Oracle® Fusion Cloud EPM

Administering Tax Reporting



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A Tax Reporting Best Practices

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1

Creating and Running an EPM Center of Excellence

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

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

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

The EPM CoE team:

- Ensures cloud adoption, helping your organization get the most out of your Oracle Fusion Cloud EPM investment
- Serves as a steering committee for best practices
- Leads EPM-related change management initiatives and drives transformation

All customers can benefit from an EPM CoE, including customers who have already implemented EPM.

How Do I Get Started?

Click to get best practices, guidance, and strategies for your own EPM CoE: Introduction to EPM Center of Excellence.

Learn More

- Watch the Cloud Customer Connect webinar: Creating and Running a Center of Excellence (CoE) for Cloud EPM
- Watch the videos: Overview: EPM Center of Excellence and Creating a Center of Excellence.
- See the business benefits and value proposition of an EPM CoE in *Creating and Running an EPM Center of Excellence*.

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2

Tax Reporting Overview

Tax Reporting is a comprehensive global tax provision solution for multinational companies reporting under GAAP (Generally Accepted Accounting Principles) or IFRS (International Finance Reporting Standards). The solution encompasses all stages of the corporate tax provision process, including tax automation, data collection, tax provision calculation, return-to-accrual automation, tax reporting and analysis, and Country by Country Reporting (CbCR).

> **Note**
>
> This guide is designed for administrators implementing and maintaining the Tax Reporting application.

Tax Reporting provides a starting point for a new implementation of a Tax Reporting application.

Tax Reporting calculates your company's global tax provision, effective tax rate, and deferred tax for tax provisioning purposes. The application complies with the standards for accounting for income taxes under US GAAP and IFRS.

Tax Reporting can use the same platform as your corporate close process and therefore may be directly integrated utilizing the same metadata. As one solution, consolidated pretax income can be reported by legal entity to calculate the consolidated income tax provision. When corporate accounting finalizes the period-end close and all required amounts, such as permanent and temporary differences, tax rates, and foreign exchange rates, are entered in the system, Tax Reporting automatically calculates the current and deferred income tax provisions by legal entity and by jurisdiction.

From the provision calculation, Tax Reporting produces a journal entry and draft income tax financial statement disclosure, complete with supporting schedules. The supporting schedules provide details for the required disclosures in the income tax footnote to the financial statements, including:

- Pretax income by foreign and domestic entities
- Consolidated tax provision by current and deferred tax expense
- Consolidated and statutory effective tax rate reconciliations
- Composition of deferred tax assets, liabilities, and valuation allowance (as required)

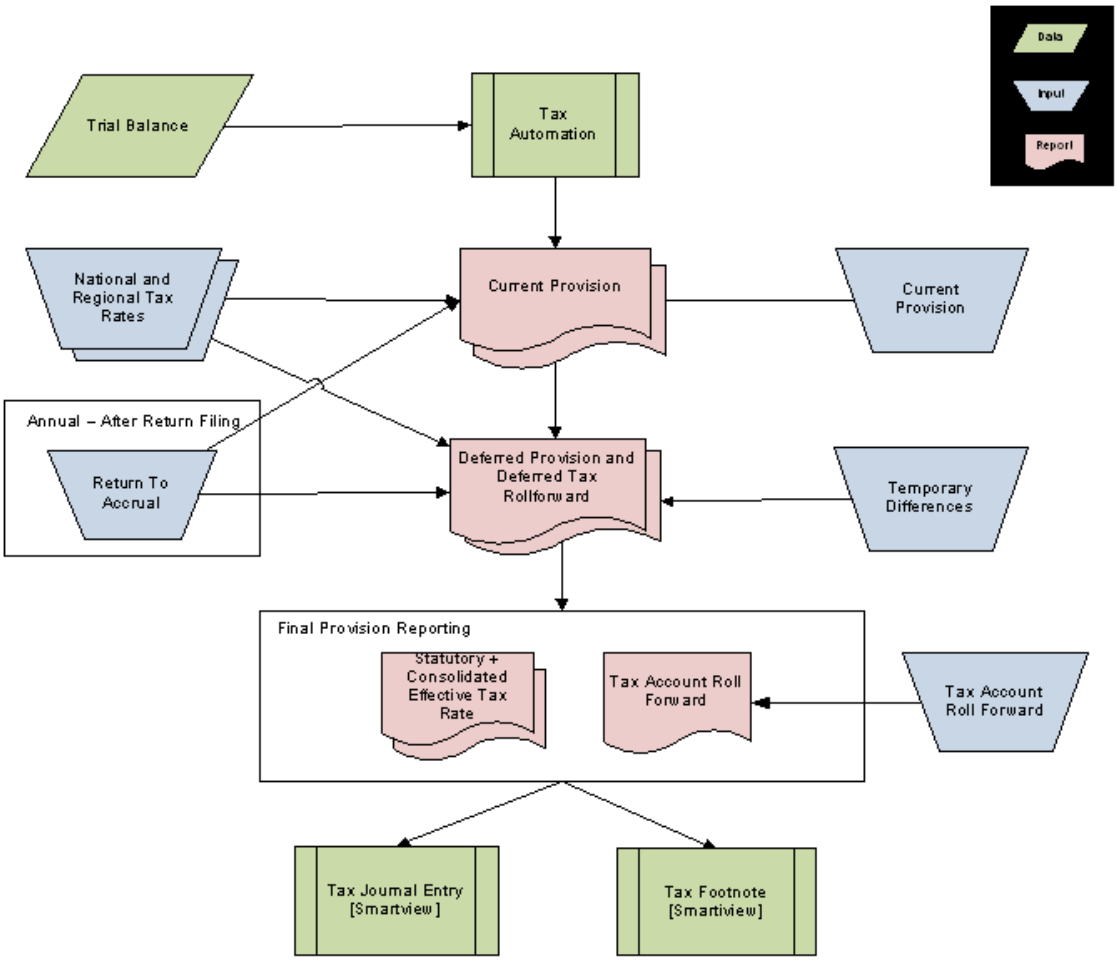
Watch the overview video:  Getting Started With Tax Reporting Cloud.

Tax Provision Process

The Tax Reporting process enables you to prepare a full tax provision based on year-to-date numbers. The global provision process starts at the legal entity level in the desired reporting standard (for example, US GAAP or IFRS) and the local currency).

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The following flowchart details the tax process of Tax Reporting.



To begin the process, the Administrator imports the trial balance data by legal entity into Tax Reporting.

After the data is loaded, the Administrator runs the Tax Automation process to load and populate the provision schedules with the data from the trial balance (for example, Net Income Before Tax, and selected permanent and temporary differences).

When the Tax Automation process is complete, enter the remaining data using the prebuilt data forms, or through submissions from Oracle Smart View for Office. This data includes:

- Tax rates
- Non-automated amounts for pretax income adjustments or reclassifications
- Non-automated amounts for permanent and temporary differences
- Any additional provision items
- Return to Accrual amounts
- Manual activity in the Tax Account RollForward (for example, payments, refunds, reclassifications)
- Any adjustments to automated amounts to remove differences that may exist within the trial balance (for example, travel expenses included in Meals and Entertainment)

After the automated and manual amounts are input, the system calculates:

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- Current Provision
- Deferred Provision
- Deferred Tax RollForward
- Tax Account RollForward
- Effective Tax Rate reconciliations in the reporting currency and local currency

The following forms and reports are available in the application:

- Current Provision
- Temporary Difference RollForward
- Deferred Tax RollForward
- Effective Tax Rate Reconciliation - Consolidated
- Effective Tax Rate Reconciliation - Statutory
- Tax Account RollForward
- Tax Journal Entry (using Smart View and based on the Tax Account RollForward)
- Tax Footnote (using Smart View and based on Current Provision and Deferred Tax RollForward

Which Tasks Do I Do First?

Read through this topic completely before performing any of the tasks using Tax Reporting.

- Familiarize yourself with the contents of the *Getting Started Guide for Administrators* . You may also be interested in the *Getting Started Guide for Users*.
- Meet the browser and other requirements in Browser,Smart View, and Excel Usage Information in *Getting Started Guide for Administrators*.
-  Get familiar with Tax Reporting by accessing the Academy, and watching videos such as the following:
  - Overview: Getting Started With Tax Reporting Cloud
  - Overview: Tour of Tax Reporting Cloud
  - Creating a Tax Reporting Application in Oracle Tax Reporting Cloud
  - Overview: Configuring a Tax Reporting Application
  - Overview: Understanding Security in Tax Reporting Cloud
  - Overview: Working With Metadata in Tax Reporting Cloud
  - Overview: Loading Data in Tax Reporting Cloud
  - Configuring Entities and Jurisdictions in Tax Reporting Cloud
  - Configuring Permanent Differences in Tax Reporting Cloud
  - Configuring Temporary Differences in Tax Reporting Cloud
  - Overview: Supplemental Data in Tax Reporting Cloud
  - Overview: Country by Country Reporting with Oracle Cloud EPM

For Administrators:

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Get familiar with these additional features:

- Understand daily backups and maintenance time actions. See Backing Up and Restoring an Environment Using the Maintenance Snapshot in *Getting Started Guide for Administrators*

  .

- Configure Sender Policy Framework (SPF) record for Oracle Cloud Emails. See Configuring SPF Record for Email Verification in *Getting Started Guide for Administrators*.
- Understand security and create users and assign roles. See Secure Access to Cloud Environments by Oracle, Creating User, and *Assigning Roles to Users* in *Getting Started Guide for Administrators*.
- Review Readiness Information: Links to the Oracle Cloud Readiness site for Tax Reporting, where you can review information about what's new in each release.

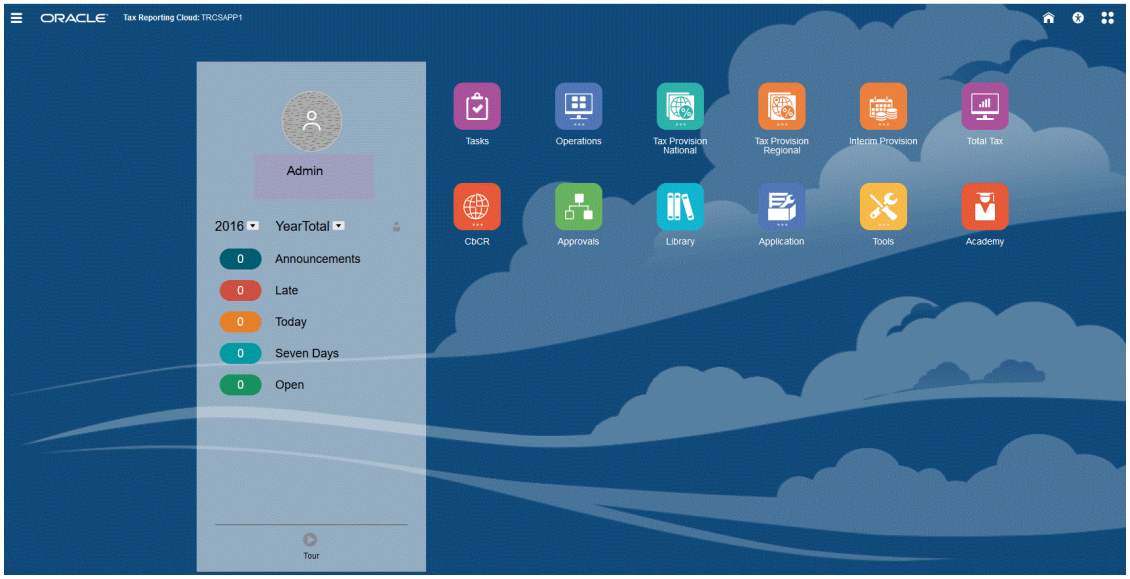
Overview of the Home Page

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

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

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

Example Home Page Displaying the Default Redwood Theme



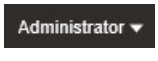
See also: Configuring Appearance in *Getting Started Guide for Administrators*

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Global Header

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

Parts of the global header from left to right:

Global Header Part	Description
	The Navigator icon opens the **Navigator** menu, which serves as a sitemap of the business process and displays links to all of the business process pages to which you have access. **Note** Some of the links in the **Navigator** menu are available only if you're accessing the business process from the desktop.
	Click the Oracle logo to return to the Home page while working elsewhere in the business process. You can display a custom logo instead of the Oracle logo by selecting a **Logo Image** on the **Appearance** page.
Business Process Name	The name of the current business process. You can hide the business process name by selecting **No** for the **Display Business Process Name** option on the **Appearance** page.
	The Home icon refreshes the Home page or returns you to the Home page while working elsewhere in the business process.
	Click the Accessibility Settings icon to enable accessibility features.
	If you belong to multiple groups or if a navigation flow is assigned to a role, click the navigation flow icon to switch navigation flows at runtime.
	Click your user name to access the **Settings and Actions** menu.

Work Area

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

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

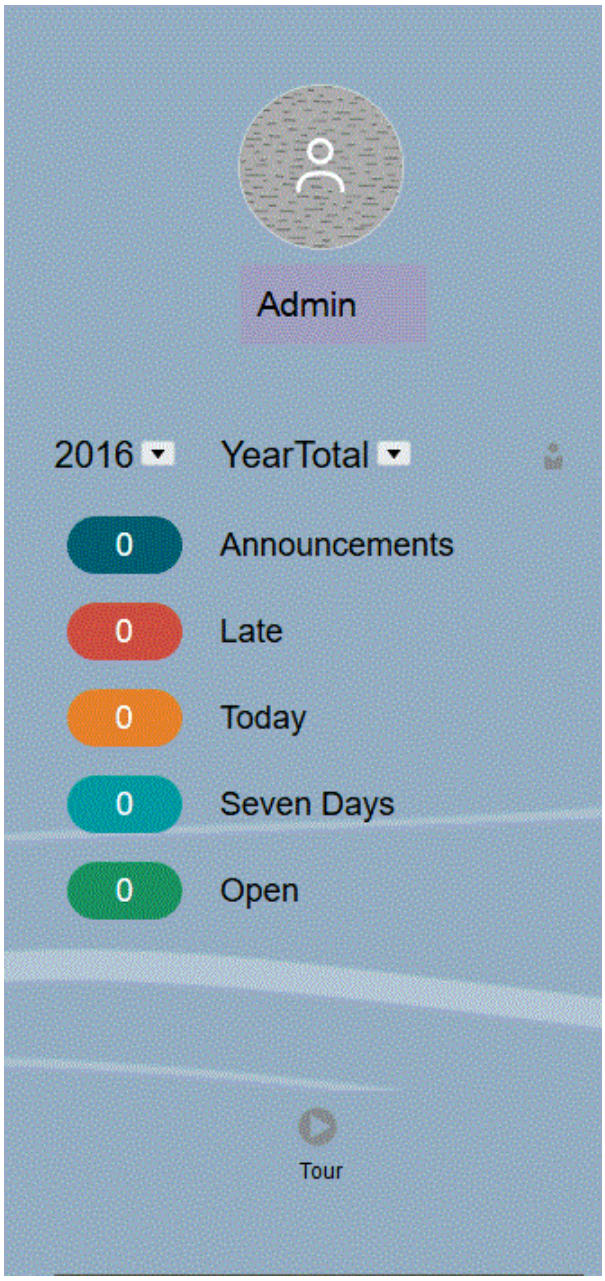
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Infolet Navigation

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

Announcements Panel

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



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

Videos

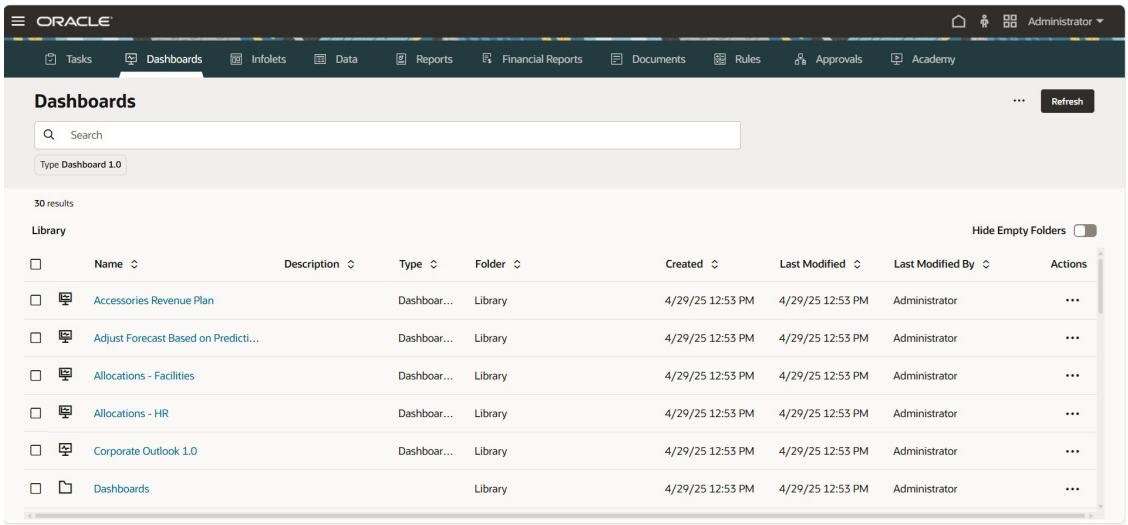
Your Goal	Watch This Video
Explore the default Redwood theme.	Overview: Announcing Oracle Cloud EPM - New Redwood Theme
Learn how to customize the interface to streamline workflow.	Overview: Customizing Workflow in Enterprise Performance Management Cloud

About the Standardized Cloud EPM Platform Artifact Pages

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

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

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



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Viewing Artifact Pages

To view the artifact pages:

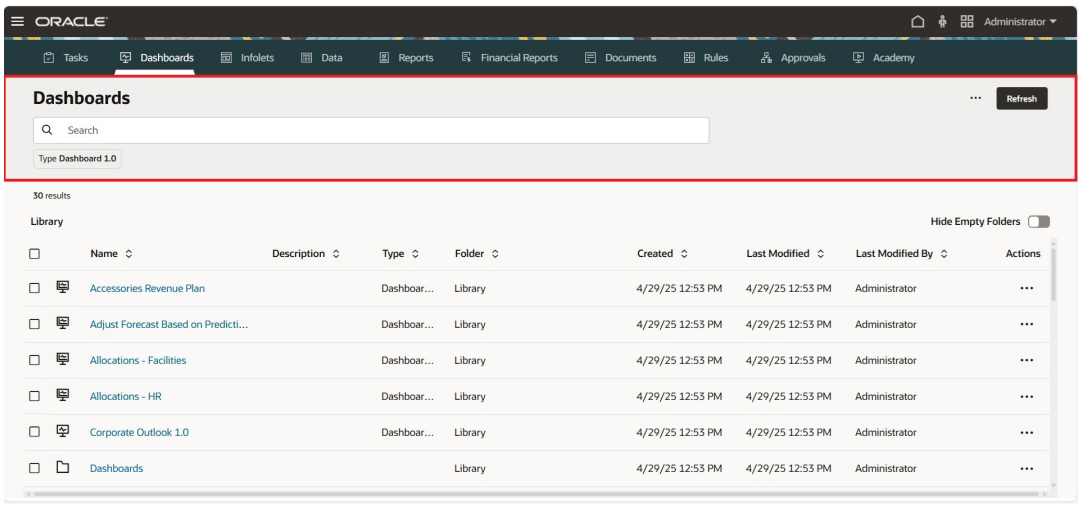
1. From the Home page, click the icon for **Rules**, **Dashboards**, **Data**, or **Infolets**.
2. For **Documents**, click the icon for **Reports**, and then click the **Documents** tab.

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

Features of the Standardized Artifact Pages

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

- Header region features:



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

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

  - **Refresh**: Updates the artifact list
  - **Search**: Enter search criteria and the search results will display in a drop-down under the **Search** box. Click **Enter** to view the search results in the list region. Search results

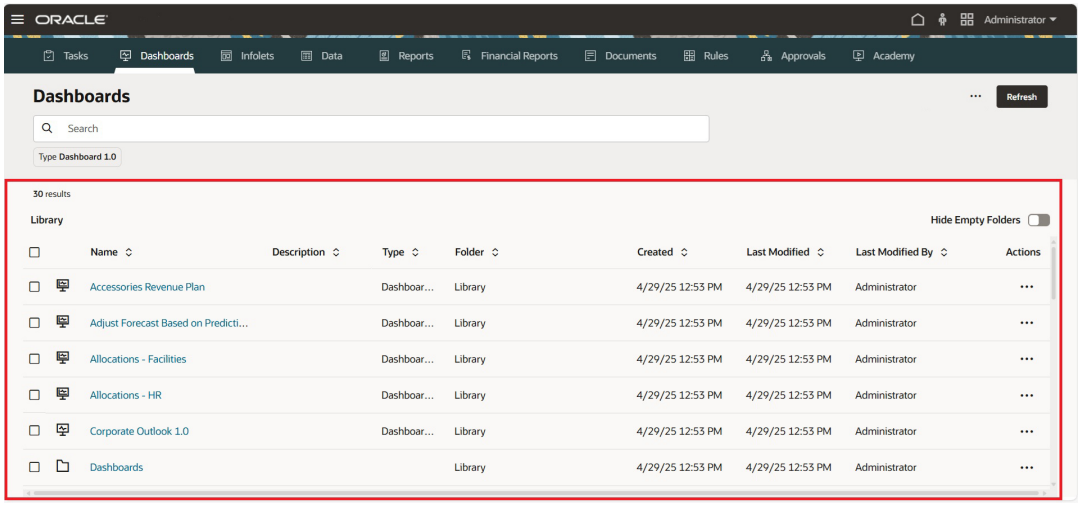
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list all instances of artifacts that include the search criteria (including folder names). Each search result displays the complete folder path. Searching inside a folder narrows the search to that folder and its subfolders.

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

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

- List region features:



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

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

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

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

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

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

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

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

  > **Note**
  >
  > For Tax Reporting, the **Edit** option on the **Rules** page is disabled, even for Service Administrators.

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Reverting to Legacy Artifact Pages

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

To revert your application to use legacy artifact pages:

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

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

Standardized Artifact Page Considerations

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

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

For Tax Reporting, the **Edit** option on the **Rules** page is disabled, even for Service Administrators.

De-Support of Legacy Features

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

- Forms 1.0
- Dashboard 1.0

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- **Legacy List Pages** application setting
- Infolets

Legacy Feature	For New Environments (Created on or after October 3, 2025)	For Existing Environments (Created before October 3, 2025)	Details
Forms 1.0	Internally defaulted to Forms 2.0 – No Application Setting option to render Forms in Forms 1.0	Application Setting for **Forms Version** reset to Forms 2.0 – Users can still change it back	New environment users will see all their forms rendered exclusively in Forms 2.0, with no option in Application Settings to switch to Forms 1.0. Existing environment users will also see their Forms rendered in Forms 2.0 by default. However, they will have the option to switch back to Forms 1.0 using Application Settings if needed. See Plan to Discontinue Support for Forms 1.0 and Dashboard 1.0.
Dashboard 1.0	Users will not be able to create Dashboard 1.0 artifacts.	Users will be able to create or modify Dashboard 1.0 artifacts as before.	New environment users will be able to create and modify dashboards using the Dashboard 2.0 framework only. Existing environment users will have the flexibility to create and modify dashboards using either the Dashboard 1.0 or Dashboard 2.0 frameworks. See Plan to Discontinue Support for Forms 1.0 and Dashboard 1.0.

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Legacy Feature	For New Environments (Created on or after October 3, 2025)	For Existing Environments (Created before October 3, 2025)	Details
Legacy List Pages application setting	The option to show or hide **Legacy List Pages** in Application Settings is removed. Users will see only Standardized artifact pages (also known as List or Listing Pages)	The option to show or hide **Legacy List Pages** in Application Settings is removed. Users will see only Standardized artifact pages (also known as List or Listing Pages)	Users for all environments will see the following artifact pages rendered as Standardized only: • **Forms** • **Dashboards** • **Infolets** • **Documents** • **Rules** See About the Standardized Cloud EPM Platform Artifact Pages.
Infolets	Users cannot: • Create new infolets • Include infolets in navigation flows	Users cannot: • Create new infolets • Include infolets in navigation flows There is no impact for existing infolet dots on the Home page.	All environment users are restricted from creating infolets or adding them to navigation flows. See Plan to Discontinue Support for New Infolets and Other Infolet Actions.

Plan to Discontinue Support for Forms 1.0 and Dashboard 1.0

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

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

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

Plan to Discontinue Support for New Infolets and Other Infolet Actions

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

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

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3

Creating a Tax Reporting Application

Related Topics

- Cloud EPM Services
- Learning About Applications
- Prerequisites for Creating an Application
- Workflow for Creating an Application
- Creating the Application
- Enabling Application Features
- Configuring Jurisdictions and Entities
- Removing an Application

Cloud EPM Services

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

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

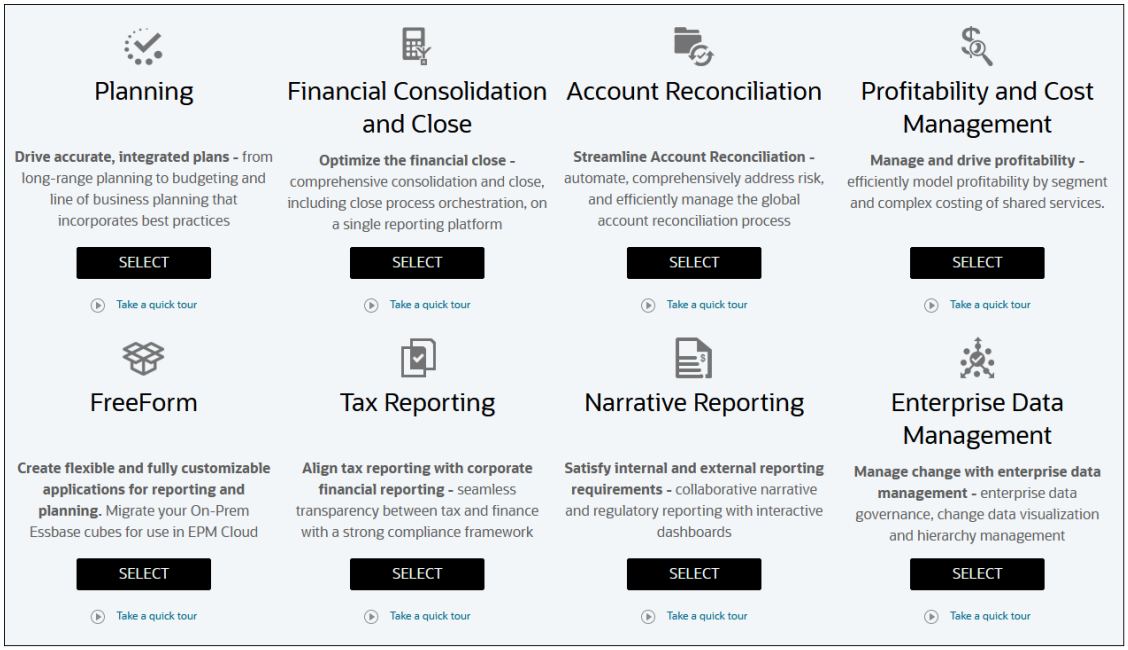
Initially, a Service Administrator signs into an environment and creates an application. See, Creating a Cloud EPM Application

After you create an application, the application home page is displayed when you log in; the landing page is no longer displayed.

Creating a Cloud EPM Application

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

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Each subscription to the EPM Enterprise Cloud Service allows you to create one application. Click **SELECT** under the application description for **Tax Reporting** to view available options for creating a Tax Reporting business process.

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

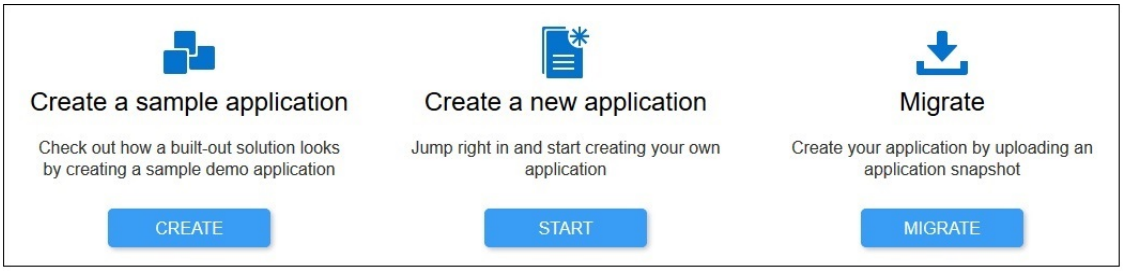
> **Note**
>
> After you initiate the creation of an application, you cannot return to the landing page. If wish to return to the landing page to create a different application, you must first reset your environment to its original state. See Switching to a Different Cloud EPM Business Process in *Getting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

Creating a Tax Reporting Business Process

You have three options to create the business process:

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

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



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- **Create a sample application**: Click **CREATE** to create a business process with sample metadata, data, and related artifacts, enabling you to immediately try different operations, perform calculations, or enter data. See Creating a Sample Application
- **Create a new application**: Click **START** to create a Tax Reporting business process. During creation of the application, you define the number of years and the Main Currency, and indicate whether the application will use multiple currencies. You can then load your metadata and data, either manually or using a flat file. See:
  - Prerequisites for Creating an Application
  - Workflow for Creating an Application
  - Creating a New Application
  - Enabling Application Features
- **Migrate**: Click **MIGRATE** to import a business process from a snapshot that you previously uploaded to the environment. See What Business Processes Can I Migrate to Cloud EPM? in *Getting Started Guide for Administrators* for prerequisites and snapshot compatibility. See these topics in *Administering Migration*:
  - Backing up Artifacts and Application
  - Uploading Archives to the Service
  - Importing Artifacts and Application from a Snapshot

Learning About Applications

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

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

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

When you create the application, you need to configure the settings to manage the display and process. You can import metadata from your ERP or financial system, or load preformatted metadata flat files from an existing metadata repository to populate the dimensions in your application.

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

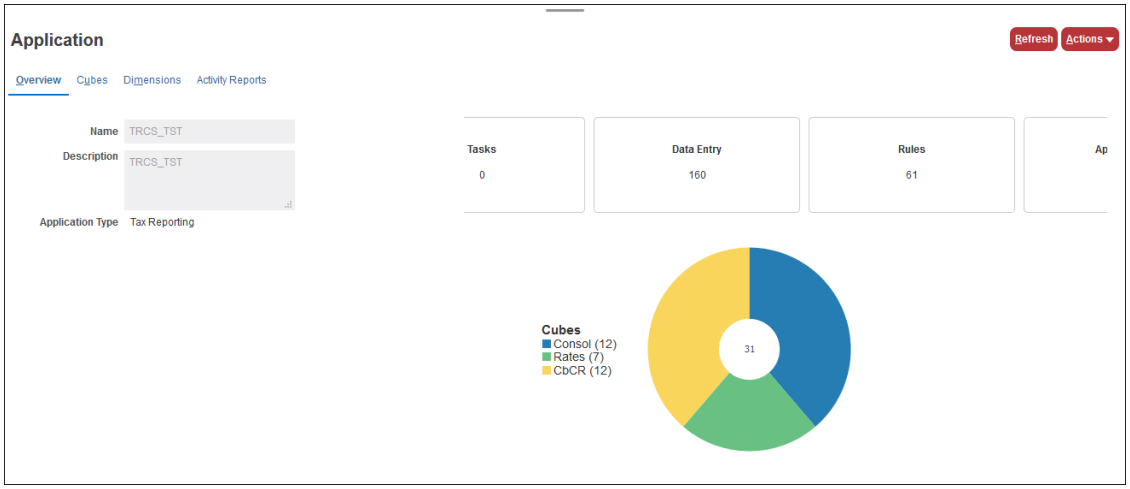
Select the following tabs to view details for the application:

- Application Overview Tab
- Application Cubes
- Application Dimensions
- Application Activity Report and Access Logs

Application Overview Tab

The Application Overview displays the application properties and statistics, such as the number of tasks, data entries, rules, and approval units in your application, and the associated cubes.

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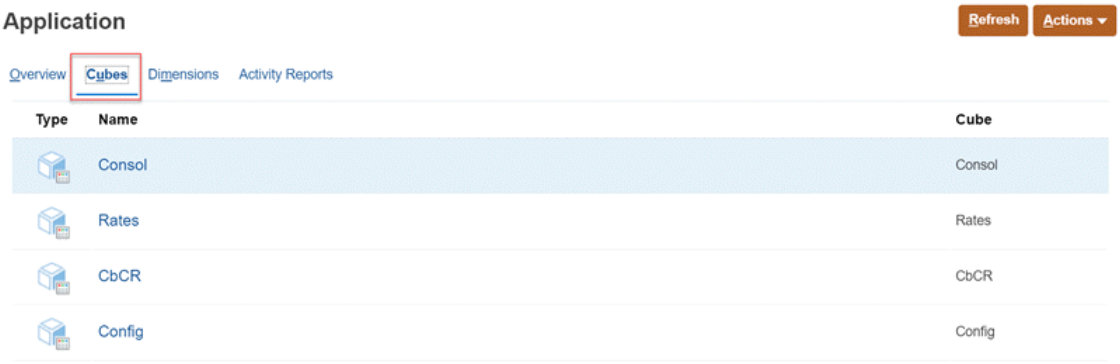


> **Note**
>
> Hybrid appears as **Enabled** after the Application Type to denote applications that are configured for Hybrid mode. See also: Application Overview and Converting the Application Model to Hybrid-Optimized (DSO)

Application Cubes

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

- **Consol** -- Consolidated
- **Rates** -- Foreign Exchange Rates
- **CbCR** -- Country by Country
- **Config** – Configuration

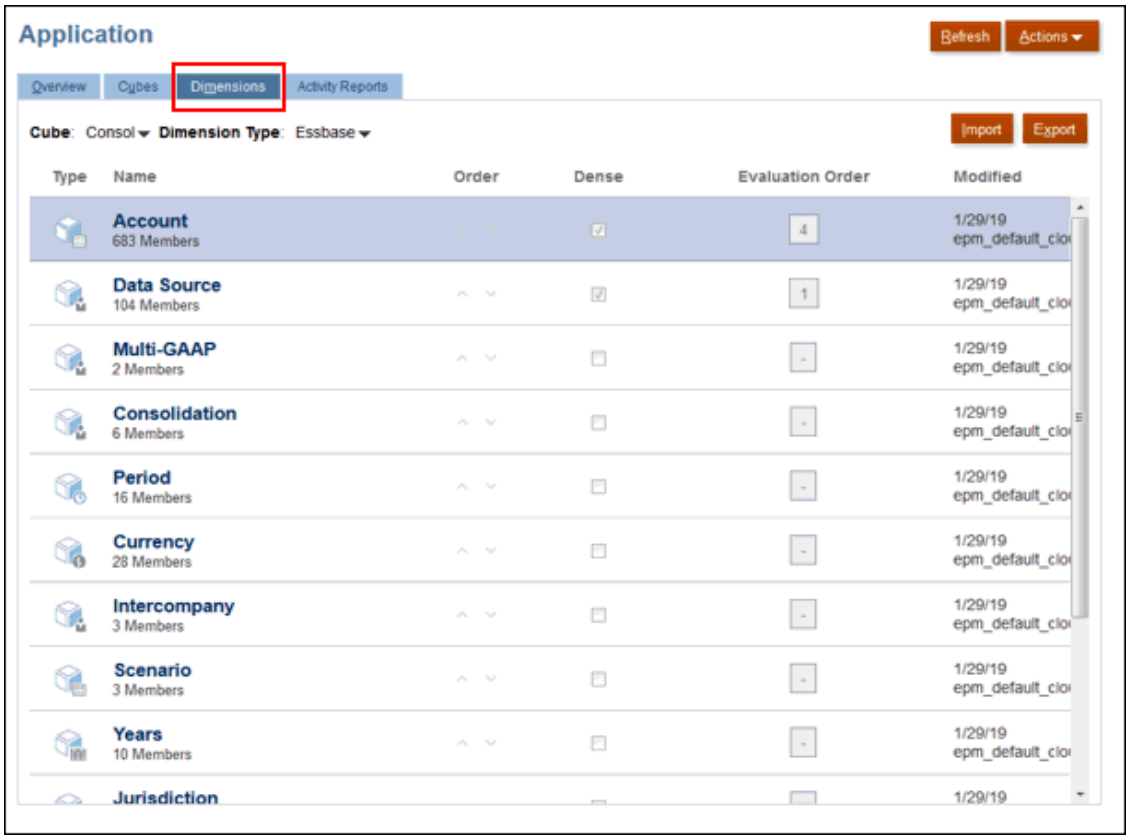


Application Dimensions

The Dimensions tab displays the dimensions included in this application and the following properties:

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- Under the **Cube** drop-down list, select a cube to view or select **All** to view dimensions for all cubes.
- Dimension Type and Name
- Order
- Dense Dimensions - The dimension Order and Dense properties will be set according to the application model, for example, non-hybrid applications may have only the Account dimension set to Dense while all other dimensions are set to Sparse. The Order and Dense properties are collectively referred to as the application performance settings and cannot be modified directly. You may optimize the application model for hybrid which will modify the performance settings indirectly. See, Performance Settings.
- Evaluation Order
- Modified displays the user who last modified the dimension, and the date of the modification.



Application Activity Report and Access Logs

Activity Report

The Activity Report provides a summary and details of any actions performed on the application since the last automatic maintenance window.

The Activity Report, which is automatically generated for each day, enables Service Administrators to understand application usage. It also helps streamline application design by identifying calculation scripts and user requests that impact application performance. Information contained in this report includes:

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- User information, such as the number of users who signed into the application each day, each hour, last seven days, and last 30 days
- Percentage of requests that took more than 10 seconds to complete
- Ranking of requests by duration
- Ranking of requests that took more than 10 seconds to complete
- Number of application design changes that occurred over the reporting period

> **Note**
>
> The Application Activity Report uses the administrator's time zone, which is set in the Maintenance Window screen.



About Access Logs
You can also download a Comma Separated Value (CSV) file that provides detailed information on the IP addresses that accessed the business process and the activities performed. The Access log is generated each day. The access log provides visibility into Financial Reporting activity, including date and time, the resources that users accessed, duration of user activity, the IP addresses from which users connected to the business process, and the actions that users performed in the business process.

To view Activity Reports and download Access Log, from the Home page, click **Application**, then **Overview**, and then the **Activity Reports** tab.

Activity Report and Access Log Retention Policy
Oracle retains Activity Reports and Access Logs for the last 60 days only.

Use the `downloadfile` EPM Automate Utility command to download activity reports and access logs from the Outbox to a local computer if you need them for audit purposes. See Command Reference in *Working with EPM Automate*.

Viewing Activity Reports and Downloading Access Logs
To view Activity Reports and to download Access Logs:

1. From the Home page, click **Application**, then **Overview**, and then **Activity Reports**.
2. Perform an action:
   - To open an activity report, click **View** under **Activity Report** in the row that indicates the day for which you want to download the log.
   - To download an access log, click **Download** under **Access Log** in the row that indicates the day for which you want to download the log

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Automating Activity Report Download
The Activity Report is a handy tool to audit application usage and to diagnose service issues that may have occurred during the day. Additionally, the report may be used to compare usage and performance to those available in a report from the past.

Oracle provides you a script that you can use to download activity report on a preset schedule. For detailed information, see these topics in *Working with EPM Automate*:

- Scenario 11: Automating Activity Report Downloads to a Local Computer
- Automating Script Execution
- Installing the EPM Automate Utility
- Running the EPM Automate Utility

Viewing Activity Reports and Downloading Access Logs
To view Activity Reports and to download Access Logs:

1. From the Home page, click **Application**, then **Overview**, and then **Activity Reports**.
2. Perform an action:
   - To open an activity report, click **View** under **Activity Report** in the row that indicates the day for which you want to download the log.
   - To download an access log, click **Download** under **Access Log** in the row that indicates the day for which you want to download the log

Using the Inbox/Outbox Explorer

The Inbox/Outbox Explorer enables you to upload files to the server/inbox and download the files from the server to your local computer. It also enables you to view the files that are in the Inbox/Outbox Explorer and then use the files to schedule import and export jobs. You can filter by name, refresh the listing, and upload files from the server.

To view files in the Inbox/Outbox Explorer:

1. On the Home page, click **Application**, and then click **Overview**.
2. From **Actions**, select **Inbox/Outbox Explorer**.
3. **Optional:** To filter the list of files, click the Filter icon  , enter a name, and then click **Apply**.
4. **Optional:** To refresh the list of files, click **Refresh**.

To upload a file:

1. On the Home page, click **Application**, and then click **Overview**.
2. From **Actions**, select **Inbox/Outbox Explorer**.
3. On the Inbox/Outbox Explorer, click **Upload**.
4. In the **Upload File** box, click **Browse** to select a file.
5. **Optional:** Click **Overwrite file**.
6. Click **Upload File**.

Prerequisites for Creating an Application

In order to create an application, the following conditions must be met:

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

Related Topics:

See *Administering Access Control* for more information on Overview of Access Control, Managing Groups, and Assigning a User to Many Groups.

Workflow for Creating an Application

Table 3-1 Workflow for Creating an Application

Task	Description	See
Create an application.	Create an application.	Creating the Application
Configure application settings	Configure application settings: • Enabling application features • Number formatting • Configure approvals • Set notifications • Set Reporting Currency • Set date and time display • Set Alias • Select Refresh Database Options	See Managing Application and System Settings
Import Metadata		Importing Metadata
Run Tax Automation		Learning About Tax Automation
Import data	Load dimensions and their members into the application from load files.	Importing Data
Assign Security		See Managing Users and Roles in *Getting Started Guide for Administrators*
Rollover		Performing Rollovers and Copy Configurations

Creating the Application

The Tax Reporting application enables you to calculate and report on current and deferred taxes at national and regional levels. You can create only one application in a single environment.

Before you begin, consider the scope of your application; decide what data you should include and how it should be organized. When you create your application, you specify the start and end year. The application is created with prebuilt content for the options that you select during setup.

You can create your application using one of the following options:

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- Create a **New** application. The application provides the forms and calculations that you will need. During creation of the application, you define the number of years and the Main Currency, and indicate whether the application will use multiple currencies. You can then load your metadata and data, either manually or using a flat file. See Creating a New Application.
- Create a **Sample** application. The sample application provides pre-loaded sample metadata, data and related artifacts, enabling you to immediately try different operations, perform calculations, or enter data. Using this out-of-the-box environment, you can explore the capabilities and performance of Tax Reporting to get familiar with the forms and operations, enabling you to more easily model your own application using the sample as a reference when you are ready. See Creating a Sample Application.

> **Note**
>
> The Sample Application option is only available with the Enterprise Performance Management System Workspace.

Creating a New Application

During creation of the new application, you define the start and end year for the application, select the default application currency, and then select the features that you want to enable.

As part of the creation of the application, the following mandatory features are automatically applied:

- **Track Multi-Source Data Input** --Supplemental Data and Managed Data
- **Intercompany** --Intercompany Data and Track Intercompany Elimination
- **Reporting Standard** --Multi-GAAP Reporting

You have the option of enabling the following additional features:

- Select **IFRS** to calculate Deferred Tax Not recognized (DTNR), and report on the Consolidated Effective Tax Rate (CETR) in an IFRS format.
- **CbCR** (CBC Data Entry Tables, Summary Table and Filing report) to calculate analyses to assess risk as a result of transfer pricing strategies.
- **Interim Provision** to enable interim provision to calculate monthly or quarterly tax provision using an annualized estimated effective tax rate (AEETR), plus discrete tax amounts.
- **Weighted Average** to enable the weighted average to calculate the average foreign currency translation for the net income before tax for each Base or Parent entity.
- **Ownership Management** enables the assignment of ownership percentages and consolidation methods to each Entity parent/child combination for each Scenario, Year, and Period combination.

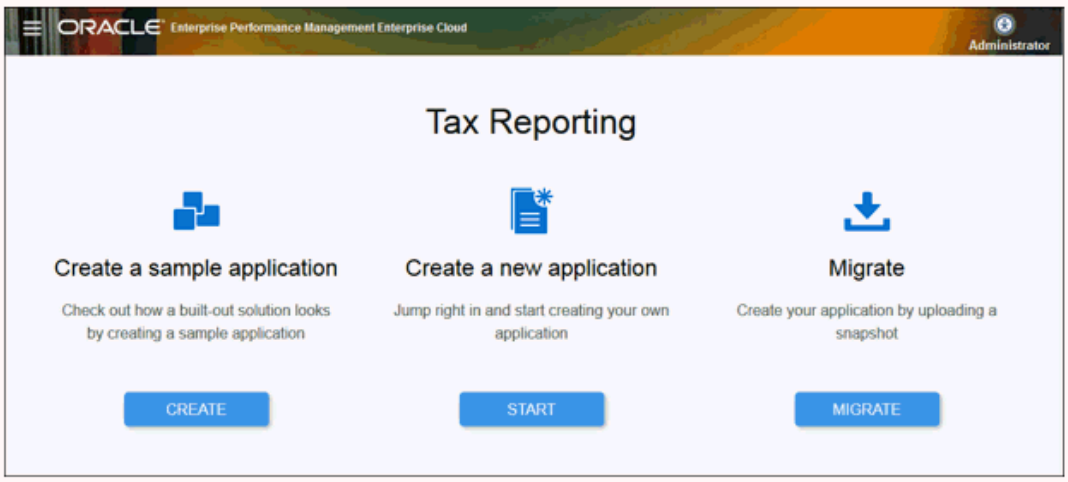
> **Note**
>
> If you do not select an optional feature when creating the application, and you change your mind, you can enable the feature after creating the application. Once enabled, you cannot disable the feature. Note that **Dynamic Calc Jurisdiction** can only be enabled on the Enable Features screen. See Enabling Application Features.

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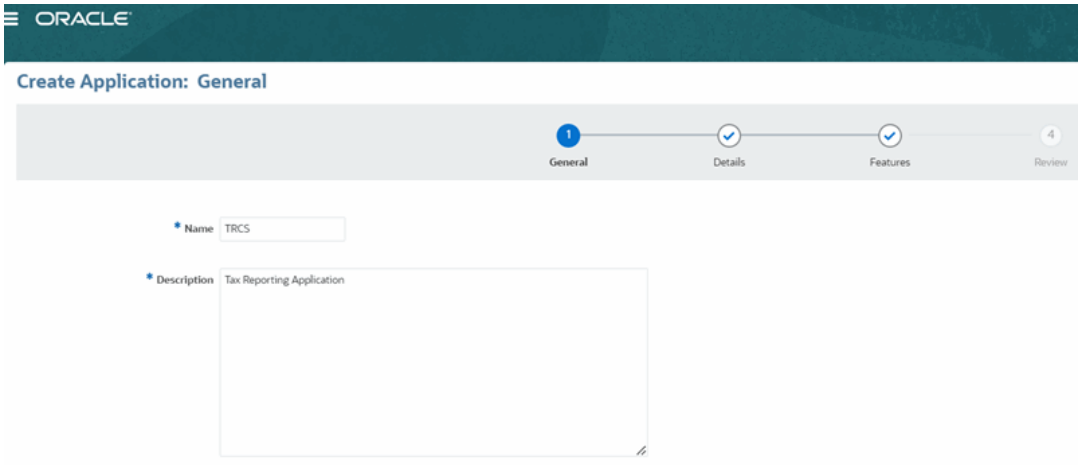
Watch this overview video about creating an application: Creating a Tax Reporting Application in Oracle Tax Reporting Cloud.

To create a new application:

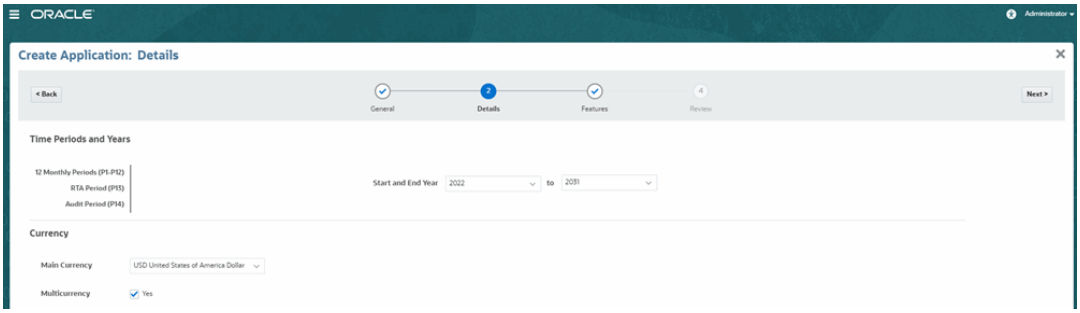
1. Using the URL provided for the instance, log on to Tax Reporting as a System Administrator.
2. On the Tax Reporting screen, under **Create a new application**, select **Start**.



3. On **Create Application: General**, enter a **Name** and **Description** for the new application, and then click **Next**.



4. On **Create Application: Details**, perform the following tasks:



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a. Under **Time Periods and Years**, review the time periods that will be included in the application:

   - **12 Monthly Priod (P1-P12)**
   - Default **RTA Period (P13)** - Return to Accrual
   - Default **Audit Period (P14)**

   These values cannot be modified.

b. Under **Start and End Year**, select the required range.

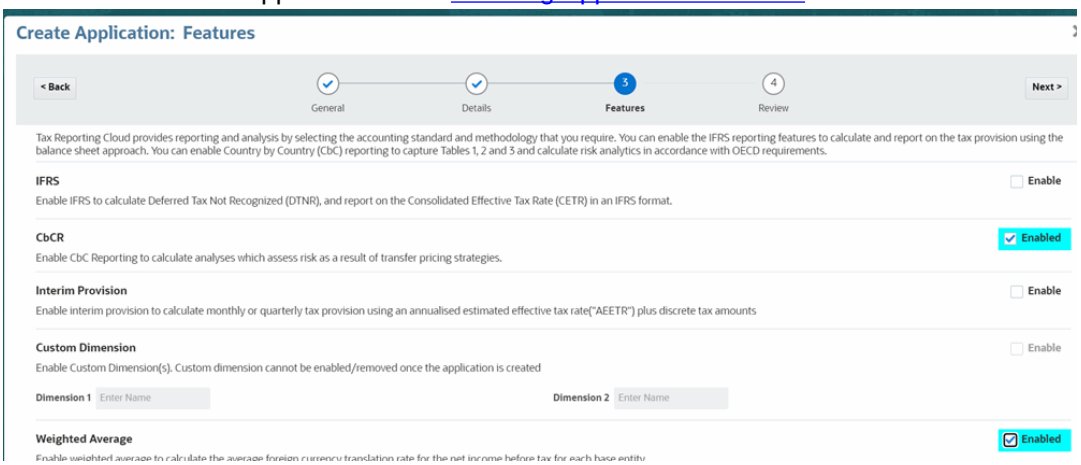
c. Under **Currency**, select the **Main Currency** for the application for reporting.

d. By default, the **Multicurrency** option is selected. Clear the **Yes** check box if you do not plan to use multiple currencies.

> **Note**
>
> Multicurrency cannot be changed after the application is created.

e. Click **Next**.

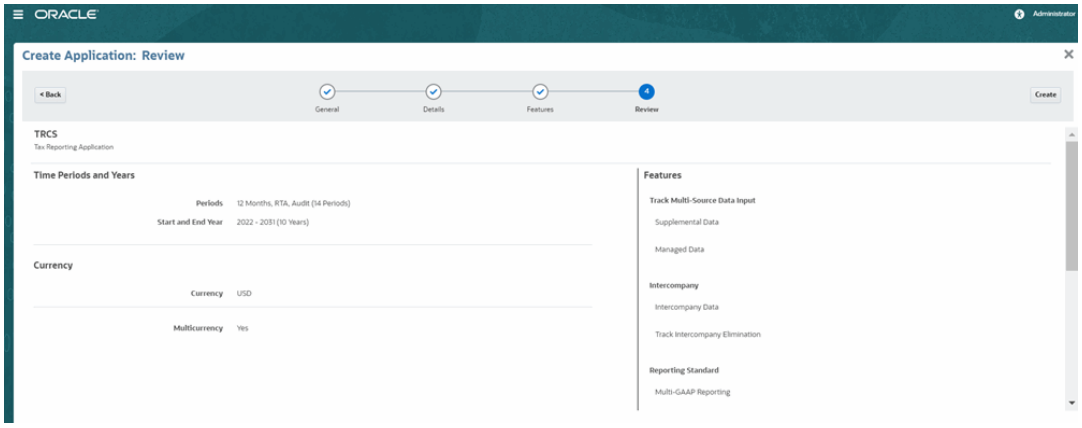
5. On **Create Application: Features**, click **Enable** for each of the optional features that you want to use with the application. See: Enabling Application Features



6. Click **Next**.

7. On **Create Application: Review**, review all the entries for the application structure and features. Under **Features**, the mandatory features are displayed. **IFRS**, **CbCR**, **Interim Provision**, **Weighted Average**, **Ownership Management**, and others are only displayed if those options were selected.

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8. If everything is correct, click **Create**.
   The application creation process is initiated. This will take several minutes, so do not close the browser window until the successful application Creation Status message is displayed.

   The application is created with the standard dimensions and metadata, based on the options selected during creation.

> **Note**
>
> You can also create custom dimensions based on your application needs only during creating a new application. See Adding Custom Dimensions (Hybrid mode only)

9. Click **OK** on the completion message.
   From the Home page, you can begin building your own application.

Creating a Sample Application

Tax Reporting offers you the option to create a sample application that provides pre-loaded metadata, data and related artifacts. By trying and testing this out-of-the-box environment, you can explore the capabilities and performance of Tax Reporting, and then use the sample application as a reference to more easily model your own business process using your metadata and data.

> **Note**
>
> The Sample Application option is only available with the Enterprise Performance Management System Workspace.

As part of the creation of the sample application, the following mandatory features are automatically applied:

- **Track Multi-Source Data Input** --Supplemental Data and Managed Data
- **Intercompany** --Intercompany Data and Track Intercompany Elimination
- **Reporting Standard** --Multi-GAAP Reporting
- **IFRS** reporting standard for the application, including the following features:
  - Deferred Tax Not Recognized (DTNR)

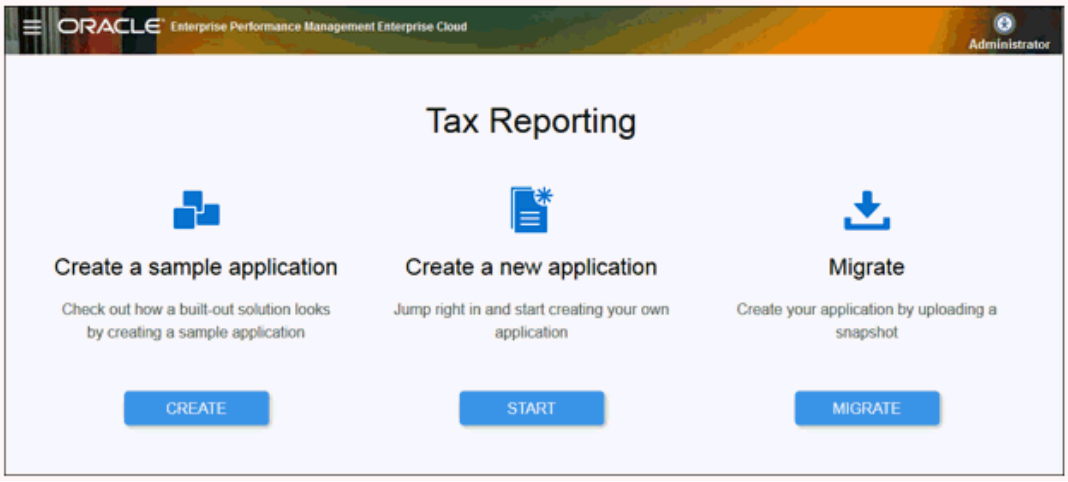
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  - Consolidated Effective Tax Rate Reconciliation
- **CbC** (Country by Country Reporting) provides complete Tables 1, 2, and 3 to calculate analyses to assess risk as a result of transfer pricing strategies.

> **Note**
>
> If you do not want to use **IFRS** or **CbC** for your application, you must create a new application without those features enabled, as outlined in Creating a New Application. If you want to use **Interim Tax Provision** in the application, see Enabling Application Features to enable the feature.

To create a Sample application:

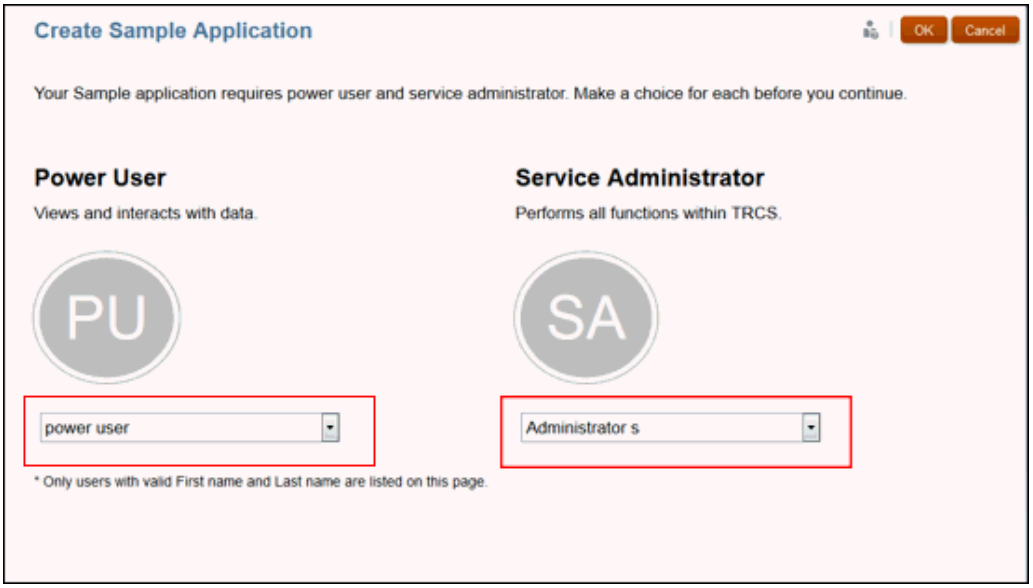
1. Using the URL provided for the instance, log on to Tax Reporting as a System Administrator.
2. On the Tax Reporting screen under **Create a sample application**, select **Create**.



3. On the **Create Sample Application** screen, select a user for each of the following roles:
   - **Power User** --Select the user to be assigned as the Power User for the sample application. The selected Power User must be assigned an explicit Power User role. This role can grant read and write access, and has the ability to run tax automation for entities, and to import data into entities.
   - **Service Administrator** --Select the user to be assigned as the System Administrator for the sample application. This role can grant read and write access, and has the ability to update business process data including metadata for all entities.

> **Note**
>
> Do not use the same user for both the Power User and Service Administrator roles, even if that user has been assigned both a Service Administrator and Power user role. Each role must be assigned to a different user.

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4. Click **OK** to initiate the application creation process.

> **Note**
>
> This will take several minutes, so do not close the browser window until the completion message is displayed.

5. Click **OK** on the completion message.
From the Home page, you can begin exploring and working with the sample application to create your own application.

Enabling Application Features

You can enable reporting and other optional features after creating an application; however, once enabled, these features cannot be disabled. To remove the features, you must create a new application.

To enable features in the application:

1. From the Home page, click **Applications**, and then **Configuration**.
2. On the **Configure** screen, click **Enable Features**.
3. Select one or more features that you want to enable for the application:
   - **IFRS** reporting standard for the application. You may select one or both of the following features:
     - **Deferred Tax Not Recognized (DTNR)** to enter deferred tax not recognized amounts on a tax effected basis as P&L or non-P&L amounts.
     - **Consolidated Effective Tax Rate Reconciliation** to calculate the National and Regional ETR for the total tax provision. If you select **Consolidated Effective Tax Rate Reconciliation**, the following forms are automatically activated in the application:
       * Consolidated ETR IFRS Rate by Entity

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    - Consolidated ETR IFRS by Entity showing the Accounts calculated using Entity CETR IFRS rates

  - **Tax Losses and Credits DTNR by Year of Expiration (DTNR Required):** Tracks the maturity on tax losses and credits for both recognised and Deferred Tax not Recognised (DTNR) to support IFRS reporting. The following forms are added when you enable the feature:
    - Tax Losses DTNR
    - Tax Credits DTNR

    See also: "Working with Tax Losses DTNR and Tax Credits DTNR" in *Working with Tax Reporting*
  - **Consolidated Effective Tax Rate Reconciliation** to calculate the National and Regional ETR for the total tax provision. If you select **Consolidated Effective Tax Rate Reconciliation**, the following forms are automatically activated in the application:
    - Consolidated ETR IFRS Rate by Entity
    - Consolidated ETR IFRS by Entity showing the Accounts calculated using Entity CETR IFRS rates

- **Country by Country Reporting (CbCR)** to calculate analyses to assess risk as a result of transfer pricing strategies.

  > **Note**
  >
  > If you enable CbCR, you cannot enable Custom Dimensions in your application.

- **Interim Tax Provision (Applications created prior to 18.08)**- This option is no longer available to select. If you enabled Interim Tax Provision prior to Release 18.08, you can continue to use this option to manually enter data, and calculate monthly or quarterly tax provision using an annualized estimated effective tax rate, plus discrete tax amount. Historic data is stored in the Forecast or other scenario designated for Interim Tax Provision.

  > **Note**
  >
  > With the exception of **Interim Tax Provision (Applications created prior to 18.08)**, after a feature is enabled, it cannot be disabled. If you want to remove a feature, you must create a new application.
  > If you enabled **Interim Tax Provision (Applications created prior to 18.08)**, but no longer want to use that version, you can select one or both of the options listed under **Interim Tax Provision** without creating a new application. Any historical data that exists for the application created prior to 18.08 is stored against a Forecast or other scenario that was used for Interim Provision.

- **Interim Tax Provision** to calculate monthly or quarterly tax provision using an Annualized Estimated Effective Tax Rate (AEETR), plus discrete tax amounts. Data is automatically stored in the `TRCS_Interim Forecast` Scenario member, which is used for forecasting. You may select one or both of the following features:

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  - **Total AEETR** to get the value of the Total Tax AEETR from the Consolidated Effective Tax Rate for the Forecast Scenario.
  - **Detailed AEETR (Current and Deferred)** to display Total Tax by adding Current Tax and Deferred Tax.

- **Custom Dimension**: You can enable this feature only when you are creating a new application. Note that you cannot enable or remove custom dimensions after the application is already created. See, Adding Custom Dimensions (Hybrid mode only)

> **Note**
>
> CbCR cannot be enabled if you have enabled Custom Dimensions in your application.

- **Weighted Average** to enable the weighted average to calculate the average foreign currency translation for the net income before tax for each base entity.
- **Dynamic Calc Jurisdiction** Enabling this feature will update the data storage type for out-of-the-box parent members of the Jurisdiction dimension, such as TRCS_AllNational, TRCS_AllRegion to **Dynamic Calc**.

> **Caution**
>
> Enabling this feature may improve Consolidation performance; however it may also result in a negative impact on Consolidation performance, for example in circumstances where extensive custom member formulas are involved. It is recommended that the impact to performance be assessed in a test environment before this feature is enabled in production.

> **Note**
>
> Dynamic Calc Jurisdiction is an option in non-hybrid mode only. In Hybrid-Optimized (DSO) application models all parent members are dynamic calc and this feature is not applicable.

- **Ownership Management** enables the assignment of ownership percentages and consolidation methods to each Entity parent/child combination for each Scenario, Year, and Period combination. See also, Enabling Ownership Management in Applications

> **Note**
>
> For non-hybrid applications, you must ensure that the Data Source dimension is set to Sparse if Ownership Management is enabled. To verify or modify the performance setting for your non-hybrid application, see Changing Performance Settings for the Data Source Dimension (Non-Hybrid mode only).

- **Current Tax Payable Automation** enables the automation feature allowing the users to map the calendar year profit and loss (CY P&L) charge Automated, Equity/OCI Automated, and RTA(P&L) Automated and enter the adjustment value. This feature also provides with Current Tax Payable Automated and Current Tax Payable Details forms. The details form help the users to track payments, refunds and transfers. See

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Managing Current Tax Payable Automated and Detail Forms and Managing Current Tax Payable Regional Automated and Detail Forms in *Working with Tax Reporting*.

> **Note**
>
> A new Config cube is created when you enable the current tax payable automation feature. All the mappings related to Current Tax Payable Automation are saved in Config Cube. See Creating Mappings for Current Tax Payable Automation.

- **NOL Automation**: enables you to configure the rules defining how the system should automatically defer, utilize, or expire tax losses and book the corresponding offset amounts. See Working with Net Operating Losses (NOL)/Credits
- **RTA Bifurcate**: comes with a new metadata which automatically pulls the data from all the Permanent and Temporary accounts which are tagged as Equity Reversal Target Accounts. This feature helps you avoid making any manual adjustments in the current provision form provided RTA automation is enabled in the application. See Working with RTA Bifurcate
- **Tax Losses/Credits By Year of Expiration**: enables you to easily group diverse closing carry forward data by the year of expiration. You can now view the Closing Carryforward details of the Tax losses/credits schedule by Year of Expiration from the Tax Losses/Credits forms. See Working with Tax Loss/Credit by Year of Expiration
- **Enable Hybrid Movement Period Dense Mode (DSO)**: You cannot select this option directly from this screen (shows read-only), however, it will display whether hybrid is enabled for your application or not. For migrating to hybrid application, see Converting the Application Model to Hybrid-Optimized (DSO)
- **Scenario - Entity Tax Rate Change to Equity**: This feature is specific to Entity and Scenario dimensions (see Entity Dimension and Scenario Dimension).When you enable this feature and apply the custom attribute (for example, <Scenario>_RC, see also Defining Entity Tax Attributes for information on custom attribute) for a specific scenario to an entity, all the accounts for that specific entity and scenario will have rate change to equity behaviour.

  Once the entity is consolidated, the impact from change in tax rates data is moved to the **Impact from Change in Tax Rates in Equity** column for all the temporary difference accounts.

  See also: Working with National Deferred Tax and Working with Regional Deferred Tax in *Working with Tax Reporting*
- **Deferred Tax Expense To Equity**: reclassifies total deferred tax expense regional to equity. This classification is specific to entity and jurisdiction.
  When you enable this feature:
  - **Total Deferred Tax Expense** is reversed on **Reverse Deferred Tax Expense** movement
  - **Reversed Deferred Tax Expense** is reclassed to **Reclass Deferred Tax Expense** which then rolls over to the **Total Equity Adjustment**.

  See also: Reclassifying Total Deferred Expense Regional to Equity in *Working with Tax Reporting*
- **Pillar Two (Global and Local Top-up Tax)**: automates all data collection, calculation, process automation, and reporting (see: Working with Pillar Two)

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> **Note**
>
> To enable this feature, the application must already be migrated to Hybrid-enabled Dense (DSO). See: Converting the Application Model to Hybrid-Optimized (DSO)
> The following features are available as a sub feature under **Pillar Two (Global and Local Top-up Tax)**.

  - **Global Transitional Safe Harbors**: The Safe Harbor rules are designed as a short-term measure that effectively excludes a multi-national company's operations in certain lower-risk jurisdictions from the scope of GloBE income. See also: Working with Transitional Safe Harbor Rules
  - **Entity Classification**: Pillar Two entities can be categorized into different types using the **Entity Classification** feature. This capability is in compliance with the OECD Global Minimum Tax rules and reporting requirements. The classification will have relevant impact on the calculation of minimum tax under the rules (see: Working with Entity Classification in *Working with Tax Reporting*).
    See also: Managing Entity Classification
  - **Entity Allocation**: The Jurisdictional Top-up Tax is allocated to Constituent Entities in the Low Tax Jurisdiction that have positive GloBE Income. Allocation of top-up tax amount is based on the Entity's portion of the group's GloBE Income in the low-taxed jurisdiction. See also: Managing Entity Allocation
  - **Transition Tax Credits**: Tax credits are not included for the recast calculation. See, Calculating Recast without Credits.

- **Optimized Rates Model**: Enhances the performance of FX rate triangulation and caching, thereby, reducing total Refresh DB time for multi-currency applications. Note that, you can select this option from the **Enable Features** screen for only the existing multi-currency applications. For new multi-currency applications, the **Optimized Rates Model** feature is automatically enabled and is not available for selection in the application creation wizard. See also: Working with National FX Rates and Working with Regional FX Rates in *Working with Tax Reporting*

4. Click **Enable** to enable the selected features.
5. When the system displays a message that the functionality has been enabled, click **OK**.
6. Log off, and then log back on to see the enabled features.

Configuring Jurisdictions and Entities

Jurisdictions categorize the provision for income tax at a national or regional level. You must create jurisdictions for your application, and then create the associated currencies and entities. This task may be performed during system setup, implementation, or as your business expands.

The Jurisdiction Dimension defines the principal place of business for each legal entity. This dimension is used to define the Nations and Regions that are applicable for tax provision.

The following levels of jurisdictions can be created:

- **National** jurisdictions represent a federal or country-level tax.
- **Regional** jurisdictions can represent a state, province, territory, or other subdivision. For purposes of deductibility, Regional tax amounts can be set up to automatically flow into

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national calculations. Regional tax provisions can be calculated individually, or in total, by legal entity.

For every national jurisdiction that has associated regions, a corresponding <jurisdiction_name>_Regions parent member must be created under TRCS_AllRegions.

> **Note**
>
> If there is no separate tax for the Nation and its regions, it is not necessary to set up the individual regions for each nation.

See the following sections to configure the required jurisdictions, entities and currencies for the application using the Dimension Editor:

- Creating a National Jurisdiction
- Creating a Regional Jurisdiction
- Creating Entities
- Adding Currencies
- Refreshing the Database After Configuring Jurisdictions and Entities

Table 3-2 Videos

Your Goal	Watch this Video
Configuring entities and jurisdictions	Configuring Entities and Jurisdictions in Tax Reporting

Creating a National Jurisdiction

National jurisdictions categorize the provision for income tax at a federal or country level.

For information about the Jurisdiction dimension, see Jurisdiction Dimension.

To create a jurisdiction:

1. From the Home Page, select **Navigator**, and then **Dimensions**.
2. From the **Dimensions** drop-down, select **Jurisdiction**.
3. Expand **TRCS_TotalJurisdiction**, then select and expand **TRCS_AllNational**.
4. Click **Add Child** and enter the following information for the National jurisdiction:
   a. Under **Name**, enter a two-character name for the jurisdiction, such as "CA" or "US" Two character ISO codes are recommended (such as ISO-3166 Alpha 2 country codes) for the jurisdiction name.

> **Caution**
>
> If more than two characters are used for the name, such as "CAN" or "USA", the name will not work with the domicile creation in the entity attributes.

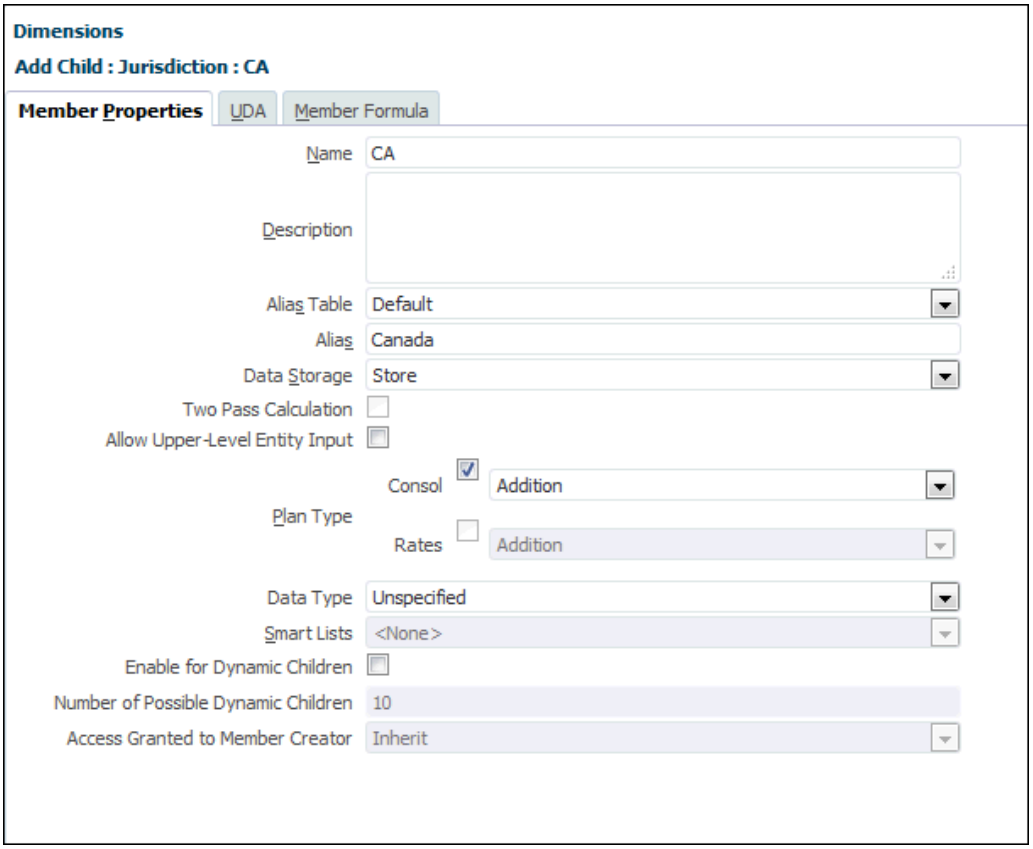
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b. Enter the **Alias** that you want to display for the jurisdiction.

c. Set **Data Storage** to **Store** or **Never Share**.

> **Note**
>
> Because this is a sparse dimension, do not set the Data Storage field to **Dynamic Calc**.

d. Set **Plan Type** to **Consol**, and then select **Addition.**



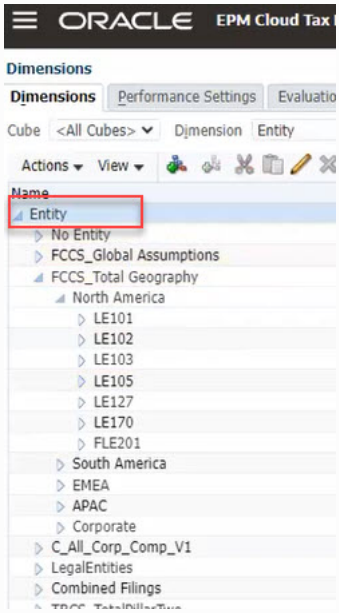
e. Click **Save**.

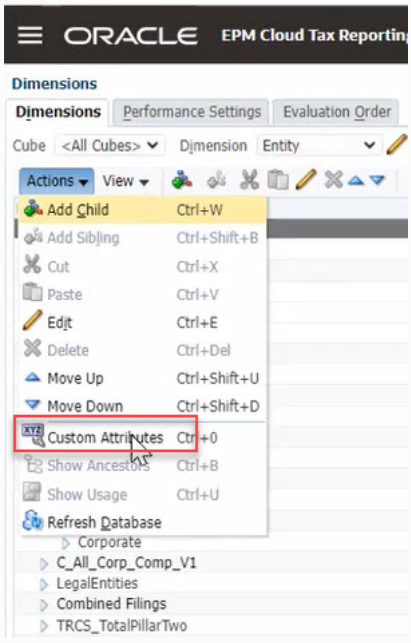
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Note

Sometimes the newly created national jurisdiction members do not show up under the **Domicile** custom attribute in the Entity dimension. In such cases, follow the steps below to synchronize the **Domicile** custom attribute with the newly created national jurisdiction members:

1. From the Dimensions drop-down, select **Entity**.
2. Select the Entity topmost dimension member and under **Actions** → click the **Custom Attributes** button.





3. Select the attribute **Domicile** and click the **Synchronize Reference Attribute Members** button.

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4. The newly added Domicile will be displayed in the list of domiciles on the right side of the **Domicile Attribute Values** tree.
   The new domicile will appear at the bottom of the list regardless of its position under All National.

Consideration while Changing Domicile for an Existing Entity

As a best practice, when changing Domicile make sure data is cleared for the entity and jurisdiction combination before making the change in domicile. Otherwise, changing domicile without clearing the data can leave un-wanted data at older jurisdiction.
Data can be cleared in older Jurisdiction in two ways:

1. Create a Invalid intersection report for the Entity and based on the report the data can be cleared.
2. Set the Jurisdiction back to old Jurisdiction for the entity, and using Smartview delete bulk data manually at the Jurisdiction. You can then set the Domicile to new Jurisdiction.

Continue by creating the Regional Jurisdictions, as outlined in Creating a Regional Jurisdiction.

Creating a Regional Jurisdiction

Regional jurisdictions categorize the provision for income tax at a federal or country level.

Regional jurisdictions can represent a state, province, territory, or other subdivision. For purposes of deductibility, Regional tax amounts can be set up to automatically flow into national calculations. Regional tax provisions can be calculated individually, or in total, by legal entity.

For information about the Jurisdiction dimension, see Jurisdiction Dimension.

To create a regional jurisdiction:

1. From the Home page, select **Navigator**  , and then **Dimensions**.
2. From the **Dimensions** drop-down, select **Jurisdiction**.
3. Expand **TRCS_TotalJurisdiction**, then select and expand **TRCS_AllRegional**.

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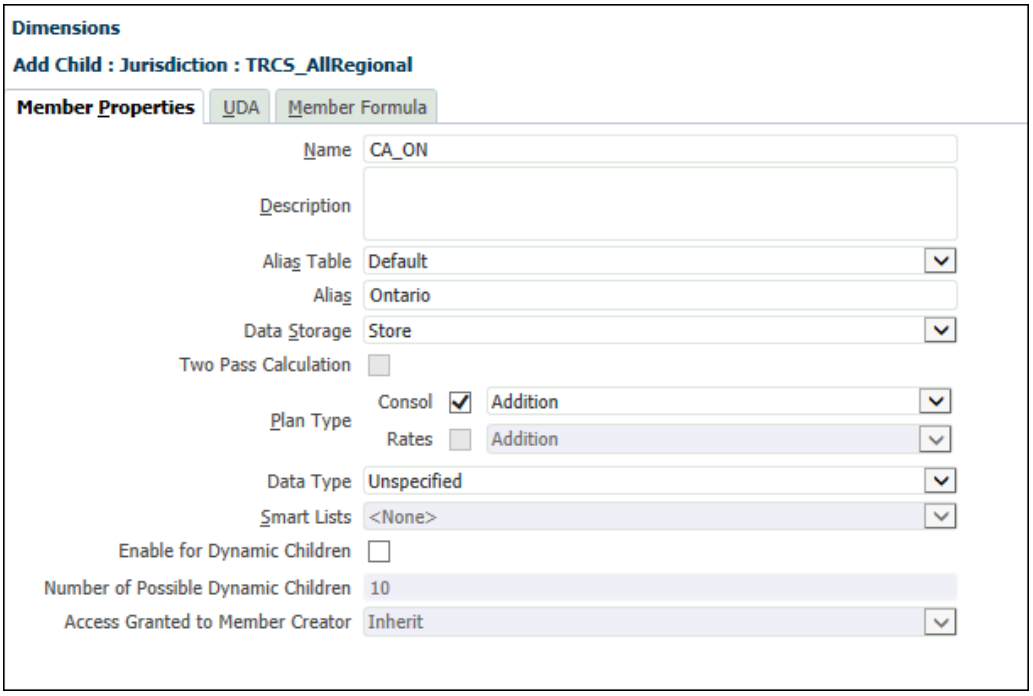
> **Note**
>
> For every national jurisdiction that has regions, a corresponding **<jurisdiction_name>_Regions** parent member must be created under **TRCS_AllRegions**.
>
> Use the following naming conventions:
>
> - Parent member of the Region should start with the two letter Domicile code and end with "_Regions". For example, assuming that the US is the domicile (National Jurisdiction), the parent member would be **US_Regions**.
> - Under the parent member, each member should start with two letter Domicile code followed by underscore ("_") and end with the state name. For example: **US_AL**
>
>   An example of the Jurisdiction dimension hierarchy is as follows:
>
>   
>
> - If IFRS is used, then under the parent member of the Region create a member starting with two letter Domicile code followed by ("_") and end with "Blended". For example, US_Blended.
>   No data will be seen in the ETR IFRS form unless the region matching to "<Region>_Blended" exists.

4. Click **Add Child**  and enter the following information for each Regional jurisdiction you require:
   a. Enter the **Name** and optional description of the jurisdiction. For example, CA_ON for the province of Ontario in Canada.
   b. Enter the **Alias** you want to display for the jurisdiction, such as Ontario.
   c. Set **Data Storage** to **Store** or **Never Share**.

      > **Note**
      >
      > Because this is a sparse dimension, do not set the Data Storage field to **Dynamic Calc**.

   d. Set **Plan Type** to **Consol**, and then select **Addition.**
   e. Click **Save**

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5. Click **Save**.
6. Continue to create the associated entities, as outlined in Creating Entities.

Deleting Regional Jurisdiction

System does not support deletion of regional jurisdiction because of its dependancy on corresponding (Jurisdiction and Entity Combination) valid intersections. Follow below steps to delete the regional jurisdiction member:

1. In dimension library, navigate to **Jurisdiction** dimension. See also: Working with Dimensions
2. Select **Regional Jurisdiction** member, edit and rename the member name to for example, Regional_Jurisdiction_Member_DEL.
3. Refresh the database.
4. Post refresh database delete the member Regional_Jurisdiction_Member_DEL. Deletion should be successful.

Creating Entities

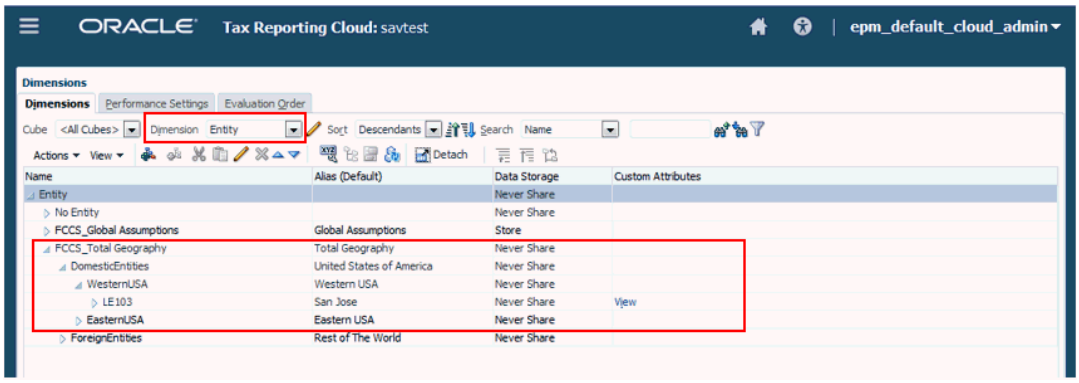
The dimension is hierarchical and is based on the legal entity structure of your organization. You must modify the Entity hierarchy structure to reflect the proper entity members for your application.

To create the entities:

1. From the Home page, select **Navigator**  , and then under **Create and Manage**, select **Dimensions**.
2. From the **Dimensions** drop-down, select **Entity**, then expand **FCCS_TotalGeography**, and then expand to the required entity (for example, EasternUSA).

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> **Note**
>
> You can add an alternate hierarchy, such as a legal entity structure, and base entities can be shared between hierarchies. See Creating Alternate Hierarchies.

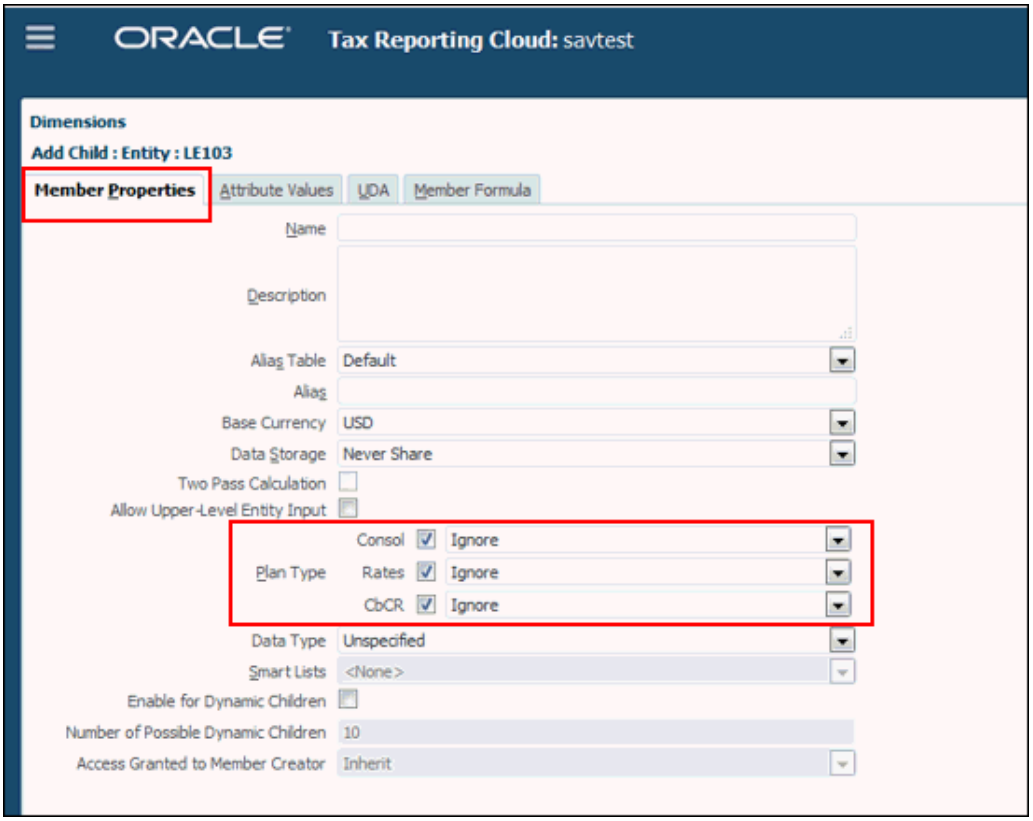


3. Click **Add Child**  , and complete the following steps:
   a. In **Name**, enter the name of the new entity.
   b. Enter the **Alias** you want to display for the entity.
   c. Under **Base Currency**, select the currency for the entity.
   d. Set **Data Storage** to **Store** or Never Share.

      > **Note**
      >
      > Because this is a sparse dimension, do not set the **Data Storage** field to **Dynamic Calc**.

   e. Under **Plan Type**, set the aggregate type to **Ignore** for all cubes (**Consol**, **Rates** and **CbCR**). Because the Entity dimension is aggregated as part of the Consolidation process, it must be set to **Ignore** for the native Essbase calculation. If another option is selected, it will default to **Ignore** when the database is refreshed.

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f. From the **Attribute Values** tab, configure the Entity tax attributes (see: Defining Entity Tax Attributes. Complete the following steps to define the most common Entity attributes:

   i. **Optional:** For base entities only, add the **Regional deduction** attribute value if the regional tax for this entity is deductible in the entities national jurisdiction.

   ii. **Optional:** Add the **Intercompany** attribute if the entity will participate in intercompany transactions.

   iii. **Optional:** Add the **Domicile** attribute to assign the national tax jurisdiction, and then highlight the domicile. This attribute must be set for all base entities and also for the parent entities that have Parent Tax Calculation enabled. Only one domicile is allowed.

> **Note**
>
> If you do not see the expected domicile under the Domiciles attribute, you may need to synchronize the **Domicile** custom attribute. Follow the synchronization steps described in Creating a National Jurisdiction.

g. Click **Save**

When all entities are created, add the currencies, as outlined in Adding Currencies.

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Adding Currencies

The Tax Reporting metadata file defines most world currencies using the three-character ISO currency codes. Tax Reporting Default translation is processed based on the default currencies of the entities.

You should finish modifying entities and their required currencies before you finalize the currencies. By default, the currencies are displayed in the sequence in which they were created. If you delete any currencies, then you must check all entities to ensure that a deleted currency is not used as a default currency.

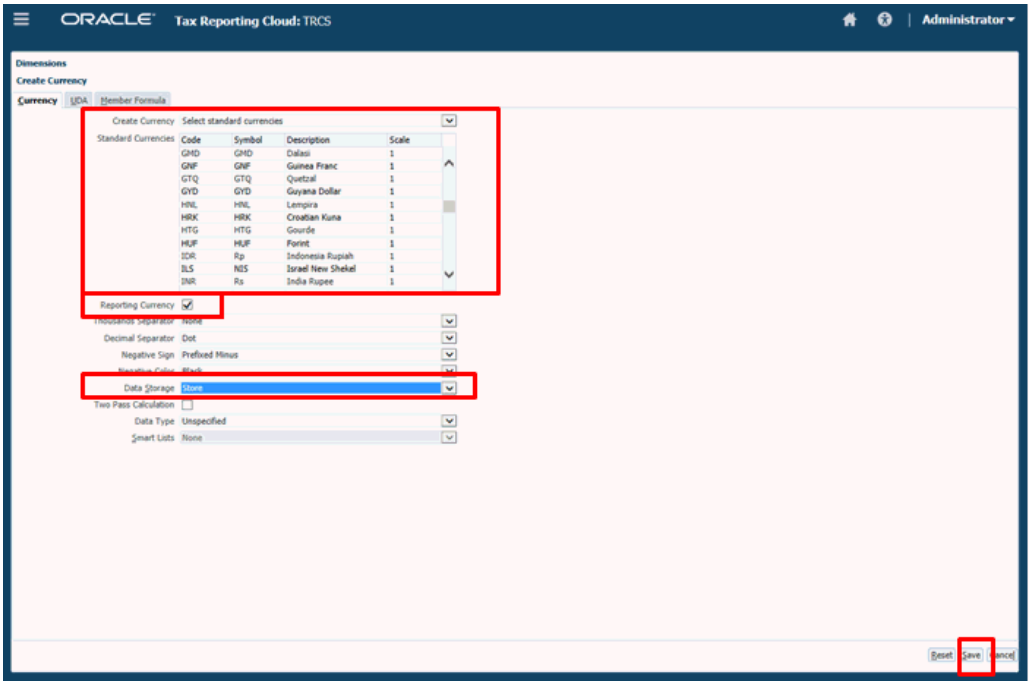
> **Note**
>
> Oracle recommends that you retain only the currencies that are currently required and those that will be required in the foreseeable future in the Currency dimension of the final metadata file. Retaining unnecessary currency codes may cause performance degradation. Note that the Currency dimension is used only for the currency of the entities.

For information about the Currency dimension, see Currency Dimension.

To add a currency:

1. From the Home page, select **Navigator** , and then **Dimensions**.
2. From **Dimensions**, select **Currency**, and then expand **Input Currencies**.
3. Click **Add Currency**.
4. Under **Create Currency**, perform the following steps:
   a. Under **Select Standard Currency**, select the ISO Currency Code that you want to use for the jurisdiction. For example, **CAD** for Canadian Dollar, or **USD** for United States dollar.
   b. **Optional:** Under **Reporting Currencies**, select the checkbox to add the currency under the Reporting Currency member.
   c. Set **Data Storage** to **Store**.

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5. Click **Save**.
6. Refresh the database to capture all updates, as outlined in Refreshing the Database After Configuring Jurisdictions and Entities.

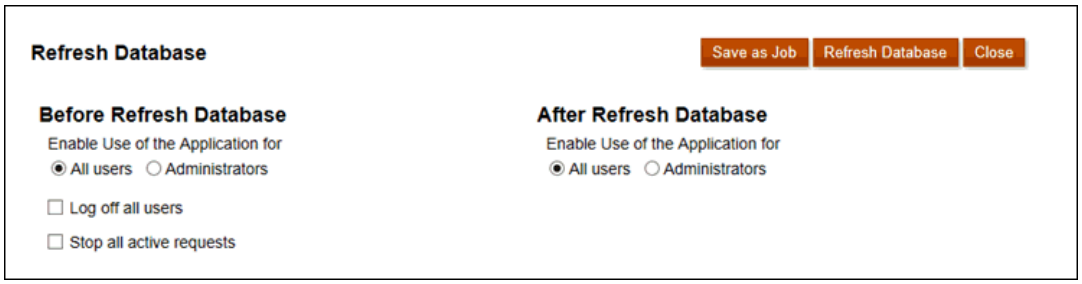
Refreshing the Database After Configuring Jurisdictions and Entities

When you have finished configuration, you must refresh the database to incorporate all updates and add the entity and jurisdictions to your valid intersections.

Data for an entity can only be entered for the national and regional domicile jurisdiction members.

To refresh the database:

1. From the Home screen, select **Application**, and then **Overview**.
2. On the **Application** screen, click **Actions**, and then **Refresh Database**
3. On the **Refresh Database** screen, click **Create**.
4. Click **Refresh Database**.

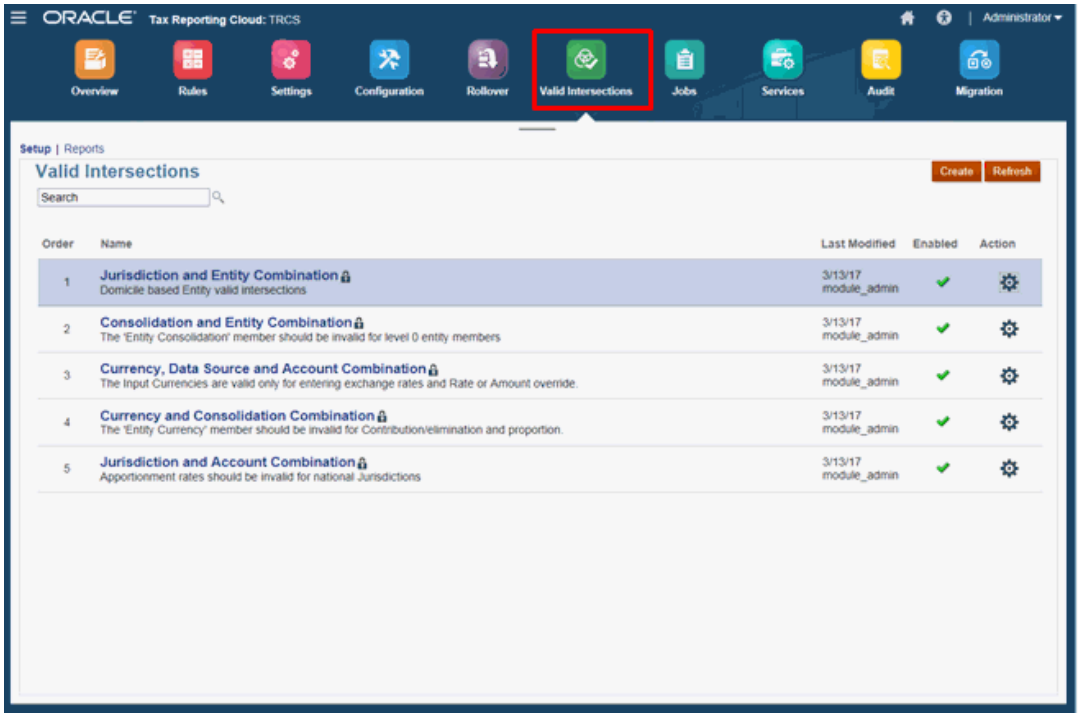


5. Back up your Outline file and export data from all databases before proceeding to ensure no data is lost.

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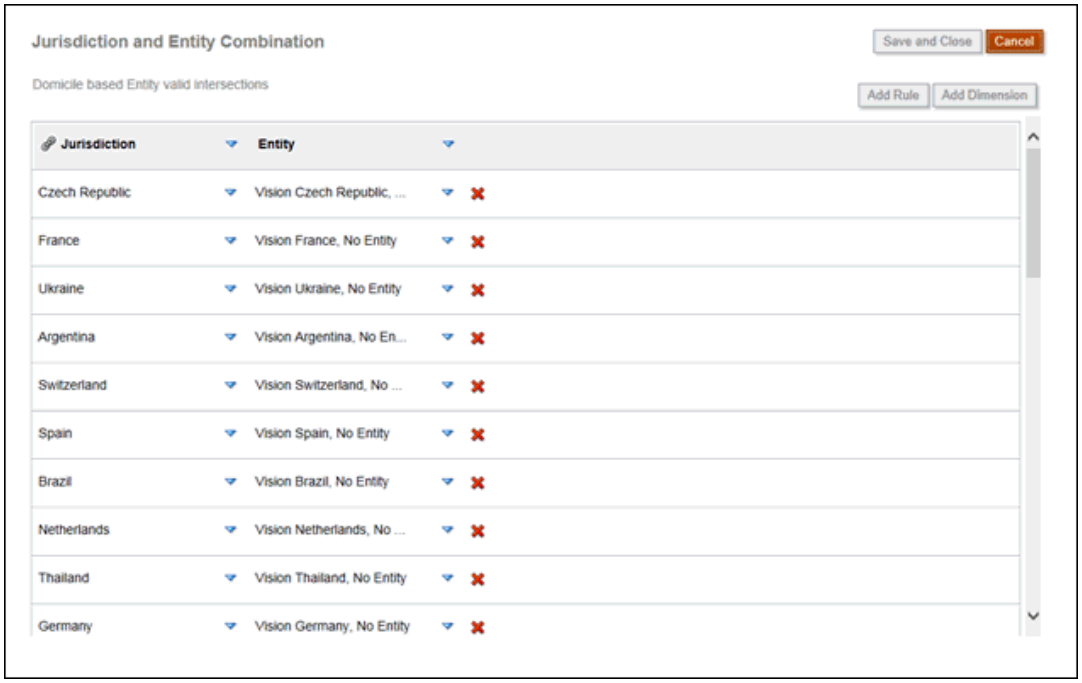
> **⚠ Caution**
>
> Refresh will recreate the outline for all the Oracle Essbase cubes used in this Application based on the current metadata definition in Planning for this application. Back up your Outline file and export data from all databases before proceeding with the Refresh in the next step.

6. Click **Refresh**.
7. From the Home screen, select **Application**, then **Valid Intersections**, and then select the **Jurisdiction and Entity Combination**.



8. Double-click **Jurisdiction and Entity Combination** to view the valid intersections.

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Removing an Application

Removing an application deletes the application and all of its contents. Any scheduled jobs for the application will also be deleted. This action cannot be undone.

> ⚠ **Caution**
>
> Oracle recommends that you back up your application before removing the application.

To remove an application:

1. On the Home page, click **Application**, and then **Overview**.
2. From **Actions**, select **Remove Application**.
3. Click **Yes** on the warning message to delete the application.

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4

Managing Security

Related Topics

- Security Overview
- Managing Artifact and Data Access
- Defining Cell-Level Security

> **Note**
>
> Cell-level security does not apply in Tax Reporting when a user runs the following operations:
>
> – Rollover
> – Copy/Clear Data
> – Copy Configuration
> – Any business rule - like Consolidation or Translation

Security Overview

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

Setting up security requires these tasks:

Table 4-1 Elements of Security

Name	Who Performs and Description	Link
Create users and assign them access to the application	The Identity Domain Administrator creates the users and assigns them access to the application.	See Managing Users in *Getting Started Guide for Administrators*
Assign users predefined role access to the application	The Identity Domain Administrator assigns users role access to the application: Service Administrators, Power Users, Users, Viewers.	See Understanding Predefined Roles and Tax Reporting in *Getting Started Guide for Administrators*
Create and manage groups	Administrators can define groups and populate with users using **Manage Groups** under **Access Control**.	For creation and management of groups, see Managing Groups in *Administering Access Control*

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Table 4-1 (Cont.) Elements of Security

Name	Who Performs and Description	Link
Assign users access to artifacts	Users are assigned access to artifacts in the application. These artifacts include forms, task lists, and reports. This access is given to users by the creators of the artifacts or by the Service Administrator.	See Assigning User Access to Artifacts.
Assign users access to data	The Administrator assigns access to data through access to dimension members. Users are assigned either Modify, View, or None access to members of a dimension.	See Assigning User Access to Data

Watch the following video for an introduction to security: Overview: Security and Roles in Oracle Cloud EPM

Managing Forms Security

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

Forms

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

Form Folders

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

Assigning Access to Forms and Folders

To assign security to forms and form folders:

1. Click the **Navigator** icon .

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

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

   A screen displays all the users with access rights.
4. From the **Users** tab or **Groups** tab, select a user or group to assign access.

   Click **Users** to display all user names; click **Groups** to display all groups.
5. Click **Add Access**.
6. From **Type of Access**, select an option:
   - **Read**
   - **Write**
   - **None**
7. Click **Add**.
8. Click **Close**.

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

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

To remove access from forms or folders:

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

Default Form Security

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

For information on managing forms, see Managing Forms.

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

- Data Status
- Enter Exchange Rates - Multi Period/Single Period
- Exchange Rates
- Override Rates
- CbCR Forms

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- Pillar Two Forms
- Current Provision Forms

Assigning Application Owners

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

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

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

See: Specifying Application Settings.

Reporting on Access Permissions

You can view current access permissions and print reports.

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

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

Table 4-2 Access Report Types

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

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Table 4-2 (Cont.) Access Report Types

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

- Click **Create Report**.

Managing Artifact and Data Access

As a Service Administrator, you can configure security on these application elements:

- Forms
- Task Lists
- Financial Reporting reports
- Dimensions
- Integrations
  - Oracle Smart View for Office
  - Migration
  - Data Management
  - Oracle Hyperion Financial Close Management

Users assigned a System Administrator or Power User role can access Data Management even if they are not specifically assigned the following permissions:

- Run Integration
- Drill Through
- Create Integrations

Users assigned a Viewer or User role can access the Workflow and Setup tabs in Data Management if they are specifically assigned the following permissions:

- Run Integration
- Drill Through
- Create Integrations

The following table shows the functionality for each role.

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Table 4-3 Functionality by Role

Functionality	Viewer	User	Power User	Service Administrator
View data through Forms	Yes	Yes	Yes	Yes
View Data through Data Analysis tools (FR, Forms, Smart View, Ad hoc Grids)	Yes	Yes	Yes	Yes
Enter data through Forms		Yes	Yes	Yes
Load data through FDMEE			Yes	Yes
Submit data for approval		Yes	Yes	Yes
Drill through to source system	Yes	Yes	Yes	Yes
Consolidate data		Yes	Yes	Yes
Create and maintain forms			Yes	Yes
Create Smart View Worksheets		Yes	Yes	Yes
Create and start the approval process for Process Control units		Yes	Yes	Yes
Perform actions on Process Control Approval units		Yes	Yes	Yes
Perform all functional activities for the application (except create and assign user roles)				Yes
Dimension Management				Yes
Member Formula Management				Yes

Assigning User Access to Artifacts

As an administrator, you assign security to artifacts, including forms, task lists, and Financial Reporting reports. You can assign these access rights:

- Modify
- Read
- None

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

The default security access is **None** for any artifact.

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

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

For more information, see Manage Groups in *Administering Access Control*.

Assigning User Access to Data

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

By default, security is enabled only for View dimension in Tax Reporting.

> **Note**
>
> Do not disable security on the View dimension. Security access permissions assigned to members of the View dimension ensure that users with the Viewer role have read access to all data and that users with other roles have write access out of the box.

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

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

Table 4-4 View Dimension Access Right for all Members

Group Access	Access Rights	Relation
Power User	Write	Member
User	Write	Member
Viewer	Read	Member

Tip

Data Source members **FCCS_Supplemental Data** and **FCCS_Managed Data** are reserved for data submitted through Supplemental Data Manager, or Data Management, respectively. Data access security can be configured to restrict non-admin users from modifying data associated with these members interactively. For example, Read access could be assigned to the **FCCS_Supplemental Data** and **FCCS_Managed Data** members for all non-admin users.

Enabling or Disabling Security for Dimensions

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

By default, security is enabled for the View dimensions. Optionally, you can enable security for any of the other dimensions, for example, Entity.

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> **Note**
>
> Do not disable security on the View dimension. Security access permissions assigned to members of the View dimension ensure that users with the Viewer role have read access to all data and that users with other roles have write access out of the box.

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

To enable or disable security for a dimension:

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

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

   - To disable security, clear **Apply Security**.
4. Click **Save**.

Assigning Security to Dimension Members

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

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

To assign security to dimension members:

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

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

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For the description about the preceeding options, see Accessing Ancestor Members in Ad Hoc Grids in *Working with Smart View*

8. **Optional:** Select a member level:

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

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

9. Click **Add**.
10. Click **Close**.

To modify access:

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

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

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

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

To remove access:

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

Defining Cell-Level Security

Define security rules which restrict users and groups from viewing data in certain cell intersections in forms.

Related Topics

- Understanding Cell-Level Security
- Creating Cell-Level Security Definitions
- Viewing Cell-Level Security Definitions
- Filtering Cell-Level Security Definitions
- Importing and Exporting Cell-Level Security Definitions
- Testing Cell-Level Security

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- Reordering the Cell-Level Security Definitions List

Understanding Cell-Level Security

About Cell-Level Security

Service Administrators applying cell-level security can deny access to cells that a user would normally have access to due to their regular security. Cell-level security is therefore defined as an exception to the existing member security. For example, a Department Manager requires access to all accounts in their own department, but only a certain account in all other departments. With the usual metadata security the Manager would have access to all accounts across all departments, but using cell-level security enables the Service Administrator to control the intersection of all accounts with the Manager's department and only the specific account in all other departments.

Cell-level security uses rules, similar to valid intersection rules, to deny read or write access to users viewing certain cell intersections anywhere a cell is shown (for example, forms, Smart View, reports, dashboards, infolets, and so on). When cell-level security rules are applied, users with read access can see the data value in a cell but the cell is not editable. If users are denied read access to a cell, the value displayed in the cell is #noaccess.

If you are a Service Administrator, you can define and assign cell-level security rules to any user or group. Cell-level security doesn't affect you.

Anchor and Nonanchor Dimensions

Cell-level security definitions use anchor and nonanchor dimensions:

- Anchor dimensions are always required dimensions in the cube that is used in the cell-level security definition.
- Nonanchor dimensions are either required or not:
  - If a nonanchor dimension is required, any cube that doesn't use that dimension will ignore any cell-level security definitions where that dimension is tagged as required.
  - If a nonanchor dimension isn't required, any cube that doesn't use that dimension will still evaluate any cell-level security definition that includes that dimension as not required and evaluate the definitions of any other dimensions in the definition in use in the cube.
  - By default, nonanchor dimensions aren't required. To make a nonanchor dimension required, click  (Edit) next to the nonanchor dimension, and click **Required**.
- By default, the anchor dimension members that are not specified in the rule are included in the security definition, but you can clear this option by clicking  (Edit) next to the anchor dimension, and then clicking **Apply to Selected Members Only**.

Creating Cell-Level Security Definitions

To create a cell-level security definition:

1. Click **Application**, and then click **Cell-Level Security**.
2. Create the definition:
   a. Click **Create**.
   b. Enter a name and description for the definition.

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c. The **Enabled** checkbox is selected by default. To disable the definition, clear the **Enabled** checkbox. You can also enable or disable a definition directly on the **Cell-Level Security Definitions** page.

d. To define cube-specific security, click **Cubes** and select from the list of cubes or select **All**.

e. An anchor dimension is required. To select the anchor dimension, click **Select Anchor Dimension**. For information about anchor and nonanchor dimensions, see Understanding Cell-Level Security

f. **Optional:** By default, the anchor dimension members that are specified in the rule are included in the security definition. If you click (Edit) next to the anchor dimension, and then click **Apply to Selected Members Only**, cell-level security is disabled for the selected members and cell-level security is applied to the rest of the members, excluding the selected members.

g. To select additional dimensions (called nonanchor dimensions), click **Add Dimension**.

h. **Optional:** By default, nonanchor dimensions are not required. To make a nonanchor dimension required, click (Edit) next to the nonanchor dimension, and click **Required**.

3. Define the cell-level security rule:

a. Click **Add Rule**.

b. In the **Users, Groups** column, click (Search) to find the users and groups to include in the cell-level security rule.

c. For **Restriction**, choose **Deny Read** (default) or **Deny Write**. **Deny Read** is the default option because it is the most restrictive. If users are denied read access to a cell, the value displayed in the cell is #noaccess. Users with **Deny Write** access can see the data value in a cell but the cell is not editable.

d. Click (Edit) next to the dimensions in the new rule:

- Click **Edit** to open the **Select Members** page and select the members, substitution variables, and attributes to include in the cell-level security rule.
- Click **Exclude** or **Exclude All** to define the dimension members you want to exclude from the rule:
  - **Exclude**: Selecting this option excludes members by ID. Only the specified members (base or shared) will be excluded.
  - **Exclude All**: Selecting this option excludes members by name. If a base member is specified, then the base and all of its shared members will be excluded. If a shared member is specified, then this member, its base member, and all other shared members of this member will be excluded.
- Click **Clear** to clear the selection.

To delete a rule, click (Remove).

4. Click **Save**.

The new cell-level security definition is added to the end of the list. Definitions are evaluated in the order they appear in the list. To reorder the definitions list, see Reordering the Cell-Level Security Definitions List.

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After a definition is created, you can test it in a form to see how the form will look from a user's perspective. See Testing Cell-Level Security.

Viewing Cell-Level Security Definitions

To view cell-level security definitions:

1. Click **Application**, and then click **Cell-Level Security**.
2. To search the entire listing for certain definitions, enter search criteria in the **Search** box and then click  (Search) to display only the definitions that meet the search criteria.
3. To filter the listing so it displays only the definitions that meet the filter criteria, specify the following filter options:
   - **Filter**  : Click to display the **Filter** page where you can select from a robust list of filter options. For a complete list of filter options and their descriptions, see Filtering Cell-Level Security Definitions.
   - **Clear All**  : Click to clear all filters for **Effective Assignment**, **Enabled**, and **Restriction**.
   - **Effective Assignment**: Filters the list so you view only the definitions that effect certain users or groups.
   - **Enabled**: Filters the list so you view only the definitions that are enabled (**Yes**), not enabled (**No**), or select **All**.
   - **Restriction**: Filters the list so you view only the definitions that are assigned the **Deny Read** or **Deny Write** restriction, or select **All**.
4. You can also perform these tasks on the **Cell-Level Security Definitions** page:
   - **Actions** menu: To import and export definitions, see Importing and Exporting Cell-Level Security Definitions.
   - **Test**: See Testing Cell-Level Security.
   - **Create**: See Creating Cell-Level Security Definitions.
   - **Refresh**: Click to refresh the definitions listing.
5. For each listing on the definitions page you can perform the following tasks:
   - **Enabled** column: Indicates whether a definition is enabled. Click the check mark next to the definition to disable or enable it. A green check mark indicates that the definition is enabled.
   - **Action** column: Click ••• (Action) to edit, duplicate, or delete a definition, or to move it up or down in the listing order.

Filtering Cell-Level Security Definitions

You can filter the list of cell-level security definitions by certain criteria such as by cube, by restriction, or by date. When you filter, only the definitions that meet the filter criteria are displayed on the **Cell-Level Security Definitions** page.

To filter cell-level security definitions:

1. Click **Application**, and then click **Cell-Level Security**.

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2. Click (Filter) to specify filter criteria:
   - **Cubes**: View only the definitions in the selected cube or cubes, or select **All**.
   - **Enabled**: View only the definitions that are enabled (**Yes**), not enabled (**No**), or select **All**.
   - **Restriction**: View only the definitions that are assigned the **Deny Read** or **Deny Write** restriction, or select **All**.
   - **Modified**: View only the definitions that were modified before or after a certain date and time, or the definitions modified within a range of dates or times. Select **After**, **Before**, or **Between** and then click (Select Date and Time) to specify the date and time criteria.
   - **Modified By**: View only the definitions modified by selected users.
   - **Effective Assignment**: View only the definitions that effect the selected users or groups.
3. Click **More** to further refine the filter criteria:
   - **Dimensions**
   - **Anchor Dimensions**
   - **Anchor Dimension: Apply to Selected Members Only**: Choose **Yes**, **No**, or **All**.
   - **Additional Dimensions Required**: Choose **Yes**, **No**, or **All**.
4. Click **Apply**.

Importing and Exporting Cell-Level Security Definitions

About Importing and Exporting Cell-Level Security Definitions

You can export the filtered list of cell-level security definitions from the listing page to a location on your local computer, or you can export them to the server. If no filter is defined on the listing page, then all cell-level security definitions are exported.

Use the Import action to import cell-level security definitions into the application from a location on your local computer or import them from the server. When you perform an import, the system tests the import file for anything that might break a definition; for example, if a cube is missing, or if an anchor dimension doesn't exist, or if a subrule is not found, errors are logged in the error file. Import jobs will only complete successfully if the import file has no errors.

> **Note**
>
> Subrules provide information about the content of the rules such as the user assignment for each member of the rule (subrule), the member selection or exclusion for anchor and non anchor dimensions, and the restriction type applied for each subrule.

Depending on the export or import location you choose, the application definitions are exported or imported in either an Excel file format (XLSX) or a zip file format.

Cell-Level Security Import File

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The Excel import file must have two sheets with the following names for the first and second sheets:

1. `Rules`
2. `Sub Rules`

The `Rules` sheet has the following column headings:

- **Name**
- **Position**
- **Description**
- **Enabled**
- **Valid Cubes** - This column can contain either `All` or a list of comma-separate names of cubes, such as `Plan1, Plan2`
- **Anchor Dim Name**
- **Anchor Dimension Apply to Unselected Members**
- **Dim1**
- **Dim1 Required**
- **Dim2**
- **Dim2 Required**
- **Dim***X*
- **Dim***X* **Required**

The `Sub Rules` sheet must have the following column headings:

- **Name** - This column must contain the name of the Rule from the first sheet
- **Users**
- **User Groups**
- **Restriction** This column can contain `Deny Read` or `Deny Write`
- **Anchor Members**
- **Anchor Exclusion**
- **Anchor Exclusion All**
- **Dim1 Members**
- **Dim1 Exclusion**
- **Dim1 Exclusion All**
- **Dim2 Members**
- **Dim2 Exclusion**
- **Dim***X* **Members**
- **Dim***X* **Exclusion**
- **Dim***X* **Exclusion All**

Exporting and Importing Cell-Level Security Definitions

To export and import cell-level security definitions:

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1. Click **Application**, and then click **Cell-Level Security**.
2. Apply filters to the listing, as needed. See Filtering Cell-Level Security Definitions.
3. To export, click **Actions**, then **Export**, and then select the target location for the export file:
   - **Local**: Saves the export file to a location on your local computer. If you choose this option, click **Export**, and then specify where to save the XLSX export file.
   - **Outbox**: Runs a job that saves the export file in a zip format to the server which you can download now or use to schedule an export job later. If you choose this option, click **Save and Run Job**.

     To download the export file from the Outbox:

     a. Click **Application**, and then click **Jobs**.

     b. Under **Recent Activity** click the **Export CLS** job.

     c. On the **Job Details** page, click (Download) to select a download location for the cell-level security export file. You can also download the export file from the Inbox/Outbox Explorer for your business process.
4. If editing the export file in Excel, note that the Excel file has two sheets: `Rules` and `Sub Rules`.
5. To import, click **Actions**, then **Import**, and then select the location of the import source file:
   - **Local**: Loads the import file from a location on your computer. For **Source File**, click **Browse** to select the import file on your computer, and then click **Import**.
   - **Inbox**: Runs a job that loads the import file from the server. The import file must be in a zip file format. Enter the name of the file in **Source File**, click **Save and Run Job**, and then specify the **Name** and **Error File** on the **Save as Job** dialog. The error file provides information about the definitions that were not imported. You can download the error file from the Inbox/Outbox Explorer for your business process.

Testing Cell-Level Security

After defining cell-level security and enabling it, you can test it to see what an effected user would see when they view a form. Testing ensures that users are seeing only the cell values they are allowed to see and nobody is seeing more than they should. To test a definition, you must enable it.

To test cell-level security:

1. Click **Application**, and then click **Cell-Level Security**.
2. Enable the definition you want to test.
3. Click **Test**, and then select the form that you want to test.
4. In the **Select or Enter a User Name** text box, specify a user name or click (Search) to select a user, and then click OK.

> **Note**
>
> You can test only one user at a time.

The form displays the user access to each cell as Read, Write, or None.

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Reordering the Cell-Level Security Definitions List

Cell-level security definitions are evaluated in the order they appear on the definitions list; for example, the application evaluates the first cell-level security definition in the list, then the second definition, and so on.

To change the position of a cell-level security definition in the list:

1. Click **Application**, and then click **Cell-Level Security**.
2. To the right of the cell-level security definition, click ••• (Action).
3. Select **Move Up** or **Move Down**.

> **Tip**
>
> You can also drag cell-level security definitions to move them up and down in the list.

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5

Managing Applications

Related Topics

- Application Overview
- Application Models
- Performance Settings
- Restrictions for Dimensions, Members, Aliases, and Forms
- Validating the Essbase Outline
- Importing Metadata
- Exporting Metadata
- Metadata Validation Messages
- Data Integrations
- Best Practices for Data Integration
- Copying Data
- Clearing Data
- Creating Clear Cube Jobs
- Refreshing the Database
- Validating Metadata
- Defining Valid Intersections
- Creating Valid Intersections
- Managing Valid Intersections
- Working with Valid Intersections in Forms
- Suppressing Invalid Data in Forms
- Managing Invalid Intersection Reports
- Viewing Application Recommendations
- Working with Activity Reports and Access Logs
- Validating Groovy Scripts

Application Overview

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

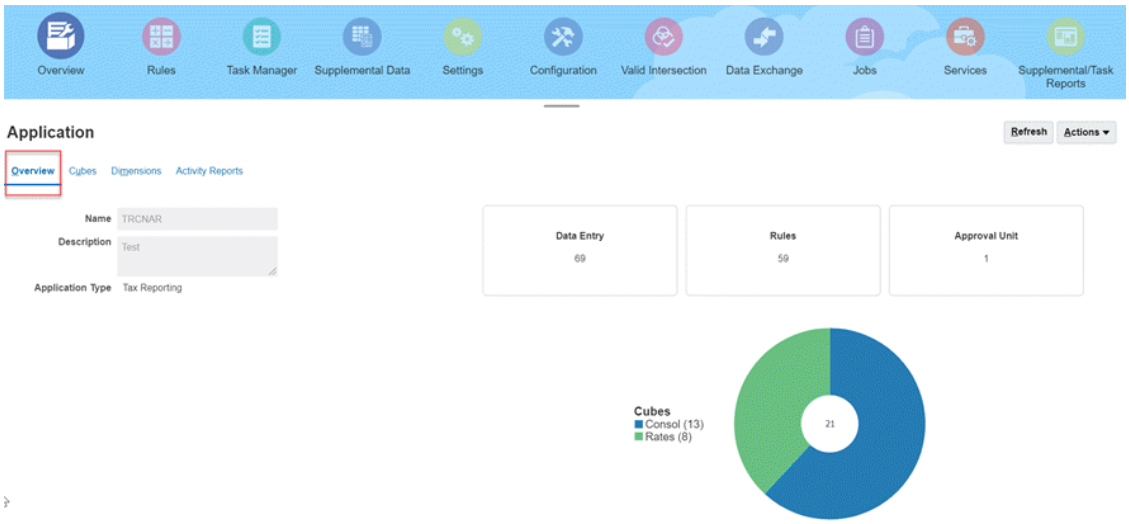
To manage applications, you must be the Service Administrator.

The Application overview shows the application properties and application statistics, such as the number of tasks, forms, rules, and approval hierarchies in your application. It also lists the dimensions used by the application.

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To manage dimensions, see Working with Dimensions.

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



> **Note**
>
> Hybrid appears as **Enabled** after the Application Type to denote applications that are configured for Hybrid mode. See also: Application Overview and Converting the Application Model to Hybrid-Optimized (DSO)



Application Models

Tax Reporting supports the following types of application models:

1. **Non-Hybrid with Account as Dense**: In this model the Account dimension is Dense and the rest of the dimensions are Sparse. This was the initial model released with Tax Reporting. This model is supported on Legacy Essbase and Hybrid-enabled Essbase.
2. **Non-Hybrid with Account, and Data Source as Dense**: Legacy model with limited support. New features and performance improvements are not supported. Plan to migrate to Hybrid with Period and Movement as Dense (DSO).
3. **Hybrid with Period and Movement as Dense (DSO)**: In this model Period and Movement dimensions are Dense and the rest of the dimensions are Sparse. This model is supported only on Hybrid-enabled Essbase.

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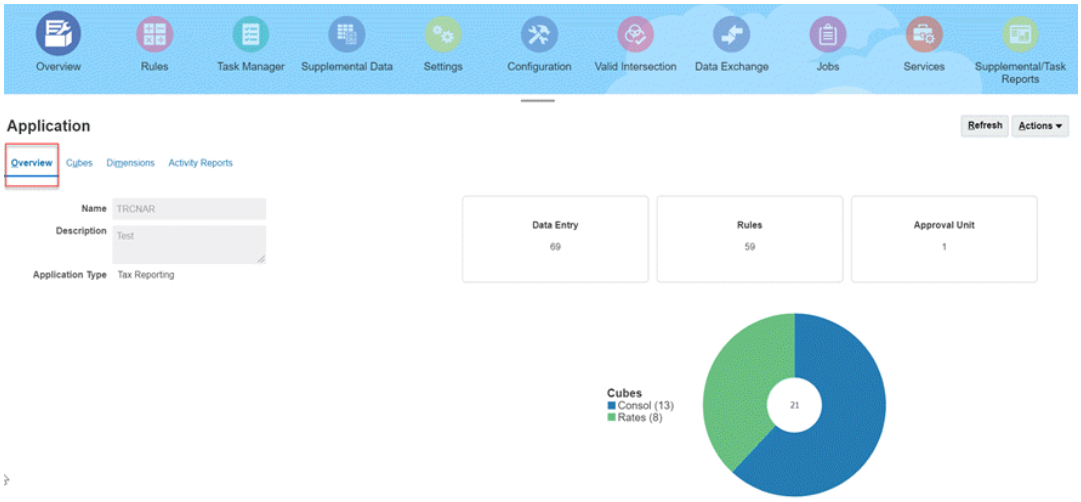
> **Note**
>
> - **Hybrid with Period and Movement as Dense** is the default application model when you create a new application.
> - You can migrate from **Non-Hybrid with Account as Dense** or **Non-Hybrid with Account, and Data Source as Dense** to **Hybrid with Period and Movement as Dense** from the **Performance Settings** option under **Tools->Configuration**. See, Changing Performance Settings for the Data Source Dimension (Non-Hybrid mode only)
>
> See also: What Application Model Do I Have?

What Application Model Do I Have?

- See Application Overview Tab screen to verify if the Hybrid mode is enabled.
  Hybrid Application

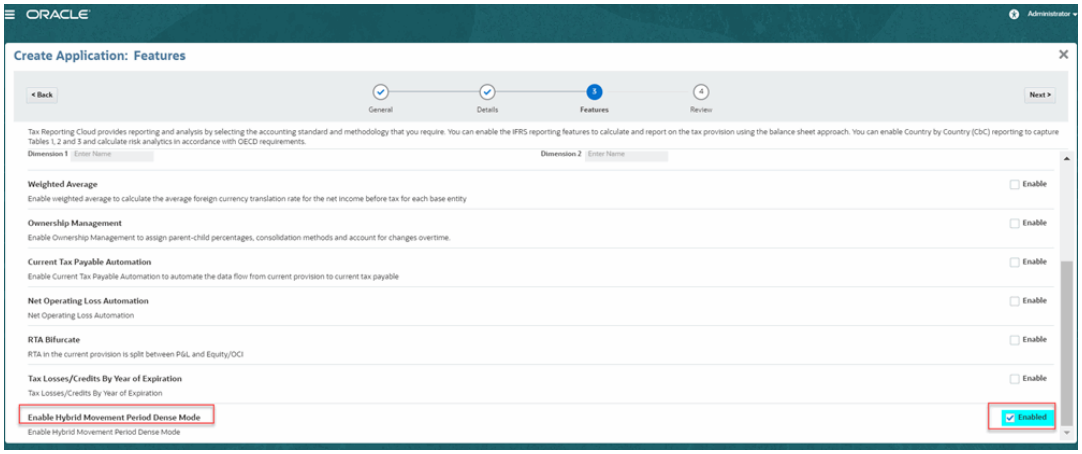


Non-Hybrid Application

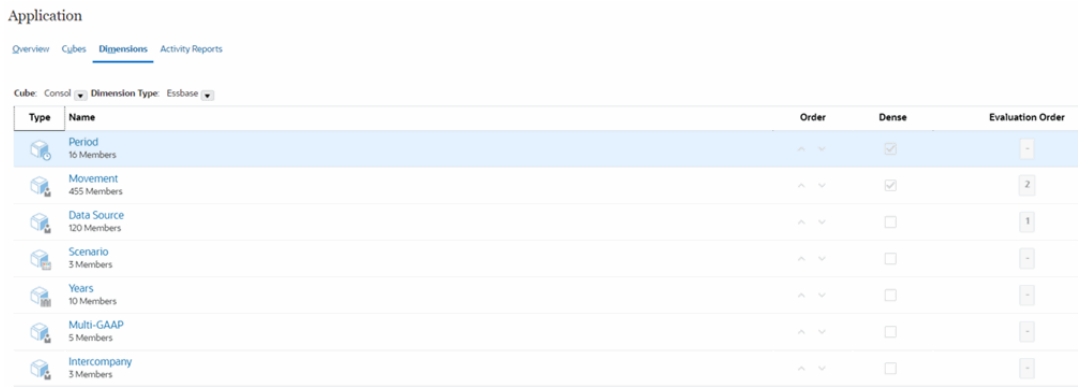


- See the Enabling Application Features screen to verify if the **Enable Hybrid Movement Period Dense Mode** is enabled for your application.

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- See the Application Dimensions screen to see the Dense/Sparse and Order settings for Account, Data Source, Movement and Period



Performance Settings

Related Topics:

- Changing Performance Settings for the Data Source Dimension (Non-Hybrid mode only)
- Optimizing the Application Model for Hybrid Aggregation

Changing Performance Settings for the Data Source Dimension (Non-Hybrid mode only)

By default, the Data Source dimension is configured as "Sparse" because that setting provides better performance.

Legacy applications, created prior to 19.05, will have the Data Source configured as "Dense". It is recommended that the Data Source dimension for legacy applications be reconfigured to "Sparse".

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> **⚠ Caution**
>
> Changing the performance settings requires a database refresh. Because this refresh will result in an Essbase Database restructure, it may take a long time to complete (potentially hours, depending on your system). Consider updating the performance settings during a down period when other users are not using the system. **BEFORE** you initiate the database refresh:
>
> - Ensure there are no active users on the system.
> - Ensure this action will not overlap with the Automatic Maintenance Window.

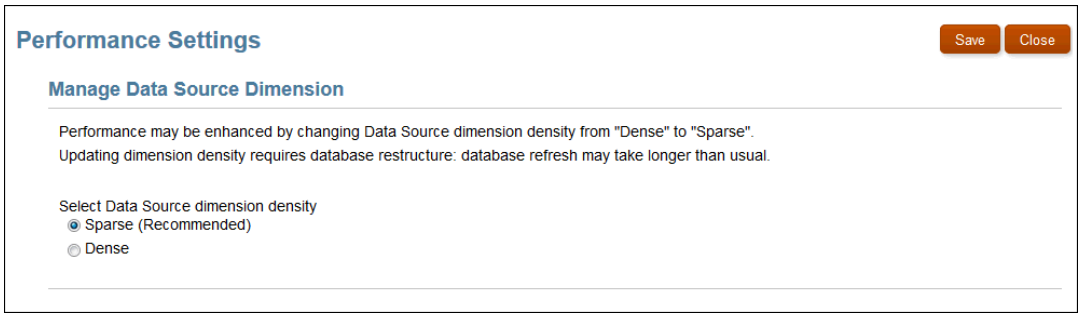
> **ⓘ Note**
>
> This is only available for legacy Essbase applications.

To verify the current performance setting for your applications:

1. From the Home page, click the Navigator icon .
2. Under **Create and Manage**, select **Dimensions**, and then select the **Performance Settings** tab.
3. Select the required cube.
4. For the **Data Source** dimension, under **Density**, the current setting displays as Dense or Sparse.

To set performance settings:

1. From the Home page, select **Application**, and then **Configuration**.
2. On the Configure screen, select **Performance Settings**.



3. Select the Data Source dimension density that you require:
   - **Sparse (Recommended)**
   - **Dense**

   By default, the density is set to Sparse.
4. Click **Save** to refresh the database.
5. On the Refresh Database dialog box, click **OK**.
6. **Optional:** From the Home page, select **Applications**, and then **Jobs** to check the status of the refresh.

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Optimizing the Application Model for Hybrid Aggregation

In Tax Reporting, when you now create an application, you will be able to configure up to two custom dimensions and the application model will be optimized for Hybrid aggregation. A Hybrid application model differs from a non-hybrid application model in several significant ways including dimension performance settings (Movement and Period dimensions are configured as Dense), dimension member Data Storage configuration, and Essbase configuration settings.

You can also convert an existing application to a hybrid dense sparse optimized (DSO) application model. See: Converting the Application Model to Hybrid-Optimized (DSO)

Benefits of Hybrid Aggregation

- Configurable dimensionality - allows you to configure your new application with up to 2 custom dimensions.
- Faster Refresh Database - The Account dimension in a hybrid-optimized (DSO) application is configured as sparse. This allows modifying the Account dimension without triggering a lengthy Essbase dense restructure and greatly reduces the time taken to refresh database.
- Exporting sparse dynamic calc members via Database Management. See Defining Direct Integration Options in *Administering Data Integration*.
- Smaller Essbase database - You may notice a significant reduction in Essbase database size due to the fact that Account is now a sparse dimension which generally results in smaller block size and fewer sparse blocks.
- Performance - The system leverages hybrid aggregation and optimized dimension performance settings (DSO) to drive performant Consolidation and data retrieval.

> **Note**
>
> This option applies only to applications that are running on Hybrid-enabled Essbase. See About Essbase in Cloud EPM in *Getting Started Guide for Administrators* for details on upgrading to hybrid-enabled Essbase.

Converting the Application Model to Hybrid-Optimized (DSO)

Pre-Migration Steps

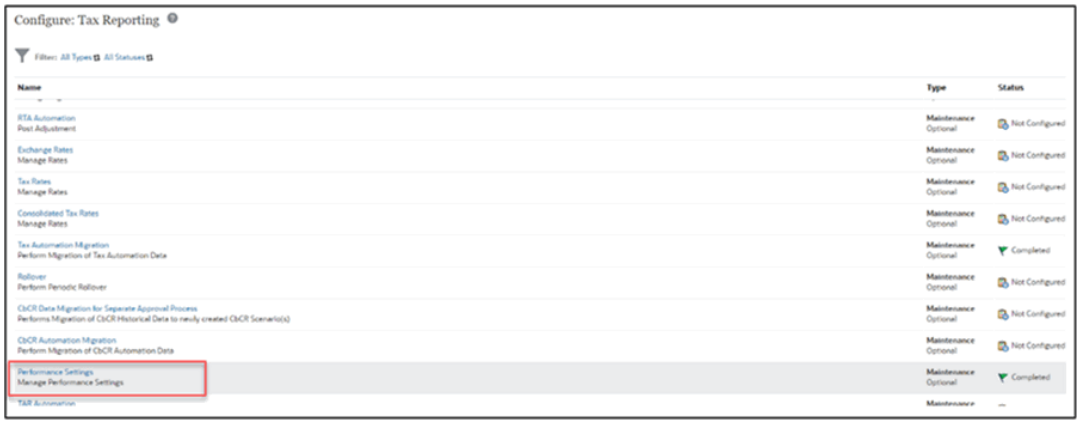
Before you start converting the application, you must complete these actions:

- Ensure there are no pending metadata changes and that Refresh Database has been successfully performed
- Take a backup of the application
- Disable scheduled jobs
- Reschedule the automatic maintenance window so it’s unlikely to kick off while the application is being converted
- Confirm that the application is in administrator mode

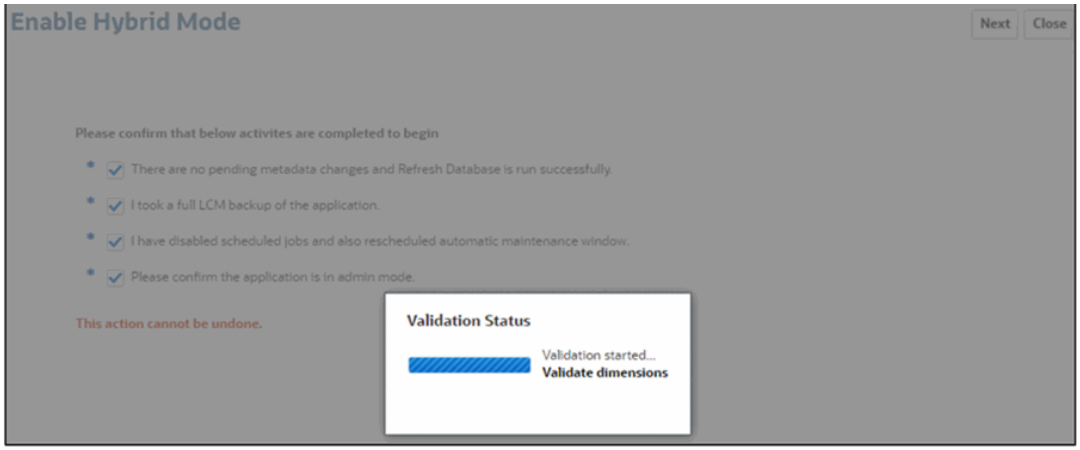
Migration Steps

1. On the Home page, select **Application**, and then **Configuration**.
2. Select **Performance Settings** on the Configuration screen.

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3. The validation starts.



4. Review and save the summary of changes.



5. Click **Launch** to convert the application. When the process starts, all existing users will be logged off and all active requests will be stopped.
6. Wait for the application to be converted. The process will need to perform a dense database restructure which may take a significant amount of time. You can also monitor progress via the **Make Period and Movement Dense** job in the job console **Application->Jobs**.
7. When the process is complete log out of the application and log back in.

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> **Note**
>
> You cannot revert after converting your application to a Hybrid-optimized model.

Updates Performed as Part of Hybrid Optimization

The conversion process consists of the following modifications:

- All the parent members where the **Data Storage** property is not set to **Dynamic Calc** are updated to **Data Storage** property value **Dynamic Calc**. This applies to all dimensions except Entity. As a best practice in hybrid mode, you have to set the **Data Storage** property for all parent members to **Dynamic Calc**.
- Level 0 members where the **Data Storage** property is **Dynamic Calc** and there is no member formula, are updated to **Data Storage** property value **Store**. This applies to all dimensions except Entity.
- **Solve Order** for certain out of the box dimension members will be set.
- The density of the Period and Movement dimensions will be set to **Dense**. The density of the Account dimension will be set to **Sparse**. The density of the other dimensions will remain **Sparse**. The dimension performance order will also be updated
- These Essbase settings are turned on in the application configuration:
  - IGNORECONSTANTS - Enables dynamically calculated members of sparse dimensions to be exported using the **All Data** option in Database Management (see, Defining Direct Integration Options in *Administering Data Integration*) in a performant way that does not result in data explosion, that is, member formulas with constants will only return a value if any of the intersections used as operands are not missing.

    > **Note**
    >
    > See Performing Post-Conversion Steps After Optimizing the Application for Hybrid for impact to Database Management Integrations and Best Practices for Member Formulas.

  - ASODYNAMICAGGINBSO - Uses hybrid aggregation mode for queries, that is, wherever possible, block storage queries execute with efficiency similar to that of aggregate storage databases.
- You may notice a significant reduction in Essbase database size due to the fact that Account is now a sparse dimension which generally results in smaller block size and less sparsity within the blocks.
- After the application is successfully optimized a summary log can be found in the **Make Period and Movement Dense** job in the Job Console.

Performing Post-Conversion Steps After Optimizing the Application for Hybrid

After you convert an application to Hybrid-optimized, perform these steps:

- Review all your user-defined member formulas, configurable calculation rules (also known as insertion points), and On-Demand rules to make sure they are written following the Best Practices for Member Formulas. You do not need to review the seeded member formulas.
- Recreate any of your saved Data Export jobs to use Period or Movement (dense dimensions) instead of Account as a driver dimension.

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- Follow the guidelines in Exporting Data from a Tax Reporting Hybrid-Optimized (DSO) Application to modify existing Data Integrations that export data from the migrated DSO application.
- After conversion, reconsolidation of already consolidated periods is not required.
- Post DSO migration Account dimension is changed from Dense to Sparse, hence, using data export with dynamic calc accounts does not work. Data export funcationlaity does not allow to extract sparse dimension dynamic calc members. Exporting sparse dynamic calc members can be perfromed via Data Exchange. See, Defining Direct Integration Options in *Administering Data Integration*.

> **Note**
>
> While verifying the data, if the Accounts are not rolling up to the root level Account Parent member (for example, Total Assets and Liabilities) and the Account type is "Equity" and the Time balance is "Balance", it reflects the data in the last period balances at "Year Total".
>
> In Tax Reporting the last period is "P14", and if the Equity accounts (base and parent) does not have data in P14 period, then no data is seen at "Year Total" member in the current year/period.
>
> To match the behavior of non-DSO applications, the Account members must calculate after period "Year Total" member using the solve order (any number > 50) at all Account parent members which are of type "Equity". For example, "Retained Earnings prior" parent Account has type set as "Equity" so the solve order for this and its ancestors must have solve order set to any number >50.

Restrictions for Dimensions, Members, Aliases, and Forms

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

- For dimensions, members, or aliases, use no more than 80 characters.

  > **Note**
  >
  > – For Entity members, names cannot exceed 76 characters in length.
  >
  > – For all dimensions, do not use commas in member names.

- Do not use HTML tags in member names, dimension names, aliases, and descriptions.
- The following is a list of characters that are restricted and cannot be used in dimension, member, and alias names:

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

Character	Meaning
"	quotation mark
[ ]	bracket
\	backslash

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Table 5-1 (Cont.) Restricted Characters in Dimension, Member, and Alias Names

Character	Meaning
/	slash

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

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

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

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

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

- Do not place spaces at the beginning or end of names. Such spaces are ignored.
- Do not use forward slashes in member names.
- For time periods in custom calendars, do not use spaces in prefixes.
- Do not use these words as dimension or member names:

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  - Calculation script commands, operators, and keywords.
  - Do not prefix an object name with any of the following: OEP_, OFS_, OCX_, OWP_, OPF_, FCCS_, TRCS_, ARCS_, OQP_, OGS_. For example, the prefix "TRCS_A" is invalid. However, you can use the acronyms within the object name, for example, A_TRCS, BTRCS, or TRCSB.
  - Function names and function arguments.
  - Names of other dimensions and members (unless the member is shared).
  - If Dynamic Time Series is enabled, do not use History, Year, Season, Period, Quarter, Month, Week, or Day.

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

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

Restricted Word	Restricted Word	Restricted Word
ALL	AND	ASSIGN
AVERAGE	CALC	CALCMBR
COPYFORWARD	CROSSDIM	CURMBRNAME
DIM	DIMNAME	DIV
DYNAMIC	EMPTYPARM	EQ
EQOP	EXCEPT	EXP
EXPERROR	FLOAT	FUNCTION
GE	GEN	GENRANGE
GROUP	GT	ID
IDERROR	INTEGER	LE
LEVELRANGE	LOCAL	LOOPBLOCK
LOOPPARMS	LT	MBR
MBRNAME	MBRONLY	MINUS
MISSING	MUL	MULOP
NE	NON	NONINPUT
NOT	OR	PAREN
PARENPARM	PERCENT	PLUS
RELOP	SET	SKIPBOTH
SKIPMISSING	SKIPNONE	SKIPZERO
STATUS	TO	TOLOCALRATE
TOP	TRAILMISSING	TRAILSUM
TYPE	UMINUS	UPPER
VARORXMBR	XMBRONLY	$$UNIVERSE$$
#MISSING	#MI	

Validating the Essbase Outline

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

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

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

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

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

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

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

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

- Addressing Validation Errors
- Sample Validation Errors

Manually Launching the Pre-Validation Process

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

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

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

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

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

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

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

Automatic Pre-Validation During Database Refresh

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

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

Addressing Validation Errors

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

Error Category	Recommendations
ELSE or *ENDIF* without *IF*	The member formula utilizes *if*, *elseif*, *else*, and *endif* constructs, but there are more *endif* tokens than *if* tokens, or the *else* and *if* tokens are mismatched. The number of *if* tokens should correspond with the number of *endif* or *else* tokens, ensuring proper grouping. Correct the formula by addressing the syntax issues.
Invalid Data Type or expected type *NUMBER* found *STRING*	The member formula refers to a non-existing member. Review the formula and remove the non-existing member from it.
Invalid Expression Return Type	The member formula refers to a non-existing member. Review the formula and remove the non-existing member from it.
No Matching Quote Found	The formula contains mismatched quotation marks. Ensure that the number of opening and closing quotation marks are equal and properly grouped. Correct the formula by resolving syntax errors.
Nothing to do	The member formula for the member is commented out using /* and */. Since the member is dynamic, it must have a valid formula. Put a valid member formula for the member or change the member property.

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Error Category	Recommendations
Parenthesis Error	The formula has mismatched parentheses. Ensure that the number of opening and closing parentheses are balanced and correctly grouped. Correct the formula by resolving syntax errors.
Substitution Variable doesn't exist	The member formula references a non-existent Substitution Variable. Create the Substitution Variable with an appropriate value to ensure successful formula validation.
Syntax Error in MDX Query	To fix your syntax error, see MDX Syntax and Grammar Rules.
Missing Semicolon or Unexpected End of Expression	The member formula does not end with a semicolon. The formula may return a value, however the absence of a terminating semicolon is a syntax error. Review and correct the formula.
Unknown Member Name used in function	The member formula references a non-existent member. Review and update the formula to remove any references to members that do not exist.
Environment Variable doesn't exist	The formula refers to an environment variable. You can't create an environment variable in the Oracle Fusion Cloud Enterprise Performance Management applications. Create a substitution variable instead with the same name and value of the environment variable, and use that in the formula instead.
Formula Parsing Error	The member formula references a member name that is not quoted, or the formula does not end with a semicolon. Additionally, the member name imay nclude keywords or function names such as *for*, *year*, and *sum* which are not permitted in the formula. Ensure that the member name is properly quoted and that the formula ends with a semicolon. Also, verify that a member with that name exists in the system.
Unknown Member Used in Query	For an ASO cube, the member formula refers to a non-existent member in the MDX query. Additionally, ensure that the names of dimensions, members, and attribute dimensions do not contain the / (slash) character.
Duplicate Member Name	The member formula refers to a non-existing member. Review the formula and remove the non-existing members from it.
Invalid Assignment	Invalid assignment: The value on the left side of the equal sign must be a member or variable. In the member formula, the left side of the assignment operation using equal to sign (=) should be the name of an existing member. Ensure that the left-hand side of the assignment is a valid member name.
Operator Error	The member formula contains improperly nested *if*, *elseif*, or *endif* constructs, resulting in incorrect and unbalanced nesting. Review and correct the formula to address these syntax issues.

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Error Category	Recommendations
Function Error	The member formula uses functions, but extra parameters have been passed. If the function involves Planning's substitution variables, ensure these variables are available and have values, which should not start with ampersand character (&). Additionally, review the formula to remove any extra & symbols before substitution variables. Ensure that each substitution variable in the formula has a single & before its name for proper resolution.
Missing Expression	Review and fix the formula to remove the expressions related syntax errors.

Sample Validation Errors

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

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

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

Formula verification errors sample: substitution variables sample:

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

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

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

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

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Importing Metadata

You can import metadata from a file in a comma-delimited, tab-delimited, or other format.

Tax Reporting performs validations in the system to ensure that calculations are valid. For example, the Current Provision and Deferred Provision should equal the total Effective Tax Rate (ETR).

These artifacts are supported in imports:

- Dimensions
- Smart Lists
- Exchange Rates

When considering the format to use to import metadata, consider the following information:

- **Using CSV Files**
  - The csv files can be easily edited in MS Excel.
  - All metadata settings can be set in the file.
  - Attributes Values have their own column.
  - After dimension import, a reminder to perform a Database Refresh is displayed.

> **Note**
>
> The .csv format makes it more difficult to maintain hierarchies because of the parent/child combination and no graphical overview of the hierarchy.

- **Using the Dimension Editor from the Navigator**
  - Hierarchies can be viewed, which makes it easier to place members.
  - No need to extract or load your metadata

> **Note**
>
> After dimension updates, you must remember to perform a Database Refresh, as there is no reminder.

- **Using the Integrated Dimension Editor**

  From the Home page, select Application, then the Dimensions tab, then pick the Dimension you want to edit. On the Edit Member Properties tab, you can edit all dimensions, and maintain all properties, including Attribute Values.
  - All Excel functionality is available to copy, paste, insert rows, and so on.
  - No need to extract or load your metadata.
  - Dimension hierarchies can be viewed.
  - Drop-down boxes are available for all properties.
  - Attribute Values can be maintained.

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> **Note**
>
> After dimension updates, you must remember to perform a Database Refresh, as there is no reminder.

- **Using the Integrated Dimension Editor**

  From the Home page, select **Application**, then the **Dimensions** tab, then pick the **Dimension** you want to edit. On the **Edit Member Properties** tab, you can edit all dimensions, and maintain all properties, including Attribute Values.

  - All Excel functionality is available to copy, paste, insert rows, and so on.
  - No need to extract or load your metadata.
  - Dimension hierarchies can be viewed.
  - Drop-down boxes are available for all properties.
  - Attribute Values can be maintained.

> **Note**
>
> After dimension updates, you must remember to perform a Database Refresh, as there is no reminder.

To import metadata, perform these tasks:

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

Learn more about working with metadata in Tax Reporting.

 Overview: Working With Metadata in Tax Reporting

Creating the Metadata Import File

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

The file consists of these sections:

- A header record, the first line in the file:
  - Lists the dimension and any member properties used by subsequent metadata records; the header record and subsequent records do not need to include all properties; properties that are not included are inherited from the corresponding parent's default property value
  - Is case-sensitive
  - Can list properties in any order, as long as the subsequent metadata records are in the same order

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  - Can use comma or tab delimiters. Other delimiter characters can be used if they are supported and the same delimiter character is used throughout the file. For a list of supported delimiter characters and exceptions, see Other Supported Delimiter Characters.

- After the header record, a list of metadata records that you want to import. Each metadata record contains a delimited list (comma, tab, or other) of property values that matches the order designated in the header record. A metadata record can skip a property that is specified in the header record; in this case, the default property is assumed.

Other Supported Delimiter Characters

> ⚠ **Caution**
>
> Not all of the characters listed can be used for all import and export scenarios. Note the exceptions in the sections on Metadata and Data Delimiter Exceptions listed below.

In addition to commas and tabs, Tax Reporting supports these delimiter characters in import and export files:

- tilde (~)
- grave accent (`)
- exclamation point (!)
- number sign (#)
- question mark (?)
- dollar sign ($)
- percent sign (%)
- caret (^)
- ampersand (&)
- asterisk (*)
- parentheses ( )
- hyphen-minus (-)
- plus (+)
- colon (:)
- semicolon (;)
- angle brackets (< >)
- backslash (\)
- forward slash (/)
- vertical bar (|)
- apostrophe (‘)
- braces ({ })
- underscore (_)

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- brackets ([ ])
- at sign (@)
- period (.)

