Oracle® Cloud
Working with Oracle Financial Consolidation and Close Cloud
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Oracle Financial Consolidation and Close Cloud Overview

Oracle Financial Consolidation and Close Cloud 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.

Oracle Financial Consolidation and Close Cloud 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

When you first access Oracle Financial Consolidation and Close Cloud, the Home page provides easy access to features. Depending on your application features and security role access, you may see all or only some of these features.
### Table 1-1  Overview of the Home Page

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigator menu</td>
<td>Link to advanced settings and administrative tasks, including managing alias tables, dimensions, business process tasks, supplemental data, and Data Management.</td>
</tr>
<tr>
<td>Home icon</td>
<td>Return to the Home page</td>
</tr>
<tr>
<td>Announcements panel</td>
<td>Displays general announcements from the Service Administrator</td>
</tr>
<tr>
<td>Tasks summary panel</td>
<td>Displays a summary of tasks assigned to you by status. You can access all the tasks that are Open, Late tasks that are currently overdue, tasks scheduled for Today, or tasks due in 7 days. Selecting any link opens the Tasks page.</td>
</tr>
<tr>
<td>Tour</td>
<td>Links to a product overview video of Oracle Financial Consolidation and Close Cloud.</td>
</tr>
<tr>
<td>Dashboards</td>
<td>View metrics and work with data on Task Overview, Compliance, and Financials dashboards. Dashboards are displayed if you have access to at least one of the dashboards.</td>
</tr>
<tr>
<td>Tasks</td>
<td>View tasks, complete required task procedures, and submit tasks. If you are a user, you will only see your tasks.</td>
</tr>
<tr>
<td>Data</td>
<td>Enter and review data through simple forms, composite forms, and ad hoc forms.</td>
</tr>
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</table>
Table 1-1  (Cont.) Overview of the Home Page

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journals</td>
<td>Create and manage journals, journal groups and templates, and perform all journal actions.</td>
</tr>
<tr>
<td>Reports</td>
<td>Create and run Intercompany, Journal, Task Manager, and Financial Reporting reports.</td>
</tr>
<tr>
<td>Approvals</td>
<td>View approval unit status and perform approval unit actions such as submit, approve and reject data.</td>
</tr>
<tr>
<td>Rules</td>
<td>Manage, assign permission for, and launch rules.</td>
</tr>
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</table>
| Application | • Manage applications  
               • Import and export data  
               • Import and export metadata  
               • Access the consolidation flow  
               • Access Task Manager  
               • Access Supplemental Data  
               • View job status and activity  
               • Schedule jobs  
               • Configure and view audit information  
               • Specify the default translation settings  
               • Manage valid intersections  
               • Run invalid intersection reports  
               • Configure features  
               • Configure service options - manage email notifications, synchronize users, and process supplemental data forms  
               • Manage periods  
               • Specify application settings  
               • Manage migration tasks |
| Tools     | • Set up user variables  
               • Customize your application appearance  
               • Create announcements  
               • Edit navigation flows in application structure  
               • Edit artifact labels  
               • Set maintenance time  
               • Create notifications  
               • Access additional security options, including Group Management and Provisioning, and view Provisioning and Security Audit reports |
| Academy   | Link to videos and documentation                                              |

Settings and Actions Menu

You can take actions from the Settings and Actions Menu. Select the caret beside your user name to display the menu. Options may vary, depending on your assigned role.
Reload Navigation Flow

The navigation flow controls which tasks users will see on the Home page. The available tasks are presented as individual cards that lead to a specific task, or a cluster that opens to display additional tasks within a grouping. The System Administrator can modify the default setting to create alternative navigation flows. Use this option to reload the active navigation flow.

Downloads

Select this option to download utilities that are available for the Cloud, such as the following:

- EPM Automate utility that allows administrators to remotely perform tasks within service instances and automate many repeatable tasks, such as the import and export of metadata and data.
- Oracle Smart View for Office provides a common Microsoft Office interface designed specifically for Oracle’s Enterprise Performance Management (EPM) and Business Intelligence.
- Smart View Add-On for Administrator allows application administration activities, such as dimension management, to be performed from within the Excel interface.
- Smart View Extension for Close and Supplemental Data Management allows the management of close and supplemental data to be performed from within the Excel interface.

Help

Select this option to view the Get Started page, which offers access to the product documentation and videos, and other task-related topics.

Help on this Topic

This option displays online help for the current topic, if available.
Cloud Customer Connect

Cloud Customer Connect is an exclusive community for members to connect with other members and discuss issues or share ideas. Select this option for a direct link to Cloud Customer Connect to access:

- Discussion forums to pose questions, explore ideas, and discuss Oracle Applications.
- News about upcoming events that showcase new release functionality, industry best practices, and more.
- Documentation and videos to help you prepare for a successful transition to the latest release.
- Idea Labs to share your ideas on product enhancements, vote, and comment on your favorites.

After you sign in, you can select Enterprise Performance Management to navigate directly to your Cloud product, to view release information, tips and tricks, and other posts.

Provide Feedback

If you encounter an issue while using the service, use the Provide Feedback option to describe the issue and the steps to reproduce it. For help providing feedback, see the Getting Started with Oracle Enterprise Performance Management Cloud for Users guide.

Oracle Support

Select this option to navigate directly to the My Oracle Support site to search for solutions, download patches and updates and create a service request.

About

Contains Oracle Financial Consolidation and Close Cloud notices and version information.

Sign Out

Exits Oracle Financial Consolidation and Close Cloud.

Searching for Forms, Dashboards, and Infolets

You can easily search for specific forms, dashboards, and infolets from their listing page.

Using the Search icon on the listing page, you can toggle between searching for these artifacts using the following options: a flat view or a tree view:

- Flat View--The Flat View displays only the artifacts that meet the search criteria, not the folders that contain them.
- Tree View

The (Hierarchical) View displays artifacts in the context of the folders that contain them.

To search on another keyword, click X in the Search box to clear the search criteria.

Navigating Across EPM Cloud Services

After an administrator creates connections to other Oracle Enterprise Performance Management Cloud services, the connections are listed in the My Connections pane on the Navigator.

You can toggle between the services from this location. You must have access to the other services in order to open them. Artifacts are accessible based on your role.

To open another EPM Cloud service:

1. From the Home page, click Navigator.
2. If services are connected and you have access to those services, you'll see a list of connected services in the My Connections pane. Click a service to open it.

Note:

Click the icon to the right of the service name to open the service in a new window.
Setting Your Preferences

Related Topics

- **Setting Your Preferences**
  You can set preferences to control many aspects of the application, such as your profile photo and how numbers display in the application.

- **Setting General Preferences**
  On the General tab, you can set your preferred time zone, language, profile picture, out-of-office assistant, and so on.

- **Setting Your Display Preferences**
  You can set how you want numbers formatted, how many members to display on the Page drop-down list, how the members are indented, how dates are formatted, and whether consolidation operators display.

- **Setting Up Email for Notifications**
  You can set which application activities you want to be notified of by email when there’s a change in task lists, approvals, and the Job Console.

- **Setting Ad Hoc Options**
  Control the display and behavior of ad hoc grids by setting your preferences.

- **Setting User Variables**
  User variables act as filters in forms, enabling you to focus only on certain members, such as your department. Before you can open a form, you must set your preferences for the user variables that your administrator has set up.

- **Setting Your Financial Reporting Preferences**
  You can set preferences for how you want to print and export Financial Reporting reports.

- **Setting Your Printing Preferences**
  You can set your preferences for how forms and their data are printed as PDF files.

**Setting Your Preferences**

You can set preferences to control many aspects of the application, such as your profile photo and how numbers display in the application.

**Note:**

The preferences that you set take precedence over the preferences that your administrator set. You can click **Use Administrator's Settings** to apply the System Settings set by the administrator.

To set your preferences:
1. On the Home page, click **Tools**, and then **User Preferences**.

2. Click the tabs on the left to set your preferences in the application.

   - **General**: Set your profile photo, your preferences for time zone, language, which alias table to use, the display of member names and aliases, and approvals options, including an out of office message. See Setting General Preferences.

   - **Display**: Set your preferences for how numbers are formatted, how members are displayed on Page drop-down lists, whether consolidation operators are displayed, and the date format. See Setting Your Display Preferences.

   - **Notifications**: Set your email address and select which activities you want to be notified about—**Task Lists**, **Approvals**, and the **Job Console**. See Setting Up Email for Notifications.

   - **Ad Hoc Options**: Set options for working with ad hoc grids. See Setting Ad Hoc Options.

   - **User Variables**: Select members for users variables that your administrator set up. See Setting User Variables.

   - **Financial Reporting**: Set preferences for displaying reports. See Setting Your Financial Reporting Preferences.

   - **Form Printing**: Set your preferences for how to print data in forms as PDF files. See Setting Your Printing Preferences.

---

### Setting General Preferences

On the General tab, you can set your preferred time zone, language, profile picture, out-of-office assistant, and so on.

1. On the Home page, click **Tools**, and then **User Preferences**.
2. Click **General**.
3. Set your preferences for:
   
   - Your time zone. You can type ahead, for example, type “PT” for Pacific Time. The time format that you specify is used throughout the application.
   
   - Your language. When you sign out and sign back in, the user interface displays in the language you selected. If you don’t select a language, then your browser’s locale is used.
   
   - Your profile photo. See Setting Your Profile Picture.
   
   - Which alias table to use and how you want members or their aliases displayed. See Setting the Display of Member Names or Aliases.
   
   - Your preferences for Approvals, including whether to display aliases and whether to show approval units that aren’t yet started. You can also set the out-of-office assistant and set Approvals actions to be in effect when you're away. See Setting Approvals Options.
4. Click **Save**.
Setting Your Profile Picture

You can set your profile picture to display on the Announcements panel of the Home page.

For example:

1. On the Home page, click **Tools**, and then **User Preferences**.
2. By **Profile Image**, click **Browse** to browse to and open the image file. The image can be of type `.png`, `.jpg`, `.jpeg`, or `.gif`.
3. Click **Save**. Your profile picture displays after you sign out of the application and then sign back in.

Setting the Display of Member Names or Aliases

On the **General** page, you can set which alias table you want to use and how you want the member name or alias displayed.

- **Note:**

  This tab is only available if Consolidation is enabled for the application.

An alias is another, often more descriptive, name for a member. Sets of aliases are stored in alias tables that your administrator creates. For example, the application may have an alias table for English member names, another alias table for German member names, and so on.

1. On the Home page, click **Tools**, and then **User Preferences**.
2. Click the **General** tab, and then select an alias table from **Alias Table**.
3. From **Display Member Label as**, select how you want member names to display in the application:
   - Member Name
   - Alias
   - Member Name:Alias
   - Alias:Member Name
   - Default. If you select **Default**, then the form, grid, or dimension settings determine how member names are displayed.
4. Click **Save**.
Setting Approvals Options

Set your preferences for Approvals, for example, what action to take on approval units when you're out of the office. You can also delegate an alternate reviewer.

Note:

This tab is only available if Consolidation is enabled for the application.

To set Approvals options:

1. On the Home page, click Tools, and then User Preferences.
2. On the General tab, under Approvals, select your preferences:
   - Display Aliases: Select to display aliases. This option is useful when member names are cryptic.
   - Show Not Started Approval Units: Select to display approval units that aren't started with those that are started.
   - Show Approval Units as Aliases in Approvals Notification: Select to show approval units as aliases if you've enabled Approvals in Notifications.
3. If you'll be out of the office, you can select I am currently out of the office to set what action to take on approval units while you're out. Doing so keeps the process moving when you're away.
   Checking or unchecking the Out of Office option affects the primary and backup assignments of open Task Manager tasks and Supplemental Data form entries. If a task has both an assignee and a backup assignee, and the assignee selects the Out of Office option, then the task will become the responsibility of the backup assignee. The backup assignee can then perform all the functions normally reserved for the assignee, including submitting the task.

Set what action to take when you're out:
   - Promote: Promote the approval unit.
   - Reject: Reject the approval unit.
   - Submit: Submit the approval unit.
   - Delegate: Select to designate an alternate reviewer to handle your review responsibilities while you're away. You can also include a message for the reviewer in the Message text box.
4. Click Save.

Setting Your Display Preferences

You can set how you want numbers formatted, how many members to display on the Page drop-down list, how the members are indented, how dates are formatted, and whether consolidation operators display.

1. On the Home page, click Tools, and then User Preferences.
2. Click Display, and then set your preferences:
• Under **Number Formatting**, set how numbers are formatted. Your selections apply to all currencies, in all forms that you have access to. You can't select the same option for the **Thousands Separator** and the **Decimal Separator**.

**Table 2-1 Number Formatting Options**

<table>
<thead>
<tr>
<th>Option</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thousands Separator</td>
<td>None: 1000</td>
</tr>
<tr>
<td></td>
<td>Comma: 1,000</td>
</tr>
<tr>
<td></td>
<td>Dot: 1.000</td>
</tr>
<tr>
<td></td>
<td>Space: 1 000</td>
</tr>
<tr>
<td></td>
<td>You can enter values with or without a thousands separator.</td>
</tr>
<tr>
<td>Decimal Separator</td>
<td>Dot: 1000.00</td>
</tr>
<tr>
<td></td>
<td>Comma: 1000.00</td>
</tr>
<tr>
<td></td>
<td>You can enter values with or without a decimal separator.</td>
</tr>
<tr>
<td>Negative Sign</td>
<td>Prefixed Minus: -1000</td>
</tr>
<tr>
<td></td>
<td>Suffixed Minus: 1000-</td>
</tr>
<tr>
<td></td>
<td>Parentheses: (1000)</td>
</tr>
<tr>
<td>Negative Color</td>
<td>Black: Negative numbers are black</td>
</tr>
<tr>
<td></td>
<td>Red: Negative numbers are red</td>
</tr>
</tbody>
</table>

• Under **Page Options, Indentation of Members**, set how members are indented on the page and how many items you want listed on the Page drop-down list. If you select **Do not indent**, the members are displayed as a flat, sequential list. If the Page drop-down list displays so many items that you have to scroll through the list, you may want to set a lower number of items to display in the **Number of Items on the Page Drop-down**.

• Under **Other Options**, set whether to show consolidation operators (for example, **Yes**, **No**, or use the **Form Setting**). Also set the **Date Format** (for example, **dd/MM/yyyy**). Selecting **Automatically Detect** sets the date format based on your browser locale. The format you select is used throughout the user interface, including in reports.

3. Click **Save**.

**Setting Up Email for Notifications**

You can set which application activities you want to be notified of by email when there’s a change in task lists, approvals, and the Job Console.

Task Manager notifications are sent to users as a batch the day after the event that triggers the notification.

Notifications are sent in these circumstances:

• **Late Notifications** — A late notification is sent to users the day after the due date of the task.

• **Status Change Notifications** — A notification that the task is ready to be worked on is sent when the task status changes.
• Due Date Reminders — A reminder is sent to users a specified number of days before the due date of the task.

To set up and enable email notifications:

1. On the Home page, click **Tools**, and then **User Preferences**.
2. Click **Notifications**.
3. Enter your email address and select which application updates you want to be notified about:
   - Task Lists
   - Approvals
   - Job Console
4. Select an **Email Start Time** and **Email End Time**.
5. For a **Notification Type**, select an option for **Notify Me**:
   - Once a day
   - Every 2 hours
   - Every 3 hours
   - Every 4 hours
   - Every 6 hours
   - Mixed
   - Never
6. Click **Save**.

### Setting Ad Hoc Options

Control the display and behavior of ad hoc grids by setting your preferences.

---

**Note:**

This tab is only available if Consolidation is enabled for the application.

---

1. On the Home page, click **Tools**, and then **User Preferences**.
2. Click **Ad Hoc Options**.
3. In the top section, set how members are displayed:
   - **Member inclusion**:
     - **Include selection**: Select to display both the selected member and the members retrieved as a result of the operation. For example, zooming in on the selected member Qtr1 displays data for Qtr1, Jan, Feb, Mar.
     - **Within selected group**: Select to perform an operation such as Zoom only on the selected group of members, leaving unselected cells as is. This setting is meaningful only when there are two or more dimensions down the grid as rows or across the grid as columns. This option pertains to **Zoom**, **Keep Only**, and **Remove Only**.
• **Zoom in**: Select the level at which to zoom in:
  – **Next level**: Select to get data for the children of the selected members.
  – **All levels**: Select to get data for all descendants of the selected members.
  – **Bottom level**: Select to get data for the lowest level of members in a dimension.

• **Ancestor Position**: Set how to display ancestors in the hierarchy:
  – **Top**: Select to display member hierarchies in order from highest to lowest level.
  – **Bottom**: Select to display member hierarchies in order from lowest to highest level.

• **Display Member Label as**: Set whether member names, aliases, or both are displayed.

• **Alias Table**: Select which alias table to use.

• **Indentation**: Set how member hierarchy levels are indented:
  – **None**: Select for no indentation.
  – **Subitem**: Select to indent descendants. Ancestors are left-justified in the column.
  – **Totals**: Select to indent ancestors. Descendants are left-justified in the column.

• **Navigate without refreshing data**: Selecting this option improves performance as you navigate around the grid. (Data is refreshed by default.)

4. Under **Suppression**, to simplify your view of the data, select options to suppress elements of the grid. For example, you can hide rows or columns with zeros.

• **Zeros**:
  – **Row**: Select to hide rows containing only zeros.
  – **Column**: Select to hide columns containing only zeros.

• **Suppress**:
  – **Repeat members**: Select to hide rows that contain repeated member names, regardless of the grid orientation.
  – **Missing blocks on rows**: Select to hide blocks of cells in rows that have no data.

• **Missing data**: Select to hide rows or columns with zeros or that have no data.

• **No Access**: Select to hide rows or columns that you don't have access to.

---

**Note:**

If you get this error when you try to open an ad hoc grid, “Ad hoc grid cannot be opened as there are no valid rows of data”, clear the above **Suppression** options.

5. Under **Precision**, set:
• **Use currency member setting:** Select to apply the precision setting of the Currency member.
• Set the minimum and maximum number of decimal positions to display in a cell for Currency values, Non-currency values, and Percentage values. For example, if the cell value is 100, and you select the **Minimum** precision “2”, the value displays as “100.00”.

