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Welcome

Related Topics

• Introduction
• Learning More

Introduction

Planning provides five complete, planning and budgeting solutions for Financials, Workforce, Capital, Projects, and Strategic Modeling. They include built-in best practice predefined content including forms, calculations, dashboards, drivers, and key performance indicators (KPIs). You can get up and running quickly by enabling only the features you need, and later enable additional features to enhance your application. You can integrate to plan at the detail level you need. Configurable help provides default descriptions for forms and members, which you can customize for your business needs.

• Financials— Enhance your ability to manage and analyze finances at any business level using driver or trend-based income statement, balance sheet, and cash flow planning, or simply plan revenue and expenses. With the best practice, out of box key performance indicators, drivers, and accounts, Financials accelerates your planning process. See About Financials.

• Projects— Bridge the gap between project planning systems and the financial planning process. Assess the impact organizational projects and initiatives have on overall corporate resources and ensure they align with short and long term financial targets. See About Projects.

• Workforce—Headcount and compensation planning to link financial plans with the workforce plan. Budget for future headcount and related personnel expenses such as salary, benefits, and taxes. See About Workforce.

• Capital— Planning for the long-term impact of capital assets on financial plans. Manage, prioritize, and plan for capital expenses. See About Capital.

• Strategic Modeling—For long-term strategic planning, this solution combines a set of rich financial forecasting and modeling features with built in on-the-fly scenario analysis and modeling capabilities. See About Strategic Modeling.

Watch this overview video to learn more.

Overview Video

Watch this overview video to learn how to enable, configure, and maintain the application.

Overview Video

After you enable features, predefined artifacts are created including:
Dimensions, including Accounts
• Forms
• Rules (calculations)
• Member formulas
• Dashboards

Forms integrate with the dashboards and reports that dynamically reflect data, plans, and forecasts.

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About Financials

Financials delivers tools to help you quickly develop plans and forecasts, and generate core financial statements such as balance sheets, cash flow statements, and income statements for internal analysis. Financials provides these components that you can enable incrementally to best meet your business needs:

• Revenue / Gross Margin
• Expense
• Balance Sheet
• Cash Flow
• Income Statement
• Analysis

Financials integrates with Capital, Workforce, and Projects so that planners can create very granular plans, forecasts, and financial reports that include different types of data.

Watch this overview video to learn more about Financials.

Overview Video

About Workforce

Workforce enables planners to align critical corporate resources—people and dollars—with the strategies that best leverage a competitive advantage. Using Workforce, departments collaborate to plan headcount and related expenses such as salaries, health care, bonuses, and taxes. Planners can see up-to-date graphics that show expenses and trends.

Depending on the features that you enable, planners can manage and track headcount expenses by:

• Analyzing, calculating, and reporting on headcount, salary, bonuses, taxes, and health care expenses
• Planning for hires, transfers, promotions, terminations, and so on
• Defining country-appropriate taxes and benefits

To integrate corporate strategy with execution, enable the Strategic Workforce option. Strategic Workforce enables Human Resource departments to plan long-
range headcount and required skills. Planners can analyze future demands on the workforce by exploring scenarios that impact those demands.

Tip:
To augment your workforce strategies, see Administering and Working with Oracle Strategic Workforce Planning Cloud.

You can enable Workforce stand-alone, or integrate it with Financials and Projects. See Integration Scenarios and Workflow.

You can also align and pull data from Oracle Human Capital Management Cloud, using Data Management to load data. Data Management provides an out-of-the-box solution that enables you to apply predefined mappings from the Oracle HCM Cloud model to target dimensions in Workforce. (See Integrating Oracle HCM Cloud.) You can also customize and extend these integrations, for example, by applying other mappings to meet your business needs.

Workforce provides these components that you can enable incrementally to best meet workforce planning needs:

- Compensation Planning
- Other Expenses
- Demographics
- Analysis
- Strategic Workforce

Watch this overview video to learn more about Workforce.

About Projects

Use Projects to evaluate how assets and resources related to corporate initiatives are allocated, and analyze their probable return on investment. Projects unifies the decision-making process between corporate financial planning and project financial planning processes. Because the approval processes for projects are tied to the approvals for financial plans and forecasts, Projects ensures agreement between project sponsors, key stakeholders, and financial decision makers. This aligns project plans and financial plans with financial targets and corporate long-range financial plans.

Projects supports several types of projects:

- Indirect, or internal projects—Projects that are run internally by your company, such as IT, RD, and marketing projects.
- Contract projects—Projects that generate revenue; used for companies such as engineering companies that make money from contract projects.
• Capital projects—Projects that manage capital investments, for companies that invest in capital assets. For example, a company building a new facility can manage costs, labor, equipment, and so on to manage capitalization of assets.

Projects provides these components that you can enable incrementally to best meet your project planning needs:
• Project Summary
• Expense
• Revenue
• Analysis

Watch this overview video to learn more about Projects.

Overview Video

About Capital

Use Capital to manage, prioritize, and plan for capital expenses. Capital helps decision-makers and front-line managers communicate throughout the request, justification, review, and approval process. Use Capital to perform tasks such as:
• Perform driver-based calculations to assess the impact of changes and additions on profit, cash flow, and funding
• Request and approve capital expense plans
• Anticipate the impact to financial statement given transfers, impairments, retirements, and replacement

Capital provides these components that you can enable incrementally to best meet your capital planning needs:
• Investments
• Existing Assets
• Intangibles
• Analysis

Watch this overview video to learn more about Capital.

Overview Video

About Strategic Modeling

Strategic Modeling is a solution that combines a set of rich financial forecasting and modeling features with built in on-the-fly scenario analysis and modeling capabilities. It helps users quickly model and evaluate financial scenarios, and offers out of the box treasury capabilities for sophisticated debt and capital structure management. It provides a compelling solution that can be used to set targets, perform quick financial impact analysis, and present focused financial information for informed decision making.

Strategic Modeling provides these features:
• A built-in hierarchical chart of accounts to get you up and running quickly.
• Consolidations
• Forecast modeling
• Target setting
• What-if analysis
• Integration with Financials, Capital, Projects, and Workforce, including the ability to check the status of consolidations from the Job Console, and the ability to customize navigation flows.

Strategic Modeling functionality is provided to a) licensed users of Oracle Financial Statement Planning option for Oracle Planning and Budgeting Cloud Service, or b) Oracle Financial Statement Planning provided as part of Oracle Enterprise Planning and Budgeting Cloud Service.

Watch this overview video to learn more about Strategic Modeling.

[Overview Video]

Learning More

To get more information or help:

• Review best practices and watch tutorial and overview videos by clicking [Academy] on the Home page.

• Access context-sensitive help by clicking [Help] in Enable and Configure.

• To get Help, use the arrow next to your user icon in the upper right corner of the screen, and then click [Help].

• Use these related guides on the Help Center (Help Center):
  – [Getting Started with Oracle Enterprise Performance Management Cloud for Administrators]
  – [Working with Planning Modules]
  – [Administering Planning]
  – [Working with Planning]
Setting Up Your Application

Related Topics

- **Getting Started Checklist**
  Perform the tasks in this checklist to set up Capital, Financials, Projects, and Workforce.

- **Creating an Application**
  Follow these steps to create an application.

- **Converting a Standard or Reporting Application to an Enterprise Application**
  Learn about converting an application in this topic.

- **Integration Scenarios and Workflow**
  Planning uses data maps and Smart Push for out of box integration between Financials, Workforce, Projects, Capital, and Strategic Modeling. This section describes the integration scenarios and the overall process for integrating.

- **Setting User Variables**

### Getting Started Checklist

Perform the tasks in this checklist to set up Capital, Financials, Projects, and Workforce.

To set up Strategic Modeling, see [Getting Started Checklist for Strategic Modeling](#).

1. Create an application. See [Creating an Application](#).
2. If your application is multicurrency, use the Dimension Editor to add dimension members for each currency. See [Administering Planning](#).
3. Review the supported scenarios for integration to determine which options to enable and any sequence required. See [Integration Scenarios and Workflow](#).
4. Enable features.
   You can add up to three custom dimensions to each module.
   See:
   - **Enabling Capital Features**
   - **Enabling Financials Features**
   - **Enabling Projects Features**
   - **Enabling Workforce Features**

   While you are enabling features, the application is put in maintenance mode and only administrators can use the application. If any metadata changes are detected, the database is refreshed before features are enabled. If any validation errors are detected, they are displayed; you must resolve these errors before features can be enabled.
5. Configure and run any required rules. See:
• Configuring Capital
• Configuring Financials
• Configuring Projects
• Configuring Workforce

Note:
Because entities are common across all modules, you can simultaneously import all Entity members.

6. After you configure, and whenever you make configuration changes or import metadata, refresh the database. Click Application, then Configure, and then from the Actions menu, select Refresh Database, then Create, and then Refresh Database.

7. Set required user variables. See Setting User Variables.

8. Import data. See Importing Data.

9. Create the required user and group accounts and grant permissions. See Getting Started with Oracle Enterprise Performance Management Cloud for Administrators.

10. Make the application available to planners. From the Home page, click Application, and then Settings. In System Settings, change Enable Use of the Application for to All Users.

11. To define the approval process, define the approval units and promotional paths for approving plans in your organization. See Managing Approvals.

12. If required, perform the data mapping required for integration. See Pushing Data Using Data Maps.

Perform follow-up tasks as needed. See Followup Administrative Tasks.

Watch this overview video to learn how to enable, configure, and maintain the application.

Overview Video

Creating an Application

Follow these steps to create an application.

1. If you purchased EPM Cloud before June 4, 2019, log in and click Start under Finance, click Planning and Budgeting, and then select Enterprise.
If you purchased EPM Standard Cloud Service or EPM Enterprise Cloud Service after June 4, 2019, log in and click **Select** under **Planning**, click **Start** to create a Planning business process, and then select **Module**. For more information, see New EPM Cloud Services in *Getting Started with Oracle Enterprise Performance Management Cloud for Administrators* to get started with the new services.

2. Enter an application name and description and then click **Next**.

3. Specify this information, noting that only monthly planning is supported.
   - **Start and End year**—Years to include in the application. Make sure to include the year that contains the historic actuals required for planning and analysis. For example, for an application beginning in 2018, select 2017 as the start year so that the latest actuals are available for trending and reporting purposes.
   - **First Month of Fiscal Year**—Month in which your fiscal year begins
   - **Weekly distribution**.
   - **Main Currency**—For a multicurrency application, this is the default reporting currency and the currency against which exchange rates are loaded.
   - **Multicurrency**—Multicurrency support is provided by the Currency dimension, and enables planning in different currencies.

   If you select **Multicurrency**, a member called **No Member** (for example: No Entity, No Period, No Version) is added to all dimensions to store currency information. You can’t edit or delete this member.

   Watch this tutorial video to learn more about multicurrency applications.

   ![Tutorial Video](image)

   For more information, see About Simplified Multicurrency.

   - **Name of Input Cube**—Name for data entry (block storage) cube. You can’t later change the cube name.
   - **Name of Reporting Cube**—Name for the reporting (aggregate storage) cube. You can’t later change the cube name.
   - **Sandboxes**—When you create an application, a block storage cube is created, which you can enable for sandboxes by selecting the **Sandboxes** option.

     If you create a custom block storage cube in the application, you can use sandboxes in that cube. When creating the custom cube, select **Enable Sandboxes**. (Sandboxes aren’t supported in the cubes created by default for the modules.) To learn more about setting up and using sandboxes, see *Administering Planning* and *Working with Planning*.

4. Click **Next** and then click **Create**.

   For additional details about creating applications, see *Administering Planning*.

---

**Converting a Standard or Reporting Application to an Enterprise Application**

Learn about converting an application in this topic.
• If you purchased EPM Cloud after June 4, 2019, see New EPM Cloud Services in Getting Started with Oracle Enterprise Performance Management Cloud for Administrators to learn about migrating an application to the new services.

• If you purchased EPM Cloud before June 4, 2019, you can convert a Standard or Reporting application to an Enterprise application.

To convert a Standard or Reporting application:

1. Review the conversion considerations. See Conversion Considerations.

2. Back up the Standard or Reporting application.

3. Open the application, and then click Application, and then Overview.

4. Click Actions, then Convert to Enterprise, and then Continue to proceed. A message lets you know if the application is converted to Enterprise. If successful, log off.

   The application type is changed to "Enterprise", which includes options to enable and configure the Planning modules, and enables Groovy scripting. Metadata and data isn't changed during the conversion.

5. Log on and enable features that you need.

These validations are performed when you enable features:

• There can't be a member that already exists with the same name as any of the custom and base dimensions you specify in Map/Rename Dimensions. For example, if you create a custom dimension called Market in Financials, there can't be a member called Market in any other dimension.

• There can't be a member with the name NO_<<customDimension>>, Total_<<Dimension>>, All_<<Dimension>>, where <<Dimension>> is the actual dimension name you specified. For example, if you rename Plan Element in Financials to Element for a custom dimension, there can't be No Element, Total Element. This is specific to modules that depend on any non-prefixed member.

• The data storage for the Period and Account dimensions must be set to Never Share.

• The Year dimension name must be Years.

• 18 alias tables are predefined. The maximum supported is 32 (1 used internally). The conversion process attempts to merge the predefined alias tables with the alias tables in the existing application; if the count goes above 30, you get a validation error.

• The conversion process calculates the number of existing dimensions in the application and the number of new dimensions that would be created if the module is initialized. If resulting sum of both is greater than 32 (the maximum allowed), you'll see a validation error.

• For Projects, the name you specify for Program (a custom dimension option) shouldn't already exist as a non-attribute dimension.
• For Workforce, none of the version members can be **Label only**.

6. Recreate any user defined navigation flows.

When you convert an on-premise Oracle Hyperion Planning R11.1.2.1 (supported version) application to Planning using Migration, the same rules above apply.

**Conversion Considerations**

You can convert a Standard or Reporting application to an Enterprise application if:

• You are commercially authorized to implement an application of type "Enterprise".
• It does not use weekly, quarterly, or custom time periods.
• You rename the Year dimension to Years prior to converting.
• It uses simplified multicurrency (that is, it’s not a standard currency application), if it's a multicurrency application.
• Artifact names don't use these prefixes:
  – **oep_**—Prefix for common artifacts
  – **ofs_**—Prefix for Financials artifacts
  – **owp_**—Prefix for Workforce artifacts
  – **opf_**—Prefix for Projects artifacts
  – **ocx_**—Prefix for Capital artifacts

Note that custom navigation flows are not converted. You need to recreate them after you convert the application.

**Integration Scenarios and Workflow**

Planning uses data maps and Smart Push for out of box integration between Financials, Workforce, Projects, Capital, and Strategic Modeling. This section describes the integration scenarios and the overall process for integrating.

Watch this overview video to learn more about integration.

[Overview Video.](#)

Watch this tutorial video to learn more about integrating Financials and Workforce.

[Tutorial Video.](#)

**Integration Scenarios**

Integrate modules to take advantage of these scenarios:

• In Financials, see a rollup of Workforce employee details and integrate Workforce expenses (such as salary, benefits, and so on) into Financials reporting.
• In Financials, see a rollup of Projects details and integrate project expenses and revenue into your Financials reporting.
In Financials, see a rollup of capital asset details and integrate capital asset values (such as fixed asset values, depreciation, and other asset-related expenses as well as cash flows) into financial reporting.

In Workforce, see the utilization of employees across projects or on a per project basis.

In Projects, allocate project expenses partially or fully to create one or more capital assets.

In Projects, use jobs, employee names, and other assumptions from Workforce for labor expense planning.

In Projects, use Equipment Rates from Capital.

Integrate data between models in Strategic Modeling and income statements in Financials.

Integration Task Flow

To implement integration, follow this overall process, in this sequence:

1. Enable and configure Financials.

   **Note:**

   To push data between models in Strategic Modeling and income statements in Financials, see Integrating Data Between Strategic Modeling and Financials.

   Entities are common across all modules. Ideally, import the entities all at one time.

   If you are integrating Financials with Projects, note that aggregated data for total projects is pushed to Financials. You do not need to add a Project dimension in Financials.

2. Enable and configure Workforce.

   - For integration with Financials, in the Workforce Benefits and Tax Wizard, map a component to a Financials account (for example, to Financials Payroll Taxes, Total Salary, and so on).
   - For integration with Projects, utilization is computed at the employee level, so on the Enable page, for Granularity, select either Job or Employee and Job.
   - In Map/Rename Dimensions, add a custom dimension called Project (the default dimension name in Projects). If you plan to rename and use a different name for the Project dimension in Projects, use that dimension name here.

3. Enable Capital.

   - For integration with Projects, on the Enable page, in Map/Rename Dimensions, add a custom dimension called Project (the default dimension
name in Projects). If you plan to rename and use a different name for the Project dimension in Projects, use that dimension name here.

- **On the Configuration page**, select the task **Map Capital Accounts to Financial Statement**. For each Capital account, map it to the corresponding account in Financials. Select the horizontal tabs to map assets for Tangible Assets, Intangible Assets, and Lease Assets.

- **From the Actions menu**, select **Synchronize**. Run this rule in these scenarios:
  - Every time a new asset is added.
  - Any time the integration mapping between Capital and Financials is updated.
  - When **planningyearRange** is increased, for example from FY14:FY15 to FY15:FY24.
  - After transferring assets (for example from one department to another).

4. **Enable Projects.**

- For integration with Capital, on the **Enable** page, enable projects of type **Capital**.

- For **Expense**, enable Integration from Workforce, and **Employee** (for Workforce integration) and for equipment, Integration from Capital (for Capital integration).

- If you are integrating Projects with Workforce, you don't need to import Resource Class in Projects; instead you'll use the Jobs from Workforce using the Import Job Configuration task in Workforce.

- In **Map/Rename Dimensions**, you should see a mapping between **Project** and **Project**.

  **Tip:**

  If you inadvertently named the custom dimension Projects instead of Project when you created it in Workforce or Capital, you can rename it here.

- **On the Configuration page**, select the task **Projects Financials Mapping**. For each Projects account, map it to the corresponding account in Financials.

5. **Optionally, review the data maps that were created.** From the Home page, click **Application**, then **Data Exchange**, and then **Data Maps**.

6. **Complete the remaining steps in the Getting Started Checklist.** See Getting Started Checklist.

7. **As users prepare plans and forecasts, when users want to move data between modules, administrators must push data using the predefined data maps.** From the Home page, click **Application**, then **Data Exchange**, and then **Data Maps**. Select a data map, and then from the **Actions** menu, select **Push**.
Data and then click Yes to confirm the option to clear the data. For more information, see Pushing Data Using Data Maps.

Some forms have a menu option to push data. For these forms, users don’t have to request administrators to push data using data maps.

Detailed Integration Scenarios

Financials and Workforce

- Detailed Workforce data can feed into Financials summary data. From Financials, you can drill to the details of the account in Workforce.
- You can override the expense lines in Financials with the more detailed values that Workforce stores.

Financials and Projects

- Move financial information from Projects to Financials for account level data
- Revenue planned in Projects is rolled up into Financials for contract projects
- Ability to drill through from Financials to Projects for project level financial data
- Assign project benefits for indirect projects to financial impacts for increased revenue or cost impacts

Financials and Capital

- Capital expense planning in detail is rolled into Financials at the summary level
- Asset related expenses such as depreciation, amortization, insurance are moved
- Cash flows from Capital are pushed to Financials cash flows

Workforce and Projects

- Job-level FTE input from Projects to Workforce
- Utilization of employees across projects based on assignments and reassign employees to projects as needed
- Review FTE, labor hours, and expenses allocated to a project

Capital and Projects

- Create single or multiple assets from projects
- Detailed cost modeled in Projects and asset cost pushed to Capital
- Assignment of equipment to Projects from Capital assets
- Review Capital Work In Progress values from the project

Setting User Variables

Each planner must set the variables described below.

1. From the Home page, click Tools, then User Variables
2. Set up these user variables:
• Entity
• Scenario
• Version
• Reporting Currency
• Years

For Financials, set these user variables for the Account dimension:

• For the OFS Expense Account variable, select OFS Total Other Expenses.
• For the OFS Expense Drivers variable, select OFS Expense Drivers for Forms.

Capital, Workforce, and Projects have their own dynamic variables (defined with the Use Context option), which allow user variables to be used in the Point of View. With dynamic variables, the value of the user variable changes dynamically based on the context of the form, and users don’t need to set the default value.
Setting up Strategic Modeling

Related Topics
- Getting Started Checklist for Strategic Modeling

Getting Started Checklist for Strategic Modeling

Perform these tasks to set up Strategic Modeling:

1. Create an Enterprise application, or identify an existing application to use. See Creating an Application.
2. Enable Strategic Modeling. See Enabling Strategic Modeling.
3. Review the provided templates, and upload any custom templates required for your organization. See Working with Templates.
4. Create a model from a template. See Creating a Strategic Modeling Model.
5. Set up access permissions. See Setting Up Model Access Permissions.
6. After you enable Strategic Modeling, refresh the database. Click Application, then Configure, and then from the Actions menu, select Refresh Database, then Create, and then Refresh Database.
Familiarizing Yourself With Planning Modules

Related Topics

- Navigating
- Reviewing Modified Artifacts
  You can check which original application artifacts such as forms and menus have been modified.
- Getting Descriptions of the Predefined Artifacts

Navigating

Useful navigation tips:

- To return to the Home page when you've navigated away from it, click the Oracle logo in the upper left corner (or your custom logo) or the Home icon.
- To see additional administrator tasks in the Navigator, click the horizontal bars next to the Oracle logo (or your custom logo).
- Expand a dashboard to full screen by clicking the Show/Hide bar at the top of the dashboard; click it again to return to normal view.
- Hover the cursor in the upper right corner of a form or dashboard to see a menu of options appropriate to the context, such as Actions, Save, Refresh, Settings, Maximize.
- In a subcomponent, use the horizontal and vertical tabs to switch tasks and categories.

For example, use the vertical tabs to switch between reviewing Overview dashboards and planning Expenses. The vertical tabs differ, depending on the features that you've enabled.
Use the horizontal tabs to switch categories within a task. For example, in Expense planning, choose between entering expense drivers and reviewing trend-based planning expenses.

In Financials and Capital, the icon indicates a reporting form for reviewing data, not for data entry. The icon indicates that a form is a data entry form for entering planning details.

### Reviewing Modified Artifacts

You can check which original application artifacts such as forms and menus have been modified.

To review the artifacts in your application:

1. Click **Application** then **Configure**, and then select Financials, Workforce, Projects, or Capital.
2. From the **Actions** menu, select **Review Modified Artifacts**.
3. Click **Filter** to select an artifact type, and then click **Apply**.

The artifacts that have been modified are listed.
Getting Descriptions of the Predefined Artifacts

After you’ve enabled features, you can review the descriptions for predefined artifacts (for example, members, forms, and dashboards) to help you understand how features and their associated artifacts work.

To see descriptions for predefined content:

1. Click Tools and then click Artifact Labels.
2. Click Filter.
3. From Artifact, select Member or Form.
4. If you selected Member, select Account from the Dimension list.
5. For Property, select Formula Description for member formulas or Description for form descriptions and click Apply.
6. Select a language from the Add Language list.

Artifacts for the features you’ve enabled are displayed, prefixed with one of the following:

- OFS — Financials
- OWP — Workforce
- OPF — Projects
- OCX — Capital

Note:

Scroll to the right until you can see the <Language> column.

For information about modifying the description, changing the language, or adding instructions for planners, see Customizing Help for Predefined Artifacts.
Enabling Financials Features

Before users can start planning, you must enable Financials features. Based on your selections, dimensions, drivers, forms, and accounts are created.

Note:

- You must define all custom dimensions the first time you enable features. You can’t define these later.
- While you can enable more features later, Oracle recommends that you enable only the features that planners currently require.
- You can’t disable features later.

For information about how provided drivers calculate accounts, see About the Internal Aggregation Rules and About the Account and Plan Element Dimensions.

Watch this tutorial video to learn more about enabling and configuring Financials.

Tutorial Video

1. From the Home page, click Application, and then click Configure.
2. From the Configure list, select Financials, and then Enable Features.
3. Select the features to enable.
### Table 5-1 Enabling Financials Features

<table>
<thead>
<tr>
<th>Enable</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue / Gross Margin</td>
<td>Enable revenue planning. Use your own accounts or select the provided Accounts and Drivers. See <a href="#">Enabling Revenue and Gross Margin</a>.</td>
</tr>
<tr>
<td>Expense</td>
<td>Enable expense planning. Use your own accounts or select the provided Accounts and Drivers. See <a href="#">Enabling Expense</a>.</td>
</tr>
<tr>
<td>Income Statement</td>
<td>Enable income statement planning. Use your own format or a predefined income statement format. See <a href="#">Enabling Income Statement</a>.</td>
</tr>
<tr>
<td>Balance Sheet</td>
<td>Enable balance sheet planning. Use your own accounts or select the provided Accounts and Drivers. See <a href="#">Enabling Balance Sheet</a>.</td>
</tr>
<tr>
<td>Cash Flow Statement</td>
<td>Enable cash flow planning and select a method. Use your own chart of accounts or select the provided Accounts. See <a href="#">Enabling Cash Flow</a>.</td>
</tr>
<tr>
<td>Rolling Forecast</td>
<td>Enables rolling forecast for revenue, expense, balance sheet, and cash flow (depending on what you’ve enabled) to allow continuous forecasting beyond a one year timeframe. See <a href="#">Enabling Rolling Forecast</a>.</td>
</tr>
<tr>
<td>Weekly Planning</td>
<td>Enables planners to plan and forecast at the weekly level. You also specify how to map weeks to months. You can enable weekly planning at any time. See <a href="#">Enabling Weekly Planning</a>.</td>
</tr>
</tbody>
</table>
| Map/Rename Dimensions   | • Add up to five custom dimensions to your application.  
  • For each custom dimension, specify to which features it applies—Revenue, Expense, Balance Sheet, or Cash Flow. See [Associating Custom Dimensions with Financials Features](#).  
  • Map custom dimensions to existing dimensions.  
  • Rename base dimensions.  
  You must perform this step the first time you enable Financials. You can’t do it later. See [Enabling Map/Rename Dimensions](#).                                                                           |

The Financials artifacts are populated, including dimensions, forms, and accounts.

### About the Financials Chart of Accounts

Financials includes a robust, complete chart of accounts to get you up and running quickly. Financials also gives you the flexibility to use your own chart of accounts and still retain the benefits of the integrated Financials framework.

You choose whether to use the provided chart of accounts or your own chart of accounts when you enable features. In Enable Features:

- To use your own chart of accounts, click the checkbox next to the feature name. If you choose to create your own chart of accounts, enabling features creates an account structure with key members for you to add your own chart of accounts.
Import your own accounts for each enabled feature. Selecting this option enables direct entry and trend-based planning.

If you initially create your own chart of accounts, you can incrementally enable the standard, provided chart of accounts.

- To use the provided chart of accounts, select accounts and drivers under each feature name.
  If you choose to use a standard chart of accounts or to use driver-based planning, select which accounts and drivers to enable. Selecting this option enables a complete chart of accounts for the selected feature and enables driver-based planning.

Whether you create your own chart of accounts or use the provided accounts, you can:

- Use existing forms and dashboards
- Work with existing integrated financial statement
- Use existing calculations, such as trend-based planning
- Integrate Financials with Capital, Projects, and Workforce.

Notes if you are using your own chart of accounts:

- For information about importing the accounts, see Importing Metadata. You can use the Dimension Editor to see the key accounts provided.
- If you want to use the dashboards that graphically depict total results, you must add your accounts as shared members under the appropriate parent: **OFS_Total Revenue**, **OFS_Total Cost of Sales**, **OFS_Total Operating Expenses**, **OFS_Cash**. The share can be at the level of detail required for your business.

Other charts and dashboards use the key members that are provided.

Watch these tutorial videos to learn more about enabling and configuring Financials with your own chart of accounts.

- [Tutorial Video](#)
- [Tutorial Video](#)

### Enabling Revenue and Gross Margin

Select **Revenue/Gross Margin** to enable Revenue/Gross Margin planning. Selecting only **Revenue/Gross Margin** creates an account structure with key members for you to add your own chart of accounts for revenue planning. Selecting this option enables direct entry and trend-based planning.

To enable a standard chart of accounts or driver-based planning, select **Accounts** or **Drivers** and then select the drivers to enable.

### Enabling Expense

Select **Expense** to enable Expense planning. Selecting only **Expense** creates an account structure with key members for you to add your own chart of accounts for expense planning. Selecting this option enables direct entry and trend-based planning.
To enable a standard chart of accounts or driver-based planning, select Accounts or Drivers, and then select the expense driver categories. For example if you enable Compensation, salary expense is derived using headcount and average salary.

Enabling Income Statement

Select Income Statement to enable income statement planning. Selecting only Income Statement creates a basic income statement format.

To use a predefined income statement format, select Gross Profit or Contribution Margin and associated options. To use the provided Gross Profit or Contribution Margin accounts, you must also select the provided Revenue and Expense accounts. The options you choose when you enable Income Statement affect the income statement rollup.

Additional Options adds rollups to the income statement hierarchy.

Enabling Balance Sheet

Select Balance Sheet to enable balance sheet planning. Selecting only Balance Sheet creates an account structure with key members for you to add your own chart of accounts for balance sheet planning. Selecting this option enables direct entry and trend-based planning.

To enable a standard chart of accounts or driver-based planning, select Accounts and Asset and/or Liability and Equity or Drivers and Related Accounts. If you are doing cash flow planning and driver-based balance sheet planning, you must enable Indirect Cash Flow and define the days in period in the application after configuration.

Enabling Cash Flow

Select Cash Flow Statement and a cash flow method (Direct or Indirect) to enable cash flow planning.

• The Direct method calculates cash flow using sources and uses of cash. You can use this method if you enabled Revenue and/or Expense planning.
The Indirect method derives cash flow from Operating, Investing, and Financing activities. To use this method, you must also enable Income Statement and Balance Sheet.

Selecting only Cash Flow Statement and a method creates an account structure with key members for you to add your own chart of accounts for cash flow planning.

Select account categories to add account groups to support cash flow reporting.

Enabling Rolling Forecast

Enabling rolling forecast allows planners to perform continuous planning beyond a one-year timeframe. After you enable rolling forecast, use the Planning and Forecast Preparation configuration task to configure rolling forecast to plan continuously at a weekly level for either 13, 26, or 52 weeks, at a monthly level for either 12, 18, or 24 months, (and for Financials also for 30, 36, 48, or 60 months) or at a quarterly level for either 4, 6, or 8 quarters.

By using the Planning and Forecast Preparation configuration task to define the rolling forecast range and using the provided forms, it's easy to implement a rolling forecast. Rolling forecast is primarily used in Financials for data entry and analysis, but if you enable rolling forecast for Projects, you can analyze projects over the defined rolling forecast time period range.

When you enable and configure rolling forecast:

• Rules, forms, and dashboards for rolling forecast planning and analysis are created.
• Forms and dashboards are designed so you can view the entire rolling forecast range. Valid intersections are used to control what displays.
• When you update the current time period, forms and dashboards are automatically updated to add or drop new time periods as needed to reflect the updated rolling forecast range. Trends and drivers are populated to newly added time periods. Valid intersections are used to make the forms dynamic.
• For Financials, a new member (OEP_Rolling Forecast) is added to the Scenario dimension. Note that the standard forecasting member (OEP_Forecast) is still available so you can use the standard forecasting method that allows forecasting for a one-year timeframe and the rolling forecasting method.
• Projects uses the OEP_Rolling Forecast member to dynamically display data in the rolling forecast range by referring to the forecast scenario (OEP_Forecast) for the corresponding period. It does not allow data entry for the OEP_Rolling Forecast member.

If you purchased EPM Cloud before June 4, 2019, you can convert a Standard or Reporting application to an Enterprise application. If you convert the application, planners can continue to use existing forms that use the converted application's rolling forecasting method because the form property that creates rolling forecast is still available in your custom cubes.

Watch this overview video to learn more about planning using a rolling forecast.

[Overview Video]

Watch this tutorial video to learn more about planning using a rolling forecast.
Enabling Weekly Planning

In Financials, select **Weekly Planning** to enable planners to plan and forecast at the weekly level. Forms are designed so planners can view weekly level plan and forecast data. Planners can also leverage the rolling forecast range at a weekly granularity and plan continuously at a weekly level for 13, 26, or 52 weeks.

You also specify how to map weeks to months, based on the number of fiscal weeks in a month: 4-4-5, 4-5-4, or 5-4-4. The application treats quarterly values as if they were divided into 13 weeks and distributes weeks according to the selected pattern. For example, if you select **5-4-4**, the first month in a quarter has five weeks, and the last two months in the quarter have four weeks. You can't later change the distribution method.

After you enable weekly forecast, use the **Planning and Forecast Preparation** configuration task to configure your Plan, Forecast, or Rolling Forecast for weekly, monthly, or yearly planning.

