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

Financial Consolidation and Close is a subscription-based consolidation and reporting solution built for and deployed on Oracle Cloud. It provides a simple and quick deployment for users who want fast implementation with no hardware and minimal IT support. It provides a user-friendly and intuitive interface along with built-in functionality for consolidation and close process tasks.

Financial Consolidation and Close provides these features:

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

Watch the following video for a feature overview:

Getting Started

Overview of the Home Page

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

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

You can change the general look and feel of your Oracle Enterprise Performance Management Cloud environment on the Appearance page. The Theme setting enables you to choose from a list of predefined themes with different background colors, icon styles, and so on. You can also add a branding logo and background images to the Home page. To change the Theme setting, see "Customizing Your Application Appearance" in Administering Financial Consolidation and Close.
Example Home Page Displaying the Default Redwood Theme

![Example Home Page Displaying the Default Redwood Theme](image)

Global Header

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

<table>
<thead>
<tr>
<th>Global Header Part</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Global Header Part" /></td>
<td>The Navigator icon opens the Navigator menu, which serves as a sitemap of the business process and displays links to all of the business process pages to which you have access. Some of the links in the Navigator menu are available only if you’re accessing the business process from the desktop. Click the Oracle logo to return to the Home page while working elsewhere in the business process.</td>
</tr>
<tr>
<td><img src="image" alt="Global Header Part" /></td>
<td>The name of the current business process.</td>
</tr>
<tr>
<td><img src="image" alt="Global Header Part" /></td>
<td>The Home icon refreshes the Home page or returns you to the Home page while working elsewhere in the business process. Click the Accessibility Settings icon to enable accessibility features.</td>
</tr>
</tbody>
</table>
### Global Header Part

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you belong to multiple groups or if a navigation flow is assigned to a role, click the navigation flow icon to switch navigation flows at runtime.</td>
</tr>
<tr>
<td>Click your user name to access the <strong>Settings and Actions</strong> menu.</td>
</tr>
</tbody>
</table>

### Work Area

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

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

### Infolet Navigation

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

### Announcements Panel

The Announcements Panel displays your user name and profile picture (if set), any system announcements entered by the Service Administrator, and helps you track your activity.
Qtr 2

Complete your 2nd Quarter tasks on time. Contact your financial account lead for critical issues.

2016 Jun

1 Announcements
0 Late
0 Today
0 Seven Days
2 My Open Tasks

Tour
• You can set your profile picture to display at the top of the Announcements panel of the Home page. To set your profile picture, click **Tools**, and then **User Preferences**. For more information, see Setting Your Profile Picture in *Working with Financial Consolidation and Close*.

• **Activity**—Summarizes system announcements (the most recent announcement, sorted by effective date, appears at the top) and lists your open tasks. Click **Announcements** to flip the panel and view announcements. Click **Tasks Due Today** to flip the panel and view your tasks.

• **Recent**—Displays a list of links to recently visited forms and dashboards (up to 15 items). Clicking a link will launch the item in a secondary window. Clicking the star next to a link will tag it as a favorite.

• **Favorites**—Displays a list of links to forms or dashboards that were tagged as favorites, and prevents them from being overwritten. Click a link in **Favorites** to launch the item in a secondary window. To add items to **Favorites**, click **Recent** to view your recent user activity, and then click the star to the right of the item.

• **Videos**—Click the **Tour** icon to launch a video about key features in the business process.

<table>
<thead>
<tr>
<th>Your Goal</th>
<th>Watch This Video</th>
</tr>
</thead>
<tbody>
<tr>
<td>Explore the default Redwood theme.</td>
<td>Overview: Announcing EPM Cloud’s new Redwood Theme</td>
</tr>
<tr>
<td>Learn how to customize the interface to streamline workflow.</td>
<td>Overview: Customizing Workflow in Enterprise Performance Management Cloud</td>
</tr>
</tbody>
</table>

## 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 Task Manager allows the management of Task Manager data to be performed from within the Excel interface.
- Smart View Extension for Supplemental Data Management allows the management of 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 Financial Consolidation and Close notices and version information.

Sign Out

Exits Financial Consolidation and Close.

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 Tree (or 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 Profile Picture**
  You can set your profile picture to display on the Announcements panel of the Home page.

- **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.

- **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.

- **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 an email to notify you of application activities 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 Reports Preferences**
  You can set user preferences for viewing and working with 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.
   - **Reports**: Set preferences for displaying reports. See Setting Your Reports 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:

![Profile Picture 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>Suffixied 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 an email to notify you of application activities 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 deactivate a notification, clear the **Notifications** check boxes, and under **Notify Me**, select **Never**.

To set up and enable email notifications:

1. On the Home page, click **Tools**, and then **User Preferences**.
2. Click **Notifications**.
3. **Optional:** If you are an Administrator, you can select **Use Administrator's Settings**.
4. In **Email Address**, enter your email address.
5. Under **Notifications**, select the application updates for which you want notifications:
   - **Task Lists**
   - **Approvals**
   - **Job Console**
6. Select an **Email Start Time** and **Email End Time**.
7. 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** - Select this option to deactivate a notification. (Only applicable for Status Change Notifications and Due Date Reminders)
8. 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 Reports Preferences

You can set user preferences for viewing and working with reports.

You can set preferences for previewing, displaying, and working with Reports and Financial Reporting reports.

For more details, see Designing with Reports for Oracle Enterprise Performance Management Cloud and Administering Financial Reporting for Oracle Enterprise Performance Management Cloud.

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**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 Reports.

3. To set your preferences for working with Reports, on the top of the page, click the Reports tab, and set your preferences:
   - *Preview POV:* Select this option to preview the dimension members used in the POV for the report.
   - *Unit of Measurement:* From the drop-down list, select to display page margin sizes in Inch or Centimeter. The default unit of measurement is Inches.

4. To set your preferences for working with Financial Reporting, on the top of the page, click the Financial Reporting tab, and set your 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.

5. 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.

6. Click Save to save your preferences.

Setting Your Printing Preferences

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

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
  You enter data into the cells in structured forms that an administrator has created, and each form has a special purpose.

• Opening Forms
• Working with Data in Forms
• Navigating Quickly in a Form
• Entering Data in Forms Using Commands
• Formatting Shortcuts for Forms
• Using Dynamic Tabs in Redwood Experience
  Work on related artifacts within tabs without having to navigate away from a parent artifact.
• 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.

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
   • 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>Key or Key Combination</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tab</td>
<td>Moves to the next cell. When focus is on the last cell of a row, Tab moves to the next row.</td>
</tr>
<tr>
<td>Shift+Tab</td>
<td>Moves to the previous cell.</td>
</tr>
<tr>
<td>Up Arrow, Down Arrow</td>
<td>Moves up or down to the previous or next row.</td>
</tr>
<tr>
<td>Ctrl+Home</td>
<td>Moves to the first cell in the form.</td>
</tr>
<tr>
<td>Ctrl+End</td>
<td>Moves to the last cell in the form.</td>
</tr>
<tr>
<td>Ctrl+Left Arrow</td>
<td>Moves to the first cell in the current row.</td>
</tr>
<tr>
<td>Ctrl+Right Arrow</td>
<td>Moves to the last cell in the current row.</td>
</tr>
<tr>
<td>Shift+End</td>
<td>Moves to the last cell of the first row.</td>
</tr>
<tr>
<td>Ctrl+A</td>
<td>Selects all cells.</td>
</tr>
<tr>
<td>Shift+Space</td>
<td>Selects the row.</td>
</tr>
<tr>
<td>Ctrl+Space</td>
<td>Selects the column.</td>
</tr>
<tr>
<td>Ctrl+Alt+E</td>
<td>Moves out of the form to the previously selected item. Use Tab to return to the form.</td>
</tr>
<tr>
<td>Esc</td>
<td>Discards the current changes in the cell, restoring the previous state.</td>
</tr>
</tbody>
</table>
Tip:
To print a form, click to the right of the form name at the top (outside the grid), and then use Ctrl+Alt+P.

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 incl10 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>Bold 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>
Using Dynamic Tabs in Redwood Experience

Work on related artifacts within tabs without having to navigate away from a parent artifact.

About Dynamic Tabs

Dynamic tabs enable you to view multiple artifacts on a single page. For example, if you have a form open, you can open other related forms, and you can also open dashboards. These additional artifacts are denoted by horizontal tabs at the bottom of the page. This feature is for users who do want to view multiple artifacts simultaneously, but don’t want to have multiple browser windows open. The dynamic tabs feature is available only with the Redwood theme.

Note:

You can set the theme of your Oracle Enterprise Performance Management Cloud environment to Redwood on the Appearance page of your business process.

Dynamic tabs terminology:

- **Dynamic Tab**—A tab that is added at the bottom of the page to the right of the source tab when a related artifact is launched. Only dynamic tabs will display a close icon.
- **Source Tab**—The page from where the dynamic tab was launched.

If your EPM Cloud environment includes tabs from another EPM Cloud environment, dynamic tabs are supported for those cross-environment tabs.

Considerations When Using Dynamic Tabs

- You must be using the Redwood theme to use dynamic tabs. If you're using a theme other than Redwood for your business process, dynamic tabs are not available.
You can open up to 25 tabs on a page. If you attempt to open more than 25 tabs, you will see a message prompting you to close a few tabs before opening new ones.

Long artifact names will appear truncated on tabs.

**Working with Dynamic Tabs**

Source and dynamic tabs display at the bottom of the page on which you're working. When you launch a new dynamic tab from an existing tab or listing page, the new tab is added to the right of the existing tab and the focus will move to the newly launched tab.

Dynamic tabs are preserved for the current session only. The last tab displayed is retained the next time you access the page within the same session. If you log out and then log back in, if you reload a navigation flow, or if you switch to another navigation flow, dynamic tabs will not be retained. If there is any unsaved data, you will be prompted to save it before you're able to proceed.

Each new action you perform opens a new dynamic tab. Say, for example, you perform a drill through on Form1 and then perform a drill through on Form2, this will open two dynamic tabs. If you perform another drill through on Form1, the action will relaunch the previously opened tab.

Artifacts that were launched in dynamic tabs will also be listed in your recent history on the Announcements Panel. Dynamic tabs can also be added to Favorites in the Announcements Panel.

Dynamic tabs display a close icon. If there is any unsaved data on a tab, you will be prompted to save it before closing the tab. After a tab is closed the focus will move to the tab that is to the left of the closed tab. If you are closing a tab that is not in focus, the focus remains on the tab that is currently in view. To close all dynamic tabs, right-click any horizontal tab displayed at the bottom of the page and click Close All Tabs.

**Videos**

<table>
<thead>
<tr>
<th>Your Goal</th>
<th>Watch This Video</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learn how to navigate with dynamic tabs to multi-task with different artifacts. With dynamic tabs, you can open related artifacts while keeping the original artifacts open.</td>
<td>Navigating with Dynamic Tabs</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**.
Using Ad Hoc for Data Entry and Analysis

With ad hoc grids, you can personalize focused data slices that you frequently use. For example, you can work with data for a specific set of products.

Ad hoc grids are used to analyze data from a data source. An ad hoc query is a request to the database server to search its data for specific information or results. Ad hoc queries enable you to view data for specific dimensions from the data source without writing spreadsheet functions.

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 Financial Consolidation and Close.
• Save the data in an ad hoc grid as a report and view it in Financial Consolidation and Close and Smart View.

Get Started Performing Ad Hoc

In ad hoc grids, you can manipulate and analyze data in many ways. You can focus the data and analyze it from various angles.

Table 4-1  Actions You Can Take with Ad Hoc Grids

<table>
<thead>
<tr>
<th>Your Goal</th>
<th>Learn More</th>
</tr>
</thead>
<tbody>
<tr>
<td>Get started with ad hoc</td>
<td>See Creating an Ad Hoc Grid.</td>
</tr>
<tr>
<td>Design the grid for ad hoc</td>
<td>See Designing Ad Hoc Grids.</td>
</tr>
<tr>
<td>Look at the data from various angles (slice and dice)</td>
<td>Use Pivot to refine your analysis by moving dimensions to the POV, column, or row. See Pivoting Dimensions.</td>
</tr>
<tr>
<td>Quickly move around an ad hoc grid and enter data using shortcut keys</td>
<td>Ad Hoc Grid Keyboard Shortcuts and Quick Data Entry Commands.</td>
</tr>
<tr>
<td>Further focus the data</td>
<td>• Use <strong>Keep Selected</strong> and <strong>Remove Selected</strong> to customize your grid.</td>
</tr>
<tr>
<td></td>
<td>• Use <strong>Zoom In</strong> to view the next level of detail in a dimension or <strong>Zoom Out</strong> to a summary level.</td>
</tr>
<tr>
<td>Work with different data</td>
<td>Select different members using the versatile <strong>Member Selector</strong>. For example, you can select members based on their attributes, children, level, or branch. See <strong>Options for Selecting Members</strong>.</td>
</tr>
<tr>
<td>View source details associated with the underlying data</td>
<td>Drill through to Data Management. See <strong>Administering and Working with Oracle Enterprise Data Management Cloud</strong>.</td>
</tr>
</tbody>
</table>
Creating an Ad Hoc Grid

You can create an ad hoc grid to slice and dice data in several ways.

Note:

To be able to create an ad hoc grid, your administrator must give you the Ad Hoc Grid Creator role. If you don't have this role, you can work only with existing ad hoc grids.

To create an ad hoc grid from scratch:

1. Click Data on the Home page.
2. Click Create, then Ad Hoc Grid, and then select a Cube.
   By default, Account and Entity are on the row, and Years and Period are on the column. The other dimensions are on the POV (Point of View) above the grid. Select the members you want to work with in the ad hoc grid.

Note:

If its cube is aggregate storage and has no Year dimension, then only the Period dimension is on the column.

3. Alternatively, you can perform ad hoc analysis on existing forms with these options:

Table 4-1  (Cont.) Actions You Can Take with Ad Hoc Grids

<table>
<thead>
<tr>
<th>Your Goal</th>
<th>Learn More</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change a value by a specific amount</td>
<td>Use Adjust. See Adjusting Values.</td>
</tr>
<tr>
<td>Build logic into a data value</td>
<td>Use Line Item Details. See About Using Line</td>
</tr>
<tr>
<td></td>
<td>Item Details.</td>
</tr>
<tr>
<td>Explain assumptions behind data</td>
<td>Add a comment or attach an external file. See</td>
</tr>
<tr>
<td></td>
<td>Adding Comments and Attachments.</td>
</tr>
<tr>
<td>Control the display and behavior of ad hoc grids</td>
<td>Click Property Panel, then Adhoc Options tab</td>
</tr>
<tr>
<td></td>
<td>to manage the display and behavior of ad hoc</td>
</tr>
<tr>
<td></td>
<td>grids.</td>
</tr>
<tr>
<td>Perform free form ad hoc</td>
<td>Type member names into a blank grid and</td>
</tr>
<tr>
<td></td>
<td>retrieve values.</td>
</tr>
<tr>
<td>Run business rules after performing ad hoc data</td>
<td>Click Rules to search for and launch business</td>
</tr>
<tr>
<td></td>
<td>rules. See Applying Rules to Ad Hoc Grids.</td>
</tr>
<tr>
<td>Switch to Oracle Smart View for Office</td>
<td>Click Global Actions</td>
</tr>
</tbody>
</table>

***

to the left of the Submit button, and then Open in Smart View. See Oracle Smart View for Office User's Guide.
• To create an ad hoc grid when you have a form open, click **Actions**, and then **Analyze**. Ad hoc functionality is now available, and your initial grid is based on the form’s layout.

• To perform ad hoc analysis on a cell within a form, with the form open, right-click the cell you want to analyze, and then select **Analyze on Cell**.

4. Save the ad hoc grid by selecting **Save Grid Definition**. See **Submitting Ad Hoc Data and Saving the Grid Definition**.

 Tip:
To see high-level information about the grid, click **Property Panel**. On the **General** tab, you can set how to display member names and select an alias table.

## Submitting Ad Hoc Data and Saving the Grid Definition

You can update data in the cube by submitting changed data from ad hoc grids.

 Tip:
To see high-level information about the grid, click **Property Panel**. On the **General** tab, you can set how to display member names and select an alias table.

### Submitting Ad Hoc Data Options

Submit data options include:

- **Submit Data Only**—Submits the data for the cells you have explicitly modified (made dirty) but not the grid design.

- **Submit Data Without Refresh**—Submits all data cells that you have explicitly modified (made dirty) and those that were not modified. All data cells are marked dirty and submitted. After the submit operation is completed, the entire grid will be refreshed.

- **Submit Data Range**—Submits only the cell data from selected cells. If there are dirty cells on the grid outside the range of selected cells, the modified values are not submitted and those cells will revert back to the value that was last stored.

**Save Grid Definition** saves the ad hoc grid.

## Accessing an Ad Hoc Grid

Open an ad hoc grid to personalize your view of and analyze data in a form.

You can access ad hoc from a stand-alone form or from a form within a dashboard. If you're using the Redwood Experience, ad hoc opened from a dashboard or a form opens in a dynamic tab.