6. Under **Replacement**, set labels to display for cells that are missing data, that you don't have access permission to view, or that have invalid data:
• **No Data:** Enter the text that you want displayed for cells that have #Missing or #NoData as their value.
• **No Access:** Enter the text that you want displayed for cells that you don't have access permission to view.
• **Submit Zeros:** Select if you specified #NumericZero as the text for the **No Data** or **No Access** replacement option and you want to submit zeros to the application.

## Setting User Variables

User variables act as filters in forms, enabling you to focus only on certain members, such as your department. Before you can open a form, you must set your preferences for the user variables that your administrator has set up.

> **Note:**
> This tab is only available if Consolidation is enabled for the application.

Administrators can set up user variables to help users focus on those members that they're interested in, such as their department's expenses. For example, your administrator can create a form with entities on the rows and a user variable called Department. You can limit the number of rows displayed on the form by selecting a member for the Department user variable, such as Sales. Later, you can select another member for Department, such as Marketing.

To update user variables:

1. On the Home page, click **Tools**, and then **User Preferences**.

   The **User Variables** page lists the user variables that the administrator has set up for each dimension and under **Member**, the currently selected member for each variable.

2. Click the **Member Selector** next to the variable you want to change.

   You can also type a member name directly in the **Member** column for the dimension.

3. Select members by clicking the member or the checkmark in front of it.

4. Click **Save**.
Setting Your Financial Reporting Preferences

You can set preferences for how you want to print and export Financial Reporting reports.

Note:
This tab is only available if Consolidation is enabled for the application.

1. On the Home page, click Tools, and then User Preferences.
2. Click Financial Reporting.
3. On the top of the page, under Financial Reporting, set preferences:
   - **Annotation Printing Preferences**: Define how to print annotations in a report, and then click OK:
     - Select Details, and then under Use Footnote Details, select options to create a system-defined footnote. Generic formatting is applied and system-defined sizes and fonts are used. For example, you can select Title, Description, Category, Date, Author, Attachments, and Include Replies.
     
     Note:
     If you select Include Replies, select whether to include: All replies; the Top specified number of replies, starting from the initial reply; or the Bottom specified number of replies, which prints the initial annotation and the last number of specified replies. Enter the number of replies to print in the provided space.
     
     - Select Text Object to select a saved text box in the repository that contains the Financial Reporting text function Footnote. In the text box for Use Footnote Text Object, enter text to use in the footnote function in the report's text object to print annotations. The report designer creates footnote functions. This option provides more flexibility for formatting and printing annotations. For example, the footnote function may specify to print only grid annotations with different size, font, and color to be applied to the heading and content.
     
     - Select None to print no annotations.
   
   - **Merge Equivalent Prompts**: Select to respond only once or to respond consecutively to prompts and variables that are repeated.
   
   - **Show Annotations**: Select to include annotations in the report.

4. Under Query-Ready Export, set your preferences for how reports are exported to Excel:
   - **Export Mode**:

– **Smart View**: Exports the report as an Oracle Smart View for Office file.

– **Excel Grid**: Opens the exported report in Microsoft Excel. Then under **Export To**, select:
  * **New Worksheet**: To open the exported report as a new sheet in an existing Excel workbook.
  * **New Workbook**: To open the exported report as sheet1 in a new Excel workbook.

– **Disabled**: Hides the query-ready link when the report is displayed using HTML Preview.

  • Under **Export To**, select either:
    * **New Worksheet**: To open the exported report as a new sheet in an existing Excel workbook.
    * **New Workbook**: To open the exported report as sheet1 in a new Excel workbook.

5. Click **Save**.

### Setting Your Printing Preferences

You can set your preferences for how forms and their data are printed as PDF files.

**Note:**

This preference is only available if Consolidation is enabled for the application.

When designing a form, your administrator sets the form's printing options. You can accept these default settings or set your own preferences for printing PDF files.

**Note:**

To print to a PDF file, you must have Adobe Acrobat Reader installed.

1. On the Home page, click **Tools**, and then **User Preferences**.
2. Click **Form Printing**.
3. Under **Page Settings**, set your preferences for paper size, layout, fit, and flow. You can also select whether to print in black and white.
4. Under **Options**, set whether to apply:
   * Formatting
   * Comments (text notes associated with cells)
   * Attribute members, if they're selected in the form
   * Currency codes, if the form supports multiple currencies per entity
   * The form name
• Repeated row and column headers across pages
• The POV/Page
• Grid lines
• A footer

5. Click **Save**.
3

Entering Data in Forms

Related Topics
• About Forms
• Opening Forms
• Working with Data in Forms
• Navigating Quickly in a Form
• Entering Data in Forms Using Commands
• Formatting Shortcuts for Forms
• Printing Data

About Forms

You enter data into the cells in structured forms that an administrator has created, and each form has a special purpose. For example, the administrator may design a form solely for comparing last year's actual expenses against this year's projected expenses.

With the form's objective in mind, the administrator sets up the form with certain dimensions and members. An example of a dimension is Year, and its members may include FY14, FY15, and FY16.

Opening Forms

You enter data into cells in structured forms that an administrator creates.

To open a form:
1. On the Home page, click Data.
2. Depending on the type of form that you want to use, click:
   • Simple Forms
   • Composite Forms (composed of several simple forms).
   • Ad Hoc Grids
   • Smart Forms (created in Smart View using ad hoc grids)
3. Click the Down arrow to select the folder that contains the form.
4. Click the name of the form to open.
Working with Data in Forms

You can enter or change data only in cells for which you have Write access (cells with a white background). Service Administrators set up who can view and change which data.

Notes:

- If your Service Administrator set up the simple form to support it, you can undo your actions by pressing Ctrl+Z (or clicking **Undo** on the **Data** tab). Press Ctrl+Z repeatedly to successively undo actions you've taken since you last opened or saved the form. When you use Undo, dependent cells, such as those that are dynamically calculated, are reevaluated. If the form isn’t set up to support Undo, you can revert to the previous data by clicking **Refresh**.

- Your Service Administrator can set up a simple form so that when you move out of a cell, your changes are automatically saved, with no prompt or message. Cell values are totaled and the affected cells are displayed with a green background.

- If the structure of the simple form hasn’t changed since you started working in it, when you click **Save**, your changed or new data is instantly saved.

Navigating Quickly in a Form

You can quickly move around a simple form with these shortcut keys:

<table>
<thead>
<tr>
<th>Table 3-1    Form Keyboard Shortcuts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Key or Key Combination</strong></td>
</tr>
<tr>
<td>Tab</td>
</tr>
<tr>
<td>Shift+Tab</td>
</tr>
<tr>
<td>Up Arrow, Down Arrow</td>
</tr>
<tr>
<td>Ctrl+Home</td>
</tr>
<tr>
<td>Ctrl+End</td>
</tr>
<tr>
<td>Ctrl+Left Arrow</td>
</tr>
<tr>
<td>Ctrl+Right Arrow</td>
</tr>
<tr>
<td>Shift+End</td>
</tr>
<tr>
<td>Ctrl+A</td>
</tr>
<tr>
<td>Shift+Space</td>
</tr>
<tr>
<td>Ctrl+Space</td>
</tr>
<tr>
<td>Ctrl+Alt+E</td>
</tr>
<tr>
<td>Esc</td>
</tr>
</tbody>
</table>
Entering Data in Forms Using Commands

You can use these shortcuts in simple forms. Enter the keys or symbols, and then press Enter.

Table 3-2  Quick Data Entry Commands

<table>
<thead>
<tr>
<th>Keys or Symbol</th>
<th>Result</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>K</td>
<td>Enters the value in thousands.</td>
<td>Enter 5K for 5,000.</td>
</tr>
<tr>
<td>M</td>
<td>Enters the value in millions.</td>
<td>Enter 5M for 5,000,000.</td>
</tr>
<tr>
<td>Add or +</td>
<td>Adds a number to the cell value.</td>
<td>If the cell value is 100, entering Add10 after 100 results in 110.</td>
</tr>
<tr>
<td>Sub or ~</td>
<td>Subtracts a number from the cell value.</td>
<td>If the cell value is 100, entering Sub10 after 100 results in 90.</td>
</tr>
<tr>
<td>Percent or per</td>
<td>Multiples the cell value by the percentage that you enter.</td>
<td>If the cell value is 100, entering per10 after 100 results in 10% of the current cell value, or 10.</td>
</tr>
<tr>
<td>Increase or inc</td>
<td>Increases the cell value by the percentage that you enter.</td>
<td>If the cell value is 200, entering inc10 after 200 increases the cell value by 10% of 200 (20), to 220.</td>
</tr>
<tr>
<td>Decrease or dec</td>
<td>Decreases the cell value by the percentage that you enter.</td>
<td>If the cell value is 200, entering dec10 after 200 decreases the cell value by 10% of 200 (20), to 180.</td>
</tr>
<tr>
<td>Power or pow</td>
<td>Changes the cell value to the number, added as an exponent.</td>
<td>If the cell value is 100, entering pow2 after 100 multiplies the cell value by an exponent of 2, to 10,000.</td>
</tr>
<tr>
<td>gr</td>
<td>Grows a cell by a percentage.</td>
<td>If the cell value is 200, entering gr50 after 200 increases the cell value by 100, to 300.</td>
</tr>
</tbody>
</table>

Formatting Shortcuts for Forms

Table 3-3  Formatting Shortcuts

<table>
<thead>
<tr>
<th>Key Combination</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ctrl+Alt+B</td>
<td>Bolds the value.</td>
</tr>
<tr>
<td>Ctrl+Alt+I</td>
<td>Italicizes the value.</td>
</tr>
<tr>
<td>Ctrl+Alt+U</td>
<td>Underlines the value.</td>
</tr>
</tbody>
</table>
Printing Data

You can print data in forms as PDF files and customize its format if Adobe Acrobat Reader 5.0 is installed on your computer. You can also export formatted reports to Oracle Smart View for Office (see Exporting Formatted Reports to Excel).

To print a form's data to a PDF file:

1. With a form open, click the Data tab, and then Print.
2. Select the print options that you want.
3. Click Print Preview.
4. Click Open with to open the file in Adobe Acrobat Reader or click Save and name the file.

To reset the printing options to the settings that were assigned to the form when it was created, click Restore Form Settings.
Analyzing Data with Ad Hoc Grids

With ad hoc grids, you can personalize focused data slices that you frequently use.

Examples:
- Work with data for a specific set of products.
- Quickly review profit margins in your regions.
- Use an ad hoc grid in Oracle Smart View for Office that you set up in Oracle Financial Consolidation and Close Cloud.
- Save the data in an ad hoc grid as a report and view it in Oracle Financial Consolidation and Close Cloud and Smart View.

Creating an Ad Hoc Grid

To create an ad hoc grid, you must be a Service Administrator, Power User, or a User that is provisioned with the Ad Hoc Creator role.

To create an ad hoc grid:
1. On the Home page, click Data.
2. Click on New Ad Hoc Grid, select a cube, and then click Create.
   The new ad hoc grid displays. By default, Account is on the row and Year and Period are on the column. The other dimensions are on the Point of View (POV) at the top of the grid.
3. Click Save to save the new grid.

Accessing an Ad Hoc Grid

To access an ad hoc grid:
1. On the Home page, click Data.

   2. On the left, click Ad Hoc and then click the name of the ad hoc grid.

   To access an ad hoc grid from within a form, click Actions, and then Analyze.

Manipulating and Annotating Data

Click the Data tab in an ad hoc grid to manipulate, annotate and filter data:

For example, to filter which data is displayed, select a row or column. Then under Filter, select an operator, enter a value, and then click Keep or Exclude.
Displaying and Collapsing Lower-Level Members

You can zoom in or out to display data for lower-level members, as set by the zoom level.
Note:

To set the zoom level, select a member, then click **Actions**, then **Ad Hoc Options**, and then a **Zoom in level** option. For example, selecting **All levels** sets the zoom level to display data for all descendants of the selected member.

Select the member, and then click:

- **Zoom in Next Level**, to display data for the selected member's children.
- **Zoom in Bottom Level**, to display data for the lowest level members.
- **Zoom Out**, to see the parent of the selected member.

### Moving Dimensions in Grids

You can move a row or column dimension up, down, left, or right with a move icon. Select the dimension and then click the appropriate icon:
Pivoting Dimensions in Grids

Pivot a dimension by dragging a dimension from one axis of the ad hoc grid to another. For example, you can drag a dimension from the row to a column, or a Page dimension to a row or column. However, you can’t pivot the last remaining dimension in a row or column.

![Pivot](image)

**Note:**
In ad hoc grids, all dimensions that aren’t on a row or column are on the Page axis.

Removing Members from Grids

To narrow your focus, you can remove members and their data from the grid:

On the Ad Hoc panel:

- To keep only the currently selected member and its data, select the member whose data you want to keep. Then click Keep Selected. All other members in the dimension are removed.
- To remove a member, select the member that you want to remove, and then click Remove Selected.

**Tip:**
You can also filter which data is displayed from the Data panel. Select a row or column, then under Filter, select an operator, enter a value, and then click Keep or Exclude.

Ad Hoc Options

Click Actions, and then Ad Hoc Options to set such aspects as:

- Displaying member names or their aliases
- The level at which to zoom
- Displaying ancestors at the top or bottom of the hierarchy during Zoom In
- Turning off data refresh as you perform ad hoc actions (data is refreshed by default)
• Hiding rows or columns with zeros or that have no data
• Using the Currency member's precision setting or set the number of decimal positions displayed in a cell. For example, if the cell value is 100, and you select the Minimum precision "2", the value displays as "100.00"
Viewing Key Information with Infolets

Infolets provide quick insights into data that guide your decisions and actions. Infolets present a visually engaging overview of high-level, aggregated information. They can help you quickly analyze data and understand key business questions such as:

- Where is it most important to direct my attention?
- What critical information has recently changed?
- How many orders are in jeopardy, listed by status?

Getting an instant overview into key information enables you to react quickly to changing conditions.

Your administrator can design an infolet to display a chart, a data point in a form, or an entire form. The administrator may design an infolet to progressively display more detail when you flip or expand it. (Only administrators can design infolets.)

To draw your attention to important data, your administrator can set an infolet page that displays directly on your Home page. A sample infolet page:

You can also access infolets by clicking the dots at the top of the Home page. See About the Infolet Dots. If the infolet content takes more space than can be displayed on a page, use the scroll bar on the right.
About Infolet Views

Your administrator can design up to three views in an infolet. The front page typically identifies key information. For example:

![Y o Y % Change]

13%

Total Revenue

If an infolet has a back view, hover over the bottom right corner to see the flip arrow, and then click it. Back views typically present more analytical information, such as a graph. For example:

![Revenue by Years]

Total Revenue

To flip to the front view again, hover over and then click the bottom left arrow. An infolet may have an expanded view to present even more detailed information. If so, hover over and then click the double arrow in the bottom right corner to see an expanded view. For example:
To return to the front or back view from an expanded view, click the double arrows in the bottom right corner.

**Note:**

Infolet views honor the access permissions that are assigned to the underlying forms and dimensions. So, your infolet views may differ from other users’ views to the same infolet.

### About the Infolet Dots

You open infolets that your administrator gives you access to by clicking the dots towards the top of the Home page.

- The first dot links to the Home page.
- The second dot links to your default, or favorite, infolets page. See Setting Your Default Infolet.
- The third through up to ninth dots link to other infolets that your administrator created.

### Setting Your Default Infolet

You can set an infolet that you access most often as the default. Clicking the second dot displays your default infolet.

To set your default infolet:

1. On the Home page, click **Infolets**.
2. From the **Actions** menu for the infolet you want to be the default, click **Default**.
   To undo the **Default** setting, click **Unmark**.

You can mark both a dashboard and an infolet as the default, but only one is in effect at a time. Whichever one you set as the default most recently is the current default.
Working with Journals

Related Topics

• About Journals
• Viewing Journals
• Journal Security Roles
• Managing Journal Templates
• Creating Journal Templates
• Editing Journal Templates
• Importing Journal Templates
• Exporting Journal Templates
• Deleting Journal Templates
• Creating Journal Files
• Importing Journals
• Exporting Journals
• Creating Journals
• Creating Auto-reversing Journals
• Scanning Journals
• Journal Status
• Editing Journals
• Journal Approval Workflow
• Submitting Journals for Approval
• Approving Journals
• Rejecting Journals
• Processing Journals without an Approval Workflow
• Posting Journals
• Unposting Journals
• Copying Journals
• Viewing Journal History
• Deleting Journals

About Journals

During a financial period, you may need to adjust data after it is entered or loaded into base-level entities. Journals provide an audit trail of changes made in the application
and indicate which users made adjustments and which accounts, entities, and time periods are affected.

---

**Note:**

The Journals feature is only available if it was enabled during application configuration. An administrator can optionally enable a workflow for journals.

---

The journal tasks that you can perform depend on the role assigned to you by the administrator. If a journal task is not available due to security, or the state of the data or journal status, it is either disabled or displayed with a message that you do not have the rights to perform the action.

Watch the following video for an introduction to journals:

[Getting Started with Journals](#)

---

### Viewing Journals

The Journals list displays the journal autonumber, label, status, description, and group, sorted by autonumber. You can select which columns to display, sort the list by column, or sort it by alphabetical ascending or descending order. Entity, Created By, Approved By, Posted By, Created Date, Approved Date, Posted Date columns are hidden. If you select to view the Entity column, the same journal displays multiple times for multiple-entity journals.

By default, journals also display the default currency at the end of the Entity name or alias.

The first column is the auto-numbering column. This is a system-generated sequence number created for a specific Scenario, Year, Period combination. The auto-number is assigned when a created journal is saved the first time.

You can filter the list of journals to display. This enables you to find journals based on selected criteria. You can filter the list by Label, Entity, Description, User, Group, and Status. You can enter text filters, including the percent sign (%) as a wildcard, or leave a text box blank to avoid filtering on the text.

The journal actions that are available depend on the journal status and security. For example, if the journal has a status of Approved, the only actions available are Reject or Post. You can select one or more rows and perform a batch action using the icon above the column. If you select multiple rows and try to perform an action that does not apply to one or more rows in the selection, the system applies the action to the remaining rows and displays a warning for the rows for which the action is not applicable.

To view journals:

1. On the Home page, click **Journals**.
2. From the Point of View, select a **Scenario, Year, and Period**.
To select journal columns to display on the list:

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

2. From the journal list, click on the header Actions icon, click **View**, and then select the columns to display, or select **Show All**. To hide columns, de-select them.

