

ORACLE

# Usage Drill Through Reports

---

F57209-11

May 3, 2024

Copyright © 2024, Oracle and/or its affiliates

# Contents

Introduction.....	3
Usage Drill Through Report Types .....	3
<b>The Importance of the Import User and Role Application Security Data ESS Job</b> .....	3
<b>Usage Drill Through Report with Fresh Data</b> .....	3
<b>Usage Drill Through Report with Stale Data</b> .....	3
<b>Usage Drill Through Report with No Data</b> .....	4
<b>Usage Drill Through Report with a Large Data Set</b> .....	4
Understanding Usage Drill Through Reports.....	4
<b>Info Sheet</b> .....	4
<b>Usage Summary Sheet</b> .....	5
<b>Explore By Privilege Sheet</b> .....	6
<b>Explore By Role Sheet</b> .....	6
<b>Explore By Usernames Sheet</b> .....	6
<b>All Roles in Usage Sheet</b> .....	6
<b>Users by Roles Sheet</b> .....	7
<b>Users by Services Sheet</b> .....	7
<b>Raw User Data Sheet</b> .....	7
<b>Help &amp; Support Sheet</b> .....	7
Accessing Your Usage Drill Through Report.....	7
<b>Required Roles</b> .....	7
<b>Download the Usage Drill Through Report</b> .....	8
<b>Usage Drill Through Report Retention</b> .....	8
<b>Download the Data File for Environments with a Large Amount of Raw Data</b> .....	8
<b>Password Encryption</b> .....	9
Useful Links.....	10

## Introduction

The Usage Drill Through Report is provided monthly and enables customers to access their raw Hosted Named User data, including roles and privileges assigned at the individual user level. The report is provided in Excel and provides PivotTables and guidance on how to investigate commercial usage and how roles and privileges relate to each SKU in a customer's subscription. The report details which users are consuming licenses and allows customers to see the specific users and their assigned roles and privileges that impact license consumption.

Hosted Named Users are counted based on the documentation in the *Oracle Fusion Service Descriptions*. Additional usage limits may apply and are detailed in the relevant Service Description.

## Usage Drill Through Report Types

There are two types of Usage Drill Through Reports: standard reports and those with a large data set. These reports can contain fresh, stale, or no data. The Usage Drill Through Report that is generated for each customer is based on the type and amount of data received for the environments. Standard Usage Drill Through Reports are typically made available within the first week of the month. Large Usage Drill Through Reports are made available approximately the third Monday of the month.

### The Importance of the Import User and Role Application Security Data ESS Job

The data for the report is collected with the help of a job called the Import User and Role Application Security Data ESS Job. The type of report you receive depends on whether the job is scheduled correctly. The schedule should be set to run the job on the last day of the month, at minimum, however, it is recommended to schedule the job to run daily. For instructions on running the Import User and Role Application Security Data ESS Job that prepares data for the report, see the document [Configure the Import User and Role Application Security Data ESS Job](#).

The following sections provide details on different types of Usage Drill Through Reports.

#### Usage Drill Through Report with Fresh Data

This report is provided when the Import User and Role Application Security Data ESS Job is running correctly and data for the report is being received. The sheets in the Drill Through Report spreadsheet will reflect the data correctly for the previous month and will closely match with the usage data added to Summary sheet.

#### Usage Drill Through Report with Stale Data

This report is provided when the Import User and Role Application Security Data ESS Job is not scheduled properly, or is not running regularly, to capture the data properly or at the correct cadence.

- Usage Drill Through data is available; however, the data may be out of sync with recent security changes made by the customer.
- Information and a link to instructions to sync the data properly is provided in the Info sheet.

## Usage Drill Through Report with No Data

This report is provided when the Import User and Role Application Security Data ESS Job is not running or not running correctly, and data is not being collected. It could also be the result of an error when retrieving data for your Oracle Cloud environment. This report includes only the Info and Error sheets.

- Data is not syncing which means that the Import User and Role Application Security Data ESS Job has not been scheduled or data was not received for your environment.
- Information and a link to instructions to sync the data properly is provided in the Info sheet.

It is also possible that the Import User and Role Application Security Data ESS Job is scheduled but fails. If you find the job is properly scheduled, then contact Oracle customer support for further assistance.