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

Import and Export Metadata Delimiter Exceptions

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

Table 5-4 Import and Export Metadata Delimiter Exceptions

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

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

Table 5-5 Import and Export Data Delimiter Exceptions

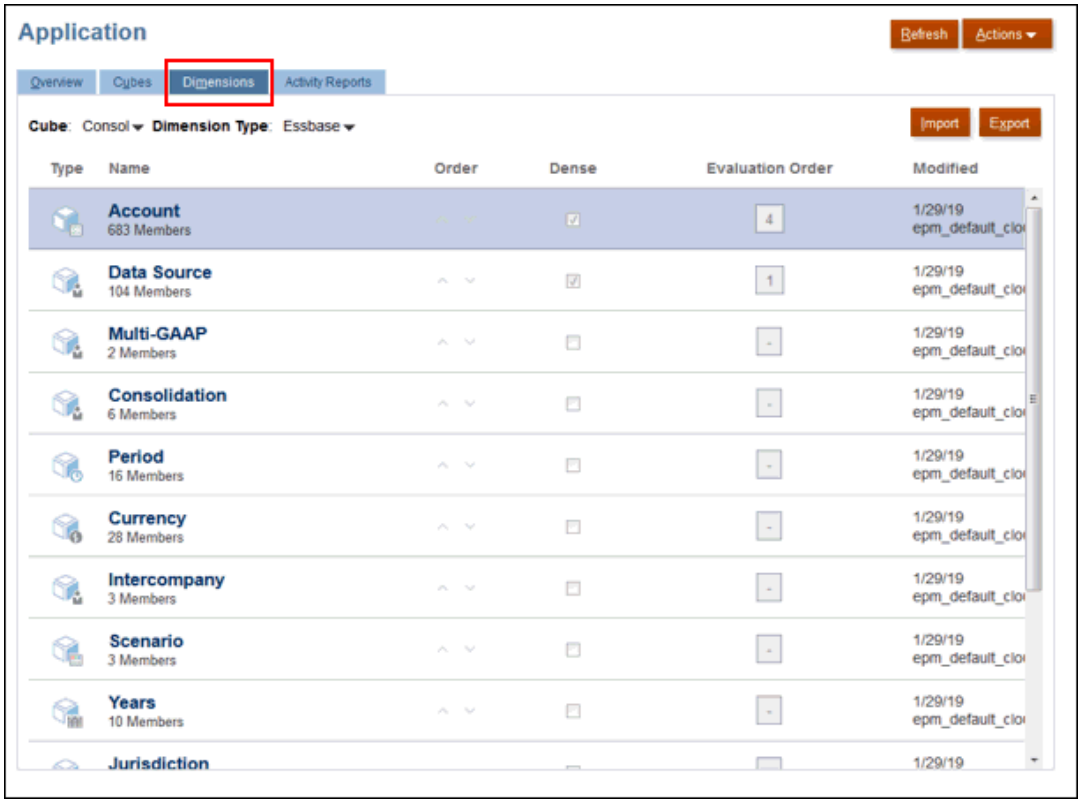
Delimiter Character	Reasons for Exeption
parentheses ( )	Causes an error if used in a data import file
double quotation mark ("")	Creates an empty file
hyphen-minus (-)	Causes an error if used in a data import file

Loading the Metadata Import File

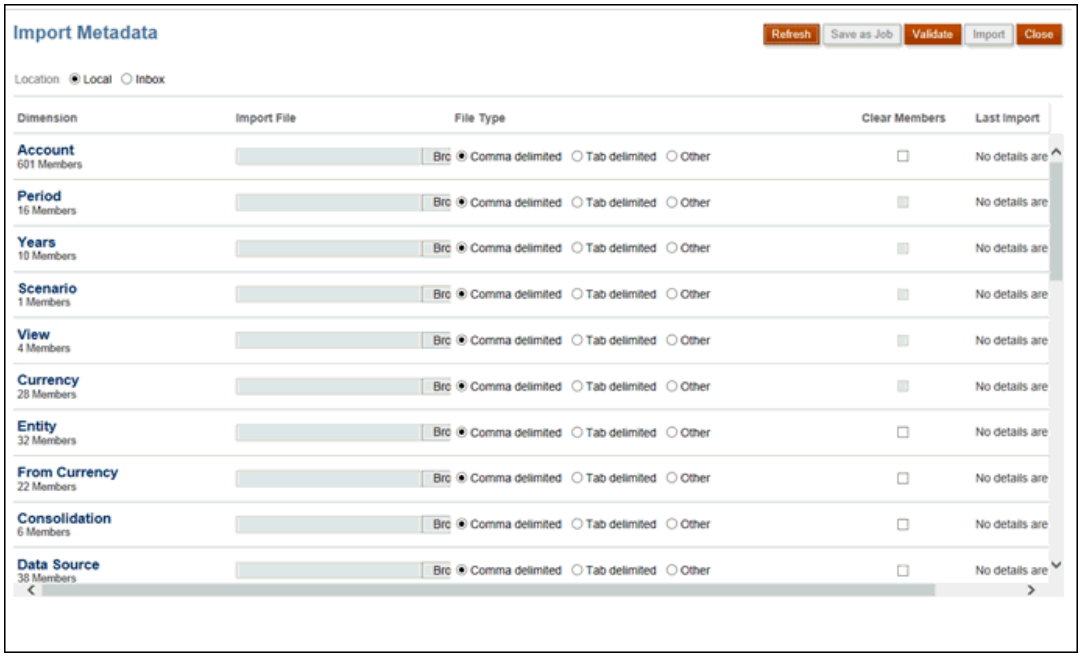
To load the metadata import file:

1. Create an import file for each artifact (dimensions, smart lists, and exchange rate tables) that you want to import. See Creating the Metadata Import File.
2. On the Home page, click **Application**.
3. Click **Overview**, then click the **Dimensions** tab, and then click **Import**.

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4. On the **Import Metadata** page, click **Create**.



5. Select the location of the import file or files:
   - **Local**—Loads the import file or files from a location on your computer. For Import File, click Browse to select the import file on your computer for the artifact that you're importing.

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- **Inbox**—Loads the import file or files from the server. Enter the name of the file in Import File.

6. For **File Type**, select an option:
   - Comma delimited
   - Tab delimited
   - Other. Enter the delimiter character that is used in the import file. For a list of supported delimiter characters and exceptions, see Other Supported Delimiter Characters.
7. Select **Clear Members** to delete members not explicitly specified in the load file before performing the import.
   Note the following guidelines:
   - Any member not specified is deleted from the outline after importing the dimension unless it is an ancestor of a member that was specified, or it is a base member of a shared member that was specified.
   - If **Clear Members** is not selected, the import process will only add or update existing members. Oracle recommends loading the metadata file without selecting Clear Members to make sure that the file loads successfully. Then, select Clear Members and execute the import process again.
   - **Clear Shared Members**: Deletes only the shared members not specified in the load file
8. **Optional:** If the selected location is **Inbox**, click **Save as Job** to save the import operation as a job, which you can schedule to run immediately, or at a later time.
   Saving an import operation as a job is useful to batch a load sequence; for example, import metadata, then import data, and then run rules when the data load is complete.
9. **Optional:** If the selected location is **Local**, click **Validate** to test whether the import file format is correct.
10. Click **Import** to run the import operation.
    If the import process is successful, the Refresh Database dialog box prompts you to refresh the database. To refresh, click **OK**.

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

When performing metadata loads as a part of cloning environments or importing snapshots using Migration or EPM Automate, Oracle Fusion Cloud Enterprise Performance Management uses the multi-pass solution. This solution automatically initiates another load of the same metadata input file if the previous metadata load resulted in rejected records.

Exporting Metadata

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

- Dimensions
- Smart Lists
- Exchange Rates

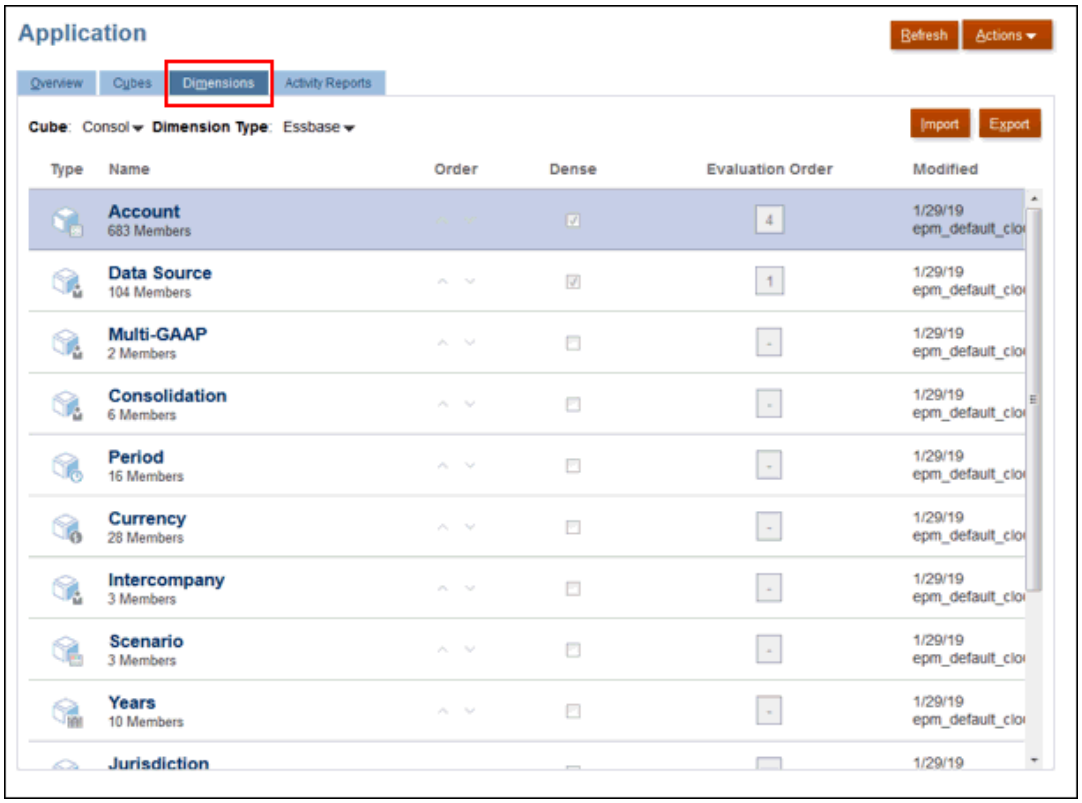
The system creates an export file for each artifact (.csv or .txt, depending on the file type), and all export files are consolidated into one zip file. You must extract the .csv or .txt files from the

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zip file if you want to use the files as import files (for example, when importing into another application).

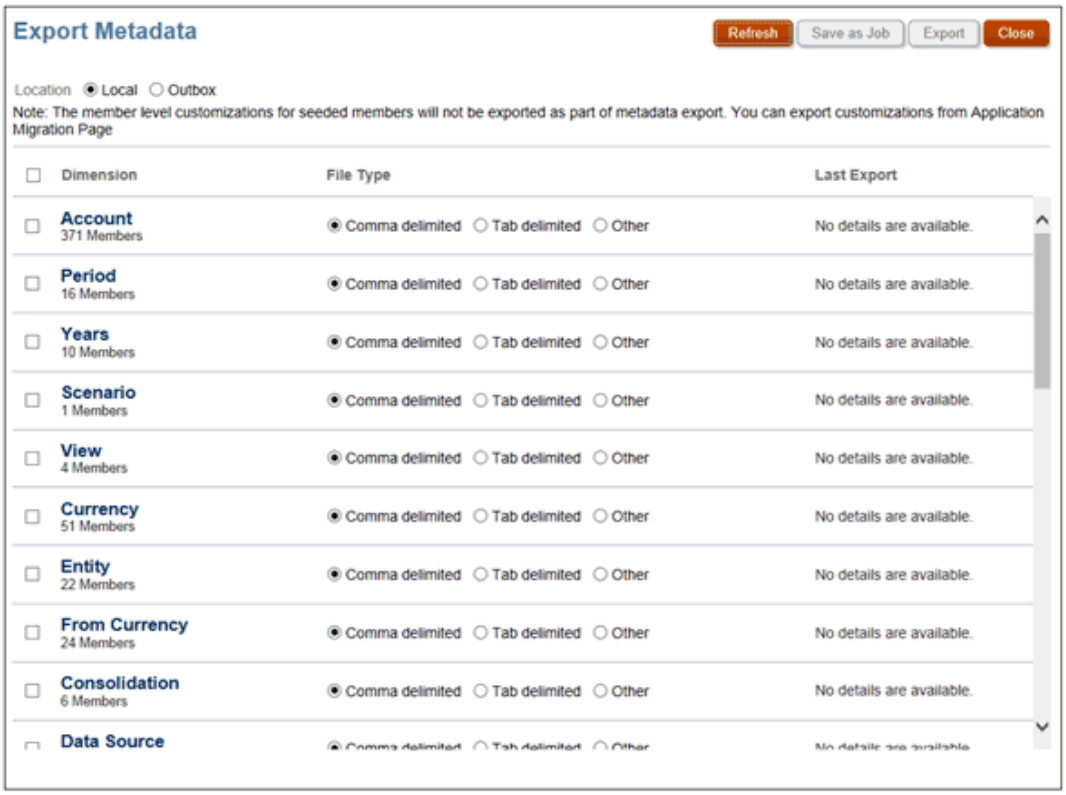
To export metadata to a file:

1. On the Home page, click **Application**, and then click **Overview**.
2. On the **Application** screen, click the **Dimensions** tab, and then click **Export** .



3. On the **Export Metadata** page, click **Create** to display the next **Export Metadata** screen.

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4. For **Location**, select the target location of the export file:
   - **Local**—Saves the export file to a location on your local computer.
   - **Outbox** —Saves the export file to the server.
5. Select the dimensions that you want to export.
6. For **File Type**, select an option:
   - **Comma delimited**—Creates a comma-delimited .csv file for each artifact.
   - **Tab delimited**—Creates a tab-delimited .txt file for each artifact.
   - **Other**—Creates a .txt file for each artifact. Enter the delimiter character that you want to use in the export file. For a list of supported delimiter characters and exceptions, see Other Supported Delimiter Characters.
7. Select the action to export the data:
   - If the selected location is **Outbox**, click **Save as Job** to save the export operation as a job, which you can schedule to run immediately or at a later time.
   - If the selected location is **Local**, click **Export**, and then specify where to save the data export file.
8. Save the zip file containing the selected dimensions.
9. **Optional:** Open the .csv file and make any required edits. Find the correct parent account members and verify that the members are in the right location, for example, as children of FCCS_Income Statement.
10. Save any changes.
11. Import the amended .csv file into Tax Reporting.

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Metadata Validation Messages

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

Primary Members Must Exist Before Shared Members

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

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

Example validation message:

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

Resolution:

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

Alias Should Not Be Same For Member Within A Dimension

Members within a dimensions should not have same alias, update the aliases for the members listed.

Alias Should Not Be Same For Members Across Dimensions

Members across dimensions should not have same alias, update the aliases for the members in each dimension listed.

See also: Viewing Application Recommendations

Data Integrations

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

You can access Data Integration directly from the Tax Reporting Home page under Applications, or from the Navigator, select Data Exchange under Applications. From the Data Integration page, you can create an integration. You can also run an existing integration to extract data from the source and load it to target based on any filter criteria.

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See also Customers Using Tax Reporting in *Administering Data Integration*.

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

To access Data Integration:

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

   The **Data Integration** page is displayed.
2. To search for an integration, click **Search**, and then search by Name, Location, Source, or Target.
3. To sort the list of integrations, specify a condition. Sort results can be listed in Ascending order (A to Z) or Descending order (Z to A).
4. To create an integration, click **Create Integration**, and use the Create Integration wizard to specify the integration details.
5. To edit an integration, double-click an integration from the list and edit integration details as needed.
6. To run an integration, select an integration from the list and click **Run** .

Best Practices for Data Integration

Related Topics:

- Exporting Data from a Tax Reporting Hybrid-Optimized (DSO) Application
- Exporting Year-to-Date (YTD) Data from a Financial Consolidation and Close Application for Import into a Tax Reporting Application

See also: Data Integration in *Administering Data Integration*

Exporting Data from a Tax Reporting Hybrid-Optimized (DSO) Application

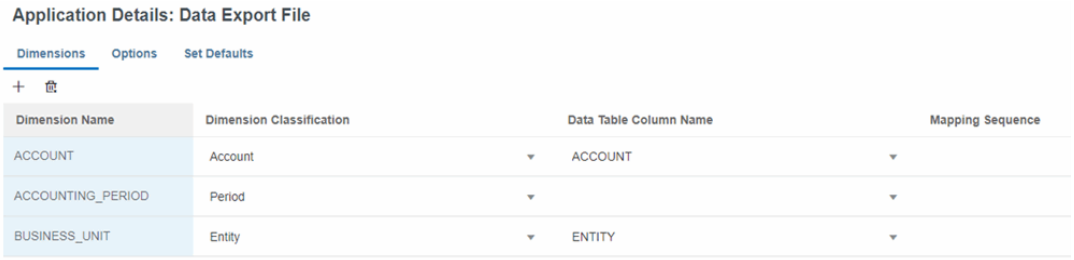
In DSO applications the density of the Period and Movement dimensions is set to **Dense**, and the density of the Account dimension is set to **Sparse**. The density of the other dimensions is **Sparse**. This has implications when exporting data from the Tax Reporting DSO application to a file. You need to select Period dimension as a column in the **Slice Definition** while exporting data.

If you have migrated your Tax Reporting application to hybrid mode (DSO), and have existing data integrations that export data from the Tax Reporting application into a file, you must review the below recommendations and modify existing data integrations accordingly.

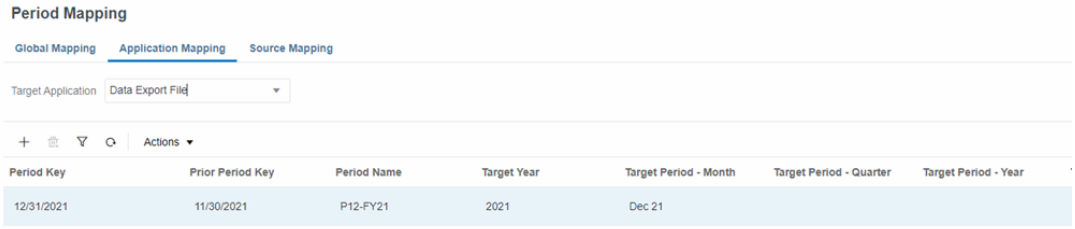
- Include Period in the export file definition (see Registering a Data Export File Application in *Administering Data Integration*. Make sure to set the **Dimension Classification** for the column representing the period to **Period** in the target application definition and make sure to leave the **Data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

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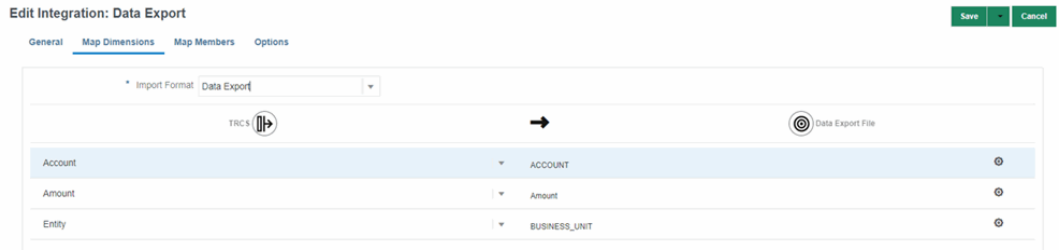
Column Name for ACCOUNTING_PERIOD is blank and that the **Dimension Classification** for ACCOUNTING_PERIOD is set to **Period**.



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

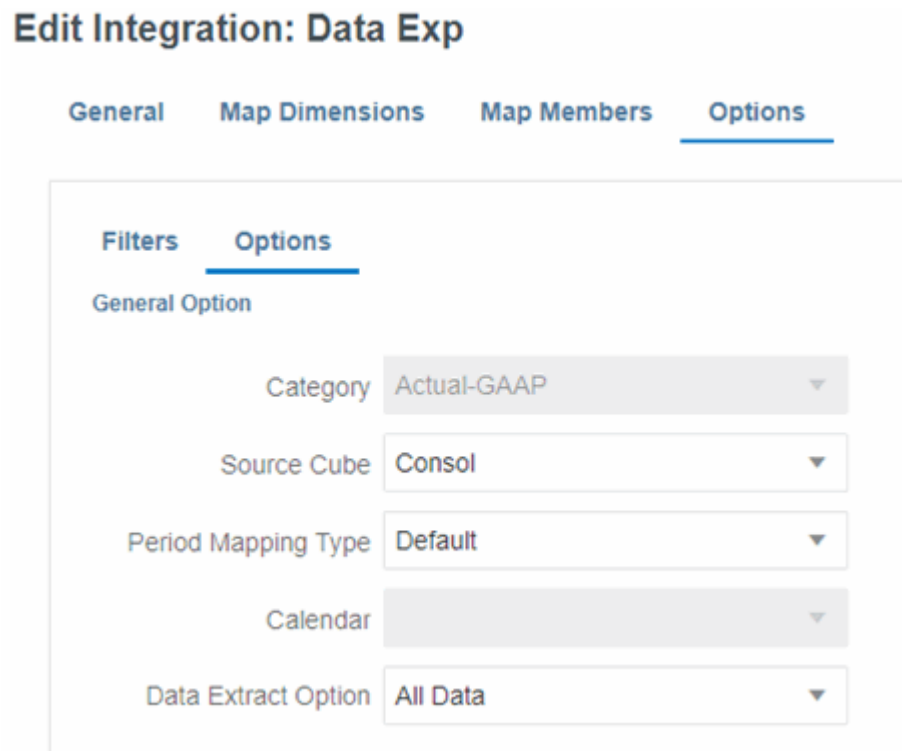


- If Period is shown as a dimension in Data Integration, Mapping Dimensions, remove it.

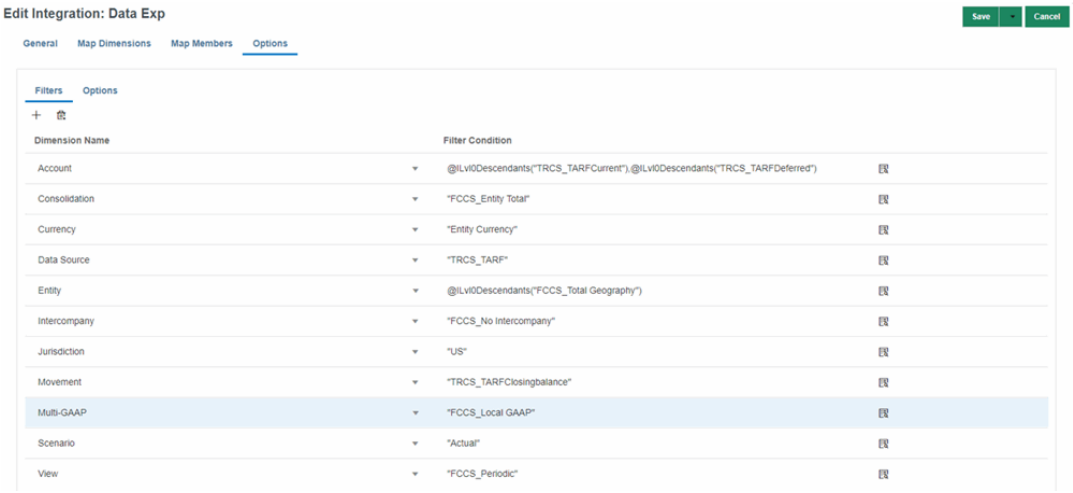


- Specify the **Data Extract Option** under Defining Direct Integration Options. There are likely to be more dynamically calculated **Sparse** dimension members in DSO applications than in non-Hybrid applications. This is in part because all parent members are configured as **Dynamic Calc** in DSO. It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

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



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

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

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Exporting Year-to-Date (YTD) Data from a Financial Consolidation and Close Application for Import into a Tax Reporting Application

Data imported into Tax Reporting needs to be YTD. If you are looking to import data into Tax Reporting from a Financial Consolidation and Close application, you need to export YTD data from Financial Consolidation and Close. The way to accomplish this depends on the type of Financial Consolidation and Close application you are exporting from:

- **Extended Dimension DSO application** – Specify the **YTD** member in the **Data Integration**, **Options**, **Filters** (see: Defining Filters) filter for the View dimension. You need to specify the **All Data** (see: Defining Direct Integration Options) option in order to export the dynamically calculated **YTD** member of the **Sparse** View dimension.
- **Extended Dimension non-DSO application** – YTD data may be stored in the **YTD** member or dynamically calculated in the **YTD_Rule** member.
  - Stored **YTD** – Confirm with the Financial Consolidation and Close application administrator that the data you need to export is available in the stored **YTD** member. Depending on whether the Using the Control To-Date View Storage Option option (see: *Administering Financial Consolidation and Close*) is enabled and how the application is managed, data may or may not exist in the stored **YTD** member. If you have confirmed that data does exist in the **YTD** member intersections that you are looking to export, you can specify the **YTD** member in the **Data Integration**, **Options**, **Filters** filter for the View dimension. You do not need to specify the **All Data** option (see: Defining Direct Integration Options) in order to export the stored **YTD** member.
  - Dynamically calculated **YTD_Rule** – Specify the **YTD_Rule** member in the **Data Integration**, **Options, Filters** filter for the View dimension. You must specify the **All Data** option (see: Defining Direct Integration Options) to export the dynamically calculated **YTD_Rule** member of the **Sparse** View dimension.
- **Legacy (non-Hybrid) Financial Consolidation and Close application** – You cannot export YTD data directly. You can export periodic data and aggregate prior periods to generate YTD data by using member mappings. You need to pay attention to the account type and not aggregate balance accounts.

Copying Data

You can copy data from a source POV to a destination POV. This enables you to perform a bulk copy of data. It enables user to copy data at a granular level by filtering members for example by Account, Multi-GAAP, Movement, Intercompany, Jurisdiction, or Data Source. You can copy data from multiple scenarios, years, and periods.

To copy data, you must be a Service Administrator with Write access to the data. Source and Destination POV rules are as follows:

- The Entity dimensions allow multiple member selection, for example `Region 1`, `Region 2`. Along with Entity, other Dimensions such as Data Source, Account, Movement, Intercompany, Multi-GAAP, and Jurisdiction also allow multiple selection at Source.
- For Entity dimension, if a user does multi-selection in the Source POV, then the same values from the source is copied to the Destination. Destination members are the same as selected at Source.

  When Exclude Configuration is selected, all other dimensions apart from Scenario, Year, and Period will have target as locked and the selection will be same as source.

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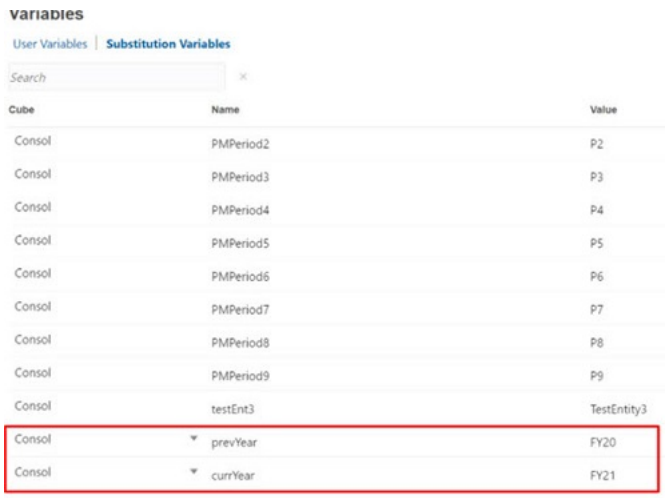
- You can not copy data to a locked destination entity. There can be locking on the source entity but if the destination is locked, the Copy operation will not succeed.
- All Rates related data, for example Tax Rates, Foreign Exchange (FX) Rates, Override Rates, and so on, will all also be copied to the destination for both the Consol and CbCR Cube.
- All automation related data residing in Config cube are also copied.

No drill through information is copied to the destination. Drill through information is available currently for Supplemental Data Manager posted data and Data Management loaded data. Since this is a copy operation, the drill through information available in the source is not copied to the destination.

> **Note**
>
> For an overview of security layers in Copy Data, see Managing Security.

Substitution Variable in Copy Data

You can input substitution variable in the member selector. See also: Creating Substitution Variables.



For example, you can create Substitution variable for Current Year FY21 as `&currYear`, and Previous Year FY20 as `&prevYear`. You can then input these values in Copy Data in Source Year and Target Year respectively. You can either run this Copy Data task or Save it as a Job (see Saving Copy Data Jobss). Now for next year, you just need to update Substitution variable values for example, prevYear as FY21, currYear as FY22.

> **Note**

- Substitution Variable must start with "&".
- Substitution Variable value must evaluate to be a valid member.
- Substitution Variable value should not contain any comma separated values.
- Substitution Variable value should not contain any functions.

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- Substitution Variable value must not be a function. For example, If we create a Substitution Var : `allChildrenOfTotGeo` and its value is set as : `ILvl0Descendants("FCCS_Total Geography")`, then the copy data fails and you will an error message.

You can copy these types of data:

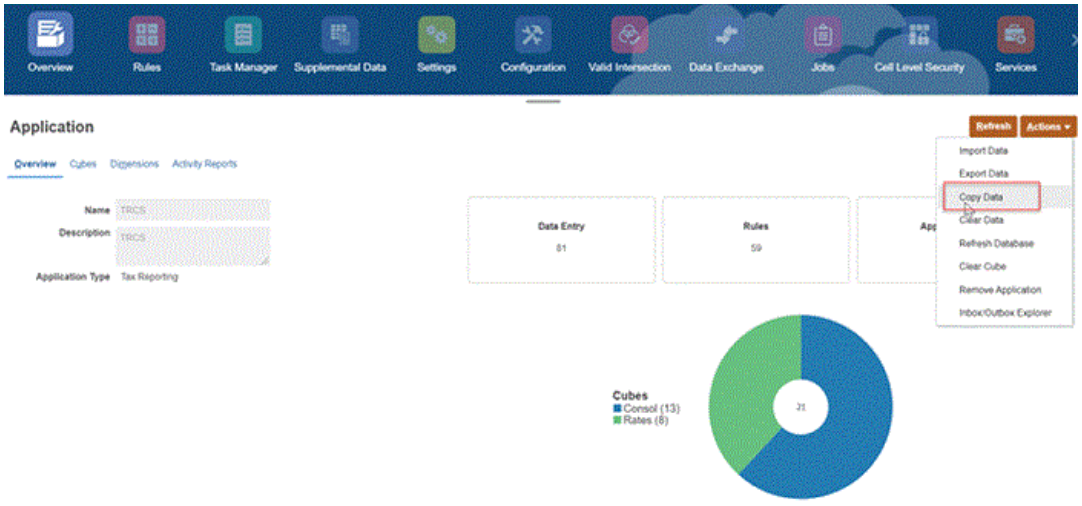
- Tax Provision - Consol cube data
- CbCR - CbCR Cube data

For Tax Provision and CbCR, you can specify whether to merge or replace the data.

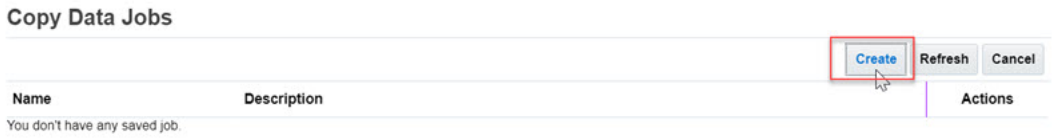
After the Copy process, the Calculation Status for all destination entity data changes to **Impacted**. You must run consolidation to update the values.

To copy data:

1. On the Home page, click **Applications**, then **Overview**.
2. Click **Actions** and then **Copy Data**.



3. Click **Create** on the Copy Data Jobs screen.

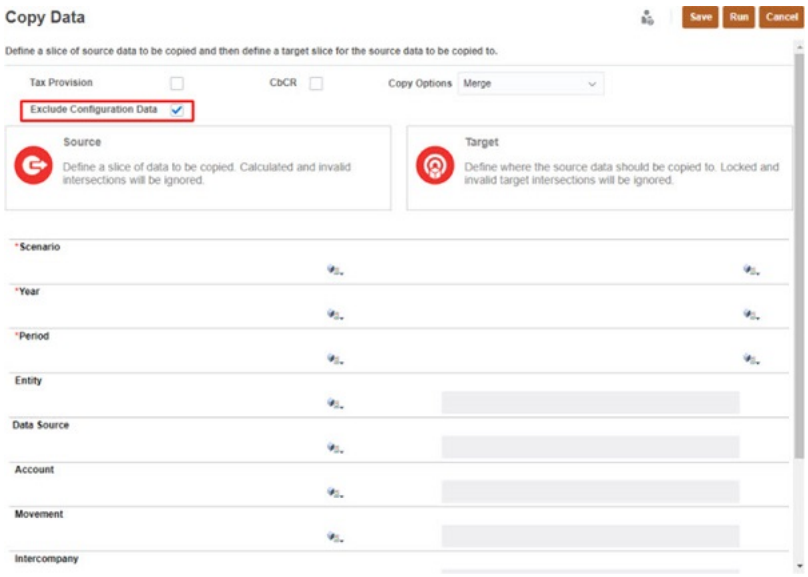


4. The Copy Data screen opens.
5. Select the modules that you want to copy:
   - **Tax Provision**
   - **CbCR** - If CbCR feature is not enabled, this option is not displayed.
   - **Exclude Configuration Data** – If Exclude Configuration Data is not selected, Scenario, Year, Period, Data Source is available for selection. When Exclude Configuration is selected, apart from Scenario, Year, Period, Data Source, other dimensions such as Account, Movement, Intercompany, Multi-GAAP, and Jurisdiction are available for selection.
6. For **Tax Provision** and **CbCR**, from **Copy Options** select a type of copy you want to run:
   - **Replace** - Alldestination data cells are replaced by the source data cell values.

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- **Merge** - The source data cell values are merged into the destination datacell values. Any existing destination data cells that are not part of the source selection will remain unchanged.

7. For **Exclude Configuration Data**, you can select or deselect the checkbox depending on if you want to include or exclude copying of configuration data.
Exclude Configuration Data



If you select the **Exclude Configuration Data** checkbox, the data related to the following Configurations are excluded when performing the Copy Data function:

- Tax Automation Rules
- Interim Provision Loss Entities
- TAR Automation Rules
- CbCR Filing
- CbCR Automation
- Tax Rates
- Year of Expiration in Tax Losses/Credits
- Foreign Exchange (FX) Rates
- CTP Automation

> **Note**
>
> When you select Exclude Configuration Data, all dimensions like Account, Movement, Data Source, Intercompany, Jurisdiction, and Entity are available for filtering. Note that you cannot select a Target for these dimension members. The values that you enter for Source is reflected in the Target too.

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> **⚠ Caution**
>
> Note that Automated and Calculated data also gets copied to the destination and when the user runs a consolidation, these data gets cleared. If you do not want to copy these data, you can apply filter on the movement dimension.

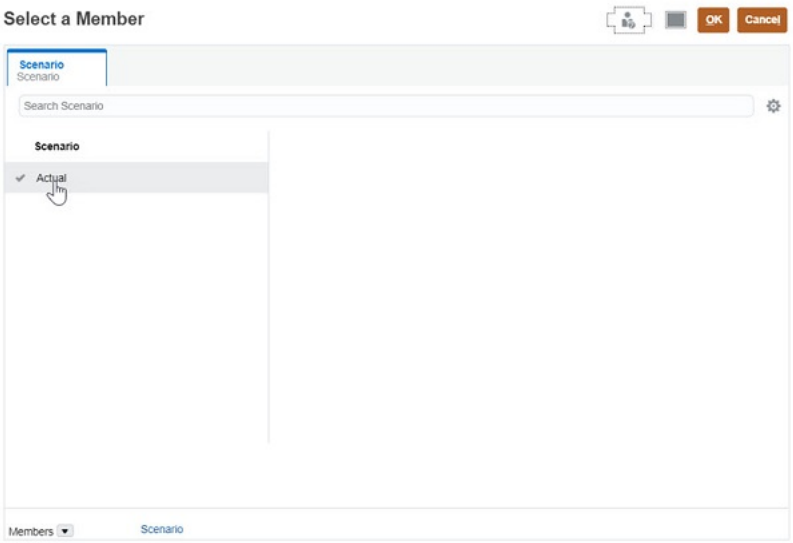
Include Configuration Data

When **Exclude Configuration Data** is unselected, Copy Data includes configuration data as well.

> **ⓘ Note**
>
> The Copy Data feature does not copy Ownership Data.

8. For **Source** and **Target**, open the **Select a Member** dialog by clicking 

   and selecting a Scenario, Year, Period, and one or more Data Source from the Select a Member dialog, and click **OK**.



   To select members for Scenario, Year, Period and Entity in the Source and Target use the member selector (or you can enter manually). Multiple selections is also possible but only in Target for Scenario, Year, and Period.

   Note that Entity and other dimensions such as other dimensions such as Data Source, Account, Movement, Intercompany, Multi-GAAP, and Jurisdiction acts as a filter and is available only when you select the **Exclude Configuration Data** checkbox.

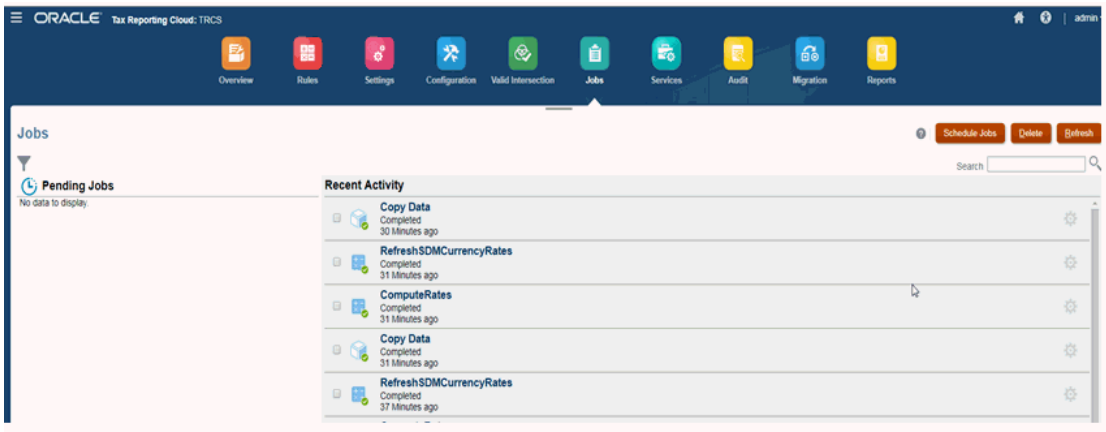
9. Select a Data Source member using the member selector or type in for a valid data source member.

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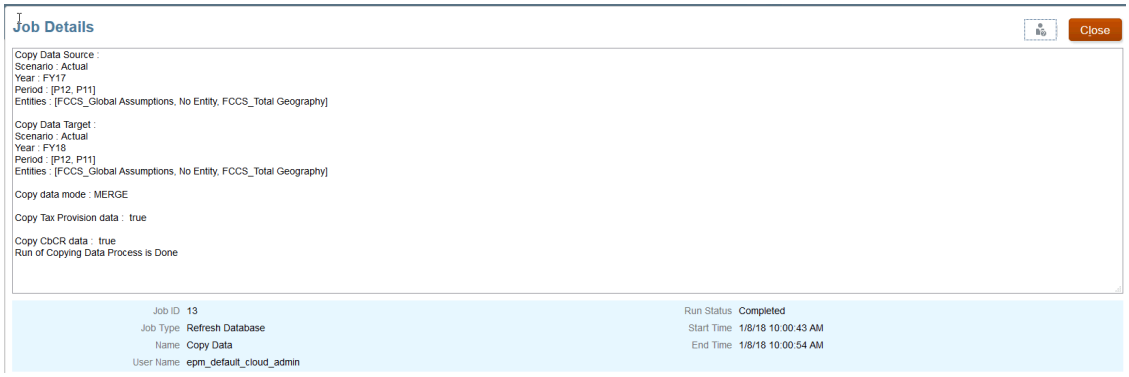
> **Note**
>
> If `FCCS_Supplemental Data` is selected as the DataSource, and if the data cell has a value posted from an SDM form, then the SDM form is "unposted or reopened" . By un-post or reopening the form, the system will clear the data and the drill link stored inTax Reporting and the form status will be reverted back to the first stage of the workflow and assigned back to the preparer. In summary, by doing an un-post or reopen of the SDM detail automatically clears the data cell value but it should not delete the supporting SDM detail data unless the user decides to re-deploy the form template.
>
> If `FCCS_Managed Data` is selected as the datasource, or any other which contains the Data Management link, the system will always clear the value in the data cell and also the drill link.

> **Note**
>
> **Copy Data for Dynamic Calc Members:**
>
> - When you select a **parent member** with **Dynamic Calc** data storage and **member functions**, the **copy data** operation **succeeds**.
> - When you select a **base member** with **Dynamic Calc** data storage, the **copy data** operation **fails** with a **validation error**.

10. For **Target**, select a Scenario, Year, Period, and one or more Entity dimension to which to copy data. Note that Entity acts as a filter and will not be available for selection if you do not select **Exclude Configuration Data** checkbox.
11. Click **Run** to submit the copy data task, and at the prompt, click **Yes** to continue. Rates Data is copied by default irrespective of the selection made **Tax Provision** or **CBCR**. The system displays a message that the copy data task is submitted. You can monitor the task status from the Jobs console. From the Applications page, click **Jobs**, and then click on the job for more details.



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Related Topics:

- Using Copy Data Jobs
- Saving Copy Data Jobs
- Scheduling Copy Data Jobs
- Auditing Copy Data Jobs
- Example: Exclude Configuration, Substitution Variable, Schedule Job

Using Copy Data Jobs

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

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

Creating a Copy Data Job

To create a Copy Data Job:

1. On the Home page, click **Application**.
2. Click **Overview**, then from **Actions**, select **Copy Data**.
3. Select the items that you want to copy.
4. Click **Save**.
5. From **Save Copy Job**, enter a job **Name** and **Description**, then click **Save**. The Name must be a unique name with a maximum of 30 characters. The Description has a maximum of 128 characters.
6. From the saved confirmation message, click **OK**.

The job is displayed on the Copy Data Job list.

See also: Copying Data

Editing a Copy Data Job

To edit a Copy Data Job:

1. From the Copy Data Jobs list, select a job to open it.

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2. Edit your selections as required.
3. Click **Save**. You can save the job with the same name, or change the name as needed.
4. Click **Save As** to save the modified job as a new job, then enter a Name and Description.

Duplicating a Copy Data Job

1. From the Copy Data Jobs list, select a job.
2. From the **Actions** menu, select **Duplicate**.

The duplicate job is displayed on the Copy Data job list, with the suffix "_Copy".

For example, if you duplicate the Test_Copy_Job, the duplicate job is named Test_Copy_Job _Copy.

Deleting a Copy Data Job

To delete a Copy Data Job:

1. From the Copy Data Job list, select a job.
2. From the **Actions** menu, select **Delete**.
3. From the confirmation prompt to delete the selected job, click **Confirm**.
4. From the job deleted confirmation, click **OK**.

See also: Copy Data for Tax Reporting in the *REST APIs*.

Saving Copy Data Jobs

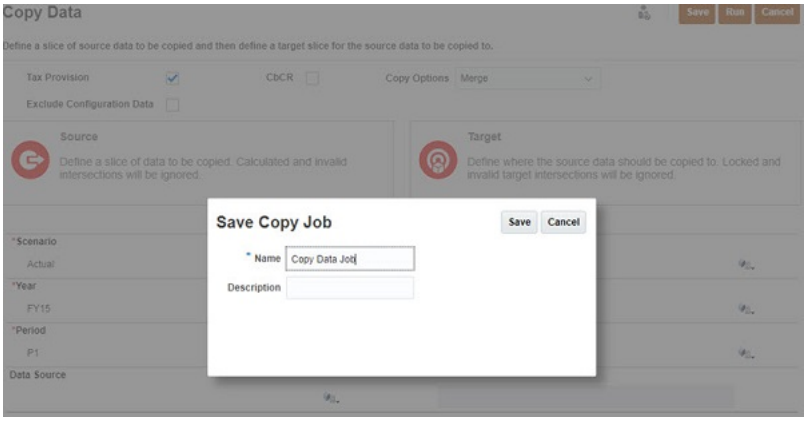
With the Copy Data feature you have the ability to save the Copy Data selections as a Job. Note that Copy Data Job can be:

- Duplicated and modified
- Deleted
- Scheduled

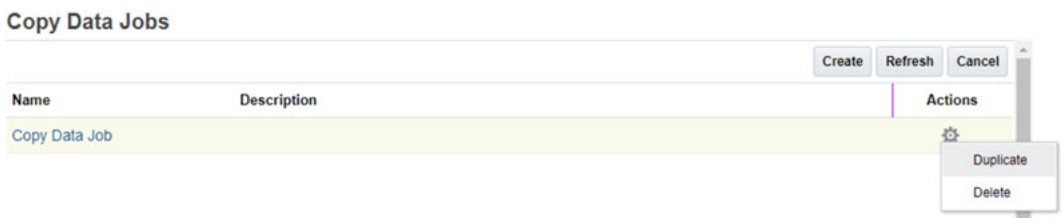
To save Copy Data Jobs:

1. Open the **Copy Data** window. See, Copying Data.
2. Enter the following (example) values for the Scenario, Year, and Period.
    - **Scenario**: Source – Actual, Target – Actual
    - **Year**: Source – FY15, Target – FY15
    - **Period**: Source – P1, Target – P2
3. Click **Save**.
4. The Save Copy Job window appears. Enter a **Name** and **Description** and click **Save**.

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5. The Job is saved successfully.
6. You can also click **Save As** to create a copy of the Job you created.
7. Enter the **Name** and **Description** in the Save As Copy Job window and save.
8. You can also Duplicate or Delete the Job by choosing the Job and then right-click **Actions** icon to select **Duplicate** or **Delete**.

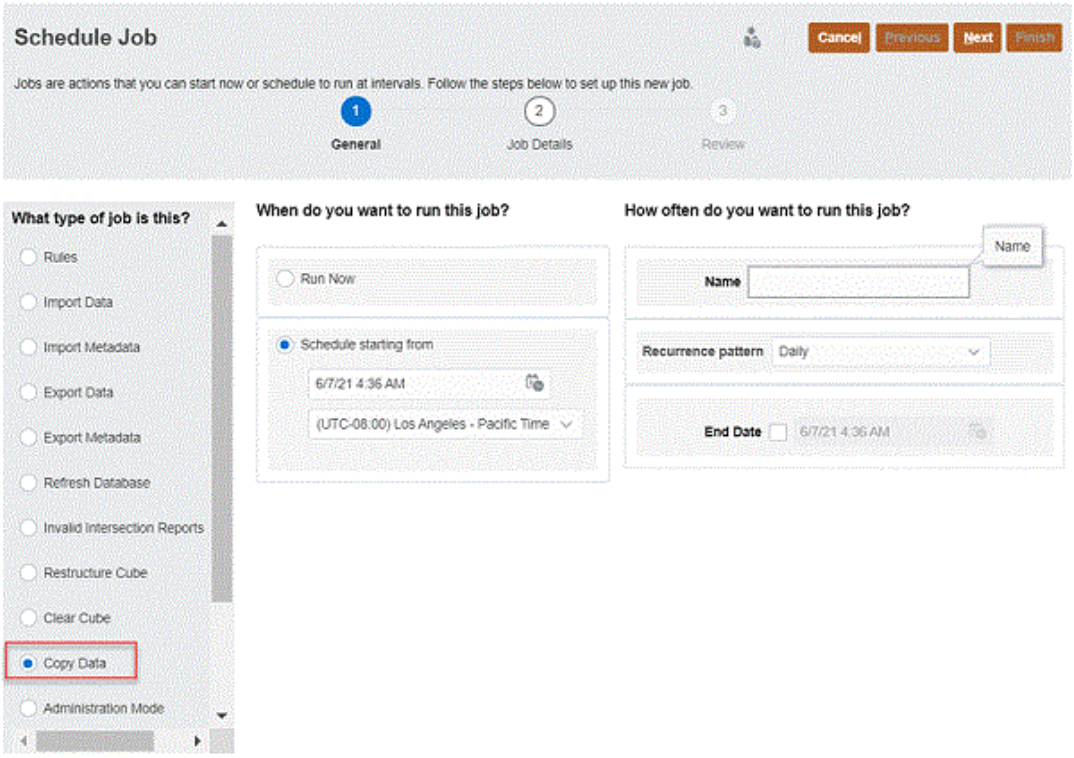


Scheduling Copy Data Jobs

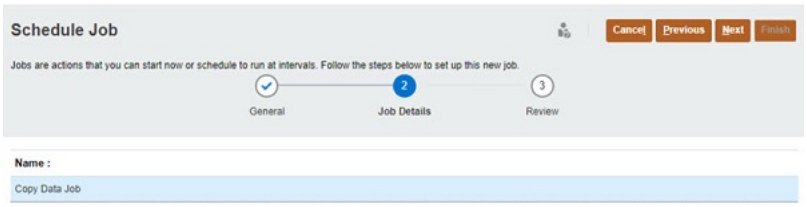
To schedule Copy Data Jobs:

1. Navigate to the Schedule Jobs screen. See also Scheduling Jobs.
2. Select **Copy Data** option on the left navigation.
3. Enter a **Name** and the Schedule Time in **Schedule starting from** and click **Next**. You can also select **Run Now** option if you want to run the job immediately.

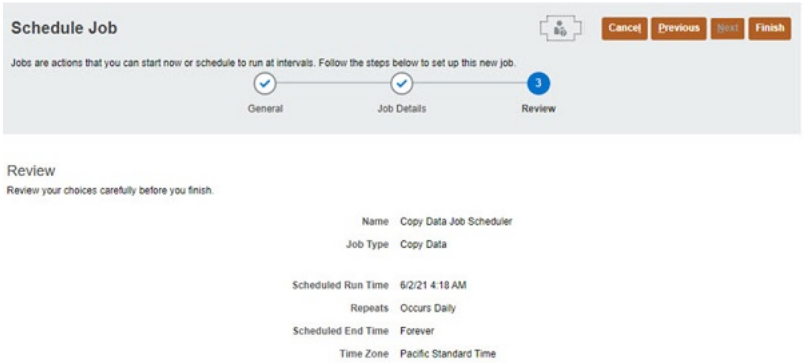
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4. Click **Next**.



5. Review the Schedule Jobs screen and click **Finish**.



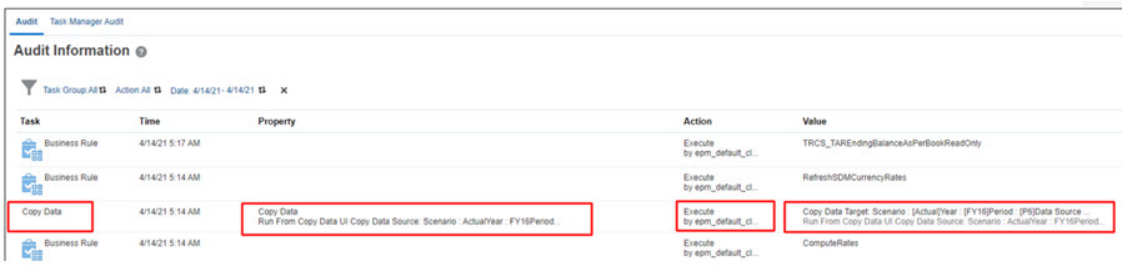
6. You can see your schedule job listed in the Pending Jobs list as the scheduling process starts.



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Auditing Copy Data Jobs

You can use audit entries option for Jobs run wither from directly or through scheduler. See also: Auditing Tasks and Data.



Audit entries capture the following information:

- Task Type: Copy Data
- Run Time
- Property: Task Type and from where it has run (run from UI or run from scheduled Job), Source POV
- Action: Executed By
- Value: Target POV, and from where it has run

Example: Exclude Configuration, Substitution Variable, Schedule Job

Use Case:

- User wants to copy data from Scenario: `Actual`, Year: `FY21`, Period: `P12` to Scenario: `Actual`, Year: `FY22`, Period: `P12`
- User does not need to copy the configuration data.
- User wants to copy the data only for Account: `NIBT` and for Entity: `Region 1`
- User needs to perform the Copy task at regular intervals, for example, monthly, quarterly, yearly.

Action:

1. Create two Substitution variables for Year:
   - **Current Year**: `FY21`
   - **Next Year**: `FY22`
2. Create a Copy Data task.
3. Select the **Exclude Configuration Data** checkbox.
4. Input the Source and Target: Scenario, Year, Period. In Year you can input the Substitution Variable created: **Source Year**: `Current Year`, **Target Year**: `Next Year`.
5. Select the Account filter and input the Account name: `NIBT`.
6. Select the Entity filter and input the Entity name: `Region 1`.
7. Click on **Save as Job**. Provide **Name** and **Description** of the job and select **Save**.

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8. Once the job is saved, you can navigate to Schedule Job screen and select the Copy Data from the available list.
9. You can then schedule the saved copy data job by providing the start date/time, end date/time, and recurrence frequency.
10. Once the Job is scheduled, it will run at the specified date and time and at regular intervals as provided by you.
11. Now, next year when you want to copy the same data from FY22 to FY23, you can go to Substitution variable page and update the values for **Current Year**: FY22 and **Next Year**: FY23.
12. When the scheduled job will run next, it will pick the updated substitution variable values.

Clearing Data

You can clear data for selected entities from a specific Scenario, Year, and Period or range of periods for the following types of data:

- Tax Provision
- CbCR data

For foreign exchange (FX) rates data, this operation will clear all the rates data, except the Global Rates, for the selected entities in both the Consolidation (Consol) and CbCR cube.

To clear data, you must be a user with the service administrator role. You cannot clear data for a Locked or Not Started entity.

The members in the following dimensions are fixed and not available for selection in the Clear process:

- View - Periodic
- Currency - Entity Currency if **All** is not selected in the Data Source drop down. If **All** is selected in Data Source drop down, data for Entity Currency and all reporting currencies will be cleared.
- Account - <all members>
- Movement - <all members>
- Multi-GAAP - <all members>
- Custom- <all members>
- ICP - <all members>
- Consolidation - Entity Input if **All** is not selected in the Data Source drop down. If **All** is selected in Data Source drop down, data for all Consolidation members will be cleared.

After the Clear process, you must run a consolidation to update impacted values.

If you select **All** in the Data Source drop down, then the calculation status of the entities will be set based on the logic below:

- If a level 0 entity is selected, the selected entity and it's instances (if any exist) are set to **No Data**, and all the ancestors (of the selected level 0 entity and its shared instances) are set to **Impacted**.
- If a parent entity is selected, the system checks the calculation status of its child entities. If the calculation status of all childen of the selected entity is **No Data** then the calculation status of the parent entity and its shared instances (if any) also becomes **No Data**.

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Otherwise, the calculation status of the selected parent entity and any shared instances, and all their ancestors become **Impacted**.

- If the descendants of an entity are selected for example, with the IDescendants() function, the system clears the data of all the descendant entities and descendants of any shared instances of those entities, and updates their calculation status to **No Data**. All the ancestors (of the descendant entities and any shared instances) are marked as **Impacted**. Ancestors can have parent tax calc enabled, can have parent data entry enabled so unless all data is cleared for ancestor entities their calculation status must remain Impacted.

> **Note**
>
> - If instead of **All**, you select any other data source (**Managed Data**, **Supplemental Data** or **Other Data**) from the Data Source drop down, the calculation status of the level 0 entity will be marked as **Impacted**. Only if you select **All**, will the calculation status set to **No Data**.
> - If instead of **All**, you select any other data source (**Managed Data**, **Supplemental Data** or **Other Data**) from the Data Source drop down, the calculation status of the parent entity will be marked as **Impacted**. If you select **All** in the data source then:
>   - The calculation status of the parent entity will be marked as **No Data** only when all its children's calculation status started out as **No Data**.
>   - The calculation status will be marked as **Impacted** if any of the children of the selected parent entity have a calculation status of **No Data**.

The system does not include entities with **No Data** as part of the Clear process. The calculation status of entities with approval status Locked or Not Started will not be changed.

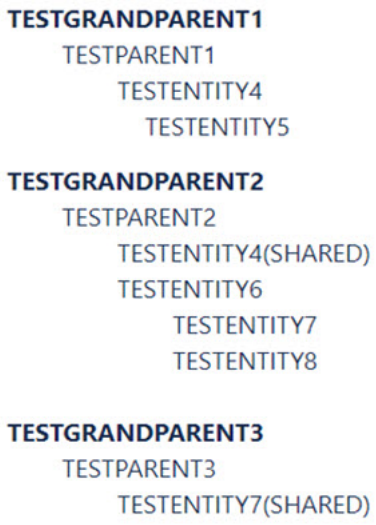
> **Note**
>
> For an overview of security layers in Clear Data, see Managing Security.

> **Note**
>
> After we clear data for an entity, all automation rules are also cleared from the entity. To reapply the tax automation global and domicile rule if it exists for that particular entity:
>
> - Run Tax Automation Global Save from Rules card
> - Modify the Tax Automation Global/Domicile rule in **Application** -> **Configuration** and save it.

Example Use Case Scenarios

All the entities have a status other than **No Data**, none of the entities have an approval status that is locked or not started, and the **All** Data Source option is selected for all the examples.

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Use Case 1: Clear data for any parent (TESTENTITY4)

- Data at TESTENTITY4 and its shared instances will be cleared.
- The calculation status of TESTENTITY4 and its shared instances becomes **Impacted** if it's child (TESTENTITY5) has a calculation status other than **No Data**, otherwise, the calculation status of TESTENTITY4 and its shared instances gets updated to **No Data**.
- All the ancestors of TESTENTITY4 and its shared instances which are TESTPARENT1, TESTPARENT2, TESTGRANDPARENT1 and TESTGRANDPARENT2 become **Impacted**.

Use Case 2: Clear data for Level 0 (TESTENTITY7)

- Data at TESTENTITY7 and its shared instances will be cleared.
- The calculation status of TESTENTITY7 and its shared instances get updated to **No Data**.
- Ancestors TESTENTITY6, TESTPARENT2, TESTPARENT3, TESTGRANDPARENT2 and TESTGRANDPARENT3 become **Impacted**.

Use Case 3: Clear Data for IDescendants(TESTPARENT2)

- Data at TESTPARENT2, TESTENTITY4, TESTENTITY4(Shared), TESTENTITY5, TESTENTITY6, TESTENTITY7, TESTENTITY7(Shared) and TESTENTITY8 will be cleared.
- The calculation status of the above instances get updated to **No Data**.
- Ancestors TESTPARENT1, TESTPARENT3, TESTGRANDPARENT1, TESTGRANDPARENT2 and TESTGRANDPARENT3 become **Impacted**.

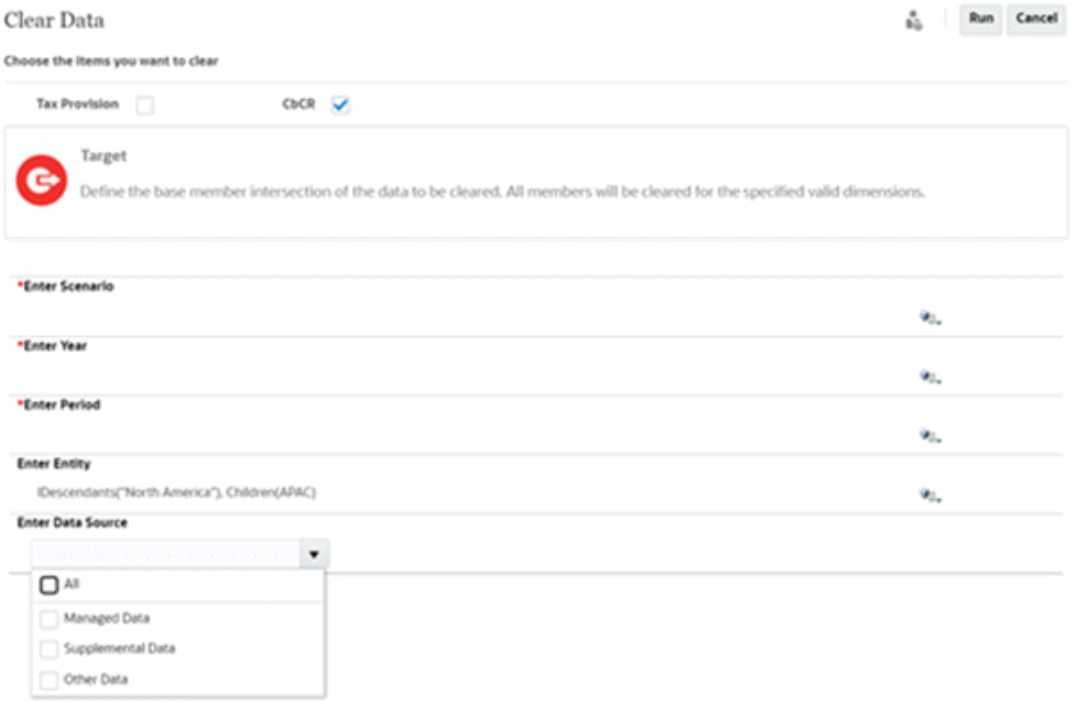
Use Case 4: Clear data for Ancestors(TESTENTITY4)

- Data at TESTPARENT1, TESTPARENT2, TESTGRANDPARENT1 and TESTGRANDPARENT2 will be cleared.
- The calculation status of the above instances get updated based on its children status.
- If children of TESTPARENT2 have a calculation status other than **No Data**, TESTPARENT2 and TESTGRANDPARENT2 get **Impacted**, otherwise their calculation status becomes **No Data**.
- If children of TESTPARENT1 have a calculation status other than **No Data**, TESTPARENT1 and TESTGRANDPARENT1 get **Impacted**, otherwise their calculation status becomes **No Data**.

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To clear data:

1. On the Home page, click **Applications**, then **Overview**.
2. Click **Actions**, and then **Clear Data**.
3. On the **Clear Data** dialog box, select the modules that you want to clear:
   - **Tax Provision**
   - **CbCR**--If CbCR is not enabled, the checkbox is not displayed.



4. Under **Target**, click  and select the check mark beside the dimension to select the following items, and then click **OK**:
   - **Scenario**
   - **Year**
   - **Period**, or range of periods
   - One or more **Entity** members or functions

> **Note**
>
> For the Scenario and Year dimensions, only single selections are allowed.

5. Under **Data Source**, select the data source you want to clear:
   - **All**--Includes all options listed.
   - **Managed Data**--Data copied or brought into the system from Data Management
   - **Supplemental Data**--Data posted from Supplemental Data Manager
     - If **Supplemental Data** is selected as the Data Source, and if the data cell has a value posted from an Supplemental Data Manager (SDM) form, the system will always clear the data and the associated drill link in Tax Reporting.

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  - If **Managed Data** is selected as the datasource, or any other data source which contains the Data Management drill link, the system will always clear the data and the associated drill link in Tax Reporting.
- **Other Data**-- All data apart from Managed Data and Supplemental Data. All input data, for example Tax, Pre-Tax, Apportioned, TAR, BVT and so on.

> **Note**
>
> For any source **Data Source** options selected, no **Target** member needs to be selected. The system automatically uses the same as target data source selected in source, and it can be a single or multi selection.

6. Click **Run** to submit the clear data task, and at the prompt, click **Yes** to continue.

   The system displays a message that the clear data task is submitted.
7. To monitor the task status, from the Home page, select **Applications**, then click **Jobs**, and then click on the **Clear Data** job for more details.

Using Clear Data Jobs

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

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

Creating a Clear Data Job

To create a Clear Data Job:

1. On the Home page, click **Application**.
2. Click **Overview**, then from **Actions**, select **Clear Data**.
3. Select the items that you want to clear.
4. Click **Save**.
5. From **Save Clear Job**, enter a job **Name** and **Description**, then click **Save**. The Name must be a unique name with a maximum of 30 characters. The Description has a maximum of 128 characters.
6. From the saved confirmation message, click **OK**.

The job is displayed on the Clear Data job list.

See also: Clearing Data

Editing a Clear Data Job

To edit a Clear Data Job:

1. From the Clear Data job list, select a job to open it.
2. Edit your selections as required.
3. Click **Save**. You can save the job with the same name, or change the name as needed.
4. Click **Save As** to save the modified job as a new job, then enter a Name and Description.

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Duplicating a Clear Data Job

1. From the Clear Data Job list, select a job.
2. From the **Actions** menu, select **Duplicate**.

The duplicate job is displayed on the Clear Data Job list, with the suffix "_Copy". For example, if you duplicate the Test_Clear_Job, the duplicate job is named Test_Clear_Job _Copy.

Deleting a Clear Data Job

To delete a Clear Data Job:

1. From the Clear Data Job list, select a job.
2. From the **Actions** menu, select **Delete**.
3. From the confirmation prompt to delete the selected job, click **Confirm**.
4. From the job deleted confirmation, click **OK**.

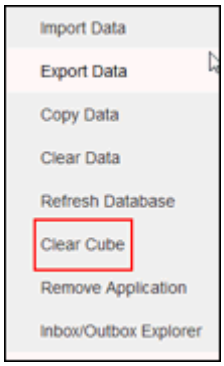
See also: Clear Data for Tax Reporting in the *REST APIs*.

Creating Clear Cube Jobs

Users are able to remove the cube data using the **Clear Cube** option.

To create a Clear Cube job:

1. On the Home page, click **Applications**, and then click **Overview**.
2. On the **Applications** screen, click **Actions**, and then **Clear Cube**.



3. On the **Clear Cube** page, click **Create**, enter the job name, select the cube, then select a clear option:
   - **Clear All**— Delete all data within a cube that is associated with the entities you select under **Clear All** options which includes:
     - **Supporting Details**
     - **Comments**
     - **Attachments**
     - **Essbase Data**
   - **What you would like to clear**
     - **Upper-level blocks**—Delete data in upper-level blocks
     - **Non-input blocks**—Delete data in non-input blocks

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- **Dynamic blocks**—Delete data in dynamic blocks
- **Empty blocks**—Delete blocks with #MISSING values

4. Click **Save and Close**.
5. To view the job on the **Clear Cube** listing page, click **Refresh**.

> **Note**
>
> If you have run **Clear Cube** option for Consol cube and not for Rates cube, you must run **Compute Rates** business rule to get Rates information into the Consol cube.

To start the Clear Cube job right away or to delete a job, see Starting and Deleting Clear Cube Jobs

Refreshing the Database

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

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

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

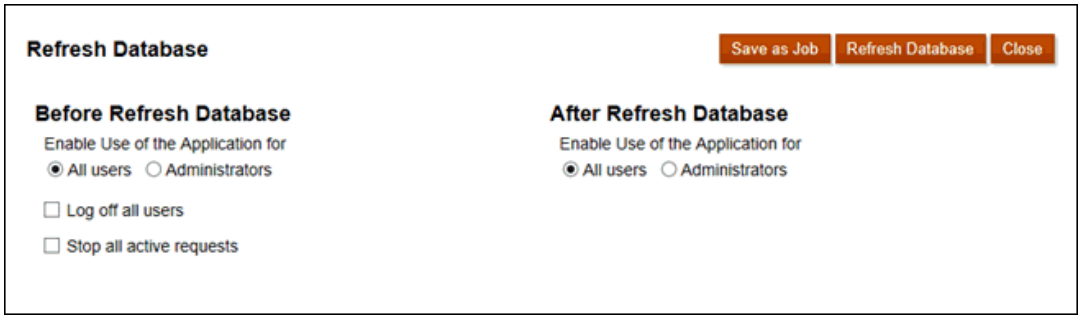
> **Caution**
>
> Before you refresh, Oracle recommends that you back up your outline file and export data from all databases.

> **Note**
>
> Verify that **Optimized Rates Model** (from the **Enable Features** screen by selecting **Application** -> **Configuration** -> **Enable Features**) is enabled in your multi-currency application to reduce overall Refresh DB time. It is enabled by default for new multi-currency applications. See also: Enabling Application Features

To refresh the database:

1. On the Home page, click **Application**, and then click **Configuration**.
2. On the **Applications** tab, under **Actions**, select **Refresh Database**.
3. On the **Refresh Database** page, click **Create**.

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

> **Note**
>
> The **Validate Metadata** option is available for cubes with the storage options running on the Essbase version that supports Hybrid Block Storage Option (BSO) cubes: Hybrid BSO, ASO, and BSO. This option is not available for cubes running on the legacy Essbase version that does not support Hybrid BSO cubes.

6. Select an option:
   - To refresh the database now, click **Refresh Database**, review the confirmation message, and then click **Refresh**.
   - To schedule a database refresh job, click **Save as Job**, enter a name for the job, and then click **Save**.

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

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Validating Metadata

About Validate Metadata

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

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

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

Viewing the Report Detailing Member Movement and Deletion

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

For example:

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

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

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

To download files:

1. Click **Application**, and then click **Jobs**.
2. Under **Recent Activity**, click the job.

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3. At the top of **Job Details**, click the export file option to select a download location.

Defining Valid Intersections

Understanding Valid Intersections

Valid intersections enable you to define rules, called valid intersection rules, which filter certain cell intersections to users when they enter data or select runtime prompts. For example, you can specify that certain programs are valid only for some periods or departments.

After valid intersections are defined, cells containing invalid data are read-only. This restriction speeds the consolidation process and optimizes the information available to users.

Valid Intersection Groups

Valid intersection groups define:

- Dimensions to be included
- One of those dimensions as the anchor dimension
- Whether nonanchor dimensions are required or not
- Whether the anchor dimension members not specified or referenced will be valid or invalid

Valid Intersection Rules

Valid intersection rules:

- Must use the same dimensions that were defined within their valid intersection group
- Define only valid intersections
- Valid intersection rules within the same valid intersection group that produce an apparent conflict or overlap, are marked valid if either valid intersection rule condition is met
- Valid intersection rules in different valid intersection groups that produce an apparent redundancy or overlap, are marked valid if they satisfy the requirements of all valid intersection groups.
  Thus, if any valid intersection group marks an intersection invalid, regardless of other valid intersection groups making it valid, the system will mark the intersection invalid. Invalid groups override valid group results.

> **Note**
>
> If you want to remove valid intersections regardless of what other valid intersection groups allows, then this rule must be in a different valid intersection group.

Anchor and Nonanchor Dimensions

Anchor and nonanchor dimensions:

- Anchor dimensions are always required dimensions in the type that is used in the valid intersection evaluation.
- Nonanchor dimensions are either required or not required:

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  - If a nonanchor dimension is required, any type that does not use that dimension will ignore any valid intersection group where that dimension is tagged as required as it evaluates the valid intersections.
  - If a nonanchor dimension is not required, any type that does not use that dimension will still evaluate any valid intersection group that includes that dimension as not required and evaluate the intersections of any other dimensions in the valid intersection group in the type.
- Unselected anchor dimension members are valid by default, but you can mark them invalid by clearing the Unselected Members are Valid option. This option marks all intersections with anchor dimensions not selected in this rule as invalid.

Redundancy or Overlap in Valid Intersection Rules

Valid intersection rules within the same intersection group, which produce any apparent conflict or overlap, are marked valid if either valid intersection rule condition is met.

If different valid intersection groups share the same attributes, including the anchor dimension, required and nonrequired nonanchor dimensions, and Unselected Members are Valid attributes, they will be treated as rules of the same valid intersection group.

Shared Members and Valid Intersection Rules

Shared members are supported in valid intersection rules. If a base member is selected for a valid intersection rule, any shared members are also included in the rule. Conversely, if a shared member is selected for a valid intersection rule, the base member is also included in the rule.

Substitution Variables and Valid Intersection Rules

You can use substitution variables in valid intersection rules. User variables are not supported. Substitution variables can be set on the server, application, or database level. The same substitution variable can exist on multiple levels; the system uses the first one it finds as it searches in this order:

1. Database
2. Application
3. Server

Evaluation Order

Evaluation order for valid intersection groups orders invalid results sets as quickly as possible, increasing the speed and efficiency of the overall valid intersection evaluation.

For example, the system evaluates the first valid intersection group in the list, then the second group, and so on. If the system finds an invalid intersection in the second group in the list, it will stop evaluating the rest of the list because, once an intersection is defined as invalid, it will override other valid intersection rule results.

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> **Note**
>
> Account members that require Text, Date, or Smart List data types, require the Account dimension to have an Evaluation Order set for the cube or cubes in question.

Creating Valid Intersections

To create a valid intersection:

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

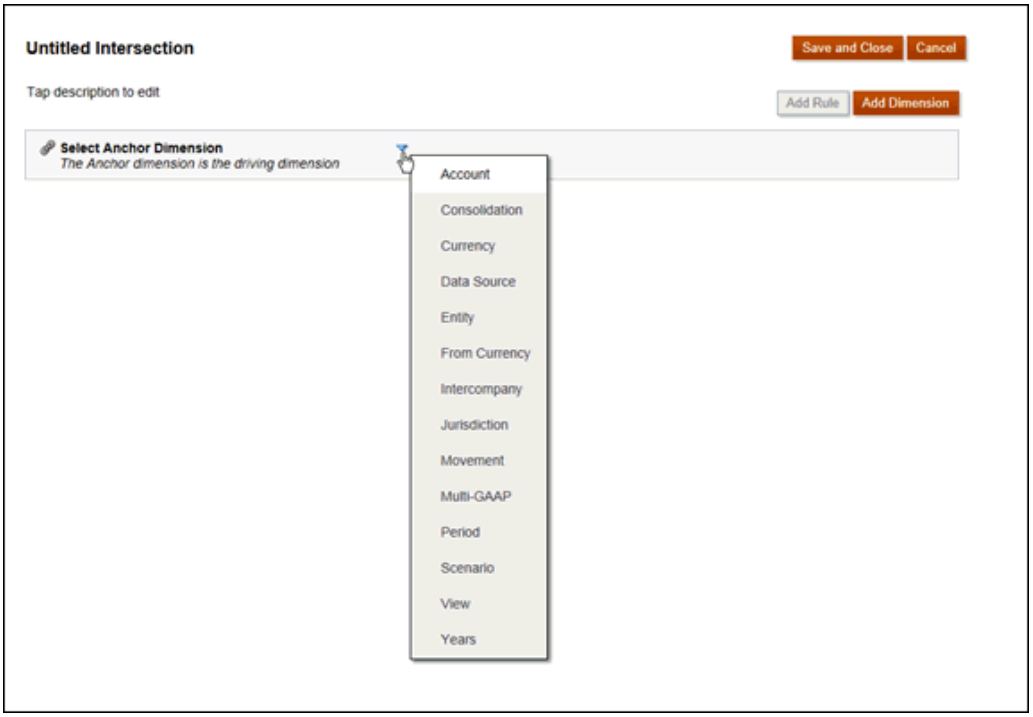


3. If it isn't already selected, click the **Setup** tab.

> **Note**
>
> The **Setup** tab is at the bottom of the page.

4. Create the valid intersection group:
   a. Click **Create**.

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b. Enter a name and description for the valid intersection group.

c. The **Enabled** checkbox is selected by default. To disable the valid intersection group, clear the **Enabled** checkbox. You can also enable or disable a valid intersection group directly on the **Valid Intersections** page. See Disabling and Enabling Valid Intersection Groups

d. For **Definition Type**, select one of the following:

- **Valid Intersection**
- **Invalid Intersection**

e. To select the anchor dimension, click the Down arrow,  next to **Select Anchor Dimension**.

f. **Optional**: By default, the anchor dimension members that are not specified in the valid intersection rule are marked valid. To clear this option, click the Down arrow,  next to the anchor dimension, and then click **Unselected members are valid**. See, Anchor and Nonanchor Dimensions

g. To select additional dimension (called nonanchor dimension), click **Add Dimension**.

h. Optional: By default, nonanchor dimensions are not required. To make a nonanchor dimension required, click the Down arrow,  next to the nonanchor dimension, and click **Required**.

5. Define the valid intersection rule:

a. Click **Add Rule**.

b. To select the range of members to include, exclude, or remove in the valid intersection, click the Down arrow,  next to the new rule:

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- Click **Edit** to open the **Select Members** page and select the members, substitution variables, and attributes to include in the valid intersection rule. See .Working with Members
- Click **Exclude** or **Exclude All** to define the dimension members you want to exclude from the rule:
  - **Exclude**: Selecting this option excludes members by ID. Only the specified members (base or shared) will be excluded.
  - **Exclude All**: Selecting this option excludes members by name. If a base member is specified, then the base and all of its shared members will be excluded. If a shared member is specified, then this member, its base member, and all other shared members of this member will be excluded.
- Click **Clear** to clear the selection.

To delete a rule, click **Delete**



.

6. Click **Save and Close**.
   The new valid intersection group is added to the end of the valid intersections list. To reorder the rules in the list, see Changing the Valid Intersection Group Evaluation Order

Managing Valid Intersections

Viewing Valid Intersections

To view valid intersections:

1. On the Home page, click **Application**, and then **Valid Intersections**.
2. Perform a task:
   - Create a valid intersection group. See Creating Valid Intersections.
   - Reorder invalid intersection groups. See Changing the Valid Intersection Group Evaluation Order.
   - Disable and enable valid intersection groups. See Disabling and Enabling Valid Intersection Groups.
   - Edit details for a valid intersection such as adding or removing dimensions in a valid intersection group. See Editing Details for a Valid Intersection Group.
   - Duplicate an existing valid intersection group so that you can quickly create a new one. See Duplicating Valid Intersection Groups.
   - Delete valid intersection groups. See Deleting a Valid Intersection Group.

Filtering Valid Intersections

You can filter the list of intersections by certain criteria such as whether the intersection is enabled or not, whether the definition is valid or invalid, when it was modified, and by whom. When you filter, only the intersections that meet the filter criteria are displayed on the **Valid Intersections** page.

To filter intersections:

1. Click **Application**, and then click **Valid Intersections**.

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2. Click (Filter) to specify filter criteria:
   - **Enabled**: View only the intersections that are enabled (**Yes**), not enabled (**No**), or select **All**.
   - **Definition Type**: View only the intersections that are the **Valid Intersection** or **Invalid Intersection** types, or select **All**.
   - **Modified**: View only the intersections that were modified before or after a certain date and time, or the intersections modified within a range of dates or times. Select **After**, **Before**, or **Between** and then click (Select Date and Time) to specify the date and time criteria.
   - **Modified By**: View only the intersections modified by selected users.
3. Click **More** to further refine the filter criteria:
   - **Dimensions**
   - **Anchor Dimensions**
   - **Unselected members are valid**: Choose **Yes**, **No**, or **All**.
   - **Additional Dimensions Required**: Choose **Yes**, **No**, or **All**.
4. Click **Apply**.

Importing and Exporting Intersections

About Importing and Exporting Valid Intersections

You can export the filtered list of valid intersections from the listing page to a location on your local computer, or you can export them to the server. If no filter is defined on the listing page, then all intersections are exported.

Use the Import action to import intersections into the application from a location on your local computer or import them from the server. When you perform an import, the system tests the import file for anything that might break a definition; for example, if a cube is missing, or if an anchor dimension doesn't exist, or if a subrule is not found, errors are logged in the error file. Import jobs will only complete successfully if the import file has no errors.

> **Note**
>
> Subrules provide information about the content of the rules such as the member selection or exclusion for anchor and non anchor dimensions, and the restriction type applied for each subrule.

Depending on the export or import location you choose, the intersections are exported or imported in either an Excel file format (XLSX) or a zip file format.

> **Note**
>
> Locked valid intersection rules are not exported when you export valid intersections. Locked valid intersection rules (and rules that start with restricted prefixes such as FCCS_, OCX_, OEP_, OFS_, OPF_, OWP_, TRCS_) are not imported when you import valid intersections.

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Valid Intersections Import File

The Excel import file must have two sheets with the following names for the first and second sheets:

1. `Rules`
2. `Sub Rules`

The `Rules` sheet has the following column headings:

- **Name**
- **Position**
- **Description**
- **Enabled**
- **Definition Type**
- **Anchor Dim Name**
- **Anchor Dimension Apply to Selected Members**
- **Dim1**
- **Dim1 Required**
- **Dim2**
- **Dim2 Required**
- **Dim***X*
- **Dim***X* **Required**

The `Sub Rules` sheet has the following column headings:

- **Name** - This column must contain the name of the Rule from the first sheet
- **Anchor Members**
- **Anchor Exclusion**
- **Anchor Exclusion All**
- **Dim1 Members**
- **Dim1 Exclusion**
- **Dim1 Exclusion All**
- **Dim2 Members**
- **Dim2 Exclusion**
- **Dim2 Exclusion All**
- **Dim***X* **Members**
- **Dim***X* **Exclusion**
- **Dim***X* **Exclusion All**

Exporting and Importing Valid Intersections

To export and import intersections:

1. Click **Application**, and then click **Valid Intersections**.

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2. Apply filters to the listing, as needed. See Filtering Valid Intersections.
3. To export, click **Actions**, then **Export**, and then select the target location for the export file:
   - **Local**: Saves the export file to a location on your local computer. If you choose this option, click **Export**, and then specify where to save the export file.
   - **Outbox**: Runs a job that saves the export file in a zip format to the server which you can download now or use to schedule an export job later. If you choose this option, click **Save and Run Job**.

     To download the export file from the Outbox:

     a. Click **Application**, and then click **Jobs**.

     b. Under **Recent Activity** click the export job.

     c. On the **Job Details** page, click  (Download) to select a download location for the export file. You can also download the export file from the Inbox/Outbox Explorer for your business process.
4. If editing the export file in Excel, note that the Excel file has two sheets: `Rules` and `Sub Rules`.
5. To import, click **Actions**, then **Import**, and then select the location of the import source file:
   - **Local**: Loads the import file from a location on your computer. For **Source File**, click **Browse** to select the import file on your computer, and then click **Import**.
   - **Inbox**: Runs a job that loads the import file from the server. The import file must be in a zip file format. Enter the name of the file in **Source File**, click **Save and Run Job**, and then specify the **Name** and **Error File** on the **Save as Job** dialog. The error file provides information about the intersections that were not imported. You can download the error file from the Inbox/Outbox Explorer for your business process.

Changing the Valid Intersection Group Evaluation Order

The Evaluation order for valid intersection groups orders invalid results sets as quickly as possible, increasing the speed and efficiency of the overall invalid intersection evaluation.

To learn more about evaluation order, see Evaluation Order.

To change the position of a valid intersection group in a list:

1. On the Home page, click **Application**, and then **Valid Intersections**.
2. Click **Actions**

   , and select **Move Up** or **Move Down**.

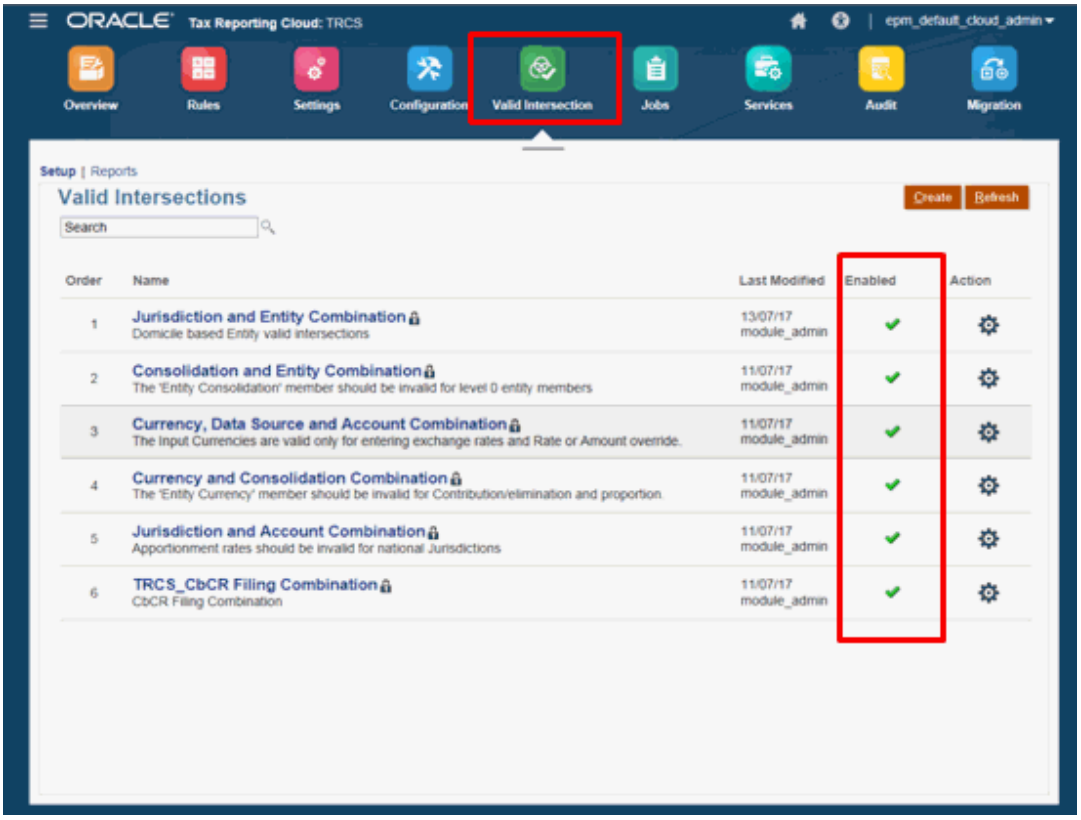
Disabling and Enabling Valid Intersection Groups

Valid intersection groups, by default, are enabled at the time of creation. If you do not want a valid intersection group to be evaluated or used, you can disable it on the Valid Intersections tab. When a valid intersection is disabled, the valid intersection rule for that group no longer applies when viewing forms or business rules. You can reenable a disabled valid intersection group.

To disable and enable a valid intersection group:

1. On the Home page, click **Application**, and then **Valid Intersections**.

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2. In the **Enabled** column of the valid intersection list, click the check mark next to the valid intersection group to enable or disable the group.

> **Note**
>
> The check mark is green if the group is enabled.

3. Ensure that any remaining groups that are enabled are still listed in the correct evaluation order in the valid intersections list. If they are not, move them up or down in the order.

Editing Details for a Valid Intersection Group

To edit valid intersection group details, you work with dimension members in the member selector. You can also define exclusions in valid intersection rules.

To edit valid intersection group details:

1. On the Home page, click **Application**, and then **Valid Intersections**.
2. Click the name of the valid intersection group that you want to edit.

   - To edit dimension details, next to the dimension, click Down  , to select the members to include, exclude, or remove in the valid intersection rule:
     - Click **Edit** to open the Select Members page and select members to include in the valid intersections rule. You can also type in the members or functions.

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  - Click **Add Exclusion** to define an exclusion in the rule. You can select members to exclude; for example, you can select or include all children of YearTotal except children of Q1 by excluding children of Q1.
  - Click **Clear** to clear the selection.
- To delete a dimension from a valid intersection group, next to the dimension, click Down  , and then click Delete  .
- To remove a rule from a valid intersection group, click Delete  .
- To add a dimension or rule to a valid intersection group, click **Add Rule** or **Add Dimension**.

3. Click **Save and Close**.

Duplicating Valid Intersection Groups

To speed valid intersection group creation, you can duplicate an existing valid intersection and then edit it.

To duplicate a valid intersection group:

1. On the Home page, click **Application**, and then **Valid Intersections**.
2. Click Actions  to the right of a valid intersection group that you want to duplicate, and then select **Duplicate**.
3. Open the duplicated valid intersection group and edit it.
4. Reorder the valid intersection groups, if required..

Deleting a Valid Intersection Group

After a group is deleted, the valid intersection groups are reordered. If there are three valid intersection groups, and the second one in the order is deleted, the third validation group becomes number two.

To delete a valid intersection group:

1. On the Home page, click **Application**, and then click **Valid Intersections**.
2. Click Actions  to the right of a valid intersection group that you want to remove, and then select **Delete**.
3. Reorder the remaining valid intersections, if needed.

Working with Valid Intersections in Forms

Using valid intersections prevents data entry for invalid intersections as defined in the applicable valid intersection group. The affected cells in the form display as read-only following standard, read-only color coding. If you hover the cursor over an invalid intersection, a tool tip displays indicating that the cell is read-only because it is defined as a invalid intersection.

The valid intersection group applies first to the form point of view and page axis. If the point of view intersections are all invalid, then a warning message is displayed, and the form does not render a data grid until a valid intersection is selected.

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If the point of view has valid intersections, then the rows and columns are filtered to restrict data entry at invalid intersections. If the Suppress Invalid Data option for the form is enabled, then the form suppresses invalid rows, columns, or both, as appropriate.

Any rows or columns, which consist of a mix of valid and invalid intersections, display those intersections as valid or invalid, as appropriate. Invalid intersections are displayed with standard, read-only shading and preclude data entry.

You can reset the point of view to the default, unfiltered list without closing and reopening the form by clearing the selections. You can also clear a selection, thus opening up more selections for other dimensions. You cannot render a form with a dimension cleared, because valid members must be selected for each dimension.

In the member selector, invalid members are suppressed due to valid intersection rules. You can display invalid members in the member selector using the Show Invalid Members option. Invalid members are displayed but are unavailable for selection.

> **Note**
>
> Valid intersection groups do not grant access to dimension members. Valid intersection groups further restrict the valid intersections of dimension members already granted to a user.

Table 5-6 Form Behavior if Valid Intersections are Applied

Action	Behavior
Open a form	The form renders with member selections as defined in the form definition, adhering to the user's access rights for dimensions, and applies valid intersection groups with the most recently used as current selections.

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Table 5-6 (Cont.) Form Behavior if Valid Intersections are Applied

Action	Behavior
Select members from a point of view dimension	• Enables you to select a member on the point of view • In the member selector for a point of view dimension, enables you to select from a filtered list of remaining valid intersections, which is based on the members that were selected for the other point of view dimensions • Ignores the order in which point of view dimension members are selected because selecting a member from any dimension included in a valid intersection group dynamically filters the remaining dimension member lists for those dimensions included in the valid intersection group, as appropriate, when that dimension is selected • Provides the option to hide invalid members from dimension lists or display them as unselectable in the point of view • Provides the ability to reset the point of view to the fully unfiltered list without closing and reopening the form by clearing the selections **Note** Ad hoc forms in Smart View, will not filter page or point of view members according to valid intersection groups.
Select Go to render a form based on point of view selections. You can also click the right arrow in the form point of view.	The form renders as defined based on the valid point of view intersection.
Enter and save data	The form data is entered and saved.

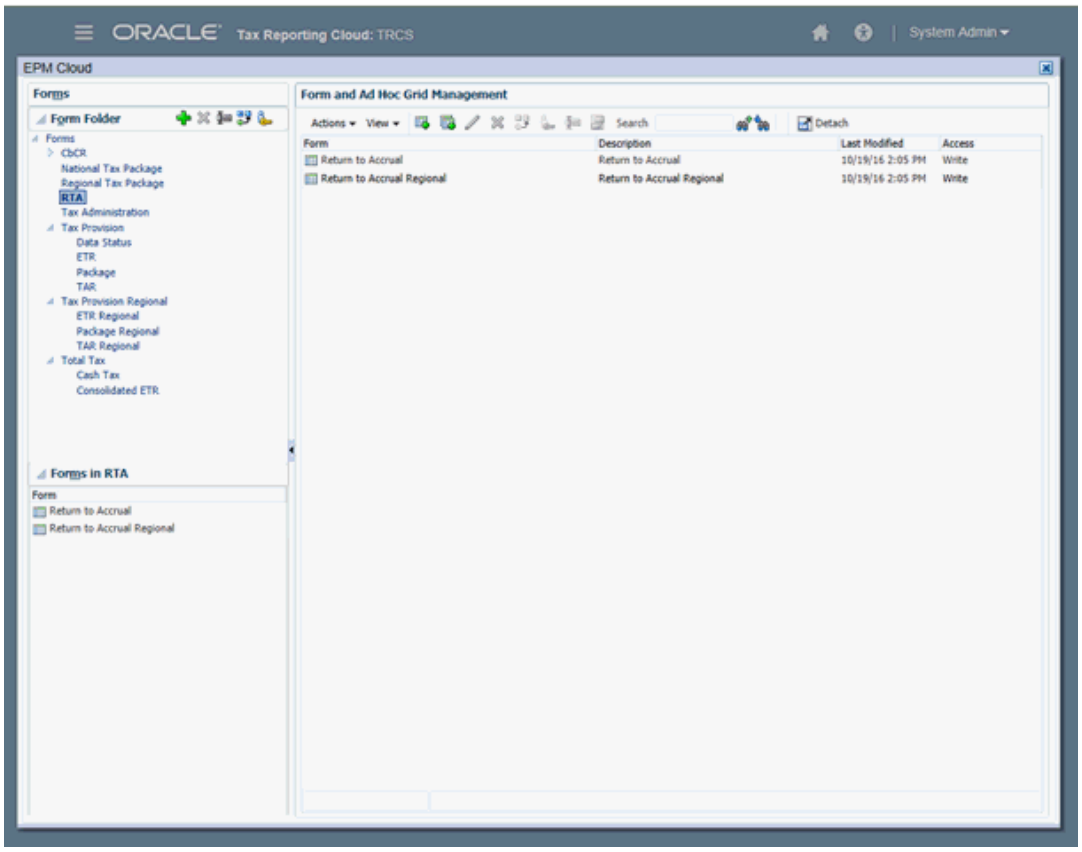
Suppressing Invalid Data in Forms

Suppressing invalid data hides rows or columns in forms that contain invalid data. If you do not select this option, the system displays rows or columns that contain cells with data that are invalid. Cells with invalid data are read-only.

To suppress invalid data in forms:

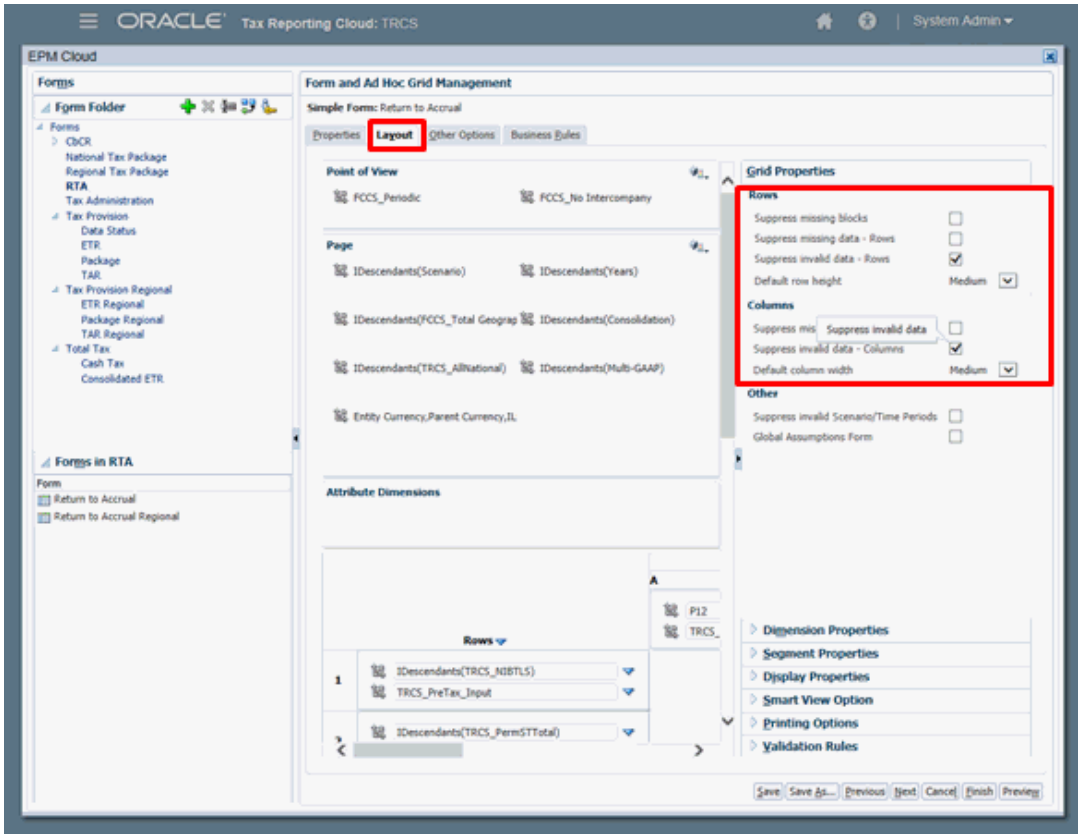
1. From the Navigator, under **Administer**, click **Forms**.

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2. Under **Form** in the **Form and Ad Hoc Grid Management** panel, click the form to open, and then click **Layout**.

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3. Under **Grid Properties**, select **Suppress invalid data - Rows** , **Suppress invalid data - Columns**, or both.
4. Click **Save**.

Managing Invalid Intersection Reports

Creating an Invalid Intersection Report

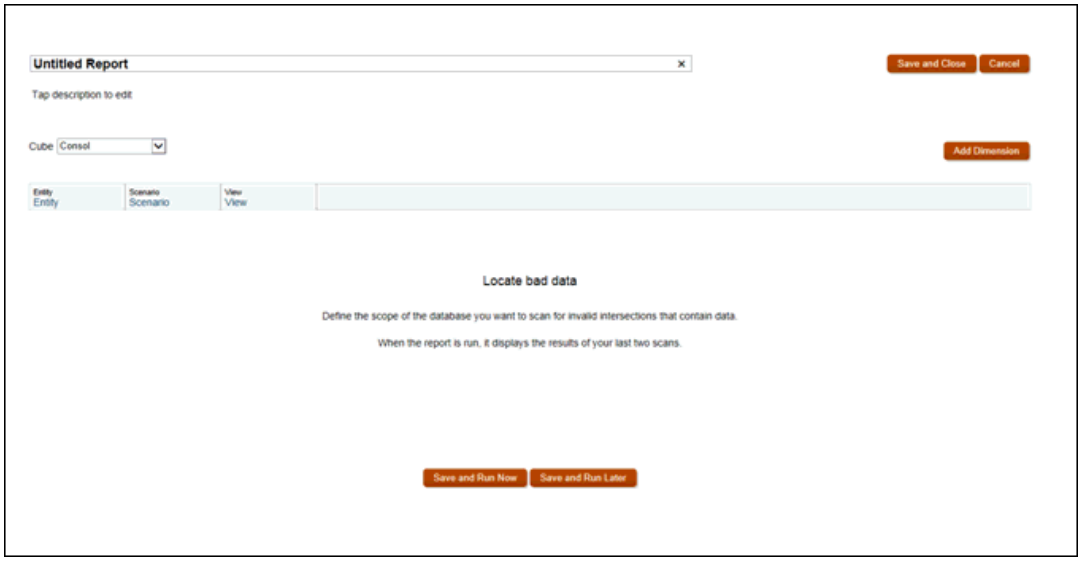
To create an Invalid Intersection report:

1. On the Home page, click **Application**, and then **Valid Intersections**.
2. Click the **Reports** tab.
3. Click **Create**.



4. On the Untitled Report screen, enter a report name and description.

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5. Select the **Cube** you want to scan to look for invalid intersections.
6. Click **Entity**, **Scenario** and **View** to select the members you want to include in the scan.
7. **Optional:** Select the option to run the report now or later.
8. **Optional:** Modify the report criteria and re-run the report.
9. Click **Save and Close**.

Editing an Invalid Intersection Report

You can edit an Invalid Intersection Report and change the name, description, and report criteria.

To edit an Invalid Intersection report:

1. On the Home page, click **Application**, and then click Valid Intersections.
2. Click the **Reports** tab.
3. From the list of reports, select a report.
4. Click **Actions** and then select **Edit**.
5. **Optional:** Edit the report name or description.
6. **Optional:** Select different report criteria.
7. **Optional:** Select the option to run the report now or later.
8. Click **Save and Close**.

Duplicating an Invalid Intersection Report

To duplicate an Invalid Intersection report:

1. On the Home page, click **Application**, and then click **Valid Intersections**.
2. Click the **Reports** tab.
3. From the list of reports, select a report.

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4. Click **Actions**  and then select **Duplicate**.
5. In the Duplicate dialog box, enter a name for the new report and then click **OK**..

Running an Invalid Intersection Report

To run an Invalid Intersection report:

1. On the Home page, click **Application**, and then click **Valid Intersections**.
2. Click the **Reports** tab.
3. From the list of reports, select a report.

> **Tip**
>
> To search for a report, enter search criteria, and then click **Search**.

4. Click **Actions**

and then select **Run**.

Deleting an Invalid Intersection Report

To delete an Invalid Intersection report:

1. On the Home page, click **Application**, and then click **Valid Intersections**.
2. Click the **Reports** tab.
3. From the list of reports, select a report.

> **Tip**
>
> To search for a report, enter search criteria, and then click **Search**.

4. Click **Actions**

and then select **Delete**.

Viewing Application Recommendations

If you are a Service Administrator, you can view recommendations on how to optimize your application, such as running a configuration task or enabling a substitution variable. The Recommendations list includes the Priority, Category, Module, Artifact, Recommendation description, and instructions on how to implement it. You can also export Recommendations to a CSV file.

The Recommendations page includes a **System Rescan** option, which creates a job that runs in the background to update the database with the latest recommendations. You can view the status of the rescan job from the Job console, then click **Refresh** to refresh the list on the Recommendations page. The page also includes a timestamp that shows the last date and time the rescan process was run.

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To view application recommendations:

1. Click **Application**, and select **Recommendations**.
2. Click **Show Recommendations**.
3. To update the database with the latest recommendations, click **System Rescan**.

The rescan is launched as a job and can take a while based on the amount of data. You can view the status in the Jobs console.

1. Click **Refresh** to refresh the list of recommendations.
2. **Optional:** To export all Recommendation messages to a CSV file, click **Export**, select **Save File**, then click **OK**. Select a location in which to save the file, and click **Save**.

Metadata Validation

A metadata validator is available that can identify potential metadata issues in Tax Reporting. The validator provides warnings and suggestions in the Recommendations module that you can review and implement.

You can download all the recommendations by clicking **Export**.

In the Recommendations list, Priority status is marked as High, Medium, and Low, Category as General, Module as Metadata, and the Artifact as Cube Name with the Dimension Name like for example, Consol Account, Consol All Dimensions etc.

Table 5-7 Metadata Validation: Category - General, Module - Metadata

Priority	Artifact	Recommendations	How to Implement
High	Consol Account	The below level 0 descendants of TRCS_TempGSTotal, TRCS_TempSTTotal, TRCS_TaxLossesCFSTotal, TRCS_TaxCreditTotal, TRCS_VATotal, TRCS_RTempTotal, TRCS_RTaxLossesPreCFSTotal, TRCS_RTaxCreditTotal, TRCS_RVATotal, and TRCS_RTaxAttribTotal must not have the CETR attribute assigned: <listOfMembers>	Remove CETR attribute for all level 0 descendants of TRCS_TempGSTotal, TRCS_TempSTTotal, TRCS_TaxLossesCFSTotal, TRCS_TaxCreditTotal, TRCS_VATotal, TRCS_RTempTotal, TRCS_RTaxLossesPreCFSTotal, TRCS_RTaxCreditTotal, TRCS_RVATotal, and TRCS_RTaxAttribTotal. Click here (Setting Consolidated ETR Custom Attribute).
High	Consol Account	The below level 0 descendants of TRCS_TaxAccounts must have both the TaxType and TaxDataType attributes assigned: <listOfMembers>	Add TaxType and TaxDataType attributes to all level 0 descendants of TRCS_TaxAccounts.
High	Consol Account	The below Level 0 descendants of TRCS_CurrentAddtlTotal must also be shared descendants of TRCS_CurrentAddtlETRTotal: <listOfMembers>	Share all the Level 0 descendants of TRCS_CurrentAddtlTotal as descendant of TRCS_CurrentAddtlETRTotal.

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Table 5-7 (Cont.) Metadata Validation: Category - General, Module - Metadata

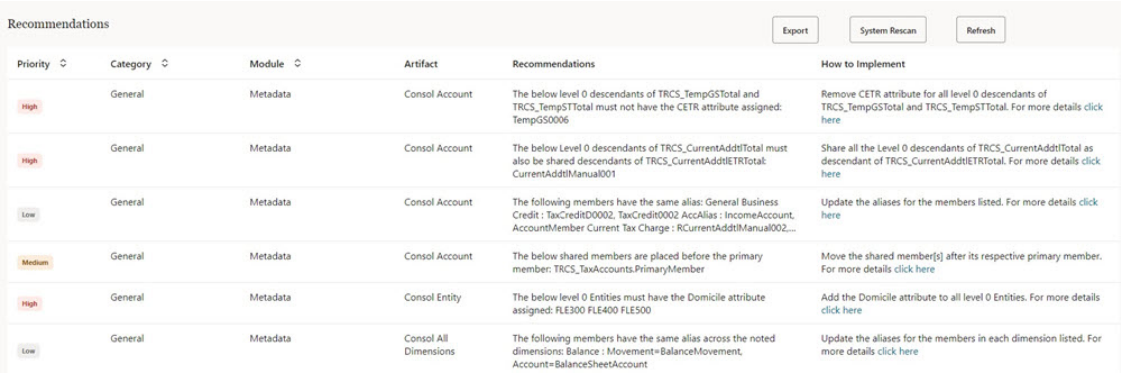
Priority	Artifact	Recommendations	How to Implement
Medium	Runs for Consol and CbCR <DimensionName> Validation runs for these Dimensions for the Consol cube only. • Account • Movement • Data Source • Scenario • Intercompany • Multi-GAAP • Consolidation • Jurisdiction • Entity This validation will not run for these Dimensions: • Year • Period • View • Currency	The below shared members are placed before the primary member: <parentMemberName>.<sharedMemberName>	Move the shared member[s] after its respective primary member. Click here (Metadata Validation Messages).
High	Consol Entity	The below level 0 Entities must have the Domicile attribute assigned:<listOfMembers>	Add the Domicile attribute to all level 0 Entities. Click here (Defining Entity Tax Attributes).
High	Consol Entity	The below parent entities with Parent tax calc attribute assigned must have a Domicile attribute assigned and the Allow Upper-Level Entity Input property enabled:<listOfMembers>	Add the Domicile attribute and select the Allow Upper-Level Entity Input property for all Entities with the Parent Tax Calculations attribute. Click here (Defining Entity Tax Attributes)
Low	Runs for Consol and CbCR <DimensionName> This validation runs for every dimension	The following members have the same alias:<aliasNameOfTheMember> : <memberNames>	Update the aliases for the members listed. Click here (Metadata Validation Messages.
Low	Runs for Consol and CbCRAll Dimensions	The following members have the same alias across the noted dimensions:<aliasName> : <dimName1>=<memberName>, <dimName2>=<memberName>	Update the aliases for the members in each dimension listed. Click here (Metadata Validation Messages.
Medium	Runs for Consol, CbCR and Config cube All Dimensions except: Year, Period, View, Currency.	The below level 0 descendants with Dynamic Calc Data Store do not have any member formula attached: <listOfMembers>	You cannot load data into level 0 members tagged as Dynamic Calc. Click here (Level0 Members Tagged as Dynamic Calc but without a Formula in *Operations Guide*).
Medium	Runs for Consol, CbCR and Config cube All Dimensions except: Year, Period, View, Currency.	The below level 0 descendants have member formulas and are not Data Storage type Dynamic Calc: <listOfMembers>	Level 0 members with member formula must be of Data Storage type Dynamic Calc. Click here (Level0 Members Tagged as Dynamic Calc but without a Formula in *Operations Guide*).

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Table 5-7 (Cont.) Metadata Validation: Category - General, Module - Metadata

Priority	Artifact	Recommendations	How to Implement
High	Runs for Consol, CbCR and Config cube Account Dimension	The below descendants of the Account Tax_Accounts have Data Storage type Dynamic Calc and a member formula attached: <listOfMembers>	Members of the Tax_Accounts hierarchy cannot have member formula attached.

> **Note**
>
> <listOfMembers> will list out all the members which fail the validations on runtime.



> **Note**
>
> - **Refresh DB**: Whenever there is a metadata change, you must run Refresh DB.
> - **Shared members placed before the primary member**:
>   - validation runs for the following Dimensions: Account, Movement, Data Source, Scenario, Intercompany, Multi-GAAP, Consolidation, Jurisdiction, and Entity (only for Consol cube)
>   - validation does not run for the following Dimensions: Year, Period, View, and Currency
> - **Duplicate aliases within and across Dimension**: validation runs for all Dimensions.

See also: Metadata Validation Messages

Working with Activity Reports and Access Logs

About Activity Reports

The Activity Report, which is automatically generated for each day, enables Service Administrators to understand application usage. It also helps streamline application design by identifying calculation scripts and user requests that impact application performance. Additionally, the report may be used to compare service usage and performance to a prior report. Information contained in this report includes:

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- The number of users who accessed the service

  In addition to the average usage duration for the number of users on a specific day, the report provides the number of users who logged on each day over the last week, the last seven days, and the last 30 days.
- Percentage of UI requests that took more than 10 seconds to finish, and top 7 requests that took the most time to complete

  A UI request is a user action such as signing in, loading data, working with forms, and validating rules. The section on the top 30 worst performing user actions identifies the user, duration of the action, activity that the user was performing, and the screen that the user was on.
- Top 15 user interface requests by execution
- Average service response time by hour and the number of users by usage duration
- Top 10 most active users and top least active users by duration
- Top 5 worst performing calculation script commands over 1 minute
- Top 10 calculation scripts by duration

  This table identifies the business rules that took the longest time to run. Available information includes the name of the calculation script, the number of times the script was run, and the duration.
- Unsupported browser versions and the number of users who used them
- Browser versions that were used to access the service and the number of users who used them
- Application design changes that occurred during the report period

  This section provides an audit trail of application design changes, if any. Information includes application name, type and name of the modified design artifact, identity of the user who modified the artifact, and the time the changes were made. Data changes are not reflected in this table.
- Oracle Smart View for Office versions being used and the number of users who use them
- 10 most active Smart View users who not use the current version of Smart View

> **Note**
>
> The Application Activity Report uses the administrator's time zone, which is set in the Maintenance Window screen.

About Access Logs

You can download a Comma Separated Value (CSV) file that provides detailed information on the IP Addresses that accessed the service and their activities. The access log is generated each day. Information contained in the access log includes date and time, the resources that users accessed, duration of user activity, the IP addresses from which users connected to the service, and the actions that users performed in the service.

Activity Report and Access Log Retention Policy

Oracle retains Activity Reports and Access Logs for the last 60 days only.

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Use the `downloadfile` command to download activity reports and access logs from the Outbox to a local computer if you need them for audit purposes. See the **Command Reference** in *Working with EPM Automate*.

To view Activity Reports and to download Access Logs:

1. Access the service.
2. Click **Application**, then **Overview**, and then **Activity Reports**.
3. Perform an action (choose from below):
   - To open an activity report, click **View** under **Activity Report** in the row that indicates the day for which you want to view the report.
   - To download an access log, click **Download** under **Access Log** in the row that indicates the day for which you want to download the log.

Validating Groovy Scripts

Validate Groovy business rule scripts to ensure that your application's Groovy scripts can pass the stricter validation rules.

As you migrate to an upgraded version of Groovy, you might encounter certain issues that need to be addressed. A program called the **Groovy Script Validator** aids in finding the rules that need to be adjusted and provides a report so you can fix any issues.

> **Note**
>
> The **Groovy Script Validator** is only available only when your application contains user-created Groovy business rules.

To validate Groovy scripts:

1. Sign into your application as a Service Administrator.
2. From the Home page, select **Application**, and then **Overview**.
3. Click **Actions**, and then select **Groovy Script Validator**.

   The **Groovy Script Validator** option is only available when your application contains user-created Groovy business rules.

After the program completes verification of the Groovy scripts, you can view the Groovy validation report and fix any errors it finds. If no errors are found, no additional action is required.

To view the Groovy validation report:

1. From the Home page, select **Application**, and then **Jobs**.
2. Under **Recent Activity**, click the **Groovy validation report Job**.
3. Next to **Groovy Script Validator Report**, click  (Download File).
4. Optionally, you can download the `GroovyValidationReport.html` file from the **Inbox/Outbox Explorer** by selecting **Application**, then **Overview**, click **Actions**, and then select **Inbox/Outbox Explorer**.

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Note

For a list of validation errors and recommended resolutions, see Resolving Groovy Business Rule Validation Issues in *Designing with Calculation Manager*.

To learn more about Groovy business rules, see Creating a Groovy Business Rule in *Designing with Calculation Manager*.

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6

Managing Application and System Settings

Related Topics

- Specifying Application Settings
- Managing Application Ownership
- Uploading Fonts in Enterprise Performance Management Cloud Deployments
- Customizing Your Application Appearance
- Setting Up Email for Notifications
- Working with Variables
- Making Announcements
- Specifying Artifact Labels

Specifying Application Settings

You use the Application Settings page to set preferences for your business process.

To set your business process settings:

1. From the Home page, click **Application**, and then **Settings**.
2. Specify defaults for the following application settings:

Table 6-1 Application Settings

Application Setting	Description
Alias Setting	Select an Alias Table. Under **Display Member Label As**, select the option that enables the type of member data to be displayed on the Member Selector throughout your application, and enter the label that you want to display: • **Default**—The data determined by the form, grid, or dimension settings • **Member Name**—Only member names • **Alias**—Only member aliases, if defined • **Member name: Alias** —Names followed by aliases, if defined • **Alias:Member Name**—Alias, if defined, is followed by the names

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Table 6-1 (Cont.) Application Settings

Application Setting	Description
Number Formatting	Set the formatting options for: • The thousands separator (none, comma, dot, or space) • The decimal separator (dot or comma) • The display of negative numbers (a minus sign before or after the number, or the number surrounded by parentheses) • The displayed color for negative numbers (black or red) You can change the number formatting in Application Settings. Your selections apply to all currencies, in all forms that you have access to in the current application. These choices override the settings for individual currencies set by the Service Administrator.
Approvals	Select whether to display aliases, show the approval units that are not started, and show approval units as aliases in approval notifications.
Notifications	Enable notifications for task lists, approvals, and job console.
Digital Assistant Settings	Specify configuration settings for the Oracle EPM Digital Assistant. **Note:** These settings are part of a larger configuration process to enable you to work with the Digital Assistant. You must complete the configuration steps before using the Digital Assistant. See Configuring Digital Assistant for New Users in *Getting Started with the Digital Assistant*. • **Channel ID** - enter the channel ID generated when you created the Oracle Web channel for the Digital Assistant. • **Service Name** - enter the Digital Assistant URL, which is the Oracle Digital Assistant Service URL that you see when you log on to the service. Enter the URL without either http:// or https:// preceding it. See also Getting Started with Using Digital Assistant in *Getting Started with the Digital Assistant*.

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Table 6-1 (Cont.) Application Settings

Application Setting	Description
Page	Set defaults for indenting members on a page and setting the number of items on the page drop-down. **Note** The **Number of Items on the Page Drop-down** option lets you shorten the member list so that the **Search** box can be more easily see. If the list is shortened to 10 members, for example, then you won't need to scroll to see the **Search** box.

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Table 6-1 (Cont.) Application Settings

Application Setting	Description
Other Options	• **Date Format**—Select a date format, or select **Automatically Detect** to use your system's locale settings. • **Attribute Dimension Date Format**—Select a date format for attribute dimensions. • **Partial Grid Fetch Size**—If large forms require significant time to open, select this option to open part of a form. Enter the number of rows and columns to open, separated by a comma (,). • **Suppress Application Management Options in Smart View**—When a new application is created, all application management options are displayed by default to administrators in Smart View. You can choose to hide or display the application management options. If you select **Yes**, application options are not displayed in Smart View. If you select **No**, application options are displayed in Smart View. • **Enable Data Load for Adhoc Read Only Role**—Default is **No**. Select **Yes** to enable data load for users with Adhoc read-only role. • **Enable Consolidation Rules Logging**—Select to enable logging for consolidation rules. • **Set Number of Seconds Before Rules Run in Background**—Enter a value between 0 and 600. • **Client Log Level**—Set the level of detail required for logs. All error, warnings, and informational messages from the connected data source are displayed when they occur, but you can choose which of these message levels to record in a browser console log file. This setting is only available for web interfaces using Oracle JET technology. Select a message level to display and record: – **None**: Suppress all messages. – **Information**: All messages, including warnings and errors — recommended to diagnose problems. May adversely impact performance. – **Warning**: Warnings and error level messages. May adversely impact performance. – **Error**: Error messages only — recommended for general use. Has minimal impact on performance. – **General**: Information-level messages plus all server responses

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Table 6-1 (Cont.) Application Settings

Application Setting	Description
	and requests. Adversely impacts performance. • **Enable User Formulas in Ad Hoc**: If you select **Yes**, in an ad hoc grid, when you hover over a cell with a member formula attached, you see the member formula associated with the cell and you can perform calc on the fly. • **Filter Out Excluded Members in Segment Drop-down**—Default is **Yes**. Choose **No** to display the excluded members in the row drop-down POV in forms. • **Forms Version**: Specify a forms version. For existing applications, the default is **Forms 1.0**. Newly created applications will default to **Forms 2.0**. This setting is application-specific and can vary across applications. • **Legacy List Pages**: Reverts the standardized artifact pages (also known as list or listing pages) to legacy artifact pages. The default is **No**, which displays the standardized artifact pages. Choose **Yes** to revert to the legacy artifact pages. See About the Standardized Cloud EPM Platform Artifact Pages.

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Table 6-1 (Cont.) Application Settings

Application Setting	Description
Smart View Add-on	Enable these Smart View-related options, as required for your environment: • **Google Sheets**: Select to enable support for Smart View in Google Sheets. When selected, users can connect to their applications from Google Sheets and use Smart View features to view and analyze data in Google Sheets. • **Keep Invalid Members/Comments**: Select to allow users to retain invalid members and comments on ad hoc grids in Smart View after a refresh. For example, users may enter member names incorrectly in ad hoc grids or add comments within or outside the grid. Selecting this option for the application allows users to refresh the grid and retain the invalid members and the comments, along with any data they may have already entered. Smart View users can set a cell style for comments, which will call out the invalid members and comments. When this option is not selected, then the invalid member reverts to the closest previous member in the grid, with the exception of the first row or first column in the grid, which is retained as a comment. Blank rows or columns inserted into the grid remain blank.

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Table 6-1 (Cont.) Application Settings

Application Setting	Description
Oracle Guided Learning Settings	If you have implemented Oracle Guided Learning, specify configuration settings. **Note** These settings are part of a larger configuration process to enable you to work with Oracle Guided Learning. You must complete the configuration steps before using Oracle Guided Learning. See Integrating Cloud EPM and Oracle Enterprise Data Management Cloud with Oracle Guided Learning. • **OGL Application ID**: Enter the application ID. • **OGL Server URL**: Enter the URL, which depends on your location: – NA: `https://guidedlearning.oracle.com` – EMEA: `https://guidedlearning-emea.oracle.com` – APAC: `https://guidedlearning-apac.oracle.com`
Enable AI	Select **Generative AI** to enable the ability to automatically generate narrative summaries for a single insight or group of insights.

3. Specify options for the following **System Settings**:

Table 6-2 System Settings

System Setting	Description
Display Users' Full Names	If selected, the system displays the user's full name (for example, Victoria Hennings). If cleared, the system displays the user's ID (for example, VHennings).
Include Shared Members in Cube Refresh	When selected, shared members will inherit the security access assigned to the base member. When cleared, shared members will inherit the highest security access based on a combination of the access assigned to the base member and parent of shared member.

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Table 6-2 (Cont.) System Settings

System Setting	Description
Default Ancestor Access	Select an option to specify the default user access to ancestor members in ad hoc grids and the Member Selector: • **None**: By default, users are not able to see the ancestor members of members that they have access to unless they are explicitly granted access to them. When this option is selected, the system works the same way it did prior to the 24.03 update. • **Read**: By default, users are granted Read Only access to the ancestor members of members that they have access to unless they are explicitly granted **Write** or **Display** access, which would override this default. • **Write**: By default, users are granted Write access to the ancestor members of members that they have access to unless they are explicitly granted **Read** or **Display** access, which would override this default. • **Display**: By default, users are granted Display Only access to the ancestor members of members that they have access to unless they are explicitly granted **Read** or **Write** access, which would override this default. **Note** Members with Display Only access will be displayed, but instead of data values in the cells associated with those members, users will see #NoAccess. See Accessing Ancestor Members in Ad Hoc Grids in *Working with Smart View for Office* for more information on working with the **Default Ancestor Access** setting.
Email Character Set	For example, **UTF-8** or **Regional Setting**.
Business Rules Notification	If set to **Yes**, notifies users or groups when the rules (which are enabled for notification in Calculation Manager) are completed or encounter errors. In **Notify These Users**, select the users or groups to notify.

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Table 6-2 (Cont.) System Settings

System Setting	Description
Allow Drill Down on Shared Members in Ad Hoc Form	• **Yes** enables drilling on shared members in an ad hoc grid. When set to **Yes**, the **Drill to All Levels in Base** check box is displayed. Note that block suppression is not supported when this option is set to **Yes**. To disable block suppression: – In Oracle Smart View for Office, in **Options**, **Data Options**, disable **Suppress Missing Blocks**. – In the web, in **Preferences**, **Ad Hoc Options**, disable **Missing blocks on rows**. • **No** disables drilling on shared members in an ad hoc grid. Multi-cell zoom-in on shared members is not supported. See also Zooming in on Shared Members in Cloud EPM in *Working with Smart View for Office*.
Drill to All Levels in Base	Allows ad hoc grid users to drill down (or zoom in) from shared members to all levels within the base hierarchy. This check box option applies to Standard-mode applications only. The **Drill to All Levels in Base** check box appears when **Allow Drill Down on Shared Members in Ad Hoc** is set to **Yes**. A shared member is often a parent member in its base hierarchy. With the **Drill to All Levels in Base** check box enabled, users can drill down from the shared member to the base hierarchy using the zoom options, **All Levels** or **Bottom Level**. When the **Drill to All Levels in Base** check box is disabled, the user may zoom in to the the various levels of the base hierarchy one level at a time using the **Next Level** zoom option.
Minimize Approval Process Emails	Reduces the number of emails a user receives when using Approvals. The default is **No**. If **Yes** is selected, only one email notification (for the approved parent entity) is sent to the new owner of the unit. Separate email notifications aren't sent for every child entity in the unit hierarchy. If **No** is selected, owners that are set at parent nodes will receive emails for the selected note as well as an email for each child node.

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Table 6-2 (Cont.) System Settings

System Setting	Description
Enable Use of the Application for	Determines whether users can access the application in administration mode, such as during backups. When you select **Administrators**, if any nonadministrative users are logged on to the application, they are forced off the system and will not be able to log on. To restore access to an application for all users, select **All Users**.
Assign Application Owner	Assign ownership of the application to another administrator.
Enable the Display of Substitution Variables	Set how substitution variables display in the Member Selection dialog box when users respond to runtime prompts in business rules. **Display All** displays all substitution variables. **Display None** displays no substitution variables. **Enable Filtering** displays only substitution variables that are valid for the runtime prompt.
Smart View Suppression Behavior	Choose a suppression behavior in Oracle Smart View for Office for cases where rows and columns contain missing data or zeroes. • Selecting **Legacy** suppresses rows, or columns, or both that contain No Data/ Missing or Zero, but not both. • Selecting **Standard** suppresses rows, or columns, or both that contain both No Data/Missing and Zero.
Smart View Ad Hoc Behavior	All new and recreated applications are automatically set to **Standard**. For existing and migrated applications, choose to enable enhanced ad hoc features and behaviors in Oracle Smart View for Office: • **Native** (default)—Does not enable enhanced ad hoc features. Supported for all Smart View releases. • **Standard**—Enables enhanced ad hoc features. Supported for Smart View release 11.1.2.5.900 and later. For a complete description of the enhanced ad hoc features available in Standard mode, see Smart View Behavior Options in Cloud EPM in *Working with Smart View for Office*.

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Table 6-2 (Cont.) System Settings

System Setting	Description
Use All Alias Tables on Refresh	Specify whether alias names entered into ad hoc grids are evaluated using the currently selected alias table or against all alias tables • **Yes**: The input is evaluated against all alias tables and all member names. • **No**: The input is evaluated against the currently selected alias table and all member names. This is the default setting. If the system cannot identify the input as a valid member name or alias, the input will be displayed as a comment.
Export EPM Cloud Smart List textual data during daily maintenance for incremental data import	Choose whether to perform a complete export during the daily maintenance process or to create an application backup: • **Yes** (default)—Performs a complete export, such that data, including Smart List data, can be incrementally imported to an application (this option may lengthen the maintenance process duration) • **No**—Creates an application backup during the maintenance process, such that data can be used as part of a full restoration.
Link Accounts by Default	For block storage (input) cubes, select whether to cross-reference linked account members by default. • **Yes** (default)—Cross-references will be created on account members, and the business process will work the same way it has in earlier releases. • **No**—Cross-references will not be created for account members, which may improve the business process's performance. With **No** selected, after **Cube Refresh** is run, all existing cross-references on account members will be deleted, and non-source cubes will no longer show data from the source cube.
Attribute Dimension Re-order Threshold	Enter a threshold value between 0 and 500 (500 is the default value). For attribute dimensions, when the number of members under a given parent exceeds the specified threshold value, then the members will be reordered at the end of a metadata load instead of during the load. Depending on the specific shape of the attribute dimension, adjusting this number can sometimes have an impact on performance. In general, this setting can be ignored unless attribute dimension load times degrade beyond acceptable levels.

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Table 6-2 (Cont.) System Settings

System Setting	Description
Set Reporting Options	Click **Report Settings**. From Report Settings, you can upload the TrueType fonts that you use to produce reports. See Uploading Fonts in Enterprise Performance Management Cloud Deployments.

4. Click **Save** to save the application settings.

Managing Application Ownership

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

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

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

See: Specifying Application Settings

Uploading Fonts in Enterprise Performance Management Cloud Deployments

Oracle recommends that the report designer upload any TrueType fonts that your company uses to produce reports. You can upload individual font files or zipped files containing multiple TrueType fonts to the **Fonts** folder via **Application Settings**.

The font file must be a TrueType font and cannot already exist in the font folder structure. If you do upload a duplicate font, you will receive an error message indicating the duplicate (or invalid) font file. If you uploaded multiple fonts in a zip file, all other valid files are loaded.

When uploading a font, you must ensure whether that font has any variants such as **Regular, Italic, Bold,** and **Bold Italic** fonts which are part of the font family itself. In this case, you may want to upload the complete font family as a zip file instead of uploading the regular font file that will be used within the system.

For more details about font family and its variants can be found here Microsoft Font library.

To upload fonts in Enterprise Performance Management Cloud Deployments:

1. From an Oracle Fusion Cloud Enterprise Performance Management service, click **Application**, and then click **Settings**. For more information, see Specifying Application Settings.
2. To specify the reporting options, from **Set Reporting Options**, click **Report Settings**.
3. From the Settings dialog, click **Manage Fonts**.

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4. In the Fonts dialog, click

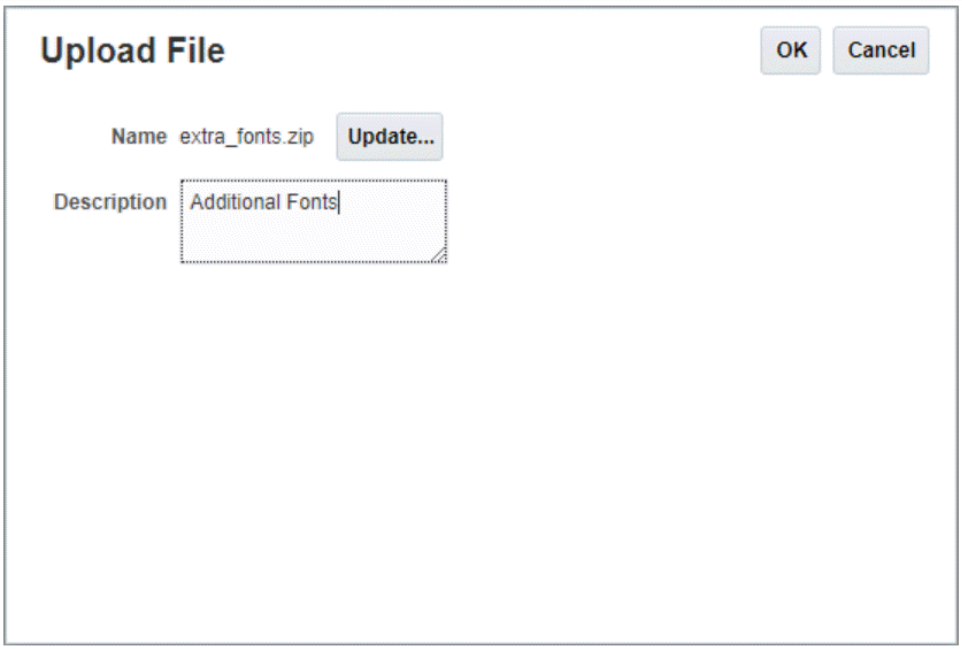
   

   , and then select **Upload File**.

5. Click **Browse** in the Upload File dialog to navigate to the TrueType fonts that you want to upload, and then click **OK**.

> **Note**
>
> If more than one font is to be uploaded, create a zip file.

> **Note**
>
> Be aware that it may take some time to perform the upload depending on the size of the font file.



Customizing Your Application Appearance

On the **Appearance**page, you can change the general look and feel of your Oracle Enterprise Performance Management Cloud environment. The Redwood Experience not only provides a new application look and feel, but it also includes certain features, such as dynamic tabs, that are not available in the other themes. You can also add a branding logo and background images to the Home page and hide the business process name.

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> **Note**
>
> - To customize the appearance of your business process, you must be a Service Administrator.
> - You can set your profile picture to display at the top of the Announcements panel of the Home page in **User Preferences**. Click **Tools**, and then **User Preferences**. For more information, see Setting Your Profile Picture in *Working with Tax Reporting*.

To customize the appearance of your display, see Configuring Appearance in *Getting Started Guide for Administrators*.

Setting Up Email for Notifications

You can set notifications to advise users by email of a change in task lists, approvals, and the Job Console. Task Manager notifications are sent to users as a batch the day after the event that triggers the notification. When email is set up and a notification is enabled, the system notifies users when they become the owner of an approval unit, or are named as a user to notify for a review action.

Notifications are sent in these circumstances:

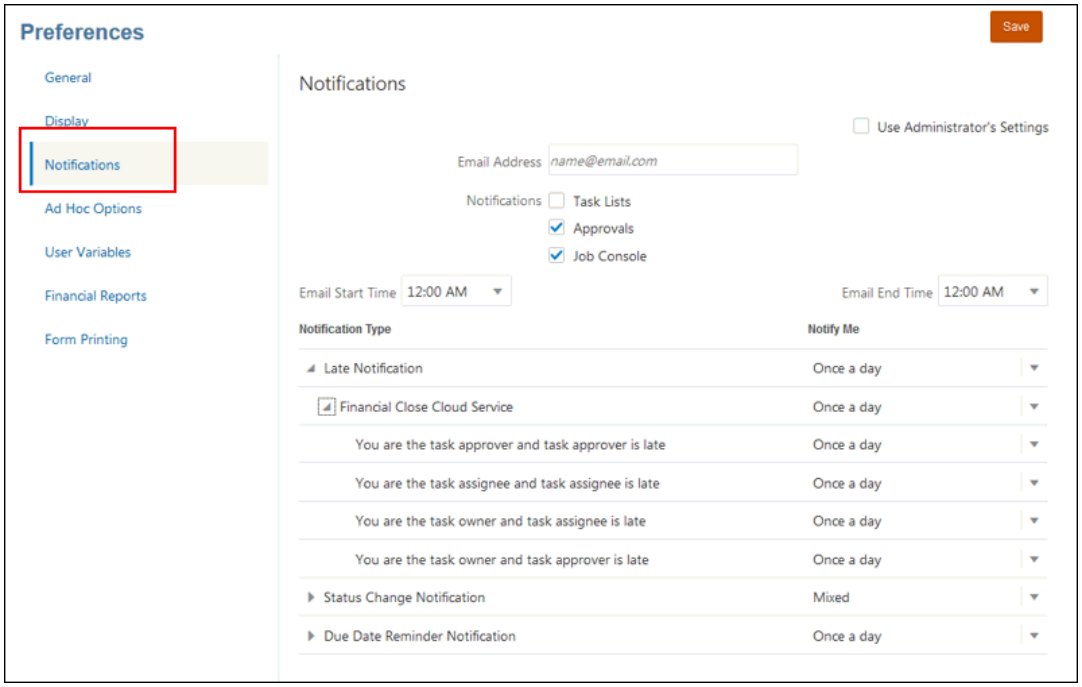
- Late Notifications — A late notification is sent to users the day after the due date of the task.
- Status Change Notifications — A notification that the task is ready to be worked on is sent when the task status changes.
- Due Date Reminders — A reminder is sent to users a specified number of days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

To deactivate a notification, clear the Notifications check boxes, and under Notify Me, select Never.

To set up and enable email notification:

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

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3. **Optional:** If you are an Administrator, you can select **Use Administrator's Settings**.
4. In **Email Address**, enter your email address.
5. Under **Notifications**, select the application updates for which you want to send notifications:
   - **Task Lists**
   - **Approvals**
   - **Job Console**
6. Select an **Email Start Time** and **Email End Time**.
7. Under **Notification Type**, select the type of notification, and then expand the business process to select the option for who should receive the notification, for example, "You are the task approver and task approver is late."
8. Under **Notify Me**, from the drop-down list, select the frequency with which the notification will be sent:
   - **Once a day**
   - **Every 2 Hours**
   - **Every 3 Hours**
   - **Every 4 Hours**
   - **Every 6 Hours**
   - **Mixed**
   - **Never** - (applicable for Status Change Notifications and Due Date Reminders)
9. Click **Save**.

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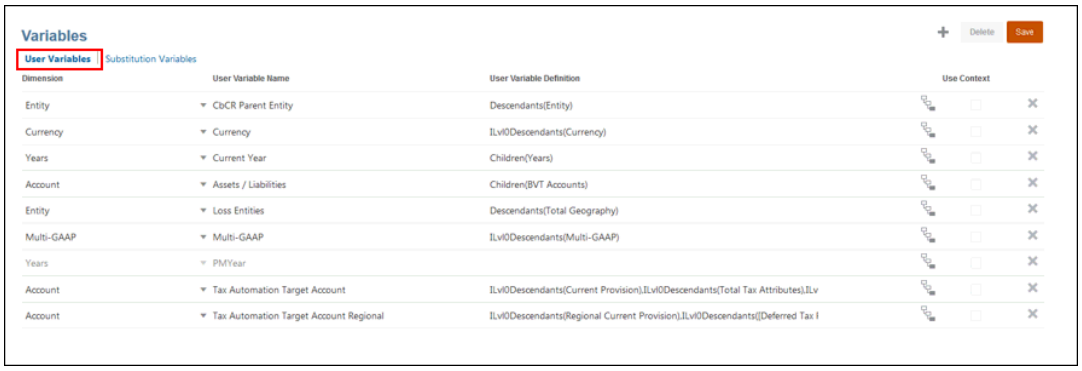
Working with Variables

Creating User Variables

User variables act as filters in forms, enabling users to focus only on certain members, such as a department, a specific timeframe, or an account. The User Variable is created by an Administrator.

To create a user variable

1. From the Home page, select **Tools**, and then **Variables**.
2. Select the **User Variables** tab.



3. Click Add . A new row is added to the table.
4. On the **User Variables** tab, under **Dimension**, select the dimension for which you want to create a user variable.
5. Under **User Variable Name**, enter the name of the new user variable.
6. Under **User Variable Definition**, click the **Member Selector** to select the required member for the user variable.
7. **Optional:** Select **Use Context** to allow user variables to be used in the Point of View. With this setting, the value of the user variable changes dynamically, based on the content of the form.
8. Click **OK**. You can now associate the user variable with a form.

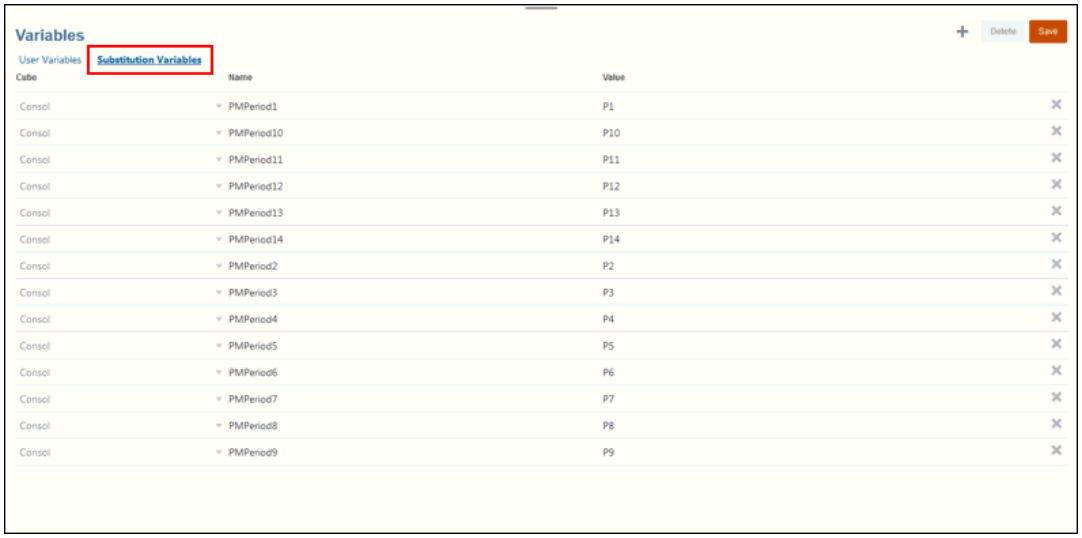
Creating Substitution Variables

Substitution variables act as global placeholders for information that changes regularly. For example, you could set the current month member to the substitution variable CurMnth so that when the month changes, you do not need to manually update the month value in the form or the report script.

To create a substitution variable

1. From the Home page, select **Tools**, and then **Variables**.
2. Select the **Substitution Variables** tab.

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3. Click Add . A new row is added to the table.
4. Under **Cube**, select the cube that you want to use to create the variable.
5. Under **Name**, enter the name of the substitution variable.
6. Under **Value**,enter a value for the substitution variable.
7. Click **Save**.

Making Announcements

Administrators can create and send announcements to users about upcoming events, such as system maintenance. Announcements are displayed in the Announcements area on the application's Home page.

1. On the Home page, click **Tools**, and then click **Announcements**.
2. Click **Create**.
3. Enter the announcement information:
   - **Subject** - the purpose of the announcement.
   - **Start Date** - when to send the announcement.
   - **End Date** - optional.
   - **Content**. You may need to select an editing mode (rich text or source code) before entering text.
4. To save the announcement, click **Save and Close**.

Specifying Artifact Labels

The Artifact Labels page defines artifact labels per locale. You can import and export artifact labels from other files.

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> **Note**
>
> To work with Artifact Labels, you must be a Service Administrator.

To specify artifact labels:

1. On the Home page, click **Tools**.
2. Click **Artifact Labels**.
3. **Optional:** To filter the list of artifact labels:
   a. Click **Filter**  .
   b. In the **Filter** dialog box, select filters for **Artifact** and **Property**, and then click **Apply**.
4. To add a language for an artifact, select the artifact, and from the **Add Language** drop-down, select a language.
5. Click **Save**.

To import artifact labels:

1. On the Home page, click **Tools**.
2. Click **Artifact Labels**.
3. From the **Artifact Labels** page, click the **Actions** icon and select **Import**.
4. On the **Import Artifact Labels** page, select the location of the import file:
   - **Local**—Imports the file from a location on your computer.
   - **Inbox**—Imports the import file from the server.
5. Enter or select the source file:
   - If you selected **Local**, click **Browse** to navigate to the file.
   - If you selected **Inbox**, enter the name of the file in **Source File**.
6. Click **Import**.

To export artifact labels:

1. On the Home page, click **Tools**.
2. Click **Artifact Labels**.
3. From the **Artifact Labels** page, click the **Actions** icon and select **Export**.
4. On the **Export Artifact Labels** page, select the location of the import file:
   - **Local**—Imports the file from a location on your computer.
   - **Inbox**—Imports the import file from the server.
5. Click **Export**.

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7

Accessing More Administrative Tasks

Related Topics:

- About the Navigator Menu
- Administering Action Menus
- Administering Alias Tables

About the Navigator Menu

You can access additional administrative tasks from the Navigator Menu.

Clicking **Navigator**  on the Home page displays a list of links that connect you to more business process functionality.

> **Note**
>
> Some of the links are available only if you're accessing the business process from the desktop.

Administering Action Menus

Related Topics

- Creating and Updating Action Menus
- Working with Action Menu Items
- Defining Action Menu Items
- Enabling Action Menus for Ad Hoc Grids

Creating and Updating Action Menus

Service Administrators can create right-click menus (also called action menus or context menus) and associate them with forms, enabling users to click rows or columns in forms and select menu items to:

- Launch another application, URL, or business rule, with or without runtime prompts
- Move to another form
- Add Dashboard

You can also create global action menus that can be enabled for ad hoc grids. See Enabling Action Menus for Ad Hoc Grids.

The context of the right-click is relayed to the next action: the POV and the Page, the member the user clicked on, the members to the left (for rows), or above (for columns).

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When designing forms, use **Other Options** to select menus available for Form menu item types. As you update an application, update the appropriate menus. For example, if you delete a business rule referenced by a menu, remove it from the menu.

To create, edit, or delete action menus:

1. From the Home page, click **Navigator**, and then under **Create and Manage**, click **Action Menus**.
2. Perform an action:
   - To create an action menu, click **Actions**, then **Create Menu**, enter the **Menu Name**, and then click **OK**.

     Select **Enable for Ad Hoc** to create an ad hoc menu which is a global action menu that can be used in ad hoc grids. See Enabling Action Menus for Ad Hoc Grids.
   - To add menu items to an action menu or to edit details of an action menu, select a menu, click **Actions**, and then click **Edit Menu** . See Working with Action Menu Items.
   - To delete action menus, select a menu or menus, click **Actions**, click **Delete Menu**, and then click **OK**.

> **Note**
>
> You cannot delete an action menu that is associated with a form. If you try to delete the menu, you'll be prompted to remove the menu from the form. Then you can delete the menu.

Working with Action Menu Items

The **Edit Menu** page displays menu items on the current action menu, including names, labels, required dimensions, icon, and type, such as URL, Form, Business Rule, Dashboard, and Menu Header. You can also edit ad hoc menus or convert existing action menus into ad hoc menus.

To work with action menu items:

1. From the Home page, click **Navigator**, and then under **Create and Manage**, click **Action Menus**.
2. Select a menu, click **Actions**, and then click **Edit Menu** .
3. **First time only:** To add the first item to the menu, click **Add Child** and **Save**.
4. Select a menu item and:
   - To add menu items below the selected item, click **Actions**, then **Add Child** (available for Menu Header menu types).
   - To add menu items at the same level as the selected item, click **Actions**, then click **Add Sibling**.
   - To edit menu items and define the menu item properties, click **Actions**, then click **Edit Menu Item**. For descriptions of the menu item properties, see Defining Action Menu Items.

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- To delete menu items, click **Actions**, then click **Delete Menu Item**.
- To change the order of menu items within the same level, click **Move Up** or **Move Down**. You can move multiple items.

5. Click **Save**.

   Click **Save As** to save the current selections under a new menu name.

Defining Action Menu Items

To define action menu items:

1. From the Home page, click **Navigator**  , and then under **Create and Manage**, click **Action Menus**.
2. Select a menu, click **Actions**, and then click **Edit Menu**  .
3. Select the menu item, click **Actions**, and then click **Edit Menu Item** or **Add Sibling**.
4. Define the menu item:

Table 7-1 Edit Menu Item Options

Item	Description
Menu Item	Enter a unique name containing only alphanumeric and underscore characters, with no special characters or spaces
Label	Enter text to be displayed when the menu is selected. Spaces and special characters are allowed. Menu labels display in the user interface. Labels can be text or can reference a resource variable by name. For example, to set a menu's label to File, set it to `File` directly or to the name of a resource, such as LABEL_FILE, which can be localized.
Icon	This option is not currently supported.
Type	Select the menu item type to determine available properties. **Note:** No properties are available for Menu Header. • **URL**: Create a menu that opens the specified URL. • **Form**: Create a menu that launches the selected form. The member selection context for the member, page, and POV is retained when users right-click in the source form. If the target form contains these dimension members on the page, its page is set to match the context. When launched from the web, the form opens in the web; when launched from Oracle Smart View for Office, the form opens in Smart View. Action menus referencing forms enabled as flex forms will open these forms as flex forms in Smart View and as simple forms in the web. • **Business Rule**: Create a menu that launches the selected business rule. • **Dashboard**: Create a menu that launches the selected dashboard. The cell context is retained when users right-click in the source form, and the dashboard is opened in a new dynamic tab. • **Menu Header**: Create a menu under which you can create children menu items. To display a separator bar on the menu at this item, enter one hyphen as the Label. In this case, the Required Dimension list isn't available.

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Table 7-1 (Cont.) Edit Menu Item Options

Item	Description
Required Parameters	Select a dimension and member, or select an option for where the menu item displays: Point of View, Page, Row, Column, Members Only, Cell Only. For example, if you select Account, users can right-click Account members on a form to open the menu. If you select Row, the menu is available when users right-click a row. Selecting None makes the menu available whenever the user right-clicks in the form. **Note:** In Smart View, for action menus attached to forms (simple forms or flex forms), the Page and POV options are not supported.

5. Define menu item properties, which differ for menu item types:

Table 7-2 Options for Menu Item Types

Type	Options

URL	a. In **URL**, enter the complete URL to which to direct the user. For example: `https://`*server name*`/HFM/Logon/HsvLogon.asp`. URL type action menus automatically launch a new tab.
	b. Select **Use Form Context** to replace the bracketed dimension name in the URL (for example, `<Entity>` or `<Account>`) with the member name of the corresponding dimension from the form's page or POV.
	For example, to return Entity, Scenario, Version, and Account dimension's members in the URL, enter the URL and enable **Use Form Context**:
	`https://yourcompanyurl/EntDim=<Entity>&test['VERSION']=<Version>&Acc=<Account>`
	The URL will open in a new tab as:
	`https://yourcompanyurl/EntDim=<410>&test['VERSION']=<working>&Acc=<1110>`
	If **Use Form Context** is disabled, then the URL will be launched in a new tab as is without the context replacements.

Form	a. In **Form Folder**, select the folder containing the destination form. b. In **Form**, select the form.