To access a saved ad hoc grid:
1. Click **Data** on the Home page.

   Ad hoc grids on the **Data Entry** listing page display the ad hoc grid icon 📊.

2. Click the name of the ad hoc grid.

   To perform ad hoc on a stand-alone form, open the form, click **Actions**, and then **Analyze**.

   To perform ad hoc on a form within a dashboard, maximize the dashboard form so that it fills the workspace, click **Actions**, and then **Analyze**, or if you're using the Redwood Experience, you can right-click the cell you want to analyze, and then select **Analyze on Cell**.

   If you're using the Redwood Experience, you can perform ad hoc on a cell within a form on a dashboard. Right-click the cell you want to analyze, and then select **Analyze on Cell** to open ad hoc in a dynamic tab.

## Designing Ad Hoc Grids

Customize your ad hoc grids so that you can quickly get to the relevant data.

Easy-to-use features enable you to design and refine your focused data slices.

### Table 4-2    Customize You Ad Hoc Grid with These Features

<table>
<thead>
<tr>
<th>Your Goal</th>
<th>See this Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refining the data to work with</td>
<td>Selecting Members in Ad Hoc Grids</td>
</tr>
<tr>
<td>Moving dimensions from one axis to another</td>
<td>Pivoting Dimensions</td>
</tr>
<tr>
<td>Setting options such as how member hierarchy levels are indented</td>
<td>Setting Properties for Ad Hoc Grids</td>
</tr>
<tr>
<td>Defining logic to calculate cell data</td>
<td>About Using Line Item Details</td>
</tr>
</tbody>
</table>

## Selecting Members in Ad Hoc Grids

As you analyze data, you want to nimbly manipulate the data you're working with. Selecting members for the POV, rows, and columns enables you to quickly set up and change the data you're analyzing.

A versatile Member Selector enables you to set the user variables, substitution variables, and attributes in the ad hoc grid's definition.

You can select members in several ways:

- Click a row or column header, and then on the toolbar, click 📊.

- In the far upper right of the page, click **Global Menu Link**, and then click **Member Selector**.
• Put your cursor on a dimension in the POV, click the Down Arrow, and then either select members from the list or click Member Selector. You can also use type ahead in the POV to find a member or click the magnifying glass to search for a member.

• Click a row or column header, right-click, and then Select Members.

• Expand a dimension to include its descendants in the ad hoc grid by double-clicking the dimension.

Read the next topics to learn more about selecting members. When you've selected members, click to update the data that reflects the selected members.

Tip:
You can also rearrange dimensions by clicking the column or row header and then selecting Move. Then click Up, Down, Left, or Right, as applicable.

Options for Selecting Members

First, open the Select Members page as described in Options for Selecting Members. Then refine your member selection:
Some basics:

- You can select and deselect members by clicking their names. A checkmark indicates the members that are selected.
- You can select multiple members for an action, one dimension at a time.
- You can switch to single-column view by clicking . To switch back to the multi-column view, click .

To find a specific member in the list, enter a member name in the Search Entity field, and then click again. To further refine your search, click : select Add Filter, and then select a filter. (Filter options may vary by context.)

### Table 4-3 Filter Options for Ad Hoc Search

<table>
<thead>
<tr>
<th>Filter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Keep Only by Functions</strong></td>
<td>Display the relationship options, where you select members by relationship to the selected member. For a list of relationships and descriptions, see the Keep Only By Functions Filter Options table below.</td>
</tr>
<tr>
<td><strong>Filter by Attribute</strong></td>
<td>Display the Keep Only by Attributes dialog box, where you select an attribute, operator, and variable value for the selected member.</td>
</tr>
<tr>
<td><strong>Filter by Level</strong></td>
<td>Display the Filter By Level dialog box, where you enter a level in the hierarchy of members.</td>
</tr>
<tr>
<td><strong>Filter by Generation</strong></td>
<td>Display the Filter By Generation dialog box, where you enter a generation in the hierarchy of members.</td>
</tr>
</tbody>
</table>

### Table 4-4 Keep Only By Functions Filter Options

<table>
<thead>
<tr>
<th>Relationship</th>
<th>Members Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member</td>
<td>The selected member</td>
</tr>
<tr>
<td>Ancestors</td>
<td>All members above the selected member, excluding the selected member</td>
</tr>
<tr>
<td>Children</td>
<td>All members in the level immediately below the selected member</td>
</tr>
<tr>
<td>Descendants</td>
<td>All descendants of the selected member, excluding the selected member</td>
</tr>
</tbody>
</table>
Table 4-4  (Cont.) Keep Only By Functions Filter Options

<table>
<thead>
<tr>
<th>Relationship</th>
<th>Members Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>Siblings</td>
<td>All members from the same level in the hierarchy as the selected member, excluding the selected member</td>
</tr>
<tr>
<td>Parents</td>
<td>The member in the level above the selected member</td>
</tr>
<tr>
<td>Level 0 Descendants</td>
<td>All descendants of the selected member that have no children</td>
</tr>
<tr>
<td>Left Siblings</td>
<td>The members that appear before the selected member with the same parent</td>
</tr>
<tr>
<td>Right Siblings</td>
<td>The members that appear after the selected member with the same parent</td>
</tr>
<tr>
<td>Previous Sibling</td>
<td>The member that appears immediately before the selected member with the same parent</td>
</tr>
<tr>
<td>Next Sibling</td>
<td>The member that appears immediately after the selected member with the same parent</td>
</tr>
<tr>
<td>Previous Level 0 Member</td>
<td>The previous level zero member that appears before the selected member</td>
</tr>
<tr>
<td>Next Level 0 Member</td>
<td>The next level zero member that appears after the selected member</td>
</tr>
<tr>
<td>Previous Generation Member</td>
<td>The member that appears immediately before the selected member within the same generation</td>
</tr>
<tr>
<td>Next Generation Member</td>
<td>The member that appears immediately after the selected member within the same generation</td>
</tr>
</tbody>
</table>

**Tip:**
You can sort and filter column members by hovering in a column header and then clicking.

. See Filtering Column Members.
Filtering Column Members

Robust filter options enable you to control the display of column members in the ad hoc grid. Hover over the column name, and click the funnel to the right of the column name. Then select an action:

![Filter Options]

**Sort** options enable you to sort by ascending or descending order and ignore the member hierarchy. **Filter By** options enable you to filter by **Condition** (such as Greater Than or Less Than) or by a **Value**. To remove sort and filter options, click .

Pivoting Dimensions

Pivoting a dimension changes the orientation of data on the grid so you can view data from another angle, or slice and dice information.

You pivot a dimension by dragging it from one axis to another.

For example, you can:

- Drag a dimension from a row to a column or from a column to a row.
- Drag a dimension between the POV and a row or column.
- Reorder members by dragging them on the same axis.
- Drag dimensions to and from the **Layout** tab on the **Property Panel**.
A single dimension must exist on the row and column axis. And you can't pivot the last remaining dimension in a row or column.

**Setting Properties for Ad Hoc Grids**

Control the display and behavior of ad hoc grids by setting your preferences using the **Property Panel**.

**Setting General Ad Hoc Properties**

To set general ad hoc options:

1. In an ad hoc grid, click the **Property Panel** icon, and then **General**.
2. Under **Grid**, set these options:
   - **Name**
   - **Description**
   - **Cube**
   - For **Display Member Label**, choose from the following options:
– Distinct Member Name Only
– Member Name Or Alias

• Alias Table

Setting Ad Hoc User Options

To set ad hoc user options:

1. In an ad hoc grid, click the Property Panel icon, and then Adhoc Options.

2. Under Grid, set how members are displayed:
   • Member inclusion:
     – Include Selection—Select Yes 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, and Mar.
     – Within Selected Group—Select Yes 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—Get data for the children of the selected members.
     – All Levels—Get data for all descendants of the selected members.
     – Bottom Level—Get data for the lowest level of members in a dimension.

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

   • Indentation—Set how member hierarchy levels are indented:
     – None—Do not indent members.
     – Subitems—Indent descendants. Ancestors are left-justified in the column.
     – Totals—Indent ancestors. Descendants are left-justified in the column.

   Navigate without refreshing data—Selecting No improves performance as you navigate around the grid, for example pivoting and zooming. Just click Refresh when you want to update the data. (If you select Yes for this option, data is refreshed as you work in ad hoc.)

3. 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 zero values.

   • Zero Values:
     – None—Select to display rows and columns that contain only zeros.
     – Row—Select to hide rows containing only zeros.
     – Column—Select to hide columns containing only zeros.
– **Row and Column**—Select to hide rows and columns containing only zeros.
• **Repeated Members**—Select **Yes** to hide rows that contain repeated member names, regardless of the grid orientation.
• **Missing Data**—Select to hide rows or columns with zeros or that have no data:
  – **None**—Display rows and columns with zeros or that have no data.
  – **Row**—Hide rows with zeros or that have no data.
  – **Column**—Hide columns with zeros or that have no data.
  – **Row & Column**—Hide rows and columns with zeros or that have no data.
• **Missing Blocks on Rows**—Select **Yes** to hide blocks of cells in rows that have no data.
• **No Access**—Select to hide rows or columns that you don't have access to:
  – **None**—Display rows and columns that you don't have access to.
  – **Row**—Hide rows that you don't have access to.
  – **Column**—Hide columns that you don't have access to.
  – **Row & Column**—Hide rows and 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.

4. Under **Precision Values**, 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". If you select a **Maximum** precision of "3 " and the cell value is 100.12345, the value displays as "100.123". Select **Use Currency member precision** to apply the precision setting of the Currency member.

5. Under **Replacement**, set labels to display for cells that are missing data, cells that you don't have access permission to view, or cells 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 to.
  • **Submit Zeros**—Select **Yes** 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.

6. Click **Refresh**.

**Setting Layout Options**

You can use the layout tab to remove attributes that are used within the ad hoc grid. This is the only place where attributes can be removed from the grid.

To set layout options for ad hoc grids:
1. In an ad hoc grid, click the **Property Panel** icon, and then **Layout**.

2. See **Pivoting Dimensions**.

### Ad Hoc Grid Keyboard Shortcuts and Quick Data Entry Commands

#### Keyboard Shortcuts

You can quickly move around an ad hoc grid with these shortcut keys:

<table>
<thead>
<tr>
<th>Key or Key Combination</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tab</td>
<td>Moves to the next cell in the row. When focus is on the last cell of a row, Tab moves to the first cell of the next row.</td>
</tr>
<tr>
<td>Shift+Tab</td>
<td>Moves to the previous cell in the row. When focus is on the first cell of a row, Shift+Tab moves to the last cell of the previous row.</td>
</tr>
<tr>
<td>Up Arrow, Down Arrow</td>
<td>Moves up or down within the same column to the previous or next row.</td>
</tr>
<tr>
<td>Right Arrow, Left Arrow</td>
<td>Moves to the next cell or previous cell in the row.</td>
</tr>
<tr>
<td>Ctrl+Home</td>
<td>Moves to the first cell in the grid.</td>
</tr>
<tr>
<td>Shift+End</td>
<td>Moves to the last cell of the first row of the grid.</td>
</tr>
<tr>
<td>Ctrl+End</td>
<td>Moves to the last cell in the grid.</td>
</tr>
<tr>
<td>Ctrl+Right Arrow</td>
<td>Moves to the last cell in the current row.</td>
</tr>
<tr>
<td>Ctrl+Left Arrow</td>
<td>Moves to the first cell in the current row.</td>
</tr>
<tr>
<td>Shift+Space</td>
<td>Selects the row.</td>
</tr>
<tr>
<td>Ctrl+Space</td>
<td>Selects the column.</td>
</tr>
<tr>
<td>Ctrl+Up Arrow</td>
<td>Moves to the top row of the column.</td>
</tr>
<tr>
<td>Ctrl+Down Arrow</td>
<td>Moves to the bottom row of the column.</td>
</tr>
<tr>
<td>Ctrl+Shift+Up Arrow</td>
<td>Selects the cells in the column starting from the current cell to the top row of the column.</td>
</tr>
<tr>
<td>Ctrl+Shift+Down Arrow</td>
<td>Selects the cells in the column starting from the current cell to the bottom row of the column.</td>
</tr>
<tr>
<td>Shift+Left Arrow</td>
<td>Selects a cell to the left of the current cell in the row each time Left Arrow is pressed until it reaches the start of the row.</td>
</tr>
<tr>
<td>Shift+Right Arrow</td>
<td>Selects a cell to the right of the current cell in the row each time Right Arrow is pressed until it reaches the end of the row.</td>
</tr>
<tr>
<td>Shift+Up Arrow</td>
<td>Selects a cell above the current cell in the column each time Up Arrow is pressed until it reaches the top of the column.</td>
</tr>
<tr>
<td>Shift+Down Arrow</td>
<td>Selects a cell below the current cell in the column each time Down Arrow is pressed until it reaches the bottom of the column.</td>
</tr>
</tbody>
</table>
Key or Key Combination | Result
--- | ---
Shift+Click | Selects multiple cells by holding the Shift key and then using the mouse to select cells from different columns or rows in the grid.

Commands for Quickly Entering Data

You can use these shortcuts to quickly enter data in ad hoc grids. Enter the keys or symbols, and then press Enter or Tab.

<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>/</td>
<td>Divides the cell value by a number.</td>
<td>If the cell value is 100, entering /2 after 100 results in 50.</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>Multiplies the cell value by the percentage 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 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 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>

Applying Rules to Ad Hoc Grids

After you submit new or changed data, you can run business rules that will calculate the data.

To apply a rule:

1. Open an ad hoc grid.
2. Click **Rules**
3. If presented with a runtime prompt, enter or select the required information, and then click **Launch**.
If the rule runs successfully, a message displays and data is updated.

Adding Comments and Attachments

To explain data or provide background, you can add comments and attachments to a cell.

Valid attachment file types are as follows:

- **Image types permitted:** .jpg, .gif, .png, .7z
- **Non-image file types permitted:** .csv, .xls, .xlsx, .txt, .zip, .jlf, .doc, .docx, .ppt, .pptx, .rtf, .pdf, .gdoc, .gsheet, .gslides, .msg

To add a comment or attachment:

1. Click in a cell, then select .
2. Enter your comment. To attach a file, click and browse to the file.
3. Click **Post**. A blue triangle in the upper right of the cell indicates it has a comment or attachment. To read a comment or view an attachment, perform Step 1.

Adjusting Values

You can quickly adjust cell values in an ad hoc grid.

To adjust a cell's value:

1. Click in the cell.
2. Click **Adjust** .
3. In **Adjust By**, enter a positive, negative, or percentage value, and then click **OK**.

About Using Line Item Details

To build logic into how a cell value is calculated, you can use the application's built-in calculator, called Line Item Details.

Line Item Details enables you to develop a cell value and save your assumptions behind the value. For example, you can add Line Item Details for Pens: ballpoint, fountain, marker, and so on. The Pen member can then display the total for all pen types. Or say you want to plan for—using your own logic—the travel expenses for an upcoming quarter. This example shows how you could use line item details to plan travel expenses. The details are displayed below the grid:
To create line item details, click a row header, then click

. Click the Down Arrow in the top middle of the Line Item Details grid to collapse it.

About Line Item Details:

• You can include text, numbers, and operators that define how data is calculated.
• Hover over a cell to see if it has Line Item Details.
• Line Item Details don't add members to the ad hoc grid or change its organization.
• You must have write permission to cells that you create Line Item Details for.
• To protect the Line Item Details, the aggregate values in cells having Line Item Details are read-only.
• You can add Line Item Details only to base time periods (level-0 members). You can't add Line Item Details to Summary Time Periods, such as Quarters.
• Number and precision formatting is not reflected in the Line Item Details window.
• The sequence of operators follows the same logic as is used to process multiple operators in a complex calculation. See Order of Line Item Details.

Adding Line Item Details

Use Line Item Details to set how detail items aggregate to cell values.

For an introduction, see About Using Line Item Details.

To work with Line Item Details:

1. Click a row header, and then click

   .

   A new grid displays below the ad hoc grid. In this grid, add rows that reflect the structure you want.

   For example, click

   , and then click Add Child to add a row directly below the selected row. See Working with the Structure of Line Item Details.
3. In the text box, you can enter a description of up to 1,500 characters.

4. Click the default plus sign by each row, and then select the operator to set the mathematical relationships among the rows. Select from these operators:

- Approx
- Add
- Subtract
- Multiply
- Divide

5. When you’re created the Line Item Details structure, enter data to set or calculate. Enter numbers using the same scaling that was set up for the form. You can copy and paste data into Line Item Details.

6. Click Apply.

Values are dynamically calculated and aggregated before the data is saved.

For more information, see Working with the Structure of Line Item Details.

Working with the Structure of Line Item Details

Learn how to work with the elements in Line Item Details.

To create or change the structure of Line Item Details:

1. Select the row that you want to add Line Item Details to, then click

2. Click

and then click Add Child and name it by clicking on Untitled.