3. **Optional:** To change the column sort order, click the header icons and select **Sort Ascending** or **Sort Descending**, or click on the column header and drag and drop it to the desired place.

**Journal Security Roles**

Any user with the Viewer role or higher can view journals. If you have only the Viewer role, only Posted journals are displayed. Users with the User role or higher can view all journals.

If journal workflow is enabled, any user in the approval path must have Modify access to all of the approval units in the journal. Any user who has Read access to all of the approval units in the journal has View access to the journal. If you only have Read/Modify access to some of the approval units in a journal, you will not have access to the journal.

Any user (User, Power User or Service Administrator) who has Write access to the Point of View (for example, entities and accounts), can create a journal. They can also edit and delete journals, and perform journal actions such as posting and unposting.

A Service Administrator can always create, submit, approve, reject, post and unpost a journal. For example, if a user has left the company, a Service Administrator can approve, reject, post or unpost a journal to continue the journal workflow regardless of whether they submitted the journal.

**Managing Journal Templates**

You can create a journal template to post adjustments that have common information, such as entities or accounts. Then you can use the template to create journals with similar information. Journal templates simplify the journal creation process and are useful for journals that need to be created for every period.

You can create two types of journal templates:

- Standard templates, which contain accounts and entities for adjustments that you enter frequently.
- Recurring templates, which contain complete information for identical journal entries that occur for more than one period. When you open a journal period for a recurring template, journals are automatically created with a Working status.

From the Templates page, you can view a list of all of the journal templates that you have in the system. The Template list displays the label, group, description and type. You can select which columns to display, sort the list by column, or sort it by alphabetical ascending or descending order. The Entity, Created By, and Created Date columns are hidden by default. If you select to view the Entity column, the templates display multiple times for multiple-entity templates.

You can filter the template list to find templates based on selected criteria. You can filter the list by Label, Entity, Description, Template Type, or Group. You can enter text.
filters, including the percent sign (%) as a wildcard, or leave a text block blank to avoid filtering on the text.

To view the list of journal templates:

1. On the Home page, click **Journals**.
2. Click **Journal Templates**.
3. To view template details, click a template label.
4. **Optional**: To filter the list of templates, click the **Filter** icon, select filter options, and then click **Apply**.
5. **Optional**: To select columns to display, click **View**, then **Columns**, and select the columns to display, or select **Show All**.
6. **Optional**: To change the column sort order, click the header icons and select **Sort Ascending** or **Sort Descending**.
7. To refresh the list of templates, click **Refresh**. Any new templates that you created will be displayed after the refresh.

Creating Journal Templates

Any user with the User role and above can create and manage journal templates. A user with only the Viewer role can view the templates in Read-Only mode, but other template actions are not allowed.

You can create Standard or Recurring journal templates.

- **Standard templates** contain accounts and entities for adjustments that you enter frequently.
- **Recurring templates** contain complete information for identical journal entries that occur for more than one period. If you have journals that need to be created for every period, you can create Recurring templates for those journals. Recurring journals are automatically created with a Working status when the period is opened.

When you create a journal, you can choose to create it using an existing template. When you select a template, a data security check is made to determine whether you have access to all of the template entries.

After you enter data, you can scan the template to verify that all entries are valid. The scan process enables you to identify errors and make any necessary changes before you save the template. The following items are examples of system validation:

- Except for Entity, all other dimension members should be base/leaf and should not be calculated members.
- Account types are Asset, Liability, Equity, Revenue, Expense, or Save Assumption.
- All of the entries should belong to the same parent. The children currency must be the same, but the parent currency can differ.
- You should have access to all of the template entry members in the template.

To create a journal template:

1. On the Home page, click **Journals**.
2. Click **Journal Templates**.
3. From the Templates screen, click **Create**.
   The Template Details page is displayed.
4. For **Label**, enter a template label.
   The label can contain a maximum of 20 characters. Do not use spaces or these characters: . + - /* # {} ; , @ "
5. **Optional**: Enter a template description.
6. From **Template Type**, select **Standard** or **Recurring**.
7. **Optional**: From **Group**, select a journal group to assign to the template.
8. To create a journal entry, click the **Create** button above the Debit and Credit columns.
9. To select dimension members, use one of these methods:
   - Enter the member name in the text box.
   - Select a row in the line item table and from the **Actions** icon, click **Pick Members** to open the Member Selector, select members for the dimensions on that row, and then click **OK**.
   - Select an existing row, click **Actions**, and then **Copy Row**, then select another row and click **Paste Row**.
10. **Optional**: To delete one or more template entries, select the row and from **Actions**, click **Delete**.
11. Enter the adjustment amounts in the **Debit** or **Credit** columns.
12. **Optional**: To scan the template and verify that journal entries are valid, from **Actions**, click **Scan**.
13. **Optional**: To print the template details page, from **Actions**, click **Print**, and then print the page from your browser printing functionality.
14. Click **Save** to save the template.
15. **Optional**: From the main Templates page, click **Refresh** to refresh the template list and display the new template.

## Editing Journal Templates

You can edit a journal template that you previously created. For example, you can change the description of a journal or add adjustments.

Any user with the User Role and above can edit templates. You must also have access to all the entities in the template.

To edit a journal template:

1. On the Home page, click **Journals**.
2. Click **Journal Templates**.
3. From the list of templates, click a template to edit.
4. Click **Save** to save your changes.
Importing Journal Templates

From the Manage Templates screen, you can import Standard or Recurring journal templates. The groups used by the templates will also be imported.

Any user with the User role and above can import journal templates, but only if they have write access to all the dimension members in the template.

During the import process, the system creates a new journal template if a journal template with the same name does not exist in the system.

If a journal template with the same name already exists, the import process deletes the existing template and creates the journal template with the new details.

You can also import journal templates through Migration. The templates are imported as part of Journals under the Relational Data artifact. See Administering Migration for Oracle Enterprise Performance Management Cloud.

1. On the Home page, click **Journals**.
2. Click **Journal Templates**.
3. From the **Actions** menu, click **Import**.
4. From the Template Import screen, click **Create**.
5. Select the location of the import file or files:
   - **Local**—Loads the import file or files from a location on your computer. Click **Browse** to select the import file.
   - **Inbox**—Loads the import file or files from the server. Enter the name of the file.
6. For **File Type**, select an option:
   - **Comma delimited**
   - **Tab delimited**
   - **Other**. Enter the delimiter character that is used in the import file.
7. If the selected location is **Local**:
   a. Click **Import**.
   b. From the "Job submitted successfully" confirmation, click **Close**.
8. If the selected location is **Inbox**:
   a. Click **Save as Job** to save the import operation as a job, which you can schedule to run immediately, or at a later time.
   b. Enter a job name and click **Submit**.
   c. To import the file, click **Import**.
   d. From the “Job submitted successfully” confirmation, click **Close**.
9. You can view the import status in the Jobs console. On the Home page, click **Application**, and then click **Jobs**.
Exporting Journal Templates

You can export Standard and Recurring journal templates. The groups used by the templates will also be exported.

Any user with the User role and above can export journal templates, but only if they have write access to all the dimension members in the template.

You can also export journal templates through Migration. The templates are exported as part of Journals under the Relational Data artifact. See Administering Migration for Oracle Enterprise Performance Management Cloud.

The following sections are examples of the export file format.

Journal Group Section
This file section uses the syntax to define journal groups.

!GROUP=<journal group>,<journal group description>

Templates Section
!TEMPLATES=<label>,<template group>,<template type>
!DESC=<template description>

!DIMENSION_ORDER=<entity name>,<account name>,<icp name>,<movement name>,<datasource name>,<multigaap name>,<custom1 name>,<custom2 name>
<entity>,<account>,<icp>,<movement>,<datasource><multigaap>,<custom1>,<custom2>,<amount type>,<amount>,<template entry description>

Example:

!DIMENSION_ORDER=Entity,Account,Intercompany,Movement
!TEMPLATE=template31,group1,RECURRING
Mexico Sales,CTA,,,,,
Mexico,Sales,CTA,,,C,200,
Mexico,Sales,CTA,,,D,100,
!TEMPLATE=test1,group1,RECURRING
Mexico Sales,Surplus,,,,,
Canada Sales,Surplus,,,,,
Canada Sales,Surplus,,,,,

To export journal templates:

2. Click Journal Templates.
3. From the Actions menu, click Export.
4. From the Template Export screen, click Create..
5. Select the location of the import file or files:
• **Local**——Saves the export file to a location on your local computer.
• **Outbox**——Saves the export file to the server.

6. Select the journal templates to export.

7. For **File Type**, select an option:
   • **Comma delimited**—Creates a comma-delimited .csv file.
   • **Tab delimited**—Creates a tab-delimited .txt file.
   • **Other**—Creates a .txt file. Enter the delimiter character that you want to use in the export file.

8. From **Templates**, select **Standard, Recurring**, or both.

9. If the selected location is **Local**:
   a. Click **Export**.
   b. Select the location to save the file and then click **OK**.

10. If the selected location is **Outbox**:
    a. Click **Save as Job** to save the export operation as a job, which you can schedule to run immediately, or at a later time.
    b. Enter a job name and click **Submit**.
    c. To export the file, click **Export**
    d. Select the location to save the file and then click **OK**.

11. You can view the export status in the Jobs console. On the Home page, click **Application**, and then click **Jobs**.

### Deleting Journal Templates

You can delete journal templates that you no longer need. For example, if you have a journal template for adjustments to an account, and you remove that account from your chart of accounts, you can delete the template for those adjustments.

To delete journal templates:

1. On the Home page, click **Journals**.
2. On the left, click **Templates**.
3. From the list of templates, select the template to delete.
4. Click the **Actions** icon and then select **Delete**.
5. At the system prompt, click **Confirm**.

### Creating Journal Files

You use journal files to import and export journals in the system. You can create journal files using an ASCII format supporting multibyte character sets (MBCS) or a file encoded with the Unicode format, using Little Endian byte ordering. By default, journal files use the JLF file extension.

A journal file can contain these sections:
• Version
• Journal Group
• Standard
• Recurring
• Header - Scenario, Year, Period
• Journal
• History
• Journal Entry Header
• Dimension Order

A line starting with an exclamation point (!) indicates the beginning of a new section in the journal file, and must be followed by a valid section name (for example, JOURNAL). A line starting with an apostrophe (') is considered a comment line and is ignored by the system.

Journal Version Section

This file section contains the Oracle Financial Consolidation and Close Cloud version that you used to extract journals. The version number is automatically generated when you extract journals.

Note:
This section is optional.

This example specifies the version:

!Version = 16.05

Journal Group Section

This file section uses this syntax to define journal groups.

!GROUP=<journal group>;<journal group description>

For example, this example defines two journal groups:

!GROUP=Allocations;Allocations Journals Group !GROUP=Tax;Tax Journals Group

Standard Section

Standard templates apply to all scenarios, years, and periods in an application. They are not dependent on a specific combination of scenario, period and year.

This syntax specifies a standard template:

!STANDARD=<label>,<journal group>,<journal description>

!DIMENSION_ORDER=<entity name>,<account name>,<icp name>,<movement name>,<datasource name>,<multigaap name>,<custom1 name>,<custom2 name>,
Recurring Section

Recurring templates apply to all scenarios, years and periods in an application. They are not dependent on a specific combination of scenario, period and year, but are dependent on the Consolidation dimension.

!RECURRING=<label>,<consolidation>,<journal group>,<journal description>

!DIMENSION_ORDER=<entity name>,<account name>,<icp name>,<movement name>,<datasource name>,<multigaap name>,<custom1 name>,<custom2 name>,
<parent entity>,<account>,<icp>,<movement>,<datasource>,
<multigaap>,<custom1>,<custom2>,<amount type>,<amount>,<template entry description>

Header Section

This file section contains the scenario, year, and period information. The journal type header information and corresponding detail lines follow the Header section. This organizes journal information according to a specific scenario, year, and period. You can specify multiple Header sections in the journal file.

This syntax specifies the scenario, year, and period:

!SCENARIO= Actual
!YEAR = 2016
!PERIOD = January

The Header section is followed by journal detail information for Actual, January, 2016.

Journal Section

The Journal subsection of the Header section provides journal detail information for the specified Scenario, Period, and Year.

This syntax specifies the journal detail.

Syntax 1 with no Journal Entry Header Section

!JOURNAL = <label>, <balancing attribute>, <type>, <status>,
<consolidation>, <view> <journal group>

!DESC=<journal description>

!DIMENSION ORDER=<entity name>, <account name>, <icp name>, <movement name>, <datasource name>, <multigaap name>, <custom1 name>, <custom2 name>,<parententity>, <account>, <icp>, <movement>, <datasource>
<multigaap>,<custom1>,<custom2>,<amount type>,<amount>,<journal entry description>
Syntax 2 with Journal Entry Header Section

!JOURNAL = <label>, <balancing attribute>, <type>, <status>, <consolidation>, <view> <journal group>

!DESC=<journal description>

!ENTITY=<singleparent.singleentity>

!ACCOUNT=<single account>

!DIMENSION ORDER=<icp name>, <movement name>, <datasource name>.<multigaap name>, <custom1 name>, <custom2 name>,<icp>, <movement>,<datasource> <multigaap>, <custom1>, <custom2>, <amount type>, <amount>, <journal entry description>)

History Section

Note:
This section is optional. It is only exported through Migration.

This file section contains the journal work flow history. Each journal can have multiple History sections.

If you are exporting journals using Migration, this section is exported if the journal workflow is enabled.

Syntax

!HISTORY=<user>, <action>, <comments>

Journal Entry Header Section

This file section contains the Entity, Account, ICP, Movement, Datasource, MultiGAAP, Custom1 and Custom2 information. For example, while defining a journal, if you have the same entity in all the journal entries, then it can be defined in the Journal Entry Header Section. This is called a single entity. Similarly, you can define a single Account, ICP, Movement, Datasource, MultiGAAP, Custom1 and Custom2.

Note:
This section is optional.

This syntax specifies the Journal Entry Header Section:

!ENTITY=<singleparent.singleentity>

!ACCOUNT=<single account>
Dimension Order Section

The Dimension Order subsection of the Journal section lists the order in which the journal entry is defined. A journal file can contain the Dimension Order section once, at the top of the file, or included for each journal separately. You can also include the section at the top of the file and then overwrite it by specifying it for a specific journal in the file.

This section is required if the journal contains entries.

The following syntax specifies the Dimension Order:

<!DIMENSION_ORDER=<icp name>, <movement name>, <datasource name>, <multigaap name>, <custom1 name>, <custom2 name>

Table 6-1   Journal Attribute Descriptions

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;label&gt;</td>
<td>User-defined label for journal, 20 characters maximum</td>
</tr>
<tr>
<td>&lt;balancing attribute&gt;</td>
<td>B = Balanced</td>
</tr>
<tr>
<td>&lt;status&gt;</td>
<td>• W = Working&lt;br&gt; • S = Submitted&lt;br&gt; • A = Approved&lt;br&gt; • P = Posted&lt;br&gt; • R = Rejected</td>
</tr>
<tr>
<td>&lt;journal group&gt;</td>
<td>Optional: User-defined parameter, 30 characters maximum</td>
</tr>
<tr>
<td>&lt;journal description&gt;</td>
<td>Journal description, which can contain up to 255 characters. You can load descriptions with multiple lines, provided each line starts with this syntax: !DESC=</td>
</tr>
<tr>
<td>&lt;parent.entity&gt;</td>
<td>Valid member of the Entity dimension</td>
</tr>
<tr>
<td>&lt;amount type&gt;</td>
<td>• D = debit&lt;br&gt; • C = credit</td>
</tr>
<tr>
<td>&lt;amount&gt;</td>
<td>Positive amount regardless if the amount type is debit or credit</td>
</tr>
<tr>
<td>&lt;journal entry description&gt;</td>
<td>Optional: Description of the specific journal detail, which can contain up to 50 characters.</td>
</tr>
<tr>
<td>&lt;account&gt;</td>
<td>Valid member of the Account dimension</td>
</tr>
<tr>
<td>&lt;icp&gt;</td>
<td>Valid member of the ICP dimension</td>
</tr>
<tr>
<td>&lt;movement&gt;</td>
<td>Valid member of the Movement dimension</td>
</tr>
<tr>
<td>&lt;datasource&gt;</td>
<td>Valid member of the Datasource dimension</td>
</tr>
</tbody>
</table>
Table 6-1  (Cont.) Journal Attribute Descriptions

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;multigaap&gt;</td>
<td>Valid member of the MultiGAAP dimension</td>
</tr>
<tr>
<td>&lt;custom1&gt;</td>
<td>Valid member of the Custom1 dimension</td>
</tr>
<tr>
<td>&lt;custom2&gt;</td>
<td>Valid member of the Custom2 dimension</td>
</tr>
<tr>
<td>&lt;entity name&gt;</td>
<td>Name of the Entity dimension</td>
</tr>
<tr>
<td>&lt;account name&gt;</td>
<td>Name of the Account dimension</td>
</tr>
<tr>
<td>&lt;icp name&gt;</td>
<td>Name of the ICP dimension</td>
</tr>
<tr>
<td>&lt;movement name&gt;</td>
<td>Name of the Movement dimension</td>
</tr>
<tr>
<td>&lt;datasource name&gt;</td>
<td>Name of the Datasource dimension</td>
</tr>
<tr>
<td>&lt;multigaap name&gt;</td>
<td>Name of the MultiGAAP dimension</td>
</tr>
<tr>
<td>&lt;custom1 name&gt;</td>
<td>Name of the Custom1 dimension</td>
</tr>
<tr>
<td>&lt;custom2 name&gt;</td>
<td>Name of the Custom2 dimension</td>
</tr>
<tr>
<td>&lt;user&gt;</td>
<td>User name</td>
</tr>
<tr>
<td>&lt;action&gt;</td>
<td>• W = Working</td>
</tr>
<tr>
<td></td>
<td>• S = Submitted</td>
</tr>
<tr>
<td></td>
<td>• A = Approved</td>
</tr>
<tr>
<td></td>
<td>• P = Posted</td>
</tr>
<tr>
<td></td>
<td>• R = Rejected</td>
</tr>
<tr>
<td>&lt;comments&gt;</td>
<td>User comments</td>
</tr>
</tbody>
</table>

Importing Journals

You can import journals and groups to load them in to the system. You can import:

- Working journals
- Posted journals (if workflow is not enabled)
- Journal Groups

You can also load journal data through Data Management by defining a journal data rule. Both Excel and text-based journal load are supported. See Administering Data Management for Oracle Enterprise Performance Management Cloud.