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Table 7-2 (Cont.) Options for Menu Item Types

Type	Options
Business Rule	a. In **Cube**, select the cube for which the business rule is available. b. In **Business Rules**, select the business rule to launch. c. In **View Type**, select how to display runtime prompt pages: • **Classic View**: Use the default application view • **Streamline View**: Display each runtime prompt on a different line d. **Optional**: In **Window Title**, enter a title to display instead of Runtime Prompts. e. **Optional**: In **OK Button Label**, enter the text to display for the OK button. f. **Optional**: In **Cancel Button Label**, enter the text to display for the Cancel button. g. **Optional**: In **Launch Confirmation Message**, enter text to display when the business rule is invoked, but before it's launched. This option enables Service Administrators to provide meaningful messages to users about the consequences of launching business rules.
Dashboard	In **Dashboard**, select the dashboard.

6. Click **Save**.

Enabling Action Menus for Ad Hoc Grids

You can create a global action menu, called an ad hoc menu, that is enabled for all ad hoc grids. An ad hoc menu works within the context of one of more cubes. You must associate the ad hoc menu with one or more cubes, and then the menu can be viewed in all ad hoc grids that use those cubes. For example, you can define an ad hoc menu that launches a business rule. When you right-click a data cell in any ad hoc grid that uses the selected cube, the business rule menu option displays and you can run the rule.

You can also designate an existing action menu as a global ad hoc menu.

> **Note**
>
> Global ad hoc menus are also enabled for Oracle Smart View for Office ad hoc grids. See Right-Click Context Menu in *Working with Oracle Smart View for Office*.

To create an ad hoc menu:

1. From the Home page, click **Navigator**, and then under **Create and Manage**, click **Action Menus**.
2. Perform an action:
   - To create a new ad hoc menu:
     a. Click **Actions**, then **Create Menu**, and then enter the **Menu Name**.

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b. Select **Enable for Ad Hoc**, and then either keep the default **All** cubes, or select one or more cubes for the ad hoc menu. Ad hoc menus will only work within the context of the defined cubes.

c. Click **OK**.

- To make an existing menu an ad hoc menu or to save an existing menu as an ad hoc menu:

  a. Select a menu, click **Actions**, and then click **Edit Menu**  .

  b. Select **Enabled for Ad Hoc**, and then either keep the default (whereby all cubes are enabled for ad hoc menus), or click **Select Cube** to select one or more cubes for the ad hoc menu. Ad hoc menus will only work within the context of the defined cubes.

  c. Click **Save** to update the current selection. Click **Save As** to save the current selections under a new menu name.

3. The new menu is added to the **Action Menus** list.

   To add menu items such as URL, Form, Business Rule, Dashboard, and Menu Header to ad hoc menus, see Working with Action Menu Items.

Administering Alias Tables

Related Topics

- About Aliases
- About Alias Tables
- Working with Alias Tables
- Specifying a Default Alias Table and Setting Member and Alias Display Options

About Aliases

You can assign alternate names, or aliases, to Account, Currency, Entity, Scenario, Period, Version, Years, and user-defined dimension members. The application allows up to 30 aliases per dimension member, including the default alias. Aliases can have the same name within an alias table and across alias tables.

Aliases can also have:

- The same name as a member
- The same alias on members that are parent and child
- The same name for members from different dimensions or from the same dimension

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Note

- You can't have the same alias for two members that are siblings because there would be no way to uniquely identify the member. This rule is enforced by the application for base members, but not for shared members.

  This rule isn't enforced for shared members because you can't directly set aliases for shared members; shared member aliases are inherited from the alias of their base member. It's possible to create an alternative hierarchy where you can have two shared members that have the same alias and are siblings. However, this situation is discouraged if you want to reference these members by their aliases from an adhoc grid because, when you type the alias into the grid and submit it to the application, the application can't uniquely resolve this member and it will return an error. If you're using the alias for display purposes only then there will be no issue, but this design is discouraged because, visually, there is no way to differentiate between these two members.
- Although aliases can have the same name as a member, be careful not to set the alias of member1 to be the same name as member2. This can lead to unintended results and will cause confusion on the form grids.
- Member names must be unique so that they can be used in rules and form designs.

About Alias Tables

You can create and update alias tables, and set a default alias table for the application.

Multiple alias tables support, for example, these language combinations:

- English, French, German, Spanish, and Italian
- Japanese and English
- Korean and English
- Turkish and English

Note

Alias table support isn't restricted to these language combinations.

You can set alias tables to display members in an application. Users can set alias tables in preferences.

Working with Alias Tables

You can add, edit, rename, and delete alias tables or clear alias table values. You can also copy alias table content from one table to another.

To work with alias tables:

1. From the Home page, click **Navigator**  , and then under **Create and Manage**, click **Alias Tables**.

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2. Choose a task:
   - If adding an alias table, click (Add), and then in **Add - Alias Table**, enter a name.
   - If editing or renaming alias tables, select the alias table, then click (Edit), and then for **Edit - Alias Table**, enter a name.
   - If deleting alias tables, select the alias table, and then click **Delete**.

     > **Note**
     >
     > You can't delete the Default alias table.

   - If clearing the values in an alias table, select the alias table to clear, then click **Clear Values**.

     > **Note**
     >
     > Clearing the alias table removes the content of the table, but doesn't remove the table.

   - If copying alias table content, select the alias table, click **Copy**, then select the destination alias table, and then click **Copy**.

     > **Note**
     >
     > The destination alias table must exist. Copying doesn't create tables.

3. Click **OK**.

Specifying a Default Alias Table and Setting Member and Alias Display Options

If you create alias tables with aliases for Account, Currency, Entity, Scenario, Period, Version, Years, and user-defined dimensions and members, you can select a default alias table for the application. Users can set preferences for which set of aliases (stored in an alias table) to use for displaying member and dimension names.

To select the application's default alias table:

1. From the Home page, click **Application**, and then click **Settings**.
2. For **Alias Table**, select an alias table.
3. For **Display Member Label as**, select the option that enables the kind of member data to be displayed in the member selector throughout the application:
   - **Default**: The data determined by the form, grid, or dimension settings
   - **Member Name** : Just member names
   - **Alias**: Just member aliases, if defined
   - **Member Name:Alias**: Names followed by aliases, if defined

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- **Alias:Member Name**: Alias, if defined, followed by the names

4. Click **Save** or **Reset**.

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8

Connecting Environments in Cloud EPM

Learn how to connect environments so users who have access across Oracle Fusion Cloud EPM can use a single access point with one login. Understand use cases, scenarios, and considerations, and learn how to connect to external web services and use direct URLs to integrate environments.

Related Topics

- About Connecting Cloud EPM Environments
- Considerations for Migrating Cloud EPM Connections
- Creating, Editing, and Deleting Connections to Other Cloud EPM Environments
- Connecting to External Web Services
- Specifying Advanced Options for External Connections
- Navigating Across Cloud EPM Environments
- Customizing Navigation Flows to Access Other Cloud EPM Environments
- Using Direct URLs to Integrate Connected Environments

About Connecting Cloud EPM Environments

Overview

Service Administrators can connect multiple Oracle Fusion Cloud EPM environments of the following types:

- Account Reconciliation
- Enterprise Profitability and Cost Management
- Financial Consolidation and Close
- FreeForm
- Narrative Reporting
- Planning
- Planning Modules
- Profitability and Cost Management
- Sales Planning
- Strategic Workforce Planning
- Tax Reporting

Once Service Administrators set up the connections, users who have access across Cloud EPM environments can navigate across them from a single access point with one login. Also artifacts such as forms and dashboards, from across environments can be co-mingled within a cluster or within tabs on a card in navigation flows. Artifacts in the target environment are accessible based on the user's role.

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> **Note**
>
> You can also connect directly Oracle Analytics Cloud Enterprise Edition or Professional Edition 5.6 to Cloud EPM Platform, provided you have both services. When you've configured the connection, you can visualize data from Cloud EPM business processes in Oracle Analytics Cloud. You no longer have to model EPM data in a metadata repository (RPD) file to create visualizations and dashboards in Oracle Analytics Cloud. For more information, see the Oracle Analytics Cloud documentation.
>
> Additionally, you can connect Oracle® NetSuite Account Reconciliation and Oracle NetSuite Planning and Budgeting.

Which environments can I connect?

The source environment is the environment from which you're creating the connection. The target environment is the environment to which you're connecting from the source environment.

You can connect these source environments (these environments can also be target environments):

- Enterprise Profitability and Cost Management
- FreeForm
- Financial Consolidation and Close
- Oracle NetSuite Planning and Budgeting
- Planning
- Planning Modules
- Sales Planning
- Strategic Workforce Planning
- Tax Reporting

Source environments can also connect to these target environments (these environments can't be source environments):

- Account Reconciliation
- Narrative Reporting
- Oracle NetSuite Account Reconciliation
- Profitability and Cost Management

What are the ways I can connect to other Cloud EPM environments?

- Toggle between the source environment and the target environment on the **Navigator** menu. See Navigating Across Cloud EPM Environments.
- Customize navigation flows in the source environment to access clusters, cards, and artifacts in other target environments from the Home page. See Customizing Navigation Flows to Access Other Cloud EPM Environments.
- Use direct URLs to seamlessly integrate connected environments. See Using Direct URLs to Integrate Connected Environments.

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Considerations

- Only Service Administrators create cross-environment connections.

  Users click a navigation link to open the linked environment. Access within the linked environment is determined by the predefined role and access permissions, if any, assigned to the user.

- For cross-environment navigation to be seamless, all environment instances to which cross-environment navigation flows are setup must belong to the same identity domain.

  > **Note**
  >
  > If the target and source environment instances are not on the same identity domain, then you'll not be able to establish a connection between them.

- Service Administrators cannot configure cross-environment connections using corporate SSO (identity provider) credentials.

  If your environments are configured for SSO, ensure that identity domain credentials are maintained for the Service Administrators who configure cross-environment connections. For information about how to maintain the identity domain credentials for these Service Administrators, see Managing User Credentials in SSO-Enabled Cloud EPM Environments in *Getting Started Guide for Administrators*.

- Migrating cross-environment connections between test and production environments can cause issues in certain use case scenarios. For more information, see Considerations for Migrating Cloud EPM Connections.

- Vanity URLs are not supported in cross-environment connections.

Troubleshooting

For help with information on fixing common errors while connecting environments, see Handling Issues with Navigation Flows in *Operations Guide*.

Videos

Your Goal	Watch This Video
Watch this video to learn how to customize a Cloud EPM workflow.	 Overview: Configure Navigation Flows to Integrate Cloud EPM Business Processes

Considerations for Migrating Cloud EPM Connections

Oracle recognizes that it's common practice for Service Administrators to try out new features, such as connecting environments, on test environments and then migrate to production environments. However, in doing so, it could cause some issues after migration. Here are some use case scenarios that you need to be aware of.

In the following scenarios, assume you have environments for Financial Consolidation and Close and Planning.

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Use Case Scenario 1: Test to Production

When migrating connections from test environments to production environments, ensure that connections that were defined in the test environment are changed to point to the corresponding production environments.

For example, a Service Administrator has defined a connection between the test environments of Planning and Financial Consolidation and Close. The Service Administrator then uses this connection to build a navigation flow in Planning that refers to a card in the Financial Consolidation and Close. The snapshot that the Service Administrator creates for migrating the Planning test environment will include connections and navigation flows, including the connection to Financial Consolidation and Close test environment.

On migrating the snapshot into the Planning production environment, Planning will have an undesirable connection to the Financial Consolidation and Close test environment. You must manually change undesirable connections to point to the corresponding production environment either before or after migrating the environment.

Use Case Scenario 2: Production to Production or Test to Test

This scenario doesn't have any caveats.

Use Case Scenario 3: Production to Test

In this scenario, the Service Administrator might be trying to migrate a snapshot from a production environment into a test environment to resolve an issue. Because the connections created in the test environment still points to a production environment, it is important for the Service Administrator to modify connections so that they point to a test environment. Connections in test environments that point to a production environment may inadvertently tamper with the production environment.

Creating, Editing, and Deleting Connections to Other Cloud EPM Environments

Before you can create connections to other Oracle Fusion Cloud EPM environments, you must ensure you have access to the source and target environments you're connecting. You must also provide URLs for the other environments you're connecting and login details for each environment such as user ID (Service Administrator) and password.

> **Note**
>
> Oracle requires the secure HTTPS protocol (`https://`) for new connections. Existing connections may continue to use the HTTP (`http://`) protocol. Also, attempts to import a non-secure HTTP connection using Migration will be blocked and the connection artifact will not be imported.

To create, edit, duplicate, and delete connections:

1. Login to the source environment.
2. From the Home page, click **Tools**, and then click **Connections**.
3. Choose an action:

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- To add a connection:
  a. On the **Manage Connections** page, click **Create**.
  b. On the **Select Provider to Create Connection** page, select the target environment you want to add.
  c. Enter the target environment connection details:
     – Click **Change Provider** to select a different target environment.
     – In **Connection Name** enter name for this navigation link; for example, `Consolidation Application`.
     – Enter an optional description for the link.
     – In **URL**, enter the URL of the target environment instance; for example, `https://your-target-host-url.com`. This is the URL that you normally use to sign in to the target environment instance.

       > **Note**
       >
       > Oracle requires the secure HTTPS protocol (`https://`) for new connections. Verification is performed to ensure that the provided URL is allowed.

     – Use **Service Administrator** and **Password** to specify the credentials of a Service Administrator.

       > **Note**
       >
       > * These credentials are used only to define and validate the navigation link. When a user logs in, their own role and access will be applied to access the target environment.
       > * Do not prefix user names with the domain name for connections to other Cloud EPM environments. However, the domain name is still needed for connections to other external Web services. See Connecting to External Web Services.

     – The **Domain** field is automatically populated based on the URL you enter. If there is no domain in the URL, then the **Domain** field is left blank.
  d. Click **Validate**.
  e. If the validation is successful, click **Save and Close**.
- To edit connections:
  a. On the **Manage Connections** page, click the name of a connection.
  b. Edit connection details.

     > **Note**
     >
     > If you edit the URL to connect to a new service type, you could cause navigation flows to break. If you want to connect to a different service, Oracle recommends creating a new connection instead.

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c. Click **Validate**.

d. If the validation is successful, click **Save and Close**.

- To duplicate a connection:

  a. On the **Manage Connections** page, in the **Action** column next to the connection you want to duplicate, click ••• (Action).

  b. Click **Duplicate**.

  c. Enter a name for the duplicate connection, then click **OK**.

- To delete a connection:

  a. On the **Manage Connections** page, in the **Action** column next to the connection you want to delete, click ••• (Action).

  b. Click **Delete**.

When target environments are connected to a Cloud EPM source environment, they are listed in the **My Connections** pane on the **Navigator** menu of the source environment. The **My Connections** pane on the **Navigator** menu is where you can navigate across environments. See Navigating Across Cloud EPM Environments.

Troubleshooting

For troubleshooting assistance, see Handling Issues with Navigation Flows in *Operations Guide*.

Connecting to External Web Services

Service Administrators can also connect to external Web services for the purpose of reading data from and writing to an external Web service.

This connection can be referenced or used in a Groovy script to create a communications link between the Groovy script and the external HTTP/HTTPS resource. For more details and examples of how this connection can be used in a Groovy script, see the EPM Groovy Rules documentation for the Connection and the HttpRequest objects in the EPM Groovy object model.

> **Note**
>
> The **Other Web Service Provider** connection type is only available for use with those business processes that allow Groovy Rules to be created. See the Oracle Enterprise Performance Management Cloud, Groovy Rules Java API Reference.

Before you can create connections to external Web services, you must ensure you have access to the Web service you're connecting. You must also have a secure URL for the Web service and any login details, if required.

To create a connection to an external Web service:

1. Login to the source environment.
2. From the Home page, click **Tools**, and then click **Connections**.
3. On the **Manage Connections** page, click **Create**.

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4. Click **Other Web Service Provider**.
5. Enter a **Connection Name** and a **Description** for the connection.
6. Enter the secure **URL** for the target connection.

> **Note**
>
> - Oracle requires the secure HTTPS protocol (`https://`) for new connections.
> - Only port number 443 is allowed for secure URLs. Either provide a URL with port number 443 or provide no port number at all.
> - Attempts to import a non-secure HTTP connection using Migration will also be blocked and the connection artifact will not be imported.

7. Enter optional advanced options for the URL.

> **Note**
>
> The optional advanced options enable you to specify query or header parameters when defining an external connection. See Specifying Advanced Options for External Connections.

8. Enter **User** and **Password** login credentials for the connection, if required. In some cases, such as connecting to Oracle Fusion Cloud EPM services, the domain name may need to be prefixed to the user name; for example, `<Identity Domain>.<User Name>`.

   To understand basic authentication for Cloud EPM REST APIs and for instructions on finding your identity domain, see Basic Authentication - for Classic and OCI in *Oracle Fusion Cloud EPM REST APIs*.

9. Click **Save and Close**.

Specifying Advanced Options for External Connections

The optional advanced options enable you to specify query or header parameters when defining an external connection.

> **Note**
>
> The ability to define query parameters for an external connection is only available for use with those business processes that allow Groovy Rules to be created. See the Oracle Enterprise Performance Management Cloud, Groovy Rules Java API Reference.

To specify advanced options for external connections:

1. Create an external connection or open an existing external connection.

   See Connecting to External Web Services.

2. Enter connection details, and then click **Show Advanced Options**.
3. Specify query details as follows:

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- (Add): Add query
- (Delete): Delete query
- **Type**: Select **Header** or **Parameter**.

  Header sets a default header that will be sent on every request made for this connection. **Parameter** sets a default query parameter that will be sent on every request made for this connection.
- **Secure**: If selected, the value entered in the **Value** field will be encrypted. Clearing the **Secure** check box for a query will remove the value.

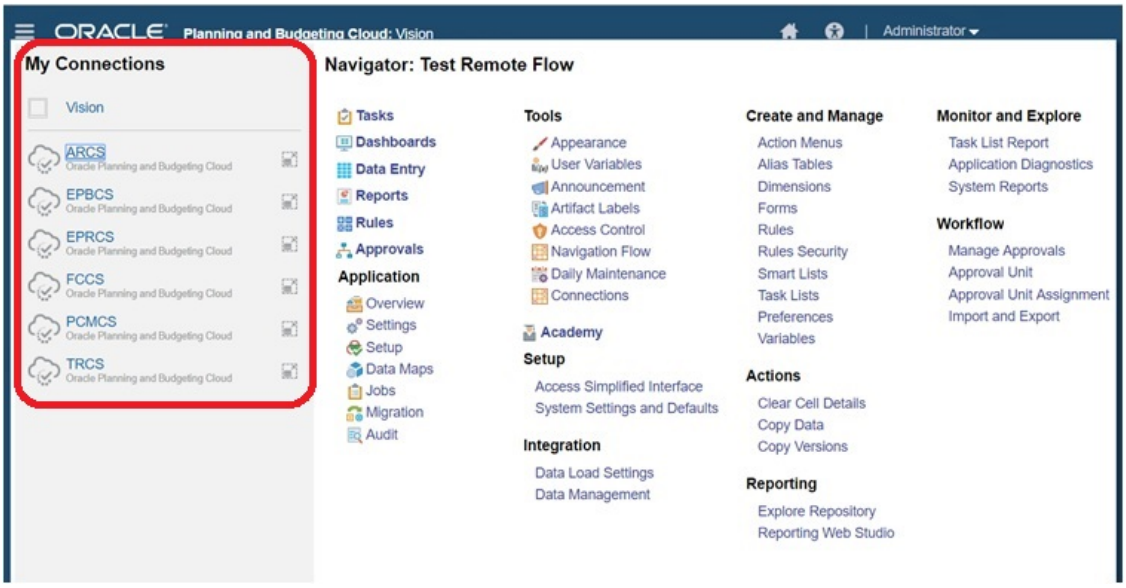
  An example header that one would secure is the Bearer Token for external Web services that supports Bearer Authentication, or the API Key query parameter for external Web services that supports API keys for authentication.

> **Note**
>
> Queries that are marked **Secure** for **Other Web Service Provider** connection types cannot be exported or imported.

- **Name**: Enter a name for the header or query parameter.
- **Value**: Enter the value for the header or query parameter.

Navigating Across Cloud EPM Environments

Once a Service Administrator creates connections to other Oracle Fusion Cloud EPM environments, the connections are listed in the **My Connections** pane on the **Navigator** menu.



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

To open another Oracle Fusion Cloud Enterprise Performance Management environment:

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

> **Note**
>
> Click the icon to the right of the environment name to open the environment in a new window.

Customizing Navigation Flows to Access Other Cloud EPM Environments

You can customize the business process interface to access other Oracle Fusion Cloud EPM environments from the Home page of a source environment. For example, you can add artifacts to the Home page, such as forms or reports, from other Cloud EPM environments. You can group these artifacts (called cards) into clusters by customizing navigation flows. Clusters and cards from target Cloud EPM environments can be directly included in the navigation flows of source Cloud EPM environments. You can also use the Navigation Flow Designer to customize cards to have tabular pages where each tab is an artifact from a different environment.

These two use cases describe in detail how to customize navigation flows to access other Cloud EPM environments:

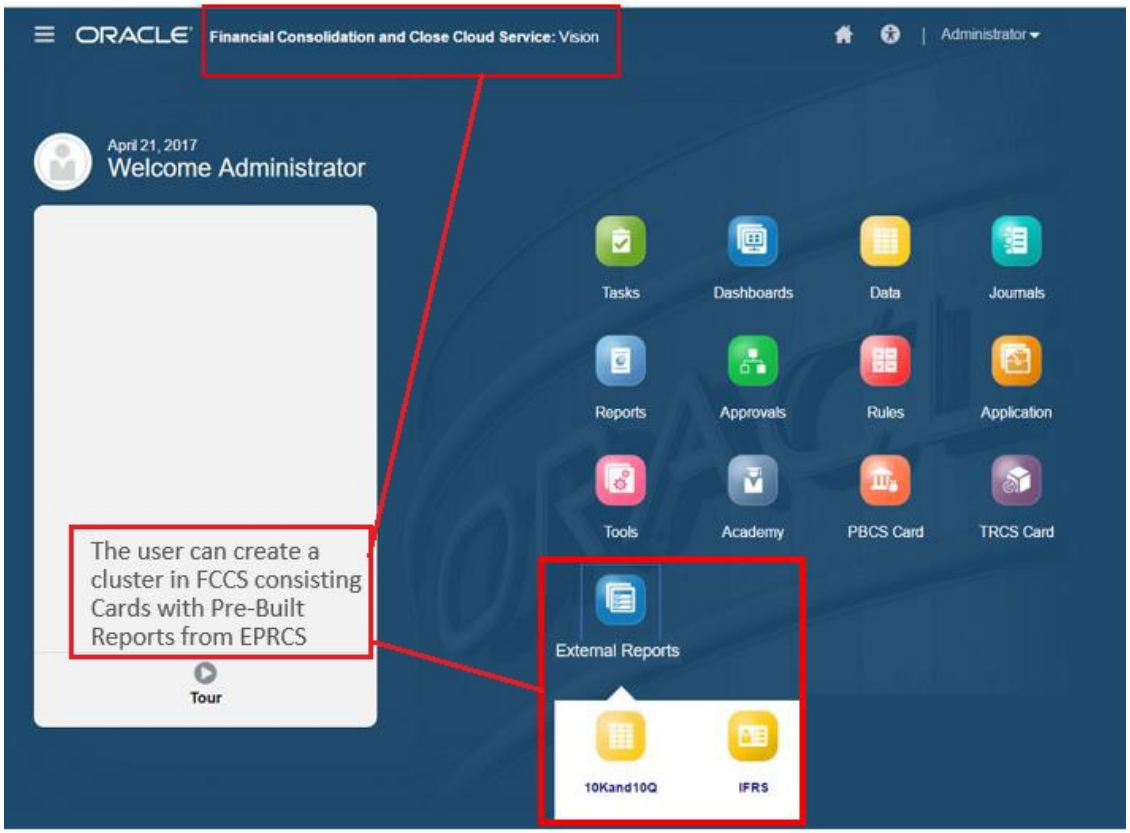
- Grouping Cards from Other Cloud EPM Environments into Clusters
- Configuring Cards with Tabs from Multiple Cloud EPM Environments

To learn more about designing navigation flows, see Designing Custom Navigation Flows.

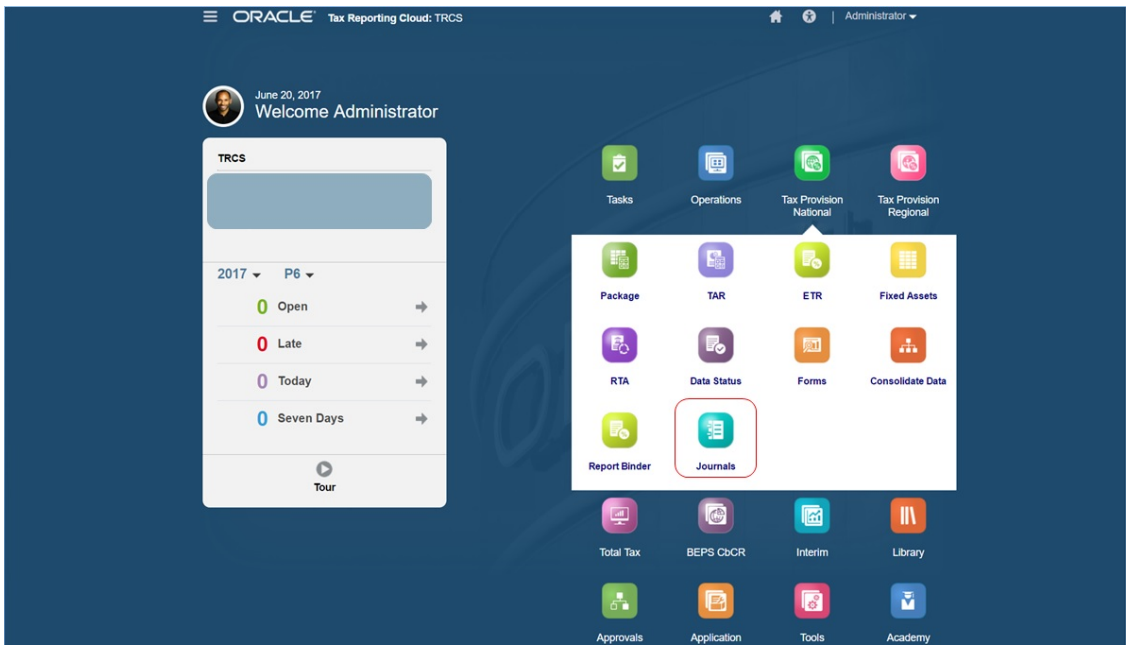
Grouping Cards from Other Cloud EPM Environments into Clusters

You can group cards from various Oracle Fusion Cloud EPM environments into a cluster that is accessible from the Home page of a source environment. For example, you can create a cluster within Financial Consolidation and Close consisting of cards with pre-built external reports from Narrative Reporting.

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Cards from multiple environments can also be included within the same cluster on a source environment. For example, a Tax Reporting user can launch a Journals icon from Financial Consolidation and Close without leaving Tax Reporting.



You create clusters and add cards to clusters by customizing navigation flows.

For general information about navigation flows, see Designing Custom Navigation Flows.

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To create a cluster made up of cards from other Cloud EPM environments:

1. Launch the Navigation Flow page and create a navigation flow or edit an existing navigation flow:

   > **Note**
   >
   > To create a navigation flow, you must first select an existing navigation flow and make a copy of it. Then edit the duplicate navigation flow details and save them.

   a. Click **Tools**, and then click **Navigation Flows**.

   b. To create a navigation flow, select the navigation flow you want to duplicate, then in the upper right-hand corner of the page, click  (Actions), and then select **Create Copy**. Enter a name for the navigation flow, and then click **OK**.

      > **Note**
      >
      > New flows are marked **Inactive** until they are activated by the Service Administrator. To activate or deactivate a navigation flow, in the **Active** column, click **Active** or **Inactive**. Only one navigation flow at a time can be active.

   c. To edit an existing navigation flow, click the name of the navigation flow you want to edit.

      > **Note**
      >
      > Editing is only possible if the navigation flow is inactive. If the navigation flow you want to edit is active, ensure you mark it **Inactive** before editing.

2. Create a cluster or add an existing cluster:

   a. If it isn't already open, from the **Navigation Flow** page, click the name of the navigation flow in which you want to add a cluster.

   b. To create a new cluster, right-click a card or cluster or click  (Actions), click **Add Cluster**, enter or select the cluster details, and then choose an icon for the cluster.

   c. If there is an existing cluster you want to add from another environment, right-click a card or cluster (or click **Add Existing Card/Cluster**), select the target environment under **My Connections**, and then choose the cluster you want to add to your navigation flow.

      Note the following:

      - Clusters can't be directly selected from Narrative Reporting and Profitability and Cost Management using the **Add Existing Card/Cluster** option.
      - Clusters that are added from another navigation flow or from another environment will display the localized labels that were defined in the source navigation flow. To update the cluster labels in your navigation flow, on the Home page, click **Tools**, and then click **Artifact Labels**.

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See Specifying Artifact Labels.

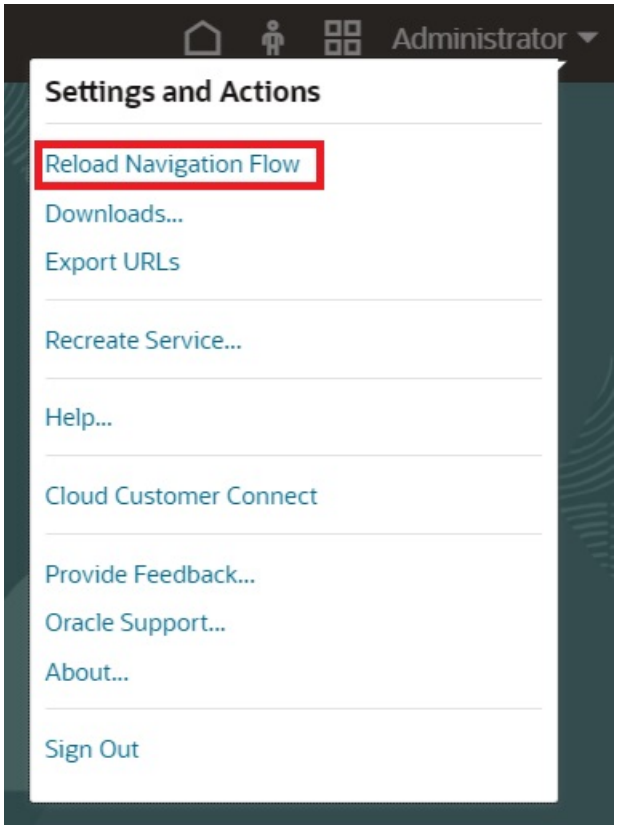
3. Select the cards to include in the cluster using one of these options:
   - Navigate to the card you want to add to the cluster. If the card is within another environment, first select the environment under **My Connections**, and then navigate to the card in that environment. Assign the card to a cluster using one of these options:
     - To the right of the card that you want to move, in the **Order** column, click (Move). Select the cluster, and then click **OK**.
     - Click the name of the card to view the card details, then for **Cluster** select a cluster for the card, and then click **OK**.
   - Navigate to the cluster in which you want to add the new card. If the cluster is within another environment, first select the environment under **My Connections**, and then navigate to the cluster in that environment. Right-click the cluster or click (Actions), click **Add Card In Cluster**, and then select an option:
     - Select **Add Existing Card**, to select an existing card or to add existing cards from another cluster to the selected cluster.
     - Select **Add Card**, and then enter card details to add a new card to the selected cluster.

   > **Note**
   >
   > You cannot add a card to a cluster if the card or the cluster is already referenced from another navigation flow.

   The cards will appear in the listing as children of the cluster. Use the up and down arrows next to the cards to reorder the cards within the cluster, if needed.
4. Click **Save and Close**.

You must activate the navigation flow and reload it to view your design time changes. To reload a navigation flow, click the down arrow next to your user name. Then on the **Setting and Actions** menu, click **Reload Navigation Flow**.

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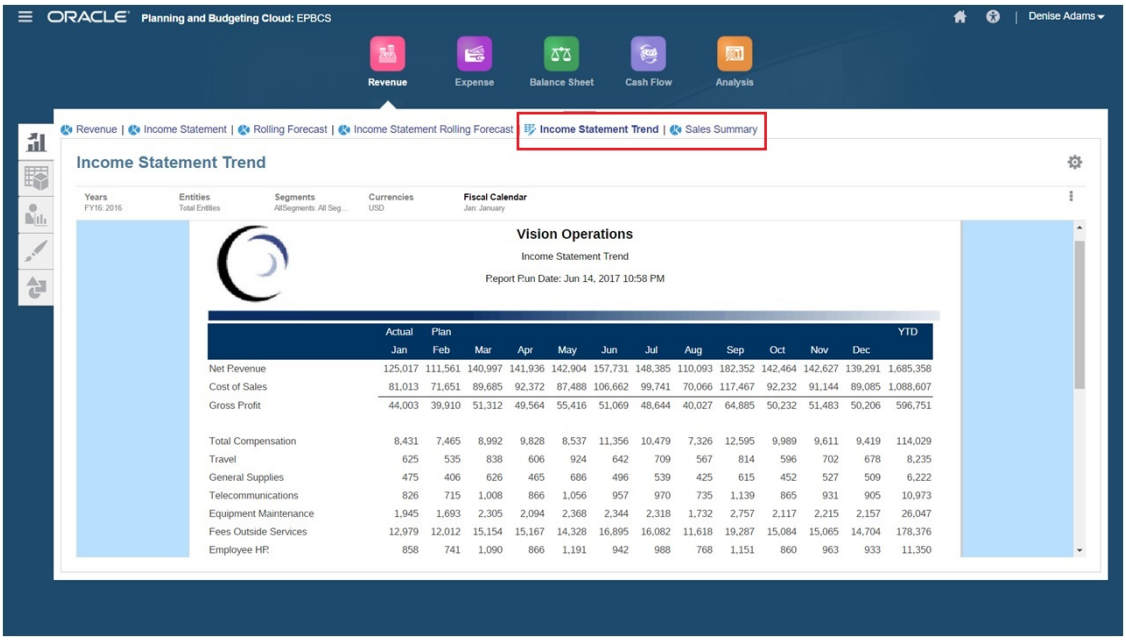
Troubleshooting

If you can't see your referenced artifacts after activating and reloading the navigation flow, see Handling Issues with Navigation Flows in *Operations Guide*.

Configuring Cards with Tabs from Multiple Cloud EPM Environments

You can also customize cards in navigation flows to have tabular pages where each tab is an artifact from a different environment. For example, a Planning user can click a Revenue icon which launches a card with horizontal tabs showing reports from Narrative Reporting.

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You create tabular cards by customizing navigation flows.

For general information about navigation flows, see Designing Custom Navigation Flows.

To configure a card made up of tabs and sub tabs from other Oracle Fusion Cloud EPM environments:

1. Launch the **Navigation Flow** page and create a navigation flow or edit an existing navigation flow:

   > **Note**
   >
   > To create a navigation flow, you must first select an existing navigation flow and make a copy of it. Then edit the duplicate navigation flow details and save them.

   a. Click **Tools**, and then click **Navigation Flows**.

   b. To create a navigation flow, select the navigation flow you want to duplicate, then in the upper right-hand corner of the page, click (Actions), and then select **Create Copy**. Enter a name for the navigation flow, and then click **OK**.

      > **Note**
      >
      > New flows are marked **Inactive** until they are activated by the Service Administrator. To activate or deactivate a navigation flow, in the **Active** column, click **Active** or **Inactive**. Only one navigation flow at a time can be active.

   c. To edit an existing navigation flow, click the name of the navigation flow you want to edit.

2. Add a tabular card with artifacts from various target environments:

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a. If there is an existing card you want to add from another environment, from the **Navigation Flow** page, right-click a card or cluster or click (Actions), click **Add Existing Card/Cluster**, select the target environment under **My Connections**, and then choose the card you want to add to your navigation flow.

   Note the following:

   - Cards can't be directly selected from Narrative Reporting and Profitability and Cost Management using the **Add Existing Card/Cluster** option.
   - Cards that are added from another navigation flow or from another environment will display the localized labels that were defined in the source navigation flow. To update the card labels in your navigation flow, on the Home page, click **Tools**, and then click **Artifact Labels**.

     See Specifying Artifact Labels.

b. To add a new tabular card to the navigation flow, from the **Navigation Flow** page, right-click a card or cluster or click (Actions), click **Add Card**, and then select details for the card:

   - **Name**: Enter a label for the card.
   - **Visible**: Select whether the card is visible to users on the Home page.
   - **Cluster**: If clusters exist, select a cluster for the card or select **None**.
   - **Icon**: Select the icon that will be displayed for the card you're creating. Choose from the available icons provided in the icon library.
   - **Content**: Select from the following options:
     - **Page Type**: Select a multiple page (tabular) format.
     - **Orientation**: Select **Vertical** or **Horizontal**.

3. Add tabs and sub tabs to the tabular card:

   a. To add an existing tab, right-click a tab, click **Add Existing Tab** (or click the **Add Existing Tab** button), and then select a tab from the Object Library.

   b. To add a new tab, right-click a tab, click **Add New Tab** (or click the **Add New Tab** button), and then edit tab details.

   c. Right-click a tab, click **Add New Sub Tab** or **Add Existing Sub Tab** (or click the **Add New Sub Tab** or **Add Existing Sub Tab** buttons), and then choose a sub tab from the Object Library or edit sub tab details.

   d. For **Artifact**, click  (Choose Artifact) to select an artifact in the Artifact Library; for example, if the artifact is a form, then select the specific form from the artifact listing. Available artifacts include forms, dashboards, and reports. To select an artifact from another environment, select the target environment under **My Connections**, and then choose the artifact you want to add to your sub tab.

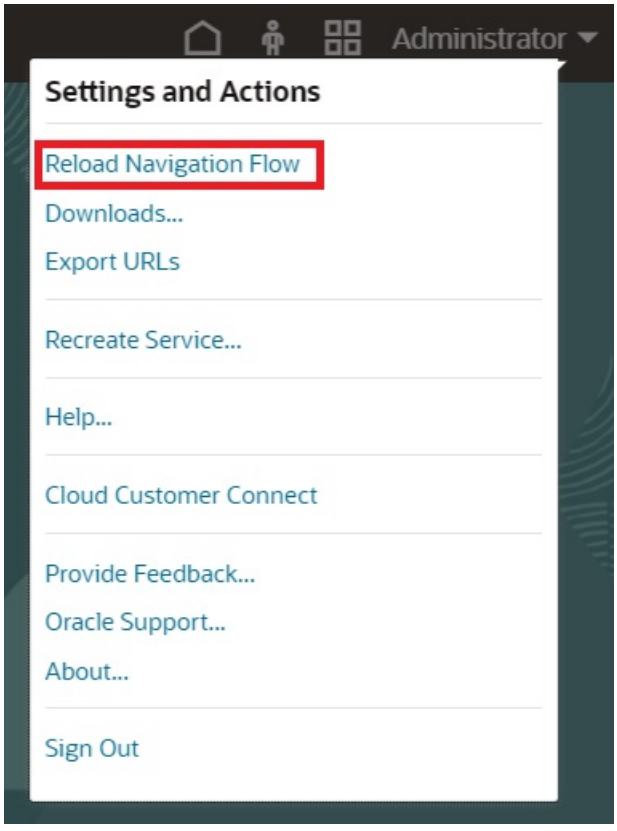
   e. Repeat adding tabs and sub tabs until the card is complete.

4. Click **Save and Close**.

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> **Note**
>
> - For cards with multiple tabs or sub tabs, the last tab accessed by a user will be retained the next time the user accesses the card in the same session. If the user logs out and then logs back in, the default tab will be displayed.
> - Tabs or sub tabs that are added from another navigation flow or from another environment will display the localized labels that were defined in the source navigation flow. To update the tab labels in your navigation flow, on the Home page, click **Tools**, and then click **Artifact Labels**.
>
> See Specifying Artifact Labels.

You must reload the navigation flow to view your design time changes. To reload a navigation flow, click the down arrow next to your user name. Then on the **Setting and Actions** menu, click **Reload Navigation Flow**.



If you can't see your referenced artifacts after reloading the navigation flow, see Handling Issues with Navigation Flows in *Operations Guide*.

Using Direct URLs to Integrate Connected Environments

Other source systems like Oracle ERP Cloud can embed URLs to directly link to artifacts contained in cards, tabs, and sub-tabs within connected Oracle Fusion Cloud Enterprise Performance Management environments.

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Other Cloud environments like Oracle ERP Cloud use direct URL links to open connected Cloud EPM content like forms, dashboards, infolets, and reports. To make the integration between Cloud EPM and other systems seamless, you can copy the unique URLs for the artifacts within a connected Cloud EPM business process. You can copy the unique URLs in one of two ways:

- Copy the individual URL for an artifact in the business process. See Copying Direct URLs for Artifacts.
- Export all of the URLs in the business process to a CSV file, then find and copy the unique URLs. See Exporting All URLs to a CSV File.

Videos

Your Goal	Watch This Video
Learn how to use direct links to embed Oracle Fusion Cloud EPM content in other systems such as Cloud ERP and NetSuite.	 Overview: Embed Content Using Direct Links

Copying Direct URLs for Artifacts

Use the **Copy URL** option on the artifact listing page to copy the unique URL for an artifact (dashboards, forms, infolets, and reports) in your Oracle Fusion Cloud Enterprise Performance Management business process.

> **Note**
>
> **Copy URL** is available to all users so that direct URLs to artifacts can be shared. However, only users with access to the targeted artifact can perform actions on it.

To copy the unique URL for an artifact:

1. From the Home page, open the listing page for the artifact.

   For example, click **Dashboards**, **Data**, **Infolets**, or **Reports**.
2. From the listing page, click • • • (Actions) next to the artifact, and then select **Copy URL**.
3. The **Copy URL** dialog displays the unique URL for the artifact. Copy the URL.

Copied URLs can, at times, become invalid. Possible reasons for invalid URLs include:

- The artifact is deleted.
- User access for the artifact is revoked.
- The artifact is renamed, which breaks the URL.
- The artifact is moved to a new folder, resulting in a new URL, which breaks the URL.

Exporting All URLs to a CSV File

Use the **Export URLs** option to create a CSV file that provides the unique URLs for each card, tab, or sub-tab within a connected Oracle Fusion Cloud Enterprise Performance Management business process. URLs are grouped by navigation flow and cluster, so the URLs are easier to find within the CSV file. You can open the CSV file with a text editor or Microsoft Excel and

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embed the relevant URL within the source system pages to serve as a launch point into Cloud EPM.

To export Cloud EPM URLs to a CSV file:

1. Log into a Cloud EPM environment.
2. From the Home page, click the down arrow next to the user name (upper right corner of the screen).
3. On the **Settings and Actions** menu, click **Export URLs**, and then click **Save**.

The system saves a CSV file to the default download folder on your local machine, and the filename is automatically generated with the current date and time of the server; for example, `19_Feb_2021 13_15_38 Navigation Flow URLs.csv`. Find the file in your download folder, and open it with a text editor or with Microsoft Excel.

Viewing the Exported URLs File

The CSV file lists all of the URLs in the business process. Each card, tab (vertical tab), and sub-tab (horizontal tab) has a unique URL. When viewed in a text editor like Notepad or in Microsoft Excel, it identifies the unique URL for each card, tab, and sub-tab, so the URLs for each artifact can be more easily found. URLs are grouped by navigation flow and by cluster.

> **Note**
>
> Only cards, tabs, and sub-tabs have URLs. Navigation flows and clusters don't have URLs.

Table 8-1 Direct URLs Export File Headers

Header	Description
Navigation Flow Name	The name of the navigation flow; for example, Default or Financial Flow.
Status	Status of the navigation flow; for example, Active or Inactive.
Type	Type of entry; for example, cluster, card, tab, or sub tab
Name	The cluster, card, tab or sub-tab name where the artifact is contained. This entry will be empty for clusters or cards which do not contain an artifact directly.
Artifact Type	The type of artifact; for example, Form, Dashboards, Financial Reports, and URL type artifacts.
Artifact Name	The name of the artifact or, in the case of an URL type artifact, the direct URL of the target page. **Caution:** If a direct URL is displayed, do not confuse this URL with the unique URL you'll use to integrate the connected environments.
URL	This is the unique URL you will use to integrate connected environments.
Visible	Indicates whether the artifact in the navigation flow is visible on the Home page to users or groups; for example, Y or N.
Role/Group	The role or group who can view the navigation flow. If a navigation flow is Global, then it can be seen by all users.
Description	The description of the navigation flow, if provided.

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The URLs export file provides the information separated by a vertical bar or pipe (|) delimiter character. See the following example direct URLs export file as viewed in Notepad:



```
Navigation Flow Name|Status|Type|Name|Artifact Type|Artifact Name|URL|Visible|Role/Group|Description
Dashboard 2.0 Test|Inactive|cluster|Strategic Modeling||||Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|card|Model View|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CL_30=EPM_CA_158|Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|card|Consolidation View|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CL_30=EPM_CA_159|Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|card|Templates|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CL_30=EPM_CA_160|Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|card|Tasks|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CA_2|Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|card|Dashboards|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CA_1|Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|card|Infolets|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CA_204|Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|card|Data|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CA_3|Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|card|Reports|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CA_6|Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|tab|Reports|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CA_6=EPM_TA_606|Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|tab|Financial Reports|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CA_6=EPM_TA_61|Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|tab|Documents|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CA_6=EPM_TA_633|Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|card|Rules|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CA_4|Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|card|Approvals|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CA_5|Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|cluster|Application||||Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|card|Overview|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CL_22=EPM_CA_120|Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|card|Settings|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CL_22=EPM_CA_121|Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|card|Valid Intersections|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CL_22=EPM_CA_122|Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|sub tab|Setup|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CL_22=EPM_CA_122=EPM_TA_427=EPM_TA_9|Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|sub tab|Reports|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CL_22=EPM_CA_122=EPM_TA_427=EPM_TA_10|Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|card|Data Exchange|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CL_22=EPM_CA_208|Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|sub tab|Data Integration|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CL_22=EPM_CA_208=EPM_TA_599=EPM_TA_598|Y|Global|Default Navigation
Dashboard 2.0 Test|Inactive|sub tab|Data Maps|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CL_22=EPM_CA_208=EPM_TA_599=EPM_TA_11|Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|card|Jobs|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CL_22=EPM_CA_214|Y|Global|Default Navigation Flow
Dashboard 2.0 Test|Inactive|card|Cell Level Security|||http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?EC_HL=Y&EC_NF=Dashboard+2.0+Test&EC_PAGE_ID=EPM_CL_22=EPM_CA_214|Y|Global|Default Navigation Flow
```

To view the URLs export file in Microsoft Excel:

1. Open Excel, and then click the **Data** menu.
2. Click **New Query**, then **From File**, and then click **From CSV**.
3. Find and select the CSV file you exported, and then click **Import**. A new window displays the data in the CSV file.
4. To make the first row of the CSV file the header row, click **Edit**, click **Use First Row as Headers**, and then click **Close and Load**.

The resulting Excel file will look like the following example:

	A	B	C	D	E	F	G	H	I	J
1	Navigation Flow Name	Status	Type	Name	Artifact Type	Artifact Name	URL	Visible	Role/Group	Description
2	Dashboard 2.0 Test	Inactive	cluster	Strategic Modeling				Y	Global	Default Navigation Flow
3	Dashboard 2.0 Test	Inactive	card	Model View			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
4	Dashboard 2.0 Test	Inactive	card	Consolidation View			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
5	Dashboard 2.0 Test	Inactive	card	Templates			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
6	Dashboard 2.0 Test	Inactive	card	Tasks			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
7	Dashboard 2.0 Test	Inactive	card	Dashboards			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
8	Dashboard 2.0 Test	Inactive	card	Infolets			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
9	Dashboard 2.0 Test	Inactive	card	Data			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
10	Dashboard 2.0 Test	Inactive	card	Reports			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
11	Dashboard 2.0 Test	Inactive	tab	Reports			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
12	Dashboard 2.0 Test	Inactive	tab	Financial Reports			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
13	Dashboard 2.0 Test	Inactive	tab	Documents			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
14	Dashboard 2.0 Test	Inactive	card	Rules			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
15	Dashboard 2.0 Test	Inactive	card	Approvals			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
16	Dashboard 2.0 Test	Inactive	cluster	Application				Y	Global	Default Navigation Flow
17	Dashboard 2.0 Test	Inactive	card	Overview			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
18	Dashboard 2.0 Test	Inactive	card	Settings			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
19	Dashboard 2.0 Test	Inactive	card	Valid Intersections			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
20	Dashboard 2.0 Test	Inactive	sub tab	Setup			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
21	Dashboard 2.0 Test	Inactive	sub tab	Reports			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
22	Dashboard 2.0 Test	Inactive	card	Data Exchange			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
23	Dashboard 2.0 Test	Inactive	sub tab	Data Integration			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
24	Dashboard 2.0 Test	Inactive	sub tab	Data Maps			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
25	Dashboard 2.0 Test	Inactive	card	Jobs			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow
26	Dashboard 2.0 Test	Inactive	card	Cell Level Security			http://slcar261.usdv1.oraclecloud.com:10151/HyperionPlanning?E	Y	Global	Default Navigation Flow

Find and copy the unique URL (found in the URL column) for the card, tab, or sub-tab that you wish to have integrated into the other connected environment. Only the URL target will open and users with access to the targeted artifact can perform the same actions as if they're working within the target business process.

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9

Designing Custom Navigation Flows

Customize the business process interface using navigation flows. Navigation flows enable designers to control how roles or groups interact with the business process.

Related Topics

- Understanding Navigation Flows
- Viewing and Working with Navigation Flows

Understanding Navigation Flows

Navigation flows give business process designers control over how various roles, or groups, interact with the business process. The Navigation Flow Designer enables you to customize the business process interface. For example, you can change the names of the cards and clusters that display on the Home page and the order in which they are displayed. You can hide cards, create new cards, and group cards into clusters. You can also customize the vertical and horizontal tabs that display on a card.

Videos

Your Goal	Watch This Video
View the highlights of customizing workflows for connected environments.	 Overview: Configure Navigation Flows to Integrate Cloud EPM Business Processes

Related Topics

- What Can Be Customized in the Business Process Interface?
- Navigation Flow Customization Categories
- Navigation Flow Permissions
- Predefined Navigation Flows
- Understanding Navigation Flow Status after Import
- Viewing and Working with Navigation Flows

What Can Be Customized in the Business Process Interface?

Navigation flows are made up of cards. Each card contains content with information that is displayed as one or more tabbed pages. The content included on cards can be URLs or artifacts such as forms, dashboards, and reports. Cards can be grouped into clusters.

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> **Note**
>
> If Dashboard 2.0 and Forms 2.0 are enabled in your business process:
>
> - Navigation flows support the features included in Dashboard 2.0 and Forms 2.0, including the ability to edit a form from within the runtime dashboard, and editing it with or without data. Dashboard 2.0 component actions such as **Open Form** and **Edit Form** also work directly within the navigation flow.
> - If a dashboard contains multiple components, when you edit a dashboard from within a navigation flow, the focus will be set to the last component in the dashboard.

Navigation flows can be customized in the following ways:

- Labels for cards or tabs
- Icons that are used for cards or tabs
- Hide and unhide cards and tabs
- Display order of cards and tabs
- Add new cards
- Add existing cards
- Add new horizontal or vertical tabs
- Remove navigation flows, cards, and tabs
- Group cards into clusters
- Add existing clusters

See Viewing and Working with Navigation Flows.

Navigation Flow Customization Categories

Navigation flows are categorized as follows for customization:

1. Global: Navigation flows are seen by all users
2. Role: Navigation flows are seen only by users in a specific role; for example, Service Administrator or Power User
3. Group: Navigation flows are seen only by users belonging to a specific group; for example, Sales

Navigation flows can be defined at any of these levels. In cases where navigation flows exist at multiple levels, updates are applied in the order of highest (global) to lowest (groups).

For example, if you create a navigation flow that displays an icon on the Home page named "My Tasks", and then another Service Administrator duplicates the navigation flow, makes the following changes to the card, and then associates the navigation flow with a group:

- At the global level, they rename "My Tasks" to "Company Tasks"
- At the group level, for a group named Sales, they rename "My Tasks" to "Sales Tasks"

Users who belong to the group called Sales will see the label "Sales Tasks" in the navigation flow instead of "My Tasks," and all other users will see the label "Company Tasks".

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Navigation Flow Permissions

The business process offers three levels of permissions for navigation flows:

- Role-based: Permissions are granted to users or groups assigned to a specific role; for example, a User will see different cards displayed on the Home page than a Service Administrator
- Artifact-based: Permissions are granted to users or groups who can see certain artifacts; for example, a User will see only the forms to which they have been assigned permission
- Global: Permissions are granted to all users

Predefined Navigation Flows

The business process comes with one predefined navigation flow, called Default. The Default navigation flow is read only; therefore, you can't make any modifications to it.

These are the operations you can and cannot perform on the Default navigation flow:

- Name: You can't modify the name.
- Delete: You can't delete the navigation flow.
- Edit: You can view the navigation flow details, but you can't change anything.
- Activate or Deactivate: You can activate or deactivate the navigation flow.
- Duplicate: You can make a copy of the navigation flow.

Understanding Navigation Flow Status after Import

When you import a snapshot containing an active navigation flow into an environment containing an active navigation flow of the same category (role, group, or global), then the new navigation flow being imported is deactivated.

For example, the following navigation flows are currently active on your system:

- NF Sales Q2 (Sales group)
- NF Administrator (Service Administrator role)
- NF Custom Default (global)

Let's say you import a navigation flow called NF Sales Q3, which uses the same Sales group as NF Sales Q2. The NF Sales Q3 navigation flow will be imported as inactive and the existing NF Sales Q2 will remain active for the Sales group. If you want the new NF Sales Q3 to be active, you must manually activate it (which will inactivate the old NF Sales Q2). We deactivate the imported Q3 navigation flow because the import might occur ahead of the Q3 start date, and we want to ensure the Q3 navigation flow isn't activated before the Q3 start date.

If a new application is created from a Migration snapshot that includes an active custom global navigation flow (for example, NF Custom), the NF Custom global navigation flow will become inactive after Migration import. The same is true if the application is cloned. The Default global navigation flow will become the active global navigation flow and you'll need to ensure you activate the global NF Custom navigation flow after the new application is created. If all users are using the NF Custom global navigation flow, they might experience a service interruption until the NF Custom navigation flow is activated.

When designing navigation flows:

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- Create navigation flows for specific groups or classes of users. Then associate the navigation flow to corresponding user groups.
- Avoid creating one global navigation flow for all users.

Viewing and Working with Navigation Flows

Users assigned the Service Administrator role can view all navigation flows, including the predefined navigation flow, on the Navigation Flows page. Users assigned to other roles and groups will only see the navigation flows to which they have access.

The Navigation Flow page lists each navigation flow by name, indicates the role or the group that has access to the navigation flow (if assigned), and provides a description of the navigation flow (if provided). The listing also indicates whether the navigation flow is active or not.

Viewing Navigation Flows

To view the Navigation Flow page:

1. On the Home page, click **Tools**.
2. Click **Navigation Flows**.

Working with Navigation Flows

To work with a navigation flow, perform an action:

- For design best practices and considerations, see Navigation Flow Design Best Practices and Naming Considerations.
- To create and duplicate navigation flows, see Creating and Duplicating Navigation Flows.
- To edit a navigation flow, see Editing a Navigation Flow.
- To activate or deactivate a navigation flow, see Activating and Deactivating Navigation Flows.
- To preview the runtime view of a navigation flow for a user, see Previewing the Runtime View of a Navigation Flow for a User.
- To validate navigation flows and to learn how to find and resolve navigation flow elements with missing artifacts, see Using Validate to Find Missing Artifacts in Navigation Flows.
- To resolve a navigation flow in the listing that is displaying a warning icon  , see Resolving Navigation Flows that Display a Warning Icon.
- To rename cards and tabs, see Customizing Labels for Cards, Tabs, and Clusters.
- To customize the graphics used for cards and tabs, see Customizing Icons for Cards and Vertical Tabs.
- To hide and unhide cards and tabs, see Hiding and Unhiding Clusters, Cards, and Tabs.
- To change the display order of cards on the Home page, see Changing the Display Order of Cards on the Home Page.
- To add cards, see Adding Cards.
- To add tabs, see Adding Tabs.
- To embed third-party pages in navigation flows, see About Using URLs to Embed Third-Party Pages in Cloud EPM Applications.

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- To remove navigation flows, cards, and tabs, see Removing Navigation Flows, Cards, and Tabs.
- To group cards into clusters, see Grouping Cards into Clusters.
- To reload a navigation flow, see Reloading a Navigation Flow.
- To switch navigation flows at runtime, see Switching Navigation Flows at Runtime.
- To copy the current page URL for sharing, see Sharing the Current Page URL for Cards, Tabs, and Sub Tabs.

Troubleshooting

For help with resolving navigation flow issues, see Handling Issues with Navigation Flows in *Operations Guide*.

Navigation Flow Design Best Practices and Naming Considerations

Design Best Practices

To provide an optimal user experience and to avoid excessive scrolling on the Home page and within cards and tabs, you must adhere to the following guidelines when designing navigation flows:

- Keep the top-level items (cards and clusters) to no more than 20 visible items.
- Add no more than 16 visible cards to a cluster.
- Add no more than 10 visible vertical tabs within a card.
- Add no more than 20 visible sub tabs (horizontal tabs) within a vertical tab.
- Label names on sub tabs (horizontal tabs) display only the first 30 characters at runtime. Hovering your cursor over the tab reveals the entire label.

> **Note**
>
> If you attempt to exceed the visibility limits, you will see a warning message telling you that you've exceeded the limit.

Naming Considerations

There are naming restrictions for navigation flows, cards, clusters, tabs, and infolets (if your business process uses infolets) in navigation flows. You cannot use these special characters:

- ampersand (&)
- less than sign (<)
- greater than sign (>)
- quotation mark (")
- backslash (\ )
- plus sign (+)

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Creating and Duplicating Navigation Flows

To create a navigation flow, you must first select an existing navigation flow and make a copy of it. Then edit the duplicate navigation flow details and save them.

To create and duplicate a navigation flow:

1. Open the **Navigation Flow** page. See Viewing and Working with Navigation Flows.
2. In the upper right-hand corner of the page, click  (Actions), and then select **Create Copy**.
3. Enter a name for the navigation flow, and then click **OK**.

> **Note**
>
> Ensure that you adhere to the navigation flow naming restrictions outlined in Navigation Flow Design Best Practices and Naming Considerations.

4. Edit details for the navigation flow. See Editing a Navigation Flow.

> **Note**
>
> New flows are marked **Inactive** until they are activated by the Service Administrator. To activate a navigation flow, see Activating and Deactivating Navigation Flows.

To reload a navigation flow to view design time changes, see Reloading a Navigation Flow.

Editing a Navigation Flow

To edit a navigation flow:

1. Open the **Navigation Flow** page. See Viewing and Working with Navigation Flows.
2. Click the name of the navigation flow you want to edit.

> **Note**
>
> The predefined navigation flow isn't editable. However, you can create a copy of a predefined navigation flow and edit the copy. See Predefined Navigation Flows.

You'll see a page listing the cards and clusters in the navigation flow. On this page you can edit the role or goup assignation, designate which clusters and cards are visible on the Home page, change the order in which the navigation flow clusters and cards are displayed, add cards to clusters or remove them, and remove clusters and cards from the navigation flow.

- **Assign To**: Click  (Select) to assign the navigation flow to a group of users or to a role.

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- **Visible**: Edit the visibility of the navigation flow clusters and cards on the Home page by selecting or deselecting them in the **Visible** column.

> **Note**
>
> Ensure that you adhere to the navigation flow guidelines for visibility outlined in Navigation Flow Design Best Practices and Naming Considerations.

- **Order**: Clusters and cards are listed in the order in which they are displayed on the Home page, if visible. Selecting an up or down arrow option repositions the clusters and cards in the listing and changes the display order of the clusters and cards on the Home page. Selecting the right arrow moves a card into a cluster.
- **Remove**: Removes the cluster or card from the navigation flow.

3. Click a cluster or card to edit details. For descriptions of card details, see the following topics:
   - Adding Cards
   - Adding Tabs

To reload a navigation flow to view design time changes, see Reloading a Navigation Flow.

Activating and Deactivating Navigation Flows

You can create multiple navigation flows for each category (global, role, or group), but only one navigation flow can be active in each category. Whenever you make a navigation flow active, the other navigation flows in the same category will become inactive.

> **Note**
>
> Each business process requires one active global navigation flow. To make a different global navigation flow active, select another global navigation flow and activate it.

For information about categories, see Navigation Flow Customization Categories.

These are the operations users can and cannot perform on an active navigation flow:

- Name: Users can't modify the name.
- Delete: Users can't delete the navigation flow.
- Edit:
  - Users can view the navigation flow definition, but they can't change anything.
  - If the business process is in administration mode, then users can save any modifications.
- Activate or Deactivate: Users can activate or deactivate a navigation flow.
- Duplicate: Users can make a copy of a navigation flow.

To activate or deactivate a navigation flow:

1. Open the **Navigation Flow** page. See Viewing and Working with Navigation Flows.

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2. In the **Active** column, click **Active** or **Inactive**. An active flow will be marked inactive. Conversely, an inactive flow will be marked active.

Previewing the Runtime View of a Navigation Flow for a User

Navigation flow designers can use the **User Access View** option to preview the runtime view for any user assigned to a group associated with a navigation flow.

This preview option is only available when the navigation flow is associated with a group. The **User Access View** option is not enabled for the Default navigation flow or for any navigation flow that is not associated with a group.

To preview the runtime view of a navigation flow for a user:

1. Open the **Navigation Flow** page. See Viewing and Working with Navigation Flows.
2. Select the row for the navigation flow you want to preview.

> **Note**
>
> The navigation flow must be associated with a group and it cannot be the Default navigation flow.

3. In the upper right-hand corner of the page, click (Actions), and then select **User Access View**.

   The navigation flow opens and displays the name of the navigation flow followed by **(User Access View)**.
4. Select from the following options:
   - **Users**: Select a user to preview the runtime view for that user. By default, the **Users** box displays the first name in the user list for the group associated with the navigation flow. To select a different user, click (Users), select another user, and then click **OK**.
   - **Display**: Select **All nodes** or **Visible nodes**. **All nodes** is the default option and it displays all the nodes for the navigation flow in the **Navigation** list. If some of the nodes are not visible to the user (possible reasons being they don't have access to an artifact within the node or an artifact within a node was removed or renamed), an error icon will indicate which nodes include artifacts that are not visible for that user. **Visible nodes** displays only the nodes that are visible for that user in the **Navigation** list.
5. If **All nodes** is selected, the **Navigation** list displays error icons next to the nodes that are fully or partially inaccessible to the user:
   - (No Access): This entire node is not accessible to the user. Possible reasons for limited access: the user doesn’t have access to the page or to the referenced node, the navigation flow might’ve been deleted or renamed, the connection might be unavailable or deleted.
   - (Partial Access): One or more nodes are not accessible to the user. Possible reasons for limited access: the user doesn’t have access to the page or to the referenced node, the navigation flow might’ve been deleted or renamed, the connection might be unavailable or deleted.

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If a node displays a (Partial Access), expand the node to view the artifacts within each node that are inaccessible to the user.

6. Click **Close** to exit **User Access View**.

Using Validate to Find Missing Artifacts in Navigation Flows

While viewing the Navigation Flow listing, you might see navigation flow nodes or artifacts displaying an error icon. This error occurs because artifacts that were associated with the navigation flow were either renamed or removed and they are now considered missing. You'll need to edit the navigation flow to associate it with either a renamed artifact or with a different artifact before you can activate the navigation flow. You might not realize that artifacts are considered missing, so it's recommended that you validate your navigation flows before setting them to Active status.

> **Note**
>
> To resolve a navigation flow displaying a warning icon, see Resolving Navigation Flows that Display a Warning Icon.

To validate navigation flows to find missing artifacts and reassociate them:

1. Open the **Navigation Flow** page. See Viewing and Working with Navigation Flows.
2. If they aren't already deactivated, set the navigation flows you want to validate to **Inactive** status. See Activating and Deactivating Navigation Flows.
3. Highlight the row or rows of the navigation flows you want to validate.
4. Click (Actions), and then select **Validate**.

   If artifacts are missing, you'll see an error message indicating which navigation flows are referencing artifacts that cannot be found.
5. Click the name of each navigation flow with the error, and then expand the nodes which display the error icon until you reach the Manage page which displays the missing artifact.
6. For **Artifact**, click (Choose Artifact) to select the renamed artifact or a different artifact in the Artifact Library.
7. Click **Save and Close**.
8. Repeat the validation on your navigation flows and drill down to make corrections, as needed, until you see a message indicating the navigation flows are valid.
9. Activate the navigation flows. See Activating and Deactivating Navigation Flows.

To reload a navigation flow to view design time changes, see Reloading a Navigation Flow.

Resolving Navigation Flows that Display a Warning Icon

While viewing the Navigation Flow listing, you might see a navigation flow displaying a warning icon. This occurs because the group that was associated with the navigation flow was

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deleted. You'll need to edit the navigation flow to associate it with a group or role before you can activate the navigation flow.

> **Note**
>
> To resolve navigation flows displaying an error icon  , see Using Validate to Find Missing Artifacts in Navigation Flows.

To resolve the navigation flow:

1. Open the **Navigation Flow** page. See Viewing and Working with Navigation Flows.
2. Click the name of the navigation flow displaying the warning icon  .
3. For **Assign To**, click  (Select) to assign the navigation flow to a group of users or to a role, then click **Save and Close**.
4. Activate the navigation flow. See Activating and Deactivating Navigation Flows.

To reload a navigation flow to view design time changes, see Reloading a Navigation Flow.

Customizing Labels for Cards, Tabs, and Clusters

You can customize the labels for cards (the icons that display on the Home page), tabs, and clusters. Labels are limited to 25 characters or less. For vertical tabs, there is no character limitation since the label for vertical tabs displays as hover text.

> **Note**
>
> Do not update the labels for cards, tabs, or clusters against the Default navigation flow. Only customize labels for custom navigation flows.

To customize labels for cards, tabs, and clusters:

1. Open the **Navigation Flow** page and click the name of the navigation flow you want to edit. See Viewing and Working with Navigation Flows.
2. If customizing the label for a card or cluster:
   a. Click the name of the card or cluster you want to edit.
   b. Enter a new name and save it.

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> **Note**
>
> - You can edit the label here. However, if the label is defined in the **Artifact Labels** page on the **Tools** cluster, that definition will take precedence and will display during runtime. To change a label permanently, redefine it in the **Artifact Labels** page.
>
> See Specifying Artifact Labels.
> - Ensure that you adhere to the naming restrictions outlined in Navigation Flow Design Best Practices and Naming Considerations.

3. If customizing the label for a tab:
   a. Click the name of the card you want to edit.
   b. In the tab listing on the **Manage Tab** page, click the name of the tab you want to edit.
   c. Enter a new name for the tab and save it.

To reload a navigation flow to view design time changes, see Reloading a Navigation Flow.

Customizing Icons for Cards and Vertical Tabs

You can change the icons used for cards and vertical tabs. You must pick from the available icons provided in the icon library.

To customize the icons for cards and vertical tabs:

1. Open the **Navigation Flow** page and click the name of the navigation flow you want to edit. See Viewing and Working with Navigation Flows.
2. If customizing the icon for a card:
   a. Click the name of the card you want to edit.
   b. Click the icon for the card, select a new icon from the library, and then save it.
3. If customizing the icon for a tab:
   a. Click the name of the icon you want to edit.
   b. In the tab listing on the **Manage Tab** page, click the name of the tab you want to edit.
   c. Click the icon for the tab, select a new icon from the library, and then save it.

To reload a navigation flow to view design time changes, see Reloading a Navigation Flow.

Hiding and Unhiding Clusters, Cards, and Tabs

You cannot hide the following navigation elements:

- The **Application** cluster and the **Settings** icon in the **Application** cluster.
- The **Tools** cluster and these icons in the **Tools** cluster:
  - **Access Control**
  - **Navigation Flows**
  - **Daily Maintenance**
  - **Migration**

Ensure that you adhere to the navigation flow guidelines for visibility outlined in Navigation Flow Design Best Practices and Naming Considerations.

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To hide and unhide clusters, cards, and tabs:

1. Click the **Navigation Flow** icon and click the name of the navigation flow you want to edit. See Viewing and Working with Navigation Flows.
2. Edit the Home page visibility of the navigation flow clusters and cards by selecting or deselecting them in the **Visible** column.
3. If hiding or unhiding a tab:
   a. Click the name of the card you want to edit.
   b. In the tab listing on the **Manage Tab** page, select or deselect the check box in the **Visible** column.

To reload a navigation flow to view design time changes, see Reloading a Navigation Flow.

Changing the Display Order of Cards on the Home Page

You can change the display order of cards in the Navigation Flow Designer. Cards display on the Home page in the order they appear within the listing

To change the display order of the cards on the Home page:

1. Open the **Navigation Flow** page. See Viewing and Working with Navigation Flows.
2. In the listing, use the up and down arrows in the **Order** column to move cards up or down in the navigation flow order.

To reload a navigation flow to view design time changes, see Reloading a Navigation Flow.

Adding Cards

The icons you see on the Home page represent cards. Cards are specific to each functional area of the business process. Each card navigates users to the corresponding area, where other information is displayed as one or more tabbed pages. You can create single page or multiple page (tabular) cards.

To ensure an optimal user experience, review the navigation flow design best practices. See Navigation Flow Design Best Practices and Naming Considerations.

You can also group cards into clusters. See Grouping Cards into Clusters.

To add cards to a navigation flow:

1. Open the **Navigation Flow** page and click the name of the navigation flow you want to edit. See Viewing and Working with Navigation Flows.
2. To add an existing card to the navigation flow, right-click a card or cluster in the list or click  (Actions), click **Add Existing Card/Cluster**, and then select a card. If there is an existing card you want to add from another environment, right-click a card or cluster in the list or click  (Actions), click **Add Existing Card/Cluster**, select the target environment under **My Connections**, and then choose the card you want to add to your navigation flow.

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> **Note**
>
> - Cards can't be directly selected from Narrative Reporting and Profitability and Cost Management using the **Add Existing Card/Cluster** option.
> - Cards that are added from another navigation flow or from another environment will display the localized labels that were defined in the source navigation flow. To update the card labels in your navigation flow, on the Home page, click **Tools**, and then click **Artifact Labels**.
>
>   See Specifying Artifact Labels.
> - A reference card is a card that is already referenced from another navigation flow. References to already referenced cards are not supported in navigation flows and will not be available for selection in the Object Library when adding an existing card; for example:
>   - A card referring to a remote artifact or remote tab will not be available from the Object Library when adding an existing card.
>   - A card referring to a tab from another navigation flow will not be available from the Object Library when adding an existing card.

A card is added to the list as a sibling under the card or cluster that is currently selected. To add a card to a cluster, see Grouping Cards into Clusters.

> **Note**
>
> Cards that are added without first selecting a card or cluster are added to the end of the list.

3. To add a new card to the navigation flow, right-click a node in the list or click + (Actions), click **Add Card**, and then select details for the new card:

Table 9-1 New Card Details

Label	Description
Name	Enter a label for the card. Ensure that you adhere to the naming restrictions outlined in Navigation Flow Design Best Practices and Naming Considerations.
Visible	Select whether the card is visible to users on the Home page.
Cluster	If clusters exist, select a cluster for the card or select **None**.
Icon	Select the graphic that will be displayed for the card you're creating. Choose from the available graphics provided in the graphics library.
Page Type	Select **Single Page** or **Tabular Page** format.

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Table 9-1 (Cont.) New Card Details

Label	Description
Content Source	If you selected the **Single Page** format, select **Artifact** or **URL**: • For **Artifact**, click  (Choose Artifact) to select an artifact in the Artifact Library; for example, if the artifact is a form, then select the specific form from the artifact listing. Available artifacts include forms (including hidden forms), dashboards, and reports. To select an artifact from another environment, select the target environment under **My Connections**, and then choose the artifact you want to add. • For **URL**, enter a complete URL; for example, a URL to embed an Oracle Analytics Cloud dashboard in a card, then click **Preview** to validate the URL in a popup window. Insert only external site URLs starting with the `https://` security protocol. Don't use internal or relative URLs or URLs for unconsenting third-party sites. See About Using URLs to Embed Third-Party Pages in Cloud EPM Applications.
Orientation	If you selected the **Tabular Page** format, select **Vertical** or **Horizontal**, and then add new or existing tabs and sub tabs. See Adding Tabs.

A card is added to the list as a sibling under the card or cluster that is currently selected. To add a card to a cluster, see Grouping Cards into Clusters.

> **Note**
>
> Cards that are added without first selecting a card or cluster are added to the end of the list.

4. Click **Save and Close**.

To reload a navigation flow to view design time changes, see Reloading a Navigation Flow.

Adding Tabs

Tabs can be horizontal or vertical. For example, the **Valid Intersections** card (under the **Application** cluster) is a tabular page with two horizontal tabs: **Setup** and **Reports**.

> **Note**
>
> The horizontal tabs are at the bottom of the page.

You can also create tabular pages with vertical tabs. Vertical tabs display a graphic and text appears when the cursor is hovered over the tab. Horizontal tabs display labels with text only or text with icons.

To ensure an optimal user experience, review the navigation flow design best practices. See Navigation Flow Design Best Practices and Naming Considerations.

To add tabs to a tabular page:

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1. Open the **Navigation Flow** page and click the name of the navigation flow you want to edit. See Viewing and Working with Navigation Flows.
2. Edit an existing card by clicking the name of the card you want to edit, or add a new card by right-clicking a card or clicking (Actions), and then clicking **Add Card**.
3. On the **Manage Card** page, select the following options:
   - For **Page Type**, select **Tabular Page**.
   - For **Orientation**, select **Vertical** or **Horizontal**.

   A tab listing displays at the bottom of the **Manage Card** page.
4. To edit an existing tab, click a tab name from the tab listing, and edit tab details.
5. To add a new or existing tab:
   a. To add an existing tab, right-click a tab in the listing at the bottom of the **Manage Card** page, click **Add Existing Tab** (or click the **Add Existing Tab** button), select a tab from the Object Library, and then click **OK**.

      > **Note**
      >
      > A reference tab is a tab that is already referenced from another navigation flow. References to already referenced tabs are not supported in navigation flows and will not be available for selection in the Object Library when adding an existing tab; for example:
      >
      > - A tab referring to a remote artifact or remote sub-tab will not be available from the Object Library when adding an existing tab.
      > - A tab referring to a sub tab from another navigation flow will not be available from the Object Library when adding an existing tab.

   b. To add a new tab, right-click a tab, click **Add New Tab** (or click the **Add New Tab** button), and then edit tab details.
   c. Select the content for the new tab:
      - For **Artifact**, click (Choose Artifact) to select an artifact in the Artifact Library; for example, if the artifact is a form, then select the specific form from the artifact listing. Available artifacts include forms (including hidden forms), dashboards, and reports. To select an artifact from another environment, select the target environment under **My Connections**, and then choose the artifact you want to add.
      - For **URL**, enter a complete URL; for example, a URL to embed an Oracle Analytics Cloud dashboard in a tab, then click **Preview** to validate the URL in a popup window.

        Insert only external site URLs starting with the `https://` security protocol. Don't use internal or relative URLs or URLs for unconsenting third-party sites. See About Using URLs to Embed Third-Party Pages in Cloud EPM Applications.

      A tab is added to the list as a sibling under the tab that is currently selected.

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> **Note**
>
> Tabs that are added without first selecting a tab are added to the end of the list.

6. To add new or existing sub tabs to a tab:
   a. Click the name of a tab in the in the tab listing.
   b. For **Page Type**, select **Tabular Page**.
   c. Right-click a tab, and click **Add New Sub Tab** or **Add Existing Sub Tab** (or click the **Add New Sub Tab** or **Add Existing Sub Tab** button), and then edit sub tab details.
   d. Select the content for the new sub tab:

      - For **Artifact**, click  (Choose Artifact) to select an artifact in the Artifact Library; for example, if the artifact is a form, then select the specific form from the artifact listing. Available artifacts include forms (including hidden forms), dashboards, and reports. To select an artifact from another environment, select the target environment under **My Connections**, and then choose the artifact you want to add.
      - For **URL**, enter a complete URL; for example, a URL to embed an Oracle Analytics Cloud dashboard in a sub tab. Click **Preview** to validate the URL in a popup window.

        Insert only external site URLs starting with the `https://` security protocol. Don't use internal or relative URLs or URLs for unconsenting third-party sites. See About Using URLs to Embed Third-Party Pages in Cloud EPM Applications.

   A sub tab is added to the list as a sibling under the tab that is currently selected.

> **Note**
>
> Sub tabs that are added without first selecting a tab are added to the end of the list.

7. Click **Save and Close**.

To reload a navigation flow to view design time changes, see Reloading a Navigation Flow.

> **Note**
>
> - For cards with multiple tabs or sub tabs, the last tab accessed by a user will be retained the next time the user accesses the card in the same session. If the user logs out and then logs back in, the default tab will be displayed.
> - Tabs or sub tabs that are added from another navigation flow or from another environment will display the localized labels that were defined in the source navigation flow. To update the tab labels in your navigation flow, on the Home page, click **Tools**, and then click **Artifact Labels**.
>
>   See Specifying Artifact Labels.

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About Using URLs to Embed Third-Party Pages in Cloud EPM Applications

Oracle Fusion Cloud Enterprise Performance Management uses IFrame to embed third-party URLs. IFrame requires that the page that is being embedded must give approval to the page that is embedding it. For example, if we want to embed a page from sharepoint.com into a Cloud EPM application, then sharepoint.com must allow oraclecloud.com to embed the page from sharepoint.com.

This can be achieved by adding oraclecloud.com in the Content Security Policy of the web application whose page you need to embed.

When embedding a third-party page you also must consider if the page is available to the public or if it requires a login. For example, pages from wikipedia.org do not need any authentication.

If you are embedding a page that requires authentication, you need to see if SSO can be enabled for the page. If not, then your page may not load inside IFrame. As a workaround, log in to that web application in another browser tab, and then if you access the same page from the Cloud EPM application, it will open.

This URL support feature allows you to embed the following types of pages:

- Other Oracle products (would need to enable SSO)
- Web applications owned by customer (would need to allow the Cloud EPM application by updating the Content Security Policy and enabling SSO, or likewise)
- Pages from the public domain (for example, wikipedia.org)

> **Note**
>
> - Do not use this feature to embed a URL for an entire other Cloud EPM instance; for example, do not embed a URL for Narrative Reporting into Planning Modules.
> - Though not supported by Oracle, you can embed links to the following resources within navigation flow cards, tabs, and sub tabs:
>   - Google Sheets
>   - Files stored in Google Drive (for example, PDF and Excel)
>   - Files stored in Microsoft Office 365
>
> Use the instructions provided by the third-party sites to generate a URL which can then be used in your Cloud EPM application.

Removing Navigation Flows, Cards, and Tabs

You can't remove the following navigation elements:

- The **Application** cluster and the **Settings** icon in the **Application** cluster.
- The **Tools** cluster and these icons in the **Tools** cluster:
  - **Access Control**
  - **Navigation Flows**
  - **Daily Maintenance**

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- **Migration**

To remove navigation flows, cards, and tabs:

1. Open the **Navigation Flow** page. See Viewing and Working with Navigation Flows.
2. If removing a navigation flow:
   a. Select the navigation flow you want to remove.
   b. In the upper right-hand corner of the page, click (Actions), and then select **Delete**.

> **Note**
>
> You can't delete the predefined navigation flow, called Default.

3. If removing a card:
   a. Click the name of the navigation flow you want to edit.
   b. In the **Remove** column for the card you want to remove, click (Remove).
4. If removing a tab:
   a. Click the name of the navigation flow you want to edit.
   b. Click the name of the card you want to edit.
   c. In the tab listing at the bottom of the **Manage Tab** page, in the **Remove** column for the tab you want to remove, click (Remove).

To reload a navigation flow to view design time changes, see Reloading a Navigation Flow.

Grouping Cards into Clusters

A cluster is a grouping of cards. You must first create a cluster and then you can assign cards to it. You can also add existing clusters to navigation flows.

To ensure an optimal user experience, review the navigation flow design best practices. See Navigation Flow Design Best Practices and Naming Considerations.

To assign cards to clusters:

1. Create a new cluster or add an existing cluster:
   a. Open the **Navigation Flow** page and click the name of the navigation flow in which you want to add a cluster. See Viewing and Working with Navigation Flows.
   b. To create a new cluster, right-click a card or cluster in the list or click (Actions), click **Add Cluster**, enter or select the cluster details, and then choose a graphic for the cluster.

> **Note**
>
> Ensure that you adhere to the visibility and naming restrictions outlined in Navigation Flow Design Best Practices and Naming Considerations.

A cluster is added to the list as a sibling under the cluster that is currently selected.

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> **Note**
>
> Clusters that are added without first selecting a card or cluster are added to the end of the list.

c. To add an existing cluster, right-click a card or cluster in the list or click (Actions), click **Add Existing Card/Cluster**. If there is an existing cluster you want to add from another environment, right-click a card or cluster in the list or click (Actions), click **Add Existing Card/Cluster**, select the target environment under **My Connections**, and then choose the cluster you want to add to your navigation flow.

> **Note**
>
> - Clusters can't be directly selected from Narrative Reporting and Profitability and Cost Management using the **Add Existing Card/Cluster** option.
> - Clusters that are added from another navigation flow or from another environment will display the localized labels that were defined in the source navigation flow. To update the cluster labels in your navigation flow, on the Home page, click **Tools**, and then click **Artifact Labels**.
>
>   See Specifying Artifact Labels.
> - A reference cluster is a cluster that is already referenced from another navigation flow. References to already referenced clusters are not supported in navigation flows and will not be available for selection in the Object Library when adding an existing cluster.

A cluster is added to the list as a sibling under the card or cluster that is currently selected.

> **Note**
>
> Clusters that are added without first selecting a card or cluster are added to the end of the list.

d. Click **Save and Close**.

2. Select the cards to include in the cluster using one of these options:

   a. Navigate to the card you want to add. If the card is within another environment, first select the environment under **My Connections**, and then navigate to the card in that environment. Assign the card to a cluster using one of these options:

      - To the right of the card in the **Order** column, click (Move to Cluster), select the cluster, and then click **OK**.
      - Click the name of the card to view the card details, then for **Cluster** select a cluster for the card, and then click **OK**.

   b. Navigate to the cluster in which you want to add a card, then right-click the cluster or click (Actions), click **Add Card In Cluster**, and then select an option:

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- Select **Add Existing Card**, to select an existing card or to add existing cards from another cluster to the selected cluster.
- Select **Add Card**, and then enter card details to add a new card to the selected cluster.

> **Note**
>
> You cannot add a card to a cluster if the card or the cluster is already referenced from another navigation flow.

c. Click **Save and Close**.

The cards will appear in the listing as children of the cluster. Use the up and down arrows next to the cards to reorder the cards within the cluster, if needed.

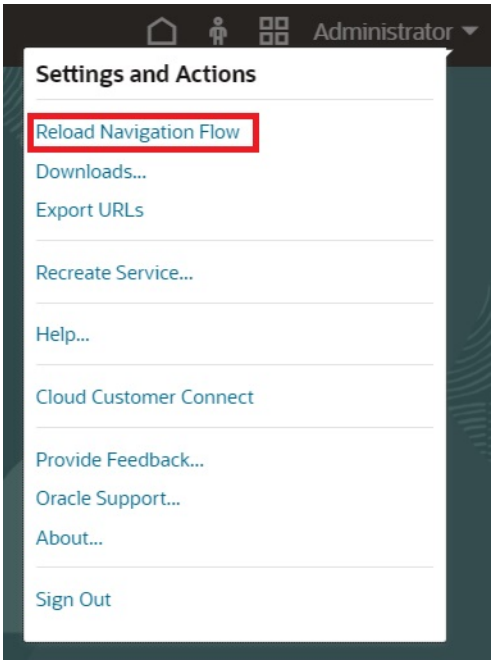
To reload a navigation flow to view design time changes, see Reloading a Navigation Flow.

Reloading a Navigation Flow

To display design changes while you're working with a navigation flow, you can reload the navigation flow.

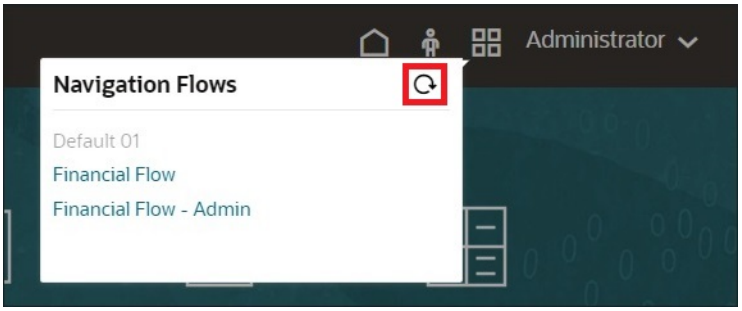
There are two ways to reload a navigation flow after making design changes. From the Home page:

1. Click the down arrow next to the user name (upper right corner of the screen). Then on the **Settings and Actions** menu, click **Reload Navigation Flow**.



2. Click (Navigation Flows). Then on the **Navigation Flows** menu, click (Reload Navigation Flow).

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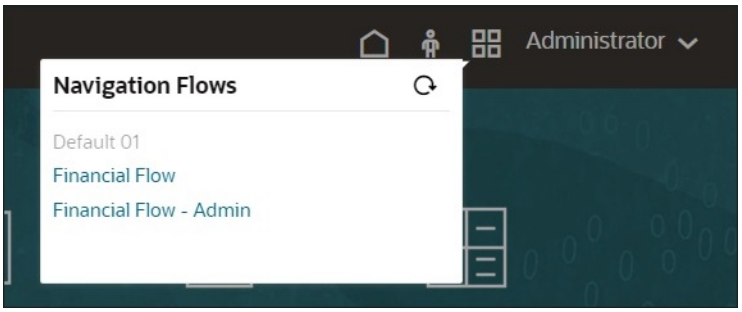
Switching Navigation Flows at Runtime

If you belong to multiple groups or if a navigation flow is assigned to a role, you might have access to more than one navigation flow.

> **Note**
>
> Users assigned the Service Administrator role can access all navigation flows.

To switch navigation flows at runtime:

1. From the Home page, click (Navigation Flows).
2. Select the navigation flow you want to view.



> **Note**
>
> Click (Reload Navigation Flow) to refresh the list of navigation flows.

Sharing the Current Page URL for Cards, Tabs, and Sub Tabs

Copy the URL for the currently displayed card, tab, or sub tab and share it with other users who have access.

Use the **Share Current Page URL** option on the **Settings and Actions** menu to copy the URL for the currently displayed card, tab, or sub tab in your Oracle Fusion Cloud Enterprise Performance Management business process.

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URLs can be copied and then shared with other users in an email, Slack, or any other messaging application. Also, copied URLs can be used in a slide show presentation such as PowerPoint. Note that users can only access cards, tabs, or sub tabs if they are authorized to access them.

When the copied URL is launched the page will be rendered with the full header, meaning they will be able to navigate to all of the pages to which they have access within the navigation flow. If the user launching the URL is not logged in, they will be redirected to a login page, then after login the URL page will open.

To copy a URL for sharing:

1. Navigate to the page (card, tab, or sub tab) in your application that you want to copy.

   For example, from the Home page, click Dashboards to view the Dashboards page.
2. Click the down arrow next to your user name (upper right corner of the screen).
3. On the **Settings and Actions** menu, select **Share Current Page URL**.

   Note: The **Share Current Page URL** menu option only displays if you're currently viewing a card, tab, or sub tab. If you're currently viewing the Home page, the **Share Current Page URL** menu option won't display on the **Settings and Actions** menu.
4. Select the displayed URL and copy it by pressing Ctrl+C.

   After pasting it into a browser, the URL will enable direct access to the current page in the application.

Considerations

Note the following considerations when using the **Share Current Page URL** option:

- The page specified in the URL will not open if the navigation flow was deleted, modified, or made inactive. Instead, you'll be redirected to the home page of the currently active navigation flow.
- If you're using a classic environment, you cannot share URLs. URLs are not supported for classic pages.
- URLs cannot be embedded into dashboards as the content source.
- URLs cannot be embedded into navigation flows as the content source.
- URLs cannot be shared for pages with dynamic tabs. Dynamic tabs are local and limited to the current user session, and therefore cannot be shared.
- URLs cannot be shared for infolets. URLs are not supported for infolets.

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10

Integrating Cloud EPM and Oracle Enterprise Data Management Cloud with Oracle Guided Learning

Oracle Guided Learning (OGL) offers a robust framework for developing personalized, guided, and contextual training and user onboarding experiences. Beyond the EPM documentation, this versatile toolset includes the options to create custom process guides, display groups, message guides, smart tips, and more. It offers a comprehensive learning interface tailored to meet specific needs within Oracle Fusion Cloud Enterprise Performance Management and Oracle Enterprise Data Management Cloud environments, enhancing user proficiency and operational efficiency. For a detailed overview, see Introduction & Overview of Oracle Guided Learning in *Oracle Guided Learning User Guide*.

The users have access to OGL Console, which allows them to define content that streamlines adoption by enabling them to design and activate in-application guidance tailored to specific workflows and requirements. For instance, you can create OGL guides for your Navigation Flows.

Configuring Settings in the Environment

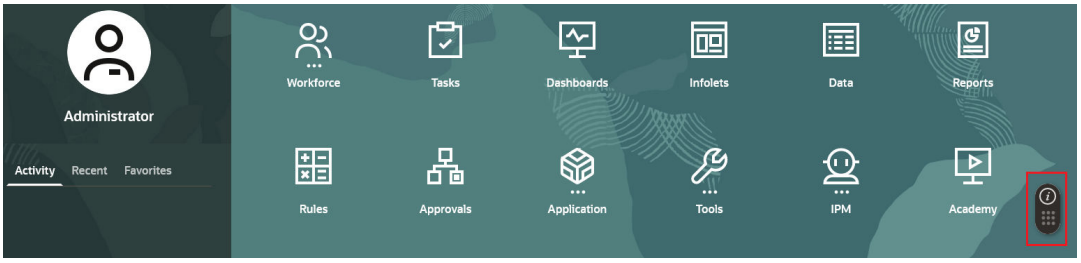
Before proceeding, ensure you have an active OGL account and at least one Application ID (App ID) set up. An App ID is a logical grouping of guides (contents). Each App ID can group guides customized for EPM workflows for a particular business process. For setup details, see Getting Started in *Oracle Guided Learning User Guide*.

> **Note**
>
> When integrating an OGL App ID to use OGL Help within a Navigation Flow, configure it solely at the source environment. OGL setup is unnecessary on any of the connected environments.

Follow these steps to integrate an OGL application into your environment:

1. Navigate to **Applications**, then **Settings**
2. Enter the following Oracle Guided Learning Settings:
   - **Application ID**
   - **Server URL** - Depending on the location of your environment, enter the URL:
     - NA: `https://guidedlearning.oracle.com`
     - EMEA: `https://guidedlearning-emea.oracle.com`
     - APAC: `https://guidedlearning-apac.oracle.com`
3. Click **Save**. You'll need to log off and log back in for the OGL widget to display on your screen.

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Configuring settings in the OGL Environment

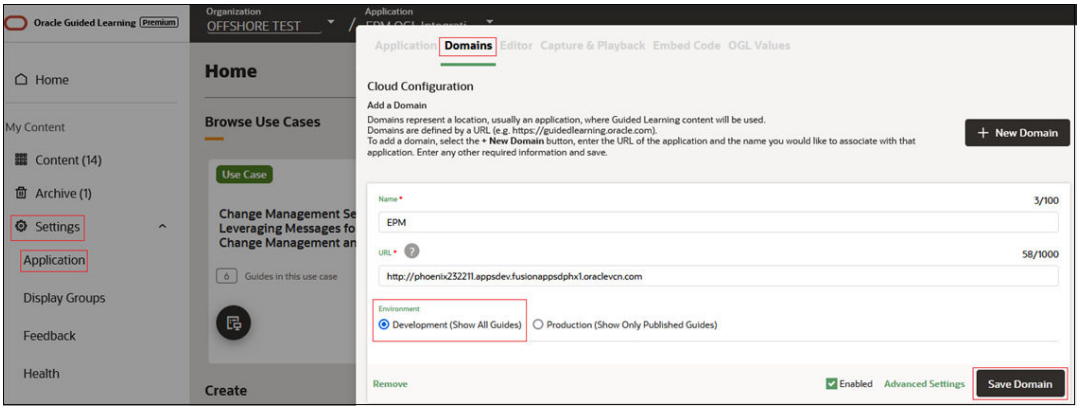
Once the OGL Application is integrated into the Cloud EPM and Oracle Enterprise Data Management Cloud environments, the OGL widget will be accessible to the users. Only published guides are visible since the domains by default is configured to Production, which hides the guides that are in development mode.

To allow users to view both published and in-development guides from the environment, change the application's settings as follows:

1. Access the OGL Console application settings. See OGL Console Left Panel in the *Oracle Guided Learning User Guide*.
2. Navigate to the **Domains** tab.
3. Select the **Environment** to **Development** to display all guides.
4. Check the domain status to **Enabled.**

> **Note**
>
> Please make sure to complete the domain entry configuration correctly so that OGL content displays correctly on all applications. Remember OGL content won't appear for domains not listed in OGL Cloud Configuration.

5. Click **Save Domain**.



Key Considerations

- Cloud EPM and Oracle Enterprise Data Management Cloud environments are required to perform daily maintenance. Oracle generates a maintenance snapshot, known as an Artifact Snapshot, which captures existing artifacts and data. It's important to note that OGL configuration in Cloud EPM and Oracle Enterprise Data Management Cloud is not

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integrated, and therefor is not included in the Artifact Snapshot. For more information, see Exporting OGL Guide Content in *Oracle Guided Learning User Guide*.

- If the Cloud EPM and Oracle Enterprise Data Management Cloud environments have Network Perimeter setup, the IP address of the OGL server or the outbound IP address of the region that hosts the OGL server must be added to the Network Perimeter. See Outbound IP Addresses of Cloud EPM Data Centers and Regions in *Operations Guide*.

Enabling Context-Based Activation of OGL Guides in Cloud EPM

Oracle Guided Learning (OGL) seamlessly integrates with applications to capture their workflows, enabling precise, in-application guidance tailored to user needs. The **Advanced Setting** feature in the **OGL Editor** further enhances this capability by allowing Service Administrators to:

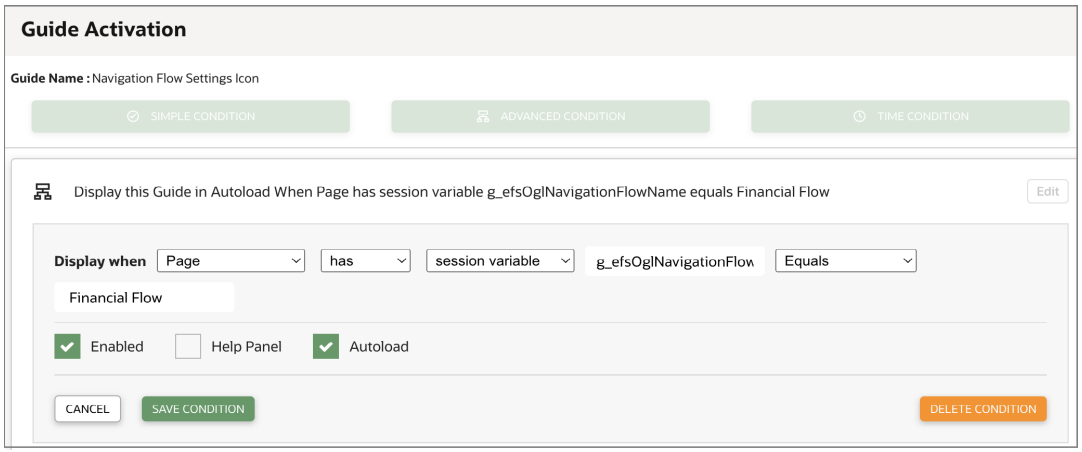
- Configure conditional activation based on Navigation Flow name, cluster ID, card ID, tab, or sub-tab ID.
- Incorporate dynamic content and define custom triggers for guide activation.
- Control visibility and placement of guidance on-screen.

This flexibility ensures that OGL guidance can be fine tuned to meet diverse business requirements within the application environment. Upon integration, Oracle Fusion Cloud Enterprise Performance Management offers the following attributes for activating guides conditionally on pages or components, allowing advanced settings for context-based activation of OGL Guides in the Cloud EPM environments:

Attributes for Context-Based Activation in Cloud EPM

For more information on updating attributes, see Working with the Editors in *Oracle Guided Learning User Guide*.

- **Activating Guides by Navigation Flow Name**: Use the attribute `g_efsOglNavigationFlowName` to activate a guide for specific Navigation Flow. For instance, the following condition activates a guide for all pages within the "Financial Flow" Navigation Flow.

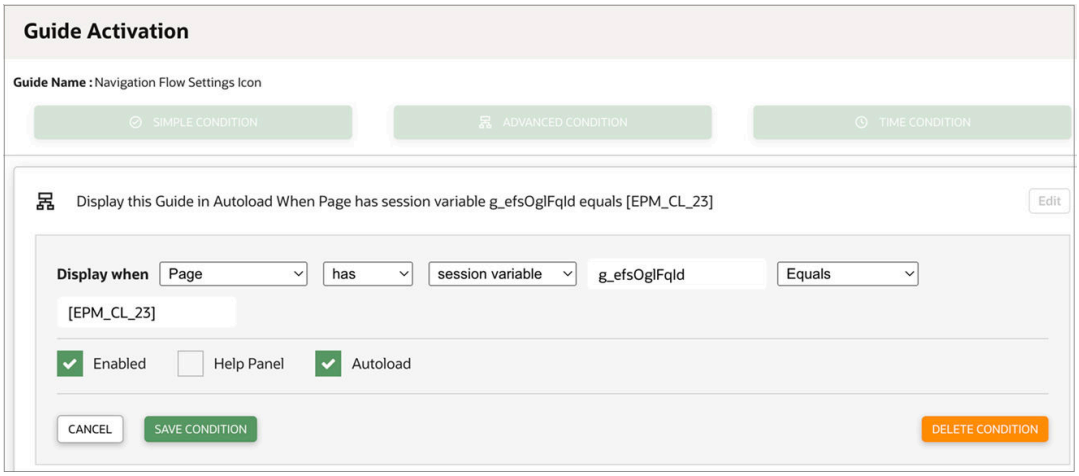


- **Activating Guide Names by Page ID:** The attribute `g_efsOglFqId` enables activation at various levels within the navigation hierarchy:
  - `g_efsOglFqId/<SUB_TAB_ID>` - Activates the guide on the specified sub-tab.

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- `g_efsOglFqId/<TAB_ID>/<SUB_TAB_ID>>` - Activates the guides on a sub-tab within a specific tab.
- `g_efsOglFqId/<CARD_ID>/<TAB_ID>/<SUB_TAB_ID>` - Activates the guide on a sub-tab within a tab within a specified card.
- `g_efsOglFqId/<TAB_ID>` - Activates the guides for all the pages within the specified tab.
- `g_efsOglFqId/<CARD_ID>` - Activates the guides for all the pages within the specified card.
- `g_efsOglFqId/<CLUSTER_ID>` - Activates the guides for all the pages within the specified cluster.

For instance, the following activation condition for OGL enables a guide for all pages defined in the cluster ID EPM_CL_23.



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11

Designing Infolets

Related Topics

- About Infolets
- Anatomy of an Infolet
- Determining Infolet Content
- Using the Infolets Designer
- Creating Infolets
- Working with Infolets - Standardized Interface
- Customizing the Application Interface to Access Infolets

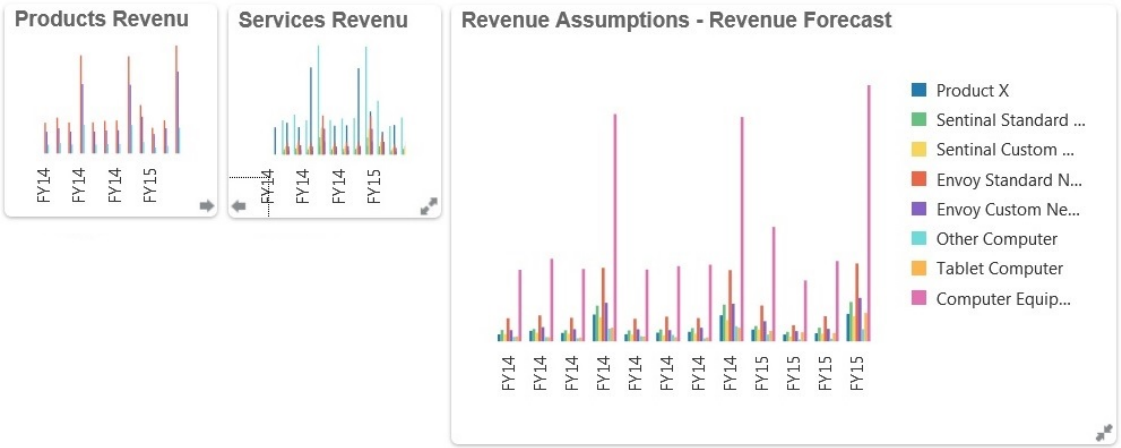
About Infolets

Infolets enable users to view and interact with high-level, essential information generated from different sources so that they can quickly assess where to direct their attention. Administrators create, redesign, delete, and assign permissions to infolets.

Watch this overview video to learn how to design infolets. Overview Video

What is an Infolet?

An infolet is a self-contained, interactive box-shaped container used to display information using text and charts. Infolets are interactive and use progressive disclosure to display high-level, aggregated, essential information for quick consumption at a glance, and then can be acted upon as needed. Infolets can be flipped and resized to display up to three charts or sets of values.



For more information about infolets, see Anatomy of an Infolet.

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How Can I Use Infolets?

Use infolets to:

- Promote essential, easily consumable information
- Provide answers to your most critical questions:
  - What is new or what has changed?
  - What is the most important information that supports my work?
- Group key information by user role in a way that helps users quickly assess and prioritize their work
- Progressively display essential details and actions

  Display these additional details in the various infolet views accessed by flipping or expanding an infolet. However, a single infolet view is acceptable.
- Provide a visually rich means of displaying essential or summary information

Do not use infolets to feature highly complex information, such as reporting functions, or to present detailed visuals.

See Determining Infolet Content.

What is an Infolet Page?

An infolets page is a page that contains one or more infolets. It houses a container that manages the space occupied by the infolets and rearranges them depending on the size of the browser and the size of the infolets. Each infolet you create belongs to an infolet page. From the Home page, click **Library**, and then the**Infolets** tab to view a list of infolet pages.



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> **Note**
>
> Not all features pictured in the preceding image are supported in this update. Oracle plans to support these features in a later update.

See Working with Infolets - Standardized Interface .

Anatomy of an Infolet

Infolet Views

An infolet supports up to three views:

- Front View (Required)
- Back View (Optional)
- Expand View (Optional)

Infolet views honor the access permissions assigned to the underlying forms and dimensions. Therefore, the same infolet may display varying views from user to user if they have different access permissions.

Front View (Required)

The front view is required, and:

- Provides a quick look or glimpse at high-level information that has a direct effect on your work; for example, the front view can display status, counts, totals, or the most recent updates
- Promotes a glancing action that helps you identify important information that you may want to explore a bit more
- Uses all infolet sizes except 3x2 (see information about infolet sizes below)
- Returns the expanded view to its original size in the front view or back view
- Includes an Actions menu icon available only on hover and either a (optional) flip to back icon or an expand icon in the lower-right corner

> **Note**
>
> If only one view is presented, it must be a front view.

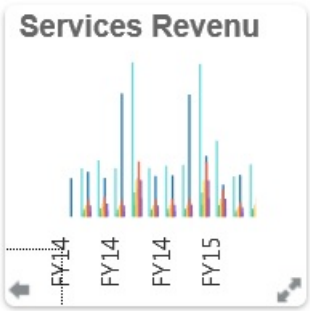


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Back View (Optional)

The back view is optional, and:

- Presents analytical information (for example, a graph)
- Promotes a scanning action that helps you explore or become more familiar with the information represented on the front view
- Is sized the same as the front view
- Includes an Actions menu icon available only on hover, a flip to front icon in the lower-left corner, and an (optional) expand icon in the lower-right corner

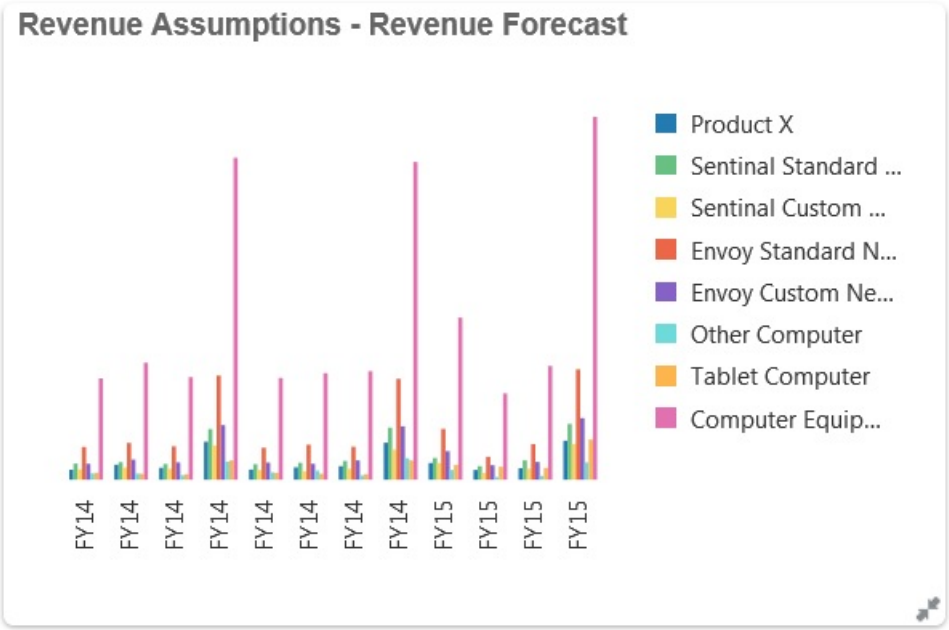


Expanded View (Optional)

The expanded view is optional, and:

- Presents even more detailed information about the single data point or interdependent data set presented in the front and back views; for example, the expanded view can display more details about an object or a list of recent items than what's displayed on either the front or back view
- Provides enough information to help you decide if you're ready to take action and move to a focused context on a work area page
- Transitions smoothly from other views. You see a smooth, seamless expansion, as one infolet pushes others into new positions.
- Must be sized bigger than the front or back views
- Includes an Actions menu icon available only on hover, and a collapse icon in the lower-right corner

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Infolet Sizes

Infolets can be sized as follows:

> **Note**
>
> 1x1 refers to a box that spans one column and row width (170 pixels).

- 1x1
- 2x1
- 3x1
- 2x2
- 3x2 (expanded view only)

The size of the front and the back views are always the same. Changing the size of the front view will automatically reset the size of the back view. Because the size of the expanded view must always be greater than the size of the front/back views, if the size of the front/back view of an infolet is enlarged, the expanded view automatically resets to a larger size than the front/back view.

> **Note**
>
> Front and back views cannot use the 3x2 size. This size is applicable for the expanded view only.

The size and title of a view is set by the designer in the properties box using the infolet menu. See Using the Infolets Designer.

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Navigating Between Infolet Views

An infolet can be created with one of the following view combinations:

1. Front view only
2. Front and back views
3. Front and expanded views
4. Front, back, and expanded views

Switching from one view to another is controlled by clicking a flip icon, an expand icon, or a collapse icon available in the bottom-right or bottom-left corner of the infolet. Hovering your cursor over the bottom corners reveals a flip, expand, or collapse icon.

Determining Infolet Content

Consider the following general tips when determining infolet content:

- Look to existing dashboards and work area pages.

  Dashboards and work area pages are excellent starting points because they display collections of information summaries.

- Apply the 10/90/90 principle.

  Seek out the most essential, easily consumable information that addresses frequently asked questions garnered from the top 10 percent of use cases. These use cases can come from across your enterprise—from business intelligence, social, transactional, external, and so on.

  Then focus this information to reveal what 90 percent of your users would benefit from viewing 90 percent of the time. You can apply this 10/90/90 percent principle to existing dashboard content, to existing work area page content, or generally, to percolate eligible information for an infolet.

- Restate your top use cases in the form of frequently asked business questions.

  Present the corresponding infolet content in such a way as to answer these business questions; for example, how many orders are in jeopardy, listed by status?

- Look for one point or a tightly related, interdependent set of points, instead of multiple points of information.

  The process of determining content for an infolet is similar to the process that is used to yield dashboard content—but to a deeper level of analysis. Look for information within a data point or data set that is suitable to be displayed in no more than three views of information hierarchy and that answers a critical business question.

- Start with the single most important point.

  An infolet displays aggregated information about a single data aspect or point of information in relation to an event that the user needs to know about or a task that the user needs to address.

  If a dashboard contains multiple aspects about one or more objects (for example, numeric totals and currency totals), start with the single most important point and add that as a simple overview (for example, as a total using a stylized numeric value) to the front view of an infolet. Then determine the content for the back view, if needed. Finally, determine the content for the expanded view, if needed.

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An infolet should have no more than three views. If there is only a single data point or only one tightly related, interdependent data set to display on an infolet, use only the front view.

Related Links

Designing Forms for Infolets

Designing Charts for Infolets

Designing Forms for Infolets

Use only simple forms with small data sets in infolets. Permissions that are set for forms are honored in infolets.

You can create forms that are specifically used in infolets:

- Forms used in infolets should have fewer cells than a traditional data entry form; for example, forms used in infolets should only have up to 12 cells.
- Forms used in infolets should have no more than 12 rows and columns. If a form has more than 12 rows and columns, the infolet will only display the first 12 rows and columns.
- Infolets currently don't support Page dimensions or POVs, therefore forms used in infolets should not contain Page dimensions.
- If a form that is used in infolets contains a grid with members that expand, the infolet will display all the members in the form, including the expanded members.

Designing Charts for Infolets

Use the title and subtitle in charts to show static context.

There are six types of charts that you can use in infolets:

- **Bar**—Displays a graphical summary of multiple data values for comparison purposes. Bar charts can be plotted vertically or horizontally. Up to eight bars are recommended for bar chart infolets.
- **Column**—Displays stacked bars that represent different data sets on top of each other. The height of the resulting bar shows the combined result of the data sets.
- **Pie**—A circular graph which is divided into slices to compare data sets to one another. Up to six slices are recommended for pie chart infolets.
- **Doughnut**—A circular graph which is divided into segments to compare data sets to one another. The blank center displays the sum of all data sets. Up to six segment values are recommended for doughnut chart infolets.
- **Line**—Use to visualize a trend in data over intervals of time.
- **Tile**—Lets you select specific values from a data set to display. No more than three values are recommended for tile chart infolets.

> **Note**
>
> Tile charts can only use the 1x1 size. You cannot resize an infolet using the tile chart until the chart type is changed. If you drag and drop a tile chart to an infolet that is greater than 1x1, you will be prompted to change either the size of the infolet or the chart type.

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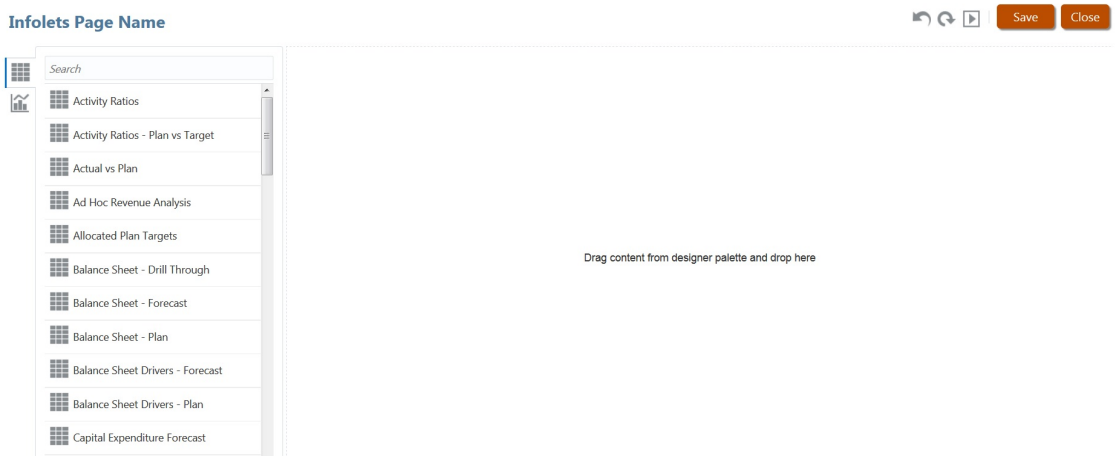
Using the Infolets Designer

Administrators use the Infolets Designer to create infolets and infolet pages. The Infolets Designer enables easy toggling between runtime and designer views.

To access the Infolets Designer:

1. From the Home page, click **Library**, and then select the **Infolets** tab.
2. Click **Create**, or select an infolets page in the listing.
3. Click **Actions**, and then click **Edit**. Clicking the infolet name in the listing launches the runtime version of the infolet page. You can toggle from runtime view to designer view by clicking 

Infolets Designer



Infolets Toolbar

On the upper right is the Infolets Toolbar.


—Resets the Infolets Designer to a previously saved state


—Refreshes the data from Essbase and updates the infolet definition from the database

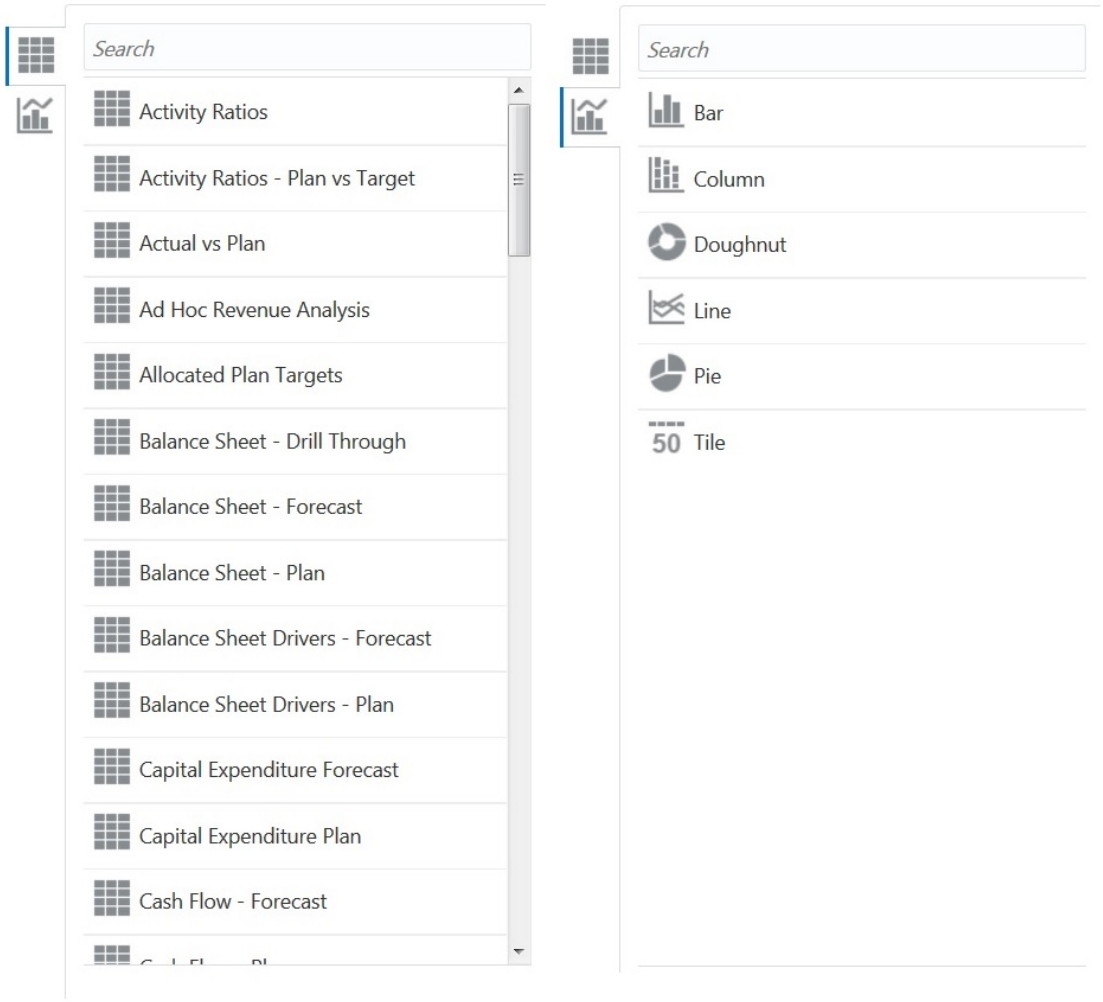

—Hides all Infolets Designer elements and displays the infolet as it would appear to users during runtime


—From runtime mode, displays the Infolets Designer

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Infolets Designer Palette

On the left is the Designer Palette. The Designer Palette has two tabs: Forms and Chart Types. Highlight objects in the Designer Palette and then drag and drop them onto the drop zone.



Designer Palette objects:

- Forms—Select simple forms to include in the infolet by scrolling through the forms or by searching for them by name. For details about forms, see Designing Forms for Infolets.

  > **Note**
  >
  > The access permissions set for forms are honored in infolets.

- Chart Types—Select the chart types to include in the infolet. Infolets display sample data in the charts until you associate the chart with a form as its data source. When you link a chart to a form, users can see the impact of changing data in the form on the associated charts. To associate a chart with a form, highlight a chart and drag and drop it onto the drop zone, hover over the upper right corner of the infolet, click the down arrow, click **Data**,

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and then click **Forms** to select the data source. For details about charts, see Designing Charts for Infolets.

Infolet Menu

To work with the infolet menu, hover over the upper right corner of the infolet, and then click the down arrow to display the menu options:

- **Layout**—Enables you to edit the infolet header and subtitle.

> **Note**
>
> The header you specify is the same for all views of an infolet, but you can specify a different subtitle for each view; for example, the front, back, and expanded views of an infolet can each have different subtitles, but they must have the same header.

- **Chart Type**—Displays the infolet data as the selected chart type
- **Size**—Displays the infolet in the selected size
- **Data**—Associates the infolet with a data source
- **Delete**—Removes the infolet from the page
- **Clear**—Clears infolet details

Creating Infolets

To create infolets:

1. From the Home page, click **Infolets**.
2. Click **Actions**, then **Create Infolets** (or if you're using the legacy interface, click **Create**).
3. Click **Untitled Infolets Page**, and enter a title for the new infolets page you are creating.
4. From the designer palette on the left, choose either the **Library** tab or the **Visualizations** tab, highlight an object, and then drag and drop it onto the infolets drop zone.

   Alternatively, you can click

   (Add Infolet) at the top of the page to add a new infolet to the workspace.
5. If the **Properties** panel isn't already displaying, click

   (Properties) at the top of the page to reveal it. Customize the highlighted infolet using selections made in the **Properties** panel.
6. Click **Save**.

You can easily duplicate and modify an infolet using the **Copy As** action on the Infolet list page. From the list page, click the Actions icon next to the infolet you want to copy, and then click **Copy As**.

Working with Infolets - Standardized Interface

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About the Infolets Interface

This topic provides details about working with the **Infolets** page in the default standardized interface. To learn more about the standardized interface, see About the Standardized Cloud EPM Platform Artifact Pages.

After you've created an infolets page, it is displayed in the list region on the **Infolets** page.

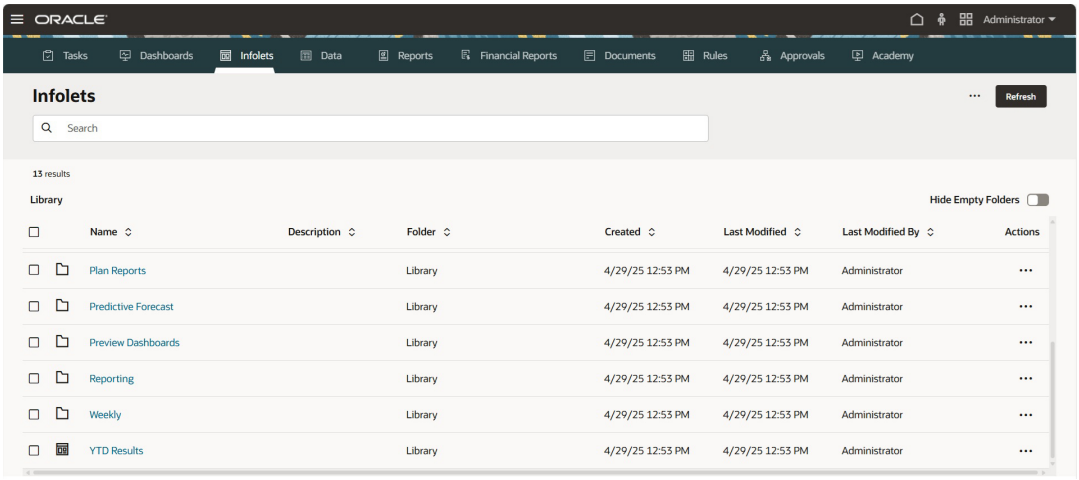
The **Infolets** page supports folders. Folders enable you to assign permissions to all infolets within a folder rather than assigning permissions to each individual infolet. The **Infolets** page uses the same folder hierarchy as dashboards and data entry forms and all artifacts and folders reside under a root folder called **Library**.

> **Note**
>
> Only administrators can add files (for example, dashboards, infolets, forms, reports, and so on) to the **Library** root folder.

Viewing the Infolets Page

To view the infolets page:

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



2. To open an infolet, click the infolet name.

   This opens the infolet in the *runtime* environment.

Features of the Standardized Infolets Page

On the standardized **Infolets** page:

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

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

- **Hide Empty Folders**: Hides folders that don't contain relevant artifacts for the current context. When the toggle is off, all folders are visible in the list region, including empty ones. When the toggle is on, only folders containing relevant artifacts for the **Infolets** artifact page are displayed.

  By default this option is off, and will reset to off each time you start a new session. The state of the toggle is retained by the page during the session and is page-specific. Navigating away from the **Infolets** page and returning preserves the toggle state until the tab is closed or the user logs out.
- To refresh the infolets list, click **Refresh**.
- The global Actions menu ••• (within the header region of the **Infolets** page) includes the following options:
  – **Create Infolets**: Creates a new infolet. See Creating Infolets.
  – **Create Folder**: Creates a new folder.

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

  – **Assign Permission**: Assigns access permissions to the selected infolets or folders. Folder permissions apply to all items within that folder, even to items that may not be visible in the list. You can assign permissions to multiple infolets or folders at one time. If no infolets or folders are selected, the global **Assign Permission** action assigns permissions to the Library folder.
  – **Move to**: If one or more infolets or folders is selected in the list region, this option moves the folder to another location in the folder hierarchy or moves an infolet to another folder.

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

- Each infolet line item also has an item-specific **Actions** menu which includes the following options:
  – **Open**: Opens the infolet in the *runtime* environment so you can view it. The infolet opens in a dynamic tab.

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- **Edit**: Opens the infolet in the Infolets Designer with the underlying form data.The infolet opens in a dynamic tab.
- **Delete**: Deletes a folder or an infolet. The folder must be empty to delete it.
- **Rename**: Renames a folder or an infolet. The folder cannot be renamed if it contains other folders.
- **Copy As**: Copies an infolet with a new name. The infolet is copied to the listing directly under the original infolet.
- **Move to**: Moves the folder to another location in the folder hierarchy or moves an infolet to another folder.

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

- **Copy URL**: Enables you to copy and share the direct URL for an infolet.
- **Default** or **Unmark**: **Default** marks an infolet page as default and makes it accessible directly from the Home page by clicking the second infolet dot that is displayed beneath the global header on the Home page. Only one infolet page can be marked as default, and a "(Default)" prefix displays before the name of that infolet in the listing. **Unmark** removes the default designation from the infolet page.
- **Assign Permission**: Assigns access permissions to the folder or infolet.

Customizing the Application Interface to Access Infolets

You can customize the application interface to add links to infolet pages using the Navigation Flow Designer. When you customize your application interface to access infolet pages, dots appear on the Home page beneath the global header. Each dot that is displayed on the Home page represents an infolet page, and hovering over each dot displays the name of the infolet page. Clicking an infolet dot launches the infolet page associated with that dot. You can define up to seven infolet dots on the Home page. If you've created connections to other Oracle Fusion Cloud Enterprise Performance Management subscriptions, you can also add links to infolet pages in other Cloud EPM subscriptions.



Users will only see dots displayed on the Home page for infolet pages to which they have access. The types of infolet dots displayed are as follows:

- Home dot—This dot always appears first and it links to the Home page. There can only be one home dot. If you are not viewing the Home page, clicking the home dot will bring you back to the Home page.
- User dot—Links to an infolet page marked by an end user as the default infolet page. There can only be one user dot and it always appears after the Home dot on the user's Home page. User dots cannot be added using the Navigation Flow Designer. For more

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information about marking an infolet as the default, see Working with Infolets - Standardized Interface.

- Customizable dot—Links to infolet pages created by administrators. Customizable dots can be integrated into navigation flows and their visibility and the order in which they appear is determined by the navigation flow designer. There can be up to seven customizable dots and they always appear after the home and user dots.

To add infolet dots to your application interface using the Navigation Flow Designer:

1. From the Home page, click **Tools**, and then click **Navigation Flows**.
2. Select an inactive navigation flow in the listing, and then click the **Infolets** tab on the Navigation Flow Designer.
3. Click **+** (Plus sign).
4. In **Manage Infolet**, name the infolet dot, set visibility, and then click  to select an infolet in the Artifact Library.

> **Note**
>
> You can select an infolet from another Cloud EPM subscription if you've created connections to other subscriptions. First select the subscription under **My Connections**, and then navigate to the infolet in that subscription.

5. Click **Save and Close**.

> **Note**
>
> Infolets can also be associated with a tab or a card in a navigation flow. While adding or updating a tab or a card, select an infolet in the Artifact Library.

To view design time changes to the navigation flow, activate the navigation flow, and then from the Home page, click the down arrow next to the user name (upper right corner of the screen) and click **Reload Navigation Flow**.

To learn more about designing navigation flows, see Designing Custom Navigation Flows.

To learn more about connecting Cloud EPM subscriptions, see Connecting Environments in Cloud EPM.

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12

Configuring IPM Insights

Use Intelligent Performance Management (IPM) to inform your planning decisions.

Related Topics

- About IPM
  Oracle Fusion Cloud EPM provides Intelligent Performance Management—IPM—integrated directly in your applications to inform your planning decisions with predictive capabilities and accelerate insight discovery with financial pattern recognition.
- Enabling AI for Insights in Tax Reporting
  Enable AI in Tax Reporting to empower users with data science optimized for multidimensional planning and forecasting use cases.
- About IPM Insights
  IPM Insights empowers finance, tax, and operational users with data science optimized for multidimensional tax, planning, and forecasting use cases.
- About Using Calendars and Events in IPM Insights
  When defining IPM insights, you can specify a calendar and events to associate with the insight definition.
- Configuring Calendars and Events
  You can define calendars and events to associate with insights to improve the accuracy of the insights.
- Configuring IPM Insights
  Configure IPM Insights in Tax Reporting to define the insights that planners see on the Insights dashboard.
- Running and Scheduling Insights
  After configuring insights, you can run them any time. You can also set up a job to run insights at a regular interval, for example, when you have a new set of actuals.
- Managing Insight Definitions and Generated Insights
  You can edit, delete, or duplicate existing insight definitions. Administrators can delete insights that have been generated.
- Managing Tags
  You can collaborate with your colleagues more effectively and leverage the power of automated analysis with IPM Insights using tags.

About IPM

Oracle Fusion Cloud EPM provides Intelligent Performance Management—IPM—integrated directly in your applications to inform your planning decisions with predictive capabilities and accelerate insight discovery with financial pattern recognition.

Learn more about the Cloud EPM IPM offerings:

- **IPM Insights** reduces time spent in data analysis with financial pattern recognition that offers insights to planners, which they can evaluate and take action on. See About IPM Insights.

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Supported for Enterprise Profitability and Cost Management, Financial Consolidation and Close, FreeForm, Planning, and Tax Reporting.

- **Task Manager Integrations** enable you to automate tasks across Cloud services and on premises applications. See Managing Task Manager Integrations.
  Supported for Enterprise Profitability and Cost Management, Financial Consolidation and Close, Planning, and Tax Reporting.

Enabling AI for Insights in Tax Reporting

Enable AI in Tax Reporting to empower users with data science optimized for multidimensional planning and forecasting use cases.

To enable AI in Tax Reporting:

1. From the Home Page, click **Application**, and then click **Settings**.
2. In the **Enable AI** section, select **Generative AI** to enable the ability to automatically generate narrative summaries for a single insight or group of insights.
   Insight summaries use GenAI. Output from GenAI may not always be factual, accurate, or appropriate. You are responsible for reviewing and using GenAI output at your discretion.

> **Note**
>
> The **Enable AI** option is available only for EPM Enterprise subscriptions and when Hybrid mode is enabled. For more information, see Considerations for IPM Insights.

About IPM Insights

IPM Insights empowers finance, tax, and operational users with data science optimized for multidimensional tax, planning, and forecasting use cases.

IPM Insights analyzes data, helping you find patterns and insights into data that you might not have found on your own. Insights can be trends, anomalies, forecast bias, or variations. With IPM Insights, the insight discovery phase of the planning process is automated with data science and financial pattern recognition, enhancing your forecast effectiveness. Using IPM Insights, you can analyze and explore data across any account. IPM Insights automates processing large amounts of multidimensional data, so that as new actuals come into the system, you quickly detect patterns in your data or hidden correlations, streamlining reporting, improving your forecasting, and strengthening your decision making. You spend less time in analysis, saving time in the overall planning process.

IPM Insights offers these benefits:

- Reduces time spent in data analysis
- Minimizes hidden biases
- Improves forecast accuracy and reliability, enhancing forecast effectiveness with informed decision-making
- Encourages collaboration with your colleagues
- Helps you detect trends early to enhance strategic decision-making

IPM Insights provides these types of insights, using historical data:

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- **Forecast variance and bias insights** reveal hidden bias in forecasts submitted by planners by analyzing historical data. This type of insight measures the variance or bias between two historical scenarios such as Forecasts and Actuals, and calculates the percentage of risk associated with the current forecast.
  Forecast variance indicates the level accuracy of the forecasts submitted by planners. Forecast bias indicates the tendency of the direction of forecast error. For example, a tendency to forecast in excess of the actuals is called the over-forecasting bias; a tendency to forecast below the actuals is called the under-forecasting bias.

  IPM Insights triggers an insight when either the variance or risk crosses the specified threshold.

- **Anomaly insights** detect unusual patterns in historical data that deviate from expected results. This type of insight detects outlier values that vary widely from other values, for example, a sudden volatility in actuals compared to the base level, or missing actuals data. For example, Tax Departments file returns annually. Anomaly Insights can be generated for Return to Accrual (RTA) differences vs provision.
  Anomalies can result from key business actions or they could contain valuable information about a hidden trend.

  Anomalies in historical data can also result from events that historically led to spikes or declines in the data. You can choose to take these spikes or declines into consideration during insight generation.

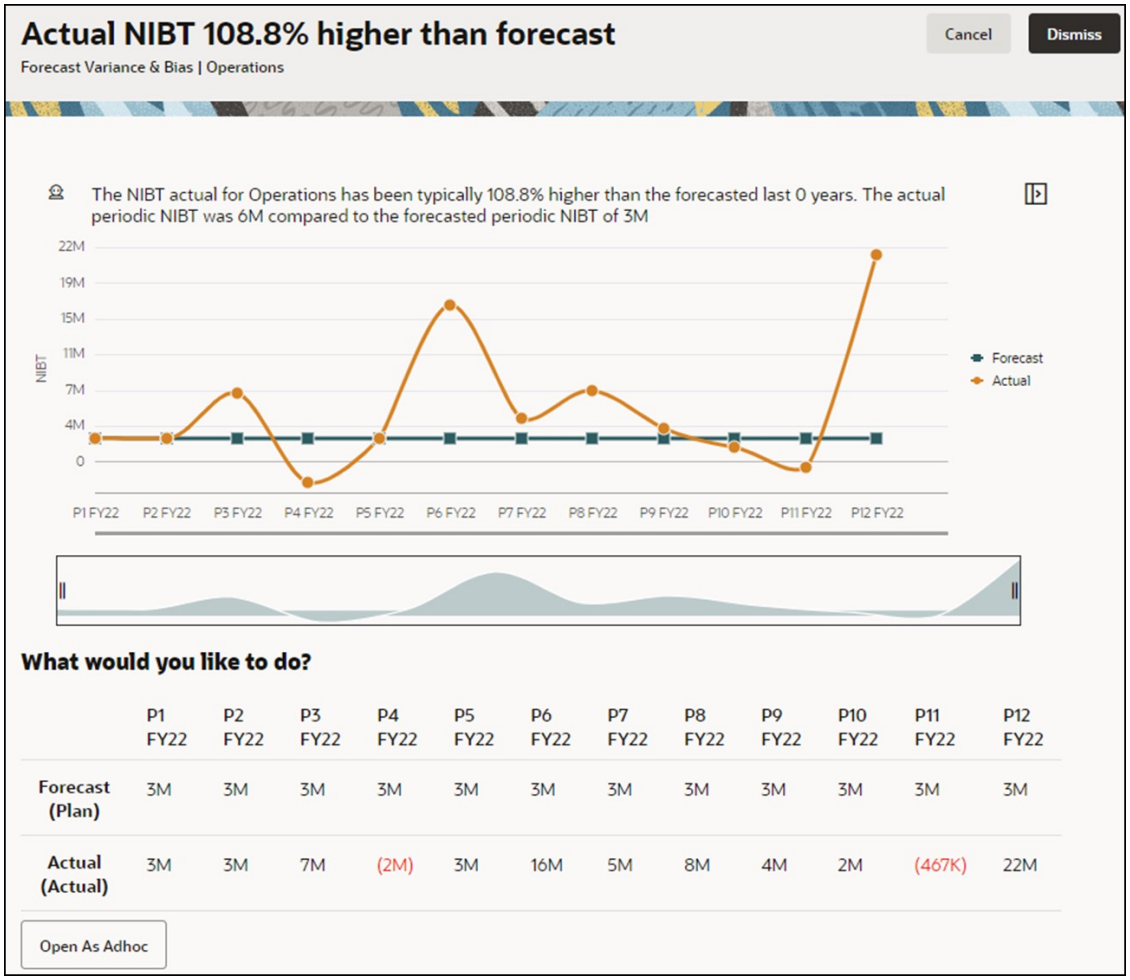
  IPM Insights triggers an insight when an outlier measure crosses the specified threshold.

To get started with IPM Insights, administrators configure insights and then run them, and can schedule them to run on a regular basis.

Planners can then review and analyze insights in a dashboard, and take appropriate action to improve the forecast.

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Figure 12-1 Forecast Variance and Bias Insight



Videos

Your Goal	Watch This
This overview introduces you to Insights. Insights empowers finance and operational users with data science optimized for multidimensional planning and forecasting use cases. Insights analyzes past data and predicted data, helping you find patterns and insights into data that you might not have found on your own. You can evaluate those insights and take action on them.	Overview: Insights in Cloud EPM

Considerations for IPM Insights

The following are some of the considerations for IPM Insights .

Considerations:

- IPM Insights requires an EPM Enterprise Subscription.
- IPM Insights works with these business processes:

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  - Planning. IPM Insights works with these Planning application types:
    - Custom
    - Modules
    - FreeForm
    - Sales Planning
    - Strategic Workforce Planning
    - Cash Forecasting
  - FreeForm.
  - Oracle Sales Planning Cloud and Oracle Strategic Workforce Planning Cloud.
  - Enterprise Profitability and Cost Management.
  - Tax Reporting.
  - Financial Consolidation and Close.
- IPM Insights works only with applications with Hybrid mode enabled.
- IPM Insights honors both member level security and cell level security, so planners see insights only for slices of data to which they have access. However, note that insights are not generated for a user when cell level security is defined on Year/Period dimensions.
- If you add dimensions to the application after the job is created, you must reconfigure the IPM job to include the additional dimensions.
- Note the following considerations for the Insights Generative AI summary feature:
  - Insight summaries use GenAI. Output from GenAI may not always be factual, accurate, or appropriate. You are responsible for reviewing and using GenAI output at your discretion.
  - The Insights Generative AI summary feature requires an EPM Enterprise Cloud service subscription.
  - Narratives are generated in English only.
  - Summaries are available for all insight types.
  - Administrators need to re-run existing insights for users to be able to see the AI summary.
  - The GenAI feature is available only for OCI environments, and it is not yet available in all OCI regions. To view the regions where it is available, refer to Availability of Generative AI in the *Operations Guide*.

IPM Insights Support Matrix

Review the table for a summary of the supported SKUs, business processes, and application types for IPM Insights.

Table 12-1 IPM Insights Support

SKU	Business Process	Application Type	Supported?	Comments
EPM Enterprise Subscription	Planning	Modules	Supported	Hybrid Essbase must be enabled.
	Planning	Custom	Supported	Hybrid Essbase must be enabled.

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Table 12-1 (Cont.) IPM Insights Support

SKU	Business Process	Application Type	Supported?	Comments
	Planning	Freeform	Supported	Hybrid Essbase must be enabled.
	Planning	Sales Planning	Supported	Hybrid Essbase must be enabled.
	Planning	Strategic Workforce Planning	Supported	Hybrid Essbase must be enabled.
	Planning	Predictive Cash Forecasting	Supported	Hybrid Essbase must be enabled.
	FreeForm		Supported	Hybrid Essbase must be enabled.
	Enterprise Profitability and Cost Management		Supported	
	Tax Reporting		Supported	Hybrid Essbase must be enabled.
	Financial Consolidation and Close		Supported	Hybrid Essbase must be enabled.
	Other business processes		Not supported	
Legacy SKU	Planning	Enterprise Planning and Budgeting Cloud	Not supported	
	Planning	Planning and Budgeting Cloud	Not supported	
	Other business processes		Not supported	
EPM Standard Subscription	Planning	Standard Module	Not supported	
	Other business processes		Not supported	
Sales Planning	Planning	Sales Planning	Supported	Hybrid Essbase must be enabled
Strategic Workforce Planning	Planning	SWP	Supported	Hybrid Essbase must be enabled

About Using Calendars and Events in IPM Insights

When defining IPM insights, you can specify a calendar and events to associate with the insight definition.

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Events are typically one-off or recurring events that historically led to spikes or declines in the data. You can choose to take these spikes or declines into consideration during insight analysis, so that historical spikes or declines are also reflected in future analyses. For example, a North American calendar might include an event for Christmas, or an APAC calendar might include an event for Diwali, when sales would typically spike. By including the historical data spikes in the analysis, you see the spikes in the insight data, so you can plan ahead for volume or to make use of the opportunity.

Without events, spikes or falls in data are normalized and distributed over the analysis period, potentially leading to less accurate analyses. Using events helps you plan ahead for the events and take advantage of opportunities by allowing you to see anticipated spikes and falls in the insight data for specific events. Using events with IPM Insights simplifies analysis and significantly improves the insight accuracy for complex and volume based industry verticals such as air travel, public transportation, retail, E-commerce, brick and mortar stores, FMCG, and automobiles.

Alternatively, you can choose to skip the historical data spikes or falls, so that the data for the event is completely excluded from the analysis.

To associate calendars and events with insight definitions, configure calendars and events first. See Configuring Calendars and Events.

To use calendars and events with IPM Insights:

1. Define calendars.
2. Define events.
3. When configuring an IPM Insights job, associate a calendar with the insight. Then, select whether to include events in the analysis.

For details on these procedures, see Configuring Calendars and Events and Configuring IPM Insights.

Notes about calendars and events:

- Defining events and calendars is optional.
- Events are available only on the web, not in Oracle Smart View for Office.
- You can use calendars with each insight type. Events are an option for the Anomaly insight job type.

Configuring Calendars and Events

You can define calendars and events to associate with insights to improve the accuracy of the insights.

To use calendars and events with IPM Insights:

1. Define calendars. From the Home page, click **IPM**, then click **Configure**, and then click the **Calendar** tab. See Defining Calendars.
2. Define events. From the Home page, click **IPM**, then click **Configure** and then click the **Events** tab. See Defining Events.
3. When configuring an IPM Insights job, associate a calendar with the insight. Events are an option for the Anomaly insight job type. See Configuring IPM Insights.

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Defining Calendars

A calendar defines the scope and range of the time series for selected cubes. For example, you can create a daily calendar, a weekly calendar, and an alternate calendar. You might want to create a calendar for a specific entity, because not all events are applicable to all entities. For example, Diwali applies to APAC and Thanksgiving applies to North America, so you can create an APAC calendar with its own events and a North America calendar with its own events.

You can use calendars on their own to quickly set up the time frame for insight definitions, or use calendars with events.

To define calendars:

1. On the **Calendar** tab, click **Add Calendar**.
2. Enter a name and description for the calendar.
3. From the **Cube** column, select the cubes the calendar applies to.
4. From the **Time** column, specify the time definition for the calendar by selecting the year and period for the start of the calendar. You can select specific members or use substitution variables.

   Time includes the entire range of historical and future periods required for the predictions.
5. From the **Current** column, specify the start of the prediction period. The previous period is the end of historical data. You can select substitution variables so the prediction picks up the period and year based on substitution variable setup. This ensures that you don't have to change the calendar every month.
6. Enter the **Number of Historical Periods** and **Number of Future Periods**.
   The number of historical periods and the number of future periods you enter must result in member selections that are within the range defined for calendar. For example, if the calendar range is defined as FY20 to FY25, Lev0Descendants(YearTotal), and the current period is defined as Jan->FY24, then the maximum number of historical periods you can enter is 48 periods (4 years). Any number higher than 48 results in an error. Similarly, the maximum number of future periods you can enter is 24 periods (2 years). Any number higher than 24 results in an error, because Jan FY26 or higher is not part of the calendar range.

Figure 12-2 Yearly Calendar for Historical Date Range from P1, FY22 to P12, FY22



7. Click **Save** .

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Editing Calendars

To edit a calendar, from the **Calendar** list, double-click the row with the calendar you want to edit to make the options editable. Make any required changes, and then click **Save** ✓. To discard your changes, click **Cancel** ✕.

For example, you can change the **Number of Historical Periods** and **Number of Future Periods**.

Alternatively, click the Actions menu next to a calendar, and then select **Edit** or **Delete**.

To delete a calendar, from the **Calendar** list, click **Actions** ••• next to the calendar you want to delete, and then click **Delete Calendar**.

Defining Events

Events are associated with calendars.

To define events:

1. On the **Events** tab, click **Add Event**.
2. Enter a name and description for the event.
3. From the **Type** column, select the type of event:
   - **One-off**: An event you don't expect to be repeated, but you want to include it in your data.
   - **Repeat**: An event that is regularly repeated, where increases or decreases will also be repeated. For example, holidays such as Diwali or Thanksgiving are repeating events.
   - **Skip**: Similar to a one-off event, it's an event you don't expect to be repeated, however, you don't want to include it in your data. Data for Skip events is removed from the series.

   > **Note**
   >
   > If you define a Skip event that is shorter than your seasonality, it can affect the accuracy of the historical data. For example, you might define an event for Covid that is three months long, but your season is twelve months, so you have only nine months of data. You lose seasonality because the data is skewed. In these cases, it might be more effective to skip the entire season.
4. From the **Calendar** column, select the calendar that the event applies to.
5. From the **Starts on** column, specify the start date for the event.
6. From the **Duration** column, enter the event duration (the number of periods the event is valid). For example, in a daily calendar, if duration is 4, the event occurred for 4 days continuously from the start of the event. In a weekly calendar, if duration is 1, the event occurred for a week.
7. For regularly repeating events, from the **Interval** column, enter the interval for the repeat. For regularly repeating events, the interval should be a number that indicates after how many days, weeks, or months the event repeats. For example, in a weekly calendar, Christmas repeats after 52 weeks.
   You don't need to specify an interval for one-off or skip events.

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8. For custom repeating events, from the **Occurrences** column, click + and enter specific details about when the event occurs. For example, US Thanksgiving occurs annually, but on a different date each year.
9. Click **Save** ✓.

Events are automatically set in **Active** status (indicated by the check mark in the **Active** column). You can clear the check box to make an event inactive. Only active events are taken into consideration during predictions.

To edit an event, from the **Events** list, double-click the row with the event you want to edit to make the options editable. Make any required changes, and then click **Save** ✓. To discard your changes, click **Cancel** ✕.

To delete an event, from the **Events** list, click **Actions** ••• next to the event you want to delete, and then click **Delete Event**.

Importing and Exporting Events

You can export events to a .csv that you download, and then add or modify events. You can then import the events from the csv file. This process is a fast way to add many events, and can be valuable for auditing and troubleshooting event definitions.

To export events, on the **Events** tab of IPM Configure, from the **Actions** menu, select **Export Events**.

To import events, on the **Events** tab of IPM Configure, from the **Actions** menu, select **Import Events**, select the file and then click **Import**. You can then review the **Import Events** job. From the Home page, click **Application**, then click **Jobs** and then click the **Import Events** job that was run.

If you import an event with the same name as an existing event, the existing event is overwritten.

Configuring IPM Insights

Configure IPM Insights in Tax Reporting to define the insights that planners see on the Insights dashboard.

You configure IPM Insights by selecting the type of analysis to perform, specifying the slice definitions for analysis, configuring the analysis, and then defining the settings for the insights displayed on the Insights dashboard. You can define insights for as many data intersections as you need. Planners see insights only for slices of data to which they have access.

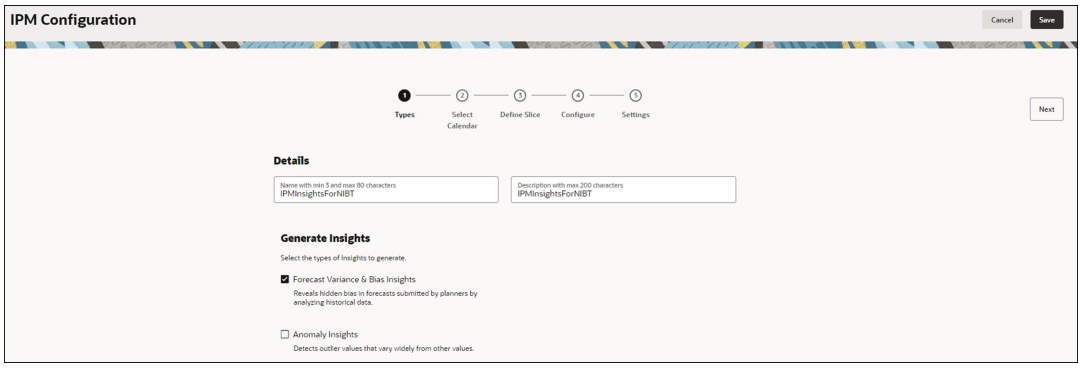
To associate calendars and events with insight definitions, configure calendars and events first. See Configuring Calendars and Events.