## Usage Drill Through Report with a Large Data Set

If your SaaS Cloud Service implementation is configured in such a way that the number of Hosted Named Users, combined with their assigned roles and privileges, exceeds Excel usage limits, then the data for your Usage Drill Through Report will be contained in a separate data file. This may change monthly, depending on the size of your data set. My Services users will be notified the first week of the month if their Usage Drill Through Report falls into this category. Instructions regarding how to download this data and combine it with the Usage Drill Through Report will be provided to you in the report and are also included below in the section “Download the data file for environments with a large amount of raw data”. These reports will not contain the full set of pre-configured PivotTables as provided in the standard Drill Through Report; however, custom PivotTables can be created from the raw data that will be provided to you.

## Understanding Usage Drill Through Reports

A Usage Drill Through Report that falls into the Fresh, Stale, or Large data set category will include some or all of the sections as noted below.

### Info Sheet

The Info sheet in the report provides information about the environment and includes the customer’s name, the environment name and type, and collection dates.

Info sheet for a standard report:

Hosted Named User Usage Drill Through	
Prepared for ACME Inc.	
Subscription ID(s)	123456, 7891011
Fusion Instance	ABCD
Environment	Production
Usage Data Collected	2-Apr-24
DT Data Collected	1-Apr-24

Info sheet for a report with a large data set:

## Hosted Named User Usage Drill Through

Large Data Set Format

---

Prepared for Widgets Inc.

Subscription ID(s)	654321, 111098
Fusion Instance	WXYZ
Environment	Production
Usage Data Collected	2-Apr-24
DT Data Collected	1-Apr-24

**Subscription ID(s)** represents all subscriptions associated with this Fusion Instance.

**Fusion Instance** represents the name of the environment assigned to the customer.

**Environment** represents the type of the environment. Usage Drill Through Reports are only generated for production environments.

**Usage Data Collected** represents the date when the data was collected for the Usage Summary sheet.

**DT Data Collected** represents the date when the roles and privileges data was collected for the listed products.

### Usage Summary Sheet

This sheet is included in Usage Drill Through Reports with fresh or stale data. It contains a summary of your usage for Hosted Named User products. Other sheets in the Usage Drill Through Report may have been generated at a different date or time, resulting in differences between the summary and detailed data and numbers. For more details about the SaaS Service Usage Metrics Report see the document [Finding Your SaaS Service Usage](#).

This sheet represents the peak number of users for each of the past three months in addition to the current month's highest usage. The information shows the last full month's usage against the subscribed quantity. The difference between what was used versus the subscribed quantity is represented as a percentage in the *Subscription Usage <month>* column.

Services marked with > show usage above your subscribed quantity.

Hosted Named User – Usage								
Part#	Service	Authorized User Quantity			Subscribed Quantity Feb	Remaining Quantity Feb	Subscription Usage Feb	Highest Use Mar 1 - 6
		Dec	Jan	Feb				
> B11111	Oracle Service 1 - Hosted Named User	201	201	203	50	-153	406%	207
> B22222	Oracle Service 2 - Hosted Named User	849	838	840	750	-90	112%	759
B33333	Oracle Service 3 - Hosted Named User	87	89	89	40	-49	223%	85

If you've used products which you haven't licensed, then you may see another section on this sheet – *Hosted Named User – Unexpected Usage*. This section shows the peak number of users for each of the past three months and current month's highest usage for the products you have not licensed, for any quantity.

Services marked with \*\* show usage without an active subscription.

Hosted Named User – Unexpected Usage					
Part#	Service	Users Dec	Users Jan	Users Feb	Highest Use Mar 6
** B55555	Oracle Fusion Service A - Hosted Named User	33	34	36	34
** B66666	Oracle Fusion Service B - Hosted Named User	666	655	654	592
** B77777	Oracle Fusion Service C - Hosted Named User	23	23	25	20

## Explore By Privilege Sheet

This sheet is included in the standard Usage Drill Through Report only. It allows you to explore service user counts by privileges.

Select a service to explore by clicking on the Service Name from the list provided in the section “Choose a Service to Explore.” Once selected, the **Subscription Usage Summary** section will show the User count for the last month for that Service. The **Privileges and Roles with User Counts** section will show the drill down by user counts for each of the privileges in that service. Privileges are in bold. You can expand a Privilege to see the roles that include that Privilege. Double-click any user count number to open a new sheet detailing those users.

## Explore By Role Sheet

This sheet is included in both the standard and large Usage Drill Through Reports. It allows you to explore service user counts by role.

Select a service to explore by clicking on the Service Name from the list provided in the section “Choose a Service to Explore.” Once selected, the **Subscription Usage Summary** section will show the User count for the last month for that Service. The **Roles and Privileges with User Counts** section will show the drill down by user counts for each of the roles, in that service. Roles are in bold. You can expand a role to see privileges of that role. Double-click any user count number to open a new sheet detailing those users.