By default, when you enable weekly planning, all entity and account combinations are set up for weekly planning. You can specify that some entity/account combinations use monthly planning. This is useful when most entities use weekly planning, but certain entities use monthly planning; or when an entity plans at the monthly level except for certain accounts. To configure weekly planning for these scenarios, see **Weekly Configurations**.

When you enable and configure weekly planning:

- Rules for weekly planning and analysis are created, to convert months to weeks, and to convert weeks to months.
- Forms are designed so you can view the appropriate granularity for each time period. For example, some years can show weekly data while other years show monthly or yearly data. Valid intersections are used to control what displays.
- When you update the current time period, forms are automatically updated to add or drop new time periods as needed to reflect the updated period. Trends and drivers are populated to newly added time periods. Valid intersections are used to make the forms dynamic.
- A new member (**OEP_Weekly Plan**) is added to the Period dimension.
- When you enter exchange rates at the monthly level in the **Global Assumptions** configuration task, when you save the form, the monthly exchange rates are copied to the weekly level, based on how you mapped weeks to months (4-4-5, 4-5-4, or 5-4-4), for the Financials cube (**OEP_FS**) only. The weekly time periods are not automatically enabled for other cubes when they are enabled for Financials. If you enable weekly periods for other cubes and want currency conversion to work for weekly time periods, you must enter exchange rates for weekly periods for that cube. Weekly currency conversion is supported for BSO cubes only. (It is not supported for ASO cubes even if weekly periods are enabled for ASO cubes.)
- If you are integrating with Capital, Projects, or Workforce, the granularity of the data in each must match in order to view the integration-related reports.
These batch rules must be run after planning at the weekly level, to convert weeks to months or months to weeks, and before performing trend calculations if the actuals data is at a monthly granularity. Give planners access to these rules and instruct them to run the rules after performing weekly planning:

- Convert Weekly Data to Monthly. You must run this rule before planners can view monthly data in dashboards.
- Convert Monthly Data to Weekly.

Before you run the rules Prepare Plan, Prepare Forecast, or Prepare Rolling Forecast, make sure to perform any required conversions from months to weeks or weeks to months.

Watch this tutorial video to learn more about weekly planning.

Enabling Map/Rename Dimensions

You must perform this configuration task the first time you enable features. Use Map/Rename Dimensions as follows:

- To add custom dimensions. For example, you might want to plan by channel and market. In this case, add these two dimensions and import channel and market members. Calculations, forms, and other artifacts include the additional dimensions you specify.
- To rename a dimension if an existing dimension has the same name as a dimension in a module you are enabling, and you want to keep both dimensions.
- To use existing dimensions in multiple modules. For example, if you set up Financials and later enable Projects, you can take advantage of any existing dimensions that are common between the two. Use this feature so you don't have to rebuild a common dimension when you enable a new module.
- To reuse dimensions in a converted Planning application.

Associating Custom Dimensions with Financials Features

When you first enable features for Financials, you can add custom dimensions—Product, Services, and up to three additional custom dimensions. When you add a custom dimension, you also specify to which features the dimension applies—Revenue, Expense, Balance Sheet, or Cash Flow. For example, a custom dimension might apply only to Expense, or only to Balance Sheet.

Custom dimensions are added to the Page in forms for features to which the custom dimension applies. For example, if a custom dimension is applicable to Expense only, it appears on the Page for Expense forms. In forms for other features, such as Revenue, NoMember for the dimension is on the POV.

You can incrementally associate custom dimensions with additional features after you first enable Financials.

Watch this tutorial video to learn more about associating custom dimensions with Financials features.
About the Internal Aggregation Rules

Financials uses these rules:

For **Actuals**—The **Calculate Actuals** rules calculates drivers and aggregates data.

For **Plans and forecasts**—The **Rollup** rule aggregates plan or forecasts and is required to run report or analyze data at various levels of the business hierarchy. If you enabled revenue dimensions, this rule must be run to see Total Revenue data.

Total expense is determined by rolling up and aggregating all parent account groups. For example, with Expense, Operating Expenses and Depreciation and Amortization are aggregated in Total Expense.

About the Account and Plan Element Dimensions

The **Account** dimension is populated based on the features that you enable. If you enable accounts and drivers, a complete chart of accounts with account group members, driver members for calculations, KPIs, and forms are generated to support your type of planning. All provided members prefixed with OFS are locked. Although you can't delete or modify provided members, you can add members for your business accounts, as well as define custom drivers and KPIs. If you choose to use your own chart of accounts, enabling features creates a simplified account structure with key members for you to add your own chart of accounts, along with associated forms.

The Plan Element dimension delineates the different types and sources of data used in the application. For example:

- **Total**: Calculated—Aggregates the value of all driver-derived calculations.
- **Total Adjust**: Enables planners to override and adjust account values that were calculated by trends or driver-based calculations.
- **Load**: Contains actuals for imported accounts.
- **Cash Flow Impact**: Contains cash derived from financing and investing details.
- **Cash Flow Calculated**: Enables planners to define payment terms that specify when customers remit payment, such as 50% within 30 days, 40% in 60 days, and the remaining 10% in 90 days.
- **Direct Entry**: Enter plans or forecasts.
- **Cash Flow Reporting**: Members are only are seeded if Cash Flow Direct Method is enabled. Cash Flow Direct Input aligns to the definition for Cash Flow Impact. Cash Flow Calculated is the result of Cash Flow Direct planning in which planners define the payment terms used in cash calculations.

Configuring Financials

Perform these steps after enabling Financials features.
1. From the Home page, click Application, and then click Configure.

2. From the Configure list, select Financials. Use the Filter to check the status of configuration actions. Use Actions to update task status.

3. Perform all mandatory tasks. Perform the optional tasks required for your business.

4. Import your business data to populate the application. See Importing Data. After importing data, run Calculate Actuals and Rollup, and then refresh the application.

5. If you enabled Driver-Based Balance Sheet, see Specifying Days in Period for Driver-Based Balance Sheet.

6. After configuring, and any time you make changes in configuration or import metadata, refresh the database. From the Configure page, select Refresh Database from the Actions menu. Click Create, and then click Refresh Database.

Table 5-2 Configuring Financials

<table>
<thead>
<tr>
<th>Configure</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning and Forecast Preparation</td>
<td>Set the timeframe and granularity for plans. Configures the timeframe, the starting period, and the level of granularity for planning and forecasting. Gives you the ability to plan and forecast on a different basis for different years. If you enabled Rolling Forecast, configures the rolling forecast time periods. See Planning and Forecast Preparation.</td>
</tr>
<tr>
<td>Weekly Configurations</td>
<td>You can use this configuration task after you enable weekly planning to customize the planning granularity for entity and account combinations. See Weekly Configurations.</td>
</tr>
<tr>
<td>Revenue Accounts, Expense Accounts, Balance Sheet Accounts, Cash Flow Accounts</td>
<td>Set up accounts, drivers, and KPIs based on the features you enabled. You can add, modify, import, and export these artifacts. If required, you might need to add logic or calculations related to custom accounts and drivers. You can also add custom expense driver categories. See Adding and Managing Accounts and Drivers, Adding KPIs, and Adding Custom Expense Driver Categories.</td>
</tr>
</tbody>
</table>
Table 5-2  (Cont.) Configuring Financials

<table>
<thead>
<tr>
<th>Configure</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entities</td>
<td>Import Entities. Import the Entity dimension members that reflect your business hierarchy, such as departments, cost centers, and business units. Select the location of the file containing the members (Local or Planning inbox), click Browse to find the file, specify the file type, and then click Import.</td>
</tr>
<tr>
<td>Tip:</td>
<td>Entities are common across modules, so import all entities together.</td>
</tr>
<tr>
<td>Product</td>
<td>Import product dimension members that represent your business's product offerings. See Importing Data.</td>
</tr>
<tr>
<td>Services</td>
<td>Import the Services dimension members that represent your business's service offerings. See Importing Data.</td>
</tr>
<tr>
<td>&lt;Custom Dimension&gt;</td>
<td>If you enabled any custom dimensions, import members to populate the dimension. See Importing Data.</td>
</tr>
</tbody>
</table>

Planning and Forecast Preparation

You can configure the time frame and granularity for plans for each module. You can have a different time frame and granularity for each module and for each year.

To configure the time frame and granularity for plans:

1. In Current Fiscal Year, select the current fiscal year.
2. From Period, select the current actual month. You need to update this value on a monthly basis.
3. From Plan Start Year, indicate if planners will plan in the current or next fiscal year.
4. Click Plan, and then the Years column to select the number of years to configure. For example, to configure the first five years of a ten year application, select 5 Years.
5. Select the planning basis for each year that you are configuring. If plans will be prepared at the same frequency each year, click All, and then select the frequency (for example, Monthly). If plans will be prepared at different frequencies in certain years, select the frequency in each year's row. For example, to plan monthly in FY20 but quarterly in FY21, select Monthly in the row for FY20 and Quarterly in the row for FY21.
6. Click Forecast and repeat these steps to specify the forecasting basis.
7. For Financials or Projects: If you enabled Rolling Forecast, click **Rolling Forecast** to select the basis for continuous planning. Select the planning frequency (monthly or quarterly), the number of periods, and the number of actual periods.

For Financials, you can also select a weekly planning frequency and choose whether to plan at a weekly level for 13, 26, or 52 weeks.

The number of actual periods defines how many time periods of actual data to show in forms and dashboards in conjunction with the rolling forecast time periods.

The **Rolling Forecast Range** is updated based on your selections.

When you configure rolling forecast, forms and dashboards are set up based on the planning frequency and number of periods. When you change the current planning period, the rolling forecast forms and dashboards are updated—time periods are added or dropped and actuals time periods are updated to reflect the new rolling forecast range.

You can plan using a combination of standard forecasting and rolling forecasting.

8. If you enabled weekly planning for Financials, specify the current week. You need to update this value on a weekly basis.

This configuration task sets all required substitution variables.

### Weekly Configurations

You can use this configuration task after you enable weekly planning to customize the planning granularity for entity and account combinations.

When you enable weekly planning, by default all entity and account combinations are set up for weekly planning. You can specify that some entity/account combinations use monthly planning. This is useful when most entities use weekly planning, but certain entities use monthly planning; or when an entity plans at the monthly level except for certain accounts. For example, Operations might plan at a weekly level, whereas IT plans at a monthly level. Or, for Sales US, revenue planning is at the weekly level but expense planning is at the monthly level.

Before you set up weekly configurations, perform **Planning and Forecast Preparation** to set the timeframe and granularity for plans. See **Planning and Forecast Preparation**.

To set up custom configuration for planning granularity for entities and accounts:

1. From **Configure**, click **Weekly Configurations**.
2. In the **Entity** column, expand the Entities list until you see the entity you want to modify.
   
   You see entities and accounts only for the features you've enabled.
3. Change the planning granularity for an entity or for entity/account combinations:
   
   - To switch to monthly planning for an entity and all of the accounts for the entity, clear the **Weekly Planning** check box for the entity. To return to weekly planning for all entities, or all accounts for the selected entity, from the **Actions** menu, select **Set All Entities as Weekly** or **Set All Accounts as Weekly**.
   
   - To switch to monthly planning for only some accounts for an entity, in the **Accounts** column for the entity you want to change, click the link, expand to see the accounts you want to change, and clear the **Weekly Planning** check
box for the account. To return to weekly planning for all accounts for the entity, from the **Actions** menu, select **Set All Accounts as Weekly**.

4. Click **Save**.

**Weekly configuration considerations:**

- Forms are updated to display in the granularity you specified for the entity/account combination.
- Weekly configuration for entities and accounts is supported only for the Plan and Forecast scenario; it is not supported for the Rolling Forecast scenario.
- All drivers involved in a calculation must be at the same granularity.
- Oracle recommends that all related driver accounts be at the same granularity. For example, for a particular entity, all Revenue drivers could be weekly and all Expense drivers could be monthly. But all revenue drivers should be the same granularity, and all expense drivers should be the same granularity.
- If a parent entity has a combination of weekly and monthly child entities, then you must launch the **Convert Weekly Data to Monthly** or **Convert Monthly Data to Weekly** rule for each entity before reviewing consolidated data on forms and dashboards.
- When a form includes both monthly and weekly data, non-valid intersection cells are not editable.

### Setting Global Assumptions: Exchange Rates

If you created a multicurrency application, set up exchange rates. You can enter exchange rates manually as described below, or import them. For information about importing exchange rates, see *Administering Planning*.

To set up exchange rates manually:

1. Add members for each of your currencies in the Currency dimension.

2. Click **Global Assumptions** to open the **Exchange Rates to <Base Currency>** task. Here you’ll enter the exchange rates for the currencies that planners will use.

3. Select the members from the Point of View.

4. Enter average and ending exchange rates for each period and each currency, and then save the form.

The form is renamed to **Exchange Rates to <Base Currency>**, where `<Base Currency>` is the reporting currency you selected when you created the application. For example, if the application base currency is Yen, the form is **Exchange Rates to Yen**. This indicates to planners the currency against which exchange rates are used to convert their data, and enables them to enter rates specific to scenario, year, and version.

**Note:**

- If you add a new version, you must enter exchange rates in that version.
About Exchange Rates and Weekly Planning

If you're planning at the weekly level in Financials, when you enter exchange rates at the monthly level in the Global Assumptions configuration task, when you save the form, the monthly exchange rates are copied to the weekly level, based on how you mapped weeks to months (4-4-5, 4-5-4, or 5-4-4), for the Financials cube (OEP_FS) only. For other cubes, the monthly exchange rates are not automatically copied to the weekly level. You can create a custom form to enter exchange rates at the weekly level.

About Adding and Modifying Accounts and Drivers

Depending on the number of custom drivers members, account members, and other artifacts you need to add or modify, perform one of these tasks:

• A small quantity—Add or edit them directly from the configuration page
• A large quantity—Import them by:
  – Exporting the existing set.
  – Modifying the exported spreadsheet to add rows and data for the custom artifacts.
  – Importing the spreadsheet.

This export and import process speeds up the design and maintenance of the application. When requirements change, you can repeat this process as many times as needed. For example, you might see a predefined marketing driver that is similar to a driver for a new social media campaign you plan to run. You can easily export the drivers, make a copy of the marketing driver, modify it as needed for your social media campaign, and then re-import it.

Watch this tutorial video to learn more about importing custom accounts and drivers.

Tutorial Video

See Adding and Managing Accounts and Drivers for more details.

Adding and Managing Accounts and Drivers

To add or modify accounts and drivers:

1. Select the configuration task to set up accounts or drivers.
2. Select a component or category from the list (if available).
3. Perform a task:
   • To add an artifact, select Add from the Actions menu, and then enter details in the new row.
   • To modify a group of artifacts, or to add many new ones, export the set of predefined artifacts (select Export from the Actions menu), and then modify the export file in Excel. You can edit predefined artifacts, make a copy of an artifact and modify it to create a new one, or add new artifacts. Then, import the modified file (select Import from the Actions menu). If available, use categories and subcategories to group functionally related artifacts.
• To export or import all drivers, regardless of their category or grouping, use **Batch Export** or **Batch Import**.

• To export or import only certain kinds of drivers, specify a **Category** or a **Component**, and then use **Import** or **Export**.

**Notes:**

• Specify unique member names and aliases for custom members so they don’t conflict with any provided members.

• If you must delete a driver, check the formulas of the other account drivers in its group to see if they reference the driver that you want to remove. If they do, update their logic accordingly.

**Adding KPIs**

You add and edit KPIs in the same way you add or edit accounts and drivers.

To add or edit KPIs:

1. Check that your KPI member aliases and names don’t conflict with those of the provided KPIs.

2. From the **Configure** page, select **<Subcomponent> Accounts**, and then select **KPIs** from the **Category** list.

3. Perform a task:
   • To add a small number of KPIs, select **Add** from the **Actions** menu and then enter details in the new row. Click **Edit Formula** to enter the formula for the metric.
   • To add a group of KPIs, export the set of predefined KPIs (select **Export** from the **Actions** menu), and then modify the export file in Excel. You can edit predefined KPIs, make a copy of a KPI and modify it to create a new one, or add new KPIs. Then, import the modified file (select **Import** from the **Actions** menu).

4. Refresh the database.

**Adding Accounts for Integration with Projects**

If you are integrating Financials and Projects and want to add additional accounts to Financials, add a shared member under **OFS_Financials Integration**. This ensures that the account appears in the **Financial Statement Accounts** Smart List used for integration.

**Adding Custom Expense Driver Categories**

In Financials, if you enabled driver-based planning, if you need additional expense driver categories other than the ones provided, you can add custom categories and drivers from the **Configure** page. Members are automatically added under the appropriate hierarchy and to the expense driver forms.

To add a custom Expense driver category:

1. From the Financials **Configure** page, click **Expense Accounts**.
2. From the Actions menu, select Add Category.
3. Enter a category name, and then click OK. The CategoryName you entered is added to the Category List. The CategoryName and Total <CategoryName> are added to the Components list.
4. To add drivers to the new category, select the category, and then select the component to add to: CategoryName or Total <CategoryName>. You must add drivers under a new category to ensure that the cube refreshes successfully. Adding drivers under a new category is required for a successful cube refresh.
5. From the Actions menu, select Add, enter details for the new expense driver, and then click Save. You can also use Export and Import to add a large number of expense drivers for the new category.
6. Refresh the database.

Post Configuration Tasks

Related Topics
• Specifying Days in Period for Driver-Based Balance Sheet
• Modifying Account Signage for Alternate Reporting Methods

Specifying Days in Period for Driver-Based Balance Sheet

Click Balance Sheet, then Driver-Based, and then Days in Period, and then enter the number of days in each collection period.

Modifying Account Signage for Alternate Reporting Methods

If you want to report Revenue / Assets as positive data values and Expenses / Liabilities as negative values, use the Dimension Editor to modify members as follows:
• Edit the Account Type and Variance Reporting options for members in the Account dimension.
• Edit the Consolidation Operator for members in any dimension in the Financials cube (OEP_FS).

Financials Rules

Run rules to calculate values in the application. From the Home page, click Rules.

Tip:
To see only Financials rules, click All Cubes next to the Filter, and from the Cube list select OEP_FS.

Financials rules:
• **OFS_Calculate Actuals**—Calculates drivers and aggregates data. Run this rule to ensure that you're working with the latest figures and calculations.

• **OFS_Calculate Cash Flow**—Used for Cash Flow Direct only. Calculates Cash based on the sources and uses of cash.

• **OFS_Prepare Forecast**—Copies selected months of Actual results to the Forecast scenario and recalculates drivers and trends based on the new periods of actual results. You can also use this rule when rolling over to a new year as the starting point for a forecast.

• **OFS_Prepare Plan**—Calculates Plan based on the trends and drivers set up in the application. Use this to either create or update a plan or use this as a starting point for rolling over to a new year.

• **OFS_Prepare Rolling Forecast**—Similar to **OFS_Prepare Forecast**; use when the Rolling Forecast feature is enabled.

• **OFS_Trend Based Calculation / OFS_Rolling Trend Based Calc**—Rules are run on save for driver and trend forms to calculate accounts based on the selected trend. **OFS_Rolling Trend Based Calc** is available only if Rolling Forecast is enabled.

• **OFS_Rollup**—Roll up values for any scenario (actual, plan, forecast or rolling forecast). Run this rule when you want to see values at the top of the dimension hierarchy.

• **OFS_Rollup Project Integration Data / OFS_Clear Project Integration Data**—Use when integrating Financials with Projects.
Configuring Workforce

This chapter includes these topics:

• Enabling Workforce Features
• Configuring Workforce

Enabling Workforce Features

Before users can start workforce planning, enable the Workforce features you want to use. Based on your selections, dimensions, drivers, forms, and accounts are populated. In most cases, you can come back later and incrementally enable additional features. However, note these exceptions:

• If you want to use Employee Demographics, you must select it the first time you enable features.
• You must enable all the dimensions you want to include in the application and rename dimensions the first time you enable using Map/Rename Dimensions.

Tip:

If your company doesn’t use Union Code, you can rename the Union Code dimension to a dimension that's more meaningful for your business. You must do so when you first enable features.

After you enable a feature, you can’t later disable it.

Watch this tutorial video to learn more about enabling and configuring Workforce.

1. From the Home page, click Application, and then click Configure.

2. From the Configure list, select Workforce, and then click Enable Features. Select the features you want to enable. Except as noted, you can come back later and enable additional features, so enable only the features you need to use now.
Table 6-1  Workforce Enable Features

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Granularity</strong></td>
<td>Select the level of workforce detail to manage:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Employee</strong>—Manage workforce expenses at the employee-only level.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Job</strong>—Manage job workforce expenses at the job-only level.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Employee and Job</strong>—Manage workforce expenses by both employees and jobs.</td>
</tr>
</tbody>
</table>

**Note:**
You must select a level of granularity.

**Note:**
For integration with Projects, for tracking employee utilization, the granularity must be either **Job** or **Employee and Job**.

Expense Planning

Select which workforce-related expenses to manage:

If you select **Expense Planning**, then **Compensation Planning**, which includes salary planning, is also selected by default.
You can also enable **Additional Earnings, Benefits, Taxes,** and **Non Compensation Expenses** by the level of granularity you selected. You can select **Merit Based Planning** only if you enable granularity for either **Employee** or **Employee and Job**.

To learn more, see **Identifying the Level of Workforce Detail to Capture**.
### Table 6-1  (Cont.) Workforce Enable Features

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headcount Planning</td>
<td>Select which headcount-related details to manage. <strong>Headcount Planning</strong> options:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Employee Demographics</strong>—Select to analyze such employee attributes as veteran status, gender, and age band. If you want to use <strong>Employee Demographics</strong>, you must select it the first time you enable features.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Strategic Workforce</strong>—Select to align corporate strategy with execution by planning long-range headcount and required skills.</td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td>To enable <strong>Strategic Workforce</strong> requires either <strong>Employee and Job</strong> or <strong>Job</strong> granularity.</td>
</tr>
<tr>
<td></td>
<td>If you enable <strong>Strategic Workforce</strong>, then <strong>Demand Planning</strong> and <strong>Supply Planning</strong> are automatically enabled.</td>
</tr>
<tr>
<td>Workforce Management</td>
<td>Select to plan expenses based on employee or job hiring, terminating, and transferring to another department. <strong>Workforce Management</strong> options:</td>
</tr>
<tr>
<td></td>
<td>• <strong>New Hires</strong>—Enables planning for new hires and their impact on expenses.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Terminations</strong>—Enables planning for employee departures and their impact on expenses.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Transfers</strong>—Enables you to transfer employees from one department (or entity) to another. Transferring employees changes the department against which their compensation expenses are calculated.</td>
</tr>
</tbody>
</table>
Table 6-1  (Cont.) Workforce Enable Features

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
</table>
| Map/Rename Dimensions    | • Enable up to three additional custom dimensions in your application.  
|                          | • Map custom dimensions to existing dimensions.  
|                          | • Rename base dimensions.  
|                          | You must perform this step the first time you enable Workforce.  
|                          | For example, on the first pass, you select the top-level **Headcount Planning** checkbox without selecting options under it (such as **Employee Demographics**). Then you later enable **Employee Demographics**. You can’t rename its associated dimensions Age Band, Gender, and Highest Degree of Education.  
|                          | If you are integrating Workforce with Projects, add a custom dimension called **Project**, the default dimension name in Projects. If you name it anything else, make sure the dimension name is the same in all modules. |

Identifying the Level of Workforce Detail to Capture

You can enrich Workforce to reflect your organization's planning needs.

To help you decide the granularity you want:

Table 6-2  Overview of Granularity Level

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>If you select <strong>Employee</strong>, the Employee dimension is added, which stores the organization's employees. Calculations for salary and related compensation can be performed for existing employees or in planning for new hires. Oracle anticipates that you import existing employees from a Human Resources system, such as PeopleSoft. If you select this option, you must set defaults for Pay Type (for example, Exempt or Non-exempt) and Employee Type (Regular, Contractor, and Temporary). Or, if you don’t use this information, set them to null (the No \textless member name\textgreater ). See Setting Defaults.</td>
</tr>
<tr>
<td>Job</td>
<td>If you select <strong>Job</strong>, the Job dimension is added, which stores the roles assigned to employees. Examples of jobs: Engineer, Software Developer, and Mechanic. If you select this option, you must set defaults for Pay Type and Skill Set. Or, if you don’t use this information, set them to null (the No \textless member name\textgreater ). See Setting Defaults.</td>
</tr>
</tbody>
</table>
Table 6-2 (Cont.) Overview of Granularity Level

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee and Job</td>
<td>With this option, the Job dimension is used with the Employee dimension to facilitate analysis of roles across the organization, to track new hire requests, and to identify employees by role. If you select this option, you must assign defaults for Job and Union Code. See Setting Defaults. If you don't track Union Codes, when you enable Workforce, you can use Map/Rename Dimension to rename Union Code to something that's meaningful to your business. If you rename Union Code when enabling Workforce, you must still assign a default for the renamed dimension.</td>
</tr>
</tbody>
</table>

You can rename Employee, Job, or Employee and Job in Map/Rename Dimensions.

Enabling Map/Rename Dimensions

You must perform this configuration task the first time you enable features. Use Map/Rename Dimensions as follows:

- To add custom dimensions. For example, you might want to plan by channel and market. In this case, add these two dimensions and import channel and market members. Calculations, forms, and other artifacts include the additional dimensions you specify.
- To rename a dimension if an existing dimension has the same name as a dimension in a module you are enabling, and you want to keep both dimensions.
- To use existing dimensions in multiple modules. For example, if you set up Financials and later enable Projects, you can take advantage of any existing dimensions that are common between the two. Use this feature so you don't have to rebuild a common dimension when you enable a new module.
- To reuse dimensions in a converted Planning application.

Configuring Workforce

Perform these configuration tasks after you've enabled Workforce features.

1. From the Home page, click Application, and then click Configure.
2. From the Configure list, select Workforce.
3. Perform all mandatory tasks. Perform the optional tasks required for your business. Use the **Filter** to check the status of configuration actions. Use **Actions** to update task status.

4. After configuring, and any time you make changes in configuration or import metadata, refresh the database. From the **Configure** page, select **Refresh Database** from the **Actions** menu. Click **Create**, and then click **Refresh Database**.

**Table 6-3  Configuring Workforce**

<table>
<thead>
<tr>
<th>Configure</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Component</td>
<td>Optional Import selected Grades, Taxes, Benefits, and Additional Earnings, which are considered Workforce components. After importing a component, configure it with the appropriate <strong>Configure</strong> option.</td>
</tr>
<tr>
<td>Entities</td>
<td>Mandatory Import the Entity dimension members that reflect your business hierarchy, such as departments, cost centers, and business units.</td>
</tr>
<tr>
<td>Salary Grades</td>
<td>Mandatory Define the salary basis (for example, Annual or Hourly) and the pay rates for the Salary Grades that you imported.</td>
</tr>
<tr>
<td>Options and Tiers</td>
<td>Optional Set options for Additional Earnings such as overtime or bonus and for Benefits such as medical benefit rates. Set tiers for Taxes, such as employer-paid taxes. After setting options and tiers, use the Benefits and Taxes wizard to configure Additional Earnings, Benefits, and Taxes. See <a href="#">Adding and Managing Accounts and Drivers</a> and <a href="#">Configuring Benefits, Taxes, and Additional Earnings</a>.</td>
</tr>
</tbody>
</table>

**Tip:**

You can import metadata and data into components in a batch file. You can also use a template to import data. See [Importing Data](#).
### Table 6-3  (Cont.) Configuring Workforce

<table>
<thead>
<tr>
<th>Configure</th>
<th>Description</th>
</tr>
</thead>
</table>
| Planning and Forecast Preparation   | Optional  
Set the timeframe, the starting period, and the level of granularity for planning and forecasting. You can plan and forecast on a different basis for different years.  
See Planning and Forecast Preparation. |
| Benefits and Taxes                  | Mandatory  
Set up Benefits, Taxes, and Additional Earnings. A component is a tax, a benefit, or an additional earning. A wizard guides you through setting up a component with business-based questions. See Configuring Benefits, Taxes, and Additional Earnings. |
| Workforce Assumptions               | Mandatory  
Set default assumptions such as hours worked per day, week, and year. Also, set the partial payment factor, which sets the pay percentage to apply to Maternity status. You can set these assumptions by Scenario, Version, Entity, and Currency. For more information, see Setting Assumptions. |
| Employee Type                       | Optional  
Import more employee types in your organization as members into the Employee Type dimension. The provided employee type members are Regular, Contractor, and Temporary. This option is available for the Employee-only level of granularity. |
| Pay Type                            | Optional  
Import pay types in your organization as members into the Pay Type dimension. The provided pay types are Exempt and Non-Exempt. This option is available for the Employee-only level of granularity. |
## Table 6-3  (Cont.) Configuring Workforce

<table>
<thead>
<tr>
<th>Configure</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Employee Demographics**  | Optional  
  Set up employee demographics such as Highest Education Level. Demographics enable you to analyze data based on individual employee characteristics. You can select, add, import, or export a demographic, such as ethnic group.  
  If you enable Employee Demographics, Workforce provides the Gender, Age Band, and Highest Education Degree attributes, and you can add employee demographics such as veteran status. You typically import demographic attributes for existing employees, and planners assign demographics after new employees are hired.  
  Workforce provides data maps for reporting on such information as demographics.  
  See Adding and Managing Accounts and Drivers. |
| **Employee Properties**    | Optional  
  Set up employee properties such as Employee Type. Add, import, or export properties such as Skill Set, FT/PT, Start Month, Merit Month, and Hiring Status. Then to view and edit employee properties, use Compensation Planning, then the Manage Employee Details tab.  
  See Adding and Managing Accounts and Drivers. |
| **Non Compensation Expenses** | Optional  
  Set up non compensation expenses such as training or travel expenses. Add, import, or export a non compensation expense. After non compensation expenses are added, enter the data in the form (Other Expenses, and then Non Compensation Expenses).  
  See Adding and Managing Accounts and Drivers. |
| **Performance Metrics**    | Optional  
  Add, import, export, or delete a performance metric for a component. For example, add performance ratings such as Meets Expectations and Exceeds Expectations.  
  See Adding and Managing Accounts and Drivers. |
| **Merit Rates**            | Mandatory  
  Define merit rates by year. Select the scenario, version, and currency to which to apply the merit rates. |
<table>
<thead>
<tr>
<th>Configure</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees</td>
<td>Optional Import employee names or employee numbers in your organization as members into the Employee dimension.</td>
</tr>
<tr>
<td>Jobs</td>
<td>Optional Import jobs in your organization as members into the Job dimension.</td>
</tr>
<tr>
<td>Skill Sets</td>
<td>Mandatory for Job Granularity Import skill sets used in your organization by importing members into the Skill Set dimension.</td>
</tr>
<tr>
<td>Union Codes</td>
<td>Mandatory for Employee and Job Granularity Import union codes used in your organization by importing members into the Union Code dimension. If you don't track Union Codes, you can rename the dimension to something that's meaningful to your business. However, you must still assign a default to the renamed dimension.</td>
</tr>
<tr>
<td>Gender</td>
<td>Optional Import members into the Gender dimension</td>
</tr>
<tr>
<td>Highest Education Degree</td>
<td>Optional Import highest education degrees used in your organization by importing members into the Highest Education Degree dimension.</td>
</tr>
</tbody>
</table>
Table 6-3  (Cont.) Configuring Workforce

<table>
<thead>
<tr>
<th>Configure</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age Band</td>
<td>Optional Import members into the Age Band dimension. Employees’ ages are calculated and assigned to an age band as it changes over time.</td>
</tr>
</tbody>
</table>

**Note:**

Oracle recommends that you use the default age bands instead of loading your own.

**Note:**

If you are an existing customer, continue to use your existing age bands and members.

<table>
<thead>
<tr>
<th>&lt;Custom Dimension Name, such as Projects&gt;</th>
<th>Optional Populate the application with a dimension you added, such as projects, by importing members into the dimension.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Assumptions</td>
<td>Mandatory Set foreign exchange rates in a multicurrency application.</td>
</tr>
</tbody>
</table>

See Importing Data. You can also add members using the dimension editor.

**Tip:**

After importing dimensions and members, you can view the hierarchical structure in the dimension editor.
Planning and Forecast Preparation

You can configure the time frame and granularity for plans for each module. You can have a different time frame and granularity for each module and for each year.

To configure the time frame and granularity for plans:

1. In Current Fiscal Year, select the current fiscal year.
2. From Period, select the current actual month. You need to update this value on a monthly basis.
3. From Plan Start Year, indicate if planners will plan in the current or next fiscal year.
4. Click Plan, and then the Years column to select the number of years to configure. For example, to configure the first five years of a ten year application, select 5 Years.
5. Select the planning basis for each year that you are configuring. If plans will be prepared at the same frequency each year, click All, and then select the frequency (for example, Monthly). If plans will be prepared at different frequencies in certain years, select the frequency in each year’s row. For example, to plan monthly in FY20 but quarterly in FY21, select Monthly in the row for FY20 and Quarterly in the row for FY21.
6. Click Forecast and repeat these steps to specify the forecasting basis.