To configure IPM Insights:

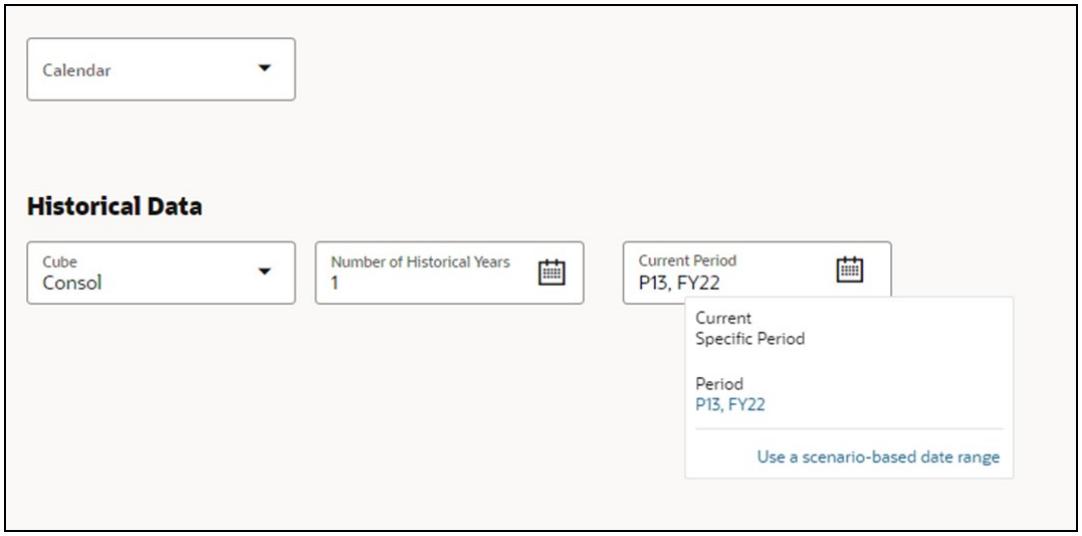
1. From the Home page, click **IPM** and then click **Configure**.
2. Click **Create**.
3. In IPM Configurator, on the **Types** page, enter a name and description.
4. Select the types of insights to generate, and then click **Next**. You can select as many as you need.

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- **Forecast Bias Insights**. Reveals hidden bias in forecasts submitted by planners by analyzing historical data. Measures the variance or bias between two historical scenarios such as Forecasts and Actuals.
- **Anomaly Insights**. Detects outlier values that vary widely from other values.

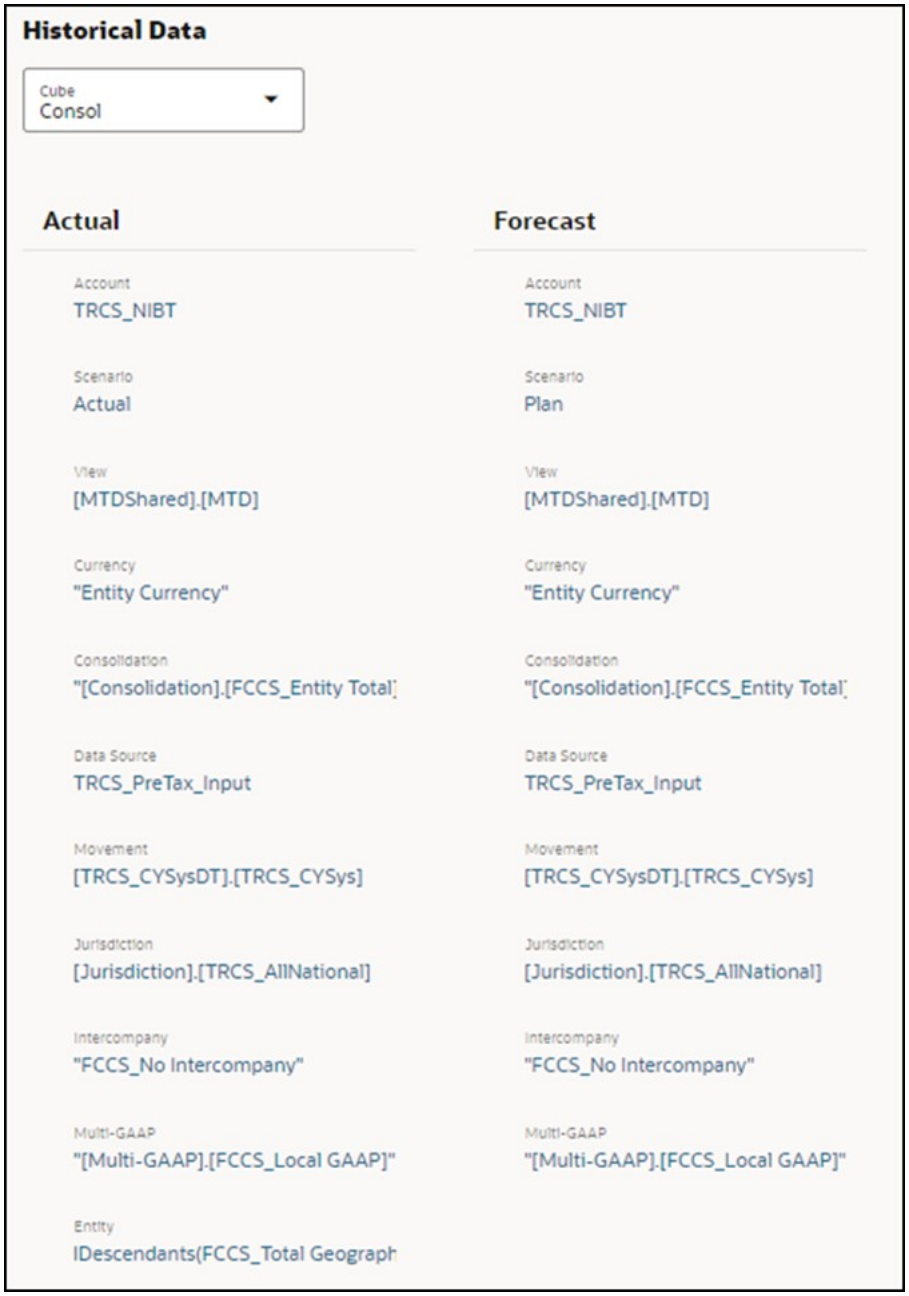


5. On the **Select Calendar** page, select a calendar to use, and then click **Next**. When you select a calendar, the **Historical Data** section is populated with details from the selected calendar.
   If you don't select a calendar, you can select these options yourself.



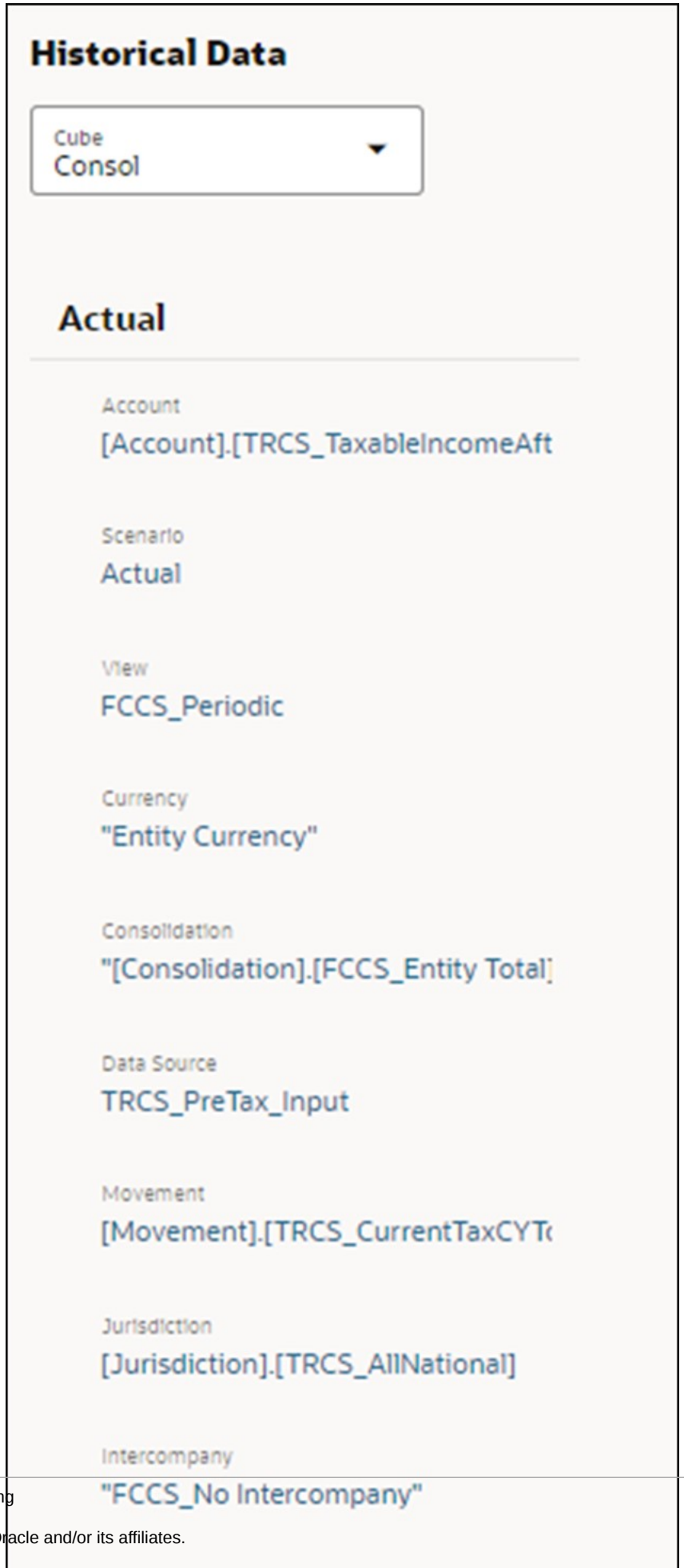
6. On the **Define Slice** page, define the slice of data to analyze for historical data (Actual and Forecast) , and then click **Next**.
   For example, forecast and variance insight for NIBT account automated value for all the descendants of the Total Geography entity:

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For example, anomaly insight for taxable income preTax value between P12 and RTA period:

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For considerations on using dynamic calc parent members in the slice definition, see Using Dynamic Calc Members in Insights.

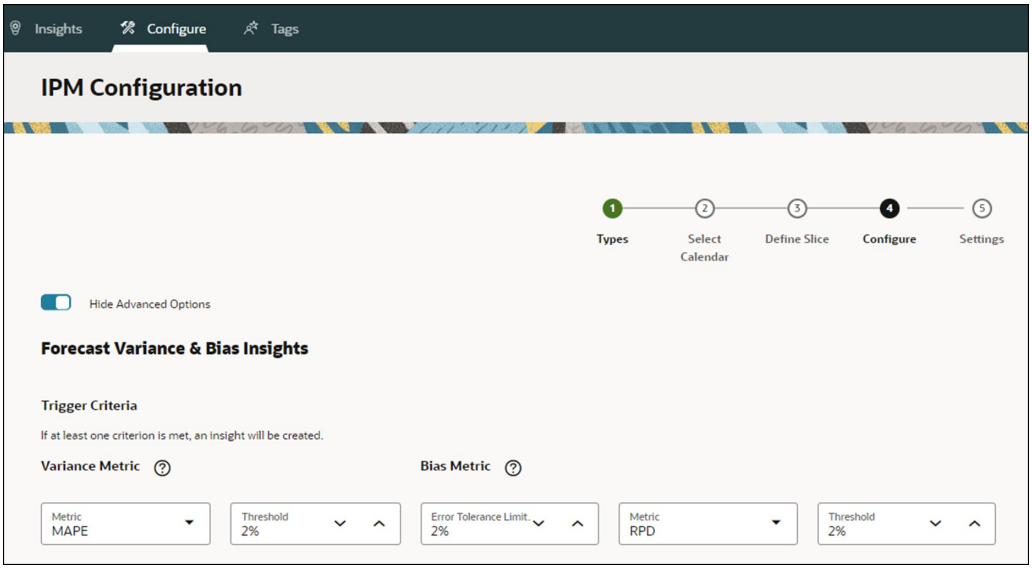
Note:

7. On the **Configure** page, configure the insights by defining the error tolerance and thresholds for insights, and then click **Next**. IPM Configurator selects default metrics for analysis.

   - **Forecast Variance & Bias Insights**: Select an error tolerance percentage, which defines the percentage variance between historical forecasts submitted by planners and actuals that lies within acceptable range. If the percentage variation crosses the error tolerance limit, it is considered for bias calculation.
     For example, if you enter .05, any difference of 5% or above between historical forecasts and historical actuals is considered a significant variance (and considered either under-forecasting or over-forecasting) and triggers an insight.

     You can select or modify the metric and threshold for deviation on the **Advanced Options** page. See Configuring Additional Insight Settings.

     An insight is generated when either deviation or bias crosses the specified threshold.



   - **Anomaly Insights**: Select whether to include events in the insights calculation. Select a threshold, which defines the acceptable threshold for Z-score value (the standard deviation from the mean of the values). Anything that is too far from zero (the threshold is usually a Z-score of 3 or -3) should be considered an outlier.

     An insight is generated when the specified outlier detection metric crosses the specified threshold.

     For example, if you enter 3, anything that is three standard deviations or higher from the mean would be considered an outlier, and would trigger an insight.

   If you want to configure additional options, such as selecting the metrics to use, click **Show Advanced Options**. See Configuring Additional Insight Settings.

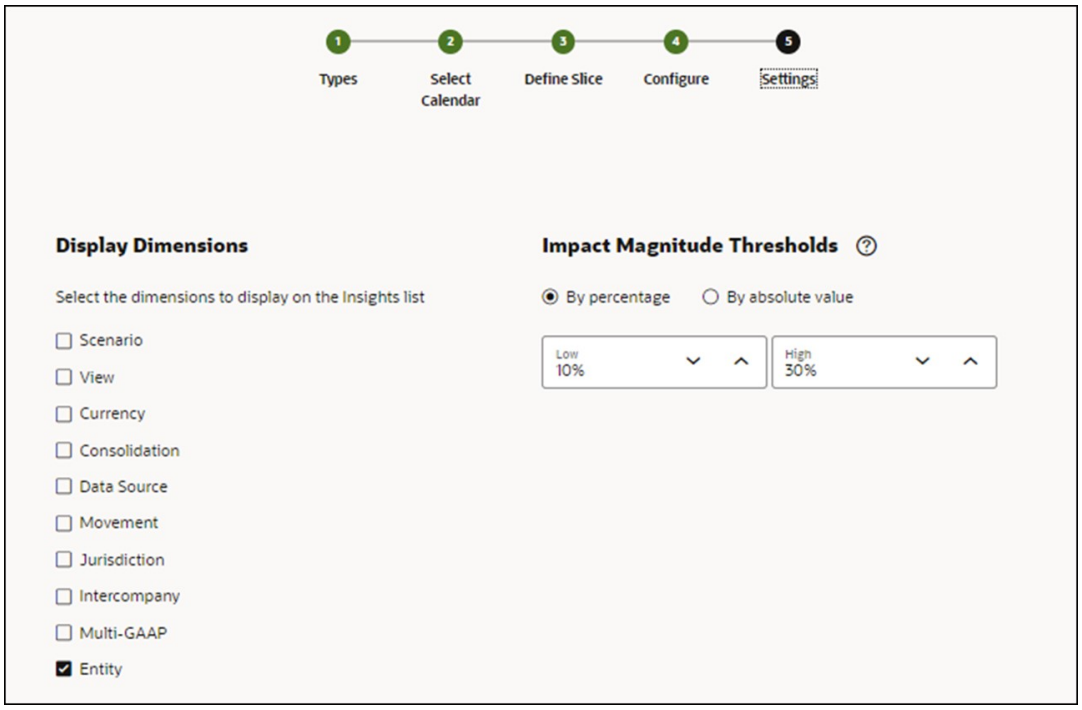
8. On the **Settings** page, configure the settings that define how to display the insights to planners, and then click **Save**.

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- **Display Dimensions**: Select the dimensions that planners will use to navigate and analyze the insights. The dimensions you select will display on the Insights dashboard.
- **Impact Magnitude Thresholds**: When insights are displayed on the Insights dashboard, this setting categorizes insights into High, Medium, and Low groups based on the percentage or absolute value impact calculated for each insight. This helps planners focus attention on the insights that have more extreme variations.
  - Anything less than the low value is in the Low category.
  - Anything higher than the high value is in the High category.
  - Anything between the low and high value is in the Medium category.

  For example, if you specify 30% as the Low threshold and 60% as the High threshold, any insight with a percentage impact less than 30% is in the Low category; any insight with a percentage impact greater than 60% is in the High category. Any insight with a percentage impact between 30% and 60% is in the Medium category.

  When entering an absolute value for impact magnitude thresholds, the currency defined in the slice definition applies to the absolute value. If you have multiple currencies defined, you can't apply an absolute value magnitude threshold; the option is not available.



9. Now you're ready to run the insights you configured. See Running and Scheduling Insights.

Insight definitions are saved as global artifacts (in the Auto Predict folder under Global Artifacts) and are backed up with the maintenance snapshot.

About Using Events with Insights

Note the following about using events:

Using events can impact the anomaly insights that are generated. For example, if you create a one-off or repeating event for a specific date where sales spike, and you generate an analysis,

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anomalies in data for that date are not reported as anomaly insights. Instead, the insight includes the sales spike for that date. If you generate an analysis without events, an anomaly insight is reported for that date.

Videos

Your Goal	Watch This Video
Learn how to configure insights to automate data analysis. Administrators configure insights to define the insights that planners see on the Insights page. You select the type of analysis to perform, specify the slice definitions for analysis, configure the analysis, and then define the settings for the insights displayed on the Insights page. You can run the insight or schedule it to run on a regular basis.	 Oracle Fusion Cloud EPM - Configuring Insights

Tutorials

Tutorials provide instructions with sequenced videos and documentation to help you learn a topic.

Your Goal	Learn How
Learn how to configure IPM Insights by selecting the type of analysis to perform, specifying the slice definitions for analysis, configuring the analysis, and then defining the settings for the insights displayed on the Insights dashboard. You can define insights for as many data intersections as you need. Planners see insights only for slices of data to which they have access.	 Configuring Insights

Using Dynamic Calc Members in Insights

You can generate insights for **Dynamic Calc** parent and leaf members.

This feature allows you to view insights at the parent level or any level in the hierarchy.

- Rather than having to sort through too many leaf level-insights, you can focus your analysis on parent-level or any level insights.
- Generating insights at the parent level improves accuracy, especially when data is missing or not accurate in lower levels of the hierarchy.

Generating Insights for Dynamic Calc Members

To generate insights for **Dynamic Calc** members for Forecast Variance & Bias and Anomaly insights, simply include the **Dynamic Calc** members in the insight slice definition.

> **Note**
>
> - This feature is supported only for **Dynamic Calc** members; it is not supported for **Dynamic Calc and Store** members.
> - **Dynamic Calc** parent level values can't be stored or exported.

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Videos

Your Goal	Watch This Video
Learn how you can generate dynamic parent-level or any level predictions and insights to provide more accurate data analysis when subcategory data may be missing or inconsistent. Generate predictions and insights at a higher, aggregated level – whether it's a parent, a department, or any level in your hierarchy, to improve planning and forecasting accuracy.	 Generating Dynamic Predictions and Insights in Cloud EPM

> **Note**
>
> The prediction-related content in this video applies only to FreeForm and Planning.

Tutorials

Your Goal	Learn How
This tutorial shows you how to generate dynamic predictions and insights in Oracle Fusion Cloud Enterprise Performance Management.	 Generating Dynamic Predictions and Insights in Cloud EPM

Configuring Additional Insight Settings

On the IPM Configurator **Configure** page, click **Show Advanced Options** to define the metrics and trigger criteria for insights.

- For **Forecast Variance & Bias Insights**:
  - **Deviation Metric**
    - **Metric**: Select the metric to use for analysis for the variations between the historical actuals and the historical forecasts submitted by planners.
    - **Threshold**: Select the deviation percentage at which to trigger an insight. For example, if you specify 15 as the threshold, any time the deviation between historical actuals and the historical forecasts submitted by planners is 15% or greater, an insight is generated.
  - **Bias Metric**
    - **Error Tolerance Limit**: Specify a percentage for the error tolerance limit. For example, if you enter 5%, any difference of 5% or greater between historical forecasts and historical actuals is considered a significant variance.
    - **Bias Metric**: Specify the metric to use to measure forecast bias.
    - **Bias Threshold**: Select the deviation percentage at which to trigger an insight.
- For **Anomaly Insights**:
  - **Method**: Select the anomaly detection metric to use for analysis.
  - **Threshold**: Select the threshold at which to trigger an insight.

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Running and Scheduling Insights

After configuring insights, you can run them any time. You can also set up a job to run insights at a regular interval, for example, when you have a new set of actuals.

When you run an insight, IPM Insights analyzes the data at each available intersection and looks for patterns and anomalies.

To run insights:

1. From the Home page click **IPM** and then click **Configure**.
2. From the **Actions** menu next to the insight you want to run, click **Run**.
3. To review the insight jobs, from the Home page, click **Application**, then click **Jobs**, and then select the insight. You can see the job status and the associated subjobs for each type of insight.

IPM Insights has its own job type, called **Insights**.

The **Insights** job indicates details about insight generation:

- How many insights were generated for each insight type.
- How many new insights were generated since the last job.
- How many insights were excluded because they were dismissed. (Any insights that have been dismissed are not regenerated.)

Insights are available on the Insights dashboard for two years, after which they are purged the next time you run an IPM Insights job.

Tutorials

Tutorials provide instructions with sequenced videos and documentation to help you learn a topic.

Your Goal	Learn How
Learn how to run and schedule Insights in Oracle Fusion Cloud EPM	 Running and Scheduling Insights

Managing Insight Definitions and Generated Insights

You can edit, delete, or duplicate existing insight definitions. Administrators can delete insights that have been generated.

To edit, delete, or duplicate an insight definition:

1. From the Home page, click **IPM** and then click **Configure**.
2. From the **Actions** menu next to an insight, click **Edit**, **Duplicate**, or **Delete**.

Administrators can delete insights that have been generated. To delete an insight, on the Insights dashboard, from the **Actions** menu for the insight you want to delete, click **Delete Insight**.

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Managing Tags

You can collaborate with your colleagues more effectively and leverage the power of automated analysis with IPM Insights using tags.

You can add tags in the **Comments** box for an insight:

- Use # to tag insights with a custom label. For example, you can tag a set of insights for team review by adding #TeamReview.
- Use @ to tag a user or group.

> **Note**
>
> A tag is automatically added to **Comments** when you dismiss an insight, including the dismissal reason, for example **#lowpriority** or **#duplicateInsight**, along with the associated remark.

Then, filter your Insights dashboard to see tagged insights.

As an administrator, you can manage tags by adding more tags or deleting tags that are no longer needed.

To manage tags:

1. From the Home page, click **IPM** and then click **Tags**.
2. To add a new tag, click **Add Tag** and then enter a tag name.
3. To delete a tag, click the **Actions** menu next to a tag and then click **Delete**.

Videos

Your Goal	Watch This
Learn about tagging insights to help your team collaborate and practice management by exception by bringing attention to insights that require attention.	 Collaborating on Insights with Tags in EPM Planning

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13

Designing Dashboards

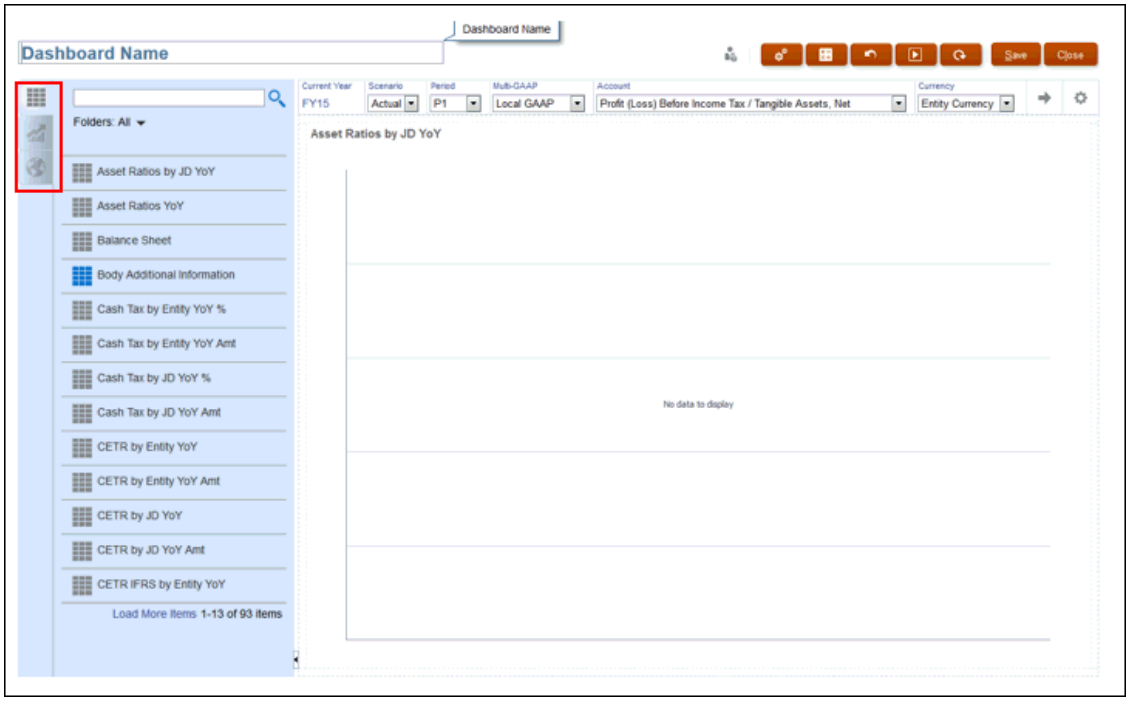
Related Topics

- The Power of Dashboards
- Concepts in Designing Dashboards
- Designing Dashboards Procedure
- About Your Dashboard Layout
- About the Gauge Chart Type
- About the Tile Chart Type
- Customizing Dashboard Colors
- Setting Line Width in Line and Combination Charts
- About Global and Local POVs
- Dashboard POVs and Valid Intersections
- Viewing Dashboards - Standardized Interface
- Converting Dashboard 1.0 Dashboards to 2.0
- Creating and Managing Dashboards 2.0

The Power of Dashboards

Dashboards typically provide an overview by showing summary data. The versatility of dashboards enables you to chart, evaluate, highlight, comment on, and even change key business data. For example, you can change a driver such as Volume in a form that is in a dashboard and immediately see its impact in other forms and charts:

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You create dashboards by simply dragging and dropping a variety of objects from the design pallet to the dashboard canvas.

With dashboards, you can:

- Include up to six forms that dynamically update, including their associated charts, as you change data in the form.
- Include up to nine charts or tiles. Tiles display a specific value from the cube. To provide the value for each tile, you can specify a form or a cell intersection as a data source.
- Switch between using the design pallet and runtime mode, so you can see exactly what the dashboard user will see.
- Depict data interactively with a wide variety of chart types such as area, bar, bubble, column, combination bar and line, doughnut, funnel, gauge, scatter, radar, and so on.
- Add links to dynamically display external Web pages.
- Finely control the dashboard's layout. For example, two forms can consume the top half of a dashboard and three charts can each consume 33% of the bottom half.
- Depending on the form design, enable users to drill down into underlying detail and select which members to work with.
- Include user variables in the global POV bar and the local POV.
- Include explanations of data called *Commentary* in the dashboard.
- In certain charts:
  - Customize the colors and line width.
  - Show gridlines. (The default is to hide gridlines.)

When users use a dashboard (referred to as *runtime*), they can set many aspects of the object, such as the type of chart displayed, the dashboard's title, and so on. A toolbar is available for each object type. Dashboard users can change and save data, run rules, and so on. However, changes made in runtime to the chart type options aren't saved for the next session. Clicking **Save** in runtime saves the data, but not the dashboard definition.

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Administrators create, redesign, delete, and assign permissions to dashboards.

Related Topics:

- Concepts in Designing Dashboards
- Designing Dashboards Procedure
- About Your Dashboard Layout
- About the Gauge Chart Type
- About the Tile Chart Type
- Customizing Dashboard Colors
- Setting Line Width in Line and Combination Charts
- About Global and Local POVs
- Dashboard POVs and Valid Intersections

Concepts in Designing Dashboards

Helpful information as you design dashboards:

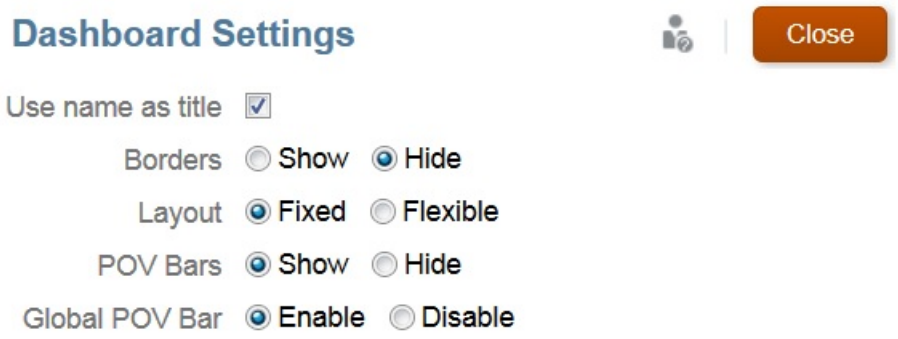
- On the left is the design palette. Simply drag and drop objects from the palette to the canvas.

> **Tip**
>
> Drag an object to a border line. The drag icon changes to a plus sign when you can drop the object in an allowed space. See About Your Dashboard Layout.

- On the top right are settings for the entire dashboard:



- Use **Settings**  to set these aspects of the dashboard:



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> **Note**
>
> When a new dashboard is created, the borders are hidden by default. To show borders in newly created dashboards, you must change the borders setting to **Show**.

> **Note**
>
> Only administrators can add files (for example, dashboards, infolets, forms, reports, and so on) to the **Library** root folder.

For more information about POVs, see About Global and Local POVs.

- At the top right of each object is a toolbar for that object that displays when you hover over it: 
- As you create a dashboard, click **Runtime**  so that you can immediately see how the dashboard looks and works to a dashboard user. To return to designer mode to continue designing the dashboard, click **Designer**.

Designing Dashboards Procedure

To design a dashboard:

1. From the Home page, click Library, then the **Dashboard**tab, and then click **Create**.
2. Enter a **Dashboard Name**.
   - To change the default dashboard name, click its name, and enter a new name in the input box.
   - To give the dashboard a title with custom formatting, click **Settings**, clear **Use name as title**, and then enter the title and set formatting the dialog box.
3. From the design palette on the left, drag and drop objects onto the dashboard canvas. Select from the following objects:

Table 13-1 Dashboard Tabs

Tab	Description
Forms	Select simple forms to include in the dashboard by navigating the forms folders or by searching for them by name. **Note** The access permissions set for forms are honored in dashboards.

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Table 13-1 (Cont.) Dashboard Tabs

Tab	Description
Chart Types	Select the chart types to include in the dashboard. When first added, a selected chart has sample data. You then associate it with a form as its data source. When you link a chart to a form, users can immediately see the impact of changing data in the form on the associated charts. The Combination chart type alternates displaying row data with vertical bars and lines in the chart. For example, the data in row 1 of a form is displayed as a bar and the data in row 2 as a line, with alternating chart types for even and odd-numbered rows. Although the Combination chart type can display up to 20 rows of data, it's particularly useful when you want to compare two categories of data. For example, you want to compare Germany and France's average exchange rates over several years, so the form has Germany rates in row 1 of the form, and France's rates are in row 2. For information on the Gauge chart type, see About the Gauge Chart Type.
Tile	Sometimes called *performance tiles*, a tile is a chart type that lets you select specific values from the cube to display. See About the Tile Chart Type
External Artifacts	**Commentary**: Select **External Artifacts**, and then **Commentary**. Enter text that explains the data or charts. **URL**: Select **External Artifacts**, and then **URL** to display a dynamic web page summary. Insert only external site URLs starting with the `https://` security protocol. Don't use internal or relative URLs or URLs for unconsenting third party sites such as google.com.

4. Customize the dashboard using the dashboards settings and the objects' hover toolbar, and then click **Save**. See About Your Dashboard Layout.

You can easily duplicate and modify a dashboard using **Copy As** on the Dashboard list page.

Select the dashboard, and then click **Actions** 

About Your Dashboard Layout

To layout your dashboard:

- The first object you drag occupies the whole canvas.
- Then drag objects to the left, the right, the top, or the bottom of the existing object.
- The dashboard canvas provides two types of drop zones:
  - One to place two objects next to each other, each occupying half the space
  - The other to place three objects, each occupying a third of the space
- You can design a dashboard with objects to display vertically, horizontally, and each can have its own size.
- To resize an object that uses **Flexible** layout, drag the object's border.
- To resize an object that uses **Fixed** layout, set its width or height percentage in **Settings**.

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- The form layout can be asymmetric.
- In runtime mode, if a user does not have access to a form or if the form is missing, then an adjacent object takes its space. In designer mode, all empty objects are displayed so that the designer can choose to remove them.

About the Gauge Chart Type

Gauge chart types are handy for showing whether data values fall within an acceptable range or not. You set the maximum value, the range maximums, and the gauge displays ranges as red, yellow, and green to help you quickly assess a current value. So, gauge chart types help you identify problems in important data points or measures. For example, you could use a gauge to display the current sales, where the thresholds are set to represent the sales targets.

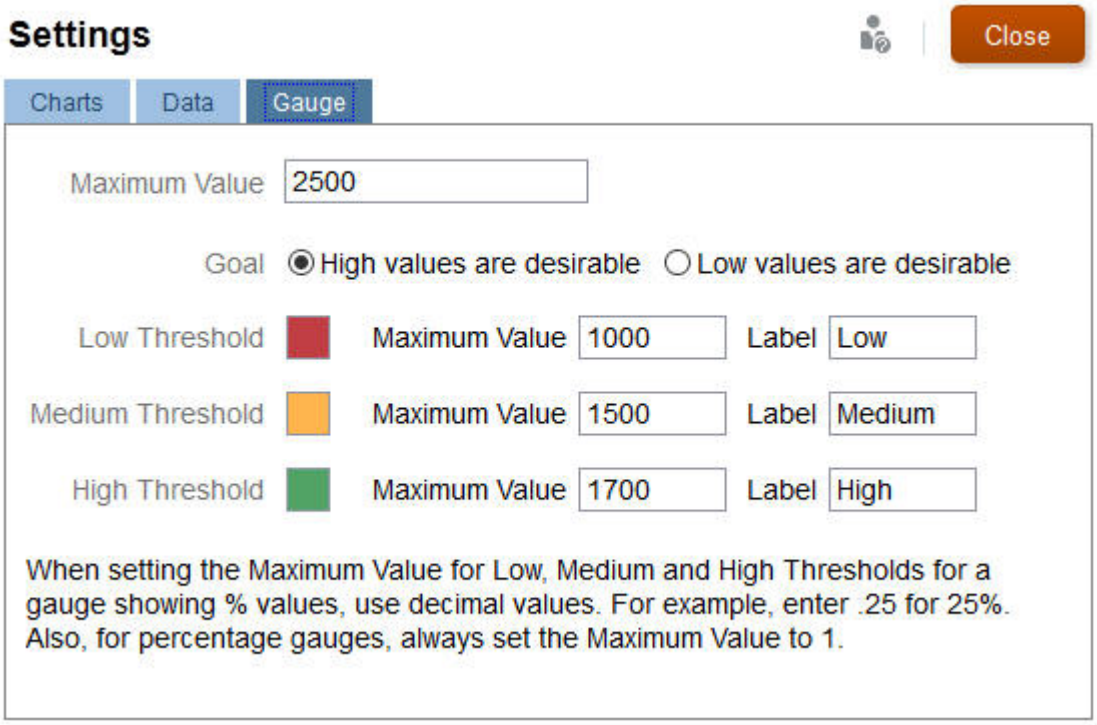
If the form has multiple values, you can display multiple gauges, up to a maximum of 36 (the values in the first 6 rows and the first 6 columns in the form). The remaining values in the form are ignored. If you want the gauge chart to display only one value, then associate it with a form that has only one cell value.

You can select either a dial gauge or a status meter gauge. You can display a status meter gauge using either horizontal or vertical bars.

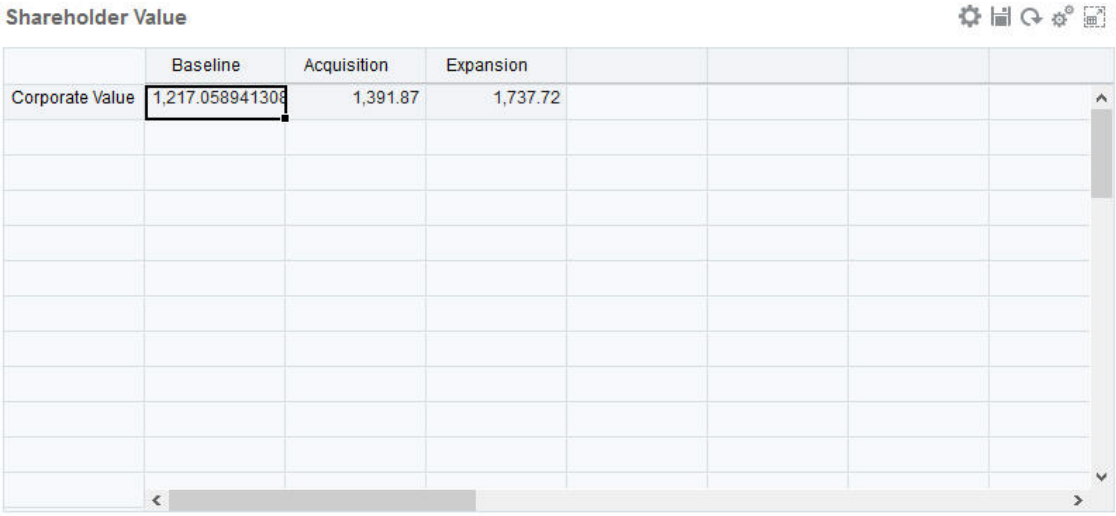
Dashboard designers can set:

- **Maximum Value**: The highest value on the gauge. The dashboard designer sets the **Maximum Value** as a default, and then users can temporarily change it at runtime. If the dashboard designer doesn't specify a maximum value, the application automatically sets the maximum value as greater than the value on the gauge.
- **Thresholds**:
  - Low, Medium, and High thresholds: To visually indicate whether a measure lies in the acceptable range or not, these thresholds enable you to display the gauge in red, yellow and green based on the specified values.
  - Thresholds where low values are desirable.
  - Appropriate labels for the thresholds that are displayed when hovering over the thresholds in the gauge.

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For example, here's a form's data:

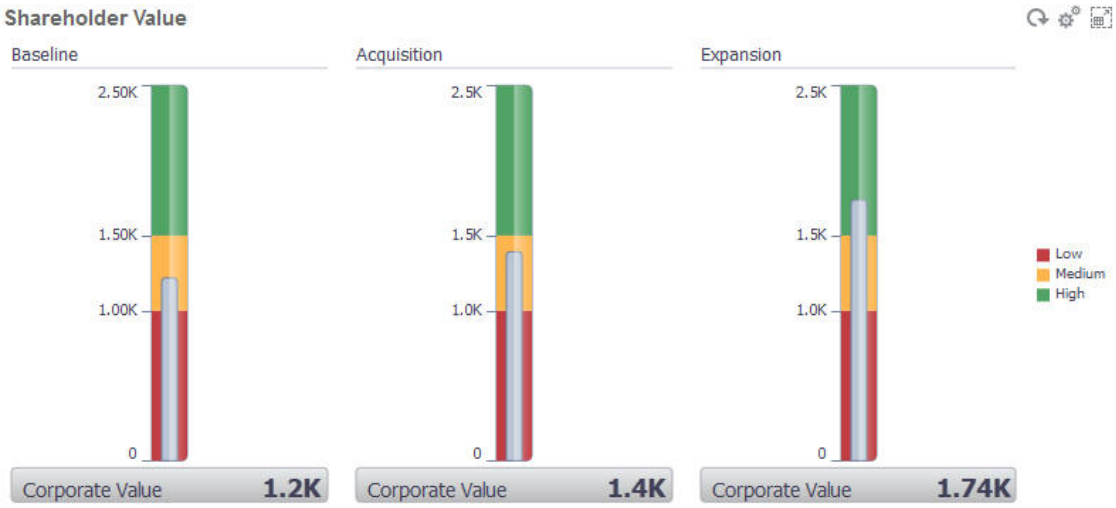


Here's the resulting dial gauge:

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Here's the resulting status meter gauge with vertical bars:



> **Note**
>
> If a cell in the form is missing a value, no gauge is displayed for that cell. Also, you must specify at least 2 consecutive thresholds. The application needs the middle threshold value to calculate the chart.

About the Tile Chart Type

A tile is a chart type that lets you select specific values from the cube to display. In addition to using a form as a data source, you can directly enter a cell intersection that provides the value for a tile. You can have up to 6 tiles across, and 4 rows down in a dashboard, and give them a title. Until you associate a tile with data, it displays sample data.

With a form as the data source for a tile:

- You can have up to six tiles per object.
- The values in the first column (up to the sixth row) are used to create the tiles.

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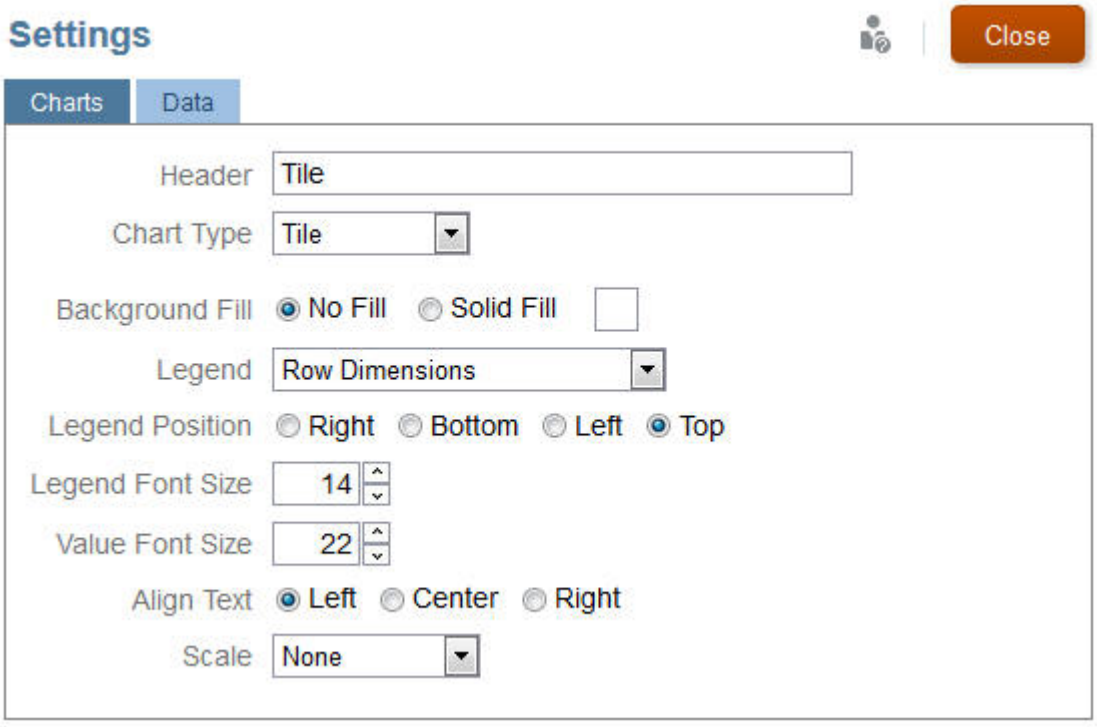
> **Note**
>
> Sometimes in a form, the first column may be collapsed (hidden) when viewed as a grid. But the collapsed column is still considered when the tile gets its values from the form.

- The tile's title is the row's title, and it gets its values from the first column, then by row.
- You can set the tile's title, the tile's height percentage, legend, and can select which axes from the form to include. For example, if you select a form with three rows, the tile displays three values.

With a cell intersection as the data source for a tile, you can have only one tile per object.

> **Tip**
>
> To select a tile chart type, expand the list of chart types by clicking the link at the bottom of the list.

Here are options you can set for a tile chart type. Note that you can set whether the displayed value is horizontally aligned in the tile to the left, the center, or the right.



Scaling Large Numbers

Especially useful for large numbers, you can scale how a currency value is displayed. For example, if the tile value is 1,689,000 and you select **K** as the scaling option, the tile displays the value as 1689K. Your scaling options:

- **None**—No scaling is applied.
- **Auto**—The value is displayed based on its range. For example, 1,500 displays as 1.5K, 1,689,000 displays as 1.69M, 42,314,531,21l displays as 42.31B, and 1,234,567,891,234 displays as 1.23T.

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- **K**—The value is displayed as thousands units. For example, 1689000 displays as 1689K.
- **M**—The value is displayed as millions units. For example, 123,456,789 displays as 123M.
- **B**—The value is displayed as billions units. For example, 12,345,678,912 displays as 12B.
- **T**—The value is displayed as trillions units. For example, 1,234,567,891,234,567 displays as 1,234T.

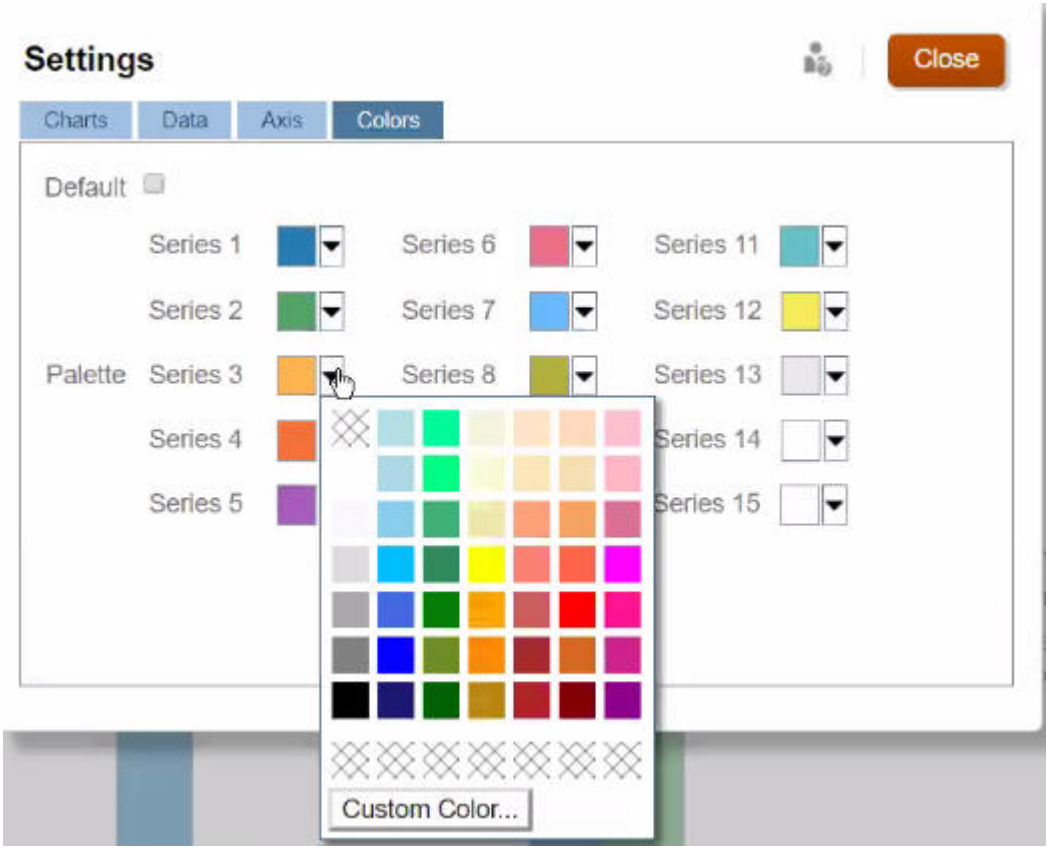
Customizing Dashboard Colors

Maybe your company uses a standard set of colors in charts to denote different types of data. For example, dark blue might represent actual data versus light blue for budget data. When you customize dashboard colors, you select colors in the order of rows on the form. Series 1 represents the first row of data, and so on. You can assign each row in the form a color that represents its data in the chart.

You can customize dashboard colors in Bar, Line, Area, Bubble, Column, Combination, Doughnut, Pie, Radar, and Scatter chart types.

1. With the chart on the dashboard's design palette, click **Settings** .
2. Click **Colors**.
3. Clear the **Default** check box, and then click the down arrow for the Series you want to change.

   Check the chart in the background to see the data type that each series represents.



4. Click the colors you want for the selected Series, and then click **Close**.

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> **Note**
>
> To select more shades of colors than the ones initially displayed, click **Custom Color...**.

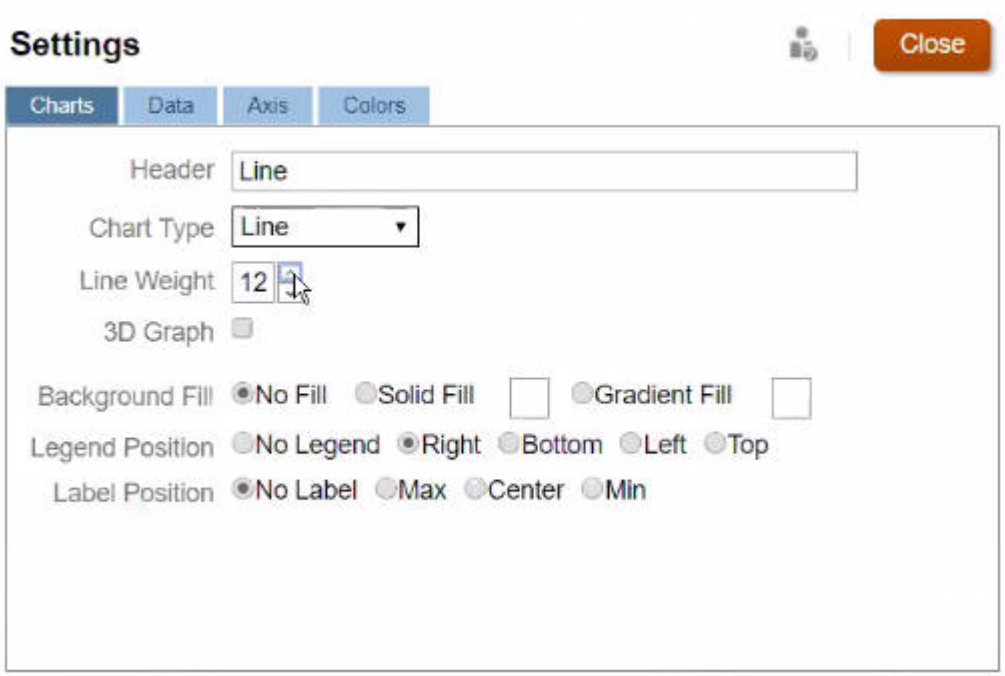
Your selections apply only to the current chart. Follow these steps to change the colors of other charts in the dashboard.

Setting Line Width in Line and Combination Charts

You can set how thin or thick that lines display for Line and Combination chart types in a dashboard.

1. With a Line or Combination chart on the dashboard's design palette, click **Settings**  .
2. Click the **Line Weight** counter to set the line width.

   You can see the effect of your setting on the chart in the background.



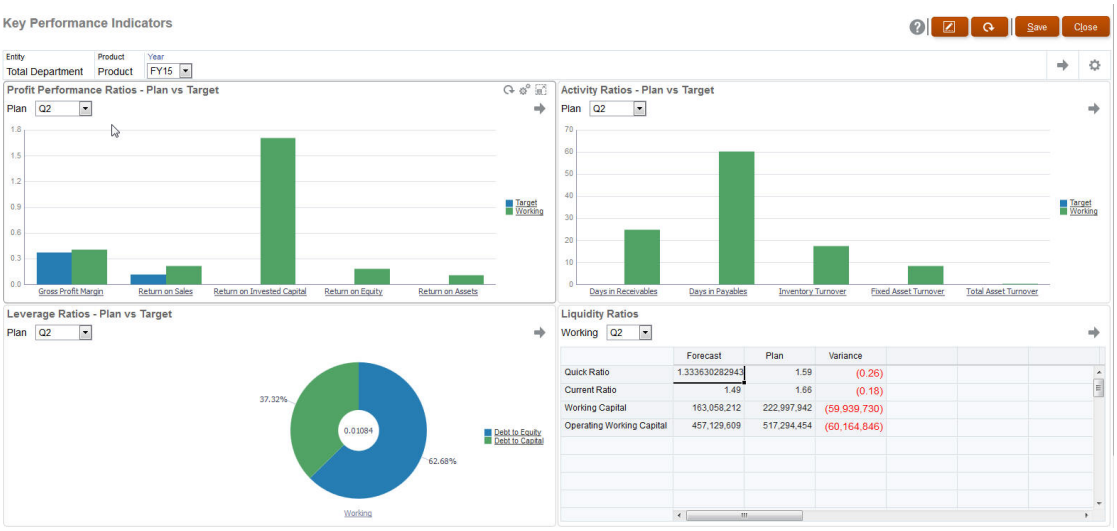
> **Note**
>
> The default width of lines in a Line and Combination chart type is 5 pixels. You can select from 1 to 12 pixels.

About Global and Local POVs

A local POV on a form reflects the dimension members the form designer selected for that form. Dashboards and composite forms also support *global POV bars*, so that the local POVs

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that are common are combined in the global POV bar to avoid repeating them in each object. Here's a dashboard that shows a global POV bar (showing Entity, Product, and Year) and a local POV (the Plan drop-down list showing Q2):



With a global POV bar, if you change a page in the global POV bar and then click **GO**, the page changes for all objects that are based on forms. The global POV bar displays at the top of the dashboard above all the objects, while the local POV bar displays within the object. User variables are supported in both global and local POVs in dashboards.

In dashboard **Settings**, you can set whether to show or hide POVs and whether to enable or disable global POV bars. (If you select **Hide** for **POV Bars**, and **Enable** for **Global POV Bar**, the **Hide** option overrides the **Enable** option.) The global POV bar is enabled by default; if you disable it, the complete POV is displayed for each local POV as applicable.

About global POV bars:

- The POV Bar is made up of local POV dimensions, Page dimensions and user variables.
- Depending on the local POV and page of each form on the dashboard, the global POV bar is automatically calculated.
- They are reflected in the other objects using forms in that dashboard. That is, they apply to forms in a dashboard, to charts that are linked to forms, and to tiles that use forms as a data source. So if the dashboard doesn't include a form as a data source, then neither the local nor global POV bar is available.

Here's an example of how the global POV bar is calculated, based on the local POV dimensions for two forms:

The global POV bar is disabled:

- Form A local POV: Year, Entity, Product
- Form B local POV: Year, Entity, Project

The global POV bar is enabled:

- Global POV bar: Year, Entity
- Form A local POV: Product
- Form B local POV: Project

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Because not all dimensions and page selections may be common to all forms on a dashboard, the complete POV for a dashboard object may get split between the local and global POV bar. The global POV bar and the local POV together contain the complete intersection information for each form on a dashboard.

If there is only one object on the dashboard that uses a form as a data source, then the entire POV/page of the form can be moved to the global POV bar.

If there is more than one object on a dashboard that use forms as a data source, then this is how the application determines which dimensions go in the global POV bar or stay in the local POV:

- If the dimension is in the POV or page of all the forms, and the member selection is the same in all the forms, the dimension goes in the global POV bar.
- If the dimension is in the POV on one form and in the page of another form, then the dimension stays in the local POV.
- If the dimension is in the POV, then the same members must be selected in all the forms for the dimension.
- If the dimension is a page dimension, then the selected page members must be the same and display in the same order in all the forms.

The POVs in dashboards honor valid intersections by hiding invalid Page members. See Dashboard POVs and Valid Intersections.

Dashboard POVs and Valid Intersections

The POVs in dashboards honor the valid intersections by hiding invalid Page members. Just like in forms, the Page drop-down list is filtered for all selected members in the POV and Page dimensions. Because dashboards support both global and local POVs, the context for filtering the Page drop-down list depends on which POV the members are located. If the Page drop-down list is on a global POV, the filtering context is only the global POV dimensions. If the Page drop-down list is on the local POV, the filtering context is all the global dimensions plus the dimensions on a chart's local POV.

See also About Global and Local POVs.

Viewing Dashboards - Standardized Interface

About the Dashboards Interface

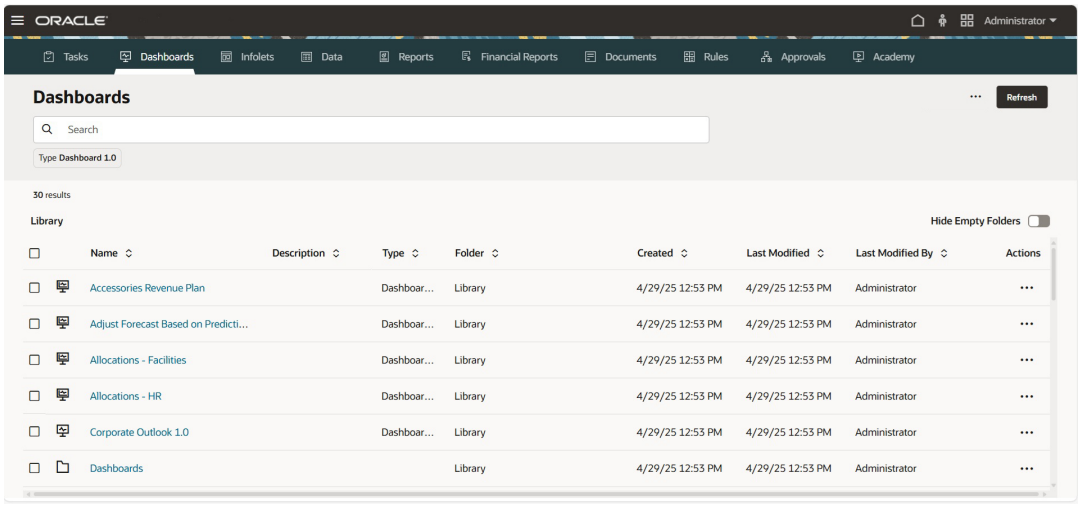
This topic provides details about working with the **Dashboards** page in the default standardized interface. To learn more about the standardized interface, see About the Standardized Cloud EPM Platform Artifact Pages.

Viewing the Dashboards Page

To view the **Dashboards** page:

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

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2. To open a dashboard, click the dashboard name.

This opens the dashboard in the *runtime* environment.

> **Note**
>
> - If you've selected a Dashboard 2.0 dashboard and you see an `Error during Dashboard 2.0 component initialization` message, the dashboard has Forms 2.0 forms associated with it. You must ensure that Forms 2.0 is enabled before you can view the dashboard.
>
> To enable Forms 2.0, click **Application**, then **Settings**, and then under **Other Options**, find **Forms Versions**, select **Forms 2.0**, and then click **Save**.
> - A dashboard form might be prevented from opening if it includes undefined user variables. If you're prevented from viewing a dashboard form, you'll see a message prompting you to select members for the user variables:
>
>  ```
>  Before you can open this form, you must select a member for each User Variable. To select members for missing user variables: Click here
>  ```
>
> When you click the link in the message, the **User Preferences** page opens in a new dynamic tab and the user variables with missing member values are displayed first. Select a member for each undefined user variable.

Features of the Standardized Dashboards Page

On the standardized **Dashboards** page:

- Folders are supported. The **Dashboards** page uses the same folder hierarchy as infolets and data entry forms and all artifacts and folders reside under a root folder called **Library**. You cannot delete or rename the **Library** folder.

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> **Note**
>
> Only administrators can add files (for example, dashboards, infolets, forms, reports, and so on) to the **Library** root folder.

- To help you differentiate between the dashboard versions on the **Dashboards** page, we've provided an icon in front of each dashboard:
  -  : Dashboard 1.0
  -  : Dashboard 2.0
- The **Dashboards** page can be filtered by type. In the Standardized interface, click the **Type** filter chip in the **Search** box and select **Dashboard 1.0**, **Dashboard 2.0**, or select both.
- **Hide Empty Folders**: Hides folders that don't contain relevant artifacts for the current context. When the toggle is off, all folders are visible in the list region, including empty ones. When the toggle is on, only folders containing relevant artifacts for the **Dashboards** artifact page are displayed.

  By default this option is off, and will reset to off each time you start a new session. The state of the toggle is retained by the page during the session and is page-specific. Navigating away from the **Dashboards** page and returning preserves the toggle state until the tab is closed or the user logs out.
- To search for a specific dashboard, enter search criteria and the search results will display in a drop-down under the **Search** box. Click **Enter** to view the search results in the list region. Search results list all instances of dashboards that include the search criteria (including folder names). Each search result displays the complete folder path. Searching inside a folder narrows the search to that folder and its subfolders.

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

Standardized Interface Dashboards Actions

The Standardized interface **Dashboards** page features a global Actions menu ••• and a line item-specific **Actions** menu.

The global Actions menu ••• (within the header region of the **Dashboards** page) includes the following options:

- **Create Dashboard 1.0**: Creates a Dashboard 1.0 dashboard and places it in the folder that is currently open. If no folder is open, new dashboards are placed in the Library folder.
- **Create Dashboard 2.0**: Creates a Dashboard 2.0 dashboard and places it in the folder that is currently open. If no folder is open, new dashboards are placed in the Library folder.

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- **Create Folder**: Creates a new folder in the folder that is currently open. If no folders are open, new folders are created in the Library folder.

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

- **Convert Dashboards to 2.0**: Finds any Dashboard 1.0 dashboards in the folder that is currently open, including any subfolders, and converts them all to Dashboard 2.0 dashboards. Selecting a folder in the listing and then selecting the global action for **Convert Dashboards to 2.0**, finds any Dashboard 1.0 dashboards within the folder, including any subfolders, and converts them to Dashboard 2.0 dashboards. Selecting one or more Dashboard 1.0 dashboards in the listing and then selecting the global action for **Convert Dashboards to 2.0**, converts the selected dashboards to Dashboard 2.0 dashboards. This action cannot be undone.
- **Assign Permission**: Assigns access permissions to the folder that is currently open. If no folder is open, permissions are assigned to the Library folder.
- **Move to**: (This option is only visible if one or more artifacts in the listing are selected.) Moves the selected artifacts to another location in the folder hierarchy.

Each dashboard line item also has an item-specific **Actions** menu which includes the following options:

- **Open**: Opens the dashboard in the *runtime* environment so you can view it. The dashboard opens in a dynamic tab.
- **Edit**: Opens the dashboard in the Dashboard Designer with the underlying form data. The dashboard opens in a dynamic tab.
- **Delete**: Deletes a folder or a dashboard. The folder must be empty to delete it.
- **Rename**: Renames a folder or a dashboard. The folder cannot be renamed if it contains other folders.
- **Copy As**: Copies a dashboard with a new name. The dashboard is copied to the listing directly under the original dashboard.
- **Move to**: Moves the folder to another location in the folder hierarchy or moves a dashboard to another folder.

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

- **Copy URL**: Enables you to copy and share the direct URL for a dashboard.
- **Convert Dashboards to 2.0** (Dashboard 1.0 option only): For folders, finds any Dashboard 1.0 dashboards within the folder hierarchy, and converts them to Dashboard 2.0 dashboards. For dashboards, converts the dashboard to a Dashboard 2.0 dashboard. This action cannot be undone.
- **Assign Permission**: Assigns access permissions to the folder or dashboard.

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Converting Dashboard 1.0 Dashboards to 2.0

Learn how to convert Dashboard 1.0 dashboards to Dashboard 2.0 dashboards.

If your application currently uses Dashboard 1.0, you can convert them to Dashboard 2.0.

You convert dashboards on the **Dashboards** listing page at the individual dashboard level or at the folder level. For example, if you wish to convert all dashboards in the application from 1.0 to 2.0, you can select the top level Library folder and convert them all.

> **Note**
>
> - After converting to Dashboard 2.0, you cannot convert your dashboards back to Dashboard 1.0.
> - The conversion process does not change the dashboard names. Navigation flows will still work as they did before the conversion.
> - After converting to Dashboard 2.0, dynamic POVs are displayed first instead of fixed POVs.

To convert Dashboard 1.0 to Dashboard 2.0:

1. On the Home page, click **Library**, and then click the **Dashboards** tab at the bottom of the page.
2. Navigate to the folder or to the individual Dashboard 1.0 dashboard that you'd like to convert, then select from the following options:
   - To convert an individual dashboard, click ••• (Actions) to the right of the dashboard, and then select **Convert to Dashboards 2.0**.
   - To convert all dashboards within a folder, click ••• (Actions) to the right of the folder, and then select **Convert All Dashboards to 2.0**.

> **Note**
>
> - Very old dashboards might include a dashboard definition with a component width value that is no longer supported. This could result in an unexpected dashboard rendering after converting an old dashboard to Dashboard 2.0.
>
>   To resolve this issue, we recommend any of the following workarounds:
>
>   – Open the original dashboard in Dashboard 1.0, edit the dashboard, and then save it. The dashboard will be automatically saved with the corrected component width values, and then it can be converted to Dashboard 2.0.
>
>   – Create a new dashboard in Dashboard 1.0 with the same set of forms and charts and the same settings, then convert the dashboard to Dashboard 2.0.
>
>   – Create a new dashboard in Dashboard 2.0 with the same artifacts and settings.
> - Dashboards containing master forms and details that were converted to Dashboard 2.0 prior to the 23.11 update might display two **Apply Context** menu options in a grid's context menu. This issue was fixed in 23.11.

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Creating and Managing Dashboards 2.0

Related Links:

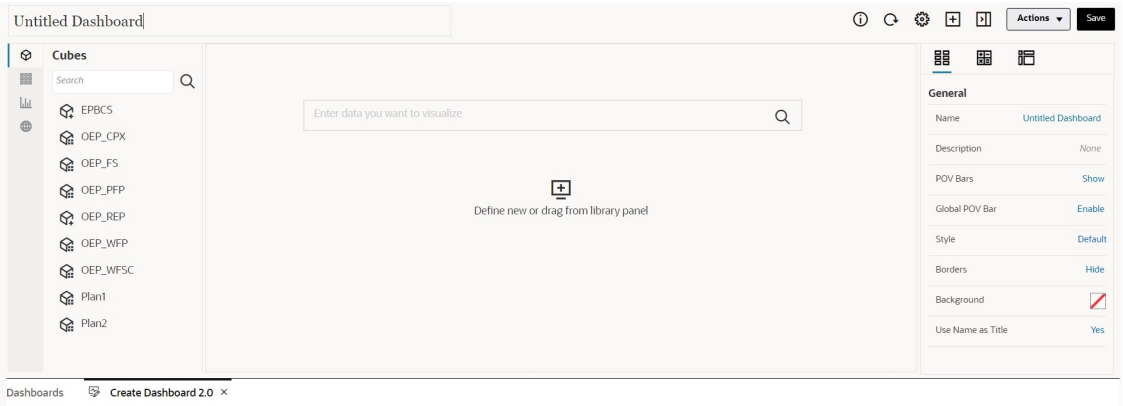
- Concepts in Designing Dashboard 2.0 Dashboards
- Considerations for Dashboard 2.0
- Creating Dashboard 2.0 Dashboards
- Working with the Member Selector When Designing Dashboards 2.0
- About Forms 2.0 Grids in Dashboard 2.0
- Using Tables in Dashboards
- About Global and Local POVs in Dashboard 2.0
- About Quick Analysis
- About Dashboard Charts
- Dashboard Design Guidelines

Concepts in Designing Dashboard 2.0 Dashboards

This topic contains helpful information as you design Dashboard 2.0 dashboards:

- About the Dashboard 2.0 Designer
- Opening the Dashboard 2.0 Designer
- Data Sources for Charts
- More Helpful Information About Dashboard 2.0
- Videos

About the Dashboard 2.0 Designer



The Dashboard Designer consists of the following dashboard components:

- Object Palette
- Dashboard Toolbar
- Dashboard Workspace
- Properties Panel

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- Dashboard Components

Opening the Dashboard 2.0 Designer

As a reminder, Dashboard 2.0 dashboards on the **Dashboards** page are identified by one of the following icons:

-  (Dashboard 2.0 icon in the standardized interface)
-  (Dashboard 2.0 icon in the legacy interface)

To open the Dashboard 2.0 Designer:

1. From the Home page, click **Library**, and then click the **Dashboards** tab at the bottom of the page.
2. Select one of the following options:
   - To create a dashboard, click **Create**, and then select **Dashboard 2.0**.
   - To edit a dashboard, in the **Actions** column to the right of the Dashboard 2.0 dashboard you'd like to edit, click ••• (Actions), and then click **Edit**.

     If you don't need to work with data while editing a Dashboard 2.0 dashboard; for example, you'd like to realign the dashboard components and tiles, click ••• (Actions), and then click **Edit without Data**.
3. If the Dashboard 2.0 dashboard is open in the runtime environment, you can switch from the runtime environment to the Dashboard Designer environment.

   Click **Actions**, and then select **Edit** or **Edit without Data**.

Data Sources for Charts

Dashboard 2.0 supports ad hoc grids, forms, and cubes for choosing the data. You pick the data sources from the object palette.

> **Note**
>
> You can include a maximum of 12 components in a Dashboard 2.0 dashboard.

- The properties panel provides full data source information for a dashboard component on the **Chart** tab  . Select the dashboard component, then click  (Chart). The data source information is displayed under the **Visualization** heading.
- When using a cube as the data source for quick analysis, drag and drop a cube from the object palette to the dashboard workspace, then click in the Search box and either enter the member name or launch the member selector to choose members. The **Layout** tab will then display in the properties panel where you can pivot the dimensions and choose which dimensions appear on the POV, row, or column axis. See About Quick Analysis.

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> **Note**
>
> There is an upper limit of 50 members across all dimensions that can be selected to create a chart using quick analysis. This limit together with the number of dimensions in the cube will determine the maximum size of the grid that is supported for a chart based on quick analysis.

- When the data source for a dashboard component is a form or an ad hoc grid, the data is fetched using the form definition.
  - You can change the source form in the properties panel by clicking the **Form** property in the  (Chart) tab of the properties panel.
  - The total amount of form data that's allowed to be visualized in a chart is 10,000 cells. By default, this is 100 rows and 100 columns. However, you can change the number of rows and columns to any combination that totals 10,000 cells or less; for example, if you reduce the number of rows to 5, then you can increase the number of columns to 2,000 (5 x 2000=10,000).
  - If a form's precision is set, displayed values after conversion to Dashboard 2.0 are based on the form's precision setting. If the precision value on a form is not set, then the values displayed after conversion to Dashboard 2.0 might change.

> **Note**
>
> When the data source for a dashboard component is a form, and the form has rows that contain blank header cells or empty formula rows that are not configured, then the corresponding chart legends will not display.

- For Doughnut, Pie, and Gauge chart types, you can add multiple charts to one component. To add multiple charts, click **Single** or **Multiple** in the chart's **Display** property. If **Single** is selected, the chart displays only the first column of the underlying form's data. If **Multiple** is selected, a chart is displayed for each column of the underlying form's data.

> **Note**
>
> For dashboards with Doughnut, Pie, and Gauge chart types that are converted from Dashboard 1.0 to Dashboard 2.0, the default option for the **Display** property is **Multiple**. For newly created Dashboard 2.0 dashboards, the default option for **Display** is **Single**.

More Helpful Information About Dashboard 2.0

- As you create a dashboard, click **Actions** and then select **Save and Run** to immediately see how the dashboard looks and works to a dashboard user. To return to designer mode to continue designing the dashboard, click **Actions** and then select **Edit** or **Edit without Data**.
- By default, missing or suppressed data is plotted as zeros. For selected chart types (Area, Bubble, Combination, Line, Radar, and Scatter), you can disable this setting by selecting the **Plot Missing Values as Zero** option in the chart's settings. When this option is disabled, the missing or suppressed data is ignored and is no longer plotted as zeros for those chart types.

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- To review Dashboard 2.0 considerations, see Considerations for Dashboard 2.0.

Videos

Your Goal	Watch This Video
Learn how to create a dashboard with multiple components in the Dashboard Designer for Dashboard 2.0.	Creating Dashboards in Dashboards 2.0

Object Palette

On the left side of the Dashboard Designer is the object palette where you select the content for dashboard components. Simply drag and drop objects from the object palette to the workspace or search for content using the Search box.

The object palette can be resized. To resize the object palette, hover over the right side of the palette and drag it. To hide the palette, hover over the palette until you see the handle icon , then click it to hide the palette. Click (Handle) again to reopen the palette.

Content in the object palette is grouped into these categories:

Table 13-2 Object Palette Content Categories

Icon	Description
	Cubes: Perform quick analysis by adding components of a cube to a dashboard without having a prebuilt form. See About Quick Analysis.
	Library: Select ad hoc and standard forms to include in the dashboard by navigating to the forms folders or by searching for them by name. • Click **List** to view forms in a **List View** or **Tree View**. • Click (Search) to type search keywords. The access permissions set for forms are honored in dashboards.
	Visualizations: Select a chart to include in the dashboard. To view data in a chart, you must select components of a cube or associate the chart with a form as its data source. When you link a chart to a form, users can immediately see the impact of changing data in the form on the associated charts.

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Table 13-2 (Cont.) Object Palette Content Categories

Icon	Description
	Other: • **Commentary**: Adds the comment you enter below the graph or chart and to the bottom of the **Chart** tab in the properties panel. **Commentary** includes a WYSIWYG text editor. • **URL**: Adds the URL you enter below the graph or chart and to the bottom of the **Chart** tab in the properties panel. **URL** includes a Reference URL link and the URL must be IFrame supported. Insert only external site URLs starting with the `https://` security protocol. Don't use internal or relative URLs or URLs for unconsenting third party sites such as google.com. Don't imbed into a dashboard direct URLs to other EPM artifacts such as forms and dashboards on either the same Oracle Fusion Cloud Enterprise Performance Management instance or to a different Cloud EPM instance. **Note:** If a URL added to a dashboard doesn't work in the runtime environment, right-click the URL and open the link in a new tab.

Dashboard Toolbar

In the upper right corner of the Dashboard Designer is the dashboard toolbar where you can perform these dashboard tasks:

Table 13-3 Dashboard Toolbar

Icon	Description
	The **Information** icon displays the folder in which the dashboard is located.
	The **Refresh Data** icon refreshes all data associated with the entire dashboard.
	The **POV Settings** icon performs these POV actions: • **POV : Hide Dimension Labels**: If your dashboard contains a global POV bar, select to hide the dimension names on the global POV bar. Clearing this option once again displays dimension names on the global POV bar. • **POV : Auto-Apply**: If your dashboard contains a global or local POV, enable this action to automatically apply changes to the POV. If you don't want to automatically apply changes, clear this option. • **POV : Clear All Page Selections**:
	The **Add** icon adds a new empty dashboard component to the design canvas (this is an alternative to drag and drop).
	The **Properties** icon hides and unhides the Properties Panel.
Actions menu	The **Actions** menu enables you to perform these actions: • **Revert to Last Saved**: Discards edits made since the last time the dashboard was saved • **Save and Run**: Saves any edits made and opens the dashboard in the runtime environment

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Table 13-3 (Cont.) Dashboard Toolbar

Icon	Description
Save	Clicking **Save** saves the dashboard definition.

Dashboard Workspace

The large area in the middle of the page between the object palette and Properties panel is the dashboard workspace. In addition to drag and drop, you can use the Search box to specify or search for the data you want to display for each component (a *component* is an empty object in the dashboard workspace into which you can add a dashboard object, such as a chart or a table). You can add up to 12 components to the dashboard workspace.

If the forms version is Forms 2.0, any forms dropped into the workspace are rendered initially as editable grids. Ad hoc grids dropped into the workspace are rendered initially as tables.

- The first object that you drag and drop occupies the entire workspace, then drag additional objects from the object palette to the left, the right, the top, or the bottom of the existing component.
- To move a component to another part of the dashboard, click the component, and then hover your cursor over the upper edge of the component until you see the drag icon. Drag and drop the component to the left, right, top, or bottom of another component and the other components on the dashboard will move and realign.
- To maximize a component so it fills the workspace, hover over the component, click (Actions), and then click **Maximize**. The component will fill the workspace, and the other components on the workspace will be hidden. Clicking (Actions), and then **Restore** resizes the component to its original size and makes the other components in the workspace visible again.

> **Note**
>
> The **Maximize** option only enlarges the dashboard component. If the dashboard component is a grid and you want to perform grid actions on the component such as **Adjust**, **Grid Spread**, **Comment**, and so on, select **Open Form** (in the **Actions** menu) to open the underlying form associated with the component. The form will open in a dynamic tab next to the current tab.

- To change the height and the width of components in the dashboard, perform one of the following actions:
  - Drag the borders of the components within the dashboard workspace
  - Select a dashboard component, then in the Properties panel on the right, click (Charts) to view and change the component's height and width.
- To maximize the overall size of the dashboard workspace, you can resize or hide the object palette and properties panel on either side of the workspace.
- For a dashboard with a URL component, clicking on the body of the URL component does not switch focus to the URL component. To switch focus to the URL component, either

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click Alt + W or hover over the URL title bar until you see the cursor change to the **Move** icon  , then click to change the focus.

> **Note**
>
> In the runtime environment, if a user doesn't have access to an object like a form, or if the form is missing, then an adjacent component will take its space. In the designer environment, all empty components are displayed so that the designer can choose to remove them.

Properties Panel

On the right side of the Dashboard Designer is the Properties panel where you can set general properties for the entire dashboard as well as component-specific properties.

The Properties panel can be resized. To resize the panel, hover over the left side of the panel and drag it. To hide the panel, click  (Properties) at the top of the page. Click  (Properties) again to reopen the panel.

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Table 13-4 Properties Panel

Icon	Description
	The **General** tab includes the following properties for the entire dashboard: • **Name**: Edit the title of the entire dashboard. • **Description** (optional): Describe the dashboard. • **POV Bars**: Show or hide POV bars. • **Global POV Bar**: Enable or disable the global POV bar. • **Style**: Select the dashboard color scheme. Options are **Default**, **Light**, and **Dark**. **Note:** If you select **Dark**, dashboard error messages and legend text will be more difficult to view. • **Borders**: Show or hide component borders. • **Background**: Select a new dashboard background from a menu of colors. **Note:** If your dashboard contains a grid, only the background color will change. The grid color will remain the same. • **Use Name as Title**: Selecting **No** lets you customize the dashboard's title. You can further customize the title by changing the font family, font size, bolding, italicizing, underlining, font color, and font background color. • **Instructions**: Enable or disable instructions for the entire dashboard. Choose **Enable** to enter instructional text, format it, and then display it to runtime dashboard viewers. Note that the text limit for instructions is 2000 characters. The instructions can be viewed by clicking  (Instructions) in the runtime dashboard's global toolbar. Choose **Disable** to hide instructions. **Note:** To add instructions for individual dashboard components, open the dashboard component and edit it. For information about POVs, see About Global and Local POVs in Dashboard 2.0.
	The **Associations** tab lists the rules associated with the dashboard and the underlying form data. **Note:** You can associate rules which are required to be run during a global **Save**. These rules can be associated or removed at any time. You can add rules and edit them: • If no rules are associated, click  (Add/Edit business rules) to view a list of rules from which to choose. Rules already associated with forms in the dashboard are listed first and are named as follows: Business Rules for <name of form> • When you add rules, you'll need to specify when the rule should run: **Before Load**, **After Load**, **Before Save**, **After Save**, **Use Members on Form**, **Hide Prompt**. • Under **Actions**, you can delete rules or change the order in which they will run: **Move to Top**, **Move Up**, **Move Down**, **Move to Bottom**, and **Delete**. • If the rules have runtime prompts, they will be displayed when the rule is run.

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Table 13-4 (Cont.) Properties Panel

Icon	Description
	The **Chart** tab includes properties for the selected components in the dashboard such as chart title, component height, width, and background color. You can also change the chart type, the data source type, and which underlying form is used for each component. Using different background colors for each component enables you to uniquely differentiate each dashboard component. Removing the chart title frees space that is then adjusted for the local POV bar and for the chart itself. For rows and columns, the total amount of form data that's allowed to be visualized in a chart is 10,000 cells. By default, this is 100 rows and 100 columns. However, you can change the number of rows and columns to any combination where the multiplication totals 10,000 cells or less; for example, if you reduce the number of rows to 5, then you can increase the number of columns to 2,000 (5 x 2000=10,000). **Note:** The 10,000 cell visualization limit does not apply to grids. If the form associated with a chart exceeds the 10,000 cell visualization limit, it might result in discrepancies between the data you see in the form and the way the data is visualized in the dashboard chart. It also might result in some other runtime issues such as drilling through on charts and legends. If you've added **Commentary** or **URL** information types to this component, you can edit the content of those information types at the bottom of this tab.
 (this icon will change depending on the component that's selected in the dashboard)	This tab lets you customize visualizations for the selected chart or table. Set display properties for the selected components such as how to scale values, show or hide row dividers or grid lines, choose different font sizes and colors for headers and data, set orientation vertically or horizontally, define legend positions, add spark charts to tables, add a secondary Y-axis, and so on. See the chart type topics for detailed property descriptions. **Note:** For data visualizations in Dashboard 2.0, the custom color palette now supports only 12 colors instead of 15. If you created a dashboard in an earlier update that used 15 colors, you will continue to see 15 colors at runtime. However when you try to change the custom colors, the dashboard designer will only display 12 colors from which you can select and save.
	The **Layout** tab includes the **POV**, **Row**, and **Column** properties for the selected cube for quick analysis. See About Quick Analysis.

Dashboard Components

You can add up to 12 components to the dashboard workspace.

When you hover over a component in the workspace, a toolbar for that component displays in the upper right corner:



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Table 13-5 Dashboard Components Toolbar

Icon	Description
	**Instructions**: Displays instructions for the form associated with the dashboard component (only available if the form designer added instructions to the form)
	**Save**: Saves any changed data and runs any rules associated with the dashboard component
	**Refresh**: Refreshes the data associated with the dashboard component
	**Chart Type**: Changes the chart type associated with the dashboard component
	Actions menu: • **Maximize**: Enlarges the dashboard component. Once maximized, click **Restore** to minimize the dashboard component to its original size. **Note:** The **Maximize** option only enlarges the dashboard component. If the dashboard component is a grid and you want to perform grid actions on the component such as **Adjust**, **Grid Spread**, **Comment**, and so on, select **Open Form** (in the **Actions** menu) to open the underlying form associated with the component. The form will open in a dynamic tab next to the current tab. • **Rules & Smart Push**: Lists any rules associated with the form. Click the rules to launch them. Analyze data coming from different cubes with Smart Push. • **Analyze**: Perform ad hoc analysis on a form. This menu option only displays if the chart type is a grid and if the data source is a form. • **Open in Smart View**: Work with a form in Oracle Smart View for Office. This menu option only displays if the chart type is a grid and if the data source is a form. See Opening Forms and Ad Hoc Grids from Web Applications in *Smart View for Office User's Guide 23.100*. • **Spreadsheet Export**: Export data from a form to Microsoft Excel so you can explore "what-if" scenarios in Excel before copying and pasting values back to your business process. This menu option only displays if the chart type is a grid and if the data source is a form. • **Open Form**: Opens the runtime form associated with the dashboard component in a dynamic tab next to the current tab • **Edit Form**: If you have the correct permissions, opens the form associated with the dashboard component in the forms editor. The forms editor opens in a dynamic tab next to the current tab. • **Show Details**: Displays the underlying form details, including the form name, the folder path of the form, and the cube

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Considerations for Dashboard 2.0

> **Note**
>
> Starting with the October 2025 (25.10) update, Oracle plans to de-support Dashboard 1.0. All Oracle Fusion Cloud EPM environments will default to Dashboard 2.0 with existing environments created before October 3, 2025 having the option to switch back to Dashboard 1.0. All new environments created on or after October 3, 2025 will be deployed with Dashboard 2.0 only.

Note the following considerations when using Dashboard 2.0:

- When viewing dashboards in Dashboard 2.0, data for each form is visualized based on the data type of the form's first row, first cell. For example, if the first row, first cell in a form uses a percentage data type, then the data displayed for that form in Dashboard 2.0 is visualized as a percentage. If another form in the same dashboard uses a numeric data type in the first row, first cell, then the data will display as a decimal.
- For charts, each column must have a unique name in order for the data to be rendered properly.
- In some Dashboard 2.0 charts (such as Line and Area charts), data markers are defaulting to always display. In a future update, dashboard designers will have the ability to control the visibility of data markers.
- 3D visualization is not supported in Dashboard 2.0. This affects the following Dashboard 2.0 chart types:
  - Area
  - Bar
  - Bubble
  - Column
  - Combination
  - Doughnut
  - Gauge
  - Grid
  - Line
  - Radar
  - Scatter

  > **Note**
  >
  > Dashboard 1.0 still supports 3D visualizations for charts, as applicable.

- In a future update, Dashboard 2.0 will support Smart Push.
- Funnel charts are useful for viewing data for stages of a process, such as the stages of a sales process. The area of a funnel slice is proportional to its value for the corresponding

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stage. Dashboard 1.0 renders the funnel chart very differently than the way in which Dashboard 2.0 renders the funnel chart. In Dashboard 1.0, the funnel chart supports multiple columns, and the first two rows of the form are used to compare Actual with Target. The chart then plots the differences between the two in the funnel corresponding to the respective column. In Dashboard 2.0 the funnel chart supports only the first column and the area of the funnel corresponding to each cell on the row is colored and is sized proportionally to its numeric value.

- When accessing ad hoc grids from Dashboard 2.0 chart types:
  - **Analyze** only works for chart elements built on a form.
  - **Analyze** is not supported for Geomap chart types or for Quick Analysis charts.
  - For charts built on a form with a formula row or column, after right-clicking the chart element which corresponds to the formula row/column (like a bar in a Bar chart), clicking **Analyze** will not perform any action.
- All future dashboard enhancements will be in Dashboard 2.0.

Forms Versions and Dashboard 2.0

Runtime forms are also available in two versions:

- **Forms 1.0**: Uses Slick Grid with Oracle ADF Fuse components
- **Forms 2.0**: Uses Slick Grid with Oracle JET components

Certain features in Dashboard 2.0 only work with Forms 2.0; for example, Dashboard 2.0 only lets you work directly with data in form grids if the underlying form is a Forms 2.0 form. The **Forms Version** can be updated in your application settings.

> **Note**
>
> Starting with the October 2025 (25.10) update, Oracle plans to de-support Forms 1.0. Users on new environments created on or after October 3, 2025 will see all their forms rendered exclusively in Forms 2.0, with no option in application settings to switch to Forms 1.0. Existing environment users will also see their forms rendered in Forms 2.0 by default. However, users on environments created before October 3, 2025 will have the option to switch back to Forms 1.0 using the **Forms Version** application setting, if needed.

You'll need to be aware of some differences in the way the dashboard versions interact with the forms versions.

Forms Version 1.0

When the **Forms Version** application setting is set to **Forms 1.0**:

- You can continue to use Dashboard 1.0 with Forms 1.0.
- You cannot use Dashboard 2.0 with Forms 1.0.

  Forms 2.0 is supported with Dashboard 2.0 only. Use Forms 2.0 with Dashboard 2.0 for all interactions.

  If you've selected a Dashboard 2.0 dashboard and you see an `Error during Dashboard 2.0 component initialization` message, the dashboard has Forms 2.0 forms associated with it and you'll need to ensure that Forms 2.0 is enabled before you can view the dashboard.

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- When Dashboard 2.0 artifacts are created, the **Grid** visualization option will not be available.
- To use forms as grids in Dashboard 2.0, update the **Forms Version** application setting to Forms 2.0.
- Existing Dashboard 2.0 dashboards (Dashboard 2.0 dashboards created before November 2023) will continue to display forms as tables and charts, not grids.

Forms Version 2.0

When the **Forms Version** application setting is set to **Forms 2.0**:

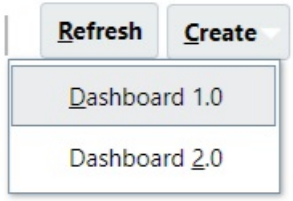
- You can continue to use Dashboard 1.0 with Forms 2.0.
- Dashboard 2.0 will display the **Grid** visualization option, which uses Forms 2.0 with read, write, and calculate abilities.
- Forms 2.0 within Dashboard 1.0 will appear as Forms 1.0.

> **Note**
>
> Saved forms definitions can be used as a data source for dashboard charts regardless of the **Forms Version** application setting: **Forms 1.0** or **Forms 2.0**.

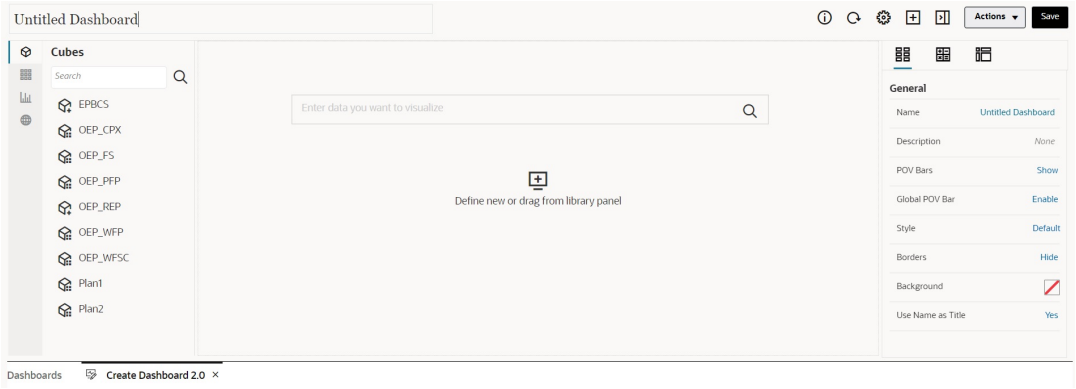
Creating Dashboard 2.0 Dashboards

To create a Dashboard 2.0 dashboard:

1. From the Home page, click **Library**, and then click **Dashboard** tab at the bottom of the page. Click **Create**.



2. From the options provided, select **Dashboard 2.0**.



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3. Enter a name for the dashboard by clicking the default dashboard name and entering a new name in the input box.
4. Drag and drop content from the object palette on the left onto the dashboard workspace. Customize the dashboard using the dashboard settings and properties.

   For a detailed description of the Dashboard Designer, see Concepts in Designing Dashboard 2.0 Dashboards.

   While working on the dashboard, you can save it as a new dashboard, including any unsaved changes. To do so, click **Actions**, then **Save As,** and then save the dashboard with the new name.
5. Click **Save**.

You can easily duplicate and modify a dashboard using **Copy As** on the **Dashboards** listing page. Select **Actions** ••• next to the dashboard you want to copy.

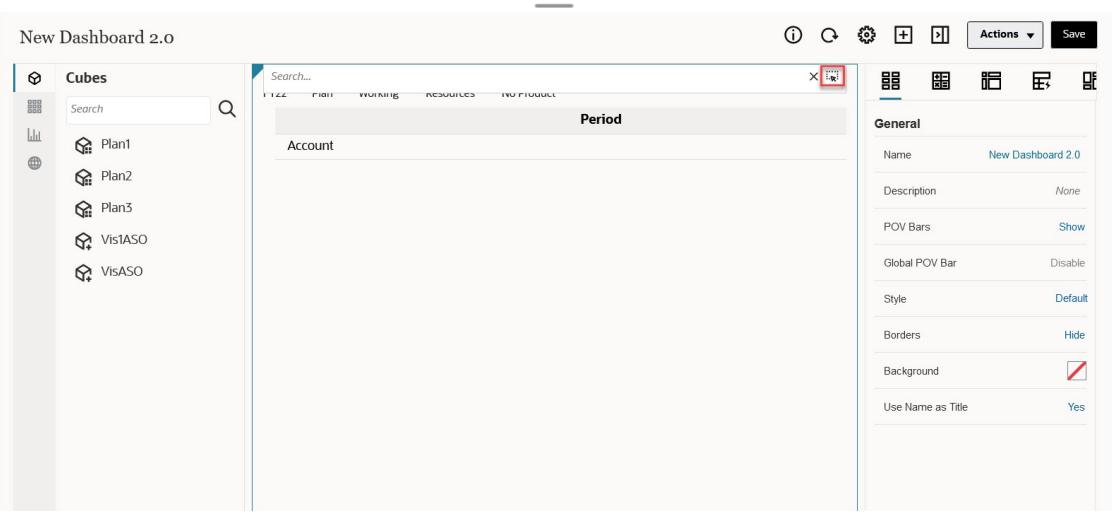
Working with the Member Selector When Designing Dashboards 2.0

When designing Dashboard 2.0 dashboards, you can easily search for and select new dimension members using the member selector.

When you're creating a Quick Analysis in your dashboard, after you add a cube, you can select members for each dimension using the member selector.

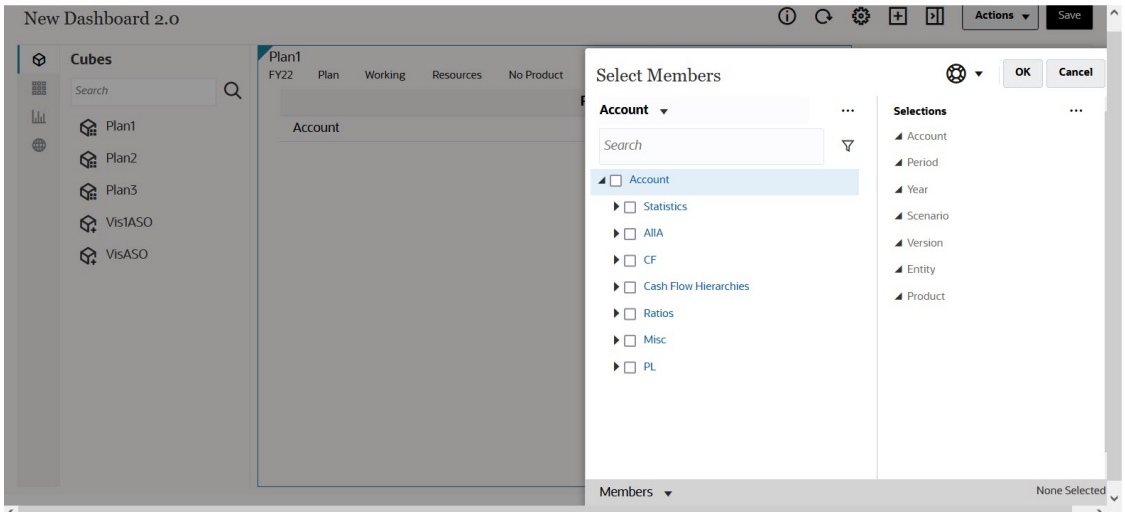
To open the member selector for Quick Analysis:

Click the member selector icon in the Quick Search bar:



Select members for each dimension using the member selector.

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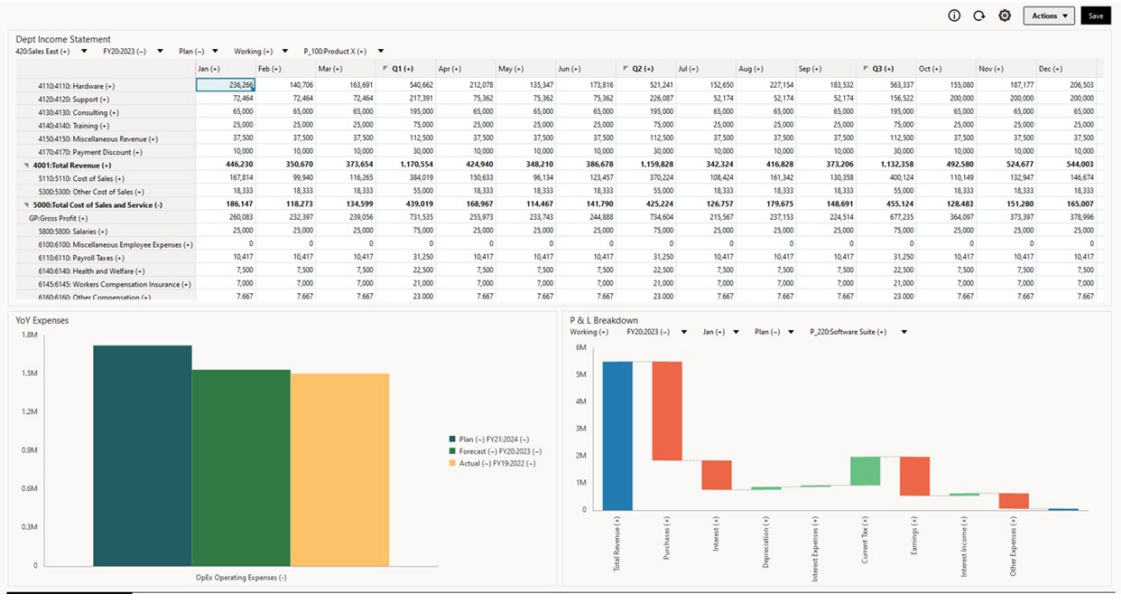
For more information about working with the member selector, see Using the Member Selector.

About Forms 2.0 Grids in Dashboard 2.0

Newly added components in Dashboard 2.0 default to displaying the form grid, and the grids are writable if the associated form is a Forms 2.0 form. Grids in dashboards enable you to work directly with data in forms if the underlying form is a Forms 2.0 form. You can write-back data updates and invoke rules in dashboards with grid components. You can also analyze form data, work with a form in Oracle Smart View for Office, and export data from a form to a spreadsheet.

Right-clicking inside a grid enables you to view a context menu where you can perform additional grid actions such as grid spread, and adding comments and attachments.

Example Dashboard with a Grid and Charts

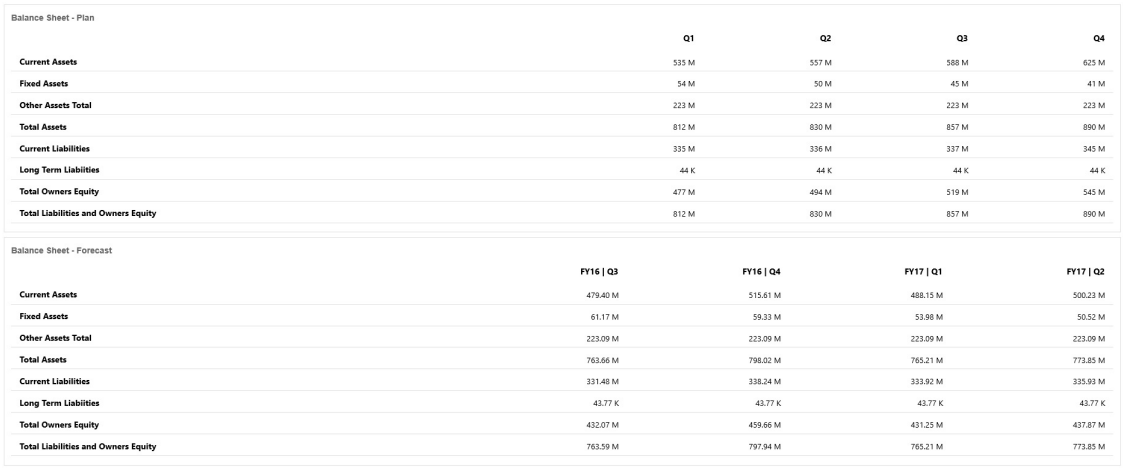


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Using Tables in Dashboards

Tables in dashboards provide a list view of the data showing multiple values from a form or grid. You can embed mini-charts into each row of the table, called Spark Charts, which plot column data. Tables are also searchable. Note that currency symbols or currency codes are displayed in tables for multicurrency applications.

Example Dashboard Showing Plain Tables



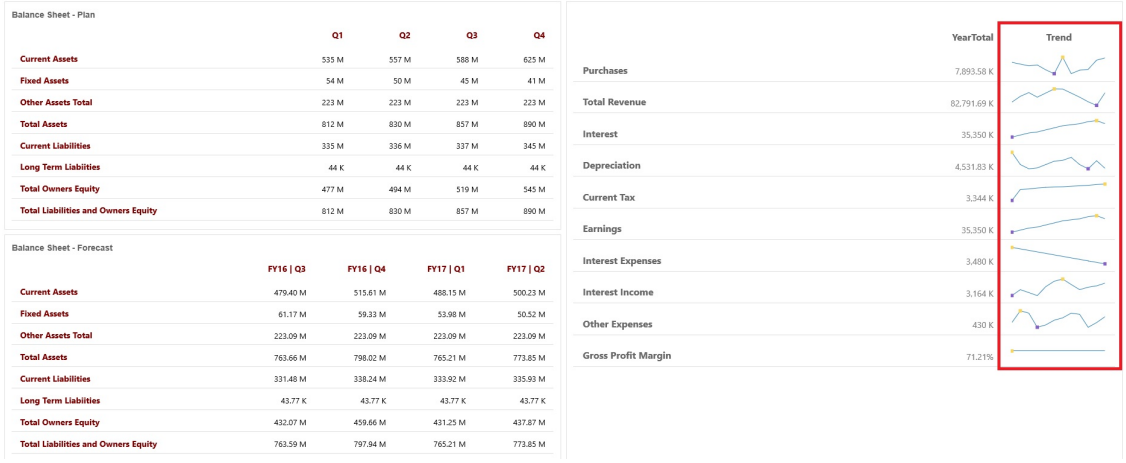
Balance Sheet - Plan

	Q1	Q2	Q3	Q4
Current Assets	535 M	557 M	588 M	625 M
Fixed Assets	54 M	50 M	45 M	41 M
Other Assets Total	223 M	223 M	223 M	223 M
Total Assets	812 M	830 M	857 M	890 M
Current Liabilities	335 M	336 M	337 M	345 M
Long Term Liabilities	44 K	44 K	44 K	44 K
Total Owners Equity	477 M	494 M	519 M	545 M
Total Liabilities and Owners Equity	812 M	830 M	857 M	890 M

Balance Sheet - Forecast

	FY16 | Q3	FY16 | Q4	FY17 | Q1	FY17 | Q2
Current Assets	479.40 M	515.61 M	488.15 M	500.23 M
Fixed Assets	61.17 M	59.33 M	53.98 M	50.52 M
Other Assets Total	223.09 M	223.09 M	223.09 M	223.09 M
Total Assets	763.66 M	798.02 M	765.21 M	773.85 M
Current Liabilities	331.48 M	338.24 M	333.92 M	335.93 M
Long Term Liabilities	43.77 K	43.77 K	43.77 K	43.77 K
Total Owners Equity	432.07 M	459.66 M	431.25 M	437.87 M
Total Liabilities and Owners Equity	763.59 M	797.94 M	765.21 M	773.85 M

Example Dashboard Showing a Table With a Spark Chart



Balance Sheet - Plan

	Q1	Q2	Q3	Q4
Current Assets	535 M	557 M	588 M	625 M
Fixed Assets	54 M	50 M	45 M	41 M
Other Assets Total	223 M	223 M	223 M	223 M
Total Assets	812 M	830 M	857 M	890 M
Current Liabilities	335 M	336 M	337 M	345 M
Long Term Liabilities	44 K	44 K	44 K	44 K
Total Owners Equity	477 M	494 M	519 M	545 M
Total Liabilities and Owners Equity	812 M	830 M	857 M	890 M

Balance Sheet - Forecast

	FY16 | Q3	FY16 | Q4	FY17 | Q1	FY17 | Q2
Current Assets	479.40 M	515.61 M	488.15 M	500.23 M
Fixed Assets	61.17 M	59.33 M	53.98 M	50.52 M
Other Assets Total	223.09 M	223.09 M	223.09 M	223.09 M
Total Assets	763.66 M	798.02 M	765.21 M	773.85 M
Current Liabilities	331.48 M	338.24 M	333.92 M	335.93 M
Long Term Liabilities	43.77 K	43.77 K	43.77 K	43.77 K
Total Owners Equity	432.07 M	459.66 M	431.25 M	437.87 M
Total Liabilities and Owners Equity	763.59 M	797.94 M	765.21 M	773.85 M

	YearTotal	Trend
Purchases	7,893.58 K	
Total Revenue	82,791.69 K	
Interest	35,350 K	
Depreciation	4,531.83 K	
Current Tax	3,344 K	
Earnings	35,350 K	
Interest Expenses	3,480 K	
Interest Income	3,164 K	
Other Expenses	430 K	
Gross Profit Margin	71.21%	

Dashboard designers can set these table properties:

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Table 13-6 Table Properties

Setting	Description
Value Scale	Especially useful for large numbers, you can scale how a value is displayed. For example, if the value is 1,689,000 and you select **K - Thousand** as the scaling option, the table displays the value as 1,689K. Your scaling options: • **None**: No scaling is applied. • **Auto**: The value is displayed based on its range. For example, 1,500 displays as 1.5K, 1,689,000 displays as 1.69M, 42,314,531,211 displays as 42.31B, and 1,234,567,891,234 displays as 1.23T. • **K - Thousand**: The value is displayed as thousands units. For example, 1,689,000 displays as 1689K. • **M - Million**: The value is displayed as millions units. For example, 123,456,789 displays as 123M. • **B - Billion**: The value is displayed as billions units. For example, 12,345,678,912 displays as 12B. • **T - Trillion**: The value is displayed as trillions units. For example, 1,234,567,891,234,567 displays as 1,234T.
Row Divider	Choose **Show** or **Hide**.
Font	Specify size and color options for headers and data.
Spark Chart	• **Chart Type**: Select **Bar**, **Line**, **Area**, and **Line with Area** with associated options. Or you can select **None**. • **Header**: Column header for the Spark Chart column • **Starting Index**: Column index where to start charting data • **Ending Index**: Column index where to stop charting data

Videos

Your Goal	Watch This Video
See how to create a dashboard with multiple components in the Dashboard Designer for Dashboard 2.0. You create a dashboard with a table, a table with a spark chart, and a tile chart.	Creating Table, Spark, and Tile Charts in Dashboards 2.0

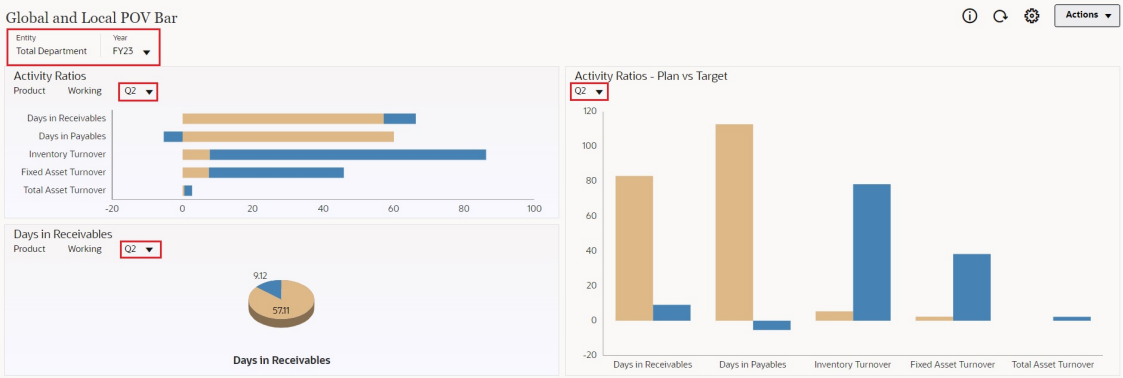
About Global and Local POVs in Dashboard 2.0

A local POV on a form reflects the dimension members the form designer selected for that form. Dashboards also support *global POV bars*, so that the local POVs that are common are combined in the global POV bar to avoid repeating them in each component.

Dashboard 2.0 POVs Example

This Dashboard 2.0 dashboard shows a global POV bar (showing Entity and Year) and local POVs (the drop-down lists for Q2):

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With a global POV bar, if you change a page in the global POV bar and **POV Bar : Auto-Apply** is enabled, the page changes for all components in the dashboard that are based on forms. The global POV bar displays at the top of the dashboard above all the components, while the local POV bar displays within the component. User variables are supported in both global and local POVs in dashboards and you can change dynamic user variables directly from the POV bar.

In the dashboard toolbar  **POV Settings** menu (in both the runtime and edit modes), you can set whether to hide dimension labels in the global POV (**POV Bar : Hide Dimension Labels**) and whether to enable or disable automatically applying changes (**POV Bar : Auto-Apply**).

About global POV bars:

- The POV Bar is made up of local POV dimensions, Page dimensions, and user variables.
- Depending on the local POV and page of each form on the dashboard, the global POV bar is automatically calculated.
- Global POVs reflect the content of the components using forms in that dashboard. That is, they apply to forms in a dashboard, to charts that are linked to forms, and to tiles that use forms as a data source. So if the dashboard doesn't include a form as a data source, then neither the local nor global POV bar is available.

Here's an example of how the global POV bar is calculated, based on the local POV dimensions for two forms:

The global POV bar is disabled:

- Form A local POV: Year, Entity, Product
- Form B local POV: Year, Entity, Project

The global POV bar is enabled:

- Global POV bar: Year, Entity
- Form A local POV: Product
- Form B local POV: Project

Because not all dimensions and page selections may be common to all forms on a dashboard, the complete POV for a dashboard component may get split between the local POV and the global POV bar. The global POV bar and the local POV together contain the complete intersection information for each form on a dashboard.

If there is only one component on the dashboard that uses a form as a data source, then the entire POV/page of the form is moved to the global POV bar.

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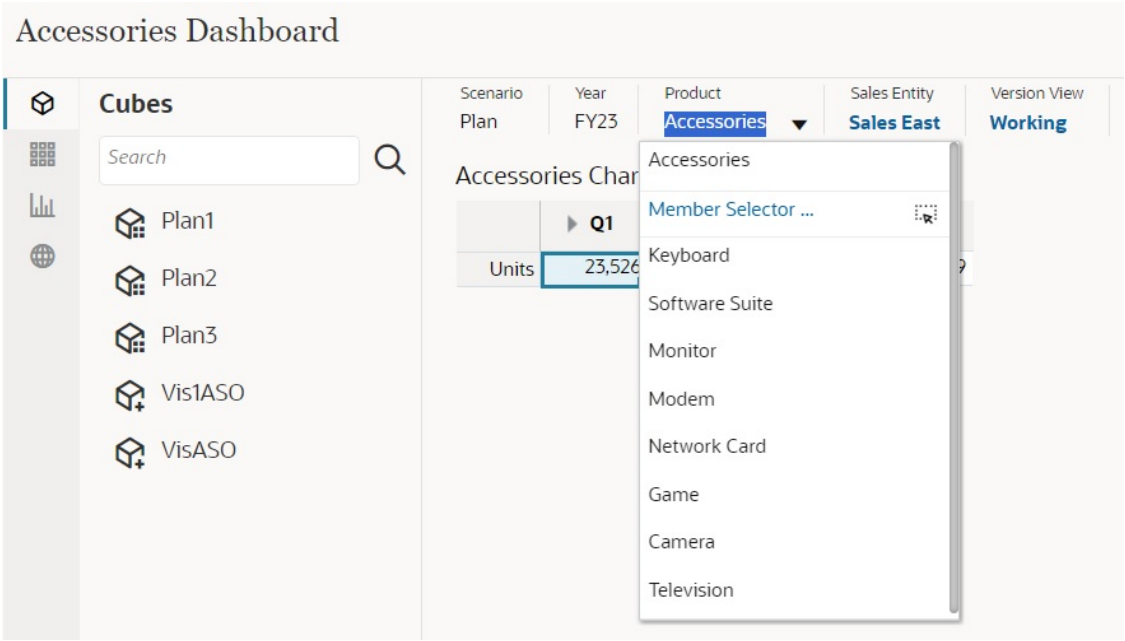
If there is more than one component on a dashboard that uses forms as a data source, then this is how the application determines which dimensions go in the global POV bar or stay in the local POV:

- If the dimension is in the POV or page of all the forms, and the member selection is the same in all the forms, the dimension goes in the global POV bar.
- If the dimension is in the POV on one form and in the page of another form, then the dimension stays in the local POV.
- If the dimension is in the POV, then the same members must be selected in all the forms for the dimension.
- If the dimension is a page dimension, then the selected page members must be the same and display in the same order in all the forms.

Searching for POV Members in Dashboard 2.0 Dashboards

When working in Dashboard 2.0 dashboards, you can easily find new POV members. To search, click a POV link. The search interface displays a list of the most recently used members from which you can choose.

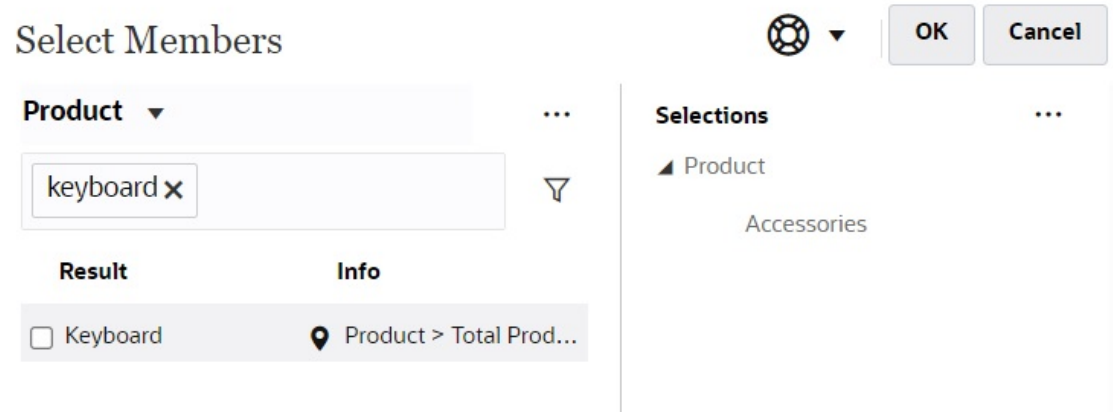
Figure 13-1 Dashboard 2.0 POV Most Recently Used Members List



You also can search using the member selector. Click a POV link, then click the member selector icon to launch the member selector. Members in the member selector are displayed as a hierarchy or you can type a member name in the **Search** box. If a member is located using the **Search** box, you'll see a result displayed under the Search box.

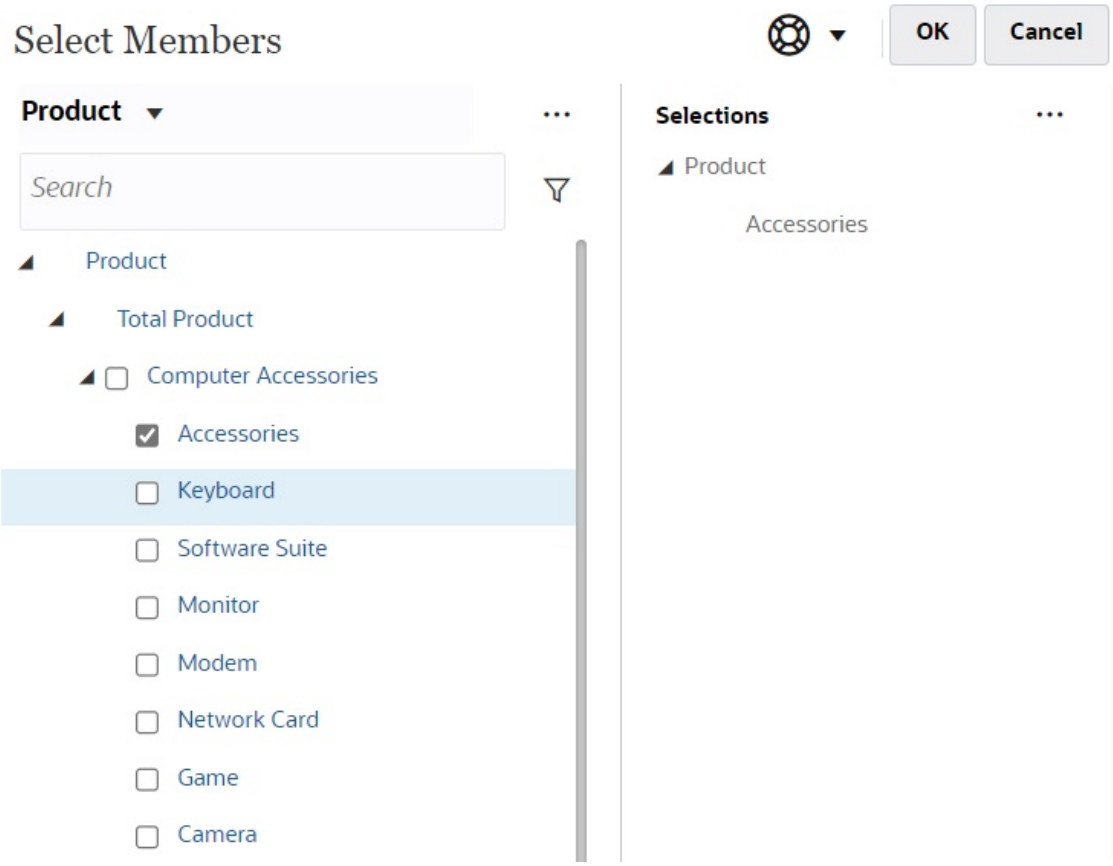
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Figure 13-2 Dashboard 2.0 Member Selector Search Results



You can view where the member is located within the hierarchy by hovering over the result's **Info** column and clicking (Locate Member).

Figure 13-3 Dashboard 2.0 Member Selector Search Results in Hierarchy



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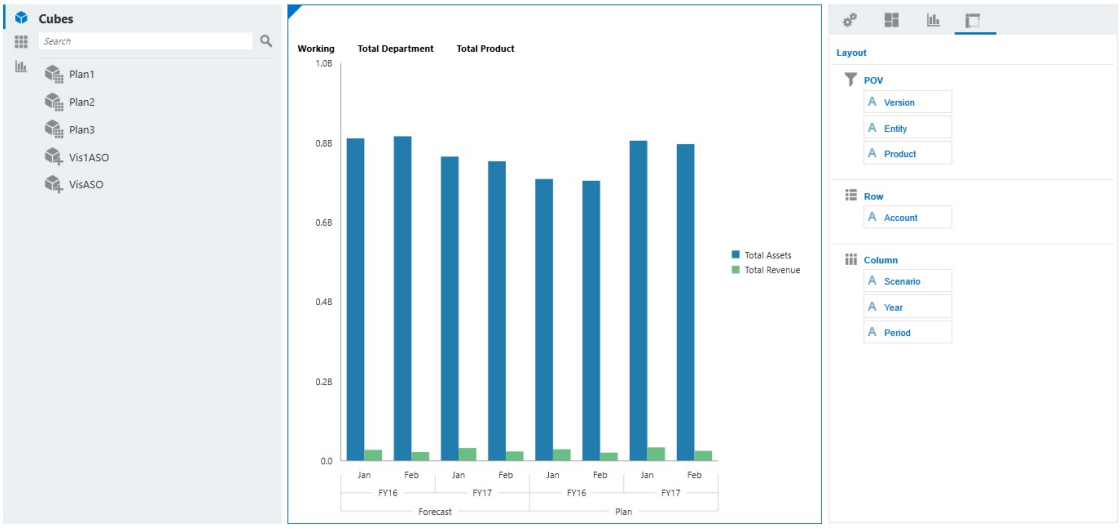
Dashboard 2.0 POV Bar Considerations

- For POV bar Page drop-down lists, the number of members shown in the page drop-down is controlled in **User Preferences** under **Page Options**. (From the Home page, click **Tools**, then **User Preferences**, and then click **Display** to view the **Page Options**.) If the number of items in the page drop-down exceeds this limit, then users cannot view them. Note that this will be fixed in a future release with the ability to use the member selector to browse through the rest of the members, similar to Dashboards 1.0.
- If your dashboard includes multiple forms, but some forms have different properties for the same dimension; for example, the Version dimension is hidden on some forms but it's visible on other forms in the same dashboard, the global POV might not display any Version dimension members. We recommend you ensure that all properties for all dimensions are the same for all forms included within a dashboard.

About Quick Analysis

Quick Analysis lets you add components to dashboards without having a prebuilt form. You create an ad hoc query by typing member names in the Search bar or using the Member Selector, and then you control the layout of the query in the Layout tab of the Properties panel.

Example Dashboard 2.0 Quick Analysis Chart in Design Mode



To create a quick analysis in your dashboard:

1. Select a cube for the query. You can do this in one of two ways:
   - Click in the workspace Search box to display a list of cubes, then select a cube.
   - Drag and drop a cube from the object palette to the dashboard workspace.

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> **Note**
>
> With either method, the system starts with a default query; a single intersection in the cube driven from your Most Recently Used, or MRU. The default query varies based on what you've recently been looking at in the cube.
>
> If the MRU intersection in the cube is invalid, you'll get an error. If you see an error, open another form and change the page to a valid intersection so that the MRU gets updated with a valid intersection.

2. Refine the query by specifying members for the query:
   - In the Search box, type member names to display an auto-complete list from the cube.
   - Launch the member selector to select members, and then click **OK**.

> **Note**
>
> When using the Search box to find members for quick analysis and more than 25,000 members are present in a cube, the Search box only searches the first 3000 members in the dimension for the cube. If the cube contains less than 25,000 members, then the Search box will search through all members. To search a cube with more than 25,000 members, launch the member selector to make your quick analysis selections.

3. Select a chart type for the query.

   Click (Chart Type) to select a chart type; for example, Bar .

4. In the Properties panel, click the Layout tab .
5. Drag and drop the dimensions in the Layout tab of the Properties panel to other sections of the Layout tab to change the POV, Row, and Column layout of the dashboard component.

Videos

Your Goal	Watch This Video
Discover how to add quick analysis components to dashboards without having a prebuilt form. You learn how to create an ad hoc query in the Dashboard Designer and format the results by changing the dimension layout and applying visualizations.	Creating Quick Analyses in Dashboards 2.0

About Dashboard Charts

Dashboard charts are the visual elements that make up a dashboard. They take complex data and translate it into easily understandable visuals like:

- **Bar Charts:** Used to compare data across different categories or to show changes over time.
- **Line Charts:** Used to display trends and patterns over time.

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- **Pie Charts:** Used to show the proportion of different parts to a whole.
- **Other types:** There are many other specialized charts like geomap, tile, gauge, radar, and combination charts, each with their own specific uses.

See the following topics for chart descriptions:

Chart Type	Icon	Want to know more?
Geomap		See About the Geomap Chart Type.
Pyramid		See About the Pyramid Chart Type.
Waterfall		See About the Waterfall Chart Type.
Gauge		See About the Gauge Chart Type for Dashboard 2.0.
Radar		See About the Radar Chart Type for Dashboard 2.0.
Combination		See About the Combination Chart Type for Dashboard 2.0.
Tile		See About the Tile Chart Type for Dashboard 2.0.

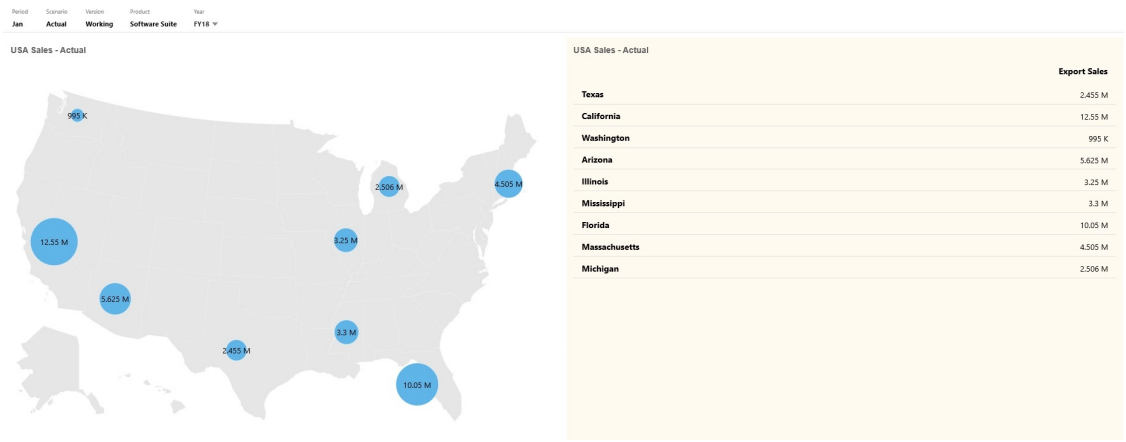
About the Geomap Chart Type

Geomaps are geographical maps with overlays and charts that display some measure about each of the geographical areas that are displayed. Hovering over the bubbles or the color highlight in the Geomap displays a data label.

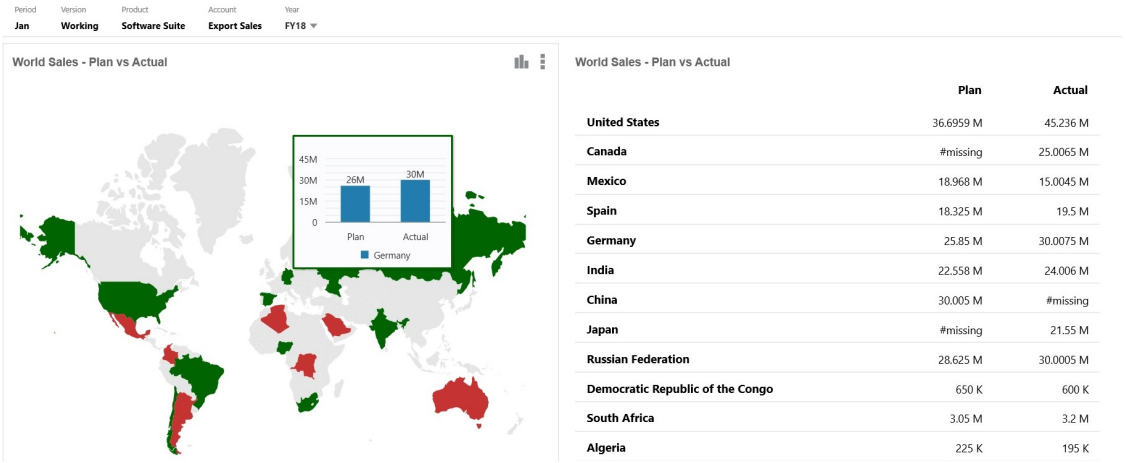
> **Note**
>
> Color highlight geomaps are designed to show any variances (red or green, depending upon your **Desired Variance Trend** setting) based on the values in the underlying data. If a geomap region has missing values in the 1st or 2nd column or if the values in those columns are equal and there is no variance, the region will be highlighted blue. Hovering over a highlighted region displays a bar chart with all the values for the row except for any missing values.

Example Geomap - USA Sales Using Data Bubbles

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Example Geomap - World Sales Using Color Highlight



Dashboard designers can set these geomap chart properties:

Table 13-7 Geomap Chart Properties

Setting	Description
Map Layer	Select **World** or narrow the scope of the map to a continent such as **Asia**, **North America**, or **Africa**.
Type	The **Data Bubbles** geomap displays data as sized bubbles over the map layer. The **Color Highlight** geomap compares two data values, displaying geographical areas that have an increase in green, and those with a decrease in red. Select **Data Bubbles** or **Color Highlight** and then specify the following additional options: • For **Data Bubbles**, select the desired settings for **Label** (**Show** or **Hide**), **Label Color**, and **Bubble Color**. • For **Color Highlight**, specify the **Desired Variance Trend** (**Increase** or **Decrease**).

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Table 13-7 (Cont.) Geomap Chart Properties

Setting	Description
Geography Names	We've provided you with a metadata load file that contains the geographical elements the geomap uses like countries, states, and cities. Click to download a CSV file which you can then upload into a dimension as new members or (with some manual changes) as aliases to existing members in your application. Note that geomaps only work if the geography names in the forms match exactly the geography names that Dashboard 2.0 uses for its map layers. So if your entity/geography dimension says, for example, USA, that won't be recognized as a valid name in the map layer, which uses United States.

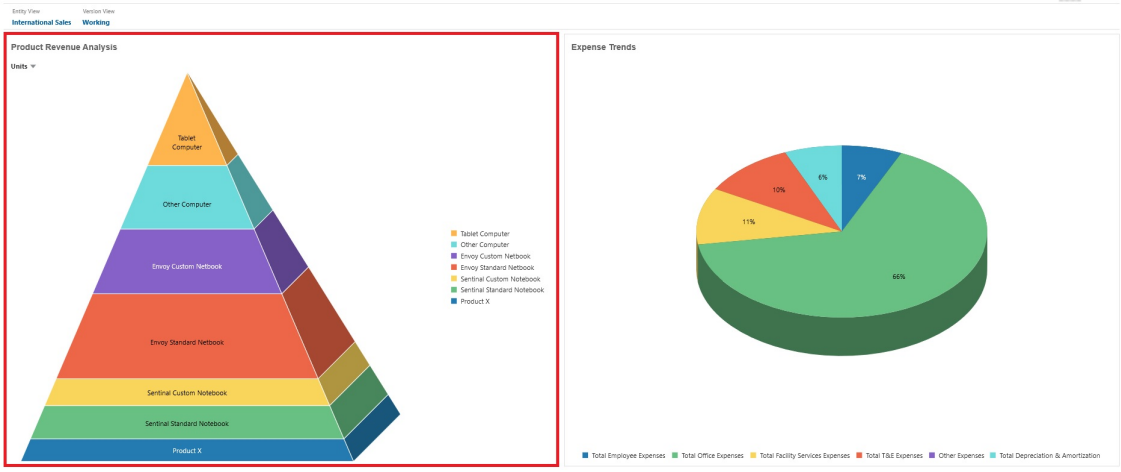
Videos

Your Goal	Watch This Video
Learn how to download geography members for geomap charts, then import them into your dimension. You learn how to set up both data bubble and color highlight geomap charts.	Creating Geomaps in Dashboards 2.0

About the Pyramid Chart Type

Pyramid chart types use a triangle diagram to represent hierarchies visually. The triangle is divided into sections, illustrating vertically top-down and broad-narrow structures and processes.

Example 3D Pyramid Chart



Dashboard designers can set these pyramid chart properties:

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Table 13-8 Pyramid Chart Properties

Setting	Description
Legend Position	Choose **Left**, **Right**, **Top**, **Bottom**, or **None**.
Value Scale	Especially useful for large numbers, you can scale how a value is displayed. For example, if the value is 1,689,000 and you select **K - Thousand** as the scaling option, the chart displays the value as 1,689K. Your scaling options: • **None**: No scaling is applied. • **Auto**: The value is displayed based on its range. For example, 1,500 displays as 1.5K, 1,689,000 displays as 1.69M, 42,314,531,211 displays as 42.31B, and 1,234,567,891,234 displays as 1.23T. • **K - Thousand**: The value is displayed as thousands units. For example, 1,689,000 displays as 1689K. • **M - Million**: The value is displayed as millions units. For example, 123,456,789 displays as 123M. • **B - Billion**: The value is displayed as billions units. For example, 12,345,678,912 displays as 12B. • **T - Trillion**: The value is displayed as trillions units. For example, 1,234,567,891,234,567 displays as 1,234T.
3D Graph	Choose **Yes** to visualize the data as a 3D chart.
Color	Select **Default** or click a section of the pyramid chart and choose a custom color for that section.

About the Waterfall Chart Type

Waterfall charts display a running total of positive and negative values, which is helpful in showing how you arrived at a net value from an initial value.

Waterfall charts are used to portray how an initial value is affected by a series of intermediate positive or negative values. Usually the initial and the final values (end points) are represented by whole columns, while the intermediate values are shown as floating columns that begin based on the value of the previous column. The columns can be color-coded to distinguish between positive and negative values.

Example Waterfall Chart - Inventory Analysis

This example visualizes changes in a single account over time.



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Example Waterfall Chart - P & L Statement

This example has expense accounts that are shown as a negative change to Total Revenue, and income accounts that are shown as a positive change, for a final Net Income value.



P & L Statement

	Total Revenue	Purchases	Interest	Depreciation	Interest Expenses	Current Tax	Earnings	Interest Income	Other Expenses
International Sales	5.5 M	1.845 M	760 K	865 K	925 K	1.98 M	540 K	630 K	60 K

Dashboard designers can set these waterfall chart properties:

Table 13-9 Waterfall Chart Properties

Setting	Description
Value Scale	Especially useful for large numbers, you can scale how a value is displayed. For example, if the value is 1,689,000 and you select **K - Thousand** as the scaling option, the chart displays the value as 1,689K. Your scaling options: • **None**: No scaling is applied. • **Auto**: The value is displayed based on its range. For example, 1,500 displays as 1.5K, 1,689,000 displays as 1.69M, 42,314,531,211 displays as 42.31B, and 1,234,567,891,234 displays as 1.23T. • **K - Thousand**: The value is displayed as thousands units. For example, 1,689,000 displays as 1689K. • **M - Million**: The value is displayed as millions units. For example, 123,456,789 displays as 123M. • **B - Billion**: The value is displayed as billions units. For example, 12,345,678,912 displays as 12B. • **T - Trillion**: The value is displayed as trillions units. For example, 1,234,567,891,234,567 displays as 1,234T.
Grid Lines	Select **Hide** or **Show** to display the x-axis lines of the grid.
Connecting Lines	Select **Hide** or **Show** to display the lines connecting the end of each column to the beginning of the next column. This helps visualize the flow of the data in the chart.
Legend Position	Choose **Left**, **Right**, **Top**, **Bottom**, or **None**.

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Table 13-9 (Cont.) Waterfall Chart Properties

Setting	Description
Plot Deltas	Select **Yes** to automatically calculate and plot the common start and end points from one bar to the next based on the values provided. This is useful for showing the trend for balance type of accounts. Otherwise, select **No** to manually set increase and decrease points. When **No** is selected, you can manually set these increase/decrease options on a bar-by-bar basis: • Bar Direction: Select a bar to manually set the bar direction to increase/decrease. • All bars: Display a list of all bars in the chart to manually set bar directions to increase/decrease. The manual options you can set for each bar are **Auto**, **Reverse**, and **Total**. **Auto** will consider the positive/negative values from the data source and plot accordingly. **Reverse** will change the sign, and **Total** will make the chart restart at the corresponding bar.
Increase **Decrease** **Total**	Select a color for each property.
End Bar	Select whether to **Hide** or **Show** the end bar on the chart. In the preceding example, the end bar is shown. If the end bar is shown, you can specify a label.
Axes	Select a **Custom Range** for the **X-Axis** and the **Y-Axis**, or select **Off**.

Videos

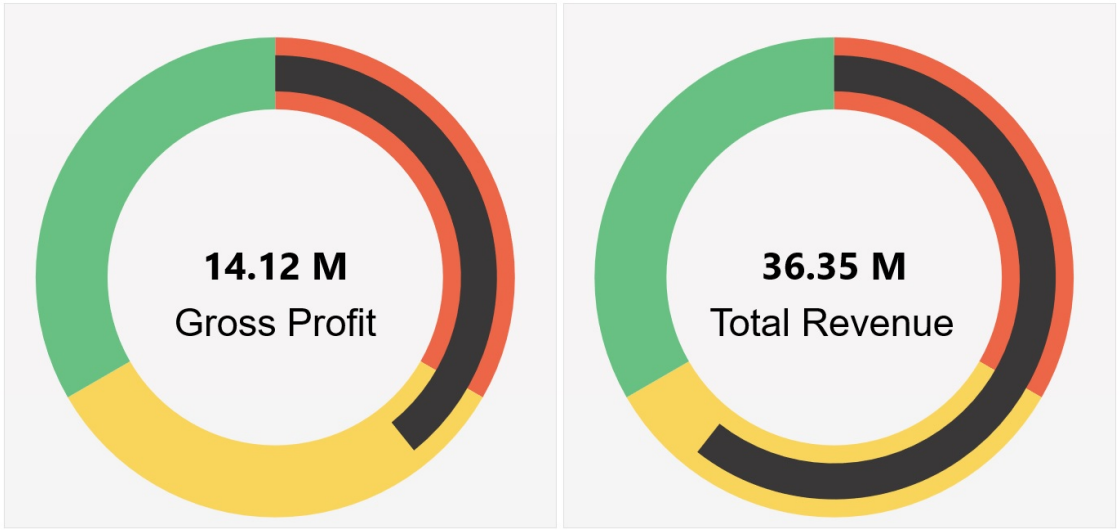
Your Goal	Watch This Video
Learn how to create waterfall charts to track the changes in a single account over time and to track how multiple accounts interact to produce a final total.	 Creating Waterfall Charts in Dashboards 2.0

About the Gauge Chart Type for Dashboard 2.0

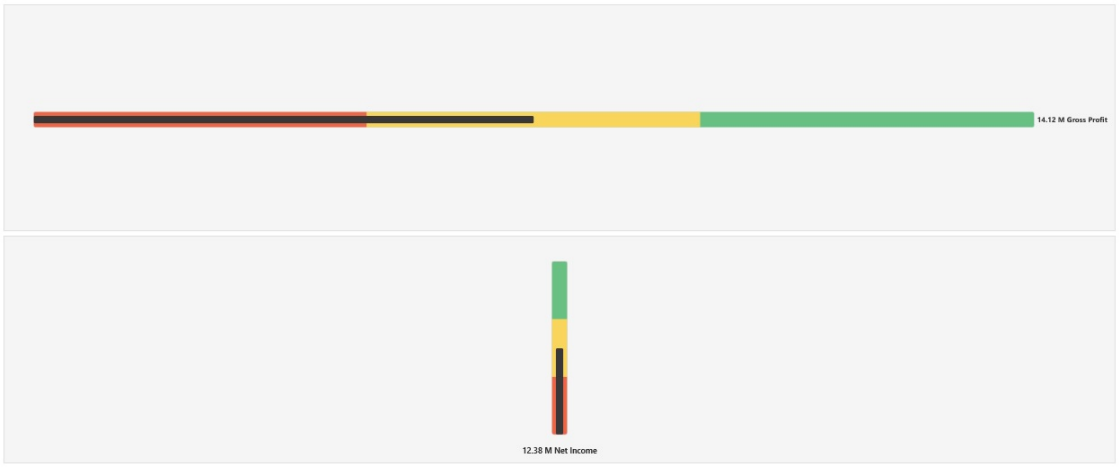
Gauge chart types show you whether data values fall within an acceptable range or not. You set the minimum and maximum values, the range maximums, and the gauge uses red, yellow, and green traffic lighting to help you quickly assess a current value and identify problems in important data points or measures. For Dashboard 2.0 dashboards, you can select circular, horizontal, and vertical gauge types.

Dashboard 2.0 Example - Circular Gauge Type

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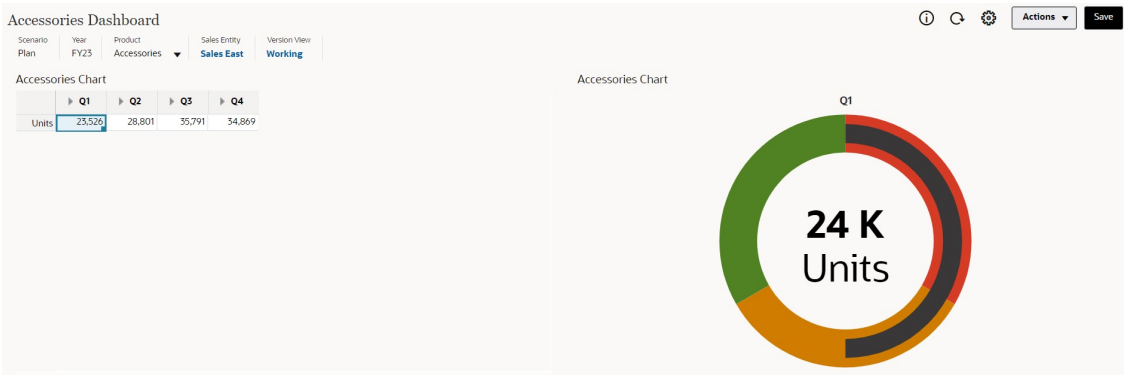


Dashboard 2.0 Example - Horizontal and Vertical Gauge Types



Dashboard 2.0 Example - Single Gauge Display

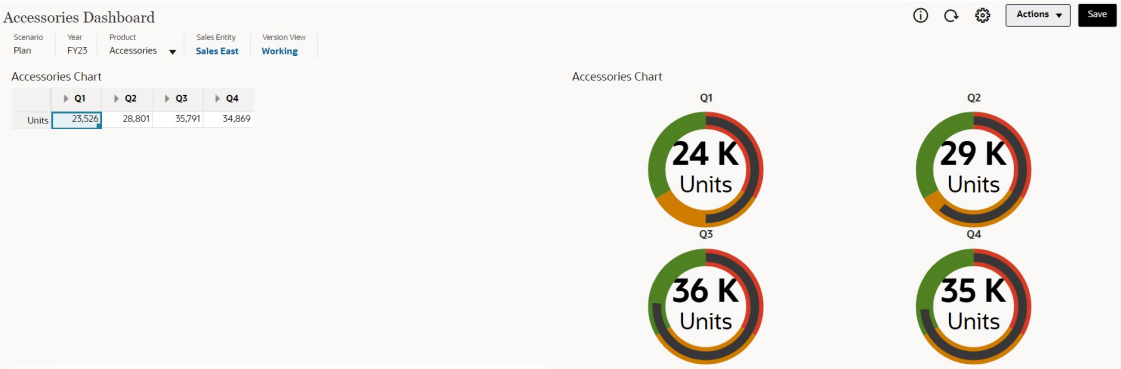
For **Display**, if **Single** is selected, then the gauge chart displays only the first column of the underlying form's data.



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Dashboard 2.0 Example - Multiple Gauge Display

For **Display**, if **Multiple** is selected, then a gauge chart is displayed for each column of the underlying form's data.



Dashboard designers can set these gauge chart type properties:

Table 13-10 Gauge Chart Type Properties

Setting	Description
Scale	Especially useful for large numbers, you can scale how a value is displayed. For example, if the value is 1,689,000 and you select **K - Thousand** as the scaling option, the chart displays the value as 1,689K. Your scaling options: • **None**: No scaling is applied. • **Auto**: The value is displayed based on its range. For example, 1,500 displays as 1.5K, 1,689,000 displays as 1.69M, 42,314,531,211 displays as 42.31B, and 1,234,567,891,234 displays as 1.23T. • **K - Thousand**: The value is displayed as thousands units. For example, 1,689,000 displays as 1689K. • **M - Million**: The value is displayed as millions units. For example, 123,456,789 displays as 123M. • **B - Billion**: The value is displayed as billions units. For example, 12,345,678,912 displays as 12B. • **T - Trillion**: The value is displayed as trillions units. For example, 1,234,567,891,234,567 displays as 1,234T.
Display	You can display **Single** or **Multiple** gauge charts in a component. If **Single** is selected, then the gauge chart displays only the first column of the underlying form's data. If **Multiple** is selected, then a gauge chart is displayed for each column of the underlying form's data.
Gauge Type	Select from the following options: • **Circular** • **Horizontal** • **Vertical**
Minimum Value **Maximum Value**	The lowest and highest values on the gauge. The dashboard designer sets the values as a default, and then users can temporarily change them at runtime. If the dashboard designer doesn't specify these values, the application automatically sets the minimum value as zero and the maximum value as greater than the value on the gauge.

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Table 13-10 (Cont.) Gauge Chart Type Properties

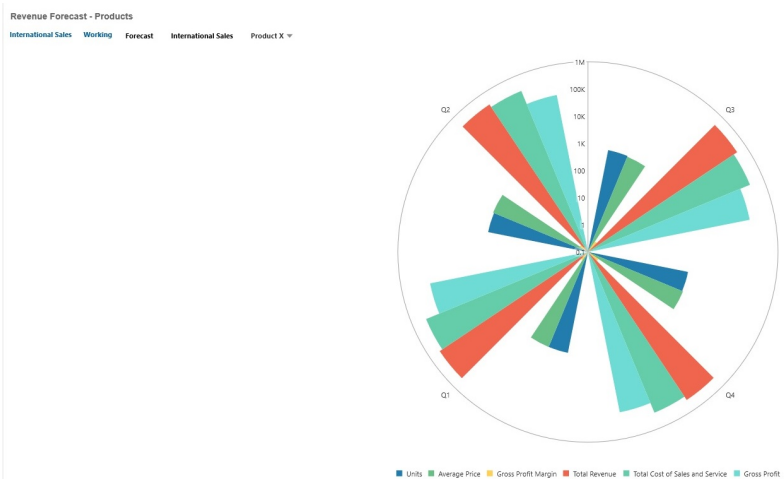
Setting	Description
Desired Goal	Specify whether **High** values or **Low** values are desirable.
Low Threshold **Medium Threshold** **High Threshold**	To visually indicate whether a measure lies in the acceptable range or not, these thresholds enable you to display the gauge in red, yellow and green based on the specified values. Specify a text **Label** and a number **Value** for each threshold.

About the Radar Chart Type for Dashboard 2.0

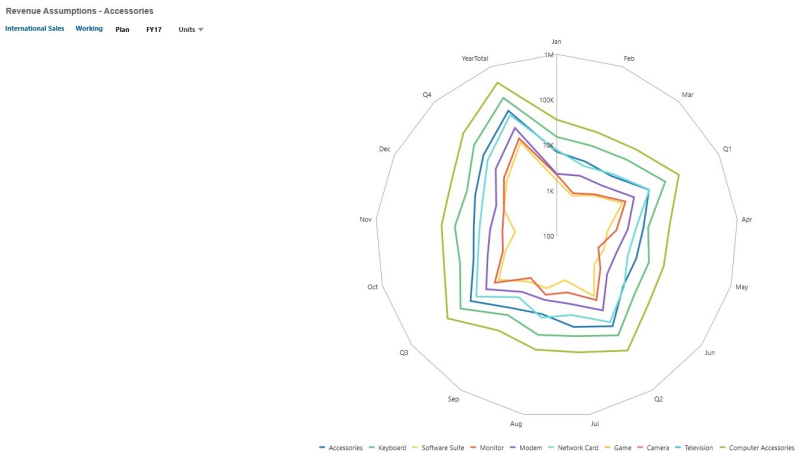
A radar chart is a two-dimensional chart type designed to plot one or more series of values over multiple quantitative variables. Radar charts are best for determining which variable in the data is doing better than the rest. Hence, they are mostly used for performance analysis.

For Dashboard 2.0, you can select bar, line, area, scatter, and bubble radar types.