## Explore By Usernames Sheet

This sheet is included in the standard Usage Drill Through Report only. It allows you to explore service user counts by usernames.

Select a service to explore by clicking on the Service Name from the list provided in the section “Choose a Service to Explore.” Once selected, the **Subscription Usage Summary** section will show the user count for the last month for that Service. The **Usernames and Count of Roles** section will start to show the drill down by user counts for each of the usernames. Usernames are in bold. You can expand a username to see the roles and privileges that cause this user to be counted for this service.

## All Roles in Usage Sheet

This sheet is included in the standard Usage Drill Through Report only. It lists all roles used by Hosted Named User based services.

Each role is shown at the top level. Next are the indented services with user counts from that role. Under each service is the privilege of the role that causes the users to be counted.

## Users by Roles Sheet

This sheet is included in the standard Usage Drill Through Report only. It lists users with the number of roles they are assigned. Note that reports designated as having a large data set will not include this sheet.

Each user is shown at the top level. Next are the indented services that the user is counted toward. Under each service are the roles to which the users assigned, which have privileges associated with the service.

## Users by Services Sheet

This sheet is included in the standard Usage Drill Through Report only. It lists users with the number of services for which they're counted.

Each user is shown at the top level. Next are the indented services for which the user is counted. Under each service is the role with matching privileges that cause the user to be counted.

## Raw User Data Sheet

This sheet is included in the standard Usage Drill Through Report only. It provides the complete raw data that is utilized to build the Usage Drill Through report. The values are ordered by SKU.

For large Usage Drill Through Reports, the raw data will be contained in a separate data file. Instructions regarding how to download this data and combine it with the Usage Drill Through Report will be provided to you in the report and are also included below in the section "Download the data file for environments with a large amount of raw data".

## Help & Support Sheet

This sheet provides information about the data contained in the Usage Drill Through Report. It also provides important links related to contracts and policies for Cloud Services, metric definitions and service descriptions, identifying authorized Hosted Named Users, supporting material and additional training, and instructions on running the Import User and Role Application Security Data ESS Job.

# Accessing Your Usage Drill Through Report

## Required Roles

### My Services Users

To access the Usage Drill Through Report in your My Services console, you will need to have one of the following roles:

- Service Administrator
- Service Instance Administrator

Read this documentation to learn how to add administrators: [How to Create New or Backup Administrators \(Doc ID 2165261.1\)](#).

For services listed in the My Services console, a monthly password will be sent to your Administrators who have the FA\_GSI\_Administrator role assigned at the service level or service instance level.

- For OCI environments, see [How to add or remove FA\\_GSI Administrator Role for Fusion Applications from OCI IAM Domains \(Doc ID 2967178.1\)](#).
- For non-OCI environments, see [How to access My Services UI for IDCS of Fusion IDCS to add FA\\_GSI Administrator Role \(Doc ID 2854123.1\)](#) and [How to add FA\\_GSI Administrator role to a user?](#)

## Cloud Console Users

To access the Drill Through Report in your Cloud Console, you should be one of the following:

- Tenancy administrator for the tenancy where your environment is located.
- Member of a group that includes specific policies that allow access to the report.

See the [Commercial Measurement Usage Metrics](#) section in the Oracle Cloud Infrastructure documentation.

For Usage Drill Through Reports listed in Cloud Console, a password is not required to open the report.

## Download the Usage Drill Through Report

To download the Usage Drill Through Report from MyServices, sign into the portal, select a service tile, and go to the Documents tab. Under the For Services Instances tab, select Document Type Usage\_metrics.

To download the Usage Drill Through Report from the Cloud Console, sign into the portal, go to the Fusion Applications environment details page, under Resources, click Subscriptions, click the subscription ID link. On the Subscriptions detail page, under Resources, click Usage. For more details, see the [Commercial Measurement Usage Metrics](#) section in the Oracle Cloud Infrastructure documentation.

## Usage Drill Through Report Retention

Usage Drill Through Reports are available in your console for a minimum of three months from the date the report is delivered to your console. Once the report is deleted, it is not recoverable. Customers are recommended to retain a local copy to track historical Usage Drill Through Report data.

## Download the Data File for Environments with a Large Amount of Raw Data

If you've been notified that your SaaS Cloud Service implementation contains a large amount of data, then you will need to download your raw data file separately.

For My Services users, **your raw data file will be downloadable from a separate location and will remain available for 4 calendar days from the day the file is posted.** It will be permanently deleted after four calendar days and is not recoverable. If you are unable to download the data file within the allotted time, a new Usage Drill Through Report will be available the next month.