This configuration task sets all required substitution variables.

About Adding and Modifying Accounts and Drivers

Depending on the number of custom drivers members, account members, and other artifacts you need to add or modify, perform one of these tasks:

- A small quantity—Add or edit them directly from the configuration page
- A large quantity—Import them by:
  - Exporting the existing set.
  - Modifying the exported spreadsheet to add rows and data for the custom artifacts.
  - Importing the spreadsheet.

This export and import process speeds up the design and maintenance of the application. When requirements change, you can repeat this process as many times as needed. For example, you might see a predefined marketing driver that is similar to a driver for a new social media campaign you plan to run. You can easily export the drivers, make a copy of the marketing driver, modify it as needed for your social media campaign, and then re-import it.

Watch this tutorial video to learn more about importing custom accounts and drivers.
Adding and Managing Accounts and Drivers

To add or modify accounts and drivers:

1. Select the configuration task to set up accounts or drivers.
2. Select a component or category from the list (if available).
3. Perform a task:
   - To add an artifact, select **Add** from the **Actions** menu, and then enter details in the new row.
   - To modify a group of artifacts, or to add many new ones, export the set of predefined artifacts (select **Export** from the **Actions** menu), and then modify the export file in Excel. You can edit predefined artifacts, make a copy of an artifact and modify it to create a new one, or add new artifacts. Then, import the modified file (select **Import** from the **Actions** menu). If available, use categories and subcategories to group functionally related artifacts.
   - To export or import all drivers, regardless of their category or grouping, use **Batch Export** or **Batch Import**.
   - To export or import only certain kinds of drivers, specify a **Category** or a **Component**, and then use **Import** or **Export**.

**Notes:**

- Specify unique member names and aliases for custom members so they don't conflict with any provided members.
- If you must delete a driver, check the formulas of the other account drivers in its group to see if they reference the driver that you want to remove. If they do, update their logic accordingly.

About Setting Up Employee Demographics

Watch this tutorial video to learn about setting up and using employee demographics to analyze workforce data.

Setting Global Assumptions: Exchange Rates

If you created a multicurrency application, set up exchange rates. You can enter exchange rates manually as described below, or import them. For information about importing exchange rates, see *Administering Planning*.

To set up exchange rates manually:

1. Add members for each of your currencies in the Currency dimension.
2. Click Global Assumptions to open the Exchange Rates to <Base Currency> task. Here you'll enter the exchange rates for the currencies that planners will use.

3. Select the members from the Point of View.

4. Enter average and ending exchange rates for each period and each currency, and then save the form.

The form is renamed to Exchange Rates to <Base Currency>, where <Base Currency> is the reporting currency you selected when you created the application. For example, if the application base currency is Yen, the form is Exchange Rates to Yen. This indicates to planners the currency against which exchange rates are used to convert their data, and enables them to enter rates specific to scenario, year, and version.

**Note:**
If you add a new version, you must enter exchange rates in that version.

### Configuring Benefits, Taxes, and Additional Earnings

The following sections describe how to use the Benefits and Taxes wizard to configure benefits, taxes, and additional earnings. Workforce provides 10 generic accounts for benefits, taxes, and additional earnings that can be assigned (using Default Assignments) to an employee or job, depending on the granularity.

**Tip:**
You can set up valid intersections for Options and Tiers to their respective parents in the Components dimension. For information on setting up valid intersections, see Defining Valid Intersections in Administering Planning.

### Before You Use the Benefits and Taxes Wizard

Ensure that you have performed these tasks before you launch the wizard:

- **Imported Benefits, Taxes, and Additional Earnings using Components on the Workforce Configure page.** Importing the component makes it available in the wizard.

- **Configured Options and Tiers on the Configure page to set up Benefits and Additional Earnings (Options) and Taxes (Tiers), which creates the options and tiers.**

Then you're ready to launch the Benefits and Taxes wizard to define each option for Benefits, Taxes, and Additional Earnings.

### About the Benefits and Taxes Wizard

Using business-based questions, a wizard guides you through the steps to defining options for Benefits and Additional Earnings and defining tiers for (employer-paid) Taxes.
Examples:

- Additional Earnings: Overtime Pay, Merit Increase
- Benefits: Health Insurance, House Loan, Car Allowance
- Employer-paid Taxes: US FICA, Canada Pension Plan (CPP)

In the wizard, you specify the logic, such as whether a tax rate is a flat amount, a percentage of salary, incurred monthly, quarterly, or annually, and so on. You can also use the wizard to maintain taxes, benefits, and additional earnings. Each component can vary by scenario and version.

To launch the wizard, from Configure, click the Benefits and Taxes link. Use Filter to select the component to configure. You are guided through three steps: Details, Rates, and Review.

Note:
- Ensure that all entities have a rate and threshold (if the component uses a threshold). If the same rates and thresholds apply globally, run the rule Copy Rates Across Entities from a source entity. See Applying Rates by Hierarchy.
- Whenever you update an entity default for a benefit, tax, or additional earning, you must run the Synchronize Defaults rule to apply the entity default at the employee-job level. When you update an existing component (a benefit, tax, or additional benefit) in the wizard, you must run the Synchronize Component Definition rule to push the updated definition to employees and jobs.

Common Properties for the Components

Additional Earnings, Benefits, and Taxes share certain properties.

The components share these properties:
- Payment Terms, such as Monthly, Quarterly, or Annually.
- Payment Frequency, such as One-time Pay or Pay During Last Period. Payment Frequency is tied to Payment Terms.
- Component Types: Simple, Rate Table, Rate Table with Threshold, and Custom.

Component Types in the Wizard

On the Details screen, you select a component type (a calculation rate type) for a benefit, tax, or additional earning.

The component types:
- **Simple**—A single rate option per year with a threshold value. Then you assign the desired option to the appropriate drivers as defaults. Because the Simple component type is a single rate option or tier with a threshold value for all defaults, there's only one row: No Option for Additional Earnings and Benefits and No Tier for Taxes.
- **Rate Table**—Provides different rate options with no threshold values. With this component type, you assign the desired option or tier to the appropriate drivers as defaults. The rate table provides rows of options and tiers (you defined these rows of options and tiers with the Options and Tiers on the Configure page), with no threshold values that are assigned.
• **Rate Table and Threshold**—Provides different rate options with thresholds. With this component type, you assign the desired option or tier to the appropriate drivers as defaults. The rate table with threshold provides rows of options or tiers with thresholds as previously configured. Additional Earnings and Taxes support the Maximum Value Type of Threshold Amount, which crosses all tiers regardless of the option or tier assigned as a default.

• **Custom**—Enables you to create custom calculation logic for a component’s additional earnings, benefits, or taxes. See *Creating Custom Calculation Logic in a Component*.

**Tip:**

A threshold is a cap or maximum value on the resulting expense value. For example, Car Allowance is a percent of salary up to a threshold of $4,000, when the Car Allowance benefit would stop. The rate changes when a cap is reached. For example, the tax rate in the first tier is 4.5% up to a threshold of $50,000, and the second tier is 12.6% up to $100,000. Not only does a threshold apply only to the tiered structure, but you can also set a maximum value with the Additional Earning, Benefit, or Tax calculations.

### About One-time Pay Options

Using **One-time Pay Options** enables you to specify which month an additional earning, benefit, or tax is paid. Your options depend on which **Payment Terms** you’ve selected for the component.

For example, if a benefit needs to be paid once every six months in February and August, then select **Payment Terms** as **Semiannually (Calendar)**, **One-time Pay** as the **Payment Frequency**, and Second Month in the **One-time Pay Options**.

Another example: if your **Payment Terms** is **Annually (Fiscal Year)**, and you select **One-time Pay** as the **Payment Frequency**, then the one-time payment occurs once in the fiscal year. For **One-time Pay Options**, you can then select which month in the fiscal year (first through twelfth) the expense is calculated. If your fiscal year starts in July, and you select the eleventh month, the expense is added in May.

You access these new options in the Benefits and Taxes wizard on the **Details** page for the component.

### About Maximum Value Type

The available options for **Maximum Value Type** are based on whether the component is an Additional Earning, Benefit, or a Tax.

Setting the **Maximum Value Type** to **Threshold Amount** is available only for Taxes (not Additional Earnings or Benefits). If the **Maximum Value Type** is set to **Threshold Amount**, then the threshold of each tier drives the tiered calculations. The application applies all tiers to the default assignment, as appropriate, regardless of the tier assigned as a default. If you need to apply a tiered tax with multiple tier rates, then select **Component Type** as **Rate Table and Threshold with Maximum Value Type** as **Threshold Amount**.
If you select the **Component** type as **Simple**, then you provide rates in No Tier. In this case, tiered calculation logic isn't applied even if **Maximum Value Type** is **Threshold Amount**.

You set the **Maximum Value Type** on the **Details** page of the wizard.

If the **Maximum Value Type** is not set to **Threshold Amount**, then the assignment of each option or tier row is relevant and needs to be assigned appropriately.

Let's use US FICA tax as an example of setting the **Maximum Value Type** to **Threshold Amount**. No one row will be assigned as a default because all rows apply. So the tax rate is 7.65% of salary for the first $118,500, then 1.45% of salary over $118,500 up to $200,000. Then 2.35% tax is applied to salaries over $200,00. (You still have to select an option or tier when assigning the default; it is just ignored in the calculation.)

**Example:**

<table>
<thead>
<tr>
<th>Entity</th>
<th>Scenario View Plan</th>
<th>Version View Working</th>
<th>Currency USD</th>
<th>Component</th>
<th>FICA</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY16</td>
<td>FY17</td>
<td>FY18</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tier1</td>
<td>7.65</td>
<td>7.65</td>
<td>7.65</td>
<td>118,500</td>
<td>119,000</td>
</tr>
<tr>
<td>Tier2</td>
<td>1.45</td>
<td>1.45</td>
<td>1.45</td>
<td>200,000</td>
<td>200,000</td>
</tr>
<tr>
<td>Tier3</td>
<td>2.35</td>
<td>2.35</td>
<td>2.35</td>
<td>99,999,999</td>
<td>99,999,999</td>
</tr>
</tbody>
</table>

**About Earning Type**

**Earning Type** is valid only for Additional Earnings.

The earning types **Add to Gross Pay** and **Do Not Add to Gross Pay** drive the Benefits and Taxes **Value Type** and **Maximum Value Type** of Overall Earnings. So if the **Earning Type** is set to **Add to Gross Pay**, then those Additional Earnings will be included in any Benefit or Tax based on % Overall Earnings.

If the **Earning Type** is set to **Do Not Add to Gross Pay**, then any Benefit or Tax using % Overall Earnings for the **Value Type** and **Maximum Value Type** will exclude those Additional Earnings from any Benefit or Tax calculations based on % Overall Earnings.
About Taxable Component

**Taxable Component** works like **Earning Type** in that any Additional Earning or Benefit set to Yes for **Taxable Component** will be included in any Tax calculation where the **Value Type** or **Maximum Value Type** is set to % Taxable Earnings.

About Entering Rates

You can input component rates and logic by period and by entity in the Benefits and Taxes wizard. You can account for rates that change during the year and assess their impact on compensation expenses. For example, you can account for a tax rate that changes in July.

The **Rates** page in the Benefits and Taxes wizard opens with the YearTotal member collapsed with the Time Balance property of Account set to Balance. You can enter a value in YearTotal, and the value automatically spreads to the last of its child time periods. If no distribution exists (that is, the values for all children are zeros or are missing), the value is spread across its children. Or, you can expand YearTotal and manually enter or change rates in the level 0 members.

About Rates and Threshold Scope

The **Threshold Scope** option (YTD or Monthly) for a component enables you to set rate tiers for an additional earning, benefit, or tax that are calculated independently each month or year. For example, an insurance program may apply rate tiers that start from zero each month.

In this example, assume employees in Finance earn $4,000, where tax is defined as **Percent of Salary**, with a **Threshold Scope** of **Monthly** and three rate tiers:

<table>
<thead>
<tr>
<th>Tier</th>
<th>Rate</th>
<th>Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier1</td>
<td>12%</td>
<td>1000</td>
</tr>
<tr>
<td>Tier2</td>
<td>20%</td>
<td>3000</td>
</tr>
<tr>
<td>Tier3</td>
<td>30%</td>
<td>5000</td>
</tr>
</tbody>
</table>

Their tax rate is 12% for the first 1,000 monthly compensation, 20% between 1,000 and 3,000 earned, and 30% between 3,000 and 5,000.

Applying Rates by Hierarchy

You can apply the same rates and thresholds to members within a section of the Entity hierarchy by using the **Copy Rates Across Entities** rule. Using this rule saves you from having to manually enter or import rate data.

The **Copy Rates Across Entities** rule is especially useful when a number of entities use the same rates and thresholds for additional earnings, benefits, or taxes. On the **Rates** page, you can copy component rates and thresholds from one entity to another section of the hierarchy by running this rule from the **Actions** menu. In the **Member**
Selector, select the source level 0 Entity member whose rate you want to copy and the target parent or level 0 member to copy the rate to.

For example you can enter rate data for a benefit for France and then use Copy Rates Across Entities to copy the benefit rate using relationship functions to all level 0 descendants of Total Europe and level 0 descendants of Total Nordic.

Creating Custom Calculation Logic in a Component

Defining your own Workforce calculations in a custom component gives you great flexibility in applying conditional logic and specifying value drivers to calculations for additional earnings, benefits, or taxes.

For example, you could create a bonus calculation that applies to new hires who start in the first 6 months of a calendar year, but not for those who start in the last 6 months of the calendar year in their first year of hire. You can also select a value driver other than the predefined ones (for example, Flat Amount, Percentage of Salary, and so on). So, for example, you could base an additional earning such as commissions on a custom member that you create, for example, Revenue. To specify a member as the Value Type driver, you include it in the member formula for the custom component.

To customize logic in a custom component:

1. In the Benefits and Taxes wizard, on the Details page, edit an existing component, and for Component Type, select Custom.

2. Continue setting up the component, including optionally entering rates to be used in your custom logic.
   Include any thresholds in the member formula.

3. Create a member formula for the OWP_Custom Expense member in the Property dimension:
   a. On the Home page, select Application, then Overview, and then Dimensions.
   b. Click the down arrow to the right of Cube, and then select OEP_WFP.
   c. Click Property, right-click in the Member Name column header, and then clear Default mode.
   d. Select the member OWP_Custom Expense, scroll right to the OEP_WFP Formula column, and then click in the intersection cell.
   e. In the upper left of the grid, click the Member Formula icon
   f. Enter the member formula.

Notes:

- Before creating your own custom calculation logic, Oracle encourages you to first do due diligence in using the predefined calculations.
- Evaluate the performance of your custom formula before taking the application into production.
- To create and use multiple custom components, modify the OWP_Custom Expense member formula to accommodate each component's custom logic. For example, use nested IF conditions for each custom component type.
Tip:
See the following topics for advice on customizing calculation logic and for several sample formulas.

Creating Custom Formulas for **OWP Custom Expense**

Use these tips and the formula examples that follow to help you create custom formulas for **OWP Custom Expense**. These tips assume that the application granularity is Employee and Job.

- Data for properties such as Payment Terms, Payment Frequency, and Value Type are stored at the corresponding Property member > No Currency > Begbalance > Account (Benefit1:10/Earning1:10/Tax1:Tax10) at the Employee and Job combination.
- Rates are stored at OWP_Value > Currency > Account (Benefit1:10/Earning1:10/Tax1:Tax10) at the Employee and Job combination.
- Thresholds are stored at OWP_Maximum Value > Currency > Account (Benefit1:10/Earning1:10/Tax1:Tax10) at the Employee and Job combination.
- You can refer to the provided formulas for evaluating the periods to calculate the expenses based on Cal Tp-Index of the month, corresponding to different Payment Terms options.
- To add multiple custom formulas, nest them in the OWP Custom Expense member formula.

Customizing Benefit and Tax Calculations

Review these examples to help you customize your benefit and tax calculations.

**Use Case**

You want to calculate commission as a percentage of the Commission Basis account, which is a custom account not provided with Workforce. Commission is calculated by multiplying the rate entered in the Benefits and Taxes wizard times the custom Commission Basis account.

**Sample Formula**

```
IF("No Property"->"BegBalance"==[OWP_EarningList.Commission])
  IF(@ISMBR(@RELATIVE("OWP_Existing Employees",0)))
    "Commission Basis"->"No Property" * ("OWP_Value"/100);
  ELSE
    #Missing;
  ENDIF
ENDIF
```

**Use Case**

Building on the previous example, you want to add a benefit called Insurance, which is calculated as a percentage of the Merit account, with the following values selected in the Benefits and Taxes wizard:
• **Component Type**—Custom
• **Payment Terms**—Quarterly (Calendar Year)
• **Payment Frequency**—Pay During First Period
• **Maximum Value Type**—Flat Amount
• **Threshold Scope**—YTD
• **Taxable Component**—Yes
• **Rate for all months**—10
• **Threshold**—400
• **Value Type**—You can select any value for Value Type as we are calculating the benefit as a percentage of Merit in the custom logic.

**Sample Formula**

```plaintext
IF("No Property"->"BegBalance"==[OWP_EarningList.Commission])
  IF(@ISMBR(@RELATIVE("OWP_Existing Employees",0)))
    "Commission Basis"->"No Property" *("OWP_Value"/100);
  ELSE
    #Missing;
  ENDIF;
ELSEIF("No Property"->"BegBalance"==[OWP_BenefitList.Insurance])
  IF("Cal TP-Index"==1 OR "Cal TP-Index"==4 OR "Cal TP-Index"==7 OR "Cal TP-Index"==10)
    "OWP_Expense amount"="OWP_Merit"->"OWP_Expense amount" *("OWP_Value"/100);
  ENDIF;
  IF("OWP_Expense amount"!=#MISSING)
    IF("OWP_Calculated Max Value"!=#MISSING)
      IF("OWP_CYTD(Prior)"+"OWP_Expense amount" >"OWP_Calculated Max Value")
        "OWP_CYTD(Prior)"="OWP_Calculated Max Value";
      ELSE
        "OWP_Expense amount"=#MISSING;
      ENDIF;
    ELSE
      "OWP_Expense amount"=#MISSING;
    ENDIF;
  ENDIF;
ENDIF;
```

**Use Case**

Building on the previous examples, you want to add a Tax (Tiered Tax) named SUTA, which is calculated as a percentage of Benefit1, Benefit2, Benefit3, Benefit4, with the following values selected in the Benefits and Taxes wizard:

• **Component Type**—Custom
• **Payment Terms**—Monthly
• **Maximum Value Type**—Threshold
• **Threshold Scope**—Monthly
• No rates are provided in the Rates page.
• For the custom tiered tax, rates need to be provided as part of the custom formula.

**Sample Formula**

```plaintext
IF("No Property"->"BegBalance"==[OWP_EarningList.Commission])
    IF(BISM(ORELATIVE("OWP_Existing Employees",0))")
        "Commission Basis"->"No Property" * ("OWP_Value"/100);
    ELSE
        #Missing;
    ENDIF
ELSEIF("No Property"->"BegBalance"==[OWP_BenefitList.Insurance])
    IF("Cal TP-Index"==1 OR "Cal TP-Index"==4 OR "Cal TP-Index"==7 OR "Cal TP-Index"==10)
        "OWP_Expense amount"="OWP_Merit"->"OWP_Expense amount"*("OWP_Value"/100);
    ENDIF;
    IF("OWP_Expense amount"!=#MISSING)
        IF("OWP_Calculated Max Value"!=#MISSING)
            IF("OWP_CYTD(Prior)"+"OWP_Expense amount">"OWP_Calculated Max Value")
                "OWP_Expense amount"="OWP_Calculated Max Value";
            ELSE
                "OWP_Expense amount"=#MISSING;
            ENDIF;
        ENDIF;
    ENDIF;
ELSEIF("No Property"->"BegBalance"==[OWP_TaxList.SUTA])
    IF("OWP_Benefit1"->"OWP_Expense amount"+"OWP_Benefit2"->"OWP_Expense amount"+"OWP_Benefit3"->"OWP_Expense amount"+"OWP_Benefit4"->"OWP_Expense amount"<=1000)
        "OWP_Expense amount"=("OWP_Benefit1"->"OWP_Expense amount"+"OWP_Benefit2"->"OWP_Expense amount"+"OWP_Benefit3"->"OWP_Expense amount"+"OWP_Benefit4"->"OWP_Expense amount")*(10/100);
    ELSEIF("OWP_Benefit1"->"OWP_Expense amount"+"OWP_Benefit2"->"OWP_Expense amount"+"OWP_Benefit3"->"OWP_Expense amount"+"OWP_Benefit4"->"OWP_Expense amount">1000 AND "OWP_Benefit1"->"OWP_Expense amount"+"OWP_Benefit2"->"OWP_Expense amount"+"OWP_Benefit3"->"OWP_Expense amount"+"OWP_Benefit4"->"OWP_Expense amount"<=1200)
        "OWP_Expense amount"=(("OWP_Benefit1"->"OWP_Expense amount"+"OWP_Benefit2"->"OWP_Expense amount"+"OWP_Benefit3"->"OWP_Expense amount"+"OWP_Benefit4"->"OWP_Expense amount")-1000)*20/100 + 1000*(10/100);
    ELSEIF("OWP_Benefit1"->"OWP_Expense amount"+"OWP_Benefit2"->"OWP_Expense amount"+"OWP_Benefit3"->"OWP_Expense amount"+"OWP_Benefit4"->"OWP_Expense amount">1200 AND "OWP_Benefit1"->"OWP_Expense amount"+"OWP_Benefit2"->"OWP_Expense amount"+"OWP_Benefit3"->"OWP_Expense amount"+"OWP_Benefit4"->"OWP_Expense amount"<=1300)
        "OWP_Expense amount"=(("OWP_Benefit1"->"OWP_Expense amount"+"OWP_Benefit2"->"OWP_Expense amount"+"OWP_Benefit3"->"OWP_Expense amount"+"OWP_Benefit4"->"OWP_Expense amount")-1200)*30/100 + (1200-1000)*(20/100) + 1000*(10/100);
    ELSE
        "OWP_Expense amount"=(1300-1200)*(30/100) + (1200-1000)*(20/100) + 1000*(10/100);
```

Chapter 6
Configuring Workforce
After Configuring Using the Wizard

After configuring Additional Earnings, Benefits, and Taxes using the wizard, perform these tasks:

- Assign defaults for Salary Grades for New Hires.
- To assign the defaults to employees (in Employee only or Employee and Job granularity) and jobs (in Job only granularity), run the Synchronize Defaults rule. This rule is applied to both new hires and existing employees or jobs.

To run the rule for a single employee or job or an employee-job combination, in the form, select that row and then click Actions, and then Synchronize Defaults. Click Compensation Planning, then Manage Employees, and then Existing Employees. To run the rule for a parent level employee/job, click Actions, then Business Rules, and then Synchronize Defaults.

Example - Adding a Fringe Benefit

This example walks you through the steps to creating a new fringe benefit. Let’s say that you want the benefit to be a percentage of employees’ salary. You want to specify a different percentage for employees in North America, EMEA, and APAC, ranging from 33% to 35%.

Before you start, we assume that:

- You’ve enabled Workforce for, at a minimum, Expense Planning, Compensation Expenses, and Benefits. (All three granularity levels support benefits.)
- You’ve imported the application metadata to include the Fringe Benefit Rate component member.
- You’ve set the user variables.

Add the Fringe Benefit as a Component

First, we’ll use the Benefits and Taxes wizard to create a new benefit.

1. From the Home page, click Application, and then Configure.
2. From the Configure list, click ▼, and then Workforce.
3. From Configure: Workforce, click Options and Tiers.
4. On **Options and Tiers**, from **Component**, select **Options**.

5. From **Actions**, select **Add**, then in the text box, enter "Fringe Rate – North America". Repeat to add an option for EMEA and APAC:

   - Fringe Rate - North America
   - Fringe Rate - EMEA
   - Fringe Rate - APAC

6. Click **Save**, then **Next**, and then **Close**.

**Define the Fringe Benefit**

Next, we use the Benefits and Taxes wizard to set the rate for the fringe benefit options.

1. From **Configure: Workforce**, click **Benefits and Taxes**.

2. Click Filter.

3. Select the **Scenario** and **Version** for the fringe benefit and from **Components**, click **Benefits**, and then **Apply**:

   ![Filter](image)

4. Under **Details**, set the fringe benefit parameters:
5. Click Save and Next.

6. On Rates, enter the fringe benefit rates for each fringe rate option for each year:

<table>
<thead>
<tr>
<th>Entity</th>
<th>Scenario</th>
<th>Version</th>
<th>Currency</th>
<th>FY17</th>
<th>FY18</th>
<th>FY19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Car Allowance - US</td>
<td>Jan</td>
<td>Feb</td>
<td>Mar</td>
<td>Apr</td>
<td>May</td>
<td>Jun</td>
</tr>
<tr>
<td>Medical - US</td>
<td>Jan</td>
<td>Feb</td>
<td>Mar</td>
<td>Apr</td>
<td>May</td>
<td>Jun</td>
</tr>
<tr>
<td>Fringe Rate - North America</td>
<td>Jan</td>
<td>Feb</td>
<td>Mar</td>
<td>Apr</td>
<td>May</td>
<td>Jun</td>
</tr>
<tr>
<td>Fringe Rate - EMEA</td>
<td>Jan</td>
<td>Feb</td>
<td>Mar</td>
<td>Apr</td>
<td>May</td>
<td>Jun</td>
</tr>
<tr>
<td>Fringe Rate - APAC</td>
<td>Jan</td>
<td>Feb</td>
<td>Mar</td>
<td>Apr</td>
<td>May</td>
<td>Jun</td>
</tr>
</tbody>
</table>

7. Click Save and Next.

8. Review the new benefits options:

9. Click Save, and then Close.

Set the Benefit Defaults

Next we’ll set the benefit defaults for the children members of each parent entity: North America, EMEA, and APAC.

1. Click Workforce on the Home page.

2. Click Compensation Planning, then Defaults, and then Benefits.

3. From the POV, select the Entity member.

In this example, we’ll set the benefit default for “Sales Italy”.

Chapter 6
Configuring Workforce

6-24
4. Click **Actions**, and then **Add Benefit Default**.

5. On **Add Benefit Defaults**, for **Benefit**, select **Fringe Benefit Rate**, and for **Option**, select **Fringe Rate – EMEA**:

   ![Add Benefit Defaults](image)

6. Click **Launch**.

   Now, whenever you add a hiring requisition (using the Add TBH business rule) to Sales Italy, the new fringe benefit rate that we set up for EMEA (for example, 34% for 2017) is applied. Compensation is automatically calculated, including the fringe benefit. (The fringe benefit rate is also applied when you run the **Synchronize Default** business rule.) If you update the fringe benefit rate using the Benefits and Taxes wizard, to apply the updated rate, run the **Synchronize Component Definition** business rule.

**Post Configuration Tasks**

**Related Topics**

- **Setting Assumptions**
- **Setting Defaults**
- **Synchronizing Defaults**
- **Post Update Tasks**

**Setting Assumptions**

Assumptions (and defaults) drive the calculations for workforce-related expenses. Assumptions include:

- Hours worked per day, week, and month, which drive salary expenses for hourly employees.
- The partial payment factor (that is, the pay percentage to apply to Maternity Status).
- The salary basis (for example, annual) and rate for Salary Grades.
- Set merit rates, which are added to salary calculations.

You can set assumptions by entity or at the No Entity level (for default assumptions). If you set assumptions for the entity, then they are used for calculations; otherwise, the assumptions set for No Entity (at the organization level) are used. The exception to this is Merit Rate, which must be set at the entity level.
Administrators set workforce assumptions during configuration. If they’re granted permissions, planners can then update them as needed by clicking or tapping

**Compensation Planning**, then the **Assumptions** tab.

After setting assumptions, run the **Synchronize Defaults** rule (see **Synchronizing Defaults**.) To set defaults for Salary, Additional Earnings, Benefits, and Taxes, see **Setting Defaults**.

## Setting Defaults

Defaults (and assumptions) drive the calculations for workforce-related expenses.

If you want a default for salary, additional earnings, benefits, or taxes to be used for all employees in a specific job, select that job when adding the default. For example, if you select Accountant when adding the default for Job, then all employees who are Accountants are assigned that default.

If Employee and Job granularity is enabled, you must set defaults based on Job and Union Code. This setting defaults compensation elements for new hires for a specific job. For example, you might set the default Salary Grade to Grade 3 for a Warehouse Worker with the Union Code of Teamster.

To apply a compensation element default to all employees in all jobs, select the OWP_All <member> when setting defaults for salary, additional earnings, benefits, and taxes. For example, select the OWP_All Union Code member and the OWP_All Jobs member if you want the default compensation element to be used for all employees in any job and in any union. So for example, if you select the OWP_All Union Code member and the OWP_All Job member, then Sue Doe in Accounting (whose Union Code is Default No Union Code) would get the same compensation element default as Tom Blue in the Warehouse (whose Union Code is Teamsters).

---

**Note:**

Workforce seeds a level-zero member named No Union Code as a sibling to Total Union Code. However, when you add defaults for salary, additional earnings, benefits, and taxes, No Union Code isn't available for selecting in the runtime prompt. To meet this need, Workforce expects you to add at least one sibling null metadata member (such as OWP_Unspecified Union Code) to OWP_All Union Code.

If your company doesn't use Union Code, you can rename that dimension to something that's meaningful to your business when you enable Workforce. If you didn't rename Union Code when you enabled Workforce, you can create whatever members you want in the Union Code dimension and change the alias of the dimension to your preferred name.

---

Set Workforce defaults by clicking or tapping **Compensation Planning**, then the **Defaults** tab. Then:
• To set Salary defaults, click **Salary**. These defaults are used for new hires or job salary defaults. Using **Assumptions**, and then **Salary Grades** , planners can then set the salary basis (for example, Annual or Hourly) and the salary rate for the Salary Grades that you imported.

If you import the salary basis and salary rates to the OEP_No Entity member, they are used across all entities. Alternately, select OEP_No Entity (in **Compensation Planning**, then **Assumptions**, and then **Salary Grades**).

• To set Additional Earnings defaults, click **Additional Earnings**.

• To set Benefits defaults, click **Benefits**.

• To set Taxes defaults, click **Taxes**.

### Synchronizing Defaults

Whenever you update the entity defaults for benefits, taxes, or additional earnings using the **Benefit and Taxes** wizard on the **Configure** page, you must push the updated data to the input forms by running the **Synchronize Defaults** business rule.

1. Click **Compensation Planning**, then **Manage Employees**, and then **Existing Employees**.

2. Highlight a row with an individual or a blank row.

   If you intend to execute the business rule for:

   • Only one person, highlight the row containing that person’s name, and then run the rule

   • Multiple people or to select the dimensionality with a runtime prompt, highlight a blank row and then run the rule

3. Click **Actions**, then **Business Rules**, and then **Synchronize Defaults**.

   The business rule recalculates and updates data in the forms.

---

**Note:**

When you update the metadata for a component (for example, salary grades, benefits, taxes, and additional earnings), run the **Synchronize Component Definition** business rule to push the updated definition to already-assigned employees and jobs. This rule doesn't update the entity defaults.

---

### Post Update Tasks

After updating Workforce content from a monthly update, note the following information.

• Immediately after updating the Workforce May 2019 content, you must run the new rule **1X Copy Compensation Details from BegBalance to Periods**, which copies compensation details from the BegBalance member to all months. Run this rule only once for each active Scenario and Version combination with data, immediately after updating content. To run this rule, on the Home page, click **Chapter 6 Post Configuration Tasks** 6-27
Run the Workforce business rules in the situations described here.

**Tip:**
For suggestions on enhancing the execution performance of rules, see Performance Considerations with Workforce Rules.
To launch a business rule, click **Actions**, then **Business Rules**, and then the rule.

- **Synchronize Defaults**—Run this rule after you update the entity defaults for a benefit, tax, or additional earning. For example, you set up a new benefit or removed an existing benefit from entity defaults. Running this rule from the New Hires or Manage Existing Employees form pushes the updated entity default at the employee-job level. If you launch **Synchronize Defaults** using the right-click menu, you use it for a selected employee-job combination.

If you intend to execute the **Synchronize Defaults** rule for:

- Only one person, highlight the row containing that person’s name, and then run the rule.
- Multiple people, or to select the dimensionality with a runtime prompt, right-click in the white space, and then run the rule.

- **Synchronize Component Definition**—Run this rule after you update an existing benefit, tax, or additional earning. For example, you updated a rate table, payment frequency, salary grade, or maximum value. Running **Synchronize Component Definition** pushes the updated component definition to employees and jobs. This rule doesn't update the entity defaults.

- **Calculate Compensation**—When you update data on a form, to recalculate expenses, run the **Calculate Compensation** rule. For example, if you change an employee’s status, review that employee’s FTE, and then run **Calculation Compensation**.