Dashboard 2.0 Example - Radar Bar Chart Type



Dashboard 2.0 Example - Radar Line Chart Type



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Dashboard designers can set these radar chart type properties:

Table 13-11 Radar Chart Type Properties

Setting	Description
Value Scale	Especially useful for large numbers, you can scale how a value is displayed. For example, if the value is 1,689,000 and you select **K - Thousand** as the scaling option, the chart displays the value as 1,689K. Your scaling options: • **None**: No scaling is applied. • **Auto**: The value is displayed based on its range. For example, 1,500 displays as 1.5K, 1,689,000 displays as 1.69M, 42,314,531,211 displays as 42.31B, and 1,234,567,891,234 displays as 1.23T. • **K - Thousand**: The value is displayed as thousands units. For example, 1,689,000 displays as 1689K. • **M - Million**: The value is displayed as millions units. For example, 123,456,789 displays as 123M. • **B - Billion**: The value is displayed as billions units. For example, 12,345,678,912 displays as 12B. • **T - Trillion**: The value is displayed as trillions units. For example, 1,234,567,891,234,567 displays as 1,234T.
Type	Select from the following options: • **Bar** • **Line** • **Area** • **Scatter** • **Bubble**
Legend Position	Choose **Left**, **Right**, **Top**, **Bottom**, or **None**.
Grid Lines	Select **Hide** or **Show**.
Logarithmic Scale	Especially useful for displaying numerical data that covers a wide range of values (typically, the largest numbers in the data are hundreds or even thousands of times larger than the smallest numbers), a logarithmic scale displays these values in a way that is more compact and readable. Select whether to use a logarithmic scale in your radar chart.
Color	Select **Default** or click data in the chart and choose a custom color for that data.

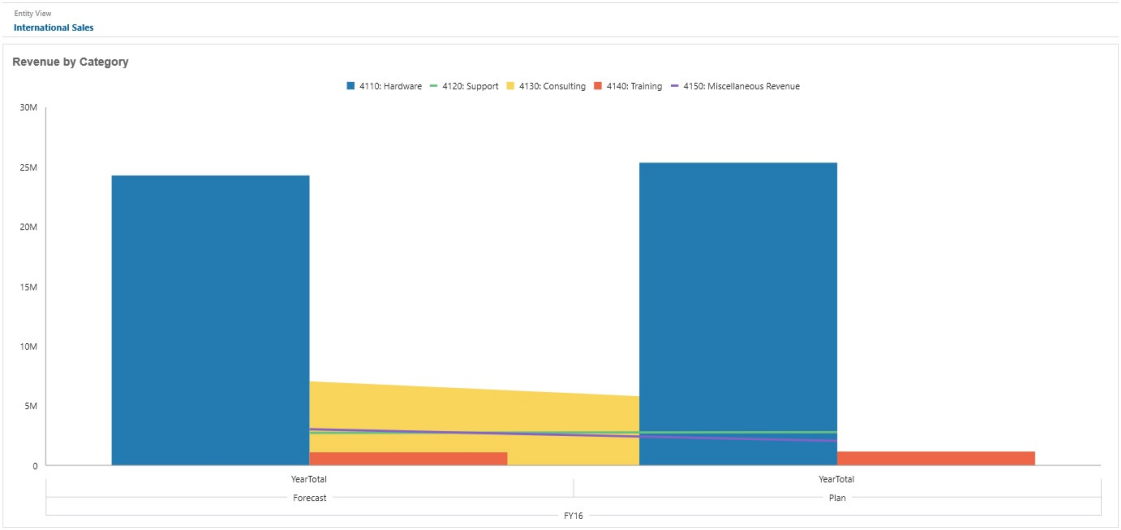
About the Combination Chart Type for Dashboard 2.0

The combination chart is a visualization that lets you merge into one chart any combination of bar, line, and area charts.

You can also add a secondary Y-axis on the opposite side from the primary Y-axis. Adding a secondary Y-axis lets you display the scale for one measure that doesn't scale appropriately with the other measures on the chart; for example, showing a percentage measure and a currency measure on the same chart.

Dashboard 2.0 Example - Area Bar Line Combination Chart

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Dashboard designers can set these combination chart type properties:

Table 13-12 Combination Chart Type Properties

Setting	Description
Value Scale	Especially useful for large numbers, you can scale how a value is displayed. For example, if the value is 1,689,000 and you select **K - Thousand** as the scaling option, the chart displays the value as 1,689K. Your scaling options: • **None**: No scaling is applied. • **Auto**: The value is displayed based on its range. For example, 1,500 displays as 1.5K, 1,689,000 displays as 1.69M, 42,314,531,211 displays as 42.31B, and 1,234,567,891,234 displays as 1.23T. • **K - Thousand**: The value is displayed as thousands units. For example, 1,689,000 displays as 1689K. • **M - Million**: The value is displayed as millions units. For example, 123,456,789 displays as 123M. • **B - Billion**: The value is displayed as billions units. For example, 12,345,678,912 displays as 12B. • **T - Trillion**: The value is displayed as trillions units. For example, 1,234,567,891,234,567 displays as 1,234T.
Line Weight	Click the counter to set the line width. Note that the default width of a line is 5 pixels. You can select from 1 to 12 pixels.
Legend Position	Choose **Left**, **Right**, **Top**, **Bottom**, or **None**.
Label Position	Set the position of the data labels on the chart. Choose **Outside Bar Edge**, **Center**, **Inside Bar Edge**, or **None**.
Grid Lines	Select **Hide** or **Show**.
Logarithmic Scale	Especially useful for displaying numerical data that covers a wide range of values (typically, the largest numbers in the data are hundreds or even thousands of times larger than the smallest numbers), a logarithmic scale displays these values in a way that is more compact and readable. Select whether to use a logarithmic scale in your combination chart.

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Table 13-12 (Cont.) Combination Chart Type Properties

Setting	Description
Secondary Y	Select which data to plot on a secondary Y-axis which will appear on the opposite side of the chart from the primary Y-axis. When the data values in a chart vary widely from data series to data series, or when you have mixed types of data (for example, currency and percentages), you can plot one or more data series on a secondary vertical (Y) axis. While the secondary Y-axis can be used with any line and bar chart type, it is more commonly used with the combination chart type, which helps to distinguish the data series that are plotted on the secondary Y-axis. For example, use a bar for the primary Y- axis, and line for the secondary Y-axis.
Series	Select the bar/line/area combination for the chart.
Color	Select **Default** or click data in the chart and choose a custom color for that data.
Axes	Select a **Custom Range** for the **X-Axis**, **Y-Axis**, and **Secondary Y-Axis**, or select **Off**.

About the Tile Chart Type for Dashboard 2.0

A tile is a chart type that lets you select specific values from the cube to display. In addition to using a form as a data source, you can directly enter a cell intersection that provides the value for a tile. By default, six tiles are initially displayed in a component, but you can display up to 10 tiles in a component. Until you associate a tile with data, it displays sample data.

With a form as the data source for a tile:

- You can have up to 10 tiles per component (six by default).
- The values in the first column of the form (up to the 10th row) are used to create the tiles.
- By default, the row title in the form is the tile's title, and it gets its values from the first column, then by row.
- You can set the tile's component title, the tile's height percentage, legend labels, and can select which axes from the form to include. For example, if you select a form with three rows, the tile displays three values.

> **Note**
>
> Sometimes in a form, the first column may be collapsed (hidden) when viewed as a grid. But the collapsed column is still considered when the tile gets its values from the form. We recommend that you update the form definition and use a form as a data source that contains only the cells to be shown on the tile.

With a cell intersection as the data source for a tile, you can have only one tile per object.

The table below lists the options you can set for the tile chart type. Note that you can set whether the displayed value is horizontally aligned in the tile to the left, the center, or the right. Also note that currency symbols or currency codes are displayed in tiles for multicurrency applications.

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Table 13-13 Tile Chart Type Properties

Setting	Description
Value Scale	Especially useful for large numbers, you can scale how a value is displayed. For example, if the value is 1,689,000 and you select **K - Thousand** as the scaling option, the chart displays the value as 1,689K. Scaling options: • **None**: No scaling is applied. • **Auto**: The value is displayed based on its range. For example, 1,500 displays as 1.5K, 1,689,000 displays as 1.69M, 42,314,531,211 displays as 42.31B, and 1,234,567,891,234 displays as 1.23T. • **K - Thousand**: The value is displayed as thousands units. For example, 1,689,000 displays as 1689K. • **M - Million**: The value is displayed as millions units. For example, 123,456,789 displays as 123M. • **B - Billion**: The value is displayed as billions units. For example, 12,345,678,912 displays as 12B. • **T - Trillion**: The value is displayed as trillions units. For example, 1,234,567,891,234,567 displays as 1,234T.
Align Text	Text alignment options: • **Left** • **Center** • **Right**
Count	The number of tiles displayed in the component (up to 10)
Display	Legend display options: • **Row and Column Dimensions** • **Row Dimensions** • **Column Dimensions** • **None**
Position	Legend positioning options: • **Left** • **Right** • **Top** • **Bottom**
Legend Font Size	Decrease or increase the legend font size.
Value Font Size	Decrease or increase the value font size.

> **Note**
>
> Dashboard 2.0 does not support cell details. Instead we recommend you use Quick Analysis as a data source, which is a more advanced version of cell details. If you convert a dashboard to Dashboard 2.0 that has a component using cell details, delete the component using cell details as a data source, and recreate it using Quick Analysis as a data source.

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Dashboard Design Guidelines

Provides guidance to dashboard designers on how to build visually appealing and functionally effective Oracle Fusion Cloud Enterprise Performance Management dashboards.

Dashboards must visually communicate clearly and immediately a vast array of information in a small amount of space and in a manner that meets the expectations of various audiences and user groups. This requires good design.

The guidelines provided here will assist you in learning how to design effective Cloud EPM dashboards for all types of users.

Related Topics

- Dashboard Types
- Dashboard Layout Guidance
- Dashboard Styles
- Color Sequencing in Charts
- Recommendations for Improving Dashboard Design
- Summary

Dashboard Types

Dashboards are a powerful interactive interface used by various stakeholders with varying use cases. Dashboard designers must understand who is using the dashboard and for what purpose in order to create a dashboard that is appealing and functional to the intended user.

Every dashboard user has unique expectations, and these expectations must be kept in mind while designing dashboards. For Oracle Fusion Cloud Enterprise Performance Management, we've identified two general dashboard types:

- Read-only dashboards: Read-only dashboards are visual tools that aggregate and display critical metrics and key performance indicators (KPIs) in a single screen, enabling users to monitor and examine business performance at a glance. See Read-Only Dashboards.
- Write-enabled dashboards: Write-enabled dashboards are unique to Cloud EPM and they support the ability to update data directly in the dashboard and immediately visualize it. See Write-Enabled Dashboards.

Read-Only Dashboards

Read-only dashboards are visual tools that aggregate and display critical metrics and key performance indicators (KPIs) in a single screen, enabling users to monitor and examine business performance at a glance.

When designing read-only dashboards, keep the following factors in mind so that the dashboards are appealing and functional to the intended users:

- Know your audience

  Different dashboards have different audiences and different uses. Managers and Executives use read-only dashboards strategically to monitor essential business KPIs and metrics so they can effectively make decisions. Data Analysts and Interactive Users use read-only dashboards analytically to visualize important high-level summary data with the ability to drill through to detailed data.

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> **Note**
>
> Another type of dashboard user are Data Input and Impact Analyzers. They are data entry users who use dashboards as a data input interface, but also have the ability to immediately view the newly input data impact on a chart in real-time. These types of dashboards are unique to Oracle Fusion Cloud Enterprise Performance Management and are called write-enabled dashboards. For information about designing write-enabled dashboards, see Write-Enabled Dashboards.

- Keep it simple

  The fundamental challenge of dashboard design is to squeeze as much information as possible into a small amount of space. Nobody wants to leave out critical information, but there's a tradeoff between complexity and usefulness. Be clear in your objective for a dashboard, and narrow the information to that which directly applies to meeting that objective. If there is deeper information under the initial data presented, provide an option to drill down and seek ever more focused and useful information.

- Prioritize elements

  Prioritize elements top left to bottom right. Place high-level, easy-to-read, actionable components near the top left, and place components with supporting information lower. If your audience has limited time or attention, place important elements where they will be noticed.

- Aesthetics matter

  The aesthetics of a dashboard (or lack therof) can impact its adoption. Use only one typeface, and don't overuse colors. Each color in a data visualization should serve a purpose. Use different dashboard colors only when you're communicating different things. Be consistent. If your dashboard includes multiple charts, ensure to match colors between charts when they refer to the same group or entity. If colors change their meaning between charts, this can make it harder for users to understand the chart.

Read-Only Dashboard Examples by User

Provided in this topic are examples of read-only dashboards by user. Also provided are recommendations for the information to display in dashboards, the chart types to use, and number of components.

- Read-Only Dashboards for Managers and Executives
- Read-Only Dashboards for Data Analysts and Interactive Users

Read-Only Dashboards for Managers and Executives

Managers and Executives are typically decision makers. They expect to see tables and charts that give them clear information. Make sure to include expected details in one dashboard consisting of multiple components.

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Table 13-14 Read-Only Dashboard Recommendations for Managers and Executives

Dashboard Content	Recommendation
Information to display	• Key Performance Indicators (KPIs) • High-level trends • Variances • YoY and/or QoQ comparisons
Chart types	Tile, Gauge, Table, Pie/Doughnut, Line/Bar, Geomap, Radar, Waterfall
Number of dashboard components	3 to 6



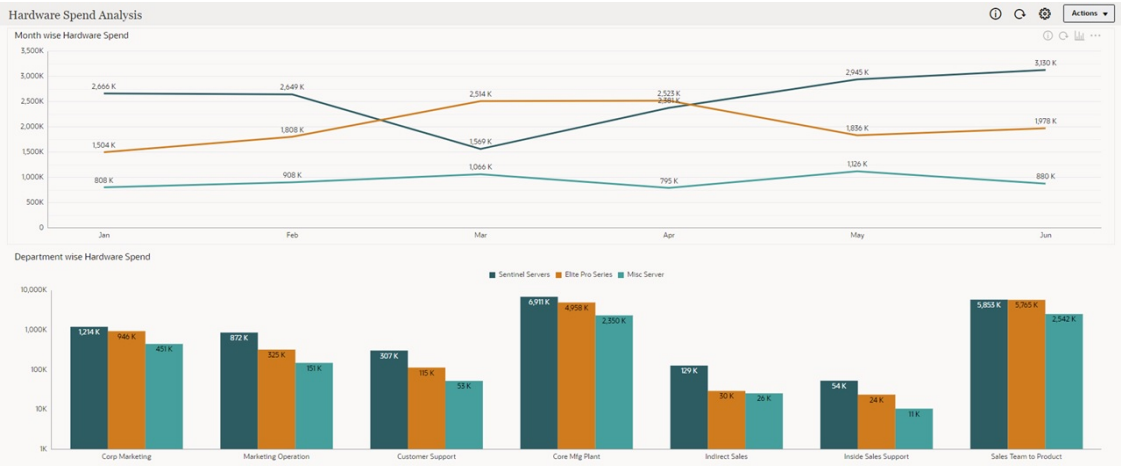
Read-Only Dashboards for Data Analysts and Interactive Users

Data Analysts and Interactive Users typically perform data analysis and provide insights to senior management for important decisions.

Table 13-15 Read-Only Dashboard Recommendations for Data Analysts and Interactive Users

Dashboard Content	Recommendation
Information to display	• Drill-enabled summary level chart • Page-level and chart-level POV switchers to review various data combinations • Variances • YoY and/or QoQ comparisons • Charts with a Master-Detail relationship
Chart types	Tile, Gauge, Table with Spark Chart, Pie/Doughnut, Line/Bar, Geomap, Radar, Waterfall, Bubble, Scatter, Funnel, Pyramid, Grids (with summary data)
Number of dashboard components	3 to 6

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Write-Enabled Dashboards

Write-enabled dashboards are unique to Oracle Fusion Cloud Enterprise Performance Management because they enable users to visualize, read, write, and calculate in one dashboard.

Write-enabled dashboards facilitate bi-directional data interactions, both to display data as well as update it. Dashboards typically enable users to visualize data in an easily understandable manner by representing data in different chart types with scales for comparison. Write-enabled dashboards also enable users to make updates to data values and have the visualization rendered instantaneously.

Interactions in Cloud EPM dashboards are not just limited to changing POVs, drill-through, different chart type visualizations, and so on. Write-enabled dashboards enable users to update data directly in the dashboards. And with the ability to associate Business Rules in dashboards, complex calculations can be done on the fly and values are updated.

Write-Enabled Dashboard Examples

With write-enabled dashboards, Oracle Fusion Cloud Enterprise Performance Management supports the ability to update data and immediately visualize it.

Provided in the table below are recommendations for the components to display in write-enabled dashboards, the chart types to use, and the number of components.

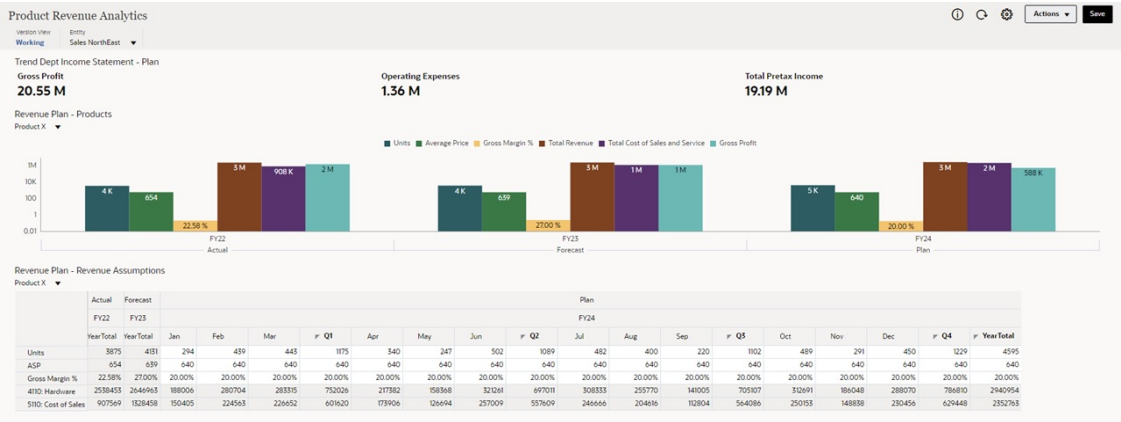
Dashboard Content	Recommendation
Information to display	• Enterable grids • Charts with a Master-Detail relationship • Page-level and chart-level POV switchers to review various data combinations • Reference data stacked side-by-side
Chart types	Grids, Tables, Line/Bar/Area, Waterfall, Pie, Gauge, Doughnut
Number of dashboard components	2 to 4

In the examples below, note that the dashboards have both visual charts to represent data as well as grids (wherein data updates are made). When the grid values are updated and saved, the changes are reflected in the chart(s) in real-time.

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Example Write-Enabled Dashboard: KPI Tiles with Writeable Grids

In the dashboard example below, the top component of the dashboard uses tiles. The middle left and bottom components are writeable grids, and the middle right component is a bar chart.



Example Write-Enabled Dashboard: Sales Forecast

In the Sales Forecast dashboard example below, the Actuals vs Forecast chart at the top is a combination chart, and the Sales Forecast with Actuals grid at the bottom is a writeable grid.



Dashboard Layout Guidance

Keep the following in mind while choosing a layout for a dashboard:

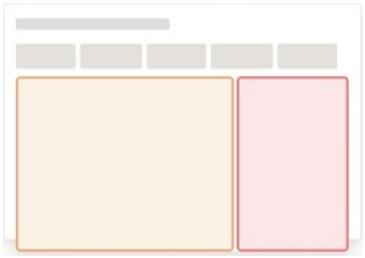
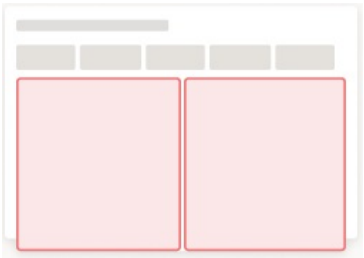
- Aim for layouts that adhere to an evenly spaced 3-column or 2-column arrangement of charts. We do not recommend dashboards exceeding three columns.
- Avoid using multiple scroll bars on a dashboard page. Ideally, place any scrolling components in a panel that touches the bottom of the screen. See the yellow panels in the examples below for the recommended placement of scrolling components.

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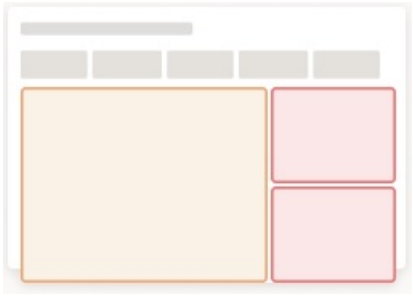
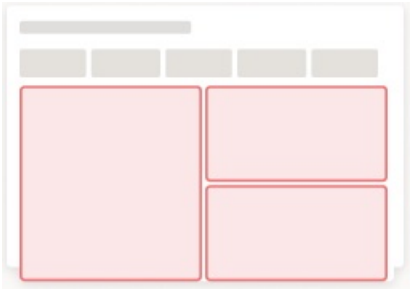
1-Panel Dashboard Layout

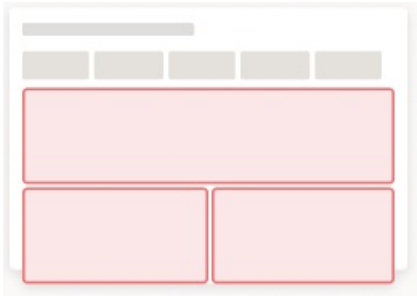


2-Panel Dashboard Layouts

Example 1	Example 2	Example 3
		

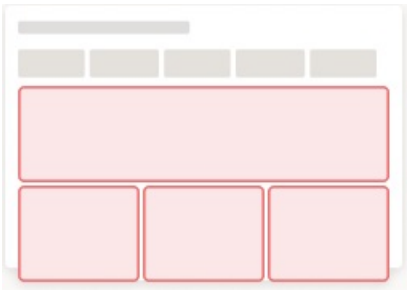
3-Panel Dashboard Layouts

Example 1	Example 2
	

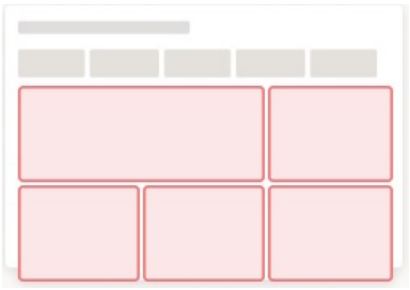
Example 3	Example 4
	

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4-Panel Dashboard Layout



5-Panel Dashboard Layout



Dashboard Styles

For Oracle Fusion Cloud Enterprise Performance Management, you design dashboards with a color theme called a style. Each dashboard style provides you with a different set of colors and backgrounds from which you can choose to make your dashboard visually pleasing, easy to read, and impactful.

The dashboard styles are:

- Light (Default)
- Dark
- White

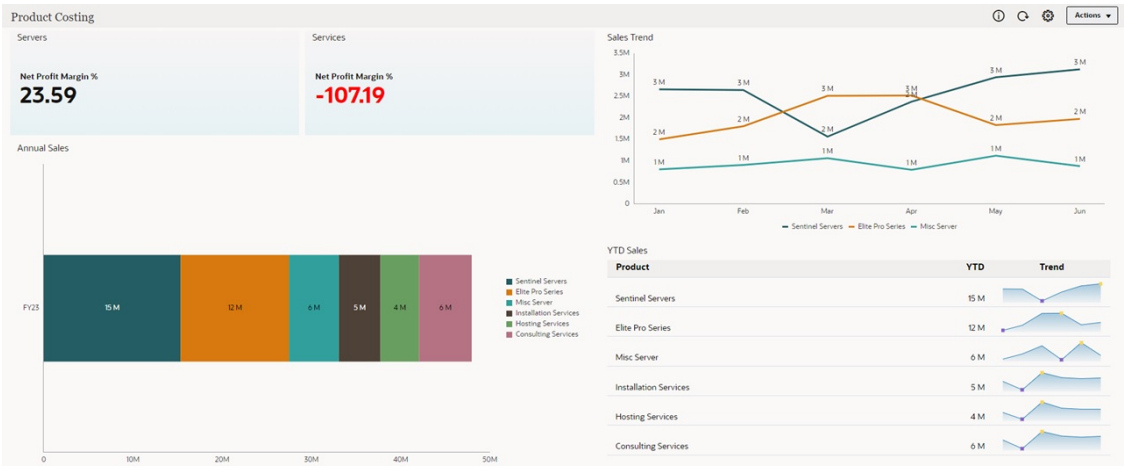
The categorical color palettes for each dashboard style have been intentionally designed to maximize adjacent color differences.

The following examples show dashboards customized with the Light, Dark, and White styles.

Light Dashboard Style

The Light dashboard style provides a light background and uses dark fonts, dark images, and dark icons. If a white background is needed, choose the alternative White dashboard style.

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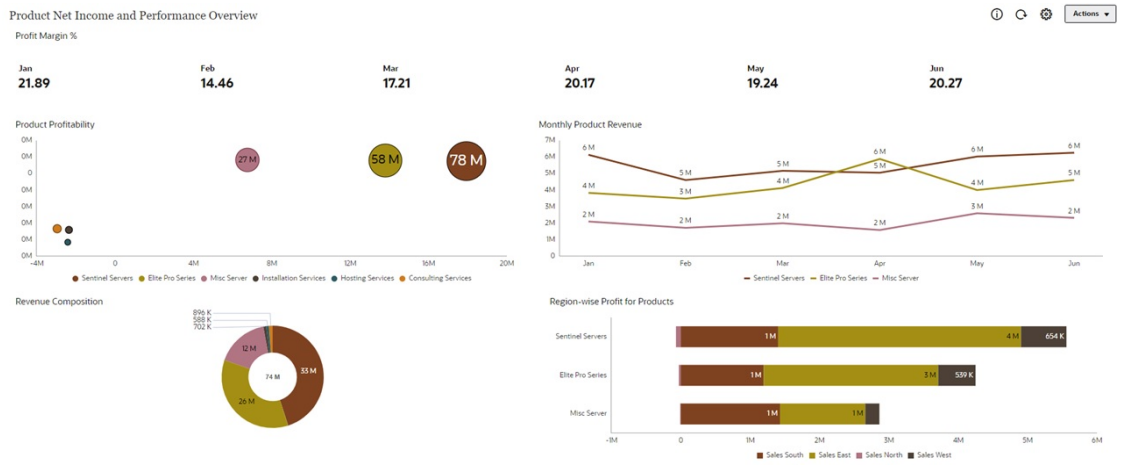
Dark Dashboard Style

The Dark dashboard style provides a dark background and uses light fonts, light images, and light icons.



White Dashboard Style

The White dashboard style provides a pure white background and uses dark fonts, dark images, and dark icons. If a white background is needed, choose this style as an alternative to Light.



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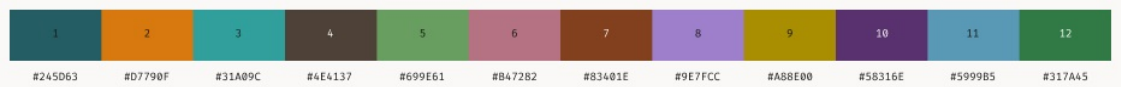
Color Sequencing in Charts

The categorical color pallette is intentionally designed to maximize adjacent color differences. We recommend applying pallette colors to data in the order specified below.

Across charts, color sequences can be repeated or you can pick up the sequence where the last chart ended.

Color Sequence for Charts with Light Backgrounds

For charts with light backgrounds, we recommend using the following color sequence:

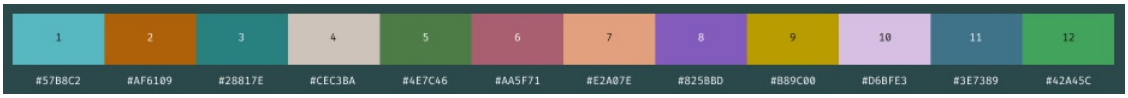


When colors are needed to convey negative, neutral, and positive, we recommend using the following set of colors. These colors can be reserved from the sequence on that page.



Color Sequence for Charts with Dark Backgrounds

For charts with dark backgrounds, we recommend using the following color sequence:

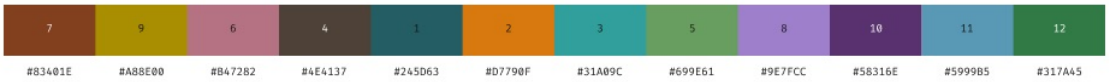


When colors are needed to convey negative, neutral, and positive, we recommend using the following set of colors. These colors can be reserved from the sequence on that page.



Color Sequence for Charts with White Backgrounds

For charts with white backgrounds, we recommend using the following color sequence:



When colors are needed to convey negative, neutral, and positive, we recommend using the following set of colors. These colors can be reserved from the sequence on that page.



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Recommendations for Improving Dashboard Design

In the topics to follow, we've identified some best practices for improving your dashboard design and we've provided example dashboards.

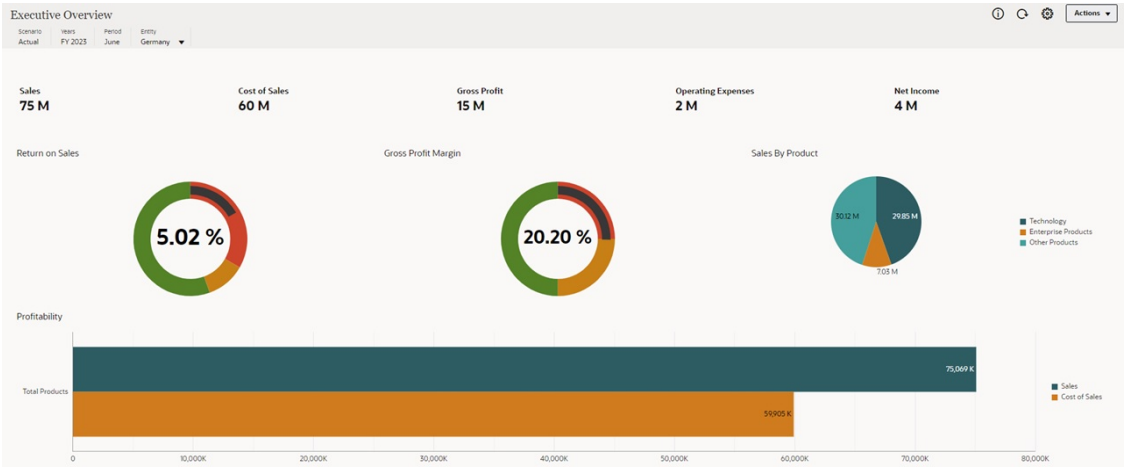
- Chart Sizing
- Readability
- Spacing and Alignment
- Consistency

Chart Sizing

Here are some best practices to follow when sizing charts in dashboards:

- The dashboard layout should be no more than three panels wide.
- Avoid using pie, ring, gauge, and doughnut charts in widths other than one third.
- If using multiple pie, ring, gauge, and doughnut charts in a dashboard, ensure that they're all similarly sized.

Figure 13-4 Executive Overview



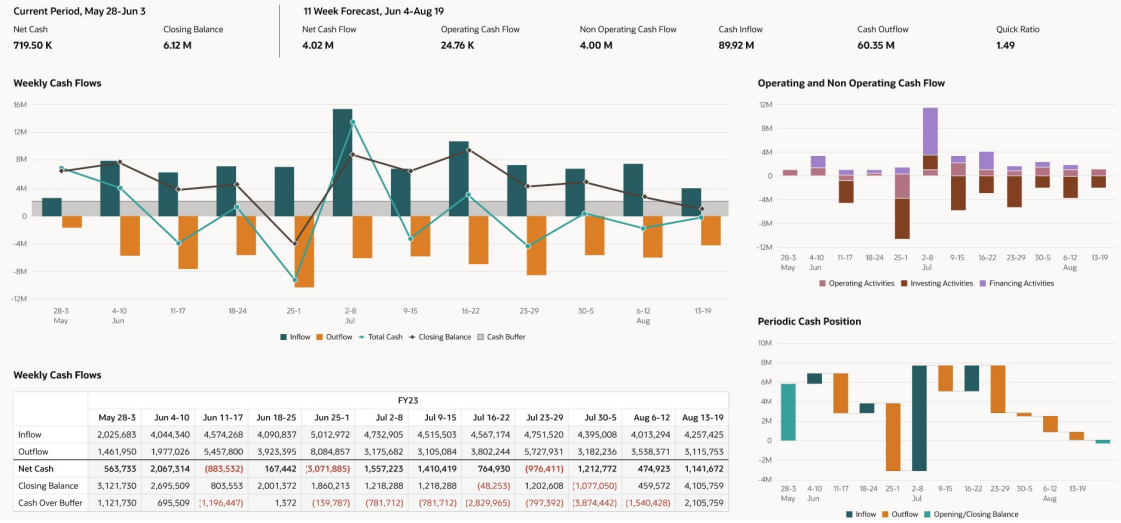
Readability

Here are some best practices to follow to make dashboards more readable:

- Left-align text rather than centering text or setting it to align right.
- Use grid lines in all charts.
- Use red for negative numbers.
- Use the same chart types for similar information; for example, Inflow and Outflow should both be visualized as the same type of chart.

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Figure 13-5 Example Dashboard: Periodic Summary



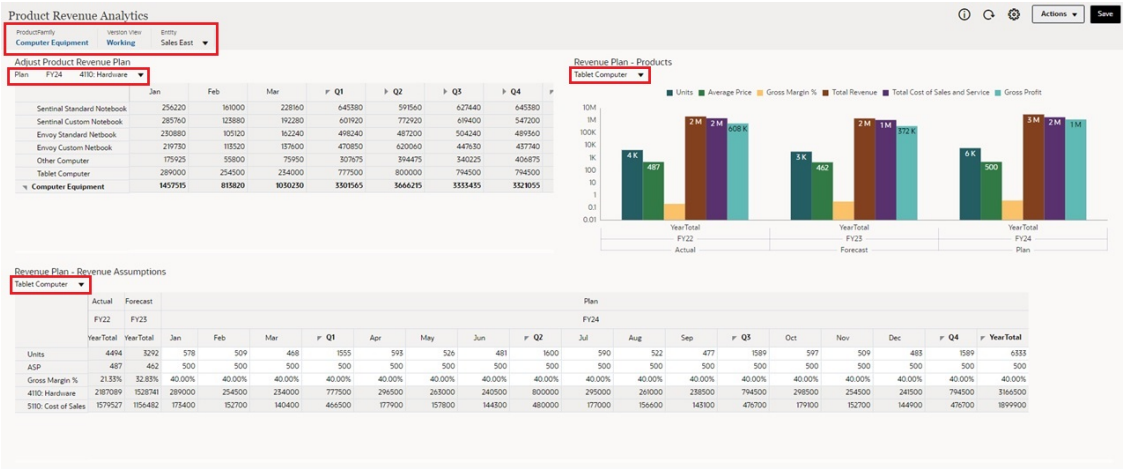
Improving Dashboard Readability with POVs

POVs are useful tools for improving dashboard readability. Follow these best practices for using POVs in dashboards:

- Enable **POV : Auto-Apply** in the **POV Settings** menu. Every time POV members are selected, the associated data and charts are automatically refreshed in the dashboard. This improves efficiency and avoids unnecessary clicks.
- Enable the **Global POV Bar** in the Dashboard **General Settings**. If multiple dashboard components use the same Page and POV dimensions, the dimensions are automatically moved to the global POV instead of repeating them within each component. Using global POVs eliminates clutter and saves space.
- Consider enabling **POV : Hide Dimension Labels** in the **POV Settings** menu. If the dimension member names are self-explanatory, then dimension labels are unnecessary. For example, product names and currencies might not need a "Product" or "Currency" label. Hiding the dimension labels further reduces clutter and improves dashboard readability.

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Figure 13-6 Example Dashboard POVs: Product Revenue Analytics



Using Master Details Dashboards

You can design dashboards that have one master form and multiple detail (or target) forms or charts. This is also referred to as a Master Details dashboard. The selection of members in the master form automatically filters to the members in the target forms or charts, and the target forms or charts show only the details that are relevant to the members highlighted in the master form.

Here are some best practices when designing Master Details dashboards to improve efficiency and provide faster visualizations:

- The **Apply Context** right-click menu option filters the data in the target forms or charts that is relevant to the data in a master form. Master Details dashboards help you visualize faster without having to change local POVs. Select a data row in the master form and then right-click to select **Apply Context** to refresh the data for the selected member automatically in all the detail forms or charts.
- Master Details dashboards can be used in various combinations that include grids with write-back capability. This helps you to review and update details for different data sets and effectively enables multitasking.
- Master Details dashboards are not a different type of dashboard, but they can be designed differently from other dashboards. This is accomplished by placing dimension members in rows for the master form, and then repeating the same dimensions at the page level for the other detail forms or charts.

Example Master Details Dashboards

In the examples below, note that the master form in the top left displays a list of products, while the detailed grid and chart display the products as page dimensions. When you select a product in one of the rows and then right-click **Apply Context**, every target grid and chart that includes the selected member in the local POV is automatically and instantly updated, and the data is refreshed.

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Figure 13-7 Example Master Details Dashboard Before Applying Context

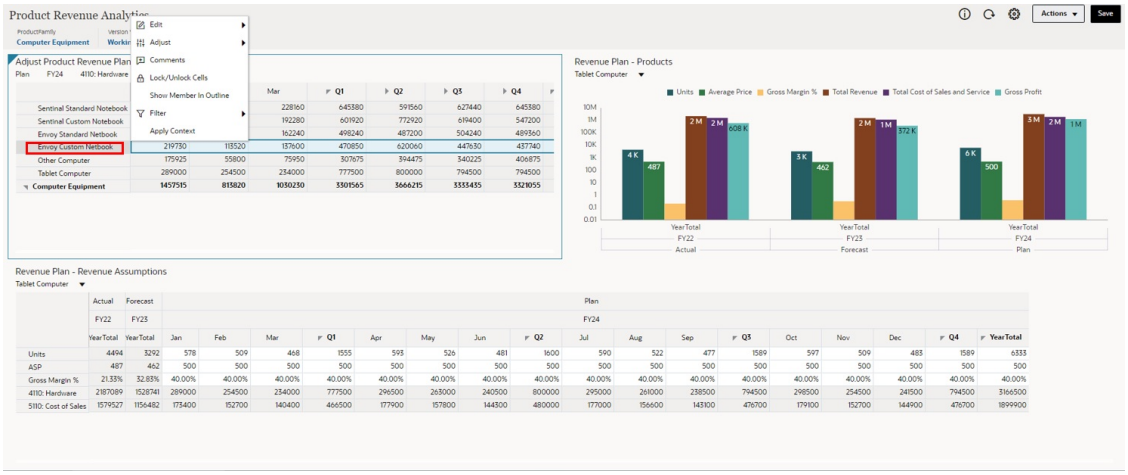
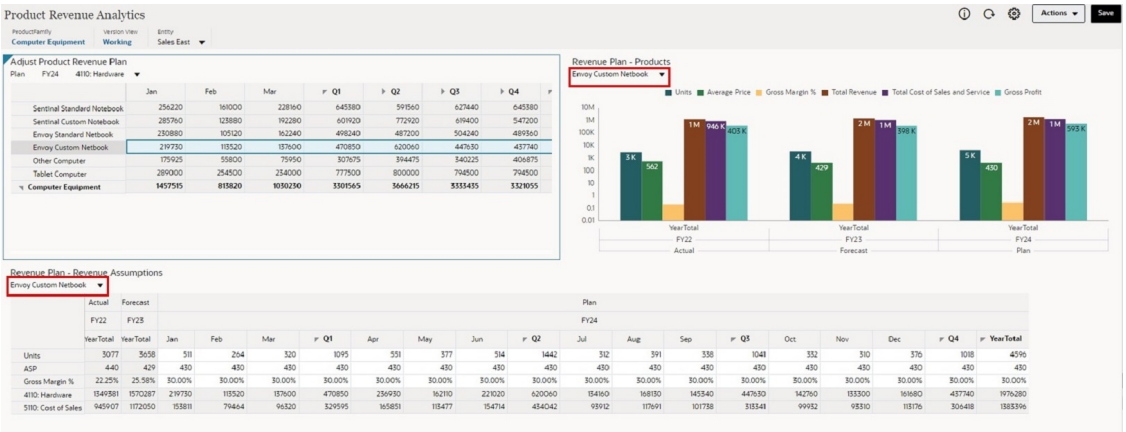


Figure 13-8 Example Master Details Dashboard After Applying Context



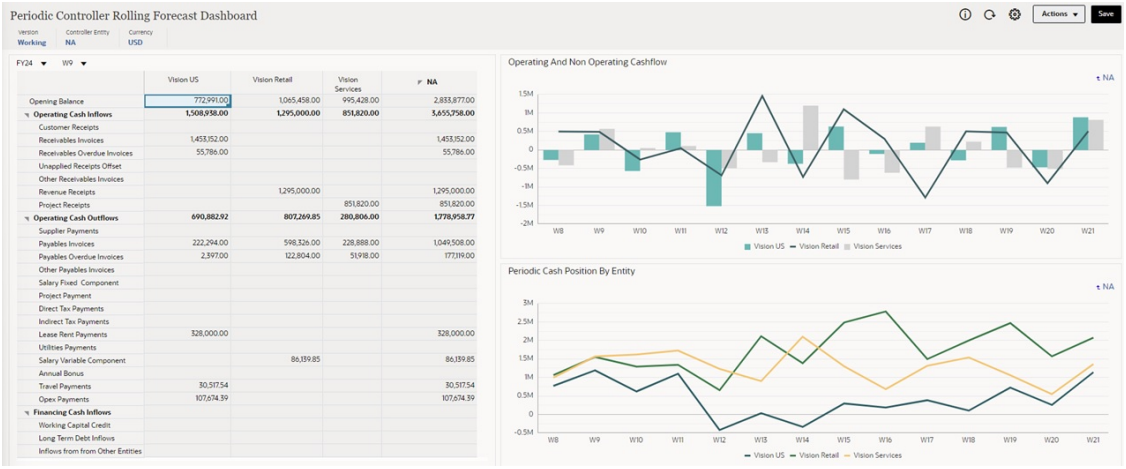
Spacing and Alignment

Here are some best practices to follow for spacing and alignment of charts and grids in dashboards:

- Ensure that grids fill the entire designated area.
- Grid background colors should denote active and read-only cells, if applicable.
- Place legends in a location that enables charts to align. For example in the dashboard below, both of the legends are placed below the charts so the x-axis line in the bottom chart aligns with the x-axis line in the chart above it. If one of the legends was placed to the right of the chart, the x-axis lines would not align.
- To reduce clutter, consider combining charts with similar information (such as Operating Cashflow and Non Operating Cashflow) into one chart.
- Another way to reduce clutter is to hide local and global POVs.

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Figure 13-9 Example Dashboard: Periodic Controller Rolling Forecast



Consistency

Here are some best practices to follow to improve consistency in dashboards:

- Use labels in the same order if they're used in multiple places. For example, if using **Inflow** and **Outflow**, use them in the same order everywhere.
- Ensure that all charts have titles.
- Use a single, consistent typeface (for example, Oracle Sans) and no more than three sizes of type; one for titles, one for labels, and another for other content.

Figure 13-10 Example Dashboard: PCF Periodic Overview (Dark)



Summary

To design dashboards that your users will want to work with, focus on the fundamental goal of communicating. Ensure that your users can easily and quickly view the dashboards and understand them.

For additional information about using color to focus attention on what your data means, we recommend the following resource:

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Communicating with color in data visualizations

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14

Managing Forms

Tax Reporting provides a variety of out-of-the-box forms that enable you to quickly and easily perform the tasks you require to calculate, enter adjustments, and approve current and deferred taxes at federal and local levels using financial data, to meet standards such as US GAAP, and IFRS reporting.

You can access the list of forms using the **Forms** card in both the Tax Provision National and Regional clusters, and directly open the form you require from the list.

See also:

- Working with Forms in *Working with Tax Reporting*
- Flex Forms in *Working with Oracle Smart View for Office*

Form Components

Related Topics

- Point of View
- Page Axis
- Rows and Columns

Point of View

Select members for the Point of View to determine the context for pages, rows, and columns. For example, if the Scenario dimension is set to Budget in the Point of View, all data entered in pages, rows and columns is entered into the Budget scenario. The Point of View is set to one member, which a user cannot change, for each Point of View dimension.

To simplify the form, in the Point of View you can specify only relevant members or include user variables.

Page Axis

Use the page axis to specify combinations of members that may span dimensions so users can work with data in smaller, more logical views. Each item on the page axis can have members selected from one or more dimensions. Users see only members that they can access.

You can specify multiple page drop-down lists, and select members using relationship functions or attributes. Switch between member sets by selecting them from the page axis.

You display member names or aliases on the page axis. You can specify the number of members in a page dimension that enables a search drop-down list on the data entry page, which is useful if the dimensions contain many members.

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Rows and Columns

Rows and columns define the grid into which users enter data. For example, you can assign Unit Sales to the row axis and January to the column axis. When users access forms, they can enter data into the cell where the Unit Sales row intersects with the January column.

By default, forms have one set of rows and columns. You can add rows and columns to create asymmetrical combinations of members.

Form Design Considerations

When you create a form, you associate it with a cube type, which determines the form's valid members. You cannot change the cube type after assigning it.

You can edit form accounts if their source type matches the form's cube type.

Forms and Access Permissions

By assigning access to a form, you control which users can change its design (for example, its layout and instructions) and input data. Users can select only members to which they have Read or Write access. Users can edit forms only if they have access to at least one member of each secured dimension. For example, if users have Read-only access to the Europe entity, the rows and columns on forms that include the Europe entity are displayed as Read-only. Users can change data only for members to which they have Write access.

Forms and Currencies

For a single-currency application, all entities use the currency selected when the application was created. For a multicurrency application, the selected Currency member on forms determines the currency in which values display.

Forms and Versions

Rows and columns with level 0 members allow data entry. Rows or columns set to a parent member are read-only. The Point of View must also be set to the level 0 member to allow data entry.

Forms and Attributes

You can select members by selecting a shared attribute, for example, the South attribute. Values can be entered and saved into rows and columns that use attributes.

Forms and Shared Members

You cannot select shared members individually; instead, select them using a relationship function. For example, you could select an alternate functional rollup to include all members under that rollup. Values can be entered into rows or columns that display shared members and are saved to the base members in the database. Shared members display in the same format as base members in forms.

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Forms and Calculations

To optimize calculations, select row members using relationships (such as Descendants or Children) instead of selecting children individually. Calculating totals for the parent of individually selected children could take several passes, depending on the number of hierarchy levels.

Creating Simple Forms

Creating simple forms involves these steps:

Table 14-1 Simple Form Creation Checklist

Task	See This Topic
Set form layout, including: Adding form rows and columns Assigning dimensions to columns and rows Selecting dimension members for forms Setting grid properties for the form Setting dimension properties Adding formula rows and columns Setting display properties for the form Setting printing options for the form Adding and updating validation rules in forms	• Setting Form Layout • Setting Form Grid Properties • Setting Form Dimension Properties • Setting Display Properties • Setting Printing Options
Define page axis and Point of View	Page Axis and Point of View
Set form precision, context menu associations, and whether to enable dynamic user variables	Setting Form Precision and Other Options
Define access permissions	See Assigning Access to Forms and Folders.
Design formula rows and columns	Adding Formula Rows and Columns

To create simple forms:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Forms**.
3. Click **Actions**, and then select **Create simple form**.
4. On the **Properties** tab, provide a form name of up to 80 characters, and an optional description of up to 255 characters.
5. Select the **Cube** associated with the form.
6. **Optional:** Provide instructions for working with the form.
7. Click **Next** to specify the form layout.

Setting Form Layout

When you create forms, the Layout tab initially contains one row and one column, and all dimensions are in the Point of View. When creating or editing forms, you can add rows and columns to a form, as necessary.

When setting row and column layout:

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- Assign at least one dimension to the row and column axis.
- You cannot select the same dimension for multiple axes. (You can have dimensions on multiple axes if you set user variables in the Point of View).
- Select a dimension from any axis and drag it to the destination axis to move a dimension form one axis to another.
- Select display properties.

You can also specify options for form display in Oracle Smart View for Office. See "Setting Smart View Form Options" in *Administering Planning*.

To set or update the form layout:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Forms**.
3. Click **Actions**, and then select **Create simple form**.
4. On the **Properties** tab, specify the form properties.

   The required fields on the Properties tab must be completed before you can move to the Layout tab.
5. Click **Layout**.
6. **Optional:** Select a dimension, and then drag it to **Rows** or **Columns**, or within a row or column.

> **Note**
>
> Initially, all dimension are in the form Point of View. You can drag dimensions from the Point of View to rows, columns, or to pages. You can also drag dimensions from any area in the grid (row column, Point of View, or page) to any other area.

7. **Optional:** Select another dimension, and then drag it to **Rows** or **Columns**, or within a row or column.
8. Select each dimension's members.
9. Select a row header (such as 1 or 2) to set row properties, or a column header (such as A or B) to set column properties, using the information in this table:

Table 14-2 Segment Properties

Option	Description
Apply to all rows	Apply settings to all rows; available when there are two or more rows. Clear this option to set different properties for each row.
Apply to all columns	Apply settings to all columns; available when there are two or more columns. Clear this option to set different properties for each column.
Hide	Hides the column or row on the form.
Read-only	Creates a read-only row or column, enabling comparison of old, read-only data with new, editable data
Show separator	Creates a bold border before the segment to visually distinguish it.

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Table 14-2 (Cont.) Segment Properties

Option	Description
Suppress hierarchy	Suppresses indentation
Suppress missing data	Hides rows or columns without data. Clear to display rows or columns with "#MISSING" in cells when data is missing.
Column width	• Default: Use the column width defined at the grid level (under **Grid Properties**) • **Small:** Display seven decimal places. • **Medium**: Display 10 decimal places. • **Large:** Display 13 decimal places. • **Size-to-Fit**: Force all columns to fit in the displayed space based on the top data cell value. • **Custom**: Select a custom size to display more than 13 decimal places, up to 999 places.
Row height	• Default: Use the row height defined at the grid level (under **Grid Properties**) • **Medium**: Display standard row height. • **Size-to-Fit:** Force all rows to fit in the displayed space. • **Custom:** Select a custom size in pixels for the row height.
Global Assumptions Form	To enable transferring global assumptions from a test to a production environment for a simple form, select **Global Assumptions Form**. Then update the form to store global assumptions such as a tax rate.

10. **Optional:** Add formula rows or columns.
11. **Optional:** Add or update data validation rules.

Setting Form Grid Properties

To set form grid properties:

1. Open the form, and then click **Layout**.
2. In **Grid Properties**, set row and column properties as follows:

Table 14-3 Form Grid Properties

Option	Description
Suppress missing blocks	On multiple rows: Greatly improves the efficiency of **Suppress missing data**. This option can degrade performance if no or few rows are suppressed. Test forms before and after using this setting to determine if performance is improved. Note that if you use this option: • Some suppressed blocks may ignore Dynamic Calc members • Row members may not indent

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Table 14-3 (Cont.) Form Grid Properties

Option	Description
Suppress missing data	Hide rows or columns without data. Clear to display rows or columns with "#MISSING" in cells when data is missing.
Suppress invalid data	Hide rows or columns with invalid data. Clear to display rows or columns that contain cells with data that is invalid. Cells with invalid data are read-only.
Default row height	• **Medium:** • **Size-to-Fit:** Force all rows to fit in the displayed space • **Custom:** Select a custom size in pixels for the row height
Default column width	• **Small:** Display seven decimal places • **Medium:** Display 10 decimal places • **Large:** Display 13 decimal places • **Size-to-Fit:** Force all columns to fit in the displayed space based on the top data cell value • **Custom:** Select a custom size to display more than 13 decimal places, up to 999 places
Global Assumptions Form	To enable transferring global assumptions from a test to a production environment for a simple form, select Global Assumptions Form. Then update the form to store global assumptions such as a tax rate.
Suppress invalid Scenario/Time Periods	Hide invalid Scenario/Time Periods.
Suppress Missing also Suppresses Zero	When this option is selected along with the Suppress missing data option for forms, all rows or columns containing both #Missing and zeroes are suppressed. When selected, this setting overrides the runtime suppression selections made for suppressing missing data or zeroes in Oracle Smart View for Office

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Table 14-3 (Cont.) Form Grid Properties

Option	Description
Remove Form Suppressions in Ad Hoc	Select to allow Smart View users to perform ad hoc analysis on a form that has other suppression options specified. If there is missing data on the form, the base dimension members for the columns or rows are displayed on the ad hoc grid in Smart View. This allows users to continue ad hoc analysis on the form, even though suppression options were enabled in form design. **Note** Selecting this option does not override any suppression options users may have set in the Smart View **Options** dialog, **Data Options** tab. If the **Remove Form Suppressions in Ad Hoc** option is enabled for the form, and users see an error when performing ad hoc analysis on the form, then they should clear the suppression options in Smart View.
Enable Calc On the Fly	When you select this option, in Forms 2.0, when you hover over a cell with a member formula attached, you see the member formula associated with the cell and you can perform calc on the fly. Calc on the fly allows you to perform calculations without having to submit your changes.

3. Click **Save** to save your work and continue, or click **Finish** to save your work and close the form.

Setting Form Dimension Properties

You can set and edit form dimension display properties, including whether to display the member name or alias in the form, hide the row or column, and permit users to view the member formula. These properties apply to row, column, page, and Point of View dimensions.

To set dimension properties:

1. Open the form, and then click **Layout**.
2. Click in a Point of View, page, row, or column to set dimension properties.
3. Select **Dimension Properties**:

Table 14-4 Form Dimension Properties

Property	Description
Apply to all row dimensions	Applies properties to all row dimensions
Apply to all column dimensions	Applies properties to all column dimensions

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Table 14-4 (Cont.) Form Dimension Properties

Property	Description
Apply to all page dimensions	Applies properties to all page dimensions
Apply to all POV dimensions	Applies properties to all Point of View dimensions
Member Name	Displays the member name
Alias	Displays the member alias
Member Formula	Displays member formulas
Hide dimension	Hides the dimension
Show consolidation operators	Displays consolidation operators
Start expanded	Available only for dimensions on rows or columns, choosing this option initially displays the dimension member list expanded
Enable custom attributes	Available only for dimensions on rows or columns; enables custom attributes
Drill on Shared Members	For row or column dimensions. Enable drilling on shared members when the shared member is on a parent member for the main hierarchy.
Show Currency	Available for multi-currency applications; displays currencies
Show Qualified Name	Displays the members of the Entity dimension as Parent.Child. Select **Never**, **As Needed**, or **Always**. Selecting this option together with the **Show Currency** option displays the entity member as Parent.Child (ParentCurrency, Child Currency). This option is retained when the form is used in Oracle Smart View for Office.

4. Click **Save** to save your work and continue, or click **Finish** to save your work and close the form.

Setting Display Properties

You can set and edit options for form display, such as hiding forms or displaying missing values as blank, in the **Layout** tab.

You can also enable account-level annotations. Users can add annotations to accounts in forms if they have Write access to the account, entity, scenario, and view members. Account-level annotations can vary by different combinations of Scenario, View, and Entity dimensions.

Notes:

- The Account dimension must be assigned to a row axis.
- Account, Entity, View and Scenario dimensions cannot be assigned to the column axis.
- The Entity dimension can be assigned to the row, page, or Point of View axis.
- View and Scenario dimensions must be assigned to the page or Point of View axis.

To set display properties:

1. Open the form, and then click **Layout**.
2. Select **Display Properties**, and then select form options:

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Option	Description
Make form read-only	Use this option to make the form read-only.
Hide form	For example, hide forms that are accessed from menus or task lists.
Display missing values as blank	Leave form cells empty where data does not exist. If this option is not selected, empty cells display the text "#MISSING".
Enable Mass Allocate	Users must have the Mass Allocate role to use this option.
Enable Grid Spread	Use this option to enable grid spread.
Enable cell-level document	(Default) Enable users to add, edit, and view documents in cells in the form, depending on access permissions. To prevent users from using documents in a form, clear this option.
Message for forms with no data	Enter text to display in form rows for queries without valid rows. Leave blank to display the default text: `There are no valid rows of data for this form`.

3. Click **Save** to save your work and continue, or click **Finish** to save your work and close the form.

Setting Printing Options

You can set and edit preferences for printing form information in the **Layout** tab.

To set printing options:

1. Open the form, and then click **Layout**.
2. Select **Printing Options**, and then set preferences for printing form information:

Table 14-5 Form Printing Options

Option	Description
Include supporting detail	Include supporting detail as extra rows in PDF files. Specify display format: • **Normal Order**: Prints supporting detail in the same order as on the Supporting Detail page, after the member it is associated with • **Reverse Order:** Prints supporting detail in reverse order, before the member associated with it. Supporting detail for children displays above parents, and the order of siblings is preserved.
Show comments	Display text notes associated with cells
Format data	Apply number format settings from the form to the displayed data
Show attribute members	If attribute members are selected in the form, display them in PDF files
Apply precision	Apply form precision settings (desired number of decimal points) to the displayed data in PDF files

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Table 14-5 (Cont.) Form Printing Options

Option	Description
Show currency codes	If the form supports multiple currencies, display currency codes in the form and in PDF files. Whether currency codes display depends on whether currency codes are present on any member in the form. If a currency code is present on any member contained in the form, currency codes display in the form regardless of the selection for this check box. If currency codes are not present on members in the form, they are not displayed.
Show account annotations	If account annotations are enabled for the form, select to display account annotations in PDF files

3. Click **Save** to save your work and continue, or click **Finish** to save your work and close the form.

Including Data Validation Rules in Forms

In the **Layout** tab, you can add and update validation rules to the grid, column, row, or cell. When rules are processed, they can change the color of cells, provide validation messages to users during data entry, and can change the promotional path for Approval units. Validation rules are saved with the form.

Before adding data validation rules, it is important to consider the function the rule will perform and to plan the rule scope.

To include data validation rules in forms:

1. Open the form, and then click **Layout**.
2. Select **Format/Validation Rules**, and then select an option:

> **Note**
>
> The menu options that display are context-sensitive, and depend on whether rules have already been added, and if you previously selected a menu option. For example, if you right-click a cell that contains a rule and select **Copy Validation Rules**, the **Paste Validation Rules** menu option is displayed when you right-click another cell.

Table 14-6 Form Validation Rules Options

Option	Description
Add/Edit Format/Validation Rules	Add or edit existing rules in the condition builder are of the **Data Validation Rule Builder** dialog box.
Copy Validation Rules	Copy the selected rules to be pasted to a new location.
Paste Validation Rules	Paste the previously copied rules to a new location.

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Table 14-6 (Cont.) Form Validation Rules Options

Option	Description
Validate only for users with access to this form	If the currently logged-in user does not have access to the form, do not execute validations associated with the form when validating the Approval unit.
Validate only for pages with existing blocks	When enabled, the system figures out which page combinations have potential blocks and runs the validations only for those page combinations. There are a few exceptions to this. If a page combination has any Dynamic Calc, Dynamic Calc and Store, Label only, or Store with one child member, then that page is always loaded.
Validate only for cells and pages the user has access to	When enabled, validations are run as the currently logged-in user and not as the administrator, which means the user's security will be applied to the form members.
Validate with each possible value for user variables from approval unit dimensions	When enabled, the form will be validated multiple times by replacing the user variable from the approval dimension with every possible value for the user variable. If not enabled, the form will be validated once with the user variable replaced with all possible values for the user variable. It is not enabled by default.
Validate with current approval unit members as values for user variables	When enabled, the user variable for the approval dimension on the form will be replaced by the approval unit member before the validations are run. If not enabled, the user variable will be replaced with all possible values for the user variable. It is not enabled by default.

3. Build and validate the rules.
4. In the form, click **Next** to continue building the form, and then validate and save the form.

   See also: Data Validation Rules

About Format Rules in Forms

You can define format rules for a form at design time, which enables users to view formatting at runtime when custom styles are applied to the form.



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Sample scenarios that can be addressed using format rules are described in Format Rule Scenarios.

Defining format rules involves these main tasks:

- Identifying the cells or location that you want to display with formatting
- Creating the format rule at the location identified
- Applying styles at runtime

Related Links

- Creating and Updating Format Rules in Forms
- Cell Formatting Options in Forms
- Viewing Format Rules
- Order of Precedence for Format Rules
- Applying Format Rules to Forms at Runtime
- Format Rule Scenarios

Tutorials

Tutorials provide instructions with sequenced videos and documentation to help you learn a topic.

Your Goal	Learn How
Get an introduction to Design Time Formatting (DTF). You'll navigate to the menus for important user interface elements in Format Rules. You'll modify the Format Rules to show Form Data Grids with distinctive display elements.	 Data Forms Design Time Formatting – Introduction
Get an introduction to the Design Time Formatting (DTF) options in web forms. You'll use the style selector and review the differences in runtime on applying the available style options. You'll see that Groovy Rule takes precedence over all other rules.	 Data Forms in Web - Format Display in Runtime
Learn about creating a Format Rule and using the Design Time Formatting (DTF) options in web forms. You'll format various sections for an Income Statement using multiple Format Rules. You'll also duplicate and modify Format Rules.	 Data Forms Design Time Formatting - Advanced
Get an introduction to the Design Time Formatting (DTF) options in Oracle Smart View for Office. You'll review the differences in runtime on applying the available style options. You'll see the order of precedence for the different types of Rules and Cell Styles in Smart View.	 Data Forms in Smart View - Format Display Options

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Creating and Updating Format Rules in Forms

Format rules are defined by Administrators on the **Layout** tab of the Form Designer. You can add format rules at the grid, row, row metadata cell, column, column metadata cell, or cell level.

Areas on the **Layout** tab with a green background, indicate locations where rules have been defined.

To create and update format rules:

1. On the Home page, click **Navigator**, and then under **Create and Manage**, click **Forms**.
2. Create or edit a form, and then on the **Form and Ad Hoc Grid Management** page, click **Layout**.
3. In **Layout**, right-click the row, column, or cell level for which you want to add or update the format rule. Depending on the location and whether rules were already defined at that location, you'll see some or all of the following context menu options:
   - **Add/Edit Format/Validation Rules**: Create or modify rules for individual data cells or all data cells in a grid, row, or column in the **Format/Validation Rule Builder**.
   - **Copy | Paste Format/Validation Rules**: Copy and paste the rules at the selected locations.
   - **Add/Edit Format/Validation Rules for Metadata**: Create or modify format rules for the row metadata cells or column metadata cells in the **Format/Validation Rule Builder**.
   - **Copy | Paste Format/Validation Rules for Metadata**: Copy and paste the rules for row metadata cells or column metadata cells at the selected locations.
4. Select **Add/Edit Format/Validation Rules** or **Add/Edit Format/Validation Rules for Metadata** to create or update rules.

   > **Note**
   >
   > To add rules for the entire grid, expand the **Format/Validation Rules** pane on the right. For **Rules for location**, select **Grid**, and then select (Add Validation Rule).

5. In the **Format/Validation Rule Builder**, create a new rule or update an existing rule.
6. To add a rule, enter a name and description for the rule.
   - If necessary, move the rule by selecting an option from **Location**. To create a rule similar to an existing rule, click (Duplicate) and then update the rule. To view rules in the current location, click **View Rule**. See Viewing Format Rules.
   - **Enable format/validation rule**: Select to make the format/validation rule available in forms. You can temporarily disable a format/validation rule by clearing this checkbox.
   - **Format Only**: Select to mark a rule as format only. This option is automatically enabled when a format-only rule is created.
7. Enter conditional logic for the rule:
   a. For **Condition**, select **Format**.

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You can use conditional logic similar to data validation rules when defining or updating format rules. In that case the THEN condition will have the Process Cell Source Type similar to FORMAT condition.

b. The **Source Type** field will automatically display the **Process Cell** option. There are no other **Source Type** options for the **Format** condition.



c. In the **Actions** column on the right, click (Process Cell) to add formatting instructions. See Cell Formatting Options in Forms.

d. After you finish adding format instructions, click **OK**.

8. As a reminder, when you're ready to enable the rule to make it available in the form, select **Enable format/validation rule**.

> **Tip**
>
> While you're building a rule, you can save the rule without enabling it. When the rule is ready to be used, you can enable and save the rule to make it available in the form. You can temporarily disable a rule by clearing **Enable format/validation rule**.

9. **Optional**: In the **Form and Ad Hoc Grid Management** page, you can view and update rules:

   - In the **Format/Validation Rules** pane on the right side of the **Form and Ad Hoc Grid Management** page, add, edit, or delete rules at any level, including grid level and metadata cells, by clicking (Add Validation Rule), (Edit Validation Rule), or (Delete Selected Validation Rule).
   - If multiple rules are defined at the same location, you can change the order in which rules are processed when rules have the same precedence. To move a rule up, down, or to the top or bottom of the list, select the rule and click the arrows. You cannot reorder rules when you are viewing **All Rules**. For information about precedence of rules, see Order of Precedence for Format Rules.

10. In the **Form and Ad Hoc Grid Management** page, click **Finish** to save your updates.

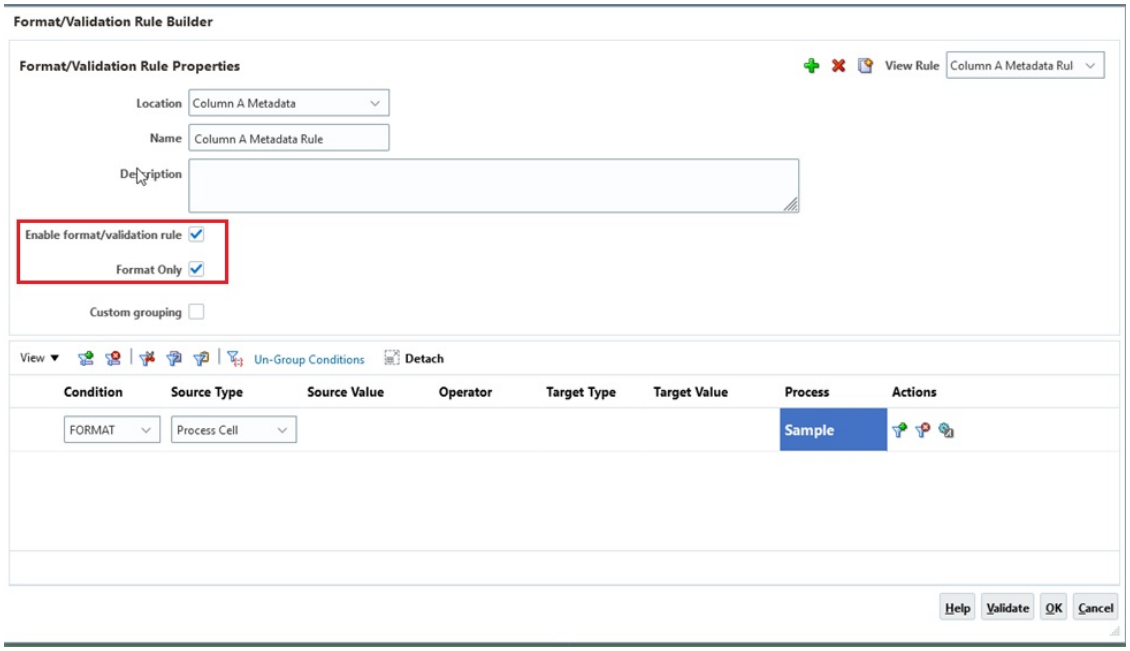
    For forms that have formatting rules enabled, formatting is displayed when the form is loaded.

> **Note**
>
> Currently the preview only displays Forms 1.0 runtime. Hence the formatting rules will not be rendered.

Cell Formatting Options in Forms

Use the **Format/Validation Rule Builder** dialog box to enable format/validation rules, mark rules as format only, and to define formatting for cells in forms.

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- **Enable format/validation rule**: Select to make the format/validation rule available in forms. You can temporarily disable a format/validation rule by clearing this checkbox.
- **Format Only**: Select to mark a rule as format only. This option is automatically enabled when a format-only rule is created.

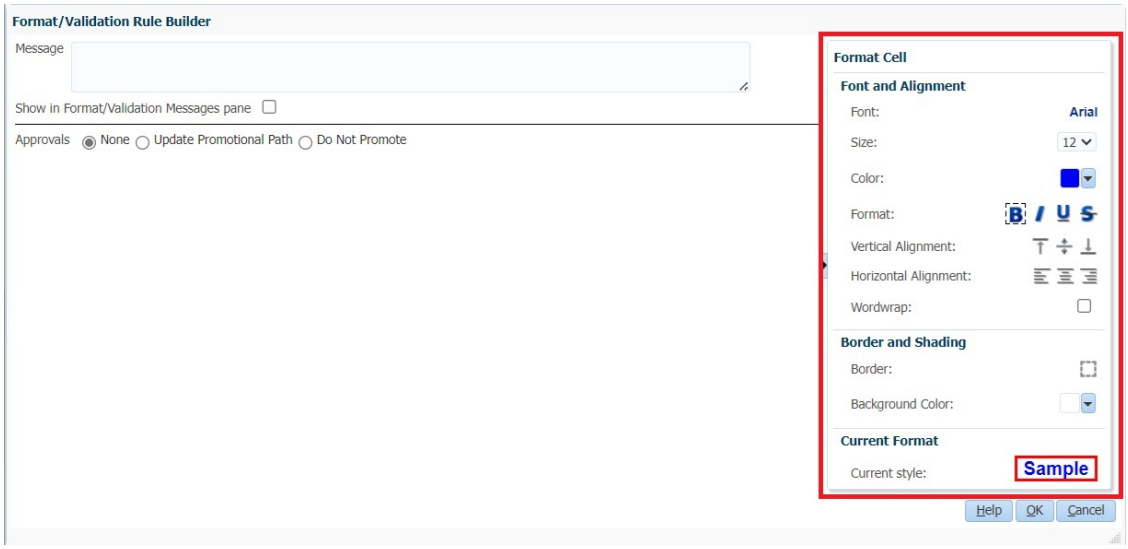
In the **Actions** column for a rule, click (Process Cell) to add formatting instructions.

> **Note**
>
> If the Process Cell icon isn't displayed, ensure that the rule is valid and that it permits cell processing instructions. For example, cell processing instructions are included for Else, Range, Then, and Format conditions. The icon isn't displayed until all required columns are selected for a rule.

There are options under **Format Cell** for **Font and Alignment** and **Border and Shading**.

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Figure 14-1 Format Cell Pane in the Format/Validation Rule Builder Dialog Box



To format cells:

1. In the **Format Cell** pane, select options to set how the cell should appear in forms. Select options for **Font and Alignment** and **Border and Shading**.

   Click options on the right for **Font and Alignment**, including **Font**, **Size**, **Color**, **Format**, **Vertical Alignment**, **Horizontal Alignment**, and **Wordwrap**.

   Click options on the right for **Border and Shading**, including **Border** (**Left**, **Top**, **Right**, **Bottom**, and **All**) and **Background Color**.

   As options are selected, the **Current Format** displays how it would appear when displayed on the form.

2. Optionally, you can add tooltip text to the **Message** field. At runtime when a user hovers their mouse over the location on the form that is formatted, they'll see the tooltip.

   > **Note**
   >
   > The **Show in Format/Validation Messages page** checkbox is disabled for Format only rules and, consequently, messages will not appear in the **Data Validation Messages** pane in forms.

3. Click **OK**.

   Cell formatting for each rule is displayed in the **Process** column for that rule.

Viewing Format Rules

After format rules are defined on the **Layout** tab, you can view rules that apply to the selected grid, row, row metadata cell, column, column metadata cell, or cell level, or you can opt to view all rules on the form. Areas on the **Layout** tab with a green background, indicate locations where rules have been defined.

grid, row, row metadata cell, column, column metadata cell, or cell level

To view format rules:

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1. Open the form, and then click **Layout**.
2. Expand the **Format/Data Validation Rules** pane on the right, and then click the drop-down list next to **Rules for location** to view rules for a specific location (grid, row, row metadata cell, column, column metadata cell, or cell level) or select **All Rules** to view all rules in the form.

> **Note**
>
> Click on a specific location on the grid area to refresh that location's rules (**Rules for location**) in the **Format/Data Validation Rules** pane.

3. Double-click a rule name to view rule details.

Order of Precedence for Format Rules

It's possible to have multiple rules specified in the same location on a form which could impact how formatting is displayed. For example, a form could include a Groovy rule, a data validation rule, Web form styles, and a format rule all at the same location. Therefore, there's an order of precedence for displaying rules in forms.

The order of precedence is as follows:

1. (P1) Groovy rule
2. (P2) Data Validation rule in the Format/Data Validation Rule Builder

> **Note**
>
> For a cell that inherits data validation rules that are defined in multiple places (grid, row, column, or cell level), the rule that is closest to the location of the rule definition wins priority. So if there is a rule applied at the cell level, that rule wins. Next is column level, then row level, and then grid level.

3. (P3) Oracle Smart View for Office cell styles
4. (P4) Format rule in the Format/Data Validation Rule Builder

> **Note**
>
> Same as the note above. For a cell that inherits rules that are defined in multiple places (grid, row, column, or cell level), the rule that is closest to the location of the rule definition wins priority. So if there is a rule applied at the cell level, that rule wins. Next is column level, then row level, and then grid level.

5. (P5) Smart View Custom formatting (not applicable on Web forms)

Considerations When Merging Rules

When merging formats from different rules (format and data validation rules), the rule with merged formatting is uplifted to the priority of a data validation rule (P2). In other words, if there is a P4 format rule, a P2 data validation rule, and a P3 style defined for the same cell, the formatting for the P4 format rule will display instead of the P3 style because the merging of the formatting and validation rules uplifted the format rule to a P2 priority level.

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Tooltips and valid flags will be that of the higher priority data validation rule. Only formats are merged.

If a format is not set for a property, it will take on the properties of an incoming format regardless of the type of rule it is (format only or data validation). For example, if a left border is not set, it will be set with the incoming left border value. Each border is treated as a separate property. Also, left border thickness/style count as the same property.

Applying Format Rules to Forms at Runtime

After you define format rules for forms at design time, users can apply the format rules to forms at runtime using styles. Styles control how format rules are displayed for grids, row headings, column headings, and cells.

> **Note**
>
> You can only view runtime forms with format-only rules in Forms 2.0. To work in Forms 2.0, the **Forms Version** setting in application settings must be set to **Forms 2.0**. Also, format rules are supported in Oracle Smart View for Office 24.200. Versions earlier than 24.200 do not support this feature. If you define format-only rules for a form and then view the runtime form in Forms 1.0 or in a previous version of Smart View, the format rules will be ignored.

To apply styles to forms:

1. Open a form in Forms 2.0 (or in Smart View 24.200).
2. Click the style icon on the quick toolbar that is displayed above the form, and select one of the following style options:
   - **Cell Style**: Applies Web form styles (such as read-only cells, locked cells, supporting detail), Smart View cell styles defined in Smart View 24.200, data validation rules, and Groovy rules to the form. No custom (format-only) styles are applied.
   - **Custom Style**: Applies format-only rules that were defined in the rule builder at design-time, and any Excel custom formatting that was added by administrators and users in Smart View. No cell styles are applied.
   - **Custom and Cell Style**: Applies all cell styles and custom styles to the form. This is the default style option.

> **Note**
>
> Format rules have an order of precedence in cases where multiple rules are defined in the same location on a form. Order of precedence could impact how formatting is displayed on the runtime form. For more information, see Order of Precedence for Format Rules.

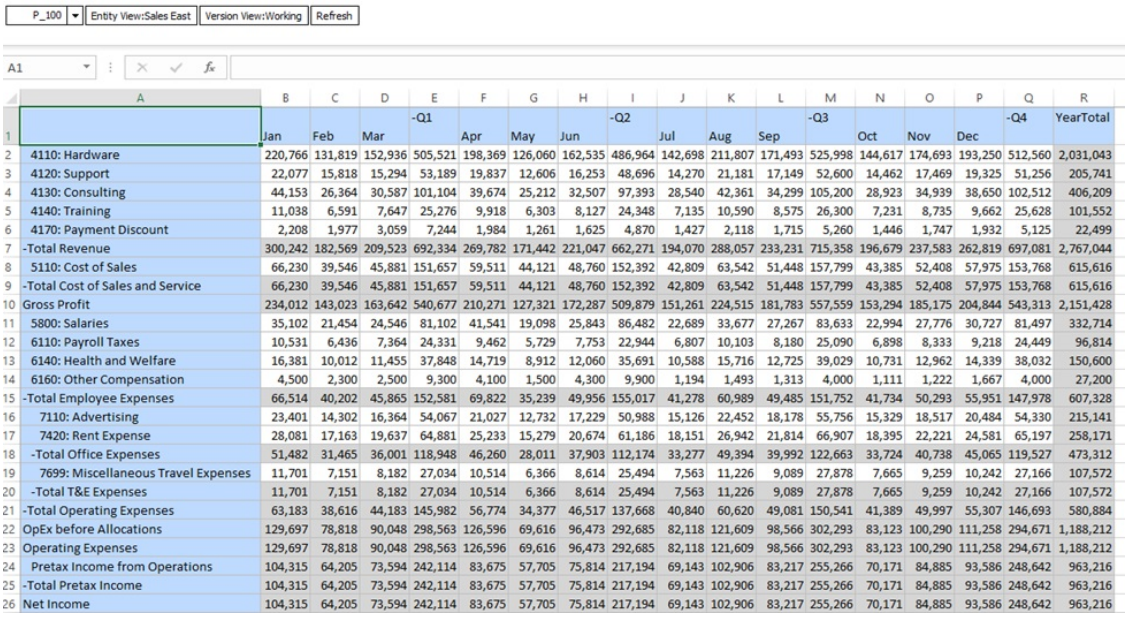
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Format Rule Scenarios

These scenarios provide examples of how format/validation rules and Groovy rules that are defined at design time affect the display in runtime forms when cell styles and custom styles are applied.

Scenario 1: Apply Cell Styles

Smart View runtime data grid with Smart View cell styles applied:

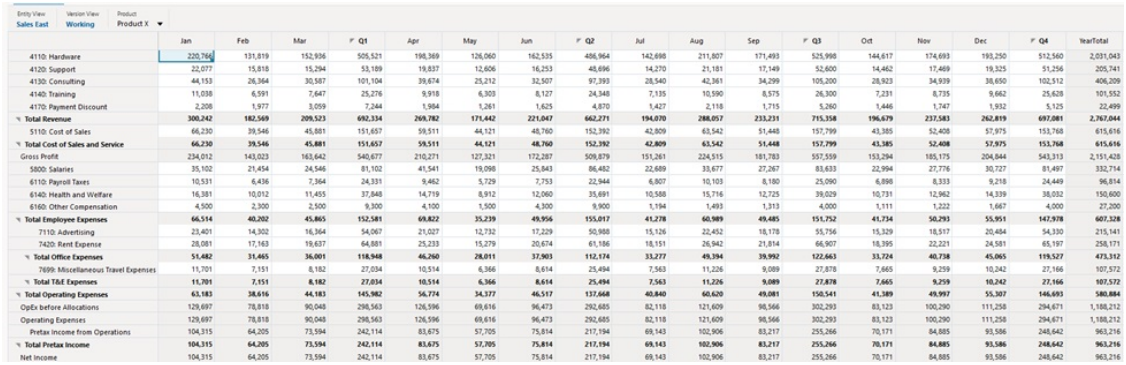


P_100 | Entity View:Sales East | Version View:Working | Refresh

A1

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1		Jan	Feb	Mar	-Q1	Apr	May	Jun	-Q2	Jul	Aug	Sep	-Q3	Oct	Nov	Dec	-Q4	YearTotal
2	4110: Hardware	220,766	131,819	152,936	505,521	198,369	126,060	162,535	486,964	142,698	211,807	171,493	525,998	144,617	174,693	193,250	512,560	2,031,043
3	4120: Support	22,077	15,818	15,294	53,189	19,837	12,606	16,253	48,696	14,270	21,181	17,149	52,600	14,462	17,469	19,325	51,256	205,741
4	4130: Consulting	44,153	26,364	30,587	101,104	39,674	25,212	32,507	97,393	28,540	42,361	34,299	105,200	28,923	34,939	38,650	102,512	406,209
5	4140: Training	11,038	6,591	7,647	25,276	9,918	6,303	8,127	24,348	7,135	10,590	8,575	26,300	7,231	8,735	9,662	25,628	101,552
6	4170: Payment Discount	2,208	1,977	3,059	7,244	1,984	1,261	1,625	4,870	1,427	2,118	1,715	5,260	1,446	1,747	1,932	5,125	22,499
7	-Total Revenue	300,242	182,569	209,523	692,334	269,782	171,442	221,047	662,271	194,070	288,057	233,231	715,358	196,679	237,583	262,819	697,081	2,767,044
8	5110: Cost of Sales	66,230	39,546	45,881	151,657	59,511	44,121	48,760	152,392	42,809	63,542	51,448	157,799	43,385	52,408	57,975	153,768	615,616
9	-Total Cost of Sales and Service	66,230	39,546	45,881	151,657	59,511	44,121	48,760	152,392	42,809	63,542	51,448	157,799	43,385	52,408	57,975	153,768	615,616
10	Gross Profit	234,012	143,023	163,642	540,677	210,271	127,321	172,287	509,879	151,261	224,515	181,783	557,559	153,294	185,175	204,844	543,313	2,151,428
11	5800: Salaries	35,102	21,454	24,546	81,102	41,541	19,098	25,843	86,482	22,689	33,677	27,267	83,633	22,994	27,776	30,727	81,497	332,714
12	6110: Payroll Taxes	10,531	6,436	7,364	24,331	9,462	5,729	7,753	22,944	6,807	10,103	8,180	25,090	6,898	8,333	9,218	24,449	96,814
13	6140: Health and Welfare	16,381	10,012	11,455	37,848	14,719	8,912	12,060	35,691	10,588	15,716	12,725	39,029	10,731	12,962	14,339	38,032	150,600
14	6160: Other Compensation	4,500	2,300	2,500	9,300	4,100	1,500	4,300	9,900	1,194	1,493	1,313	4,000	1,111	1,222	1,667	4,000	27,200
15	-Total Employee Expenses	66,514	40,202	45,865	152,581	69,822	35,239	49,956	155,017	41,278	60,989	49,485	151,752	41,734	50,293	55,951	147,978	607,328
16	7110: Advertising	23,401	14,302	16,364	54,067	21,027	12,732	17,229	50,988	15,126	22,452	18,178	55,756	15,329	18,517	20,484	54,330	215,141
17	7420: Rent Expense	28,081	17,163	19,637	64,881	25,233	15,279	20,674	61,186	18,151	26,942	21,814	66,907	18,395	22,221	24,581	65,197	258,171
18	-Total Office Expenses	51,482	31,465	36,001	118,948	46,260	28,011	37,903	112,174	33,277	49,394	39,992	122,663	33,724	40,738	45,065	119,527	473,312
19	7699: Miscellaneous Travel Expenses	11,701	7,151	8,182	27,034	10,514	6,366	8,614	25,494	7,563	11,226	9,089	27,878	7,665	9,259	10,242	27,166	107,572
20	-Total T&E Expenses	11,701	7,151	8,182	27,034	10,514	6,366	8,614	25,494	7,563	11,226	9,089	27,878	7,665	9,259	10,242	27,166	107,572
21	-Total Operating Expenses	63,183	38,616	44,183	145,982	56,774	34,377	46,517	137,668	40,840	60,620	49,081	150,541	41,389	49,997	55,307	146,693	580,884
22	OpEx before Allocations	129,697	78,818	90,048	298,563	126,596	69,616	96,473	292,685	82,118	121,609	98,566	302,293	83,123	100,290	111,258	294,671	1,188,212
23	Operating Expenses	129,697	78,818	90,048	298,563	126,596	69,616	96,473	292,685	82,118	121,609	98,566	302,293	83,123	100,290	111,258	294,671	1,188,212
24	Pretax Income from Operations	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216
25	-Total Pretax Income	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216
26	Net Income	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216

Web runtime data grid with Web cell styles applied:



Entity View: Sales East | Version View: Working | Product: Product X

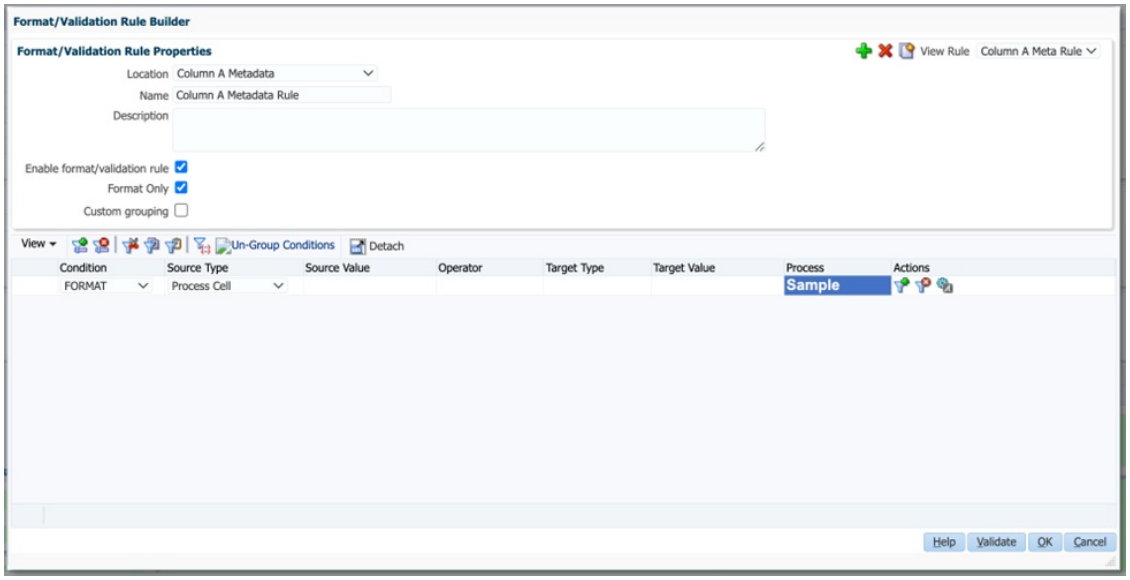
	Jan	Feb	Mar	Q1	Apr	May	Jun	Q2	Jul	Aug	Sep	Q3	Oct	Nov	Dec	Q4	YearTotal
4110: Hardware	220,766	131,819	152,936	505,521	198,369	126,060	162,535	486,964	142,698	211,807	171,493	525,998	144,617	174,693	193,250	512,560	2,031,043
4120: Support	22,077	15,818	15,294	53,189	19,837	12,606	16,253	48,696	14,270	21,181	17,149	52,600	14,462	17,469	19,325	51,256	205,741
4130: Consulting	44,153	26,364	30,587	101,104	39,674	25,212	32,507	97,393	28,540	42,361	34,299	105,200	28,923	34,939	38,650	102,512	406,209
4140: Training	11,038	6,591	7,647	25,276	9,918	6,303	8,127	24,348	7,135	10,590	8,575	26,300	7,231	8,735	9,662	25,628	101,552
4170: Payment Discount	2,208	1,977	3,059	7,244	1,984	1,261	1,625	4,870	1,427	2,118	1,715	5,260	1,446	1,747	1,932	5,125	22,499
Total Revenue	300,242	182,569	209,523	692,334	269,782	171,442	221,047	662,271	194,070	288,057	233,231	715,358	196,679	237,583	262,819	697,081	2,767,044
5110: Cost of Sales	66,230	39,546	45,881	151,657	59,511	44,121	48,760	152,392	42,809	63,542	51,448	157,799	43,385	52,408	57,975	153,768	615,616
Total Cost of Sales and Service	66,230	39,546	45,881	151,657	59,511	44,121	48,760	152,392	42,809	63,542	51,448	157,799	43,385	52,408	57,975	153,768	615,616
Gross Profit	234,012	143,023	163,642	540,677	210,271	127,321	172,287	509,879	151,261	224,515	181,783	557,559	153,294	185,175	204,844	543,313	2,151,428
5800: Salaries	35,102	21,454	24,546	81,102	41,541	19,098	25,843	86,482	22,689	33,677	27,267	83,633	22,994	27,776	30,727	81,497	332,714
6110: Payroll Taxes	10,531	6,436	7,364	24,331	9,462	5,729	7,753	22,944	6,807	10,103	8,180	25,090	6,898	8,333	9,218	24,449	96,814
6140: Health and Welfare	16,381	10,012	11,455	37,848	14,719	8,912	12,060	35,691	10,588	15,716	12,725	39,029	10,731	12,962	14,339	38,032	150,600
6160: Other Compensation	4,500	2,300	2,500	9,300	4,100	1,500	4,300	9,900	1,194	1,493	1,313	4,000	1,111	1,222	1,667	4,000	27,200
Total Employee Expenses	66,514	40,202	45,865	152,581	69,822	35,239	49,956	155,017	41,278	60,989	49,485	151,752	41,734	50,293	55,951	147,978	607,328
7110: Advertising	23,401	14,302	16,364	54,067	21,027	12,732	17,229	50,988	15,126	22,452	18,178	55,756	15,329	18,517	20,484	54,330	215,141
7420: Rent Expense	28,081	17,163	19,637	64,881	25,233	15,279	20,674	61,186	18,151	26,942	21,814	66,907	18,395	22,221	24,581	65,197	258,171
Total Office Expenses	51,482	31,465	36,001	118,948	46,260	28,011	37,903	112,174	33,277	49,394	39,992	122,663	33,724	40,738	45,065	119,527	473,312
7699: Miscellaneous Travel Expenses	11,701	7,151	8,182	27,034	10,514	6,366	8,614	25,494	7,563	11,226	9,089	27,878	7,665	9,259	10,242	27,166	107,572
Total T&E Expenses	11,701	7,151	8,182	27,034	10,514	6,366	8,614	25,494	7,563	11,226	9,089	27,878	7,665	9,259	10,242	27,166	107,572
Total Operating Expenses	63,183	38,616	44,183	145,982	56,774	34,377	46,517	137,668	40,840	60,620	49,081	150,541	41,389	49,997	55,307	146,693	580,884
OpEx before Allocations	129,697	78,818	90,048	298,563	126,596	69,616	96,473	292,685	82,118	121,609	98,566	302,293	83,123	100,290	111,258	294,671	1,188,212
Operating Expenses	129,697	78,818	90,048	298,563	126,596	69,616	96,473	292,685	82,118	121,609	98,566	302,293	83,123	100,290	111,258	294,671	1,188,212
Pretax Income from Operations	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216
Total Pretax Income	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216
Net Income	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216

Scenario 2: Apply Custom Style

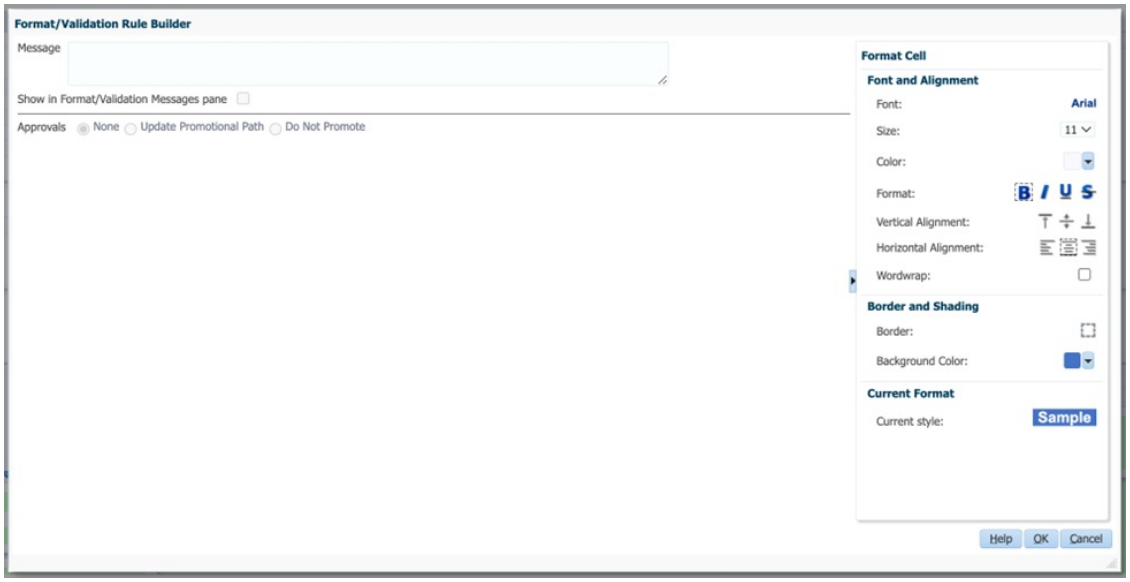
In the Format/Validation Rule Builder, a format-only rule is created on each of the row and column header cells and on Column A and Column B as shown in the screen shots below.

Format/Validation Rule Builder Properties:

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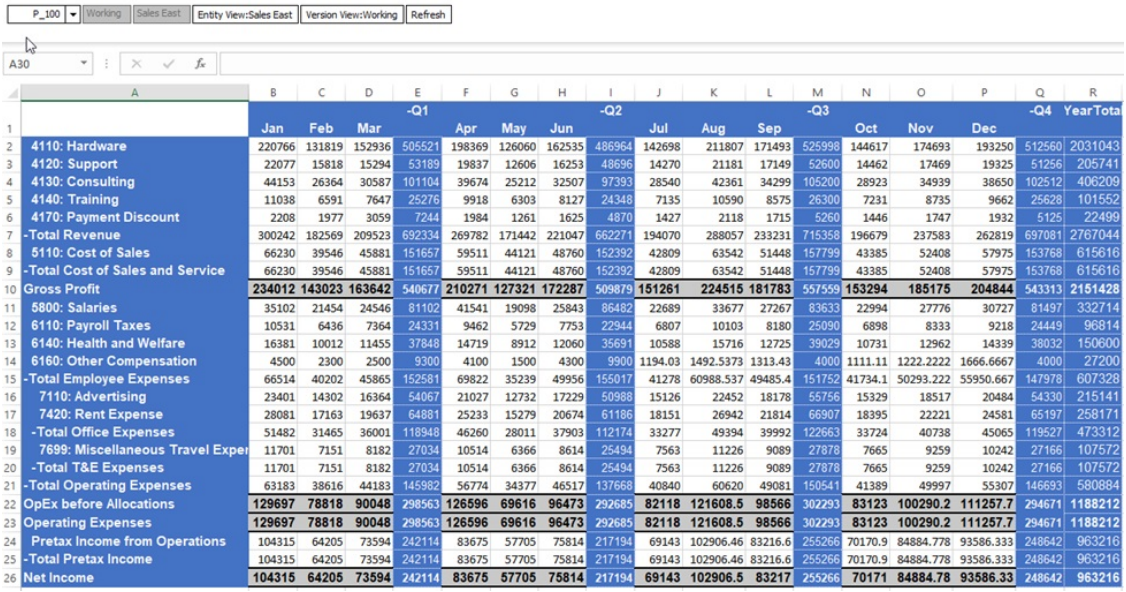


Format/Validation Rule Builder Format Cell Options:



Smart View runtime data grid with custom styles applied so only design-time format rules display:

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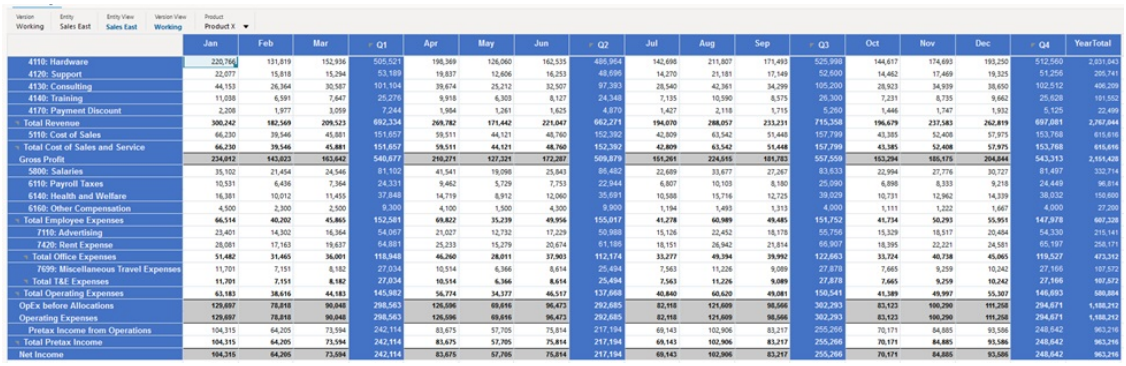


P_100 | Working | Sales East | Entity View:Sales East | Version View:Working | Refresh

A30

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1		Jan	Feb	Mar	-Q1	Apr	May	Jun	-Q2	Jul	Aug	Sep	-Q3	Oct	Nov	Dec	-Q4	YearTotal
2	4110: Hardware	220766	131819	152936	505521	198369	126060	162535	486964	142698	211807	171493	525998	144617	174693	193250	512560	2031043
3	4120: Support	22077	15818	15294	53189	19837	12606	16253	48696	14270	21181	17149	52600	14462	17469	19325	51256	205741
4	4130: Consulting	44153	26364	30587	101104	39674	25212	32507	97393	28540	42361	34299	105200	28923	34939	38650	102512	406209
5	4140: Training	11038	6591	7647	25276	9918	6303	8127	24348	7135	10590	8575	26300	7231	8735	9662	25628	101552
6	4170: Payment Discount	2208	1977	3059	7244	1984	1261	1625	4870	1427	2118	1715	5260	1446	1747	1932	5125	22499
7	-Total Revenue	300242	182569	209523	692334	269782	171442	221047	662271	194070	288057	233231	715358	196679	237583	262819	697081	2767044
8	5110: Cost of Sales	66230	39546	45881	151657	59511	44121	48760	152392	42809	63542	51448	157799	43385	52408	57975	153768	615616
9	-Total Cost of Sales and Service	66230	39546	45881	151657	59511	44121	48760	152392	42809	63542	51448	157799	43385	52408	57975	153768	615616
10	Gross Profit	234012	143023	163642	540677	210271	127321	172287	509879	151261	224515	181783	557559	153294	185175	204844	543313	2151428
11	5800: Salaries	35102	21454	24546	81102	41541	19098	25843	86482	22689	33677	27267	83633	22994	27776	30727	81497	332714
12	6110: Payroll Taxes	10531	6436	7364	24331	9462	5729	7753	22944	6807	10103	8180	25090	6898	8333	9218	24449	96814
13	6140: Health and Welfare	16381	10012	11455	37848	14719	8912	12060	35691	10588	15716	12725	39029	10731	12962	14339	38032	150600
14	6160: Other Compensation	4500	2300	2500	9300	4100	1500	4300	9900	1194.03	1492.5373	1313.43	4000	1111.11	1222.2222	1666.6667	4000	27200
15	-Total Employee Expenses	66514	40202	45865	152581	69822	35239	49956	155017	41278	60988.537	49485.4	151752	41734.1	50293.222	55950.667	147978	607328
16	7110: Advertising	23401	14302	16364	54067	21027	12732	17229	50988	15126	22452	18178	55756	15329	18517	20484	54330	215141
17	7420: Rent Expense	28081	17163	19637	64881	25233	15279	20674	61186	18151	26942	21814	66907	18395	22221	24581	65197	258171
18	-Total Office Expenses	51482	31465	36001	118948	46260	28011	37903	112174	33277	49394	39992	122663	33724	40738	45065	119527	473312
19	7699: Miscellaneous Travel Exper	11701	7151	8182	27034	10514	6366	8614	25494	7563	11226	9089	27878	7665	9259	10242	27166	107572
20	-Total T&E Expenses	11701	7151	8182	27034	10514	6366	8614	25494	7563	11226	9089	27878	7665	9259	10242	27166	107572
21	-Total Operating Expenses	63183	38616	44183	145982	56774	34377	46517	137668	40840	60620	49081	150541	41389	49997	55307	146693	580884
22	OpEx before Allocations	129697	78818	90048	298563	126596	69616	96473	292685	82118	121608.5	98566	302293	83123	100290.2	111257.7	294671	1188212
23	Operating Expenses	129697	78818	90048	298563	126596	69616	96473	292685	82118	121608.5	98566	302293	83123	100290.2	111257.7	294671	1188212
24	Pretax Income from Operations	104315	64205	73594	242114	83675	57705	75814	217194	69143	102906.46	83216.6	255266	70170.9	84884.778	93586.333	248642	963216
25	-Total Pretax Income	104315	64205	73594	242114	83675	57705	75814	217194	69143	102906.46	83216.6	255266	70170.9	84884.778	93586.333	248642	963216
26	Net Income	104315	64205	73594	242114	83675	57705	75814	217194	69143	102906.5	83217	255266	70171	84884.78	93586.33	248642	963216

Web runtime data grid with custom styles applied so only design-time format rules display:



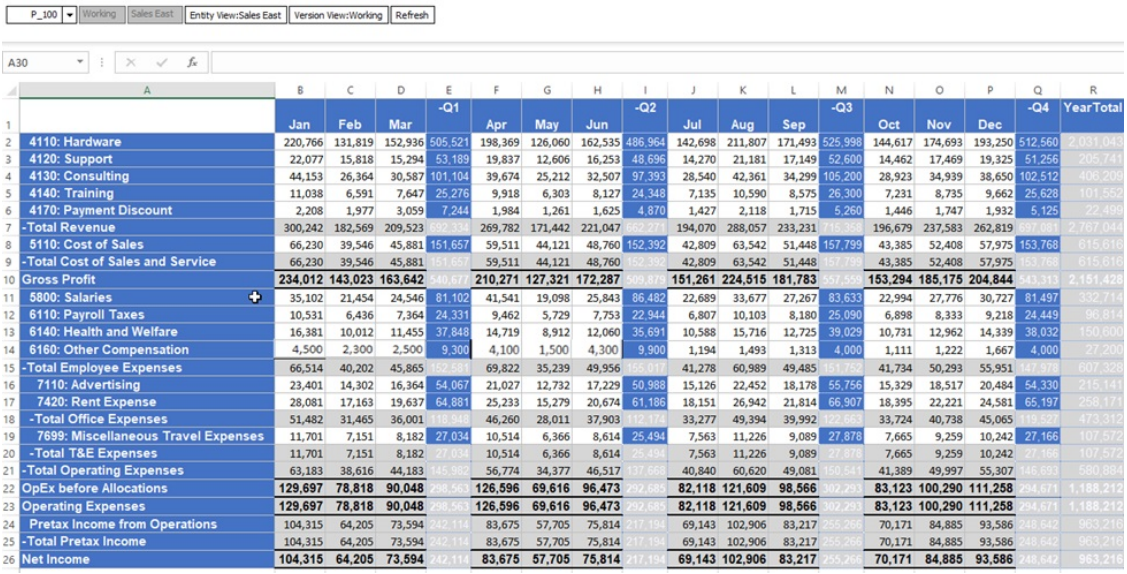
	Jan	Feb	Mar	Q1	Apr	May	Jun	Q2	Jul	Aug	Sep	Q3	Oct	Nov	Dec	Q4	YearTotal
4110: Hardware	220,766	131,819	152,936	505,521	198,369	126,060	162,535	486,964	142,698	211,807	171,493	525,998	144,617	174,693	193,250	512,560	2,031,043
4120: Support	22,077	15,818	15,294	53,189	19,837	12,606	16,253	48,696	14,270	21,181	17,149	52,600	14,462	17,469	19,325	51,256	205,741
4130: Consulting	44,153	26,364	30,587	101,104	39,674	25,212	32,507	97,393	28,540	42,361	34,299	105,200	28,923	34,939	38,650	102,512	406,209
4140: Training	11,038	6,591	7,647	25,276	9,918	6,303	8,127	24,348	7,135	10,590	8,575	26,300	7,231	8,735	9,662	25,628	101,552
4170: Payment Discount	2,208	1,977	3,059	7,244	1,984	1,261	1,625	4,870	1,427	2,118	1,715	5,260	1,446	1,747	1,932	5,125	22,499
-Total Revenue	300,242	182,569	209,523	692,334	269,782	171,442	221,047	662,271	194,070	288,057	233,231	715,358	196,679	237,583	262,819	697,081	2,767,044
5110: Cost of Sales	66,230	39,546	45,881	151,657	59,511	44,121	48,760	152,392	42,809	63,542	51,448	157,799	43,385	52,408	57,975	153,768	615,616
-Total Cost of Sales and Service	66,230	39,546	45,881	151,657	59,511	44,121	48,760	152,392	42,809	63,542	51,448	157,799	43,385	52,408	57,975	153,768	615,616
Gross Profit	234,012	143,023	163,642	540,677	210,271	127,321	172,287	509,879	151,261	224,515	181,783	557,559	153,294	185,175	204,844	543,313	2,151,428
5800: Salaries	35,102	21,454	24,546	81,102	41,541	19,098	25,843	86,482	22,689	33,677	27,267	83,633	22,994	27,776	30,727	81,497	332,714
6110: Payroll Taxes	10,531	6,436	7,364	24,331	9,462	5,729	7,753	22,944	6,807	10,103	8,180	25,090	6,898	8,333	9,218	24,449	96,814
6140: Health and Welfare	16,381	10,012	11,455	37,848	14,719	8,912	12,060	35,691	10,588	15,716	12,725	39,029	10,731	12,962	14,339	38,032	150,600
6160: Other Compensation	4,500	2,300	2,500	9,300	4,100	1,500	4,300	9,900	1,194	1,493	1,313	4,000	1,111	1,222	1,667	4,000	27,200
-Total Employee Expenses	66,514	40,202	45,865	152,581	69,822	35,239	49,956	155,017	41,278	60,989	49,485	151,752	41,734	50,293	55,951	147,978	607,328
7110: Advertising	23,401	14,302	16,364	54,067	21,027	12,732	17,229	50,988	15,126	22,452	18,178	55,756	15,329	18,517	20,484	54,330	215,141
7420: Rent Expense	28,081	17,163	19,637	64,881	25,233	15,279	20,674	61,186	18,151	26,942	21,814	66,907	18,395	22,221	24,581	65,197	258,171
-Total Office Expenses	51,482	31,465	36,001	118,948	46,260	28,011	37,903	112,174	33,277	49,394	39,992	122,663	33,724	40,738	45,065	119,527	473,312
7699: Miscellaneous Travel Expenses	11,701	7,151	8,182	27,034	10,514	6,366	8,614	25,494	7,563	11,226	9,089	27,878	7,665	9,259	10,242	27,166	107,572
-Total T&E Expenses	11,701	7,151	8,182	27,034	10,514	6,366	8,614	25,494	7,563	11,226	9,089	27,878	7,665	9,259	10,242	27,166	107,572
-Total Operating Expenses	63,183	38,616	44,183	145,982	56,774	34,377	46,517	137,668	40,840	60,620	49,081	150,541	41,389	49,997	55,307	146,693	580,884
OpEx before Allocations	129,697	78,818	90,048	298,563	126,596	69,616	96,473	292,685	82,118	121,609	98,566	302,293	83,123	100,290	111,258	294,671	1,188,212
Operating Expenses	129,697	78,818	90,048	298,563	126,596	69,616	96,473	292,685	82,118	121,609	98,566	302,293	83,123	100,290	111,258	294,671	1,188,212
Pretax Income from Operations	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216
-Total Pretax Income	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216
Net Income	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216

Scenario 3: Apply Custom and Cell Styles

In the screen shots below, the Oracle Smart View for Office cell styles take precedence over design-time format rules.

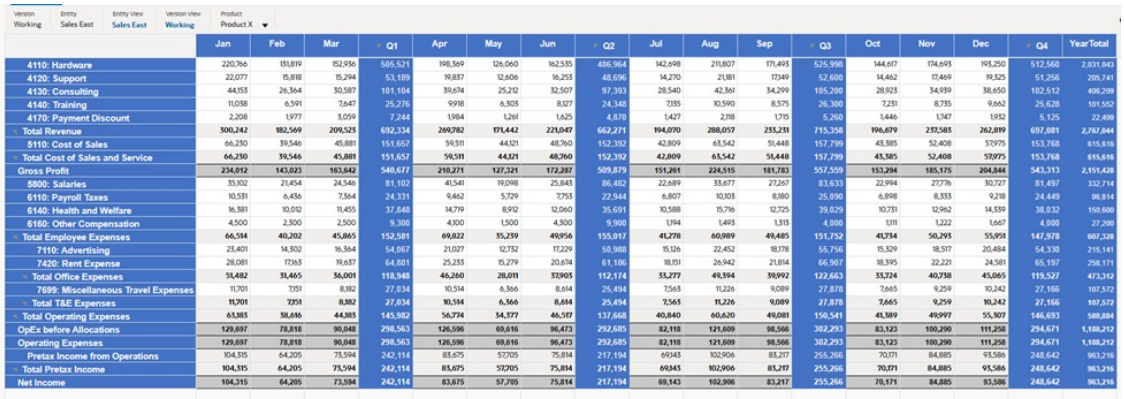
Smart View runtime data grid with custom and cell styles applied:

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	Jan	Feb	Mar	-Q1	Apr	May	Jun	-Q2	Jul	Aug	Sep	-Q3	Oct	Nov	Dec	-Q4	YearTotal
4110: Hardware	220,766	131,819	152,936	505,521	198,369	126,060	162,535	486,964	142,698	211,807	171,493	525,998	144,617	174,693	193,250	512,560	2,031,043
4120: Support	22,077	15,818	15,294	53,189	19,837	12,606	16,253	48,696	14,270	21,181	17,149	52,600	14,462	17,469	19,325	51,256	205,741
4130: Consulting	44,153	26,364	30,587	101,104	39,674	25,212	32,507	97,393	28,540	42,361	34,299	105,200	28,923	34,939	38,650	102,512	406,209
4140: Training	11,038	6,591	7,647	25,276	9,918	6,303	8,127	24,348	7,135	10,590	8,575	26,300	7,231	8,735	9,662	25,628	101,552
4170: Payment Discount	2,208	1,977	3,059	7,244	1,984	1,261	1,625	4,870	1,427	2,118	1,715	5,260	1,446	1,747	1,932	5,125	22,499
-Total Revenue	300,242	182,569	209,523	692,334	269,782	171,442	221,047	662,271	194,070	288,057	233,231	715,358	196,679	237,583	262,819	697,081	2,767,044
5110: Cost of Sales	66,230	39,546	45,881	151,657	59,511	44,121	48,760	152,392	42,809	63,542	51,448	157,799	43,385	52,408	57,975	153,768	615,616
-Total Cost of Sales and Service	66,230	39,546	45,881	151,657	59,511	44,121	48,760	152,392	42,809	63,542	51,448	157,799	43,385	52,408	57,975	153,768	615,616
Gross Profit	234,012	143,023	163,642	540,677	210,271	127,321	172,287	509,879	151,261	224,515	181,783	557,559	153,294	185,175	204,844	543,313	2,151,428
5800: Salaries	35,102	21,454	24,546	81,102	41,541	19,098	25,843	86,482	22,689	33,677	27,267	83,633	22,994	27,776	30,727	81,497	332,714
6110: Payroll Taxes	10,531	6,436	7,364	24,331	9,462	5,729	7,753	22,944	6,807	10,103	8,180	25,090	6,898	8,333	9,218	24,449	96,814
6140: Health and Welfare	16,381	10,012	11,455	37,848	14,719	8,912	12,060	35,691	10,588	15,716	12,725	39,029	10,731	12,962	14,339	38,032	150,600
6160: Other Compensation	4,500	2,300	2,500	9,300	4,100	1,500	4,300	9,900	1,194	1,493	1,313	4,000	1,111	1,222	1,667	4,000	27,200
-Total Employee Expenses	66,514	40,202	45,865	152,581	69,822	35,239	49,956	155,017	41,278	60,989	49,485	151,752	41,714	50,293	55,951	147,978	607,328
7110: Advertising	23,401	14,302	16,364	54,067	21,027	12,732	17,229	50,988	15,126	22,452	18,178	55,756	15,329	18,517	20,484	54,330	215,141
7420: Rent Expense	28,081	17,163	19,637	64,881	25,233	15,279	20,674	61,186	18,151	26,942	21,814	66,907	18,395	22,221	24,581	65,197	258,171
-Total Office Expenses	51,482	31,465	36,001	118,948	46,260	28,011	37,903	112,174	33,277	49,394	39,992	122,663	33,724	40,738	45,065	119,527	473,312
7699: Miscellaneous Travel Expenses	11,701	7,151	8,182	27,034	10,514	6,366	8,614	25,494	7,563	11,226	9,089	27,878	7,665	9,259	10,242	27,166	107,572
-Total T&E Expenses	11,701	7,151	8,182	27,034	10,514	6,366	8,614	25,494	7,563	11,226	9,089	27,878	7,665	9,259	10,242	27,166	107,572
-Total Operating Expenses	63,183	38,616	44,183	145,982	56,774	34,377	46,517	137,668	40,840	60,620	49,081	150,541	41,389	49,997	55,307	146,693	580,884
OpEx before Allocations	129,697	78,818	90,048	298,563	126,596	69,616	96,473	292,685	82,118	121,609	98,566	302,293	83,123	100,290	111,258	294,671	1,188,212
Operating Expenses	129,697	78,818	90,048	298,563	126,596	69,616	96,473	292,685	82,118	121,609	98,566	302,293	83,123	100,290	111,258	294,671	1,188,212
Pretax Income from Operations	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216
-Total Pretax Income	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216
Net Income	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216

Web runtime data grid with custom and cell styles applied:



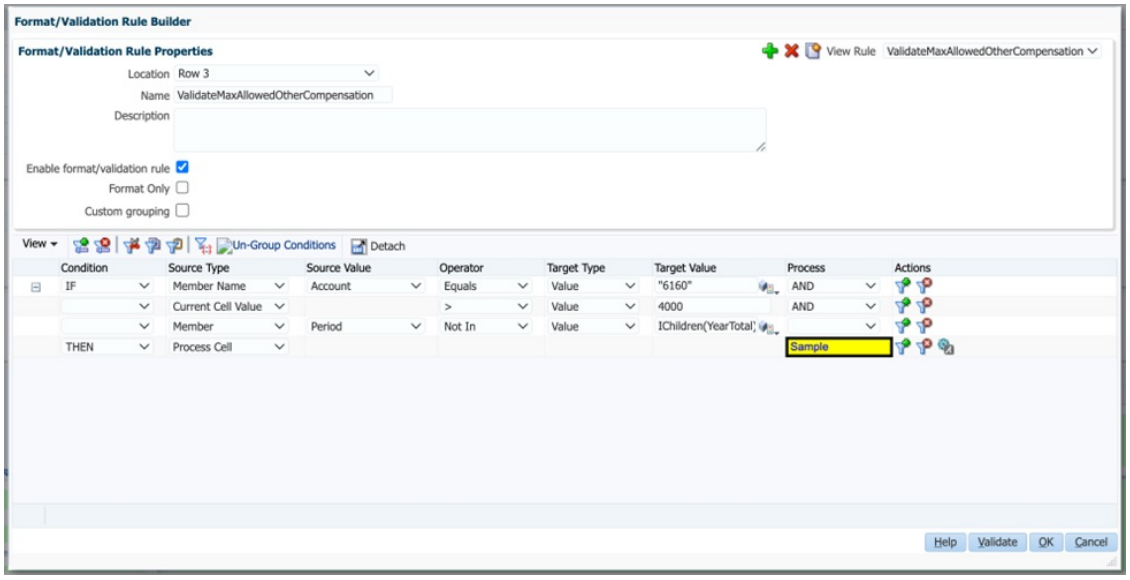
	Jan	Feb	Mar	Q1	Apr	May	Jun	Q2	Jul	Aug	Sep	Q3	Oct	Nov	Dec	Q4	YearTotal
4110: Hardware	220,766	131,819	152,936	505,521	198,369	126,060	162,535	486,964	142,698	211,807	171,493	525,998	144,617	174,693	193,250	512,560	2,031,043
4120: Support	22,077	15,818	15,294	53,189	19,837	12,606	16,253	48,696	14,270	21,181	17,149	52,600	14,462	17,469	19,325	51,256	205,741
4130: Consulting	44,153	26,364	30,587	101,104	39,674	25,212	32,507	97,393	28,540	42,361	34,299	105,200	28,923	34,939	38,650	102,512	406,209
4140: Training	11,038	6,591	7,647	25,276	9,918	6,303	8,127	24,348	7,135	10,590	8,575	26,300	7,231	8,735	9,662	25,628	101,552
4170: Payment Discount	2,208	1,977	3,059	7,244	1,984	1,261	1,625	4,870	1,427	2,118	1,715	5,260	1,446	1,747	1,932	5,125	22,499
Total Revenue	300,242	182,569	209,525	692,334	269,782	171,442	221,047	662,271	194,070	288,057	233,231	715,358	196,679	237,585	262,819	697,081	2,767,044
5110: Cost of Sales	66,230	39,546	45,881	151,657	59,511	44,121	48,760	152,392	42,809	63,542	51,448	157,799	43,385	52,408	57,975	153,768	615,616
Total Cost of Sales and Service	66,230	39,546	45,881	151,657	59,511	44,121	48,760	152,392	42,809	63,542	51,448	157,799	43,385	52,408	57,975	153,768	615,616
Gross Profit	234,012	143,023	163,642	540,677	210,271	127,321	172,287	509,879	151,261	224,515	181,783	557,559	153,294	185,175	204,844	543,313	2,151,428
5800: Salaries	35,102	21,454	24,546	81,102	41,541	19,098	25,843	86,482	22,689	33,677	27,267	83,633	22,994	27,776	30,727	81,497	332,714
6110: Payroll Taxes	10,531	6,436	7,364	24,331	9,462	5,729	7,753	22,944	6,807	10,103	8,180	25,090	6,898	8,333	9,218	24,449	96,814
6140: Health and Welfare	16,381	10,012	11,455	37,848	14,719	8,912	12,060	35,691	10,588	15,716	12,725	39,029	10,731	12,962	14,339	38,032	150,600
6160: Other Compensation	4,500	2,300	2,500	9,300	4,100	1,500	4,300	9,900	1,194	1,493	1,313	4,000	1,111	1,222	1,667	4,000	27,200
Total Employee Expenses	66,514	40,202	45,865	152,581	69,822	35,239	49,956	155,017	41,278	60,989	49,485	151,752	41,714	50,295	55,951	147,978	607,328
7110: Advertising	23,401	14,302	16,364	54,067	21,027	12,732	17,229	50,988	15,126	22,452	18,178	55,756	15,329	18,517	20,484	54,330	215,141
7420: Rent Expense	28,081	17,163	19,637	64,881	25,233	15,279	20,674	61,186	18,151	26,942	21,814	66,907	18,395	22,221	24,581	65,197	258,171
Total Office Expenses	51,482	31,465	36,001	118,948	46,260	28,011	37,903	112,174	33,277	49,594	39,992	122,663	33,724	40,738	45,065	119,527	473,312
7699: Miscellaneous Travel Expenses	11,701	7,151	8,182	27,034	10,514	6,366	8,614	25,494	7,563	11,226	9,089	27,878	7,665	9,259	10,242	27,166	107,572
Total T&E Expenses	11,701	7,151	8,182	27,034	10,514	6,366	8,614	25,494	7,563	11,226	9,089	27,878	7,665	9,259	10,242	27,166	107,572
Total Operating Expenses	63,183	38,616	44,183	145,982	56,774	34,377	46,517	137,668	40,840	60,620	49,081	150,541	41,389	49,997	55,307	146,693	580,884
OpEx before Allocations	129,697	78,818	90,048	298,563	126,596	69,616	96,473	292,685	82,118	121,609	98,566	302,293	83,123	100,290	111,258	294,671	1,188,212
Operating Expenses	129,697	78,818	90,048	298,563	126,596	69,616	96,473	292,685	82,118	121,609	98,566	302,293	83,123	100,290	111,258	294,671	1,188,212
Pretax Income from Operations	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69343	102906	83,277	255,266	70,171	84,885	93,586	248,642	963,216
Total Pretax Income	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69343	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216
Net Income	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216

Scenario 4: Apply Cell Style with One Data Validation Rule

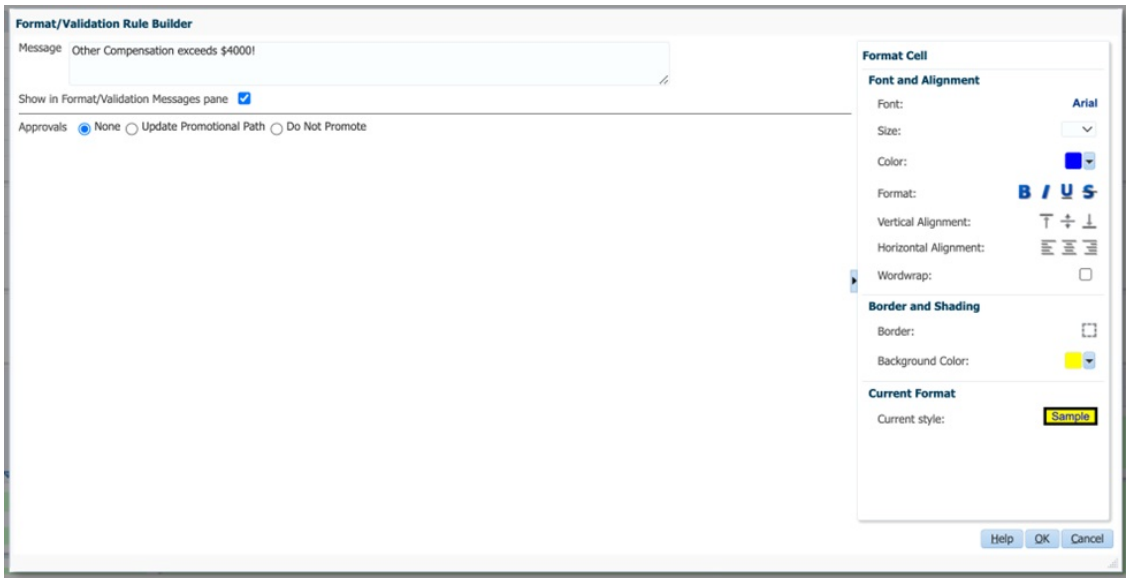
In the Format/Validation Rule Builder screen shots below, a data validation rule is added that sets the background color and tooltip for level 0 Other Compensation cells if the value exceeds $4000.

Format/Validation Rule Builder Properties:

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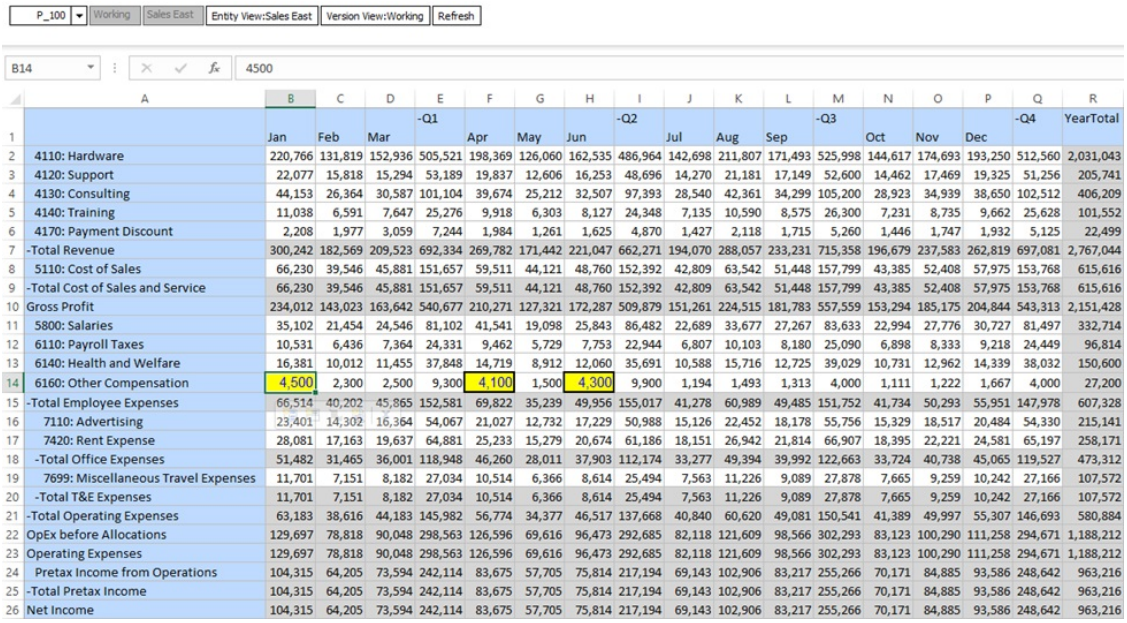


Format/Validation Rule Builder Format Cell Options:



Smart View runtime data grid with cell styles applied and one data validation rule:

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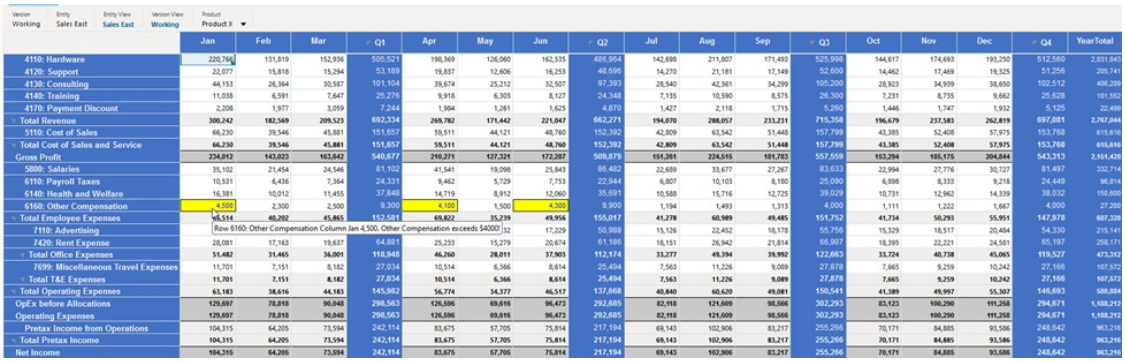
P_100 | Working | Sales East | Entity View:Sales East | Version View:Working | Refresh

B14 | 4500

		Jan	Feb	Mar	-Q1	Apr	May	Jun	-Q2	Jul	Aug	Sep	-Q3	Oct	Nov	Dec	-Q4	YearTotal
2	4110: Hardware	220,766	131,819	152,936	505,521	198,369	126,060	162,535	486,964	142,698	211,807	171,493	525,998	144,617	174,693	193,250	512,560	2,031,043
3	4120: Support	22,077	15,818	15,294	53,189	19,837	12,606	16,253	48,696	14,270	21,181	17,149	52,600	14,462	17,469	19,325	51,256	205,741
4	4130: Consulting	44,153	26,364	30,587	101,104	39,674	25,212	32,507	97,393	28,540	42,361	34,299	105,200	28,923	34,939	38,650	102,512	406,209
5	4140: Training	11,038	6,591	7,647	25,276	9,918	6,303	8,127	24,348	7,135	10,590	8,575	26,300	7,231	8,735	9,662	25,628	101,552
6	4170: Payment Discount	2,208	1,977	3,059	7,244	1,984	1,261	1,625	4,870	1,427	2,118	1,715	5,260	1,446	1,747	1,932	5,125	22,499
7	-Total Revenue	300,242	182,569	209,523	692,334	269,782	171,442	221,047	662,271	194,070	288,057	233,231	715,358	196,679	237,583	262,819	697,081	2,767,044
8	5110: Cost of Sales	66,230	39,546	45,881	151,657	59,511	44,121	48,760	152,392	42,809	63,542	51,448	157,799	43,385	52,408	57,975	153,768	615,616
9	-Total Cost of Sales and Service	66,230	39,546	45,881	151,657	59,511	44,121	48,760	152,392	42,809	63,542	51,448	157,799	43,385	52,408	57,975	153,768	615,616
10	Gross Profit	234,012	143,023	163,642	540,677	210,271	127,321	172,287	509,879	151,261	224,515	181,783	557,559	153,294	185,175	204,844	543,313	2,151,428
11	5800: Salaries	35,102	21,454	24,546	81,102	41,541	19,098	25,843	86,482	22,689	33,677	27,267	83,633	22,994	27,776	30,727	81,497	332,714
12	6110: Payroll Taxes	10,531	6,436	7,364	24,331	9,462	5,729	7,753	22,944	6,807	10,103	8,180	25,090	6,898	8,333	9,218	24,449	96,814
13	6140: Health and Welfare	16,381	10,012	11,455	37,848	14,719	8,912	12,060	35,691	10,588	15,716	12,725	39,029	10,731	12,962	14,339	38,032	150,600
14	6160: Other Compensation	4,500	2,300	2,500	9,300	4,100	1,500	4,300	9,900	1,194	1,493	1,313	4,000	1,111	1,222	1,667	4,000	27,200
15	-Total Employee Expenses	66,514	40,202	45,865	152,581	69,822	35,239	49,956	155,017	41,278	60,989	49,485	151,752	41,734	50,293	55,951	147,978	607,328
16	7110: Advertising	23,401	14,302	16,364	54,067	21,027	12,732	17,229	50,988	15,126	22,452	18,178	55,756	15,329	18,517	20,484	54,330	215,141
17	7420: Rent Expense	28,081	17,163	19,637	64,881	25,233	15,279	20,674	61,186	18,151	26,942	21,814	66,907	18,395	22,221	24,581	65,197	258,171
18	-Total Office Expenses	51,482	31,465	36,001	118,948	46,260	28,011	37,903	112,174	33,277	49,394	39,992	122,663	33,724	40,738	45,065	119,527	473,312
19	7699: Miscellaneous Travel Expenses	11,701	7,151	8,182	27,034	10,514	6,366	8,614	25,494	7,563	11,226	9,089	27,878	7,665	9,259	10,242	27,166	107,572
20	-Total T&E Expenses	11,701	7,151	8,182	27,034	10,514	6,366	8,614	25,494	7,563	11,226	9,089	27,878	7,665	9,259	10,242	27,166	107,572
21	-Total Operating Expenses	63,183	38,616	44,183	145,982	56,774	34,377	46,517	137,668	40,840	60,620	49,081	150,541	41,389	49,997	55,307	146,693	580,884
22	OpEx before Allocations	129,697	78,818	90,048	298,563	126,596	69,616	96,473	292,685	82,118	121,609	98,566	302,293	83,123	100,290	111,258	294,671	1,188,212
23	Operating Expenses	129,697	78,818	90,048	298,563	126,596	69,616	96,473	292,685	82,118	121,609	98,566	302,293	83,123	100,290	111,258	294,671	1,188,212
24	Pretax Income from Operations	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216
25	-Total Pretax Income	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216
26	Net Income	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216

In the screen shot above, the data validation rule that was defined in the rule builder is applied to cells [B,14], [F,14], and [H,14]. There's a black border on all four sides, yellow background color, and blue font.

Web runtime data grid with cell styles applied and one data validation rule:



Row 6160: Other Compensation Column Jan 4,500. Other Compensation exceeds $4000!

Note the following about the screen shot above:

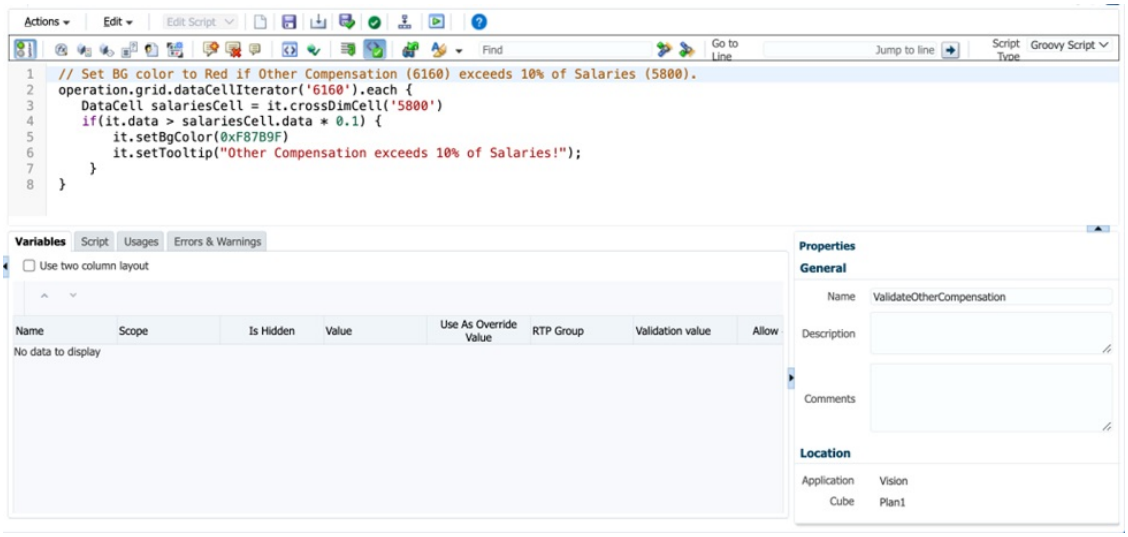
- Formatting: Black border on all four sides, yellow background color, and blue font.
- Tooltip Message: Other Compensation exceeds $4000!

Scenario 5: Apply Cell Style with One Data Validation Rule and One Groovy Rule

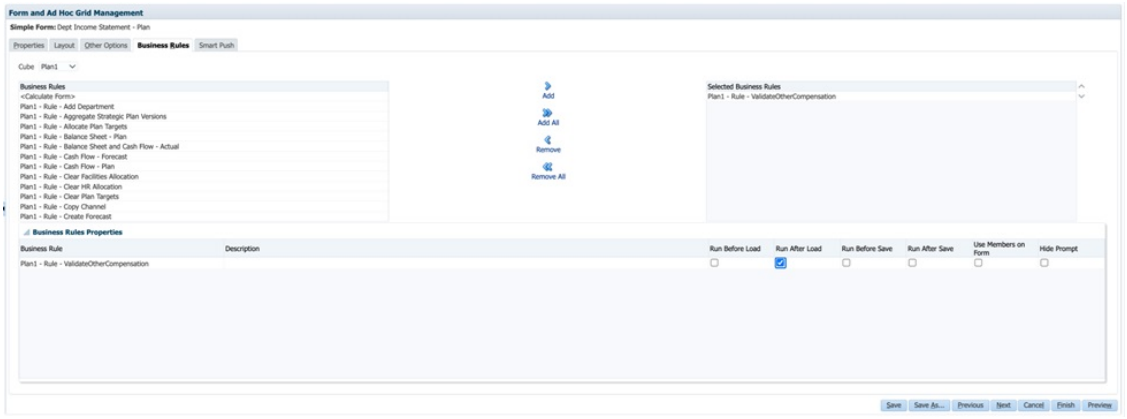
The Groovy rule definition sets the background color and a tooltip for the Other Compensation cells if the cell value exceeds 10% of Salaries.

Groovy Rule definition:

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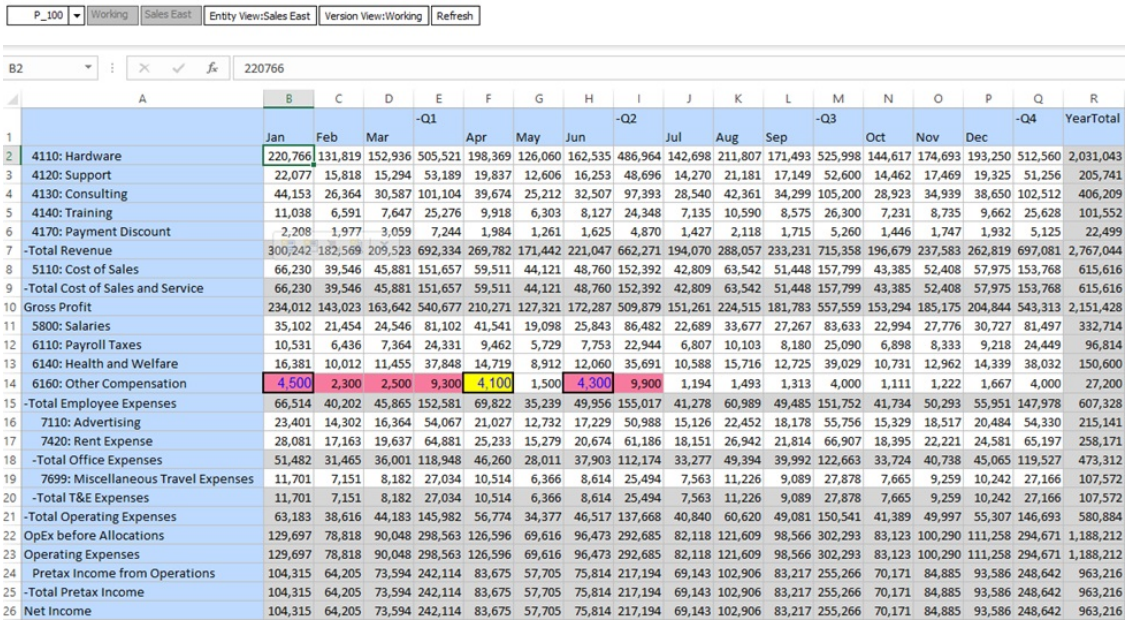


Adding the Groovy rule to the form on the Business Rules tab of the Form Designer:



Smart View runtime data grid with Groovy rules and data validation rules applied:

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P_100 | Working | Sales East | Entity View:Sales East | Version View:Working | Refresh

B2 | 220766

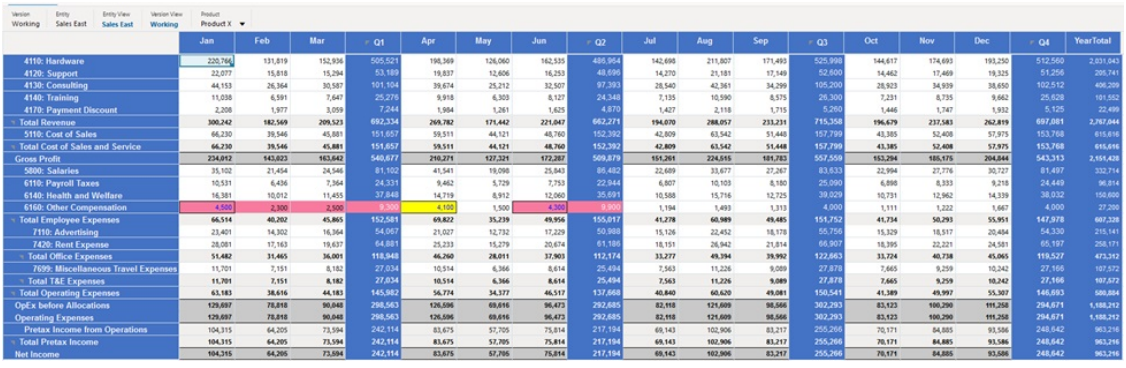
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1		Jan	Feb	Mar	-Q1	Apr	May	Jun	-Q2	Jul	Aug	Sep	-Q3	Oct	Nov	Dec	-Q4	YearTotal
2	4110: Hardware	220,766	131,819	152,936	505,521	198,369	126,060	162,535	486,964	142,698	211,807	171,493	525,998	144,617	174,693	193,250	512,560	2,031,043
3	4120: Support	22,077	15,818	15,294	53,189	19,837	12,606	16,253	48,696	14,270	21,181	17,149	52,600	14,462	17,469	19,325	51,256	205,741
4	4130: Consulting	44,153	26,364	30,587	101,104	39,674	25,212	32,507	97,393	28,540	42,361	34,299	105,200	28,923	34,939	38,650	102,512	406,209
5	4140: Training	11,038	6,591	7,647	25,276	9,918	6,303	8,127	24,348	7,135	10,590	8,575	26,300	7,231	8,735	9,662	25,628	101,552
6	4170: Payment Discount	2,208	1,977	3,059	7,244	1,984	1,261	1,625	4,870	1,427	2,118	1,715	5,260	1,446	1,747	1,932	5,125	22,499
7	-Total Revenue	300,242	182,569	209,523	692,334	269,782	171,442	221,047	662,271	194,070	288,057	233,231	715,358	196,679	237,583	262,819	697,081	2,767,044
8	5110: Cost of Sales	66,230	39,546	45,881	151,657	59,511	44,121	48,760	152,392	42,809	63,542	51,448	157,799	43,385	52,408	57,975	153,768	615,616
9	-Total Cost of Sales and Service	66,230	39,546	45,881	151,657	59,511	44,121	48,760	152,392	42,809	63,542	51,448	157,799	43,385	52,408	57,975	153,768	615,616
10	Gross Profit	234,012	143,023	163,642	540,677	210,271	127,321	172,287	509,879	151,261	224,515	181,783	557,559	153,294	185,175	204,844	543,313	2,151,428
11	5800: Salaries	35,102	21,454	24,546	81,102	41,541	19,098	25,843	86,482	22,689	33,677	27,267	83,633	22,994	27,776	30,727	81,497	332,714
12	6110: Payroll Taxes	10,531	6,436	7,364	24,331	9,462	5,729	7,753	22,944	6,807	10,103	8,180	25,090	6,898	8,333	9,218	24,449	96,814
13	6140: Health and Welfare	16,381	10,012	11,455	37,848	14,719	8,912	12,060	35,691	10,588	15,716	12,725	39,029	10,731	12,962	14,339	38,032	150,600
14	6160: Other Compensation	4,500	2,300	2,500	9,300	4,100	1,500	4,300	9,900	1,194	1,493	1,313	4,000	1,111	1,222	1,667	4,000	27,200
15	-Total Employee Expenses	66,514	40,202	45,865	152,581	69,822	35,239	49,956	155,017	41,278	60,989	49,485	151,752	41,734	50,293	55,951	147,978	607,328
16	7110: Advertising	23,401	14,302	16,364	54,067	21,027	12,732	17,229	50,988	15,126	22,452	18,178	55,756	15,329	18,517	20,484	54,330	215,141
17	7420: Rent Expense	28,081	17,163	19,637	64,881	25,233	15,279	20,674	61,186	18,151	26,942	21,814	66,907	18,395	22,221	24,581	65,197	258,171
18	-Total Office Expenses	51,482	31,465	36,001	118,948	46,260	28,011	37,903	112,174	33,277	49,394	39,992	122,663	33,724	40,738	45,065	119,527	473,312
19	7699: Miscellaneous Travel Expenses	11,701	7,151	8,182	27,034	10,514	6,366	8,614	25,494	7,563	11,226	9,089	27,878	7,665	9,259	10,242	27,166	107,572
20	-Total T&E Expenses	11,701	7,151	8,182	27,034	10,514	6,366	8,614	25,494	7,563	11,226	9,089	27,878	7,665	9,259	10,242	27,166	107,572
21	-Total Operating Expenses	63,183	38,616	44,183	145,982	56,774	34,377	46,517	137,668	40,840	60,620	49,081	150,541	41,389	49,997	55,307	146,693	580,884
22	OpEx before Allocations	129,697	78,818	90,048	298,563	126,596	69,616	96,473	292,685	82,118	121,609	98,566	302,293	83,123	100,290	111,258	294,671	1,188,212
23	Operating Expenses	129,697	78,818	90,048	298,563	126,596	69,616	96,473	292,685	82,118	121,609	98,566	302,293	83,123	100,290	111,258	294,671	1,188,212
24	Pretax Income from Operations	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216
25	-Total Pretax Income	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216
26	Net Income	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216

The data validation rule and the Groovy rule are applied to cells [B,14] and [H,14].

