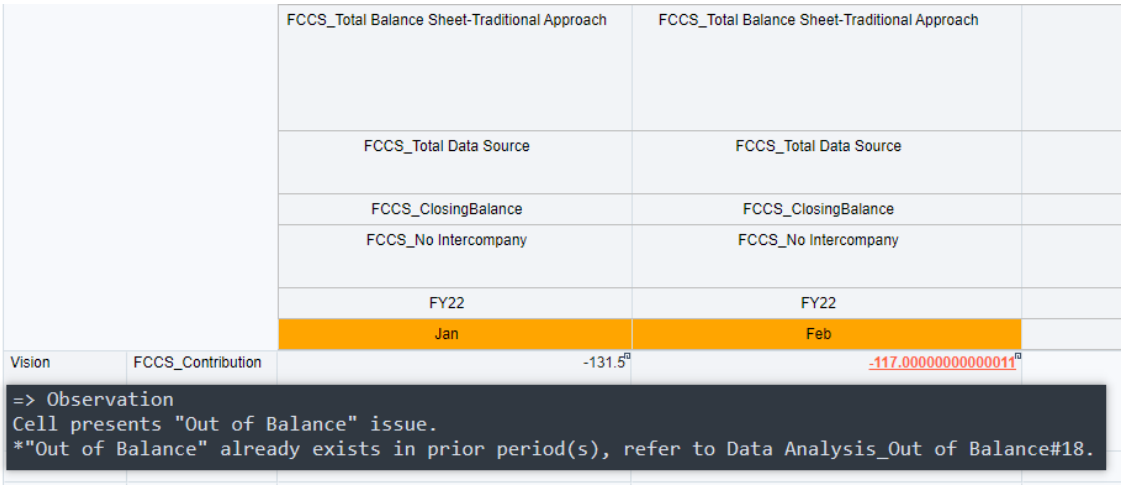
Discovery Observations and Corresponding Colors

When a Data Discovery Note shows observation(s) for specific cells in grids, the system marks the cells with an orange background.

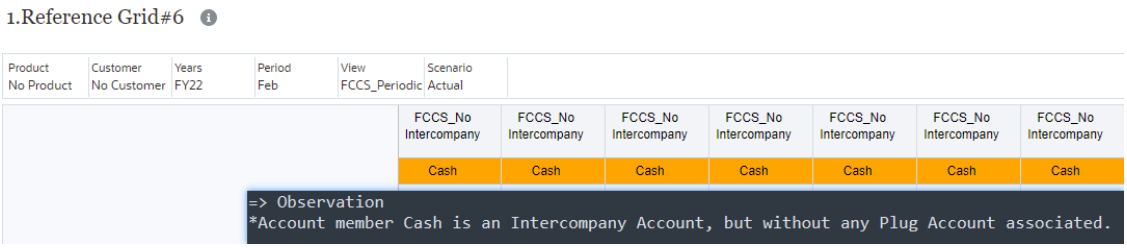
Case 1 - Prior Period(s) Out of Balance

According to the observation, the system marks the Period members with orange background.

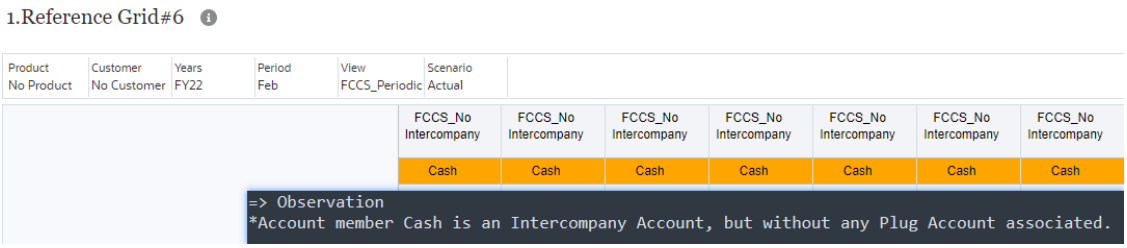


Case 2 - Inconsistent Exchange Rate

In this case, the wrong exchange rate was input directly to CAD-EUR, which is not consistent with the system auto-triangulated rate. The system marks the specific cells with an orange background.



Case 3 - Intercompany Account without Plug Account Associated



Case 4 - Potential Inconsistent Ownership Setting

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Scenario	Years	Period	View	Movement	Consolidation	Intercompany	Currency	Product	Customer
Actual	FY22	Feb	FCCS_Periodic	FCCS_No Movement	FCCS_Entity Input	FCCS_No Intercompany	No Currency	No Product	No Customer

		FCCS_Percent Ownership Input	FCCS_Percent Consol Input	FCCS_Percent Min Input	FCCS_Percent Ownership Prior Input	FCCS_Percent Consol Prior Input	FCCS_Percent Min Prior Input	FCCS_Percent Ownership Change Input	FCCS_Percent Consol Change Input
VisionTechSub(CAD)	S_FCCS_Total Geography	0%	100%	100%	100%	100%	0%	-100%	0%
	S_Vision	0%	100%	100%	100%	100%	0%	-100%	0%
	S_VisionTech	0%	0%	0%	100%	100%	0%	-100%	-100%

```
=> Observation
*Found potential inconsistent consolidation % (ownership settings) of a completely disposed entity:
 VisionTechSub(-->Vision=100.0%; -->FCCS_Total Geography=100.0%)
 refer to Ownership Grid.
```


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Managing Consolidation Journals

Related Topics

- Creating Consolidation Journal Groups
- Deleting Consolidation Journal Groups
- Managing Consolidation Journal Periods
- Consolidation Journal Referential Integrity
- Preserving Consolidation Journal User Information

Creating Consolidation Journal Groups

You can create journal groups to classify journals by type, and to filter journal lists. You can add or delete groups, edit group descriptions, and load groups during a journals load.

To access, view, create, edit and delete journal groups, you must be assigned the application role of Consolidation Journals – Create.

For information on working with journals, see *Working with Financial Consolidation and Close*.

When you create a journal and specify a journal group, the system validates the group against the list of groups and displays an error message if the group that you specify is invalid.

If you enabled additional cubes in the application, you can specify the cube for the group, for example, Consol2. The default is the current cube in the POV. For information on enabling cubes, see Adding Application Cubes.

To create Consolidation journal groups:

1. On the Home page, click **Consolidation Journals**, then select **Manage Journals**.
2. From the **Actions** menu, click **Groups**.
3. Click **Create**.
4. Enter a name for the journal group.
5. **Optional:** Enter a journal group description.
6. **Optional:** If you enabled additional cubes in the application, specify the **Cube** for the group.
7. Click **Save**.

Deleting Consolidation Journal Groups

You can delete a Consolidation journal group if there are no journals associated with the group. To access, view, and delete journal groups, you must be assigned the application role of Consolidation Journals – Create.

To delete Consolidation journal groups:

1. On the Home page, click **Consolidation Journals**, then select **Manage Journals**.

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2. From the Actions menu, click **Groups**.
3. Take one of these actions:
   - Select one or more journal groups to delete, click **Delete Selected**, and then click **Confirm** at the confirmation prompt.
   - To delete all journal groups, click **Delete All**, and then click **Confirm** at the confirmation prompt.

> **Note**
>
> If the group has any journal references in the application, the system displays an error message that it cannot delete the group.

Managing Consolidation Journal Periods

Before you can work with Consolidation journals, you must open the time periods for the journals. By default, all periods have an initial status of Unopened. You can open and close periods at any time, but you cannot change an opened period to unopened.

To manage Consolidation journal periods, you must be assigned the application role of Consolidation Journals - Manage Periods, and the predefined role of Administrator or Power User.

To post journals, you must open the time periods for each scenario to which you want to post. You cannot post journals to an unopened or closed period.

If there are Approved journals in the period, you cannot close it. If you select to close a period that contains Working or Submitted journals, a warning message is displayed that non-posted journals were found for the period, but you can close it.

You cannot close a period if there are unposted auto-reversal journals in the period.

If you enabled additional cubes in the application, in addition to the POV selection for the periods, you can select a cube, for example, Consol2. For information on enabling cubes, see Adding Application Cubes.

For information on working with journals, see *Working with Financial Consolidation and Close*.

To open or close periods:

1. On the Home page, click **Application**.
2. Click **Manage Periods**.
3. **Optional:** If you enabled additional cubes in the application, select the **Cube** for the periods that you want to open.
4. For **Scenario** and **Year**, select members of the periods that you want to open.
5. Select the periods to open or close.
6. To open the selected periods, from the **Actions** drop-down, select **Open**, or to close them, click **Close**.

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Consolidation Journal Referential Integrity

To prevent referential integrity problems from occurring in Consolidation journals, Financial Consolidation and Close verifies and prevents the deletion of any metadata member that is referenced in a journal.

The system verifies member deletion from these dimensions for referential integrity:

- Account
- Currency
- Entity
- Movement
- MultiGAAP
- Period
- Scenario
- View
- Year
- When you delete a dimension member from the application (using either the Simplified or Classic Dimension Editor), the system displays a confirmation message asking you to confirm that you want to delete the member.
- If the member is referenced in a journal, the system displays the following error message and the member is not deleted.

  `Failed to delete member` *`XXX`* `because member is referred to in Journal(s)` *`XXX`*`.`

The system also verifies and prevents updates to the Account Type property.

- You cannot update the Account Type property for a member if the member is used in a Submitted, Approved, or Posted journal.
- You can switch between the Asset and Expense Account Type properties, and switch between the Revenue, Liability, and Equity properties of a member referenced in a journal, regardless of the journal state (working or non-working).

Preserving Consolidation Journal User Information

The **Preserve Journal User Names** configuration task enables you to maintain Consolidation journal user information in the application regardless of whether the user has changed roles or is no longer with the company. It preserves the user names of existing workflow entries, such as who created, submitted, approved, or posted the journal, and enables you to view the user names in Journal Reports and Journal History.

To run this configuration task, you must be a Service Administrator.

To preserve Consolidation journal user information:

1. On the Home page, click **Application** and then click **Configuration**.
2. Click **Preserve Journal User Names**.
3. From the **Preserve User Names for Journal Workflow** screen, click **Launch**.
4. From the warning message, click **OK.**

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5. The task is launched as a job and can take a long time based on the amount of data. You can view the status in the Jobs console.

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Consolidating Data

Related Topics

- Consolidation Process
  Consolidation is the process of gathering data from descendant entities and aggregating the data to parent entities.
- Data Flow
- Impacting, Enumerating a Consolidation, and Consolidating Data
- Consolidation Process Flow
- Intercompany Eliminations
- Translation Process
- Translating Data
- About Exchange Rates
- Entering Exchange Rates
- Entering Override Rates
- Specifying Default Translation Settings
- Consolidation and Translation Security Access
- Calculation Status
- Consolidating Data
- Consolidating and Translating Data in Data Forms with No Prompts
- Viewing Consolidation Progress
- Generating Consolidation Job Analytics
- Consolidation Examples
- Advanced Consolidation Overview
- Consolidation Logic
- Managing Consolidation Methods
- Modifying Consolidation Methods
- Adding Consolidation Methods
- Importing and Exporting Consolidation Methods
- Managing Ownership
- Advanced Consolidation Rules
- Seeded Consolidation Rules

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Consolidation Process

Consolidation is the process of gathering data from descendant entities and aggregating the data to parent entities.

After you enter or load data into base-level entities, calculate and adjust data, you run a consolidation for a selected Scenario, Year, Period and Entity to aggregate the data throughout the organization.

You launch the Consolidation process from forms or from data grids. You must have first loaded or entered data in base entities. See Consolidating Data.

Launching consolidation runs the consolidation rules for the specified scenario, period, and entity. The translation process is run as required to convert data from the child entity currency to the parent entity currency. If the child and parent entity use the same currency, the translation process is not run.

After you select the parent entity into which the dependent entities consolidate, the required processes run automatically.

- The system runs calculation rules for all descendants of the entity.
- If the data for the child entity and the data for the parent entity are in different currencies, the system translates data based on the exchange rate.
- You can enter adjustments to data through journals.
- The consolidation process begins. You can make further adjustments to contribution data through journals.

Watch this video to learn more about the consolidation process:


Overview: Consolidation in Financial Consolidation and Close

Troubleshooting

For troubleshooting assistance, see these topics:

- Handling Financial Consolidation Data Inaccuracies in the *Operations Guide*
- Diagnosing Consolidation Failures and Performance Issues in the *Operations Guide*

Data Flow

Financial Consolidation and Close provides several dimensions through which data "flows" from an input point to a consolidated point. These dimensions are the Entity, Consolidation and Currency dimensions.

Entity Dimension

The Entity dimension allows a multi-level hierarchy of entities, generally representing the ownership structure of one or more owning (holding) companies and the companies in which the holding company has either direct or indirect ownership. Direct ownership is ownership of shares of an owned company, while indirect ownership is ownership of a company through another company. For example, if company A owns shares in company B, and company B owns shares in company C, then A has direct ownership of B, B has direct ownership of C, and A has indirect ownership of C.

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Parent entities in Financial Consolidation and Close are generally expected to represent the consolidated financial results of a holding company. Consolidated financial statements are the "Financial statements of a group in which the assets, liabilities, equity, income, expenses and cash flows of the parent (company) and its subsidiaries are presented as those of a single economic entity" (IAS 27, IFRS 10). Consolidated results are the aggregation of the results of the reporting company (a legal entity) and the companies that it owns, either directly or indirectly (all of which are legal companies). Notably, consolidated results are not the aggregation of the previously consolidated results of other holding companies.

Consolidation / Currency Dimensions

Data flows from a child entity to a parent entity in a multi-currency application through the Consolidation and Currency dimensions. For a single-currency application, the Currency dimension does not exist and data flows through only the Consolidation dimension.

Base Entity Data Entry

At a base (level 0) entity, the Entity Input member is used to enter data through data forms, Smart View, Data Integration,Consolidation Journals, or Supplemental Data Manager in Entity Currency. The actual currency that Entity Currency represents in a multi-currency application is defined on an entity-by-entity basis.

Data can also be entered to Entity Input in an Input Currency (currently only by Journal Entry). The entered data is "reverse translated" at the Ending Rate into Entity Currency as part of the Consolidation process and is then processed in the same manner as data entered directly in Entity Currency. A separate Data Source member is required for each Input Currency to which data is to be entered. The reverse translation is processed at Ending Rate to ensure that the net impact on Closing Balance when translated back to Parent Currency or a Reporting Currency (including any calculated FX Variance) is the same as the originally entered Input Currency values.

The Opening Balance movement member is never entered directly to Entity Input but is carried forward from the Closing Balance of the prior period. Some Closing Balances are carried forward to the Opening Balance of a different account (Retained Earnings, Owner's Income, Total Other Comprehensive Income), but all Closing Balances are carried forward.

Translation

Entity Input / Entity Currency is translated to Entity Input / Parent Currency in a multi-currency application. If the currency of the child and parent is the same, then the translation is at a rate of 1. Foreign Exchange (FX) Calculations and Foreign Exchange (FX) to Cumulative Translation Adjustment (CTA) are not triggered if the currency of the child and parent is the same. Otherwise, the translation is carried out by applying the required exchange rate and translation method to the untranslated data. This translation from Entity Currency to Parent Currency is completed as part of the Consolidation process.

Data can also be entered to Translated Currency Input in an Input Currency (currently only by Journal Entry). The entered data is copied to Parent Currency if the Input Currency is the same currency as Parent Currency, and also to any matching Reporting Currency. The entered data is not copied to Entity Currency even if Entity Currency matches the Input Currency to which the data was entered. There are no translation calculations applied because the data is treated as "translated" data. A separate Data Source member is required for each Input Currency to which data is to be entered.

If required, the Entity Input and Translated Currency Input data can be applied to one or more reporting currencies through the Translation process. If the reporting currency is the same currency as represented by either the Entity Currency or the Parent Currency, then the data is copied from the relevant source to the reporting currency. If the reporting currency is not the same currency as represented by either the Entity Currency or the Parent Currency, then the

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data is translated using the same process as translation from Entity Currency to Parent Currency. Note that Translated Currency Input data is never translated and only copied to Reporting Currency from Parent Currency.

Opening Balances are never translated but are carried forward from the translated Closing Balances of the prior period.

Entity Input and Translated Currency Input aggregates to Entity Total. For a multi-currency application, this aggregation occurs for Entity Currency, Parent Currency and any populated reporting currencies.

Entity Total and Parent Input aggregate to Parent Total (if Parent Input is enabled) in Parent Currency only.

Proportionalization

Data is proportionalized to the Proportion member from Entity Total or from Parent Total (if Parent Input is enabled). Proportionalization applies the Consolidation % defined for the child/parent combination to all source data points.

Data can be entered to Parent Input in the currency of the parent. Parent Input is therefore specific to the entity / parent combination and aggregates only to the specified parent entity. If an entity is shared and has more than one parent then there will be more than one Parent Input point available. Parent Input is an optional Consolidation dimension member and must be enabled in order to be used.

Opening Balances are never proportionalized, but are carried forward from the Closing Balances of the prior period of the Proportion member. If the Consolidation % changes from one period to the next, the Opening Balance Ownership Change system rule generates adjustment entries to adjust the Opening Balance to the required current period Consolidation %.

Elimination

Entity Total data or Parent Total data (if Parent Input is enabled) can be eliminated and adjusted to the Elimination member. The Standard Elimination system rule adjusts intercompany entries based on the account Intercompany and Plug Account settings. Additional adjustments can be generated from Configurable Consolidation rules.

Opening Balances are always carried forward from Closing Balances of the prior period of the Elimination member.

Contribution to Parent

Proportion data aggregates with Elimination data to Contribution.

Data can be entered to Contribution Input in the currency of the parent. Contribution Input is therefore specific to the entity / parent combination and aggregates only to the specified parent entity. If an entity is shared and has more than one parent then there will be more than one Contribution Input point available. Contribution Input is an optional Consolidation dimension member and must be enabled in order to be used.

Contribution and Contribution Input aggregate to Contribution Total (if Contribution Input is enabled) in Parent Currency only.

Contribution or Contribution Total (if Contribution Input is enabled) aggregates to Entity Consolidation of the parent entity, combining with similar data from the siblings (the other children of the parent).

Opening Balances are always carried forward from Closing Balances of the prior period.

Parent Entity Data Entry

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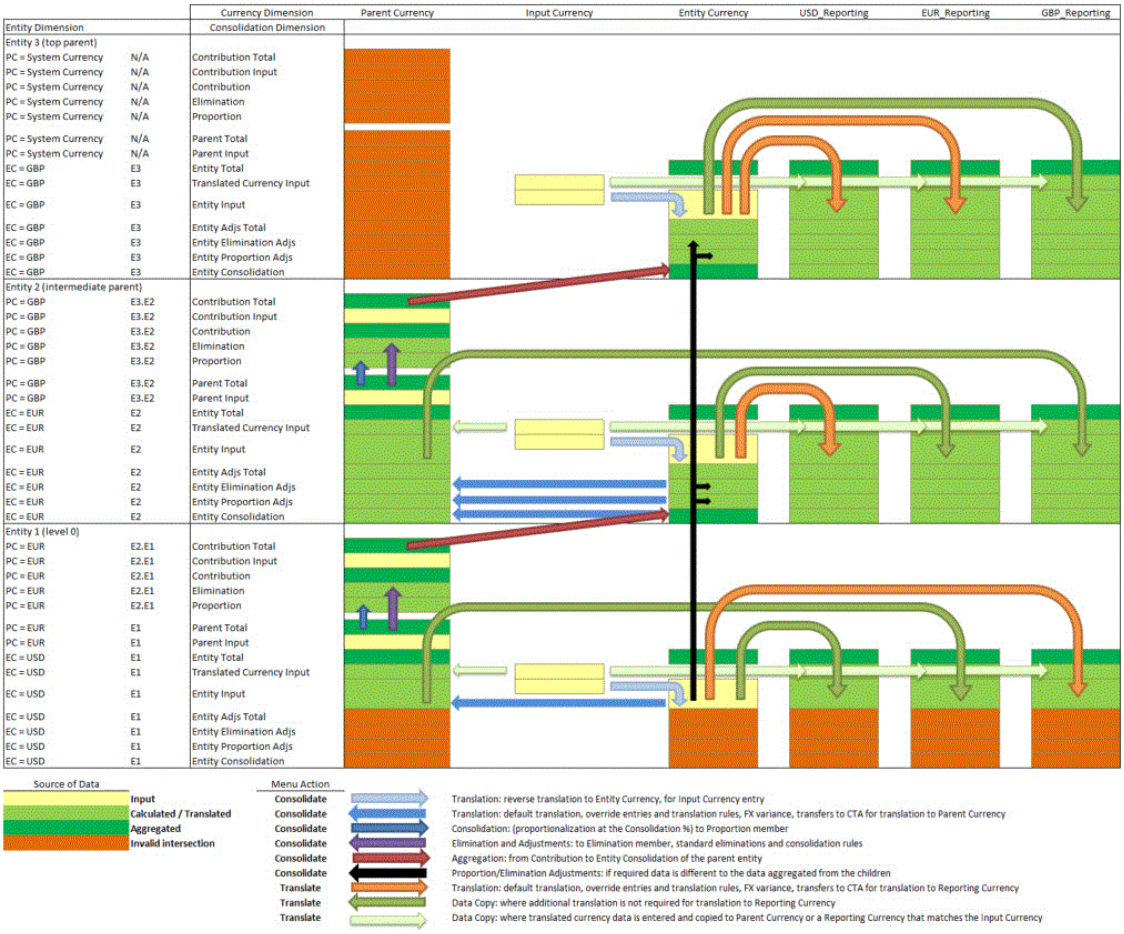
At the parent entity, additional data can be introduced in the Entity Input and Translated Currency Input members (currently through Journal entries only).

Entity Elimination Adjustment entries are generated by the system if the aggregated Entity Consolidation data requires adjustment. This could occur if the cumulative consolidation % of a source level 0 entity increases due to the merging of shared instances of the entity. Equity consolidations could then be required to change to Proportional or Subsidiary at an intermediate parent entity.

Entity Consolidation, Entity Elimination Adustment, Entity Input and Translated Currency Input are then aggregated to Entity Total entity currency values and translated to Parent and Reporting currencies as required. Additional data can be entered to Parent Input and Contribution Input. The consolidation process then continues through the Consolidation / Currency dimensions from each child entity to its parent.



There are two settings for the behavior of the top members of the Entity dimension.

Preferred behavior (applied by default): No `ProportionalizeTopEntityMembers` substitution variable, or set this substitution variable to False.

Data is not translated to parent currency or consolidated to Contribution / Contribution Total for the "top" entities in the Entity dimension ("Total Geography" and any siblings). This is because there is no valid parent entity for which a default currency is defined, and no valid parent entity to which to contribute (the "Entity" member of the dimension is deemed to be a dimension label rather than an entity). Data entry to Translated Currency Input, Parent Input and Contribution Input is also restricted for these top entity members. However, the entity dimension label

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("Entity") can be selected when invoking a consolidation process. This will allow all hierarchies in the entity dimension to be consolidated at one time.

Alternative behavior: Add a substitution variable named `ProportionalizeTopEntityMembers`and set the value to True.

Data is translated to parent currency for the "top" entities in the Entity dimension by applying the system currency. Parent Currency data is also consolidated to Contribution / Contribution Total but no further. Data entry to Translated Currency Input, Parent Input and Contribution Input is restricted for these top entity members.

Note that the `ProportionalizeTopEntityMembers` substitution variable is not applicable for applications with Enhanced Organization by Period enabled.

Watch the following video for details about consolidation data flow:


Overview: Data Flow and Consolidation

Impacting, Enumerating a Consolidation, and Consolidating Data

Common Data and Node Data

Consolidation dimension members can be categorized as either Common Data or Node Data.

Common Data consists of Entity Consolidation, Entity Proportion Adjustments, Entity Elimination Adjustments, Entity Adjustments Total, Entity Input, Translated Currency Input and Entity Total. Common Data includes both Entity Currency, and for multi-currency applications, Parent Currency. If the application has any shared entities, the Common Data in one instance of the shared entity is the same as the Common Data in all other instances of the shared entity. If data is populated in one instance of a shared entity, the system will propagate that data to all other instances of that shared entity. If Enhanced Organization-by-Period is not enabled, then only Entity Currency data for a multi-currency application is copied to a new shared instance. If Enhanced Organization by Period is enabled and the Parent Currency of the shared instance is the same as the Parent Currency of another instance, then the Parent Currency is copied. If there is no instance that has the same Parent Currency, the Parent Currency data in the newly shared instance will be translated through the translation process.

Node Data consists of Parent Input, Parent Total, Proportion, Elimination, Contribution, Contribution Input and Contribution Total. Node data is specific to the entity / parent relationship of each entity. Node data for one instance of a shared entity is separate and distinct from Node Data of other instances of the same shared entity and is not propagated across instances.

Note that Parent Input, Contribution Input, and Translated Currency Input are optional consolidation dimension members.

If Enhanced Organization-by-Period is not enabled, the Common Data and Node Data of an entity is treated as a single calculation unit, encompassing all calculations related to the Consolidation dimension members. Calculations are processed upwards in the Consolidation dimension hierarchy from Entity Consolidation to Contribution Total. There is also a single calculation status record, Calc Status, to record and display the status of both Common Data and Node Data results for each entity.

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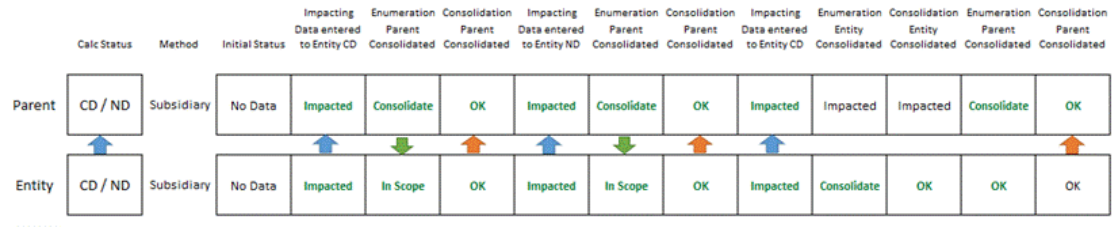
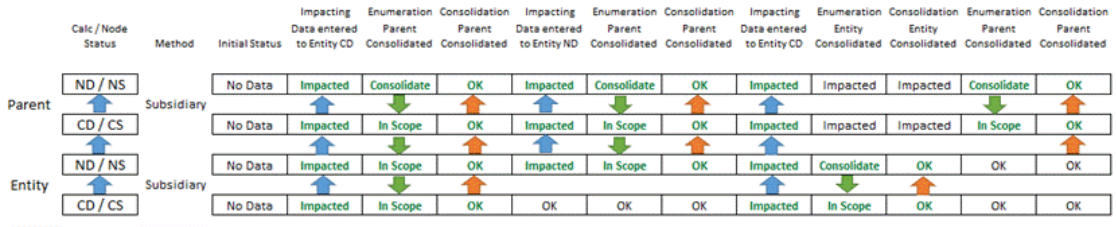
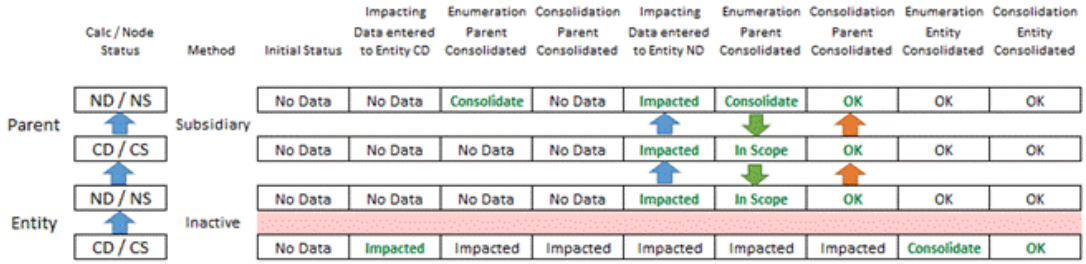


If Enhanced Organization-by-Period is enabled, the Common Data and Node Data of an entity are not necessarily processed at the same time during a consolidation and are separate calculation units. There are two calculation status records, Calc Status and Node Status, to record and display the status of Common Data and Node Data results respectively.

The Common Data related calculations are processed first, upwards from Entity Consolidation to Entity Total, usually followed by Node Data calculations processed upwards from Parent Input to Contribution Total.



However, if an entity has been assigned the Inactive consolidation method, there is a break-point between Common Data and Node Data.



Common Data of an Inactive entity with a Calc Status of Impacted or System Changed will be included in the scope of any consolidation process invoked from the Inactive entity and will also include Impacted or System Changed Common and Node data from any active descendants of the Inactive entity.

Node Data with a Node Status of Impacted or System Changed will be included in the scope of any consolidation invoked from an active ancestor of the Inactive entity.

Impacting Data

When new data is introduced, or existing data is changed, other data points will be affected. The calculation status of affected data points will then be changed if necessary to reflect the current status.

If new data is introduced to Entity Input of an entity, the calculation status of the entity, each instance of the entity, and all of its active ancestors will be changed to the status of **Impacted**. Impacted data is data that is expected to change after a new consolidation process is carried out. In addition, data points in the following period will also be Impacted, with the expectation that the Opening Balances in that subsequent period will also change when re-consolidated. When a data point in the following period is impacted, that change also impacts the active ancestors of that impacted entity.

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If Enhanced Organization by Period is not enabled, all ancestors are considered active, and new data or a change to data in any of the consolidation members will be recorded in the Calc Status system account. All data in the entity will have a common status regardless of the Consolidation dimension member.

If Enhanced Organization by Period is enabled, then there are two calculation status accounts, Calc Status representing Common Data and Node Status representing Node Data. When new Common Data is introduced and Calc Status is Impacted, Node Status of the same entity is also Impacted because it is expected that Proportionalization and other consolidation rules executed from a changed data set will also change Node Data (Proportion data as a minimum). When Node Status of an entity is Impacted, either by a change in Common Data or by new or changed data in a Node Data Consolidation dimension member, then Calc Status of the parent entity will also be impacted. The impacting flow will be from Calc Status to Node status of the same entity, then to Calc Status of the parent(s), then Node Status of the parent(s), then to Calc Status of the grandparent(s) and so on up the entity hierarchy.

The exception to the upward impacting of dependent calculation status accounts through the ancestors in the entity hierarchy when Enhanced Organization by Period is enabled occurs when an entity has been assigned the **Inactive** consolidation method. For data impacting, the Inactive method assignment creates a break-point between Common Data and Node data of the entity. In this case, although the Calc Status is impacted, the Node Status is not impacted because Proportionalization and other calculations of Node Data based on Common Data are not executed for an Inactive entity. Node Status of an inactive entity is only impacted by new data or changed data in one of the Node Data Consolidation dimension members, or by impacting of the Node Status for the same point of view in the previous period. All entities assigned consolidation methods (seeded or user-created) other than the seeded **Inactive** method are considered Active.

Impacting of Calc Status in one point of view will always impact Calc Status in the following period, and in the following period, impacting will propagate up through the active entities in the entity dimension.

Enumerating the Scope of a Consolidation

A consolidation is invoked from a point of view encompassing the Scenario, Year, Period and Entity. When the consolidation is invoked, the system enumerates all other points of view that are to be included in the consolidation process.

If a consolidation is invoked from an entity that has an Impacted calculation status, then only other points of view that are Impacted will be included in the enumeration, including Impacted points of view in prior periods of the current year. If the consolidation is invoked from a point of view that has a System Changed calculation status, then System Changed and Impacted points of view will be included in the enumeration, System Changed points of view in prior periods will not be included in the enumeration.

If Enhanced Organization by Period is not enabled, the system will check for an Impacted or System Changed status starting at the Calc Status of the selected point of view from which the consolidation was invoked. If found, the Calc Status of all children of that point of view will be checked. All Impacted or System Changed points of view will be added to the enumeration. The same logic is then applied to each of the points of view added to the enumeration. This downward enumeration ends when a calculation status of OK is encountered or when the process reaches a level 0 entity.

If Enhanced Organization by Period is enabled, the system will check for an Impacted or System Changed status starting at the Node Status of the selected point of view from which the consolidation was invoked. If found, the Calc Status of the selected Point of View will be checked, followed by the Node Status of all children of that point of view. All Impacted or System Changed points of view will be added to the enumeration. The same logic is then

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applied to the Node Status and then the Calc Status of each of the children of the points of view added to the enumeration. This downward enumeration ends when a calculation status of OK is encountered, when an Inactive entity is encountered or when the process reaches a level 0 entity. The downward enumeration will end at the Node Status of any Inactive entity

If the consolidation is invoked from an Inactive entity, the enumeration process will begin from the Calc Status instead of the Node Status of that entity. As a result, the Node Data of an Inactive entity can only be consolidated by invoking a consolidation from an ancestor of the Inactive entity.

Consolidating Data

After the in-scope points of view have been enumerated for a consolidation, the system begins the consolidation process flow for each entity, starting with the lowest level entities. If points of view from prior periods are in-scope, the consolidation process will begin in the earliest period and progress period-by-period to the period from which the consolidation was invoked. As each point of view is completed, the calculation status settings are updated to **OK** (Calc Status, and for Enhanced Organization by Period applications, Calc Status and Node Status).

If there are one or more instances of any shared entity in-scope of the consolidation, all instances of the shared entity are updated, whether in-scope of the consolidation or not. If Enhanced Organization by Period has not been enabled, all updates to both Common Data and Node Data are applied to all instances. If Enhanced Organization by Period has been enabled, Common Data and Calc Status are updated for all instances. Common Data and Calc Status must be the same across all instances of a shared entity. Node data and Node Status are only updated for the in-scope instance(s) of the shared entities.

Consolidation Process Flow

Financial Consolidation and Close processes data through the Consolidation dimension, beginning with local currency ("Entity Currency") data in the Entity Input, Entity Consolidation and Entity Elimination Adjustment members, then progressing to the same members for translated currency (for multi-currency applications only) and finally the Proportion and Elimination consolidated data.

At each level of processing, various system calculations are executed. Some system rules will always run while others can be disabled or configured. Custom rules can be also added in pre-defined "insertion points".

The **Consolidation: Process** screens, accessed from the **Consolidation** card, shows the sequential flow of consolidation activities for each of the Local Currency, Translated and Consolidated levels, displayed as selected from the horizontal tabs.

Local Currency

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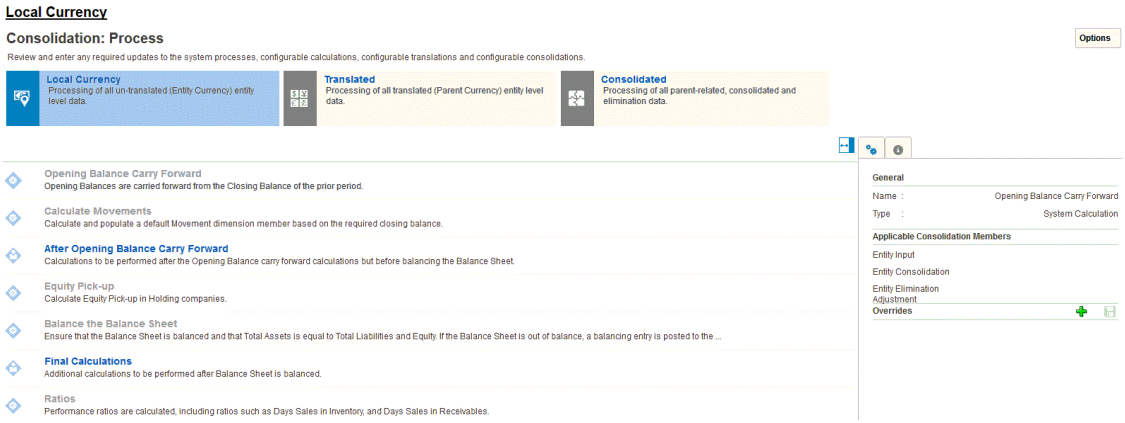

Opening Balance Carry Forward

At each level of the Entity, Consolidation and Currency dimensions, the Closing Balance of the prior period is carried forward to the Opening Balance of the current period for all Flow type accounts.

The local currency Opening Balance is retrieved from the local currency Closing Balance of the prior reporting period of the same scenario. If the current period is the first period of the year, then the Opening Balance will be retrieved from the last period of the prior year.

For all Balance Sheet accounts (account type Asset, Liability or Equity), the Opening Balance is retrieved for all periods. For Income Statement accounts (account type Revenue or Expense), the Opening Balance is retrieved for all periods except the first period of the year.

The Opening Balance is retrieved:

- In the Periodic reporting view, from the Closing Balance of the prior period
- In the Quarter-to-date reporting view, from the Closing Balance of the prior quarter
- In the Half-year-to-date reporting view, from the Closing Balance prior half-year
- In the Year-to-date reporting view, from the Closing Balance of the prior year

Calculate Movements

If enabled, the Calculate Movements rule executes on Local Currency (for a Multiple Currency application) after the Opening Balance Carry Forward system rule is finished. The rule calculates the difference between the Closing Balance Input amount and the sum of the current period Opening Balance plus any other movement data already posted to the account. The calculated difference is posted to the movement member designated for the account. See Calculate Movements (from Closing Balance Input).

After Opening Balance Carry Forward

Any deployed custom calculation rules created in the seeded "FCCS_10_After Opening Balance Carry Forward_LocalCurrency" Calculation Manager rule will execute.

See Working with Configurable Calculations.

Equity Pickup

The Equity Pickup system rule provides a built-in sequential calculation of Equity Pickup for holding companies.

The Equity Pickup system rule will display only if Equity Pickup has been enabled, either during application creation or subsequently.

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This rule will alter the sequencing of entity processing during a consolidation to ensure that all holding companies are calculated after their siblings. The amended sequencing can be turned off and on as required. The correct calculation of Equity Pickup also requires the deployment of Equity Pickup consolidation rules (see Equity Pickup Overview for further details of the Equity Pickup feature).

Balance the Balance Sheet

The next system rule executed at Local Currency is "Balance the Balance Sheet". This rule is optional and can be enabled or disabled for all scenarios or on a scenario-by-scenario basis. If the rule is enabled, an out-of-balance Balance Sheet will be balanced by the posting of a balancing amount to the seeded "FCCS_Balance" account.

If Parent Input and Contribution Input are enabled for the application, the Balance the Balance Sheet calculation for Parent Input and Contribution Input will happen at Parent Currency and FCCS_Balance account, in multi-currency applications.

Final Calculations

Any deployed custom calculation rules created in the seeded "FCCS_20_Final Calculations_LocalCurrency" Calculation Manager rule will execute.

See Working with Configurable Calculations.

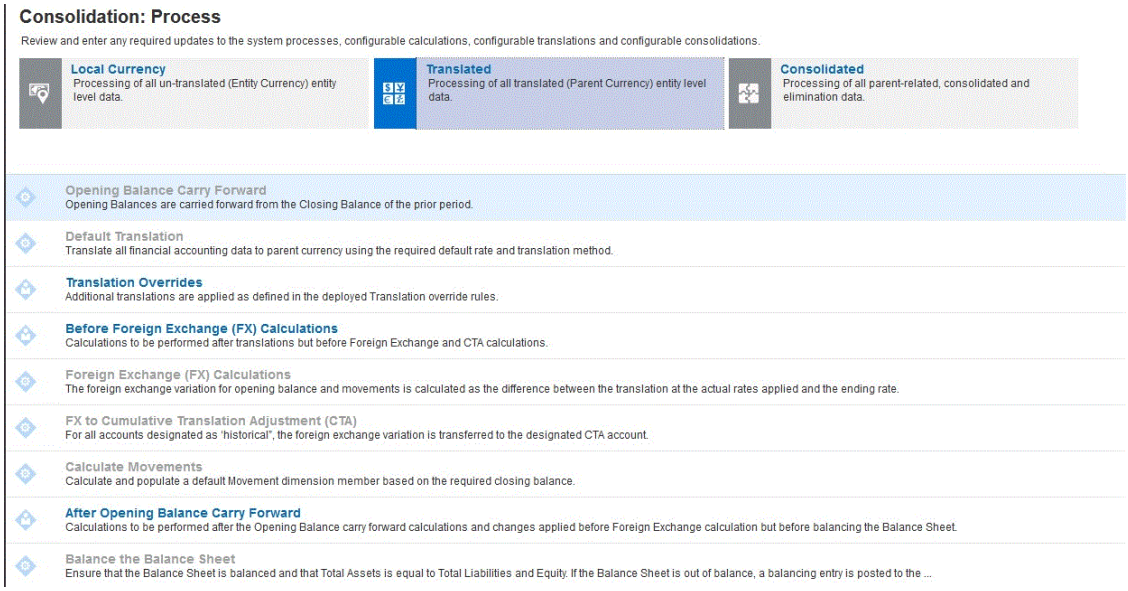
Ratios

If "Asset Management Ratios" option has been selected, then the "FCCS_Days Sales In Receivables" and "FCCS_Days Sales In Inventory" ratios are calculated.

Watch the following video for an overview of Local Currency Calculations:

Local Currency Calculations.

Translated



Note that the **Translated** tab is not available for single-currency applications.

Opening Balance Carry Forward

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At each level of the Entity, Consolidation and Currency dimensions, the Closing Balance of the prior period is carried forward to the Opening Balance of the current period for all Flow type accounts.

Note that Opening Balance is never translated. Opening Balance is always carried forward from the Closing Balance of the prior period for the Applicable Consolidation Members and at Parent Currency.

The translated currency Opening Balance is retrieved from the translated currency Closing Balance of the prior reporting period of the same scenario. If the current period is the first period of the year, then the Opening Balance will be retrieved from the last period of the prior year.

For all Balance Sheet accounts (account type Asset, Liability or Equity), the Opening Balance is retrieved for all periods. For Income Statement accounts (account type Revenue or Expense), the Opening Balance is retrieved for all periods except the first period of the year.

The Opening Balance is retrieved:

- In the Periodic reporting view, from the Closing Balance of the prior period
- In the Quarter-to-date reporting view, from the Closing Balance of the prior quarter
- In the Half-year-to-date reporting view, from the Closing Balance prior half-year
- In the Year-to-date reporting view, from the Closing Balance of the prior year

Default Translation

Default Translation applies the default translation settings to the translation of periodic movement members. The default translation settings can be configured from the **Manage Defaults** button on the **Translation Overrides** screen.

Any "Amount Override" and "Rate Override" entries are also applied to the translated data.

See these topics:

- Translation Process
- Translating Data
- About Exchange Rates
- Entering Exchange Rates
- Entering Override Rates
- Specifying Default Translation Settings

Translation Overrides

Translation Override rules can be configured and deployed. The Entity Currency values of a selection of data-points defined as the scope of the rule, applied against the specified exchange rate and translation method (Periodic or Year-to-Date) can either replace or accumulate with the default translation results.

See these topics:

- Working with Override Translation Rules
- Creating Override Translation Rules
- Deploying Override Translation Rules

Before Foreign Exchange (FX) Calculations

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This rule executes after translations, but before the Foreign Exchange/Cumulative Translation Adjustment (CTA) calculations. This allows you to create rules that modify previous system translation calculations, but are still subject to the "balancing" effects of the system Foreign Exchange and CTA calculations.

Foreign Exchange (FX) Calculations

The foreign exchange variation includes the calculation for both Opening Balance and total movements.

FX Opening stores the difference between the translation of Total Opening Balance at the Ending Rate for the current period and the Total Opening Balance retrieved from the prior period's translated Closing Balance and Opening Balance Adjustment in current period.

FX Movements stores the difference between the translation of untranslated Movements Sub Total at the Ending Rate for the current period and the translated Movements Sub Total using the Average rate or historical rate or amount overrides for the current period.

> **Note**
>
> FCCS_FX members are reserved for calculations and it is recommended that you do not post journals directly to these members.

Foreign Exchange (FX) to Cumulative Translation Adjustment (CTA)

Historical accounts will always be translated using the default rate for the account unless the account has the exchange rate type of "Historical Amount Override" or "Historical Rate Override". The FX Opening and FX Movements will be calculated for the historical accounts using the appropriate override rate or amount if applicable.

The reverse of the total FX Opening and FX Movements amount will then be stored in the FX to CTA or FX to CICTA Movement member so that the FX Total for the historical accounts will be zero. The same amount will also be posted to the designated CTA or CICTA account, depending on the setting for the application.

Calculate Movements

If Parent Input is enabled, Calculate Movements executes on the Translated tab, after the FX to Cumulative Translation Adjustment (CTA) system calculation. The rule calculates the difference between the Closing Balance Input amount and the sum of the current period Opening Balance plus any other movement data already posted to the account. The calculated difference is posted to the movement member designated for the account.

After Opening Balance Carry Forward

Any deployed custom calculation rules created in the seeded "FCCS_30_After Opening Balance Carry Forward_Translated" Calculation Manager rule will execute.

See Working with Configurable Calculations.

Watch the following video for an overview on Translations and Calculations:


Overview: Translations and Calculations

Final Calculations

Any deployed custom calculation rules created in the seeded "FCCS_40_Final Calculations_Translated" Calculation Manager rule will execute.

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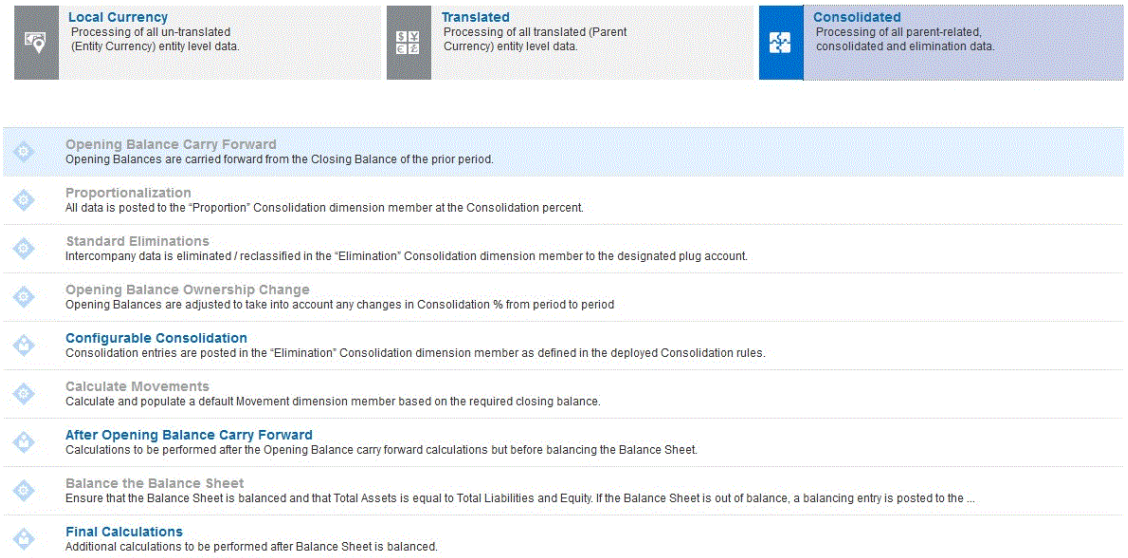
See Working with Configurable Calculations.

Ratios

If "Asset Management Ratios" option has been selected, then the "FCCS_Days Sales In Receivables" and "FCCS_Days Sales In Inventory" ratios are calculated.

Consolidated



Opening Balance Carry Forward

At all levels, the first process is the "Opening Balance Carry Forward". At each level of the Entity, Consolidation and Currency dimensions, the Closing Balance of the prior period is carried forward to the Opening Balance of the current period for all Flow type accounts.

Note that Opening Balance is never consolidated, but always carried forward from the Closing Balance of the prior period.

For all Balance Sheet accounts (account type Asset, Liability or Equity), the Opening Balance is retrieved for all periods. For Income Statement accounts (account type Revenue or Expense), the Opening Balance is retrieved for all periods except the first period of the year.

The Opening Balance is retrieved:

- In the Periodic reporting view, from the Closing Balance of the prior period
- In the Quarter-to-date reporting view, from the Closing Balance of the prior quarter
- In the Half-year-to-date reporting view, from the Closing Balance prior half-year
- In the Year-to-date reporting view, from the Closing Balance of the prior year

Proportionalization

All data is posted to the "Proportion" Consolidation dimension member at the Consolidation percent.

Standard Eliminations

See Standard Elimination Consolidation Rules.

Opening Balance Ownership Change

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For entities where the consolidation percent has changed from the last period, FCCS_Mvmts_Acquisitions or FCCS_Mvmts_Disposals are calculated automatically in the Proportion member in the Consolidation dimension, based on the change in consolidation % from period to period. The change in consolidation % is multiplied against FCCS_OpeningBalance at Proportion and the result is put into FCCS_Mvmts_Disposals/ FCCS_Mvmts_Acquisitions appropriately at Proportion.

For entities where the consolidation percent has changed from the last period, FCCS_Mvmts_Acquisitions or FCCS_Mvmts_Disposals are calculated automatically for the Elimination member of the Consolidation dimension in accounts that are eliminated via plug accounts. Any accounts that are eliminated by customer specific rules (configurable consolidation rules or insertion point rules), the customer/partner must write the Opening Balance Ownership Change adjustment and they will populate FCCS_Mvmts_Disposals_Input/ FCCS_Mvmts_Acquisitions_Input.

See Opening Balance Ownership Change Consolidation Rules.

By default, the Opening Balance Ownership Change (OBOC) calculations are populated before the Configurable Consolidation rules are run. This allows Acquisition and Disposal Movement members to be included as source data in the Configurable Consolidation rules. To dusable this behavior, change the `OBOC_BEFORE_CONFIG_CONSOL` substitution variable value to **False**. See Substitution Variables for Financial Consolidation and Close.

Configurable Consolidations

See About Configurable Consolidation Rules.

Calculate Movements

If Contribution Input is enabled, Calculate Movements is executed on the Consolidated tab, after Configurable Consolidations. The rule calculates the difference between the Closing Balance Input amount and the sum of the current period Opening Balance plus any other movement data already posted to the account. The calculated difference is posted to the movement member designated for the account.

After Opening Balance Carry Forward

Any deployed custom calculation rules created in the seeded "FCCS_50_After Opening Balance Carry Forward_Consolidated" Calculation Manager rule will execute.

See Working with Configurable Calculations.

Final Calculations

Any deployed custom calculation rules created in the seeded "FCCS_60_Final Calculations_Consolidated" Calculation Manager rule will execute.

See Working with Configurable Calculations.

Ratios

If "Asset Management Ratios" option has been selected, then the "FCCS_Days Sales In Receivables" and "FCCS_Days Sales In Inventory" ratios are calculated.

Watch the following video for an overview on Consolidations and Calculations:


Overview: Consolidations and Calculations

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Intercompany Eliminations

Standard Eliminations Overview

Companies record the results of transactions with other companies. Those other companies might be related companies or unrelated (that is, third party) companies. When reporting consolidated financial results, the impact of any transactions for which the legal companies within the scope of the consolidation have common control must be removed /eliminated from the consolidated results. The net results must be presented as if the group of legal entities were a single economic unit.

Transactions with unrelated companies do not require elimination. Transactions with related companies might need to be eliminated or partially eliminated depending on whether the related company is in the scope of the consolidated results and the accounting requirements applied to the consolidation arithmetic.

The nature of the relationship between the related parties will determine the manner in which information from the in-scope companies is aggregated and eliminated to produce the consolidated results. Different accounting standards will require some different aggregation methods, but most standards follow similar general principles.

When an application is enabled for Intercompany accounts and contains Intercompany account data, eliminations take place as part of the consolidation process.

Processing of Intercompany Eliminations

Data that are a result of transactions between two entities (that is, Intercompany transactions), both being consolidated into a common parent entity, must be eliminated in order to present the parent entity consolidated results as a single economic unit.

The intercompany transaction amounts are initially recorded twice. Each of the two parties (companies) involved in the transaction records their view of the transaction. The transaction is recorded separately by each entity, with the other entity as the "Intercompany partner". Note that the entries recorded by both entities represent the same transaction, but are entered separately by the two entities involved in that transaction.

The amounts to be eliminated are the amounts controlled "in common" by the parent entity at which common ownership is represented in the organization hierarchy. The net effect of the eliminations must be zero (that is, debits must equal credits), but the data is reclassified in order to net out at the parent entity. If the source data from both entities involved in the transaction is proportionalized at 100%, then the full proportionalized amount must be eliminated. If the amount proportionalized by either entity is less than 100%, then only the lowest proportional amount is eliminated because only the lowest proportionalized amount is controlled in common. Therefore an eliminated amount cannot exceed the proportionalized amount under any circumstances. If the Consolidation % for either of the companies involved is 0% then no elimination is processed.

Each elimination entry consists of two entries in the "FCCS_Intercompany Eliminations" Data Source dimension member in the Elimination Consolidation dimension member. The first entry reverses (or partially reverses) the original intercompany amount. All dimension members to which the reversal is applied are taken from the source POV with the exception of the Consolidation and Data source dimensions. An offsetting second entry is posted to the "Plug" account, as defined in the metadata for the source intercompany account. As with the reversal entry, the Plug entry is posted to the "FCCS_Intercompany Eliminations" Data Source dimension member in the Elimination Consolidation dimension member. All dimension members to which the Plug entry is applied are taken from the source POV with the exception of the Consolidation and Data source dimensions. If the Plug account is not set as an

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Intercompany account, then the Plug entry is posted to "FCCS_No Intercompany" in the Intercompany dimension.

Conditions for Intercompany Eliminations

The Entity structure(s) for an application can be created as a "Flat" structure (one parent entity with all directly owned and indirectly owned entities as immediate children). The parent entity represents the consolidated results of the ultimate Holding company. Alternatively, one or more multi-level (or "staged") structures can be created. In a multi-level structure, the sibling entities of each Holding company are those companies directly owned by the Holding company. If those directly owned companies themselves own other companies, then the sibling of the owning Holding company is the consolidated parent of the owned Holding company.

In a Flat structure, the logic for determining whether an elimination is to be processed is simple. The following logic is applied:

Data is a candidate for elimination if:

1. The account is an intercompany account and has a valid Plug (clearing) account assigned
2. The data has an Intercompany dimension entry of other than "FCCS_No Intercompany" (that is, contains a valid partner)
3. The entity to which the intercompany transaction has been posted, and the partner referenced in the data definition (POV) both consolidate to the parent at greater than 0%

If these conditions are met, then the data is re-classified to the Plug account in the Elimination dimension member at the lower of the entity Consolidation % and the partner Consolidation %.

In a multi-level structure, the logic for determining whether an elimination is to be processed is in principle the same as in a Flat structure. However, the nature of a multi-level structure introduces additional potential complications. The following logic is applied:

Data is a candidate for elimination if:

1. The account is an intercompany account and has a valid Plug (clearing) account assigned
2. The data has an Intercompany dimension entry of other than "FCCS_No Intercompany" (that is, contains a valid partner)
3. The entity to which the intercompany transaction has been posted, and the partner referenced in the data definition (POV) both consolidate to a common parent or ancestor at greater than 0%
4. The Intercompany partner is a sibling of the current entity, or a descendant of a sibling

- a. The entity and partner might not both consolidate to an immediate common parent either or both the entity and partner might consolidate to a common ancestor via one or more intermediate parents.
- b. The relevant consolidation % used in the evaluation and posting of the elimination is the cumulative consolidation % derived by multiplying the level-by-level % from the entity or partner to the contribution to the common ancestor (that is, the cumulative factor specific to a branch of the hierarchy culminating at the common ancestor). The cumulative Consolidation % represents the contribution from the source entity / partner to the common ancestor for each contributor.
- c. The "lower of entity or partner consolidation %" is applied to the sum of the entity cumulative %, aggregated across all siblings of the entity and the sum of the partner cumulative %, aggregated across all siblings of the entity. In a multi-level hierarchy, both the entity and the partner could exist in more than one branch of the hierarchy and could therefore aggregate to the common ancestor through multiple children of the common ancestor.

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- d. The data point could be a candidate for elimination at more than one level of the hierarchy, immediately below more than one common ancestor. If the partner exists in more than one branch of the hierarchy, then the entity's consolidation path up through the structure could encounter more than one common ancestor. If immediately below the first (or a subsequent) common ancestor, the full entity amount is eliminated, then further elimination will not occur because the elimination amount cannot exceed the proportionalized amount. If no elimination (or only a partial elimination) occurred at previous levels of the hierarchy, then a further elimination could be required immediately below the current common ancestor.
- The recognition of "immediately below a common ancestor" can be defined as the partner being a sibling or descendant of a sibling of the entity in which the data resides. The data is not a candidate for an elimination if the partner is a descendant of the parent and a descendant of the current entity unless it is also a sibling or descendant of a sibling of the current entity.

The system applies validations for Intercompany eliminations to be processed only when the correct conditions are met for a partner that is a sibling or a descendant of a sibling of the current entity. If you want to disable this functionality, you can create a Substitution Variable named `StrictElimCondition` and set its value to False. This will allow Intercompany data where the entity and partner are the same to continue to eliminate.

If these conditions are met, then the data is re-classified to the Plug account in the Elimination dimension member at the lower of the sum (across sibling entities / branches) of the cumulative entity Consolidation % and the sum (across sibling entities / branches) of the cumulative partner Consolidation %. If the aggregated partner Consolidation % is lower than the aggregated entity Consolidation %, then the partner % is applied.

Ensuring that Eliminations do not exceed Proportionalization

As previously noted, based on the concept of eliminating commonly controlled transactions, the cumulative elimination amount of an intercompany transaction cannot exceed the proportionalized amount. The system must therefore ensure that if the net contribution amount of an intercompany account has been reduced to zero, no further eliminations can occur.

It is possible that a computerized system may not record an accumulation to zero accurately. This is due to a "decimal precision" issue common to all computer systems. As a result, a situation might arise such that the net contribution of a source intercompany amount is not reduced to exactly zero when it does logically equal zero. The test as to whether further intercompany eliminations should be processed can therefore not depend on the net contribution being equal to zero, but must instead be based on the net contribution being approximately equal to zero.

The test for whether a net contribution amount is approximately equal to zero can depend on the magnitude of the data in the system. By default, FCCS applies decimal precision of four decimals when applying the test. In this case, any net contribution of less than 0.0001 will be considered as zero and further eliminations will not be applied to the data. In most cases and for most currencies this level of precision should provide sufficient accuracy. However, if unexpected eliminations still occur, a Substitution Variable can be added to the application to modify the decimal precision applied to the test.

To add a substitution variable, navigate to the **Variables** card and select the **Substitution Variables** tab. Click on the plus symbol to add a new substitution variable. For "All Cubes", enter `DecimalPrecision` as the Name (no space between Decimal and Precision). Enter the required number of decimals to consider when applying the approximately equal test. The greater the magnitude of data values entered (that is, the number of significant digits to the left of the decimal point), the lower the decimal precision entry might need to be.

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Note that the decimal precision variable entry must be an integer (zero or a positive or negative whole number) or subsequent consolidations might fail. A positive entry will round the net contribution amount to the specified number of decimal positions, zero will round to an integer and a negative entry will round to a multiple of 10 (so for example, a decimal precision of -2 will round 1,234,567.89 to 1,234,600, rounding to the nearest 100).

Translation Process

Financial Consolidation and Close provides currency translations for a multi-currency application. The default translation process applies the Periodic translation method to Flow accounts and the Year-to-Date method to Balance accounts.

See Translating Data.

Translation During the Consolidation Process

When you consolidate data, currency translation occurs if the parent entity has a different default currency than the child entities. Translation to Parent Currency is performed as part of the consolidation process.

When the system performs translation, if the source data is not consolidated or if data is impacted, it automatically consolidates the data before translating.

Translation to Reporting Currencies

If you want to translate data into a specific Reporting Currency, you select the target Reporting Currency and perform translation. Only currencies enabled for reporting are available for Reporting Currency translation. All Reporting Currencies have a suffix of _Reporting, for example, USD_Reporting.

Translation to Reporting Currencies is required for all periods. If prior periods in the current year have not yet been translated, they will be translated before the selected period. If there are prior years that have not been fully translated, you will need to translate in sequence each year that has not yet been translated and then translate the current year.

Each entity is translated independently of each other.

- If the default currency of the entity is the same as the Reporting Currency, then the entity currency is copied to Reporting Currency.
- If the default currency of the entity is not the same as the Reporting Currency, then if there is a Parent Entity with a default currency that is the same as the Reporting Currency, the Parent Currency is copied to the Reporting Currency.
- If neither the default currency for the entity nor the parent entity is the Reporting Currency, then the entity currency is translated to the Reporting Currency.

Due to the cumulative nature of some translation calculations, it is recommended that any translation to a Reporting Currency that is neither an entity's Entity currency or Parent currency be executed from the first period of the year.

The FCCS_Entity Proportion Adj and FCCS_Entity Elimination Adj members (EPA/EEA) are included in the Translation scope during the translation process to Reporting Currency. This feature is only available when Ownership Management is enabled. The FCCS_Entity Proportion Adj and FCCS_Entity Elimination Adj members are translated to Reporting Currency using the same process that occurs for Entity Input and Entity Consolidation translation. If you do not want the FCCS_Entity Proportion Adj and FCCS_Entity Elimination Adj members included in the translation scope, set the value of the `ReportingTransEPAEEA` substitution variable to False.

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Exchange Rates

The Rate Cube contains all the exchange rate data with respect to any source currency to any destination currency. If there is no Override rate or amount for a Historical Rate account, the system uses the global exchange rate for translation.

You can view the exchange rates used for calculations in a pre-defined data form. You can also use pre-defined forms to enter exchange rates and to enter override rates. See these sections:

- Entering Exchange Rates
- Entering Override Rates
- Predefined Forms

Watch this video to learn more about the translation process:


Overview: Translations in Financial Consolidation and Close

Translating Data

Currency translation converts data from one currency to another. You can translate data from the entity's input currency to any other reporting currency that has been defined in the application. When you consolidate data, currency translation occurs if the parent entity has a different default currency than the child entities.

Financial Consolidation and Close provides default currency translations for a multi-currency application. By default, the translation process uses the Periodic Value (PVA) method for Flow accounts, and the Value at exchange rate (VAL) method for Balance accounts. The default method and exchange rate accounts used can be modified. See Specifying Default Translation Settings.

If you enabled additional cubes in the application, the Business Rules list displays the rules for the aditional cubes. You can select the cube for which to run translation, for example, Consol2. The translation process will be limited to the selected cube. By default, the cube is Consol. For information on enabling cubes, see Adding Application Cubes.

Translation is performed using calculation scripts and based on stored consolidated data. When the system performs translation, if data is not consolidated or if data is impacted, it automatically consolidates the data before translation. The system translates the stored consolidated amount to the Reporting currency by applying the applicable exchange rates.

Translation to Parent currency is performed as part of the consolidation process. If you want to translate data into a specific Reporting currency, you select the target Reporting Currency and perform translation. Only currencies enabled for reporting are available for Reporting currency translation.

You can translate data to a Reporting currency even if the entity is locked and its calculation status is OK or System Changed. If the Entity currency calculation status is System Changed, the Reporting currency status will also change to System Changed after translation.

All accounts that reside outside of the Balance Sheet hierarchy (Asset, Liability, Equity, Revenue and Expense account type) are translated and consolidated in the same manner as those accounts inside the "FCCS_Balance Sheet" hierarchy, except for . "Saved Assumption" accounts, which are not translated. For example, calculation of Opening Balance and Foreign Exchange Variance is applied to all these accounts with the exception of Income Statement accounts and Revenue and Expense accounts within Total Other Comprehensive Income. If you do not want accounts that reside outside of the Balance Sheet hierarchy to be included in

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the translation and consolidation process, you can create a Substitution Variable named `ExtendAccountScope` and set the value to False.

The default translation is based on the default translation settings that you have selected from the Translation Overrides screen (Periodic Translation at Average Rate is used by default unless modified).

All members under the FCCS_Movements hierarchy are translated at the selected translation settings except for the Opening Balance and Opening Balance Adjustment member. Any override account entries for accounts specified as Historical Amount Override or Historical Rate Override Exchange Rate Type accounts are then applied, replacing the default translations. If no override entries were made, then the Historical accounts remain translated at the default settings. Any deployed translation override rules are then applied, adjusting or replacing the default translation results.

Movement dimension members that are created outside of the FCCS_Movements hierarchy are included in translation and consolidation calculations, including default translations, Translation Override rules, Translation Override entries, Configurable Calculation rules, On-Demand rules, and Configurable Consolidation rules. This behavior is enabled by the `ExtendMovementScope` substitution variable, which is enabled by default. To disable the feature, you can change the value of the substitution variable to False. Note that `ExtendMovementScope` excludes members under the hierarchies of FCCS_ClosingBalance_Variance, FCCS_CashFlow, and FCCS_CashChange.

In the translation process, Translation Override rules are executed before Translation Override entries. If you do not want override rules to be processed before Amount / Rate override entries, you can add a substitution variable named `skipTransRulesIfOverrideRatesExist` and set the value to False.

In applications with Ownership Management enabled, Acquisition and Disposal Movement dimension members use the prior period Ending Rate for translation. This applies to the following dimension members:

- FCCS_Mvmts_Acquisitions
- FCCS_Mvmts_Acquisitions_Input
- FCCS_Mvmts_Disposals
- FCCS_Mvmts_Disposals_Input

For Historical accounts (Historical, Historical Account Override, Historical Rate Override), Financial Consolidation and Close uses the prior period Effective Rate for the translation of Acquisition and Disposal Movement members. If the prior period Effective rate is not available (which can occur when data for the prior period is not consolidated due to a Consolidation % of 0%), then the system applies the prior period Average Rate.

For Historical account default translation, Financial Consolidation and Close checks if the calculated Effective rate is in the scope of (0.1, 10), otherwise it will use the Average rate. To remove the Effective rate threshold, you can add a substitution variable named `DisableRateThreshold` and set the value to True.

Opening Balance is always carried forward from the Closing Balance of the prior period for all stored levels of data and is never translated. Opening Balance Adjustment entries are deemed to be related to the prior period (for example, prior period adjustments). Opening Balance Adjustment entries are therefore translated by default at the prior period Ending Rate,

The Opening Balance Adjustment of a historical account is translated by default using the Effective rate from the prior period (the ratio of the prior period Closing Balance translated amount divided by the prior period Closing Balance untranslated amount) on an account-by-account basis. However, if the prior period Effective rate is not available (which can occur when

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data for the prior period is not consolidated due to a Consolidation % of 0%), then the system applies the prior period Average Rate.

If you need to disable the default translation behavior for Historical accounts, you can create a Substitution Variable named`TranslateOBOCAcqDispAtPriorER` and set the value to False. It is not required to consolidate the historical periods, as this variable becomes effective only when there is any change in the Consolidation percentage.

The Consolidation Process Translated tab includes an option named **Translate Opening Balance Adjustment with Prior Rate**, where you can select the rate to use for Opening Balance Adjustment entries. You can select the Average or Ending rate. This option is only available if the `TranslateOBOCAcqDispAtPriorER` substitution variable is set to True.

If you use the **Translate Opening Balance Adjustment with Prior Rate** option and select the Ending rate, the Opening Balance Adjustment historical account is translated using the prior period Ending rate (if the prior Effective rate is not available).

Foreign Exchange Variances (FX Opening, FX Movements) are then calculated to bring the aggregated Closing Balance to the equivalent of the untranslated Closing Balance translated at Ending Rate. Then for all accounts that are defined with an Exchange Rate Type of Historical, Historical Rate Override or Historical Amount Override, the calculated FX is reversed in either the FX-to-CTA or FX-to-CICTA movement members. The accumulation of these reversals for all accounts within the Balance Sheet top member (not the "FCCS_Balance Sheet" grouping, but the "FCCS_Total Balance Sheet" Traditional or Net Assets member) are then posted to the CTA or CICTA account (within the Balance Sheet, the reversal of the calculated FX and the posting to CTA / CICTA is a balanced entry).

After the translation process is complete, the translated data is stored. Adjustments can be made to the stored data using Configurable Calculation rules.

You can view the exchange rates used for calculations in a pre-defined data form. You can also use pre-defined forms to enter exchange rates and to enter override rates. See these sections:

- Entering Exchange Rates
- Entering Override Rates
- Predefined Forms

To translate data:

1. On the Home page, click **Data**.
2. From the Forms list, click **Data Status**.
3. **Optional:** If you enabled additional cubes in the application, from the **Cube** dropdown, select the cube for translation.
4. Select the point of view.
5. Select a cell for which to run translation rules.
6. From the **Actions** drop-down menu, select **Business Rules**.
7. From the Business Rules dialog, click **Translate**.
8. When the translation process successfully completes, the system displays a confirmation message. Click **OK**.

   Note that if a translation is interrupted, it might be necessary to run a Force Translate to reset the system and complete the required translation.

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About Exchange Rates

You use exchange rates to convert values from one currency to another. You can enter rates from any source currency to any destination currency. To specify exchange rates, you must set up multiple currencies when creating an application.

See Creating Currencies and Translating Data.

Financial Consolidation and Close supports two system exchange rates - Average and Ending. The system translates Flow accounts using the Average rate and the Balance account using the Ending rate.

Financial Consolidation and Close provides the ability to enter direct exchange rates, indirect exchange rates and cross-rates.

Best Practice

Rates should always be entered using a direct rate to the application currency in order for the most accurate indirect and cross-rates to be generated. The system will then triangulate the indirect rates and additional rates between currencies that do not include the application currency. If for example, an indirect rate is entered and it is not the reciprocal of the direct rate, then a translation from currency 1 to currency 2 and then back to currency 1 will incorrectly not yield the original amount. A similar issue can occur if cross-rates are entered.

See Entering Exchange Rates.

Direct Exchange Rates

A direct exchange rate is the rate by which an untranslated amount is multiplied in order to calculate the translated amount.

GBP to USD: 2.00

GBP 100 x 2.00 = USD 200

Note that the direct rate between a currency and itself is always assumed to be 1.

Indirect Exchange Rates

An indirect exchange rate is the reverse of a direct exchange rate. The untranslated amount is divided by the rate to calculate the translated amount. The indirect rate for currency 1 to currency 2 is also the direct rate for currency 2 to currency 1.

USD to GBP = 0.50

GBP 100/ 0.50 = USD 200

USD 200 x 0.50 = GBP 100

To view Indirect Exchange Rates, on the Home page, click **Data**, and from the Forms list, open the **Exchange Rates** form. The default Currency selection in the Exchange Rate Form POV is the Application currency. You must change the Input Currency selection in the POV to another currency instead of the Application Currency to view the Indirect Exchange rates.

Cross-Rates

Generally, exchange rates are quoted and entered in terms of a common or system currency. When a translation is to be calculated with that system currency, the direct or indirect rate is applied. When a translation is to be calculated between two other currencies (for example,

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neither currency is the system currency), then the required cross-rate can be triangulated through the system currency.

Using USD as the system currency:

GBP to USD: 2.00 direct rate

EUR to USD: 0.80 direct rate

USD to EUR: 1.25 indirect rate

GBP to EUR = GBP to USD/ USD to EUR = 2.00 / 1.25 = 1.60

> **Note**

If you enter only direct rates to Financial Consolidation and Close, based on the system currency, the system will calculate the indirect rates and all of the cross-rates used in translations.

If you enter indirect rates or cross-rates, Financial Consolidation and Close will not overwrite the entered rates. This could result in incorrect values.

Entering Exchange Rates

Financial Consolidation and Close provides the ability to enter direct exchange rates, indirect exchange rates and cross-rates. It is recommended that only direct rates be entered to Financial Consolidation and Close for the most accurate indirect and cross-rates to be generated.

See About Exchange Rates.

You can enter Exchange Rate data using two pre-built system Exchange Rate forms:

- **Enter Exchange Rates - Single Period**: Enter exchange rates for the single period selected in the Point of View.
- **Enter Exchange Rates - Multi Period**: Enter exchange rates for multiple periods to a single To Currency selected in the Point of View

If you enabled additional cubes in the application, when you enter or modify exchange rates in either of the provided Exchange Rate forms, new rates will be pushed to all enabled cubes. For information on enabling cubes, see Adding Application Cubes.

> **Note**
>
> The predefined Rate forms are only provided if the Multi-currency option was selected during application creation. See Predefined Forms.
>
> To view Indirect Exchange Rates, from the Forms list, open the **Exchange Rates** form.

After you save data in forms, the following two rules are automatically executed:

- Form_PostProcess_Rate

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- Form_PostProcess_SDMCurrencyRates

These rules automatically Compute Rates if any cell has been edited on a form targeting the Rates cube. If you have created your own Exchange Rate entry forms with the old Compute Rates and RefreshSDMCurrencyRates rules, you should remove them to avoid duplicate rate computation. If the Compute Rates dialog appears after saving data, you must manually remove the old rules from the form.

You must run **Compute Rates** if you use a multi-currency application with a single currency. For Opening Balance Ownership adjustments when there is no Effective Rate based on Opening Balance, the Opening Balance Ownership process will look for the appropriate Exchange Rate to use in the Opening Balance Ownership calculation. If you have a single currency in a multi-currency application, you only need to execute the **Compute Rates** rule. You do not need to enter rates. The Compute Rates process will populate the 1's for the Exchange Rates.

You can also import Exchange Rates. See Example: Data Import File - Exchange Rates.

To enter direct rates in a data form:

1. On the Home page, click **Data**.
2. From the Forms list, click **Enter Exchange Rates - Single Period**, or **Enter Exchange Rates - Multi Period**.
3. From the POV, select the Scenario, Year, and Periods.In the rows, select the level 0 descendants in the "From Currency" dimension, excluding the currency defined as the system currency:ILvl0Descendants(From Currency) excluding USD
4. In the rows, select the level 0 descendants in the "From Currency" dimension, excluding the currency defined as the system currency:

   ILvl0Descendants(From Currency) excluding USD
5. In the columns, select the level 0 descendants of "Entered Exchange Rates" in the Account dimension:

   ILvl0Descendants(Entered Exchange Rates)
6. Enter the direct rates and click **Save**.
7. From **Actions**, select **Compute Rates**.

To view all rates in a form:

1. From the Home page, click **Data**, and then open the **Exchange Rate** form to review the rates.
2. In the rows, select the level 0 descendants in the "From Currency" dimension:

   ILvl0Descendants(From Currency)
3. In the columns, select the level 0 descendants of "Input Currencies" in the Currency dimension:

   ILvl0Descendants(Input Currencies)
4. In the columns, select the level 0 descendants of "Entered Exchange Rates" in the Account dimension:

   ILvl0Descendants(Exchange Rates)

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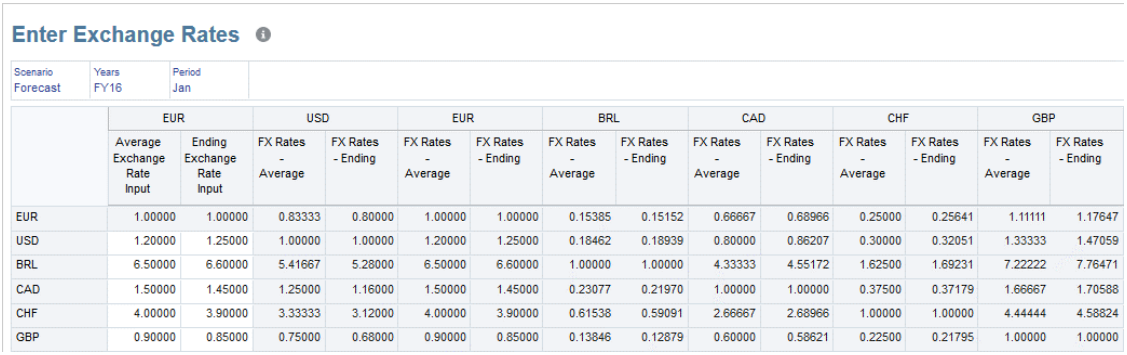
> **Note**
>
> The system will automatically compute rates if any cell has been edited on a form targeting the Rates cube.

After you have entered all the direct rates and the system has executed the rules, all direct, indirect and cross-rates will be displayed.

The direct rate entry and all rates display can be combined into one form for a single period if required.

In this example, direct rates for USD, BRL, CAD, CHF and GBP are entered in the first two columns against a system currency of EUR. All indirect and cross-rates are then displayed.



Enter Exchange Rates

Scenario	Years	Period
Forecast	FY16	Jan

	EUR		USD		EUR		BRL		CAD		CHF		GBP	
	Average Exchange Rate Input	Ending Exchange Rate Input	FX Rates - Average	FX Rates - Ending	FX Rates - Average	FX Rates - Ending	FX Rates - Average	FX Rates - Ending	FX Rates - Average	FX Rates - Ending	FX Rates - Average	FX Rates - Ending	FX Rates - Average	FX Rates - Ending
EUR	1.00000	1.00000	0.83333	0.80000	1.00000	1.00000	0.15385	0.15152	0.66667	0.68966	0.25000	0.25641	1.11111	1.17647
USD	1.20000	1.25000	1.00000	1.00000	1.20000	1.25000	0.18462	0.18939	0.80000	0.86207	0.30000	0.32051	1.33333	1.47059
BRL	6.50000	6.60000	5.41667	5.28000	6.50000	6.60000	1.00000	1.00000	4.33333	4.55172	1.62500	1.69231	7.22222	7.76471
CAD	1.50000	1.45000	1.25000	1.16000	1.50000	1.45000	0.23077	0.21970	1.00000	1.00000	0.37500	0.37179	1.66667	1.70588
CHF	4.00000	3.90000	3.33333	3.12000	4.00000	3.90000	0.61538	0.59091	2.66667	2.68966	1.00000	1.00000	4.44444	4.58824
GBP	0.90000	0.85000	0.75000	0.68000	0.90000	0.85000	0.13846	0.12879	0.60000	0.58621	0.22500	0.21795	1.00000	1.00000

Entering Override Rates

Most accounts use the standard translation method with the default exchange rates. Some Balance Sheet accounts are specified as Historical Rate accounts (for example, Common Stocks, Investment in Subs).

Accounts specified as Historical Rate accounts are translated using the override rate or override amount that you specify. If there is no override rate or amount for a Historical Rate account, the system uses the global exchange rate for translation.

By default, Disposals_Input accounts are translated using the Effective rate. However, when there is a translation override rule defined to use a global rate for a Historical Rate account, the system instead uses the global rate from the override rule.

For Historical Rate accounts, the system provides a pre-built form for you to enter either an override rate or override amount for the account. All accounts using Historical Rate overrides are also automatically created as shared members under the Historical Account hierarchy. See Defining Accounts, and Predefined Forms.

> **Note**
>
> The predefined Rate forms are only provided if the Multi-currency option was selected during application creation.

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When you enter an override amount or rate to an Intercompany entry that has already been eliminated, the override will also be applied to the elimination entry. The eliminated amount in Data Source "Intercompany Eliminations" will be adjusted by the same ratio as the original source entry in one or more of the "Total Input and Adjusted" members.

You can also import Override Rates. See Example: Data Import File - Overrides.

To enter override rates:

1. On the Home page, click **Data**.
2. From the Forms list, click **Override Rates**.

   All accounts specified as Historical Rate accounts are listed in the rows.
3. From the POV, select a Scenario, Year, and Entity.
4. For an account, enter the amount or rate for the override, and click **Save**.

Specifying Default Translation Settings

By default, the system provides standard translation methods on all accounts with either a time balance property of Flow or Balance. You can select to change these settings and specify a default translation method and rate account for the application.

Security rights for Default Translation Settings

- Only service administrators can modify Default Translation Settings.
- Power users can view Default Translation Settings.
- Users and Viewers cannot modify Default Translation Settings.

System Default Translation Settings

When an application is first created, the system creates the following settings by default.

Balance account

- Translation method: Periodic
- Rate Account: Ending

Flow account

- Translation method: Periodic
- Rate Account: Average

Enabling Year-to-Date FX Variance Translation Calculations

For Flow accounts, by default FX Variance calculations are executed on a Periodic basis. You can set the FX Method to Year-to-Date to enable the Year-to-Date calculation of FX Opening and FX Movements when the default Translation Method for Flow accounts is Year-to-Date. To enable the YTD calculation, you must first add a substitution variable named `YTDFXCalculation` to the Consol cube and set the value to True. The **FX Method** option will then be displayed on the Default Translation Methods page for Flow Account, and you can select Year-to-Date.

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> **Note**
>
> Note: YTDFX Calculation is only available for Consolidation, and not supported for Reporting Currency translation.

When you enable YTD FX calculations, you must reconsolidate data from the starting year of the application.

In a non-DSO application, when YTD Translation is enabled while FX Method is Periodic, the FX_Movement member is translated using YTD instead of Periodic when the FCCS_Mvmts_Subtotal member is missing. To change this behavior, add a substitution variable named `FXTranslationFix` substitution variable and set the value to True.

In an application with YTD FX Variance Translation Calculations enabled, in some circumstances, extremely large numbers may occur in OBFXCTA/OBFXCICTA members. To resolve this issue, the `YTDFXRatioThreshold` is set by default to True. To disable this behavior, change the substitution variable value to False.

The `YTDFXRevised` Consolidation Setting controls Year-to-Date FX calculation logic on historical accounts in the consolidation script for Movements. When the account is Historical, no adjustment is made for the prior period FX on Opening Balance and FX on Movements for all individual accounts, FCCS_OBFXCTA, FCCS_OBFXCICTA, and FCCS_Retained Earnings Prior. YTDFX will be enabled for the first year, so in the first year (except for the first period), the system will use YTD FX calculations. By default, the setting is False. To enable this behavior, change the Consolidation Setting to True.

You can select different translation settings for the application to use by default. Default translation methods are applied throughout the application unless Point of View specific overrides exist.

> **Note**
>
> Any changes to the default translation settings impact existing data in the application. The calculation status changes from **OK** to **System Change**, and the status for all reporting currency changes to **Needs Translation**. This applies to both locked and unlocked entities.

To specify default translation settings:

1. On the Home page, click **Application** and then click **Consolidation**.
2. From the Consolidation Process page, select the **Translated** tab.
3. From the list of rules, select **Translation Overrides**.
4. Click **Manage Defaults**.
5. When you open the **Default Translation Methods** page for the first time, it is populated with the system-provided default values. Select translation options for Balance and Flow accounts as needed.

   Balance account

   - Translation method: Periodic or Year To Date
   - Rate Account: Average or Ending

   Flow account

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- Translation method: Periodic or Year To Date
- FX Method (only available if you have enabled FX Variance Translation Calculations)
- Rate Account: Average or Ending

> **Note**
>
> Although you can create additional rate accounts for an application, you can only select Average or Ending for the default translation accounts.

6. Click **OK** to save your changes.

Consolidation and Translation Security Access

The following security access is required to consolidate or translate data:

- You must be a Service Administrator, Power User, or User.
- To run Force Consolidate, you must be a Service Administrator.
- You must also have Write access to the Parent entity selected to be consolidated or translated.

> **Note**
>
> Entities that are locked are excluded from the consolidation process.

As an Administrator, you assign access to the Consolidate and Translate actions by assigning users access to the appropriate rule. When you assign a user Launch access to the Consolidate Business Rule, the user also has access to the Consolidate action menu. When you assign a user Launch access to the Translate Business Rule, the user also has access to the Translate action menu.

> **Note**
>
> Administrators have default access to all the rules in the application.

Calculation Status

Financial Consolidation and Close maintains, as a minimum, the calculation status for each Scenario, Period, Entity and Parent entity combination. If Enhanced Organization-by-Period is enabled, the calculation status of common data and of node data is maintained separately. This separation of calculation status between Calc Status and Node Status is particularly important when the entity structure contains shared entitiesThe calculation status indicates whether data needs to be translated or consolidated. The calculation status can change as a result of several actions:

- Changing the organization structure
- Adding or deleting accounts
- Modifying entity attributes

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- Entering data in data grids, or loading data from external sources
- Posting or unposting journals
- Reloading rules
- Changing ownership settings
- Changing exchange rates
- Changing override amount /rate data

Table 20-1 Consolidation Statuses

Status	Description
OK	Data is OK - none of the data for the specified dimensions has changed.
No Data	No data exists for the specified dimensions.
Impacted	Data has changed since last generated, which requires a reconsolidation to change its status to OK. This occurs when a change to a base entity data impacts a parent entity.
Needs Translation	The selected dimension member is not the entity's default currency and its translated values may not be current.
System Change	A change has occurred that may affect the data for the specified dimensions. For example, a new rules file or metadata file has been loaded, or the currency rate has changed.

You can view the calculation status in forms and grids and then take action as necessary. The following tables list available actions for forms and grids.

Table 20-2 Entity Input/ Entity Currency - Base Entity

Status	Description	Action
No Data	No data has been entered or generated.	None
OK	None of the data has changed.	None

Table 20-3 Entity Consolidation / Entity Currency - Parent Entity

Status	Description	Action
OK	None of the data has changed.	None
Impacted	A parent entity has been impacted by a change to a child entity.	Consolidate

Table 20-4 Entity Input/ Reporting Currency - Base Entity

Status	Description	Action
OK	None of the data has changed.	None
Needs Translation	Data needs to be translated because it has never been translated or data has changed since the last translation.	Translate

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Table 20-5 Entity Consolidation/ Reporting Currency - Parent Entity

Status	Description	Action
OK	Consolidation has been done, and data has been translated.	None
Needs Translation	Data needs to be translated for the following reasons: 1. Parent entity needs consolidation first to generate the Entity Consolidation data and then translate. 2. Parent entity needs to reconsolidate first because child data has changed and then translate. 3. Parent entity data is OK so only need to translate.	Translate 1. The system will first consolidate and then translate. 2. The system will first consolidate and then translate. 3. Translation is required by user.

Table 20-6 Proportion or Elimination / Parent Currency - Base Entity

Status	Description	Action
No Data	No data has been generated from Consolidation.	Consolidate
OK	Data is OK.	None
Impacted	Data has changed since last generated, which requires reconsolidation to change its status to OK.	Consolidate

Table 20-7 Proportion or Elimination / Reporting Currency - Base Entity

Status	Description	Action
No Data	No data has been generated from Consolidate and no translation has been done.	Translate
OK	Proportion and Elimination data has been generated from Consolidation and data has also been translated.	None
Need Translation	Data needs to be translated for the following reasons: 1. Proportion data needs to be re-generated before translation. 2. Proportion data has been generated and is OK, but translation has not been run.	1. The system will reconsolidate and then translate data. 2. The system will translate only the Proportion data.

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Consolidating Data

You can launch the Consolidation or Translation process from a form, and you can view the data status in a data grid. Financial Consolidation and Close provides a predefined Data Status grid, which contains entities in the rows, and periods in the columns. The data in the grid is based on the Scenario/Entity/Period/Currency information from the form.

If you enabled additional cubes in the application, the Business Rules list displays the rules for the aditional cubes. You can select the cube for which to run consolidation, for example, Consol2. The list of forms also displays the forms for the enabled cubes. The consolidation process will be limited to the selected cube. By default, the cube is Consol. For information on enabling cubes, see Adding Application Cubes.

> **Note**
>
> Translation is performed as part of consolidation. For details on the translation process, see Translating Data.

To consolidate data, you must be a Service Administrator, Power User or User, and must also have Write access to the Parent entity to be consolidated.

When you select a base entity to consolidate, the system performs the calculation for the entity only. It does not consolidate to its parent entity.

When you select a parent entity, all active descendants of the parent are also consolidated.

If you consolidate data for a period and the data for prior periods has not been consolidated, the data for the prior period is also consolidated. If you select to consolidate the last period and any prior periods are impacted, the system starts consolidation from the first impacted period. The system will also impact all future periods of the next year.

The consolidation process runs for entities that are Impacted. When the process is complete, the status of each successfully consolidated entity changes to OK.

You can use the **Force Consolidate** option to force consolidation to run on selected cells. For example, if the consolidation process did not properly complete due to an external factor (a database crash, or the user stopped the process), it will leave entities in a processing status. The system may also display an error message that a "Failed consolidation needs to be reset". In these cases, you use the **Force Consolidate** option, which consolidates all entities with data.

To run **Force Consolidate**, you must be a Service Administrator.

You can view the real-time status of the Consolidation job in the Jobs console. It displays information about the level that is being processed, as well as the period that is being consolidated and the total number of entities processed relative to the total number of entities for the processing period.

You should periodically refresh the screen in the Jobs console to see the latest updates while the job is running.

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> **Note**
>
> The real-time status won't be displayed if you are running a consolidation on multiple exclusive entities selected by comma separation (example: E1, E2), or if you are running a consolidation with the EnableYearlyConsol substitution variable enabled.

To consolidate data:

1. On the Home page, click **Data**.
2. From the Forms list, click **Data Status**.
3. **Optional:** If you enabled additional cubes in the application, from the **Cube** dropdown, select the cube for consolidation.
4. Select the point of view.
5. Select a cell for which to run consolidation.
6. From the **Actions** drop-down menu, select **Business Rules**.
7. From the **Business Rules** dialog, click **Consolidate**.
8. **Optional:** To force the consolidation process to run for all selected cells, click **Force Consolidate**.

   You can also run **Force Consolidate** from the Rules card. See Consolidation and Translation Rules.

   If running from a form, you can add **Force Consolidate** to the **Business Rules** option of the Form design. See Selecting Business Rules.
9. When the consolidation process successfully completes, the system displays a confirmation message. Click **OK**.
10. To check consolidation status, open the Jobs console. See Viewing Consolidation Progress.

Consolidating and Translating Data in Data Forms with No Prompts

When you launch the Consolidation or Translation process from a Data form, the process prompts you to select the Entity, Period, Scenario and Year members for which to run consolidation or translation. If you do not want to have to select members each time, you can configure a task that adds new rules for you to run Consolidation and Translation from Data forms without dimension member prompts. When you run the consolidation and translation rules from a Data form, the system uses the members defined in the cell to execute the Business Rule.

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> **Note**
>
> The Consolidate or Translate with No-Prompt rules are available from Data forms or Smart View only. You cannot run them from the Rules card.

- If you have a multi-currency application, new rules will be added for both Consolidation and Translation.
- If you have a single currency application, new rules will be added for Consolidation only.
- If you have enabled the **Control To-Date View Storage Option**, additional rules will be available for **by selected View with No Prompts**.

After you enable this feature from the Configuration task, these new rules are available that you can attach to a Data form.

- **Consolidate with No Prompts**
- **ForceConsolidation with No Prompts**
- **Translate with No Prompts**
- **ForceTranslate with No Prompts**

  These additional rules are available if you have enabled the **Control To-Date View Storage** option:
- **Consolidate - by selected View with No Prompts**
- **ForceConsolidate - by selected View with No Prompts**
- **Translate - by selected View with No Prompts**
- **ForceTranslate -by selected View with No Prompts**

To attach the rules to a Data form:

1. On the Home page, click **Application**, select **Configuration**, then select **Enable Compute with No Prompts Rules**.
2. Click **Launch** to enable the new rules.
3. From the confirmation message, click **OK**.
4. Click the **Navigator** icon, then from **Create and Manage**, click **Forms** to open and edit a Data form.
5. To associate a context menu with the form, select the **Other Options** tab, select **Compute with No Prompts** and move it to **Selected Menus**. From a form cell, you can then right-click and select the applicable rule.
6. After you finish making changes, save the form.

To consolidate or translate data from a Data form:

1. On the Home page, click **Data**, then select a form.
2. Select the point of view.
3. Select a cell for which to run consolidation or translation.
4. Right-click and select the applicable rule from the context menu.
5. When the process successfully completes, click **OK** at the confirmation message.

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6. To check the job status, open the **Jobs** console, and click the name of the job to view **Job Details**.

Viewing Consolidation Progress

When you consolidate data, you can monitor the status of the task from the Jobs console. You can view Pending Jobs, or Recent Activity, including the completion status, date and time.

You can view the real-time status of the Consolidation job in the Jobs console. It displays information about the level that is being processed, as well as the period that is being consolidated and the total number of entities processed relative to the total number of entities for the processing period.

> **Note**
>
> The real-time status won't be displayed if you are running a consolidation on multiple exclusive entities selected by comma separation (example: E1, E2), or if you are running a consolidation with the EnableYearlyConsol substitution variable enabled.

You should periodically refresh the screen in the Jobs console to see the latest updates while the job is running.

When consolidation is performed on a large scope, or when numerous consolidation jobs are run concurrently, a network error may arise due to limited computing resources. When this occurs, the Jobs console displays a recommendation to enable the **Optimize Consolidation Job** consolidation setting. This setting optimizes the resource utilization for a consolidation job so that consolidation can be carried out on larger scripts and multiple consolidations can run in parallel. By default, the setting is not enabled. To enable it, see Managing Consolidation Settings .

To view consolidation progress:

1. On the Home page, click **Application**.
2. Click **Jobs**.
3. Review **Pending Jobs** and **Recent Activity** to check the status of the consolidation.
4. Click the name of the job to view Job Details.

Generating Consolidation Job Analytics

You can generate a detailed analysis for consolidation jobs using a Consolidation Setting called **Consolidation Job Analytics**. When this setting is enabled, a GenAI-based job summary is generated for a Consolidation job when the job has completed. You can view the analytics from the Job Details for the completed job in the Jobs console.

To use this setting, you must also enable the GenAI option application setting in Application Settings.

Tips and Considerations

- Consolidation Job Analytics requires an EPM Enterprise Close service subscription.
- Consolidation Job Analytics works with applications with Hybrid Essbase enabled.

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The Consolidation Job Analytics feature summarizes the information from consolidation reports on system calculations and customizations, and displays it in a user-friendly format in the same location as the Consolidation Job status. When there are application recommendations about the consolidation job, the message includes information about viewing recommendations.

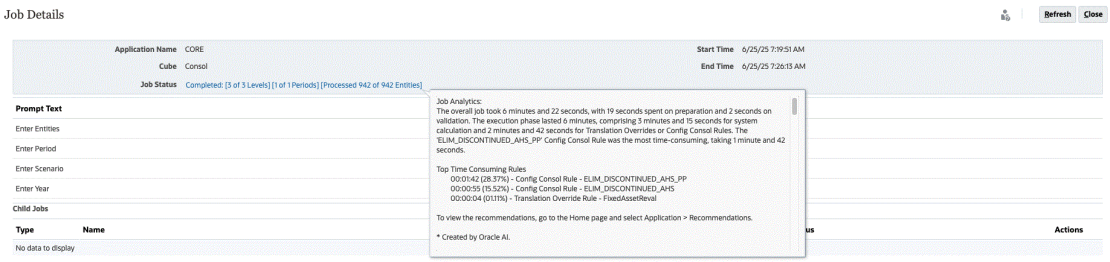
The summary generation will be skipped in any of these conditions:

- The Consolidation Job Analytics consolidation setting is disabled
- The job duration is less than three minutes
- There are no active customizations - Configurable Consolidation Rules, Translation Override Rules, Configurable Calculations (insertion rules) - applicable for the consolidation job

To generate Consolidation Job analytics:

1. Enable the GenAI option application setting. From the Home page, click **Application**, then **Settings**, and from the **Enable AI** section, select **Generative AI**.
2. On the Home page, click **Application**, then **Consolidation Settings**.
3. From the **Setting Type** dropdown, select **Consolidation/Translation**.
4. To enable the **Consolidation Job Analytics** setting, use the slider icon next to the setting.
5. To save the setting selection, click **Save**. When you receive the saved confirmation message, click **Close**.
6. When you run a consolidation job, you can monitor the status in the Jobs console. To view the status, click **Application**, then **Jobs**. After a consolidation job has completed, a substatus notice is displayed that job analytics are being generated.
7. When the job analytics process has completed, the status returns to Completed. Click the name of the job to view Job Details.

   The generated summary is available in the Job Details.



Consolidation Examples

Related Topics

- Example 1: Reconsolidating Data from a Form
- Example 2: Consolidating Data from the Data Status Grid
- Example 3: Consolidating Data for Multiple Periods

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Example 1: Reconsolidating Data from a Form

In this example, data has been loaded or entered in base entities and parent entities have also been consolidated. However, subsequently there has been a change to the base entity data which causes an Impacted status at the parent entity. Consolidation is launched from a form, after first reviewing the status grid and selecting the impacted parent entity for consolidation. After consolidation, the status changes to OK.

- Reconsolidating at the intermediate parent entity only impacts the upper-level parent entities.
- Reconsolidating the top-level parent entity consolidates all parent entities below.

Example 2: Consolidating Data from the Data Status Grid

The Data Status grid contains all entities in the rows and periods in the columns. It displays Calculation status, Approval status, and Lock status in the column for each period. Consolidation is launched for the top parent or the intermediate parent from the grid.

Example 3: Consolidating Data for Multiple Periods

In the Data Status Grid, consolidation is launched for the following periods:

- Consolidate first period (January)
- Consolidate last period (December)
- Consolidate intermediate period (April)
- Consolidate April when the January to February calculation status is OK, but March is impacted.

Advanced Consolidation Overview

Statutory reporting requires the presentation of consolidated financial statements. Consolidated financial statements are the "Financial statements of a group in which the assets, liabilities, equity, income, expenses and cash flows of the parent (company) and its subsidiaries are presented as those of a single economic entity" (IAS 27, IFRS 10). So consolidated results are the aggregation of the results of the reporting company (a legal entity) and the companies that it owns either directly or indirectly (all of which are legal companies). Notably, consolidated results are NOT the aggregation of the previously consolidated results of other holding companies.

Financial Consolidation and Close provides for a consolidation process through a combination of the Entity, Consolidation and Currency dimensions. The structure of the organization in the Entity dimension can be represented in a multi-level hierarchy. When this is the case, the consolidated results at any parent member that is not the immediate parent of the legal entities, must generate the same results as if the member was the immediate parent of those legal entities.

Data is introduced to entities in an Entity Input Consolidation dimension member, at Entity Currency. Entity Input is a child of Entity Total and has two siblings, Entity Consolidation and Elimination Adjustments, but these siblings are only valid at a Parent Entity level.

In a multi-currency application for all entities with one or more parents, the data in each of the children of Entity Total is translated to Parent Currency. If the currency of the Parent Entity is the same as that of the Entity, then an exchange rate of 1 is applied. Otherwise, either the

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Average Exchange Rate or the Ending Exchange Rate is applied depending on whether the Time Balance property of the account is Flow or Balance respectively. The translated data is posted to the Parent Currency member for each of the base members of Entity Total.

Entity Total / Parent Currency aggregated data then provides the source data for consolidation to the contribution to the Parent entity. All data is proportionalized to the Proportion Consolidation dimension member. A factor (multiplier) is applied to each data value. The factor applied is the Consolidation % defined for the specific Entity / Parent combination. All data at Entity Total / Parent Currency is proportionalized except for the Opening Balance Movement dimension member. Opening Balance is always carried forward from the Closing Balance of the prior reporting period for each level in the Entity / Consolidation / Currency dimensions. Note that the prior period from which the Closing Balance is drawn is dependent on the reporting view. For the Periodic View, for example, Opening Balance is drawn from the Closing Balance of the prior period / month, while for the Quarterly View, Opening Balance is drawn from the Closing Balance of the prior quarter.

In addition to proportionalization, some Entity Total / Parent Currency data is eliminated or adjusted as required by consolidation logic. Any data that is required to create elimination or adjustment entries is multiplied by an appropriate factor and posted to the Elimination Consolidation dimension member. Multiple elimination and adjustment entries will usually be created from the Entity Total / Parent Currency source entries, and will be grouped into balanced sets of entries, constituting a Consolidation Journal entry.

Proportion and Elimination data then aggregates to the Contribution member. Additional data can be entered to the Contribution Input member and aggregates with Contribution to the top level Consolidation dimension member, Contribution Total. Contribution Total of each Entity/ Parent combination then aggregates with Contribution Total of sibling entities into Entity Consolidation/Entity Total of the parent entity.

Consolidation Logic

Data is proportionalized from the Entity Total / Parent Currency Consolidation dimension member to Proportion. The factor applied is always the Consolidation % defined for the Entity/ Parent combination.

Data eliminated or adjusted might have the Consolidation % applied, or might use the Ownership % or Minority Interest (Non controlling interest) %. Other ratios might also be applied, such as the change in Ownership % or the lower of the entity Consolidation % and the Intercompany Partner Consolidation %.

The factors applied will be based on the Ownership Management of each Entity/Parent combination for each Scenario, Year and Period. Ownership Management records the ownership percentage for which a legal entity (an owning company) directly owns all or part of another legal entity.

Ownership Management

Ownership management consists of managing global consolidation settings and the application of those consolidation settings to each entity hierarchy on a scenario-by-scenario, year-by-year and period-by-period basis. For details, see Managing Ownership.

Managing Consolidation Methods

In order to provide for advanced consolidations and eliminations, various parameters must be established for each entity in the Entity dimension, in relation to its parent(s). Multiple consolidation methods are established to facilitate consolidation and elimination rules, each with preset or configurable parameters including:

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- Ownership %
- Consolidation %
- Minority (Non controlling) Interest %

A **Control** setting is also available to help determine the other settings for the methods.

The consolidation methods are then applied to the consolidating parent entity and its hierarchical descendants during the execution of consolidation, adjustment and elimination rules.

Financial Consolidation and Close Cloud provides several system methods:

- Holding
- Subsidiary
- Proportional
- Equity
- Not Consolidated
- Inactive
- Discontinued

Holding method

The **Holding** method is applied to the legal entity for which its immediate parent represents the consolidated results of that legal entity. The Holding method always applies an **Ownership %** of 100% and a **Consolidation %** of 100%. The Control setting is **Yes**.

You should not assign the Holding method to a parent entity. Only level zero entities should have a Holding method assigned.

You can only set a Holding method for one instance of a legal entity, even if it is shared multiple times across different hierarchies. Setting multiple Holding methods for a legal entity that is shared can lead to data doubling issues during when consolidating from the top level.

Subsidiary method

The **Subsidiary** method is applied to legal entities owned by the holding company and for which the holding company exercises control. The **Ownership %** of a **Subsidiary** company generally ranges from 50% to 100%. **Control** is **Yes** and the **Consolidation %** is therefore 100%. **Minority (Non-controlling) Interest** equals 100% minus the **Ownership %**.

Proportional method

The **Proportional** method is applied to legal entities owned but not controlled by the holding company but requiring proportional consolidation. This generally applies to Joint Ventures. **Control** is **No** and the **Consolidation %** is equal to the **Ownership %**.

Equity method

The **Equity** method is applied to legal entities owned by the holding company and for which the holding company exercises significant influence but not control. The **Ownership %** of an **Equity** company generally ranges from 20% to 50%. **Control** is **No** and the **Consolidation %** is therefore 0%. **Minority (Non-controlling) Interest** also equals 0%.

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Not Consolidated method

The **Not Consolidated** method is applied to legal entities owned by the holding company and for which the holding company exercises neither control nor significant influence. The **Ownership %** of a **Not Consolidated** company generally ranges from 0% to 20%. **Control** is **No** and the **Consolidation %** is therefore 0%. **Minority (Non-controlling) Interest** also equals 0%.

Inactive method

If Enhanced Organization by Period is enabled, the **Inactive** method serves to create a break-point in the entity hierarchy structure.

If Enhanced Organization by Period is not enabled, the **Inactive** consolidation method should not be used.

Discontinued method

The **Discontinued** method is reserved for future use when system consolidation rules are created for discontinued operations.

Ownership Range

Each of the methods can be assigned an **Ownership %** range that is used to populate the method for an Entity parent/child combination based on the entered **Ownership %** for each Scenario, Year and Period. The range across the applicable methods must be a continuous range from 0% to 100%. Methods not assigned a range will not be applied to an Entity parent/child combination by the system, but can be selected as required, overriding the range-based system-assigned entry.

The system methods comprising the 0% to 100% range are:

- When Enhanced Organization-by-Period is enabled:
  - Inactive =0% to= 0%
  - Not Consolidated > 0% to<=20%
- When Enhanced Organization-by-Period is not enabled:
  - Not Consolidated >= 0% to<=20%
  - Subsidiary >50% to <=100%

All other system methods have no range assigned.

Modifying Consolidation Methods

If you are a Service Administrator, you can change some of the settings for system methods and add new methods. If Enhanced Organization-by-Period is enabled, the =0% to =0% range assigned to the Inactive method cannot be modified. If Enhanced Organization-by-Period is not enabled, then the Inactive method should not be used.

Note: You cannot delete a consolidation method if it is referenced in a configurable consolidation rule. A referential integrity error will occur if you try to delete a user-defined Consolidation Method either by deleting it in Manage Consolidation Methods in Manage Ownership or importing the file without the method that is defined in Configurable Consolidations.

To open the Manage Consolidation Methods screen:

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1. On the Home page, click **Application** and then click **Consolidation**.
   The Manage Ownership page opens by default.
2. From the **Actions** menu on the Manage Ownership page, select **Manage Consolidation Methods**.

Changing System Method Ranges

The methods that comprise the 0% to 100% range are displayed at the top of the Manage Consolidation Methods screen in ascending order of ranges, from **Subsidiary** (>50% to <=100%) to **Equity** (>20% to <= 50%) to **Not Consolidated** (>0% to <=20%).

You can change the ranges by increasing or decreasing the upper or lower range settings. For example, to change the Equity lower range from >20% to >25%, click on the increment (Up arrow) button next to the lower range percentage field until it reaches 25%. As the lower range of the Equity method is increased, the upper range of the **Not Consolidated** method below will also change to 25%, preserving the 0% to 100% continuous range.

Removing Ranges from a System Consolidation Method

To remove a range from a method with a range assigned, click **Actions (...)** and select **Remove Range**.

The range will be removed and the method will be re-positioned below the range-based methods. The upper range of the method previously below the method from which the range has been removed will be adjusted to maintain the continuous 0% to 100% range.

Adding Ranges to a System Consolidation Method

To add a range to a method that has no range applied:

1. Click **Actions (...)** in the relevant method row and select **Add Range**.
   A range from "=0" to "=0" will be added to the method and the method row will be repositioned at the bottom of the range-based methods.

   Note that this will now overlap with the lowest method with a range (">=0)" and the settings cannot be saved at this point.
2. Drag the method row and drop it onto the method row above which the method with the newly assigned range should be inserted.
   For example, drag the Proportional row and drop it onto the Equity row.
3. Adjust the upper and lower range entries of the newly positioned method as required.
   For example, change both the lower and upper range entries from 0% to 50%. Then change the operator of the upper range of the method below from <= to <. You can only save the changes when the range is continuous from 0 to 100.

> **Note**
>
> No other changes can be made to the system method settings. The **Control** and **Consolidation %** settings are pre-determined and cannot be modified.
>
> If the pre-set settings are not suitable, create a new method, add it to the range-based methods and remove the range from the system method.

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Adding Consolidation Methods

If you are a Service Administrator, you can add new consolidation methods.

To add a new consolidation method:

1. On the Home page, click **Application** and then click **Consolidation**.
2. Click **Manage Ownership**.
3. From the **Actions** menu, select **Manage Consolidation Methods**.
4. Click the **Actions** ellipsis **(...)** on a method row above or below the position in which the new method should be inserted.
5. Select either **Add New Method Below** or **Add New Method Above**.

   If the new row is added within the range-based rows or immediately below the last range-based row, then a range-based new method will be added.

   If the new row is inserted elsewhere, the new method will have no range assigned.
6. Required: Enter a name for the method.
7. The **Control** setting will default to **Yes** and the **Consolidation %** will default to 100%. You can modify these settings as required.

   If **Control** is changed to **No**, then **Consolidation %** will change to 0% but can then be amended.

   If **Control** is changed back to **Yes**, then **Consolidation %** will change to 100% but can then be amended.
8. If the new method displays the Ownership % Range, select the operator and ownership % for the lower and upper ranges. The settings of the lower range of the method above and the upper range of the method below will change as required to maintain a continuous range from 0 to 100.
9. If the new method displays the Ownership % Range and a range entry is not required, click **Actions (...)** and select **Remove Range**.
10. If the new method does not display a range slider bar and a range entry is required, click **Actions** in the relevant method row and select **Add Range**. Follow the steps described in "Adding a Range to a System Method".
11. Click **Save** to save your changes.

    When you click **Save**, the settings will be validated and you must correct any errors before the changes are saved and you close the screen.

    > **Note**
    >
    > It is recommended that you save your changes after completing changes for a single method rather than making multiple method changes and then saving.

12. After you make changes to the Consolidation Methods range settings, you must recompute the POV-specific ownership data. A warning message will be displayed at the top of the Manage Ownership screen if the data has not been re-computed.

    See Recomputing Ownership Data.

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Importing and Exporting Consolidation Methods

You can import and export Consolidation Method details.

You can import Consolidation Method data from a comma-delimited file that contains the following columns.

- Method Name *(required)*.
- Lower Limit Operator *(required)*. **EQ** (=), **LT** (<), **LE** (<=), **GT** (>), **GE** (>=), **EQ** if RangeOn= **false**
- Lower Limit *(required)*. From **0** to **100**. 0 if RangeOn equals **false.**
- Upper Limit Operator *(required)*. Lower Limit Operator *(required)*. **EQ** (=), **LT** (<), **LE** (<=), **GT** (>), **GE** (>=), **EQ** if RangeOn= **false**
- Upper Limit *(required)*. From **0** to **100**. **0** if RangeOn equals **false**.
- Control *(required)*. **YES** or **NO.**
- Percent Consolidation *(required)*. From **0** to **100** or **POwn** (Ownership Percentage).
- RangeOn *(required)*. **true** or **false**.

Following is an example of Consolidation Method file contents:

```
Method Name, Lower Limit Operator, Lower Limit, Upper Limit Operator, Upper
Limit, Control, Percentage Consolidation, RangeOn


SUBSIDIARY, GT, 70, LE, 100, YES, 100, true


NewMethod, GT, 50, LE, 70, YES, 100, true


PROPORTIONAL, EQ, 50, EQ, 50, NO, POwn, true


EQUITY, GT, 20, LT, 50, NO, 0, true


EQUITY, GT, 20, LT, 50, NO, 0, true


NOT_CONSOLIDATED, GT, 0, LE, 20, NO, 0, true


IN_ACTIVE, EQ, 0, EQ, 0, NO, 0, true


HOLDING, EQ, 0, EQ, 0, YES, 100, false


DISCONTINUED, EQ, 0, EQ, 0, NO, 0, false
```

To export Consolidation Methods:

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1. On the Home page, click **Application** and then click **Consolidation**.
2. Click **Manage Ownership**.
3. From the **Actions** menu, select **Manage Consolidation Methods**.
4. Click **Export** and select a destination.

To load Consolidation Method data:

1. On the Home page, click **Application** and then click **Consolidation**.
2. Click **Manage Ownership**.
3. From the **Actions** menu, select **Manage Consolidation Methods**.
4. Click **Import**.

When Consolidation Method data is imported, the system validates the data to ensure that the same conditions are applied as for on-screen entry. If any validations fail, the system provides an error message. If an import process fails, correct the source file and then re-import.

Managing Ownership

Ownership Management consists of managing global consolidation settings and the application of those consolidation settings to each entity hierarchy on a scenario-by-scenario, year-by-year and period-by-period basis.

It enables you to model the financial impact of changes to your ownership structure, such as acquiring or divesting a company. This information can be used to make informed decisions about potential transactions. Ownership Management can help you to improve the accuracy and efficiency of your consolidation process, meet accounting and regulatory requirements, and gain insights into your organization's performance.

Ownership settings are applied to each Entity parent/child combination for each Scenario, Year and Period combination. See Changing Manage Ownership Settings.

The Manage Ownership page includes a column that displays the Locked/ Unlocked status of the Ownership settings for each entity. Before making any changes to Ownership Management, view the **Locked/Unlocked** column for the entity. Changes are only allowed for Unlocked entities. See Updating Lock Status in Ownership Data.

Selecting Manage Ownership Views

- **Compact View** — When you open the Management Ownership page, this view displayed by default. It displays status icons for current ownership data, as well as the status of prior period data, so you can quickly and easily see if settings have changed. A light grey icon next to a column indicates that there is no change in the current Ownership data as compared to the Prior Period data. A blue icon indicates that there has been a change in the Ownership data since the prior period. For example, when you hover over the Consolidation Method icon, it shows Equity as the current setting, and Subsidiary as the prior setting.

  From the **Actions** dropdown, select **Show Compact View**.

- **Detailed View** — Select this view if you want to compare detailed Current and Prior data in columns instead of displayed with icons. In this view, each top-level header is divided into Prior and Current, so you can easily compare the columns.

  From the **Actions** dropdown, select **Show Detailed View**.

  Note: The primary purpose of Compact View and Detailed View is to display data from prior POVs. The options to display Compact or Detailed Views are not available when you

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are viewing the first period in the first year of the application, but are available when you view the next period.

- **Parent/Child View** — Select this view view the full hierarchy. Click the icon at the top of the page.
- **Parent/Legal Entity** — Select this view see the ultimate ownership settings for each parent with each of its descendant legal entities (note that currently all base entities are deemed to be Legal Entities). Click the icon at the top of the page.

  For more information on Parent/Child and Parent/Legal Entity views, see Changing Manage Ownership Settings.

Searching for Ownership Data

You can search for and filter the list of ownership settings on the Manage Ownership page.

You can use the **Advanced Search** option to search by Ownership Percent, Consolidation Method, and Consolidation Percent, or the intersection of two of those settings. For example, you can search by Consolidation Method and select Equity.

In addition to your search selection, you can filter by selected values. For example, when you search by Ownership Percent, you can also specify a value or range of values.

To search for ownership data:

1. Enter search criteria in the **Search** text box.
2. For advanced search options, click **Advanced Search**, ,select the ownership data to display, then click **Apply**.
   - **Ownership %**
   - **Consolidation Method**
   - **Consolidation %**
3. To display an intersection of ownership data, click the **Add (+)** button, select another setting and click **Apply**.
4. To reset the page display to the original criteria, click **Advanced Search** and click **Reset**.

Options for Recomputing Ownership Data

You may need to recompute ownership data if any of these conditions occur:

- Metadata change
- Consolidation Methods configuration change
- Change in Migration import files

You can use one of these methods to recompute ownership data:

- Automatically recompute ownership data from a notification on the Manage Ownership page. When you click the **Recompute Now** link in the notification, Financial Consolidation and Close automatically recomputes data based on the current POV.
- Automatically recompute ownership data during the Consolidation process by enabling the **Auto Recompute Job** Consolidation setting
- Manually recompute ownership data using the dialog box from the **Actions** menu on the Manage Ownership page.

For detailed procedures on recomputing ownership data, see Recomputing Ownership Data

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Options for Copying Ownership Data

If ownership data changed in the last period of the prior year, the Copy Ownership Data process may be required.

You can use one of these methods to recompute ownership data:

- Automatically copy ownership data from a notification on the Manage Ownership page. When you click the **Copy Now** link in the notification, Financial Consolidation and Close automatically runs the copy ownership data process.
- Manually copy ownership data using the dialog box from the **Actions** menu on the Manage Ownership page.

For detailed procedures on copying ownership data, see Ownership Settings Year to Year.

Reviewing Ownership Observations

The Manage Ownership page displays Ownership data observations and warnings. If ownership data has changed for an entity that requires attention, Financial Consolidation and Close will automatically identify it and display it on the Observations page. The Observations page displays the Status, Message details and a link to the entity, with a recommended Action to avoid potential ownership errors. You can review it by clicking the link in the Action column, which takes you directly to the specific entity.

If observations are available, an **Observations** notification icon displays at the top of the page with the number of current observations. After reviewing the observations, click the **Exit Observations** icon to return to the default page.

Viewing and Managing Ownership Data

To view and work with ownership data:

1. On the Home page, click **Application** and then click **Consolidation**.
2. Click **Manage Ownership**.
3. Select the Entity parent member for which to view the hierarchy.
4. Select the Scenario, Year and Period.
5. Click the **Update** arrow button (➡) to update the screen to the selected POV.
   You can expand or collapse the hierarchy as required.
6. **Optional:** From the **Actions** dropdown, select **Show Compact View** or **Show Detailed View**. By default, the Compact View is displayed.
7. Click the **Parent/Child** icon to view the full hierarchy.
8. Click the **Parent/Legal Entity** icon to see the ultimate ownership settings for each parent with each of its descendant legal entities (note that currently all base entities are deemed to be Legal Entities).
9. If the **Ownership Percent** is changeable for Parent/Legal Entities, the amount is displayed in green. You can click on it an change it directly on the Manage Ownership page.
10. If you need to recompute ownership data, click **Recompute Now** in the notification link to automatically recompute data based on the current POV.
11. If you need to copy ownership data from the last period of the prior year, click **Copy Now** in the notification link to automatically run the copy process.

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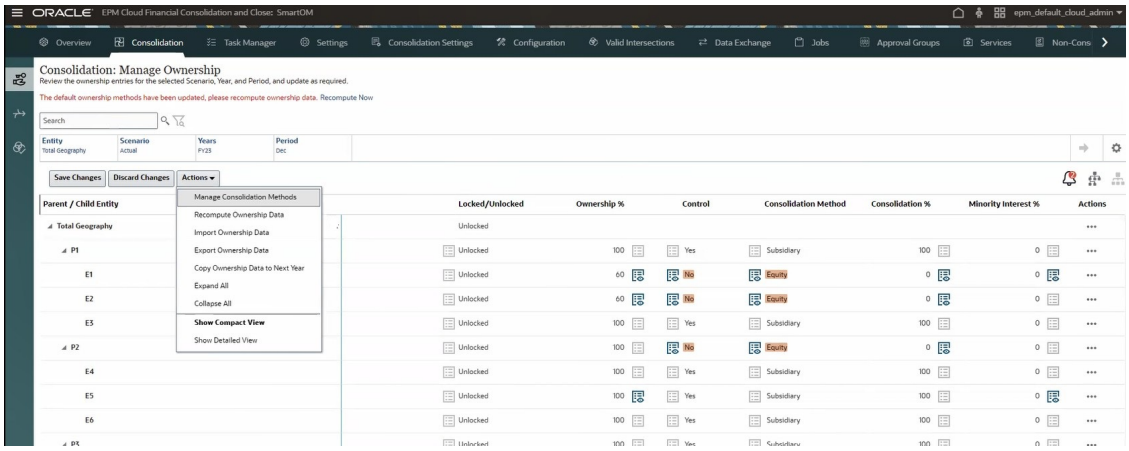
12. If there are observations for you to review, click the **Observations** icon at the top of the page to open the observation, and click the link in the Actions column to directly review the issue.



Updating Lock Status in Ownership Data

Locked and Unlocked Status

The Ownership Management screen includes a column that displays the Locked/ Unlocked status of the Ownership settings for each entity.

If Enhanced Organization by Period Has Not Been Enabled

If Enhanced Organization by Period has not been enabled, the Locked/Unlocked status is based on their Approval Unit status. In the Approvals process, there is one Approval Unit for all instances of a shared entity. As a result, when data for one instance is Locked in Approvals, all instances are Locked. The same Locking logic is applied to Ownership Management. When data is locked for an Approval Unit POV, Ownership Management settings are also locked for the same Approval Unit POV.

Ownership settings data will be Locked when the matching Approval Unit is Locked or the parent of the matching Approval Unit is Locked. Under these conditions neither data nor Ownership data / settings can be entered or changed.

Ownership settings / data will be Unlocked when the matching Approval Unit is not Locked (any status other than Locked) and the parent of the matching Approval Unit is not Locked. Under these conditions, both data and Ownership data / settings can be entered or changed.

If Enhanced Organization by Period Has Been Enabled

If Enhanced Organization by Period has been enabled, the Locked/Unlocked status is maintained on the Ownership Management screen, separately from the matching Approval Unit. Each instance of a shared entity has its own Locked/Unlocked status.

Ownership settings must be Locked before the matching Approval Unit is Locked and can be Unlocked after the matching Approval unit is unlocked (any status other than Locked).

If the Ownership settings are Unlocked, the matching Approval Unit must be any status other than Locked. If the Ownership settings are Locked, the Approval Unit may be Locked.

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Changes to Ownership Management settings are only allowed for Unlocked entities to ensure that changes cannot be made that impact Entity data for which the Approval Unit is already Locked. Ownership settings cannot be imported for an entity that is Locked (<parent / entity>).

If you want to disable this functionality when Enhanced Organization by Period is not enabled, you can add a substitution variable named `LinkOwnershipandDataLocking` and set it to False. When set to False, locking and unlocking requirements will not be applied.

Locking and Unlocking Status Configuration Task

The **Locking and Unlocking Status Update in Ownership** configuration task updates the Lock status in Ownership data based on the Data Lock status in the Approvals process, If Ownership data for a Point of View is unlocked and any data for the same Point of View is locked in the Approvals process, the Ownership data status will be updated to Locked.

This configuration task is only available if you have enabled the Enhanced Organization by Period feature in the application.

To run the configuration task, you must be a Service Administrator.

To update the Lock status in Ownership data:

1. On the Home page, click **Application** and then click **Configuration**.
2. Click **Locking and Unlocking Status Update in Ownership**
3. click **Launch**.
4. The task is launched as a job and can take a long time based on the amount of data. You can view the status in the Jobs console.

Changing Manage Ownership Settings

Warning: Changing the Ownership percentage on a Parent entity may lead to data issues. This is especially true if your changes result in a consolidation percent of less than 100 for the Parent. You should make changes for control/method/consolidation % for level zero entities and their ancestors beyond Parent in the Legal Entity View. Parent entities should always be 100% consolidated, or data issues may occur.

- **Ownership %**

  You can change the **Ownership %** entry for any Entity parent/child combination as required.

  After you change a percentage entry and exit the field, the system updates the **Control, Consolidation Method**, **Consolidation %** and **Minority Interest %** to the entries for the method assigned to the range into which the entered **Ownership %** falls.

- **Control**

  The **Control** entry is assigned by the system based on the entered **Ownership %** and the method ranges. If required, you can change the system-assigned **Control** entry.

  To change the **Control** entry, select the required entry from the drop-down list.

  If the **Control** entry has been changed from the system-assigned entry, the color of the field will change to a yellow background.

  To remove an override entry and revert to the system-assigned entry, from **Actions (...)**, select **Clear Overrides**.

- **Consolidation Method**

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The **Consolidation Method** entry is assigned by the system based on the entered **Ownership %** and the method ranges. If required, you can change the system-assigned Consolidation Method entry.

To change the **Consolidation Method** entry, select the required entry from the drop-down list. The methods available in the drop-down list are dependent on the **Ownership %** and **Control** settings.

The Holding method will only be available for selection with 100% Ownership and Control = Yes. The Holding method is also only available for level zero entities. If Enhanced Organization-by-Period is enabled, the Inactive method will only be available for selection with 0% Ownership and Control = No. Other methods will be available for selection based on their Ownership Method Control settings. So if Control = Yes, only those Methods with a Control setting of Yes will be displayed. To change the available Methods in the drop-down list, first change the Control selection.

If the **Consolidation Method** entry has been changed from the system-assigned entry, the color of the field will change to a yellow background.

To remove an override entry and revert to the system-assigned entry, from **Actions (...)**, select **Clear**.

Note that the combination of **Control** and **Consolidation Method** selected must match the method settings. If **Control** is **Yes**, the selected **Consolidation Method** must be one of the methods for which **Control** has been defined as **Yes**.

- **Consolidation %**

  The **Consolidation %** will be displayed based on the method settings.

  You cannot modify this entry.

- **Minority Interest %**

  The **Minority Interest %** will be displayed based on the method settings.

  You cannot modify this entry.

- **Subsequent Changes to Ownership %**

  If you make changes to system-assigned **Control** and/or **Consolidation Method** entries and then you enter a revised **Ownership%**, any user-selected entries will be retained.

  If the **Control** and/or **Consolidation Method** should be updated based on the new **Ownership%**, then you must either clear the override entries or select new override entries.

Parent/Child View

Initially, all members will inherit the following settings:

- Ownership %: 100
- Control: Yes
- Consolidation Method: Subsidiary
- Consolidation %: 100
- Minority Interest %: 0

The only exception will be any shared entities (for example, where an entity exists more than once in a single hierarchy). The first instance will inherit the settings noted above while each subsequent instance will have the following settings:

- Ownership %: 0

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- Control: No
- Consolidation Method:
  - Not Consolidated - If Enhanced Organization by Period is not enabled
  - Inactive - If Enhanced Organization by Period is enabled
- Consolidation %: 0
- Minority Interest %: 0

Parent/Legal Entity View

After you complete the required changes in the Parent/Child view, click on the **Parent/Legal Entity** button to view and modify the ultimate ownership settings.

Each parent in the hierarchy selected in the POV will be listed, with a flat list of each Legal Entity descendant of that parent. You can expand or collapse the hierarchies as required.

- **Ownership %**

  The **Ownership %** displayed is the calculated percentage based on the series of the individual parent/child entries from the current parent to each legal entity. For example, if the **Ownership %** for P1.P2 is 80% and for P2.LE1 is 50%, then the calculated cumulative **Ownership %** for P1.LE1 is 40% (80% * 50%).

  You cannot modify this entry.

- **Control**

  The **Control** entry is assigned by the system based on the entered **Ownership %** and the method ranges. If required, you can change the system-assigned **Control** entry. The behavior of this field is the same as in the **Parent/Child** view.

- **Consolidation Method**

  The **Consolidation Method** entry is assigned by the system based on the entered **Ownership %** and the method ranges. If required, you can change the system-assigned **Consolidation Method** entry. The behavior of this field is the same as in the **Parent/Child** view.

- **Consolidation %**

  The **Consolidation %** will be displayed based on the method settings.

  You cannot modify this entry.

- **Minority Interest %**

  The **Minority Interest %** will be displayed based on the method settings.

  You cannot modify this entry.

Importing and Exporting Ownership Data

You can import and export ownership data.

Importing Ownership Data

The import ownership file must be a comma-delimited file that contains the following columns:

- Scenario *(required)*
- Year *(required)*
- Period *(required)*

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- Entity *(required)*
- Parent *(required)*
- POwn *(optional)*. Ownership will default to **100** except for duplicate (shared) members in the same hierarchy, which will default to **0**.
- Control *(optional)*. Control will default to **Yes** if Ownership % is greater than 50, and to **No** otherwise.
- Method *(optional)*. Method will default to **Subsidiary** except for duplicate (shared) members in the same hierarchy, which will default to **Not Consolidated**.

Following is an example of Ownership file contents.

```
Scenario, Year, Period, Entity, Parent, POwn, Control, Method


Consol,FY18,Feb,[CE-0012-USD].[LE-0014-CAD],[CE-0011-EUR].[CE-0012-USD],80,,


Consol,FY18,Feb,[CE-0012-USD].[LE-0016-BRL],[CE-0011-EUR].[CE-0012-
USD],50,,PROPORTIONAL


Consol,FY18,Feb,[CE-0012-USD].[LE-0017-GBP],[CE-0011-EUR].[CE-0012-USD],30,,


Consol,FY18,Feb,[CE-0012-USD].[LE-0018-EUR],[CE-0011-EUR].[CE-0012-USD],10,,


Consol,FY18,Jan,[CE-0013-GBP].[LE-0014-CAD],[CE-0011-EUR].[CE-0013-GBP],10,,


Consol,FY18,Jan,[CE-0013-GBP].[LE-0016-BRL],[CE-0011-EUR].[CE-0013-GBP],10,,


Consol,FY18,Feb,[CE-0012-USD].[LE-0016-BRL],[Entity].[FCCS_Total
Geography],,NO,PROPORTIONAL
```

Note that Ownership % (POwn) is a required entry for all Parent/Child rows but should not be entered for Parent / Legal Company rows where the Legal Company is not the immediate child.

To import ownership data:

1. On the Home page, click **Application** and then click **Consolidation**.
2. Click **Manage Ownership**.
3. Select a Scenario, Year and Period to which to import data.
   Note that the Scenario, Year and Period in the import file must match the POV displayed.
4. From the **Actions** menu, select **Import Ownership Data**.
5. Click **Browse** and select the import file.
6. Click **Import**.
7. When you enter or import ownership settings, the system validates the dependencies between the related fields:

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- The Method and Control combination must match the global settings.
- If the Method selected is Holding, then the Ownership % must be 100.
- When Enhanced Organization-by-Period is enabled, if the Method selected is Inactive, then the Ownership % must be 0.

> **Note**
>
> When the ownership data is imported, if the process takes longer than 60 seconds, then the remainder of the process will be continued in the background and you can navigate to other screens if required. To view the progress of the process, open the Jobs console.

When ownership data is imported, it will be merged with any existing data. There might therefore be invalid ultimate ownership entries created. If an entity is present in more than one branch of a hierarchy, data entered on-screen cannot be saved if the combined ownership exceeds 100%. When loaded from a file, the ownership data is not rejected so the combined ownership % of an entity could exceed 100%. If this occurs, an error message will be displayed at the top of the Manage Ownership screen in the period in which the discrepancy occurs:

```
Ownership data for certain Parent/Legal Company combinations are invalid. Please identify the incorrect ownership % in the Parent/Legal Company view and then correct it inthe Parent/Child view.
```

In subsequent periods, a similar message will be displayed:

```
Ownership data for certain Parent/Legal Company combinations are invalid for prior periods. Please identify the period and correct the period.
```

Navigate to the period in which the data is incorrect and select the Parent/Legal Entity view. Review the Parent/Legal Entity Ownership % entries. Any errors will be highlighted in red text. Note the entity (entities) with errors, return to the Parent/Child view and correct the necessary parent/child ownership % to ensure that the combined ownership does not exceed 100%.

Exporting Ownership Data

To export ownership data:

1. On the Home page, click **Application** and then click **Consolidation**.
2. Click **Manage Ownership**.
3. Select a Scenario, Year and Period for which to export data.
4. From the **Actions** menu, select **Export Ownership Data**.
5. Select a location in which to save the .csv file.

Note that any ownership data that was populated by the system as default data will not be included in the export file. Only data that was entered by the user to override the default settings will be included in the export file.

Ownership Settings Year to Year

Initial default and override ownership settings will automatically be carried forward from period to period within the same year but not to subsequent years. By copying ownership data, you can carry the most current settings from the last period in one year to the first period of the next year.

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Note that this option is only available in the last period of each year.

If ownership settings have not yet been copied to the first period of each subsequent year, the entity structure will not be displayed in the subsequent years and an Information message will be displayed:

```
No ownership data in the current year. Try "Copy ownership data to next year"
action in the prior year last period.
```

Copying Ownership Data Automatically

From the Manage Ownership page, you can automatically copy ownership data to the next year.

If the Copy Ownership Data process is required, a notification is displayed at the top of the page, for example: "Ownership Data changed in the last period of the prior year. Please copy ownership data from the last period of the prior year: Actual FY23 Dec."

When you click the **Copy Now** link in the notification, Financial Consolidation and Close automatically runs the copy process and eliminates the need for you to find and select the last period and run the copy process.

Copying Ownership Data Manually

To copy ownership data to next year:

1. On the Home page, click **Application** and then click **Consolidation**.
2. Click **Manage Ownership.**
3. Select the last period of the current year in the POV.
4. From the **Actions** menu, select **Copy Ownership Data to Next Year**.

   When the ownership data is copied, if the process takes longer than 60 seconds, then the remainder of the process will be continued in the background and you can navigate to other screens if required. To view the progress of the process, open the Jobs console.
5. From the Copy success message, click **OK**.

Recomputing Ownership Data

A prompt to Recompute Ownership data may be displayed if any of these conditions occur:

- Metadata change
- Consolidation Methods configuration change
- Change in Migration import files

If you make changes to the Entity structure, for example, if an entity is moved under a different parent member (a hierarchy change), the status of all the periods will be System Impacted, and a warning message will be displayed at the top of the Manage Ownership screen that you must Recompute Ownership data.

If you do not recompute data after the Ownership change, when you run the Consolidation process, an error message displays, for example:

```
Ownership Data changed in the last period of the prior year. Please copy
ownership data from the last period of the prior year - Actual FY22, Dec.
```


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To consolidate data in any unlocked period, you must run Recompute Ownership Data from that specific period. The Consolidation process will not force Recompute Ownership data for prior periods.

For example:

FY22 All periods are locked.

FY23 January and February are locked.

In this case, you would need to Recompute Ownership data from FY23 March, and you do not need to unlock the prior period FY23 February.

When Enhanced Organization by Period is enabled for an application, and a member is shared, if you recompute ownership for a year, you are prompted to copy ownership to the next year. A best practice is to only recompute ownership for years and periods that you intend to consolidate.

If you make any changes to Consolidation Methods range settings, you must also recompute the POV-specific Ownership data. A warning message will be displayed at the top of the Manage Ownership screen if the data has not been recomputed.

Recomputing Ownership Automatically in Manage Ownership

From the Manage Ownership page, you can automatically recompute ownership data. If the Recompute Ownership Data process is required, a notification is displayed at the top of the page. When you click the **Recompute Now** link in the notification, Financial Consolidation and Close automatically recomputes data based on the current POV. This eliminates the need for you to open the Recompute Ownership dialog box, select the Scenario, Year, and Start Period and run the process.

Recomputing Ownership Data During Consolidation

A Consolidation Setting called Auto Recompute Job provides the ability to automatically recompute ownership data during the consolidation process if it is required. If this setting is not enabled, when you run a consolidation/translation process, every time there are changes to the metadata, an error displays that you must manually recompute ownership data, which can be time-consuming. After enabling the Auto Recompute Consolidation Setting, (a one-time activity), the system will automatically perform the Recompute Ownership process as the first step when you invoke a task that is dependent on it, for example, Consolidation/Translation.

To enable the Auto Recompute Job Consolidation Setting, see Managing Consolidation Settings.

Recomputing Ownership Data Manually

To recompute Ownership data:

1. On the Home page, click **Application**, then **Consolidation**, and then click **Manage Ownership**.
2. Select **Actions**, and then select **Recompute Ownership Data**.
3. Select the Scenario, Year and Period(s) to recompute.

   Note that recomputation will be applied to the selected period and all subsequent periods.

   Also note that if a recomputation of a POV is necessary, a consolidation of that POV will not complete until the Ownership data is recomputed.
4. Click **Recompute**.

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When the ownership data is recomputed, if the process takes longer than 60 seconds, then the remainder of the process will be continued in the background and you can navigate to other screens if required. To view the progress of the process, open the Jobs console.

5. From the Recomputation success message, click **OK**.

Ownership Settings in Forms and Configurable Calculation Rules

You should only enter or update Ownership Settings in the Ownership Management screens. The settings should never be updated by direct entry or through rules. However, these settings can be displayed in data forms and can be referenced in Configurable Calculation (Calculation Manager "insertion point") rules.

Ownership Settings in Data Forms

The POV to be used to retrieve the settings is as follows:

Select:

- Scenario
- Year
- Period
- Entity
- Account (descendants of FCCS_Drivers)
  - FCCS_Consol Method (Current Period Consolidation Method)
  - FCCS_Consol Method Prior (Prior Period Consolidation Method)
  - FCCS_Percent Consol (Current Period Consolidation %)
  - FCCS_Percent Consol Prior (Prior Period Consolidation %)
  - FCCS_Percent Consol Change (Change in Consolidation % from Prior to Current Period)
  - FCCS_Percent Ownership (Current Period Ownership %)
  - FCCS_Percent Ownership Prior (Prior Period Ownership %)
  - FCCS_Percent Ownership Change (Change in Ownership % from Prior to Current Period)
  - FCCS_Percent Min (Current Period Minority Interest %)
  - FCCS_Percent Min Prior (Prior Period Minority Interest %)
  - FCCS_Percent Min Change (Change in Minority Interest % from Prior to Current Period)
- Data Source (descendants of FCCS_Source Entities)
  - S_Parent Source (Parent entity in the primary entity hierarchy for direct ownership settings)
  - S_<entity name> (Parent entity in a non-primary entity hierarchy for direct ownership settings and ancestor for ultimate ownership settings)

Fixed:

- Consolidation: FCCS_Entity Input
- Currency: No Currency

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- Intercompany: FCCS_No Intercompany
- Movement: FCCS_No Movement
- Multi-GAAP: FCCS_No Multi-GAAP (if applicable)
- View: FCCS_Periodic
- Custom: No <custom name>

Ownership Settings in Configurable Calculation Rules

Ownership Settings are displayed:

- Against immediate parent in primary hierarchy

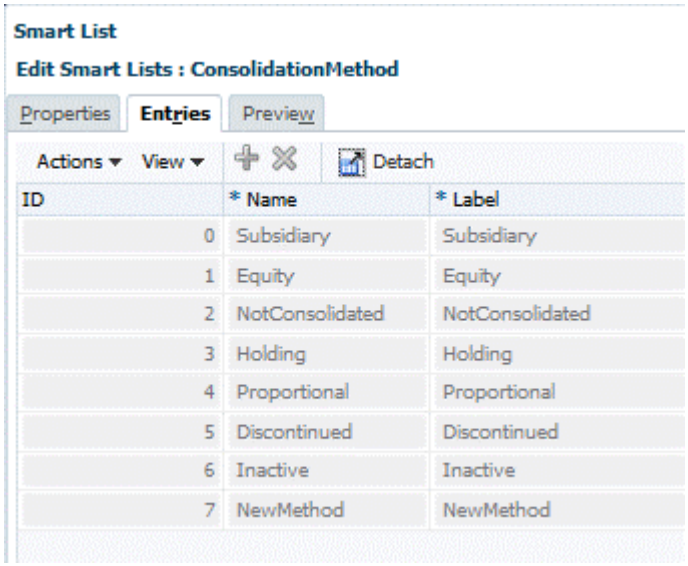
  "FCCS_Consol Method" > "S_Parent Source" > "FCCS_Entity Input" > "No Currency" > "FCCS_Periodic" > "FCCS_No Movement" > "FCCS_No Multi-GAAP" > "FCCS_No Intercompany" > "No Product"

- Against immediate parent in non-primary hierarchy and for any Ancestor:

  "FCCS_Consol Method" > "S_<Ancestor Entity Name>" > "FCCS_Entity Input" > "No Currency" > "FCCS_Periodic" > "FCCS_No Movement" > "FCCS_No Multi-GAAP" > "FCCS_No Intercompany" > "No Product"

Consolidation Method Values and Smart Lists

Consolidation methods are stored as Smart List entries. If you add a new consolidation method, the method name is appended to the ConsolidationMethod Smart List. You can see the index values associated with each consolidation method on the Smart Lists "entries" tab for ConsolidationMethod. The ConsolidationMethod Smart List is available only when Ownership Management is enabled.



Advanced Consolidation Rules

Financial Consolidation and Close will proportionalize all source data, populating the **Proportion** Consolidation dimension member. The source data is proportionalized at the **Consolidation %** defined for the parent/child entity combination.

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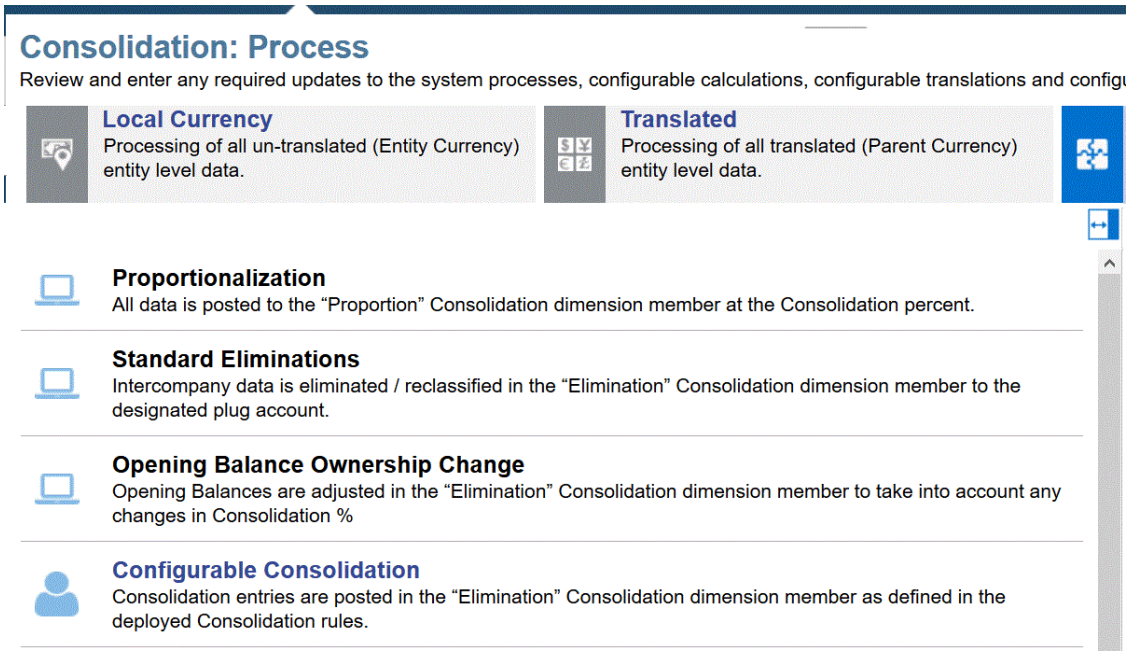
Configurable consolidation rules are used to generate additional entries to populate the **Elimination** Consolidation dimension member. The **Proportion** and **Elimination** members aggregate to the **Contribution** member. The source data comprises the same data set as is proportionalized. See About Configurable Consolidation Rules.

There are two system consolidation rules that will always run in addition to optional configurable consolidation rules. While system consolidation rules cannot be modified by the user, configurable consolidation rules can be created, modified, activated (deployed) and deactivated (un-deployed). Several seeded configurable consolidation rules are provided.



Standard Elimination Consolidation Rules

The system standard elimination rules are based on account dimension settings and the point-of-view of entered data. These elimination rules will reclassify relevant data to a clearing (plug) account such that the data offsets with similar data from other entities.

For example, Accounts Receivable data recorded by entity A with an Intercompany Partner of entity B should offset Accounts Payable data recorded by entity B with an intercompany partner of entity A. In order for this offset to occur, the Accounts Receivable and Accounts Payable accounts must be set as Intercompany and a common Plug account must be assigned.

Data for either of these accounts is considered for elimination if the Intercompany partner of the data is a descendant of the parent of the entity currently being processed. If the conditions are met, then a two-sided entry is posted to the Elimination Consolidation dimension member. The first entry is a "reverse proportionalization". Data is posted to Elimination with a negative value of the original source data-point multiplied by a Consolidation %. The Consolidation % applied is the lower of the entity Consolidation % and the partner Consolidation %. The source data was proportionalized (to the Proportion member) at the entity Consolidation % so the net effect of the elimination entry is to reverse all or part of the proportionalized entry. The balancing entry is then posted to the plug account in the Elimination Consolidation dimension member. The net effect of this two-sided entry is to re-classify all or part of the intercompany data from the original account to the plug account.

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The reclassified data is then aggregated to the Entity Consolidation member of the parent entity. If matching entries are aggregated from both the Accounts Receivable and Accounts Payable accounts then at Entity Consolidation of the parent entity, the net data value will be zero. If mismatched amounts are reclassified and aggregated, then the data value in the plug account at Entity Consolidation will represent the mismatch.

In an organization structure with shared entities, the aggregation of elimination entries processed in relation to each of the branches in which the shared entity resides is not always the result required when all instances of the shared entity are combined. For example, an entity might be owned at 40% by one immediate parent and 40% by another, with the Equity method being applied in both cases. The lower of the entity and partner consolidation % is applied to the elimination. In this case, no eliminations occur because the Consolidation % for the Equity method is 0%. When the two shared entities consolidate into their first common parent however, the combined ownership is 80% and the Subsidiary method should be applied, with a Consolidation of 100%. An adjustment is made at the first common parent at which the aggregated results of the lower level eliminations are incorrect for the current consolidation method. This adjustment is made in the Entity Elimination Adjustments Consolidation member of the first common parent.

Opening Balance Ownership Change Consolidation Rules

Ownership Management introduces the ability to change the Ownership % and the Consolidation Method for an Entity/Parent combination on a period-by-period basis. With a change in Ownership % and/or Consolidation Method, the Consolidation % can also change from period-to-period.

Opening Balance is always carried forward from Closing Balance of the prior period for each Consolidation dimension member. Opening Balance is not proportionalized. Opening Balance therefore represents the prior period proportionalization at the prior period Consolidation %. All other movements aggregating to Closing Balance are proportionalized at the current period Consolidation %.

In order to ensure that the Closing Balance of the current period reflects the Consolidation % of the current period, an adjustment is posted to reflect the change in Consolidation% of the unconsolidated prior period Closing Balance. If the change in the Consolidation % is greater than zero, the entry is posted to "Acquisitions", and if the change is less than zero, the entry is posted to "Disposals".

For entities where the consolidation percent has changed from the last period, FCCS_Mvmts_Acquisitions or FCCS_Mvmts_Disposals are calculated automatically for the Elimination member of the Consolidation dimension in accounts that are eliminated via plug accounts. Any accounts that are eliminated by customer specific rules (configurable consolidation rules or insertion point rules), the customer/partner must write the Opening Balance Ownership Change adjustment and they will populate FCCS_Mvmts_Disposals_Input/ FCCS_Mvmts_Acquisitions_Input.

Note that the seeded Movement members "FCCS_Mvmts_Acquisitions" and "FCCS_Mvmts_Disposals" are for system use only and any data entered to these members will be cleared. Members "FCCS_Mvmts_Acquisitions_Input" and "FCCS_Mvmts_Disposals_Input" can be used for data entry, Configurable Calculation (Insertion Point) Rules or Configurable Consolidation Rules.

About Configurable Consolidation Rules

The purpose of the consolidation rules in populating the Elimination member is to create journal entries from the source data in order to re-classify, adjust and eliminate reported data. When these journal entries are applied to financial accounts (Balance Sheet and Income Statement), the journal posting results should generate balanced entries.

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Consolidation rules provide for the creation of "rule-sets". Each rule-set can contain one or more rules. The rule-set represents a journal and each rule represents one journal posting entry (a single journal detail row).

For details on creating rule-sets and rules, see these topics:

- Creating Consolidation Rulesets
- Creating Consolidation Rules

Watch the following video for information on configurable consolidation rules:


Managing Configurable Consolidation Rules

Rule-Sets

Several parameters can be applied to the rule-set:

1. **Condition**

   A condition under which the rule-set is executed

   The condition can be based on:

   - The consolidation method applicable to the entity dimension parent/child combination being processed
   - Some combination of dimension members or dimension member attributes - the dimensions applicable for a rule-set condition are the "page" dimensions: Scenario, Year, Period, Entity (S/Y/P/E) and the "sub-cube" dimensions: Account, Intercompany, Movement, Data Source, Multi-GAAP (if applicable), plus any user-created custom dimensions
   - A data value

   The condition defaults to "Always run".

2. **Factor**

   A factor to which to apply to the source data values

   Source data is multiplied by the selected factor, the entity or partner **Consolidation %**, **Ownership %**, **Minority Interest %**, change from period-to-period of any of these percentages, the lower of Entity or Partner values of any of these percentages, the product (multiplication) of the Entity and Partner percentages, the prior period value of any of these percentages, a specific ratio/percentage, or the value from the last period of the prior year.

3. **Source Data-Set**

   The source data-set that is to be processed by the consolidation rule-set defaults to the "page" dimension members of Current Scenario, Current Year, Current Period, level 0 members of the "FCCS_Entity Total" Consolidation dimension member and "Parent Currency". The source data-set can be modified to a different POV within certain limitations. In general, the source data-set cannot be a data-set that will be impacted by the posting of data-points by the current consolidation process. See Creating Consolidation Rulesets for further details.

4. **Scope**

   A source data POV to filter the data-set to which to apply the rule-set on a dimension by dimension basis. The default source POV includes all level 0 members of the sub-cube dimensions: Account, Intercompany, Movement, Data Source, Multi-GAAP (if applicable), plus any user-created custom dimensions.

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One or more selections of base (level 0) members can be made for sub-cube dimensions, including lists. The sub-cube dimension selections in the Source POV filters and limits the execution of the rule from the total data set to only those data-points that fall within the sub-cube filter definitions. So the Source POV could, for example, specify one single account to which to apply the rule-set. If a dimension is not added to the Source POV, then all base members of that dimension are included in the data-set.

The page dimensions of Scenario, Year, Period and Entity can also be added to the Scope of the rule-set. Filtering on a page dimension will prevent the rule-set from running against any dimension members not included in the scope of the rule-set regardless of whether the member is in-scope for the consolidation process. Note that this method of defining or limiting the scope of the consolidation is more efficient than using the condition field, but will not cater for selections that are conditional on more than one dimension.

5. **Partner Elimination**

   If the Partner Elimination feature has been enabled for the application, and if one or more rules within the rule-set is to write a Partner Elimination entry, click on the **Create Partner Elimination** button. When selected, three dimensions will be added to the scope of the rule-set if not already added by the rules-writer.

The Factor entry and Scope are optional at the rule-set level, but if defined, then these settings will be inherited by each of the rules within the rule-set.

Rules

One or more rules can be created within the rule-set. The Condition, Factor and Scope created at the rule-set level will be inherited by each rule and cannot be modified.

If the rule-set has been defined as a Partner Elimination rule-set, then individual rules can then be set to write Partner Elimination data. Not all rules in a Partner Elimination rule-set must write partner eliminations.

In addition to parameters inherited from the rule-set, additional parameters can be defined for each rule:

1. A factor to which to apply to the source data values (if not defined at the rule-set level)
2. A Processing option of "Add" or "Subtract"
3. One or more Target "Redirection" dimension members

   One or more target redirection members can be defined on a dimension-by-dimension basis (one redirection entry per dimension) for sub-cube dimensions. If no target redirection dimension members are defined, then the source data will be written to the target **Elimination** Consolidation dimension member using the source dimension members. If a redirection member is defined, then the source data will be written using the defined redirection member.

   Note that if the "#Source POV entity#" entry is selected for redirection of the Intercompany dimension, then the redirection will be applied to the Intercompany "ICP_<Source POV Entity>" member.

   Also note that if the Source POV Entity has not been designated as a valid intercompany member (and the "ICP_<Source POV Entity>" member does not exist), then the redirection will be ignored and the data will be written to the Source POV Intercompany member.

   If the rule is a Partner Elimination rule, the redirection for the Entity, Intercompany and Data Source dimensions will be pre-set and cannot be changed.

   Note: If you are using Partner Eliminations (PElim) logic in your Configurable Consolidation rules and are experiencing performance degradation as a result, you can

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use a substitution variable named `EnablePelimNewLogic` and set the value to True to improve performance..

Note that if you are using PELIM where the entity and partner are the same member, your data values may change.

4. Target "Redirection" conditions

   Multiple target redirection members can be specified using one or more conditions to determine when each redirection member is to be applied. A "condition block" can be created in the form of:

   ```
   If <condition1> Then

   <redirection member 1>

   ElseIf <condition2>

   <redirection member 2>

   Else

   Same as Source

   End
   ```

   If a condition is met during the execution of the rule, then the data is written using the redirection member of the source POV member as defined.

   The target redirection condition allows multiple redirection members to be defined for different conditions. The condition can be based on the dimension members of the source data point or a data value.

Example 1:

```
Source POV = Base members of Balance Sheet accounts

Account redirection 1 condition = Account is base member of the Net Income
account

Account redirection 1 = Equity Company Income account

Account redirection 2 = Investment Elimination account
```

The above example would result in:

```
If the source account is a base member of the Net Income account then

Redirect to the Equity Company Income account

Else

Redirect to the Investment Elimination account

End If
```

Example 2:

```
Source POV = Base members of Balance Sheet accounts

Account redirection 1 condition = Account is base member of the Net Income
account

Account redirection 1 = Equity Company Income account

Account redirection 2 condition = Account is base member of the Comprehensive
Income account
```


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```
Account redirection 2 = Investment Elimination account
```

The above example would result in:

```
If the source account is a base member of the Net Income account then

Redirect and write to the Equity Company Income account

Else if the source account is a base member of the Comprehensive Income account
then

Redirect and write to the Investment Elimination account

Else

Write to the source dimension member

End If
```

Managing Consolidation Rulesets and Rules

You can create new rulesets and rules, or copy existing items, either seeded system rulesets or user-created rulesets.

You must be a Service Administrator to create, edit, import, export, or delete consolidation rulesets and rules.

To manage consolidation rulesets and rules:

1. On the Home page, click **Application** and then click **Consolidation**.
2. From the Consolidation Process page, select the **Consolidated** tab, and then select **Configurable Consolidation**.

By default, the **Manage Consolidation Rules** page lists all the available consolidation rules and rulesets and displays the total number by the selected filter options.

If you enabled additional cubes in the application, you can select the cube for the rules, for example, Consol2. When you create a rule, the cube name that you selected will be displayed, but not editable. For information on enabling cubes, see Adding Application Cubes.

Seeded system rulesets are initially available in an un-deployed state. These rulesets can be deployed or un-deployed as required. You can view seeded rulesets and rules, but you cannot modify them. You can, however, copy a seeded ruleset and then modify and deploy the copy.

See these topics:

- Creating Consolidation Rulesets
- Creating Consolidation Rules

Creating Consolidation Rulesets

You can create new rulesets or copy existing items, either seeded system rulesets or user-created rulesets.

Watch the following video for information on creating consolidation rulesets:


Creating RuleSets for Configurable Consolidations

To create a consolidation ruleset:

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1. On the Home page, click **Application**, and then click **Consolidation**.
2. From the Consolidation Process page, select the **Consolidated** tab, and then select **Configurable Consolidation**.
3. Click the **Create Rule Set**  icon.
4. Enter the **Name** of the ruleset.
5. **Optional:** Click **Description** to enter a description.
6. The **Condition** determines the conditions under which the ruleset will execute and will initially display "<None>Always Run". Click the link next to **Condition** to change the condition, then select an option:
   - Select one or more of the conditions in the drop-down list.
   - Select the **Advanced** option to add condition blocks, or to group ruleset conditions.

     To add condition blocks, see Adding Condition Blocks.

     To group conditions, see Grouping Conditions
   - For **Factor**, set a ruleset factor to which to apply to the source data value when calculating the data to be written to the destination.
7. If the Partner Elimination feature has been enabled for the application, and if one or more rules within the ruleset is to write a Partner Elimination entry, click on the **Create Partner Elimination** button. The Entity, Intercompany and Data Source dimensions will be added to the Scope.
   - Entity

     "Descendants of Total Geography" will be populated by default but can be modified
   - Intercompany
     - "#Sibling/Descendant of a Sibling#" will be populated and cannot be changed
     - Only data-points with an Intercompany Partner entry of a sibling or descendant of a sibling of the current entity being processed can generate Partner Elimination entries
   - Data Source

     Level 0 descendants of Total Data Source will be populated by default and can be changed
8. For **Ruleset Scope**, specify members to restrict the data set to which the ruleset will be applied.
9. To save the ruleset, click **Save and Close**, or to continue creating rulesets, click **Save and Continue**.

> **Note**
>
> Best practice: Where possible, exclude dimension members not required in the source data set using the ***Ruleset Scope*** settings instead of using the ***Condition***. This design technique will provide for better processing performance. The ***Condition*** logic might be required for complex or multi-dimensional conditions but should be minimized where possible.

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Adding Condition Blocks

When you create a ruleset and click the Advanced Condition dialog box, you can click the **Add (+)** icon to add a condition block, or click the **Delete (x)** icon to remove a condition block.

Each condition block will initialize with these four fields:

- **Dimension**

  Select a metadata dimension for which to set a condition, or select **Data Value** to apply a data value condition.

- **Attribute**

  If you selected a metadata dimension for the <Dimension> field, select the attribute of that dimension required in the condition. The Member Name attribute is available for all dimensions. The Entity and Intercompany dimensions also provide Ownership settings such as Method, Consolidation %, Ownership %, Minority Interest %, "Change" percentages, "Lower of entity and partner" percentages and "Prior period" percentages. The "Change" selections provide the change in the attribute from the prior period to the current period.

  If you selected **Data Value** for the <Dimension> field, you can select a partial POV to define the data-point for which to apply the condition. If no entries are selected, then the Source POV is used as the data-point definition. A member of each dimension can be selected in order to define a data-point other than the Source POV.

- **Operator**

  Select the condition operator. The available operators will depend on the <Dimension> and <Attribute> selections. Valid operators include:

  – Equals
  – Does Not Equal
  – Is Greater Than
  – Is Not Greater Than
  – Is Less Than
  – Is Not Less Than

- **Value/Method**

  Enter or select the value required against which the condition operator is applied.

  If you selected Member Name in the <Attribute> field, the Member Selector for that dimension will be available from which to select an entry or a "consolidation string". Consolidation strings are available for the Entity and Intercompany dimensions. You can select these strings from the Member Selector by clicking the Members link at the bottom of the Select Members dialog box and then selecting Consolidation Strings. See "Consolidation Strings".

- If you selected an Entity or Intercompany Consolidation Method, then a list of methods will be available.
- If you selected Consolidation %, Ownership %, Minority Interest % or Data Value, then you can enter a numeric value.

After you create a condition block, to add another condition, click the **Add (+)** icon. The conjunction between the conditions is "And" by default, but you can change it to "Or", "And Not", or "Or Not".

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Grouping Conditions

After you add multiple condition blocks, you can group selected conditions. Grouping conditions determines required combinations of conditions.

To group conditions:

1. Click on the row of the first condition to include in the grouping, then hold down Ctrl and select the required adjacent conditions.
2. After you select all adjacent conditions for the grouping, click  and select **Group** from the drop-down list.

For example, if Condition A and Condition B are grouped, and Condition C and Condition D are grouped:

Then the condition is applied as:

(Condition A and Condition B) or (Condition C and Condition D).

In this case, the ruleset will execute if conditions A and B are met, or if conditions C and D are met.

Note that only "Equals" and "Does Not Equal" are available for the Years and Period dimensions. You cannot apply "before" or "after" logic. Use a list or multiple block conditions to apply this type of logic.

Example 1:

```
Years | Member Name | Equals | FY16, FY17, FY18
```

Example 2:

```
Period | Member Name | Equals | Mar, Jun, Sep, Dec
```

Example 3:

```
Years | Member Name | Does Not Equal | FY16, FY17

Or

Years | Member Name | Equals | FY17

And

Period | Member Name | Equals | Jul, Aug, Sep, Oct, Nov, Dec
```

Ruleset Factor

The ruleset factor by default displays **None**. If the entry is retained, then the factor will be set in each of the related rules. If this entry is changed, then the factor selected will apply to all rules in the ruleset.

If **Product of Entity / Partner** is selected, then the factor applied will be the product (multiplication) of the Entity percentage and Partner percentage. If there is no Partner percentage (for example, the data point is No Intercompany), then the Entity percentage will be applied (the Partner percentage is assumed to be 100%).

If **Last Period of Prior Year** is selected, the factor applied will be read from the last period (period 12 or 13 depending on the application configuration) of the prior year. Note there might be an Opening Balance Scenario Carry Forward rule applied that specifies a different scenario

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as the scenario from which the prior year data is carried forward. If so, then the percentage will be read from the designated source scenario.
Select one of the options in the first drop-down box:

- **Current**
- **Change In**
- **Lower of Entity or Partner**
- **Product of Entity / Partner**
- **Specific %**
- **Prior**
- **Last Period of Prior Year**

Then select one of the options in the second drop-down box:

- **Entity Consolidation %**
- **Entity Ownership %**
- **Entity Minority Interest %**
- **Partner Consolidation %**
- **Partner Ownership %**
- **Partner Minority Interest %**

Ruleset Source Data-set Definition

The source data-set to which the ruleset will be applied is by default drawn from the Entity Total data of the current Scenario, Year, Period and Entity, and View. For a multi-currency application the data will be Parent Currency. From within this data-set, the scope of the data to be processed by the ruleset can be further filtered by setting the scope (see "Setting the scope of the data-set").

The data-set can be taken from a different scenario, year, period, view, or consolidation member, and for a multi-currency application from either Parent Currency or Entity Currency. At present, the data must be taken from the current entity.

Changing the source POV for the Data-set

For each of the dimensions for which the source data-set can be drawn:

Scenario:

- Current Scenario (default selection)
- A specific scenario
- #Previous Scenario#

  If #Previous Scenario# is selected then the scenario from which the first period Opening Balance carry forward is drawn will be used during rules execution.

Year:

- Current Year (default selection)
- A specific year
- Current…

  If Current… is selected, also select an offset. The offset number can be from 0 (no offset) up to one less than the number of years in the application (so -9 for a 10-year application).

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The offset number will count backwards from the current year being processed and draw the data set from that year. For example, in Apr FY18, an offset of -2 will draw data from Apr FY16.

The combination of Year offset and Period offset allows an offset of up to the total number of periods in the application less one.

If the Year and / or Period offset selections, when combined with the current POV for which the consolidation is being run, cause the source POV to be outside of the limits of the application (that is, a period or year before the first period and year defined in the application), then the ruleset will not execute for that current POV. This will be noted in the Job Console but will not cause the consolidation to fail.

Entity:

Currently, only the Current Entity is available.

Consolidation:

Entity Total (default)

- Entity Input
- Entity Elimination Adjustment
- Entity Proportion Adjustment
- Entity Consolidation
- Proportion
- Elimination
- Contribution

Entity Proportion Adjustment will be included in the Rule scope if you have enabled the "FCCS_Entity Proportion Adjustment" member in your application by enabling Ownership Management, and you select Entity Total or Parent Total as the Source. This behavior is controlled by a substitution variable called `ConfigConsolRulesEPAInSource`. By default, the substitution variable value is True. If you do not want the Entity Proportion Adjustment member to be included, change the susbtitution variable value to False.

Note that the Consolidation dimension members Proportion, Elimination or Contribution cannot be selected unless a different Scenario is selected, or if a Year or Period non-zero offset is selected. This restriction is intended to ensure that the data-set to be used as the source of the rules is not dependent on the results of the rules.

You can use the results of Opening Balance Carry Forward, Proportionalization, Standard Eliminations and Opening Balance Ownership Change system rules of the current entity. To do so, select the "Contribution" Consolidation dimension member instead of the default "Entity Total". This will then apply the consolidation rules to the post-proportionalized net data set, including the results of the system rules.

Currency:

- Parent Currency (default)
- Entity Currency

Note that this selection is not available for a Single-Currency application.

Also note that for multi-currency applications, Entity Currency is not available if Proportion, Elimination or Contribution has been selected for the Consolidation dimension member.

View:

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- FCCS_Periodic (default)
- FCCS_YTD
- FCCS_HYTD
- FCCS_QTD

The source data will reflect the View member selected, but the rule will still write the calculated results to the Periodic view.

Setting the Scope of the Data-set

Click the **Add (+)** icon below the Scope bar to add a dimension to the Source POV filter definition. Select one of the available dimensions. Select the **Member Selector** icon,  , from the right side of the new dimension row or type in the name of the required dimension. From the Member Selector, select one or more members or lists.

Specifying members in the Source POV will restrict the data-set to which the ruleset will be applied. The Entity and Intercompany dimensions also provide a Consolidation String selection for **#Legal Company#** and the Intercompany dimension provides for #**Any ICP that is a descendant of the current parent#.** See Consolidation Strings.

The ruleset Source POV will be inherited by any rule that is created within the ruleset. You cannot edit the inherited Source POV in the individual rules.

Watch this video to learn more about rulesets:


Using Year-To-Date Values in Configurable Consolidation Rules in Financial Consolidation and Close

Creating Consolidation Rules

To create a consolidation rule:

1. On the Home page, click **Application**, and then click **Consolidation**.
2. From the Consolidation Process page, select the **Consolidated** tab, and then select **Configurable Consolidation**.
3. Select the ruleset within which to create the rule.

   All rules must be in a ruleset.
4. Click the **Create Rule (+)** icon.
5. In the new rule screen, enter the **Name** of the rule.
6. **Optional**: Tap description to enter the description of the rule.
7. **Condition**: This is inherited from the ruleset and cannot be modified in the rule.
8. For **Factor**: If the factor was set at the ruleset level, then that condition is inherited and cannot be modified in the rule. If the factor was not set at the ruleset level, then you should enter the factor for each rule.

   Select one of these options in the first drop-down box:

   - **Current**
   - **Change In**
   - **Lower of entity or partner**

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- **Product of entity / partner**
- **Specific %**
- **Prior**
- **Last Period of Prior Year**

Then select one of the options in the second drop-down box:

- **Entity Consolidation %**
- **Entity Ownership %**
- **Entity Minority Interest %**
- **Partner Consolidation %**
- **Partner Ownership %**
- **Partner Minority Interest %**

9. For **Processing Option**, select **Add** or **Subtract** from the drop-down list. The Rule Processing option specifies whether to add or subtract the calculated data value to any data value already posted to the destination. See Rule Processing Option.
10. **Rule Source POV**: This is inherited from the ruleset and cannot be modified in the rule.
11. **Optional:** To define a redirection of the data, click **Redirect Members**. See Rule Redirection.
12. **Optional:** If Partner Eliminations has been enabled for the ruleset, after selecting **Redirect Members**, select **Enable Partner Elimination**.
13. To save the rule, click **Save and Close**, or to continue creating rules, click **Save and Continue**.

Rule Processing Option

The **Add** option will post the processed data to the Elimination Consolidation dimension in the same manner as proportionalization, applying the factor to the source data value. The **Subtract** option will also apply the factor to the source data value but will post the "reverse" value.

For example, to "reverse" the effect of proportionalization of an account, you would apply the **Subtract** option.

Note than when a data-point is "redirected" to a different account member, the account type is taken into account when the posting is processed. For example when:

- A positive amount sourced from a Revenue account is not redirected, or is redirected to a different Revenue account with the **Add** processing option, then a positive amount is posted to the Revenue account.
- A positive amount source from a Revenue account is not redirected, or is redirected to a different Revenue account with the **Subtract** processing option, then a negative amount is posted to the Revenue account.
- A positive amount sourced from a Revenue account is redirected to an Expense account with the **Add** processing option, then a negative amount is posted to the Expense account.
- A positive amount sourced from a Revenue account is redirected to an Expense account with the **Subtract** processing option, then a positive amount is posted to the Expense account.
- A negative amount sourced from a Revenue account is redirected to an Expense account with the **Add** processing option, then a positive amount is posted to the Expense account.

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- A negative amount sourced from a Revenue account is redirected to an Expense account with the **Subtract** processing option, then a negative amount is posted to the Expense account.

The general rule is:

- Multiply the source amount by -1 if the "normal sign" of the Source Account Type is different than the "normal sign" of the Target Account Type.
- If the selected **Processing Option** is **Subtract**, multiply again by -1.

The "normal sign" of the Account Types are:

- Revenue - Credit balance (-)
- Expense - Debit balance (+)
- Asset - Debit balance (+)
- Liability - Credit balance (-)
- Equity - Credit balance (-)
- Saved Assumption - Balance (+)

The rule Source POV is inherited from the ruleset and cannot be modified in the rule.

Rule Redirection

When the data defined by the Source POV is processed, the data values are multiplied by the factor and posted to the Elimination Consolidation dimension member. If no redirection is defined, then the POV of the Destination will be the same as the Source (other than the Consolidation member). The posting of the data can, however, be redirected to a different member of one or more of the sub-cube dimensions: Account, Intercompany, Movement, Data Source, Multi-GAAP (if applicable), or any user-created Custom dimension only. Entity redirection is not allowed in consolidation rules (except PElim).

To define a rule redirection:

1. From the Create Rule screen, click **Redirect Members**.

   The Source POV section of the screen will be split into the inherited Source POV on the left, and a Redirection column on the right.

2. In the Redirection column, the default redirection member is displayed as "Same as source". You can add a redirection member by selecting a base member of the dimension from the member selector.

When posting to the Elimination Consolidation dimension member, the member from the Source POV will be replaced by the selected redirection member.

The Intercompany dimension also provides a Consolidation String selection for **#Source POV Entity#**. If you select this string, then the Intercompany member used for redirection will be the Intercompany equivalent of the Entity in the Source POV ("ICP_<Source POV Entity>"). See Consolidation Strings.

You can apply different redirect members based on one or more conditions.

To add a condition to a redirection dimension:

1. Click the **Add** (+) icon at the right side of the column.
2. Create a condition to which to apply to a data point in order to determine the redirection.
   - If the condition is met, then the data is posted to the first redirection member.

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- If the condition is not met, then the data will be posted to the second redirection member.

  Select the redirection members from the Member Selector or leave as "Same as Source", as required.

3. Continue to add conditions and redirection members as required by selecting the **Add (+)** icon, or remove existing conditions by selecting the **Delete (x)** icon.

The conditions for each of the redirection entries are created using the same method as the ruleset condition. See Creating Consolidation Rulesets.

Partner Eliminations

If the rule is to write data to a partner, first select the **Redirect Members** button and then select **Enable Partner Elimination**. For a Partner Elimination rule, the redirection entry for the Entity, Intercompany and Data Source dimensions will be pre-set and cannot be changed.

Entity redirection

#Source POV Intercompany#

Intercompany redirection

#Source POV Entity#

Data Source redirection

Partner Eliminations

When the entity is processed and an eligible data-point is encountered, the Partner Elimination rule will write a data-point to the Elimination consolidation member of a sibling of the entity being processed. If the intercompany partner itself is a sibling of the current entity, the data will be written to the partner but if not, will be written to any ancestor of the partner that is a sibling of the current entity. The POV of the data-point written will include the entity of the source data-point as the intercompany partner and will always be written to the Partner Eliminations Data Source member ("FCCS_Partner Eliminations").

When Partner Elimination data is written to the Elimination member of a sibling, the calculation status of that sibling is not impacted in the current period, but is impacted in future periods. When the entity creating the partner elimination entry is re-consolidated, any data written to any sibling from that entity is first cleared and then re-posted as required. The posting and clearing of data in the Partner Elimination Data Source member of the Elimination Consolidation member is in effect "owned" by the entity that writes that data (identified by the intercompany entry) and not by the entity in which the data resides.

Note that if the partner of a data-point exists in multiple places in the entity hierarchy (that is, shared ownership) then one source data-point might generate multiple partner elimination entries, at a single generation of the source entity or at multiple generations.

After you deploy configurable consolidation rules, if you need to diagnose performance issues, you can diagnose them manually, or use an automated approach. To enable the automated approach to resolve performance issues, add a substitution variable named `OptimizeConfigConsol` and set the value to True.

If you are using Partner Eliminations (PElim) logic in your Configurable Consolidation rules and are experiencing performance degradation as a result, you can add a substitution variable named `EnablePelimNewLogic` and set the value to True to improve performance. Note that if you are using PELIM where the entity and partner are the same member, your data values may change.

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If there are consolidation performance issues when deploying a user-created Partner Eliminations Configurable Consolidation Rule that has an account re-direction, you can add a substitution variable named `OptimizePelimCalculation` and set the value to True, which can provide performance improvement.

Watch the following video for information on creating consolidation rules:


Creating Consolidation Rules

Watch the following video for information on creating consolidation rules with partner eliminations:


Creating Configurable Consolidation Rules with Partner Eliminations

Consolidation Strings

The following sections list the consolidation strings that can be used in consolidation rule-sets and rules. Consolidation strings provide logical references and can be selected from the dimension member selector.

To include consolidation strings:

1. Create a rule or rule-set.

   See Creating Consolidation Rulesets and Creating Consolidation Rules.

2. From the bottom of the Member Selector dialog box, select **Members**.
3. From the drop-down options, select **Consolidation Strings**, then select a string.

- **#Legal Company#**

  The Legal Company string determines whether the current Entity or Intercompany member represents a Legal Company. All base entities are Legal Companies.

  You can use the Legal Company string for the Entity or Intercompany dimensions in a rule condition or in the Source POV.

- **#Any ICP that is a descendant of the current parent#**

  This string can be used in the Intercompany dimension Source POV and restricts the in-scope data-set to those data-points that have an Intercompany dimension entry that represents a descendant of the parent entity of the Entity currently being processed.

  When the substitution variable `StrictElimCondition` is set to **False**, an entity that has a transaction with itself as the I/C partner would meet the above criteria at every level of an Org Structure. For example, if a transaction is posted for Entity X and also its Intercompany Partner X, then that transaction meets the criteria at its first parent, the next parent and every subsequent parent, because both the entity and itself are both always descendants of the entity's parent (or subsequent ancestor).When the substitution variable `StrictElimCondition` is set to **True**, an entity that has a transaction with itself as the I/C partner would not meet the above criteria.

  #Sibling/Descendants of Sibling# An entity that has a transaction with itself as the I/C partner would not meet the above criteria unless there were two instances of a shared entity in two branches of an Org Structure. In order to meet this criteria, the I/C partner must "meet" the entity from a different branch of the org structure.

- **#Source POV Entity#**

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This string can be used in the Intercompany dimension redirection. The Intercompany member used to write the data will be the Intercompany equivalent to the Entity in the Source POV ("ICP_<Source POV Entity>").

If the Source POV Entity has not been designated as a valid Intercompany member (and the "ICP_<Source POV Entity>" member does not exist), then the redirection will be ignored and the data will be written to the Source POV Intercompany member. If the Source POV Intercompany member is a parent member, then the rule and consolidation process will fail.

Viewing Rulesets

From the Configurable Consolidation page, you can view rulesets and rules.

You can also deploy and undeploy rulesets, duplicate, delete, export, and import rulesets and rules. See these topics:

- Deploying and Undeploying Rulesets
- Duplicating and Deleting Rulesets
- Importing and Exporting Rulesets

To access the Configurable Consolidation page:

1. On the Home page, click **Application** and then click **Consolidation**.
2. From the Consolidation Process page, select the **Consolidated** tab, and then select **Configurable Consolidation**.

To view the rulesets by Status, select the appropriate option from the **Status** drop-down list:

- **All Rules**

  This option displays all rulesets. If a ruleset has been deployed and then changed but not yet redeployed, the Changed status icon is displayed next to the ruleset name.

  You can open and view any of the displayed rulesets.

  System rulesets: You can view, duplicate, deploy and undeploy.

  Non-system rulesets and rules: You can view, modify, duplicate, deploy and undeploy.

  If you open a Changed ruleset, the changes not yet deployed are displayed and you can make additional changes.

  If you open and modify a deployed and not changed ruleset, a "changed" copy of the ruleset is created when saved.

- **Deployed**

  This option displays all deployed rulesets. If a ruleset has been deployed and then changed but not yet redeployed, the Deployed status icon is displayed next to the ruleset name and the details of the deployed ruleset are displayed.

  You cannot make any changes to deployed rulesets in this view. To modify a ruleset that has been deployed, open the ruleset in the **All Rules** view.

  You can undeploy rulesets from this view.

- **Undeployed**

  This option displays all rulesets that are not deployed. If a ruleset is undeployed and then changed, the status icon remains unchanged.

  You can deploy rulesets from this view.

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- **Changed After Deploy**

  This option displays all rulesets that have been deployed and then changed but not yet redeployed. The details of the rulesets and rules reflect the changes made since the previous deployment. You can make additional changes in this view.

  You can deploy changes to rulesets and rules from this view. If the changes are not deployed, then the previously deployed version will remain active.

Deploying and Undeploying Rulesets

To deploy rulesets:

1. On the Home page, click **Application**, and then click **Consolidation**.
2. From the Consolidation Process page, select the **Consolidated** tab, and then select **Configurable Consolidation**.

There are three possible "states" for any ruleset:

- A ruleset that has been created but never deployed is "Undeployed" (identified by a blue circle)



- A ruleset that has been created and deployed is "Deployed" (identified by a green circle with a check-mark)



- A ruleset that has been created and deployed and then changed is "Changed, yet to be redeployed" (indicated by a yellow triangle with an exclamation mark)



  Any ruleset that has been deployed and then changed, but not yet redeployed, also exists in its original deployed state. When the changed rule is deployed, then it replaces the previously deployed version.

> **Note**
>
> - The background "gear" icon indicates that it is a system Ruleset.
> - The background "person" icon indicates that it is a user-created Ruleset.

To deploy an undeployed or changed ruleset:

1. Select the rulesets by selecting the checkbox to the left of the ruleset name.

   You cannot deploy or undeploy individual rules.
2. Click **Deploy** or **Undeploy**.

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Duplicating and Deleting Rulesets

From the Configurable Consolidation page, you can view, duplicate and delete rulesets and rules. You must be an Administrator to delete rulesets and rules.

To access the Configurable Consolidation page:

1. On the Home page, click **Application** and then click **Consolidation**.
2. From the Consolidation Process page, select the **Consolidated** tab, and then select **Configurable Consolidation**.

Duplicating Rulesets

To duplicate a ruleset, or rule within a ruleset:

1. From the Configurable Consolidation list of rulesets, select the row and click  .
2. To duplicate a ruleset or rule, click **Duplicate**.
3. To duplicate both a ruleset and the rules within that ruleset, click **Duplicate with Rules**.

> **Note**
>
> To change the name of a ruleset or rule, the ruleset must be undeployed.
>
> Changes to other fields do not require that the rulesets be undeployed.

Deleting Rulesets

To prevent a referential integrity problem with configurable consolidation rules from occurring in the application, Financial Consolidation and Close verifies and prevents the deletion of any metadata member that is referenced in the rule.

You must be a Service Administrator to delete rulesets and rules. When you delete a dimension member from the application, if the member is referenced in a configurable consolidation rule, the system displays a Failure error and the member is not deleted.

To delete a ruleset, or rule within a ruleset:

1. From the Configurable Consolidation list of rulesets, select the row and click  .
2. To delete the item, click **Delete**.

   If the ruleset or rule has been deployed and then changed, both the deployed and changed items will be deleted.

Importing and Exporting Rulesets

From the Configurable Consolidation page, you can export Configurable Consolidation rulesets that you have created and import them into a different application. The application into which you are importing rulesets must have the same metadata, dimensions and members, consolidation methods, and attributes/UDA as the source application. To import or export rulesets, you must be a Service Administrator.

The rulesets are exported and imported as XML files, and you can edit the files in a text editor.

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Table 20-8 Import Process - Ruleset Status

Target - Status Before Import	Target - Status After Import	Comments
Ruleset doesn't exist	Undeployed	The ruleset is added to the target application.
Undeployed	Undeployed	Imported ruleset overwrites the ruleset.
Deployed	Deployed with Changed status	Imported ruleset overwrites the Undeployed copy of the ruleset. The Deployed version of the ruleset is unaffected.
Deployed with Changed status	Deployed with Changed status	Imported ruleset overwrites the Undeployed copy of the ruleset. The Deployed version of the ruleset is unaffected.

The Deployed version of the ruleset in an imported file (with the tag deployed_status =true) is ignored. Only the Undeployed version of the ruleset (with the tag deployed_status = false) is considered by the Import process.

Table 20-9 Export Process - Ruleset Status

Ruleset Status	Exported XML Content
Undeployed	Single entry **ConsolidationRuleSet** element with tag deployed_status = false
Deployed	Single entry **ConsolidationRuleSet** element with tag deployed_status = false
Deployed with Changed status	Two versions: • Deployed version of the ruleset (deployed_status = true) • Modified version of the ruleset (deployed_status = false)

To access the Configurable Consolidation page:

1. On the Home page, click **Application** and then click **Consolidation**.
2. From the Consolidation Process page, select the **Consolidated** tab, and then select **Configurable Consolidation**.

Importing Rulesets

To import a ruleset:

1. From the Configurable Consolidation list of rulesets, click **Import**.
2. Select the XML source file, then click the **Import** icon.

   The ruleset is imported with all the rules that it contains. If any of the rules has an error, the ruleset cannot be imported.
3. You can monitor the status from the Jobs console. To view the status, click **Application**, then **Jobs**, and review **Recent Activity** to check the job status and details.

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Exporting Rulesets

To export a ruleset:

1. From the Configurable Consolidation ruleset list, select one or more rulesets, then click **Export**.

   To export an individual ruleset, you can also click  , then select the **Export** menu option.

   The Export option is only enabled when at least one user-defined ruleset is selected.

2. When you select **Export**, a job is submitted. You can monitor the status from the Jobs console. To view the status, click **Application**, then **Jobs**, and review **Recent Activity** to check the job status and details.
3. When the export job completes successfully, the exported XML file is available for download from the Job Details page.

Re-ordering Rulesets and Rules

You can re-order your user-defined rulesets within the Manage Consolidation Rules screen and re-order the rules within each user-defined ruleset. Changing the order of the rulesets will change the order of execution of these rulesets so it is possible to read data into a ruleset that has been written by a previously executed ruleset. Changing the sequence of the rules within the ruleset will have no impact.

The seeded rulesets are always displayed before the user-defined rulesets, and you cannot change their sequence.

> **Note**
>
> When you change the sequence of the user-defined rulesets, it might have an impact on the results if the source data for one or more of the rulesets includes the current period Elimination data, and the source data of a subsequent ruleset includes the target data of a previously executed ruleset.

Guidelines for Re-ordering Rulesets and Rules:

- Sequence changes can be executed from all of the filtered views except the **Deployed** view (**All Rules**, **Un-deployed**, and **Changed after deploy**). If a sequence change is attempted in the Deployed view, a warning message will be displayed that you cannot move a rule in the Deployed view.
- The sequence of the user-defined rulesets does not change until you deploy them.
- The first custom ruleset cannot be moved up.
- The last custom ruleset cannot be moved down.
- The first custom rule in a ruleset cannot be moved up.
- The last custom rule in a ruleset cannot be moved down.
- If deployed user-defined rules are re-sequenced, the rules that have changed sequence will change to "Changed but un-deployed" status and the ruleset will change to "Changed but un-deployed" status. If a sequence change involves only one or more un-deployed or changed rules, then there will be no status changes. If a sequence change involves both

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deployed and un-deployed or changed rules, then the status changes will be based only on the re-sequencing of the deployed rules.

To re-order consolidation rulesets and rules:

1. On the Home page, click **Application** and then click **Consolidation**.
2. From the Consolidation Process page, select the **Consolidated** tab, and then select **Configurable Consolidation**.
3. Select the ruleset or rule that you want to move.
4. From the top menu bar, click the **Move Up** button

, or **Move Down** button

, or use the right-click menu to select **Move Up** or **Move Down**.

Optimizing the Performance of Configurable Consolidation Rules

> **Note**
>
> This approach to resolving performance issues is not applicable to Dense Storage Option (DSO) applications.
>
> For Dense Storage Option applications, you can use a manual approach to resolve performance issues. See "**Manual Approach to Resolve Performance Issues**" in the *Operations Guide*.

When you run configurable consolidation rules, you can use an automated approach to optimize performance. This approach is implemented as a part of consolidation and involves these steps:

- Executing the Create System Accounts configuration task
- Setting the `optimizeConfigConsol` substitution variable

Executing the Create System Accounts Configuration Task

As a part of executing the Create System Accounts configuration task, Financial Consolidation and Close creates these temporary system Account members under FCCS_System Accounts.

- FCCS_ConsolAccount1
- FCCS_ConsolAccount2

These temporary accounts are used internally as a part of the consolidation process. The data storage type of these accounts should be set to `Never Share`. For FCCS_ConsolAccount1, the account type should be `Asset` while for FCCS_ConsolAccount2 the account type should be `Revenue`.

The configuration task also automatically executes the Refresh Database process.

This can be useful when you have many source members, as it can restrict the scope of calculations and increase performance.

To optimize performance for configurable consolidation rules:

1. On the Home page, click **Application** and then click **Configuration**.

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2. Click **Create System Accounts**.
3. From the **Create System Accounts** screen, click **Launch**.
4. The task is launched as a job and can take a long time based on the amount of data. You can view the status in the Jobs console.

Setting the optimizeConfigConsol Substitution Variable

To enable the automated approach to resolving performance issues, create a substitution variable named `optimizeConfigConsol` and set the value to True. See **Creating and Assigning Values to Substitution Variables**.

Configurable Consolidation Rules Best Practices

Use these best practices when working with configurable consolidation rules.

Refine the Scope of the Configurable Consolidation Rules

When you create a Configurable Consolidation Rule, it is recommended that you add as many dimensions and as few members of those dimensions to rules as required, thereby limiting their scope of execution, resulting in a narrower scope of execution and better performance.

Review Configurable Consolidation Rules carefully to ensure that they only include members that are necessary. If the dimensions are not specified, all members of that dimension are used for calculation by default.

For example, consider a Configurable Consolidation Rule with the following set of dimensions and number of members in each source POV.

Dimensions	Number of members	Revised number of members
Accounts	10	10
Movements	10	10
DataSource	10	10
Multi-GAAP	10	10
Custom1	8	1
Custom2	8	1
Total Combinations	10x10x10x10x8x8 =640,000	10x10x10x10x1x1 =10,000
Impact		-98.4%

When the scope of such rule is limited, for example, to use only one Custom1 and one Custom2 since the other members of Custom1/ Custom2 might not be needed, the impact is considerable. There are 98.4% fewer combinations, only 10,000 combinations to be processed.

When all other dimensions are taken into consideration, even greater improvements in performance will result.

Optimize Redirect/Target Conditions on Multiple Dimensions

Configurable Consolidation Rules allow users to create conditional target redirection based on members from various dimensions.

Having a large number of redirect conditions for multiple dimensions, has an impact on performance because it results in a large number of combinations of conditions.

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As an example, consider the following Account & Product hierarchy:

Account
A·(Parent)
A1,·A2,·A3,·A4,·A5·(level·0·members)
Product
P·(Parent)
P1,·P2,·P3,·P4,·P5·(level·0·members)

Consider a Configurable Consolidation Rule having conditional redirections as below, assuming all other dimensions are set to appropriate members:

Dimension	Source	Target
Account	*ILvl0Descendants(A)*	*if·(Account·Member·Name·Equals·A1)* *A3* *else·if·(Account·Member·Equals·A2)* *A4* *else* *A5*
Product	*ILvl0Descendants(P)*	*if·(Product·Member·Name·Equals·P1)* *P3* *else·if·(Product·Member·Name·Equals·P2)* *P4* *else* *P5*

In the example above, each Account and Product dimension has three conditions, bringing the total number of possible combinations to 3*3=9. However, when the number of conditions grows across multiple dimensions, it leads to many possible combinations. For example, assuming 25 such conditions each in Account and Product dimensions would result in 25*25=625 combinations, which causes execution slowness due to wider scope.

For optimal execution times, it is best to split the ruleset into multiple rulesets. When the number of possible combinations (multiplying the number of conditions across all dimension redirections) is less than 250, rules do not need to be split. The above sample ruleset can be split as follows:

- Add members in the *if* conditions into source of the new rulesets.
- In the final rule, add members in source of original ruleset; exclude all those members considered in previous rulesets.
- The redirection conditions for Product dimension and other dimensions will stay unchanged in the newly created rulesets.

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Rulesets	Dimension	Source	Target
Ruleset·1	Account	A1	*A3*
	Product	*ILvl0Descendants(P)*	*if·(Product·Member·Name·Equals·P1) P3 else·if·(Product·Member·Name·Equals·P2) P4 else P5*
Ruleset·2	Account	A2	*A4*
	Product	*ILvl0Descendants(P)*	*if·(Product·Member·Name·Equals·P1) P3 else·if·(Product·Member·Name·Equals·P2) P4 else P5*
Ruleset·3	Account	*ILvl0Descendants(A)·exclude·(A1,·A2)*	*A5*
	Product	*ILvl0Descendants(P)*	*if·(Product·Member·Name·Equals·P1) P3 else·if·(Product·Member·Name·Equals·P2) P4 else P5*

The Configurable Consolidation Rules are highly customizable, offering endless possibilities. In the preceding example, if the redirection conditions on Product were also based on Account dimension members, conditions and Source in the Product dimension of newly split rulesets could be carefully refined so that exclusive members were not included.

Resolving Configurable Consolidation Rule Warnings

When you create Configurable Consolidation rules, as part of the validation process, Financial Consolidation and Close provides warnings about issues that can cause performance degradation when you run the rule.

For example, you may receive a warning or recommendation to refine the scope of the Configurable Consolidation rules, or optimize Redirect/Target conditions on multiple dimensions. Use the Best Practices information in this topic to resolve the warnings.

Seeded Consolidation Rules

Several seeded consolidation rulesets provide generic Ownership Elimination adjustments.

You cannot modify these rulesets. The rulesets are initially un-deployed, but can be deployed or duplicated, and the copy can be modified and deployed.

Alternatively, you can create new rulesets and rules. See Creating Consolidation Rulesets and Creating Consolidation Rules.

Nine seeded system rulesets have been defined:

- Investment
- Investment PP
- Owner's Equity (Subsidiary/Proportional)
- Owner's Equity (Subsidiary/Proportional) PP
- Owner's Equity (Equity)
- Owner's Equity (Equity) PP
- Owner's Equity (Holding)
- Net Income (Subsidiary)
- Net Income (Equity)

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The first six rulesets (Investment, Investment PP, Owner's Equity (Subsidiary/Proportional), Owner's Equity (Subsidiary/Proportional) PP, Owner's Equity (Equity), and Owner's Equity (Equity) PP) provide adjustment/elimination entries between the Investment of a holding company in a subsidiary and the Owner's Equity of that owned company, whether consolidated by the Subsidiary method (recognizing Minority/Non-Controlling Interest), the Proportional method or the Equity method.

The Goodwill - Offset asset account is used as the clearing/plug account between the investment and owner's equity adjustments. If the holding company investment amount and the owned company pre-acquisition Owner's Equity amount(s) do not match, the difference will be recorded as Goodwill.

The Owner's Equity (Holding) ruleset prepares the Owner's Equity data of a Holding company for subsequent elimination if the Holding company becomes a subsidiary at a higher level in the organization structure.

Net Income (Subsidiary) and Net Income (Equity) rulesets record the ongoing Net Income impact for a Subsidiary (Minority interest) and an Equity company (Equity income).

Pre-conditions for the Seeded Rulesets

The seeded rulesets use the Intercompany dimension to track the legal entity (currently the base entity) to which elimination entries are related. All base entities must therefore be designated as Intercompany entities (select the "ICP_Entity_Yes" attribute in the Entity dimension level 0 members) so that they exist in the Intercompany dimension in the form "ICP_<entity name>".

The data entered for Investment in Subsidiaries in the Holding Company must include an Intercompany dimension entry that identifies the owned entity. Data entered to Owner's Equity accounts do not need an Intercompany entry.

Watch the following video for information on seeded consolidation rules:


Seeded Consolidation Rules

Investment Ruleset

The Investment ruleset consists of two rules/journal detail lines.

This ruleset transfers current period Investments to Goodwill for all Intercompany partners representing siblings. The Goodwill entry will offset with the elimination of Owner's Equity from the partner, leaving a net Goodwill value (if any).

Data posted to the Investment in Subsidiaries ("FCCS_Investment in Sub") account must include an Intercompany partner representing the company in which the investment is held in order for this rule to execute. The account can be set as an Intercompany account through metadata maintenance but no Plug account should be selected. If a Plug account is entered to the Investment in Subsidiaries account, then both the Standard Eliminations and Investment rule will execute, doubling the elimination.

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Table 20-10 Investment (Ruleset)

Entry	Description
Condition	(Entity Current Method = Holding Or Entity Current Method = Subsidiary Or Entity Current Method = Proportional And FCCS_Total Data Source < > 0 And Intercompany Consolidation % > 0 Or Intercompany Consolidation % Change < > 0 Or Partner Current Method = Equity)
Factor	Current \ Entity Consolidation %
Dimension	Source POV
Account	"FCCS_Investment in Sub"
Intercompany	#Any partner that is a descendant of the current parent#
Movement	Base of "FCCS_ClosingBalance" Excluding "FCCS_OpeningBalance"
Data Source	Base of "FCCS_TotalDataSource"

Table 20-11 Investment - Reverse Proportionalize (Rule)

Entry	Description	Redirect Target Member
Condition	*inherited*	
Factor	*inherited*	
Processing Option	Subtract	
Dimension	**Source POV**	
Account	*inherited*	
Intercompany	*inherited*	
Movement	*inherited*	
Data Source	*inherited*	"FCCS_Intercompany Eliminations"

Table 20-12 Investment - Goodwill Offset (Rule)

Entry	Description	Redirect Target Member
Condition	*inherited*	
Factor	*inherited*	
Processing Option	Add	
Dimension	**Source POV**	
Account	*inherited*	"FCCS_Goodwill Offset"
Intercompany	*inherited*	
Movement	*inherited*	IF: "FCCS_Total Movements" > "FCCS_Total Data Source" > 0 THEN: "FCCS_Mvmt_Acquisition_Input" ELSE: "FCCS_Mvmt Disposal_Input"
Data Source	*inherited*	"FCCS_Intercompany Eliminations"

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Investment PP Ruleset

The Investment PP ruleset consists of two rules/journal detail lines.

This ruleset transfers accumulated prior period (or more specifically current Opening Balance) Investments to Goodwill for all Intercompany partners representing siblings. The Goodwill entry will offset with the elimination of Owner's Equity from the partner, leaving a net Goodwill value (if any).

Data posted to the Investment in Subsidiaries ("FCCS_Investment in Sub") account must include an Intercompany partner representing the company in which the investment is held in order for this rule to execute. The account can be set as an "Intercompany" account through metadata maintenance but no "plug" account should be selected. If a "plug" account is entered to the Investment in Subsidiaries account, then both the Standard Eliminations and Investment rule will execute, doubling the elimination.

Table 20-13 Investment PP (Ruleset)

Entry	Description
Condition	(Entity Current Method = Holding Or Entity Current Method = Subsidiary Or Entity Current Method = Proportional And FCCS_Total Data Source < > 0 And Intercompany Consolidation > 0 And Intercompany Prior Consolidation % = 0)
Factor	Current \ Entity Consolidation %
Dimension	Source POV
Account	"FCCS_Investment in Sub"
Intercompany	#Any partner that is a descendant of the current parent#
Movement	"FCCS_OpeningBalance
Data Source	Base of "FCCS_TotalDataSource"

Table 20-14 Investment PP- Reverse Proportionalize (Rule)

Entry	Description	Redirect Target Member
Condition	*inherited*	
Factor	*inherited*	
Processing Option	Subtract	
Dimension	**Source POV**	
Account	*inherited*	
Intercompany	*inherited*	
Movement	*inherited*	IF: Intercompany Ownership % Change > 0 THEN: "FCCS_Mvmt_Acquisition_Input" ELSE: "FCCS_Mvmt Disposal_Input"
Data Source	*inherited*	"FCCS_Intercompany Eliminations"

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Table 20-15 Investment PP- Goodwill Offset (Rule)

Entry	Description	Redirect Target Member
Condition	*inherited*	
Factor	*inherited*	
Processing Option	Add	
Dimension	**Source POV**	
Account	*inherited*	"FCCS_Goodwill Offset"
Intercompany	*inherited*	
Movement	*inherited* IF: "Intercompany Ownership % Change > 0	THEN: "FCCS_Mvmt_Acquisition_Input" ELSE: "FCCS_Mvmt Disposal_Input"
Data Source	*inherited*	"FCCS_Intercompany Eliminations"

Owner's Equity (Subsidiary/Proportional) Ruleset

The Owner's Equity (Subsidiary/Proportional) ruleset consists of three rules / journal detail lines.

This ruleset applies the current period Ownership % and Minority Interest % to the current period Owner's Equity changes excluding Retained Earnings Current and Other Reserves. This assumes that the changes in Owner's Equity accounts excluding Retained Earnings Current and Total Comprehensive Income are deemed to be pre-acquisition//pre-divestment changes and that the Retained Earnings Current and Comprehensive Income changes are post-acquisition/post-divestment. Current year pre-acquisition/pre-divestment Retained Earnings should be transferred from the Retained Earnings Current account to the Retained Earnings Current Pre-Ownership Change account in order to be eliminated. This ruleset offsets with Investment in Subs (from Investment ruleset) and the two rulesets use the Goodwill Offset account as the clearing account.

This rule does not rely on any Intercompany data entry in order to execute. It will run at the first consolidation level (that is, the immediate parent).

Table 20-16 Owner's Equity (Subsidiary/Proportional) (Ruleset)

Entry	Description
Condition	Entity Current Method = Subsidiary, Proportional and Total Data Source < > 0
Factor	None
Dimension	Source POV
Account	Base of "FCCS_Total Equity" Excluding Base of "FCCS_Retained Earnings Current", Base of "FCCS_Other Reserves", "FCCS_CTA"
Intercompany	Base of "FCCS_Intercompany Top"
Movement	Base of "FCCS_ClosingBalance" Excluding "FCCS_OpeningBalance"
Data Source	Base of "FCCS_TotalDataSource"

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Table 20-17 Owners Equity (Subsidiary/Proportional)- Reverse Proportionalize (Rule)

Entry	Description	Redirect Target Member
Condition	*inherited*	
Factor	Current \ Entity Consolidation %	
Processing Option	Subtract	
Dimension	**Source POV**	
Account	*inherited*	
Intercompany	*inherited*	
Movement	*inherited*	
Data Source	*inherited*	"FCCS_Intercompany Eliminations"

Table 20-18 Owners Equity (Subsidiary/Proportional) - Goodwill Offset (Rule)

Entry	Description	Redirect Target Member
Condition	*inherited*	
Factor	Current / Entity Ownership %	
Processing Option	Add	
Dimension	**Source POV**	
Account	*inherited*	"FCCS_Goodwill Offset"
Intercompany	*inherited*	IF: Entity = #Legal Company# THEN: #Source POV Entity#
Movement	*inherited*	IF: Entity Ownership % Change > 0 THEN: "FCCS_Mvmt_Acquisition_Input" ELSE: "FCCS_Mvmt_Disposal_Input"
Data Source	*inherited*	"FCCS_Intercompany Eliminations"

Table 20-19 Owners Equity (Subsidiary/Proportional)- Minority Interest (Rule)

Entry	Description	Redirect Target Member
Condition	*inherited*	
Factor	Current \ Entity Minority Interest %	
Processing Option	Add	
Dimension	**Source POV**	
Account	*inherited*	"FCCS_Minority Interest"
Intercompany	*inherited*	IF: Entity = #Legal Company# THEN: #Source POV Entity#

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Table 20-19 (Cont.) Owners Equity (Subsidiary/Proportional)- Minority Interest (Rule)

Entry	Description	Redirect Target Member
Movement	*inherited*	IF: Entity Ownership % Change > 0 THEN: "FCCS_Mvmt_Acquisition_Input" ELSE: "FCCS_Mvmt Disposal_Input"
Data Source	*inherited*	"FCCS_Intercompany Eliminations"

Owner's Equity (Subsidiary/Proportional) PP Ruleset

The Owner's Equity (Subsidiary/Proportional) Prior Period ruleset consists of four rules / journal detail lines.

This ruleset applies an ownership change to the Owner's Equity accumulated to the end of the prior period (or more specifically to the current period opening balances). This assumes that the owned company is an ongoing entity in the application and that only the ownership relationship has changed. The prior period Owner's Equity should therefore be eliminated to the extent that the Ownership % has changed from the prior period. This ruleset offsets with Investment in Subs (Investment ruleset) and the two rulesets use the Goodwill Offset account as the clearing account.

This rule does not rely on any Intercompany data entry in order to execute. It will run at the first consolidation level (that is, the immediate parent).

Table 20-20 Owner's Equity (Subsidiary/Proportional) PP (Ruleset)

Entry	Description
Condition	Entity Current Method = Subsidiary, Proportional and Total Data Source < > 0 And Entity Ownership % Change < > 0
Factor	None
Dimension	Source POV
Account	Base of "FCCS_Total Equity"
Intercompany	Base of "FCCS_Intercompany Top"
Movement	"FCCS_OpeningBalance"
Data Source	Base of "FCCS_TotalDataSource"

Table 20-21 Owners Equity (Subsidiary/Proportional) PP - Reverse Proportionalize (Rule)

Entry	Description	Redirect Target Member
Condition	*inherited*	
Factor	Change In \ Entity Consolidation %	
Processing Option	Subtract	
Dimension	**Source POV**	
Account	*inherited*	

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Table 20-21 (Cont.) Owners Equity (Subsidiary/Proportional) PP - Reverse Proportionalize (Rule)

Entry	Description	Redirect Target Member
Intercompany	*inherited*	
Movement	*inherited*	IF: Entity Ownership % Change > 0 THEN: "FCCS_Mvmt_Acquisition_Input" ELSE: "FCCS_Mvmt Disposal_Input"
Data Source	*inherited*	"FCCS_Intercompany Eliminations"

Table 20-22 Owners Equity (Subsidiary/Proportional) PP — Goodwill Offset + (Rule)

Entry	Description	Redirect Target Member
Condition	*inherited*	
Factor	Change In/ Entity Consolidation %	
Processing Option	Add	
Dimension	**Source POV**	
Account	*inherited*	"FCCS_Goodwill Offset"
Intercompany	*inherited*	IF: Entity = #Legal Company# THEN: #Source POV Entity#
Movement	*inherited*	IF: Entity Ownership % Change > 0 THEN: "FCCS_Mvmt_Acquisition_Input" ELSE: "FCCS_Mvmt_Disposal_Input"
Data Source	*inherited*	"FCCS_Intercompany Eliminations"

Table 20-23 Owners Equity (Subsidiary/Proportional) PP — Goodwill Offset - (Rule)

Entry	Description	Redirect Target Member
Condition	*inherited*	
Factor	Change In/ Entity Minority Interest %	
Processing Option	Subtract	
Dimension	**Source POV**	
Account	*inherited*	"FCCS_Goodwill Offset"
Intercompany	*inherited*	IF: Entity = #Legal Company# THEN: #Source POV Entity#

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Table 20-23 (Cont.) Owners Equity (Subsidiary/Proportional) PP — Goodwill Offset - (Rule)

Entry	Description	Redirect Target Member
Movement	*inherited*	IF: Entity Ownership % Change > 0 THEN: "FCCS_Mvmt_Acquisition_Input" ELSE: "FCCS_Mvmt_Disposal_Input"
Data Source	*inherited*	"FCCS_Intercompany Eliminations"

Table 20-24 Owners Equity (Subsidiary/Proportional) PP- Minority Interest (Rule)

Entry	Description	Redirect Target Member
Condition	*inherited*	
Factor	Change In\ Entity Minority Interest %	
Processing Option	Add	
Dimension	**Source POV**	
Account	*inherited*	"FCCS_Minority Interest"
Intercompany	*inherited*	IF: Entity = #Legal Company# THEN: #Source POV Entity#
Movement	*inherited*	IF: Entity Ownership % Change > 0 THEN: "FCCS_Mvmt_Acquisition_Input" ELSE: "FCCS_Mvmt Disposal_Input"
Data Source	*inherited*	"FCCS_Intercompany Eliminations"

Owner's Equity (Equity) Ruleset

The Owner's Equity (Equity) ruleset consists of two rules/journal detail lines.

This ruleset applies the current period Ownership % to the current period Owner's Equity changes excluding Retained Earnings Current. This assumes that the changes in Owner's Equity accounts excluding Retained Earnings Current are deemed to be pre-acquisition/pre-divestment changes and that the Retained Earnings Current changes are post-acquisition/post divestment. Current year pre-acquisition/pre-divestment Retained Earnings should be transferred from the Retained Earnings Current account to the Retained Earnings Current Pre-Ownership Change account in order to be eliminated.

This ruleset offsets with Investment in Subs (Investment ruleset) and the two rulesets use the Goodwill Offset account as the clearing account. The other side of the entry recognizes the Investment in Equity Companies. There is no "Reverse Proportionalization" entry because the Consolidation % is zero and nothing is proportionalized from an Equity method company.

This rule does not rely on any Intercompany data entry in order to execute. It will run at the first consolidation level (that is, the immediate parent).

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Table 20-25 Owner's Equity (Equity) (Ruleset)

Entry	Description
Condition	Entity Current Method =Equity And Total Data Sources < > 0
Factor	Current / Entity Ownership %
Dimension	Source POV
Account	Base of "FCCS_Total Equity" Excluding Base of "FCCS_Retained Earnings Current", Base of "FCCS_Other Reserves", "FCCS_CTA"
Intercompany	"FCCS_No Intercompany"
Movement	Base of "FCCS_ClosingBalance" Excluding "FCCS_OpeningBalance"
Data Source	Base of "FCCS_TotalDataSource"

Table 20-26 Owners Equity - Goodwill Offset (Rule)

Entry	Description	Redirect Target Member
Condition	*inherited*	
Factor	*inherited*	
Processing Option	Add	
Dimension	**Source POV**	
Account	*inherited*	"FCCS_Goodwill Offset"
Intercompany	*inherited*	#Source POV Entity#
Movement	*inherited*	IF: Entity Ownership % Change > 0 THEN: "FCCS_Mvmt_Acquisition_Input" ELSE: "FCCS_Mvmt_Disposal_Input"
Data Source	*inherited*	"FCCS_Intercompany Eliminations"

Table 20-27 Owners Equity - Investment in Equity Company (Rule)

Entry	Description	Redirect Target Member
Condition	*inherited*	
Factor	*inherited*	
Processing Option	Subtract	
Dimension	**Source POV**	
Account	*inherited*	"FCCS_Investment in Equity Companies - Investment"
Intercompany	*inherited*	#Source POV Entity#
Movement	*inherited*	IF: Entity Ownership % Change > 0 THEN: "FCCS_Mvmt_Acquisition_Input" ELSE: "FCCS_Mvmt_Disposal_Input"

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Table 20-27 (Cont.) Owners Equity - Investment in Equity Company (Rule)

Entry	Description	Redirect Target Member
Data Source	*inherited*	"FCCS_Intercompany Eliminations"

Owner's Equity (Equity) PP Ruleset

The Owner's Equity (Equity) Prior Period ruleset consists of two rules/journal detail lines.

This ruleset applies an ownership change to the Owner's Equity accumulated to the end of the prior period (or more specifically to the current period opening balances). This assumes that the owned company is an ongoing entity in the application and that only the ownership relationship has changed. The prior period Owner's Equity should therefore be eliminated to the extent that the Ownership % has changed from the prior period.

This ruleset offsets with Investment in Subs (from Investment rule-set) and the two rulesets use the Goodwill Offset account as the clearing account. The other side of the entry recognizes the Investment in Equity Companies. There is no "Reverse Proportionalization" entry because the Consolidation % is zero and nothing is proportionalized from an Equity method company.

This rule does not rely on any Intercompany data entry in order to execute. It will run at the first consolidation level (that is, the immediate parent).

Table 20-28 Owner's Equity (Equity) PP (Ruleset)

Entry	Description
Condition	Entity Current Method = Equity And Total Data Sources < > 0 And Entity Ownership % Change < > 0
Factor	Current / Entity Ownership %
Dimension	Source POV
Account	Base of "FCCS_Total Equity"
Intercompany	Base of "FCCS_Intercompany Top"
Movement	"FCCS_OpeningBalance"
Data Source	Base of "FCCS_TotalDataSource"

Table 20-29 Owners Equity PP- Goodwill Offset (Rule)

Entry	Description	Redirect Target Member
Condition	*inherited*	
Factor	*inherited*	
Processing Option	Add	
Dimension	**Source POV**	
Account	*inherited*	"FCCS_Goodwill Offset"
Intercompany	*inherited*	#Source POV Entity#

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Table 20-29 (Cont.) Owners Equity PP- Goodwill Offset (Rule)

Entry	Description	Redirect Target Member
Movement	*inherited*	IF: Entity Ownership % Change > 0 THEN: "FCCS_Mvmt_Acquisition_Input" ELSE: "FCCS_Mvmt_Disposal_Input"
Data Source	*inherited*	"FCCS_Intercompany Eliminations"

Table 20-30 Owners Equity PP- Investment in Equity Companies (Rule)

Entry	Description	Redirect Target Member
Condition	*inherited*	
Factor	*inherited*	
Processing Option	Subtract	
Dimension	**Source POV**	
Account	*inherited*	"FCCS_Investment in Equity Companies - Investment"
Intercompany	*inherited*	#Source POV Entity#
Movement	*inherited*	IF: Entity Ownership % Change > 0 THEN: "FCCS_Mvmt_Acquisition_Input" ELSE: "FCCS_Mvmt_Disposal_Input"
Data Source	*inherited*	"FCCS_Intercompany Eliminations"

Owner's Equity (Holding) Ruleset

The Owner's Equity (Holding) ruleset consists of two rules / journal detail lines.

This ruleset applies the legal company entity name as the Intercompany Partner (ICP) entry for Owner's Equity accounts. The Owner's Equity of a Holding company does not eliminate but the Holding company might become a Subsidiary at the next level in the Entity hierarchy. In order to recognize the source of the elimination of Owner's Equity at that next parent level, the label of the original entity must be captured as the ICP at the legal company level.

This rule does not rely on any Intercompany data entry in order to execute. It will run at the first consolidation level (that is, the immediate parent).

Table 20-31 Owner's Equity (Holding) (Ruleset)

Entry	Description
Condition	Entity Current Method = Holding And Total Data Sources < > 0
Factor	Current / Entity Ownership %

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Table 20-31 (Cont.) Owner's Equity (Holding) (Ruleset)

Entry	Description
Dimension	Source POV
Entity	#Legal Company#
Account	Excluding base of "FCCS_Retained Earnings Current", base of "FCCS_Other Reserves", "FCCS_CTA"
Intercompany	"FCCS_No Intercompany"
Movement	Base of "FCCS_ClosingBalance" Excluding "FCCS_OpeningBalance"
Data Source	Base of "FCCS_TotalDataSource"

Table 20-32 Owners Equity - Reverse Proportionalize (Rule)

Entry	Description	Redirect Target Member
Condition	*inherited*	
Factor	*inherited*	
Processing Option	Subtract	
Dimension	**Source POV**	
Entity	*inherited*	
Account	*inherited*	
Intercompany	*inherited*	
Movement	*inherited*	
Data Source	*inherited*	

Table 20-33 Owners Equity - Proportionalize with ICP (Rule)

Entry	Description	Redirect Target Member
Condition	*inherited*	
Factor	*inherited*	
Processing Option	Add	
Dimension	**Source POV**	
Entity	*inherited*	
Account	*inherited*	
Intercompany	*inherited*	#Source POV Entity#
Movement	*inherited*	
Data Source	*inherited*	

Net Income (Subsidiary) Ruleset

The Net Income (Subsidiary) ruleset consists of two rules/journal detail lines.

This ruleset splits the ongoing post-acquisition income of the Subsidiary between the Owner's share and the Minority Interest share. The entry splits out the Minority Interest share in the Income Statement at the Minority Interest % and records the other side of the entry in the Minority Interest Equity account. The unadjusted remainder of the Net Income (the amount representing the Ownership %) is aggregated to the Owners' Income.

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This rule does not rely on any Intercompany data entry in order to execute. It will run at the first consolidation level (that is, the immediate parent).

Table 20-34 Net Income (Subsidiary) (Ruleset)

Entry	Description
Condition	Entity Current Method = Subsidiary and Total Data Sources < > 0
Factor	Current / Entity Minority Interest %
Dimension	Source POV
Account	Base of "FCCS_Retained Earnings Current", base of "FCCS_Other Reserves", "FCCS_CTA"
Intercompany	Base of "FCCS_Intercompany Top"
Movement	Base of "ILvl0Descendants([FCCS_ClosingBalance]" Excluding "FCCS_OpeningBalance"
Data Source	Base of "FCCS_TotalDataSource"

Table 20-35 Net Income (Subsidiary) - MI Net Income (Rule)

Entry	Description	Redirect Target Member
Condition	*inherited*	
Factor	*inherited*	
Processing Option	Subtract	
Dimension	**Source POV**	
Account	*inherited*	"FCCS_Minority Interest Income"
Intercompany	*inherited*	#Source POV Entity
Data Source	*inherited*	"FCCS_Intercompany Eliminations"

Table 20-36 Net Income (Subsidiary) - Minority Interest (Rule)

Entry	Description	Redirect Target Member
Condition	*inherited*	
Factor	*inherited*	
Processing Option	Add	
Dimension	**Source POV**	
Account	*inherited*	"FCCS_Minority Interest"
Intercompany	*inherited*	#Source POV Entity#
Data Source	*inherited*	"FCCS_Intercompany Eliminations"

Net Income (Equity) Ruleset

The Net Income (Equity) ruleset consists of two rules / journal detail lines.

This ruleset records the ongoing post-acquisition income of the equity method company as Equity Company Income in the Income Statement and records the other side of the entry in the Investment in Equity Companies Investment Income account. Note that this Equity Companies Investment Income account (in the Non-Current Assets section of the Balance Sheet) is

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distinguished from the Equity Pickup amount recorded at a legal company level. This entry is the equivalent of Equity Pickup but at a consolidated reporting level instead of a legal company reporting level.

This rule does not rely on any Intercompany data entry in order to execute. It will run at the first consolidation level (that is, the immediate parent).

Table 20-37 Net Income (Equity) (Ruleset)

Entry	Description
Condition	Entity Current Method = Equity and Total Data Sources < > 0
Factor	Current / Entity Ownership %
Dimension	Source POV
Account	Base of "FCCS_Retained Earnings Current", base of "FCCS_Other Reserves", "FCCS_CTA"
Intercompany	Base of "FCCS_Intercompany Top"
Movement	Base of "ILvl0Descendants([FCCS_ClosingBalance]" Excluding "FCCS_OpeningBalance"
Data Source	Base of "FCCS_TotalDataSource"

Table 20-38 Net Income (Equity) - Equity Company Income (Rule)

Entry	Description	Redirect Target Member
Condition	*inherited*	
Factor	*inherited*	
Processing Option	Add	
Dimension	**Source POV**	
Account	*inherited*	"FCCS_Equity Company Income"
Intercompany	*inherited*	#Source POV Entity
Data Source	*inherited*	"FCCS_Intercompany Eliminations"

Table 20-39 Net Income (Equity) - Investment in Equity Company Income (Rule)

Entry	Description	Redirect Target Member
Condition	*inherited*	
Factor	*inherited*	
Processing Option	Subtract	
Dimension	**Source POV**	
Account	*inherited*	"FCCS_Investment in Equity Companies - Income"
Intercompany	*inherited*	#Source POV Entity#
Data Source	*inherited*	"FCCS_Intercompany Eliminations"

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Seeded Consolidation Rule Examples

Key to references:

At Parent Currency (colour-coded): Translation, Opening Balance FX, Movement FX, FX to CTA/CICTA

At Proportion:
(A): Proportionalization
(B): Opening Balance Ownership Change

At Elimination:
(1): Investment
(2): Investment PP
(3): Owner's Equity (Subsidiary / Proportional)
(4): Owner's Equity (Subsidiary / Proportional) PP
(5): Owner's Equity (Equity)
(6): Owner's Equity (Equity) PP
(7): Owner's Equity (Holding)
(8): Net Income (Subsidiary)
(9): Net Income (Equity)

The data displayed in the following examples use positive numbers to represent debit entries and negative numbers to represent credit entries. This should make the calculations in the examples easier to understand without having to reference metadata attributes, and will be valid regardless of the account type and consolidation operators in the metadata.

The negative entries shown for the Common Stock accounts would actually be loaded as positive numbers to an application for which Common Stock is an "Equity" type account. Credit balances for Common Stock, represented in the examples by negative numbers, would be loaded to an application as positive amounts because credits in an Equity type account are represented by positive numbers.

Seeded Consolidation Rules - Example (January)

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Jan FY16

All entities are initialized in Jan FY16, including Net Income. The Holding company does not own any subsidiaries at this point. The balancing entry in all cases is Cash.

CE-0012-USD

|____ LE-0012-USD	Holding (100%)
|____ LE-0014-CAD	Not Consolidated (0%)
|____ LE-0016-BRL	Not Consolidated (0%)
|____ LE-0017-GBP	Not Consolidated (0%)
|____ LE-0018-EUR	Not Consolidated (0%)

Exchange Rates and transactions are as follows:

EUR : USD = 1:1
CAD/BRL/GBP : USD/EUR = 0.5 (Average Rate) and 0.6 (Ending Rate)

LE-0012-USD	Cash	300,500
	Investment in Sub	0
	Common Stock	300,000
	Revenue	500
LE-0014-CAD	Cash	177,000
	Common Stock	175,000
	Revenue	2,000
LE-0016-BRL	Cash	151,000
	Common Stock	150,000
	Revenue	1,000
LE-0017-GBP	Cash	203,000
	Common Stock	200,000
	Revenue	3,000
LE-0018-EUR	Cash	105,000
	Common Stock	100,000
	Revenue	5,000

The results at CE-0012-USD are expected to be the same as at LE-0012-USD with no other aggregation from the Not Consolidated entities.

Entity Total / Entity Currency	Jan	LE-0012-USD	LE-0014-CAD	LE0-0016-BRL	LE-0017-GBP	LE-0018-EUR
	OB	0	0	0	0	0
Cash	Mvmt	+300,500	+177,000	+151,000	+203,000	+105,000
	CB	+300,500	+177,000	+151,000	+203,000	+105,000
	OB	0	0	0	0	0
Common Stock	Mvmt	-300,000	-175,000	-150,000	-200,000	-100,000
	CB	-300,000	-175,000	-150,000	-200,000	-100,000
	OB	0	0	0	0	0
Retained Earnings Current	Mvmt	-500	-2,000	-1,000	-3,000	-5,000
	CB	-500	-2,000	-1,000	-3,000	-5,000

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Entity Total / Parent Currency	Jan	LE-0012-USD	LE-0014-CAD	LE0-0016-BRL	LE-0017-GBP	LE-0018-EUR
	OB	0	0	0	0	0
Cash	Mvmt	+300,500	+106,200 +177,000*0.5 +((177,000*0.6) -88,500)	+90,600 +151,000*0.5 +((151,000*0.6) -75,500)	+121,800 +203,000*0.5 +((203,000*0.6) -101,500)	+105,000
	CB	+300,500	+106,200	+90,600	+121,800	+105,000
	OB	0	0	0	0	0
Common Stock	Mvmt	-300,000	-87,500 -175,000*0.5 +((-175,000*0.6) +87,500) +17,500	-75,000 -150,000*0.5 +((-150,000*0.6) +75,000) +15,000	-100,000 -200,000*0.5 +((-200,000*0.6) +100,000) +20,000	-100,000
	CB	-300,000	-87,500	-75,000	-100,000	-100,000
	OB	0	0	0	0	0
Retained Earnings Current	Mvmt	-500	-1,000 -2,000*0.5 +((-2,000*0.6) +1,000) +200	-500 -1,000*0.5 +((-1,000*0.6) +500) +100	-1,500 -3,000*0.5 +((-3,000*0.6) +1,500) +300	-5,000
	CB	-500	-1,000	-500	-1,500	-5,000
	OB		0	0	0	
CTA	Mvmt		-17,700 -17,500 -200	-15,100 -15,000 -100	-20,300 -20,000 -300	
	CB		-17,700	-15,100	-20,300	

Proportion	Jan	LE-0012-USD	LE-0014-CAD	LE0-0016-BRL	LE-0017-GBP	LE-0018-EUR
	OB	0				
Cash	Mvmt	+300,500 (A) +300,500*100%				
	CB	+300,500				
	OB	0				
Common Stock	Mvmt	-300,000 (A) -300,000*100%				
	CB	-300,000				
	OB	0				
Retained Earnings Current	Mvmt	-500 (A) -500*100%				
	CB	-500				

Elimination	Jan	LE-0012-USD	LE-0014-CAD	LE0-0016-BRL	LE-0017-GBP	LE-0018-EUR
	OB	0				
Common Stock	Mvmt	+300,000 -300,000*-100% (7)				
	CB	+300,000				
	OB	0				
Common Stock: LE-0012	Mvmt	-300,000 -300,000*100% (7)				
	CB	-300,000				

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Contribution	Jan	LE-0012-USD	LE-0014-CAD	LE0-0016-BRL	LE-0017-GBP	LE-0018-EUR
	OB	0				
Cash	Mvmt	+300,500				
	CB	+300,500				
	OB					
Common Stock	Mvmt					
	CB					
	OB	0				
Common Stock: LE-0012	Mvmt	-300,000				
	CB	-300,000				
	OB	0				
Retained Earnings Current	Mvmt	-500				
	CB	-500				

Entity Consolidation	Jan	CE-0012-USD
	OB	0
Cash	Mvmt	+300,500
	CB	+300,500
	OB	0
Common Stock	Mvmt	0
	CB	0
	OB	0
Common Stock: LE-0012	Mvmt	-300,000
	CB	-300,000
	OB	0
Retained Earnings Current	Mvmt	-500
	CB	-500

Seeded Consolidation Rules - Example (February)

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Feb FY16

The Holding company (LE-0012-USD) purchases a share of each of the siblings in Feb FY16, creating Investment in Subs. The balancing entry in all cases is Cash.

	Jan FY16	Feb FY16
CE-0012-USD		
|____ LE-0012-USD	Holding (100%)	Holding (100%)
|____ LE-0014-CAD	Not Consolidated (0%)	Subsidiary (80%)
|____ LE-0016-BRL	Not Consolidated (0%)	Proportional (50%)
|____ LE-0017-GBP	Not Consolidated (0%)	Equity (30%)
|____ LE-0018-EUR	Not Consolidated (0%)	Not Consolidated (10%)

Exchange Rates and transactions are as follows:

EUR : USD = 1:1
CAD/BRL/GBP : USD/EUR = 0.7 (Average Rate) and 0.8 (Ending Rate)

LE-0012-USD	Cash	(206,300)
	Investment in Sub – LE-0014-CAD	98,960
	Investment in Sub – LE-0016-BRL	62,800
	Investment in Sub – LE-0014-GBP	36,540
	Investment in Sub – LE-0014-EUR	9,000
	Common Stock	0
	Revenue	1,000
LE-0014-CAD	Cash	28,000
	Common Stock	25,000
	Revenue	3,000
LE-0016-BRL	Cash	52,000
	Common Stock	50,000
	Revenue	2,000
LE-0017-GBP	Cash	500
	Common Stock	0
	Revenue	500
LE-0018-EUR	Cash	105,000
	Common Stock	100,000
	Revenue	5,000

The results at CE-0012-USD are expected to reflect 100% consolidation of LE-0012-USD plus 100% of LE-0014-CAD (in USD) with 20% MI, plus 50% of LE-0016-BRL (in USD), plus equity method recognition of 30% of LE-0017-GBP (in USD).

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Entity Total / Entity Currency	Feb	LE-0012-USD	LE-0014-CAD	LE0-0016-BRL	LE-0017-GBP	LE-0018-EUR
	OB	+300,500	+177,000	+151,000	+203,000	+105,000
Cash	Mvmt	-206,300	+28,000	+52,000	+500	+105,000
	CB	+94,200	+205,000	+203,000	+203,500	+210,000
	OB	0				
Investment In Subs: LE-0014	Mvmt	+98,960				
	CB	+98,960				
	OB	0				
Investment In Subs: LE-0016	Mvmt	+62,800				
	CB	+62,800				
	OB	0				
Investment In Subs: LE-0017	Mvmt	+36,540				
	CB	+36,540				
	OB	0				
Investment In Subs: LE-0018	Mvmt	+9,000				
	CB	+9,000				
	OB	-300,000	-175,000	-150,000	-200,000	-100,000
Common Stock:	Mvmt	0	-25,000	-50,000	0	-100,000
	CB	-300,000	-200,000	-200,000	-200,000	-200,000
	OB	-500	-2,000	-1,000	-3,000	-5,000
Retained Earnings Current	Mvmt	-1,000	-3,000	-2,000	-500	-5,000
	CB	-1,500	-5,000	-3,000	-3,500	-10,000

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Entity Total / Parent Currency	Feb	LE-0012-USD	LE-0014-CAD	LE0-0016-BRL	LE-0017-GBP	LE-0018-EUR
	OB	+300,500	+106,200	+90,600	+121,800	+105,000
Cash	Mvmt	-260,300	+57,800	+71,800	+41,000	+105,000
			+28,000*0.7	+52,000*0.7	+500*0.7	
			+((177,000*0.8)	+((151,000*0.8)	+((203,000*0.8)	
			-106,200)	-90,600)	-121,800)	
			+((28,000*0.8)	+((52,000*0.8)	+((500*0.8)	
			-19,600)	-36,400)	-350)	
	CB	+94,200	+164,000	+162,400	+162,800	+210,000
	OB	0				
Investment In Subs: LE-0014	Mvmt	+98,960				
	CB	+98,960				
	OB	0				
Investment In Subs: LE-0016	Mvmt	+62,800				
	CB	+62,800				
	OB	0				
Investment In Subs: LE-0017	Mvmt	+36,540				
	CB	+36,540				
	OB	0				
Investment In Subs: LE-0018	Mvmt	+9,000				
	CB	+9,000				
	OB	-300,000	-87,500	-75,000	-100,000	-100,000
Common Stock	Mvmt	0	-17,500	-35,000	0	-100,000
			-25,000*0.7	-50,000*0.7	-	
			+((-175,000*0.8)	+((-150,000*0.8)	+((-200,000*0.8)	
			+87,500)	+75,000)	+100,000	
			+((-25,000*0.8)	+((-50,000*0.8)	+60,000	
			+17,500)	+35,000)		
			+55,000	+50,000		
	CB	-300,000	-105,000	-110,000	-100,000	-200,000
	OB	-500	-1,000	-500	-1,500	-5,000
Retained Earnings Current	Mvmt	-1,000	-2,100	-1,400	-350	-5,000
			-3,000*0.7	-2,000*0.7	-500*0.7	
			+((-2,000*0.8)	+((-1,000*0.8)	+((-3,000*0.8)	
			+1,000)	+500)	+1,500)	
			+((-3,000*(0.8)	+((-2,000* 0.8)	+((-500* 0.8)	
			+2,100)	+1,400)	+350)	
			+900	+500	+950	
	CB	-1,500	-3,100	-1,900	-1,850	-10,000
	OB		-17,700	-15,100	-20,300	
CTA	Mvmt		-38,200	-35,400	-40,650	
			+((0*0.8)	+((0*0.8)	+((0*0.8)	
			-17,700)	+15,100)	+20,300)	
			-55,000	-50,000	-60,000	
			-900	-500	-950	
	CB		-55,900	-50,500	-60,950	

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Proportion	Feb	LE-0012-USD	LE-0014-CAD	LE0-0016-BRL	LE-0017-GBP	LE-0018-EUR
	OB	+300,500	0	0		
Cash	Mvmt	-206,300 -206,300*100% (A)	+57,800 +57,800*100% (A) +106,200 +106,200*100% (B)	+35,900 +71,800*50% (A) +45,300 +90,600*50% (B)		
	CB	+94,200	+164,000	+81,200		
	OB	+0				
Investment In Subs: LE-0014	Mvmt	+98,960 +98,960*100% (A)				
	CB	+98,960				
	OB	+0				
Investment In Subs: LE-0016	Mvmt	+62,800 +62,800*100% (A)				
	CB	+62,800				
	OB	+0				
Investment In Subs: LE-0017	Mvmt	+36,540 +36,540*100% (A)				
	CB	+36,540				
	OB	+0				
Investment In Subs: LE-0018	Mvmt	+9,000 +9,000*100% (A)				
	CB	+9,000				
	OB	-300,000	0	0		
Common Stock	Mvmt		-105,000 -17,500*100% (A) -87,500*100% (B)	-55,000 -35,000*50% (A) -75,000*50% (B)		
	CB	-300,000	-105,000	-55,000		
	OB	-500	0	0		
Retained Earnings Current	Mvmt	-1,000 -1,000*100% (A)	-3, 100 -2,100*100% (A) -1,000*100% (B)	-950 -1,400*50% (A) -500*50% (B)		
	CB	-1,500	-3,100	-950		
	OB		0	0		
CTA	Mvmt		-55,900 -38,200*100% (A) -17,700*100% (B)	-25,250 -35,400*50% (A) -15,100*50% (B)		
	CB		-55,900	-25,250		

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Elimination	Feb	LE-0012-USD	LE-0014-CAD	LE0-0016-BRL	LE-0017-GBP	LE-0018-EUR
Cash	OB					
	Mvmt					
	CB					
Goodwill Offset: LE-0014	OB	+0	0			
	Mvmt	+98,960 +98,960*100% (1)	-98,960 -17,500*+80% (3) -87,500*+80% (4) -1,000*+80% (4) -17,700*+80% (4)			
	CB	+98,960	-98,960			
Goodwill Offset: LE-0016	OB	+0		0		
	Mvmt	+62,800 +62,800*100% (1)		-62,800 -35,000*50% (3) -75,000*50% (4) -15,100*50% (4) -500*50% (4)		
	CB	+62,800		-62,800		
Goodwill Offset: LE-0017	OB	+0			+0	
	Mvmt	+36,540 +36,540*100% (1)			-36,540 -100,000*30% (6) -1,500*30% (6) -20,300*30% (6)	
	CB	+36,540			-36,540	
Investment In Subs: LE-0014	OB	+0				
	Mvmt	-98,960 +98,960*-100% (1)				
	CB	-98,960				
Investment In Subs: LE-0016	OB	+0				
	Mvmt	-62,800 +62,800*-100% (1)				
	CB	-62,800				
Investment In Subs: LE-0017	OB	+0				
	Mvmt	-36,540 -36,540*-100% (1)				
	CB	-36,540				
Investment In Equity Co: LE-0017	OB				+0	
	Mvmt				+48,840 -100,000*-30% (6) -1,500*-30% (6) -20,300*-30% (6) -350*-30% (9) --40,650*-30% (9)	
	CB				+48,840	
Common Stock	OB	+300,000	0	0		
	Mvmt		+105,000 -87,500*-100% (3) -17,500*-100% (4)	+55,000 -35,000*-50% (2) -75,000*-50% (8)		
	CB	+300,000	+105,000	+55,000		
Common Stock: LE-0012	OB	-300,000				
	Mvmt					
	CB	-300,000				

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Elimination	Feb	LE-0012-USD	LE-0014-CAD	LE0-0016-BRL	LE-0017-GBP	LE-0018-EUR
	OB		0	0	+0	
Retained Earnings Current	Mvmt		+9,060 -1,000*-100% (4) -2,100*-20% (8) -38,200*-20% (8)	250 -500*50% (4)	-12,300 -350*30% (9) -40,650*30% (9)	
	CB		+9,060	250	-12,300	
	OB		0	0		
CTA	Mvmt		17,700 -17,700*-100% (4)	7,550 -15,100*-50% (4)		
	CB		17,700	7,550		
	OB		0			
Minority Interest	Mvmt		-32,800 -17,500*20% (3) -87,500*20% (4) -1,000*20% (4) -17,700*20% (4) -2,100*20% (8) -38,200*20% (8)			
	CB		-32,800	0		

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Contribution	Feb	LE-0012-USD	LE-0014-CAD	LE0-0016-BRL	LE-0017-GBP	LE-0018-EUR
	OB	+300,500	0	0		
Cash	Mvmt	-206,300	+164,000	+81,200		
	CB	+94,200	+164,000	+81,200		
	OB	0	0			
Goodwill Offset: LE-0014	Mvmt	+98,960	-98,960			
	CB	+98,960	-98,960			
	OB	0		0		
Goodwill Offset: LE-0016	Mvmt	+62,800		-62,800		
	CB	+62,800		-62,800		
	OB	0			0	
Goodwill Offset: LE-0017	Mvmt	+36,540			-36,540	
	CB	+36,540			-36,540	
	OB	0				
Investment In Subs: LE-0014	Mvmt	0				
	CB	0				
	OB	0				
Investment In Subs: LE-0016	Mvmt	0				
	CB	0				
	OB	0				
Investment In Subs: LE-0017	Mvmt	0				
	CB	0				
	OB	+0				
Investment In Subs: LE-0018	Mvmt	+9,000				
	CB	+9,000				
	OB				0	
Investment In Equity Co: LE-0017	Mvmt				+48,840	
	CB				+48,840	
	OB	0	0	0		
Common Stock	Mvmt	0	0	0		
	CB	0	0	0		
	OB	-300,000				
Common Stock: LE-0012	Mvmt	0				
	CB	-300,000				
	OB	-500	0	0	0	
Retained Earnings Current	Mvmt	-1,000	+5,960	-700	-12,300	
	CB	-1,500	+5,960	-700	-12,300	
	OB		0	0		
CTA	Mvmt		-38,200	-17,700		
	CB		-38,200	-17,700		
	OB		0			
Minority Interest	Mvmt		-32,800			
	CB		-32,800			

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Entity Consolidation	Feb	CE-0012-USD
Cash	OB	+300,500
	Mvmt	+38,900
	CB	+339,400
Goodwill Offset	OB	0
	Mvmt	0
	CB	0
Investment In Subs: LE-0018	OB	0
	Mvmt	+9,000
	CB	+9,000
Investment In Equity Co: LE-0017	OB	0
	Mvmt	+48,840
	CB	+48,840
Common Stock	OB	0
	Mvmt	0
	CB	0
Common Stock: LE-0012	OB	-300,000
	Mvmt	0
	CB	-300,000
Retained Earnings Current	OB	-500
	Mvmt	-8,040
	CB	-8,540
CTA	OB	0
	Mvmt	-55,900
	CB	-55,900
Minority Interest	OB	0
	Mvmt	-32,800
	CB	-32,800

Seeded Consolidation Rules - Example (March)

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Mar FY16

The Holding company (LE-0012-USD) purchases a further 40% share of LE-0018-EUR and disposes 5% of LE-0014-CAD in Mar FY16. All entities earn Net Income. The balancing entry in all cases is Cash.

	Feb FY16	Mar FY16
CE-0012-USD		
|____ LE-0012-USD	Holding (100%)	Holding (100%)
|____ LE-0014-CAD	Subsidiary (80%)	Subsidiary (75%)
|____ LE-0016-BRL	Proportional (50%)	Proportional (50%)
|____ LE-0017-GBP	Equity (30%)	Equity (30%)
|____ LE-0018-EUR	Not Consolidated (10%)	Subsidiary (60%)

Exchange Rates and transactions are as follows:

EUR : USD = 1:1
CAD/BRL/GBP : USD/EUR = 0.75 (Average Rate) and 0.7 (Ending Rate)

LE-0012-USD	Cash	41,200
	Investment in Sub – LE-0014-CAD	(8,200)
	Investment in Sub – LE-0018-GBP	117,000
	Revenue	150,000
LE-0014-CAD	Cash	5,000
	Revenue	5,000
LE-0016-BRL	Cash	1,000
	Revenue	1,000
LE-0017-GBP	Cash	1,000
	Revenue	1,000
LE-0018-EUR	Cash	10,000
	Revenue	10,000

The results at CE-0012-USD are expected to reflect 100% consolidation of LE-0012-USD plus 100% of LE-0014-CAD (in USD) with 25% MI, plus 50% of LE-0016-BRL (in USD), plus equity method recognition of 30% of LE-0017-GBP (in USD) plus 100% of LE-0018-EUR (in USD) with 40% MI.

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Entity Total / Entity Currency	Mar	LE-0012-USD	LE-0014-CAD	LE0-0016-BRL	LE-0017-GBP	LE-0018-EUR
Cash	OB	+94,200	+205,000	+203,000	+203,500	+210,000
	Mvmt	+41,200	+5,000	+1,000	+1,000	+10,000
	CB	+135,400	+210,000	+204,000	+204,500	+220,000
Investment In Subs: LE-0014	OB	+98,960				
	Mvmt	-8,200				
	CB	+90,760				
Investment In Subs: LE-0016	OB	+62,800				
	Mvmt	0				
	CB	+62,800				
Investment In Subs: LE-0017	OB	+36,540				
	Mvmt	0				
	CB	+36,540				
Investment In Subs: LE-0018	OB	+9,000				
	Mvmt	+117,000				
	CB	+126,000				
Common Stock:	OB	-300,000	-200,000	-200,000	-200,000	-200,000
	Mvmt	0	0	0	0	0
	CB	-300,000	-200,000	-200,000	-200,000	-200,000
Retained Earnings Current	OB	-1,500	-5,000	-3,000	-3,500	-10,000
	Mvmt	-150,000	-5,000	-1,000	-1,000	-10,000
	CB	-151,500	-10,000	-4,000	-4,500	-20,000

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Entity Total / Parent Currency	Mar	LE-0012-USD	LE-0014-CAD	LE0-0016-BRL	LE-0017-GBP	LE-0018-EUR
	OB	+94,200	+164,000	+162,400	+162,800	+210,000
Cash	Mvmt	+41,200	-17,000 +5,000*0.75 +((205,000*0.7) -164,000) +((5,000*0.7) -3,750)	-19,600 +1,000*0.75 +((203,000*0.7) -162,400) +((1,000*0.7) -750)	-19,650 +1,000*0.75 +((203,500*0.7) -162,800) +((1,000*0.7) -750)	+10,000
	CB	+135,400	+147,000	+142,800	+143,150	+220,000
	OB	+98,960				
Investment In Subs: LE-0014	Mvmt	-8,200				
	CB	+90,760				
	OB	+62,800				
Investment In Subs: LE-0016	Mvmt	0				
	CB	+62,800				
	OB	+36,540				
Investment In Subs: LE-0017	Mvmt	0				
	CB	+36,540				
	OB	+9,000				
Investment In Subs: LE-0018	Mvmt	+117,000				
	CB	+126,000				
	OB	-300,000	-105,000	-110,000	-100,000	-200,000
Common Stock	Mvmt	0	0 +((-200,000*0.7) +105,000) +35,000	0 +((-200,000*0.7) +110,000) +30,000	0 +((-200,000*0.7) +100,000 +40,000	0
	CB	-300,000	-105,000	-110,000	-100,000	-200,000
	OB	-1,500	-3,100	-1,900	-1,850	-10,000
Retained Earnings Current	Mvmt	-150,000	-3,750 -5,000*0.75 +((-5,000*0.7) +3,100) +((-5,000*0.7) +3,750) +150	-750 -1,000*0.75 +((-3,000*0.7) +1,900) +((-1,000* 0.7) +750) +150	-750 -1,000*0.75 +((-3,500*0.7) +1,850) +((-1,000* 0.7) +750) +550	-10,000
	CB	-151,500	-6,850	-2,650	-2,600	-20,000
	OB		-55,900	-50,500	-60,950	
CTA	Mvmt		+20,750 +((0*0.7) +55,900) -35,000 -150	+20,350 +((0*0.7) +50,500) -30,000 -150	+20,400 +((0*0.7) +60,950) -40,000 -550	
	CB		-35,150	-30,150	-40,550	

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Proportion	Mar	LE-0012-USD	LE-0014-CAD	LE0-0016-BRL	LE-0017-GBP	LE-0018-EUR
	OB	+94,200	+164,000	+81,200		0
Cash	Mvmt	+41,200 +41,200*100% (A)	-17,000 -17,000*100% (A)	-9,800 -19,600*50% (A)		+220,000 +10,000*100% (A) +210,000*100% (B)
	CB	+135,400	+147,000	+71,400		+220,000
	OB	+98,960				
Investment In Subs: LE-0014	Mvmt	-8,200 -8,200*100% (A)				
	CB	+90,760				
	OB	+62,800				
Investment In Subs: LE-0016	Mvmt	0				
	CB	+62,800				
	OB	+36,540				
Investment In Subs: LE-0017	Mvmt	0				
	CB	+36,540				
	OB	+9,000				
Investment In Subs: LE-0018	Mvmt	+117,000 +117,000*100% (A)				
	CB	+126,000				
	OB	-300,000	-105,000	-55,000		
Common Stock	Mvmt					-200,000 -200,000*100% (B)
	CB	-300,000	-105,000	-55,000		-200,000
	OB	-1,500	-3,100	-950		0
Retained Earnings Current	Mvmt	-150,000 -150,000*100% (A)	-3,750 -3,750*100% (A)	-375 -750*50% (A)		-20,000 -10,000*100% (A) -10,000*100% (B)
	CB	-151,500	-6,850	-1,325		-20,000
	OB		-55,900	-25,250		
CTA	Mvmt		+20,750 +20,750*100% (A)	+10,175 -20,350*50% (A)		
	CB		-35,150	-15,075		

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Elimination	Mar	LE-0012-USD	LE-0014-CAD	LE0-0016-BRL	LE-0017-GBP	LE-0018-EUR
Cash	OB					
	Mvmt					
	CB					
Goodwill Offset: LE-0014	OB	+98,960	-98,960			
	Mvmt	-8,200 -8,200*100% (1)	+8,200 -105,000*-5% (4) -3,100*-5% (4) -55,900*-5% (4)			
	CB	+90,760	-90,760			
Goodwill Offset: LE-0016	OB	+62,800		-62,800		
	Mvmt	0		0		
	CB	+62,800		-62,800		
Goodwill Offset: LE-0017	OB	+36,540			-36,540	
	Mvmt	0			0	
	CB	+36,540			-36,540	
Goodwill Offset: LE-0018	OB	0				0
	Mvmt	+126,000 +117,000*100% (1) +9,000*100% (2)				-126,000 -200,000*-60% (4) -10,000*-60% (4)
	CB	+126,000				-126,000
Investment In Subs: LE-0014	OB	-98,960				
	Mvmt	+8,200 -8,200*-100% (1)				
	CB	-90,760				
Investment In Subs: LE-0016	OB	-62,800				
	Mvmt	0				
	CB	-62,800				
Investment In Subs: LE-0017	OB	-36,540				
	Mvmt	0				
	CB	-36,540				
Investment In Subs: LE-0018	OB	0				
	Mvmt	-126,000 +117,000*-100% (1) +9,000*-100% (2)				
	CB	-126,000				
Investment In Equity Co: LE-0017	OB				+48,840	
	Mvmt				-5,895 -750*30% (9) +20,400*30% (9)	
	CB				+42,945	
Common Stock	OB	+300,000	+105,000	+55,000		0
	Mvmt		0	0		+200,000 -200,000*-100% (4)
	CB	+300,000	+105,000	+55,000		+200,000
Common Stock: LE-0012	OB	-300,000				
	Mvmt					
	CB	-300,000				

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Elimination	Mar	LE-0012-USD	LE-0014-CAD	LE0-0016-BRL	LE-0017-GBP	LE-0018-EUR
	OB		+9,060	+250	-12,300	0
Retained Earnings Current	Mvmt		-4,250 -3,750*-25% (8)) +20,750*-25% (8))	0	-5,895 -750*30% (9) +20,400*30% (9)	+14,000 -10,000*-100% (4) -10,000*-40% (8)
	CB		+4,810	+250	-6,405	+14,000
	OB		+17,700	+7,550		
CTA	Mvmt		0	0		
	CB		+17,700	+7,550		
	OB		-32,800			0
Minority Interest	Mvmt		-3,950 -105,000*5% (4) -3,100*5% (4) -55,900*5% (4) -3,750*25% (8) +20,750*25% (8)			-88,000 -200,000*40% (4) -10,000*40% (4) -10,000*40% (8)
	CB		-36,750			-88,000

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Contribution	Mar	LE-0012-USD	LE-0014-CAD	LE0-0016-BRL	LE-0017-GBP	LE-0018-EUR
	OB	+94,200	+164,000	+81,200		0
Cash	Mvmt	+41,200	-17,000	-9,800		+220,000
	CB	+135,400	+147,000	+71,400		+220,000
	OB	+98,960	-98,960			
Goodwill Offset: LE-0014	Mvmt	-8,200	+8,200			
	CB	+90,760	-90,760			
	OB	+62,800		-62,800		
Goodwill Offset: LE-0016	Mvmt	0		0		
	CB	+62,800		-62,800		
	OB	+36,540			-36,540	
Goodwill Offset: LE-0017	Mvmt	0			0	
	CB	+36,540			-36,540	
	OB	0				0
Goodwill Offset: LE-0018	Mvmt	+126,000				-126,000
	CB	+126,000				-126,000
	OB	0				
Investment In Subs: LE-0014	Mvmt	0				
	CB	0				
	OB	0				
Investment In Subs: LE-0016	Mvmt	0				
	CB	0				
	OB	0				
Investment In Subs: LE-0017	Mvmt	0				
	CB	0				
	OB	+9,000				
Investment In Subs: LE-0018	Mvmt	-9,000				
	CB	0				
	OB				+48,840	
Investment In Equity Co: LE-0017	Mvmt				-5,895	
	CB				+42,945	
	OB		0	0		0
Common Stock	Mvmt		0	0		0
	CB		0	0		0
	OB	-300,000				
Common Stock: LE-0012	Mvmt	0				
	CB	-300,000				
	OB	-1,500	+5,960	-700	-12,300	0
Retained Earnings Current	Mvmt	-150,000	-8,000	-375	+5,895	-6,000
	CB	-151,500	-2,040	-1,075	-6,405	-6,000
	OB		-38,200	-17,700		
CTA	Mvmt		+20,750	+10,175		
	CB		-17,450	-7,525		
	OB		-32,800			0
Minority Interest	Mvmt		-3,950			-88,000
	CB		-36,750			-88,000

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Entity Consolidation	Mar	CE-0012-USD
Cash	OB	+339,400
	Mvmt	+234,400
	CB	+573,800
Goodwill Offset	OB	0
	Mvmt	0
	CB	0
Investment In Subs: LE-0018	OB	+9,000
	Mvmt	-9,000
	CB	0
Investment In Equity Co: LE-0017	OB	+48,840
	Mvmt	-5,895
	CB	+42,945
Common Stock	OB	0
	Mvmt	0
	CB	0
Common Stock: LE-0012	OB	-300,000
	Mvmt	0
	CB	-300,000
Retained Earnings Current	OB	-8,540
	Mvmt	-158,480
	CB	-167,020
CTA	OB	-55,900
	Mvmt	+30,925
	CB	-24,975
Minority Interest	OB	-32,800
	Mvmt	-91,950
	CB	-124,750

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Working with Rules

Related Topics

- Consolidation and Translation Rules
  Financial Consolidation and Close provides pre-built calculation scripts to handle consolidation and translation.
- Selecting Business Rules
- Assigning Access Permissions to Rules
- Viewing Rules Usage
- Disabling View Calculations
- Updating View Calculations
- Viewing Predicted Consolidation Time
- Using the Control To-Date View Storage Option
- Troubleshooting Financial Consolidation and Close Retrieval Performance
- Working with Override Translation Rules
- Working with Configurable Calculations
- Equity Pickup Overview
- Working with On-Demand Rules
- Working with Essbase Calc Script
- Supported Essbase Functions
- Financial Consolidation and Close Custom Functions
- Using Groovy Rules

Consolidation and Translation Rules

Financial Consolidation and Close provides pre-built calculation scripts to handle consolidation and translation.

In addition, the system provides pre-built scripts and member formulas for some of the standard calculation processes.

> **Note**
>
> For information on security access required for Consolidation and Translation rules, see Consolidation and Translation Security Access.

These rules are provided by default:

- ClearEmptyBlocks

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- ComputeRates
- Consolidate
- Consolidate – by selected View (if Control To-Date View Storage is enabled). See Using the Control To-Date View Storage Option.
- DataLoad_PreProcess_Consol
- DataLoad_PostProcess_Consol
- DataLoad_PostProcess_Rates
- FCCSFormStatusProcessor
- ForceConsolidate
- ForceConsolidate - by selected View (if Control To-Date View Storage is enabled). See Using the Control To-Date View Storage Option.
- ForceTranslate
- ForceTranslate - by selected View (if Control To-Date View Storage is enabled). See Using the Control To-Date View Storage Option.
- MetadataLoad_PostProcess_Consol
- Predict Consolidation Time. See Viewing Predicted Consolidation Time.
- RefreshDatabase_DelegatePostProcess
- RefreshDatabase_PostProcess_Consol
- RefreshDatabase_PostProcess_Rates
- Translate
- Translate - by selected View (if Control To-Date View Storage is enabled). See Using the Control To-Date View Storage Option.
- UpdateViewCalculations. See Updating View Calculations.

You can filter the list of rules by Cube and Rule Type.

To view the list of rules:

1. On the Home page, click **Rules**.
2. To filter the list of rules, click the **Filter** icon.
3. From the **Cube** drop-down list, select a Cube: **Consol** or **Rates**, or use the default of **All.**
4. From the **Rule Type** drop-down list, select a type, or use the default of **All**:
   - **Scripts**
   - **Rules**
   - **Rulesets**
   - **Templates**
5. Click **Apply** to apply the filter.

Optimizing Concurrency for Rules

The Consolidate and Translate business rules in Financial Consolidation and Close execute on multiple entities. Essbase can execute business rules calculations concurrently using multi-threading. You can add a substitution variable named `OptimizeConcurrency` and set its value to True to take advantage of higher concurrency during Consolidations. Using the

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`OptimizeConcurrency` variable forces Financial Consolidation and Close calculations to make judicious use of multiple Essbase process threads so that calculations run faster.

Selecting Business Rules

You can associate business rules with a form, by cube. Users can launch associated business rules from the form to calculate values. You can set whether each business rule associated with a form automatically launches when the form is opened or saved.

To select business rules for forms:

1. Take an action:
   - To update the current form, click **Actions**, and then click **Business Rules**.
   - To open a form for editing, go to the Home page and click the **Navigator** icon, and then under **Create and Manage**, click **Forms**. Select the form, click , and then click **Business Rules**.
2. From the **Cube** drop-down menu, select the cube.
3. From the **Business Rules** list, select the business rules to associate with the form, and move them to **Selected Business Rules**.

   By default, the Calculate Form business rule is selected. Calculate Form is automatically created for forms to calculate subtotals. You can clear Calculate Form to prevent users from calculating data in forms.

   Caution: If the form layout has Dynamic Calc members, Calculate Form will take longer to run. Additionally, it may not be required, because Dynamic Calc members are calculated during processing.

   In addition, you can access the Calculate function from Configurable Calculations. See Working with Configurable Calculations.

   a. On the Home page, click **Application**, and then click **Consolidation**.
   b. Select a user-configurable rule, such as Final Calculation.

      Calculation Manager opens in a different browser tab.
   c. From the **Actions** menu, select **Database Properties**, expand and select the Consol cube, then click **Calculation**.
4. To change the order of selected business rules (the order in which rules display and launch), select a business rule in **Selected Business Rules** and click the up or down arrow to move it up or down in the list. The rule listed first displays and launches first; the rule at the bottom of the list displays and launches last.
5. To set business rule properties, click **Properties**.
6. Click **Save** to save your work and continue creating or editing the form, or click **Finish** to save your work and close the form.

Assigning Access Permissions to Rules

Service Administrators assign access to business rules by specifying the users and groups that can access a specific rule.

To assign or remove access permissions to rules:

1. On the Home page, click **Rules**.

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2. **Optional:** To filter the list of rules, click the **Filter** icon, then from the **Cube** drop-down list, select a Cube: **Consol** or **Rates**.
3. Select a rule, click the **Permissions** icon, then click **Assign Permissions**  .
4. Select the **Permissions** tab.
5. Click **Add User/Group**, then select from the list of available users and groups.
6. For **Permission**:
   - Select **Launch** to allow the selected users and groups to launch the selected rules.
   - Select **No Launch** to prevent the selected users and groups from launching the selected rules.
7. To remove access, select the users or groups for which to remove access, and then click **Delete** ✖.
8. To save your changes, click **Save**.

Viewing Rules Usage

Business rules can be used in the following artifacts:

- Forms
- Rulesets
- Menus

Service Administrators can generate a report, called the Rules Usage Report, that details where rules are used. Filters enable you to refine the details by rule name, rule type, and cube.

> **Note**
>
> The only rules listed in the Rules Usage Report are those rules that are deployed in the business process.

To view rules usage:

1. Click the **Navigator** icon and then under **Monitor and Explore**, click **System Reports**.
2. Click the **Rules Details** tab.
3. If filtering, select filter criteria, and then click **Apply Filter**:
   - **Rule Type**: Choose one or more options: **All**, **Rules**, and **Rulesets**
   - **Cube**: Choose from a list of available cubes.
   - **Name Filter**: Enter a rule or ruleset name. Optionally, you can use wildcard characters.

   The **Rules** list displays the rules that are deployed in the business process and that match the filter criteria.
4. For **File Format**, select one of the following formats:
   - **XLSX** (default)
   - **PDF**

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- **HTML**
- **XML**

> **Note**
>
> Choosing XML format enables you to configure the Rules Usage Report with the help of Oracle BI Publisher Add-in for MS Office. You can have greater control over which columns to display in your report, the order in which the columns are displayed, whether to apply sorting, and so on.

5. Click **Create Report**.

The Rules Usage Report provides the following information:

- Rule Name
- Rule Type
- Cube
- Primary Association (Type and Name)
- Secondary Association (Type and Name

Primary association refers to the rule that is associated with the artifact directly; for example, a rule linked to a form or to a task. Secondary association refers to the rule that is associated with an artifact indirectly; for example, a rule that is linked to a menu item, and the menu item is linked to a form, or a rule that is linked to a task for a given task list.

Rules in the generated report are displayed in alphabetical order as follows:

- Rule name
- Primary association type
- Primary association name

Sample Rules Usage Report

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ORACLE EPM Cloud

Rules Usage Report

Rule Name	Rule Type	Cube	Primary Association		Secondary Association	
			Type	Name	Type	Name
Consolidate	Rules	Consol	Form	Approval Status By Group		
Consolidate	Rules	Consol	Form	Data Status		
Consolidate	Rules	Consol	Form	FCCS_Balance Sheet Key Balances By View		
Consolidate	Rules	Consol	Form	FCCS_Balance Sheet Movement Summary		
Consolidate	Rules	Consol	Form	FCCS_Balance Sheet by Movement Detail		

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Disabling View Calculations

Financial Consolidation and Close provides an Application Settings option to disable View calculations. This option disables computation and storing of YTD, HYTD, and QTD data for data input (through forms, data import, Data Management, and so on) in the YTD, HYTD, and QTD members. Turning this setting to "Yes" will help in improving the performance of data loads.

This setting is applicable only for applications with hybrid Essbase (Essbase 5xx).

Important! This setting is powerful, and it is recommended that you assess the potential impact before enabling the setting.

See Specifying Application Settings.

Once this setting is set to "Yes" and data is loaded, you should use the required YTD_RULE, HYTD_RULE, and QTD_RULE members to see the respective View data after data load. Data will not be populated and updated in the YTD, HYTD, and QTD members after data load.

The best practice is to use the _RULE members if you set this setting to "Yes". However, if you still want to use the YTD, HYTD, and QTD members and not the _RULE members, you can use the **Update View Calculations** rule to populate these after data load.

To disable View calculations:

1. Click **Application**, and then click **Settings**.
2. Set the **Disable To-Date View Calculations** option to **Yes**.
3. Load data.

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4. Use the YTD_RULE, HYTD_RULE and QTD_RULE members to see the YTD, HYTD and QTD data.
5. If you still want to use the original YTD, HYTD and QTD members, run the **Update View Calculations** rule for the given Scenario, Year, Period, Entity, Entity Currency, and respective View members.
   See Updating View Calculations.

Once this option to set to "Yes", **do not** turn this option back to "No". If you do want to change the setting to "No", you will have to use the **Update View Calculations** rule for all the Scenario/Year/Period/Entities for which data was loaded when this option was set to "Yes", and pass QTD, HYTD, and YTD as parameters so that the values are correctly computed and stored. This will make sure future data loads will correctly populate the "Never Share" YTD, QTD, and HYTD members.

Updating View Calculations

If you use the YTD, HYTD, and QTD members, you can run the **Update View Calculations** rule to populate the YTD, HYTD, and QTD "Never Share" members so that you can see the respective View data after the data load process.

You can run the **Update View Calculations** rule at any time, regardless of the calculation status.

To update View calculations:

1. On the Home page, click **Rules**.
2. From the Business Rules list, select **UpdateViewCalculations**.
3. Select or enter dimension members for **Entities**, **Period**, **Scenario**, **Year**, **View**, and **Currency**, and click **OK**.
4. Click **Launch** to run the rule.
   You can check the progress of the rule in the Jobs console.

Viewing Predicted Consolidation Time

You can run a rule named **Predict Consolidation Time**, which enables the system to calculate the predicted time of running a consolidation job. The rule can be attached to any form as a context menu option. You can view the predicted consolidation time in the Job log, located in the Jobs card.

If you want the **Predict Consolidation Time** rule to automatically run whenever the **Consolidation** rule is run, you can add a Substitution Variable named `EnablePredictConsolidate` and set the value to **True**. The prediction routine will then be automatically run during Consolidation and you can view the predicted time in the Consolidation rule job log. Note that running the **Predict Consolidation Time** rule automatically may have an impact on the performance of the rule.

Launching the Rule from the Rules Card

To launch the rule from the Rules card:

1. On the Home page, click **Rules**.
2. From the **Cube** drop-down list, select **Consol**.
3. From the Business Rules list, select **Predict Consolidation Time**.
4. Select or enter dimension members for **Entities**, **Period**, **Scenario**, and **Year**.

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5. Click **Launch** to run the rule.
6. In the confirmation message that the rule was run successfully, click **OK**.
7. Navigate to the Jobs card, and from the **Recent Activity** section, select the **Predict Consolidation Time** job.
8. From the **Job Details** page, next to **Job Status**, click the **Completed** link.
   The Log messages dialog displays **System Predicted Time to Complete the Job**.



Launching the Rule From a Form

To launch the rule from a form:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Forms** to open the form editor.
3. Select the **Other Options** tab to assign the **Predict Consolidation Time** menu to a form.
4. On the Home page, click **Data**, and then open the form.
5. From the **Actions** menu or by right-clicking in a form cell, select **Business Rules**, and select **Predict Consolidation Time**.



6. Select or enter dimension members for **Entities**, **Period**, **Scenario**, and **Year**.
7. Click **Launch** to run the rule.
8. In the confirmation message that the rule was run successfully, click **OK**.
9. Navigate to the Jobs card, and from the **Recent Activity** section, select the **Predict Consolidation Time** job.
10. From the **Job Details** page, next to **Job Status**, click the **Completed** link.
    The Log messages dialog displays the **System Predicted Time to Complete the Job**.

Viewing Predicted Time When Running the Consolidation Rule

To view predicted time when running a Consolidation rule:

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1. Add a Substitution Variable named `EnablePredictConsolidate` and set the value to **True**.
2. Run the **Consolidation** rule. See Consolidating Data.
   The prediction routine is automatically run.
3. Navigate to the Jobs card, and from the **Recent Activity** section, select the **Consolidate** job.
4. From the **Job Details** page, next to **Job Status**, click the **Completed** link.
   The Log messages dialog displays **System Predicted Time to Complete the Job**.

Using the Control To-Date View Storage Option

About the Control To-Date View Storage Option

By default, the Consolidate and Translate rules automatically calculate and store all the View member values for QTD, YTD and HYTD members (if enabled) during the consolidation and translation processes. The Control To-Date View Storage application setting provides the option of whether or not to store the To-Date View member values.

The Control To-Date View Storage option is only available for Extended Dimension applications.

Choosing not to calculate and store To-Date View member values can result in smaller application size, faster consolidation times, faster restructure times, and easier maintenance.

Note: Before you enable the Control To-Date View Storage option, you should consider the possible effects on your application. Make sure you review and understand the following steps before enabling the feature, and to see the best performance results.

You enable the Control To-Date View Storage option during application creation, or from the Application Configuration screen for existing applications. See Enabling Application Features.

When you enable this feature, the system automatically adds the following Consolidate and Translate rules to the application:

- **Consolidate - by selected View**
- **ForceConsolidate - by selected View**
- **Translate - by selected View**
- **ForceTranslate -by selected View**

In the "Consolidate or Translate - by Selected View" rules, you select the required View dimension members (Periodic is selected by default and is always calculated). During the consolidation or translation process, the system runs the calculations for only the View member or members that you selected.

When you run these rules, the To-Date values are deleted from the application. For best performance, you should also restructure the cube.

If you want to reduce the application size by removing the To-Date values for already locked periods, you must unlock the period and reconsolidate the Scenario/Year/Period/Entity combinations as outlined below. The performance improvement will be best if you perform this step for all Scenario/Year/Period/Entity combinations.

If you prefer not to do these steps, you can continue to use the existing Consolidate and Translate rules, even after enabling this feature.

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Using the Control To-Date Storage Feature

Important: Since these actions will take a while to complete depending on the size of the application, you must disable any scheduled jobs, Automated Maintenance Window (AMW) processes or any background processes until this process is completed.

1. On the Home page, click **Application**, select **Configuration**, then from the **Enable Features** screen, enable the **Control To-Date View Storage** feature. Wait for the functionality to be enabled, then log out and log back into the application.
2. On the Home page, click **Rules** and from the Rules list, verify that the Consolidate and Translate "by Selected View" rules have been added to the application.
3. From Rules, run **Consolidate –by selected View** on all months loaded to the application. This process will delete all QTD, HYTD and YTD data currently stored in the application.
4. From Rules, run the **ClearEmptyBlocks** rule.
5. From the Navigator, select **Jobs** from the Application column. Click on **Schedule Jobs** and run a **Restructure Cube** job. See Restructuring Cubes.
6. Run a database refresh, then test consolidation times using the **Consolidate – by Selected View** rule.
7. **Tip**: You can use the **Disable To-Date View Calculations** setting in Application Settings to skip computing and storing View members as part of data loads to see improvements in data loads as well. See Disabling View Calculations.

Expected Results

- Application size reduced by approximately 40% or more.
- Consolidation time decreased by approximately 40% or more.
- Restructure times decreased by approximately 25% or more.

Next Steps - Modifying Member Formulas

The Control To-Date View Storage option will have an impact on custom-created member formulas. After you have enabled the option and reduced your cube size, you must make the following change to any of your current member formulas that return a constant number.

Example: Original Formula

```
IF(X)
  5;
ELSE
  3;
ENDIF
```

This should be changed to:

```
IF(X)
  5 + "Scenario"->"Years"->"Period"->"Entity"-"Account"->"FCCS Entity Input"->"FCCS No Data Source"->
  "FCCS No Movement"->"FCCS Periodic"-><No members of Currency, Mult-GAAP and Custom dimensions>;
ELSE
  3 + "Scenario"->"Years"->"Period"->"Entity"-"Account"->"FCCS Entity Input"->"FCCS No Data Source"->
  "FCCS_No Movement"->"FCCS_Periodic"-><No members of Currency, Mult-GAAP and Custom dimensions>
ENDIF
```

The system stores a zero (0) at the intersection "Scenario"->"Years"->"Period"->"Entity"->"Account"->"FCCS_Entity Input"->"FCCS_No Data Source"->"FCCS_No Movement"-

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>"FCCS_Periodic"-> <No members of Currency, MultiGAAP and Custom dimensions> " to be used for this purpose.

Possible Business Flows for To-Date View Values

1. **Approach 1**: Continue using the existing Consolidate and Translate rules. You do not need to enable the Control To-Date View Storage feature. If you select Consolidate or Translate, then during the consolidation or translation process, the system automatically calculates and stores the QTD, YTD, and HYTD values for every intersection in the system. Note that this will make the cube size very large.
2. **Approach 2**: Use the new **Consolidate - by Selected View** and **Translate - by Selected View** option by selecting only the Periodic member. When these rules are run, only the Periodic data is consolidated and stored. To retrieve the data in the QTD, YTD, and HYTD View members, use the associated View dimension system _Rule members: FCCS_QTD_RULE, FCCS_YTD_RULE, and FCCS_HYTD_RULE. These are Dynamic Calc members and the performance of retrieval will depend on your application. See Troubleshooting Financial Consolidation and Close Retrieval Performance and make sure you follow all the steps. This should resolve any issues with using the _Rule members. If you are not satisfied with the results, use Approach 3.
3. **Approach 3**: Use the new **Consolidate - by Selected View** and **Translate - by Selected View** option by selecting only the Periodic member. Then run the **Update View Calculations** rule. When these rules are run, only the Periodic data is consolidated and stored. Based on your existing reports and forms, as a one-time exercise, you will need to identify all Scenario, Year, Period, Entity, Currency, and View members on which you want to report. You can then run the **Update View Calculations** rule using these parameters. This process will compute and store only those intersections on which you are reporting. This operation will take considerably less time than computing and storing View member values for all intersections.

Troubleshooting Financial Consolidation and Close Retrieval Performance

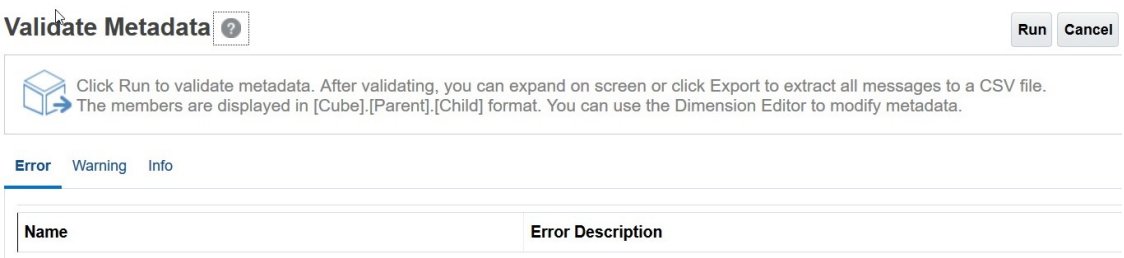
The following troubleshooting steps can help retrieval performance in a Financial Consolidation and Close environment.

Perform a Smart View Health Check in Your Environment

You can perform a health check on your environment to optimize performance. See Performing a Health Check On Your System in *Oracle® Smart View for Office User's Guide*.

Application Metadata Analysis

To ensure that your metadata is valid, you can run **Validate Metadata** from the Application Overview tab at any time. See Validating Metadata.



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Fix any metadata errors when possible, especially members with Level 0 Dynamic Calculations without formulas. If necessary, add a *stored* child placeholder member as described below. A Level 0 Dynamic Calc member must have a member formula or it will adversely affect performance.

Check seeded Level 0 Dynamic Calc Account Dimension members

Review the following FCCS seeded members in the Account Dimension in the Dimension Editor to ensure they each have a child member with Data Storage set to Store.

If your application does not need child members for any of the following FCCS seeded members, you will need to create a stored "dummy" or placeholder account since you cannot directly change the FCCS seeded members to Store.

- FCCS_Cash And Cash Equivalents
- FCCS_Acct Receivable
- FCCS_Inventories
- FCCS_Fixed Assets
- FCCS_Other Long Term Assets
- FCCS_Acct Payable
- FCCS_Other Current Liabilities
- FCCS_Long Term Liabilities
- FCCS_Sales
- FCCS_Cost of Sales
- FCCS_Operating Expenses
- FCCS_Other Income Expense
- FCCS_Provision for Income Tax
- FCCS_Other Equity

For example, if "FCCS_Cash And Cash Equivalents" does not have a stored child member, create one called "FCCS_Cash And Cash Equivalents_Placeholder".

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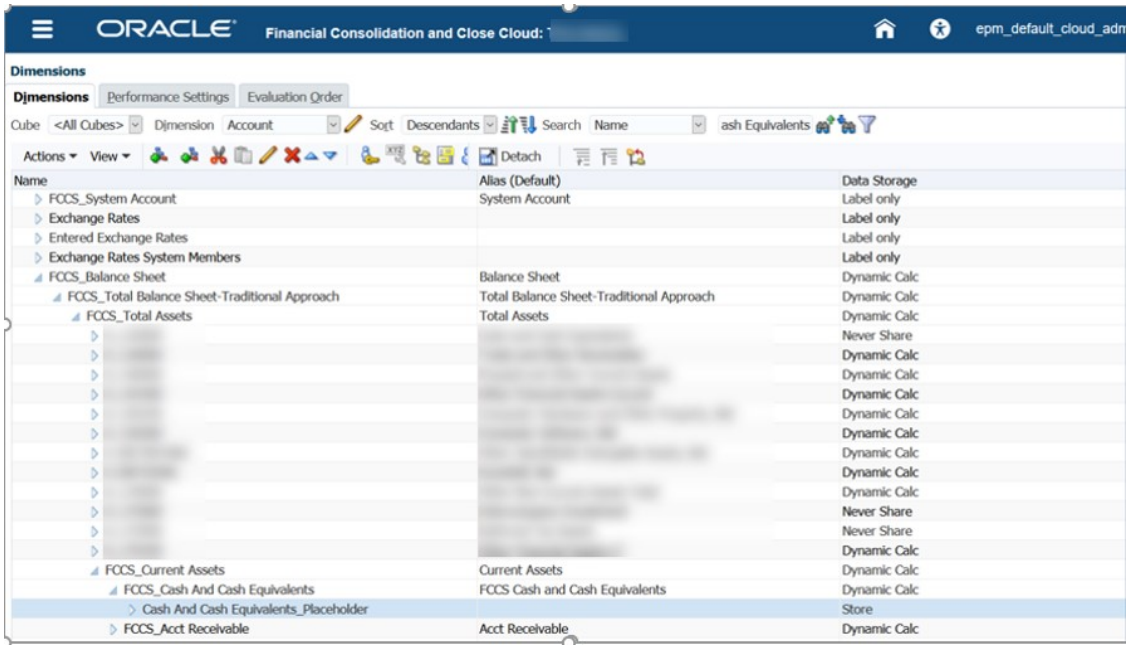
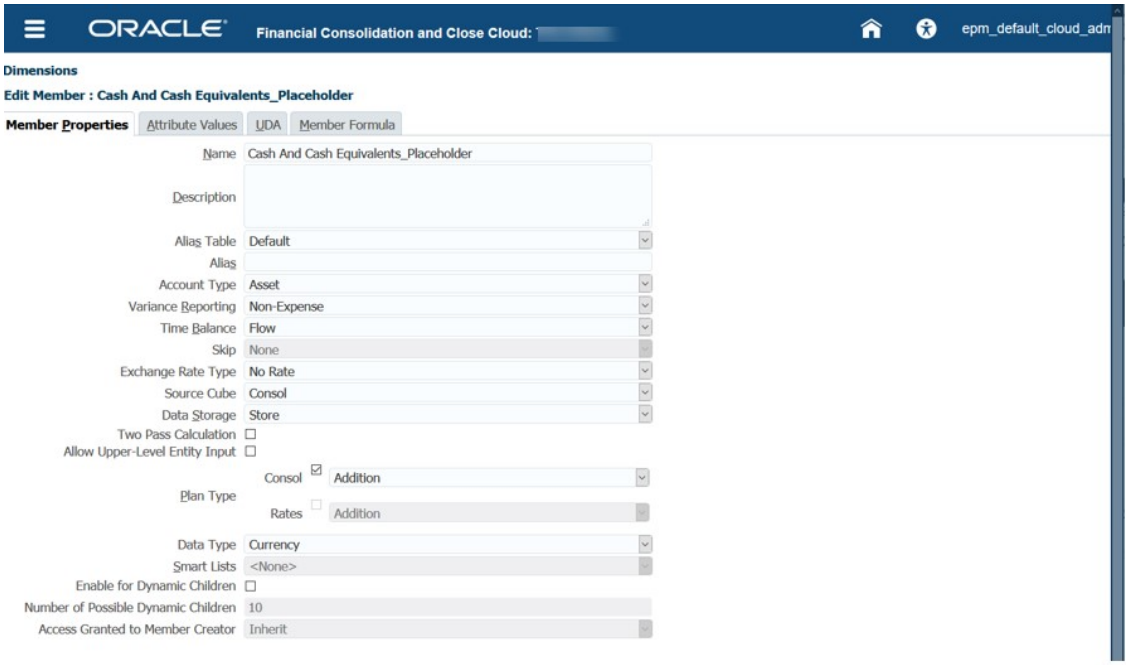


Make sure that you set Data Storage to Store on both Member Properties and Member Formula tabs.



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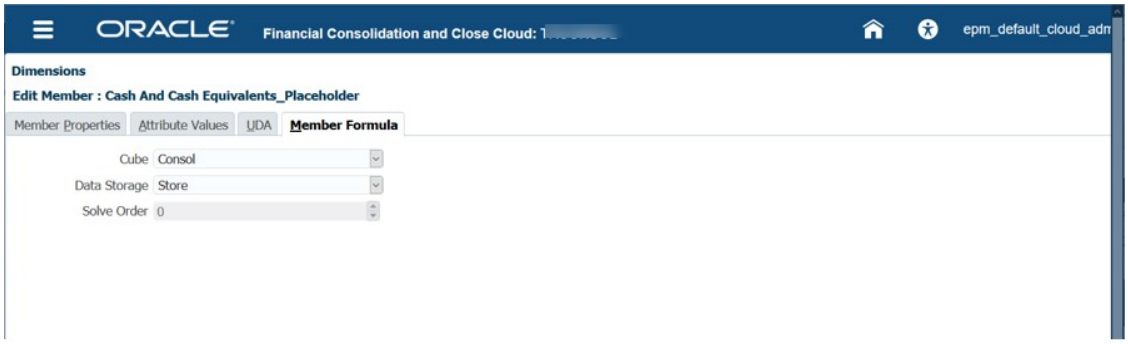

Ensure Correct Solve Order for Dynamic Calc Dimension Members

The following table shows the Consol Solve Order values when you are using the Standard option of Account as the Dense dimension.

Consol Solve Order for Standard option:

Movement:	Consolidation:	Data Source:	Period:	View:	Account:
Ensure the Consol Solve Order for all Dynamic Calc members are set to 53.25 or higher as shown below. If a member formula contains another Dynamic Calc member increment the Consol Solve Order for the member formula to 1 higher than the largest member Consol Solve Order in the formula.		Ensure the Consol Solve Order for all Dynamic Calc members are set to 28 or higher as shown below. If a member formula contains another Dynamic Calc member increment the Consol Solve Order for the member formula to 1 higher than the largest member Consol Solve Order in the formula.			
Update the Consol Solve Order for following members to 53.		Update the Consol Solve Order for following members to 28. If a new Dynamic Calc member is added as a child of any of the seeded members below including an alternative hierarchy, ensure there is a member formula and the Consol Solve Order is set to 28. Otherwise, ensure there is a child member with Data Storage set to Store.			
Update the Consol Solve Order for FCCS_OpeningBalance_Cash		FCCS_Total Data Source			
Update the Consol Solve Order for FX_Total_NonCash		FCCS_TotalInputAndAdjusted			
Update the Consol Solve Order for FCCS_ClosingBalance_Cash					
Note: Consol Solve Order for FCCS_ClosingBalance_Variance must be set to $5.					
Update the Consol Solve Order for following members to 25. If a new Dynamic Calc member is added as a child of any of the seeded members below including an alternative hierarchy, ensure there is a member formula and the Consol Solve Order is set to 25. Otherwise, ensure there is a child member with Data Storage set to Store.					
FCCS_Mvmts_Operating					
FCCS_Mvmts_Investing					
FCCS_Mvmts_Financing					
FCCS_CashFlow					
FCCS_CashFlow_Operating					
FCCS_CashFlow_NetIncome					
FCCS_CashFlow_AdjustmentsToNetIncome					
FCCS_CashFlow_DepreciationAndAmortization					
FCCS_CashFlow_NetAssets					
FCCS_CashFlow_AccountsReceivable					
FCCS_CashFlow_Inventories					
FCCS_CashFlow_OtherCurrentAssets					
FCCS_CashFlow_AccountsPayable					
FCCS_CashFlow_OtherCurrentLiabilities					
FCCS_CashFlow_Investing					
FCCS_CashFlow_Acquisitions					
FCCS_CashFlow_Disposals					
FCCS_CashFlow_CapitalExpenditures					
FCCS_CashFlow_ProceedsFromSalesOfPPE					
FCCS_CashFlow_OtherInvestingActivities					
FCCS_CashFlow_Financing					
FCCS_CashFlow_IssueOfStock					
FCCS_CashFlow_ProceedsFromDebt					
FCCS_CashFlow_RepaymentOfDebt					
FCCS_CashFlow_OtherFinancingActivities					

The following table shows the Consol Solve Order values when you are using the Dense Sparse Optimization option that uses Period and Movement as the Dense dimensions.

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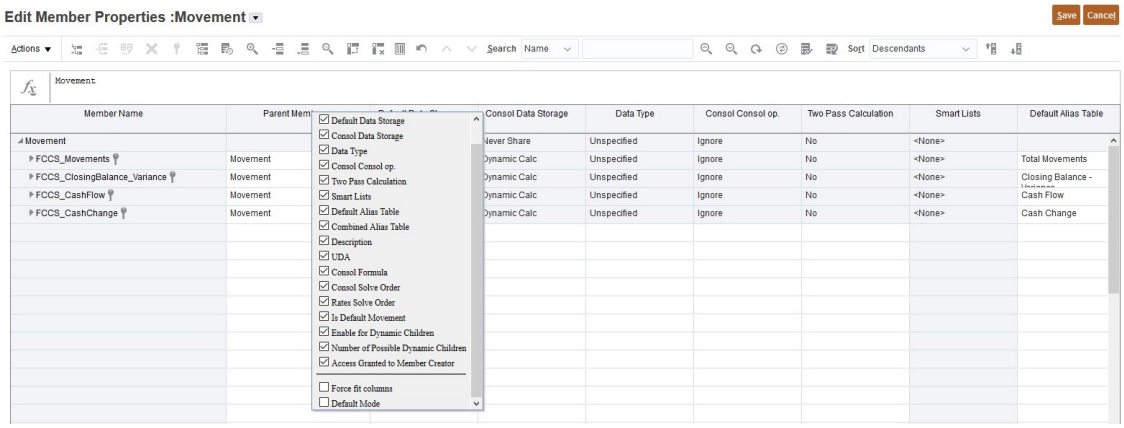
Consol Solve Order for DSO option:					
* The following sentences applies to all the following Dimensions.					
If a member formula contains another Dynamic Calc member increment the Consol Solve Order for the member formula to 1 higher than the member with the largest Consol Solve Order referenced in the formula.					
If a new Dynamic Calc member is added as a child of any of the seeded members below including an alternative hierarchy, ensure there is a member formula and the Consol Solve Order is set to the same as the Parent. Otherwise, ensure there is a child member with Data Storage set to Store.					
Movement:	**Period:**	**View:**	**Account:**	**Consolidation:**	**Data Source:**
Ensure Consol Solve Orders on all dynamic members except the members listed below are set to 0.	Ensure the Consol Solve Order for all Dynamic Calc members are set to 53 or higher based on highest solve order member in a member formula.	Ensure the Consol Solve Order for all Dynamic Calc members are set to 52 or higher based on highest solve order member in a member formula.	Ensure the Consol Solve Order for all Dynamic Calc members are set to 58 or higher based on highest solve order member in a member formula. Ensure the Consol Solve Order for all Ratio Account members are set to 58.	Ensure Consol Solve Orders on all dynamic members are set to 0. For Applications without the Ownership Management feature enabled, the solve order for the Proportion member and its Ancestors must be set to 51.	Ensure Consol Solve Orders on all dynamic members are set to 0.
Update the Consol Solve Order for following members to 59.	Update the Consol Solve Order for following members to 53.	Update the Consol Solve Order for following members to 52.			
FCCS_CashChange	YearTotal	FCCS_YTD			
FCCS_OpeningBalance_Cash	Q1,Q2,Q3 and Q4	FCCS_HYTD			
FX_Total_NonCash	HY1 and HY2	FCCS_QTD			
FCCS_ClosingBalance_Cash					
Consol Solve Order for FCCS_ClosingBalance_Variance must be set to 56.					

> **Note**
>
> A Solve Order conflict may exist with the Parent Total member formula and YTD formula. The FCCS_Parent Total member applies only for Parent Currency in Multiple-Currency applications. It is recommended that you use Entity Total instead of Parent Total, if possible. If not, try changing the Solve Order on FCCS_Parent Total to 51 and then refresh the database. Be sure to verify your data.

Example Screenshots for changing Solve Order

Click **Applications**, then **Overview,** then select the **Dimensions** tab. Right-click on a column and uncheck Default mode. Then scroll over to the Consol Solve Order column to edit it. You can click and drag columns for easier viewing.



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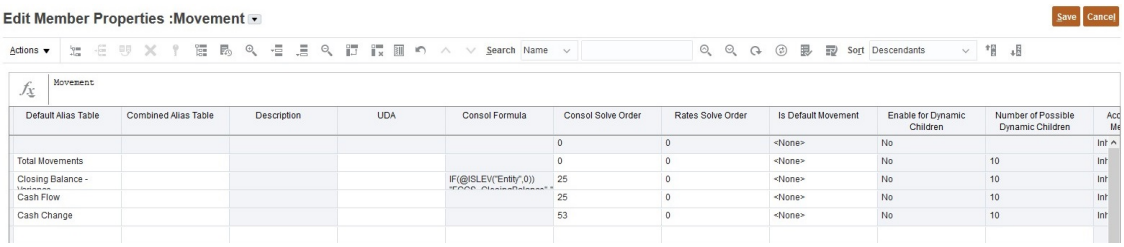
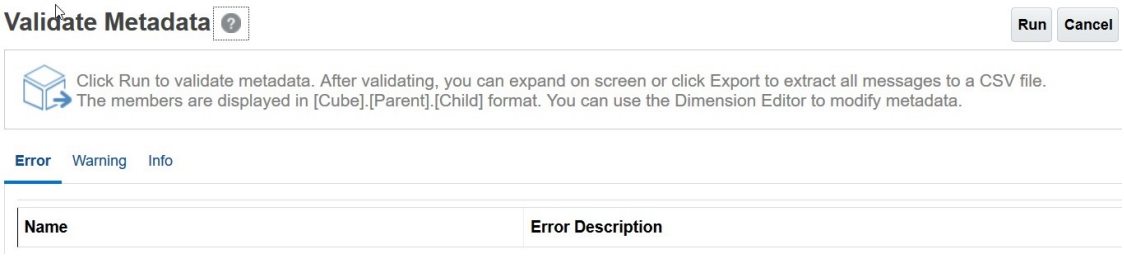


After all the above changes have been made, run Validate Metadata again and then run Refresh Database.



> **Note**
>
> **Unnecessary Solve Order on Custom Dimension**
>
> Be sure to clear any Solve Order on Custom dimension members. These conflict with the Account dimension solve order, and unnecessarily aggregate Account as the last dimension.
>
> **Two Pass Calculation on Account Dimension Hierarchy Not Required**
>
> Make sure that Two Pass Calculation is set to No. See Working with Member Formulas in *Administering Financial Consolidation and Close* .

Retrieval Optimization Analysis

Do not use HSGetValue Formulas

Convert your HSGetValue spreadsheet retrievals to Ad Hoc retrievals. They perform much better as retrieval size grows and are easier to maintain once converted. HSGetValue formulas are supported. Use them only when necessary for small to medium size retrievals.

Zoom-In Ad Hoc Operations and Smart View Settings

For Zoom-In Ad Hoc Operations, avoid using these Smart View Settings:

- Suppress Missing Blocks – This setting causes Essbase to generate a NONEMPTY MDX Report query first, followed by a Grid API query.
- Suppress Missing Rows/ Suppress Missing Columns – This setting causes Essbase to generate a MDX Report query first, followed by a Grid API query.

Start with Periodic View

If you are using the Control To-Date View, the stored View dimension member YTD is #missing. Use the YTD_Rule member to dynamically calculate the YTD Balances upon

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retrieval. Note - You can use YTD or YTD_Rule member when using the Dense/Sparse Optimization option.

For Optimization Analysis, change your View from YTD_Rule to Periodic for quicker analysis. Once optimized, you can switch back to YTD_Rule as needed.

Analyze the Account Dimension for slow member formulas

Check performance for all accounts in the spreadsheet, especially with member formulas. Remove the accounts with member formulas from the spreadsheet and execute the retrieval. If the retrieval is now quick, add groups of accounts with member formulas back in the retrieval to isolate the slow members formula(s). Once isolated, optimize the member formula, ensuring the correct Consol Solve Order and add them back to the spreadsheet to confirm they are optimized.

If the retrieval is still slow without the member formulas and with Periodic View, you can continue to isolate account members to determine which ones are slow. This is a rare occurrence that is usually a metadata problem with level 0 dynamic accounts without formulas or a solve order problem.

For Hybrid-enabled applications, use @NONEMPTYTUPLE(); directive at the beginning of a member formula.

Enable the Control To-Date feature if needed

If the application is currently an Extended Dimension application that does not use the Dense/Sparse Optimization option and your YearTotal and QTD retrievals are slow, enable the Control To-Date feature. Enabling this feature replaces these formulas with more efficient ones.

Analyze the other Dimensions for slow member formulas if needed

Check performance one dimension at a time in the spreadsheet, especially with member formulas. If the Dimension to be analyzed is not in the POV dialog box, drag the Dimension into the POV dialog box. Then drill down in the POV Member Selector to the next level and execute the retrieval process. Continue doing this until you find the member formula or level member that slows down the retrieval. Once found, optimize the member formula or level member, ensuring the correct Consol Solve Order and add them back to the retrieval process.

Periodic to YTD_Rule

If your Periodic View retrieval is now faster after the preceding analysis and optimization, change your View to YTD_Rule as needed. Your YTD_Rule View member should now perform better. If not, consider pulling back the Periodic View for most of your Balance sheet accounts as they already have a YTD Balance, and then adding up the periods in Excel for your YTD balance for Income Statement accounts. You may have to make a few extra worksheet tabs with retrievals and add Excel sum formulas. You can then create a Summary YTD balance report worksheet tab referencing the Excel formulas and data on the other worksheet tab(s). Once done, you can just click Retrieve All in the SmartView menu and the multiple retrieval and Summary tabs will be refreshed and the formulas calculated.

Executing Update View Calculation Rule to optimize retrieval performance for the Control To-Date View Storage option

When you use the Control To-Date View Storage option, the stored View dimension member YTD is #missing and not calculated and stored unless you execute the **Update View Calculation** rule. The YTD_Rule member will calculate the YTD Balances dynamically and should be used when possible.

If a retrieval is still too slow using the YTD_Rule member, consider moving to the Dense Storage Option or pre-consolidating and storing YTD for some Entities. You can determine which Entities are slowest by using a process of elimination based on level in the Hierarchy

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and size, and then run the **Update View Calculation** rule for those Entities to store YTD and retest.

When you consolidate for those Entities in the POV(s) using this feature, the consolidated values will be stored in the YTD View member. Only the Entities consolidated with the Update View Calculation feature will have values for the YTD View member; all other Entity values will be #missing. For the other Entity values, you will need to use the YTD_Rule View member. You can mix and match YTD and YTD_Rule View members as it makes sense in your reports. For reports where this is not feasible and you are using just the YTD View member, you must remember to consolidate all Entities on the report using the **Update View Calculation** feature.

Each time a Periodic Consolidation is executed again for a Period, any previously executed Update View Calculation for that Period and Entities will need to be re-executed to reflect the latest Period Consolidation in the YTD values.

Disable View Calculations

Financial Consolidation and Close provides an Application Settings option to disable View calculations. This option disables computation and storing of YTD, HYTD, and QTD data for data input (through forms, data import, Data Management, and so on) and reporting in the YTD, HYTD, and QTD members. Turning this setting to Yes helps improve the performance of data loads and reports. For more information, see Disabling View Calculations in *Administering Financial Consolidation and Close*.

Review Spreadsheet design

Asymmetric

Symmetric report design is much faster than Asymmetric. A high number for nOdometers in the Activity Report (see the following sample report for an example) is a good indicator of an inefficient Asymmetric report. Ideally a Symmetric report would have nOdometers:1.

Top 10 Worst Performing Essbase Queries over 15 seconds

Duration (Min:Sec)	Begin Time (UTC)	End Time (UTC)	Context
04:45	09:06:42	09:11:27	DBNAME:Consol QUERY_USER:epm_default_cloud_admin reportType:Grid nHash:3986401159 sts:0 **nOdometers:12** sumOfOdomSizes:228 sumOfOdomVolumes:60 bSuppressMissing:F bCellStatusMDX:F bMeaningless:F bSuppressInvalid:F ullBlocksRead:2.96941e+07 ullFormulaExec:5.74535e+06 ullFormulaMissing:5.69993e+06 ullFormulaExecOOT:0 bAsoCacheFull:F nMicrocubes:0 nRetrClusters:0 nRetrTuples:0 nOutCellsAll:61 nOutCellsNonMi:56 tScanAgg:0 action:0x10 modifier:0x4cc format:0x430c100

Ideally, the columns have only one Dimension where the members are changing, for example, periods (Jan-Dec). As you start adding more Dimensions, for example, Year (FY15,FY16,etc.), the grids become more Asymmetric and retrievals may slow down. The same concept applies for Rows.

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When needed for performance, create multiple worksheet tabs, each pulling smaller specific retrievals. You can then use Excel functionality to combine data referencing the smaller specific retrieval worksheet tabs into a summary sheet. Once created, you can then just click Retrieve All in the menu and the multiple worksheet tabs and summary sheet will be refreshed.

Other Considerations

If an application has a member formula that requires a lot of data for proper calculation, it may make sense to store the data versus Dynamic Calc if the member is not in the Account the dimension for the Control To-Date View Storage, or the Movement and Period dimension for the Dense Storage Option.

Spreadsheets with a smaller number of worksheet tabs and well-defined Oracle Smart View for Office queries with dynamic POVs perform better than large spreadsheets with all kinds of different data and text.

Apply traditional Oracle Essbase Hybrid retrieval optimization procedures.

Using Substitution Variables

To improve performance for applications that use the Dense/Sparse Optimization option (where Period and Movement are the Dense dimensions), you can add the `ParallelCustomDimDSO` and `ParallelCustomDimTranslation` substitution variables. To see performance improvements, you should set both of these substitution variables to True.

To improve performance for multi-period consolidations in applications that use the Dense/Sparse Optimization option, you can add a substitution variable named `EnableYearlyConsol` and set the value to True.

See Substitution Variables for Financial Consolidation and Close.

Working with Override Translation Rules

By default, the system provides standard translation methods on all accounts with either a time balance property of Flow or Balance. You can select to change these settings and specify a default translation method and rate account for the application. See Specifying Default Translation Settings.

You can also create translation rules to override the default translations. Use these guidelines for override translation rules.

For the procedures on creating and deploying override translation rules, see Creating Override Translation Rules and Deploying Override Translation Rules.

> **Note**
>
> Translation Override rules are executed before Amount / Rate override entries. This sequence may reduce the need to amend a translation rule when applying an override amount or rate that occurs within the scope of the translation rule. If you do not want override rules to be processed before Amount / Rate override entries, you can create a Substitution Variable named `skipTransRulesIfOverrideRatesExist` and set the value to **False**.

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Searching for Override Translation Rules

The **Manage Translation Override Rules** page lists all the translation rules available in the application. It also displays the total number of available rules by the selected filter options.

You can search for specific rules and include asterisk (*) to return any number of characters, and question mark (?) to return any single character. For example, searching for "1?" will return any two character name starting with a 1 (10, 11, 12, and so on), and "1*" will return any name starting with 1 (10, 11, 12, 100, 1000, and so on)

The default view is the **To Be Deployed** view. If you create a new rule, the rule is displayed in the list with a blue icon indicating that there has been a change and that it has not yet been deployed.

Security Rights for Override Translation Rules

- Only Service Administrators can create, modify, deploy, or delete translation rules.
- Power users have view access for translation rules.
- Users and Viewers cannot view or access translation rules.

Types of Override Translation Rules

You can create these types of override translation rules.

Using a different translation method

You can create a rule to specify a different translation method (Periodic or YTD) than the default translation setting.

Using a different translation method and rate account

You can create a translation rule with a different method and rate account than the default translation for a specific POV.

Referencing a different Scenario, Year and Period

You can create translation rules using a rate account referencing a different Scenario, Year and Period. By default, the rate account data is from the same Scenario, Year and Period for which the translation is being processed. For example, if you are translating data for Actual, 2016, January, the system uses the rate account data from Actual, 2016, January. You can specify a rate account from a different Scenario, Year and Period, such as Budget, 2016, January.

When you select the Scenario, Year and Period for the rate account, you can use a relative references and keyword for the Year and Period. These keywords and relative references are supported:

- Current
- Prior
- Next
- First
- Last
- Current + *n*
- Current - *n*

Any rate account which contains no data is translated using the value 0.

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Using multiple dimensions

Translation override rules do not have a default Source POV dimension. You can add any of the following dimensions to restrict the data set to which the translation is applied:

- Scenario
- Year
- Period
- Entity
- Account
- Intercompany
- Movement
- Data Source
- Multi-GAAP (if enabled)
- Additional custom dimensions (if enabled)

You should define at least one dimension when you create a rule. If no dimensions are selected, the system applies the rule to all members of all dimensions.

You can create translation rules that contain multiple dimensions (for example, Account, Custom, and so on). You can select multiple members for the selection, and use functions such as IDescendant and IChildren.

Note that in the Source POV, you cannot select a single Parent member. The Parent member can only be selected as part of a function list.

Using redirection to a different member

When you create a translation rule, you can specify redirection to a different destination member. The Source POV can include any members, including parent or system members. The Parent member can only be selected as part of a function list and must have redirection to a base member. You cannot select a single Parent member.

The Redirection POV must be a base member and not a system-calculated member, such as Opening Balance or FX Opening. If you do not specify a redirection member, the system will process the translation and write to the same dimension members as the source.

Historical Account Override Versus Translation Override

Historical accounts can use the default translation method, or use an override rate or amount. If the application also contains translation override rules for the historical account, then the translation override rule overwrites the default translation.

Valid Members for Override Rules

You can select single members, multiple members or a function list for the source for each specified dimension and redirect to only one base member of that dimension.

The View and Consolidation dimensions are not applicable when creating translation rules.

Overrides are allowed against Intercompany Eliminations at parent entity levels when the data is against Entity Consolidation.

Overrides are not allowed against Intercompany Eliminations with the Elimination member of the Consolidation dimension.

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The availability of other dimensions is based on the features enabled for the application. You cannot select redirection members from Scenario, Year, Period, Entity and Data Source dimensions.

You cannot select a parent member for the POV, as a parent is aggregated from translated base members.

You cannot select level 0 members that have the data storage property set to Dynamic Calc; these are members that are calculated using Member Formulas or a system or user-defined calculation script.

Reporting Currency

The translation rule applies to the selected entity when translating to all of its parents with the same currency. For example, if Entity1 has two parents P1 and P2, and both P1 and P2 have the same currency, the translation rule applies to both P1.Entity1, and P2.Entity1.

By default, the translation rule applies to all reporting currencies. However, when you create a rule, you can select reporting currencies to include or exclude for the rule. You can select one ore more currencies, or select All.

Note that the selection of the Currency for Translation applies to all Translation Override rules regardless of whether the local rate data or global rate data or a specific rate is used for translation.

Processing Options for Multiple Override Rules (Replace, Add, Subtract)

When you create translation rules, you select the translation method and rate account to use for the translation. The translation rule overrides the default translation setting for the selected POV. However, if you have multiple translation rules, and there is a conflict in the rules (for example, they reference the same cell with a different translation method or rate account), the system uses the processing option that you selected for the rule: (**Replace**, **Add** or **Subtract**) to process the correct translation override amount to and replace the original default translation amount.

Replace Option

If you have multiple transaction rules with the same referenced POV and select the Replace option, the system uses the last translation rule.

For example, the first translation rule contains Acct1 that translates using PERIODIC and MyRate. A second translation rule contains the same Acct1, but translates using YTD and MyRate. The third translation rule contains the same Acct1 using PERIODIC and NewRate. Since the third translation rule is the last one with Acct1 reference, the system uses the third rule for translation.

Add Option

The Add option is used for accumulating translation override rules.

If you have multiple transaction rules with the same referenced POV and select the Add option, the rule accumulates to the override translation amount.

For example, the first translation rule contains Acct1 that translates using PERIODIC and MyRate. A second translation rule contains the same Acct1 but translates using YTD and MyRate. The third translation rule contains the same Acct1 and uses PERIODIC and NewRate. If all these rules have the Add option, the system accumulates all the translation override results. The override translation will always replace the default translation value.

Subtract Option

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If you have multiple transaction rules with the same referenced POV and select the Subtract option, the rule subtracts from the previous override translation amount.

For example, the first translation rule contains Acct1 that translates using PERIODIC and MyRate. A second translation rule contains the same Acct1 but translates using YTD and MyRate. If these rules have the Subtract option, the system will subtract from the previous translated override result. The override translation will always replace the default translation.

A substitution variable named `FixOtrYtdSubtract` enables you to use the Subtract processing option in the Translation Override Rule for YTD translation. The substitution variable is enabled by default.

Creating Override Translation Rules

For guidelines on override translation rules, see Working with Override Translation Rules.

If you enabled additional cubes in the application, you can create Override Translation Rules for a selected cube. From the Manage Translation Override Rules page, you can select a cube. You can also view the list of rules by cube. By default, the cube is Consol. For information on enabling cubes, see Adding Application Cubes.

To create override translation rules:

1. On the Home page, click **Application** and then click **Consolidation**.
2. From the Consolidation Process page, select the **Translated** tab.
3. From the list of rules, select **Translation Overrides**.

   By default, the **Manage Translation Override Rules** page lists all the translation rules available in the application and the total number of available rules by the selected filter options. The default view is the **To Be Deployed** view. If you create a new rule, the rule is displayed in the list with a blue icon indicating that there has been a change and that it has not yet been deployed.

   If you modify and save an existing rule, the rule is displayed with a yellow triangle indicating that there is a change. After the rule is deployed again, the change icon is no longer displayed.

   From this view, you can add new translation rules and also deploy them.
4. **Optional:** To display all deployed rules, click **Show Deployed Rules**.

   The Deployed view displays all the rules that are currently deployed to the system. This view is read-only. You cannot remove or modify any rules from this view.
5. To add a new translation rule, click the **Add (+)** icon.
6. Enter a name for the translation rule and a description.
7. From **Translation Method**, select **Periodic** or **Year to Date**.
8. From **Rate Information**, select a Rate account or a specific amount:
   - **FX Rates - Average**
   - **FX Rates - Ending**
   - **Specific Rate**, then enter a rate.

   By default, the current Scenario, Year and Period are used to determine the rate account value.

   Optional: Click **Advanced** to specify different values for these dimensions.
9. Click **Scope**, and then select the Source members for the rule.

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You must select at least one dimension to create the rule. You can select additional dimensions using the **Add (+)** icon, or remove dimensions using the **Remove (X)** icon. The members specified in the source are written to the same member as the target unless you select Redirect Members.

You cannot create an override translation rule with parent or calculated members.

The View dimension is not available for override translation rules.

10. **Optional:** To enable redirection to a target, click **Redirect Members**, then click the **Add +** icon to display the member selector and select members for the Target Redirection.

    Scenario, Year, Period, Entity and Data Source dimensions are not available for redirection.

    From the Actions menu on the right side, you can click **Add Exclusion** to exclude specific members, or **Delete** or **Clear** members.

    For each dimension that you add to source, you can select the **Redirect Members** option. If you want to later remove redirection, click **Remove Redirection** to clear the redirection information.

11. From **Processing Option**, select an option:
    - **Replace**
    - **Add**
    - **Subtract**
12. Click **Save and Close** or **Save and Continue**.
13. To deploy rules, see Deploying Override Translation Rules.

Deploying Override Translation Rules

You can create multiple translation rules, but select only specific ones for deployment.

For example, you may have created five translation rules, but only deploy three of them. After deployment, the **Deployed** view shows the three deployed rules. The **To Be Deployed** view displays all five rules.

> **Note**
>
> When a translation rule is deployed, the calculation status changes from **OK** to **System Change**. This applies to both locked and unlocked entities.

Internally, when a rule is first created, it will not be part of the consolidation process. However, once a rule is deployed in the application, it will be included in the consolidation process.

1. On the Home page, click **Application** and then click **Consolidation**.
2. From the Consolidation Process page, select the **Translated** tab.
3. From the list of rules, select **Translation Overrides**.

   By default, the **Manage Translation Override Rules** page lists all the translation rules available in the application.
4. Click **Deploy** to open the Deploy Rules window.

   The Deploy Translation Rules window is displayed, and all the rules that were previously deployed are automatically selected.

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5. Select the rules you want to deploy, and unselect rules that you no longer want deployed.

   If you uncheck an already selected rule and deploy the rules, the unchecked rule will be un-deployed from the system.

6. From the Deploy Rules window, click **Deploy** to deploy the rules.

Deleting Override Translation Rules

From the Manage Translation Override Rules page, you can view and delete Override Translation rules. You must be a Service Administrator to delete rules.

To prevent a referential integrity problem with override translation rules from occurring in the application, Financial Consolidation and Close verifies and prevents the deletion of any metadata member that is referenced in the rule. If the member is referenced in an Override Translation rule, the system displays a Failure error and the member is not deleted.

To delete an Override Translation rule:

1. On the Home page, click **Application** and then click **Consolidation**.
2. From the Consolidation Process page, select the **Translated** tab, and then select **Translation Overrides**.
3. From the list of rules, select a rule, then click

   

   .
4. If the rule has been deployed and then changed, both the deployed and changed items will be deleted.

Creating Rate Accounts for Translation Overrides

In addition to the "Average Rate" and "Ending Rate" system Rate accounts that are created as part of the application, you can create additional Rate accounts. These user-defined Rate accounts are used for Translation Override rules to perform special translations using a different set of Rate data. You can create, edit, or delete user-defined Rate accounts.

> **Note**
>
> You must be a Service Administrator to create, edit, or delete user-defined Rate accounts.
>
> Power Users and other Users are not able to access Translation Rules and cannot view or modify any user-defined Rate accounts.
>
> See these topics:
>
> - Editing User-Defined Rate Accounts
> - Deleting User-Defined Rate Accounts

You can create these types of Rate accounts:

- **Global Rate**
- **Local Rate**

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Guidelines for Global Rate Accounts

You can add up to 18 Global Rate accounts, for a total of 20 accounts including the two system-created members.

After you create a new Global Rate account, or perform any account maintenance on one, you must perform a Refresh Database. When you refresh the database, the system updates the "Entered Exchange Rates" and the "Exchange Rates" account hierarchies.

The new user-defined Global Rate account is inserted as a child member of "Entered Exchange Rates". It is a level 0 member of that hierarchy, and a sibling to the two existing system Rate accounts - Average Rate and Ending Rate. It has the same properties as the system Rate accounts.

When you create new Global Rate accounts, these seeded system Rate forms automatically include the newly defined accounts:

- **Enter Exchange Rates – Multi Period**
- **Enter Exchange Rates – Single Period**
- **Exchange Rates**

Rate data entered to Global Rate accounts is applied to all entities.

The system automatically computes rates if any cell has been edited on a form targeting the Rates cube. It computes the rates for all Global Rate accounts, including the new user-defined Global accounts. All of the computed Global Rate data is stored in the Rates cube and can be viewed in the seeded Data Forms.

Guidelines for Local Rate Accounts

After you create a new Local Rate account, or perform any account maintenance on one, you must perform a Refresh Database. When you refresh the database, the system updates the "Entered Exchange Rates"and the "Exchange Rates" account hierarchies.

The new user-defined Local Rate account is inserted as a child member of Exchange Rates -> Local rates. It is a level 0 member of that hierarchy.

When you create new Local Rate accounts, the **Local Exchange Rates** seeded Rate form automatically includes the newly defined accounts.

The seeded **Local Exchange Rates** data form allows you to enter rate data related to the different currencies being translated. Only Direct rate is supported for Local Rate accounts. No indirect rates or cross rates are computed.

You can enter Local Rate data for a base or a Parent entity. You can specify different Local Rates when translating to different Reporting Currencies.

> **Note**
>
> The "Global Assumptions" entity is not valid for Local Rate data.

All of the computed Local Rate data is stored in the Consol cube.

To create user-defined Rate accounts:

1. On the Home page, click **Application** and then click **Consolidation**.
2. From the Consolidation Process page, select the **Translated** tab.

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3. From the list of rules, select **Translation Overrides**.
4. Click **Manage Rate Accounts**.

   The system opens a popup box listing all available user-defined Rate accounts.
5. Click (**+**) to create a new Rate account.
6. Enter a **Name**, **Description**, and **Alias**.

   > **Note**
   >
   > The Alias information is used in the Default Alias table.

7. For **Rate Type**, select **Global Rate** or **Local Rate**.
8. Click **OK**.
9. Click **Close** to close the **Manage Rate Accounts** dialog box.

   If the system detects that changes have been made, this message is displayed:

   "To apply Rate account changes to the application, you must refresh the database. Would you like the System to perform Database Refresh upon close?"

   - If you select **Close and Refresh**, the system opens the Refresh Database popup.
   - If you select **Close** (without a Database Refresh), the system displays this warning message: "You must manually perform Database Refresh so that Rate account changes can take effect." Click **OK** to exit the message box.

Editing User-Defined Rate Accounts

> **Note**
>
> You must be a Service Administrator to create, edit, or delete user-defined Rate accounts.

1. On the Home page, click **Application** and then click **Consolidation**.
2. From the Consolidation Process page, select the **Translated** tab.
3. From the list of rules, select **Translation Overrides**.
4. Click **Manage Rate Accounts**.

   The system opens a popup box listing all available user-defined Rate accounts.
5. Select a Rate account and click the **Edit** icon.
6. Edit the account as needed. and click **OK**.
7. Click **Close** to close the **Manage Rate Accounts** dialog box.

   If you made changes to the account, the system displays this message:

   "To apply Rate account changes to the application, you must refresh the database. Would you like the System to perform Database Refresh upon close?"

   - If you select **Close and Refresh**, the system opens the Refresh Database popup.

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- If you select **Close** (without a Database Refresh), the system displays this warning message: "You must manually perform Database Refresh so that Rate account changes can take effect". Click **OK** to exit the message box.

Deleting User-Defined Rate Accounts

You can only delete a user-defined Rate account if it is not referenced in Translation Override rules.

> **Note**
>
> You must be a Service Administrator to create, edit, or delete user-defined Rate accounts.

1. On the Home page, click **Application** and then click **Consolidation**.
2. From the Consolidation Process page, select the **Translated** tab.
3. From the list of rules, select **Translation Overrides**.
4. Click **Manage Rate Accounts**.

   The system opens a popup box listing all available user-defined Rate accounts.
5. Select the Rate account from the list and click the **Delete** icon (**X**) to delete it.
6. At the confirmation prompt to delete the account, click **Confirm**.

Working with Configurable Calculations

Within the consolidation process, internally Financial Consolidation and Close performs a set of calculations, then performs the standard translations and FX calculations, and finally performs the standard consolidation and elimination.

In addition, Financial Consolidation and Close allows you to include additional calculation rules for your applications. The system provides insertion points within the default consolidation process where you can include your own calculation rules.

You write rules in script format using Calculation Manager, and then deploy them to Financial Consolidation and Close. For information on using Calculation Manager, see *Designing with Calculation Manager*.

The following security access is required for configurable calculations:

- To create, modify, and delete rules, you must be the Service Administrator.
- To view rules, you must be a Service Administrator or Power User.

See these topics:

- Creating Configurable Calculations
- Configurable Calculation Rules
- System Calculations

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Creating Configurable Calculations

To create your own calculations, you write rules using Calculation Manager, and then deploy them to Financial Consolidation and Close.

For information on using Calculation Manager, see Working within Calculation Manager and the *Designing with Calculation Manager* guide.

> **Note**
>
> To create calculations, you must be a Service Administrator.

You can edit an existing calculation rule at any time if you have the Service Administrator role. You cannot remove any of the seeded calculation rules. If the rule is no longer needed, you can delete the content from the rule.

You can only create calculations at the pre-defined insertion points.

If you enabled additional cubes in the application, when you access Calculation Manager, the seeded calculation (insertion point) rules for each cube are displayed. Rule validation is based on the specified cube. For information on enabling cubes, see Adding Application Cubes.

You cannot modify the calculations that are performed by the system. However, you can override some system calculations. See System Calculations.

To create configurable calculations:

1. On the Home page, click **Application**, and then click **Consolidation**.
2. From the Consolidation Process page, select the tab for which to create calculations: **Local Currency**, **Translated** (if multi-currency application), or **Consolidated**.
   The Consolidation Process page displays a list of applicable system and user-defined calculations in the order in which they are executed.
3. When you select a rule, the rule Properties are displayed in the right panel. To view the description of a rule, on the right panel, click the Information tab  .
4. On the Consolidation Process page, click on an insertion point in the list of rules indicated by a User icon: 

   If you are not a Service Administrator, the insertion point links are not enabled.
5. **Optional:** If you are using a non-Extended Dimension application, from **Auto Create Blocks**, click the link for **No** to change it to **Yes** and enable the system to create missing blocks for the configurable calculation. Changing this value will mark the Calculation Status as System Change. To continue, click **OK**.

   > **Note**
   >
   > This option applies to non-Extended Dimension applications only. Enabling the Auto Create Blocks option may affect calculation performance. For details on this option, see Enabling Auto Create Blocks for Configurable Calculations.

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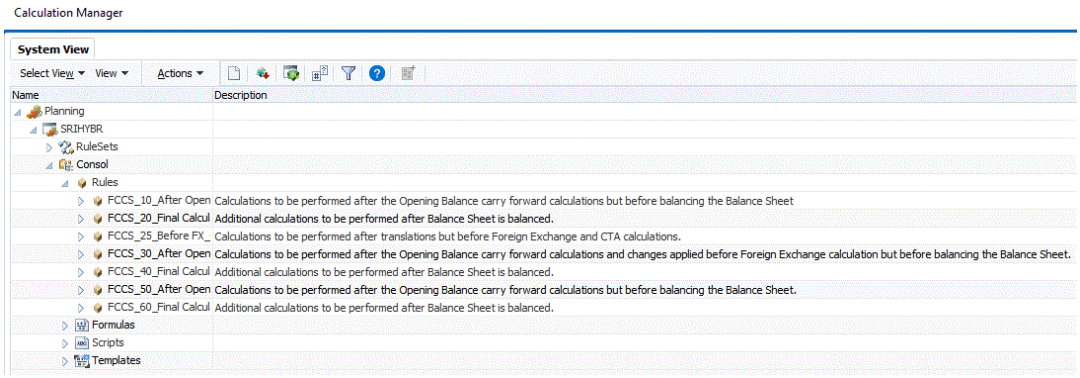
6. The system opens Calculation Manager in a separate tab in the browser. Expand the "Planning" folder and navigate to the "FCCS Consol Rules" folder rules. These are the rules that you are allowed to edit.
7. Drill down to the rule that corresponds to the insertion point.
   For example, the Calculation Manager rule: **FCCS_10_After Opening Balance Carry Forward_LocalCurrency**

   corresponds to the **After Opening Balance Carry Forward** insertion point.

   For a list of rules and corresponding insertion points, see Configurable Calculation Rules.



8. Edit the script and click **Save**, then click **OK**.
   You can also edit a rule by importing a Calculation Manager rule, and you can export rules.

   For guidance on applicable dimension members for each rule, see the comments in the rule script.
9. When you are done editing a rule, from the menu bar, click **Validate and Deploy**.
   The system validates the rule and ensures that members and syntax are valid. It must pass validation before deployment.

   If it passes validation, Calculation Manager deploys the rule. From the Deploy status message, click **OK**.

   Deployed insertion rules are included as part of the consolidation script.
10. If it fails validation, deployment fails and errors are logged in the Jobs console. Navigate to **Jobs**, then **Recent Activity**, and select the name of the rule to see the error.
11. After you deploy a rule, the system changes the Calculation Status of the applicable entities from OK to SC (System Change). Calculation Status of No Data or Impacted remains the same. You must run the consolidation process to see the impact of the new calculations.

Enabling Auto Create Blocks for Configurable Calculations

When you create configurable calculations, you can enable the Auto Create Blocks option to have the system automatically create missing blocks. This can resolve issues with missing data when you run configurable calculations.

This option applies to non-Extended Dimension applications only.

See Creating Configurable Calculations.

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> **Note**
>
> If you are using Bottom-Up processing (@CALCMODE(BOTTOMUP) in your custom calculation, **do not enable** Auto Create Blocks for that custom calculation. Bottom-Up processing (@CALCMODE(BOTTOMUP) and Auto Create Blocks are mutually exclusive features.

The system creates a data block for each unique combination of Sparse standard dimension members. The data block represents all the Dense dimension members for its combination of Sparse dimension members.

Assume you have four dimensions in your application:

Table 21-1 Example of Dimensions

S. No.	Dimension	Type	Members	Total Members
1	Scenario	Sparse	Actual, Budget	2
2	Year	Sparse	FY17, FY18	2
3	Period	Sparse	Jan, Feb	2
4	Account	Dense	Sales, Cash	2

The application has six Sparse and two Dense members. Assume all Sparse members are of the Stored type.

All members of a Dense dimension constitute a block. So a block for this application will look like this:

```
Data for ‘Sales’

Data for ‘Cash'
```

This type of block will exist for each combination of stored Sparse members in your application:

Table 21-2 Example Block

S. No.	Indexes			Blocks	
1	Actual	FY17	Jan	Sales (#Missing)	Cash (#Missing
2	Actual	FY17	Feb	Sales (#Missing)	Cash (#Missing
3	Actual	FY18	Jan	Sales (#Missing)	Cash (#Missing
4	Actual	FY18	Feb	Sales (#Missing)	Cash (#Missing
5	Budget	FY17	Jan	Sales (#Missing)	Cash (#Missing
6	Budget	FY17	Feb	Sales (#Missing)	Cash (#Missing
7	Budget	FY18	Jan	Sales (#Missing)	Cash (#Missing
8	Budget	FY18	Feb	Sales (#Missing)	Cash (#Missing

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So your application has a total of eight blocks. As a general rule:

```
Total number of blocks = Product of all STORED sparse members of your application
```

In this application example, 2 members from Scenario x 2 members from Year x 2 members from Period = 8 blocks

Financial Consolidation and Close internally creates blocks in advance for consolidation during the consolidation script generation. When you create additional configurable calculations, some additional blocks may need to be created. When you enable Auto Create Blocks, missing blocks will be automatically created by the system.

> **Note**
>
> Enabling the Auto Create Blocks option may affect calculation performance.

Watch this video to learn more about creating blocks:

Overview: Creating Blocks for Custom Calculations in Financial Consolidation and Close

Configurable Calculation Rules

You manage configurable calculation rules from the Consolidation Process page.



Multi-Currency Applications

If you have a multi-currency application, the Consolidation Process page displays three tabs: Local Currency, Translated, and Consolidated.

The tabs depict the consolidation flow that Financial Consolidation and Close follows. It first performs calculations for base-level members in their local currency, then performs the translation to parent currency, and finally performs the consolidation.

Single Currency Applications

If you have a single currency application, the Consolidation Process page displays two tabs: Local Currency and Consolidated.

Calculation Rows

Each of the tabs on the Consolidation Process page displays multiple rows that depict in order, the flow of calculations that are performed. Each row is marked by one of these icons:

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-  — System. Represents that this calculation is done by Financial Consolidation and Close.
-  — Insertion point for user-defined rule. Represents the point in the process where you can insert your calculations from Calculation Manager.

When you select any of the rules in the list, the system displays a Properties panel on the right with information such as the rule name, the consolidation members for which the rule would be processed, and any override specifications, if applicable.

When you click on a row where you can insert a user-defined calculation, Calculation Manager opens in a separate tab in the browser.

Example:

1. From the **Local Currency** tab, click on either **After Opening Balance Carry Forward** or **Final Calculations**.

   The system opens Calculation Manager.

2. Expand the "Planning" folder on the left side until you see the FCCS Consol seeded rules in Calculation Manager, for example:
   - FCCS_10_After Opening Balance Carry Forward_**LocalCurrency**
   - FCCS_20_Final Calculations_**LocalCurrency**
3. The Calculation Manager rules correspond to the Configurable Calculation rows. For example:
   - The Calculation Manager rule: **FCCS_10_After Opening Balance Carry Forward_LocalCurrency**

     corresponds to the: **After Opening Balance Carry Forward** row, where you can add your own calculations. These are calculations to be performed after the Opening Balance Carry Forward calculations, but before balancing the Balance Sheet.
   - The Calculation Manager rule: **FCCS_20_Final Calculations_LocalCurrency**

     corresponds to the **Final Calculations** row, where you can add your own additional calculations to be performed after the Balance Sheet is balanced.

The following table lists the Financial Consolidation and Close rows for each tab and the corresponding Calculation Manager rules.

Summary of Configurable Calculation Rules

Table 21-3 Multi-Currency Calculations

FCCS Tab	FCCS Row	Rule in Calculation Manager
Local Currency	After Balance Carry Forward	FCCS_10_After Opening Balance Carry Forward
Local Currency	Final Calculations	FCCS_20_Final_Calculations

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Table 21-3 (Cont.) Multi-Currency Calculations

FCCS Tab	FCCS Row	Rule in Calculation Manager
For Local Currency insertion rules, you can specify Entity Input, Entity Consolidation, Entity Elimination Adjustment, and Entity Proportion Adjustment. For the Consolidation dimension, you can also specify FCCS_Amount Override or FCCS_Rate Override as a valid Consolidation member. Note: If you want to use FCCS_Amount Override or FCCS_Rate Override, you must first set the following substitution variable for the Consol cube to enable it. `CONFCALC_ENABLE_RATE_AMOUNT_OVERRIDE = True` See Creating and Assigning Values to Substitution Variables.		
Translated	Before Foreign Exchange (FX) Calculations	FCCS_25_Before FX_Calcs
Translated	After Opening Balance Carry Forward	FCCS_30_After Opening Balance Carry Forward
Translated	Final Calculations	FCCS_40_Final_Calculations
For Translated insertion rules, you can specify Entity Input, Entity Consolidation, Entity Elimination Adjustment, Entity Proportion Adjustment, and Parent Input.		
Consolidated	After Opening Balance Carry Forward	FCCS_50_After Opening Balance Carry Forward
Consolidated	Final Calculations	FCCS_60_Final_Calculations
For Consolidated insertion rules, you can specify Proportion, Elimination, and Contribution Input.		
Consolidated	Partner Elimination	FCCS_70_Partner Elimination
For Partner Elimination, you can specify Elimination (Sibling).		

Table 21-4 Single Currency Calculations

FCCS Tab	FCCS Row	Rule in Calculation Manager
Local Currency	After Balance Carry Forward	FCCS_110_After Opening Balance Carry Forward
Local Currency	Final Calculations	FCCS_120_Final_Calculations
Consolidated	After Balance Carry Forward	FCCS_130_After Opening Balance Carry Forward

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Table 21-4 (Cont.) Single Currency Calculations

FCCS Tab	FCCS Row	Rule in Calculation Manager
Consolidated	Final Calculations	FCCS_140_Final_Calculations

Skipping Translation Rules

A Consolidation Setting called **Skip Translation Rules if Entity Currency Equals Parent Currency** is available for multiple-currency applications. When you enable this setting, the translation-based configurable calculation (insertion) rules are skipped during the translation process for those Entities whose Base Currency property matches their Parent's Base Currency property. This can improve overall Consolidation performance, in addition to making the translation process more efficient. The rules include:

- FCCS_25_Before Foreign Exchange (FX) Calculations
- FCCS_30_After Opening Balance Carry Forward
- FCCS_40_Final_Calculations

By default, the Consolidation Setting is not enabled. To enable it, see Managing Consolidation Settings.

Disabling CALC DIM Logic

When you create configurable calculation scripts for an insertion point, Financial Consolidation and Close automatically generates data at parent levels so that these parent members are available in the next insertion point. The system adds CALC DIM logic to roll up the data that you populate. Processing this added CALC DIM logic is a time-consuming process depending upon the complexity of your hierarchy. If you do not need to refer to recalculated parent members in later insertion points, you may speed up the overall consolidation process by disabling the CALC DIM logic that the system adds for insertion points.

If you want the system to not generate CALC DIM logic for Multi-currency applications, you should create the following Substitution Variables and set the values to True:

- `CONFCALC_FCCS10_DISABLECALCDIM`
- `CONFCALC_FCCS20_DISABLECALCDIM`
- `CONFCALC_FCCS25_DISABLECALCDIM`
- `CONFCALC_FCCS30_DISABLECALCDIM`
- `CONFCALC_FCCS40_DISABLECALCDIM`
- `CONFCALC_FCCS50_DISABLECALCDIM`
- `CONFCALC_FCCS60_DISABLECALCDIM`
- `CONFCALC_FCCS70_DISABLECALCDIM`

For example, if you have written custom logic in the FCCS_10 and FCCS_20 configurable calculation rules. If you want to disable CALC DIM logic for FCCS_20, but not for FCCS_10, you should create a Substitution Variable named `CONFCALC_FCCS20_DISABLECALCDIM` and set the value to True.

If you want the system to not generate CALC DIM logic for a single-currency application, you should create the following Substitution Variables and set the values to True:

- `CONFCALC_FCCS110_DISABLECALCDIM`

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- CONFCALC_FCCS120_DISABLECALCDIM
- CONFCALC_FCCS130_DISABLECALCDIM
- CONFCALC_FCCS140_DISABLECALCDIM
- CONFCALC_FCCS150_DISABLECALCDIM

Be aware that since disabling CALC DIM logic affects the consolidation script generation, you should carefully check your consolidation results.

System Calculations

If you are a Service Administrator, you can override or disable some system calculations.

See these topics:

- System Calculation Option for Custom Dimension Top Member
- Opening Balance Carry Forward
- Opening Balance Override Rules
- Balance the Balance Sheet Calculation
- Ratio Calculation

You can also create your own calculation rules to be inserted into the default consolidation calculation process. See Creating Configurable Calculations.

To override or disable system calculations:

1. On the Home page, click **Application**, and then click **Consolidation**.
2. Select the **Consolidation Process** tab if it is not already selected.
3. Select the tab for which to configure calculations: **Local Currency**, **Translated** (if multi-currency application), or **Consolidated**.
   The Consolidation Process page displays a list of applicable system and user-defined calculations in the order in which they are executed.
4. When you select a rule, the Properties of the rule are displayed in the right panel. To view the description of a rule, on the right panel, click the Information tab .
5. **Optional:** To disable the Balance system calculation for a scenario:
   a. From the **Local Currency** tab, select the "Balance the Balance Sheet" rule.
   b. From the right panel, under **Disable by Scenario**, select a Scenario member using the Member Selector.
   c. Click **Save** to save the rule.
6. **Optional:** To enable a disabled system calculation:
   a. Select the disabled calculation.
   b. Remove the override entry.
   c. Click **Save** to save the rule.

System Calculation Option for Custom Dimension Top Member

For user-defined Custom dimensions, Service Administrators can select to process System Calculations using the Top Member of the Custom dimension, instead of all level 0 members,

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for faster performance. You can select specific Custom dimensions for which the option would apply.

Note that the System Calculation option applies only to user-defined Custom dimensions, and does not apply to the Multi-GAAP dimension.

When selected, the System Calculation option applies to all scenarios and years.

If your application includes additional alterative hierarchies outside of the "Total Custom XX" member, the Top Member option would not apply to the alternative hierarchies. To benefit from the Top Member processing option, you should redesign the Custom dimension to include all hierarchies as part of the "Total Custom XX" member if applicable.

> **Note**
>
> If your application is an Extended Dimension application, you may want to turn this feature off for better consolidation performance.

The option applies to the following System Calculations for all applicable currency members such as Entity Currency, Parent Currency and Reporting Currency:

- Opening Balance
  - Includes both Opening Balance for movement and Retained Earnings Prior calculation
  - Opening Balance Ownership Change
- Foreign Exchange (FX) Calculations (for multi-currency applications)
  - FX Opening
  - FX Movement
  - FX to Cumulative Translation Adjustment (CTA)
- Balance Calculation

During the Translation process, the translation from Entity Currency to Parent Currency, and from Parent Currency to Reporting Currency, will continue to calculate at the Custom detail level. For any Translation Override rules and Configurable Consolidation rules, the system will process them according to the rule definition.

You can change the option at any time for an existing application. By default, the option is disabled for all Custom dimensions. When the option is changed, the system will change the Calculation Status to SC (System Changed), and you can reconsolidate if needed. Any new system calculations will be performed based on the currently selected option.

The Task Audit log contains the history of changes to the System Calculation option. It includes the user who performed the setting change, the date and time it was performed, and the information that was changed - the original setting and the newly updated setting.

To set the System Calculation option:

1. On the Home page, click **Application**, and then click **Consolidation**.
2. Select the **Consolidation Process** tab.
3. Select the tab for which to configure calculations: **Local Currency**, **Translated** (if multi-currency application), or **Consolidated**.
4. Click the **Options** menu at the top of the page.

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5. From **System Calculation Options**, select the dimensions for which Top Member processing will be applied, then click **Save**.

Opening Balance Carry Forward

Opening Balance Carry Forward is a built-in system calculation to automatically carry forward the Opening Balance. It retrieves the Closing Balance from the prior period and stores it in the Opening Balance member for all financial accounts. It will dynamically retrieve the proper Closing Balance based on the view (Periodic, QTD, HTD, YTD).

Applicable Consolidation Members

Each member in the Consolidation dimension represents data in different stages within the consolidation process.

For each rule, you can see the Consolidation dimension members for which the calculation will be processed.

In this rule where you are processing local currency data, you would run the calculation for these members:

- Entity Input
- Entity Consolidation (for Parent entity)
- Elimination Adjustment (member for Ownership Management)

Opening Balance Override Rules

The system default behavior for the Opening Balance is to carry forward the Closing Balance from the same Scenario as the Opening Balance to which the data is being written.

For the Opening Balance, you can specify a different scenario from which to source the Closing Balance data in the first period of each year.

For example, when recording projected future data such as a forecast, plan or budget, the reported Opening Balance is generally based on the most current actual data, to ensure that the Closing Balances of the projected period reflect as accurate a result as possible. It is also common to update a forecast with actual results of the transactions during the reporting periods as the actual data for those periods becomes available.

The override source scenario that you specify can be applied to all years, or can be limited to only specified years.

For all years in-the scope, any prior period relationship assumes that the prior period for any reporting period except the first reporting period is the immediately preceding reporting period of the same View and from the same scenario.

For the first reporting period of the year, the immediately preceding reporting period (the prior period) is the last reporting period of the prior year from the override source scenario.

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> **Note**
>
> The general requirements of the Closing Balance carry forward to Opening Balance are not applied to any of the accounts within the Retained Earnings (Total) hierarchy including the Income Statement, Retained Earnings Current, Retained Earnings Prior, Dividends Declared or any additional accounts added within the Retained Earnings (Total) hierarchy. The carry forward of Total Retained Earnings at the end of a year to the Opening Balance of the following year is always applied to the following year first period Retained Earnings – Prior account only.

Opening Balance Adjustments Translation

Translation of Opening Balance Adjustments applies the exchange rate (or entity currency / translated currency ratio for historical accounts) from the prior period. For Period 1, the rate / ratio applied is taken from the last period of the prior year from an override source scenario other than the current scenario.

Opening Balance Translation for Reporting Currencies

Opening Balance for Reporting Currencies is carried forward from the Closing Balance of the prior period. If the Closing Balance of the prior period is not available in the first reporting period, then the untranslated Opening Balance is translated at the exchange rate (or entity currency / translated currency ratio for historical accounts) from the prior period from an override source scenario other than the current scenario. If the rate / ratio is not available, then no translation occurs. When you run the translation process, the system prompts you to first translate the period(s) in the override source scenario.

Calculation and Consolidation Status

If one or more periods in a prior year of the override source scenario do not have an OK status, then a consolidation is not executed. When you run the consolidation process, the system prompts you to first consolidate the period(s) in the override source scenario.

Ownership Management Accounts

If any override rules have been added or deleted for Ownership Management accounts, the system prompts you to Recompute Ownership Data.

For the percentage accounts, the change account equals the current period value less the prior period value except in the first periodic period of the year in which the change account equals the current period value less the prior period value of the override scenario.

For the Consolidation Method account, if the method has changed from period to period, then the change account value is true, otherwise the account value is false. In the first periodic period of the year, the prior period referred to is that of the override scenario.

The prior perod accounts reflect the values of the account in the prior period except in the first periodic period of the year in which the prior period account reflects the value from the override scenario.

To specify an Opening Balance calculation override rule:

1. On the Home page, click **Application**, then click **Consolidation**.
2. Select the **Consolidation Process** tab if it is not already selected.
3. From the **Local Currency** tab, select the **Opening Balance Carry Forward** calculation.

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The Opening Balance Override rules will display on the **Translated** and **Consolidated** tabs, but must be edited in the **Local Currency** tab.

4. From the right panel, under **Overrides**, click the **Add (+)** icon.

   Note that multiple override rules can be created, but the settings for each rule cannot conflict with those of other rules.

5. In **Override Name**, enter the name of the rule.

6. Select options for the Opening Balance override:

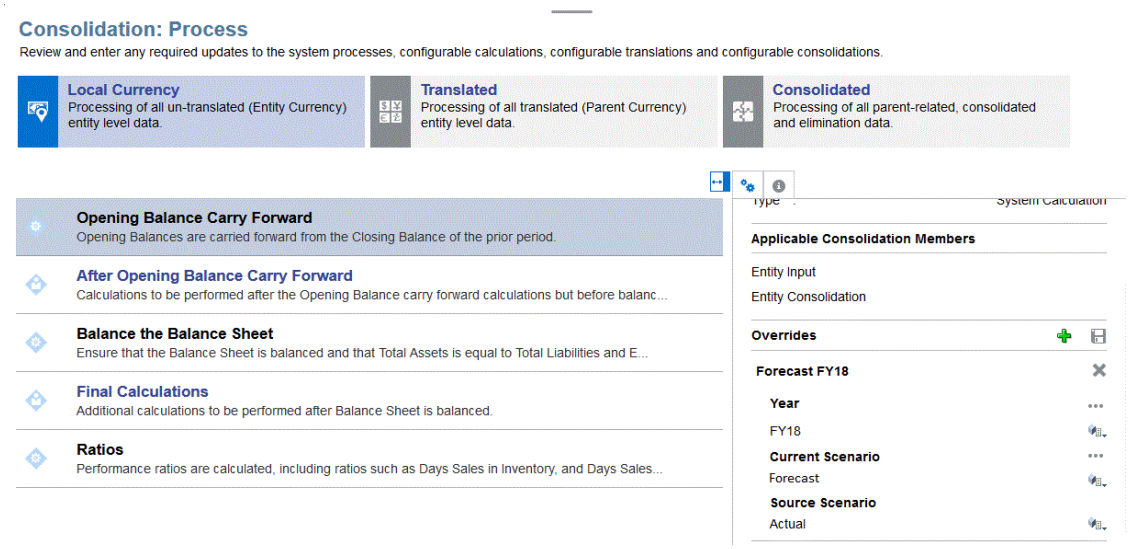
   - **Year** - Enter or select one or more years from the Member Selector. If no year is selected, then the override applies to all years.
   - **Current Scenario** - Enter or select one or more scenarios from the Member Selector.
   - **Source Scenario** - Enter or select one scenario from the Member Selector.

7. Click **Save**.

8. **Optional:** To delete an override rule, select the rule name and then select the **Delete (X)** icon.

Example:

For the Forecast scenario for FY18, you can specify the Opening Balance to be retrieved from the Closing Balance of the prior period (Dec FY17) of the Actual scenario.



Watch the following tutorial for more details on how to specify a different scenario from which to source the Closing Balance.

Carrying Forward Opening Balances with Scenario Override in Financial Consolidation and Close

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Balance the Balance Sheet Calculation

When you create a new application, the system includes an entry for the Balance Calculation on the Consolidation Process page. The system can perform this calculation to ensure that the Balance Sheet is balanced (Total Assets = Total Liabilities and Equity).

If the Balance Sheet is out of balance, a balancing amount is calculated and posted to a seeded account called "Balance" with the Movement dimension member "Other Current Liabilities". This is a predefined miscellaneous Liability account which is used solely for the purpose of keeping the Balance Sheet balanced. You have the option to disable this calculation if you do not want the system to automatically balance the Balance Sheet for you.

Balance Account intersection:

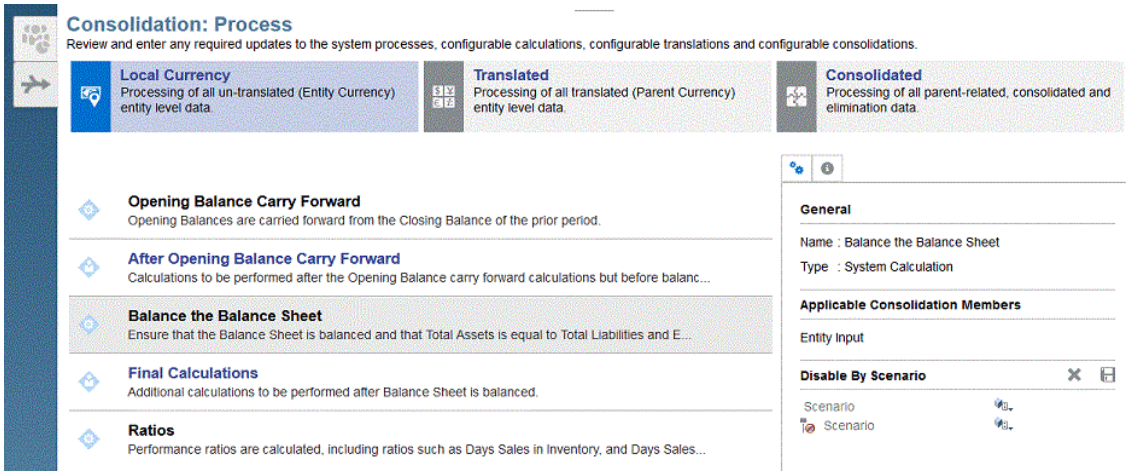
- Account: FCCS_Balance
- Movement: FCCS_Mvmts_OtherCurrentLiabilities
- Data Source: FCCS_No Data Source

The FCCS_Balance account should populate correctly as long as all accounts fall within the Total Assets, Total Liabilities and Total Equity parent accounts.

The aggregation operator (Addition / Subtraction) must match correctly with the parent / child account types.

In Dense/Sparse optimized (DSO) applications, under the FCCS_Total Data Source hierarchy, any new Data source member should have a Consolidation Operator of Addition when the Balance the Balance Sheet calculation is enabled.

The system writes the FCCS_Balance entry to the "No Data Source" Data Source dimension member, so to see the balanced results, you will need to view the Total Data Source and Total Movement members.



To disable the Balance Sheet calculation:

1. On the Home page, click **Application**, then click **Consolidation**.
2. Select the **Consolidation Process** tab if it is not already selected.
3. From the **Local Currency** tab, select the **Balance the Balance Sheet** calculation.
4. From the right panel, under **Disable by Scenario**, use one of these methods:
   - Add the selected Scenarios to the EXCLUDE clause (for example, Budget,Actual). This means that all Scenarios are disabled EXCEPT for Budget and Actual.

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- Modify the entry by including only the Scenarios for which you want the calculation disabled, for example, Consol,Forecast,ActBudDiff.

Note that there are two lines in the Member Selector.

- The first line is the list of Scenarios that should be **disabled**. Add the Scenario that you want to disable on this line.
- The second line is an Exclusion line, which means that any Scenario listed in the second line is effectively **enabled** (not disabled).

5. Click **Save** to save the rule.
6. Re-run the consolidation process.

Applicable Consolidation Members

The system will process this calculation with local currency data for the Entity Input Consolidation member, and Parent Currency data for the Contribution Input and Parent Input Consolidation members if they are enabled in the application.

Ratio Calculation

Most ratios, including Liquidity Ratios, Asset Management Ratios, Profitability Ratios, and Leverage Ratios, are dynamically calculated as needed. The two performance Ratios - Days Sales in Inventory, and Days Sales in Receivables, are calculated as part of the consolidation process.

These performance ratios are calculated as follows.

Days Sales in Inventory = (average inventory/annual cost of sales) * 365

Average inventory equals the inventory balance of the last 13 periods summed and then divided by 13.

Annual Cost of Sales equals the sum of Cost of Sales for the current period, plus the preceding 12 periods.

Days Sales in Receivables = 365/ (annual sales/average receivables)

Average receivables equals the receivables balance of the last 13 periods summed and then divided by 13.

Annual sales equal the sum of sales for the current period, plus the preceding 12 periods.

Applicable Consolidation Members

- Entity Input
- Entity Consolidation
- Elimination Adjustment (member for Ownership Management)

To improve consolidation performance, you can disable the Ratio calculations of "FCCS_Days Sales in Receivables" and "FCCS_Days Sales in Inventory" for selected scenarios if you do not use these calculations. This option is only available when the Asset Management feature is enabled.

To disable the ratio calculations:

1. On the Home page, click **Application**, then click **Consolidation**.
2. Select the **Consolidation Process** tab if it is not already selected.
3. From the **Local Currency** tab, select the **Ratios** calculation.

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4. From the right panel, under **Disabled Scenarios,** click **Add Scenario**.
5. From **Select Members**, select the Scenario for which you want the calculations disabled, for example, Forecast, and click **OK**.

   Note that there are two lines in the Member Selector.

   - The first line is the list of Scenarios that should be **disabled**. Add the Scenario that you want to disable on this line.
   - The second line is an Exclusion line, which means that any Scenario listed in the second line is effectively **enabled** (not disabled).
6. Click **Save** to save the rule.
7. Re-run the consolidation process.

Working within Calculation Manager

When you click on a Configurable Calculation rule from the Consolidation Process page, the system opens Calculation Manager and you can work with the rule. By default, the content of the seeded rule is empty, and only contains comments. You can create calculation logic using either of these methods:

- Use the graphical UI to drag and drop objects to the rules

  In Graphical mode, you can use a Function Selector and Member Selector. You can drag and drop objects to the Designer.
- Edit rules using Essbase script

  In Script mode, you can use a Function Selector and Member Selector. You can cut and paste, find and replace, show or hide comments, and import or export.

The Function Selector and Member Selector are fully supported in both the graphical and script mode. You can always switch between the graphical and script mode by selecting the applicable option in the View drop-down:

- Designer
- Edit Script
- View Script

You can also comment out a section of the code for testing purposes (add or remove comments).

Calculation Manager features are enabled for Configurable Calculations.

For custom-defined functions supported by Calculation Manager, see Working with Calculation Manager Custom Defined Functions.

For detailed information on using Calculation Manager, see *Designing with Calculation Manager*.

You can perform validation at any time before or during the save process. The system ensures that the members and functions are valid and that the syntax is correct.

In order for your custom calculations to be part of the process, you must Deploy the rule.

Note that you cannot deploy templates that you created from Calculation Manager. You must include them either in Configurable Calculations (insertion points) or On-Demand Rules and then deploy those rules.

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If you encounter any errors during deployment, you can see the error detail in the Job console error log. After the rule is deployed, the system changes the calculation status to "System Change" (SC). You must reconsolidate data based on the changes made to the rule that has been deployed.

Note that the insertion point-based calculations that you define in Calculation Manager cannot be executed standalone. When the insertion point rule is deployed, Financial Consolidation and Close will insert the script statements of the seeded rule into the appropriate places of the consolidation logic.

You do not launch insertion point rules from within Calculation Manager. In addition, you cannot include Scenario/Year/Period/Entity as the OUTER FIX statement in your seeded insertion point rule because the selection of Scenario/Year/Period/Entity is determined by the user who invokes the consolidation from Financial Consolidation and Close.

Configurable Calculations Best Practices

Use these best practices when working with configurable calculations.

Calculation Concepts

These are the essential concepts for creating calculations:

- Data Blocks
- Basic Script Format
- BottomUp versus TopDown Calculations
- Block versus Cell Mode

Data Blocks

The following figure shows a Data Block from a sample application.

	Dimension	Type	Members	Total Members
1.	Scenario	Sparse	Actual, Budget	2
2.	Year	Sparse	FY17, FY18	2
3.	Period	Sparse	Jan, Feb	2
4.	Account	Dense	Sales, Cash	2

- Stored members of dense dimensions constitute a Data Block. Block size for the sample application above is 2 (Sales and Cash) x 8 bytes = 16 bytes.
- Unique combinations of sparse dimensions members constitute INDEXes and point to Data Blocks. In the sample application above, there are total of 2 (Actual, Budget) x 2 (FY17, FY18) x 2 (Jan, Feb)= 8 indexes.

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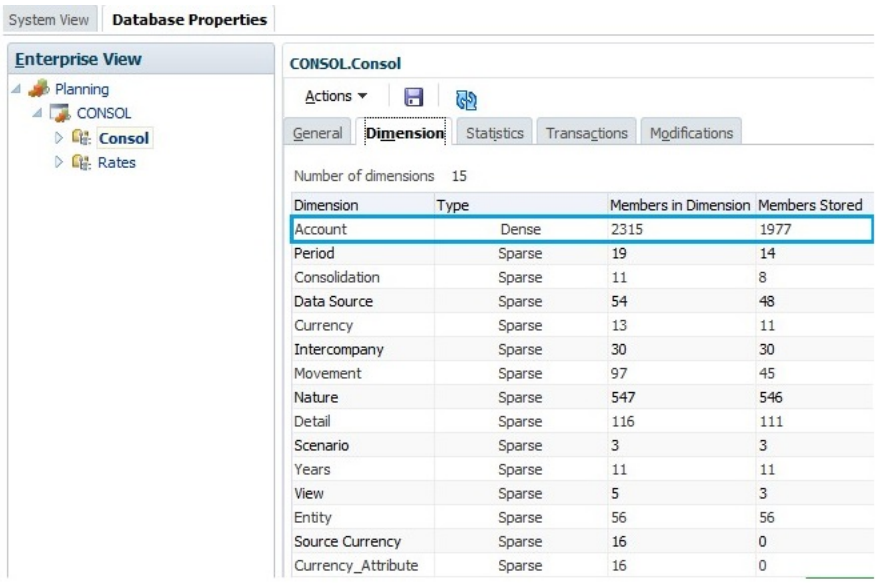
	INDEXes			BLOCKs	
1.	Actual	FY17	Jan		
2.	Actual	FY17	Feb		
3.	Actual	FY18	Jan		
4.	Actual	FY18	Feb	Sales (10)	Cash(#Missing)
5.	Budget	FY17	Jan		
6.	Budget	FY17	Feb		
7.	Budget	FY18	Jan		
8.	Budget	FY18	Feb		

In Essbase Block Storage Option (BSO) databases, a block constitutes stored members of a Dense dimension. In Financial Consolidation and Close, by default, Account is the only Dense dimension.

In this example, the Account dimension is Dense, and has 1977 stored members. This indicates a single BSO Database Consol's block has 1977 cells - each represents an Account member.

The Block size, in bytes will be:

- Block Size (Bytes) = Number of Stored members in Account * 8
- Block Size (Bytes) = 1977 * 8 = **15,816** bytes



Note: To view the database properties, from Calculation Manager, select **Action**, and then **Database Properties**.

Best Practices for Creating Data Blocks

When a configurable calculation that writes to a data cell is executed, a data block must exist for data to be written to the database.

Data blocks are combinations of stored Sparse and Dense dimension members.

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Separate data blocks are created for each combination of stored Sparse dimensions. The members in a Dense dimension equal one block.

For more information on data blocks, see "Block Storage Database Limits" in the *Database Administrator's Guide for Oracle Essbase*.

When you create configurable calculations, you may need to create additional blocks to store the calculated results and resolve issues with missing data.

You can enable the Auto-Create Blocks option to have the system automatically create missing blocks. See Enabling Auto Create Blocks for Configurable Calculations.

If you use Bottom-Up processing in your configurable calculations, you should manually create data blocks or ensure that data blocks already exist.

You can manually create data blocks using one of these methods:

- Assigning data during the data load process. For example, write a "Zero" to a single Dense member intersection, and then write "#missing" to clear the "Zero" after block creation.

Sample Custom Calculation Script for Creating Blocks

```
"FY13"(
        @CALCMODE(BOTTOMUP);
      IF("No Product" == #missing)  /* this step is used to avoid overwriting any user data */
            "No Product" = 0;
             "No Product" = #missing;  /*to avoid rolling up zero */
      ENDIF
)
```

- Using the Essbase DATACOPY command, in which all blocks from the source are copied to the destination, including the missing cells. However, this method can potentially create unnecessary blocks and slow the consolidation process.

When to use Auto-Create Blocks

Auto-Create Blocks is a provided setting to create missing blocks during a Configurable Calculation.

This setting has a big performance impact, because it uses the potential block algorithm to search the entire database for the presence of blocks and accordingly creates a missing block, if one does not exist.

Use this setting only when you are completely sure that none of the other block creation techniques are appropriate.

The @CALCMODE(BOTTOMUP) function (if used in an insertion point) and Auto-Create Blocks are mutually exclusive.

Creating Target Data Blocks for @SHIFT and @PRIOR Functions

When you use the @SHIFT or @PRIOR functions in calculation scripts, the target data blocks must exist before you can run the calculation. The target data blocks must exist as either part of another calculation or data load, or must be created using the @CREATEBLOCK function.

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Example Use Case:

Data exists in Actual, FY16, P12, ML_HFM. The data is being pulled from Oracle Hyperion Financial Management, and has not been loaded in Actual, FY16, P1, ML_HFM. The data must be retrieved from the prior year's P12 period, and a reversal entry should be reflected at Actual, FY17, P1, ML_HFM_Calc.

The calculation script is as follows:

```
/* Special case for Only Balance Sheet accounts and first period of
subsequent financial years, other than "FY16" (first year)
 * For first period P1 of FY17, it was identified that ML_HFM blocks were
absent at "CF_OpeningBalance".  Therefore, above calculation, being BOTTOMUP
 * will not execute.  So, therefore need to segregate P1 calculation for
"FY17" and above, make it run TOPDOWN.
 * This code is used to account for situation when LTD balance do not exist
in current month.  This is only run if ML_HFM is missing */
FIX ("Entity Currency", "FCCS_Entity Input", @LEVMBRS("Segment", 0), "FCCS_No
Intercompany", @List("CF_OpeningBalance", "RCG_Rcl", "Income_Rcl"),
@RELATIVE("FCCS_Mvmts_Subtotal", 0))
    FIX (@REMOVE(@RELATIVE("FCCS_Balance Sheet", 0) AND @LIST(@UDA("Account",
"ASSET") OR @UDA("Account", "LIABILITY") OR @UDA("Account", "EQUITY")),
@LIST("FCCS_BALANCE", "Balance_Validation", "FCCS_CTA", "FCCS_CICTA",
"FCCS_Retained Earnings Prior", "880000201I")))
        "ML_HFM_Calc" (
            IF (@ISLEV("Entity", 0))
                IF (@ISMBR("P1"))
                    IF ("ML_HFM" == #MISSING)
                        IF (@SHIFT("P13"->"FCCS_Journal Input", -1,
@CHILDREN("Years")) <> #MISSING)
                            -@SHIFT("P12"->"ML_HFM", -1, @CHILDREN("Years"))
- @SHIFT("P13"->"FCCS_Journal Input", -1, @CHILDREN("Years"));
                        ELSE
                            -@SHIFT("P12"->"ML_HFM", -1, @CHILDREN("Years"));
                        ENDIF
                        ;
                    ENDIF
                    ;
                ENDIF
                ;
        )
    ENDFIX
ENDFIX
```

No journals have been posted ("FCCS_Journal Input" in P13. The code is expected to take the following path, with "ML_HFM_Calc" as the sparse member anchor:

`@SHIFT("P12"->"ML_HFM", -1, @CHILDREN("Years"));`
However, this returns #MISSING.

Workaround 1:

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```
Workaround 1: Use @MEMBER(@PREVSIBLING(@CURRMBR("Years"))) as part of cross
dim, to move to previous member
/* Special case for Only Balance Sheet accounts and first period of
subsequent financial years, other than "FY16" (first year)
 * For first period P1 of FY17, it was identified that ML_HFM blocks were
absent at "CF_OpeningBalance".  Therefore, above calculation, being BOTTOMUP
 * will not execute.  So, therefore need to segregate P1 calculation for
"FY17" and above, make it run TOPDOWN.
 * This code is used to account for situation when LTD balance do not exist
in current month.  This is only run if ML_HFM is missing */
FIX ("Entity Currency", "FCCS_Entity Input", @LEVMBRS("Segment", 0), "FCCS_No
Intercompany", @List("CF_OpeningBalance", "RCG_Rcl", "Income_Rcl"),
@RELATIVE("FCCS_Mvmts_Subtotal", 0))
    FIX (@REMOVE(@RELATIVE("FCCS_Balance Sheet", 0) AND @LIST(@UDA("Account",
"ASSET") OR @UDA("Account", "LIABILITY") OR @UDA("Account", "EQUITY")),
@LIST("FCCS_BALANCE", "Balance_Validation", "FCCS_CTA", "FCCS_CICTA",
"FCCS_Retained Earnings Prior", "880000201I")))
        "ML_HFM_Calc" (
            IF (@ISLEV("Entity", 0))
                IF (@ISMBR("P1"))
                    IF ("ML_HFM" == #MISSING)
                        IF
(@MEMBER(@PREVSIBLING(@CURRMBR("Years")))->"P13"->"FCCS_Journal Input" <>
#MISSING)

-@MEMBER(@PREVSIBLING(@CURRMBR("Years")))->"P12"->"ML_HFM" -
@MEMBER(@PREVSIBLING(@CURRMBR("Years")))->"P13"->"FCCS_Journal Input";
                        ELSE

-@MEMBER(@PREVSIBLING(@CURRMBR("Years")))->"P12"->"ML_HFM";
                        ENDIF
                        ;
                    ENDIF
                    ;
                ENDIF
                ;
            ENDIF
            ;
        )
    ENDFIX
ENDFIX
```

Workaround 2:

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```
Workaround 2: Use @CREATEBLOCK to pre-create target block
/* If data exists at the source POV, create a block at the target POV */
FIX("FCCS_Periodic", "Actual", "ML_HFM", "P12", "FY16", "61083_010")
    FIX ("Entity Currency", "FCCS_Entity Input", @LEVMBRS("Segment", 0),
"FCCS_No Intercompany", @RELATIVE("FCCS_Mvmts_Subtotal", 0))
        "CF_OpeningBalance" (@CREATEBLOCK("ML_HFM_Calc"->"P1"->"FY17");)
    ENDFIX
ENDFIX

FIX("FCCS_Periodic", "Actual", "P1", "FY17", "61083_010")

/* Special case for Only Balance Sheet accounts and first period of
subsequent financial years, other than "FY16" (first year)
 * For first period P1 of FY17, it was identified that ML_HFM blocks were
absent at "CF_OpeningBalance".  Therefore, above calculation, being BOTTOMUP
* will not execute.  So, therefore need to segregate P1 calculation for
"FY17" and above, make it run TOPDOWN.
* This code is used to account for situation when LTD balance do not exist in
current month.  This is only run if ML_HFM is missing */
FIX ("Entity Currency", "FCCS_Entity Input", @LEVMBRS("Segment", 0), "FCCS_No
Intercompany", @List("CF_OpeningBalance", "RCG_Rcl", "Income_Rcl"),
@RELATIVE("FCCS_Mvmts_Subtotal", 0))
    FIX (@REMOVE(@RELATIVE("FCCS_Balance Sheet", 0) AND @LIST(@UDA("Account",
"ASSET") OR @UDA("Account", "LIABILITY") OR @UDA("Account", "EQUITY")),
@LIST("FCCS_BALANCE", "Balance_Validation", "FCCS_CTA", "FCCS_CICTA",
"FCCS_Retained Earnings Prior", "8800002011")))
        "ML_HFM_Calc" (
            IF (@ISLEV("Entity", 0))
                IF (@ISMBR("P1"))
                    IF ("ML_HFM" == #MISSING)
                        IF (@SHIFT("P13"->"FCCS_Journal Input", -1,
@CHILDREN("Years")) <> #MISSING)
                            -@SHIFT("P12"->"ML_HFM", -1, @CHILDREN("Years"))
- @SHIFT("P13"->"FCCS_Journal Input", -1, @CHILDREN("Years"));
                        ELSE
                            -@SHIFT("P12"->"ML_HFM", -1, @CHILDREN("Years"));
                        ENDIF
                        ;
                    ENDIF
                    ;
                ENDIF
                ;
        )
    ENDFIX
ENDFIX
ENDFIX
```

ClearEmptyBlocks Rule Guidelines

The ClearEmptyBlocks business rule helps to scavenge the Consol cube for any empty data blocks. Empty data blocks could be generated as part of:

- OnDemand rule execution that generates empty blocks. For example, using the @CREATEBLOCK function, and then possibly a generated empty data block never gets utilized.

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- An insertion point code (for example, FCCS_20) that possibly has block leaks due to TOPDOWN calculations, perhaps from assigning #MISSING; using sparse anchors, instead of using @CALCMODE(BOTTOM UP)
- Financial Consolidation and Close System Calculations

Recommended Practice to Run ClearEmptyBlocks Rule

- A best practice is to run the rule after finishing any OnDemand Rule/insertion point tests, when the script is in development phase. The ClearEmptyBlocks rule helps to measure block statistics before and after execution of the calculation under development.
- In production phase, execute the rule after finishing a full year consolidation for a given year.

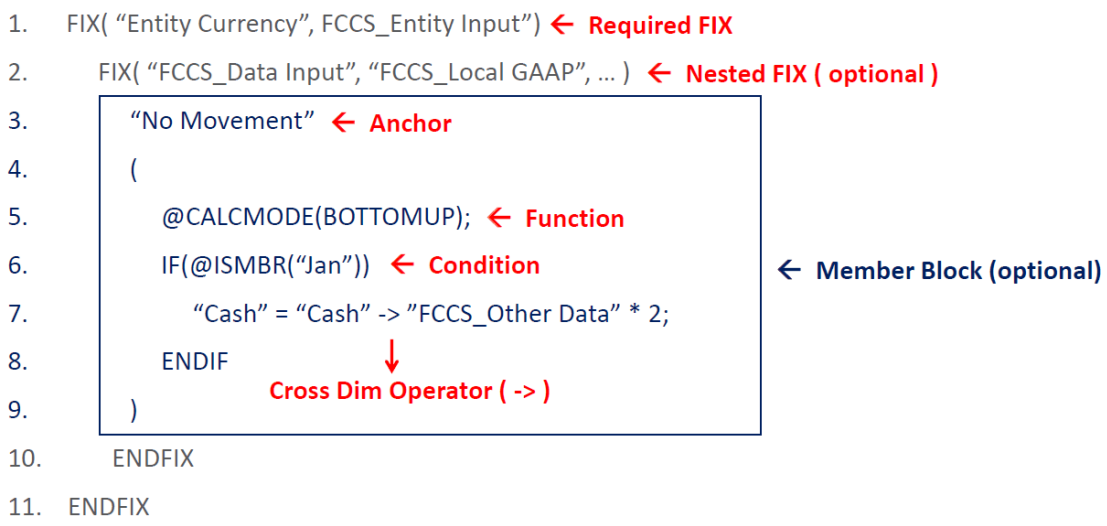
An EPM Automate script could be scheduled to run after office hours, every weekend:

```
call epmautomate runbusinessrule ClearEmptyBlocks Scenario ="<Scenario>" Year
= "<Particular Year>"
Period = "ILv10Descendants(YearTotal)"
call epmautomate restructurecube Consol
```

Note: The schedule for this activity must maintain at least a gap of three to four hours with the Daily Maintenance Cycle.

Basic Script Format

The following figure shows sample Calc Script format.



Writing Configurable Calculations

The following figure shows the Configurable Calculation rules on the Consolidation Process Local Currency tab.

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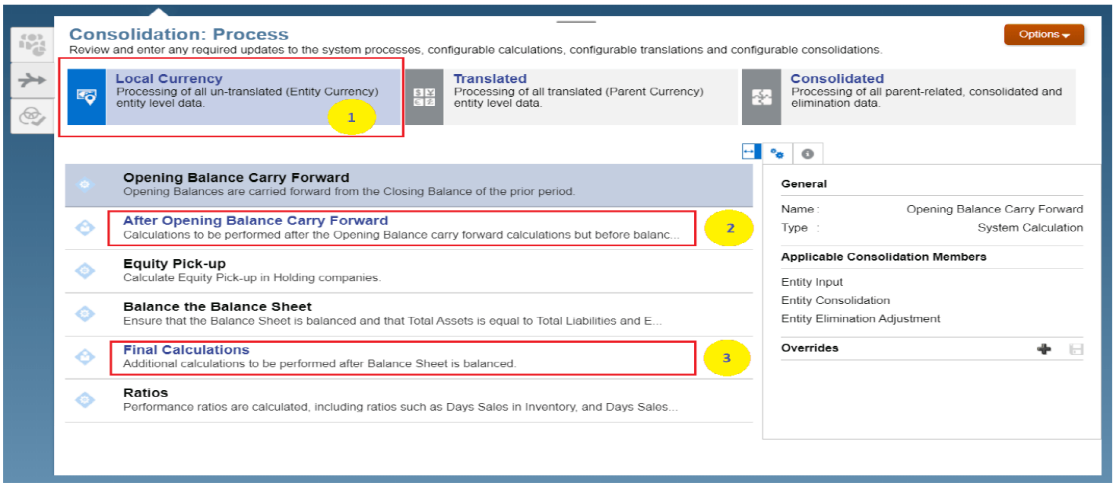
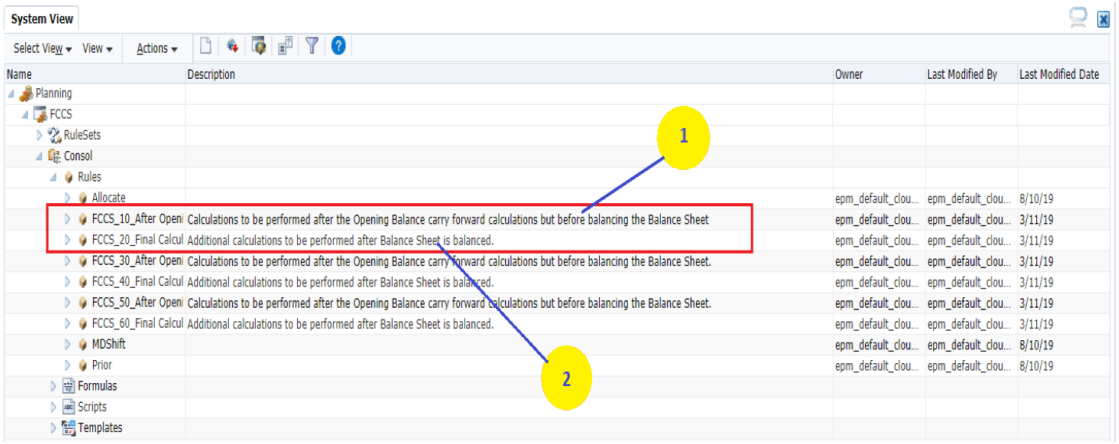


The following figure shows the correspnding Configurable Calculation rules from the Consolidation Process Local Currency tab.



A configurable calculation helps you perform customized calculations that involve three categories of data:

- Untranslated Data: Entity Currency + (FCCS_Entity Input or FCCS_Entity Consolidation)
- Translated Data: Parent Currency + (FCCS_Entity Input or FCCS_Entity Consolidation)
- Eliminated Data: Parent Currency + FCCS_Elimination

It is important to understand the Currency and Consolidation combination, to write a configurable calculation within the correct Configurable Calculation Rule template, also known as an Insertion Point.

As an example, FCCS_30_After Opening Balance Carry Forward_Translated is supposed to be used, if and only if, FCCS default translation and FX calculation have already processed the data that needs special attention in FCCS_30.

Writing Configurable Calculation Examples

Consider an example of a Block Creation issue and the different approaches to solve the same calculation.

Use Case:

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- Add values in two accounts: Warehouse_Stock and Showroom_Stock loaded to FCCS_Managed Data, FCCS_Mvmts_NetIncome, FCCS_Local GAAP and No Product
- Store the result of the calculation to Account Inventory_Stock at FCCS_Other Data, FCCS_Mvmts_NetIncome, FCCS_Local GAAP and No Product
- Use the FCCS_10 configurable calculation

Approach 1: Using No Member Block (Anchor)

```
1.    FIX ("FCCS_Entity Input", "Entity Currency")
2.    FIX ("FCCS_Other Data", "FCCS_Mvmts_NetIncome", "FCCS_No Intercompany",
"No Product",
"FCCS_Local GAAP")
3.    " Inventory_Stock " = "FCCS_Managed Data"->" Warehouse_Stock " +
"FCCS_Managed Data"->
"Showroom_Stock ";

4.    ENDFIX
5.    ENDFIX
```

Disadvantages of this approach:

1. This is a **dense** calculation, considering that `Inventory_Stock` is an account on the left-hand side. Although the calculation is written correctly, the result of the calculation will not be seen, if no prior block exists at `FCCS_Other Data` and associated other FIX members to hold the result.
2. Cannot enforce conditional calculation restrictions, for example, IF..ELSE..ENDIF.
3. Workaround is required to manually introduce zero data blocks to above intersection.

Approach 2: Using Dense Member Block (Anchor)

```
1.    FIX ("FCCS_Entity Input", "Entity Currency")
2.    FIX ("FCCS_Other Data", "FCCS_Mvmts_NetIncome", "FCCS_No Intercompany",
"FCCS_No Intercompany",
"FCCS_Local GAAP")

3.    " Inventory_Stock "(
4.    "FCCS_Managed Data"->" Warehouse_Stock " + "FCCS_Managed Data"->"
Showroom_Stock ";
5.    )
6.    ENDFIX
7.    ENDFIX
```

Disadvantages of this approach:

1. This is a **dense** calculation, because member block `Inventory_Stock` is an account. Although calculation is written correctly, the result of the calculation will not be seen, if no prior block exists at `FCCS_Other Data` and associated other FIXmembers.
2. Workaround is required to manually introduce zero data blocks to above intersection.

Approach 3: Using Sparse Member Block (Anchor)

```
1.    FIX ("FCCS_Entity Input", "Entity Currency")
2.    FIX ("FCCS_Mvmts_NetIncome", "FCCS_No Intercompany", "No Product",
"FCCS_Local GAAP")
```


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```
3.    "FCCS_Other Data" (
4.    " Inventory_Stock " = "FCCS_Managed Data"->" Warehouse_Stock " +
"FCCS_Managed Data"->
"Showroom_Stock ";

5.    )
6.    ENDFIX
7.    ENDFIX
```

Advantage of this approach:

This is a sparse calculation, because member block `FCCS_Other Data` is Data Source which is a sparse dimension. Calculation results in a block.