Any user with the User role and above can import journals, but only if they have write access to all the dimension members in the journal.

Before you import journals, you must create journal files. See Creating Journal Files.

An administrator can enable a journal workflow for creating, submitting and approving journals. If the Journal Workflow is enabled, you can only import Working journals. If the Journal Workflow is disabled, you can import Working and Posted journals.

When you import Posted journals, the system creates Working journals in the system if the period is not opened, and the status is changed from Posted to Working during import.
You can import multiple journal groups and journals in a single file. You import Journals using the Replace mode, which clears all data for a particular journal label before importing the new journal data.

Importing journals is a sequential process. You should specify the Journal Group first, since the journal group can be referred to in journals. If importing a specific group or journal fails, the import process continues importing the other groups and journals.

**Importing Journal Groups**

During the import process, the system creates a new journal group if a journal group with the same name does not exist in the system.

If a journal group with the same name already exists, the import process deletes the existing journal group, and creates the new journal group with the new details.

**Importing Journals with the Workflow Enabled**

If the Journal Workflow is enabled, you can only import Working journals. Journals progress through the Workflow, for example, from Working to Posted status. A journal with a Working status can be new or can already exist in the system. When you import journals, the system replaces the journals that already exist in the system.

**Importing Journals with the Workflow Disabled**

If the Journal Workflow is disabled, you can import Working and Posted journals.

<table>
<thead>
<tr>
<th>Import Journal Status</th>
<th>Journal Workflow</th>
<th>Journal with same label already exists</th>
<th>Journal Import Process action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working</td>
<td>Enabled/Disabled</td>
<td>No</td>
<td>Create a new journal</td>
</tr>
<tr>
<td>Working</td>
<td>Enabled/Disabled</td>
<td>Yes with Working status</td>
<td>Replaces the journal</td>
</tr>
<tr>
<td>Working</td>
<td>Enabled/Disabled</td>
<td>Yes with Submitted, Approved or Posted status</td>
<td>Fails to process the journal</td>
</tr>
<tr>
<td>Posted</td>
<td>Disabled</td>
<td>No</td>
<td>Create a new journal</td>
</tr>
<tr>
<td>Posted</td>
<td>Disabled</td>
<td>Yes with Working status</td>
<td>Replaces the journal and posts it</td>
</tr>
<tr>
<td>Posted</td>
<td>Disabled</td>
<td>Yes with Posted status</td>
<td>Fails to process the journal</td>
</tr>
</tbody>
</table>

To import journals:

1. On the Home page, click **Journals**, then select **Manage Journals**.
2. From the Actions menu, click **Import**.
3. From the Journal Import screen, click **Create**.
4. Select the location of the import file or files:
   - **Local**—Loads the import file or files from a location on your computer. Click **Browse** to select the import file.
   - **Inbox**—Loads the import file or files from the server. Enter the name of the file.
5. For **File Type**, select an option:
   - **Comma delimited**
   - **Tab delimited**
   - **Other**. Enter the delimiter character that is used in the import file.

6. If the selected location is **Local**:
   - Click **Import**.
   - From the "Job submitted successfully" confirmation, click **Close**.

7. 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.
   - Enter a job name and click **Submit**.
   - To import the file, click **Import**
   - From the "Job submitted successfully" confirmation, click **Close**.

8. You can view the import status in the Jobs console. On the Home page, click **Application**, and then click **Jobs**.

---

**Exporting Journals**

You can export journals and journal groups from an application for backup purposes. Any user with User role and above can export journals, but only if they have write/read access to the dimension members. For any line in the journal where a user has None access to a member, the data is blank for that line.

You select the Scenario, Year, Period, Entity, and Value dimensions for which to export journals. You can also select the journal status and type to export.

When you export journals, all journals are exported. You cannot select to export individual journals.

When you export journals, they are saved to an ASCII file that supports multibyte character sets (MBCS). By default, journal files use the JLF file extension. After you export journals, you can view and modify the journal information in a text editor.

The workflow history is not included when you export journals. To see the journal workflow history, you can export journals using Migration.

To export journals:

1. On the Home page, click **Journals**, then click **Manage Journals**.
2. From the POV, select the Scenario, Year, and Period for which to export journals.
3. From the **Actions** menu, click **Export**.
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 journals to export.
6. For **File Type**, select an option:
• **Comma delimited**—Creates a comma-delimited .csv file.
• **Tab delimited**—Creates a tab-delimited .txt file.
• **Other**—Creates a .txt file. Enter the delimiter character that you want to use in the export file.

7. From **Status**, select one or more of these options:
   • **Working**
   • **Posted**
   • **Submitted** (if workflow is enabled)
   • **Approved** (if workflow is enabled)

8. If the selected location is **Local**:
   a. Click **Export**.
   b. Select the location to save the file and then click **OK**.

9. If the selected location is **Outbox**:
   a. Click **Save as Job** to save the export operation as a job, which you can schedule to run immediately, or at a later time.
   b. Enter a job name and click **Submit**.
   c. To export the file, click **Export**
   d. Select the location to save the file and then click **OK**.

10. You can view the export status in the Jobs console. On the Home page, click **Application**, and then click **Jobs**.

### Creating Journals

You use journals to enter adjustments to account balances and maintain an audit trail of changes to your data. They indicate which user made adjustments and which accounts, entities, and time periods are affected.

Any user with the User role and above can create journals.

You create journals by entering a journal label and description, point of view for the data, adjustment amounts, and optional journal group that you can use to filter and sort journals. You can create a new journal, or create a journal from an existing journal template. If you use a template, by default, the journal label created will be the same as the template label.

After you create a journal, its status is set to Working.

Watch the following video about creating journals:

![Creating Journals](Creating Journals)

**To create a journal:**

1. On the Home page, click **Consolidation**, and then **Journals**.
2. Select one of these options:
   • To create a new journal, click **Create**.
To use a journal template, select Create from Template, select the template from the list of available templates, and click Apply.

The Journal Details page is displayed.

3. For Label, enter a journal label.

The label can contain a maximum of 20 characters. Do not use these characters: . + - */ # {} ; , @ “

4. From Journal Type, select Regular.

5. Optional: Enter a journal description.

6. Optional: From Journal Group, select a group.

The journal group that you assign must exist in the application.

The Scenario, Year and Period dimensions are populated from the POV selection in Manage Journals and are read-only. Consolidation (Entity Input), View (Periodic), Data Source (Journal Input), and Currency (Entity Currency) have pre-populated values and are not editable.

7. From the Journal Details page, click Create.

8. To select dimension members, use one of these methods:

   • Enter the member name in the text box.
   • Select a row in the line item table and from the Actions icon, click Pick Members to open the Member Selector, select members for the dimensions on that row, and then click OK.
   • Select an existing row, click Copy Row, then select another row and click Paste Row.

9. Enter the adjustment amounts.

**Note:**

The journals that you create are Balanced by Entity currency. The total debits and credits must balance for each entity currency included in the journal entry.

10. Optional: Scan the journal and verify that the entries are valid. From Actions, click Scan.

11. Click Save to save the journal.

**Creating Auto-reversing Journals**

You create auto-reversing journals to enter adjustments that you want to reverse in the next period, for example, sales or expenses that are collected and paid in the next period. Auto-reversing journals affect two periods of data. You post an auto-reversing journal to adjust values in one period. When you post the auto-reversing journal, the system automatically creates a journal (called an auto-reversal journal) to reverse those adjustments for the next period, and assigns it Approved status. You post this Approved journal for the reversal to take effect.
For example, you can create and post an auto-reversing journal that adjusts accounts in January. The system creates an auto-reversal journal that reverses those adjustments for February.

### Table 6-3   Example: Auto-reversing journal

<table>
<thead>
<tr>
<th>Account</th>
<th>Movement</th>
<th>Product</th>
<th>Credit</th>
<th>Debit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common Stock</td>
<td>No Movement</td>
<td>No Product</td>
<td>199</td>
<td></td>
</tr>
<tr>
<td>Surplus</td>
<td>No Movement</td>
<td>No Product</td>
<td></td>
<td>199</td>
</tr>
</tbody>
</table>

### Table 6-4   Example: System-generated Auto-reversal journal

<table>
<thead>
<tr>
<th>Account</th>
<th>Movement</th>
<th>Product</th>
<th>Credit</th>
<th>Debit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common Stock</td>
<td>No Movement</td>
<td>No Product</td>
<td>199</td>
<td></td>
</tr>
<tr>
<td>Surplus</td>
<td>No Movement</td>
<td>No Product</td>
<td></td>
<td>199</td>
</tr>
</tbody>
</table>

Because the auto-reversal journal is generated automatically by the system, it can only be posted or unposted, but not edited. If you unpost an auto-reversal journal, its status changes from Posted back to Approved.

If you unpost the original auto-reversing journal that you created, the system deletes the automatically-generated auto-reversal journal in the next period. You cannot unpost an auto-reversing journal after its auto-reversal journal has been posted.

To create auto-reversing journals:

1. On the Home page, click **Consolidation**, and then **Journals**.
2. Click **Create**.
3. For **Label**, enter a journal label.

   **Note:**

   The label can contain a maximum of 20 characters. Do not use these characters: . + - *# { } ; , @ "

4. From **Journal Type**, select **Auto Reversing**.
5. **Optional:** From **Group**, select a group for the journal.

   **Note:**

   The journal group that you assign must exist in the application.

6. **Optional:** Enter a journal description.
7. To select dimension members, use one of these methods:
   - Enter the member name in the text box.
• Select a row in the line item table and from the Actions icon, click **Pick Members** to open the Member Selector, select members for the dimensions on that row, and then click **OK**.

• Select an existing row, click **Copy Row**, then select another row and click **Paste Row**.

**Note:**
Both entities must have the same parent. You cannot create journals for entities that have a different parent.

8. Enter an adjustment in the **Debit** or **Credit** column.

9. **Optional:** Scan the journal and verify that the entries are valid. From **Actions**, click **Scan**.

10. To save the journal, click **Save**.

## Scanning Journals

After you enter journal data, you can scan the journal to verify that all entries are valid. The scan process enables you to identify errors and make any necessary changes before you submit or post the journal.

The system checks for these conditions:

- The period is opened.
- The entity is not locked.
- Except for Entity, all other dimension members should be level zero descendants and should not have member formulas or be calculated.
- The account must be valid. It must be an Asset, Liability, Equity, Revenue, Expense or Statistical account type.
- Line items must exist for the journal.
- The journal should be balanced. Entities should have the same parent and same currency.
- The journal should have a valid status.
- Security check: The user should have access to all the journal entry members in the journal.

To scan journals:

1. On the Home page, click **Journals**.
2. Create or open a journal.
3. From the Actions menu, click **Scan**.

## Journal Status

The journal status indicates the current state of the journal. The status of a journal changes when you create, submit, approve, reject, or post the journal.
Table 6-5  Journal Statuses

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working</td>
<td>Journal is created. It has been saved, but it may be incomplete. For example, more line items may need to be added.</td>
</tr>
<tr>
<td>Submitted</td>
<td>Journal is submitted for approval. If it is rejected, the status returns to Working.</td>
</tr>
<tr>
<td>Approved</td>
<td>Journal is approved for posting. If a journal is rejected, it returns to the Working status.</td>
</tr>
<tr>
<td>Posted</td>
<td>Journal adjustments are posted to the database.</td>
</tr>
</tbody>
</table>

The journal actions that are available depend on the journal status. For example, if the journal has a status of Approved, the only actions available are Reject or Post.

Editing Journals

You can edit a journal that you previously created. For example, you can change the description of a journal or add adjustments.

You can only edit journals with a Working status. If you need to edit a journal, you can change it to Working status by performing a journal action such as reject. Only users with Write access to the dimension members in a journal can edit it.

Reject will go back to working, but unpost goes back to approved and still cannot be edited.

To edit journals:

1. On the Home page, click **Journals**.
2. To change the Point of View, click a dimension name, and from the member selector, select dimension members.
3. From the list of journals, select a journal with a status of Working.
4. From the Actions menu, click **Edit**, and edit the journal as needed.
5. Click **Save** to save your changes.

Journal Approval Workflow

During application creation, an administrator can enable a journal workflow for creating, submitting and approving journals. If a workflow is enabled, journals are processed through an approval sequence, based on the owner of the entities in the journal. For example, if you create and submit a journal for approval in California, it is sent to the approver for the West Region, which is the parent entity of California. The system also sends a notification to the approver of the journal as needed.
You can enable or disable email notifications. See Setting Up Email for Notifications.

You can create and work with journals if you have the User role and Write access to the entities in the journal.

You can approve journals if you have the User role and Write access to the parent of the entities in the journal, and at least Read access to the entities in the journal.

### Table 6-6  Journal Approval Workflow

<table>
<thead>
<tr>
<th>Current Status</th>
<th>Action</th>
<th>Post-action Status</th>
<th>Description</th>
<th>Security</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working</td>
<td>Submit</td>
<td>Submitted</td>
<td>After creating journals and entering journal data, the user submits it for approval. After it is submitted, it cannot be edited.</td>
<td>Journal user</td>
</tr>
<tr>
<td>Submitted</td>
<td>Reject</td>
<td>Working</td>
<td>A user can reject a journal that has been submitted. The journal reverts to Working status.</td>
<td>Journal user</td>
</tr>
<tr>
<td>Submitted</td>
<td>Approve</td>
<td>Approved</td>
<td>An approver can approve the journal. Approved journals can be posted by the submitting user.</td>
<td>Journal approver</td>
</tr>
<tr>
<td>Submitted</td>
<td>Reject</td>
<td>Working</td>
<td>An approver can reject a submitted journal.</td>
<td>Journal approver</td>
</tr>
<tr>
<td>Approved</td>
<td>Reject</td>
<td>Working</td>
<td>An approver can reject an approved journal.</td>
<td>Journal approver</td>
</tr>
<tr>
<td>Approved</td>
<td>Post</td>
<td>Posted</td>
<td>A user can post a journal after it is approved.</td>
<td>Journal user</td>
</tr>
<tr>
<td>Post</td>
<td>Unpost</td>
<td>Approved</td>
<td>A user can unpost a journal after it is posted. When you unpost a journal, its status changes to Approved. Only the user who posted the journal can unpost it.</td>
<td>Journal user</td>
</tr>
</tbody>
</table>
### Submitting Journals for Approval

After creating journals and entering journal data, you submit them for approval before posting them to the database. You can submit a journal when you create it, or submit it later by selecting it from the list of available journals. You can enable email notifications for the workflow process so the system sends an email to the user who can approve the journal, and the user who can post, submit, or approve the journal.

You can submit journals one at a time or in batches. After you submit a journal, the status changes to Submitted. A reviewer then approves or rejects the journal, and if it is approved, you can post it.

Watch the following video about submitting journals:

#### Submitting Journals

To submit journals:

1. On the Home page, click **Journals**.
2. From the list of journals, select a Working journal to submit.
   
   You can also submit a journal from the **Journal Details** page.
3. From the Actions menu, click **Submit**.
4. **Optional**: Enter a comment in **Comments**.
5. **Optional**: To attach a document for more detail supporting the action performed, click **Browse** to browse to the location of the file.
   
   You can attach a document such as a text, Word or Excel file, PDF, audio, video or image file. You can load a maximum of three documents as attachments.
   
   To delete an attachment, click **Delete** (X) next to the file name.
6. Click **Submit**.

### Approving Journals

After you submit a journal, you can approve it for posting. You can approve it after you create and submit it, or approve it later by selecting it from the journals list.

---

**Table 6-6 (Cont.) Journal Approval Workflow**

<table>
<thead>
<tr>
<th>Current Status</th>
<th>Action</th>
<th>Post-action Status</th>
<th>Description</th>
<th>Security</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working</td>
<td>Delete</td>
<td></td>
<td>A user can delete unposted journals that are no longer needed. You cannot delete Approved or Posted journals, because that would result in unresolved data for the adjustment values.</td>
<td>Journal user</td>
</tr>
</tbody>
</table>
After you approve a journal, the status changes to Approved and the journal cannot be edited.

To approve journals:

2. From the list of journals, select the submitted journal to approve.
   You can also approve a journal from the Journal Details page.
3. From the Actions menu, click Approve.
4. Optional: Enter a comment in Comments.
5. Optional: To attach a document for more detail supporting the action performed, click Browse to browse to the location of the file.
   You can attach a document such as a text, Word or Excel file, PDF, audio, video or image file. You can load a maximum of three documents as attachments.
   To delete an attachment, click Delete (X) next to the file name.
6. Click Approve.

Rejecting Journals

After a journal is submitted for approval, or approved, you can reject it. After you reject a journal, the status changes to Working.

If email notifications have been set up, the system also sends a notification to the creator of the journal or the user who submitted the journal, notifying them that the journal has been rejected.

Note:
To enable or disable email notifications, see Setting Up Email for Notifications.

To reject journals:

2. From the list of journals, select the submitted or approved journal to reject.
   You can also reject a journal from the Journal Details page.
3. From the Actions menu, click Reject.
4. Optional: Enter a comment in Comments.
5. Optional: To attach a document for more detail supporting the action performed, click Browse to browse to the location of the file.
   You can attach a document such as a text, Word or Excel file, PDF, audio, video or image file. You can load a maximum of three documents as attachments.
   To delete an attachment, click Delete (X) next to the file name.
6. Click Reject.
Processing Journals without an Approval Workflow

When the approval workflow is disabled in the application for journals, you can directly post a Working journal. You can also directly unpost a posted journal.

Table 6-7  Processing Journals without an Approval Workflow

<table>
<thead>
<tr>
<th>Current Status</th>
<th>Action</th>
<th>Post-action Status</th>
<th>Description</th>
<th>Security</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working</td>
<td>Post</td>
<td>Posted</td>
<td>After you create a journal and enter journal data, you can post it. After it is posted, the changes are posted to the database and the journal cannot be edited.</td>
<td>Journal user</td>
</tr>
<tr>
<td>Posted</td>
<td>Unpost</td>
<td>Working</td>
<td>Unposting a journal changes the status to Working. You can then edit the journal.</td>
<td>Journal user</td>
</tr>
</tbody>
</table>

Posting Journals

You can post a journal after it is approved. You can post it after you submit it and it is approved, or you can post it later by selecting it from the list of available journals.