For Cloud Console users, your raw data file will be downloadable from your console and will follow the same retention period as your Usage Drill Through Report.

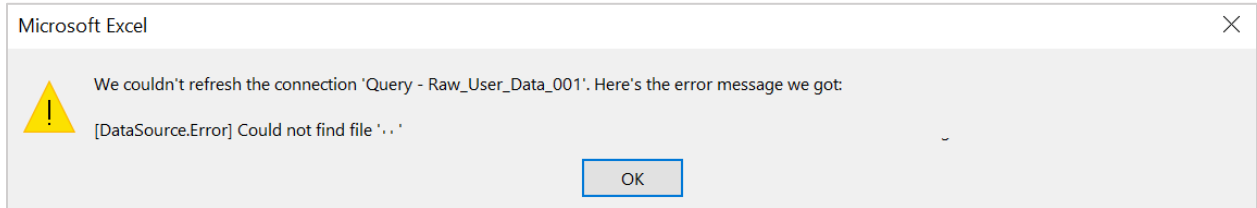
Follow the instructions inside the report to download and sync your data with your Excel file.

1. Download and open the Usage Drill Through Report.
2. Use the password from the email sent to your Service Administrator or Service Instance Administrator, if prompted. (Note: Drill Through report passwords are not required for Cloud Console users).



3. Go to the Info sheet and follow the instructions in the section “Accessing the data for your Usage Drill Through Report”.

Note that when you open the Usage Drill Through Report for the first time, you may see a pop-up message stating that the data is missing. Click “OK” and proceed to follow the steps in the Info sheet to download the data and sync it with the report.



You might also see a similar message if (1) you’ve changed the name of the data file; or (2) you’ve saved the report and data file in different folders.

Depending on the size of your data set, the download of your data and the loading of the data into the provided Usage Drill Through Report Excel workbook may take some time. The total time is dependent upon a set of variables that is unique to each customer, including the specific data set and hardware used. The following system is recommended: Microsoft Windows 10 or higher, 16GB RAM or more, CPU with 2GHz or higher.

## Password Encryption

For services listed in the My Services console, the Usage Drill Through Report is encrypted with a password unique to your account and to the report for each month. You’ll need this password to decrypt the report. If your report has been identified as containing a large amount of data, you’ll also need this password to open your raw data file. Passwords are sent via email to users registered as **Communication Recipient** of type **Admin**.

For services listed in Cloud Console, a password is not required to open the monthly Usage Drill Through Reports or raw data file.

Use the table below to help determine if a password is required to open your Usage Drill Through Report.

Usage Drill Through Report Password Requirement		
For services listed in...	Report Data Size	Password required to open?
My Services	Standard	Yes, sent via email
	Large (report with large data set)	Yes, sent via email
Cloud Console	Standard	No
	Large (report with large data set)	No

## Useful Links

Contact My Oracle Support (<https://support.oracle.com/portal/>) for questions related to your Usage Drill Through Report.

Oracle has standard contracts and policies that govern the terms, service descriptions, and delivery of Cloud Services. To learn more about these contracts and policies for Cloud Services, refer to:  
<https://www.oracle.com/corporate/contracts/cloud-services/>

For contractual Metric Definitions and Service Descriptions, review the Service Descriptions for Oracle Fusion Cloud Services:  
<https://www.oracle.com/contracts/cloud-services/>, select Product: Fusion – ERP, SCM, HCM, then View documents.

For information on how Oracle measures Oracle Fusion offerings, review the document *Metric Descriptions for Oracle Fusion Offerings*:  
<https://docs.oracle.com/pls/topic/lookup?ctx=en/cloud/saas&id=metric-descriptions-fusion-offerings>

Details on how predefined roles impact license counts:  
<https://docs.oracle.com/en/cloud/saas/applications-common/24b/oacsm/advisory-note-on-licensing-impact.html>

Predefined roles and their privileges:  
<https://www.oracle.com/docs/tech/predefined-roles-subscription-impact.xlsx>

For instructions to run the Import User and Role Application Security Data ESS Job that prepares data for this report, see the document *Configure the Import User and Role Application Security Data ESS Job*:  
<https://docs.oracle.com/en/cloud/saas/j4s/essjb/configure-import-user-role-application-security-data-ess-job.pdf>

Frequently Asked Questions for SaaS Usage Metrics Reports for Fusion Apps:  
<https://community.oracle.com/customerconnect/discussion/732649/faq-saas-usage-metrics-report-for-fusion-apps>

Learn more about SaaS commercial usage reports and connect with the Oracle Fusion Applications community at Cloud Customer Connect:  
<https://community.oracle.com/customerconnect>