3. Add rows that reflect the structure you want. For example, click Add Sibling or Duplicate. Use these options from the toolbar above the Line Item Details grid:

Table 4-5 Options for Line Item Details

<table>
<thead>
<tr>
<th>Option</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>Refreshes the Line Item Details grid. Click Yes to discard unsaved data, otherwise click No.</td>
</tr>
<tr>
<td>+</td>
<td>Adds a child or sibling one level below the selected cell. You can add unlimited children, but consider the potential performance impact.</td>
</tr>
</tbody>
</table>
Table 4-5  (Cont.) Options for Line Item Details

<table>
<thead>
<tr>
<th>Option</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Moves the selected row to the next-higher level.</td>
</tr>
<tr>
<td></td>
<td>Moves the selected row to the next-lower level.</td>
</tr>
<tr>
<td></td>
<td>Moves the selected row before its sibling predecessor.</td>
</tr>
<tr>
<td></td>
<td>Moves the selected row after its sibling successor.</td>
</tr>
</tbody>
</table>
|        | Enables you to select a delete action:  
|        | • Delete Row removes the selected row.  
|        | • Delete All Rows removes all rows. |

4. Click Apply.

Order of Line Item Details

The order of Line Item Details affects the resulting value that is saved.

Understanding the calculation order helps you correctly enter Line Item Details. Line Item Details leverage the calculation order of + (addition), - (subtraction), * (multiplication), and / (division). A simple Unit times Rates example demonstrates how to correctly enter Line Item Details.

See Incorrectly Entering Line Item Details and Correctly Entering Line Item Details.

Incorrectly Entering Line Item Details

This example shows the order of rows in Line Item Details that generate incorrect data.

Because Rate in the following table is set to the unary operator +, the calculation order first adds the Rate and then multiplies by the Unit, resulting in incorrect data for Feb and Mar.

<table>
<thead>
<tr>
<th></th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate +</td>
<td>250</td>
<td>250</td>
<td>250</td>
</tr>
<tr>
<td>Unit *</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>2500</td>
<td>250</td>
<td>250</td>
</tr>
</tbody>
</table>

Correctly Entering Line Item Details

This example shows the order of Line Item Details generating correct values.

The following table shows the correct order of the Units times Rates calculation, resulting in correct values.
When you add Line Item Details, verify the order of the rows to ensure that correct values are calculated and saved.

### Totaling When Line Item Details Cells are Blank

If a cell in Line Item Details is blank, it is ignored when values are aggregated (instead of assuming that a blank cell means zero).

For example, you might define Line Item Details to calculate the daily rate of hiring an instructor ($250) times the number of days per month for which you plan to hire an instructor (4 in January, but none in February). The Instructor total for Feb is 250, even though you don't intend to hire an instructor in Feb:

<table>
<thead>
<tr>
<th></th>
<th>Jan</th>
<th>Feb</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor</td>
<td>1000</td>
<td>250</td>
</tr>
<tr>
<td>Rate</td>
<td>250</td>
<td>250</td>
</tr>
<tr>
<td>Days</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

To correctly total values that are aggregated by the * multiplier when some cells are blank, you can leave the Rate cell blank, or enter a zero in the Days cell, instead of leaving it blank:

<table>
<thead>
<tr>
<th></th>
<th>Jan</th>
<th>Feb</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor</td>
<td>1000</td>
<td>0</td>
</tr>
<tr>
<td>Rate</td>
<td>250</td>
<td>250</td>
</tr>
<tr>
<td>Days</td>
<td>4</td>
<td>0</td>
</tr>
</tbody>
</table>

This causes the rate (250) to be multiplied by 0 (zero), resulting in a value of zero for Feb.
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.

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.
Note:

Using the Navigation Flow designer, your administrator can define up to seven infolet dots on the Home page. If your administrator can create connections to other EPM Cloud subscriptions, infolets can link to infolet pages in other EPM Cloud subscriptions.

About Infolet Views

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

![YoY % Change](image)

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](image)

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 Consolidation Journals

Related Topics

- About Consolidation Journals
- Viewing Consolidation Journals
- Consolidation Journal Security Roles
- Managing Consolidation Journal Templates
- Creating Consolidation Journal Templates
- Editing Consolidation Journal Templates
- Importing Journal Templates
- Exporting Journal Templates
- Deleting Consolidation Journal Templates
- Creating Consolidation Journal Files
- Importing Consolidation Journals
- Exporting Consolidation Journals
- Creating Consolidation Journals
- Periodic, Year-to-Date, and Journal-to-Date Consolidation Journal Entries
- Creating Consolidation Auto-reversing Journals
- Scanning Consolidation Journals
- Consolidation Journal Status
- Editing Consolidation Journals
- Consolidation Journal Approval Workflow
- Submitting Consolidation Journals for Approval
- Approving Journals
- Rejecting Consolidation Journals
- Processing Consolidation Journals without an Approval Workflow
- Posting Consolidation Journals
- Unposting Consolidation Journals
- Copying Consolidation Journals
- Viewing Consolidation Journal History
- Deleting Consolidation Journals
About Consolidation Journals

During a financial period, you may need to adjust data after it is entered or loaded into base-level entities. Consolidation 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 Consolidation Journals feature is only available if it was enabled during application configuration. An administrator can optionally enable a workflow for Consolidation 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 Consolidation Journals

The Consolidation Journals list displays the journal autonumber, label, description, journal type, status, Data Source member, currency, 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, Description, Group, Entity, User, Status, Data Source member, or Currency. 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 **Consolidation Journals**.
2. From the Point of View, select **Consolidation**, **Scenario**, **Year**, **Period**, and **View** members.

To select journal columns to display on the list:

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

### Consolidation Journal Security Roles

#### Viewing Journals

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

#### Performing Journal Actions

- 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.
- To be able to perform Submit, Post and Unpost actions, a user must have Write access to the DataSource member, in addition to the other members used in Journals.
- To be able to perform Approve and Reject actions, a user must have Read or Write access on Data source dimension members used in Journals, in addition to all dimension members used in Journals.
- Anyone with the User role (or above) who has at least Read access to the entity can approve journals. They do not need Write access to the entity, or any access to the parent entity to approve a journal.

#### Security Administrators and Journals

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 Consolidation Journal Templates

You can create a Consolidation 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 Consolidation 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, description, template type, journal type, Data Source member, currency, and group. 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, Description, Entity, Template Type, Journal Type, Data Source member, Currency, 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 Consolidation 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 Consolidation Journal Templates

Any user with the User role and above can create and manage Consolidation 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.

Watch the following video about creating journal templates:

Creating Journal Templates

To create a journal template:

1. On the Home page, click **Consolidation 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: . + - */ # {} ; , @, or quotation marks.
5. **Optional**: Enter a template description.
6. From **Journal Type**, select **Standard** or **Recurring**.
7. From **Data Source**, select a Data Source member.
   
The Currency information is populated from the Source Currency type that you specified when creating the Data Source member and is read-only.
8. From **Template Type**, select **Standard** or **Recurring**.
9. **Optional**: From **Group**, select a journal group to assign to the template.
10. To create a journal entry, click the **Create** button above the Debit and Credit columns.
11. 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.
12. **Optional:** To delete one or more template entries, select the row and from **Actions**, click **Delete**.

13. Enter the adjustment amounts in the **Debit** or **Credit** columns.

14. **Optional:** To scan the template and verify that journal entries are valid, from **Actions**, click **Scan**.

15. **Optional:** To print the template details page, from **Actions**, click **Print**, and then print the page from your browser printing functionality.

16. Click **Save** to save the template.

17. **Optional:** From the main Templates page, click **Refresh** to refresh the template list and display the new template.

---

**Editing Consolidation Journal Templates**

You can edit a Consolidation 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 **Consolidation 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:**
To export journal templates:

1. On the Home page, click **Journals**.
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. **Optional**: To filter templates by **Data Source**, select a Data Source member.
10. **Optional**: To filter templates by **Currency**, select a Currency, or select **All**.
11. If the selected location is **Local**:
    a. Click **Export**.
    b. Select the location to save the file and then click **OK**.
12. 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**.
13. You can view the export status in the Jobs console. On the Home page, click **Application**, and then click **Jobs**.
Deleting Consolidation Journal Templates

You can delete Consolidation 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 Consolidation 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 Consolidation Journal Files

You use Consolidation 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 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 Financial Consolidation and Close version that you used to extract journals. The version number is automatically generated when you extract journals.

Example: !Version = 19.05

Journal Group Section

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

For example, this example defines two journal groups:

!GROUP=Allocations,Allocations Journals Group !GROUP=Tax,Tax Journals Group

Dimension Order Section

The Dimension Order 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.
Example: DIMENSION_ORDER=Entity,Account,Intercompany,Movement,Multi-GAAP,Product

POV Section
!POV=<scenario>,<year>,<period>,<Consolidation dimension member>

<scenario> = any valid scenario in the app
<year> = any valid year in the app
<period> = any valid period in the app
<Consolidation dimension member> = any valid input consolidation dimension member in the app. Currently limited to "FCCS_Entity Input", "FCCS_Translated Currency Input", "FCCS_Parent Input", "FCCS_Contribution Input"

Journal Section
!JOURNAL=<journal name>,<journal group>,<journal status>,<journal type>,<Data Source dimension member>,<journal view>

<journal name> = text up to 20 characters
<journal group> = optional text up to 30 characters, must be created in advance if used but can be imported in the same file as the journal that uses it*
<journal status> = W (working), P (posted)
<journal type> = R (regular), A (accrual), L (accrual reversal)
<Data Source dimension member> = any valid journal Data Source member in the application (default is "Journal Input")
<journal view> = PER (periodic and the default), YTD (year-to-date), JTD (journal-to-date)

*the following header line(s) can precede the journal headers
!GROUP = <group name>,<group description>

Example
Following is an example of the .jlf file required for two journals to be posted to the "FCCS_Translated Currency Input" Consolidation dimension member and the "DS_Jnl_EUR" Data Source member:

!VERSION=1
!GROUP=YTD Grp,YTD Grp Description
!GROUP=Periodic Grp,Periodic Grp Description
!DIMENSION_ORDER=Entity,Account,Intercompany,Movement,Multi-GAAP,Product
!POV=Actual,FY20,Jan,FCCS_Translated Currency Input
!JOURNAL=TCI Jnl,YTD Grp,W,R,DS_Jnl_EUR,PER
!DESC=Jnl description
LE-0011-EUR,[Cash Overdraft Parent].[Cash],FCCS_No Intercompany,FCCS_Mvmts_Cash,FCCS_Local GAAP,[Product].[No Product],D,100.00,
LE-0011-EUR,[FCCS_Cash And Cash Equivalents].[Bank1],FCCS_No Intercompany,FCCS_Mvmts_Cash,FCCS_Local GAAP,[Product].[No Product],C,100.00

History Section

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

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

Note:

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

Importing Consolidation Journals

You can import Consolidation 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 Consolidation 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>Table 6-1 Importing Journals Actions with Workflow Disabled</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Import Journal Status</strong></td>
</tr>
<tr>
<td>Working</td>
</tr>
<tr>
<td>Working</td>
</tr>
<tr>
<td>Working</td>
</tr>
<tr>
<td>Posted</td>
</tr>
<tr>
<td>Posted</td>
</tr>
<tr>
<td>Posted</td>
</tr>
</tbody>
</table>

To import journals:

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

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### Exporting Consolidation Journals

You can export Consolidation 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 Consolidation, Scenario, Year, Period, Entity, and View dimension members for the journal export. 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 Consolidation journals:

1. On the Home page, click **Consolidation Journals**, then click **Manage Journals**.
2. From the POV, select the Consolidation, Scenario, Year, Period, and View members 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. **Optional**: To filter journals by **Data Source**, select a Data Source member.

9. **Optional**: To filter journals by **Currency**, select a Currency, or select **All**.

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

11. 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**.

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

---

**Creating Consolidation Journals**

You use Consolidation 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.

During application creation, the system creates the FCCS_Journal Input seeded member as a level 0 descendant under FCCS_TotalInputAndAdjusted in the DataSource dimension. It is automatically assigned Journal as the Source Data Type attribute and Entity Currency as the Source Currency attribute.

You can create journals using the Entity Currency of the Currency dimension as well as Input Currencies for both Entity Input and Translated Currency Input.

If you want to create journals that use Input Currencies, you must first create a custom Data Source member. The member must be a level 0 descendant of FCCS_TotalInputAndAdjusted. You then specify Journal as the Source Data attribute, and select an Input Currency for the Source Currency Type.
Note:

You must first set up currencies before you can create a custom Data Source member and assign a currency attribute. After you have created journals that use the new Data Source member, you cannot modify the currency assignment.

For Entity Input journals, either Entity Currency or an Input Currency can be used. You must select a matching Data Source member that was previously defined as either Entity Currency or one of the Input Currencies. If an Input Currency is used, the system reverse translates the currency into the Entity Currency and then processes the journal during the consolidation and translation process.

For Translated Currency Input journals, only Input Currencies can be used. You must select the matching Data Source member that was previously defined. The entered data is then copied to the relevant and matching Parent Currency or Reporting Currency members after translation / FX / CTA has been calculated.

You can select the FCCS_Translated Currency Input member when you create journals, journal templates, and journal reports, and export and import journals. To use the FCCS_Translation Currency Input member, you must enable the Translated Currency Input option during application creation.

You can create Periodic or Year-to-Date journals. See Periodic, Year-to-Date, and Journal-to-Date Consolidation Journal Entries.

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

Watch the following videos about creating journals:

- [Creating Journals](#)
- [Configuring Journal Input Currencies](#)

To create a journal:

1. On the Home page, click **Consolidation Journals**.
2. From the Point of View, select **Scenario**, **Year**, **Period**, and **Consolidation** members.

   From Consolidation, you can select **FCCS_Entity Input**, or **FCCS_Translated Currency Input**.

3. From **View**, select a View dimension member:
   - To create a Periodic journal, use the default **FCCS_Periodic** View member.
   - To create a Year-to-Date journal, select **FCCS_YTD_Input**.

4. 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.

5. For **Label**, enter a journal label.
The label can contain a maximum of 20 characters. Do not use these characters: . + - */ # { } ; , @, or quotation marks.

6. **Optional**: For **Description**, enter a journal description.

7. From **Journal Type**, select **Regular**.

8. **Optional**: From **Group**, select a group.

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

9. From **Data Source**, select a Data Source member.

   If you selected the “FCCS_Translated Currency Input” Consolidation member, only those data sources that have a currency type of an input currency and Source Data Type of Journal are available for selection.

   The **Currency** information is populated from the Source Currency type that you specified when creating the Data Source member and is read-only.

   The **Scenario**, **Year** and **Period** dimensions are populated from the POV selection in Manage Journals and are read-only.

10. If you selected **FCCS_YTD_Input** as the **View** member in the POV, from **Post As**, select an option to post the journal:

    - **Year-to-date**
    - **Journal-to-date**

    See *Periodic, Year-to-Date, and Journal-to-Date Consolidation Journal Entries*.

11. From the Journal Details page, click **Create**.

12. 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**.

13. 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.

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

15. Click **Save** to save the journal.
Periodic, Year-to-Date, and Journal-to-Date Consolidation Journal Entries

Periodic Journal Entries
When you select the View member FCCS_Periodic, when the Consolidation journal entries are posted, the data entered to the line detail is summarized and posted to the Consol cube based on the line detail POV. The data from one posted journal entry does not overwrite the data written from other posted journal entries.

Year-to-Date Journal Entries
When you select the View member FCCS_YTD_Input, you can enter a year-to-date amount in the line detail debit / credit fields. A Year-to-Date Consolidation journal entry must contain year-to-date entries on all detail lines.

When Year-to-Date journal entries are posted, the appropriate periodic impact on the POV across the entries is calculated and then accumulated with any accumulation from posted Periodic journal entries.

In the first period of any year, the year-to-date View data is the same as Periodic data.

In subsequent periods, the periodic calculated data posted to the Periodic View member for each unique POV equals the current period year-to-date entries accumulated across all Year-to-Date journal entries, minus the prior period year-to-date entries accumulated across all Year-to-Date journal entries.

Using a Flow account in a Year-to-Date journal will reverse the number in the next period. Balance accounts are not reversed.

A Year-to-Date journal must be balanced by Flow Accounts and Balance Accounts separately.

FCCS_ClosingBalance_Input is not a valid Movement member for Year-to-Date journals. FCCS_ClosingBalance_Input must be posted via a Periodic journal to the current period.

Journal-to-Date Journal Entries
When you select the View member FCCS_YTD_Input, you can specify that the journal entries should be posted as Journal-to-Date. A Journal-to-Date journal entry must contain journal-to-date entries on all detail lines.

A Journal-to-Date journal entry carries forward from period to period, from the first instance of the journal entry, including a carry-forward across any intervening year-ends. The only difference between a Journal-to-Date entry and a Year-to-Date entry is that in the first period of each year, the data from Journal-to-Date entries in the last period of the prior year are reversed. For Year-to-Date entries, there are no reversals in the first period of any year.

Using a Flow account in a Journal-to-Date journal will reverse the number in the next period. Balance accounts are not reversed.