You can post journals one a time or in batches. You must have the journal period open before you can post, and have access to the security classes of every entity for the detail lines, and have Write access to every dimension member selected for each line.

When you post a journal, the system stores the adjustment value in the specified adjustment member:

- Data Source - Journal Input
- View - Periodic
- Currency - Entity Currency

If multiple journals are posted to the Entity Input member for the same account, the results are cumulative. The total from the current journal is added to or subtracted from the existing total in Entity Input. The aggregation is done based on Account types.

The system then recalculates the account balances so that the database reflects the adjustments. The journal status changes to Posted, and you can view the adjustment in a data grid.

When you post an auto-reversing journal, the system automatically creates a journal (called an auto-reversal journal) to reverse those adjustments for the next period. You post this Approved journal for the reversal to take effect.

If a journal with the same name exists in the next period, the system will not post the auto-reversing journal. You must delete the journal in the next period, or rename the auto-reversing journal in the current period.
To post journals:

1. On the Home page, click **Journals**.
2. From the list of journals, select the journals to post.
   - You can also post a journal from the **Journal Details** page.
   - You cannot post previously posted journals.
3. Click the **Actions** icon and then select **Post**.
4. **Optional**: Enter a comment in **Comments**.
5. **Optional**: To attach a document for more detail supporting the action performed, click **Browse** to browse to the location of the file.
   - You can attach a document such as a text, Word or Excel file, PDF, audio, video or image file. You can load a maximum of three documents as attachments.
   - To delete an attachment, click **Delete** (X) next to the file name.
6. Click **Post**.

### Unposting Journals

You can unpost a journal after it is posted. For example, suppose you post several journals with adjustments to an entity, and you receive new data for that entity. You can unpost the journals, load the new data, and post the journals again.

Only the user who posted the journal can unpost it. When you unpost a journal, its status changes to Approved.

If you unpost an auto-reversing journal, the auto-reversing journal created in the next period should be deleted. If the auto-reversal journal in the next period is already posted, you cannot unpost the auto-reversing journal.

To unpost journals:

1. On the Home page, click **Journals**.
2. From the list of journals, select the posted journal to unpost.
   - You can also unpost a journal from the **Journal Details** page.
3. Click the **Actions** icon and then select **Unpost**.
4. **Optional**: Enter a comment in **Comments**.
5. **Optional**: To attach a document for more detail supporting the action performed, click **Browse** to browse to the location of the file.
   - You can attach a document such as a text, Word or Excel file, PDF, audio, video or image file. You can load a maximum of three documents as attachments.
   - To delete an attachment, click **Delete** (X) next to the file name.
6. Click **Unpost**.
Copying Journals

You can copy a journal to one or more periods so that you can easily create another journal with similar information. You must have security rights to the journal and make sure that a journal with the same label does not already exist. For example, if you have a journal for January, you can copy the same journal to one or more periods. The journal is copied to the destination point of view and has a Working status.

To copy journals:

2. From the journals list, select the journal to copy.
3. Click the Actions icon and then select Copy.
4. For the Destination Point of View, select the Scenario, Year, and Period.
5. Click Copy.

Viewing Journal History

You can view the journal approval history, including comments added by approvers. You can also view and download journal attachments.

To view journal history:

2. From the journals list, select a journal that has been approved.
3. Click the Actions icon and then select History.
4. If the journal includes an attachment, for each journal action history item, the attachment link is provided. Click the link to view or download the attachment.
5. Click Close.

Deleting Journals

You can delete unposted journals that you no longer need. You cannot delete Submitted, Approved, or Posted journals, because that would result in unresolved data for the adjustment values that the journal had created.

To delete journals:

2. From the journals list, select the journal to delete.
3. Click the Actions icon and then select Delete.
4. At the system prompt, click Confirm.
Working with Reports

You can generate these types of system reports for Oracle Financial Consolidation and Close Cloud:

- Journal reports, which display information for a journal or list of journals based on your selected criteria. See Creating Journal Reports.
- Intercompany Partner (ICP) Matching reports, which display the intercompany transactions that are to be eliminated during consolidation. See Creating Intercompany Matching Reports.
- Task Manager reports, which display information about the business process. See Creating Task Manager Reports.

Opening Reports

You can view the list of available reports, and open and edit reports from the Reports tabs.

You can also launch a financial report directly from the Home page if your administrator has configured the navigation flow to display the report, and if you have access. For example, an administrator can make the Cash Flows report an icon on the Home page and you can click on the icon to launch the Cash Flows report. You can view the report in the formats that the original report supports, for example, PDF, HTML, or Excel format.

To open reports:

1. On the Home page, click Reports.
2. Select a tab:
   - Financial Reports—view or open the reports in the repository.
   - Journal Reports—view or create a Journal report.
   - Intercompany Reports—view or create an Intercompany Matching report.
   - Task Manager Reports—view or create a Task Manager report.
3. For Financial Reports:
   a. Optional: Select the Show POV Options check box. When you select a report that has a POV, the POV Member Selector is displayed. The POV that you set applies to all reports in the list that have a POV and persists for the current session, until you log out.

The Show POV Options checkbox is selected by default. If you clear the Show POV Options check box, the report launches directly, without displaying the POV Member Selector. The POV members in the report are the most recently used members on the form, or the dimension's root if there are no most recently used members.
If you launch a report directly and bypass the POV Member Selector window, when the report is displayed, you can still change the POV members by clicking a link in the POV and selecting different members.

b. Select to display reports in **Flat View** or **Tree View**.

c. Select a report, and from **Actions**, select to view the report in **HTML**, **PDF**, or **XLS** format.

4. For **Task Manager Reports**:

   a. From the list of reports, select a report.

   b. From **Output Format**, select an option: **XLSX**, **XLS**, **HTML**, or **PDF**.

      XLSX is not supported for graphs. HTML and XLS are not supported for graphs and charts.

Managing Journal Reports

The Journals Reports page displays a list of all of the journal reports in the application. From Journal Reports, you can open a report to view the details, or delete a report.

To create a journal report, see **Creating Journal Reports**.

To manage journal reports:

1. On the Home page, click **Reports**.
2. Click **Journal Reports**.
3. To view details of a journal report, click a report label.
4. Optional: To change the column sort order, click the header icons and select **Sort Ascending** or **Sort Descending**.
5. Optional: To delete a report, click on the report, then from **Actions**, click **Delete**, and then **Confirm**.
6. To refresh the list of templates, click **Refresh**. Any new templates that you created will be displayed after the refresh.

Creating Journal Reports

You can create reports to view journal activity that has occurred in the system, check the status of journals and review journal adjustments. You can select the POV, format options, and report format type, such as HTML, PDF or XLS.

To run a journal report, you must be a Power User or Administrator and have security rights to the data for the report. If you do not have access to any of one or more column members of a journal row, then the journal row amounts and totals are displayed as asterisks (*).

Watch this video to learn more about creating journal reports.

[Creating Journal Reports](Creating Journal Reports)

To create a Journal report:

1. On the Home page, click **Reports**.
2. Click **Journal Reports**.

3. Click **Create**.

4. From the **Point of View**, select the **Scenario**, **Year**, and **Period** members for the report.

   The dimension members that you select will be displayed in the header section of the generated report.

   In the **Point of View**, the system displays these members that are read-only:
   
   - Consolidation (read-only) - Entity Input
   - View (read-only) - Periodic
   - Currency (read-only) - Entity Currency
   - Data Source (read-only) - Journal Input

   **Tip:**
   
   The Dimension names (Consolidation, View, and so on) are displayed by default. To hide the Dimension names and display only the members, click the **Actions** icon and then select **Hide Dimension Name**.

5. From **Row Filter Options**, select options:

   - **Entity** - enter an entity name, or click the Member Selector and select an entity.
   
   - **Description** - enter text to filter by description. You can use an asterisk (*) as a wildcard.
   
   - **Account** - enter an account name or click the Member Selector and select an account.
   
   - **Label** - enter text to filter by label. You can use an asterisk (*) as a wildcard.
   
   - **Group** - select a journal group, or select **All**.
   
   - **Status** - select one or more options: **Working**, **Submitted**, **Approved**, **Posted**, or select **All**.
   
   - **Journal Type** - select one or more options: **Regular**, **Auto Reversing**, **Auto Reversal**, or select **All**
   
   - **Movement** - enter a member name, or click the Member Selector and select a member.
   
   - **Intercompany**, **Multi-GAAP** and **Custom** - enter a member name, or click the Member Selector and select a member.

   **Note:**
   
   Intercompany, Multi-GAAP, and Custom are only displayed if they are enabled for the application.

6. From **Report Type**, select an option:
Managing Intercompany Matching Reports

Intercompany Matching reports help you track intercompany transactions for analysis and auditing purposes. They show matches for entities and intercompany partner dimensions that have been set up with the Intercompany attribute enabled.

As part of the consolidation process, a company eliminates transactions between related entities and partners. Intercompany Matching reports help you ensure that these Entity and Partner intercompany transactions are matched correctly.

Note:

To run Intercompany Matching reports, the Intercompany feature must be enabled. If it is not, the Intercompany Reports tab is not displayed.

For details on security access to reports, see “Security for Intercompany Matching Reports”.

When you run an Intercompany report, you can display or suppress dimension members, and data cells associated with a specific variance. See Setting Up Intercompany Matching Reports.

Watch this video to learn more about managing intercompany matching reports.

Security for Intercompany Matching Reports

To run Intercompany Matching Reports, you must be an Administrator or a Power User.

If you are a Power User, you can run a report if you have access to the Entities and Partners used in the report as follows:

- If a Power User has access to an Entity, but doesn't have access to a Partner, and there is an intercompany transaction between the Entity and Partner, the report will display the transaction for the Entity to which the user has access, and will display #noaccess for the Partner to which the user doesn't have access.

- If a Power User has access to an Entity, but doesn't have access to a Partner, and there is no intercompany transaction between the Entity and ICP_Partner, the row will not be part of the report.
• If a Power User doesn’t have access to both the Entity and Partner, the row will not be a part of the report, regardless of whether an intercompany transaction exists.

For example:

• Power User has access to Entity 1110, but doesn’t have access to Partner 2120. There is an intercompany transaction between Entity 1110 and ICP 2120. The report will display #noaccess for ICP Partner 2120.

• Power User has access to Entity 2110, but doesn’t have access to Partner 2120. There is no intercompany transaction between 2110 and ICP_2120. The row will not be part of the report.

• Power User doesn’t have access to both the Entity and Partner, for example, 2150 and 2140. The row will not be part of the report.

Sample Report

<table>
<thead>
<tr>
<th>Entity</th>
<th>Partner</th>
<th>AssetAccount</th>
<th>LiabilityAccount</th>
<th>Variance</th>
<th>AssetAccount</th>
<th>LiabilityAccount</th>
<th>Variance</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>E01_301_1110</td>
<td>ICP_E01_301_2120</td>
<td>220 #noaccess</td>
<td></td>
<td>220 #noaccess</td>
<td></td>
<td>200 200</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>E01_301_1110</td>
<td>ICP_E01_301_2120</td>
<td>500</td>
<td>500</td>
<td>500</td>
<td>800</td>
<td>400 400</td>
<td>300</td>
<td></td>
</tr>
<tr>
<td>E01_301_1110</td>
<td>ICP_E01_301_2120</td>
<td>720</td>
<td>720</td>
<td>800</td>
<td>600</td>
<td>200 200</td>
<td>300</td>
<td></td>
</tr>
<tr>
<td>E01_301_2110</td>
<td>ICP_E01_301_2120</td>
<td>This row will not be part of the report</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E01_301_2110</td>
<td>ICP_E01_301_2120</td>
<td>150.5</td>
<td>150.5</td>
<td>1000</td>
<td>100.3</td>
<td>899.7 1050.2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E01_301_2110</td>
<td></td>
<td>150.5</td>
<td>150.5</td>
<td>1000</td>
<td>100.3</td>
<td>899.7 1050.2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Setting Up Intercompany Matching Reports

To set up Intercompany Matching reports, you select the POV members, accounts, and matching accounts that you want to display. You can also select whether to suppress display of dimension members and data cells associated with a specific variance.

Selecting the Point of View for Intercompany Matching Reports

The Point of View dimensions are displayed in the header section of the generated report. You can select one member for each of the following dimensions:

• Scenario
• Year
• Period
• View
• Consolidation
• Currency (Must be a Reporting Currency)

Selecting Accounts for Intercompany Matching Reports

You can specify the account and matching accounts for which you want to match transactions or select a plug account.
A plug account is an account that, when eliminations are complete, stores the difference between two intercompany accounts. When you select the plug account for a report, the system uses the account and matching account that the administrator specified when defining the plug account.

For each plug account, the accounts that are associated with it and that have the same Account type are displayed. For example, Asset and Expense account types are associated, and Liability, Revenue and Equity account types are associated.

Selecting Suppression Dimensions

The Data Source, Movement and Custom-defined dimensions are considered suppression dimensions. With these dimensions, you can select multiple members, using either the Member Selector or by specifying member names in text, with member names delimited by a comma. The Member Selector provides these member categories:

- Ancestors
- Children
- Descendants
- Siblings (All, Left, Right, Previous, Next)
- Parents
- Level 0 Descendants (All, Previous, Next)
- Left Siblings
- Generation (Previous, Next)

The Suppression dimensions are listed in the generated report header.

You can select one of the following Suppression options:

- **Not Suppressed**—This is the default selection. The dimension is included as a column in the Report Grid. There is a row of all combinations of outer-dimensions (dimensions to the left) members against each member of the Not Suppressed dimension.

- **Suppressed**—The dimension is not included as a column in the Report Grid. Each row data point implies a summation of all the members selected for the specified suppression dimension. All dimensions suppressed are treated as though they were at the end (right-most inner) dimensions in the grid.

- **Group**—This is the same as Not Suppressed, with the addition of summation rows. All outer-dimensions (dimensions to the left), together with the grouped dimension, form a group. When a group is displayed against all of its inner dimension members (all members to the right of the grouping), a summation of values will is added as the next row.

---

**Note:**

The Group option limits the dimension selection members to base members only. The Intercompany dimension (Partner dimension) is automatically groups, and a summation of values is derived for each Entity/Partner combination.
Selecting Suppression Matches

In Intercompany Matching reports, you can suppress the display of data cells associated with a specific variance, as well as the variance itself, if a set of conditions are met. Suppressing the data in a data cell means that the system shows no value (a blank value) in that cell. If both variances are suppressed in the row, the system does not display the entire row.

You can suppress data by specifying a tolerance value (amount) or percentage. For example, if an Entity has an amount of 299 and the Partner Entity has 200, the difference is 99. If the matching tolerance is 100 and the difference between the Entity and Partner is less than 100 as in this example, the system suppresses the transactions because it is within the matching tolerance.

If you select not to suppress the Entity/Partner transactions, the system does not suppress them even if the Entity and Partner amounts are within the matching tolerance amount or percentage. Using the previous example, even if the difference amount is 99 and if it is within the matching tolerance, the system does not suppress the transactions. The matching tolerance is displayed in units.

You can suppress matches using one or both of these options:

- **Tolerance Value** - You can enter a Tolerance value. The value must be a positive number. If the absolute value of a specified variance is less than or equal to the Tolerance value, the system suppresses the variance, accounts, and matching account data cells for the specified variance in that row. By default, the Tolerance value is 0.

- **Tolerance Percent** - You can enter a Tolerance percent. The value must be a positive number less than or equal to 100. Determine the absolute value of the portion of the variance that was accounted by the Accounts. Determine the absolute value of the portion of the variance that was accounted by the Matching Accounts. Take the minimum of these two values (if there are no Matching Accounts, then just use the portion from Accounts only), and apply the Tolerance Percent. This is the Tolerance Percent Value. If the Tolerance Percent Value is greater than the absolute value of the variance, then the Variance, Accounts, and Matching Account data cells for the specified Variance in that row are suppressed.

- **Both Tolerance Value and Percent** - Take the minimum of the Tolerance Value and the Tolerance Percent Value. If this minimum is greater than the absolute value of the Variance, then the Variance, Accounts, and Matching Account data cells for the specified Variance in that row are suppressed.

**Note:**

A row that has no data for both transactions is automatically suppressed, regardless of whether any of the suppression options are enabled.

The Suppression Match options are displayed in the header section of the generated report.

**Selecting Display Options**

You can modify these default display options for the report:
Creating Intercompany Matching Reports

To create Intercompany Matching reports, you select the POV members, accounts, and matching accounts that you want to display. You can also select whether to suppress display of dimension members, and data cells associated with a specific variance.

To create an Intercompany Matching report:

1. On the Home page, click **Reports**.
2. Click **Intercompany Reports**.
3. From the Point of View, select a single member for the following dimensions: **Scenario, Year, Period, View, Consolidation**, and **Currency**.
   
   The Currency must be a Reporting Currency. The dimension members that you select will be displayed in the header section of the generated report.

   **Tip:**

   The Dimension names (Consolidation, View, and so on) are displayed by default. To hide the Dimension names and display only the members, click the **Actions** icon, and then select **Hide Dimension Names**.

4. For **Entity** and **Partner**, enter an entity name, or click the Member Selector and select an entity.

   Entities can be both ICP and non-ICP enabled.

5. **Optional:** For **Plug Accounts**, select the Plug Account checkbox, then select the accounts to include, or select **All**.

6. If you do not select Plug Accounts, select the **Accounts** and **Matching Accounts** for the report.

   You must select both the Account and Matching Account. The accounts must be valid Intercompany accounts. The selected Account and Matching Account cannot have a common account member. The report will be generated for the accounts to which you have access.
7. For **Suppression/Group Dimensions**, select members and then select a suppression option:

   To select members, you can click the Member Selector, or specify the member names in text, with each member delimited by a comma.

   - **Not Suppressed**
   - **Suppressed**
   - **Group** - If you select this option, you can only select base members.

8. For **Suppression Options**, select one or more options:

   - **Suppress Matches** - click to select this check box.
   - **Tolerance Value** - enter a value.
   - **Tolerance Percent** - enter a percent. The value must be a positive number less than or equal to 100.
   - **Reversals** - select this check box to suppress the reversal Entity/Partner rows.

   For details on suppression options, see *Setting Up Intercompany Matching Reports*.

9. Select **Display Options**:

   - **Report Title** - enter a report title or use the default.
   - **Scale Factor** - enter a value between 0 and 9.
   - **Decimal Override** - enter an integer between 0 and 6.
   - **Member Display** - select **Name**, **Description**, or **Both**.