- **Process Loaded Data**—After you import new compensation data, run the rule **Process Loaded Data** to copy the data to the necessary periods in the planning year range. Running this rule sets the Headcount to 1 and the Partial Payment Factor to 100% for every employee unless you’ve loaded different values at the processing month.

**Tip:**

You can quickly make changes to the source data for existing employees, entities, and jobs in four Workforce **Mass Update** forms. Each form is associated with a Groovy rule that processes only the changed data. See Updating Multiple Employees and Jobs Details in *Working with Planning Modules*.

**Note:**

You can run the rules **Synchronize Defaults**, **Synchronize Component Definition**, and **Process Loaded Data** for multiple entities at a time by selecting the parent entity under Total Entity. Oracle recommends that for performance reasons, you run multiple instances of rules by selecting different children under Total Entity instead of running rules for all entities in one pass.
Performance Considerations with Workforce Rules

Consider these tips to potentially improve the execution performance of Workforce rules.

- Workforce rules assume that the `FIXPARALLEL` statement runs on the Entity dimension, which is ideal if you’re loading the bulk of your data into the Entity dimension. However, if you load the bulk of your data into another dimension, for example, a Flex dimension such as Project, you can improve performance by modifying the `FIXPARALLEL` statement to apply to the Project dimension instead.

Workforce provides a template named `OWP_Fix Parallel_T` that is used in the rules `Synchronize Defaults`, `Synchronize Component Definition`, and `Process Loaded Data`. If you modify the `FIXPARALLEL` statement to reflect your optimal dimension, all three rules take advantage of the performance enhancement.

Tip:

To determine the best dimension to include in the `FIXPARALLEL` statement, Oracle recommends that you do some testing using realistic and representative data.

To modify the template `OWP_Fix Parallel_T`:

1. Replace `{Department}` (which is the default Entity dimension in this template) with your optimal dimension and include the appropriate Entity selection in the subsequent `FIX` statement. See this BEFORE and AFTER example.

BEFORE:

```
SET UPDATECALC OFF;
FIXPARALLEL(4, @RELATIVE({Department}, 0))
FIX((Scenario), (Version) [FlexDim1Fix] [FlexDim2Fix] [FlexDim3Fix] [CurrencyDTP])
     FIX([EmpDimFix] [JobDimFix])
```

AFTER, modified assuming that `Project` is `FlexDim1` and using sample member names (“All Project” and “OEP_Total Entity”). Also note the comma inserted before the reference to `Entity` in the second `FIX` statement:

```
SET UPDATECALC OFF;
FIXPARALLEL(4, @RELATIVE("All Project", 0))
```
2. Redeploy the three rules.

2. Redeploy the three rules.

2. Redeploy the three rules.

Note:

When you modify the template, ensure that the syntax (for example, the commas) is valid and balanced by reviewing the Design-time Prompts (DTP).

Note:

Test your changes in your Test instance before applying the changes in Production.

• If your organization’s usual practice is to run Synchronize Defaults immediately after running Process Loaded Data, you can reduce execution time by modifying the Process Loaded Data rule to substitute the Synchronize Defaults template in place of the Synchronize Definition template in the same relative position. By doing this, you eliminate the execution time of the Synchronize Definition template, which is unnecessary if you include the Synchronize Defaults template in the Process Loaded Data rule because Synchronize Defaults includes the logic in Synchronize Definition.

• If you load the additional earning, benefit, and tax assignments directly from a source Human Resources or Payroll system, such as Oracle Fusion Human Capital Management, then you do not need to run Synchronize Defaults nor Calculate Compensation. Running Process Loaded Data is sufficient in this use case to calculate compensation for all the loaded data, because it includes Synchronize Component Definition.
7

Configuring Projects

This chapter includes these topics:

• Enabling Projects Features
• Configuring Projects
• Post Configuration Tasks

Enabling Projects Features

Before users can start planning projects, you must enable Projects features. Enable only the features you want to use. Based on your selections, dimensions, drivers, forms, and accounts are populated. You can come back later and incrementally enable additional features; however you must enable all the dimensions you want to include in the application the first time you enable features.

Note:

After you enable a feature, you can't later disable it.

Watch this tutorial video to learn more about enabling and configuring Projects.

Tutorial Video

1. From the Home page, click Application, and then click Configure.

2. From the Configure list, select Projects, and then click Enable Features.

3. Select the features you want to enable and then click Enable. Except as noted, you can come back later and enable additional features, so enable only the features you need to use now.
Table 7-1  Enabling Projects Features

<table>
<thead>
<tr>
<th>Enable</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Type</td>
<td>Select the project types for planning. Enable only the project types you need. You can later enable additional project types if needed. You must enable Capital before you can enable Capital projects, and add a custom dimension in Capital called <strong>Project</strong> (the default dimension name in Projects). If you plan to rename and use a different name for the Project dimension in Projects, use that same dimension name in Capital. See Enabling Project Type.</td>
</tr>
<tr>
<td>Revenue</td>
<td>Provides the ability to manage revenue. Available only for Contract projects. You can track revenue by directly entering it (Direct Input) or by setting up revenue drivers (Driver Based). Adds artifacts (forms, calculations, and reporting) to support revenue planning. See Enabling Project Revenue.</td>
</tr>
<tr>
<td>Project Benefits</td>
<td>Tracks qualitative and quantitative project benefits. See Enabling Project Benefits.</td>
</tr>
<tr>
<td>Expense</td>
<td>Select project related expenses to plan. Track expenses by entering them (Direct Input) or by setting up expense drivers (Driver Based). Adds forms, calculations, and reporting to support expense planning. To use Job Rates from Workforce, you must first enable Workforce. To track utilization of Employees, you must enable Workforce before Projects, and for Granularity, select either Job or Employee and Job. To use Equipment Rates from Capital, you must first enable Capital. See Enabling Project Expense.</td>
</tr>
<tr>
<td>Rolling Forecast</td>
<td>Enables rolling forecast for projects to allow project reporting and analysis over a rolling forecasting time period range. See Enabling Rolling Forecast.</td>
</tr>
<tr>
<td>Map/Rename Dimensions</td>
<td>• Enable up to three additional custom dimensions in your application. For Projects, suggested dimensions are provided: Vendor, Phase, and Program. • Map custom dimensions to existing dimensions. • Rename base dimensions. You must perform this step the first time you enable Projects. See Enabling Map/Rename Dimensions.</td>
</tr>
</tbody>
</table>
Enabling Project Type

Select **Project Type**, and then select the type of project to enable:

- **Contract**—A Contract project is work performed for a customer and the customer reimburses the company. A contract project generates revenue based on an underlying contract; costs are incurred and planned against it. The Contract project expenses, revenue, and billing can be for services performed and reimbursed by a client. Contract projects can be Time and Materials, Fixed Price, Cost Plus, and Other.

- **Capital**—A Capital project is a long-term or short-term investment project undertaken for construction of a capital asset (such as buildings, dikes, and roads). If a project has a classification of Capital, you can do only expense budgeting for the project. You can, however, capture financial and non-financial benefits of the project. The expenses for a Capital project are tracked as Construction in Progress (CIP) on the Balance Sheet while the assets are being developed. After a Capital project is placed in service and the assets are ready, you must reconcile the CIP assets with existing assets. You must enable Capital before you can enable Capital projects, and add a custom dimension in Capital called **Project** (the default dimension name in Projects). If you plan to rename and use a different name for the Project dimension in Projects, use that same dimension name in Capital.

- **Indirect**—Also called internal projects, indirect projects have a cost impact but don’t generate revenue. For example, an IT project that creates a portal for the Human Resources team to track personal details of employees is an Indirect project. If a project is classified as Indirect, you can do only expense budgeting for the project. You can, however, plan financial and non-financial benefits of the project.

Enabling Project Revenue

You can plan project revenue for Contract projects only.

Select **Revenue** if you want to plan revenue associated with Contract projects, and then select options for revenue planning. Select a revenue planning method:

- **Direct Input**—Allows users to enter values directly in planning forms. When you use direct entry, no predefined calculations are used.

- **Driver Based**—Allows users to enter rates and drivers for revenue calculations. When you do driver-based revenue planning, revenue is calculated using the predefined formulas, using standard rates and the revenue drivers you enter. For example, you can set up a revenue driver for a construction project using billable resources that are onsite and offshore. You provide the billable rate for onsite and offshore resources. Labor revenue is calculated based on the number of resources, the billable hours, and the billable rates.

Enabling Project Benefits

For indirect and capital projects, an additional way to analyze project finances is by tracking project benefits. By planning project benefits, you can quantify the financial
benefits to help justify the need for the project. You can also plan the non-financial benefits of a project, which can be used to justify a project and help measure a project’s success.

Select **Project Benefits** and then specify the type of project benefits to enable:

- **Financial**—You can define financial benefits associated with projects; users can track project performance. For example, if you are setting up a new web site, you can track financial benefits that might come out of the project. For example, you might get incremental revenue from leads from the web site, or, if you handle queries on the web site, you might see call center savings. Or a new video conferencing facility can lead to savings on travel expenses.

- **Non-Financial**—You also can define non-financial benefits. For example, a new web site might improve the customer satisfaction index, or you might see an incremental increase in your user base by investing in the project. You can quantify the benefits and map them to various project accounts.

Once you define the benefits, users can track the performance.

Users can also capture additional qualitative project benefits that aren’t trackable with numbers that can help justify projects. For example, you could note that customers will have a better user experience with the improved web site design.

### Enabling Project Expense

You can plan expenses for all project types.

Select **Expense** if you want to plan expense associated with projects, and then select an expense planning method:

- **Driver Based**—Users enter drivers for expense calculations.

  When you do driver-based planning, expense is calculated using the predefined formulas, using standard rates and the expense drivers you enter.

  You can enable several expense driver types:

  - **Labor**—Allows planners to calculate a variety of labor related costs, set start and end dates, plan the FTEs, and so on. You can also select additional options:

    * **Integration from Workforce**—Brings in the labor codes from Workforce and rates for the codes.

    * **Employee**—Allows for planning at the named employee level rather at the job level. Used for tracking employee utilization.

  - **Equipment**—Allows planners to plan the equipment expenses for a project, including the start and end date, number of units, and so on. You can also select **Integration from Capital** to bring in capital assets and allocate them to projects.

  - **Material**—Allows planners to plan the material expenses for a project. For example, a construction project would require lumber, concrete, and rebar.

- **Direct Input**—Allows users to enter values directly in planning forms.

  When you use direct entry, no predefined calculations are used.
Enabling Rolling Forecast

Enabling rolling forecast allows planners to perform continuous planning beyond a one-year timeframe. After you enable rolling forecast, use the Planning and Forecast Preparation configuration task to configure rolling forecast to plan continuously at a weekly level for either 13, 26, or 52 weeks, at a monthly level for either 12, 18, or 24 months, (and for Financials also for 30, 36, 48, or 60 months) or at a quarterly level for either 4, 6, or 8 quarters.

By using the Planning and Forecast Preparation configuration task to define the rolling forecast range and using the provided forms, it's easy to implement a rolling forecast. Rolling forecast is primarily used in Financials for data entry and analysis, but if you enable rolling forecast for Projects, you can analyze projects over the defined rolling forecast time period range.

When you enable and configure rolling forecast:

- Rules, forms, and dashboards for rolling forecast planning and analysis are created.
- Forms and dashboards are designed so you can view the entire rolling forecast range. Valid intersections are used to control what displays.
- When you update the current time period, forms and dashboards are automatically updated to add or drop new time periods as needed to reflect the updated rolling forecast range. Trends and drivers are populated to newly added time periods. Valid intersections are used to make the forms dynamic.
- For Financials, a new member (OEP_Rolling Forecast) is added to the Scenario dimension. Note that the standard forecasting member (OEP_Forecast) is still available so you can use the standard forecasting method that allows forecasting for a one-year timeframe and the rolling forecasting method.
- Projects uses the OEP_Rolling Forecast member to dynamically display data in the rolling forecast range by referring to the forecast scenario (OEP_Forecast) for the corresponding period. It does not allow data entry for the OEP_Rolling Forecast member.

If you purchased EPM Cloud before June 4, 2019, you can convert a Standard or Reporting application to an Enterprise application. If you convert the application, planners can continue to use existing forms that use the converted application’s rolling forecasting method because the form property that creates rolling forecast is still available in your custom cubes.

Watch this overview video to learn more about planning using a rolling forecast.

Watch this tutorial video to learn more about planning using a rolling forecast.
Enabling Map/Rename Dimensions

You must perform this configuration task the first time you enable features. Use **Map/Rename Dimensions** as follows:

- To add custom dimensions. For example, you might want to plan by channel and market. In this case, add these two dimensions and import channel and market members. Calculations, forms, and other artifacts include the additional dimensions you specify.
- To rename a dimension if an existing dimension has the same name as a dimension in a module you are enabling, and you want to keep both dimensions.
- To use existing dimensions in multiple modules. For example, if you set up Financials and later enable Projects, you can take advantage of any existing dimensions that are common between the two. Use this feature so you don't have to rebuild a common dimension when you enable a new module.
- To reuse dimensions in a converted Planning application.

Configuring Projects

Perform this task after you've enabled Projects features.

1. From the Home page, click **Application** and then click **Configure**.
2. From the **Configure** list, select **Projects**.
3. Perform all mandatory tasks. Perform the optional tasks required for your business. Use the **Filter** to check the status of configuration actions. Use **Actions** to update task status.

For information on importing files and the file formats, see [Importing Data](#).

4. After configuring, and any time you make changes in configuration or import metadata, refresh the database. From the **Configure** page, select **Refresh Database** from the **Actions** menu. Click **Create**, and then click **Refresh Database**.

<table>
<thead>
<tr>
<th>Configure</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td>Import projects. Populate the application with projects by importing members to the Projects dimension.</td>
</tr>
</tbody>
</table>
### Table 7-2  (Cont.) Configuring Projects

<table>
<thead>
<tr>
<th>Configure</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resource Class</td>
<td>Import resource class. The Resource Class consists of labor, material, and equipment codes. Import detailed jobs to use for planning project expenses. You can import members, or, if Workforce is enabled, you can use jobs from Workforce.</td>
</tr>
<tr>
<td>Note:</td>
<td>If you are integrating Workforce and Projects, you don't need to import jobs. The Jobs are automatically imported from Workforce.</td>
</tr>
<tr>
<td>Entities</td>
<td>Import Entities. Import the Entity dimension members that reflect your business hierarchy, such as departments, cost centers, and business units. Select the location of the file containing the members (Local or Planning inbox), click <strong>Browse</strong> to find the file, specify the file type, and then click <strong>Import</strong>.</td>
</tr>
<tr>
<td>Note:</td>
<td>Entities are common across modules, so import all entities together.</td>
</tr>
<tr>
<td>Expense Accounts</td>
<td>Configure expense accounts. Select the defined artifacts to use. Add or import custom drivers or accounts to manage project expenses for your business needs. If required, you might need to add logic or calculations related to any custom accounts. See <strong>Adding and Managing Accounts and Drivers</strong>.</td>
</tr>
</tbody>
</table>
Table 7-2  (Cont.) Configuring Projects

<table>
<thead>
<tr>
<th>Configure</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue Accounts</td>
<td>Configure revenue accounts. Select the defined artifacts to use. Add or import custom drivers or accounts to manage project revenue for your business needs. If required, you might need to add logic or calculations related to any custom accounts. See Adding and Managing Accounts and Drivers.</td>
</tr>
<tr>
<td>Planning and Forecast Preparation</td>
<td>Set the timeframe and granularity for plans. Configures the timeframe, the starting period, and the level of granularity for planning and forecasting. Gives you the ability to plan and forecast on a different basis for different years. See Planning and Forecast Preparation.</td>
</tr>
<tr>
<td>Project Properties</td>
<td>Configure project properties. Select the defined artifacts to use. Add or import custom project properties using the same process used for adding and importing accounts and drivers. See Adding and Managing Accounts and Drivers.</td>
</tr>
<tr>
<td>Global Assumptions</td>
<td>Set exchange rates. Enter foreign exchange rates in a multicurrency application. Additionally, enter global assumptions for projects including standard labor rates, overhead, working days and hours, discount rate. See Setting Global Assumptions: Exchange Rates and Entering Global Project Rates.</td>
</tr>
<tr>
<td>Projects Financials Mapping</td>
<td>If you are integrating Projects and Financials, for each Projects account, select the corresponding Financials account from the Smart List. You can do the mapping at No Entity level, the default, which is used if an entity level mapping isn't set up. Available only if Financials is enabled.</td>
</tr>
<tr>
<td>&lt;customName&gt; Dimension</td>
<td>Import members for the &lt;customName&gt; dimension. Use if you enabled the &lt;customName&gt; dimension, for example to associate projects with a vendor.</td>
</tr>
</tbody>
</table>

Planning and Forecast Preparation

You can configure the time frame and granularity for plans for each module. You can have a different time frame and granularity for each module and for each year.
To configure the time frame and granularity for plans:

1. In **Current Fiscal Year**, select the current fiscal year.
2. From **Period**, select the current actual month. You need to update this value on a monthly basis.
3. From **Plan Start Year**, indicate if planners will plan in the current or next fiscal year.
4. Click **Plan**, and then the **Years** column to select the number of years to configure. For example, to configure the first five years of a ten year application, select 5 Years.
5. Select the planning basis for each year that you are configuring. If plans will be prepared at the same frequency each year, click **All**, and then select the frequency (for example, **Monthly**). If plans will be prepared at different frequencies in certain years, select the frequency in each year's row. For example, to plan monthly in FY20 but quarterly in FY21, select **Monthly** in the row for FY20 and **Quarterly** in the row for FY21.
6. Click **Forecast** and repeat these steps to specify the forecasting basis.
7. For Financials or Projects: If you enabled Rolling Forecast, click **Rolling Forecast** to select the basis for continuous planning. Select the planning frequency (monthly or quarterly), the number of periods, and the number of actual periods.

For Financials, you can also select a weekly planning frequency and choose whether to plan at a weekly level for 13, 26, or 52 weeks.

The number of actual periods defines how many time periods of actual data to show in forms and dashboards in conjunction with the rolling forecast time periods.

The **Rolling Forecast Range** is updated based on your selections.

When you configure rolling forecast, forms and dashboards are set up based on the planning frequency and number of periods. When you change the current planning period, the rolling forecast forms and dashboards are updated—time periods are added or dropped and actuals time periods are updated to reflect the new rolling forecast range.

You can plan using a combination of standard forecasting and rolling forecasting.

8. If you enabled weekly planning for Financials, specify the current week. You need to update this value on a weekly basis.

This configuration task sets all required substitution variables.

**About Adding and Modifying Accounts and Drivers**

Depending on the number of custom drivers members, account members, and other artifacts you need to add or modify, perform one of these tasks:

- A small quantity—Add or edit them directly from the configuration page
- A large quantity—Import them by:
  - Exporting the existing set.
  - Modifying the exported spreadsheet to add rows and data for the custom artifacts.
  - Importing the spreadsheet.
This export and import process speeds up the design and maintenance of the application. When requirements change, you can repeat this process as many times as needed. For example, you might see a predefined marketing driver that is similar to a driver for a new social media campaign you plan to run. You can easily export the drivers, make a copy of the marketing driver, modify it as needed for your social media campaign, and then re-import it.

Watch this tutorial video to learn more about importing custom accounts and drivers.

Tutorial Video

See Adding and Managing Accounts and Drivers for more details.

Adding and Managing Accounts and Drivers

To add or modify accounts and drivers:

1. Select the configuration task to set up accounts or drivers.
2. Select a component or category from the list (if available).
3. Perform a task:
   - To add an artifact, select Add from the Actions menu, and then enter details in the new row.
   - To modify a group of artifacts, or to add many new ones, export the set of predefined artifacts (select Export from the Actions menu), and then modify the export file in Excel. You can edit predefined artifacts, make a copy of an artifact and modify it to create a new one, or add new artifacts. Then, import the modified file (select Import from the Actions menu). If available, use categories and subcategories to group functionally related artifacts.
   - To export or import all drivers, regardless of their category or grouping, use Batch Export or Batch Import.
   - To export or import only certain kinds of drivers, specify a Category or a Component, and then use Import or Export.

Notes:

- Specify unique member names and aliases for custom members so they don’t conflict with any provided members.
- If you must delete a driver, check the formulas of the other account drivers in its group to see if they reference the driver that you want to remove. If they do, update their logic accordingly.

Setting Global Assumptions: Exchange Rates

If you created a multicurrency application, set up exchange rates. You can enter exchange rates manually as described below, or import them. For information about importing exchange rates, see Administering Planning.

To set up exchange rates manually:

1. Add members for each of your currencies in the Currency dimension.
2. Click Global Assumptions to open the Exchange Rates to <Base Currency> task. Here you’ll enter the exchange rates for the currencies that planners will use.
3. Select the members from the Point of View.
4. Enter average and ending exchange rates for each period and each currency, and then save the form.

The form is renamed to Exchange Rates to <Base Currency>, where <Base Currency> is the reporting currency you selected when you created the application. For example, if the application base currency is Yen, the form is Exchange Rates to Yen. This indicates to planners the currency against which exchange rates are used to convert their data, and enables them to enter rates specific to scenario, year, and version.

**Note:**
If you add a new version, you must enter exchange rates in that version.

### Entering Global Project Rates

Enter global project assumptions for standard rates that drive revenue and expense calculations, such as overhead, working days and hours, and labor and equipment rates. Planners can override these values for a project if the project is set up with Override Standard Labor Rates, Override Standard Equipment Rates, or Override Standard Materials Rates set to Yes.

To enter global project assumptions:

1. Click **Global Assumptions**.
2. Select the horizontal tab for the global assumptions you want to enter and then enter assumption details.
   - **Standard Rates**—Specify rates for equipment, labor, and materials.
   - **Overhead**—Specify overhead for different accounts. For example, you can plan the overhead rate for Engineering or Manufacturing, or allocate a Facilities overhead.
   - **Discount rate**—Specify the discount rate per year; used in NPV calculations.
   - **Standard Rates for Labor**—Specify rates for different jobs.
   - **Working Days and Hours**—Specify the working days and hours in a month; it can vary by entity. For example, you can set different working days and hours for different regions or for different departments.

The forms that are loaded are based on the features and integration you've enabled.

### Post Configuration Tasks

**Related Topics**

- Mapping Projects to Programs

### Mapping Projects to Programs

If you enabled the Program dimension, you can group projects together into a program for analysis purposes. You must have already added projects to perform this task.
When you enable the Program dimension, it is added as an attribute dimension. Map projects to programs in the Dimension Editor.

To map projects to programs:

1. From the Home page, click Navigator and then select Dimensions from the Create and Manage category.
2. Select Project from the Dimension drop-down list.
3. From the Actions menu, select Custom Attributes.
4. Click Programs to move it to the Attribute Values pane.
5. Click + to add the program members.
6. Select a program, and then in Attribute Values, select the project you want to associate with the program.
7. Refresh the database.

Projects Rules

Run rules to calculate values in the application. From the Home page, click Rules.

Tip:
To see only Projects rules, click All Cubes next to the Filter, and from the Cube list select OEP_PFP.

Projects rules:

- **OPF_Add Project**—Adds a new project on the fly.
- **OPF_Add Expense Line Item**—Adds a new expense line item in a project.
- **OPF_Add Revenue Line Item**—Adds a new revenue line item in a project.
- **OPF_Approve Project**—Sets the status of the project to Approved; copies the plan data to the forecast scenario, since this project is likely to move forward.
- **OPF_Calculate Capitalized Expense**—Calculates capitalization expenses for capital projects.
- **OPF_Calculate Direct Expense**—Calculates direct expenses for all projects.
- **OPF_Calculate EVM**—Calculates Earned Value Measure for Project – Schedule and Cost variance based on set targets.
- **OPF_Calculate Expense CashFlow**—Calculates cash flows associated with expenses, based on the assumptions set for the project.
- **OPF_Calculate Expense**—Calculates driver-based expenses for labor, material, and equipment based on set driver-based assumptions.
- **OPF_Calculate Financial Benefits**—Calculates aggregated financial benefits.
- **OPF_Calculate Non Financial Benefits**—Calculates non-financial benefits, summing the year totals.
• **OPF_Calculate Overhead Expenses**—Calculates overhead expenses based on the specified drivers.

• **OPF_Calculate Payback period**—Calculates the payback period based on the expenses and benefits planned for a project.

• **OPF_Calculate Payback period Revenue**—Calculates the payback period based on the expenses and revenue for a project.

• **OPF_Calculate Project Benefits**—Calculates the project benefits for indirect and capital projects.

• **OPF_Calculate Revenue**—Calculates revenue for contract projects based on the project type: time and material, cost plus, or direct.

• **OPF_Calculate Revenue cash flows**—Calculates the cash flows for revenue realization.

• **OPF_Calculate Revenues**

• **OPF_Copy Data to Finstmt**—Moves data from Projects to Financials after aggregating data for all projects, based on the defined mapping.

• **OPF_Delete Project**—Deletes the project.

• **OPF_Execute Project to Capital Map Reporting**—Creates capital assets from project expenses.

• **OPF_Execute Project to Capital Map Reporting - Capitalized**—Creates capital assets from project expenses based on resource class.

• **OPF_Execute Project to WFP Map Reporting**—Moves assigned job codes and employees FTE, labor hours, and expenses to Workforce.

• **OPF_Prepare Detailed Forecast Data**—Organizes data for forecast for months and years.

• **OPF_Prepare High Level Forecast Data**—Organizes data for high level forecasts for months and years.

• **OPF_Push data to capex from Projects**—Moves data into planned capital work in progress assets based on allocated expenses from Projects to Capital.

• **OPF_Recognize Revenue**—Calculates revenue recognition based on the assigned revenue recognition drivers.

• **OPF_Refresh Project Dates**—Run this rule before directly entering expenses or revenue for projects that have been imported, or when project dates are changed.

• **OPF_Remove Line items**—Removes line items from the project.

• **OPF_Rollup Project Cube**—Calculates the aggregation of projects through the hierarchy.

• **Roll up Project**—Aggregates the projects and pushes the data to Financials based on the account mapping.
Configuring Capital

This chapter includes these topics:

• Enabling Capital Features
• Configuring Capital
• Post Configuration Tasks

Enabling Capital Features

Before users can start planning capital assets, you must enable Capital features. Enable only the features you want to use. Based on your selections, dimensions, drivers, forms, and accounts are populated. You can come back later and incrementally enable additional features; however you must enable all the dimensions you want to include in the application the first time you enable features. You must also specify Named Assets the first time you enable Capital features.

Note:

After you enable a feature, you can’t later disable it.

Watch this tutorial video to learn more about enabling and configuring Capital.

1. From the Home page, click Application, and then click Configure.

2. From the Configure list, select Capital, and then click Enable Features.

3. Select the features you want to enable. Except as noted, you can come back later and enable additional features, so enable only the features you need to use now.

Table 8-1  Enabling Capital

<table>
<thead>
<tr>
<th>Enable</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Capital Investment</td>
<td>Select new capital investments.</td>
</tr>
<tr>
<td></td>
<td>See Enabling New Capital Investment.</td>
</tr>
</tbody>
</table>
Table 8-1  (Cont.) Enabling Capital

<table>
<thead>
<tr>
<th>Enable</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Existing Assets</td>
<td>Select existing capital assets.</td>
</tr>
<tr>
<td></td>
<td>See Enabling Manage Existing Assets.</td>
</tr>
<tr>
<td>Map/Rename Dimensions</td>
<td>• Enable up to three additional custom dimensions in your application.</td>
</tr>
<tr>
<td></td>
<td>• Map custom dimensions to existing dimensions.</td>
</tr>
<tr>
<td></td>
<td>• Rename base dimensions.</td>
</tr>
<tr>
<td></td>
<td>You must perform this step the first time you enable Capital.</td>
</tr>
<tr>
<td></td>
<td>If you are integrating Capital with Projects, add a custom dimension called Project, the default dimension name in Projects. If you name it anything else, make sure the dimension name is the same in all modules.</td>
</tr>
<tr>
<td></td>
<td>See Enabling Map/Rename Dimensions</td>
</tr>
</tbody>
</table>

The Capital artifacts are populated, including dimensions, forms, and accounts.

Enabling New Capital Investment

Enables new capital investments for fixed assets and optionally allows you to plan for lease assets (for example, vehicles) or intangibles (for example, copyrights). Select Named Assets to add the names of assets to plan at the detail level, and specify the likely number of named assets that you would add in a planning cycle.

If you are going to use Named Assets, you must select it the first time you enable Capital. You can't come back later to enable it. You can, however, come back later to increment the number of named assets.

Enabling Manage Existing Assets

Enables planning for asset-related expenses, and retirement, transfer, and improvements on existing assets. Optionally you can also plan for existing intangible assets.

Use this option if you want to plan for expenses at the asset level, for high maintenance, high value assets that can be planned by setting standard percent assumptions.

Enabling Map/Rename Dimensions

You must perform this configuration task the first time you enable features. Use Map/Rename Dimensions as follows:

• To add custom dimensions. For example, you might want to plan by channel and market. In this case, add these two dimensions and import channel and market members. Calculations, forms, and other artifacts include the additional dimensions you specify.
• To rename a dimension if an existing dimension has the same name as a
dimension in a module you are enabling, and you want to keep both dimensions.

• To use existing dimensions in multiple modules. For example, if you set up
Financials and later enable Projects, you can take advantage of any existing
dimensions that are common between the two. Use this feature so you don't have
to rebuild a common dimension when you enable a new module.

• To reuse dimensions in a converted Planning application.

Configuring Capital

Perform this task after you've enabled Capital features.

1. From the Home page, click Application, and then click Configure.

2. From the Configure list, select Capital.

3. Perform all mandatory tasks. Perform the optional tasks required for your
business. Use the Filter to check the status of configuration actions. Use Actions
to update task status.

You must add asset classes (and intangible assets if intangible assets are
enabled) from provided members or by importing them from a file. This is required
to load dashbaords and forms.

For information on formatting import files, see Importing Data.

4. After configuring, and any time you make changes in configuration or import
metadata, refresh the database. From the Configure page, select Refresh
Database from the Actions menu. Click Create, and then click Refresh
Database.
### Table 8-2 Configuring Capital

<table>
<thead>
<tr>
<th>Configure</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entities</td>
<td>Import Entities. Import the Entity dimension members that reflect your business hierarchy, such as departments, cost centers, and business units. Select the location of the file containing the members (Local or Planning inbox), click <strong>Browse</strong> to find the file, specify the file type, and then click <strong>Import</strong>.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Entities are common across modules, so import all entities together.</td>
</tr>
<tr>
<td>Assets</td>
<td>Set up asset classes. Add or import tangible asset class members. You can select from the defined lists of asset class or add your own custom asset class. The Asset Class dimension details the categories of assets that a company owns. See <strong>Adding and Managing Accounts and Drivers</strong>.</td>
</tr>
<tr>
<td>Intangible Assets</td>
<td>Add or import intangible asset class members. You can select from the defined lists of asset class, add from a Smart List, or add your own custom asset class. The Asset Class dimension details the categories of assets that a company owns. See <strong>Adding and Managing Accounts and Drivers</strong>.</td>
</tr>
<tr>
<td>Expense</td>
<td>Configure expense accounts by selecting the defined artifacts to manage. You can remove expense accounts for Capital, but you can't add or import them. See <strong>Adding and Managing Accounts and Drivers</strong>.</td>
</tr>
<tr>
<td>Asset Details</td>
<td>Import asset details. Import asset details into the Asset Detail dimension, which is used to track the details of an asset as an individual asset or a group of assets, depending on the requirement. An asset can be New Owned, Existing Owned, New Leased, or Existing Leased. For more information, see <strong>Importing Data</strong>.</td>
</tr>
</tbody>
</table>
### Table 8-2  (Cont.) Configuring Capital

<table>
<thead>
<tr>
<th>Configure</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning and Forecast Preparation</td>
<td>Set the timeframe and granularity for plans. Configures the timeframe, the starting period, and the level of granularity for planning and forecasting. Gives you the ability to plan and forecast on a different basis for different years. See Planning and Forecast Preparation.</td>
</tr>
<tr>
<td>Expense and Cash Flow Assumptions</td>
<td>Set up assumptions for tangible asset expenses, depreciation and amortization, and funding assumptions. Used as drivers for expense calculations for Tangible Assets. You can only remove predefined expense assumptions; you can’t add or import new ones. See Adding and Managing Accounts and Drivers.</td>
</tr>
<tr>
<td>Assumptions for Intangibles</td>
<td>Set up assumptions for depreciation method and convention, useful life, and cash flow and funding assumptions. Used as drivers for expense calculations for Intangible Assets. You can only remove predefined expense assumptions; you can’t add or import new ones. See Adding and Managing Accounts and Drivers.</td>
</tr>
<tr>
<td>Map Capital Accounts to Financials</td>
<td>Map asset accounts from Capital to Financials accounts to allow for integration and movement of data from detail assets in Capital to account level in Financials. For each asset account, select the corresponding Financials account from the Smart List. Select the horizontal tabs to map assets for Tangible Assets, Intangible Assets, and Lease Assets. Available only if Financials is enabled.</td>
</tr>
<tr>
<td>Import &lt;customName Dimension&gt;</td>
<td>Import &lt;customName Dimension&gt;. Import members to populate the &lt;customName Dimension&gt; dimension. Use if you enabled a custom dimension.</td>
</tr>
</tbody>
</table>

### Planning and Forecast Preparation

You can configure the time frame and granularity for plans for each module. You can have a different time frame and granularity for each module and for each year.