A Journal-to-Date journal must be balanced by Flow Accounts and Balance Accounts separately.

FCCS_ClosingBalance_Input is not a valid Movement member for Journal-to-Date journals. FCCS_ClosingBalance_Input must be posted via a Periodic journal to the current period.

Posting and Unposting of Journal Entries
When a Journal Entry is posted, the periodic data generated by the entry is added to the POV for the accumulation of the POV in each journal entry. If multiple journal entries contribute to a single POV, the data for that POV is adjusted only by the amount contributed from the journal entry being posted or unposted. Journals accumulate and do not over-write data contributed by other posted journal entries. When a journal entry is unposted, the summarized line detail is removed from the previously posted values.

When a Year-to-Date or Journal-to-Date journal entry is posted, both the current period posting and following period reversal posting must be accumulated to the POV.  Similarly, when a Year-to-Date or Journal-to-Date journal entry is un-posted, both the current period and subsequent period data must be removed from the POV accumulated amounts.

Watch the following tutorial for more information on creating journal entries:

Creating Year-To-Date Journals in Financial Consolidation and Close

Creating Consolidation Auto-reversing Journals

You create Consolidation 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 6-2  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 6-3  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 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: . + - * / # { } ; , @, or quotation marks.

4. **Optional:** For **Description**, enter a journal description.
5. From **Journal Type**, select **Auto Reversing**.
6. **Optional:** From **Group**, select a group for the journal.

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

7. From **Data Source**, select a Data Source member.
   
   The **Currency** information is populated from the Source Currency type that you specified when creating the Data Source member and is read-only.

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 an adjustment in the **Debit** or **Credit** column.
10. **Optional:** Scan the journal and verify that the entries are valid. From **Actions**, click **Scan**.
11. To save the journal, click **Save**.

### Scanning Consolidation Journals

After you enter Consolidation 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 Consolidation Journals.
2. Create or open a journal.
3. From the Actions menu, click Scan.

Consolidation Journal Status

The Consolidation 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 6-4  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 Consolidation Journals

You can edit a Consolidation 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 **Consolidation 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.

Consolidation Journal Approval Workflow

During application creation, an administrator can enable a Consolidation Journal Workflow for creating, submitting and approving journals. When a journal is submitted, notifications are sent to all Power Users who have at least Read access to the entities in the journal and Write access to the parents.

**Note:**
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 (or above) and at least Read access to the entity. You do not need Write access to the entity, or any access to the parent entity to approve a journal.

<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>
</tbody>
</table>
Table 6-5  (Cont.) Consolidation 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>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>
<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>

Submitting Consolidation Journals for Approval

After creating Consolidation 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 **Consolidation 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.
   
   Note: You can load a maximum of three attachments per journal action. The maximum size limit per attachment is 2 GB.
   
   To delete an attachment, click **Delete (X)** next to the file name.
6. Click **Submit**.

### Approving Journals

After a journal is submitted, you can approve it for posting. You can approve it after it has been created and submitted, or approve it later by selecting it from the journals list.

After you approve a journal, the status changes to Approved and it cannot be edited.

To approve journals:

1. On the Home page, click **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.
   
   Note: You can load a maximum of three attachments per journal action. The maximum size limit per attachment is 2 GB.
   
   To delete an attachment, click **Delete (X)** next to the file name.
6. Click **Approve**.

### Rejecting Consolidation Journals

After a Consolidation 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.
To reject journals:

1. On the Home page, click **Consolidation 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.
   
   Note: You can load a maximum of three attachments per journal action. The maximum size limit per attachment is 2 GB.
   To delete an attachment, click **Delete** (X) next to the file name.
6. Click **Reject**.

### Processing Consolidation Journals without an Approval Workflow

When the Consolidation 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>
<thead>
<tr>
<th>Current Status</th>
<th>Action</th>
<th>Post-action Status</th>
<th>Description</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>
</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>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Security</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal user</td>
</tr>
</tbody>
</table>
Posting Consolidation Journals

You can post a Consolidation 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 at 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.

**Note:** If you do not have the proper access to a journal, when you try to post the journal, you may receive an error message that you are not authorized to perform this task. The common causes for this error are:

- The user does not have Administrator level access.
- The journal was submitted by one user and the posting was done by another user without the proper access.

When you post a journal, the system stores the adjustment value in the specified adjustment member for Data Source, View, and 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 Consolidation journals:

1. On the Home page, click **Consolidation 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.
   Note: You can load a maximum of three attachments per journal action. The maximum size limit per attachment is 2 GB.
   To delete an attachment, click **Delete** (X) next to the file name.
6. Click **Post**.
Unposting Consolidation Journals

You can unpost a Consolidation 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 **Consolidation 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.
   
   Note: You can load a maximum of three attachments per journal action. The maximum size limit per attachment is 2 GB.
   
   To delete an attachment, click **Delete** (X) next to the file name.
6. Click **Unpost**.

Copying Consolidation Journals

You can copy a Consolidation 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 Consolidation journals:
1. On the Home page, click **Consolidation 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 Consolidation Journal History

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

To view journal history:

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

You can delete unposted Consolidation 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:

1. On the Home page, click **Consolidation 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

These types of reports are available in Financial Consolidation and Close:

- Reports. See *Working with Reports for Oracle Enterprise Performance Management Cloud* and *Designing with Reports for Oracle Enterprise Performance Management Cloud*.
- Documents, which you can add to Books in Reports.
- Consolidation Journal reports, which display journal data. See *Creating Consolidation Journal Reports*.
- Intercompany Partner (ICP) Matching reports, which display the intercompany transactions that are to be eliminated during consolidation. See *Creating Intercompany Matching Reports*.
- Consolidation reports, which provide a detailed audit trail of the consolidation process. See *Running a Consolidation Report*.
- Task Manager reports, which display information about the business process. See *Generating Task Manager Reports*.
- Supplemental Data reports, which display details about supplemental data. See *Generating Supplemental Data Reports*.
- Enterprise Journal reports, which display journal data. See *Generating Enterprise Journal Reports*.

Opening Reports

You can view lists 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:
   - **Reports**— view or open the reports in the repository. See *Working with the Reports Solution*.
   - **Financial Reports**— view or open the reports in the repository. See *Administering Financial Reporting for Oracle Enterprise Performance Management Cloud*.

**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.

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

Select a report, and from **Actions**, select to view the report in **HTML**, **PDF**, or **XLS** format. **Note:** When you run a report and save it as an Excel report format, the values are automatically displayed in number format.

- **Documents**—view or open documents for Books. You can open CSV for Bursting, and Word and PDF documents for Books. See [Working with the Reports Solution](#).
- **Consolidation Journal Reports**—view or create a Journal report. See [Creating Consolidation Journal Reports](#).
- **Intercompany Partner (ICP) Matching Reports**—view or create reports of intercompany transactions. See [Creating Intercompany Matching Reports](#).
- **Consolidation Reports**—view or create a Consolidation audit trail report. See [Running a Consolidation Report](#).
- **Task Manager Reports**—generate a Task Manager report. See [Generating Task Manager Reports](#).
- **Supplemental Data Reports**—generate a Supplemental Data report. See [Generating Supplemental Data Reports](#).
- **Enterprise Journal Reports**—generate an Enterprise Journal report. See [Generating Enterprise Journal Reports](#).

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**Working with the Reports Solution**

Reports, which has previously been available as Management Reporting in the Narrative Reporting business process, is now embedded in the Oracle Enterprise Performance Management Cloud Platform business processes and applications (Planning, Financial Consolidation and Close, Tax Reporting, and Free Form) alongside, and eventually replacing, Financial Reporting. Reports provides a user-friendly, robust report development framework along with an enriched report viewer experience.

Reports also includes books and bursting. Books provide the ability to group together one or more reports, books, and other documents, to generate a single PDF output. The bursting feature enables you to run a single report or book for more than one member of a single dimension for one data source, and publish a PDF output for each member. You can schedule a bursting definition as a Scheduled Job.

Reports, books, and bursting definitions are stored in the Reports repository. You can also access third-party documents used and generated with Books and Bursting under Documents - for example, MS Word and PDF documents inserted in Books and CSV
files used in a bursting definition, along with PDF files generated by a bursting definition. To view the Documents repository, on the Home page, click Reports, and then click the Documents tab on the left side of the page.

You can migrate Financial Reporting reports to Reports either with in-place migration where you can migrate all or individual reports, or by importing Financial Reporting report files that were exported locally from the Explore Repository. Please note when migrating, the system will convert as many elements of the original report into the Reports equivalent as possible. However, there are differences between the two solutions, and not all elements exist in both solutions. You may have to modify certain elements after the report has been migrated in order to produce a report that is equivalent to the original report.

Financial Reporting will eventually be removed at some future undetermined date, after you have ample time to migrate your content from Financial Reporting to Reports.

To view the next-generation Reports, on the Home page, click Reports, and then click the Reports tab on the left side of the page.

To design and work with the Reports reporting solution, see these guides:

- * Working with Reports for Oracle Enterprise Performance Management Cloud*
- * Designing with Reports for Oracle Enterprise Performance Management Cloud*

Managing Folders and Reports

You can manage reports from the Reports card on the Home page and select how you want to view the lists of reports. Under Documents, you can access and maintain third-party documents used and generated with Books and Bursting. For example, MS Word and PDF documents inserted in Books and CSV files used in a bursting definition, along with PDF files generated by a bursting definition.

Reports and Documents are grouped in folders. When viewing the Reports and Documents listings you can:

- Search by a report artifact or document
- Filter by a folder. For report artifacts, you can filter by the type (Report, Snapshot, Book, Bursting Definition).
- Switch between a folder tree view or a flat list view.

Report designers can perform the following folder, report and document management tasks by clicking the icon for folders or for individual reports:

- For folders:
  - * Upload file (Documents only)
  - * Create Folder
  - * Delete
  - * Rename
  - * Move to
  - * Assign Permissions
- For reports, books and bursting definitions:
  - * Open (reports and books only)
* Edit
* Rename
* Copy As
* Delete
* Move to
* Assign Permissions

For documents:
– Properties
– Copy As
– Delete
– Move to
– Assign Permissions

The Documents listing supports the following file types and extensions. The default file size limit is 5mb, except for PDF which supports 100mb.

• Word (.DOC, .DOCX)
• Excel (.XLS, .XLSX)
• Comma Separated Values (.CSV)
• PDF (.PDF)
• Text (.TXT)
• PowerPoint (.PPT, .PPTX)

To upload a third-party file in Documents:
1. In the Documents listing, select a destination folder, then either:
   • Click Upload in the top right of the Documents panel.
   • Click the icon and select Upload File.

2. In Upload File, select a file to upload from your local file system. Click OK. The file will be uploaded to the selected folder.

To download a third-party file in Documents, in the Documents listing, browse to the desired file location and click on the file name to download it.

Searching for Reports Folders or Reports

To search for a folder or Reports, enter search text in the Search Text box at the top of the pane and select the Search icon.

Search results are displayed in the content area.

Select All Folders to refine your search of folders.

Search by reports or snapshots by selecting All Types.

Select between a Flat View or Tree View for display purposes.
Migrating Reports from Financial Reporting

To migrate Reports from Financial Reporting:

1. From an Oracle Enterprise Performance Management Cloud service, select Report card, and from the left pane select Financial Reports icon, and then Explore Repository to view the Financial Reporting reports that are available to be migrated.

2. From the repository, select the report that you want to migrate and then click the Migrate Financial Report icon.

3. From the Migrate dialog, enter a file name, and select the destination folder to save the file, and then click OK.

The migrated reports are saved in the respective location.

Creating Consolidation Journal Reports

You can create Consolidation Journal 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, row, column, and subtotal display options, and report format type.

After you select the columns that you want to display on the report, you can re-order the columns so that the report will display the columns in the order you specify. The column selection is saved, so if you want to create another report, the system displays your last saved column selection so that you do not need to re-select columns.
When you select to display the Currency column on a Journal report, the system displays the name of the currency for which the journal is created. For example, if the journal is created against the Entity Currency, it will display as Entity Currency (USD), where USD is the currency of the selected entity. If the journal is created against a Parent Currency, it will display as Parent Currency (EUR), where EUR is the currency of the parent entity.

You can also include group by subtotals for the columns that you selected. The subtotal is based on the columns that you selected in the Column Displayed list. When you select items for the subtotal, they will be displayed in the order of selection. For example, if you select Label, then Account for Subtotal, Journal Label will be the first level subtotal, Account will be the second level subtotal, then the remaining columns that you selected will be displayed. A maximum of eight levels of subtotal is allowed.

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 (*).

When you select members for the report from the Member Selector, you can select individual members, or directly select the Level 0 Descendants of a parent member. For example, for Entity, you could select the Level 0 Descendants of the Total Geography parent member, without needing to select all the entities for that parent. You can select Level 0 Descendant members for the Account, Entity, Movement, Intercompany, Multi-GAAP, and Custom dimensions.

For the report format type, you can select HTML, PDF or XLSX.

When you run the report and save it as an Excel report type, you can use a Substitution Variable to automatically display the values in number format, rather than cell text. The substitution value is called EnableExcelNumberFormat, and when set to True, when you save the report as an Excel report type, the values are automatically displayed in numeric values.

Watch this video to learn more about creating Consolidation Journal reports.

![Creating Consolidation Journal Reports](Creating%20Consolidation%20Journal%20Reports)

To create a Consolidation Journal report:

1. On the Home page, click Reports.
2. Click Consolidation Journal Reports.
3. Click Create.
4. From the Point of View, select the Scenario, Year, Period, Consolidation, and View members for the report.
   
   For Period, you can select one or more periods from the same year, or across years. If you select multiple year and period combinations, the system will generate the report for the combination that you selected. For example, if you select FY19, FY20, and Jan / Feb / Mar, the system will produce a report for FY19 Jan, FY19 Feb, FY19 Mar, FY20 Jan, FY20 Feb, FY20 Mar.

   For View, you can select FCCS_Periodic or FCCS_YTD_Input.

   The dimension members that you select will be displayed in the header section of the generated report.
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.
   - **Data Source** - select a member.
   - **Currency** - select a currency.
   - **Intercompany, Multi-GAAP and Custom** - enter a member name, or click the Member Selector and select a member.

6. For **Column Display Options**, from the **Available** list, select the columns that you want to display and use the arrow keys to move them to the **Selected** list.

7. To specify the order in which the columns will display, use the Up and Down arrow keys to re-order the columns as needed.

8. The **Subtotal** box automatically displays the items that you selected for the Column Display. You can select items to display in the Subtotal, and the order will be based on the order in which you select the items. All remaining columns that you selected (without subtotal) will be displayed after the columns with Subtotal.

9. From **Report Type**, select an option:
   - **HTML**
   - **PDF**
   - **XLSX**
10. To save the report definition, click **Save**, enter a label and description, and then click **Submit**.

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

## 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.

![Creating 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-Asset Plug Entity</th>
<th>LiabilityAccount-Asset Plug Partner</th>
<th>Variance</th>
<th>AssetAccount-Asset Plug Entity</th>
<th>LiabilityAccount-Asset Plug Partner</th>
<th>Variance</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>E01_301_1110</td>
<td>ICP_E01_301_21</td>
<td>220</td>
<td>#noaccess</td>
<td>220</td>
<td>#noaccess</td>
<td>#noaccess</td>
<td>#noaccess</td>
<td>20</td>
</tr>
<tr>
<td>E01_301_1110</td>
<td>ICP_E01_301_21</td>
<td>500</td>
<td>500</td>
<td>800</td>
<td>400</td>
<td>400</td>
<td>900</td>
<td></td>
</tr>
<tr>
<td>E01_301_1110</td>
<td>ICP_E01_301_21</td>
<td>720</td>
<td>720</td>
<td>800</td>
<td>600</td>
<td>200</td>
<td>920</td>
<td></td>
</tr>
<tr>
<td>E01_301_2110</td>
<td>ICP_E01_301_21</td>
<td>150.5</td>
<td>150.5</td>
<td>1000</td>
<td>100.3</td>
<td>899.7</td>
<td>1050.2</td>
<td></td>
</tr>
<tr>
<td>E01_301_2110</td>
<td>ICP_E01_301_21</td>
<td>150.5</td>
<td>150.5</td>
<td>1000</td>
<td>100.3</td>
<td>899.7</td>
<td>1050.2</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.

If you select plug accounts for the report, the report displays an additional row for the Grand Total of each plug account. The Grand Total is included for each of the account columns, and the Variance and Total columns of the report. If the report contains multiple plug accounts, each report section (by plug account) will have its own Grand Total line.

If you do not select a plug account, but instead select specific accounts and matching reports, then the system displays one Grand Total for the report.

For the Intercompany Partner selection, you can select from the Intercompany dimension or from the Entity dimension. If you use the Entity dimension as the selection for the Intercompany Partner, the system filters out any non-Intercompany entities from processing, as these entities should not be included for an Intercompany Matching report. You can check the report log to see any entities that were not included in the report process.