10. From **Report Type**, select an option:

    - **HTML**
    - **PDF**
    - **XLS**
    - **XLSX**

11. To run the report, click **Run Report** and then select to open or save the report.

12. **Optional**: To save the report as a job, which you can schedule to run immediately or at a later time, click **Save as Job**, enter a job name and click **Submit**.

## Creating Task Manager Reports

You can create Task Manager reports to report on business process activity. These report format types are available: CVS, XLS, XLSX, HTML, and PDF.

To create Task Manager reports, you must a Service Administrator or Power User.

To create a report:

1. On the Home page, click **Reports**.
2. Click **Task Manager Reports**.
3. Click **Generate**.
4. Enter a name for the report.
5. From the Schedule drop-down list, select a schedule for the report.
6. From Period, select a period.
7. Select the From Date and To Date for the report.
8. Optional: To include tasks changed by users, click the selector next to Changed By, and select users.
9. Optional: To include other changes, from Field Changed, select a field, for example, Alert.
10. Optional: For Task ID, enter a task ID for a specific task.
11. Click Generate.

Exporting Formatted Reports to Excel

1. On the Home page, click Reports.
2. Select a report to export to Excel.
3. Under Actions, click the Excel icon.
4. If the report is dynamic, you can click to display different members in the POV.
5. Click Continue, open or save the file, and view the formatted report in Excel.

Note:

You can export the report as fully-formatted to Excel. For example, if you've expanded rows and columns, use the Export to Excel toggle on the top left of the page.
Reviewing and Approving Data

Related Topics

• About Approvals
• Viewing Approval Units
• Approval Unit Actions by Template
• Approval Users and Available Actions
• Approval Unit Status
• Validating Approval Units
• Changing Approval Unit Status
• Approval Unit Ownership
• Adding or Viewing Approval Unit Annotations
• Setting Up Email for Approvals Notification
• Selecting an Alternate Reviewer

About Approvals

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 administrator defines an Approval Unit Hierarchy to show the promotional path for the review process, and assigns Owners and Reviewers. When the approval process is started, the approval unit moves from one reviewer to another until the review process is completed. At the end of the review process, the approval unit changes to Approved status. After an approval unit is Approved, no more changes can be made.

You can access data in an approval unit based on a combination of these items:

• Your assigned security role
• The current review level of the approval unit
• Your access rights and reviewer role for the approval unit

From Approvals on the Home page, you can:

• Review and approve data
• Track the progress of the data
• View the promotional path of the data
• View reviewers’ remarks through annotations
• Identify issues in the review process

**Viewing Approval Units**

From the Approvals page, you can view the approval units assigned to you. You can easily view the approvals status information, and can switch between a List view or a Graphical view.

If you are the Administrator, you have access to all approval units and all entities within the approval unit hierarchy, and can perform all approval actions.

If you are a Power User or User, the system displays only the entities for which you have either Read or Write access. Additionally, Power Users can perform all approval actions.

To view approval unit status:

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

2. To filter the list, click **Filter**, then filter by Scenario, Year, Period, Approval Status, or Approval Unit and click **Apply**.

   • To see only your approval units, click **Display My Approval Units**.
   • To filter approval units by other properties, click **More** at the bottom of the dialog box, and then select filter options.

3. From the **View** drop-down menu at the top right of the page, select how to display the information about the approval unit:
   
   • **List View**
   • **Graphical View**

4. **Optional**: From the **Sort By** drop-down list on the right, select an option to sort entities:
   
   • Approvals Status
   • Current Owner
   • Approval Unit
   • Hierarchy Order

**Approval Unit Actions by Template**

Depending on the approval template assigned to the Approval Unit Hierarchy, the review path and actions will vary.

• **Consolidation** – used only for Locking
• **Consolidation Bottom Up** – used for Process Management
Note:

For both approval templates, the final state will always be **Locked**.

### Table 8-1  Locking Only

<table>
<thead>
<tr>
<th>Action</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;before any action&gt;</td>
<td>Not Started</td>
</tr>
<tr>
<td>Start</td>
<td>Unlocked</td>
</tr>
<tr>
<td>Lock</td>
<td>Locked</td>
</tr>
<tr>
<td>Unlock</td>
<td>Unlocked</td>
</tr>
<tr>
<td>Exclude</td>
<td>Not Started</td>
</tr>
</tbody>
</table>

### Table 8-2  Process Management

<table>
<thead>
<tr>
<th>Action</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;before any action&gt;</td>
<td>Not Started</td>
</tr>
<tr>
<td>Start</td>
<td>Under Review</td>
</tr>
<tr>
<td>Promote</td>
<td>Under Review</td>
</tr>
<tr>
<td>Reject/Reject Single</td>
<td>Not Signed Off</td>
</tr>
<tr>
<td>Sign Off</td>
<td>Signed Off</td>
</tr>
<tr>
<td>Approve</td>
<td>Approved</td>
</tr>
<tr>
<td>Reopen/Reopen Single</td>
<td>Under Review</td>
</tr>
<tr>
<td>Lock</td>
<td>Locked</td>
</tr>
<tr>
<td>Unlock</td>
<td>Under Review</td>
</tr>
<tr>
<td>Originate</td>
<td>Under Review</td>
</tr>
<tr>
<td>Exclude</td>
<td>Not Started</td>
</tr>
<tr>
<td>Take Ownership</td>
<td>Under Review</td>
</tr>
</tbody>
</table>

**Approval Users and Available Actions**

The actions available for an approval unit depend on its ownership, status and the security rights assigned to the user.
### Table 8-3  Approval Users and Available Actions

<table>
<thead>
<tr>
<th>User</th>
<th>Available Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator</td>
<td>• Start</td>
</tr>
<tr>
<td></td>
<td>• Exclude</td>
</tr>
</tbody>
</table>

**Note:**
The Administrator can perform all approval actions.
Power Users have the same security rights for approvals as Administrators and can also perform all approval actions except Start and Exclude.

- **<Current Owner>**
  - Sign Off
  - Promote
  - Originate
- **Any user in the promotional path higher than the <Current Owner>**
  - Take Ownership
- **<Current Owner> or any user in the promotional path higher than the <Current Owner>**
  - Reject
  - Reject Single
- **Administrator, Power Users, or the Last owner in the promotional path**
  - Approve
  - Reopen
  - Lock
  - Unlock

### Approval Unit Status

Approval units pass through a number of levels during the approval process and can have one of the following statuses:

### Table 8-4  Approval Unit Status

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Started</td>
<td>Initial status of all approval units. A Service Administrator begins the approval process by starting an approval unit using the Start action, which changes the status to Under Review.</td>
</tr>
</tbody>
</table>
### Table 8-4  (Cont.) Approval Unit Status

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under Review</td>
<td>Occurs after a Promote or Submit action, and indicates that a user is reviewing the approval unit. Only the current owner or Service Administrator can modify data on approval units with the Under Review status.</td>
</tr>
<tr>
<td>Not Signed Off</td>
<td>Occurs when Reject is selected. Only the current owner or a Service Administrator can modify data or perform an action on an approval unit that is Not Signed Off.</td>
</tr>
<tr>
<td>Approved</td>
<td>Occurs when Approve is selected. The last user in the promotional path (the owner of the approval unit) becomes the owner, regardless of whether they are an owner or reviewer. Only the Owner of the entity with Write access can modify the data when the data is promoted, and they can perform the Approve action. No other users can modify the data, but they can view the data if they have either Write or Read access to the entity, and can perform the Approve action. After all approval units are approved, the approval process is complete.</td>
</tr>
<tr>
<td>Locked</td>
<td>When an approval unit is locked, no further process review actions are available. The approval unit must first be Approved. The entity's calculation status must be OK, No Data, or System Change. You cannot lock an entity with Impacted calculation status. 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. Also, if you try to lock January 2018, and periods were defined for 2017, then all periods in 2017 must be locked before you can lock January 2018.</td>
</tr>
</tbody>
</table>

Notes:

For all levels except the Not Started status, users with Read access can view the data, approval status, and history.

The review process can be managed at a higher level with parent approval units.

## Validating Approval Units

An administrator can set up data validation rules that apply to approval units. The validation process runs all data validation rules defined for the approval unit, and reports data errors or changes in the promotional path.

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)

To validate approval units:
1. On the Home page, click Approvals.
2. Select an approval unit.
3. Click Validate to run all data validation rules associated with the approval unit.

If the conditions in all associated data validation rules are met, the message No Additional Approval Needed is displayed in Sub-Status. This indicates that the approval unit can be promoted.

>Note:
You cannot validate an approval unit that has not been started.

Selecting Promote also runs the validation rules defined for the approval unit. If the conditions in all associated data validation rules are met, the approval unit is promoted to the next owner defined in the promotional path.

Changing Approval Unit Status

Approval units change status each time reviewers transfer the data to another reviewer. Approval units are assigned a status based on what action a reviewer takes to transfer the data to another reviewer.

>Note:
If the status of a parent approval unit changes, all its children change too, unless they were excluded or were approved.
Service Administrators, Power Users, and Users who have been assigned as Owner or Reviewers can perform approval actions. Service Administrators can also perform all approval actions whether or not they are in the promotional path.

To change approval unit status:
1. On the Home page, click Approvals.
2. Select an approval unit.
3. From Action, select an action:
   • Originate: Changes the ownership of all selected approval units (including all descendants) to the first owner defined for that approval unit in the hierarchy.
   • Start: Begins the approval process. This action is available in Tree View.
   • Promote: Passes the approval unit to another user to review. This action assigns ownership of an approval unit the first time, and thereafter transfers ownership of the approval unit from one reviewer to another. Promote causes an implicit signoff by the current owner and changes the approval unit status to Under Review.
   • Exclude: Excludes an approval unit from the approval process. This action is available in Tree View.
   • Reject: Indicates that the approval unit requires more work from the previous owner. Reject typically requires the previous owner to create another iteration. By default, Reject returns approval unit ownership to the previous owner, but you may select the next owner. Reject changes the status to Not Signed Off.
   • Approve: Approves the approval unit and changes its status to Approved.
   • Take Ownership: Become the owner of the approval unit and units under the selected parent unit. Available to the current user and users above the current approval unit owner in the hierarchy.
   • Sign Off: Signs off on an approval unit. Sign Off does not transfer ownership of the approval unit, but changes its state to Signed Off.
   • Reopen: Reopen an approved approval unit.
4. Click the Change Status button.
5. From Owner, select a user from the list of users in the promotional path, or select Automatic to automatically pass the unit to the next reviewer in the path.

Approval Unit Ownership

The actions available for an approval unit depend on its ownership, status and the security rights assigned to the user.

Promoting Entities

You can only promote a parent entity when you promote its children to its level. When you promote all the child entities to have the same owner as the parent, then you can promote the parent, which will also promote all its children.

When promoting a parent entity along with its children, all entities must pass validation before any are promoted to the next level. If any entity fails validation, none will be promoted.
Taking Ownership of Entities

Unless you are the Owner or Reviewer at the same level of the entity within the promotional path, you cannot perform any approval action except to take ownership.

If you are in the promotional path above the current entity, you can take ownership to bring the entity to your level so that you can then take approval action for the entity.

If you take ownership of a parent entity, you can also take ownership of its children, if they are all at the same level.

Approval Users not in the Promotional Path

If you are not in the promotional path for an approval unit, you can view the list of entities on the Approvals page for which you have Read or Write access, but you cannot perform any approval actions for any of the entities.

No Owner

If the entity has no assigned Owner, no users can take ownership, even if they are in the promotional path above the entity. Only the Administrator can take ownership of the approval unit.

Rejecting Entities

If you reject a parent entity, all of its children are also rejected and their status changes to "Not Signed Off". They return to the previous owner in the path and have the same owner as the parent entity.

If you want to reject a parent entity but not its children, then you can select Reject Single. The parent entity will be rejected with its status changed to "Not Signed Off", and ownership will return to the previous owner, but there will be no action performed for its children. The children retain the same "Under Review" status and stay with the same Owner.

The default Owner when you reject an approval unit is "Automatic", which means that it automatically returns to the previous Owner. When you reject an approval unit, you can select a different Owner from the list of available Owners in the promotional path before you.

Originating Entities

If necessary, you can choose to have the review return to the original owner when it was first started. When you perform the Originate action, the ownership returns to the original Owner, and the status is "Under Review". The system does not clear any of the review process history. The Originate action only affects a base entity and does not affect the parent. If you originate the parent entity, it will also originate all of its children and they return to the original Owner of the promotional path.

Note:

The Originate action is different from the Exclude and Start action, which can only be performed by an Administrator. The Exclude action clears all review process history, and the Start action sets the Owner to the first Owner of the promotional path.
Approving Entities
You can only approve the entity when it reaches the end of the promotional path. When you approve an entity, its status changed to "Approved", but does not change ownership.

If you approve only a base entity, it does not affect the status of the parent entity.

If you approve a parent entity, all of its children are included as part of the review process. If any fail validation, none will be approved.

Reopening Entities
After an entity has been approved, you can either lock the entity or reopen it for review. When you reopen an entity, the status changes to "Under Review" and the ownership returns to the previous Owner in the promotional path.

The default Owner when you reopen an approval unit is "Automatic", which means that it automatically returns to the previous Owner. When you reopen an approval unit, you can select a different Owner from the list of available Owners in the promotional path before you.

Locking Entities
The final state in the approval process is "Locked". The system ensure that all prior periods are locked before locking the current period. Only the last Owner in the promotional path can change the entity from "Approved" to "Locked".

Unlocking Entities
After an entity is locked, if you need to modify additional data or review the entity, you must first unlock the entity. The system checks to ensure that all future periods are not locked prior to unlocking the current period.

If you unlock a parent entity, all children will also be unlocked as part of the process. If you want to unlock only a parent entity, you can select Unlock Single, so that the system unlocks only the selected entity.

Signing Off on Entities
This action allows you to acknowledge that you have reviewed and signed off on the entity's data. The status is changed to "Signed Off".

Adding or Viewing Approval Unit Annotations
Annotations are comments about the data in a started approval unit. You must have at least Read access to the approval unit to view or add an annotation.

To add an approval unit annotation:
1. On the Home page, click Approvals.
2. Select an approval unit.
3. Click Add Annotation.
4. Enter an annotation, and then click Post.
Setting Up Email for Approvals Notification

Owners and reviewers must enable approvals notifications if they want to receive an email notice when there’s a change in approvals status or approvals ownership. Approvals notifications are enabled on the Application Settings page.

Approvals notification emails contain the following information:

- URL to Check Status
- Application Name
- Approval unit
- Current Owner
- Previous Owner
- Last Action
- Current Status
- Time
- Annotation Title
- Annotation Text

To enable approvals notifications:

1. On the Home page, click Application, and then click Settings.
2. Under Notifications, select Approvals.
3. In Email Address, enter your email address.
4. Click Save.

Selecting an Alternate Reviewer

When a reviewer is out of the office during the approval process, you can select an alternate reviewer to handle review responsibilities while the user is away. Use the Out of Office Assistant to return the review responsibilities to users when they return.

To select an alternate reviewer:

1. On the Home page, click Tools, and then User Preferences.
2. Select the General tab.
3. Under Approvals, select I am currently out of the office.
4. Set what action to take when you’re out:
   - **Promote**: Promote the approval unit.
   - **Reject**: Reject the approval unit.
   - **Submit**: Submit the approval unit.
   - **Delegate**: Select to designate an alternate reviewer to handle your review responsibilities while you’re away. You can delegate to the next reviewer or to a specific user. You can also include a message for the reviewer in the **Message** text box.

5. Click **Save**.
Updating Tasks

Related Topics

- Working with Tasks from the Home Page
- Viewing Task Worklist
- Viewing Tasks from the Schedule Tasks Page
- Updating Task Information
- Creating Connections to the Task Manager and Supplemental Data Extensions
- Updating Tasks from Smart View
- Working with Alerts
- Viewing Related Tasks
- Viewing Task History
- Reassigning Tasks
- Submitting Tasks
- Approving or Rejecting Tasks
- Canceling Tasks
- Setting Tasks to Force Close Status
- Exporting Tasks from Task Lists
- Workflow for Teams

Working with Tasks from the Home Page

When you launch Oracle Financial Consolidation and Close Cloud, the Home page displays a summary of tasks assigned to you and their status, such as Open, Late, Due Today, or Due in 7 Days. A number to the left of the status indicates the number of tasks with that status. If your administrator has enabled the Upcoming Tasks option, you can also see items in the upcoming workflow, as well as tasks currently available. You can filter the list of tasks by Year and Period. When you click a link in the Tasks summary panel, the Tasks page opens, where you can further filter the list of tasks.

From Tasks on the Home page, you can view these tasks and their details:

- **Worklist** displays all tasks for a specified POV that you are authorized to view, including those created for Task Manager and Supplemental Data Manager.
- Tasks displays tasks for Task Manager.
- Supplemental Data Tasks displays tasks for Supplemental Data Manager.
- Supplemental Data Analysis displays the data sets for the selected filters for Supplemental Data Manager.
You can also view and update tasks from the Task List page, which you can launch from a link in your email notification.

**Viewing Task Worklist**

The Worklist displays all tasks for a selected schedule or template for a specified POV which you are authorized to view, including tasks for Task Manager, and Supplemental Data Manager. The tasks are listed, and can be easily filtered to display only the ones in which you are interested.

A schedule containing the selected dates for the task is created by the Administrator.

A Summary of the status for All Tasks or My Tasks is displayed, as well as a dashboard for the source of the tasks.

From Worklist, you can perform the following tasks:

- Export to Excel
- Open Tasks
- Submit Tasks
- Force Close or Abort a task
- Reassign a Task

**Search and Filter Capability**

An easy way to access the task that you want is to use the Search field. You can search on any field (text or numeric) on the Worklist, except for Date.

You can also use the filtering capability to access particular lists of reconciliations by clicking the Filter icon next to the Search field and then set the filters you want.