To configure the time frame and granularity for plans:
1. In **Current Fiscal Year**, select the current fiscal year.

2. From **Period**, select the current actual month. You need to update this value on a monthly basis.

3. From **Plan Start Year**, indicate if planners will plan in the current or next fiscal year.

4. Click **Plan**, and then the **Years** column to select the number of years to configure. For example, to configure the first five years of a ten year application, select 5 Years.

5. Select the planning basis for each year that you are configuring. If plans will be prepared at the same frequency each year, click **All**, and then select the frequency (for example, **Monthly**). If plans will be prepared at different frequencies in certain years, select the frequency in each year’s row. For example, to plan monthly in FY20 but quarterly in FY21, select **Monthly** in the row for FY20 and **Quarterly** in the row for FY21.

6. Click **Forecast** and repeat these steps to specify the forecasting basis.

This configuration task sets all required substitution variables.

In Capital, forms and rules allow different planning years for the Plan and Forecast scenarios.

During Capital **Planning and Forecast Preparation** configuration, instead of setting the **&OEP_YearRange** substitution variable for both Plan and Forecast scenario, Capital configures business rules to use methods that read the start year and end year from the **Planning and Forecast Preparation** configuration separately for each scenario. Forms are created to display data based on the start and end periods for the scenario.

To create custom rules for Capital, use these functions rather than the **&OEP_YearRange** substitution variable:

- `[[PlanningFunctions.getModuleStartYear("CAPITAL",{Scenario})]]`—Returns start year of given scenario
- `[[PlanningFunctions.getModuleENDYear("CAPITAL",{Scenario})]]`—Returns end year of given scenario

To create custom forms for Capital, use **ILvl0Descendants** of "All Years" instead of **&OEP_YearRange**.

**About Adding and Modifying Accounts and Drivers**

Depending on the number of custom drivers members, account members, and other artifacts you need to add or modify, perform one of these tasks:

- A small quantity—Add or edit them directly from the configuration page
- A large quantity—Import them by:
  - Exporting the existing set.
  - Modifying the exported spreadsheet to add rows and data for the custom artifacts.
  - Importing the spreadsheet.

This export and import process speeds up the design and maintenance of the application. When requirements change, you can repeat this process as many times...
as needed. For example, you might see a predefined marketing driver that is similar to a driver for a new social media campaign you plan to run. You can easily export the drivers, make a copy of the marketing driver, modify it as needed for your social media campaign, and then re-import it.

Watch this tutorial video to learn more about importing custom accounts and drivers.

Tutorial Video

See Adding and Managing Accounts and Drivers for more details.

Adding and Managing Accounts and Drivers

To add or modify accounts and drivers:

1. Select the configuration task to set up accounts or drivers.
2. Select a component or category from the list (if available).
3. Perform a task:
   • To add an artifact, select Add from the Actions menu, and then enter details in the new row.
   • To modify a group of artifacts, or to add many new ones, export the set of predefined artifacts (select Export from the Actions menu), and then modify the export file in Excel. You can edit predefined artifacts, make a copy of an artifact and modify it to create a new one, or add new artifacts. Then, import the modified file (select Import from the Actions menu). If available, use categories and subcategories to group functionally related artifacts.
   • To export or import all drivers, regardless of their category or grouping, use Batch Export or Batch Import.
   • To export or import only certain kinds of drivers, specify a Category or a Component, and then use Import or Export.

Notes:

• Specify unique member names and aliases for custom members so they don’t conflict with any provided members.

• If you must delete a driver, check the formulas of the other account drivers in its group to see if they reference the driver that you want to remove. If they do, update their logic accordingly.

Setting Global Assumptions: Exchange Rates

If you created a multicurrency application, set up exchange rates. You can enter exchange rates manually as described below, or import them. For information about importing exchange rates, see Administering Planning.

To set up exchange rates manually:

1. Add members for each of your currencies in the Currency dimension.

2. Click Global Assumptions to open the Exchange Rates to <Base Currency> task. Here you’ll enter the exchange rates for the currencies that planners will use.

3. Select the members from the Point of View.
4. Enter average and ending exchange rates for each period and each currency, and then save the form.

The form is renamed to Exchange Rates to <Base Currency>, where <Base Currency> is the reporting currency you selected when you created the application. For example, if the application base currency is Yen, the form is Exchange Rates to Yen. This indicates to planners the currency against which exchange rates are used to convert their data, and enables them to enter rates specific to scenario, year, and version.

Note:
If you add a new version, you must enter exchange rates in that version.

Post Configuration Tasks

After completing the configuration tasks, perform these tasks:

- Refresh the cube after configuring and any time you import metadata.
- Review the assumptions forms under Investments and Intangibles and for Existing Assets at No Entity level and at members of Total Entity level. If desired, set up assumptions at No Entity level so planners have a starting point for planning. You can make the No Entity assumption values non-editable for planners by setting up security so that No Entity is Read Only. When you do this, planners can see global assumptions but can’t not modify them.
- Don’t change the Enable for Dynamic Children and Number of Possible Dynamic Children properties for OCX_Total New and OCX_New Lease members in the Asset Detail dimension. These properties must be Read Only.
- If needed for your business, you can create custom depreciation and amortization methods. See Creating a Custom Depreciation or Amortization Method.

Capital Rules

To run rules, from the Home page, click Rules.

Tip:
To see only Capital rules, click All Cubes next to the Filter, and from the Cube list select OEP_CPX.

Capital rules:

- **Add Asset**—Adds new assets for asset class; for tangible assets.
- **Add Asset Dynamic**—Adds new assets with member names given in the runtime prompt.
- **Add Intangibles**—Adds intangible assets for asset class.
- **Add Intangible**—Adds new assets when Named Asset is not selected in Enable Features.
• OCX_Add Intangibles Dynamic—Adds new assets with member names given in the runtime prompt.
• Add LeasedAsset—Adds leased assets at the entity level including determining whether it's operating or capital lease.
• Add LeasedAssets—Adds a named leased asset at the entity level including determining whether it's operating or capital lease.
• Assign Driver for a plan year—Sets percentage driver for a target year either based on source year or simply based on value provided.
• OCX_Add LeasedAsset Dynamic—Adds leased asset with member names given in the runtime prompt.
• Calculate All Existing Intangible Assets—This rule is now obsolete. Use this rule instead: Calculate Intangible Asset.
• Calculate All Existing Tangible Assets—This rule is now obsolete. Use this rule instead: Calculate Tangible Asset.
• Calculate Existing Intangible Assets—Calculates the amortization and all other expenses and cash flow for the specified existing intangible asset.
• Calculate Intangible Asset—Calculates the amortization and all other expenses and cash flow for the specified intangible asset.
• Calculate Tangible Asset—Calculates the depreciation and all other expenses and cash flow for the specified asset.
• Calculate All Leased Assets—Calculates PV value of lease, depreciation, interest, and cash flows for all leased assets for an entity.
• Calculate Leased Assets—Calculates PV value of lease, depreciation, interest, cash flows for a specified leased asset.
• Impair Intangible—Calculates impairment (reduction of asset value) for intangibles.
• Improve Asset—Allows for adding improvements to existing assets by splitting the asset and creating the value of the improvement.
• Reconcile Asset—Reconciles the new asset request against an existing asset. All values are pushed to the assigned asset.
• Reconcile Leased Asset—Reconciles the new leased asset request against an existing leased asset. All values are pushed to the assigned asset.
• Remove Named Asset—Removes a named asset that's no longer relevant.
• OCX_Remove Asset Dynamic—Removes a planned named asset investment that's no longer relevant.
• Remove Leased Asset—Removes a planned lease asset investment that's no longer relevant.
• OCX_Remove Leased Asset Dynamic—Removes a planned named leased asset investment that's no longer relevant.
• Retire Asset—Retires the existing asset, where the asset can be sold or written off, with corresponding accounting implications.
• Retire Intangible—Retires the existing intangible, where the asset can be sold or written off, with corresponding accounting implications.
• Roll up Capital—Rolls up Accounts, Asset Details, Asset Class, Entity.
• **Sync FS Account Mapping**—Synchronizes the mapping of financial statement accounts between Capital and Financials.

• **Synchronize drivers**—Synchronizes asset assumptions to level 0 assets.

• **Transfer Asset**—Transfers existing tangible assets from one entity to another; all costs/expenses are pushed to the new entity.

• **Transfer Intangibles**—Transfers existing intangibles from one entity to another; all costs/expenses are pushed into the new entity.

• **Push Data To Financials**—Runs the data map Financial Statement Integration to push data from Capital to Financials.

---

### Creating a Custom Depreciation or Amortization Method

If needed for your business, you can define custom depreciation and amortization methods. Capital provides a Smart List entry called **Custom**. You can define a business rule to calculate depreciation or amortization as needed for your business, and then associate the new business rule with the **Custom** Smart List entry. The **Custom** Smart List entry is available in **Depreciation and Amortization Assumptions**.

To create a custom depreciation or amortization method:

1. Using Calculation Manager, define a new depreciation or amortization rule. When defining the business rule, set the `deprMethod` = 5 or set `amortMethod` = 3. These are the Smart List entry numbers for the **Custom** entry.

   See Designing Business Rules.

2. Create an Action Menu menu object, for example named Custom Depreciation or Custom Amortization and associate the business rule you just created to the menu. From the Home page, click **Navigator** and then click **Action Menus**. See Administering Action Menus.

3. Edit the form with which you want to associate the new menu option, for example, **New Tangibles**, and add the menu option to the form. See Administering Forms.

4. In the **Depreciation and Amortization Assumptions** form, for the Asset Class that requires the custom method, select **Custom**.

Now, when users are creating a new asset, when a new asset requires the custom method, they can select the custom rule you defined from the **Actions** menu.

---

**Note:**

You must use the custom rules with the Custom depreciation or amortization Smart List entry, and use provided rules for the provided methods.
Tip:

To change the name of the Custom method, change the artifact label: From the Home page, click Tools, then click Artifact Labels, and then apply the filter to see Smart List Entry. Select your language, and then change the label for the custom OCX_AmortizationMethod or OCX_DeprMethod entry.
Configuring Strategic Modeling

Related Topics
- Enabling Strategic Modeling
- Working with Templates
- Creating a Strategic Modeling Model
- Setting Up Model Access Permissions
- Changing Model Properties
- Pushing Data Between Strategic Modeling and Planning
- Managing Metadata with Model Change Management

Use Model Change Management to copy metadata from a source model to one or more target models.

Enabling Strategic Modeling

Before users can start strategic planning, you must enable Strategic Modeling.

To enable Strategic Modeling:

1. From the Home page, click Application, and then click Configure.

2. From the Configure list, select Strategic Modeling, and then click Enable Features.

3. Log out and log in again to see the newly enabled feature.

There are no configuration tasks required for Strategic Modeling.
The Strategic Modeling provided templates are populated.

Working with Templates

Use templates to quickly create a model. Templates include a hierarchical set of accounts without time periods or data.

Strategic Modeling includes templates for commonly used account structures. You can use one of the provided templates, or create and upload custom templates.

Oracle provides these templates:
- Standard
• Utility
• Healthcare
• Retail
• Higher Education

These templates are available when you enable Strategic Modeling so you can get up and running quickly. You can't modify the templates provided by Oracle, but you can save a copy of a template and modify it for your business use case.

To review the account structure of the provided templates and any custom templates you've uploaded:

1. From the Home page, click Strategic Modeling, and then click Templates.
2. From the Actions menu for the template you want to review, click Open.
3. Change the Scenario, Dataview, or Account Groups to show different sets of accounts.

You can also review and edit the account structure in the templates provided by Oracle using Strategic Modeling in Oracle Smart View for Office.

Creating and Uploading Custom Templates

You can create a custom template by saving a copy of one of the templates Oracle provides and customizing it. Review the account structure in the provided templates to determine which most closely suits your business needs, and then use Oracle Smart View for Office to customize and upload the template for use on the Web.

You can also use Smart View to upload templates you created from the on premise version of Oracle Hyperion Strategic Finance for use on the Web.

Changing the Owner and Access Permissions for Custom Templates

All users (except those with No Access) can view the out-of-box templates provided with Strategic Modeling. Administrators can change the owner and the access permissions for custom templates.

To change the owner or access permissions for custom templates:

1. From the Home page, click Strategic Modeling, and then click Templates.
2. From the Actions menu next to the template you want to modify, click Properties.
3. Change the owner of the template if required.
4. Click Permissions.
5. Click to add users or groups and assign them access to the template. For information about user and group permissions, see Setting Up Model Access Permissions.
6. To replace the current permissions with default permissions, click Inherit Default Access.
7. Click Apply to save the changes.

Creating a Strategic Modeling Model

Administrators and Modelers can create Strategic Modeling models using templates—financial model frameworks that contain predefined reporting and modeling standards. Oracle includes several pre-defined templates to get you up and running quickly. You can also create a model that is based on an existing model.

Users check out models to work with them, or they can work with a copy of the model. When users work with a copy of a model, they can't save changes to the data or to the model.

When you create a model, the model is populated with a hierarchical chart of accounts, a time structure, reports, dataviews, account groups, and all the metadata from the template or the model it was created from.

You must have already created an application and enabled Strategic Modeling. If you want to use a custom template (customized using Oracle Smart View for Office) to create the model, it must already be uploaded.

Watch this tutorial video to learn more about creating a Strategic Modeling model.

To create a Strategic Modeling model:

1. From the Home page, click Strategic Modeling, and then click Model View.
2. Click Create.
3. On the General page, specify the following options and then click Next.
   • Specify a model name and description.
   • Select whether to create the model from a template, from an existing model in the current application, or from a local .alc file, and then select the template, model, or file.
     If you are creating a model from a local .alc file, the file must have already been converted in Smart View for use on the Cloud.
To integrate Strategic Modeling data with Financials, select the Financial template.

- Select **Place at Root** to create a standalone model or a model that will be the parent of another model, or to create a hierarchical structure, clear Place at Root and select a parent model. Creating a hierarchical model structure can be useful for consolidations and managing access control, or for visually organizing models.

- Select a base currency and units. Each model can have its own currency and units, independent of the application. If you create a model from a local .alc file or from an existing file if you keep source data, these options are not available; the model is created using the units and currency of the original model.

  **Note:** You set up currency conversions in Smart View. See "Translating Currencies" in *Working with Strategic Modeling in Smart View*.

- If you created the model from an existing model, select **Keep Time Structure** if you want the new model to use the same time period structure as the existing model. If you selected **Keep Time Structure**, you can select **Keep Source Model Data** to include the source model's data values in the accounts.

  If you select **Keep Time Structure**, skip to step 5.

- If you created a model using the Financial template for integration with Financials, in **Select Entity**, select a Financials Entity dimension member. The model will be mapped to the selected Entity dimension member. This option is available only when creating a model from the Financial template. For more information, see Integrating Data Between Strategic Modeling and Financials.

4. On the **Calendar**, **Time Period**, and **Configure Years** pages, specify the options for building the calendar for this model.

5. Review the model creation options, and then click **Create Model**. The model is created with a chart of accounts and a calendar structure based on the options you selected.

You can convert an Oracle Hyperion Strategic Finance model to a Strategic Modeling model in Smart View. See *Working with Strategic Modeling in Smart View*.

### Setting Up Model Access Permissions

Planning administrators are set up as Strategic Modeling administrators and can set up access permissions that define the type of access users and groups have to models and Strategic Modeling features—global permissions that apply to all models in the application, and permissions for individual models. When you assign access permissions to an individual model, any models nested under that model in the model hierarchy inherit the access permissions from the parent.
If a model is inheriting access permissions (either from the global level or from a parent), as long as you have not made any changes to the individual model's access permissions, it will continue to inherit any changes to access permissions. However, once you modify an individual model's access permissions, it no longer inherits any permission changes from either the global level or the parent (depending on where it inherited permissions from).

Available roles include Modeler, Analyst, Viewer, and No Access. See About Model Access Permissions for more information about these roles. These permissions also apply to models when you work with Strategic Modeling in Oracle Smart View for Office.

Model access details:

• Planning users (except Administrators) are available in the Users list to assign model access. Note that access permissions in Strategic Modeling are unrelated to those in Planning. You must give users access to Strategic Modeling models even if they have access to the Planning application.

• When a model is first created, it is set up with Default permissions and Owner permissions. You can't delete these. Any newly added user or group gets the default permissions.

By default, the Default permissions and new users and groups have the No Access role. If you assign global access, all new models inherit that access.

• When a user has no access to a model, no model actions or options are available. When a user has no access to a menu item, it doesn't appear on the Actions menu.

Watch this tutorial video to learn more about setting up model access permissions.

About Model Access Permissions

Administrators can perform these tasks:

• Enable Strategic Modeling
• Assign access permissions
• Create, delete, and modify models and consolidations
• Upload templates, assign access to custom templates, and delete templates

Users' access to consolidations comes from the Global Access.
<table>
<thead>
<tr>
<th>Role</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modeler</td>
<td>• Models:</td>
</tr>
<tr>
<td></td>
<td>– Create</td>
</tr>
<tr>
<td></td>
<td>– Open - Check out and check in</td>
</tr>
<tr>
<td></td>
<td>– Open As Copy</td>
</tr>
<tr>
<td></td>
<td>– Delete</td>
</tr>
<tr>
<td></td>
<td>• Account View: All options are available</td>
</tr>
<tr>
<td></td>
<td>– Find Account</td>
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<td></td>
<td>– Account Forecast</td>
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<td></td>
<td>– Subaccounts</td>
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<tr>
<td></td>
<td>– Goal Seek</td>
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<td>– Scenario Manager</td>
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<td></td>
<td>– Audit Trail</td>
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<td>– Simulations</td>
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<tr>
<td></td>
<td>– Enter data, Calculate, and Save</td>
</tr>
<tr>
<td></td>
<td>– Change the Point of View to display different account groups, scenarios, and dataviews</td>
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<tr>
<td></td>
<td>• Consolidations: All options are available</td>
</tr>
<tr>
<td></td>
<td>• Templates: View templates, delete custom templates, import templates</td>
</tr>
<tr>
<td></td>
<td>• Reports: All options are available</td>
</tr>
<tr>
<td></td>
<td>• In Oracle Smart View for Office:</td>
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<tr>
<td></td>
<td>– Models: Copy Local File to Server, Delete Model, Input Status, Account Groups, Funding Options, Required Elements, Template Name</td>
</tr>
<tr>
<td></td>
<td>– Time management: Time tab. All options are available</td>
</tr>
<tr>
<td></td>
<td>– Scenarios: All options are available</td>
</tr>
<tr>
<td></td>
<td>– Dimensions: All options are available</td>
</tr>
<tr>
<td>Analyst</td>
<td>• Models:</td>
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<tr>
<td></td>
<td>– Open - Check out and check in</td>
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<td></td>
<td>– Open As Copy</td>
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<tr>
<td></td>
<td>• Account View</td>
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<tr>
<td></td>
<td>– Find Account</td>
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<td>– Account Forecast</td>
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<td>– Goal Seek</td>
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<td>– Audit Trail</td>
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<td>– Enter Data, Calculate, and Save</td>
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<td></td>
<td>– Change the Point of View to display different account groups, scenarios, and dataviews</td>
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<tr>
<td></td>
<td>• Templates: View templates</td>
</tr>
<tr>
<td></td>
<td>• Reports: View reports</td>
</tr>
</tbody>
</table>
### Table 9-1  (Cont.) Model Access Permissions

<table>
<thead>
<tr>
<th>Role</th>
<th>Access</th>
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</thead>
<tbody>
<tr>
<td>Viewer</td>
<td>- Models: Open As Copy</td>
</tr>
<tr>
<td></td>
<td>- Account View</td>
</tr>
<tr>
<td></td>
<td>- Find Account</td>
</tr>
<tr>
<td></td>
<td>- Goal Seek</td>
</tr>
<tr>
<td></td>
<td>- Audit Trail; however, viewers can't make changes to inputs</td>
</tr>
<tr>
<td></td>
<td>- View the grid in read only mode (can't Enter Data or Save)</td>
</tr>
<tr>
<td></td>
<td>- Change the Point of View to display different account groups, scenarios, and data views</td>
</tr>
<tr>
<td></td>
<td>- Templates: View templates</td>
</tr>
<tr>
<td></td>
<td>- Reports: View reports</td>
</tr>
<tr>
<td>No Access</td>
<td>No access</td>
</tr>
</tbody>
</table>

### Specifying Global Access Permissions for All Models

To specify global access permissions that apply to all models:

1. From the Home page, click **Strategic Modeling**, then **Model View** and then **Global Access**.
2. Specify a role for each user or group.
3. Click to add users or groups and assign them global access.

### Specifying Access Permissions for a Model

If you set up global access permissions, each individual model inherits access permissions from the global access list. You can modify the permissions for each model. Children models inherit permissions from the parent model, unless the parent has no specific permission, in which case they inherit the global access permissions. Once you modify an individual model's access permissions, it no longer inherits any permission changes from either the global level or the parent (depending on where it inherited permissions from).

To specify access permissions for a specific model:
1. From the Home page, click **Strategic Modeling** and then **Model View**.

2. From the **Actions** menu next to the model you want to modify, click **Properties**.

3. Click **Permissions** and then specify the user and group permissions for the model.

4. Click to add users or groups and assign them access to the model.

5. To replace the current permissions with default permissions, click **Inherit Default Access**.

6. Click **Apply** to save the changes.

### Changing a Model's Owner

You can change the owner of a model.

To change a model's owner:

1. From the Home page, click **Strategic Modeling** and then **Model View**.

2. From the **Actions** menu next to the model you want to modify, click **Properties**.

3. Change the owner, and then click **Apply**.

### Changing Model Properties

Administrators and model owners can change the properties of a model.

To change a model's properties:

1. From the Home page, click **Strategic Modeling** and then **Model View**.

2. From the **Actions** menu next to the model you want to modify, click **Properties**.

3. Change the properties, and then click **Apply**:
   - **Owner**—Specify the account owner.
Pushing Data Between Strategic Modeling and Planning

You can push data between Strategic Modeling and Planning in two ways:

- **Data Maps and Smart Push**—Provides an easy-to-use interface that automatically maps same-named dimensions and members and allows you to define the mapping between other dimensions and members. You can define complex mappings to or from a single dimension to or from multiple dimensions. The feature also provides a Microsoft Excel template to further simplify setting up detailed mappings and import them using a familiar interface. Using Data maps and Smart Push works for most use cases. See Pushing Data Between Strategic Modeling and Planning Using Data Maps.

- **Groovy Rules**—Provides a powerful rule-based method for creating complex data maps using Groovy scripting language. Use Groovy rules to define complex mappings. For example, you can define a Groovy rule that pulls data from Planning for targeted regions based on the current form, such as only from edited cells. You can also perform calculations on data before pushing it, such as applying a scaling factor. See Using Groovy Business Rules with Strategic Modeling.

Using Groovy Business Rules with Strategic Modeling

You can create Groovy business rules to push data between Planning cubes and Strategic Modeling models. For information about designing Groovy rules, see Creating a Groovy Business Rule in Designing with Calculation Manager for Oracle Enterprise Performance Management Cloud and Using Groovy Rules Administering Planning.

**Note:**

- If you purchased EPM Cloud before June 4, 2019, you can use Groovy rules only for applications of type "Enterprise" (available with Enterprise PBCS or PBCS Plus One licenses), Oracle Strategic Workforce Planning Cloud, or Oracle Sales Planning Cloud.
- If you purchased EPM Cloud Standard Edition after June 4, 2019, you can use the Groovy rules included with the modules.
- If you purchased EPM Cloud Enterprise Edition after June 4, 2019, you can use the Groovy rules included with the modules. Additionally, you can edit and create Groovy rules in Custom, Module, and Free Form business processes.
Watch this tutorial video to learn more about using Groovy rules with Strategic Modeling.

**Tutorial Video**

### Groovy Business Rule Examples

To see example Groovy scripts:


2. Do one of the following:
   - Under **Example Groovy Scripts** on the main page, click the word “here” to view sample scripts:
     
     ![Example Groovy Scripts Image]

   - Under **All Classes** in the left pane, click a class to see the examples for that class.
     
     For example, to see Strategic Modeling examples, click the StrategicModel class in the left pane.

### Pushing Data Between Strategic Modeling and Planning Using Data Maps

You can push data between Strategic Modeling and Planning using data maps. You can define data maps that push data:

- From a Strategic Modeling model or consolidation to a Planning cube.
- From a Planning cube to a Strategic Modeling model.

Advanced options let you define complex mappings to or from multiple dimensions to or from a single dimension and between members with different names. These advanced data map options are available only if Strategic Modeling is enabled and is a source or target in the data map.

Administrators have privileges to create, edit, and run data maps.

To create a data map:

1. From the Home page, click **Application**, then **Data Exchange**, and then click **Data Maps**.

2. Click **Create**.

3. Enter a name and description for the data map.

4. Under **Source**, select the source for the data. You can select:
   - A Planning input cube (Block Storage) from the available cubes for the current application.
• A Strategic Modeling model. You can select from any models in the selected application.

• A Strategic Modeling consolidation. You can select from any consolidations in the current application. When the source is a consolidation, metadata is pulled from the root model of the consolidation.

5. Under Target, select:

• A Planning input cube (Block Storage) or reporting cube (Aggregate Storage) from the available applications, if the source is a model or a consolidation.

• A Strategic Modeling model if the source is a Planning input cube (Block Storage).

6. Define how to map dimensions between source and target:

Under each mapped dimension, click Select, and then select the artifact or artifacts to use.

These dimensions are automatically mapped:

• Model in Strategic Modeling and Entity in Planning. You can select multiple models (from a list of all the models in the application) as a target. For example, you might have multiple entities in Planning that map to multiple models in Strategic Modeling. Multiple selections must have a one to one mapping between model and entity.

• Scenario (or Business Case if the source is a consolidation) in Strategic Modeling to Scenario in Planning. Multiple selections must have a one to one mapping between Scenario in Strategic Modeling and Scenario in Planning.

• Account in Strategic Modeling to Account in Planning. You can select multiple accounts.

   Tip:

Account members with the same name are automatically mapped (based on the Description in Strategic Modeling and the Name in Planning.) Click Map in the Account row to see the mappings.

   Tip:

If you know all of the member names, you can skip this step and enter the member names directly in Advanced Data Maps. See Defining Advanced Data Maps.

• Dimensions with the same name.

Other dimensions are in the Unmapped Dimensions list.

7. Map any remaining dimensions from the Unmapped Dimensions list if required. Click the arrow next to a dimension in the Unmapped Dimension list to move it to the Mapping area. Select the dimension to map it to, and then click Select to select the members to map. For any unmapped dimensions, select a member.

8. Map any custom dimensions.
Map custom dimensions in the same way you map base dimensions. Members associated with a custom dimension are shown under the custom dimension rather than under the Account dimension.

If the data map includes accounts that aren't part of the custom dimension, map the root of the custom dimension in Strategic Modeling to a specific member in Planning. Data for accounts that aren't part of the custom dimension are pushed to this member.

9. If required, you can map to or from multiple dimensions to or from a single dimension:
   a. Click Actions next to a mapping row and then select Add Source Mapping or Add Target Mapping.
   b. Select the additional dimension to map, and then select the members to map. For example, you might want to map the Time dimension in Strategic Modeling to the Years and Period dimensions in Planning.

   Or, you might want to map the Business Case in Strategic Modeling to Scenario and Version in Planning. Including the Version dimension allows run-time input when you run the consolidation.

10. To exclude source members from the data map, click Actions next to a mapping row and then select Add Exclusion. Define the member or members to exclude and then click OK. The excluded member or members are shown on the Data Maps page. Excluding members while moving data is useful if you don't want to overwrite certain data at the target location or if you want to avoid getting warnings if data at the target location is not present. Also, exclusions can ignore specific source member data while data is required for all other source members.

When excluding members from a dimension, the member list for the dimension must contain at least one member that is not on the excluded member list in order for the data map to successfully save and run.

To remove one or more excluded members from the exclusion list, click the members in the exclusion list, and remove the member or members from the list using the Member Selector.

To remove the entire exclusion, click Actions next to a mapping row and then select Remove Exclusion.

Tip:

If you set up Smart Push for a form, you can also exclude members from the Smart Push. See Configuring Smart Push for a Simple Form. When you define Smart Push for a Planning form to push data to Strategic Modeling, the members defined for the Smart Push must match the members defined in the data map.

11. If the member names don't match in the source and target, or when mapping to or from multiple dimensions to or from a single dimension, you must define an advanced data map. See Defining Advanced Data Maps. You can also use advanced data maps to define mappings when you know all the member names.
12. Click **Save and Close** at any time. If the data map definition is not yet complete, you will receive an error, but you can save the data map as a draft so you can continue to work on it at another time.

13. Associate the data map with a model or consolidation:

   - If the source is a model, you can optionally associate the data map with a model. See **Associating a Data Map with a Model**.
   - If the source is a consolidation, you must associate the data map with a consolidation. See **Associating a Data Map with a Consolidation**.

You can associate up to three data maps with a model or consolidation.

14. Optionally, specify options that define how to execute the data map. See **Defining Data Map Options**.

For information about running data maps, see **Running a Data Map**.

Watch these tutorial videos to learn more about creating data maps to move data between Strategic Modeling and Planning.

- **Overview Video**
- **Overview Video**

### Defining Advanced Data Maps

When member names don't match in the source and target, or when mapping to or from multiple dimensions to or from a single dimension, you must define an advanced data map.

1. Click **Map** in a mapping row to define the advanced mapping. For example, you might want to map multiple accounts from Planning into a single account in Strategic Modeling.

   The **Edit Data Map** page lets you define mapping on each tab. Tabs include **Basic Info**, **Source Selection**, **Target Selection**, a tab for each mapped dimension, and if they exist, **Unmapped Source** and **Unmapped Target** dimensions.

   The **Source Selection** and **Target Selection** tabs contain a superset of the details to be mapped on the other tabs.

2. Click a tab to define the mapping details. For each dimension, the Source members are listed.

   - For each Source member where the member names between source and target are different, add the Target member. (Target members must be level zero members in the hierarchy).
   - If you've already excluded members, they are listed in the **Source Selection** tab, in the **dimension(Excluded)** column.
   - To exclude members from the data map, in the **Source Selection** tab, click the column header for the dimension you want to exclude a member from, click **Add Exclusion**, and then in the **dimension(Excluded)** column, define the members to exclude.
– If you exclude a member that is already mapped, click the tab for the dimension and update the mapping for the member.

– To remove a member from the Excluded list, select the member and then press the Delete key. If you remove a member from the Excluded list, click the tab for the dimension and add the mapping for the member.

– To remove the exclusion, click the column header for the dimension and then click Remove Exclusion.

• Specify an operator if required. The default operator is +. The operator for a row defines the operation to use for the current row.

For example, to have multiple accounts from the source aggregate and map to a single account in the target, add a row for each member in the source, each mapped to the same target member. By default, the + operator for each row defines the aggregation.

Or, you might want to map multiple periods in a cube (Jan through Dec) to a single time period in a Model (2018).

• You can Copy Rows or Paste Rows or copy and paste data from one tab to another.

• Add as many rows as needed to define all the members to map. Click Insert Row to add a mapping definition between a source and target member.

• If needed, click Delete Invalid Entries to clear any mapping rows where the source is invalid and clear any invalid target members.

3. When mapping from multiple dimensions to a single dimension, for example from Years and Period in Planning to Time in Strategic Modeling, the Edit Data Map page is populated all the possible source combinations. Select the corresponding target members for each source combination you need. If you've defined any exclusions, the excluded members are not listed.

If there are some source combinations you don't need to map to, select the row and then click Delete Row. This source combination will not be automatically populated again if you return to the Edit Data Map page.

If you later want to see the deleted source combinations, click Populate Detailed Mappings. The Edit Data Map page is updated to show all possible source combinations.

4. Click Done.

Note the following about mapping members:

• When member names in source and target match and are automatically mapped, they are not listed on the Mapping Details page.

• You can only select target members that are listed on the Target Selection tab. If you need a different member, return to the Data Maps page and select it from the Target member list. (If you didn't enter members on the Data Maps page, you're not restricted in this way.)
To simplify defining an advanced data map, you can export the data map definition to Excel, edit the data map template in Excel, and then import it. See Using Microsoft Excel to Define Advanced Data Maps.

About Data Maps and Custom Dimensions

Note the following when defining data maps when some of the Strategic Modeling accounts in the data map are associated with custom dimensions and some are not.

When creating a data map from Planning to Strategic Modeling, the data moves based on the following rules.