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

Suppression Options

In addition to Tolerance Value and Tolerance Percent, you can also choose to suppress these types of rows on the report:

- **Reversals** - If you select this option, the reversal Entity/Partner rows are not included in the report.
- **Blank Columns** - If you select this option, columns with no values are not included in the report. The column is suppressed if the entire column has no data. If the report is set up by Plug Account, the suppression option applies to all accounts within each plug account. If the report is by specific Matching accounts, the suppression applies to all accounts within the matching set.

If you do not select this option, the report displays all account columns, regardless of whether they contain data.

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

Selecting Display Options

You can modify these default display options for the report:

- **Scale Factor** - You can enter a value between 0 and 9. The default value is 0. The scale factor is applied to each data cell. For example, if the value is 1000 and the scale factor is 3, the value will be displayed as 1. All unsuppressed data cells are multiplied by the Scale Factor. The system performs the calculation and suppression operations prior to applying the Scale Factor.
- **Decimal Override** - You can specify the number of digits shown in the fractional portion of a decimal. You can enter an integer between 0 - 6. The default value is 0.
- **Member Display** - Specify whether to display members using their Name, Description, or both.
- **Report Title** - You can enter a report title. The default title is *Intercompany Report*.
- **Report Type** - You can generate reports in HTML, PDF, or XSLX format.

Note that the settings specified in your user preferences for formatting are ignored in Excel. When you run the report and save it as an Excel report type, you can use a Substitution Variable to automatically display the values in number format, rather than cell text. The substitution value is called EnableExcelNumberFormat, and when set to True, when you save the report as an Excel report type, the values are automatically displayed in numeric values.
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.

• **Blank Columns** - select this checkbox to suppress columns with no values.

  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

• 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**.

---

**Running a Consolidation Report**

**Report Overview**

You can run a Consolidation report that provides a detailed audit trail of the consolidation process. The report is available for multi-currency and single currency applications.

For the report format type, you can select HTML, PDF or XLS.

When you run the report and save it as an Excel report type, you can use a Substitution Variable to automatically display the values in number format, rather than cell text. The substitution value is called EnableExcelNumberFormat, and when set to True, when you save the report as an Excel report type, the values are automatically displayed in numeric values.

The Consolidation report provides the following information for a selected parent entity:

• List of accounts (displayed in Columns)

• List of child companies within the selected consolidation group contributing to each displayed account (displayed in Rows)

• Original reported closing balance (normally general ledger balance) for Assets and Liabilities and Equity, and current YTD balances for Profit and Loss

• Adjustments to the reported balance during consolidation, including manual journal entries, Multi-GAAP adjustments and automatic eliminations generated by Intercompany elimination and consolidation rules. These include Intercompany eliminations, Acquisitions or Disposal entries (such as Investment Eliminations, Share Capital Eliminations, Reserves Eliminations), valuation adjustments, NCI, Equity accounting, and so on.
Manual journals are displayed with both the journal label and description
Automatic eliminations are displayed with Life-To-Date amount (Opening Balance) and YTD amount on a rule-by-rule basis
Adjustments are displayed in Entity currency of the selected Parent entity
- Net contribution of each immediate child entity for each account in the selected group
- Any Variance - the total net contribution with consolidated group results

Setting Up the Report

The report displays one level of child entities for a parent entity with a multi-level hierarchy.

For example, suppose you have the two-level entity structure shown below. APAC is the top level group. There is one holding company (H Com), and one subsidiary (S Com), under the APAC group. There is also a Subgroup under the APAC group, with a holding company (H LTD), and the S LTD company.

You would first run the Consolidation report using the APAC Group as the Parent Entity. The report would display results for the APAC group, including the holding company (H Com), the subsidiary (S Com), and the Subgroup total.

To drill down into more detail, you would run the same report using "Subgroup" as the Parent Entity, which would provide the total consolidation trail of the APAC group.

Creating the Report

To create a Consolidation report, you must be a Service Administrator or Power User and have security rights to the data for the report.

For Number Formatting, the report can use the preferred number formatting style that you specify in Application Settings or User Preferences.

To create a Consolidation report:

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

3. From the **Consolidation Reports Jobs** page, click **Create**.

4. From **Report Filtering:**
   - Click on the **Member Selector**, select a **Parent Entity** for which to run the report, and then click **OK**.
     You can select only one entity. It must be Parent entity with at least one child entity. The report rows display all the entities in the next level under the selected parent entity.
   - From the **Member Selector**, select one or more **Accounts** for which to run the report, and then click **OK**.
     You can select multiple accounts.
   - From the **Member Selector**, select the **Multi-GAAP** dimension members for which to run the report, and then click **OK**.
     You can select multiple Multi-GAAP members. This selection is only available if the Multi-GAAP dimension is enabled for the application.

5. From the POV bar, select a Scenario, Year, and Period for the report, and then click **OK**.

6. From **Display Options**, edit the **Report Title**, or leave it blank.
   If you leave the title blank, the report is generated with the "Consolidation Trail Worksheet" title.

7. For **Column Display**, select **Account** or **Movement**.
   If you select **Movement**, the report displays all of the movements in level 0 under FCCS_ClosingBalance in the Columns. However, if the zero line display option is "No", the zero column will not be displayed in the report. Selecting Movement displays the movement details on a specific POV, and as a result the column will display all the movement.
   If you select multiple accounts in the POV, each account will be a sub-report. If you select multiple accounts and then select the XLS output option, the XLS file will have multiple sheets to display the result of different accounts.
   The report displays the following information (if any) in Rows:
   - Entity Name
   - Original Balance
   - Manual Journal
   - Intercompany Elimination
   - Auto-Elimination
   - Subtotal

8. For **Hierarchy Display**, and **Multi-GAAP Display**, the report uses the default values, and you cannot change them.

9. For **Zero Line Display**, select **Yes** to display zero data lines, or leave the default setting of **No** to suppress rows with only zero data.

10. For **Member Display**, select an option:
    - **Member Name**
• Alias
• Name and Alias

11. From Report Type, select an option:
• HTML
• PDF
• XLS

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

13. 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 optional description, and click Submit to save the job.

After you save a report, the report name and description are displayed in the reports list on the Consolidation Reports Jobs page.

14. To run a report that was saved as a job, use one of these methods:
• From the Consolidation Reports Jobs page, select the report from the list of reports, select an Output Format, and click Run Report. You can download the report file to a local path.
• To submit a report as a job, from the Consolidation Reports Jobs page, select the report and select an Output Format. From the Actions menu on the right, click Submit, and then click OK.

Note that the default values for Scenario, Year, Period and Entity are the values you saved when you created the report. You can change the Parent Entity, Scenario, Period, or Years before submitting the job.

After submitting the report, navigate to the Job console and find the report in the Jobs list. When the job status turns to completed, open the job and from the Job Details page, click View/Download to download the report.
• To schedule a report job, from the Schedule Jobs page, select the option to Run Consolidation Trail Report, then select Run Now, or schedule a time and frequency to run it. You can select a saved report from a list of saved jobs on the Job Details page.

15. Optional: To delete a report, from the Consolidation Reports Jobs page, select the report from the list of reports, and from the Actions menu on the right, click Delete, then click Confirm.
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.

Generating Task Manager Reports

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

To generate 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**.

When done, the system displays a “Completed Successfully” status message.

The report generation process uses a backend job framework that runs report jobs in the background. If the report has an error, for example, if the size is greater than the recommended size, you see a message stating the error in the Generate Report dialog before the report is generated. For reports with very large number of records, it is recommended to use filtering to break the report down to fewer records.

### Generating Supplemental Data Reports

You can generate Supplemental Data reports to report on details of supplemental data. These report format types are available: CSV, XLSX, HTML, and PDF.

To generate a report:

1. On the Home Page, click **Reports**.

2. Click **Supplemental Data Reports**.

3. Select the **Output Format**:
   - **XLSX** - not supported for graphs.
   - **HTML** - not supported for graphs and charts.
   - **PDF**
   - **CSV** - does not use a template and is better at faster data retrieval.

   **Note:**

   For reports that contain more than 10,000 records, it is recommended to use the CSV format.

   - **CSV (Formatted)** - is best suited for a simple data table with formatted data and does not support images, graphics, or styling in the template.
4. Click **Generate**.
5. Enter a **Name** for the report.
6. Click **Generate**.
   When done, the system displays a "Completed Successfully" status message.

The report generation process uses a backend job framework that runs report jobs in the background. If the report has an error, for example, if the size is greater than the recommended size, you see a message stating the error in the Generate Report dialog before the report is generated. For reports with very large number of records, it is recommended to use filtering to break the report down to fewer records.

## Generating Enterprise Journal Reports

You can generate Enterprise Journal reports to report on journal data. These report format types are available: CSV, XLSX, HTML, and PDF.

To create a report:
1. On the Home Page, click **Reports**.
2. Click **Enterprise Journal Reports**.
3. Select the **Output Format**:
   - **XLSX** - not supported for graphs.
   - **HTML** - not supported for graphs and charts.
   - **PDF**
   - **CSV** - does not use a template and is better at faster data retrieval.

### Note:

For reports that contain more than 10,000 records, it is recommended to use the CSV format.

- **CSV (Formatted)** - is best suited for a simple data table with formatted data and does not support images, graphics, or styling in the template.
Note:
The CSV (Formatted) format takes additional time to generate the report to honor template formatting when compared to the CSV format. Therefore, you can select CSV to generate the data quickly or CSV (Formatted) to generate formatted template based data.

4. Click Generate.

5. Enter a Name for the report.

6. Click Generate.
   When done, the system displays a "Completed Successfully" status message.

The report generation process uses a backend job framework that runs report jobs in the background. If the report has an error, for example, if the size is greater than the recommended size, you see a message stating the error in the Generate Report dialog before the report is generated. For reports with very large number of records, it is recommended to use filtering to break the report down to fewer records.
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
5. To refresh the list of approval units, click Refresh.

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
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>Delegate</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&lt;br&gt;• Exclude&lt;br&gt;The Administrator can perform all approval actions.</td>
</tr>
<tr>
<td></td>
<td>Power Users have the same security rights for approvals as Administrators and can also perform all approval actions except Start and Exclude.</td>
</tr>
</tbody>
</table>
Table 8-3  (Cont.) Approval Users and Available Actions

<table>
<thead>
<tr>
<th>User</th>
<th>Available Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;Current Owner&gt;</td>
<td>· Sign Off</td>
</tr>
<tr>
<td></td>
<td>· Promote</td>
</tr>
<tr>
<td></td>
<td>· Originate</td>
</tr>
<tr>
<td></td>
<td>· Delegate</td>
</tr>
<tr>
<td>Any user in the promotional path higher than the &lt;Current Owner&gt;</td>
<td>· Take Ownership</td>
</tr>
<tr>
<td>&lt;Current Owner&gt; or any user in the promotional path higher than the &lt;Current Owner&gt;</td>
<td>· Reject</td>
</tr>
<tr>
<td></td>
<td>· Reject Single</td>
</tr>
<tr>
<td></td>
<td>· Delegate</td>
</tr>
<tr>
<td>Administrator, Power Users, or the Last owner in the promotional path</td>
<td>· Approve</td>
</tr>
<tr>
<td></td>
<td>· Reopen</td>
</tr>
<tr>
<td></td>
<td>· Lock</td>
</tr>
<tr>
<td></td>
<td>· Unlock</td>
</tr>
</tbody>
</table>

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>
<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>
</tbody>
</table>
Table 8-4  (Cont.) Approval Unit Status

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<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
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.

• **Delegate**: Passes ownership to a user whether or not they are on the promotional path. The delegated user can promote, reject, sign off or originate approval units. A delegated user can select Promote when done to return the process unit to the user who selected Delegate. They can also select Reject to return the process unit to any previous user in the promotional path. This action is only allowed on entities that are in Under Review, Sign Off, or Not Signed Off status. Delegate changes the process unit status to Under Review.

• **Sign Off**: Signs off on an approval unit. **Sign Off** does not transfer ownership of the approval unit, but changes its status 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 ensures 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.

The annotation displays under the link. You can respond to an annotation by clicking Reply.

Note:

You can enter a URL that displays as a hyperlink when the annotation is viewed.
5. Click Done.

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**.
Working with Enterprise Journals

Related Topics
- About Enterprise Journals
- Viewing Enterprise Journals
- Entering Data into Journals
- Validating Enterprise Journals
- Enterprise Journals Posting Process
- Editing Enterprise Journals
- Swapping Columns in Enterprise Journals
- Deleting Enterprise Journals
- Creating Ad-Hoc Enterprise Journals
- Deleting Ad-Hoc Enterprise Journals
- Working with Enterprise Journals in Smart View
- Creating Ad-Hoc Enterprise Journals in Smart View

About Enterprise Journals

Enterprise Journals is used for the preparation and approval of manual journal entries for inclusion in the general ledger posting. It provides an integrated solution with the Enterprise Standard ERPs.

Enterprise Journals provides these key capabilities:
- a single point of entry for all manual journals
- an efficient workflow to automate the approval routing matrix
- standardized journal entry templates based on the journal types and GL systems
- ability to have journal entries validated for thresholds, matching balances and proper journal format to ensure they will be posted successfully after acquiring the required approvals
- visibility of unposted and in-process journals by comprehensive dashboards for Ad-hoc analysis on the status of the journals

Enterprise Journals is configurable, customizable for any target application, and has integration with Cloud as well as on-premise EPR applications with powerful dashboards and custom reports.

Viewing Enterprise Journals

Working with Journals from the Worklist
The Worklist displays all journals for a specified POV which you are authorized to view. You can select to view All Tasks or My Tasks. You can use the Search field to search for journals, and use the filtering capability to access particular journals by clicking the Filter icon next to the Search field and then setting filter criteria.

To open a journal from a Worklist:
1. From the Home page, in the Year and Period combination in the Announcement panel, navigate to My Tasks.
2. Optional: Use the Search field to search for a journal, or click the Filter icon to filter the list.

Viewing the Journals List
When you view the Journals list, you can see all journals active for your role that need your attention.

In the Journals list, you can select which columns to display, sort the list by column, filter the list of journals to display, and search for journals by entering search criteria in the Search field.

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 action available is Reject.

To open a journal from the Journals list:
2. Click the Journals tab on the left.
3. Optional: Use the Search field to search for a journal, or click the Filter icon to filter the list.

Viewing Journal Line Items
The Journals Line Item list enables you to view the journal data collected for a selected Year and Period.

To view the Journal Line Items:
2. Click the Journal Line Items tab on the left.
3. Optional: Use the Search field to search for a journal, or click the Filter icon to filter the list.

Entering Data into Journals

After the Administrator opens the Journal Period, the journal workflow starts and you can perform the actions assigned to you. You can perform any required actions, such as entering comments and answering questions.

As a Preparer, after you have performed validation of the data, ensured the correctness and answered any mandatory questions, you can Submit the Journal for approval.

The Approver can then review and approve or reject the data. There may be multiple levels of approval, depending on how the system was set up by the Administrator. After the data is approved, the Journal can then be posted.
To enter data into journals:

1. On the Home page, click **Tasks**.
2. Select a journal from your Worklist.
   - Click the Tasks icon to toggle the display between All Tasks or My Tasks.
   - To search for a specific journal, enter the full or partial name of the journal in the Search field.
   - Click the Filter icon to select filters for the Worklist.

When you open a journal, the system displays the journal Year, Period, Journal ID, Prepared By, and Post Status at the top.

3. Enter journal data:
   - If the journal has a header section, you can enter data into the fields in the header.
   - If the journal has detail sections, click **Add (+)** to add detail rows and enter data.

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

5. When you are done with the journal, from the **Actions** menu, select an available action:
   - **Validate** - Validate the journal data.
   - **Submit** - Submit the journal.
   - **Approve** - Approve a submitted journal. When all reviewers have approved a journal based on the Workflow, the status changes to Closed.
   - **Reject** - Reject a submitted journal. When a journal is rejected, responsibility returns to the Preparer, and the status changes to Open with Preparer.

   The journal actions that are available depend on the journal status.

6. To export the journal data, from the **Actions (...)** drop-down in the detail section, select **Export to Excel** and follow the prompts.

**Validating Enterprise Journals**

When you are preparing a journal, you can run a validation process to verify that all entries are valid. The validation process enables you to identify errors and make any necessary changes before you submit or post the journal.

You can run the Validation process at any time.

To validate a journal:

1. From the Home page, click **Enterprise Journals**.
2. Open the journal to validate and click **Validate**.
3. Review the Validation Results page and make any required changes.

**Enterprise Journals Posting Process**

**Posting Using Direct Integration**

When an Administrator sets up the system for Enterprise Journals, they define a workflow process, for example, Preparer to Approver. They also create Targets that contain the
definition of the target ERP system to which the Post action has to be performed, and connections to those Targets.

- After the last stage of the workflow is done, and the Approver has reviewed and approved the data and it has been validated, they submit the journal for posting.
- If the ERP system is Cloud Financials, Enterprise Journals uses the Direct Integration method, which is a dedicated post process to the target ERP system.
- When the Approver submits the journal for posting, a Job ID is returned by the system.
- The Post process can be monitored in the Jobs console under Non-Consolidation jobs.