Disadvantage of this approach:

Member block calculation runs top-down, as cross-dimension operator is being used.

Approach 4: Using Sparse Member Block and BottomUp Calculation

```
1.    FIX ("FCCS_Entity Input", "Entity Currency")
2.    FIX ( "FCCS_Mvmts_NetIncome", "FCCS_No Intercompany", "No Product",
"FCCS_Local GAAP")
3.    "FCCS_Managed Data"(@CALCMODE(BOTTOMUP);
4.    "FCCS_Other Data"-> "Inventory_Stock " = " Warehouse_Stock " + "
Showroom_Stock "; 5.    )
6.    ENDFIX
7.    ENDFIX
```

Advantages of this approach:

1. This is a sparse calculation, because member block `FCCS_Managed Data` is Data Source, a sparse dimension.
2. Member block calculation runs BottomUp.
3. `FCCS_Managed Data` is the source of this calculation. The resulting block is created at `FCCS_Other Data`, if and only if the data block exists at source.
4. No cross-dim operator is required on the right-hand side of the calculation.
5. There is a need to explicitly specify the calculation as BottomUp, because there exists a cross-dim operator at the left-hand side of this assignment.

Block Versus Cell Mode Calculations

- BLOCK mode: (default mode) In this calculation mode, Essbase groups the cells within a block and simultaneously calculates the cells in each group.
- Block calculation mode is fast, but you need to carefully consider data dependencies within the block to ensure that the resulting data is accurate.
- CELL mode: In this calculation mode, Essbase calculates each cell sequentially, following the calculation order, which is based on the outline.
- Cell calculation mode is slower for obvious reasons. However, it ensures accurate results where data dependencies are concerned.
- When Essbase compiles a formula, it prints a message in the application log file explaining the mode of execution for the formula similar to the following message:

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```
Formula on member Profit % will be executed in CELL and TOPDOWN mode.
```

Essbase uses Block mode while calculating a formula, unless it uses functions such as:

- @ANCEST
- @CURRMBR
- @ISMBR on a dense member
- @MDANCESTVAL
- @MDPARENTVAL
- @MDSHIFT
- @NEXT
- @PARENT
- @PARENTVAL
- @PRIOR
- @SANCESTVAL
- @SPARENTVAL
- @SHIFT
- @XWRITE

To manually induce Block mode, use @CALCMODE(BLOCK). Ensure there are **no** data dependencies within your dense block.

Example of Block Mode

Perform the following calculation, based on month:

- January - `Sales Synergies` is the sum of the children of `Returns and Allowances`
- Februrary - `Sales Synergies` is the sum of children of `Returns and Allowances` - multiply by 20%
- Remaining months - `Sales Synergies` is the sum of the children of `Returns and Allowances` - multiply by 10%

Block Mode

```
1.    FIX ("FCCS_Entity Input", "Entity Currency")
2.    FIX ("Sales Synergies", "FCCS_No Intercompany", "FCCS_Managed Data",
"No Product", "FCCS_Local GAAP")
3.    "FCCS_Mvmts_NetIncome" (
4.    IF (@ISMBR("Jan"))
5.    @SUM(@Children("Returns and Allowances"));
6.    ELSEIF (@ISMBR("Feb"))
7.    @SUM(@Children("Returns and Allowances")) * 0.2;
8.    ELSE
9.    @SUM(@Children("Returns and Allowances")) * 0.1;
10.    ENDIF
11.    )
12.    ENDFIX
13.    ENDFIX
```

Cell Mode versus Induced Block Mode

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Perform the following calculation, based on the month:

January - `Sales Synergies` is the sum of the children of `Returns and Allowances`

February - `Sales Synergies` is the sum of the children of `Returns and Allowances` - multiply by 20%

Remaining months - `Sales Synergies` is the sum of the children of `Returns and Allowances` **plus the prior period's** `Sales Synergies`. Multiply the entire result by 10%.

CELL Mode

```
1.    FIX ("FCCS_Entity Input", "Entity Currency")
2.    FIX ("Sales Synergies", "FCCS_No Intercompany", "FCCS_Managed Data",
"No Product", "FCCS_Local GAAP")
3.    "FCCS_Mvmts_NetIncome" (
4.    IF (@ISMBR("Jan"))
5.    @SUM(@Children("Returns and Allowances"));
6.    ELSEIF (@ISMBR("Feb"))
7.    @SUM(@Children("Returns and Allowances")) * 0.2;
8.    ELSE
9.    (@SUM(@Children("Returns and Allowances")) + @PRIOR("Sales Synergies"))
* 0.1;
10.    ENDIF
11.    )
12.    ENDFIX
13.    ENDFIX
```

Block Mode

```
1.    FIX ("FCCS_Entity Input", "Entity Currency")
2.    FIX ("Sales Synergies", "FCCS_No Intercompany", "FCCS_Managed Data",
"No Product", "FCCS_Local GAAP")
3.    "FCCS_Mvmts_NetIncome" (@CALCMODE(BLOCK);
4.    IF (@ISMBR("Jan"))
5.    @SUM(@Children("Returns and Allowances"));
6.    ELSEIF (@ISMBR("Feb"))
7.    @SUM(@Children("Returns and Allowances")) * 0.2;
8.    ELSE
9.    (@SUM(@Children("Returns and Allowances")) + @PRIOR("Sales Synergies"))
* 0.1;
10.    ENDIF
11.    )
12.    ENDFIX
13.    ENDFIX
```

Customer A Use Case

- Reclassify Managed Data loaded from FDMEE for Income Statement accounts, to a different calculated Data Source member, based on journal adjustments
- Performance was slow: 180 minutes for an entire year

Customer A - Script Example

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Customer A - Script Improvements

- Use @REMOVE to remove Account instead of using @ISMBR check on Account Dense dimension
- BottomUp processing
- Use Boolean @ISLEV instead of @LEV and @CURRMEMBER
- Performance improved by 90%

Customer B Use Case

- Objective - move the data from some Source entities to a Target entity
- Data was not being calculated
- Performance was slow - 3.5 hours

Customer B - Script Example



Customer B - Script Improvements

- Use Copy to create the target block
- Calculation remains TopDown

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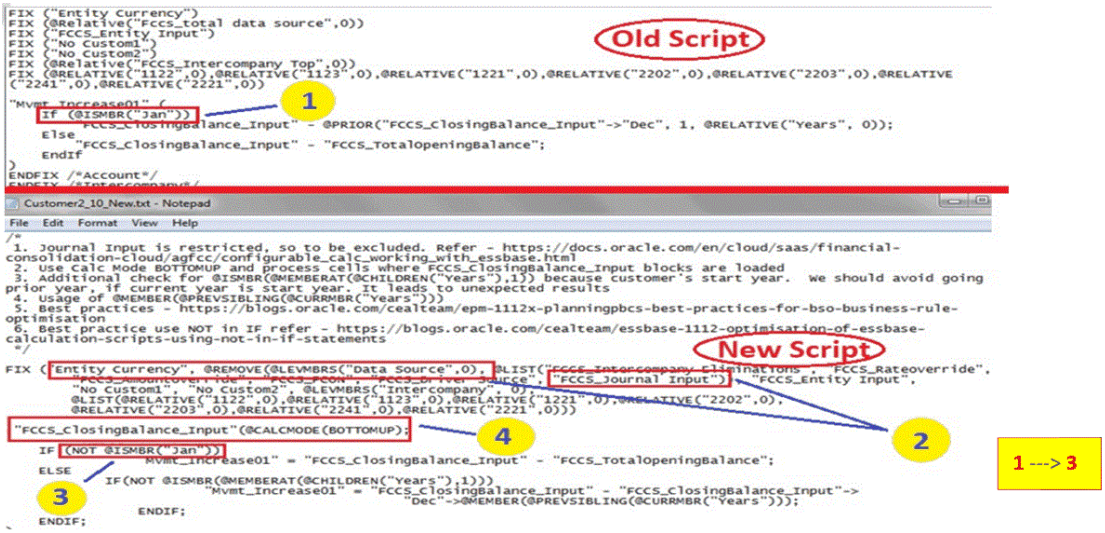
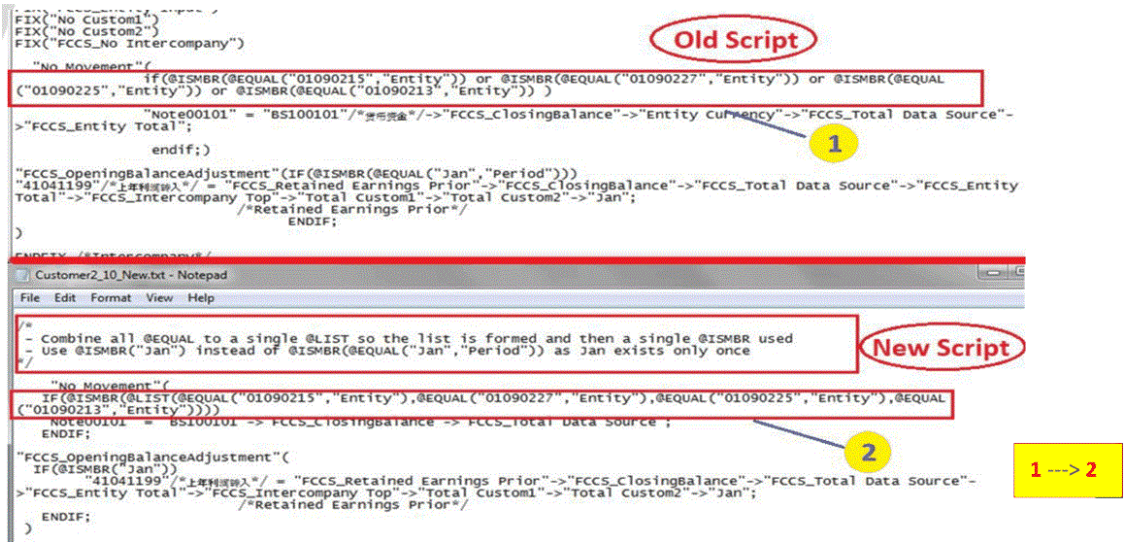
- Calculation performed only on one target Custom dimension member
- Use @LIKE to make the script generic
- Timing reduced from 3.5 hours to a few minutes

Customer C Use Case

- Reclassify movements based on FCCS_Closing_Balance_Input entered through the user interface
- Performance was slow - 15 minutes



Customer C - Script Example continued



Customer C - Script Improvements

- Remove restricted members from the FIX
- BottomUp processing
- Check for edge cases

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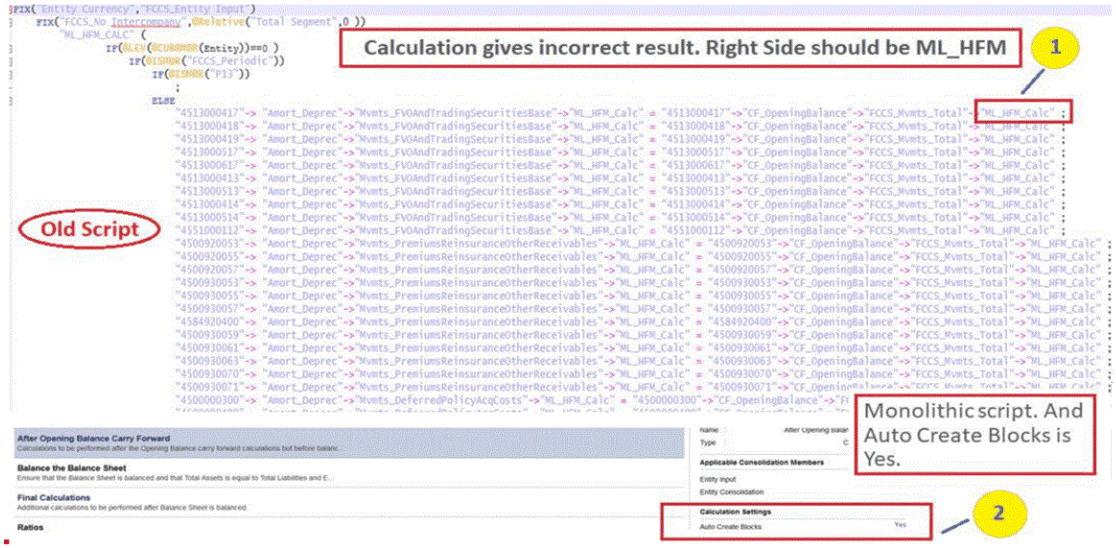
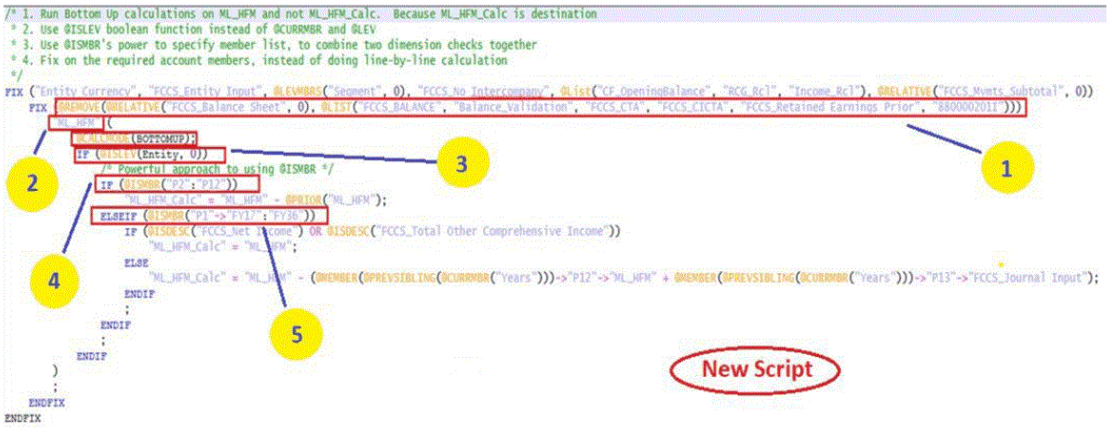
- Check for common cases first
- Performance improved by 40%

Customer D Use Case

- Reclassify data pulled from Hyperion Financial Management, data source ML_HFM, and store it at ML_HFM_Calc data source member
- Performance was slow –24 hours for a single period
- Data was not tying out, as blocks were not being created as expected

Customer D - Script Example





No Auto Create required.

Customer D - Script Improvements

- Use @REMOVE to remove Account instead of using @ISMBR check on Account Dense dimension
- BottomUp processing
- Use Boolean @ISLEV instead of @LEV and @CURRMEMBER

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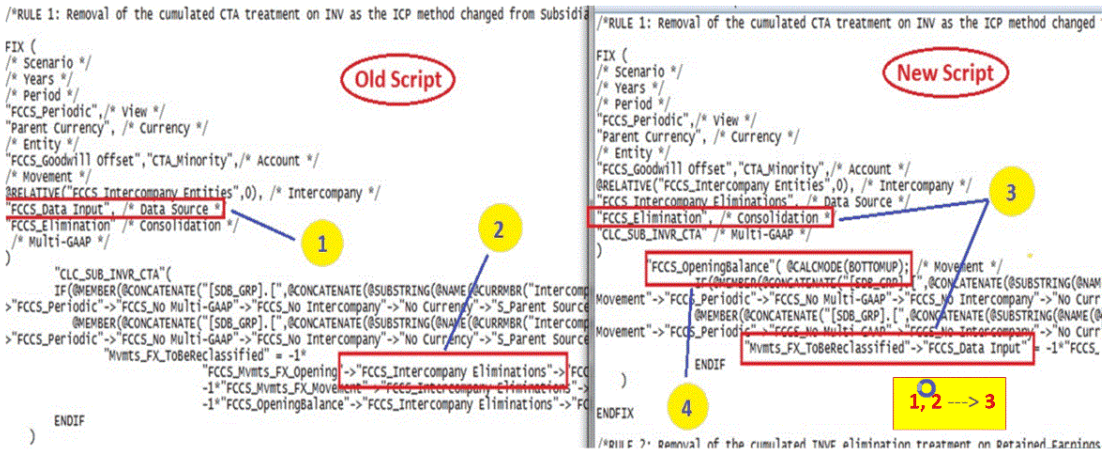
- Performance improved by 90%

Customer E Use Case

- The Consolidation method changed in the current period, wanted to remove all the cumulative CTA and elimination treatments of the earlier periods
- Performance was slow - 90 minutes



Customer E - Script Improvements

- Use Data_Input in the target to avoid the validation error about writing to FCCS_Intercompany_Eliminations
- Use BottomUp on traverse ICP members which had Closing Balance Input
- Timing reduced from 90 minutes to 11 minutes

Summary of Best Practices

- BottomUp processing
- Use @REMOVE to remove account instead of using @ISMBR check on Account dense dimension
- Use Boolean @ISLEV instead of @LEV and @CURRMBR
- Remove restricted members from the FIX
- Use Copy to create the target block if anchor approach does not work
- Calculation performed only on one target Custom dimension member
- Use @LIKE to make the script generic
- Avoid Auto Block creation
- Check for edge cases
- Check for common cases first

Best Practices for Performance

Multiple Passes to Essbase

Every time the FIX statement is used in a rule, each FIX will trigger a separate pass to the database. It would be best for performance reasons to avoid multiple passes to Essbase by not including too many separate FIX statements.

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Example - Multiple Passes to Essbase

```
FIX("Entity Currency", "FCCS_Entity Input", …..)
    FIX("FCCS_Data Input", … )
        //Calculations;
    ENDFIX

    FIX("FCCS_Other Data", … )
        //Calculations;
    ENDFIX

ENDFIX
```

Example: Suggested changes to avoid multiple passes using IF...ENDIF

```
FIX("Entity Currency", ...)
    FIX( @List("FCCS_Data Input", "FCCS_Other Data"), … )
        "FCCS_Entity Input"( @CALCMODE(BOTTOMUP);
            IF(@ISMBR("FCCS_Data Input")
                //Calculations for "FCCS_Data Input";
            ELSE
                //Calculations "FCCS_Other Data";
            ENDIF
        )
    ENDFIX
ENDFIX
```

Example: Suggested changes to avoid multiple passes using Member Blocks

```
FIX("Entity Currency", ...)
    FIX( @List("FCCS_Data Input", "FCCS_Other Data"), … )
        "FCCS_Entity Input"( @CALCMODE(BOTTOMUP);
            IF(@ISMBR("FCCS_Data Input")
                //Calculations for "FCCS_Data Input";
            ELSE
                //Calculations "FCCS_Other Data";
            ENDIF
        )
    ENDFIX
ENDFIX
```

Example: Multiple separate nested FIX statements which cause multiple passes to Essbase

```
FIX("FCCS_Elimination")
     FIX("No Movement")
        Fix(@Relative("ICP_Category",0))
        "Custom_Elimination" (
            "InterSales"="Other_InterAcct"->"FCCS_Intercompany Eliminations";
        )
        ENDFIX  /*Intercompany*/
    ENDFIX  /*Movement*/
 ENDFIX  /*Consolidation*/
```


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Example: Rewrite to avoid multiple passes

```
FIX ("FCCS_Elimination",@Relative("ICP_Category A",0), "No Movement")
    "Custom_Elimination" ( @CALCMODE(BOTTOMUP);
        "640102" = "WA_Intercompany Account"->"FCCS_Intercompany
Eliminations";
    )
ENDFIX
```

Writing to Restricted Members

In this example, suppose you want to reclassify "FCCS_Intercompany Eliminations" > "FCCS_Eliminations" > "Mvmts_NewBusiness" to "Data Input" > "FCCS_Eliminations" > "Mvmts Reclass."

However, since "FCCS_Intercompany Eliminations" is a restricted member for the Data Source dimension, if you try to use a FIX on this member, the system returns an error.

You can try to write the following statements, which force the system to use Top Down processing.

Example: Working with restricted members using Top Down processing

```
FIX("Data Input", … )
    "FCCS_Elimination" (
         "Mvmts_Reclass" = -1 * "FCCS_Intercompany Eliminations"-
>"Mvmts_NewBusiness" ;
    )
ENDFIX
```

Example: Rewrite the statements using BottomUp processing

```
FIX("FCCS_IntercomanyEliminations", "Mvmts_NewBusiness", … )
    "FCCS_Elimination" ( @CALCMODE(BOTTOMUP);
         "Mvmts_Reclass"->"Data Input" = -1 * "Mvmts_NewBusiness" ;
    )
ENDFIX
```

Note that in this example, you have a FIX on "FCCS_Intercompany Eliminations", but override it with "Data Input" in the member block, and the system will not return an error during validation.

Entering Data in Closing Balance Input and Calculating Movement Based on UDAs

In this example, suppose you want to move Closing Balance Input into a specific Movement member. You could write a custom calculation with these requirements:

- Fix on sparse dimension member combinations together for Bottom-Up processing. Bottom-Up processing is related to blocks, and sparse dimensions define a block.
- User-defined attributes (UDAs) are best processed together with a FIX on the UDA accounts, to perform the same calculation.
- The example below assumes that all specified UDAs are defined on ASSET / LIABILITY / EQUITY Account Types.
- FIX on level zero Account dimension members relative to FCCS_Net Income

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- Use a Boolean function rather than calculate member's level using @LEV for performance improvement
- Use Boolean function @ISDESC to check if the member is a descendant. It will always be a leaf member.

Example: Entering Data in Closing Balance Input and Calculating Movement Based on UDAs

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```
FIX ("Entity Currency", "Entity Input")

FIX ( @REMOVE(@LEVMBRS("Data Source",0), @LIST("FCCS_RateOverride",
"FCCS_INTERCOMPANY ELIMINATIONS", "FCCS_JOURNAL INPUT", "FCCS_AmountOverride",
"FCCS_Driver Source", "FCCS_PCON")))
  FIX ( @LEVMBRS("Intercompany", 0), @LEVMBRS("Multi-GAAP", 0), @LEVMBRS
("Product",0))
    FIX ( @REMOVE (@LEVMBRS ("Account",0), @LIST("FCCS_CICTA","FCCS_Balance",
@RELATIVE("Exchange Rates", 0), @RELATIVE("FCCS_System
Account",0),@RELATIVE("FCCS_Drivers", 0),@RELATIVE("Ratios",0))) AND

                    (

                     @RELATIVE("FCCS_Net Income", 0) OR
                     @UDA("Account", "REC") OR
                     @UDA("Account",  "REC_1") OR
                     @UDA("Account", "PAY") OR
                     @UDA("Account",  "PAY_1") OR
                     @UDA("Account", "CASHTYPE") OR
                      @UDA("Account", "Inv")
                      )
          )
              "FCCS_ClosingBalance_Input"(@CALCMODE(BOTTOMUP);

                      IF(@ISLEV("Entity", 0))
                              IF(@ISUDA("Account", "Flow"))
                                IF (@ISDESC("FCCS_Net Income"))
                                      "FCCS_Mvmts_NetIncome" =
"FCCS_ClosingBalance_Input" – "FCCS_ClosingBalance" + "FCCS_Mvmts_NetIncome";
                                        ELSEIF(@ISUDA("Account", "REC") OR
@ISUDA("Account", "REC_1"))
                                      "FCCS_Mvmts_AccountsReceivable" =
"FCCS_ClosingBalance_Input" – "FCCS_ClosingBalance" +
"FCCS_Mvmts_AccountsReceivable";
                                      ELSEIF(@ISUDA("Account", "PAY") OR
@ISUDA("Account",  "PAY_1"))
                                      "FCCS_Mvmts_AccountsPayable" =
"FCCS_ClosingBalance_Input" – "FCCS_ClosingBalance" + "FCCS_Mvmts_AccountsPayable";
                                        ELSEIF(@ISUDA("Account",
"CASHTYPE"))
                                        "FCCS_Mvmts_Cash" =
"FCCS_ClosingBalance_Input" – "FCCS_ClosingBalance" + "FCCS_Mvmts_Cash";
                                        ELSEIF(@ISUDA("Account", "Inv"))
                                      "FCCS_Mvmts_Inventories" =
"FCCS_ClosingBalance_Input" – "FCCS_ClosingBalance" + "FCCS_Mvmts_Inventories";
                                        ENDIF;
                                    ELSE
                                        "FCCS_No Movement" =
 "FCCS_ClosingBalance_Input";
                                    ENDIF;
                          ENDIF;
              )
      ENDFIX
  ENDFIX
  ENDFIX
  ENDFIX
```


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Best Way to Use IF Condition

Below is a common example when you write the conditional statements using IF. In this example, you want to do a specific process in January, but do something different for the other months. If the calculation is written as below, the system will go through the check 12 times for all periods other than January, since it always checks for January first, and then branch off to the ELSE clause.

Example: IF statement

```
FIX ("Entity Currency", "FCCS_Entity Input" … )
    "Mvmt_Increase01" ( @CALCMODE(BOTTOMUP);
         IF(@ISMBR("Jan"))
                    "FCCS_ClosingBalance_Input" -
@PRIOR("FCCS_ClosingBalance_Input"->             "Dec", 1, @RELATIVE("Years",
0));
        ELSE
                    "FCCS_ClosingBalance_Input" - "FCCS_TotalOpeningBalance";
        ENDIF
    )
ENDFIX
```

Example: Rewrite using NOT IF

You can rewrite the IF statement so that 11 out of the 12 periods will be executed with the IF clause and then drop out of the conditional branch. Only January will be executed in the ELSE clause once.

```
FIX ("Entity Currency", "FCCS_Entity Input", …)
        "FCCS_ClosingBalance_Input"(@CALCMODE(BOTTOMUP);
     IF (NOT @ISMBR("Jan"))
        "Mvmt_Increase01" = "FCCS_ClosingBalance_Input" -
"FCCS_TotalOpeningBalance";
    ELSE
        IF(NOT @ISMBR(@MEMBERAT(@CHILDREN("Years"),1)))
          "Mvmt_Increase01" = "FCCS_ClosingBalance_Input" -
"FCCS_ClosingBalance_Input"->"Dec"->
@MEMBER(@PREVSIBLING(@CURRMBR("Years")));
          ENDIF;
     ENDIF;
    )
ENDFIX
```

Using Top Custom Member System Calculation Option with Extended Dimensionality

For user-defined Custom dimensions, Service Administrators can select to process System Calculations using the Top Member of the Custom dimension, instead of all level 0 members, for faster performance. You can select specific Custom dimensions for which the option would apply. See System Calculations.

If you are using an Extended Dimensionality environment, to make sure using the Custom Top Member does not slow down performance, you can create an empty block at "NoCustomX" at the beginning of the consolidation based on the Entity Input and Entity Currency data, and use that block to perform all the calculations. For example, if you have 1000 Custom members in

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the Product Custom dimension, you can create one block @"No Product", FIX on "No Product", and use Bottom-Up processing. The system then does not need to loop through all 1000 members of the Product dimension, and you can use "Total Product" for the total value to improve overall performance.

The following example shows a sample Calc Script:

```
"FY13"(
          @CALCMODE(BOTTOMUP);
        IF("No Product" == #missing)  /* this step is used to avoid overwriting any user data */
                  "No Product" = 0;
                   "No Product" = #missing;  /*to avoid rolling up zero */
        ENDIF
)
```

Calculating FCCS_10 Member Blocks using Bottom-Up Processing

1. Use @CALCMODE(BOTTOMUP) and combine member block calculations.
2. Combine calculations in multiple FIX...ENDFIX into a single FIX...ENDFIX, if FIX members are the same across calculations.

   Avoid FIX within FIX, if it is just a single calculation.

The following examples show running the calculation using Top-Down processing, and then a modified example using Bottom-Up processing to improve query processing on the right-hand side.

Example: Running FCCS_20 C1_Validation Using Top-Down Processing

```
FIX (“FCCS_No Intercompany”, “FCCS_Data Input”)
 FIX(“No Custom2”, “No Custom3”, “No Custom4”)
  “C1_Validation”(
   “RE1120LABNK-IMP” -> “FCCS_No Movement”=
   “RE1120LABNK-IMP” - >“FCCS_TotalInputAndAdjusted” -> “MVTMCALC” -> “FCCS_Entity Total” ->
 “FCCS_Intercompany Top” -> “Total Custom1” -> “Total Custom2” -> “Total Custom3” -> “Total
Custom4” -> “FCCS_YTD”;

  )
  ENDFIX
ENDFIX
```

Example: Running FCCS_20 C1_Validation Using Bottom-Up Processing

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```
FIX("RE1120LABNK-IMP", "FCCS_No Intercompany", "FCCS_Data Input", "No Custom2", "No
Custom3", "No Custom4", "FCCS_No Movement")

"C1_Validation"(@CALCMODE(BOTTOMUP);

   "MVTMCALC" -> "FCCS_Entity Total" -> "FCCS_TotalInputAndAdjusted" -> "FCCS_Intercompany
Top" ->"Total Custom1" -> "Total Custom2" -> "Total Custom3" -> "Total Custom4" ->"FCCS_YTD";

)

ENDFIX
```

Calculation Dependency

You should avoid dependencies between entities when calculations are done in Configurable Calculations (insertion points) and On-Demand Rules. If you try to reference Entity A's value in the calculation, and if Entity A has not yet been calculated, Entity A would have no value.

For example, if you try to reclassify data from "Entity A" > "ICP_B" > "Entity Currency" (source) to "Entity B" > "ICP_A" > "Entity Currency" (destination), data in Entity A (source) may not be available, since it may not have been calculated, if both entities Entity A and Entity B are being calculated in parallel.

In such cases, the reclassification should be attempted by first calculating Entity A and then dependent Entity B.

Best Practices for Calculations in Extended Dimensionality Applications

Extended Dimensionality Applications with Account as the Dense Dimension

If you are using an Extended Dimensionality application with Account as the Dense dimension, you can use these scripting techniques. Note the following points pertaining to these applications:

1. Dimension order: The Movement dimension is the first Sparse dimension in the dimension order, known as a bitmap dimension.
2. Intercompany dimension's parent members are Dynamic Calc.
3. All Custom dimensions must have their parent members set to Dynamic Calc.
4. The idea is to have minimal upper level block count, and achieve dynamic aggregations during spreadsheet operations.
5. Points 2 and 3 above play a significant role while writing customized calculations, apart from the need to rewrite existing calculations, if Top/Parent members are used in existing calculations.

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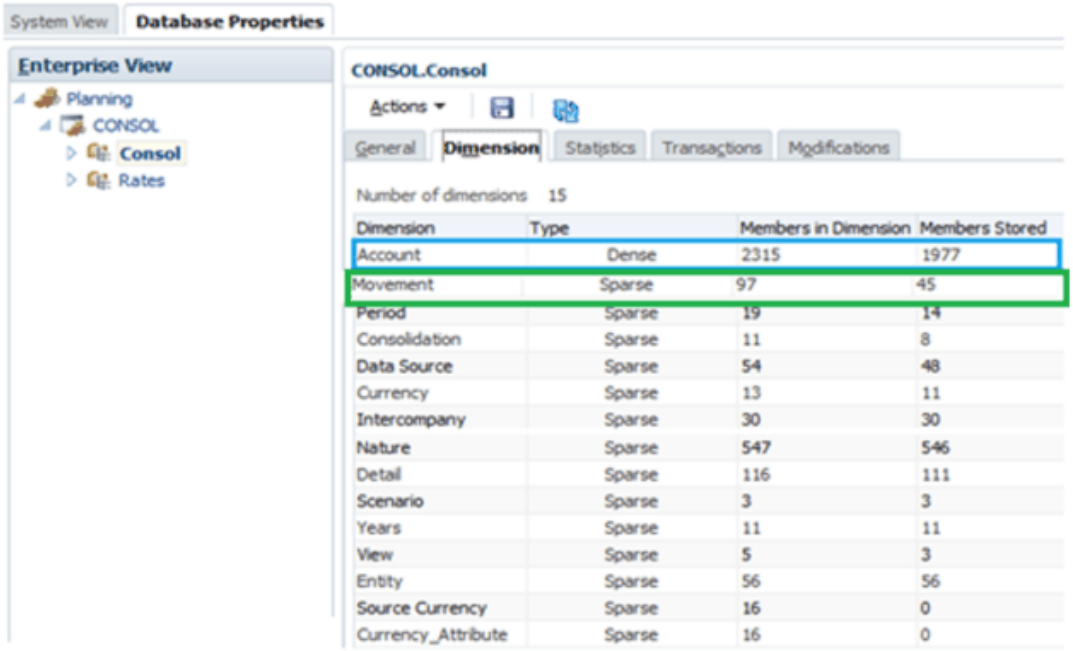

SET HYBRIDBSOINCALCSCRIPT FULL / NONE

HYBRIDBSOINCALCSCRIPT is required when the right-hand side of the expression has top members, for example:

```
"CA3_010" = "FCCS_Mvmts_Subtotal" -> "Total Custom1" -> "No Custom2";
```

In this case, you need to disable HYBRIDBSOINCALCSCRIPT for the offending line and then enable it again after the execution of the offending line, for example:

```
SET HYBRIDBSOINCALCSCRIPT NONE
"CA3_010" = "FCCS_Mvmts_Subtotal" -> "Total Custom1" -> "No Custom2"; SET
HYBRIDBSOINCALCSCRIPT FULL;
```

Remember, if required, this is to be done only for configurable calculation (insertion point) rules.

SET HYBRIDBSOINCALCSCRIPT FULL / NONE

Sometimes, when there is only one top member at the right-hand side, HYBRIDBSOINCALCSCRIPT slows down the expression, for example:

```
"CA3_010" = "FCCS_Mvmts_Subtotal" -> "Total Custom1" -> "No Custom2";
```

In this case, you need to disable HYBRIDBSOINCALCSCRIPT for the offending line and then enable it again after the execution of the offending line, for example:

```
SET HYBRIDBSOINCALCSCRIPT NONE
"CA3_010" = "FCCS_Mvmts_Subtotal" -> "Total Custom1" -> "No Custom2"; SET
HYBRIDBSOINCALCSCRIPT FULL;
```


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Remember, if required, this is to be done only for configurable calculation (insertion point) rules.

Successive Addition Technique

```
"Target_Account_Stored" -> "Mvmt_None" = "FCCS_Mvmts_Subtotal" ->
"Source_Account_DynamicCalc" -> "Total Custom1" -> "Total Custom2";
```

In this example, the intention is to store the result of the dynamic calculation on the right side, into a stored Dense member. This calculation is not performed if executed with SET HYBRIDBSOINCALCSCRIPT FULL. In these situations, based on the consolidation operators of the level zero members of the Custom dimension set as Addition, you can use a technique known as successive addition. Since the Account dimension is Sparse, you FIX on level zero members under the Dynamic Calc source account. Additionally, remember to turn off Hybrid mode.

```
1.    SET HYBRIDBSOINCALCSCRIPT NONE; /* Turn OFF Hybrid mode */
2.    FIX( @RELATIVE( "Total Custom1", 0 ), @RELATIVE( "Total Custom2", 0 ),
<other dimension members of FIX> )
3.    "FCCS_Mvmts_Subtotal" ( @CALCMODE( BOTTOMUP );
4.    "Target_Account_Stored" -> "Mvmt_None" = "Target_Account_Stored" ->
"Mvmt_None" + "Source_Account_DynamicCalc";
5.    )
6.    ENDFIX
```

Consider the following case in which a few level zero Custom1 members have the consolidation operator set as follows: Custom1_A and Custom1_B members have the consolidation operator set as Subtract.

```
SET HYBRIDBSOINCALCSCRIPT NONE; /* Turn OFF Hybrid mode */
FIX(@RELATIVE("Source_Account_DynamicCalc", 0),@REMOVE(@RELATIVE("Total Custom1", 0),@LIST("Custom1_A", "Custom1_B")),
(@RELATIVE("Total Custom2", 0), <other dimension members of FIX>)
"FCCS_Entity Input"(@CALCMODE(BOTTOMUP);
"Target_Account_Stored"->"Mvmt_None" = "Target_Account_Stored"->"Mvmt_None" + "FCCS_Mvmts_Subtotal";
)
ENDFIX /* Use addition for all Custom1 members excluding Custom1_A and Custom1_B */
FIX(@RELATIVE("Source_Account_DynamicCalc", 0),@LIST("Custom1_A", "Custom1_B"), @RELATIVE("Total Custom2", 0),<other dimension
members of FIX>)
"FCCS_Entity Input"(@CALCMODE(BOTTOMUP);
"Target_Account_Stored"->"Mvmt_None" = "Target_Account_Stored"->"Mvmt_None" - "FCCS_Mvmts_Subtotal";
)
ENDFIX /* Use subtraction for Custom1 members Custom1_A and Custom1_B */
```

An important consideration when using this technique: When the business rule is executed multiple times, it is quite possible that the target account will have an accumulated value. This results in incorrect numbers. Therefore, consider initializing the target value to #Missing, in a BOTTOMUP process, because the script would have been executed at least once.

```
SET HYBRIDBSOINCALCSCRIPT NONE; /* Turn OFF Hybrid mode */
FIX("Target_Account_Stored", @RELATIVE("Total Custom1", 0), @RELATIVE("Total Custom2", 0), <other dimension members of FIX>)
"FCCS_Entity Input"(@CALCMODE(BOTTOMUP);
"Mvmt_None" = #MISSING; /* clear stale values before successive addition / subtraction */
)
ENDFIX
```

Avoid the following constructs:

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1. CALC DIM, CALC ALL, AGG, and any other assignment-free expressions that calculate a sub-tree. A best practice is to limit use of CALC DIM and AGG to dimensions where no stored members are dependent on dynamic members.
2. Do not use CREATENONMISSINGBLOCK or CREATEBLOCKONEQ in calculation scripts.
3. Avoid using these functions inside insertion points:
   - @ALLOCATE
   - @CREATEBLOCK
   - @IRREX
   - @MDALLOCATE
   - @MDSHIFT
   - @MOVSUMX
   - @PTD
   - @SANCESTVAL
   - @STDEV
   - @STDEVP
   - @STDEVRANGE
   - @SYD
   - @TREND

Using a Sparse Member Block and BOTTOMUP

Non-Extended Dimension Application Scenario

```
1.FIX ("FCCS_EntityInputFCCS_EntityInputFCCS_EntityInputFCCS_EntityInput
FCCS_EntityInput
FCCS_EntityInputFCCS_EntityInputFCCS_EntityInputFCCS_EntityInput", "Entity
"Entity Currency" Currency" Currency" Currency" Currency" Currency"
Currency" )
2.FIX ("Inventory_StockInventory_StockInventory_StockInventory_Stock
Inventory_StockInventory_Stock Inventory_Stock Inventory_Stock ",
"FCCS_Mvmts_NetIncomeFCCS_Mvmts_NetIncomeFCCS_Mvmts_NetIncomeFCCS_Mvmts_NetInc
ome FCCS_Mvmts_NetIncome FCCS_Mvmts_NetIncome
FCCS_Mvmts_NetIncomeFCCS_Mvmts_NetIncomeFCCS_Mvmts_NetIncome ",
"FCCS_NoFCCS_NoFCCS_NoFCCS_No FCCS_NoIntercompany", Intercompany",
Intercompany", Intercompany", Intercompany", Intercompany", Intercompany",
Intercompany", Intercompany", Intercompany", "No "No Product", Product",
Product", Product", Product", Product", Product",
"FCCS_LocalFCCS_LocalFCCS_LocalFCCS_Local FCCS_Local GAAP" GAAP" GAAP" )
3."FCCS_ManagedFCCS_ManagedFCCS_ManagedFCCS_Managed FCCS_Managed FCCS_Managed
Data" Data" Data" (
4."FCCS_OtherFCCS_OtherFCCS_OtherFCCS_Other FCCS_Other FCCS_Other Data" Data"
Data" ="Warehouse_StockWarehouse_Stock Warehouse_Stock Warehouse_Stock
Warehouse_Stock Warehouse_Stock " +"Showroom_Stock
Showroom_StockShowroom_Stock Showroom_StockShowroom_Stock Showroom_Stock ";
5.)
6.ENDFIX
7.ENDFIX ENDFIX
```


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Extended Dimension Application Scenario

```
8.FIX ("FCCS_EntityFCCS_EntityFCCS_EntityFCCS_Entity FCCS_Entity Input",
Input", Input", Input", Input", Input", Input", "Entity "Entity Currency"
Currency" Currency" Currency" Currency" Currency" Currency" )
9.FIX ("Inventory_StockInventory_StockInventory_StockInventory_Stock
Inventory_StockInventory_Stock Inventory_Stock Inventory_Stock ",
"FCCS_ManagedFCCS_Managed FCCS_Managed FCCS_ManagedFCCS_ManagedData" Data"
Data" ,"FCCS_NoFCCS_NoFCCS_NoFCCS_No FCCS_NoIntercompany", Intercompany",
Intercompany", Intercompany", Intercompany", Intercompany", Intercompany",
Intercompany", Intercompany", Intercompany", "No "No Product", Product",
Product", Product", Product", Product", Product",
"FCCS_LocalFCCS_LocalFCCS_LocalFCCS_Local FCCS_Local GAAP" GAAP" GAAP" )
10 ."FCCS_Mvmts_NetIncomeFCCS_Mvmts_NetIncome FCCS_Mvmts_NetIncome
FCCS_Mvmts_NetIncomeFCCS_Mvmts_NetIncomeFCCS_Mvmts_NetIncome
FCCS_Mvmts_NetIncomeFCCS_Mvmts_NetIncome FCCS_Mvmts_NetIncome " (
11 ."FCCS_OtherFCCS_OtherFCCS_OtherFCCS_Other FCCS_Other FCCS_Other Data"
Data" Data" ="Warehouse_StockWarehouse_Stock Warehouse_Stock Warehouse_Stock
Warehouse_Stock Warehouse_Stock " +"Showroom_Stock
Showroom_StockShowroom_Stock Showroom_StockShowroom_Stock
Showroom_StockShowroom_Stock ";
12 .)
13 .ENDFIX ENDFIX
14 .ENDFIX
```

The Movement member "FCCS_Mvmts_NetIncome" is used as an anchor. The Movement dimension is considered a bitmap dimension. It is the first sparse dimension after the Account dense dimension. As much as possible, calculations involving a single Movement dimension member should use the Movement member as member block (known as an anchor).

Calculation Involving Top/Parent Members as Source

Non-Extended Dimension Application Source

```
1.    FIX ("Entity Currency", "FCCS_Entity Input")
2.    FIX("FCCS_Managed Data", "FCCS_Intercompany Top",
"Total Custom1", "Total Custom2")
3.    "FCCS_Mvmts_NetIncome"(
4.    IF(@ISLEV("Entity", 0))
5.    "Account 3" = "Account 1" + "Account 2";
6.    )
7.    ENDFIX
8.    ENDFIX
```

Extended Dimension Application Scenario

```
1.    FIX ("Entity Currency", "FCCS_Entity Input")
2.    FIX("Account 3" ,"FCCS_Managed Data", "FCCS_No Intercompany", "No
Custom1", "No Custom2")

3.    "FCCS_Mvmts_NetIncome"(
4.    IF(@ISLEV("Entity", 0))
5.    "FCCS_Intercompany Top"->"Total Custom1"-
>"Total Custom2"->"Account 1" + "FCCS_Intercompany Top"-
>"Total Custom1"->"Total Custom2"->"Account 2"; 6.    )
```


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```
7.    ENDFIX
8.    ENDFIX
```

1. Top members are Dynamic Calc, and cannot be used in FIX expressions, so use them on the right hand side of calculation and redirect result to "No <member>".
2. A single dense dimension member that stores the result of calculation, is to be placed in FIX.

Best Practices for Calculations in Extended Dimensionality Applications

- Use BottomUp processing only when the right hand side calculation does not involve Top/Parent member(s).
- Use @Remove to remove the dense member instead of using @ISMBR check on dense dimension.
- Use Boolean @ISLEV instead of @LEV and @CURRMBR.
- Remove restricted members from the FIX.
- Use Copy to create the target block if anchor approach does not work.
- Calculation should be performed only on one target Custom dimension member.
- Use @LIKE to make the script generic.
- Check for edge cases.
- Check for common cases first
- When calculations write to a single Movement dimension member, use the Movement member as a member block, known as an anchor.
- When calculations write to a single Account dimension member where Account is the Dense dimension, move Account member to FIX. In an application where Period and Movement are the Dense members, move Account member to the left-hand side of the calculation.

Extended Dimension applications use a Hybrid aggregation mode. The SET HYBRIDBSOINCALCSCRIPT construct is available as part of Calculation Manager and controls whether cubes in the application use hybrid aggregation mode in calculation scripts when stored members depend on dynamic members.

For a list of Essbase Functions supported in Extended Dimensionality applications, see "Functions Supported in Hybrid Aggregation Mode" in *Oracle® Essbase Technical Reference*.

Customer A Use Case

In this use case, the original calculations included these issues:

- Manual Cash Flow calculations
- Performance was slow when Cash Flow calculations were inserted in insertion points versus without the calculations. One entity took two minues to consolidate, versus 40 seconds without the calculation.
- The calculation could not use the seeded Cash Flow due to their statutory practices.

Original Calculations

```
1.    FIX("Entity Currency", "FCCS_Entity Input")
2.    /* Account CA3_010 - CET1 Capital ratio */
3.    /* Account CA3_020 - Surplus(+)/Deficit(-) of CET1 capital */
```


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```
4.    FIX ("FCCS_No Movement", "No Custom2", "No Custom3", "No Custom4",
"FCCS_Data Input", "FCCS_No Intercompany")
5.    "Submitted" (
6.    "CA3_010" = ("FCCS_Mvmts_Subtotal"->"Total Custom1"->"Total Custom2"-
>"Total Custom3"-> "FCCS_Intercompany Top"->"FCCS_Total Data Source"-
>"FCCS_YTD"->"CA1_020" / "FCCS_Intercompany    Top"->"FCCS_Total Data Source"-
>"FCCS_YTD"-> "CA2_010") - @Prior("CA3_010"->"FCCS_YTD");

7.    "CA3_020" = ("FCCS_Mvmts_Subtotal"->"Total Custom1"->"Total Custom2"-
>"Total Custom3"-> "FCCS_Intercompany Top"->"FCCS_Total Data Source"-
>"FCCS_YTD"->"CA1_020" - ("FCCS_Intercompany Top"->"FCCS_Total Data Source"-
>"FCCS_YTD"->
"CA2_010" * 0.045)) - @Prior("CA3_020"->"FCCS_YTD");
8.    ENDFIX
9.    ENDFIX
```

The calculation does not perform well due to the following reasons:

1. The right-hand side calculations are basically queries to Essbase, because most parent members of the respective dimensions are Dynamic Calc.
2. In the above case, two simultaneous queries are being launched, and only when results are fetched, will the actual calculation initiate., which leads to a slow formula cache.
3. The above script executes for every entity, during a consolidation, irrespective of entity level.

Revised Calculation

The following example shows a revised calculation.

```
1.    SET HYBRIDBSOINCALCSCRIPT NONE; /*Turn OFF HYBRID BSO Mode */
2.    FIX("Entity Currency", "FCCS_Entity Input")
3.    /* Account CA3_010 - CET1 Capital ratio */
4.    /* Account CA3_020 - Surplus(+)/Deficit(-) of CET1 capital */
5.    /* First perform the natural aggregation in BOTTOMUP mode */
6.    FIX (@RELATIVE("Total Custom1", 0), @RELATIVE("Total Custom2", 0),
@RELATIVE("Total Custom3", 0), "No Custom4",
@RELATIVE("FCCS_Total Data Source", 0), @RELATIVE("FCCS_Intercompany Top", 0))
7.    "FCCS_Mvmts_Subtotal"(@CALCMODE(BOTTOMUP);
8.    IF (@ISLEV("ENTITY", 0))
9.    "FCCS_No Movement"->"FCCS_No Intercompany"->"FCCS_Data Input"-
>"Submitted"->"CA3_010" = "FCCS_No Movement"->
"FCCS_No Intercompany"->"FCCS_Data Input"->"Submitted"->"CA3_010" +
("FCCS_YTD"->"CA1_020"/"FCCS_YTD"->"CA2_010");

10.    "FCCS_No Movement"->"FCCS_No Intercompany"->"FCCS_Data Input"-
>"Submitted"->"CA3_020" = "FCCS_No Movement"->
"FCCS_No Intercompany"->"FCCS_Data Input"->"Submitted"->"CA3_020" +
("FCCS_YTD"->"CA1_020" - ("FCCS_YTD"->"CA2_010" * 0.045));
11.    ENDIF;
12.    )
13.    ENDFIX
14.    /* Now leverage usage of @SHIFMINUS instead of subtraction and @PRIOR
*/
15.    FIX ("No Custom2", "No Custom3", "No Custom4", "FCCS_Data Input",
"FCCS_No Intercompany", "Submitted", "CA3_010")
16.    "FCCS_No Movement"(@CALCMODE(BOTTOMUP);
```


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```
17.    IF (@ISLEV("ENTITY", 0))
18.    @SHIFTMINUS("CA3_010", "FCCS_YTD"->"CA3_010", -1);
19.    ENDIF;
20.    )
21.    ENDFIX
22.    FIX ("No Custom2", "No Custom3", "No Custom4", "FCCS_Data Input",
"FCCS_No Intercompany", "Submitted", "CA3_020")
23.    "FCCS_No Movement"(@CALCMODE(BOTTOMUP);
24.    IF (@ISLEV("ENTITY", 0))
25.    @SHIFTMINUS("CA3_020", "FCCS_YTD"->"CA3_020", -1);
26.    ENDIF;
27.    )
28.    ENDFIX
29.    ENDFIX
```

Script Improvements

- Each query calculation is segregated as a separate FIX, and destination dense member is moved to FIX
- Script executes only on level zero entity, during a consolidation
- Movement member is used as anchor
- Performance improved from two minutes to 30 seconds per entity

Extended Dimensionality Applications with Account as a Sparse Dimension and Period and Movement as Dense Dimensions

This section outlines scripting techniques for Extended Dimensionality applications that use Account as a Sparse dimension. When you select to create an application or convert an existing one to one with Period and Movement as Dense dimensions and Account as a Sparse dimension, keep these points in mind:

1. Period and Movement are Dense dimensions.
2. Account dimension is Sparse.
3. Seeded Parent Movement dimension members are Dynamic Calc.
4. Intercompany dimension's Parent members are Dynamic Calc.
5. All Custom dimension Parent members must be Dynamic Calc.
6. The idea is to have minimal upper-level block count, and achieve dynamic aggregations during Spreadsheet operations.
7. Points 2 and 3 play a significant role while writing customized calculations, apart from the need to rewrite existing calculations, if Parent members are used in existing calculations.

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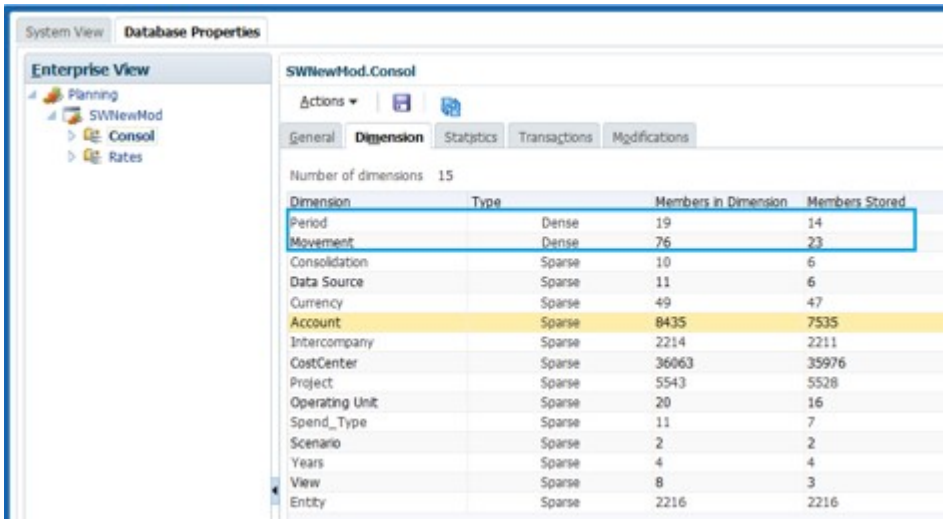

Customer A Use Case

Calculation of Data Source member IC_Inventory_Alloc, based on source data at FCCS_Managed Data

Before optimization

Top 10 Worst Performing Business Rules over 30 Seconds

Duration (Min:Sec)	Begin Time	End Time	User	Cube	Business Rule	Run Time Prompt
524:52	15:55:22	00:40:14	epm_default_cloud_admin	Consol	ForceConsolidate	Entity:"FCCS_Total Geography" Period:"Dec" Scenario:"Actual_LCE" Year:"FY16"

After optimization

Top 10 Worst Performing Business Rules over 30 Seconds

Duration (Min:Sec)	Begin Time	End Time	User	Cube	Business Rule	Run Time Prompt
03:20	06:25:16	06:28:36	epm_default_cloud_admin	Consol	Consolidate	Entity:"FCCS_Total Geography" Period:"Dec" Scenario:"Actual_LCE" Year:"FY16"

Customer A - Original Calculation Script

- a. Runs TOPDOWN
- b. Uses Dynamic Calc Top members on the right side, thus causing slowness in retrieval of data
- c. Calculation unnecessarily multiplies and divides using same intersection

```
    FIX (@LIST("13040000","13140000","13240000","13313300","13321300","13322300","13440000","13660000","13311400","13311500","13311600","13313400",
    "13313500","13050000","13312100"), "FCCS_Mvmts_NetIncome","No Custom1","No Custom2")
    "IC_Inventory_Alloc" = #Missing;
    EndFix

/*  Allocate IC Info based on statistical Information */
   FIX ( "FCCS_Mvmts_NetIncome","No Custom1","No Custom2","No Intercompany",@LIST("13040000","13140000","13240000","13313300","13321300","13322300",
    "13440000","13660000","13311400","13311500","13311600","13313400","13313500","13050000","13312100"))
"IC_Inventory_Alloc" (
       "IC_Inventory_Alloc"->"No Custom1"->"No Custom2" = (- "FCCS_Managed Data"->"FCCS_Mvmts_NetIncome"->"Total Custom1"-"FCCS_OpeningBalance"->
       "FCCS_Managed Data"->"Total Custom1")*("13660000_stat"->"FCCS_Intercompany Entities"->"FCCS_Managed Data"->"No Custom2"->"No Custom1"->
       "FCCS_Mvmts_NetIncome"/"13660000_stat"->"FCCS_Intercompany Entities"->"FCCS_Managed Data"->"No Custom2"->"No Custom1"->"FCCS_Mvmts_NetIncome"
       );)
  ENDFIX
```

Customer A Use Case - Modified Calculation Script

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The modified calculation script uses the successive addition technique and BOTTOMUP processing.

- a. Calculation runs in BSO mode - SET HYBRIDBSOINCALCSCRIPT NONE
- b. @CREATEBLOCK is used to create target IC_Inventory_Alloc blocks base on source FCCS_Managed Data blocks, BOTTOMUP
- c. Instead of Dynamic Calc Top members, stored members are used on the right side

```
SET HYBRIDBSOINCALCSCRIPT NONE;
FIX ("Entity Currency", "Entity Input")
    FIX (@LIST("13040000", "13140000", "13240000", "13313300", "13321300", "13322300", "13440000", "13660000", "13311400", "13311500", "13311600", "13313400", "13313500", "13050000", "13312100"),
@LEVMBRS("Custom1", 0), "No Custom2", @LEVMBRS("Intercompany", 0))
        "FCCS_Managed Data" (
            @CALCMODE(BOTTOMUP);
            IF (@ISLEV("Entity", 0))
                @CREATEBLOCK("No Custom1"->"No Custom2"->@LIST("IC_Inventory_Alloc", "ICElim", "IC_DefTax"));
            ENDIF
        )
    ENDFIX
    FIX (@LIST("13040000", "13140000", "13240000", "13313300", "13321300", "13322300", "13440000", "13660000", "13311400", "13311500", "13311600", "13313400", "13313500", "13050000", "13312100"),
@LIST("IC_Inventory_Alloc", "ICElim", "IC_DefTax"), "No Custom1", "No Custom2", @LEVMBRS("Intercompany", 0))
        "FCCS_Mvmts_NetIncome" (
            IF (@ISLEV("Entity", 0))
                #Missing;
            ENDIF
        )
    ENDFIX
    /*   Allocate IC Info based on statistical Information */
    FIX (@RELATIVE("Total Custom1", 0), "No Custom2", "No Intercompany", @LIST("13040000", "13140000", "13240000", "13313300", "13321300", "13322300", "13440000", "13660000", "13311400", "13311500", "13311600",
"13313400", "13313500", "13050000", "13312100"))
        "FCCS_Managed Data" (
            @CALCMODE(BOTTOMUP);
            IF (@ISLEV("Entity", 0))
                "IC_Inventory_Alloc"->"No Custom1"->"FCCS_Mvmts_NetIncome" = "IC_Inventory_Alloc"->"No Custom1"->"FCCS_Mvmts_NetIncome" - ("FCCS_Mvmts_NetIncome" + "FCCS_OpeningBalance");
            ENDIF
        )
    ENDFIX
```

Customer B Use Case

This Surplus account calculation had to be rewritten after migration to Account as Sparse model. The Data Storage property of the seeded parent members in the Movement dimension is Dynamic Calc. This led to some challenges as consolidation timings were compromised. The calculation had to be halted after migration.

Full year timing after adopting best practices:

Top 10 Worst Performing Business Rules over 30 Seconds

Duration (Min:Sec)	Begin Time	End Time	User	Cube	Business Rule	Run Time Prompt
14:54	10:10:04	10:24:59	epm_default_cloud_admin	Consol	Consolidate	Entity:"DSMNG_COUNTRY" Period:"Dec" Scenario:"BUDGET_NE_STAT" Year:"FY21"
01:31	10:07:33	10:09:05	epm_default_cloud_admin	Consol	Consolidate	Entity:"DSMNG_COUNTRY" Period:"Jan" Scenario:"BUDGET_NE_STAT" Year:"FY21"

Customer B Use Case - Original Calculation

In the original FCCS_20 calculation:

- a. Movement dimension members were used as anchor. The Movement member "FCCS_Mvmts_Total" is Dynamic Calc, and could not be used as anchor.
- b. Account dimension is Sparse, therefore the top members "FCCS_Total Liabilities and Equity" and "FCCS_Total Assets" on the right side resulted in slower calculation times.

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```
SET HYBRIDBSOINCALCSCRIPT NONE;
FIX ("FCCS_Entity Input", "Entity Currency", "No Custom1", "No Custom2", "FCCS_No Intercompany", "FCCS_Data Input")
    "FCCS_OpeningBalanceAdjustment" (
        @CALCMODE(BOTTOMUP);
        IF (@ISUDA("Entity", EntityPLBS))
            "Surplus_input" = #Missing;
        ENDIF
    )
ENDFIX
/* Custom2 members are excluded in first pass, because INSTR_09 does not aggregate within Custom2 and rest have consolidate operator subtract. Rest are processed using using successive addition */
FIX ("FCCS_Entity Input", "Entity Currency", @LEVMBRS("Intercompany", 0), @RELATIVE("Total Custom1", 0), @REMOVE(@RELATIVE("Total Custom2", 0), @LIST("INSTR_09", "SV", "FO", "FS")), @RELATIVE("FCCS_TotalInputAndAdjusted", 0))
    /* per gestire il balance automatico*/
    "FCCS_Mvmts_Total" (
        @CALCMODE(BOTTOMUP);
        IF (@ISUDA("Entity", EntityPLBS))
            "Surplus_input"->"No Custom1"->"No Custom2"->"FCCS_No Intercompany"->"FCCS_Data Input"->"FCCS_OpeningBalanceAdjustment" = "Surplus_input"->"No Custom1"->"No Custom2"->"FCCS_No Intercompany"->"FCCS_Data Input"->
            "FCCS_OpeningBalanceAdjustment" + ("FCCS_Total Liabilities and Equity" - "FCCS_Total Assets");
        ENDIF
    )
ENDFIX
/* Custom2 have consolidate operator subtract are processed separately using successive subtraction */
FIX ("FCCS_Entity Input", "Entity Currency", @LEVMBRS("Intercompany", 0), @RELATIVE("Total Custom1", 0), @LIST("SV", "FO", "FS"), @RELATIVE("FCCS_TotalInputAndAdjusted", 0))
    /* per gestire il balance automatico*/
    "FCCS_Mvmts_Total" (
        @CALCMODE(BOTTOMUP);
        IF (@ISUDA("Entity", EntityPLBS))
            "Surplus_input"->"No Custom1"->"No Custom2"->"FCCS_No Intercompany"->"FCCS_Data Input"->"FCCS_OpeningBalanceAdjustment" = "Surplus_input"->"No Custom1"->"No Custom2"->"FCCS_No Intercompany"->"FCCS_Data Input"->
            "FCCS_OpeningBalanceAdjustment" - ("FCCS_Total Liabilities and Equity" - "FCCS_Total Assets");
        ENDIF
    )
ENDFIX
```

```
SET HYBRIDBSOINCALCSCRIPT NONE;
FIX ("FCCS_Entity Input", "Entity Currency", "No Custom1", "No Custom2", "FCCS_No Intercompany", "FCCS_Data Input")
    "FCCS_OpeningBalanceAdjustment" (
        @CALCMODE(BOTTOMUP);
        IF (@ISUDA("Entity", EntityPLBS))
            "Surplus_input" = #Missing;
        ENDIF
    )
ENDFIX
/* Custom2 members are excluded in first pass, because INSTR_09 does not aggregate within Custom2 and rest have consolidate operator subtract. Rest are processed using using successive addition */
FIX ("FCCS_Entity Input", "Entity Currency", @LEVMBRS("Intercompany", 0), @RELATIVE("Total Custom1", 0), @REMOVE(@RELATIVE("Total Custom2", 0), @LIST("INSTR_09", "SV", "FO", "FS")), @RELATIVE("FCCS_TotalInputAndAdjusted", 0))
    /* per gestire il balance automatico*/
    "FCCS_Mvmts_Total" (
        @CALCMODE(BOTTOMUP);
        IF (@ISUDA("Entity", EntityPLBS))
            "Surplus_input"->"No Custom1"->"No Custom2"->"FCCS_No Intercompany"->"FCCS_Data Input"->"FCCS_OpeningBalanceAdjustment" = "Surplus_input"->"No Custom1"->"No Custom2"->"FCCS_No Intercompany"->"FCCS_Data Input"->
            "FCCS_OpeningBalanceAdjustment" + ("FCCS_Total Liabilities and Equity" - "FCCS_Total Assets");
        ENDIF
    )
ENDFIX
/* Custom2 have consolidate operator subtract are processed separately using successive subtraction */
FIX ("FCCS_Entity Input", "Entity Currency", @LEVMBRS("Intercompany", 0), @RELATIVE("Total Custom1", 0), @LIST("SV", "FO", "FS"), @RELATIVE("FCCS_TotalInputAndAdjusted", 0))
    /* per gestire il balance automatico*/
    "FCCS_Mvmts_Total" (
        @CALCMODE(BOTTOMUP);
        IF (@ISUDA("Entity", EntityPLBS))
            "Surplus_input"->"No Custom1"->"No Custom2"->"FCCS_No Intercompany"->"FCCS_Data Input"->"FCCS_OpeningBalanceAdjustment" = "Surplus_input"->"No Custom1"->"No Custom2"->"FCCS_No Intercompany"->"FCCS_Data Input"->
            "FCCS_OpeningBalanceAdjustment" - ("FCCS_Total Liabilities and Equity" - "FCCS_Total Assets");
        ENDIF
    )
ENDFIX
```

Customer B Use Case - Modified Calculation

This example shows the modified FCCS_20 calculation.

- a. Consolidation member is used as anchor.
- b. Successive addition technique is used with FIX on level zero members of "FCCS_Total Liabilities and Equity" and "FCCS_Total Assets", first adding all liabilities and equities and then subtracting all assets

```
SET HYBRIDBSOINCALCSCRIPT NONE;
FIX ("FCCS_Entity Input", "Entity Currency", "No Custom1", "No Custom2", "FCCS_No Intercompany", "FCCS_Data Input")
    "FCCS_OpeningBalanceAdjustment" (
        IF (@ISUDA("Entity", EntityPLBS))
            "Surplus_input" = #Missing;
        ENDIF
    )
ENDFIX
/* Custom2 members are excluded in first pass, because INSTR_09 does not aggregate within Custom2 and rest have consolidate operator subtract. Rest are processed using using successive addition */
FIX ("Entity Currency", @LEVMBRS("Intercompany", 0), @RELATIVE("Total Custom1", 0), @REMOVE(@RELATIVE("Total Custom2", 0), @LIST("INSTR_09", "SV", "FO", "FS")), @RELATIVE("FCCS_TotalInputAndAdjusted", 0))
    /* per gestire il balance automatico*/
    FIX (@RELATIVE("FCCS_Total Liabilities and Equity", 0))
        "FCCS_Entity Input" (
            @CALCMODE(BOTTOMUP);
            IF (@ISUDA("Entity", EntityPLBS))
                "Surplus_input"->"No Custom1"->"No Custom2"->"FCCS_No Intercompany"->"FCCS_Data Input"->"FCCS_OpeningBalanceAdjustment" = "Surplus_input"->"No Custom1"->"No Custom2"->"FCCS_No Intercompany"->"FCCS_Data Input"->
                "FCCS_OpeningBalanceAdjustment" + "FCCS_Mvmts_Total";
            ENDIF
        )
    ENDFIX
    FIX (@RELATIVE("FCCS_Total Assets", 0))
        "FCCS_Entity Input" (
            @CALCMODE(BOTTOMUP);
            IF (@ISUDA("Entity", EntityPLBS))
                "Surplus_input"->"No Custom1"->"No Custom2"->"FCCS_No Intercompany"->"FCCS_Data Input"->"FCCS_OpeningBalanceAdjustment" = "Surplus_input"->"No Custom1"->"No Custom2"->"FCCS_No Intercompany"->"FCCS_Data Input"->
                "FCCS_OpeningBalanceAdjustment" - "FCCS_Mvmts_Total";
            ENDIF
        )
    ENDFIX
ENDFIX
/* Custom2 have consolidate operator subtract are processed separately using successive subtraction */
FIX ("Entity Currency", @LEVMBRS("Intercompany", 0), @RELATIVE("Total Custom1", 0), @LIST("SV", "FO", "FS"), @RELATIVE("FCCS_TotalInputAndAdjusted", 0))
    /* per gestire il balance automatico*/
    FIX (@RELATIVE("FCCS_Total Liabilities and Equity", 0))
        "FCCS_Entity Input" (
            @CALCMODE(BOTTOMUP);
            IF (@ISUDA("Entity", EntityPLBS))
                "Surplus_input"->"No Custom1"->"No Custom2"->"FCCS_No Intercompany"->"FCCS_Data Input"->"FCCS_OpeningBalanceAdjustment" = "Surplus_input"->"No Custom1"->"No Custom2"->"FCCS_No Intercompany"->"FCCS_Data Input"->
                "FCCS_OpeningBalanceAdjustment" - "FCCS_Mvmts_Total";
            ENDIF
        )
    ENDFIX
    FIX (@RELATIVE("FCCS_Total Assets", 0))
        "FCCS_Entity Input" (
            @CALCMODE(BOTTOMUP);
            IF (@ISUDA("Entity", EntityPLBS))
                "Surplus_input"->"No Custom1"->"No Custom2"->"FCCS_No Intercompany"->"FCCS_Data Input"->"FCCS_OpeningBalanceAdjustment" = "Surplus_input"->"No Custom1"->"No Custom2"->"FCCS_No Intercompany"->"FCCS_Data Input"->
                "FCCS_OpeningBalanceAdjustment" + "FCCS_Mvmts_Total";
            ENDIF
        )
    ENDFIX
ENDFIX
```

Resolving Calc Script Validation Warnings

When you create and validate Configurable Calculations (insertion rules) or On-Demand rules that use Essbase Calc Script, as part of the validation process, Financial Consolidation and Close provides warnings about issues that can cause performance degradation when you run the rule. To see these warnings, select the **Errors and Warnings** tab in Calculation Manager and click on the green button to run script diagnostics.

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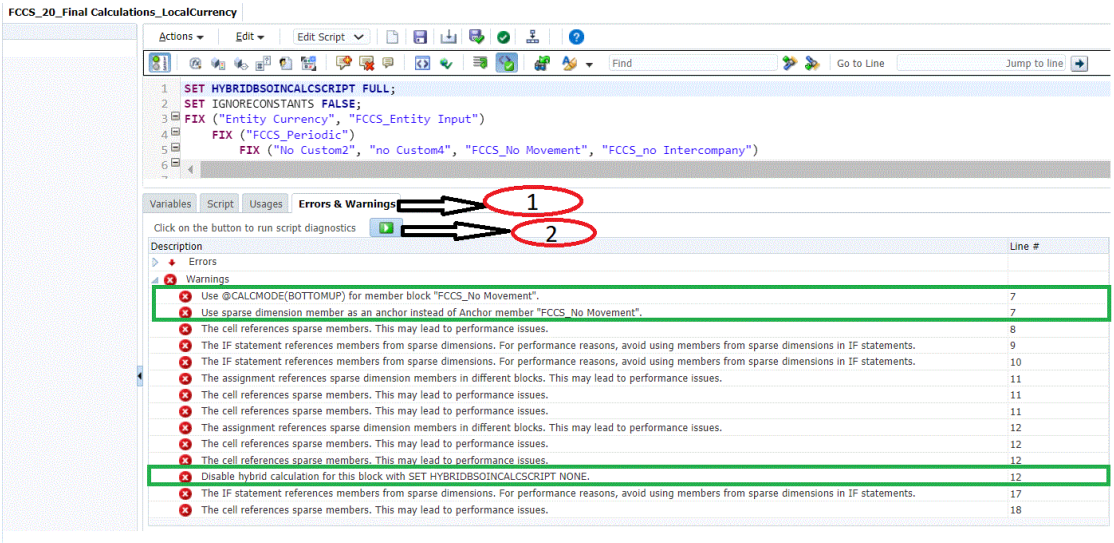
In the following screenshot, the cells highlighted in green are warnings from Financial Consolidation and Close. The other warnings displayed are from Calculation Manager.



> **Note**
>
> The Financial Consolidation and Close Rule Validation warnings are also displayed in the Recommendations module. See Viewing Application Recommendations.

Warning messages are sorted and shown based on the line number of the script.

To view the rule validation warnings in Calculation Manager:

1. Open Calculation Manager and select the **Errors and Warnings** tab.
2. Click the **Run** icon to display the warnings.

The following sections provide details on how to resolve Rule Validation warnings.

Calc Manager Script Validation for Use of Anchor

Follow these guidelines for the correct usage of Anchor in Calc Manager scripts:

For Non-DSO Applications

- If your FIX block has a single Movement member, Financial Consolidation and Close recommends that you use that Movement member as anchor.
- If you have more than one Movement member in the FIX block, you can't choose Movement as the anchor. In that case, you can choose a member from other Sparse dimensions as an anchor.
- – Note for configurable calculations (insertion points), you can't choose a member from Scenario, Year, Period,Entity or View as anchor.
  – For On Demand Rules (ODRs), you can't choose a member from Scenario, Year, Period, Entity, Consolidation or Currency as anchor.

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- Avoid using a member from a Dense dimension as anchor. In the case of non-DSO applications, Account is a Dense dimension. For Dense member blocks, CALCMODE(BOTTOMUP) will not provide any performance advantage.

For DSO Applications

- In DSO applications, Movement is a Dense dimension. If you are moving from a non-DSO to a DSO application, you should make sure that a member from the Movement dimension is not your anchor. You can choose a member from the Account dimension as anchor for the member block, as Account is Sparse in DSO applications.
- If you can't choose an Account member as anchor, choose a member from any other Sparse dimensions as anchor.
  - Note that for configurable calculations (insertion points), you can't choose a member from Scenario, Year,Period, Entity or View (Dense) as anchor.
  - For On Demand Rules (ODRs), you can't choose a member from Scenario, Year, Period, Entity, Consolidation or Currency as anchor.
- Avoid using a member from a Dense dimension as anchor. In DSO applications, Movement and Period are Dense dimensions. For Dense member blocks, CALCMODE(BOTTOMUP) will not provide any performance advantage.

Following is an example of a Configurable Calculation (insertion rule) for a non-DSO Application. Each line is denoted by #, which is the line number.

```
#1 FIX ("FCCS_Periodic", "FCCS_Journal Input", "FCCS_Managed Data", "IFRS_IN
", "Entity Currency", "FCCS_Mvmts_NetIncome", @relative("Total Categories",
0), @relative("Total Area", 0), @LEVMBRS("Intercompany", 0) @relative("Total
Custom", 0))
#2        "FCCS_Entity Input" (
#3           IF (@ISMBR("Actual_Red"))
#4                IF (@ISUDA("Entity", "B10") AND ("FCCS_Mvmts_NetIncome" <>
#Missing))
#5                    ENDIF
#6            ENDIF
#7        )
#8 ENDFIX
```

In this script example, the rules validation process will generate the following warning:

```
Line 2:Use Movement member FCCS_Mvmts_NetIncome as an anchor instead of Anchor
member FCCS_Entity Input.
```

Following is an example for a Configurable Calculation (insertion rule) for a DSO Application. Each line is denoted by #, which is the line number.

```
    #1   FIX("FCCS_Periodic","FCCS_No Intercompany","No operating
Expense","Product1    ","CORP_IN","IC_PROFIT_ACC ")
    #2        "FCCS_Managed Data"(
    #3    @CALCMODE(BOTTOMUP);
    #4          IF (@ISMBR("FY21"))
    #5              "FCCS_OpeningBalanceAdjustment"=10;
    #6         ENDIF
    #7     )
    #8     ENDFIX
```

In this script example, the rules validation process will generate the following warning:

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```
Line 2: Use Account member IC_PROFIT_ACC as an anchor instead of Anchor member
FCCS_Managed Data.
```

Calc Manager Script Validation for @CALCMODE (BottomUp)

@CALCMODE(BOTTOMUP) Vs @CALCMODE(TOPDOWN)

Financial Consolidation and Close recommends using BOTTOMUP, as compared to TOPDOWN for faster calculations using Configurable Calculations (Insertion Points) or On-Demand Rules (ODRs).

During BOTTOMUP, which is the default approach for calculations, Essbase determines which existing data blocks need to be calculated before it calculates the data using the Sparse member blocks. Essbase then calculates only the blocks that need to be calculated during the full database calculation.

Example: A = B + C

A is calculated only if B and C exist in the database. The dependency of A on B and C is known before the actual calculation starts.

During TOPDOWN, Essbase calculates the formula on all potential data blocks using the Sparse members in the member block.

Example: A = B -> D + C -> D

To calculate the formula, Essbase must examine every combination of A to see whether B -> D or C -> D exists.

Essbase uses BOTTOMUP as the default mechanism to calculate a formula assigned on a Sparse member, unless the formula is complex in nature, in which case the calculation will run TOPDOWN.

A complex expression is one that satisfies the following criteria:

- Contains cross-dim operators [->]
- Uses one or more range functions, for example, @**AVGRANGE**, @**MAXRANGE**, @**MINRANGE**, or @**SUMRANGE**
- Uses relationship or financial functions, for example, @**ANCESTVAL**, @**NEXT**, @**PARENTVAL**, @**SHIFT**, @**ACCUM** or @**GROWTH**

In such situations, Essbase provides the @CALCMODE(BOTTOMUP) function to enforce a sparse formula calculation to run BOTTOMUP.

Following is an example for a Configurable Calculation (insertion rule). Each line is denoted by #, which is the line number.

```
#1     FIX ("FCCS_Periodic", "FCCS_Entity Input", "Entity Currency",
"FCCS_ClosingBalance_Input","FCCS_Balance Sheet","FCCS_Total Data Source")
#2   "FCCS_Income_Statement"(
#3   "FCCS_Movements"=@CURRMBR("Entity")->"FCCS_Contribution" ->
"FCCS_Movements";
#4   )
#5   ENDFIX
```

In this script example, the rules validation process will generate the following warning:

```
Line 2: Use @CalcMode (BOTTOMUP) for member block FCCS_Income_Statement.
```


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For more information, see this topic: https://docs.oracle.com/cd/E57185_01/ESBTR/calcmode_func.html

Calc Manager Script Validation for Hybrid BSO

For hybrid Financial Consolidation and Close applications, it is recommended to SET HYBRIDBSOINCALCSCRIPT NONE/FULL wherever applicable for the best performance results.

By default, Configurable Calculations (insertion rules) have HYBRIDBSOINCALCSCRIPT set to FULL, and for On-Demand rules, HYBRIDBSOINCALCSCRIPT set to NONE.

The rules validation process checks if the script contains CustomTop Dimension members, which have the Dynamic Calc storage type.

- If the expression has 0 or 1 CustomTop Members, a warning is displayed to set HYBRIDBSOINCALCSCRIPT to NONE (if it is set to to FULL).
- If the expression has two or more CustomTop Members, a warning is displayed to set HYBRIDBSOINCALCSCRIPT to FULL (if it is set to NONE).

Following is an example of an On-Demand rule. Each line is denoted by #, which is the line number.

```
    #1 FIX ("FCCS_Periodic", "FCCS_No Intercompany", "No Product",
"FCCS_Mvmts_NetIncome", @RELATIVE("AllDepts", 0), "No Department")
    #2    FIX (@RELATIVE("TotalHFM", 0))
    #3        "StkCmpRev_CE" = -("555011_CE"->"FCCS_YTD"->"FCCS_Intercompany
Top") - ("555012_CE"->"FCCS_YTD"->"FCC_Intercompany Top");
    #4    ENDFIX
#5 ENDFIX
```

In this script example, the rules validation process will generate the following warning:

```
Line 3: Disable Hybrid calculation for this block with SET HYBRIDBSOINCALCSCRIPT
NONE.
```

For more information, see this topic: https://docs.oracle.com/en/cloud/paas/analytics-cloud/tress/hybridbsoincalcscript.html.

Calc Manager Script Validation for @CALCMODE (BLOCK)

For this specific use case, Financial Consolidation and Close recommends that you add @CalcMode (BLOCK) wherever applicable to improve performance.

For more information on @CalcMode (BLOCK), see this topic: https://docs.oracle.com/cd/E57185_01/ESBTR/calcmode_func.html.

To identify whether @CALCMODE(BLOCK) is required within an Anchor block for both DSO and Non-DSO applications, the rules validation process checks the following conditions:

- If the expressions in the Anchor block are complex
- If the expression contains certain functions, for example, **@ANCEST**, **@CURRMBR**, **@ISMBR** on a dense member, **@MDANCESTVAL**, **@MDPARENTVAL**, **@MDSHIFT**, **@NEXT**, **@PARENT**, **@PARENTVAL**, **@PRIOR**, **@SANCESTVAL**, **@SPARENTVAL**, **@SHIFT**

If these conditions are met, the validation process issues a warning that includes the line number.

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Following is an example of a Configurable Calculation (insertion rule). Each line is denoted by #, which is the line number.

```
#1     FIX ("FCCS_Periodic", "FCCS_Entity Input", "Entity Currency",
"FCCS_ClosingBalance_Input","FCCS_Balance Sheet","FCCS_Total Data Source")
#2   "FCCS_Income_Statement"(
#3   "FCCS_Movements"=@CURRMBR("Entity")->"FCCS_Contribution" ->
"FCCS_Movements";
#4   )
#5   ENDFIX
```

In this script example, the rules validation process will generate the following warning:

```
Line 2: Use @CalcMode (BLOCK) for member block FCCS_Income_Statement.
```

Calc Manager Script Validation for Missing Shared Entity Member References In IF Condition

When defining a shared entity in IF conditions in Configurable Calculations (insertion rules) or On-Demand rules, make sure to include both the primary entity and all its shared members, if your intention is to apply the condition to all of them.

When only the primary entity is added in the condition, the system does not automatically include the shared members unless you specify them.

A warning will be displayed for these conditions:

- The IF condition uses the @ISMBR function to check for specific entity members
- The member used in the condition belongs to the Entity dimension and has shared instances
- The IF block should not include the FCCS_Parent Input member in any expression
- Not all shared members are included along with the primary entity

This check is meant to help avoid unexpected behavior where your logic applies only to the primary entity but unintentionally skips the shared ones.

If your rule is meant to apply to only the primary or specific shared members, you can safely ignore this warning. Otherwise,update the IF condition to include all required members.

```
SET HYBRIDBSOINCALCSCRIPT FULL;
Fix ("FCCS_No Data Source", "FCCS_No Movement","FCCS_Local GAAP","FCCS_No
Intercompany","FCCS_Periodic",)
 "Cash" (
    IF(@ISMBR("[Global].[USA]"))
     "Cash" = "FCCS_Mvmts_Total"->"FCCS_Managed Data"->"FCCS_Intercompany
Top"->"FCCS_Entity Total";
       ENDIF
               )
               ENDFIX
```

For the above script, a warning will be displayed to add the missing shared entities, as USA is shared in two places but mentioned only for Global, as shown in this example.

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Name	Alias (Default)	Data Storage
Entity		Never Share
FCCS_Global Assumptions	Global Assumptions	Store
FCCS_Total Geography	Total Geography	Never Share
Americas		Never Share
USA(Shared)		Shared
Global		Never Share
India		Never Share
Germany		Never Share
USA		Never Share
EMEA		Never Share

Line 4: In the IF condition, you may consider adding [AMERICAS].[USA]

> **Note**
>
> For the Shared Entities warning use case, Financial Consolidation and Close limits the value to display only 10 shared entities per entity, to avoid overwhelming the output and to keep the message concise.

Calculate Movements (from Closing Balance Input)

The Calculate Movements rule is optional and is based on Movement and Account dimension settings.

Level 0 Movement dimension members can be configured for use as the calculated movement member for one or more accounts. Accounts can then be configured to calculate the current period movement based on a Closing Balance Input amount. The calculated movement amount is posted to the selected movement for that account. A default movement can be applied whenever an individual level 0 account has not been assigned a calculated movement member.

The rule calculates the difference between the Closing Balance Input amount and the sum of the current period Opening Balance plus any other movement data already posted to the account. The calculated difference is posted to the movement member designated for the account. Note that the data posted by the system rule is treated as if it had been entered by a user. If subsequent data entry populates other movement members, the calculated member is not reset or recalculated until this rule is re-executed. If the designated movement for an account has been changed through metadata maintenance after the rule has been executed once, the originally calculated amount will not be cleared when the rule re-executes but will retain its value, as if a user had entered the data.

The Calculate Movements system rule can be enabled or disabled at any time from the **Local Currency** tab on the **Consolidation: Process** screen. Enabling or disabling of the rule is only editable on the **Local Currency** tab. If the rule is enabled at Local Currency, it is also enabled for Parent Input on the Translated tab, and Contribution Input on the Consolidated tab. If disabled on the Local Currency tab, it is disabled for all Input members on all tabs.

The Calculate Movements rule is only displayed on the Translated tab if Parent Input has been enabled from Application Creation or Enable Features. It is only displayed on the Consolidated tab if Contribution Input has been enabled.

To enable the Calculate Movements system rule:

1. On the Home page, click **Application**, then click **Consolidation**.
2. Select the **Consolidation: Process** tab if it is not already selected.
3. To calculate movements from Closing Balance Input entries:

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a. Select the **Local Currency** tab.

b. Select the **Calculate Movements** rule.

c. From the right panel, change **Enabled** to **Yes**.

You can use a Consolidation Setting to control how the Calculate Movements system rule calculates Income accounts. To enable the Consolidation Setting, see Managing Consolidation Settings.

- If you enable the `YTD Reversal-Closing Balance Input` Consolidation Setting, the Calculate Movements rule will calculate Income accounts using YTD Closing Balance.
- If you disable the `YTD Reversal-Closing Balance Input` Consolidation Setting, the Calculate Movements rule will calculate Income accounts using the Periodic view.

You can use a substitution variable to control the sequence of the Calculate Movements system rule. If you add the `CalcMvmtsPostFCCS10` substitution variable and set the value to True, the Calculate Movements rule will run after the FCCS_10 rule. If this substitution variable does not exist, or exists but is not set to True, then the Calculate Movements system rule will run before the FCCS_10 rule.

For details on how to configure the Movement and Account metadata settings, see Defining Account Properties and Setting Account Attribute Values.

> **Note**
>
> If you choose to unpost a journal posted at Closing Balance Input / Periodic of an account, it will not automatically recalculate your default movement calculation at this time.
>
> If it is the only journal that affects the Closing Balance Input member at the same Point of View (Account, Data Source, Intercompany, Entity, Custom, Consolidation), you will need a fix journal to clear the data at the default movement of the same POV created. To do this:
>
> 1. Create a fix journal with the reverse value that is in the default movement using appropriate debits and credits for corresponding account types.
> 2. Post the journal that has the fix. The data will now be cleared for the default movement member.

Watch the following video to learn more about the Calculate Movements rule:

Calculating Movements from Closing Balance Input

Equity Pickup Overview

Background

A legal entity can be defined as:

An association, corporation, partnership, proprietorship, trust, or individual that has legal standing in the eyes of law. A legal entity has legal capacity to enter into agreements or contracts, assume obligations, incur and pay debts, sue and be sued in its own right, and to be held responsible for its actions.

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A limited company (LC) is a form of incorporation that limits the amount of liability undertaken by the company's shareholders. A public limited company (PLC) is a company whose securities are traded on a stock exchange and can be bought and sold by anyone.

Most major corporations consist of many companies that were brought together over a series of years to create a corporate enterprise. The business combination of these companies is carried out through share ownership between the companies.

Each company must report financial statements in accordance with the requirements of the jurisdiction in which they operate. For example, all limited companies incorporated in the UK must report to "Companies House", the government organization that is responsible for registering limited companies. Public limited companies must also report in accordance with the requirements of the stock exchange on which they are registered. These public limited companies are required to report the consolidated financial results not only of the individual company but also of the companies in which they have an ownership interest.

A company that owns shares of other companies can be referred to as a "holding" company. This holding company might directly own all shares of another company, many shares or only a few shares. A holding company might also own shares in a company that itself owns shares in another company, creating indirect ownership. The extent to which a holding company controls the owned company determines how the results of the owned company are to be combined with the results of the holding company when presenting the consolidated results.

Generally, if a holding company owns in excess of 50% of another company’s voting shares then the owned company is controlled by the holding company. If a holding company owns in excess of 20% but no more than 50% of the voting shares of another company then the holding company is deemed to have significant influence but not control of the owned company. If a holding company owns up to 20% of the voting shares of another company then the holding company is deemed to have neither significant influence nor control of the owned company.

A legal company generally records their investments in other legal companies using the Cost method of accounting, except where required by local regulation. Under the cost method of accounting, the share purchase is recorded by the holding company at the initial cost on the date of acquisition and generally remains without change until disposal. When the shares are sold, any gain or loss on the investment is duly recorded. An alternative investment accounting method is the equity method. Under the equity method, the initial cost recorded at the time of acquisition is adjusted periodically based on the holding company’s share of profits or losses recorded by the company in which the investment is held.

This accounting method when applied to reporting by a legal company will be referred to as Equity Pickup (EPU) to distinguish it from the equity consolidation method. Equity Pickup is applied to the investments made and recorded by a legal company in their legal company records. The equity consolidation method is used when a legal company aggregates data from the companies in which it has a direct or indirect ownership and reports the consolidated results. The principle behind Equity Pickup accounting and the equity consolidation method is essentially the same but is applied under different circumstances (legal company results vs. consolidated results).

To record the results of Equity Pickup, the holding company’s share of the change in Owner’s Equity for the period (generally profit or loss of the owned company, less the holding company’s share of any dividends declared), is recorded in the holding company’s accounting records as income and as a corresponding increase in the value of the investment in the associated company. Any share of earnings of indirectly held companies is recorded by virtue of the owned company’s reported income having already recorded their equity earnings of all companies that they own.

In complex multi-level ownership structures, a specific sequence of Equity Pickup calculations is required in order to achieve the correct results. For example, if company A owns shares in

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Company B and Company B in turn owns shares in company C, then the Equity Pickup for company B must be calculated before the Equity Pickup for company A is calculated, to ensure that the earnings and investment adjustment made in company B is subsequently reflected accurately in company A.

Prerequisites

The Equity Pickup feature of Financial Consolidation and Close is based on the following configuration settings and requirements:

- The Entity dimension hierarchy accurately represents the direct ownership relationships between holding companies and companies for which EPU will be applied.
- The entities in the Entity dimension can be identified as legal companies.
- There is only one Holding method company under each parent entity and the entity currency of the Holding company and the parent entity is the same currency.
- If the EPU reported for each Holding company is to be identified by each legal company in which the holding company has either a direct or indirect ownership interest then:

  All legal companies in the Entity dimension must be flagged as intercompany in the Entity dimension and exist as level 0 entities in the Intercompany dimension
- If the EPU reported for each Holding company is to be identified by each legal company in which the holding company has only a direct ownership interest, with indirect ownership being grouped within "interim" directly owned holding companies, then:

  All legal companies and all parent entities in the Entity dimension must be specified as Intercompany in the Entity dimension and exist as level 0 entities in the Intercompany dimension.

> **Note**
>
> Equity Pickup does not currently support circular references.

See these topics:

- Enabling Equity Pickup
- Equity Pickup Processing

Watch the following video for information on equity pickup:


Equity Pickup

Enabling Equity Pickup

Before you can use the Equity Pickup feature, you must enable it from one of these methods:

- Application creation. See Creating an Application.

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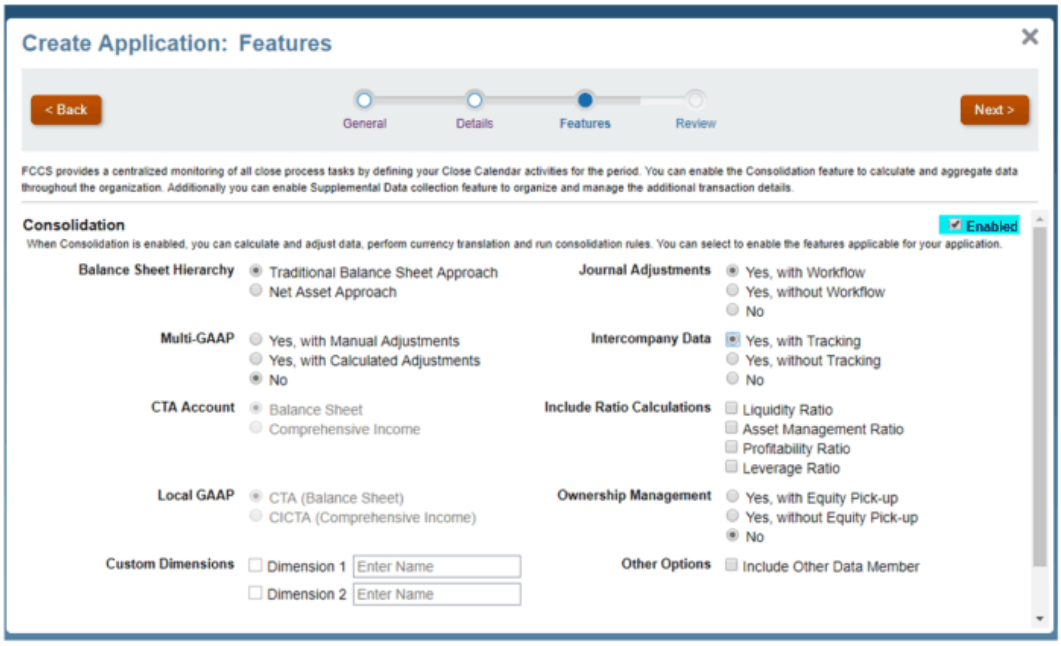
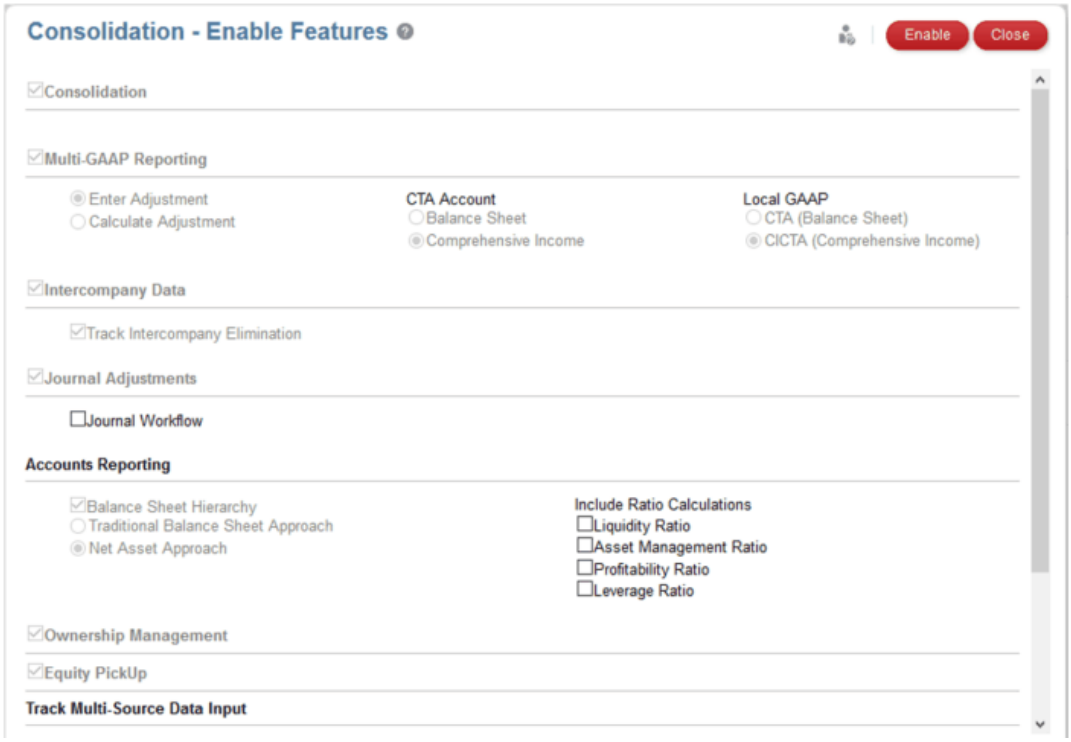


- From the Enablement screen after application creation. See Enabling Application Features.



> **Note**
>
> You can only enable Equity Pickup if the Ownership Management feature is enabled.

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Metadata Changes for Equity Pickup

Enabling Equity Pickup will create the required metadata. Once enabled, the seeded Equity Pickup metadata cannot be subsequently removed.

- Equity Pickup Metadata:
- – Equity Pickup Income Statement and Balance Sheet accounts
  – Equity Pickup source account (memo account)
  – Equity Pickup DataSource member
- Accounts:



Member Name	Parent Member	Default Data Storage	Consol Data Storage	Rates Data Storage	Data Type	Consol Consol op.	Rates Consol op.	Two Pass Calculation	Smart Lists	Account Type	Variance Reporting	Time Balance
FCCS_Total Pre Tax Income	FCCS_Continuing Operat	Dynamic Calc	Dynamic Calc	Dynamic Calc	Currency	Addition	Not used for Cube	No	<None>	Revenue	Non-Expense	Flow
FCCS_Operating Income	FCCS_Total Pre Tax Incor	Dynamic Calc	Dynamic Calc	Dynamic Calc	Currency	Addition	Not used for Cube	No	<None>	Revenue	Non-Expense	Flow
FCCS_Other Income Expense	FCCS_Total Pre Tax Incor	Dynamic Calc	Dynamic Calc	Dynamic Calc	Currency	Addition	Not used for Cube	No	<None>	Revenue	Non-Expense	Flow
FCCS_Equity Company Income	FCCS_Other Income Exp	Store	Store	Store	Currency	Addition	Not used for Cube	No	<None>	Revenue	Non-Expense	Flow
Dividends from Subsidiaries	FCCS_Other Income Exp	Never Share	Never Share	Never Share	Currency	Addition	Not used for Cube	No	<None>	Revenue	Non-Expense	Flow
Interest Income	FCCS_Other Income Exp	Never Share	Never Share	Never Share	Currency	Addition	Not used for Cube	No	<None>	Revenue	Non-Expense	Flow

Member Name	Parent Member	Default Data Storage	Consol Data Storage	Rates Data Storage	Data Type	Consol Consol op.	Rates Consol op.	Two Pass Calculation	Smart Lists	Account Type	Variance Reporting
FCCS_Intangible Assets	FCCS_Long Term Assets	Dynamic Calc	Dynamic Calc	Dynamic Calc	Currency	Addition	Not used for Cube	No	<None>	Asset	Non-Expense
FCCS_Fixed Assets	FCCS_Long Term Assets	Dynamic Calc	Dynamic Calc	Dynamic Calc	Currency	Addition	Not used for Cube	No	<None>	Asset	Non-Expense
FCCS_Investment in Equity Companies	FCCS_Long Term Assets	Dynamic Calc	Dynamic Calc	Dynamic Calc	Currency	Addition	Not used for Cube	No	<None>	Asset	Non-Expense
FCCS_Investment In Equity Companies Investment	FCCS_Investment in Equi	Store	Store	Store	Currency	Addition	Not used for Cube	No	<None>	Asset	Non-Expense
FCCS_Investment In Equity Companies Equity Pickup	FCCS_Investment in Equi	Store	Store	Store	Currency	Addition	Not used for Cube	No	<None>	Asset	Non-Expense
FCCS_Investment In Equity Companies Income	FCCS_Investment in Equi	Store	Store	Store	Currency	Addition	Not used for Cube	No	<None>	Asset	Non-Expense

Member Name	Parent Member	Default Data Storage	Consol Data Storage	Rates Data Storage	Data Type	Consol Consol op.	Rates Consol op.	Two Pass Calculation	Smart Lists	Account Type	Variance Reporting	Time Balance	Exchange Rate Type
FCCS_Balance Sheet	Account	Dynamic Calc	Dynamic Calc	Dynamic Calc	Currency	Ignore	Not used for Cube	No	<None>	Asset	Non-Expense	Flow	No Rate
FCCS_Total Balance Sheet-Net Asset Ap	FCCS_Balance Sheet	Dynamic Calc	Dynamic Calc	Dynamic Calc	Currency	Addition	Not used for Cube	No	<None>	Asset	Non-Expense	Flow	No Rate
FCCS_Total Balance Sheet-Cash and Nor	FCCS_Balance Sheet	Dynamic Calc	Dynamic Calc	Dynamic Calc	Currency	Ignore	Not used for Cube	No	<None>	Asset	Non-Expense	Flow	No Rate
FCCS_EPUSource	FCCS_Balance Sheet	Store	Store	Store	Currency	Ignore	Not used for Cube	No	<None>	Equity	Non-Expense	Balance	No Rate
FCCS_Income Statement	Account	Dynamic Calc	Dynamic Calc	Dynamic Calc	Currency	Ignore	Not used for Cube	No	<None>	Revenue	Non-Expense	Flow	No Rate

Data Source:



Member Name	Parent Member	Default Data Storage	Consol Data Storage	Rates Data Storage	Data Type	Consol Consol op.	Two Pass Calculation	Smart Lists	Default Alias Table	en_FRS Alias Table	Description	UDA
FCCS_TotalInputAndAdjusted	FCCS_Total Data Source	Dynamic Calc	Dynamic Calc	Dynamic Calc	Unspecified	Addition	No	<None>	Total Input And Adjusted			
FCCS_Data Input	FCCS_TotalInputAndAdjusted	Store	Store	Store	Unspecified	Addition	No	<None>	Data Input			
FCCS_Managed Data	FCCS_TotalInputAndAdjusted	Store	Store	Store	Unspecified	Addition	No	<None>	Managed Data			
FCCS_Supplemental Data	FCCS_TotalInputAndAdjusted	Store	Store	Store	Unspecified	Addition	No	<None>	Supplemental Data			
FCCS_Other Data	FCCS_TotalInputAndAdjusted	Store	Store	Store	Unspecified	Addition	No	<None>	Other Data			
FCCS_Journal Input	FCCS_TotalInputAndAdjusted	Store	Store	Store	Unspecified	Addition	No	<None>	Journal Input			
FCCS_EPU	FCCS_TotalInputAndAdjusted	Store	Store	Store	Unspecified	Addition	No	<None>	EPU			

- An EPU System Calculation rule will be added in the **Local Currency** tab of the **Consolidation: Process** screen.
- Seeded Configurable Consolidation rule-sets will be added.
- The Calculation Setting for the rule will be "Yes"(Active) when EPU is first enabled.

  If the Equity Pickup Calculation Setting is changed to "No" (Inactive), then the application will revert to non-EPU behavior.

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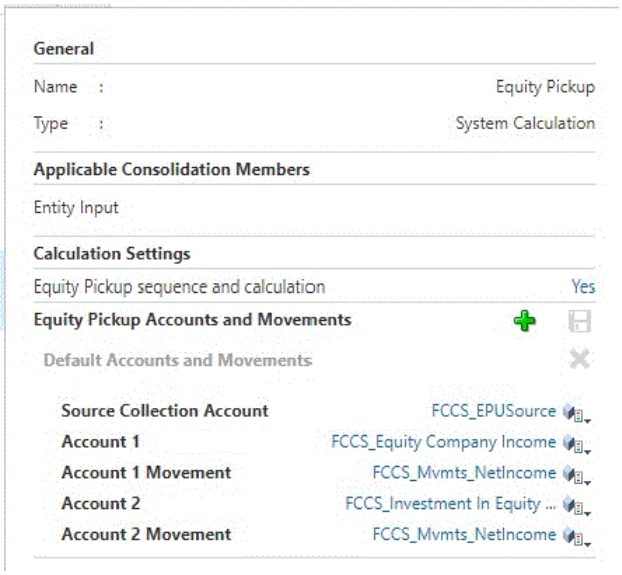

Accounts and Movement Settings

When enabled, a single EPU system rule-set configuration will be created named **Default Accounts and Movements**. The rule-set includes:

- Source Collection Account: FCCS_EPUSource
- Account 1: FCCS_Equity Company Income
- Account 1 Movement: FCCS_Mvmts_NetIncome
- Account 2: FCCS_Investment in Equity Companies EPU
- Account 2 Movement: FCCS_Mvmts_NetIncome

All five metadata member entries can be changed from the default entries. All accounts selected must be non-dynamic level 0 currency type accounts. Account 1 and Account 2 cannot be the same account. Both Movement members must be level 0 and descendants of FCCS_Mvmts_Subtotal.

After modifying any entries, click the **Save** icon.

In addition to modifying the default rule-set configuration, additional sets of system rule configurations can be added. To add a rules set, click the **Add (+)** icon.

Enter the rule-set name. This must be different to any other EPU system rule-set names.

Select the **Source Collection Account**. This can be the same source collection account as in other system rules settings.

Select the two accounts and two Movement members for the second system rules set configuration. The same Accounts and Movements can be used in each additional rules set but each rules-set must have different accounts for Account 1 and Account 2.

Remember to save the rules sets after changes are made.

To delete a rules set, select the **X** icon to the right of the rules-set name.

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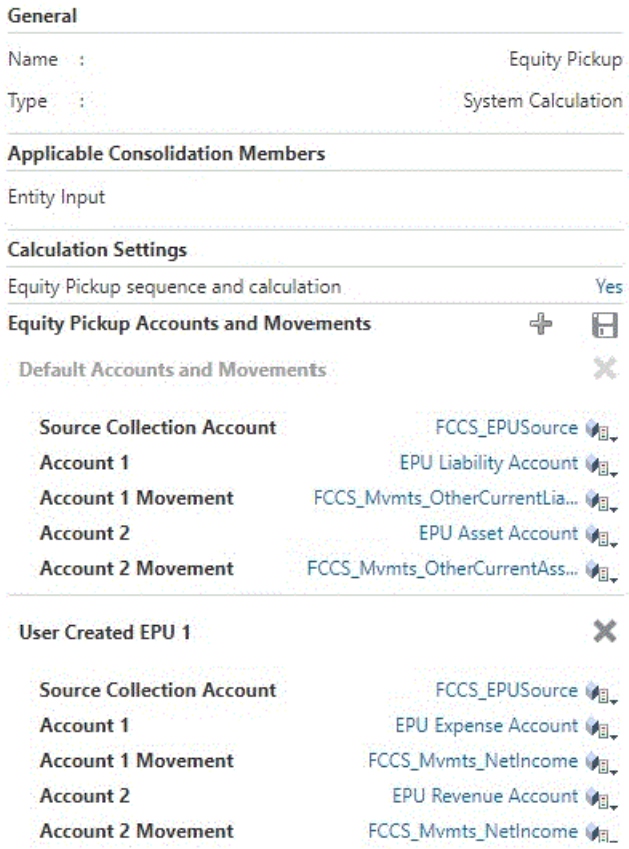
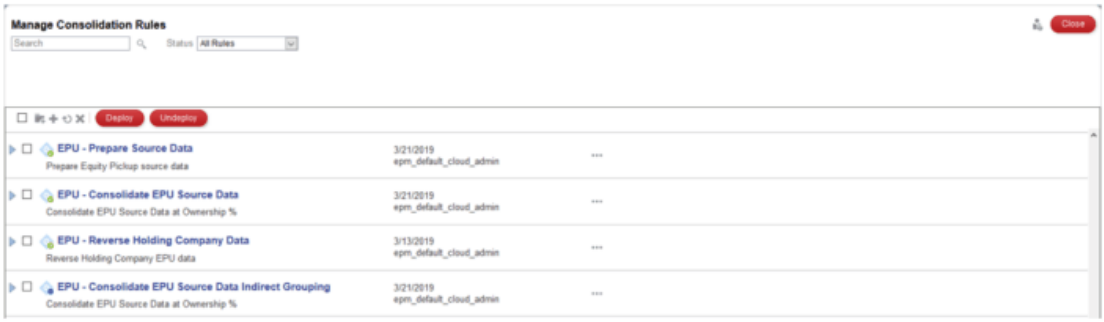


Configurable Consolidation Rules



Consolidation Rules for Equity Pickup

The consolidation rule-sets deployed will determine:

- What source data set is used to generate the EPU results posted to each holding company
- How the EPU results will be identified (all directly / indirectly owned companies identified separately or indirectly owned companies grouped within directly owned companies)
- Whether the EPU results should be posted to a single member in each user-created Custom dimension (if any) or on a level 0 member-by-member basis

The four seeded consolidation rule-sets provide the following options:

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EPU – Prepare Data Source

EPU – Prepare Source Data	(Rule-set)
Condition:	Entity Ownership % <> 0
Factor:	Current | Entity Ownership %
Dimension	**Source POV**
Entity	#Legal Company#
Account	ILvl0Descendants("FCCS_Total Equity") Excluding: "FCCS_Equity Company Income"
Inter-company	ILvl0Descendants("FCCS_Intercompany Top")
Movement	ILvl0Descendants("FCCS_ClosingBalance") Excluding "FCCS_OpeningBalance"
Data Source	ILvl0Descendants("FCCS_Total Data Source")
<custom dimension>	ILvl0Descendants("Total <custom dimension>")

EPU – Prepare Source Data – Gather Source Data	(Rule)	
Condition:	*inherited*	
Factor:	*inherited*	
Processing Option:	Add	
Dimension	**Source POV**	**Redirect Target Member**
Entity	*inherited*	
Account	*inherited*	"FCCS_EPUSource"
Inter-company	*inherited*	#Source POV Entity#
Movement	*inherited*	"FCCS_No Movement"
Data Source	*inherited*	"FCCS_EPU"
<custom dimension>	*inherited*	"No <custom dimension>"

This seeded rule-set gathers source data from the owned company for Total Equity excluding Equity Company Income.

For each client-created custom dimension, combines all level 0 data into a single "No <custom>" member for subsequent reporting.

This rule-set can be copied and the copy modified and deployed if required (for further details on copying and modifying rule-sets, see Managing Consolidation Rulesets and Rules). For example, if data is to be reported separately for all level 0 members of an application-specific custom dimension, then that dimension should be removed from the Scope of the copied rule-set. The EPU data will then be processed for each member of that dimension instead of being grouped into a single member. Be aware that this might have a performance impact on the application.

If the default EPU system rule set has been modified, or additional EPU system rule sets have been added, there must be one Prepare Data Source consolidation rule-set deployed for each unique Source Collection Account. In each Prepare Data Source rule, the Source Collection Account is specified as the Redirect Target Member field for the Account dimension.

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Additional consolidation rule-sets can be created by copying the seeded rule-set (with rules) and then modifying the new rule-set / rules. The seeded rule-set cannot be modified but can be undeployed if replaced with new rule-sets.

EPU – Consolidate EPU Source Data

EPU – Consolidate EPU Source Data	(Rule-set)
Condition:	Entity Ownership % <> 0
Factor:	None
Dimension	**Source POV**
Account	"FCCS_EPUSource"
Movement	"FCCS_No Movement"
Data Source	"FCCS_EPU"

EPU – Consolidate EPU Source Data – Reverse Proportionalize	(Rule)	
Condition:	*inherited*	
Factor:	Current | Entity Consolidation %	
Processing Option:	Subtract	
Dimension	**Source POV**	**Redirect Target Member**
Account	*inherited*	
Movement	*inherited*	
Data Source	*inherited*	

EPU – Consolidate EPU Source Data – Consolidate at Ownership %	(Rule)	
Condition:	*inherited*	
Factor:	Current | Entity Ownership %	
Processing Option:	Add	
Dimension	**Source POV**	**Redirect Target Member**
Account	*inherited*	
Movement	*inherited*	
Data Source	*inherited*	

This seeded rule-set consolidates the source data initially gathered by the first rule-set at the Ownership % and identifies the source directly or indirectly owned legal company from which the data was derived

The source legal company is identified by the Intercompany member used when consolidating the data.

Note that all legal companies must therefore be identified is **ICP_Entity_Yes** in the Entity dimension such that a matching base member is created in the Intercompany dimension.

If the default EPU system rule set has been modified, or additional EPU system rule sets have been added, there must be one Consolidate EPU Source Data consolidation rule-set deployed for each unique Source Collection Account. In each Consolidate EPU Source Data rule-set, the Source POV for the Account, Movement and Data Source members must be the same as are specified as the Redirect Target Member fields in the matching Prepare Data Source rule-set.

Additional consolidation rule-sets can be created by copying the seeded rule-set (with rules) and then modifying the new rule-set / rules. The seeded rule-set cannot be modified but can be undeployed if replaced with new rule-sets.

EPU – Consolidate EPU Source Data Indirect Grouping

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EPU – Consolidate EPU Source Data Indirect Grouping	(Rule-set)
Condition:	Entity Ownership % <> 0
Factor:	None
Dimension	**Source POV**
Account	"FCCS_EPUSource"
Inter-company	ILvl0Descendants("FCCS_Intercompany Top")
Movement	"FCCS_No Movement"
Data Source	"FCCS_EPU"

EPU – Consolidate EPU Source Data Indirect Grouping – Reverse Proportionalize	(Rule)	
Condition:	*inherited*	
Factor:	Current | Entity Consolidation %	
Processing Option:	Subtract	
Dimension	**Source POV**	**Redirect Target Member**
Account	*inherited*	
Inter-company	*inherited*	
Movement	*inherited*	
Data Source	*inherited*	

EPU – Consolidate EPU Source Data Indirect Grouping – Consolidate at Ownership %	(Rule)	
Condition:	*inherited*	
Factor:	Current | Entity Ownership %	
Processing Option:	Add	
Dimension	**Source POV**	**Redirect Target Member**
Account	*inherited*	
Inter-company	*inherited*	#Source POV Entity#
Movement	*inherited*	
Data Source	*inherited*	

This seeded rule-set consolidates the source data initially gathered by the first rule-set at the Ownership % and identifies the source directly owned legal company from which the data was derived.

The source legal company is identified by the Intercompany member used when consolidating the data.

Note that all legal companies and all parent entities must therefore be identified is IC_Entity_Yes in the Entity dimension such that a matching base member is created in the Intercompany dimension.

If the default EPU system rule-set has been modified, or additional EPU system rule-sets have been added, there must be one Consolidate EPU Source Data consolidation rule-set deployed for each unique Source Collection Account. In each Consolidate EPU Source Data rule-set, the Source POV for the Account, Movement and Data Source members must be the same as are specified as the Redirect Target Member fields in the matching Prepare Data Source rule-set.

Additional consolidation rule-sets can be created by copying the seeded rule-set (with rules) and then modifying the new rule-set / rules. The seeded rule-set cannot be modified but can be undeployed if replaced with new rule-sets.

Either the EPU – Consolidate EPU Source Data rule-set or the EPU – Consolidate EPU Source Data Indirect Grouping rule-set should be deployed, but not both.

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EPU – Reverse Holding Company Data

EPU – Reverse Holding Company data		(Rule-set)
Condition:	Entity Current Method = Holding	
Factor:	Specific | 100%	
Dimension	**Source POV**	
Entity	#Legal Company#	
Account	"FCCS_Investment In Equity Companies Equity Pickup"	
	"FCCS_Equity Company Income"	
Data Source	"FCCS_EPU"	

EPU – Reverse Holding Company data – Reverse Proportionalize		(Rule)
Condition:	*inherited*	
Factor:	*inherited*	
Processing Option:	Subtract	
Dimension	**Source POV**	**Redirect Target Member**
Account	*inherited*	
Inter-company	*inherited*	
Data Source	*inherited*	

This rule-set reverses the Equity Pickup results posted to the holding company when consolidating to its parent.

The parent member represents the consolidated results of the holding company. The investment in subsidiaries is recorded by different methods and calculations in consolidated statements than those used in the legal (holding) company results.

The Reverse Holding Company Data rule-set will be applied to any movements to which the system rule has written data.

If the default EPU system rule-set has been modified, or additional EPU system rule-sets have been added, each Account 1 and Account 2 entry in the system rule-sets must be included in a deployed Reverse Holding Company Data consolidation rule-set.

Three of the four seeded consolidation rule-sets provided will be deployed when Equity Pickup is initially enabled. If the Equity Pickup Calculation Setting is changed from "Yes" to "No", the deployed EPU rule-sets should be un-deployed by the system administrator. If the Calculation Setting is changed from "No" to "Yes", then the required rule-sets (seeded or copied / modified) must be deployed by the system administrator.

Equity Pickup Processing

During a regular consolidation process, the calculation of entities is based on a bottom-up level-by-level approach starting from the lowest level of the entity hierarchy. The first group of entities to be calculated are all base (level 0) members (those entities that have no children). The next group to be processed are the level 1 parent entities (those entities with no more than one level of descendants below them). Then level 2 parents, and so on. This process ensures that all children of a parent entity are processed before that parent entity.

The sequence of processing required for correct Equity Pickup calculations is based instead on a bottom-up generation-by-generation approach. The top member is generation 0 and then each subsequent step down adds a generation. With this approach, each holding company is in the same generation as its siblings, whether those siblings are parent or base members. All

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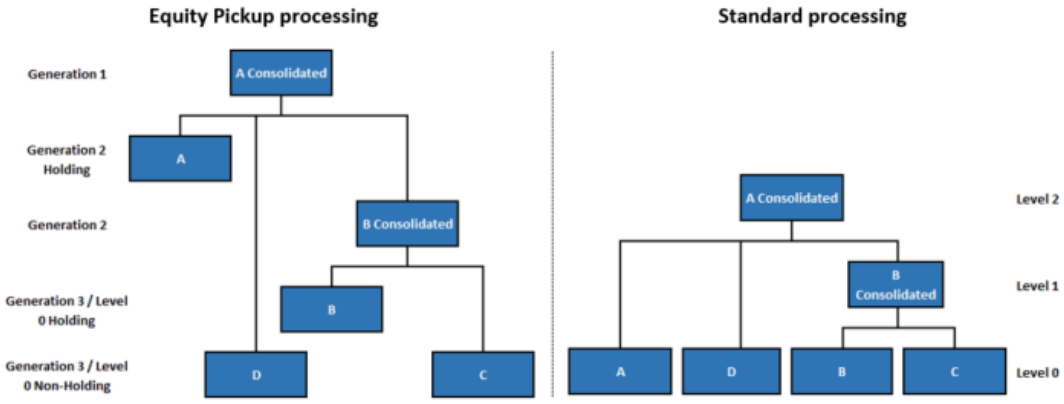
level 0 non-holding entities are processed first. Then the highest generation of holding companies are processed, followed by the highest generation of parent entities, followed by the next highest generation of holding company entities and then the next highest generation of parent entities... and so on..

The following diagrams show the difference in processing in a very simple hierarchy (where legal company A owns legal companies B and D, and legal company B owns legal company C). Equity Pickup processes by generation from the bottom up. The standard sequencing processes by level from the bottom up:



Entities in scope for processing

Consolidation considers the calculation status of each entity when determining which entities are "in scope" for processing. When an entity is "Impacted", that entity needs to be re-calculated to take into account any changes that caused the impacting. In addition, all ancestors of the entity are also impacted because their results need to be re-calculated due to the re-calculation of an entity on which their results are dependent. Similarly, subsequent periods of the same scenario are also impacted.

Example 1 – data entry to entity C

For the standard consolidation process, if data is entered to entity C in the example above, then entities C, B Consolidated and A Consolidated are impacted. If A Consolidated is selected for consolidation, all three entities (C, B Consolidated and A Consolidated) will be re-calculated in sequence from level 0 to level 2.

For the Equity Pickup process, if data is entered to entity C, then entities C, B Consolidated and A Consolidated are all impacted, but in addition, entities B and A also need to be re-calculated because their data is dependent on the re-calculated data from entity C. If A Consolidated is selected for consolidation, all entities (C, B, B Consolidated, A and A Consolidated) will be re-calculated in sequence from Generation 3 to Generation 1.

Example 2 – data entry to entity A and entity C

For the standard consolidation process, if data is entered to entities A and C in the example above, then entities C, B Consolidated, A and A Consolidated are impacted. If A is selected for consolidation, only A will be re-calculated.

For the Equity Pickup process, if data is entered to entities A and C, then entities C, B Consolidated, A and A Consolidated are all impacted, but in addition, entity B also needs to be re-calculated because its data is dependent on the re-calculated data from entity C. If A is selected for consolidation, all entities except A Consolidated (C, B, B Consolidated and A) will be re-calculated in sequence from Generation 3 to Generation 2 Holding. Consolidating entity

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A brings B Consolidated and its impacted descendants into the scope of the consolidation process.

However, note that if no data is entered to A, selecting A for consolidation will not process a consolidation because A itself is not impacted. In this case, to update all entities, A Consolidated would need to be selected for consolidation as described in Example 1.

Example Equity Pickup calculation flow and required results

In order to ensure that when an Equity Pickup calculation is executed, the sibling source entity data has already been updated, entities need to be calculated in the required sequence as determined by the ownership chain.

Following is an example ownership chain:

LE01 owns 100% of LE02 and 75% of LE06

LE02 owns 60% of LE03, 80% of LE04 and 40% of LE07

LE04 owns 75% of LE05

LE06 owns 40% of LE03

Parent / Child hierarchy:

CE01-EUR		
|__ LE01-EUR	Holding company	100%
|__ CE02-USD	Subsidiary method	100%
| |__ LE02-USD	Holding company	100%
| |__ LE03-CAD	Subsidiary method	60%
| |__ LE07-CLP	Equity method	40%
| |__ CE04-MXP	Subsidiary method	80%
| |__ LE04-MXP	Holding company	100%
| |__ LE05-CLP	Subsidiary method	75%
|__ CE06-CHF	Subsidiary method	75%
|__ LE06-CHF	Holding company	100%
|__ LE03-CAD	Equity method	40%

Parent / Legal Entity hierarchies:

CE01-EUR			
|__ LE01-EUR	Holding company	100%	
|__ LE02-USD	Subsidiary method	100%	(100% of 100%)
|__ LE03-CAD	Subsidiary method	90%	(100% of 60% + 75% of 40%)
|__ LE04-MXP	Subsidiary method	80%	(100% of 80%)
|__ LE05-CLP	Subsidiary method	60%	(100% of 80% of 75%)
|__ LE06-CHF	Subsidiary method	75%	(75% of 100%)
|__ LE07-CLP	Equity method	40%	(100% of 40%)
CE02-USD			
|__ LE02-USD	Holding company	100%	
|__ LE03-CAD	Subsidiary method	60%	
|__ LE04-MXP	Subsidiary method	80%	
|__ LE05-CLP	Subsidiary method	60%	(80% of 75%)
|__ LE07-CLP	Equity method	40%	

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CE04-MXP
|__ LE04-MXP Holding company 100%
|__ LE05-CLP Subsidiary method 75%

CE06-CHF
|__ LE06-CHF Holding company 100%
|__ LE03-CAD Equity method 40%

Based on the bottom-up generation sequence of processing, the entities will be consolidated as follows:

LE03-CAD, LE05-CLP, LE07-CLP	Level 0 / Generation 4 Non-Holding
LE04-MXP	Level 0 / Generation 4 Holding
CE04-MXP	Generation 3 parent Non-Holding
LE02-USD, LE06-CHF	Generation 3 Holding
CE02-USD, CE06-CHF	Generation 2 parent Non-holding
LE01-EUR	Generation 2 Holding
CE01-EUR	Generation 1

Exchange Rates:

USD	2.0 / EUR
CAD	4.0 / EUR
MXP	4.0 / EUR
CHF	2.0 / EUR
CLP	8.0 / EUR

Periodic Total Equity changes (before Equity Pickup):

LE01-EUR:	EUR	100.00	
LE02-USD:	USD	100.00	(EUR 50)
LE03-CAD:	CAD	180.00	(CHF 90.00, USD 90.00, EUR 45.00)
LE04-MXP:	MXP	100.00	(USD 50.00, EUR 25.00)
LE05-CLP:	CLP	80.00	(MXP 40.00, USD 20.00, EUR 10.00)
LE06-CHF:	CHF	80.00	(EUR 40.00)
LE07-CLP:	CLP	80.00	(USD 20.00, EUR 10.00)

Required Equity Pickup for each holding company:

LE01-EUR:

LE02-USD:	EUR	50.00	(100% of EUR 50.00)
LE03-CAD:	EUR	40.50	(90% of EUR 45.00)
LE04-MXP:	EUR	20.00	(80% of EUR 25.00)
LE05-CLP:	EUR	6.00	(60% of EUR 10.00)
LE06-CHF:	EUR	30.00	(75% of EUR 40.00)
LE07-CLP:	EUR	4.00	(40% of EUR 10.00)
Total:	EUR	150.50	

LE02-USD:

LE03-CAD:	USD	54.00	(60% of USD 90.00)
LE04-MXP:	USD	40.00	(80% of USD 50.00)
LE05-CLP:	USD	12.00	(60% of USD 20.00)
LE07-CLP:	USD	8.00	(40% of USD 20.00)
Total:	USD	114.00	

LE04-MXP:

LE05-CLP:	MXP	30.00	(75% of MXP 40.00)
Total:	MXP	30.00	

LE06-CHF:

LE03-CAD:	CHF	36.00	(40% of CHF 90.00)
Total:	CHF	36.00	

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Working with On-Demand Rules

On-Demand Rules are ad-hoc rules that can be used for calculations outside of the consolidation process. An administrator can create on-demand rules to be executed by other users at any time.

Users who have launch permissions can invoke on-demand rules from data forms, Oracle Smart View for Office, post-Data Load processing, journal posting, Supplemental Data posting, or from the Rules card. You can verify or adjust an on-demand rule before invoking consolidation, since it is independent from the consolidation process. You can execute calculations regardless of the current calculation status.

Using on-demand rules outside of the consolidation process reduces consolidation time, since these calculations do not need to be repeated for each consolidation. For example, reclassification or adjustments, or loading life-to-date balances and redirecting them to the appropriate Movement members are calculations that may only need to be executed one time. They are not required to be calculated every time a consolidation process is launched.

You can attach on-demand rules to a data form so that you can execute the calculations and verify the results while viewing the data in the form. This method is faster than running a consolidation to view the results.

See Creating On-Demand Rules, and Adding On-Demand Rules to Data Forms.

You can also create customized calculations using Configurable Calculation rules. See Creating Configurable Calculations.

You create both on-demand rules and Configurable Calculation rules in Calculation Manager using Essbase script statements.

- On-demand rules are executed on an as-needed basis outside of the consolidation process.
- Configurable Calculation rules are always executed as part of the consolidation process.

The following table is a summary of the features of On-Demand Rules and Configurable Calculations.

Feature Summary	On-Demand Rules	Configurable Calculations
Rule content created by Administrator	Yes	Yes
No restriction of number of rules created	Yes	
Always executed as part of Consolidation Process		Yes
Execute stand-alone on demand	Yes	
Execute regardless of existing Calculation Status	Yes	
Launch from Data Form/ Smart View /Rules card	Yes	
Calculation Manager support	Yes	Yes
Support most Essbase functions	Yes	Yes
Ability to write to Parent Currency		Yes
Ability to write to Elimination Consolidation member		Yes

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Feature Summary	On-Demand Rules	Configurable Calculations
Ability to write to Intercompany Eliminations Data Source member		Yes
User handling of housekeeping logic (SET, Block, Calc Dim)	Yes	
Calculation Status Update	Yes	Yes
Validate and Deploy Rule	Yes	Yes
Import and Export Rule	Yes	Yes
Follow same best practices for rule writing	Yes	Yes

Guidelines for On-Demand Rules

You create On-Demand rules using Calculation Manager.

Templates can be dragged and dropped inside a rule. You can deploy a rule that uses templates, but templates cannot be deployed standalone.

Replacement Variables

When you add a new rule, Calculation Manager automatically creates six system Replacement Variables for the rule as Run-Time Prompts for the Scenario, Year, Period, Entity, Consolidation, and Currency dimensions. Users use the run-time prompts to select members for these dimensions when they launch the rule. You can change the run-time prompt texts for these variables, but you cannot remove them. Users can override the default member at run-time.

You can define additional Replacement Variables if needed for your rule.

When you launch an on-demand rule from the Rules card for the first time, if a default member was not specified for a run-time prompt, the prompt is blank. On subsequent launches of the rule, the prompt displays the last member used.

When you launch on-demand rules from a form, the Run-Time Prompts by default display the members from the Point of View of the currently selected cell. However, if you would like the system to always use a specific member for the dimension, you can select the option to override with a specified value for the variable. If you specify a value in **Use as Override Value**, it will also be used in the Rules card.

If you select the **Is Hidden** option for the replacement variable, the system will not prompt the user for the value at run time, but will use the value specified in the Replacement Variable definition for that variable. This option is the same when invoking from a Data Form or from the Rules card.

You can view all six system replacement variables as part of the rule in the **Variable** tab of the rule.

> **Note**
>
> The Merge Variable option is not available for On-Demand rules. Run-Time Prompts for On-Demand rules are defined at the rule level. Calculation Manager does not merge rule-level Run-Time Prompts. Rulesets are not supported for On-Demand rules.

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You must a enter a **Value** in the **Validation** column for the variable so that rule can be validated before deployment.

When you validate the rule, you must provide members for any of the Run-Time Prompt dimensions for which you did not provide a default in the **Value** column.

Dimension Members Supported for On-Demand Rules

On-Demand rules automatically insert the OUTER FIX statements for the following dimensions as part of the rule script. You do not need to include these dimensions as part of the FIX statement in the script. The value for these dimensions is provided in the popup prompt where the users enters the values. The system uses default values from the source (for example, the cell POV if launched from a data form or a Oracle Smart View for Office grid), but users can change the value before executing the rule.

See Working with Essbase Calc Script.

These members are supported for Run-Time Prompts in on-demand rules:

- Scenario - you must select one base member.
- Year - you must select one year.
- Period - you must select one base member.
- Entity - you can select one or more base or parent entities or functions.

  You cannot use the FCCS_Global Assumptions member or its descendants (if any) for Run Time Prompts for the Entity dimension.
- Currency - you can select Entity Currency or Input Currency
- Consolidation - you can select FCCS_Entity Input, FCCS_Translated Currency Input, FCCS_Amount Override, or FCCS_Rate Override.

> **Note**
>
> For the Consolidation dimension, if you want to use FCCS_Amount Override or FCCS_Rate Override, you must first set the following substitution variable for the Consol cube to enable it:
>
> `ODR_ENABLE_RATE_AMOUNT_OVERRIDE = TRUE`
>
> See Creating and Assigning Values to Substitution Variables.

The following dimensions are not available for Run-Time Prompts, but are also supported for on-demand rules:

- View - you can only select Periodic view. The Periodic View member must be specified in either the FIX statement or as a Target.
- Account and Movement - see Working with Essbase Calc Script. If you do not specify members for any of these dimensions, the system processes the rule for all members. You should exclude any system-restricted members in the FIX statement.
- Data Source - see Working with Essbase Calc Script.

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> **Note**
>
> The **FCCS_Intercompany Eliminations** member is not valid for on-demand rules.

- Multi-GAAP, Intercompany and Custom - If you do not specify members for these dimensions, the system will process rules for all members in the dimension.

Best Practices for On-Demand Rules

For best practices on creating rules, see Configurable Calculations Best Practices, Working with Essbase Calc Script, and Supported Essbase Functions.

When you create an on-demand rule, you may need to include this logic:

- Include any SET commands required for Essbase to ensure proper settings
- Include any CREATE blocks or CLEAR Blocks command

  In order to run an on-demand rule when you are using the Dense/Sparse Optimization option that uses Period and Movement as the Dense dimensions, you need to create a block before the rule. See the "@CREATEBLOCK" function in the *Oracle Essbase Technical Reference*.
- Include an appropriate CALC DIM statement for non-aggregated dimensions

The system will include the following sections in on-demand rules:

- Include OUTER FIX statement from the prompt
- Include any status handling routine

Running On-Demand Rules in a FIX

By default, On-Demand Rules are run in FIXPARALLEL. The FIXPARALLEL command will include members from the six Run Time Prompts (RTP): Scenario, Year, Period, Entity, Consolidation and Currency. If you need to run the same On-Demand Rule in a FIX, you can define a substitution variable. You can add a substitution variable named <RuleName>_FP on the Consol cube and set its value to False. For example, if the rule name is ODR- Calculate Sales, you should name the variable ODR_CALCULATESALES_FP. Note that the hyphen in the rule name is replaced with an underscore in the variable name and there are no spaces in the variable name.

Creating On-Demand Rules

You can add custom rules to your application either to the consolidation process or as on-demand rules. Configurable Consolidation and Configurable Calculation rules run automatically during consolidation. On-demand rules run when a user launches them from the Rules card or from a data form. They do not run as part of consolidation.

On-demand rules are also available in Oracle Smart View for Office, and as part of post-data load processing from Data Load.

You must be a Service Administrator to create, edit, or delete on-demand rules. Administrators can run on-demand rules, but Power Users and Users can only run them if the Administrator provides launch permissions, and if they have access to the POV dimension members.

You can also add on-demand rules to forms. See Adding On-Demand Rules to Data Forms.

You add on-demand rules to a Consol cube. You cannot add them to the Rates cube.

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When you access Calculation Manager, there is a separate folder for the on-demand rules created for each cube. On-Demand rule validation is based on the specified cube. For information on enabling additional cubes, see Adding Application Cubes.

To create on-demand rules:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Rules**.

   Calculation Manager opens and displays both System-created rules and User-defined rules.
3. Expand the "Planning" folder and navigate to the "FCCS Consol Rules" folder.
4. Right-click on the **Rules** folder and select **New**.
5. Enter a rule name and click **OK**.

   The name must be unique and cannot start with the FCCS_ prefix. This prefix is reserved for seeded rules. You also cannot use the name of an existing system rule, including ClearEmptyBlocks, Consolidate, ForceConsolidate, ForceTranslate, or Translate.
6. For **Application Type**, use "Planning". For **Application**, use the name of your application.
7. For **Cube**, select a cube or use the default setting of Consol.

   The system will open to the Script editor where you can enter your script statements. If you prefer to work in the graphical mode, you can change to Designer in the drop-down list. In Calculation Manager, you can create Calc Script or Groovy Script-based rules.

   For a list of supported functions, see Working with Calculation Manager Custom Defined Functions and Supported Essbase Functions. For information on working with Groovy Script, see "Using Groovy Rules" in the *Administering Planning* guide.
8. In the **Properties** pane, you can enter an optional description and comment for the rule.
9. In the **Value** column, select default members for the Run-Time Prompts for the Consolidation, Currency, Entity, Period, Scenario, and Year dimensions:
   - You must have Write access to the Scenario, Year, Period and Entity.
   - For the Currency dimension, select Entity Currency or Input Currency.
   - For the Consolidation dimension, you can select"FCCS_Entity Input", "FCCS_Translated Currency Input","FCCS_Amount Override", or "FCCS_Rate Override".

     > **Note**
     >
     > For the Consolidation dimension, if you want to use FCCS_Amount Override or FCCS_Rate Override, you must first set the following substitution variable for the Consol cube to enable it:
     >
     > `ODR_ENABLE_RATE_AMOUNT_OVERRIDE = TRUE`.
     >
     > See Creating and Assigning Values to Substitution Variables.
   - For the Entity dimension, if you use shared entities, you must explicitly define both the primary and shared entities in the Run-Time Prompt, in order for the shared entities to be impacted.
   - For the Entity dimension, to run the On-Demand rule on all Level 0 descendants, you must select the Level 0 descendants function from the Member Selector. For example,

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to run the rule on all Level 0 descendants of "FCCS_Total Geography", select the Level 0 descendants function with"FCCS_Total Geography" as its parameter. Example: IDescendants ("FCCS_Total Geography".

- Note that the FIX statements in on-demand rules cannot include any run-time prompt dimensions. You also cannot use run-time prompt dimensions in the left side or Target side of formulas, although you can use these dimensions on the right side or Source side.

10. To validate the rule, from the **Actions** menu, select **Validate and Save**.

    You must specify members for any of the Run-Time Prompt dimensions for which you did not previously specify a default value.

    If validation fails, from the Home page, click **Application**, and then click **Jobs** to view the job details.

11. From the confirmation prompt, click **OK**.
12. To view the rule, navigate to the **Rules** folder and right-click **Refresh**.

    The new rule is displayed in the Rules list. On-demand rules are listed in alphabetical order after the seeded configurable calculation rules.

    It does not become active until it is deployed.

13. To deploy the rule, from the **Actions** menu, select **Deploy**.

    You cannot undeploy a rule after it has been deployed. If the rule is no longer needed, you can delete it.

14. From the confirmation prompt, click **OK**.
15. To verify that the rule was deployed, on the Home page, click **Rules** and click **Refresh**.

    The deployed rule will be displayed in the list of rules after the system rules.

Adding On-Demand Rules to Data Forms

You can add on-demand rules to forms, by adding menu options to the Action menu for a form, or by adding the rules to the list of rules in the **Business Rules** dialog box.

When users are viewing or entering data in the form, they can execute the assigned on-demand rule from within the form so that they can see the calculated results in the form after execution.

To launch rules from a form, users must be assigned both access to the form and Launch permissions for the rule.

To include on-demand rules as part of the Business Rules menu, you use the **Business Rules** tab of the Form designer.

You can decide how you want the on-demand rule to be processed for the form based on the properties assigned for the business rule. For example, you can define an on-demand rule for the form with these actions:

- **Run Before Load**: Run the rule before loading the form
- **Run After Load**: Run the rule after the form is loaded with data
- **Run Before Save**: Run before saving the form data
- **Run After Save**: Run after saving the form data

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- **Run After Load** and **Run Before Save** are enabled only for Groovy rules. You can't select these options for calc scripts or graphical rules. For more information about Groovy rules, see About Groovy Business Rules.
- Some actions such as saving the grid, changing the page, or launching an action menu item will also reload the page after the operation completes. This ensures the grid contains the newest data. When this happens, the before and after load actions will run as they do in normal page loads.
- While hidden runtime prompts are not supported for calc script rules on the Run Before and Run After load options, they are supported for Groovy rules.
- For information about where Groovy rules are supported, see About Groovy Business Rules.

To add on-demand rules to a data form:

1. Click the **Navigator** icon.
2. Under **Create and Manage**, click **Action Menus**.
3. Click **New** and enter a rule name, then click **OK**.
4. Select the menu, click **Edit**, and then click **Add Child**.
5. For **Menu Item**, enter a name for the menu option.
6. For **Label**, enter the menu text that you want to display to users.

   Optional: You can provide a path to a graphic file on the server in the **Icon** field.
7. For **Type**, select **Business Rule**.
8. For **Cube** list, select **Consol**.
9. In the **Business Rules** list, select an on-demand rule.

   You can enter a description or instructions for the rule in the Launch Confirmation Message field.
10. **Optional:** To hide the runtime prompt value from the user, select **Hide Prompt**, which automatically selects **Use Members on Form**. If you hide the run-time prompts, the members in the current cell point of view are used for the run time prompt dimensions when the rule is launched. If override values have been defined in Calculation Manager, the override values are used.

    After saving the form, the next time you return to this page, **Use Members on Form** displays as selected.

    You can hide runtime prompts if:

    - All runtime prompt member values are filled in (appropriate dimension members can be read from form's Page/Point of View)
    - No dimensions are repeated in the runtime prompt
11. Click **Save** to save the menu item, and then click **Save** again to save the menu.
12. Click the **Navigator** icon.
13. Under **Create and Manage**, click **Forms** to open the form editor.
14. Select the **Other Options** tab to assign the menu to a form.
15. Click **Finish**.

To add on-demand rules to the list of business rules available from the **Business Rules** dialog box:

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1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Forms** to open the form editor.
3. Select the **Business Rules** tab to add on demand rules to the list of business rules.
4. In the **Business Rules Properties** area, specify options for the rule.
5. Click **Finish**.

To view and launch the rule in a form, see Launching On-Demand Rules.

Importing and Exporting On Demand Rules

Administrators can use the options available in Calculation Manager to import or export on-demand rules.

To import on-demand rules:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Rules**.
3. Expand the "Planning" folder and navigate to the "FCCS Consol Rules" folder.
4. Right-click **Rules** and select **Import**.
5. Click **Browse** and select the rule file to import.

To export on-demand rules:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Rules**.
3. Expand the "Planning" folder and navigate to the "FCCS Consol Rules" folder.
4. Right-click **Rules** and select **Export**.

   When you select the Export option, the system automatically exports all rules within the folder, including the seeded calculation rules as well as the on-demand rules.

   To export an individual on-demand rule, right-click on the rule and then select the **Export** option.
5. Specify a location in which to save the exported file.

Launching On-Demand Rules

By default, only Administrators can run on-demand rules. Other users can view and run on-demand rules only if the Administrator assigns them Launch access and if they have security access to the Scenario, Year, Period and Entity.

You can launch on-demand rules using:

- Rules card
- Calculation Manager
- Data forms
- Oracle Smart View for Office

Launching On-Demand Rules from the Rules Card

The Rules card displays a list of both System rules and User-defined On-Demand rules.

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Users who have Launch permissions to rules can launch the rules.

To launch on-demand rules from the Rules card:

1. On the Home page, click **Rules**.
2. To filter the list of rules, click the **Filter** icon.

   Only on-demand rules that have been deployed are displayed.
3. From the **Cube** drop-down list, select **Consol**.

   On-demand rules are listed in alphabetical order after the system rules, and are identified by a User icon: 
4. From the list of rules, select an on-demand rule and click **Launch**.

   To launch business rules, the rules must be deployed from Calculation Manager.
5. The system displays a popup window for you to enter dimension member values for the Run-Time Prompts defined for the rule. If the rule is launched for the first time, the values in the prompt will be blank. Once a value has been entered for the rule, the system will display the last value used as the default, but you can change it if needed.

> **Note**
>
> For the Entity dimension, you can specify multiple entities or a member list, but for all other dimensions, you specify only one member.

When you run a business rule and an error occurs, the system displays a detailed message on the Business Rules page, which can help you quickly resolve the error. You can also view the error details on the Job Details page.

Launching On-Demand Rules from Calculation Manager

Running an On-Demand rule from Calculation Manager enables you to view statistics about the execution of the rule.

To launch on-demand rules from Calculation Manager:

1. On the Home page, click **Rules**.
2. To filter the list of rules, click the **Filter** icon.

   Only on-demand rules that have been deployed are displayed.
3. From the **Cube** drop-down list, select **Consol**.

   On-demand rules are listed in alphabetical order after the system rules, and are identified by a User icon: 
4. From the list of rules, open an on-demand rule. The rule opens in Calculation Manager.
5. From the Calculation Manager menu, click **Launch**.
6. The system displays a popup window where you can change any Run-Time Prompt values that you previously specified.
7. Click **OK** to run the rule.

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8. When the Launch Status dialog displays, click **OK**. If there are any errors, click the **Log Messages** tab to view the details.

Launching On-Demand Rules from Data Forms

Administrators can attach an on-demand rule to a data entry form. When users view or enter data in the form, they can execute the on-demand rule from within the data form, so that the calculated results are displayed in the form after execution.

When you create on-demand rules, you specify Run-Time Prompts for Scenario, Year, Period, Entity, Currency, and Consolidation dimension members. You cannot remove any system Run-Time Prompts, but you can modify them before launching the rule.

If the setting is selected to use the members in the form, the system automatically displays the current members of the selected cell for the popup when the rule is invoked. Only one member from each dimension is displayed in the run-time prompt.

The system will display only the Business Rules you have assigned to the form for user to select. After selection, the system will display the Run-Time Prompt values based on your POV selection.

If the user selects a block of cells by selecting an entire row or column when they launch the rule, the system uses the cell from upper-top-left corner as the selection cell for the Run-Time Prompts.

You can launch on-demand rules either from the Action Menu drop-down list using a Custom Menu, or from the Business Rules option.

After you run on-demand rules, all entities included in the calculation process have a calculation status of Impacted, regardless of the original status. The system will not run on-demand rules for entities that are locked. All applicable parent and ancestor members are Impacted, and all future periods that have data are also Impacted.

To launch an on-demand rule in a form:

1. On the Home page, click **Data**, and then open the form.
2. From the **Action** menu, select **Business Rules**, and select the rule.
3. From the Launch Confirmation message, click **OK**.
4. In the **Run-Time Prompt** dialog box, click **Launch**, then specify values or use the default values for the prompts, and click **OK**.

Launching On-Demand Rules from Smart View

When you open a form in Smart View, the same options are available to launch on-demand rules as in data forms. You can launch the rule using the Business Rules option or from a Custom Menu.

To launch a rule using the Business Rule option:

1. Open a data form and select the **Calculate** menu option.
2. Select **Business Rules**, or select **Rules on Form** to view only the rules defined for the form.
3. Select a business rule to launch.
4. When the system displays the Run-Time Prompt, select members for the dimensions, then click **OK**. By default, the system uses the members from the POV cell. You can change the default values during execution time.

To launch a rule from the Custom Menu:

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1. Open a data form, then right-click in a cell and select **Smart View**.
2. Select the menu option from the Custom Menu attached to the form.
3. From the Launch Confirmation message, click **OK**.
4. Select the members for the dimensions in the Run-Time Prompt, and click **OK**.

Calculation Status for On-Demand Rules

When you launch an on-demand rule and specify the entities for the calculation, the system will process all entities from the list, regardless of the current calculation status of the entity.

After an on-demand rule is executed, the status for all entities in the rule changes to Impacted.

When entities are Impacted, the system follows these rules for applicable parent members and ancestors as well as future periods.

Locked Entities

If an entity is Locked, the system does not execute the rule on the locked entity. If the rule Run-Time Prompt contains multiple entities and only some are Locked, the system skips those entities but continues to run the rule for the other valid entities.

Entities with View or None Access

If a user has View or None access to the entity, the system will not run the rule for these entities and they will not be impacted.

Entities with Errors

If an entity in a rule does not pass validation, the system will not run the rule for the entity and it will not be impacted. Rules are run only for valid entities.

Reference of Source Entities

When a rule references a source entity for data, the system ignores the status of the source entity and processes the data at the time of retrieval.

Debugging Rules in Calculation Manager

You can use the Debug option when working with On-Demand rules in Calculation Manager. The Debug option enables you to run the On-Demand rule and examine the calculation script line by line to see how the script executes, ensure there are no validation errors, and check the before and after values.

You can also use the Debug option when working with Configurable Calculation (Insertion Point) rules. The Debug process for Insertion Point Rules works correctly when the Run-Time Prompts (RTPs) are populated and the intersection of the RTPs is Impacted or System Changed.

The Debug process always works on the currently saved rule. If a rule was first deployed and then subsequently changed and saved, the Debug process will execute the latest saved rule – not the last deployed version.

> **Note**
>
> You cannot edit the rule while you are debugging it.

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On-Demand Rules

To debug an On-Demand rule:

1. Open the rule in Calculation Manager.
2. In the Rule Designer, select **Actions**, and then **Debug**.
   The rule calculation script is displayed in the script debugger. Each statement in the script is displayed on a separate line.

   You must have previously entered and saved the Run-Time Prompt values for the On-Demand rule in order for the Debug process to run correctly.
3. Debug the statements in the calculation script.
   As you debug statements, you can:

   - Insert and remove break points where you want to stop the execution of the script to examine the values of the intersections of members in the statement. When the execution stops at a break point, the values of the intersection of all members in the statement are displayed.

     To add a break point, right-click to the right of the break point, and then select **Add Break Point**. You can add a break point only in lines of the script that show the break point grayed out. To remove a break point, right-click it, and then select **Remove Break Point**.

   - Add a condition to a break point to stop the execution of the statement only if the condition is met. Only members used in the statement with the breakpoint can be used in the condition.

     To add a condition to a break point, right-click to the right of the break point, and then select **Add Condition**. In the **Add Condition** dialog box, click  , and then enter the condition in the **Condition Builder**.

     These functions are available for conditional testing:

     – @isCURRMBR
     – @BEFORE
     – @AFTER

     Sample conditions to invoke debugging of specific breakpoint:

     – @isCURRMBR("Feb") – when the current period is "Feb"
     – @BEFORE("Cash") > 1000 – when the before value of "Cash" is greater than 1000
     – @AFTER("Cash") < 2000 – when the after value of "Cash" is less than 2000

     To edit a condition, right-click it, and then select **Edit Condition**.

     You can have one or more conditional statements.

     You can also group the conditional statements.

     Note that if a condition is not met, the Debug process will skip the breakpoint, but still execute the statement.

   - Debug statements with break points.

     To debug a statement with a break point, right-click the statement, and then select **Start Debug**. The statement you are debugging is highlighted. The members of the statement, the break points, and the values of the intersection of the members before and after execution are displayed in the following tabs:

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- **Members**—Shows the current intersection of members at the debug breakpoint. To see the next intersection of members, click **Resume Debugging**.
- **Breakpoints**—Shows the expressions from the script that contain breakpoints. The **Values at the Break Point** tab displays the expression members with the values as they were before and after the debug was run.

> **Tip**
>
> To resume debugging, click **Resume Debugging**  . You must continue clicking the **Resume Debugging** icon until all of the member intersections are debugged. After all of the member intersections are debugged, the system displays this message: "The script debugging is complete".

Configurable Calculation Rules

To debug a Configurable Calculation rule:

1. In Calculation Manager, use the Variable Designer to create Replacement Variables associated with the Configurable Calculation rule.
   Ensure the following:
   - Entity Variable must be of Type Members and associated with Entity dimension type.
   - Scenario Variable must be of Type Member and associated with Scenario dimension type.
   - Years Variable must be of Type Member and associated with Years dimension type.
   - Period Variable must be of Type Period and associated with Period dimension type.
   - All above variables must have RTP property checked. This is required, otherwise Variable will not be shown in the Configurable Calculation's Variables table.
2. Open the Configurable Calculation rule and ensure Variables are displayed.
3. Specify the respective dimension members for each Variable.
4. Click **Debug** from the **Actions** menu to proceed with debugging.
5. Delete the Variables associated with the Configurable Calculation rule from the Variable Designer, after debugging procedure is completed. Then redeploy the Configurable Calculation rule.

Renaming On-Demand Rules

You can rename a rule if it has not been deployed, since the rule resides only in Calculation Manager before deployment.

After a rule is deployed, a copy of the rule resides in Calculation Manager and the deployed rule exists in your Financial Consolidation and Close application. If you rename a rule after it has been deployed, the deployed rule in the application retains the original name, but it will have a new name in Calculation Manager. Although you can continue to execute the rule with the old name in your application, you cannot edit the rule in Calculation Manager since the rule with the original name no longer exists in Calculation Manager. You will not be able to remove the deployed rule from your application.

If you need to rename a deployed rule, you must create a new rule in Calculation Manager with the same name as the deployed rule in Financial Consolidation and Close with the old rule name. You can leave the rule content empty but you need to deploy the new rule to replace the

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previously deployed rule. You can then delete this rule in Calculation Manager and select the option to also delete the deployed object. After it is deleted, the old rule will no longer exist in Calculation Manager or Financial Consolidation and Close.

Another workaround to rename a deployed rule is to assign a different label to a rule object using an Artifact Label. In Calculation Manager, the rule will exist with the original name, but when it is associated with the deployed rule object in Financial Consolidation and Close, it is linked to a new name using the artifact label created for the rule. Using this method you will see the new artifact label for the original rule rather than the old rule name.

Deleting On-Demand Rules

You can delete on-demand rules that you no longer need. When you delete a rule, you should always select the option to include the deployed object as part of the deletion if the rule has been deployed.

If you do not select this option, the rule will be deleted from Calculation Manager, but still deployed in your application and you will no longer be able to edit it. If you want to remove the deployed rule, you must create a new rule with the same name in Calculation Manager. You deploy the new rule so that both Calculation Manager and your Financial Consolidation and Close are synchronized. Then you can delete the newly created rule from Calculation Manager.

If you delete a rule that is referenced in a Custom menu attached to a data form, when you edit the Custom menu, the rule name will be blank. If the Custom menu is used in a data form, when you open the data form, you will no longer see the menu option because no rule has been associated with the menu.

To delete on-demand rules:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Rules**.
3. Expand the "Planning" folder and navigate to the "FCCS Consol Rules" folder.
4. Select a rule, right-click and select **Delete**.
5. From the warning message, click **OK** to continue.

> **Note**
>
> If the rule has been deployed, the system warns you that the some of the selected objects have been deployed. Select the option to include the deployed object as part of the deletion.

6. From the confirmation message that the rule was deleted, click **OK**.
7. To confirm that the rule was deleted from the list, right-click on the **Rules** folder, and click **Refresh**.

Working with Essbase Calc Script

Essbase Calc Script is the language available to you to write your own custom business logic in Financial Consolidation and Close. This section provides some basic Essbase constructs as well as restrictions applied to Financial Consolidation and Close. For details regarding Essbase Calc Script, see *Getting Started with Essbase Cloud for Administrators*.

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Common Syntax

- Semicolon
  - Required at end of each statement
  - Example: `Sales = Sales * 1.50;`
  - Not needed after FIX and ENDFIX
- Double Quotes
  - Member names with spaces / special characters / start with number
  - Best practice is to always use double quotes around a member name
  - Example: `"Cash Ratio" = "Cash"/"Current Liabilities";`
- Cross-dimensional Operator
  - Use `->` to specify intersections of more than one dimension
  - Example: `"Sales"->"Changes In Net Income"->"Product1";`

Comments

Comments start with `/*` and end with `*/`.

Single or multi-line comments are supported.

You can use the toolbar icon to set or remove comment blocks.

FIX/ENDFIX

FIX/ENDFIX is one of the basic building blocks of any calc script. To do any calculation, you must define a FIX/ENDFIX section and then place the actual business calculations within it.

Example: Assume "Products" is your custom dimension and you want to calculate number of Televisions sold. You could use the following syntax:

```
FIX("Televisions")

"Units_Sold" = "LED_TVs" + "UHD_TVs";

ENDFIX
```

The actual business calculation is:

`"Units_Sold = "LED_TVs" + "UHD_TVs";`, which calculates the number of Televisions sold.

> **Note**
>
> You must put a semi-colon at the end of each calculation statement, but not for FIX or ENDFIX.

The FIX/ENDFIX section limits members from various dimensions that participate in calculations within it. In this example, only "Televisions" are participating in the calculations.

You can define nested FIXes also, such as the following:

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```
FIX( "Televisions" )
        FIX( "42inches" )
                "Units_Sold" = "LED_TVs" + "UHD_TVs";
        ENDFIX
        FIX( "55inches" )
                "Units_Sold" = "LED_TVs" + "UHD_TVs";
        ENDFIX
ENDFIX
```

The above calculation can also be written as shown below:

```
FIX( "Televisions" )
        FIX( @List( "42inches", "55inches" ) )
                "Units_Sold" = "LED_TVs "+ "UHD_TVs";
        ENDFIX
ENDFIX
```

For example, @List is an Essbase function. Essbase provides many functions. However, Financial Consolidation and Close does not support all Essbase functions. See the "Essbase Function List" section for a list of supported functions.

FIX on Financial Consolidation and Close Dimensions

An Financial Consolidation and Close application can contain 13 dimensions, depending on the application features that are enabled. Out of the possible 13 dimensions, you are not allowed to FIX on the following dimensions because the system automatically applies a FIX on them when a user invokes the consolidation process.

- Scenario
- Year
- Period
- View
- Entity

For example, suppose you have the following statement:

```
FIX( "Actual", "FY15", "Televisions" )
    "Sales" = 10;
ENDFIX
```

The system will fail deployment and an error message will be logged in the Jobs console with the appropriate information.

However, this does not mean that you cannot use these dimensions in the script. Generally, a calculation will have something like the syntax below:

```
FIX( member, function, member, ...)
    Left hand side = Right hand side; /* expression */
ENDFIX
```

Note that in FIX and "Left hand side", you cannot use any member from the Scenario, Year, Period, Entity and View dimensions. But there is no such restriction on the "Right hand side" of the equation.

The following syntax would be allowed:

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```
FIX( "Televisions" )
    "Sales" = "Sales"->"Budget";
ENDFIX
```

For the remaining eight dimensions, if you do not FIX on a particular dimension, the system will assume all the members from that dimension. For example, suppose you have the following statement:

```
FIX( "Entity Currency", "Entity Input" )
    FIX( "No Movement", "No Intercompany", "No Custom", "No Multi-GAAP" )
        "Data Input" = 100;
    ENDFIX
ENDFIX
```

In this example, all remaining dimensions have a FIX except Account. In this case, Essbase will consider all members from the Account dimension for the calculations within FIX/ENDFIX.

Restricted Financial Consolidation and Close Members

Certain system members within each Financial Consolidation and Close are restricted from being used or calculated in the calculation script. If restricted members are used in the calculation, the system will fail validation or deployment and an error message will be logged in the Jobs console.

Remember that if no members are specified for the dimension, the system assumes ALL members within the dimension. However, since restricted members are not allowed to be included as part of the process, you must explicitly exclude these restricted members in your FIX dimension statements or on the Left-hand side of the expression.

The following table is a complete listing of the restricted Financial Consolidation and Close members from these dimensions. Note that for the Currency and Consolidation dimensions, they are restricted based on the insertion rule being used. Note that each seeded insertion rule includes information in the Comment section as to which member of the Currency and Consolidation dimension can be included for that rule.

Table 21-5 Restricted Dimension Members

Dimension	Member	Expression Left-Hand Side	Expression Right-Hand Side
Scenario	All Members	No	Yes
Year	All Members	No	Yes
Period	All Members	No	Yes
View	All Members	No	Yes
Entity	All Members	No	Yes
Account	FCCS_CSTATUS	No	Yes
	FCCS_CSTATUS FILTER	No	Yes
	FX Rates - Ending	No	Yes
	FX Rates - Average	No	Yes
	Average Rate	No	Yes
	Ending Rate	No	Yes
	SrcAverageRate	No	Yes
	TgtAverageRate	No	Yes
	SrcEndingRate	No	Yes

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Table 21-5 (Cont.) Restricted Dimension Members

Dimension	Member	Expression Left-Hand Side	Expression Right-Hand Side
	TgtEndingRate	No	Yes
	FCCS_Balance	No	Yes
	FCCS_CTA	No	Yes
	FCCS_CICTA	No	Yes
	FCCS_Percent Control	No	Yes
	FCCS_Current Ratio	No	Yes
	FCCS_Quick Ratio	No	Yes
	FCCS_Cash Ratio	No	Yes
	FCCS_Inventory Turnover	No	Yes
	FCCS_Asset Turnover	No	Yes
	FCCS_Days Sales In Receivables	No	Yes
	FCCS_Days Sales In Inventory	No	Yes
	FCCS_Gross Profit Margin	No	Yes
	FCCS_Return on Sales	No	Yes
	FCCS_Return on Equity	No	Yes
	FCCS_Debt to Equity Ratio	No	Yes
	FCCS_Debt Ratio	No	Yes
Data Source	FCCS_System Types	No	Yes
	FCCS_Rate Override	No	Yes
	FCCS_Account Override	No	Yes
	FCCS_PCON	No	Yes
	FCCS_Driver Source	No	Yes
Movement	FCCS_Opening Balance	No	Yes
	FCCS_OpeningBalance_Cash	No	Yes
	FCCS_FX_Total_NonCash	No	Yes
	FCCS_ClosingBalanceCash	No	Yes

FIX On All Members of a Dimension Except Restricted Members

It is a common use case where you need to FIX on all level 0 members of a dimension and that dimension may have restricted members. This example show how to optimally FIX on all level 0 members except the restricted members of that dimension.

For example, the Account dimension has the highest number of restricted members.

Following is the calc script code snippet that can be used to FIX on all level 0 Account members except restricted members:

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```
@REMOVE( @LEVMBRS( "Account", 0 ), @LIST( @RELATIVE( "FCCS_System Account",
0 ),@RELATIVE( "FCCS_Drivers", 0 ),@RELATIVE( "FCCS_Ratios",
0 ),@RELATIVE( "Exchange Rates", 0 ) ) )
```

FIX on Sparse versus Dense dimensions

FIX is more effective when it is done on Sparse dimensions. In this case, FIX will make Essbase pull blocks only for the combination of Sparse dimension members that are defined in the FIX and skip the rest.

These sparse combinations work as indexes for Essbase to search the data blocks that match indexes and pull them for calculations. Therefore, not all blocks are pulled for the system to perform.

When FIX is used on a Dense dimension, dense members will be present in each data block in Essbase. Therefore, this would have a performance impact if not used correctly. Note than when FIX is on the Dense dimension, Essbase will pull all data blocks without limit to the number of blocks and will only limit to a portion within each block. Therefore, it may require multiple passes to the database to return the information.

For example, you could reference "Sales" and "PostSales" from the Account dimension with the following statements:

```
FIX( "Televisions" )
        FIX( "Sales" )
                "Data Input" = "No Of Units Sold" * 1000;
        ENDFIX
        FIX( "PostSales" )
                "Data Input" = "Queries" * 25;
        ENDFIX
ENDFIX
```

When the system processes the first fix on "Sales", Essbase pulls all data blocks of the Account dimension but only works on the one "Sales" account.

Later in the FIX statement on "PostSales", Essbase again pulls all data blocks of the Account dimension but only works on the one "PostSales" account. In this case, two passes are made to the database for these two accounts.

To avoid a performance issue, you can avoid using FIX on the Account dimension, but use IF...THEN for a Dense dimension.

```
FIX( "Televisions" )
        IF ( @ISMBR ( "Sales" ) )
                "Data Input" = "No Of Units Sold" * 1000;
        ELSEIF ( @ISMBR( "AfterSales" ) )
                "Data Input" = "Queries" * 25;
        ENDIF
ENDFIX
```

In this example where you are not using the FIX statement, you only need to make one pass to the Essbase database.

The recommendation is to use FIX on Sparse dimensions, and use IF..THEN for Dense dimensions to help calculation performance.

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Member Block

Member blocks are also known as calculation blocks. Sometimes you will see the term "anchor" used for Member blocks. The syntax of a member block is as follows:

```
FIX( members)
        /*start of member block*/
"<Member>" (
                /* User's calculations */
)
/*end of member block*/
ENDFIX
```

Following is an example of member block statements:

```
FIX ( @LIST( @RELATIVE( "FCCS_Balance Sheet", 0 ) ), "FCCS_Entity Input", @RELATIVE( "Multi-GAAP",
0 ), @RELATIVE( "Intercompany", 0 ) )
    /*start of member block*/
      "My Total Opening Balance" (
              IF (@ISUDA("Account", "Saved Assumption"))
                  "My FX Opening"->"Parent Currency"->"FCCS_Entity Input" = "Entity Currency"-
                  >"FCCS_Entity Input";
              ENDIF
              )
    /*end of member block*/
ENDFIX
```

In this example, "My Total Opening Balance" is known as a calculation block member or anchor. Whenever possible, this member should be a member from a Dense dimension.

In the above calculation, we will only limit to the member "My FX Opening" and the calculations are performed on the member specified in the FIX statement.

Note that when using IF statements, you will need a member block. You cannot write IF statements outside of Member blocks.

Supported Essbase Functions

This section lists the Essbase functions that are supported for configurable calculations in Financial Consolidation and Close. "Y" (for Yes) indicates that the function is supported.

For detailed function information, see *Oracle® Essbase Technical Reference*.

Common Essbase Functions

- FIX / ENDFIX - control scope
- Calculation Member Block
- Member Set: @LIST, @REMOVE, @RELATIVE, @CURRMBR, @CHILDREN, @DESCENDANTS, @SIBLINGS
- Conditional and Logical Operators: IF...ENDIF, < >, +, AND, OR, NOT
- Boolean: @ISMBR, @ISUDA, @ISACCTYPE, @SCHILD, @ISLEV, @ISANCEST
- Relationship: @GEN, @LEV, @CURGEN, @CURLEV
- Mathematical: @ABS, @SUM, @VAR, @ROUND, @MAX, + - * /

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Essbase Construct	Category	Sub Category	Supported
IF	Calculation Functions	Conditional and Logical Operators	Y
ELSE	Calculation Functions	Conditional and Logical Operators	Y
ELSE IF	Calculation Functions	Conditional and Logical Operators	Y
ENDIF	Calculation Functions	Conditional and Logical Operators	Y
>	Calculation Functions	Conditional and Logical Operators	Y
>=	Calculation Functions	Conditional and Logical Operators	Y
<	Calculation Functions	Conditional and Logical Operators	Y
<=	Calculation Functions	Conditional and Logical Operators	Y
= =	Calculation Functions	Conditional and Logical Operators	Y
< >	Calculation Functions	Conditional and Logical Operators	Y
!=	Calculation Functions	Conditional and Logical Operators	Y
AND	Calculation Functions	Conditional and Logical Operators	Y
OR	Calculation Functions	Conditional and Logical Operators	Y
NOT	Calculation Functions	Conditional and Logical Operators	Y
@ISACCTYPE	Calculation Functions	Boolean	Y (See Note following table)
@ISANCEST	Calculation Functions	Boolean	N
@ISCHILD	Calculation Functions	Boolean	Y
@ISDESC	Calculation Functions	Boolean	Y
@ISGEN	Calculation Functions	Boolean	Y
@ISIANCEST	Calculation Functions	Boolean	Y
@ISICHILD	Calculation Functions	Boolean	Y
@ISIDESC	Calculation Functions	Boolean	Y
@ISIPARENT	Calculation Functions	Boolean	Y
@ISISIBLING	Calculation Functions	Boolean	Y
@ISLEV	Calculation Functions	Boolean	Y
@ISMBR	Calculation Functions	Boolean	Y
@ISMBRUDA	Calculation Functions	Boolean	Y
@ISPARENT	Calculation Functions	Boolean	Y
@ISRANGENONEMPTY	Calculation Functions	Boolean	Y
@ISSAMEGEN	Calculation Functions	Boolean	Y
@ISSAMELEV	Calculation Functions	Boolean	Y
@ISSIBLING	Calculation Functions	Boolean	Y
@ISUDA	Calculation Functions	Boolean	Y
@ANCESTVAL	Calculation Functions	Relationship	N

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Essbase Construct	Category	Sub Category	Supported
@ATTRIBUTEBVAL	Calculation Functions	Relationship	N
@ATTRIBUTESVAL	Calculation Functions	Relationship	N
@ATTRIBUTEVAL	Calculation Functions	Relationship	N
@CURGEN	Calculation Functions	Relationship	Y
@CURLEV	Calculation Functions	Relationship	Y
@GEN	Calculation Functions	Relationship	Y
@LEV	Calculation Functions	Relationship	Y
@MDANCESTVAL	Calculation Functions	Relationship	N
@MDPARENTVAL	Calculation Functions	Relationship	N
@PARENTVAL	Calculation Functions	Relationship	Y
@SANCESTVAL	Calculation Functions	Relationship	N
@SPARENTVAL	Calculation Functions	Relationship	N
@XREF	Calculation Functions	Relationship	Y
@XWRITE	Calculation Functions	Relationship	N
@ABS	Calculation Functions	Mathematical	Y
@AVG	Calculation Functions	Mathematical	N
@EXP	Calculation Functions	Mathematical	N
@FACTORIAL	Calculation Functions	Mathematical	N
@INT	Calculation Functions	Mathematical	N
@LN	Calculation Functions	Mathematical	N
@LOG	Calculation Functions	Mathematical	N
@LOG10	Calculation Functions	Mathematical	N
@MAX	Calculation Functions	Mathematical	N
@MAXS	Calculation Functions	Mathematical	Y
@MIN	Calculation Functions	Mathematical	Y
@MINS	Calculation Functions	Mathematical	Y
@MOD	Calculation Functions	Mathematical	Y
@POWER	Calculation Functions	Mathematical	Y
@REMAINDER	Calculation Functions	Mathematical	Y
@ROUND	Calculation Functions	Mathematical	Y
@SUM	Calculation Functions	Mathematical	Y
@TRUNCATE	Calculation Functions	Mathematical	Y
@VAR	Calculation Functions	Mathematical	Y
@VARPER	Calculation Functions	Mathematical	N
@ALLANCESTORS	Calculation Functions	Member set	N
@ANCEST	Calculation Functions	Member set	Y
@ANCESTORS	Calculation Functions	Member set	Y
@ATTRIBUTE	Calculation Functions	Member set	Y
@BETWEEN	Calculation Functions	Member set	N
@CHILDREN	Calculation Functions	Member set	Y
@CURRMBR	Calculation Functions	Member set	Y
@DESCENDANTS	Calculation Functions	Member set	Y
@EQUAL	Calculation Functions	Member set	Y
@EXPAND	Calculation Functions	Member set	N
@GENMBRS	Calculation Functions	Member set	Y
@IALLANCESTORS	Calculation Functions	Member set	Y

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Essbase Construct	Category	Sub Category	Supported
@IANCESTORS	Calculation Functions	Member set	Y
@ICHILDREN	Calculation Functions	Member set	Y
@IDESCENDANTS	Calculation Functions	Member set	Y
@ILANCESTORS	Calculation Functions	Member set	Y
@ILDESCENDANTS	Calculation Functions	Member set	N
@ILSIBLINGS	Calculation Functions	Member set	Y
@INTERSECT	Calculation Functions	Member set	Y
@IRSIBLINGS	Calculation Functions	Member set	Y
@IRDESCENDANTS	Calculation Functions	Member set	Y
@ISIBLINGS	Calculation Functions	Member set	Y
@LANCESTORS	Calculation Functions	Member set	Y
@LDESCENDANTS	Calculation Functions	Member set	Y
@LEVMBRS	Calculation Functions	Member set	Y
@LIST	Calculation Functions	Member set	Y
@LSIBLINGS	Calculation Functions	Member set	Y
@MATCH	Calculation Functions	Member set	Y
@MBRCOMPARE	Calculation Functions	Member set	Y
@MBRPARENT	Calculation Functions	Member set	Y
@MEMBER	Calculation Functions	Member set	Y
@MEMBERAT	Calculation Functions	Member set	Y
@MERGE	Calculation Functions	Member set	Y
@NEXTSIBLING	Calculation Functions	Member set	Y
@NOTEQUAL	Calculation Functions	Member set	Y
@PARENT	Calculation Functions	Member set	Y
@PREVSIBLING	Calculation Functions	Member set	Y
@RANGE	Calculation Functions	Member set	Y
@RDESCENDANTS	Calculation Functions	Member set	Y
@RELATIVE	Calculation Functions	Member set	Y
@REMOVE	Calculation Functions	Member set	Y
@RSIBLINGS	Calculation Functions	Member set	Y
@SHIFTSIBLING	Calculation Functions	Member set	N
@SIBLINGS	Calculation Functions	Member set	Y
@UDA	Calculation Functions	Member set	Y
@WITHATTR	Calculation Functions	Member set	N
@ACCUM	Calculation Functions	Range and Financial	Y
@AVGRANGE	Calculation Functions	Range and Financial	Y
@COMPOUND	Calculation Functions	Range and Financial	Y
@COMPOUNDGROWTH	Calculation Functions	Range and Financial	N
@CURRMBRRANGE	Calculation Functions	Range and Financial	Y
@DECLINE	Calculation Functions	Range and Financial	N
@GROWTH	Calculation Functions	Range and Financial	N
@INTEREST	Calculation Functions	Range and Financial	Y
@IRR	Calculation Functions	Range and Financial	Y
@IRREX	Calculation Functions	Range and Financial	N
@MAXRANGE	Calculation Functions	Range and Financial	Y

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Essbase Construct	Category	Sub Category	Supported
@MAXSRANGE	Calculation Functions	Range and Financial	N
@MDSHIFT	Calculation Functions	Range and Financial	N
@MINRANGE	Calculation Functions	Range and Financial	Y
@MINSRANGE	Calculation Functions	Range and Financial	N
@NEXT	Calculation Functions	Range and Financial	Y
@NEXTS	Calculation Functions	Range and Financial	N
@NPV	Calculation Functions	Range and Financial	Y
@PTD	Calculation Functions	Range and Financial	N
@PRIOR	Calculation Functions	Range and Financial	Y
@PRIORS	Calculation Functions	Range and Financial	N
@RANGE	Calculation Functions	Range and Financial	Y
@RANGEFIRSTVAL	Calculation Functions	Range and Financial	Y
@RANGELASTVAL	Calculation Functions	Range and Financial	Y
@SHIFT	Calculation Functions	Range and Financial	Y
@SHIFTPLUS	Calculation Functions	Range and Financial	Y
@SHIFTMINUS	Calculation Functions	Range and Financial	Y
@SLN	Calculation Functions	Range and Financial	N
@SUMRANGE	Calculation Functions	Range and Financial	Y
@SYD	Calculation Functions	Range and Financial	N
@XRANGE	Calculation Functions	Range and Financial	Y
@ALLOCATE	Calculation Functions	Allocation	N
@MDALLOCATE	Calculation Functions	Allocation	N
@MOVAVG	Calculation Functions	Forecasting	N
@MOVMAX	Calculation Functions	Forecasting	N
@MOVMED	Calculation Functions	Forecasting	N
@MOVMIN	Calculation Functions	Forecasting	N
@MOVSUM	Calculation Functions	Forecasting	N
@MOVSUMX	Calculation Functions	Forecasting	N
@SPLINE	Calculation Functions	Forecasting	N
@TREND	Calculation Functions	Forecasting	N
@CORRELATION	Calculation Functions	Statistical	N
@COUNT	Calculation Functions	Statistical	Y
@MEDIAN	Calculation Functions	Statistical	N
@MODE	Calculation Functions	Statistical	N
@RANK	Calculation Functions	Statistical	N
@STDEV	Calculation Functions	Statistical	N
@STDEVP	Calculation Functions	Statistical	N
@STDEVRANGE	Calculation Functions	Statistical	N
@VARIANCE	Calculation Functions	Statistical	N
@VARIANCEP	Calculation Functions	Statistical	N
@TODATE	Calculation Functions	Date & Time	Y
@CALCMODE	Calculation Functions	Misc	Y
@CONCATENATE	Calculation Functions	Misc	Y
@SUBSTRING	Calculation Functions	Misc	Y
@NAME	Calculation Functions	Misc	Y
@RETURN	Calculation Functions	Misc	N

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Essbase Construct	Category	Sub Category	Supported
@CREATEBLOCK	Calculation Functions	Misc	Y
+ (Adds)	Calculation Commands	Mathematical	Y
- (Subtracts)	Calculation Commands	Mathematical	Y
* (Multiplies)	Calculation Commands	Mathematical	Y
/ (Divides)	Calculation Commands	Mathematical	Y
% (Evaluates Percentage)	Calculation Commands	Mathematical	Y
( ) (Controls the calculation order)	Calculation Commands	Mathematical	Y
AGG	Calculation Commands	Misc	N
ARRAY	Calculation Commands	Misc	Y
CALC ALL	Calculation Commands	CALC	N
CALC AVERAGE	Calculation Commands	CALC	N
CALC DIM	Calculation Commands	CALC	Y (See Note following table)
CALC FIRST	Calculation Commands	CALC	N
CALC LAST	Calculation Commands	CALC	N
CALC TWOPASS	Calculation Commands	Misc	N
CCONV	Calculation Commands	CLEAR	N
CLEARBLOCK	Calculation Commands	CLEAR	Y
CLEARCCTRACK	Calculation Commands	CLEAR	N
CLEARDATA	Calculation Commands	CLEAR	Y
DATACOPY	Calculation Commands	COPY	Y
DATAEXPORT	Calculation Commands	EXPORT	N
DATAEXPORTCOND	Calculation Commands	EXPORT	N
DATAIMPORTBIN	Calculation Commands	EXPORT	N
EXCLUDE...ENDEXCLUDE	Calculation Commands	BLOCK	N
FIX...ENDFIX	Calculation Commands	BLOCK	Y
FIXPARALLEL...ENDFIXPARALLEL	Calculation Commands	BLOCK	N
LOOP...ENDLOOP	Calculation Commands	BLOCK	Y
POSTFIXPARALLEL	Calculation Commands	BLOCK	N
SET AGGMISSG	Calculation Commands	SET	N
SET CACHE	Calculation Commands	SET	N
SET CALCDIAGNOSTICS	Calculation Commands	SET	N
SET CALCPARALLEL	Calculation Commands	SET	N
SET CALCTASKDIMS	Calculation Commands	SET	N
SET CCTRACKCALC	Calculation Commands	SET	N
SET CLEARUPDATESTATUS	Calculation Commands	SET	N
SET COPYMISSINGBLOCK	Calculation Commands	SET	N
SET CREATEONMISSINGBLK	Calculation Commands	SET	N
SET CREATEBLOCKONEQ	Calculation Commands	SET	N

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Essbase Construct	Category	Sub Category	Supported
SET DATAEXPORTOPTIONS	Calculation Commands	SET	N
SET DATAIMPORTIGNORETIMESTAMP	Calculation Commands	SET	N
SET EMPTYMEMBERSETS	Calculation Commands	SET	N
SET FRMLBOTTOMUP	Calculation Commands	SET	N
SET FRMLRTDYNAMIC	Calculation Commands	SET	N
SET LOCKBLOCK	Calculation Commands	SET	N
SET MSG	Calculation Commands	SET	N
SET NOTICE	Calculation Commands	SET	N
SET REMOTECALC	Calculation Commands	SET	N
SET RUNTIMESUBVARS	Calculation Commands	SET	N
SET SCAPERSPECTIVE	Calculation Commands	SET	N
SET UPDATECALC	Calculation Commands	SET	N
SET UPTOLOCAL	Calculation Commands	SET	N
THREADVAR	Calculation Commands	Misc	N
VAR	Calculation Commands	Misc	N

Note

@ISACCTYPE: This function only applies to Expense accounts. Any of these values may be used: First, Last, Average, Expense, and Twopass.

CALC DIM: You should only use CALC DIM on aggregated dimensions (for example, Movement, Intercompany, Multi-GAAP and Custom(s). It is required only if you need to reference an aggregated intersection in the middle of your custom calculation. Additionally, please refrain from using CALC DIM in DSO applications.

Financial Consolidation and Close Custom Functions

Related Topics

- FCCSImpact Status Function

FCCSImpact Status Function

The @FCCSImpactStatus function allows you to manually change the status of a specified Scenario, Year, Period and Entity combination to Impacted based on certain calculations. For example, if the system is calculating the value of Net Income for the Actual scenario for a specific entity, you may want the system to impact the same entity for the same year and period in another scenario called Forecast. The function changes the calculation status to Impacted regardless of the current status.

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The @FCCSImpactStatus function can be used in Configurable Calculations (insertion rules) and On Demand rules. See Working with Configurable Calculations and Working with On-Demand Rules.

Syntax:

```
@FCCSImpactStatus(Scenario, Year, Period, Entity)
```

You select these parameters for the function:

- Scenario - single member. The selection must be a level 0 member.
- Year - single member. The selection must be a level 0 member.
- Period - single member. The selection must be a level 0 member (and not a parent such as Q1 or HY1).
- Entity - single member or function or list. Both level 0 and parent members are supported.

It supports functions such as: @CURRMBR, @PREVSIBLING, @NEXTSIBLING, @LIST.

For Entity, the list type of Member Set functions are supported using the specific Member Name instead of @CURRMBR("Entity"). For example:

- Descendant (inc)
- Children (inc)
- Ancestors (inc)
- Siblings (inc)
- Parents (inc)
- Level 0 Descendants
- Left Siblings (inc)
- Right Siblings (inc)
- Previous Level 0 Member
- Next Level 0 Member
- Previous Generation
- Next Generation
- @List

For Scenario, Year, Period, and Entity dimensions, @CURRMBR is supported to indicate the same as current member being processed.

For Scenario, Year, Period, and Entity dimensions, @NEXTSIBLING and @PREVSIBLING functions are only supported when directly combined with @CURRMBR function. The following three combinations are supported using the @CURRMBR(..) function:

- @CURRMBR("*Scenario/Years/Period/Entity*")
- @PREVSIBLING(@CURRMBR(…))
- @NEXTSIBLING(@CURRMBR(…))

For Entity dimension, the @LIST function is supported where the item can be @CURRMBR("Entity") or its valid combinations. For example, the following statements on the Entity field are valid:

- @LIST(@CURRMBR("Entity"), "LE-0011-EUR" @SIBLINGS("LE-0016-BRL"))
- @LIST(@PREVSIBLING(@CURRMBR("Entity")),

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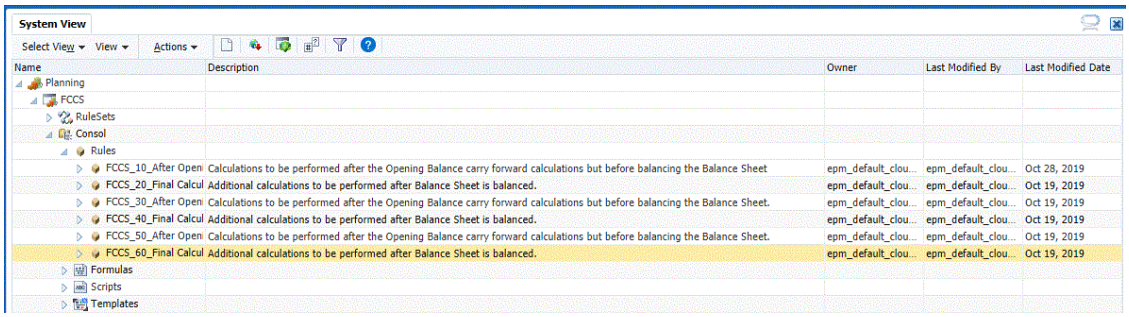
- @NEXTSIBLING(@CURRMBR("Entity")), @IAncestors("LE-0011-EUR"));

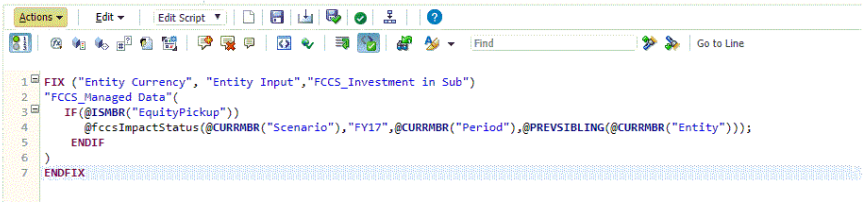
The system impacts the Scenario/Year/Period/Entity as specified in the @FCCSImpactStatus function regardless of its current calculation status, and impacts all applicable parents and ancestors. All future periods with data are impacted.

If the entity has shared entities, the primary entity and all of its shared entities are impacted, and their corresponding parents and ancestors are also impacted. The system does not impact entities that are locked.

When you use the @FCCSImpactStatus function in Configurable Calculations (insertion rules), the impact status validator detects errors and can cause the consolidation process to fail during script generation. By default, a Substitution Variable named `DisableImpactStatusConsolValidation` is enabled, which allows the Impact Status rule semantic validator to ignore validation errors and continue with Consolidation rule execution. If you set the Substitution Variable value to False, the validator will display Impact Status errors with details.

Example: Using the @FCCSImpactStatus function in Configurable Calculations





The following example shows a sample Impact Status calculation script.

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```
/* Impact_Status_Process on ("Budget")("FY20")("Jan")("E50") - Start */

/* Status Handling -  Start */

FIX("Budget","FY20","FCCS_No Intercompany","FCCS_Entity Input","FCCS_No Data Source","FCCS_No
Movement","FCCS_Periodic",@LIST(@CHILDREN("Reporting Currencies"),"Entity Currency"),"FCCS_No Multi-
GAAP","No Product")
FIXPARALLEL(3,@IANCESTORS("E50"))
FIX("Jan")

SET CREATENONMISSINGBLK ON;
"FCCS_CSTATUS"(
"FCCS_CSTATUS"=@fccsMarkImpacted("FCCS_CSTATUS")+ 0;
)
SET CREATENONMISSINGBLK OFF;
ENDFIX
FIX(@LIST("Feb":"Dec"))

"FCCS_CSTATUS"(
IF(NOT(@fccsIsNoData("FCCS_CSTATUS")))
"FCCS_CSTATUS"=@fccsMarkImpacted("FCCS_CSTATUS");
ENDIF

)
ENDFIX
ENDFIXPARALLEL
ENDFIX

/* Impact Status Process - END */
```

The following examples show the impact of the @FCCSImpactStatus function on various Scenario/Year/Period/Entity combinations.