• When the root of the dimension in Strategic Modeling is part of the detailed mapping:
  – For accounts where this dimension is applicable, the root dimension mapping is ignored. (Data can't be written to the root for valid accounts.)
  – For accounts where this dimension is not applicable, only the root dimension mapping is considered. (Data can't be written to the nonexistent leaf members.)
  – For dimensions that have no members in Strategic Modeling, the data is always written to the root. (The root member is the only available member.)

• When the root of the dimension in Strategic Modeling is not part of the detailed mapping:
  – For accounts where this dimension is applicable, data movement occurs as defined in the data map definition. (Data can be written to all the members in the mappings.)
  – For accounts where this dimension is not applicable, each member in the target is replaced with the root dimension. The aggregated data for all the members is moved to the root of the Strategic Modeling dimension.

    If this is not the behavior you want, make sure you map the appropriate member in Planning to the root dimension in Strategic Modeling.

• When the dimension is part of the Unmapped Dimensions (for the Target):
  – For the accounts where this dimension is applicable, the data is pushed to the member defined in the target.
  – For the accounts where this dimension is not applicable, the data is pushed to the root.

Using Microsoft Excel to Define Advanced Data Maps

To simplify defining an advanced data map, use Microsoft Excel to define the data map.

1. Define the basic dimension mappings in the Data Maps page.
2. From the Actions menu, select Export Data Map.
3. Update the Source and Target tabs if needed, and the detailed mappings in each tab of the Excel worksheet, and then save it.
4. In the Data Maps page, from the Actions menu, select Import Data Map, and then save the data map.

Watch these tutorial videos to learn more about importing data maps.
Associating a Data Map with a Model

When the source of a data map is a model, you can associate the data map with the model and specify that the data map should run when you check in the model.

You can associate up to three data maps with a model, or change the data map properties associated with a model. You can also delete a data map’s association with a model.

1. From the Home page, click **Strategic Modeling** and then click **Model View**.
2. From the **Actions** menu next to the model you want to associate, click **Properties**, and then click **Data Maps**.
3. Click **Add**. Any data maps that have this model as a source are listed.
4. Click the data map, and then click **Associate**. You can associate multiple data maps with a model.
5. To run the data map when the model is checked in, select **Run on Check-In**.
6. Click **Apply**.

You can also delete a data map association with a model.

Associating a Data Map with a Consolidation

When the source of a data map is a consolidation, you must associate the data map with the models in the consolidation and specify that the data map should run when you run the consolidation. You can associate up to three data maps with a consolidation.

1. From the Home page, click **Strategic Modeling** and then click **Consolidation View**.
2. Open the consolidation you want to associate with a data map.
3. From the **Actions** menu, select **Set Data Maps**.
4. In the **Data Maps** column, click **None** if no data maps are already associated with this consolidation. Or click the data map name if a data map is already associated with the consolidation.
5. Click Add +. Any data maps that have this consolidation as a source are listed.

6. Click the data map, and then click Associate.

7. For a child model in the consolidation, select an option for Use Default Data Map:
   
   - By default, Use Default Data Map is selected for child models. If the child model is specified in the data map selected for the parent, selecting Use Default Data Map runs the data map for the child model to push to the target scenario defined in the data map, using the child's contributing scenario as defined in the consolidation view.
   
   Use Default Data Map has no effect if the child model is not specified in the data map for the parent.
   
   - If you clear the selection for Use Default Data Map, you can:
     
     – Have no data map run for the child model.
     
     – Associate a different data map with the child model. Click Add +, click the data map to associate (any data maps that have this child consolidation as a source are listed), and then click Associate.

8. Make sure Run on Consolidation is selected so the data map runs when you run the consolidation by selecting Run and Push Data.

9. Click Close.

Running a Data Map

Data maps are run automatically in the following situations:

- If the source is a model and you associated the data map with the model and selected Run on Check-In, when you make a change to the model and check it in, the data map runs and Smart Push pushes the data to Planning.

- If the source is a consolidation and you associated the data map with the consolidation and selected Run on Consolidation, in the Consolidation View, from the Run menu, click Run and Push Data. The data map runs and Smart Push pushes the data to Planning.

If you mapped the Business Case in Strategic Modeling to Scenario and Version in Planning, when you run the consolidation, you have the option to select Overwrite Target Version, which overwrites the Version defined in the data map.

If Version is in the Unmapped section, the selected Overwrite Target Version is ignored.

- If the source is a Planning cube, associate the data map with a form and specify it to Run on Save. See Configuring Smart Push for a Form. You can associate multiple data maps with a single form.

If the source is a model or a Planning cube, you can also run data maps from the Data Maps page: From the Home page, click Application, then Data Exchange, and then click Data Maps. From the Actions menu for the data map you want to run, select Clear and Push Data.
To check the status of the data map and Smart Push job, from the Home page, click Application and then click Jobs. Click the job name to see information and status about the Smart Push job. If there is an error, click Error to see details to help you resolve the error.

Integrating Data Between Strategic Modeling and Financials

You can push data between models in Strategic Modeling and income statements in Financials using the provided template and data maps.

To complete this task, both Strategic Modeling and Financials must be enabled, in any order. Income Statement must be enabled in Financials.

1. Enable Financials with Income Statement enabled, and then create a Financials application. See Configuring Financials.

2. Enable Strategic Modeling, and then create a new model.
   - On the General page of the Create New Model wizard, select Create Model From Template, and then select Financial from the Select Template list.
   - In Select Entity, select a Financials Entity dimension member. The model will be mapped to the selected Entity dimension member.
   - If the Planning application is multi-currency, select a currency from the Currency list. If the Planning application is single currency, this option is not available, and it defaults to the application’s currency.
   - The Calendar, Time Period, and Configure Years pages of the Create New Model wizard are not available when you create a model from the Financial template. The Start and End Period dates are set based on the Planning application. Year Configuration is monthly.

When you create the model, two data maps are created. The data maps’ detailed mappings are automatically populated between the dimension members in Strategic Modeling and in Financials. You can optionally view the detailed data maps: From the Home page, click Application, then click Data Exchange, and then click Data Maps.

   - <Model_Name> _SMtoPLDatamap pushes data from Strategic Modeling to the Target version in Financials. By default, the data map is associated with the model you just created and is set to run when you check in the model.
   - <Model_Name> _PLtoSMDatamap pushes data from the Working version in Financials to Strategic Modeling.

For more details about enabling Strategic Modeling, see Enabling Strategic Modeling.

For more details about creating a Strategic Modeling model, see Creating a Strategic Modeling Model.

3. To push data from Strategic Modeling to Financials:
   a. Check out the Strategic Modeling model, enter data, and then calculate the scenario or all scenarios.
   b. Check in the model.
If the data map is set to run on check-in (the default), when you check in the model, the data map runs and the Smart Push job is submitted.

**Tip:**
To check the status of the job, from the Home page, click Application and then click Jobs.

In Financials, open the income statement to review the data that was pushed. From the Home page, click Financials, then click Revenue, and then click Income Statement.

4. To push data from Financials to Strategic Modeling use one of these methods:
   - Run the data map from the Data Maps page: From the Home page, click Application, then click Data Exchange, and then click Data Maps.
     From the Actions menu for `<Model_Name>_PLtoSMDatamap`, select Clear and Push Data.
   - Associate the `<Model_Name>_PLtoSMDatamap` data map with a form and set it up for Smart Push. See Configuring Smart Push for a Form.

If you later enable additional accounts in Financials, edit the data maps to add the detailed mapping between the accounts in Financials and the accounts in Strategic Modeling. For more information about editing data maps and detailed mappings, see Defining Advanced Data Maps.

**Note:**
You can make a copy of the data maps before editing them so you can keep the original data map definition.

**Note:**
Custom dimensions in Strategic Modeling and a custom chart of accounts in Financials are not supported when pushing data between Strategic Modeling and Financials.

**Managing Metadata with Model Change Management**

Use Model Change Management to copy metadata from a source model to one or more target models.

Organizations work with different models to perform their strategic planning. Some models might be more granular, and others might focus on a specific territory or region. Typically, many of the models have a similar structure. For example, custom dimensions, accounts, scenarios, and time periods might differ only slightly. You can create a master source model in which you build the master structure of accounts, account groups, custom dimensions, time structure, and scenarios. You manage
metadata by copying all or part of the metadata from this source model to one or more target models. You can also copy incremental changes from the source model to the target models.

To use model change management, first create a base model to use as the source. The source model should include the accounts, account groups, custom dimensions, time structure, and scenarios that you want to copy to any target models. After a source model is created, you can use Model Change Management to copy any of the metadata to one or more target models.

Overview of steps in Model Change Management:

1. Create the Model Change Management definition by selecting one or more target models. See Defining Target Models for Model Change Management.
2. Define the metadata to copy:
   - Accounts and account attributes
   - Account groups
   - Custom dimensions
   - Time
   - Scenarios
   See Defining Metadata to Copy with Model Change Management.
3. Run Model Change Management to copy the metadata from the source model to target model or models. See Copying Metadata from Source to Target.
4. If needed, you can edit or delete a Model Change Management definition. See Editing or Deleting a Model Change Management Definition.

Watch this tutorial video to learn more about copying subaccounts and account attributes with Model Change Management.

Tutorial Video.

Watch this tutorial video to learn more about copying account groups with Model Change Management.

Tutorial Video.

Watch this tutorial video to learn more about copying scenarios with Model Change Management.

Tutorial Video.

Watch this tutorial video to learn more about copying time periods with Model Change Management.

Tutorial Video.
Defining Target Models for Model Change Management

To manage metadata with Model Change Management, first define the target models to copy metadata to.

1. From the Home page, click Strategic Modeling, and then click Model View.
2. From the Actions menu for the model you want to use as a source, click Model Change Management, then click Open, and then click Edit.
3. On the Map Target Model tab, click Add Target, select the target model or models you want to copy metadata to, and then click OK. The list includes all the models in the application.
   - Click Exclude to prevent a target model from being included when Model Change Management runs; metadata is not copied to this model.
4. Define the metadata to copy, and then click Save.
   - See Defining Metadata to Copy with Model Change Management.
   - To delete a target model, select it and then click Remove Target.

Defining Metadata to Copy with Model Change Management

To manage metadata with Model Change Management, after defining the target models, define the metadata to copy.

1. On the Model Change Management page, click Configure Model to specify the metadata to copy.
2. Define the subaccounts to copy: On the Accounts tab, click Add and then click Add Subaccount Change. The list displays all the accounts that have subaccounts. Select the accounts that have the subaccounts that you want to copy to the target models, and then select from additional options for copying subaccounts:
   - Keep account details in the target—Keeps account hierarchy details in the target even if they do not exist in the source.
   - Copy account attributes—Copies the attributes of the selected account to the target.
   - For all accounts, copies:
     - Account Name
     - Forecast Method
     - Subtotal Method
     - Account Note
     - Exchange Rate
   - For Memo accounts, copies:
     - Account Name
Calculation Method
Aggregation Method
Output Type
Output Unit

- Delete accounts not in the source—Deletes any accounts in the target that are not in the source. Oracle recommends that you select this option. Clearing this selection can cause errors during consolidation.

All of the subaccounts from the selected accounts are copied to the target.

3. Define the account attributes to copy: On the Accounts tab, click Add and then click Add Account Attribute Change. Select the accounts that have the attributes that you want to copy to the target models, select the scenarios to copy for the selected accounts, and then select from additional options for copying account attributes:
   - Rename Accounts—Renames accounts in the target to match those in the source.
   - Copy Other Account Attributes—When you select this option, these account attributes are copied from the source to the target:
     - For all accounts, copies:
       * Forecast Method
       * Subtotal Method
       * Account Note
       * Exchange Rate
     - For Memo accounts, copies:
       * Calculation Method
       * Aggregation Method
       * Output Type
       * Output Unit

   Tip:
   To edit the selections for accounts, click the link in the Change Details column on the Accounts tab.

4. Define the account groups to copy: On the Account Groups tab, click Add Account Group. Select the account groups you want to copy to the target models, and then select from the following options:
   - Do not overwrite account group in the target—Does not overwrite the account group if it already exists in the target.
   - Overwrite account group in the target—Overwrites the account group if it already exists in the target.
   - Delete account group in the target—Deletes any account groups in the target that are not in the source.
5. Define how to handle custom dimensions when copying to the target: On the Custom Dimensions tab, click Copy Custom Dimensions to copy the custom dimensions to the target, and then select from the following options:

- Assign accounts to custom dimensions in the target—Copies the account assignments along with the custom dimension structure to the target. For example, if the Sales account in the source is associated with a custom dimension, when the custom dimension structure is copied to the target, selecting this option assigns the custom dimension to the Sales account in the target.

- Keep subhierarchies in custom dimensions in the target—When a custom dimension is in the target and in the source, allows you to keep child dimension members that are in the custom dimension in the target that are not in the source.

- Delete custom dimensions not in the source—Deletes custom dimensions in the target that are not in the source. Oracle recommends that you select this option. Clearing this selection can cause errors during consolidation.

6. Define how to handle time periods when copying to the target: On the Time tab, click Copy Time Structure to copy the time structure to the target, and then select one or more of the following options for retaining time structure details in the target:

- Allow the target to keep time period details—Allows the target to retain time detail that is not in the source. For example if the source contains only years but the target also contains quarters, selecting this option retains the quarters in the target when you copy the time structure.

- Allow the target to keep years earlier than years defined in the source—For example if the source model's time structure includes 2018 - 2022, and the target model includes 2015 - 2020, selecting this option results in the target model time structure to include 2015 - 2022.

- Allow the target to keep years later than years defined in the source—For example if the source model's time structure includes 2017 - 2022, and the target model includes 2018 - 2025, selecting this option results in the target model time structure to include 2017 - 2025.

If you leave these options cleared, the time structure of the source completely replaces the time structure of the target.
Tip:

Click **Preview Source Time Periods** to review the time periods in the source model before making your selections.

7. Define how to handle scenarios when copying to the target: On the **Scenarios** tab, click **Add Scenario Change** 🚀, select the scenarios to copy to the target, select from the following options, and then click **Add**:
   - **Do not overwrite scenario in the target**—Keeps any scenarios already in the target, even if they are not in the source.
   - **Overwrite scenario in the target**—Overwrites scenarios in the target.
   - **Delete scenario in the target**—Deleting scenarios in the target that aren't in the source.

   If needed, after you've defined the scenarios to copy, you can change the options on the **Scenarios** tab: Click **Change Details** next to the scenario, and select a new option.

8. Click **Save and Close**.

### Copying Metadata from Source to Target

To manage metadata with Model Change Management, after defining the target models and the metadata to copy, copy the metadata from source to target.

1. From the Home page, click **Strategic Modeling**, and then click **Model View**.

2. From the **Actions**... menu for the source model, click **Model Change Management**, then click **Open**, and then click **Run**. Model Change Management locks the targets briefly to write the new metadata. If a target is locked by another user, the target is skipped and noted in the log.

3. Check the status of the model change management job: From the Home page, click **Application**, and then click **Jobs**. Click the job name to see information and status about the job. If there is an error, click **Error** to see details to help you resolve the error.

   You can also check the job status on the Model Change Management page: From the **Actions**... menu for the source model, click **Model Change Management** and then click **Status**. You see the status for each target model and the overall status for the source model.

4. Review your changes in the target model or models.

### Editing or Deleting a Model Change Management Definition

If needed, you can edit or delete a Model Change Management definition.

1. From the Home page, click **Strategic Modeling**, and then click **Model View**.

2. **To edit a model change management definition:** From the **Actions**... menu for the source model, click **Model Change Management**, then click **Open**, and then click **Edit**.
To delete a model change management definition: From the Actions ... menu for the source model, click Model Change Management and then click Delete.

If the model is locked by another user, you can view the Model Change Management definition but you can't make changes to it.
Followup Administrative Tasks

This chapter includes these topics:

- Pushing Data Using Data Maps
- Mapping Data for Reporting
- Entering Assumptions
- Maintaining Your Application
- Updating Planning Modules
- Customizing Predefined Artifacts

Pushing Data Using Data Maps

Perform this task if you enabled and configured integration between Financials, Workforce, Projects, and Capital as described in Integration Scenarios and Workflow. As users prepare plans and forecasts, when they are ready to move data, administrators must push data using the predefined data maps.

To push data for integration between modules:

1. From the Home page, click Application, then Data Exchange, and then Data Maps.

2. Select a data map, and run a rule if required:

Table 10-1 Data Maps for Integration

<table>
<thead>
<tr>
<th>Integration Scenario</th>
<th>Description/Planner Action</th>
<th>Administrator Rule/Data Map to Run</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects to Financials</td>
<td>When a planner rolls up the Projects cube (using the rules OPF_Rollup Projects and Rollup Project Cube), the data is moved to Financials.</td>
<td>Not required.</td>
</tr>
<tr>
<td>Projects to Capital</td>
<td>When a planner saves the form Project Capitalization, the data is moved to Capital.</td>
<td>Not required.</td>
</tr>
<tr>
<td>Projects to Workforce</td>
<td>When a planner runs the rule Calculate Expenses for a project with driver-based labor, the data is moved to Workforce for use in the utilization calculation. In Workforce, the planner must run the Aggregate rule.</td>
<td>Not required.</td>
</tr>
</tbody>
</table>
Table 10-1 (Cont.) Data Maps for Integration

<table>
<thead>
<tr>
<th>Integration Scenario</th>
<th>Description/Planner Action</th>
<th>Administrator Rule/Data Map to Run</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workforce to Financials</td>
<td>Data is moved when compensation is calculated and the planner runs the Synchronize rule.</td>
<td>In Data Maps, select Compensation Data, then Push Data, and then click Yes to confirm the option to clear the data.</td>
</tr>
</tbody>
</table>
| Capital to Financials      | Data is moved when a planner adds an asset and runs Calculate Assets. Data is also moved when a planner transfers assets. | • In the Configure page for Capital, select Map Capital Accounts to Financials, and then from the Actions menu, select Synchronize.  
• In Data Maps, select Financial Statement Integration, then Push Data and then click Yes to confirm the option to clear the data. |

You can configure the system to push data in batches.

Mapping Data for Reporting

Planning Modules provides reporting data maps to map between the modules and a reporting application.

You can modify existing data maps if needed, or create new ones for any customizations you make to the application. Synchronize or push data as needed. For more information about data maps, see Administering Planning Using the Simplified Interface.

Workforce provides data maps for reporting. See Reporting on Data.

Entering Assumptions

Financials, Workforce, Projects, and Capital let planners define assumptions such as revenue drivers, expense drivers, rates, and so on that drive calculations. As an administrator, you can define these assumptions as a starting point for your planners. Planners can modify them as needed.

For information about setting up assumptions, see Working with Planning Modules.

Maintaining Your Application

For Financials, Workforce, Projects, and Capital: As your business changes, continue to update drivers, accounts, users, and so on to keep your application up to date.

You can easily perform these tasks by returning to the Configuration tasks.

On a monthly basis, you must update the current planning period:
1. From the Home page, click Application, then Configure, and then select a module.

2. From the Configure page, select Planning and Forecast Preparation.

3. Select the current planning month from the Period list and then click Save.

**Updating Planning Modules**

When you update Planning Modules, any custom modifications that you have made are maintained. For example, any modifications you've made to unlocked predefined artifacts (such as forms) are tracked internally. No changes are made to these modified artifacts during the update.

- If you are using Workforce, product enhancements in some updates require you to update certain artifacts, if you've modified them. If you've customized Workforce artifacts, see Updating Workforce Artifacts to Use New Features for important details about how to take advantage of new features.

- If you are using Capital, product enhancements in some updates require you to update certain artifacts, if you've modified them. If you've customized Capital artifacts, see Updating Capital Artifacts.

- If you are using Strategic Modeling, custom templates and custom reports aren't impacted during application update. For any templates provided by Oracle, changes might be applied during content update.

**Note:**

If you plan to modify the navigation flows, Oracle recommends that you make a copy of the predefined navigation flows and work in the copy, not the original. When you update, Oracle applies the update to the original navigation flows and leaves your modified navigation flows unchanged.

Before updating, the application is put in maintenance mode and only administrators can use the application.

If any metadata changes are detected, the database is refreshed before content update. If any validation errors are detected, you must resolve the errors before you can update content.

Use the Job Console to review the errors.

**Customizing Predefined Artifacts**

For Financials, Workforce, Projects, and Capital: You can add additional custom dimensions the first time you enable and configure using the Map/Rename Dimensions task.

After you enable and configure, predefined artifacts are added to an application. You can customize these artifacts:
**Accounts**—You can add more accounts. For predefined accounts, you can change the alias and member formula, and enable the members for other plan types. You can't delete or rename predefined members.

**Forms**—You can add new forms and change the layout of predefined forms. You can't rename or delete the predefined forms.

**Calculations**—You can add member formula/rules or change predefined member formula/rules.

**Dashboards**—You can change dashboard layout, and add more dashboards. You can't rename or delete predefined dashboards.

**Navigation flows**—Change navigation flows by renaming or adding new tasks. For additional information about requirements for preserving modified navigation flows during content update, see Customizing Navigation Flows.

**Aliases** for predefined drivers—You can only modify, not delete or rename.

**Map reporting definitions** for integrations—You can only modify, not delete or rename.

**Driver and KPI formulas**—You can only modify, not delete or rename.

**Labels**—You can change the label for all predefined artifacts.

**Variables**—You can add new variables.

When you customize artifacts, you might need to adjust calculations and related content to ensure the application’s integrity.

---

**Note:**

When you modify artifacts, they are tracked internally. Oracle maintains these customizations during content updates.

Some artifacts are locked to ensure that internal calculations work properly and you can't modify them.

See *Administering Planning* for details about customizing artifacts.

## Reviewing Modified Artifacts

You can check which original application artifacts such as forms and menus have been modified.

To review the artifacts in your application:

1. Click **Application**, then **Configure**, and then select Financials, Workforce, Projects, or Capital.
2. From the **Actions** menu, select **Review Modified Artifacts**.
3. Click **Filter** to select an artifact type, and then click **Apply**.

The artifacts that have been modified are listed.
Reversing Customizations

To undo customizations to predefined artifacts:

1. From the Home page, click Application, then Configure, and then select a module.

2. From the Actions menu, select Review Modified Artifacts. Click Filter to select different artifact types.

3. Select the artifacts, and then click Restore.

Watch this tutorial video to learn more about restoring artifacts to their predefined state.

Tutorial Video

Customizing Help for Predefined Artifacts

You can customize the help that is provided for predefined artifacts (members, forms, dashboards) to make it applicable for your business needs. You can also change the language of the help that's displayed.

To edit descriptions for predefined content or change the language:

1. Click Tools and then click Artifact Labels.

2. Click Filter.

3. From Artifact, select Member or Form.

4. If you selected Member, select Account from the Dimension list.

5. For Property, select Formula Description for member formulas or Description for form descriptions and click Apply.

6. Select a language from the Add Language list.

7. To customize the help, click Actions, then Export, modify the content as required, and then click Import to integrate the help in the application.

8. To change the help language, click Add Language and select a language.

You can also add descriptions for other artifacts or instructions to planners. See Administering Planning.
Customizing Navigation Flows

Planning Modules is designed with customized navigation flows that implement a planning process that's easy for planners to use. You can customize the navigation flows or add your own as needed for your organization. For more information, see Administering Planning.

Note:

If you plan to modify the navigation flows, Oracle recommends that you make a copy of the predefined navigation flows and work in the copy, not the original. During content updates, Oracle applies the update to the original navigation flows and leaves your modified navigation flows unchanged.

If you incrementally enable additional features, any new forms or other artifacts are added to the original and the copy of the navigation flows.
Business Scenarios

Related Topics

• IT Financial Management in EPM Cloud
• Configuring Planning Modules for IT Planning

IT Financial Management in EPM Cloud

Oracle Enterprise Performance Management Cloud supports the dual role of a CIO in today’s organizations—both on the spending side to run the business, and on the investing side to grow and transform the business. By implementing customized solutions for Profitability and Cost Management and Projects and Financials in Planning Modules, and integrating data from the General Ledger, IT Financial Management planning using EPM Cloud enables IT Finance Departments to be strategic partners with the business.

Using Profitability and Cost Management and the IT Costing and Chargeback Template, you can model financial data and analyze IT as a business services provider. After defining the services your organization provides (using the IT Service Catalog), the IT assets and resources in your organization (such as hardware, software, and people), and importing data from the General Ledger, you define rules for service costing and chargeback. This allows you to determine the cost of IT operations by linking assets to services. Modelling in this way helps you analyze current costs and plan for future costs. If required for your business, you can allocate service or overhead costs to projects or departments and determine the chargeback for IT services or resources for each project or department.

You model the flow of data in Profitability and Cost Management using Manage Rules, where you define the rules for modifying and mapping the data. Using dimensions that include Account, Entity, Projects, Resources, Service, and Consumer, modeling data allows you to:

• Allocate overheads to projects.
• Take General Ledger data and projects data and push it to resources or services.
• Take resource costs and push them to services (for example, how many servers does a service use?).
• Optionally, charge back the service costs to a consumer. (The model can either perform chargeback or showback.)
Business users can use **Rule Balancing** to review the rules and their impact on the data. Click the Smart View links to see the details. The ability to perform step by step validation of rules with access to details provides transparency and auditability. It gives you access to the operational data outside of the General Ledger where you can model the data using pre-built analytics, without impacting the General Ledger.

After defining the rules, you can review more than ten reports provided with the IT Costing and Chargeback Template. Reports include:

- **Bill of IT Services**—Shows chargeback and charge rate and drivers. You can choose whether to charge back to consuming organizations. If you chose to perform chargebacks, you can push the charges back to the General Ledger.
• Service Costing—Shows the cost per supported user and project and resource consumption.

<table>
<thead>
<tr>
<th>Service</th>
<th>Service Code</th>
<th>Unit</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Relationship Mgmt.</td>
<td>Sec-User</td>
<td>Count</td>
<td>$230.50</td>
</tr>
<tr>
<td>Talent Mgmt.</td>
<td>Sec-User</td>
<td>Count</td>
<td>$150.37</td>
</tr>
<tr>
<td>Fin.</td>
<td>Sec-User</td>
<td>Count</td>
<td>$150.99</td>
</tr>
<tr>
<td>Supply Planning</td>
<td>Sec-User</td>
<td>Count</td>
<td>$151.23</td>
</tr>
<tr>
<td>Managing &amp; Reporting</td>
<td>Sec-User</td>
<td>Count</td>
<td>$1,488.30</td>
</tr>
<tr>
<td>Oracle Business Intelligence</td>
<td>Sec-User</td>
<td>Count</td>
<td>$868.91</td>
</tr>
<tr>
<td>Oracle Social Cloud</td>
<td>Sec-User</td>
<td>Count</td>
<td>$1,667.26</td>
</tr>
<tr>
<td>Help Desk</td>
<td>Incidents</td>
<td>Count</td>
<td>$1,508.71</td>
</tr>
<tr>
<td>Business Continuity Services</td>
<td>Incidents</td>
<td>Count</td>
<td>$1,508.71</td>
</tr>
</tbody>
</table>

• Project Costing—Lets you analyze the costs for run versus build, and capital expenditures versus operating expenditures.

After modeling the IT costs and allocating costs in Profitability and Cost Management, push the data to Planning Modules using Oracle Enterprise Data Management Cloud and perform further planning and analysis in Financials and Projects.

In Financials, you can perform high level IT spend planning, by Services and Applications.

In Projects, you can perform more detailed project planning to plan by resource, and understand project costs and benefits before submitting plans for approval. You can then compare the plan against what is actually spent and review variations and deviations using IT Costing.

Customize Projects for IT with custom forms, dashboards, drivers, and navigation flow. Add a custom dimension for Service, and share the members from the IT Service Catalog in Profitability and Cost Management.
Customize the navigation flow to suit your organization's requirements:

For example, this custom navigation flow in Projects provides a workflow for:

- Entering IT spends for services applications.
- Allocating IT spends to projects.
- Analyzing IT project costs and benefits.
- Performing chargeback planning.
- Reviewing IT Spends overview in a dashboard.

Enter IT spends for services applications in the data entry form:
Allocate IT spends to projects:

You can also define project benefits.

Design custom dashboards for an overall view of IT spends and variance analysis:
By importing data from the General Ledger, modeling and allocating costs in Profitability and Cost Management, and then pushing the data to Planning Modules using Oracle Enterprise Data Management Cloud, you create an IT Financial Management system with pre-built analytics that is easy to use, gives you transparency of results and auditability, helps you optimize IT investment decisions, and promotes partnership with the business.

Watch this overview video to learn more about IT Financial Management in EPM Cloud.

Overview Video
Configuring Planning Modules for IT Planning

Implementing a comprehensive, robust IT financial management process provides insight into how your company's IT service portfolio, vendor relations, and resource allocations influence your company's cost structure as a whole. You can customize Projects to optimize planning for IT-type projects by modifying pre-defined forms, dashboards, accounts, and drivers to manage your IT projects.

Additionally, by designing a customized navigation flow, you can create a turn-key system for users to plan and analyze IT projects, measure performance, and monitor spending. You can create cards in a custom navigation flow to meet these needs:

- Collaborate and plan, allowing you to coordinate between IT, Operations, and Finance departments to build project plans
- Evaluate and optimize resources within your budget constraints expecting the maximum gain
- Manage measurable targets, project justifications, and other financial benefits that help determine if a project is worth investing in
- Monitor progress and performance once a project is approved

Watch this tutorial video to see an example of configuring Planning Modules for IT Planning.

![Tutorial Video.](tutorial_video.png)

Here's an example of a customized navigation flow:

Let's take a look at each card and its custom dashboards and forms.
IT Spending

The IT Spending tab helps you monitor expenses across new and existing IT projects. The IT Spending dashboard lets you monitor expenses at a high level, such as IT spending by category and trend. You can review top down IT spending targets and design reliable IT spending forecasts.

Monitor additional detail that relates to expenses and income statement on the Expense and Income Statement tabs.
On the Driver and Trend based tab, expenses are calculated using driver-based or trend-based assumptions.

For example, the acquisition of server machines requires drivers for the number of IT Server Machines and the maintenance cost per machine.

Managing driver trends allow you to identify cost reduction opportunities.

You can plan other spending on the Direct Entry tab.

You can review financial performance on the Income Statement tab.
Analysis

In Analysis, you can monitor progress and performance, and review financial and non-financial benefits, which allows you to determine if it's worth investing in a specific IT Project.

The Analysis dashboard contains a summary of charts used to monitor the project.

IT Project Summary

In IT Project Summary, you can monitor IT projects and related labor costs.
This section allows you to manage and plan for resource assignments.

Project Costs and Benefits

Project Costs and Benefits helps you monitor assumptions, direct expenses, total project expenses, and billing rates and costs.
This section allows you to identify other costs related to the project, and determine financial and non-financial benefits that help justify investing in IT projects.
For information about creating custom navigation flows, see Designing Custom Navigation Flows in *Administering Planning*.
Importing Data

You can download data import templates from within the application. The templates are generated based on the features you’ve enabled and the custom dimensions that were added.

To download the data import templates:

1. From the Home page, click **Application** and then click **Configure**.
2. From the **Configure** list, select the module for which you want to download templates, and then from the **Actions** menu, select **Download Data Load Templates**.
3. Save the zip file locally, and then extract the **csv** files.

Perform these tasks to import data:

1. Before importing data, configure the application as described in this help system and use Configure to import the dimensional metadata.

   **Note:**

   Oracle recommends that you use Configure to import metadata, which ensures that metadata is loaded correctly to work with the provided rules and forms. If you choose to use the Dimension Editor to load metadata, the primary hierarchy for a dimension should go under the All member for the dimension. You can add alternative hierarchies under the Root member as well, but the member should be a **Parent** or rollup type member. No parent or member should be set to rollup/aggregate to the root member of a dimension, because the root member can't be displayed on any form, dashboard, or report.

2. Specify the appropriate data import settings. See Administering Data Load Settings.
3. **Optional:** Make a backup copy of the data import templates to which you can revert if necessary.
4. **Optional:** Back up the application.
5. If you created custom Smart Lists, import them before the associated data (available only for some modules.)

   To identify the Smart List to import and their entry names:
a. Click **Navigator**, and then **Smart Lists** from **Create and Manage**.

b. Select the Smart List, click **Edit**, and then **Entries**.

c. Note the associated names.

6. Open the templates in Microsoft Excel, and customize them to specify your business data.

7. **Optional:** To ensure that your data will import and calculate correctly, import it into a test application first.

8. Import the data into your production application.

9. For the first data import, run the rules required to process and calculate the data.

When customizing the templates:

- Don’t enter zeros.
- To import data, you must have one member at least from all dimensions in the file to import.
- Remove columns for which you have no data. For example, if your periodicity is monthly, you can delete columns for Qtrly 1 - 4.
- If member names start with zeros (0), change numeric columns to text.

## About Importing Data

You can download data import templates from within the application. The templates are generated based on the features you’ve enabled and the custom dimensions that were added.

Watch this tutorial video to learn more about importing data.