Note the following in the above Smart View runtime data grid:

- The background color is applied from the Groovy rule as it has higher precedence than the data validation rule. The formatting (border and blue font) is merged from the data validation rule since the Groovy rule does not apply any formatting.
- In cells [C,14], [D,14], [E,14], and [I,14], only the Groovy rule definition is displayed.
- Only cell [F,14] applies the data validation rule

Web runtime data grid with Groovy rules and data validation rules applied:



Note the following in the above Web runtime data grid:

- The background color is applied from the Groovy rule as it has higher precedence than the data validation rule. The formatting (border and blue font) is merged from the data validation rule since the Groovy rule does not apply any formatting.
- In some cells, only the Groovy rule definition is displayed.
- Only one cell applies the data validation rule

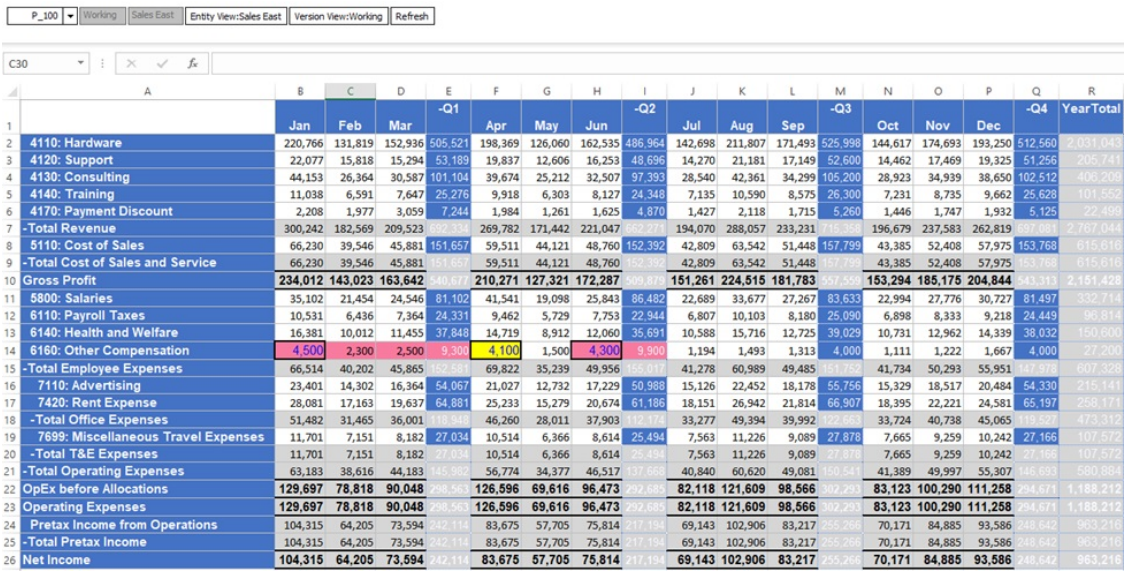
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Scenario 6: Apply Custom and Cell Styles with One Data Validation Rule and One Groovy Rule

In the screen shots below, the order of precedence is applied with P1 being the highest precedence:

- (P1) Groovy rule
- (P2) Data Validation rule in the Format/Data Validation Rule Builder
- (P3) Smart View cell styles
- (P4) Format rule in the Format/Data Validation Rule Builder
- (P5) Smart View Custom formatting

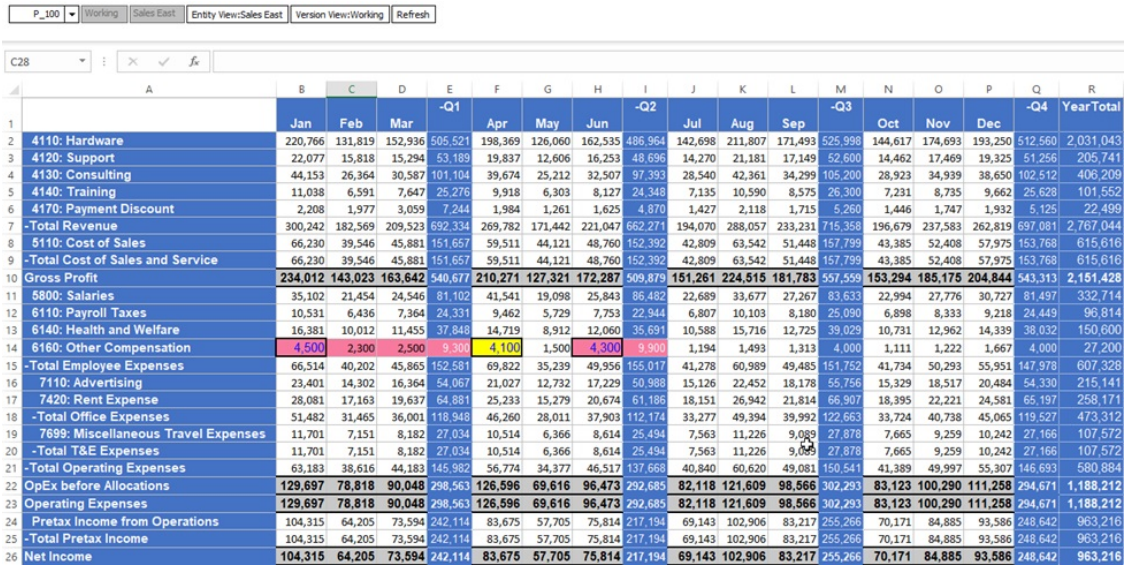
Smart View runtime data grid with custom and cell styles applied and one data validation rule and one groovy rule:



	Jan	Feb	Mar	-Q1	Apr	May	Jun	-Q2	Jul	Aug	Sep	-Q3	Oct	Nov	Dec	-Q4	YearTotal
4110: Hardware	220,766	131,819	152,936	505,521	198,369	126,060	162,535	486,964	142,698	211,807	171,493	525,998	144,617	174,693	193,250	512,560	2,031,043
4120: Support	22,077	15,818	15,294	53,189	19,837	12,606	16,253	48,696	14,270	21,181	17,149	52,600	14,462	17,469	19,325	51,256	205,741
4130: Consulting	44,153	26,364	30,587	101,104	39,674	25,212	32,507	97,393	28,540	42,361	34,299	105,200	28,923	34,939	38,650	102,512	406,209
4140: Training	11,038	6,591	7,647	25,276	9,918	6,303	8,127	24,348	7,135	10,590	8,575	26,300	7,231	8,735	9,662	25,628	101,552
4170: Payment Discount	2,208	1,977	3,059	7,244	1,984	1,261	1,625	4,870	1,427	2,118	1,715	5,260	1,446	1,747	1,932	5,125	22,499
-Total Revenue	300,242	182,569	209,523	692,334	269,782	171,442	221,047	662,471	194,070	288,057	233,231	715,358	196,679	237,583	262,819	697,681	2,767,044
5110: Cost of Sales	66,230	39,546	45,881	151,657	59,511	44,121	48,760	152,392	42,809	63,542	51,448	157,799	43,385	52,408	57,975	153,768	615,616
-Total Cost of Sales and Service	66,230	39,546	45,881	151,657	59,511	44,121	48,760	152,392	42,809	63,542	51,448	157,799	43,385	52,408	57,975	153,768	615,616
Gross Profit	**234,012**	**143,023**	**163,642**	540,677	**210,271**	**127,321**	**172,287**	509,879	**151,261**	**224,515**	**181,783**	557,559	**153,294**	**185,175**	**204,844**	543,313	2,151,428
5800: Salaries	35,102	21,454	24,546	81,102	41,541	19,098	25,843	86,482	22,689	33,677	27,267	83,633	22,994	27,776	30,727	81,497	332,714
6110: Payroll Taxes	10,531	6,436	7,364	24,331	9,462	5,729	7,753	22,944	6,807	10,103	8,180	25,090	6,898	8,333	9,218	24,449	96,814
6140: Health and Welfare	16,381	10,012	11,455	37,848	14,719	8,912	12,060	35,691	10,588	15,716	12,725	39,029	10,731	12,962	14,339	38,032	150,600
6160: Other Compensation	4,500	2,300	2,500	9,300	4,100	1,500	4,300	9,900	1,194	1,493	1,313	4,000	1,111	1,222	1,667	4,000	27,200
-Total Employee Expenses	66,514	40,202	45,865	152,681	69,822	35,239	49,956	155,017	41,278	60,989	49,485	151,752	41,734	50,293	55,951	147,978	607,328
7110: Advertising	23,401	14,302	16,364	54,067	21,027	12,732	17,229	50,988	15,126	22,452	18,178	55,756	15,329	18,517	20,484	54,330	215,141
7420: Rent Expense	28,081	17,163	19,637	64,881	25,233	15,279	20,674	61,186	18,151	26,942	21,814	66,907	18,395	22,221	24,581	65,197	258,171
-Total Office Expenses	51,482	31,465	36,001	118,948	46,260	28,011	37,903	112,174	33,277	49,394	39,992	122,663	33,724	40,738	45,065	119,527	473,312
7699: Miscellaneous Travel Expenses	11,701	7,151	8,182	27,034	10,514	6,366	8,614	25,494	7,563	11,226	9,089	27,878	7,665	9,259	10,242	27,166	107,572
-Total T&E Expenses	11,701	7,151	8,182	27,034	10,514	6,366	8,614	25,494	7,563	11,226	9,089	27,878	7,665	9,259	10,242	27,166	107,572
-Total Operating Expenses	63,183	38,616	44,183	145,982	56,774	34,377	46,517	137,668	40,840	60,620	49,081	150,541	41,389	49,997	55,307	146,693	580,884
OpEx before Allocations	**129,697**	**78,818**	**90,048**	298,563	**126,596**	**69,616**	**96,473**	292,685	**82,118**	**121,609**	**98,566**	302,293	**83,123**	**100,290**	**111,258**	294,671	1,188,212
Operating Expenses	**129,697**	**78,818**	**90,048**	298,563	**126,596**	**69,616**	**96,473**	292,685	**82,118**	**121,609**	**98,566**	302,293	**83,123**	**100,290**	**111,258**	294,671	1,188,212
Pretax Income from Operations	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216
-Total Pretax Income	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216
Net Income	**104,315**	**64,205**	**73,594**	242,114	**83,675**	**57,705**	**75,814**	217,194	**69,143**	**102,906**	**83,217**	255,266	**70,171**	**84,885**	**93,586**	248,642	963,216

Smart View runtime data grid with read-only disabled:

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	Jan	Feb	Mar	-Q1	Apr	May	Jun	-Q2	Jul	Aug	Sep	-Q3	Oct	Nov	Dec	-Q4	YearTotal
4110: Hardware	220,766	131,819	152,936	505,521	198,369	126,060	162,535	486,964	142,698	211,807	171,493	525,998	144,617	174,693	193,250	512,560	2,031,043
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Gross Profit	234,012	143,023	163,642	540,677	210,271	127,321	172,287	509,879	151,261	224,515	181,783	557,559	153,294	185,175	204,844	543,313	2,151,428
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6160: Other Compensation	4,500	2,300	2,500	9,300	4,100	1,500	4,300	9,900	1,194	1,493	1,313	4,000	1,111	1,222	1,667	4,000	27,200
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-Total T&E Expenses	11,701	7,151	8,182	27,034	10,514	6,366	8,614	25,494	7,563	11,226	9,089	27,878	7,665	9,259	10,242	27,166	107,572
-Total Operating Expenses	63,183	38,616	44,183	145,982	56,774	34,377	46,517	137,668	40,840	60,620	49,081	150,541	41,389	49,997	55,307	146,693	580,884
OpEx before Allocations	129,697	78,818	90,048	298,563	126,596	69,616	96,473	292,685	82,118	121,609	98,566	302,293	83,123	100,290	111,258	294,671	1,188,212
Operating Expenses	129,697	78,818	90,048	298,563	126,596	69,616	96,473	292,685	82,118	121,609	98,566	302,293	83,123	100,290	111,258	294,671	1,188,212
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Net Income	104,315	64,205	73,594	242,114	83,675	57,705	75,814	217,194	69,143	102,906	83,217	255,266	70,171	84,885	93,586	248,642	963,216

Best Practices for Forms with Validation Rules

When designing forms that contain validation rules, use these guidelines to optimize performance.

- Include Dense dimensions on rows and columns, and Sparse dimensions on page and POV
- Limit the number of dimensions on a row. Including multiple dimensions on a row will negatively impact performance.
- Select the **Suppress Missing Blocks** option when Sparse dimensions are on rows.
- Use the outline to add Member Formulas instead of including Formula columns in the form
- Limit the number of rows to approximately 100 rows or less
- Use member functions instead of selecting individual members to reduce maintenance
- Leverage dynamic user variables, substitution variables and valid combinations instead of creating a large number of forms
- Organize forms into folders

Setting Form Precision and Other Options

In **Other Options**, you set data precision, associate context menus with the form, and enable dynamic user variables.

You control data precision by applying minimum and maximum values for different account types. For example, you can truncate and round the decimal portion of longer numbers.

To set form precision and other options:

1. Open the form, and then click **Other Options**.
2. In **Precision**, select options to set the number of decimal positions displayed in a cell for **Currency Values**, **Non-Currency Values**, and **Percentage Values**.

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Specify **Minimum** values to add zeros to numbers with few decimal places. Specify **Maximum** values to truncate and round the decimal portion of longer numbers. For example:

Table 14-7 Form Data Precision Examples

Value	Minimum Precision	Maximum Precision	Displayed Value
100	0	Any	100
100	3	Any number greater than or equal to 3 or None	100.000
100.12345	Any number less than or equal to 5	None	100.12345
100.12345	7	None	100.1234500
100.12345	Any number less than or equal to 3	3	100.123
100.12345	0	0	100
100.12345	2	4	100.1234
100	2	4	100.00

Notes:

- By default, the precision settings that you select here override the precision set for the currency member. If instead you want the currency member's precision setting to apply for the form, select **Use Currency member precision setting**.
- Precision settings affect only the display of values, not their stored values, which are more accurate. For example, if Minimum Precision is set to 2, and if the system spreads the value 100 from Q1 into the months January, February, and March, the month cells display 33.33 when they are not selected. When they are selected, they display their more accurate values (for example, 33.33333333333333).

3. In **Context Menus**, associate menus with the form by selecting them from **Available Menus** and moving them to Selected Menus, using the right and left arrows.
4. If you select multiple menus, use the Up and Down arrows to set the order in which they display.
5. Select **Enable Dynamic User Variables** to allow dynamic user variables in the form.
6. Click **Save**.

Creating Asymmetric Rows and Columns

Asymmetric rows and columns contain different sets of members selected across the same dimensions. For example:

Row/Column A: Scenario = Actual, Time Period = Q1

Row/Column B: Scenario = Budget, Time Period = Q2, Q3, Q4

To create asymmetric rows or columns:

1. Open the form, and then click **Layout**.
2. Click the **Dimension Selector** to select the dimension to modify.
3. Click the **Member Selector** to the right of the dimension name, and then modify the members selected for this dimension.

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4. Click **Save** to save your work and continue, or click **Finish** to save your work and close the form.

Adding Formula Rows and Columns

Formula rows contain formulas that apply to form rows. Formula columns contain formulas that apply to form columns. For example, you can create a formula column (column D) that computes the percentage variance between the January sales (column A) and February sales (column B). The formula defined for a formula row or column applies to all row or column dimensions. To define or assign existing formulas to forms, select the appropriate row or column on the **Layout** tab and then display formula building options under **Segment Properties**.

> **Tip**
>
> Consider adding a formula row between two other rows to create a blank row. Blank rows are useful, for example, for visually separating subtotals and totals within a form.

To add formula rows and columns:

1. Open the form, and then click **Layout**.
2. On the **Layout** tab, right-click **Rows** or **Columns**.
3. Select **Add Formula Row** or **Add Formula Column**.
4. Click the new **Formula Label** that is displayed in the row or column, and then enter the formula name.
5. Click the row or column number and specify any of the following displayed in the **Segment Properties** pane to the right:
   - **Hide** hides the row or column
   - **Show separator** displays the row or column separator
   - **Display formula on form** displays the formula on the form when you click that option in the row or column header
6. For each dimension in **Formula Data Type** in the right pane, select a data type for the formula result:
   - **Currency**
   - **Non-Currency**
   - **Percentage**
   - **SmartList**

     If you select SmartList, select a Smart List from the drop-down list next to the data type.
   - **Date**
   - **Text**
7. Define the formula to use for the row or column by entering the formula name in the **Formula** field, and then clicking **Edit**.
8. Click **Validate** to ensure that the formula does not contain any errors.
9. Click **OK** to save the formula and to close the Formula window.

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Defining Simple Form Page and Point of View

You can select dimensions and members for the page axis and Point of View. The Point of View dimensions and members must be valid for the form type and not assigned to a page, column, or row axis. The Point of View sets the unique dimension members that define intersections of data.

When you set user variables for forms, the variable name displays in the Point of View.

To define page axis and Point of View:

1. Open the form, and then click **Layout**.
2. Click the **Dimension Selector** and then drag the dimension to Page to add it to the form page axis.
3. Click the **Member Selector** for each page axis dimension and select members.
4. Repeat these steps to assign multiple dimensions to the page axis.

   Assigning multiple dimensions to the page axis enables users to select dimensionality while entering data. Users can select **Display Options** to specify whether the system sets the page selection to the most recently used selection.
5. In **Dimension Properties**, select or clear options for page dimensions.
6. **Optional:** Click the **Dimension Selector** and then drag the dimension to the Point of View to add it to the form Point of View. Repeat this action for each dimension that you want to move to the Point of View.
7. In **Point of View**, click the **Member Selector** for each dimension and then select members.
8. In **Dimension Properties**, select or clear options for Point of View dimensions.
9. Click **Save** to save your work and continue, or click **Finish** to save your work and close the form.

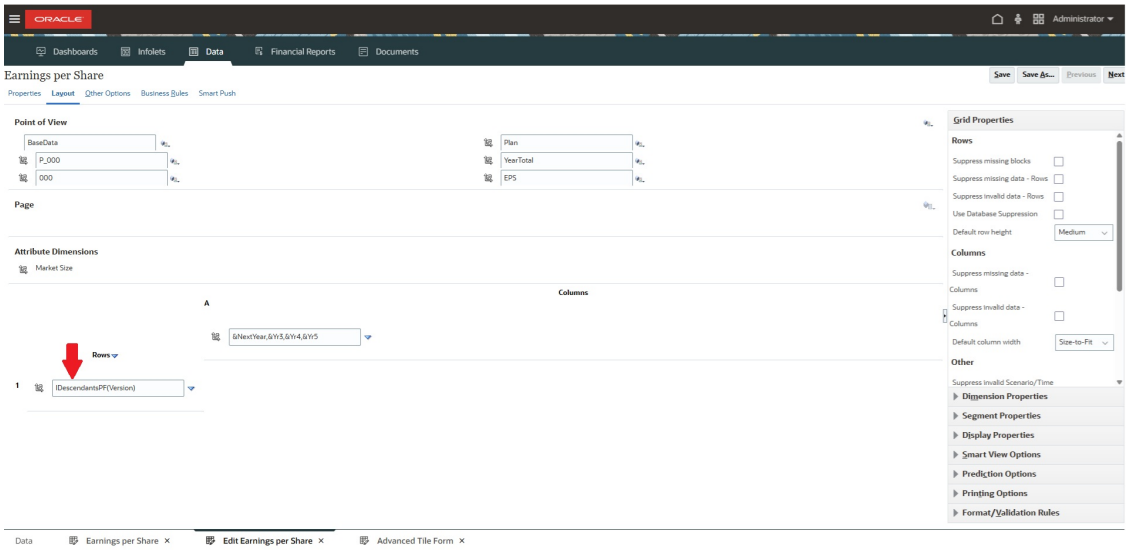
Defining Parent First Functions on Forms

You can define Parent First (PF) functions, which place the parent members above the children in forms, for the following functions:

- `DescendantsPF`
- `IDescendantsPF`
- `IChildrenPF`

PF functions are not available as selections in the member selector in the form designer or elsewhere in the application. You can only type them in on the **Layout** tab of the form designer.

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PF Function Examples

The following examples illustrate how PF functions display on forms:

Table 14-8 Examples of PF Functions on Forms

Function	Without PF Function	With PF Function
`Descendants`	`Descendants(YearTotal)` Jan, Feb, Mar, **Q1**, Apr, May, Jun, **Q2**, Jul, Aug, Sep, **Q3**, Oct, Nov, Dec, **Q4**	`DescendantsPF(YearTotal)` **Q1**, Jan, Feb, Mar, **Q2**, Apr, May, Jun, **Q3**, Jul, Aug, Sep, **Q4**, Oct, Nov, Dec
`IDescendants`	`IDescendants(YearTotal)` Jan, Feb, Mar, **Q1**, Apr, May, Jun, **Q2**, Jul, Aug, Sep, **Q3**, Oct, Nov, Dec, **Q4**, **YearTotal**	`IDescendantsPF(YearTotal)` **YearTotal**, **Q1**, Jan, Feb, Mar, **Q2**, Apr, May, Jun, **Q3**, Jul, Aug, Sep, **Q4**, Oct, Nov, Dec
`IChildren`	`IChildren(YearTotal)` Q1, Q2, Q3, Q4, **YearTotal**	`IChildrenPF(YearTotal)` **YearTotal**, Q1, Q2, Q3, Q4

Manually Entering PF Functions

To create a PF function in the form designer:

1. Open a form for editing or create a form, and then click the **Layout** tab.
2. In a POV, Page, Column, or Row, find an already defined `Descendants`, `IDescendants`, or `IChildren` function or define one.
3. Manually enter `PF` directly after `Descendants`, `IDescendants`, or `IChildren`; for example, `DescendantsPF(YearTotal)`, `IDescendantsPF(YearTotal)`, or `IChildrenPF(YearTotal)`.
4. Click **Save** and then view the form. The parent members will display first in the form's hierarchy.

Working with Forms and Form Components

Related Topics:

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- Opening Forms
- Previewing Forms
- Printing Form Definitions
- Editing Forms
- Moving, Deleting, and Renaming Forms

Opening Forms

To open a form for editing:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Forms**.
3. Select the tab for the type of form that you want to open.
4. Click the name of the form.

   The form opens in edit mode in a new tab.

To open and view a form:

1. On the Home page, click **Data**.
2. Select the tab for the type of form that you want to open.
3. Click the name of the form.

Previewing Forms

While you are designing forms, you can preview the dimensions that are assigned to the Point of View, columns, rows, and page axes. Previewing displays member attributes, alias, and data associated with forms, although new data cannot be entered.

Previewing completes regular form design validation checks, and checks for proper evaluation of any data validation rules included in the form. Data validation rules must be properly completed before the form can be saved. In addition, data validation rules are saved as part of the form. If you do not save changes to a form, any data validation rule changes made after the form was last saved are lost.

To preview a form's design:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Forms**.
3. With a form open, click **Preview**.

   The form opens in edit mode in a new tab.
4. Resolve any issues reported during the design validation checks, including any issues with data validation rules.
5. Save the form to ensure that updates are saved, including any changes to data validation rules.

Printing Form Definitions

Service Administrators can print form definition reports that include information on dimension members, business rules, access permissions, and other form components.

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To create and print form definition reports:

1. Click the **Navigator** icon and then under **Monitor and Explore**, click **System Reports**.
2. Select the **Forms** tab.
3. Select the form definitions to print by moving them from **Available Forms** to **Selected Forms**.
4. **Optional**: Select **Include Member Selection List** to include column and row members on the report.
5. **Optional**: Select **Include Business Rules** to include associated business rules.
6. Click **Create Report**.
   Adobe Acrobat generates a consolidated report, including:
   - Cube
   - Description
   - Column dimension and members and additional column definitions
   - Row dimension and members and additional row definitions
   - Page and Point of View dimensions
   - Form access permissions
   - Associated business rules
7. To print the report, select **File**, and then **Print**.

Editing Forms

You can edit the layout, members, and properties of forms. For example, you can add formula rows or columns to a form.

To edit a form:

1. Click the **Navigator** icon  .
2. Under **Create and Manage**, click **Forms**.
3. Select the form, then click **Edit**.

   Alternatively, on the Home page, you can click **Data**. Expand a form folder, click the name of a form to open it, and then click **Edit.**
4. Select:
   - **Properties** to edit the description and instructions.
   - **Layout** to edit form layout.
   - **Other Options** to edit form precision, change the context menus associated with the form, enable/disable dynamic user variables, and select user variables.
5. Choose an option:
   - To save your work, click **Save**.
   - To save a variant of a form with a new name, click **Save As**, enter a **New Form Name**, and then click **OK**. The updated form with the new name is added to the form list and the newly named form opens in a new dynamic tab.
6. Click **Finish** to save your work and close the form.

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Moving, Deleting, and Renaming Forms

To move, delete, and rename forms:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Forms**.
3. Select the form.
4. Select a task:
   - To move a form, click **Move**, and then select the destination folder.

     > **Note**
     >
     > You can move multiple forms simultaneously if they are in the same folder.

   - To delete a form, click **Delete**.
   - To rename a form, click **Rename**, and then enter the new name.
5. Click **OK**.

Working with User Variables

Related Topics

- About User Variables
  User variables act as filters in forms, enabling users to focus only on certain members, such as a department.
- Managing User Variables
- Creating User Variables
- Deleting User Variables

About User Variables

User variables act as filters in forms, enabling users to focus only on certain members, such as a department.

Before you can associate a user variable with a form, you must create the user variable.

Managing User Variables

You can set user variables to limit the number of members displayed on a form, helping users focus on certain members. For example, if you create a user variable called Division for the Entity dimension, users can select a member for their own division. You can create any number of user variables for each dimension, and select user variables for any axis in the form.

The typical sequence of steps:

1. If necessary, create the appropriate parent-level members in the dimension outline.
2. Define user variables for each dimension that you want users to be able to filter.
3. When designing the form, associate the user variable with the form.

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4. Instruct users to select a member for the user variable associated with the form. Forms with undefined user variables are prevented from opening or being viewed in a dashboard. After selecting an initial value for the user variable, you can change it in the form or in preferences.

> **Note**
>
> If you're prevented from opening a form (or viewing a form in a dashboard) because it contains missing user variables, you'll see a message prompting you to select members for the user variables:
>
> ```
> Before you can open this form, you must select a member for each User
> Variable. To select members for missing user variables: Click here
> ```
>
> When the link in the message is clicked, the **User Preferences** page opens in a new dynamic tab and the user variables with missing member values are displayed first. Select a member for each undefined user variable.

Creating User Variables

To create user variables:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Variables**.
3. Select the **User Variables** tab.
4. Click **Actions**, then select **Add**.
5. In the **User Variables** window, for **Dimension Name**, select the dimension for which to create a user variable.
6. For **User Variable Name**, enter the name of the user variable.
7. **Optional**: Select **Use Context** to allow user variables to be used in the Point of View. With this setting, the value of the user variable changes dynamically based on the context of the form.
8. Click **OK**.

   You can now associate the user variable with a form.

Deleting User Variables

To delete user variables:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Variables**.
3. Select the **User Variables** tab.
4. Select the user variable to delete.
5. Click **Actions**, then select **Delete**.
6. Click **Yes**.

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Working with Smart Lists

Administrators use Smart Lists to create custom drop-down lists that users access from form cells.

When clicking in cells whose members are associated with a Smart List (as a member property), users select items from drop-down lists instead of entering data. Users cannot type in cells that contain Smart Lists. Smart Lists display in cells as down arrows that expand when users click into the cells.

Perform these tasks to create and administer Smart Lists:

- Define Smart Lists
- Associate Smart Lists with members.
- Select dimensions for which Smart Lists are displayed.
- Optionally:
  - Use Smart List values in member formulas.
  - Set how #MISSING cells associated with Smart Lists display in forms.
  - Synchronize Smart Lists in reporting applications

To create or work with Smart Lists:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Smart List**.
3. Perform one action:
   - To create a Smart List, click **Create**, enter the name, and click **OK**.
   - To change a Smart List, select it and click **Edit**.
   - To delete Smart Lists, select them, click **Delete** and **OK**. Deleting Smart lists also deletes any associated mappings with dimension members and reporting applications.

     > **Note**
     >
     > You cannot delete system generated Smart lists.

     Data cells can display only one Smart List. If multiple Smart Lists intersect at cells, set which one takes precedence.
   - **Optional**: Click **Synchronize** to synchronize Smart Lists in reporting application. See Synchronizing Smart Lists in Reporting Applications.

Synchronizing Smart Lists in Reporting Applications

You can synchronize Smart Lists to map them to dimensions in reporting applications.

To synchronize Smart Lists in reporting applications:

1. Refresh the application database.
2. Refresh the reporting application mapping.

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3. Click the **Navigator** icon .
4. Under **Create and Manage**, click **Smart List**.
5. Click **Synchronize**, then click **OK**.

   During synchronization, values from reporting applications in all existing mappings are appended after the last Smart List item in the appropriate Smart list. If a Smart List is mapped to two dimensions, all members from the first mapping are inserted first, and then members from the second mapping are inserted. If a member already exists in a Smart List, it is not added again.
6. If Smart List items are mapped to more than one dimension, create a new Smart List with a new name, and then manually transfer related data.

> **Note**
>
> Smart List names cannot have spaces in them. If you are synchronizing Smart Lists in a reporting application, ensure that any new members do not have spaces in the name.

Adding or Changing Smart List Properties

Use the Edit Smart List Properties tab to set Smart List properties

To set Smart List properties:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Smart List**.
3. Select a Smart List and click **Edit**.
4. Define Smart List properties on **Properties**:

Table 14-9 Smart List Properties

Property	Description
Smart List	Enter a unique name containing only alphanumeric and underscore characters (for example: Position) and no special characters or spaces. Smart List names can be referenced in formula expressions.
Label	Enter the text to display when the Smart List is selected. Spaces and special characters are allowed.
Display Order	How Smart Lists are sorted in the drop-down list: by ID, Name, or Label

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Table 14-9 (Cont.) Smart List Properties

Property	Description
#MISSING Drop-Down Label	Enter a label (for example, "No Justification") to be displayed as an entry in the Smart List whose value is #MISSING. It displays as the first selection in the Smart List drop-down, allowing #MISSING as a selection in the form. When the cell is not in focus, this label displays only if Drop-Down Setting is selected in the next option. Otherwise, #MISSING or a blank cell is displayed, depending on the Display Missing Values As Blank selection for the form. #MISSING labels determine only the display of cells with #MISSING data; #MISSING remains the stored value.
#MISSING Form Label	Determines how #MISSING values are represented in cells associated with Smart Lists. Options: • Drop-Down Setting: Displays the label set in #MISSING Drop-Down Label. • **Form Setting**: Displays #MISSING or leaves cells blank, depending on the Display Missing Values As Blank selection for the form. This selection determines what is displayed in the cell when it is not the focus. When the cell is in focus, the Smart List item that is selected from the drop-down is displayed.
Automatically Generate ID	Generate a numeric ID for each Smart List entry. If you do not select this option, you can customize Smart List ID values.

5. Click **Save**.
6. Select **Entries**.

   Use the Entries tab to define selections on Smart Lists.

Adding or Changing Smart List Entries

Use the Edit /Add Smart Lists Entries tab to define the selections in the Smart List.

To define Smart List entries:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Smart List**.
3. Select a Smart List and click **Edit**.
4. On **Entries**, define drop-down list items:
   - **For first items only**: enter information into the first row.
   - To add an item, click **Add** and enter the information.
   - To delete an item, select it and click **Delete**.
   - To edit an item, change the information in its row:

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Table 14-10 Smart List Entries

Entry Property	Description
ID	Unique number that sets the order for the displayed entry. Customizable only if **Automatically Generate ID** is not selected on the Properties tab.
Name	Unique alphanumeric name containing alphanumeric and underscore characters (for example: Customer_Feedback) and no special characters or spaces
Label	Displayed text for the Smart List entry on the drop-down list (for example: Customer Feedback).

By default, the Migration export file contains the ID attribute in the Ownership.Data.xml file to be imported and used as Smart List entry IDs internally. To disable this behavior, change the value of the `IncludeSmartListId` substitution variable to False.

Items highlighted in the list in red are duplicates.

5. Perform one action:
   - Click **Save**.
   - Select **Preview**.

Previewing Smart Lists

Preview the defined Smart List on the Preview tab. The tab shows the Smart List as displayed in a drop-down list or a table.

Displaying #MISSING with Smart Lists

Administrators set values displayed in Smart Lists and data cells, including the display when no data is in the cell. Cells can display no value, #MISSING, or (for cells associated with Smart Lists) a specified value.

Use these options to control the display of #MISSING when cells are not in focus:

Option	Guideline
Blank	When designing forms, select **Display Missing Values as Blank**. When setting Smart List properties, select **Form Setting**.
#MISSING	When designing forms, do not select **Display Missing Values as Blank**. When setting Smart List properties, select **Form Setting**.
A custom label, such as "No Change"	When setting Smart List properties, enter the custom label in the **#MISSING Drop-Down Label** field (for example, `No Change`). Select **Drop-Down Setting**.

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15

Working with Dimensions

Related Topics

- Dimensions Overview
- Viewing and Editing Dimensions
- Working with Dimension Hierarchies Using the Navigator
- Setting Intercompany Account Attribute Values
- Setting Consolidated ETR Custom Attribute
- Performance Settings
- Creating Alternate Hierarchies

Dimensions Overview

Dimension hierarchies define structural and mathematical relationships, and consolidations between members in the database. Relationships are represented graphically in a collapsible hierarchy diagram. Upper-level dimension members are called parent members, and a member immediately below a parent member is referred to as its child. All members below a parent are referred to as descendants. The bottom-level hierarchy members are called level 0 members.

Data is typically entered into level 0 members of dimensions and not into parent members. Values for parent-level members are aggregated from the children of the parent-level members. In some cases, data for level 0 members is calculated.

Tax Reporting is a multi-dimensional consolidation application that requires a set of pre-defined dimensions. By default, when you create an application, the system creates these dimensions in this order:

- Account
- Period
- Consolidation
- Data Source
- Currency Dimension
- Intercompany
- Entity
- Movement
- Multi-GAAP
- Jurisdiction
- Scenario
- Years
- View

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This set of dimensions handles the tax provision process. Each dimension is pre-seeded with a set of dimension members to allow for flexible application configuration. Only the dimension members required for the selected features are enabled.

Some of the members can be edited, while others are locked. The following system dimensions are not editable:

- Year
- Period
- View
- Consolidation
- Intercompany

You can also create custom dimensions while creating an application. See: Adding Custom Dimensions (Hybrid mode only)

You can edit and view dimensions using either the Navigator or the Simplified Dimension Editor.

You need to configure the following dimensions to add information for your organization:

- Account
- Jurisdiction
- Scenario
- Currency Dimension
- Multi-GAAP

As a best practice, only add Jurisdiction and Currency members that will be associated to Entities.

> **Note**
>
> Account members that require Text, Date, or Smart List data types, require the Account dimension to have an Evaluation Order set for the cube or cubes in question. See also: Evaluation Order

Account Dimension

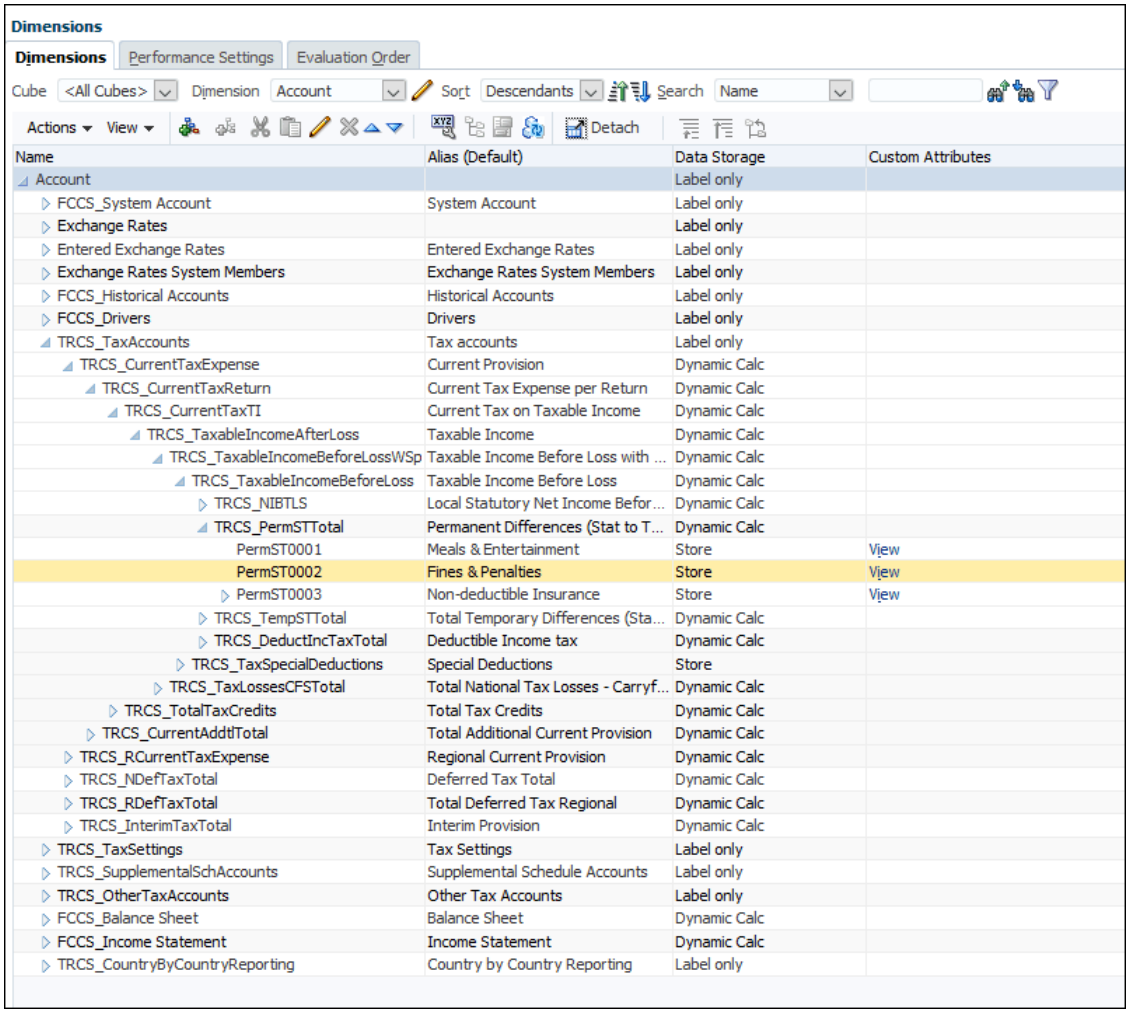
The Account dimension represents a hierarchy of natural accounts. Accounts store financial data for entities and scenarios in an application, and provides the Account properties for Income Statement Accounts. Each account has an Account type, such as Revenue or Expense, that defines its accounting behavior. Every application must include an Account dimension.

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> **Note**
>
> The Account dimension is usually defined as dense, so you cannot assign attributes to it unless it is changed to sparse for all application types. After migrating an application to a Dense/Sparse Optimized (DSO) application, where Account is a sparse dimension, you can create Custom attributes for the Account dimension. If you change a dimension from sparse to dense, all attributes and attribute values for that dimension are automatically deleted..

The Account dimension stores:

- Trial Balance Chart of Accounts or Book Balance accounts
- Tax Accounts for calculation of a tax provision or Country-by-Country (CbCR) report
- Permanent or Temporary Differences
- R & D and other credits
- Net operating losses
- Additional Provision items

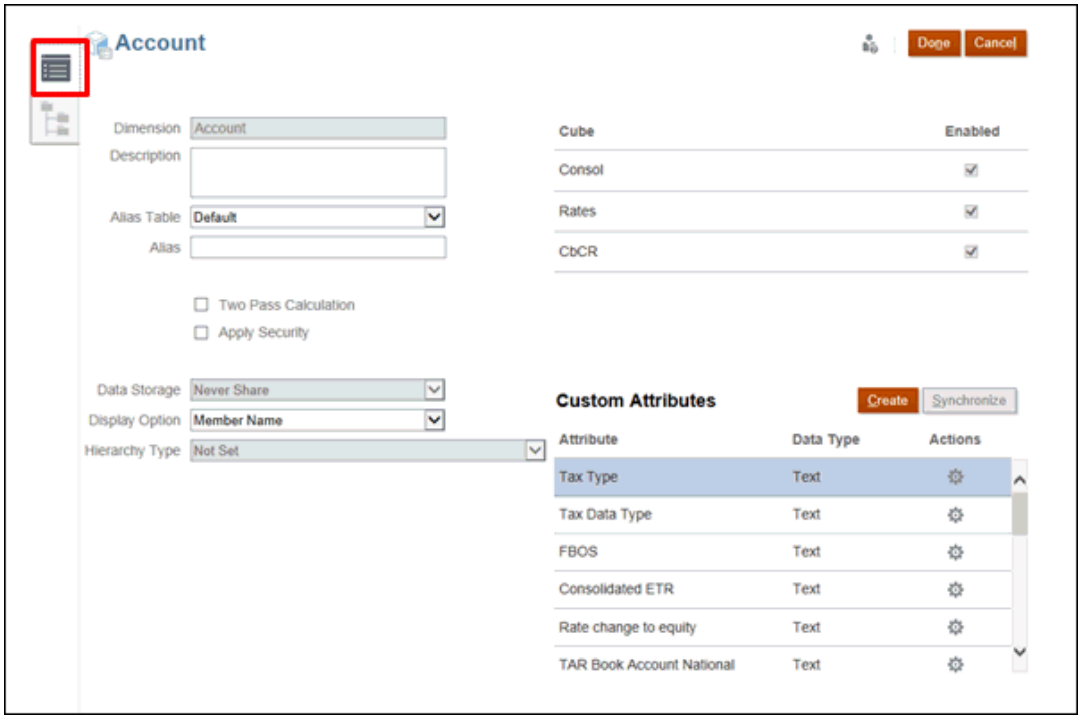


Name	Alias (Default)	Data Storage	Custom Attributes
Account		Label only	
FCCS_System Account	System Account	Label only	
Exchange Rates		Label only	
Entered Exchange Rates	Entered Exchange Rates	Label only	
Exchange Rates System Members	Exchange Rates System Members	Label only	
FCCS_Historical Accounts	Historical Accounts	Label only	
FCCS_Drivers	Drivers	Label only	
TRCS_TaxAccounts	Tax accounts	Label only	
TRCS_CurrentTaxExpense	Current Provision	Dynamic Calc	
TRCS_CurrentTaxReturn	Current Tax Expense per Return	Dynamic Calc	
TRCS_CurrentTaxTI	Current Tax on Taxable Income	Dynamic Calc	
TRCS_TaxableIncomeAfterLoss	Taxable Income	Dynamic Calc	
TRCS_TaxableIncomeBeforeLossWSp	Taxable Income Before Loss with ...	Dynamic Calc	
TRCS_TaxableIncomeBeforeLoss	Taxable Income Before Loss	Dynamic Calc	
TRCS_NIBTLS	Local Statutory Net Income Befor...	Dynamic Calc	
TRCS_PermSTTotal	Permanent Differences (Stat to T...	Dynamic Calc	
PermST0001	Meals & Entertainment	Store	View
PermST0002	Fines & Penalties	Store	View
PermST0003	Non-deductible Insurance	Store	View
TRCS_TempSTTotal	Total Temporary Differences (Sta...	Dynamic Calc	
TRCS_DeductIncTaxTotal	Deductible Income tax	Dynamic Calc	
TRCS_TaxSpecialDeductions	Special Deductions	Store	
TRCS_TaxLossesCFSTotal	Total National Tax Losses - Carryf...	Dynamic Calc	
TRCS_TotalTaxCredits	Total Tax Credits	Dynamic Calc	
TRCS_CurrentAddtlTotal	Total Additional Current Provision	Dynamic Calc	
TRCS_RCurrentTaxExpense	Regional Current Provision	Dynamic Calc	
TRCS_NDefTaxTotal	Deferred Tax Total	Dynamic Calc	
TRCS_RDefTaxTotal	Total Deferred Tax Regional	Dynamic Calc	
TRCS_InterimTaxTotal	Interim Provision	Dynamic Calc	
TRCS_TaxSettings	Tax Settings	Label only	
TRCS_SupplementalSchAccounts	Supplemental Schedule Accounts	Label only	
TRCS_OtherTaxAccounts	Other Tax Accounts	Label only	
FCCS_Balance Sheet	Balance Sheet	Dynamic Calc	
FCCS_Income Statement	Income Statement	Dynamic Calc	
TRCS_CountryByCountryReporting	Country by Country Reporting	Label only	

To define an Account Dimension:

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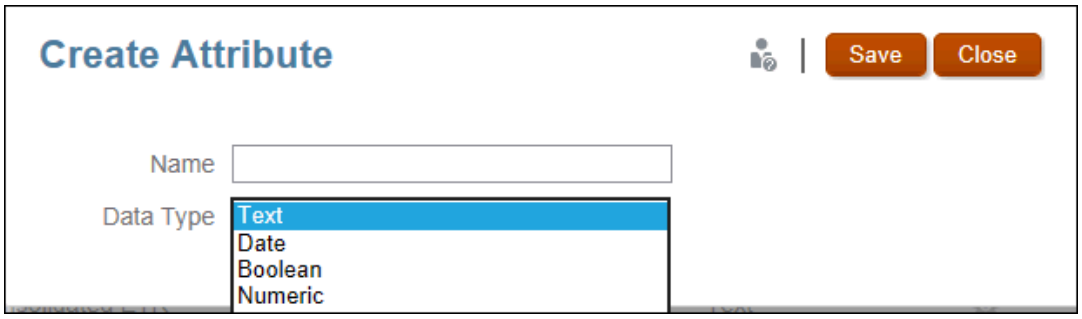
1. From the Home Page, select **Applications**, then **Overview**, and then the **Dimensions** tab.
2. Click **Account** to display the Account dimension properties.



3. Click the **Edit Dimensions Properties** tab  .
4. Select the appropriate optional properties for your application:
   - Enter a Description for the Account dimension.
   - Select an **Alias Table**, if available.
   - Enter an **Alias** name for the Account dimension.
   - Select **Two Pass Calculation**.
   - Check to **Apply Security**.
5. Select the type of **Data Storage** to be applied to the dimension:
   - **Label Only**
   - **Never Share**
   - **Dynamic Calc** (Used for Parent members)
   - **Dynamic Calc and Store**
   - **Store** (Used for Base members)
6. Under **Display Option**, select the option you want to display on the report: the **Member Name** or **Alias** in reports.
   - **Member Name**
   - **Alias**
   - **Member Name:Alias**
   - **Alias:Member Name**

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7. Select **Hierarchy Type**, if available.
8. Under **Cube**, select which cubes you want to use. You can use **Consol**, **Rate** or **CbCR**.
9. **Optional:** Under **Custom Attributes**, under **Actions**, select **Edit** to modify the custom attribute, or **Delete** to remove the attribute.
10. Under **Custom Attributes**, click **Create** to add a new custom attribute. Enter a name for the attribute, and select the **Data Type**.



11. Click **Done**.

Defining Account Properties

You define properties for accounts, such as account types, and data types, and whether they are Intercompany accounts.

For Intercompany accounts, see Setting Intercompany Account Attribute Values.

To define account properties:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Dimensions**.
3. From the **Dimension** list, select **Account**.
4. Select **Action**, then select **Add Child** or **Add Sibling**.
5. On the **Member Properties** tab, enter account properties.

Table 15-1 Account Properties

Property	Description
Name	Enter a name that is unique across all dimension members.
Description	**Optional**: Enter a description.
Alias Table	**Optional:** Select the alias table to store the alias name.
Alias	**Optional:** Enter an alternate name for the member.

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Table 15-1 (Cont.) Account Properties

Property	Description
Account Type	Select the account type: • Expense • Revenue • Asset • Liability • Equity • Saved Assumption
Variance Reporting	Select an option: • Expense • Non-Expense
Time Balance	Specify how the system calculates the value of summary time periods for Revenue and Expense accounts. Select the option from the following:. • **Flow** to calculate using the Average Rate • **Balance** to calculate using the Ending Rate
Skip	Select an option: • None • Missing • Zero • Missing and Zero
Exchange Rate Type	Indicates the exchange rate for the account. • Historical • Historical Amount Override • Historical Rate Override • No Rate (for non-historical accounts) **Note** The system always uses Average rate for Flow accounts, and Ending rate for Balance accounts.
Source Cube	Specify the source cube for the member.
Data Storage	Select data storage options: • Store • Dynamic Calc and Store • Dynamic Calc • Never Share • Shared • Label Only
Two Pass Calculation	Select whether to calculate values of members based on values of parent members or other members.

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Table 15-1 (Cont.) Account Properties

Property	Description
Allow Upper-Level Entity Input	Specify whether parent Entity input is allowed for this account.
Plan Type	Indicates the application type for which the member is valid.
Data Type	Select a data type: • **Unspecified** • **Currency** • **NonCurrency** • **Percentage** - Stores a numeric value and displays as a percent. • **Date** - Displays as a date. • **Text** - Displays as text. • **Transient Text**: Displays as text without storing. The **Transient Text** data type displays text in forms which doesn't need to be persisted. For example, real-time inventory data can be pulled from an external system (REST API), and then it can be displayed in the form using a post-load Groovy rule for that form. **Note** **Transient Text** is not stored in Essbase or in the relational database. If an existing member is changed to use the **Transient Text** data type, then the existing data will not be displayed in the form and the data will not be deleted from Essbase. • **Smart Lists**
Smart Lists	**Optional**: Select a Smart List to associate with the member.
Enable for Dynamic Children	Enables users to create children for this member by entering a member name in the runtime prompt for a business rule that has been configured with a dynamic parent member).
Number of Possible Dynamic Children	This option is available if **Enable for Dynamic Children** is selected. Enter the maximum number of dynamically-added members that users can create. The default is 10.

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Table 15-1 (Cont.) Account Properties

Property	Description
Access Granted to Member Creator	This option is available if **Enable for Dynamic Children** is selected. Determines the access that member creators have to dynamic members that they create with a runtime prompt: • **Inherit**—The member creator will inherit the closest parent's access to the newly-created member. • **None**—The member creator will not be assigned any access to the newly-created member. (An administrator can later assign the member creator access to the members.) • **Read**—The member creator will be assigned Read access to the newly-created member. • **Write**—The member creator will be assigned Write access to the newly-created member. **Note** If an administrator changes these settings, they affect only future dynamic members; they do not retroactively affect dynamic members.

Defining Account Tax Attributes

The following table lists the attribute name, values, and functionalities of the account dimension. See also: Account Dimension

Table 15-2 Account

Attribute Type	Attribute Value	Description
WARSourceAccount	WARExpSrcAccount	This attribute associate the tax expense account(s) that is going to be used to calculate the Weighted Average rate for other Tax and Book accounts. You can tag multiple book accounts with this attribute. See also: Calculating the Weighted Average FX Rate Override for Other Tax and Book Accounts in *Working with Tax Reporting*

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Table 15-2 (Cont.) Account

Attribute Type	Attribute Value	Description
ApplyWARRate	• ApplyNIBTWARRate • ApplyExpenseWARRate	The ApplyWARRate attribute is used to apply the specific Weighted Average Rate type (that is, ApplyNIBTWARRate, ApplyExpenseWARRate) for any book Account(s), so that on translation the specified book Account(s) will have the same Weighted Average rate that has been applied. See also: Calculating the Weighted Average FX Rate Override for NIBT Accounts in *Working with Tax Reporting*
Tax Type	• National • Regional • NationalAndRegional	Classifies whether the data present in the account is of type National data or Regional data or of both National and Regional. For example, you set Tax Type to NationalAndRegional. This drives national data for the tax account to be passed to the active region/province. To set attributes see, Editing Member Properties using the Simplified Dimension Editor
Tax Data Type	• PreTax • Tax • Apportioned • TaxCalcElim	This attribute defines how data is entered in the application for the accounts - PreTax, Tax and Apportioned. TaxCalcElim - This attribute specifies that data in this account is subject to elimination.
FBOS	NOFBOS	This attribute defines that "No federal benefit of state" would be applied on this account.

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Table 15-2 (Cont.) Account

Attribute Type	Attribute Value	Description
Consolidated ETR	CETR	This attribute defines that this account and the data will be included in the Consolidated Effective Tax Rate Reconciliation (CETR) . See also: Setting Consolidated ETR Custom Attribute
Rate change to equity	RCToEquity	This attribute defines that impact from change in Tax rates data will be reversed and applied to the **Impact from Change in Tax Rates in Equity** column for all the temporary difference accounts with this attribute. See also: Working with National Deferred Tax and Working with Regional Deferred Tax in *Working with Tax Reporting*
TAR Book Account National	• N_TARFExpenseCurrent • N_TARFExpenseDeferred • N_TARFDeferredNonCurrentAssets • N_TARFDeferredNonCurrentLiabilities • N_TARFDeferredVANonCurrent • N_TARFCurrentPayable • N_TARFCurrentReceivable • N_TARFLongTermPayable • N_TARFEquity • N_TARFAcq • N_TARFDisp	This is deprecated. Use TAR Automation. See also: Working with TAR Automation and TAR Automation Book Balance and Working with Regional Tax Account RollForward (*Working with Tax Reporting*)
TAR Book Account Regional	• R_TARFExpenseCurrent • R_TARFExpenseDeferred • R_TARFDeferredNonCurrentAssets • R_TARFDeferredNonCurrentLiabilities • R_TARFDeferredVANonCurrent • R_TARFCurrentPayable • R_TARFCurrentReceivable • R_TARFLongTermPayable • R_TARFEquity • R_TARFAcq • R_TARFDisp	This is deprecated. Use TAR Automation. See also: Working with TAR Automation and TAR Automation Book Balance and Working with Regional Tax Account RollForward (*Working with Tax Reporting*)

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Table 15-2 (Cont.) Account

Attribute Type	Attribute Value	Description
Is Switch Sign	• TAR Switch Sign National • TAR Switch Sign Regional • TAR Switch Sign NationalAndRegional • CbCR Switch Sign	This is deprecated. Use TAR and/or CbCR Automation. See also: Working with Country-by-Country Reporting in *Working with Tax Reporting*
CBCR	• CBCRRevenueRelatedParties • CBCRRevenueUnRelatedParties • CBCREBIT • CBCRNationalIncomeTaxPaid • CBCRRegionalIncomeTaxPaid • CBCRNationalIncomeTaxAccrued • CBCRRegionalIncomeTaxAccrued • CBCRStatedCapital • CBCRAccumulatedEarnings • CBCRNumberOfEmployees • CBCRNetTangibleAssets	This is deprecated. Use CbCR Automation. See also: Working with Country-by-Country Reporting in *Working with Tax Reporting*
Classifications	• TRCS_CLASSIFY_ATACCOUNT • TRCS_CLASSIFY_ASSET • TRCS_CLASSIFY_LIABILITY	This attribute is used to set level of classification for deferred tax purposes. A negative balance is classified as a deferred tax liability and positive balance in classified as a deferred tax asset. • TRCS_CLASSIFY_ATACCOUNT - This attribute value when set on an account (i.e. base/parent) will classify based on the value at this level. • TRCS_CLASSIFY_ASSET - This attribute value when set on an account (that is, base/parent) will classifies the value as an Asset without regard to the balance (that is, negative/positive). • TRCS_CLASSIFY_LIABILITY - This attribute value when set on an account (that is, base/parent) will classifies the value as an Liability without regard to the balance (that is, negative/positive).

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Table 15-2 (Cont.) Account

Attribute Type	Attribute Value	Description
TAR Account Classification	• TAR_Domestic • TAR_Foreign	This attribute sets newly created TAR accounts to be calculated as Domestic or Foreign. These two custom attributes are available in the Account and Jurisdiction dimensions to differentiate between Foreign and Domestic Entities. This allows data to roll up to domestic and foreign classification. See also: Classifying TAR Accounts as Domestic or Foreign
TAR Difference Reclassification	TAR_Difference	This attribute is used to identify the TAR journal difference posting account under the Tax Account RollForward (TAR) account hierarchy. The difference between the ending balance and the ending balance as per book account will get stored into the mapped account. See also: Reviewing Journal Data
Override FX Translation Method	• PeriodicFxTranslationMethod • YtdFxTranslationMethod	Tax Reporting provides translation methodology overriding on an account-by-account basis. This is available as an Account member attribute PeriodicFXTranslationmethod or YtdFxTranslationMethod. See also: Translation Methodologies
Intercompany Account	IC_Acc_Yes	This attribute is used to identify the Intercompany account that is that is set as "Plug account". See also: Intercompany Dimension and Setting Intercompany Account Attribute Values
Is Plug Account	Plug_Acc_Yes	Specifies if this account is a Plug account. See also: Setting Intercompany Account Attribute Values

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Table 15-2 (Cont.) Account

Attribute Type	Attribute Value	Description
Plug Account	Plug_Acc_Yes	For the accounts that have Intercompany set to Yes, and IsPlugAccount is not set, you can specify a Plug account. Accounts with this property set to Yes can be selected as Plug Accounts. See also: Setting Intercompany Account Attribute Values
Equity Reversal Target Account	TRCS_CurrentAddtlCalcStockCompRTA	This attribute is used to identify the additional provision account where the tax effect of the permanent or temporary difference account will be reversed for equity accounted tax. Note that a separate equity reversal account is required for each permanent or temporary difference account.
Equity Reversal Target Account Regional	• TRCS_RCurrentAddtlCalcStockCompAdj • TRCS_RCurrentAddtlCalcStockCompRTA	This attribute is used to identify the regional additional provision account where the tax effect of the regional permanent or temporary difference account will be reversed for equity accounted tax. Note that a separate regional equity reversal account is required for each regional permanent or temporary difference account.
FX Rates Global Account Rate Override	Descendants of Account member TRCS_FX Rates - Global Account Rate Override	This attribute identifies an account that an FX override rate is required. See also: Working with FX Rates – Global Account Override Forms in *Working with Tax Reporting*

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Table 15-2 (Cont.) Account

Attribute Type	Attribute Value	Description
NIBT FX Override Account	TRCS_NIBT Override	This attribute is used to identify the NIBT Account that is translated using an FX Override Rate. This can be any account that rolls up to NIBT As Adjusted. See also: Entering NIBT FX Override Rates in *Working with Tax Reporting*
NIBT FX Override Difference Account	• TRCS_PermGSTotal • TRCS_PermSTTotal • PermGS0001 • PermGS0002 • PermGS0003 • PermST0001 • PermST001A • PermST0002 • PermST0003 • PermST0004 • PermST0005 • PermST0006 • PermST0007 • PermST0008 • PermST0009 • PermST0010	This attribute is used to identify the NIBT Override Account, a permanent difference account where the difference between the NIBT FX Override Rate and the Average Rate * NIBT is reflected.
Deferred Tax Movements Pillar Two		This attribute identifies the total tax effect of a Deferred Tax movement less valuation allowance which will be automated to the Pillar Two Account for which it is being assigned (i.e. Other Adjustments). The Pillar Two account must be included in the Deferred Tax calculation for Pillar Two - Covered Tax.
NCI Account	Ownership_NCI_Account	This attribute is used to identify the Non-Controlling (NCI) Account that is a permanent difference where the non-controlling interest of pre-tax income will be posted. See also: Setting Non-Controlling Interest (NCI)

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Table 15-2 (Cont.) Account

Attribute Type	Attribute Value	Description
Weighted Ownership Account	Ownership_Weighted_Account	This attribute is used to identify the account used for weighted ownership as ownership changes over time. It no attribute is set the TRCS_NIBTAdjusted account is used. See also: Handling Changes in Ownership
Tax Automation Source Account	TaxAutoSrcAcc	This attribute is used to show the members displayed under Source Account in both Tax Automation National and Regional Forms. See also: Working with National Tax Automation and Working with Regional Tax Automation

Setting Intercompany Account Attribute Values

You specify Intercompany account attributes on the Attribute Values tab for the Account.

When you set the Intercompany Account property to Yes, you must specify a Plug account.

To set Account Attribute values:

1. Select an existing Account member, click **Edit** and select the **Attribute Values** tab.
2. Enter this information:

Table 15-3 Intercompany Account Attribute Values

Attribute	Description
Intercompany Account	Specify if the account is an Intercompany account. If set to Yes, a Plug account must be specified for this account. **Note** This option is only available if Intercompany is enabled for the application.
Is Plug Account	Specify if this account can be a Plug account.

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Table 15-3 (Cont.) Intercompany Account Attribute Values

Attribute	Description
Plug Account	For the accounts that have Intercompany set to Yes, and IsPlugAccount is not set, you can specify a Plug account. Accounts with this property set to Yes can be selected as Plug Accounts.

3. When you add a Plug account:
   a. Select the **Account** dimension member and select the **Custom Attributes** button.
   b. Select the attribute **Plug Account** and click the **Synchronize** button.

   The newly added Plug account is displayed in the list of Plug Accounts on the right side of the Plug Account Attribute Values tree.

Setting Consolidated ETR Custom Attribute

You can apply the Consolidated ETR custom attribute to any of the following Accounts for which current year data is reported in the ETR forms (Consolidated, Statutory, and so on):

- NIBT Accounts
- Permanent Difference Accounts
- Additional provision items

> **Note**
>
> Do not apply this attribute to level 0 descendants of the following accounts: TRCS_TempGSTotal, TRCS_TempSTTotal, TRCS_TaxLossesCFSTotal, TRCS_TaxCreditTotal, TRCS_VATotal, TRCS_RTempTotal, TRCS_RTaxLossesPreCFSTotal, TRCS_RTaxCreditTotal, TRCS_RVATotal, and TRCS_RTaxAttribTotal.
> This error would result in opening balances not being calculated for the Temporary Difference Account.

To set the Consolidated ETR Custom Attribute:

1. From the Home page, click the Navigator icon, then under **Create and Manage**, select **Dimensions**.
2. On the **Dimension** tab, select the Account member for which you want to attach the Attribute value, and then click **Edit** .
3. On the Dimensions - Edit Member screen, select the **Attribute Values** tab,
4. Under **Available Attribute Values**, expand **Consolidated ETR**, then select **CETR**, and then click **Add** to add the attribute to the list of **Assigned Attribute Value**.
5. Click **Save**.

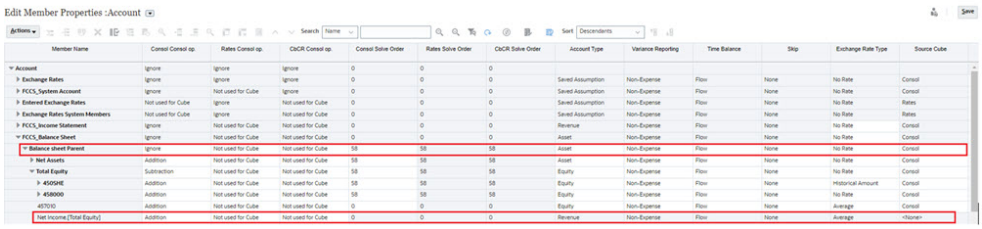
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Configuring the Balance Sheet

The balance sheet approach requires the current year net income to be included under Equity in order to balance to zero. This requires creating a shared member representing Net Income after tax under Total Equity in the balance sheet hierarchy (that is, FCCS_BalanceSheet)

For example:

1. Create a shared member "Net Income" under **Total Equity** under FCCS_Balance Sheet
2. If you are working with Hybrid application (see: Converting the Application Model to Hybrid-Optimized (DSO)) and have solve order set for intermediate parents, follow either of the below approaches to correct the issue:
   - Use intermediate parent approach
     - Create an intermediate parent member (for example, "Balance Sheet Parent")
     - Set the solve order 58 for balance sheet parent then refresh database
     - Move the "Net Assets" and "Total Equity" hierarchies under the new parent member (refer to the below screenshot)



   - Remove the solve order set on intermediate parent member
     - Set the solve order for all the members under "Income statement" and "Balance sheet" account as Zero and refresh database.
     - Refresh the smart view adhoc grid to verify the balance sheet total being balanced to zero.

> **Note**
>
> As a best practice, avoid setting solve order for the members without member formula. For non member formula members, set solve order only if there is a requirement to roll up data in a certain dimension order.

Period Dimension

The Period dimension represents time periods, such as quarters and months. It contains time periods and frequencies by displaying the time periods in a hierarchy.

By default, he application is created with 14 month periods which include the following:

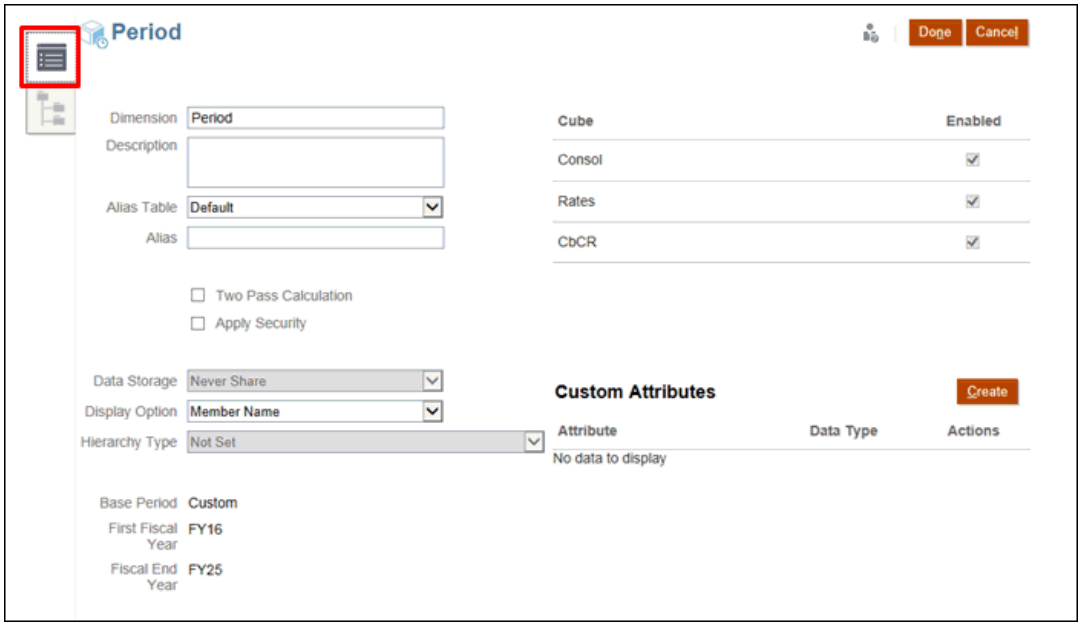
- YearTotal (P1 to P12)
- P13 (RTA)
- P14

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> **Note**
>
> By default, there are no quarterly periods or corresponding view members, such as QTD.

To define a Period Dimension:

1. From the Home Page, select **Application**, then **Overview**, and then the **Dimensions** tab.
2. Click **Period** to display the Period dimension properties.



3. **Optional:** Select the appropriate optional properties for your application:
   - Enter a **Description** for the Period dimension.
   - Select an **Alias Table**, if available.
   - Enter an **Alias** name for the Period dimension.
   - Check to use **Two Pass Calculation**.
   - Check to **Apply Security**.
4. Select the type of **Data Storage** to be applied to the dimension:
   - Label Only
   - Never Share
   - Dynamic Calc
   - Dynamic Calc and Store
   - Store
5. Under **Display Option**, select whether you want to display the **Member Name** or **Alias** in reports.
6. Select the **Hierarchy Type**, if available.

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7. Review the **Base Period**, **First Fiscal Year** and **Fiscal End Year**. These values cannot be modified.
8. Under **Cube**, select which cubes you want to use. You can use **Consol**, **Rate** or **CbCR**.
9. **Optional:** Under **Custom Attributes**, under **Actions**, select **Edit** to modify the custom attribute, or **Delete** to remove the attribute.
10. Under **Custom Attributes**, click **Create** to add a new custom attribute. Enter a name for the attribute, and select the **Data Type**.
11. Click **Done**.

Consolidation Dimension

The Consolidation dimension enables you to report on the details used to perform the different stages of the consolidation process. It stores intermediate results during the consolidation process to record how the system adjusted the consolidated members. It provides an audit trail of the transactions applied to data during the consolidation process.

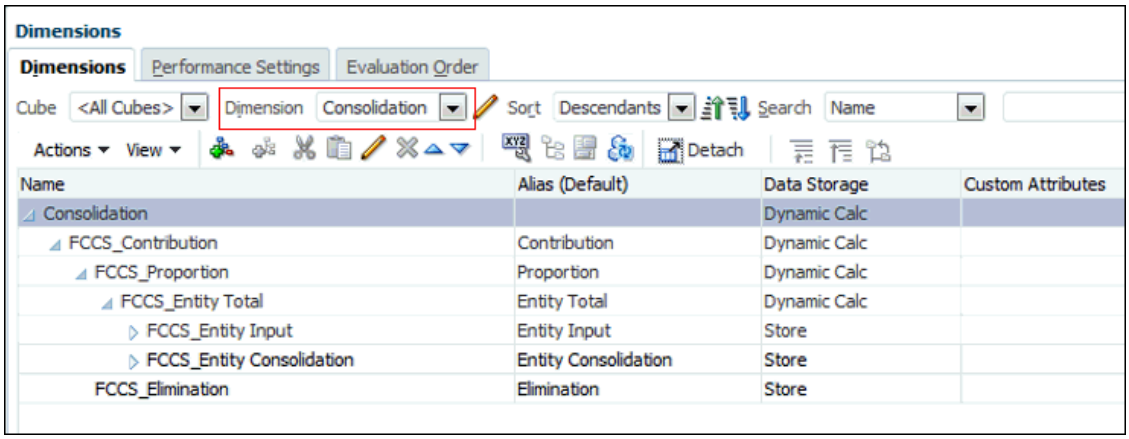
The Consolidation dimension provides an additional layer to the financial information, which enables you to view details on input values, adjustment, and contribution information. It includes entity data, such as the input value and any related adjustments to the entity's data. As a dependent entity's values roll up into its parent during consolidation, the system stores consolidation detail including Proportion and Elimination detail. Proportion detail contains the balances resulting from the execution of consolidation rules. It also reflects the results of the percent consolidation on the base values. Elimination detail contains any eliminating balances that result during consolidation based on elimination rules.

The Consolidation dimension includes the following members:

- **Entity Input** --The member that is used for all user input for Base and Parent Entities. For a Base entity, this member represents input data and non-consolidation related business logic (for example, member formulas and allocations). For the Parent entity, the total of the Contribution Total members of its children entities becomes the Entity Input of the Parent Entity.
- **Entity Total**--The dynamic aggregation of Entity Input and Entity Consolidation. This value is the starting point for proportion.
- **Proportion** --For a specified entity, this member stores the values obtained after applying the percentage contributed to its parent, to the Entity Total. Percentage consolidation (PCON) is the percentage of an entity's values that consolidate to its parent, and is applied to the translated amount.
- **Elimination**--Stores the Intercompany elimination values. This is the elimination of the Proportion amount at the first common parent.
- **Contribution**--The consolidated result of a single child Entity for a specific Parent Entity, which stores the sum of its children's contribution. This member is applicable only for the Parent Entity. This includes the Proportion data, Elimination data and Contribution Adjustments for the Parent/Child entity.
- **Entity Consolidation** --This member is a dynamic calculated member and is only applicable to the Parent entity. The amount in this member represents the total of the Contribution from each of its child entities. This is a system-calculated amount as a result of the consolidation process.

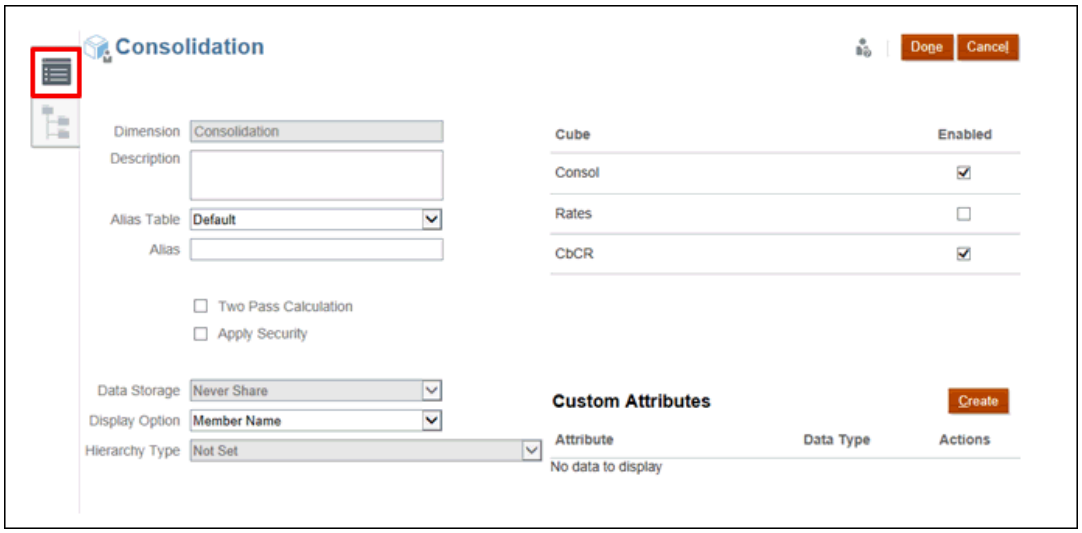
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> **Note**
>
> You cannot add or remove any members from this dimension.



To define the Consolidation Dimension:

1. From the Home Page, select **Application**, then **Overview**, and then the **Dimensions** tab.
2. Click **Consolidation** to set the properties.



3. **Optional:** Select the appropriate optional properties for your application:
   - Enter a **Description** for the dimension.
   - Select an **Alias Table**, if available.
   - Enter an **Alias** name for the dimension.
   - Select **Two Pass Calculation**.
   - Check to **Apply Security**.
4. Select the type of **Data Storage** to be applied to the dimension:
   - Label Only

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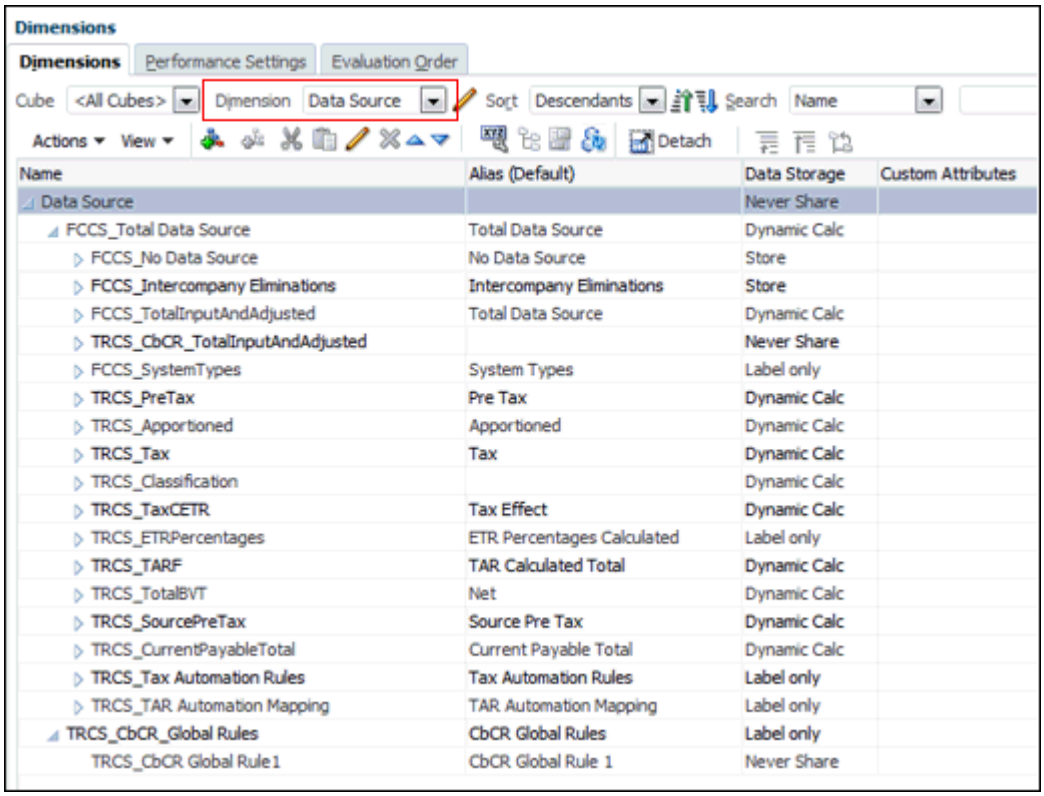
- Never Share
- Dynamic Calc
- Dynamic Calc and Store
- Store

5. Under **Display Option**, select whether you want to display the **Member Name** or **Alias** in reports.
6. Select **Hierarchy Type**, if available.
7. Under **Cube**, select which cubes you want to use. You can enable **Consol**, **Rate** or **CbCR**.
8. Under **Custom Attributes**, click **Create** to add a new custom attribute. Enter a name for the attribute, and select the **Data Type**.
9. Click **Done**.

Data Source

The system stores the different types of input in the Data Source dimension, partly following the FCCS Data Source dimension, and extended with the TRCS Data Sources.

The optional members are created based on the options that you specify during application configuration. You can create additional members in the hierarchy as needed to track input, but you cannot remove any of the system-created members.



Name	Alias (Default)	Data Storage	Custom Attributes
Data Source		Never Share	
FCCS_Total Data Source	Total Data Source	Dynamic Calc	
FCCS_No Data Source	No Data Source	Store	
FCCS_Intercompany Eliminations	Intercompany Eliminations	Store	
FCCS_TotalInputAndAdjusted	Total Data Source	Dynamic Calc	
TRCS_CbCR_TotalInputAndAdjusted		Never Share	
FCCS_SystemTypes	System Types	Label only	
TRCS_PreTax	Pre Tax	Dynamic Calc	
TRCS_Apportioned	Apportioned	Dynamic Calc	
TRCS_Tax	Tax	Dynamic Calc	
TRCS_Classification		Dynamic Calc	
TRCS_TaxCETR	Tax Effect	Dynamic Calc	
TRCS_ETRPercentages	ETR Percentages Calculated	Label only	
TRCS_TARF	TAR Calculated Total	Dynamic Calc	
TRCS_TotalBVT	Net	Dynamic Calc	
TRCS_SourcePreTax	Source Pre Tax	Dynamic Calc	
TRCS_CurrentPayableTotal	Current Payable Total	Dynamic Calc	
TRCS_Tax Automation Rules	Tax Automation Rules	Label only	
TRCS_TAR Automation Mapping	TAR Automation Mapping	Label only	
TRCS_CbCR_Global Rules	CbCR Global Rules	Label only	
TRCS_CbCR Global Rule 1	CbCR Global Rule 1	Never Share	

The Data Source dimension is used to:

- Track the source of data under `FCCS_TotalData Source`:
  - `FCCS_Intercompany Eliminations` - Eliminations of data

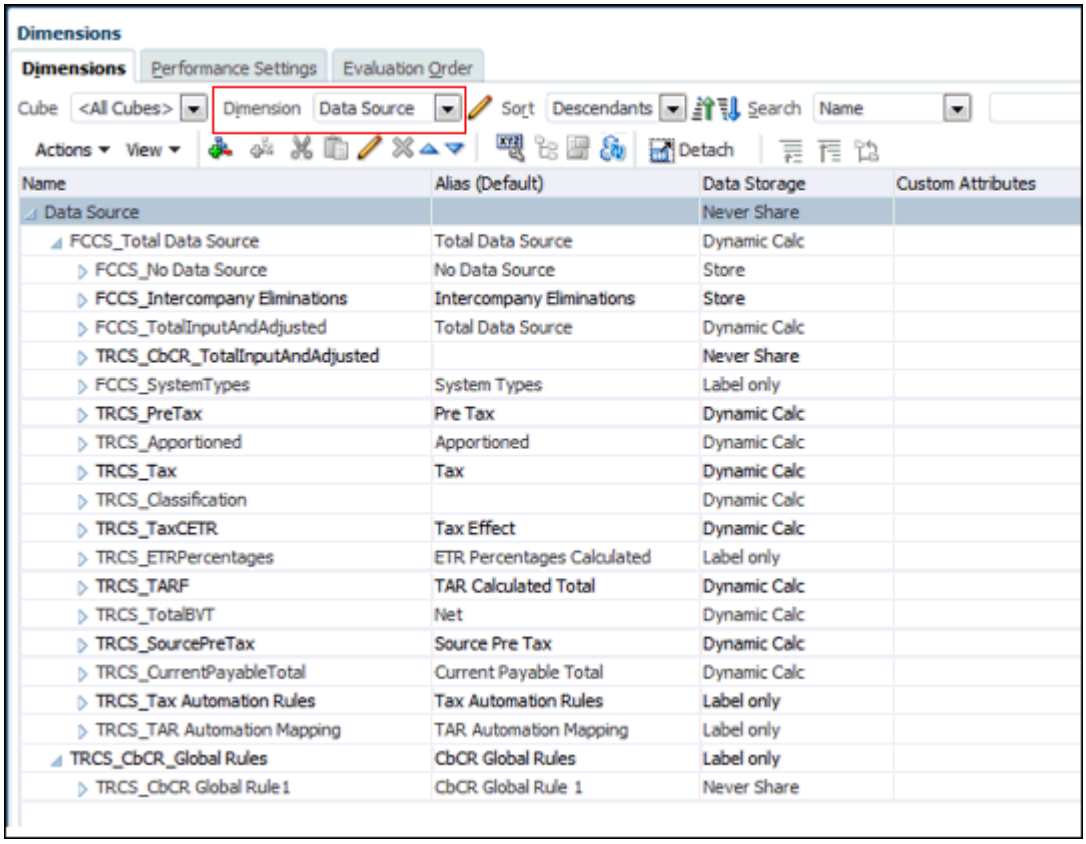
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- FCCS_TotalInputAndAdjusted:
  - TRCS_TRCS_Mapped Data - The target for CbCR automation
  - FCCS_Managed Data - Data loaded via Data Management
  - FCCS_Data Input - Data that is entered manually, or imported via data import
  - FCCS_Supplemental Data - The detailed supplemental data that is entered using Supplemental Data Management (SDM)

Name	Alias (Default)	Data Storage
Data Source		Never Share
FCCS_Total Data Source	Total Data Source	Dynamic Calc
FCCS_No Data Source	No Data Source	Store
FCCS_Intercompany Eliminations	Intercompany Eliminations	Store
FCCS_TotalInputAndAdjusted	Total Data Source	Dynamic Calc
TRCS_Mapped Data	Mapped Data	Store
FCCS_Managed Data	Managed Data	Store
FCCS_Supplemental Data	Supplemental Data	Store
FCCS_Data Input	Data Input	Store
TRCS_CbCR_TotalInputAndAdjusted		Never Share
TRCS_AdditionalInformation	Additional Information	Never Share

- Track the nature of data:
  - Pre-Tax Input - Data that is entered on a Pre-Tax Basis (includes data mapped via tax automation and pre-tax adjustments)
  - Pre-Tax Calculation - Calculated data on a Pre-Tax Basis
  - Apportioned - Apportioned data
  - Tax - Data entered, and then calculated after Tax
  - Classification - Asset/Liability classification
  - TARF - Tax Account Roll Forward classification

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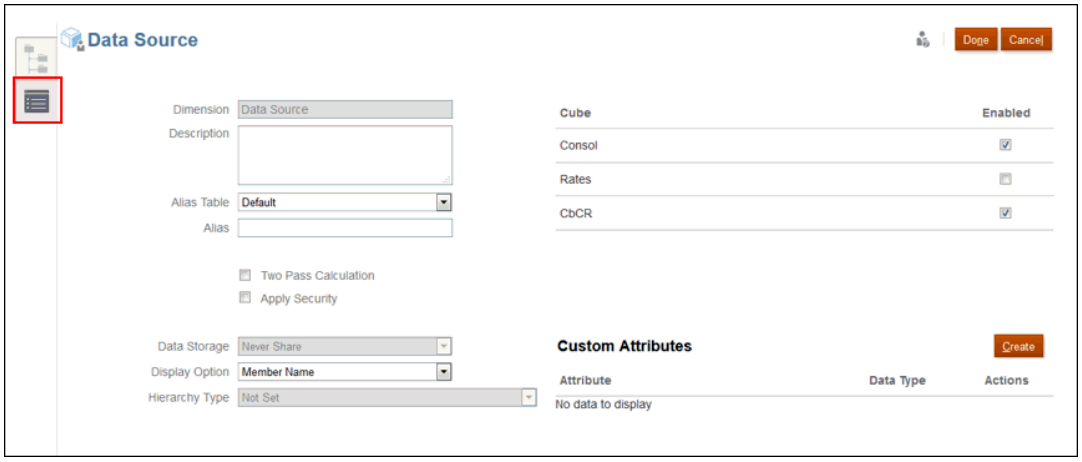


You cannot remove any View dimension members or create new members. You can edit member properties, such as Alias.

By default, the Performance Setting for the Data Source dimension is set to "Sparse". If you need to change this setting, you can alter the performance setting as outlined in Changing Performance Settings for the Data Source Dimension (Non-Hybrid mode only).

To define the Data Source Dimension:

1. From the Home Page, select **Application**, then **Overview**, and then the **Dimensions** tab.
2. Click **Data Source**, and then select the **Edit Dimension Properties** tab to set the properties.



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3. **Optional:** Select the appropriate optional properties for your application:
   - Enter a **Description** for the Data Source dimension.
   - Select an **Alias Table**, if available.
   - Enter an **Alias** name for the Data Source dimension.
   - Select **Two Pass Calculation**.
   - Check to **Apply Security**.
4. Select the type of **Data Storage** to be applied to the dimension:
   - Label Only
   - Never Share
   - Dynamic Calc
   - Dynamic Calc and Store
   - Store
5. Under **Display Option**, select whether you want to display the **Member Name** or **Alias** in reports.
6. Select **Hierarchy Type**, if available.
7. Under **Cube**, select which cubes you want to use:
   - **Consol**
   - **Rate**
   - **CbCR**
8. Under **Custom Attributes**, click **Create** to add a new custom attribute. Enter a name for the attribute, and select the **Data Type**.
9. Click **Done**.

Defining Data Source Tax Attributes

The following table lists the attribute name, values, and functionalities of the Data Source dimension. See also: Data Source

Table 15-4 Data Source

Attribute Type	Attribute Value	Description
Tax Automation Source Data Source	TaxAutoSourceDS	This attribute is used to show the members displayed under Source Data Source in both Tax Automation National and Regional Forms. See also: Working with National Tax Automation and Working with Regional Tax Automation

Currency Dimension

Currencies store translated values for entities. Every application must include a Currency.

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You create members in the Currency dimension for each currency needed in your application. For each application, you specify a default currency to use as the Application Currency, and include a currency for each default currency assigned to an entity in the Entity dimension.

Setting up Currencies

Input Currencies

The Input currencies include the application currency and any currencies enabled for the application. These currencies are used to assign as valid functional currencies for the Entity and to enter exchange rates against.

When you create a currency for the application, the system provides a list of standard ISO currency codes for selection. By default, the system creates Input currencies such as USD, EUR, GBP, and so on. You should only enable the currencies that you need for your application.

When you add a new currency to the Currency dimension, a new member is automatically created under From Currency. The alias for the Default Alias table for the new member must be set as the alias for the currency. If an alias is not defined, it must be set as the name of the added currency.

For example, when a currency named GBP is added to the Currency dimension, a new member called `From_GBP` is automatically created in the From Currency dimension. If an alias is defined for GBP, the same alias must be set to `From_GBP` also. If an alias is not defined for GBP, it must be set as `GBP for From_GBP`.

If the alias of a Currency member changes, the alias of the associated From Currency member must also be changed to the new alias.

If a Currency member is removed, the associated From_Currency member must be removed.

> **Note**
>
> You should not rename input currencies after the application is created.

Reporting Currencies

A Reporting currency is the currency in which your company prepares financial statements. When you create a currency for the application, you can enable it for reporting purposes. You can also disable a currency as a Reporting currency.

The system supports currency conversion from local currencies to one or more Reporting currencies. Converted Reporting currency values are stored and read-only for all users. An application's default currency is the default Reporting currency.

Only Reporting currencies are available for translation in the application. All Reporting currencies have a suffix of _Reporting, for example, USD_Reporting.

Each application is limited to 180 currencies, and each currency that is selected as a Reporting currency counts as two currencies (Input currency and Reporting currency).

A Reporting currency has two mandatory members:

- **Entity Currency**—Used for data entry, when you manually enter data or load data into the application. If your entity's functional currency is USD, and you enter data for the Entity Currency member, when you want to report using the Reporting currency member USD for

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the entity, you must perform a translation to USD_Reporting, because there is no data stored in USD_Reporting until translation occurs.

- **Parent Currency**—Used to store the translated data as related to its parent. It is generated after consolidation and is a read-only member.

Reporting currency members are dynamic calculation members where the translation occurs dynamically when the data is retrieved. The values are never stored for Reporting currency members. The system only stores the Entity Currency and Parent Currency values.

> **Note**
>
> You cannot edit or delete the Entity Currency and Parent Currency members. You can only specify an Alias.

Working with Multiple Currencies

If an application supports multiple currencies, you can enable multiple currencies per entity on forms.

If multiple currencies are enabled, users can see values converted from the local currency to a reporting currency and can override a cell's base currency.

Note:

- When the local currency is selected on forms, the default stored and displayed currency for cells is the entity's base currency (which you specify). Users can enter data values only into local currency members. If the local currency member is selected, all currencies specified for the application are available as input types.
- You can set dimension properties for each currency in the Edit Currency dialog box. In preferences, users can select different display options, and can select Currency Setting to apply the properties set by the administrator.
- Currencies can be converted only to reporting currencies. Users cannot enter data into cells displayed in reporting currencies. The application's main currency is by default a reporting currency. You can change which currencies are reporting currencies.
- Currencies defined for the application are valid currencies for data entry. Valid currencies for data entry are displayed in a list that users access by clicking the Currency link during data entry.
- Currency codes associated with input values are stored as numeric values. These codes are calculated in dimension formulas and business rules. The calculated values of these currency codes may translate to currency codes that are incorrect or invalid. Where there are children with mixed currencies, review calculated results on the upper levels.
- If a parent has multiple children, of whom only one child has an overridden currency, the parent inherits the overridden currency code (which is not displayed on forms).
- In certain cases, parent entities display #MISSING when trying to convert to a selected currency. Ensure that a currency rate is entered for each combination of local currencies and selected currencies on forms or reports. Currency combinations must exist for all mixed-currency children entities and parent members.

Number Formatting

You can determine the initial display of numerical values for non-currency and currency data types in forms:

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- Thousands separator:
  - None: 1000
  - Comma: 1,000
  - Dot: 1.000
  - Space: 1 000
- Decimal separator:
  - Dot: 1000.00
  - Comma: 1000,00
- Negative number sign:
  - Prefixed minus: -1000
  - Suffixed minus: 1000-
  - Parentheses: (1000)
- Negative number color:
  - Black
  - Red

Creating Currencies

You can create members in the Currency dimension for each currency needed in your application.

When you create currencies, you can specify properties such as the symbol, thousands separator, decimal separator, and how to display negative numbers.

From a list of Scale values, you can specify how to enter and display the currency, and also set a Precision value for the number of digits to the right of the decimal place.

NOTE: When you use scaling, errors in the totals may occur. For example, the below example shows scaling applied, and an incorrect total in the last column.

Child1	1000	1
Child2	9500	10
Child3	4500	5
Parent	**15000**	**15**

In this case, a best practice is to use a Rounding method based on your requirements. For example, you can use a Scenario, Custom or Data source member and write rules. You can use higher level versus lower level rounding adjustments (summarized versus detail view of the statement), and crossfooting adjustments (such as foot across periods or across Entities in addition to Accounts).

To create a currency, select from a list of predefined values or create your own. You can specify these properties:

- The three-letter code

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- The symbol
- A description of up to 256 characters
- The scaling factor to use when values are displayed
- The currency precision (number of digits to the right of the decimal place)
- The alias table to use to display aliases
- Whether it is a reporting currency
- Number formatting, including thousands separator, decimal separator, negative sign, and color

> **Note**
>
> The Triangulation currency to use for currency conversion is set from the application currency.

To create currencies:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Dimensions**.
3. Select **Currency**.
4. Click **Add**.
5. From **Create Currency**:
   - To add a predefined currency, select **Select standard Currencies**.
   - To create a currency, select **Create new currency** and specify properties:
     - For **Code**, enter an abbreviation or identifier of up to three characters.
     - **Optional**: For **Description**, enter a name, such as Japanese yen.
     - For **Symbol**, enter a symbol or select a symbol from the list.
     - **Optional**: For **Scale**, select how to enter and display the currency. For example, 3 yen represents 3000 yen if scaling is set to Thousands.

       For Forms, scaling works as expected when Consolidation on Save is enabled on the form.
     - **Optional**: For **Alias Table**, select the alias table to use.
     - **Optional**: For **Alias**, enter a name for the currency alias.
6. **Optional**: Select **Reporting Currency**.
7. **Optional**: For **Thousands Separator**, select how to display the thousands separator (it must differ from the decimal separator).
8. **Optional**: For **Decimal Separator**, select how to display numbers with decimal values (it must differ from the thousands separator).
9. **Optional**: For **Negative Sign**, select how to display negative numbers:
   - **Prefixed minus**: -1000.
   - **Suffixed minus**: 1000-
   - **Parentheses**: (1000)

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10. **Optional**: For **Negative Color**, select the display color.
11. **Optional**: Select the type of **Data Storage**.
12. **Optional**: Select **Two Pass Calculation**.
13. **Optional**: Select the **Data Type**.
14. **Optional**: Select a **Smart List**.
15. Click **Save**.

Editing Currencies

To edit currencies:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Dimensions**.
3. Select **Currency**.
4. Select the currency to edit.
5. Click **Edit**.
6. Modify properties:
   - To select from the predefined symbols, select one from the **Select from Predefined Symbols** drop-down list.
   - To change the currency's symbol, for **Symbol**, enter or select the symbol.
   - For **Scale**, set how to enter and display the currency.
   - From the **Precision** drop-down list, (the number of digits to the right of the decimal place), select a number from 1 to 10, The default value is None.
   - To specify the currency as a reporting currency, select **Reporting Currency**.
   - For **Thousands Separator**, select how to display the thousands separator (it must differ from the decimal separator).
   - For **Decimal Separator**, select how to display numbers with decimal values (it must differ from the thousands separator).
   - For **Negative Sign**, select how to display negative numbers:
     - **Prefixed Minus**: -1000
     - **Suffixed Minus**: 1000-
     - **Parentheses**: (1000)
     - **Use Default Setting**: Apply the default setting for the currency.
   - For **Negative Color**, select the display color.
7. Click **Save**.

Deleting Currencies

You cannot delete the default currency.

To delete currencies:

1. Click the **Navigator** icon .
2. Under **Create and Manage**, click **Dimensions**.

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3. For **Dimension**, select **Currencies**.
4. For **Currency**, select the currency to delete.
5. Click **Show Usage** to determine if the currency is the default currency, a triangulation currency, or associated with an entity. You cannot delete a currency that meets these criteria.

   If you delete a currency defined in the exchange rate table, it is deleted from the table.
6. Click **Close**, **OK**, **Delete**, and **OK**.
7. Update and validate business rules and reports.

Intercompany Dimension

The Intercompany (ICP) dimension represents all intercompany balances that exist for an account. It is used to store the Entity members for Intercompany transactions. If you enable this option when you create an application, the system creates an Intercompany dimension containing system members.

> **Note**
>
> If you do not enable Intercompany Data when you configure features for the application, the system does not create the Intercompany dimension. See Creating a New Application.

Entity dimension members have a member property called "Intercompany" that specifies if the member should be included for intercompany transactions. If you select Yes for this property, a member with the same name is generated in the Intercompany dimension. By default, the system creates these Intercompany members:

- **No Intercompany** - This member is used in member intersections to store information such as currency rates. It cannot be renamed or edited.
- **Intercompany Entities** - This member is the parent member under which all ICP entities are created.
- **Total Intercompany** - This member is the top-most member in the hierarchy.

> **Note**
>
> You cannot manually add new members, or modify or delete Intercompany members.

All attributes are read from the`FCCS_Intercompany Top` member. This member provides companies with the flexibility to load to a specific Intercompany member or the "`FCCS_No_Intercompany`" member.

Members are created when the Attribute Value "Intercompany" (ICP) is added to the entity in the format "ICP_EntityLabel". For example, if you add the Attribute Value to entity LE101, the Intercompany member "`ICP_LE101`" is created. Members become available after the database is refreshed.

When you create intercompany transactions, each group must have at least one intercompany account and one plug account. A plug account is an account that, when eliminations are

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completed, stores the difference between two intercompany accounts. See the following topics to set up a plug account:

- Defining Account Properties
- Setting Intercompany Account Attribute Values

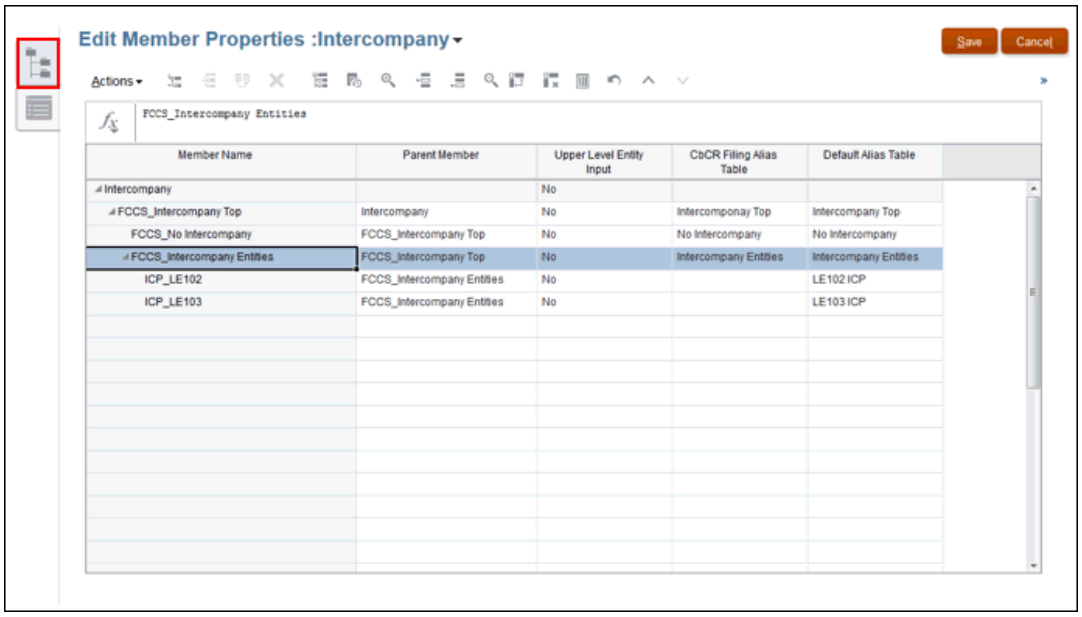
To set up an application for intercompany transactions, you must perform these actions:

- When defining accounts, specify the accounts that perform intercompany transactions and specify a plug account for each intercompany account
- When defining entities, specify the entities that perform intercompany transactions

When an application is enabled for Intercompany accounts and contains Intercompany account data, eliminations take place as part of the consolidation process. See Intercompany Eliminations.

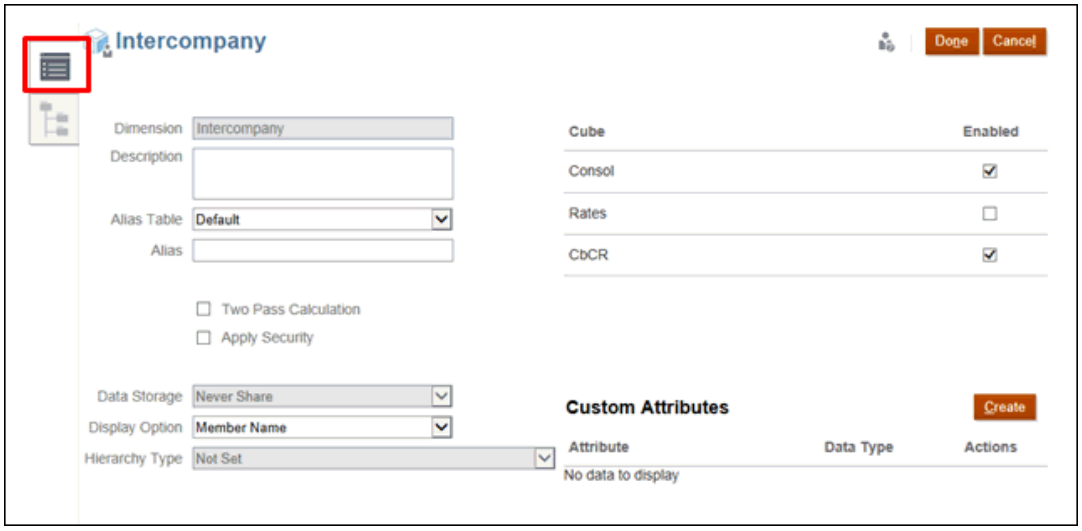
To define the Intercompany Dimension:

1. From the Home Page, select **Applications**, then **Overview**, and then the **Dimensions** tab.
2. Click **Intercompany**. You can add members to the table, as required.



3. Click the Edit Dimension Properties tab  to set the properties.

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4. **Optional:** Select the appropriate optional properties for your application:
   - Enter a **Description** for the dimension.
   - Select an **Alias Table**, if available.
   - Enter an **Alias** name for the dimension.
   - Select **Two Pass Calculation**.
   - Check to **Apply Security**.
5. Select the type of **Data Storage** to be applied to the dimension:
   - **Label Only**
   - **Never Share**
   - **Dynamic Calc**
   - **Dynamic Calc and Store**
   - **Store**
6. Under **Display Option**, select how you want to display the names in reports:
   - **Member Name**
   - **Alias**
   - **Member Name:Alias**
   - **Alias:Member Name**
7. Select **Hierarchy Type**, if available.
8. Under **Cube**, select the cubes that you want to use. You can enable one or more of the cubes:
   - **Consol**
   - **Rates**
   - **CbCR**
9. Under **Custom Attributes**, click **Create** to add a new custom attribute. Enter a name for the attribute, and select the **Data Type**.
10. Click **Done**.

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11. Click **Refresh**. The new members are available.

Intercompany Property for Entities

For Entity members, you specify if the member stores Intercompany detail. If you set the Intercompany property for an Entity member, a member with the same name is created in the Intercompany dimension with the name ICP_<Entity Name>. The alias for the Default Alias Table for the new member is automatically set as the alias for the Entity. If an alias is not defined, it is automatically set as the name of the added Entity.

For example, when an entity named UK is marked as Intercompany, a member named ICP_UK is automatically created. If an alias is defined for UK, the same alias is automatically set to the new Intercompany member ICP_UK. If an alias is not defined for UK, the alias is automatically set to UK.

If the alias of an Entity member that is marked as Intercompany changes, the alias of the associated Intercompany member also must be changed to the new alias.

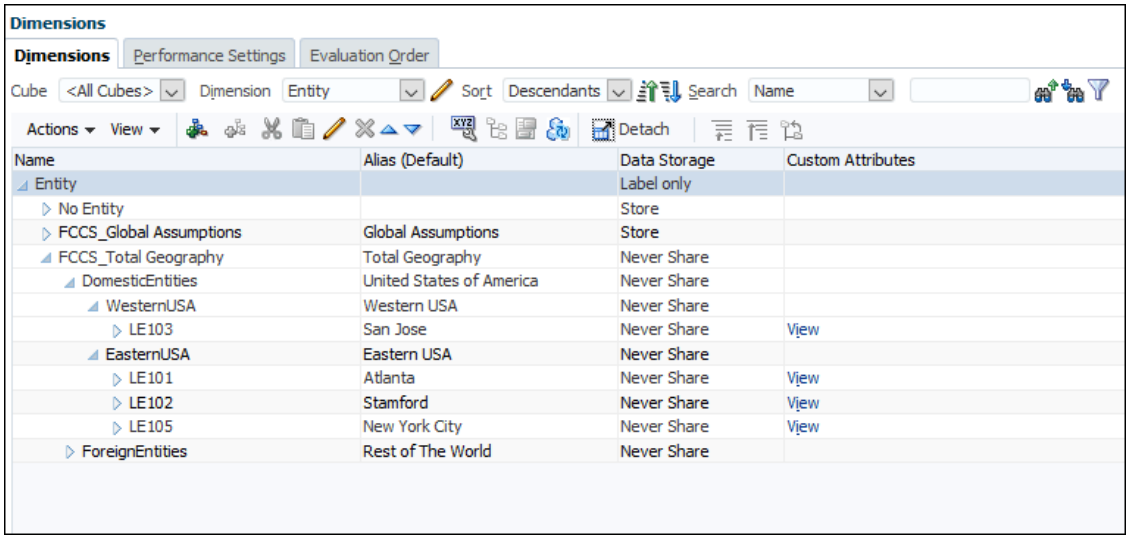
If an Entity is marked as Intercompany and later the Intercompany property is removed, the associated Intercompany member must be removed.

Entity Dimension

The Entity dimension stores the entity hierarchy and represents the organizational structure of the company, such as the management and legal reporting structures. Entities can represent divisions, subsidiaries, plants, regions, countries, legal entities, business units, departments, or any organizational unit. You can define any number of entities. The Entity can be flagged as Intercompany.

> **Note**
>
> Entity member names cannot exceed 76 characters, and must not contain commas.

The Entity dimension is the consolidation dimension of the system. Hierarchies in the Entity dimension reflect various consolidated views of the data. All relationships among individual member components that exist in an organization are stored and maintained in this dimension.



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Entities in an organization can be categorized as base, dependent, or parent entities:

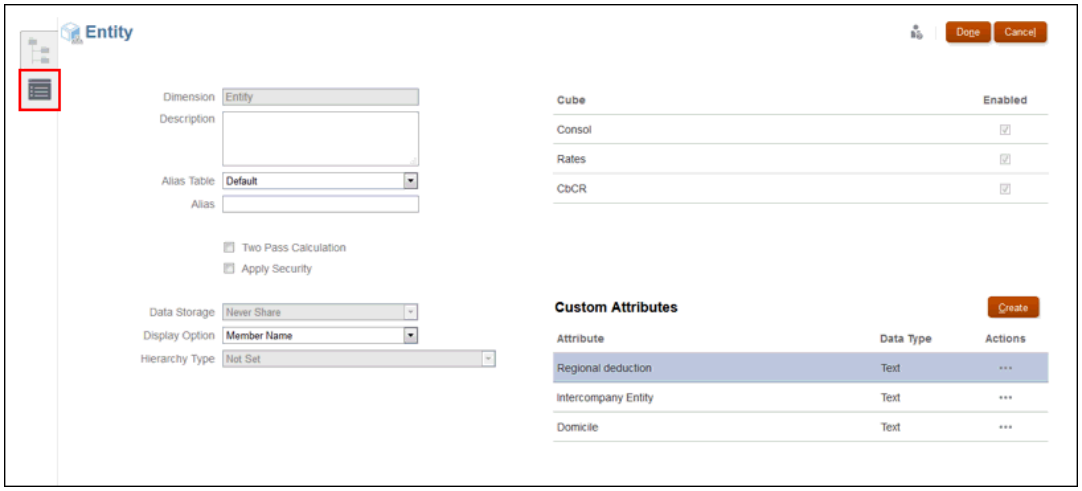
- **Base** entities are at the bottom of the organization structure and do not own other entities. Every base entity requires a Domicile, and should have a Base currency assigned. Domiciles become available as attributes after the Jurisdiction dimension is populated and updated.
- **Dependent** entities are owned by other entities in the organization.
- **Parents** for shared entities may have different currencies. Parent entities contain one or more dependents that report directly to them.

The Entity structure can be part of the "FCCS_Total Geography", or an alternate hierarchy. See Creating an Alternate Hierarchy in the Entity Dimension.

For the Custom Attribute **Regional Deductions**, this setting specifies whether the Regional Tax Expense is deductible, or whether the Regional tax benefit is taxable on the National provision. If the entity has "RDeduct", and the entity has two valid regions, the amount deductible on the National provision is the sum of the Regional Current Provision of both active regions.

To define an Entity Dimension:

1. From the Home Page, select **Applications**, then **Overview**, and then the **Dimensions** tab.
2. Click **Entity** to set the properties.



3. Select the Edit Dimension Properties icon  .
4. **Optional:** Select the appropriate optional properties for your application:
   - Enter a **Description** for the dimension.
   - Select an **Alias Table**, if available.
   - Enter an **Alias** name for the dimension.
   - Select **Two Pass Calculation**.
   - Check to **Apply Security**.
5. Select the type of **Data Storage** to be applied to the dimension:
   - Label Only

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- Never Share
- Dynamic Calc
- Dynamic Calc and Store
- Store

> **Note**
>
> For new entities, you must always set the data storage type as Never Share.

6. Under **Display Option**, select whether you want to display the **Member Name** or **Alias** in reports.
7. Select the **Hierarchy Type**, if available.
8. Under **Cube**, the relevant cubes are selected automatically.

> **Note**
>
> - **CbCR** cube, if CbCR is enabled
> - **Rate** cube, if application is multi currency
> - **Config** cube, if application is enabled for Current Tax Payable

9. Under **Custom Attributes**, perform one of the following tasks:
   - Click **Create** to add a new custom attribute. Enter a name for the attribute, and select the **Data Type**. The following custom attributes may be selected:
     - **Regional Deduction** - This setting specifies whether the Regional tax expense is deductible, or whether the Regional tax benefit is taxable on the National Provision.
       If the entity has "RDeduct", and if the entity has two valid regions, the amount that is deductible on the National provision is the sum of the Regional Current Provision of both active regions.

       > **Note**
       >
       > Do not set "RDeduct" attribute at the base Entities. If "RDeduct" is set at parent, then it will clear any existing regional deductions and gets re-calculated at parent.

     - **Intercompany Entity** - For Entity members, you specify if the member stores Intercompany detail. If you set the Intercompany property (ICP_Entity_Yes) for an Entity member, a member with the same name is created in the Intercompany dimension with the name ICP_<Entity Name>. The alias for the Default Alias Table for the new member is automatically set as the alias for the Entity. If an alias is not defined, it is automatically set as the name of the added Entity.
       Select the "ICP_Entity_Yes" attribute in the Entity dimension level 0 members) so that they exist in the Intercompany dimension in the form "ICP_<entity name>".
     - **Domicile** - This attribute is set at the base and parent tax calculations enabled parent Entity.
       This entry is used to identify the principle place of business of the Entity, and to identify which Jurisdiction member is valid for the Entity. For example, if the Entity

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is set to have Domicile: US, then the valid Jurisdiction member under AllNational for the entity is US. Because US also has regional members, then all members under US_Regions are potential valid Jurisdiction members for the entity.

- Select a Custom Attribute, and then under **Actions**, select **Edit** to modify the name of the attribute.
- Select a Custom Attribute, and then under **Actions**, select **Delete** to remove the custom attribute.

10. Click **Done**.
11. From the Home Page, select **Applications**, then **Overview**, and then the **Dimensions** tab. Under **Actions**, select **Refresh Database**. The Calculation Status is modified to "System Changed".
12. Perform **Compute Rates**, even if the currency for the entity and the parent are the same. See Currency Dimension.

> ⚠ **Caution**
>
> Do not skip this step, even if the parent and the new entity have the same base currency and do not seem to need to compute rates. If the compute rates step is not performed, when you run consolidation, the data will not roll up. You cannot go back and launch compute rates afterwards because the status for the new entity is not impacted, and the operation will not be correctly performed.

13. Load or enter data for the new entity. See Importing Data.
14. From the Home page, select **Data Status**, and then **Calculation Status**. The calculation status for the new entity and its ascendants should be **Impacted**.
15. Consolidate the new Entity and its ascendants.

Defining Entity Tax Attributes

The following table lists the attribute name, values, and functionalities of the entity dimension. See also: Entity Dimension

Table 15-5 Entity

Attribute Type	Attribute Value	Description
AEETRGlobalEntity	AEETR_GlobalEntity_Yes	You can assign attribute AEETR_GlobalEntity_Yes under AEETRGlobalEntity to identify it as a global AEETR Entity. See: Identifying Global AEETR Entity in *Working with Tax Reporting*
Regional Deduction	RDeduct	Regional Deduction is set when you require the Regional tax expense to be deductible on the National Tax Provision. The attribute processes all regions as deductible for National.

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Table 15-5 (Cont.) Entity

Attribute Type	Attribute Value	Description
Parent Tax Calculations	TaxCalcYes	Parent Tax Calculations is set up when you require tax calculations to be run at the parent level. The attribute requires "Allow Data Entry" to be enabled for the Parent Entity to enter tax rates or adjustments. See also: Parent Tax Calculation for National and Regional in *Working with Tax Reporting*
Intercompany Entity	ICP_Entity_Yes	For Entity members, you specify if the member stores Intercompany detail. If you set the Intercompany property (ICP_Entity_Yes) for an Entity member, a member with the same name is created in the Intercompany dimension with the name ICP_<Entity Name>. The alias for the Default Alias Table for the new member is automatically set as the alias for the Entity. If an alias is not defined, it is automatically set as the name of the added Entity. Select the "ICP_Entity_Yes" attribute in the Entity dimension level 0 members) so that they exist in the Intercompany dimension in the form "ICP_<entity name>".
AEETRGlobalEntity	AEETR_GlobalEntity_Yes	You can assign attribute AEETR_GlobalEntity_Yes under AEETRGlobalEntity to the entity to identify it as a global AEETR Entity. See: Identifying Global AEETR Entity in *Working with Tax Reporting*
Domicile	Level 0 Members under the All National Member (TRCS_AllNational) from Jurisdiction dimension. See also: Jurisdiction Dimension	This attribute has to be set for all base entities and also for the parent entities which have Parent Tax calculation enabled. This entry is used to identify the principle place of business of the Entity, and to identify which Jurisdiction member is valid for the Entity. For example, if the Entity is set to have Domicile: US, then the valid Jurisdiction member under AllNational for the entity is US. Because US also has regional members, then all members under US_Regions are potential valid Jurisdiction members for the entity.

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Table 15-5 (Cont.) Entity

Attribute Type	Attribute Value	Description
<Scenario>_RC For example: Actual_RC	<Scenario>_RC_Yes For example: Actual_RC_Yes	When you enable **Scenario - Entity Tax Rate Change to Equity** feature (see, Enabling Application Features), the system creates custom attribute for all the scenario members in the application. When you add/delete/rename a scenario member, the system accordingly modifies the custom attribute. You can apply this custom attribute on an entity if you want rate change to equity behavior for that particular entity and scenario. See also: Working with National Deferred Tax and Working with Regional Deferred Tax in *Working with Tax Reporting*
PillarTwoEntity	PillarTwoEntityYes	This attribute is used to identify an entity that is in-scope for Pillar Two Global Minimum Tax purposes. See also: Configuring Pillar Two Entities

Movement Dimension

The Movement dimension captures the movement details of an account. By default, the system provides the members in the Movement dimension to move data.

> ⚠ **Caution**
>
> Oracle recommends that you do NOT make any changes to this dimension.

The Movement dimension is used to perform the following tasks:

- Move data:
  - Between tax schedules
  - From the Balance Sheet/Income Statement to tax accounts, such as Tax Automation.
  - Calculate opening balances, closing balances, and FX to CTA calculations
- Store Tax Automation logic
- Store RTA configuration

When you create an application, the Movement dimension is created by default with seeded members, and optionally adds system members based on the features that you enabled. During application creation, the system creates cash flow members and hierarchies for Cash Flow Reporting in the Movement and Account dimensions. The following members are created:

- FCCS_Movements
- TRCS_CbCR Movements
- TRCS_TaxLossCreditTotal

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- TRCS_System Movement

> **Note**
>
> Do not create duplicate members (that is, by creating shared members) under FCCS_Movements hierarchy as this causes data doubling at parent entity post consolidation. For example, TRCS_TBClosing already exists under FCCS_Movements hierarchy; by creating TRCS_TBClosing as shared member will cause double counting issue.

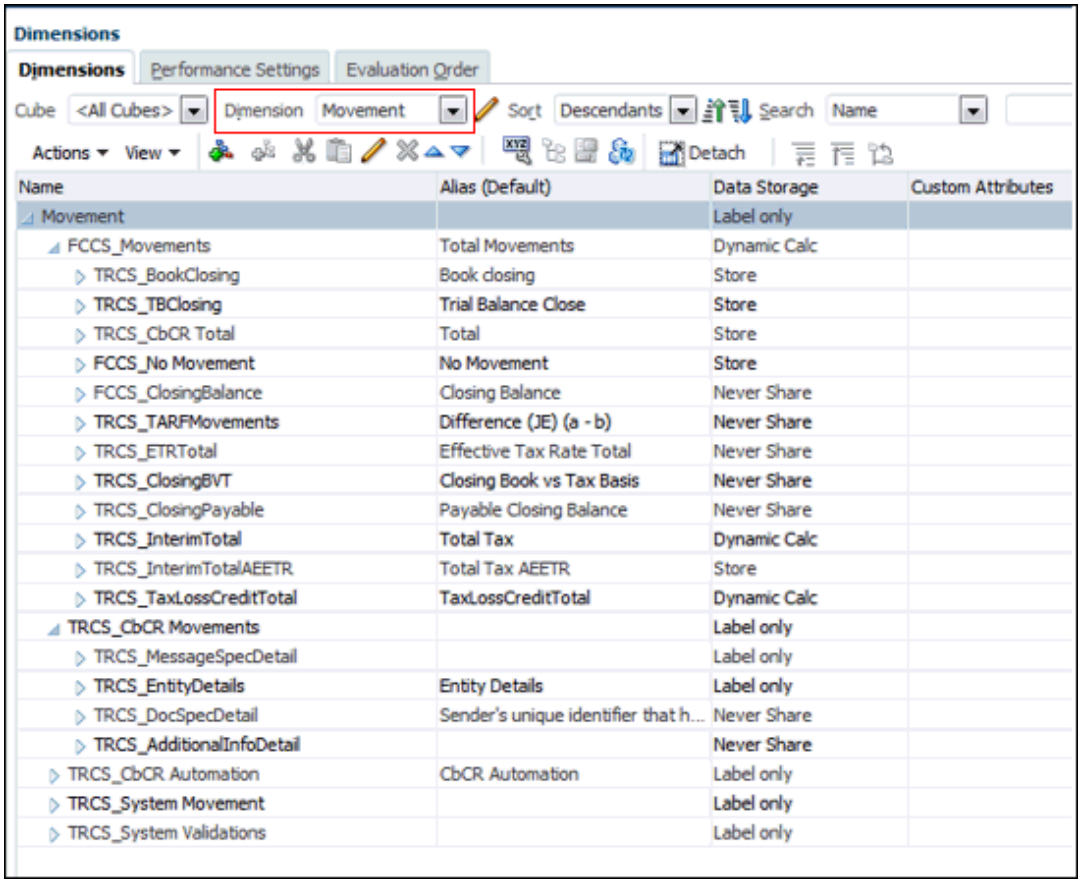
You can create additional user-defined members under the Movement dimension to run consolidation and translations for these members. For instructions, see Customizing the Movement Dimension Hierarchy in *Working with Tax Reporting*.

> **Caution**
>
> The following reserved system members are created when Ownership Management is enabled, and must not be used for data input:
>
> - TRCS_TLCOwnPlaceHolder
> - TRCS_TARFOwnPlaceHolder
> - TRCS_CurPayOwnPlaceholder
> - TRCS_TempDiffOwnPlaceholder
> - TRCS_RegionalTempDiffOwnPlaceholder
> - TRCS_OwnPlaceholder
> - TRCS_DTNROwnPlaceholder

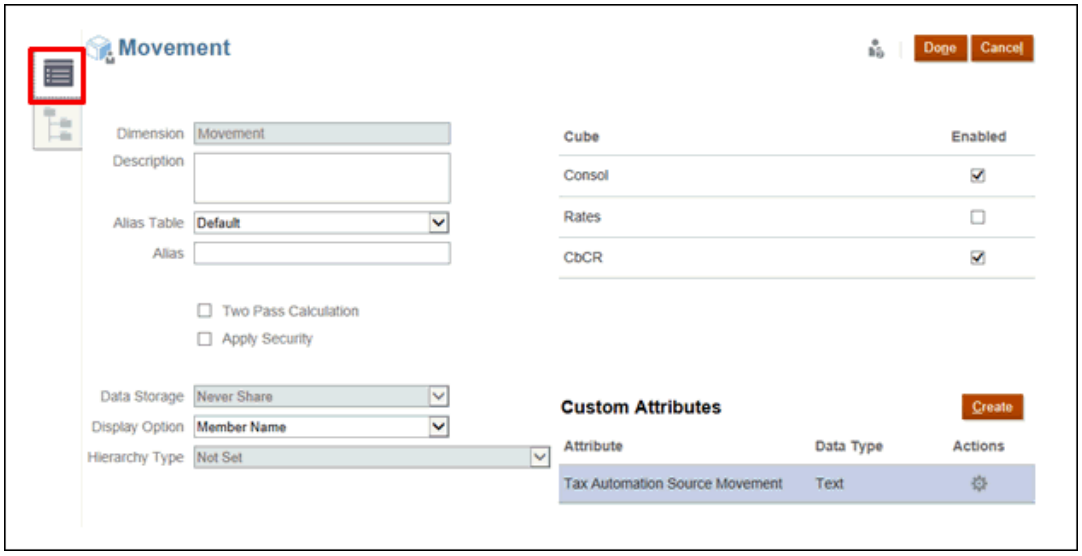
To define the Movement Dimension:

1. From the Home Page, select **Application**, then **Overview**, and then the **Dimensions** tab.

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2. Select **Movement** to set the properties, and then select the **Edit Dimension Properties** tab..



3. **Optional:** Select the appropriate optional properties for your application:
   - Enter a **Description** for the dimension.
   - Select an **Alias Table**, if available.
   - Enter an **Alias** name for the dimension.

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- Select **Two Pass Calculation**.
- Check to **Apply Security**.

4. Select the type of **Data Storage** to be applied to the dimension:
   - Label Only
   - Never Share
   - Dynamic Calc
   - Dynamic Calc and Store
   - Store
5. Under **Display Option**, select whether you want to display the **Member Name** or **Alias** in reports.
6. Select the **Hierarchy Type,** if available.
7. Under **Cube**, select which cubes you want to use. You can enable **Consol**, **Rate** or **CbCR**.
8. Under **Custom Attributes**, click **Create** to add a new custom attribute. Enter a name for the attribute, and select the **Data Type**.
9. Click **Done**.

Defining Movement Tax Attributes

The following table lists the attribute name, values, and functionalities of the account dimension. See also: Movement Dimension

Table 15-6 Movement

Attribute Type	Attribute Value	Description
Current Tax Payable Automation	CurTxPayAutomated	This attribute is used to assign a Current Tax payable movement for automation from Current Provision.
Tax Automation Target Movement	TaxAutoTargetMovement	This attribute when assigned to a deferred Tax movement , allows a user to target a source data with Tax Automation and Tax Automation Regional. See also: Supporting Tax Automation for User-Configured Deferred Movements in *Working with Tax Reporting*
Tax Automation Source Movement	TaxAutoSrcMvmt	**Reserved for future use
Translation Type	ApplyEndingRate	This attribute when assigned to a movement allows a user to translate data using end of period rate for example, "FX Rate-Ending Rate".

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Table 15-6 (Cont.) Movement

Attribute Type	Attribute Value	Description
RTA Prior Year Rate	• ApplyTaxReturnRate • ApplyPriorYearClosingRate • ApplyPriorYearP13P12DifferenceRate	This attribute when assigned to the RTA-Deferred Only movement allows you to tax effect data using: • Prior year Tax rate • Prior year Closing Rate • Prior year difference between P12 and P13 tax rates See also: Applying Prior Year Rate on RTA Amounts

Multi-GAAP Dimension

The Multi-GAAP dimension is an optional dimension that is used if you need to report your financial statements in both local GAAP and in IFRS or other GAAP. This dimension tracks the local GAAP data input as well as any GAAP adjustments.

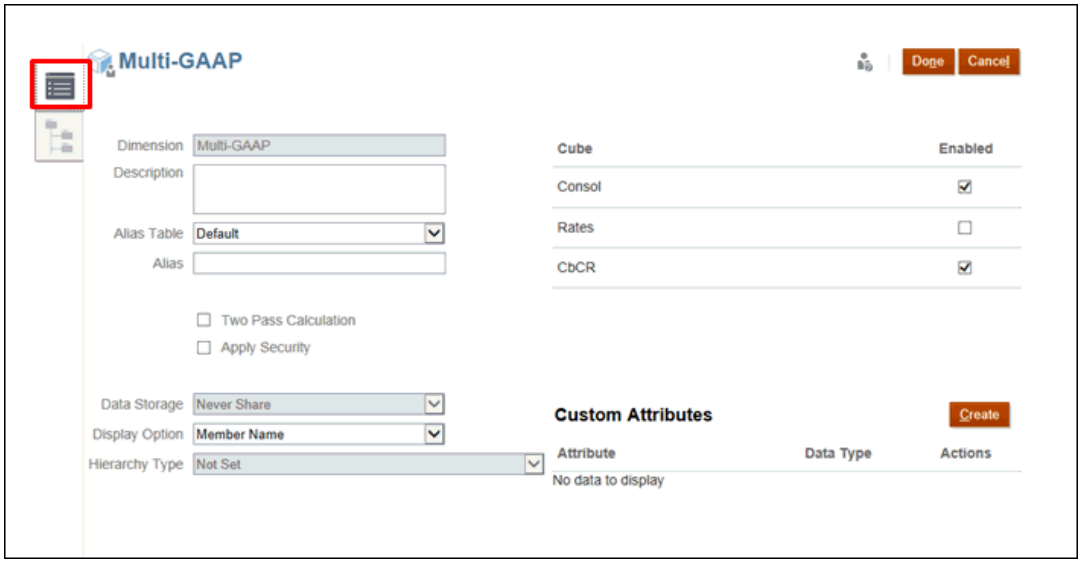
You can rename members to reflect the correct GAAP adjustment, if required. You can also include additional members and hierarchies for other GAAP adjustments.

By default, if you select this dimension, the system provides the following dimension members:

- FCCS_No Multi-GAAP
- FCCS_Local GAAP

To define the Multi-GAAP Dimension:

1. From the Home Page, select **Application**, then **Overview**, and then the **Dimensions** tab.
2. Click **Multi-GAAP** to set the properties.



3. **Optional:** Select the appropriate optional properties for your application:

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- Enter a **Description** for the dimension.
- Select an **Alias Table**, if available.
- Enter an **Alias** name for the dimension.
- Select **Two Pass Calculation**.
- Check to **Apply Security**.

4. Select the type of **Data Storage** to be applied to the dimension:
   - Label Only
   - Never Share
   - Dynamic Calc
   - Dynamic Calc and Store
   - Store
5. Under **Display Option**, select whether you want to display the **Member Name** or **Alias** in reports.
6. Select the **Hierarchy Type**, if available.
7. Under **Cube**, select which cubes you want to use. You can enable **Consol**, **Rate** or **CbCR**.
8. Under **Custom Attributes**, click **Create** to add a new custom attribute. Enter a name for the attribute, and select the **Data Type**.
9. Click **Done**.

Jurisdiction Dimension

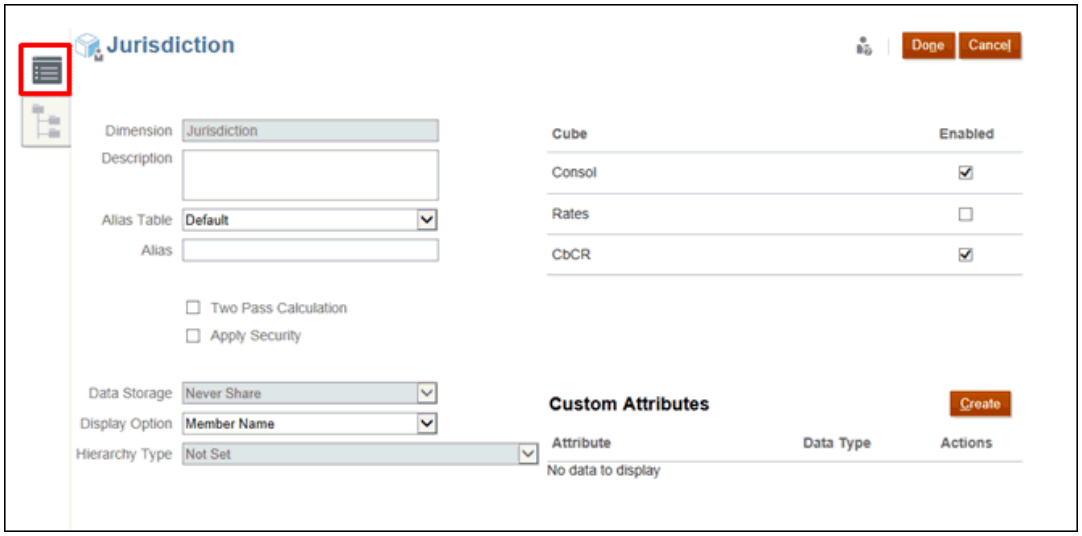
The Jurisdiction dimension provides the ability to calculate the adjustments required under various accounting standards with respect to Jurisdictional Netting of deferred tax assets and deferred tax liabilities.

The administrator sets up an alternate entity hierarchy containing base entities that require Jurisdictional Netting. The application nets assets and liabilities at the parent level versus the entity level. You can compare the Jurisdiction Netted amounts to the entity level to determine the consolidating adjustment required. The adjustment can be booked in accordance with your accounting policy.

To define the Jurisdiction Dimension:

1. From the Home Page, select **Application**, then **Overview**, and then the **Dimensions** tab.
2. Click **Jurisdiction** to set the properties.

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3. **Optional:** Select the appropriate optional properties for your application:
   - Enter a **Description** for the dimension.
   - Select an **Alias Table**, if available.
   - Enter an **Alias** name for the dimension.
   - Select **Two Pass Calculation**.
   - Check to **Apply Security**.
4. **Optional:** By default, the Jurisdiction **Data Storage** option is set to **Never Share**. You have the option of enabling the **Dynamic Calc Jurisdiction** feature to update the data storage type for out-of-the-box parent members of the Jurisdiction dimension, such as **All_National** , to **Dynamic Calc**. For instructions, see Enabling Application Features.

   To verify that the feature has been enabled:

   a. From the Home page, click **Applications**, then **Overview**, and then select the **Dimensions** tab.
   b. Select **Jurisdiction**.
   c. On the **Edit Member Properties: Jurisdiction** tab, expand **TRCS_Total Jurisdiction**, then **TRCS_AllNational**.
   d. Under **Default Data Storage**, **Dynamic Calc** is displayed. If you cannot see this column, double-click any column header, and scroll to the bottom of the list and clear **Default Mode**. All columns will then be available.

> ⚠ **Caution**
>
> Enabling this feature may improve Consolidation performance; however it may also result in a negative impact on Consolidation performance, for example in circumstances where extensive custom member formulas are involved. It is recommended that the impact to performance be assessed in a test environment before this feature is enabled in production. After the feature has been enabled, it cannot be reversed.

5. Under **Display Option**, select whether you want to display the **Member Name** or **Alias** in reports.

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6. Select **Hierarchy Type**, if available.
7. Under **Cube**, the relevant cubes are selected automatically.

> **Note**
>
> - **CbCR** cube, if CbCR is enabled
> - **Rate** cube, is not supported for Jurisdiction
> - **Config** cube, if application is enabled for Current Tax Payable

8. Under **Custom Attributes**, click **Create** to add a new custom attribute. Enter a name for the attribute, and select the **Data Type**.
9. Click **Done**.

See Creating a National Jurisdiction.

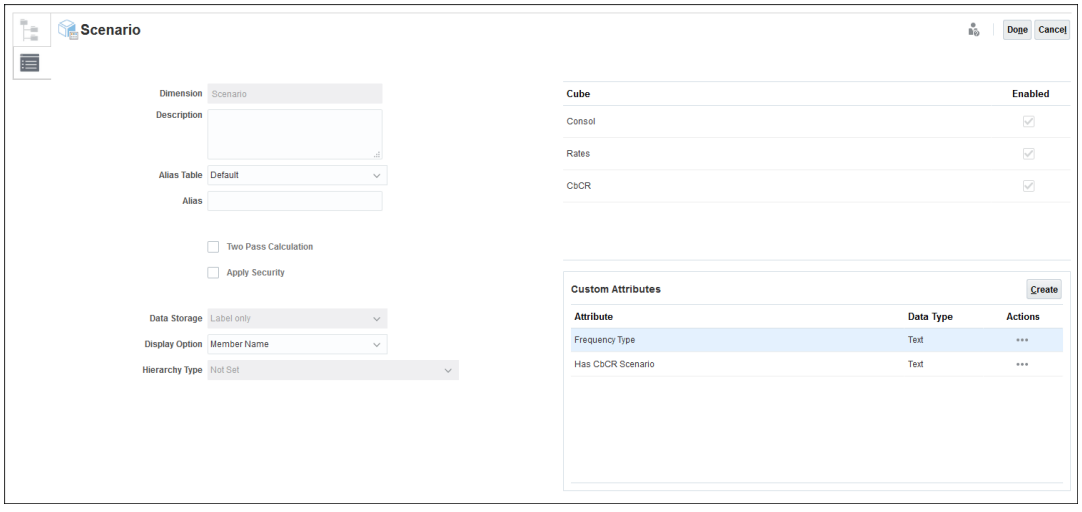
Scenario Dimension

The Scenario dimension represents a set of data such as Actual, Budget, or Forecast. For example, the Actual scenario can contain data that reflects current business operations. The Budget scenario can contain data that reflects targeted business operations. The Forecast scenario typically contains data that corresponds to predictions for upcoming periods. A Legal scenario can contain data calculated according to legal GAAP format and rules.

By default, the system creates the Actual system Scenario member. You can create additional Scenario members.

To define the Scenario Dimension:

1. From the Home page, select **Application**, then **Overview**, and then the **Dimensions** tab.
2. Click **Scenario** to set the properties.



3. Click the **Edit Dimensions Properties** tab  .
4. **Optional:** Select the appropriate optional properties for your application:
   - Enter a **Description** for the dimension.

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- Select an **Alias Table**, if available.
- Enter an **Alias** name for the dimension.
- Select **Two Pass Calculation**.
- Check to **Apply Security**.

5. Select the type of **Data Storage** to be applied to the dimension:
   - Label Only
   - Never Share
   - Dynamic Calc
   - Dynamic Calc and Store
   - Store
6. Under **Display Option**, select whether you want to display the **Member Name** or **Alias** in reports.
7. Select **Hierarchy Type**, if available.
8. Under **Cube**, select which cubes you want to use. You can enable **Consol**, **Rate** or **CbCR**.
9. Under **Custom Attributes**, click **Create** to add a new custom attribute. Enter a name for the attribute, and select the **Data Type**.
10. Click **Done**.

Defining Scenario Tax Attributes

The following table lists the attribute name, values, and functionalities of the scenario dimension. See also: Scenario Dimension

Table 15-7 Scenario

Attribute Type	Attribute Value	Description
Frequency Type	• Monthly • Quarterly • SemiAnnually • Annually	'Frequency Type' is used by the application for following: • Ownership • Periodic Translation methodology Ownership and Periodic Translation are weighted calculation based on the Scenario 'Frequency Type' attribute. If there is no Frequency Type is selected then default is assumed to be Monthly. See also: • Handling Changes in Ownership • Translation Methodologies
Interim Scenario	All the Scenario members which have 'Is Interim Scenario' attribute set	All the Scenario members which have 'Is Interim Scenario' attribute set to 'Interim_Scenario_Yes'. See: Identifying Interim Scenario in *Working with Tax Reporting*
Is Interim Scenario	Interim_Scenario_Yes	Specify the **Is Interim Scenario** attribute to identify Interim Scenario(s) in the application. See: Identifying Interim Scenario in *Working with Tax Reporting*

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Table 15-7 (Cont.) Scenario

Attribute Type	Attribute Value	Description
Interim AEETR Entity	Interim AEETR entity attribute lists all entities with attribute AEETR_GlobalEntity_Yes.	Entity with the attribute specified will be used to calculate the Consolidated AEETR Adjustment in the Actual scenario. See: Identifying Global AEETR Entity in *Working with Tax Reporting*
Has CbCR Scenario	CbCR_Scenario_Yes	'Has CbCR Scenario' is used to create a separate CbCR scenario that will to enable you to consolidate and lock Consol and CbCR cubes separately. See: Setting Up Separate Approvals for CbCR
PillarTwoTransitionTaxCreditsYear	• FY15 • FY16 • FY17 • FY18 • FY19 • FY20 • FY21 • FY22 • FY23 • FY24	By default, lists all the years available in the application. See also: Calculating Recast without Credits
PillarTwoTransitionTaxCreditsSourceScenario	• Plan • Actual • TRCS_InterimForecast	• By deault, lists all the scenario members avaialble in the application • No assignment indicates source scenario is same as target scenario See also: Calculating Recast without Credits

View Dimension

The View dimension controls the representation of data across the time periods.

Data should be loaded into the system at the base level view. Data is only stored in the 'Periodic' member and other members are always dynamically calculated. The system retrieves the stored data and transforms it to the requested View when queried.

By default, when you create an application, the View dimension has these members:

- **Periodic**--Each period shows the data entered or calculated in Year-to-Date manner.
- **YTD**--Reserved for future use.
- **QTD**--Reserved for future use.
- **YTD_Input**--Reserved for future use.

You cannot remove any system created above View dimension members. You can edit member properties, such as Alias.

Years Dimension

The Year dimension represents the fiscal or calendar year for data.

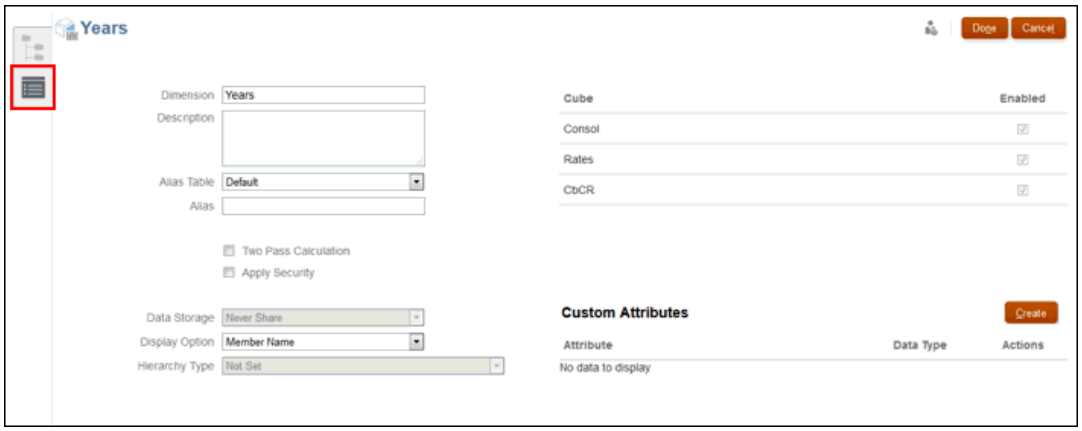
When you create an application, you specify the range of years for the application. The system provides a default range, which you can change.

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The system builds the Year dimension based on the range that you specified. You can increase the range of years after the application is created; however, you cannot decrease the range.

To define the Years Dimension:

1. From the Home Page, select **Application**, then **Overview**, and then the **Dimensions** tab.
2. Click **Years**, and select the **Edit Dimension Properties** tab set the properties.



3. **Optional:** Select the appropriate optional properties for your application:
   - Enter a **Description** for the dimension.
   - Select an **Alias Table**, if available.
   - Enter an **Alias** name for the dimension.
   - Select **Two Pass Calculation**.
   - Check to **Apply Security**.
4. Select the type of **Data Storage** to be applied to the dimension:
   - Label Only
   - Never Share
   - Dynamic Calc
   - Dynamic Calc and Store
   - Store
5. Under **Display Option**, select whether you want to display the **Member Name** or **Alias** in reports.
6. Select **Hierarchy Type**, if available.
7. Under **Cube**, select which cubes you want to use. You can enable **Consol**, **Rates**, or **CbCR**.
8. Under **Custom Attributes**, click **Create** to add a new custom attribute. Enter a name for the attribute, and select the **Data Type**.
9. Click **Done**.

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Viewing and Editing Dimensions

You can view and edit dimension properties using either the Classic or the Simplified dimension editor.

The Simplified dimension editor enables you to check for invalid dimension member properties and take action to correct the properties. Invalid properties are bordered in red in the Simplified dimension editor grid.

Users with the security roles to view and edit dimensions in the Classic dimension editor can perform similar actions in the Simplified dimension editor.

See the following sections:

- To edit dimension properties using the Simplified dimension editor (accessed from Application Overview), see About Editing Dimensions in the Simplified Dimension Editor.
- To edit dimension properties using the Classic dimension editor (accessed from the Navigator), see Managing Dimensions.

Working with Dimension Hierarchies Using the Navigator

You can edit dimensions and members using the Navigator from the Home Page. You can only edit one dimension at a time. If you want to edit multiple dimensions at one time, see Working with Dimensions Using the Simplified Dimension Editor.

To edit dimensions:

1. From the Home page, click Navigator  , and then under **Create and Manage**, select **Dimensions.**
2. On the **Dimensions** tab, under **Cube**, ensure the correct cubes have been selected.
3. Under **Dimension**, select the dimension you want to view or modify.
4. Click the caret  beside each member to expand the hierarchy levels.
5. Using the options under **Actions**, or the associated icons, modify the dimension or member as required.
6. When you have completed your changes, under **Actions**, select **Refresh Database**.

> **Note**
>
> Oracle recommends that you back up your Outline file and export data from all databases before refreshing the database.

Expanding and Collapsing Dimension Hierarchies

To expand dimensions or members:

1. From the Home page, click **Application**, and then **Overview**.
2. Select **Dimensions.**
3. Select the **Cube** and **Dimension Type**.

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4. Click the Dimension, for example, Account, to open the Edit Member Properties screen.
5. Under **Member Name**, click the arrow beside the dimension and member name to expand the hierarchy.

To collapse dimensions or members:

1. From the Home page, click **Application**, and then **Overview**.
2. Select **Dimensions.**
3. Select the **Cube** and **Dimension Type**.
4. Click the Dimension, for example, Account, to open the Edit Member Properties screen.
5. Click the Dimension, for example, Account, to open the Edit Member Properties screen.
6. Click the arrow beside the dimension or member name to collapse the hierarchy

Navigating Dimension Hierarchies

- Press the Up Arrow to move to the previous member.
- Press the Down Arrow to move to the next member.
- In Page, enter the page to view and click **Go** or press **Enter**.
- Click **Start**, **Prev**, **Next**, or **End** to view other pages.

Finding Dimensions or Members

To find dimension members in dimension hierarchies:

1. Click Navigator  .
2. Under **Create and Manage**, click **Dimensions**.
3. Select the dimension for the member.
4. Under **Search**, select **Name**, **Alias**, or **Both**.
5. Enter the member name, alias, or partial string for which to search.
6. Click **Search Up** or **Search Down**.

Sorting Members

You can sort members in ascending or descending order, by children or descendants. Sorting members affects the outline.

To sort members:

1. Click Navigator  .
2. Under **Create and Manage**, click **Dimensions**.
3. Select the dimension for the members.
4. Under **Dimensions**, select the members for which you want to sort the children or descendants.
5. Under **Sort**, select children or descendants.

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Sorting by children affects only members in the level immediately below the selected member. Sorting by descendants affects all descendants of the selected member.

6. Click **Sort Ascending** to sort by ascending order or **Sort Descending** to sort by descending order.
7. Click **OK**.

   The next time you create or refresh the database, the outline is generated with members in the order that is displayed.

Moving Members Within the Dimension Hierarchy

You can move one member or a group of members in the same branch.

To move members or branches among siblings:

1. Click Navigator  .
2. Under **Create and Manage**, click **Dimensions**.
3. Select the dimension, and then the members or branch to move.
4. Perform an action:
   - Click **Move Up** to move the member up one position.
   - Click **Move Down** to move the member down one position.

To move members, including parents and children:

1. Click Navigator  .
2. Under **Create and Manage**, click **Dimensions**.
3. Select the dimension, and then the members or branch to move.
4. Click **Cut**.

   You cannot Cut members after adding or editing dimensions, navigating to different pages, deleting members, or logging off. Cut is not available for root dimension members.
5. Click the destination level you want to move the members under.
6. Click **Paste**.
7. Click **OK**.
8. Update and validate business rules and reports.

Viewing a Member's Ancestors

To view a member's ancestors:

1. Click Navigator  .
2. Under **Create and Manage**, click **Dimensions**.
3. Select a dimension, and the select the member in the dimension hierarchy.
4. Click **Show Ancestors**.
5. Click **Close**.

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Showing Member Usage

To view where members are used in an application:

1. Click Navigator
2. Under **Create and Manage**, click **Dimensions**.
3. Click **Show Usage**.
4. At the bottom of the Member Usage window, select where in the application to view the member's usage.
5. Click **Go**.
6. Click **Close**.

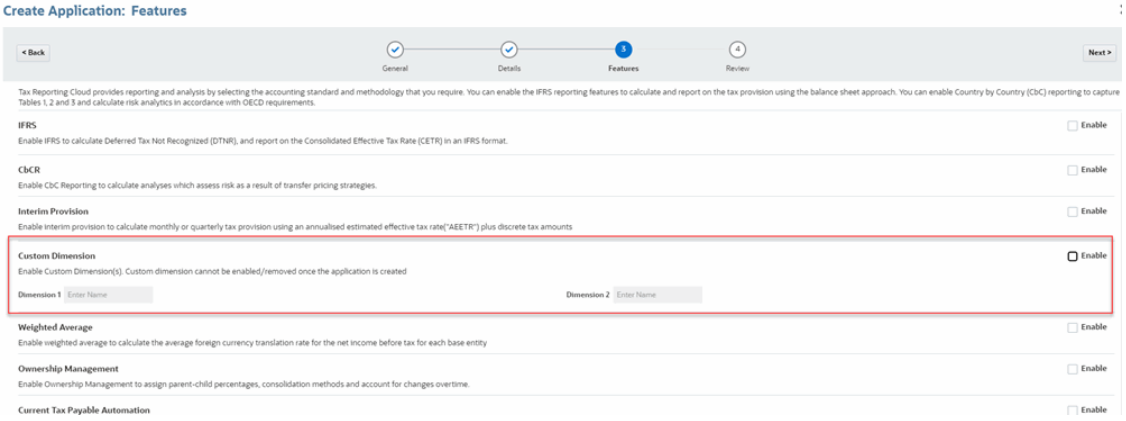
Adding Custom Dimensions (Hybrid mode only)

In addition to the system predefined dimensions, you can create Custom dimensions based on your application needs. Custom dimensions can only be configured at application creation and cannot be added after the application has been created. Custom dimensions are only available in hybrid mode.

The Dimensions list displays all of the dimensions for the application.

> **Note**
>
> Tax Reporting does not allow modification of the dimension evaluation order.

You can configure Custom dimension properties, including name, alias, security, and attributes.



> **Note**
>
> CbCR cannot be enabled if you have enabled Custom Dimensions in your application.
> See also: Enabling Application Features

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Table 15-8 Properties for Custom Dimensions

Property	Value
Dimension	Enter a name that is unique across all dimensions. The Custom Dimension name cannot contain these characters: Ampersand (&), Apostrophe ('), Asterisk (*), At sign (@), Backslash (\), Caret (^), Colon (:), Comma (,), Curly brackets ({}), Dollar sign ($), Double quotation marks (" " Equal sign (=), Exclamation mark (!), Forward slash (/), Greater than (>), Less than (<), Line (|), Minus sign (-), Number sign (#), Parentheses ( ), Percent sign (%), Period (.), Plus sign (+), Question mark (?), Semi-colon (;), Square brackets ([]), or Tabs. **Note** Custom Dimension Name has to be provided when you create the application.
Alias	**Optional**: Select an alias table. Enter a unique alternate name for the dimension.
Description	**Optional**: Enter a description.
Plan Type	Select the application types for which the dimension is valid. Clearing this option makes all members of the dimension invalid for the deselected type.
Apply Security	Allow security to be set on the dimension members; must be selected before assigning access rights to dimension members. Otherwise, dimensions have no security and users can access members without restriction.
Data Storage	Select a data storage option. The default is Never Share.

Aggregation Options

You can define calculations within dimension hierarchies using aggregation options. Aggregation options determine how child member values aggregate to parent members:

- + Addition
- - Subtraction
- * Multiplication
- / Division
- % Percent

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- ~ Ignore

All immediate children of the dimension name member must be set with an aggregation option of Ignore or Never. Seeded dimension members should already have the Consolidation Operator set as Ignore. Use the top dimension member rather than the dimension name in forms and reports.

When you make changes to the seeded members, you cannot export or import them using a dimension export CSV file. You must use the Module Customization Migration artifact. Exporting and then importing CSV files will not retain your attribute changes for seeded members.

Label Only Members

The Consolidation Operator for Label Only dimension members must be Never. If you create any custom Label Only Members, be sure to set the Consolidation Operator to Never, so that the members aggregate to parent members properly.

Data Storage Options

Table 15-9 Data Storage Options

Option	Impact
Store	Stores data values of members.
Dynamic Calc	Calculates data values of members, and disregards the values.
Never Share	Ensures that stored parent members always store data from the aggregation of child members.
Shared	Allows members in the same dimension to share data values.
Label Only	Displays the data of the first child member regardless of the aggregation setting of the children.

About Dynamic Calc

With dynamically calculated members, the system calculates data values of members, on demand when the value is being retrieved. The limit is 100 children under a Dynamic Calc parent. Changing a member's storage to Dynamic Calc may result in loss of data, depending on how the data was originally derived. You may need to update outlines, calculations, or both to get the dynamically calculated value.

Store Data Storage

Do not set parent members to Store if their children are set to Dynamic Calc. With this combination, new totals for parents are not calculated when users save and refresh forms.

Shared Data Storage

Use Shared to allow alternate rollup structures in the application.

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Never Share Data Storage

The default data storage type is Never Share when you add user-defined custom dimensions.

Label Only Data Storage

Label-only members are virtual members; they are typically used for navigation and have no associated data. Note:

- You cannot assign level 0 members as label-only.
- Label-only members can display values.
- Making dimension members label-only minimizes database space by decreasing block size or number of blocks.
- You cannot assign attributes to label-only members.
- In a multicurrency application, you cannot apply label-only storage to members of these dimensions: Entity, Versions, Currencies, and user-defined custom dimensions. To store exchange rates, use Never Share.
- Data Storage for children of label-only parents is set to Never Share by default.

> ⚠ **Caution**
>
> Do not design forms in which label-only parents follow their first child member, as you cannot save data in the first child member. Instead, create forms with label-only parents selected before their children, or do not select label-only parents for forms.

Setting Dimension Properties

Table 15-10 Dimension Properties

Property	Value
Dimension	Enter a dimension name.
Description	**Optional**: Enter a description.
Alias	**Optional**: Select an alias table and enter an alternate name of up to 80 characters.
Plan Type	Select application types for which the dimension is valid.
Apply Security	Allow security to be set on dimension members. If you do not select this option, there is no security on the dimension, and users can access its members without restriction. Must be selected before assigning access rights to dimension members.