Example 1: Explicit Impact for a specific Scenario/Year/Period/Entity

```
@FCCSImpactStatus("Budget", "FY16", "Jan", "GBP E2")
```

Select "Actual/FY16/Jan/EUR #1" to run the OnDemand Rule.

The function will explicitly impact "Budget/FY16/Jan/GBP E2" and ancestors of GBP2 E2 in Budget/FY16/Jan.

The parent member "EUR D1" will also be impacted.

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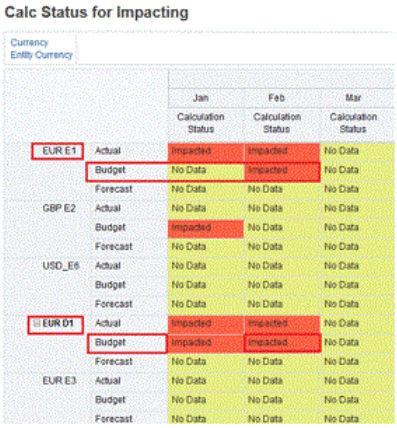
Example 2: Impact a different Scenario, but the same Year/Period/Entity

```
@FCCSImpactStatus("Budget",@CURRMBR("Years",@CURRMBR("Period"),@CURRMBR("Entit
y")
```

Select "Actual/FY16/Feb/EUR E1" to run the OnDemand Rule.

It will explicitly impact "Budget/FY16/Feb/EUR E1" and ancestors of EUR E1 in Budget/FY16/Feb.

The parent member "EUR D1" will also be impacted for February.



Example 3: Impact current Scenario/Year/Period but different Entities using @List function

```
@FCCSImpactStatus("@CURRMBR"("Scenario"), @CURRMBR("Years"),
@CURRMBR("Period"),@LIST("EUR E3", "USD E4")
```

Select "Actual / FY16 / Mar / EUR E1" to run the OnDemand Rule.

It will explicity impact"Actual / FY16 / Mar / EUR E3 and USD E4" and ancestors of EUR E3 and USD E4 in Actual/FY16/Mar.

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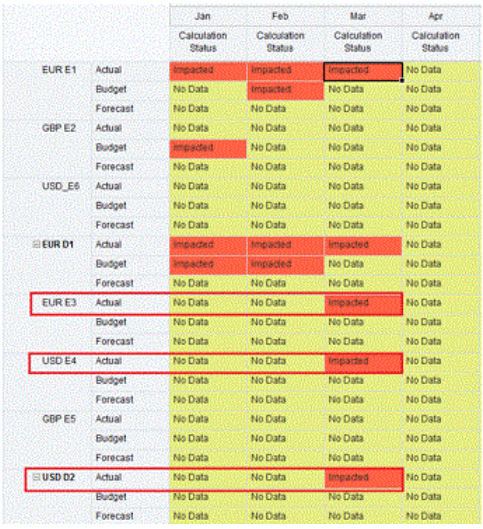
The corresponding Parent "USD D2" will also be impacted for March.



		Jan	Feb	Mar	Apr
		Calculation Status	Calculation Status	Calculation Status	Calculation Status
EUR E1	Actual	Impacted	Impacted	Impacted	No Data
	Budget	No Data	Impacted	No Data	No Data
	Forecast	No Data	No Data	No Data	No Data
GBP E2	Actual	No Data	No Data	No Data	No Data
	Budget	Impacted	No Data	No Data	No Data
	Forecast	No Data	No Data	No Data	No Data
USD_E6	Actual	No Data	No Data	No Data	No Data
	Budget	No Data	No Data	No Data	No Data
	Forecast	No Data	No Data	No Data	No Data
⊟ EUR D1	Actual	Impacted	Impacted	Impacted	No Data
	Budget	Impacted	Impacted	No Data	No Data
	Forecast	No Data	No Data	No Data	No Data
EUR E3	Actual	No Data	No Data	Impacted	No Data
	Budget	No Data	No Data	No Data	No Data
	Forecast	No Data	No Data	No Data	No Data
USD E4	Actual	No Data	No Data	Impacted	No Data
	Budget	No Data	No Data	No Data	No Data
	Forecast	No Data	No Data	No Data	No Data
GBP E5	Actual	No Data	No Data	No Data	No Data
	Budget	No Data	No Data	No Data	No Data
	Forecast	No Data	No Data	No Data	No Data
⊟ USD D2	Actual	No Data	No Data	Impacted	No Data
	Budget	No Data	No Data	No Data	No Data
	Forecast	No Data	No Data	No Data	No Data

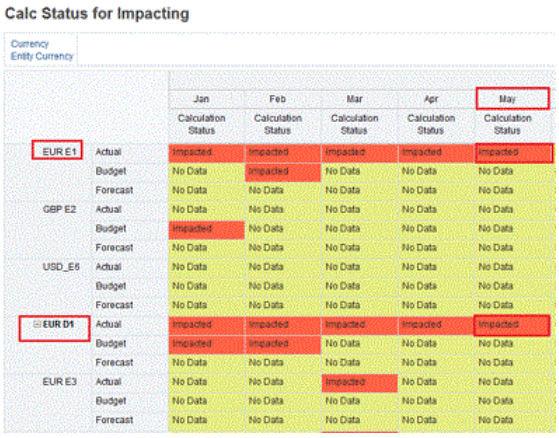
Example 4: Impact current Scenario/Year/Entity, but next Period

```
@FCCSImpactStatus("@CURRMBR"("Scenario"), @CURRMBR("Years"),
@NEXTSIBLING(@CURRMBR("Period")),@CURRMBR("Entity"))
```

Select "Actual/FY16/Apr/EUR E1" to run the OnDemand Rule

It will explicity impact "Actual / FY16 / May / EUR E1" and ancestors of EUR E1 in Actual/FY16/May.

The corresponding Parent "EUR D1" will also be impacted for May.



Calc Status for Impacting

Currency
Entity Currency

		Jan	Feb	Mar	Apr	May
		Calculation Status	Calculation Status	Calculation Status	Calculation Status	Calculation Status
EUR E1	Actual	Impacted	Impacted	Impacted	Impacted	Impacted
	Budget	No Data	Impacted	No Data	No Data	No Data
	Forecast	No Data	No Data	No Data	No Data	No Data
GBP E2	Actual	No Data	No Data	No Data	No Data	No Data
	Budget	Impacted	No Data	No Data	No Data	No Data
	Forecast	No Data	No Data	No Data	No Data	No Data
USD_E6	Actual	No Data	No Data	No Data	No Data	No Data
	Budget	No Data	No Data	No Data	No Data	No Data
	Forecast	No Data	No Data	No Data	No Data	No Data
⊟ EUR D1	Actual	Impacted	Impacted	Impacted	Impacted	Impacted
	Budget	Impacted	Impacted	No Data	No Data	No Data
	Forecast	No Data	No Data	No Data	No Data	No Data
EUR E3	Actual	No Data	No Data	Impacted	No Data	No Data
	Budget	No Data	No Data	No Data	No Data	No Data
	Forecast	No Data	No Data	No Data	No Data	No Data

Example 5: Impact Scenario/Year/Period/Entity using Calculation Manager RTP Values

```
FIX("FCCS_Periodic", "Custom1", " Custom2", "FCCS_No Intercompany", "
Custom3", "FCCS_Data Input","FCCS_Entity Input","FCCS_No Movement")
    "Account"(
        @FCCSImpactStatus({Scenario},{Years},
{Period},@IDESCENDANTS({Entity})) ;
```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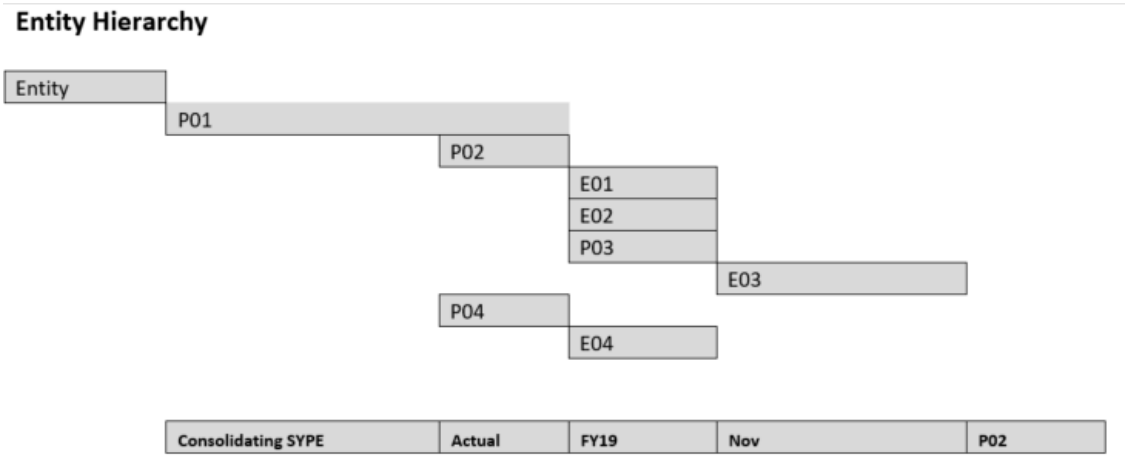
```
    )
ENDFIX
```

This script will use the Scenario, Year, Period, and Entity values from the Calculation Run Time Prompt values provided during execution of the On Demand Rule.

It will impact the entities with parent entity and all its descendants.

Additional Use Cases

The following example shows additional use cases for the @FCCSImpactStatus function and its results.



Suppose you are using this Entity Hierarchy, consolidating Actual / FY19 / Nov / P02, and using the @FCCSImpactStatus function:

Use case 1: @FCCSImpactStatus("Actual", "FY19", "Nov", "E03")

As Entity E03 is a descendant of P02 (and Scenario, Year and Period are same), impacting will not be done.

Use case 2: @FCCSImpactStatus("Actual", "FY19","Nov", "E04")

Entity E04 is not a descendant of P02. Impacting will be done.

Use case 3: @FCCSImpactStatus("Actual", "FY19","Dec", "E03")

Even though Entity E03 is a descendant of P02, Dec. is a period after November, so it will be impacted.

Use case 4: @FCCSImpactStatus("Actual", "FY19", "Oct", "E03")

No impacting will be done. We are consolidating Actual / FY19 / Nov / P02, which means P02 and all its descendants including E03 will become OK in Actual / FY19 / Nov.

Use case 5: @FCCSImpactStatus("Actual", "FY19", "Oct", "E04")

Impacting will be done. Entity E04 is not a descendant of P02.

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Using Groovy Rules

Table 21-6 Where Can I Learn More About Groovy Rules?

Your Goal	Learn More
Watch videos and tutorials that teach best practices when implementing and using Groovy rules	• Groovy Business Rule Tutorial Videos • Learning Groovy in Oracle EPM Cloud
Create Groovy business rules using Calculation Manager	See *Designing with Calculation Manager*
Connect to the Java APIs used for creating Groovy rules	See Java API Reference for Groovy Rules
Edit the script for a Groovy business rule or template using Calculation Manager.	See *Designing with Calculation Manager*

About Groovy Business Rules

Groovy business rules allow you to design sophisticated rules that solve use cases that normal business rules can't solve; for example, rules to prevent users from saving data on forms if the data value is above a predefined threshold.

You can use Groovy rules in Financial Consolidation and Close On-Demand rules. You create Groovy rules in Calculation Manager.

You can write Groovy scripts to run select EPM Automate commands directly in Oracle Enterprise Performance Management Cloud, without installing EPM Automate client on a client machine. Refer to Running Commands without Installing EPM Automate and Supported Command in *Working with EPM Automate* for information on which EPM Automate commands can be run via Groovy and example scripts.

Oracle supports two types of Groovy rules:

- Rules that can dynamically generate calc scripts at runtime based on context other than the runtime prompts and return the calc script which is then executed against Oracle Essbase.
- Pure Groovy rules that can, for example, perform data validations and cancel the operation if the data entered violates company policies.

Watch this tutorial video to learn how to improve calculation performance on business process forms by creating context-specific, dynamic business rules using the Groovy scripting language.


Calculating Modified Data Using Groovy Rules.

Java API Reference for Groovy Rules

For Enterprise applications, a Java API Reference is available to use as you create Groovy rules.

The Java API Reference includes examples that demonstrate the syntax and powers of the EPM Groovy object model.

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To view the Java API Reference, see the Java API Reference for Oracle Enterprise Performance Management Cloud Groovy Rules.

Financial Consolidation and Close does not support the following classes in Groovy:

- `oracle.epm.api.model.AllocationParameters`
- `oracle.epm.api.model.AllocationParameters.AllocationMethod`
- `oracle.epm.api.model.AllocationParameters.BasisTimeSpanOption`
- `oracle.epm.api.model.AllocationParameters.DataLoadOption`
- `oracle.epm.api.model.AllocationParameters.NegativeBasisOption`
- `oracle.epm.api.model.AllocationParameters.RoundingMethod`
- `oracle.epm.api.model.AllocationParameters.SpreadSkipOption`
- `oracle.epm.api.model.AllocationParameters.TargetTimeSpanOption`
- `oracle.epm.api.model.AllocationParameters.ZeroAmountOption`
- `oracle.epm.api.model.AllocationParameters.ZeroBasisOption`
- `oracle.epm.api.model.CustomCalcParameters`
- `oracle.epm.api.model.CustomCalcParameters.DataLoadOption`
- `oracle.epm.api.model.DataMap`
- `oracle.epm.api.model.DynamicChildStrategy`
- `oracle.epm.api.model.excel.Excel`
- `oracle.epm.api.model.excel.InterestCalcMethod`
- `oracle.epm.api.model.excel.PaymentFrequency`
- `oracle.epm.api.model.excel.PaymentType`
- `oracle.epm.api.model.SmartPush`
- `oracle.epm.api.model.StrategicModel`

Financial Consolidation and Close does not support the following methods in Groovy:

- `oracle.epm.api.model.AllocationParameters.AllocationMethod.valueOf`
- `oracle.epm.api.model.AllocationParameters.AllocationMethod.values`
- `oracle.epm.api.model.AllocationParameters.BasisTimeSpanOption.valueOf`
- `oracle.epm.api.model.AllocationParameters.BasisTimeSpanOption.values`
- `oracle.epm.api.model.AllocationParameters.DataLoadOption.valueOf`
- `oracle.epm.api.model.AllocationParameters.DataLoadOption.values`
- `oracle.epm.api.model.AllocationParameters.NegativeBasisOption.getValue`
- `oracle.epm.api.model.AllocationParameters.NegativeBasisOption.valueOf`
- `oracle.epm.api.model.AllocationParameters.NegativeBasisOption.values`
- `oracle.epm.api.model.AllocationParameters.RoundingMethod.getValue`
- `oracle.epm.api.model.AllocationParameters.RoundingMethod.valueOf`
- `oracle.epm.api.model.AllocationParameters.RoundingMethod.values`
- `oracle.epm.api.model.AllocationParameters.SpreadSkipOption.getValue`

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- oracle.epm.api.model.AllocationParameters.SpreadSkipOption.valueOf
- oracle.epm.api.model.AllocationParameters.SpreadSkipOption.values
- oracle.epm.api.model.AllocationParameters.TargetTimeSpanOption.getValue
- oracle.epm.api.model.AllocationParameters.TargetTimeSpanOption.valueOf
- oracle.epm.api.model.AllocationParameters.TargetTimeSpanOption.values
- oracle.epm.api.model.AllocationParameters.ZeroAmountOption.getValue
- oracle.epm.api.model.AllocationParameters.ZeroAmountOption.valueOf
- oracle.epm.api.model.AllocationParameters.ZeroBasisOption.getValue
- oracle.epm.api.model.AllocationParameters.ZeroBasisOption.valueOf
- oracle.epm.api.model.Application.getDataMap
- oracle.epm.api.model.Application.hasDataMap
- oracle.epm.api.model.Cube.clearPartialData
- oracle.epm.api.model.Cube.executeAsoAllocation
- oracle.epm.api.model.Cube.executeAsoCustomCalculation
- oracle.epm.api.model.Cube.executeCalcScript
- oracle.epm.api.model.CustomCalcParameters.setCreditMember
- oracle.epm.api.model.CustomCalcParameters.setDataLoadOption
- oracle.epm.api.model.CustomCalcParameters.setDebitMember
- oracle.epm.api.model.CustomCalcParameters.setOffset
- oracle.epm.api.model.CustomCalcParameters.setPov
- oracle.epm.api.model.CustomCalcParameters.setRoundDigits
- oracle.epm.api.model.CustomCalcParameters.setScript
- oracle.epm.api.model.CustomCalcParameters.setSourceRegion
- oracle.epm.api.model.CustomCalcParameters.setTarget
- oracle.epm.api.model.CustomCalcParameters.DataLoadOption.getValue
- oracle.epm.api.model.CustomCalcParameters.DataLoadOption.valueOf
- oracle.epm.api.model.CustomCalcParameters.DataLoadOption.values
- oracle.epm.api.grid.DataGrid.Cell.setEdited
- oracle.epm.api.grid.DataGrid.Cell.setForceEditable
- oracle.epm.api.grid.DataGrid.Cell.setForceReadOnly
- oracle.epm.api.grid.DataGrid.Cell.setLocked
- oracle.epm.api.model.DataMap.createSmartPush
- oracle.epm.api.model.DataMap.equals
- oracle.epm.api.model.DataMap.execute
- oracle.epm.api.model.DataMap.getName
- oracle.epm.api.model.DataMap.hashCode
- oracle.epm.api.model.DataMap.toString

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- oracle.epm.api.model.Dimension.saveMember
- oracle.epm.api.model.DynamicChildStrategy.valueOf
- oracle.epm.api.model.excel.Excel.ACCRINT
- oracle.epm.api.model.excel.Excel.ACCRINTM
- oracle.epm.api.model.excel.Excel.AMORDEGRC
- oracle.epm.api.model.excel.Excel.AMORLINC
- oracle.epm.api.model.excel.Excel.COUPDAYBS
- oracle.epm.api.model.excel.Excel.COUPDAYS
- oracle.epm.api.model.excel.Excel.COUPDAYSNC
- oracle.epm.api.model.excel.Excel.COUPNCD
- oracle.epm.api.model.excel.Excel.COUPNUM
- oracle.epm.api.model.excel.Excel.COUPPCD
- oracle.epm.api.model.excel.Excel.CUMIPMT
- oracle.epm.api.model.excel.Excel.CUMPRINC
- oracle.epm.api.model.excel.Excel.DATEDIF
- oracle.epm.api.model.excel.Excel.DB
- oracle.epm.api.model.excel.Excel.DDB
- oracle.epm.api.model.excel.Excel.DISC
- oracle.epm.api.model.excel.Excel.DOLLARDE
- oracle.epm.api.model.excel.Excel.DOLLARFR
- oracle.epm.api.model.excel.Excel.DURATION
- oracle.epm.api.model.excel.Excel.EDATE
- oracle.epm.api.model.excel.Excel.EFFECT
- oracle.epm.api.model.excel.Excel.EOMONTH
- oracle.epm.api.model.excel.Excel.FV
- oracle.epm.api.model.excel.Excel.FVSCHEDULE
- oracle.epm.api.model.excel.Excel.INTRATE
- oracle.epm.api.model.excel.Excel.IPMT
- oracle.epm.api.model.excel.Excel.IRR
- oracle.epm.api.model.excel.Excel.ISPMT
- oracle.epm.api.model.excel.Excel.MDURATION
- oracle.epm.api.model.excel.Excel.MIRR
- oracle.epm.api.model.excel.Excel.NETWORKDAYS
- oracle.epm.api.model.excel.Excel.NOMINAL
- oracle.epm.api.model.excel.Excel.NPER
- oracle.epm.api.model.excel.Excel.NPV
- oracle.epm.api.model.excel.Excel.pbcsValueToDate

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- oracle.epm.api.model.excel.Excel.PMT
- oracle.epm.api.model.excel.Excel.PPMT
- oracle.epm.api.model.excel.Excel.PRICE
- oracle.epm.api.model.excel.Excel.PRICEDISC
- oracle.epm.api.model.excel.Excel.PRICEMAT
- oracle.epm.api.model.excel.Excel.PV
- oracle.epm.api.model.excel.Excel.RATE
- oracle.epm.api.model.excel.Excel.RECEIVED
- oracle.epm.api.model.excel.Excel.serialToDate
- oracle.epm.api.model.excel.Excel.SLN
- oracle.epm.api.model.excel.Excel.SYD
- oracle.epm.api.model.excel.Excel.TBILLEQ
- oracle.epm.api.model.excel.Excel.TBILLPRICE
- oracle.epm.api.model.excel.Excel.TBILLYIELD
- oracle.epm.api.model.excel.Excel.WORKDAY
- oracle.epm.api.model.excel.Excel.XIRR
- oracle.epm.api.model.excel.Excel.XNPV
- oracle.epm.api.model.excel.Excel.YEARFRAC
- oracle.epm.api.model.excel.Excel.YIELD
- oracle.epm.api.model.excel.Excel.YIELDDISC
- oracle.epm.api.model.excel.Excel.YIELDMAT
- oracle.epm.api.model.excel.InterestCalcMethod.valueOf
- oracle.epm.api.model.excel.InterestCalcMethod.values
- oracle.epm.api.model.Member.delete
- oracle.epm.api.model.Member.deleteDynamicMember
- oracle.epm.api.model.excel.PaymentFrequency.valueOf
- oracle.epm.api.model.excel.PaymentFrequency.values
- oracle.epm.api.model.excel.PaymentType.valueOf
- oracle.epm.api.model.excel.PaymentType.values
- oracle.epm.api.model.SmartPush.execute
- oracle.epm.api.model.SmartPush.getName
- oracle.epm.api.model.SmartPush.toString
- oracle.epm.api.model.StrategicModel.close
- oracle.epm.api.model.StrategicModel.dataGridBuilder
- oracle.epm.api.model.StrategicModel.dataGridDefinitionBuilder
- oracle.epm.api.model.StrategicModel.loadGrid
- oracle.epm.api.model.StrategicModel.saveGrid

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- `oracle.epm.api.model.Application.getStrategicModel`
- `oracle.epm.api.grid.DataGrid.getSmartPush`
- `oracle.epm.api.grid.DataGrid.getSmartPushes`

Validating Groovy Scripts

Validate Groovy business rule scripts to ensure that your application's Groovy scripts can pass the stricter validation rules.

As you migrate to an upgraded version of Groovy, you might encounter certain issues that need to be addressed. A program called the **Groovy Script Validator** aids in finding the rules that need to be adjusted and provides a report so you can fix any issues.

> **Note**
>
> The **Groovy Script Validator** is only available only when your application contains user-created Groovy business rules.

To validate Groovy scripts:

1. Sign into your application as a Service Administrator.
2. From the Home page, select **Application**, and then **Overview**.
3. Click **Actions**, and then select **Groovy Script Validator**.

   The **Groovy Script Validator** option is only available when your application contains user-created Groovy business rules.

After the program completes verification of the Groovy scripts, you can view the Groovy validation report and fix any errors it finds. If no errors are found, no additional action is required.

To view the Groovy validation report:

1. From the Home page, select **Application**, and then **Jobs**.
2. Under **Recent Activity**, click the **Groovy validation report Job**.
3. Next to **Groovy Script Validator Report**, click  (Download File).
4. Optionally, you can download the `GroovyValidationReport.html` file from the **Inbox/Outbox Explorer** by selecting **Application**, then **Overview**, click **Actions**, and then select **Inbox/Outbox Explorer**.

> **Note**
>
> For a list of validation errors and recommended resolutions, see Resolving Groovy Business Rule Validation Issues in *Designing with Calculation Manager*.
>
> To learn more about Groovy business rules, see Creating a Groovy Business Rule in *Designing with Calculation Manager*.

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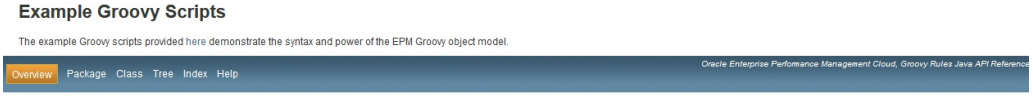
Groovy Business Rule Examples

Example Groovy scripts are available.

To see example Groovy scripts:

1. See the Java API Reference for Oracle Enterprise Performance Management Cloud Groovy Rules, https://docs.oracle.com/cloud/latest/epm-common/GROOV/.
2. Do one of the following:
   - Under **Example Groovy Scripts** on the main page, click the word "here" to view sample scripts:

   - Under **All Classes** in the left pane, click a class to see the examples for that class.

     For example, to see Strategic Modeling examples, click the StrategicModel class in the left pane.

Groovy Business Rule Tutorial Videos

Watch these tutorial videos for details and best practices when implementing and using Groovy Business Rules.

Your Goal	Watch this Video
See the training options for creating Groovy rules in Oracle Fusion Cloud Enterprise Performance Management:	Learning Groovy in Oracle Cloud EPM
Use Groovy rules to calculate incrementally loaded data in Data Management.	Calculating Incrementally Loaded Data in Data Management Using Groovy Rules
Use Groovy templates to improve usability and calculation performance for user actions.	Customizing Actions to Improve Performance Using Groovy Templates

Executing Financial Consolidation and Close Seeded Rules Using Groovy Script

On-Demand Rules (ODR) allow calculations to be executed outside of the consolidation or translation process. This is useful for situations where a total consolidation is not needed for the business requirement. On-Demand Rules are also very efficient and can be very useful for quick calculation needs. The examples below show how you can write a Groovy script rule using an On-Demand Rule.

Approach 1 - Using EPM Cloud-Based Named Connections

1. Create a new EPM Cloud based connection.
2. Provide a URL ending with `/HyperionPlanning`.

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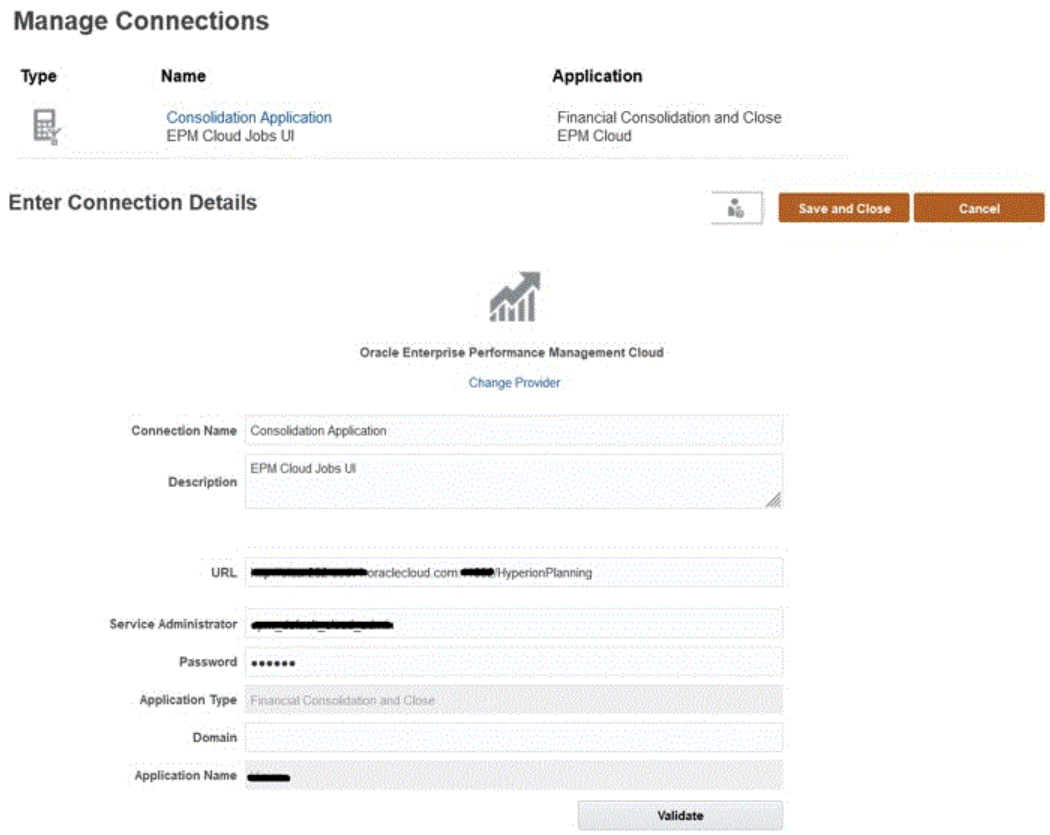
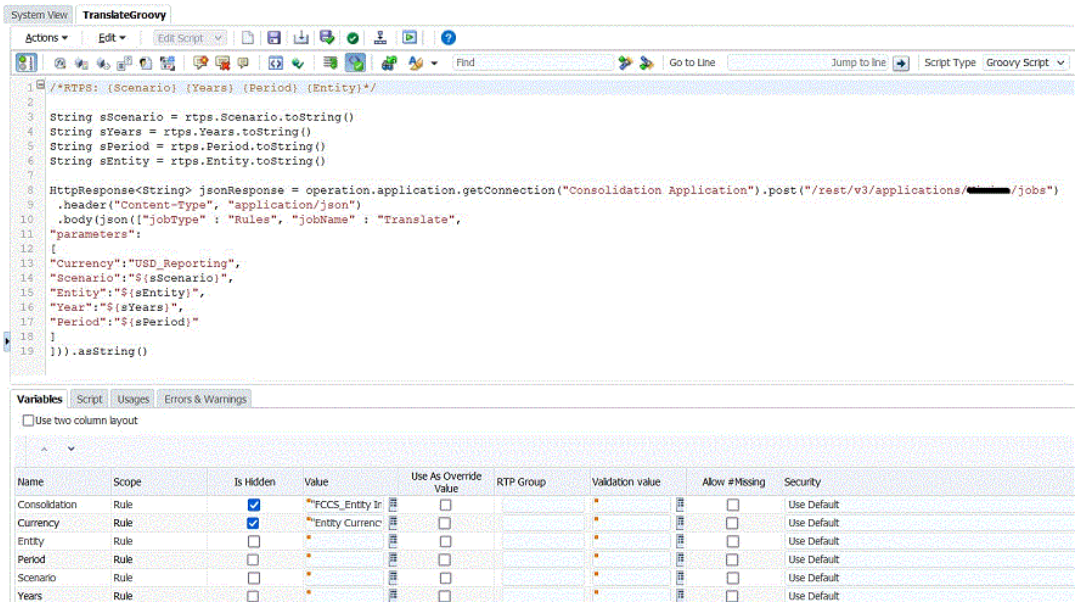
3. Provide the Service Administrator credentials.
4. Provide the Domain name.
5. Click **Validate** to validate the connection.
6. Click **Save and Close**.



Groovy Script Example 1



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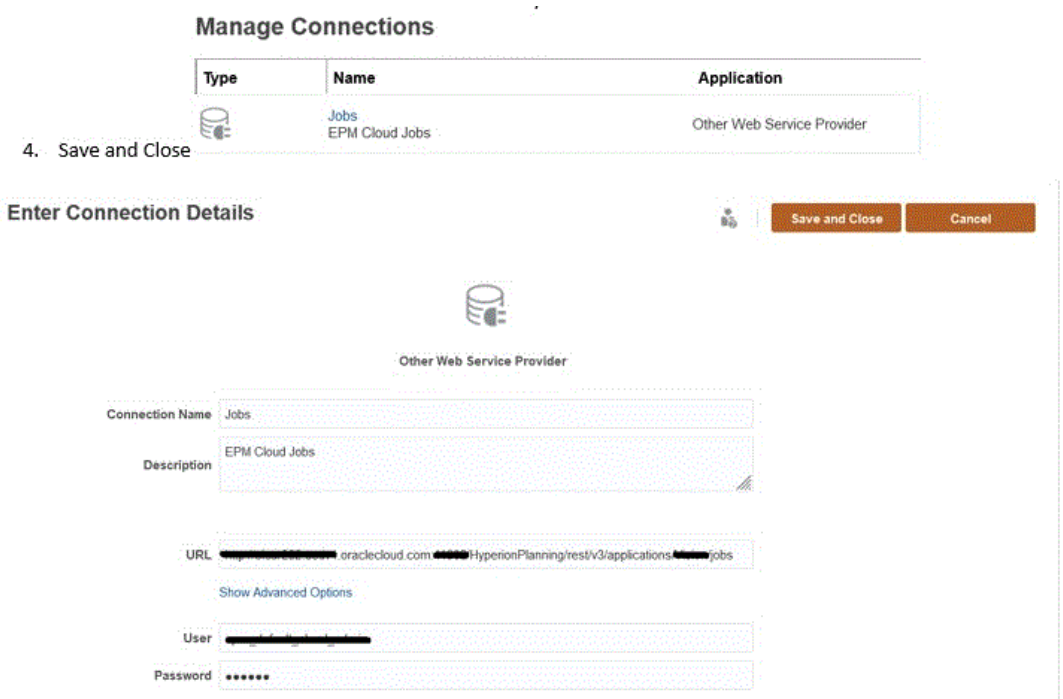
```
/*RTPS: {Scenario} {Years} {Period} {Entity}*/
String sScenario = rtps.Scenario.toString()
String sYears = rtps.Years.toString()
String sPeriod = rtps.Period.toString()
String sEntity = rtps.Entity.toString()
HttpResponse<String> jsonResponse =
operation.application.getConnection("Consolidation Application").post("/
rest/v3/applications/<AppName>/jobs")
 .header("Content-Type", "application/json")
 .body(json(["jobType" : "Rules", "jobName" : "Translate",
"parameters":
[
"Currency":"USD_Reporting",
"Scenario":"${sScenario}",
"Entity":"${sEntity}",
"Year":"${sYears}",
"Period":"${sPeriod}"
]
])).asString()
```

Approach 2 - Using Other Web Service Provider Named Connections

1. Create a new Other Web Service Provider based connection.
2. Provide the full URL with `/HyperionPlanning/rest/v3/applications/<AppName>/jobs`.
3. Provide the User credentials to be used to execute the Groovy Rule.
4. Click **Save and Close**.



Groovy Script Example 2

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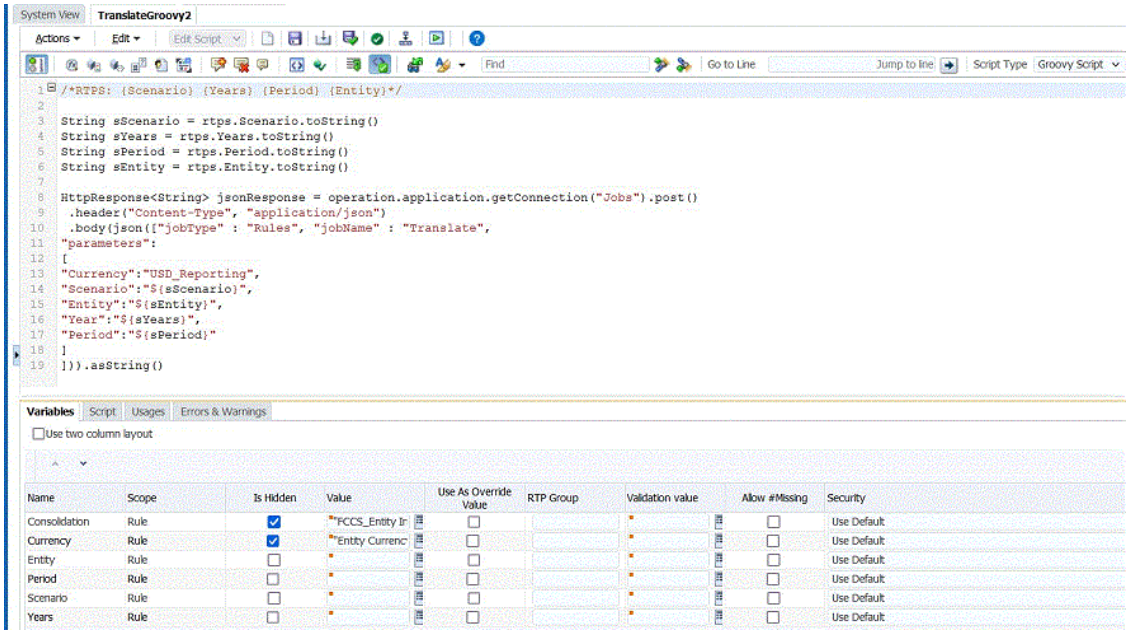


```
/*RTPS: {Scenario} {Years} {Period} {Entity}*/
String sScenario = rtps.Scenario.toString()
String sYears = rtps.Years.toString()
String sPeriod = rtps.Period.toString()
String sEntity = rtps.Entity.toString()
HttpResponse<String> jsonResponse =
operation.application.getConnection("Jobs").post()
 .header("Content-Type", "application/json")
 .body(json(["jobType" : "Rules", "jobName" : "Translate",
"parameters":
[
"Currency":"USD_Reporting",
"Scenario":"${sScenario}",
"Entity":"${sEntity}",
"Year":"${sYears}",
"Period":"${sPeriod}"
]
])).asString()
```

After you create Connections using one of the above approaches, you can execute Groovy-based rules from the Rules card, or Jobs, or using EPM Automate.

Prototype Using Groovy Rules for Entering Data to the FCCS_YTD Member

To enter and display Year-to-Date (YTD) data in a Financial Consolidation and Close form, you can use one of these methods:

- Enable YTD Data Input in Forms. See Enabling Year-to-Date (YTD) Data Input in Forms.
- Use Groovy rules to enter data to the FCCS_YTD member

To create Groovy rules for entering data directly to the FCCS_YTD member:

1. Add an On-Demand rule in Calculation Manager named "PreFormLoad".

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2. Change the Script Type of the On-Demand rule to "Groovy Script".
3. Add the following code to the "PreFormLoad" rule:

```
operation.grid.dataCellIterator("FCCS_YTD").each { DataCell cell -> if (!
cell.crossDimCell("FCCS_YTD_Input") &&
cell.isReadOnly())cell.forceEditable=true}
```

4. Save and validate the "PreFormLoad" rule.
5. Provide default Run-Time Prompt values to the "PreFormLoad" rule. as shown below:
   - **Consolidation:** "Entity Input"
   - **Currency:** "Entity Currency"
   - **Entity:** "FCCS_Global Assumptions"
   - **Period:** "Jul"
   - **Scenario:** "Actual"
   - **Years** "FY19"
6. Check the **Is Hidden** and **Use as Override Value** options for all six Run-Time prompts for the "PreFormLoad" rule.
7. Save, validate and deploy the "PreFormLoad" rule.
8. Add an On-Demand rule in Calculation Manager named "PreFormSave".
9. Change the Script Type of the On-Demand rule to "Groovy Script".
10. Add the following code to the "PreFormSave" rule:

```
def app = operation.application
Cube cube = operation.cube
Member ytdInputMember =
app.getDimension(DimensionType.VERSION).getMember("FCCS_YTD_Input")
Collection<DataCell> pendingYtdCells =
operation.grid.dataCellIterator("FCCS_YTD").findAll {DataCell ytd -> if
(ytd.edited) {
def ytdInput = ytd.crossDimCell(ytdInputMember.name)
ytdInput?.formattedValue = ytd.formattedValue
ytd.setEdited(false)
return ytdInput == null
}
}
if (pendingYtdCells) {
DataGridBuilder builder = cube.dataGridBuilder("MM/DD/YYYY")
Set<String> allDimNames = set(app.getDimensions(cube)*.name)
List<String> rowDimNames = set((allDimNames -
operation.grid.pov*.dimName) - [ytdInputMember.dimension.name]) as List
builder.addPov(operation.grid.pov.findAll({it.dimName !=
ytdInputMember.dimension.name})*.uniqueMbrName as String[])
builder.addColumn(ytdInputMember.name)
pendingYtdCells.each {DataCell cell ->
builder.addRow(rowDimNames.collect
{cell.getMemberName(it, MemberNameType.UNIQUE_NAME)},
[cell.formattedValue])}
DataGridBuilder.Status status = new DataGridBuilder.Status()
builder.build(status).withCloseable {grid -> cube.saveGrid(grid)}
```


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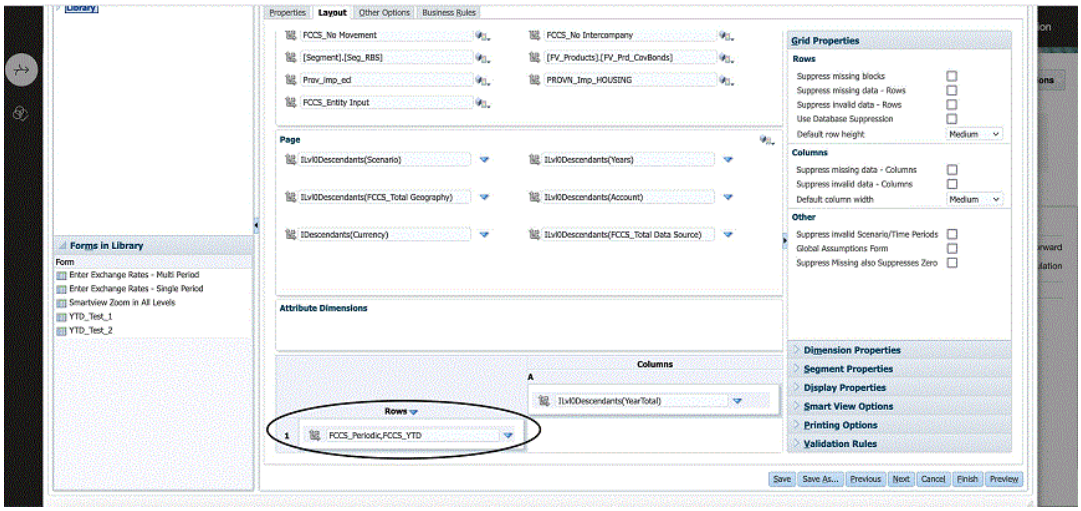
```
}
Set<String> set(Collection<String> names) {
Set<String> set = new TreeSet<>(String.CASE_INSENSITIVE_ORDER)
set.addAll(names)
return set
}
```

11. Save and validate the "PreFormSave" rule.
12. Provide default Run-Time Prompt values to the "PreFormSave" rule. as shown below:
    - **Consolidation:** "Entity Input"
    - **Currency:** "Entity Currency"
    - **Entity:** "FCCS_Global Assumptions"
    - **Period:** "Jul"
    - **Scenario:** "Actual"
    - **Years** "FY19"
13. Check the **Is Hidden** and **Use as Override Value** options for all six Run-Time prompts for the "PreFormSave" rule.
14. Save, validate and deploy the "PreFormSave" rule.
15. Add a form named "YTD_Test_1" with "FCCS_Periodic" and "FCCS_YTD" on the rows, as shown below:

    Sample YTD form



16. Click on the **Business Rules** tab and move "Consol – Rule – PreFormSave" and "Consol – Rule – PostFormLoad" to the right side. Check **Run Before Save** for the "Consol – Rule – PreFormSave" rule, and check **Run After Load** for the "Consol – Run – PostFormLoad" rule. The screen should display as below:

    Sample Business Rules

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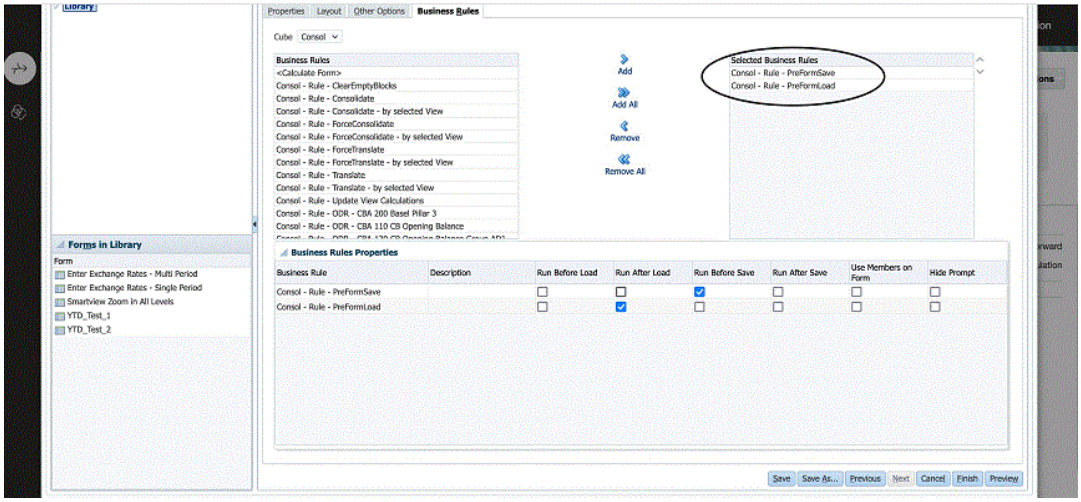
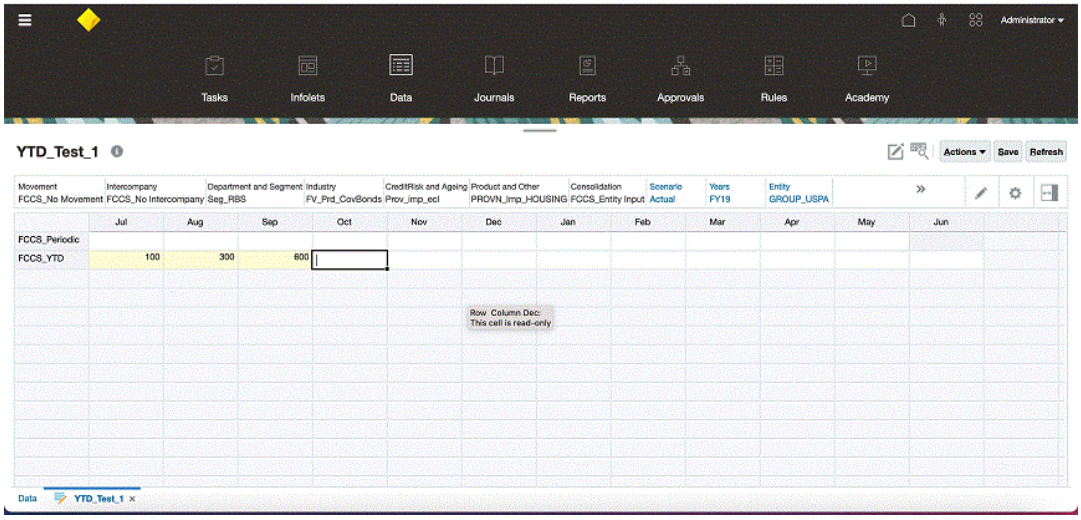


17. Save and click **Finish**.

    Note: These steps will mark the "Actual"/ "FY19" "Jul" "FCCS_Global Assumptions" data as Changed. Make sure the process unit is started and is in Unlocked state. This is applicable only for this prototype. The actual implementation will not have these restrictions.

18. Open the "YTD_Test_1 form" and add values to FCCS_YTD as shown below:

    Sample YTD Values



19. Save the form. FCCS_Periodic will be populated with the corresponding Periodic values, as shown below:

    Sample Populated YTD Form

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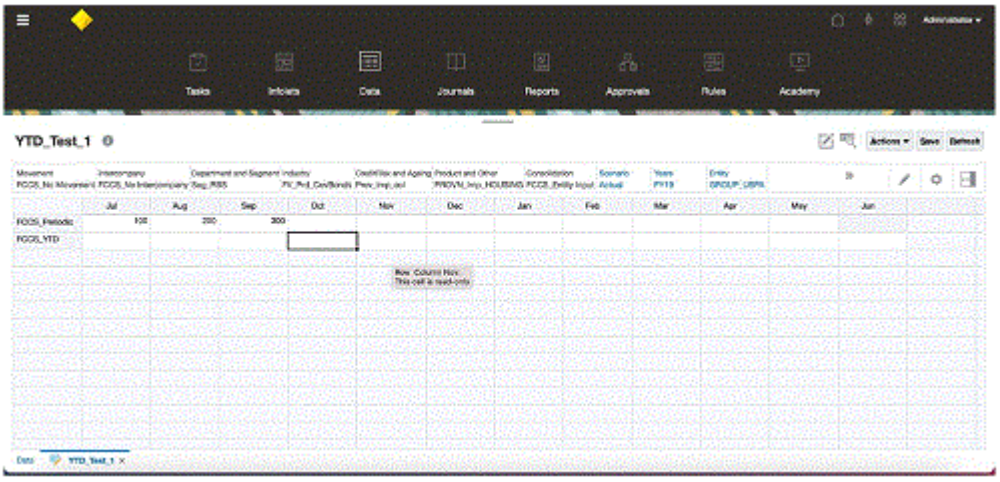

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Managing Approval Unit Hierarchies

Related Topics

- Creating Approval Unit Hierarchies
- Editing Approval Unit Hierarchies
- Viewing Approval Unit Hierarchy Usage
- Synchronizing Approval Unit Hierarchies
- Deleting and Renaming Approval Unit Hierarchies
- Exporting Approval Unit Hierarchies
- Importing Approval Unit Hierarchies

Creating Approval Unit Hierarchies

Administrators can set up an approval process and organize data into approval units for the purpose of review. See Managing the Approval Process.

The Approval Unit hierarchy contains the entities that are part of the review process. An approval unit consists of a combination of Scenario, Year, Period and Entity.

You must be a Service Administrator to create, modify or delete an Approval Unit hierarchy.

Watch the following videos to learn more about approval unit hierarchies:

 Managing the Approval Unit Hierarchy

 Setting Up Approval Unit Hierarchies in Oracle Financial Consolidation and Close

To create an approval unit hierarchy:

1. Click the **Navigator** icon  .
2. Under **Workflow**, click **Approval Unit**.
3. Click **Create**.
4. Set up the hierarchy with an approval name, approval options, and template.

   See Setting Up the Approval Unit Hierarchy.
5. Select the members to include in the approval process.

   See Selecting Approval Unit Hierarchy Members.
6. Assign owners and reviewers for each stage of the approval process and create the approval unit promotional path.

   See Assigning Approval Unit Owners and Reviewers.
7. Click **Save**.

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Setting Up the Approval Unit Hierarchy

When you create an Approval Unit Hierarchy, you can select one of these approval templates:

- **Consolidation**—Used for locking and unlocking only. When an application is created, the system automatically creates an Approval Unit Hierarchy named **Total Geography**. This Approval Unit Hierarchy contains all entities under the **Total Geography** hierarchy. The approval template assigned to this Approval Unit Hierarchy is **Consolidation**.
- **Consolidation - Bottom Up** —Used for the approval process.
- **Consolidation – Separate Approve and Lock**—Allows the approval and lock processes to be performed by different users. You can assign one group of users to approve the entity, and another group of users to lock the entity.

When you select to enable approvals for the hierarchy, you can specify whether to include new entities or shared instances. If you select the **All** option, new entities or shared instances are automatically included. If you select the **All - include if parent is selected** option, a new entity or shared instance is included only if its immediate parent is also selected as part of the Approval Unit Hierarchy.

To set up an approval unit hierarchy:

1. Click the **Navigator** icon , and then under **Workflow**, click **Approval Unit**.
2. Take an action:
   - To create a new hierarchy, click .
   - To edit an existing hierarchy, select an approval unit hierarchy, and click .
3. Select **Approvals Dimension**.
4. In **Hierarchy Name**, specify the approval unit hierarchy name.
5. **Optional:** Specify a description.
6. For **Enable Approvals**, select an option:
   - **None**—Includes no approval units in the approval process by default

     To add approval unit groups or individual approval units to the approval process, see Selecting Approval Unit Hierarchy Members.
   - **All**—Adds all approval units to the approval process
   - **Custom**—Enables you to add individual approval units, and approval unit groups based on Parent member and generation criteria
   - **All-Include if parent is selected**—Adds a new approval unit to the approval process only if its parent is also selected as part of the approval unit hierarchy
7. From **Approvals Template**, select an option:
   - **Consolidation**
   - **Consolidation - Bottom Up**
   - **Consolidation – Separate Approve and Lock**
8. For **Cube**, leave the default setting of `Consol`.
9. For **Extended Approval Flow**, select an option:

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- **None**—The approval workflow will use the Entity dimension only and not use approval groups. You'll make your Entity member selections on the **Select Primary Members** tab.
- **Approval Group**—Enables you to assign approval groups to the approvals workflow. You can create approval groups or select existing approval groups on the **Assign Approval Groups** tab. See Managing Approval Phases. This option is available if either the **Consolidation - Bottom Up** or **Consolidation - Separate Approve and Lock** template is selected.

10. **Optional:** Select **Extended Approval Flow Apply at All Levels**—(This option is only available if the **Approval Group** option is selected.) Applies the **Extended Approval Flow** option to all levels in the approval unit hierarchy.
11. **Optional:** Select **Phase Dependency**—(This option is only available if the **Approval Group** option is selected.) Requires the approval workflow to be submitted in phases based on the order of entries you defined.

    For example, the first entry in the list must be promoted before the second entry. Note that both entries can be at the same level, but the second entry cannot be promoted before the first entry. Hence the order of the entries is important. You can rearrange the order using the up and down arrows.
12. Take an action:
    - If you selected **None** for **Extended Approval Flow**, make your approval unit hierarchy member selections on the **Select Primary Members** tab. Click **Next** or select the **Select Primary Members** tab.
    - If you selected **Approval Group** for **Extended Approval Flow**, you'll select the approval unit hierarchy approval groups and members on the **Assign Approval Groups** and **Select Primary Members** tabs. Click **Next** or select the **Assign Approval Groups** tab. See Assigning Approval Groups to an Approval Unit Hierarchy.
    - Click **Save** and then **OK** to save changes and close the approval unit hierarchy.

Selecting Approval Unit Hierarchy Members

To select approval unit hierarchy members:

1. Take an action:
    - From **Approvals Dimension**, click **Next** or select the **Select Primary Members** tab to continue defining an approval unit hierarchy.
    - Click the **Navigator** icon, and then under **Workflow**, click **Approval Unit**. Select an approval unit hierarchy, click **Edit** and then select **Select Primary Members** to edit members.

    Notes:
    - At any time during approval unit hierarchy member selection, you can click **Reset to Default Hierarchy** to reset it to its default membership defined in the Approvals Dimension page.
    - If Enhanced Organization by Period has not been enabled:
        - Non-primary instances of shared Entity members are not displayed in the approval unit hierarchy.
        - All instances will share the approval status of the primary instance.
    - If Enhanced Organization by Period has been enabled:

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  - All instances of shared Entity members are displayed in the approval unithier archy.
  - Each instance of shared entities will maintain its own approval status.

2. Define how to display the entities in the approval unit hierarchy:
   - Right-click and select **Expand** to expand the display.
   - Right-click and select **Collapse** to collapse the display.
   - Select **All Entities** to display all available entities for selection.
   - Select **Approval Units** to display only the approval units that you enabled previously.
   - For **Search**, select **Name**, **Alias**, or **Both**. Enter any part or all of a name in Search to locate an entity, then click Search Up or Down in the hierarchy.
   - To move from page to page in a multipage approval unit hierarchy, enter a page number in **Page** and click **Go**, or click **Start** (first page), **Prev** (previous page), **Next**, or **End** (last page).
3. **Optional**: For approval units not included in the default settings for the approval process, check the box to the left of the approval unit name to include it in the approval process.
4. **Optional:** Right-click an approval unit name to define subhierarchy members for the approval process, and then select one **Include/Exclude** option:
   - **Include Children** to include the children of the approval unit.
   - **Include Member** to include only the approval unit, but none of its descendants.
   - **Include All Descendants** to include all descendants of the approval unit.
   - **Include Generation** to include one or more approval unit generations. Specify the generations to include when prompted.
   - **Exclude Children** to exclude the children of the approval unit.
   - **Exclude Member** to exclude only the approval unit, but none of its descendants.
   - **Exclude All Descendants** to exclude all descendants of the approval unit.
   - **Exclude Generation** to exclude approval unit generations. Specify the generations to exclude when prompted.
5. Take an action:
   - Click **Next** or select **Assign Owners** to specify approval unit ownership.
   - Click **Save** and then **OK** to save changes and close the approval unit hierarchy.

Assigning Approval Unit Owners and Reviewers

Approval unit ownership is inherited from the approval unit parents. Approval unit reviewers are also inherited. You can specify different approval unit owners and reviewers other than those inherited by the approval units.

When you assign owners, the **Copy Owners to corresponding approval group members** option is enabled by default. This option allows you to assign the same Owner to all the phases if applicable. If you would like a different owner for a different phase, you can deselect this option before you enter the owner information for the entity.

You must be a Service Administrator to assign approval unit Owners and Reviewers.

- For **Owner**, you must assign one user or group as the Owner of the approval unit. The Owner should be assigned to the top level entity of the approval unit hierarchy.

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- For **Reviewer**, you can assign one or more users or groups as Reviewers of the approval unit.

If you select individual users as Reviewers, all users must perform the Approve action, and the approvals must follow the order in which the users are entered. If you select a group (or groups) as a Reviewer, any user within the group can be the Reviewer and can promote to the next level.

To assign approval unit owners and reviewers:

1. If you do not want to assign the same Owner to all phases, deselect the **Copy Owners to corresponding approval group members** option.
2. Take an action:
   - From the **Select Primary Members** tab or the **Primary and Subhierarchy Selection** tab, click **Next** or select the **Assign Owners** tab to continue defining an approval unit hierarchy.
   - Select **Workflow**, and then **Approval Unit** to edit an approval unit hierarchy.
3. Select an approval unit, then under **Owner**, click the **Select Owner** icon to search for and select an owner.

   An approval unit can have only one owner. Either a user or a group can be the owner. Select the **Users** tab to assign an individual user as the owner. Select the **Groups** tab to assign a group as the owner.
4. Under **Reviewer**, click **Search** and select approval unit reviewers.

   Reviewers can be individual users, a single group, or multiple groups. Select the **Users** tab to assign individual users as reviewers. Select the **Groups** tab to assign a single group or multiple groups as reviewers.

   > **Note**
   >
   > If the reviewers are individual users, select the reviewers in the order that you want them to review the approval unit. The first reviewer in the list is the first user to work on the approval unit. When the first reviewer promotes the approval unit, the second reviewer selected becomes the approval unit owner, and so on through the list of reviewers that you create.
   >
   > If the Approval Unit Hierarchy is using the Consolidation template, you don't need to assign reviewers. Reviewers are only needed when the Consolidation Bottom Up template is used.
   >
   > If the approval unit is with the reviewer/owner, no one can edit the data except the Service Administrator.
5. Under **Promotional Path**, click  to display the approval unit promotional path for the entity, verify that it is correct, and then correct any errors.

   For an entity to be approved and locked, the entity must have gone through the promotional path and reached the last owner or reviewer in the path. Only the last owner/reviewer on the promotional path can approve or lock the entity.
6. **Optional:** Under **Notify These Users**, click **Search** to select the users to notify whenever an approval action is performed for the approval unit.

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In order to receive notifications, the user to be notified must set up email ID and enable approval notifications in User Preferences. See "Setting Up Email for Notifications" in *Working with Oracle Financial Consolidation and Close Cloud*.

7. **Optional:** Repeat these steps for other approval units to change their inherited owners or reviewers.
8. Click **Save** to save your work and continue, or click **OK** to save your work and close the approval unit hierarchy.

Assigning Approval Unit Hierarchies to Scenarios

After you have defined your Approval Unit, you can assign the Approval Unit Hierarchy to a specific Scenario, Year and Period combination. Only Scenarios that have Approvals Enabled in metadata are available for selection.

> **Note**
>
> You assign only one Approval Unit Hierarchy to a specific Scenario/Year/Period. You cannot assign multiple Approval Unit Hierarchies to the same Scenario/Year/Period.

To assign approval unit hierarchy Scenario, Year, and Period combinations:

1. Click the **Navigator** icon .
2. Under **Workflow**, click **Approval Unit Assignment**.
3. Add a Scenario, Year and Period assignment:
   a. Click in the **Actions** column for the approval unit.
   b. From the **Scenario** column drop-down, select the scenario to associate with the approval unit hierarchy.
   c. From the **Years** column drop-down, select the years to associate with the approval unit hierarchy. You can select multiple years at once, for example, Actual, FY19, FY20, FY21, and so on. It is possible to select and associate multiple Years members to a Scenario member in addition to multiple Period members.
   d. From the **Period** column drop-down, select the periods to associate with the approval unit hierarchy.

      You can select multiple periods at once, for example, Actual, FY19, January, February, March, and so on.
   e. Click **OK**.

      A new assignment row is displayed.

      > **Tip**
      >
      > To remove an assignment, click **Delete** .
4. Click **Save** to save the assignments and continue.

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Editing Approval Unit Hierarchies

You must be a Service Administrator to edit an approval unit hierarchy.

To edit an approval hierarchy:

1. Click the **Navigator** icon .
2. Under **Workflow**, click **Approval Unit**.
3. Select an approval unit hierarchy, and click **Edit**.
4. Select the appropriate tab for the changes that you want to make:
   - **Approvals Dimension**

     See Setting Up the Approval Unit Hierarchy.
   - **Primary and Subhierarchy Selection**

     See Selecting Approval Unit Hierarchy Members.
   - **Assign Owners**

     See Assigning Approval Unit Owners and Reviewers.
   - **Usage**

     See Viewing Approval Unit Hierarchy Usage.
5. Click **Save** when done.

Viewing Approval Unit Hierarchy Usage

Approval unit hierarchies might have dependencies such as Scenario, Year and Period assignments or data validation rules which are defined in forms. If dependencies exist for an approval unit hierarchy, the hierarchy cannot be deleted until the dependencies are removed. The Usage tab enables you to view approval unit hierarchies so that you can see and remove the dependencies if needed.

To view approval unit hierarchy usage:

1. Click the **Navigator** icon .
2. Under **Workflow**, click **Approval Unit**.
3. Select an approval unit hierarchy, click **Edit**, and then select **Usage** to view approval unit hierarchy dependencies.
4. If you remove dependencies, click **Refresh** on the **Usage** tab to refresh the list.
5. If you are deleting an approval unit hierarchy, repeat these steps until all dependencies are removed.

Synchronizing Approval Unit Hierarchies

When you add, delete, or modify dimension members that are used in approval unit hierarchies, the affected approval unit hierarchy must be synchronized with the changes. When you display the list of approval unit hierarchies, the entry for each approval unit hierarchy specifies whether recent changes are reflected in the approval unit hierarchy. Use this procedure to synchronize dimension member changes with the approval unit hierarchy.

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> **Note**
>
> When you add dimension members, they are added as approval units only if they meet the criteria in the inclusion rules for the approval unit hierarchy. For example, if the added entity is a fourth-generation entity, and the inclusion rules specify generations one through three as approval units, the entity is not added as an approval unit. If the entity is a third-generation member, however, it is added as an approval unit the next time the approval unit hierarchy is edited and saved, or synchronized.

To synchronize changes to approval unit hierarchies:

1. Click the **Navigator** icon, and then under **Workflow**, click **Approval Unit**.
2. In the **Synchronized** column, approval unit hierarchies are labeled as follows:
   - **Synchronized**—Changes are synchronized with the approval unit hierarchy
   - **Not Synchronized**—Changes are not synchronized with the approval unit hierarchy
   - **Locked By** *user*—A user is editing or synchronizing the approval unit hierarchy

   > **Note**
   >
   > If a user begins editing or synchronizing an approval unit hierarchy after you display the approval unit hierarchy list, the approval unit hierarchy list does not display "Locked" for the approval unit hierarchy. If you try to synchronize this approval unit hierarchy, the synchronization does not occur, and an error message states that it is being edited.

3. Select an approval unit hierarchy listed as **Not Synchronized**, and click **Synchronize**.

   Changes are applied to the approval unit hierarchy, and the list of approval units is updated according to the inclusion rules defined for the approval unit hierarchy. The system will synchronize all the approval unit hierarchies in the application to avoid any conflict when an entity belongs to multiple hierarchies.

   > **Note**
   >
   > You cannot synchronize changes to an approval unit hierarchy that another user is editing or synchronizing.

4. To view the status of the synchronization process, navigate to the Jobs console.

   The Jobs list includes the status of each approval unit hierarchy being processed and details of any errors.

Deleting and Renaming Approval Unit Hierarchies

You can delete an approval unit hierarchy if it is not referenced by data validation rules or scenario assignments. The Usage tab displays objects that reference the hierarchy so that you can disassociate them from the hierarchy if needed.

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You can also change the name of an approval unit hierarchy. Renaming an approval unit hierarchy does not affect the objects that reference it.

Note that you cannot delete an Approval Unit Hierarchy if it is already assigned to a Scenario/Year/Period in Approval Unit Hierarchy assignment.

To delete or rename approval unit hierarchies:

1. Click the **Navigator** icon .
2. Under **Workflow**, click **Approval Unit**.
3. Take an action:
   - To delete, select the approval unit hierarchy to delete, and then click **Delete**.
   - To rename, select the approval unit hierarchy to rename, click **Rename**, and enter a new name.
4. Click **OK**.

Exporting Approval Unit Hierarchies

When you export an approval unit hierarchy, you create a file that contains the approval unit hierarchy information, including the definition and assignment information. After you create this file, you can copy its contents to an existing approval unit hierarchy (see Importing Approval Unit Hierarchies).

To export approval unit hierarchies:

1. Click the **Navigator** icon , and then under **Workflow**, click **Import and Export**.
2. Select **Export Approval Unit Hierarchy**.
3. In **Existing Approval Unit Hierarchy Name**, select an approval unit hierarchy to export.
4. Click **OK**.
5. When the **Save** dialog box is displayed, save the export file to a location of your choice.
6. Click **Export** or **Done**. **Export** performs the action, and **Done** closes the dialog box.

Importing Approval Unit Hierarchies

An approval unit hierarchy can be populated with the contents of an approval unit hierarchy import file, including the definition and assignment information. The import file is the result of exporting an existing approval unit hierarchy. See Exporting Approval Unit Hierarchies.

Importing the approval unit hierarchy information doesn't create an approval unit hierarchy. The approval unit hierarchy populated from the export file must exist and have at least a name before the import. The import process always uses Replace mode, which means it first deletes all members of the approval unit hierarchy, and then adds each member specified as a new member in the load file.

> **Note**
>
> An approval unit hierarchy load deletes an existing member and its children from the hierarchy if the member isn't specified in the input file.

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To import an approval unit hierarchy:

1. Click the **Navigator** icon, and then under **Workflow**, click **Import and Export**.
2. Select **Import Approval Unit Hierarchy**.
3. In **Existing Approval Unit Hierarchy Name**, select the approval unit hierarchy receiving the exported information.

> **Note**
>
> The imported approval unit hierarchy includes the defined owner, reviewers, and rules for determining the promotional path.
>
> If your Approval Unit Hierarchy is already started and you import an Approval Unit Hierarchy which may contain changes to assigned entities, errors will result. Before you import an Approval Unit Hierarchy file, ensure that the Approval Unit Hierarchy is not started by performing Exclude, which resets the hierarchy to Not Started status.

4. For **Approval Unit Hierarchy with Ownership**, click **Browse** to select the exported approval unit hierarchy file to import.
5. Click **OK**.
6. Click **Import** or **Done**. **Import** performs the action, and **Done** closes the dialog box.

   If the message *Import successful* is displayed, the approval unit hierarchy information in the exported file was successfully copied to the approval unit hierarchy that you selected in **Existing Approval Unit Hierarchy Name**.

   If the message *Import not successful. Some items have not been imported* is displayed, click **Details** to view the log file. Correct the errors and retry importing the approval unit hierarchy.

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Managing the Approval Process

Related Topics

- Approval Process Overview
- Enabling Approvals
- Starting the Approval Process
- Managing Approval Phases
- Approval Unit Promotional Path
- Creating Approval Unit Annotation Reports
- Creating Approval Status Reports
- Data Validation Rules
- Locking and Unlocking Entities
- Configuration Tasks for the Approvals Process
- Troubleshooting Approval Process Issues

Approval Process Overview

Administrators can set up an approval process to transfer ownership of data, provide review control, and ensure data privacy.

For the purpose of review, data is organized into approval units. An approval unit is the combination of data for a specific Scenario, Year, Period, and Entity. For example:

- Actual/FY18/Jan/Massachusetts
- Budget/FY19/Feb/New York

The approval process generally follows these steps:

- The administrator sets up the approval unit hierarchy.
- The administrator assigns a Scenario, Year and Period combination to the approval unit hierarchy.
- The administrator starts the approval process.
- Owners and Reviewers promote approval units according to the promotional path.
- The last reviewer in the approval hierarchy approves the approval unit. It changes to Approved status. After an approval unit is Approved, no more changes can be made to it.
- The administrator can optionally lock entities before closing the period.

Watch the following video to learn more about the approval process:

 Overview: Approvals in Oracle Financial Consolidation and Close

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Enabling Approvals

Before you can use the Approvals process, you must enable approvals for the Scenario dimension in the metadata file. When the Enabled for Approvals option is enabled, the Scenario is available for selection in the Approval Unit Assignment screen.

To enable approvals:

1. On the Home page, click **Application**, and then click **Overview**.
2. Click **Dimensions**, and then select the **Scenario** dimension.
3. Click **Edit Member Properties**.
4. Select **Enabled for Approvals**.
5. Click **Save**.

Starting the Approval Process

A Service Administrator manages the approval process, including setting up approval unit hierarchies, assigning the approval unit hierarchy to a specific Scenario, Year and Period, and setting up validation rules.

See Creating Approval Unit Hierarchies.

During the approval process, an Administrator or Power User can monitor the status of each entity within the approval unit hierarchy and perform approval actions for these entities. Other users perform approval actions from the Approvals card on the Home page. See "Reviewing and Approving Data" in *Working with Financial Consolidation and Close*.

After the Approval Unit Hierarchy is defined and assigned to a specific Scenario, Year and Period, a Service Administrator or Power User can start the review process.

In the Manage Approval screen, the system displays all entities for which the Power User has either Read or Write access. If a Power User has only Read access to an entity, they cannot Start or Exclude that entity. If the Power User has Write access to an entity, they can Start and Exclude the entity. If the Power User has None access to the entity, the entity will not be displayed in the listing.

Note that if a Power User has Write access to a Parent entity, and selects to Start the approval process from the Parent entity, all of the children of that Parent entity will also be started, which may include entities with Read access only or None access.

After the process is started, the approval unit moves from one reviewer to another until the process is complete. By default, the approval status is "Not Started". The Start process changes the approval unit status to "Under Review".

When you start the approval process, the system starts the process for the entities within the Approval Unit Hierarchy. You can instead start each base entity separately.

After the Start process, the current owner for each entity is set to the first owner in the promotional path, as displayed in the "Current Owner" column. As the approval unit is promoted within the promotional path, the Current Owner and Location are updated accordingly. An Administrator or Power User can monitor the status of each entity within the Approval Unit Hierarchy and perform approval action for these entities from the Process Status screen.

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The Administrator or Power User can restart the process at any time by selecting a specific entity to Exclude. The system clears all approval history for the entity, and you can select Start again to restart the review process, which moves the entity to the first owner of the promotional path.

If the application does not have Enhanced Organization by Period enabled, when you start a base entity, its parent and ancestors will also be started. If you start a Parent entity, all of its descendants will be started.

If the application has Enhanced Organization by Period enabled, when you start a base entity, the system will also consider the "Active/Inactive" status of the entity to determine if the Start or Exclude action should stop when it encounters the Inactive entity within the hierarchy. An entity is considered Inactive if it is assigned the **Inactive** consolidation method. Otherwise, the entity will be considered "Active".

In an Enhanced Organization by Period application, when a base entity is started in application, the system will also start its active parent or ancestors. As it proceeds up the hierarchy for the ancestors, the system will only include Active parents or ancestors. Therefore, as it enumerates upward for Active parents, it will stop when it encounters an Inactive ancestor.

When a Parent entity is started, the system will start only its Active children or descendants. When traversing the hierarchy, it stops enumeration downward when it encounters an Inactive child. The Inactive child member and its descendants will not be considered in the start process.

To start the approval process:

1. Click the **Navigator** icon .
2. Under **Workflow**, click **Manage Approvals**.
3. From **Scenario**, **Year**, and **Period**, select a valid scenario, year, and period.
4. Click **Go**.

   In the graphical pie chart, you will see "no data displayed" if the Approval Unit Hierarchy has not yet started.
5. From the **View** drop-down on the top right, select **Tree View**.
6. Select an approval unit and click **Start** to begin the approval process.
7. From the confirmation message that the approval unit has been started, click **OK**.

   The Approved Status changes to Under Review.

   For a list of all Approval Unit levels and available actions, see "Reviewing and Approving Data" in *Working with Financial Consolidation and Close*.
8. **Optional:** If you want to re-start the approval process for a specific entity, you can select **Exclude** to remove an approval unit from the process, and reset the approval status to "Not Started".

> ⚠ **Caution**
>
> After you exclude an approval unit, all associated annotations and history are discarded. Data values are retained.

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Managing Approval Phases

Create approval groups to divide approval units into more granular subsets of data which can then be submitted for approval in phases.

Related Topics

- Understanding Approval Groups
- Defining Approval Groups
- Editing, Duplicating, and Deleting Approval Groups
- Assigning Approval Groups to an Approval Unit Hierarchy

Understanding Approval Groups

Approval groups enable you to submit a portion of the data for review first, while other data can be reviewed later. During the review process, you can promote each phase of the approval unit rather than the entire approval unit.

For example, your review process requirements may vary by period. The monthly close cycle might require a single-phase review process for Balance Sheet and Profit/Loss data in January and February. For a quarterly month such as March, the quarterly closing review process may require multiple phased submission cycles for Balance Sheet and Profit/Loss data and supplemental data.

Further, your review process requirements may also vary by scenario. For example, the Actual scenario might require only Balance Sheet and Profit/Loss accounts to be submitted for review. For the Budget scenario, all accounts might be required, and for the Forecast scenario, only Profit/Loss accounts and supplemental data might be required.

Phased submission using approval groups will enable you to meet these different approvals requirements without the need for additional scenarios.

There are no limits on the number of approval groups you can create for an application, however the maximum number of approval groups that you can assign to an approval unit hierarchy is 20.

You perform these tasks to set up submission phases with approval groups:

1. Define approval groups and assign approval groups to dimension members. See Defining Approval Groups.
2. Assign approval groups to an approval unit hierarchy. See Assigning Approval Groups to an Approval Unit Hierarchy.

Watch the following video to learn more about setting up extended Approval Flows:


Setting Up Extended Approval Flows in Oracle Financial Consolidation and Close

Defining Approval Groups

Administrators define approval groups for their business processes in the **Approval Groups** card within the **Application** cluster.

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You must be a Service Administrator to create or modify an Approval Group definition. Power Users have View access to the Approval Group definition.

Approval Group Dimension Members

An Approval group can be defined as a combination of members from these dimensions:

- Account
- Movement
- Intercompany
- Data Source
- Multi-GAAP
- Custom1
- Custom2
- Custom...X
- Consolidation - only applicable for amount and rate override accounts

Note that these dimensions are not part of the Approval Group definition:

- Scenario - AUH Assignment
- Year - AUH Assignment
- Period - AUH Assignment
- Entity - AUH definition
- View - Periodic
- Consolidation - N/A as it applies to all members in the dimension
- Currency - Entity Currency

An Approval Group consists of the following information:

- Name
- Description
- One or more rules defining the multi-dimensional cells (slice definition)

Note that if a dimension is not selected for the rule, it implies that all members for this dimension are included in the rule. Functions as well as exclusions are available for selecting members to be included for the rule.

An Approval group can consist of one or more slices. You should define as many groups as needed for your application. There is no limit as to the number of approval groups you can define. However, an Approval group will only be used for your phased approval when it is assigned to the Approval Unit Hierarchy (AUH).

Rules for Overlapped Cells Among Different Phases

It is possible that the same POV slice is included in one or more approval groups used in different phases within the same Approval Unit Hierarchy.

Let’s assume we have 100 data cells defined in various groups:

- Group A – cells 1 to 10, 21 to 30
- Group B – cells 11 to 20, 31 to 50
- Group D – cells 91 to 100

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- Group E – cells 1 to 50

Since some cells are included in multiple groups, the system will use the first instance and ignore any subsequent groups in which the cell may also be included.

For example, if account cell 50 is included in both Group A and Group E assigned to the same Approval Unit Hierarchy, then account cell 50 is included in Group A as Group A is the first group assigned within the Approval Unit Hierarchy.

When a user is in Group A, the user can enter data or modify data for the account cell 50. When a user is in Group E, even though cell 50 is part of Group E definition, but because cell 50 has already been included in Group A, it is not considered as part of Group E's data. In summary, by following the rule for order of precedence where the first instance is included, cell 50 is only included in Group A and not in Group E.

System Approval Group

To ensure that all cells are included in the review process when all phases are locked, the data for the entity is locked. Therefore, a system-created group named `FCCS_DefaultGroup` is provided to include all members of each applicable dimension.

When the approval groups are assigned to the AUH, the FCCS_DefaultGroup system group is always the last phase of the Approval Unit Hierarchy. This will include all cells that are not defined in any of the previous phases.

To define approval groups:

1. From the Home page, click **Application**, and then click **Approval Groups**.
2. Create the approval group:
   a. Click **Create**.
   b. Enter a name and an optional description for the new approval group.
   c. To select the anchor dimension for the approval group, click **Add Dimension** or click  next to **Select Anchor Dimension**, and select a dimension from the list.
   d. For an explanation of anchor dimensions, see Anchor and Nonanchor Dimensions.
   e. **Optional:** By default, the anchor dimension members that are not specified in the approval group rule are marked valid. To clear this option, click  next to the anchor dimension, and then click **Unselected members are valid**.
   f. **Optional:** By default, nonanchor dimensions are not required. To make a nonanchor dimension required, click  next to the nonanchor dimension, and click **Required**.
3. Define the approval group rule:
   a. Click **Add Rule**.
   b. To select the range of members to include, exclude, or remove in the application group, click  next to the dimensions in the new rule:
   - Click **Edit** to open the **Select Members** page and select the members, substitution variables, and attributes to include in the application group rule.
   - Click **Add Exclusion** to define an exclusion in the rule. You can exclude a subset of what is included for that dimension.
   - Click **Clear** to clear the selection.

   To delete a rule, click . .
4. Click **Save and Close**.

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The new approval group is added to the end of the approval group list. To reorder the rules in a group, click ••• next to the application group, and then select **Move Up** or **Move Down**.

> **Tip**
>
> You can also drag approval groups to move them up and down in the list.

Anchor and Nonanchor Dimensions

Anchor and nonanchor dimensions:

- Anchor dimensions are always required dimensions in the type that is used in the valid intersection evaluation.

  See Example: Required Dimension.

- Nonanchor dimensions are either required or not required:
  - If a nonanchor dimension is required, any type that does not use that dimension will ignore any valid intersection group where that dimension is tagged as required as it evaluates the valid intersections.
  - If a nonanchor dimension is not required, any type that does not use that dimension will still evaluate any valid intersection group that includes that dimension as not required and evaluate the intersections of any other dimensions in the valid intersection group in the type.
- Unselected anchor dimension members are valid by default, but you can mark them invalid by clearing the **Unselected Members are Valid** option. This option marks all intersections with anchor dimensions not selected in this rule as invalid.

  See Example: Unselected Members are Valid.

Editing, Duplicating, and Deleting Approval Groups

You can edit an approval group definition, even if it's assigned to an approval unit hierarchy. During the approval process, the latest approval group definition will be applied and validated.

If you edit and save an approval group that is assigned to an approval unit hierarchy, the system will display a warning message informing you that the approval group is assigned and the modified definition will be used for any subsequent approval process activity.

You cannot delete an approval group if it's assigned to an approval unit hierarchy. You must remove the approval group assignment in the Approval Unit Hierarchy first and then delete the approval group.

To edit, delete, or duplicate an approval group definition:

1. From the Home page, click **Application**, and then click **Approval Groups**.
2. Click ••• next to an approval group, and then select **Edit**, **Duplicate**, or **Delete**.
3. If you edit an approval group definition that is used in an approval unit hierarchy, the affected approval unit hierarchy must be synchronized with the changes. See Synchronizing Approval Unit Hierarchies.

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Assigning Approval Groups to an Approval Unit Hierarchy

You can assign existing approval groups to the hierarchy and set their order on the **Assign Approval Groups** tab. You can also create approval groups from the **Assign Approval Groups** tab if no approval groups exist.

You can assign up to 20 approval groups to an approval unit hierarchy.

To assign approval groups to an approval unit hierarchy:

1. Create an approval unit hierarchy. See Setting Up the Approval Unit Hierarchy.
2. Click the **Navigator** icon , and then under **Workflow**, click **Approval Unit**.
3. Complete the **Approvals Dimension** tab details:
   - For **Extended Approval Flow**, select **Approval Group**.
   - To apply the **Approval Group** option to all levels in the approval unit hierarchy, select **Extended Approval Flow Apply at All Levels**.
   - To require the approval workflow to be submitted in phases based on the order of entries you define on the **Assign Approval Groups** tab, select **Phase Dependency**.

     Phase dependency means the first entry in the list on the **Assign Approval Groups** tab must be promoted before the second entry. Note that both entries can be at the same level, but the second entry cannot be promoted before the first entry. Hence the order of the entries is important. You can rearrange the order using the up and down arrows. See step 4.
4. Assign approval groups to the hierarchy and set their order on the **Assign Approval Groups** tab:
   - To create an approval group, click , and then see Defining Approval Groups.
   - To select an existing approval group, click , and then either select the approval groups you want to add, or click **All**.
   - To reorder the approval groups in the list, select a group and click or . The order of the groups will be the order of the Phase. If the **Phase Dependency** option was selected on the previous tab, you must arrange the groups in the order you want to promote them.
5. Select approval unit hierarchy members on the **Select Primary Members** tab. See Selecting Approval Unit Hierarchy Members.
6. Assign approval unit ownership on the **Assign Owners** tab. See Assigning Approval Unit Owners and Reviewers.

   > **Note**
   >
   > On the **Assign Owners** tab, the approval groups that are selected will display next to the Entity name; for example, Sales East: Revenue Accounts (where Sales East is the Entity and Revenue Accounts is the name of the approval group that was created).
7. Assign approval unit hierarchies to the scenarios included in the approval process. See Assigning Approval Unit Hierarchies to Scenarios.

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> **Note**
>
> If you've entered information in the **Assign Approval Groups** tab and then you change the **Extended Approval Flow** option to something other than the **Approval Group** option, the **Assign Approval Groups** tab will be hidden. However, the system won't discard the information that was entered until you click **Save** or **Cancel**.
>
> For example, if you add Group A, Group B, and Group C information to the **Assign Approval Groups** tab, and then change the **Extended Approval Flow** option from **Approval Group** to **None**, if you click **Save** or **Cancel**, the system will discard the approval group information.
>
> However, if you change the **Extended Approval Flow** option from **Approval Group** to **None** and then subsequently select **Approval Group** again before saving, then the information that was entered in the **Assign Approval Groups** tab is retained so that you need not start all over again. Clicking **Save** or **Cancel** discards any information that is not applicable.

Viewing Approval Status by Phase

There are three seeded status forms to view the approval status information by phase:

- Approval Status by Group
- Approval Group Status
- Data Status Form

Approval Status by Group

The Approval Status by Group form displays the approval status for each phase by period. If you have the same number of phases for all the periods, then each period will have an equal number of columns.

If you have different number of phases for different periods, then each period will contain the corresponding phases in the column. For example, if the monthly period contains only two phases, you will see two columns for these periods. If the quarterly periods such as March, June and September contain three phases, that you will see three columns for these quarterly periods. If at year-end closing period, you have four phases, then you will see four columns of status in December.

The Approval Status by Group form is only applicable when you select a scenario that has Phased Approval enabled for the entities within the Approval Unit Hierarchy. Otherwise, there will be no valid data displayed in the form.

Approval Group Status

The Approval Group Status form displays the Approval Group and the Approval Unit Hierarchy per data cell. This is a useful form if you need to know the approval group and AUH information for any particular multi-dimensional data cell. You can assign a different scenario, year, and period to the AUH. Therefore, it is possible for example, that the Cash account is in Approval Group1 for Actual/Jan 2020, but in Approval Group2 for Actual/Jan 2021.

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Data Status Form

If you have defined an Approval Unit Hierarchy with the Phased Approval option for your application, you should modify your Data Status form to include the approval status for phased approval and calculation status (FCCS_Status_ConsolidateApprovalStatus).

For each period, if the approval status for all phases is the same, then the system will display the unique approval status (for example, Under Review). If each phase contains a separate approval status (for example, phase1 – Under Review, Phase 2- Not Started), then the system will display the text `By Phase` and you will need to open the Approval Status by Group form to view the separate status for each phase.

Validations for Approval Phases

System Validations

For each approval action, the following validation process will be performed where applicable.

System Validations for Promotion / Approval

- User is valid Owner with Write access to Entity
- Current location of Entity is with assigned User
- Calc Status of Entity is OK / No Data / System Changed
- For Enhanced Organization by Period enabled applications, both the Calc Status and Node status of the entity must be OK/No Data/System Changed.

System Validations for Locking

In order to lock an entity for the current period, all prior periods within the same year of the entity must be locked. If the current period is the first period of the year, the prior period (which would be the last period of prior year) must be locked.

Phased Approval with No Phase Dependency

Since there is no dependency on phase, within the same period, the system does not check if Phase 1 is locked before Phase 2 can be locked.

The system does check for prior period locking. For lock period check, all of the phases for the Prior period are locked in order to lock any phase for the current period.

For example, in order to lock March, NY: GroupA, all prior periods for this entity and all of the phases must be locked. Therefore, Feb, NY: GroupA, GroupB, GroupC, and Jan, NY: GroupA, GroupB, GroupC must be locked.

Phased Approval with Phase Dependency

For Phased Approval with Dependency, in addition to the prior period check, the system also checks to ensure that all previous phases within the same period are locked.

The system checks Calculation Status when locking each phase. In order to lock the phase, then entity must be OK or SC or NoData.

For example, it is possible that Phase 1 was locked, but later you entered more data for Phase 2 which is not yet locked. In order to lock Phase 2, you must consolidate the entity so that Calculation Status is OK before you can lock Phase 2.

System Validations for Unlocking

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In order to unlock an entity for the current period, all future periods (with data) within the same year of the entity must be unlocked.

Phased Approval with No Phase Dependency

Since there is no dependency on phase, within the same period, the system does not check if Phase 2 is unlocked before Phase 1 can be unlocked.

The system checks to ensure that all phases for future periods with data are not locked in order to unlock any phase for the current period.

For example, in order to unlock March, NY: GroupA, assuming that the last period with data is May, then all phases in all future periods (April and May) must be unlocked. April, NY: GroupA, GroupB, GroupC and May, NY: GroupA, GroupB, GroupC must be unlocked.

Phased Approval with Phase Dependency

For Phased Approval with Phase Dependency, in addition to the future period check, the system checks to ensure that all subsequent phases within the same period are not locked.

User-Defined Validations

Phased approval validation is based on the rules defined for the cells within each phase.

You can define any validation rules that you need.. You can create the rule in the data form, or you can use calc script to do the calculation, and then assign the result to an account which you reference in the form as part of your validation rule.

If you want a different validation rule for a different phase, you can include the specific validation account as part of the phase definition.

Since custom validation is optional, you may not need validation for some phases and enforce it for other phases.

Phase Dependency Validations

If Phase Dependency option is selected for the Approval Unit Hierarchy, there are additional validation checks before a specific approval action is allowed. The following approval actions require additional phase dependency check:

- Start
- Exclude
- Promote
- Reject
- Take Ownership
- Reopen
- Approve
- Lock
- Unlock

The phase dependency check does not apply to data entry as a user cannot start entering data until the entity is started.

An Entity Group within an Approval Unit Hierarchy has three properties that are considered for the dependency check.

- Approval Status validation (new approval status after action is performed)

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Approval status of Phase N+1 must be equal or lower than Phase N

- Location validation (new location after action is performed)

  Location of the Level X Entity must be equal or lower than Level X+1

- Owner and Reviewers validation

  There is no dependency validation for owner and reviewer within the same location. Therefore, owner and Reviewer1 and Reviewer 2 of the same location within the promotional path are considered the same.

To perform the approval action, one must pass the dependency check for both approval status and location validation. If any part of the validation fails, the approval action will fail.

In addition to the validation rule for approval actions, the system validates when users can have access to the data and the actions they can perform. See Data Validation Rules.

Approval Unit Promotional Path

When you select an Owner and Reviewers for an approval unit and its parents, you set the approval unit promotional path.

After the review process has started for the Scenario, Year and Period for the approval unit, the approval status is "Under Review" for the entity, and a current Owner is assigned to the entity according to the promotional path defined for the approval unit hierarchy.

At this stage, only the current Owner of the approval unit with Write access can enter or modify data for the entity.

Note that if Enhanced Organization by Period is enabled, the Common data of each instance of a shared entity might have more than one owner, determined by the branch of the hierarchy in which the instance resides. Each owner will have Write access to the Common data although each approval unit will have its own status.

However, anyone either in the promotional path or outside of it with Read or Write access can view the data.

The current Owner of the approval unit changes as the entity is promoted within the promotional path. After an entity has been promoted to the next level, you no longer have Write access to the data, although you continue to have Read access to the entity's data.



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Creating Approval Unit Annotation Reports

Administrators can check Approval Unit status by reporting on annotations for a set of Scenarios and Approval Unit members. Annotation text displays chronologically, with the most recent entry first.

To create reports for Approval Unit annotations:

1. Click the Navigator icon

, and then under **Monitor and Explore**, click **System Reports**.
2. Select the **Approval Unit** tab, and then click **Annotations**.
3. From **Select Report Options**, select the **Scenario**, **Years**, **Period**, and **Entity** combination for which you want to generate a report. If **Custom** is selected, click the

Member Selector icon to select the custom members.
4. From **Approval Status**, select the status to display in the report.
5. Click **Create Report** and select where to save the report.

Creating Approval Status Reports

You can view detailed status of the approval process using approval status reports. All users can access this report, however you will see only the approval units to which you have Write access.

Filters allow you to generate more focused reports. You can filter by:

- **Approval Status**
- **Scenario**
- **Approval Unit Hierarchy**
- **Current Location's Generation**
- **Approval Groups**

Approvals status reports provide the following information:

- **Approval Unit**
- **Parent**
- **Status**
- **Sub-Status**

> **Note**
>
> Sub-status tracks failures that occur while performing actions on the approval unit. Typically failures can include lack of security access, validation rule failures, or other system failures that prevent the action from being completed successfully.

- **Previous Owner**

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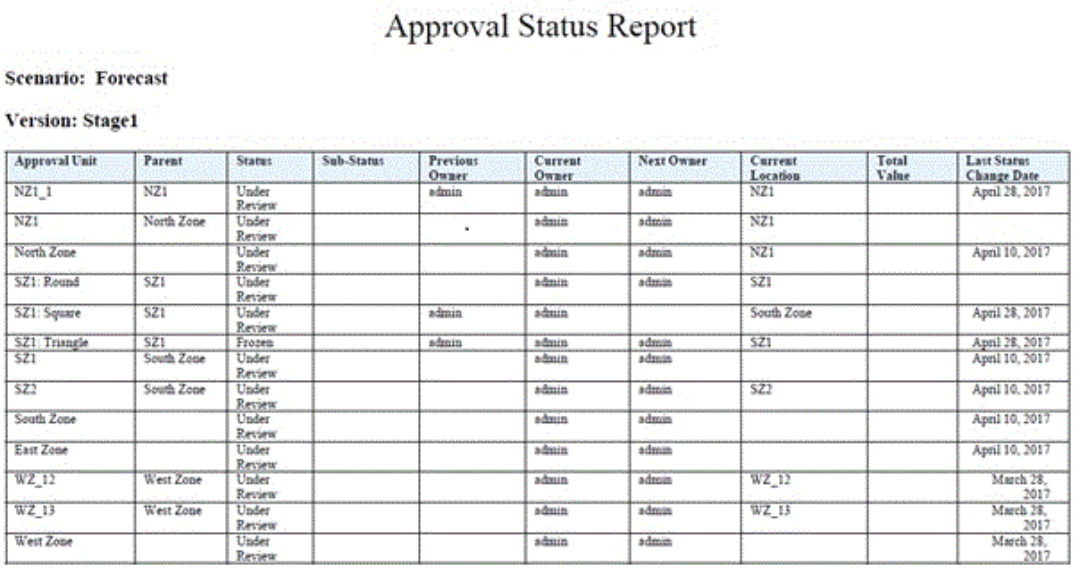
- **Current Owner**
- **Next Owner**
- **Current Location**
- **Total Value**
- **Last Status Change Date**

Sample Approval Status Report



Approval Status Report

Scenario: Forecast

Version: Stage1

Approval Unit	Parent	Status	Sub-Status	Previous Owner	Current Owner	Next Owner	Current Location	Total Value	Last Status Change Date
NZ1_1	NZ1	Under Review		admin	admin	admin	NZ1		April 28, 2017
NZ1	North Zone	Under Review			admin	admin	NZ1		
North Zone		Under Review			admin	admin	NZ1		April 10, 2017
SZ1: Round	SZ1	Under Review			admin	admin	SZ1		
SZ1: Square	SZ1	Under Review		admin	admin		South Zone		April 28, 2017
SZ1: Triangle	SZ1	Frozen		admin	admin	admin	SZ1		April 28, 2017
SZ1	South Zone	Under Review			admin	admin			April 10, 2017
SZ2	South Zone	Under Review			admin	admin	SZ2		April 10, 2017
South Zone		Under Review			admin	admin			April 10, 2017
East Zone		Under Review			admin	admin			April 10, 2017
WZ_12	West Zone	Under Review			admin	admin	WZ_12		March 28, 2017
WZ_13	West Zone	Under Review			admin	admin	WZ_13		March 28, 2017
West Zone		Under Review			admin	admin			March 28, 2017

To create Approval Status reports:

1. Click the Navigator icon
   
   , and then under **Monitor and Explore**, click **System Reports**.
2. Select the **Approval Unit** tab, and then click **Approval Status**.
3. From **Select Approval Status**, select the status to display in the report, or select **All**.
4. From **Filters**, select dimension members for **Scenario**, **Years**, and **Period**, then choose the following options:
   - **Approval Unit Hierarchy**—This optional filter adds a subset of an approval unit hierarchy.
   - **Current Location's Generation**—This option adds all members of that generation to the report. You can enter generation numbers, generation ranges, or both separated by commas; for example, 1,4,6-9.
   - **Approval Groups**—This option displays the approval groups you select in the report.
5. Select a **Format** for the report:
   - **XLSX**
   - **PDF**
   - **XML**
   - **HTML**
6. Click **Create Report** and select where to save the report.

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Data Validation Rules

To implement business policies and practices, administrators can build data validation rules that are checked when conditions are met in forms. Rules can generate validation messages, enforce limits on submitted approval unit data, and designate a specific reviewer or owner to review data that meets some condition.

For example:

- Conditionalizing the approval unit promotional path
- Preventing the promotion of approval units that include invalid data

You define validation rules within a data form, and can specify options for validating approval units. See Including Data Validation Rules in Forms.

In the approval process, validation is run only for these actions:

- Promote
- Approve
- Lock
- Unlock
- Exclude (Administrator action; checks to ensure that the current period is not locked)

Validation is not run when these actions are performed:

- Sign Off
- Reject
- Reopen
- Originate
- Take Ownership
- Start (administrator action)

Locking and Unlocking Entities

You can view the lock status, and lock and unlock entities on the Approvals page. You can also view the lock status and calculation status on the Data Status form.

The data load process does not load entities that are locked. If an entity is locked, or approved, you cannot submit, post, unpost a journal, or modify a data form that contains that entity. You also cannot run Consolidation or Translation seeded business rules and On Demand rules on a locked entity.

If Enhanced Organization by Period is enabled, if the approval unit for one instance of a shared entity is locked, then Common Data cannot be entered to any instance regardless of the status of that instance. However, Node data will only be locked for the instance (or instances) for which their approval unit is locked.

Note that Node data will also not be able to be entered to an Inactive entity if its parent is Locked.

Watch the following video for information on the locking and unlocking process:

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Promoting, Approving and Locking Data

To lock or unlock an entity, you must create an approval unit hierarchy containing the entities you want to lock. By default, Financial Consolidation and Close provides an approval unit named "Total Geography".

To lock or unlock entities, you must be a Service Administrator or a Power User. When an application is created, an owner is automatically defined for the "FCCS_Total Geography" approval unit. The owner is the same as the Service Administrator.

You can modify the owner information for the default approval unit hierarchy "FCCS_Total Geography" as long as the owner is a valid Service Administrator or a Power User with Write access to the entities within the approval unit hierarchy.

It is not necessary to define any reviewer for "FCCS_Total Geography" as reviewer is optional. All descendants of "FCCS_Total Geography" will inherit the same owner information as its parent unless you choose to have a different owner or reviewer for an individual entity within the approval unit hierarchy.

If you create any hierarchy outside of "FCCS_Total Geography", you must define a valid owner for that hierarchy.

Locking Entities

You can lock data only if these conditions are met:

- The entity's calculation status must be OK, No Data, or System Change. You cannot lock an entity with Impacted calculation status.

  Note that you can translate data to a Reporting currency even if the entity is locked and its calculation status is OK or System Changed. If the entity is Locked, the Translation process will run, without running the consolidation process, even if the calculation status is System Changed, See Translating Data.
- If Enhanced Organization by Period is enabled, the calculation status conditions apply to both "Calc Status" representing Common Data and to the "Node Status" representing Node Data. Calc Status will be the same across all instances of a shared entity but Node Status will be specific to each instance of a shared entity.
- The prior period data must be locked. For example, you can only lock an entity in the February period if it is locked in January.

To lock entities:

1. On the Home page, click **Approvals**.
2. Select the Total Geography approval unit.

   By default, the Total Geography approval unit has a status of Not Synchronized, and must be synchronized.
3. Click the **Synchronize** icon to synchronize the approval unit.

   > **Note**
   >
   > You must repeat this step each time after you add or remove an entity and perform a database refresh.
4. To start the approval unit, click the **Navigator** con, and then select **Manage Approvals**.

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If you do not start an approval unit, the entities in that approval unit will remain in "Not Started" status.

5. Select the Scenario, Year and Period that you want to start and click **Go**.
6. From the View list on the right, select **Tree View**.
7. Expand "Total Geography" until you see FCCS_Total Geography.

   FCCS_Total Geography is in "Not Started" state.
8. Click **Start** to start "FCCS_Total Geography ".

   The system then moves it and all its descendants to "Unlocked" state.
9. On the Home page, click **Approvals**.
10. Click an unlocked approval unit.
11. On the Change Status page, click **Change Status** to change the status to Locked.
12. Click **Done**.

If an error occurs during the locking or unlocking process, the Approvals page displays a Failed status next to the approval unit. Click the link to view a detailed validation report and resolve the error.

Unlocking Entities

You can only unlock data for a period if the next period is unlocked. For example, you can only unlock an entity in February if the entity is unlocked in March.

You can select the **Unlock** or **Unlock Single** option:

- **Unlock** - If you select the Unlock action on a parent entity, the system unlocks the parent entity and all its descendants.
- **Unlock Single**- If you select the Unlock Single action on a parent entity, the system unlocks only the parent entity, but not its descendants.

When you unlock an entity and select the owner for the entity, it can be any owner in the previous promotional path, including the current owner. If you select the **Automatic** option for the owner, the new owner will be the current owner of the entity.

To unlock entities:

1. From the **Approvals** page, click a locked approval unit.
2. On the Change Status page, from the **Actions** drop-down, select an option:
   - **Unlock** - unlock the parent entity and all its descendants
   - **Unlock Single** - unlock the parent entity only.
3. Click **Done**.

If an error occurs during the locking or unlocking process, the Approvals page displays a Failed status next to the approval unit. Click the link to view a detailed validation report and resolve the error.

Locking New Entities

When you add a new entity to a hierarchy, the system implements locking as a part of the Synchronization process. The new entity inherits the locked status from its parent for the previous periods. The system performs a check from the first period of the application where the parent is locked. The new entity is automatically locked if the parent is locked.

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If Enhanced Organization by Period is enabled, new instances of a shared entity are treated as are new entities.

The system locks the entity (or new instance of a shared entity) if the following conditions are met:

- The new entity has NODATA and Not Started status.
- The parent of the new entity is Locked.
- The new entity's prior period is Locked.

If you do not want the new entity to be locked, you will need to manually unlock the new entity, which will cause the parent to be unlocked.

After you add a new entity (or new instance of a shared entity), the approval unit hierarchy will have a "Not Synchronized" status, because you have changed the metadata.

To synchronize approval unit hierarchies:

1. Click the **Navigator** icon  , and then under **Workflow**, click **Approval Unit**.
2. Select an approval unit hierarchy listed as **Not Synchronized**, and click **Synchronize**. The system will synchronize all the approval unit hierarchies in the application to avoid any conflict when an entity belongs to multiple hierarchies.
3. To view the status of the synchronization process, navigate to the Jobs console. The Jobs list includes the status of each approval unit hierarchy being processed, and details of any errors.

Guidelines for Starting Entities

If an entity is part of an approval unit hierarchy and if the approval unit hierarchy is assigned to any Scenario/Year/ Period combination, then the entity is considered participating in the review process.

If an entity is not part of an approval unit hierarchy, or if the approval unit hierarchy is not assigned to any Scenario/Year/Period, then the entity is not considered participating in the review process.

For any entity that participates in the review process, the system only allows data entry to the entity after the entity has started the review process (status is either Unlocked for the Consolidation template, or Under Review for the Bottom Up template). This check is done to prevent impacting a locked parent. Therefore, you will need to start the entity before you can enter data for the entity.

If Enhanced Organization by Period is enabled, the system only allows common data entry to the entity after at least one instance of the entity has started the review process (status is either Unlocked for the Consolidation template, or Under Review for the Bottom Up template). The system only allows node data entry to the entity after the specific instance of the entity has started the review process.

This guideline for Starting Entities applies to all data modification processes. This includes Data entry via Data Forms and SmartView, Data Load, Copy and Clear data, Journals Posting, Supplemental Data Posting, Consolidation, Translation, and On-Demand Rule calculation.

If you have not yet started entities because you are loading historical data, this will affect the data load because the system prevents data entry unless the entity has started. If you do not want to start the review process while loading and reconciling historical data, you can manually remove the approval unit assignment for the approval unit hierarchy. When you are ready to lock the entities, you will need to manually add the approval unit hierarchy assignment and start the review process.

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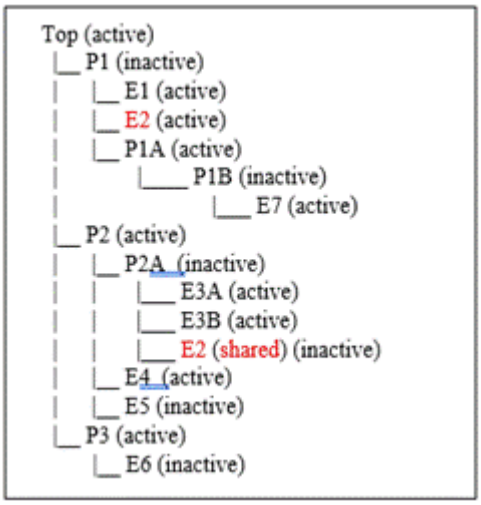
Guidelines for Inactive Entities if Enhanced Organization by Period is Enabled

If Enhanced Organization by Period is enabled, and an entity in an approval unit hierarchy has been assigned the Inactive consolidation method, then the hierarchical dependencies are modified.

A "break-point" is created between the Inactive entity and its parent such that there are no hierarchical dependencies carried across the break-point. The Inactive entity and its subhierarchy are treated as if they were an independent hierarchy. Locking or unlocking an Inactive entity will lock or unlock that entity and its active descendants but will not affect its ancestors. Locking or unlocking an ancestor of an Inactive entity will not affect that Inactive entity or its descendants.

Common data entry to an Inactive instance of a shared entity will be prevented if any instance of the shared entity is Locked. Node data entry to an Inactive instance of a shared entity will be prevented if the Inactive instance or its parent are Locked. An unlocked Inactive instance of a shared entity allows common data entry if all other instances of that shared entity are not locked, but node data entry also requires that the parent (which will be impacted by node data entry of any child entity, including an Inactive child) also be unlocked.

The following diagram is an example of Active / Inactive entities.



In this example, you select the Top entity to Start.

- P1 and its descendants will be skipped, as P1 is Inactive
- P2 and E4 will be included
- P2A and its descendants, and E5 will be skipped as they are Inactive
- P3 will be included, but E6 will be skipped as it’s Inactive

In summary, the following entities will be included in the Start process: Top, P2, E4, P3.

Note that the following approval actions will consider the Active / Inactive status:

- Start
- Exclude
- Promote
- Approve
- Lock

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- Unlock

Configuration Tasks for the Approvals Process

Two configuration tasks are provided for the Approvals process that automatically correct any invalid Approval Unit information in the application. The tasks are available for applications with or without Enhanced Organization by Period enabled.

Approvals configuration tasks include:

- **Auto Correct Approval Units**
- **Auto Correct Application Settings for Approvals**

Auto Correct Approval Units

The Auto Correct Approval Units configuration task enables you to automatically correct invalid approval unit information for all applicable Scenarios, Years and Periods.

This task also enables you to automatically correct the owner and level in the promotional path for applicable approval units. If you enounter any errors during the approval process such as invalid owner or level, it is recommended that you run this configuration task. After you run the task, the Jobs console Details page displays the approval unit information with a log of any levels or owners that were corrected.

The invalid owner and promotional path level check is also included as part of the Recommendations process for Approval Units. The system will scan the application for all approval units that have started the approval process to ensure that current owner and level information is valid for the approval unit. Note that this process may take a long time to scan if there are many approval units that have already started the process, particularly if you are using phased approvals. To run application recommendations, see Viewing Application Recommendations.

To run the configuration task, you must be a Service Administrator.

To automatically correct Approval Units:

1. On the Home page, click **Application** and then click **Configuration**.
2. Click **Auto Correct Approval Units**.

   The **Auto correction of owner and location** option is selected by default.
3. From the **Auto Correct Approval Units** screen, click **Launch**.
4. The task is launched as a job and can take a long time based on the amount of data. You can view the status in the Jobs console.

Auto Correct Application Settings for Approvals

The Auto Correct Application Settings for Approvals task enables you to automatically correct application settings required for approvals. This task also enables you to automatically enable Scenario, Year, and Period dimensions for approvals.

To run the configuration task, you must be a Service Administrator.

During the Approvals process, you may encounter the following types of errors based on application settings for dimensions.

- Scenarios not enabled for approval

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To use the Approvals process, the **PMScenarioEnabled** application setting must be set to True.

- Year members not enabled for approval

  To use the Approvals process, the application setting for members in the Year dimension must be set with Process Mgmt = True.

- Version dimension enabled for approval

  To use the Approvals process, ensure that the **PMVersionEnabled** application setting is set to False, since Version is not a valid dimension.

The application settings check is also included as part of the Recommendations process for Approval Units. To run application recommendations, see Viewing Application Recommendations.

To automatically correct application settings for approvals:

1. On the Home page, click **Application** and then click **Configuration**.
2. Click **Auto Correct Application Settings for Approvals**.

   The **Perform auto enablement of Scenario, Year, Period dimensions for approvals** option is selected by default.
3. From the **Auto Correct Application Settings for Approvals** screen, click **Launch**.
4. The task is launched as a job and can take a long time based on the amount of data. You can view the status in the Jobs console.

Troubleshooting Approval Process Issues

This section lists some of the most common reasons that cause errors in the Approval process.

Invalid Data Error While Locking an Entity

You may receive the `Invalid Data` error while locking an entity. This error can occur because of these reasons:

- You did not lock the prior period of the target entity or its descendants.
- You did not lock the previous periods of the current year of this target entity or its descendants.

If you are using the **Approval** card to lock an entity, click the error message to view error details.

Invalid Data Error While Unlocking an Entity

You may receive the `Invalid Data` error while unlocking an entity. This error can occur if any of the future periods of the current year of this target entity or its descendants is locked.

If you are using the **Approval** card to unlock an entity, click the error message to view error details.

See Locking and Unlocking Entities.

Exception Error While Unlocking an Entity

You may receive the `Exception` error while unlocking an entity. One of the possible causes for this exception can occur when a user has changed an Approval owner during the approval

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process. When you change an Approval workflow in which the Approval Unit is already started, the workflow logic can become corrupted, causing unexpected issues.

Resolution: You need to define your workflow properly and then start the approval process. If there is a need to change owners, you must exclude the approval process and restart it, if you are in the process of locking the entity. To restart, from **Manage Approvals**, change the view to **Tree** view, search for the entity that is causing the error, set it from Start to **Exclude**, then set it to **Start** again.

Intermittent Failure During the Approval Process

Sometimes, approval process such as Lock, Unlock, Promote, and Approve fails intermittently.

Workaround: After initiating the action from the **Approval** card, do not refresh the page repeatedly. Wait for a while for the action to complete and then refresh the page.

Failed: Ambiguous Automatic User Error While Starting an Entity

Only a Service Administrators can start an entity for the approval process. The approval Start process assigns the owner for the entity and places it in the correct location of the promotional path. The Start process will not assign an owner to the target entity if both the following conditions are true:

- You did not assign an owner to the root level of the Approval Unit Hierarchy
- You did not assign an owner to the decendant entity within the root level

To avoid this error, ensure that at least one owner is assigned to the root level entity of the Approval Unit Hierarchy. This allows all descendants that do not have an assigned owner to inherit the owner assignment from the root entity.

See Assigning Approval Unit Owners and Reviewers.

Optimizing Approval Process Performance

The performance of the approval process depends on these factors:

- The number of forms that contain validation rules. Make sure you add as few forms as possible because during the locking and unlocking process, the form will be loaded for each descendant of the target entity.
- The design of the form. For best practices, see Best Practices for Forms with Validation Rules.
- The Validation Rules Options that you have selected for the form. See Including Data Validation Rules in Forms.

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24

Managing Enterprise Journals

Related Topics

- About Enterprise Journals
- Enterprise Journals Sample Task Flows
- Enabling Enterprise Journals
- Working with Enterprise Journals Views and Filters
- Enterprise Journal Status
- Enterprise Journals Security Roles
- Managing Enterprise Journal Teams
- Managing Dimensions in Enterprise Journals
- Managing Enterprise Journals System Settings
- Configuring Periods for Enterprise Journals
- Creating Connections for Enterprise Journals
- Managing Enterprise Journal Targets
- Managing Enterprise Journal Templates
- Creating Ad-Hoc Enterprise Journals
- Deleting Ad-Hoc Enterprise Journals
- Validating Enterprise Journals
- Exporting Enterprise Journals
- Exporting Enterprise Journals Line Items
- Deploying an Enterprise Journal Template
- Un-Deploying an Enterprise Journal Template
- Enterprise Journals Posting Process
- Copying Enterprise Journals
- Force Closing Enterprise Journals
- Working with Enterprise Journal Dashboards
- Using Reports

About Enterprise Journals

Enterprise Journals is used for the preparation and approval of manual journal entries for inclusion in the general ledger posting. It provides an integrated solution with the Enterprise Standard ERPs.

Enterprise Journals provides these key capabilities:

- Single point of entry for all manual journals

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- Efficient workflow to automate the approval routing matrix
- Standardized journal entry templates based on the journal types and GL systems
- Ability to have journal entries validated for thresholds, matching balances, and proper journal format to ensure they will be posted successfully after acquiring the required approvals
- Visibility of unposted and in-process journals by comprehensive dashboards for Ad-hoc analysis on the status of the journals

Enterprise Journals is configurable, customizable for any target application, and has integration with Cloud as well as on premise ERP applications with powerful dashboards and custom reports.

The default behavior will automatically persist historical dimensional attribute values on all existing Journals.

Watch this video to learn more about Enterprise Journals:


Tour of Enterprise Journals

Enterprise Journals Sample Task Flows

Functional Admin – Finance Controller

- Enables Enterprise Journals in the application
- Sets up the system:
  - Configures Periods: Reviews the periods created from the platform
  - Configures Journal Periods: Sets the Start Date, End Date, and Close Date
- Creates the connections and identifies the Targets
- Creates journal templates
- Adds new Attributes
- Links the Templates to the Targets and defines the mapping between template and target attributes
- Creates the Recurring Journals (in the templates)
- Deploys the Templates to an open Journal Collection Period

Preparer

- Opens the Journals from the Enterprise Journals list for preparation
- Submits the Journal for approval after the mandatory questions are answered

Preparer (Alternate flow using Worklist)

- From the Year / Period combination in the Announcement panel on the Home page, navigates to My Open tasks
- Opens the journal from the Worklist for preparation
- Submits the Journal for approval after the mandatory questions are answered

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Approver

- Opens the journal from the Enterprise Journals list for approval
- Submits the Journal for posting. A job ID is returned and the Post process is monitored on the Jobs console under Non-Consolidation jobs

Approver (Alternate flow using Worklist)

- From the Year / Period combination in the Announcement panel on the Home page, navigates to My Open tasks
- Opens the journal from the Worklist for approval
- Submits the Journal for posting. A job ID is returned and the Post process is monitored on the Jobs console under Non-Consolidation jobs

Functional Admin – Finance Controller

- Logs in to view the progress of all 100 journals and other Ad-hoc journals created, if any
- Uses Dashboards and Reports for more visualization

Enabling Enterprise Journals

You can enable Enterprise Journals in an application using one of these methods:

- During the application creation process, you use the Features tab in the Create Application Wizard.
  1. In the Create Application Wizard, navigate to the **Features** tab.
  2. Select **Enterprise Journals** and complete the application creation process.
- After you create an application, you can enable Enterprise Journals from the Application Configuration page.
  1. On the Home page, click **Application**, and select **Configuration**.
  2. From the **Configure** page, click **Enable Features**.
  3. Select **Enterprise Journals** and click **Enable**.
  4. When the system displays a message that it has been enabled, click **OK**.
  5. From the **Settings and Actions** menu, click **Reload Navigation Flow**.

After you enable Enterprise Journals in an application:

- On the Home page, click **Application**, then select **Enterprise Journals** to access journal administrator tasks and design the journal system.
- On the Home page, click **Enterprise Journals** to work with journal lists and journal line items.

Working with Enterprise Journals Views and Filters

Related Topics:

- Viewing Enterprise Journals Lists
- Viewing Enterprise Journal Line Items
- Working with Views

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- Working with Filters

Viewing Enterprise Journals Lists

The Journals list provides a central place to manage all your journals. It displays a list of journals and their status for a selected Year, Period and Template. It also displays the journal Posting status External Validation, Validation Message, Validation Status and other columns as selected from **Actions**.

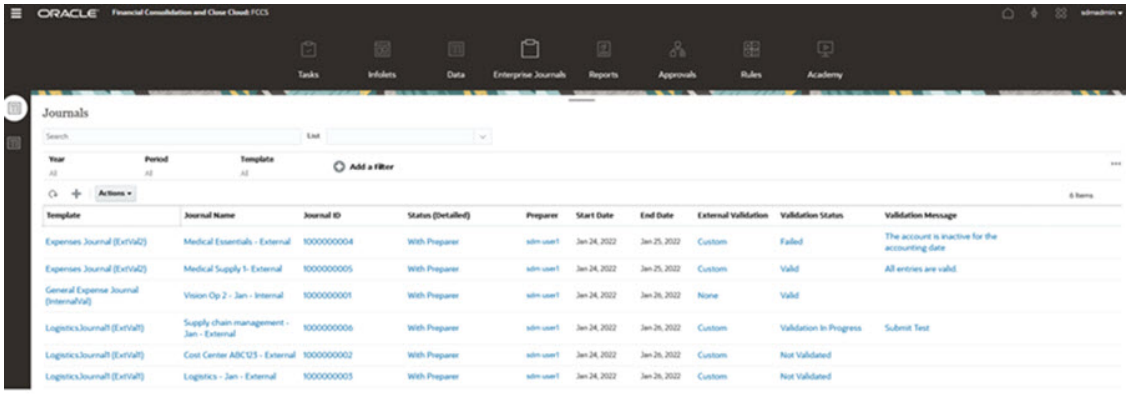
If you are an Administrator, you can see all the available journals in the system, and the user who is working on them.

If you are a user other than an Administrator, you can see all journals active for your role that need your attention.

You can add Enterprise Journal header attributes to the Journal listing page as columns and filter criteria. All standard and custom Journal header attributes (excluding calculated attributes) will be available on the Journal listing page. Additionally, you can use these header attributes in the Journal List reporting within the Operational Dashboard's Enterprise Journals and EPM Report's System Reporting Enterprise Journal List data sources.

> **Note**
>
> On the Journals page, from **Actions** > **Select Columns**, selecting more of the custom header attributes may lead to slower loading time for the records, which could affect performance. Therefore, to improve your experience, it's recommended to limit the number of attributes selected at any given time.

Sample Journals List



To view journals:

1. On the Home page, click **Enterprise Journals**.
2. Click the **Journals** tab on the left.
3. Select a **Year**, **Period**, and **Template**.
4. **Optional:** To search for a journal, in the **Search** field, enter any text or numeric for which to search the Journals list.
5. **Optional:** On the right side of the screen, click the icon and select a view to view the journals in a visual format or as rows and columns. See Working with Views. For example, see Enterprise Journals Example: Customizing the List View for Enterprise Journals.

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6. **Optional:** Create a filter to view the journals. See Working with Filters.
For more information, see Creating Targets for Enterprise Journals and Validating Enterprise Journals.

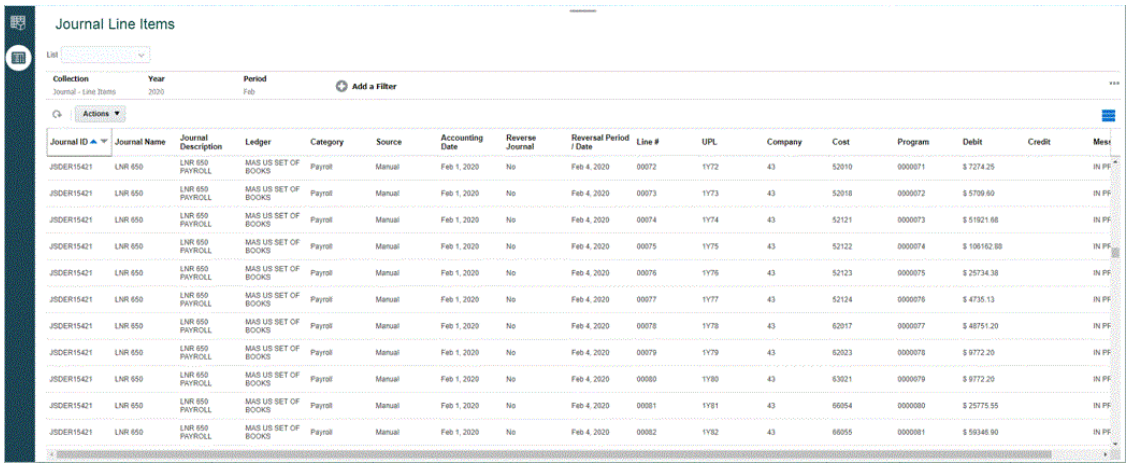
Viewing Enterprise Journal Line Items

The Journals Line Item list enables you to view the journal data collected for a selected Year and Period.

To access Journals line items:

1. On the Home page, click **Enterprise Journals**.
2. From the Journals page, click the **Journals Line Items** tab on the left.
3. To view data, click on a journal row to open it.
4. **Optional:** To search for a journal, in the **Search** field, enter any text or numeric for which to search the list.
5. **Optional:** To filter the list, click the **Filter** icon next to the Search field and specify filter criteria.

Sample Journal List Items



Column Definitions for Enterprise Journals

This section provides the definitions for the Journals columns.

Table 24-1 Column Definitions for Journals

Column Attribute	Description
Accounting Date	Typically used as a header attribute, which determines the accounting period
Ad-Hoc	Indicates whether the journal is ad-hoc or not
Alert	Alert associated with the journal
Approver 1	User, Group, or Team responsible for approving the journal at Approver level 1
Approver 1 (Actual)	User who approved the journal at Approver Level 1

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Table 24-1 (Cont.) Column Definitions for Journals

Column Attribute	Description
Approver 1 (Claimed)	Indicates if the journal is claimed by the Approver Level 1 when the journal is assigned to a team or a group.
Approver 1 (Primary)	User, group, or team that was specified to approve the journal at Approver level 1
Approver 1 End Date (Actual)	Actual end date for the approver
Approver 1 End Date (Assigned)	End date set for the approver
Approver 1 Rejections (Count)	Total count of rejections by the approver
Approvers (Count)	Total count of approvers for the journal
Comments (Count)	Number of comments entered for the journal
Count (Line Items)	Number of line items in a journal
Created By	User who created the journal
Created On	Date and time when the user created the journal
Current Due Date	Due date for the current responsible user
Description	Description of the journal
Direct Integration	Indicates whether integration to Target is a push or not
End Date	Overall due date of the journal
End Date (Actual)	Date when the journal moved to Closed workflow status
Entered Currency	Currency in which the journal entry amounts are recorded
Ever Been Late	Has any Role Ever Been Late (Yes/No) If the Preparer was late, or any Reviewer was late, then Ever Been Late is set to Yes.
Ever Been Late (Approver 1)	Indicates whether approver 1 has ever been late or not.
Ever Been Late (Approver 2)	Indicates whether approver 2 has ever been late or not.
Ever Been Late (Preparer)	Indicates whether preparer role has ever been late or not. For example, assume that the Preparer was on time with the original submission. However, a Reviewer rejected the journal and it's now reassigned to the Preparer. If the Reviewer was late, then Ever Been Late (Preparer) is set to Yes.
External Validation	Indicates whether external validation is performed or not: • None: External validation isn't performed. • Custom: Validates the journal data against the Target ERP system based on the type of external validation that is configured.
Integration Type	Indicates the type of integration to the target ERP system
Journal Description	Description about the journal.
Journal ID	Unique identifier for the journal (unique per period and year combination)

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Table 24-1 (Cont.) Column Definitions for Journals

Column Attribute	Description
Journal Name	Name of the journal
Last Updated By	Name of the user who last updated the journal
Last Updated On	Date and time when the journal was last updated
Late	Late when the current date is greater than the Due Date of the journal
Late (Approver 1)	Approver 1 is late when the current date is greater than the due date for any approver
Late (Approver 2)	Approver 2 is late when the current date is greater than the due date for any approver
Late (Preparer)	Preparer is late when either of the following is true: • The current date is greater than the preparer's due date • The journal is re-opened to the preparer after their due date Once the preparer submits the journal, Late is set to No. If the journal is re-opened to the Preparer after their submission End Date, this attribute is set to Yes. Once the Preparer submits the journal, Late is set to No.
My End Date	End date for the role you have on the journal
My Role	Role that you have on the journal
Period	Period associated with the journal
Post Message	Message returned from ERP after posting
Post Status	Posting status of the journal: • Not Posted: The posting status of a journal that's in preparation or approval stage of its workflow • Ready to Post: The posting status when the workflow stages are completed for a journal and is ready to be processed for posting • Post in Progress: The posting status when the journal is initiated for posting process • Failed: The posting status when the posting process of a journal to the ERP system failed with some errors • Posted: The posted status of a Journal when the data is successfully posted to the ERP
Preparer	User, group, or team who is responsible to prepare the manual journal entries.
Preparer (Actual)	User who prepared the journal
Preparer (Claimed)	Indicates if the journal is claimed by the preparer when the journal is assigned to a team or a group.
Preparer (Primary)	User who is assigned as the Primary Preparer
Preparer End Date	End date when the role must be completed
Preparer End Date (Actual)	Actual end date when the role was completed

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Table 24-1 (Cont.) Column Definitions for Journals

Column Attribute	Description
Rejections (Count)	Number of times the journal was rejected (per user)
Responsible	Name of active user for the journal
Source	Name of the source from where you want to connect to the target ERP system.
Start Date	Overall start date of the journal
Status (Detailed)	Detailed workflow status for the journal
Status (Icon)	Status of the journal indicated by an icon
Target Display ID	Unique identifier of the target
Target Name	Name of the target that contains the definition and properties of the target ERP system to which the journals must be posted
Template	Associated template for the journal
Total (Journal Line Items.Amount)	Total value of amount attribute line items (debit and credit)
Total (Journal Line Items.Credit)	Total value of credit attribute line items
Total (Journal Line Items.Debit)	Total value of debit attribute line items
Validation Message	Shows the results of the last validation attempt
Validation Status	Displays the current validation status. The validation statuses can be: • Not Validated • Ready To Validate • Validation In Progress • Valid: If the Validation passed, the validation status will be displayed in green, and the Validation Message tile will be displayed. • Failed: If the Validation is in a failed status, it will be displayed in red, and the Validation Message tile will be displayed.
Year	Year associated with the journal

Example

The following example shows the workflow.

Sl. No.	Action	Preparer/ Approver	Preparer/ Approver (Actual)	Preparer/ Approver (Primary)	Comments
1	Initial State	PREP_TEAM		PREP_TEAM	Before any claim action - Actual value empty (for Ad-Hoc preparer, the team or group is not applicable, and Preparer (Primary) will show the user that it's assigned to)
2	Barry Mills claims the journal	Barry Mills		PREP_TEAM	User information based on claim action

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Sl. No.	Action	Preparer/ Approver	Preparer/ Approver (Actual)	Preparer/ Approver (Primary)	Comments
3	Barry Mills submits the journal	Barry Mills	Barry Mills	PREP_TEAM	Actual value based on workflow action
4	Admin re-assigns the journal to Susan Chang	Susan Chang	Barry Mills	Susan Chang	Re-assignment impact by admin on columns
5	Journal gets rejected	Susan Chang		Susan Chang	User information based on a workflow rejection
6	Susan Chang submits the journal	Susan Chang	Susan Chang	Susan Chang	User information post workflow rejection

Enterprise Journal Status

The journal workflow status indicates the current state of the journal. The status of a journal changes when you create, submit, or approve the journal.

Table 24-2 Journal Workflow Status

Status	Description
Open with Approver	When a Preparer submits a journal, responsibility passes to the first Approver in the Workflow, and the status changes to Open with Approver. When an Approver approves a journal, responsibility passes to the next Approver in the Workflow, if there is one, and status remains Open with Approver. An email notification is sent to the Approver. If the journal has no other Approvers, the status changes to Closed.
Open with Preparer	When an Approver rejects a journal, responsibility returns to the Preparer, and the status changes to Open with Preparer.
Open with Approver	When a Preparer submits a journal, the reponsibility passes to the Approver defined in the Workflow.
Closed	When all Approvers have approved a journal based on the Workflow, the status changes to Closed.
Overridden	When a journal has been Force Closed, its status changes to Overridden.

The journal validation status indicates the current validation stage of the journal. The journal data needs to be validated before submitting for approval or posting. If the journal is enabled for external validation, corresponding journal's entries is validated against the Target ERP systems.

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Table 24-3 Journal Validation Status

Status	Description
Not Validated	The journal data has not been validated.
Ready To Validate	The journal data is ready for external validation.
Validation In Progress	The journal validation is in progress.
Valid	Journal data has been validated against the External Target ERP system and data is valid.
Failed	Journal data has been validated against the External Target ERP system and validation has failed.

The journal posting status indicates the current posting state of the journal. The journal actions that are available depend on the journal status. For example, if the journal has a status of Approved, the only action available is Post.

Table 24-4 Journal Posting Status

Status	Description
Not Posted	The journal has not been posted to the General Ledger.
Ready To Post	When a journal has been Submitted and Approved based on the Workflow, and has been validated by the system, it is ready to Post.
Post In Progress	The journal post is in progress.
Posted or Failed	Status after the journal posting process. You can view the job status in the Jobs console.

Enterprise Journals Security Roles

The following table lists Enterprise Journals security roles and their access rights.

Table 24-5 Enterprise Journals Security Roles

Role	Access
Service Administrator	System Settings
	Manage Periods
	Dimensions
	Templates
	Filters
	Views
	Currencies
	Journals
	API Export
Power Users	Manage Periods
	Dimensions
	Templates
	Filters
	Views

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Table 24-5 (Cont.) Enterprise Journals Security Roles

Role	Access
Users	Currencies Journals API Export Filters Views Journals

Managing Enterprise Journal Teams

Administrators and Power Users can define teams for Enterprise Journals and provision them with Preparer and Approver roles. Then, rather than assigning individual users to these roles for a journal, the role is assigned to the team. Service Administrators and Power Users can add, edit, and delete teams.

About Teams and Groups

Both teams and groups allow you to create collections of users. The difference is that groups also allow application roles to be assigned. For example, a Group of users could be created with the Reports - Manage application role and this allows all the users in the group to create reports. Because a user's role can be changed by groups, only Service Administrators can manage them. This leads to a more centralized management of groups. In addition, Oracle Identity Cloud Service (IDCS) groups can also be configured so that user membership can be synchronized with the customer's Identity Management tool of choice. For more information about Cloud EPM groups and IDCS Groups, see Managing Groups in *Administering Access Control*. Lastly, two features of Groups that aren't available for Teams are:

- Groups are allowed to be included (nested) within another group
- User assignment and unassignment to Groups is audited

Teams are simply a collection of users. Because they do not grant roles, Power Users (or any user granted permission by a Service Administrator) can administer them. This allows for a more distributed management of teams. For example, management of teams can be done by each client's organization leaders around the globe.

Therefore, you should use groups when you need to assign roles or have a centralized management of your users which can be integrated with your Identity Management if desired or or if you need the nesting or auditing features. You should use teams if you have a more decentralized management of your users and do not need to assign application roles.

Related Topics:

- Creating Teams and Adding Users
- Adding Users to Existing Teams
- Removing Members from a Team
- Editing Team or Member Details
- Deleting Teams

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Creating Teams and Adding Users

To create a team and add members:

1. On the **Home** page, select **Tools**, then **Access Control**, and then select **Manage Teams**.
2. On **Manage Teams**, click **New**.
3. For each team, on **Define Team**, enter the following:
   - **Name**
   - **Description**
   - **Roles**

     Select a module, and then select roles for the team: Preparer or Approver.
   - **Members**

     To add members:

     a. In **Members**, click **Add**.

     b. Enter the partial or full **First Name**, **Last Name**, or click **Search** to select names.

     c. In **Search Results**, click **Add**, or **Add All** to add the selections to the **Selected** list.

     d. Select **Primary User** to have the journals default to a Claimed status with that user.

     > **Note**
     >
     > Other team members can then claim the journal.

     e. Click **OK**.

Adding Users to Existing Teams

To add users to teams:

1. From **Manage Teams**, select a team, then in **Members**, click **Add**.
2. In **Select Users**, enter the partial or full **First Name**, **Last Name**, or click **Search** to select names.
3. Optionally, click **Details** to see information about that user to confirm it's the right user.
4. Select the user and use the arrow keys to **Add** the user to the right hand column, then click **OK**.
5. On **Edit Team**, click **OK**, then in **Manage Teams**, click **Close**.

Removing Members from a Team

To remove members from a team:

1. From **Manage Teams**, select a team, then in **Actions** menu, select **Edit**.
2. Under **Members**, select the user you want to remove and then either click the **X** icon, or under **Actions**, click **Remove**.

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3. Click **OK**, then in **Manage Teams**, click **Close**

Editing Team or Member Details

To edit details about the team or edit member information:

1. From **Manage Teams**, select a team, then in **Actions** menu, select **Edit**.
2. Make changes to the name and description of the team, or the roles assigned. You can also change the list of members of that team or details for an individual team member.
3. Once you are finished making changes, click **OK**, then in **Manage Teams**, click **Close**.

Deleting Teams

To delete the entire team:

1. From **Manage Teams**, select the team to delete, then in **Actions** menu, select **Delete**.
2. At the warning, click **Yes** to confirm the deletion.
3. Click **OK** and in **Manage Teams**, click **Close**.

Managing Dimensions in Enterprise Journals

Related Topics

- Adding Dimensions and Dimension Attributes
- Editing Dimension Attributes
- Deleting Dimension Attributes
- Viewing Enterprise Journals Dimension History
- Importing Dimension Members for Enterprise Journals
- Exporting Dimension Members for Enterprise Journals

Adding Dimensions and Dimension Attributes

The Dimensions page lists all available system dimensions and local dimensions. You can add local dimensions, and add and edit dimension attributes.

To add dimensions:

1. On the Home page, click **Application**, and then click **Enterprise Journals**.
2. Click the **Dimensions** tab on the left.
3. Click **New**.
4. Enter a **Name** for the dimension.
5. **Optional:** Enter a **Description** for the dimension.
6. On the **Attributes** tab, click **Add Attribute**.

   Enter the following values:

   - **Name**: You can enter a maximum of 80 characters
   - **Description**: You can enter a maximum of 255 characters
   - **Attribute Type**:

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- **Text**: You can enter a maximum of 255 characters.
- **Integer**: You can enter values -2147483648 to 2147483647.
- **List**: You can enter value 255.
- **Number**: You can enter values xxxxxxxxxxxxxxxxx.xxxxxxxxx (17 digits and 9 decimal places)

- **Key Attribute**

  Select this option if the attribute is the key attribute.

- **Data Type**

  Select one:

  - **Date**
  - **Date and Time**
  - **Integer**
  - **List**

    Select a method:

    * Click **Add**, and then enter values for the attribute.
    * To import list items from a CSV file, click **Import**, then browse to the CSV file.
    * To export list items from a CSV file, click **Export**, then follow the prompts.

  - **Number**

    If you select Number, select formatting options (The defaults are set in the Preferences section of the System Settings).

    * For **Decimal Places**, enter a value for the number of decimal places to be displayed.
    * Select **Display as Percentage** to display a percent sign.
    * Select **Thousands Separator** to display a thousands separator (for example, 1,000.00). The system displays the thousands separator symbol for the user locale.
    * In **Negative Number**, select how to display negative numbers; for example, (123).

  - **Text** You can enter a maximum of 255 characters.
  - **Multi-Line Text**

    If you select **Multi-Line Text**, enter the **Number of Lines**, from 3 to 50 lines. The default value is 3. Multi-Line Text determines how many lines of text are visible in the journal without scrolling, on the Actions dialog boxes. The maximum length should be 2000 characters. However, the width remains fixed for the text area.

    If you select **Use Value**, the value you entered for the **Number of Lines** will by default also be applicable here. Beyond that, it will be a scrolled text.

    You select the **Required** check box if it is mandatory for the Data Type to hold a value.

  - **True** or **False**
  - **Yes** or **No**

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> **Note**
>
> CSV export of **Yes**/**No** fields and **True**/**False** are shown as below:
>
> * Yes and True = Y
> * No and False = N

- **Default Value**

  The attribute is populated with this value by default, which you can override.

7. Click **OK**.

Editing Dimension Attributes

To edit dimension attributes:

1. On the Home page, click **Application**, and then click **Enterprise Journals**.
2. Click the **Dimensions** tab on the left.
3. Select a Local dimension, then click **Edit**.
4. On the **Attributes** tab, select an attribute, and then click **Edit**.
5. Edit the attribute as needed.
6. Click **OK**.

Deleting Dimension Attributes

Dimension member attributes will be logically deleted instead of physically deleted. Internally, the member attribute will still be retained, but marked as its no longer available for selection. The member attribute information will still be displayed if it was previously set in a journal. When you delete a dimension member attribute, it will no longer be included when creating new Enterprise Journals. However, the dimension member attribute will remain within any existing journal.

If there are no references to the logically deleted member attribute, it will be physically deleted in the next run of the system maintenance job.

To delete dimension attributes:

1. On the Home page, click **Application**, and then click **Enterprise Journals**.
2. Click the **Dimensions** tab on the left.
3. Select a Local dimension, then click **Edit**.
4. On the **Attributes** tab, select an attribute, and then click **Delete**.
5. From the confirmation prompt to delete the attribute, click **Yes**.

Viewing Enterprise Journals Dimension History

For each Enterprise Journal dimension, the system retains a history of the changes made to it; for example, a change in properties or attributes. Each change record includes a history of properties and attributes, any modifications, the modification type, the old and new values, the user who made the change, and the change date. The information on this tab is read-only.

To view dimension history:

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1. On the Home page, click **Application**, and then click **Enterprise Journals**.
2. Select the **Dimensions** tab on the left.
3. Select a dimension and navigate to the **History** tab to view the dimension history.

Importing Dimension Members for Enterprise Journals

Administrators and Power Users can import dimension members from standard flat comma-separated value (CSV) files.

To import dimension members:

1. On the Home page, click **Application**, then click **Enterprise Journals**.
2. Click the **Dimensions** tab on the left.
3. For a dimension, click the **Actions** icon and then click **Members and Attributes**.
4. In **Members and Attributes** window, click the **Import** icon.
5. Click **Browse** and specify the file you want to import.
6. Select one of the following options for **Import Type**:
   - **Replace**: Clears any dimension members in the journal and replaces them with the members from the source file. Any values absent in the source file will be blank after the import process.
   - **Update**: Updates only the members included in the source file. Other members are not affected.
7. Select a **Date Format** from the drop-down list of formats.

   Date formats are not translated. By default, the date format is set to the locale date format of the exported file location.
8. Select a **File Delimiter** for the import file: **Comma** or **Tab**.
9. Click **Import**.

   The Results screen displays the number of imported dimension members.
10. Click **OK**.

Exporting Dimension Members for Enterprise Journals

Service Administrators and Power Users can export dimension members to standard flat comma-separated value (CSV) or XLS files.

To export dimension members:

1. On the Home page, click **Application**, then click **Enterprise Journals**.
2. Click the **Dimensions** tab on the left.
3. For a dimension, click the **Actions** icon and then click **Members and Attributes**.
4. In **Members and Attributes** window, click the **Export** icon.

   The dimension members are exported into a CSV file and downloaded to your system.

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Managing Enterprise Journals System Settings

Related Topics

- Setting Email Notifications in Enterprise Journals
- Setting Preferences for Enterprise Journals
- Setting Approver Level Overrides
- Setting Enterprise Journal Governors
- Using Oracle Cloud Object Storage to Store Enterprise Journal Attachments

Setting Email Notifications in Enterprise Journals

Service Administrators can set up Email Notifications for Enterprise Journal users in **Task Manager** > **System Settings**. For more details, see Enabling Email Notifications.

Setting Preferences for Enterprise Journals

You can specify preferences for the number and cell formats to be displayed for Enterprise Journals. You can specify the number of decimal places to display, how you want to display negative numbers, cell styles, fonts, and colors.

To set Enterprise Journal preferences:

1. On the Home page, click **Application**, and then click **Enterprise Journals**.
2. Click the **System Settings** tab on the left.
3. On the **System Settings** page, click **Preferences**.
4. For **Number Format,** select an option, then select a setting from the drop-down lists of available options:
   - **Decimal Places**
   - **Negative Number**
5. For **Cell Format**, select an option, then select a setting from the drop-down lists of available options:
   - **Cell Styles**
   - **Font**, and then select **Bold**, **Italic**, or **Underline**
   - **Font size**
   - **Text Color**
   - **Background Color**
6. Click **Save**.

Setting Approver Level Overrides

When this setting is on, the number of approval levels can be increased by the ad-hoc journal preparer. By default the last saved value on deployment will be displayed.

To allow the Preparer to add 1 or more Approver Levels to their Ad-Hoc journal:

1. On the Home page, click **Application**, and then click **Enterprise Journals**.

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2. Click the **System Settings** tab on the left.
3. On the **System Settings** page, click **Approver Level Overrides**.
4. The **Ad-Hoc Approver Level Overrides** is turned on by default.



If it is turned on, the approver levels can be edited while creating ad-hoc Journals and approvers can be reassigned by a preparer at any point of time from the journal workflow drawer. Approver levels defined on the template will be the minimum and the Preparer can only add the Approver levels and cannot reduce it.
For more information, see Creating Ad-Hoc Enterprise Journals.

Setting Enterprise Journal Governors

In Enterprise Journals, you can set governors on attributes to improve application performance. The system provides default settings, which you can decrease or increase up to the maximum value. It enforces the maximum limits when objects are created.

For example, you can specify a maximum number of Calculated attributes. When you create Calculated attributes, if the number of attributes is below the maximum value, the system creates the attributes. If the maximum limit has been reached, the attributes are not created and the system returns a validation message that the number is out of range.

To set Enterprise Journal governors:

1. On the Home page, click **Application**, and then click **Enterprise Journals**.
2. Click the **System Settings** tab on the left.
3. Click **Governors**.
4. Specify a maximum value of attributes or leave the default setting:
   - **Maximum Number of Calculated attributes**
   - **Maximum Number of Dimension attributes**
   - **Maximum Number of attributes per Section**
   - **Maximum Number of attributes displayed on Journal Line Items**
   - **Maximum Number of Items displayed in a List** (default is 10000).
   - **Select maximum file upload size (MB)** (default lower limit is 5MB; maximum is 20 MB).
5. Click **Save**.

Using Oracle Cloud Object Storage to Store Enterprise Journal Attachments

You can store attachments for Enterprise Journals in the Oracle Cloud Object Storage instead of the Financial Consolidation and Close database. Object Storage is configured for Enterprise Journals within the Task Manager System Settings. For details on how to setup Object Storage, see Using Oracle Cloud Object Storage to Store Attachments.

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Configuring Periods for Enterprise Journals

Before you can work with journals, you must define the Journal Collection Period (including the Year, and Start, End, and Close dates).

When you deploy a Journal template, the Journal Collection Period must be Open.

Ad-Hoc journals can be posted only to a period that is Open. After a period is Closed, no more postings are allowed for that period.

> **Note**
>
> Posting Status can be updated when a period is locked via the API or file upload.

You must be a Service Administrator or Power User to open, close, or lock journal periods.

To configure periods for Enterprise Journals:

1. On the Home page, click **Application**, and then click **Enterprise Journals**.
2. Click the **Journal Periods** tab on the left.
3. From **Year**, select a Year.
4. From **Period**, select a Period.
5. Specify the **Start Date**, **End Date**, and **Close Date**, then click **Save**.

> **Note**
>
> To clear the entered dates prior to saving, click **Reset**.

To open, close, or lock a period:

1. From the **Journal Periods** list, select a period.
2. From the menu bar or the **Actions** menu, select an action:
   - **Open Period** – Allows new Journal Templates to be deployed and Ad-Hoc Journals to be added to the Journal Period. Users may update their Journals based on their scheduled start date.
   - **Close Period** – No additional Journal Templates can be deployed nor any additional Ad-Hoc Journals can be added to the Journal Period. Users may continue updating the existing Journals.
   - **Lock Period** – No additional updates are allowed on the existing Journal.

Creating Connections for Enterprise Journals

Before you create targets for Enterprise Journal posting, you must create the connections to the Web Services target.

To create connections to external Web services, you must ensure you have access to the Web service to which you want to connect. You must also have URLs for the Web service and any login details, if required.

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To create connections:

1. Login to the source environment.
2. From the Home page, click **Tools**, and then click **Connections**.
3. On the **Manage Connections** page, click **Create**.
4. Click **Other Web Service Provider**.
5. Enter a **Connection Name** and a **Description** for the connection.
6. Enter the **URL** for the target connection; for example, `<https://your-target-erp-host-url.com>`.

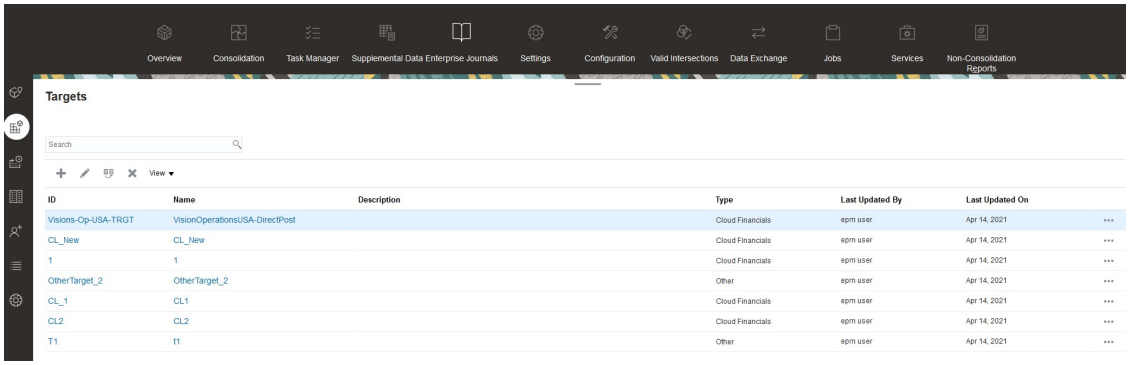
> **Note**
>
> User ID used in the connection must have the following ERP roles to connect and post the Journal data to Oracle Cloud Financials:
>
> - **FUN_FSCM_REST_SERVICE_ACCESS_INTEGRATION_PRIV** - Access FSCM Integration Rest Service
> - **GL_RUN_IMPORT_JOURNALS_PROGRAM_PRIV** - Run Import Journals Program
>
> To verify the Oracle Cloud Financials access, run the URL `https://your-target-erp-host-url.com/fscmRestApi/resources/latest/erpintegrations/describe` on any browser.

7. Enter **User** and **Password** ERP login credentials for the connection, if required. In some cases, such as connecting to Oracle Cloud services, the domain name may need to be prefixed to the user name; for example, `<Identity Domain>.<User Name>`.
8. Click **Save and Close**.

Managing Enterprise Journal Targets

In Enterprise Journals, Administrators can create targets to associate with journal templates. A seeded target named `Financial Cloud` is provided, and you can create new targets.

The Targets page displays a list of the defined targets in the system. It displays the Target ID, Name, Description, Type, Method of Export, Last Updated On, and Last Updated By.



To view the list of Enterprise Journal targets:

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1. On the Home page, click **Application**, and then click **Enterprise Journals**.
2. Click the **Targets** tab on the left.
3. **Optional:** To select columns to display, click **View**, then **Columns**, and select the columns to display, or select **Show All**.

Related Topics

- Creating Target Attributes for Enterprise Journals
- Creating Targets for Enterprise Journals
- Editing Enterprise Journal Targets
- Duplicating Enterprise Journal Targets
- Viewing Enterprise Journals Target History
- Deleting Enterprise Journal Targets

Creating Targets for Enterprise Journals

Before you work with Enterprise Journals, you create Targets that contain the definition and properties of the target ERP system to which to post the journals.

When you create a journal template, you choose the Target to associate with the template from the list of pre-defined Targets.

To create Targets, you must be a Service Administrator or Power User.

Enterprise Journals provides a seeded Target named **Cloud Financials**. You can also add your own Targets.

You specify attributes that are required for the export process in a target, and you can define custom attributes specific to your business requirements. The attributes may be constant in nature or available for mapping in the journal template. Enterprise Journals provides seeded Attributes for the **Cloud Financials** target.

When you create a target, you specify the type of integration to the target ERP system. You can select one of these methods:

- **Cloud Financials** - Uses Direct Integration, a dedicated posting process to the ERP System
- **Other** - You can use EPM Automate commands, or third-party API tools to perform the posting

For the Direct Integration method, you can select to enable or disable automatic Posting by the system. Disabling posting is predominantly used in scenarios where the Cloud Financials ERP is down for some reason and the Administrator would like to turn off post actions, while continuing the workflow levels. In this case, the journals would continue to qualify for Ready To Post and once the ERP is ready, the Administrator could Enable posting.

You can import descriptive flexfields as a part of the import journals scheduled process when Direct Integration is enabled. Descriptive Flexfields are used for customized data capture and usage. They can be of any type, from plain text to values from value sets or some values from tables, date fields, and number fields. For more information about descriptive flexfields, see:

- Overview of Descriptive Flexfields
- Financial Descriptive Flexfields

To create targets for Enterprise Journals:

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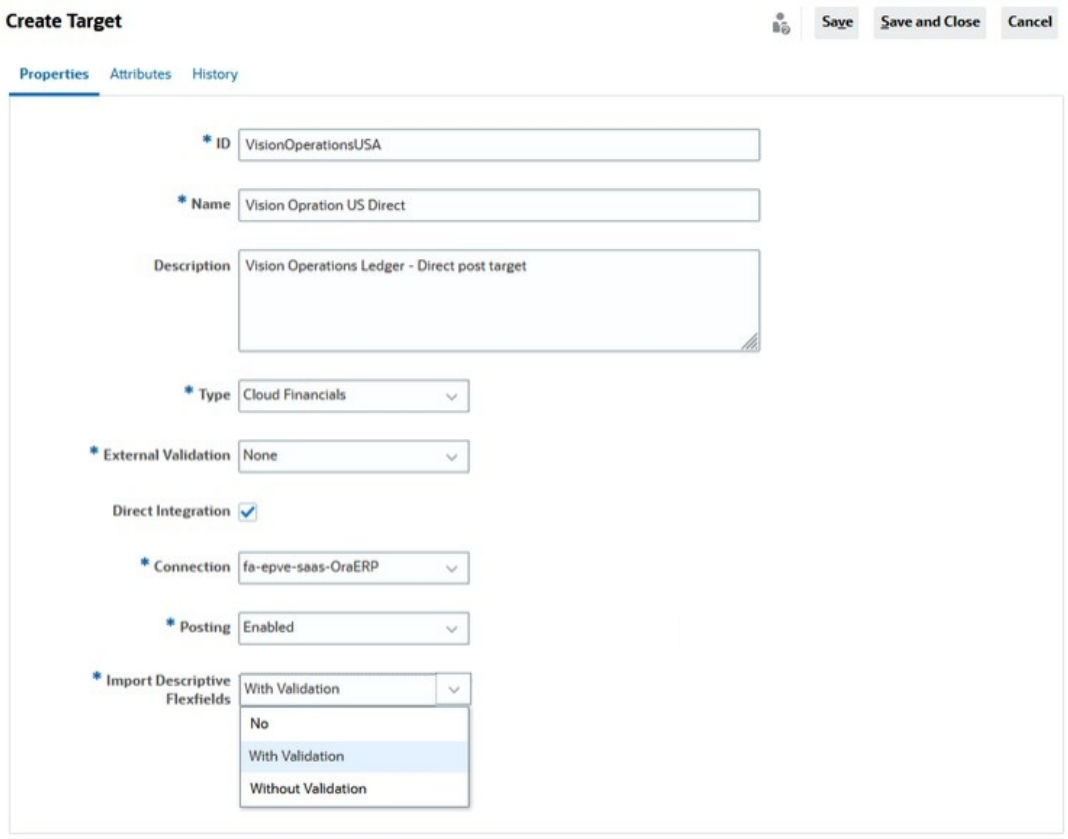
1. On the Home page, click **Application**, and then click **Enterprise Journals**.
2. Click the **Targets** tab on the left.
3. Click the **New** icon.



4. On the **Properties** tab, specify the following information:
   - **ID**: You can enter a maximum of 80 characters.

     Enter a unique identifier for the Target.
   - **Name** - Enter a name for the Target. The Target name is required and will be used when you create a journal template. You can enter a maximum of 80 characters.
   - **Description** - **Optional**. Enter a Target description. You can enter a maximum of 255 characters.
   - **Type** - From the drop-down list, select the type of integration to the Target ERP system, for example **Cloud Financials** or **Other**.
   - **External Validation** - You can select the following from the drop-down list:
     - **None** - If you select this option, no external validation will be performed. Internal Journal validation will still occur by default.
     - **Custom** - If you select this option, you have to validate the journal data against the Target ERP system by configuring the type of external validation you want.

     See also: *Working with EPM Automate* and *REST APIs* guides.
   - **Direct Integration** - If you selected **Cloud Financials** as the Type of integration, the **Direct Integration** check box is checked by default. Direct Integration is a dedicated posting process to the ERP system.

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> **Note**
>
> You must create a custom source called **EPM EJ** at Cloud Financials before performing posting.

- If the Type of integration is **Other**, the Direct Integration option is not available.

  If the Direct Integration check box isn't checked, no job will be triggered after the final workflow stage, and the journal posting status will be **Ready to Post**. You can use EPM Automate commands, or third-party API tools, to perform the posting. You can use APIs to update the status to Failed or Posted. See Enterprise Journals Posting Process.

  See also: *Working with EPM Automate* and *REST APIs* guides.

- **Connection** - The Connections list is only displayed if **Direct Integration** is enabled. From the drop-down list, select a connection from the list of Connections predefined by the Administrator responsible for posting.
- **Posting** - Select a posting option:
  - **Enabled** - The system will post the journal if the Type is **Cloud Financials** and **Direct Integration** is selected.
  - **Disabled** - The system will not post the journal if the Type is **Cloud Financials** and **Direct Integration** is selected.
- **Import Descriptive Flexfields** – Import journal attributes to the descriptive flexfields to Cloud Financials when posting journals. The options available are:
  - **No** - Indicates do not import descriptive flexfields. Value N is passed in the scheduled job parameter during journal direct posting.
  - **With Validation** - Indicates import descriptive flexfields with validation. Value W is passed in scheduled job parameter during journal direct posting.
  - **Without Validation** - Indicates import descriptive flexfields without validation. Value O is passed in the scheduled job parameter during journal direct posting.

> **Note**
>
> Before importing the descriptive flexfields, they must be configured in the Oracle Cloud Financials application.

5. Click the **Attributes** tab to add attributes or click **Save and Close** to save the Target.
   Attributes:
   - **Text**: You can enter a maximum of 255 characters.
   - **Integer**: You can enter values -2147483648 to 2147483647
   - **Number**:You can enter values xxxxxxxxxxxxxxxxx.xxxxxxxxx (17 digits and 9 decimal places)

   See Creating Target Attributes for Enterprise Journals

Creating Target Attributes for Enterprise Journals

You specify attributes that are required for the export process in a target, and you can define custom attributes specific to your business requirements. The attributes may be constant in

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nature or available for mapping in the journal template. You can add, delete, import and export attributes, and arrange the order of the attributes.

Enterprise Journals provides seeded Attributes for the **Cloud Financials** target. If you are not using **Cloud Financials**, you must manually add Attributes.

To create target attributes:

1. On the Home page, click **Application**, and then click **Enterprise Journals**.
2. Click the **Targets** tab on the left.
3. Click **New** or **Edit** to open a target, then select the **Attributes** tab.
4. To add an attribute, click **Add**.
5. Enter a **Name** for the attribute.
6. Select a **Data Type** for the attribute:

   If you selected `Cloud Financials` as the Target Type, the attributes and their types will be loaded by default. You may include or exclude them, and add or delete additional attributes as needed.

   These Data Types are supported:

   - **Date** - The default date is pre-loaded from your user preferences, but can be changed for the attribute.
   - **Integer**
   - **Number** - Note that numbers are always formatted with a decimal point.
   - **Text**
   - **True/False**
   - **Yes/No**

   After you associate a Target with a template, you cannot change the attribute Types.
7. **Required** - Select whether the attribute is required.

   If you selected **Cloud Financials** as the Target Type, the required parameters are loaded by default
8. **Field Type** - Select a field type for the attribute:
   - **Debit**
   - **Credit**
   - **Amount**

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> **Note**
>
> You can run validations on Debit/Credit and Amounts total to ensure proper data entry. Setting Debit and Credit columns as Required will force you to enter data for both the columns. Hence, don't set Credit and Debit as Required if the journal has two column Credit Debit entry.
> There are two validations – that is, the users can create Journals with a two column Debit Credit or a single column Amount. If the journal has Debit and Credit columns, the validation will ensure that:
>
> – The total of Debit and Credit columns should match. If it doesn't, you get the following error message when you run Validation:
> *Debit Credit Total: Not Matched*
>
> – You can't enter values to both Debit and Credit columns in a single row. It should be blank. If you enter values for both Debit and Credit columns in the same row, you get the following error message when you run Validation:
> *Invalid Debit Credit Entry at row number <row#>. Enter either Debit or Credit*
>
> But, if the journal has a single Amount column, the validation will confirm that the total of Amount columns is 0. Otherwise, when you run Validation, the following message displays:
>
> *Amount Total: Not Matched: Invalid Total. The total amount should be zero.*

9. **Format** - Select formatting properties, for example, select a date format (MM/DD/YYYY), or use the **Default** format.
10. **Set Value** - From the drop-down list, select an attribute value:
    - **Explicit**

      If you select **Explicit**, enter a constant in the **Value** column.
    - **Mapped**

      If you select **Mapped**, the **Value** column will be available for mapping in the template.
    - **System**

      These System values can be explicity assigned for Set Values:

      – **Year**: Year of Journal collection
      – **Period:** Period of Journal collection
      – **Start Date**: Effective Start Date of Journal
      – **End Date (Actual)**: Effective End Date
      – **End Date**: Current End Date as used in Journal Listings
      – **Preparer Name**: First Name / Last Name
      – **Preparer User ID**: Login ID
      – **Journal ID**: Journal Identifier
11. **Optional:** To import attributes, click **Import**, then browse to select the CSV file, and click **Import**.

    The CSV file must have this format:

    ```
    Name,Datatype,Required,Format,Set Value,Value
    ```


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Example: `Journal Name,Text,Yes,Default,Mapped,,`

The import option is Replace All, which replaces data with the data from the source file.

12. **Optional:** To export attributes, click **Export**, and select a location for the export file.
13. **Optional:** To arrange the attributes in the order to be exported to the ERP, use the **Move to Top**, **Move Up**, **Move Down**, and **Move to Bottom** icons.
14. To delete an Attribute, select the Attribute and click **Delete**.
15. Click **Save and Close** to save the Target.

Editing Enterprise Journal Targets

You can edit an existing Enterprise Journal target and modify properties and attributes.

You cannot modify the attribute datatype, the Required target attribute parameters, or the Set Values of an attribute after they have been associated with a template.

If you attempt to delete a target attribute, the system will display a warning that attributes are shared across all Templates and deleting the attribute will delete it across all templates.

When the attribute is included in a section that is deployed to any period, the system will display an error message that the attribute cannot be deleted as it is referenced in the journal.

To edit a target:

1. On the Home page, click **Application**, and then click **Enterprise Journals**.
2. Click the **Targets** tab on the left.
3. Select a target, then from the menu bar, select **Edit.**
4. Edit properties as needed, then click **Save and Close**.

Duplicating Enterprise Journal Targets

You can duplicate an existing target and then modify it instead of creating a new one and redefining the properties.

To duplicate a target:

1. On the Home page, click **Application** and then click **Enterprise Journals**.
2. Select a target, then from the menu bar, select **Duplicate**.
3. Edit the target as needed, and then click **Save and Close**.

Viewing Enterprise Journals Target History

For each Enterprise Journal Target, the system retains a history of the changes made to it; for example, a change in properties or attributes. Each change record includes a history of Target properties and attributes, any modifications, the modification type, the old and new values, the user who made the change, and the change date. The information on this tab is read-only.

To view target history:

1. On the Home page, click **Application**, and then click **Enterprise Journals**.
2. Select the **Targets** tab on the left.
3. Select a target, navigate to the **History** tab, and view the target history.

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Deleting Enterprise Journal Targets

You can delete Enterprise Journal targets that you no longer need.

To delete targets:

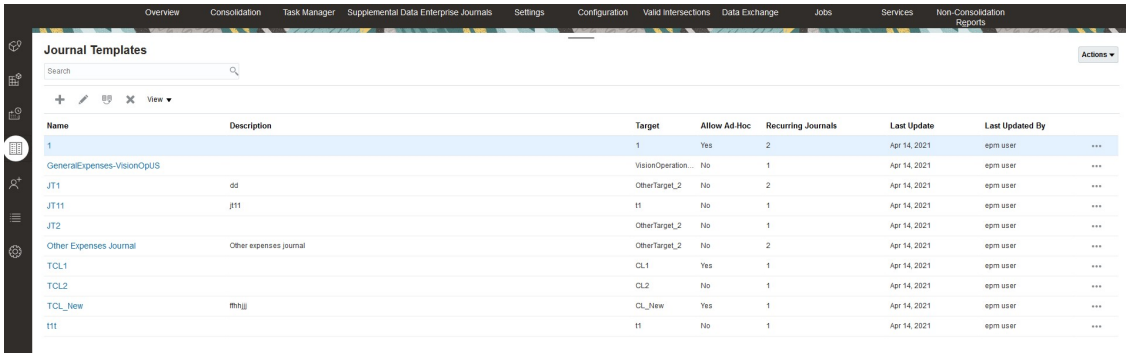
1. On the Home page, click **Application**, and then click **Enterprise Journals**.
2. Click the **Targets** tab on the left.
3. Select a target, then from the menu bar, select **Delete**.
4. Click **Yes** to confirm that you want to delete the target.

Managing Enterprise Journal Templates

You can create a journal template for journals that have common information, such as entities or accounts. Then you can use the template to create journals with similar information.

From the Templates page, you can view a list of all of the Recurring and Ad-Hoc journal templates that you have in the system. It also displays the Last Updated date for changes made to a template, the user who last updated the template, the Target, whether Ad-Hoc journals are enabled for the template, and the number of Recurring Journals defined in the workflow for the template.

You can use the Search function in a Templates list to quickly find templates. You can enter full or partial names on which to search.



To view the list of journal templates:

1. On the Home page, click **Application**, and then click **Enterprise Journals**.
2. Click the **Journal Templates** tab on the left.
3. Click a template to open and view it.
4. **Optional:** To select columns to display, click **View**, then **Columns**, and select the columns to display, or select **Show All**.
5. To search for a template, enter search criteria in the Search text box.

Creating Enterprise Journal Templates

Journal templates simplify the journal creation process and are useful for journals that need to be created for every period.

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To create and work with Enterprise Journal templates, you must be an Administrator or Power User.

When creating templates, you must specify whether the template can be used for creating ad-hoc journals, select the users who are allowed to create them, and predefine the approver routing for ad-hoc journals. Individual users, teams, or groups can be defined as approvers and the approval path can be assigned to preparers of ad-hoc journals.

To create Enterprise Journal templates:

1. On the Home page, click **Application**, and then click **Enterprise Journals**.
2. Click the **Journal Templates** tab on the left.
3. Click **New**.
4. On the **Properties** tab, provide the following information:
   - **Name** - Enter a unique template name. You can enter a maximum of 255 characters.
   - **Description** - (**Optional**) Enter a description. You can enter a maximum of 255 characters.
   - **Section**:
     - **Name**: You can enter a maximum of 80 characters.
     - **Column**
   - **Target** - From the drop-down list, select a Target from the list of supported targets defined by the Administrator.

Specifying Enterprise Journal Instructions

Administrators can provide instructions on how to use the journal. Instructions can include text, attached files, and links to files in document repositories. The maximum file size is limited to 20 MB.

To specify Enterprise Journal instructions:

1. On the Home page, click **Application**, and then click **Enterprise Journals**.
2. Click the **Journal Templates** tab on the left.
3. Click **New** or **Edit** and then select the **Instructions** tab.
4. In **Instructions**, enter instruction text.

To add a reference to a file:

1. In the **References** section, click **Add**.

   To delete a reference, select the reference, and then click **Delete**.
2. Select a reference type:
   - **Local File**—Browse the local file system and select a file. You must specify a Reference Name. Click **OK** to upload the file to the system and store it with the form template.
   - **URL**—Enter an external URL reference and specify a Reference Name. Click **OK** to store the URL in the application.

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Working with Enterprise Journal Template Sections

When you create an Enterprise Journals template, it includes predefined Sections for the Header and Line Item Details.

The Journal Header stores the header attributes and their properties as data records in columns. Journal Line Item Details stores the Line Items as data records in rows.

The Header (for example, Journal Name, or Journal Description) and Line Item Details (for example, Account, Debit, Credit) are displayed on the Journals List page. You can edit the names of the Header and Line Item Details if needed.

To edit template sections:

1. On the Home page, click **Application**, and then click **Enterprise Journals**.
2. Click the **Journal Templates** tab on the left.
3. From a template, select the **Sections** tab.
4. Click **Edit** and edit the names as needed.
5. Navigate to the other tabs and enter information as needed.

Enterprise Journal Template Sections: Columns Tab

When you create an Enterprise Journals template, it includes predefined Sections for the Header and Line Item Details.

The Journal Header stores the header attributes and their properties as data records in columns.

The following Attribute Columns are predefined in the Header section. You cannot edit or delete predefined attributes, however you can exclude them from a template.

Table 24-6 Header Attribute Columns

Name of Attribute	Type	Details
Journal ID	Text	Unique Journal Identifier - internal and defined in the workflow
Journal Name	Text	Name of the Journal (unique for Header)
Journal Description	Text	Description of Journal
Entered Currency	List	Entered Currency
Accounting Date	Date	Effective Date of the Journal Entry

Table 24-7 Line Item Details Attribute Columns

Name of Attribute	Type	Details
Line Number	Text	Line Item index (unique per line)
Account	Text	Line Item Account
Debit	Number	Debit Amount (Two Decimals, Thousand Separated)

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Table 24-7 (Cont.) Line Item Details Attribute Columns

Name of Attribute	Type	Details
Credit	Number	Credit Amount (Two Decimals, Thousand Separated)
Line Description	Text	Description of the Line Item entry
Amount	Number	Amount (Two Decimals, Thousand Separated)

> **Note**
>
> Only one option of either Debit/Credit or Amount attribute can be selected for a particular journal Template.

> **Note**
>
> - The default Debit/Credit and Amount attributes have default validation logic associated with them to ensure the journal is balanced across all lines based on those attributes.
> - For Debit/Credit the user cannot put a value into both fields on the same journal line.

To specify **Columns** information:

1. Open an Enterprise Journals template.
2. From template **Sections**, double-click **Header** or **Line Item Details**.
3. Select the **Columns** tab and edit information as needed.
4. From **Columns in Layout**, select the number of columns for sections. The maximum is 3 columns.
   - **Included** - Select the attributes to be included for display. To exclude an attribute, uncheck the Included checkbox.

     Note: Predefined attributes have a Key icon enabled.
   - **Name** - The name of the attribute. You can enter a maximum of 255 characters.
   - **Dimension** - The column from an attribute of a specific dimension. Read-only.
   - **Data Type** - The corresponding data type for the attribute. Read-only.
   - **Display Width** - For Line Item Details, select the column width in the Journal when rendered.
     - **Small**: Fixed pixel width of 70
     - **Medium**: Fixed pixel width of 100
     - **Large**: Fixed pixel width of 300
     - **Size to Fit**: Fit the width of the column based on the longest text in the rows
     - **Custom**: Specify a width. Minimum value: 20. Maximum value: 999.
   - **Total** - For Line Item Details, the total method for the attribute. Read-only.

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- **Total Row** - For Line Item Details, select how the Total row should be displayed: **Top**, **Bottom**, or **None**.
- **View Only** - Select whether the column is for view only.

5. **Optional**: To add new attributes to a Journal Template Section, click the **Add** (**+**) icon, select **Add Attribute** and specify the attribute information.
   - **Add Attribute**: Go to step 6.
   - **Add Attribute from Dimension**:
     a. Select a **Dimension**.
     b. Select attributes from the **Available Attributes** list and **Move** them to the **Selected Attribute** list.
     c. The system includes the key attribute of the dimension as a Selected Attribute. You cannot clear the key attribute.
     d. Click **OK** and then **Save** or **Save and Close**.
6. If you selected **Add Attribute**, on **Create New Attribute**, enter the **Properties** tab information:
   - **Name**: You can enter a maximum of 80 characters.
   - **Description**: You can enter a maximum of 255 characters.
   - Specify the **Attribute Type**:
     – **Text**: You can enter a maximum of 255 characters.
     – **Integer**: You can enter values -2147483648 to 2147483647
     – **List**: You can enter value 255
     – **Number**: You can enter value xxxxxxxxxxxxxxxxx.xxxxxxxxx (17 digits and 9 decimal places)

     Changing the Attribute Type overrides previously specified Validations or Calculations. You cannot change this setting after the attribute is created.
     – **Input**: Input is the default, and the **Validations** tab is enabled.

       For periods that have been opened and form instances created, the modified validation rule does not apply. Changes made apply only to new form instances.
     – **Calculated**: If type is Calculated, then the **Calculated** tab is enabled.
   - **Data Type**

     Select one:
     – **Date**
     – **Date and Time**
     – **Integer**
     – **List**

       Click **Add** and enter values for the attribute. List is local to the collection and can't be shared among other collections.
     – **Number**

       If you select Number, select formatting options to override the defaults set in the Preferences section of System Settings.

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> **Note**
>
> You can only enter numeric values for this attribute.

  - For **Decimal Places**, enter the number of decimal places to display.
  - Select **Display as Percentage** to display a percent sign.
  - Select **Use Thousands Separator** to display a thousands separator (for example, 1,000.00). The system displays the thousands separator symbol for the user locale.
  - In **Currency**, select the currency. For example, INR.
  - In **Negative Number Format**, select how to display negative numbers; for example, (123).
  - To scale a number, in **Scale**, select from 1000 to 1000000000000.
- **Text** (255 characters maximum)
- **True** or **False**
- **Yes** or **No**

- **Required**

  If the attribute is required, you must enter a value in this field during data entry.

- **Use Value**

  If Use Value is populated, the system applies the value entered by the designer for any record created by the user.

  You can change the default value during data entry.

7. Click **OK** to save the attribute.

   You must save the attribute before including it in a calculation.

8. To continue adding an attribute:

   - If you selected **Input** for the Attribute Type, then select the **Validations** tab.

     To add a conditional expression:

     You can create a special validation rule for the value entered by the user.

     a. Click **Add**.
     b. Select an Operand and enter Value1 and Value2.
     c. If you need a second condition, select from the following lists:
        - **Conjunction**; for example, And, Or
        - **Operand**; for example, Equals, Between, Does not Equal, Greater than, Is blank, Is not blank, Less than, Not between
        - **Value1** and **Value2**
     d. Click **OK**.

   - If you selected **Calculated** for the Attribute Type, then select the **Calculations** tab.

     The following section is an example of how to add a calculation attribute.

     a. Create a Journal Template with these attributes:

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Int1 Input and Data Type: Integer. Click **OK**, and from **Edit Journal Template Section**, select Int1 as a Key Identifier.

TextInput: Input and Data Type: Text.

b. To use the attribute in TextCalc, save the data.

c. Create an attribute **TextCalc**: Calculated and Data Type: Text.

d. On the **Calculations** tab, enter the following fields:

i. **Calculation Type**: Select **Scripted**.

ii. **Add Function**: Select **TextLocation**, and then click **Add**.

iii. INSTRING(<Value>, <Value To Search>) is added to **Calculation Definition**.

iv. Click <Value> and either enter a value (enclosed in single quotation marks and case sensitive), or, in **Add Attribute**, select an attribute, **TextInput**, and then click **Add**.

<Value> changes to {TextInput}.

v. Replace <Value to Search> with 'tion'

Ensure that you replace <*xxx*> with single quotation marks: 'xxx'.

Example INSTRING({TextInput}, 'tion')

9. To add a calculation expression, select a data type and calculation type as described in the following table, and then click **OK**.

10. Click **OK** to save your changes.

Table 24-8 Data Type and Calculation Type

Data Type selected on Properties Tab	Calculation Type	Description
For all data types	**Assign Value to List**, and then select the **Attribute** value. You must have saved the List attribute values.	Return an attribute value based on the assignment to a List member.
For all data types	**Conditional**	For a given attribute, return attribute value A if specified conditions have been met. If the conditions have not been met, return attribute value B.
List	**Assign List To Value**	Based on the value of an attribute, return the related member from the list.
Numeric, Integer	**Formula**	Calculate an attribute using common mathematical expressions. Example: (A+B)/C
Numeric, Integer	**Round**	Round attribute to the specified number of digits. The default is 2.
Text	**Concatenate**	Paste together text attributes. This includes literal strings and automatically converting non-text attributes to strings. Example: First_Name+" "+Last_Name+":"+Birth_Date
Integer, Number, Text	**Scripted** See the following section: **Scripted Functions**	A free-form scripted calculation. Scripted is available for attributes of type Integer, Multi-line Text, Number, or Text.

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11. Click **Save**, **Save and Close**, or **Close**.

Scripted Functions

- **Absolute Value**: Returns the absolute value of a specified number. If a number is less than zero, the positive value of the number is returned. If the specified number is equal to or greater than zero, the specified number is returned.

  `ABS(<Number>)`

- **Add Month**: Returns a date offset a specified number of months from the starting date. The date will always fall in the specified month offset. If the starting date has a day value beyond what is in the offset month, the last day of the offset month will be used. For example, EDate (31-Jan-2017, 1) returns (28-Feb-2017). For Months, enter the number of months before or after the start date. A positive value for months yields a future date. A negative value yields a past date.

  `ADD_MONTH(<Start Date>, <Months>, <Length>)`

  Example: `ADD_MONTH(DATE(2017, 2, 15) 3)`

- **Date**: Returns a date value based on specified integer values for the year, month, and day.

  `DATE(<Year>, <Month>, <Day>)`

- **Date Difference**: Returns the difference in days, hours, minutes, or seconds between two dates. For DATE 1 and DATE 2, the values TODAY and NOW can be used, which denote the current date (with no time component) and date-time, respectively.