[Tutorial Video](#)

## Importing Financials Data

The Financials templates are created based on the dimensionality of your application, and include any custom dimensions you added when you enabled features.

Depending on the features you’ve enabled, the following templates are available in the zip file:

- **FinStmt Expense Data Load Template.csv**
- **FinStmt Expense Weekly Load Template.csv**—**use this template if you are planning at the weekly level**
- **FinStmt Revenue Data Load Template.csv**
- **FinStmt Revenue Load Weekly Template.csv**—**use this template if you are planning at the weekly level**
- **FinStmt Balance Sheet Load Template.csv**
- **FinStmt Cash Flow Direct Assumptions.csv**
• FinStmt Cash Flow Indirect Load Template.csv

The templates have a placeholder for every enabled dimension; each dimension is defaulted to the NoMember member. Specify the appropriate dimension members for each record of data that you're loading. Use NoMember if the dimension is not applicable for a record of data.

For all templates other than FinStmt Cash Flow Direct Assumptions.csv, import data using these guidelines:

• Specify accounts in the rows in Column A and time periods vertically.
• Modify account dimension members in Column A to reflect renamed accounts.
• Time periods are in columns D-S (rows B - BA if you are planning expenses at the weekly level, rows C - BB if you are planning revenue at the weekly level). Delete columns for periods that you don't use.
• Modify the data in the Point of View column to identify where to import data:
  – OFS_Load—Data value to import
  – <Custom Dimension>—Any custom dimensions that you added when you enabled features.
  – OEP_No Entity—Member in the Entity dimension that identifies the departments in the business hierarchy to import data to
  – No Year—Year member
  – OEP_Actual—Scenario member
  – OEP_Working—Version member
  – USD—The exchange rate (for a multicurrency application)
• The Data Load Cube Name must be OEP_FS.
• For FinStmt Balance Sheet Load Template.csv, you can use BegBalance to accommodate the opening amount for balance sheet accounts.

For FinStmt Cash Flow Direct Assumptions.csv, import data using these guidelines:

• Rows
  – Identify Cash Flow Sources and/or Cash Flow Uses accounts in rows under Column A.
  – The first column is for the Account dimension. If the Account is renamed, make the corresponding update.

• Columns
  – Cash Flow Direct Assumption members are in columns B - F.
  – Column B sets the cash collection or cash disbursement terms you would like to set for the particular account.
  – Columns C-F set the cash collection or cash disbursements timing for the particular account. The values entered must equal 100% for the four columns.
• Point of View—identify where to load BegBalance, No Product, No Services, No Channel, No Customer, No Segment, OEP_No Entity, No Year, OEP_Plan, OEP_Working, USD
  – BegBalance—Cash flow Direct assumptions are loaded to BegBalance.
No Product, No Services, No Channel, No Customer, No Segment—Indicate the applicable custom dimensions that you set up when you enabled features. If you don't use custom dimensions, these members will not be seeded.

OEP_NoEntity—Member in the Entity dimension that identifies the departments in the business hierarchy to which to load data.

NO Year—Indicate the Year dimension member.

OEP_Plan—Scenario dimension member.

OEP_Working—Version dimension member.

USD—The exchange rate (for a multicurrency application).

- The Data Load Cube Name must be OEP_FS.
- For the first data import, run the rules required to process and calculate the data: Financials: Calculate Actuals, and Rollup.

### Importing Workforce Data

You can download Workforce data import templates from within the application. The templates are generated based on the features you've enabled and the custom dimensions that you added when you enabled features. See Importing Data.

<table>
<thead>
<tr>
<th>Note:</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you want to load only changed and new Workforce data since the last load, you can improve load performance using Data Management. See Loading and Calculating Incremental Workforce Data.</td>
</tr>
</tbody>
</table>

The templates reflect the CurYr that you set in the Planning and Forecast Preparation configuration task. After importing your data and refreshing the cube, run the rule Process Loaded Data to copy the data to the necessary periods in the planning year range.

The prefix of each template name depends on the application's granularity:

- EJ_ precedes template names for Employee and Job applications. For example: EJ_EmployeePropertiesDataLoad_Plan.csv.
- EO_ precedes template names for Employee-only applications. For example: EO_EmployeePropertiesDataLoad_Plan.csv.
- JO_ precedes template names for Job-only applications. For example: JO_JobOtherCompensationDataLoad_Plan.csv.

### Importing Employee Properties

Use these templates to import properties for existing employees:

- EmployeePropertiesDataLoad_Plan.csv—Import plan properties for employees. (You don't need to load Headcount and Partial Payment Factor unless you want to explicitly set these values. If you don't load Headcount and Partial Payment values, they're set to 1 and 100% respectively for every employee.)
Note:

For the EJ_EmployeePropertiesDataLoad_Plan.csv template: Don't load to "No Union Code" or to "OWP_All Union Code". Instead add and use new child metadata member of "Total Union Code". Otherwise, the synchronize rules may not work properly.

- EmployeePropertiesDataLoad_Actuals.csv—Import actual properties for employees.

Importing Employee Compensation

Use EmployeeSalaryDataLoad_Plan.csv to import data used to calculate salary.

Importing Actual Employee Compensation

Use EmployeeCompensationDataLoad_Actuals.csv to import actual compensation data for employees.

To use this template, set these Data Load Settings:

1. From the Home page, click Navigator, and then under Integration, click Data Load Settings.
2. Set these parameters for importing data:
   - **Data Load Dimension**: Account
   - **Driver Dimension**: Period. Member: BegBalance, ILvl0Descendants(YearTotal)
   - **Data Load Dimension Parent**:
     - OWP_Total Earnings. **Driver Dimension Unique Identifier**: BegBalance
     - OWP_Total Benefits. **Driver Dimension Unique Identifier**: BegBalance
     - OWP_Total Taxes. **Driver Dimension Unique Identifier**: BegBalance

Importing Employee Other Compensation Data

Use EmployeeOtherCompensationDataLoad_Plan.csv to import other compensation data—benefits, taxes, and additional earnings—for employees.

OWP_Value is an optional field. If you include the rate value in the template, that rate is copied to the planning year range for the specified employee.

Importing Salary Grades

Use Salary Grade-Basis.csv and Salary Grade-Value.csv to import salary grades into Assumptions.

Importing Properties and Rates for Additional Earnings, Benefits, and Taxes

Use these templates as examples when importing properties and rates for additional earnings, benefits, and taxes into the Benefits and Taxes wizard.

- Earnings, Benefits and Taxes-Properties.csv—Import properties for additional earnings, benefits, and taxes.
• Earnings,Benefits and Taxes-Rates.csv—Import rates for additional earnings, benefits, and taxes.

Importing Job Properties

Use JobPropertiesDataLoad_Plan.csv to import job properties.

Importing Job Salaries

Use JobSalaryDataLoad_Plan.csv to import salaries for jobs.

Importing Job Other Compensation Data

Use JobOtherCompensationDataLoad_Plan.csv to import other compensation data for jobs: benefits, taxes, and additional earnings.

Loading and Calculating Incremental Workforce Data

At the beginning of a planning cycle, you might load the entire data for a given scenario and version. However, to stay up to date with Human Resources changes, you can import new and updated information frequently. Processing and calculation performance is greatly improved when you load updated data into Workforce using Data Management.

Data Management functionality enables you to compare a source data file with a previous version of the source data file and load only records that are new or have changed since the last load. The Incremental File Adapter in Data Management identifies the data that needs loading. Additionally, Workforce provides rules that dynamically generate the appropriate calculation script, depending on the changed and new data in the data load file and calculates only the data for the modified intersections.

After the Data Management load process, the changed and new data displays in the appropriate Workforce forms. The data reflects calculations applied in the load process.

To learn how to load and calculate incremental Workforce data in Data Management, watch this tutorial video.

Loading and Calculating Incremental Workforce Data using Data Management.

Note:

Whenever you load data from Data Management, to copy data to future periods, you must select one of these Workforce rules: **OWP_Incremental Process Data and Synchronize Defaults** or **OWP_Incremental Process Data and Synchronize Definition**. See [Deciding Which Workforce Rules to Add](#).
Preparing the Source Data File

You first generate a source data file and register it as an Incremental File Adapter in Data Management. You then set up a data rule that designates the source data file. Data loads are run from the file designated in the data rule. The initial source data file is compared with a subsequent file; the last run file becomes the basis against which the subsequent load is compared. The Incremental File Adapter loads only the differences, which results in faster data loads.

Tip:
You'll experience better performance if you provide a pre-sorted source file.

About a source data file:

- The source data file must be a delimited data file. The data field is the last column in the file.
- Supported delimiters: Comma, Pipe, Exclamation, Semi-Colon, Colon, Tab, and Tilde.
- Data files used must contain a one-line header, which lists the dimensions you're loading. For example:
- Both numeric and non-numeric data can be loaded.
- Any deleted records between the two files is ignored. You must manually handle deleted records.
- If the file is missing (or you change the last ID to a non-existent run), the load completes with an error.
- Pre-sorting the file decreases the processing time.
- Only single Period data loads are supported for an incremental load. Multi-period loads are not supported.
- Drill down is not supported for incremental loads because incremental files are loaded in Replace mode and only the last version of the file comparison is present in the staging table. As a workaround, you can load the same data file to another location using the full data load method. In this case, you should import data only and not export it to the target application.
- Copies of the source data file are archived for future comparison. Only the last 5 versions are retained. Files are retained for a maximum of 60 days. If no incremental load is performed for more than 60 days, then set the Last Process ID to 0 and perform the load.

You can load data using the Incremental File Adapter multiple times.
To set up an incremental data source file:

1. Add an incremental data source:
   a. From the Home page, click the Navigator, and then under Integration, click Data Management.
   b. Click the Setup tab, and then under Register, click Target Application.
   c. Under Target Application Summary, click Add, and then Data Source.
   e. In Prefix, you can specify a prefix to make the source system name unique.
      Use a prefix when the source system name you want to add is based on an existing source system name. The prefix is joined to the existing name. For example, if you want to name an incremental file source system the same name as the existing one, you might assign your initials as the prefix.
   f. Click OK.
   g. From the Select dialog, select the source data load file from the Inbox. If the file is missing, click Upload to add it to the Inbox (server /u03/inbox/inbox). You may need to expand the Home folder, and then select Inbox to see the source file listing. The file must be a delimited file using one of the supported delimiters, and must contain a header record for each dimension in the first row. The data field is the last column in the file. See Preparing the Source Data File.
   h. Click OK and then Save.
      The system automatically creates the dimension details.

2. Set up the Import Format, which describes the source file structure and is executed when the source file is imported:
   a. On the Setup tab, under Integration Setup, click Import Format.
   b. Under Import Format Summary, click Add.
   c. Under Details, enter a name for the Import Format.
   d. In Source, browse to select your source.
   e. From File Type, select the delimited file type.
      Oracle recommends selecting Delimited - All Data Type, which is common for loading text as well as numeric data.
   f. From the File Delimiter drop-down list, select the delimiter type in the source data file: Comma, Pipe, Exclamation, Semi-Colon, Colon, Tab, and Tilde.
   g. In Target, browse to select your Planning application, and then click Save.
h. Under **Mappings**, map dimensions between the **Source Column** and the target application, and then click **Save**. The **Source Column** is populated with the dimensions from the header row in your source data file.

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**Note:**

Only single-period loads are supported.

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For more information on Import Formats, see Working with Import Formats in *Administering Data Management for Oracle Enterprise Performance Management Cloud*.

3. Define the Location, which is the level at which a data load is executed in Data Management. The Location specifies where to load the data and is associated with the Import Format.
   a. On the **Setup** tab, under **Integration Setup**, select **Location**.
   b. Under **Location**, click **Add**.
   c. Under **Details**, on the **Location Details** tab, enter a name for the Location.
   d. Browse to select your Import Format.
   e. Enter the **Functional Currency**, and then click **Save**.

For more information, see Defining Locations in *Administering Data Management for Oracle Enterprise Performance Management Cloud*.

4. Create member mappings:
   a. On the **Workflow** tab, under **Data Load**, select **Data Load Mapping**.
   b. At the bottom of the page, verify the POV for the Location.
      i. Click the link for **Location**, which displays the **Select Point of View** dialog.
      ii. Select your **Location**, **Period**, and **Category** (Scenario).
      iii. **Optional**: Select **Set as Default** to retain this POV.
      iv. Click **OK**.
   c. Map the members from the source that you are loading to the target application:
      i. At the top of the page, from **Dimension**, select a dimension in your source file.
      ii. Click one of the five member mapping tabs (for example, the **Like** tab), and then click **Add**.
      iii. Enter * in the **Source Value** column and also in the **Target Value** column to represent all values.
      iv. Click **Save** after mapping members for each dimension. You must create a member mapping for each dimension in the source data file.
For more information, see Creating Member Mappings in *Administering Data Management for Oracle Enterprise Performance Management Cloud*.

5. Select the data load rule: On the **Workflow** tab, under **Data Load**, select **Data Load Rule**.
   a. At the bottom of the page, verify the POV for the **Location**, just like you did in Step 4b.
   b. In the **Data Rule Summary** area, click **Add**.
   c. Under **Details**, enter the data load rule name.
   d. In **Category**, select the category to map source system data to target Scenario members.
   e. In **Period Mapping Type**, select **Default**.
   f. You don't need to specify an **Import Format**, because the Import Format from the Location is used. Specify an Import Format only when you want to override the Import Format for the Location.
   g. From the **Target Plan Type** drop-down list, select **OEP_WFP**.
   h. On the **Source Filters** tab, in **Source File**, browse to select the data file that contains the data you're loading. It may be the same one from which you created the data source application, or another file that has data as well as the appropriate header. It may have the same name as the original file, or it may have a new name. The differences in the incremental load file is created automatically between the two loaded files. So if file A.txt has 100 rows and file B.txt has 300 rows where the first 100 are identical, your first load should select file A.txt when the **Last Process ID** is 0. The second load will be against file B.txt, and the ID automatically points to the **Last Process ID** that was assigned to A.
   i. In **Incremental Processing Option**, select whether to sort data in the source file:
      - **Do not sort source file**—The source file is compared as provided. This option assumes that the source file is generated in the same sort order each time. Data Management compares the files, and then extracts the new and changed records. This option makes the incremental file load perform faster.
      - **Sort source file**—Data Management sorts the source file before performing the file comparison for changes. The sorted file is then compared to the previous sorted version of this file. Sorting a large file consumes many system resources. If the source system provides a sorted file, avoid using this option because it consumes computer resources and slows performance.

   **Note:**
   If you have a rule that uses the **Do not sort source file** option and then switch to a Sort option, then the first load will have invalid results because the files are in different order. Subsequent runs load data correctly.
• Review the Last Process ID value. When the load is first run for the original data file, the Last Process ID shows the value of 0. When the load is run again, the Last Process ID shows the run number of the last load for the original source data file. If the newly created file comparison version and the original data file show no differences, or if the file is not found, the value of the Last Process ID is assigned to the last load ID that ran successfully.

To reload all data, set the Last Process ID back to 0, and select a new source file to reset the baseline.

Note:

Copies of the source data file are archived for only the last 5 versions and retained for a maximum of 60 days. After 60 days, set the Last Process ID to 0 and then perform the load.

j. Click Save.

6. Select the Load Method for the target application and add the Workforce business rules that execute the logic for the incremental load when the data load rule is run:

a. Click the Setup tab, and under Register, click Target Application.

b. Under Target Application Summary, from the Type column, select Planning.

c. Under Application Details, click the Application Options tab.

d. For Load Method, select All data types with security, and then click OK.

e. Click the Business Rules tab, and then click Add.

f. Under Business Rule, enter or paste the Workforce business rule name. For information on Workforce rules, see Deciding Which Workforce Rules to Add. For more information on adding business rules in Data Management see Adding Business Rules in Administering Data Management for Oracle Enterprise Performance Management Cloud.

g. Under Scope, select Data Rule.

h. Under Data Load Rule, select the data load rule you created, and then click Save.

7. Preview the data before exporting it.

a. Click the Workflow tab, and then Data Load Rule.

b. Click Execute.

c. On the Execute Rule dialog, select Import from Source and verify the Start Period and End Period. To actually send the incremental data to the target application, you could also select Export to Target.

d. Click Run.

See Using the Data Load Workbench in Administering Data Management for Oracle Enterprise Performance Management Cloud.

8. You're now ready to execute the incremental data load. See Executing an Incremental Workforce Data Load.
Tip:

After loading data, to quickly update and process data on multiple existing employees, jobs, or entity defaults in Workforce, you can use the **Mass Update** forms. These forms enable you to quickly review and edit employees, jobs, and entity defaults after data is loaded. Designed for optimal processing efficiency, each form is associated with a Groovy rule that processes only the changed data. See Updating Multiple Employees and Jobs Details in *Working with Planning Modules*.

Deciding Which Workforce Rules to Add

You can decrease processing time by associating the optimal Workforce rules with a Data Management data rule:

- **OWP_Incremental Process Data with Synchronize Defaults**
- **OWP_Incremental Process Data with Synchronize Definition**

You add the rules when defining the integration file (see Configuring the Incremental File Adapter in Data Management).

<table>
<thead>
<tr>
<th>Your Objective</th>
<th>Add This Workforce Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Apply entity defaults for additional earnings, benefits and taxes and calculate compensation based on the component definition and rates that are set in the Benefits and Taxes wizard.</td>
<td><strong>OWP_Incremental Process Data with Synchronize Defaults</strong></td>
</tr>
<tr>
<td>• Copy changed data (employee/job properties or any change in salary) to future periods in the Year Range.</td>
<td><strong>OWP_Incremental Process Data with Synchronize Definition</strong></td>
</tr>
<tr>
<td>• Load compensation assignments for additional earnings, benefits, and taxes and calculate compensation based on the rates in the data load file.</td>
<td></td>
</tr>
<tr>
<td>• Copy changed data (employee/job properties or any change in salary or compensation assignments) to future periods in the Year Range.</td>
<td></td>
</tr>
</tbody>
</table>

**Note:**

If you want to apply the rates from the Benefits and Taxes wizard, then load only component assignments. Don't provide rates in the data load file.

For more information, see Adding Business Rules in *Administering Data Management for Oracle Enterprise Performance Management Cloud*. 
Executing an Incremental Workforce Data Load

After you've prepared the source data file and configured the Incremental File Adapter in Data Management, you're ready to import incremental Workforce data.

See:
- Loading and Calculating Incremental Workforce Data
- Preparing the Source Data File
- Configuring the Incremental File Adapter in Data Management

To execute the data load:

1. From the Home page, click the Navigator, and then under Integration, click Data Management.
2. On the Workflow tab, click Data Load Rule.
3. Select the data load rule you created, and then click Execute.
4. On the Execute Rule dialog, select Import from Source and Export to Target.
5. For the Start and End Period, select the Period (it may already default from the POV).
6. Click Run.

For more information, see Step 1: Importing Source Data in Administering Data Management for Oracle Enterprise Performance Management Cloud.

Importing Projects Data

The Projects templates are based on the dimensionality of your application, and include any custom dimensions you added when you enabled features.

For analysis and reporting, you must import this data:
- Project Details—Information about existing projects for forecasting.
- Labor—Two templates are available: with or without integration with Workforce.
  - Labor assumptions for projects to be used in forecasting and analysis.
  - Labor expense and labor hours actuals for reporting and analysis.
- Equipment—Two templates are available: with or without integration with Capital.
  - Equipment assumptions for projects to be used in forecasting and analysis.
  - Equipment expense actuals for reporting and analysis.
- Materials
  - Material assumptions for projects to be used in forecasting and analysis.
  - Material expense and material units actuals for reporting and analysis.
- Other—Additional expense plan, forecast, or actuals for reporting and analysis.
- Direct Expense—Direct expense plan, forecast, or actuals for reporting and analysis.
- Revenue
- Assumptions for projects to be used in forecasting and analysis.
- Actuals for analysis and reporting purposes.

- Global Rate Assumptions.
  - Standard rates for projects including labor standard rates, material standard rates, and equipment standard rates.
  - Overhead rates.

- Project Benefits.
- Allocate Expenses to Assets—Import allocations to various assets when Capital is enabled.

Importing Project Details

Use Project Details Load Template.csv or Capital Project Details Load Template.csv to import project details and related information. For custom project details, add accounts to the column of the file to import. All details go to the same intersections.

- Column 1 is the Project dimension.
- The other columns represent account dimension members. The members listed should align to the member under the OPF_Properties on the Forms member in the account dimension. Project details are imported to No Year, BegBalance members.
- Project details are imported to the No Project Element and No Resource class members.
- If the application uses simplified multiple currency, Project Details goes to the No Currency member.
- OEP_No Entity is from the Entity dimension.
- OEP_Plan is from Scenario dimension.
- OEP_Working is from the Entity dimension.
- No Vendor is from the Vendor dimension, if it was added when you enabled features.
- No Phases is from the Phases dimension, if it was added when you enabled features.

Importing Project Labor Assumptions

Use Labor Assumption Load Template.csv to import labor assumptions if you don't use Workforce. Use OEP_PFP Labor Assumption Template -WFP Integration.csv if you use Workforce. Labor Assumptions import to Beg Balance and No Year.

- Line 1 represents the Project Element dimension.
- The columns contain the required account members. These members are in OPF_Labor Assumptions.
  - OPF_Vendor—Sets the Vendor Smart List member for the line item.
  - OPF_Phase—Sets the Phase Smart List member for the line item.
OPF_Job—Sets the Job Smart List member for the line item. The Job list is in the Resource Element dimension under Detailed Jobs.

WFP/PFP Job—In an application that has Workforce integration, the Job comes from the Workforce dimension and not the Resource Element dimension. This does not impact the format of the file; the only difference is that the Account associated with the Smart List is OPF_Job_WF.

Unspecified Employee—Set the Employee Resource Smart List member for the line item. The member can be an employee name that is a member from the Plan Element dimension found under “Existing Employees” hierarchy.

WFP/PFP Employee—In an application that has Workforce integration, the Employee comes from the Workforce dimension and not from the Plan element dimension. This however does not impact the format of the file. The only difference is that the Account associated with the Smart List is OPF_Employee Resource_WF.

- No Project is a member from the Project dimension.
- OPF_Labor is the appropriate member from the Resource Element dimension.
- OEP_No Entity is from the Entity Dimension.
- Labor Expense assumptions are imported to No Year member from the Year dimension and BegBalance from the Period dimension.
- OEP_Plan is from the Scenario dimension.
- OEP_Working is from the Version dimension.
- No Vendor is from the Vendor dimension, if it was added when you enabled features.
- No Phases is from the Phases dimension, if it was added when you enabled features.
- USD is a member from the Currency dimension.

**Importing Labor Expense (Without Workforce)**

Use `Actual Labor Expense Load Template.csv` to import Actual Expenses or Approved Plans for existing projects if you aren’t using Workforce. Planning data for labor expense at the detailed resource level requires you to import Hours, Rate, and Labor expense values.

**Row**

Rows represent the account dimension.

Labor Hours and Labor Expense should be imported for Analysis and comparison purposes. Importing actual Labor Rate isn't required.

The accounts that actual data is imported to is dependent on the type of project.

- Onsite/Offsite Labor Hours and Labor Expense accounts are specific to Contract Project Time and Material projects.
- Labor Hours and Labor Expense accounts are used for Contract Projects – Fixed Price or Cost Plus, Indirect Projects as well as Capital projects.

**Column**

Months. You can import one month at a time or multiple months simultaneously.
Point of View

- Use a specific employee member from the Project Element dimension or Unspecified Employee for detailed hours and detailed labor expense.
- No Project is from the Project dimension.
- OPF_Detailed Jobs is from the Resource Element dimension; members from the Detailed Jobs hierarchy specifically.
- OEP_No Entity is from the Entity dimension.
- No Vendor is from the Vendor dimension, if it was added when you enabled features.
- No Phases is from the Phase dimension, if it was added when you enabled features.
- FY16 is from the Year dimension. You can import multiple years simultaneously.
- OEP_Actual is from the Scenario dimension. To import historical Plan or forecast information, set this field to the corresponding member.
- OEP_Working is from the Version dimension.
- USD is from the Currency dimension if the application uses simplified multiple currency.

Importing Labor Expense (With Workforce)

Use Actual Labor Expense WFP Load Template.csv to import Actual Expenses or Approved Plans for existing projects if you also use Workforce.

Row

Rows represent the account dimension.

Labor Expense should be imported for analysis and comparison purposes. Importing actual Labor Rate isn’t required. Detailed Labor Hour analysis per Employee or Job is in Workforce. Only summary level comes into Projects.

The accounts that actual data is imported to is dependent on the type of project.

- Onsite/Offsite Labor Hours and Labor Expense accounts are specific to Contract Project Time and Material projects.
- Labor Hours and Labor Expense accounts should be used for Contract Projects – Fixed Price or Cost Plus, Indirect Projects as well as Capital projects.

Column

Months. You can import one month at a time or multiple months simultaneously.

Point of View

- Line 1 is a member from the Project Element dimension. Each Labor Expense should go to a unique Line Item per project.
- OPF_Base Resource is from the Resource Element dimension.
- No Project is from the Project dimension.
- OEP_No Entity is from the Entity dimension.
- FY16 is from the Year dimension. You can import multiple years simultaneously.
• OEP_Actual is from the Scenario dimension. If you want to import historical Plan or forecast information set this field to the corresponding member.

• OEP_Working is from the Version dimension.

• USD is from the currency dimension if the application uses simplified multiple currency.

• No Vendor is from the Vendor dimension, if it was added when you enabled features.

• No Phases is from the Phase dimension, if it was added when you enabled features.

Importing Equipment Assumptions

Use Equipment Assumption Load Template.csv to import equipment assumptions.

• Line 1 represents the Project Element dimension.

• The columns contain the required account members. These members are in OPF_Equipment Assumptions.
  – OPF_Vendor—Sets the Vendor Smart List member for the line item.
  – OPF_Phase—Sets the Phase Smart List member for the line item.
  – OPF_Equipment—Sets the Job Smart List member for the line item. The Job list found in the Resource Element dimension under Detailed Jobs.
  – OPF_Equipment Description is textual.
  – OPF_Equipment Units—Number of units.

• No Project is a member from the Project dimension.

• OPF_Equipments is the appropriate member from the Resource Element dimension.

• OEP_No Entity is from the Entity dimension.

• Equipment Expense assumptions are imported to the No Year member from the Year dimension and BegBalance from the Period dimension.

• OEP_Plan is from the Scenario dimension.

• OEP_Working is from the Version dimension.

• No Vendor is from the Vendor dimension, if it was added when you enabled features.

• No Phases is from the Phases dimension, if it was added when you enabled features.

• USD is a member from the Currency dimension.

Importing Equipment Actual Expenses

Use Actual Equipment Expense Load Template.csv or Actual Equipment Expense CPX Load Template.csv to import actual equipment expenses. Use Actual Equipment Expense CPX Load Template.csv when you are integrating Projects with Capital.

Row
Rows represent the account dimension.

Equipment Expense should be imported for Analysis and comparison purposes. The accounts that actual data is imported to is dependent on the type of project.

- Equipment Expense accounts are should be used for Contract Projects—Fixed Price or Cost Plus, Indirect Projects as well as Capital projects.
- Equipment Expense—Billable should be used for Contract Time Material Projects only.

**Point of View**

- Line 1 is a member from the Project Element dimension. Each Equipment Expense should go to a unique Line Item per project.
- No Project is from the Project dimension.
- OPF_Detailed Equipment is from the Resource Class dimension. Used for Actual Equipment Expense Load Template.csv only.
- OPF_Base Resource is from the Resource Element dimension. Used for Actual Equipment Expense CPX Load Template.csv only.
- OEP_No Entity is from the Entity dimension.
- No Vendor is from the Vendor dimension, if it was added when you enabled features.
- No Phases is from the Phase dimension, if it was added when you enabled features.
- FY16 is from the Year dimension. You can import multiple years simultaneously.
- OEP_Actual is from the Scenario dimension. To import historical Plan or forecast information, set this field to the corresponding member.
- OEP_Working is from the Version dimension.
- USD is from the currency dimension if the application uses simplified multiple currency.

**Importing Materials Assumptions**

Use Material Assumption Load Template.csv to import materials assumptions.

- Line 1 represents the Project Element dimension.
- The columns contain the required account dimension members. These members are in OPF_Material Assumptions.
  - OPF_Vendor—Sets the Vendor Smart List member for the line item.
  - OPF_Phase—Sets the Phase Smart List member for the line item.
  - OPF_Material—Sets the Material Smart List member for the line item. The Material Smart List found in the Resource Class dimension under Detailed Materials.
  - OPF_Expense Cash Flow Incidence—Set the value for cash flow calculation.
– **OPF_Billable**—Applicable to Time Material Projects only – indicates if expense should be set to billable.
– **OPF_Units**—Units assumptions need to be imported by Month. You can either create a separate line for each month or you can use a template similar to Materials actual to import the monthly values more easily.

**Point of View**
- No Project is a member from the Project dimension.
- **OPF_Materials** is the appropriate member from the Resource Class dimension.
- **OEP_No Entity** is from the Entity dimension.
- Material assumptions are imported to the No Year member from the Year dimension and BegBalance from the Period dimension.
- **OEP_Plan** is from the Scenario dimension. Or you can use the Forecast member.
- **OEP_Working** is from the Version dimension.
- No Vendor is from the Vendor dimension, if it was added when you enabled features.
- No Phases is from the Phase dimension, if it was added when you enabled features.
- USD is a member from the Currency dimension.

**Importing Materials Expenses**

Use *Actual Material Expense Load Template.csv* to import materials expenses.

**Row**

In the rows is the Material Expense related Account dimension.

Material Units and Material Expense should be imported for Analysis and comparison purposes. Importing actual Material Cost/Unit isn't required.

The accounts that actual data is imported to is dependent on the type of project.

Material Expense—Billable should be used for Contract Project Time and Material type only, all other project types should use Material Expense account.

Therefore for each material used on a project, you will have two lines for actual data to be imported.

**Column**

Months. You can import one month at a time or multiple months simultaneously.

**Point of View**
- **OPF_Detailed Material** is from the Resource Class dimension—Members from the Detailed Materials hierarchy specifically.
- No Project is from the Project dimension.
- Line 1 represents the Project Element dimension. Each different Material used on a project should go to a different Line member.
- **OEP_No Entity** is from the Entity dimension.
Importing Other Expense Actuals

Use Actual Other Expense Load Template.csv to import actuals for other expenses.

Row

In the rows is the Other Expense related Account dimension.

The accounts that actual data is imported to is dependent on the type of project. Other Expenses – Billable should be used for Contract Project Time Material type only, all other project types should use Other Expenses account.

Column

Months. You can import one month at a time or multiple months simultaneously.

Point of View

- Line 1 represents the Project Element dimension. If multiple lines of Other expense you must use a different Line member.
- No Project is from the Project dimension.
- OPF_Base Resource is from the Resource Class dimension.
- OEP_No Entity is from the Entity Dimension.
- FY16 is from the Year dimension. You can import multiple years simultaneously.
- No Vendor is for dimensions of Vendor dimension, if it was added when you enabled features.
- No Phases is for dimensions of Phase dimension, if it was added when you enabled features.

Importing Other Expense Assumptions

Use Other Assumption Load Template.csv to import other expense assumptions.

Row
Line 1 represents the Project Element dimension – use one line for each of the assumptions to be imported.

**Column**

Account members required to import assumptions. These members are in OPF_Other Assumptions.

- **OPF_Resource Name**
- **OPF_Vendor**—Sets the Vendor Smart List member for the line item.
- **OPF_Phase**—Sets the Phase Smart List member for the line item.
- **OPF_Expense Cash Flow Incidence**—Set the value for cash flow calculation.
- **OPF_Billable**—Applicable to Time Material Projects only – indicates if expense should be set to billable.
- **OPF_Other Expenses**—Expense amount assumption need to be imported by Month. You can either create a separate line for each month or you can use a template similar to Other Expense actual to import the monthly values more easily.

**Point of View**

- No Project is from the Project dimension.
- **OPF_Other** is from the Resource Class dimension.
- **OEP_No Entity** is from the Entity dimension.
- No Year is for appropriate member for the Smart List and Billable indicator, whereas FY16 is from the Year dimension for the Expense amount. You can import multiple years simultaneously.
- **OEP_Plan** is from the Scenario dimension. If you want to import forecast information set this field to the corresponding member.
- **OEP_Working** is from the Version dimension.
- **USD** is from the currency dimension if the application uses simplified multiple currency.
- **BegBalance** is applicable for the Smart List assignments where the actual month is to be imported.
- **Vendor 1** is for dimensions of the Vendor dimension, if it is added during enable time.
- **Phase 1** is for dimensions of the Phase dimension, if it is added during enable time.

**Importing Direct Expense Actuals and Direct Revenue Actuals**

Use [Actual Direct Expense Load Template.csv](#) or [Actual Direct Revenue Load Template.csv](#) to import actuals for direct expenses or direct revenue.