The Journals page displays the progress of the post process in a ribbon on the top, which shows the progress per the Type and Method selected in the Target definition.

It includes the unique Doc Number that the system assigned to identify the posted journal, and the Post Message, which can also include an error file from the ERP.

Sample Journals Page - Direct Integration Method to Cloud Financials

Posting Using EPM Automate Commands

EPM Automate can be used to post Enterprise Journals, and update the status of posting. If you are using an EPM Automate-based export process to export journals to an ERP, you must follow these steps.

See Working with EPM Automate for Oracle Enterprise Performance Management Cloud.

- After the last stage of the workflow is done, you must run the exportEJJournals command. The journal status changes to Post in Progress, and you can automate posting the created files from the EPM Automate default location to the ERP.
- If the posting process fails (status is Failed), you need to run the setEJJournalStatus command and correct the errors. The workflow will be reset to the Preparer.
If the posting process is successful (status is **Posted**), you run the `setEJJournalStatus` command to update the post status to **Posted**.

**Sample Journals Page - EPM Automate - Post Status: Failed**

**Payroll Expenses Journal**

<table>
<thead>
<tr>
<th>Line Number</th>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
<th>Line Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>100101</td>
<td>5510</td>
<td></td>
<td>An entry recording a sum received, listed on the left-hand side of an account.</td>
<td>0.00</td>
</tr>
<tr>
<td>2</td>
<td>100002</td>
<td>2440</td>
<td></td>
<td>75000.00</td>
<td>0.00</td>
</tr>
<tr>
<td>3</td>
<td>100103</td>
<td>5510</td>
<td></td>
<td>An entry recording a sum posted, listed on the left-hand side of an account.</td>
<td>19000.00</td>
</tr>
<tr>
<td>4</td>
<td>100104</td>
<td>2440</td>
<td></td>
<td>75000.00</td>
<td>0.00</td>
</tr>
<tr>
<td>5</td>
<td>100105</td>
<td>5510</td>
<td></td>
<td>An entry recording a sum posted, listed on the left-hand side of an account.</td>
<td>19000.00</td>
</tr>
</tbody>
</table>

**Sample Journals Page - EPM Automate - Post Status: Failed with Errors**

**Payroll Expenses Journal**

<table>
<thead>
<tr>
<th>Line Number</th>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
<th>Line Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>100101</td>
<td>5510</td>
<td></td>
<td>An entry recording a sum received, listed on the left-hand side of an account.</td>
<td>0.00</td>
</tr>
<tr>
<td>2</td>
<td>100002</td>
<td>2440</td>
<td></td>
<td>75000.00</td>
<td>0.00</td>
</tr>
<tr>
<td>3</td>
<td>100103</td>
<td>5510</td>
<td></td>
<td>An entry recording a sum posted, listed on the left-hand side of an account.</td>
<td>19000.00</td>
</tr>
<tr>
<td>4</td>
<td>100104</td>
<td>2440</td>
<td></td>
<td>75000.00</td>
<td>0.00</td>
</tr>
<tr>
<td>5</td>
<td>100105</td>
<td>5510</td>
<td></td>
<td>An entry recording a sum posted, listed on the left-hand side of an account.</td>
<td>19000.00</td>
</tr>
</tbody>
</table>

**Sample Journals Page - EPM Automate - Post Status: Error Details**
Editing Enterprise Journals

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

When you reject a journal, the status returns to Working. When you unpost a journal, the status returns to Approved and cannot be edited.

To edit Enterprise journals:

1. On the Home page, click **Enterprise 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.
Swapping Columns in Enterprise Journals

When you are preparing Enterprise Journals, you may have a need to switch Debits to Credits, and Credits to Debits for all lines on a journal because you accidentally input the amounts backwards, or you want to create an offsetting (reversing) journal from a previously entered journal.

In Enterprise Journals, you can easily swap the columns if the two columns are of the same Data Type. For example, you can swap the Debit and Credit columns because they both have the Number attribute type.

You can swap columns that have these Data Types:

- Date
- Integer
- Number
- Text

You cannot swap columns of a List type or Dimension reference.

All users can perform the Swap action.

To swap columns in Enterprise Journals:

1. From the Home page, click Enterprise Journals.
2. Open the journal to validate and view the Line Item details.
3. Select two columns of the same Type, for example, Number.
   - You can select only two columns to swap. If you select more than two columns, the system displays an error message.
   - The two columns must have the same Data Type.
4. From the Actions menu, select Swap.

Swapping Columns Example: Original Columns
Deleting Enterprise 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 a journal:

1. From the Home page, click **Enterprise Journals**.
2. Click the **Journals List** icon on the left.
3. Select the journal to delete and click the **Delete (X)** icon.
4. At the confirmation prompt, click **Yes**.

Creating Ad-Hoc Enterprise Journals

To create an Ad-Hoc Enterprise Journal:

1. On the Home page, click **Enterprise Journals**.
2. Click the **Journals** tab on the left.
3. From Journals, select a **Year** and **Period**.
4. Click the **Create Ad-Hoc Journal (+)** icon.
5. The **Journal Period** is displayed as selected from the Journals list and is read-only.
6. From **Templates**, select a template for which the Journal can be created. The list includes templates that are qualified for Ad-Hoc for the selected Period.
7. For **Level of Approval**, select an approval level from 1 to 10. The number of approval levels is selected by the ad-hoc journal preparer. By default the last saved value on deployment will be displayed. You can select the number of approval levels and assign the users accordingly.
8. Click the Member Selector and select **Approvers** for the approval levels. The number of Approver rows is based on the number of approval levels that you selected.

You can select Users and Teams for the approval levels. See also: "Setting Approver Level Overrides" in *Administrating Financial Consolidation and Close*

---

**Note:**

If the journal is with one level of approver, the levels all above can be reassigned.

9. Click **OK** to save your changes.

**Note:** For information on Preparing and Approving Enterprise Journals, see *Working with Financial Consolidation and Close*.
Deleting Ad-Hoc Enterprise Journals

To delete an Ad-Hoc Enterprise Journal:

1. On the Home page, click **Enterprise Journals**.
2. Click the **Journals** tab on the left.
3. Select the Ad-Hoc Journal that you want to delete.

**Note:**
You can select one or multiple Ad-Hoc journals.

**Note:**
Ad-Hoc Journals can be deleted by the Preparer user as well as the Service Administrators. However, Ad-Hoc journals will not be deleted:

- if the Posting Status is **Post in Progress** or **Posted**. The ad-hoc journals only with the Posting Status as **Not Posted** can be deleted.
- when the selected journal is a **Ad-Hoc** journal
- when the period associated with the Ad-Hoc journal is **locked**

4. From the Actions Menu, click the **Delete** option to delete the Ad-Hoc journal/journals.
5. Click **Yes** for the delete confirmation message. You get a delete confirmation message "Delete was successful" on a successful delete. If, for example, you have selected multiple ad-hoc journals and only few of them got deleted, you get a message "Delete was not successful for the following items" with a list of items which were not deleted. This happens if you are not a Preparer or a Service Administrator, or journal is in Posted or Post in Progress status, or if it is a recurring journal.

Working with Enterprise Journals in Smart View

You can use Oracle Smart View for Office for the journal data collection process. After you install Smart View and the Enterprise Journal Extension, you can manage the data collection process and work with journals using the Enterprise Journals menu option in Smart View.
Before you begin, you must install Smart View and the Smart View Extension for Enterprise Journals, and create a private connection to use with the extension. See the "Downloading and Installing Clients" section in *Getting Started with Oracle Enterprise Performance Management Cloud for Administrators* and *Creating Connections to the Smart View Extensions*.

It is recommended to:
- Restart Smart View for Office after installation and uninstallation
- Uninstall and reinstall Smart View Extension when there is an update

Uninstalling an Extension

To uninstall, open Excel → Go to **Smart View** ribbon → Click **Options**, and then click . You will get the remove option for each extensions.

Updating and Reinstalling an Extension

After creating a connection:
1. Click on **Smart View** → **Options**
2. Check for **Updates, New Installs, and Uninstall**.
3. Select the connected machine and click **Get Updates**.
4. Click **Install**.
Connecting to Smart View

1. From the Home page, select **Downloads** and download Smart View Extension for Enterprise Journals.

2. In Smart View, create a connection and enter the URL. See also, **Creating Connections to the Smart View Extensions**.

3. In the right panel, from **Private Connections**, select the Enterprise Journals connection that you created.

4. In the Connection dialog box, enter a user name and password, then click **Connect**.

After you install the extension and create a connection, you can view a Worklist of the journals that you need to act on for preparation and approval.

You can see only the journals for which you are authorized. This is the "Display My Tasks" view of the worklist, therefore, you may not see all of the journal tasks that you have access to. Depending on your current role, for example, Preparer, or Approver, 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.

**Security Considerations**
• Current responsible users to perform data entry capabilities
• Users will see only the journals for which they are authorized
• Depending on the security role, the available options such as Save Data, Approve, or Reject change must match the associated role.

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

Working with Enterprise Journals 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 Enterprise Journals connection from the drop-down menu.
4. When prompted, provide your login credentials: domain name, user name, and password to sign in.
5. When Smart View opens, you will see a menu ribbon called Enterprise Journals.
6. In the Private Connections panel, the Application name is displayed with the Worklist below listing the Recurring Journals.

7. From the Enterprise Journals ribbon, you can perform these actions:

• Refresh - Refresh the grid to pull out the latest saved on the server.
• Summary - Includes all the properties, instructions, alerts, workflow, questions, comments, and history related information related to the Journal.
• Save - Save the grid
• Validate - Validate the grid
• **Create** - Create the journal
• **Delete** - Delete the journal
• **Submit** - Submit the journal
• **Force Close** - Force close the journal

---

**Note:**

If you have security privileges to create Ad-Hoc journals for any template, the Ad-Hoc action will also be available. See [Creating Ad-Hoc Enterprise Journals in Smart View](#).

---

8. From the Approval ribbon, you can perform these actions:

• **Refresh** - Refresh the grid
• **Approve** - Approve - Approve the Journal. Following the last stage of Approver, it goes through the entire posting process.
• **Reject** - Reject the journal
• **Force Close** - Force close the journal

9. From the **Teams** ribbon, you can perform these team actions:

• **Claim** - Claim the journal
• **Release** - Release the journal

---

**Note:**

The header and line items in the grid would continue to be same as the web. The only difference is that the dimension reference members can also be manually entered.

See also [Understanding Smart View Best Practices](#)

### Understanding Smart View Best Practices

The following best practices are recommended while working with Enterprise Journals/Ad-Hoc Journals from Smart View:

• You must upgrade or re-install Extensions for every monthly updates - See also "Uninstalling an Extension" and "Updating and Reinstalling an Extension" in [Working with Enterprise Journals in Smart View](#).
• All sheets other than the Enterprise Journals sheet will remain while refreshing the grid. This will help the user to copy any data from their current sheets.
• It is advisable to use CSV import when volume journals have more than 2000 lines.
• Do not enter any data outside the highlighted grid for data collection. It may lead to invalid errors while saving the journal.
• After a sheet refresh/reload, the reference calculations to any local sheets will be cleared, but the data will remain.
• If you need to save a sheet for the future, it is better to copy the sheet rather than renaming it.
• Do not insert columns or rows using the native Excel functionality.
• For any change of connections, first disconnect the current connection and then connect to the new connection. Or use Disconnect All (Private Connections → Home → Disconnect All) and you will be asked for the password on the next login.

![Smart View Private Connections](image)

• The valid key values entered manually for dimension reference members will auto-populate the remaining non-key dimension reference members on a save. The invalid values that are manually entered for non-key dimension reference members will be replaced and validated with the correct members on ‘Save’.
• Browser Emulation Settings: **Smart View** → **Help** → **Health Check**
The current supported version used here is 11001.

![Health Check](image)

• Excel crashing errors are due to unstable instance of Excel. Repair the excel with a reinstall.
• For smooth functioning of the Extensions, disable all unwanted extensions (**File** → **Options** → **Add-ins**)
  1. Disable all **com add-ins** except "Oracle Smart View for Office"
  2. Disable all **Excel add-ins** except "Hstbar"

## Creating Ad-Hoc Enterprise Journals in Smart View

You can use Oracle Smart View for Office for the journal data collection process, such as preparing and approving journals. If you have security privileges to create Ad-Hoc journals for any template, the Ad-Hoc action will also be available.
To create Ad-Hoc Enterprise Journals in 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 **Enterprise Journals** connection from the drop-down menu.
4. When prompted, provide your login credentials: domain name, user name, and password to sign in.
5. When Smart View opens, you will see a menu ribbon called **Enterprise Journals**.
6. From the **Enterprise Journals** ribbon, you can perform these **Ad-Hoc** actions:
   - **Create** - Create an Ad-Hoc journal
   - **Delete** - Delete an Ad-Hoc journal
   - From **Ad-Hoc** options, click **Create**.
7. From the **Journal Period** drop-down lists of valid Years and Periods, select a **Year** and **Period**.
8. From the **Template** drop-down list, select a journal template.
9. These fields are read-only:
   - **Workflow Option** - The designed workflow option for the selected template
   - **Levels of Approval** - The approval level for the template
   - **Workflow** - The Journal ID generated for the template
   - **Preparer** - The current logged-in user creating the Ad-Hoc journal
10. Click the **Member Selector** and select **Approvers** for the approval levels. The number of Approver rows is based on the number of approval levels that the Administrator specified.
You can select Users, Groups or Teams for the approval levels. The posting of the journal is based on the name of the Preparer and not on any of the approval levels.

11. Click OK to save the journal.

To delete Ad-Hoc Enterprise Journals in Smart View:

1. Launch Excel and Smart View.
2. Select a journal to delete.
3. From the Ad-Hoc section of the Enterprise Journals ribbon, click Delete. You cannot delete the Journal if the Workflow status is Closed.
4. Click OK to delete the journal. This will also delete the journal from the server followed by the particular journal sheet.
10

Updating Tasks

Related Topics

• Working with Tasks from the Home Page
• Viewing the Task Worklist
• Viewing Tasks from the Schedule Tasks Page
• Updating Task Information
• Adding Comments for Tasks
• Creating Connections to the Smart View Extensions
• Updating Tasks from Smart View
• 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

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. When you click a link in the Tasks summary panel, the Tasks page opens, where you can further filter the list of tasks.

You can filter the list of tasks by Year and Period, or you can select All, to display items from any Year or Period in the Worklist.

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. Alerts and their status are also displayed at the top of the list on the Worklist page and in the Summary panel.
• Supplemental Data Tasks displays tasks for Supplemental Data Manager.
• Tasks displays tasks for Task Manager.
• Alerts displays an Alerts List and enables you to create and work with alerts.
Viewing Tasks from the Task Actions Page

You can also view and update tasks from the Task List page, which you can launch from a link in your email notification.

The Task Actions banner shows a status icon with a description that indicates the current task status. The Alert Actions banner shows a status icon with a description of the current status of an alert.

Viewing the 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 tasks 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 the Filter icon 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. Click the Schedule Tasks tab on the left.
2. Optional: In Search, type the name of the required task.
3. Optional: Under List, select a saved list.
4. 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.

5. 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.

6. **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 Data filter, you need to select an operand and value.

![Approver End Date Filter](image)

7. **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.

8. **Optional**: On the right side of the screen, click the **View** menu to select a view:
   - **List View** - provides a default display of information in columns and rows for objects.
• **Gantt Chart** - displays a timeline for a schedule that graphically represents the duration of tasks and the dependencies between them. You can use the Gantt chart to see the status of predecessor tasks to other tasks.

• **Calendar View** - displays schedule tasks in traditional calendar format by Month, Week, or Day. After you select the Calendar View, use the calendar icons to select **Month**, **Week**, or **Day**. In the Calendar View, you can also see the **Day Label** in the Day header.

• **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 when you are in List or Group View.

9. 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:

- Adding Comments for Tasks
- 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

### Adding Comments for Tasks

From the **Tasks** page, you can add comments about any task and also attach references. You can also add a reference file or URL to multiple tasks at one time from the **Tasks** page and create comments.