  `DATE_DIFF(<Date1>, <Date2>, <Type>)`

  Example: `DATE_DIFF('TODAY', {Preparer End Date}, 'DAYS')` or `DATE_DIFF({Preparer End Date}, 'NOW', 'HOURS')`

- **Day**: Returns the day value of a date as an integer number

  `DAY(<DATE>)`

- **Extract Text**: Returns the substring within the value, from the positions specified.

  `SUBSTRING(<Value>, <Location>, <Length>)`

  Example: `SUBSTRING( {Name} , 5, 10)`

- **If Then Else**: Allows the user to insert a conditional calculation into the scripted calculation. IF_THEN_ELSE calculations can also be nested to support ELSE IF type calculations.

  `IF_THEN_ELSE(<Condition>, <Value1>, <Value2>)`

  Example:

  ```
  IF_THEN_ELSE( {Risk Rating} = 'Low', 'Good',
  IF_THEN_ELSE( {Risk Rating} = 'Medium', 'Better',
  IF_THEN_ELSE({Risk Rating} = 'High', 'Best','Bad')))
  ```

- **Length**: Takes a text value as a parameter and returns an integer which is the number of characters in the text. If the value is empty/null, the calculation will return 0.

  `Length ({<attribute>})`

  Example: `LENGTH('Value')` would return 5, and `LENGTH({Name})` would return the number of characters in the name of the object.

  Use the calculation with SUBSTRING to extract the last four characters of a text value.

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```
SUBSTRING( {MyString}, LENGTH ({MyString}) - 4
```

- **Lowercase**: Returns the value in lower case.

  `LOWERCASE(<Value>)`

  Example: `LOWERCASE( {Description} )`

- **Maximum**: Returns the maximum value from a list of attributes. There can be any number of parameters.

  `MAX(<Value1>, <Value2>, ..., <ValueN>)`

  Example: `MAX( TRANSLATE( {Source System Balance (Entered)}, 'USD', 'Accounting'), TRANSLATE( {Source System Balance (Functional)}, 'USD', 'Accounting'), TRANSLATE( {Source System Balance (Reporting)}, 'USD', 'Accounting') )`

- **Minimum**: Returns the minimum value from a list of attributes. There can be any number of parameters.

  `MIN(<Value1>, <Value2>,<ValueN>)`

  Example: `MIN( TRANSLATE( { Balance (Entered)}, 'CAD', 'REC'), TRANSLATE( {Balance (Functional)}, 'CAD', 'REC'), TRANSLATE( {Balance (Reporting)}, 'CAD', 'REC') )`

- **Month**: Returns the month value of a date as an integer number (1-12).

  `MONTH (<DATE>)`

- **Power Of**: Raises one number to the exponential power of another.

  `POWER(x,y) where x=BASE NUMBER,and y=EXPONENT` and x and y can be attributes or calculations, as long as they are numeric.

  Example: `POWER(3,4)=81`

  > **Note**
  >
  > Fractional values will reduce the number to its root. For example, `POWER(27, 1/3) = 3` the cube root.
  > Negative values will perform an inverse of the exponential calculation. For example, `POWER(2, -2) = 1 / (2^2) = 1 / 4 = .25`.

- **Round**: Returns the value rounded to the decimal places specified.

  `ROUND(<Value>, <Decimal Places>)`

  Example: `ROUND( ({Scripted Translate} /7), 4)`

- **Text Location**: Returns the location of the substring within the attribute value, starting at 1 as the first position.

  `INSTRING(<Value>, <Value To Search>)`

  Example: `INSTRING( UPPERCASE( {Name} ), 'TAX' )`

- **Uppercase**: Returns the value in upper case.

  `UPPERCASE(<Value>)`

  Example: `UPPERCASE( {Name} )`

- **Year**: Returns the year value of a date as an integer number.

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```
YEAR (<DATE>)
```

Enterprise Journal Template Sections: Group By Tab

You can specify how to group journal template attribute columns.

To specify Group By information:

1. Open an Enterprise Journal template.
2. From the template Sections, click the **Group By** tab.
3. Click the Columns, and then select or view the following columns:
   - **Include** - Select the columns to be included.
   - **Group By** - Select the columns by which the data should be grouped.
   - **Name** - Name of the column
   - **Dimension** - Column from an attribute of a specific dimension (read-only)
   - **Data Type** - Corresponding data type for the column (read-only)
   - **Total** - Total method for the attribute
4. To save your changes, click **OK**.

Enterprise Journal Template Sections: Mapping Tab

You use the template Mapping tab to link the templates to the targets and define the mapping between template and target attributes.

When you create targets, you specify whether the values are Explicit or Mapped. The targets that you specified with Mapped values are available for mapping from the template.

> **Note**
>
> As a best practice, clear the browser cache and re-login before creating or editing mapping.

To specify mapping for Enterprise Journal templates:

1. Open an Enterprise Journal template.
2. From the template Sections, select the **Mapping** tab.
3. **Name** - the name of the target attribute.

   For Type - Financials Cloud and Method - Direct Integration, attributes will be preloaded.
4. **Data Type** - the Data Type defined for the attribute in the target. This information is read-only.
5. For **Required**, specify **Yes** or **No** if the attribute is required.
6. **Set Value** - displays the defined Explicit and Mapped targets.

   Targets defined with Explicit values are read-only.
7. **Journal Attribute** - If the Set Value is **Mapped**, from the drop-down list, select an available attribute.
8. To save your changes, click **OK**.

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Enterprise Journal Template Sections: History Tab

The History tab displays changes to the template sections, including the user who modified it, the date, the type of modification, and old and new values.

To view the History tab:

1. Open an Enterprise Journal template.
2. From template Sections, navigate to the **History** tab.
3. View the template section history, then to return to the **Sections** tab, click **OK**.

Specifying Enterprise Journals Workflow Parameters

In an Enterprise Journals template, you use the **Journals** tab to specify the journal workflow parameters, including the Start and End dates, and workflow users.

Based on the Template "Schedule From" setting, you set the Start Day Offset according to when you would like the journal to be available. The journal remains in Pending status until that date is met. For example, you could set the journal Start Day Offset as -25 to allow the journals related to that template and period to be available 25 days before the Period End date. The End Date uses the Start Date and adds the Duration you assigned on the Template for the Preparer and Approver roles.

Note that an Ad-Hoc journal can be created any time, however the Start and End dates are still assigned according to the Template settings. The day on which you create the Ad-Hoc journal has no relation to the Start and End dates.

The Late notification for a journal starts once the End Date has passed.

Administrators can predefine the approval workflow paths for ad-hoc journals to allow preparers to easily select an approval path when creating or editing ad hoc journals. Individual users, teams, or groups can be defined as approvers and the approval path can be assigned to preparers of ad-hoc journals.

> **Note**
>
> Optionally, the administrator can set the **Ad Hoc Approver Level Overrides** option in **System Settings** to enable or disable the preparer from selecting an approver level when creating ad-hoc journals.

To assign the journal workflow:

1. On the Home page, click **Application**, and then click **Enterprise Journals**.
2. Click the **Journal Templates** tab on the left.
3. Click a journal row and click the **Edit** icon to open the journal in edit mode.
4. Click the **Journals** tab.
5. In **When to Start**, select values from the drop-down lists:
   - **Schedule from**:
     - **Start Date** - The start date of the period.
     - **End Date** - The end date of the period.

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  - **Close Date** - The closing date specified for the period.

- **Start day Offset** - Number of days before or after the **Start Date**, **End Date**, or **Close Date** that the data collection date is authorized to begin. It can be a positive or negative number. For example, you can prepare data a few days before the start day, and set -3 for the collection to start 3 days from then.

6. In **Workflow**, select values for the following:

   - **Workflow option** - Select an option:
     - **Prepare**
     - **Prepare and then Approve**
     - **Prepare, then Approve, and then Post**
     - **Prepare and then Post**
     - **Post**
   - **Level of Approval** - Select up to 10 levels of Approvers.
   - **Approver View Access** - Select an option:
     - **Always** - Allows approvers to view journal data even before it is submitted by the Preparer
     - **Workflow** - Allows Approvers to view journal data only when they are responsible based on the workflow. This is the default option.

       If the data is not available for the Approver to view based on the workflow, the system displays an error message that they cannot view the journal content as it has not been promoted to their level within the workflow.
   - **Lock Data on Post**—**Optional**. Select this option for the system to restrict the Reopen and Redeployment functionality after a journal is closed for its workflow and posted to the ERP successfully. This ensures that the data will not be impacted.

     This option is only available on these Workflow options: **Post**, **Prepare - Post**, **Prepare - Approve - Post**.
   - **Duration for** - The maximum number of days allowed for a specific action per user.

     This data determines the scheduled completion date for submission, approval, and posting depending on the workflow option.
   - **Post after Preparation** - If this option is selected, then the journals created based on this template can be posted as soon as the preparation is done. This option is only available when you select **Prepare and then Approve** as the **Workflow option**.

7. In the **Users** section, the following options are available: **Journals** and **Ad-Hoc**. You can define Workflow and Viewer user assignments for Journals or to Ad-Hoc. You can add users in the enabled fields.

   - Click **New**.
   - To add user:
     - For **Journals**, select a **Workflow**, then select users, or groups for the **Preparer** and **Approver**. The Workflow member selector is dynamic based on the workflow dimension selected.
     - For **Ad-Hoc**, define the approver paths, as well as preparers and approvers for each path. Click **New** to add additional approver paths. An individual user, team, or group can be defined as a preparer or approver.

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- Click on **Search** to display the **Search Results**. You can use this option to Add or Remove users.

> **Note**
>
> **Allow ad-hoc** option appears under the **Workflow** tab and will not be displayed by default. It will be populated only when the number of the ad-hoc user list is greater than 0. If the list is empty then this option will be turned off.

- To import users from a CSV file, click **Import**:
  - Click **Browse** to select the file.
  - For **File Delimiter**, select **Comma**, **Tab**, or select **Other**, then enter a delimiter.
  - Click **Import**.

> **Note**
>
> The **Export/Import** file format allows to include the **Allow ad-hoc** option on a transaction.

- To reset all parameter overrides to the default settings, click **Reset**.
- To remove a user, select the user, then from the menu bar, click **Delete (X)**.

Specifying Enterprise Journal Questions

An Administrator can specify questions for journal users and specify whether they are required. Questions are automatically grouped with roles.

To specify questions in journal templates:

1. On the Home page, click **Application**, and then click **Enterprise Journals**.
2. Click the **Journal Templates** tab on the left.
3. Click the **Questions** tab.
4. Enter the following information:
   - **Question**: You can enter a maximum of 2000 characters.

     Enter a question that prompts the user for the response.
   - **Data Type**

     Select a question type:
     - **Text**: You can enter a maximum of 4000 characters.
     - **Date**
     - **Date and Time**
     - **List**: You can enter value 255.

       Click **Add** and enter values for the attribute.
     - **Integer**: You can enter values -2147483648 to 2147483647.
     - **Number**: You can enter value xxxxxxxxxxxxxxxxx.xxxxxxxxx (17 digits and 9 decimal places).

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If you select Number, select formatting options:

* For **Decimal Places**, enter the number of decimal places to display. The default value is defined in System Preferences.
* Select **Thousands Separator** to display a thousands separator (for example, 1,000.00). The system displays the thousands separator symbol for the user locale.
* From **Currency**, select the currency. For example, (INR).

  If no currency is selected, the amount is not translated.
* From **Negative Number**, select how to display negative numbers; for example, (123).

– **True** or **False**

– **Yes** or **No**

- **Role**—Specifies the role that the question is for.
- **Required**—Determines whether the question is mandatory or optional.

To delete questions:

1. From an Enterprise Journal template, click the **Questions** tab.
2. Select a question and click **Delete**.

Setting Enterprise Journal Template Access

On the Enterprise Journal template Access tab, you determine which users are authorized and what functions they perform on the journal.

- The top panel of the Access tab shows the list of users with View access.
- The bottom panel displays the journals that the user has access to.

You can import lists of viewers in CSV files to quickly assign access to multiple users. Viewers can be users, groups, or teams. You then use the View option to determine the stage at which they can access a journal. You can also export the list of users for analysis by administrators.

> **Note**
>
> You can now make Ad-hoc user and viewer assignments even when there are no recurring journals defined on the template.

To add access:

1. On the Home page, click **Application**, and then click **Enterprise Journals**.
2. Click the **Journal Templates** tab on the left.
3. Select the **Access** tab.
4. In **Viewers Access**, select a user, group, or team.
5. Select **Allow Ad Hoc** if the specified user needs to be allowed to view Ad-Hoc Journals.
6. From **Journals**, select the journals for which to grant access.
7. Select a **View Option**:

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- **Always** - You can view the data at any time even if the data entry is not complete or has not been submitted for approval.
- **After Submission** - You can view the data as soon as the data is submitted, even before it has been approved.
- **After Approval** - You can't view the data until after all levels of approvals are granted.

8. **Optional**: To load Viewer Access for multiple users from a CSV file:
   a. From the menu bar, click **Import**.
   b. Browse to select the file.
   c. For **Import Type**, select **Replace All** or **Update**.
   d. For **File Delimiter**, select **Comma**, **Tab**, or select **Other**, then enter a delimiter.
   e. Click **Import**.

Viewing Enterprise Journal Template History

The History tab displays changes to the Enterprise Journal template. It displays the fields that were created or updated, the modification type, the old and new values, the user who made the modification, and the change date. The information on the History tab is read-only.

To view Enterprise Journal template history:

1. On the Home page, click **Application**, and then click **Enterprise Journals**.
2. Click the **Journal Templates** tab on the left.
3. Click the **History** tab and view the history.

Editing Enterprise Journal Templates

You can edit the properties of existing templates.

You can change the target, but note that this will clear all the target mapping that was originally defined in the template.

To edit Enterprise Journal templates:

1. On the Home page, click **Application**, and then click **Enterprise Journals**.
2. Click the **Journal Templates** tab on the left.
3. Select a template, then from the menu bar, select **Edit**.
4. Edit the template as needed, then click **Save** or **Save and Close**.

Duplicating Enterprise Journal Templates

You can duplicate a journal template so that you can easily create another template with similar information. For example, you can create a duplicate of a template, then change the Year and Period combination, but use the assigned Approver and other information from the original journal.

To duplicate a template, you must be a Service Administrator or a Power User.

To duplicate a template:

1. On the Home page, click **Application**, and then click **Enterprise Journals**.
2. Click the **Journal Templates** tab on the left.

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3. Select a template, then from the menu bar, select **Duplicate**.
4. Edit the template as needed, and then click **Save** or **Save and Close**.

Deleting Enterprise Journal Templates

You can delete journal templates that you no longer need. You cannot delete a seeded template.

To delete journal templates:

1. On the Home page, click **Application**, and then click **Enterprise Journals**.
2. Click the **Journal Templates** tab on the left.
3. Select a template, then from the menu bar, select **Delete**.
4. Click **Yes** to confirm that you want to delete the template.

Creating Ad-Hoc Enterprise Journals

To create an Ad-Hoc Enterprise Journal:

1. On the Home page, click **Enterprise Journals**.
2. Click the **Journals** tab on the left.
3. From Journals, select a **Year** and **Period**.
4. Click the **Create Ad-Hoc Journal (+)** icon.
   The Create Ad-Hoc Journal page is displayed.

   The **Journal Period** and the **Journal Template Name** is displayed as selected from the Journals list and is read-only.

   The **Level of Approval** and the number of approver rows are displayed based on the levels and the approver paths that was predefined in the template by the administrator.
5. Highlight the approver path you want and click **OK**. If an approval path has not been defined, you can select the respective approvers. If a single approval path is defined for you on a template, that approval path is selected by default and cannot be modified. If multiple approval paths are configured for you, then select the applicable one for ad-hoc form you are creating.
6. Click **OK** to save your changes.
   Note: For information on Preparing and Approving Enterprise Journals, see *Working with Financial Consolidation and Close*.

Deleting Ad-Hoc Enterprise Journals

To delete an Ad-Hoc Enterprise Journal:

1. On the Home page, click **Enterprise Journals**.
2. Click the **Journals** tab on the left.
3. Select the Ad-Hoc Journal that you want to delete.

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> **Note**
>
> You can select one or multiple Ad-Hoc journals.

> **Note**
>
> Ad-Hoc Journals can be deleted by the Preparer user as well as the Service Administrators. However, Ad-Hoc journals will not be deleted:
>
> - If the Posting Status is **Post in Progress** or **Posted**. The ad-hoc journals only with the Posting Status as **Not Posted** can be deleted.
> - When the selected journal is not an **Ad-Hoc** journal.
> - When the period associated with the Ad-Hoc journal is **locked**.

4. From the Actions Menu, click the **Delete** option to delete the Ad-Hoc journal/journals.
5. Click **Yes** for the delete confirmation message. You get a delete confirmation message "*Delete was successful*" on a successful delete. If, for example, you have selected multiple ad-hoc journals and only few of them got deleted, you get a message "*Delete was not successful for the following items*" with a list of items which were not deleted. This happens if you are not a Preparer or a Service Administrator, or journal is in Posted or Post in Progress status, or if it is a recurring journal.

Validating Enterprise Journals

When you are preparing a journal, you can run a validation process to verify that all entries are valid. The system validates journals for dates, account status, balances, and other proper journal format to ensure that they will be posted successfully after they obtain the required approvals.

Running the validation process enables you to identify errors and make any necessary changes before you submit or post the journal. You can run the Validation process at any time.

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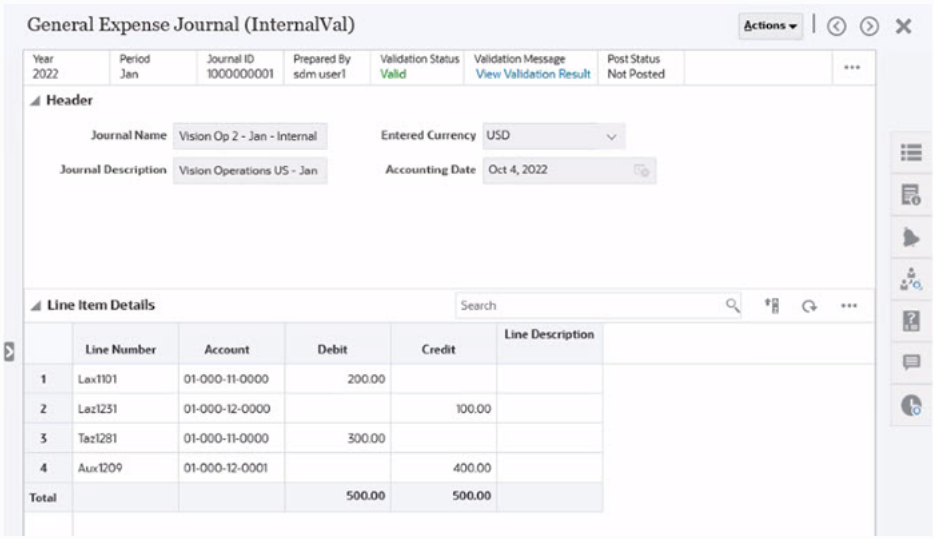
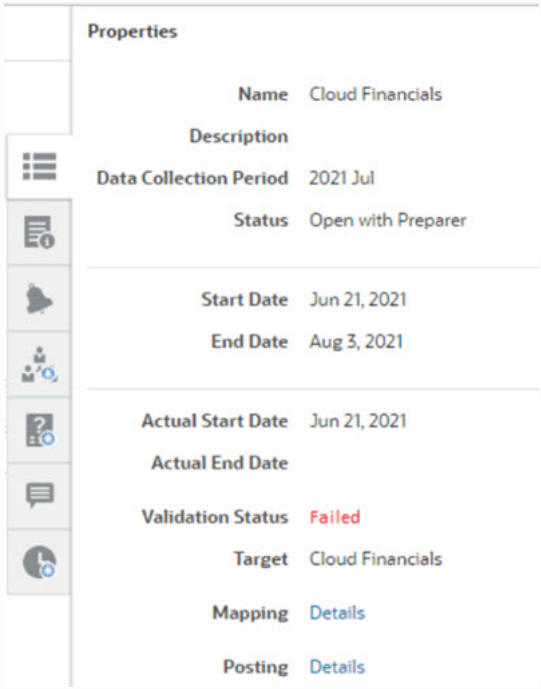
Note

- The **Validation Status** appears both at the top of the **Journal Actions** dialog before the **Post Status** and also on the **Properties** drawer.





- If the Status is "Valid" or "Failed" there is a live Validation Status link to the validation results.
  - If internal validation failed, it shows the internal results.
  - If internal validation succeeds, but external validation fails, it shows the external results.
  - If both internal and external validations passed, it shows the external validation results.

To validate a journal:

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1. From the Home page, click **Enterprise Journals**.
2. Open the journal to validate and click **Validate**.
3. Review the Validation Results page and make any required changes.

> **Note**
>
> **Not Validated** is the default status for all new Journals. Any change to the Journal fields will reset the validation status to **Not Validated**. For example, if you have validated the Journal, but before Posting enter a new Journal Line, the status will be reset to **Not Validated**. This applies even if the status is **Validation in Progress**, **Valid**, or **Failed**.

Validation Result



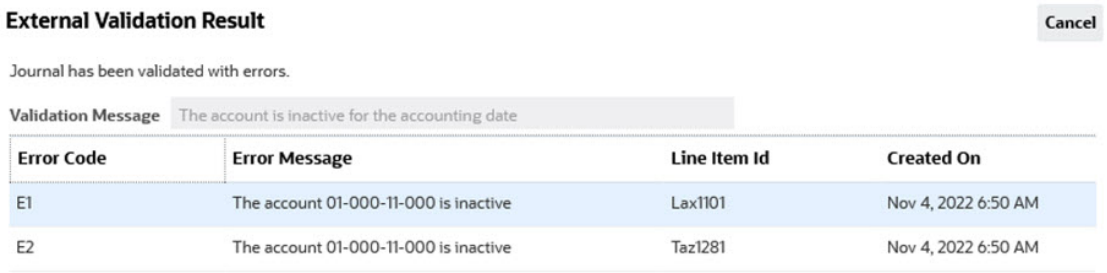

Table 24-9 Validation Options

Name	Description
Validation Status	Displays the current validation status. The validation statuses can be: • Not Validated • Ready To Validate • Validation In Progress • Valid - If the Validation passed, the validation status will be displayed in green and the Validation Message tile will be displayed. • Failed - If the Validation is in a failed status, it will be displayed in red and the Validation Message tile will be displayed.
Validation Message	Shows the results of the last validation attempt.
Validation Results Link	If there is a validation message, clicking on the message (link) brings up the **View Validation Result** dialog.

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Table 24-9 (Cont.) Validation Options

Name	Description
Validation Button	Starts the validation process for internal validation followed by the external validation. If you edit a Journal field, it will reset the validation status to "Not Validated". **Note**: Only if internal validation succeeds, external validation is initiated.
Submit Button	Submits the journal if both internal and external validations are successful. **Note**: The validation process starts only if the journal is not successfully validated. If you edit a Journal field, it will reset the validation status to **Not Validated**. If the external validation is in progress you may continue to submit the journal, but the journal will get submitted only when the validation is complete. In that case, you get the following message: "The journal is currently being validated. It will be submitted as soon as the validation completes successfully."

Exporting Enterprise Journals

You can export Enterprise Journals to Excel.

To export a journal:

1. On the Home page, click **Enterprise Journals**.
2. From the **Journals** list, select a journal to export.
3. From the **Actions** menu, select **Export to Excel**.
4. Click **Close** to close the dialog box.

Exporting Enterprise Journals Line Items

You can export Enterprise Journals line items to Excel or to a CSV file.

To export journal line items:

1. On the Home page, click **Enterprise Journals**.
2. From the Journals page, select the **Journals Line Items** tab on the left.
3. Select the journal rows to export.
4. From the **Actions** menu, select an option, then follow the prompts to open or save the file:
   - **Export to CSV**
   - **Export to Excel**

Deploying an Enterprise Journal Template

After you create an Enterprise Journals template, you can deploy it to a pending or open Journal Period. You can also redeploy a previously deployed template.

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Deploying Enterprise Journal templates creates recurring journals associated with the template for the selected period. It also allows you to create Ad Hoc journals using the deployed template(s).

> **Note**
>
> Redeploying the template due to changes in the approval paths for ad hoc users won't affect the workflow of existing journals, which are already in progress.

To deploy a journal template, you must be a Service Administrator or Power User.

You can also deploy a journal template using the EPM Automate `deployEJTemplates` command. See *Working with EPM Automate*.

To deploy a journal template:

1. On the Home page, click **Application**, and then click **Enterprise Journals**.
2. Click the **Journal Templates** tab on the left.
3. From the **Actions** menu, click **Deploy**.
4. From **Journal Period**, select the period to which the journal will be deployed and click **OK**.
5. Click **Deploy**.
6. The **Deploy Information** dialog is displayed that shows all the journals related to the period.
    - The following options are available:
        - **Create**- Displays a count of all journals which will be created during deploy and re-deploy.
        - **Reset** - Displays a count of all journals which will have their workflow reset to Preparer (clearing any updates to questions or attributes). Any data entered into the journal will be retained only if there are no changes to key attributes.
        - **Refresh** - Displays a count of all the journals that will be refreshed based on the changes made to the journal template. Any change in the properties of the template attributes (such as default value, formatting, calc, validation) will be reflected on the journals.
        - **Delete** - For Un-deploy and Re-deploy, displays a count of all journals that will be deleted.
    - On a redeploy, when there are any changes to the template:
        - **Reset**: When you change any property on a **template** except adding new recurring Journals, the **Reset** option:
            * Displays a count of all journals which will have their workflow reset to Preparer
            * Any data entered within the journal header or detail sections will be retained
            * Questions will be updated and any answers will be cleared
            * Any comments will be deleted
        - **Refresh**: When you complete editing the template attributes and the attribute properties have changed, the **Refresh** option:
            * Will update the journals with the latest formatting properties for the attributes, validations and calculations

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    - Instructions, Questions, and Comments will be retained

- If you are redeploying a journal template, the system displays these options:
  - **Reset all workflows** - If you select this option, any data entered in the journal will be retained, but all other workflow items, such as comments, will be reset. If you have made changes to the key attributes (add, remove, edit), existing data is also deleted.
  - **Delete Ad-hoc Journals** – If you select this option (default), any user created ad-hoc journals will be deleted. If you have not selected this option, any user created ad-hoc journals will be refreshed or reset.

7. Click **Deploy**.
8. From the Deploy confirmation prompt, click **Yes**.
9. After the deployment is completed, a confirmation dialog box indicates the total number of journals successfully deployed.

   For journals that were unsuccessfully deployed, the names are displayed with the error information.

> **Note**
>
> **Delete of recurring journals**: Redeploying the journal template for a journal period is successful as long as at least one journal is not in posting status "post in progress" or "posted" for a particular period. If a journal is already posted for a journal period, redeploying the template gives an error that "Journal is already posted so journal template cannot be redeployed". Recurring journals that are force closed can be deleted by redeployment process, as long as no journals are successfully posted to the same journal period.

Un-Deploying an Enterprise Journal Template

To un-deploy a journal template:

1. On the Home page, click **Application**, and then click **Enterprise Journals**.
2. Click the **Journal Templates** tab on the left.
3. From the **Actions** menu, select **Un-Deploy**.
4. From **Journal Period**, select the period and click **OK**.
5. Select one or more templates to un-deploy and click **Un-Deploy**.
6. The **Deploy Information Dialog** is displayed that shows all journals related to the period.

   Un-deploy will delete all journals within the period.
7. Select a template and click **Un-Deploy**.

   A message displays that as a result of un-deployment, all the existing data for the period and all journals will be deleted permanently.
8. Click **Un-Deploy**.

   After un-deployment is completed, a confirmation dialog box indicates the total number of deleted journals related to the period.

   For templates that were not un-deployed, the names are displayed with the error information.

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Enterprise Journals Posting Process

The Enterprise Journals posting process is based on the workflow process that you defined. It also uses the Targets that you created that contain the definition of the target ERP system to which the Post action has to be performed, and the target connections that you created that are configured for the users who will be responsible for posting.

- After the last stage of the workflow is done, and the Approver has reviewed and approved the data and it has been validated, they submit the journal for posting. As a part of the workflow configuration, if you've selected the **Post after Preparation** option, then the journals are posted as soon as the preparation is done.
- The posting of the Journal is based on the name of the Preparer and not on any of the approval levels.
- When the Approver submits the journal for posting, a Job ID is returned by the system.
- The Post process can be monitored in the Jobs console under Non-Consolidation jobs.

The Journals page displays the progress of the post process in a ribbon on the top, which shows the progress per the Type and Method selected in the Target definition.

It includes the unique Doc Number that the system assigned to identify the posted journal, and the Post Message, which can also include an error file from the ERP.

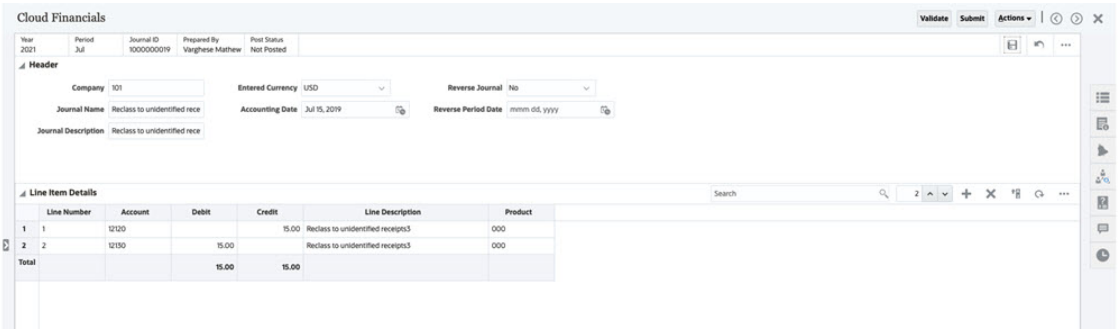
You can use these methods for posting Enterprise Journals:

- Direct Posting to Cloud Financials
- Direct Posting using Enterprise Journals APIs
- File-based Posting using EPM Automate

Direct Posting to Cloud Financials

If the target ERP system is Oracle Cloud Financials, Enterprise Journals uses a pre-built direct connector to post to the General Ledger.

Sample Journals Page - Direct Integration Method to Cloud Financials



Direct Posting using Enterprise Journals APIs

Enterprise Journals provides a set of APIs that you can use for direct posting to other ERP systems.

- `ejjournals`: GET journals "Ready to Post"
- `ejjournals/{instanceId}`: GET journal details for desired Journal ID
- `ejjournals/{instanceId}/poststatus`: POST journal GL posting status

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You can use an optional API to get the content of any enterprise journal:

`ejjournalcontent?Year={year}&Period={period}&JournalId={journalId}`

For information on these APIs, see *REST APIs*:

- Retrieve Enterprise Journals for Financial Consolidation and Close
- Retrieve Enterprise Journal Content for Financial Consolidation and Close
- Update Enterprise Journal Posting Status for Financial Consolidation and Close
- Retrieve Enterprise Journal Content by Year and Period for Financial Consolidation and Close

File-based Posting Using EPM Automate Commands

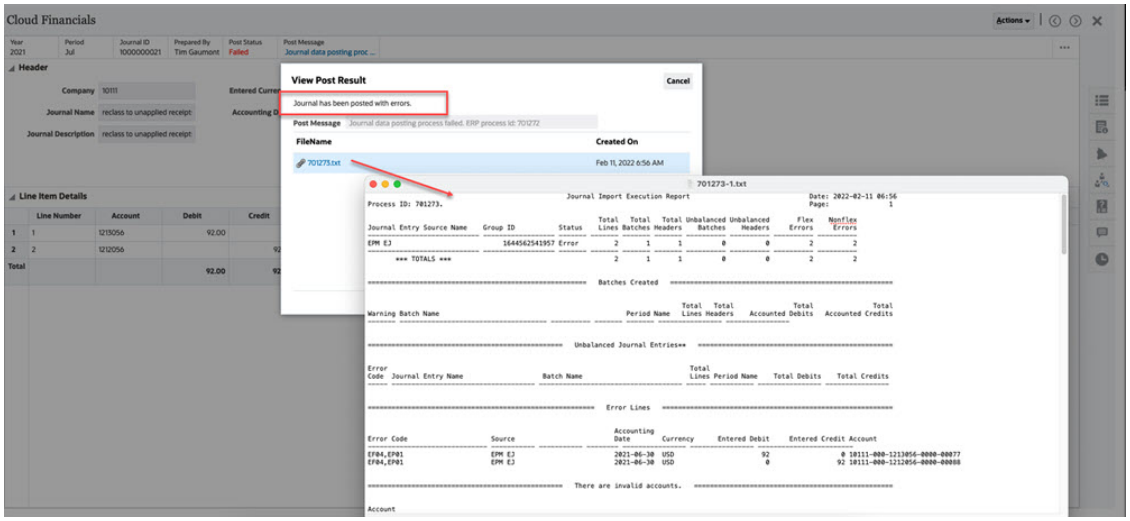
These EPM Automate commands can be used to post Enterprise Journals, and update the status of posting:

- `epmautomate exportEJJournals "filename" "year=<year>" "period=<period>"`
- `epmautomate setEJJournalStatus "[FILE_PATH]/FILE_NAME"`

For more information on the EPM Automate commands, see exportEJJournals and setEJJournalStatus in *Working with EPM Automate*.

- After the last stage of the workflow is done, you must run the **exportEJJournals** command. The journal status changes to Post in Progress, and you can automate posting the created files from the EPM Automate default location to the ERP.
- If the posting process fails (status is **Failed**), you need to run the **setEJJournalStatus** command and correct the errors. The workflow will be reset to the Preparer.
- If the posting process is successful (status is **Posted**), you run the **setEJJournalStatus** command to update the post status to **Posted**.

Sample Journals Page - EPM Automate - Post Status: Failed with Errors



Sample Journals Page - EPM Automate -Successful Post Status: Posted

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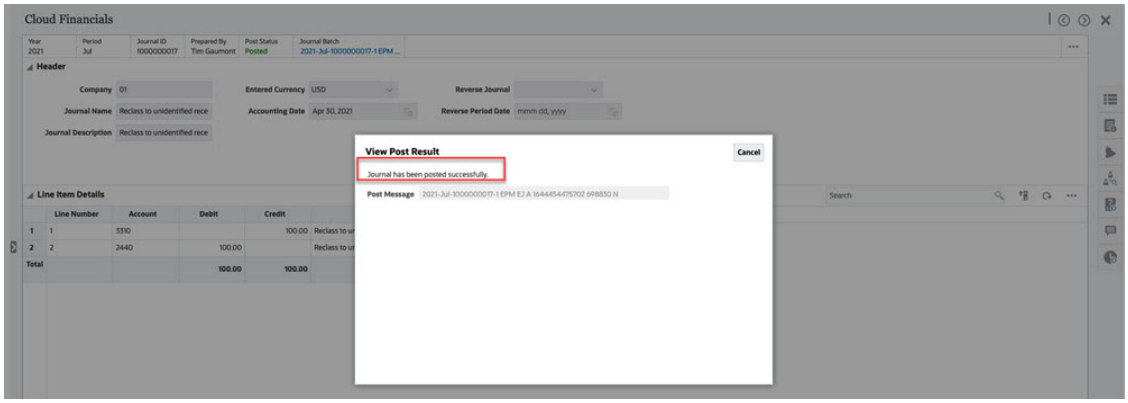

Example 24-1 Videos

Your Goal	Watch This Video
Learn more about working with Enterprise Journals	Working with Enterprise Journals
Learn how to manage Enterprise Journals	Managing Enterprise Journals Cloud

Copying Enterprise Journals

After you create a journal, you may need to copy the journal data for the same period or to a new period. In this way, the data collection process may be easily duplicated or reinstated for a new period without needing to create a recurring journal or Ad-Hoc journal and loading the data. You can copy a journal that you prepared or approved in a previous period to the current period, update the details for this period and post the new journal in the current period.

Any User of a journal can create a copy of a journal to the same period or to another Open period that has the templates deployed by the Administrator.

Any Preparer of a journal can select a journal to copy to a period (the same or other) that is Opened and has the template deployed to it.

To copy a journal:

1. From the Home page, click **Enterprise Journals**.
2. Click the **Journals List** icon on the left.
3. From the **Journals** list, select **Filters**, then select the **Year**, **Period**, and **Template** to filter the list of journals.
4. Select the journal that you want to copy, and from the **Actions** drop-down, select **Copy to Period**.

   The system displays a dialog box with the list of Opened periods to which the source template of the journal was deployed.
5. For **Approver**, leave the default Approver of the source journal, or click the **Member Selector** and select an Approver based on the Workflow option defined on the journal template.
6. Click **OK** to copy the journal.

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A copy of the journal will be created as deployed to the selected Year and Period and Opened by default.

A new Journal ID will be generated if the template has the default option of generated workflow dimension attribute members.

You will need to enter a new Journal ID if the template has the User Input option of workflow dimension attribute members.

Force Closing Enterprise Journals

When you are creating journals, there may be cases where you do not want to post the journals to any ERP, but would like to simulate and test the workflows. In these types of test cases where posting is not required, you can use a Force Close action on the journal.

To close a journal forcefully at any workflow level, you must have Administrator privileges, or be assigned as the current responsible user in the workflow.

When a journal is selected for Force Close, the workflow status will change to Closed, and the post status will change to Not Posted.

The user who changed the status to Force Closed is reflected in the History view.

To force close a journal:

1. On the Home page, click **Application**, and then click **Enterprise Journals**.
2. From the **Journals** list, click a journal to force close.
3. From the Actions menu, select **Force Close.**

Working with Enterprise Journal Dashboards

Related Topics

- Enterprise Journals Overview Dashboard
- Enterprise Journals Compliance Dashboard

Enterprise Journals Overview Dashboard

The Enterprise Journals Overview Dashboard displays journal status. You can view at a glance a count of Open, Late or On Time journals, and the completion status for selected journals. You can filter the list by Journal Templates, Workflow Status, Posting Status, or Target, and sort the list by Alphabetical or Count.

To view the Enterprise Journals Overview Dashboard:

1. On the Home page, click **Dashboards**, and then click **Overview**.
2. On the left, click **Enterprise Journals Overview**.
3. From the **Year** drop-down list, select a year.
4. From the **Period** drop-down list, select a period.
5. Select a specific journal, or select **All**.
6. Filter the journal list by selecting **View By**, then select an option:
   - **Journal Templates**
   - **Workflow Status**

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- **Posting Status**
- **Target**

7. **Optional:** Sort the list of journals using one of these methods:
   - **Alphabetic (Ascending)**
   - **Alphabetic (Descending)**
   - **Count (Ascending)**
   - **Count (Descending)**
8. **Optional:** To refresh the list, click **Refresh**.

Enterprise Journals Compliance Dashboard

The Compliance Dashboard enables you to view at a glance the journals that were prepared, reviewed, posted and completed on time, those that were late, and those that were rejected. You can filter the list of journals by Performance and change the order of the list.

To view the Enterprise Journals Compliance Dashboard:

1. On the Home page, click **Dashboards**, and then click **Compliance Overview**.
2. On the left, click **Enterprise Journals Compliance**.
3. From the **Year** drop-down list, select a year.
4. From the **Period** drop-down list, select a period.
5. Select a specific journal, or select **All**.
6. From **Performance**, select performance metrics:
   - Preparation
   - Review
   - Posting
7. **Optional:** To change the order of journals listed, from **Order By**, select:
   - User
   - On Time
   - Late
   - Rejections
8. **Optional:** To refresh the list, click **Refresh**.

Using Reports

You can generate custom reports and Cloud EPM system reports for Enterprise Journals.

For more information, see:

- Generating Custom Reports for Enterprise Journals
- Generating Cloud EPM System Reports for Enterprise Journals

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Generating Custom Reports for Enterprise Journals

You can create custom reports for Enterprise Journals. Building custom reports involves four steps and can only be performed by a Service Administrator:

1. Create a query whose definition can then be exported as an XML file. See Creating a Query.
2. Create a template (which must be in RTF format) by importing the XML file into Word. See Creating a Template.
3. Set up a report group to group individual reports. See Creating a Report Group.
4. Optionally, set up the report definition. See Creating a Report Definition.
5. After a custom report has been built, the Service Administrator or other users with access can generate the report which uses both the query and the template you created. The report can be set with a default output of XLSX, HTML, PDF, CSV, or CSV (Formatted). See Generating the Report.

> **Note**
>
> If you are managing your migration from Oracle Classic environment to Oracle Cloud Infrastructure (OCI) and have any custom reports, you may have to update the custom report's query definitions in the Target Service. This is because the internal IDs for objects (for example, Tasks, Journals, Attributes, and so on.) may change during the migration. However, in case of Oracle managed migration, there will not be any change in the internal object IDs, so changes to custom report definitions are not required.

Creating an Enterprise Journals Report Query

Creating a query is the first step in creating a custom report.

To create queries:

1. From the Home Page, select **Application**, and then select the report (for example, Non-Consolidation Reports).
2. From the **Queries** tab, select **New**.
3. Select **Enterprise Journals Query**.
4. On the **New Query** screen, enter a **Name** and an optional **Description**.
5. From **Type**, select an option:
   - **Parameter Query**

     A Parameter Query type is used to present a list of options that you can specify for this parameter's value. Parameter Query allows you to present a list of options used when filling in a parameter's value for a Report Query, where the list of options is not a simple Attribute already defined, but is instead a complex query that you need to define.
   - **Report Query**

     Select the records to be included in the report. You can apply a security filter, so users see only the data that they are authorized to see based on their roles and the reports

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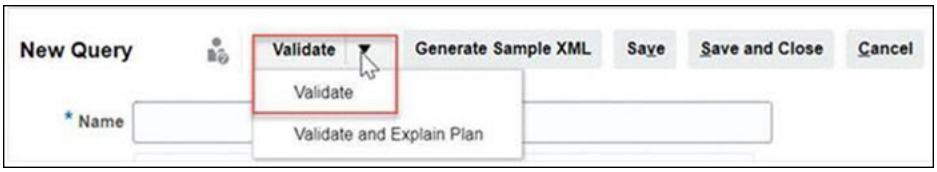
to which they are assigned. To apply a Security Filter to a report query, add the following syntax to the end of the query WHERE CLAUSE statement.

```
$FCC_SECURITY_CLAUSE$
```

6. Click **Generate Query** to build the query from the New Query dialog. The dialog assists you in creating a query against the database by allowing you to select any existing attribute in the product to be queried or filtered against. The system then generates the SQL to match the specified attributes and filters, at which time you can modify and enhance it.
7. To generate a sample XML file from the Query, click **Generate Sample XML**.
8. Click **Save**.
9. To test the query for errors:
   - Click **Validate** from the New Query dialog. You can also select **Validate** from the drop-down list.



   The query displays in the Queries tab.

> **Note**
>
> You can easily delete a query, or duplicate a query using the **Actions** menu.

   - Click **Validate and Explain Plan** from the drop-down to validate the query and also generate the execution plan for this query. A .txt file that uses the same name as the query is generated. You can view or download the generated plan.
     Open this file to view the generated plan which contains the sequence of steps that is performed to run this query. If the performance of a query is suboptimal, you can use this plan to understand the cause of the problem and determine the best way to improve the query performance.

> **Note**
>
> By default generation of execution plans is available only for OCI (Gen 2) environments. To enable it for Classic environments, contact Oracle using a service request.

Creating an Enterprise Journals Report Template

Creating report templates is the second step in generating custom reports. Report templates are created in Microsoft Word with Oracle BI Publisher Desktop installed. Template creation also requires that you already generated the Sample XML during query creation.

To create a report template:

1. Open Microsoft Word with a new document.
2. Select the **BI Publisher** tab, then select the **Sample XML** folder above **Load Data**.
3. Locate the `SampleQuery.xml` that was generated when you created the query and click **Open**.

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When the message displays, "*Data Loaded Successfully*", click **OK**.

4. Select **Insert** and then **Table Wizard**.
5. Select **Table** and click **Next**.
6. Select the default data set and click **Next**.
7. Select the desired fields to show in the report and click **Next**.
8. Select **Group By**, select the fields to group by, and then click **Next**.
9. Select **Sort By**, select the fields to sort by, and then click **Finish**.
10. Save the template as an `.rft` file; for example: `SampleQuery.rtf`.

For more information about creating RTF templates, see Creating RTF Templates.

Setting Up an Enterprise Journals Report Group

Creating report groups is the third step in generating custom reports. A report group enables you to group individual reports together.

After a report group has been created, you can modify it if necessary. You can duplicate a report group but its name must be unique. You can also delete a report group, however, deleting a report group deletes all reports associated with that group.

To create report groups:

1. From the Home Page, click **Application**, and then select **Non-Consolidation Reports**.
2. From the **Report Groups** tab, click **New**.
3. In the **New Report Group**, enter:
   - **Name**

     Enter a group name for the group of reports.
   - **Description**
   - **Display to User**

     Select **Display to User** if you want this report group displayed to the user.

     The Display to User option enables report writers to have a group of reports hidden while they are working on them.
4. On the **Reports** tab, reorder or edit reports that have been added to the report group using the Move icons.
5. Click **Save and Close**.

Creating an Enterprise Journals Report Definition

Creating report definitions is the fourth step in generating reports. You can create reports from queries and assign them to groups. This allows other users to have access to the report.

To create report definitions:

1. From the Home Page, click **Application**, and then select **Non-Consolidation Reports**.
2. Select **Reports**, then select **New**.
3. In **New Report**, enter:
   - **Name**

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- **Description**
- **Query** - select a query.
- **Template**

  Click **Browse** and then browse to a report template. You can upload any supported Oracle Business Intelligence Publisher template format. See Creating a Template.
- **Report Group**

  Select the Group Name for the report from the drop-down menu.
- **Display to User**

  Select if you want the report displayed to a user. For example, if a report is in progress, the user would clear this option.
- **Output Format**

  Select a report output format that BI Publisher supports:

  – **XLSX** - Not supported for graphs

  – **HTML** - Not supported for graphs and charts

  – **PDF**

  – **CSV** - Does not use a template and is better at faster data retrieval

  – **CSV** (Formatted) - Best suited for a simple data table with formatted data and does not support images, graphics, or styling in the template.

  Note:

  The CSV (Formatted) format takes additional time to generate the report to honor template formatting when compared to the CSV format. Therefore, you can select CSV to generate the data quickly or CSV (Formatted) to generate formatted template based data.

4. To complete the report definition, you must set the parameters and access:

   a. For Parameters, select the **Parameters** tab.

      Parameters from the query are identified and added to the list. Update the following:

      - **Display Name**
      - **Parameter Type** - The available options are:
        – **Task Manager/ Supplemental Data/ Enterprise Journal Attribute**
        – **Text**
        – **Date**
        – **Date/Time**
        – **Number**
        – **Query**
        – **Integer**
        – **True/False**
        – **Yes/No**
        – **User**
      - **Display To User** - Deselect the check box if you do not want the parameter to be displayed and want the value to be used. You can use a single query to create

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multiple reports. In such scenarios, few parameters are hidden and values defined in the **Parameters** tab are used.

- **Attribute/Query** - For Attributes, the drop-down lists the attributes for Task Manager. For Query, the drop-down lists all queries of the **Parameter Type**. This can be used to make parameters such as dynamic LOVs. See Creating a Task Manager Query.
- **Parameter Value** - The default value is displayed.

b. For Access, select the **Access** tab.

c. Select the **Application Module** and the **Role** from the drop-downs.

> **Note**
>
> The report must be granted access to at least one application module for the report to display in the corresponding Reports tab.

5. Select **Save and Close**.

Generating the Enterprise Journals Report

Generating reports is the final step in the process. After a Service Administrator has built the custom report, any user, group, or team granted access can generate the report.

To generate reports:

1. From the Home Page, click **Reports**.
2. Select the **Enterprise Journal Reports** tab.
3. Select the report you want to generate. You can use the quick **Search** option to find a report under a selected group.
4. Select the **Output Format** from one of the following:
   - **XLSX** - not supported for graphs
   - **HTML** - not supported for graphs and charts
   - **PDF**
   - **CSV** - does not use a template and is better at faster data retrieval

> **Note**
>
> For reports that contain more than 10,000 records, it is recommended to use the CSV format.

   - **CSV (Formatted)** - is best suited for a simple data table with formatted data and does not support images, graphics, or styling in the template

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> **Note**
>
> The **CSV (Formatted)** format takes additional time to generate the report to honor template formatting when compared to the **CSV** format. Therefore, you can select **CSV** to generate the data quickly or **CSV (Formatted)** to generate formatted template based data.

5. Click **Generate**.
6. **Optional:** If you need to enter parameters, select parameter values.
7. Click **Generate**.
   When done, the system displays a "Completed Successfully" status message.
8. Select **Open with** or **Save File** to save the ZIP file.

The report generation process uses a backend job framework that runs report jobs in the background. If the report has an error, for example, if the size is greater than the recommended size, you see a message stating the error in the Generate Report dialog before the report is generated. For reports with very large number of records, it is recommended to use filtering to break the report down to fewer records.

Understanding Reports Security

This topic describes the security for standard reports and custom reports in Enterprise Journals.

> **Note**
>
> A Service Administrator can also use REST API commands to generate user details report. For detailed information, see Generate User Details Report for Account Reconciliation, Financial Consolidation and Close, and Tax Reporting in *REST APIs*.

Standard (Predefined) Reports Security

A security clause is in all standard report queries. This means that the reports have a security filter enforced on these reports by default. For example, Power User security (established under **Access Control**), to allow access to certain tasks is enforced on reports. A Power User with access to only certain tasks can only see reports for those tasks.

Administrators can edit reports to give users access to a report using the **Access** tab in the **Edit Report** dialog. This ensures that if you allow users to see reports, they can only see data appropriate for them as determined by the Administrator.

Assigning User Access to Standard Reports

An Administrator can decide to give access to standard reports to various users. This is done by using the **Access** tab on the **Edit Report** dialog.

To grant users access to a report:

1. From the Home page, click **Application**, and then select **Non-Consolidation Reports**.
2. From **Reports**, select the report you want, and from **Actions**, select **Edit**.
3. On the **Edit Report** dialog, under **Access**, you can use **Add** or **Remove** to change the list of users who can access that report.

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4. Click **Save** or **Save and Close**.

Custom Reports Security

For custom reports, you can determine when you create your query whether you want to have a security clause inserted into the query and then assign access to the report to users. This means that the creator of the report determines who should be given access.

Generating Cloud EPM System Reports for Enterprise Journals

Reports provides a user-friendly, robust report development framework along with an enriched report viewer experience. Using Reports' Tables, you can incorporate Enterprise Journals within the Cloud EPM Reports platform – Reports, Books, and Bursting.

For more information, see:

- Designing Reports in *Designing with Reports*
- Data Source Attributes for Enterprise Journals in *Cloud EPM System Reporting Schema Reference Guide*

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25

Managing Task Manager

This chapter describes how to create and manage tasks using Task Manager.

Related Topics:

- Setting Up Task Manager
- Managing Task Manager Teams
- Managing Task Types
- Managing Task Templates
- Managing Tasks
- Managing Schedules
- Managing Task Manager Integrations
- Managing Alert Types for Task Manager
- Managing Views in Task Manager
- Viewing Currencies in Task Manager
- Generating Custom Reports for Task Manager

Setting Up Task Manager

Related Topics

- Task Manager Terms
- Task Manager Overview
- Sample Task Flows
- Managing Task Manager Views, Lists, and Filters
- Managing Task Manager System Settings
- Managing Task Manager Attributes

Task Manager Terms

Table 25-1 Task Manager Terms

Term	Description
Tasks	Tasks are activities performed during a business process, for example, Enter Form Data, or Review New Accounts. Service Administrators and Power Users define the tasks for the process, and include details for each task, such as start and end dates, assignees, and approvers. Users open assigned tasks, read instructions, answer questions, and after completing tasks, submit them.

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Table 25-1 (Cont.) Task Manager Terms

Term	Description
Templates	Templates define a repeatable set of tasks required for a business process. Administrators can save a set of defined tasks as a template to use for future periods, such as monthly or quarterly, rather than recreating the tasks each time. For example, an administrator can save a set of tasks required for a monthly process and use the same template for that process every month.
Schedules	A schedule is an ordered set of tasks for a business process. Schedules can be created from a template of predefined tasks, or manually created. When administrators create a schedule, they map the relative dates that were defined for tasks such as Day 1 and 2 of the business process to calendar dates, such as March 1 and 2. When they change the status of the schedule to Open, the tasks run according to their scheduled start date and times. For example, an administrator creates a monthly process schedule for March, with the Review New Accounts task assigned to March 1. When the administrator changes the schedule from Pending to Open, on March 1, the Review New Accounts task starts and an email notification is sent to the task assignee.
Task Types	Task Types enable the standardization of task details across all tasks of the same type. Details defined on the Task Type are inherited by all tasks created from the Task Type. For example, when an administrator defines Task Type settings such as instructions or rules for the Approve Data Task Type, those settings are shared by all tasks created using the Approve Data Task Type. • Basic Task: a default Task Type, which does not contain any task details • Parent Task: a Task Type that enables you to create parent tasks for task hierarchies. For example, the Load Data parent task can have child tasks of Load EMEA Sales Data and Load NA Sales Data. • Integration Task: a Task Type that defines an action and includes the application component, such as a form, or parameters needed to link to an external application. Predefined Integrations and Task Types are automatically loaded for your service. After you set up a connection to a different service, you can include Integration Task Types from that service in your tasks. For example, an administrator using Task Manager in one service can enable and synchronize connections to a different service, such as Account Reconciliation, which loads the predefined Account Reconciliation Integrations and Task Types.

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Table 25-1 (Cont.) Task Manager Terms

Term	Description
Integrations	Integrations are used to automate tasks across Oracle Fusion Cloud EPM business processes and external applications. You can define tasks that include Integrations with other applications. For Cloud EPM Services, the service is automatically configured with local predefined Integrations for the business process. If you have subscriptions to other Cloud EPM services, you can create connections between services and enable integrations using Task Manager. Pre-built integrations allow you to perform Task Manager tasks that access other Cloud EPM functionality. You can also create custom Integrations, for example, custom Event Monitoring tasks. Integration tasks run based on one of these Execution Types defined in the task: • End User - a task that requires the user to interact with a user interface to complete the task. When a user launches an end user task, the task automatically opens the user interface component needed to perform the task. For example, the Enter Form Data task requires a user to enter data. When the Enter Form Data task is launched, it opens the form UI. • Process Automation - a task that runs in the background without any user interaction required. These integrations are automatically executed in external applications when their start date and time are reached, and any predecessor tasks are completed. For example, a Load Data task can be defined to run automatically overnight based on its start date and time. • Event Monitoring - a task used to monitor a particular event that happened on an external system. When the action or status occurs in the external application, the task is changed to Closed. For example, if you are working with Task Manager in one application, you can monitor the status of a Copy Data task in an external application. When the Copy Data task completes and you see that the task is Closed, you can start the next task in your application, for example, Approve Data.
Alerts	Alerts are notifications from users on issues that they encounter during the process, such as hardware or software issues. When users encounter an issue and create an alert for it, they select from a list of predefined Alert Types to identify the issue. The Alert is then sent to the assignee defined in the Alert Type to be resolved. For example, a user has a task due and can't access their assigned tasks. The user selects an Alert Type, such as Access Issue, which sends the alert to the predefined assignee, for example, the System Administrator. The System Administrator resolves the access issue, then closes the alert.
Alert Types	Alert Types are categories of possible issues that might occur during the business process. Administrators can create Alert Types such as Missing Data or Access Issue. Each Alert Type defines a procedure that is used to capture critical information about the issue and assigns key personnel to resolve it. For example, an administrator can create an Alert Type called Access Issue, which contains questions to users for more detailed information. The administrator defines a workflow for the Alert Type with an assignee to resolve the issue such as a System Administrator, and a backup assignee if desired.

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Table 25-1 (Cont.) Task Manager Terms

Term	Description
System Settings	System Settings enable Service Administrators to specify defaults for Task Manager settings. Administrators can define Global Integration Tokens to manage parameters for URLs, for example, in task instructions. They can determine Holiday Rules for which holiday dates apply to schedules, and create geographical or business unit Organizational Units to associate with task settings such as holidays and time zones. They can also configure settings such as comments and task deletions, email notifications, task governors for maximum values of list and file sizes, reassignment request approvals, permissions to reopen tasks, and specify how tasks display in Smart View, the Worklist, and the Welcome panel.
Worklist	A Worklist is the main end-user screen where users can easily work on their assigned tasks.
Schedule Tasks	Schedule Tasks page displays a list of schedules and the tasks they contain. This enables users to see all the tasks within a schedule. Filtering and Saved View options enable users to quickly review their tasks.
Overview Dashboard	The Overview Dashboard provides a summarized view of all tasks within a POV. You can filter tasks by Year, Period, and Schedule. You can view tasks by Schedule, Priority, Task Type, or Organizational Unit, and drill into task details.
Compliance Dashboard	The Compliance Dashboard provides metrics on how well the company achieved their compliance objectives, distinguishing tasks that were completed on time from those that were late, and providing a count of those that were approved or rejected. You can filter tasks by Year, Period, and Schedule, view user performance metrics based on user and organizational unit, and drill into task details.
Operational Dashboard	The Operational Dashboard provides an overall summary of data for a Task Manager process using a variety of displays. Operational dashboards can combine charts, lists, or pivot views. For example, you can create an Operational dashboard called Task Performance that contains a Bar chart for On Time Performance, a Pie chart for Task Status, and a Pivot view for Status by User.
Task Manager Report	The Task Manager Report is a report provided by default that reports on task execution. For example, it displays tasks that are At Risk, Early, Late, or Rejected by an approver. It also displays Task Compliance, Performance by Organization Unit, Users with Late Tasks, and an Audit Trail of task changes. Administrators can define their own custom reports as needed.

Task Manager Overview

Task Manager helps you define, execute, monitor, and report the interdependent activities of a business process. It provides centralized monitoring of all tasks and provides a visible, automated, repeatable system of record for running a business process. A task represents the unit of action performed in the application. Administrators or Power Users can define integrated task flows with interdependent relationships and hierarchies within their business processes. They can track progress, identify bottlenecks, and correct any errors or delays that may arise throughout the business process.

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With an EPM Enterprise subscription, the service is preloaded with integrated end user and process automation tasks for use within the business process. Administrators can add additional integrated tasks with other business processes by making connections with other Oracle Fusion Cloud EPM services. The service can be further extended to include integrations with Non-Cloud EPM applications. EPM Standard subscription do not include any local integrated tasks and can not be extended to include any other integrated tasks.

With Task Manager, you can:

- Define the tasks and schedule to ensure an efficient task flow
- Automate the business process, track its status, and provide notifications and alerts
- Monitor a business process and quickly act on possible errors to avoid delays.
- Provide notifications by email for delinquencies, due dates, and status changes.
- Analyze the effectiveness of the business process

How Task Manager Works

Task Manager provides a framework where the following key components for a business process can be defined:

- Organizational units are used to model regions, entities, business units, divisions, and other organizational or geographical divisions that are associated with the task. Model these organization units as hierarchies to create the actual structure and facilitate reporting.
- Holiday rules is a collection of holiday dates and is used by scheduling the task.
- Task types are set up by the administrator to ensure consistency across tasks and to leverage predefined product integrations. If the predefined task types doesn't meet the requirement, then they can create a task type. The task types can be either automated or manual with a defined assignee.
- Task templates are created to use a repeatable set of tasks across multiple periods. These schedules represent the chronological sequence of tasks created by selecting a template and assigning calendar dates.
- Tasks can be assigned to a user, a team or a group.

The business process starts when the schedule status is changed from Pending to Open. During the business process, user receives email notifications of assigned tasks, and can click links in the email for direct access to the assigned task. Administrators have to enable the email notifications to allow this to happen. Users can also create alerts for issues that may occur, and these are forwarded to assignees and approvers for the resolution.

Roles in Task Manager

Task Manager includes three key roles:

- **Service Administrator** or **Power User**: Sets up templates and tasks for the business process and monitors the status of dashboard activities.
- **End User**: Reviews and completes assigned tasks. They can view the list of assigned tasks in the application or from the assigned task email.
- **Approver**: Reviews tasks and determines if the tasks can be approved or not.

For sample task flows, see Sample Task Flows.

Service Administrator or Power User tasks:

1. Set up users. See Managing Users and Roles in *Getting Started Guide for Administrators*.

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2. Completes the required setup procedures:
   - Set up organizational units. See Managing Task Manager Organizational Units.
   - Set up global integration tokens. See Managing Global Integration Tokens.
   - Set up holiday rules. See Managing Holiday Rules for Tasks.
   - Set up attachment size and other system settings. See Setting Task Manager Governors.
   - Enable email notifications. See Setting Up Email for Notifications in *Working with Financial Consolidation and Close*.
3. Review the tasks required for a business process and set up Task Types to ensure consistency across tasks and leverage predefined product integrations. See Managing Task Types.
4. Define and save a set of tasks as a template to use for future periods because many business processes are repetitive. See Managing Task Templates.
   For example, an administrator can set up a monthly or quarterly business process once and then use it repeatedly for all months or quarters. Tasks are defined with task predecessors, Assignees, and Approvers.
5. Generate a schedule (a chronological set of tasks) by selecting a template and assigning calendar dates to initiate a business process. The generic tasks in the template are applied to calendar dates. See Managing Schedules.
6. Change the schedule status from Pending to Open to begin a business process.
7. Modify and monitor the schedule as needed.

End Users and Approver Tasks:

After the administrator changes the schedule status (Open) to begin a business process, users can read task instructions, answer questions, submit, reassign, approve, and reject tasks, and access tasks from email notifications or by logging on to the application.

During the business process, users can:

1. Receive email notifications of assigned tasks and click links in the email for direct access to assigned tasks.
2. Alternatively, log on to review and access assigned tasks in different types of views.
3. Complete tasks and the tasks are sent to approvers and can be viewed by other users.
4. Create alerts for issues, such as hardware or software issues, that they encounter. Alerts are forwarded to Assignees and Approvers for resolution.

Watch this overview video to learn more.


Overview Video

UI Navigation for Task Manager

- Service Administrator or Power users access Task Manager from **Applications** > **Task Manager**.
- Users access Task Manager from **Home** > **Tasks**. Similarly, they can access **Reports** and **Dashboards** from **Home** to monitor their task executions.

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Sample Task Flows

Scenario 1: Power User

The Power User sets up a template and tasks for an upcoming business process.

- The Power User logs on and opens the Manage Templates page.
- The Power User selects the template for the business process.
- The Power User selects the calendar dates on which to line up the template tasks, and creates a schedule.
- The Power User then adds a task to the template.
- The Power User opens the schedule, which begins the process.

Scenario 2: Power User

The Power User monitors the status of activities through the Dashboard.

- The Power User logs on and checks the status of activities through Day 3.
- The Power User drills down to see the details of incomplete tasks.
- The Power User reviews open tasks for comments or attachments provided by assigned users.

Scenario 3: Approver

A user assigned as an Approver reviews a current task to determine whether it can be approved.

- The assigned Approver receives an email notification of an outstanding task.
- From the email, the Approver selects the link for the task.
- The Task Actions page is launched outlining the process.
- The Approver reviews the document that the user submitted when completing the task to ensure completeness.
- The Approver enters additional comments and approves the submission.
- If another level of approval is required, the task is forwarded to the next approver. If the task was the last requiring approval, then the task completes, and the system runs the next task if it is ready.
- The Approver can reject a task instead of approving it, and the task is reassigned to the Assignee.

Scenario 4: User

A user logs on to the application and reviews and completes an assigned task.

- The user logs on and reviews their tasks.
- The user clicks the link for an assigned task.
- The task page is launched with instructions for the task, and a reference document.
- The user reviews the instructions and the reference document, processes the updates, enters a comment about the task, and submits it for approval.

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- The system automatically updates the task status and sends a notification to the assigned approver.

Scenario 5: User

A user responds to an email notification of a task to load data, clicks a link in the email, and then completes the task.

- The user receives an email notification of an outstanding task.
- From the email, the user selects the link for the page where the required process is documented.
- The user reviews the instructions for the task and opens the task.
- The user loads data into the system.
- The user enters a comment about the task and submits it for approval.

Managing Task Manager Views, Lists, and Filters

Related Topics

- Viewing Task Manager Lists
- Column Definitions for Task Manager

Viewing Task Manager Lists

The Task Manager list provides a central place to manage all your tasks. It displays a list of tasks and their status for a selected Year, Period, and Schedule.

If you are an Administrator, you can see all the available tasks in the system, and the user who is working on them.

If you are a user other than an Administrator, you can see all active tasks for your role that need your attention.

To view tasks:

1. On the Home page, click **Tasks**.
2. Click **Schedule Tasks** on the left navigation.
3. Select a **Year**, **Period**, and **Schedule**.
4. **Optional:** To search for a task, in the **Search** field, enter any text or numeric for which to search the task list.
5. **Optional:** To filter the list of tasks, click **Add a Filter** in the filter bar and specify filter criteria.

> **Note**
>
> To find late tasks, you can use the `Ever Been Late` attribute to easily identify any task that missed one or more of the scheduled due dates within its workflow. Even if the task is not currently late, but if the Assignee or any Approver has ever been late with their workflow, the `Ever Been Late` attribute indicates the task was missed for the scheduled due date.

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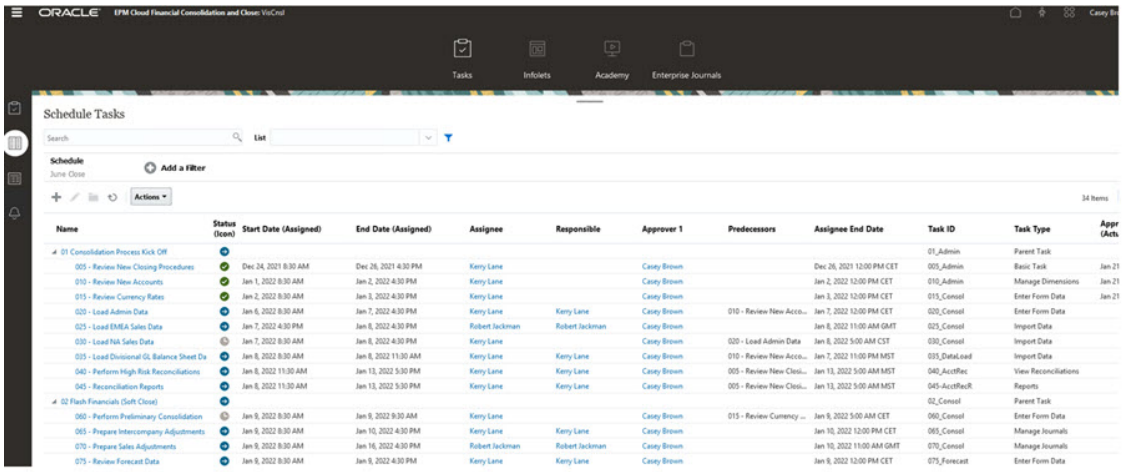
Sample Task List



Column Definitions for Task Manager

This section provides the column definitions for the following Task Manager objects:

- Task Manager – Schedule Tasks
- Task Manager – Templates
- Task Manager - Template Tasks
- Task Manager – Schedules
- Task Manager – Task Types
- Task Manager – Integrations
- Task Manager – Alert Types
- Task Manager – Filters
- Task Manager – Views
- Task Manager – Attributes
- Task Manager – Currencies

Task Manager – Schedule Tasks

This section provides the definitions for the Task Manager Schedule Tasks columns.

Table 25-2 Column Definitions - Task Manager – Schedule Tasks

Column Name	Description
Approver 1-10	User, Group, or Team responsible for approving the task
Approver 1-10 (Actual)	User who approved the task
Approver 1-10 (Backup)	User who can approve the task if the Approver (Primary) is unavailable
Approver 1-10 (Primary)	User, Group, or Team that was specified to approve the task
Approver 1-10 End Date (Actual)	Actual end date when the role was completed
Approver 1-10 End Date (Actual, Local)	Actual end date when the role was completed, in the local time zone of the org unit (if assigned an org unit)

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Table 25-2 (Cont.) Column Definitions - Task Manager – Schedule Tasks

Column Name	Description
Approver 1-10 End Date (Assigned)	Assigned end date for the approver
Approver 1-10 End Date (Assigned, Local)	Assigned end date for the approver of the task, in the local time zone of the org unit (if assigned an org unit)
Approver 1-10 Rejections (Count)	Total count of scheduled tasks rejected by the approver
Approver 1-10 Scheduled End Date	Effective end date for the approver of the task
Approver 1-10 Scheduled End Date (Local)	Scheduled end date for the approver of the task, in the local time zone of the org unit (if assigned an org unit)
Approver 1-10 Scheduled Start Date	Effective start date for the approver of the task
Approver 1-10 Scheduled Start Date (Local)	Scheduled start date for the approver of the task, in the local time zone of the org unit (if assigned an org unit)
Approver 1-10 Start Date	Assigned start date of the task
Approver 1-10 Start Date (Local)	Assigned start date of the task, in the local time zone of the org unit (if assigned an org unit)
Approvers (Count)	Total count of assigned approvers
Assignee	User, Group, or Team currently responsible for working on the task
Assignee (Actual)	User who submitted the task
Assignee (Backup)	User who can work on the task if the Assignee (Primary) is unavailable
Assignee (Primary)	User, Group, or Team who was specified to work on the task
Assignee End Date	Effective end date for the assigned user
Assignee End Date (Actual)	Actual end date when the assignee role was completed
Assignee End Date (Actual, Local)	Actual end date when the assignee role was completed, in the local time zone of the org unit (if assigned an org unit)
Assignee End Date (Assigned)	Effective end date for the assignee role to be completed
Assignee End Date (Assigned, Local)	Actual end date when the role was completed, in the local time zone of the org unit (if assigned an org unit)
Assignee End Date (Local)	assigned End Date of the task, in the local time zone of the org unit (if assigned an org unit)
Comments (Count)	Total count of comments for the scheduled task
Created By	Name of the user who created the scheduled task
Created On	Date and time when the scheduled task was created
Description	Description of the scheduled task
End Date	Effective end date of the scheduled task
Ever Been Late (Assignee)	Indicates whether the date when the assignee submitted the task was past the due date
Ever Been Late (Approver 1-10)	Indicates whether approver role has ever been late
Execution Type	Execution type such as End User, System Automated, or Event Monitoring
Instructions	Set of instructions for completing the scheduled task
Integration	Integration associated with the scheduled task
Last Updated By	Name of the user who last updated the scheduled task

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Table 25-2 (Cont.) Column Definitions - Task Manager – Schedule Tasks

Column Name	Description
Last Updated On	Date and time when the scheduled task was last updated
Late (Approver 1-10)	Indicates whether the approver completed the task past the due date
Late (Assignee)	Indicates whether the assignee completed the task past the due date
Open Task	Indicates whether the task is opened
Organizational Unit	Assigned organizational unit
Owner	Name of the scheduled task owner, which must be a Service Administrator or Power User
Parent	Task ID of the parent task
Predecessors	Predecessor for the current task. It can be from another template.
Priority	Priority of the task
References (Count)	Count of references added for the scheduled task (URL and content server references)
Rules (Count)	Total count of rules directly on the scheduled task
Run As	Run the task as the user. Only applicable for system-automated tasks.
Run As Authorized	User who can authorize this task. If the Run As user is the user who also created the task, then the user can authorize the task, without being prompted to re-enter their password.
Start Date	Effective start date of the scheduled task
Start Task Early	Indicates whether the assignee is allowed to open a pending task prior to the scheduled start time
Status (Icon)	Icon indicating the status of the scheduled task
Successors	Successor for the current task
Task ID	Unique identifier for the task
Task Type	Type of task

Example

The following example shows the task workflow between Assignee or Approver, Actual Assignee or Approver, and Primary Assignee or Approver.

Sl No	Action	Assignee / Approver	Assignee / Approver (Actual)	Assignee / Approver (Primary)	Comments
1	Initial state	PREP_TEAM		PREP_TEAM	No one has claimed or submitted the task
2	Barry Mills claims the task	Barry Mills		PREP_TEAM	User information based on claim action
3	Barry Mills submits the task	Barry Mills	Barry Mills	PREP_TEAM	Actual set on workflow action

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Sl No	Action	Assignee / Approver	Assignee / Approver (Actual)	Assignee / Approver (Primary)	Comments
4	Admin re-assigns task to Susan Chang	Susan Chang	Barry Mills	Susan Chang	Both Assignee and Assignee (Primary) are changed, but Assignee (Actual) remains with the user who submitted the task
5	Task is rejected	Susan Chang		Susan Chang	Assignee (Actual) is cleared. Workflow goes back to the user who was re-assigned in the previous step
6	Susan Chang submits the task	Susan Chang	Susan Chang	Susan Chang	Actual set on new user's workflow action.

Task Manager – Templates

This section provides the definitions for the Task Manager templates columns.

Table 25-3 Column Definitions - Task Manager Templates

Column Name	Description
Created By	Name of the user who created the template
Created On	Date and time when the template was created
Description	Description of the template
Embedded In	A list of templates that the current template is embedded in
Embedded Only	Template is only to be used as an embedded template and isn't allowed to be deployed. This prevents supporting templates from being deployed by mistake.
Embedded Templates	A list of templates that are embedded in the current template
Last Schedule	Last schedule created from each template
Last Updated By	Name of the user who last updated the template
Last Updated On	Date and time when the template was last updated
Name	Name of the template
Number of Days After Day 0	Number of days a template tracks after day zero. Days after Day Zero are represented as Day 3, Day 4, and so on.
Number of Days Before Day 0	Number of days a template tracks before day zero. Days before Day Zero are represented as Day-5, Day-4, and so on.
Organizational Unit	Assigned organizational unit

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Table 25-3 (Cont.) Column Definitions - Task Manager Templates

Column Name	Description
Owner	Name of the template owner, which must be a Service Administrator or Power User. The template owner is also the default owner of all tasks in the template unless overridden at the task level.
Schedules	Total number of schedules created from each template

Task Manager - Template Tasks

This section provides the definitions for the Task Manager template task columns.

Table 25-4 Column Definitions - Task Manager Template Tasks

Column Name	Description
Active	Status of the task template
Approver 1-10	User, Group, or Team responsible for approving the task
Approver 1-10 (Backup)	User who can approve the task if the Approver (Primary) is unavailable
Approver 1-10 (Primary)	User, Group, or Team that was specified to approve the task
Approver 1-10 End Date (Assigned)	Assigned end date for the approver
Approver 1-10 End Date (Assigned, Local)	Assigned End Date of the task, in the local time zone of the org unit (if assigned an org unit)
Approver 1-10 Scheduled End Date	Scheduled End Date of the task
Approver 1-10 Scheduled End Date (Local)	Scheduled End Date of the task, in the local time zone of the org unit (if assigned an org unit)
Approver 1-10 Scheduled Start Date	Scheduled Start Date of the task
Approver 1-10 Scheduled Start Date (Local)	Scheduled Start Date of the task, in the local time zone of the org unit (if assigned an org unit)
Approver 1-10 Start Date	Assigned Start Date of the task
Approver 1-10 Start Date (Local)	Assigned Start Date of the task, in the local time zone of the org unit (if assigned an org unit)
Approvers (Count)	Total count of assigned approvers
Assignee	User, Group, or Team currently responsible for working on the task
Assignee (Backup)	User who can work on the task if the Assignee (Primary) is unavailable
Assignee (Primary)	User, Group, or Team who was specified to work on the task
Assignee End Date	End date for the assigned user
Assignee End Date (Local)	Assigned End Date of the task, in the local time zone of the org unit (if assigned an org unit)
Created By	Name of the user who created the template task
Created On	Date and time when the template task was created
Description	Description of the template task
Execution Type	The execution type such as End User, System Automated, or Event Monitoring
Instructions	Set of instructions for completing the task

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Table 25-4 (Cont.) Column Definitions - Task Manager Template Tasks

Column Name	Description
Integration	The execution type, End User, System Automated or Event Monitoring
Last Updated By	Name of the user who last updated the template task
Last Updated On	Date and time when the template task was last updated
Organizational Unit	Assigned organizational unit
Owner	Name of the template task owner, which must be a Service Administrator or Power User. The template task owner is also the default owner of all tasks in the template unless overridden at the task level.
Parent	Task ID of the parent task
Predecessors	Predecessor for the current task. It can be from another template.
Priority	Priority of the task
References (Count)	Count of references added for the template task (URL and content server references).
Rules (Count)	Total count of rules directly on the enterprise journal
Run As	Run the task as the user. Only applicable for system-automated tasks.
Run As Authorized	User who can authorize this task. If the Run As user is the user who also created the task, then the user can authorize the task, without being prompted to re-enter their password.
Start Task Early	Whether the assignee is allowed to open a pending task prior to the scheduled start time
Successors	Successor for the current task
Task ID	Unique identifier for the task
Task Type	Type of task
Template	Template associated with the task

Task Manager – Schedules

This section provides the definitions for the Task Manager Schedules columns.

Table 25-5 Column Definitions - Task Manager – Schedules

Column Name	Description
Created By	Name of the user who created the schedule
Created On	Date and time when the schedule was created
Date Zero Date	Date to assign as day zero
Description	Description of the schedule
End Date	Effective end date for the schedule
Last Updated By	Name of the user who last updated the schedule
Last Updated On	Date and time when the schedule was last updated
Name	Name of the schedule
Organizational Unit	Organizational unit associated with the schedule
Owner	Name of the schedule owner, which must be a Service Administrator or Power User
Period	Period for the schedule

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Table 25-5 (Cont.) Column Definitions - Task Manager – Schedules

Column Name	Description
Start Date	Effective start date for the schedule
Status	Status of the schedule
Tasks	Tasks associated with the schedule
Year	Year when the schedule was created

Task Manager – Task Types

This section provides the definitions for the Task Manager Task Types columns.

Table 25-6 Column Definitions - Task Manager – Task Types

Column Name	Description
Created By	Name of the user who created the task type
Created On	Date and time when the task type was created
Description	Description of the task type
Execution Type	Type of execution associated with the task type
Integration	Integration associated with the task type
Last Updated By	Name of the user who last updated the task type
Last Updated On	Date and time when the task type was last updated
Name	Name of the task type
Task Type ID	Unique identifier of the task type

Task Manager – Integrations

This section provides the definitions for the Task Manager Integrations columns.

Table 25-7 Column Definitions - Task Manager – Integrations

Column Name	Description
Connection	Application to which the task belongs
Created By	Name of the user who created the integration
Created On	Date and time when the integration was created
Description	Description of the integration
Execution Type	Execution type for the integration
Integration Cloud Deployment	Associated integration cloud deployment for the integration
Last Updated By	Name of the user who last updated the integration
Last Updated On	Date and time when the integration was last updated
Name	Name of the integration

Task Manager – Alert Types

This section provides the definitions for the Task Manager Alert Types columns.

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Table 25-8 Column Definitions - Task Manager – Alert Types

Column Name	Description
Alert Type ID	Unique identifier for the alert type
Associated With	Object associated with the alert type such as a task
Created By	Name of the user who created the alert type
Created On	Date and time when the alert type was created
Description	Description of the alert type
Enabled	Indicates whether the alert type is enabled
Last Updated By	Name of the user who last updated the alert type
Last Updated On	Date and time when the alert type was last updated
Name	Name of the alert type

Task Manager – Filters

This section provides the definitions for the Task Manager Filters columns.

Table 25-9 Column Definitions - Task Manager – Filters

Column Name	Description
Created By	Name of the user who created the filter
Created On	Date and time when the filter was created
Description	Description of the filter
Last Updated By	Name of the user who last updated the filter
Last Updated On	Date and time when the filter was last updated
Name	Name of the filter
Public	Whether the filter is public
Type	Type of the filter

Task Manager – Views

This section provides the definitions for the Task Manager Views columns.

Table 25-10 Column Definitions - Task Manager – Views

Column Name	Description
Created By	Name of the user who created the view
Created On	Date and time when the view was created
Default	Indicates whether the view is set as the default view
Description	Description of the view
Last Updated By	Name of the user who last updated the view
Last Updated On	Date and time when the view was last updated
Name	Name of the view
Public	Indicates whether the view is public
Type	Type of the view

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Task Manager – Attributes

This section provides the definitions for the Task Manager Attributes columns.

Table 25-11 Column Definitions - Task Manager – Attributes

Column Name	Description
Attachments	Indicates whether the attribute has attachments
Calculation	Indicates if the attribute is a calculation attribute
Created By	Name of the user who created the attribute
Created On	Date and time when the attribute was created
Last Updated By	Name of the user who last updated the attribute
Last Updated On	Date and time when the attribute was last updated
Lines	Number of lines of text that are visible, without scrolling, on the Actions dialog boxes
Locked	Indicates whether the attribute is locked
Name	Name of the attribute
Type	Type of the attribute

Task Manager – Currencies

This section provides the definitions for the Task Manager Currencies columns.

Table 25-12 Column Definitions - Task Manager – Currencies

Column Name	Description
Currency Code	Country's currency code that identifies the currency
Currency Symbol	Currency symbol for the currency code
Decimal Places	Indicates how to display numbers with decimal values
Description	Name of the country associated with the currency code
Enabled	Indicates whether the currency code is enabled

Managing Task Manager System Settings

Related Topics

- Managing Global Integration Tokens
- Managing Task Manager Organizational Units
- Managing Holiday Rules for Tasks
- Changing Configuration Settings
- Using Oracle Cloud Object Storage to Store Attachments

Managing Global Integration Tokens

The Global Integration Tokens feature enables creation of parameterized URLs. The URLs can be used for a variety of purposes.

When creating the URL, the parameters are inserted into the URL. When the URL is clicked, the parameters are replaced with the appropriate values.

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For example, the following is an excerpt of the parameters:

```
…$YearName$%22%22Period%20Name%22&val6=%22$PeriodName$
%22&col17=%22Logical%20Schedules%22.%22Year%20Name%22&val7=%22$Y earName$
%22&col8=%22Logical%20Schedules%22.%22Deployment%20Name%22&val8=%22$
ScheduleName $%22
```

where

```
$YearName$ = 2012
$PeriodName$ = Jan12
$ScheduleName$ = DemoSchedule
```

The URL becomes:

```
…
%222012%22%22Period%20Name%22&val6=%22Jan2012%22&col7=%22Logical%20Schedules%2
2.%22Year%20Name%22&val7=%222012%22&col8=%22Logical%20Schedules%22.%22Schedule
%20Name%22&val8=%22DemoSchedule%22
```

Parameters can be configured from static parameters defined in your application, attributes of type Text and List, and the following native attributes assigned to Tasks, Templates, and Schedules:

- Period Name
- Schedule Name
- Task Name
- Task ID
- Year Name

You can access URLs from the following locations:

- **Templates**: After an administrator or power user adds a reference URL to a template in the Instructions section, the URL is clickable on the Instruction tab.
- **Schedule**: After an administrator or power user adds a reference URL to a schedule in the Instructions section, the URL is clickable in Instructions.
- **Task Details**: After an administrator or power user or task owner adds a reference URL to a task in the Instructions section, the URL is clickable in Instructions.
- **Task Types**: After an administrator adds a reference URL to a Task Type in the Instructions section, the URL is clickable on the **Instruction** tab.
- **Task Actions**: Viewers of **Task Actions** can click the reference URLs.

Creating a Global Integration Token

Use these guidelines for creating Global Integration Tokens:

- The token name must be unique.
- Tokens can't be modified.
- Tokens shouldn't be deleted. If you try to delete a token, a warning will display: "Deleting a Global Integration Token will invalidate the URLs that are referencing it. Are you sure you want to continue?"

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To create a Global Integration token:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **System Settings** tab on the left, and then select **Global Integration Tokens**.
3. Click **New**.
4. Enter:
   - **Name**: A unique token name
   - **Type**: Static or Task Attribute
   - **Token Value**:
     - If **Task Attribute** is selected as the Parameter Type, select the value that is passed when the URL is rendered.
     - If **Static Attribute** is selected as the Parameter Type, enter the value that is passed when the URL is rendered.
5. Click **Save**.

Deleting a Token

To delete a token:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **System Settings** tab on the left, and then select **Global Integration Tokens**.
3. Select a token, and then click **Delete**.

   A warning message is displayed: "Deleting a Global Integration Token will invalidate the URLs that are referencing it. Are you sure you want to continue?"
4. Click **Yes** to confirm deletion.

Managing Task Manager Organizational Units

Organizational Units enable administrators to define regions, entities, business units, divisions, departments, or any other entity that might be affiliated with a task. For example, you could define a geographical Organizational Unit called "North America", or a business unit Organizational Unit called "Sales". Organizational Units are hierarchical to facilitate reporting. The "Sales" Organizational Unit could contain "East Sales Region" and "West Sales Region" as part of its hierarchy.

When you create a schedule, you select the Organizational Unit to be used for the schedule, and the selected Organizational Unit is applied to all tasks in the schedule.

For example, you may have defined an Organizational Unit called "East Sales Region". When you select "East Sales Region" as the Organizational Unit for the schedule, the selected Organizational Unit is applied to all tasks in the schedule. The settings that you defined for that Organizational Unit, such as Timezone, Holiday Rules, and Work Days, apply to all tasks in the schedule for the "East Sales Region".

Related Topics

- Adding Organizational Units
- Importing Organizational Units
- Selecting an Organizational Unit

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Adding Organizational Units

To add an organization:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Organizations** tab on the left and then select **Organizational Units**.
3. Click **Add Sibling**.
4. On the **Properties** tab, enter:
   - **Name**: You can enter a maximum of 255 characters.

     Administrators can change the name, and it need not be unique.
   - **Organizational Unit ID**: A unique ID used to identify the transaction for Migration purposes.

     The Organizational Unit ID can't be changed after an organizational unit is set. You can enter a maximum of 255 characters.
   - Optional: **Parent Organization**: Enables Administrators to change the hierarchy.
   - **Description**: You can enter a maximum of 255 characters.
   - **Timezone**: Determines which time zone applies to the organizational unit. Selection of a time zone is optional. If a time zone is not selected, the task time zone will revert to the user's time zone.
   - **Holiday Rule**: Determines which list of holidays applies to the organizational unit. Selection of a Holiday Rule is optional.
   - **Work Days**: Determines which days of the week are work days.
5. The **Access** tab enables Administrators to assign viewer and commentator access in a centralized location, rather than having to assign it to each task.

   To select a user:

   a. Click **Add**.
   b. In **Select Viewers**, enter the First Name and Last Name, or click **Search Users**, then select **Users** or **Groups** or **Teams**.
   c. In **Search Results**, select the users and click **Add** or **Add All** to move them to the Selected list.

Importing Organizational Units

To import organizational units:

1. On the Home page, click **Application** and then click **Task Manager**.
2. Click the **Organizations** tab on the left and select **Organizational Units**.
3. Click **Import** .
   - Click **Choose File** to navigate to the CSV import file.

     Sample Organizational import format:

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> **Note**
>
> The following section shows the import format. This example requires a pre-existing parent organizational unit named "Americas", a holiday rule named "US", and a Viewer named "fm_user5".

```
"OrganizationalUnitID","Name","ParentOrganization","Description","TimeZone
","H olidayRule","Calendar","Workdays","Viewer1","Commentator1"
"US2","US2","Americas","Import Organization US2 Example","ET
(UTC-05:00)","US","",2-3-5,"fm_user5",""
```

- For **Import Type**, select one:
  - **Replace**: Replaces the Organizational Unit detail with the Organizational Unit that is in the file that you are importing. It does not affect other units that are not specified in the import file.
  - **Replace All**: Imports a new set of Organizational Units that replaces the existing Units. This option is useful when you want to replace a unit in one system with an updated definition from another system. Organizational Units that are not specified in the import file are deleted.
- For **File Delimiter**, select **Comma**, **Tab**, or **Other**.

4. Click **Import**.

Selecting an Organizational Unit

Administrators define organizational units in Organizations to help organize and schedule tasks.

To select an organization:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Organizations** tab on the left, and then select **Organizational Units**.
3. Select an organization. An arrow indicates a child organization exists. Expand the parent to select a child organization.

Managing Holiday Rules for Tasks

Holiday Rules are collections of holiday dates that Administrators use when scheduling tasks.

After you create a Holiday Rule, you can apply the rule to an Organizational Unit and then apply the Organizational Unit to the schedule template. For example, you might have defined a Holiday Rule for all the yearly holiday dates for the "East Sales Region" Organizational Unit. When you select the "East Sales Region" as the Organizational Unit for a schedule, the predefined holiday dates apply to the tasks in the schedule.

See Applying a Holiday Rule to an Organizational Unit and Applying a Holiday Rule to a Schedule Template.

Creating Holiday Rules

To create holiday rules:

1. On the Home page, click **Application**, and then click **Task Manager**.

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2. Click the **Organizations** tab on the left.
3. Click **Holiday Rules**.
4. Click the **New** icon.
5. Enter:
   - **Holiday Rule ID**: You can enter a maximum of 255 characters. The **Holiday Rule ID** is mandatory and must be unique.
   - **Name**: You can enter a maximum of 50 characters. The **Name** does not need to be unique.
   - **Year**: The Year attribute behaves as a filter option. You don't need to select a value for this attribute. If you do, the table is filtered to display the dates associated with the selected year.
6. To name a holiday, in the **Holiday** section, click the **Import** icon to import the list of holidays, or click the **New** icon and enter the date and name of the holiday.

Applying a Holiday Rule to an Organizational Unit

After you create a holiday rule, you can apply it to an organizational unit, and then apply it to a schedule.

To apply a holiday rule:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Organizations** tab on the left.
3. Click **Organizational Units**.
4. Create or edit an organization.
5. On **Properties**, from the **Holiday Rule** drop-down, select a holiday rule.
6. Click **Save**.

Applying a Holiday Rule to a Schedule Template

After you create a holiday rule and apply it to an organizational unit, you can apply the organizational unit to a schedule template.

To apply a holiday rule:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left.
3. Select a template, click the **Actions** icon to the right of the template, and then select **Create Schedule**.
4. For **Schedule Parameters**, specify the **Schedule**, **Year**, **Period**, and **Day Zero Date**.
5. Under **Date Mapping**, click **Advanced Configuration**.
6. For **Organizational Unit**, select **Use Task Value** or **Set Value To**. For **Set Value To**, click the **Search** icon to select an organizational unit.
7. Select the organizational unit that you created or edited that contains the holiday rule and click **OK**.

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8. Click **OK**.

   The Schedule Parameters Date Mapping now shows the holiday.

Importing Holiday Dates

You can import dates into a holiday rule.

To import holiday dates:

1. On the Home page, click **Application** and then click **Task Manager**.
2. Click the **Organizations** tab on the left.
3. Click **Holiday Rules**.
4. Create or select a holiday rule.
5. Before the **Holiday** section, click the **Import** icon.
6. Click **Choose File** to navigate to the CSV import file.
7. For **Import Type**, select one:
   - **Replace**: Replaces the holiday dates with the holiday dates in the file that you are importing. Does not affect other units that are not specified in the import file.
   - **Replace All**: Imports a new set of holiday dates that replaces the existing holiday dates. Use this option to replace unit in one system with an updated definition from another system. Holiday dates that are not specified in the import file are deleted.
8. For **Date Format**, select a format from the drop-down list of allowed date formats. Date formats are not translated. By default, the date format is set to the locale date format of the exported file location.
9. For **File Delimiter**, select **Comma**, **Tab**, or **Other**.
10. Click **Import**.

Editing Holiday Rules

To edit holiday rules:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Organizations** tab on the left and then select **Holiday Rules**.
3. Select a rule.
4. Edit the following fields:

   > **Note**
   >
   > The **Holiday Rule ID** is not editable.

   - **Name**: The name can be a maximum of 50 characters. It does not need to be unique.
   - **Year**: The Year attribute behaves as a filter option. You do not need to select a value for this attribute. If you do, the table is filtered to display the dates associated with the selected year.
5. Click **Save**.

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Duplicating Holiday Rules

To duplicate holiday rules:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Organizations** tab on the left.
3. Click **Holiday Rules**.
4. Select a rule and click the **Duplicate** icon.
5. Edit the rule as needed.

Deleting Holiday Rules

You cannot delete a holiday rule associated with an organizational unit that is not logically deleted. A list of organizational units to which the holiday rule was assigned is displayed.

To delete holiday rules:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Organizations** tab, and then select **Holiday Rules**.
3. Select a rule, and then click the **Delete** icon.

Changing Configuration Settings

Related Topics

- Allowing Editing and Deleting Comments
- Allowing Task Deletions
- Enabling Application Dimension Alias
- Enabling Email Notifications
- Setting Task Manager Governors
- Allowing Reassignment Request Approvals
- Reopening Tasks
- Settings for Task Manager Reports
- Setting Export to Excel Format
- Specifying Task Display in Smart View
- Displaying Upcoming Tasks in Worklist and Welcome Panel

Allowing Editing and Deleting Comments

A Service Administrator can decide to allow editing and deleting comments in tasks by using the **Allow Comment Editing and Deleting** configuration settings option. By default, this option is Off.

To allow users to edit and delete comments:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **System Settings** tab on the left.

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3. Click **Comments**.
4. For **Allow Comment Editing and Deleting**, select **Turn On** to enable editing and deleting comments.

Allowing Task Deletions

Service Administrators can specify whether to allow tasks to be deleted. By default, this option is Off.

> **Note**
>
> The setting affects only running and closed tasks.

To allow users to delete tasks:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the  **System Settings** tab on the left.
3. Select **Allow Task Deletion**.
4. Select **Turn On** to enable deletions.

Enabling Application Dimension Alias

You can enable Application Dimension Alias support for Task Manager , Supplemental Data Manager, and Enterprise Journals. Within the application, administrators can assign alternate names, or aliases, to system dimensions and user-defined dimension members. The application allows up to 30 aliases per dimension member, including the default alias. See Working with Alias Tables in *Administering Financial Consolidation and Close*.

When enabled, the Year and Period dimensions will display to the user their alternative alias table labels based on the user's preferred alias table selection and member name display preference. The alias labels will be displayed within the listing page columns, filter bars, and dashboard displays. Users can set their alias table selection and member name display preference within the **User Preferences** > **General** > **Alias Settings**. See Setting the Display of Member Names or Aliases in *Working with Financial Consolidation and Close*.

> **Note**
>
> The Year dimension will be renamed from Year to Years and its members will have the fiscal year format (FY00).

If the Dimension Alias support is disabled, then Years will revert to Year and display as numeric values (example, 2024, 2025, and so on) and Periods will be shown with their default Member Name. They will be displayed this way regardless of the user's preferred Alias table selection.

To enable or disable dimension alias:

1. Go to **Applications** > **Task Manager** > **System Settings**.
   The Manage System Settings page is displayed.
2. Click **Dimension Aliases** and then select the **Enable Dimension Alias Support** option.
   To disable dimension alias, clear this option.

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> **Note**
>
> Dimension Alias support is configured for Supplemental Data Manager and Enterprise Journals within the Task Manager System Settings.

After enabling or disabling this option, the database is refreshed on the application. The Refresh Dimensional Metadata job is initiated to copy the metadata.

The following jobs may be queued if they are triggered:

- LCM Import
- LCM Export
- Import Tasks
- Deploy Form
- Deploy Journal Template
- Import Reports

As the Year value can be modified from FY00 format to numerical format and vice versa, the preceding jobs are blocked until the Refresh Dimensional Metadata job is completed.

After the database is refreshed, you must sign-off and sign-in to view the alias support. All dimensions will be realigned with the application dimension definitions. All references to the year dimension and members will automatically be updated. Custom Report definitions may need to be revised depending on how the Year dimension was referenced.

Enabling Email Notifications

Service Administrators can set up Email Notifications for components such as Alerts, Task Manager, Supplemental Data Manager, Enterprise Journals, and Consolidation Journals. When you enable email notifications, batch notifications are generated. When the notification is no longer required, you can deactivate email notifications and reminders.

> **Note**
>
> By default, email notifications aren't enabled.

Administrators can also assign the number of days before a due date to send reminder notifications.

Due Date Reminder notifications are emailed to Assignees and Approvers in these conditions:

- Responsibility for a component action changes: Sent based on information in the action
- A due date is missed: Sent based on information in the action
- A due date is approaching: Sent based on the number of days in advance that you specify

To enable email notifications:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the  **System Settings** tab on the left.

   The Manage System Settings page is displayed.
3. Click **Email Notifications**.

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4. Specify the following information:
   - **Email Notifications**: Select **Turn On** to enable the notification. Click **Turn Off** to disable the notification.
   - If you can edit the **From Address** field, enter an email address to indicate from where the user is receiving the notification. You can also include a product acronym. If you can't edit the **From Address** field, the default email address is displayed as `no.reply@epm.oraclecloud.com`.
     Email notifications also include the service name in the footer of the email. For example: "Note - This is an automated email notification generated from EPM Task Manager on efim.trcs".
   - **Number of days before due date to send reminder**
   - **User Specified**: Select this checkbox to allow users to customize their email notification settings. Users can personalize their email notification settings within their user preferences (**Tools** > **User Preferences** > **Notifications**).
     If you don't select this checkbox, then the user inherits the settings made by the administrator.
   - **Email Start Time** and **Email End Time**: Specify the time period in a day when scheduled emails will be sent. This setting will take effect in each user's individual time zone.
5. For each component, you can specify the **Notification Type**. The types of notifications are:
   - **Late Notifications** (for Task Manager, Supplemental Data Manager, and Enterprise Journals)
   - **Status Change Notifications** (for Alerts, Task Manager, Supplemental Data Manager, Enterprise Journals, and Consolidation Journals)
   - **Due Date Reminder Notifications** (for Task Manager, Supplemental Data Manager, and Enterprise Journals)
6. Select an option in the **Notify Me** column for each notification or notification type to indicate the frequency of the notifications:
   - **Immediately**: Email notifications are sent immediately.

     > **Note**
     >
     > If you set **Notify Me** to **Immediately**, the email notifications are sent immediately even when it is outside of the user's email start/end time.

   - **Once a day**
   - **Every 2 hours**
   - **Every 3 hours**
   - **Every 4 hours**
   - **Every 6 hours**
   - **Mixed**
   - **Never**: Select this option to deactivate a notification. This option is only applicable for **Status Change Notification** and **Due Date Reminder Notification**. For **Late Notification**, only the following notification types get this option:
     - You are the task owner and task assignee is late
     - You are the task owner and task approver is late

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For each type of notification, expand the required component, and choose when to be notified. For example, for **Status Change Notification**, expand **Task Manager**. For **You are the task approver and task approver is late**, select **Every 2 hours** as a choice of notification.

If an Administrator disables the **Email Notifications** in Services, then notifications are suspended.

For more information, see Managing Notification Types and Settings.

See also Setting Up Email for Notifications in *Working with Financial Consolidation and Close* in

Managing Notification Types and Settings

Service Administrators can define the default settings for the notifications for all users for the following components:

- Alerts
- Task Manager
- Supplemental Data Manager
- Enterprise Journals
- Consolidation Journals

Alert Notifications

Status Change Notification Options

Notification Type	Notify Me Options
You are the alert approver and alert status changes to open with approver	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the alert assignee and alert status changes to open with assignee	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the alert owner and alert status changes to open with assignee	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day

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Notification Type	Notify Me Options
You are the alert owner and alert status changes to open with approver	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the alert owner and alert status changes to completed	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the alert owner and alert status changes to open with owner	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are an alert viewer and alert status changes to open with owner	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are an alert viewer and alert status changes to open with assignee	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are an alert viewer and alert status changes to open with approver	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are an alert viewer and alert status changes to completed	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day

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> **Note**
>
> When selecting an option other than **Immediately**, any Alerts that are associated with Pending or Locked Schedules will not be emailed.

Task Manager Notifications

Late Notification Options

Notification Type	Notify Me Options
You are the task approver and task approver is late	• Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the task assignee and task assignee is late	• Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the task owner and task assignee is late	• Never • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the task owner and task approver is late	• Never • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day

Status Change Notification Options

Notification Type	Notify Me Options
You are the schedule owner and schedule is created	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the schedule owner and schedule status changes to open	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day

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Notification Type	Notify Me Options
You are the schedule owner and schedule status changes to closed	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the schedule owner and schedule status changes to locked	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the schedule viewer and schedule is created	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the schedule viewer and schedule status changes to open	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the schedule viewer and schedule status changes to closed	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the schedule viewer and schedule status changes to locked	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the task assignee and task status changes to open with assignee	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day

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Notification Type	Notify Me Options
You are the task approver and task status changes to open with approver	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the backup assignee, and the primary assignee is unavailable	• Never • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the backup approver, and the primary approver is unavailable	• Never • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the task authorizer and schedule status changes to open	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the task owner and task status changes to open with assignee	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the task owner and task status changes to open with approver	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the task owner and task status changes to closed	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day

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Notification Type	Notify Me Options
You are the task owner and task status changes to force closed	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the task owner and task status changes to aborted	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the task viewer and task status changes to open with assignee	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the task viewer and task status changes to open with approver	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the task viewer and task status changes to closed	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the task viewer and task status changes to force closed	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the task viewer and task status changes to aborted	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day

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Notification Type	Notify Me Options
You are the journal submitter, and the journal needs to be posted	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the journal approver, and the journal needs approval	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day

Due Date Reminder Notification Options

Notification Type	Notify Me Options
You are the task approver and task is "At Risk"	• Never • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the task assignee and task is "At Risk"	• Never • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the task owner and task is "At Risk"	• Never • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the task assignee and assignee due date is within 1 days	• Never • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the task approver and approver due date is within 1 days	• Never • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day

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Supplemental Data Manager Notifications

Late Notification Types Options

Notification Type	Notify Me Options
You are the form preparer and form preparer is late	• Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the form approver and form approver is late	• Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the form integrator and form integrator is late	• Never • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day

Status Change Notification Options

Notification Type	Notify Me Options
You are the form preparer and form status changes to open with preparer	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the form approver and form status changes to open with approver	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the form integrator and form status changes to open with integrator	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day

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Due Date Reminder Notification Options

Notification Type	Notify Me Options
You are the form preparer and preparer due date is within 1 days	• Never • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the form approver and approver due date is within 1 days	• Never • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the form integrator and integrator due date is within 1 days	• Never • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day

Enterprise Journal Notifications

Late Notification Types Options

Notification	Valid Values
You are the journal preparer and journal preparer is late	• Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the journal approver and journal approver is late	• Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day

Status Change Notification Options

Notification	Valid Values
You are the journal preparer and journal preparer is late	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day

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Notification	Valid Values
You are the journal approver and journal approver is late	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day

Due Date Reminder Notification Options

Notification	Valid Values
You are the journal preparer and preparer due date is within 1 days	• Never • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the journal approver and approver due date is within 1 days	• Never • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day

Consolidation Journals

Status Change Notification Options

Notification Type	Notify Me Options
You are the journal approver, and the journal needs approval	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the journal submitter, and the journal needs to be posted	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day

Email notifications for Journal actions are based on entity access, not on the Consolidation Journal roles. Users that do not have the Consolidation Journal roles and that should not be receiving emails should disable Consolidation Journal notifications from User Preferences.

To disable Consolidation Journal notifications:

1. From the Home page, select **Tools**, then **User Preferences**.

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2. Select **Notifications**, then **Status Change Notification,** then select **Consolidation Journals**.
3. Change the setting for **You are the journal submitter and the journal needs to be posted** to **Never**.
4. Change the setting for **You are the journal approver and the journal needs approval** to **Never**.
5. Save the changes.

Setting Task Manager Governors

In Task Manager, you can set governors on various system settings and the system provides default settings which you can decrease or increase up to the maximum value. For example, you can specify the maximum number of rows to display in lists.

- **Maximum Number of Items displayed in a List**: Determines the maximum number of rows displayed in a List view; for example, Schedule Tasks.
- **Maximum Approver Levels**: Determine the number of levels that a task might be reviewed.
- **Select maximum file upload size (MB)**: Determines the maximum attachment file size that users can upload. This setting helps administrators adapt to work within limitations of the environment in which the application is installed.

To set Task Manager governors:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the  **System Settings** tab on the left.
3. On the **Manage System Settings** page, click **Governors**.
4. Specify a maximum value or leave the default setting:
   - **Maximum Number of Items displayed in a List**: The default is 10000.
   - **Maximum Approver Levels**: Select a value from 1 to 10.
   - **Select maximum file upload size (MB)**: Select a value from 5 MB, with incremental values of 5 MB, up to 100 MB.
5. In the **Reports** section, change the setting only if instructed by Oracle Support.
6. In the **Dashboards** section, set **Execute Queries in Parallel** to **Turn On** to enable parallel execution for operational dashboard queries. The default is **Turn Off**.

> **Note**
>
> This setting affects all operational dashboard objects such as Task Manager, Supplemental Data, Enterprise Journals, and Alerts.

7. Click **Save**.

Allowing Reassignment Request Approvals

As an Administrator, you can specify which workflow users can directly perform and approve reassignment requests rather than submitting requests to an Administrator or Power User for approval.

Users can then approve reassignment requests from their Worklist.

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Service Administrators should also see the reassignment requests if they are required to approve the requests in case the Task Owner is unavailable.

To allow workflow users to perform reassignments:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **System Settings** tab on the left.
3. Select **Reassignment Requests**.
4. For **Allow reassignment request approval by**, select one or more options:
   - **Administrator**
   - **Power User**
   - **Users**

Reopening Tasks

In Task Manager, there might be times when users need to reopen a task. Administrators can specify whether to allow open or closed tasks to be reopened.

To allow reopening of tasks:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **System Settings** tab on the left.
3. Select **Reopen**.
4. Set the conditions to allow reopening of a task that is Open with an Assignee or Approver. For **Task is Open with Assignee or Approver**:
   - **Not Allowed**: This is the default option and assignees or approvers cannot change the workflow of an open task after it has been submitted or approved.
   - **Allowed for all approvers**: Allows approvers who have approved a task to return the workflow to themselves.
   - **Allowed for all assignees and approvers**: Allows an assignee who has submitted a task or an approver who has approved a task to return the workflow to themselves.
5. Set the conditions to allow reopening closed tasks. For **Task is Closed**:
   - **Not Allowed**: This is the default option and users will not be able to reopen a closed task.
   - **Allowed for final approver**: Allows only the final approver to reopen and return the workflow to themselves.
   - **Allowed for all approvers**: Allows an approver to reopen and return the workflow to themselves.
   - **Allowed for all assignees and approvers**: Allows assignees and approvers of a task to reopen and return the workflow to themselves.

Settings for Task Manager Reports

When generating reports in Microsoft Excel format, a row that spans multiple lines may result in empty rows displayed after the row that contains data. This may cause a problem if you've scripts that perform calculations on a row value. Task Manager provides a setting to control the display of these extra rows.

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To resolve this issue, you must modify the template file of the report by performing the following:

- Remove any empty lines from the table row
- Change the row height of the row to 0

Alternatively, Task Manager provides a setting to control the display of these extra rows. This setting applies to all the reports.

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **System Settings** tab on the left.
3. Click **Reports**.
4. Unselect **Enable Row Split** to ensure that multiple rows aren't displayed for each row of data in Microsoft Excel.

Setting Export to Excel Format

To export data to Microsoft Excel, you can set the format to .xls or .xlsx.

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **System Settings** tab on the left.
3. Click **Reports**.
4. In **Export Excel Format**, select one of the following options:
   - **Excel 97 - 2003 (.xls)**: Exports data in tables to .xls format.
   - **Excel (.xslx)**: Exports data in tables to .xlsx format.

Specifying Task Display in Smart View

You can configure the display of Task Manager tasks when they are launched from Oracle Smart View for Office by selecting columns to display; for example, Task Attributes.

To select columns to display in Smart View:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **System Settings** tab.
3. Select **Smart View**.
4. Under **Column Selection**, from the **Available** list, select the columns to display, then click the **Add** arrow keys to move them to the **Selected** column, or **Remove** to remove them.

   You can select a maximum of 30 columns, and reorder the columns as needed.
5. Click **Save** to save your selection.

Displaying Upcoming Tasks in Worklist and Welcome Panel

As an administrator, you can decide whether to show only Current Tasks, or Current and Upcoming Tasks in the Workflow of the Worklist and Welcome Panel.

If you enable Current and Upcoming Tasks, users can see items currently available to work on, and also items in the upcoming workflow. For example, users can see an upcoming task that is due for them to approve, but not immediately available, as the preparer has not yet finished the task.

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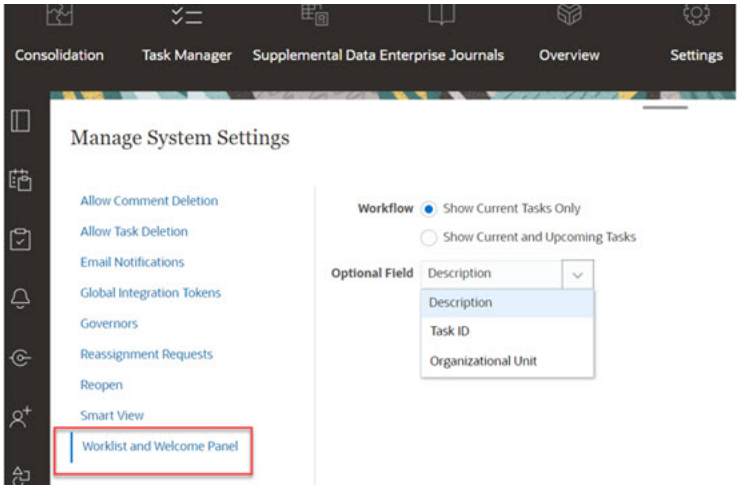
You also have the option to display the tasks with description (default) or by the Task ID/ Organizational Unit.

By default, the system displays only Current Tasks.

To set the display for tasks:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **System Settings** tab on the left.
3. Select **Worklist and Welcome Panel**.
4. Select an option for **Workflow**:
   - **Show Current Tasks Only**
   - **Show Current and Upcoming Tasks**
5. Select an option for **Optional Field**:
   - **Description** (default)
   - **Task ID**
   - **Organizational Unit**



Using Oracle Cloud Object Storage to Store Attachments

Related Topics

- About Using Oracle Cloud Object Storage to Store Attachments
- Understanding What is Stored on OCI Object Storage
  Financial Consolidation and Close automatically handles moving files to and from OCI Object Storage so users can upload and view attachments seamlessly.
- Steps to Use OCI Object Storage with Financial Consolidation and Close
- Using Replication for Your Object Storage Bucket

About Using Oracle Cloud Object Storage to Store Attachments

Customers who have a large Financial Consolidation and Close database mainly due to the number of uploaded attachments should use **Oracle Cloud Infrastructure (OCI) Object Storage** to store the attachments. Using a separate storage option will allow a large reduction in the size of the LCM snapshot so the backup, download and restore steps will be more

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streamlined (for example, when restoring a snapshot from test to production, or when downloading a snapshot for offline storage). Another advantage is that using OCI Object Storage allows you to increase the maximum attachment size from 20 MB to 100 MB. It is a highly recommended best practice to use OCI Object Storage.

OCI Object Storage requires its own subscription and configuration so this feature is optional. If you choose to set it up, attachments are stored in OCI Object Storage going forward and existing attachments will be moved to OCI Object Storage once configured.

When you create an application using a snapshot or by cloning, and the source application uses OCI Object Storage to store attachments, the password required to access the OCI Object Storage bucket is not exported in the new application for security reasons. The recommended best practice is to separately clone your source OCI Object Storage bucket, and configure the new bucket on the new application. See Setting Up OCI Object Storage in Financial Consolidation and Close.

Note

- Once you start using OCI Object Storage, you cannot go back to using the Financial Consolidation and Close database for these attachments.
- During cloning if the source is set to use object storage in between, then after migration, sometimes the overall statistics about the attachments on the target (OCI) doesn't match the source because of the following:
  - **Orphan records**: When orphan references at source (that are considered for statistics at source) are migrated, they get lost at the target system because they aren't associated with any objects. This causes a mismatch in the statistics at target when compared to source. For example, orphan references are created when an alert has comment references and the comments are deleted but the references aren't deleted at source.
  - **Duplicate attachments**: For duplicate attachments at source, only the distinct reference for statistics at source are considered. However, after migration, each duplicate record has its own unique reference at target because they are migrated as part of different artifacts. This causes mismatch in the statistics.

Note

This is applicable only for Task Manager.

Understanding What is Stored on OCI Object Storage

Financial Consolidation and Close automatically handles moving files to and from OCI Object Storage so users can upload and view attachments seamlessly.

Some examples of what Financial Consolidation and Close stores in OCI Object Storage are attachments for Task Manager, Supplemental Data Manager, and Enterprise Journals.

A unique ID is generated for each attachment that is created in Task Manager, Supplemental Data Manager, and Enterprise Journals. This ID is used as the file name when the attachment is stored in OCI Object Storage. The name actual name of the attachment file is stored as a property of the object storage file. For example, assume that you add an attachment with the file name `fx_translations.xlsx` to Task Manager. A unique ID, say `fpbh-2765`, is generated for this attachment. This attachment is stored in OCI Object Storage with the name `fpbh-2765`

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and the actual name of the attachment file, `fx_translations.xlsx`, is stored as a property of `fpbh-2765` in OCI Object Storage. To determine the actual name of an attachment file, use **View Details** for the file in OCI Object Storage.

> **Note**
>
> Financial Consolidation and Close does not delete any files from OCI Object Storage. Instead, OCI Object Storage attachments are purged based on the Retention Policy set in OCI Object Storage. See Using Retention Rules to Preserve Data.

Steps to Use OCI Object Storage with Financial Consolidation and Close

The following are the high-level steps for using OCI Object Storage with Financial Consolidation and Close.

1. Subscribe to OCI Object Storage. See Oracle Cloud Infrastructure - Cloud Storage.

   To review the user assistance for OCI Object Storage, see Overview of Object Storage.

2. Create the environment required to store attachments in OCI Object Storage. This includes setting up the bucket (logical storage location in OCI Object Storage) in which attachments will be stored.

   See Setting Up OCI Object Storage.

3. Configure Financial Consolidation and Close to store attachments in OCI Object Storage.

   See Setting Up OCI Object Storage in Financial Consolidation and Close.

Setting Up OCI Object Storage

A separate subscription to **OCI Object Storage** is required to use this feature. Note that a Bucket is a logical container in **OCI Object Storage** for storing objects. In the context of Task Manager,Supplemental Data Manager, and Enterprise Journals, your attachments are considered objects.

The high level steps in **OCI Object Storage** are listed here:

1. Create a Bucket in **OCI Object Storage** to store your attachments. For instructions, see Creating a Bucket.

   > **Note**
   >
   > You can create a bucket in an existing compartment or create a new compartment for the attachments.

   Here's an example of a set up Bucket.

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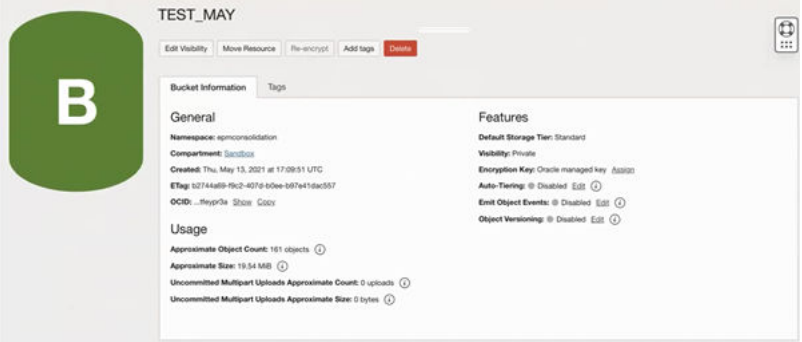

To enable you to test access to the bucket and to switch seamlessly from a test environment to a production environment, it is recommended that you create two folders within the bucket – one folder for the test environment and another folder for the production environment. For example, if you create a bucket named `task_manager_rec_data` to store your attachments, create folders `test` and `prod` within this bucket. During the implementation phase, use the `test` folder by specifying the bucket URL as `<bucket_url>/test`. When moving to the production environment, switch the bucket configuration to `<bucket_url>/prod`. The folder `test` can subsequently be deleted without any impact in the production environment.

2. Ensure that Auto-Tiering is disabled for the bucket. See Managing Auto-Tiering for an Object Storage Bucket.
3. You need to keep the **Lifecycle Policy Rules** as is in **OCI Object Storage**. Do not change this.
4. Optional: **Retention Rules** in **OCI Object Storage** follow your company's audit requirements (for example five to seven years).
5. In **Oracle Cloud Infrastructure** (OCI), you need to create a user for Financial Consolidation and Close and grant that user at least READ and WRITE access but do not grant DELETE access. The user can be an **Identity and Access Management** (IAM) user or a Federated user.
   We recommend a separate user be created for accessing Object Storage for Financial Consolidation and Close. This user has to be granted privileges to access to the attachment storage bucket and to manage objects in the bucket.
6. You need to create a group to assign policies.

   Access to Object Storage is managed by **Identity and Access Management (IAM)** policies. Common object storage policies can be found in Let users write objects to Object Storage buckets

   To create **IAM** policies, see Getting Started with Policies

   Here is an example of the policy that is required.

   - `Allow group FccsAttachmentWriters to read buckets in compartment ABC`
   - ```
     Allow group FccsAttachmentWriters to manage objects in compartment ABC
     where all {target.bucket.name='FccsAttachments', any
     {request.permission='OBJECT_CREATE', request.permission='OBJECT_INSPECT',
     request.permission='OBJECT_READ'}}
     ```
7. An auth token has to be created for the user. For details, see Working with Auth Tokens

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     ```

> **Note**
>
> The auth token will not be displayed after it has been created so make a note of the token since it will be used later in the configuration process.

8. Once you have created the Bucket and created a user, you need to set up **OCI Object Storage** in Financial Consolidation and Close so that the connection is made using the **Bucket URL**, **Username** , and **Password**. See Setting Up OCI Object Storage in Financial Consolidation and Close.

Setting Up OCI Object Storage in Financial Consolidation and Close

To set up **OCI Object Storage** in Financial Consolidation and Close for Task Manager, Supplemental Data Manager, and Enterprise Journals attachments:

1. Go to **Navigator** and click **Connections** under **Tools**.
   The Manage Connections page is displayed.
2. Click **Create** to create a connection.
   The Select Provider to Create Connection dialog box is displayed.
3. Click **Other Web Service Provider**.
   The Enter Connection Details dialog box is displayed.
4. Specify the following details:
   - **Connection Name**: Name of the Object Storage connection.
   - **Description**: Brief description about the connection.
   - **URL**: Object Storage bucket URL. It's the URL of the Oracle Object Storage Cloud bucket.
   - **User** and **Password**: User name and password you created for Financial Consolidation and Close in **Oracle Cloud Infrastructure**.

   > **Note**
   >
   > If the user was created in the Federated Identity Provider, then the user name has to be prefixed with the Federated Identity Provider name. For example: `oracleidentitycloudservice/username`. For password, you must use the auth token as the password, not the login password.
5. Click **Save and Close** to save the Object Storage connection details.
6. Go to **Home** > **Applications** > **Task Manager**.
7. Click **System Settings** tab.
   The Manage System Settings page is displayed.
8. Click **Object Storage** and from the **Connections** drop-down list, select the Object Storage connection.
   The **Bucket URL** is populated automatically.

   The URL format is:`https://swiftobjectstorage.region_identifier.oraclecloud.com/v1/namespace/bucket_name` where:
   - `region_identifier` is the hosting Oracle Cloud Infrastructure (OCI)

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- `region.namespace` is the top-level container for all buckets and objects. Each Oracle Cloud Infrastructure tenant is assigned a unique system-generated and immutable Object Storage namespace name at account creation time. Your tenancy's namespace name, for example, `axaxnpcrorw5`, is effective across all regions
- `bucket_name` is the name of a logical container where you store your data and files. Buckets are organized and maintained under compartments.

An example URL is: `https://swiftobjectstorage.us-ashburn-1.oraclecloud.com/v1/epmcloud/fccsAttachments`

If you created folders within your bucket, the URL format is `https://swiftobjectstorage.us-ashburn-1.oraclecloud.com/v1/epmcloud/`*`bucket_name/folder_name`*, where `folder_name` is the name of the folder containing the data.

9. Click **Validate and Save**. The system validates to make sure the connection is working properly and creates and reads a test file.
The Object Storage confirmation dialog box is displayed.
10. Click **Continue**. A batch job starts immediately that will move attachments currently in the database to the specified Object Storage location. Henceforth, all attachments will be saved in the Object Storage location instead of the database. You can't revert to the database once the attachments are stored in Object Storage location.
11. Statistics display depending on whether you are an existing customer or a new customer first setting up **OCI Object Storage** and Financial Consolidation and Close:
    - Number of migrated attachments: How many attachments are migrated.
    - Size of migrated attachments (MB): Size of attachments that are migrated.
    - Number of pending attachments: How many attachments are still pending for migration.
    - Size of pending attachments (MB): Size of the attachments pending for migration.
    - Number of all the attachments: How many total attachments are in the system (includes migrated attachments plus pending migration attachments plus newly added attachments).
    - Size of all the attachments (MB): Size of all attachments in the system

    > **Note**
    >
    > After migration from test environment to production environment, if you do not update the manual step of connections details, then uploading and downloading attachments within the application results in an error. Download will happen with 0 bytes and upload will result in validation error.

    - If you are an existing customer, you will see statistics relating to migration of the attachments from the Financial Consolidation and Close database to **OCI Object Storage**. You will see statistics increment as attachments are moved.
    Financial Consolidation and Close takes the attachments from the database and moves files to **OCI Object Storage** in the Bucket you have set up. This is performed based on the **Bucket URL**, along with the user name and password you created for Financial Consolidation and Close in **Oracle Cloud Infrastructure**. The attachments are moved from the database into **OCI Object Storage** and then removed from the database.

      After the first time migration, uploads and downloads of attachments are stored and retrieved from **OCI Object Storage**.

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- If you are new to Financial Consolidation and Close, many of the statistics shown will display as zero since you are not moving existing attachments to **OCI Object Storage**.

Here's a sample screenshot of the statistics.



Clicking **Reset** will reset to the last connection that worked.

Troubleshooting Configuration Problems

When setting up **OCI Object Storage**, if you see the following error, there may be problem with the bucket URL or credentials:

```
Error: Unable to connect to the Object Storage service using the specified URL
and credentials.
```

Use any REST client such as cURL or Postman to test the bucket URL and credentials.

The format of the cURL command is as follows: `curl <bucket URL> -u "<username>:<password>"`

Following is an example of a cURL command to test your URL and credentials:

```
curl https://swiftobjectstorage.us-ashburn-1.oraclecloud.com/v1/epmcloud/
taskAttachments -u "username:password"
```

Using Replication for Your Object Storage Bucket

If the configured bucket is temporarily inaccessible, you can store attachments in the replicated bucket. However, the replicated bucket is read-only. Therefore, you must create a new bucket, copy data from the replicated bucket to the new bucket, and configure Financial Consolidation and Close to use the new bucket.

For additional information, see Using Replication and Copying Objects.

Managing Task Manager Attributes

Attributes are user-defined fields defined centrally by administrators and used in many places.

You can specify different value types for attributes: Date, Date/Time, Integer, List, Multi-Line Text, Number, True/False, Text, User, and Yes/No. For example, you can define a custom

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attribute named Auto Submit with a value type of Yes or No. When you assign the Auto Submit attribute to an item, you can set it to Yes for tasks required by external users.

If you select the List type, you can define a pick list of values. For example, you can define a List attribute named Sales Region, with North, South, East, and West as values.

You can create, edit, and delete attributes.

> **Note**
>
> The maximum number of Task Manager attributes that you can create or import is 10,000.

Defining Task Manager Attributes

To define a Task Manager attribute:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Attributes** tab on the left.
3. Click the **New** icon, then on the **Properties** tab specify the following properties:
   - **Name**: You can enter a maximum of 80 characters.

     > **Note**
     >
     > You can create an object using the same name that you used earlier and deleted. Any objects that were previously linked to the deleted object will be associated with the new object.

   - **Description**: You can enter a maximum of 255 characters.
   - **Type**:
     - **Date**
     - **Date/Time**
     - **Integer**: Allows a value between -2147483648 and 2147483647. For **Total**, specify the totaling method for the attribute:
       - **None** (default): No total is calculated.
       - **Average**: The average of the rows with data. Rows without data are not counted in the denominator
       - **Count**: The count of the rows with data.
       - **Sum**: Additive total.
     - **List**: Click **List Values** to enter a list of valid responses to the question. You can enter a maximum of 255 characters.
     - **Multi-Line Text**: Click **Format** and specify the **Number of Lines**, from 3 to 50 lines. Multi-Line Text determines how many lines of text are visible, without scrolling, on the Actions dialog boxes. The maximum length should be less than 4,000 characters.

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Select **Include Attachments** if you want to include an **Attachments** section on the Actions dialog box.

- **Number**: Enter a value xxxxxxxxxxxxxxxxx.xxxxxxxxx (17 digits and 9 decimal places). Click **Format** and select number formatting options:
  - For **Decimal Places**, enter a value for the number of decimal places to display.
  - For **Display As Percentage**, select if you want a percentage to display.
  - Select the **Thousands Separator** option if you want numbers to display a thousands separator (for example, 1,000.00).
  - For **Currency Symbol**, select a currency symbol; for example, $ (United States of America Dollar).
  - For **Negative Number**, select how to display negative numbers; for example, (123).
  - For **Scale**, select a scale value for numbers; for example, 1000.
- **Text**: Enter a maximum of 4000 characters.
- **True/False**
- **User**
- **Yes/No**

- **Calculation**: Select to add logical and mathematical functions for attributes in the **Calculation** tab.

  See Defining Calculation Attributes.

Defining Calculation Attributes

Calculation attributes enable you to add logical and mathematical functions to derive values for attributes. They can be embedded within other calculated attributes to produce complex functions. Calculated attributes are read-only. They can only be evaluated against Schedules.

Schedules: You can add any Calculation and the calculation is evaluated, regardless of whether or not it was explicitly assigned to the task.

Templates: You cannot add a custom attribute that has the Calculation option selected as a column or a filterable attribute.

When administrators add attributes to the Attributes sections in the Actions dialogs, they are viewable by workflow users. Administrators can restrict access to certain roles by setting the access to Do Not Display. For example, for calculated attribute XYZ, an administrator could set the access to `Viewer: Do Not Display` so that the XYZ attribute is not displayed for users with only the Viewer role.

Any user role can add calculated attributes as columns in views and portlets. They can also be added as filterable attributes in the Filter Panel.

To define a calculation attribute:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Attributes** tab on the left.
3. Click **New** icon, and then on the **Properties** tab enter a **Name** for the attribute, and then select an attribute **Type**.

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4. Select the **Calculation** option.
5. On the **Calculation** tab, select a **Calculation Type**.

You can select from the following calculation types. The available types are determined by the attribute **Type** (**Text**, **Integer**, and so on).

- **Assign Value to List**: Assign custom values to a List type attribute
- **Assign List To Value**: Assign custom list values to the values of a different attribute. Only available for List type attributes.
- **Conditional**: A conditional calculation (If – Then – Else)
- **Scripted**: A free-form scripted calculation. Only available for attributes of type Integer, Multi-line Text, Number, or Text.

The following table lists the Calculation types available for each Attribute type.

Attribute Type	Assign Value to List	Conditional	Scripted	Assign List to Value
Date				
Date/Time				
Integer	X	X	X	
List		X		X
Multi-Line Text	X	X	X	
Number	X	X	X	
Text	X	X	X	
True/False		X		
User				
Yes/No		X		

Calculation Definition

The **Scripted** Calculation type enables you to enter a free-form calculation equation. You can use **Add Attribute** and **Add Function**:

- **Add Attribute**: Select an attribute and insert the attribute into the Calculation Definition box at the location of the cursor. If the cursor is in the middle of a word or attribute, the word/attribute will be replaced in the definition. The script format adds brackets {} around the name of the new attribute.

  The only available attributes are Schedule attributes.
- **Add Function**: Select a function and add the function to the Calculation Definition. The Function is added with placeholders for each parameter.

For example: Insert the DATE_DIFF function in the calculation definition:

```
DATE_DIFF(<Date1>, <Date2>, <Type>)
```

Then replace the placeholders with attributes:

```
DATE_DIFF( {Start Date}, {End Date}, 'DAYS')
```

Numeric and Date Functions

- **Absolute Value**: Returns the absolute value of a specified number. If a number is less than zero, the positive value of the number is returned. If the specified number is equal to or greater than zero, the specified number is returned.