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Table 15-10 (Cont.) Dimension Properties

Property	Value
Data Storage	Select data storage options: • Store • Dynamic Calc • Never Share • Shared • Label Only
Display Option	Set application default display options for the Member Selection dialog box. Select **Member Name** or **Alias** to display members or aliases. **Member Name:Alias** displays members on the left and aliases on the right. **Alias:Member Name** displays aliases on the left and members on the right.
Enable custom attribute display	Display available and selected attributes for dimensions with associated attributes. Enable custom attribute display for dimensions with attributes.

Working with Members

You can assign access rights to members and rearrange the dimension member hierarchy.

For optimal performance, Tax Reporting provides limits on the maximum number of dimension members allowed in each dimension. Tax Reporting will stop you from saving non-compliant metadata by displaying error messages explaining that you have exceeded the acceptable number of dimension members.

Making Selections

Only members, substitution variables, and attributes to which you have access are displayed. The **Selections** pane only displays if you invoke the member selector for multiple member selection.

If valid intersection rules are used, only valid members are displayed in application forms and in runtime prompts for Calculation Manager rules. In ad hoc forms, both on the Web and in Oracle Smart View for Office, the application doesn't filter by valid intersections rules in point of view and page axis. Only cells in grids honor valid intersection rules in ad hoc forms.

To make selections:

1. Click  (Member Selector).
2. **Optional:** Perform these tasks:
   - To enter search criteria (member name or alias only), press **Enter** (from the desktop) or click **Search** (on mobile).

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> **Note**
>
> The search isn't case-sensitive. You can search for a word, multiple words, or wildcard characters. See Using Wildcards in Searches.

- To change display options such as viewing variables and attributes, showing alias names, showing member counts, sorting alphabetically, refreshing the member list, or clearing selections, click (Settings) next to **Search**, and then select from the list of display options.
- To filter the members that are displayed in the member list, under (Settings) next to **Search**, select **Add Filter**, and then select from the list of filter options.

> **Note**
>
> Android users can click (Filter) to view and select filter options.

3. Make selections by clicking a member in the member list.

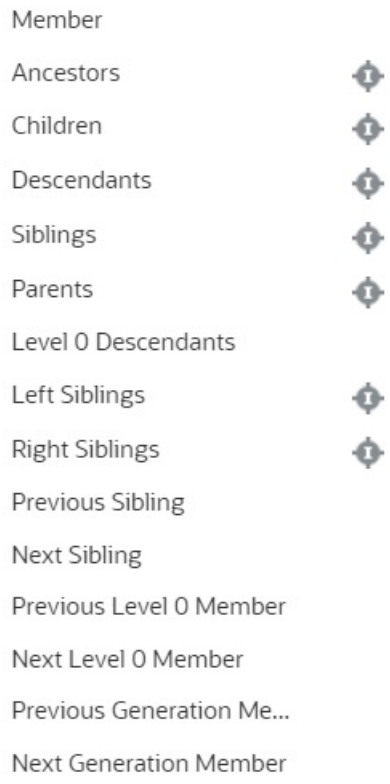
   To understand how related members are selected, see Member Relationships.

> **Note**
>
> - Selected members display a check mark and are moved to the **Selections** pane, if applicable.
> - To expand a parent member to see its child members, click the expansion icon to the right of the parent member name. Clicking the expansion icon will not select the parent member.
> - To clear selections you have made, click (Settings) and then select **Clear Selection**.
>
>   At times, you may find that a point of view and page axis member you want to select is suppressed. This occurs because a dimension selection in the point of view and page axis has invalidated other dimensions due to valid intersections that were applied. To resolve this issue, use the **Clear Selection** option to clear the point of view and page axis members you previously selected. Then you can use the point of view and page axis again to select members that were previously suppressed.
> - To show all the members that are suppressed due to valid intersection rules, click (Settings) and then select **Show Invalid Members**. Invalid members are displayed but are unavailable for selection.

4. **Optional:** Perform these tasks:

   - To further refine which related members are selected in the **Selections** pane, click (Function Selector) to the right of the member to display the member relationships menu:

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Click the relationship name to select the related members, excluding the selected member. Click **Include** to the right of the relationship name to select the related members, including the selected member.

For descriptions of the relationships, see Member Relationships.

- If substitution variables or attributes are defined, below the member selection area, click (Down Arrow) next to **Members**, and then select **Substitution Variables** or **Attributes** to select members for substitution variables or attributes. Members are displayed as children. Only members to which the user has read access are displayed in forms.
- To move or remove members in the **Selections** pane, click (Settings) next to **Selections**.
- To highlight the location of a selected member within the dimension hierarchy, double-click the member name in the **Selections** pane.

> **Note**
>
> To highlight the location of a selected member on a mobile device, tap the member name in the **Selections** pane, and then tap **Locate** under (Settings) next to **Selections**.

5. When you're done making selections, click **OK**.

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Member Relationships

This table describes which members and related members are included during member selection.

Table 15-11 Member Relationships

Relationship	Members Included
Member	The selected member
Ancestors	All members above the selected member, excluding the selected member
Ancestors (inc)	The selected member and its ancestors
Children	All members in the level immediately below the selected member
Children (inc)	The selected member and its children
Descendants	All descendants of the selected member, excluding the selected member
Descendants (inc)	The selected member and its descendants
Siblings	All members from the same level in the hierarchy as the selected member, excluding the selected member
Siblings (inc)	The selected member and its siblings
Parents	The member in the level above the selected member
Parents (inc)	The selected member and its parent
Level 0 Descendants	All descendants of the selected member that have no children
Left Siblings	The members that appear before the selected member with the same parent
Left Siblings (inc)	The selected member and its left siblings
Right Siblings	The members that appear after the selected member with the same parent
Right Siblings (inc)	The selected member and its right siblings
Previous Sibling	The member that appears immediately before the selected member with the same parent
Next Sibling	The member that appears immediately after the selected member with the same parent
Previous Level 0 Member	The previous level zero member that appears before the selected member Examples: PrevLvl0Mbr(Jan) returns BegBalance; PrevLvl0Mbr(Jul) returns Jun; PrevLvl0Mbr(BegBalance) returns an empty result
Next Level 0 Member	The next level zero member that appears after the selected member Examples: NextLvl0Mbr(Mar) returns Apr; NextLvl0Mbr(Dec) returns an empty result
Previous Generation Member	The member that appears immediately before the selected member within the same generation
Next Generation Member	The member that appears immediately after the selected member within the same generation

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Table 15-11 (Cont.) Member Relationships

Relationship	Members Included
Relative	Returns a member relative to the specified member at the same generation with the specified offset. Examples: Relative("Jan", 4) returns May, which is January plus 4 months in a standard monthly Period dimension; Relative("Jan", -2) returns Nov, which is January minus 2 months in a standard monthly Period dimension.
Relative Range	Returns all of the members from the starting member to the offset member when going forward or from the offset member to the starting member when going backwards. Examples: RelativeRange("Jan", 4) returns Jan, Feb, Mar, Apr, May; RelativeRange("Jan", -2) returns Nov, Dec, Jan.

> **Note**
>
> Member relationships work for any dimension, not just the Period dimension. We've used the Period dimension in our examples because it's easier to explain as time is linear.

Using Wildcards in Searches

You can use these wildcard characters to search for members.

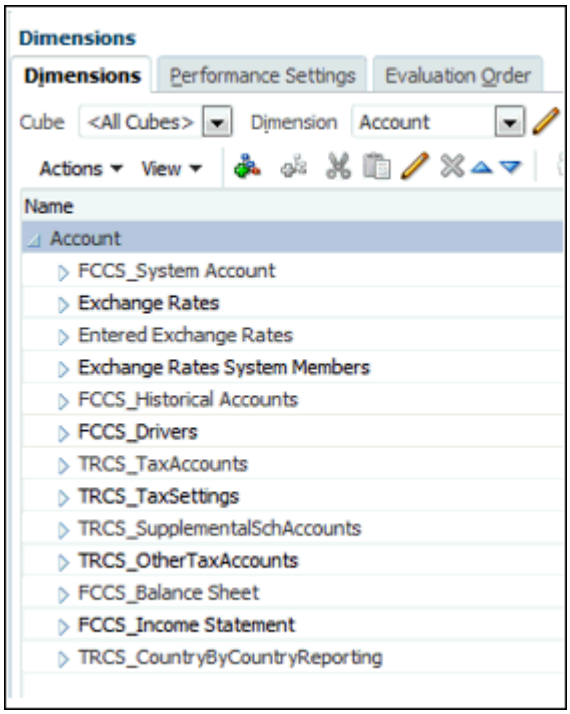
Table 15-12 Wildcard Characters

Wildcard	Description
?	Match any single character
*	Match zero or multiple characters. For example, enter "sale*" to find "Sales" and "Sale" because * includes zero or more characters after the word "sale." The default search uses the * wildcard. For example, entering "cash" searches for "*cash*" and returns "Restricted Cash", "Cash Equivalents", "Cash", and "Noncash Expenses" because the word "cash" appears within each matched item.
#	Match any single number (0-9)
[list]	Match any single character within a specified list of characters. You can list specific characters to use as wildcard. For example, enter [plan] to use all the letters within the brackets as a single wildcard character. You can use the "-" character to specify a range, such as [A-Z] or [!0-9]. To use the "-" character as part of the list, enter it at the beginning of the list. For example, [-@&] uses the characters within the brackets as wildcard characters.
[!list]	Match any single character not found within a specified list of characters. The "-" character can also be used to indicate a range, such as [!A-Z] or [!0-9].

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Seeded Dimension Members

Each dimension is seeded with members to allow for flexible application configuration. Seeded members are created with the prefix `FCCS` or `TRCS`, for example, `TRCS_Tax Accounts` or `FCCS_Balance_Sheet`.



The system also includes built-in calculations.

Guidelines for Seeded Members

- You cannot remove seeded members.
- You cannot rename seeded members.
- You cannot change the member property.
- You cannot change the member formula.
- You can modify the member alias.
- You can modify the Exchange Rate type on accounts.

Adding Children to Seeded Base Members

Within the Account, Data Source, Movement, and MultiGAAP (if used) dimensions, there are FCCS_seeded members. If these members have a Data Storage property of Dynamic, you can add children to them.

Moving Seeded Members in Dimensions

All seeded members must maintain the same parent that was created during the application creation process. If you do not want to use all of the seeded members, then you need to create user-specific members where appropriate. If you want to create additional parents for seeded members, you can create alternate hierarchies.

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However, you can reorder seeded members under a parent member.

Rearranging Seeded Account Members

Tax Reporting has a seeded Balance Sheet and Income Statement structure including both parents and base. It is possible to change the structure of the seeded hierarchy and add additional parent and base members to suit your requirements.

The following guidelines apply:

- The member names of the seeded accounts cannot be changed, but the aliases can. An additional alias table can be added for a separate account description. Data can be loaded, viewed and searched (in a member selector) by alias as well as by member name.
- Multiple alternative hierarchies can be created for differing reporting needs. These alternative hierarchies should include all base members in the primary hierarchy, but can otherwise be organized differently.
- Be aware that various system and seeded calculations will be lost if the seeded account hierarchy is ignored. Many calculations have been incorporated into the system that rely on the account structure.

Balance Sheet Accounts with Intercompany Data with Tracking and Ownership Management Enabled

If you enable the Intercompany Data with Tracking option, additional options, such as Ownership Management, are then available. If you enable Ownership Management, the system adds the Ownership Management accounts and adds the CTA/CICTA accounts if not already added , then adds the Driver accounts.

Movement Members with Intercompany Data with Tracking and Ownership Management Enabled

If you enable the Intercompany Data with Tracking option, additional options, such as Ownership Management, are then available. Enabling Ownership Management performs the following actions:

- Enables the "Opening Balance Ownership Change" system rule which requires additional members (FCCS_Mvmts_Acquisitions, FCCS_Mvmts_Disposals)
- Seeds the standard configurable consolidation rules which use FCCS_Mvmts_Acquisitions_Input and FCCS_Mvmts_Disposals_Input.

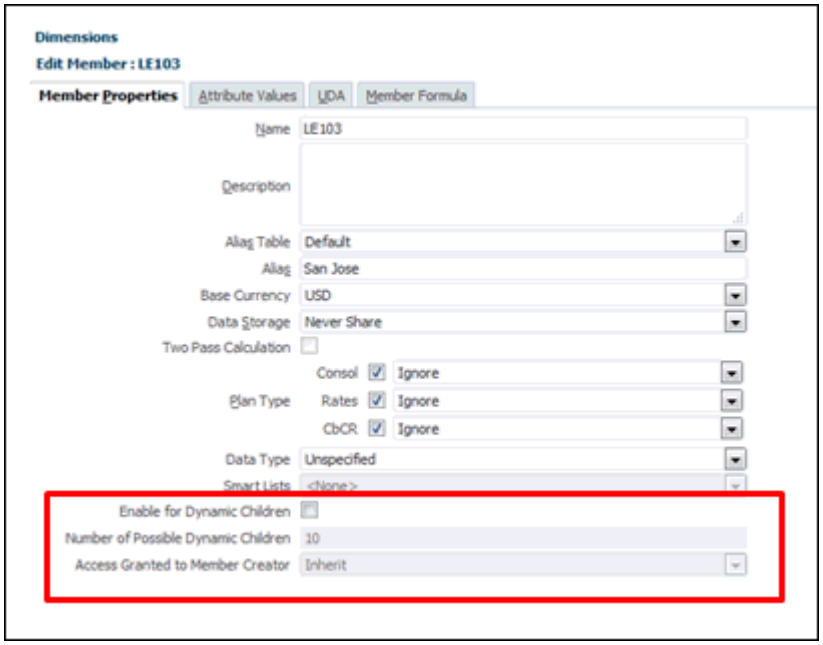
Dynamic Members

Dynamic member are members with values that are dynamically calculated when the data is requested. The values are not stored. The most common type of dynamic calculation is ratio calculation.

To enable a parent member for adding dynamic children:

1. From the Home page, click the Navigator icon .
2. Under **Create and Manage**, select **Dimensions**.
3. Select the member, and then click Edit .
4. On the **Member Properties** tab, click **Enable for Dynamic Children**.

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5. **Optional:** Set the member property **Number of Possible Dynamic Children**. (The default is 10.) This setting determines the number of placeholders that are created for dynamically adding or loading members under the parent. If all placeholders are used, subsequently added children are added as normal members and cannot be used until the database is refreshed.
6. **Optional:** Set the member property **Access Granted to Member Creator**. (The default is Inherit.).
7. Click **Save**.
8. Refresh the database to create the placeholders for dynamic members in the databases in which the members are used.

Adding or Editing Members

To add or edit members:

1. From the Home Page, select **Applications** , then **Overview**, and then the **Dimensions** tab.
2. From the **Dimension** list, select a dimension.
3. Perform an action:
   - To add a child member, select the parent level of the dimension hierarchy to which to add a member and click **Add Child**  .
   - To add a sibling, select the level of the dimension hierarchy to which to add a sibling and click **Add Sibling**  .
   - To edit a member, select that member from the dimension hierarchy and press **Enter** or click **Edit**. 
4. In **Member Properties**, set or change member properties described in the following table:

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Table 15-13 Member Properties

Property	Value
Name	Enter a name that is unique across all dimension members. You can use special characters in the name, such as ampersands (&), or spaces. **⚠ Caution** Do not use a comma in the name, as this is not a valid character.
Description	**Optional**: Enter a description.
Alias Table	**Optional:** Select the alias table to store the alias name.
Alias	**Optional:** Enter an alternate name for the member. You can use special characters in the name, such as ampersands (&), or space. **⚠ Caution** Do not use a comma in the name, as this is not a valid character.
Account Type	Select an Account Type: • Revenue • Asset • Liability • Equity • Saved Assumption
Variance Reporting	Select Expense or Non-Expense..
Time Balance	Select from the following options: • Flow - for Average Rate • First • Balance - for Ending Rate • Average • Fill
Skip	N/A
Exchange Rate Type	Select from the following options: • No Rate • Average • Ending • Historical • Historical Amount Override • Historical Rate Override

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Table 15-13 (Cont.) Member Properties

Property	Value
Source Cube	Select from the following options: • None • Consol • Rates
Data Storage	Select a data storage property. The default is Never Share for new custom dimension members (except root members). • Store • Dynamic Calc and Store • Dynamic Calc • Never Share • Shared • Label Only
Two Pass Calculation	Specify whether to recalculate values of members based on values of parent members or other members. Available for Account and Entity members with Dynamic Calc or Dynamic Calc and Store properties.
Allow Upper-Level Entity Input	Specify whether parent Entity input is allowed for this member.
Plan Type	Select the application type for which the member is valid.
Data Type	Select a data type: • Unspecified • Currency • Non Currency • Percentage • Date • Text • Smart List
Smart Lists	N/A
Enable for Dynamic Children	Enables users to create children for this member by entering a member name in the runtime prompt for a business rule that has been configured with a dynamic parent member).
Number of Possible Dynamic Children	This option is available if **Enable for Dynamic Children** is selected. Enter the maximum number of dynamically-added members that users can create. The default is 10.

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Table 15-13 (Cont.) Member Properties

Property	Value
Access Granted to Member Creator	This option is available if **Enable for Dynamic Children** is selected. Determines the access that member creators have to dynamic members that they create with a runtime prompt: • **Inherit**—The member creator will inherit the closest parent's access to the newly-created member. • **None**—The member creator will not be assigned any access to the newly-created member. (An administrator can later assign the member creator access to the members.) • **Read**—The member creator will be assigned Read access to the newly-created member. • **Write**—The member creator will be assigned Write access to the newly-created member. **Note** If an administrator changes these settings, they affect only future dynamic members; they do not retroactively affect dynamic members.

5. Click **Refresh Database**  . The Calculation Status is modified to "System Changed".
6. Perform **Compute Rates**, even if the entity and its parent have the same base currency.

Caution

Do not skip this step, even if the parent and the new entity have the same base currency and do not seem to need to compute rates. If the compute rates step is not performed, when you run consolidation, the data will not roll up. You cannot go back and launch compute rates afterwards because the status for the new entity is not impacted, and the operation will not be correctly performed.

7. Load or enter data for the new entity. See Importing Data.
8. From the Home page, select **Data Status**, and then **Calculation Status**. The calculation status for the new entity and its ascendants should be **Impacted**.
9. Consolidate the new entity and/or its ascendants.

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Deleting Members

Each data value is identified by a set of dimension member values and an application type. Deleting dimension members or deselecting the application type results in data loss when refreshing an application.

> ⚠ **Caution**
>
> Before starting this procedure, perform a backup. See the *Oracle Enterprise Performance Management System Backup and Recovery Guide*.

Before deleting members, understand where in the application they are used (in which forms, exchange rates, and so on) by using Show Usage.

You must delete the entity member throughout the application before deleting it from Dimensions. For example, if the entity member is used in a form, you must delete it from the form before deleting it from Dimensions.

To delete members:

1. Click the Navigator icon .
2. Under **Create and Manage**, click **Dimensions**.
3. From the dimension hierarchy, select the entity member to delete.
4. Click **Delete**. Deleting a base member also deletes its shared members.
5. Click **OK**.
6. Update and validate rules and reports.

Deleting Parent Members

Data values are identified by a set of dimension member values and an application type. Deleting dimension members or deselecting the application type results in data loss when refreshing the application.

> ⚠ **Caution**
>
> Before starting this procedure, perform a backup. See the *Oracle Enterprise Performance Management System Backup and Recovery Guide*.

To delete a parent member and all its descendants from the dimension hierarchy:

1. Click the Navigator icon .
2. Under **Create and Manage**, click **Dimensions**.
3. From the **Dimension** list, select the dimension whose member, descendants, or branch that you want to delete
4. Click **Delete**.
5. Click **OK**.

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Working with Shared Members

Sharing members enables alternate rollup structures within an application. A base member must exist before you can create a shared member. You can create multiple shared members for the base member. A base member must display before its shared members in position from top to bottom.

Shared members are available for Entity, Account and user-defined custom dimensions. Shared member values can be ignored to avoid double-counting values when you roll up the outline.

Shared members share some property definitions with base members, such as member name, alias name, base currency, and application types for which members are valid. Shared members must have unique parent members and different rollup aggregation settings. Custom attributes, custom attribute values, and member formulas are not allowed for shared members. Renaming base members renames all shared members.

Shared members cannot be moved to another parent member. You must delete shared members and recreate them under different parent members. Shared members must be at the lowest level (level zero) in the hierarchy and cannot have children. The base member need not be level zero. You can enter data in shared members, and values are stored with base members.

Shared members are displayed similarly to base members in the dimension hierarchy for member selection in Oracle Smart View for Office.

Creating Shared Members

You create shared members the same way as other members, with these differences:

- The base member cannot be the parent of the shared member.
- You cannot add a shared member as a sibling to the base member.
- You must give the shared member the same name as its base member. It can have a different description
- You must select Shared as the Data Storage for the shared member.

Working with Member Formulas

You can define member formulas to combine operators, calculation functions, dimension and member names, and numeric constants to perform calculations on members. Member formulas can also include:

- Operator type, function, value, member name, UDA, and so on allowed in formulas.
- Predefined formula expressions, including Smart List values, that expand into a formula or value upon database refresh.

To define member formulas:

1. Click the **Navigator** icon 
.
2. Under **Create and Manage**, click **Dimensions**.
3. Select the dimension for whose member to add or change a formula.

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4. Select the member and click **Edit**.
5. Select the **Member Formula** tab.
6. Select options for the following fields:
   - **Cube**

     > **Note**
     >
     > With the exception of Account formulas, a formula entered for the default cube will be applied to all cubes unless it's overridden by a different formula entered for a specific cube.
     >
     > Also, a default formula on Account members will only be transferred to Essbase for the source cube and not for any of the other cubes. A default formula won't be transferred to any aggregate storage cubes.

   - **Data Storage**—Select **Dynamic Calc**.

     > **Note**
     >
     > The cube specific data storage field will not display the **Shared** or **Label Only** options. This is because a member can't be set to Shared or Label Only in one cube and not another.

   - **Solve Order**—Specifies the order in which formulas are evaluated. Enter a whole number between 0 and 100000 (or use arrows to increase or decrease the number). The formulas for members that have a specified solve order are calculated in order from the lowest solve order to the highest. The default is 0.

     > **Note**
     >
     > Solve order is available for aggregate storage cubes and also for block storage cubes that are enabled for Hybrid. Solve order for block storage cubes is only editable using the Simplified dimension editor. See Editing Dimensions in the Simplified Dimension Editor

7. In the text box, define formulas for the member.
8. **Optional**: To check the validity of the member formula, click **Validate**.
9. Click **Save**.
   Before you click **Save**, clicking **Reset** restores the previous member formula information.

Viewing Details of Formula Verification

To view details of the member formula syntax verification:

1. On **Member Formula**, click **Validate**.
2. Click **Save**.

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Solve Order in Member Formulas (Hybrid mode only)

Solve Order is a metadata property that can be set either for a dimension or a member that defines the order of member evaluation. The solve order is applied during query execution.

Solve Order can impact the performance of the query. The value of the solve order property determines the priority with which the member formula is calculated. The formula on the members that have a specified solve order are calculated in order from the lowest solve order to the highest.

You can set solve order for dimensions or members, or you can use the default Essbase solve order. The minimum solve order you can set is 0, and the maximum is 127. A higher solve order means the member is calculated later; for example, a member with a solve order of 1 is solved before a member with a solve order of 2.

> **Note**
>
> This applies only for hybrid optimized applications. See: Optimizing the Application Model for Hybrid Aggregation

Table 15-14 Default Solve Order Settings

Dimension/Member Type	Default Solve Order Value
Stored members	0
Sparse dimensions	10
Dense dimension - Account	30
Dense dimension - Time	40
Dense dimension	50
Attribute dimension	90
Two pass dynamic members	100

In summary, the default solve order in hybrid mode dictates that stored members are calculated before dynamic calc members, and sparse dimensions are calculated before dense dimensions, in the order in which they appear in the outline (top to bottom).

Dynamic members (with or without formulas) that do not have a specified solve order inherit the solve order of their dimension unless they are tagged as two-pass. Two-pass calculation is a setting you can apply, in non-hybrid mode, to members with formulas that must be calculated twice to produce the correct value.

Two-pass is not applicable in hybrid mode, and any members tagged as two-pass are calculated last, after attributes. In hybrid mode, you should implement a custom solve order, instead of two-pass, if the default solve order does not meet your requirements.

The default solve order in hybrid mode is optimized for these scenarios:

- Forward references, in which a dynamic member formula references a member that comes later in the outline order. There is no outline order dependency in hybrid mode.
- Aggregation of child values based on outline order more closely matches aggregation using equivalent formulas.
- Dynamic dense members as dependencies inside sparse formulas. In hybrid mode, if a sparse formula references a dense dynamic member, the reference is ignored, because

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sparse dimensions are calculated first. To change this, assign a solve order to the sparse dimension that is higher than (calculated later than) the dense dimension's solve order.

If you need to use a non-default solve order, you can set a custom solve order for members in hybrid mode. See Setting the Solve Order (Hybrid mode only) for how to modify solve order.

If you implement a custom solve order, it overrides the default solve order. If members or dimensions have equal solve order, the order in which they appear in the outline (top to bottom) resolves the conflict.

This behavior can be changed by assigning a custom solve order to the sparse dimension that is higher than the dense dimension's solve order.

Example:

Consider the following example with members of different Solve Orders.

Account (Sparse, default Solve Order 30)

- A1
- A2
- Ratio – Member Formula [A1 / A2]

(default Solve Order 30 inherited from Account)

Data Source (Sparse, default Solve Order 10)

- DataInput
- CustomInput
- Variance – Member Formula [DataInput - CustomInput]

(default Solve Order 10 inherited from Data Source)

Consider the following dataset for the intersections for the January period:

		Jan
DataInput	A1	1000
	A2	1100
CustomInput	A1	600
	A2	650

Calculations with different Solve Orders for Ratio and Variance

Case 1: Ratio with a higher Solve Order than Variance

In this case, Variance will be calculated first, and then corresponding Ratio.

Member	SolveOrder
Ratio	30
Variance	20

Ratio of Variance will be calculated as (Variance->A1)/(Variance->A2).

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		Jan
DataInput	A1	1000
	A2	1100
	Ratio	0.9091
CustomInput	A1	600
	A2	650
	Ratio	0.9231
Variance	A1	400
	A2	450
	Ratio	0.8889

Case 2: Ratio with a lower Solve Order than Variance

In this case, Ratio will be calculated first, and then corresponding Variance.

Member	SolveOrder
Ratio	10
Variance	20

Variance of Ratio will be calculated as (Ratio->DataInput) – (Ratio->CustomInput).

		Jan
DataInput	A1	1000
	A2	1100
	Ratio	0.9091
CustomInput	A1	600
	A2	650
	Ratio	0.9231
Variance	A1	400
	A2	450
	Ratio	-0.014

Setting the Solve Order (Hybrid mode only)

To set the Solve Order property:

1. On the Home page, click **Application** and then **Overview**.
2. Click **Dimensions** to open the Simplified Dimension Editor and select a dimension.

   The **Edit Member Properties** screen for the selected dimension is displayed.
3. Right-click on a header row and uncheck **Default Mode**.
4. Select the **Member Name** column, and from the **Actions** menu, click **Freeze** to freeze the column and edit the member properties.
5. Select the member for which to modify the solve order.

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6. Set the required solve order value in the **Consol Solve Order** column. You can modify the Solve Order for any of the other cubes in the application, such as CbCR, if required.
7. Save your changes.
8. From **Actions,** select **Refresh Database**, and click **Refresh**.

> **Note**
>
> Use simplified dimension editor (see, Editing Dimensions in the Simplified Dimension Editor) to set solve order for the system members.

For more details about the solve order property values, refer to the *Operations Guide*.

You can also modify the solve order property using the Smart View Add-on for Administrator extension.

To set the Solve Order property using Smart View:

1. Using the Dimensions folder on the Smart View panel, open the dimension for which to modify the solve order.
2. From the Financial Consolidation and Close Ad hoc ribbon, select **Member Selection**.
3. From **Member Properties**, select **Consol Solve Order**, and move it to the column. You can modify the solve order for any of the other cubes in the application, such as CbCR, if required.
4. Specify the dimension member to be modified on the row.
5. Edit the value in the **Solve Order** column and click **Submit Data** on the Ad hoc ribbon.
6. Right-click the **Dimensions** folder on the Smart View panel, and select **Refresh Database** to initiate a cube refresh.

> **Note**
>
> This applies only for hybrid optimized applications. See: Optimizing the Application Model for Hybrid Aggregation

Best Practices for Member Formulas

- Use the @NONEMPTYTUPLE() directive when the formula assigns Sparse cross-dimensional references. Using this directive will cause query execution to occur in bottom-up mode and to resolve dependency analysis quickly in cases where the formula cache is sparse.
- Try to limit the scope of a formula to only include relevant members.
- Hybrid Only: Avoid returning direct constants. See this section Dynamic Calculations in Hybrid Aggregations in *Designing with Calculation Manager*
- Hybrid Only: Avoid level 0 Dynamic Calc members without formulas.
- Hybrid Only: Avoid the Two Pass Calculation property. Instead, use Solve Order.
- Hybrid Only: See Functions Not Supported for Hybrid Aggregation in *Designing with Calculation Manager*.
- Avoid returning #MISSING in formulas.

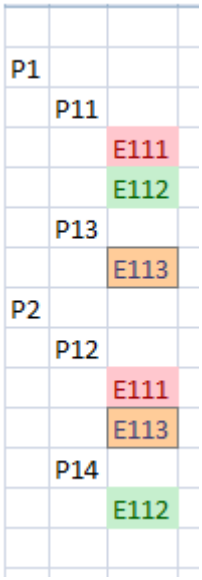
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```
]IF("Account A" + Account B" < 0)
    "Account C";
  ELSE
    #MISSING;
  ENDIF
Good Example:
  IF("Account A" + Account B" < 0)
    "Account C";
  ENDIF
```

Creating Alternate Hierarchies

In the Entity dimension, you can create alternate hierarchies, where a single entity can have multiple parents. The parent members can be in different currencies and the translation that happens in the parent currency member will be different for these entities. To accomplish this, you use partially shared members, where only a part of input data is shared across all instances of the entities.

The following example shows a leaf-level entity that has more than one parent.



In this example:

- Entity E111 is a child of both P11 and P12.
- Input data that is entered for E111 at either P11 or P12 is replicated to the other entity after Save. You can enter the data at any of P11.E111 and P12.E111 members.
- After consolidation, the calculated values at P11.E111 and P12.E111 can be different. For example, suppose the application is a multi-currency application, where the currency of E111 is GBP. P11 currency is USD and P12 currency is EUR. When entering data to E111, data is always entered in the entity currency member of the Currency dimension. The parent currency member is calculated and the values for Parent currency for P11.E111 and P12.E111 will be different, as the exchange rates between GBP and USD, and GBP and EUR can be different.

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You can also create an entity hierarchy where a parent level entity has more than one parent. However, a hierarchy where the parent level has multiple parents that have different children is not supported.

You build an alternate hierarchy by creating partial share Entity members, and selecting "Shared" as the Data Storage member property. For the Entity dimension, the Data Storage property creates partially shared members.

In the Member Selector, you can view the parent and child relationships. When you select an entity, the member selector displays it as Parent.Child, for example, North America.USA. You can then select the entity you want, or if an entity has multiple parents, you can select each occurrence of the entity under different parents.

When you enter transaction data, you only need to enter data once, either for the Primary or Shared member.

You can also enter data once in data forms. For example, suppose E111 is a partially shared entity that has two parents, E11 and E12. In a data form, if you enter the amount 100 in E11.E111 and save it, 100 is immediately shown in E12.E111. If you change the amount to 150 in E12.E111 and save it, the same amount is reflected in E11.E111. In data forms, you can select whether to display the members of the Entity dimension as Parent.Child, and whether to display their currencies.

When you export data, the same data is exported for partially shared entities and the data is exported in the Parent.Child format. If you import data to one of the partially shared entities in a data file, the data is imported to the other one also.

Any change that is made to one partially shared entity that results in a change of calculation or process management status will be reflected in other instances of the entity. For example, if one instance is consolidated and its status changes to OK, the status of the other instances changes to OK. The same rule applies for locking and unlocking of partially shared entities.

Security and valid intersection rules defined for an entity also apply for its partially shared instances.

See the following sections:

- Creating Shared Members
- Creating an Alternate Hierarchy in the Entity Dimension

Creating an Alternate Hierarchy in the Entity Dimension

The Entity structure can be part of an alternate hierarchy. Parents for shared entities may have a different currency.

To create an alternate hierarchy in the Entity dimension:

1. From the Home page, click the Navigator, then **Create and Manage**, and then **Dimensions**.
2. Under **Dimension**, select **Entity**.
3. Under **FCCS-Total Geography**, select a primary entity that is set to **Never Share** for the **Data Storage** value.
4. Select a parent entity that is set to**Never Share** for the **Data Storage** value.
5. Add the primary entity as a child of the Parent Entity as a Shared Member.
   a. For the selected parent, click Add Child  .

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b. On the **Member Properties** tab, enter the name of the child member.

c. Under **Data Storage**, select **Shared**.
Shared entities share their properties, other than the aggregation type, with the primary instance of the member.

d. Under **Plan Type**, set the aggregation type to **Ignore** for all cubes (**Consol**, **Rates** and **CbCR**). Because the Entity dimension is aggregated as part of the Consolidation process, it must be set to **Ignore** for the native Essbase calculation. If another option is selected, it will default to **Ignore** when the database is refreshed.

e. Click **Save**. The entity member is added, and labelled as "Shared".

6. From the Home page, select **Application**, then **Overview**, and then click **Refresh** to refresh the database.

> **Tip**
>
> As a best practice, back up your database before refreshing the database.

7. From the Home page, click the Navigator, then **Create and Manage**, and then **Forms**.

8. To set the display of the entity name and associated currencies, select the **Layout** tab on the form, and perform the following steps:

a. Select **Attribute Dimensions**, then **Columns**, to view the Primary Entity, and the Shared Entities that are the parent/child relationship. For example, `[Primary Entity],[Shared Entity 1],[Shared Entity 2]`.

b. Under **Dimension Properties**, for **Show Qualified Name**, select a display option:

- **Never**--Never display qualified names. This is the default.
- **As Needed**--Display qualified names for shared entity names only.
- **Always**--Display qualified names for all entity members.

c. Click **Save**.

9. To enter data for the alternate hierarchy, perform the following steps:

a. From the Home page, select **Library**.

b. On the **Data Entry** screen, select **Forms**,, and then open your form.
The form displays the primary and shared parent entities, and the associated currency. The currency values display the parent currency/shared member base currency. For example:

- (CAD/CAD) – The currency for both the parent and shared member entity is set to CAD (Canadian Dollar).
- (USD/CAD) – For the shared partial entity, the currency for the parent is USD, and the Shared entity currency is CAD.

c. Enter the value for the **Entity Currency**, and then click **Save**.
When you add data to one instance of a shared entity, all other instances are automatically updated. For the Parent Entity, the value displayed is translated to the appropriate currency.

10. Click **Save**, and then **Close**.

11. From **Actions**, select **Consolidate** to run the consolidation for the Primary Entity.
Because the parent entities may be entered using different currencies, the amounts may differ as they reflect the translation of currencies. Intercompany eliminations may also be different.

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12. Click **Save**, and then **Close**.
13. From the Home page, select **Library**, then **Tax Administration**, and then **Data Status** .
14. Under **Calculation Status**, review the status for the selected entries.

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Editing Dimensions in the Simplified Dimension Editor

Related Topics

- About Editing Dimensions in the Simplified Dimension Editor
- Accessing the Simplified Dimension Editor
- Working with Dimensions Using the Simplified Dimension Editor
- Editing Dimension Properties
- Editing Member Properties using the Simplified Dimension Editor

About Editing Dimensions in the Simplified Dimension Editor

The Simplified dimension editor displays dimensions and members in a grid format. With the grid format, dimensions and members are editable on a single page. You can edit member properties directly on the grid and you can perform ad hoc operations such as zooming in, zooming out, keep selected, remove selected, and freeze.

In addition:

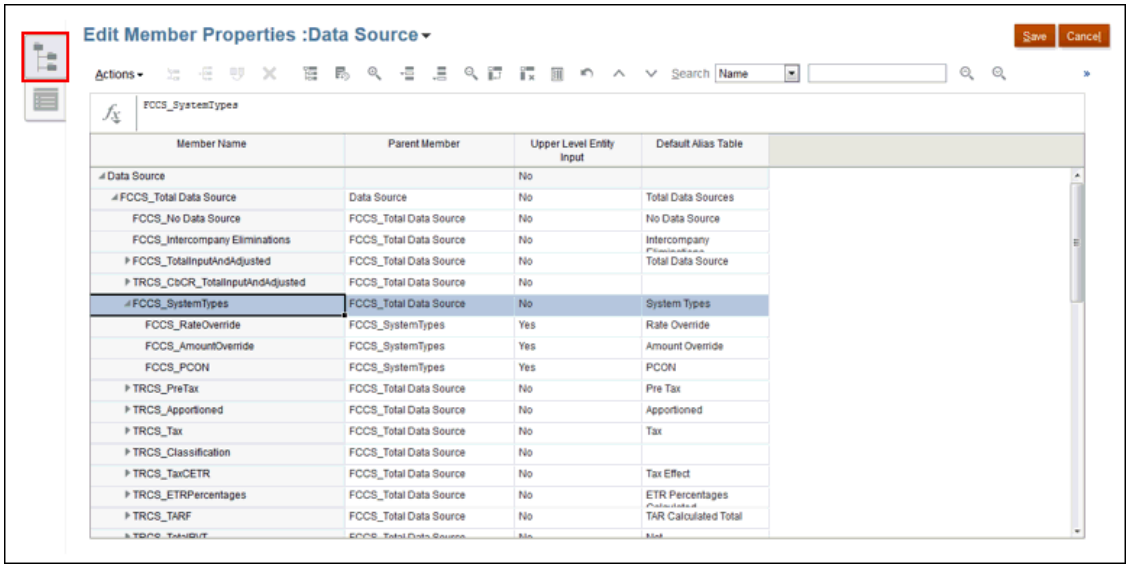
- The grid provides the ability to do a filtered search within the grid and to reorder columns using drag-and-drop. The expansion states of the member hierarchy in the grid are saved for the next session.
- The column selector interface enables you to select the columns that will display within the grid. The column selector groups properties according to their functionality and saves the column selections that you add to the grid for the next session. There is also an option to resize the columns so that all columns are visible on the grid without scrolling.

Users with the security roles to view and edit dimensions in the Classic dimension editor can perform similar actions in the Simplified dimension editor.

The Simplified dimension editor enables you to check for invalid dimension member properties and take action to correct the properties. Invalid properties are bordered in red in the dimension editor grid.

For a detailed list of member properties, see

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Watch the following videos:

- Overview: Performing Key Tasks in the Simplified Interface Part 1
- Overview: Performing Key Tasks in the Simplified Interface Part 2

Accessing the Simplified Dimension Editor

To access the Simplified dimension editor:

1. From the Home page, click **Applications**, and then click **Overview**.
2. Click **Dimensions**.
3. Click the down arrow to the right of **Cube** to filter the list of dimensions by cube.
4. Click the name of the dimension that you want to view.
5. Select from the following tabs:
   - **Edit Dimension Properties**—Click to view and edit dimension details.
   - **Edit Member Properties**—Click to view and edit dimension members.

Working with Dimensions Using the Simplified Dimension Editor

The Simplified dimension editor displays dimensions and members in a grid format. With the grid format, dimensions and member properties are editable on a single page. You can edit member properties directly on the grid. You can create multiple members working on the Dimension Editor.

See the following sections:

- To edit dimension properties, see Editing Dimension Properties.
- To edit dimension member properties, see Editing Member Properties using the Simplified Dimension Editor.

Switching to Another Dimension

To switch to another dimension while viewing the Simplified dimension editor grid:

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1. View **Edit Member Properties**. See Accessing the Simplified Dimension Editor.
2. Click the down arrow next to the dimension name at the top of the page.

Customizing the Column Layout

Each column in the Simplified dimension editor grid represents a member property (**Member Name**, **Parent Member**, **Default Data Storage**, and so on). The columns that initially display on the grid can be different based on which dimension type you are editing. You can customize the layout of columns in the Simplified dimension editor grid by hiding, unhiding, or resizing columns.

You can customize the layout of columns in the **Edit Member Properties** grid by hiding, unhiding, resizing, or reordering columns. You can also display the complete set of properties (all columns) by selecting **Select All** in the **Select Columns** dialog box.

The properties listed in the column selector are not a flat list of properties. Instead, properties are grouped in the column selector according to their functionality. For example, Account-specific properties such as **Account Type**, **Variance Reporting**, and **Time Balance**, are grouped under **Account** in the column selector. When you select **Account** in the column selector, all properties in the group are selected for inclusion in the grid. Then you can clear the checkboxes for any properties that you don't want added to the grid.

To customize the column layout in the Simplified dimension editor grid:

1. View **Edit Member Properties**.

   See Accessing the Simplified Dimension Editor.

   Each column in the **Edit Member Properties** grid represents a member property. The list of properties (columns) that initially displays on the grid can be different based on which dimension type you're editing. You can customize the layout of columns in the rid by hiding, unhiding, or resizing columns. You can also display the complete set of properties (all columns) by selecting **Select All** in the **Select Columns** dialog box.
2. On the dimension grid, right-click any column heading.

   A checklist of columns displays. Also displayed are column or grid resizing options.
3. Select or clear the check boxes for the columns you want to hide or unhide on the grid.

   Each column in the **Edit Member Properties** grid represents a member property. The list of properties (columns) that initially displays on the grid can be different based on which dimension type you're editing. You can customize the layout of columns in the rid by hiding, unhiding, or resizing columns. You can also display the complete set of properties (all columns) by selecting **Select All** in the **Select Columns** dialog box.
4. To change the size of the grid or the columns that are displayed on the grid, select or clear the following resizing options:
   - **Force fit columns**—Resizes the columns so that all columns are visible on the grid without scrolling.
   - **Synchronous resize**—Resets the size of the grid to original settings.

Viewing Ancestors

Ancestors are all the members above the selected member in the dimension hierarchy.

To view the ancestors for the selected member in the Simplified dimension editor grid:

1. View **Edit Member Properties**. See Accessing the Simplified Dimension Editor.

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2. Select a member on the dimension editor grid.
3. Click **Show Ancestors**.

> **Tip**
>
> Alternatively, you can view a member's ancestors by clicking  .

Showing Member Usage in an Application

Before performing such operations as deleting members, it's important to understand where in the application the members are used (in which forms, approval units, exchange rates, and so on) by using **Show Usage**.

To view where members are used in an application using the Simplified dimension editor:

1. View **Edit Member Properties**. See Accessing the Simplified Dimension Editor
2. Select a member on the dimension editor grid.
3. Click **Show Usage**.

> **Tip**
>
> Alternatively, you can click  to view where a member is used in the application.

Focusing Your Editing

Use zoom in, zoom out, keep selected, remove selected, and freeze to focus your editing while working in the Simplified dimension editor grid.

To perform these operations while viewing the dimension editor grid:

1. View **Edit Member Properties**. See Accessing the Simplified Dimension Editor.
2. To focus your editing on specific members in the grid, select a member, and then click one of the following zoom operations:
   - **Zoom In Next level**—Displays all members one level below the selected member
   - **Zoom In All levels**—Displays all descendant members below the selected member
   - **Zoom In Bottom level**—Displays all descendant members of the selected member that have no children
   - **Zoom Out**—Displays the member one level above the selected member
3. To focus your editing on specific rows or columns in the grid, select a row or column, and then choose from the following operations:
   - **Keep Selected**—Displays only the selected row or column on the grid
   - **Remove Selected**—Removes the selected row or column from the grid
   - **Freeze** (Columns only)—Keeps the selected column and all columns to the left of the selected column stationary so the column or columns cannot be scrolled. Only columns to the right of the frozen column can be scrolled. For example, you can freeze the first column that includes the member name so that you can scroll and edit that

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member's properties and still see the member name. To unfreeze columns, click **Freeze** once again.

Finding Members

To find dimension members in the Simplified dimension editor grid:

1. View **Edit Member Properties** for a dimension. See Accessing the Simplified Dimension Editor.
2. For **Search**, select **Name**, **Alias**, or **Both**.
3. Enter the search text (member name, alias, or partial string) for which to search.
   - : **Search Up**
   - : **Search Down**
   - : **Filtered Search** searches for all members that match the search term and returns a list of members. Click **Clear Filter** to display the unfiltered grid again.

Sorting Members

You can sort members in ascending or descending order, by children or descendants. Sorting members affects the outline.

To sort members using the Simplified dimension editor:

1. View **Edit Member Properties**.

   See Accessing the Simplified Dimension Editor.
2. On the dimension grid, select the members whose children or descendants you want to sort.
3. For **Sort**, select **Children** or **Descendants**.

   Sorting by children affects only members in the level immediately below the selected member. Sorting by descendants affects all descendants of the selected member. If you do not see the **Sort** options at the top of the page, click .
4. Click **Sort Ascending** or **Sort Descending**.

Moving Members to Another Hierarchy

To move members to another hierarchy in the Simplified dimension editor:

1. View **Edit Member Properties**. See Accessing the Simplified Dimension Editor.
2. View **Edit Member Properties**.
3. Click **Save**.

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> **Tip**
>
> Alternatively, you can click **Actions**, then select **Move Up** or **Move Down** to move a member up or down one position in the hierarchy. You can also right-click on a cell in the grid to view the **Move** options.

Copying Member Names from Microsoft Excel

To copy and paste member names from Microsoft Excel:

1. In Excel, highlight the member names in one cell or in a range of cells, and press Ctrl+C to copy the data onto the clipboard.
2. Highlight and select the target cell or cells in the Simplified dimension editor, and then press Ctrl+V.
3. When the Clipboard helper is displayed, press Ctrl+V again. The data is pasted to the Clipboard helper.
4. Click **Paste** to paste the data into the Simplified dimension editor.

Working with Member Formulas

You can define or edit member formulas directly in the Simplified dimension editor grid, in the formula bar, or in the **Member Formula** dialog where you can validate member formulas.

You can define member formulas to combine operators, calculation functions, dimension and member names, and numeric constants to perform calculations on members. Member formulas can also include:

- Operator type, function, value, member name, UDA, and so on allowed in formulas.
- Predefined formula expressions, including Smart List values, that expand into a formula or value upon database refresh.

To define or edit member formulas in the Simplified dimension editor:

1. View **Edit Member Properties**. See Accessing the Simplified Dimension Editor.
2. In the **Default Formula** column of the grid, select the member for which you want to define or edit a formula. Define or edit the formula for the member using one of the following options:
   - Click the cell once more in the dimension editor grid to enter or edit the formula.
   - Click within the formula bar above the dimension editor grid, and then enter or edit the formula.
   - Click  next to the formula bar, and then enter or edit the formula.
   - If you don't see the **Default Formula** column, you'll need to add it to the grid. Click  to open the **Select Columns** dialog, expand **Member Formula**, select **Default Formula**, and then click **OK**. After selecting it, the **Default Formula** column will be included in the grid for all subsequent sessions.
   - To include member names in formulas, keep the focus on the formula cell in the grid. Press Ctrl while clicking the member name you want to include in the formula. The member name will display in the formula bar.

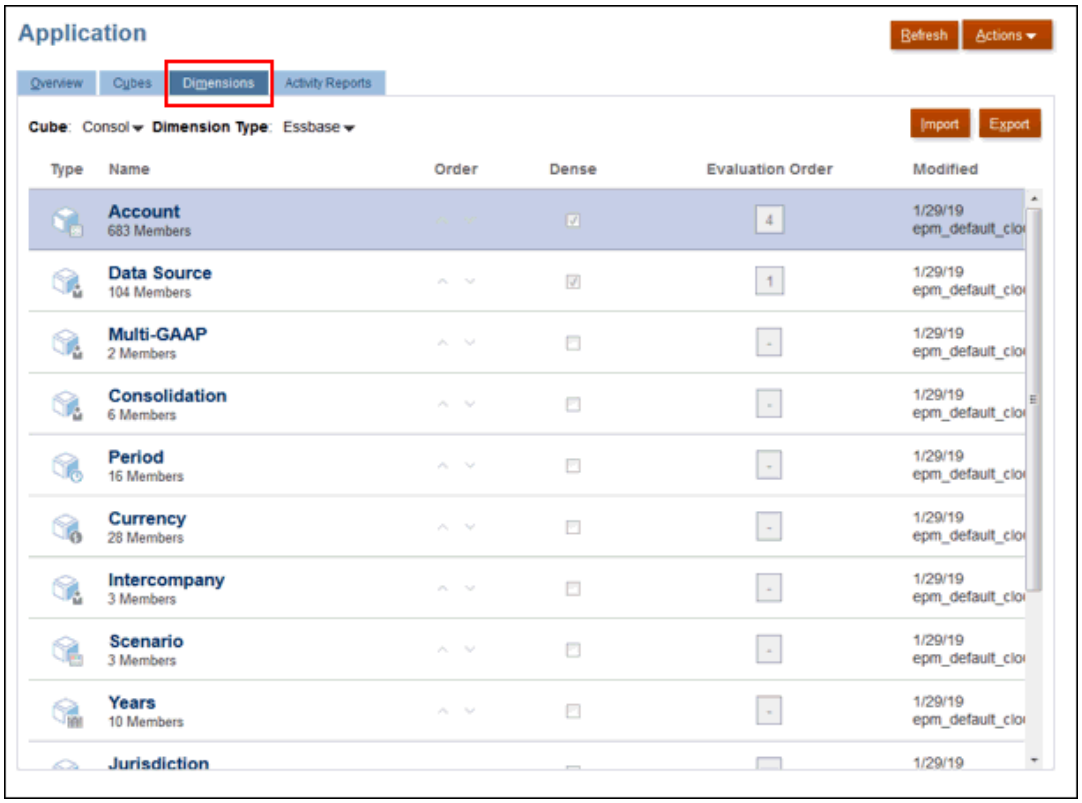
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- **Optional**: To check the validity of a member formula, click  next to the formula bar, and then click **Validate**.
- Click **Save**.

Editing Dimension Properties

To edit dimension properties (see also: Setting Dimension Properties):

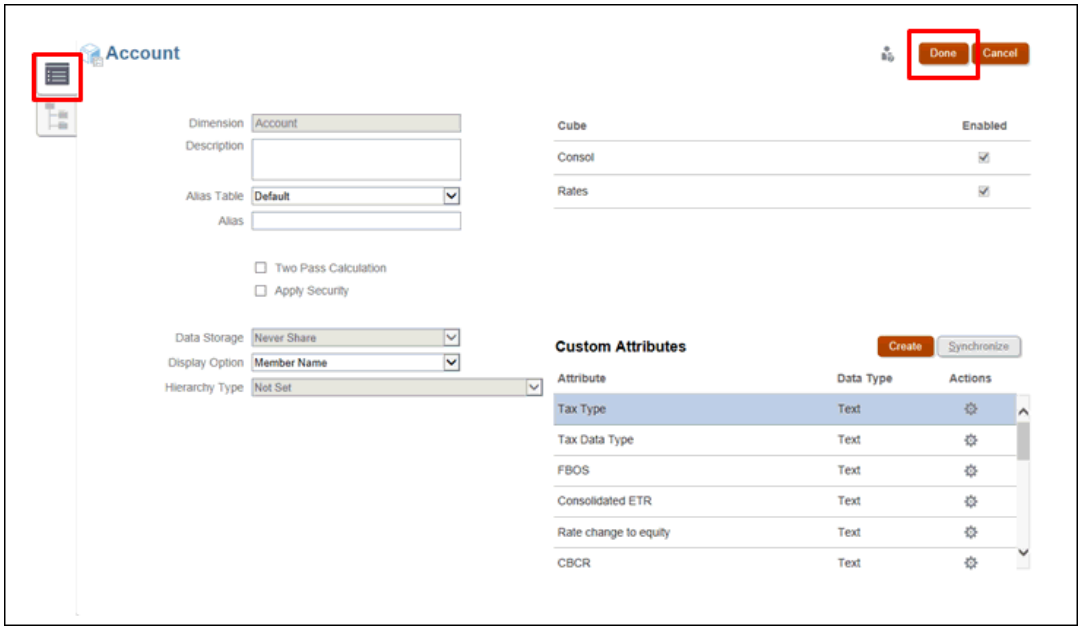
1. On the Home page, click **Applications**, and then **Overview**.
2. On the **Applications** screen, click **Dimensions**.



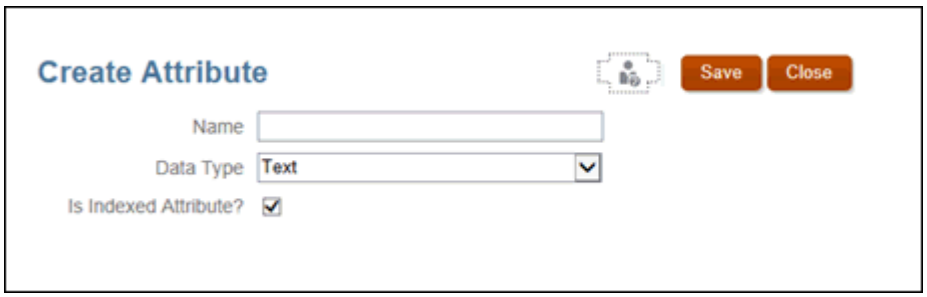
> **Note**
>
> The **Cube** drop-down list defaults to **All**. Click the down arrow to the right of the **Cube** drop-down list to filter the list of dimensions by cube.

3. Click the name of the dimension that you want to view or modify to open Edit Dimension Properties  .

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4. On the Edit Dimension Properties screen, modify the dimension properties, as required.
5. **Optional:** For a sparse dimension only, click **Create** to add an attribute dimension.



6. Click **Done**.

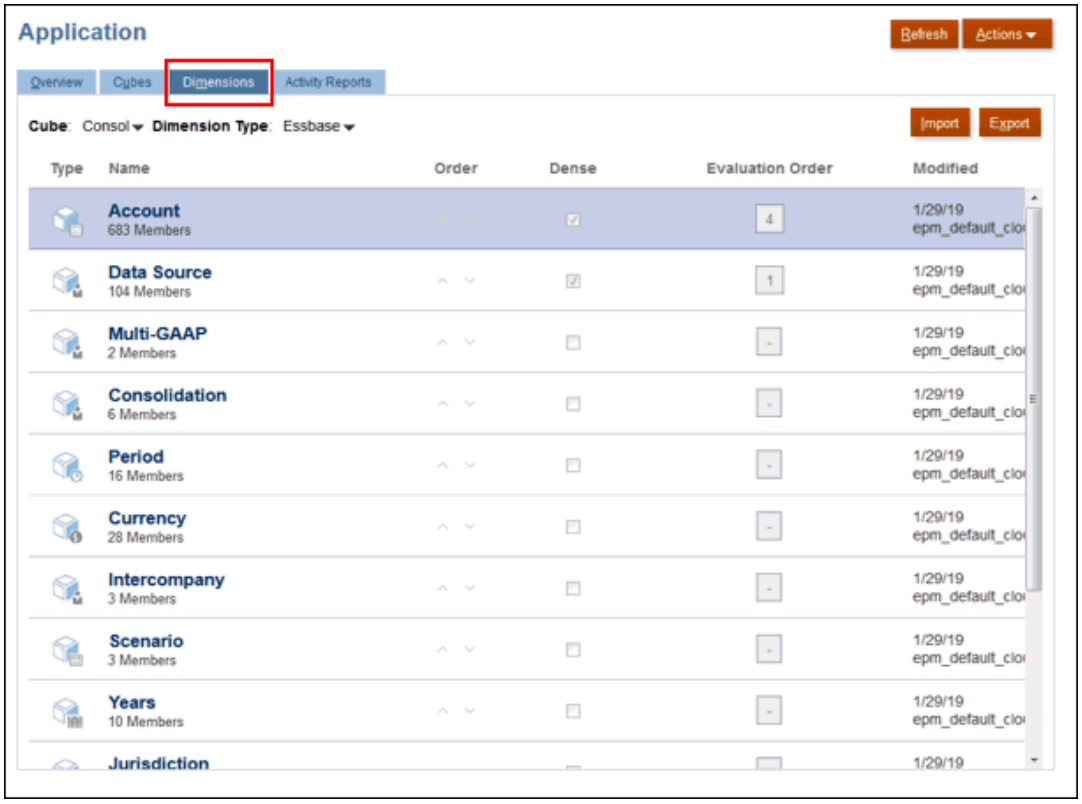
Editing Member Properties using the Simplified Dimension Editor

You use the Dimension Editor to edit member properties for the available dimensions. You can work on multiple members at a time.

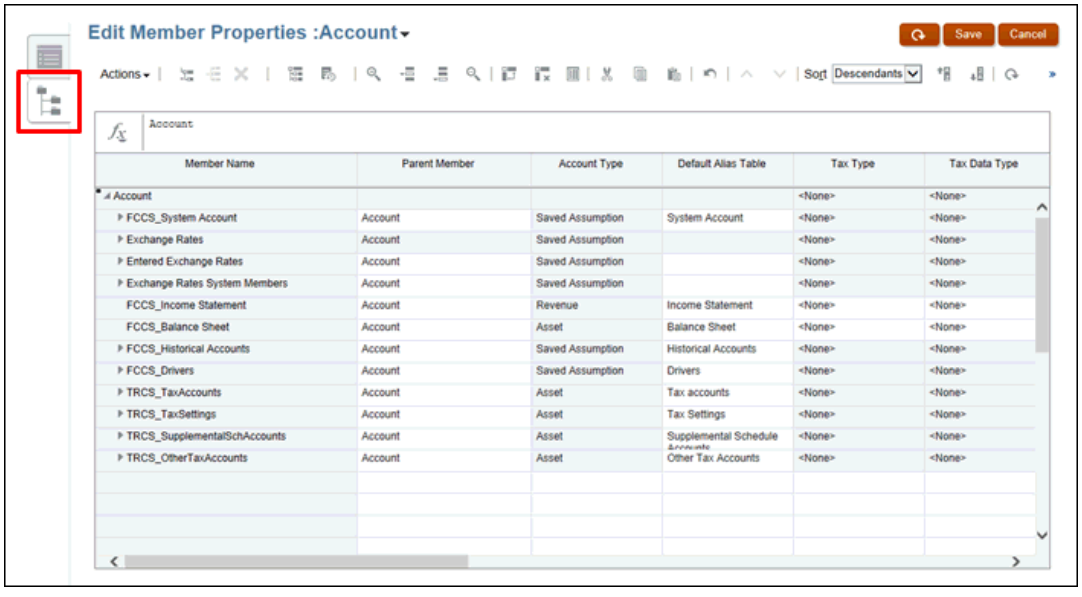
To edit dimension member properties:

1. On the Home page, click **Applications**, and then **Overview**.
2. On the **Applications** screen, click **Dimensions**.

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3. Click the name of the dimension for which you want to view or modify the member properties, and then click **Edit Member Properties**  . Details for the selected members are displayed on the Dimension Editor, including the associated formula and attributes.

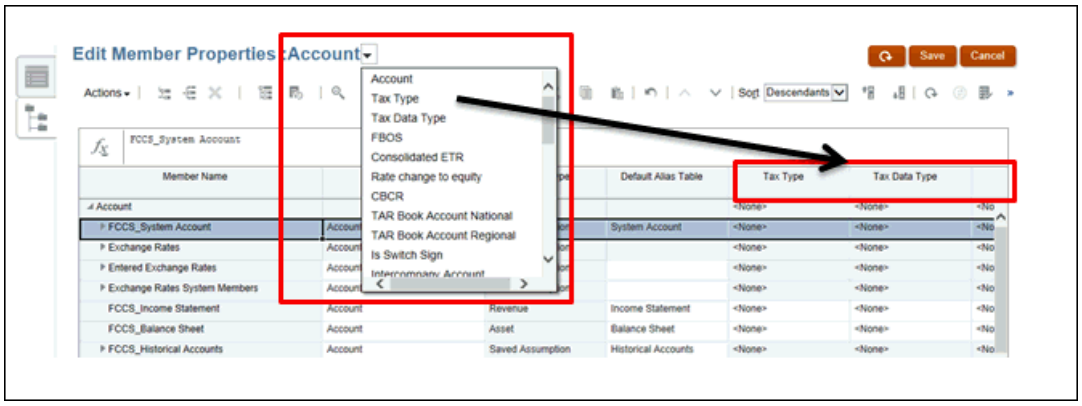


4. Beside the name of the Dimension, such as Account, click the caret  to display all the attributes for the selected dimension and members:

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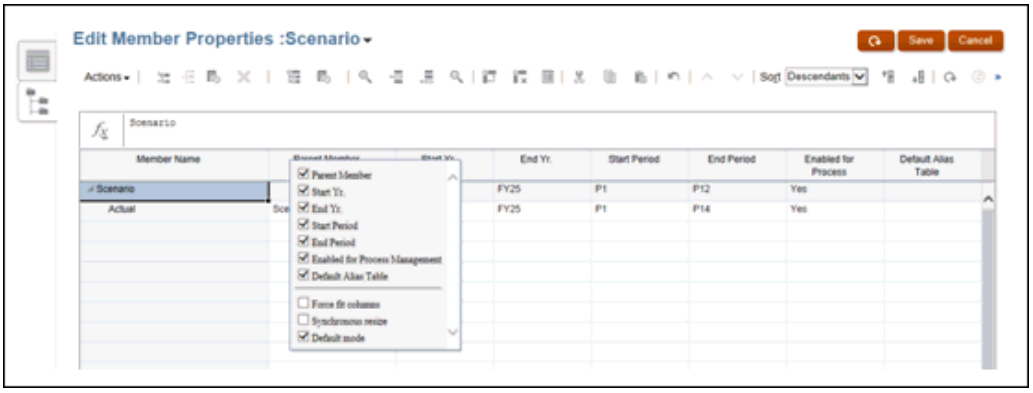
- In the drop-down list
- Column Headers

To edit member properties in the Simplified dimension editor grid, click within a grid cell to edit text or to view a drop-down menu from which you can choose member properties. You can also drag and drop member property values over to rows and columns to fill in properties that are the same.



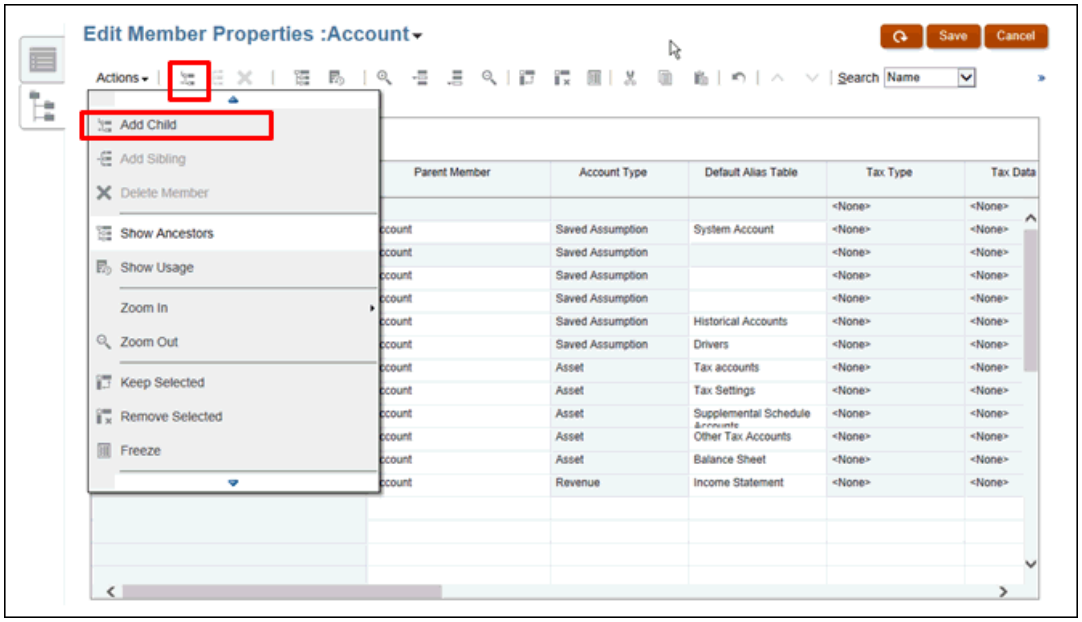
Each column in the **Edit Member Properties** grid represents a member property. The list of properties (columns) that initially displays on the grid can be different based on which dimension type you're editing. You can customize the layout of columns in the rid by hiding, unhiding, or resizing columns. You can also display the complete set of properties (all columns) by selecting **Select All** in the **Select Columns** dialog box.

5. **Optional:** To control the view of the table, right-click the column header for the **Member Name** or **Parent Name**, and select the options to display the table:
   - Select **Force Fit Columns** to display all available columns on the screen.
   - Select **Synchronous Resize** to display each column with an equal width.
   - Select **Default Mode** to display only those columns selected on the drop down. If you clear **Default Mode**, all the available columns are displayed.



6. **Optional:** From **Actions**, select the option or icon to modify the dimension properties, such as **Add Child**, **Add Sibling**, **Show Ancestors** or **Show Usage**, and so on.

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7. **Optional:** For a sparse dimension only, click **Create** to add an attribute dimension.
8. Under **Actions**, select **Validate Metadata Definition** to check the validity of the member formula. Any validation errors are displayed, and must be fixed before you can proceed.
9. Click **Save**.

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Importing and Exporting Data

Related Topics

- Importing Data
- Exporting Data
- Viewing Data Import and Export Status

Importing Data

To prepare your application, you load the following data:

- Book Data, including Trial Balance and Tax Return data

> **Note**
>
> Trial Balance data should be loaded to `TRCS_TBClosing` Movement and `FCCS_Data Input` or `FCCS_Managed Data` Data Source. Other book data, for example, fixed asset tax depriciation, can be loaded to `TRCS_BookClosing` Movement and `FCCS_Data Input` or `FCCS_Managed Data` Data Source.

- Tax Account Data, including Permanent and Temporary adjustments, and tax loss and credit adjustments
- Payments and Refunds for Tax Rollforward
- Average Number of Employees (for Country by Country reporting)

Before you load data, ensure you are meet the following conditions:

- Load only to base members
- Ensure data contains only valid target amounts
- Ensure approval units to which you are loading are not already locked

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

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

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

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

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> **Note**
>
> If you have a file that is not in the required format for Tax Reporting, or you need to control when the integration process exceeds the native data load utility, Service Administrators can set up profiles, create the data load rules, define mappings, and load data from an external system. See Importing and Exporting Data using Data Integration

To import data:

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

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

Watch this video for more information on loading data in Tax Reporting:  Overview: Loading data in Tax Reporting Cloud.

Creating the Data Import File

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

Creating Data File Import Format

The file format consists of rows and columns.

The first row consists of Column Headers. The first Column Header is the Dimension name of the import dimension. After that, there can be members from one other dimension called the driver dimension. The next Column Heading is the Point-of-View, and the last Column Heading is Data Load Cube Name.

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

Importing Modes and Accumulation Types

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

- **Import Mode**—Select one of these options:

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  - **Merge**—Use this option to overwrite the data in the application with the data in the load file. Each record in the data load file is imported into the cell, replacing the old value, if any.
  - **Replace**—Use this option to replace data in the application. In Replace mode, before the first record for a specific Scenario/Year/Period/Entity/Mapped Data Source is encountered, the entire combination of data for that Scenario, Year, Period, Entity, and Mapped Data Source is cleared, whether manually entered or previously loaded.

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

See also: Importing Mode and Accumulation Type Examples and Loading the Data Import File

> **Note**
>
> If you have more than one line for the same POV with data and you want the data to be accumulated and loaded, the Drill through takes you to the workbench to show all the lines that came in after the import step. Hence, you can see all the imported rows. However, the Drill through reports show data from the application after the job has exported data to the application. So, if you did not choose to accumulate within file, you will only see the last row from the file replacing any prior rows for the same cell.

Importing Mode and Accumulation Type Examples

The following examples show how the import mode and accumulation type options work. Suppose the following data exists in the application:

```
Actual, FY15, Jan, California, Sales: 20,000
Actual, FY15, Jan, California, COGS: 10,000
Actual, FY15, Jan, California, Expenses: 5,000
```

A load file with the below content is imported:

```
Entity, Sales, COGS, Point-of-View, Data Load Cube Name
California, 10000, 15000, ("Actual", "FY15","Jan"), Consol
California, 25000, 5000, ("Actual", "FY15","Jan"), Consol
California, #Missing, , ("Actual", "FY15","Jan"), Consol
```

> **Note**
>
> The import will not overwrite existing data values with `#MISSING` or blank values. The last row in the data file will have no impact on data in the system.

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

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Import Mode: Merge, Accumulation Type: None

```
Actual, FY15, Jan, California, Sales: 25,000 (second record wins)
Actual, FY15, Jan, California, COGS: 5,000 (second record wins)
Actual, FY15, Jan, California, Expenses: 5,000
```

Import Mode: Replace, Accumulation Type: None

```
Actual, FY15, Jan, California, Sales: 25,000
Actual, FY15, Jan, California, COGS: 5,000
Actual, FY15, Jan, California, Expenses: #MI (Replace clears all data for all
Scenario, Year, Period, Entity, Data Source combinations in the file before
the import)
```

Import Mode: Merge, Accumulation Type: With Database

```
Actual, FY15, Jan, California, Sales: 55,000 (Accumulate two records with
existing value in database)
Actual, FY15, Jan, California, COGS: 30,000
Actual, FY15, Jan, California, Expenses: 5,000
```

Import Mode: Replace, Accumulation Type: With Database

```
Actual, FY15, Jan, California, Sales: 35,000
Actual, FY15, Jan, California, COGS: 20,000
Actual, FY15, Jan, California, Expenses: #MI (Replace clears all data for all
Scenario, Year, Period, Entity, Data Source combinations in the file before
the import)
```

Import Mode: Merge, Accumulation Type: Within File

```
Actual, FY15, Jan, California, Sales: 35,000
Actual, FY15, Jan, California, COGS: 20,000
Actual, FY15, Jan, California, Expenses: 5,000
```

Import Mode: Replace, Accumulation Type: Within File