Here's a table that describes the activities you can perform based on the status of the activity and your role:

<table>
<thead>
<tr>
<th>Status of Activity</th>
<th>Activities You Can Perform</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Task</td>
<td>Answer questions, add comments, attach references. View status, priority, owner, assignee, schedule, start and end date, instructions, supporting documents or Web links, and workflow.</td>
</tr>
<tr>
<td>Closed Task</td>
<td>View status, priority, owner, assignee, schedule, start and end date, instructions, supporting documents or Web links, and workflow.</td>
</tr>
<tr>
<td>Rejected Task</td>
<td>View status, priority, owner, assignee, schedule, start and end date, instructions, supporting documents or Web links, and workflow.</td>
</tr>
<tr>
<td>In Progress Task</td>
<td>View status, priority, owner, assignee, schedule, start and end date, instructions, supporting documents or Web links, and workflow.</td>
</tr>
</tbody>
</table>

**Note:**

Users with the same access role on a task can create, delete, and manage each other's comments.
Table 10-1  Permissions Based on Role and Status

<table>
<thead>
<tr>
<th>Role</th>
<th>Status: Open with Assignee</th>
<th>Status: Open with Approver</th>
<th>Status: Closed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignee</td>
<td>• Can add Comments</td>
<td>• Can add Comments</td>
<td>Can add comments</td>
</tr>
<tr>
<td></td>
<td>• Can delete Comments at their level</td>
<td>• Can delete Comments that they created</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Can delete Comments that they created</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approver</td>
<td>• Can add Comments</td>
<td>• Can add Comments</td>
<td>Can view comments</td>
</tr>
<tr>
<td></td>
<td>• Can delete Comments that they created</td>
<td>• Can delete Comments at their level</td>
<td></td>
</tr>
<tr>
<td>Administrator, Schedule Owner, or Task Owner</td>
<td>• Can add Comments</td>
<td>• Can add Comments</td>
<td>Can add comments</td>
</tr>
<tr>
<td></td>
<td>• Can delete any Comment</td>
<td>• Can delete any Comment</td>
<td></td>
</tr>
<tr>
<td>Viewer</td>
<td>• Can add Comments</td>
<td>• Can add Comments</td>
<td>Can view Comments</td>
</tr>
<tr>
<td></td>
<td>• Can delete comments that they created</td>
<td>• Can delete Comments that they created</td>
<td></td>
</tr>
</tbody>
</table>

**Note:**

- Bulk upload of a local file or URL to multiple tasks creates a comment since an attachment must be associated with a comment in Task Manager.
- For users to be able to delete their own comments, an Administrator must have allowed this in the Allow Comment Delete configuration setting under Application > Configuration > System Settings. Users with the same role on a Task can create, delete, and manage each other's comments.

To Add Comments

Here are the steps to add comments:

1. From the **Home** page, select **Tasks**, to view the tasks and their details.
2. Select a task from your Worklist or from within Schedule Tasks. Click **Actions**, and then either select **Open** or just double-click the task in the Task List.
Note:
The Task selected must be in the Open status not Pending.

3. Click the Comments tab.
4. In the text box, enter a comment.

Note:
To delete a comment, select it and click Delete or select Actions, then Delete Comment.

5. Optional: To add an attachment to an external document or a web page to the comment, select one of the following options:
   - Click Attach a File (paperclip icon) to browse to select a file as the attachment.
   - Click Attach a Link (link icon) to add the URL and Name of the attachment.

6. Click OK.

Note:
If you want to add an attachment (file or URL) to multiple tasks at one time, you can perform this action from the Task List view. Highlight more than one row or select the tasks using the Shift key to select the ones you want. Then click Actions, then Add Reference, and then choose either File or URL.

Creating Connections to the Smart View Extensions

You can use Oracle Smart View for Office to connect to your worklist and update Enterprise Journals, Task Manager, and Supplemental Data Manager tasks within Excel.

You must create private connections to use with the extensions.

Note:
Before you begin, ensure that you have installed Smart View, and the Smart View Extensions for Enterprise Journals, Task Manager, and Supplemental Data Management. See the "Downloading and Installing Clients" section in Getting Started with Oracle Enterprise Performance Management Cloud for Administrators.

To create connections to the extensions:

1. In the Smart View Panel, select Private Connections, and then, at the bottom of the panel, select Create new connection.
2. When prompted, select Smart View HTTP Provider to display the Add Connection wizard.
   You can create one connection at a time in the wizard.
3. 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
- For Enterprise Journals:
  http(s)://serviceURL/HyperionPlanning/ej/svp
- When prompted, provide your login credentials: domain name, user name, and password to sign in.

- In **Add Connection - Application/Cube**, navigate to the application and database to work with, select it, and then click **Next**.
- In **Add Connection - Name/Description**, enter a name for the connection and an optional description.
- Click **Finish**.
- Repeat these steps to create another connection.

See these topics:
- Updating Tasks from Smart View
- Working with Supplemental Data in Smart View
- Working with Enterprise Journals 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. This is the "Display My Tasks" view of the worklist, so not all the tasks that you have visibility to see will be shown. 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, you must install Smart View and the Smart View Extension for Task Manager, and create a private connection to use with the extension. See the "Downloading and Installing Clients" section in *Getting Started with Oracle Enterprise Performance Management Cloud for Administrators* and "Creating Connections to the Smart View 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

### 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.

When tasks are reassigned, email notifications are sent immediately to reassigned users.

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.
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 to indicate problems in the process, attach it to a task or schedule, and assign a quick workflow to deal with it. You can approve or reject alerts on which you are assigned as the Approver.

You can view alerts from tasks on the Worklist, or from the Alerts List, and drill into alerts to display the alert details. You can edit and delete alerts that you no longer need.

See these topics:

- Creating Alerts
- Updating Alerts
- Alert Actions
- Viewing Alerts
- Deleting Alerts

### Creating Alerts

You can create an alert from an object in Task Manager or Supplemental Data Manager such as a task, schedule, or form if you have access to it, or you can create it from the Alert List. You specify an Alert Type and other information, and the alert is created when you submit it from the Actions dialog.

If needed, you can create alerts on alerts. For example, you can create sub-alerts for a "System Down" issue to work separately on network and power issues.

When you create an alert on an object, only Alert Types specific to that object, and generic Alert Types are available (for example, Basic Alert). When you create an alert directly from the Alert List, only generic Alert Types are available.

When you create an alert, it will initially be in Open with Owner status.

<table>
<thead>
<tr>
<th>Note:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alerts can stay open even if they are associated with Locked objects (Periods, Schedules, etc.)</td>
</tr>
</tbody>
</table>

The Alerts workflow is as follows:
### Table 11-1 Alerts Workflow

<table>
<thead>
<tr>
<th>Role</th>
<th>Actions</th>
</tr>
</thead>
</table>
| Owner (user who initiated the alert) | Submit  
Reopen (reverts alert back to Owner) |
| Assignee          | Submit  
Request Information (sends alert back to Owner) |
| Approver1         | Approve  
Reject (sends alert back to Assignee) |
| ApproverN         | Approve  
Reject (sends alert back to Assignee) |

To create an alert:

1. Use one of these methods:
   - Navigate to the artifact (task or alert), open and then click the Alerts tab.
   - For Schedules, edit the Schedule, then open the Alerts tab.
   - For Supplemental Data Forms, edit the Form, then open the Alerts tab.
   - Raise a general alert from the Alert List, which is only associated with a year and period.

2. Click Create (+).

3. Enter a unique Name for the alert, for example, Data Corrupted.

4. From Type, select an Alert Type from the list of administrator-defined Alert Types, for example, Data Issue.
   
   When you select an Alert Type, your alert will inherit any instructions, workflow users, attributes, questions, and viewers defined in that Alert Type.
   
   The Owner is the name of the user creating the Alert.
   
   The Assignee is the person responsible for resolving the alert. This may be a user, group, or team. The default assignee is inherited from the Alert Type.
   
   The Approver is also inherited from the Alert Type.

5. From Year, select a year from the list of Year values. If the alert is created from an object that already has a Year associated with it, this value cannot be changed.

6. From Period, select a period from the list of Period values. If the alert is created from an object that already has a Period associated with it, this value cannot be changed.

7. For End Date, specify a Due Date for the alert. This is usually populated based on the object the alert was created on. You must set an End Date.

8. From the Priority list, select a priority for the alert: High, Medium, or Low.
   
   For Instructions, the system displays any instructions that were included in the Alert Type. These are read-only.
   
   The Basic Alert does not have instructions.
9. For **Description**, enter a description for the alert, for example "Data has been corrupted".

10. **Optional:** To add references to support the alert description:
   a. Click **Attach a File**, select and attach a file, and click **OK**.
   b. Click **Attach a Link**, enter a URL name, then enter the URL, for example: Oracle, http://www.oracle.com and click **OK**.

11. To create the alert, click **OK**.

When you press click OK in the Create Alert dialog, the Alert Actions dialog will open in “Open with Owner” status. The Owner can then run Submit to change it to “Open with Assignee” status, or Close (X) the dialog.

---

**Updating Alerts**

When you open an alert from the Alerts list, you can view the instructions, answer any required questions, and add comments or viewers.

If needed, you can create alerts on alerts. For example, this would allow you to create sub-alerts for a "System Down" issue to work separately on network and power issues.

When you are done updating alert information, you can perform actions on the alert, depending on your role and the alert status. See Alert Actions.

To update alert information:

1. On the Home page, click **Tasks**, and then click the **Alerts** tab on the left to open the **Alerts** main page.

2. From the Alert list, select and open an alert.

3. **Optional:** To update the alert properties, select the **Properties** drawer on the right, and edit the properties as needed.

   If you are the Owner, you can edit the Name, Priority, Owner, End Date and Description.

   If you are the Approver, you can edit the Name and Priority.

4. **Optional:** Select the **Instructions** drawer on the right, and if any instructions are attached to the alert, perform the required instructions.

5. **Optional:** Click the **Workflow** drawer on the right to view the current progress of the task as it is worked on by the assigned users.

6. **Optional:** Select the **Associated Objects** drawer on the right to view any objects that are associated with the alert, such as a task, schedule, or an associated alert.

7. **Optional:** Click the **Alerts** drawer on the right to create or select an existing alert.

   - To create a new alert for the alert, click **Create Alert** and enter the alert information. See Creating Alerts.
• To associate an existing alert with the object, click **Existing Alert** and select an alert from the Alert list.

By default, the alerts from the current period are displayed. You can change the filter to select alerts from any period.

8. **Optional:** Click the **Attributes** tab on the right to view the Attributes relevant to your role on the alert. If an attribute list is available, you can select an attribute for the alert.

9. **Optional:** Click the **Questions** tab on the right to view and answer any questions required for the alert.

If you are the Owner (the user who created the alert), you can also be asked questions. This allows key details to be gathered from the user experiencing the issue.

10. **Optional:** Click the **Comments** tab on the right to enter a new comment, and then click **Post**.

If there are saved comments, they are displayed in chronological order below the entry area, with the latest comments first. If there are more than three comments, the system displays a **Show All Comments** link.

To attach a file or link to a URL as a reference:

• Click **File**, select and attach a file, and then click **OK**.

• Click **Link**, enter a URL, and click **OK**.

11. **Optional:** Click the **Viewers** tab on the right to add Viewers to the Alert.

• To select Viewers from the Member Selector, click **Add** enter or select the name of the user, group, or team that will have View access to the alert, and then click **OK**.

• To add a user outside the system who needs to be notified about the alert, click **Add External User**. Enter a user Email Address, select a Notification Priority, and then click **OK**.
Note:

An external user will not have any visibility or access to the alert, they will only receive notifications about it.

Notifications will be sent for the priority level or Higher. For example, if set to High, the notification will only be sent when the alert is set to High. If set to Low, then they will be notified for all priority levels (Low, Medium, High).

12. Optional: Click the History tab to view all actions performed since the Alert was created. This is a read-only tab.

13. To select an action for the alert, see Alert Actions.

Creating an Alert on a Schedule

When you are working with schedules, you may encounter an issue that affects your progress, and you can create an alert.

To create an alert, you must have Edit capabilities on a schedule as either the Owner or System Administrator.

To create an alert on a schedule:

1. On the Home page, click Application, and then click Task Manager.
2. Click the Schedules tab on the left.
3. Select the schedule and click Edit.
   If you do not have Edit rights, the Properties icon is displayed instead of an Edit icon.
4. Click the Alerts tab.
5. Click Create Alert to create an alert, or Existing Alert to associate an existing alert from the Alert List.
   See Creating Alerts.

Creating an Alert on a Supplemental Data Form

When you are working with forms, you may encounter an issue that affects your progress, and you can create an alert.

To create an alert, you must have Edit capabilities on a form as either the Owner or System Administrator.

To create an alert:

1. On the Home page, click Tasks.
2. Select the Supplemental Data Form from your Worklist or from within Supplemental Data Tasks.
3. Click the Alerts tab on the right side of the form.
4. Click Create Alert to create an alert, or Existing Alert to associate an existing alert from the Alert List.

See Creating Alerts.

Alert Actions

The actions available for an alert depend on its ownership, status and the security rights assigned to the user. For example, you can request information, submit, approve, claim, or reassign an alert, depending on your role and access.

The following table lists the actions available and the required roles.

Table 11-2 Alert Actions and Available Roles

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Information</td>
<td>Allows the Assignee to send the alert back to the Owner to request more information</td>
<td>Assignee</td>
</tr>
<tr>
<td>Submit Alert</td>
<td>Allows the Owner or Assignee to submit the alert</td>
<td>Owner, Assignee</td>
</tr>
<tr>
<td>Approve Alert</td>
<td>Allows the Approver to approve the alert</td>
<td>Approver</td>
</tr>
<tr>
<td>Reject Alert</td>
<td>Allows the Approver to reject the alert</td>
<td>Approver</td>
</tr>
<tr>
<td>Claim Alert</td>
<td>Allows a team member assigned to the alert to claim it. Only available when the alert Assignee or Approver is assigned to a team instead of an individual. Claiming may be done even if the alert is claimed by another team/group member.</td>
<td>Assignee team member</td>
</tr>
<tr>
<td>Release Alert</td>
<td>Allows a team member to release a currently claimed alert</td>
<td>Current claimed assignee team member</td>
</tr>
<tr>
<td>Reassign</td>
<td>Allows an Administrator to reassign the alert to another user</td>
<td>Administrator</td>
</tr>
<tr>
<td>Force Close Alert</td>
<td>Allows an Administrator to change an alert status to Closed, regardless of the current status</td>
<td>Administrator</td>
</tr>
<tr>
<td>Refresh</td>
<td>Updates the alert with latest comments, status, and so on</td>
<td>All</td>
</tr>
</tbody>
</table>

To perform an action on an alert:

1. On the Home page, click Tasks, and then click the Alerts tab on the left to open the Alerts main page.

2. From the Alert list, select and open an alert and make sure the required information is completed.

3. From the Actions menu, select an available action.
Viewing Alerts

You can view and work with alerts from the Alerts list. The list displays the alert name, status, priority, end date, alert type, and other information. You can filter the list and select the columns that you want to display.

Note:

Alerts and their status are also displayed at the top of the list on the Worklist tab. The Alert Actions banner shows a status icon with a description that indicates the current status of the alert.

When you open an alert, the system displays the alert information and a work area. The top bar displays the object name. The Alert name is displayed above the parent object (task, schedule, and so on). The Actions menu contains available action options depending on your role and the workflow for the alert. See Alert Actions.

If one of these actions is available, it is displayed as a separate button in the top bar:

- Submit
- Approve
- Reject
- Claim
- Release
- Request Reassignment
- Force Close
- Reopen

The Summary board displays a graphic summary of the alert status. The items displayed depend on the workflow.

- Days Left - Indicates the days left before the alert is due to be resolved. If the alert is being worked on by a user, it will show the days remaining for their part of the workflow. Otherwise, it will show the overall days remaining.

  If there are only hours left, this is displayed as Hours Left or Minutes Left. If it is beyond the End Date value, then it displays Days Past Due.
• **Priority** - Displays the current priority of the alerts.
• **New Comments** - Displays the number of comments that you have not yet viewed
• **Questions** - Displays the number of questions that you are required to answer before being able to submit or approve the alert.
• **Attributes** - Displays the number of attributes you are required to set before being able to submit or approve the alert.
• **Alerts** - Displays the number of open alerts associated with this alert.

To view alerts:

1. From a task, click the **Alerts** tab on the right side.
2. Click an alert name to drill down and view additional detail about the alert, or select an alert and click **Open**.
3. **Optional**: To search for an alert, in the **Search** box, enter search criteria.
4. **Optional**: To select columns to display, from **Actions** in the Alerts tab, click **Select Columns**, and select the columns to display, or select **Show All**.
5. To create an alert, see *Creating Alerts*.
6. To perform an action on the alert, see *Alert Actions*.
7. To refresh the alert list, click **Refresh**.

### Deleting Alerts

You can delete alerts that you no longer need if you are an Administrator or Alert Owner. You must also have access to the object associated with the alert.

You can delete multiple alerts at the same time.

To delete an alert:

1. On the Home page, click **Tasks**, and then click the **Alerts** tab on the left to open the **Alerts** main page.
2. From the Alerts list, select and open an alert.
3. Select **Actions**, and then click **Delete**, or select **Delete** from the row **Actions** menu.
4. From the confirmation prompt, click **Yes**.
Viewing Schedules

Related Topics

- 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.

- Viewing Schedule Properties
- Viewing Schedule Instructions
- Viewing Schedule Viewers
- Viewing Schedule Attributes
- Viewing Day Labels in Schedules
- Viewing Schedule Rules
- Viewing Schedule Alerts
- 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.

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

When you open a schedule, you can view the name, description and other information.

To view schedule information:

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 Properties.
   If you have Edit capabilities on the schedule (if you are the Owner or System Administrator), an Edit icon is displayed instead of Properties.