  ```
  ABS(<Number>)
  ```


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- **Add Month**: Returns a date offset a specified number of months from the starting date. The date will always fall in the specified month offset. If the starting date has a day value beyond what is in the offset month, the last day of the offset month will be used. For example, EDate (31-Jan-2017, 1) returns (28-Feb-2017). For Months, enter the number of months before or after the start date. A positive value for months yields a future date. A negative value yields a past date.

  `ADD_MONTH(<Start Date>, <Months>, <Length>)`

  Example: `ADD_MONTH(DATE(2017, 2, 15) 3)`

- **Date**: Returns a date value based on specified integer values for the year, month and day.

  `DATE(<Year>, <Month>, <Day>)`

- **Date Difference**: Returns the difference in years, months, days, hours, minutes, or seconds between two dates. For DATE 1 and DATE 2, the values TODAY and NOW can be used, which denote the current date (with no time component) and date-time, respectively.

  `DATE_DIFF(<Date1>, <Date2>, <Type>)`

  Example: `DATE_DIFF( {Start Date}, 'TODAY', 'DAYS')`

- **Day**: Returns the day value of a date as an integer number

  `DAY(<DATE>)`

- **Extract Text**: Returns the substring within the value, from the specified positions.

  `SUBSTRING(<Value>, <Location>, <Length>)`

  Example: `SUBSTRING( {Name}, 4, 10)`

- **If Then Else**: Allows you to insert a conditional calculation into the scripted calculation. IF_THEN_ELSE calculations can also be nested to support ELSE IF type calculations.

  `IF_THEN_ELSE(<Condition>, <Value1>, <Value2>)`

  Example: `IF_THEN_ELSE( ( {Priority} = 'Low'), 1,IF_THEN_ELSE( ( {Priority} = 'Medium'), 2, IF_THEN_ELSE( ( {Priority} = 'High'), 3, 0)))`

  Example: `IF_THEN_ELSE( ( {Priority} = 'Low'), 'Good'`
  `IF_THEN_ELSE( ( {Priority} = 'Medium'), 'Better'. 'Best') )`

- **Instring**: Returns the index of the substring within the value.

  `INSTRING(<Value1>, <Value to Search>)`

  Example: `INSTRING({Name}, 'a')`

- **Length**: Takes a text value as a parameter and returns an integer which is the number of characters in the text. If the value is empty/null, the calculation will return 0.

  `Length ({<attribute>})`

  Example: `LENGTH("Value")` would return 5, and `LENGTH({Name})` would return the number of characters in the name of the object.

  Use the calculation with SUBSTRING to extract the last four characters of a text value.

  `SUBSTRING( {MyString}, LENGTH ({MyString}) - 4`

- **Lowercase**: Returns the value in lower case

  `LOWERCASE(<Value>)`

  Example: `LOWERCASE ({Task Code})`

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- **Maximum**: Returns the maximum value from a list of attributes. There can be any number of parameters.

  `MAX <Value1>, <Value2>, <ValueN>)`

  Example: `MAX( {Scripted Substring Loc a}, {Scripted Substring Loc s}, {Scripted Substring Loc t} )`

- **Minimum**: Returns the minimum value from a list of attributes. There can be any number of parameters.

  `MIN (<Value1>, <Value2>, <ValueN>)`

  Example: `MIN( {Scripted Substring Loc a}, {Scripted Substring Loc s}, {Scripted Substring Loc t} )`

- **Month**: Returns the month value of a date as an integer number (1-12)

  `MONTH (<DATE>)`

- **Power**: Raises one number to the exponential power of another.

  `POWER(x,y) where x=BASE NUMBER,and y=EXPONENT` and x and y can be attributes or calculations, as long as they are numeric.

  Example: `POWER(3,4)=81`

  > **Note**
  >
  > Fractional values will reduce the number to its root. For example, `POWER(27, 1/3) = 3` the cube root.
  >
  > Negative values will perform an inverse of the exponential calculation. For example, `POWER(2, -2) = 1 / (2^2) = 1 / 4 = .25`.

- **Round**: Returns the value rounded to the decimal places specified

  `ROUND <Attribute>, <Decimal Places>)`

  Example: `ROUND( ({Scripted Substring Loc t} / 7), '4')`

- **Text Location**: Returns the index of the substring within the value, starting at 1 as the first position.

  `INSTRING(<Value>, <Value To Search>)`

  Example: `INSTRING( UPPERCASE( {Name} ), 'TAX' )`

- **Uppercase**: Returns the value in upper case.

  `UPPERCASE(<Value>)`

  Example: `UPPERCASE( {Name} )`

- **Year**: Returns the year value of a date as an integer number.

  `YEAR (<DATE>)`

Calculation Validation

The following validation checks are performed when you save the Calculation:

- The syntax of the Calculation is correct.
- The Attributes and Functions specified in the Calculation exist.

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- Parameters to Functions are correct.
- No Circular Loops exist.

Importing List Attributes

To import Task Manager attributes of the List type:

1. Create an import file of List attributes in a TXT file format, with each value on a separate line.

   For example:

   ```
   Blue
   Yellow
   Red
   Green
   ```

   The import option is always "Replace All".
2. On the Home page, click **Application**, and then click **Task Manager**.
3. Click the **Attributes** tab on the left.
4. Select an attribute of type **List**, and click **Edit**.
5. Click the **Import** icon.
6. For **File**, click **Choose File**, find a TXT import file, and then select a **File Delimiter**.
7. Click **Import**. **Import List Values** displays the values: Total List Values, Completed, Errored, List Values Created, and List Values Updated.

   If **Completed Successfully**, click **OK**.

   If **Completed with Errors**, the errors are listed. To export the error list, click **Export to Excel** .

Editing Attributes

You can edit the name of a custom Task Manager attribute. If the attribute type is a List, you can also add, rename, or delete list values.

To edit Task Manager attributes:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Attributes** tab on the left.
3. Select an attribute and click **Edit**.
4. Edit the attribute name.

   > **Note**
   >
   > If the attribute is a List type, you can add, rename, or delete list values. After a custom attribute is saved, you can't change its type.
5. Click **OK**.

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All related templates, schedules, task types, or tasks are updated.

Duplicating Attributes

You can duplicate attributes.

To duplicate attributes:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Attributes** tab on the left.
3. Select an attribute to duplicate, and click **Duplicate**.
4. Click **Close**.

Deleting Attributes

You can delete attributes that you no longer need. When you delete an attribute, the system removes all references to the attribute.

To delete attributes:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Attributes** tab on the left.
3. Select the attributes to delete, and click **Delete**.
4. At the confirmation prompt, click **Yes**.

Viewing Attributes

In Attributes, you can specify which columns to display for the list of attributes, or show all. You can also reorder columns, sort columns by ascending or descending order, and change the column widths.

To display columns:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Attributes** tab on the left.
3. Do one or more of the following tasks:
   - To display all columns, select **View**, then **Columns**, and then select **Show All**.
   - To display specific columns, select **View**, then **Columns**, and then select or deselect the column names.
   - To reorder columns, select **View**, and then **Reorder Columns**, select columns and use the Up or Down arrows or drag them to change the order.
   - To sort columns, hover over a column header until the Sort icons are displayed, and then click **Sort Ascending** or **Sort Descending**.
   - To change column widths, hover over the column header dividers until the arrows display, and drag the columns to the desired width.

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Searching for Attributes

You can use the Search function in the Attributes list to find attributes for Task Manager tasks. You can enter full or partial names on which to search. Using the filter bar, you can control the attributes that you see in the list. By default, all attributes are displayed.

To search for Task Manager attributes:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the  **Attributes** tab on the left.
3. To search for an attribute, enter search criteria in the **Search** text box.
4. **Optional:** From the filter bar, click on a category to display additional search operators such as **Equals**, **Does Not Equal**, **Contains**, **Does Not Contain**, **Starts With**, and **Ends With**.

   You can filter attributes using these categories: **Name**, **Type**, **Calculation**, **Created By**, **Created On**, **Last Updated By**, or **Last Updated On**.

> **Note**
>
> - Click **Add a Filter** to view all categories.
> - To hide the filter bar, click the **Filter** icon.
> - To clear all filters, click **Clear All Filters** in the  icon.

Managing Task Manager Teams

Teams are defined and provisioned with Owners, Assignees, Approvers, and Viewers roles. Then, rather than assigning named users these roles on a task, the role is assigned to the Team. Administrators and Power Users can add, edit, and delete teams.

> **Note**
>
> An individual user can be assigned to a maximum of 1,000 teams, either directly or indirectly.

About Teams and Groups

Both teams and groups allow you to create collections of users. The difference is that groups also allow application roles to be assigned. For example, a Group of users could be created with the Reports - Manage application role and this allows all the users in the group to create reports. Because a user's role can be changed by groups, only Service Administrators can manage them. This leads to a more centralized management of groups. In addition, Oracle Identity Cloud Service (IDCS) groups can also be configured so that user membership can be synchronized with the customer's Identity Management tool of choice. For more information about Cloud EPM groups and IDCS Groups, see Managing Groups in *Administering Access Control*. Lastly, two features of Groups that aren't available for Teams are:

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- Groups are allowed to be included (nested) within another group
- User assignment and unassignment to Groups is audited

Teams are simply a collection of users. Because they do not grant roles, Power Users (or any user granted permission by a Service Administrator) can administer them. This allows for a more distributed management of teams. For example, management of teams can be done by each client's organization leaders around the globe.

Therefore, you should use groups when you need to assign roles or have a centralized management of your users which can be integrated with your Identity Management if desired or or if you need the nesting or auditing features. You should use teams if you have a more decentralized management of your users and do not need to assign application roles.

Related Topics:

- Adding Teams and Members for Task Manager
- Editing Teams and Members for Task Manager
- Searching and Filtering Teams and Members
- Deleting Teams and Removing Members
- Managing Backup Assignments
- Requesting a Reassignment in Task Manager

Adding Teams and Members for Task Manager

To add teams and members:

1. On the Home page, click **Tools**.
2. Click **Access Control**.
3. Click the **Teams** tab.
4. Click the **New** icon.
5. On the **Define Team** screen, for each team, enter:
   - **Name**
   - **Description**
   - Select the **Task Manager** tab and then select one or more roles for the team:
     - **Administrator**
     - **Power User**
     - **User**
     - **Viewer**
   - To add members:
     a. Under **Members**, click **Add**.
     b. Enter the partial or full **First Name**, **Last Name**, or click **Search** to select the names.
     c. In the **Search Results** section, click **Add**, or **Add All** to add the selections to the **Selected** list.
     d. Click **OK**.

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6. On the Team dialog box, select **Primary User** to have the tasks default to a Claimed status with that user.

> **Note**
>
> Other team members can then claim the task.

7. Click **OK**.

Editing Teams and Members for Task Manager

You can edit Task Manager teams and members, and also view and change current team assignments. The Task Manager Users list displays what organizations users belong to, what roles they have, and provides a way to change access security.

To edit Task Manager teams or members:

1. On the Home page, click **Tools**, and then click **Access Control**.
2. Click the **Teams** tab.
3. Select a team, and click the **Edit** icon.
4. Edit the teams and members and click **OK**.
5. Click **OK**.
6. **Optional:** To view which teams a user is a member of, click the **Task Manager Users** tab.

   The Task Manager Users list displays the **Name**, **User Login** (User ID), **Status** (Available or Unavailable), and a list of **Teams** that the user belongs to.
7. Click **Edit** to edit the user or team information.

Searching and Filtering Teams and Members

Using the search field and filter options, you can control the records that you see in the list of teams and members.

To search for teams or members:

1. On the Home page, click **Tools**, and then click **Access Control**.
2. Click the **Manage Teams** tab.
3. To search for a team, enter search criteria in the **Search** text box.
4. **Optional:** From the filter bar, click on a category to display additional search operators such as **Equals, Does Not Equal, Contains, Does Not Contain, Starts With**, and **Ends With**.

   You can filter teams using these categories: **Name**, **Description**, **Created By**, **Created On**, **Last Updated By**, or **Last Updated On**.

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> **Note**
>
> - To hide the filter bar, click the **Hide Filter Bar** icon.
> - To clear all filters, click **Clear All Filters** in the
>
> icon.

Deleting Teams and Removing Members

The following guidelines apply to deleting teams that are used in templates or schedules:

- If a team has been assigned to a task in a template, then it cannot be deleted. To delete the team, first remove it from all tasks to which it is assigned.
- If teams are used in schedule tasks, then the deletion is allowed. The schedule task can still see the team even though no new tasks can use the team.

To delete teams or members:

1. On the Home page, click **Tools**, and then click **Access Control**.
2. Click the **Teams** tab.
3. To delete teams, select a team, click **Delete**, and from the confirmation prompt, click **Yes**.
4. To remove members, double-click a team name, and on the **Edit Team** dialog box, select a member and then click **Remove**.
5. Click **OK**.
6. On **Manage Teams**, click **Close**.

Managing Task Manager Users

Under **Access Control**, you can use **Task Manager Users** to access information about users on the system. The following fields can be used as columns or filters on the Users List.

You can determine which columns you want to display, as well as filter the list, and then export to csv or Excel format.

To see detailed information about a user, click on the user name and the **User Details** dialog is displayed.

- **Name** - full name of the user. Column and filter selected by default.
- **Last Login** - date and time of last user login.
- **Timezone** - timezone that is set in the user preferences of the respective user
- **Organizations** - list of organizations that the user is assigned to.
- **Form Integrator** - (Yes/No) indicates whether the user is an Integrator in any supplemental data form. This includes indirect assignments using Groups and Teams.
- **Form Approver** - (Yes/No) indicates whether the user is an Approver in any supplemental data form. This includes indirect assignments using Groups and Teams.
- **Form Preparer** - (Yes/No) indicates whether the user is a Preparer in any supplemental data form. This includes indirect assignments using Groups and Teams.

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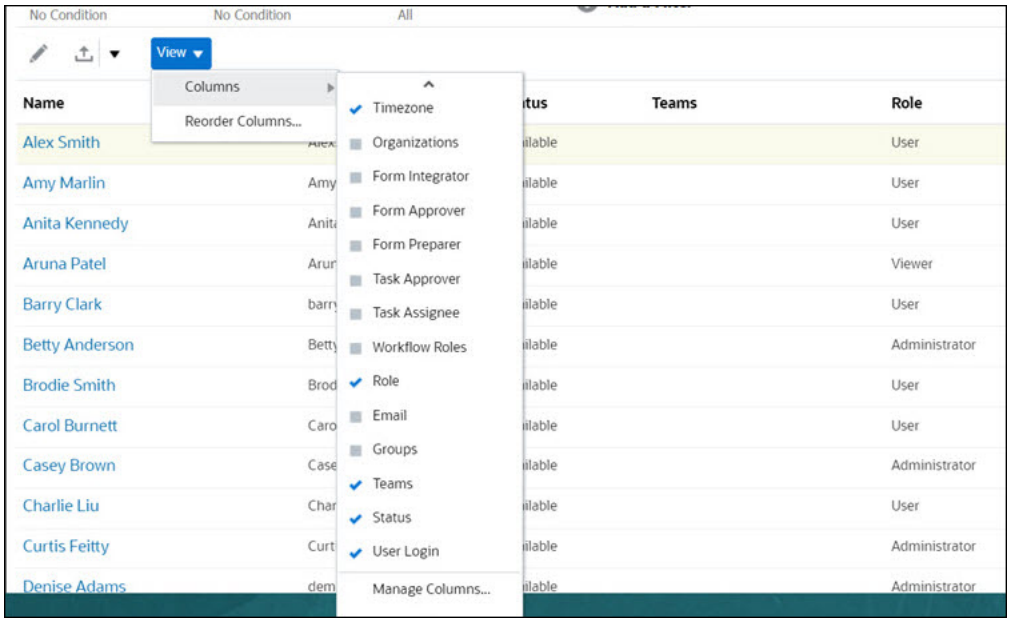
- **Task Approver** - (Yes/No) indicates whether the user is an Approver in any Task Manager Task. This includes backup assignments and indirect assignments using Groups and Teams.
- **Task Assignee** - (Yes/No) indicates whether the user is an Assignee in any Task Manager Task. This includes backup assignments and indirect assignments using Groups and Teams.
- **Workflow Roles** - roles the user is assigned to in Tasks or Forms (Task Assignee, Form Approver 1, Task Viewer etc.).
- **Role** - highest external role the user is assigned to.
- **Email** - email address for the user.
- **Groups** - list of groups the user belongs to.
- **Teams** - list of teams the user belongs to. Column selected by default.
- **Status** - user status (Available or Unavailable). Column and filter selected by default.
- **User Login** - user id. Column and filter selected by default.

Example



Clicking **Clear Settings** for a user reverts the following to the default values set for this user:

- Columns selected on dashboards and most of the Manage dialogs (for example, Manage Attributes dialog)
- Sorting in dashboards
- Applied filters in dashboards
- State of various switches and controls on the dashboards
- Default date formatting for the import dialog

Managing Backup Assignments

You can assign backups for the Assignee and Approver roles only when the primary user is a named user, not a team or group.

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- **Assignee**: For basic tasks (not automated tasks)
- **Approver**: For both basic and automated tasks

> **Note**
>
> Administrators cannot back up owner assignments on templates, schedules, and tasks.

To assign a backup for a task:

1. Open the task for which you want to assign a backup.
2. Select the **Workflow** tab and select both an **Assignee** and **Backup** user.
3. Click **Save and Close**.

Requesting a Reassignment in Task Manager

Reassignment requests can only be initiated by users explicitly assigned the primary workflow role (as a named user). They cannot be submitted for backup roles, or by members of Teams/ Groups assigned primary roles.

Assignees and Approvers can dispute an Assignee or Approver assignment on one or more tasks by submitting a request to reassign the tasks.

From the Task Actions dialog box, workflow users (Assignees and Approvers) can request reassignment of their workflow role for selected or selected and future tasks. These requests require approval. Administrators and schedule/template Owners can still reassign the task using the Edit Task dialog box without requiring approval.

To request reassignment for a task:

1. On the Home page, click **Tasks**.
2. Select the  **Schedule Tasks** tab on the left.
3. From **Actions**, select **Request Reassignment**.
4. If you know the reassigned user, enable  **To User**, and then enter or search for the name.

> **Note**
>
> If you do not know the new user, then submit a request without specifying the name of the user.

5. Reassign the task by completing these options:
   - **Selected Tasks** to reassign just the schedule task
   - **Selected and Future Tasks** to reassign tasks for the schedule task and the corresponding task in the source template
6. Enter a **Justification** for the reassignment.
7. Click **OK**.

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Managing Task Types

Related Topics

- Task Types
- Creating Task Types
- Viewing Task Type History
- Editing Task Types
- Viewing Task Types
- Searching for Task Types
- Importing Task Types
- Exporting Task Types
- Deleting Task Types

Task Types

Task Types are saved definitions of commonly performed tasks. They identify and categorize tasks commonly performed during a business process, for example, Data Entry or General Ledger Extract. Task Types enable you to set default information, such as settings that must be input by the user, and questions or instructions that are shared by all tasks of that type. For example, if you have a set of required questions to be answered by users responsible for data loads, you can create a Data Load Task Type with the required questions. When you create data load tasks, you can select the Data Load Task Type and the questions are automatically included in the tasks.

Two predefined Task Types are installed by default:

- Basic Task: Basic Task Type that does not contain instructions, questions, or attributes.
- Parent Task: Enables you to create parent tasks to define task hierarchies.

To create and manage Task Types, you must be assigned the Service Administrator or Power User security role. Power Users can create their own Task Types, but can only view those of others.

> **Note**
>
> EPM Enterprise subscriptions are configured with additional Task Types for all local integrations for the business process. New Integration Task Types will be automatically added to the service when new predefined integrations are enabled.

See Managing Integrations with Cloud EPM Services and Managing Integrations with Cloud and On-Premises Applications.

Creating Task Types

Task Types enable you to set default information for a task, such as settings that need to be input by the user, or questions or instructions that are shared by all tasks of that type.

To create a Task Type:

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1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Task Types** tab on the left.
3. Click **New**.
4. See also:
   - Setting Task Type Properties
   - Setting Task Type Parameters
   - Specifying Task Type Instructions
   - Specifying Task Type Questions
   - Working With Task Type Rules
   - Viewing Task Type History

Setting Task Type Properties

The Properties tab enables you to set the name, ID, and description, and associate an Integration Type.

For End User Types, you can allow an Assignee to open a pending task prior to the scheduled time, if all task predecessor conditions have been met.

To set Task Type properties:

1. Create a new Task Type.

   The **Properties** tab is displayed by default.
2. Enter a **Task Type Name**. You can enter a maximum of 80 characters.
3. Enter a **Task Type ID** that can be used to identify the Task Type. You can enter a maximum of 80 characters.
4. Enter a **Description** for the Task Type. You can enter a maximum of 255 characters.
5. To specify an Integration, click the magnifying glass to search for and select an Integration, then click **OK**. Selecting an Integration enables the Task Type to inherit the parameters from that Integration.
6. **Optional:** For an End-User Type, select **Allow Early Start** to allow the Assignee to open the task before the scheduled start time.
7. See also:
   - Setting Task Type Parameters
   - Specifying Task Type Instructions
   - Specifying Task Type Questions
   - Working With Task Type Rules
   - Viewing Task Type History

Setting Task Type Parameters

The Parameters tab enables you to set the parameters for the Task Type.

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> **Note**
>
> The Parameters tab is available only if you have selected an Integration that has parameters that must be defined. Parameter values can be set at the Task Type level or at the task level.

Some tasks contain parameters that need to be changed each time that they are applied to a schedule. For example, date-driven parameters for Data Entry tasks may need to be set to the current month each time they are added to a schedule. When you set Task Type parameters, you can specify which parameters can be overridden during the scheduling process.

To set Task Type parameters:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Task Types** tab, and then click **New**.
3. Enter **Task Type Name** and **Task Type ID**.
4. Select the **Parameters** tab.
5. Enter parameter values as required.
6. **Optional:** To enable the parameter to be overridden at scheduling time, select **Override at Scheduling**.
7. See also:
   - Setting Task Type Properties
   - Specifying Task Type Instructions
   - Specifying Task Type Questions
   - Working With Task Type Rules
   - Viewing Task Type History

Specifying Task Type Instructions

You can create a set of instructions for completing tasks. You can also add references to documents, files, or URLs to websites. For example, you can attach a policy document as a reference, or a link to a product instruction guide.

To specify instructions:

1. On the Home page, click **Application**, and then **Task Manager**.
2. Click the **Task Types** tab, and then click **New**.
3. Enter the **Task Type Name** and **Task Type ID**.
4. Select the **Instructions** tab.
5. In **Instructions**, enter the instruction text.

To add a reference:

1. In the **References** section, click **Add**.
2. From the **Type** list, select one of these types:

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- **Local File**: Click **Choose File** to select and attach the file, enter a **Name**, and then click **OK**.
- **URL**: Enter the **URL** and a URL **Name**; for example, https://www.oracle.com, Oracle, and then click **OK**.

> **Note**
>
> You can add one or more attachments by using drag and drop functionality available from the **Add Attachments** dialog box. You can rename the attachment in the **Name** field, if desired. If you drag and drop multiple attachments, you can upload them at one time.
>
> You must access the **Add Attachments** dialog box to properly drag and drop attachments.

> **Tip**
>
> To delete a reference, select the reference, and click **Delete**.

3. See also:
   - Setting Task Type Properties
   - Setting Task Type Parameters
   - Specifying Task Type Questions
   - Working With Task Type Rules
   - Viewing Task Type History

Specifying Task Type Questions

You can specify Task Type questions that apply to all tasks with that Task Type.

> **Note**
>
> The Questions tab is not available for a Task Type that uses an automated Integration.

To specify questions:

1. Create a new Task Type.
2. Select the **Questions** tab.
3. Click **New**.
4. From the **New Question** dialog box, for **Question**, enter the text for the question.
5. From the **Type** list, select a question type:
   - **Date**
   - **Date/Time**
   - **Integer**
   - **List**: Enter a list of valid responses to the question.

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- **Multi-Line Text**: The maximum length should be less than 4,000 characters.

  For **Number of Lines**, enter a value between 3 and 50 lines. Multi-Line text determines how many lines of text are visible, without scrolling, on the Actions dialog boxes.

  Select **Attachments** if you want the custom attribute to include an attachments section.

- **Number**: Select formatting options to override the defaults set in the **Preferences** section of **System Settings**:
  - For **Decimal Places**, enter the number of decimal places to display.
  - Select **Display as Percentage** to display a percent sign.
  - Select **Thousands Separator** to display a thousands separator (for example, 1,000.00). The system displays the thousands separator symbol for the user locale.
  - For **Currency Symbol**, select the currency; for example, $ (United States of America Dollar).
  - For **Negative Number**, select how to display negative numbers; for example, (123).
  - To scale a number, in **Scale**, select from 1000 to 1000000000000.
- **True/False**
- **Text**: The maximum length is 255 characters.
- **User**
- **Yes/No**

6. Assign a **Role**. The purpose of assigning a role is to determine which role can answer the question:
   - **Assignee**
   - **Approver**
   - **Owner**
   - **Viewer**

   When re-ordering questions, you can only re-order within a role.
7. If the question is required, select **Required**.

   The **Required** checkbox is disabled for Questions assigned to Owner or Viewer roles.
8. Click **OK** to save the question.
9. **Optional:** To change the order of questions, select a question, then click **Move to Top, Move Up** **Move Down**, or **Move to Bottom.**
10. **Optional:** To edit a question, select the question and click **Edit**. To remove a question, select the question and click **Delete**.
11. Click **Save and Close** to save the Task Type.
12. See also:
    - Setting Task Type Properties
    - Setting Task Type Parameters
    - Specifying Task Type Instructions

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- Working With Task Type Rules
- Viewing Task Type History

Assigning Task Type Attributes

To locate Task Types in the system, you can apply attributes to the Task Type. When you select an attribute, you can set a value for the attribute based on the attribute type. You can later filter by the attribute value.

For example, you may have a List attribute named Sales Region with the values of North, South, East, and West. The current Task Type applies only to the West Sales Region, so you can add the Sales Region attribute and set it to "West".

To apply an attribute:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Task Types** tab on the left, and then click **New**.
3. Enter the **Task Type Name** and the **Task Type ID**.
4. Select the **Attributes** tab.

   Enables administrators to assign attributes and provide values for the attributes.

   To add an attribute, click **Add**. Enter:

   - **Attribute**: Select an attribute from the list of defined attributes.
   - **Type**: This field is not editable; it's populated by the Attribute.
   - **Value**: Select a value associated with the type of attribute; for example, a numeric value for Formatted Number attribute, a List for List attribute, multiple lines of displayed text without scrolling for Multi-Line Text, a name of a person, User, or Yes or No for the Yes/No attribute.
   - **Access**: All roles have view access unless otherwise specified in the Access box.

     To add an access, for each of the roles:

     a. Click **Add**.
     b. Select a role: **Owner**, **Assignee**, **Approver**, with separate roles for each Approver level currently in use in the application, or **Viewer**.
     c. Select one of the Role access types.
        - **Do Not Display**: Does not see this attribute on the Task Actions dialog box, or in any of the dashboards, list views, or reports.
        - **Allow Edits**: Has the ability to add, change, and remove values for the attribute, but subject to the editability rules.
        - **Required**: Requires a value for the attribute. The **Required** option is available for Assignees and Approvers. Until a value is provided, Assignees are prevented from submitting, and Approvers are prevented from approving.
     d. Click **OK**.
5. Click **OK**.
6. See also:
   - Setting Task Type Properties
   - Setting Task Type Parameters

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- Specifying Task Type Instructions
- Specifying Task Type Questions
- Working With Task Type Rules
- Viewing Task Type History

Working With Task Type Rules

Task Type Rules apply to all Tasks of the same Task Type and thus serve as a convenient mechanism to apply rules to groups of Tasks. Rules configured on the Task Type dialog propagate down to the Edit Task Dialog, appearing on the Rules tab in that dialog, in read-only form for template tasks, and copied to schedule tasks.

Available task type rules:

- **Auto Approve Task** : Automatically completes specified approvals only if specified conditions have been met.
  Example of conditions that could apply to this rule: If attributes have specified values (including calculated attributes)

  When conditions are satisfied, the specified approver levels are marked as complete, thus progressing workflow to the next approval level, or to Closed if no additional approval levels exist.

  Auto Approve Task runs when the Task status changes to Open with Approver.
- **Auto Submit Task**: Causes a task to be submitted automatically if specified conditions are met.

  When conditions are satisfied, the assignee role is marked as complete, thus progressing workflow to the first approval level, or to Closed if no approval levels exist.

  Auto-Submit Task rule runs when the Task status changes from Pending to Open with Assignee.
- **Prevent Task Approval**: This rule prevents approval of a task based on attribute values, or other characteristics. This rule runs when the Approver clicks **Approve**.
- **Prevent Task Submission**: This rule prevents submission of a task based on attribute values, or other characteristics. This rule runs when the Assignee clicks **Submit**.
- **Prevent Task Rejection**: This rule prevents rejection of a task based on attribute values, or other characteristics. This rule runs when the Assignee clicks **Submit**.
- **Send Email on Update**: This rule runs based on user actions on the task. Hence, you must set the conditions for the rule appropriately. The most common condition is to have a condition with the Status attribute or the Status Detailed attribute:
  - Status attribute: The only valid value that you can select is Closed. Pending, Open, and Error are all statuses that result from automated actions on the task.
  - Status Detailed attribute: The valid statuses are with the approver.

To work with task type rules:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Task Types** tab on the left.
3. Click a task type and then click **Edit**.
4. Select the **Rules** tab. You can view the following information:
   - **Order**: The order of precedence

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- **Rule**: Name of the Rule
- **Conditions**: The choice of what conditions must exist before running the rule

5. To edit a rule, on the Rules tab, click **Edit** and update:
   - **Rule**: Select a rule.
   - **Description**: **Optional.** Explain why you configured the rule and how it should be used.
   - Message (for some rules as noted below):
     - **Message to Approver**: Define an optional message to approver in a **Prevent Task Approval** rule.
     - **Message to Assignee**: Define an optional message to assignee in a **Prevent Task Submission** rule.
   - **Approver Level**: For certain rules, select the rule for **All Levels** or select the Approver levels.

     > **Note**
     >
     > The **Approver Level** must be set on the **Auto Approve Task** rule, and the **Prevent Task Approval** rule.

   - Select **Create Filter** and populate the conditions section or select **Use Saved Filter**, and then select a filter. The filter selected and configured for the rule determines the conditions that trigger the rule to apply.
   - For **Conditions**, select one:
     - **Use Saved Filter**: The **Condition** section displays a read-only version of the conditions associated with the saved filter.
     - **Create Filter**: The **Condition** section is enabled.

       Conjunction, **Source**, **Attribute**, **Operator**, and **Value** behave as they do for the existing advanced filter feature.
   - For **Filter Task**, specify on which task the conditions should be selected:
     - **Current Task**
     - **Any Predecessor**
     - **Specific Task**: Provide the **Task ID**.

   > **Note**
   >
   > When you make changes to a rule definition, the additional information is added to the audit log. You can view the changes both in the **History** tab as well as the **Audit Report**.

6. See also:
   - Setting Task Type Properties
   - Setting Task Type Parameters
   - Specifying Task Type Instructions

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- Specifying Task Type Questions
- Viewing Task Type History

Viewing Task Type History

The system maintains a history of Task Type actions, which you can view from the View Task Types dialog box. The History tab displays the components that were updated, the modification type, the old and new values, the user who made the modification, and the change date. The information on the History tab is read-only and cannot be changed.

To view Task Type history:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Task Types** tab on the left.
3. Select a Task Type and click **Edit**.
4. Select the **History** tab.
5. When you finish, click **Save and Close** or **Cancel**.

Editing Task Types

From the Task Types dialog box, you can edit Task Types. For example, you can add or delete attributes, edit parameters, add or delete questions, edit instructions, or change the order of questions.

Editing Task Types may have an effect on tasks that are created from the Task Type. For tasks in a template, the effect is immediate. Changes to the Task Type (instructions, questions, and so on), are automatically updated in tasks of that type. There is no effect if you edit a Task Type in a schedule.

To edit a Task Type:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Task Types** tab on the left.
3. Select the Task Type that you want to edit.
4. Use one of these methods:
   - Select the **Actions** icon to the right of the Task Type, and then select **Edit**.
   - Click the **Edit** icon.
   - Right-click and select **Edit**.
5. Select the tab for the information you want to edit and edit the Task Type.
6. Click **Save and Close**.

Viewing Task Types

In Task Types, you can specify columns to display for the list of Task Types, or show all. You can reorder columns, sort columns by ascending or descending order, or change the column widths.

To display columns:

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1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Task Types** tab on the left.
3. Do one or more of the following tasks:
   - To display all columns, select **View**, then **Columns**, and then select **Show All**.
   - To display specific columns, select **View**, then **Columns**, and then select or deselect the column names.
   - To reorder columns, select **View**, and then **Reorder Columns**. Select columns and use the Up or Down arrows or drag them to change the order.
   - To sort columns, hover over a column header until the Sort icons are displayed, and then click **Sort Ascending** or **Sort Descending**.
   - To change column widths, hover over the column header dividers until the arrows display, and drag the columns to the desired width.

Searching for Task Types

You can use the Search function in the Task Types list to find Task Types. You can enter full or partial names on which to search. Using the filter bar, you can control the task types that you see in the list. By default, all task types are displayed.

To search for task types:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Task Types** tab on the left.
3. To search for a task type, enter search criteria in the **Search** text box.
4. **Optional:** From the filter bar, click on a category to display additional search operators such as **Equals**, **Does Not Equal**, **Contains**, **Does Not Contain**, **Starts With**, and **Ends With**.

   You can filter task types using these categories: **Name**, **Task Type ID**, **Integration**, **Execution Type**, **Created By**, **Created On**, **Description**, **Last Updated By**, **Last Updated On**, and **User Created**.

> **Note**
>
> - Click **Add a Filter** to view all categories.
> - To hide the filter bar, click the **Hide Filter Bar** icon.
> - To clear all filters, click the **Filters** icon, and then click **Clear All Filters**.

Importing Task Types

You can import Task Types or partial Task Type information from text files. The process is similar to importing tasks into a template.

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> **Note**
>
> Task Type rules cannot be imported. Use Migration to import Task Type rules.

To import Task Types, you must have the Service Administrator or Power User security role.

To import Task Types:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Task Types** tab on the left.
3. Click **Actions**, and then **Import**.
4. Click **Choose File** and navigate to the file.
5. Select an **Import Type**:
   - **Replace**: Completely replaces the definition of a Task Type with the definition in the import file. This option replaces all Task Type detail with the information that is in the file that you are importing. It does not affect Task Types that are not specified in the import file.

     The system displays a warning that task types matching a task type ID in the import file will be modified. If you do not want to overwrite the task type, click **Cancel**.

     > **Note**
     >
     > You can select the **Keep Attachments** checkbox to retain attachments to task types that are being replaced.

   - **Update**: Updates partial information for Task Types. This option is not a full replacement of the Task Type details. Only details for the Task Type properties specified in the file are updated.
6. Select a **Date Format**.

   Select a format from the drop-down list of allowed date formats. Date formats are not translated. By default, the date format is set to the locale date format of the exported file location.
7. Select a **File Delimiter** for the import file. Choose **Comma**, **Tab**, or choose **Other** to specify any single character for the **Other Delimiter**.
8. Click **Import**.

Exporting Task Types

You can export Task Types to a comma-separated values (CSV) file, which can be read by Excel, then modified and reimported.

> **Note**
>
> Task Type rules can't be exported. Use Migration to export Task Type rules.

To export Task Types:

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1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Task Types** tab on the left.
3. Select one or more task types, click **Actions**, and then select **Export**.
4. In the **Export Task Types** dialog, select from the following export options:
   - For **Rows**, select **All Task Types** or **Selected Task Types**.
   - For **Format**, select **Formatted data** or **Unformatted data for future import**.
5. Click **Export**. The file is downloaded in Excel or CSV format depending on the selection: **Formatted data** or **Unformatted data for future import**.
6. Click **Close** to close the Export Task Types dialog.

Deleting Task Types

You can delete Task Types that you no longer need. To delete a Task Type, you must have Service Administrator or Power User security rights.

> **Note**
>
> You cannot delete a Task Type if tasks belong to it.

To delete a Task Type:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Task Types** tab on the left.
3. Select the Task Type that you want to delete.
4. Use one of these methods:
   - Select **Actions**, and then **Delete**.
   - Click the **Delete** icon.
   - Right-click and select **Delete.**
5. At the confirmation prompt, click **Yes.**

Managing Task Templates

A task template defines a repeatable set of tasks required for a business process. It is used as a basis for creating schedules. You can create templates for different types of processes.

Template tasks are not assigned to specific days on a calendar, but are defined using generic days, for example, day-3, day-2, day-1, day 0, based on the process activities. You apply the task flow defined in the template to calendar dates when you create schedules.

If you are a Service Administrator or Power User, you can view, create, edit, and delete templates.

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> **Note**
>
> The maximum number of task templates that you can create or import is 10,000.

Creating Task Templates

Administrators create templates for repeatable tasks in a business process. You can create templates for different types of business processes, such as monthly or quarterly. For example, you can save a set of tasks required for a monthly close and use the same template every month.

When you create a template, you set template properties such as a name, description and time span. You can specify instructions, attributes, rules, and day labels, and assign owners and viewers.

Watch this video to learn about creating task templates.


Creating Task Templates.

To create a template:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the  **Templates** tab on the left.
3. Click  **New**.
4. Enter the necessary information in the template sections:
   - Setting Template Properties
   - Specifying Template Instructions
   - Assigning Viewers to Templates
   - Applying Template Attributes
   - Specifying Day Labels
   - Embedding Templates
   - Working With Template Rules

Setting Template Properties

The Properties tab enables you to specify the template name, description, owner, and time span.

You must assign a template owner to every template, which must be a Service Administrator or Power User. The current ID is the default owner. The template owner is also the default owner of all tasks in the template unless overridden at the task level.

Tasks in a template are organized by numeric template days. Each template has a Day Zero. You can specify the number of days a template tracks before and after the Zero day. Days before Day Zero are represented as Day-5, Day-4, and so on. Days after Day Zero are represented as Day 3, Day 4, and so on. A template has at least one day (Day Zero), even if you do not specify days before or after it.

To set template properties:

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1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left.
3. From the **New** or **Edit Template** dialog, on the **Properties** tab, enter:
   - **Name**: You can enter a maximum of 80 characters.
   - **Description**: You can enter a maximum of 255 characters.
   - **Organizational Unit**
4. Enter the time span for the template.
   - For **Number of Days Before Day 0,** select a number.
   - For **Number of Days After Day 0,** select a number.
5. **Optional:** Select **Embedded Only** if the template is only to be used as an embedded template.

   If this option is enabled, the template is not allowed to be deployed. This prevents supporting templates from being deployed by mistake.
6. For **Owner**, use the default owner or click **Select Owner**. Administrators, or Power Users configured with the Administrator or Power User roles are the only roles that will display when you click **Search** to select a user to assign as an Owner. Any member of the Shared Services group can perform the role, but the same person cannot perform more than one role.
7. Enter the necessary information in the template sections:
   - Specifying Template Instructions
   - Assigning Viewers to Templates
   - Applying Template Attributes
   - Specifying Day Labels
   - Embedding Templates
   - Working With Template Rules

Specifying Template Instructions

You can specify instructions in the template for completing the business process. Users can view the instructions from tasks in the template. The instructions are also transferred to each schedule.

You may want to supply additional detail to help users understand the purpose of the template and how to complete the tasks. You can attach additional references.

You can easily see if a task includes instructions within the Schedule Task and Template Task lists. You can add the Instructions column to your list view and see the textual instructions for the task.

To specify template instructions:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left.
3. From the New or Edit Template dialog, select the **Instructions** tab.
4. In **Instructions**, enter instruction text for each task in the template to include.

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5. Click **OK**.

To add a reference:

1. In the **References** section, click **Add**.
2. From the **Reference Type** list, select one of these types:
   - **Local File**: Click **Choose File** to select and attach the file, enter a name, and click **OK**.
   - **URL**: Enter the URL, then enter a URL name; for example: https://www.oracle.com., Oracle, and then click **OK**.

   To add a reference file or URL to multiple templates at one time:

   a. Navigate to the templates main page.

   b. You can multi-select (either highlight more than one row or select more than one using the **SHIFT** key), and then click **Actions,** then **Add Reference,** then **File** or **URL**.

   You can also add one or more attachments by using drag and drop functionality available from the **Add Attachments** dialog box. You can rename the attachment in the **Name** field, if desired. If you drag and drop multiple attachments, you can upload them at one time.

   You must access the **Add Attachments** dialog box to properly drag and drop attachments.
3. Enter the necessary information in the template sections:
   - Setting Template Properties
   - Assigning Viewers to Templates
   - Applying Template Attributes
   - Specifying Day Labels
   - Embedding Templates
   - Working With Template Rules

Assigning Viewers to Templates

The Viewers tab enables you to assign viewer rights to users who may view tasks in the schedule and schedule tasks that are generated from the template. You can assign multiple users to a template as viewers. Viewers can be a team or group assignment. A Power User viewer can view the template details and template tasks as read-only. A Viewer has no template access, and only read-only access to schedules produced from the template.

> **Note**
>
> Only users who have the task Viewer role can respond to questions.

To assign viewer rights:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left.
3. From the New or Edit Template dialog, select the **Viewers** tab.
4. Click **Add**.

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5. To search by users or groups or teams, click **Search Users**, then select **Users** or **Groups** or **Teams**.
6. Enter a full or partial user name, then click **Search**.
7. To specifically identify a user, click **Advanced**, then enter a **User ID** or **Email** address, or **Description**.
8. From the **Search Results** list, select users, then move them to the **Selected** pane.
9. For additional details about the user, such as teams or groups or roles, click **Details**.
10. Click **Add** or **Add All** to move users to the **Selected** list.

> **Tip**
>
> To remove users, select them, and then click **Remove** or **Remove All**.

11. Enter the necessary information in the template sections:
    - Setting Template Properties
    - Specifying Template Instructions
    - Applying Template Attributes
    - Specifying Day Labels
    - Embedding Templates
    - Working With Template Rules

Applying Template Attributes

To locate templates in the system, you can apply attributes to the template. When you select an attribute, you can set a value for the attribute based on the attribute type. You can later filter by the attribute value.

For example, you may have a List attribute named Sales Region with the values of North, South, East, and West. The current template applies only to the West Sales Region, so you can add the Sales Region attribute and set it to "West".

To apply an attribute:

1. On the Home page, click **Application,** and then click **Task Manager**.
2. Click the **Templates** tab on the left.
3. From the **New Template** or **Edit Template** dialog, select the **Attributes** tab.
4. Click **Add**.
5. From the **Attribute** list, select an attribute. The **Type** field is not editable; it's populated by the Attribute.
6. For **Value**, depending on the attribute, select a value for the attribute from a drop-down list, or enter a value.
7. Click **OK**.
8. Enter the necessary information in the template sections:
    - Setting Template Properties

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- Specifying Template Instructions
- Assigning Viewers to Templates
- Specifying Day Labels
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- Working With Template Rules

Specifying Day Labels

You can customize the names of days in the template. Editing the name of the day does not change its sequential order.

Day Labels created in a template are copied to any schedule created from the template.

To specify day labels:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left.
3. From the **New Template** or **Edit Template** dialog, select the **Day Labels** tab.
4. Select a day to rename.
5. Rename the day from its default value to a custom name. You can enter a maximum of 20 characters.
6. Click **OK**.
7. Enter the necessary information in the template sections:
   - Setting Template Properties
   - Specifying Template Instructions
   - Assigning Viewers to Templates
   - Applying Template Attributes
   - Embedding Templates
   - Working With Template Rules

Embedding Templates

You can reuse tasks from one task template in another by embedding one template into another template. When you schedule tasks for a template, tasks for embedded templates are also scheduled. For example, you may have two templates that are essentially the same, with some additional tasks for one of the templates. You can specify that one template embeds the second template so if you change one template, you don't need to update the other one. When you generate a schedule, it will include the tasks from the other template.

For example, you can have a core set of monthly tasks and you can extend that for your quarterly close by creating a new template called quarterly tasks and embed the monthly tasks and add a few additional tasks. Additionally, they can create an Annual template and embed the quarterly template and add additional new tasks as needed.

When you select a template to embed within your template, you can have the option to make the embedded template's tasks editable within your template. When you embed a template as editable, you can edit the embedded template tasks allowing overrides on the task properties within the containing template. You can create an embed only template with the core set of common tasks, which multiple groups can leverage for their business process. Each group can

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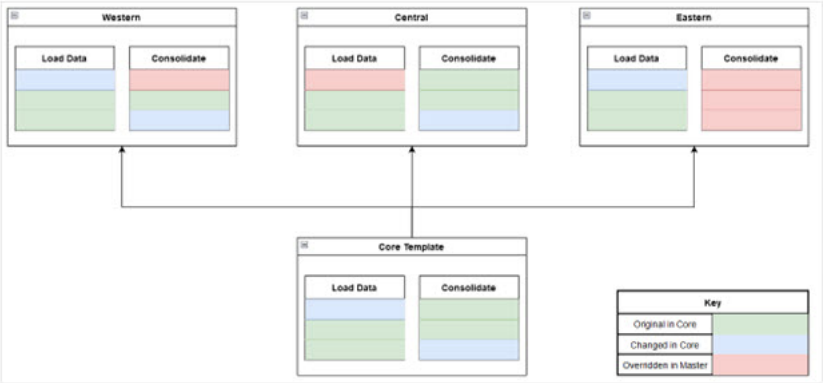
then create a master template and embed the core template in their master template. Additional tasks specific to their group can be added in each of the master templates. They can make changes to the embedded tasks in the master template. The overridden fields are tracked in each master template.

Any changes to the core tasks that are not already overridden will appear immediately in the master template. Instead of deletion, the user can inactivate a core task in a particular master template so that it will not be deployed to a schedule. If any tasks are added to the core set, those will automatically flow into the different group's templates within the organization.

The following image shows how the fields are edited and overridden from the core template to the master templates:

- **Core Template**: Updates to the first field in the Load Data Task and the last field in the Consolidate Task will be carried through to the master Templates unless otherwise overridden.
- **Western Template**: First field of the Consolidate task is overridden.
- **Central Template**: Override to the first field of the Load Data Task will be used even though it has been updated in the Core Template.
- **Eastern Template**: All fields of the Consolidate Task have been overridden and these values will be used.



> **Note**
>
> You can embed multiple levels of templates. For example, if Template A is embedded in Template B, then Template B can be embedded in another template. However, you can only edit the template up one level.

Embedded templates are task templates that are not designed to be deployed directly, but rather to be used by other templates that are directly deployed. Use the following columns to identify embedded templates:

- **Embedded**: A list of templates that are embedded in the current template. Blank if none.
- **Embedded In**: A list of templates that the current template is embedded in. Blank if none.

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> **Note**
>
> These columns are not displayed by default, but are available from the **View** menu.

To embed templates:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left.
3. To identify previously embedded templates, click **View**, then **Columns**, and then select **Embedded In** or **Embedded Templates**.
4. In the **New Template** or **Edit Template** dialog, select the **Embedded Templates** tab.
5. From the **Templates** list, select a template to embed.
6. From **Embedded Mode** list, select one of the following:
   - View Only
   - Editable

   > **Tip**
   >
   > To remove a template or templates, select the template from the **Embedded Template Name** list and click **Remove**.
7. Click **OK**.
8. Enter the necessary information in the template sections:
   - Setting Template Properties
   - Specifying Template Instructions
   - Assigning Viewers to Templates
   - Applying Template Attributes
   - Specifying Day Labels
   - Working With Template Rules

   When editing a task within an embedded template:
   - On the **Properties** tab, you can change the attribute value for all the properties except the **Task ID** and **Task Type**. When you change a value, the **Overridden** column displays **Yes** for the attribute.
   - On the **Instructions** tab, if the **References** section displays references from the core set of tasks, then you can't modify the references. However, you can add new references.
   - On the **Workflow** tab, if the embedded task has two approvers, you can't delete them because two approvers are mandatory. If you add a new approver, then you can delete the one of the existing approvers.
   - On the **Questions** tab, any questions from the core set are displayed as locked and you can't modify them. But you can add new questions. The same applies to the **Viewers** and **Rules** tabs.
   - On the **Predecessors** tab, all predecessors are defined in the core template, and you can't add new predecessors.

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- On the **Attributes** tab, you can add new and edit existing attributes. You can't reorder the attributes inherited from the core tasks, but the newly added attributes could be re-ordered.
- You can't change the children for an embedded parent task.

To clear overrides, select the required template task and click **Actions** > **Clear overrides**.

Working With Template Rules

Template rules apply to all tasks in the template, and rules are also applied to groups of tasks. Rules that you configure in the **Template** dialog box apply to the **Schedule** dialog box and the **Edit Task** dialog box, and they are displayed on the **Rules** tabs, in read-only form.

Template rules:

- **Auto Approve Task**: Automatically completes specified approvals if specified conditions have been met.
  Examples of conditions that could apply to this rule:
  - Attributes have specified values (including calculated attributes)
  - Predecessor task contains an attribute with a specified value

  When conditions are satisfied, the rule causes the specified approver levels to be marked as complete, and workflow progresses to the next approval level or is closed if no additional approval levels exist.

  This rule runs when the Task status changes to Open with Approver.
- **Auto Submit Task**: Automatically submits a task if specified conditions are met.
  When conditions have been satisfied, the rule causes the assignee role to be marked as complete, thus progressing workflow to the first approval level, or to Closed if no approval levels exist.

  > **Note**
  > - Auto Submit Task runs when the Task status changes from Pending to Open with Assignee. Auto Submit Task rule honors predecessor relationship. It will only run when Finish-To-Finish predecessors have completed without error and Finish Error-To-Finish predecessors have completed. When a Finish-To-Finish predecessor is Closed by either user or rules, it should check for its Running successors and trigger Auto Submit Task rules if necessary.
  > - Auto Submit Task rule is not triggered when the task has missing parameters.

- **Prevent Task Approval**: This rule prevents approval of a task based on attribute values, or other characteristics. This rule runs when the Approver clicks **Approve**.
- **Prevent Task Submission**: This rule prevents submission of a task based on attribute values, or other characteristics. This rule runs when the Assignee clicks **Submit**.
- **Prevent Task Rejection**: This rule prevents rejection of a task based on attribute values, or other characteristics. This rule runs when the Assignee clicks **Submit**.
- **Send Email on Update**: This rule runs based on user actions on the task. Hence, you must set the conditions for the rule appropriately. The most common condition is to have a condition with the Status attribute or the Status Detailed attribute:
  - Status attribute: The only valid value that you can select is Closed. Pending, Open, and Error are all statuses that result from automated actions on the task.

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- Status Detailed attribute: The valid statuses are with the approver.

To work with template rules:

1. On the Home page, click **Application**, then click **Task Manager**.
2. Click the **Templates** tab on the left.
3. Open a template.
4. Select the **Rules** tab. You can view the following information about the rules that are associated with a template:
   - **Order**: The order of precedence
   - **Rule**
   - **Conditions**: The conditions that must exist before running the rule
5. To create or edit a rule, on the **Rules** tab, click **New** or **Edit** and update:
   - **Rule**: Select a rule.

     > **Note**
     >
     > When you make changes to a rule definition, the additional information is added to the audit log. You can view the changes both in the **History** tab as well as the **Audit Report**.

   - **Description**: **Optional.** Explain why you configured the rule and how it should be used. You can enter a maximum of 255 characters.
   - **Approver Level**: Select **All Levels** or select the Approver levels.
   - Select **Create Filter** and populate the conditions section or select **Use Saved Filter**, and then select a filter. The filter selected and configured for the rule determines the conditions that trigger the rule to apply.
   - **Conditions**:
     - **Use Saved Filter**: The **Conditions** section displays a read-only version of the conditions associated with the saved filter.
     - **Create Filter**: The **Conditions** section is enabled and you can click **Create Condition** or **Create Condition Group** to specify conditions.

       Conjunction, **Source**, **Attribute**, **Operator**, and **Value** behave as they do for the existing advanced filter feature.
   - **Filter Task**: Specify for which task the condition should be selected:
     - **Current Task**
     - **Any Predecessor**
     - **Specific Task**: Provide the **Task ID**
6. To delete, duplicate, or reorder a rule, click the appropriate button and follow the instructions.
7. Enter the necessary information in the template sections:
   - Setting Template Properties
   - Specifying Template Instructions
   - Assigning Viewers to Templates

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- Applying Template Attributes
- Specifying Day Labels
- Embedding Templates

Viewing Template History

The system maintains a history of template actions, which you can view from the Template dialog box. The History tab displays the components that were created or updated, the modification type, the old and new values, the user who made the modification, and the change date. The information on the History tab is read-only.

To view template history:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left.
3. Select a template for which to view history and click **Edit**.
4. Select the **History** tab.
5. Click **OK**.

Opening Templates

You can open and work with templates from the Templates dialog box.

To open a template:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left.
3. From **Templates**, select a template.
4. Use one of these methods:
   - Click the **Actions** icon to the right of the template, and then select **Edit**.
   - Click the template.
   - Right-click and then select **Edit**.

Adding Tasks to Templates

You can add tasks to Task Manager templates. Each task has a start date and time. End-User tasks also have an end date and time when added to a template. The start day in a template corresponds to template days, rather than to calendar days.

> **Note**
>
> The maximum number of tasks that you can add to a Task Manager template is 500,000.

To add a task to a Task Manager template:

1. On the Home page, click **Application**, and then click **Task Manager**.

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2. Click the **Templates** tab on the left.
3. Select and open a template.

   If you have a large list of templates, enter a full or partial name in the **Search** box to search for templates from a list in the selection dialog.
4. Add tasks as required.
5. Click **OK**.

Editing Templates

You can edit Task Manager templates to change the properties, such as the name of a template and the number of days before and after Day Zero. If you reduce the number of days before or after the Day Zero, tasks associated with those days are removed. Editing a template has no effect on schedules previously generated from that template.

You can edit, copy, and delete tasks in a template.

You must be working in the source template to edit tasks from embedded templates.

To edit a Task Manager template:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left.
3. Select a template and click **Edit**.
4. Edit the template properties.
5. Click **OK**.

Importing Tasks into Templates

You can import tasks, or partial task data, from text files such as a Microsoft Excel spreadsheet, into a template. For example, you can enter task definitions as rows in Excel, save the file as a comma-separated values (CSV) file, and then import it into a template. You can also use the Import feature to quickly add many repetitive tasks by editing the fields in a text file and importing it, rather than creating individual tasks.

> **Note**
>
> Before you import tasks into a template, you must specify task IDs that are unique in the template to ensure that no two tasks have the same ID.

To import tasks, you must have security rights to edit the template.

These options are available for importing tasks into a template:

- **Replace**: Replaces the definition of a task with the definition in the import file. This option replaces the task detail with the detail that is in the file that you are importing. It does not affect other tasks in the template that are not specified in the import file.
- **Update**: Updates partial information for tasks. For example, in the import file, you might have made changes to task instructions, reassigned Owners, Assignees, and Approvers, or removed some attributes and added new attributes. You might also have made the

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same change to a large number of tasks, for example, adding a new attribute to 100 of 400 tasks. The update option is not a full replacement of the task details. Only details for the task properties specified in the file are updated. For example, if the import file has only a column for a task instructions, the task name, Assignee, attributes, and other properties are not affected.

- **Delete**: Deletes tasks and associated information based on a list of task IDs provided in a file. The required information to perform a delete is a file with a column of task IDs.

To import tasks into a template:

1. On the Home page, click **Application**, and then click **Task Manager**,
2. Click the **Templates** tab on the left.
3. Select a template into which to import tasks.
4. Click **Import Tasks**.
5. Enter the name of the file to import, or click **Choose File** to find the file.
6. Select an import option:
   - **Replace**: Replaces the definition of a task with the definition in the import files. It does not affect other tasks that are not specified in the import file.

     > **Note**
     >
     > You can select the **Keep Attachments** checkbox to retain attachments to tasks that are being replaced.

   - **Update**: Updates partial information for tasks. For example, in the import file, you might have made changes to task instructions, reassigned Owners, Assignees, and Approvers, or removed some attributes and added new attributes. You might also have made the same change to a large number of tasks, for example, adding a new attribute to 100 of 400 tasks. The update option is not a full replacement of the task details. Only details for the task properties specified in the file are updated. For example, if the import file has only a column for a task instructions, the task name, Assignee, attributes, and other properties are not affected.

     > **Note**
     >
     > The system displays a warning that tasks in the template that match a task ID in the import file will be modified. If you do not want to overwrite the task, click **Cancel** to cancel the import process.

   - **Delete**: Deletes tasks and associated information based on a list of task IDs provided in a file. The required information to perform a delete is a file with a column of task IDs.
7. Select a **Date Format**.

   Select a format from the drop-down list of allowed date formats. Date formats are not translated. By default, the date format is set to the locale date format of the exported file location.
8. Select a **File Delimiter** for the import file. Select **Comma** or **Tab**. Select **Other** to specify any other single character as the **Other Delimiter**.
9. Click **Import**.

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- If the import is successful, the Import Success dialog box is displayed, indicating the template name, the name of the file containing the tasks, and the total number of tasks imported. Click **OK**.
- If errors are found, the import process is not run, and the Import Errors dialog box displays errors. View the errors, then click **OK** to return to the Templates page.

Table 25-13 Troubleshooting Import Errors

Error	Resolution
Duplicate Task ID	Check for duplicate Task IDs. Task IDs must be unique within the template or schedule. See Creating Tasks.
Task Name is too long	The Task Name can contain a maximum of 80 characters. See Setting Task Properties.
Organizational Value - "Invalid Value"	The Organizational Value cannot be blank, contain bullet points or multiple lines.

Task Import File Format

The task import file enables you to specify the task information that you want to import into a template. The first row contains only the column headings that identify the data in that column, for example, TaskName. Separate rows are used to define each task.

Each task in the file must be given a unique ID in the TaskID column. You use the numeric IDs to uniquely identify predecessors and parent tasks. For example, when you enter a parent task in the Parent column, you enter the numeric ID of the task rather than the task name.

When you use the Replace or Replace All options, you can add, remove, and shift the columns but you cannot remove required columns. When you use the Update option, there are no required columns except TaskID, or TaskTypeID when you are importing Task Types. The data in each column must match the column ID in the first row.

Many column IDs may have an indeterminate amount of values. For example, a task may have many viewers. You can add parameters by modifying the ending number, for example, Viewer4, Viewer5, and so on.

The numbers that you append to the column IDs for Approvers, Questions, or References only represent the relative order with the other approvers, questions, or references. When you update these, the system matches by the name of the approver, question, or reference without regard to the number in the file format column. To replace question text, approvers, or reference names, you must use Replace mode. When you select Update mode, the system only adds a new question, approver, or reference if the file names do not match.

All Text Lookup rows in the file must match values stored in the application. For example, if you are importing Task Types, you must have specified values for them when you set up the application. For groups of column headings, if you have a certain number of one of the group, you must have the same number for other members. For example, if you have QText5, there must be a corresponding QType5.

> **Note**
>
> When you need to create multiple lines of text in the import file (for example, in Instructions), use this syntax to indicate a new line: '\n'. Do not use hard returns to separate lines of text.

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Column ID	Description	Type
TaskID	ID of task. Maximum of 80 characters.	Text
TaskName	Name of task	Text
TaskType	Task Type	Text Lookup
Description	Full description of task. Maximum of 1000 characters.	Text
Priority	Task priority (High, Medium, Low)	Text Lookup
StartDate	Start date, in template days (for example, -5, 0, 1, 12) For schedules, the start date must be a calendar date in the locale format.	Integer
StartTime	Start time in HH:MM (24-hour), for example: 13:00	Integer
EndDate	User tasks only, in template days (for example, -5, 0, 1, 12) For schedules, the end date must be a calendar date in the locale format.	Integer
EndTime	User tasks only, in HH:MM (24-hour), for example, 13:00	Integer
Duration	Task duration in minutes (automated tasks only)	Number
Owner	Task owner	Text Lookup
Assignee	Task Assignee (user tasks only)	Text Lookup
Active	Whether the task is active. Only applies to template import.	Boolean
StartEarly	Whether the Assignee is allowed to open a pending task prior to the scheduled start time	Boolean
RunAs	RunAs user name. Only applicable for system-automated tasks.	Text Lookup
Instruction	Instruction text. Maximum of 2 GB.	Text
Reference#	Instruction reference (URL and Content Server references)	URL
RefText#	Reference name, for URL references	Text
RefType#	Reference type (URL, Document)	Text Lookup
RefURL#	Reference URL, for URL references	URL
RefDocId#	Reference document ID, for document references	Integer
Approver#	Approver Level	User Name
Viewer#	Task viewer	User Name
QText#	Required for question. Text of question. Maximum of 255 characters.	Text
QType#	Required for question. Data type of question (Text, Member, True/False, and so on)	Text Lookup
QReq#	Required for question. Question required? (Yes or No)	Boolean

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Column ID	Description	Type
QList#	List of values for question, separated by | symbol, for example, Red|Green|Blue|Yellow.	Text Lookup
QCurrSymbol#	Currency format for question X	Text
QDecPlaces#	Number of significant digits after the decimal places for question X	Number
QNegNumFmt#	Negative number format for question X	Text: - or ( )
QScale#	Scale format for question X	Number, in magnitude: 1000 and so on
QThouSep#	Thousand separator indicator for question X	Boolean
Attribute#	Attribute name, for example, Color	Text Lookup
AttrVal#	Attribute value, for example, Red. Maximum of 255 characters.	Text
AttrDisplay	Display to user (in task action dialog box) for attribute	Boolean
Param#	Parameter name	Text Lookup
ParmVal#	Parameter value	Text
Parent	Task ID of the task parent	Task ID
Predecessor#	Predecessor task ID (from column A)	Task ID
PredType#	Required. Predecessor type (for example, Finish to Start).	Text Lookup
PredTemplate#	Name of the predecessor template or schedule, if the predecessor belongs to a different template or schedule	Text

When you import Task Types, these columns are used:

- TaskTypeID
- IntegrationType
- ParamOverride# - whether the parameter can be overridden

A sample task import file is provided. It contains these dynamic parameters, which you can modify:

- Two questions
- Two attributes
- Two instructional references
- Three predecessor tasks
- Three approver levels

Exporting Tasks to Microsoft Excel

You can export tasks from a template to a flat file in CSV format, then use Microsoft Excel to modify the file. For example, you can export the tasks from a template in a test installation and import them to a template in a production installation. When you export tasks from a template, they are saved to a CSV file.

To export tasks:

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1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left.
3. Click the **Tasks** tab.
4. Select one or more tasks and from the **Actions** menu, click **Export**. The file is downloaded in Excel or CSV format depending on the selection: Formatted data (visible columns only) or Unformatted data for future import.
5. Click **Close** to close the Export Tasks dialog box.

Reassigning Users in Templates

You may periodically need to reassign users to different tasks. For example, you may create a template and assign a user to certain tasks; however, later that employee leaves the company and another employee assumes those tasks. You can use the Reassign feature in the Templates dialog box to automatically change assignments instead of manually searching for, opening, and editing individual tasks. The Reassign feature enables you to quickly find the tasks associated with one user and reassign them to another.

You can reassign users for multiple templates at a time. This can be helpful if your application has a large number of templates.

You can select the roles for which to reassign users. For example, if you select the Owner role, the system reassigns the user only in tasks in which the user was assigned as the owner.

When tasks are reassigned, email notifications are sent immediately to reassigned users.

To reassign users:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left.
3. Select one for more templates for which you want to reassign users.
4. Select **Actions**, and then **Reassign User**.
5. For **Find User**, enter the search criteria for the user that you want to replace:
   a. Click **Find User**, then from the **Select User** dialog box, enter the first or last name for the user, and then click **Search**.
   b. Select the user from the results, then click **OK**.
6. Click **Replace With** and enter search criteria for the user to whom you want to reassign tasks.
7. Select roles for the user that must be reassigned:
   - **Owner**
   - **Assignee**
   - **Approver**
   - **Viewer**
8. Click **Reassign**.

   When the process ends, the system displays a "Reassign Users - Success" message that indicates that the user reassignment is complete, and displays the template name and total number of user reassignments made.

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Creating Schedules from Templates

You can create schedules from templates. Creating a schedule from a template populates the schedule with the tasks in the template. If the source template has embedded templates, the tasks in the embedded templates are included. Template instructions, viewers, and attributes are also added to the schedule.

To create a schedule from a template, you must have the Service Administrator or Power User role.

When tasks are added from a template to a schedule, they are assigned calendar dates based on their relationship to the Day Zero template date. Calendar dates can account for non-working days of the schedule if required. For example, if you exclude weekend days in your schedule, if Day 0 is a Friday, the tasks for Day 1 are applied to the following Monday instead of Saturday. The Date Map displays the calendar date assigned to each template day and you can use it to adjust date assignments.

> **Tip**
>
> You can create one global template and use that template to create the appropriate schedules for each regional entity, taking into consideration the holiday calendars, time zones, and work day configurations of the region.

A task in one template can have predecessor tasks in other templates. When you create a schedule from a template, you can select predecessor tasks in schedules as predecessors for tasks with predecessors in other templates. You use the Predecessor Task Links tab to select predecessor tasks in schedules.

By default, a new schedule has a status of Pending, which enables you to make changes as needed.

You can also use a REST API to create Schedules from Templates. This enables you to create an automated routine to generate all of your periodic task schedules. For more information, see Deploy Task Manager Templates in *REST APIs* .

To create a schedule from a template:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left.
3. Select the template that you want to schedule.
4. If the template was successfully validated, create the schedule. Click the **Actions** icon on the right side, and then select **Create Schedule**, or click the **Create Schedule** icon.
5. On the **Schedule Parameters** tab, enter the following information:
   - **Schedule**: The name of the schedule.
   - **Year**: Select the schedule year.
   - **Period**: Select a period for the schedule.
   - **Day Zero Date**: Select the calendar date to assign to the template Day Zero.
   - **Date Mapping**:

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- **Organizational Unit** - Select an option:
  - **Use Task Value**: Select a value from the Organizational Unit.
  - **Set Value To**: The selected organizational unit is applied to all tasks in the Schedule (even if the task in the template contained a different Organizational Unit value). Since all tasks have the same Organizational Unit, the Organizational Unit in the Date Mapping panel on the Create Schedule from Template dialog box is Read Only.
- **Calendar days**
- **Working days** - By default, Monday - Friday are working days, and Saturday and Sunday are non-working days.
- **Advanced Configuration** - Select this option to override the **Organizational Unit** and **Work Days** configuration for all tasks in the schedule.
- **Date Map**: To modify a date assignment, enter a new date in the **Date** column.

  Date mapping may vary by Organization Unit. If there is no Organization Unit assigned to the template level, the "Unassigned" day mapping will be applied to the schedule. If the template has an Organization Unit assigned, then the day mappings for that Organization Unit are assigned to the schedule.

  For multiple days mapped to the same date, the Day Labels will be concatenated with a comma. Non-working days have a blank Day Label.

6. **Optional:** Select the **Predecessor Task Links** tab, select the schedule that contains the predecessor task, then in the **Assigned Task** list, select the predecessor task.
7. **Optional:** Select the **Override Parameters** tab, review the parameters, and in the **New Value** column, for each parameter that you want to modify, enter a new value.

   > **Note**
   >
   > The **Override Parameters** tab displays only tasks that use a Task Type in which at least one parameter has the **Override** option enabled.

8. Click **Create Schedule**.

   A schedule is created and populated with the tasks from the template, and a status of Pending.

   You can view a list of schedules on the Schedule Tasks page.

Using the Override Parameter Option When Creating Schedules from Templates

It's common for an integrated task to have parameters that you must update periodically. Many integrated tasks have a **Period** parameter that varies between task executions in different schedules. For example, the **Run Data Rule** integrated task's **Start Period** and **End Period** parameters may need to be modified within different schedules created from the template.

The **Override Parameter** option allows a quick way to update these parameters, which you must update periodically.

Initially, designate the integration parameters that you must update at scheduling time by selecting the **Override at Scheduling** property in the task type. For new task types, see Setting Task Type Parameters. For existing task types, see Editing Task Types.

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For example, edit the **Run Data Rule** task type. On the **Parameters** tab, select the **Override at Scheduling** option for **Start Period** and **End Period**, and then save.

Secondly, when adding the integrated tasks to your template, select the task type and populate the required parameters. For the parameters designated for override, you can provide the default values or leave them blank. See Adding Tasks to Templates in *Administering Financial Consolidation and Close*.

For example, add one or more **Run Data Rule** tasks to your template by selecting the **Run Data Rule** task type. On the **Parameters** tab, enter **Jan** for **Start Period** and **Feb** for **End Period**.

Lastly, when creating a schedule from template, select the **Override at Scheduling** tab. Within the table, all parameters that are designated for an override at scheduling will be listed with their current values. You can enter a new parameter value, which will be set for all tasks using the task type.

For example, when creating a schedule from the template, the **Override at Scheduling** tab will show the Run Data Rule **Start Period** and **End Period** parameters with their current values. You can override the parameter by updating the values within the table.

Table 25-14 Override Parameters at Scheduling

Task Type Name	Parameter Name	Current Value	New Value
Run Data Rule	Start Period	Jan	Feb
Run Data Rule	End Period	Feb	Mar

When the schedule is created, the Run Data Rule tasks will be set with **Start Period** as **Feb** and **End Period** as **Mar**.

Manually Validating Templates

When you generate a schedule from a template, the system automatically validates the template first to check for uniqueness violations, tasks that directly or indirectly depend on each other, or a date-precedence mismatch. For example, you cannot have circular predecessors.

You can manually validate templates. Validation is particularly useful to check for problems after you import tasks into a template from a file.

The validation results show the template names, status, and error messages. You can sort the list of validation results by Template Name or Status.

To manually validate templates:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left.
3. From **Templates**, select one or more templates to validate.
4. Click **Validate**.

   If no errors exist, the validation results show a "Template is valid" message. If errors exist, it shows the error details.

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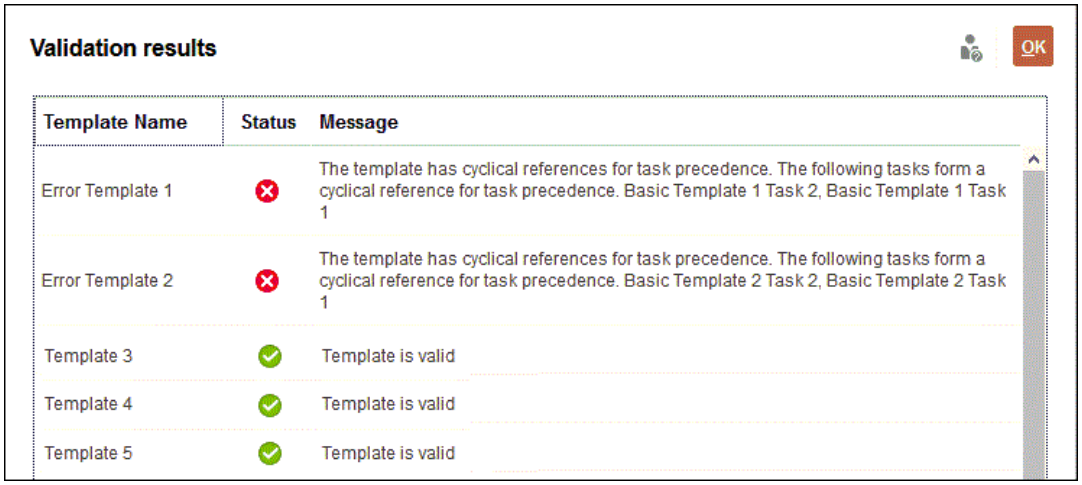

Viewing Task Manager Templates

In the Templates dialog box, you can specify which columns to display for the list of templates, or show all. You can also reorder columns, sort columns by ascending or descending order, or change the column widths.

To display columns:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left.
3. Do one or more of the following tasks:
   - To display all columns, select **View**, then **Columns**, and then select **Show All**.
   - To display specific columns, select **View**, then **Columns**, and then select or deselect the column names.
   - To reorder columns, select **View**, and then **Reorder Columns**. Select columns and then use the Up or Down arrows or drag them to change the order.
   - To sort columns, hover over a column header until the Sort icons are displayed, and then click **Sort Ascending** or **Sort Descending**.
   - To change column widths, hover over the column header dividers until the arrows display, and drag the columns to the desired width.

Searching for Templates

You can use the Search function in a Templates list to quickly find Task Manager templates. You can enter full or partial names on which to search. Using the filter bar, you can control the templates that you see in the list. By default, all templates are displayed.

To search for templates:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left.
3. To search for a template, enter search criteria in the **Search** text box.

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4. **Optional:** From the filter bar, click on a category to display additional search operators such as **Equals**, **Does Not Equal**, **Contains**, **Does Not Contain**, **Starts With**, and **Ends With**.

   You can filter templates using these categories: **Name**, **Owner**, **Organizational Unit**, **Days After Day 0**, **Days Before Day 0**, **Embedded In**, **Embedded Only**, **Embedded Templates**, **Description**, **Created By**, **Created On**, **Last Updated By**, or **Last Updated On**.

> **Note**
>
> - Click **Add a Filter** to view all categories.
> - To hide the filter bar, click the **Hide Filter Bar** icon.
> - To clear all filters, click the **Filters** icon, and then click **Clear All Filters**.

Deleting Templates

You can delete Task Manager templates that you no longer need. To delete a template, you must have security rights to the template.

Deleting a template removes it from the list of available templates and removes tasks associated with it. It does not directly affect a running schedule, however some reporting and dashboard metrics may use the template to link various schedule runs together, which are not possible if the template is deleted.

To delete a Task Manager template:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left.
3. Select the template, and click **Delete**.
4. At the confirmation prompt, click **Yes**.

Managing Tasks

Tasks are the core units of action in a business process, such as data entry or data consolidation.

Each task has different parameters depending on the Task Type. If you have Service Administrator or Power User security rights, you can create, edit, or delete tasks.

See Creating Tasks.

See also: Managing Services

Creating Tasks

You can add tasks to templates or schedules. If you create a task in a template, you assign the start and end date as days before or after Day Zero. If you create a task in a schedule, you select calendar dates for the start and end dates.

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You can group tasks under parent tasks to provide a simpler view of the business process. After viewing upper-level parent tasks, you can then drill into the underlying tasks. Child tasks of parent tasks may have different owners than the parent task.

You can create a task using any of these methods:

- Drag and drop the Task Type onto a template or schedule in a view.
- Right-click on a task and select **New**.

Then enter the task information:

- Setting Task Properties
- Setting Task Parameters
- Specifying Task Instructions
- Selecting the Workflow
- Adding Task Questions
- Setting Task Viewers
- Setting Task Predecessors
- Applying Task Attributes
- Working With Task Rules
- Viewing Task History

To learn more about creating tasks, watch the video  Creating Tasks.

For additional information on creating tasks, see the tutorial Viewing, Updating, and Adding Tasks in Task Manager.

Setting Task Properties

The Properties dialog enables you to set the task name, task ID, description, task type, priority, start and end date or duration.

You also use Properties to specify task Owners and Assignees. If an Owner or Assignee is not available to work on the task (due to sick time, vacation, has left the company, or is simply too busy), you can reassign users associated with a task, template, or schedule. Template, schedule, and task Owners, Assignees, and Approvers may also reassign their tasks.

For end-user tasks, you can allow an Assignee to open a pending task prior to the scheduled time, if all task predecessor conditions have been met.

Automated tasks have no Assignees, however you can specify Run As users for users under which tasks of that type are run.

Event Monitoring tasks have no Assignees and Run As users.

To set task properties:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the  **Templates** tab on the left and then click the **Tasks** tab.

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> **Note**
>
> The **Tasks** tab is displayed at the bottom of the page.

3. Open a task.
4. Click **Properties** and enter this information:
   - **Task Name**: Enter a maximum of 80 characters or less.
   - **Task ID**: Identifies the task (required). Task IDs must be unique within the template or schedule. You can enter a maximum of 80 characters or less.
   - **Description**: Enter a maximum of 255 characters or less.

     > **Note**
     >
     > You can use carriage returns and URLs in Descriptions, Questions, and Instructions.

   - **Organizational Unit**: Represents a hierarchical entity-type structure that you can use to model your organization. Define a separate organizational unit for each entity for which separate reporting is required, or for entities that require different configurations for any of the following: time zones, holidays, work days, or viewer or commentator assignments. Organizational Units are defined in system settings.
   - **Task Type**: Click the magnifying glass and select a Task Type (required).
   - For **Priority**, select from the following options:
     - **High**
     - **Medium**
     - **Low**
   - **Owner**: Use the default owner or click **Select Owner**  to select a user or group.
   - Select **Active** to include this task in schedules generated from the template.

     > **Note**
     >
     > This option is not available for tasks created in schedules.

5. Click **Save and Close**.
6. See also:
   - Setting Task Parameters
   - Specifying Task Instructions
   - Selecting the Workflow
   - Adding Task Questions
   - Setting Task Viewers
   - Setting Task Predecessors
   - Applying Task Attributes

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- Working With Task Rules
- Viewing Task History

Setting Task Parameters

The Parameters dialog only contains data for tasks that are associated with an Integration Type and have parameters. Integration Types provide links to external applications. From Parameters, you can set specific information about the task and how it is run. The parameters are passed to the external application. For example, if the task contains a link to a data grid, you might use the Parameters dialog to select a point of view for the grid.

To set task parameters:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left and then click the **Tasks** tab.

> **Note**
>
> The **Tasks** tab is displayed at the bottom of the page.

3. From the **New Task** or **Edit Task** dialog box, click **Parameters**.
4. If the parameter values are not entered by the task type, you may enter the required parameter values.

> **Note**
>
> If the parameters are not defined when the task is ready to start, an email is sent to the task owner. The task waits to start until the values are provided.

5. See also:
   - Setting Task Properties
   - Specifying Task Instructions
   - Selecting the Workflow
   - Adding Task Questions
   - Setting Task Viewers
   - Setting Task Predecessors
   - Applying Task Attributes
   - Working With Task Rules
   - Viewing Task History

Specifying Task Instructions

Task owners can create a set of instructions for completing the task. All other users who have access to the task are only able to read the instructions. If there are task instructions that are inherited from the Task Type, template, or schedule, that instruction text is displayed above the instruction text box and is read-only.

For template tasks, the Template and Task Types instructions are viewable but not editable.

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To specify instructions:

1. On the Home page, click **Application** and then click **Task Manager**.
2. Click the **Templates** tab on the left, and then click the **Tasks** tab.

> **Note**
>
> The **Tasks** tab is displayed at the bottom of the page.

3. From the **New Task** or **Edit Task** dialog box, click **Instructions**.
4. Enter the **Instructions** which can have unlimited characters.

To add a reference:

1. In the **References** section, click **Add**.
2. From the **Reference Type** list, select one of these types:
   - **Local File**: Click **Choose File** to select and attach the file, enter a **Name**, and then click **OK**.
   - **URL**: Enter the **URL** and URL **Name**; for example, https://www.oracle.com, Oracle.

> **Note**
>
> To add a reference file or URL to multiple tasks at one time:
>
> a. Navigate to the Tasks page.
>
> b. You can multi-select (either highlight more than one row or select more than one using the **SHIFT** key), and then click **Actions,** then **Add Reference,** then **File** or **URL**.

> **Note**
>
> You can also add one or more attachments by using drag and drop functionality available from the **Add Attachments** dialog box. You can rename the attachment in the **Name** field, if desired. If you drag and drop multiple attachments, you can upload them at one time.
>
> You must access the **Add Attachments** dialog box to properly drag and drop attachments.

3. See also:
   - Setting Task Properties
   - Setting Task Parameters
   - Selecting the Workflow
   - Adding Task Questions
   - Setting Task Viewers
   - Setting Task Predecessors
   - Applying Task Attributes

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- Working With Task Rules
- Viewing Task History

Selecting the Workflow

To select the Task Manager workflow:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left and then click the **Tasks** tab.

> **Note**
>
> The **Tasks** tab is displayed at the bottom of the page.

3. From the New Task or Edit Task dialog box, click **Workflow**.

   The Workflow section contains the Assignee and Approver assignments.

> **Note**
>
> You cannot assign the same user to multiple roles within the workflow.

4. Enter the following information for the Assignee:

   - **Assignee**: To assign an Assignee to a named user or Shared Services Group, click **Select Assignee**.
     The **Actual** attribute is available for each workflow stage, showing the actual user for the completed workflow. For example, **Assignee (Actual)**. In the workflow, the **Actual** column shows who performed work on the task, regardless of the user status.

     > **Note**
     >
     > The additional user information only appears if the task is reassigned after it was completed by the initial user.

     For an End-User task, for **Assignee,** click **Select Assignee** to find a user.

     If you do not select an Assignee, the owner becomes the default Assignee. Parent and automated tasks have no Assignees.

     > **Note**
     >
     > For a Process-Automated task, click **Run As**, search for and select a user under which tasks of this type are run, and click **OK**.
     > If the selected **Run As** user is the user who also created the task, then the user can authorize the task, without being prompted to re-enter their password.

   - **Backup**: If you assigned a user for the primary Assignee, you can assign a backup user authorized as an Assignee:

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a. Click **Select Backup Assignee** .

b. Enter the **First Name** and **Last Name** or click **Search** to select a backup user.

c. Click **OK**.

- **Require Action By**: When a group or team is assigned as the assignee, the **Backup** option is replaced with the **Require Action By** option with the following values:
  - **Any Assignee** (default)
  - **All Assignees**

  If **All Assignees** is selected, then everyone in the group or team must submit the task for it to be sent to the approvers.
- **Starts**: Select a start date, then select the time of day, in increments of 15 minutes, for the task to start.
- **Ends**: Select an end date, then select the time of day, in increments of 15 minutes, for the task to end.
- **Optional:** For **Minimum Duration**, enter the minimum duration of a task in the form of **Day(s)**, **Hour(s)**, and **Minute(s)**. An At Risk criteria is based on the condition if the Start date was missed **and** (the End_date minus the Current_date is less than the minimum task duration **or** the End_Date minus the Start_Date is less than the minimum duration). The At Risk tasks display in the Needs Attention Graph in the Status Chart of the Dashboard.
- **Optional:** For an End-User task, select **Allow Early Start** to allow the Assignee to open the task before the scheduled start time.

5. Optional: Enter this information for the Approver:

a. Click the + to add an approval level

b. Assign an **Approver** by selecting a User, Group, or Team.

c. **Backup**: If you assigned a user for the Approver, you can assign a backup user authorized as an Approver.

i. Click **Select Backup Approver** .

ii. Enter the **First Name** and **Last Name** or click **Search** to select a backup user.

iii. Click **OK**.

d. Specify the **End Date**.

e. **Require Action By**: When a group or team is assigned as the approver, the **Backup** option is replaced with the **Require Action By** option with the following values:

- **Any Approver** (default)
- **All Approvers**

If **All Approvers** is selected, , then all approvers are required to approve the task prior to the task moving to the next level of approval or being marked complete. If any one of the approvers rejects the task, the task is assigned back to the **Assignee**.

f. Repeat to add additional approval levels.

g. Use the arrows icons to reorder the approval levels.

6. See:

- Setting Task Properties
- Setting Task Parameters

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- Adding Task Questions
- Setting Task Viewers
- Setting Task Predecessors
- Applying Task Attributes
- Working With Task Rules
- Viewing Task History

Adding Task Questions

> **Note**
>
> The Questions tab is not displayed for automated tasks or parent tasks.

When you create a task, you may want the Assignee to answer questions about their actions before they indicate a task is complete. For example, you may ask if a certain process was followed when completing that task.

You can specify various types of questions, such as Text, Number, or True/False, and indicate whether they are required. If a question is required, the user must respond or they cannot submit the task for approval. You can also order the questions by using the Move Up and Move Down buttons.

For schedule tasks, users can respond to the questions from the Task Actions page. If you are creating or updating a task in a template, an additional column displays, showing whether the row is locked or unlocked to indicate whether the user can remove or update the questions. Rows that are locked cannot be edited or deleted because they are inherited from the Task Type.

In templates, the Task Type questions are displayed, but are not editable.

> **Note**
>
> Only users who have the task Viewer role can respond to questions.

To add a question:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left, and then click the **Tasks** tab.

   > **Note**
   >
   > The **Tasks** tab is displayed at the bottom of the page.

3. From the **New Task** or **Edit Task** dialog box, click **Questions**.
4. Click **Add**.
5. Enter the **Question** with a maximum of 2000 characters or less.

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6. For **Type**, select from the following options:
   - **Date**
   - **Date/Time**
   - **Integer**: Enter a value between -2147483648 and 2147483647.
   - **List**: Enter a list of valid responses to the question (up to 255 characters).
   - **Multi-Line Text**: Enter the **Number of Lines**, from 3 to 50 lines. Enter a maximum of 4000 characters. Multi-Line Text determines how many lines of text are visible without scrolling, on the Actions dialog boxes. Select **Attachments** if you want to include an attachments section.
   - **Number**: Enter a value xxxxxxxxxxxxxxxxx.xxxxxxxxx (17 digits and 9 decimal places).

     Select number formatting options:
     - For **Decimal Places**, enter a value for the number of decimal places to display.
     - For **Display As Percentage**, check the box if you want a percentage to display.
     - Select the **Thousands Separator** option if you want numbers to display a thousands separator (for example, 1,000.00).
     - For **Currency Symbol**, select a currency symbol; for example, $ (United States of America Dollar).
     - For **Negative Number**, select how to display negative numbers; for example, (123).
     - For **Scale**, select a scale value for numbers; for example, 1000 or 1000000000000.
   - **True/False**
   - **Text**: You can enter a maximum of 4000 characters.
   - **User**
   - **Yes/No**
7. Assign a **Role** (**Assignee**, **Approver**, **Owner**, **Viewer**) to the question. Access is based on responsibilities.
8. If the question is required, select **Required**.

   The **Required** checkbox is disabled for Questions assigned to Owner or Viewer roles.
9. Click **OK**.
10. **Optional:** To change the order of questions, select a question, then click **Move to Top, Move Up** **Move Down**, or **Move to Bottom.**.
11. **Optional:** To edit a question, select the question and click **Edit**. To remove a question, select the question and click **Delete**.
12. See also:
    - Setting Task Properties
    - Setting Task Parameters
    - Specifying Task Instructions
    - Adding Task Questions
    - Setting Task Viewers

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- Setting Task Predecessors
- Applying Task Attributes
- Working With Task Rules
- Viewing Task History

Setting Task Viewers

The Viewers tab enables you to add or remove Viewers for the current task. You can specify an unlimited number of viewers.

To set task access:

1. From the **New Task** dialog box, select the **Viewers** tab.
2. Enter the first or last name of the user, then click **Search**.

   To specifically identify a user, click **Advanced**, then enter a **User ID** or **Email** address.

   > **Tip**
   >
   > For additional details about the user, such as groups and roles, click **Details**.

3. To remove a user from the Viewers list, select the user, then click **Remove**.
4. See also:
   - Setting Task Properties
   - Setting Task Parameters
   - Specifying Task Instructions
   - Selecting the Workflow
   - Adding Task Questions
   - Setting Task Predecessors
   - Applying Task Attributes
   - Working With Task Rules
   - Viewing Task History

Setting Task Predecessors

The Predecessors tab enables you to set predecessors for the current task. For template tasks, you can choose a predecessor from another template, and for schedule tasks, you can choose a predecessor from another schedule. You must assign a condition to the predecessor/successor relationship.

A task does not need predecessor tasks as long as a start date and time is specified. If both are specified, the task begins when the predecessor tasks are started or complete (for Finish to Start) and the start date and time is reached.

You can set these conditions under which the predecessor relationship is established:

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Condition	Description
Finish to Start	Default. The task starts as soon as the predecessor task completes or finishes with warning.
Finish Error to Start	The task starts as soon as the predecessor task completes, even if it is in error.
Finish Error to Finish	The task completes as soon as the predecessor task completes, even if it is in error.
Finish to Finish	The task cannot be marked as Complete until the predecessor task is marked as complete. This is primarily used for user tasks. For example, a user can start a document summary, but cannot mark it complete until the consolidated data is final.

To set task predecessors:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left and then click the **Tasks** tab.

> **Note**
>
> The **Tasks** tab is displayed at the bottom of the page.

3. From the **New Task** or **Edit Task** dialog box, select the **Predecessors** tab.
4. Click **Add**.
5. To search for a Predecessor:
   a. Click **Basic**.
   b. To refine the search, click **Add Fields** and select search fields; for example: Execution Type, Start Date, End Date.
   c. From each of the **Condition** lists, select a condition.
   d. Click **OK**.
6. Select a predecessor task(s) and click **OK**.
7. See also:
   - Setting Task Properties
   - Setting Task Parameters
   - Specifying Task Instructions
   - Selecting the Workflow
   - Adding Task Questions
   - Setting Task Viewers
   - Applying Task Attributes
   - Working With Task Rules
   - Viewing Task History

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Applying Task Attributes

To locate tasks in the system, you can apply attributes to the task. When you select an attribute, you can set a value for the attribute based on the attribute type. You can later filter by the attribute value.

For example, you may have a List attribute named Sales Region with the values of North, South, East, and West. The current task applies only to the West Sales Region, so you can add the Sales Region attribute and set it to "West".

To apply task attributes:

1. Open a task and select the **Attributes** tab.

   Click **Add**, then enter the following:

   - **Attribute**: Select an attribute from the list of defined attributes.
   - **Type**: This field is not editable; it is populated by the Attribute.
   - **Value**: Select a value associated with the type of attribute; for example, a numeric value for Formatted Number attribute, a List for List attribute, multiple lines of displayed text without scrolling for Multi-Line Text, a name of a person, User, or Yes or No for the Yes/No attribute.
   - **Access**: All roles have view access unless otherwise specified below.

     To add an access, for each of the Text Box and Attachments tabs:

     a. Click **Add**.

     b. Select a role.

     c. Select one of the Role access types:

        – **Do Not Display**: Does not see this attribute in any of the dashboards, list views, or reports.

        – **Allow Edits**: Has the ability to add, change, and remove values for the attribute, but subject to the editability rules.

        – **Required**: Requires a value for the attribute.

2. Click **OK**.
3. See also:
   - Setting Task Properties
   - Setting Task Parameters
   - Specifying Task Instructions
   - Selecting the Workflow
   - Adding Task Questions
   - Setting Task Viewers
   - Setting Task Predecessors
   - Working With Task Rules
   - Viewing Task History

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Working With Task Rules

Task rules affect task behavior. These rules enable users to assign rules directly to tasks when assigning rules isn't appropriate at the Template, Schedule, or Task Type level. Rules apply to the tasks for which the rules were configured.

Available task rules:

- **Auto Approve Task**: Automatically completes specified approvals only if specified conditions have been met.
  Examples of conditions that could apply to this rule include:
  - Attributes have specified values (including calculated attributes)
  - Predecessor task contains an attribute with a specified value

  When conditions are satisfied, the specified approver levels are marked as complete, thus progressing workflow to the next approval level, or to Closed if no additional approval levels exist.

  This rule runs when the Task status changes to Open with Approver.
- **Auto Submit Task** - Automatically submits a task if specified conditions are met.
  When conditions are satisfied, the assignee role is marked as complete, thus progressing workflow to the first approval level, or to Closed if no approval levels exist.

  This rule runs when the Task status changes from Pending to Open with Assignee.
- **Prevent Task Approval**: Prevents approval of a task based on attribute values, or other characteristics. This rule runs when the Approver clicks **Approve**.
- **Prevent Task Submission**: Prevents submission of a task based on attribute values, or other characteristics. This rule runs when the Assignee clicks **Submit**.
- **Prevent Task Rejection**: This rule prevents rejection of a task based on attribute values, or other characteristics. This rule runs when the Assignee clicks **Submit**.
- **Send Email on Update**: This rule runs based on user actions on the task. Hence, you must set the conditions for the rule appropriately. The most common condition is to have a condition with the Status attribute or the Status Detailed attribute:
  - Status attribute: The only valid value that you can select is Closed. Pending, Open, and Error are all statuses that result from automated actions on the task.
  - Status Detailed attribute: The valid statuses are with the approver.

To work with task rules:

1. On the Home page, click **Tasks**, and then **Schedule Tasks**.
2. Select the **Rules** tab to open a New Rule. You can view the following information:
   - **Order**: The order of precedence.
   - **Rule**: Name of the Rule
   - **Conditions**: The choice of what conditions must exist before running the rule
3. Under **Rule**, select the type of rule you want to use:
   - **Auto Approve Task**
   - **Auto Submit Task**
   - **Prevent Task Submission**

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- **Prevent Task Approval**
- **Prevent Task Rejection**
- **Send Email on Update**
- Select **Create Filter** and populate the conditions section or select **Use Saved Filter**, and then select a filter. The filter selected and configured for the rule determines the conditions that trigger the rule to apply.

> **Note**
>
> When you make changes to a rule definition, the additional information is added to the audit log. You can view the changes both in the **History** tab as well as the **Audit Report**.

4. **Optional:** Under **Description**, explain why you configured the rule and how it should be used.
5. For **Approver Level**, select the rule for **All Levels** or select the Approver levels.
6. Select the Filter to determine the conditions that trigger the rule to apply:
   - **Use Saved Filter**: The Condition section displays a read-only version of the conditions associated with the saved filter.
   - **Create Filter**: The **Condition** section is enabled. Select the conditions that apply for the advanced filter: **Conjunction**, **Source**, **Attribute**, **Operator**, and **Value**.
7. Under **Filter Task**, select the task to which the conditions should be applied: **Current Task**, **Any Predecessor**, **Specific Task** (provide the **Task ID**).
8. See also:
   - Setting Task Properties
   - Setting Task Parameters
   - Specifying Task Instructions
   - Selecting the Workflow
   - Adding Task Questions
   - Setting Task Viewers
   - Setting Task Predecessors
   - Applying Task Attributes
   - Viewing Task History

Viewing Task History

For each task, the system retains a history of the changes made to it; for example, a shift in dates or change in ownership. Each change record includes the field, modification type such as added, created, or changed, the old and new values, the user who made the change, and the date on which the change was made. The information on this tab is read-only.

To view task history:

1. On the Home page, click **Tasks**, and then **Schedule Tasks**.
2. Select a task.

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3. Select the **History** tab on the right.
4. When you finish, click **Save and Close**.

Working with the Task Dialog Box

You can view a list of tasks from the Schedule Tasks page. You can filter the available schedule list by date or status.

To view the Tasks from the Schedule Tasks page:

1. On the Home page, click **Tasks**, and then **Schedule Tasks**.
2. For **Schedule**, select a schedule, or select **All** if you do not want to filter the list.
3. **Optional:** To filter the schedule list by year or period, select a **Year** and **Period**.
4. **Optional:** To filter the schedule list by status, from **Schedule Status**, select a status.
5. Select a task.
6. Click the **Properties** tab on the right to view the following fields:
   - **Name**
   - **Task ID**
   - **Status**
   - **Schedule**
   - **Priority**
   - **Task Type**
   - **Task Type**
   - **Description**
   - **Owner**
   - **Start Date**
   - **End Date**
   - **Duration**
   - **Actual Start Date**
   - **Actual End Date**
   - **Actual Duration**
7. Click **Instructions** to display any instructions.
8. Click **Alerts** to display current alerts.
9. Click **Workflow** to view assignees for the tesk.
10. Click **Attributes** to view any attributes for the task.
11. Click **Questions** to view any questions that have been posted for the task.
12. Click **Comments** to view any comments that have been posted for the task.
13. Click **Related Tasks** to view any related tasks. You can view Predecessors or Successor tasks.
14. Click **Parameters** to view dashboard, cluster, application, and so on.

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15. Click **History** to capture an audit trail of changes to the task. You can view the activity for the task, including **All Activity**, **Last 7 Days**, and **Today**.
16. Click **Actions**, then select one of the following actions:
    - **Submit Task**
    - **Abort Task**: Cancels a task. The purpose of canceling a task (instead of performing a forced close) is to prevent successors from continuing and to keep the process moving.
    - **Force Close Task**
    - **Refresh**
17. Click **Close**.

Importing and Exporting Tasks

Importing Tasks

To import tasks:

1. On the Home page, click **Tasks**, and then click **Schedule Tasks**.
2. Select a task, click **Actions**, and then **Import Tasks**.
3. Click **Browse** to find the import file.
4. Select an **Import Type**:
    - **Replace**: Replaces the definition of a task with the definition in the import file. This option replaces the task detail with the detail that is in the file that you are importing. It does not affect other tasks in the schedule that are not specified in the import file.

      The system displays a warning that tasks in a schedule that match a task ID in the import file will be modified. If you do not want to overwrite the task, click **Cancel**.

      You can select the **Keep Attachments** checkbox to retain attachments to tasks that are being replaced.
    - **Update**: Updates partial information for tasks. For example, in the import file, you might have made changes to task instructions, reassigned Owners, Assignees, and Approvers, or removed some attributes and added new attributes. You might also have made the same change to a large number of tasks, for example, adding a new attribute to 100 of 400 tasks. The update option is not a full replacement of the task details. Only details for the task properties specified in the file are updated. For example, if the import file has only a column for a task instructions, the task name, assignee, attributes, and other properties are not affected.
    - **Delete**: Deletes tasks and associated information based on a list of task IDs provided in a file. The required information to perform a delete is a file with a column of task IDs.
5. Select a **Date Format**.

   Select a format from the drop-down list of allowed date formats. Date formats are not translated. By default, the date format is set to the locale date format of the exported file location.
6. Select a **File Delimiter** for the import file: **Comma** or **Tab**. Choose **Other** to specify any single character as the **Other Delimiter**.
7. Click **Import**.

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Exporting Tasks

To export tasks:

1. On the Home page, click **Tasks**, and then click **Schedule Tasks**.
2. Select a task, click **Actions**, and then select **Export Tasks**.
3. Select Export options:
   - Select **All Tasks** or **Selected Tasks**.
   - For **Format**, select **Formatted data (visible columns only)** or **Unformatted data for future import**.

   > **Note**
   >
   > If you are an Administrator or Power User, you can select the format. If you have User security rights, by default the Format option is **Formatted data (visible columns only)**, and it cannot be changed.

4. Click **Export**. The file is downloaded in Excel or CSV format depending on the selection: Formatted data (visible columns only) or Unformatted data for future import.
5. Click **Close**.

Editing Tasks

You can edit tasks depending on their status and your security rights. For example, you can edit a task description, attributes, or end date.

For an Open task in a Task List, you cannot edit the start date, because the task has started. You can only change the duration or the end date. You also cannot edit instructions, questions, Assignee, or approver, and you cannot add, delete, or edit predecessors. You can reassign the Assignee or approver from the Task Actions workflow.

To edit a task:

1. On the Home page, click **Tasks**, and highlight the task that you want to edit. The **Edit** icon is enabled.
2. Click the **Edit** icon.
3. To edit task attributes:

   Click the **Attributes** tab.

   To add an attribute, click the **Add** icon to display the **Add Attribute Assignment** dialog box, and then make the following selections:

   - **Attribute**: Select an attribute from the list of defined attributes.
   - **Type**: This noneditable field is populated by the Attribute.
   - **Value**: Select a value associated with the type of attribute; for example, a numeric value for Formatted Number attribute, a List for List attribute, multiple lines of displayed text without scrolling for Multi-Line Text, a name of a person, User, or Yes or No for the Yes/No attribute.
   - **Access**: Select the access to the attribute.

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4. Click **OK**.

Adding Attachments

If you have an attachment you want to include with your task, such as a Word file, Excel spreadsheet or other document, you can use one of the following methods to attach the document to the task. You can attach multiple items at the same time. When you click OK, the system uploads all the documents that you attached.

To add an attachment to a task:

1. On the Home page, click **Tasks**, and then click **Schedule Tasks**.
2. Select a task.
3. Select the **Comments** tab.
4. Click the **Attachment** icon to open the **Add Attachment** dialog box.
5. Select one of the following options to attach the document:
   - Browse to the location of the document.
   - Drag and drop the document directly from your local directory.
6. **Optional:** Rename the document.
7. Click **OK**.

Sorting Tasks

From the Task List, you can sort tasks by ascending or descending order. You can sort by Schedule Name, Status, Owner, Start or End Date, or Duration.

To sort tasks:

1. On the Home page, click **Tasks**, and then click **Schedule Tasks**.
2. Hover over a column header until the Sort icons display, and then click **Sort Ascending** or **Sort Descending**.

Searching for Tasks

You can use the Task Find feature to find specific tasks. For example, you might enter "load" to find load tasks. You can search using full or partial words. You can scroll through the results using the Previous and Next buttons.

To search for a task:

1. On the Home page, click **Tasks**, and then click **Schedule Tasks**.
2. Enter a task name in the **Search** field.
3. Click **Previous** or **Next** to find the previous or next task that matches the search criteria.

Moving Tasks

You can use views to move tasks. For example, you can move tasks in the Gantt view.

To move a task:

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1. On the Home page, click **Tasks**, and then click **Schedule Tasks**.
2. Select a task.
3. Right-click on the task and drag it to a new location, or cut, copy, and paste the task.
4. Navigate to the target destination for the task and click **OK**.

Cutting, Copying, and Pasting Tasks

You can cut and copy tasks in templates and schedules. For example, you can copy a task from one schedule or template and paste it into another.

When you paste a task, the Task Details dialog box opens and enables you to modify the task that you are pasting.

If you paste a task onto a parent task, the pasted task becomes a child of the parent task. If you paste a task onto a child task, the pasted task becomes a sibling of the child task.

> **Note**
>
> Cut, Copy, and Paste features are not available for parent tasks. The Cut function is not available for scheduled (Open or Closed) tasks.

To cut, copy, or paste a task:

1. On the Home page, click **Tasks** and select a task.
2. Right-click on the task and select an action, or from the main toolbar, click **Actions**, and then select:
   - **Cut**: Cuts the task and stores it on the clipboard.
   - **Copy**: Copies the task and stores it on the clipboard.
3. Right-click on the task, then select **Paste**, or from the main menu toolbar, click **Actions**, and then select **Paste**.

   The **Task Details** dialog box opens and enables you to make changes to the task that you are pasting.
4. Click **OK** to complete the paste operation.

   The task is inserted and the views and filter views are refreshed to display the pasted task.

Reopening Manual and Automated Tasks

You can reopen tasks and choose to reestablish the predecessor and successor relationships.This is available on both manual end user tasks as well as automated tasks. Reopening an automated task will execute the task with the same parameters. If modifications to the automated task parameters are required, edit the closed automated task and select **Reopen Task**.

Reopening a Manual Task

To reopen a task:

1. On the Home page, click **Tasks**, and then click **Schedule Tasks**.

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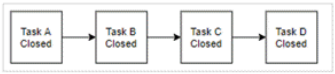
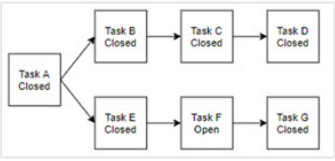
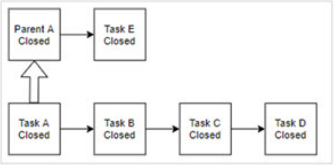
2. Select a closed task and click **Open** or click on the task name.
3. On the **Action** dialog, select **Reopen Task** from the **Actions** menu.
   You can choose which successors to automatically reopen and restore the predecessor links when a task is reopened. From the list of these successor tasks, you can choose all of them, none (default), or some subset for reopening.

Table 25-15 Successor Type - Use Case Example

Successor Type	Description	Use Case Example
Direct Successors	The simplest case is a single line of successors and is likely to be the most common case. Each Closed or Errored (less likely) task that is a successor of the task to be reopened is eligible to be reopened	 If Task A is reopened, 'Task B', 'Task C' and 'Task D' are available to be reopened.
Mixed Status Successors	Once an Open or Pending task is encountered, it and any subsequent tasks are not eligible to be reopened.	 If Task A is reopened, only 'Task B' is available to be reopened.
Multiple Successors	A task can have more than one successor. Each branch should be followed to determine eligible tasks. This should extend all the way down the tree.	 If Task A is reopened, 'Task B', 'Task C', 'Task D' and 'Task E' are available to be reopened.
Parent Tasks	Parent tasks will be automatically be reopened if they were closed prior to their child task re-opening. In this case, any successor tasks of the parent are eligible to be reopened.	 If Task A is reopened, 'Task B', 'Task C', 'Task D' and 'Task E' are available to be reopened. 'Parent A' is automatically reopened.

- If there are no eligible successor tasks, the **Reopen Tasks** dialog displays a confirmation message prompting you to reopen the specified task.

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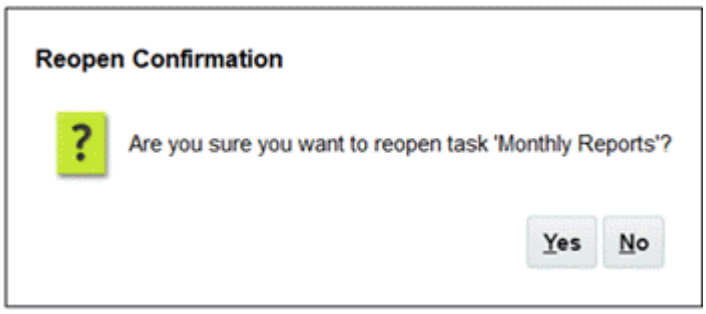
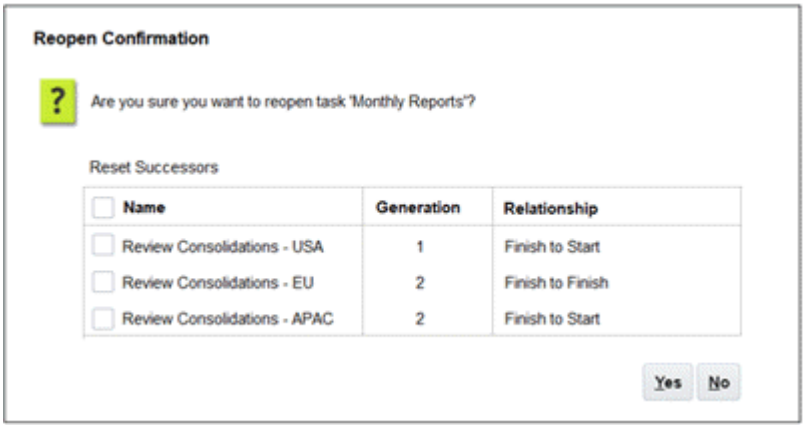


- Click **Yes**, to close the dialog and reopen the task.
- Click **No**, to close the dialog without reopening the task.

- If there are eligible successors to the task to be reopened, the **Reopen Tasks** dialog displays a confirmation message listing the successors with checkboxes, and you can select them to reopen.

> **Note**
>
> Automated tasks that didn't complete successfully due to an error, warning, or were force closed won't be listed in the successors list.



- **Name** checkbox: Selecting the **Name** checkbox toggles between selecting all or selecting none of the successors. By default, this is unchecked and all of the tasks are unchecked.
- **Successor Name**: Selecting a checkbox next to a successor task will cause it to reset when the task reopens.
- **Generation**: Read-only field indicating the distance from the task being reopened. Parent tasks will not count as part of this calculation.
- **Relationship**: Read-only field displaying the relationship to the task being reopened.
- Click **Yes** to close the dialog and reopen the task.
- Click **No**, to close the dialog without re-opening the task

4. Add or delete predecessors and then click **Save and Close**.
   Designate relationships:
   - Designate predecessor tasks. Choose one:

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- If there are predecessors, then you can choose this option: Re-establish predecessor relationships - Tasks will open in original order.
- Ignore predecessor relationships - All tasks will re-open immediately.

- Designate successor tasks:
  a. Select **Re-Open Successor Tasks**. The successor list is displayed.
  b. Select the successor tasks.

5. Click **OK** to close. The task details dialog box closes and the task reopens based on your selections. Click **OK**, otherwise, click **Cancel**.

Reopening an Automated Task

To reopen an automated task and change the automation parameters:

1. On the Home page, click **Tasks**, and then click **Schedule Tasks**.
2. Select a closed automated task and click the **Edit** icon.
3. On the **Task Details** dialog, click **Reopen**. The Task is now editable.
4. Click on the parameters tab and update parameters as needed.
5. Click **Save and Close**.
   The service will display a confirmation message to reopen the automated task.
   - Click **Yes**, to close the dialog and reopen the task.
   - Click **No**, to close the dialog without reopening the task.

   If there are eligible successors to the task to be reopened, the **Reopen Tasks** dialog displays a confirmation message listing the successors with checkboxes, and you can select them to reopen. See the previous section Reopening a Manual Task.

Submitting Tasks

To submit tasks:

1. On the Home page, click **Tasks**, and then click **Schedule Tasks**.
2. Select the tasks that you need to submit.

   To multiselect, press **Ctrl** for random selection or press **Shift** while you click the first and last row in a range.
3. Select **Submit Task**. A warning is displayed that this will complete the task. Click **Yes** to proceed.
4. Review any errors, and click **OK**.

Approving or Rejecting Tasks

To approve or reject tasks:

1. On the Home page, click **Tasks**, and then click **Schedule Tasks**.
2. Select the tasks that you need to approve or reject.

   To select multiple tasks, press **Ctrl**, or press **Shift** while you click the first and last row in a range.

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3. Highlight the selected task, and under **Actions**, select **Set Status**, and then select **Approve** or **Reject**.
4. Review any errors, and click **OK**.

Claiming or Releasing Tasks

You can claim and release a single task or multiple tasks at a time in Task ManagerTask Manager. Users who are associated with tasks through a Group or Team assignment can claim or release tasks.

After a task is claimed, other members of the team can still claim the task, however that causes the initial user's claim to end, revoking that user's ability to perform the task and granting the ability to the user with the latest claim.

The ability to claim a task from another user is useful when a user has claimed a task, but can't complete a task, for example, because of an absence.

When a task is claimed, the Assignee changes from the team or group to the person who claimed the task.

When a task is released, the Assignee changes from the person who released it to the team or group.

Before any member of the team has claimed the task, email notifications are sent to the entire team. After a team member has claimed the task, emails are sent to the active user instead of all team members.

> **Note**
>
> If the bulk update feature is enabled, you can claim or release multiple tasks at a time.

Claiming or Releasing a Task Using Task Actions Menu

To claim or release a task from the task **Actions** menu:

1. On the Home page, click **Tasks**, and then click **Schedule Tasks**.
2. Click the task that you want to claim or release, or select the task and click the **Open** icon.
3. From the **Actions** menu, click **Claim** or **Release**.
   A pop-up message asking for confirmation is displayed.
4. Click **Yes**.
   A confirmation message is displayed indicating the task was claimed or released successfully.

   If any errors occur, review and fix the errors, and then perform the same steps to claim or release the tasks.
5. Click **Close** to close the dialog box.

Claiming or Releasing Tasks from the Task List

To claim or release tasks from the Task List:

1. On the Home page, click **Tasks**, and then click **Schedule Tasks**.

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2. Select the task that you want to claim or release.
   To select multiple tasks, press **Ctrl**, or press **Shift** while you click the first and last row in a range. The selected tasks are highlighted.
3. From **Actions**, click **Update**, and then click **Claim** or **Release**.
   A pop-up message asking for confirmation is displayed.
4. Click **Yes**.
   The Task Action Results dialog box displays information about the status, number of tasks selected, tasks considered, tasks processed successfully, and tasks that were unsuccessful. These are the possible statuses for the process:
   - Processing
   - Completed Successfully
   - Completed with Errors

   A visual indicator shows the completion percentage. For tasks completed with errors, the dialog box displays the errors. You can click **Export to Excel** and export the displayed errors to an Excel file. Review and fix the errors, and then perform the same steps to claim or release the tasks.
5. Click **Close** to close the dialog box.

Managing Task Reassignments

You may periodically need to reassign users to different tasks. For example, you may assign a task to an employee, but later that employee leaves the company and another employee assumes those tasks. You can use the Reassign feature to quickly find the tasks associated with one user and reassign them to another.

From the Task Actions dialog box, workflow users (Assignees and Approvers) can request reassignment of their workflow role for a single task. These requests require approval. Administrators and schedule/template Owners can reassign the task using the Edit Task dialog box without requiring approval.

When tasks are reassigned, email notifications are sent immediately to reassigned users.

To request a reassignment:

1. On the Home page, click **Tasks**, and then click **Schedule Tasks**.
2. Click on a task to open the Task Properties.
3. Click the **Actions** menu and select **Request Reassignment**.
4. Enter or click **Search** to find the task to be reassigned.
5. For **Create Reassignment Request**, click the **Select User** icon and select **To User**.
6. Under **Reassign**, select the tasks to be reassiged:
   - **Selected Tasks**
   - **Selected and Future Tasks**
7. Enter a **Justification** for the reassignment.
8. Click **OK** and then **Close**.

Automated Task Execution

You can view the status of the automated tasks on the Schedule Tasks page.

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To view the status of the tasks:

1. On the Home page, click **Tasks** and then click **Schedule Tasks**. For more information, see Working with the Task Dialog Box .
2. Click the **Refresh** icon to update the task details within the task list.

For Process Automation tasks, Task Manager executes the business process when the start time is met. When the business process completes, the task is marked complete.

During the execution of this process, Task Manager submits the job to the target application which returns a Job ID as most of the tasks execute in the background. Task Manager polls the target application to check the status of the job at regular intervals. Initially, the polling interval is less than a second and gradually it increases to a maximum polling interval of 15 mins. The polling interval is proportional to the time taken by the task to complete as described in the following table. The polling interval reduces the overhead related to frequent querying for job completion status in both Task Manager and the underlying application which ensures optimal system performance.

Process Automation Execution Time	Additional Time to Update Task Completion Status
1 minute	Maximum 1 second
10 minutes	Maximum 15 seconds
1 hour	Maximum 2 minutes
5 hours	Maximum 9 minutes
10 hours	Maximum 15 minutes

> **Note**
>
> If the task status has not been updated after the job is completed, don't force close the task immediately. It's recommended to wait for up to 15 minutes for long running tasks or as per the preceding timings.

For event monitoring tasks, Task Manager executes the event monitor when the start time is met. The task status is updated once Task Manager receives the event notification from the other application.

Canceling Tasks

The purpose of canceling a task, instead of performing a Forced Close, is to prevent successor tasks from continuing and to keep the process moving:

- When a Finish-to-Start or Finish-Error-to-Start predecessor is canceled, its successor tasks remain as Pending. To keep the process moving, you must edit the successor tasks to remove the canceled predecessor and to start the successors.
- When a Finish-to-Finish or Finish-Error-to-Finish predecessor is canceled, to keep the process moving, the task owner/schedule owner/administrator must force a close of the successor task.

Deleting Tasks

You can delete tasks that you no longer need. To delete a task, you must have Service Administrator or Power User security rights.

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In schedules, you can delete only tasks that have a status of Pending. You cannot delete tasks that have a status of Open or Closed. If you delete a parent task, you can choose to delete just the parent, or the parent and its children.

To delete a task:

1. On the Home page, click **Tasks**, and then click **Schedule Tasks**.
2. Click **Actions**, and then select **Delete**.
3. At the confirmation prompt, click **Yes**.

Managing Services

The Services (**Homepage** > **Application** > **Services**) option allows you to view the status of certain service related tasks. Green indicates that it's running. Actions to take from Services are **Run Now** or **Restart**.

> **Note**
>
> You can use **Run Now** to take an immediate action such as run open tasks. You should only use **Restart** if there was a service shutdown and this option is not green. Restart resets the service without running the service itself.

- **Post Enterprise Journals**: Used only manually by the service administrator. All the journals in ready-to-post status and having a **Direct Integration** option selected will trigger the journal posting process.
- **Process Enterprise Journals**: Used to send emails; both Action and Late emails. The Action emails are send only once when the due date of the current workflow responsible user is not passed and the late emails are send every day 5.25 AM until the current responsible user performs the task. The subsequent users of the workflow will also be notified if their due date is also passed though they are not currently responsible for the journal.

  > **Note**
  >
  > – If the workflow user is a team/group, and it is not claimed by any user, then the email is send to all users of the team/group. This option will also send email to all users of that group/team (even after it is claimed).
  >
  > – This option will also trigger those journals whose start date falls on that particular date for data collection.

  The Service Administrator can also run this service manually from the services card.
- **Process Supplemental Data Forms**: Used to send emails; both Action and Late emails. The Action emails are send only once when the due date of the current workflow responsible user is not passed and the late emails are send every day 5.20 AM until the current responsible user performs the task. The subsequent users of the workflow will also be notified if their due date is also passed though they are not currently responsible for the form.

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> **Note**
>
> – If the workflow user is a team/group, and it is not claimed by any user, then the email is send to all users of the team/group. This option will also send email to all users of that group/team (even after it is claimed).
>
> – This option will also trigger those forms whose start date falls on that particular date for data collection.

The Service Administrator can also run this service manually from the services card.

- **System Maintenance**: Refers to actions that Task Manager performs routinely within Tasks, such as the user synch process and cleanup of the database and is not the same as actions taken at the Cloud level called Daily Maintenance. Daily Maintenance is accessed by clicking Tools, then Daily Maintenance, includes actions such as operational maintenance and backup snapshots performed in the Cloud on test or production environments.
- **Task Email Notifications**: Used to notify users that work has been assigned to them. A Service Administrator can use the option on Services to **Restart** or **Run Now**.

> **Note**
>
> – There is a separate option that a Service Administrator can use to turn off email notifications under **Application** → **Configuration** → **Settings** → **System Maintenance Process**.
>
> – Email notifications contain service and tenant information in the footer to help identify where an email is coming from.

- **[Schedule Name] Monitor**: Available for each schedule that is open and with tasks in the future. This option checks if any tasks need to be open in a schedule.
- **Task Status Update**: Background service which executes and monitors the process automated tasks.

Managing Schedules

A schedule defines a chronologically ordered set of tasks that must be executed for a specific business process, and is the application of a template into the calendar. For example, you can apply the Quarterly template as Q1FY19 for the first Quarter, then apply the template again as Q2FY19 for the second quarter.

The maximum number of schedules that you can create, import, or deploy is 100,000.

Schedules have a status of Pending, Open, Closed, or Locked. You can change the status of a schedule from Pending to Open, or from Open to Closed or Locked.

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> **Note**
>
> - After a schedule is set to Open, it cannot be reset to Pending.
> - After a schedule is set to Locked, its status cannot be changed.
> - Schedule Owners and Viewers are notified by an email when a Schedule is deleted.
> - An immediate reassignment request notification is sent out to administrators and schedule owners when an assignee or approver requests a reassignment.

Manually Creating Schedules

To create a schedule, you must be an Administrator or Power User. A Power User can run Create Schedule on a template or select New from Manage Schedules. You can manually define a schedule from the Manage Schedules page, or create a schedule from a template. When you create a schedule from a template, all values are inherited from the template definition.

Watch this video to learn more about creating schedules.

Creating Schedules

To manually create a schedule:

1. On the Home page, click **Application**.
2. Click **Task Manager**.
3. Click the **Schedules** tab on the left.
4. Click **New**.
5. Enter schedule information on the schedule tabs:
   - Setting Schedule Properties
   - Adding Instructions to Schedules
   - Assigning Schedule Viewers
   - Applying Schedule Attributes
   - Adding Day Labels
   - Working With Schedule Rules
   - Viewing Schedule History

Setting Schedule Properties

The Properties tab enables you to set the name, description, start and end dates, and owners for schedules. The schedule owner must be an Administrator or Power User. The default owner is the current user. The start and end dates specify the initial date range for the schedule, however, after the schedule is created, you can add tasks with dates earlier or later and the properties are updated to reflect the earliest and latest dates.

To set schedule properties:

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1. Create a new schedule and select the **Properties** tab:
   - **Name**: You can enter a maximum of 80 characters.
   - **Description**: You can enter a maximum of 255 characters.
   - **Organizational Unit**
   - **Start Date**: Starting date for the schedule
   - **End Date**: Ending date for the schedule
   - **Year**
   - **Period**
   - **Day Zero Date**: The date to assign as day zero
   - **Owner**: Use the default owner or click **Select Owner**.
   - **Status**

     > **Note**
     >
     > The **Status** field does not display until the new schedule is saved. The schedule status is initially set to Pending and is display only.

   - **Source Template**
2. To save and close, click **OK** or click another tab; all entries are saved.
3. Enter schedule information on the schedule tabs:
   - Adding Instructions to Schedules
   - Assigning Schedule Viewers
   - Applying Schedule Attributes
   - Adding Day Labels
   - Working With Schedule Rules
   - Viewing Schedule History

Adding Instructions to Schedules

You can specify instructions and supporting documents for a schedule, which are then inherited by all tasks in the schedule.

To add instructions to a schedule:

1. Create a new schedule and select the **Instructions** tab.
2. In **Instructions**, enter instructions for the schedule.
3. To add a reference:
   a. In the **References** section, click **Add**.
   b. From the **Reference Type** list, select one of these types:
      - **Local File**:

        Click **Choose File** to select and attach the file, enter a **Name**, and click **OK**.
      - **URL**:

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Enter the **URL**, then enter a URL **Name**; for example, https://www.oracle.com, Oracle, and then click **OK**.

To add a reference file or URL to multiple schedules at one time:

i. Navigate to the **Schedules** main page.

ii. You can multi-select (either highlight more than one row or select more than one using the **SHIFT** key), and then click **Actions**, then **Add Reference**, then **Local File** or **URL**.

You can also add one or more attachments by using drag and drop functionality available from the **Add Attachments** dialog box. You can rename the attachment in the **Name** field, if desired. If you drag and drop multiple attachments, you can upload them at one time.

You must access the **Add Attachments** dialog box to properly drag and drop attachments.

4. To save and close, click **OK** or click the **Viewers** tab; all entries are saved.
5. Enter schedule information on the schedule tabs:
   - Setting Schedule Properties
   - Assigning Schedule Viewers
   - Applying Schedule Attributes
   - Adding Day Labels
   - Working With Schedule Rules
   - Viewing Schedule History

Assigning Schedule Viewers

The Viewers tab enables you to assign viewer rights for schedules. A schedule can have multiple viewers, however they must have the product security roles. Viewers receive read-only access to all tasks in the schedule.

> **Note**
>
> Only users who have the task Viewer role can respond to questions.

To assign viewer rights:

1. Create a new schedule and select the **Viewers** tab.
2. Click **Add**.
3. To search by users or groups or teams, click the **Search Users** icon, then select **Users** or **Groups** or **Teams**.
4. Enter a user name, or part of the name, then click **Search**.
5. To identify a user, click **Advanced**, then enter a **User ID** or **Email** or **Description**.
6. From the **Search Results** list, select users.
7. For additional details about the user, such as teams, groups, roles, and assignments, click **Details**.

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8. Click **Add** or **Add All** to move users to the Selected list.

> **Tip**
>
> To remove users, select users, then click **Remove** or **Remove All.**

9. To save and close, click **OK** or click the **Attributes** tab; all entries are saved.
10. Enter schedule information on the schedule tabs:
    - Setting Schedule Properties
    - Adding Instructions to Schedules
    - Applying Schedule Attributes
    - Adding Day Labels
    - Working With Schedule Rules
    - Viewing Schedule History

Applying Schedule Attributes

To locate schedules in the system, you can apply attributes to the schedule. When you select an attribute, you can set a value for the attribute based on the attribute type. You can later filter by the attribute value.

For example, you may have a List attribute named Sales Region with the values of North, South, East, and West. The current schedule applies only to the West Sales Region, so you can add the Sales Region attribute and set it to "West".

To apply an attribute:

1. Create a new schedule and select the **Attributes** tab.
2. Click ➕ **Add**.
3. From the **Attribute** list, select an attribute.
4. For **Value**, depending on the attribute, select a value for the attribute from a drop-down list, or enter a value.
5. To save and close, click **OK** or click the **Day Labels** tab; all entries are saved.
6. Enter schedule information on the Schedule tabs:
    - Setting Schedule Properties
    - Adding Instructions to Schedules
    - Assigning Schedule Viewers
    - Adding Day Labels
    - Working With Schedule Rules
    - Viewing Schedule History

Adding Day Labels

You use business day labels in the business activity for a calendar day. Labels can mark a milestone day or specify the purpose of the day.

To add a day label to a schedule:

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1. Create a new schedule and select the **Day Labels** tab. You can enter a maximum of 20 characters.
2. Add a day label to a specific date.
3. To save and close, click **OK** or click the **Rules** tab; all entries are saved.
4. Enter schedule information on the schedule tabs:
   - Setting Schedule Properties
   - Adding Instructions to Schedules
   - Assigning Schedule Viewers
   - Applying Schedule Attributes
   - Working With Schedule Rules
   - Viewing Schedule History

Working With Schedule Rules

Schedule rules apply to all tasks in the schedule and thus apply rules to groups of tasks. Rules configured in the **Schedule** dialog box are copied to new schedule tasks.

Available schedule rules:

- **Auto Approve Task**: Automatically completes specified approvals only if specified conditions have been met.
  Example of conditions that could apply to this rule include: Attributes have specified values (including calculated attributes).

  When conditions are satisfied, the specified approver levels are marked complete, and workflow progresses to the next approval level, or closes if no additional approval levels exist.
- **Auto Submit Task**: Automatically submits a task if specified conditions are met.
  When conditions are satisfied, the Assignee role is marked complete, and workflow progresses to the first Approval level, or closes if no Approval levels exist.
- **Prevent Task Approval**: Prevents approval of a task based on attribute values, or other characteristics.
- **Prevent Task Submission**: Prevents submission of a task based on attribute values, or other characteristics.
- **Prevent Task Rejection**: Prevents rejection of a task based on attribute values, or other characteristics. This rule runs when the Assignee clicks **Submit**.
- **Send Email on Update**: Runs based on user actions on the task. Hence, you must set the conditions for the rule appropriately. The most common condition is to have a condition with the Status attribute or the Status Detailed attribute:
  - Status attribute: The only valid value that you can select is Closed. Pending, Open, and Error are all statuses that result from automated actions on the task.
  - Status Detailed attribute: The valid statuses are with the approver.

To view schedule rules:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Schedules** tab on the left.
3. Double-click a schedule.

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4. Select the **Rules** tab. You can view the following information:
   - **Order**: The order of precedence
   - **Rule**: The name of the rule
   - **Conditions**: The choice of what conditions must exist before running the rule
5. To edit a rule, on the **Rules** tab, click **Edit** and update:
   - **Rule**: Select a rule.
   - **Description**: **Optional**. Explain why you configured the rule and how it should be used. You can enter a maximum of 255 characters.
   - **Approver Level**: Select the rule for all levels or select the Approver levels.
   - Select **Create Filter** and populate the conditions section, or select **Use Saved Filter**, and then select a filter. The filter selected and configured for the rule determines the conditions that triggers the rule to apply.
   - **Conditions**:
     - **Use Saved Filter**: The **Condition** section displays a read-only version of the conditions associated with the saved filter.
     - **Create Filter**: The **Condition** section is enabled.

       Conjunction, **Source**, **Attribute**, **Operator**, and **Value** behave as they do for the existing advanced filter feature.
   - For **Filter Task**, specify the task for which the conditions should be selected:
     - **Current Task**
     - **Any Predecessor**
     - **Specific Task** (provide the **Task ID**)

   > **Note**
   >
   > When you make changes to a rule definition, the additional information is added to the audit log. You can view the changes both in the **History** tab as well as the **Audit Report**.

6. Enter schedule information on the schedule tabs:
   - Setting Schedule Properties
   - Adding Instructions to Schedules
   - Assigning Schedule Viewers
   - Applying Schedule Attributes
   - Adding Day Labels
   - Viewing Schedule History

Setting Required Task Parameters

The task is in a pending state until the required parameters are filled in. If they are not filled in before the specified start date, then an email notification is sent to the task owner. In addition, the task shows up in views under **Needs Attention**. After the required parameters are filled in, the task starts.

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Opening Schedules

You open schedules to add, edit, or work on tasks.

When you create a schedule, it has a status of Pending by default. When you select the View menu option for a schedule, you can make final adjustments to it, and add, edit, or delete tasks.

To run a schedule, you must change the schedule Status from Pending to Open. See Setting Schedule Status.

To open a schedule for editing:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Schedules** tab on the left.
3. Use one of these methods:
   - Select **Actions** to the right of the schedule in the listing, and then select **View**.
   - Highlight a schedule, then click the **View** icon.
   - Right-click the highlighted schedule, and then select **View**.

Editing Schedules

You can edit schedules to change the properties, such as the name or the schedule or the start and end dates. You cannot change the start date to a date later than the first task in the schedule, or the end date to a date earlier than the last task in the schedule. You can make changes to an Open or Pending schedule to modify pending tasks. You cannot add, change, or delete tasks in a Closed or Locked schedule. To edit a schedule, you must be the schedule owner or an Administrator.

To edit a schedule:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Schedules** tab on the left.
3. Select a schedule and click **Edit**.
4. Edit the schedule.
5. Click **OK**.

Adding Tasks to Schedules

You can add tasks to a schedule if it is Pending or Open. You cannot add tasks to a Closed or Locked schedule.

> **Note**
>
> The maximum number of tasks that you can add to a Task Manager schedule is 500,000.

To add a task to a schedule:

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1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Schedules** tab on the left.
3. Open a schedule.
4. Add tasks.

Importing Tasks into Schedules

You can import tasks, or partial task data, from text files into a schedule with a status of Pending or Open. For example, if you have a Microsoft Excel spreadsheet with task definitions, you can save the file as a CSV file, then import it into a schedule. You can also use the Import feature to quickly add many repetitive tasks by editing the fields in a CSV file and importing it, rather than creating individual new tasks.

You cannot import tasks into schedules that have a Closed or Locked status.

> **Note**
>
> Before you import a file to a schedule using the Update option for a closed task, remove the Owner, Assignee, Approver, and Start Date and Time fields from the import file, or an error occurs.

If you import information on an End-User task that has started running, it is reset to Open with Assignee status, and the answers to questions are cleared.

To import tasks into a schedule:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Schedules** tab on the left.
3. Click **Import Tasks**.
4. Enter the name of the file to import, or click **Choose File** to find the file.
5. Select an import option:
   - **Replace**: Replaces the definition of a task with the definition in the import file. This option replaces the task detail with the detail that is in the file that you are importing. It does not affect other tasks in the schedule that are not specified in the import file.

     > **Note**
     >
     > You can select the **Keep Attachments** checkbox to retain attachments to tasks that are being replaced.

   - **Update**: Updates partial information for tasks. For example, in the import file, you might have made changes to task instructions, reassigned Owners, Assignees, and Approvers, or removed some attributes and added new attributes. You might also have made the same change to a large number of tasks, for example, adding a new attribute to 100 of 400 tasks. The update option is not a full replacement of the task details. Only details for the task properties specified in the file are updated. For example, if the import file has only a column for a task instructions, the task name, Assignee, attributes, and other properties are not affected.

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> **Note**
>
> The system displays a warning that tasks in the schedule that match a task ID in the import file will be modified. If you do not want to overwrite the task, click **Cancel**.

- **Delete**: Deletes tasks and associated information based on a list of task IDs provided in a file. The required information to perform a delete is a file with a column of task IDs.

6. **Optional**: Select **Keep Attachments** to retain any attachments associated with a task that is being replaced.
7. Select a **Date Format**.

   Select a format from the drop-down list of allowed date formats. Date formats are not translated. By default, the date format is set to the locale date format of the exported file location.
8. For **File Delimiter** for the import file, select **Comma** or **Tab**. Select **Other** to specify any single character as the **Other Delimiter**.
9. Click **Import**.
   - If the import is successful, the Import Success dialog box is displayed, indicating the schedule name, the name of the file containing the tasks, and the total number of tasks imported. Click **OK**.
   - If errors are found, the import process is not run, and the Import Errors dialog box displays the errors. View the errors, then click **OK** to return to the **Schedules** page.

Table 25-16 Troubleshooting Import Errors

Error	Resolution
Duplicate Task ID	Check for duplicate Task IDs. Task IDs must be unique within the template or schedule. See Creating Tasks.
Task Name is too long	The Task Name can contain a maximum of 80 characters. See Setting Task Properties.
Organizational value - "Invalid Value"	The Organizational value cannot be blank, contain bullet points or multiple lines.

Updating Tasks in Schedules

You may need to manually update information on a task that is running, and in this case, you can reopen it. When you reopen a task, it is reset to Open with Assignee status, and you can edit the information. For example, you can change the instructions and references, attributes, and questions. If you make changes, previous answers to questions are cleared.

Reopening a series of tasks does not reestablish the predecessor relationships. All end-user tasks are reset to Open with Assignee. No tasks are reverted to Pending status.

You can reopen tasks under these conditions:

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Table 25-17 Conditions for Reopening Tasks

Task Status	End-User
With Assignee/Running	You can edit or import data into the Instruction, Attribute, or Question sections. When you save the task, it is reset to the Assignee, and the answers to questions are cleared.
With Approver	You can edit or import data in to the Instruction, Attribute, or Question sections. When you save the task, it is reset to the Assignee, and the answers to questions are cleared.
Closed/Error	From Task Details, the task owner can click Reopen to reopen the task and make changes. When you save the task, it is reset to the Assignee.

To update tasks in a schedule:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Schedules** tab on the left.
3. Open a schedule.
4. Select a task with a **Closed** or **Error** status, right-click, and then select **View**.

   The View Task dialog box is displayed.
5. Click **Reopen**.
6. Edit the task.
7. If the system displays a warning that the Assignee must complete the task again, or that the service will be executed again, click **Yes** to continue or **No** to cancel.
8. Perform an action:
   - For a Closed task, click **Close**.
   - For an Error task, click **Save and Close**.

Reassigning Users in Schedules

You may periodically need to reassign users to different schedules. For example, you may create a schedule and assign a user to certain rights; however, later that employee leaves the company and another employee assumes those schedules. You can use the Reassign feature in the Schedules dialog box to automatically change assignments instead of manually searching for, opening, and editing individual schedules. The Reassign feature enables you to quickly find the schedules associated with one user and reassign them to another.

You can reassign users for multiple schedules at a time. This can be helpful if your application has a large number of schedules.

To reassign users:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Schedules** tab on the left.
3. Select one or more schedules for which you want to reassign users.
4. Click **Actions**, and then **Reassign User**.

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5. For **Find User**, click **Find User** and enter search criteria for the user that you want to replace:
   a. From the **Select User** dialog box, enter the first or last name for the user, and click **Search**.
   b. Select the user from the results, then click **OK**.
6. For **Replace With**, click the **Replace With** icon and enter search criteria for the user to whom you want to reassign tasks:
   a. From the **Select User** dialog box, enter the first or last name for the user, and click **Search**.
   b. Select the user from the results, then click **OK**.
7. Select the **Ending Between** dates.
8. Select roles for the user that must be reassigned:
   - **Owner**
   - **Assignee**
   - **Approver**
   - **Viewer**
9. Click **Reassign**.

   When the process ends, the system displays a Reassign Users - Success message that indicates that the user reassignment is complete, and displays the schedule name and total number of user reassignments made.

Authorizing Process-Automated Tasks

When you create Process-Automated tasks, for security purposes, you specify a user account under which the task is run. To preserve security, you may require authorization to perform the task if any of these conditions occurs:

- If you add a Process-Automated task with an alternate runtime user known as the Run As user to a schedule, from a template or by manually adding the task
- When you set a schedule to Open status, the system automatically issues a request for authorization if it has not been completed.

If the parameters of a task are modified by a user other than the Assignee (or task owner if the owner is also the Assignee), the authorization is reset to Unauthorized and must be obtained by entering a password. For Process-Automated tasks, if a user other than the specified or default Run As user modifies the parameters, the task is reset to Unauthorized.

Authorization ensures that the user performing the Process Automated task has security privileges for the application and data for which the task runs. An administrator who knows the credentials of the runtime user can perform the authorization or issue a request to the user to obtain authorization.

When the Process Automated task is scheduled to run, if authorization is not provided, the task is not run, and its status changes to Needs Attention. If an owner or Assignee edits the task, the task details indicate that authorization is required. In this case, only the Run As user can authorize the task.

A user who receives a request for authorization can access the authorization on the Worklist from a link in the email or by logging on to the application.

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> **Note**
>
> From a Schedule or from a Worklist, before the task Start Date, the Administrator, Schedule Owner, or Task Owner can authorize the task. After the task Start Date, only the Run As user can authorize the task.

To authorize a task:

1. On the Home page, click **Application**, and then click **Task Manager**
2. Select the **Schedules** tab on the left.
3. Select a schedule.
4. Select **Actions**, and then select **Authorize Tasks**.

   The system displays a **Users** selection list and a table of unauthorized tasks for the selected schedule. The user selection list is populated with users that have pending Process-Automated tasks assigned to them that require authorization.
5. From the user selection list, select a user.

   The system displays a list of unauthorized tasks for that user. Your user name displays first on the list in bold by default. If you have no unauthorized tasks, the list is blank.
6. Select a task that needs authorization.
7. To view task details, click a task name and review the task parameters.

> **Tip**
>
> To contact the task owner by email, click the Owner name next to the task and view the user details.

Setting Schedule Status

You manage the schedule lifecycle by setting the schedule status. You can set the status of a schedule to Open, Closed, or Locked, depending on its current status. To set schedule status, you must be the schedule owner or Service Administrator.

You can set the status for multiple schedules at a time. This can be helpful if your application has a large number of schedules.

These are the available statuses:

- **Pending**: The schedule is not yet active. When you create a schedule, it has a status of Pending by default so that you can make final adjustments to it, and add, edit, or delete tasks. When a schedule has a Pending status, you cannot close or lock the schedule.
- **Open**: To run a schedule, change the status from Pending to Open. When the schedule is opened, tasks begin to execute according to their definition. Status for tasks that have met their start date, time and conditions are set to Open, and task notifications are sent to their Assignees.
- **Closed**: When work on the schedule has reached a stage when the schedule is no longer active, and follow-up work is all that is required, you set the status to Closed. You cannot add new tasks to a Closed schedule. However, users can continue to work on tasks that

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are not complete. You can reopen a Closed schedule if needed, which changes its status to Open.

- **Locked**: When all tasks are completed, you set the status to Locked. After a schedule is locked, it cannot be modified. You cannot edit a Locked schedule, but you can set the status back to Open, if required.

Automated tasks execute based on their defined workflow within the schedule and don't require manual intervention. If you want the automated task execution to be dependent on a manual user action, there are two scheduling options:

- Add a basic or an end user task as a **Start to Finish** predecessor of the automated task. The automated task will execute after the preceding task is completed, and the start time is met. See Setting Task Predecessors in *Administering Financial Consolidation and Close*.
- Assign a **Run As** user within the workflow on the automated task. See Selecting the Workflow in *Administering Financial Consolidation and Close*. When a **Run As** user is specified for the automated task, then the task's execution will be dependent on the designated **Run As** user authorization. The automated task will only execute after the start time, predecessors, and **Run As** authorization have been met. See Authorizing Process-Automated Tasks in *Administering Financial Consolidation and Close*.

> **Note**
>
> If a schedule task start time is reached and authorization has not been provided for a system-automated task, the task remains in the Pending status and requires authorization.

To set the schedule status:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Schedules** tab on the left.
3. Select one or more schedules for which to set status.
4. Click **Actions**, and then **Set Status,** or select the **Set Status** dropdown.
5. Click one of these status options, depending on the current status:
   - **Open**
   - **Closed**
   - **Locked**
6. A system warning is displayed about the change, for example, that setting the status to Open will begin execution of all tasks for the current date. To confirm the status change, click **Yes**.

Viewing Schedule History

The system maintains a history of schedule actions, which you can view from the Edit Schedules dialog box. The History tab displays the components that were updated, the modification type, the old and new values, the user who made the modification, and the change date. The information is read-only.

To view schedule history:

1. On the Home page, click **Application**, and then click **Task Manager**.

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2. Click the **Schedules** tab on the left.
3. Select a schedule.
4. Select the **History** tab and review the schedule history.
   - **Modification Type**: Indicates the type of change: Created, Changed, Added, Removed
   - **Modified On**: Date of the modification
   - **Modified By**: Name of the user who modified the schedule
   - **Old Value**
   - **New Value**
5. Click **OK**.

Validating Schedules

You can validate schedules with a status of Pending or Open. Validating a schedule checks for problems with start and end dates, predecessor relationships, parent-child relationships, and missing task parameters for product integrations. You cannot change a schedule status from Pending to Open until all validation errors are resolved. To validate schedules, you must be the schedule owner or Service Administrator.

The validation results show the schedule names, status, and error messages. You can sort the results by Schedule Name or Status.

To validate schedules:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Schedules** tab on the left.
3. Select one or more schedules to validate.
4. Click **Actions**, and then select **Validate**.

   If no errors exist, the validation results show a "Schedule is valid " message. If errors exist, it shows the error details.

Locking Schedules

You can lock a schedule to prevent users from making further changes.

To lock a schedule:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Schedules** tab on the left.
3. From the list of schedules, select a schedule.
4. Select the **Actions** icon to the right of the schedule in the listing, and then select **Set Status**, or from the **Set Status** drop-down list, select **Locked**.
5. **Optional:** If you need to reopen the Locked schedule, select **Actions**, and then **Set Status**, or from the **Set Status** drop-down list, select **Open**.

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Viewing Schedules

In Schedules, you can specify which columns to display for the list of schedules, or show all. You can also reorder columns, sort columns by ascending or descending order, or change the column widths.

To display columns:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Schedules** tab on the left.
3. Do one or more of the following tasks:
   - To display all columns, select **View**, then **Columns**, and then select **Show All**.
   - To display specific columns, select **View**, then **Columns**, and then select or deselect the column names.
   - To reorder columns, select **View**, then **Reorder Columns**, select columns, and then use the Up or Down arrows or drag them to change the order.
   - To sort columns, hover over a column header until the Sort icons are displayed, and then click **Sort Ascending** or **Sort Descending**.
   - To change column widths, hover over the column header dividers until the arrows display, and drag the columns to the desired width.

Searching for Schedules

You can use the Search text box in a Schedules list to quickly find schedules. You can enter full or partial names on which to search. Using the filter bar, you can control the schedules that you see in the list. By default, all schedules are displayed.

To search for a schedule:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Schedules** tab on the left.
3. To search for a schedule, enter search criteria in the **Search** text box.
4. **Optional:** From the filter bar, click on a category to display additional search operators such as **Equals**, **Does Not Equal**, **Contains**, **Does Not Contain**, **Starts With**, and **Ends With**.

   You can filter schedules using these categories: **Name**, **Year**, **Period**, **Status**, **Start Date**, and **End Date**. Click **Add a Filter** to add additional filters: **Created By**, **Created On**, **Day Zero Date**, **Description**, **Last Updated By**, **Last Updated on**, **Organizational Unit**, **Owner**, and **Tasks**.

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> **Note**
>
> - Click **Add a Filter** to view all categories.
> - To hide the filter bar, click the **Hide Filter Bar** icon.
> - To clear all filters, click the
>
> **Filters** icon, and then click **Clear All Filters**.

Deleting Schedules

You can delete a schedule that you no longer need. To delete a schedule, you must be the schedule owner or Service Administrator. Deleting a schedule removes it and all references to it from the system.

To delete a schedule:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Schedules** tab on the left.
3. From **Schedules**, select the schedule that you want to delete.
4. Click **Delete**.

   The system displays a warning that if you delete a schedule, it will also permanently delete all tasks within the schedule, and the only way to recover is from a backup.
5. To delete the schedule, click **Yes**.

Managing Task Manager Integrations

You can enable Task Manager tasks to include integrations within the Oracle Fusion Cloud Enterprise Performance Management and other external applications.

Task Manager allows you to incorporate integrated tasks within your business processes. These simplify the process by automating manual tasks or including embedded application pages or links.

To manage Task Manager integrations, you must have the Service Administrator role.

Task Manager supports the following integration types:

End User

An End User integrated task requires the user to interact with an application web page. These application web pages are displayed within the task or included as links within the task. An Integration requires an execution URL for user tasks and an optional set of parameters. The execution URL launches the external program, and the parameters pass information required for the task to the external program. For example, the Approve Journals Integration contains parameters such as the Point of View dimension values for the journal.

Users must perform and validate the task. For example, the task may be a generic task such as submitting data, or it may require product integration to facilitate or validate its completion.

Process Automation

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A Process Automation task initiates an action within the connected application. These integrations are automatically executed in external applications when their Start date and time are reached, and their predecessor tasks are completed, for example, an overnight feed from a General Ledger. These tasks are often executed after working hours. They require limited user interaction and do not have Assignees.

Event Monitoring

An Event Monitoring task is a task which is passive. It does not initiate any action but monitors another application awaiting for an action or status to occur. Once the action or status occurs, the task is marked complete. These are based on events that occur in external applications, for example Approve Journals.

Task Manager provides these pre-built integrations:

- Cloud Integrations: End User and Process Automation integrations for Cloud EPM Connections. See Managing Integrations with Cloud EPM Services.
- Cloud Integrations: Oracle Cloud ERP. See Managing Integrations with Cloud and On-Premises Applications.
- On-Premises End User and Event Monitoring Integrations. See Managing Integrations with Cloud and On-Premises Applications.
- On-Premises Oracle E-Business Suite General Ledger, Accounts Payable, and Accounts Receivable Integrations. See Managing Integrations with Cloud and On-Premises Applications.

If you require any other Integrations for Cloud or On Premises, you can create Custom Integrations. See Creating Custom Integrations.

Managing Integrations with Cloud EPM Services

If you are using Task Manager and have subscriptions to other Oracle Fusion Cloud Enterprise Performance Management services, you can create connections between services and enable integrations using Task Manager functionality.

Pre-built integrations enable you to perform Task Manager tasks that access other Cloud EPM functionality.

Pre-built integrations are provided within Task Manager for these Cloud EPM services:

- Account Reconciliation
- Enterprise Data Management
- Enterprise Profitability and Cost Management
- Financial Consolidation and Close
- Planning and Planning Modules
- Profitability and Cost Management
- Tax Reporting

To learn more about how to set up integrations, see Adding Pre-built Integrations in Cloud EPM.

To learn more about which end user integrations are available, see End User Integrations for Cloud EPM.

To learn more about which pre-built automated integrations are available, see Automation Integrations for Cloud EPM.

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Watch the video  Managing Task Manager Integrations

Adding Pre-built Integrations in Cloud EPM

Make sure you have the prerequisites and follow these steps to set up an integration between Task Manager and other Oracle Fusion Cloud Enterprise Performance Management services.

For an overview of the Task Manager integrations, see Managing Task Manager Integrations.

Prerequisite

To create integrations between Cloud EPM services, you need to obtain a subscription to the Cloud EPM service you want to integrate with.

To Create the Integration Type and Task Type

For Cloud EPM services where Task Manager has been enabled (for example, Financial Consolidation and Close), the service is automatically configured with the Integrations and Task Types for that business process.

Task Manager can be extended to include integrations with your other business processes by defining a connection to the business process and then deploying the Integrations and Task Types.

To add pre-built integrations within the Cloud EPM:

1. Create the connection between the service that contains Task Manager and the other service:
   - On the Home page, click **Tools**, and then click **Connections**.
   - Click **Create** to create a new connection:
     - For Enterprise Data Management, select **Other Web Service Provider**.
     - For all other Cloud EPM services, select **Oracle Enterprise Performance Management Cloud** provider.
   - Name the EPM Connect connection. For example, if integrating with Financial Consolidation and Close, a possible **Connection Name** could be **FCCS**.
   - Specify the connection URL.
   - Specify the user credentials.
   - Additionally for **Other Web Service Provider**, you must specify advanced options. Click **Show Advanced Options**.
     - For **Type**, select **Parameter**.
     - For **Name**, enter SERVICE_TYPE (this is a fixed value).
     - For **Value**, enter EDMCS (this is a fixed value).
2. On the Home page, click **Application**, and then click **Task Manager**.
3. Click the **Integrations** tab on the left.
4. From the **Integrations** page, click **Manage Connections**.

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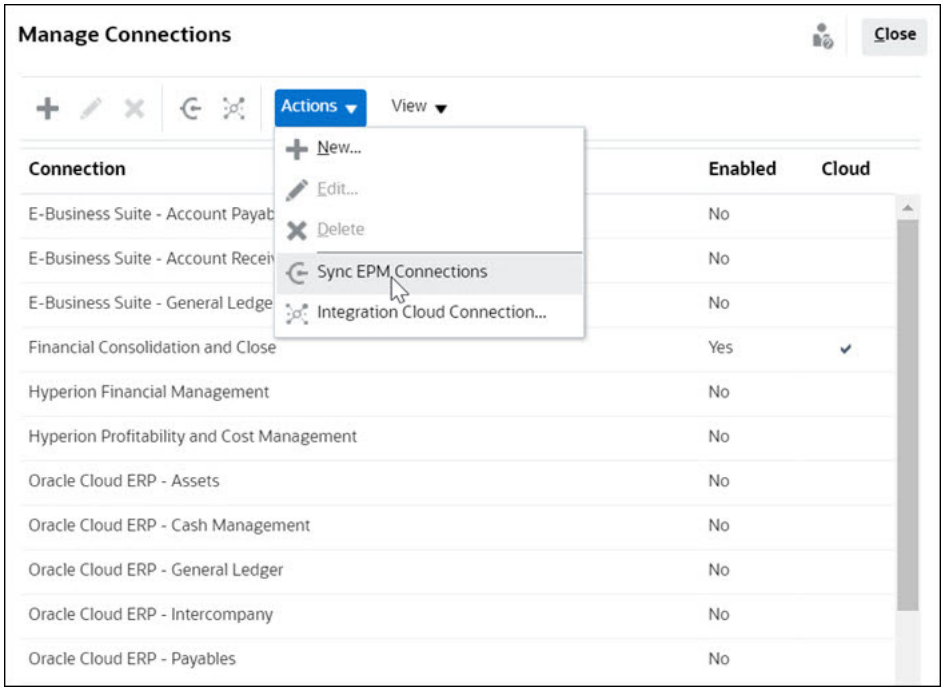
5. On **Manage Connections**, from **Actions**, select **Sync EPM Connections**.



A message displays the progress of the synchronization, and details the integrations added to the service. An Integration Type and Task Type is added for each Integration.

See also:

- End User Integrations for Cloud EPM
- Automation Integrations for Cloud EPM

End User Integrations for Cloud EPM

End user integrations allow you to access functionality in other remote Oracle Fusion Cloud Enterprise Performance Management environments while using Task Manager.

For an overview of the Task Manager integrations, see Managing Task Manager Integrations.

This section lists the available end user integrations for each Cloud EPM service:

- End User Integrations for Account Reconciliation
- End User Integrations for Enterprise Profitability and Cost Management
- End User Integrations for Financial Consolidation and Close
- End User Integrations for Planning and Planning Modules
- End User Integrations for Profitability and Cost Management
- End User Integrations for Tax Reporting

For a description of the remote Cloud EPM functionality, see the documentation for that Cloud EPM service.

End User Integrations for Account Reconciliation

- Console
- Data Exchange
- Reconciliation List (Period, Saved List)

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- Reports
- Transaction List (Period, Saved List)

End User Integrations for Enterprise Profitability and Cost Management

- Calculate Model
- Data Exchange
- Enter Form Data
- Export Data
- Export Metadata
- Import Data
- Invalid Intersections Report
- Manage Dimensions
- Manage Forms
- Manage Valid Intersections
- Profit Curves
- Refresh Application
- Reports
- Update Rules
- Validation Model
- View Calculation Analysis
- View Dashboard
- View Operational Dashboard
- View Rule Balancing
- View Trace Allocations

End User Integrations for Financial Consolidation and Close

- Approvals
- Configure Application
- Data Exchange
- Enter Form Data (Form)
  Required parameter is Form (EPM Artifact Type) displayed in drop down list in Task Details dialog.
- Export Data
- Export Metadata
- Export Journal
- Generate Financial Report
  Required parameter is the choice of report from drop down.
- Import Data
- Import Metadata
- Import Journal

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- Invalid Intersections Report
- Generate Intercompany Matching Report
- Generate Journal Report
- Manage Approvals
- Manage Dimensions
- Manage Forms
- Manage Journals
- Manage Ownership
- Manage Periods
- Manage Valid Intersections
- Refresh Application
- Reports
- View Dashboard (Dashboard)
  Required parameter is Dashboard (EPM Artifact Type) displayed in the drop down list in the Task Details dialog.
- View Financial Reports
- View Operational Dashboard

End User Integrations for Planning and Planning Modules

- Approvals
- Data Exchange
- Enter Form Data (Form)
  Required parameter is Form (EPM Artifact Type) displayed in drop down list in Task Details dialog.
- Generate Financial Report
  Required parameter is the choice of report from drop down.
- Invalid Intersections Report
- Manage Approvals
- Manage Dimensions
- Manage Rules
- Manage Valid Intersections
- Reports
- View Dashboard (Dashboard).
  Required parameter is Dashboard (EPM Artifact Type) displayed in the drop down list in the Task Details dialog
- View Financial Reports
- View Operational Dashboard

End User Integrations for Profitability and Cost Management

- Dashboards
- Data Exchange

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- Generate Profitability Report
- Profit Curves (Profit Curve)
  Required parameter is Profit Curve (EPM Artifact Type) displayed in drop down list in Task Details dialog.
- View Dashboard (Dashboard).
  Required parameter is Dashboard (EPM Artifact Type) displayed in the drop down list in the Task Details dialog.

  View Report (Report)

End User Integrations for Tax Reporting

- Approvals
- Configure Application
- Data Exchange
- Enter Form Data (Form)
  Required parameter Form (EPM Artifact Type) displayed in drop down list in Task Details dialog.
- Export Data
- Export Metadata
- Generate Financial Report
  Required parameter is the choice of report from drop down.
- Import Data
- Import Metadata
- Invalid Intersections Report
- Manage Approvals
- Manage Dimensions
- Manage Forms
- Manage Periods
- Manage Valid Intersections
- Refresh Application
- Reports
- View Dashboard (Dashboard).
  Required parameter is Dashboard (EPM Artifact Type) displayed in the drop down list in the Task Details dialog
- View Financial Reports
- View Operational Dashboard

Automation Integrations for Cloud EPM

These pre-built integrations are available

- Automation Integrations for Cloud EPM Platform
- Automation Integrations for Account Reconciliation
- Automation Integrations for Enterprise Data Management

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- Automation Integrations for Enterprise Profitability and Cost Management
- Automation Integrations for Financial Consolidation and Close and Tax Reporting
- Automation Integrations for Planning and Planning Modules
- Automation Integrations for Profitability and Cost Management

To use the pre-built Oracle Fusion Cloud Enterprise Performance Management Integrations, you must specify parameters for the integration. Many parameters for automated integrations are selectable from drop-down lists, which eliminates the need to manually enter values. For example, to run a rule or ruleset, you can select from a list of business rules, such as ForceConsolidate or ForceTranslate.

For an overview of the Task Manager integrations, see Managing Task Manager Integrations.

Automation Integrations for Cloud EPM Platform

Integration Name / Module	Module	Description	Parameters/ Description
Copy File from Financial Consolidation and Close	All Cloud EPM Services except Enterprise Data Management	Copies a file from current service where Task Manager is configured to another Cloud EPM Service. For example, if you have configured Task Manager in Financial Consolidation and Close and set up Account Reconciliation connection, **Copy File from** Financial Consolidation and Close copies the file from Financial Consolidation and Close to Account Reconciliation.	File Name: Name of the file that you want to copy. Save File As: Name of the file that you want to save. This can be different than the original file name. External Directory Name (Optional): Name of the directory.
Copy File to Financial Consolidation and Close	All Cloud EPM Services except Enterprise Data Management	Copies a file to current service where Task Manager is configured from another Cloud EPM service.	File Name: Name of the file that you want to copy. Save File As: Name of the filethat you want to save. This can be different than the original file name. External Directory Name (Optional): Name of the directory.
Delete File From Financial Consolidation and Close	All Cloud EPM Services except Enterprise Data Management	Deletes a file from a Cloud EPM service.	File Name: Name of the file that you want to delete.

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Integration Name / Module	Module	Description	Parameters/ Description
Lock Unlock Data Integration	All Cloud EPM Services except Enterprise Data Management	Locks or unlocks an integration for a location, category, and period in Data Exchange. This is a process-automated integration.	Operation: Choose from lock or unlock. Lock Type: Choose whether the Lock/ Unlock operation is for an application or a location. Period: Specify the period of the POV from the integration or data load rule defined in Data Exchange, for example, "Jan-21". Category: Specify the predefined Scenario value based on the POV Category from the integration (data rule) definition. The categories available are those that are created in the Data Integration set-up, such as "Actual." Application (Optional): If selected Lock Type is application, specify the name of application, for example, "Vision". Location (Optional): If selected Lock Type is location, specify the name of the location. If the location is locked, data cannot be loaded to it. Unlock By Location (Optional): This parameter can be specified when selected operation is lock and selected location is application. If checked when locking the target application, then the system locks all rules present in the location under target application and not the application-level lock. For more information, see Lock and Unlock POV in *REST APIs*.
Run Data Integration	All Cloud EPM Services except Enterprise Profitability and Cost Management	Execute an integration or data load rule based on how periods are processed and source filters. This allows the integration of data loads defined in Data Exchange easily into the monthly processing schedule.	Job Type: Integration is the job type. Integration Name: The name of the integration defined in Data Integration. Period Name: Name of the period. Import Mode: Determines how the data is imported into Data Integration. Export Mode: Determines how the data is exported into Data Integration. File Name: Applicable only for native file-based data loads and ignored if specified for other loads. Source Filters: A parameter used to update the source filters defined for the data load rule or integration. Target Options: A parameter used to update the target options defined for the data load rule or integration. Execution Mode: Applicable only for Quick Mode integrations. For more details about these parameters, see Running Integrations in *REST APIs*.

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Integration Name / Module	Module	Description	Parameters/ Description
Run Pipeline	All Cloud EPM Services except Enterprise Data Management and Account Reconciliation	Executes a pipeline based on job parameters and variables that you select.	Job Type: Pipeline is the job type. Job Name: Pipeline code defined for the Pipeline in Data Integration. Start Period: The first period for which data is to be loaded. This period name must be defined in Data Integration period mapping. End Period: The last period for which data is to be loaded. This period name must be defined in Data Integration period mapping. Import Mode: Determines how the data is imported into Data Integration. Export Mode: Determines how the data is exported into Data Integration. Attach Logs: Indicated whether logs are included as an attachment to an email. Send Email: Determines when an email is sent when a Pipeline is run. Send To: Determines the recipient email ID for the email notification. For more details about these parameters, see Running a Pipeline in *REST APIs*.

See also Copy and Delete Integration Files

Automation Integrations for Account Reconciliation

Integration Name / Module	Module	Description	Parameters/ Description
Change Period Status	Reconciliation Compliance	Changes the status of a period (Open, Closed, Pending, Locked).	Period: The name of the period Status: Pending, Open, Closed, Locked
Create Period End Reconciliations	Reconciliation Compliance	Copies all selected profiles to a period and returns success or failure status.	Period: The name of the period Filter: The name of the filter that matches the reconciliation
Import Balances	Reconciliation Compliance	Imports balance data using Data Management from a previously created Data Load definition.	Period: The name of the period dl_Definition: The name of a previously saved data load using the format DL_name such as DL_test

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Integration Name / Module	Module	Description	Parameters/ Description
Import Pre-Mapped Balances	Reconciliation Compliance	Imports pre-mapped balances.	Period: The name of the period BalanceType: SUB|SRC for sub system or source system CurrencyBucket: Currency bucket, such as Functional File: The name of the file relative to the inbox, for example, balances.csv. The file has to be uploaded to Account Reconciliation using EPM Automate or REST API.
Import Pre-Mapped Transactions	Reconciliation Compliance	Imports pre-mapped transactions for a particular period.	TransactionType: Allowed Transaction Types are BEX (Explained Balance), SRC (Adjustment to Source System), and SUB (Adjustment to Subsystem) File: The name of the file relative to the inbox, for example, transactions.csv. The file has to be uploaded to Account Reconciliation using EPM Automate or REST API. DateFormat: Date Format, such as MM/dd/yyyy, dd/MM/yyyy, dd-MMM-yy, MMM d,yyyy, or All.
Import Pre-Mapped Transactions	Transaction Matching	Imports a file of pre-mapped transactions into Transaction Matching.	DataSource: Text ID of the data source where the transaction will be imported to File: The name of the file relative to the inbox, for example, transactions.csv. The file has to be uploaded to Account Reconciliation using EPM Automate or REST API. ReconciliationType: Text ID of the reconciliation type where the transaction file will be imported to, such as Bank to GL. DateFormat: Date Format, such as MM/dd/yyyy, dd/MM/yyyy, MM-dd-yyyy, d-M-yyyy, dd-MMM-yy, MMM d, yyyy

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Integration Name / Module	Module	Description	Parameters/ Description
Import Profiles	Reconciliation Compliance	Imports profiles for a particular period.	ImportType: The import type. Supported values are Replace and ReplaceAll Period: The period for which to import ProfileType: The profile type. Supported values are Profiles and Children File: The name of the file relative to the inbox, for example, profiles.csv. The file has to be uploaded to Account Reconciliation using EPM Automate or REST API. DateFormat: Date Format, such as MM/dd/yyyy, dd/MM/yyyy, d-M-yyyy, dd-MMM-yy, MMM d, yyyy, or All
Import Rates	Reconciliation Compliance	Imports rates for a particular period and rate type.	Period: The name of the period RateType: The rate type, such as Accounting Import Rates (Reconciliation Compliance) File: The name of the file relative to the inbox, for example, rates.csv. The file has to be uploaded to Account Reconciliation using EPM Automate or REST API. ImportType: Supported import types are Replace and ReplaceAll
Monitor Reconciliations	Reconciliation Compliance	Monitors list of reconciliations in ARCS.	Period: The name of the period Filter: Filter string used to query list of reconciliations
Run Auto Match	Transaction Matching	Runs the auto match process in Transaction Matching.	ReconTypeId: The Text ID of the Reconciliation type to be auto matched
View Reconciliations	Reconciliation Compliance	View reconciliations for a specified period.	Period: The name of the period Saved List: The name of a Public saved list

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Integration Name / Module	Module	Description	Parameters/ Description
View Transactions	Transaction Matching	View transactions for a specified period.	Period: The name of the period Saved List: The name of a Public saved list

Automation Integrations for Enterprise Data Management

Integration Name	Description	Parameters/ Description
Export Dimension	Exports a dimension from Enterprise Data Management to a configured connection. This is a process-automated integration. See Adding Pre-built Integrations in Cloud EPM.	Application: The name of the Enterprise Data Management application from which to export the dimension. Dimension: The name of the dimension to export. Connection: **Optional.** The name of the connection to which to export the dimension. File Name: The file and path from which to export the dimension.
Export Dimension Mapping	Exports a Dimension Mapping from Enterprise Data Management to a configured connection. This is a process-automated integration.	Application: The name of the Enterprise Data Management application from which to export the Dimension Mapping. Dimension: The name of the Dimension Mapping to export. Connection: **Optional**. The name of the connection to which to export the Dimension Mapping. Mapping Location: The location to which to export the Dimension Mapping. File Name: The file and path from which to export the Dimension Mapping.
Import Dimension	Imports a Dimension from a configured connection to an Enterprise Data Management application. This is a process-automated integration. See Adding Pre-built Integrations in Cloud EPM.	Application: The name of the Enterprise Data Management application to which to import the dimension. Dimension: The name of the dimension to import. Connection: The name of the connection from which to import the dimension. File Name: The file and path from which to import the dimension. Import Option: **Optional**. Determines how the data is imported into Enterprise Data Management.

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Integration Name	Description	Parameters/ Description
Extract Dimension	Extracts a dimension from Enterprise Data Management to a configured connection. This is a process-automated integration.	Application: The name of the Enterprise Data Management application from which to extract the dimension. Dimension: The name of the dimension to extract. Extract: The name of the extract. Connection: The name of the connection to which to extract the dimension. File Name: The file and path from which to extract the dimension.

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Automation Integrations for Enterprise Profitability and Cost Management

Integration Name	Description	Parameters/ Description
Calculate Model	Calculates a model for one or more points of view.	Job Type: Calculate Model Job Name: Name of the job POV Delimiter: Delimiter used in POV values. The default delimiter is _ (under score). The delimiter must be enclosed in double quotation marks. Only these delimiters are supported: • _ (under score) • # (hash) • & (ampersand) • ~ (tilde) • % (percentage) • ; (semicolon) • : (colon) • - (dash) POV Name: Name of the POV to calculate. You can pass one or more POVs separated by a comma (,). Model Name: Name of the model to calculate Execution Type: Identifies the rule execution type Monitoring Task: Monitors another application awaiting an action or status to occur Rule Name: Name of the single rule to run First Ruleset Sequence Number: Sequence number of the first rule in the rule set to run Last Ruleset Sequence Number: Sequence number of the last rule in the rule set to run Clear Existing Calculations: Whether to clear existing calculations Execute Calculations: Whether to execute calculations Optimize for Reporting: Whether to optimze the calculation process for reporting Generate Debug Scripts: Whether to generate debug scripts

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Integration Name	Description	Parameters/ Description
		Comment: Comments to describe the job
Clear Cube	Clears specific data within the PCM_CLC and PCM_REP cubes.	Job Type: Clear Cube Job Name: Name of the job
Clear Data by Point of View	Clears data from a point of view without removing the point of view.	Job Type: Clear POV Job Name: Name of the job POV Delimiter: Delimiter used in POV values. The delimiter must be enclosed in double quotation marks. Other than a comma, only these delimiters are supported: • _ (under score) • # (hash) • & (ampersand) • ~ (tilde) • % (percentage) • ; (semicolon) • : (colon) • - (dash) POV Name: Name of the POV to clear Cube Name: Name of the cube on which clear operation is to be executed Clear Input Data: Whether to clear input data Clear Allocated Data: Whether to clear allocated data Clear Adjustment Data: Whether to clear adjustent data

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Integration Name	Description	Parameters/ Description
Copy Data by Point of View	Copies data from one point of view to another.	Job Type: Copy POV Job Name: Name of the job POV Delimiter: Delimiter used in POV values. The delimiter must be enclosed in double quotation marks. Other than a comma, only these delimiters are supported: • _ (under score) • # (hash) • & (ampersand) • ~ (tilde) • % (percentage) • ; (semicolon) • : (colon) • - (dash) Source POV: Name of the source POV Destination POV: Name of the destination POV Copy Type: Specifies the data to copy from the source Source Cube Name: Name of the source cube Destination Cube Name: Name of the destination cube
Cube Refresh	Refreshes the OLAP cube.	Job Type: Cube Refresh Job Name: Name of the job
Export Data	Exports application data into a file using the export data settings, including file name, specified in a job of type export data. The file containing the exported data is stored in the repository.	Job Type: Export Data Job Name: Name of the job Export File Name: File name to which data is to be exported
Export Data Mapping	Exports a Data Mapping defined in Data Management to a specified location. This is a process-automated integration. For more information, see Adding Pre-built Integrations in Cloud EPM. Member mappings define relationships between source members and target dimension members within a single dimension.	Job Type: Export Data Mapping Dimension: The dimension name for a specific dimension to import, such as ACCOUNT, or ALL to import all dimensions File Name: The file and path from which to export mappings. The file format can be .CSV, .TXT, .XLS, or .XLSX. Include the outbox in the file path, for example, outbox/BESSAPPJan-06.csv. Location Name: Name of the location to which to export

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Integration Name	Description	Parameters/ Description
Export Metadata	Exports metadata from a file in the repository into the application using the export metadata settings specified in a job of type export metadata.	Job Type: Export Metadata Job Name: Name of a batch defined in export metadata Export Zip File Name: Name of the zip file for the exported metadata
Import Data	Imports data from a file in the repository into the application using the import data settings specified in a job of type import data.	Job Type: Import Data Job Name: Name of the job Import File Name: File name from which data is to be imported
Import Data Mapping	Imports a Data Mapping defined in Data Management to a specified location. This is a process-automated integration. Member mappings define relationships between source members and target dimension members within a single dimension. You can import member mappings from a selected Excel, .CSV or .TXT file.	Job Type: Import Data Mapping Dimension: Dimension name for a specific dimension to import, such as ACCOUNT, or ALL to import all dimensions File Name: The file and path from which to import mappings. The file format can be .CSV, .TXT, .XLS, or .XLSX. The file must be uploaded prior to importing, either to the inbox or to a sub-directory of the inbox. Include the inbox in the file path, for example,inbox/BESSAPPJan-06.csv. Import Mode: MERGE to add new rules or replace existing rules, or REPLACE to clear prior mapping rules before import Validation Mode: Whether to use validation mode: true or false. An entry of true validates the target members against the target application; false loads the mapping file without any validations. Note that the validation process is resource intensive and takes longer than the validation mode of false; the option selected by most customers is false. Location: Data Management location where the mapping rules should be loaded. Mapping rules are specific to a location in Data Management.

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Integration Name	Description	Parameters/ Description
Import Metadata	Imports metadata from a file in the repository into the application using the import metadata settings specified in a job of type import metadata.	Job Type: Import Metadata Job Name: Name of a batch defined in import metadata Import Zip File Name: Name of the zip file for the imported metadata
Lock Unlock Data Integration	Locks or unlocks an integration for a location, category and period in Data Exchange. This is a process-automated integration.	Job Type: Lock Unlock Data Integration Operation: Lock or unlock Lock Type: Whether the Lock/ Unlock operation is for an application or a location Period: Period of the POV from the integration or data load rule defined in Data Exchange, for example, "Jan-21" Category: Predefined Scenario value based on the POV Category from the integration (data rule) definition. The categories available are those that are created in the Data Integration set-up, such as "Actual." Application (Optional): If the selected Lock Type is application, the name of the application; for example, "Vision". Location (Optional): If the selected Lock Type is location, the name of the location. If the location is locked, data cannot be loaded to it. Unlock By Location (Optional): This parameter can be specified when the selected operation is lock and selected location is application. If checked when locking the target application, then the system locks all rules present in the location under target application and not the application-level lock. For more information, see Lock and Unlock POV in *REST APIs*.

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Integration Name	Description	Parameters/ Description
Run Batch	Executes a batch of jobs that have been defined in Data Management	Job Type: Run Batch Batch Name: Name of the batch to be executed, such as Dimension Map For POV (Dimension, Cat, Per) Path Report Format Type: The file format of the report - PDF, XLSX, or HTML Parameters: Can vary in count and values based on the report Location: The location of the report, such as Comma_Vision Run As: Specify this parameter in the Workflow tab
Run Business Rule	Launches a business rule.	Job Type: Run Business Rule Rule Name: Name of the business rule. Parameters: Run time prompts in JSON syntax. The parameter name should be the same as th name defined in rule definition. For example, {"MyScenario1":"Current", "MyVersion1":"BU Version_1", "ToEntity":"CA", "Rule_Level_Var":"AZ", "planType":"Plan1"} The following format is also supported; for example: "Scenario=Actual" "Entity=Total Geography" "Year=FY21" "Period=Apr"
Run Business Rule Set	Launches a business rule set. Rule sets with no runtime prompts or runtime prompts with default values will be supported.	Job Type: Run Business Rule Set Job Name: Name of the job Ruleset Name: Name of the business rule set Parameters: Run time prompts in JSON syntax. The Parameter name should be the same as the name defined in rule definition. For example, {"MyScenario1":"Current", "MyVersion1":"BU Version_1", "ToEntity":"CA", "Rule_Level_Var":"AZ", "planType":"Plan1"} The following format is also supported; for example: "Scenario=Actual" "Entity=Total Geography" "Year=FY21" "Period=Apr"

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Integration Name	Description	Parameters/ Description
Run Data Integration	Execute an integration or data load rule based on how periods are processed and source filters. This allows the integration of data loads defined in Data Exchange easily into the monthly processing schedule.	Job Type: Run Data Integration Integration Name: Name of the integration defined in Data Integration Period Name: Name of the period Import Mode: Determines how the data is imported into Data Integration Export Mode: Determines how the data is exported into Data Integration File Name: Applicable only for native file-based data loads and ignored if specified for other loads Source Filters: Parameter used to update the source filters defined for the data load rule or integration Target Options: Parameter used to update the target options defined for the data load rule or integration Execution Mode: Applicable only for Quick Mode integrations For more details about these parameters, see Running Integrations in *REST APIs*.

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Integration Name	Description	Parameters/ Description
Run Data Rule	Executes a Data Management data load rule based on the start period and end period, and import or export options that you specify.	Job Type: Run Data Rule Data Rule Name: Name of a data load rule defined in Data Management Start Period: The first period for which data is to be loaded. This period name must be defined in Data Management period mapping. End Period: The last period for which data is to be loaded. This period name must be defined in Data Management period mapping. Import Mode: Determines how the data is imported into Data Management: • APPEND to add to the existing rule • POV data in Data Management • REPLACE to delete the POV data and replace it with the data from the file • RECALCULATE to skip importing the data, but re-process the data with updated Mappings and Logic Accounts. • NONE to skip data import into Data Management staging table Export Mode: Determines how the data is exported into Data Management: • STORE_DATA to merge the data in the Data Managementstaging table with the existing Financial Consolidation and Close or Tax Reporting data • ADD_DATA to add the data in the Data Management staging table to Financial Consolidation and Close or Tax Reporting • SUBTRACT_DATA to subtract the data in the Data Management staging table from existing Financial Consolidation and Close or Tax Reporting data • REPLACE_DATA to clear the POV data and replace it with data in the Data

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Integration Name	Description	Parameters/ Description
		Management staging table. The data is cleared for Scenario, Version, Year, Period, and Entity • NONE to skip data export from Data Management to Financial Consolidation and Close or Tax Reporting File Name: If you do not specify a file name, the API imports the data contained in the file name specified in the load data rule. The data file must already reside in the INBOX prior to data rule execution. Run As: Specify this parameter in the Workflow tab
Run Pipeline	Executes a pipeline based on job parameters and variables that you select.	Job Type: Pipeline Job Name: Pipeline code defined for the Pipeline in Data Integration Start Period: The first period for which data is to be loaded. This period name must be defined in Data Integration Period mapping. End Period: The last period for which data is to be loaded. This period name must be defined in Data Integration period mapping. Import Mode: Determines how the data is imported into Data Integration Export Mode: Determines how the data is exported into Data Integration Attach Logs: Whether logs are included as an attachment to an email Send Email: Determines when an email is sent when a Pipeline is run Send To: Determines the recipient email ID for the email notification For more details about these parameters, see Running a Pipeline in *REST APIs*.

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Automation Integrations for Financial Consolidation and Close and Tax Reporting

Integration Name	Description	Parameters/ Description
Clear Cube **Note:** This integration is applicable only for Tax Reporting.	Clears specific data within input and reporting cubes.	Name: Name of the clear cube job.
Copy Ownership Data to Next Year	Automates task to copy the ownership data from the last period of a year to the first period of the next year. For more information, see copyOwnershipDataToNextYear in *Working with EPM Automate*.	Scenario: The name of the scenario, such as Actual, selectable Years: Selectable
Cube Refresh	Refreshes the OLAP cube.	Name: Name of the refresh cube job.
Clear Data	Executes a Clear Data job using the profile name. For more information about using Clear Data in Financial Consolidation and Close, see Clear Data in *REST APIs*. For more information about using Clear Data in Tax Reporting, see Clear Data in *REST APIs*.	Profile Name: Clear data profile name.
Copy Data	Executes a Copy Data job using the profile name.	Profile Name: Copy data profile name.
Export Data	Exports application data into a file using the export data settings, including file name, specified in a job of type export data. The file containing the exported data is stored in the repository.	Name: Name of the export data job. Export File Name: **Optional**. File name to which data is to be exported.
Export Data Mapping	Exports a Data Mapping defined in Data Management to a specified location. This is a process-automated integration. For more information, see Adding Pre-built Integrations in Cloud EPM. Member mappings define relationships between source members and target dimension members within a single dimension.	Dimension: The dimension name for a specific dimension to import, such as ACCOUNT, or ALL to import all dimensions. File Name: The file and path from which to export mappings. The file format can be .CSV, .TXT, .XLS, or .XLSX. Include the outbox in the file path. For example, outbox/BESSAPPJan-06.csv. Location Name: The name of the location to which to export.

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Integration Name	Description	Parameters/ Description
Export Ownership Data	Automates task to export ownership data from a entity to a comma-delimited CSV file. For more information, see exportOwnershipData in *Working with EPM Automate*.	Entity: The name of the entity. Scenario: The name of the scenario, such as Actual. Selectable. Years: Selectable Period: The name of the period, such as January. Selectable. File Name: The name of the file to export.
Import Data	Imports data from a file in the repository into the application using the import data settings specified in a job of type import data.	Name: Name of the import data job. Import File Name: **Optional**. File name from which data is to be imported.
Import Data Mapping	Imports a Data Mapping defined in Data Management to a specified location. This is a process-automated integration. Member mappings define relationships between source members and target dimension members within a single dimension. You can import member mappings from a selected Excel, .CSV or .TXT file.	Job Type: The job type, MAPPINGIMPORT. Job Name: The dimension name for a specific dimension to import, such as ACCOUNT, or ALL to import all dimensions. File Name: The file and path from which to import mappings. The file format can be .CSV, .TXT, .XLS, or .XLSX. The file must be uploaded prior to importing, either to the inbox or to a sub-directory of the inbox. Include the inbox in the file path, for example,inbox/BESSAPPJan-06.csv. Import Mode: MERGE to add new rules or replace existing rules, or REPLACE to clear prior mapping rules before import. Validation Mode: Whether to use validation mode: true or false. An entry of true validates the target members against the target application; false loads the mapping file without any validations. Note that the validation process is resource intensive and takes longer than the validation mode of false; the option selected by most customers is false. Location Name: The Data Management location where the mapping rules should be loaded. Mapping rules are specific to a location in Data Management.

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Integration Name	Description	Parameters/ Description
Import Metadata	Imports metadata from a file in the repository into the application using the import metadata settings specified in a job of type import metadata.	Name: The name of a batch defined in import metadata.
Import Ownership Data	Automates task to import ownership data from a CSV file available in the environment into a period. For more information, see importOwnershipData in *Working with EPM Automate*.	Scenario: The name of the scenario, such as Actual. Selectable. Years: Selectable Period: The name of the period, such as January. Selectable. File Name: The name of the file to import.
Journal Period	Opens or closes a journal period automatically. The system will close the period only if there are no Approved and Unposted journals. If there are Approved and Unposted journals, the system will not close the period, and returns an error. If there are Unposted journals in Working and Submitted status, the system will close the period, with a warning.	Scenario: The name of the scenario, such as Actual Year: The year, such as FY20 Period: The name of the period, such as January Action: Open or Close
Monitor Enterprise Journals **Note:** This integration is applicable only for Financial Consolidation and Close.	Monitors the completion status of Journals within a Year/ Period or filtered list.	Year: Optional. The year, such as 2022. Selectable. Period: Optional. The name of the period, such as January. Selectable. Filter Name: Optional.The name of the Filter you created to monitor the status of the Enterprise Journals. **Note:** Though all the parameters are optional, you must specify at least a Filter Name or Year and Period.
Recompute Ownership Data	Automates task for recomputing of ownership data. For more information, see recomputeOwnershipData in *Working with EPM Automate*.	Scenario: The name of the scenario, such as Actual Years: The year, such as FY20 Period: The name of the period, such as January

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Integration Name	Description	Parameters/ Description
Run Batch Rule	Executes a batch of jobs that have been defined in Data Management.	Name: The name of the report to be executed, such as Dimension Map For POV (Dimension, Cat, Per) Path Report Format Type: The file format of the report - PDF, XLSX, or HTML Parameters: Can vary in count and values based on the report Location: The location of the report, such as Comma_Vision Run As: You must specify this parameter in the Workflow tab.
Run Business Rule	Launches a business rule.	Name: The name of a business rule exactly as it is defined. Parameters: Run time prompts in JSON syntax. Parameter name should exactly be same as defined in rule definition. For example, { "MyScenario1":"Current", "MyVersion1":"BU Version_1", "ToEntity":"CA", "Rule_Level_Var":"AZ", "planType":"Plan1"} Following format is also supported, example: "Scenario=Actual" "Entity=Total Geography" "Year=FY21" "Period=Apr"
Run Business Rule Set	Launches a business rule set. Rule sets with no runtime prompts or runtime prompts with default values will be supported.	Name:The name of a business rule set exactly as it is defined. Parameters: Run time prompts in JSON syntax. Parameter name should exactly be same as defined in rule definition. For example, { "MyScenario1":"Current", "MyVersion1":"BU Version_1", "ToEntity":"CA", "Rule_Level_Var":"AZ", "planType":"Plan1"} Following format is also supported, example: "Scenario=Actual" "Entity=Total Geography" "Year=FY21" "Period=Apr"

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Integration Name	Description	Parameters/ Description
Run Consolidation	This task is a utility task to run consolidation. Task will prompt user to enter parameters for running the tasks such as Scenario, Year, Period, and Entity.	Scenario Year Period Entity: Multiple entities can be added with comma separator.

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Integration Name	Description	Parameters/ Description
Run Data Rule	Executes a Data Management data load rule based on the start period and end period, and import or export options that you specify.	Job Name: The name of a data load rule defined in Data Management. Start Period: The first period for which data is to be loaded. This period name must be defined in Data Management period mapping. End Period: The last period for which data is to be loaded. This period name must be defined in Data Management period mapping. Import Mode: Determines how the data is imported into Data Management. APPEND to add to the existing rule POV data in Data Management REPLACE to delete the POV data and replace it with the data from the file RECALCULATE to skip importing the data, but re-process the data with updated Mappings and Logic Accounts. NONE to skip data import into Data Management staging table Export Mode: Determines how the data is exported into Data Management. STORE_DATA to merge the data in the Data Management staging table with the existing Financial Consolidation and Close or Tax Reporting data ADD_DATA to add the data in the Data Management staging table to Financial Consolidation and Close or Tax Reporting SUBTRACT_DATA to subtract the data in the Data Management staging table from existing Financial Consolidation and Close or Tax Reporting data REPLACE_DATA to clear the POV data and replace it with data in the Data Management staging table. The data is cleared for Scenario, Version, Year, Period, and Entity NONE to skip data export fromData Management to

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Integration Name	Description	Parameters/ Description
		Financial Consolidation and Close or Tax Reporting File Name: **Optional**. If you do not specify a file name, this API imports the data contained in the file name specified in the load data rule. The data file must already reside in the INBOX prior to data rule execution. Run As: You must specify this parameter in the Workflow tab.
Run Force Consolidation	This task is a utility task to run force consolidation. The task will prompt the user to enter parameters for running the tasks such as Scenario, Year, Period, and Entity.	Scenario Year Period Entity: Multiple entities can be added using a comma separator.
Run Force Translation	This task is a utility task to run force translation. The task will prompt user to enter parameters for running the tasks such as Scenario, Year, Period, and Entity.	Scenario Year Period Entity: Multiple entities can be added with comma separator.
Run Translation	This task is a utility task to run translation. The task will prompt user to enter parameters for running the tasks such as Scenario, Year, Period, and Entity.	Scenario Year Period Entity: Multiple entities can be added with comma separator.

Automation Integrations for Planning and Planning Modules

Integration Name	Description	Parameters/ Description
Clear Cube	Clears specific data within input and reporting cubes.	Name: Name of the clear cube job.
Cube Refresh	Refreshes the OLAP cube.	Name: Name of the refresh cube job.
Export Data	Exports application data into a file using the export data settings, including file name, specified in a job of type export data. The file containing the exported data is stored in the repository.	Name: Name of the export data job. Export File Name: **Optional**. File name to which data is to be exported.
Import Data	Imports data from a file in the repository into the application using the import data settings specified in a job of type import data.	Name: Name of the import data job. Import File Name: **Optional.** File name from which data is to be imported.

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Integration Name	Description	Parameters/ Description
Import Metadata	Imports metadata from a file in the repository into the application using the import metadata settings specified in a job of type import metadata.	Name: The name of a batch defined in import metadata.
Run Batch	Executes a batch of jobs that have been defined in Data Management.	Name: The name of the report to be executed, such as Dimension Map For POV (Dimension, Cat, Per) Path Report Format Type: The file format of the report, PDF, XLSX, or HTML Parameters: Can vary in count and values based on the report Location: The location of the report, such as Comma_Vision
Run Business Rule	Launches a business rule.	Name: The name of a business rule exactly as it is defined. Parameters: Run time prompts in JSON syntax. Parameter name should exactly be same as defined in rule definition. For example, { "MyScenario1":"Current", "MyVersion1":"BU Version_1", "ToEntity":"CA", "Rule_Level_Var":"AZ", "planType":"Plan1"} Following format is also supported, example: "Scenario=Actual" "Entity=Total Geography" "Year=FY21" "Period=Apr"
Run Business Ruleset	Launches a business ruleset. Rulesets with no runtime prompts or runtime prompts with default values will be supported.	Name: The name of a business ruleset exactly as it is defined. Parameters: Run time prompts in JSON syntax. Parameter name should exactly be same as defined in rule definition. For example, { "MyScenario1":"Current", "MyVersion1":"BU Version_1", "ToEntity":"CA", "Rule_Level_Var":"AZ", "planType":"Plan1"} Following format is also supported, example: "Scenario=Actual" "Entity=Total Geography" "Year=FY21" "Period=Apr"

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Integration Name	Description	Parameters/ Description
Run Data Rule	Executes a Data Management data load rule based on the start period and end period, and import or export options that you specify.	Job Name: The name of a data load rule defined in Data Management. Start Period: The first period for which data is to be loaded. This period name must be defined in Data Management period mapping. End Period: The last period for which data is to be loaded. This period name must be defined in Data Management period mapping. Import Mode: Determines how the data is imported into Data Management. APPEND to add to the existing rule POV data in Data Management REPLACE to delete the POV data and replace it with the data from the file RECALCULATE to skip importing the data, but re-process the data with updated Mappings and Logic Accounts. NONE to skip data import into Data Management staging table exportMode: Determines how the data is exported into Data Management. STORE_DATA to merge the data in the Data Management staging table with the existing Oracle Hyperion Planning data ADD_DATA to add the data in the Data Management staging table to Planning SUBTRACT_DATA to subtract the data in the Data Management staging table from existing Planning data REPLACE_DATA to clear the POV data and replace it with data in the Data Management staging table. The data is cleared for Scenario, Version, Year, Period, and Entity NONE to skip data export from Data Management to Planning File Name: **Optional**. If you do not specify a file name, this API imports the data contained in the file name specified in the

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Integration Name	Description	Parameters/ Description
		load data rule. The data file must already reside in the INBOX prior to data rule execution.

Automation Integrations for Profitability and Cost Management

Integration Name	Description	Parameters/ Description
Apply Data Grants	Applies data grants for a given Profitability and Cost Management application. This API submits a job to create and apply the data grants in Essbase. This API removes all existing data grants in Oracle Essbase and recreates them with the latest information from the application. It can also be used to repair data grants if there are any issues.	None
Deploy ML Cube	Deploy or redeploy the calculation cube for a selected Profitability and Cost Management application.	isKeepData: Specify whether to preserve existing data isReplacecube: Specify whether to replace existing comment: Any user comments

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Integration Name	Description	Parameters/ Description
Run ML Calc	Run or clear calculations for a selected application. Use with Management Ledger.	povGroupMember: The POV group member for which to run calculations, such as 2015_January_Actual isClearCalculated: Whether to clear the calculation data, true or false subsetStart: Rule Set Starting Sequence Number subsetEnd: Rule Set Ending Sequence Number Rule: Rule Name for a SINGLE_RULE ruleSetName: Rule Set Name for a SINGLE_RULE option exeType: The execution type specifies which rules to run; possible values are ALL_RULES, RULESET_SUBSET, SINGLE_RULE. Other parameters are required based on the exeType value. exeType: ALL_RULES overrides all other options such as subsetStart, subsetEnd, ruleSetName, ruleName, and so on. exeType: RULESET_SUBSET considers only subsetStart and subsetEnd. exeType: SINGLE_RULE considers only ruleSetName and ruleName. Comment: Use comment text. Delimiter: String delimiter for POV group members, such as an underscore (_).
Clear ML POV	Clear model artifacts and data from a POV combination for any application.	POV GroupMember: The POV group member for which to run calculations, such as 2015_January_Actual isManageRule: Whether to clear the program rule details isInputData: Whether to clear input data IsAllocatedValues: Whether to clear allocated values stringDelimiter: String delimiter for POV group members

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Integration Name	Description	Parameters/ Description
Copy ML POV	Copy model artifacts and data from a Source POV combination to a Destination POV combination for any application. Use with Management Ledger applications.	POVs: Included in the path srcPOVMemberGroup: Source POV member group, such as 2014_January_Actual destPOVMemberGroup: Destination POV member group, such as 2014_March_Actual isManageRule: Whether to copy the program rule details isInputData: Whether to copy input data modelViewName: To copy a slice of data from source POV to destination POV Create Dest POV: Whether to create the destination POV if it does not already exist String Delimiter: String delimiter for POV group members

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Integration Name	Description	Parameters/ Description
Run Data Rule	Executes a Data Management data load rule based on the start period and end period, and import or export options that you specify.	Job Name: The name of a data load rule defined in Data Management. Start Period: The first period for which data is to be loaded. This period name must be defined in Data Management period mapping. End Period: The last period for which data is to be loaded. This period name must be defined in Data Management period mapping. Import Mode: Determines how the data is imported into Data Management. APPEND to add to the existing rule POV data in Data Management. REPLACE to delete the POV data and replace it with the data from the file RECALCULATE to skip importing the data, but re-process the data with updated Mappings and Logic Accounts. NONE to skip data import into Data Management staging table Export Mode: Determines how the data is exported into Data Management. STORE_DATA to merge the data in the Data Management staging table with the existing Profitability and Cost Management data. ADD_DATA to add the data in the Data Management staging table to Profitability and Cost Management. SUBTRACT_DATA to subtract the data in the Data Management staging table from existing Profitability and Cost Management data REPLACE_DATA to clear the POV data and replace it with data in the Data Management staging table. The data is cleared for Scenario, Version, Year, Period, and Entity NONE to skip data export from Data Management to

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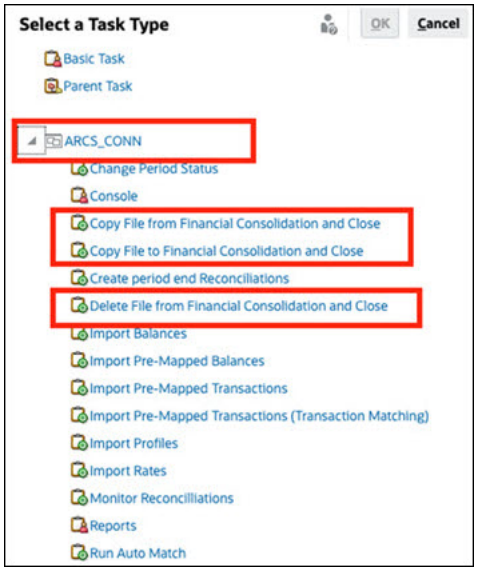
Integration Name	Description	Parameters/ Description
		Profitability and Cost Management File Name: **Optional**. If you do not specify a file name, this API imports the data contained in the file name specified in the load data rule. The data file must already reside in the INBOX prior to data rule execution.
Run Batch Rule	Executes a batch of jobs that have been defined in Data Management.	Job Name: The name of a batch defined in Data Management.
Update Dimension	Uploads a new dimension flat file for an application created using a flat file. This is a process-automated integration. For more information, see Update Dimensions As a Job in *REST APIs*.	File Name: Data file name Seperator Character: **Optional** Parameter

Copy and Delete Integration Files

The following integrations are common for Oracle Fusion Cloud Enterprise Performance Management:

- **Copy File from** <Cloud EPM Service>
- **Copy File to** <Cloud EPM Service>
- **Delete File from** <Cloud EPM Service>

Example



To perform these integrations:

1. On the Home page, click **Application**, and then click **Task Manager**.

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2. Click the **Integrations** tab on the left.
3. From the list of pre-built integrations, select **Copy File from** <Cloud EPM Service>. This copies a file from the Current Task Manager service to a Remote Cloud EPM Service. For example, if you have configured Task Manager in Financial Consolidation and Close and set up an Account Reconciliation connection, **Copy File from Financial Consolidation and Close** copies the file from Financial Consolidation and Close to Account Reconciliation

> **Note**
>
> This applies to all remote Cloud EPM services except Enterprise Data Management.

   - Enter the following Parameters:



     - **File Name**: Browse to and select the file that you want to copy.
     - **Save File As**: Enter a file name (which can be different than the original file name).
     - **External Directory Name** (Optional): Select the name of a directory.
   - Click **Save and Close**.
4. Select **Copy File to** <Cloud EPM Service>. This copies a file to the current service where Task Manager is configured from another Cloud EPM service.

> **Note**
>
> This applies to all remote Cloud EPM services except Enterprise Data Management.

   - Enter the following Parameters:
     - **File Name**: Browse to and select the file that you want to copy.
     - **Save File As**: Enter a file name (which can be different than the original file name).
     - **External Directory Name** (Optional): Select the name of a directory.
   - Click **Save and Close**.
5. Select **Delete File from** <Cloud EPM Service>. This deletes a file from a Oracle Fusion Cloud EPM service.

> **Note**
>
> This applies to all remote Cloud EPM services except Enterprise Data Management.

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- For **File Name**, browse to and select the file that you want to delete.



- Click **Save and Close**.

See also, Automation Integrations for Cloud EPM.

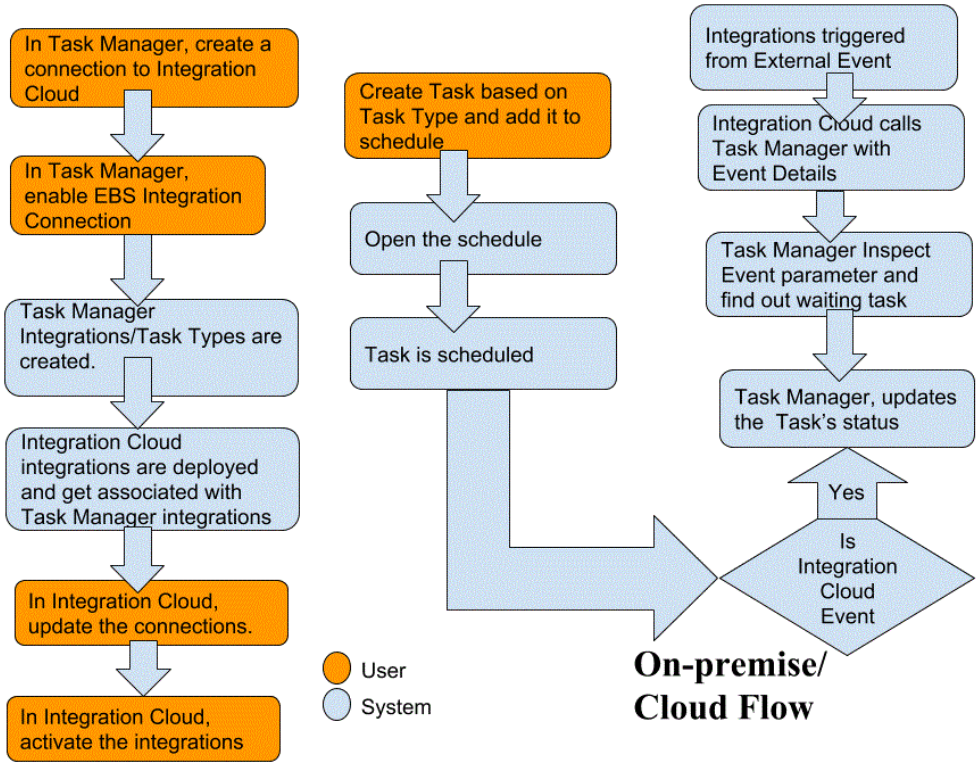
Managing Integrations with Cloud and On-Premises Applications

This appendix describes how to set up these pre-built Task Manager Integrations:

- Oracle Cloud ERP Integrations
- On-Premises Integrations
- On-Premises Oracle E-Business Suite Event Monitoring Integrations

Oracle Fusion Cloud Enterprise Performance Management uses Oracle Integration cloud as an integration platform for Task Manager to perform automated tasks with non-Cloud EPM services.

The following diagram shows the system and user flow that applies to Financial Consolidation and Close :



End User Integrations for Oracle Cloud ERP

Task Manager end user integrations allow you to access functionality in remote Cloud environments. This section lists the available Task Manager end user integrations available for Oracle Cloud ERP.

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For a description of the remote Cloud functionality, see the documentation for that Cloud service.

End User Integrations for Oracle Cloud ERP - Assets

- Asset Balances Reconciliation with General Ledger
- Asset Cost Summary
- Asset Reserve Summary
- Calculate Depreciation
- Calculate Deferred Depreciation
- Capitalize CIP Assets
- Create Assets Accounting
- Journal Entry Reserve Ledger Report
- Manage Asset Assignments
- Manage Asset Financial Transactions
- Manage Mass Retirements
- Manage Mass Transfers
- Periodic Mass Copy for Tax Books
- Period Close Exception Report
- Prepare Source Lines and Submit Post Mass Additions
- Reinstate Assets
- Retire Assets

End User Integrations for Oracle Cloud ERP - Cash Management

- Bank Statement Reconciliation
- Create Accounting
- Cash to General Ledger Reconciliation Report
- Subledger Period Close Exceptions Report

End User Integrations for Oracle Cloud ERP - General Ledger

- AutoPost Journals
- AutoReverse Journals
- Close General Ledger Periods
- Create Allocation Rules
- Create Balance Sheet Closing Journals
- Create Income Statement Closing Journals
- Extract Payables to General Ledger Reconciliation Data
- Extract Receivables to General Ledger Reconciliation Data
- Financial Reporting Center Work Area
- General Accounting Dashboard
- Generate Allocation Rules

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- General Ledger Trial Balance
- General Ledger Average Trial Balance
- General Ledger Journals Report
- General Ledger General Journals Report
- General Ledger Journals Details Report
- General Ledger Journals Day Book Report
- General Ledger Journals Batch Summary Report
- General Ledger Account Details Report
- General Ledger Account Analysis for Contra Account Report
- General Ledger Average Balance Audit Account Analysis Report
- General Ledger Account Analysis Report
- General Ledger Trial Balance Report
- Import Journals
- Manage General Ledger Accounting Periods
- Manage Journals
- Open General Ledger Periods
- Period Close Dashboard
- Reconcile Payables to General Ledger
- Reconcile Receivables to General Ledger
- Revalue Balances
- Translation
- Transfer Balances Cross Ledgers
- Transfer Balances to Secondary Ledger

End User Integrations for Oracle Cloud ERP - Intercompany

- Intercompany Account Details Report
- Intercompany Reconciliation
- Intercompany Transaction Summary Report
- Intercompany Transactions Work Area
- Manage Intercompany Period Status
- Transfer Intercompany Transactions to General Ledger
- Transfer Intercompany Transactions to Receivables
- Transfer Intercompany Transactions to Payables

End User Integrations for Oracle Cloud ERP - Payables

- Apply Missing Conversion Rates
- Complete or Cancel Incomplete Payment Process Requests
- Create Payables Accounting
- Create Mass Additions

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- Extract Payables to General Ledger Reconciliation Data
- Import Payables Invoices
- Import Payables Payment Requests
- Manage Payables Period
- Open Items Revaluation Report
- Payables Unaccounted Transactions Report
- Payables Invoices Landing Page
- Payables Unaccounted Transactions Report with Sweep Option
- Payables Trial Balance Report
- Period Close Exceptions Report
- Review Payables to General Ledger Reconciliation Report
- Transactions Pending Approvals
- Transfer Cost to Cost Management
- Update Matured Bills Payable Status
- Update Matured Bills Payable Status
- Validate Unvalidated Transactions

End User Integrations for Oracle Cloud ERP - Receivables

- Approve or Reject Customer Credits
- Billing Work Area
- Clear Receipts Automatically
- Create Automatic Billing Adjustments
- Create Automatic Receipt Batch
- Create Receipts Remittance Batch
- Create Late Charge Batch
- Create Automatic Receipt Write-Offs
- Create Receivables Accounting
- Extract Reconciliation Data From Receivables to General Ledger
- Import AutoInvoice: Master
- Manage Receivables Accounting Periods
- Manage Revenue Adjustments
- Receivables Balances Work Area
- Process Receipts Through Lockbox
- Recognize Revenue
- Receivables Aging by General Ledger Account Report
- Submit Subledger Period Close Exceptions Report

End User Integrations for Oracle Cloud ERP - Tax

- Tax Reconciliation Report

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- Tax Reconciliation by Taxable Account Report

Application Token Values for Cloud ERP Integrations

Token Name: SERVER

Token Description: Property used for URL-based integration, for example, as in this fictitious URL: `https://customer_chosen_domain_name_fa.DC.oraclecloud.com`

> **Note**
>
> Do not specify forward slash (/) at the end of the URL.

Pre-requisites to Display ERP Cloud Task in Task Manager

To display Cloud ERP task in Task Manager, Cloud ERP application must be enabled to display the site within iFrame. If you see a blank page with an error "refused to connect <Cloud ERP URL>" when opening the Cloud ERP, make sure you complete these pre-requisite.

1. Identity Cloud Service (IDCS) - Allow Authentication Via an iFrame
   a. In the IDCS Admin Console, in the navigation tray, click **Settings** > **Session Settings**.
   b. Enable the **All Cross-Origin Resource Sharing (CORS)** slider.
   c. In **Allowed CORS Domain Names**, enter the EPM root URL
   d. Click **Save**. See IDCS - How to Allow Authentication Via an an IFrame.

   > **Note**
   >
   > If you are not using IDCS and using some other application for single sign on such as Okta, you must enable Cross-Origin Resource Sharing (CORS) in that application for EPM.

2. Request the Oracle Cloud ERP Applications administrator to enable Cross-Origin Resource Sharing (CORS) by adding the Oracle Fusion Cloud Enterprise Performance Management root URL to the Oracle Cloud Application for the profile options:
   - ORA_CORS_ORIGINS
   - ORACLE.ADF.VIEW.ALLOWED_ORIGINS

   To update the profile value:
   a. Login to Cloud ERP applications as an administrator.
   b. From the **User Admin** menu, go to **Setup And Maintenance**.
   c. Search for **Manage Administrator Profile Values**.
   d. Enter ORACLE.ADF.VIEW.ALLOWED_ORIGINS as the profile code and click **Search**.
   e. In the **Profile Values** section, specify the value. To access third party URL, include 'self' along with third party URL (use white space as separator). For example: 'self' <white space> <url>

      See
      - Valid Value for ORACLE.ADF.VIEW.ALLOWED_ORIGINS to Avoid Fetching Data Issue

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- How to use the ORACLE.ADF.VIEW.ALLOWED_ORIGINS profile option
- Administering Visual Builder Studio

f. Repeat the same steps for the ORA_CORS_ORIGINS profile option.

Event Monitoring Integrations for Oracle Cloud ERP

This section lists the out of box event monitoring integrations for Oracle Cloud ERP.

> **Note**
>
> For custom process automation or event monitoring integration to Oracle Cloud ERP, see Creating Custom Task Manager Integrations.

Supported Events for Oracle Cloud ERP General Ledger

The following events are supported for General Ledger:

Source	Event	Description
General Ledger	Accounting Period Closed	Signals when a general ledger accounting period is closed.
General Ledger	Accounting Period Opened	Signals when a general ledger accounting period is opened.
General Ledger	Accounting Period Reopened	Signals when a general ledger accounting period is reopened.
General Ledger	Journal Batch Approved	Signals when a journal batch is approved.
General Ledger	Journal Batch Posting Completed	Signals when a journal batch is posted.

Integrations Added to Existing Out of Box Connection

The table lists integrations that are added to monitor these business events from Task Manager, which includes:

- Integration Types in Tax Reporting
- Task Types in Tax Reporting
- Integration Flows in Integration Cloud

Connection Name	Integration Name	Integration Code	Event Name	Description	Parameter(s)
Oracle Cloud ERP - General Ledger	Period Close Event	R13GLPeriodClose	Accounting Period Closed	Oracle Cloud ERP General Ledger Period Close Event Monitoring	**LedgerName**: Name of the Ledger. For example, US Primary Ledger. **Period**: Name of the Period. For example, 01-19.

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Connection Name	Integration Name	Integration Code	Event Name	Description	Parameter(s)
Oracle Cloud ERP - General Ledger	Period Open Event	R13GLPeriodOpen	Account Period Opened	Oracle Cloud ERP General Ledger Period Open Event Monitoring	**LedgerName**: Name of the Ledger. For example, US Primary Ledger. **Period**: Name of the Period. For example, 01-19.
Oracle Cloud ERP - General Ledger	Period Reopen Event	R13GLPeriodReopen	Accounting Period Reopened	Oracle Cloud ERP General Ledger Period Reopen Event Monitoring	**LedgerName**: Name of the Ledger. For example, US Primary Ledger. **Period**: Name of the Period. For example, 01-19.
Oracle Cloud ERP - General Ledger	Journal Approve Event	R13GLJournalBatchApprove	Journal Batch Approved	Oracle Cloud ERP General Ledger Journal Batch Approve Event Monitoring	**BatchName**: Journal Batch Name **Period**: Name of the Period. For example, 01-19.
Oracle Cloud ERP - General Ledger	Journal Post Event	R13GLJournalBatchPost	Journal Batch Posted	Oracle Cloud ERP General Ledger Journal Batch Post Event Monitoring	**BatchName**: Journal Batch Name **Period**: Name of the Period. For example, 01-19.

Setting Up the Integration in Task Manager

In Task Manager, you can create an Event Monitoring integration for Oracle Cloud ERP - General Ledger. The Event Monitoring integration is triggered when an external event occurs in another Cloud service or on-premises application.

Make sure the business events are enabled in Oracle Cloud ERP. You can verify the events using REST API. See these topics in the "ERP Business Events REST Endpoints" section of the *REST API for Oracle Financials Cloud* guide available at docs.oracle.com.

To verify the events, see "Get all business event records".

If any event is not enabled, see "Update the enabled indicator for a business event".

Task Manager uses Oracle Integration Cloud for all the integrations to external applications. You can setup a connection to Oracle Integration Cloud in Task Manager using Basic or OAuth 2.0 authentication.

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> **Note**
>
> - For Oracle Integration Cloud Generation 2, both Basic Auth and OAuth 2.0 is supported.
> - For Oracle Integration Cloud Generation 3, only OAuth 2.0 is supported.
> - Basic Auth user must have the Service Administrator role for Oracle Integration Cloud.
> - For OAuth 2.0, only client credentials are supported. OAuth 2.0 client application should have the Service Administrator role for Oracle Integration Cloud and allowed scope should be all.

Before setting up the OAuth 2.0 connection, make sure you've the client credentials such as access token URL, client ID, client secret, and scope. For setting up the OAuth client application, see OAuth Authentication in Oracle Integration in Oracle Integration Cloud Generation 3 documentation.

To setup the Integration Cloud connection in Task Manager:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Integrations** tab on the left.
3. Click **Manage Connections**, and then from **Actions**, select **Integration Cloud Connection**.
4. Select one of the following authentication mechanisms:
   - **Basic Auth**: Specify the Integration Cloud URL, service administrator user ID, and password.
   - **OAuth 2.0**: Provide the Integration Cloud URL, access token URL, client ID, client secret, and scope.

   > **Note**
   >
   > - For Gen 2, enter the URL: `https://<SERVICE_NAME>-<TENANT_NAME>.integration.ocp.oraclecloud.com`
   > - For Gen 3, enter the URL: `https://<SERVICE_INSTANCE>.integration.<REGION>.ocp.oraclecloud.com`. To find your service instance, log into Integration Cloud and open the About window.

5. Click **Validate**. After validation is successful, click **Save**. This saves the server and credentials of the connection.

Enabling the Oracle Cloud ERP - General Ledger Connection

To enable the Oracle Cloud ERP - General Ledger connection:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Integrations** tab on the left, then click **Manage Connections**.
3. Select **Oracle Cloud ERP - General Ledger** from the list, click **Actions**, and then select **Edit**.

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4. In the **Edit Connection** dialog, select **Enabled**, and then click **OK**.
5. In the **Deploy to Integration Cloud** dialog, click **Generate**.

   If the Oracle Cloud ERP - General Ledger connection is already enabled, deploy the integration flow to Oracle Integration Cloud by selecting the event monitoring integrations from the Integrations screen, and clicking **Deploy to Integration Cloud** from the toolbar. Then click **Generate** in the **Deploy to Integration Cloud** dialog.

   The integration flow is deployed to the Integration Cloud and you can view the flow by logging in to Integration Cloud Services.

> **Note**
>
> The first time you enable the connection to Integration Cloud, all Integration Cloud deployments will fail during activation. The Administrator must activate the integrations in Integration Cloud. Before activating the integrations, the Administrator must set up the integration in Integration Cloud.

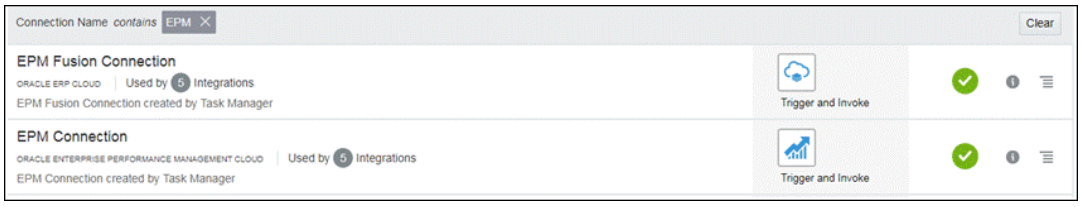
Setting Up the Integration Flow in Integration Cloud

To set up the integration flow in Integration Cloud:

1. Log in to Integration Cloud Services.
2. Navigate to **Connections**.

   EPM Fusion Connection and **EPM Connection** are automatically created.
3. Edit the connections by providing the environment and credential information. For details on prerequisites for creating a connection, see Prerequisites for Creating a Connection.
   - **EPM Fusion Connection** is the connection to the Oracle Cloud ERP. See Using the Oracle ERP Cloud Adapter for more details.
   - **EPM Connection** is the connection to the Oracle Fusion Cloud Enterprise Performance Management Service in Task Manager. See Using the Oracle Enterprise Performance Management Cloud Adapter with Oracle Integration for more details.

   After configuring, testing, and saving the connections, you see a green check mark next to the connections.



4. Return to Task Manager and select **Integrations**.
5. Select the integration from the list, then click **Deploy to Integration Cloud** from the toolbar.
6. In the **Deploy to Integration Cloud** dialog, click **Generate**.

   The Cloud Integration deployment is successful. Verify the activation status in the Integration Cloud by logging into the Oracle Integration Cloud service, then Integrations.

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Adding the Event Monitoring Task to a Template or a Schedule

After the set up is complete, you can add the event monitoring tasks to a schedule or a template.

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left and create a new template; for example, **ERP Event Template**.
3. Create the event monitoring task. See Creating Tasks.

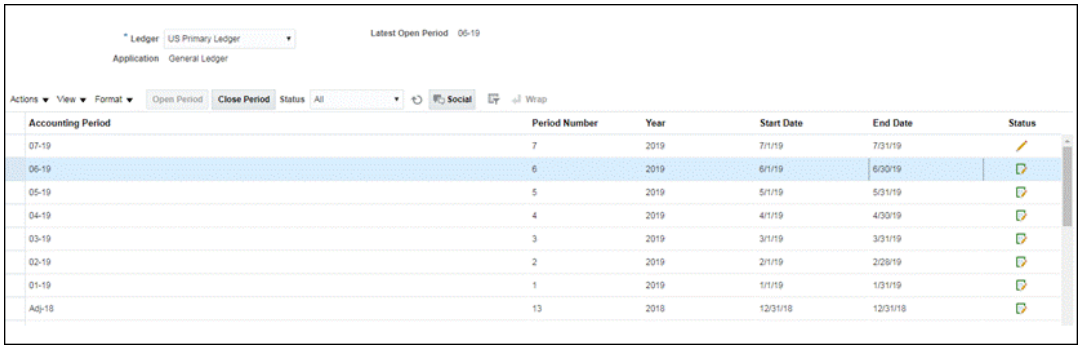
   In the Task Type, make sure to select **Oracle Cloud ERP - General Ledger**, then select the event monitoring task; for example, **Period Open Event**.
4. In Task Manager, click **Template**, select **ERP Event Template**, and create a schedule. See Creating Schedules from Templates.
5. In Task Manager, click **Schedules**, select the schedule, and change the status to **Open**.

   You can monitor the schedule task in the **Schedule Tasks** screen.

Triggering the Period Close Event in Oracle Cloud ERP

To raise the Period Close event in Oracle Cloud ERP:

1. Login to Oracle Cloud ERP.
2. Select the **General Accounting** tab, then **Period Close**.
3. Click **General Ledger** and select the period, then click **Close Period**.



4. Wait for a few minutes for the task to be completed. Then navigate to the **Schedule Tasks** screen in **Tasks** to verify the task is closed.

Triggering the Period Open/Reopen Event in Oracle Cloud ERP

To raise the Period Open event in Oracle Cloud ERP:

1. Login to Oracle Cloud ERP.
2. Select the **General Accounting** tab, then **Period Close**.
3. Click **General Ledger** and select the period, then click **Open Period**.
4. Wait for a few minutes for the task to be completed. Then navigate to the **Schedule Tasks** screen in **Tasks** to verify the task is closed.

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> **Note**
>
> If you open a period that has never been opened, the Period Open Event is triggered. If you open a period that has been closed before, the Period Reopen Event is triggered.

Triggering the Journal Batch Approved Event in Oracle Cloud ERP

To raise the Journal Batch Approved event in Oracle Cloud ERP:

1. Login to Oracle Cloud ERP.
2. Select the **General Accounting** tab, then **Journals**.
3. Click **Requiring My Approval** and select the journal batch, then click **Approve**.
4. Wait for a few minutes for the task to be completed. Then navigate to the **Schedule Tasks** screen in **Tasks** to verify the task is closed.

> **Note**
>
> You can trigger the Journal Batch Approved event only if it is the last approval in the multi level approval process.

Triggering the Journal Post Event in Oracle Cloud ERP

To raise the Journal Batch Approved event in Oracle Cloud ERP:

1. Login to Oracle Cloud ERP.
2. Select the **General Accounting** tab, then **Journals**.
3. Click **Tasks** and select **Create Journal**.
4. In **Create Journal** screen, specify the required information, then click **Save**.

> **Note**
>
> The journal batch name and accounting period should match the parameters of the task in the Task Manager schedule.

5. Wait for a few minutes for the task to be completed. Then navigate to the **Schedule Tasks** screen in **Tasks** to verify the task is closed.

End User Integrations for On-Premises Applications

Task Manager end user integrations allow you to access functionality in on-premises environments. This section lists the availableTask Manager end user integrations for on-premises applications.

For a description of the on-premises functionality, see the documentation for that application.

End User Integrations for Hyperion Financial Management

- Load Data
- Load IC Transactions

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- Load Journals
- Manage Documents
- Approve Journals
- Create Journals
- Data Grids
- Extract Data
- Extract ICT
- Extract Journals
- IC Matching Template Report
- Intercompany Match By Account Report
- Intercompany Match By Transaction ID Report
- Intercompany Reports
- Intercompany Transaction Report
- Journal Reports
- Ownership Management
- Post Journals
- Process Control
- Process ICT
- Task List
- Web Data Entry Forms

End User Integrations for Oracle E-Business Suite (EBS)

Accounts Payable Tasks

- Close Payable Period
- Expense Report Import
- Open Next Payable Period
- Payables Approval Workflow
- Review Holds and Release
- Open Interface Import (Payables Open Interface Import)
- Import Intercompany trans (Payables Open Interface Import)
- Validate All unvalidated Invoices (Invoice validation)
- Invoice on Hold Report
- Update Matured Payment Status (Update Matured Bills Payable Status)
- Transfer Journal Entries to GL
- Run Unaccounted Transaction Report (Unaccounted Transactions Report (XML)
- Run Unaccounted Transactions Sweep (Unaccounted Transactions Report (XML)
- Run Unaccounted Transactions Sweep Program (Unaccounted Transactions Report (XML)
- Invoice Posted Register Report (Payables Posted Invoice Register)

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- Payment Posted Register Report (Payables Posted Payment Register)
- Run Payables Trial Balance Report (Accounts Payable Trial Balance)
- Mass Additions Create
- Run Payables Key Indicators Report (Key Indicators Report)
- Run Financial Tax Register (RX-only: Financial Tax Register)
- Run Tax Audit Trail Report
- Run Use Tax Liability Report
- Run Intra-EU VAT Audit Trail Report
- Run Withholding Tax Report (AP Withholding Tax Report)
- Generate Withholding Tax Letters (AP Withholding Tax Letter)

Accounts Receivable Tasks

- Approval Fina; AR Transaction Adjustments
- Create Final AR Transaction Adjustments
- Create Periodic Write-off
- Lock Box Receipts
- Open Subsequent Period Task
- Remove Manual Contingencies on Revenue
- Set Period to Close Pending
- Manually Apply Receipts
- Close Accounts Receivables Period
- Import Order Line Information for Invoice Creation (Autoinvoice Import Program)
- Import Order Line Information for Invoice Creation - Non-Oracle (Autoinvoice Import Program)
- Run Revenue Recognition (Revenue Recognition)
- Create Accounting
- Run Unposted AR Items Report (Unposted Items Report)
- Run Receipts Register Report (Applied Receipts Register)
- Create Final Accounting and Transfer to GL (Create Accounting)
- Generate Receivables to GL Reconciliation (AR Reconciliation Report)
- Run Receivables Analytic Reports (Key Indicators Report - Summary)

General Ledger Tasks

- Accounts Receivable Reconciliation
- Generate AutoAllocation to allocate rent expense
- Consolidate financial results to corporate
- Maintain revaluation currency rates
- Review allocation formula for rent expense
- Subledger source journals review
- Generate recurring journal for bad debt accrual

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- Open New Accounting Period/Close Accounting Period
- Post subledger source journals
- Review revaluation set for foreign currency holdings
- Reverse prior period accruals
- Run preliminary income statement reports
- Consolidate financial results to corporate
- Run translation to parent currency
- Run preliminary detail trial balance reports (Trial Balance - Detail)
- Run foreign currency journals report (Journals - Entered Currency)

End User Integrations for Hyperion Profitability and Cost Management

- Job Library
- Manage Calculation
- Manage Database
- Manage Model Views
- Manage Queries
- Manage Rules
- Model Summary
- Model Validation
- POV Manager
- Rule Balancing
- System Reports
- Trace Allocations

End User Integrations for Oracle Fusion Assets

- Prepare Source Lines and Submit Post Mass Additions
- Capitalize CIP Assets
- Manage Asset Financial Transactions
- Manage Asset Assignments
- Retire Assets
- Reinstate Assets
- Manage Mass Financial Transactions
- Manage Mass Retirements
- Manage Mass Transfers
- Asset Balances Reconciliation with General Ledger
- Calculate Depreciation
- Periodic Mass Copy for Tax Books
- Journal Entry Reserve Ledger Report
- Calculate Deferred Depreciation

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- Create Assets Accounting
- Asset Cost Summary
- Asset Reserve Summary
- Period Close Exception Report

End User Integrations for Oracle Fusion Cash Management

- Bank Reconciliations
- Create Accounting
- Subledger Period Close Exceptions Report
- Cash to General Ledger Reconciliation Report

End User Integrations for Oracle Fusion General Ledger

- Import Journals
- AutoPost Journals
- AutoReverse Journals
- General Allocation Rules
- General Ledger Trial Balance
- General Ledger Average Trial Balance
- General Ledger Journals Report
- General Ledger Journals Check Report
- General Ledger Journals Day Book Report
- General Ledger Journals Batch Summary Report
- General Ledger Report
- General Ledger Account Analysis for Contra Account Report
- General Ledger Average Balance Audit Account Analysis Report
- Revalue Balances
- Translation
- Extract Payables to General Ledger Reconciliation Data
- Extract Receivables to General Ledger Reconciliation Data
- Create Balance Sheet Closing Journals
- Create Income Statement Closing Journals
- Close General Ledger Periods
- Open General Ledger Periods
- Transfer Balances to Secondary Ledger
- Transfer Balances Cross Ledgers
- Review Journals Dashboard
- Manage Journals
- Period Close Dashboard
- Financial Reporting Center Work Area

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- Launch Workspace for Financial Reports
- Reconcile Payables to General Ledger
- Reconcile Receivables to General Ledger
- Manage General Ledger Accounting Periods
- Create Allocation Rules
- General Ledger Account Analysis Report
- General Ledger General Journals Report
- General Ledger Trial Balance Report

End User Integrations for Oracle Fusion Intercompany

- Intercompany Transactions Work Area
- Manage Intercompany Period Status
- Transfer Intercompany Transactions to General Ledger
- Transfer Intercompany Transactions to Receivables
- Transfer Intercompany Transactions to Payables
- Intercompany Account Details Report
- Intercompany Transaction Summary Report

End User Integrations for Oracle Fusion Payables

- Import Transactions from External Systems
- Import Intercompany Transactions
- Import Expense Reports
- Validate Unvalidated Transactions
- Approve Transactions Requiring Approval
- Update Matured Bills Payable Status
- Apply Missing Conversion Rates
- Create Payables Accounting
- Payables Unaccounted Transactions Report
- Payables Unaccounted Transactions Report with Sweep Option
- Period Close Exceptions Report
- Open Items Revaluation Report
- Period End Reconciliation Reports
- Payables Trial Balance Report
- Extract Payables to General Ledger Reconciliation Data
- Create Mass Additions
- Transfer Cost to Cost Management
- Complete or Cancel Incomplete Payment Process Requests
- Close Payables Period
- Open Next Payables Period

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- Review Payables to General Ledger Reconciliation Report

End User Integrations for Oracle Fusion Accounts Receivable

- Import AutoInvoice: Master
- Process Receipts Through Lockbox
- Create Automatic Receipt Batch
- Create Receipts Remittance Batch
- Clear Receipts Automatically
- Create Late Charge Batch
- Create Automatic Receipt Write-Offs
- Recognition Revenue
- Create Receivables Accounting
- Submit Subledger Period Close Exceptions Report
- Extract Reconciliation Data From Receivables to General Ledger
- Receivables Aging by General Ledger Account Report
- Run Period Close Reports
- Approve or Reject Customer Credits

End User Integrations for Oracle Fusion Tax

- Tax Reconciliation Report
- Tax Reconciliation by Taxable Account Report

End User Integrations for Hyperion Planning

- Business Rules
- Clear Cell Details
- Copy Data
- Copy Version
- Custom Links
- Data Form
- Data Load Settings
- Manage Currency Conversion
- Manage Data Forms
- Manage Dimensions
- Manage Exchange Rates
- Manage Menus
- Manage Process
- Manage Security Filters
- Manage Smart Lists
- Manage Task Lists

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- Manage User Variables
- Planning Unit Hierarchy
- Scenario and Version Assignment
- Tasklists

End User Integrations for PeopleSoft 9.0

- Close Period for GL and Subsystems
- Run and Review PS/nVision Reports
- Process Subsystem and External Journals (Journal Generator)
- Enter Any Manual Journals
- Book Expense Accruals
- Enter Any Adjustment Vouchers
- Review/Correct Vouchers with Errors
- Review/Correct Match Exceptions
- Review Incomplete Deposits
- Resolve Pending Item Posting Errors
- Write Off Balances as Appropriate
- Update Doubtful Receivables
- Book Unbilled Revenue Accrual
- Finalize Unprocessed Bills
- Correct Billing Interface Errors
- Reconcile AP Control Accounts to GL
- Review Trial Balance report
- Reconcile AR Control Accounts to GL
- Reconcile Revenue (Billing) Accounts to GL
- Reconcile Asset Control Accounts to GL
- Review Expense Accruals
- Reconcile Open AP Liability Report to GL
- Review Aged AR Trial Balance

End User Integrations for PeopleSoft 9.1

- Close Period for GL and Subsystems
- Run and Review PS/nVision Reports
- Process Subsystem and External Journals (Journal Generator)
- Enter Any Manual Journals
- Book Expense Accruals
- Enter Any Adjustment Vouchers
- Review/Correct Vouchers with Errors
- Review/Correct Match Exceptions

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- Review Incomplete Deposits
- Resolve Pending Item Posting Errors
- Write Off Balances as Appropriate
- Update Doubtful Receivables
- Book Unbilled Revenue Accrual
- Finalize Unprocessed Bills
- Correct Billing Interface Errors
- Reconcile AP Control Accounts to GL
- Review Trial Balance report
- Reconcile AR Control Accounts to GL
- Reconcile Revenue (Billing) Accounts to GL
- Reconcile Asset Control Accounts to GL
- Review Expense Accruals
- Reconcile Open AP Liability Report to GL
- Review Aged AR Trial Balance

Event Monitoring Integrations for Oracle E-Business Suite (EBS)

This section lists the out of box event monitoring integrations for Oracle E-Business Suite (EBS).

> **Note**
>
> For custom process automation or event monitoring integration to Oracle Cloud ERP, see Creating Custom Integrations.

Supported Task Manager Integrations for EBS Event Monitoring

These are the Task Manager Integrations for EBS Event Monitoring:

- EBSJournalApprove
- EBSJournalPost
- EBSJournalPeriodClose
- EBSJournalPeriodOpen
- EBSJournalPeriodReopen
- EBSAPJournalPeriodOpenClose

Supported Events for Oracle E-Business Suite (EBS)

These are the events that can be monitored:

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Table 25-18 Oracle E-Business Suite Events and Descriptions

Integration Name	Event Name	Description
Journal Approve Event	`oracle.apps.gl.Journals.journal.approve`	General Ledger: Journal Approved
Journal Post Event	`oracle.apps.gl.Journals.journal.post`	General Ledger: Posting Completed
Journal Period Close Event	`oracle.apps.gl.CloseProcess.period.close`	General Ledger: Period Closed
Journal Period Open Event	`oracle.apps.gl.CloseProcess.period.open`	General Ledger: Period Opened
Journal Period Reopen Event	`oracle.apps.gl.CloseProcess.period.reopen`	General Ledger: Period Reopened
Payables Period Open/Close Event	`oracle.apps.ap.CloseProcess.period`	Accounts Payables: Period Open/ Close/Reopen

Table 25-19 General Ledger Journals Integration Type Parameters

Name	Type	Required	Order	Hidden
Batch ID	Text	Yes	1	N

Table 25-20 General Ledger Close Process Period Integration Types Parameters

Name	Type	Required	Order	Hidden
LedgerID	Text	Yes	1	N
PeriodName	Text	Yes	2	N

Table 25-21 Accounts Payable Integration Types Parameters

Name	Type	Required	Order	Hidden
LedgerID	Text	Yes	1	N
PeriodName	Text	Yes	2	N
Action	Static List	Yes	3	N

Pre-requisites to Setup the Integration Between Task Manager and Oracle E-Business Suite

To integrate Task Manager with an on-premises application such as E-Business Suite, you need:

- A subscription to Oracle Integration Cloud Service. Subscribeto Oracle Integration Cloud / Oracle Autonomous Integration Cloud. See Integration Cloud Service Documentation for detailed information.

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> **Note**
>
> You need one Integration Cloud instance for each Financial Consolidation and Close instance.
>
> You need one Integration Cloud instance for each instance.

- The on-premises application such as Oracle E-Business Suite (EBS) set up. Reviewand complete the pre-requisites in UseOracle E-Business Suite Business Events toTrigger Integration Endpoint in Oracle Integration for EBS adapter in Oracle Integration Cloud.

Setting Up the Integration

In Task Manager, you can create an Event Monitoring integration for Oracle E-BusinessSuite. The Event Monitoring integration is triggered when an external event occurs in another Cloud service or on-premises application.

Make sure the business events are enabled in Oracle E-Business Suite. You can verify the events using REST API. See the following topics in the ERP Business Events REST Endpoints section of the *REST API for Oracle Financials Cloud Guide* available at docs.oracle.com.

- To retrieve a list of available business events, see Get all business event records.
- To get specific business event, see Get a business event record.
- To update the enable indicator for business event, see Update the enabled indicator for a business event.

To check the subscription to business event, see **Business Event Troubleshooting Issues** in the *Using the Oracle ERP Cloud Adapter with Oracle Integration 3 Guide* available at docs.oracle.com.

Task Manager uses Oracle Integration Cloud for all the integrations to external applications. You can setup a connection to Oracle Integration Cloud in Task Manager using Basic or OAuth 2.0 authentication.

> **Note**
>
> - For Oracle Integration Cloud Generation 2, both Basic Auth and OAuth 2.0 is supported.
> - For Oracle Integration Cloud Generation 3, only OAuth 2.0 is supported.
> - Basic Auth user must have the Service Administrator role for Oracle Integration Cloud.
> - For OAuth 2.0, only client credentials are supported. OAuth 2.0 client application should have the Service Administrator role for Oracle Integration Cloud and allowed scope should be all.

Before setting up the OAuth 2.0 connection, make sure you've the client credentials such as access token URL, client ID, client secret, and scope. For setting up the OAuth client application, see OAuth Authentication in Oracle Integration in Oracle Integration Cloud Generation 3 documentation.

To setup the Integration Cloud connection in Task Manager:

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1. In Financial Consolidation and Close , from the Home page, select **Application**, and then click **Task Manager**.
2. Click the **Integrations** tab on the left.
3. Click **Manage Connections** and then from **Actions**, select **Integration Cloud Connection**.



4. Specify the Integration Cloud connection URL and credentials:
   - Basic Auth: Specify the Integration Cloud URL, service administrator user ID, and password.
   - OAuth 2.0: Provide the Integration Cloud URL, access token URL, client ID, client secret, and scope.
   - For Gen 2, enter the URL: https://<*SERVICE_NAME*>-<*TENANT_NAME*>.integration.ocp.oraclecloud.com
   - For Gen 3, enter the URL: https://<*SERVICE_INSTANCE*>.integration.<*REGION*>.ocp.oraclecloud.com. To find your service instance, log into Integration Cloud and open the About window.
5. Click **Validate**. After validation is successful, click **Save**. This saves the server and credential of the Financial Consolidation and Close connection.
6. Do one of the following depending on whether the EBS connections for General Ledger and Account Payable connections are already enabled:
   - If the EBS connections for General Ledger and Account Payable are already enabled, click **Deploy** and then **Generate** to deploy the corresponding Integration Cloud integrations to Integration Cloud
   - If the EBS connections for General Ledger and Account Payable connections are not enabled:
     a. In **Task Manager** within Financial Consolidation and Close , go to **Integrations**, then click **Manage Connections**.
     b. Select and edit **E-Business Suite - General Ledger**. Select the **Enabled** check box and click **OK**. Then click **Deploy** and then **Generate**.
     c. Repeat these steps for **E-Business Suite - Account Payables**.

     The system creates the Integration Task Type and also deploys Integration Cloud integrations to Integration Cloud service.

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> **Note**
>
> If you are doing this for first time and the connections in Integration Cloud are not completed, all the Integration Cloud deployments will fail during activation. This is expected. To fix this:
>
> a. Log in to Integration Cloud.
>
> b. Navigate to **Connections**. You will see two connections named **FCCS** and **EBS**. Optionally use **Search**.
> Edit **FCCS** connection:
>
> - Click **Configure Connectivity** and enter FCCS url as <FCCS url>/HyperionPlanning/rest/cmapi/v1
> - Click **Configure Security** and enter the Service Administrator credential of your FCCS service. Then click **Test** and then **Save**.
>
> > **Note**
> >
> > The Service administrator user ID should be in the format specified in OAuth 2 and Basic Authentication for Cloud EPM REST APIs in *REST APIs*.
>
> Edit **EBS** connection:
>
> - Enter connection URL and credentials of your Oracle E-Business suite.
> - Click **Test** and then **Save**.
>
> c. From **FCCS**, open **Task Manager** and select **Integrations**.
>
> d. Click **Manage Connections**, in **Actions** menu, select **Integration Cloud Connection** and click **Deploy to Integration Cloud** and then **Generate**. This time the deployment should complete without any errors.

7. Verify that the Integration - EBS linking is done properly. You can do this by logging in to Oracle E-Business Suite as administrator and verify the Integration Cloud REST service is added as subscriber for Business event. Here's an example:

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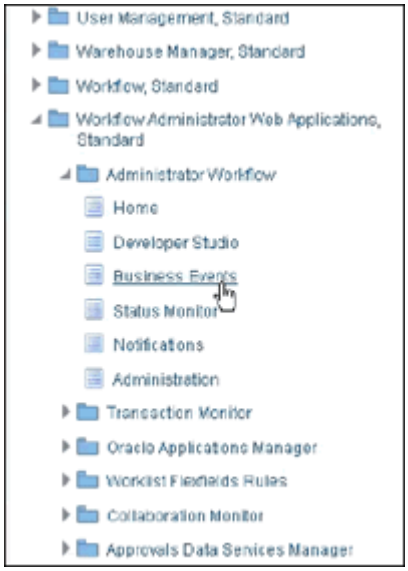
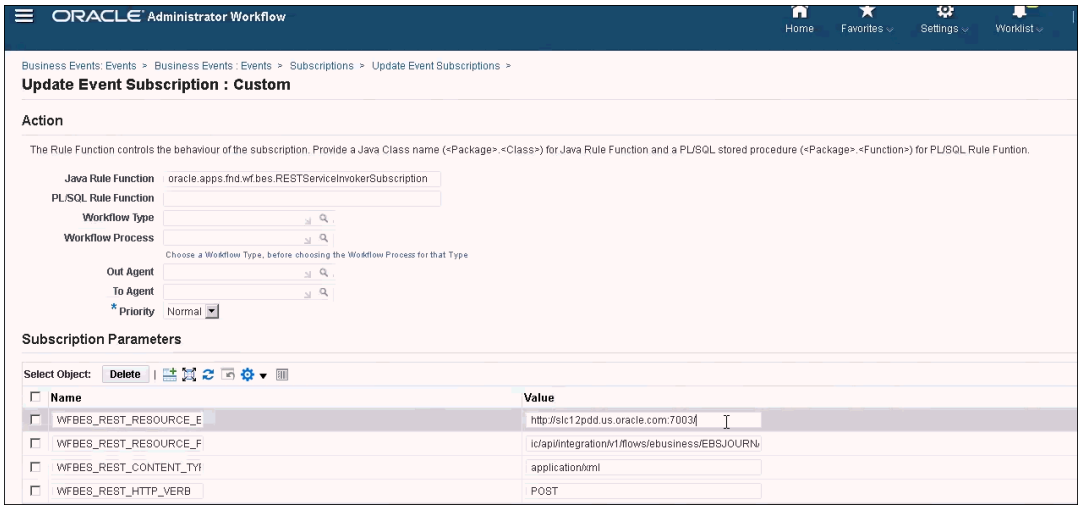


Check that the Integration Cloud service was added. For example:



Verifying Results by Raising Business Events

Once you have configured the EBS Business event system to subscribe to the required events, you can verify your results by raising business events. The following sections describe how to run the EBS tasks that raise the events you track.

General Ledger - Journal Approved

`oracle.apps.gl.Journals.journal.approve`
EBS Steps

1. Log on to **EBS**.
2. Select **General Ledger**, and then the **Vision Operations (USA)** role from the left tree.
3. Select **Journals**, and then **Enter** and wait for Oracle Applications to start.
4. Click **No** for the "Find records in this folder?" message.
5. On the Find Journals screen, click **New Batch**.

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Window (Vision Operation (USA)) displays.

6. In **Batch**, enter a unique batch name.

> **Note**
>
> When you click **Save**, the cursor needs to be inside the Batch field.

7. Select **File** and then click **Save** to save the batch.

> **Note**
>
> When you save, the cursor needs to be inside the Batch field.

8. Click **OK** for the "Please enter one or more Journals" message.
9. Click **Journals**.
10. Enter a unique name in **Journal** field.
11. Provide Line entries starting with Line 1. Provide debit and credit values for the accounts.
12. After you finish entering the line values, move the cursor into the Journal field.
13. Navigate to the **File** menu and click **New**.
14. Click **Yes** for "Do you want to save the changes you made?" message.

> **Note**
>
> By clicking **Yes**, you will be able to add multiple Journal entries into the Batch.

After you finish the journal entries for the last Journal, move the cursor into the Journal field.

15. Select **File** and then click **Save** to save the last journal entry.
16. Focus on the Batch (Vision Operation (USA) and select **Batch** field.
17. Click **Help** and select **Diagnostics**, and then **Examine**.
18. Enter Oracle password:**APPS**.
19. In **Field**, enter **JE_BATCH_ID** and click inside **Value** to get the unique Journal batch ID. For example,
    - **Block:** BATCH
    - **Field:** JE_BATCH_ID
    - **Value:** 4776732

    Copy this value to Notepad. This batch ID will be used as the value for the `Batch ID` parameter of the Event Monitoring task.

Next Steps in Task Manager

1. Create a new Schedule in Pending state.
2. Create a task for event monitoring task to monitor **Journal Approve Event** (`oracle.apps.gl.Journals.journal.approve`).

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3. On the **Parameters** tab, provide a value for Batch ID as the journal batch ID from EBS.
4. Save the task and set the schedule to Open state.

Next Steps in EBS

1. On Batch (Vision Operation (USA), the Approve button is now enabled for the specified batch.
2. Click **Approve** to raise the journal approval event.

Next Steps in Task Manager

1. Wait for the task to be set to Open state. It takes a few minutes to capture the EBS event.
2. After 2-3 minutes, click **Refresh** in **Task Manager**.

For further information on Journal Batch Approval related information, see Submitting Journal Batches for Approval.

General Ledger - Journal Post Event

`oracle.apps.gl.Journals.journal.post`

EBS steps

1. Log on to **EBS**.
2. Select **General Ledger**, and then the **Vision Operations (USA)** role from the left tree.
3. Select **Journals**, and then **Enter** and wait for Oracle Applications to start.
4. Click **No** for the "Find records in this folder?" message.
5. On the Find Journals screen, click **New Batch**.

   Window (Vision Operation (USA) displays.
6. In **Batch**, enter a unique batch name.

> **Note**
>
> When you click **Save**, the cursor needs to be inside the Batch field.

7. Select **File** and then click **Save** to save the batch.

> **Note**
>
> When you save, the cursor needs to be inside the Batch field.

8. Click **OK** for the "**Please enter one or more Journals**" message.
9. Click **Journals**.
10. Enter a unique name in the **Journal** field.
11. Provide Line entries starting with Line 1. Provide debit and credit values for the accounts.
12. After you finish entering the line values, move the cursor into the Journal field.
13. Navigate to **File** and then click **New**.
14. Click **Yes** for "**Do you want to save the changes you made?**" message.

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> **Note**
>
> By clicking **Yes**, you will be able to add multiple Journal entries into the Batch.

After you finish the journal entries for the last Journal, move the cursor into the Journal field.

15. Select **File** and then click **Save** to save the last journal entry.
16. Focus on the Batch (Vision Operation (USA) and select the **Batch** field.
17. Click **Help** and select **Diagnostics**, and then **Examine**.
18. Enter Oracle password: **APPS**.
19. In **Field**, enter **JE_BATCH_ID** and click inside **Value** to get the unique Journal batch ID. For example,
    - **Block:** BATCH
    - **Field:** JE_BATCH_ID
    - **Value:** 4776732

    Copy this value to Notepad. This batch ID will be used as the value for the `Batch ID` parameter of the Event Monitoring task.

Next Steps in Task Manager

1. Create a new Schedule in Pending state.
2. Create a task for event monitoring task to monitor Journal Approve Event (`oracle.apps.gl.Journals.journal.post`).
3. On the **Parameters** tab, provide a value for Batch ID as the journal batch ID from EBS.
4. Save task and set the schedule to Open state.

Next Steps in EBS

1. On the Batch (Vision Operation (USA), the Approve button is now enabled for the specified batch.
2. Click **Post** to raise the journal approval event.
3. Examine the status of EBS request by selecting the **View**, then **Requests**, then **Specific Requests**.
4. Specify the **Request ID** that was noted earlier.

Next Steps in Task Manager

1. Wait for the task to be set to Open state. It takes a few minutes to capture the EBS event.
2. After 2-3 minutes, click **Refresh** in **Task Manager**.

For further information on Journal Batch Post related information, see Posting Journals.

General Ledger - Journal Period Close

`oracle.apps.gl.CloseProcess.period.close`

EBS Steps

1. Log on to **EBS**.
2. Select **General Ledger**, and then the **Vision Operations (USA)** role from the left tree.

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3. Select **Open/Close**, and then **Enter** and wait for Oracle Applications to start.

   The Find Periods dialog displays.
4. Click **Find**. The Open and Close Period dialog displays.
5. From the list of displayed periods, choose which one you want to close.
6. Select the **Status** column for that period.
7. Click **Status Options**. The status list box opens.
8. Select the **Closed** status and click **OK**. Then note the period in **Notepad**.
9. To save the status, select **File** and then click **Save**.
10. Select the **Status** column for that period.
11. Click **Help** and select **Diagnostics**, and then **Examine**.
12. Enter Oracle password: **APPS**.
13. In **Field**, enter **LEDGER_ID** and click inside **Value**to get the unique Ledger ID. For example,
    - **Block:** `PREVIOUS`
    - **Field:**`LEDGER_ID`
    - **Value:**`1`

    Copy this value to Notepad. This Ledger ID will be used as the value for the `LEDGER_ID` parameter of the Event Monitoring task.

Next Steps in Task Manager

1. Create a new Schedule in Pending state.
2. Create a task for event monitoring task to monitor **Journal Close Event** (`oracle.apps.gl.CloseProcess.period.close`).
3. On the **Parameters** tab, provide a value for Ledger ID and Period Name from EBS. For example: Period Name: Dec-10 and Ledger ID: 1
4. Save the task and set the schedule to **Open** state.

Next Steps in EBS

1. Close the **Open and Close Period** dialog.
2. Click **OK** in the Submit Request Node message box.
3. Examine the status of EBS request by selecting **View**, then **Requests**, and then **Specific Requests**.

Next Steps in Task Manager

1. Wait for the task to be set to Open state. It takes a few minutes to capture the EBS event.
2. After 2-3 minutes, click **Refresh** in **Task Manager**.

For more information on General Ledger Periods, see Opening and Closing Accounting Periods.

General Ledger - Journal Period Open

`oracle.apps.gl.CloseProcess.period.open`

EBS Steps

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1. Log on to **EBS**.
2. Select **General Ledger**, and then the **Vision Operations (USA)** role from the left tree.
3. Select **Open/Close**, and then **Enter** and wait for Oracle Applications to start.

   The Find Periods dialog displays.
4. Click **Find**. The Open and Close Period dialog displays.
5. From the list of displayed periods, choose which one you want to open.
6. Copy the period you want to open in Notepad.
7. Select the **Status** column for that period.
8. Click **Help** and select **Diagnostics**, and then **Examine**.
9. Enter Oracle password:**APPS**.
10. In **Field**, enter **LEDGER_ID** and click inside **Value** to get the unique Ledger ID. For example,
    - **Block:** `PREVIOUS`
    - **Field:**`LEDGER_ID`
    - **Value:**`1`

    Copy this value to Notepad. This Ledger ID will be used as the value for the`LEDGER_ID` parameter of the Event Monitoring task.

Next Steps in Task Manager

1. Create a new Schedule in Pending state.
2. Create a task for an event monitoring task to monitor **Journal Period Open Event** (`oracle.apps.gl.CloseProcess.period.open`).
3. On the **Parameters** tab, provide a value for Ledger ID and Period Name from EBS. For example: Period Name: Dec-10 and Ledger ID: 1
4. Save the task and set the schedule to **Open** state.

Next Steps in EBS

1. Click **Open Period**.
2. Select the period to open and click **OK** to raise the event.
3. Examine the status of EBS request by selecting **View**, then **Requests**, and then **Specific Requests**.

Next Steps in Task Manager

1. Wait for the task to be set to open state. It takes a few minutes to capture the EBS event.
2. After 2-3 minutes, click **Refresh** in **Task Manager**.

For more information on General Ledger Periods, see Opening and Closing Accounting Periods.

General Ledger - Journal Period Reopen

`oracle.apps.gl.CloseProcess.period.reopen`

EBS Steps

1. Log on to **EBS**.

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2. Select **General Ledger**, and then the **Vision Operations (USA)** role from the left tree.
3. Select **Open/Close**, and then **Enter** and wait for Oracle Applications to start.

   The Find Periods dialog displays.
4. Click **Find**. The Open and Close Period dialog displays.
5. From the list of displayed periods, choose which one you want to reopen.
6. Copy the period you want to reopen in Notepad.
7. Select the **Status** column for that period.
8. Click **Help** and select **Diagnostics**, and then **Examine**.
9. Enter Oracle password:**APPS**.
10. In **Field**, enter **LEDGER_ID** and click inside **Value** to get the unique Ledger ID. For example,
    - **Block:** `PREVIOUS`
    - **Field:**`LEDGER_ID`
    - **Value:**`1`

    Copy this value to Notepad. This Ledger ID will be used as the value for the `LEDGER_ID` parameter of the Event Monitoring task.

Next Steps in Task Manager

1. Create a new Schedule in Pending state.
2. Create a task for an event monitoring task to monitor **Journal Period Reopen Event** (`oracle.apps.gl.CloseProcess.period.reopen`).
3. On the **Parameters** tab, provide a value for Ledger ID and Period Name from EBS. For example: Period Name: Dec-10 and Ledger ID: 1
4. Save task and set the schedule to **Open** state.

Next Steps in EBS

1. Click **Open Period**.
2. Select the closed period to open and click **OK** to raise the event.
3. Examine the status of EBS request by selecting **View**, then **Requests**, and then **Specific Requests**.

Next Steps in Task Manager

1. Wait for the task to be set to Open state. It takes a few minutes to capture the EBS event.
2. After 2-3 minutes, click **Refresh** in **Task Manager**.

For more information on General Ledger Periods, see Opening and Closing Accounting Periods.

Account Payables Period Open/Close

`oracle.apps.ap.CloseProcess.period`

EBS Steps

1. Log on to **EBS**.
2. Expand **Payables**, and then the **Vision Operations (USA)** role from the left tree.

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3. Expand **Accounting**, and select **Control Payables Periods**. This launches the Control Payables Periods form.
4. Specify the Ledger and Operation Unit. Do not close the Find Payables Periods dialog. Instead, perform the following steps to identify the Ledger ID value.
5. Click **Help** and select **Diagnostics**, and then **Examine**.
6. If requested for credentials, specify the **APPS** schema credentials. The Examine Fields and Variable Values form displays.
7. In **Block**, enter **PERIOD_QF**. In **Field**, enter SET OF BOOKS, and click inside **Value**, to get the unique Ledger ID numeric value. For example:
   - **Block:** `PERIOD_QF`
   - **Field:**`SET OF BOOKS`
   - **Value:**`1`

   Copy this value to Notepad. This Ledger ID will be used as the value for the `LEDGER_ID` parameter of the Event Monitoring task.

Next Steps in Task Manager

1. Create a new Schedule in Pending state.
2. Create a task for an event monitoring task to monitor **Payables Period Open/Close Event** (`oracle.apps.ap.CloseProcess.period`).
3. On the **Parameters** tab, provide a value for Ledger ID, Period Name and Action from EBS. For example, Ledger ID: 1, Period Name: Dec-10 and Action: Closed
4. Save the task and set the schedule to **Open** state.

Next Steps in EBS

1. Find the period in EBS Control Payables Periods.
2. Click on **Period Status** column for that period.
3. In **Control Statuses** form, select the appropriate status.
4. Select **File**, and then **Save** to raise the event.

Next Steps in Task Manager

1. Wait for the task to be set to Open state. It takes a few minutes to capture the EBS event.
2. After 2-3 minutes, click **Refresh** in **Task Manager**.

> **Note**
>
> The EBS implementation raises the events only for Closed and Open statuses. Permanently Closed status will not raise any event.

For further information on Payables Periods, see Controlling the Status of AP Accounting Periods.

Creating Custom Integrations

In Task Manager, you can create and manage custom Process Automation or Event Monitoring integrations with external applications. An EPM Adapter enables you to create connections and

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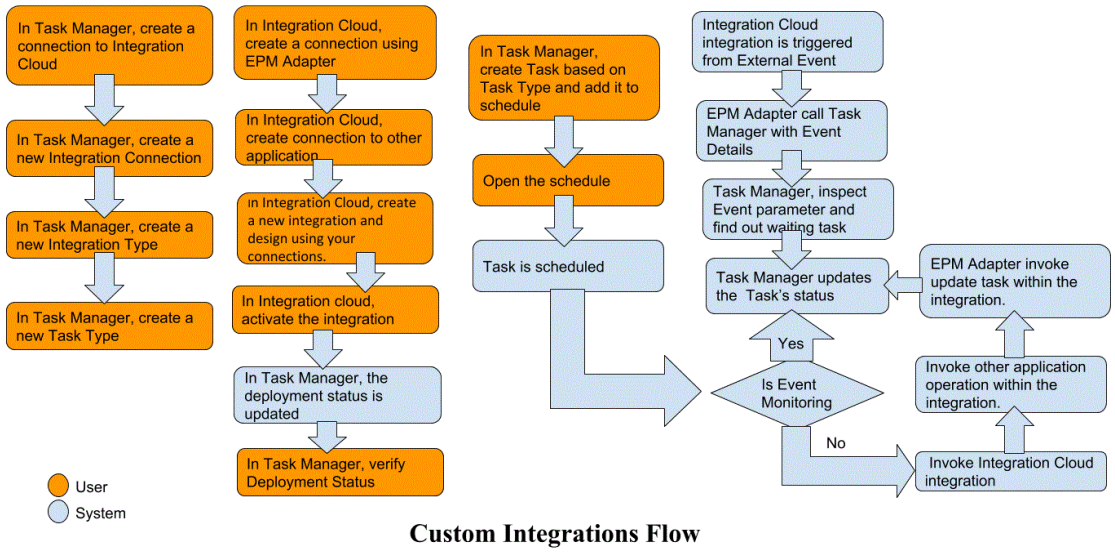
integration flows in Integration Cloud Service using Oracle Oracle Fusion Cloud Enterprise Performance Management and other cloud and on-premises applications.

The following diagram shows the user and system flow for creating custom integrations:



Custom Integrations Flow

See these topics:

- Creating Custom Process Automation Integrations
- Creating Custom Event Monitoring Integrations

Creating End User Integration

When you create Integrations, you select End-User as the Execution type. Users can then create task types based on the defined Integrations, or validate the Integrations.

To create an Integration:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Integrations** tab on the left.
3. Click **New**.

See also, Setting Integration Properties and Setting Integration Parameters.

Creating Custom Process Automation Integrations

In Task Manager, you can create custom process automation integrations with external applications. In a Process Automation integration, a task is automatically executed in an external application when its start date and time are reached, and when any predecessor tasks are completed, for example, an overnight feed from a General Ledger.

When you create a Process Automation task, if you have set up email notifications, the task Owner automatically receives an email notification when the task starts or is completed. The Assignee that is specified when you set up a workflow receive an action notification when there is a change in the task status and an action needs to be performed, such as an approval, and the Owner receives a notification when the approval is completed.

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Make sure you have the prerequisites and follow these steps to set up an integration between Task Manager and an external application.

For an overview of the custom integrations flow, see Creating Custom Integrations.

Prerequisites

To integrate Task Manager with an external application, you need:

- A subscription to Oracle Integration Cloud Service, to integrate with on-premises and non-Oracle Fusion Cloud Enterprise Performance Management services.

> **Note**
>
> You need one Integration Cloud instance per Oracle Cloud EPM instance.

- The external application set up.

1. Subscribe to **Oracle Integration Cloud/Oracle Autonomous Integration Cloud**. See Integration Cloud Service Documentation for detailed information.
2. Install Integration Cloud Agent in your application environment to communicate with your Oracle Cloud EPM instance. For details on setting up Integration Cloud Agent, see Managing Agent Groups.

> **Note**
>
> If the on-premises application services are deployed in an environment set up in a demilitarized zone (DMZ) configuration so that these services are publicly accessible through the Internet, you do not need to install Integration Cloud Agent.

Creating a Connection in Task Manager

1. On the Home page, click **Application** and then click **Task Manager**.
2. Click the **Integrations** tab on the left, and then click **Manage Connections**.
3. Click **New**.
4. For **Connection** enter a name for the connection.
5. Select **Enabled** to enable the connection.
6. Select **Cloud** if the external application is a Cloud service.
7. Click **OK** to save the connection.

Setting Up the Integration in Task Manager

1. On the Home page, click **Applications**, and then click **Task Manager**.
2. Click the **Integrations** tab on the left, and then click **New**.
3. On the **Properties** tab, specify the required information:
   a. For **Name**, enter a name for the Integration.
   b. For **Code**, enter an Integration Code for the integration task.

      The code is used to execute the Integration and to map updates to an Integration from a file import.

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c. **Optional:** In **Description**, enter a description for the integration task.

d. For **Connection**, select an application to which the task belongs.

You can maintain the list of applications from the Manage Connections icon in the Manage Connections dialog box.

e. For **Execution Type**, select **Process Automation**.

4. On the **Parameters** tab, click **New** and then specify the required information:

a. For **Name**, enter a name for the parameter.

b. For **Parameter Code**, enter a parameter code.

c. **Optional:** Enter a parameter **Tooltip**.

d. From the **Parameter Type** list, select a type, and enter additional information for the parameter:

- **Checkbox**: Boolean value
- **Date**: Date value
- **Integer**: Numeric value in whole numbers
- **Number**: Numeric value in whole numbers or fractions
- **Options Group**: Check box for a predefined set of values
- **Static List**: Predefined set of text values
- **Task Information**: Task information, for example, Assignee, duration, start and end dates
- **Text**: Free-form text value.
- **EPM Artifact**: Name of the artifact, such as the form or report.

e. If the parameter requires a value, select **Required**.

f. Click **OK** to save the parameter.

g. Click **Save and Close** to save the Integration.

Creating a Task Type for the Integration

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Task Types** tab on the left.
3. Click **New**.
4. On the **Properties** tab, specify a **Task Type Name** and **Task Type ID**.
5. For **Integration**, click **Search**, select the Integration, and then click **OK**.
6. On the **Parameters** tab, set the Task Type parameters.

Setting Up the Integration Cloud Connection in Task Manager

Task Manager uses Oracle Integration Cloud for all the integrations to external applications. You can setup a connection to Oracle Integration Cloud in Task Manager using Basic or OAuth 2.0 authentication.

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> **Note**
>
> - For Oracle Integration Cloud Generation 2, both Basic Auth and OAuth 2.0 is supported.
> - For Oracle Integration Cloud Generation 3, only OAuth 2.0 is supported.
> - Basic Auth user must have the Service Administrator role for Oracle Integration Cloud.
> - For OAuth 2.0, only client credentials are supported. OAuth 2.0 client application must have Service Administrator role for Integration Cloud and allowed scope should be all.

Before setting up the OAuth 2.0 connection, make sure you've the client credentials such as access token URL, client ID, client secret, and scope. For setting up the OAuth client application, see OAuth Authentication in Oracle Integration in Oracle Integration Cloud Generation 3 documentation.

To provide Service Administrator role for Integration Cloud:

1. Log in to the Identity Cloud Service Administrator console as an Administrator.
2. From Oracle Cloud Service, select the Oracle Integration Cloud Service.
3. On the **Application** tab, from the row menu for Service Administrator, click **Assign Application** and select the OAuth application you setup in the previous step.

To setup the Integration Cloud connection in Task Manager:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Integrations** tab on the left.
3. Click **Manage Connections**, and then from **Actions**, select **Integration Cloud Connection**.
4. Select one of the following authentication mechanisms:
   - **Basic Auth**: Specify the Integration Cloud URL, service administrator user ID, and password.
   - **OAuth 2.0**: Provide the Integration Cloud URL, access token URL, client ID, client secret, and scope.

   > **Note**
   >
   > - For Gen 2, enter the URL: `https://<SERVICE_NAME>-<TENANT_NAME>.integration.ocp.oraclecloud.com`
   > - For Gen 3, enter the URL: `https://<SERVICE_INSTANCE>.integration.<REGION>.ocp.oraclecloud.com`. To find your service instance, log into Integration Cloud and open the About window.

5. Click **Validate**. After validation is successful, click **Save**. This saves the server and credentials of the connection.

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Creating a Connection and Integration in Integration Cloud

1. Log in to Integration Cloud.
2. Create a connection using Oracle Enterprise Performance Management Cloud adapter to your EPM server. Refer to this link for more details: Create a Connection to Oracle Enterprise Performance Management Cloud.
3. Create one or more connections to the other application as needed.
4. Create Process Automation Integration using the connections created and activate it. See the example in Using the Oracle Enterprise Performance Management Cloud Adapter with Oracle Integration.

Completing the Integration Setup in Task Manager

Use these steps to complete the Integration setup in Task Manager.

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Integrations** tab on the left and verify that the new Integration is displayed on the Integrations list.
3. In Task Manager, select **Schedules**, and create a new Schedule in Pending state. See Manually Creating Schedules.
4. Create the process automation task and add it to the schedule. See Creating Tasks.
5. From **Schedules**, select and open the schedule.

Creating Custom Event Monitoring Integrations

In Task Manager, you can create an Event Monitoring integration for an external application. The Event Monitoring integration is triggered when an external event occurs in another Cloud service or on-premises application. An example of an Event Monitoring integration is a trigger from Oracle E-Business Suite - General Ledger when a period, for example, January 2018, is closed.

Make sure you have the prerequisites and follow these steps to set up an integration between Task Manager and an external application.

For an overview of the custom integrations flow, see Creating Custom Integrations.

Prerequisites

> **Note**
>
> Event monitoring can also be triggered through any integration tool capable of invoking REST APIs. In that case you do not need the these prerequisites.

To integrate Task Manager with an external application, you need:

- A subscription to Oracle Integration Cloud Service, to integrate with on-premises and non-Oracle Fusion Cloud Enterprise Performance Management services.

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> **Note**
>
> You need one Integration Cloud instance per Oracle Cloud EPM instance.

- The external application set up.

1. Subscribe to Oracle Integration Cloud / Oracle Autonomous Integration Cloud. See Integration Cloud Service Documentation for detailed information.
2. Install Integration Cloud Agent in your application environment to communicate with your Oracle Cloud EPM instance. For details on setting up Integration Cloud Agent, see Managing Agent Groups.

> **Note**
>
> If the on-premises application services are deployed in an environment set up in a demilitarized zone (DMZ) configuration so that these services are publicly accessible through the Internet, you do not need to install Integration Cloud Agent.

Setting Up the Integration in Task Manager

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Integrations** tab on the left, and then click **New**.
3. On the **Properties** tab, specify the required information:
4. a. For **Name**, enter a name for the Integration.
   b. For **Code**, enter an Integration Code for the integration task.

      The code is used to execute the Integration and to map updates to an Integration from a file import.
   c. **Optional:** In **Description**, enter a description for the integration task.
   d. For **Connection**, select an application to which the task belongs.

      You can maintain the list of applications from the Manage Connections icon in the Manage Connections dialog box.
   e. For **Execution Type**, select **Event Monitoring**.
   f. For **Event Name**, enter a name for the event.
5. On the **Parameters** tab, click **New** and specify the required information:
   a. For **Name**, enter a name for the parameter.
   b. For **Parameter Code**, enter a parameter code.
   c. **Optional:** Enter a parameter tooltip.
   d. From the **Parameter Type** list, select a type, and enter additional information for the parameter:
      - **Checkbox**: Boolean value
      - **Date**: Date value
      - **Integer**: Numeric value in whole numbers
      - **Number**: Numeric value in whole numbers or fractions

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- **Options Group**: Check box for a predefined set of values
- **Static List**: Predefined set of text values
- **Task Information**: Task information, for example, Assignee, duration, start and end dates
- **Text**: Free-form text value
- **EPM Artifact**: Name of the artifact, such as the form or report

e. If the parameter requires a value, select **Required**.

f. Click **OK** to save the parameter.

g. Click **Save and Close** to save the Integration.

Creating a Task Type for the Integration

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Task Types** tab on the left.
3. Click **New**.
4. On the **Properties** tab, specify a **Task Type Name** and **Task Type ID**.
5. For **Integration**, click **Search**, select the Integration, and then click **OK**.
6. On the **Parameters** tab, set the Task Type parameters.

Setting Up the Integration Cloud Connection in Task Manager

Task Manager uses Oracle Integration Cloud for all the integrations to external applications. You can setup a connection to Oracle Integration Cloud in Task Manager using Basic or OAuth 2.0 authentication.

> **Note**
>
> - For Oracle Integration Cloud Generation 2, both Basic Auth and OAuth 2.0 is supported.
> - For Oracle Integration Cloud Generation 3, only OAuth 2.0 is supported.
> - Basic Auth user must have the Service Administrator role for Oracle Integration Cloud.
> - For OAuth 2.0, only client credentials are supported. OAuth 2.0 client application should have the Service Administrator role for Integration Cloud and allowed scope should be all.

Before setting up the OAuth 2.0 connection, make sure you've the client credentials such as access token URL, client ID, client secret, and scope. For setting up the OAuth client application, see OAuth Authentication in Oracle Integration in Oracle Integration Cloud Generation 3 documentation.

To setup the Integration Cloud connection in Task Manager:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Integrations** tab on the left.

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3. Click **Manage Connections**, and then from **Actions**, select **Integration Cloud Connection**.
4. Select one of the following authentication mechanisms:
   - **Basic Auth**: Specify the Integration Cloud URL, service administrator user ID, and password.
   - **OAuth 2.0**: Provide the Integration Cloud URL, access token URL, client ID, client secret, and scope.

> **Note**
>
> - For Gen 2, enter the URL: `https://<SERVICE_NAME>-<TENANT_NAME>.integration.ocp.oraclecloud.com`
> - For Gen 3, enter the URL: `https://<SERVICE_INSTANCE>.integration.<REGION>.ocp.oraclecloud.com`. To find your service instance, log into Integration Cloud and open the About window.

5. Click **Validate**. After validation is successful, click **Save**. This saves the server and credentials of the connection.

Setting Up the Integration in Integration Cloud

> **Note**
>
> If you are not planning to use Integration Cloud, skip this step.

To set up the integration in Integration Cloud:

1. Log in to Integration Cloud.
2. Create a connection using Oracle Enterprise Performance Management Cloud adapter to your EPM service. Refer to this link for more details: Create a Connection to Oracle Enterprise Performance Management Cloud.
3. Create one or more connections to the other application as needed.
4. Create Event Monitoring Integration using the connections created and activate. Refer to this example: Using the Oracle Enterprise Performance Management Cloud Adapter with Oracle Integration.

Setting Up the Integration Without Integration Cloud

> **Note**
>
> If you are planning to use Integration Cloud, skip this step.

Configure the integration tool which you are planning to use.

1. Review the REST API, Update Task Status for Event Monitoring in *REST APIs*
2. Configure the integration tool to call the REST API to close the Event Monitoring task passing the parameters for the event.

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For more information, see Update Task Status for Event Monitoring in *REST APIs*.

Completing the Integration Setup in Task Manager

Use these steps to complete the Integration setup in Task Manager.

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Integrations** tab on the left, and verify that the new Integration is displayed.
3. In Task Manager, click **Schedules**, and create a new Schedule in Pending state. See Manually Creating Schedules.
4. Create the event monitoring task and add it to the schedule. See Creating Tasks.
5. From **Schedules**, select and open the schedule.
6. Trigger the action that generates the event in the external application (for example, EBS). If you are not using Integration Cloud but other integration tool, invoke the REST API from the integration tool.

> **Note**
>
> Pass the parameters as expected by the integration type, event, parameters, otherwise the task will not be considered if they do not match.

7. Wait for the task to be completed.
8. **Optional:** To monitor the status of the Integration in Integration Cloud Services, log in to Integration Cloud and navigate to **Monitoring**.

Working with Integrations

Related Topics

- Creating Integrations
- Viewing Integrations
- Editing Integrations
- Searching for Integrations
- Validating Integrations
- Deleting Integrations

Creating Integrations

When you create Integrations, you select End-User as the Execution type. Users can then create task types based on the defined Integrations, or validate the Integrations.

To create an Integration:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Integrations** tab on the left.
3. Click **New**.

Add information to the following sections:

- Setting Integration Properties

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- Setting Integration Parameters

Setting Integration Properties

You can set properties for the Integration such as the associated application and End User tasks.

For an End User task, you can select the single sign-on (SSO) Parameter option to enable users to access an external web application without being prompted for authentication. You can use an SSO parameter for an external application if that application is integrated with the Oracle EPM System SSO framework.

To set Integration properties:

1. Select the Integration to edit.
2. In **Properties**, for **Name**, enter a name for the Integration. You can enter a maximum of 80 characters.
3. Enter a **Code**, for example, `HFM_CONS` for the Hyperion Financial Management Consolidate integration task. You can enter a maximum of 90 characters.

   The code is used to execute the Integration and to map updates to an Integration.
4. **Optional:** In **Description**, enter a description for the integration task. You can enter a maximum of 255 characters.
5. In **Connection**, select an application to which the task belongs.

   > **Note**
   >
   > You can maintain the list of applications from the Manage Connections icon in the Manage Connections dialog box.

6. For **Execution Type**, select **End User** and select options:
   - **End User Endpoint**: To enter parameters for an **End User** task, the **End User Endpoint** should contain these parameters in these formats:

     $*Parameter Type Code*$, for example `$COLORS$`. The system replaces the parameter tokens in the **End User Endpoint** with the information you specified for the task parameters.
   - **Optional: Show in-line**: Select whether to display the URL in line within the Task Actions dialog.
   - **Optional: SSO Parameter**: Specify the name of the SSO parameter for your application to include when executing the End User task URL to the external application. If you do not specify an SSO parameter, the system uses the End User URL.
7. **Optional:** Click **Parameters**.

Setting Integration Parameters

Task Manager integration parameters enable the application to pass information to the end point to control how the end point should perform its action. For example, when you run a consolidation, your program can pass which application to run the consolidation against, and the dimension selections for the consolidation. You set the parameter values defined in the Integrations in the task or Task Type using the integration.

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Each parameter definition requires a name, description, unique code, type, and whether a value is required. The parameter code is the token that replaces the parameter in the execution URL for user tasks, or the parameter name that is passed to the execution web service for system-automated integrations. Required values must have a value for all tasks in a schedule before the schedule can be set to Open.

The Parameter Type controls the parameter value and how the user enters the value in the task field.

To set Integration parameters:

1. In the **New Integration** dialog box, click **Parameters**.
2. Click **New**.
3. Enter a **Name** for the parameter.
4. Enter a **Parameter Code**.
5. Enter a parameter **Tooltip**.
6. From the **Parameter Type** list, select a type, and enter additional information for the parameter:
   - **Checkbox**: Boolean value
   - **Date**: Date value
   - **Integer**: Numeric value in whole numbers
   - **Number**: Numeric value in whole numbers or fractions
   - **Options Group**: Checkbox for a predefined set of values
   - **Static List**: Predefined set of text values
   - **Task Information**: Task information. For example, Assignee, duration, start and end dates
   - **Text**: Free-form text value.
   - **EPM Artifact**: Name of the artifact, such as the form or report
7. If the parameter requires a value, select **Required**.
8. Click **OK** to save the parameter.
9. Click **Save and Close** to save the Integration.

Viewing Integrations

You can view the properties and parameters of imported Integrations. You can specify which columns to display, or show all. You can also reorder columns, sort columns by ascending or descending order, or change the column widths.

To view the properties and parameters of imported integrations:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Integrations** tab on the left.
   The Integrations page is displayed.
3. Click the integration name for which you want to view the properties and parameters.
   The View Integration dialog box displays the **Properties** tab by default. Click the **Parameters** tab to view the associated parameters for the integration. For information about the fields, see Setting Integration Properties and Setting Integration Parameters.

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To display columns, on the Integrations page, click **View**, then **Columns**, and then select an option:

- To display all columns, select **Show All**.
- To display specific columns, select or deselect the column names.

To reorder columns, on the Integrations page, click **View**, and then **Reorder Columns**. Select columns and use the **Up** and **Down** arrows to change the order.

To sort columns, on the Integrations page, hover over a column header until the **Sort** icons display, then click **Sort Ascending** or **Sort Descending**.

To change column widths, on the Integrations page, hover over the column header dividers until the arrows display. Drag the columns to the desired width.

Editing Integrations

You can't edit the pre-built Integrations provided by default by the system. You can only edit custom-built integrations that you created.

For an End User type, you can edit the endpoint, change the point of view, or change the list of values.

To edit an Integration:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Integrations** tab on the left.
3. Select an Integration, and click **Edit**.
4. Edit the Integration.
5. Click **Save and Close**.

Searching for Integrations

You can use the Search box on the Integrations page to find Integrations. You can enter full or partial names on which to search.

To search for Integrations:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Integrations** tab on the left.
3. In the **Search** box, enter full or partial search criteria for the Integration.
4. Press **Enter**.

   To reset the list to display all Integrations, clear the **Search** box and then press **Enter**.

Validating Integrations

You can test and validate Task Manager integration definitions through a test schedule and adding a task to the schedule.

To validate an Integration:

1. In Task Manager, click **Schedules**, then click **New** to create a Schedule in Pending state. See Manually Creating Schedules.

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2. Add a task based on the integration to be validated to the schedule. See Creating Tasks.
3. From **Schedules**, select and open the schedule.
4. From **Tasks**, click **Schedule**. Select the schedule and view the Task.
5. For Event Monitoring Task, trigger the action that generates the event in the external application (for example, EBS). If you are not using Integration Cloud but other integration tool, invoke the REST API from the integration tool.

Deleting Integrations

You can delete Integrations that you no longer need. However, you can't delete pre-built Integrations provided by default and you can't delete an Integration while it is associated with a Task Type.

To delete an Integration:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Integrations** tab on the left.
3. Select an Integration to delete.
4. Click **Delete**.
5. At the confirmation prompt, click **Yes**.

Managing Connections

Integrations are assigned connections for the external products to which they link. From the Manage Connections module, you can maintain a list of connections associated with the Integrations. You can search on and sort the list by connection.

- Adding Connections
- Editing Connections
- Deleting Connections

Adding Connections

You can add connections to associate with an Integration Type. You can also specify the security policy to use for an Integration Type.

> **Note**
>
> Multi-factor authentication (MFA) is not supported for Connections.

In addition, you can specify application-level tokens and values for all Integration Types in an application. When you specify an application-level token in an end-user URL or web service WSDL, the system replaces the token with the value defined for that token in the application. For example, you can specify tokens with values for server and port, and the system automatically applies those values to the Integration Types in the application.

To add a connection:

1. On the Home page, click **Application**, and then click **Task Manager**.

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2. Click the **Integrations** tab on the left.
3. Click **Manage Connections**.
4. Click **New**.
5. Complete the **New Integration Properties** and **Parameters**, then click **Save and Close**.
6. **Optional:** To add an application-level token, click **Manage Connections**. Click **New** or select a Connection and click **Edit**. In the **Application Tokens** table, click **Add**. Enter a **Token Name** and optionally a **Token Value**, and then click **OK**.

> **Tip**
>
> To remove a token, click **Delete**.

Editing Connections

You can edit the name of a connection, the security information, and application-level tokens.

> **Note**
>
> You cannot add or modify application tokens for seeded applications. You can only edit the token values.

You also use the Edit Connections dialog to enable pre-built Integrations. After you enable the Integration and fill in the parameters, you can then create tasks using Task Types for the enabled Integrations.

To edit a connection:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Integrations** tab on the left.
3. Click **Manage Connections**.
4. Select a connection, and click **Edit**.
5. To enable a pre-built Integration, select the connection, select **Enabled**, and fill in the parameters.

   You can enable or disable a connection at any time.
6. Edit the settings or tokens as needed, and click **OK**.

Deleting Connections

You can delete connections that you no longer need for Integrations. You cannot delete a connection while it is associated with an Integration Type. You must modify the properties for each Integration Type that references the connection before you can delete the connection.

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> **Note**
>
> You cannot delete seeded Integration connections.

To delete a connection:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Integrations** tab on the left.
3. Click **Manage Connections**.
4. Select a connection, and click **Delete**.

Managing Alert Types for Task Manager

Alert Types

While performing a task, users might encounter issues such as a hardware failure, access problem, system failure, and so on.

Administrators can create Alert Types for categories of possible issues. Each Alert Type defines a procedure that is used to capture critical information about the issue, and assigns key personnel to resolve it.

For example, an administrator can create an Alert Type called Access Issue, which contains questions to users for more detailed information. The administrator defines a workflow for the Alert Type with an assignee to resolve the issue, and a backup assignee if desired.

Using Alert Types to Create Alerts

When users encounter an issue and create an alert for it, they select from a list of predefined Alert Types to identify the issue. The alert is then sent to the assignee defined in the Alert Type.

For example, a user has a task due and can't access their assigned tasks. The user selects an Alert Type, such as Access Issue, which sends the alert to the predefined assignee to resolve their issue.

To manage Alert Types, see these topics:

- Creating Alert Types
- Editing Alert Types
- Viewing Alert Types
- Searching for Alert Types
- Deleting Alert Types

Creating Alert Types

When users encounter issues that prevent them from performing a task such as a hardware problem or system failure, they can create alerts for the issue.

Administrators can create Alert Types for categories of possible issues, such as System Down, and so on. When you create an Alert Type, you define the properties such as name, description, Alert Type ID, any instructions that you want to include for users, and additional

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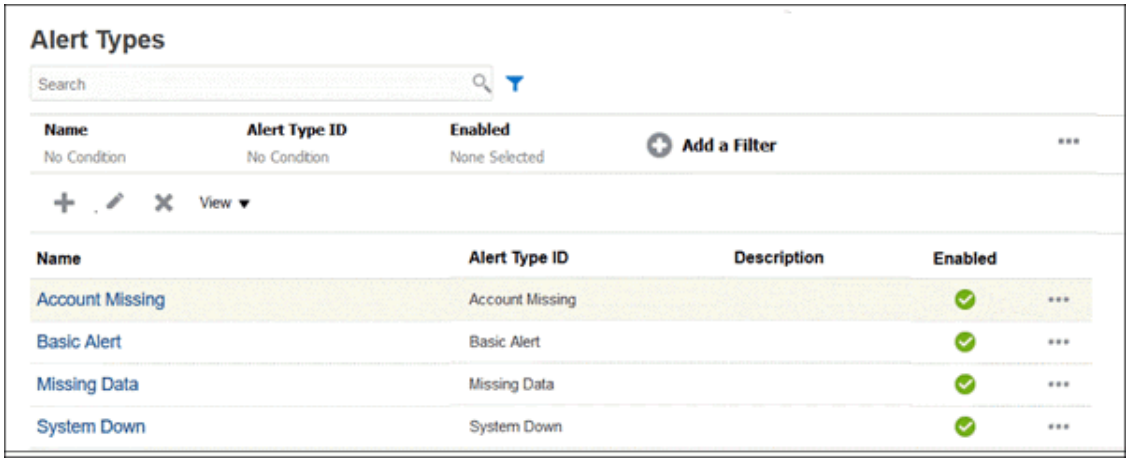
questions to users for more details. You set up the workflow with an assignee, optional backup assignee, and any additional viewers for the Alert Type.

Using information gathered from Alert Types that users select, you can analyze the types of issues that users encounter during the business cycle and make changes to prevent them in future cycles.

You can view the list of the Alert Types that you have created, and edit and delete them from the Alert Types page.



To create an alert type:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Alert Types** tab on the left.
3. Click **New**.
4. Enter the necessary information on the Alert Type tabs:
   - Setting Alert Type Properties
   - Specifying Alert Type Instructions
   - Selecting the Alert Type Workflow
   - Assigning Alert Type Viewers
   - Adding Questions for Alert Types
   - Applying Alert Type Attributes
   - Viewing Alert Type History

Setting Alert Type Properties

The **Properties** tab enables you to specify the alert type name and description, and associate it with Task Manager or Supplemental Data Manager object, such as a task or schedule. An individual alert can be associated with multiple objects.

You can place restrictions on the relationship between the alert and its associated object. Not all restrictions can be applied to all objects.

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Table 25-22 Alert Restrictions

Restriction	Description	Example
None	No restrictions on the status of the object and the status of the alert	A user raises a 'slow performance' alert while working on a reporting task. While this affects how long the task takes, it does not prevent the task from completing normally. Even if the task completes, the user still wants the alert open until the performance issue is resolved.
Prevent Workflow	Workflow on the object cannot proceed forward (no submits, approvals, and so on) until the alert is closed. This does not prevent claims or rejections (workflow moving backward). It also does not prevent an Administrator or Owner from forcing the workflow forward.	A user raises an alert that the reporting system is down. This will prevent any work on reporting tasks until the alert is resolved. Preventing workflow includes preventing status changes from Pending to Open and Open to Closed.
Prevent Close	The object cannot be moved into a closed state until the alert is closed. However, intermediate workflow may proceed. This does not prevent an Administator or Owner from closing or 'force closing'.	A user raises an alert that some comparison data is missing for a reporting task. While this does not prevent the report from being created and going through initial approvals, the report should not be fully signed off until it can be compared to the missing data.

An object may have multiple alerts with different restrictions. If this is the case, the following rules will apply in order of precedent:

1. If any open alert associated with the object has a Prevent Workflow restriction, Prevent Workflow will stop the object's (for example, a Task) workflow until the alert is closed.
2. If any open alert associated with the object has a Prevent Close restriction, then the object cannot be closed until the alert(s) is closed.

In addition, an alert may be associated with multiple objects. If it has more than one Prevent Close restriction to different objects, the alert will only be closed when the last object is closed.

To set alert type properties:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Alert Types** tab on the left.
3. Click **New** to open **New Alert Type**, which will default to the **Properties** tab.
4. For **Name**, enter an alert type name. You can enter a maximum of 80 characters.
5. Enter an **Alert Type ID**. You can enter a maximum of 80 characters.

   An Alert Type ID is required, and must be unique.
6. **Optional:** For **Description**, enter an alert type description. You can enter a maximum of 255 characters.

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7. **Optional:** From the **Associated With** drop-down list, select an object, such as a task, with which to associate the alert.
8. **Optional:** For **Restrictions**, enter any restrictions for the alert. For example, if you select **Prevent Close** for an alert on a task, the user can't complete the close task until the alert is complete.

   If you select **All Types** for **Associated With**, no restrictions are available.
9. Select from the following values for both **Period Selection** and **Year Selection**:
   - **Required** – The user is required to associate the Alert with a Year or Period.
   - **Visible** – The user may associate the Alert with a Year or Period.
   - **Hidden** – The property is hidden and the Alert will not be associated with a Year or Period.

   These options indicate how Periods and Years are associated with an Alert.
10. **Optional:** In **Automatic Priority Escalation**, specify when priority should be automatically updated for each level:
    - **Priority**: Every priority level except the lowest should be displayed.
    - **Enabled**: Indicate whether the automatic escalation is turned on or off. This is off by default and off for all upgraded alerts.
    - **Days**: Specify the number of days before the automatic escalation occurs.
11. Select **Allow Remove Associations** option to remove an existing association from an Alert. If you unselect this option, you will not be able to remove existing associated artifacts from the Alert.
12. Click **Enabled** to enable the alert type.

    Only alert types that are Enabled are displayed in the list of available Alert Types and available for selection when creating new alerts.
13. Click an Alert Type tab and continue entering information.

    When you are done entering the Alert Type information, click **Save and Close**.

> **Note**
>
> You cannot create an alert on an existing alert.

- Specifying Alert Type Instructions
- Selecting the Alert Type Workflow
- Assigning Alert Type Viewers
- Adding Questions for Alert Types
- Applying Alert Type Attributes

Specifying Alert Type Instructions

You can specify instructions in an alert type to help users understand what they need to do for the alert. You can add additional references from File and URL attachments.

To specify instructions for an alert type:

1. On the Home page, click **Application**, and then click **Task Manager**.

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2. Click the **Alert Types** tab on the left.
3. From the New or Edit dialog, select the **Instructions** tab.
4. In **Instructions**, enter instruction text for the alert type.

To add a reference:

1. In the **References** section, click **Attach a file** or **Attach a link**.
   - **Attach a file**

     Click **Choose File** to select and attach the file. For **Name**, enter a name or use the filename. Click **OK.**
   - **Attach a link**

     Enter the **URL**, then enter a **Name** for the URL; for example: https://www.oracle.com, Oracle. Click **OK**.
2. Click an Alert Type tab and continue entering information.

   When you are done entering the alert type information, click **Save and Close**.

- Selecting the Alert Type Workflow
- Assigning Alert Type Viewers
- Adding Questions for Alert Types
- Applying Alert Type Attributes

Selecting the Alert Type Workflow

The Workflow section contains the Assign ee and Approver assignments. You can also select Backup users.

To select the Alert Type workflow:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Alert Types** tab on the left.
3. From the New or Edit dialog, click the **Workflow** tab.
4. For **Assignee**, click **Select a User** and select an assignee.

   The assignee is the user or group or team assigned to work on the alert when one is created of this type. If you do not specify an assignee, the user who creates the alert will need to fill one in.
5. **Optional: For Backup User**, select a backup user for the assignee:
   a. On the Home page, select **Tools**, then **Access Control**, and then **Task Manager Users**.
   b. Edit the assignee ID and change the **Status** field to **Unavailable**.
   c. Then from the Alert Types **Workflow** tab, you can select a backup user.

   The Backup User is the backup individual assigned to work on the alert if the main assignee is out of office. You must have previously assigned an assignee and a backup assignee.

   If an assignee or approver is set to a team ID, then the Backup User field will be disabled.
6. **Optional:** For **Notification Assignee**, specify a user to be notified of the alert. This is usually an external user. All notifications sent to the Alert Assignee will be sent to this user.

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7. Click **Add** to add an Approver, and enter this information for the Approver:
   - **User Name**
   - **Backup User**: You can specify a default backup Approver user for the alert if the main Approver is out of the office. This is not required.

   Level displays the approvers in the order they were entered. You can reorder the Approver list by selecting an approver and clicking the arrow buttons to move them up or down in the list.

   You can add one or more levels of default Approver users or groups or teams for the alert when one is created of this type. These are not required. If you do not specify Approvers, the user who creates the alert has the option to add them.
8. Click an Alert Type tab and continue entering information.

   When you are done entering the Alert Type information, click **Save and Close**.
   - Assigning Alert Type Viewers
   - Adding Questions for Alert Types
   - Applying Alert Type Attributes

Assigning Alert Type Viewers

The Viewers tab enables you to assign Viewer rights for alert types. Viewers have read-only access.

To assign Viewer rights:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Alert Types** tab on the left.
3. Click **New** or **Edit** and click on the **Viewers** tab.
4. Click **Add** and select the name of the user or group or team that will have View access to the alert.

   The system opens the Member Selector. It is editable for external Viewers.
5. **Optional:** Click **Add External User** to add a user outside the system who needs to be notified about the alert.

   The external user will not have any visibility to the alert, they will only receive notifications. No service access is granted.
6. Specify an **Email Address** for the viewer.

   The email address is editable for external Viewers. If there are duplicate email addresses in the list, you cannot save changes to the alert type.
7. Select a **Notification Priority** to indicate at what alert priority the users will be alerted via email.

   Notifications will be sent for the priority level or higher. So if set to High, notifications will be sent only when the alert is set to High. If set to Low, then they will be notified for all priority types (Low, Medium, High). If this is blank (default), no notification will be sent.
8. Click an Alert Type tab and continue entering information.

   When you are done entering the Alert Type information, click **Save and Close**.
   - Adding Questions for Alert Types

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- Applying Alert Type Attributes

Adding Questions for Alert Types

When you create an Alert Type, you may want a user to answer questions about their actions before they indicate the Alert Type is complete. For example, you may ask if a certain process was followed when completing that task. Questions can be set to the Administrator, Assignee, Approver, Owner, or Viewer roles. This allows key details to be gathered from the user experiencing the issue.

You can specify various types of questions, such as Text, Number, or True/False, and indicate whether they are required. If a question is required, the user must respond or they cannot submit the task for approval. You can also order the questions by using the Move Up and Move Down buttons.

To add a question:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Alert Types** tab on the left.
3. From the **New** or **Edit** dialog, select the **Questions** tab.
4. Click **New**.
5. For **Question**, enter text for the question, with a maximum of 4000 characters.
6. From the **Type** list, select a question type:
   - **Date**
   - **Date/Time**
   - **Integer**
   - **List**

     Enter a list of valid responses to the question.
   - **Multi-Line Text**

     The maximum length should be less than 4,000 characters.

     Select Multi-Line Text, and then enter the **Number of Lines**, from 3 to 50 lines. Multi-Line Text determines how many lines of text are visible without scrolling, on the Actions dialog boxes.
   - **Number**

     If you select **Number**, select number formatting options:
     - For **Decimal Places**, enter a value for the number of decimal places to display.
     - Select the **Thousands Separator** option if you want numbers to display a thousands separator (for example, 1,000.00)
     - From the **Currency Symbol** list, select a currency symbol; for example, $ (United States of America Dollar).
     - From the **Negative Number** list, select how to display negative numbers; for example, (123).
     - From the **Scale** list, select a scale value for numbers; for example, 1000.
   - **Text**
   - **True/False**

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- **User**
- **Yes/No**

7. Assign the **Role** (Owner, Assignee, Approver, Viewer) of the user who should answer the question.
8. If the question is required, select **Required**.

   Required indicates that the question must be answered by the user before they can proceed. Required questions can be set for Assignees, Approvers, and Owners. This is disabled for the System Administrator and Viewer role.
9. Click **OK**.
10. **Optional:** To change the order of questions, select a question, then click **Move To Top**, **Move Up**, **Move Down**, or **Move To Bottom**.
11. **Optional:** To edit a question, select the question and click **Edit**. To remove a question, select the question and click **Delete**.
12. Click an Alert Type tab and continue entering information.

    When you are done entering the Alert Type information, click **Save and Close**.

- Applying Alert Type Attributes
- Viewing Alert Type History

Applying Alert Type Attributes

When you select an attribute, you can set a value for the attribute based on the attribute type. You can later filter by the attribute value.

For example, you may have a List attribute named Sales Region with the values of North, South, East, and West. The current alert type applies only to the West Sales Region, so you can add the Sales Region attribute and set it to "West".

To apply an attribute:

1. On the Home page, click **Application,** and then click **Task Manager**.
2. Click the **Alert Types** tab on the left.
3. Click **New** or **Edit**, and select the **Attributes** tab.
4. Click **Add**.
5. From the **Attribute** list, select an attribute.
6. From **Value**, depending on the attribute, select a value for the attribute from a drop-down list, or enter a value.
7. **Optional:** To change access for the attribute, select a **Role** and **Access**.
8. Click **Save and Close**.
9. To edit other alert type information, see these topics:

- Setting Alert Type Properties
- Specifying Alert Type Instructions
- Selecting the Alert Type Workflow
- Assigning Alert Type Viewers

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- Adding Questions for Alert Types

Viewing Alert Type History

The system maintains a history of alert type actions. The History tab displays the components that were created or updated, the modification type, the old and new values, the user who made the modification, and the change date. The information on the History tab is read-only.

To view alert type history:

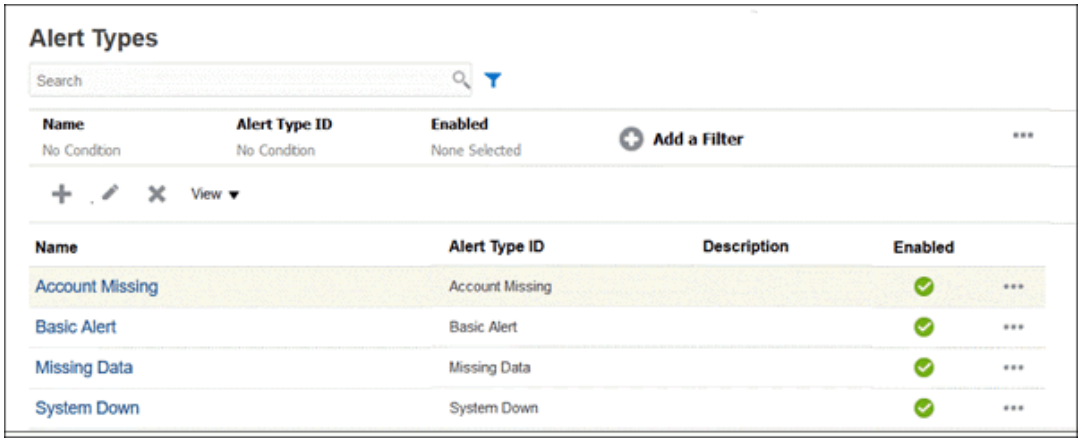
1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Alert Types** tab on the left.
3. Edit an alert type and select the **History** tab.
4. View the history, then click **Save and Close**.

Viewing Alert Types

On the Alert Types page, you can specify which columns to display in the list or display all columns. You can reorder columns, sort columns by ascending or descending order, or change the column widths.

To display columns on the Alert Types page:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Alert Types** tab on the left.
3. Do one or more of the following tasks:
   - To display all columns, select **View**, then **Columns**, and then select **Show All**.
   - To display specific columns, select **View**, then **Columns**, and select or deselect the column names.
   - To reorder columns, select **View**, and then **Reorder Columns**, select columns and use the Up or Down arrows or drag them to change the order.
   - To sort columns, hover over a column header until the Sort icons are displayed, and then click **Sort Ascending** or **Sort Descending**.
   - To change column widths, hover over the column header dividers until the arrows display, and drag the columns to the desired width.



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Column Definitions for Alerts

This section provides the definitions for the Alerts columns.

Table 25-23 Column Definitions - Alerts

Column Name	Description
Alerts (Count)	Total count of alerts
Alerts Open (Count)	Total count of open alerts
Alert Type	Type of the alert. Based on the type, you can analyze the types of issues that users encounter during the business cycle and make changes to prevent them in future cycles
Approver 1-10	Approver level
Approver 1-10 (Backup)	Backup approver for the alert
Approver 1-10 (Primary)	Primary approver for the alert
Approver 1-10 End Date (Actual)	Actual end date for each approver level
Approver 1-10 Rejections (Count)	Count of alerts rejected by approvers
Assignee	Assigned user for the alert
Assignee (Backup)	Backup user assigned for the alert
Assignee (Primary)	Primary user assigned for the alert
Assignee End Date (Actual)	Actual end date for the assigned user
Associated Object Type	Type of object associated with the alert
Associated Objects (Count)	Total count of the associated objects for the alert
Closed Date	Date when the alert was closed
Comments (Count)	Total count of comments for the alert
Created By	Name of the user who created the alert
Created On	Date and time when the alert was created
Description	Description of the alert
Duration	Defined alert duration
Duration (Actual)	Actual alert duration
End Date	Effective end date for the alert
ID	Unique identifier for the alert
Last Updated By	Name of the user who last updated the alert
Last Updated On	Date and time when the alert was last updated
Name	Name of the alert
Owner	Name of the alert owner, which must be a Service Administrator or Power User.
Owner End Date (Actual)	Actual end date for the alert owner
Period	Period for the alert
Priority	Priority assigned for the alert
Start Date	Effective start date for the alert
Status	Status of the alert
Status (Detailed)	Detailed status of the alert
Status (Icon)	Status of the alert indicated as icon
Year	Year when the alert was created

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Editing Alert Types

You can edit the names and descriptions of alert types, and change whether or not they are Enabled. When you enable an alert type, it is displayed in the list of available Alert Types.

To edit an alert type:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Alert Types** tab on the left.
3. Select the alert type and click **Edit**.
4. Edit the required information. For details about the fields, see the following:
   - Setting Alert Type Properties
   - Specifying Alert Type Instructions
   - Selecting the Alert Type Workflow
   - Assigning Alert Type Viewers
   - Adding Questions for Alert Types
   - Applying Alert Type Attributes
   - Viewing Alert Type History
5. Click **Save and Close**.

Searching for Alert Types

You can use the Search function in the Alert Types list to quickly find alert types. You can enter full or partial names on which to search. Using the filter bar, you can control the alert types that are displayed in the list. By default, all alert types are displayed.

To search for alert types:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Alert Types** tab on the left.
3. To search for an alert type, enter search criteria in the **Search** text box.
4. **Optional:** From the filter bar, click on a category to display additional search operators such as **Equals**, **Does Not Equal**, **Contains**, **Does Not Contain**, **Starts With**, and **Ends With**.

   You can filter alert types using these categories: **Name**, **Alert Type ID**, **Enabled**, **Description**, **Created By**, **Created On**, **Last Updated By**, or **Last Updated On**.

> **Note**
>
> - Click **Add a Filter** to view all categories.
> - To hide the filter bar, click the **Hide Filter Bar** icon.
> - To clear all filters, click the
>
>   **Filters** icon, and then click **Clear All Filters**.

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Deleting Alert Types

You can delete alert types that you no longer need. When an alert type is deleted, alerts that were created with that alert type are not deleted, but lose their alert type assignment.

To delete an alert type:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Alert Types** tab on the left.
3. Select the alert type.
4. Click **Delete**, then at the confirmation message, click **OK**.

Managing Views in Task Manager

You can edit, delete, and publish views within Task Manager. Also, you can set a view as the default. For more information, see:

- Editing Saved Views
- Deleting Views
- Publishing Views
- Setting a Default View
- Working with Views

Viewing Currencies in Task Manager

To view the configured currency codes within Task Manager, from the Home page, click **Application**, **Task Manager**, and then **Currencies**. A list of configured currency codes are displayed.

For each currency, you can view the **Currency Code**, **Currency Symbol**, **Decimal Places**, **Description**, and whether the currency is **Enabled**. For information about these columns, see Task Manager – Currencies.

To set up currencies, see Setting Up Currencies.

Using Reports

You can generate custom reports and Cloud EPM system reports for Task Manager.

For more information, see:

- Generating Custom Reports for Task Manager
- Generating Cloud EPM System Reports for Task Manager

Generating Custom Reports for Task Manager

You can create reports for Task Manager. The reports can be generated in PDF, CSV, HTML, or XLSX format.

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> **Note**
>
> Task Manager provides sample reports to assist you in getting started. You can use them as templates and can duplicate them as needed, then make modifications or extend access to users. To duplicate a report, select the report, then select **Duplicate** from the ellipsis button  . You can then edit the newly created report.

You can also create custom reports. Building custom reports involves four steps and can only be performed by a Service Administrator:

1. Creating a Task Manager Query.
2. Creating a Template.
3. Setting Up a Report Group
4. Creating a Report

To build custom reports, you create a query whose definition can then be exported as an XML file. Import the XML file into Word and use it to create a template document, which must be in RTF format. Then you can set up a report group to group individual reports. Finally, generate the report, which uses both the query and the template you created and can be set with a default output of CSV, PDF, HTML, or XLSX.

After you have built a custom report, the Service Administrator or other users who have been granted access can generate the report. See Generating the Report.

> **Note**
>
> If you are managing your migration from Oracle Classic environment to Oracle Cloud Infrastructure (OCI) and have any custom reports, you may have to update the custom report's query definitions in the Target Service. This is because the internal IDs for objects (for example, Tasks, Journals, Attributes, etc.) may change during the migration. However, in case of Oracle managed migration, there will not be any change in the internal object IDs, so changes to custom report definitions is not required.

Creating a Task Manager Query

Creating a query is the first step in creating a custom report.

To create queries:

1. From the Home Page, select **Application**, and then select the report (for example, **Non-Consolidation Reports**).
2. On the **Queries** tab, click **New**.
3. On the **New Query** screen, enter a **Name** and an optional **Description**.
4. From **Type**, select an option:
   - **Parameter Query**: A Parameter Query type is used to present a list of options that you can specify for this parameter's value. Parameter Query allows you to present a list of options used when filling in a parameter's value for a Report Query, where the list of options is not a simple Attribute already defined, but is instead a complex query that you need to define.

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This parameter query example provides a list of all Task Manager periods:

```
SELECT PERIOD_ID, PERIOD_NAME FROM FCC_PERIODSWHERE APP_ID=1
```

- **Report Query**: Select the records to be included in the report. You can apply a security filter, so users see only the data that they are authorized to see based on their roles and the reports to which they are assigned. To apply a Security Filter to a report query, add the following syntax to the end of the query WHERE CLAUSE statement.

  ```
  $FCC_SECURITY_CLAUSE$
  ```

  When using`$FCC_SECURITY_CLAUSE$` in the query, the `FCC_TASKS` must be aliased to `TaskEO`

  Because many predefined queries included with Task Manager have the Security Filter applied, you can use them as examples when building your own.

  For example, the following Report Query specifies scheduled tasks to display Task Code, Name, Assignee and Schedule for all High Priority tasks in the selected schedule.

  ```
  SELECT TaskEO.TASK_CODEAS "$TASK_CODE$",

  TaskEO.TASK_NAMEAS "$NAME$" ,

  ((SELECT CASE WHEN FIRST_NAME IS NULL AND LAST_NAME IS NULL THEN
  USER_LOGIN ELSE FIRST_NAME||' '||LAST_NAME END FROM FCM_USERS WHERE
  USER_ID = (coalesce(AssigneeEO.ACTIVE_USER_ID, AssigneeEO.USER_ID))))AS
  "$ASSIGNEE$" ,

  DeploymentEO.DEPLOYMENT_NAMEAS "$SCHEDULE$"

  FROM FCC_TASKS TaskEO

  LEFT OUTER JOIN FCC_ACCESS AssigneeEO ON (TaskEO.TASK_ID =
  AssigneeEO.SOURCE_ID AND AssigneeEO.ACCESS_TYPE = "AS")

  LEFT OUTER JOIN FCC_DEPLOYMENTS DeploymentEO ON (TaskEO.SOURCE_ID =
  DeploymentEO.DEPLOYMENT_ID)

  WHERE (TaskEO.SOURCE_TYPE = "DEPLOYMENT")

  AND ((((TaskEO.PRIORITY=3 )

  AND (TaskEO.SOURCE_ID=~SCHEDULE~ ))))
  ```

5. Click **Generate Query** to build the query from the New Query dialog. The dialog assists you in creating a query against the database by allowing you to select any existing attribute in the product to be queried and/or filtered against. The system then generates the SQL to match the specified attributes and filters, at which time you can modify and enhance it.

   a. On the **Select Type** screen, select options:

      - From **Query**, select **Template Tasks** or **Schedule Tasks**.
      - **Optional**: Select the **Apply Security** checkbox to automatically apply the user security filter to the generated query. This applies the Security token to the query, to be filled in with the correct SQL when the report is generated.

   b. Click **Next**.

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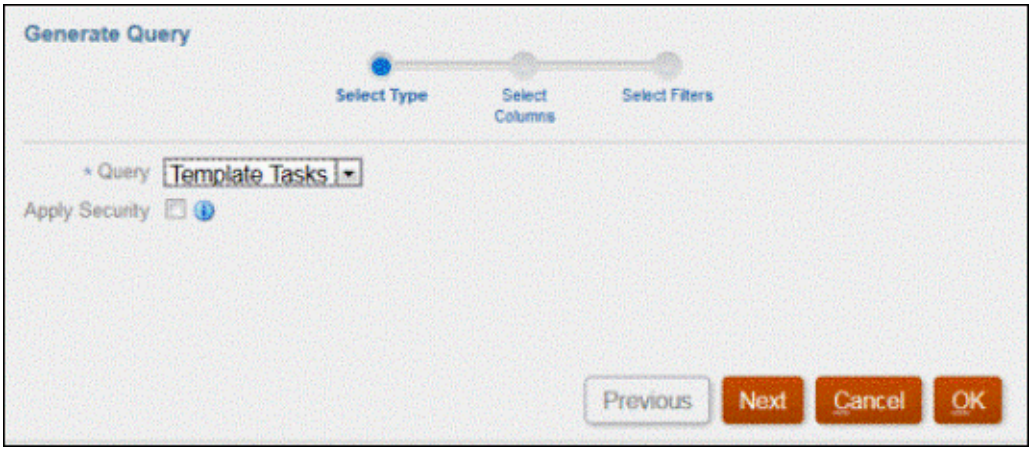
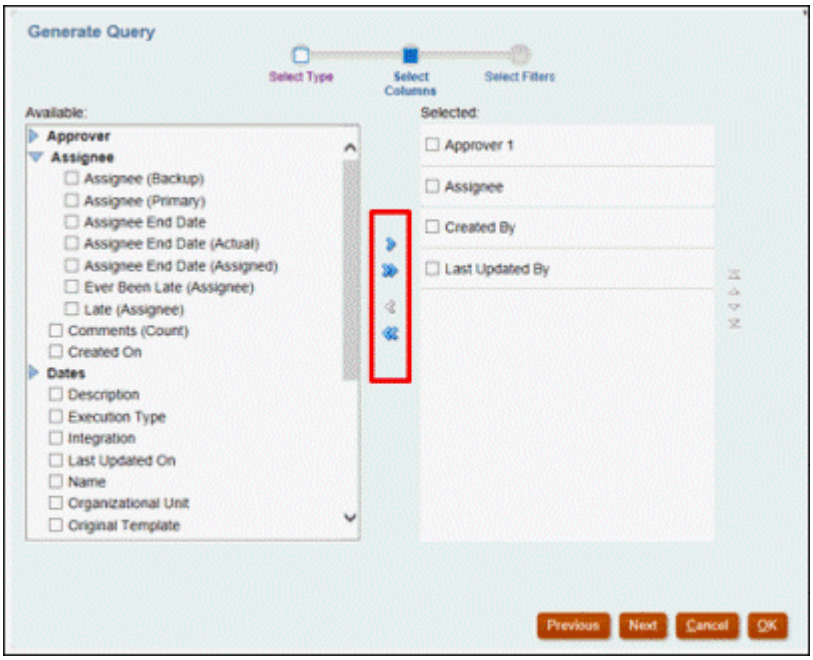


6. From **Select Columns**, select the columns to display in the query, and then click **Next**.



7. From **Select Filters**, click **Create Condition** or **Create Condition Group** and select the conditions to create the filters to create the query.

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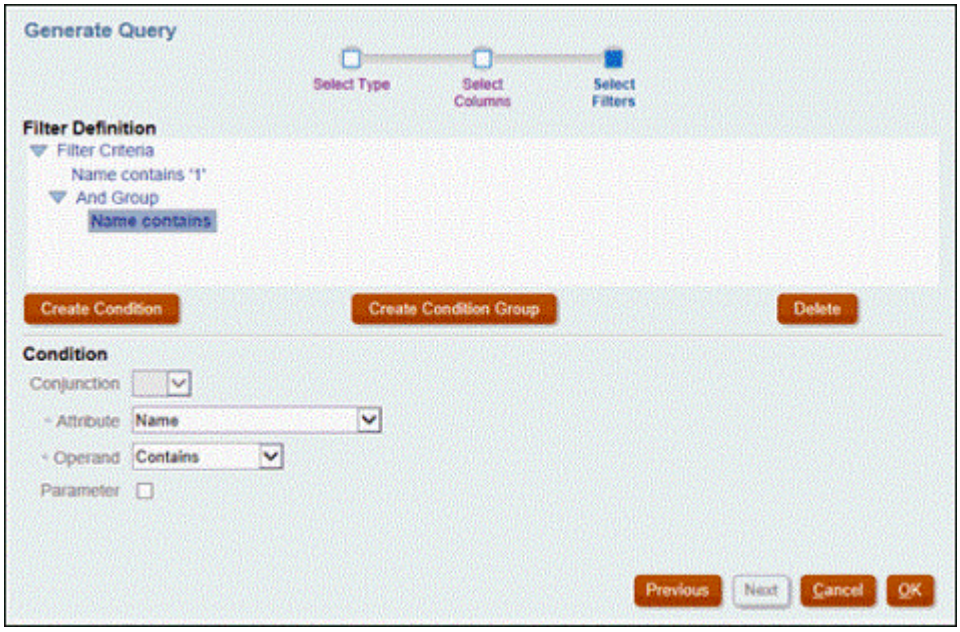
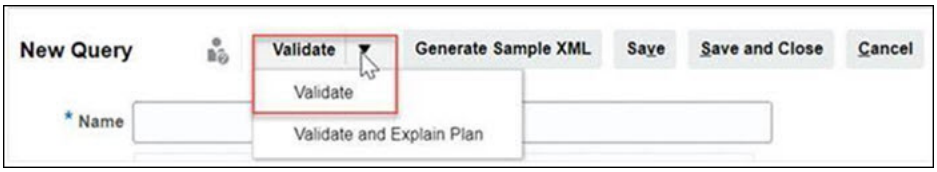


8. Click **OK**.
9. **Optional**: If you want to use the report in the future, click **Generate Sample XML**.
10. Click **Save**.
11. To test the query for errors:
    - Click **Validate** from the New Query dialog. You can also select **Validate** from the drop-down list.



      The query displays in the Queries tab.

> **Note**
>
> You can easily delete a query, or duplicate a query using the Action menu.

    - Click **Validate and Explain Plan** from the drop-down to validate the query and also generate the execution plan for this query. A .txt file that uses the same name as the query is generated. You can view or download the generated plan.
      Open this file to view the generated plan which contains the sequence of steps that is performed to run this query. If the performance of a query is suboptimal, you can use this plan to understand the cause of the problem and determine the best way to improve the query performance.

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> **Note**
>
> By default generation of execution plans is available only for OCI (Gen 2) environments. To enable it for Classic environments, contact Oracle using a service request.

Modifying A Query

A system administrator can edit a Task Manager query.

1. From the Home Page, select **Application**, and then **Reports**.
2. Select the **Queries** tab if it's not already selected, and then **Edit** from ••• next to the query you are editing.

> **Note**
>
> If it is locked, ask the System Administrator to unlock.

3. Select Task Manager or Supplemental Data Manager query.
4. In **Edit Query**, edit the information as needed.
5. After you are done with your changes, click **Save and Close**.

Creating a Template

Creating report templates is the second step in generating custom reports. Report templates are created in Microsoft Word with Oracle BI Publisher Desktop installed.

Make sure that you've already generated the sample XML when you created the query. The sample XML file is generated in the Sample XML folder.

To create a report template:

1. Open Microsoft Word with a new document.
2. Select the **BI Publisher** tab, then select the **Sample XML** folder and click **Load Data**.
3. Locate the `SampleQuery.xml` that was generated when you created the query and click **Open**.
   When the message displays, "*Data Loaded Successfully*", click **OK**.
4. Select **Insert**, and then **Table Wizard**.
5. Select **Table** and click **Next**.
6. Select the default data set and click **Next**.
7. Select the desired fields to show in the report and click **Next**.
8. Select **Group By**, select the fields to group by, and then click **Next**.
9. Select **Sort By**, select the fields to sort by, and then click **Finish**.
10. Save the template as an `.rft` file; for example: `SampleQuery.rtf`.

For more information about creating RTF templates, see Creating RTF Templates.

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Setting Up a Report Group

Creating report groups is the third step in generating custom reports. A report group enables you to group individual reports together so that you can organize reports in folder structures.

> **Note**
>
> Nested Report Groups are not supported.

After a report group has been created, you can modify it if necessary. You can duplicate a report group but its name must be unique. You can also delete a report group, however, deleting a report group deletes all reports associated with that group.

To create report groups:

1. From the Home Page, click **Application**, and then select **Non-Consolidation Reports**.
2. From the **Report Groups** tab, click **New**.
3. In the **New Report Group** window, enter:
   - **Name**: Enter a group name for the group of reports.
   - **Description**
   - **Display to User**: Select if you want this report group displayed to the user.

     The **Display to User** option enables report writers to have a group of reports hidden while they are working on them.
4. On the **Reports** tab, reorder or edit reports that have been added to the report group using the Move icons

   

   .
5. Click **Save and Close**.

Creating a Report

Creating report definitions is the fourth step in generating reports. Users can create reports from the queries and assign them to groups.

To create report definitions:

1. From the Home Page, click **Application**, and then select **Non-Consolidation Reports**.
2. Select **Reports**, and then click **New**.
3. In **New Report**, enter:
   - **Name**
   - **Description**
   - **Query**: Select a query.
   - **Template**: Click **Browse** and then browse to a report template. You can upload any supported Oracle Business Intelligence Publisher template format. See Creating a Template.
   - **Report Group**: Select the Group Name for the report from the drop-down menu.

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- **Display to User**: Select if you want the report displayed to a user.
- **Output Format**: Select a report output format that BI Publisher supports from one of the following options:
  - **xlsx**: Not supported for graphs.
  - **html**: Not supported for graphs and charts.
  - **pdf**
  - **csv**: Does not use a template and is better at faster data retrieval.
  - **csv (Formatted)**: Is best suited for a simple data table with formatted data and does not support images, graphics, or styling in the template.

> **Note**
>
> The **csv (Formatted)** output format takes additional time to generate the report to honor template formatting when compared to the **csv** format. Therefore, you can select **csv** to generate the data quickly or **csv (Formatted)** to generate formatted template based data.

4. To complete the report definition, you must set the parameters and access:
   a. For Parameters, select the **Parameters** tab.

      Parameters from the query are identified and added to the list. Update the following:

      - **Display Name**
      - **Parameter Type**: The available options are:
        - **Task Manager / Supplemental Data / Enterprise Journal Attribute**
        - **Text**
        - **Date**
        - **Date/Time**
        - **Number**
        - **Query**
        - **Integer**
        - **True/False**
        - **Yes/No**
        - **User**
      - **Display To User**: Clear the checkbox if you do not want the parameter to be displayed and want the value to be used. You can use a single query to create multiple reports. In such scenarios, few parameters are hidden and values defined in the **Parameters** tab are used.
      - **Attribute/Query**: For Attributes, the drop-down lists the attributes for Task Manager. For Query, the drop-down lists all queries of the **Parameter Type**. This can be used to make parameters such as dynamic LOVs. See Creating a Task Manager Query
      - **Parameter Value**: The default value is displayed.

   b. For Access, select the **Access** tab.

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c. From the drop-down lists, select the **Application Module**, then select a **Role** for the Application Module.
For example, you can select Task Manager for the Application Module, then select to assign access to the Power User role.

You can use **Add** or **Remove** to change the list of users who can access the report.

> **Note**
>
> The report must be granted access to at least one application module for the report to display in the corresponding **Reports** tab.

5. Click **Save and Close**.

Searching and Filtering Queries, Report Groups, or Reports

Using the search field and filter options, you can control the records that you see in the list of queries, report groups, or reports.

To filter queries, report groups, or reports:

1. From the Home Page, click **Application**, and then select **Non-Consolidation Reports**.
2. Select the **Queries**, **Report Groups**, or **Reports** tab.
3. Enter search criteria in the **Search** text box.
4. **Optional:** From the filter bar, click on a category to display additional search operators such as **Equals**, **Does Not Equal**, **Contains**, **Does Not Contain**, **Starts With**, and **Ends With**.

> **Note**
>
> - Click **Add a Filter** to view all categories.
> - To hide the filter bar, click the **Hide Filter Bar** icon.
> - To clear all filters, click the
>
> **Filters** icon, and then click **Clear All Filters**.

Generating the Report

Generating reports is the final step in the process. After a Service Administrator has built the custom report, any user or group or team granted access can generate the report.

A Service Administrator can also use REST API commands to generate a report. For detailed information, see Generate Report for Financial Consolidation and Close and Tax Reporting in *REST APIs*. For large reports, the `runAsync` parameter for report generation in REST API allows reports to run asynchronously (value of true).

To generate reports:

1. From the Home Page, click **Reports**.
2. Click the **Task Manager Reports** tab.

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3. Select the report you want to generate. You can use the quick **Search** option to find a report under a selected group.
4. For **Output Format**, select from the following:
   - **xlsx**: Not supported for graphs.
   - **html**: Not supported for graphs and charts.
   - **pdf**
   - **csv**: Does not use a template and is better at faster data retrieval.

     > **Note**
     >
     > For reports that contain more than 10,000 records, it is recommended to use the **csv** format.

   - **csv (Formatted)**: Is best suited for a simple data table with formatted data and does not support images, graphics, or styling in the template.

     > **Note**
     >
     > The **csv (Formatted)** output option takes additional time to generate the report to honor template formatting when compared to the **csv** format. Therefore, you can select **CSV** to generate the data quickly or **csv (Formatted)** to generate formatted template-based data.

5. Click **Generate**.
6. Enter the **Name**, and then select the **Schedule** and **Period** from the drop down menus.
7. Click **Generate**.
   When done, the system displays a "Completed Successfully" status message.

   > **Note**
   >
   > - Click **Back** to preserve the parameter values that you have selected and regenerate the report.
   > - Click **Reset** to clear the parameter values that you have selected and regenerate the report.

8. Select **Open with** or **Save File** to save the ZIP file.

The report generation process uses a backend job framework that runs report jobs in the background. If the report has an error, for example, if the size is greater than the recommended size, you see a message stating the error in the Generate Report dialog before the report is generated. For reports with very large number of records, it is recommended to use filtering to break the report down to fewer records.

Understanding Reports Security

This topic describes the security for standard reports and custom reports in Task Manager.

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> **Note**
>
> A Service Administrator can also use REST API commands to generate user details report. For detailed information, see Generate User Details Report for Financial Consolidation and Close and Tax Reporting in *REST APIs*.

Standard (Predefined) Reports Security

A security clause is in all standard report queries. This means that the reports have a security filter enforced on these reports by default. For example, Power User security (established under **Access Control**), to allow access to certain tasks is enforced on reports. A Power User with access to only certain tasks can only see reports for those tasks.

Administrators can edit reports to give users access to a report using the **Access** tab in the **Edit Report** dialog. This ensures that if you allow users to see reports, they can only see data appropriate for them as determined by the Administrator.

The security clause is also included as part of the following predefined **Task Manager** reports:

- At Risk Tasks
- Task Compliance Analysis
- Early Tasks
- Late Tasks
- Task Performance Analysis by Organizational Unit
- Rejected Tasks
- Task Audit Trail
- Users with Late Tasks

Assigning User Access to Standard Reports

An Administrator can decide to give access to standard reports to various users. This is done by using the **Access** tab on the **Edit Report** dialog.

To grant users access to a report:

1. From the Home page, click **Application**, and then select **Non-Consolidation Reports**.
2. From **Reports**, select the report you want, and from **Actions**, select **Edit**.
3. On the **Edit Report** dialog, under **Access**, you can use **Add** or **Remove** to change the list of users who can access that report.
4. Click **Save** or **Save and Close**.

Custom Reports Security

For custom reports, you can determine when you create your query whether you want to have a security clause inserted into the query and then assign access to the report to users. This means that the creator of the report determines who should be given access.

Using Task Manager Report Binders

Task Manager report binders enable you to create a history of all activities that occurred as part of a schedule, for example, the Corporate Q1 Close. You use filters to specify the schedule, tasks to include, and which task information to include.

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Information for all tasks that meet the binder filter criteria are output in HTML to a ZIP file. They contain HTML and other files. When you extract the ZIP file, a directory structure is formed, in which you can access the HTML file to view the report binder. Because the report is self-contained in one file, it can easily be copied, printed, or emailed for internal or external reviews.

Generating Report Binders

The Generate Report Binder dialog box enables you to specify the parameters needed to create a report. When you open a schedule in a view and run Generate Report Binder, the report binder is applied to the current view and incorporates only the tasks within the current filtered view.

The report binder is generated and returned through the browser as a document. When you run Generate Report Binder, you have the option to open it immediately or to save it to disk as a ZIP file.

You can generate report binders for multiple schedules at a time. This can be helpful if your application has a large number of schedules.

To generate a report binder:

1. From the list of Schedules, select one or more schedules for which to generate a report binder.
2. From the **Actions** dropdown, select **Generate Report Binder**.
3. For **Report Binder Name**, enter a name.
4. For **Description**, enter a binder description.
5. From **Optional Components**, select the task components that you want to display in the report:
   - **Alerts**
   - **Comments**
   - **Attachments**

   > **Note**
   >
   > Including attachments in the report greatly increases the size of the report and may impact the performance.

6. Click **Generate**.
7. From File Download, select **Save**.

   The Save As dialog box is displayed, and the ZIP file name is displayed at the bottom.
8. Select a directory for the ZIP file, click **Save**, then **Close**.

Viewing Report Binders

When you generate a report binder, it is output in one zipped file. The ZIP file name is the name that you specified for the Report Binder. The report pages are merged into an HTML report, with page breaks for sections as required, so that the report can be printed with a print command. If you choose to include attachments, a separate attachment appendix, containing links to attachments with corresponding tasks and alerts, is created, which you can print separately. All attachments are downloaded to separate folders.

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If you saved the report binder as a ZIP file, you can extract everything from the ZIP, which creates a directory structure with the same name as the report binder. You can see the report binder by opening the HTML page in the directory. The first report page contains information on the report binder, the schedule, and displays a list of tasks and alerts available in the report binder. You can navigate to the Tasks section to see task details such as status, Assignee, start and end dates, and duration. If a task has not started, the projected (scheduled) date is displayed. Each task is a link to a Task Detail page. By default, it includes sections for Attributes, Instructions, Questions, Workflow, Predecessors, and History. If you selected the options to include Alerts and Comments when you generated the report binder, those sections are also displayed.

The first page also contains a list of alerts into which you can drill further. From the Alert Detail page, you can navigate to the associated task.

To view report binders:

1. Navigate to the directory in which you downloaded the ZIP file, and double-click the file.
2. Extract the ZIP files to the desired directory.
3. Navigate to that directory and locate the subdirectory that matches the ZIP file name.
4. From the subdirectory, double-click *report_binder_name*.html to view the report binder.

Generating Cloud EPM System Reports for Task Manager

Reports provides a user-friendly, robust report development framework along with an enriched report viewer experience. Using Reports' Tables, you can incorporate Task Manager data within the Cloud EPM Reports platform – Reports, Books, and Bursting.

For more information, see:

- Designing Reports in *Designing with Reports*
- Task Manager Attributes List in *Cloud EPM System Reporting Schema Reference Guide*

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Managing Supplemental Data

Related Topics

- Supplemental Data Process Overview
- Managing Supplemental Data Manager Views, Lists, and Filters
- Managing Supplemental Data System Settings
- Managing Supplemental Data Manager Teams
- Adding Teams and Members for Supplemental Data Manager
- Importing and Exporting Teams and Members for Supplemental Data Manager
- Exporting Supplemental Data Manager Users
- Editing Teams and Members for Supplemental Data Manager
- Deleting Teams and Removing Members for Supplemental Data Manager
- Managing Supplemental Data Manager Users
- Working with the Supplemental Data Analysis Dashboard
- Managing Dimension Attributes in Supplemental Data Manager
- Working with Collection Intervals
- Working with Supplemental Data Collections
- Creating Supplemental Data Manager Form Templates
- Editing Form Templates
- Duplicating Form Templates
- Deleting Form Templates
- Deploying a Form Template to a Data Collection Period
- Un-Deploying a Form Template
- Re-opening Supplemental Data Forms
- Bulk Loading of Data into Collections
- Reassigning Users in Supplemental Data Manager
- Validating Supplemental Data Total Against an Account Balance
- Viewing Data in the Supplemental Data Analysis Dashboard
- Working with Supplemental Data in Smart View
- Using Currency Translation
- Using Reports
- Generating Custom Reports for Supplemental Data Manager
- Creating a Supplemental Data Query
- Creating a Template

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- Setting Up a Report Group
- Searching and Filtering Queries, Report Groups, or Reports
- Creating a Report
- Generating the Report
- Understanding Reports Security
- Generating Cloud EPM System Reports for Supplemental Data Manager

Supplemental Data Process Overview

Supplemental Data Manager helps you organize, update, edit, and manage supplemental data, typically financial transactions. It is a robust ad hoc data collection process useful for footnotes, disclosures, and supporting details.

1. The Administrator creates an application enabling the Supplemental Data feature, and refreshes the database, which sets up the system settings information.
2. The Power User performs these procedures:
    - Creates additional Dimensions which may be required within their data collection.
    - Creates the collection interval to define the frequency of the data collection process, and the workflow dimensions on which their forms will be based.
    - Creates collections and subcollections to store the data as part of the data collection process.
    - Creates attributes, and calculation and validation rules for the attributes.
    - Creates Data Form Templates to ensure a consistent and repeatable data collection process.
    - Assigns workflow and access for each data form template.
    - Deploys the form template to a specific data collection period to be ready for the collection process.
        - If the period is not open, then the form instances are in Pending status.
        - If the period is open, then the form instance is active and available for data entry.
3. The Administrator opens the Period after dimensions, collections, and forms are created in the system, and opens a Period to start the data collection process.
4. The User then performs these tasks:
    - Loads data manually once the Period is open or uses a CSV file to import form data. Users can also act on any actions to be done, for example, entering comments and answering questions.
    - Performs validation and ensures correctness of data.
    - Submits data for approval.
5. The User assigned as the approver reviews and approves or rejects the data (may have multiple levels of approval).
6. The User views summarized data after the data is approved (depends on the workflow option), and posts data.
7. The Administrator or Power User sends email alerts to assigned users for their related data forms.
8. The Administrator closes and locks the Period for the data collection:

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- Closes the Period for Data Collection (prevents additional form instances to start)
- Locks the Period for Data Collection (allows no additional changes)

You can also manage the data collection process and work with supplemental data forms using the Supplemental Data option in Oracle Smart View for Office. You must first install the Smart View Extension for Supplemental Data Manager. To install the extension, see Downloading and Installing Clients in *Getting Started Guide for Administrators*.

For information on Supplemental Data, see  Supplemental Data.

For additional information about using Supplemental Data, see the tutorial Reviewing, Updating, and Analyzing Supplemental Data in Financial Consolidation and Close.

Managing Supplemental Data Manager Views, Lists, and Filters

Related Topics:

- Viewing Supplemental Data Manager Lists
- Working with Views
- Working with Filters
- Working with the Supplemental Data Analysis Dashboard

Viewing Supplemental Data Manager Lists

A saved list provides a consistent layout of the supplemental data tasks screen. It saves the filter condition and also the column display.

If you are an Administrator, you can see all the available forms in the system, and the user who is working on them.

If you are a user other than an Administrator, you can see all active forms for your role that need your attention.

To view forms:

1. On the Home page, click **Task**.
2. Click **Supplemental Data Tasks** on the left navigation.
3. Select a **Year**, **Period**, and **Template**.
4. **Optional:** To search for a form, in the **Search** field, enter any text or numeric for which to search the form list.
5. **Optional:** To filter the list of form, click the **Filter**  icon next to the **Search** field and specify filter criteria.
6. **Optional**: To export the forms, from the **Actions** menu, click **Export to Excel**.

Sample Supplemental Data Tasks List

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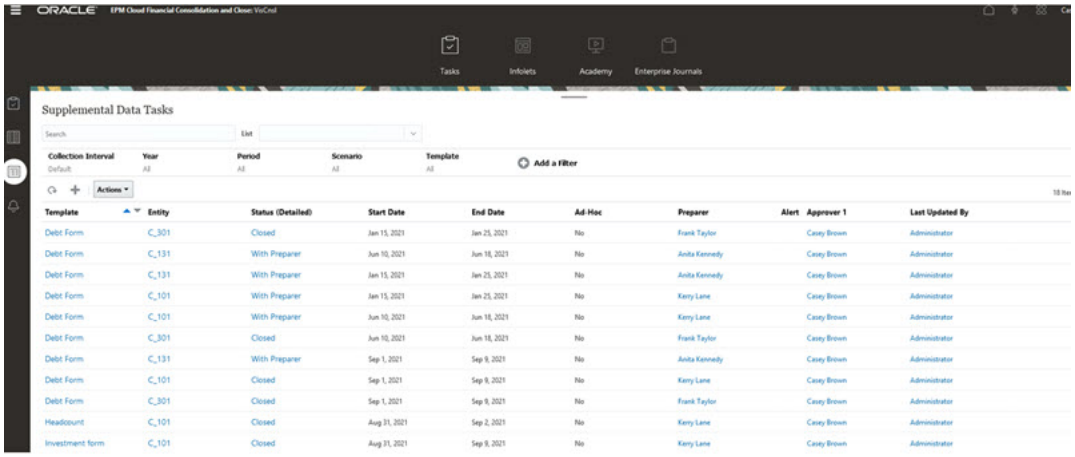

Column Definitions for Supplemental Data

This section provides the definitions for the Supplemental Data columns.

Table 26-1 Column Definitions for Supplemental Data Tasks

Column Attribute	Description
Ad-Hoc	Indicates whether the form is ad-hoc or not.
Alert	Alert associated with the supplemental data task
Approver 1	User, Group, or Team responsible for approving the supplemental data task at Approver level 1
Approver 1 (Actual)	User who approved the supplemental data task at Approver Level 1
Approver 1 (Primary)	User, group, or team that was specified to approve the supplemental data task at Approver level 1
Approver 1 (Claimed)	Indicates if the form is claimed by the approver at Approver level 1 when the form is assigned to a team or a group.
Approver 1 End Date (Actual)	Actual end date when the role was completed
Approver 1 End Date (Assigned)	Assigned end date for the approver
Approver 1 Rejections (Count)	Total count of forms rejected by the approver
Approvers (Count)	Total count of assigned approvers
Comments (Count)	Number of comments entered for the form
Count (Collection)	Number of line items in a form
Created By	User who created the form
Created On	Date and time when the user created the form
Current Due Date	Due date for the current responsible user
Description	Description of the supplemental data task
End Date	Effective end date of the supplemental data task
End Date (Actual)	Date when the supplemental data task moved to Closed workflow status
Entity	
Ever Been Late	Has any Role Ever Been Late (Yes/No) If the Preparer was late, or any Reviewer was late, then Ever Been Late is set to Yes.
Ever Been Late (Approver)	Indicates whether approver role has ever been late.

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Table 26-1 (Cont.) Column Definitions for Supplemental Data Tasks

Column Attribute	Description
Ever Been Late (Integrator)	Indicates whether integrator role has ever been late.
Ever Been Late (Preparer)	Indicates whether preparer role has ever been late. For example, assume that the Preparer was on time with the original submission. However, a Reviewer rejected the form and it's now reassigned to the Preparer. If the Reviewer was late, then Ever Been Late (Preparer) is set to Yes.
Integrator	User, group, or team currently assigned as the Integrator for the supplemental data task
Integrator (Actual)	User who performed the Integrator role
Integrator (Claimed)	Indicates if the form is claimed by the integrator when the journal is assigned to a team or a group.
Integrator (Primary)	User assigned as the primary Integrator
Integrator End Date	End date set for the integrator
Integrator End Date (Actual)	Actual end date for the integrator
Last Updated By	Name of the user who last updated the supplemental data task
Last Updated On	Date and time when the supplemental data task was last updated
Late	Late when the current date is greater than the Due Date of the supplemental data task
Late (Approver 1)	Approver 1 is late when the current date is greater than the due date for any approver
Late (Integrator)	Integrator is late when the current date is greater than the due date for any integrator
Late (Preparer)	Preparer is late when either of the following is true: • The current date is greater than the preparer's due date • The supplemental data task is re-opened to the preparer after their due date Once the preparer submits the supplemental data task, Late is set to No. If the supplemental data task is re-opened to the Preparer after their submission End Date, this attribute is set to Yes. Once the Preparer submits the supplemental data task, Late is set to No.
My End Date	End date for the role you have on the supplemental data task
My Role	Role that you have on the supplemental data task
Period	Data collection period
Preparer	User, group, or team who is responsible to prepare the supplemental data task.
Preparer (Actual)	User who prepared the supplemental data task
Preparer (Claimed)	Indicates if the form is claimed by the preparer when the journal is assigned to a team or a group.
Preparer (Primary)	User who is assigned as the Primary Preparer to prepare the supplemental data task
Preparer End Date	End date when the role must be completed
Preparer End Date (Actual)	Actual end date when the role was completed

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Table 26-1 (Cont.) Column Definitions for Supplemental Data Tasks

Column Attribute	Description
Rejections (Count)	Number of times the form was rejected (per user)
Responsible	Name of active user for the supplemental data task
Start Date	Overall start date of the supplemental data task
Status (Detailed)	Detailed workflow status for the supplemental data task
Status (Icon)	Status of the form indicated by an icon
Template	Associated template for the supplemental data task
Total (Collection.Attribute)	Total of the Number attribute in the form
Year	Year associated with the supplemental data task

Example

The following example shows the workflow.

Sl. No.	Action	Preparer/ Approver/ Integrator	Preparer/ Approver/ Integrator (Actual)	Preparer/ Approver/ Integrator (Primary)	Comments
1	Initial State	PREP_TEAM		PREP_TEAM	Before any claim action - Actual value empty (For Ad-Hoc preparer, the team or group is not applicable, and Preparer (Primary) will show the user that it's assigned to)
2	Barry Mills claims the form	Barry Mills		PREP_TEAM	User information based on claim action
3	Barry Mills submits the form	Barry Mills	Barry Mills	PREP_TEAM	Actual value based on workflow action
4	Admin re-assigns the form to Susan Chang	Susan Chang	Barry Mills	Susan Chang	Re-assignment impact by admin on columns
5	Journal gets rejected	Susan Chang		Susan Chang	User information based on a workflow rejection
6	Susan Chang submits the form	Susan Chang	Susan Chang	Susan Chang	User information post workflow rejection

Table 26-2 Column Definitions - Supplemental Data

Column Attribute	Description
Name	Name of the supplemental data record
Description	Description of the supplemental data record

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Table 26-2 (Cont.) Column Definitions - Supplemental Data

Column Attribute	Description
Collection Interval	Name of the collection interval associated with the supplemental data form
Frequency	Frequency of the data collection process
Last Update	Date and time when the supplemental data was last updated
Last Updated By	Name of the user who last updated the supplemental data

Managing Supplemental Data System Settings

Related Topics

- Setting Email Notifications in Supplemental Data Manager
- Setting Preferences for Supplemental Data
- Setting Supplemental Data Governors
- Using Oracle Cloud Object Storage to Store Supplemental Data Manager Attachments

Setting Email Notifications in Supplemental Data Manager

Service Administrators can set up Email Notifications forSupplemental Data Manager users in **Task Manager** > **System Settings**. For more details, see Enabling Email Notifications.

Setting Preferences for Supplemental Data

You can specify preferences for the number and cell formats to be displayed for Supplemental Data. You can specify the number of decimal places to display, how you want to display negative numbers, cell styles, fonts, and colors.

To set Supplemental Data preferences:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **System Settings** tab on the left.
3. On the **System Settings** page, click the **Preferences** link.
4. For **Number Format,** select these options:
   - **Decimal Places**
   - **Negative Number**
5. For **Cell Format**, select these options:
   - **Cell Styles**
   - **Font**, and then select **Bold**, **Italic**, or **Underline**
   - **Font size**
   - **Text Color**
   - **Background Color**
6. Click **Save**.

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Setting Supplemental Data Governors

In Supplemental Data, you can set governors on Collection attributes to improve application performance. The system provides default settings, which you can decrease or increase up to the maximum value. It enforces the maximum limits when objects are created.

For example, you can specify the maximum number of Calculated attributes per Collection. When you create Calculated attributes, if the number of attributes is below the maximum value, the system creates the attributes. If the maximum limit has been reached, the attributes are not created and the system returns a validation message that the number is out of range. You can also specify the maximum number of Dimension attributes, number of sections per Form Template, and number of attributes per Form Template Section, number of attributes displayed on Data Analysis, and maximum number of items displayed in a list.

To set Supplemental Data governors:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **System Settings** tab on the left.
3. On the **System Settings** page, click the **Governors** link.
4. Specify a maximum value of attributes or leave the default setting:
   - **Maximum Number of Calculated attributes**
   - **Maximum Number of Dimension attributes**
   - **Maximum Number of Sections per Form Template**
   - **Maximum Number of attributes per tabular Form Template Section**
   - **Maximum Number of attributes displayed on Data Analysis**
   - **Maximum Number of Items displayed in a List** (default is 10000).
5. Click **Save**.

Using Oracle Cloud Object Storage to Store Supplemental Data Manager Attachments

You can store attachments for Supplemental Data Manager in the Oracle Cloud Object Storage instead of the Financial Consolidation and Close database. Object Storage is configured for Supplemental Data Manager within the Task Manager System Settings. For details on how to setup Object Storage, see Using Oracle Cloud Object Storage to Store Attachments.

Managing Supplemental Data Manager Teams

Teams are defined and provisioned with Owner, Assignee, and Approver roles. Then, rather than assigning named users these roles on a task, the role is assigned to the Team. Administrators and Power Users can add, edit, and delete teams.

> **Note**
>
> An individual user can be assigned to a maximum of 1,000 teams, either directly or indirectly.

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About Teams and Groups

Both teams and groups allow you to create collections of users. The difference is that groups also allow application roles to be assigned. For example, a Group of users could be created with the Reports - Manage application role and this allows all the users in the group to create reports. Because a user's role can be changed by groups, only Service Administrators can manage them. This leads to a more centralized management of groups. In addition, Oracle Identity Cloud Service (IDCS) groups can also be configured so that user membership can be synchronized with the customer's Identity Management tool of choice. For more information about Cloud EPM groups and IDCS Groups, see Managing Groups in *Administering Access Control*. Lastly, two features of Groups that aren't available for Teams are:

- Groups are allowed to be included (nested) within another group
- User assignment and unassignment to Groups is audited

Teams are simply a collection of users. Because they do not grant roles, Power Users (or any user granted permission by a Service Administrator) can administer them. This allows for a more distributed management of teams. For example, management of teams can be done by each client's organization leaders around the globe.

Therefore, you should use groups when you need to assign roles or have a centralized management of your users which can be integrated with your Identity Management if desired or or if you need the nesting or auditing features. You should use teams if you have a more decentralized management of your users and do not need to assign application roles.

Related Topics:

- Adding Teams and Members for Supplemental Data Manager
- Importing and Exporting Teams and Members for Supplemental Data Manager
- Exporting Supplemental Data Manager Users
- Editing Teams and Members for Supplemental Data Manager
- Deleting Teams and Removing Members for Supplemental Data Manager

Adding Teams and Members for Supplemental Data Manager

You can create teams specifically for Supplemental Data, for example, for working on Supplemental Data forms. You can then determine which users or teams can claim a form, and from Access, you can assign teams for workflow stages. Each team is assigned a role. By default, the User role is created.

When adding teams, you should maintain unique names for User IDs and teams. Do not add a team that has the same name as a User ID.

To add teams and members for Supplemental Data:

1. On the Home page, click **Tools**, and then click **Access Control**.
2. Click the **Teams** tab, and then click  **New**.
3. Enter a **Name** and **Description** for the team.
4. Select the **Supplemental Data** tab.
5. Select **User**.
6. To add members:

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a. From the **Members** section, click **Add**.

b. Enter the partial or full **First Name**, **Last Name**, or select **Search** to select the names.

c. In the **Search Results** section, select **Add**, or **Add All** to add the selections to the **Selected** list.

d. Click **OK**.

7. On the Define Team dialog box, select **Primary User** to have the tasks default to a **Claimed** status with that user.

> **Note**
>
> Other team members can then claim the task.

8. Click **OK**.

Importing and Exporting Teams and Members for Supplemental Data Manager

Administrators and Power Users can perform a bulk update of teams and members by exporting a file, making changes and re-importing the file, rather than updating teams and members individually. When the teams.csv file is exported, it provides a report of the teams and the members for each team. You can change the name of the default .csv file as required.

You need to perform the following steps:

- Create the export .csv file. For details about the forat, see Supplemental Data Manager Team File Format.
- You can perform bulk edits for existing teams, or create new teams by editing the teams.csv file.
- Import the information back to the application.

Exporting Teams and Members

To perform a bulk export of Teams and Members:

1. On the Home page, click **Tools**, and then click **Access Control**.
2. Click the **Manage Teams** tab.
3. Select a team.
4. Click the Export File icon 
5. Click **Save** to save the **teams.csv** file. The file provides a listing of all teams and the members for each team.

Importing Teams and Members

When you import teams, the system merges the Team list. For example, if the application has Team 1, Team 2, and Team 3 defined, and the CSV file has Team 2 and Team 4 defined, after the import process, Team 2 will be updated and Team 4 will be added.

Team membership will be replaced by the contents of the CSV file. For example, if the application has Team 1 with membership of UserA, UserB, and UserC, and the CSV file has a

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membership of UserB and UserD, after the import process, Team 1 membership will include UserB and UserD.

To perform a bulk import of Teams and Members:

1. On the Home page, click **Tools**, and then click **Access Control**.
2. Click the **Manage Teams** tab.
3. Select a team.
4. Click **Import**  , and complete the following information:
   - Under **File**, browse to the exported .csv file.
   - Under **Import Type**, select one of the following options:
     - Click **Replace** to replace the rows that are in the export .csv file.
     - Click **Replace All** to perform the import as follows:
       * If the team exists in both the UI and the .csv file, the import will overwrite to update the team in the UI.
       * If additional teams exist in the UI but not in the .csv file, those teams will be deleted.
       * If additional teams exist in the .csv file but not in the UI, those teams will be imported.

     > ⚠ **Caution**
     >
     > Any entries that are not included in the import file will be deleted.

   - Under **File Delimiter**, select **Comma** or **Tab**. The default is comma.
5. Click **Import**.
   The import runs, providing statistics on the progress of the import.
6. When the import is complete, verify the results in the **Import Teams** message box and then click **OK**.

Supplemental Data Manager Team File Format

When you create a .csv file to import or export teams, it must use the following format:

CSV Element	Required	Description
#team	Yes	List of teams with team description and roles
#team_children	No	List of team members
Roles	No	If team has specific roles, allowed values are Yes and No. Default value is No. Allowed roles are Administrator, Power User, User, and Viewer.
id	Yes	Uniquely identifies a team or team name

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CSV Element	Required	Description
Primary_user	No	Allowed values are Yes and No. Default value is No if either the column or value is not specified.

A sample CSV file is shown below.

#team						
id	description	task_administrator	task_power_user	task_user	task_viewer	sdm_user
Team1	First Team	No	Yes	Yes	Yes	No
Team2	Second Team	Yes	No	No	No	Yes
#team_children						
id	user_id	primary_user				
Team1	UserA	Yes				
Team1	UserB	No				
Team1	UserC	No				
#team_children						
id	user_id	primary_user				
Team2	AdminA	Yes				
Team2	AdminB	No				

Exporting Supplemental Data Manager Users

Administrators and Power Users can export a list of users to a CSV file. You cannot import the list of users, however the user information such as the user login can be helpful in creating a Team import file.

To export a list of Supplemental Data Manager users:

1. On the Home page, click **Tools**, and then click **Access Control**.
2. Click **Manage Users**.
3. Click **Export to CSV**.
4. Click **Save** to save the **export.csv** file.

Name	User Login	Status	Teams	Description
AppUser1	app1	Available	Team1, Team 2	User1
AppUser2	app2	Available	Team1	User2
View User1	view1	Available	Team3, Team4, Team5	Viewer1

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Editing Teams and Members for Supplemental Data Manager

To edit teams or members for Supplemental Data:

1. On the Home page, click **Tools**, and then select **Access Control**.
2. Click the **Teams** tab
3. Select a team, and click **Edit**.
4. Edit the teams and members and select **OK**.

Deleting Teams and Removing Members for Supplemental Data Manager

To delete teams or members for Supplemental Data:

1. On the Home page, click **Tools**, and then click **Access Control**.
2. Click the **Teams** tab.
3. To delete teams, select a team, click **Delete**, and from the confirmation prompt, click **Yes**.
4. To remove members, double click a team name, and on the **Edit Team** dialog box, select a member and then click **Remove** from the **Actions** drop-down.
5. Click **OK**.

Managing Supplemental Data Manager Users

Under **Access Control**, you can use **Task Manager Users** to access information about users on the system. The following fields can be used as columns or filters on the Users List.

You can determine which columns you want to display, as well as filter the list, and then export to csv or Excel format.

To see detailed information about a user, double-click the user name and the **User Details** dialog is displayed.

- **Name** - full name of the user. Column and filter selected by default.
- **Last Login** - date and time of last user login.
- **Timezone** – timezone that is set in the user preferences of the respective user
- **Organizations** - list of organizations that the user is assigned to.
- **Form Integrator** – (Yes/No) indicates whether the user is an Integrator in any supplemental data form. This includes indirect assignments using Groups and Teams.
- **Form Approver** – (Yes/No) indicates whether the user is an Approver in any supplemental data form. This includes indirect assignments using Groups and Teams.
- **Form Preparer** – (Yes/No) indicates whether the user is a Preparer in any supplemental data form. This includes indirect assignments using Groups and Teams.
- **Task Approver** – (Yes/No) indicates whether the user is an Approver in any Task Manager Task. This includes backup assignments and indirect assignments using Groups and Teams.

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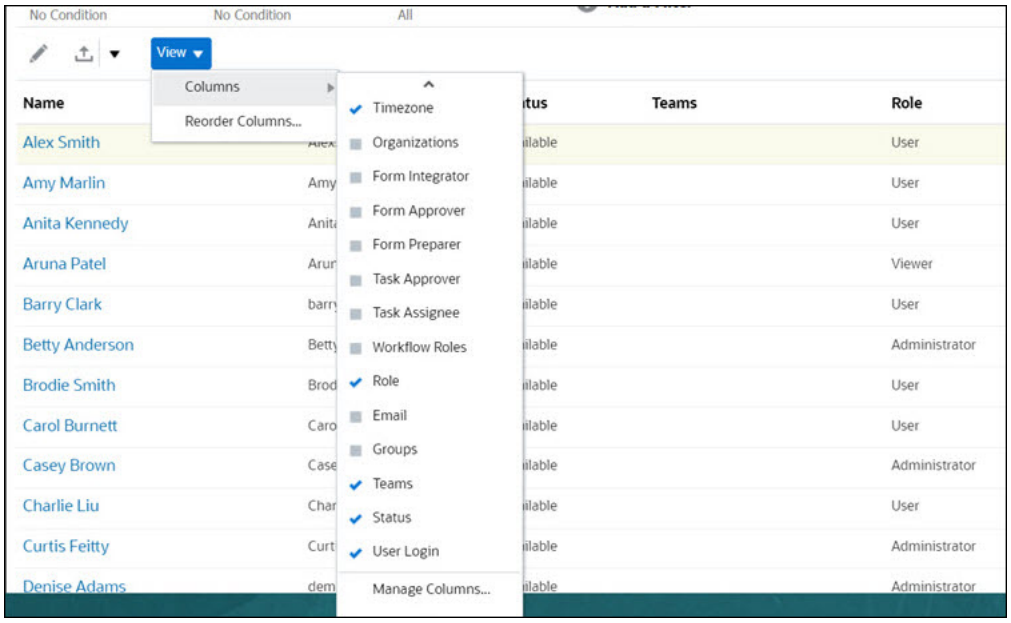
- **Task Assignee** – (Yes/No) indicates whether the user is an Assignee in any Task Manager Task. This includes backup assignments and indirect assignments using Groups and Teams.
- **Workflow Roles** - roles the user is assigned to in Tasks or Forms (Task Assignee, Form Approver 1, Task Viewer etc.).
- **Role** - highest external role the user is assigned to.
- **Email** - email address for the user.
- **Groups** – list of groups the user belongs to.
- **Teams** - list of teams the user belongs to. Column selected by default.
- **Status** - user status (Available or Unavailable). Column and filter selected by default.
- **User Login** - user ID. Column and filter selected by default.

Example



Clicking **Clear Settings** for a user reverts the following to the default values set for this user:

- Columns selected on dashboards and most of the Manage dialogs (for example, Manage Attributes dialog)
- Sorting in dashboards
- Applied filters in dashboards
- State of various switches and controls on the dashboards
- Default date formatting for the import dialog

Working with the Supplemental Data Analysis Dashboard

The Supplemental Data Analysis dashboard contains the details of collections and sub-collections, making it easy to view and filter the information. You can also select and sort columns, and save lists.

To view Collections in the Data Analysis dashboard:

1. On the Home page, click **Data**.

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2. From the left, click **Data Analysis**.

   The Supplemental Data Analysis page is displayed.

3. From the **Collection** drop-down list, select a collection/subcollection and the data collection period (frequency dimension member combination) for which you want to access and analyze data.

   For example:

   Collection Name: Debt Details

   Data Collection Period parameters: Year: 2020, Period: April, Scenario: Actual.

4. **Optional:** Click **Add a Filter**, then enter a filter value. Available filters are based on the collection you selected.

5. **Optional:** For more detailed filtering, from **Add a Filter**, click **Advanced**, then define filter criteria and create conditions.

   To define a condition or group:

   a. Click **Create Condition** or **Create Condition Group**.

   b. **Conjunction**: Select **And** or **Or**. These state how this condition or group relate to prior sibling conditions or groups.

   c. **Attribute**: An attribute is a field or value that a condition compares to a value for inclusion in the result set of a filter. An attribute denotes more than the list of user-defined attributes.

   d. **Operand**: States what kind of evaluation to perform against the attribute.

   e. **Value**: Specifies what values to compare the attribute against. The type of attribute determines what input field is available.

   f. To save, clear, or manage filters, click the **Filters** (**...**) button on the right of the page.

6. From **Actions**, choose **Select Columns** to select columns for the data that you want to display.

   > **Note**
   >
   > The first 80 characters are displayed in the **Description** field of a particular Entity and on mouse over the whole text is displayed.

7. **Optional:** To export data from the Collection, from **Actions**, select **Export**, and select **Export to Excel** or **Export to CSV**.

   > **Note**
   >
   > CSV export of **Yes**/**No** fields and **True**/**False** are shown as below:
   >
   > - Yes and True = Y
   > - No and False = N

8. **Optional:** From **Actions**, select **Import** to import data into the Collection.

   a. Click **Browse** to select the file.

   b. Select to **Replace** or **Update** the existing file.

   c. Select a **Date Format**.

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d. For **File Delimiter**, select **Comma**, **Tab**, or select **Other**, then enter a delimiter.

e. Click **Import**.

9. **Optional:** From **List**, select another available saved list. The system displays the filters and columns that you previously saved.

Managing Dimension Attributes in Supplemental Data Manager

Related Topics

- Adding Dimensions for Supplemental Data
- Adding Dimension Attributes
- Editing Dimension Attributes
- Deleting Dimension Attributes
- Importing Dimension Members for Supplemental Data
- Exporting Dimension Members for Supplemental Data

Adding Dimensions for Supplemental Data

To add dimensions:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Dimensions** tab on the left.
3. Click **Actions**, and then **Add**.
4. On the **Properties** tab, enter a name and description.
5. On the **Attributes** tab, add the dimension attributes.

> **Note**
>
> The History tab logs changes to Dimensions, including changes in modification types, supporting objects, modified by, and the old and new values.

Adding Dimension Attributes

To add dimension attributes:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Dimensions** tab on the left.
3. Select a dimension, then click **Actions**, and then **Edit**.
4. On the **Attributes** tab, click **Add Attribute**.

   Enter the following values:

   - **Name**: You can enter a maximum of 80 characters.
   - **Description**: You can enter a maximum of 255 characters.
   - **Attribute Type**:
     - **Text**: You can enter a maximum of 255 characters.

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- **Integer**: You can enter values -2147483648 to 2147483647.
- **List**: You can enter a maximum of 255 characters.
- **Number**: You can enter value xxxxxxxxxxxxxxxxx.xxxxxxxxx (17 digits and 9 decimal places)

- **Key Attribute**

  Select the Key Attribute checkbox if this attribute is the key attribute.

  > **Note**
  >
  > If you want to use the dimension for collection intervals, the attribute should be a key attribute and the dimension should have only one key attribute.

- **Data Type**

  Select one:

  - **Date**
  - **Date and Time**
  - **Integer**
  - **List**

    Select a method:

    * Click **Add**, and then enter values for the attribute.
    * To import list items from a CSV file, click **Import** , then browse to the CSV file.
    * To export list items from a CSV file, click **Export**, then follow the prompts.

  - **Number**

    If you select Number, select formatting options (The defaults are set in the Preferences section of the System Settings).

    * For **Decimal Places**, enter a value for the number of decimal places to be displayed.
    * Select **Display as Percentage** to display a percent sign.
    * Select **Thousands Separator** to display a thousands separator (for example, 1,000.00). The system displays the thousands separator symbol for the user locale.
    * In **Negative Number**, select how to display negative numbers; for example, (123).

  - **Text** (255 characters maximum)
  - **Multi-Line Text**

    If you select **Multi-Line Text**, enter the **Number of Lines**, from 3 to 50 lines. The default value is 3. Multi-Line Text determines how many lines of text are visible in the form without scrolling, on the Actions dialog boxes. The maximum length should be 2000 characters. However, the width remains fixed for the text area.

    If you select **Use Value** checkbox, the value you entered for the **Number of Lines** will by default also be applicable here. Beyond that, it will be a scrolled text.

    You select the **Required** checkbox if it is mandatory for the Data Type to hold a value.

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  - **True** or **False**
  - **Yes** or **No**
- **Default Value**

  The attribute is populated with this value by default, which you can override.

5. Click **OK**.
6. In **Update Dimension**, to select the new attribute as a "Key Attribute" for the dimension, select **Key Attribute**.

> **Note**
>
> The system allows multiple attributes as key for a dimension.

Editing Dimension Attributes

The Members and Attributes section lists dimension members, descriptions and attributes, including leaf attributes and parent node, and the corresponding cube for the dimension member.

To edit dimension attributes:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Dimensions** tab on the left.

   The **Members and Attributes** section displays dimension members, descriptions and attributes, including leaf and parent node information, and corresponding dimension cubes.
3. Select a Local dimension, then click **Actions**, and then **Edit**.
4. On the **Attributes** tab, select an attribute, and then click **Edit**.
5. Edit the attribute as needed.

   You can't change the data type if a member already exists for the dimension or if the attribute is referenced in a collection.
6. Click **OK**.

Deleting Dimension Attributes

Dimension member attributes will be logically deleted instead of physically deleted. Internally, the member attribute will still be retained, but marked as it is no longer available for selection. The member attribute information will still be displayed if it was previously set in the supplemental data form. When you delete a dimension member attribute, it will no longer be included when creating new supplemental data forms. However, the dimension member attribute will remain within any existing forms.

If there are no references to the logically deleted member, it will be physically deleted in the next run of the system maintenance job.

To delete dimension member attributes:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Dimensions** tab on the left.
3. Select a Local dimension, then click **Actions**, and then **Edit**.

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4. On the **Attributes** tab, select an attribute, and then click **Delete**.

> **Note**
>
> You can't delete an attribute if it is referenced in a collection.

5. From the confirmation prompt to delete the attribute, click **Yes**.

Importing Dimension Members for Supplemental Data

Administrators and Power Users can import dimension members from standard flat comma-separated value (CSV) files.

To import dimension members:

1. On the Home page, click **Application**, then click **Supplemental Data**.
2. Click the **Dimensions** tab on the left.
3. Select a dimension.
4. In **Members and Attributes**, click **Actions**, and then **Import**.
5. Click **Browse**, and then navigate to the file you want to import.
6. Select one of these options:
   - **Replace**: Clears any dimension members in the form and replaces them with the members from the source file. Any values absent in the source file will be blank after the import process.
   - **Update**: Updates only the members included in the source file. Other members are not affected.
7. Select a **Date Format** from the drop-down list of formats.

   Date formats are not translated. By default, the date format is set to the locale date format of the exported file location.
8. Select a **File Delimiter** for the import file: **Comma** or **Tab**.
9. Click **Import**.

   The Results screen displays the number of imported dimension members.
10. Click **OK**.

    To clear the dialog and select another file to import, click **Reset**.

Exporting Dimension Members for Supplemental Data

Service Administrators and Power Users can export dimension members to standard flat comma-separated value (CSV) or XLS files.

To export dimension members:

1. On the Home page, click **Application**, then click **Supplemental Data**.
2. Click the **Dimensions** tab on the left.
3. Select a dimension.
4. In **Members and Attributes**, select a member.
5. Click **Actions**, then **Export**, and then select the **CSV** or **XLS** file format.

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6. Browse to where you want to save the file.
7. Click **OK**.

Working with Collection Intervals

The Supplemental Data collection interval allows you to customize your data collections by tailoring the POV to your specific collection needs. The collection interval includes these dimension types:

- **Frequency Dimension** - defines the frequency of the data collection process.
- **Workflow Dimension** - determines the dimensions used for forms. For example, if you select entities, your forms will be by Entity.

To view collection intervals:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Collection Interval** tab on the left.

The system displays a list of available collection intervals. You can select which columns to display, sort the list by column, or sort it by alphabetical ascending or descending order.

A Default collection interval is included within the service. The default collection interval includes Year, Period, and Scenario as the frequency dimensions and Entity as the workflow dimension.

You can create collection intervals, or use the Default collection interval. To create a collection interval, see Creating Collection Intervals.

Creating Collection Intervals

You create a collection interval using Frequency dimensions and Workflow dimensions. The Frequency Dimension defines the frequency of the data collection process. The Workflow Dimension defines the number of workflow instances for data collection.

You may configure a maximum of four Frequency Dimensions (including Year and Period) and five Workflow Dimensions.

To create a collection interval:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Collection Interval** tab on the left.
3. Click Add (+) to create a collection interval.
4. On **Create Collection Interval**, enter the information:
    - **Name**: Enter a unique name. You can enter a maximum of 80 characters.
    - **Description**: You can enter a maximum of 255 characters.
    - **Frequency Dimensions**—Select one or two dimensions from **Available Dimensions** and use the shuttle keys to move them to **Selected Dimensions**.

      The Year and Period dimensions are selected by default.

      You can select a maximum of two additional frequency dimensions along with the default Year and Period dimension.

      The frequency dimensions that you select will not be available for further data collection and management in Collections.

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- **Workflow Dimensions**—Select the dimensions from **Available Dimensions** and use the shuttle keys to move them to **Selected Dimensions**.

  You must select at least one workflow dimension.

  You can select a maximum of five workflow dimensions. The workflow dimensions that you select will not be available for further data collection and management in Collections.

5. Click **OK**.
6. To edit a collection interval, select the collection interval, then click **Actions**, and then **Edit**. You cannot edit a collection interval referenced in a Collection.

   You cannot edit the Default collection interval.
7. To delete a collection interval, select the collection interval, then click **Actions**, and then **Delete**.
   You cannot delete the Default collection interval.

Configuring Data Collection Periods

After you create a collection interval for the data collection process, you configure data collection periods by selecting members of the Frequency dimension. The Year and Period Frequency dimensions are available by default.

You can have different data collection periods across your collection intervals.

To configure the data collection period:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Data Collection Period** tab on the left.
3. Click **Collection Interval** and select the interval from the drop-down.
   This displays the **Frequency** dimensions that you defined in the selected collection interval. The **Year** and **Period** dimensions display by default.
4. Select members in each of the **Frequency** dimensions. This displays the corresponding data collection periods.
5. Select the period and enter the **Start Date**, **End Date**, and **Close Date** to open the period.

> **Note**
>
> To clear the entered dates prior to saving, click **Reset**.

6. Click **Save**.

> **Note**
>
> After defining a data collection period, you cannot make changes to the selected collection interval on the **Collection Interval** tab.

To open, close, or lock a period:

1. From the Data Collection Period list, select a period.
2. From the **Actions** drop-down or the menu bar, select an action:

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- **Open Period** – Allows new Form Templates to be deployed and Ad-Hoc Forms to be added to the Collection Period. Users may update their forms based on their scheduled start date.
- **Close Period** – No additional Form Templates can be deployed nor any additional Ad-Hoc Forms can be added to the Collection Period. Users may continue updating the existing forms.
- **Lock Period** – No additional updates are allowed on the existing Forms.

Viewing Collection Interval History

The system maintains a history of collection interval activity, including the user, date, action, and the old and new values.

To view Collection Interval history:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Collection Interval** tab on the left.
3. Select a collection interval, and then click **Edit**.
4. View the following fields:
   - Field
   - Modification Type
   - Supporting Object
   - Modified By
   - Modified On
   - Old Value
   - New Value

Working with Supplemental Data Collections

Supplemental Data collections contain definitions of data tables. A collection consists of attributes of information for any data record. Collections can contain attributes from Dimensions, and you can enter attributes. You can also create sub-collections that allow finer detail data collections. Only Administrators or Power Users can create and update the collection definition.

To view collections:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Collections** tab on the left.

The system displays a list of available collections with their name, description, type, collection interval, attributes, associated form templates, and other information such as the date last updated. You can select which columns to display, sort the list by column, or sort it by alphabetical ascending or descending order.

To create collections, see Creating Collections.

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Creating Collections

When you work with Supplemental Data, you create a collection to define the data for the collection process. You can also create sub-collections, which allow finer detail data collection. You can ensure data collection security by specifying whether to prevent sharing of data across data forms.

Watch the following video about creating collections for Supplemental Data:


Creating Collections for Supplemental Data

To create a collection:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Collections** tab on the left.
3. Select **Actions**, and then **New**.
4. On the **Properties** tab, enter the collection information:
   - **Name**: You can enter a maximum of 80 characters. Enter a unique name.
   - **Description**: You can enter a maximum of 255 characters.
   - **Sub Collection**: Select this checkbox to create a sub-collection. You can create a sub-collection only after creating a collection. See Creating Sub-Collections.
   - **Collection Interval**: Select a collection interval from the drop-down.
   - **Associated Sub Collections**: This is not editable and displays the sub-collection associated with the collection.
   - **Share data records among Templates/Forms**: The default selection is **Yes** which means the data is shared among templates/forms within the same Workflow selection. If you do not wish to share the data, click the **No** checkbox.
5. On the **Attributes** tab, add attributes for the collection.

   See Adding Collection Attributes.

Creating Sub-Collections

Sub-Collections allow you to obtain detailed data collections. You create a sub-collection for an existing collection, which then becomes the parent collection. The sub-collection is linked to the parent collection and displays under the parent collection. You can create a maximum of five sub-collections for a parent collection.

To create sub-collections:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Collections** tab on the left.
3. Click **+ (plus sign)**.
4. On the **Properties** tab, enter the sub-collection information:

- **Name**—Enter a unique name.
- **Description**
- **Sub Collection**—Click the checkbox.

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- **Collection Interval**—This is not editable after you click the **Sub-Collection** checkbox.
- **Collection**—Select the parent collection for which you want to create a sub-collection. On selecting the parent collection, the **Collection Interval** auto-populates the collection interval associated with the parent collection.
- **Share data records among Templates/Forms**—This is not editable after you select the parent collection in **Collection**.
- On the **Attributes** tab, add attributes for the sub-collection.

> **Note**
>
> The attributes in the parent collection are linked to the sub-collection by default. When you create an attribute for the sub-collection, the new attribute links to the parent collection and the associated collection interval.

Adding Collection Attributes

Attributes are user-defined fields defined centrally by administrators and used in many places. You can specify different value types for attributes: Date, Date and Time, List, Number, Text, and True or False.

For collections, you can add date calculation attributes such as a Start Date and End Date for a data collection period. You can also persist the historical dimensional attribute values on existing data forms.

To add collection attributes:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Collections** tab on the left.
3. Select a collection, and then click **Edit**. The Edit Collection window is displayed.
4. Click the **Attributes** tab. It displays the following columns:
   - **Key Identifier**: Indicates whether the attribute is a key identifier or not. If no data exists for this collection, you can modify the Key Identifier and attributes.

     > **Note**
     >
     > – The **Key Identifier** and **Assign Workflow** check box options for Entity is selected by default. As you add attributes, you can select one or more as the Key Identifier.
     >
     > – Supplemental Data Manager does not support the attributes of type Calculated as a Key Identifier attribute. If you select this type of attribute as a Key Identifier, you may encounter unexpected behavior and errors in collections.

   - **Assign Workflow**: Displays the workflow defined in the collection interval. It is not editable.
   - **Persist**: Indicates whether the dimension attribute's value should persist in the referenced forms. This column is applicable only for Dimension Reference type of attribute.
   - **Name**: Name of the attribute.

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- **Dimension Name**: This column is applicable only for dimension attribute and provides the dimension name.
- **Attribute Type** (displayed if there are existing attributes): Indicates the type of attribute:
  - Input
  - Dimension Reference
  - Calculated
- **Data Type**: Date, Date and Time, Integer, List, Multi-Line Text, Number, Text, True/False, or Yes/No
- **Total**: Allows you to specify the totaling method for the attribute:
  - **Sum**: Additive total
  - **Average**: Average of the rows with data. Rows without data are not counted in the denominator.
  - **Count**: Count of the rows with data
  - **None**: Total isn't calculated

5. Click the **Add** icon and then click any of the following:
   - **Add Attribute**: The Create New Attribute window is displayed. See See Adding a New Attribute for a Collection.
   - **Add Attribute from Dimension**: The Add Attribute From Dimension window is displayed. See Adding Attributes from Dimension.

Adding a New Attribute for a Collection

To add a new attribute for a collection:

1. In the Create New Attribute window, specify the following on the **Properties** tab:
   - **Name**: Enter a name for the attribute. You can enter a maximum of 255 characters.
   - **Description**: Enter a description. You can enter a maximum of 255 characters.
   - Select the **Input** or **Calculated** option as the attribute type.
     Input is the default, and the **Validations** tab is enabled. For periods that have been opened and form instances created, the modified validation rule doesn't apply. Changes made apply only to new form instances.

     If you select **Calculated**, then the **Calculations** tab is enabled.

     > **Note**
     >
     > Once you select **Input** or **Calculated** and save the attribute, you can't change this setting after the attribute is created. Changing the attribute type overrides previously specified validations or calculations.

   - **Data Type**: Select one of the following as the data type. After you select the data type, you can also select **Required** and/or **Use Value** options.
     - **Date**
     - **DateTime**
     - **Integer**

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- **List**: Click **Add** and enter values for the attribute. List is local to the collection and can't be shared among other collections.
- **Multi-Line Text**: If you select this option, select the **Number of Lines**, from 3 to 50 lines. The default value is 3. Multi-Line Text determines the number of lines of text visible in the form without scrolling, on the Actions dialog boxes. The maximum length should be 2000 characters. However, the width remains fixed for the text area.
  Select the **Required** checkbox if it is mandatory for the Data Type to hold this value. If you select the **Use Value** checkbox, then the value you entered for the **Number of Lines** will by default also be applicable here. Beyond that, it will be a scrolled text.
- **Number**: Select this option to specify the formatting options. This will override the default settings in the **Preferences** section of **System Settings**.

  > **Note**
  >
  > You can only enter numeric values for this attribute.

  * **Decimal Places**: Enter the number of decimal places to display.
  * **Display as Percentage**: Displays a percent sign.
  * Use Thousands Separator: Displays a thousands separator (for example, 1,000.00). The system displays the thousands separator symbol for the user locale.
  * **Currency**: Select the currency.
  * **Negative Number Format**: Select how to display negative numbers.
  * **Scale**: Scale the number. Range is 1000 to 1000000000000.
- **Text**: Enter maximum of 255 characters
- **True/False**
- **Yes/No**

- **Required**: If the attribute is required, you must enter a value in this field during data entry.
- **Use Value**: If you specify this value, the system applies the value entered by the designer for any record created by the user. You can change the default value during data entry.

2. Click **OK** to save the attribute. The Create New Attribute window closes.
3. In the Edit Collection window, click **Save** to save the collection.

> **Note**
>
> You must save the new attribute and the collection. Only after doing this, you will be able to access the **Validations** tab or the **Calculation** tab for the attribute.

4. Select the attribute you have created and click the **Edit** icon.
   The Edit Attribute window is displayed.
5. If you've selected the **Input** option (step 1), then you can add a conditional expression on the **Validations** tab:

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a. Click **Add**. A row is added to the table.

b. Click the columns within the first row to display the drop-down lists, where you can select the **Operator** and enter **Value1** and **Value2** accordingly.

c. If you need a second condition, click **Add** to add another row.

d. Click the columns within the second row to display the drop-down lists, where you can select the **Conjunction** such as **And** or **Or**.

e. Click **OK** to save the conditions.

6. If you've selected the **Calculated** option (step 1), then you can add a calculation on the **Calculations** tab. Select the **Calculation Type**:
   - **Assign Value to List**: Select the associated **Attribute**.
   - **Conditional**: Add the condition for **Calculation Definition**.
   - **Scripted**: Provide the **Calculation Definition** and select the attribute and function.
7. To add a calculation expression, specify the data type and calculation type as described in the following table.

Table 26-3 Data Type and Calculation Type

Data Type selected on Properties Tab	Calculation Type	Description
For all data types	Select **Assign Value to List**, and then select the **Attribute** value. You must have saved the List attribute values.	Return an attribute value based on the assignment to a List member.
For all data types	Conditional	For a given attribute, return attribute value A if specified conditions have been met. If the conditions have not been met, return attribute value B.
List	Assign List To Value	Based on the value of an attribute, return the related member from the list.
Integer, Number, Text	**Scripted** See Scripted Functions	A free-form scripted calculation. Scripted is available for attributes of type Integer, Multi-line Text, Number, or Text.

8. Click **OK** to save the attribute.

> **Note**
>
> Changes to attributes apply only to subsequent data collection periods.

Scripted Functions

- **Absolute Value**: Returns the absolute value of a specified number. If a number is less than zero, the positive value of the number is returned. If the specified number is equal to or greater than zero, the specified number is returned.
  `ABS(<Number>)`
- **Add Month**: Returns a date offset a specified number of months from the starting date. The date will always fall in the specified month offset. If the starting date has a day value beyond what is in the offset month, the last day of the offset month will be used. For example, EDate (31-Jan-2017, 1) returns (28-Feb-2017). For Months, enter the number of

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months before or after the start date. A positive value for months yields a future date. A negative value yields a past date.
`ADD_MONTH(<Start Date>, <Months>, <Length>)`

Example: `ADD_MONTH(DATE(2017, 2, 15) 3)`

- **Average Prior**: Averages a numeric amount over the prior X periods.
`AVERAGE_PRIOR(<Value>, <Number of Periods>, <To Currency*>`

  Example: `AVERAGE_PRIOR( {Balance (Reporting)}, '2', 'EUR'`

- **Date**: Returns a date value based on specified integer values for the year, month and day.
`DATE(<Year>, <Month>, <Day>)`

- **Date Difference**: Returns the difference in days, hours minutes, or seconds between two dates. For DATE 1 and DATE 2, the values TODAY and NOW can be used, which denote the current date (with no time component) and date-time, respectively.
`DATE_DIFF(<Date1>, <Date2>, <Type>)`

  Example: `DATE_DIFF('TODAY', {Preparer End Date}, 'DAYS')` or
  `DATE_DIFF({Preparer End Date}, 'NOW', 'HOURS')`

- **Day**: Returns the day value of a date as an integer number
`DAY(<DATE>)`

- **Extract Text**: Returns the substring within the value, from the positions specified.
`SUBSTRING(<Value>, <Location>, <Length>)`

  Example: `SUBSTRING( {Name} , 5, 10)`

- **If Then Else**: Allows the user to insert a conditional calculation into the scripted calculation. IF_THEN_ELSE calculations can also be nested to support ELSE IF type calculations.
`IF_THEN_ELSE(<Condition>, <Value1>, <Value2>)`

  Example:

  ```
  IF_THEN_ELSE( {Risk Rating} = 'Low', 'Good',
  IF_THEN_ELSE( {Risk Rating} = 'Medium', 'Better',
  IF_THEN_ELSE({Risk Rating} = 'High', 'Best','Bad')))
  ```

- **Length**: Takes a text value as a parameter and returns an integer which is the number of characters in the text. If the value is empty/null, the calculation will return 0.
`Length ({<attribute>})`

  Example: `LENGTH('Value')` would return 5, and `LENGTH({Name})` would return the number of characters in the name of the object.

  Use the calculation with SUBSTRING to extract the last four characters of a text value.

  ```
  SUBSTRING( {MyString}, LENGTH ({MyString}) - 4
  ```

- **Lowercase**: Returns the value in lower case.
`LOWERCASE(<Value>)`

  Example: `LOWERCASE( {Description} )`

- **Maximum**: Returns the maximum value from a list of attributes. There can be any number of parameters.
`MAX(<Value1>, <Value2>,<ValueN>)`

  Example: `MAX( TRANSLATE( {Source System Balance (Entered)}, 'USD', 'Accounting'), TRANSLATE( {Source System Balance (Functional)}, 'USD',`

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```
'Accounting'), TRANSLATE( {Source System Balance (Reporting)}, 'USD',
'Accounting') )
```

- **Maximum Prior**: Returns the maximum value over the prior X periods.
  `MAX_PRIOR (<Value>, <Number of Periods>)`

  Example: `MAX_PRIOR( {Balance (Functional)}, '6', 'CAD', 'REC')`

- **Minimum**: Returns the minimum value from a list of attributes. There can be any number of parameters.
  `MIN(<Value1>, <Value2>,<ValueN>)`

  Example: `MIN( TRANSLATE( { Balance (Entered)}, 'CAD', 'REC'), TRANSLATE( {Balance (Functional)}, 'CAD', 'REC'), TRANSLATE( {Balance (Reporting)}, 'CAD', 'REC') )`

- **Minimum Prior**: Returns the minimum value over the prior X periods.
  `MIN_PRIOR (<Value>, (<Value>, <Number of Periods>)`

  Example: `MIN_PRIOR( {Source System Balance (Functional)}, '6', 'EUR', 'Simplified')`

- **Month**: Returns the month value of a date as an integer number (1-12)

  `MONTH (<DATE>)`

- **Power**: Raises one number to the exponential power of another.

  `POWER(x,y) where x=BASE NUMBER,and y=EXPONENT` and x and y can be attributes or calculations, as long as they are numeric.

  Example: `POWER(3,4)=81`

  > **Note**
  >
  > Fractional values will reduce the number to its root. For example, `POWER(27, 1/3) = 3` the cube root.
  > Negative values will perform an inverse of the exponential calculation. For example, `POWER(2, -2) = 1 / (2^2) = 1 / 4 = .25`.

- **Prior**: Returns the value of the specified prior period.

  `PRIOR(<Value>, <Number of Periods Prior>)`

  Example: `PRIOR( {Source System Balance (Entered)}, '1', 'EUR'')`

- **Round**: Returns the value rounded to the decimal places specified.

  `ROUND(<Value>, <Decimal Places>)`

  Example: `ROUND( ({Scripted Translate} /7), 4)`

- **Sum Prior**: Returns the sum of a value over the prior X periods.

  `SUM_PRIOR(<Value>, <Number of Periods>)`

  Example: `SUM_PRIOR( {Balance (Reporting)}, '3', 'EUR')`

- **Text Location**: Returns the location of the substring within the attribute value, starting at 1 as the first position.

  `INSTRING(<Value>, <Value To Search>)`

  Example: `INSTRING( UPPERCASE( {Name} ), 'TAX' )`

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- **Translate**: Translates a currency attribute to a numeric attribute using a specified rate type.

  `TRANSLATE(<Value>, <To Currency>, <Rate Type>)`

  Example: `TRANSLATE( {Balance (Entered)}, 'EUR', 'Acct')`

- **Uppercase**: Returns the value in upper case.

  `UPPERCASE(<Value>)`

  Example: `UPPERCASE( {Name} )`

- **Year**: Returns the year value of a date as an integer number.

  `YEAR (<DATE>)`

Example to Add a Calculation Attribute

1. Create a collection with the following attributes:
   Int1: **Input** as attribute type and **Data Type** as **Integer**. Click **OK**, and from Edit Collection, select **Int1** as a **Key Identifier**

   TextInput: **Input** as attribute type and **Data Type** as **Text**.
2. Save the data.
3. Create an attribute called **TextCalc** with attribute type as **Calculated** and **Data Type** as Text.
4. On the **Calculations** tab, specify the following:
   - **Calculation Type**: Select **Scripted**.
   - **Add Function**: Select **TextLocation**, and then click **Add**.
     `INSTRING(<Value>, <Value To Search>)` is added to Calculation Definition.
   - Click <Value> and either enter a value (enclosed in single quotation marks and case sensitive), or, in **Add Attribute**, select the TextInput attribute, and then click **Add**.

     `<Value>` changes to `{TextInput}`.
   - Replace `<Value to Search>` with `'tion'`.
     Note: Ensure that you replace <xxx> with single quotation marks: `'xxx'`. For example, `INSTRING({TextInput}, 'tion')`
5. Click **OK** to save the attributes.

Adding Attributes from Dimension

In the Add Attribute From Dimension window:

1. Select a **Dimension**
2. Select attributes from the **Available Attributes** list and move them to the **Selected Attribute** list.
   The system includes the key attribute of the dimension as a Selected Attribute. You cannot clear the key attribute.
3. Click **OK**.
   The Add Attribute From Dimension window closes and the selected attributes are displayed in the Edit Collection window.
4. You can select the check box in the **Persist** column to indicate that the attribute's value should persist in the referenced forms. If the dimension attribute is updated, then the changes won't be updated in the forms where the attribute is referenced. If you don't select this check box, then the referenced attribute is updated with the latest changes. After you save the collection, you can't change this setting.

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5. Click **Save** or **Save and Close**.

Importing Collection List Attributes

To import attributes of type List:

1. Create an import file of type List, with each value on a separate line.

   For example:

   ```
   Blue
   Yellow
   Red
   Green
   ```

2. On the Home page, click **Application**, and then click **Supplemental Data**.
3. Click the **Collections** tab on the left.
4. Create or select an attribute of type List, and then click **Edit** from the **Associated Form Templates** area. The **Edit Form** dialog is displayed.
5. Click **Import** from the **Users** area.
6. Browse to select the import file.
7. Select an **Import Type** - **Update** to update only the members in the source file, or **Replace** to replace the users with members from the source file.
8. Select a **File Delimiter** for the import file from the drop-down list: **Comma** or **Tab**.
9. Click **Import**.

   Import List Values displays the values: Total List Values, Completed, Errored, List Values Created, and List Values Updated.

   If **Completed Successfully**, click **OK**.

   If **Completed with Errors**, the errors are listed. To export the error list, click **Export to Excel**.

Viewing Collection History

The system maintains a history of collection activity, including the user, date, action, and the old and new values.

To view Collection history:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Collections** tab on the left.
3. Select a collection, and then click **Edit**.
4. View the following fields:
   - **Field**
   - **Modification Type**
   - **Supporting Object**
   - **Modified By**
   - **Modified On**

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- **Old Value**
- **New Value**

Deleting Collection Attributes

To delete collection attributes:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Collections** tab on the left.
3. Select a collection, and then click **Edit**.
4. Select the **Attributes** tab, select an attribute, then **Actions**, and then **Delete**:
   - If data exists, you cannot delete the attribute.
   - If no data exists, but the attribute is referenced in a form template, you cannot delete the attribute without first removing the attribute from the form template.
5. From the confirmation prompt, click **Yes**.

Editing Collections

You can edit the description and the attributes of a collection.

To edit collections:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Collections** tab on the left.
3. Select a collection, then click **Actions**, and then **Edit**.

   The associated sub collection will be displayed if defined.
4. Click the **Properties** tab, and modify the **Description** as needed.
5. Click the **Attributes** tab and edit attributes as needed.

> **Note**
>
> You can edit any local collection attribute name. You will then need to redeploy form templates to reflect the updated attribute name.

If data exists for the collection, you can modify the **Key Identifier** and attributes of the collection.

You cannot edit attributes referenced from Dimensions.

Copying Collections

You can copy a collection by using the Supplemental Data Analysis dashboard. From the dashboard, you can export the data from one POV and import it into another POV.

To copy a collection:

1. On the Home page, click **Data**.
2. From the left, click **Supplemental Data Analysis**.

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3. From the **Collections** drop-down, select a collection that you want to copy.
4. From the POV on the Supplemental Data Analysis page, select POV members for the data that you want to copy.
5. From **Actions**, select **Export to Excel** to export data from the collection.
6. From the POV on the Supplemental Data Analysis page, select POV members for the data that you want to paste.
7. From **Actions**, select **Import** to import data into the collection.

Deleting Collections

To delete collections:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Collections** tab on the left.
3. Select a collection, select **Actions**, and then **Delete**.
   - If data exists, you cannot delete the collection.
   - If no data exists, but form instances are created, you cannot delete the collection.
4. From the confirmation prompt, click **Yes**.

Creating Supplemental Data Manager Form Templates

To create and work with Supplemental Data form templates, you must be an Administrator or Power User.

When creating templates, you can specify whether the template can be used for creating ad-Hoc forms, select the users who are allowed to create them, and predefine the approver routing for ad-hoc forms. Individual users, teams, or groups can be defined as approvers and the approval path can be assigned to preparers of ad-hoc forms. Users who have been assigned the proper security rights can then create Supplemental Data Forms from the template as needed.

> **Note**
>
> The template must be deployed before you can create an ad-hoc form.

For information on entering data into Supplemental Data forms, see the *Working with Financial Consolidation and Close* guide.

To create form templates:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Form Templates** tab on the left.
3. Click **New**.
4. On the **Properties** tab, provide information:
   - **Name**: Enter a unique form template name. You can enter a maximum of 80 characters.
   - **Description**: You can enter a maximum of 255 characters.

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- **Collection Interval** - Select a Collection Interval from the drop-down list.

5. See these topics:
   - Working with Supplemental Data Manager Form Sections
   - Specifying Form Template Instructions
   - Assigning the Workflow
   - Specifying Form Template Questions
   - Setting Form Template Access

Specifying Form Template Instructions

Administrators provide instructions on how to use the form. Instructions can include text, attached files, and links to files in document repositories.

To specify form template instructions:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Form Templates** tab on the left.
3. In **New Form Template** or **Edit Form Template**, select the **Instructions** tab.
4. In **Instructions**, enter instruction text.

To add a reference to a file:

1. In the **References** section, click **Add**.

> **Tip**
>
> To delete a reference, select the reference, and then click **Delete.**

2. Select a reference type:
   - **Local File**—Browse the local file system and select a file. You must specify a **Name**. Click **OK** to upload the file to the system and store it with the form template.
   - **URL**—Enter an external URL reference and give it a descriptive **Name**. Click **OK** to store the URL in the application.

Working with Supplemental Data Manager Form Sections

Each section of a form can collect data from different collections or attribute combinations. Sections can have overlapping collections or attributes. An attribute can be writable only in one section if the "Shared Data" attribute is set to True in the corresponding collection.

You can create a maximum of five sections with sub-collections for each collection.

After you create sections with collections and sub-collections, you cannot change the collection and sub-collection objects.

To create or edit sections:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Form Templates** tab on the left.
3. In **New Form Template** or **Edit Form Template**, select the **Sections** tab.

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4. Click **New** or select a section and click **Edit**. The Edit Form Template Section is displayed.
5. On the **Properties** tab:
   - **Name**: Enter a name for the section. You can enter a maximum of 80 characters.
   - **Collection**: Select a collection from the drop-down list. Based on the collection selected, the drop down will also list its sub collections, which are selectable.

     The collections that are listed belong to the same collection interval. If you select a collection thas has an associated sub-collection, the Data Records will be set to Columns and a new section object with the corresponding Sub Collection will be created when you save the section.

     Note that the collection and sub collection must belong to the same collection interval.
   - **Data Records**

     Select one:

     – **Rows** (for Sub-Collections): The attributes of the form are displayed as a table; you make entries in the row. The system always displays the attribute name as the header.

     – **Columns**— (for Collections): The attributes of the form are displayed in the row and columns where the user enters the value for each attribute of the form. The fields include one data entry record per attribute. The system displays the attribute description as the row header of the form.
6. Enter information for additional Section tabs as needed.
7. When you are done creating a section, click **OK** to save the section.

   A section will be created for Collection, and a section will be created for Sub-Collection with key attributes selected. You can edit it to include attributes as needed.

Form Template Sections: Columns Tab

For a Form Template section, you can specify the number of columns in the layout and how they are displayed.

For example, if you select 3 as the number of columns in the layout, you can provide a maximum of three for each of the attributes as column indexes.

To update the **Columns** tab:

1. Open a Supplemental Data form.
2. On the **Columns** tab, select a value for the number of columns in the layout.
3. In **New Form Template** or **Edit Form Template**, select the **Section** tab.
4. Click **New**, or select a section and click **Edit**.
5. In the **Edit Form Template Section**, click the **Columns** tab
6. From **Columns In Layout**, select the number of columns for sections. The maximum is a 3-column layout.
7. Specify information for the columns:
   - **Included**

     Select other attributes to be included in the form.
   - **Name**

     The name of the Collection attribute.

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- **Dimension**

  The column from an attribute of a specific dimension. This is read-only.

- **Data Type**

  The corresponding data type for the column (read-only).

- **Column Width**

  The column width specified in pixels. The default value is Size to Fit.

  The width does not include the space as padding for the cells in the column.

  - **Small**: Fixed pixel width of 70
  - **Medium**: Fixed pixel width of 100
  - **Large**: Fixed pixel width of 300
  - **Size to Fit**: Fit the width of the column based on the longest text in the rows
  - **Custom**: Specify a width. Minimum value: 20. Maximum value: 999.

- **Total**

  Total method for the attribute as specified in the Collection. It is always read-only.

- **View Only**

  The column is for view only. If multiple forms are created for the same Collection, then only one form can contain the column for input, including key columns.

8. **Total Row**

   How the total row should be displayed:

   - **Top:** Total row is displayed at the top of the table
   - **Bottom:** Total row is displayed at the bottom of the table
   - **None:** Total row is not displayed

9. **Optional**: To add new attributes to a Form Template Section, click the **Add** (**+**) icon, select **Add Attribute** and specify the attribute information.

   The procedure for adding attributes in Form Template Sections is the same as adding attributes in a Collection. See Adding Collection Attributes.

10. Click **OK** to save the data.

Form Template Sections: Validation Tab

You can specify a threshold value for the specific supplemental data attributes and validate against a trial balance pulled from a POV in the consolidation, which allows a form to be submitted without having an exact numerical match. The validation threshold is either percentage-based, value-based, or exact match. You can also validate the attribute's value against a specified constant value.

To update the **Total Validations** tab in the Supplemental Data Form template:

1. Open a Supplemental Data form.
2. In **New Form Template** or **Edit Form Template**, select the **Section** tab.
3. Click **New**, or select a section and click **Edit**.
4. In the **Edit Form Template Section**, click the **Total Validations** tab.
5. From the **Validation Type** drop-down, select one of the following:

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- **None**: Indicates the column isn't included for the validation. Also, columns that are view only or non-numeric (such as text, list, yes/no, and so on) aren't included for validation.
- **POV**: Validates against a POV value. If you select this option, then the **Cube** and **Member Selector** icons are available.
- **Amount**: Validates against the total of the same attribute where it's defined.

6. From the **Threshold** drop-down, select one of the following:
   - **Exact**: Exact value will be used for validation. If selected, the text box to enter the threshold value isn't available.
   - **%**: Percent based validation, which allows the validation to be passed if the value is +/- of the percentage value.
   - #: Value based validation, which allows the validation to be passed if the value is +/- of the value.
7. If you've selected **%** or #, enter a value in the text box in the **Value** column. This is the percentage or value of threshold to be validated in decimal. The value should be a positive value.

   For example:
   - If attribute type is integer, it will display as integer though decimal is used as the percent or value.
   - If **Threshold** is selected as **%**,and:
     - If value is **5**, it's considered as threshold from -5% to +5% on entered or POV value.
     - If value as **0.5**, it's considered as threshold from -0.5% to +0.5% on entered or POV value.
   - If **Threshold** is selected as #, and:
     - If value is **10**, it's considered as threshold from -10 to +10 on entered or POV value.
     - If value is **0.1**, it's considered as threshold from -0.1 to +0.1 on entered or POV value.

   For negative, scaled, and percentage number values, the validation will be performed on the raw value stored in the database. For example, scale attributes = 1000. The value entered as 3 in a cell will be **3000** in the database and validation will be performed on the same stored value that's **3000**. If the threshold value is 1000, it'll pass the validation for all data entered between 2 and 4 (3 is 3000 in the database. So, +/- 1000 is 2000 and 4000.)

Form Template Sections: Group By Tab

To update the Supplemental Data Form template Group By tab:

1. Open a Supplemental Data form.
2. In **New Form Template** or **Edit Form Template**, select the **Section** tab.
3. Click **New**, or select a section and click **Edit**.
4. In the Edit Form Template Section, click the **Group By** tab.
5. Click the Columns, and then select or view the following columns:
   - **Include**

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Select other columns to be included in the Group By.

- **Group By**

  Data in the main table should be grouped by the selected columns.

- **Name**

  The name of the collection.

- **Dimension**

  The column from an attribute of a specific dimension (read-only).

- **Data Type**

  The corresponding data type for the column (read-only).

- **Total**

  Total method for the attribute as specified in the collection (read-only).

6. **Total Row:**

   Indicates how the total row should be displayed:

   - **Top**: Total row is displayed at the top of the table
   - **Bottom**: Total row is displayed at the bottom of the table
   - **None**: Total row is not displayed

7. Enter information on other Section tabs as needed.
8. To save your updates and go back to the **Form Template Sections** tab, click **OK**.

Form Template Sections: Mapping Tab

In a Form Template, you use the Mapping tab to specify the POV to which to post the form data. You can map Supplemental Data Manager form entries based on attributes selected in the Group By tab. The attribute amounts are summed using the attribute selected in the Group By tab.

If you are using a List data type for an attribute on the Group By tab, you can map individual items on the list. In this case, edit the Mapping text to include *@Listname*. The *@Listname* will be used as a replacement for each child in the List attribute. Be sure that all of the list members are identical to dimension members so there are no invalid POVs.

> **Note**
>
> As a best practice, clear the browser cache and re-login before creating or editing mapping.

You can use the *@Attribute* to map a group by value. This allows for the totals by attribute to be posted to multiple dimension members. For example, if the mapping text is:

```
Account#@DebtType,Intercompany#"FCCS_No
Intercompany",Movement#FCCS_Mymts_ProceedsFromDebt,Multi-GAAP#"FCCS_Local
GAPP",Product#P_000
```

Here, the *DebType* is a list attribute where the values are the same as Account Members. So the *@DebtType* will pass the attribute values into the account dimension.

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To update the Mapping tab:

1. Open a Supplemental Data form.
2. In **New Form Template** or **Edit Form Template**, select the **Sections** tab.
3. Click **New**, or select a section and click **Edit**. The Edit Form Template Section is displayed.
4. Select the **Connection**.

   The **Source** column defaults to the column that was selected when the assign mapping menu was chosen. Change to a different source column if needed.
5. From the **Cube** dropdown, select a cube from the list of available cubes.
6. Click the **Member Selector** to select members for the Point of View.

   You must specify a member for each POV dimension. Make sure that the POV is valid before mapping.

   The member selector displays the dimensions excluding the Frequency and workflow dimensions of the collection interval. The values for the interval dimensions are dynamically set during posting, based on the data collection period for which the form is deployed.
7. In **Mapping**, enter the POV.
8. To save your updates and go back to the **Form Template Sections** tab, click **OK**.

> **Note**
>
> If you change the member names at the application level, you must also edit the mapping (to ensure that the member names are reflected correctly) before deploying the template.

Deleting Form Templates

You can delete form templates that you no longer need.

To delete form templates:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Form Templates** tab on the left.
3. Select a form template, then from the menu bar, select **Delete**.
4. Click **Yes** to confirm that you want to delete the template.

Form Template Sections: History Tab

The History tab displays changes to the form template sections, including the user who modified it, the date, the type of modification, and old and new values.

To view the History tab:

1. Open a Supplemental Data form.
2. In **New Form Template** or **Edit Form Template**, select the **Section** tab.
3. Click **New**, or select a section and click **Edit**.
4. In the Edit Form Template Section, click the **History** tab.

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5. Click **View** to select the columns to display from the list, or select **More Columns** to manage the visible columns and the order in which they display.
6. You can view the following information:
   - Field
   - Modification Type
   - Supporting Object
   - Modified By
   - Modified On
   - Old Value
   - New Value
7. To go back to the Form Template Sections tab, click **OK**.

Assigning the Workflow

Use the **Workflow** tab to assign the workflow for the form.

To assign the workflow for the form:

1. Open a Supplemental Data form.
2. In **New Form** or **Edit Form**, click the **Workflow** tab.
3. In **When to Start**, select values from the drop-down lists:
   - **Frequency**: How often the data is collected for the form.
   - **Schedule from**: The collection date:
     - **Start Date**: The start date of the period
     - **End Date**: The end date of the period.
     - **Close Date**: The closing date specified for the period.
   - **Start day Offset**: Number of days before or after the **Start Date**, **End Date**, or **Close Date** that the data collection date is authorized to begin. It can be a positive or negative number. For example, you can prepare data a few days before the start day, and set -3 for the collection to start 3 days from then.
4. In **Workflow**, select values for the following:
   - **Workflow option**: Select an option:
     - **Prepare**
     - **Prepare and then Approve**
     - **Prepare, then Approve, and then Post**
     - **Prepare and then Post**
     - **Post**
   - **Level of Approval**: Select up to 10 levels of approvers.
   - **Duration for**: The maximum number of days allowed for a specific action per user.

     This data determines the scheduled completion date for submission, approval, and posting depending on the workflow option.

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5. In the **Users** section, the following options are available: **Forms** and **Ad-Hoc**. You can define Workflow and Viewer user assignments for Forms or to Ad-Hoc. You can add users in the enabled fields.
   - Click **New**.
   - To add user:
     - For the **Form**, select a **Workflow**, then select users, or groups for the **Preparer** and **Approver**. The Workflow member selector is dynamic based on the workflow dimension selected.
     - For the **Ad-Hoc**, predefine the approval workflow paths for ad-hoc forms to allow preparers to easily select an approval path when creating or editing ad-hoc forms. Individual users, teams, or groups can be defined as approvers and the approval path can be assigned to preparers of ad-hoc forms.
       Optionally, the administrator can set the **Ad Hoc Approver Level Overrides** option in **System Settings** to enable or disable the preparer from selecting an approver level when creating ad-hoc forms.

     > **Note**
     >
     > **Allow ad-hoc** option appears under the **Workflow** tab and will not be displayed by default. It will be populated only when the number of the ad-hoc user list is greater than 0. If the list is empty then this option will be turned off.

   - Click on **Search** to display the **Search Results**. You can use this option to Add or Remove users.
   - To import users from a CSV file, click **Import**:
     - Click **Browse** to select the file.
     - For **File Delimiter**, select **Comma**, **Tab**, or select **Other**, then enter a delimiter.
     - Click **Import**.

     > **Note**
     >
     > The **Export/Import** file format allows to include the **Allow ad-hoc** option on a transaction.

   - To remove a user, select the user, then from the menu bar, click **Delete**.

Specifying Form Template Questions

Questions are automatically grouped with roles. Within a role, the individual questions are ordered. The order indicates the question's order within the role.

To create questions:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Form Templates** tab on the left.
3. In **New Form** or **Edit Form**, click the **Questions** tab.
4. Click **New** or **Edit**.
5. Enter the following information:

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- **Question**: You can enter a maximum of 2000 characters.

  Enter a question that prompts the user of the form's response.

- **Data Type**

  Select a question type:

  - **Date**
  - **Date and Time**
  - **Text**: You can enter a maximum of 4000 characters.
  - **List**: You can enter a maximum of 255 characters.

    Click **Add** and enter values for the attribute.
  - **Integer**: You can enter value -2147483648 to 2147483647
  - **Number**: You can enter value xxxxxxxxxxxxxxxxx.xxxxxxxxx (17 digits and 9 decimal places)

    If you select Number, select formatting options:

    * For **Decimal Places**, enter the number of decimal places to display. The default value is defined in System Preferences.
    * Select **Thousands Separator** to display a thousands separator (for example, 1,000.00). The system displays the thousands separator symbol for the user locale.
    * From **Currency**, select the currency, for example, (INR)

      If no currency is selected, the amount is not translated.
    * From **Negative Number**, select how to display negative numbers; for example, (123).
  - **True** or **False**
  - **Yes** or **No**

- **Role**—Specifies the role that the question is for.
- **Required**—Determines whether the question is mandatory or optional.

To delete questions:

1. In **New Form** or **Edit Form**, select the **Questions** tab.
2. Select a question and click **Delete**.

Setting Form Template Access

On the Supplemental Data Form template Access tab, you determine which users are authorized and what function they perform on the form.

- The top panel of the Access tab shows the list of users with View access.
- The bottom panel displays the workflows that the user has access to.

You can import lists of viewers in CSV files to quickly assign access to multiple users. Viewers can be users, groups, or teams. You then use the View option to determine the stage at which they can access a form. You can also export the list of users for analysis by administrators.

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> **Note**
>
> You must define a Workflow before you assign Viewer access.

> **Note**
>
> You can now make Ad-hoc user and viewer assignments even when there are no recurring forms defined on the template.

To add access:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Form Templates** tab on the left.
3. Click **New Form** or **Edit Form**, and click the **Access** tab.
4. Click **New**, or select a user and click **Edit**.
5. In **Viewers Access**, select a user, group, or team.
6. From **Workflow**, select members of theWorkflow Dimension.

   The system lists all the combination of the members of the Workflow Dimensions.
7. Select a **View Option**:
   - **Always**—You can view the data at any time even if the data entry is not complete or has not been submitted for approval.
   - **After Submission**—You can view the data as soon as the data is submitted, even before it has been approved.
   - **After Approval**—You can't view the data until after all levels of approvals are granted.
8. **Optional**: To load Viewer Access for multiple users from a CSV file:
   a. From the menu bar, click **Import**.
   b. Browse to select the file.
   c. For **Import Type**, select **Replace All** or **Update**.
   d. For **File Delimiter**, select **Comma**, **Tab**, or select **Other**, then enter a delimiter.
   e. Click **Import**.

Viewing Form Template History

The History tab logs changes to the form template. It displays the fields that were created or updated, the modification type, the old and new values, the user who made the modification, and the change date. The information on the History tab is read-only.

To view form template history:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Form Templates** tab on the left.
3. In **New Form** or **Edit Form**, click the **History** tab.

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Editing Form Templates

To edit form templates:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Form Templates** tab on the left.
3. Select a form template, then from the menu bar, select **Edit**.

Duplicating Form Templates

To duplicate form templates:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Form Templates** tab on the left.
3. Select a form template, then from the menu bar, select **Duplicate**.

   The Duplicate action creates a copy with a "copy" suffix added to the form name. In addition, all attributes are read-only to prevent multiple form templates having write access to the same Collection.

Deleting Form Templates

You can delete form templates that you no longer need.

To delete form templates:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Form Templates** tab on the left.
3. Select a form template, then from the menu bar, select **Delete**.
4. Click **Yes** to confirm that you want to delete the template.

Deploying a Form Template to a Data Collection Period

After you create a Supplemental Data form, you can deploy it.

You can also redeploy a previously deployed form. You can specify how workflows should be impacted. For example, you may have added more workflow items (without a change in the Collection or Template properties and attributes) which may be the only ones needed to deploy. If you select to reset all form workflows, the template will be deployed and data will be retained, but all other workflow items, such as comments, will be reset.

> **Note**
>
> Redeploying the template due to changes in the approval paths for ad hoc users won't affect the workflow of existing forms, which are already in progress.

To deploy a form template to a data collection period:

1. On the Home page, click **Application**, and then click **Supplemental Data**.

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2. Click the **Form Templates** tab on the left.
3. From the **Actions** menu, click **Deploy**  .
4. From **To Data Collection period**, click the **Search** icon.
5. In the **Select Data Collection Period** dialog:
   a. Click **Interval** and select a collection interval.

      When you select the collection interval, the POV dimensions reflect the frequency dimensions defined in that collection interval.

   b. Select members for the POV dimensions and click **OK**.

      The system displays Pending Period and Open Period data collection periods.

   c. From **Period**, select a data collection period and click **OK**.

      When you select the collection interval and POV dimension members, the list of Form Templates is filtered to display only the templates available for the selected interval.
6. Select one or more form templates to deploy.
7. Click **Deploy**.
8. The **Deploy Information Dialog** is displayed that shows all the form templates related to the collection interval.
   - The dialog lists values for **Create**, **Reset**, and **Delete** for each template. If a form template has not already been deployed, these values will be zero.
     - **Create**- Displays a count of all forms which will be created during deploy (and also re-deploy) based on the workflow definition.
     - **Reset** - Displays updates for the Collection / Template copy, such as newly added properties and attributes.
     - **Refresh**- Displays a count of all the forms that will be refreshed based on the changes made to the template. Any change in the properties of the template attributes will be reflected on the forms.
     - **Delete** - For Un-deploy and Re-deploy, displays the deleted form count based on workflow members.
   - If you are redeploying a form, the system displays these options:
     - **Reset all form workflows** - If you select this option, any data entered on the form will be retained, but all other workflow items, such as comments, will be reset. If you have made changes to the template's key attributes (add, remove, edit), then the form data is deleted.
     - **Delete Ad-hoc forms** – If you select this option (default), any user created ad-hoc forms within the collection period will be deleted. If you have not selected this option, any user created ad-hoc forms within the collection period will be refreshed or reset.
9. Click **Deploy**.
10. From the Deploy confirmation prompt, click **Yes**.
11. After deployment is completed, a confirmation dialog box indicates the following information:
    - **Total Form Templates from Collections**: Total number of form templates from the Deploy Information dialog.

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- **Form Template and Period frequency or Interval do not match**: Number of Form Templates that do not match the collection interval frequency. Click **View Details** to display the form template missing the frequency.
- **Form Templates with Errors**: Total number of form templates with errors. If there are errors, no copying is done.
- **Collections with Errors**: Collections that contain errors. Click **View Details** for error details.
- **Deployed Form Templates**: Templates that have already been deployed.
- **Total Forms to deploy**: Total number of forms specified on each of the form templates.
- **Successfully Deployed**: Total number of forms deployed.
- **Unsuccessfully Deployed**: Total number of forms unsuccessfully deployed.

Un-Deploying a Form Template

To un-deploy a form template:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Form Templates** tab on the left.
3. From the **Actions** menu, select **Un-Deploy**  .

   The **Un-Deploy Form Template** is displayed.
4. In the **Select Data Collection Period** dialog:
   a. Click **Interval** and select a collection interval.

      When you select the collection interval, the POV dimensions reflect the frequency dimensions defined in that collection interval.

   b. Select members for the POV dimensions and click **OK**.

   c. From **Period**, select a data collection period and click **OK**.

      When you select the collection interval and POV dimension members, the list of Form Templates is filtered to display only the templates available for the selected interval.
5. Select one or more form templates to un-deploy and click **Un-Deploy**.
6. The **Deploy Information Dialog** is displayed that shows all the form templates related to the collection interval.
   - If the **Share Data** option was selected when the template was created, the system displays a message and lists the form templates that need to be undeployed together.
   - The **Create**, **Delete**, and **Reset** values are displayed for each template.
     – **Create**- Displays a count of all forms which will be created during deploy (and also re-deploy) based on the workflow definition.
     – **Reset** - Displays updates for the Collection or Template copy, such as newly added properties and attributes.
     – **Delete** - For Un-deploy and Re-deploy, displays the deleted form count based on workflow members.
7. Select a form template and click **Un-Deploy**.

   A message displays that as a result of un-deployment, all the existing data for the period and all forms will be deleted permanently.

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8. Click **Un-Deploy**.

   After undeployment is completed, a confirmation dialog box indicates the total number of forms successfully undeployed.

   For forms that were unsuccessfully deployed, the form names are displayed with the error information.

Re-opening Supplemental Data Forms

You can re-open a deployed Supplemental Data Form to correct data and continue working with the form.

To re-open a Supplemental Data Form:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Form Templates** tab on the left.
3. Click the Actions ellipsis button **(...)** for the form template, and select **Forms**.

   The system displays a list of associated forms.
4. Click the Actions ellipsis button **(...)** and then select **Re-Open**.

   This action will reset the workflow status back to Open with Preparer.

Bulk Loading of Data into Collections

Administrators and Power Users can import data for a specific data collection period and a specific collection. This feature is useful for Administrators and Power Users to bulk populate forms using source data from another system, or to prepopulate a few columns so that the preparer only has to input data values. Data loading is allowed for forms with the following workflow status:

- Pending
- Open with Preparer
- Open with Approver

> **Note**
>
> Data loading isn't allowed for forms that are in the Closed workflow status.

You can use either the **Replace** or **Update** options.

- **Replace** - Clears any data within the form and replaces it with the values from the source file. Any fields absent in the source file will be blank in the form after the import process.
- **Update**- Updates only the values that are included in the source file. Other values are not affected.

To load data:

1. On the Home page, click **Data**, and then **Supplemental Data Analysis**.
2. Select the collection and populate the POV members and then from **Actions**, select **Import**.

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3. Browse to the CSV file that you want to load. Here's an example of a load file for a collection with Entity as the workflow dimension.

	A	B	C	D	E	F
1	Entity	ID	Employee ID	Employee Name	Meal Type	Amount
2	US	301	101	Samson John	Breakfast	34
3	India	1	102	Nancy Clark	Breakfast	510
4	India	2	104	Santosh Kumar	Breakfast	3500
5	Europe	201	103	Nancy Clark	Breakfast	35
6	Germany	12	105	Bill Jones	Lunch	57
7						

4. Select **Replace** to clear all data and replace it with the data from the source file, or **Update** to update only the data that is included in the source file.
5. Select the date format, and then click **Import**.
The status displays indicating whether there are any errors or warnings along with the the **Total Entities**, **Entities Updated**, and the **Total Rows Created** or **Updated**.

> **Note**
>
> When loading data into deployed forms, the import action will restart the workflow for all forms that were updated with any data. The data import will not impact the workflow for any form that wasn't updated by the import action.

Reassigning Users in Supplemental Data Manager

You may periodically need to reassign users to different tasks during the close process. For example, when an employee who has assigned tasks leaves the company, the tasks can be reassigned to another employee. You can use the Reassign feature in the Workflow Dashboard to automatically change assignments instead of manually searching for, opening, and editing individual tasks. The Reassign feature enables you to quickly find the tasks associated with a user and reassign them to another. You can reassign tasks to individual users, groups, or teams.

You can select the roles for which to reassign users. For example, if you select the Owner role, the system reassigns the user only in tasks in which the user was assigned as the owner. It is not allowed for forms that are in a Closed Workflow status.

To reassign users:

1. On the Home page, click **Tasks**.
2. Click the **Supplemental Data Tasks** tab on the left.
3. Select one or more forms in which you want to reassign users.
4. From **Actions**, select **Set User**.
5. In **Field**, select the role for the user you want to reassign.
6. In **To User**, either enter the name or search for the user, group, or team to whom you want to reassign tasks.
7. Click **Apply**.

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8. From the confirmation prompt to update the user, click **Yes**.

Validating Supplemental Data Total Against an Account Balance

You can validate the supplemental data total against an account balance in Financial Consolidation and Close. This is useful when you are loading account balances from various General Ledger systems into your consolidation system and use Supplemental Data Manager to collect parts or the sum of that account balance. Once collected, the total of the supplemental data must match the account balance before a preparer can submit the data form.

The POV setup is done during form template definition. The account balance is fetched during runtime, for example, during form opening. The advantage is that validation of data is done in real time.

The first step in the validation process is that an administrator sets up the validation of supplemental data against the consolidation system through Form Template definition. After that, a Preparer of a form will see the Validation row on the form, and the system ensures that the form will not be submitted until the attribute and the account balance match.

Setting Up the Validation

To set up the validation:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Form Templates** tab on the left.
3. Select a template.
4. In **Edit Form Template**, select **Sections** and then select the **Column** tab.
5. From the **Total Validation POV** column dropdown, select a cube from the list of available cubes.
6. Specify the POV by clicking on the Member Selector in the **Total Validation POV** column next to the attribute that you are validating against.

> **Note**
>
> You can only select leaf-level members, not parent members.
>
> Make sure **View Only** is deselected.

Working with the Form

After you set up the validation and deploy a form, the account balance is displayed in the Validation row with the POV.

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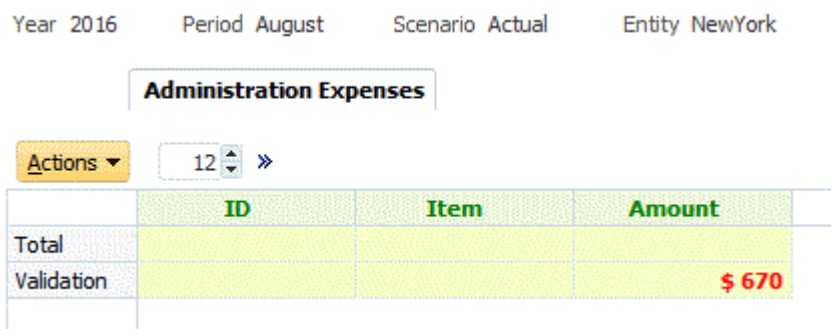
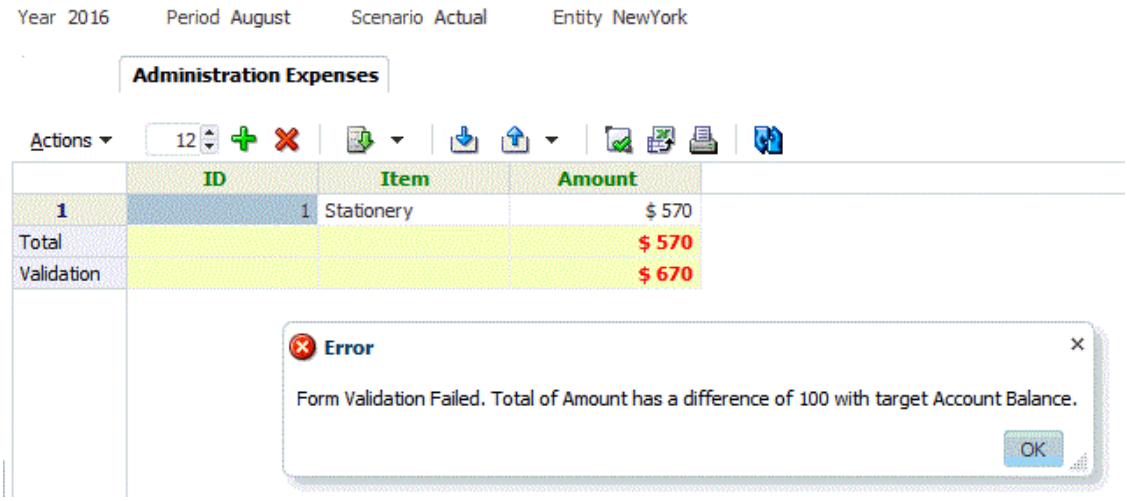
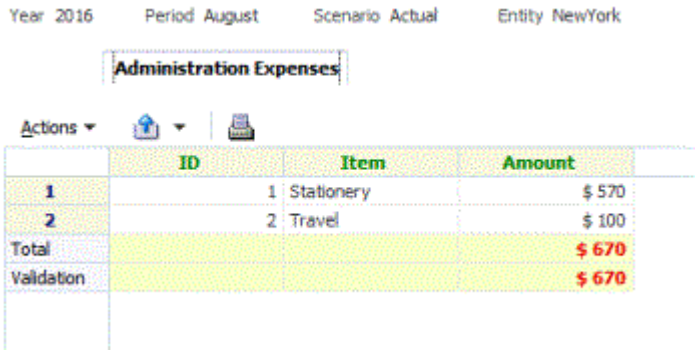


If you try to add data and submit the form, the system checks and will only permit the submission if the total of the attribute equals the account balance. For example, if you add data for Stationery:



If you add a Travel Expense of $100, you will see that the attribute value now matches the account balance, and the form is submitted.



Viewing Data in the Supplemental Data Analysis Dashboard

The Supplemental Data Analysis dashboard contains the details of collections and sub-collections, making it easy to view and filter the information. You can also select and sort columns, and save lists.

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To view Collections in the Data Analysis dashboard:

1. On the Home page, click **Data**.
2. From the left, click **Supplemental Data Analysis**.
3. From the **Collection** dropdown list, select a collection/subcollection and the data collection period (frequency dimension member combination) for which you want to access and analyze data.

   For example:

   Collection Name: Debt Details

   Data Collection Period parameters: Year: 2020, Period: April, Scenario: Actual
4. **Optional:** Click **Add a Filter**, then enter a filter value. Available filters are based on the collection you selected. See Working with Filters.
5. **Optional:** To export data from the Collection, from **Actions**, select **Export**, and select **Export to Excel** or **Export to CSV**.
6. **Optional:** From **Actions**, select **Import** to import data into the Collection.