**Row**

In the rows is the Direct Expense/Direct Revenue related Account dimension.

The accounts to be imported using this file format can be found under OPF_Other Direct Costs in the account dimension. The accounts that actual data is imported to is
dependent on the type of project. Any expense accounts that have "Billable" in the name should be used for Contract Project Time Material type only.

**Column**

Months. You can import one month at a time or multiple months simultaneously.

**Point of View**

- Line 1 represents the Project Element dimension. If there are multiple lines, you must use a different Line member.
- Project 1 represents a member from the Project dimension.
- OPF_Direct Resource is from the Resource Class dimension.
- Entity 1 is from the Entity Dimension.
- FY16 is from the Year dimension. You can import multiple years simultaneously.
- OEP_Actual is from the Scenario dimension. If you want to import historical Plan or forecast information set this field to the corresponding member.
- OEP_Working is from the Version dimension.
- USD is from the Currency dimension if the application uses simplified multiple currency.
- No Vendor is for the Vendor dimension, if it was added during enablement.
- No Phases is the Phase dimension, if it was added during enablement.
- `<Custom Dimension>`—Any custom dimensions that you added when you enabled features.

**Importing Direct Expense Assumptions and Direct Revenue Assumptions**

Use `Direct Expense Assumption Load Template.csv` to import direct expense assumptions and `Direct Revenue Assumption Load Template.csv` to import direct revenue assumptions.

**Row**

Line 1 represents the Project Element dimension. Use one line for each assumption to import.

**Column**

The columns contain the account members you need to import assumptions. These members are in OPF_Direct Input Expense Assumptions:

- OPF_Expense Type or OPF_Revenue Type—Smart List for the account associated with the assumption
- OPF_Vendor—Vendor Smart List member for the line item.
- OPF_Phase—Phase Smart List member for the line item.
- OPF_Direct Expense Amount or OPF_Revenue Amount—Amount to import on a monthly basis. You can create a line for each month, or use a template similar to `OEP_PFP Actual Other Expense.csv` to import monthly values.

**Point of View**

- No Project is from the Project dimension.
• OPF_Direct Entry is from the Resource Class dimension.
• OEP_No Entity is from the Entity Dimension.
• No Year is for appropriate member for the Smart List and Billable indicator, whereas FY16 is from the Year dimension for the Expense or Revenue amount. You can import multiple years simultaneously.
• OEP_Plan is from the Scenario dimension. If you want to import forecast information set this field to the corresponding member.
• OEP_Working is from the Version dimension.
• No Vendor is from the Vendor dimension, if it was added when you enabled features.
• No Phases is from the Phases dimension, if it was added when you enabled features.
• USD is from the currency dimension if the application uses simplified multiple currency.
• BegBalance is applicable for the Smart List assignments where the actual month is to be imported.

Importing Revenue Actuals for Contract Time and Material Projects

Use Actual Revenue Time and Material Load Template.csv or Actual Revenue Time and Material No Emp Load Template.csv to import actuals for time and materials projects.

Project Revenue is based on the labor hours, equipment units, material units, and their associated billing rates. See Importing Standard Billing Rates (Contract Projects Only).

Row

Field 1 represents the Resource Class Dimension.

Detailed Resources should be placed on the rows, the resources themselves can be found in the Resource Class dimension under Detailed Resources.

• Detailed Jobs
• Detailed Materials
• Detailed Equipment
• OPF_Base Resource is used for all other Revenue for TM Projects

Column

Periods. You can import one month at a time or multiple periods simultaneously.

Point of View

• Unspecified Employee is from the Plan Element dimension. You can import to named employee if employees have been imported.
• No Project is from the Project dimension.
• OPF_Contract Revenue—Labor, OPF_Contract Revenue – Material, OPF_Contract Revenue – Equipment are all from the account dimension. Align the Resource class member to the account member.
  – OPF_Contract Revenue—Labor is applicable for Detailed Jobs.
OPF_Contract Revenue—Material is applicable for Detailed Material.
OPF_Contract Revenue—Equipment is applicable for Detailed Equipment.
OPF_Contract Revenue—Others is applicable for Base Resource.

- OEP_No Entity is from the Entity Dimension.
- No Vendor is from the Vendor dimension, if it was added when you enabled features.
- No Phases is from the Phases dimension, if it was added when you enabled features.
- OEP_Actual is from the Scenario dimension. If you want to import historical Plan or forecast information set this field to the corresponding member.
- OEP_Working is from the Version dimension.
- USD is from the currency dimension if the application uses simplified multiple currency.

### Importing Revenue Assumptions for Cost Plus Projects

Use **Cost Plus Assumptions Load Template.csv** to import assumptions to indicate what is the driver or drivers of Cost Plus Project.

#### Row

Line 1 is from the Project Element dimension. Each layer of Cost Plus contract should be entered on a line. If Cost Plus Margin % is simply on total you will only have one line.

#### Column

OPF_Cost Plus Driver sets the Smart List for the contract terms.

OPF_Cost Plus Margin % is the overall Margin % for the contract. If the Margin % varies by year or by month, the data should be imported in a similar manner to Cost Plus Revenue Actuals.

#### Point of View

- OPF_Cost Plus is from Resource Element dimension.
- No Project is from the Project dimension.
- Cost Plus Contract terms are entered to BegBalance No Year.
- OEP_No Entity is from the Entity Dimension.
- OEP_Plan is from the Scenario dimension. If you want to import forecast information set this field to the corresponding member.
- OEP_Working is from the Version dimension.
- USD is from the currency dimension if the application uses simplified multiple currency.
- No Vendor is from the Vendor dimension, if it was added when you enabled features.
- No Phases is from the Phases dimension, if it was added when you enabled features.
Importing Revenue Actuals for Cost Plus Projects

Use Actual Revenue Cost Plus Load Template.csv to import revenue actuals.

Row

OPF_Contract Revenue – Cost Plus is the Account to import revenue to for a Cost Plus Project

Column

Periods. You can import one month at a time or multiple periods simultaneously.

Point of View

• Line 1 represents the Project Element dimension. If there are multiple lines, you must use a different Line member.
• No Project is from the Project dimension.
• OPF_Base Resource is from the Resource Element dimension.
• OEP_No Entity is from the Entity Dimension.
• FY16 is from the Year dimension. You can import multiple years simultaneously.
• OEP_Actual is from the Scenario dimension. If you want to import historical Plan or forecast information set this field to the corresponding member.
• OEP_Working is from the Version dimension.
• USD is from the currency dimension if the application uses simplified multiple currency.
• No Vendor is from the Vendor dimension, if it was added when you enabled features.
• No Phases is from the Phases dimension, if it was added when you enabled features.

Importing Global Assumptions for Overhead

Use Overhead Assumptions Load Template.csv to import global assumptions.

Global assumptions can either be manually entered via forms or can be imported into Projects.

Row

Field 1 represents the Account dimension.

Column

OPF_Overhead Method—Sets the Smart List for the Overhead method for each type of overhead. The accounts to be imported using this file format can be found under OPF_Indirect Expense in the account dimension.

Point of View

• No Project is from the Project dimension.
• No Resource Class Resource is from the Resource Class dimension.
• OEP_No Entity is from the Entity Dimension.
• BegBalance is from the Period dimension.
• OEP_Plan is from the Scenario dimension. If you want to import historical Actuals or forecast information set this field to the corresponding member.
• OEP_Working is from the Version dimension.
• No Currency is from the currency dimension if the application uses simplified multiple currency.
• No Vendor is from the Vendor dimension, if it was added when you enabled features.
• No Phases is from the Phase dimension, if it was added when you enabled features.

Importing Overhead Rates

Use Overhead Rates Load Template.csv to import overhead rates.

Row

Line 1 represents the Account dimension. The account members that you import are loaded to OPF_Indirect Expense.

Column

Years for the overhead rates.

Point of View

• OPF_Overhead Rate—Account to which to import rates.
• No Project is from the Project dimension.
• No Resource Class Resource is from the Resource Class dimension.
• OEP_No Entity is from the Entity Dimension.
• BegBalance is from the Period dimension.
• No Vendor is from the Vendor dimension, if it was added when you enabled features.
• No Phases is from the Phase dimension, if it was added when you enabled features.
• OEP_Plan is from the Scenario dimension. If you want to import historical Actuals or forecast information set this field to the corresponding member.
• OEP_Working is from the Version dimension.
• No Currency is from the currency dimension if the application uses simplified multiple currency.

Importing Standard Rates

Use Standard Equipment Rates Load Template.csv, Standard Labor Rates Load Template.csv, and Standard Material Rates Load Template.csv to import Standard Rates for expense calculations. Members are loaded into the Resource Class dimension.
Import a standard rate for all applicable detailed resources members such as Labor, Equipment, and Materials. Each has their own account into which rates are imported.

**Column** contains account members

- OPF_Detailed Equipment Standard Cost is used for Detailed Equipment Resources.
- OPF_Detailed Jobs Standard Hourly Cost is used for Detailed Labor Resources.
- OPF_Detailed Material Standard Cost is used for the Detailed Material Resources.

**Point of View**

- No Project is from the Project dimension.
- OPF_Standard Labor is from the Plan element Dimension and should be used for all Labor Assumptions.
  
  OPF_Standard Equipment and OPF_Standard Material members should align with the members from the Account dimension.
- OEP_No Entity is from the Entity Dimension.
- BegBalance is from the Period dimension.
- OEP_Plan is from the Scenario dimension. If you want to import historical Actuals or forecast information set this field to the corresponding member.
- OEP_Working is from the Version dimension.
- USD is from the currency dimension if the application uses simplified multiple currency.
- No Vendor is from the Vendor dimension, if it was added when you enabled features.
  
  If rates vary by vendor, the file should contain multiple rows for the same Resource Class.
- No Phases is from the Phases dimension, if it was added when you enabled features.

**Importing Standard Billing Rates (Contract Projects Only)**


**Row**

Import Standard Billing Rates to the members in the Resource Class dimension. A Standard Billing Rate should be imported for all applicable detailed resources members. Detailed Resource planning can be for Labor, Equipment and Materials. Each has their own account into which rates are imported.

**Column**

The columns contain these accounts:
• OPF_Detailed Equipment Standard Billing Rate—For Detailed Equipment Resources
• OPF_Detailed Material Standard Billing Rate—For Detailed Material Resources
• OPF_Detailed Jobs for Detailed Labor Resources.

**Point of View**

• No Project—From the Project dimension
• OPF_Standard Labor—From the Plan Element dimension. Use this for all Labor Assumptions.
• OPF_Equipment Standard Billing Rate and OPF_Material Standard Billing Rate members—Align with Account members.
• OPF_Onsite and Offsite Standard Billing Rate—For Detailed Labor Resources
• BegBalance—From the Period dimension.
• OEP_Plan—From the Scenario dimension. To import historical Actuals or forecast, specify the corresponding member.
• OEP_Working—From the Version dimension.
• USD is from the currency dimension if the application uses simplified multiple currency.
• No Vendor is from the Vendor dimension, if it was added when you enabled features.
• No Phases is from the Phase dimension, if it was added when you enabled features.

**Importing Working Days and Hours**

Use `Working Days and Hours Load Template.csv` to import standard working days and hours, when Integration from Workforce is not selected. **Column**

Contains account members.

• OPF_Working Hours per Day
• OPF_Working Days per Month

**Point of View**

• Working days and hours are imported to the No Project Element and No Resource class members.
• No Project is from the Project dimension.
• OEP_No Entity is from the Entity Dimension.
• BegBalance is from the Period dimension.
• No Vendor is from the Vendor dimension, if it was added when you enabled features.
• No Phases is from the Phases dimension, if it was added when you enabled features.
• OEP_Plan is from the Scenario dimension.
• OEP_Working is from the Version dimension.
• No Currency is from the currency dimension if the application uses simplified multiple currency.

Importing Financial Project Benefits Assumptions

Use Financial Benefit Assumption Load Template.csv to import financial project benefit assumptions.

Row

OPF_PB Line 1 is from the Project Element dimension. Each Benefit should go to a different benefit line.

Column

• OPF_Impacted Account sets the Smart List to link the benefit to a natural Account.
• OPF_Financial Benefits is a text field.
• OPF_Financial Benefit Amount is the value of the benefit. This assumption needs to be entered in the applicable month or months.

Point of View

• No Project is from the Project dimension.
• OPF_Base Resource is a member from the Project Resource dimension.
• Impacted Account and Financial Benefit textural value are entered to BegBalance No Year.
• OEP_No Entity is from the Entity Dimension.
• OEP_Plan is from the Scenario dimension. If you want to import forecast information, set this field to the corresponding member.
• OEP_Working is from the Version dimension.
• USD is from the currency dimension if the application uses simplified multiple currency.
• No Vendor is from the Vendor dimension, if it was added when you enabled features.
• No Phases is from the Phases dimension, if it was added when you enabled features.

Importing Financial Project Benefits Actuals

Use Actual Financial Benefit Load Template.csv to import financial project benefit actuals.

Row

Field 1 represents the Account dimension that the benefit is applicable to.

Column

Months. You can import one month at a time or multiple months simultaneously.

Point of View

• OPF_PB Line 1 represents a member from the Project Element dimension.
• No Project is from the Project dimension.
Importing Non Financial Project Benefits Assumptions

Use Non Financial Benefit Assumption Load Template.csv to import non financial project benefit assumptions.

Row

OPF_PB Line 1 is from the Project Element dimension. Each Benefit should go to a different benefit line.

Column

- OPF_Non Financial Benefits sets the Smart List to your non financial benefit items. Non Financial Benefit Smart List needs to be populated with the customized list of perceived benefits.
- OPF_Benefit Description is a text field.
- OPF_Quantative Measure is the value of the benefit. This assumption needs to be entered in the applicable month or months.

Point of View

- No Project is from the Project dimension.
- OPF_Base Resource is a member from the Project Resource dimension.
- Impacted Account and Financial Benefit textual value are entered to BegBalance No Year. OPF_Quantative Measure should be entered per month.
- OEP_No Entity is from the Entity Dimension.
- OEP_Plan is from the Scenario dimension. If you want to import forecast information, set this field to the corresponding member.
- OEP_Working is from the Version dimension.
- No Vendor is from the Vendor dimension, if it was added when you enabled features.
- No Phases is from the Phase dimension, if it was added when you enabled features.
- USD is from the currency dimension if the application uses simplified multiple currency.
Importing Expense Allocations

Use Allocate Expense To Assets Load Template.csv to import expense allocations for capital project assets, if you are integrating Projects with Capital.

Row

Line 1 is from the Project Element dimension. Each row allocates a % of a category of expense to a CIP Asset in Capital (Construction in Progress Asset).

Column

- OPF_Project Expenses—Sets the Smart List value for the project expense account which needs to be allocated.
- OPF_Capital Expenses—Sets the Smart List value for the Capital Expense account. Expenses allocated to the asset goes to this account in Capital.
- OPF_Capitalization—Specify the % of expense to be allocated to the asset.
- OPF_Asset Class—Sets the Smart List value for the Asset Class account. This corresponds to the asset class members in Capital which CIP asset is associated to.
- OPF_Asset Details—Sets the Smart List value for the CIP asset to which allocation is being done. The assets correspond to the Asset Detail members in Capital.

Point of View

- No Project is from the Project dimension.
- No Resource Class is from the Resource Class dimension.
- OEP_No Entity is from the Entity Dimension.
- No Year is from the Years dimension.
- OEP_Working is from the Version dimension.
- USD is from the currency dimension if the application uses simplified multiple currency.
- No Vendor is from the Vendor dimension, if it was added when you enabled features.
- No Phases is from the Phase dimension, if it was added when you enabled features.
- BegBalance is from the Period dimension.

Note:

For the first data import, run the rules required to process and calculate the data: OPF_Rollup Projects and Rollup Project Cube. If you imported actuals, run Prepare Detailed Forecast Data and Prepare High Level Forecast Data.
Importing Capital Data

Depending on the features you've enabled, the following templates are available in the Capital zip file:

- ExistingIntangibleLoad.csv
- ExistingLeaseLoad.csv
- ExistingTangibleLoad.csv
- PeriodIntangibles.csv
- PeriodLease.csv
- PeriodTangibles.csv

The templates are created based on the dimensionality of your application, and include any custom dimensions you added when you enabled features.

Import Capital data using the following templates and guidelines.

Importing Asset Detail Properties

Use these templates to import asset detail properties, such as laptop names, price, and depreciation type:

- ExistingTangibleLoad.csv
- ExistingLeaseLoad.csv
- ExistingIntangibleLoad.csv

Use these guidelines:

- Columns—Column1 refers to the Asset Class dimension.
- Rows—Each asset detail must have data for three rows.
  - Row 1 imports data at NoYear, USD, BegBalance. Modify these values to specify the correct year, currency, and so on.
  - Row 2 imports data to FY16, No currency, Begbalance. Modify these values as required.
  - Row 3 imports data to No year, No currency, Begbalance. Modify these values as required.
- Point of View
  Replace OEP_No Entity in the Point of View with the actual Entity.

Importing Actuals

Use these templates to import actuals for assets:

- PeriodTangibles.csv
- PeriodIntangibles.csv
- PeriodLease.csv

Use these guidelines:

- Columns—refers to Account members.
• **Rows**
  
  – Rows 5 - 16 (Jan, Dec) refer to one year's calculated actual expense to be imported for FY16. If data for FY15 has to be imported, then you must add a new set of rows for FY.

  – Row 17: NoYear-> Begbalance-USD combination has computed basic cost. For each asset detail there needs to be only one row.

  – Row 18: Data at NoYear->BegBalance->NoCurrency. Import asset detail information such as purchase date, inservice date, description, and justification.

• **Point of View**
  
  – Use actual children of OCX_Total Major Assets for OCX_Total Major Assets.

  – Use actual members of OCX_Tangible Assets for OCX_Tangible Assets.

  – Use actual members of Entity in place of OEP_No Entity.
Updating Artifacts

Related Topics

- Updating Workforce Artifacts to Use New Features
- Updating Capital Artifacts

Updating Workforce Artifacts to Use New Features

Overview

Enhancements available in certain releases, described here, require updates to some provided artifacts.

- If you haven't modified these artifacts (described below), the artifacts and features are available to you automatically with the release.
- Because customized artifacts aren't updated during a new release, if you've customized these artifacts and want to take advantage of the new features, perform these steps:

  1. Perform a full backup after the update and download it locally.
  2. Review the list of modified artifacts and consider whether the enhancements in the monthly update address the modifications you've made to artifacts. Evaluate whether you want to restore the modified artifacts to take advantage of the new features, and whether you will need to re-apply some or all of your modifications.

Tip:

For any artifacts listed below that you have modified, consider creating a copy of your modified artifact and using that as a reference for the changes you made to it.

Note:

Obsolete artifacts remain available for your use but will no longer be enhanced and could be removed from active forms, menus, dashboards, and so on.

3. After the update, reverse the customizations to the artifacts you've identified to restore the artifacts to the provided format. See Reversing Customizations.

4. Re-implement your customizations to the artifacts, if necessary.

5. For any restored Calculation Manager rules or templates, after they are final, be sure to deploy the updated rules or templates to the application for any impacted artifacts. See Showing the Usages of a Custom Template and Deploying Business Rules and Business Rule sets.
June 2019 Update

The following information describes modified artifacts resulting from a fixed defect in the 19.06 update.

Table C-1  June 2019 Update - Workforce Modified Artifacts

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<th>Modified Artifacts</th>
<th>New Artifacts</th>
<th>Obsolete Artifacts</th>
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<td>OWP_Assign Compensation Defaults</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Groovy Templates</td>
<td>• OWP_Add Requisition_GT</td>
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<td>NA</td>
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<tr>
<td></td>
<td>• OWP_Change Requisition_GT</td>
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<td></td>
<td>• OWP_Change Existing Details_GT</td>
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</tbody>
</table>

May 2019 Update

The following information describes new and modified artifacts related to the enhancements in the May 2019 update.

Table C-2  May 2019 Update - Workforce Enhancements

<table>
<thead>
<tr>
<th>Artifact Type</th>
<th>Modified Artifacts</th>
<th>New Artifacts</th>
<th>Obsolete Artifacts</th>
</tr>
</thead>
<tbody>
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<td>• Synchronize Defaults</td>
<td>Copy Compensation Details from BegBalance to Periods</td>
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<tr>
<td></td>
<td>• Synchronize Definition</td>
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<td>• Process Loaded Data</td>
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<td>• Change Job</td>
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<td>• Associate Employee</td>
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<td></td>
<td>• Calculate Existing Employee</td>
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<td>• Calculate New Hire Compensation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Calculate Compensation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note to updating customers: Run the rule 1 X Copy Compensation Details from BegBalance to Periods one time immediately after updating the May 2019 content to copy compensation details from BegBalance to all periods.
## Table C-2  (Cont.) May 2019 Update - Workforce Enhancements

<table>
<thead>
<tr>
<th>Artifact Type</th>
<th>Modified Artifacts</th>
<th>New Artifacts</th>
<th>Obsolete Artifacts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Calculation Manager</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Templates</strong></td>
<td>• Synchronize Defaults</td>
<td>• Enable Job_T</td>
<td>• Change Requisition_T</td>
</tr>
<tr>
<td></td>
<td>• Synchronize Definition</td>
<td>• Change Existing Details_T</td>
<td>• Add Job_T</td>
</tr>
<tr>
<td></td>
<td>• Process Loaded Data_T</td>
<td></td>
<td>• Change Employee Status_T</td>
</tr>
<tr>
<td></td>
<td>• Change Job</td>
<td></td>
<td>• Assign Compensation Defaults</td>
</tr>
<tr>
<td></td>
<td>• Assign Compensation_T</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Assign Target Defaults</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Calculate Employee Compensation_T</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Transfer Out_T</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Associate Employee</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Groovy Rules</strong></td>
<td>• Incremental Synchronize Defaults</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td></td>
<td>• Incremental Synchronize Definition</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Incremental Process Data and Synchronize Definition</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Incremental Process Data and Synchronize Defaults</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Groovy Templates</strong></td>
<td>• Add Requisition_GT</td>
<td>• Enable Job_GT</td>
<td>• NA</td>
</tr>
<tr>
<td></td>
<td>• Change Requisition_GT</td>
<td>• Change Salary_GT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Incremental Synchronize Defaults_GT</td>
<td>• Change Existing Details_GT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Incremental Synchronize Definition_GT</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Incremental Synchronize Definition_GT</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Incremental Process Data and Synchronize Definition_GT</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>• Incremental Process Data and Synchronize Defaults_GT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Appendix C
Updating Workforce Artifacts to Use New Features

C-3
**Table C-2 (Cont.) May 2019 Update - Workforce Enhancements**

<table>
<thead>
<tr>
<th>Artifact Type</th>
<th>Modified Artifacts</th>
<th>New Artifacts</th>
<th>Obsolete Artifacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forms</td>
<td>• Employee Properties</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td></td>
<td>• Job Properties</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Identify Invalid Data</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Process Data and Synchronize Definition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Menus</td>
<td>Existing Actions</td>
<td>• Employee Actions</td>
<td>NA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Job Actions</td>
<td></td>
</tr>
<tr>
<td>Member Formulas</td>
<td>OWP_Basic Salary</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Smart Lists</td>
<td>NA</td>
<td>Employee Options</td>
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</tr>
</tbody>
</table>

**February 2019 Update**

The following information describes new and modified artifacts related to the incremental data load functionality in the February 2019 update.

**Table C-3 February 2019 Update - Enhancements Related to Incremental Data Load**

<table>
<thead>
<tr>
<th>Artifact Type</th>
<th>Modified Artifacts</th>
<th>New Artifacts</th>
<th>Obsolete Artifacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculation Manager Rules</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Calculation Manager Templates</td>
<td>OWP_Process Loaded Data_T</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td></td>
<td>OWP_Synchronize Definition</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>OWP_Synchronize Defaults</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>OWP_Fix Parallel_T</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Groovy Rules</td>
<td>NA</td>
<td>• OWP_Incremental Process Data with Synchronize Defaults</td>
<td>NA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• OWP_Incremental Process Data with Synchronize Definition</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• OWP_Incremental Synchronize Defaults</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• OWP_Incremental Synchronize Definition</td>
<td></td>
</tr>
</tbody>
</table>
### November 2018 Update

The following information describes new and modified artifacts related to the performance enhancements in the Add Hiring Requisition rule in the November 2018 update.

---

**Table C-3 (Cont.) February 2019 Update - Enhancements Related to Incremental Data Load**

<table>
<thead>
<tr>
<th>Artifact Type</th>
<th>Modified Artifacts</th>
<th>New Artifacts</th>
<th>Obsolete Artifacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Groovy Templates</td>
<td>NA</td>
<td>• OWP_Incremental Process Data with Synchronize Defaults_GT</td>
<td>NA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• OWP_Incremental Process Data with Synchronize Definition_GT</td>
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<tr>
<td></td>
<td></td>
<td>• OWP_Incremental Synchronize Defaults_GT</td>
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<tr>
<td></td>
<td></td>
<td>• OWP_Incremental Synchronize Definition_GT</td>
<td></td>
</tr>
<tr>
<td>Forms</td>
<td>NA</td>
<td>• Process Data and Synchronize Defaults</td>
<td>NA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Process Data and Synchronize Definition</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Synchronize Defaults</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Synchronize Definition</td>
<td></td>
</tr>
<tr>
<td>Vertical Tab</td>
<td>NA</td>
<td>Mass Update</td>
<td>NA</td>
</tr>
<tr>
<td>Horizontal Tabs</td>
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<td>• Process Data and Synchronize Defaults</td>
<td>NA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Process Updated Data</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Synchronize Defaults</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Synchronize Definitions</td>
<td></td>
</tr>
<tr>
<td>Data Import Templates</td>
<td>• EJ_EmployeePropertiesDataLoad_Plan</td>
<td>NA</td>
<td>NA</td>
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<tr>
<td></td>
<td>• EO_EmployeePropertiesDataLoad_Plan</td>
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</table>

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Table C-4  November 2018 Update - Enhancements Related to Add Hiring Requisition Rule Performance

<table>
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<th>Artifact Type</th>
<th>Modified Artifacts</th>
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<th>Obsolete Artifacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculation Manager</td>
<td>Add Requisition_GT</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Rules</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculation Manager</td>
<td>OWP_Add Requisition_T</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Templates</td>
<td>OWP_Assign Compensation_T</td>
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</table>

September 2018 Update

The following information describes new and modified artifacts related to the performance enhancements in the September 2018 update.

Table C-5  September 2018 Update - Enhancements Related to Performance Improvements

<table>
<thead>
<tr>
<th>Artifact Type</th>
<th>Modified Artifacts</th>
<th>New Artifacts</th>
<th>Obsolete Artifacts</th>
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</thead>
<tbody>
<tr>
<td>Calculation Manager</td>
<td>OWP_Process Loaded Data</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Rules</td>
<td>OWP_Synchronize Defaults</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>OWP_Synchronize Definition</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>OWP_Plan Departure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculation Manager</td>
<td>OWP_Process Loaded Data_T</td>
<td>OWP_Fix Parallel_T</td>
<td>NA</td>
</tr>
<tr>
<td>Templates</td>
<td>OWP_Synchronize Definition</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>OWP_Synchronize Defaults</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>OWP_Add Requisition_T</td>
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<td>Members</td>
<td>OWP_Utilization</td>
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July 2018 Update

The following information describes new and modified artifacts in the July 2018 update.
### Table C-6  July 2018 - Enhancements Related to Add Requisition

<table>
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<tr>
<th>Artifact Type</th>
<th>Modified Artifacts</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Calculation Manager Rules</td>
<td>NA</td>
<td>• OWP_Add Requisition_GT</td>
<td>• OWP_Add TBH</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• OWP_ChangeRequisition_GT</td>
<td>• OWP_ChangeHiringRequisitionStatus</td>
</tr>
<tr>
<td>Calculation Manager Templates</td>
<td>NA</td>
<td>• OWP_Add Requisition_T</td>
<td>• OWP_Add TBH_T</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• OWP_AssignCompensation_T</td>
<td>• OWP_ChangeHiringRequisitionStatus_T</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• OWP_ChangeRequisition_T</td>
<td></td>
</tr>
<tr>
<td>Smart Lists</td>
<td>OWP_Status</td>
<td>• OWP_SalaryOptions</td>
<td>NA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• OWP_RequisitionOptions</td>
<td></td>
</tr>
<tr>
<td>Menus</td>
<td>New Hire Actions</td>
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<td>NA</td>
</tr>
<tr>
<td></td>
<td>Menu Item-Add Hiring Requisition</td>
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</tr>
<tr>
<td></td>
<td>Change Requisition Status</td>
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<td></td>
</tr>
</tbody>
</table>

### July 2018 Update - Enhancements Related to Benefits and Tax Wizard Calculations

<table>
<thead>
<tr>
<th>Artifact Type</th>
<th>Modified Artifacts</th>
<th>New Artifacts</th>
<th>Obsolete Artifacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculation Manager Rules</td>
<td>OWP_Synchronize Defaults</td>
<td>• OWP_Copy Rates Across Entities</td>
<td>NA</td>
</tr>
<tr>
<td></td>
<td>OWP_Synchronize Definition</td>
<td>• OWP_Copy Rates to Months</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OWP_Process Loaded Data</td>
<td>• OWP_Copy Rates from Periodicities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OWP_Transfer</td>
<td>• OWP_Copy Rates Across Years</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OWP_Transfer In</td>
<td>• OWP_Associate Employee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OWP_Change Job</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>OWP_Associate Employee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculation Manager Templates</td>
<td>OWP_Synchronize Defaults</td>
<td>• OWP_Copy Rates Across Entities</td>
<td>NA</td>
</tr>
<tr>
<td></td>
<td>OWP_Synchronize Definition</td>
<td>• OWP_Copy Rates to Months</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OWP_Assign Compensation Defaults</td>
<td>• OWP_Copy Rates from Periodicities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OWP_Assign Target Defaults</td>
<td>• OWP_Copy Rates Across Years</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• OWP_CheckRatesAvailability at Months_T</td>
<td></td>
</tr>
<tr>
<td>Artifact Type</td>
<td>Modified Artifacts</td>
<td>New Artifacts</td>
<td>Obsolete Artifacts</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------------</td>
<td>---------------</td>
<td>--------------------</td>
</tr>
</tbody>
</table>
| **Members**  | • All ten base accounts under each parent: OWP_Total Earnings, OWP_Total Benefits, and OWP_Total Taxes  
• Provided children of OWP_Tiers and OWP_Options in the OEP_WFSC cube are now set to a Time Balance Property of Balance. The Time Balance property of custom members added under parent members OWP_Options and OWP_tiers should also be changed to Balance. | In the Property dimension:  
• OWP_Custom Expense  
• OWP_One Time Pay | NA |
| **Smart Lists** | OWP_Payment Frequency | • OWP_Component Type  
• OWP_One Time Pay | NA |
| **Forms**   | • OWP_Rate Table  
• OWP_Rate Table - Simple  
• OWP_Rate Table - Threshold | NA | NA |
| **Menus**   | NA | OWP_Copy Rates | NA |
### Data Load Templates

<table>
<thead>
<tr>
<th>Artifact Type</th>
<th>Modified Artifacts</th>
<th>New Artifacts</th>
<th>Obsolete Artifacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>EJ_Earnings,Benefits and Taxes-Properties</td>
<td></td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>EO_Earnings,Benefits and Taxes-Properties</td>
<td></td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>JO_Earnings,Benefits and Taxes-Properties</td>
<td></td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>EJ_Earnings,Benefits and Taxes-Rates</td>
<td></td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>EO_Earnings,Benefits and Taxes-Rates</td>
<td></td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>JO_Earnings,Benefits and Taxes-Rates</td>
<td></td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

### Updating Capital Artifacts

If you are using Capital, product enhancements in some updates require you to update certain artifacts, if you've modified them. If you've customized Capital artifacts, review this section.

Beginning with the April 2019 release, Capital forms and rules have been updated to allow different planning years for the Plan and Forecast scenarios. Previously, the Planning and Forecast Preparation configuration task for Capital set the &OEP_YearRange substitution variable for both Plan and Forecast scenario. References to this substitution variable are being discontinued.

With the April 2019 update, Capital has updated all business rules to use methods that read the start year and end year from the Planning and Forecast configuration separately for each scenario. Forms are modified to display data based on the start and end periods for the scenario. When the update is applied, if you haven't modified these forms and business rules:

- Predefined forms are updated.
- Predefined business rules are updated.

Because customized artifacts aren't updated during a new release, if you've customized forms or business rules, note the following.

- If you've modified rules that rely on the &OEP_YearRange substitution variable, update the rules to use these functions (either in Business Rules or Groovy rules):
  - `[[PlanningFunctions.getModuleStartYear("CAPITAL",{Scenario})]]` — Returns start year of given scenario
  - `[[PlanningFunctions.getModuleENDYear("CAPITAL",{Scenario})]]` — Returns end year of given scenario

- Update custom forms for Capital to use ILvl0Descendants of "All Years" instead of &OEP_YearRange.