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 Alerts

From the Alerts tab in a schedule, you can view alerts associated with the schedule.
To work with alerts, you must have Edit capabilities on a schedule as either the Owner or System Administrator.

To view alerts:
1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Schedules** tab on the left.
3. Select the schedule and click **Edit**.
4. Click the **Alerts** 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**.
13

Monitoring Dashboards

Related Topics

• Dashboard Overview
• Task Overview Dashboard
• Compliance Dashboards
• Financial Dashboard

Dashboard Overview

You can monitor Task Manager, Supplemental Data Management, and Enterprise Journals information using the Task and Compliance dashboards.

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.

Dashboards Overview

Task Overview Dashboard

The Task Overview Dashboard contains the Status dashboards for Overall status, and Task Manager, Supplemental Data, and Enterprise Journals 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)
   • Count (Descending)
   • Alphabetic (Ascending)
   • Alphabetic (Descending)
Task Manager Overview

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)

Supplemental Data Overview

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 Collection Interval drop-down list, select a collection interval.
4. Select members for the POV.
   The POV dimensions are based on the frequency dimension selection for the selected Collection Interval.
5. 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.
6. 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.
7. Filter tasks by selecting View By, then select an option:
• Workflow Dimensions
• Form
• Collection
• Frequency

8. Optional: Sort the list of tasks using one of these methods:
   • Count (Ascending)
   • Count (Descending)
   • Alphabetic (Ascending)
   • Alphabetic (Descending)

Enterprise Journals Overview

The Enterprise Journals Overview Dashboard displays journal status. You can view at a glance a count of Open, Late or On Time journals, and the completion status for selected journals. You can filter the list by Journal Templates, Workflow Status, Posting Status, or Target, and sort the list by Alphabetical or Count.

To view the Enterprise Journals status Overview:

1. On the Home page, from Dashboards, click Task Overview.
2. On the left, click Enterprise Journals Overview.
3. From the Year drop-down list, select a year.
4. From the Period drop-down list, select a period.
5. Select a specific journal, or select All.
6. Filter the journal list by selecting View By, then select an option:
   • Journal Templates
   • Workflow Status
   • Posting Status
   • Target
7. Optional: Sort the list of journals using one of these methods:
   • Alphabetic (Ascending)
   • Alphabetic (Descending)
   • Count (Ascending)
   • Count (Descending)
8. Optional: To refresh the list, click Refresh.

Compliance Dashboards

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.
Task Manager 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
   • Approval

8. Optional: To change the order of tasks listed, from Order By, select:
   
   • User
   • On Time
   • Late
   • Rejections

Supplemental Data Compliance Dashboard

The following figure shows a sample Supplemental Data Compliance dashboard.

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 Collection Interval drop-down list, select a collection interval.
4. Select members for the POV.
   
   The POV dimensions are based on the frequency dimension selection for the selected Collection Interval.
5. 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.
6. 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.

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

**Enterprise Journals Compliance Dashboard**

The Enterprise Journals Compliance Dashboard enables you to view at a glance the journals that were prepared, reviewed, posted and completed on time, those that were late, and those that were rejected. You can filter the list of journals by Performance and change the order of the list.

To view the Enterprise Journals Compliance dashboard:

1. On the Home page, from **Dashboards**, click **Compliance**.
2. On the left, click **Enterprise Journals Compliance**
3. From the **Year** drop-down list, select a year.
4. From the **Period** drop-down list, select a period.
5. Select a specific journal, or select **All**.
6. From **Performance**, select performance metrics:
   - Preparation
   - Review
   - Posting
7. **Optional**: To change the order of journals listed, from **Order By**, select:
   - User
   - On Time
   - Late
   - Rejections
8. **Optional**: To refresh the list, click **Refresh**.

**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.
Financial Consolidation and Close 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 Financial Consolidation and Close.

To view a Financial dashboard:

2. To search for an existing dashboard, enter text in the search box, and click Search.
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Working with Supplemental Data

Related Topics
- Supplemental Data Process Overview
- Viewing Data in the Supplemental Data Analysis Dashboard
- Adding Dimensions for Supplemental Data
- Importing Dimension Members for Supplemental Data
- Exporting Dimension Members for Supplemental Data
- Creating Supplemental Data Ad-Hoc Forms
- Entering Data into Supplemental Data Forms
- Viewing Supplemental Data Forms
- Searching for Records in Supplemental Data Forms
- Deleting All Records in Detail Sections
- Viewing Form History
- Reassigning Users in Supplemental Data Manager
- Submitting, Approving, Rejecting, or Posting Supplemental Data Forms
- Bulk Loading of Data into Collections
- Working with Supplemental Data in Smart View

Supplemental Data Process Overview

Supplemental Data Manager helps you organize, update, edit, and manage supplemental data, typically financial transactions. It is a robust ad hoc data collection process useful for footnotes, disclosures, and supporting details.

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

2. The Power User performs these procedures:
   - Creates additional Dimensions which may be required within their data collection.
   - Creates the collection interval to define the frequency of the data collection process, and the workflow dimensions on which their forms will be based.
   - Creates collections and subcollections to store the data as part of the data collection process.
   - Creates attributes, and calculation and validation rules for the attributes.
   - Creates Data Form Templates to ensure a consistent and repeatable data collection process.
   - Assigns workflow and access for each data form template.
• Deploys the form template to a specific data collection period to be ready for the collection process.
  – If the period is not open, then the form instances are in Pending status.
  – If the period is open, then the form instance is active and available for data entry.

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

4. The User then performs these tasks:
   • Loads data manually once the period is open or uses a CSV file to import form data. Users can also act on any actions to be done, for example, entering comments and answering questions.
   • Performs validation and ensures correctness of data.
   • Submits data for approval.

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

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

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

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

You can also manage the data collection process and work with supplemental data forms using the Supplemental Data option in Oracle Smart View for Office. You must first install the Smart View Extension for Supplemental Data Management. To install the extension, see “Downloading and Installing Clients” in the Getting Started with Oracle Enterprise Performance Management Cloud for Administrators guide.

Viewing Data in the Supplemental Data Analysis Dashboard

The Supplemental Data Analysis dashboard contains the details of collections and sub-collections, making it easy to view and filter the information. You can also select and sort columns, and save lists.

To view Collections in the Data Analysis dashboard:

1. On the Home page, click Data.
2. From the left, click Supplemental Data Analysis.
3. From the Collection dropdown list, select a collection/subcollection and the data collection period (frequency dimension member combination) for which you want to access and analyze data.

For example:
  Collection Name: Debt Details
  Data Collection Period parameters: Year: 2020, Period: April, Scenario: Actual
4. **Optional:** Click **Add a Filter**, then enter a filter value. Available filters are based on the collection you selected.

5. **Optional:** For more detailed filtering, from **Add a Filter**, click **Advanced**, then define filter criteria and create conditions.

   To define a condition or group:
   
   a. Click **Create Condition** or **Create Condition Group**.
   
   b. **Conjunction:** Select **And** or **Or**. These state how this condition or group relate to prior sibling conditions or groups.
   
   c. **Attribute:** An attribute is a field or value that a condition compares to a value for inclusion in the result set of a filter. An attribute denotes more than the list of user-defined attributes.
   
   d. **Operand:** States what kind of evaluation to perform against the attribute.
   
   e. **Value:** Specifies what values to compare the attribute against. The type of attribute determines what input field is available.
   
   f. To save, clear, or manage filters, click the **Filters (...)** button on the right of the page.

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

7. **Optional:** To export data from the Collection, from **Actions**, select **Export**, and select **Export to Excel** or **Export to CSV**.

8. **Optional:** From **Actions**, select **Import** to import data into the Collection.

   Click **Browse** to select the file, select to **Replace** or **Update** the existing file, select a date format, and then click **Import**.

9. **Optional:** From **List**, select another available saved list. The system displays the filters and columns that you previously saved.

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### 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.

To import dimension members:

1. On the Home page, click **Application**, then click **Supplemental Data**.
2. Click the **Dimensions** tab on the left.
3. Select a dimension.
4. In **Members and Attributes**, click **Actions**, and then **Import**.
5. Click **Browse**, and then navigate to the file you want to import.
6. Select one of these options:
   - **Replace**: Clears any dimension members in the form and replaces them with the members from the source file. Any values absent in the source file will be blank after the import process.
   - **Update**: Updates only the members included in the source file. Other members are not affected.
7. Select a **Date Format** from the drop-down list of formats.
   Date formats are not translated. By default, the date format is set to the locale date format of the exported file location.
8. Select a **File Delimiter** for the import file: **Comma** or **Tab**.
9. Click **Import**.
   The Results screen displays the number of imported dimension members.
10. Click **OK**.
   To clear the dialog and select another file to import, click **Reset**.

Exporting Dimension Members for Supplemental Data

Service Administrators and Power Users can export dimension members to standard flat comma-separated value (CSV) or XLS files.

To export dimension members:

1. On the Home page, click **Application**, then click **Supplemental Data**.
2. Click the **Dimensions** tab on the left.
3. Select a dimension.
4. In **Members and Attributes**, select a member.
5. Click **Actions**, then **Export**, and then select the **CSV** or **XLS** file format.
6. Browse to where you want to save the file.
7. Click **OK**.
Creating Supplemental Data Ad-Hoc Forms

When creating Supplemental Data Form templates, Administrators can specify whether the template can be used for creating Ad-Hoc forms, and then select the users, groups, or teams who are allowed to create the forms. Users who have been assigned the proper security rights can then create Supplemental Data Forms from the template as needed.

To create a Supplemental Data Ad-Hoc Form:

1. From Tasks, select Supplemental Data Tasks.
2. Select the Collection Interval, and then select members for the POV. The POV dimensions depend upon the collection interval that is selected.
3. For Template, select the template for which the Ad-Hoc Form needs to be created.
4. Click on the Create Ad-Hoc Form (+) icon to create an Ad-Hoc Form.

**Note:**

The Template must be deployed before you can create an Ad-Hoc Form.

5. Select a member for each workflow dimension and select users for the workflow options (Prepare, Prepare Approve, Prepare Approve Post).

**Note:**

The Form Preparer and Approver cannot be the same for Ad-Hoc Form creation.

6. Click OK.

The Ad-Hoc Form is created and opened for data entry.

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 POV 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 Supplemental Data forms:

1. On the Home page, click **Tasks**.
2. Select a Supplemental Data Form from your worklist or from within the Supplemental Data Tasks.
3. Enter data for the form:
   - If the form has a header section, you can enter data into the fields in the header.
   - If the form has detail sections, click **Add (+)** to add detail rows and enter data.
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 **Actions (...)** drop-down in the detail section, select **Print** to print the form.
7. **Optional:** From the **Actions (...)** drop-down in the header section, 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**.
      - To clear the dialog and select another file to import, click **Reset**.
8. **Optional:** To export the form data, from the **Actions (...)** drop-down in the detail section, select **Export to Excel** and follow the prompts.

### Viewing Supplemental Data Forms

When Supplemental Data Forms have multiple sections, each section displays as a tab within the form header. Sub-collections display in horizontal tabs. Sub-collection names display up to 30 characters followed by **ellipsis (...)**. You can hover over the text to view the complete name. You can also expand or collapse the header or detail section for better real estate usage.

Here is an example of a form with multiple sections and sub-collections.
To view Supplemental Data Forms:

1. On the Home page, click **Tasks**.
2. Select a Supplemental Data Form from your worklist or from within the Supplemental Data Tasks.
3. If the form has multiple sections, each section displays as a tab within the form header. Click on a section tab to see the form contents.
4. Expand or collapse the header or detail section.
   - Click the icon on the right of the header section to expand or collapse the section.
   - Click the arrows to expand or collapse the detail section.

Searching for Records in Supplemental Data Forms

You can use the Search field to quickly search for records in the detail collection and sub-collection sections in Supplemental Data forms. You can search on any field (Text, List, or Number) on the data grid, except for Date and Time. For example, you could search on the word “Interest” to see all records that have Interest in the value, such as Simple Interest or Interest Payable.

To search for records:

1. On the Home page, click **Tasks**.
2. Select the Supplemental Data form from your Worklist or from within Supplemental Data Tasks.
3. In the Detail section, enter search criteria in the **Search** field, and press **Enter**.
   
   To reset the list to display all records, delete the search criteria.
Deleting All Records in Detail Sections

You can delete all records in the detail section or in sub-collections in Supplemental Data forms.

To delete all records:

1. On the Home page, click Tasks.
2. Select the Supplemental Data form from your Worklist or from within the Supplemental Data Tasks.
3. From the Actions drop-down in the Details section, click Delete All.
   
   A Delete Confirmation message displays: “This will delete the data of this form section. Do you want to continue?”.
4. Click Yes.
   
   All records in the grid are deleted and the form is saved.

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, 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 the History tab.

Reassigning Users in Supplemental Data Manager

You may periodically need to reassign users to different tasks during the close process. For example, when an employee who has assigned tasks leaves the company, the tasks can be reassigned to another employee. You can use the Reassign feature in the Workflow Dashboard to automatically change assignments instead of manually searching for, opening, and editing individual tasks. The Reassign feature enables you to quickly find the tasks associated with a user and reassign them to another. You can reassign tasks to individual users, groups, or teams.

You can select the roles for which to reassign users. For example, if you select the Owner role, the system reassigns the user only in tasks in which the user was assigned as the owner. It is not allowed for forms that are in a Closed Workflow status.

To reassign users:

1. On the Home page, click Tasks.
2. Click the Supplemental Data Tasks tab on the left.
3. Select one or more forms in which you want to reassign users.
4. From Actions, select Set User.
5. In Field, select the role for the user you want to reassign.
6. In To User, either enter the name or search for the user, group, or team to whom you want to reassign tasks.

7. Click Apply.

8. From the confirmation prompt to update the user, click Yes.

Submitting, Approving, Rejecting, or Posting Supplemental Data Forms

After entering data for the form, you can select an available action, for example, Submit, Approve, or Reject. You can also multi-select forms within the Supplemental Data Tasks list using the Set Status option in Actions, perform one action on the selection, and have all the selected forms updated.

To select an action for forms:

1. On the Home page, click Tasks.
2. Select a Supplemental Data Form from your worklist or from within the Supplemental Data Tasks.
3. Select an available action, for example, Submit, Approve, or Reject.

To select an action using the Set Status option:

1. Select a form from Supplemental Data Tasks.
   To select multiple forms, press Ctrl and select multiple forms, or press Shift while you click the first and last rows in a range.
2. From the Actions drop-down, select Set Status.
3. From the Status drop-down, select the desired action.
4. Click Set.

The Form Action Results dialog displays the status results.

- If there are no errors, the status Completed Successfully displays.
- If there are errors, the status Completed With Errors displays with the error messages.

Bulk Loading of Data into Collections

Administrators and Power Users are able to import data for a specific data collection period and a specific collection. This feature is useful for Administrators and Power Users to bulk populate forms using 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 with the following workflow status: 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:

1. On the Home page, click **Data**, and then **Supplemental Data Analysis**.
2. Select the collection and populate the POV members and then from **Actions**, select **Import**.
3. Browse to the CSV file that you want to load. An example of a load file is show for a collection with Entity as the workflow dimension.

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

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.

**Note:**

Before you begin, you must install Smart View and the Smart View Extension for Supplemental Data Manager, and create a private connection to use with the extension. See the “Downloading and Installing Clients” section in *Getting Started with Oracle Enterprise Performance Management Cloud for Administrators* and “Creating Connections to the Smart View Extensions”.

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 a list of the Collections in the system for which you have View security rights
- Apply filters on the data collected as part of the data collection process
Any filters or lists that you previously created for Supplemental Data are available in Smart View.

**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.
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**. The **Worklist** and **Collections** nodes display.
6. Under **Worklist**, select a form from the list of forms.
   - Each form is a parent node in the format, `<Form Name> - <Workflow Dimension: Member 1>| <Workflow Dimension: Member 5>`.
     **Example:** Debt Details Form – New York
   - Hover over the form to see additional details in the format, `<Form Name> - <Workflow Dimension: Member 1>| <Workflow Dimension: Member 5>` `<Responsible role> - <Due Date>)| <Frequency Dimension: Member 1>| <Frequency Dimension: Member 4>`.
     **Example:** Loan Detail – Entity: LE101 | Account: Sales (Preparer – Jan 10, 2020), Year: 2020 | Period: Jan | Scenario: Actual
   a. Double-click the leaf node to view the form header or summary section. Each section is a leaf node in the format, `<Section name>`.
     **Example:** Loan Collection Data Entry
   b. Click the header section to view the detail section in Excel. You can view or modify forms, answer questions, and enter comments.
     Each detail section or sub-collections display in a separate worksheet.
7. Under **Collections**, select the interval from the list of collection intervals.
   Each leaf node lists the collection interval first and then the collections and sub-collections.

**Note:**
Only collections that contain data display for each data collection period.
8. When you are finished, select the appropriate option for the selected form:
   • Save Data
   • Submit Data
   • Approve
   • Reject
   • Post Data