   Click **Browse** to select the file, select to **Replace** or **Update** the existing file, select a date format, and then click **Import**.
7. **Optional:** On the right side of the screen, click the icon and select a view. See About Views.

Working with Supplemental Data in Smart View

You can use Oracle Smart View for Office for the data collection process. When you install the Smart View Extension for Supplemental Data Manager, you can manage the data collection process and work with supplemental data forms using the **Supplemental Data** menu option in Smart View.

To install the extension, see Downloading and Installing Clients in *Getting Started Guide for Administrators*.

After you install the extension and create a connection, you can perform these Supplemental Data tasks in Smart View:

- View a worklist of the forms that you need to act on for preparation, approval and posting
- View a list of the Collections in the system for which you have View security rights
- Apply filters on the data collected as part of the data collection process

  Any filters or lists that you previously created for supplemental data are available in Smart View.

Watch the video Managing Supplemental Data Using Smart View

Security Considerations

- Service Administrators can view all Collections regardless of which legal entities are specified in the data collection.
- Power Users and Users can see all Collections for which they are eligible as part of the workflow and according to their access roles for the legal entities.

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- Users will see only the forms for which they are authorized. Depending on the security role, the available options such as Save Data, Approve, or Reject change to match the associated role.

Connecting to Smart View

1. From the Home page, select **Downloads** and download **Smart View Extension for Supplemental Data Management**.
2. In Smart View, create a connection and enter the URL.
3. In the right panel, from **Private Connections**, select the Supplemental Data Manager connection that you created.
4. In the **Connection** dialog box, enter a user name and password, then click **Connect**.

Working with Supplemental Data Forms

1. From the **Private Connections** list, select the Supplemental Data Manager connection.
2. Select the **Supplemental Data** tab and then click **Refresh**.

   The **Worklist** and **Collections** nodes display.
3. Under **Worklist**, select a form from the list of forms.
   - Each form is a parent node in the format, `<Form Name> - <Workflow Dimension: Member 1>| <Workflow Dimension: Member 5>`.

     Example: Debt Details Form – New York
   - Hover over the form to see additional details in the format, `<Form Name> - <Workflow Dimension: Member 1>| <Workflow Dimension: Member 5> (<Responsible role> - <Due Date>), <Frequency Dimension: Member 1>| <Frequency Dimension: Member 4>`.

     Example: Loan Detail – Entity: LE101 | Account: Sales (Preparer – Jan 10, 2020), Year: 2020 | Period: Jan | Scenario: Actual

   a. Double-click the leaf node to view the form header or summary section. Each section is a leaf node in the format, `<Section name>`.

      Example: Loan Collection Data Entry

   b. Click the header section to view the detail section in Excel. You can view or modify forms, answer questions, and enter comments.

      Detail sections or sub-collections display in a separate worksheet.
4. Under **Collections**, select the interval from the list of collection intervals.

   Each leaf node lists the collection interval first and then the collections and sub-collections.

   > **Note**
   >
   > Only collections that contain data display for each data collection period.
5. When you are finished, select the appropriate action for the form:
   - **Save Data**
   - **Submit Data**
   - **Approve**
   - **Reject**

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- **Post Data**

Using Currency Translation

Often stakeholders in a data collection process in a company are based across multiple geographical regions. The data preparers usually prepare the data in their local currency while submitted data needs to be analyzed in the local currency of the parent company (for example, Headquarters.) Almost always, the final financial reports are generated in the currency of the parent company. The currency translation feature gives you the capability to translate currency attributes from local to parent currency within Supplemental Data Manager.

Currency translation uses the following process:

- The system stores the base currency (or default currency) of entity members in Supplemental Data Manager.
- If you are using a multi-currency application, the system also stores Currency Rate Types, and currency rates, using the Exchange Rates member of the Account dimension in the Rates cube. The Rate Types and Currency Rates are read-only in Supplemental Data Manager.

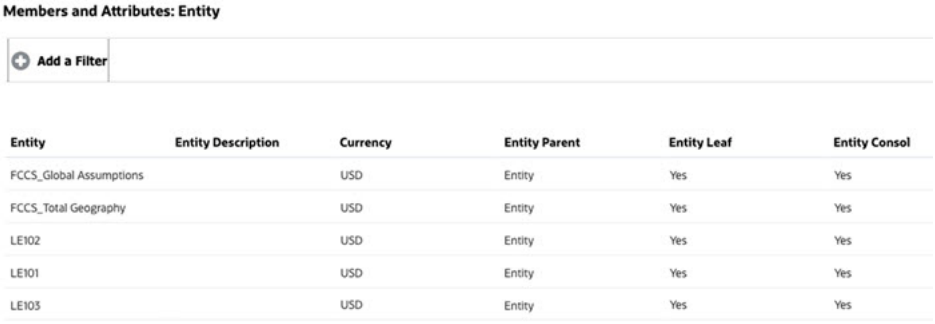
> **Note**
>
> Currency translations are only supported within data collections that use the default collection interval.

Viewing Default Currency for Entity Members

You can view the default currency for each member of the Entity Dimension.

To view the default currency:

1. On the Home page, click **Application** and then click **Supplemental Data**.
2. Click the **Dimensions** tab on the left.
3. In **Dimensions**, select **Entity**.
4. From the ellipses
   
   , select **Members and Attributes**.
5. For each member, you can view a currency in the Currency attribute.



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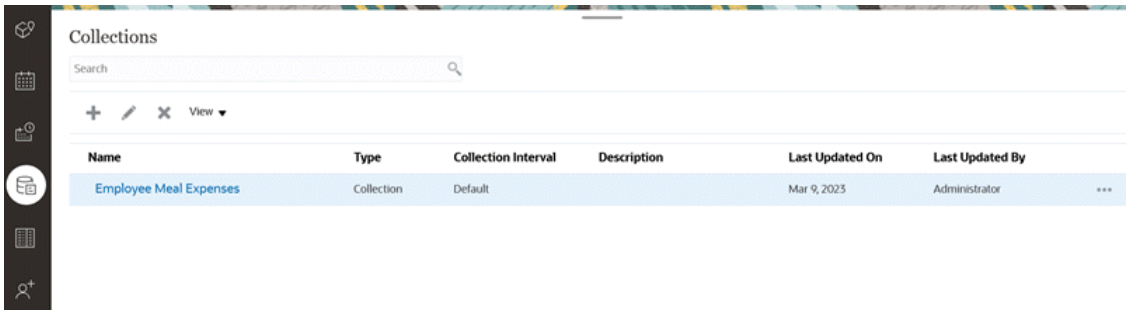
> **Note**
>
> If there is no currency associated with the entity member, then translation will not work when forms are deployed to this particular entity, since it has no currency to inherit.

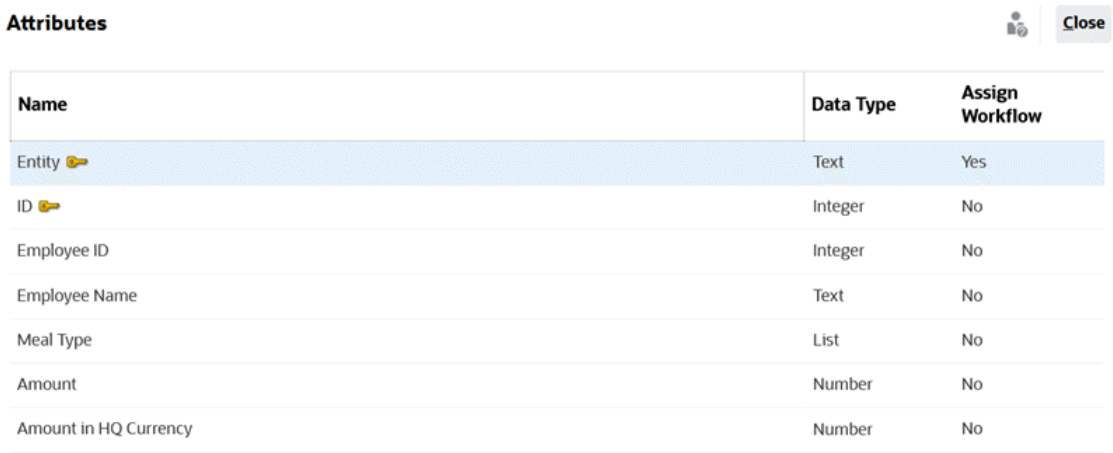
Setting Up Currency Attributes for Translation

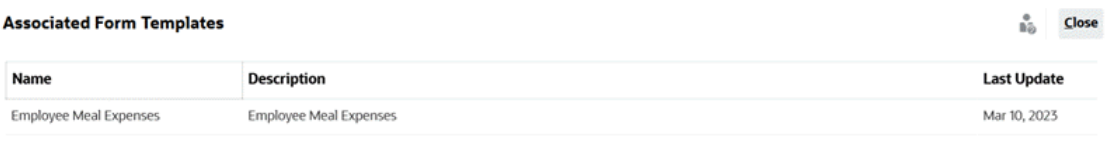
To use currency translation, you create an attribute for amounts (or monetary value) in local currency of the entity. In the **Edit Attribute** dialog, there is a property named **Currency**. If you choose the **Entity Currency** value for that property, that particular attribute will inherit the currency from the entity to which the form template is being deployed to. You can override it by selecting a different currency that is displayed.

To demonstrate, here's an example with a collection of **Employee Meal Expenses** that inputs meal expense data values manually in the local currency from entities around the globe. You can choose whether to use the Entity currency or override it.

The attributes include: Employee ID, Employee Name, Meal Type, Amount, and Amount in HQ Currency. The goal is to take the **Amount** and translate into **Amount in HQ Currency** which is USD (dollars).







To translate local currency of input values into HQ currency:

1. On the Home page, click **Application** and then click **Supplemental Data**.

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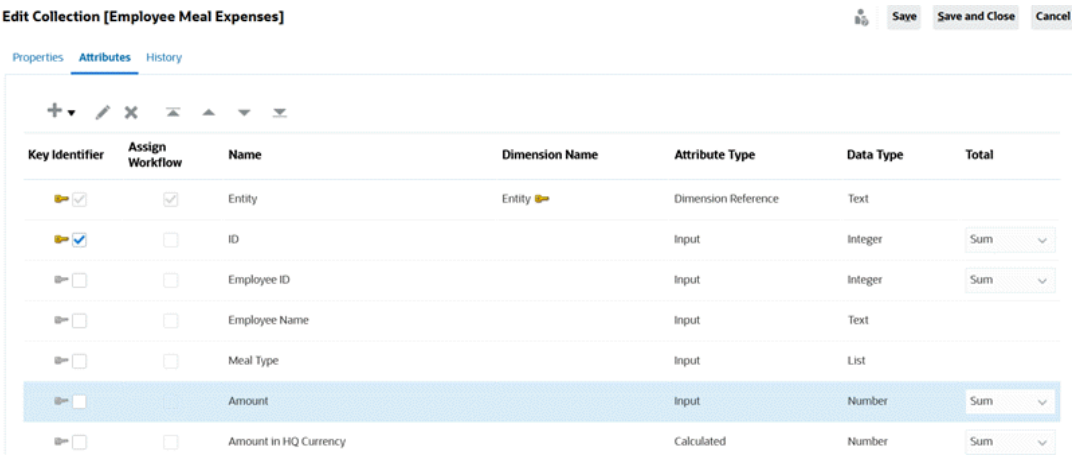
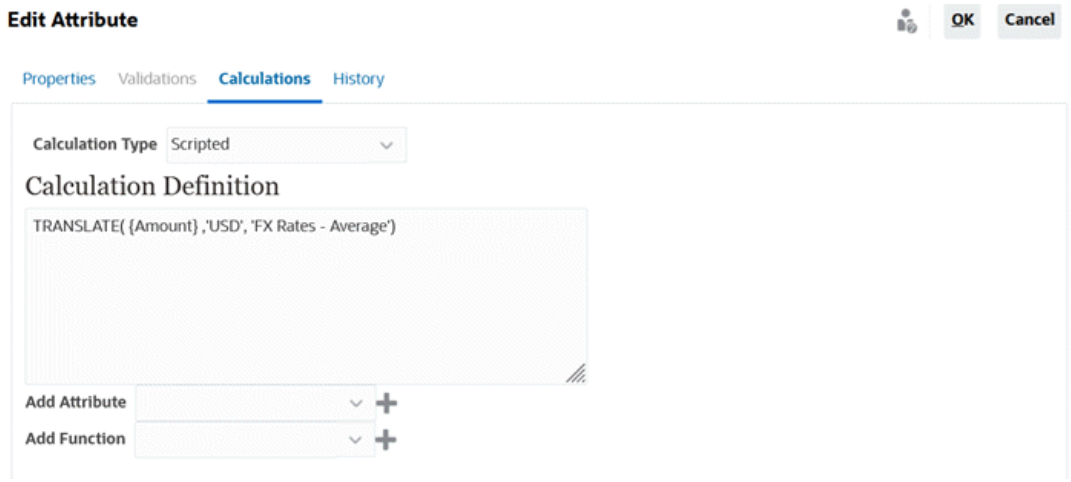
2. Click the **Collections** tab on the left.
3. Select the Collection and select **Actions**, then **Edit**.



4. From the **Attributes** tab, select the attribute (for example, **Amount** which is the input value for the meal expenses from various teams around the globe), and click **Actions**, then **Edit**.
5. In **Currency**, selecting **Entity Currency** means that this attribute (**Amount**) will inherit the currency of the Entity that the form is deployed to, which is "USD" (dollars) in this example.
6. The calculated attribute, **Amount in HQ Currency**, was set up with Currency in USD (dollars).
7. In Calculations, the **Translate** function has been set up to translate the values in "Amount" to USD currency using the "Average" exchange rate type.



8. Once the setup is complete, you can see the translation work in a deployed form. In this example, a form template has been deployed to four different entities having four different currencies.

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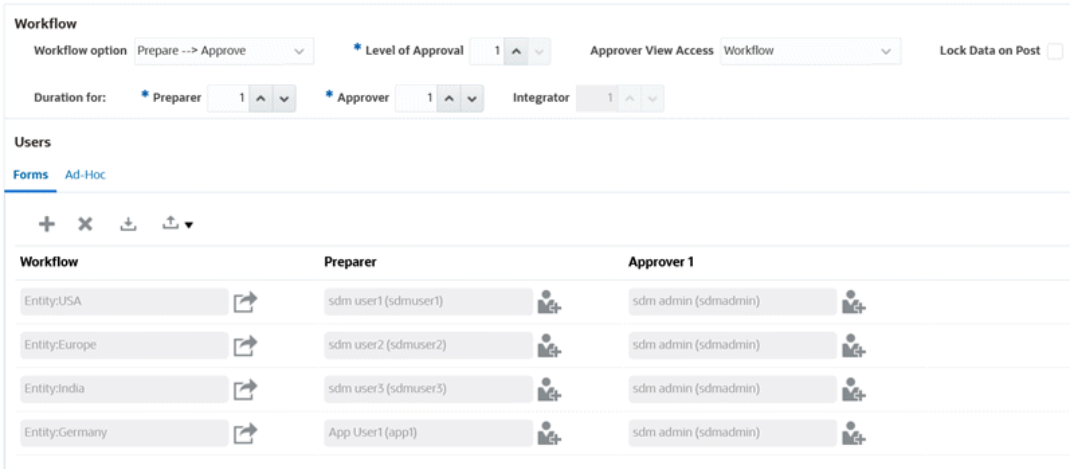
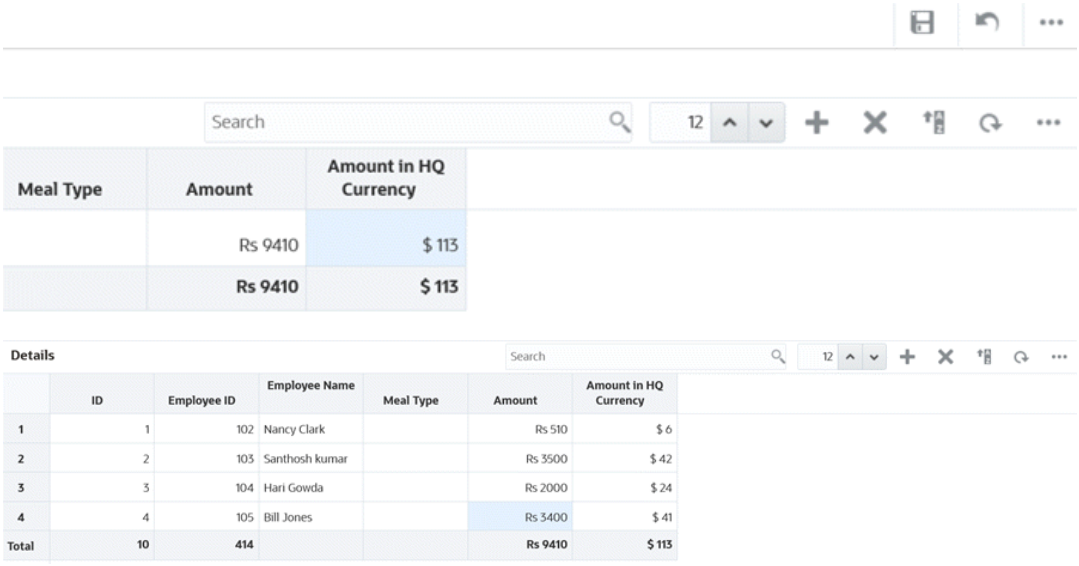
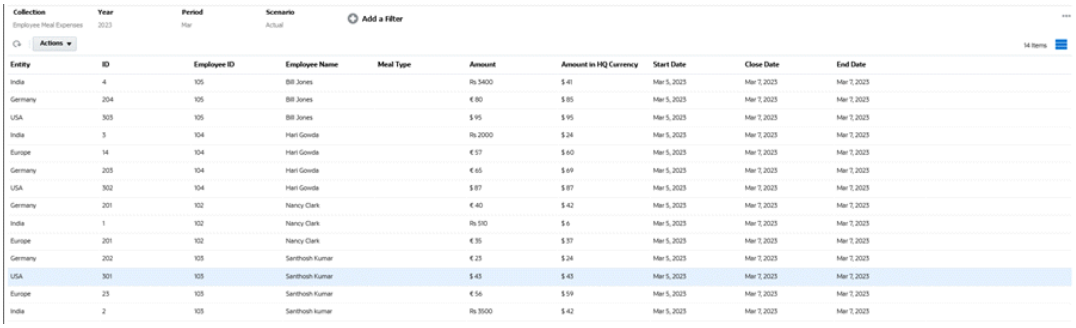


For Monthly Meal Expenses for India, after you enter the Amount, the translated currency value displays after you **Save** it. Note that the translation is calculated to the HQ currency.



9. You can also view this in Supplemental Data Analysis. Note the currency symbol in the "Amount" column and the translated values in the "Amount in HQ Currency" column.



Using Reports

You can generate custom reports and Cloud EPM system reports for Supplemental Data Manager.

For more information, see:

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- Generating Custom Reports for Supplemental Data Manager
- Generating Cloud EPM System Reports for Supplemental Data Manager

Generating Custom Reports for Supplemental Data Manager

You can create reports for Supplemental Data Manager. The reports can be generated in PDF, CSV, HTML, or XLSX format.

Building custom reports involves four steps and can only be performed by a Service Administrator:

1. Creating a Supplemental Data Query
2. Creating a Template.
3. Setting Up a Report Group
4. Creating a Report

To build custom reports, you create a query whose definition can then be exported as an XML file. Import the XML file into Word and use it to create a template document, which must be in RTF format. Then you can set up a report group to group individual reports. Finally, generate the report, which uses both the query and the template you created and can be set with a default output of CSV, PDF, HTML, or XLSX.

After you have built a custom report, the Service Administrator or other users who have been granted access can generate the report. See Generating the Report.

> **Note**
>
> If you are managing the migration between two environments and have custom reports, you may need to update the query definitions of those custom reports in the target service. This is because the internal IDs for objects (for example, Tasks, Journals, Attributes, and so on) may change during the migration. However, in case of Oracle managed migration, there will not be any change in the internal object IDs, so changes to custom report definitions is not required.

Creating a Supplemental Data Query

Creating a query is the first step in creating a custom report.

To create queries:

1. From the Home Page, select **Application**, and then select the report (for example, Non-Consolidation Reports).
2. From the **Queries** tab, select **New**.
3. On the **New Query** screen, enter a **Name** and an optional **Description**.
4. From **Type**, select an option:
   - **Parameter Query**

     A Parameter Query type is used to present a list of options that you can specify for this parameter's value. Parameter Query allows you to present a list of options used when filling in a parameter's value for a Report Query, where the list of options is not a simple Attribute already defined, but is instead a complex query that you need to define.

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This parameter query example provides a list of all Supplemental Data Manager Query periods:

```
SELECT PERIOD_ID, PERIOD_NAME FROM FCC_PERIODSWHERE APP_ID=1
```

- **Report Query**

  Select the records to be included in the report. You can apply a security filter, so users see only the data that they are authorized to see based on their roles and the reports to which they are assigned. To apply a Security Filter to a report query, add the following syntax to the end of the query WHERE CLAUSE statement.

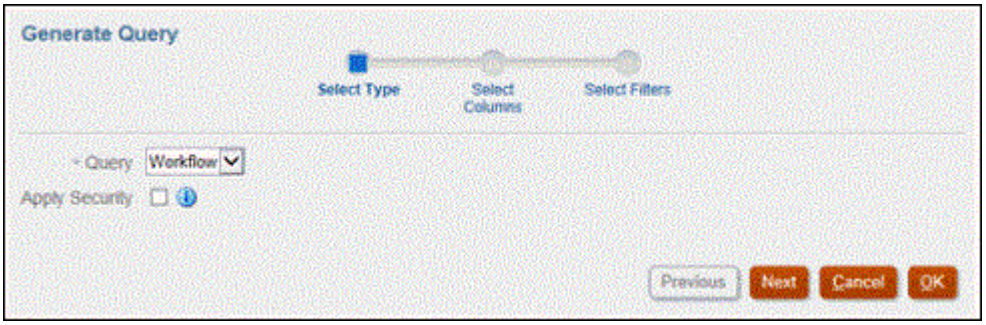
  ```
  $FCC_SECURITY_CLAUSE$
  ```

5. Click **Generate Query** to build the query from the New Query dialog. The dialog assists you in creating a query against the database by allowing you to select any existing attribute in the product to be queried and/or filtered against. The system then generates the SQL to match the specified attributes and filters, at which time you can modify and enhance it.

   a. On the **Select Type** screen, select the following:

      - From **Query**, select **Workflow**.
      - **Optional**: Select the **Apply Security** checkbox to automatically apply the user security filter to the generated query. This applies the Security token to the query, to be filled in with the correct SQL when the report is generated.

   b. Click **Next**.



6. From **Select Columns**, select the columns to display in query, and then click **Next**.

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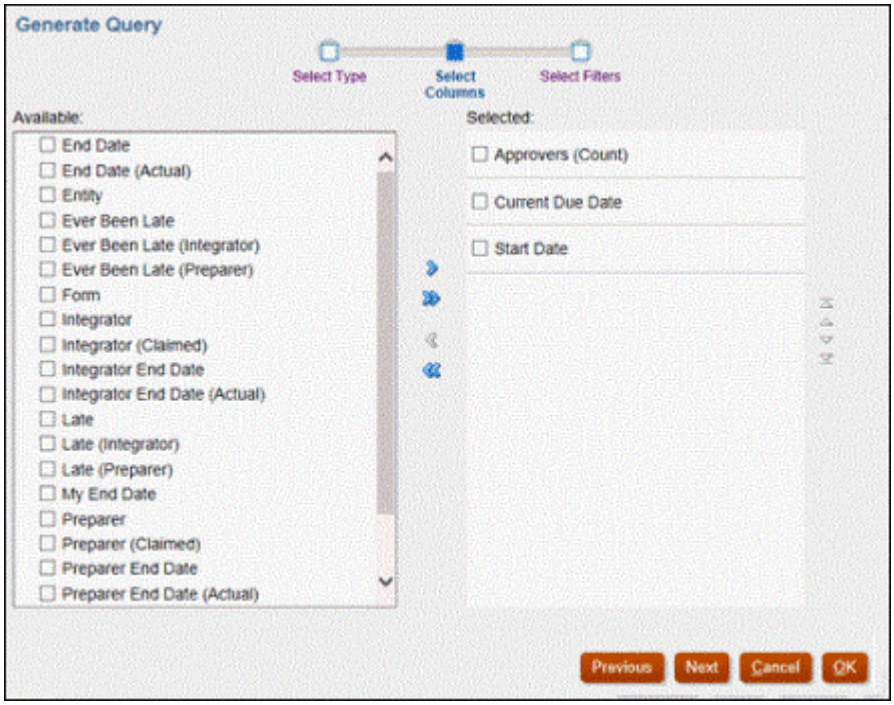
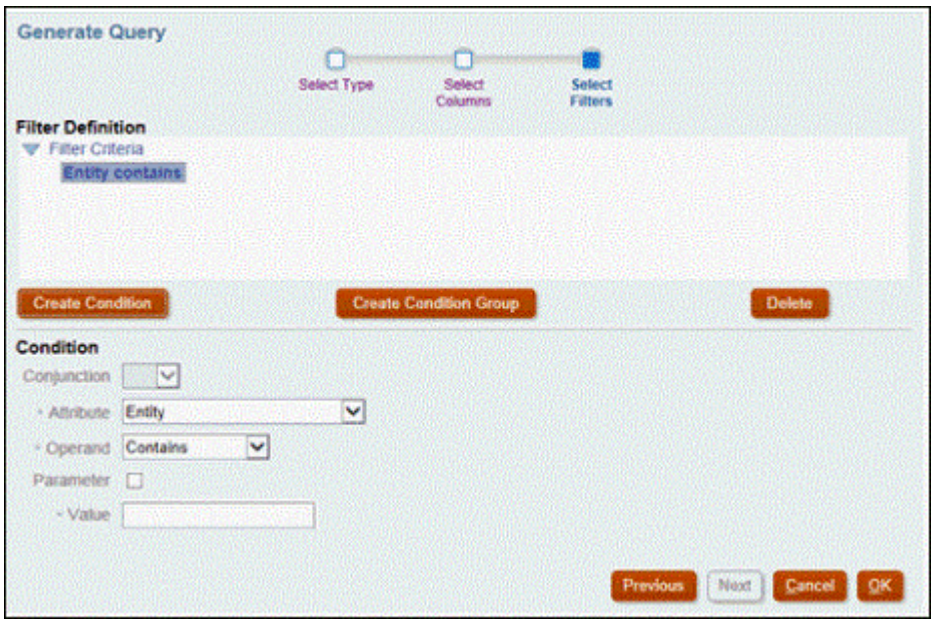


7. From **Select Filters**, click **Create Condition** or **Create Condition Group** and select the conditions to create the filters to create the query.



8. Select **OK**.
9. **Optional**: If you want to use the report in the future, click **Generate Sample XML**.
10. Click **Save**.
11. To test the query for errors:
    - Click **Validate** from the New Query dialog. You can also select **Validate** from the drop-down list.

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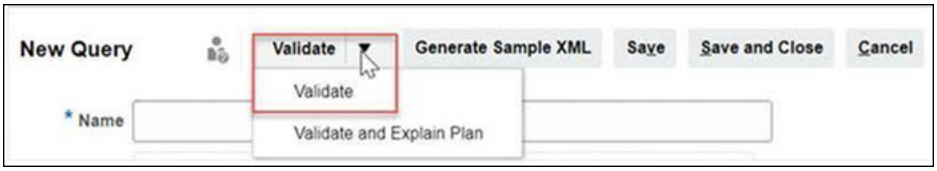

The query displays in the Queries tab.

> **Note**
>
> You can easily delete a query, or duplicate a query using the Action menu.

- Click **Validate and Explain Plan** from the drop-down to validate the query and also generate the execution plan for this query. A .txt file that uses the same name as the query is generated. You can view or download the generated plan.
  Open this file to view the generated plan which contains the sequence of steps that is performed to run this query. If the performance of a query is suboptimal, you can use this plan to understand the cause of the problem and determine the best way to improve the query performance.

> **Note**
>
> By default generation of execution plans is available only for OCI (Gen 2) environments. To enable it for Classic environments, contact Oracle using a service request.

Modifying A Query

A system administrator can edit a Supplemental Data Query.

1. From the Home Page, select **Applications**, then **Non-Consolidation Reports**.
2. From the **Queries** tab, select **Edit** from ••• next to the query you are editing.

> **Note**
>
> If it is locked, contact your System Administrator to unlock.

3. In **Edit Query**, edit the information as needed.
4. After you are done with your changes, click **Save and Close**.

See also *Data Tables Guide - Supplemental Data Manager* guide for details on Supplemental Data Manager Tables and their columns, primary keys, indexes, and foreign keys, if applicable.

Creating a Template

Creating report templates is the second step in generating custom reports. Report templates are created in Microsoft Word with Oracle BI Publisher Desktop installed.

Make sure that you've already generated the sample XML when you created the query. The sample XML file is generated in the Sample XML folder.

To create a report template:

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1. Open Microsoft Word with a new document.
2. Select the **BI Publisher** tab, then select the **Sample XML** folder and click **Load Data**.
3. Locate the `SampleQuery.xml` that was generated when you created the query and click **Open**.
   When the message displays, "*Data Loaded Successfully*", click **OK**.
4. Select **Insert**, and then **Table Wizard**.
5. Select **Table** and click **Next**.
6. Select the default data set and click **Next**.
7. Select the desired fields to show in the report and click **Next**.
8. Select **Group By**, select the fields to group by, and then click **Next**.
9. Select **Sort By**, select the fields to sort by, and then click **Finish**.
10. Save the template as an `.rft` file; for example: `SampleQuery.rtf`.

For more information about creating RTF templates, see Creating RTF Templates.

Setting Up a Report Group

Creating report groups is the third step in generating custom reports. A report group enables you to group individual reports together so that you can organize reports in folder structures.

> **Note**
>
> Nested Report Groups are not supported.

After a report group has been created, you can modify it if necessary. You can duplicate a report group but its name must be unique. You can also delete a report group, however, deleting a report group deletes all reports associated with that group.

To create report groups:

1. From the Home Page, click **Application**, and then select **Non-Consolidation Reports**.
2. From the **Report Groups** tab, click **New**.
3. In the **New Report Group** window, enter:
   - **Name**: Enter a group name for the group of reports.
   - **Description**: Enter a brief description for the group name.
   - **Display to User**: Select if you want this report group displayed to the user.

     The **Display to User** option enables report writers to have a group of reports hidden while they are working on them.
4. On the **Reports** tab, reorder, or edit reports that have been added to the report group using the Move icons

   

   .
5. Click **Save and Close**.

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Searching and Filtering Queries, Report Groups, or Reports

Using the search field and filter options, you can control the records that you see in the list of queries, report groups, or reports.

To filter queries, report groups, or reports:

1. From the Home Page, click **Application**, and then select **Non-Consolidation Reports**.
2. Select the **Queries**, **Report Groups**, or **Reports** tab.
3. Enter search criteria in the **Search** text box.
4. **Optional:** From the filter bar, click on a category to display additional search operators such as **Equals**, **Does Not Equal**, **Contains**, **Does Not Contain**, **Starts With**, and **Ends With**.

> **Note**
>
> - Click **Add a Filter** to view all categories.
> - To hide the filter bar, click the **Hide Filter Bar** icon.
> - To clear all filters, click the
>
> **Filters** icon, and then click **Clear All Filters**.

Creating a Report

Creating report definitions is the fourth step in generating reports. Users can create reports from the queries and assign them to groups.

To create report definitions:

1. From the Home Page, click **Application**, and then select **Non-Consolidation Reports**.
2. Select **Reports**, and then click **New**.
3. In **New Report**, enter:
   - **Name**
   - **Description**
   - **Query**: Select a query.
   - **Template**: Click **Browse** and then browse to a report template. You can upload any supported Oracle Business Intelligence Publisher template format. See Creating a Template.
   - **Report Group**: Select the Group Name for the report from the drop-down menu.
   - **Display to User**: Select if you want the report displayed to a user.
   - **Output Format**: Select a report output format that BI Publisher supports from one of the following options:
     - **xlsx**: Not supported for graphs.
     - **html**: Not supported for graphs and charts.
     - **pdf**

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- **csv**: Does not use a template and is better at faster data retrieval.
- **csv (Formatted)**: Is best suited for a simple data table with formatted data and does not support images, graphics, or styling in the template.

> **Note**
>
> The **csv (Formatted)** output format takes additional time to generate the report to honor template formatting when compared to the **csv** format. Therefore, you can select **csv** to generate the data quickly or **csv (Formatted)** to generate formatted template based data.

4. To complete the report definition, you must set the parameters and access:
   a. For Parameters, select the **Parameters** tab.

      Parameters from the query are identified and added to the list. Update the following:

      - **Display Name**
      - **Parameter Type**: Select **Supplemental Data**
        - **Text**
        - **Date**
        - **Date/Time**
        - **Number**
        - **Query**
        - **Integer**
        - **True/False**
        - **Yes/No**
        - **User**
      - **Display To User**: Clear the checkbox if you do not want the parameter to be displayed and want the value to be used. You can use a single query to create multiple reports. In such scenarios, few parameters are hidden and values defined in the **Parameters** tab are used.
      - **Attribute/Query**: For Attributes, the drop-down lists the attributes for Task Manager. For Query, the drop-down lists all queries of the **Parameter Type**. This can be used to make parameters such as dynamic LOVs. See Creating a Supplemental Data Query
      - **Parameter Value**: The default value is displayed.

   b. For Access, select the **Access** tab.

   c. From the drop-down lists, select the **Application Module**, then select a **Role** for the Application Module.
      For example, you can select **Task Manager** for the **Application Module**, then select to assign access to the Power User role.

      You can use ➕ **Add** or ✖ **Remove** to change the list of users who can access the report.

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> **Note**
>
> The report must be granted access to at least one application module for the report to display in the corresponding Reports tab.

5. Click **Save and Close**.

Generating the Report

Generating reports is the final step in the process. After a Service Administrator has built the custom report, any user, group, or team who have been granted access can generate the report.

A Service Administrator can also use the REST API commands to generate a report. For detailed information, see Generate Report for Financial Consolidation and Close and Tax Reporting in *REST APIs*. For large reports, the `runAsync` parameter for report generation in REST API allows reports to run asynchronously (value of true).

To generate reports:

1. From the Home page, click **Reports**.
2. Click the **Supplemental Data Reports** tab.
3. Select the report you want to generate. You can use the quick **Search** option to find a report under a selected group.
4. For **Output Format**, select from the following:
   - **xlsx**: Not supported for graphs.
   - **html**: Not supported for graphs and charts.
   - **pdf**
   - **csv**: Does not use a template and is better at faster data retrieval.

     > **Note**
     >
     > For reports that contain more than 10,000 records, it is recommended to use the **csv** format.

   - **csv (Formatted)**: Is best suited for a simple data table with formatted data and does not support images, graphics, or styling in the template.

     > **Note**
     >
     > The **csv (Formatted)** output option takes additional time to generate the report to honor template formatting when compared to the **csv** format. Therefore, you can select **CSV** to generate the data quickly or **csv (Formatted)** to generate formatted template-based data.

5. Click **Generate**.
6. Enter the **Name**, and then select the **Schedule** and **Period** from the drop down menus.
7. Click **Generate**.
   When done, the system displays a "Completed Successfully" status message.

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> **Note**
>
> - Click **Back** to preserve the parameter values that you have selected and regenerate the report.
> - Click **Reset** to clear the parameter values that you have selected and regenerate the report.

8. Select **Open with** or **Save File** to save the ZIP file.

The report generation process uses a backend job framework that runs report jobs in the background. If the report has an error, for example, if the size is greater than the recommended size, you see a message stating the error in the Generate Report dialog before the report is generated. For reports with very large number of records, it is recommended to use filtering to break the report down to fewer records.

Understanding Reports Security

This topic describes the security for standard reports and custom reports in Supplemental Data Manager.

> **Note**
>
> A Service Administrator can also use REST API commands to generate user details report. For detailed information, see Generate Report for Financial Consolidation and Close and Tax Reporting in *REST APIs*.

Standard (Predefined) Reports Security

A security clause is in all standard report queries. This means that the reports have a security filter enforced on these reports by default. For example, Power User security (established under **Access Control**), to allow access to certain tasks is enforced on reports. A Power User with access to only certain tasks can only see reports for those tasks.

Administrators can edit reports to give users access to a report using the **Access** tab in the **Edit Report** dialog. This ensures that if you allow users to see reports, they can only see data appropriate for them as determined by the Administrator.

Assigning User Access to Standard Reports

An Administrator can decide to give access to standard reports to various users. This is done by using the **Access** tab on the **Edit Report** dialog.

To grant users access to a report:

1. From the Home page, click **Application**, and then select **Non-Consolidation Reports**.
2. From **Reports**, select the report you want, and from **Actions**, select **Edit**.
3. On the **Edit Report** dialog, under **Access**, you can use **Add** or **Remove** to change the list of users who can access that report.
4. Click **Save** or **Save and Close**.

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Custom Reports Security

For custom reports, you can determine when you create your query whether you want to have a security clause inserted into the query and then assign access to the report to users. This means that the creator of the report determines who should be given access.

Generating Cloud EPM System Reports for Supplemental Data Manager

Reports provides a user-friendly, robust report development framework along with an enriched report viewer experience. Using Reports' Tables, you can incorporate Supplemental Data Manager within the Oracle Fusion Cloud EPM Reports platform – Reports, Books, and Bursting.

For more information, see:

- Designing Reports in *Designing with Reports*
- Supplemental Data Forms Attributes List and Supplemental Data Line Items Attributes List in *Cloud EPM System Reporting Schema Reference Guide*

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27

Working with Views and Filters

This chapter describes how to create, manage, and use views and filters.

Related Topics

- Working with Filters
- Working with Views

Working with Filters

Use filters to limit the records displayed in your views and reports.

Related Topics

- About Filters
- Viewing the Existing Saved Filters
- Creating a New Filter
- Using the Filter Bar to Adjust Your View
- Clearing Filter Conditions
- Removing a Filter
- Editing a Filter
- Duplicating a Filter
- Saving a Filter
- Applying a Saved Filter
- Publishing a Filter
- Deleting a Filter
- Displaying Columns for Filters
- Reordering Columns for Filters

About Filters

Filters control the records that you see in list views and reports.

You can provide values for the attributes that you want to filter on and the operator to use for filtering. Typical operators include the following: equal to, not equal to, starts with, ends with, contains, greater than, less than, and so on. The available operators depends on the attribute's data type. For example, operators for filtering text values are different than the operators for filtering numeric values. Filters are combined together using and logic, which means only those records that meet all filter criteria are displayed.

You can also create more complex filters using and as well as or logic and grouping logic to determine the order in which filters are applied.

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You can save a filter for future use. However, for setting up your views, saved lists can be used. See "*Working with List Views*".

Service Administrators and power users can publish filters so that they are accessible to other users and these are then marked as Public. Service Administrators and power users can use saved filters to test rules.

Where Are Filters Used in Task Manager

There are many locations within Task Manager where filters can be used.

The filters functionality remains consistent throughout these different areas:

- Schedule Tasks
- Templates
- Schedules
- Task Types
- Alert Types
- Views
- Attributes

Where Are Filters Used in Supplemental Data Manager

There are many locations within Supplemental Data Manager where filters can be used.

The filters functionality remains consistent throughout these different areas:

- Supplemental Data Tasks
- Views
- Data Collection Periods

Where Are Filters Used in Enterprise Journals

There are many locations within Enterprise Journals where filters can be used.

The filters functionality remains consistent throughout these different areas:

- Journals
- Journal Line Items

Viewing the Existing Saved Filters

Filter definitions that were saved are available in the Filters tab of Configuration.

To view saved filters:

1. From **Home**, click **Application**, and then **Task Manager**.

   From **Home**, click **Application,** and then **Supplemental Data**.

   From **Home**, click **Application** and then **Enterprise Journals**.
2. Click **Filters** to see existing filters.
   Public filters are marked with a green check mark.

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Creating a New Filter

You create a new filter to control the display of rows as per your requirement.

To create a new filter:

1. From **Home**, click **Application**, then **Task Manager**, and then **Filters**. You can also go to any of the following pages to create a filter:
   - **Tasks > Schedule Tasks**. Click **...** on the right side and then **Manage Filters**.
   - **Tasks > Supplemental Data Tasks**. Click **...** on the right side and then **Manage Filters**.
   - **Tasks > Alerts**. Click **...** on the right side and then **Manage Filters**.

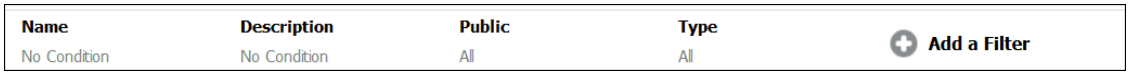
   From **Home**, click **Application**, then **Supplemental Data**, and then **Filters**.

   From **Home**, click **Application**, then **Enterprise Journals**, and then **Filters** . You can also go to to any of the following pages to create a filter:
   - **Home > Enterprise Journals > Journals**
   - **Home > Enterprise Journals > Journal Line Items**
2. Click New (+) to add a new filter. The New Filter dialog appears.
3. In **Name**, enter a unique name for the filter.
4. In **Description**, enter a description (optional) for the filter.
5. In **Type**, select the type of filter being created.
6. In the Filter Definition section, click **Create Condition** to create a condition that will be used to filter data. You can specify multiple conditions and condition groups.
   For each condition, specify the following:
   - (Condition Groups only) Conjunction: Select And or Or. These state how this condition or group relate to prior sibling conditions or groups. This field is enabled only if the selected node is not the first child of its parent node.
   - Attribute: An attribute is a field or value that a condition will be comparing to a value for inclusion in the result set of a filter. However, for the case of a filter, an attribute denotes more than the list of user-defined attributes.
   - Operator: States what kind of evaluation to perform against the attribute. For example, Equals, Between, Does not Equal, Greater than, Is blank, Is not blank, Less than, Not between.
   - Value: Specifies what values to compare the attribute against. The type of attribute determines what input field is available.

Using the Filter Bar to Adjust Your View

The filter bar works across many different areas to filter data displayed in a list. You can add multiple filters to a list.

Here's an example of the filter bar on the Filter configuration. Note that the default of All is used. This means that all objects are displayed unless you choose to make a selection of filter attributes.



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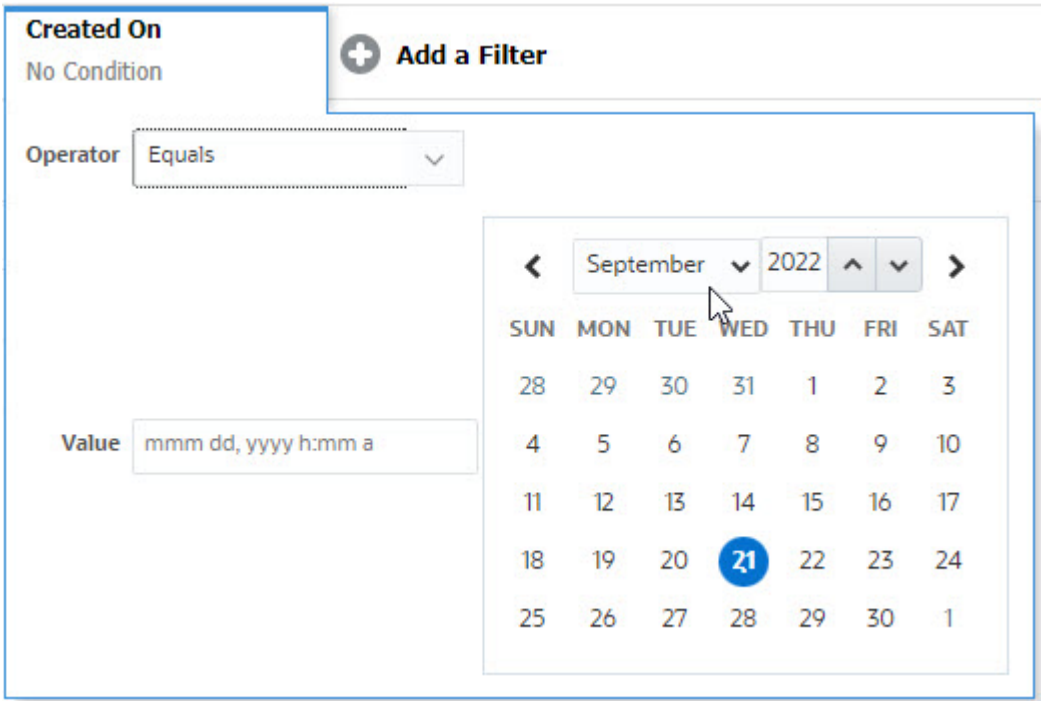
To add a filter to your list:

1. Click **+ Add a Filter** to display a list of attributes that you can use to filter data.
   The list of attributes is different, depending on the list page on which you are adding the filter.
2. Select the filter attribute you'd like to add.
   The selected attribute appears on the filter bar.

Using a Date Range

Some filter attributes have a date range. For example, if you want to add another filter attribute to the filter bar, such as **Created On**, you can use the date range feature. Narrow your view by using a date value and then use the **Operator** field to set the conditions for dates values that meet this criteria.



Clearing Filter Conditions

When you clear a filter, the conditions applied by this filter on the displayed data are removed.

After adding the filter to the Filter bar, you can do one the following to clear the filter conditions:

- Hover on each filter, click the *** icon, and click **Clear** to clear and reset the condition for the specific filter.
- Click the *** icon on the right side of the Filter bar and select **Clear All Filters**. The conditions for all the filters in the Filter bar are cleared and reset.

Removing a Filter

You can remove a filter from the Filter bar.

Removing a filter also clears the conditions applied by the filter on the listed data.

To remove a filter from the filter bar:

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1. Click the icon *** adjacent to the filter.
2. Click **Remove** to remove the filter from the Filter bar.

On a few pages, you can't remove the default filters.

Editing a Filter

Edit a filter to modify its definition.

To edit a filter:

1. Open the Filters page.

   From the Home page, click **Application**, then **Task Manager**, and then **Filters**.

   From the Home page, click **Application** > **Supplemental Data** > **Filters**.

   From the Home page, click **Application** > **Enterprise Journals** > **Filters**.

   You can also edit filters when you click **...** and then **Manage Filters** on a page.

2. Select the filter you want to edit and click the icon.
   The Edit Filter dialog is displayed.
3. Update the required information.
4. Click **OK**.
   The filter details are updated.

Duplicating a Filter

You duplicate a filter to create a copy of an existing filter.

To duplicate a filter:

1. On the Filters page, select the filter you want to duplicate and click the icon.
   A copy of the filter is displayed on the page.
2. Click the copied filter.
   The Edit Filter window is displayed.
3. Update the required information.
4. Click **OK**.
   The filter details for the copied filter are updated.

Saving a Filter

Saving a filter definition enables you to easily reuse these filter settings when required (instead of manually setting up filters when required).

By default, filters are saved as private filters. To enable other users to use the same saved filters, you can publish the filters.

To save a filter:

1. Use the **Add a Filter** to create a filter for the required attributes.
2. From the Actions menu, select **Save Filter**.
   The Save Filter dialog appears.
3. In **Name**, enter a unique name for the filter.

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4. In **Description**, enter an optional description for the filter.
   Notice that the Filter Definition section displays the selected filter conditions.
5. Click **OK**.

Applying a Saved Filter

You can apply saved filters to restrict the displayed data. All the saved filters are displayed when you click the **...** icon on the top-right side of a page. Click any of these filters to apply it for the data. The data will be displayed based on the defined filter conditions.

Publishing a Filter

Service Administrators can publish a filter to make it available to other users. Publishing a filter marks it as **Public**.

To publish a filter:

1. On the Filters page, select the filter you want to publish, and click the  icon.
   A message asking for confirmation is displayed.
2. Click **Yes**.
   A copy of the filter is created and the **Public** column displays icon indicating the filter is published.

> **Note**
>
> Only Power Users and Administrators can publish filters.

Deleting a Filter

Delete a filter to remove its definition from the system.

To delete a filter:

1. On the Filters page, select the filter you want to delete and click the  icon.
   A message is displayed asking for confirmation.
2. Click **Yes**.
   The filter is deleted.

Displaying Columns for Filters

To display the columns for the filters:

1. On the Filters page, click **View** and then **Columns**.
2. Select the columns you want to display or click **Show All** to display all the columns.

You can click **Manage Columns** and hide or show the columns that are displayed in **View > Columns**.

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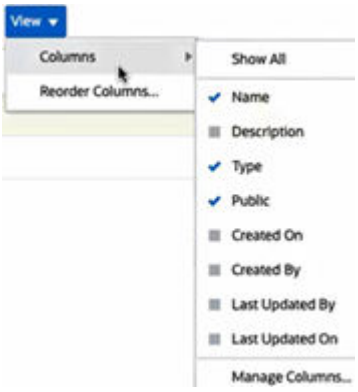

Reordering Columns for Filters

To reorder the columns:

1. On the Filters page, click **View** and then click **Reorder Columns**.
2. Select the column name that you want to reorder and use the following icons to move it to the required position:
   - : Move selected items to top of the list
   - : Move selected items up one in the list
   - : Move selected items down one in the list
   - : Move selected items to bottom of the list
3. Click **OK**.
   The columns are displayed based on the specified order.

Working with Views

Views provide multiple ways to visualize and analyze your data.

Related Topics

- About Views
- Working With List Views
- Working with Pivot Views
- Working with Chart Views
- Working With Gantt Chart Views
- Working With Calendar Views
- Saving Views
- Editing Saved Views
- Publishing Views
- Setting a Default View

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About Views

Oracle Fusion Cloud Enterprise Performance Management products provide you with great flexibility in the ways in which you can visually view your data.

Types of Views

- List view: Provides a table display of information in columns and rows for the objects which meet the filter conditions on the page.
- Gantt chart: Displays a timeline for a schedule that graphically represents the duration of tasks and the dependencies between them. You can use the Gantt chart to see the status of predecessor tasks to other tasks.
- Calendar: Displays schedule tasks in traditional calendar format by Month, Week, or Day. After you select the Calendar View, use the calendar icons to select Month, Week, or Day. In the Calendar View, you can also see the Day Label in the Day header.
- Pivot view: Allows you to create summaries of numeric attribute data by attribute value.
- Chart view: Displays data in the form of charts.

Use the View selector () to move between views.

Choosing the Compact Display of Views

When you're viewing items in a List, Gantt, or Pivot view, you've the ability to view the data in a compact format. The **Compact** option works as a toggle switch and displays more rows of information. Click **Compact** from the **View Selector** to display the records in a compact format.

If you save a view, your choice of Compact will also be saved.

Objects for Which Views are Available

Views are available for the following objects in Task Manager:

- Schedule Tasks: Contains the list of scheduled tasks for Task Manager
- Alerts: Contains the list of alerts and provides drill-down to the alert details

Views are available for the following objects in Supplemental Data Manager:

- Supplemental Data Tasks: Contains tasks for Supplemental Data Manager
- Supplemental Data Analysis: Contains details of collections and sub-collections

Views are available for the following objects in Enterprise Journals:

- Journals: Contains all the active journals for your role that need your attention
- Journal Line Items: Contains the journal data collected for a specific year and period

About Filtering Data in Views

You can use filters to restrict the data displayed in the views. Filters can be created at run time (after the data is displayed), or when designing the chart or pivot view.

You can filter data in the following ways:

- Filter bar in a view

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Using filters from the Filter bar enables users to dynamically decide the criteria that must be applied to the view data. The specified filter condition is applied at run time, after the view is generated and the display is updated to reflect the applied condition. See Using the Filter Bar to Adjust Your View.

For example, add a filter to the Filter bar in the Tasks list with the Assignee column selected. You can use this filter to dynamically filter the chart data by selecting one or more assignees.

For example, add a filter to the Filter bar in the Forms list with the Preparer column selected. You can use this filter to dynamically filter the chart data by selecting one or more preparers.

For example, add a filter to the Filter bar in the Journals list with the Preparer column selected. You can use this filter to dynamically filter the chart data by selecting one or more preparers.

- **Filter** in the **Layout** tab of the Edit Pivot or Edit Chart dialogs
  This filter is added by the view designer. The specified conditions are applied on the data before the data is included in the pivot view or chart view. You can create a filter for each data set listed in the **Legend (Series)** section. See Setting the Chart Layout.

  For example, if you create a filter condition for a data set with Status set to Open, only open tasks are included when charting that data set.

  For example, if you create a filter condition for a data set, with Status set to Open, only open forms are included when charting that data set.

  For example, if you create a filter condition for a data set, with Status set to Open, only open journals are included when charting that data set.

Working With List Views

Use list views to display records in a simple tabular form.

Related Topics

- About List Views
- Customizing the List View
- Task Manager Example: Customizing the List View for Schedule Tasks
- Supplemental Data Manager Example: Customizing the List View for Supplemental Data Tasks
- Enterprise Journals Example: Customizing the List View for Enterprise Journals

About List Views

List views present records for on screen viewing and provide drill-down capabilities to the record details. They display objects in a vertical list, in the form of rows and columns.

To see more rows displayed in the list view, use **Compact** from the **View Selector** at the right hand side.

List views provide the following reporting features:

- Columns can be added to or removed from the view and re-ordered.
- Filters can be applied to limit the records included in the list.
- List views can be printed or exported to Excel for ad-hoc reporting.

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Customizing the List View

The list view displays with the default columns selected. You can easily change the default columns to customize your view.

To customize a list view:

1. Display the list view for the required object.
2. In the **Actions** drop-down, select **Select Columns**.

   The Select Columns dialog appears. The columns that are currently displayed are listed in the **Selected** section.
3. In the **Available** section, select the attributes that must be included in the list view and use the arrow keys to move them to the **Selected** section.
4. Click **OK**.

Task Manager Example: Customizing the List View for Schedule Tasks

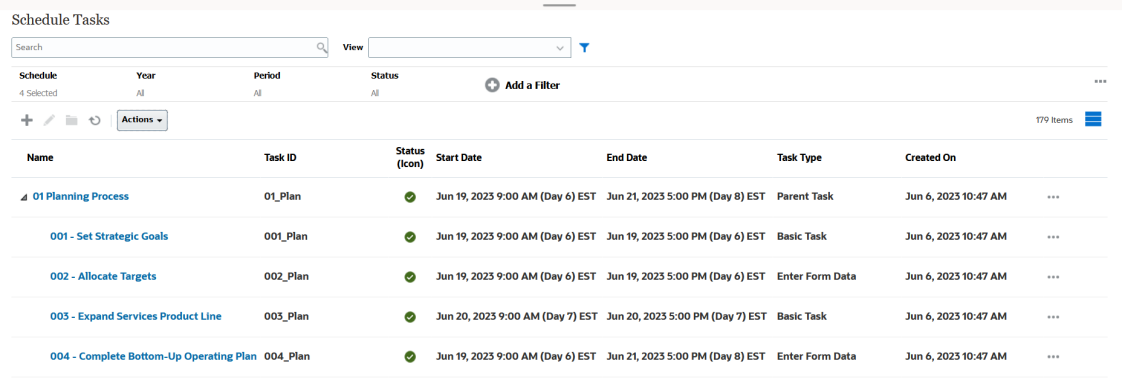
Assume that you want to see more information such as when was the task created.

Use the following steps:

1. From **Home**, click **Tasks** and then click **Schedule Tasks**.
2. From the **Actions** drop-down, click **Select Columns**.

   The Select Columns dialog appears. Use this to add additional columns to view information about the tasks.
3. In **Available**, scroll down the list, select **Created On**, and use the arrow keys to move it to **Selected** on the right side.
4. Click **OK**.

   The Schedule Tasks page displays the **Created On** column for the tasks.



Supplemental Data Manager Example: Customizing the List View for Supplemental Data Tasks

Assume that you want to see more information such as when was the supplemental data task last updated.

Use the following steps:

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1. From **Home**, click **Data** and then click **Supplemental Data Tasks**.

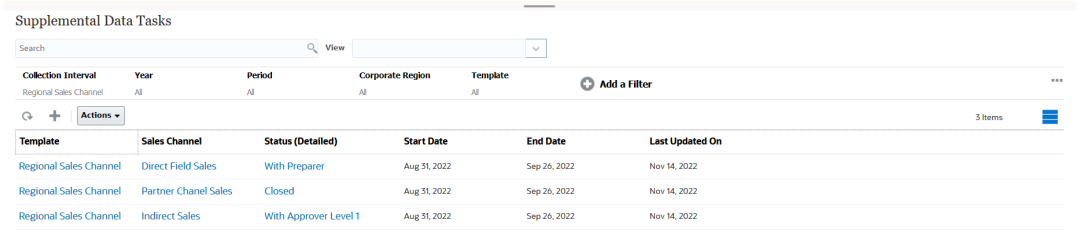
   From the **Actions** drop-down, click **Select Columns**.

   The Select Columns dialog appears. Use this to add additional columns to the list view.

2. In **Available**, select **Last Updated On**, and use the arrow keys to move it to **Selected** on the right side.

3. Click **OK**.

   The Supplemental Data Tasks list now displays an additional column called **Last Updated On**.



Enterprise Journals Example: Customizing the List View for Enterprise Journals

Assume that you want to see information such as when was the journal last updated.

Use the following steps:

1. From **Home**, click **Enterprise Journals**.

   The Journals page displays a list of Journals with associated information.

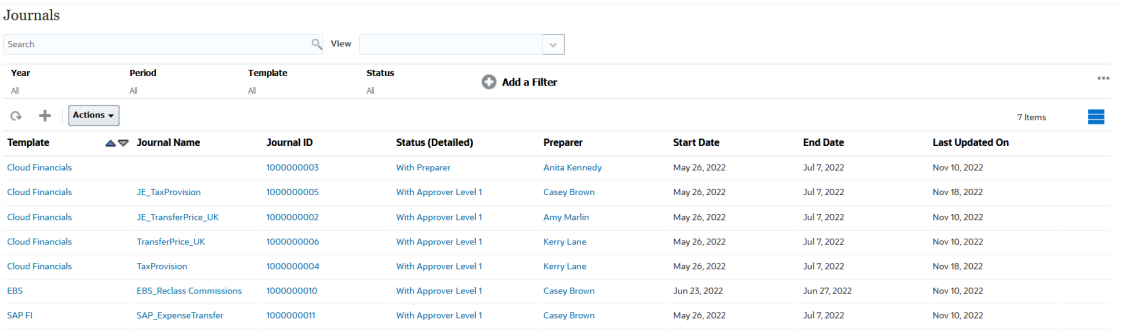
2. From the **Actions** drop-down, click **Select Columns**.

   The Select Columns dialog appears. Use this to add additional columns to the list view.

3. In **Available**, select **Last Updated On** and use the arrow keys to move to **Selected** on the right side.

4. Click **OK**.

   The Journals page shows an additional column called **Last Updated On** that provides information about who has last updated the journal.



Working with Pivot Views

Use pivot views to summarize your data.

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Related Topics

- About Pivot Views
- Customizing a Pivot View
- Example: Viewing Organizational Units Based on Task Status
- Example: Grouping Templates to Display Supplemental Data Forms Based on Status
- Example: Viewing Journals By Preparer and Approver

About Pivot Views

A pivot view enables you to create summaries of the attribute data.

There is a default layout for each object that supports pivot views. However, you can customize the pivot view based on your requirement.

Click each summary value displayed in the pivot view to drill down and view the records that comprise the total.

Customizing a Pivot View

You can customize a pivot view to summarize the data based on your business requirement. Data can be grouped by a maximum of two attributes.

To customize a pivot view:

1. Display the pivot view for the required object.
2. Click the **Edit** icon at the top-right.

   The Edit Pivot dialog appears. It contains three tabs: **Properties**, **Layout**, and **Columns**.
3. In the **Properties** tab, enter the basic view properties. See Setting Pivot View Properties.
4. In the **Layout** tab, specify the details of how data must be grouped. See Setting Pivot View Layout.
5. In the **Columns** tab, enter the data labels and the sorting order for the data. See Specifying Pivot View Columns.
6. Click **OK**.

> **Note**
>
> If you drill down into a record, update one or more details, save it, and return to the pivot view, these changes are not visible. You must refresh the pivot view to see the latest updates.

Setting Pivot View Properties

Use the **Properties** tab of the Edit Pivot dialog to set the basic properties of a pivot view.

To set the pivot view properties:

1. In **Background**, select one of the following:
   - **No Fill**: No background color is used

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- **Solid**: Select the color to be used as the background color. You can optionally select a color in **Gradient**.

2. In **Header Color** and **Header Size**, select a color and font size for the pivot view header.
3. In **Data Color** and **Data Size**, select a color and font size for the data displayed in the pivot view.
4. Select **Missing Values as Zero** to display a zero when data values are missing.
   This includes missing data values and values that are missing because of an applied filter.
5. In **Period**, select one of the following:
   - **Selection**: Use the selection from the Period filter as-is.
   - **Latest in Selection**: Use the latest Period chronologically in the filter.
   - **Prior from Selection**: Create a new filter of the prior X periods based on the latest period in the filter.

     The Period selection allows you to fine tune the list of Periods for the particular pivot view. This can be done so that pivot views sharing the same global period filter can display different amounts of data, or to make it easier to show a distribution of period data based on a single local period selection.

Setting Pivot View Layout

The **Layout** tab specifies how data in the pivot view must be summarized. Filters can also be applied on the data that is considered for summarizing.

Specify the following layout details:

1. In the **X Axis** section, specify details about the primary grouping to use in the view.
   - In **Type**, select one of the following: None, Attribute, Date, User, Yes/No, or True/False.

     If you set the **Type** to Attribute, in **Attribute 1**, select the attribute that must be used to group data. For example, Organizational Unit.

     Optionally, you can create another subgroup, within the **Attribute 1** group, by selecting another attribute in **Attribute 2**.
   - In **Sort**, select the attribute and the order on which data must be sorted.
   - Select **Swap Rows and Columns** to swap the display of rows and columns in the grid.
2. In the **Legend (Series)** section, click the **Add** icon to create one row for each attribute for which you want to summarize data. This summary is created within the specified **Type**. There must be at least one row in this section.

   For each row, specify the following details:
   - In **Value**, select the attribute whose data must be summarized. For example, Approvers (Count).
   - In **Aggregation**, select the aggregation operation to be performed on the summarized data. It will default to the aggregation method specified on the attribute that you selected. The supported aggregation methods are Average, Count, Maximum, Minimum, and Sum.

> **Note**
>
> If you select a non-numeric attribute in **Value**, the only **Aggregation** available is **Count**.

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- In **Categories**, optionally select the attribute by which the data is summarized, within the **Value** group.
- In **Group By**, select an attribute from the list. This is applicable only when **Type** is set to a value other than Attribute.
- Click **Filter** to apply a filter on the data that is included in the pivot view. This filter is first applied on the data and then the data is summarized using the specified criteria.

  By default, the first clause in a filter condition is displayed as the label for this filter.

3. Click **OK**.

Considerations When Using Aggregation

For Task Manager example, see Example: Viewing Organizational Units Based on Task Status

For Supplemental Data Manager example, see Example: Grouping Templates to Display Supplemental Data Forms Based on Status

For Enterprise Journals example, see Example: Viewing Journals By Preparer and Approver

Specifying Pivot View Columns

Use the **Columns** tab to customize the labels and order of data displayed in the pivot view.

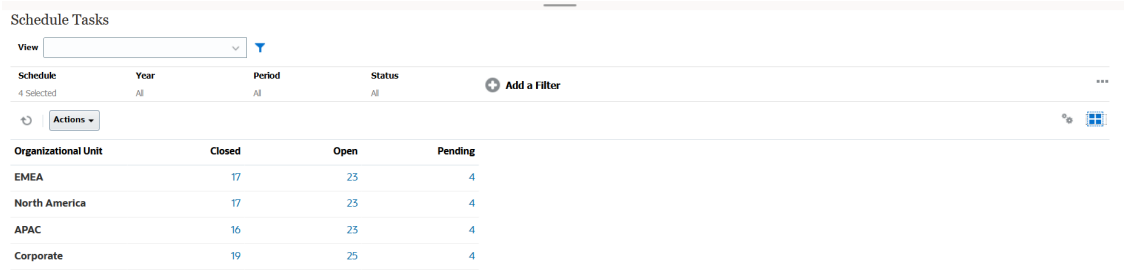
Each row in this tab will be displayed as a column in the pivot view. The number of rows is determined by what is specified in **X Axis** and **Categories** in the **Layout** tab.

To customize the display of the pivot view:

- In **Label**, enter the label that must be displayed for this column.
- Select **Sort** to sort the pivot data by this column. Click the icon next to this option to sort in ascending or descending order.
- Use the arrows on the right to change the order in which the columns are displayed. This list of columns are displayed from left to right in the pivot view.

Example: Viewing Organizational Units Based on Task Status

This example describes how to create a pivot view that groups organizational units based on the status of the tasks. The following image displays the Pivot view.



Use the following steps to create the above Pivot view:

1. In the Home page, click **Tasks** to display the Schedule Tasks page.
2. Click the icon and select **Pivot View**.
3. Click the **Edit** icon to configure the Pivot view as per your requirement.
4. On the **Properties** tab:

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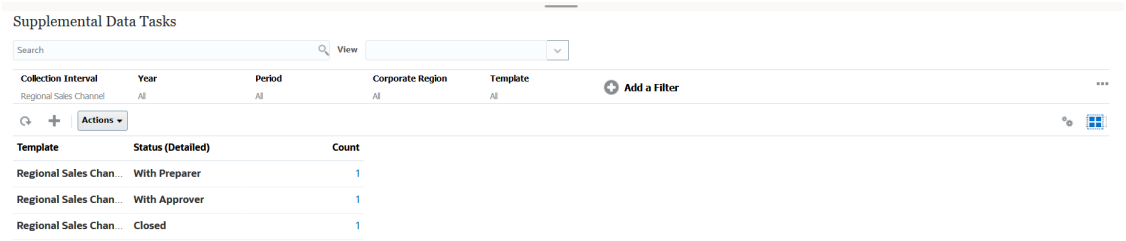
- **Background**: No Fill
- **Header Size**: 13
- **Data Size**: 14
- **Period**: Selection

5. On the **Layout** tab:
   - In **X-Axis**:
     - In **Type**, select **Attribute**.
     - In **Attribute1**, select **Organizational Unit**.
     - In **Sort**, select **Organizational Unit** from the first drop-down list and then select **Descending** from the second drop-down list.
   - In **Legend (Series)**:
     - In **Value**, select **Task**.
     - In **Categories**, select **Status**.
6. On the **Columns** tab, select the displayed labels.
7. Click **OK**.

Example: Grouping Templates to Display Supplemental Data Forms Based on Status

This example describes how to create a pivot view that groups templates and displays the supplemental data forms based on status. The following image displays the Pivot view.



Use the following steps to create the above Pivot view:

1. In the **Home** page, click **Data**, and then click **Supplemental Data Analysis**.
2. Click the  icon and select **Pivot View**.
3. Click the **Edit** icon to configure the Pivot view as per your requirement.
4. On the **Properties** tab**:**
   - **Background**: No Fill
   - **Header Size**: 13
   - **Data Size**: 14
   - **Period**: Selection
5. On the **Layout** tab:
   - In **X-Axis**:
     - In **Type**, select **Attribute**.
     - In **Attribute1**, select **Template** and in **Attribute 2**, select **Status (Detailed)**.

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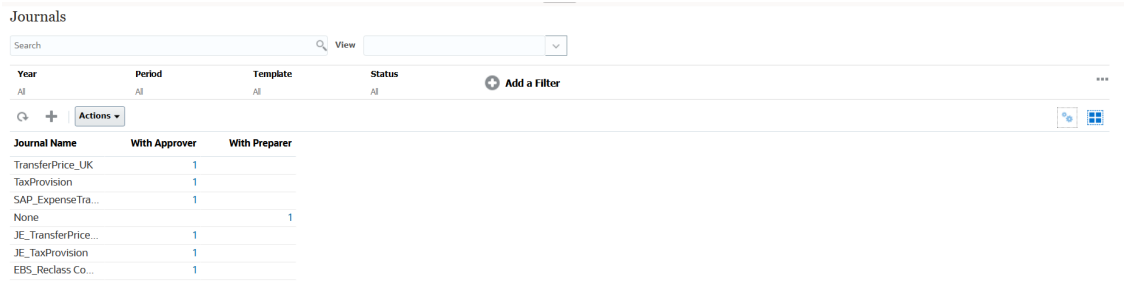
  - In **Sort**, select **Template** and then **Descending**.
- In **Legend (Series)**:
  - In **Value**, select **Form**.
  - In **Categories**, select **None**.

6. On the **Columns** tab, select the displayed labels.
7. Click **OK**.

Example: Viewing Journals By Preparer and Approver

This example describes how to create a pivot view that groups journals based on preparer and approver. The following image displays the Pivot view.



Use the following steps to create the above Pivot view:

1. In the **Home** page, click **Enterprise Journals**.
2. Click the icon and select **Pivot View**.
3. Click the **Edit** icon to configure the Pivot view as per your requirement.
4. On the **Properties** tab:
   - **Background**: No Fill
   - **Header Size**: 13
   - **Date Size**: 14
   - **Period**: Selection
5. On the **Layout** tab:
   - In **X-Axis**:
     - In **Type**, select **Attribute**.
     - In **Attribute 1**, select **Journal Name**.
     - In **Sort**, select **Journal Name** from the first drop-down list and then select **Descending** from the second drop-down list.
   - In **Legend (Series)**:
     - In **Value**, select **Journal.**
     - In **Categories**, select **Status (Detailed)**.
6. On the **Columns** tab, select the displayed labels.
7. Click **OK**.

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Working with Chart Views

Chart views enable you to visualize your data.

Related Topics

- Overview of Chart Views
- Creating Chart Views
- Example: Creating a Chart to Display Task Status by Month
- Example: Creating a Chart to Display Plan versus Actual End Date
- Example: Creating a Chart to Display Task Execution by Organization Unit
- Example: Creating a Chart to Display Forms and their Status
- Example: Creating a Chart to Display Period and Status (with Description) of the Form Template
- Example: Creating a Chart to Display Journal Values of the Preparers

Overview of Chart Views

Related Topics

- About Chart Views
- About Chart View Properties
- Types of Chart Views

About Chart Views

A chart provides a visual representation of data.

Charts are generated dynamically based on your business process data. Click an area within a chart, for example, an area within a pie chart, to drill-down and view details about the information summarized by that area. The chart and pivot view layouts are linked, allowing you to quickly switch between the chart or pivot view.

When you configure settings for a chart view, the system remembers these settings. If you close the chart view, perform other actions in your business process, and then return to the chart view, the chart is displayed using the previous settings.

Multiple types of chart views are available to provide a graphical representation of your tasks. See Types of Chart Views.

Multiple types of chart views are available to provide a graphical representation of your supplemental data.

Multiple types of chart views are available to provide a graphical representation of your journals.

About Chart View Properties

Chart properties include basic details such as the type of chart, chart orientation, and background. The properties that you can set for a chart depend on the type of chart.

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Chart Property	Applicable Chart Types	Description
Type	All	Type of chart See Types of Chart Views.
Background	Area, Bar, Column, Combination, Doughnut, Line, Pie, Tile	Background color used in chart This color applies to the entire chart area, from border to border. You can choose not to use a background color, in which case a white background is used for the chart. If you specify a background color, an optional gradient also can be specified.
Label Position	Area, Bar, Column, Combination, Line	Location of the data labels in relation to the elements The options available depend on the type of chart. For example, bar charts have the following label options: No Label, Center, Inside Edge, or Outside Edge.
Bar Label Position	Combination	Location of the data labels in the bar chart
Grid Lines	Area, Bar, Column, Combination, Line	Grid lines used to divide the chart area
Orientation	Area, Bar, Column	Orientation of the chart - Vertical or Horizontal
Missing Values as Zero	Area, Combination, Line, Tile	Displays a zero (instead of a blank) when the data for a particular element is missing When you select this option, all missing values are displayed as zero. This includes missing data values and values that are missing because of an applied filter.

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Chart Property	Applicable Chart Types	Description
Dual-Y Axis	Area, Bar, Column, Combination, Line	Appears on the opposite side of the chart from the primary Y-axis The scale of the secondary Y-axis reflects the values for the associated data series. While the secondary Y-axis can be used with any line and bar chart type, it is more commonly used with the combination chart type, which helps to distinguish the data series that are plotted on the secondary Y-axis. For example, select **Bar** for the primary Y-axis and **Line** for the secondary Y-axis. When the data values in a chart vary widely from data series to data series, or when you have mixed types of data (for example, currency and percentages), you can plot one or more data series on a secondary (vertical) Y axis. You can also plot the secondary Y-axis as a split dual chart, where the secondary Y-axis appears with its data series below the original chart. In this case you can use any bar or line chart type.
Line Weight	Combination, Line	Width of the line in the chart The default is 5 pixels.
Bar Label Position	Combination	Position of the label for the data set displayed as a bar chart
Display as Percentage	Doughnut, Pie	Values for each data set displayed in terms of percentages (instead of as a numerical value)
3D chart	Pie, Tile	3-dimensional chart format

Types of Chart Views

You can create the following types of chart views:

- Area

  Displays a shaded area to represent each data set
- Bar

  Displays a graphical summary of multiple data values for comparison purposes

  Bar charts can be plotted vertically or horizontally
- Column

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Displays stacked bars that represent different data sets on top of each other

The height of the resulting bar shows the combined result of the data sets.

- Combination

  Provides a visualization that lets you merge into one chart any combination of bar, line, and area charts.

  Use this type when you have two different sets of data that are plotted on the y-axis. You can add a secondary Y-axis on the opposite side from the primary Y-axis. Adding a secondary Y-axis lets you display the scale for one measure that doesn't scale appropriately with the other measures on the chart; for example, showing a percentage measure and a currency measure on the same chart.

- Doughnut

  Displays a circular graph which is divided into segments to compare data sets to one another

  The blank center displays the sum of all data sets.

- Line

  Enables users to visualize a trend in data over intervals of time

- Pie

  Displays a circular graph which is divided into slices to compare data sets with one another

- Tile

  Enables users to select specific values from a data set, to display in separate tiles

  It emphasis a small number of data points or an individual data point.

The default chart view is a Bar chart. You can customize your chart display and change the default chart view.

Creating Chart Views

Create charts to portray your application's data graphically.

To create a chart view:

1. Display the chart view for the required object.
2. From the **View Selector** at the top-right of the page, select **Chart View**.

   If this is the first time you're accessing the chart view, the default chart view layout is displayed.
3. Click **Edit** at the top-right to display the Edit Chart dialog. It contains three tabs: **Properties**, **Layout**, and **Legend**.
4. In the **Properties** tab, specify the required chart properties, as described in About Chart View Properties.
5. Enter the information required to create the chart, as described in the following topics:
   - Setting the Chart Layout
   - Setting the Chart Axis
   - Setting the Chart Legend
6. Click **OK** to save the chart definition and then display the chart.

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Click any area within the chart view to drill-down and display all the records that are aggregated by the selected area. The records are displayed in the Details dialog. You can click any link within this dialog to access the details of that individual record.

> **Note**
>
> If you drill down into an individual record, update one or more details, save it, and return to the chart view, these changes are not visible. You must refresh the chart view to see the latest updates.

Setting the Chart Layout

Use the **Layout** tab to specify the data sets that must be plotted on the x-axis and y-axis of the chart.

To set the chart layout:

1. Open the **Layout** tab of the Edit Chart dialog.
2. In the **X Axis** section, specify the data that must be plotted on the x-axis of the chart.
   - In **Type**, select the type of data. Options include None, Attribute, Date, User, Yes/No, and True/False.
   - If you set the **Type** to **Attribute**, you must specify at least one attribute that is plotted on the x-axis. You can specify a maximum of two attributes.

     In **Attribute 1**, select the first attribute to plot on the x-axis. Optionally, in **Attribute 2**, select the second attribute to plotted on the X axis. The various combinations of Attribute 1 and Attribute 2 values are plotted.
   - In **Sort**, select **Ascending** or **Descending** to sort your X axis data.
3. In the **Legend (Series)** section, specify one or more data sets that must be plotted along the Y axis of the chart view.

   For example, if you define three data sets, then three values are plotted on the y-axis.

   Within each data set, you can perform aggregation operations or group data. Optionally, you can apply a filter to restrict the data that is selected when computing the aggregation on the data set.

   For each data set in this section, specify the following:
   - In **Value**, select the value that must be plotted. For example, Amount or Status.
   - In **Aggregation**, select the aggregation that must be performed on the selected value. The supported aggregation methods are Average, Count, Maximum, Minimum, and Sum. See "Considerations When Using Aggregation" at the end of this topic.
   - (Optional) In **Categories**, select the attribute that must be used to categorize data within the data set. Use Categories to break your graph into more smaller details.
   - (Optional) In **Group By**, select the attribute by which Date type data is grouped.

     If **Group By** is set to a date, a new column **Date Aggregation** is displayed.
   - (Optional) In **Filter**, click the Filter icon to add a filter condition. This condition further refines the data shown for the data set within the chart view. It is applied before the data is included in the chart view. For example, if your **Value** is set to Tasks, you can create a filter to only plot tasks with a status of Open.

     By default, the first clause in a filter condition is displayed as the label for this filter.

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4. Click **OK** to save the chart view settings.

Examples

For Task Manager, see:

- Example: Creating a Chart to Display Task Status by Month
- Example: Creating a Chart to Display Plan versus Actual End Date
- Example: Creating a Chart to Display Task Execution by Organization Unit

For Supplemental Data Manager, see:

- Example: Creating a Chart to Display Forms and their Status
- Example: Creating a Chart to Display Period and Status (with Description) of the Form Template

For Enterprise Journals, see Example: Creating a Chart to Display Journal Values of the Preparers

Setting the Chart Axis

Chart Axis properties affect the visual display of the chart's axis labels. You can create a title and label for the X axis, and the primary and secondary Y axis of the chart. You can also edit the text and number format of the Y axis, and define a custom range for both Y axes.

> **Note**
>
> This tab doesn't display for chart views with **Type** set to Doughnut, Pie, or Tile.

To define the chart axis:

1. Open the **Axis** tab of the Edit Chart dialog.
2. Select **X Axis** and specify the following (only for chart views with **Type** set to Date in the **Layout** tab):
   - **Interval:** Select **Auto**, **Daily**, **Monthly**, or **Yearly**.
   - **Maximum:** Select **Auto** or **Fixed**. For **Fixed**, select a date.
   - **Minimum:** Select **Auto** or **Fixed**. For **Fixed**, select a date.
3. Click **Y Axis** and specify **Auto** or **Fixed** for the following: **Minimum**, **Maximum**, **Major Unit**, and **Minor Unit.**
4. If **Dual Y Axis** is selected for the chart in the **Properties** tab, click **Dual-Y Axis** and specify the **Minimum**, **Maximum**, **Major Unit**, and **Minor Unit**.
5. Click **OK** to save the chart view settings.

Setting the Chart Legend

Legend properties affect the visual display of the chart's legend.

You can change the position of the legend, as well as display a title for the legend, change the background and border colors, and edit the font and format of chart labels.

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For a Combination chart, the **Legend** tab contains one new column named **Type**. You can select the type for each configured legend (series). For example, **Type** = **Bar** for one legend and **Type** = **Line** for the other.

To define the chart legend:

1. Open the **Legend** tab of the Edit Chart dialog.
2. In **Legend Position**, select the position of the data labels in relation to the elements in a chart.

   The available options are **No Legend**, **Left**, **Right**, **Top**, or **Bottom**.
3. In **Palette**, select the color palette used when displaying the chart view.
4. In the **Series** table, one row is displayed for each legend specified in the **Layout** tab.

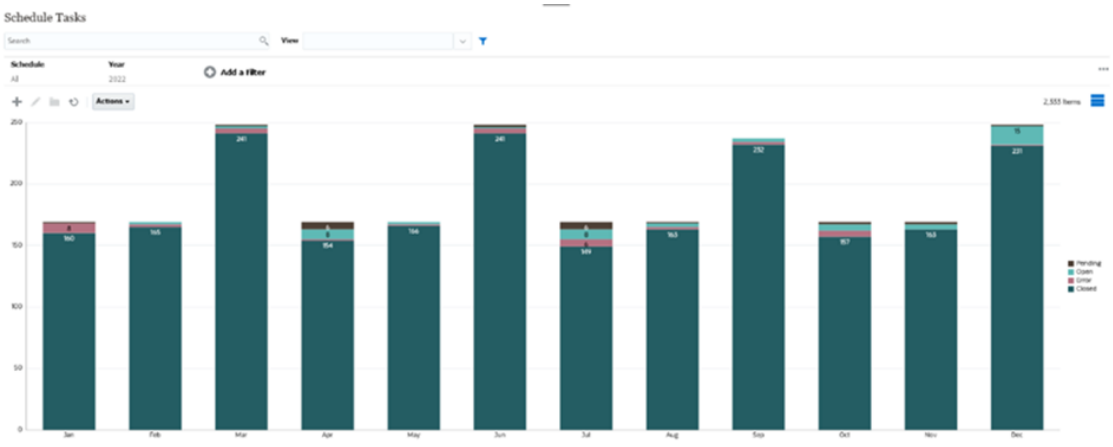
   For each data set:

   - In the **Label**, enter the label that must be displayed for this data series in the chart.
   - Select **Dual-Y** for the data series that must be displayed on the secondary Y axis.
5. Click **OK** to save the chart view settings.

Example: Creating a Chart to Display Task Status by Month

This example creates a chart which summarizes the completion status of all tasks by period. This can help identify if there are certain tasks which are not completed period over period.

The generated chart is displayed below. Click any area within the chart to drill down and view of the individual records that comprise that aggregated area.



To create this chart:

1. From the Home page, click **Tasks**. Click **Schedule Tasks** to display the Task List.
2. From the **View Selector** at the top-right of the page, select **Chart View**.

   The Chart view appears, with a default chart displayed.
3. Click **Edit** at the top-right to display the Edit Chart dialog.
4. In the Properties tab, specify the following:

   - In Type, select **Column**.
   - Deselect **Grid Lines**.
   - In Period, select **Selection**.

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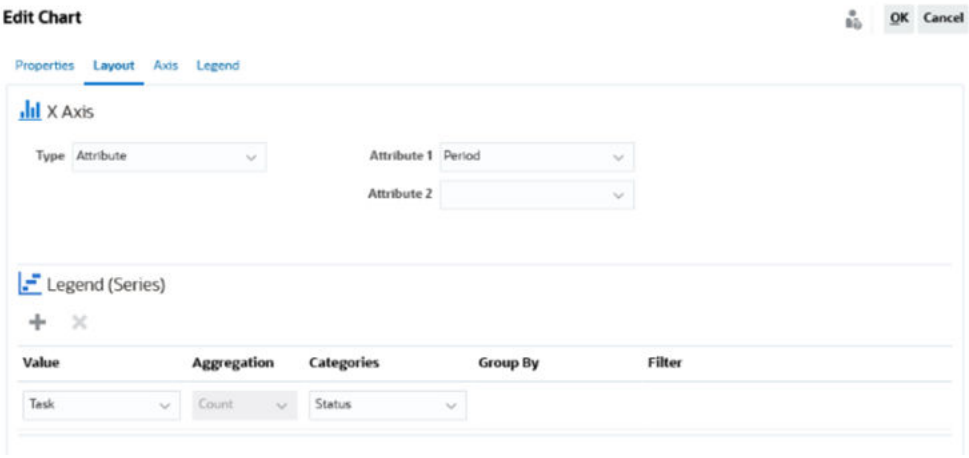
5. In the **Layout** tab, specify the following:

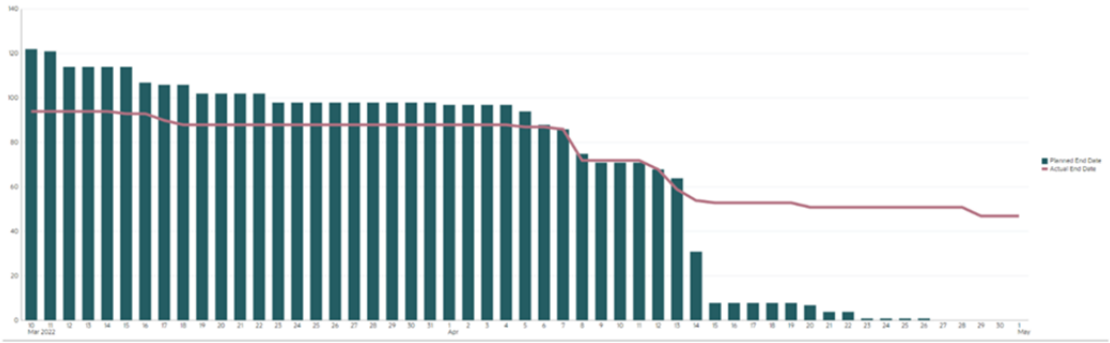


   - In the **X-Axis** section:
     - In **Type**, select **Attribute**.
     - In **Attribute1**, select **Period**.
   - In the **Legend (Series)** section:
     - In **Value**, select **Task**.
     - In **Categories**, select **Status**.
6. In the **Axis** tab, leave the default settings as is.
7. In the **Legend** tab, specify the following:
   - In **Legend Position**, select **Right**.
   - In **Palette**, select **Redwood**.
8. Click **OK**.

Example: Creating a Chart to Display Plan versus Actual End Date

This example visualizes Tasks planned vs actual completion over time - allowing you to see if your schedules are running ahead or behind schedule. The chart shows all of the tasks end dates that fall on or after a certain date. This will show a large number of tasks within the beginning of the schedule and gradually go down until the final task in the schedule.

The generated chart is displayed below. Click any area within the chart to drill down and view of the individual records that comprise that aggregated area.



To create this chart:

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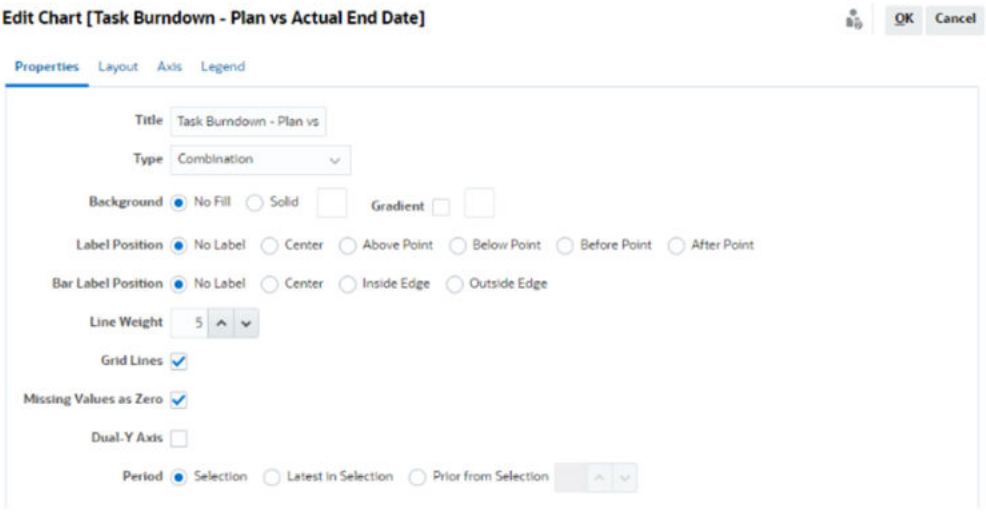
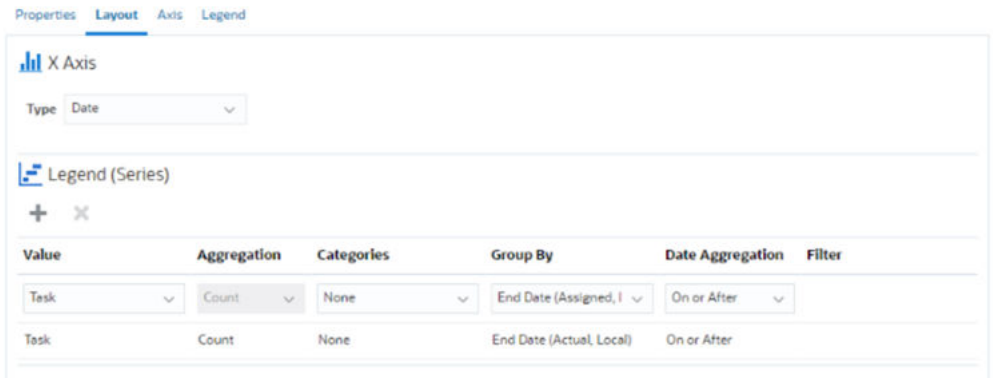
1. From the Home page, click **Tasks**, and then click **Schedule Tasks** to display the Task List.
2. From the **View Selector** at the top-right of the page, select **Chart View**.
   The Chart view appears with a default chart displayed.
3. Click the **Edit** icon at the top-right to display the Edit Chart dialog.
4. In the **Properties** tab, specify the following:



   - In **Type**, select **Combination**.
   - In **Background**, select **No Fill.**
   - In **Label Position**, select **No Label**.
   - In **Bar Label Position**, select **No Label**.
   - Select **Line Weight** as **5**.
   - Select **Grid Lines**.
   - Deselect **Dual Y Axis**.
   - In **Period**, select **Selection**.
5. In the **Layout** tab, specify the following:



   - In the **X-Axis** section, for **Type**, select **Date**.
   - In the **Legend (Series)** section, enter 2 values:
     For the first entry:
     – In **Value**, select **Task**.

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- In **Categories**, select **None**.
- In **Group By**, select **End Date (Assigned)**
- In **Date Aggregation**, select **On or After**.

For the second entry:

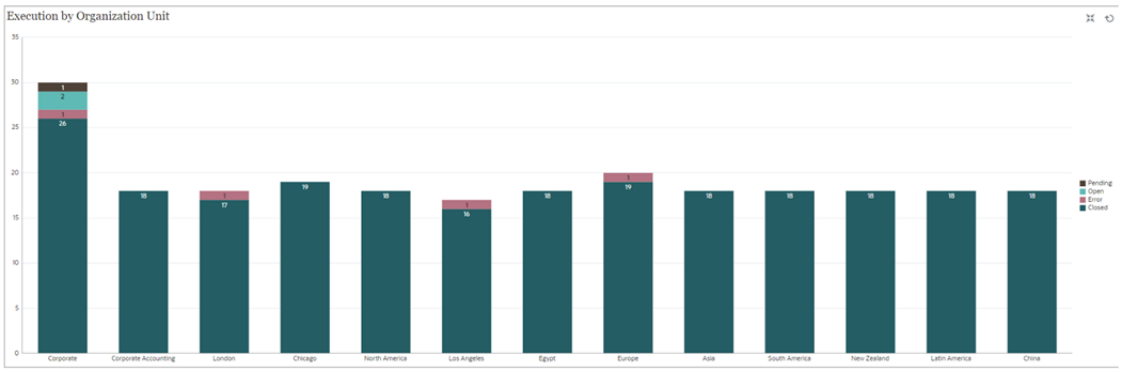
- In **Value**, select **Task**.
- In **Categories**, select **None**.
- In **Group By**, select **End Date (Actual, Local)**
- In **Date Aggregation**, select **On or After**.

6. In the **Axis** tab, leave the default settings as is.
7. In the **Legend** tab, specify the following:
   - In **Legend Position**, select **Right**.
   - In **Palette**, select **Redwood**.
8. Click **OK**.

Example: Creating a Chart to Display Task Execution by Organization Unit

This example creates a chart which shows task completion by organization unit allows you to monitor how each organization is doing completing their tasks.

The generated chart is displayed as shown. Click any area within the chart to drill down and view of the individual records that comprise that aggregated area.



To create this chart:

1. From the Home page, click **Tasks.** Click **Schedule Tasks** to display the task list.
2. From the **View Selector** at the top-right of the page, select **Chart View**.

   The Chart view appears, with a default chart displayed.
3. Click **Edit** at the top-right to display the Edit Chart dialog.
4. In the **Properties** tab, specify the following:
   - In **Type**, select **Column**.
   - Deselect **Grid Lines**.
   - In **Period**, select **Selection**.
5. In the **Layout** tab, specify the following:

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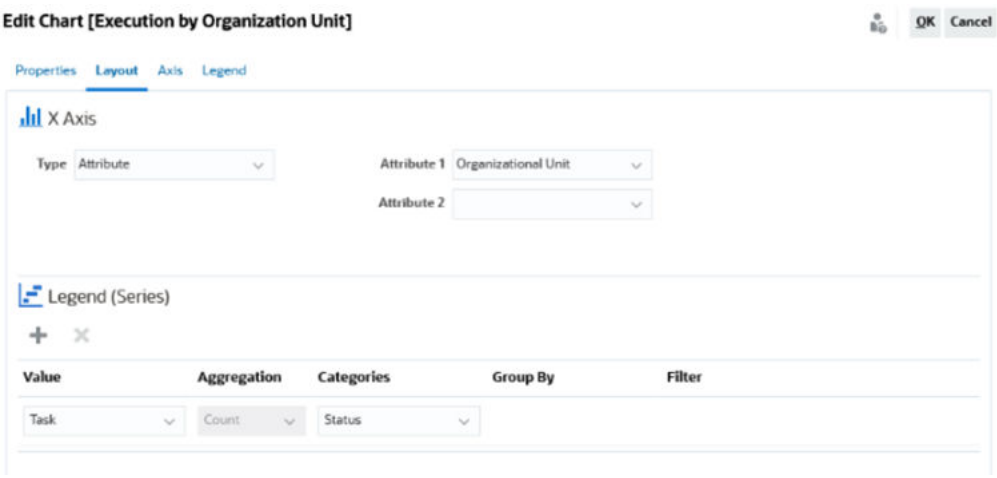

- In the **X-Axis** section:
  - In **Type**, select **Attribute**.
  - In **Attribute1**, select **Organizational Unit**.
- In the **Legend (Series)** section:
  - In **Value**, select **Task**.
  - In **Categories**, select **Status**.

6. In the **Axis** tab, leave the default settings as is.
7. In the **Legend** tab, specify the following:
   - In **Legend Position**, select **Right**.
   - In **Palette**, select **Redwood**.
8. Click **OK**.

Example: Creating a Chart to Display Forms and their Status

This example creates a chart that displays the statuses of a particular supplemental data form.

> **Note**
>
> This a general example based on application-specific data explaining how you can set up a similar chart on your data. You cannot replicate this example.

The generated chart is displayed as shown. Click any area within the chart to drill down and view of the individual records that comprise that aggregated area.

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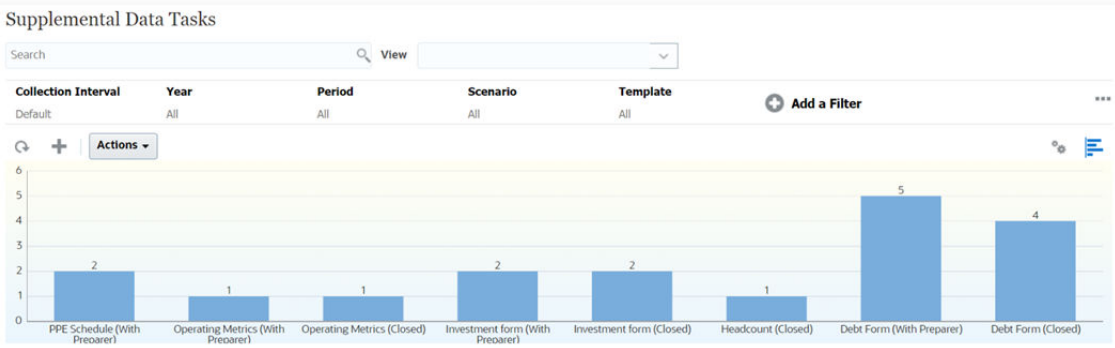
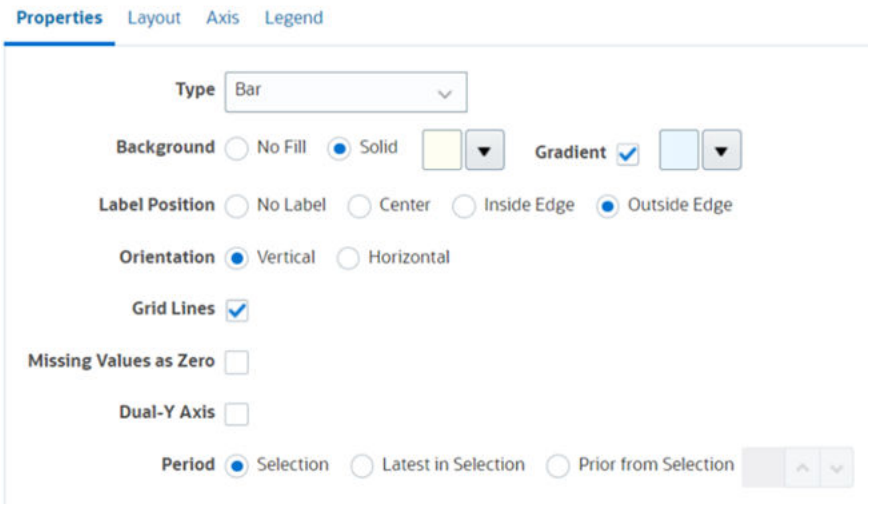


To create this chart:

1. From the Home page, click **Tasks**. Click **Supplemental Data Tasks** to display the Supplemental Data Task List.
2. From the **View Selector** at the top-right of the page, select **Chart View**.

   The Chart view appears, with a default chart displayed.
3. Click **Edit** at the top-right to display the Edit Chart dialog.
4. In the **Properties** tab, specify the following:



   - In **Type**, select **Bar**.
   - In **Background**, select **Solid**. Select the color of your preference from the drop down.
   - Select the **Gradient** checkbox. Select the color of your preference.
   - In **Label Position**, select **Outside Edge**.
   - In **Orientation**, select **Vertical**.
   - Select **Grid Lines**.
   - Deselect **Missing Values as Zero**.
   - Deselect **Dual Y Axis**.
   - In **Period**, select **Selection**.
5. In the **Layout** tab, specify the following:

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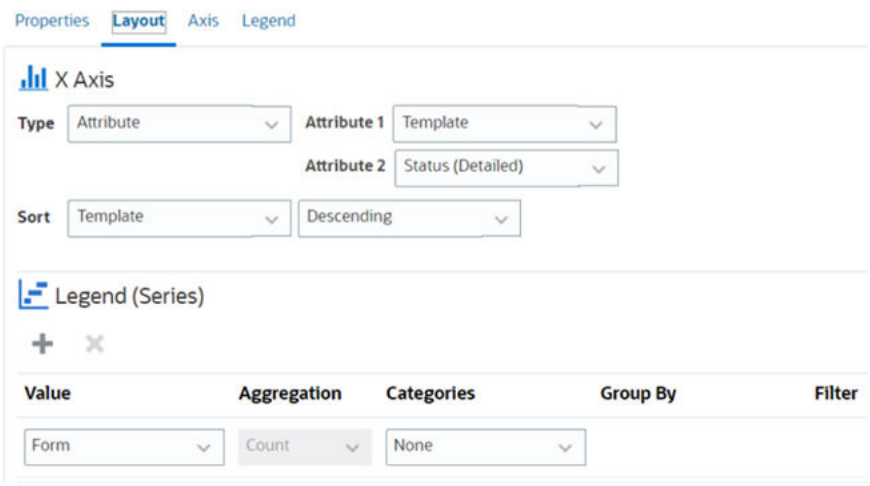

- In the **X-Axis** section, for Type, select **Date**.
- In the **Legend (Series)** section, enter 2 values:
  - In **Value**, select **Form**.
  - In **Categories**, select **None**.

6. In the **Axis** tab, leave the default settings as is.
7. In the **Legend** tab, specify the following:
   - In **Legend Position**, select **Right**.
   - In **Palette**, select **Redwood**.
8. Click **OK**.

Example: Creating a Chart to Display Period and Status (with Description) of the Form Template

This example creates a chart that displays the period and detailed statuses of a particular supplemental data form.

The generated chart is displayed as shown. Click any area within the chart to drill down and view of the individual records that comprise that aggregated area.



To create this chart:

1. From the Home page, click **Tasks**. Click **Supplemental Data Tasks** to display the supplemental data task list.

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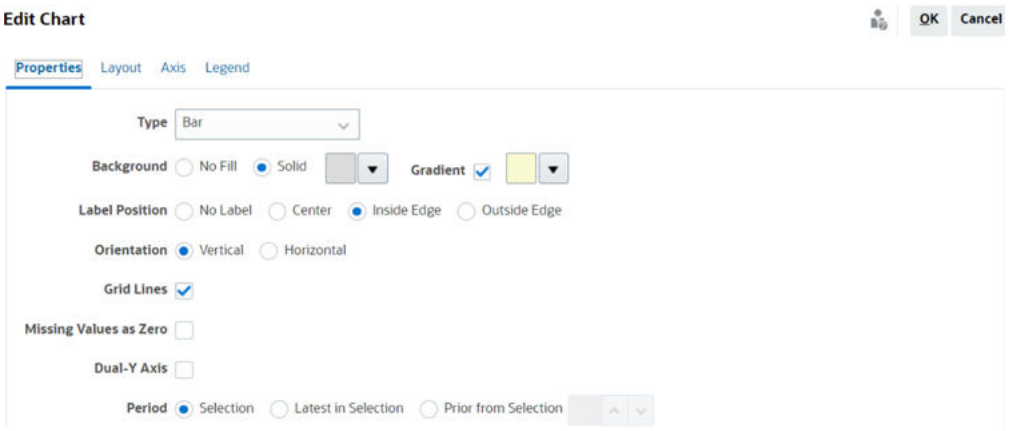
2. From the **View Selector** at the top-right of the page, select **Chart View**.

   The chart view appears, with a default chart displayed.

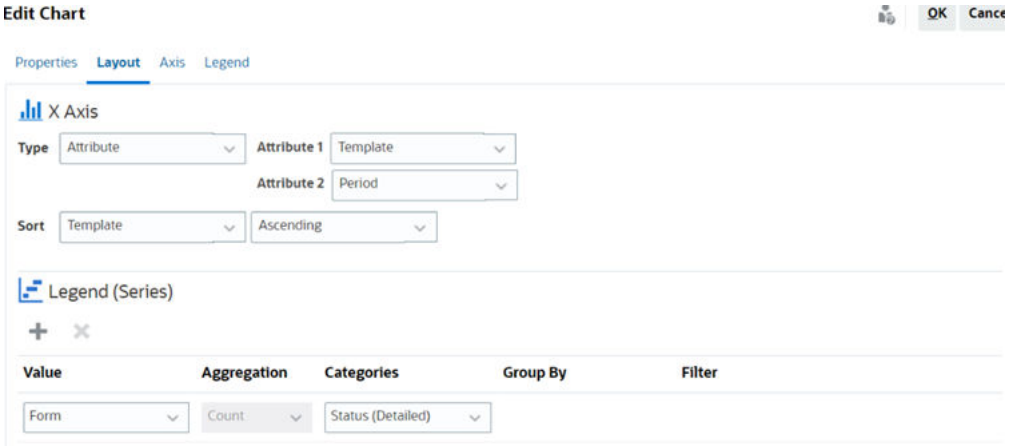
3. Click **Edit** at the top-right to display the Edit Chart dialog.

4. In the **Properties** tab, specify the following:



   - In **Type**, select **Bar**.
   - In **Background**, select **Solid.** Select the color of your preference from the drop down.
   - Select **Gradient**. Select the color of your preference from the drop-down menu.
   - In **Label Position**, select **Inside Edge**.
   - In **Orientation**, select **Vertical**.
   - Select **Grid Lines**.
   - Deselect **Missing Values as Zero**.
   - Deselect **Dual Y Axis**.
   - In **Period**, select **Selection**.

5. In the **Layout** tab, specify the following:



   - In the **X-Axis** section, for Type, select **Attribute**. For **Attribute 1**, select **Template**. For **Attribute 2**, select **Period**.
   - In the **Legend (Series)** section, enter two values:
     - In **Value**, select **Form**.
     - In **Categories**, select **Status (Detailed)**.

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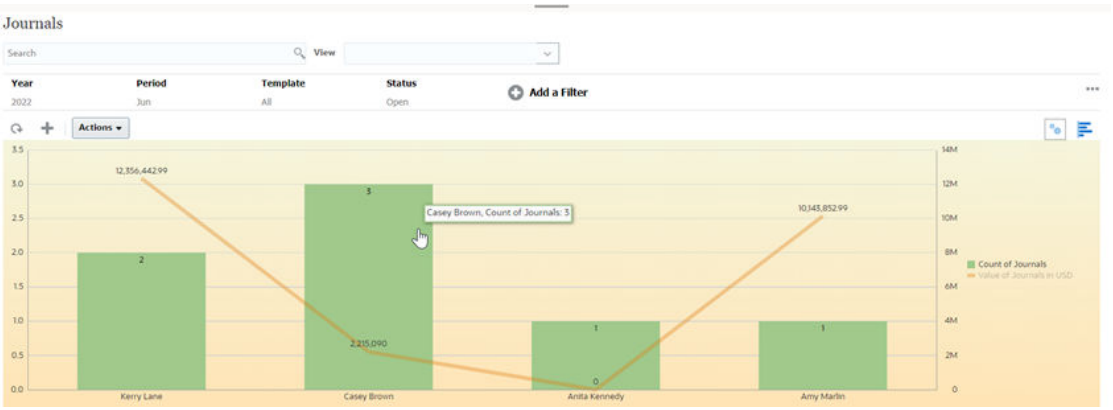
6. In the **Axis** tab, leave the default settings as is.
7. In the **Legend** tab, specify the following:
   - In **Legend Position**, select **Right**.
   - In **Palette**, select **Redwood**.
8. Click **OK**.

Example: Creating a Chart to Display Journal Values of the Preparers

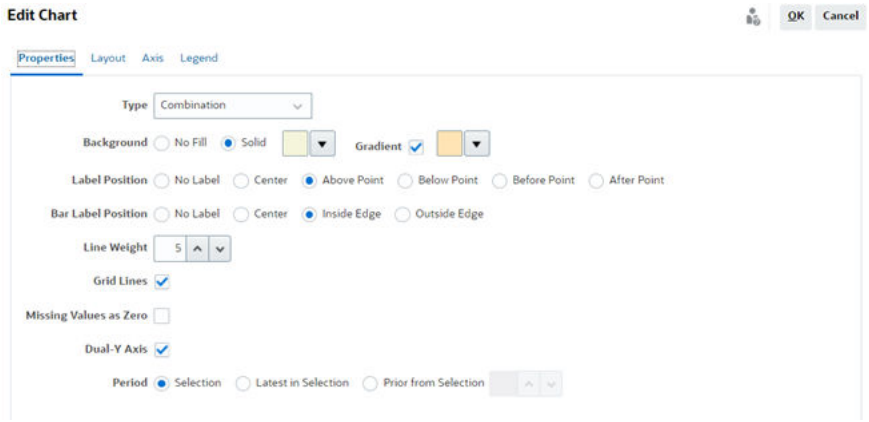
This example creates a chart that displays the values of the journals under each preparer.

The generated chart is displayed as shown. Click any area within the chart to drill down and view of the individual records that comprise that aggregated area. You can see that though Casey Brown has three journals, the journal value is lesser than Kerry Lane who has only two journals.



To create this chart:

1. From the Home page, click **Enterprise Journals** to display the Enterprise Journals List.
2. From the **View Selector** at the top-right of the page, select **Chart View**.
   The Chart view appears with a default chart displayed.
3. Click **Edit** at the top-right to display the Edit Chart dialog.
4. In the **Properties** tab, specify the following:



   - In **Type**, select **Combination**.
   - In **Background**, select Solid. Select the color of your preference from the drop down.
   - Select the **Gradient** checkbox. Select the color of your preference.

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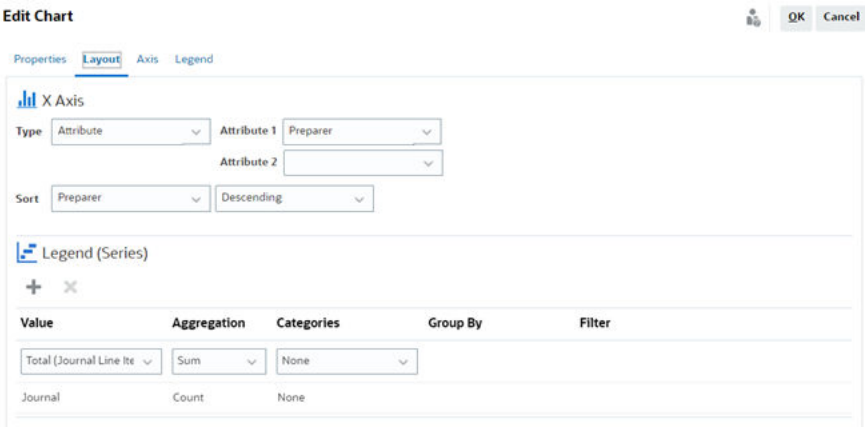
- In **Label Position**, select **Above Point**.
- In **Bar Label Position**, select **Inside Edge**.
- In **Line Weight**, select **5**.
- Select **Line Weight** as **5**.
- Select **Grid Lines**.
- Deselect **Missing Values as Zero**.
- Select **Dual Y Axis**.
- In **Period**, select **Selection**.

5. In the **Layout** tab, specify the following:



- In the **X-Axis** section, for Type, select **Attribute**.
- For **Attribute 1**, select **Preparer.**
- In **Sort**, select **Preparer** and **Descending**.
- In the **Legend (Series)** section, enter 2 values:
  - For the first entry:
    - In **Value**, select **Total (Journal Line Items)**.
    - In **Aggregation**, select **Sum**.
    - In **Categories**, select **None**.
  - For the second entry:
    - In **Value**, select **Journal**.
    - In **Aggregation**, select **Count**.
    - In **Categories**, select **None**.

6. In the **Axis** tab, leave the default settings as is.

7. In the **Legend** tab, specify the following:

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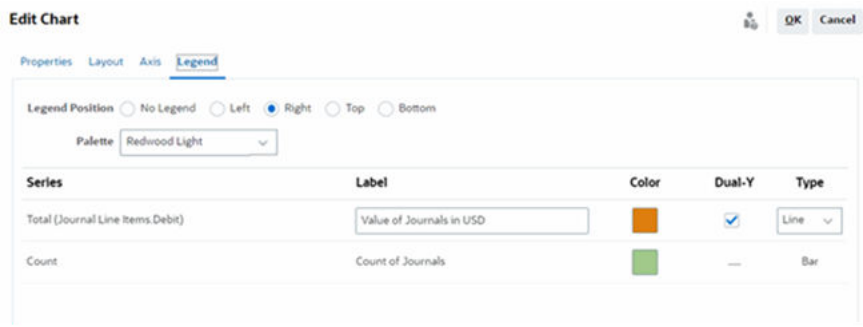


- In **Legend Position**, select **Right**.
- In **Palette**, select **Redwood Light**.
- For **Series 1**, select **Total (Journal Line Items Debit)**, enter **Label** as **Value of Journals in USD**, select **Dual-Y**, **Type** as **Line**.
- For **Series 2**, select **Count**, enter **Label** as **Count of Journals**, and **Type** as **Bar**.

8. Click **OK**.

Working With Gantt Chart Views

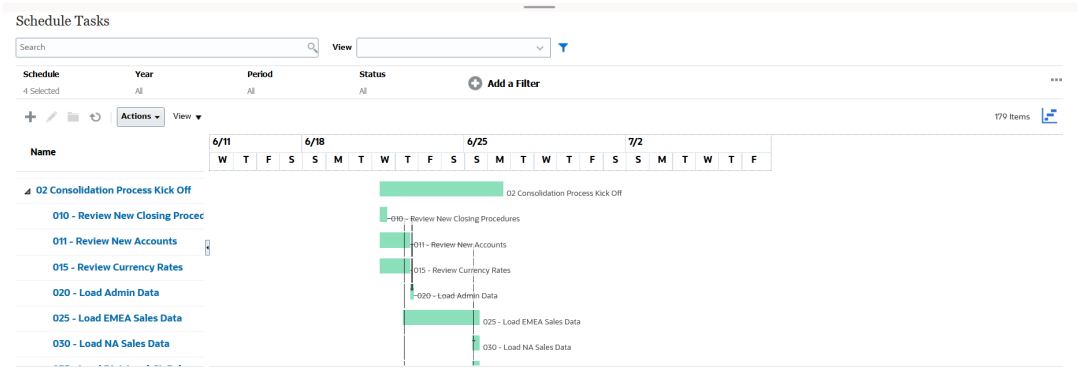
Gantt charts displays a timeline for a schedule that graphically represents the duration of tasks and the dependencies between them. You can view the predecessor relationships between tasks. Bars represent duration, and arrows represent dependencies. You can also see the parent-child task relationships in the hierarchy.

You might choose to use the Gantt Chart view when you create a template to see the predecessor relationships between the tasks, or to verify the precedence order after adding tasks to a schedule.

Gantt Chart view is available for **Scheduled Tasks**.

To view the data in a Gantt Chart:

1. On the Home page, click **Tasks**, and then click **Schedule Tasks**.
2. Click the **View Selector** icon and choose **Gantt Chart**.
   The schedule tasks data is displayed in the Gantt Chart view as shown.



Working With Calendar Views

Calendar views display all the scheduled tasks in a traditional calendar format based on month, week, or day.

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The Month view displays the days in standard calendar format.

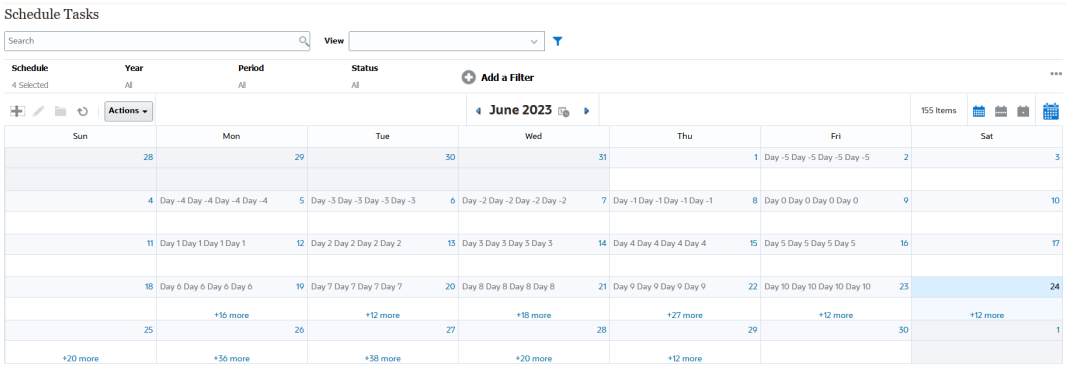
The Week view displays the tasks of the specified week. The top section displays tasks that span multiple days. The second section displays tasks that are contained within one day. The tasks are displayed vertically, spanning the hours of the day.

The Day view is focused on one 24-hour day.

To view the scheduled tasks in Calendar View:

1. On the **Home** page, click **Tasks**, and then click **Schedule Tasks**.
2. Click the **View Selector** icon and choose **Calendar View**.
   The schedule tasks data is displayed in the Calendar view. Use the calendar icons to select Month, Week, or Day. In the Calendar View, you can also see the Day Label in the Day header.

   The following image shows the scheduled tasks in a Calendar View for a month.



Saving Views

Saving a view enables you to save your view definition and settings. When you need to display data in the format set by this view, you can use the saved view, instead of again setting the required view properties.

The scope of a saved view is limited to the object on which it is based. For example, if you create a saved view with Tasks, you can't use it with journals. A saved view on a particular supplemental data set can't be used with a different data set. So, you can only use it with certain forms or within a collection.

To save a view:

1. Adjust the view to see the data you would like by adjusting filters, columns or sorting on your list. See Using the Filter Bar to Adjust Your View.
2. From **Actions**, click **Save View**.
3. In the Save View dialog, enter a Name (can enter a maximum of 80 characters) and an optional description (can enter a maximum of 255 characters).
4. Click **OK**.

You can see all the saved lists by clicking the **View** drop-down selector.

Editing Saved Views

Edit a saved list view, pivot view, or chart view to modify its name and definition.

To edit a view:

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1. From the Home page, click **Application**, **Task Manager**, and then **Views**.

   A list of available views is displayed.

2. Select a particular view and click the **Edit** icon. You can also click the **...** icon for a view and select **Edit**.
3. Update the required information and click **OK**.

To edit a view:

1. From the Home page, click **Application**, **Supplemental Data**, and then **Views**.

   A list of available views is displayed.

2. Select a particular view and click the **Edit** icon. You can also click the **...** icon for a view and select **Edit**.
3. Update the required information and click **OK**.

To edit a view:

1. From the Home page, click **Application**, **Enterprise Journals**, and then **Views**.

   A list of available views is displayed.

2. Select a particular view and click the **Edit** icon. You can also click the **...** icon for a view and select **Edit**.
3. Update the required information and click **OK**.

Deleting Views

An Administrator or Power User can delete a view.

To publish a view:

1. From the Home page, click **Application**, **Task Manager**, and then **Views**.

   A list of available views is displayed.

2. Select a view that you want to delete and click the **Delete** icon. You can also click the **...** icon for a view and select **Delete**.

   The deleted view no longer appears in the list of views.

To publish a view:

1. From the Home page, click **Application**, **Supplemental Data**, and then **Views**.

   A list of available views is displayed.

2. Select a view that you want to delete and click the **Delete** icon. You can also click the **...** icon for a view and select **Delete**.

   The deleted view no longer appears in the list of views.

To publish a view:

1. From the Home page, click **Application**, **Enterprise Journals**, and then **Views**.

   A list of available views is displayed.

2. Select a view that you want to delete and click the **Delete** icon. You can also click the **...** icon for a view and select **Delete**.

   The deleted view no longer appears in the list of views.

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Publishing Views

An Administrator or Power User can publish a view to make a private view available to other users. The saved view is duplicated and there is now a private and public version.

To publish a view:

1. From the Home page, click **Application**, **Task Manager**, and then **Views**.

   A list of available views is displayed.

2. Select a particular view and click the **Publish** icon. You can also click the **…** icon for a view and select **Publish**.

   The saved view is duplicated and there is now a private and public version. The public version will show a check mark in the **Public** column.

To publish a view:

1. From the Home page, click **Application**, **Supplemental Data**, and then **Views**.

   A list of available views is displayed.

2. Select a particular view and click **Publish** icon. You can also click the **…** icon for a view and select **Publish**.

   The saved view is duplicated and there is now a private and public version. The public version will show a check mark in the **Public** column.

To publish a view:

1. From the Home page, click **Application**, **Enterprise Journals**, and then **Views**.

   A list of available views is displayed.

2. Select a particular view and click **Publish** icon. You can also click the **…** icon for a view and select **Publish**.

   The saved view is duplicated and there is now a private and public version. The public version will show a check mark in the **Public** column.

Setting a Default View

A Service Administrator or Power User can set a published, saved, view as the default view.

The first time a user opens a view, the default view is displayed. The system then remembers the view settings that were used. So, when you open a view subsequently, it is displayed with the settings that were used most recently.

To set a default view:

1. From the Home page, click **Application**, then **Task Manager**.
2. Click the **Views** tab to display the Views page.
3. Select the view that you want to set as default and then click the **Set Default** icon.
   Or, click the **Actions** menu for the view that you want to set as default and select **Set Default**.

To set a default view:

1. From the Home page, click **Application**, then **Supplemental Data**.
2. Click the **Views** tab to display the Views page.

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3. Select the view that you want to set as default and then click the **Set Default** icon. Or, click the **Actions** menu for the view that you want to set as default and select **Set Default**.

To set a default view:

1. From the Home page, click **Application**, then **Enterprise Journals**.
2. Click the **Views** tab to display the Views page.
3. Select the view that you want to set as default and then click the **Set Default** icon. Or, click the **Actions** menu for the view that you want to set as default and select **Set Default**.

> **Note**
>
> You can use the **Set Default** action for a published list view. The Administrator or Power User sets the view as the default so that the saved list view will not only be available to all users of that view type, but it will also be selected by default when a user opens that view type.

Exporting List Views and Pivot Views

You can export the records in list views or pivot views to Microsoft Excel.

To export a list view or pivot view:

1. Navigate to the list view or pivot view that must be exported.
2. Click **Actions**, and then **Export to Excel**.

The exported data is stored in an Excel file and can be downloaded. The format of the Excel file is .xls or .xlsx, depending on the **Export to Excel** setting.

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Managing Operational Dashboards

Related Topics

- Overview of Operational Dashboards
- Viewing and Opening Operational Dashboards
- Operational Dashboards: Design Mode
- Creating Operational Dashboards
- Setting the Object Type Within Operational Dashboards
- Specifying View Options for Operational Dashboards
- Editing Operational Dashboards
- Duplicating Operational Dashboards
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- Displaying Columns for Viewing Operational Dashboards
- Reordering Columns for Viewing Operational Dashboards
- Copying a URL for Operational Dashboards
- Applying Filters to Data Displayed Within Operational Dashboards
- Example: Task Manager Operational Dashboard
- Example: Supplement Data Manager Dashboard
- Example: Enterprise Journal Dashboard

Overview of Operational Dashboards

Dashboards provide enhanced reporting capabilities. They enable users to chart, evaluate, and (in some cases) even change key business data.

About Operational Dashboards

Operational dashboards provide greater visibility into your business process.

Each dashboard can have a maximum of four views. This includes list views, pivot views, or chart views. You can open a maximum of 10 dashboards at a time. Service Administrators, or any user who is granted either the Operational Dashboards - Manage role or Dashboard - Manage role can create and edit dashboards. The dashboard creator can also control access to the dashboard by granting permissions to one or more users, groups, or teams. Users who have been granted access to a dashboard can run the dashboard and view its data. The access only allows a user to view the dashboard. It doesn't extend their access to the underlying data. Therefore, a user can only view records based on their own access within the service.

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Features of Operational Dashboards

Dashboards provide the following features:

- Visualize data interactively with a wide variety of chart types
- Obtain both high-level and detailed insights into the performance of your business processes
- Create filters at the dashboard level and at the individual view level
  Filters created at the dashboard level are applied to all the views within the dashboard. After this, filters defined at the view level (if any) are applied.
- Control access to viewing dashboards

> **Note**
>
> For Supplemental Data and Enterprise Journals, modifying the calculation definition of an attribute after deployment, affects the results in Operational Dashboard and other grouped views (pivot, chart view and reports). Dashboard always use the latest calculation definition defined for the attribute.

Viewing and Opening Operational Dashboards

Viewing Existing Dashboards

To view the dashboards, from **Home**, click **Dashboards**, then **Operational Dashboards**.

The Operational Dashboards page appears with the list of existing dashboards.

Opening a Dashboard

To open a dashboard:

1. Access the Operational Dashboards page. This page displays the list of existing Operational dashboards
2. (Optional) Use the **Search** box to search for a particular dashboard.
3. Click the name of the dashboard to open.

   The dashboard opens within a new dynamic tab next to the Operational Dashboard tab.

You can perform the following actions on the dashboard:

- Click any area or total, in any view, to drill down into the individual records that comprise that area or total.
- Edit the dashboard settings using the  icon.
- Refresh all the views in the dashboard using the  icon (at the dashboard level).
- Use filters that were created at the dashboard level. See Applying Filters to Data Displayed Within Operational Dashboards.

On each view in the dashboard, you can:

- Refresh all the views in the dashboard using the  icon (at the dashboard level).

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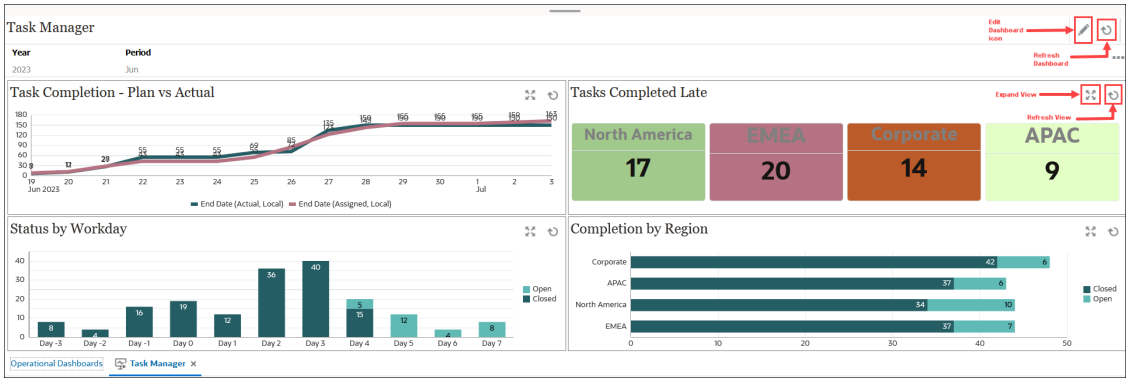
- Expand or collapse views in dashboard views using the icon.
- Use filters that were defined at the view level. See Applying Filters to Data Displayed Within Operational Dashboards.

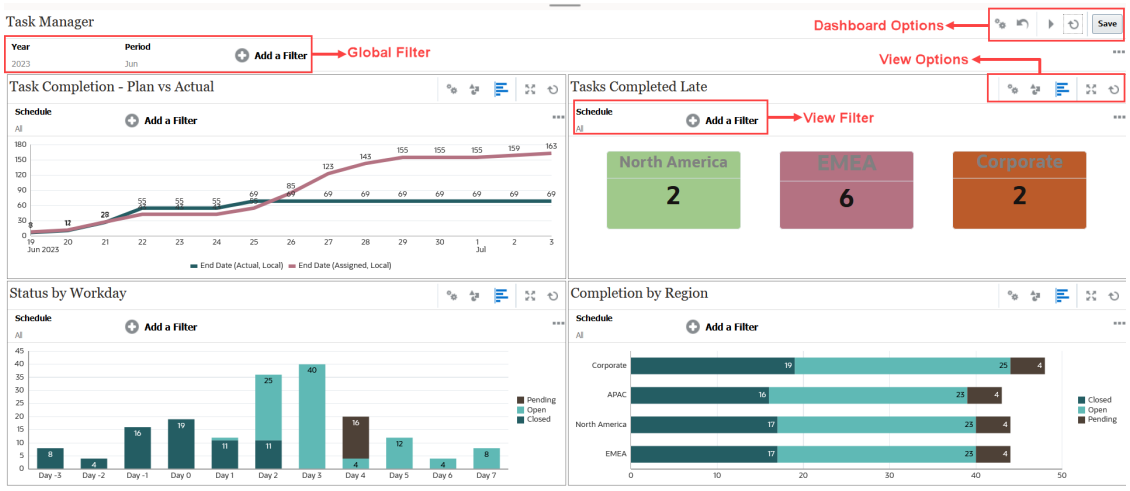
The following image shows the options available when you open a dashboard.



Operational Dashboards: Design Mode

The design mode of a dashboard enables you to configure and manage your dashboard and its components (chart views, list views, and pivot views).

This image shows the design mode of an operational dashboard. This dashboard contains one chart view and one pivot view.



At the top-right are these options to manage the dashboard:

- **Settings**
  Edit the properties of the dashboard.
- **Revert**
  Revert changes made to the dashboard properties.
- **Run**
  Run the dashboard.

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Dynamically fetches and displays data in the dashboard. Only users who have been granted permissions can view the dashboard's data.

In Run mode, users will see only the **Refresh** and **Expand** options.

- **Refresh**
  Refreshes the data displayed in the dashboard, including all the contained views.
- Save **Save**
  Saves the changes made to the dashboard properties.

Each view (list, chart, or pivot) within the dashboard contains these options:

- **Settings**
  Edit the properties of the chart, list, or pivot view.
- **Object Type**
  Options are: Tasks, Alerts, Supplemental Data Forms, Supplemental Data, Enterprise Journals, and Enterprise Journal Line Items.
- **View Selector**
  Options are: Chart View, List View, or Pivot View.
- **Expand**
  Displays the view in the entire dashboard area.

  This option is shown only when a dashboard contains more than one view.
- **Refresh**
  Refreshes the data displayed in the view.

Creating Operational Dashboards

Service Administrators and users who have been granted the OperationalDashboards - Manage application role can create dashboards.

To create a dashboard:

1. From **Home**, click **Dashboards**, then **Operational Dashboards**.

   The Operational Dashboards page appears, with the list of existing dashboards.
2. Click the **New** icon.

   The new dashboard is opened in a new tab. It contains the following:

   - A default name, in the format New Dashboard #.
   - One empty view (list view, pivot view, or chart view)
   - Two sets of icons (at the top-right) that correspond to the options for the dashboard and the view within the dashboard. See Operational Dashboards: Design Mode.
   - A filter for filtering data at the dashboard level. Click **Add a Filter** to add filters.
3. In the set of icons that correspond to the dashboard, click the **Settings** icon.

   The Edit Dashboard dialog appears.

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4. In the **Properties** tab, specify the required dashboard properties.

   See Defining Operational Dashboard Properties.

5. Click the **Access** tab to give access to this dashboard for users, groups, or teams. Users who are granted access can run this dashboard and view its data.

   See Defining Access to Operational Dashboards.

6. Click **OK**.

   A separate area, with its corresponding icons, is shown for each area specified by the dashboard layout. For example, if you set **Layout** to **Grid**, the page shows four separate areas.

7. For each area within the dashboard, set the object type based on which you want to visualize the data. See Setting the Object Type Within Operational Dashboards.

8. For each area within the dashboard, click the select the **View Selector** icon and specify the type of view. See Specifying View Options for Operational Dashboards.

9. For each view, click **Settings** and specify the settings for that view.

   - See Creating Chart Views.
   - See Working With List Views.
   - See Working with Pivot Views.

10. Click **Save** to save the dashboard settings.

Defining Operational Dashboard Properties

Dashboard properties include name, description, borders, background, and layout.

To define a dashboard's properties:

1. Open the **Properties** tab of the Edit Dashboard dialog.
2. In **Name**, enter a unique name for the dashboard.
3. In **Description**, enter an optional description for the dashboard.
4. Select **Borders** to display borders around each view in the dashboard.
5. Select **Global Filter Bar** to include a global filter bar in the dashboard. This filter bar is applicable to all the views within the dashboard.
6. Select **Show Filter Bars** to display the view-level filters when you run the dashboard.
7. In **Background**, select one of the following:

   - No Fill
   - Solid: Select the color that must be used as the background color. Optionally, select **Gradient**, and then select a color.

8. In **Layout**, specify the number of regions (one for each view) into which the dashboard is divided. The maximum number of regions is four.

   Select one of the following:

   - Single
     Displays a single view
   - Horizontal
     Displays two views, one below the other

     Use **Horizontal Split** to specify how the screen area is split between the two views.

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- Vertical
  Displays two views, one beside the other

  Use **Vertical Split** to specify how the screen area is split between the two views. For example, if you set **Vertical Split** to 30, the chart displayed at the top of the dashboard uses 30% of the dashboard space. The second chart uses the remaining 70% of the dashboard.
- Grid
  Displays four views in the dashboard

9. Click **OK** to save the dashboard settings.

Defining Access to Operational Dashboards

Service Administrators and users who have been granted the Operational Dashboards - Manage role can grant access to this dashboard for specific users, groups, or teams. Such users can run the dashboard and view its data.

To add access for running a dashboard:

1. Open the **Access** tab of the Edit Dashboard dialog.

   By default, there is one entry for the user who created the dashboard.
2. Click the **Add** icon.

   The **Select User** dialog is displayed.
3. Click the **Select User** icon, and select one of the following: **Users**, **Groups**, or **Teams**.

   The default selection is **Users**.
4. Enter the name or description and click **Search**.
   - You can click **Search** to display the entire list of available users, groups, or teams. For example, if you don't know the name of a group, select Group using the **Select User** icon and then click **Search**. The list of available groups is displayed.
   - When selecting users, click **Advanced** to display the **User ID** and **Email** fields. You can also use these attributes while searching for users.
5. Double-click the username, group name, or team name to provide access.

   The selected name appears on the **Access** tab. You can click this name to view the details.
6. Click **OK** to save the dashboard settings.

> **Note**
>
> Service Administrators and users who have been granted the Task Manager - Manage Dashboards application role can view and edit all dashboards.

To remove access for running a dashboard:

1. Open the **Access** tab of the Edit Dashboard dialog for the dashboard whose access is being set.

   The users, groups, and teams who have been granted permissions to run the dashboard are listed under **Name**.

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2. Click the name of the user, group, or team for whom permissions to run the dashboard must be revoked.

   To select multiple items, press and hold the **Ctrl** key and then select the required items.

3. Click **Remove** and then **OK**.

Setting the Object Type Within Operational Dashboards

After setting the properties and access for the dashboard, you can select the data type to report on or visualize for each view.

All the data, metadata, filters, and so on in the view will be based on this object type. Each view can have only one object type, but it may vary between views.

In Financial Consolidation and Close, these object types are available:

- Tasks
- Alerts
- Supplemental Data Forms
- Supplemental Data
- Enterprise Journals
- Enterprise Journal Line Items

To specify the object type:

1. Open an operational dashboard from the Operational Dashboard page.
2. Click the **Object** icon and select the required object.
3. Click **Save** to save the settings.

If you change the object type, all the settings in the region will be reset.

> **Note**
>
> If the admin uses the **Enable Feature** option to turn on a module in an existing environment (either Supplemental Data Manager or Enterprise Journals), the user can't see the Object Type for that module until the Daily Maintenance has been run.

Specifying View Options for Operational Dashboards

Within a dashboard, after specifying the object type, you can select the view such as List View, Pivot View, or Chart View to display the data within the dashboard.

To specify the view option:

1. On the Operational Dashboards page, open the dashboard for which you want to specify the view options.
2. Click the **View Selector** icon and choose any of the following:
   - List View
   - Pivot View
   - Chart View

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3. Click the **Settings** icon corresponding to the **View Selector** icon and specify the view options.
   - For List Views, see Working With List Views .
   - For Pivot Views, see Working with Pivot Views.
   - For Chart Views, see Creating Chart Views.

   The data is displayed within the dashboard based on the specified view settings.
4. Click **Save**.

Editing Operational Dashboards

Service Administrators can edit a dashboard and modify its properties and access permissions.

To edit a dashboard:

1. From **Home**, click **Dashboards**, then **Operational Dashboards**.
2. Click the dashboard that you want to edit and then click the **Edit** icon or you can click the **Actions** icon and then click **Edit**.
   The Dashboard Designer appears.

   Additionally, if you're viewing the dashboard in run mode, you can click the **Edit** icon to switch to design mode.
3. Click **Settings** to display the Edit Dashboard dialog.
4. Modify the required properties using the **Properties** and **Access** tabs.
   See Defining Operational Dashboard Properties and Defining Access to Operational Dashboards.
5. Click **OK**.

Duplicating Operational Dashboards

To duplicate a dashboard:

1. From **Home**, click **Dashboards**, then **Operational Dashboards**.
2. Select the dashboard that you want to duplicate and then click the **Duplicate** icon. You can also click the **Actions** icon and then click **Duplicate**.
   The Copy of <Dashboard name> tab opens in the Dashboard Designer.
3. Specify the properties, access, and view options.
4. Click **Save** to save the dashboard.

Deleting Operational Dashboards

To delete a dashboard:

1. From **Home**, click **Dashboards**, then **Operational Dashboards**.
2. Click the dashboard that you want to delete and then click the **Delete** icon. You can also click the **Actions** icon and then click **Delete**.

   A message is displayed asking for confirmation.
3. Click **Yes**.

   The dashboard is deleted and no longer appears on the Operational Dashboard page.

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Exporting Operational Dashboards

You can export dashboard definitions to an XML file. Using the export functionality, you can copy a dashboard definition from one business process to another.

> **Note**
>
> You must have the Manage Dashboard privilege to export the operational dashboards.

To export a dashboard:

1. From **Home**, click **Dashboards**, then **Operational Dashboards**.

   The Operational Dashboards page is displayed.
2. Select one or more dashboards that you want to export and then click the **Export** icon.
   The Export Dashboards dialog is displayed.
3. Select one of the following:
   - **All Rows**: Export all existing operational dashboards
   - **Selected Rows**: Export the dashboards that you had selected in the previous step.
4. Click **Export**.

   The specified dashboards are exported as a JSON file, with the name *Dashboard.json*.

Importing Operational Dashboards

Service Administrators can import dashboards that were previously exported using the **Export** option

> **Note**
>
> You must have the Manage Dashboard privilege to import the operational dashboards.

To import a dashboard:

1. From **Home**, click **Dashboards**, then **Operational Dashboards**.

   The Operational Dashboards page is displayed.
2. Click **Import**.
   The Import Operational Dashboards dialog is displayed.
3. In **File**, click **Browse** and specify the JSON file that contains the dashboard that you want to import..
4. Click **Import**.
   The **Status** field displays the status of the import.
5. If the import completed successfully, click **OK**.

The imported dashboard is displayed in the Operational Dashboards page.

If the import file contains dashboards that have the same name as those in the Dashboards page, then these dashboards are updated.

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Running Operational Dashboards

Users can run dashboards for which they have been granted access.

When a dashboard is run, the latest data is displayed in the various charts and pivot views in the dashboard.

To run a dashboard:

1. From **Home**, click **Dashboards**, then **Operational Dashboards**.

   The Operational Dashboards page is displayed.
2. Do one of the following:
   - Click the dashboard you want to run and then click the **Run** icon.
   - Click the **Actions** icon for the dashboard you want to run and select **Run**.
   - Open a dashboard and click the **Run** icon.

     The dashboard is displayed in runtime mode in a new tab with the latest data.

     > **Note**
     >
     > If the dashboard is already open for running or editing, it will shift the focus to that tab and place it in run mode.
3. If required, filter the displayed data. See Applying Filters to Data Displayed Within Operational Dashboards.

Displaying Columns for Viewing Operational Dashboards

To display the columns to view the dashboards:

1. On the Operational Dashboard page, click **View** and then **Columns**.
2. Click **Show All** to display all the columns or select specific columns.

To show or hide displayed columns:

1. Click **View** > **Columns** > **Manage Columns.**
2. Move the required columns between **Hidden Columns** and **Visible Columns** using the move icons to show or hide the displayed columns.

Reordering Columns for Viewing Operational Dashboards

You can reorder columns to display them in a different order.

To reorder columns:

1. On the Operational Dashboard page, click **View** and then click **Reorder Columns**.
2. Select the column name that you want to reorder and use the following icons to move it to the required position:
   - : Move selected items to top of the list

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-  : Move selected items up one in the list
-  : Move selected items down one in the list
- : Move selected items to bottom of the list

3. Click **OK**.
   The columns are displayed based on the specified order.

Copying a URL for Operational Dashboards

You can copy a URL for an operation dashboard to enable access to the dashboard.

To copy a URL for an operational dashboard:

1. From **Home**, click **Dashboards**, then **Operational Dashboards**.

   The Operational Dashboards page is displayed.
2. Click the **Actions** icon for the dashboard to copy the URL, and then click **Copy URL**.
3. Copy the displayed URL. The URL will enable direct access to the dashboard.

Applying Filters to Data Displayed Within Operational Dashboards

You can use filters to restrict the data displayed in a dashboard and its views.

Use the **Show/Hide** toggle icon next to the **Search** box to display or hide the filter bar.

In the Filter bar, you can do the following to filter the displayed dashboards:

- Add additional filters
- Specify the condition for each filter
- Clear or Remove a filter
- Clear All Filters

To restrict data displayed in a dashboard:

1. Run the dashboard and display its data.
2. If a global filter was configured for this dashboard, use this to filter data displayed in all the views in the dashboard.
3. For any view, use the filter defined on a view to filter data displayed in that view.

The global filter is first applied to all the views in the dashboard. Then, for each view, the filter defined for that view is applied.

For more information about each of these features, see Working with Filters.

Example: Task Manager Operational Dashboard

This example shows how to create a dashboard.

The dashboard uses these views for Task Manager:

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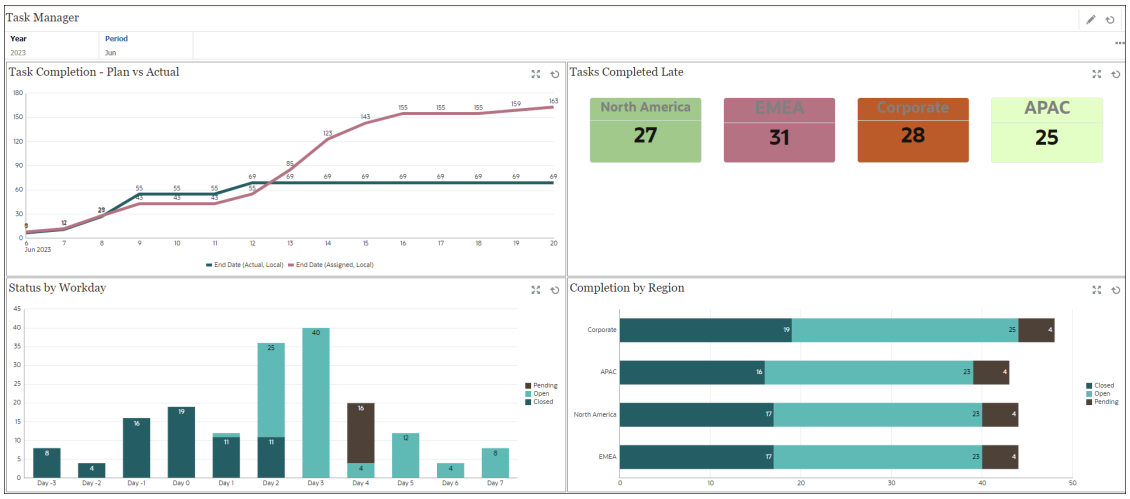
- Chart View: Task Completion - Plan vs Actual
- Chart View: Tasks Completed Late
- Chart View: Status by Workday
- Chart View: Completion by Region

The completed dashboard is shown in the screenshot. You can click any area in any view to drill down into the individual records that comprise that area.



In this example, to create the dashboard:

1. From **Home**, select **Dashboards**, and then click **Operational Dashboard**.

   The existing operational dashboards are displayed.

2. Click the **New** icon to create a new dashboard.

   A new dashboard is created with a default name and is opened in a new tab.

3. Click the **Settings** icon for the dashboard and update the properties on the **Properties** tab:
   - **Name**: Task Manager
   - **Borders**: Select this checkbox
   - **Global Filter Bar:** Select this checkbox
   - **Background**: No fill
   - **Layout**:
     - **Grid**: Select this check box.
     - **Horizontal Split:** 50
     - **Vertical Split**: 50
4. To create the chart view on the top left, see Chart View: Task Completion - Plan vs Actual.
5. To create the chart view on the top right, see Chart View: Tasks Completed Late.
6. To create the chart view on the bottom left, see Chart View: Status by Workday.
7. To create the chart view on the bottom right, see Chart View: Completion by Region.
8. Click **Save** to save the dashboard.

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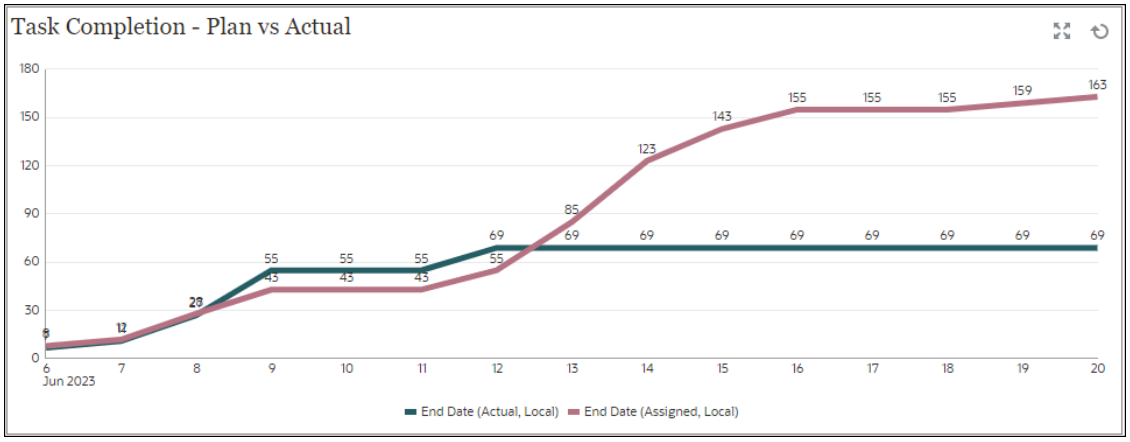
Chart View: Task Completion - Plan vs Actual

This example shows task completion over time, allowing you to see if your tasks are running ahead or behind schedule.

The chart includes all of the task end dates that fall on or before a certain date. It also shows the status of completing those tasks.



Within the dashboard, top left view:

1. Click the **Object Type** icon and select **Tasks**.
2. Click the **View Selector** icon and select **Chart View**.
3. Click the **Settings** icon and specify the following:
   - On the **Properties** tab:
     - **Title**: Task Completion - Plan vs Actual
     - **Type**: Line
     - **Background**: No fill
     - **Label Position**: Above Point
     - **Line Weight**: 5
     - **Grid Lines**: Select this check box
     - **Period**: Selection
   - On the **Layout** tab:
     - **X-Axis**:
       - **Type**: Date
       - **Sort**: X-Axis from the first drop-down menu and Descending from the second drop-down menu
     - **Legend (Series)**:
       - First row, add:
         - **Value**: Task
         - **Aggregation**: Count
         - **Categories**: None
         - **Group By**: End Date (Actual , Local)

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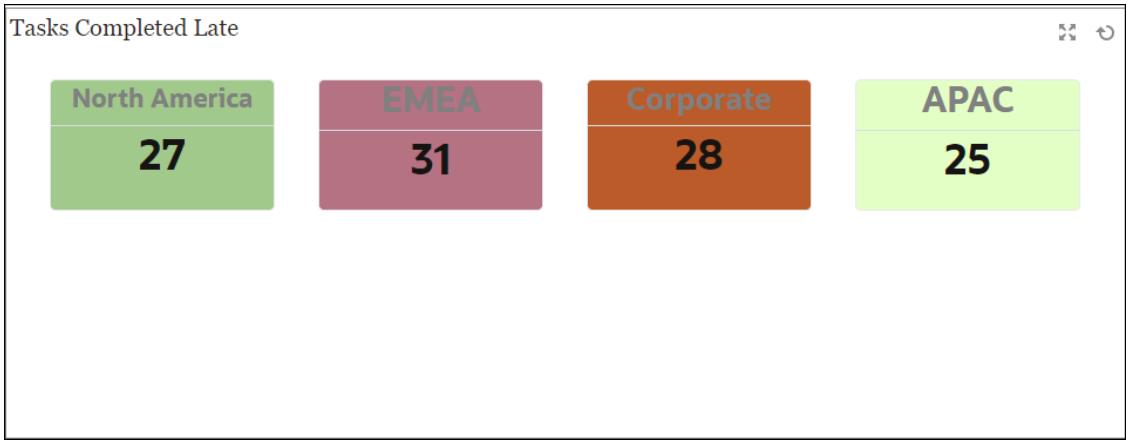
        - **Date Aggregation**: On or Before
      - Click **New** and add another row. Specify the following:
        - **Value**: Task
        - **Aggregation**: Count
        - **Categories**: None
        - **Group By**: End Date (Assigned, Local)
        - **Date Aggregation**: On or Before
  - On the **Axis** tab:
    - Select **X Axis**.
    - Interval : Daily
    - **Minimum**: Auto
    - **Maximum**: Auto
  - On the **Legend** tab:
    - **Legend Position**: Bottom
    - **Palette**: Redwood
    - Select the default labels for each series: **End Date (Actual , Local)** and **End Date (Assigned, Local)**
    - Select the default colors for each series.
4. Click **OK**.

Chart View: Tasks Completed Late

This example shows the tasks completed behind schedule in various organizational units.



Within the dashboard, top left view:

1. Click the **Object Type** icon and select **Tasks**.
2. Click the **View Selector** icon and select **Chart View**.
3. Click the **Settings** icon and specify the following:
   - On the **Properties** tab:
     - **Title**: Tasks Completed Late

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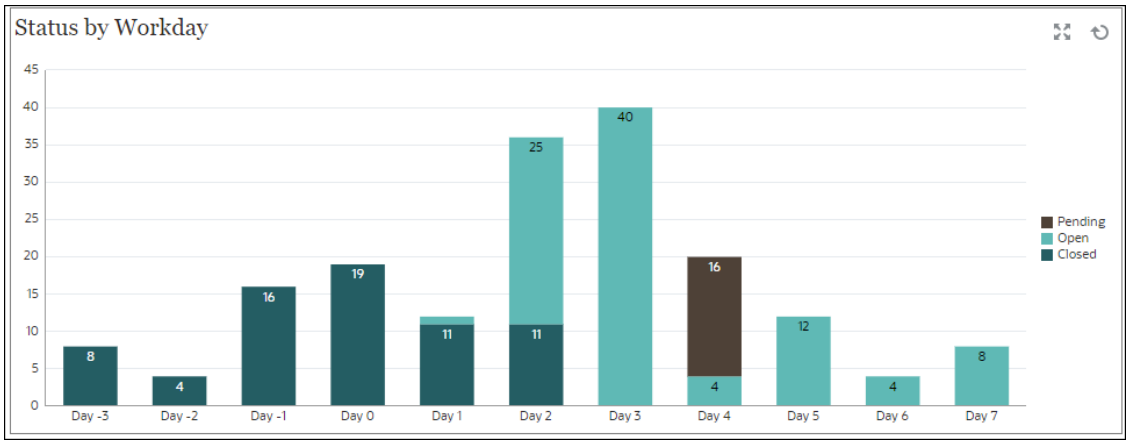
  - **Type**: Bar
  - **Background**: No fill
  - **Label Position**: Inside Edge
  - **Orientation**: Vertical
  - **Period**: Selection
- On the **Layout** tab:
  - **X-Axis**:
    - **Type**: Date
    - **Sort**: X-Axis from the first drop-down menu and **Ascending** from the second drop-down menu
  - **Legend (Series)**:
    - **Value**: Task
    - **Aggregation**: Count
    - **Categories**: Organizational Unit
    - **Filter**: Ever Been Late (Assignee) does not equal No
- On the **Axis** tab, select the default options for X axis.
- On the **Legend** tab, select the default options.

4. Click **OK**.

Chart View: Status by Workday

This example chart shows task completion based on a custom Workday attribute.

In this example, the custom attribute was added previously and defined with values for days -15 through 35. All tasks were then assigned a work day based on their planned completion.



Within the dashboard, bottom left view:

1. Click the **Object Type** icon and select **Tasks**.
2. Click the **View Selector** icon and select **Chart View**.
3. Click the **Settings** icon and specify the following:
   - On the **Properties** tab:

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  - **Title**: Status by Workday
  - **Type**: Column
  - **Background**: No fill
  - **Label Position**: Inside Edge
  - **Orientation**: Vertical
  - **Grid Lines**: Select this check box
  - **Period**: Selection
- On the **Layout** tab:
  - **X-Axis**:
    - **Type**: Attribute
    - **Attribute 1**: Workday (This custom attribute must have been added previously for it to display in the list.)
    - **Sort**: Workday from the first drop-down menu and Ascending from the second drop-down menu.
  - **Legend (Series)**: In first row, add:
    - **Value**: Task
    - **Aggregation**: Count
    - **Categories**: Status
  - **Y Axis**: Select this check box.
  - **Minimum**: Auto
  - **Maximum**: Auto
  - **Major Unit**: Auto
  - **Minor Unit**: Auto
- On the **Legend** tab:
  - **Legend Position**: Right
  - **Palette**: Redwood
  - Select the default labels for each series: **Closed**, **Error**, **Open**, and **Pending**.
  - Select the default colors for each series.

4. Click **OK**.

Chart View: Completion by Region

This example chart shows task completion based on region. In this example, the custom Organizational Unit attribute was added previously and defined with values for tasks completed based on the region.

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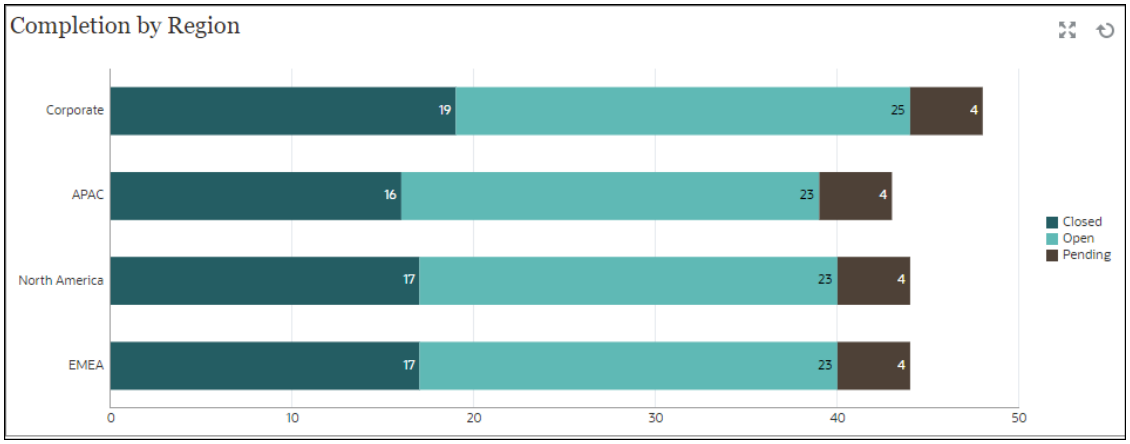

Within the dashboard, bottom left view:

1. Click the **Object Type** icon and select **Tasks**.
2. Click the **View Selector** icon and select **Chart View**.
3. Click the **Settings** icon and specify the following:
   - On the **Properties** tab:
     - **Title**: Completion by Region
     - **Type**: Column
     - **Background**: No fill
     - **Label Position**: Inside Edge
     - **Orientation**: Horizontal
     - **Grid Lines**: Select this check box
     - **Period**: Selection
   - On the **Layout** tab:
     - **X-Axis**:
       - **Type**: Attribute
       - **Attribute 1**: Organizational Unit

         (This custom attribute must have been added previously for it to display in the list.)
       - **Sort**: Organizational Unit from the first drop-down menu and Descending from the second drop-down menu.
     - **Legend (Series)**:
       - **Value**: Task
       - **Aggregation**: Count
       - **Categories**: Status
   - On the **Axis** tab:
     - **Y Axis**: Select this check box.
     - **Minimum**: Auto
     - **Maximum**: Auto

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  - **Major Unit**: Auto
  - **Minor Unit**: Auto
- On the **Legend** tab:
  - **Legend Position**: Right
  - **Palette**: Redwood
  - Select the default labels for each series: **Closed**, **Error**, **Open**, and **Pending**.
  - Select the default colors for each series.

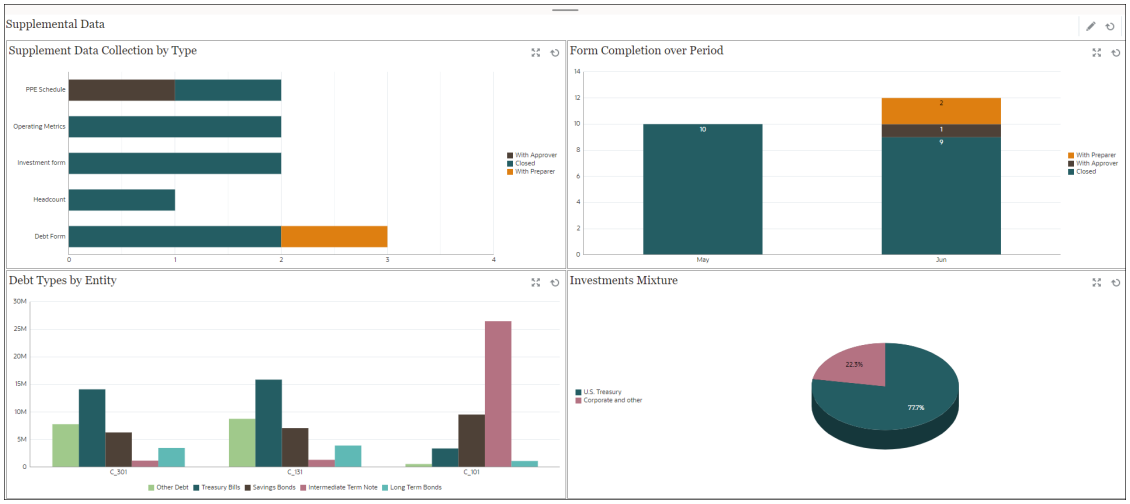
4. Click **OK**.

Example: Supplement Data Manager Dashboard

This is an example of a dashboard with views on Supplemental Data Manager Forms and Data. This dashboard is based on sample data and will differ from your usage of Supplemental Data Manager. The views include:

- Chart View: Supplement Data Collection by Type
- Chart View: Form Completion Over Period
- Chart View: Debt Types By Entity
- Chart View: Investments Mixture.

The dashboard is as shown. Click any area, in any view, to drill down into the individual records that comprise that area.



In this example, to create the dashboard:

1. From **Home**, select **Dashboards**, and then click **Operational Dashboard**.

   The existing operational dashboards are displayed.

2. Click the **New** icon to create a new dashboard.

   A new dashboard is created with a default name and is opened in a new tab.

3. Click the **Settings** icon for the dashboard and update the properties on the **Properties** tab:
   - **Name**: Supplemental Data
   - **Borders**: Select this checkbox

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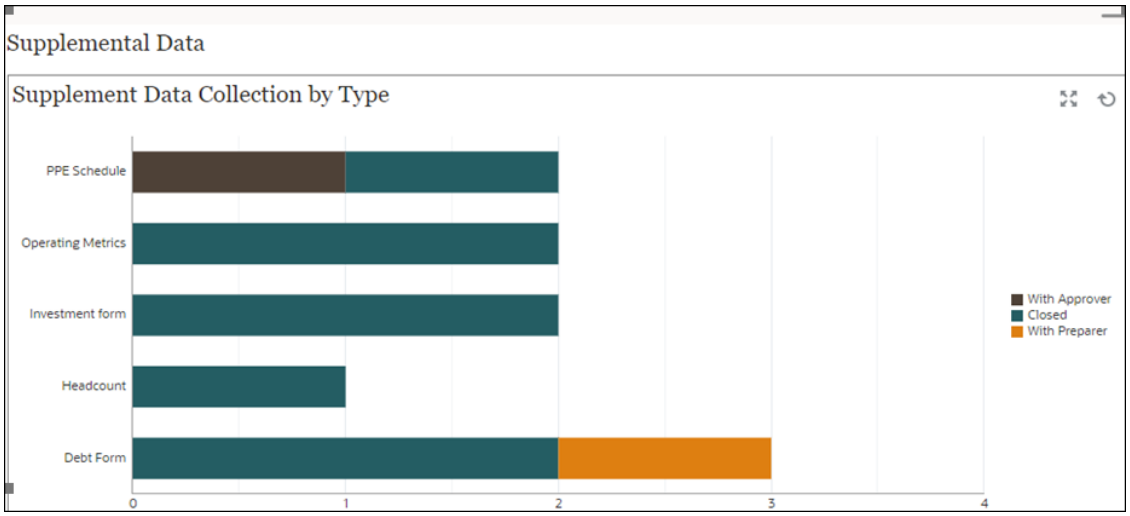
- **Background**: No fill
- **Layout**:
  - **Grid**: Select this check box.
  - **Horizontal Split:** 50
  - **Vertical Split**: 50

4. To create the chart view on the top left, see Chart View: Supplement Data Collection by Type.
5. To create the chart view on the top right, see Chart View: Form Completion Over Period.
6. To create the chart view on the bottom left, see Chart View: Debt Types By Entity.
7. To create the chart view on the bottom right, see Chart View: Investments Mixture.
8. Click **Save** to save the dashboard.

Chart View: Supplement Data Collection by Type

The following example shows the form completion by template type. This allows you to quickly see how the supplemental data collection is progressing by data type.



Within the dashboard, top left view:

1. Click the **Object Type** icon and select **Supplemental Data Forms > Default (collection interval)**.
2. Click the **View Selector** icon and select **Chart View**.
3. Click the **Settings** icon and specify the following:
   - On the **Properties** tab:
     - **Title**: Supplement Data Collection by Type
     - **Type**: Column
     - **Background**: No fill
     - **Label Position**: No label
     - **Orientation**: Horizontal
     - **Grid Lines**: Select this check box

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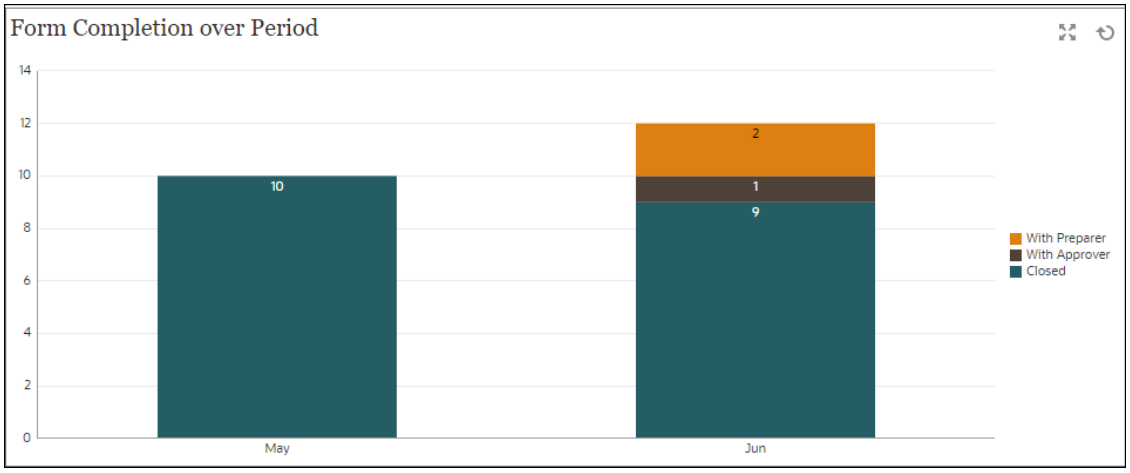
  - **Period**: Selection
- On the **Layout** tab:
  - **X-Axis**:
    - **Type**: Attribute
    - **Attribute 1**: Template
    - **Sort**: Template from the first drop-down menu and Descending from the second drop-down menu
  - **Legend (Series)**:
    - **Value**: Form
    - **Aggregation**: Count
    - **Categories**: Status (Detailed)
- On the **Axis** tab:
  - Select **Y Axis**.
  - **Minimum**: Auto
  - **Maximum**: Auto
  - **Major Unit**: Fixed
  - **Minor Unit**: Fixed
- On the **Legend** tab:
  - **Legend Position**: Right
  - **Palette**: Redwood
  - Select the default labels for each series
  - Select the default colors for each series.

4. Click **OK**.

Chart View: Form Completion Over Period

The following example shows the form completion by template type. This allows you to quickly see how the supplemental data collection is progressing by data type.



Within the dashboard, top left view:

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1. Click the **Object Type** icon and select **Supplemental Data Forms > Default**.
2. Click the **View Selector** icon and select **Chart View**.
3. Click the **Settings** icon and specify the following:
   - On the **Properties** tab:
     - **Title**: Form Completion over Period
     - **Type**: Column
     - **Background**: No fill
     - **Label Position**: Inside Edge
     - **Orientation**: Vertical
     - **Grid Lines**: Select this check box
     - **Period**: Selection
   - On the **Layout** tab:
     - **X-Axis**:
       - **Type**: Attribute
       - **Attribute 1**: Period
       - **Sort**: Entity from the first drop-down menu and Descending from the second drop-down menu
     - **Legend (Series)**:
       - **Value**: Form
       - **Aggregation**: Count
       - **Categories**: (Status Detailed)
   - On the **Axis** tab:
     - Select **Y Axis**.
     - **Minimum**: Auto
     - **Maximum**: Auto
     - **Major Unit**: Auto
     - **Minor Unit**: Auto
   - On the **Legend** tab:
     - **Legend Position**: Right
     - **Palette**: Redwood
     - Select the default labels for each series
     - Select the default colors for each series.
4. Click **OK**.

Chart View: Debt Types By Entity

In the following example, Supplemental data is being used to gather details on different types of debt instruments. The following chart shows the breakout of these debt instruments by entity.

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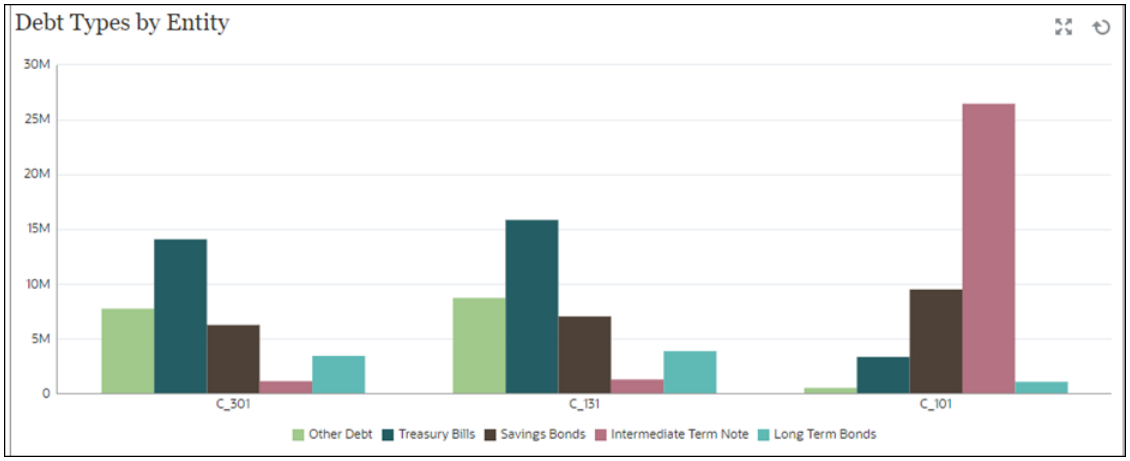

Within the dashboard, top left view:

1. Click the **Object Type** icon and select **Supplemental Data > Debt Details (Collection)**.
2. Click the **View Selector** icon and select **Chart View**.
3. Click the **Settings** icon and specify the following:
   - On the **Properties** tab:
     - **Title**: Debt Types by Entity
     - **Type**: Bar
     - **Background**: No fill
     - **Label Position**: No label
     - **Orientation**: Vertical
     - **Grid Lines**: Select this check box
     - **Period**: Selection
   - On the **Layout** tab:
     - **X-Axis**:
       - **Type**: Attribute
       - **Attribute 1**: Entity
       - **Sort**: Entity from the first drop-down menu and Descending from the second drop-down menu
     - **Legend (Series)**:
       - **Value**: Debt Amount
       - **Aggregation**: Sum
       - **Categories**: Debt Type
   - On the **Axis** tab:
     - Select **Y Axis**.
     - **Minimum**: Auto
     - **Maximum**: Auto
     - **Major Unit**: Auto
     - **Minor Unit**: Auto

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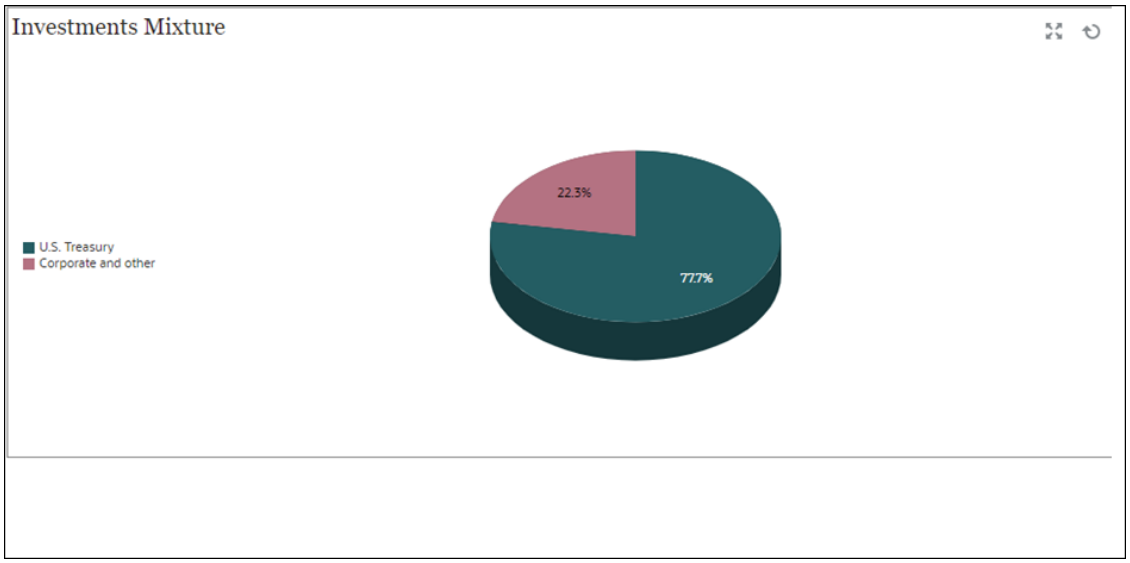
- On the **Legend** tab:
  - **Legend Position**: Bottom
  - **Palette**: Redwood
  - Select the default labels for each series
  - Select the default colors for each series.

4. Click **OK**.

Chart View: Investments Mixture

In the following example, Supplemental data is being used to gather details on different types of debt instruments. The following pie chart shows the allocation of these debt instruments.



Within the dashboard, top left view:

1. Click the **Object Type** icon and select **Supplemental Data > Investment Details (Collection)**.
2. Click the **View Selector** icon and select **Chart View**.
3. Click the **Settings** icon and specify the following:
   - On the **Properties** tab:
     - **Title**: Investments Mixture
     - **Type**: Pie
     - **3D Chart**: Select this option
     - **Background**: No fill
     - **Display as Percentage**: Select this option.
     - **Period**: Selection
   - On the **Layout** tab:
     - **X-Axis**:
       - **Type**: None
       - **Attribute 1**: Entity

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        - **Sort**: Alphabetically from the first drop-down menu and Descending from the second drop-down menu
    - **Legend (Series)**:
        - **Value**: Market Value
        - **Aggregation**: Sum
        - **Categories**: Security Type
- On the **Legend** tab:
    - **Legend Position**: Left
    - **Palette**: Redwood
    - Select the default labels for each series
    - Select the default colors for each series.

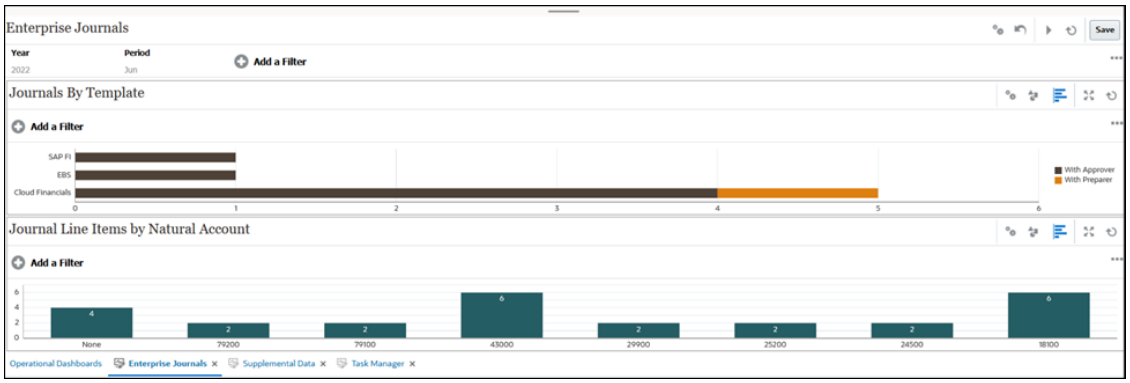
4. Click **OK**.

Example: Enterprise Journal Dashboard

This example shows how to create a dashboard with the following views for Enterprise Journals related data:

- Chart View: Journals By Template
- Chart View: Journal Line Items By Natural Account

The dashboard is as shown. Click any area, in any view, to drill down into the individual records that comprise that area.



In this example, to create the dashboard:

1. From **Home**, select **Dashboards**, and then click **Operational Dashboard**.

   The existing operational dashboards are displayed.
2. Click the **New** icon to create a new dashboard.

   A new dashboard is created with a default name and is opened in a new tab.
3. Click the **Settings** icon for the dashboard and update the properties on the **Properties** tab:
    - **Name**: Enterprise Journals
    - **Borders**: Select this checkbox
    - **Background**: No fill
    - **Layout**:

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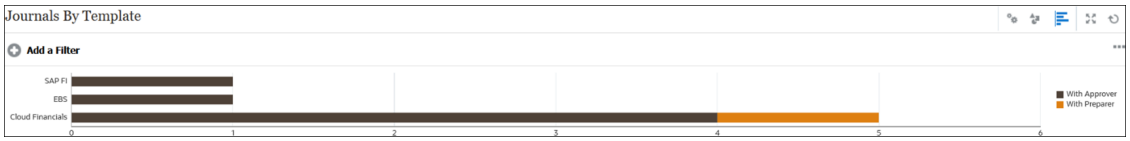
  - **Horizontal**: Select this check box.
  - **Horizontal Split:** 50
- **Global Filter Bar**: Select this check box.

4. In the Filter Bar, set the **Year** as 2022 and **Period** as Jun.
5. To create the chart view on the top, see Chart View: Journals By Template.
6. To create the chart view on the bottom, see Chart View: Journal Line Items By Natural Account.
7. Click **Save** to save the dashboard.

Chart View: Journals By Template

This example shows how to create a chart view that displays the number of Journals based on the template. It also shows the number of journals with the approver and preparer.



Within the dashboard, top left view:

1. Click the **Object Type** icon and select **Enterprise Journals**.
2. Click the **View Selector** icon and select **Chart View**.
3. Click the **Settings** icon and specify the following:
   - On the **Properties** tab:
     - **Title**: Journals By Template
     - **Type**: Column
     - **Background**: No fill
     - **Label Position**: No label
     - **Orientation**: Horizontal
     - **Grid Lines**: Select this check box
     - **Period**: Selection
   - On the **Layout** tab:
     - **X-Axis**:
       - **Type**: Attribute
       - **Attribute 1**: Template
       - **Sort**: Template from the first drop-down menu and Descending from the second drop-down menu
     - **Legend (Series)**:
       - **Value**: Journal
       - **Aggregation**: Count
       - **Categories**: Status (Detailed)
   - On the **Axis** tab:

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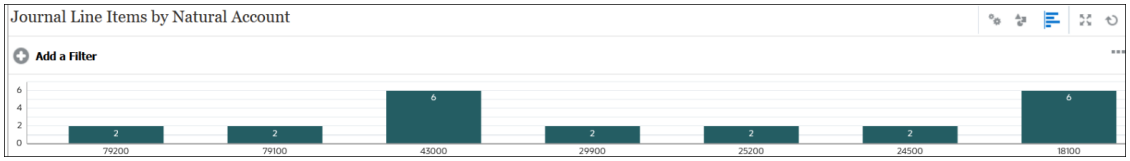
  - Select **Y Axis**.
  - **Minimum**: Auto
  - **Maximum**: Auto
  - **Major Unit**: Auto
  - **Minor Unit**: Auto
- On the **Legend** tab:
  - **Legend Position**: Right
  - **Palette**: Redwood
  - Select the default labels for each series
  - Select the default colors for each series.

4. Click **OK**.

Chart View: Journal Line Items By Natural Account

The following example shows that the highest number of items belong to revenue and asset indicating that there are a lot of accruals for the month of June 2022.



Within the dashboard, top view:

1. Click the **Object Type** icon and select **Enterprise Journals Line Items**.
2. Click the **View Selector** icon and select **Chart View**.
3. Click the **Settings** icon and specify the following:
   - On the **Properties** tab:
     - **Title**: Journal Line Items By Natural Account
     - **Type**: Bar
     - **Background**: No fill
     - **Label Position**: Inside Edge
     - **Orientation**: Vertical
     - **Grid Lines**: Select this check box
     - **Period**: Selection
   - On the **Layout** tab:
     - **X-Axis**:
       * **Type**: Attribute
       * **Attribute 1**: Cloud Fin Account
       * **Sort**: Cloud Fin Account from the first drop-down menu and Descending from the second drop-down menu
     - **Legend (Series)**:

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        - **Value**: Line Item
        - **Aggregation**: Count
        - **Categories**: None
    - On the **Axis** tab:
        - Select **Y Axis**.
        - **Minimum**: Auto
        - **Maximum**: Auto
        - **Major Unit**: Auto
        - **Minor Unit**: Auto
    - On the **Legend** tab:
        - **Legend Position**: Right
        - **Palette**: Redwood
        - Select the default labels for each series
        - Select the default colors for each series.
4. Click **OK**.

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A

Financial Consolidation and Close Best Practices

Use these best practices for Financial Consolidation and Close.

This table provides links to the best practices mentioned in this guide.

Category	Best Practice For	See this Section
Validating Metadata	Validating metadata properties	Validating Metadata
Creating Alternate Hierarchies	Working with shared hierarchies	Creating Shared Members
Account Dimensions	Defining accounts	Account Hierarchy Order
Dimension Hierarchies	Setting up dimension hierarchy levels	Working with Dimension Hierarchies
Loading Data	Importing the data file	Loading the Data Import File
Exchange Rates	Entering exchange rates	About Exchange Rates
Application Database	Working with the application database	Refreshing the Database
Configurable Calculations	Creating configurable calculations	Configurable Calculations Best Practices
Consolidation Rule-sets	Working with consolidation rule-sets	Creating Consolidation Rule-sets
Essbase Calc Script	Essbase calc script common syntax	Working with Essbase Calc Script
Extended Dimensionality Applications	Extended dimensionality scripting techniques	Best Practices for Calculations in Extended Dimensionality Applications
Auditing Data	Maintaining audit tables	Viewing Audit Details
Auditing Tasks	Working with audit tables	Viewing Task Manager Audit Details
Managing Applications	Deleting an application	Removing an Application
Monitoring Your Application	Monitoring your application to understand application usage	Working with Activity Reports and Access Logs
Member Formulas	Defining or editing member formulas in the Simplified dimension editor	Working with Member Formulas
On-Demand Rules	Creating on-demand rules	Best Practices for On-Demand Rules
Form Design and Retrieval	Designing forms, including using the Suppress Missing Blocks option	Best Practices for Forms with Validation Rules
Advanced Consolidation	Defining Ownership percentages and overriding ownership defaults	Changing Manage Ownership Settings

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Category	Best Practice For	See this Section
Supplemental Data Manager Form Templates	Mapping supplemental data	Form Template Sections: Mapping Tab
Task Manager Schedules	Overriding parameters when creating schedules from templates	Setting Task Type Parameters Creating Schedules from Templates
Setting Schedule Status	Manage the schedule lifecycle by setting the schedule status	Setting Schedule Status

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