To view the Worklist:

1. From the Home page, click **Tasks**, and then the **Tasks** tab to open the **Worklist**.
2. **Optional**: In **Search**, perform the following steps to locate a task:
   - Click the Tasks icon to toggle the display between All Tasks or My Tasks.
   - Type the name of the required task. You can search on any field (text or numeric) on the Worklist, except for Date.
3. **Optional**: Click Filter to select any filters you want to use to manage the worklist:
   - **Type**
   - **Name**
   - **Description**
   - **Status (Detailed)**
   - **Status**
   - **My End Date**
4. **Optional**: Click the following dimension names to modify the POV:
• Year
• Period
• Due - (None Selected, Late, Seven Days or Today)
• Status - (None Selected, Closed, Open or Pending)
• Source - (Alerts, Tasks, Forms, Journals, Reassignment Request)

Note:
Click multiple entries to add multiple options. Click the selected entry again to remove it from the list.

5. Optional: Click to open a selected task and view its details. Select the icons to add or modify options, such as Properties, Instructions, Alerts, and so on.

6. Under Actions, you can perform one of the following actions:
• Submit Task. See Submitting Tasks.
• Abort Task--You abort a task, as opposed to performing a forced close, to prevent successors from continuing and to keep the process moving:
  – When a Finish-to-Start or Finish-Error-to-Start predecessor is aborted, its successors remain as Pending. To keep the process moving, you must edit the successors to remove the aborted predecessor and to start the successors.
  – When a Finish-to-Finish or Finish-Error-to-Finish predecessor is aborted, to keep the process moving, the task owner/schedule owner/administrator must force a close of the successor.
• Force Close Task--You can force a task with a status of Open or Error to have a status of Close.
• Request Reassignment--to temporarily or permanently reassign a task to another user.
• Refresh

Viewing Tasks from the Schedule Tasks Page

From the Schedule Tasks page, you can search for tasks, filter lists of tasks, and save lists. You can change views to display more columns or rows.

To view tasks from the Schedule Tasks page:
1. From the Home page, click Tasks.
2. Click the Schedule Tasks tab on the left.
3. Optional: In Search, type the name of the required task.
4. Optional: Under List, select a saved list.
5. Optional: Select a view for the list, as follows:
  • Click Summary to view an overview list of all current tasks.
• Click Details and choose an object from the Search list to view details for the selected tasks, such as those for Approver1, or all Late tasks, or Priority, and so on.

6. Select the Schedule for the task. If you select multiple schedules that are using the same POV, all tasks from all schedules for that POV are displayed.

7. Optional: Create a Filter for the list, as follows:
   a. Under Add a Filter, select an object or status to create the filter.
   b. On the Filter dialog box, create the requirements for the filter to be created. For example, on the Approver End Date filter, you need to select an operand and value.

8. Optional: Change the POV by clicking the selection under the dimension name to display valid values:
   • Year
   • Period
   • Due (None Selected, Late, Seven Days or Today)
   • Status (None Selected, Closed, Open or Pending)
   • Source (Alerts, Tasks, Forms, Journals, Reassignment Request)

   Note:
   Click multiple entries to add multiple options. Click the selected entry again to remove it from the list.

9. Optional: Click the View menu to select a view:
   • List View - provides a default display of information in columns and rows for objects.
   • Group View - enables you to create groups for combinations of tasks and users.
• **Compact** - is a toggle that can be turned on or off and displays more rows of information than the List or Group View.

10. Review the selected tasks.

### Updating Task Information

You can update information for tasks with the Open status. You can answer questions, add comments, and attach references. You can also view status, priority, owner, assignee, schedule, start and end date, instructions, supporting documents or Web links, and workflow. The workflow shows the approval chain of the task and displays the user name, access role (assignee or approver), status, and dates on which users performed their actions. If an administrator has included instructions with references for which there are links, you can link directly to the task.

See these topics:

• Working with Alerts
• Viewing Related Tasks
• Viewing Task History
• Reassigning Tasks
• Submitting Tasks
• Approving or Rejecting Tasks
• Canceling Tasks
• Setting Tasks to Force Close Status

### Creating Connections to the Task Manager and Supplemental Data Extensions

Create two private connections to use with the Task Manager and Supplemental Data extensions.

**Note:**

Before you begin, ensure that you have installed Smart View and the Task Manager and Supplemental Data extensions. See “Installing and Configuring Smart View” and “Installing Smart View Extension for Task Manager and Supplemental Data Management” in *Getting Started with Oracle Enterprise Performance Management Cloud for Administrators*.

To create connections to Oracle Financial Consolidation and Close Cloud Task Manager and Supplemental Data extensions:

1. Launch Excel, then select the **Smart View** tab, and then select **Panel**.
2. In the Smart View Panel, select **Private Connections**, and then, at the bottom of the panel, select **Create new connection**.
3. When prompted, select **Smart View HTTP Provider** to display the **Add Connection** wizard.

4. In **Add Connection - URL**, use the following syntax for the private connection, and then click **Next**.
   - For Task Manager:
     http(s)://serviceURL/HyperionPlanning/cm/svp
   - For Supplemental Data Manager:
     http(s)://serviceURL/HyperionPlanning/sdm/svp
   You can create one connection at a time in the wizard. For example, first create a connection to Task Manager. Then perform the entire procedure again to create a connection to Supplemental Data Manager.

5. When prompted, provide your login credentials: domain name, user name, and password to sign in.

6. In **Add Connection - Application/Cube**, navigate to the application and database to work with, select it, and then click **Next**.

7. In **Add Connection - Name/Description**, enter a name for the connection and an optional description.

8. Click **Finish**.

9. Repeat these steps to create a second private connection.
   When finished, you should have two new private connections, one for Task Manager and one for Supplemental Data Manager. Continue with the following topics:
   - **Updating Tasks from Smart View**
   - **Working with Supplemental Data in Smart View**

### Updating Tasks from Smart View

Using Oracle Smart View for Office, you can work directly with Task Manager tasks and schedules.

Your schedules and tasks for the selected period are displayed. You can only see those tasks and schedules for which you are authorized. Depending on your current role, for example, Assignee, Preparer, or Approver, the available options such as Approve or Reject will change to match the associated role. If you have different roles, you may need to log on as each role to perform different operations.

---

**Note:**

Before you begin, ensure that you have installed Smart View and the Task Manager and Supplemental Data extensions and create private connections to use with the extensions. See “Installing and Configuring Smart View” and “Installing Smart View Extension for Task Manager and Supplemental Data Management” in *Getting Started with Oracle Enterprise Performance Management Cloud for Administrators* and *Creating Connections to the Task Manager and Supplemental Data Extensions*.
When you click a schedule from the list, the system displays a list of the tasks that you are currently working on. After a task has been submitted or approved, it is no longer displayed on the list.

The available Actions depend on your user role:

- **Assignee**: Submit Task
- **Approver**: Approve and Reject Task
- **Assignee or Approver**: Reassign Task

If you submit a task that is incomplete, for example, you need to answer questions first, a validation error displays when you submit the task. You can double-click on the task or row to open the task and finish completing it.

For information on working with Smart View, see *Oracle Smart View for Office User's Guide*.

To update tasks from Smart View:

1. Launch Excel, then select the **Smart View** tab, and then select **Panel**.
2. In the Smart View Panel, select **Private Connections**.
3. In the **Private Connections** panel, select the **Task Manager** connection from the drop-down menu.
4. When prompted, provide your login credentials: domain name, user name, and password to sign in.
5. Under **Private Connections**, select a schedule.
6. Under **Name**, double-click the task that you want to view and open the **Task Manager Task Dialog**
7. Select the appropriate option for the selected task:
   - **Submit Task**
   - **Approve**
   - **Reject**
   - **Reassign Task**

**Working with Alerts**

During the course of running a business process, you may encounter roadblocks that affect your progress. For example, you may encounter a hardware or system failure, or software or data issues. You can create an alert and attach it to a task. You can view and drill into alerts to display the alert details, edit, and delete alerts. You can approve or reject alerts on which you are assigned as the approver.

**Creating Alerts**

You can create alerts for a task if you have access to it.

When you create an alert, its status is Open, and a notification is sent to the specified Assignee. After resolving the alert, the assignee can respond to the notification by marking the resolution complete, which sends notification to the Approver who can
approve or reject it. If an Approver rejects it, the alert status returns to Open and the alert returns to the assignee.

For example, suppose you are running an AP Period Close Process and are unable to log in to the AP System. You can create an alert and send it to the System Administrator. The System Administrator resolves the login issue and reassigns it to you. You verify the solution and close the alert.

To create an alert:
1. On the Home page, click Tasks.
2. Double-click a task to open it.
3. Click Alerts.
4. Click Create (+).
5. Enter a name for the alert, for example, Data Corrupted.
6. From the Type list, select a type, for example, Data Issue.
7. From the Priority list, select a priority: High, Medium, or Low.
8. For Description, enter a description for the alert, for example “Data has been corrupted”.
9. Select an assignee for the task.
10. Click OK.

Viewing Alert Status

You can view a list of alerts, and drill down for more detail. The list displays the alert name, type, assignee, date of last update, and status.

To view alerts:
1. From a task, click Alerts.
2. Click an alert name to view additional detail about the alert.

Editing Alerts

From the list of previously created alerts, you can edit an alert name, type, priority, and description. You can also add comments and reassign the alert.

To edit an alert:
1. On the Home page, click Tasks.
2. Double-click a task to open it.
3. Click Alerts.
4. From the alert list, select an alert.
5. Select Actions, then Edit, or click the Edit button.
6. Edit the alert as required.
7. Click OK.
Submitting Alerts

If you are the assignee for an alert, you can submit it for approval when you finish working on it. For example, if you have fixed the alert issue, you can submit it for approval. If there are no approvers, the alert is closed after you submit it.

To submit an alert:
1. On the Home page, click Tasks.
2. Double-click a task to open it.
3. Click Alerts.
4. Select an alert.
5. Select Actions, then Submit, or click the Submit button.

Approving or Rejecting Alerts

If you are an Approver for an alert, when you receive notification that an alert is marked complete, you can approve or reject it. When you approve an alert, its status changes to Closed. When you reject it, the alert status returns to Open and the alert returns to the assignee.

You can also route the alert to another approver to be approved.

To approve or reject an alert:
1. On the Home page, click Tasks.
2. Double-click a task to open it.
3. Click Alerts.
4. Select an alert and view the comments in the alert about the resolution.
5. Do one of the following actions:
   • To approve the alert, click Approve.
   • To reject the alert, click Reject.
   • To reassign the alert, click Reassign, and select the user to whom to send the alert.

Deleting Alerts

You can delete alerts that you no longer need if you have access to the task associated with the alert.

To delete an alert:
1. On the Home page, click Tasks.
2. Double-click a task to open it.
3. Click Alerts.
4. Select an alert.
5. Select Actions, then Delete, or click the Delete button.
6. From the confirmation prompt, click Yes.

Viewing Related Tasks

The Related Tasks section enables you to view the predecessor and successors for a task. The predecessor/successor tasks show the Task Assignees and Task Owners for the dependent tasks.

Related Tasks also displays prior runs of the task in other schedules. This enables you to view comments or references from the prior task, which may help you complete the current task run. From the Prior Tasks list, you can click on a task name to launch the Task Actions dialog box for that task and you can reassign a task to another user.

To view related tasks:

1. On the Home page, click **Tasks**, and then select the **Schedule Tasks** tab on the left.
2. Double-click a task to open it.
3. Click the **Related Tasks** tab on the right.
4. From Display, select **Predecessors** or **Successors**.
5. **Optional**: To view information on a prior run of the task, click a task in the **Prior Task** list.
6. **Optional**: To reassign the task, click **Reassign** and select the user to whom to assign the task.
7. When finished, click **Close**.

Viewing Task History

The system maintains a history of task activities, which you can view from the History page. Task history displays the components that were updated, the modification type such as added, created, or changed, the old and new values, the user who made the change, and the change date. This information is read-only.

To view task history:

1. On the Home page, click **Tasks**, and then **Schedule Tasks**.
2. Double-click a task to open it.
3. Click the **History** tab on the right.
4. From the top right of the page, select a View for the history: a Simple View timeline of the history which only lists the basics, , or the Table View, , to see all values.
5. Select to view history of **All Activity**, **Today**, or **This Week**.
6. When finished, click **Close**.
Reassigning Tasks

Task assignees can reassign their tasks to other users. For example, if an assignee is going to be out of the office for vacation, the assignee can reassign tasks to another user.

Note:
The Request Reassignment task is not available for Administrators or Task Owners because they can edit the task to assign it to another assignee or approver.

To reassign a task:
1. From the Home page, click Tasks, then select the Tasks tab, and click Worklist.
2. On the Worklist, select the task for which responsibility is to be reassigned.
3. On the selected Task action page, select Actions, and then Request Reassignment.
4. From To User, click Select User to select the user who is assuming responsibility for the task.
5. Under Reassign, select the appropriate option:
   • Selected Tasks only
   • Selected and Future Tasks to permanently transfer responsibility.
   • Enter the Justification for the transfer of responsibility, such as vacation, transfer of roles, and so on
6. Click OK.

Submitting Tasks

When you complete the actions required for the task, you submit the task to be moved through the workflow to the next assignee.

To submit tasks:
1. Select the tasks that you need to submit.
   To select multiple tasks, press Ctrl and select multiple tasks, or press Shift while you click the first and last rows in a range.
2. Click Submit Task, or select Actions, then Submit Task.
3. Click Yes to confirm the submission. After it is submitted, you can no longer edit the task.
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 **Schedule Tasks**.
2. Double-click a task to open it.
3. Do one of these task actions:
   - Right-click and select **Approve** or **Reject**.
   - Actions panel: From **Set Status**, select **Approve** or **Reject**.
   - Actions menu: Click **Approve** or **Reject**.
   
   Click **Yes** in the confirmation dialog box.
4. Review any errors, and click **OK**.

Canceling Tasks

Task owners and the Service Administrator can stop a running task at any time. When you cancel a task, the task status changes to Closed. Pending tasks with the task as a predecessor cannot run. If you have a sequence of tasks and you want to cancel the entire sequence, you can cancel the first task in the sequence.

To cancel a running task:

1. From your task list, select a task that you want to stop.
2. From the **Properties** tab, select **Actions**, then **Abort**.

Setting Tasks to Force Close Status

To stop a task but allow subsequent tasks to run, if you are the task owner or Service Administrator, you can force a task with a status of Open or Error to have a status of Close. For example, if you have an automated task with an error, and you have reviewed the error for that task, but want subsequent tasks to run, you can force the Closed status.

**Tip:**

If you do not want the subsequent tasks to start, remove the predecessor links before force closing the tasks.

To set a task to Force Close status:

1. From your task list, select the task that you want to close.
2. From the **Properties** page, select **Actions**, then **Force Close Task**.

The status of the task changes to Closed.
Exporting Tasks from Task Lists

You can export tasks from the Task List to Microsoft Excel. You can export selected rows, or export all the rows in the table. The export file is formatted for Excel.

To export tasks from the Tasks tab to Excel:

1. From the Home page, click Tasks.
2. Click the Tasks tab on the left.
3. Select one or more tasks.
4. From Actions, select Export to Excel.
5. Select an option: All Tasks or Selected Tasks.
   By default, the format is Formatted data and it cannot be changed.
6. Click Export.
7. Select Open with Microsoft Office Excel (default) or Save File, and select a location in which to save the file.
8. Click OK.

Workflow for Teams

Teams are lists of members defined in Task Manager. When you assign a team to a task role, any user in the team can then perform the role for that task.

Claiming Tasks

When a team is assigned the Assignee role, any member of the team can work on and submit the task, but only after a member has claimed the task. Prior to the claim, a member will have implicit Viewer access.

When a team is assigned the Approver role, any member of the team can approve the task without first claiming it. However, any team member can claim the task, which prevents other team members from approving it until it is released.

Once a task has been claimed, other members of the team still have the ability to claim the task. Doing so will cause the initial user’s claim to terminate, thus revoking that user’s ability to perform the role functions and granting the ability to the member with the most recent claim. The ability to claim a task away from another team member is required in order to accommodate cases where a claim has occurred; however, the user with the claim is unavailable to complete the role functions (for example, due to an unexpected absence).

Require Action By

When you assign the Assignee or Approver roles, you can use the Required Action By option to specify the sign-off requirement for the tasks. You can require that all team members sign off on the task before the task is submitted or approved, or you can allow any team member to submit or approve the task.
Primary Users

You optionally can assign one team member as the primary user for the team. If you assign a primary user, that user is by default granted the claim to tasks to which the team is assigned as assignee or approver.
10
Viewing Schedules

Related Topics
• About Schedules
• Viewing Schedule Properties
• Viewing Schedule Instructions
• Viewing Schedule Viewers
• Viewing Schedule Attributes
• Viewing Day Labels in Schedules
• Viewing Schedule Rules
• Viewing Schedule History

About Schedules

A schedule defines a chronologically ordered set of tasks that must be executed for a specific business period, and is the application of a template into the calendar. For example, you can apply the Quarterly template as Q119 Schedule for the first Quarter, then apply the template again as Q219 for the second quarter.

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.

Viewing Schedule Properties

The Schedule Properties tab enables lists the name, description, start and end dates, and owners for schedules. 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 view schedule properties:
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 then click the Properties tab.

Viewing Schedule Instructions

To view schedule instructions:
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 then click the Instructions tab.
Viewing Schedule Viewers

To verify viewer rights:
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 then click the Viewers tab.

Viewing Schedule Attributes

To apply an attribute:
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 then click the Attributes tab.

Viewing Day Labels in Schedules

You use business day labels in the activity for a calendar day. Labels can mark a milestone day or specify the purpose of the day.

When you add Day Labels to a template, they are copied to schedules created from the template.

When schedules are opened, you see day labels in Task List views and Gantt views in the start or end date of tasks.

Viewing Schedule Rules

The Rules tab lists the rules that apply to the schedule, their name, order of precedence, and the conditions that must exist before running the rule.

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. Select a schedule and click the Rules tab.

Viewing Schedule History

The system maintains a history of schedule actions, which you can view from the Manage 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.
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 user who modified the schedule
   - **Old Value**
   - **New Value**

5. Click **OK**.
Monitoring Dashboards

Related Topics
- Dashboard Overview
- Task Overview Dashboard
- Compliance Dashboard
- Financial Dashboard

Dashboard Overview

You can monitor business process and supplemental data information on these dashboards:
- Task Overview Dashboard
- Compliance Dashboard
- Financial Dashboard

The Dashboards feature is enabled if you have access to at least one of these dashboards.

Watch the following video for an introduction to Dashboards.

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Task Overview Dashboard

The Task Overview Dashboard contains the Status dashboards for Overall status, Task Manager status, and Supplemental Data status.

To view the Total Overview status:
1. On the Home page, from Dashboards, click Task Overview.
2. On the left, click Total Overview.
3. From the POV, select a Year and Period.
   The system displays the number of Open Tasks, Late, and On Time tasks.
4. Click on a status to drill down into the list of tasks with that status.
   From the list of tasks, if you have access rights to a task, you can click the task name to directly open and work with the task.
5. Optional: Sort the list of tasks using one of these methods:
   - Count (Ascending)
To view the Task Manager status Overview:

1. On the Home page, from Dashboards, click Task Overview.
2. On the left, click Schedule Tasks Overview.
3. From the POV, select a Year and Period.
4. From the Tasks drop-down list, select a task, or select All to view all tasks.
   The system displays the number of Open Tasks, Late, and On Time tasks.
5. Click on a status to drill down into the list of tasks with that status.
   From the list of tasks, if you have access rights to a task, you can click the task name to directly open and work with the task.
6. Filter tasks by selecting View By, then select an option:
   • Priority
   • Schedule
   • Task Type
   • Organizational Unit
7. Optional: Sort the list of tasks using one of these methods:
   • Count (Ascending)
   • Count (Descending)
   • Alphabetic (Ascending)
   • Alphabetic (Descending)
   • Attribute Order (Ascending)
   • Attribute Order (Descending)

To view the Supplemental Data status Overview:

1. On the Home page, from Dashboards, click Task Overview.
2. On the left, click Supplemental Data Overview.
3. From the POV, select a Year, Period, and Scenario.
4. From the Forms drop-down list, select a form, or select All to view all forms.
   The system displays the number of Open Forms, Late, and On Time forms.
5. Click on a status to drill down into the list of forms with that status.
   From the list of forms, if you have access rights to a form you can click the form name to directly open and work with the form.
6. Filter tasks by selecting View By, then select an option:
   • Entity
   • Form
   • Data Set
7. **Optional:** Sort the list of tasks using one of these methods:
   - Count (Ascending)
   - Count (Descending)
   - Alphabetic (Ascending)
   - Alphabetic (Descending)

## Compliance Dashboard

The Compliance Dashboard provides metrics on how well the company achieved their compliance objectives, distinguishing those tasks that were completed on time from those that were late, and providing a count of those that were approved or rejected. You can view user performance metrics by user and organizational unit.

The following figure shows a sample Supplemental Data Compliance dashboard.

To view the Task Manager Compliance dashboard:

1. On the Home page, from **Dashboards**, click **Compliance**.
2. On the left, click **Task Manager Compliance**.
3. From the Point of View, select a Year and Period.
4. From the Tasks drop-down list, select a task, or select **All** to view all tasks.
   
   The pie charts display the following status for tasks: number of Completed Tasks, Percentage of tasks Prepared On Time, Percentage of tasks Approved On Time, number of Rejected Tasks, and number of Alerts.
5. Click on one of the status charts to drill down into the list of tasks with that status.
   From the list of tasks, if you have access rights to a task, you can click the task name to directly open and work with the task.
6. Filter tasks by selecting **View By**, then select an option:
   - **User**
     You can click on a user name to view User Details.
   - **Organizational Unit**
7. From **Performance**, select task performance metrics:
   - **Preparation**
8. **Optional:** To change the order of tasks listed, from **Order By**, select:
   - User
   - On Time
   - Late
   - Rejections

To view the Supplemental Data Compliance dashboard:

1. On the Home page, from **Dashboards**, click **Compliance**.
2. On the left, click **Supplemental Data Compliance**.
3. From the Point of View, select a Year, Period, and Scenario.
4. From the Forms drop-down list, select a form, or select **All** to view all forms.
   The pie charts display the following status for forms: number of Completed Forms, Percentage of forms Prepared On Time, Percentage of forms Reviewed On Time, Percentage of forms Posted On Time, and number of Rejected forms.
5. Click on one of the status charts to drill down into the list of forms with that status.
   From the list of forms, if you have access rights to a form, you can click the form name to directly open and work with the form.
6. Filter tasks by selecting **View By**, then select an option:
   - **User**
     You can click on a user name to view User Details.
   - **Organizational Unit**
7. From **Performance**, select form performance metrics:
   - Preparation
   - Review
   - Posting
8. **Optional:** To change the order of forms listed, from **Order By**, select:
   - User
   - On Time
   - Late
   - Rejections

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**Financial Dashboard**

The Financial dashboard provides a graphical depiction of the results for the company. For example, you can view a Balance Sheet dashboard, Cash Flow dashboard, or Income dashboard. From any dashboard, you can drill down to view further detail.

Oracle Financial Consolidation and Close Cloud provides a predefined dashboard named FCCS_Income Statement Dashboard with the following data:

- Key Income Accounts, which displays data from the FCCS_Income Dashboard Tile Chart form
• Quarterly Sales by Entity, which displays data from the FCCS_Quarterly Sales by Entity form
• Monthly Sales by Entity, which displays data from the FCCS_Monthly Sales by Entity form
• Quarterly Net Income by Entity, which displays data from the FCCS_Quarterly Net Income by Entity form
• Monthly Net Income by Entity, which displays data from the FCCS_Monthly Net Income by Entity form

Administrators can create dashboards by selecting data forms, external artifacts, and specifying chart types. See "Designing Dashboards" in *Administering Oracle Financial Consolidation and Close Cloud*.

To view a Financial dashboard:

1. On the Home page, from **Dashboards**, click **Financial**.
2. To search for an existing dashboard, enter text in the search box, and click **Search**.
Working with Supplemental Data

Related Topics

- Supplemental Data Process Overview
- Viewing Data in the Data Set Dashboard
- Saving Supplemental Data Views
- Adding Dimensions for Supplemental Data
- Importing Dimension Members for Supplemental Data
- Exporting Dimension Members for Supplemental Data
- Entering Data into Supplemental Data Forms
- Viewing the Form Summary
- Viewing Form History
- Reassigning Users in Supplemental Data Manager
- Bulk Loading of Data Across Entities
- Working with Supplemental Data in Smart View
- Data Collection Workflow

Supplemental Data Process Overview

Working with supplemental data enables you to extend your application to a more granular level of detail. Supplemental data management requires these steps:

1. The Administrator creates an application enabling the Supplemental Data feature, and refreshes the database, which sets up the system setting information.

2. The Power User defines the data set:
   - Creates data sets, attributes, and calculation and validation rules for the attributes.
   - Creates additional Data Form Templates with a summarized section, and defines the section.
   - 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 User loads the data:
   - Loads data manually or uses a CSV file for each form data, or web UI.
   - Performs validation and ensures correctness of data.
• Submits data for approval.

4. The User assigned as the approver reviews and approves or rejects the data (may have multiple levels of approval).

5. The Administrator opens the Period after dimensions, data sets, and forms are created in the system, and opens a Period to start the data collection process.

6. The Administrator or Power User sends email alerts to assigned users for their related data forms.

7. The User groups and filters data to focus on certain data segments.

8. The User views summarized data after the data is approved (depends on the workflow option), and posts data.

9. The Administrator closes and locks the Period for the data collection:
   • Closes Period for Data Collection (prevents additional form instances to start)
   • Locks Period for Data Collection (allows no additional changes)

You can also use Oracle Smart View for Office for the data collection process. When you install the Smart View Extension for Supplemental Data, you can manage the data collection process and work with supplemental data forms using the SDM menu option in Smart View. To install the extension, see the Getting Started with Oracle Enterprise Performance Management Cloud for Administrators guide.

Viewing Data in the Data Set Dashboard

The Supplemental Data Set dashboard contains the details of data sets, making it easy to view and filter the information. You can also select and sort columns, view Summary totals, and save and restore lists.

To work with data sets in the Data Set Dashboard:

1. On the Home page, click Data.

2. From the left, click Data Analysis.

3. From the POV on the Supplemental Data Analysis page, select a Year, Period, and Scenario to define a data collection period.

4. From the Data Set dropdown list, select a data set for the data collection period.

5. Optional: Click Add a Filter, then enter a Value to filter. Available filters are based on the data set you selected.

6. 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.

7. From **Actions**, choose **Select Columns** to select columns for the data that you want to display.

8. **Optional**: From **Actions**, select **Export to Excel** to export data from the data set.

9. **Optional**: From **Actions**, select **Import** to import data into the data set.
   
   Click **Browse** to select the file, select to **Replace** or **Update** the existing file, select a date format, and then click **Import**.

10. **Optional**: From **List**, switch between your available saved lists. The system displays the filters and columns that you previously saved.

11. **Optional**: From the **View** icon on the right, click **Compact** to display more rows of information.

12. Click **Summary** to view a consolidated view of the data set's data.

### Saving Supplemental Data Views

When you work with Supplemental Data, you can apply filters, specify and sort columns, and then save your adjusted view. From the Manage Views menu, you can see all the saved views.

An Administrator or Power User can also publish a view to make the private version available to other users. The saved view is duplicated, which results in a private and public version. The public version displays a check mark in the Public column.

For a published saved view, an Administrator or Power User can also set that view as the Default view, so the saved view is available to all users of that view type, and selected by default when a user opens that view type.

To save and manage views:

1. On the Home page, click **Application**, and then click **Supplemental Data**.

2. Adjust the view to see the data you would like. To save a view, click **Save View** at the top of the dialog.

3. In the **Save View** dialog, enter a **Name**, a description (optional), and click **OK**.

4. To see all saved views, select the **Manage Views** tab.

5. To publish a view and make the private version available to users, click **Publish**, or select **Actions**, and then **Publish**.

6. To set the view as the default, click **Set Default**, or select **Actions**, and then **Set Default**.

### 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.

### Importing Dimension Members for Supplemental Data

Administrators and Power Users can import dimension members from standard flat comma-separated value (CSV) files.

You can use either the **Replace** or **Update** options.

- **Replace** - Clears any members within the form and replaces them with members 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 members that are included in the source file. Other members are not affected.

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**.
   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: **Comma** or **Tab**. Comma is selected by default.
9. Click **Import**.
10. The Results screen displays the number of imported dimension members.
11. Click **OK** or **Reset**. The Reset button clears the dialog, and you can select another file to import.

### 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.
6. Browse to where you want to save the file.
7. Click **OK**.

### Entering Data into Supplemental Data Forms

You can enter data into Supplemental Data forms using these methods:

- Input it manually
- Import it from a file
- Enter it using Excel

Data is stored in its base format with as much detail as was input. For example, if you enter $123,456.789 in a currency field formatted with two decimal digits and no thousands separator, the number is stored as 123456.789 but redisplayed as $123456.79.

Form columns and rows are displayed in data entry mode. You can select the entry in the point of view bar for data entry. If multiple data entry sections are defined on the form template, a corresponding data entry tab is displayed for each section.

If you import data, 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 enter data in forms:

1. On the Home page, click **Data**.
2. Open a form.

You can select the icon next to Summary or Detail to Show or Hide the Summary or the Detail table.
3. **Optional:** From the Detail table menu options, click **Add** to add rows or **Delete** to delete rows on the form.

4. **Optional:** Click **Refresh** to refresh the form data.

5. When you are done with the form, select an available action, for example, **Submit**, **Approve**, or **Reject**.

6. **Optional:** From the **Action** drop-down, select **Print** to print the form.

7. **Optional:** From the **Action** drop-down, select **Import** to import form data.
   a. Click **Browse**, and then navigate to the file you want to import.
   b. Select one of these options: **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.
   c. Select a **Date Format** from the drop-down list of allowed date formats.
   d. Select a **File Delimiter** for the import file: **Comma** or **Tab**.
   e. Click **Import**, and then from the Results screen, click **OK** or **Reset**.

8. **Optional:** From the **Action** drop-down, select **Export** and follow the prompts to export form data to a CSV format.

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**Viewing the Form Summary**

The Summary contains the Name, Description, Data collection period, Status, Start Date, End Date, Instructions, Questions, Comments, and Workflow information.

To view form Summary:

1. On the Home page, click **Data**.
2. Open a form.
3. The POV (Year/Period/Scenario/Entity) and Data Collection Unit selection is displayed.
4. The summary information for the form includes:
   - **Name and Description**—From the form template
   - **Data Collection Period**—Period that this form has been deployed to
   - **Status**—Current detailed status
   - **Start Date**—Starting date for data collection
   - **End Date**—Final date for submission, approval, or posting (whichever is latest)
5. Enter the data directly or export the form to Oracle Smart View for Office for data entry.
6. The **Actions** list contains the actions available for each of the users, for example, Submit, Approve, Reject, and so on.
7. See also the Instructions, Questions, Comments, and Workflow sections.
Viewing Form History

The system maintains a history of form actions, which you can view in the Form dialog box. History displays the user, date, action required, and the difference of the changes to the form.

To view the form history:

1. On the Home page, click Data.
2. Open a Supplemental Data form.
3. Click History.

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 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 Data.
2. Click the Supplemental Data Analysis 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 user name or search for the user to whom you want to reassign tasks.
7. Click Apply.
8. From the confirmation prompt to update the user, click Yes.

Bulk Loading of Data Across Entities

Administrators and Power Users are able to import data for multiple entities for a specific data collection period and a specific dataset. This feature is useful for Administrators and Power Users to bulk populate forms using some source data from another system or to prepopulate a few columns so that the preparer only has to input data values. Loading of data is allowed for forms in the following workflow states: Pending, Open with Preparer, or Open with Approver. It is not allowed for forms that are in a 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 across entities:

1. From the *Data Set Dashboard*, select the *Data Collection Period* in the View dropdown.
2. Select the Data Set you want to load to, and then from *Actions*, select *Import*.
3. From the *Import data into data set* dialog, browse to the CSV file you want to load. An example of a load file across several entities is shown. Note that the Entity column has multiple entity dimension members.

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Entity ID</td>
<td>Employee ID</td>
<td>Employee Name</td>
<td>Meal Type</td>
<td>Amount</td>
</tr>
<tr>
<td>2</td>
<td>US</td>
<td>301</td>
<td>101</td>
<td>Samson John</td>
<td>Breakfast</td>
<td>34</td>
</tr>
<tr>
<td>3</td>
<td>India</td>
<td>1</td>
<td>102</td>
<td>Nancy Clark</td>
<td>Breakfast</td>
<td>510</td>
</tr>
<tr>
<td>4</td>
<td>India</td>
<td>2</td>
<td>104</td>
<td>Santosh Kumar</td>
<td>Breakfast</td>
<td>3500</td>
</tr>
<tr>
<td>5</td>
<td>Europe</td>
<td>201</td>
<td>103</td>
<td>Nancy Clark</td>
<td>Breakfast</td>
<td>35</td>
</tr>
<tr>
<td>6</td>
<td>Germany</td>
<td>12</td>
<td>105</td>
<td>Bill Jones</td>
<td>Lunch</td>
<td>57</td>
</tr>
</tbody>
</table>

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, then click **Import**.
   The Status displays showing you whether there are any errors or warnings and the Total Entities, Entities Updated, as well as Total Rows Created or Updated.

### Working with Supplemental Data in Smart View

Working with supplemental data enables you to extend your application to a more granular level of detail.

Using Oracle Smart View for Office, you can work directly with Supplemental Data Manager forms.

Your schedules and tasks for the selected period are displayed. You can only see those forms for which you are authorized. Depending on your current role, the available options such as Save Data, Approve, or Reject will change to match the associated role. If you have different roles, you may need to log on as each role to perform different operations.

After an Administrator installs the extension and creates a connection, you can perform these Supplemental Data tasks in Smart View:

- View a worklist of the forms that you need to act upon for preparation, approval and posting
- View the Data Set dashboard that shows supplemental data in Excel through Smart View
• View a list of the Data Sets in the system for which you have View security rights
• Apply filters on the data collected as part of the data collection process.

Any Data Set filters or lists that you previously created for supplemental data are available in Smart View.

Note:
You will see only the forms and options that are available for your security access rights.

Working with Supplemental Data Forms
To work with Supplemental Data Manager using Smart View:

1. Launch Excel, then select the Smart View tab, and then select Panel.
2. In the Smart View Panel, select Private Connections.
3. In the Private Connections panel, select the Supplemental Data Manager connection from the drop-down menu.
4. When prompted, provide your login credentials: domain name, user name, and password to sign in.
5. Select the Supplemental Data ribbon, and then click Refresh.

Note:
All the forms for all periods for which the user is currently responsible are displayed.

6. Under Worklist, select the workbook that you want to open, and then click Open summary dialog in the Private Connection panel.
7. From the list of forms, select a form.

You can view or modify forms, answer questions, and enter comments.

8. When you are finished, click Close, and then click Refresh.
9. Select the appropriate option for the selected form:
   • Save Data
   • Submit Data
   • Approve
   • Reject
   • Post Data

Working with the Supplemental Data Set Dashboard
To work with Supplemental Data Manager using Smart View:

1. Launch Excel, then select the Smart View tab, and then select Panel.
2. In the Smart View Panel, select **Private Connections**.

3. In the **Private Connections** panel, select the Supplemental Data Manager connection from the drop-down menu.

4. Select the **Supplemental Data** tab and then click **Refresh**.

5. Expand **Data Sets**.
   
   The system displays a list of applicable data sets, depending on your security access. The list displays the Data Set name with the data set Year, Period and Scenario.

6. From the **Data Sets** list, select a data set and double click to open or view data in it, or right-click and select **Open**.

7. **Optional**: To apply a filter:
   
   a. From the **Data Sets** list in the right panel, right-click a data set name.
   
   b. Click **Apply Filters**.
   
   c. In **Select Filter**, select a filter from the list and click **OK**.

8. **Optional**: To apply a list:
   
   a. From the **Data Sets** list in the right panel, right-click a data set name.
   
   b. Click **Apply List**.
   
   c. Select a list and click **OK**.

9. **Optional**: To remove filters and lists and reset the Data Set dashboard to the default values, right-click a data set name, select **Reset**, and then click **OK**.

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**Data Collection Workflow**

The data collection workflow follows this order:

1. Select a Data Collection period by Year, Period, Scenario.
2. Deploy the Form Template.
3. Open the period to start the data collection process.
4. The system activates Form Instances based on Start Day offset. Applicable Form instances are in Open status.
5. Email notifications are sent to preparers.
7. The Prepare, Approve, and Post workflow process continues.
8. Close Period starts; no new form instances are generated. No new data entry is allowed.
9. Data collection that is in progress continues.
10. Lock Period starts; no changes can be made.
11. Data Collection is done for the period.