```
Actual, FY15, Jan, California, Sales: 35,000
Actual, FY15, Jan, California, COGS: 20,000
Actual, FY15, Jan, California, Expenses: #MI
```

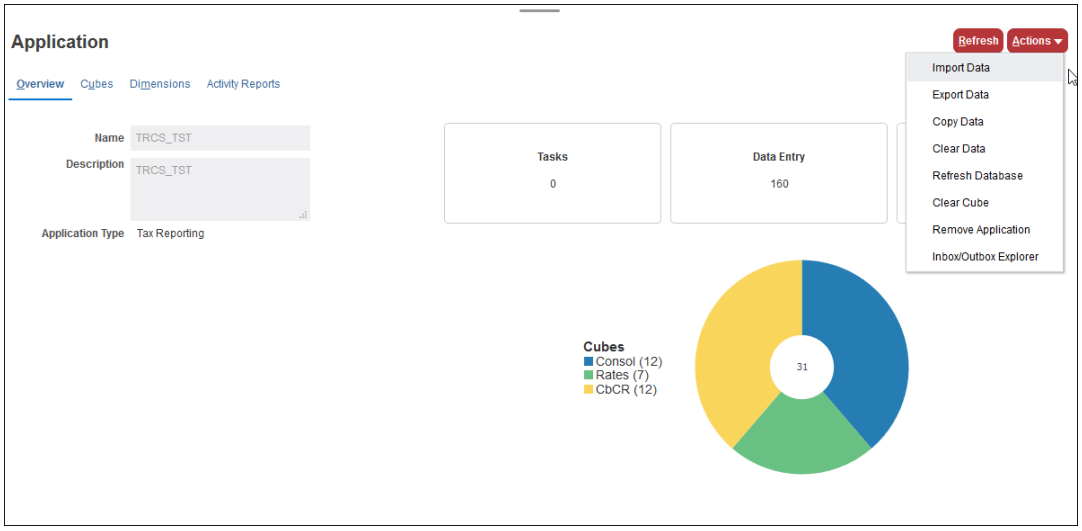
See also: Importing Modes and Accumulation Types and Loading the Data Import File

Loading the Data Import File

To import the data file:

1. On the Home page, click **Applications**, and then click **Overview**.
2. On the Application screen, click the **Overview** tab, and then from **Actions**, select **Import Data**.

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3. On the Import Data screen, click **Create**. A second Import Data screen is displayed.



4. Under **Location**, select the location of the data import file:
   - **Local**—Imports the data import file from a location on your computer.
   - **Inbox** —Imports the data import file from the server.
5. For **Source Type**, select the data source type:
   - **Planning**
   - **Essbase**
6. For **File Type**, select an option:
   - **Comma delimited**
   - **Tab delimited**
   - **Other**—Enter the delimiter character that is used in the import file. For a list of supported delimiter characters and exceptions, see Other Supported Delimiter Characters.

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> **Note**
>
> If you have selected **Essbase** as Source Type, you do not get to see this option. You will instead have an option to select **Cube** for which you would like to load the data in Essbase format.

7. Select the **Import Mode**:
   - **Merge** - Use this option to overwrite the data in the application with the data in the load file. Each record in the data load file is imported into the cell, replacing the old value, if any.
   - **Replace** - Use this option to replace data in the application. In Replace mode, before the first record for a specific Scenario/Year/Period/Entity/Mapped Data Source is encountered, the entire combination of data for that Scenario, Year, Period, Entity, and Mapped Data Source is cleared, whether manually entered or previously loaded.

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

   See also: Importing Modes and Accumulation Types and Importing Mode and Accumulation Type Examples
9. Select the source file: Under **Source File**, browse to select the source file, and then click **Update**.
   - If you selected **Local**, click **Browse** to navigate to the file.
   - If you selected **Inbox**, enter the name of the file in **Source File**.
10. From **Date Format**, select the format that you want to use.

> **Note**
>
> If you have selected **Essbase** as Source Type, you do not get to see this option. Instead, you will have an option to select the **Delimeter** (**Space** or **Tab**) used in the load file.

11. From **Missing Data Label**, specify how you want missing values to display in forms. Enter an alphabetic value that does not exceed 16 characters. You may begin the value with a # (number sign). If no value is entered, the system defaults to #MISSING.

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

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> **Note**
>
> If you have selected **Essbase** as Source Type, you do not get to see this option. Instead, you will have an option to stop processing if any error occurs by selecting **Stop In Case of Error** .

12. Under **Last Import**, review the date of the previous import. If this is the first time, a message is displayed to advise that there is no data to display.
13. **Optional:** If the selected location is **Inbox**, click **Save as Job** to save the import operation as a job, which you can schedule to run immediately, or at a later time.
14. **Optional:** If the selected location is **Local**, click **Validate** to test whether the import file format is correct.
15. **Optional:** Before beginning the import, review the selected options.

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

16. Click **Import**.

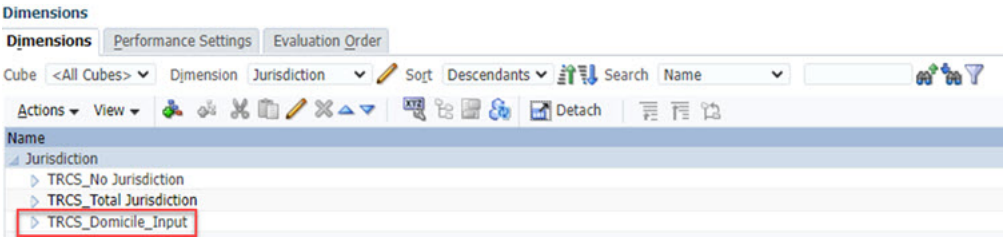
> **Note**
>
> The import will not overwrite existing data values with #MISSING values. However, you can select Replace as the Import Mode (see Importing Modes and Accumulation Types) to clear data before the import. You can also run a clear cube job prior to import, or clear data with a script/rule or using the REST API:
>
> - You can run a Clear Cube job that enables you to clear specific business process data within input and reporting cubes. See Creating Clear Cube Jobs.
> - You can write a business rule that uses the CLEARDATA Oracle Essbase command to clear specific data values. See CLEARDATA in *Technical Reference for Oracle Analytics Cloud - Essbase*.
> - You can use the Clear Data Slices REST API to clear business process and Essbase data for a specified region. See Clear Data Slices in *Oracle Fusion Cloud EPM REST APIs*.

17. From the information message that the data was submitted successfully, click **OK**.
18. To view details about the import process, click **Application**, then click **Jobs**, and under **Recent Activity**, click the link for the import to view the details.

Automatic Mapping of Jurisdiction with Entity

In Tax Reporting, you can specify the **TRCS_Domicile_Input** Jurisdiction member when importing data via data import, Data Exchange, or Supplemental Data Management. Using **TRCS_Domicile_Input** allows you to import data without specifying the correct national Jurisdiction (domicile) for each entity.

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Post data import, the system automatically identifies the national Jurisdiction (level 0 descendant of All National) for each Entity based on the Entity's Domicile attribute configuration. The system then routes the data to the appropriate national Jurisdiction.

> **Note**
>
> However, there are some limitations with default jurisdiction member, see Limitations.

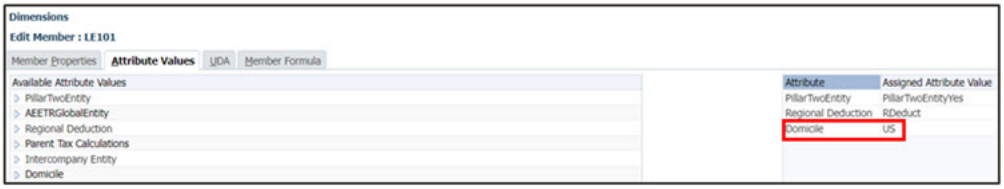
Example

- Import below data file from **Application** → **Overview** → **Import Data** (See: Creating the Data Import File)
  Account, LE101, Point-of-View, Data Load Cube Name

  11102, 9099, "P1, FCCS_Entity Input, FCCS_No Intercompany, TRCS_TBClosing, FCCS_No Multi-GAAP, TRCS_Domicile_Input, Plan, FY24, FCCS_Periodic, Entity Currency, FCCS_Data Input", Consol

  > **Note**
  >
  > Here instead of Domicile of LE101 entity, you can use default jurisdiction *TRCS_Domicile_Input* to load data.

- Post data load, the system automatically identifies the jurisdiction of **LE101** entity in the record based on its domicile attribute value which is **US** as shown in below screenshot.



- System then appropriately saves data to the **LE101** entity and **US** Jurisdiction for the Balance Sheet form.



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Limitations

Note the following limitations with default jurisdiction member:

- If Entity doesn't have domicile, Tax Reporting validates the record and does not save data for that entity. Import Data fails and error message is seen in the Job console.
- Data save using Domicile Input for **No Entity** and **Global Assumption** is not supported
- Data load on configurations (for example, Tax Automation, TAR Automation, etc.) are not supported
- Data load to regional jurisdictions using **TRCS_Domicile_Input** member is not supported

Loading Data using Data Integration: Usecase Examples

Related Topics:

- Usecase Example: Loading Data to Tax Reporting using Data Integration from Cloud EPM
- Usecase Example: Loading Flat File Data to Tax Reporting using Data Integration

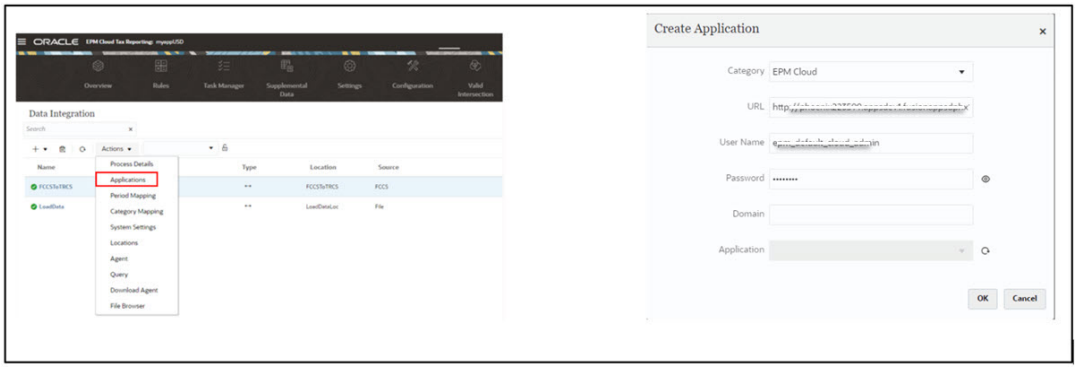
Related Topics

- Importing and Exporting Data using Data Integration

Usecase Example: Loading Data to Tax Reporting using Data Integration from Cloud EPM

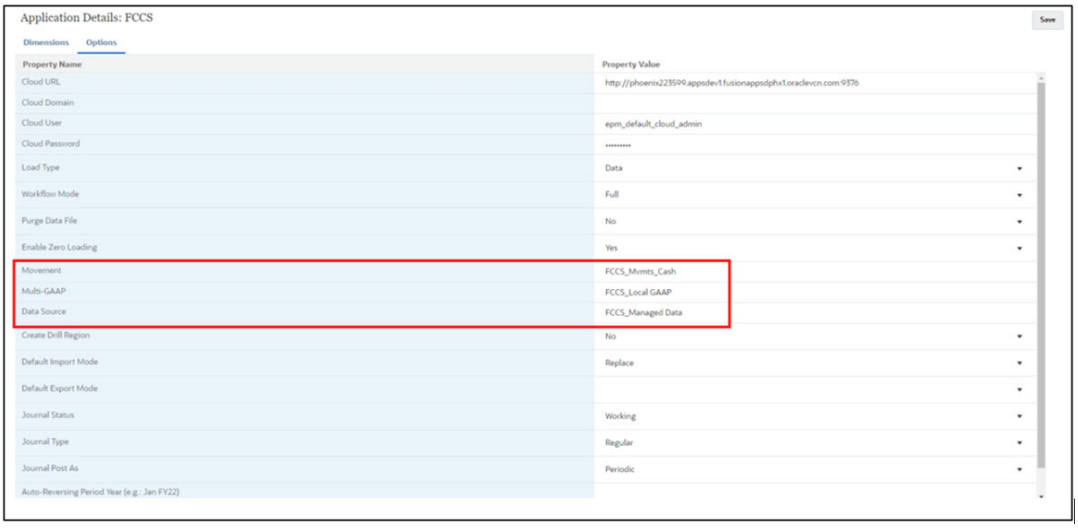
To load data to Tax Reporting using Data Integration, follow the steps below:

1. Register Financial Consolidation and Close Application on your target Tax Reporting application. To do so, navigate to **Application → Data Exchange**. See also, Registering Cloud EPM Applications in *Administering Data Integration*

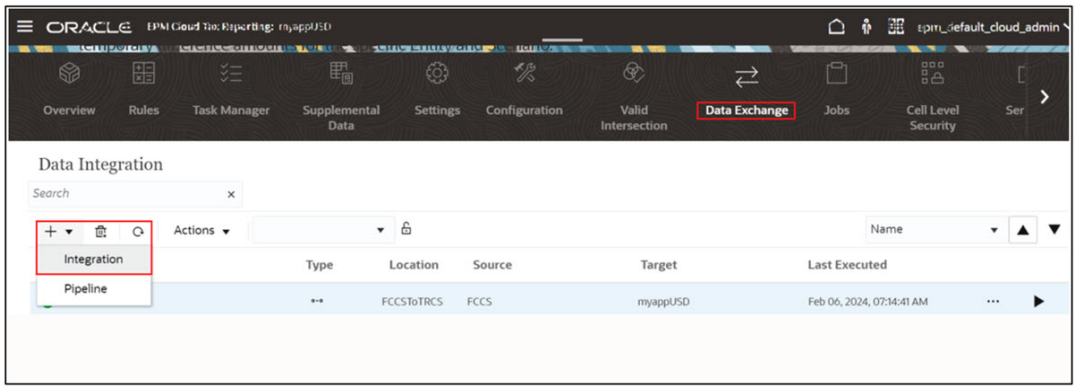


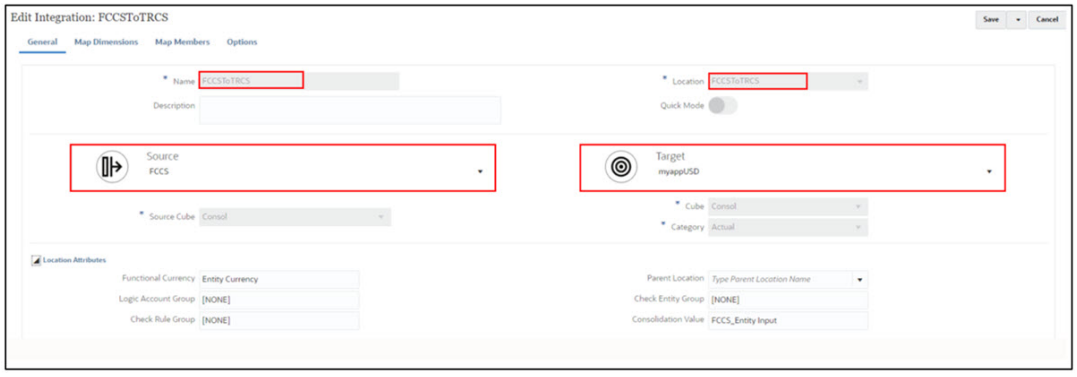
2. Set default members for some of the dimensions of Financial Consolidation and Close application from where you want to load data to Tax Reporting . Click on Financial Consolidation and Close application → **Options**

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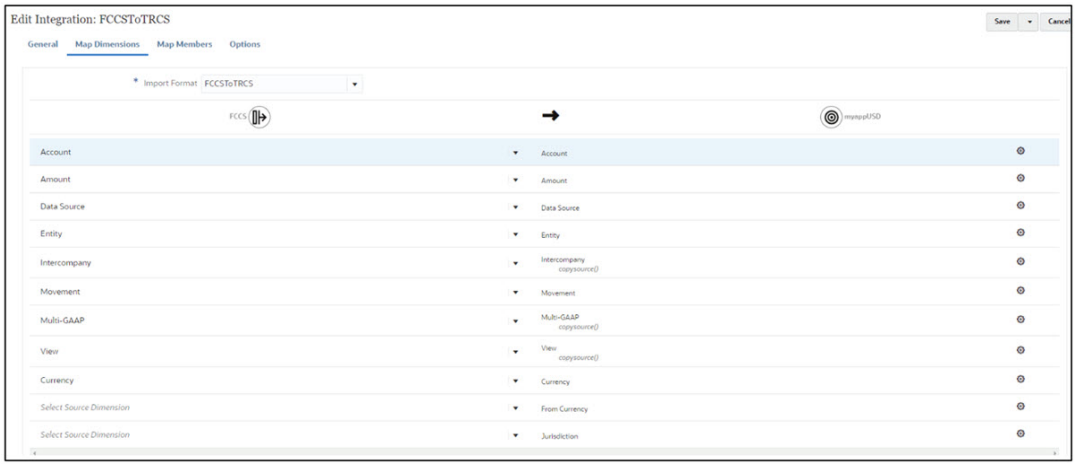
3. Create integration between Financial Consolidation and Close to Tax Reporting.





4. Map dimensions between Financial Consolidation and Close and Tax Reporting. See also, Mapping Dimensions in *Administering Data Integration*

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5. Map members between Financial Consolidation and Close and Tax Reporting. For example, map data from any account on Financial Consolidation and Close to for example, account 10115 in Tax Reporting. See also, Mapping Members in *Administering Data Integration*



Or, fix the jurisdiction member in the target Tax Reporting application to **TRCS_Domicile_Input**



6. Add Filters option to filter out the Financial Consolidation and Close members which need to be loaded in Tax Reporting. See also: Filtering Members in *Administering Data Integration*



7. Map Period between Financial Consolidation and Close and Tax Reporting since periods are declared differently in each Cloud EPM application. To do so, navigate to Application

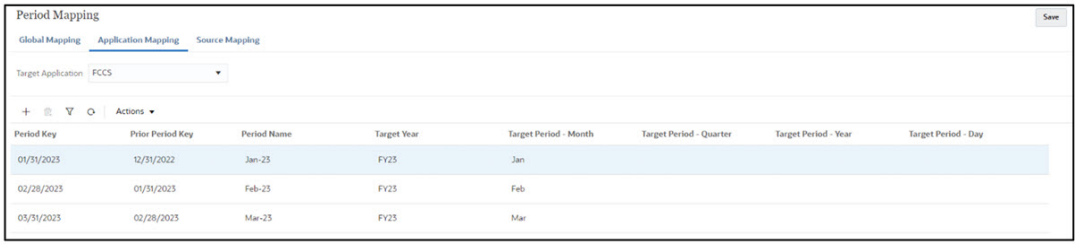
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→ Data Exchange → Actions → Period Mapping See also, Managing Period Mappings in *Administering Data Integration*

Global Mapping for Tax Reporting application



Application Mapping for Financial Consolidation and Close



8. Execute Data Integration after the mappings are complete.



Usecase Example: Loading Flat File Data to Tax Reporting using Data Integration

Example data flat file:

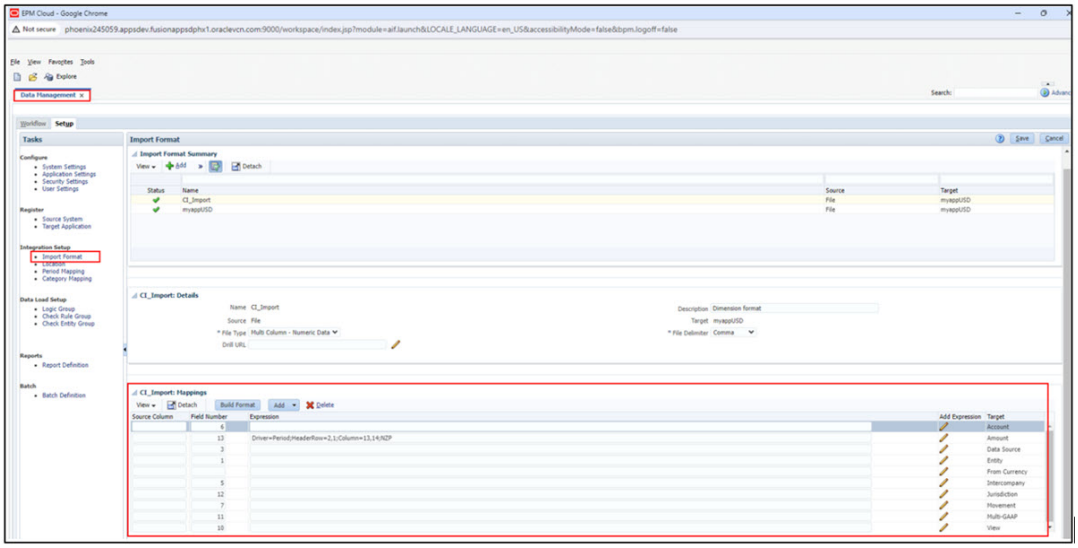
```
"Entity","Consolidation","Data
Source","Currency","Intercompany","Account","Movement","Scenario","Years","Vie
w","Multi GAAP","Jurisdiction","Period"
 Feb,Mar
 "LE103","FCCS_Entity Input","FCCS_Data Input","Entity Currency","FCCS_No
Intercompany","10130","TRCS_TBClosing","Actual","FY20","FCCS_Periodic","FCCS_L
ocal GAAP","TRCS_Domicile_Input",1456,2088
```

See also, Creating File-Based Integrations in *Administering Data Integration*

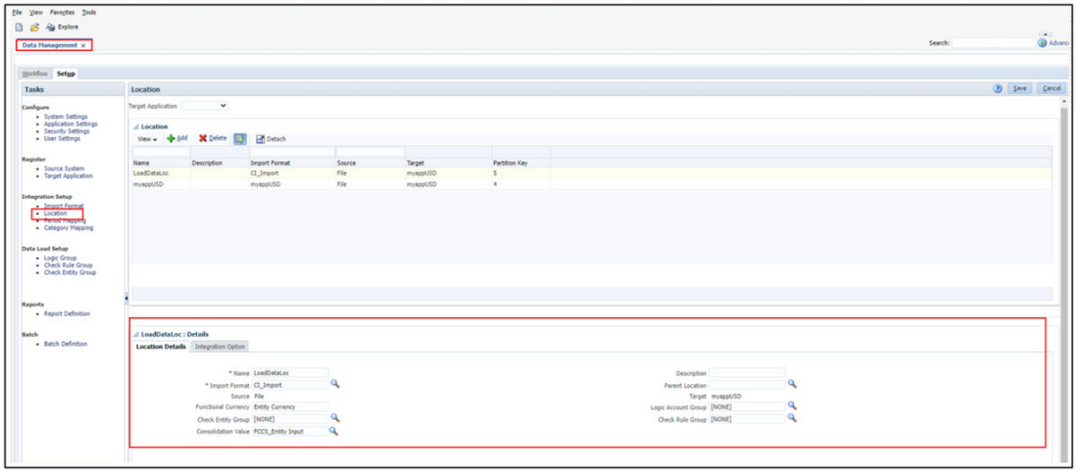
To load the flat file data, follow the steps below:

1. Navigate to **Data Management** → **Setup** (using older data management UI)
2. Create **Import Format** according to data load file. Specify the field number of each dimension on the data input file.

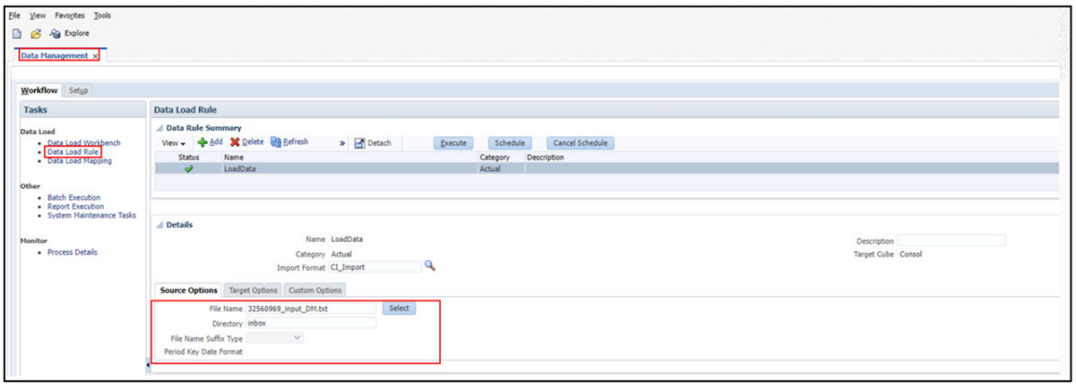
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3. Create **Location** with import file.

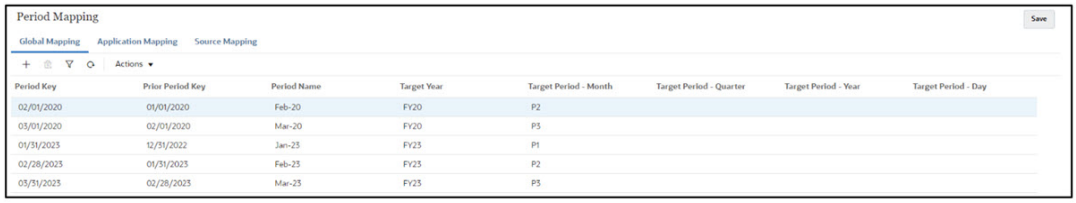


4. Create **Data Load Rule**.

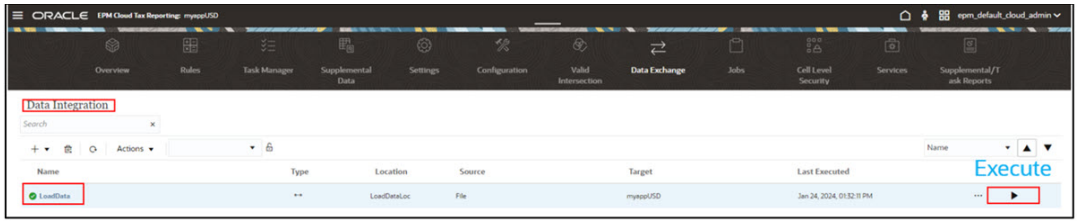


5. Map **Period** between Financial Consolidation and Close and Tax Reporting since periods are declared differently in each Cloud EPM application. To do so, switch to the new user interface for Data Integration and select **Application** → **Data Exchange** → **Actions** → **Period Mapping**

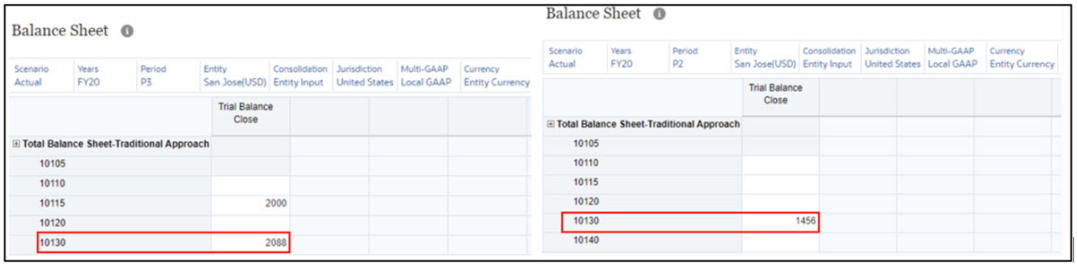
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6. Execute Data Integration after the mappings are complete.



With the flat file example, data should now be loaded to LE103 entity and US jurisdiction.



Exporting Data

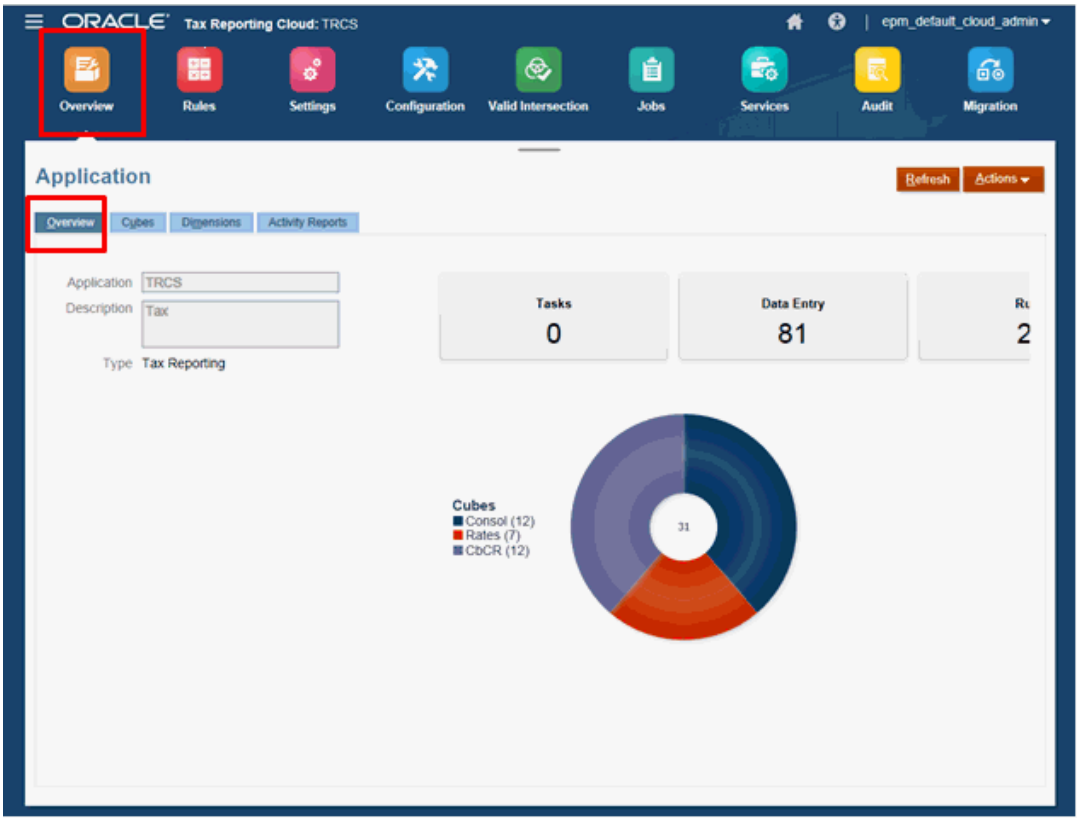
You export data from the Applications page.

As an alternative, you can export data using Data Management. Create a custom application as the source using Oracle Tax Reporting Cloud, then export the data and save the export file from within Data Management. See Importing and Exporting Data using Data Integration.

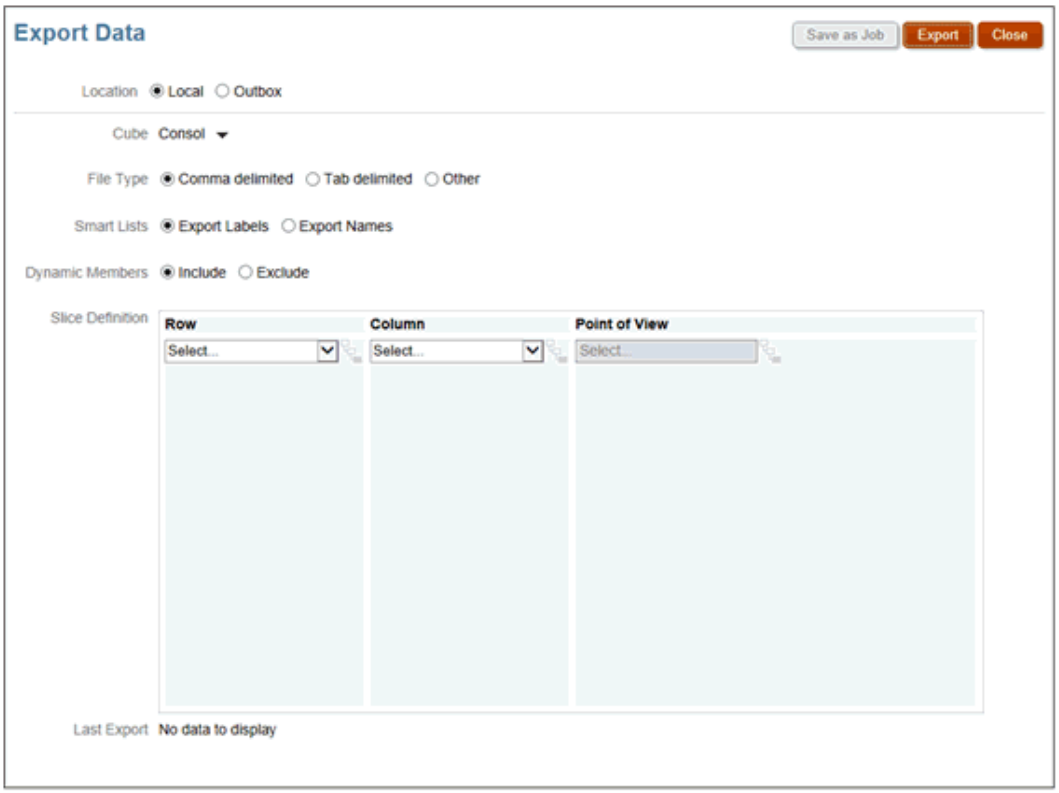
To export data:

1. On the Home page, click **Applications**, and then click **Overview**.
2. Click the **Overview** tab, and from **Actions**, select **Export Data**.

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3. On the Export Data page, click **Create**. A second Export Data screen is displayed.



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4. On the **Export Data** page, select the target location of the data export file:
   - **Local**—Saves the data export file to a location on your local computer.
   - **Outbox**—Saves the data export file to the server.
5. For **Cube**, select either **Consol**, **Rates**, or **CbCR**.
6. Under **File Type**, select an option for the export file:
   - **Comma delimited**—Creates a comma-delimited .csv file for each artifact.
   - **Tab delimited**—Creates a tab-delimited .txt file for each artifact.
   - **Other**—Creates a .txt file for each artifact. Enter the delimiter character that you want to use in the export file. For a list of supported delimiter characters and exceptions, see Other Supported Delimiter Characters.
7. For **Smart Lists**, specify **Export Labels** or **Export Names**.
8. For **Dynamic Members**, select **Include** or **Exclude**.

Table 17-1 Dynamic Members

Dynamic Members	Description
Dense Dynamic Members (for BSO cubes only)	For a block storage (BSO) cube, select whether to **Include** or **Exclude** dense dynamic calculation members during export. Note the following: • Excluding dynamic calculation members from exported data improves performance during data exports. • Sparse dynamic members are not included in the export even if the **Include** option is selected.
Dynamic Members (for ASO cubes only)	For an aggregate storage (ASO) cube, select whether to **Include** or **Exclude** dynamic calculation members during export. **Note** Excluding dynamic calculation members from exported data improves performance during data exports.

9. Select **Disable Implied Share** (for BSO cubes only) option for a block storage (BSO) cube, to export the child row in the data file even though both parent and child rows have the same data.

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> **Note**
>
> By default, implied sharing is enabled during data export. This means that when data is exported, the implied sharing relationship is maintained so only the parent row is exported because the child row contains the same data as the parent. But if you want to export the child data row, you can select this option to disable the implied sharing relationship so that the child row can be exported.

10. Under **Missing Data Label**, specify how you want missing values to display in forms. Enter an alphabetic value that does not exceed 16 characters. You may begin the value with a # (number sign). If no value is entered, the system defaults to #MISSING.

> **Note**
>
> If you're running the export data process to create a template file for a data import and you define a custom missing data label during data export, the **Missing Data Label** defined during the import data process must match the label defined here. See Loading the Data Import File

11. Under **Slice Definition**, select the **Row**, **Column** and **Point of View** for the slice of data to be exported.
12. Select the action to export the data:
    - If the selected location is **Outbox**, click **Save as Job** to save the export operation as a job, which you can schedule to run immediately or at a later time.
    - If the selected location is **Local**, click **Export**, and then specify where to save the data export file.

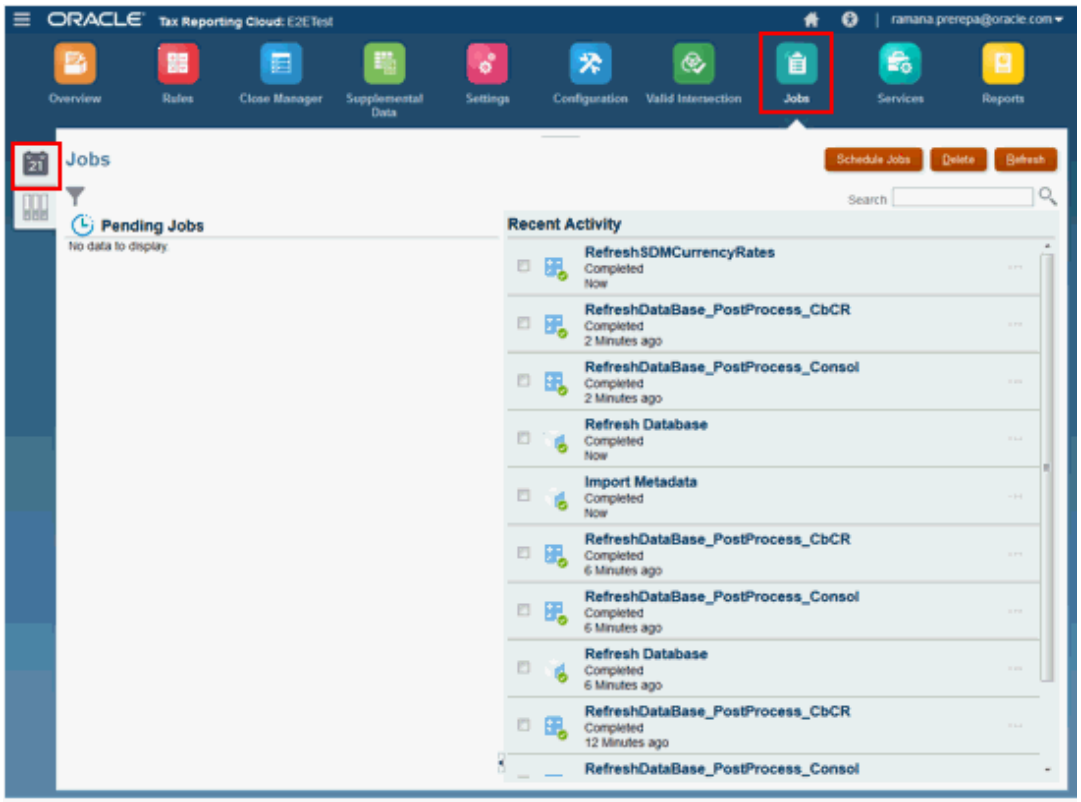
    To reduce the size of data export file, if a form has an entire row of #missing values, the row will be omitted from the data export file.

Viewing Data Import and Export Status

The Jobs screen displays details of recent Import and Export jobs.

1. On the Home page, click **Applications**, and then click **Jobs**.

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2. Select the**Jobs** tab.
3. Under **Recent Activity**, click the name of the import or export job to view the details.
4. Under **Pending Jobs**, view jobs that are scheduled to run.

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Importing and Exporting Data using Data Integration

Related Topics

- Importing Data using Data Integration
- Exporting Data using Data Integration

Importing Data using Data Integration

Data Management enables you to integrate data from an external source system with Oracle Financial Consolidation and Close Cloud. Data from your source system is exported to flat files or Microsoft Excel files. You map the data in your flat files to your Oracle Financial Consolidation and Close Cloud dimension structure and then import the data to your application. For example, you can define Period mappings to map source system Period names and Keys to your application Periods and Years. Category mappings map source system data categories to your application data categories and frequencies.

> **Note**
>
> You can specify the **TRCS_Domicile_Input** Jurisdiction member when importing data via Data Exchange in Tax Reporting. Using **TRCS_Domicile_Input** allows you to import data without specifying the correct national Jurisdiction (domicile) for each entity. Post data import, the system automatically identifies the national Jurisdiction (level 0 descendant of All National) for each Entity based on the Entity's Domicile attribute configuration. The system then routes the data to the appropriate national Jurisdiction.
>
> However, there are some limitations with default jurisdiction member, see Limitations.

Before using Data Management to load data from an external system, administrators perform these setup tasks:

- Define Import Formats to define the layout of the source data files. Specify how to map columns or fields in your data source to your Oracle Financial Consolidation and Close Cloud data structure.
- Create Locations to associate with the data integration. Each location has its own Data Load Mappings and Data Load Rules.
- Define Data Load Mappings for each location, which map source system member names for each dimension to the corresponding application member names.
- Create Data Load Rules, which specify a data file to load into a selected Category and Period. If you want to the Data Load Rule to run at a later time, you can select from Schedule options such as Daily or Weekly.

The Setup process enables you to import the data to Data Staging tables so that you can verify that your settings and member mappings are correct before loading into your application.

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After you define Data Management mappings, you can update the mappings and Data Load Rules as needed. For example, if new accounts or dimension members have been added for a Location, or if member names have changed, you can update the mapping of source system member names to your application member names.

You can load data from Data Management if you have the Service Administrator or Power User role.

After the data import process is finished, you can open a data form to verify that the data was loaded correctly. You can Drill Through from a cell in the data form to view the source data that was loaded into the cell.

To access Data Management:

1. Click the Navigator icon  , and then under **Integration**, click **Data Management**.
2. Click the **Setup** tab, and then follow the procedures in the *Administering Data Integration* guide.

Watch the following videos for information on data integrations:

- Setting Up Data Integrations
- Running and Updating Data Integrations

.

Exporting Data using Data Integration

You can export data from your application for analysis or for import into other systems. You can export data using Data Management, stage it in Staging Tables, and then export it to a delimited flat file.

You can export data from Data Management if you have the Service Administrator role.

Service Administrators must first set up the data export by performing the Setup tasks in Data Management:

- Add a Custom Target Application. The data that you extract is stored in the Target Application before export to a flat file.
- Specify Application Details and Dimension Details for the export process.
- Define Import Formats to map data from the Source system to the dimensions in your Target application.
- Create Locations to link the import formats to Data Load rules.
- Define Data Mappings for each location, which map source system dimension member names for each dimension to the corresponding Target application names.
- Create Data Load Rules to run the data extract process.

After you run the data export process, the Status column displays the current status. The data is staged in Data Management. You can download the data file from the Process Details page and save the data file.

To access Data Management:

1. Click the Navigator icon  , and then under **Integration**, click **Data Management**.
2. Click the **Setup** tab, and follow the procedures in the *Administering Data Integration* guide.

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Watch the following video for information on extracting data using Data Management:


Extracting Data Using Data Management.

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Setting Up Tax Rates

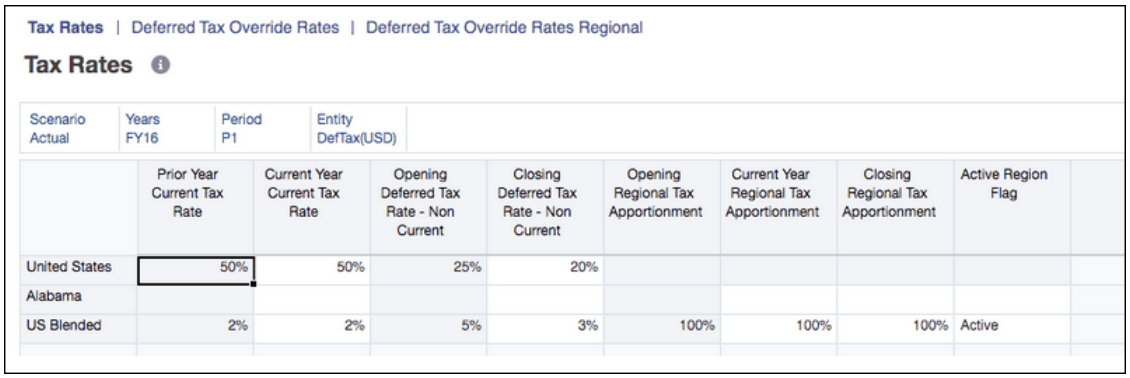
Related Topics

- Setting Up Tax Rates
- Entering Tax Rates
- Applying Deferred Tax Override Rates National
- Applying Deferred Tax Override Rates Regional
- Applying Closing Rate to All Current Year Movement
- Applying Opening Tax Rate to Prior Year Adjustments (Deferred Only) Column

Setting Up Tax Rates

Tax Reporting requires you to input the appropriate national income tax rates and regional income tax and apportionment rates at the legal entity level.

The Tax Rates form contains the national and regional tax, and apportionment rates needed by the system to compute the national and regional provision for a specific entity.



The following rate types are available for each jurisdiction:

Table 19-1 Tax Rate Types

Tax Rate Type	Description
Prior Year Current Tax Rate	The national statutory tax rate for the prior year. This rate is used for informational purposes.

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Table 19-1 (Cont.) Tax Rate Types

Tax Rate Type	Description
Current Year Current Tax Rate	The national statutory tax rate for the current period. This rate is used in the following calculations: • Current provision • Current year activity in the deferred tax rollforward • Foreign rate differential in the consolidated Effective Tax Rate report • Current year tax rate change component in the deferred tax rollforward
Opening Deferred Tax Rate – Non Current	The beginning-of-year deferred tax rate to be used for temporary differences classified as current. This rate is used in the following calculations: • Beginning of year deferred tax asset and liability • Beginning of year rate change component in the deferred tax rollforward
Closing Deferred Tax Rate – Non Current	The end-of-year deferred tax rate to be used for temporary differences classified as noncurrent; used in the calculation of the ending deferred tax asset/liability and the beginning-of-year and current-year rate change components in the deferred tax rollforward.
Opening Regional Tax Apportionment	The prior-year apportionment percentage to be used by the system in the calculation of the opening tax balances in the deferred provision.
Current Year Regional Tax Apportionment	The current-year apportionment percentage to be used by the system in the calculation of apportioned income in the current provision and tax based on current-year activity in the deferred provision.
Closing Regional Tax Apportionment	The end-of-year apportionment percentage to be used by the system in the calculation of closing tax balances in the deferred provision.

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Table 19-1 (Cont.) Tax Rate Types

Tax Rate Type	Description
Active Region Flag	Identifies a Region (such as a US State) for which an income tax provision must be calculated.

Tip

In order for data to flow correctly between National and Regional Jurisdictions, you must set the Active Region Flag for each active Jurisdiction in the National Tax Rates to **Active**.

Entering Tax Rates

The Tax Rates form is used to enter the Global tax rates for the application that are needed by the system to compute the national and regional provision for a specific entity.

Note

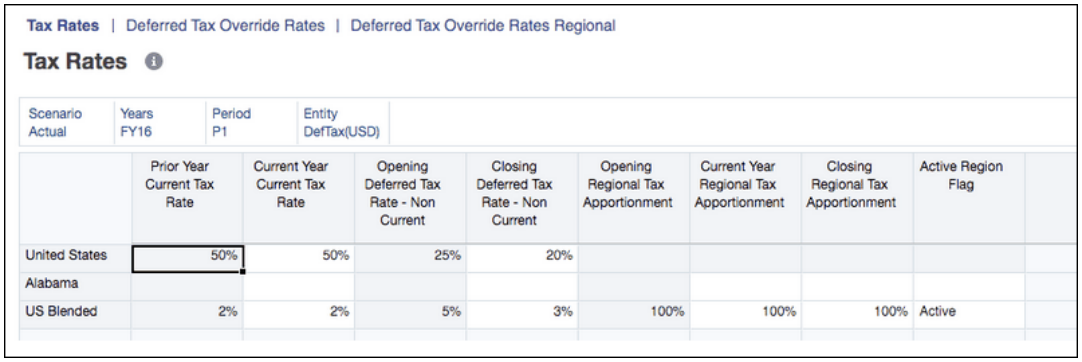
Certain temporary difference accounts (Tax Losses) are tax-affected at a reduced statutory rate based on revenue agency or country level regulations. If you need to enter a deferred tax override rate for a specific temporary difference Account, see the following sections:

- Applying Deferred Tax Override Rates National
- Applying Deferred Tax Override Rates Regional

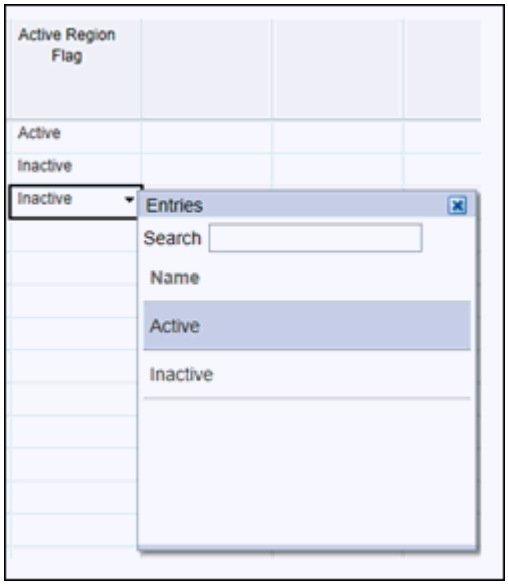
To enter Global tax rates:

1. From the Home page, select **Application**, and then **Configuration**.
2. Select the **Tax Rates** tab. For a description of each column on the form, see Setting Up Tax Rates.

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3. Click Edit Members  to set the Point of View by selecting members for the Scenario, Year, Period, and Entity dimensions.
   You will see a row for the national domicile of the selected entity and any regions, if applicable. By default the income tax provision will not be calculated for any regional jurisdictions.
4. Under the **Active Region Flag** column, select **Active** to activate the tax provision calculation for that region for the selected entity member.



> **Tip**
>
> In order for data to flow correctly between National and Regional Jurisdictions, you must set the Active Region Flag for each active Jurisdiction in the Tax Rates to **Active**.

5. Enter the tax rate for each type.
   You must enter the tax percentage rate in a decimal format, and then click **Enter**. For example, enter **.05** to display **5%**.
6. Click **Save**.
7. Consolidate the entity to apply the modified tax rates, and use the new rates in the tax provision.

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Applying Deferred Tax Override Rates National

When entering tax rates, certain temporary difference accounts (Tax Losses) are tax-affected at a reduced statutory rate, based on revenue agency or country level regulations. To account for deferred taxes, you can evaluate the tax rate by temporary difference, based on when each item is expected to reverse. Only the Temporary Difference accounts under GAAP to Stat, and Stat to Tax are available. The feature is automatically enabled, however, if no Account override tax rate is entered then the appropriate Entity tax rate is applied.

You can apply tax rate overrides for Deferred Tax calculations to specific temporary difference Accounts. The deferred tax override rates are used to apply the blended tax rate in a changing tax rates scenario at the Account level, based on a reversal pattern of the difference.

> **Note**
>
> For Equity Temporary Difference Accounts, if the Equity reversal target account attribute is applied, no deferred tax difference (delta) is calculated because the current year movement is eliminated through the reversal; therefore, there is no impact on the rate reconciliation.

The Deferred Tax Override rates are different from the Current Year tax rate, and apply only to the Deferred Tax calculations.

- If you do not define an Override Tax Rate, the application uses the Current Year tax rate to calculate taxes.
- If you do define an Override Tax Rate, the application calculates the tax on all Closing members using that rate. The difference between the Current Year tax rate and Override Tax Rate are calculated, and then the amount is stored in the corresponding RollForward member.

Example:

Current Year Tax Rate: 30%, Override Tax Rate: 40%

TRCS_CYSys->TRCS_PreTax = 10,000

TRCS_CYSys->TRCS_Tax = 3,000

(Automated Override Tax Rate Delta) TRCS_CYSysTR->TRCS_Tax = 1000 (i.e 10000 * (40% - 30%))

(Automated Override Tax Rate = Automated + Automated Override Tax Rate Delta)
TRCS_CYSysDT → TRCS_Tax = 4000

The application calculates the Automated (TRCS_CYSYS) and Adjustment (TRCS_CYADJ) members at the Current Year tax rate then it calculates the difference between the Current Year tax rate and Deferred tax override rate, and stores the amount in the Automated Override Tax Rate Delta (TRCS_CYSysTR) / Adjustment Override Tax Rate Delta(TRCS_CYAdjTR) movement members.

Override Tax Rate Delta will be only for Automated and Adjustment columns.

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> **Note**
>
> If an Account is identified as an Entity Temp account, the TRCS_CYSys and TRCS_CyAdj amounts are reversed to TRCS_CYSysReversal and TRCS_CyAdjReversal.

After the Deferred Tax Override Rates are saved for either National or Regional, the adjusted override rates are automatically used in the calculations.

To apply tax rate overrides by Deferred Tax Accounts:

1. From the Home page, select **Application**, then **Configuration**.
2. From the Configure screen, select **Tax Rates**. If required, enter the current year tax rates, as described in Entering Tax Rates.
3. Select the **Deferred Tax Override Rates** tab.



Tax Rates | **Deferred Tax Override Rates** | Deferred Tax Override Rates Regional

Deferred Tax Override Rates

Scenario	Years	Period	Entity	Jurisdiction
Actual	FY16	P1	DefTax(USD)	United States

	Override Tax Rate Opening	Override Tax Rate Current Year	Override Tax Rate Closing
GAAP/Stat - LT			
GAAP/Stat - ST			
Total Temporary Differences (GAAP to Stat)			
PPE			
UCC			
MACRS			
ARO			
Finance Cost			
Stock Compensation			
Equity/OCI			
Intangible	20%	40%	30%
FAPI			
Pension			
Temp ST1			
Temp ST2			
StockComp			
Total Temporary Differences (Stat to Tax)			
Tax Losses - Carryforward Automated			
Capital Losses - Carryforward Automated			

4. Select the required POV to which the Deferred Tax Override rate applies.
5. For the selected Account, enter the tax rate for each type:
   a. Under **Override Tax Rate Opening**, enter the value for the required override tax rate.

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b. Under **Override Tax Rate Current Year**, enter the value for the override tax rate for the current year.

c. Under **Override Tax Rate Closing**, enter the closing value for the override tax rate in a decimal format, for example, enter .05 to display 5%.

> **Note**
>
> If you apply the closing tax rate to all current year movements, the system uses the closing year rate on the current year movement. There will be no current year rate change calculations, although there may be a beginning of the year rate change if the beginning and closing rates are different.

6. Click **Save**.

Applying Deferred Tax Override Rates Regional

When entering tax rates, certain Regional temporary difference accounts (Tax Losses) are tax-affected at a reduced statutory rate, based on revenue agency or country level regulations. To account for deferred taxes for regional jurisdictions, you can evaluate the tax rate by temporary difference, based on when each item is expected to reverse. The feature is automatically enabled, however, if no Account override tax rate is entered then the appropriate Entity tax rate is applied.

For the Regional form, the Temporary Difference accounts under GAAP to Stat, and Stat to Tax for both National and Regional are available. When a state is set to Active, the National Temporary Differences are moved to the Regional form to enable you to overwrite the National values with the Regional values for the regional override tax rates.

> **Note**
>
> For Equity Temporary Difference Accounts, if the Equity reversal target account attribute is applied, no deferred tax difference (delta) is calculated because the current year movement is eliminated through the reversal; therefore, there is no impact on the rate reconciliation.

The Deferred Tax Override rates are different from the Current Year tax rate, and apply only to the Deferred Tax calculations.

- If you do not define an Override Tax Rate, the application uses the Current Year tax rate to calculate taxes.
- If you do define an Override Tax Rate, the application calculates the tax on all Closing members using that rate. The difference between the Current Year tax rate and Override Tax Rate are calculated, and then the amount is stored in the corresponding RollForward member.

Example:

Current Year Tax Rate: 30%, Override Tax Rate: 40%

TRCS_CYSys->TRCS_PreTax = 10,000

TRCS_CYSys->TRCS_Tax = 3,000

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(Automated Override Tax Rate Delta) TRCS_CYSysTR->TRCS_Tax = 1000 (i.e 10000 * (40% - 30%))

(Automated Override Tax Rate = Automated + Automated Override Tax Rate Delta)
TRCS_CYSysDT → TRCS_Tax = 4000

The application calculates the Automated (TRCS_CYSYS) and Adjustment (TRCS_CYADJ) members at the Current Year tax rate then it calculates the difference between the Current Year tax rate and Deferred tax override rate, and stores the amount in the Automated Override Tax Rate Delta (TRCS_CYSysTR) / Adjustment Override Tax Rate Delta(TRCS_CYAdjTR) movement members.

Override Tax Rate Delta will be only for Automated and Adjustment columns.

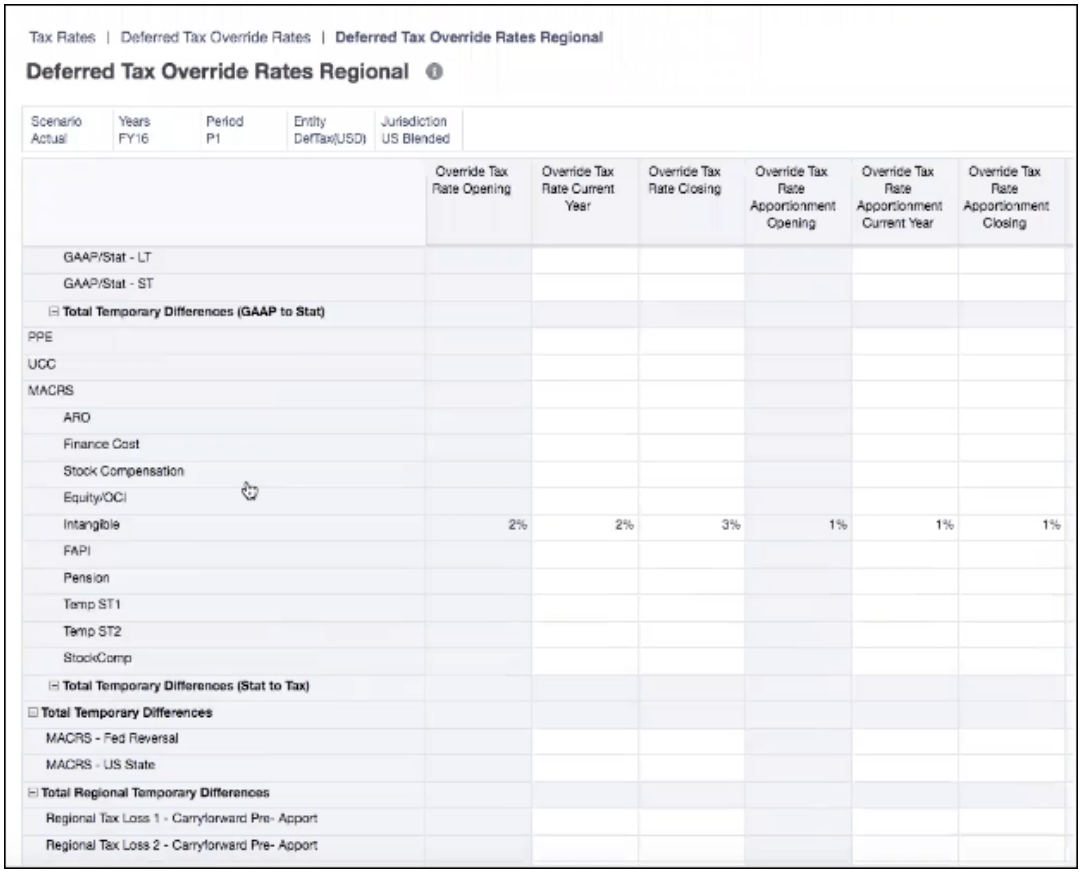
> **Note**
>
> If an Account is identified as an Entity Temp account, the TRCS_CYSys and TRCS_CyAdj amounts are reversed to TRCS_CYSysReversal and TRCS_CyAdjReversal.

After the Deferred Tax Override Rates are saved for either National or Regional, the adjusted override rates are automatically used in the calculations.

To apply tax rate overrides by Deferred Tax Accounts:

1. From the Home page, select **Application**, then **Configuration**.
2. From the Configure screen, select **Tax Rates**. If required, enter the current year tax rates, as described in Entering Tax Rates.
3. Select the **Deferred Tax Override Rates** tab.

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4. Select the required POV to which the Deferred Tax Override Regional rate applies.
5. For the selected Account, enter the tax rate for each type:
   a. Under **Override Tax Rate Opening**, enter the value for the required override tax rate.
   b. Under **Override Tax Rate Current Year**, enter the value for the override tax rate for the current year.
   c. Under **Override Tax Rate Closing**, enter the closing value for the override tax rate in a decimal format, for example, enter .05 to display 5%.

> **Note**
>
> If you apply the closing tax rate to all current year movements, the system uses the closing year rate on the current year movement. There will be no current year rate change calculations, although there may be a beginning of the year rate change if the beginning and closing rates are different.

   d. Under **Override Tax Rate Apportionment Opening**, enter the value for the required override tax rate apportionment.
   e. Under **Override Tax Rate Apportionment Current Year**, enter the value for the required override tax rate apportionment.
   f. Under **Override Tax Rate Apportionment Closing**, enter the value for the required overridetax rate apportionment.

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> **Note**
>
> When overriding regional tax rates it is required to override apportionment rates also, as it impacts rate changes calculations.

6. Click **Save**.

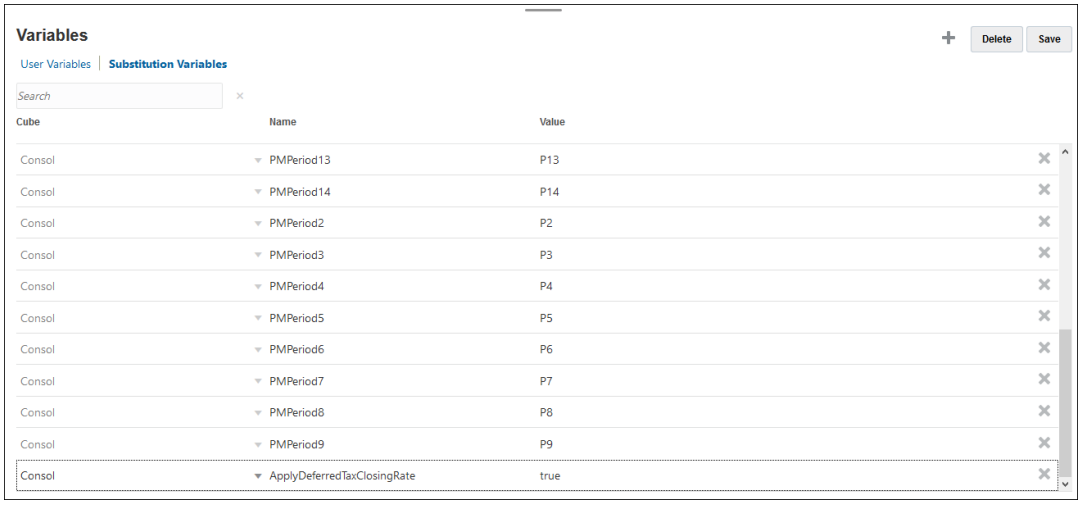
Applying Closing Rate to All Current Year Movement

You can configure a substitution variable to apply the Closing Rate to all Current Year Movements, rather than applying the current year rate by default.

Creating this variable does not impact the data Entities, so before the first consolidation after setting the property, you must ensure that Entities are set to Impacted status.

To apply the Closing Rate to all Current Year Movements:

1. From the Home page, select **Tools**, and then select **Variables**.
2. From the Variables form, select **Substitution Variables**.
3. Click the **Add** icon to create a new variable.
4. For the new variable, enter the following information:
   - Under **Cube**, select **Consol**
   - Under **Variable Name**, enter**ApplyDeferredTaxClosingRate**.
   - Under **Value**, enter**true**.



5. Click **Save**.
6. Before consolidating the application, perform the following steps to ensure that all Entities are set to Impacted status:
   a. From the Home page, select **Application**, then **Overview**, and then select **Rules**.
   b. On the **Business Rules** page, under **Name**, select **Impact Entities with Data in Consol Cube**.
   c. Click **Launch** to apply the business rule before running **Consolidation**.

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The system first calculates the Automated (TRCS_CYSYS) and Adjustment (TRCS_CYADJ) members at the Current Year tax rate. It will then calculate the difference between the Current Year tax rate and the closing rate, and stores the amount in the Automated Override Tax Rate Delta(TRCS_CYSysTR) / Adjustment Override Tax Rate Delta(TRCS_CYAdjTR) movement members.

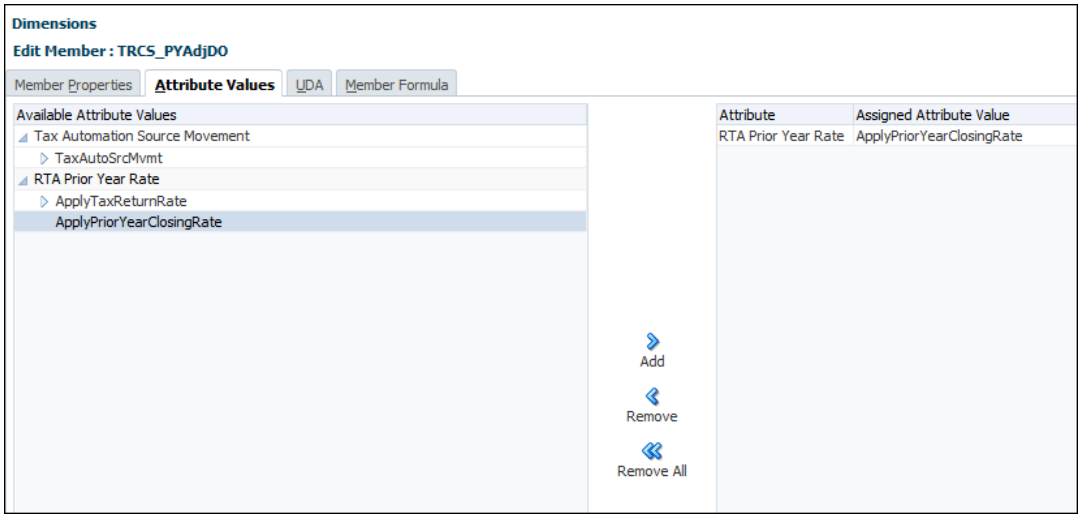
If an Account is identified as an Equity Temp account, the TRCS_CYSys and TRCS_CyAdj amounts are reversed to TRCS_CYSysReversal and TRCS_CyAdjReversal.

Applying Opening Tax Rate to Prior Year Adjustments (Deferred Only) Column

You can create a setting to apply the Prior Year Closing Rate to the Prior Year adjustments (Deferred Only) column (TRCS_PYADJDO).

To apply the Opening Tax Rate to Prior Year Adjustments (Deferred Only) column:

1. From the Navigator  , select **Dimensions**.
2. From Dimension, select the **Movement** dimension.
3. Search for the **TRCS_PYADJDO** member, and click **Edit**.
4. Select the **Attribute Values** tab, and expand **RTA Prior Year Rate**.
5. Select **ApplyPriorYearClosingRate**, and click **Add**, and then click **Save**.



6. Refresh the database.

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20

Consolidating Data

Related Topics

- Consolidation Process
- Intercompany Eliminations
- Consolidating Data
- Consolidation Logic
- Translation Methodologies
- Translating Data
- Consolidation and Translation Rules
- Consolidation and Translation Security Access
- Calculation Status
- Viewing Consolidation Progress
- Working with Ownership Management

> **Note**
>
> For an overview of security layers in Consolidation and Translation, see Managing Security.

Consolidation Process

Consolidation is the process of gathering data from descendant entities and aggregating the data to parent entities.

Tax Reporting provides pre-built calculation scripts to handle consolidation and translation. In addition, the system provides pre-built scripts and member formulas for some of the standard calculation processes. For example, these rules are provided by default:

- Consolidate
- Consolidate_CbCR
- Force Consolidate
- Translate
- Translate_CbCR
- Force Translate

The consolidation process includes the following calculations:

- Opening Balance Calculation
- RTA (Return to Accrual) Calculation

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- Tax Losses/Credits Calculation
- Tax Automation
- National Tax
- Regional Tax
- ETR
- TAR
- Country by Country, if enabled
- Currency Translation
- Ownership Calculations (see also, Recomputing Ownership Data

Consolidation Process

After you enter or load data into base-level or parent tax calculation entities, calculate and adjust data, you run a consolidation to aggregate the data throughout the organization. You launch the Consolidation process from forms that run the consolidation rules for the specified scenario, period, and entity as follows:

1. Users enter child entity data through manual input, data load, or adjustments in the entity's functional currency. The data is stored at the Entity Input member of the Consolidation dimension. During consolidation, the system runs the default calculation rules to fully calculate the Entity Input member and change the status to **OK**.
2. The system processes these steps dependent on the Parent Entity:
    - The system first translates the Entity Total data, including both Entity Input and Entity Consolidation (applicable only to parent entity), to the currency of its parent.
    - The system then processes the translated data by applying the percent consolidation (PCON) as related to its parent, and stores the result at the Proportion member of the Consolidation dimension.
    - The summation of Entity Proportion data and Elimination data is stored in the Contribution member of the Consolidation dimension.
    - The system then aggregates the Contribution data of all child entities of a Parent entity. The system stores the consolidated result at the Parent entity's Entity Consolidation member. The status of the parent entity changes to **OK**.

Translation Process

The translation process is run as required to convert data from the child entity currency to the parent entity currency. If the child and parent entity use the same currency, the translation process is not run.

An entity can only belong to one parent. After you select the parent entity into which the dependent entities consolidate, the required processes run automatically:

- The system runs calculation rules for all descendants of the entity.
- If the data for the child entity and the data for the parent entity are in different currencies, the system translates data based on the exchange rate.
- The consolidation process begins.

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> **Note**
>
> To run consolidation for multiple entity hierarchies, create a new hierarchy and share the top members of the hierarchies you want to consolidate at once under this new consolidation hierarchy. Run consolidation from there.
> For example:
>
> **Entity**
> - Total Geo
> - Alt hierarchy 1
> - Alt hierarchy 2
> - Consol hierarchy
> - Total Geo (Shared)
> - Alt hierarchy 1 (Shared)
>
> You then have to run consolidation using "Consol hierarchy".

Data Flow in the Consolidation Dimension

For details on the Consolidation dimension, see Consolidation Dimension.

First, the system processes these steps independent of the Parent Entity:

- Users can enter child entity data through manual input and/or data load and/or adjustments in the entity's functional currency. The data is stored at the Entity Input member of the Consolidation dimension.
- During consolidation, the system runs the default calculation rules to fully calculate the Entity Input member and change the status to OK.

Next, the system processes these steps dependent on the Parent Entity:

- The system first translates the Entity Total data (including both Entity Input and Entity Consolidation (applicable only to parent entity) to the currency of its parent.
- The system then processes the translated data by applying the percent consolidation (PCON) as related to its parent, and stores the result at the Proportion member of the Consolidation dimension.
- For any intercompany data, the value is eliminated and data is stored in the Elimination member of the Consolidation dimension.
- The summation of Entity Proportion data and Elimination data is stored in the Contribution member of the Consolidation dimension.
- The system then aggregates the Contribution data of all child entities of a Parent entity. The system stores the consolidated result at the Parent entity's Entity Consolidation member. The status of the parent entity changes to OK.

Intercompany Eliminations

When an application is enabled for Intercompany accounts and contains Intercompany account data, eliminations take place as part of the consolidation process.

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The intercompany elimination is done at the first common parent entity. During the intercompany elimination process, for any Intercompany account, the system moves the amount from the Intercompany account to the Plug Target account.

The Plug Target account can be an Intercompany account or non-Intercompany account. If you want to view the detail of the elimination in the individual partner in the Plug account, then the Plug account should be set as an Intercompany account. If not, all elimination details for each partner are stored in the "No Intercompany" member of the Intercompany Dimension. See Intercompany Dimension.

Consolidating Data

You can launch the Consolidation or Translation process from a form, and you can view the data status in a grid. Tax Reporting provides a predefined Data Status grid, which contains entities in the rows, and periods in the columns. The data in the grid is based on the Scenario/Entity/Period/Entity/Currency information from the form.

To consolidate data:

> **Note**
>
> Translation is performed as part of consolidation. For details on the translation process, see, Translating Data .

To consolidate data, you can be a Service Administrator, Power User, or User, and you must also have Write access to the Parent entity to be consolidated.

When you select a base entity to consolidate, the system performs the calculation for the entity only. It does not consolidate to its parent entity.

When you select a parent entity, all descendants of the parent are also consolidated.

If you consolidate data for a period and the data for prior periods has not been consolidated, the data for the prior period is also consolidated. If you select to consolidate the December period and any prior periods are impacted, the system starts consolidation from the first impacted period.

The consolidation process runs for entities that are Impacted. When the process is complete, the status of each successfully consolidated entity changes to OK.

You can use the **Force Consolidate** option to force consolidation to run on selected cells. For example, if the consolidation process did not properly complete due to an external factor (a database crash, or the user stopped the process), it will leave entities in a processing status. To recover from this, you can use the Force Consolidate option, which consolidates all entities with data.

You can view the consolidation status in the Jobs console. If you want to run consolidation but there is already a consolidation process running, you can run **Force Consolidate**.

To consolidate data:

1. From the Home page, select **Forms**, and select **Data Status**,.
2. Select a cell for which you want to run consolidation.
3. Select the point of view.
4. Select a cell for which to run consolidation.

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5. From **Actions**, select **Consolidate**.
6. **Optional:** To force the consolidation process to run for all selected cells, click **Force Consolidate**.
7. When the consolidation process successfully completes, the system displays a confirmation message. Click **OK**..
8. To check consolidation status, open the Jobs console. See Viewing Consolidation Progress.

Consolidation Logic

Data is proportionalized from the Entity Total / Parent Currency Consolidation dimension member to Proportion. The factor applied is always the Consolidation % defined for the Entity/ Parent combination.

Data eliminated or adjusted might have the Consolidation % applied, or might use the Ownership % or Minority Interest (Non controlling interest) %. Other ratios might also be applied, such as the change in Ownership % or the lower of the entity Consolidation % and the Intercompany Partner Consolidation %.

The factors applied will be based on the Ownership Management of each Entity/Parent combination for each Scenario, Year and Period. Ownership Management records the ownership percentage for which a legal entity (an owning company) directly owns all or part of another legal entity.

Ownership Management

Ownership management consists of managing global consolidation settings and the application of those consolidation settings to each entity hierarchy on a scenario-by-scenario, year-by-year and period-by-period basis. For details, see Managing Ownership.

Translation Process

Tax Reporting provides currency translations for a multi-currency application. The default translation process applies the Periodic translation method to Flow accounts and the Year-to-Date method to Balance accounts.

Translation During the Consolidation Process

When you consolidate data, currency translation occurs if the parent entity has a different default currency than the child entities. Translation to Parent Currency is performed as part of the consolidation process. The parent currency for any entity that is a child of the dimension name ("Entity") is assumed to be the system currency selected when the application was created.

When the system performs translation, if the source data is not consolidated or if data is impacted, it automatically consolidates the data before translating.

Translation to Reporting Currencies

If you want to translate data into a specific Reporting Currency, you select the target Reporting Currency and perform translation. Only currencies enabled for reporting are available for Reporting Currency translation. All Reporting Currencies have a suffix of _Reporting, for example, USD_Reporting.

Translation to Reporting Currencies is required for all periods. If prior periods in the current year have not yet been translated, they will be translated before the selected period. If there

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are prior years that have not been fully translated, you will need to translate in sequence each year that has not yet been translated and then translate the current year.

Each entity is translated independently of each other.

- If the default currency of the entity is the same as the Reporting Currency, then the entity currency is moved to Reporting Currency.
- If the default currency of the entity is not the same as the Reporting Currency, then if there is a Parent Entity with a default currency that is the same as the Reporting Currency, the Parent Currency is copied to the Reporting Currency.
- If neither the default currency for the entity nor the parent entity is the Reporting Currency, then the entity currency is translated to the Reporting Currency.

Due to the cumulative nature of some translation calculations, it is recommended that any translation to a Reporting Currency that is neither an entity's Entity currency or Parent currency be executed from the first period of the year.

Note that only entity input and entity consolidation are translated. Proportion, Elimination and Contribution will not show up in Reporting Currency.

Exchange Rates

The Rate Cube contains all the exchange rate data with respect to any source currency to any destination currency. If there is no Override rate or amount for a Historical Rate account, the system uses the global exchange rate for translation.

You can view the exchange rates used for calculations in a pre-defined data form. You can also use pre-defined forms to enter exchange rates and to enter override rates.

Translating Data

Currency translation converts account data from one currency to another. You can translate data from the entity’s input currency to any other currency that has been defined in the application, either during the consolidation process or separately. When you consolidate data, currency translation occurs if the parent entity has a different default currency than the child entities.

Translation is performed using calculation scripts and based on stored consolidated data. When the system performs translation, if data is not consolidated or if data is impacted, it automatically consolidates the data before translation. The system translates the stored consolidated amount to the Reporting currency by applying the applicable exchange rates.

Translation to Parent currency is performed as part of the consolidation process. If you want to translate data into a specific Reporting currency, you select the target Reporting Currency and perform translation. Only currencies enabled for reporting are available for Reporting currency translation.

You can translate data to a Reporting currency even if the entity is locked and its calculation status is **OK** or **System Changed**.

After the translation rule is run, the translated currency dimension is stored. You can make adjustments to the translated amounts in each currency through journals.

To translate data:

1. From the Home page, select a form, such as Current Provision.
2. Select a cell for which to run translation rules.
3. From **Actions**, select **Translate**.

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4. Verify the Point of View, and then click **Launch**.
5. Click **OK** to dismiss the success confirmation message.

Working with Source Account Foreign Exchange (FX) Rate

Tax Reporting allows for a Target Account to use the same FX translation rate as another Source Account. In some cases, accounts need to match the FX rate of another account. This can be true for Credits, Losses, NIBT Book Adjustments, NIBT Reclassifications and others. The translated values must flow consistently from: **Current Provision -> Deferred Tax -> ETR -> NOL/Credit Detail -> CTP -> TAR**

For example, see the screenshot below:

		Entity Currency YTD	Entity Currency Periodic Value	FX Rate	Parent Currency Periodic	Translated Currency	Weighted Rate
Taxable Income Before	P1	2000	2000	0.55	1100	1100	0.55
Loss with Special Deductions	P2	-300	-2300	0.75	-1725	-625	2.08
NOL (independent)	P1	0	0	0.55	0	0	
	P2	300	300	0.75	225	225	0.75
Taxable Income	P1	2000	2000	0.55	1100	1100	0.55
	P2	0	-2000	0.75	-1500	-400	
Taxable Income Before	P1	2000	2000	0.55	1100	1100	0.55
Loss with Special Deductions	P2	-300	-2300	0.75	-1725	-625	2.08
NOL (depenant)	P1	0	0	0.55	0	0	
	P2	300	300	0.75	625	625	2.08
Taxable Income	P1	2000	2000	0.55	1100	1100	0.55
	P2	0	-2000	0.75	-1500	0	

If NOL (see, Working with Net Operating Losses (NOL)/Credits) translates at a different FX rate versus Taxable Income Before Loss with Special Deductions, then you get an inconsistent value in Parent/Reporting Currency. However, if NOL translates using the rate of Taxable Income Before Loss with Special Deductions, then you get the correct Parent/Reporting Currency value for Taxable Income.

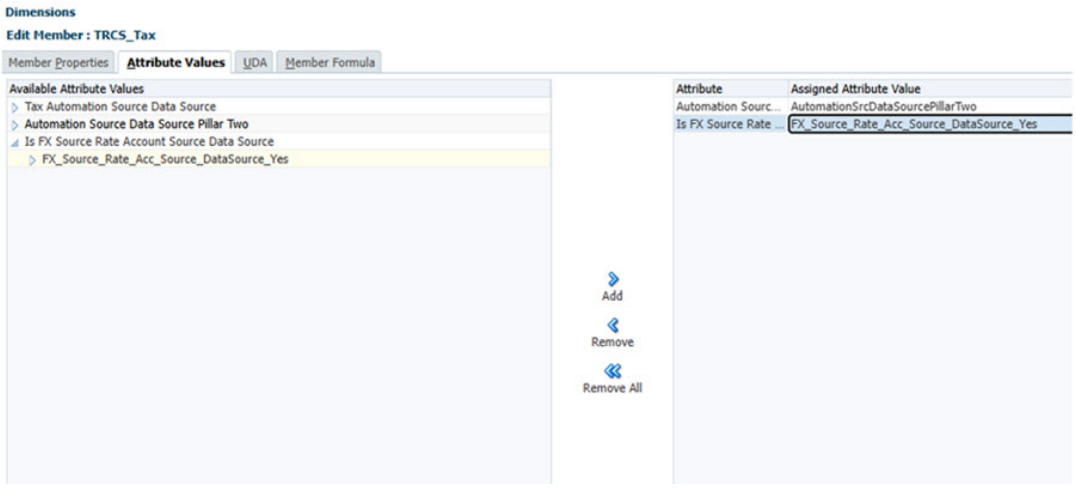
Related Topic: Setting up FX Rate by Source Account

Setting up FX Rate by Source Account

To set up the FX rate by source account, follow the steps below:

1. **Tag the source data sources for source accounts**:
   For any data source that will serve as a source for the source rate account, add the attribute: **FX_Source_Rate_Acc_Source_DataSource_Yes**. This can be any data source that is valid for tax accounts. It can be a parent or child but it if is a parent it must be dynamic calc. For example, configure **TRCS_Tax** as a source data source for the source FX rate Account for TRCS_NDefTaxTotal and TRCS_CurrentTaxExpense Accounts:

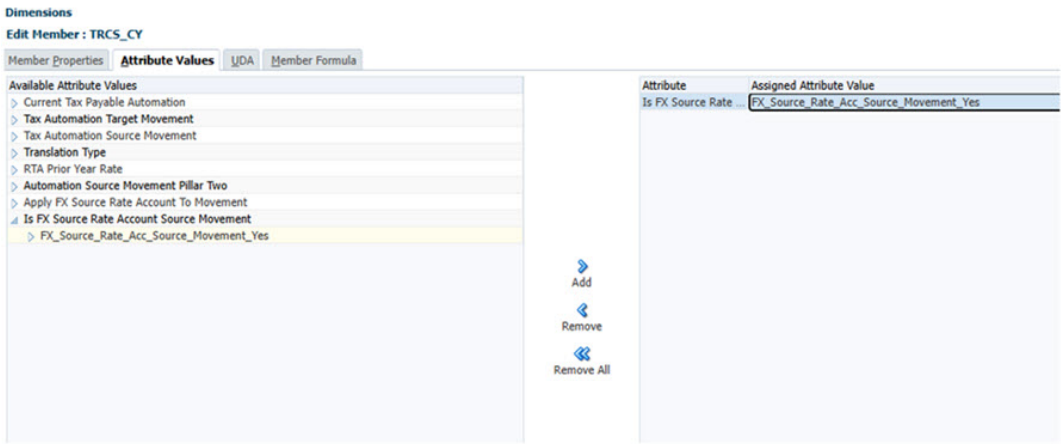
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> **Note**
>
> **Best Practice**: Apply **FX_Source_Rate_Acc_Source_DataSource_Yes** to the following Data Source: **TRCS_Tax**.

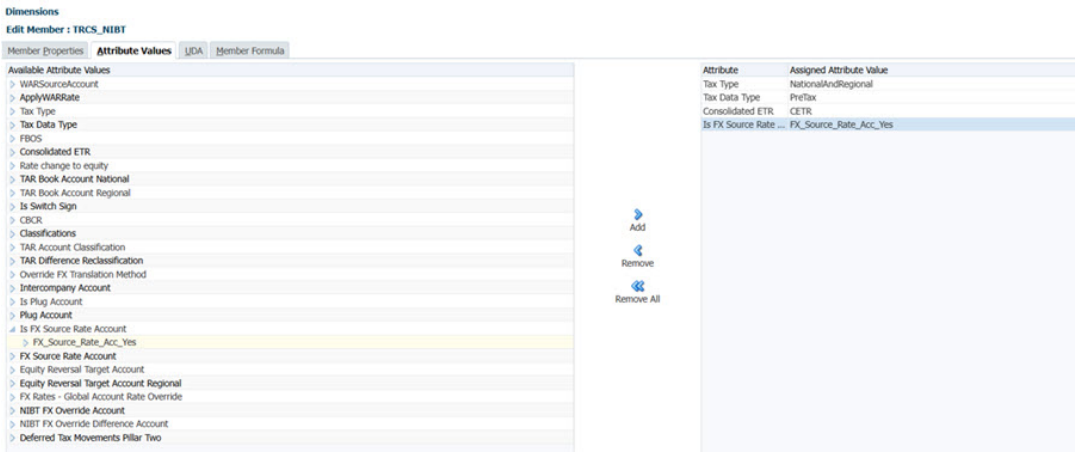
2. **Optional: Tag the source movements for source accounts**
   For any movement that will serve as a source for the source rate account, add the attribute: FX_Source_Rate_Acc_Source_Movement_Yes. This can be any movement that is valid for tax accounts. It can be a parent or child but it if is a parent it must be dynamic calc.

   For example, configure TRCS_CY this is not needed unless you have a use case with an alternative movement:



3. **Tag the Source Account**
   For any account that will be a source rate account, add the attribute: **FX_Source_Rate_Acc_Yes**. This can be any account that is valid for the Current Year Total Movement and can be a parent or child account. For example, configure NIBT as a source FX rate Account for NIBT Book Adjustments and NIBT Reclassification Accounts:

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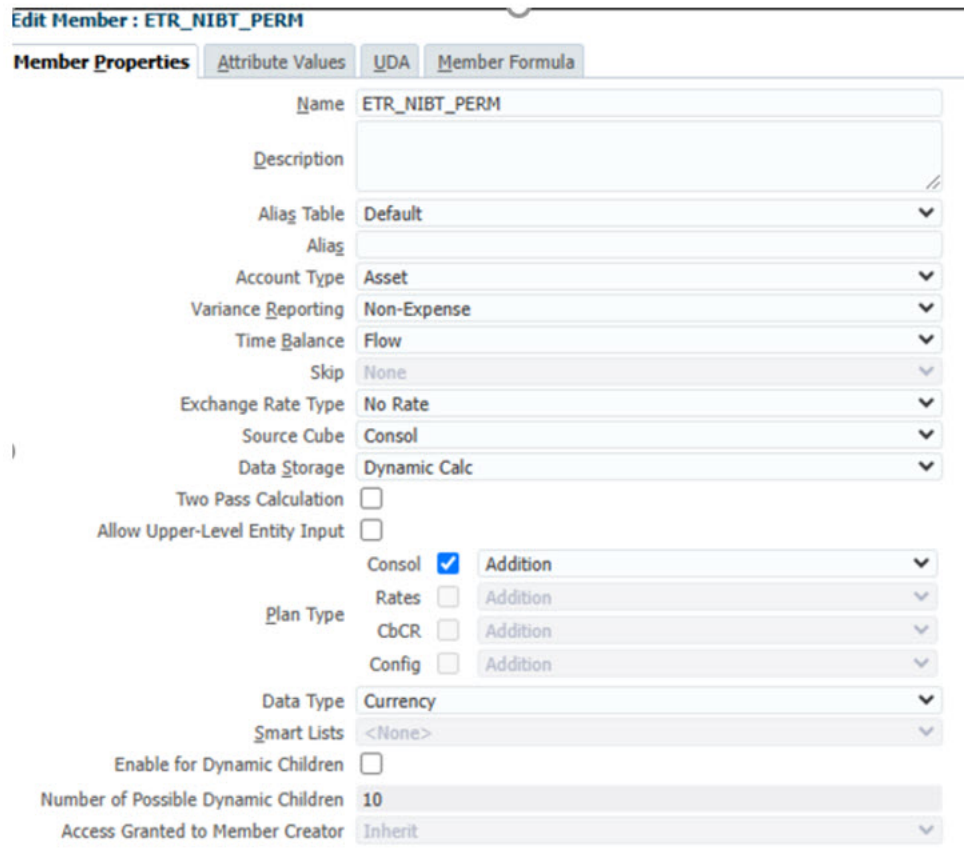
> **Note**
>
> **Best Practice**: Apply **FX_Source_Rate_Acc_Yes** to the following Accounts:

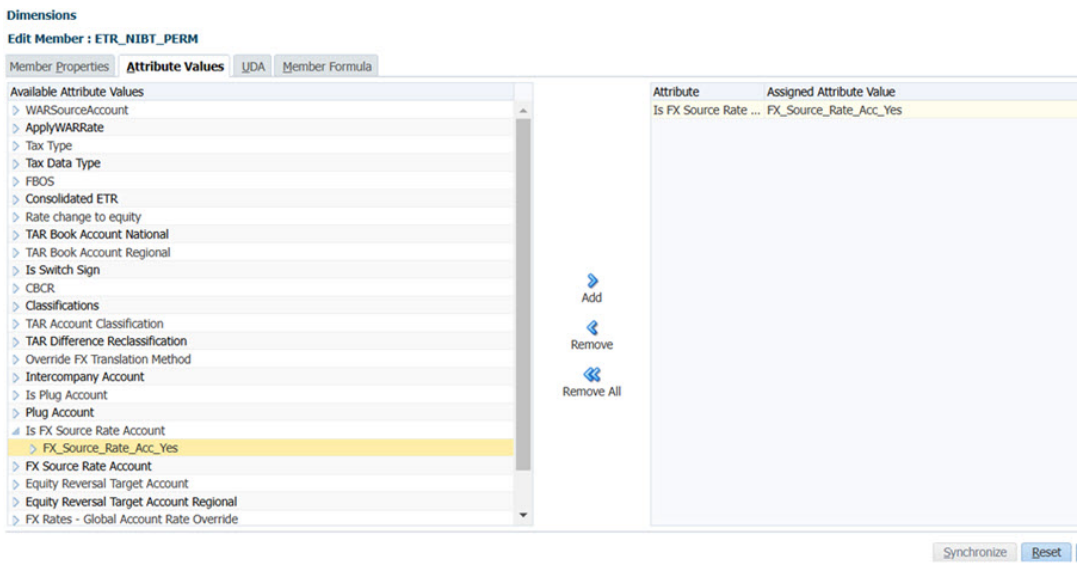
- Current Provision
  - TRCS_NIBT
  - TRCS_TaxableIncomeBeforeLossWSplDeducts
  - TRCS_CurrentTaxTI
  - TRCS_CurrentTaxExpense
  - TRCS_NIBTAdjusted
- Deferred Tax: TRCS_NDefTaxTotal
- Consolidated ETR: ETR_NIBT_PERM (New account for blended rate in the Consolidated ETR)

4. **Create new source account FX members as needed**
   Create any new source accounts as needed as source rate accounts. For example, for the consolidated ETR form, create a new parent account **ETR_NIBT_PERM** to track the combine average rate of TRCS_NIBTAdjusted and TRCS_PermTotal as there is no out of the box system account that combines these two account. You need this to have the correct weighted rate for TRCS_TaxForeignRateDifference.



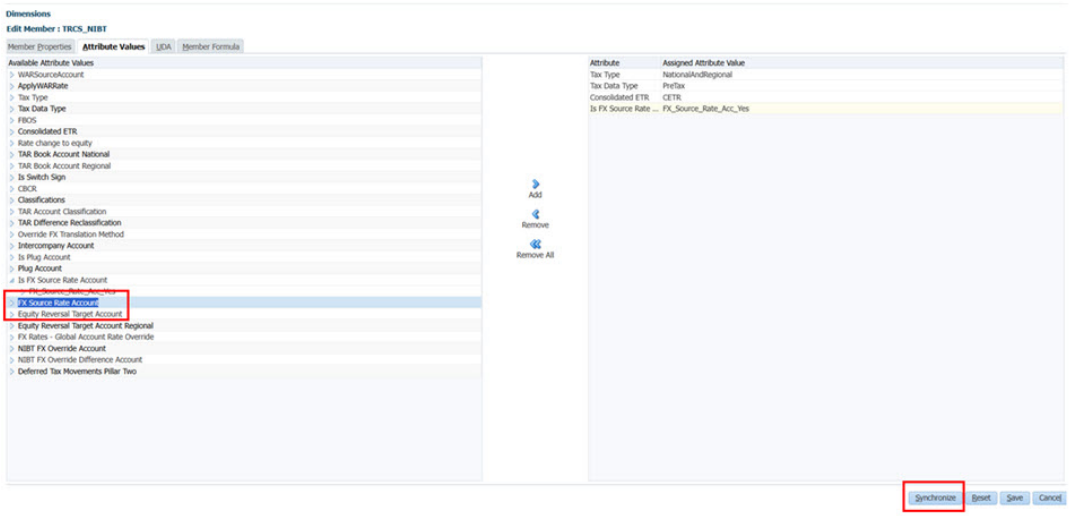
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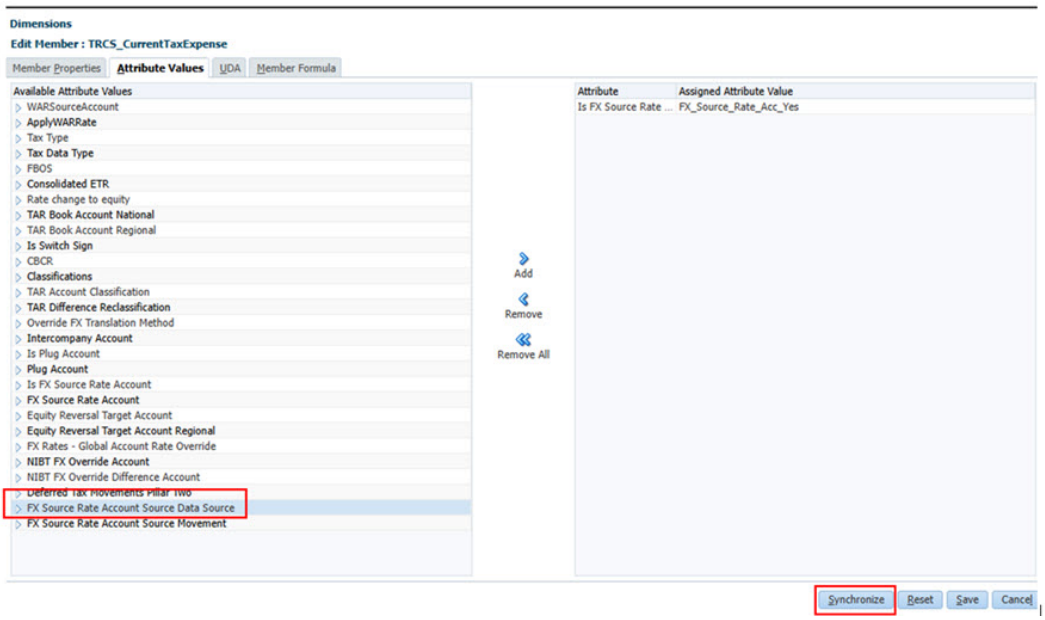


5. **Populate Source FX Rate Accounts**
   After configuring the Source FX Rate Accounts, you must synchronize the FX Source Rate Account attribute.

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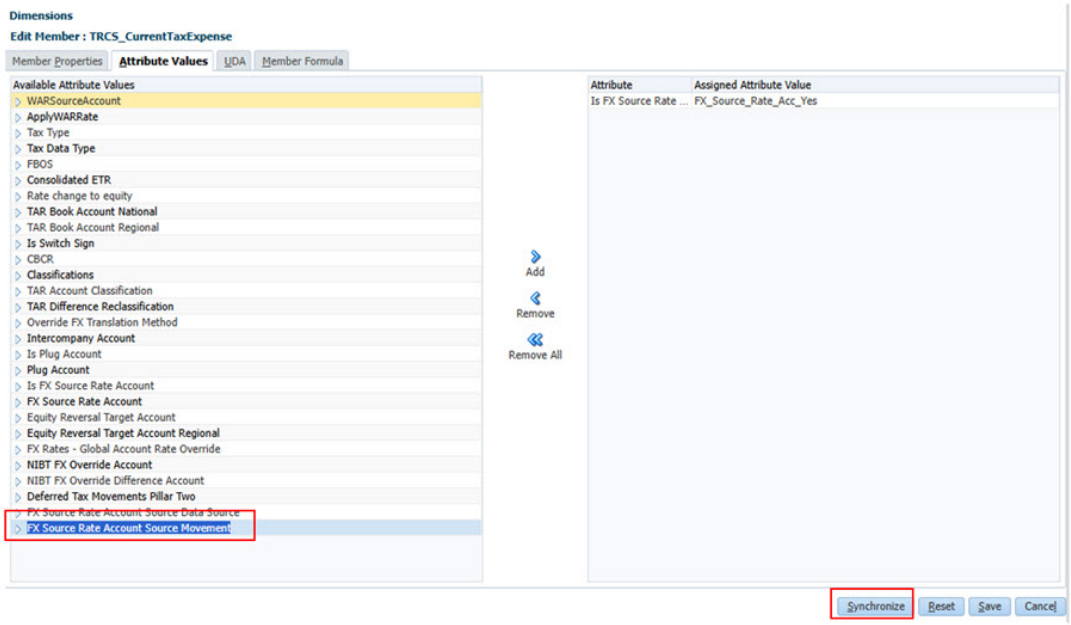


6. **Populate Source FX Rate Account Source Data Source**
After configuring the Source FX Rate Account Data Sources, synchronize the FX Source Rate Account Source Data Source attribute:

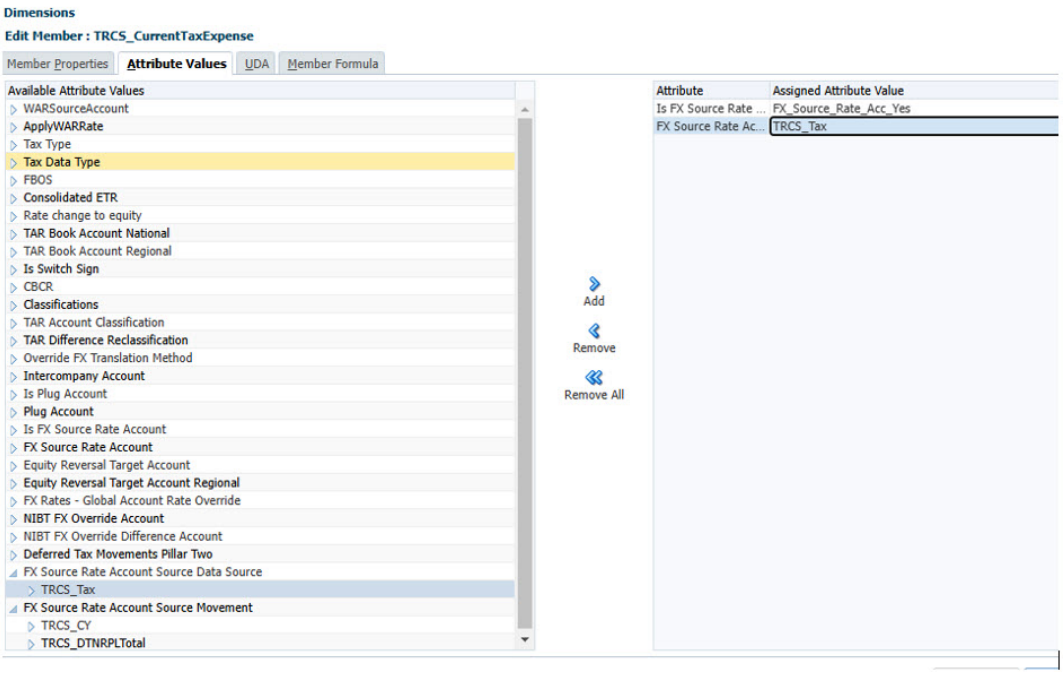


7. **Optional: Populate Source FX Rate Account Source Movements**
After configuring the Source FX Rate Accounts, synchronize the FX Source Rate Account Source Movement attribute:

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8. **Select Source Account FX Rate Source Data Source**
   Select the source data source for all relevant source accounts:

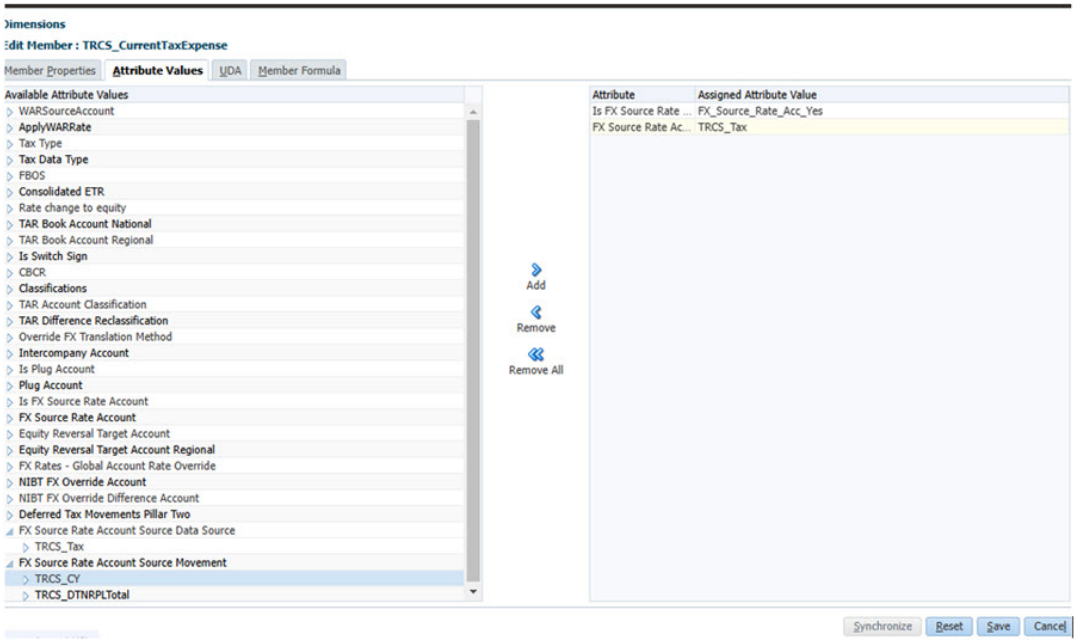


> **Note**
>
> **Best Practice**: Apply FX Source Rate Account Source Data Source TRCS_Tax to the following FX Source Rate Accounts:
>
> - TRCS_NDefTaxTotal
> - TRCS_CurrentTaxExpense

9. **Optional: Select Source Account FX Rate Source Movement**

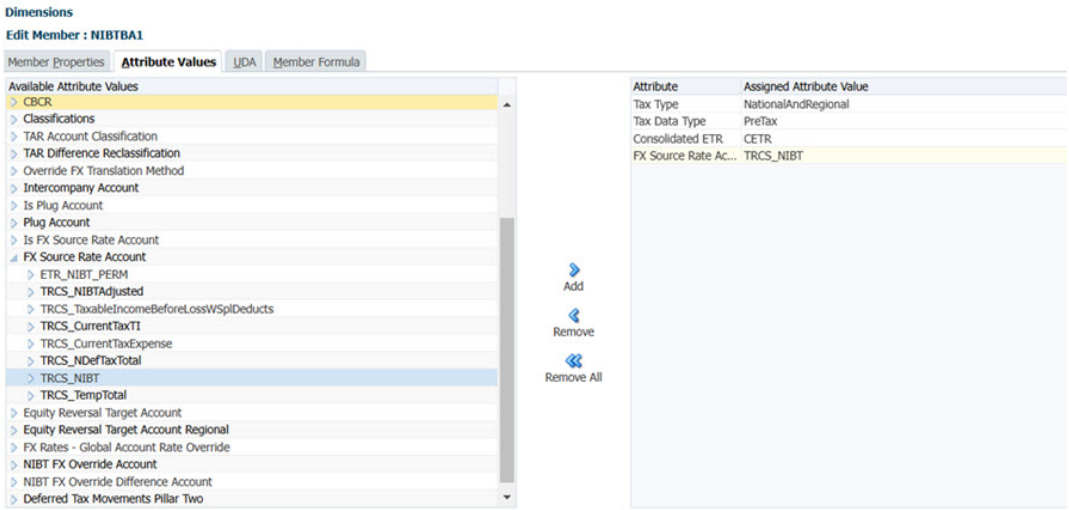
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Select the source movement for all relevant source accounts:



> **Note**
>
> - Setting Source Account FX rate Source Movement is optional (if needed for customized use case).
> - Creating a Source Account FX Rate Source Movement with a formula pointing to **TRCS_AllRegional** such as **TRCS_ETR → TRCS_AllRegional** for ETR can be used to tie together Regional and National translation.

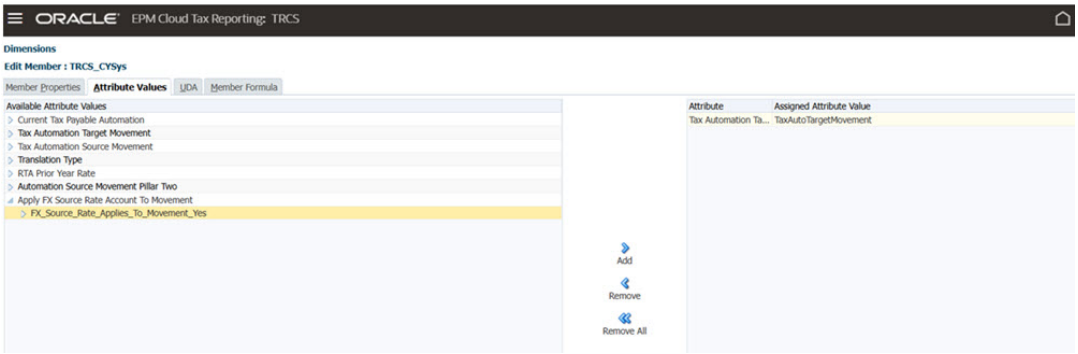
10. **Select Source FX Rate Account for Target**
Select the source account for all relevant target accounts, see below:



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> **Note**
>
> **Best Practice**: Apply Source Account FX rate to the following Target Accounts:
>
> - TRCS_NIBT (for example, Source Account)
> - NIBTBA Accounts (for example, Target Account)
> - NIBT Reclass Accounts (for example, Target Account)
> - TRCS_NIBTAdjusted: TRCS_InterimTaxAEETRAdjustment
> - TRCS_TaxableIncomeBeforeLossWSplDeducts: Loss Accounts
> - TRCS_CurrentTaxTI: Credit Accounts
> - TRCS_CurrentTaxExpense
> - TRCS_TARFExpenseCurrent
> - Cur Tax Payables
> - TRCS_NDefTaxTotal
> - TRCS_TARFExpenseDeferred
> - TRCS_TARFDeferredNonCurrentAssets
> - TRCS_TARFDeferredNonCurrentLiabilities
> - ETR_NIBT_PERM: TRCS_TaxForeignRateDifference

11. **Select Movements to apply Source FX rate Account Calculation**
Apply **FX_Source_Rate_Applies_To_Movement_Yes** attribute to the Movements that use the Source Account FX rate Account. This attribute only applies to base level movement and not parents. For example, configure the source FX rate Account setting to apply to the Automated Movement (TRCS_CYSYS):



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> **Note**
>
> **Best Practice**: Apply Source Account FX rate to the following Movements:
>
> - TRCS_CYSys
> - TRCS_CYAdj
> - TRCS_DTNRCY
> - TRCS_DTNRPY
> - TRCS_DTNRCYNonPL
> - TRCS_DTNRPYNonPL
> - TRCS_ETR
> - TRCS_PayTaxCharge
> - TRCS_PayTaxChargeSys
> - TRCS_PayTaxChargeOCIEq
> - TRCS_PayTaxChargeOCIEqSys
> - TRCS_PayRefRTA
> - TRCS_PayRefRTASys
> - TRCS_TLCCreatedAutomated
> - TRCS_TLCCreated
> - TRCS_InterimTotalAEETR

Calculating all Source Account FX Rates

- The default source Movement used to calculate the rate is the sum of the Movements TRCS_CYSys + TRCS_CYAdj at the selected Source Account. Optionally you can use a FX Source Rate Account Source Movement.
  Will only work right for parent movements if they are dynamic calc (this is always true for DSO) For more information on DSO, see: Converting the Application Model to Hybrid-Optimized (DSO))
- The default source Data Source used to calculate the rate is TRCS_PreTax at the select Source Account. Optionally you can use a FX Source Rate Account Source Data Source.
  - Will only work right for parent data sources if they are dynamic calc (this is always true for DSO).
  - Account that includes tax credits will new TRCS_Tax as a source data source.
- Target Account->Destination =Target Account->Entity Currency * (Source Account->Destination Currency->Source Movement->Source Data source/ Source Account->Entity Currency-> Source Movement > Source Data source)
- If the Source Account has a #MISSING or 0 at Entity Currency
  - If Destination Account is 0 at Entity Currency then we Translate to 0
  - If Destination Account is #MISSING at Entity Currency then we Translate to #MISSING
  - If Destination Account has any other value at Entity Currency, then we do a normal Periodic or YTD translation methodology as defined but the setting on the destination account and do not use the Source Account Rate

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- If you want to translate a value and not fail back to 0 for a #Missing or 0 Entity Currency you can enter the Entity Currency as .0001

FX Rates Order of Precedence

Table 20-1 Priority and Types of FX Rate

Priority	Type of FX Rate
Lowest Priority	Global Average FX Rate (Periodic or YTD) See also: FX Rates Single Period in *Working with Tax Reporting*
	Entity Average FX Rate (Periodic or YTD) See also: FX Rates Single Period in *Working with Tax Reporting*
	Use Source Account FX Rate (overrides Periodic calc)
	Calculated Weighted Average FX Rate (WAR) - Tax Expense (overrides Periodic calc) See also: Calculating the Weighted Average FX Rate Override for Other Tax and Book Accounts in *Working with Tax Reporting*
	Weighted Average FX Rate (WAR) Override - Tax Expense (overrides Periodic calc) See also: Calculating the Weighted Average FX Rate Override for Other Tax and Book Accounts in *Working with Tax Reporting*
	NIBT FX Rate Override - NIBT Tax Account Only (overrides Periodic calc) See also: Entering NIBT FX Override Rates in *Working with Tax Reporting*
	Calculated Weighted Average FX Rate (WAR) for NIBT (overrides Periodic calc) See also: Calculating the Weighted Average FX Rate Override for NIBT Accounts in *Working with Tax Reporting*
	Weighted Average FX Rate (WAR) Override for NIBT - By user input (overrides Periodic calc) See also: Calculating the Weighted Average FX Rate Override for NIBT Accounts in *Working with Tax Reporting*
	Rate Override - Tax / Book Accounts Only (overrides Periodic calc) See also: Working with Amount Override and Rate Override for Tax Accounts in *Working with Tax Reporting*
	Rate Override by Account / Data Source / Movement / Multi Gap / Product (overrides Periodic calc) See also: Working with Amount Override and Rate Override for Tax Accounts in *Working with Tax Reporting*

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Table 20-1 (Cont.) Priority and Types of FX Rate

Priority	Type of FX Rate
	Historical Amount - Tax / Book Accounts Only (overrides Periodic calc) See also: Entering Foreign Exchange Rate and Amount Overrides for Historical Accounts in *Working with Tax Reporting*
Highest Priority	Historical Amount - by Account / Data Source / Movement / Multi Gap / Product (overrides Periodic calc) See also: Applying Amount or Rate Override to a Tax Account in *Working with Tax Reporting*

Translation Methodologies

Companies that are part of a multinational group generally conduct business in their local currency. When financial statements from all subsidiaries are consolidated into the parent company's statements, these multiple local currencies must be translated into the reporting currency of the parent. Tax Reporting provides currency translations for a multi-currency application.

When a multi-currency application is enabled, you can translate to the application currency (primary reporting currency) and any additional reporting currencies. Additional reporting currencies are translated by triangulation with the application reporting currency unless you have entered the translation rate to the added reporting currency. This currency translation is done using exchange rates that you provide. See Translating Data.

In Tax Reporting, when an application is first created, the system uses the Year-To-Date (YTD) translation method by default. The Periodic translation method is also available to calculate the currency translation. In Tax Settings you can specify the default translation methodology for all flow accounts to be either Periodic or YTD. You can also enable Periodic Currency Translation for P13 and P14 using Tax Settings.

The average rate account used in the calculation remains the same for both the Periodic or YTD translation method.

Also Tax Reporting provides translation methodology overriding on an account-by-account basis. This is available as an Account member attribute **PeriodicFXTranslationmethod** or **YtdFxTranslationMethod**.

Understanding Translation Calculation Detail: Terms

- Entity Currency (input currency) = EC
- Parent Currency (translated currency) = PC
- Average Rate = Rate

Using YTD Calculation Method

Year to Date (YTD) uses single average rate for the YTD data entered for the current period selected in the Point-Of-View. This is the default calculation method for Tax Reporting unless otherwise specified globally or on a specific account. The formula for calculating translation using YTD method is (P3 example):

PC->P3 = EC->P3 * Rate->P3 (YTD data * current Average FX Rate)

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Using Periodic Calculation Method

Periodic data on the other hand is a weighted calculation where each period applies the change in value for the period to the periods rate. The formula for calculating using Periodic method is (P3 example):

PC->P3 = (EC->P3 – EC->P2) * Rate->P3 + PC->P2 ((*Input currency in current period - input currency in prior period) * Current period rate + prior period translated value)*

	Entity Currency YTD	Entity Currency Periodic change	FX Rate	Parent Currency Periodic change	Periodic translation Parent Currency YTD	YTD translation Parent Currency YTD
P1	100	100	1.2	120	120	120
P2	700	600	1.125	675	795	787.5
P3	1000	300	1.15	345	1140	1150

Note

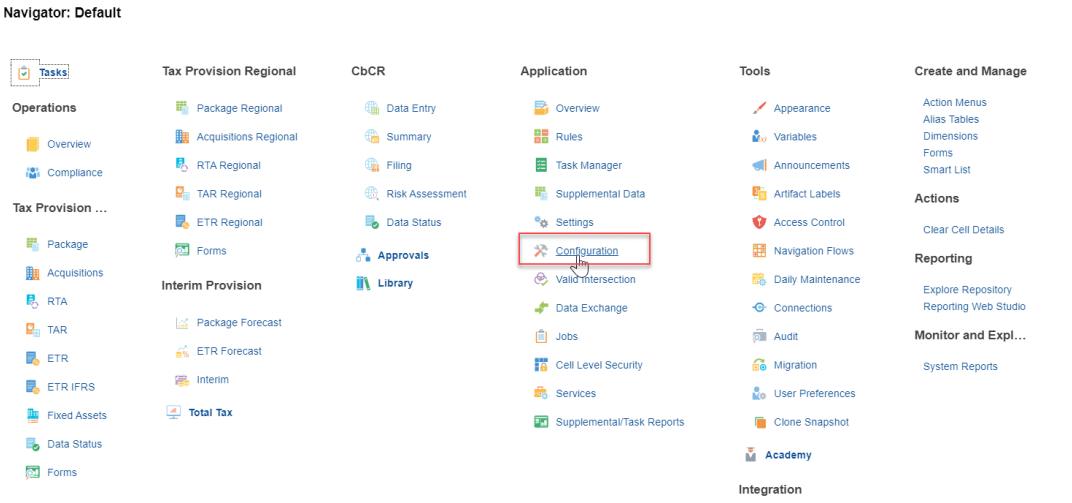
- For the first period of the year where there is data and an average foreign exchange (FX) translation rate, the periodic and YTD translation will have the same result (see above table translated value =120)
- P13 and P14 (RTA and Audit) will always be YTD translation method. There are no prior period for P13 and P14. The prior period follows scenario default frequency, which is same as ownership. However, if prior period follows the quarterly scenario frequency, then P3 will be the prior period for P6. See Table on **Prior Period** in Handling Changes in Ownership.
- f you are using the Periodic Translation Method, you must follow the same scenario default frequency in both Consol as well as CbCR cube.
- NIBT Rate Override and FX Rate Override is not supported in CbCR cube.
- If you are using periodic translation you must have values for all the periods. Enter 0 (zero) if there are periods where no data is available.

Enabling Translation Method for All Flow Accounts

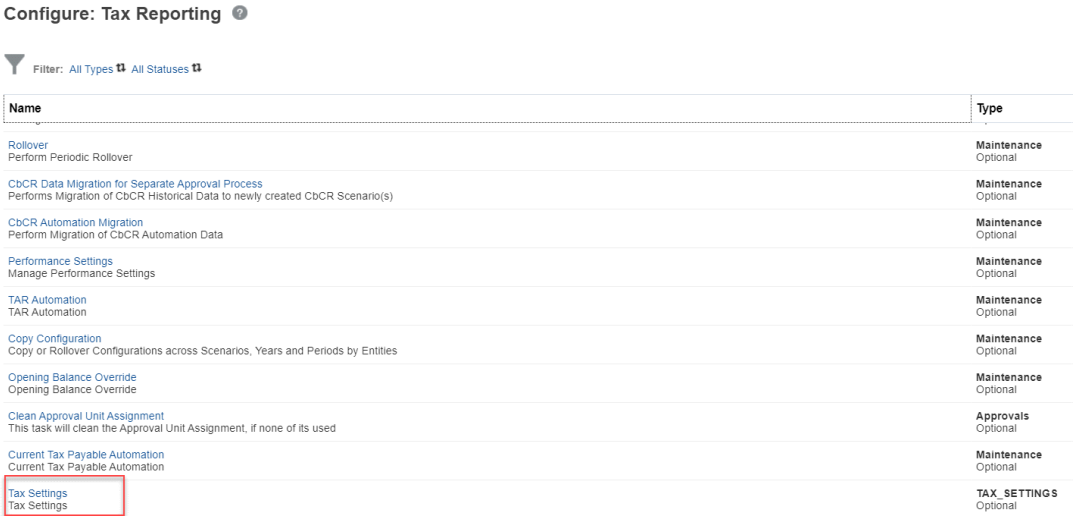
To enable translation method:

1. Navigate to the **Configuration** card.

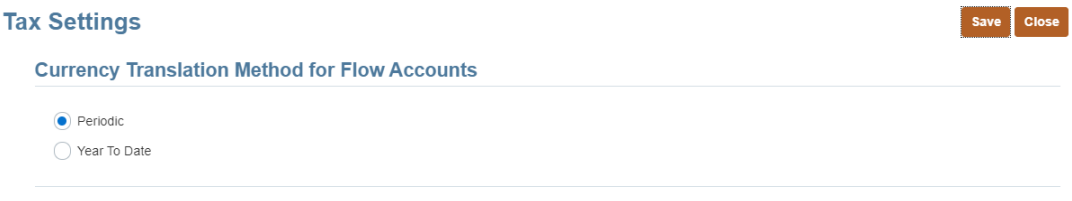
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2. Select the **Tax Settings** Screen. Two options are available in the Currency Translation Method for Flow Accounts: **Periodic** and **Year to Date**.



3. Select the Tax Settings to **Periodic** and click **Save**.



4. Change the Tax Settings from **Periodic** to **Year to Date** to and click **Save**.



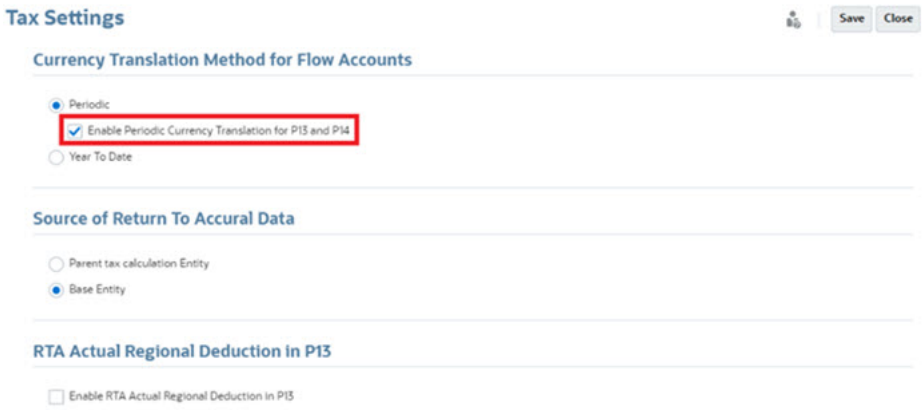
Enabling Periodic Currency Translation for P13 and P14

To enable translation method:

1. Navigate to the **Configuration** card.

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2. Select the **Tax Settings** Screen. Under Periodic Currency Translation for P13 and P14, select **Enable Periodic Currency Translation for P13 and P14**.

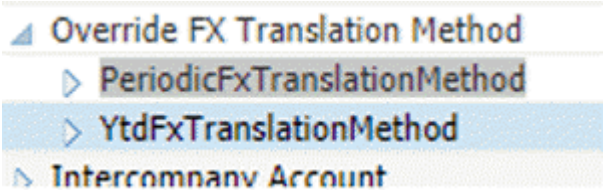


3. Click **Save**.

> **Note**
>
> Only when you select the Periodic Currency Translation, the checkbox to enable **Periodic Currency Translation for P13 and P14** can be seleted, otherwise, this option is disabled and cannot be selected.

Overriding Translation Method for Single Account

If you want a non-flow account (that is, balance) to use Periodic translation method, then you can use the following attribute in the account dimension. Additionally, you can set a flow account to YTD when using Periodic globally. See Account Dimension.



Consolidation and Translation Rules

Tax Reporting provides pre-built calculation scripts to handle consolidation and translation. In addition, the system provides pre-built scripts and member formulas for some of the standard calculation processes. For example, these rules are provided by default:

Table 20-2 Consolidation and Translation Rules

Rule	Description
Consolidate	Executes Financial Consolidation for a given Scenario, Year, Period and Entity. Intelligently performs consolidation based on Entity's consolidation status.

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Table 20-2 (Cont.) Consolidation and Translation Rules

Rule	Description
Consolidate CbCR	Executes Financial Consolidation for a given Scenario, Year, Period and Entity. Intelligently performs consolidation based on Entity's consolidation status.
Force Consolidate	Executes the Consolidation by ignoring the internal processing flags. This operation is targeted towards Administration user to recover from a bad state.
Force Consolidate CbCR	Executes the Consolidation by ignoring the internal processing flags. This operation is targeted towards Administration user to recover the system from any bad state.
Translate	Translates the consolidated data for a given Scenario, Year, Period, Entity and its descendants to the selected Reporting currency. If the entity is not consolidated, it is first consolidated as per the status, and then translated to the reporting currency.
Translate CbCR	Translates the consolidated data for a given Scenario, Year, Period, Entity and its descendants to the selected Reporting currency. If the entity is not consolidated, it is first consolidated as per the status, and then translated to the reporting currency.
Force Translate	Executes the Translation by ignoring the internal processing flags. This operation is targeted towards the Administration user to recover the system from a bad state.
Force Translate CbCR	Executes the Translation by ignoring the internal processing flags. This operation is targeted towards the Administration user to recover the system from a bad state.
DataLoad_PreProcess_Consol	Rule executed as part of pre processing operation for Data Load. This rule is not for standalone execution.
DataLoad_PostProcess_Consol	Rule executed as part of post processing operation for Data Load. This rule is not for standalone execution.
MetadataLoad_PostProcess_Consol	Rule executed as part of post processing operation for any metadata changes. This rule is not for standalone execution.
TrcsFormStatusProcessor	Rule executed as part of post processing operation for Data Form save. This rule is not for standalone execution.
RefreshDataBase_PostProcess_Consol	Rule executed as part of post processing operation for Refresh Database. This rule is not for standalone execution.
RefreshDataBase_DelegatePostProcess_Consol	This rule delegates database post processing call to Task Manager and Supplemental Data Manager modules to sync the metadata.

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Table 20-2 (Cont.) Consolidation and Translation Rules

Rule	Description
CopyTaxAutomationRule	This rule is used in Rollover process to copy the Tax Automation rule mapping. It copies mapping to target period from prior period.
ImpactStatusEntitiesWithData	This rule is used internally by system to update the data status of entities based on mapping defined by user in Tax Automation form. This rule is not for standalone execution.
CopyTaxRateRule	This rule is used in Rollover process to copy the Tax Rate. It copies data to target period from prior period.
Form_PreProcess_Consol	Rule executed as part of pre processing operation for Data Form save. This rule is not for standalone execution.
ComputeRates	Computes Average and Ending rates for a given Scenario, Period and Year based on direct rates entered in the system against given From and To currencies. Performs triangulation based on Application currency, in case direct rates are not entered.
CopyFXRatesRule	This rule is used in Rollover process to copy the FX Rate data. It copies data to target period from prior period.
RefreshDataBase_PostProcess_Rates	Rule executed as part of post processing operation for Refresh Database. This rule is not for standalone execution.
DataLoad_PostProcess_Rates	Rule executed as part of post processing operation for Data Load. This rule is not for standalone execution.
RefreshSDMCurrencyRates	Rule executed as part of post processing operation for Refresh Database, Data Load, Form Save. This rule is not for standalone execution.
DataLoad_PostProcess_CbCR	Rule executed as part of post processing operation for Data Load. This rule is not for standalone execution.
ImpactStatusEntitiesWithData_CbCR	This rule is used internally by system to update the data status of entities based on mapping defined by user in Tax Automation form. This rule is not for standalone execution.
MetadataLoad_PostProcess_CbCR	Rule executed as part of post processing operation for any metadata changes. This rule is not for standalone execution.
RefreshDataBase_DelegatePostProcess	This rule delegates database post processing call to Task Manager and Supplemental Data Manager modules to sync the metadata.
RefreshDataBase_PostProcess_CbCR	Rule executed as part of post processing operation for Refresh Database. This rule is not for standalone execution.

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Table 20-2 (Cont.) Consolidation and Translation Rules

Rule	Description
TrcsFormStatusProcessor_CbCR	Rule executed as part of post processing operation for Data Form save. This rule is not for standalone execution.

Consolidation and Translation Security Access

The following security access is required to consolidate or translate data:

- You must be either an Administrator, Power User, or User.
- You must also have Write access to the Parent entity selected to be consolidated or translated.

> **Note**
>
> Entities that are locked are excluded from the consolidation process.

The System Administrator assigns user access to the appropriate rule to run Consolidate and Translate actions:

- When you assign a user Launch access to the Consolidate Business Rule, the user also has access to the Consolidate action menu.
- When you assign a user Launch access to the Translate Business Rule, the user also has access to the Translate action menu.

> **Note**
>
> Administrators have default access to all the rules in the application.

Calculation Status

Tax Reporting maintains the calculation status for each Scenario, Period, Entity and Parent entity combination. The calculation status indicates whether data needs to be translated or consolidated. The calculation status can change as a result of several actions:

- Changing the organization structure
- Adding or deleting accounts
- Modifying entity attributes
- Entering data in data grids, or loading data from external sources
- Reloading rules
- Changing percent consolidation
- Changing currency rates
- Changing override amount data

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- Updating and loading book data
- Loading and adjusting tax data
- Loading and updating tax automation rules
- Loading and updating RTA automation rules
- Loading and updating tax rates or consolidated rates

Table 20-3 Consolidation Statuses

Status	Description
OK	Data is OK. None of the data for the specified dimensions has changed.
No Data	No data exists for the specified dimensions.
Impacted	Data has changed since last generated, which requires a reconsolidation to change its status to OK. This occurs when a change to a base entity data impacts a parent entity.
Needs Translation	Entity currency data has changed or has been consolidated. Translated values may not be current.
System Changed	A change in metadata has occured. The system changes **OK** status to **System Changed** status after refresh database. **System Changed** status is an acceptable status for historical periods as the application metadata evolves.

Before consolidating/translating the period specified in the runtime prompt the system checks whether any prior periods are in **Impacted** status. If P12 of the prior year (prior to the Year specified in runtime prompt for the consolidation/translation) is Impacted, then the consolidation/translation fails asking users to consolidate prior year first. If prior periods in the current year (Year specified in runtime prompt for the consolidation/translation) are Impacted, then the system automatically includes those impacted prior periods in the consolidation scope even though those prior periods were not explicitly specified by the user in the consolidation/translation runtime prompt.

The system does not automatically include prior periods with **System Changed** status in the consolidation/translation scope unless the System Changed period(s) are specified explicitly in the consolidation/translation runtime prompt.

For example, let's assume that periods P2 - P12 for Actual/FY21/LE101 are in status **Impacted** while P1 period is in **System Changed**. If a consolidation is triggered for Actual/FY21/P12/LE101, the system will only consolidate P2 through P12 leaving P1 in the **System Changed** state. If required, P1 can be consolidated explicitly for Actual/FY21/P1/LE101.

Viewing Consolidation Progress

When you consolidate data, you can monitor the status of the task from the Jobs console. You can view pending jobs, or recent activity, including the completion status, date and time.

To view consolidation progress:

1. On the Home page, click **Application**, and then **Jobs**.
2. Review Pending Jobs and Recent Activity to check the status of the consolidation.

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3. Click the name of the job to view Job Details.

> **Note**
>
> After Refresh Database, all entities across all Scenario(s), Year(s) and Period(s) with **OK** status will be updated to status **System Changed**. Subsequent Consolidation/ Translation at a top level parent entity such as Total Geography, will include all System Changed entities for the consolidation/translation Scenario, Year and Period. This may result in longer consolidation/translation times.

Working with Ownership Management

Managing Ownership

Ownership management consists of managing global consolidation settings and the application of those consolidation settings to each entity hierarchy on a scenario-by-scenario, year-by-year and period-by-period basis.

Ownership settings are applied to each entity parent/child combination for each Scenario, Year and Period combination.

The Ownership Management screen also includes a column that displays the **Locked/ Unlocked** status of entities based on their Approval Unit status. In the Approvals process, there is one Approval Unit for all instances of a shared entity. As a result, when data for one instance is Locked in Approvals, all instances are locked. The same locking logic is applied to Ownership Management. When data is locked for an Approval Unit POV, Ownership Management settings are also locked for the same Approval Unit POV.

Ownership settings data will be locked when the matching Approval Unit is locked or the parent of the matching Approval Unit is locked. Under these conditions, neither data nor Ownership data/settings can be entered or changed.

Ownership settings/data will be unlocked when the matching Approval Unit is not locked (any status other than locked) and the parent of the matching Approval Unit is not locked. Under these conditions, both data and Ownership data/settings can be entered or changed.

Changes to Ownership Management are only allowed for unlocked entities to ensure that changes cannot be made that impact entity data for which the Approval Unit is already locked. Ownership settings cannot be imported for an entity that is locked (<parent/entity>).

> **Note**
>
> Ownership is not currently supported in Country by Country Reporting (CbCR). Instead, you will see 100% rollup.

To access the Ownership Management screen:

1. On the Home page, click **Application** and then click **Consolidation** to display the **Manage Ownership** screen.
2. Select the Entity parent member for which to view the hierarchy.
3. Select the Scenario, Year, and Period.

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4. Click the **Update** arrow button to update the screen to the selected POV. You can expand or collapse the hierarchy as required.
5. Click the **Parent/Child** button  to view the full hierarchy.
6. Click the **Parent/Legal Entity** button  to see the ultimate ownership settings for each parent with each of its descendant legal entities. Note that currently all base entities are deemed to be Legal Entities).
7. Before making any changes to Ownership Management, view the **Locked/Unlocked** column for the entity. Changes are only allowed for Unlocked entities.

Parent/Child View

Initially, all members will inherit the following settings:

- Ownership %: 100
- Control: Yes
- Consolidation Method: Subsidiary
- Consolidation %: 100
- Minority Interest %: 0

The only exception will be any shared entities (for example, where an entity exists more than once in a single hierarchy). The first instance will inherit the settings noted above while each subsequent instance will have the following settings:

- Ownership %: 0
- Control: No
- Consolidation Method: Not Consolidated
- Consolidation %: 0
- Minority Interest %: 0

Ownership Management Reports

Two specialized Ownership Management reports have been created:

- **TRCS_Ownership Detail** is a read-only view of the Ownership data stored within Essbase. This data reflects what has been saved to Essbase when you click Save in the Ownership Management UI. All edits to the ownership data must be made through the Ownership Management UI. See Viewing TRCS_Ownership Detail.
- **TRCS_Weighted Ownership Detail** is a read-only view that enables you to review the Weighted Ownership Detail for each Jurisdiction and Member. See Viewing TRCS_Weighted Ownership Detail..

These values are calculated at consolidation time.

In addition, the following reports that are documented in the *Working with Tax Reporting* guide, have been impacted by Ownership Management, and display columns on the reports:

- Tax Losses and Credits National
- Tax Losses and Credits Regional

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- Temporary Differences
- Temporary Differences Regional
- Deferred Tax
- Deferred Tax Regional
- DTNR
- Deferred Tax Post DTNR
- TAR
- TAR Regional
- Current Tax Payable
- Current Tax Payable Regional
- Fixed Assets

Enabling Ownership Management in Applications

When you create an application, you can enable the Ownership Management feature, which allows you to assign ownership percentages and consolidation methods. If you do not select Ownership Management during application creation, you can enable the feature later for an existing application.

> **Note**
>
> Ensure that the Data Source is set to "Sparse."

For details on this feature, see Managing Ownership.

This topic lists the requirements to enable Ownership Management, and the metadata changes that the system implements when it is enabled. Review all sections before you enable Ownership Management.

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

Implementation Process Overview

You can follow this overview to implement Ownership Management:

1. Enable Ownership Management, as outlined in the following procedure.
2. Select the Scenario Frequency Type.
3. Select Weighted Ownership Account.
4. Select the NCI account (Ownership_NCI_Account), if required.
5. Create the Entity hierarchy. You can include Shared members. Whenever adding shared Entities need to Recalculate Ownership
6. Define ownership percentages and methods on a per Scenario, Year, Period, Entity Parent Child Relationship.

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- Recalculate Ownership if needed
- Default for primary instance of Entity is Subsidiary 100%
- Default for shared instance is Non Consolidated 0%

7. Click **Save** to save the Ownership data.
8. Optional: Check the values in Essbase using the ownership forms.

Enabling Ownership Management

To enable Ownership Management:

1. Before you enable the Ownership Management feature, perform the following steps:
   - Review the lists of new seeded members. If you have already defined some members that serve the same purpose, you must delete them to avoid a conflict with the new seeded members.
   - Review your existing Accounts and Movement members to ensure that there is no conflict with the Alias for the new members.

     Note that there will not be a conflict with names for the new members, as the new seeded members have a prefix of *FCCS_xxx* or *TRCS_xxx*.
   - If there is a conflict, you should modify your Alias PRIOR to enabling the feature; otherwise, you will encounter errors during migration or when refreshing the database.
   - If you modify an Alias, you should also modify any existing artifacts in which it is referenced.
   - Remove duplicate members from the referenced artifacts, or update the artifacts to reference the proper member.
2. Enable the Ownership Management feature using the appropriate option:
   - To create a new application, go to Creating a New Application
   - To enable the feature on an existing application, go to Enabling Application Features
3. **Optional:** After you enable a feature in an existing application, on the Home page, click the down arrow next to the user name, select **Settings and Actions**, and then click **Reload Navigation Flow**.
4. After enabling Ownership Management, if you encounter errors with members and Aliases, check the Jobs console to see the details on which member Alias is in conflict.

Member and Alias Considerations

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

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

Table 20-4 Account Dimension - New Members

Member Name	Alias	Parent
FCCS_Percent Consol	Percent Consolidation	FCCS_Drivers

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Table 20-4 (Cont.) Account Dimension - New Members

Member Name	Alias	Parent
FCCS_Percent Consol Prior	Percent Consolidation Prior	FCCS_Drivers
FCCS_Percent Consol Change	Percent Consolidation Change	FCCS_Drivers
FCCS_Percent Ownership	Percent Ownership	FCCS_Drivers
FCCS_Percent Elim	Percent Elim	FCCS_Drivers
FCCS_Consol Method	Consol Method	FCCS_Drivers
FCCS_Percent Min	Percent Min	FCCS_Drivers
FCCS_Control	Control	FCCS_Drivers
FCCS_Control Input	Consol Method Input	FCCS_Drivers
FCCS_Percent Consol Input	Percent Consolidation Input	FCCS_Drivers
FCCS_Percent Ownership Input	Percent Ownership Input	FCCS_Drivers
TRCS_Percent Current Consol Weighted	Percent Current Year Weighted Consolidation	FCCS_Drivers
TRCS_Percent Current Ownership Weighted	Percent Current Year Weighted Ownership	FCCS_Drivers
FCCS_Percent Min Input	Percent Min Input	FCCS_Drivers
FCCS_Percent Consol Prior Input	Percent Consol Prior Input	FCCS_Drivers
FCCS_Percent Consol Change Input	Percent Consol Change Input	FCCS_Drivers
FCCS_Consol Method Prior	Consol Method Prior	FCCS_Drivers
FCCS_Consol Method Prior Input	Consol Method Prior Input	FCCS_Drivers
FCCS_Percent Ownership Prior Input	Percent Ownership Prior Input	FCCS_Drivers
FCCS_Percent Min Prior Input	Percent Min Prior Input	FCCS_Drivers
FCCS_Percent Ownership Prior	Percent Ownership Prior	FCCS_Drivers
FCCS_Percent Ownership Change	Percent Ownership Change	FCCS_Drivers
FCCS_Percent Min Change	Percent Min Change	FCCS_Drivers
FCCS_Percent Ownership Change Input	Percent Ownership Change Input	FCCS_Drivers
FCCS_Percent Min Change Input	Percent Min Change Input	FCCS_Drivers

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Table 20-4 (Cont.) Account Dimension - New Members

Member Name	Alias	Parent
FCCS_Consol Method Change Input	Consol Method Change Input	FCCS_Drivers
FCCS_Consol Method Change	Consol Method Change	FCCS_Drivers

Movement Member Changes

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

Table 20-5 Movement Members

Member Name	Alias	Parent
TRCS_TLCOwnPlaceHolder	Ownership Spacer	TRCS_CarryForward
TRCS_TARFOwnPlaceHolder	Total Movements Ownership Spacer	TRCS_TARFClosingbalance
TRCS_CurPayOwnPlaceholder	Current Payable Ownership Spacer	TRCS_ClosingPayable
TRCS_TempDiffOwnPlaceholder	Ownership Spacer	TRCS_TempDiffClosing
TRCS_RegionalTempDiffOwnPlaceholder	Ownership Spacer	TRCS_RegionalClosingReclass
TRCS_OwnPlaceholder	Ownership Spacer	TRCS_Closing
TRCS_RegionalTempDiffOwnPlaceholder	Ownership Spacer	TRCS_RegionalClosing
TRCS_DTNROwnTotalPlaceholder	Total Effect from Ownership Spacer	TRCS_ClosingDTNR
TRCS_DTNROwnPlaceHolder	Ownership - DTNR Spacer	TRCS_DTNRClosing
TRCS_DTNROwnPlaceHolder	Ownership - DTNR Spacer	TRCS_DTNRClosingReclass
FCCS_Mvmts_Own_Total	Total Effect from Ownership	TRCS_Mvmts_Total
FCCS_Mvmts_Own_Subtotal	Ownership Subtotal	FCCS_Mvmts_Own_Total
TRCS_OwnOpeningDTNRTotal	Ownership - Opening Balance Total	FCCS_Mvmts_Own_Subtotal
FCCS_Mvmts_Own_Opening	Ownership - Opening Balance	TRCS_OwnOpeningDTNRTotal
TRCS_NBROwnOpening	Ownership- Opening Balance NBR	TRCS_OwnOpeningDTNRTotal
TRCS_DTNROwnOpening	Ownership - Opening Balance DTNR	TRCS_OwnOpeningDTNRTotal
TRCS_OwnCYDTNRTotal	Ownership - Current Year Total	FCCS_Mvmts_Own_Subtotal
FCCS_Mvmts_Own_Movement	Ownership - Current Year	TRCS_OwnCYDTNRTotal
TRCS_NBROwnCY	Ownership - Current Year NBR	TRCS_OwnCYDTNRTotal
FCCS_Mvmts_Own_to_CTA	Changes impact Ownership Adjustment	FCCS_Mvmts_Own_Total
TRCS_TARFOwn	Total Movements Ownership	TRCS_TARFOwnPlaceHolder

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Table 20-5 (Cont.) Movement Members

Member Name	Alias	Parent
TRCS_TARFOwnBoY	Ownership - Opening	TRCS_TARFOwn
TRCS_TARFOwnCY	Ownership - Current Year	TRCS_TARFOwn
TRCS_BVTOwn	Ownership	TRCS_ClosingBVT
FCCS_Mvmts_Own_Opening	Ownership - Opening Balance	TRCS_BVTOwn
FCCS_Mvmts_Own_Movement	Ownership - Current Year	TRCS_BVTOwn
TRCS_CurPayOwn	Current Payable Ownership	TRCS_CurPayOwnPlaceholder
FCCS_Mvmts_Own_Opening	Ownership - Opening Balance	TRCS_CurPayOwn
FCCS_Mvmts_Own_Movement	Ownership - Current Year	TRCS_CurPayOwn
TRCS_TLCOwn	Ownership Placeholder	TRCS_TLCOwnPlaceHolder
TRCS_TLCOwnOpening	Ownership - Opening Balance	TRCS_TLCOwn
TRCS_TLCOwnCY	Ownership - Current Year	TRCS_TLCOwn
TRCS_TempDiffOwn	Ownership	TRCS_TempDiffOwnPlaceholder
FCCS_Mvmts_Own_Opening	Ownership - Opening Balance	TRCS_TempDiffOwn
FCCS_Mvmts_Own_Movement	Ownership - Current Year	TRCS_TempDiffOwn
TRCS_RegionalTempDiffOwn	Ownership	TRCS_RegionalTempDiffOwnPlaceholder
FCCS_Mvmts_Own_Opening	Ownership - Opening Balance	TRCS_RegionalTempDiffOwn
FCCS_Mvmts_Own_Movement	Ownership - Current Year	TRCS_RegionalTempDiffOwn
TRCS_NBROwn	Ownership	TRCS_NBRClosingReclass
TRCS_NBROwnOpening	Ownership - Opening Balance NBR	TRCS_NBROwn
TRCS_NBROwnCY	Ownership - Current Year NBR	TRCS_NBROwn
TRCS_Own	Ownership	TRCS_OwnPlaceholder
TRCS_OwnOpenningTotal	Ownership - Opening Balance	TRCS_Own
FCCS_Mvmts_Own_Opening	Ownership - Opening Balance	TRCS_OwnOpenningTotal
TRCS_NBROwnOpening	Ownership - Opening Balance NBR	TRCS_OwnOpenningTotal
TRCS_OwnCYTotal	Ownership - Current Year	TRCS_Own
FCCS_Mvmts_Own_Movement	Ownership - Current Year	TRCS_OwnCYTotal
TRCS_NBROwnCY	Ownership - Current Year NBR	TRCS_OwnCYTotal
TRCS_RegionalTempDiffOwn	Ownership	TRCS_RegionalTempDiffOwnPlaceholder
TRCS_DTNROwnTotal	Total Effect from Ownership	TRCS_DTNROwnTotalPlaceholder
TRCS_OwnOpeningDTNRTotal	Ownership - Opening Balance Total	TRCS_DTNROwnTotal
TRCS_OwnCYDTNRTotal	Ownership - Current Year Total	TRCS_DTNROwnTotal
TRCS_DTNROwn	Ownership - DTNR	TRCS_DTNRClosing
TRCS_DTNROwnOpening	Ownership - Opening Balance DTNR	TRCS_DTNROwn

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Table 20-5 (Cont.) Movement Members

Member Name	Alias	Parent
TRCS_DTNROwnCY	Ownership - Current Year DTNR	TRCS_DTNROwn
TRCS_DTNROwn	Ownership - DTNR	TRCS_DTNROwnPlaceHolder

Ownership Management Metadata Changes

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

Account Hierarchy Changes

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

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

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

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

Consolidation Dimension Changes

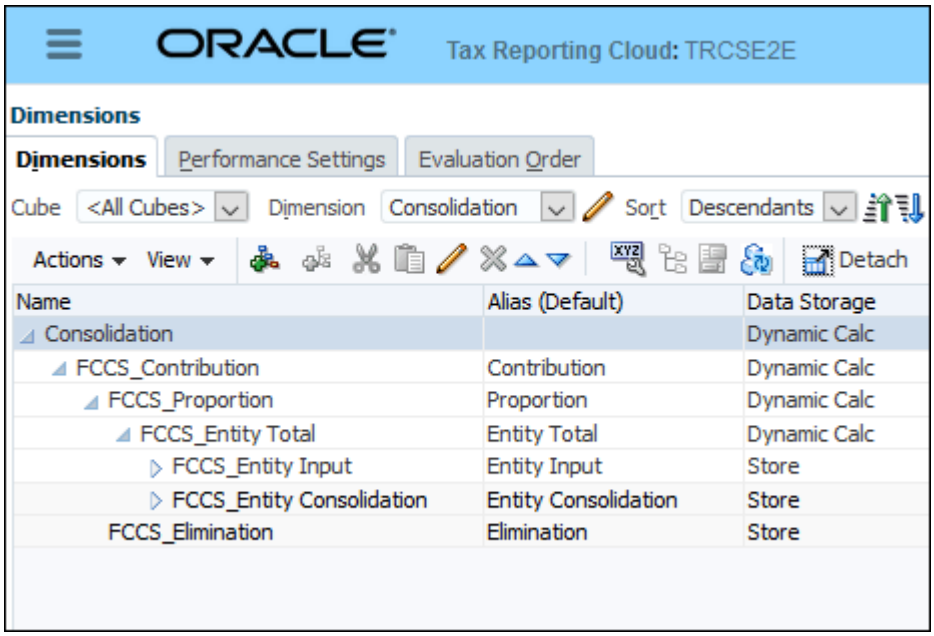
- The Data Storage property of the existing "FCCS_Proportion" member is changed from "Dynamic Calc" to "Store".
- The "FCCS_Proportion" member is no longer the parent member for "FCCS_Entity Total". Instead, this member is now a sibling for "FCCS_Entity Total".

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- The Data Storage property changes require a reconsolidation for all existing data within the application. The Calculation status is changed to Impacted for all entities. You must reconsolidate all existing data in your application so that the Proportion amount will be calculated and stored in the Consolidation dimension.

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

The FCCS_Contribution hierarchy is shown below:



Data Source Member Changes

These new seeded Data Source members will be added. Under Data Source, then FCCS_SystemTypes, the FCCS_Source Entities hierarchy will be used for Ownership Management

The FCCS_Total Data Source hierarchy includes these additional members:

- FCCS_Source Entities hierarchy
- S_Parent Source
- S_Current Source
- S_Entity
- S_FCCS_Total Geography

Handling Changes in Ownership

Tax Reporting handles ownership, based on changes over time, by using a weighted ownership calculation. Because Tax Reporting is YTD, a blended ownership rate is used to handle changes in ownership.

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By default, the account for calculating the weighted ownership is TRCS_NIBTAdjusted. Optionally, you can change the Account member. See Defining Account Properties.

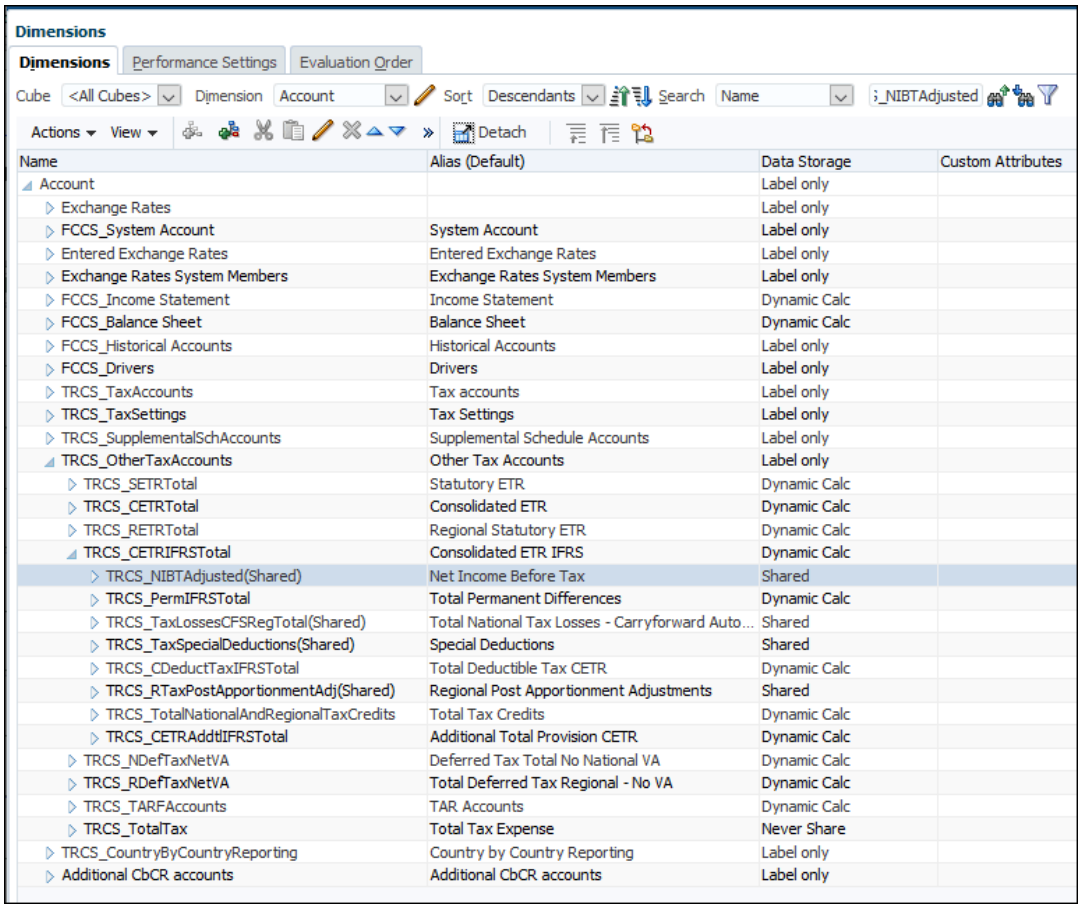
Weighted Ownership Account

For the weighted ownership account, the Movement, Data Source and Consolidation members are fixed and cannot be changed.

- Data Source: "TRCS_PreTax"
- Movement: "TRCS_CurrentTaxBYTotal"
- Consolidation: "FCCS_Entity Total"

To set the weighted ownership account:

1. From the Home page, open the Navigator .
2. Under **Create and Manage**, select **Dimensions**.
3. **Optional:** Select the Account that you want to use. If no Account is selected, TRCS_NIBTAdjusted is used.



Name	Alias (Default)	Data Storage	Custom Attributes
Account		Label only	
Exchange Rates		Label only	
FCCS_System Account	System Account	Label only	
Entered Exchange Rates	Entered Exchange Rates	Label only	
Exchange Rates System Members	Exchange Rates System Members	Label only	
FCCS_Income Statement	Income Statement	Dynamic Calc	
FCCS_Balance Sheet	Balance Sheet	Dynamic Calc	
FCCS_Historical Accounts	Historical Accounts	Label only	
FCCS_Drivers	Drivers	Label only	
TRCS_TaxAccounts	Tax accounts	Label only	
TRCS_TaxSettings	Tax Settings	Label only	
TRCS_SupplementalSchAccounts	Supplemental Schedule Accounts	Label only	
TRCS_OtherTaxAccounts	Other Tax Accounts	Label only	
TRCS_SETRTotal	Statutory ETR	Dynamic Calc	
TRCS_CETRTotal	Consolidated ETR	Dynamic Calc	
TRCS_RETRTotal	Regional Statutory ETR	Dynamic Calc	
TRCS_CETRIFRSTotal	Consolidated ETR IFRS	Dynamic Calc	
TRCS_NIBTAdjusted(Shared)	Net Income Before Tax	Shared	
TRCS_PermIFRSTotal	Total Permanent Differences	Dynamic Calc	
TRCS_TaxLossesCFSRegTotal(Shared)	Total National Tax Losses - Carryforward Auto...	Shared	
TRCS_TaxSpecialDeductions(Shared)	Special Deductions	Shared	
TRCS_CDeductTaxIFRSTotal	Total Deductible Tax CETR	Dynamic Calc	
TRCS_RTaxPostApportionmentAdj(Shared)	Regional Post Apportionment Adjustments	Shared	
TRCS_TotalNationalAndRegionalTaxCredits	Total Tax Credits	Dynamic Calc	
TRCS_CETRAddtlIFRSTotal	Additional Total Provision CETR	Dynamic Calc	
TRCS_NDefTaxNetVA	Deferred Tax Total No National VA	Dynamic Calc	
TRCS_RDefTaxNetVA	Total Deferred Tax Regional - No VA	Dynamic Calc	
TRCS_TARFAccounts	TAR Accounts	Dynamic Calc	
TRCS_TotalTax	Total Tax Expense	Never Share	
TRCS_CountryByCountryReporting	Country by Country Reporting	Label only	
Additional CbCR accounts	Additional CbCR accounts	Label only	

The weighted calculation presents two outputs:

- TRCS_Percent Current Consol Weighted (WeightedPCON)
- TRCS_Percent Current Ownership Weighted (WeightedPOWN)

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These outputs are generated per Jurisdiction and Multi-GAAP. Different weights can be generated, depending on the Jurisdiction and Multi-GAAP.

Scenario Frequency Attribute

Weighted Ownership is calculated, based on the Scenario Frequency Type attribute for the Scenario dimension. If there is no prior period, then effective weightedPOwn is #MISSING and no data is rolled up

Table 20-6 Prior Period

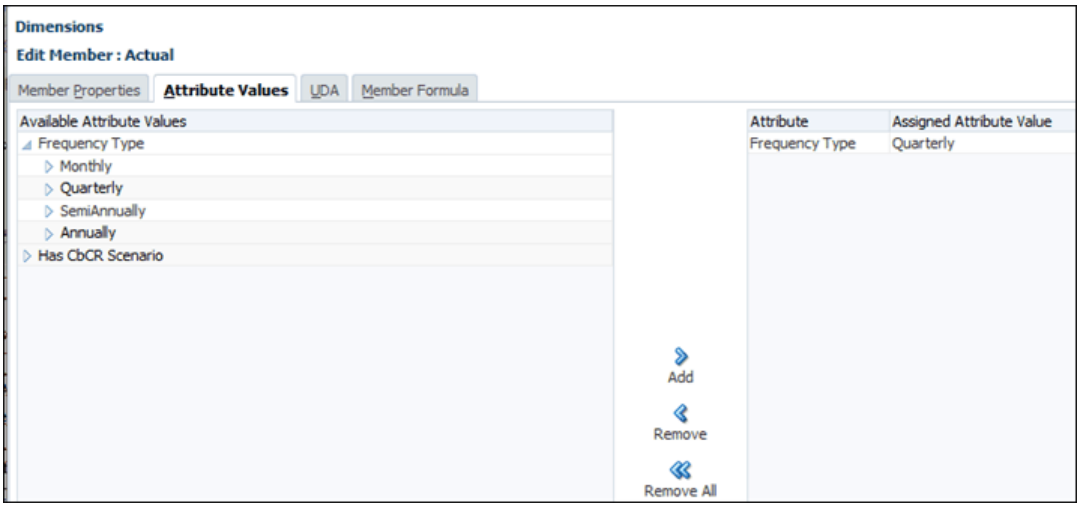
Current Period	Monthly	Quarterly	Semi Annually	Annually
P1	P12 (Prior Year)	Invalid	Invalid	Invalid
P2	P1	Invalid	Invalid	Invalid
P3	P2	P12 (Prior Year)	Invalid	Invalid
P4	P3	Invalid	Invalid	Invalid
P5	P4	Invalid	Invalid	Invalid
P6	P5	P3	P12 (Prior Year)	Invalid
P7	P6	Invalid	Invalid	Invalid
P8	P7	Invalid	Invalid	Invalid
P9	P8	P6	Invalid	Invalid
P10	P9	Invalid	Invalid	Invalid
P11	P10	Invalid	Invalid	Invalid
P12	P11	P9	P6	P12 (Prior Year)
P13	P12 (Current Year)	P12 (Current Year)	P12 (Current Year)	P12 (Current Year)
P14	P12 (Current Year)	P12 (Current Year)	P12 (Current Year)	P12 (Current Year)
P13 and P14 (Periodic Currency Translation for P13 and P14)	P11	P9	P6	P12 (Prior Year)

To set the Scenario Frequency Type attribute:

1. From the Home page, open the Navigator  .
2. Under **Create and Manage**, select **Dimensions**.
3. **Optional:** Under **Dimension**, select the **Scenario** for which you want to set the Frequency type.
4. Click Edit  , and then select the **Attributes Values** tab.
5. Under **Available Attribute Values**, expand the **Frequency Type**, select the frequency you want to use, and then click **Add**.

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> **Note**
>
> After changing the Frequency Type for the Scenario, previous data is not removed after the database is refreshed. Clear the affected intersections manually.



Ownership Percentages Definitions

- **End of Period Ownership % (POwn)** - The ownership % entered in the Ownership Management screen for a specified Scenario/Year/Period/Entity relationship.
- **End of Period Consolidation % (PCon)** - The calculated Consolidation % by the Ownership Management screen for a specified Scenario/Year/Period/Entity relationship.
- **Beginning of Year Ownership % (BOYPOwn)** - The ownership % from P12 of the prior year, unless there is no prior year, in which case it is End of Year Ownership %.
- **Beginning of Year Consolidation % (BOYPCon)** - The Consolidation % from P12 of the prior year, unless there is no prior year, in which case it is End of Year Consolidation %.
- **Weighted Ownership % (weightedPOwn)** - The weighted value of the ownership % based on the amount of ownership % for a Period, weighted by the Weighted Ownership Account. The first period of every year's ownership % is equal to the end of period ownership %:
  - **First Period, RTA Period, Audit Period**

    weightedPown = POwn
  - **All other periods**, the following formula is used

    weightedPown (Account) = ((weightedPown → priorPeriod * priorPeriod → ownershipWeightedAccount) / ownershipWeightedAccount) + ((pown *

    (ownershipWeightedAccount - ownershipWeightedAccount → priorPeriod +)) / ownershipWeightedAccount)
- **Weighted Consolidation % (Pcon)** -The weighted value of the consolidated %, based on the amount of consolidation % for a period, weighted by the Weighted Ownership Account. The first period of every year's consolidation % is equal to the end of period Consolidation %.

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- **First Period, RTA Period, Audit Period**

  weightedPCon = PCon

- **All other periods**, the following formula is used

  weightedPCon (Account) =((weighted PCon → priorPeriod * priorPeriod → ownershipWeightedAccount) / ownershipWeightedAccount) + ((pcon *

  (ownershipWeightedAccount - ownershipWeightedAccount → priorPeriod +)) / ownershipWeightedAccount)

- **Beginning of year ownership adjustment (BOYOwnAdj)**- On an account basis, this is the additional ownership required to go from the Beginning of Year ownership % to the end of Period Ownership % for all beginning of year movements.

  The formula is FCCS_Proportion → BOYOwnAdj = ("FCCS_Entity Total" * (Pown -

  BOYPOWN)) + (Pown * BOYOwnAdj → "FCCS_Entity Total")

- **Current year ownership adjustment (CYOwnAdj)** - On an account basis, this is the additional ownership required to go from the Weighted Ownership % to the end of Period Ownership % for all current year movements, as well as total exchange rate adjustments (FXRateAdj).

  FCCS_Proportion → CYOwnAdj = (("FCCS_Entity Total" + FXRateAdj -> "FCCS_Entity

  Total") * (Pown -WeightedPOWN)) + (POWN * CYOwnAdj → "FCCS_Entity Total")

The effect of changes in ownership are, for all TEMP accounts, the value in the closing balance movement for the FCCS_Proportion member is End Of Period Ownership % of the closing value of the FCCS_Entity Total at the parent currency. If the TRCS_NIBTAdjusted account is zero, Weighted Ownership equals the end of period ownership.

Ownership Effect by Account and Movement

Different Ownership rates depending on the combination of movement and account.

Table 20-7 Ownership Effect by Account and Movement

Account	Movement	Rate
Time Balance Type = "Balance" (Balance Sheet Accounts)	All movements	End of Period Ownership %
Descendants of TRCS_NIBTAdjusted	All movements	Weighted Consolidation %
Temporary Adjustments	Current Year movements (including Pre_Tax and Exchange Rate adjustments)	Weighted Ownership %
Temporary Adjustments	Beginning of Year Movements	Beginning of Year Ownership %
Temporary Adjustments	Closing Balance	End of Period Ownership %
Permanent Adjustments	Current Year Movements	Weighted Ownership %

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Setting Non-Controlling Interest (NCI)

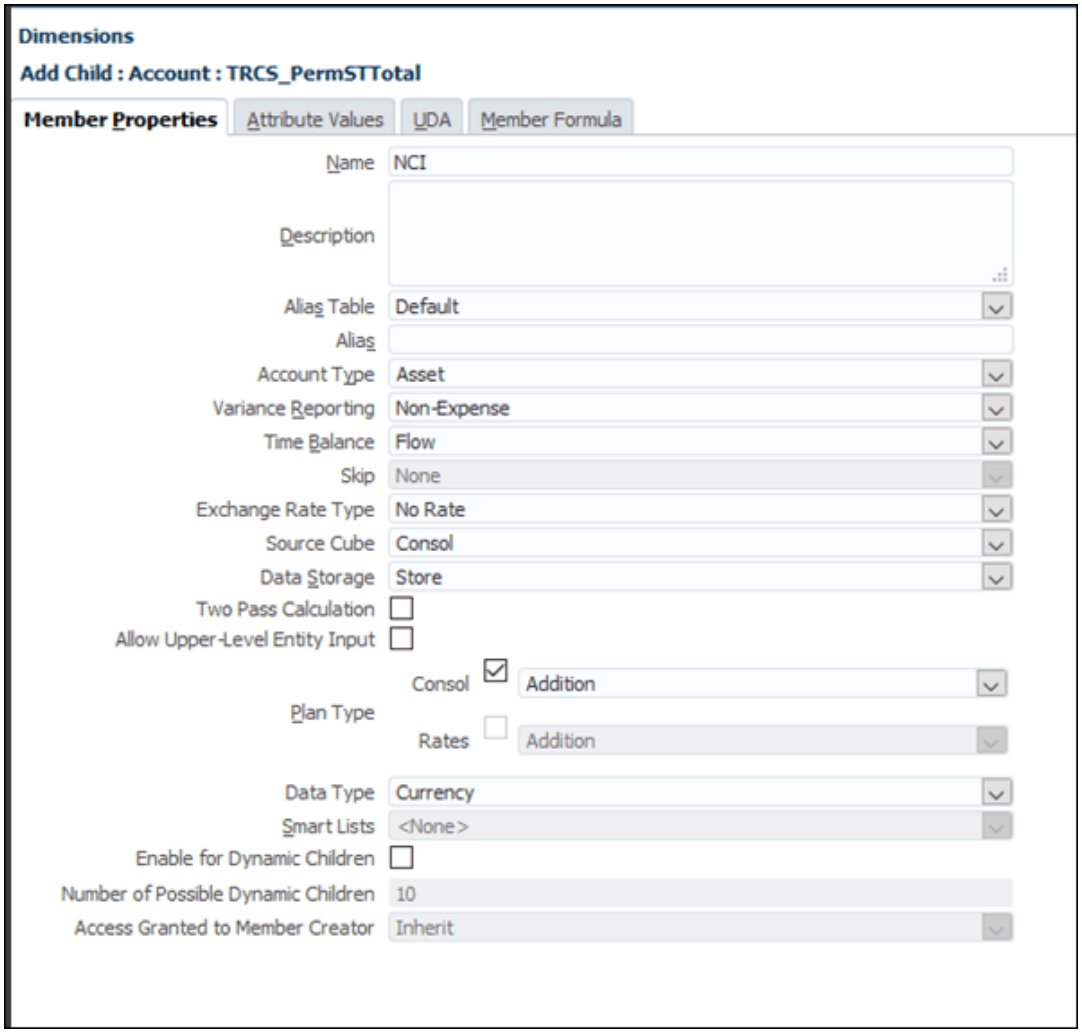
A minority interest or Non-Controlling Interest (NCI) is the plug amount to convert the TRCS_NIBTAdjusted that consolidates at PCon down to POwn. The NCI Account (Ownership_NCI_Account) is only calculated when the attribute has been set on the NCI Account member of your choosing. NCI should be a child of TRCS_PermGSTotal or TRCS_PermSTTotal

If Set at each level, the formula for NCI will be **-1*(TRCS_NIBTAdjusted*PCON – ((TRCS_NIBTAdjusted + NCI) * weightedPOWN))**

To set NCI:

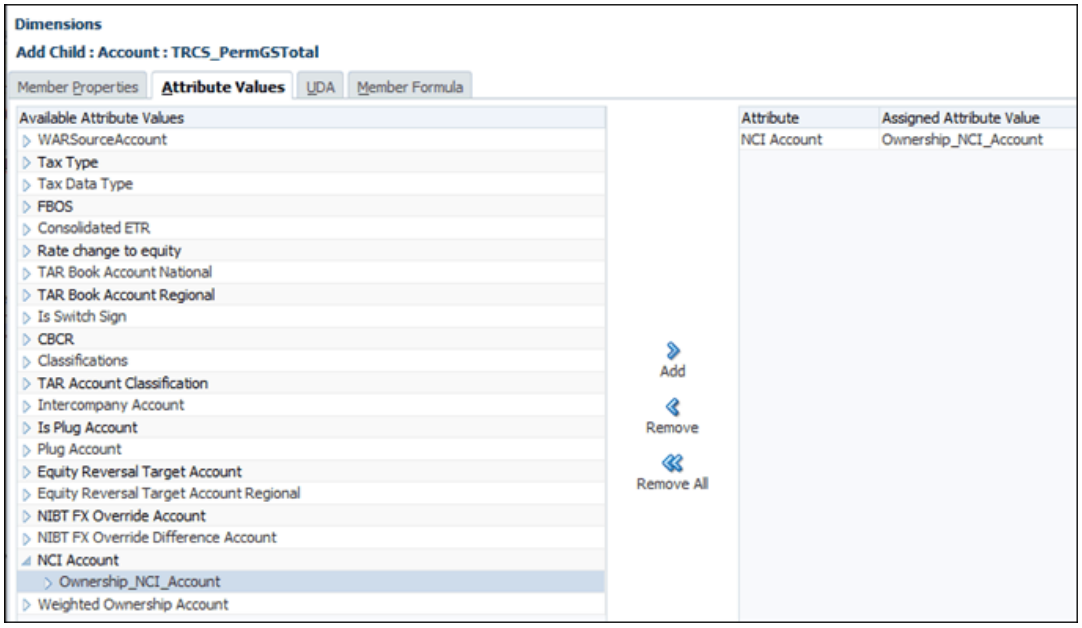
1. From the Home page, select the Navigator.
2. Under **Create and Manage**, select **Dimensions**.
3. Under **Dimension**, select **Account**, and then select one of the following Accounts:
   - **TRCS_PermSTTotal**
   - **TRCS_PermGSTotal**
4. To the selected Account, click **Add Child**  .
5. On the **Member Properties** tab, enter the **Name** for the NCI account, and complete the form.

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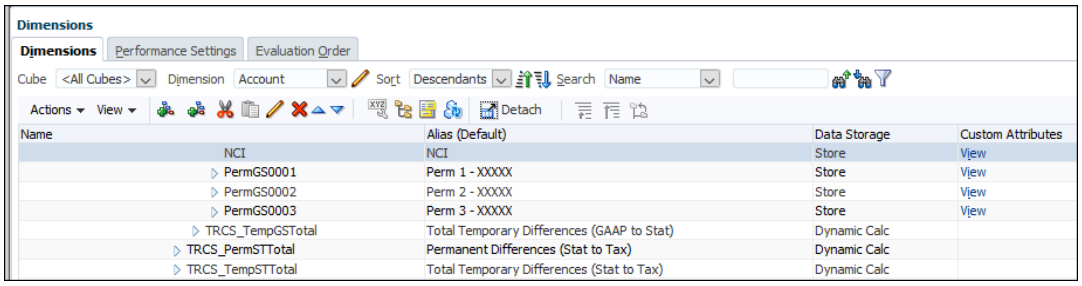


6. Set **Data Storage** to **Store**.
7. On the **Attribute Values** tab, under **Available Attribute Values**, expand **NCI Account**, and then highlight **Ownership NCI Account**, and then click **Add**.

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8. Click **Save**.
9. Refresh the database to apply the changes.



Ownership Consolidation Methods

In order to provide for advanced consolidations and eliminations, various parameters must be established for each entity in the Entity dimension, in relation to its parent(s). Multiple consolidation methods are established to facilitate consolidation and elimination rules, each with preset or configurable parameters including:

- Ownership %
- Consolidation %
- Minority (Non controlling) Interest %

A **Control** setting is also available to help determine the other settings for the methods.

The consolidation methods are then applied to the consolidating parent entity and its hierarchical descendants during the execution of consolidation, adjustment and elimination rules.

Tax Reporting provides several system methods:

- Holding

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- Subsidiary
- Proportional
- Equity (Reserved for Future Use)
- Not Consolidated
- Inactive
- Discontinued

Holding method

The **Holding** method is applied to the legal entity for which its immediate parent represents the consolidated results of that legal entity. The Holding method always applies an **Ownership %** of 100% and a **Consolidation %** of 100%. Control is **Yes**. There can be only one Holding method entity for each parent entity.

Subsidiary method

The **Subsidiary** method is applied to legal entities owned by the holding company and for which the holding company exercises control. The **Ownership %** of a **Subsidiary** company generally ranges from 50% to 100%. **Control** is **Yes** and the **Consolidation %** is therefore 100%. **Minority (Non-controlling) Interest** equals 100% minus the **Ownership %**.

If the company has a Percent Consolidated (PCON) of 100%. the children of TRCS_NIBT Adjusted account are calculated at PCON, and all other accounts are calculated at POwn (percentage ownership).

Proportional method

The **Proportional** method is applied to legal entities owned but not controlled by the holding company but requiring proportional consolidation. This generally applies to Joint Ventures. **Control** is **No** and the **Consolidation %** is equal to the **Ownership %**. All accounts are calculated at POwm.

Not Consolidated method

The **Not Consolidated** method is applied to legal entities owned by the holding company and for which the holding company exercises neither control nor significant influence. The **Ownership %** of a **Not Consolidated** company generally ranges from 0% to 20%. **Control** is **No** and the **Consolidation %** is therefore 0%. **Minority (Non-controlling) Interest** also equals 0%.

All accounts are calculated at POwn, but the Ownership Percentage should be set to zero. If Ownership Management is enabled, the following rules apply to all of these methods:

- Consolidated Descendants of TRCS_NIBTAdjusted at PCon
- Consolidates all other accounts at POwn

Inactive method

The **Inactive** method is reserved for future use.

Discontinued method

The **Discontinued** method is reserved for future use when system consolidation rules are created for discontinued operations.

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Ownership Range

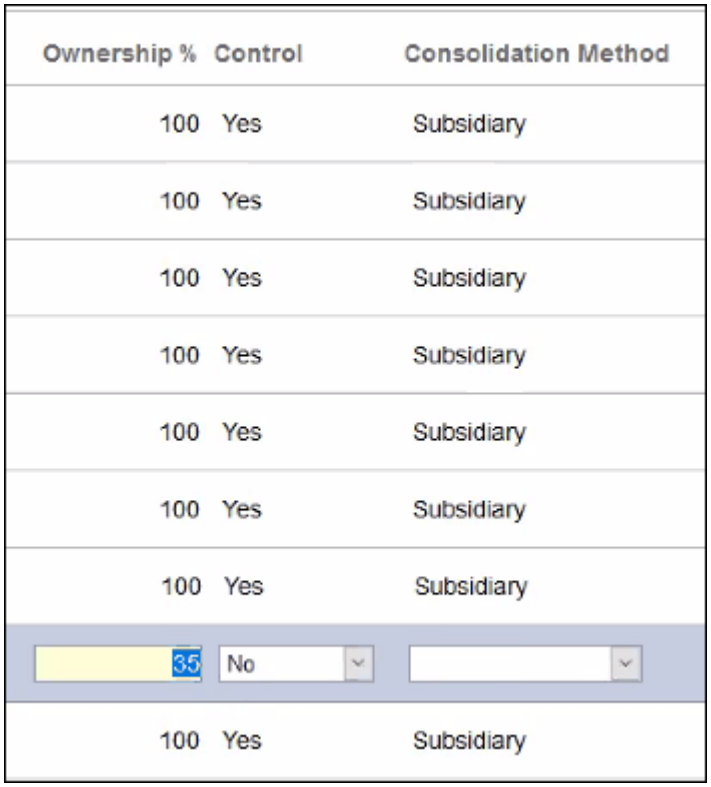
For any given Ownership %, the system assigns a default Consolidation method, based on the Ownership % ranges below.

The system methods comprising the 0% to 100% range are:

- **Not Consolidated** = 0%
- **Proportional** = 0% to 50%
- **Subsidiary** - greater than 50% to 100%

.

As an example, if you enter 35%, the Consolidation Method is automatically set to Proportional. If required, click **Consolidation Method** to select a different method.



Ownership %	Control	Consolidation Method
100	Yes	Subsidiary
100	Yes	Subsidiary
100	Yes	Subsidiary
100	Yes	Subsidiary
100	Yes	Subsidiary
100	Yes	Subsidiary
100	Yes	Subsidiary
35	No	
100	Yes	Subsidiary

Changing Ownership Settings

There are a variety of ownership settings; however, you can only change the following Ownership settings:

- Ownership %
- Control
- Consolidation Method

The following information is available:

- **Ownership%**

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You can change the Ownership Management relationship between a parent and a child, as required.

After you change a percentage entry and exit the field, the system updates the **Control, Consolidation Method**, **Consolidation %** and **Minority Interest %** to the entries for the method assigned to the range into which the entered **Ownership%** falls.

- **Control**

  The **Control** entry is assigned by the system based on the entered **Ownership%** and the method ranges. If required, you can change the system-assigned **Control** entry.

  To change the **Control** entry, select the required entry from the drop-down list.

  If the **Control** entry has been changed from the system-assigned entry, the color of the field will change to a yellow background.

  To remove an override entry and revert to the system-assigned entry, from **Actions (...)**, select **Clear**.

- **Consolidation Method**

  The **Consolidation Method** entry is assigned by the system based on the entered **Ownership%** and the method ranges. If required, you can change the system-assigned Consolidation Method entry.

  To change the **Consolidation Method** entry, select the required entry from the drop-down list. The methods available in the drop-down list are dependent on the **Ownership%** and **Control** settings. The Holding method will only be available for selection with 100% Ownership and Control = Yes. Other methods will be available for selection based on their Ownership Method Control settings. So if Control = Yes, only those Methods with a Control setting of Yes will be displayed. To change the available Methods in the drop-down list, first change the Control selection.

  If the **Consolidation Method** entry has been changed from the system-assigned entry, the color of the field will change to a yellow background.

  To remove an override entry and revert to the system-assigned entry, from **Actions (...)**, select **Clear**.

  Note that the combination of **Control** and **Consolidation Method** selected must match the method settings. If **Control** is **Yes**, the selected **Consolidation Method** must be one of the methods for which **Control** has been defined as **Yes**.

- **Consolidation %**

  The **Consolidation %** is displayed based on the method settings.

  You cannot modify this entry.

- **Minority Interest %**

  The **Minority Interest %** is displayed based on the method settings.

  You cannot modify this entry.

- **Subsequent Changes to Ownership %**

  If you make changes to system-assigned **Control** and/or **Consolidation Method** entries and then you enter a revised **Ownership%**, any user-selected entries will be retained.

  If the **Control** and/or **Consolidation Method** are updated based on the new **Ownership%**, then you must either clear the override entries or select new override entries.

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Parent/Legal Entity View

After you complete the required changes in the Parent/Child view, click on the **Parent/Legal Entity** button to view and modify the ultimate ownership settings.

Each parent in the hierarchy selected in the POV will be listed, with a flat list of each Legal Entity descendant of that parent. You can expand or collapse the hierarchies as required.

- **Ownership %**

  The **Ownership %** displayed is the calculated percentage based on the series of the individual parent/child entries from the current parent to each legal entity. For example, if the **Ownership %** for P1.P2 is 80% and for P2.LE1 is 50%, then the calculated cumulative **Ownership %** for P1.LE1 is 40% (80% * 50%).

  You cannot modify this entry.

- **Control**

  The **Control** entry is assigned by the system based on the entered **Ownership %** and the method ranges. If required, you can change the system-assigned **Control** entry. The behavior of this field is the same as in the **Parent/Child** view.

- **Consolidation Method**

  The **Consolidation Method** entry is assigned by the system based on the entered **Ownership %** and the method ranges. If required, you can change the system-assigned **Consolidation Method** entry. The behavior of this field is the same as in the **Parent/Child** view.

- **Consolidation %**

  The **Consolidation %** will be displayed based on the method settings.

  You cannot modify this entry.

- **Minority Interest %**

  The **Minority Interest %** will be displayed based on the method settings.

  You cannot modify this entry.

Importing and Exporting Ownership Data

You can import and export ownership data.

Importing Ownership Data

The import ownership file must be a comma-delimited file that contains the following columns:

- Scenario *(required)*
- Year *(required)*
- Period *(required)*
- Entity *(required)*
- Parent *(required)*
- POwn *(optional)*. Ownership will default to **100** except for duplicate (shared) members in the same hierarchy, which will default to **0**.

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> **Note**
>
> Note that Ownership % (POwn) is a required entry for all Parent/Child rows but should not be entered for Parent / Legal Company rows where the Legal Company is not the immediate child.

- Control *(optional)*. Control will default to **Yes** if Ownership % is greater than 100, and to **No** otherwise.
- Method *(optional)*. Method will default to **Subsidiary** except for duplicate (shared) members in the same hierarchy, which will default to **Not Consolidated**.

Following is an example of Ownership file contents.

```
Scenario, Year, Period, Entity, Parent, POwn, Control, Method


Consol,FY18,Feb,[CE-0012-USD].[LE-0014-CAD],[CE-0011-EUR].[CE-0012-USD],80,,


Consol,FY18,Feb,[CE-0012-USD].[LE-0016-BRL],[CE-0011-EUR].[CE-0012-
USD],50,,PROPORTIONAL


Consol,FY18,Feb,[CE-0012-USD].[LE-0017-GBP],[CE-0011-EUR].[CE-0012-USD],30,,


Consol,FY18,Feb,[CE-0012-USD].[LE-0018-EUR],[CE-0011-EUR].[CE-0012-USD],10,,


Consol,FY18,Jan,[CE-0013-GBP].[LE-0014-CAD],[CE-0011-EUR].[CE-0013-GBP],10,,


Consol,FY18,Jan,[CE-0013-GBP].[LE-0016-BRL],[CE-0011-EUR].[CE-0013-GBP],10,,


Consol,FY18,Feb,[CE-0012-USD].[LE-0016-BRL],[Entity].[FCCS_Total
Geography],,NO,PROPORTIONAL
```

To import ownership data:

1. On the Home page, click **Application** and then click **Consolidation** to display the **Manage Ownership** screen.
2. Select a Scenario, Year and Period to which to import data.
   Note that the Scenario, Year and Period in the import file must match the POV displayed.
3. From the **Actions** menu, select **Import Ownership Data**.
4. Click **Browse** and select the import file.
5. Click **Import**.
6. When you enter or import ownership settings, the system validates the dependencies between the related fields:
   - The Method and Control combination must match the global settings.
   - If the Method selected is Holding, then the Ownership % must be 100.

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> **Note**
>
> When the ownership data is imported, if the process takes longer than 60 seconds, then the remainder of the process will be continued in the background and you can navigate to other screens if required. To view the progress of the process, open the Jobs console.

When ownership data is imported, it will be merged with any existing data. There might therefore be invalid ultimate ownership entries created. If an entity is present in more than one branch of a hierarchy, data entered on-screen cannot be saved if the combined ownership exceeds 100%. When loaded from a file, the ownership data is not rejected so the combined ownership % of an entity could exceed 100%. If this occurs, an error message will be displayed at the top of the Manage Ownership screen in the period in which the discrepancy occurs:

```
Ownership data for certain Parent/Legal Company combinations are invalid. Please identify the incorrect ownership % in the Parent/Legal Company view and then correct it inthe Parent/Child view.
```

In subsequent periods, a similar message will be displayed:

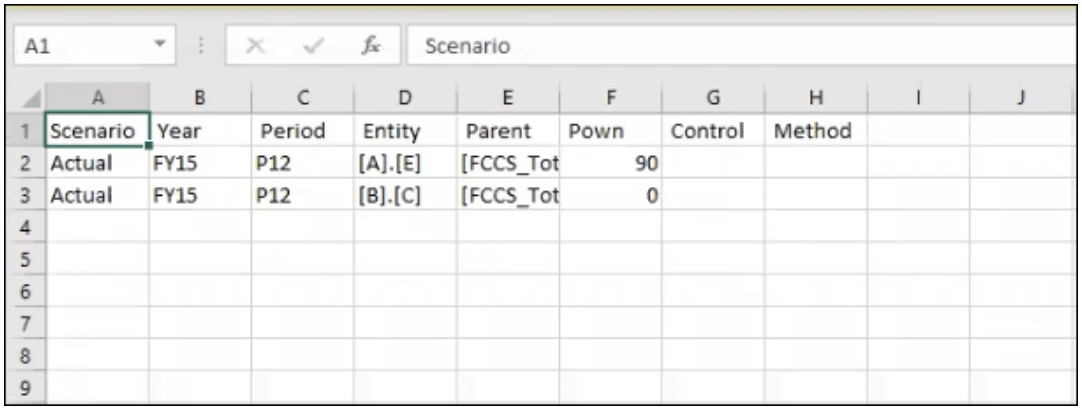
```
Ownership data for certain Parent/Legal Company combinations are invalid for prior periods. Please identify the period and correct the period.
```

Navigate to the period in which the data is incorrect and select the Parent/Legal Entity view. Review the Parent/Legal Entity Ownership % entries. Any errors will be highlighted in red text. Note the entity (entities) with errors, return to the Parent/Child view and correct the necessary parent/child ownership % to ensure that the combined ownership does not exceed 100%.

Exporting Ownership Data

To export ownership data:

1. On the Home page, click **Application** and then click **Consolidation** to display the **Manage Ownership** screen.
2. Select a Scenario, Year and Period for which to export data.
3. From the **Actions** menu, select **Export Ownership Data**.
4. Select a location in which to save the .csv file.



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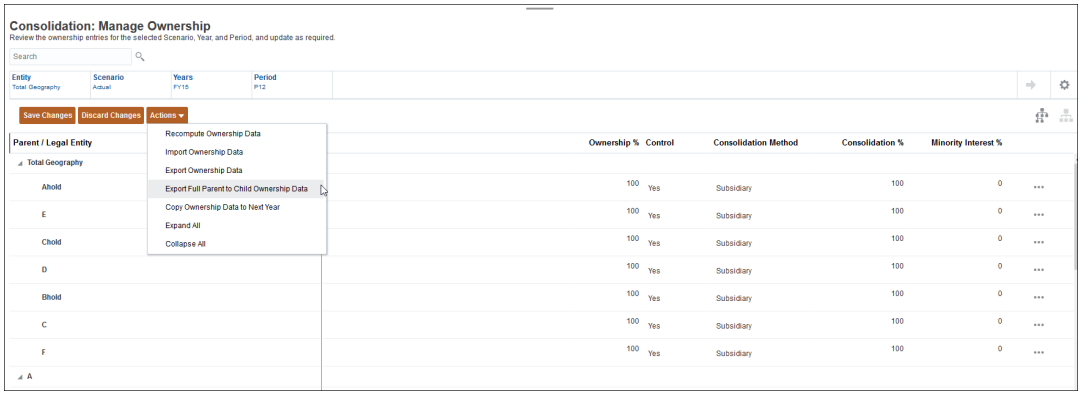
> **Note**
>
> Any ownership data that was populated by the system as default data will not be included in the export file. Only data that was entered by the user to override the default settings in current period (not the override values carried forward from prior periods) and the data related to shared entities will be included in the export file. For details of default data settings, see Parent/Child View settings in Managing Ownership.

Exporting Full Parent to Child Ownership Data

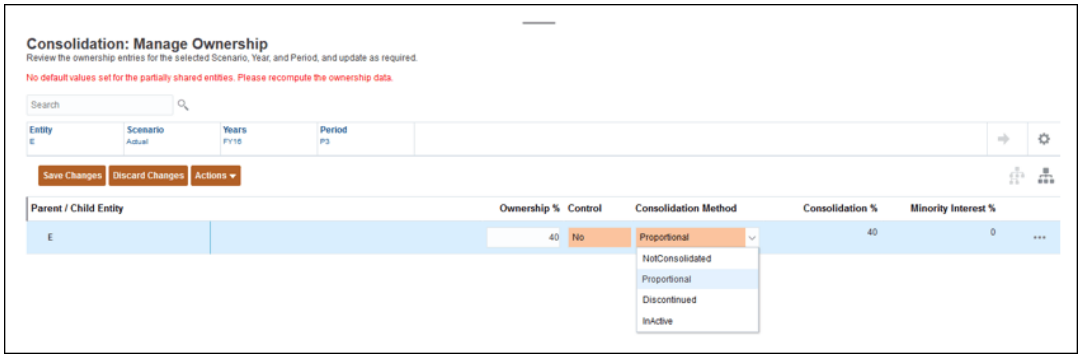
The Full Parent to Child Ownership Data export option exports all data for the Parent/Child Entity screen, including all children and entries, whether they have been overridden or not. The same option is not available for the Parent/Legal Entity screen.

To export Full Parent to Child Ownership data:

1. On the Home page, click **Application** and then click **Consolidation** to display the **Manage Ownership** screen.
2. Select a Scenario, Year and Period for which to export the full data for each parent and its children, whether it has been overridden or not.
3. From the **Actions** menu, select **Export Full Parent to Child Ownership Data**.



4. Select a location in which to save the .csv file.



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> **Note**
>
> Note in Row 7 on the table above, the defaulted relationship was exported into the file rather than a regular export that only exports overrides.

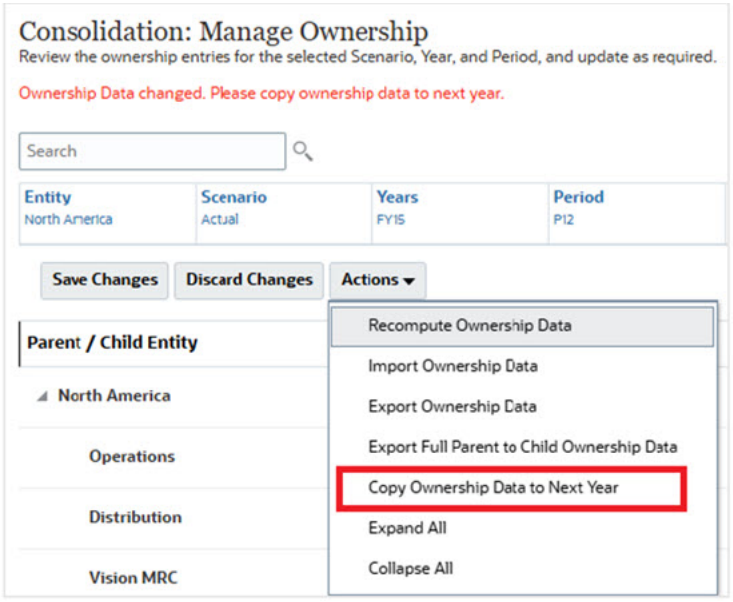
The data includes any entries for the parents and all children, whether they have been overridden or not.

> **Note**
>
> Only unlocked entities are imported. If you have locked all the entities, then Import Ownership data is disabled.

Copying Ownership Data

To navigate to Copy Ownership Data:

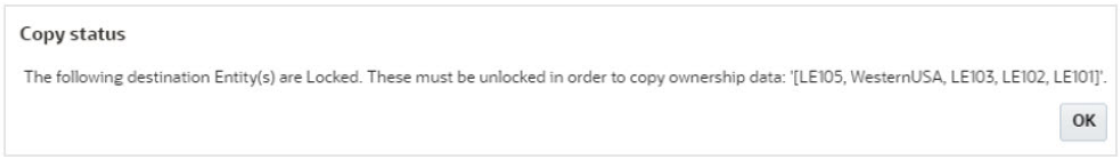
1. Select **Application > Consolidation**. Consolidation: Manage Ownership screen opens.
2. Select the period as P12.
3. Click **Actions** and from the drop-down select **Copy Ownership Data to Next Year**.



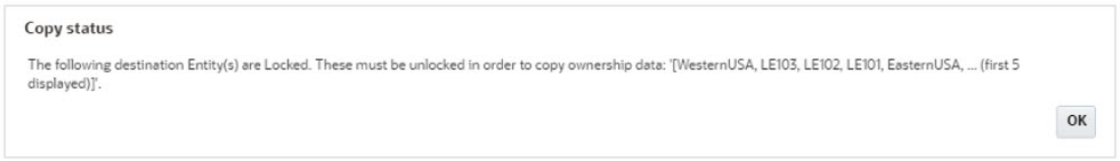
> **Note**
>
> If any entity is in locked state in the destination period (first period of the following year) then the copy operation will be terminated with an error message.

When you have five or less than five locked entities in the destination period, an error message is displayed.

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When you have more than five locked entities in the destination period, the first 5 entity names are displayed in an error message.



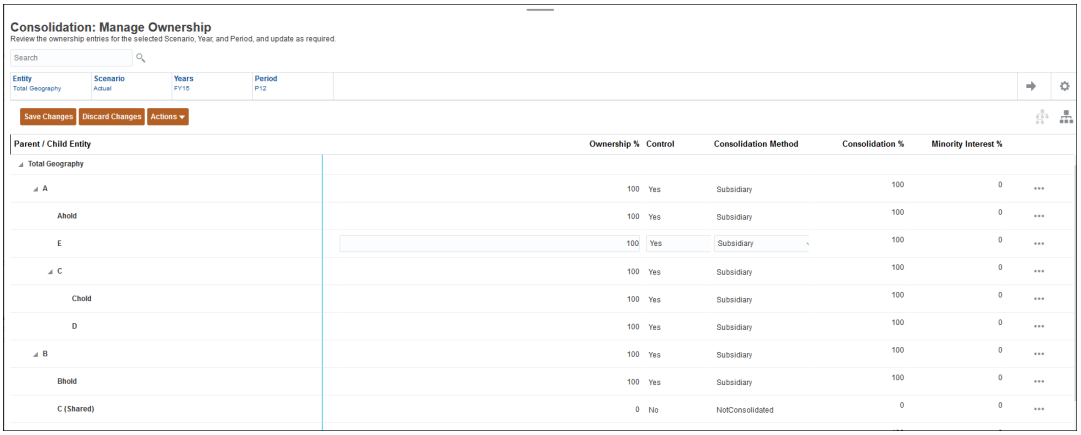
> **Note**
>
> The **Copy Ownership Data to Next Year** data is processed successfully even if entities are in **Not Started/Unlocked** state in the destination period.
> See also: Managing Ownership and Importing and Exporting Ownership Data

Recomputing Ownership Data

If any changes to Consolidation Methods range settings or override rules have been added or deleted for Ownership Management accounts, the system prompts you to recompute ownership data. A warning message is displayed at the top of the Manage Ownership screen if the data has not been recomputed.

To recompute Ownership data:

1. On the Home page, click **Application**, then **Consolidation** to display the **Consolidation: Manage Ownership** screen.



2. Select **Actions**, and then select **Recompute Ownership Data**.
3. On the Recompute Ownership Data dialog box, select the **Scenario**, **Year** and **Start Period** to recompute.

   Note that recomputation will be applied to the selected period and all subsequent periods.

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Also note that if a recomputation of a POV is necessary, a consolidation of that POV will not complete until the Ownership data is recomputed.

4. Click **Recompute**.
5. From the Recomputation success message, click **OK**.

> **Note**
>
> - When the ownership data is recomputed, if the process takes longer than 60 seconds, then the remainder of the process will be continued in the background and you can navigate to other screens if required. To view the progress of the process, open the Jobs console.
> - When consolidating current year data, the prior year P12 must not be in a state where **Recompute Ownership** is required. If the prior year requires **Recompute Ownership**, then it must be recomputed and consolidated before running consolidation for the current year, otherwise the beginning of year ownership adjustment data will be incorrect.

Ownership Settings in Forms

You should only enter or update Ownership Settings in the Ownership Management screens. The settings should never be updated by direct entry or through rules. However, these settings can be displayed in data forms.

Ownership Settings in Data Forms

To view details, open the TRCS Ownership Detail UI.

Select the POV you want to use from the following dimensions:

- Scenario
- Year
- Period
- Entity
- Account (descendants of FCCS_Drivers)
  - FCCS_Consol Method (Current Period Consolidation Method)
  - FCCS_Consol Method Prior (Prior Period Consolidation Method)
  - FCCS_Percent Consol (Current Period Consolidation %)
  - FCCS_Percent Consol Prior (Prior Period Consolidation %)
  - FCCS_Percent Consol Change (Change in Consolidation % from Prior to Current Period)
  - FCCS_Percent Ownership (Current Period Ownership %)
  - FCCS_Percent Ownership Prior (Prior Period Ownership %)
  - FCCS_Percent Ownership Change (Change in Ownership % from Prior to Current Period)
  - FCCS_Percent Min (Current Period Minority Interest %)
  - FCCS_Percent Min Prior (Prior Period Minority Interest %)

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  - FCCS_Percent Min Change (Change in Minority Interest % from Prior to Current Period)
- Data Source (descendants of FCCS_Source Entities)
  - S_Parent Source (Parent entity in the primary entity hierarchy for direct ownership settings)
  - S_<entity name> (Parent entity in a non-primary entity hierarchy for direct ownership settings and ancestor for ultimate ownership settings)

Fixed:

- Consolidation: FCCS_Entity Input
- Currency: No Currency (in multi-currency applications)
- Intercompany: FCCS_No Intercompany
- Movement: FCCS_No Movement
- Multi-GAAP: FCCS_No Multi-GAAP (if applicable)
- View: FCCS_Periodic
- Custom: No <custom name>

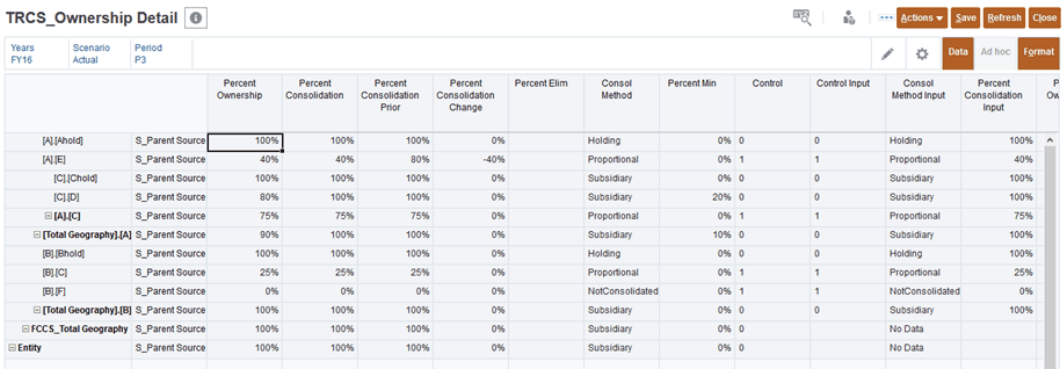
Viewing TRCS_Ownership Detail

This form is a read-only view of the Ownership data stored within Essbase. All edits to the ownership data must be made through the Ownership Management UI.

This data reflects what has been saved to Essbase when you click Save in the Ownership Management UI.

To view the TRCS_Ownership Detail:

1. From the Home page, select **Library**.
2. On the **Forms** tab, expand **Tax Administration**, and scroll to open the **TRCS_Ownership Detail**.



		Percent Ownership	Percent Consolidation	Percent Consolidation Prior	Percent Consolidation Change	Percent Elim	Consol Method	Percent Min	Control	Control Input	Consol Method Input	Percent Consolidation Input
[A].[Ahold]	S_Parent Source	100%	100%	100%	0%		Holding	0%	0	0	Holding	100%
[A].[E]	S_Parent Source	40%	40%	80%	-40%		Proportional	0%	1	1	Proportional	40%
[C].[Chold]	S_Parent Source	100%	100%	100%	0%		Subsidiary	0%	0	0	Subsidiary	100%
[C].[D]	S_Parent Source	80%	100%	100%	0%		Subsidiary	20%	0	0	Subsidiary	100%
[A].[C]	S_Parent Source	75%	75%	75%	0%		Proportional	0%	1	1	Proportional	75%
[Total Geography].[A]	S_Parent Source	90%	100%	100%	0%		Subsidiary	10%	0	0	Subsidiary	100%
[B].[Bhold]	S_Parent Source	100%	100%	100%	0%		Holding	0%	0	0	Holding	100%
[B].[C]	S_Parent Source	25%	25%	25%	0%		Proportional	0%	1	1	Proportional	25%
[B].[F]	S_Parent Source	0%	0%	0%	0%		NotConsolidated	0%	1	1	NotConsolidated	0%
[Total Geography].[B]	S_Parent Source	100%	100%	100%	0%		Subsidiary	0%	0	0	Subsidiary	100%
FCCS_Total Geography	S_Parent Source	100%	100%	100%	0%		Subsidiary	0%	0		No Data	
Entity	S_Parent Source	100%	100%	100%	0%		Subsidiary	0%	0		No Data	

3. Review the values for each column

Viewing TRCS_Weighted Ownership Detail

You can review the Weighted Ownership Detail for each Jurisdiction and Member.

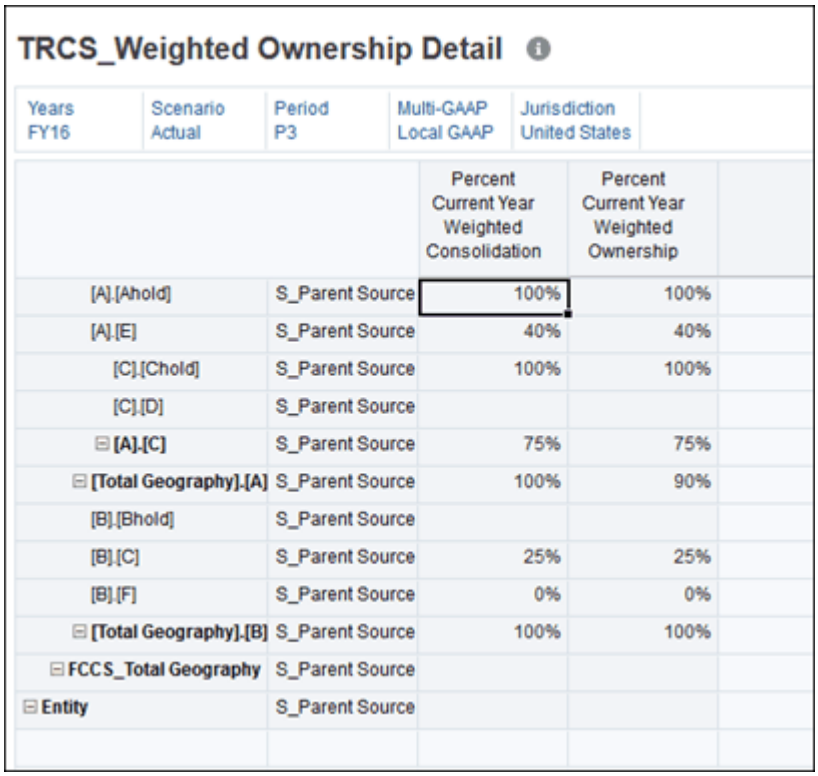
The following values are calculated:

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- Percent Current Year Weighted Consolidation
- Percent Current Year Weighted Ownership

To access the TRCS_Weighted ownership Detail UI:

1. From the Home page, select Library,
2. On the **Forms** tab, expand **Tax Administration**.
3. Scroll to the **TRCS_Weighted Ownership Detail** form.
4. Review the values for the following columns:
   - Percent Current Year Weighted Consolidation
   - Percent Current Year Weighted Ownership



Ownership Settings Year to Year

Initial default and override ownership settings should be automatically carried forward from period to period within the same year but not to subsequent years. By copying ownership data, you can carry the most current settings from the last period in one year (P12) to the first period of the next year.

Note that this option is only available in the last period of each year.

If ownership settings have not yet been copied to the first period of each subsequent year, the entity structure will not be displayed in the subsequent years and an Information message will be displayed:

```
No ownership data in the current year. Try "Copy ownership data to next year"
action in the prior year last period.
```


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To copy ownership data to next year:

1. On the Home page, click **Application** and then click **Consolidation** to display the **Manage Ownership.** screen.
2. Select P12 of the current year in the POV.
3. From the **Actions** menu, select **Copy Ownership Data to Next Year**.
4. Click **OK** when the copy is complete.

When the ownership data is copied, if the process takes longer than 60 seconds, then the remainder of the process will be continued in the background, allowing you to navigate to other screens, if required. To view the progress of the process, open the Jobs console.

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21

Managing Jobs

Related Topics

- Jobs Overview
- Scheduling Jobs
- Viewing Jobs
- Viewing Pending Jobs and Recent Activity
- Editing and Deleting Jobs
- Duplicating Jobs
- Starting and Deleting Clear Cube Jobs

Jobs Overview

Jobs are actions, such as exporting data or refreshing the database, which you can start right away or schedule to run at intervals. The Jobs console enables administrators to manage jobs in a central location.

You can manage these types of jobs in the Jobs console:

- Run rules
- Import data
- Import metadata
- Export data
- Export metadata
- Refresh the database
- Run Invalid Intersection Reports
- Restructure a block storage cube (BSO)
- Non-consolidation jobs such as Task Manager and Supplemental Data jobs

> **Note**
>
> To prevent automatic backup from failing due to certain jobs running during daily maintenance, Oracle Fusion Cloud Enterprise Performance Management disallows certain jobs from starting while the daily maintenance process is running. The following jobs are prevented from starting during the daily maintenance:

- Import Data
- Import Metadata
- Export Data
- Export Metadata

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- Refresh Database
- Clear Cube
- Restructure Cube

These jobs are prevented from starting whether they are jobs that are scheduled or jobs that are started on an ad hoc (unscheduled) basis.

For unscheduled jobs, this means that if you attempt to start a job during the daily maintenance process using the **Run Now** option on the **Schedule Jobs** page or if you submit a job from the listing page of your job definitions, the job will be prevented from starting. If the system prevents an ad hoc job from starting, an error message will display.

For example, if you view the jobs listed on the **Clear Cube** page while daily maintenance is running and then you click **Actions** and then **Submit**, an error message will display and the job will not start. Similarly, if you create a **Clear Cube** job on the **Schedule Job** page during daily maintenance and select **Run Now**, the system will prevent the job from starting and you'll see an error message.

If the system prevents a job from starting, the reason will be stated in the Job Details. If you've enabled email notifications for the Job Console, you'll receive an email notification when a job does not start. If you have a job that is scheduled to start during the daily maintenance process, it is recommended that you reschedule your job to start outside of the daily maintenance window. See, Scheduling Jobs

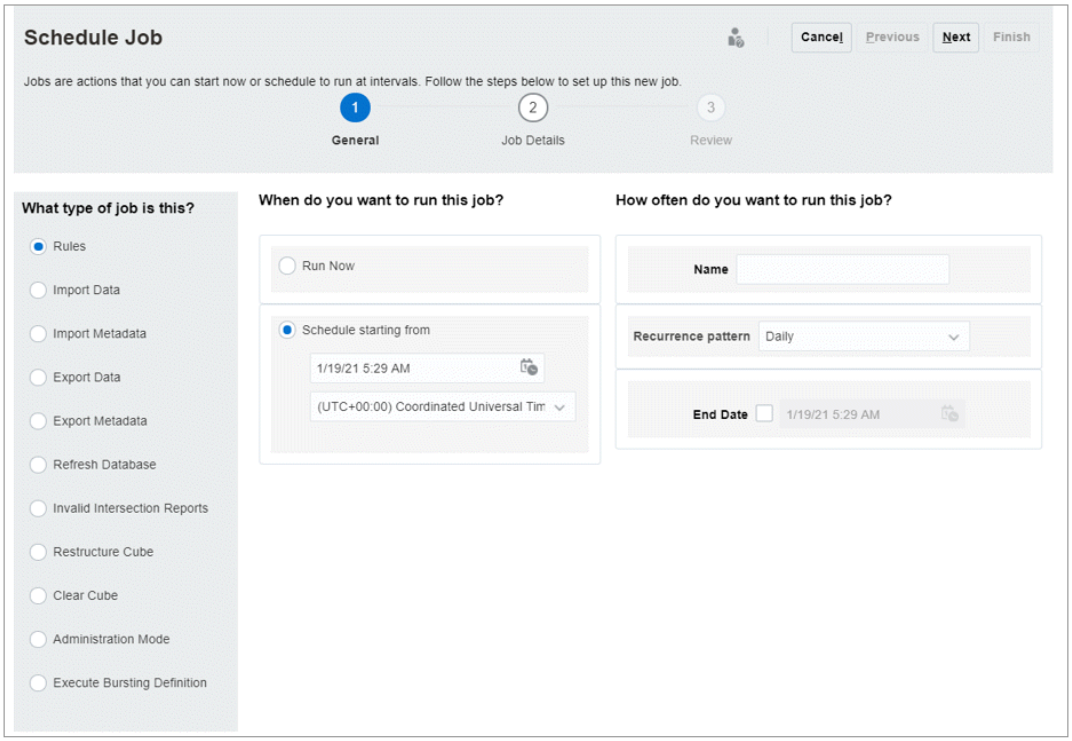
Scheduling Jobs

You can schedule when to run jobs (now or at a future time) and how often (once, daily, weekly, monthly, and yearly).

To schedule jobs:

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

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4. On the **Schedule Job** page, on the **General** tab, select the type of job you want to schedule:

   - **Rules**—Launches a business rule. The **Business Rules** page lists the business rules that were created for the application.
   - **Import Data**—Runs a data import operation.
   - **Import Metadata**—Runs a metadata import operation.
   - **Export Data**—Runs a data export operation.
   - **Export Metadata**—Runs a metadata export operation.
   - **Refresh Database**—Launches the database refresh operation.
   - **Invalid Intersection Reports**—Runs an Invalid Intersection Report.
   - **Restructure Cube**—From **Cube**, select the cube to restructure. Performs a full restructure of a Block Storage cube (BSO) to eliminate or reduce fragmentation. This operation will also remove empty blocks. It is not applicable for an Aggregate Storage cube (ASO).
   - **Clear Cube**—Runs the Clear Cube process to clear specific data within a cube.
   - **Administration Mode**—Changes the login level for an application. If you select **Administrators**, all non-administrative users will be logged off from the application after job execution. To restore access to an application for all users, select **All users**.
   - **Execute Bursting Definition**—Runs a saved bursting definition for Reports. You can run a single report or book for more than one member of a single dimension for one data source, and publish a PDF output for each member. See the "About Bursting" section in *Designing with Reports*.
   - **Runs a Pipeline definition**—This job supports running a Pipeline based on the parameters and variables that were defined for the Pipeline in the Data Integration user interface; for example, **Start Period** and **Import Mode**.

     For descriptions of the job parameters and variables, see the following topics:

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- Using an Integration Job Type in *Administering Data Integration*
- Running a Pipeline in *REST APIs*

For information about creating a Pipeline definition, see Using the Pipeline in *Administering Data Integration*.

5. Under **When do you want to run this job?**, select when to run the job:
   - **Run Now**
   - **Schedule starting from**, and then select the date, time, and time zone.

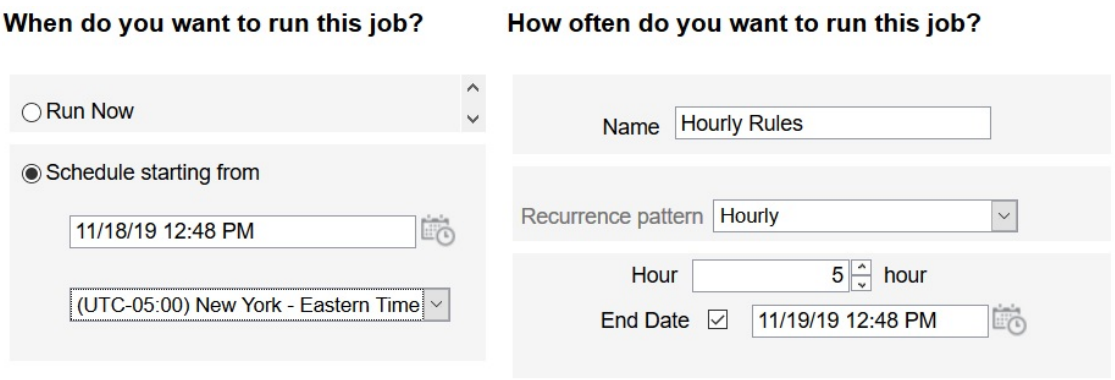
> **Note**
>
> To prevent automatic backup from failure due to scheduled jobs, Oracle Fusion Cloud Enterprise Performance Management disallows certain scheduled jobs to start while the daily maintenance process is running. If the system prevents a job from starting, the reason will be stated in the Job Details. If you've enabled email notifications for the Job Console, you'll receive an email notification when a job does not start. If you have a job that is scheduled to start during the daily maintenance process, it is recommended that you reschedule your job to start outside of the daily maintenance window. For information about daily maintenance operations and scheduling the maintenance start time for an environment, see Managing Daily Maintenance in *Getting Started Guide for Administrators*.

6. Under **How often do you want to run this job?**, set the job recurrence, as follows:
   - Enter a **Name** for the job; for example, `MyWeeklyCubeRefresh`.
     In the job listing in the **Jobs** console, the name that you enter displays along with a system-generated job name; for example, `MyWeeklyCubeRefresh: Refresh Database`.
   - For **Recurrence pattern**, select how often to run the job:
     - **Hourly**
     - **By Minute**
     - **Run Once**
     - **Daily**
     - **Weekly**
     - **Monthly**
     - **Yearly**
   - **Optional:** To enter an end date, click the **End Date** checkbox, and then select the date and time.
7. Click **Next** to continue.
8. On the **Job Details** page, a list of the operations that were saved as a job is displayed. Select a job, and click **Next**.
9. On the **Review** page, review your selections.
   - To continue, click **Finish**.
   - To make changes, click **Previous**.
   - To cancel the job, click **Cancel**.

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Scheduling Hourly Jobs

Hourly jobs run according to a timetable which is based on the values you set in the **Schedule starting from** and **Hour** fields. The schedule for **Hourly** jobs restarts each day during the midnight hour and the recurring job starts at the first hour, second hour, third hour (and so on up to 12 hours) after the midnight hour, depending on the value you select in the **Hour** field.



For example, if you specify a value of **5** in the **Hour** field, the hours during which the job will run each day are 12 AM, 5 AM, 10 AM, 3 PM, and 8 PM. The start time indicates the hour and minute when the system should start honoring the schedule, and the end time indicates when the system should stop. So if the start time is 12:48 PM on 11/18, then that means 12:48 AM, 5:48 AM, and 10:48 AM have already occurred on the current day (11/18) and the next available timeslot is 3:48 PM, which is when the scheduled job will run for the first time. After that it will run at 8:48 PM on 11/18. However on 11/19 it starts over again and will run at 12:48 AM, 5:48 AM, 10:48 AM, and so on until the system reaches the specified end time (in this case, 12:48 PM on 11/19).

> **Note**
>
> When a job spans two days, the job runs during the midnight hour the next day and re-sets the recurrence pattern.

See also: Scheduling Jobs

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Table 21-1 Timetable for Hourly Jobs

Hourly Recurrence	Timetable
1 (default)	AM: 12:00, 1:00, 2:00, 3:00, 4:00, 5:00, 6:00, 7:00, 8:00, 9:00, 10:00, 11:00 PM: 12:00, 1:00, 2:00, 3:00, 4:00, 5:00, 6:00, 7:00, 8:00, 9:00, 10:00, 11:00 **Examples:** If the scheduled start time is 12:48 PM and you set the hourly recurrence for 1 hour, the job will run for the first time at 12:48 PM, and then again at 1:48 PM, 2:48 PM, 3:48 PM, and so on. If the scheduled start time is 7:48 AM and you set the hourly recurrence for 1 hour, the job will run for the first time at 7:48 AM, and then again at 8:48 AM, 9:48 AM, 10:48 AM, and so on.
2	AM: 12:00, 2:00, 4:00, 6:00, 8:00, 10:00 PM: 12:00, 2:00, 4:00, 6:00, 8:00, 10:00 **Examples:** If the scheduled start time is 12:48 PM and you set the hourly recurrence for 2 hours, the job will run for the first time at 12:48 PM, and then again at 2:48 PM, 4:48 PM, 6:48 PM, and so on. If the scheduled start time is 7:48 AM and you set the hourly recurrence for 2 hours, the job will run for the first time at 8:48 AM, and then again at 10:48 AM, 12:48 PM, 2:48 PM, and so on.
3	AM: 12:00, 3:00, 6:00, 9:00 PM: 12:00, 3:00, 6:00, 9:00 **Examples:** If the scheduled start time is 12:48 PM and you set the hourly recurrence for 3 hours, the job will run for the first time at 12:48 PM, and then again at 3:48 PM, 6:48 PM, 9:48 PM, 12:48 AM, 3:48 AM, and so on. If the scheduled start time is 7:48 AM and you set the hourly recurrence for 3 hours, the job will run for the first time at 9:48 AM, and then again at 12:48 PM, 3:48 PM, 6:48 PM, 9:48 PM, 12:48 AM, 3:48 AM, and so on.
4	AM: 12:00, 4:00, 8:00 PM: 12:00, 4:00, 8:00 **Examples:** If the scheduled start time is 12:48 PM and you set the hourly recurrence for 4 hours, the job will run for the first time at 12:48 PM, and then again at 4:48 PM, 8:48 PM, 12:48 AM, 4:48 AM, and so on. If the scheduled start time is 7:48 AM and you set the hourly recurrence for 4 hours, the job will run for the first time at 8:48 AM, and then again at 12:48 PM, 4:48 PM, 8:48 PM, 12:48 AM, and so on.

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Table 21-1 (Cont.) Timetable for Hourly Jobs

Hourly Recurrence	Timetable
5	AM: 12:00, 5:00, 10:00 PM: 3:00, 8:00 **Examples:** If the scheduled start time is 12:48 PM and you set the hourly recurrence for 5 hours, the job will run for the first time at 3:48 PM, and then again at 8:48 PM, 12:48 AM, 5:48 AM, 10:48 AM, and so on. If the scheduled start time is 7:48 AM and you set the hourly recurrence for 5 hours, the job will run for the first time at 10:48 AM, and then again at 3:48 PM, 8:48 PM, 12:48 AM, 5:48 AM, and so on.
6	AM: 12:00, 6:00 PM: 12:00, 6:00 **Examples:** If the scheduled start time is 12:48 PM and you set the hourly recurrence for 6 hours, the job will run for the first time at 12:48 PM, and then again at 6:48 PM, 12:48 AM, 6:48 AM, and so on. If the scheduled start time is 7:48 AM and you set the hourly recurrence for 6 hours, the job will run for the first time at 12:48 PM, and then again at 6:48 PM, 12:48 AM, 6:48 AM, and so on.
7	AM: 12:00, 7:00 PM: 2:00, 9:00 If the scheduled start time is 12:48 PM and you set the hourly recurrence for 7 hours, the job will run for the first time at 2:48 PM, and then again at 9:48 PM, 12:48 AM, 7:48 AM, and so on. If the scheduled start time is 8:48 AM and you set the hourly recurrence for 7 hours, the job will run for the first time at 2:48 PM, and then again at 9:48 PM, 12:48 AM, 7:48 AM, and so on.
8	AM: 12:00, 8:00 PM: 4:00 **Examples:** If the scheduled start time is 12:48 PM and you set the hourly recurrence for 8 hours, the job will run for the first time at 4:48 PM, and then again at 12:48 AM, 8:48 AM, and so on. If the scheduled start time is 7:48 AM and you set the hourly recurrence for 8 hours, the job will run for the first time at 8:48 AM, and then again at 4:48 PM, 12:48 AM, and so on.
9	AM: 12:00, 9:00 PM: 6:00 **Examples:** If the scheduled start time is 12:48 PM and you set the hourly recurrence for 9 hours, the job will run for the first time at 6:48 PM, and then again at 12:48 AM, 9:48 AM, 6:48 PM, and so on. If the scheduled start time is 7:48 AM and you set the hourly recurrence for 9 hours, the job will run for the first time at 9:48 AM, and then again at 6:48 PM, 12:48 AM, and so on.

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Table 21-1 (Cont.) Timetable for Hourly Jobs

Hourly Recurrence	Timetable
10	AM: 12:00, 10:00 PM: 8:00 **Examples:** For example, if the scheduled start time is 12:48 PM and you set the hourly recurrence for 10 hours, the job will run for the first time at 8:48 PM, and then again at 12:48 AM, 10:48 AM, 8:48 PM, and so on. If the scheduled start time is 7:48 AM and you set the hourly recurrence for 10 hours, the job will run for the first time at 10:48 AM, and then again at 8:48 PM, 12:48 AM, and so on.
11	AM: 12:00, 11:00 PM: 10:00 **Examples:** If the scheduled start time is 12:48 PM and you set the hourly recurrence for 11 hours, the job will run for the first time at 10:48 PM, and then again at 12:48 AM, 11:48 AM, 10:48 PM, and so on. If the scheduled start time is 7:48 AM and you set the hourly recurrence for 11 hours, the job will run for the first time at 11:48 AM, and then again at 10:48 PM, 12:48 AM, and so on.
12	AM: 12:00 PM: 12:00 **Examples:** If the scheduled start time is 12:48 PM and you set the hourly recurrence for 12 hours, the job will run for the first time at 12:48 PM, and then again at 12:48 AM, and so on. If the scheduled start time is 7:48 AM and you set the hourly recurrence for 12 hours, the job will run for the first time at 12:48 PM, and then again at 12:48 AM, and so on.

Viewing Jobs

The Jobs console lists the following types of jobs:

- Jobs that are in a pending state under **Pending Jobs**
- Jobs that are currently processing, have run and are completed, or have errors are listed under **Recent Activity**
- Task Manager and Supplemental Data jobs are listed on the Non-Consolidation Jobs tab.

> **Note**
>
> - Jobs are retained in the Jobs console for 90 days.
> - The **Recent Activity** list on the **Jobs** page defaults to display only the last day's data. Similarly, the job filter's **Start Time** and **End Time** dates default to yesterday and today to have only a one day difference. Click
>
> 
>
> to change the default display.

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To view the listings in the Jobs console:

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



3. Perform a task:
   - To filter the list of pending jobs and recent activity, click the **Filter** icon, select filter options, and then click **Apply**.
   - To search for a job, enter text in the Search field, and then click the **Search** icon .
   - To view details for jobs, click the name of the job.
   - To view details for Task Manager and Supplemental Data jobs, click the **Non-Consolidation Jobs** tab on the left. You have the option to filter the Jobs list by **Name**, **Status**, **Created By** (or **Modified By**), **Start Date**, or **End Date**.

Viewing Non-Consolidation Jobs

The Non-Consolidation jobs such as Task Manager and Supplemental Data jobs page lists the jobs and lets you filter and view job details. You can:

- View job details such as parameters, properties, and results.
- View job summary statistics on the side panel.
- Cancel pending jobs

Task Manager and Supplemental Data Manager jobs include additional execution sequencing routines to prevent conflicting batch jobs from running at the same time, ensuring application integrity. While the run time of individual jobs isn't affected, their start times may be delayed due to the optimization sequencing.

To view the Jobs:

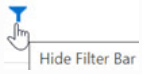
1. On the Home page, click **Application**, and then click **Jobs**.
2. Click on
   Non-Consolidation Jobs in the left navigation.
3. **Optional:** To search for a job, enter search criteria in the **Search** text box.
4. **Optional:** In the Filter bar, select filter criteria:

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- **Job ID**
- **Name**
- **Type**
- **Source**
- **Status**: Pending, Running, Complete, and Error
- **Start Date**
- **End Date**

5. Click


to select additional filter criteria.

> **Note**
>
> To hide the filter bar, click
> 
>
> . To clear all filters, click to the right of the filter bar.

6. Click

icon next to a job to view the **Job Details** such as **Parameters**, **Properties**, and **Results**.
   - Not all sections will be available for all jobs.
   - If the job is pending because it is waiting for other job(s) to complete, these will be listed under **Properties**. The start time of the currently running job is in parenthesis.
   - If the batch job was started manually (example, running a report), **Scheduled Start Date** shows the user initiated time. If it is a scheduled job (example, system maintenance), **Scheduled Start Date** shows the time it's schedule to run.
7. A new panel on the right-side contains the summary information for jobs. At the top of the summary panel, you can select the range of the tasks to be included in the summary:
   - Last 24 hours
   - Last 7 days
   - Last 30 days
   - Last 60 days (maximum time job information is stored before it's purged)

   The following information is displayed in the side panel for each **Job Name** for the specified **Time Range**:
   - **Total Time**: Total time of all executions of the job
   - **Average Time**: Average time across all job runs
   - **Execution**: Total number of executions

> **Note**
>
> If a job is highlighted in the main list, the job's name will be highlighted automatically in the Summary panel.

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Cancel Pending Jobs

You can cancel jobs that are pending to run before they execute. This will allow you to prevent jobs that may have been accidentally added to the queue. For example, manually starting multiple data loads when only one is necessary. However, you can't delete system-scheduled jobs that are awaiting a specific time.

To cancel any user-created pending jobs, on the Non-Consolidation Jobs page, select the job that you want to cancel and click the **Cancel** icon. You can also cancel a pending job using the **Actions** menu.

Task Manager Jobs

Job Name	Description	Execution
Email Notifications	Generate email notifications for upcoming user actions.	Scheduled
Generate Reports	Generate report output from report definitions.	On Demand
Import Reports	Import custom report definitions.	On Demand
LCM Export	Export object definitions and data.	Scheduled On Demand
LCM Import	Import object definitions and data.	On Demand
Schedule Monitor	Set pending tasks to open when their start time is reached.	Scheduled
System Maintenance	Daily cleanup and optimization. This job contains operations that prevent other system activities from running simultaneously. While the maintenance operations are in progress, other operational functions are temporarily paused to prevent conflicts and ensure a seamless process.	Scheduled
System Maintenance (Non-Blocking)	Daily cleanup and optimization. This job doesn't prevent other system activities from running. It allows maintenance operations to run concurrently with ongoing operations.	Scheduled
Task Status Update	Update event monitoring tasks.	Scheduled
Delete Schedule	Delete the specified schedule including all the tasks and their related information such as attachments.	On Demand
Deploy Schedule	Deploy tasks from one or more templates to a specified schedule.	On Demand
Import Integrations	Import external integration types and related data.	On Demand
Import Tasks	Import tasks and related data into specified template or schedule.	On Demand

Supplemental Data Manager Jobs

Job Name	Description	Execution
Email Notifications	Generate email notifications for upcoming user actions.	Scheduled
Generate Reports	Generate report output from report definitions.	On Demand
Import Reports	Import custom report definitions.	On Demand
LCM Export	Export object definitions and data.	Scheduled On Demand
LCM Import	Import object definitions and data.	On Demand
Schedule Monitor	Set pending tasks to open when their start time is reached.	Scheduled

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Job Name	Description	Execution
System Maintenance	Daily cleanup and optimization. This job contains operations that prevent other system activities from running simultaneously. While the maintenance operations are in progress, other operational functions are temporarily paused to prevent conflicts and ensure a seamless process.	Scheduled
System Maintenance (Non-Blocking)	Daily cleanup and optimization. This job doesn't prevent other system activities from running. It allows maintenance operations to run concurrently with ongoing operations.	Scheduled
Task Status Update	Update event monitoring tasks.	Scheduled
Un-Deploy Forms	Remove forms and journals from a data collection period based on a specified template.	On Demand
Deploy Forms	Deploy forms and journals from a template to a specified data collection period.	On Demand
Import Collection Data	Import data directly into a data collection period. This data doesn’t go through form collection.	On Demand
Import Dimension Members	Import members and their associated metadata into a specified dimension.	On Demand
Import Form Data	Import data into an existing form or journal.	On Demand
Open DCP	Set status of the data collection period to Open. This will also open the existing pending forms.	On Demand
Process SDM Forms	Open forms based on their effective start date.	Scheduled

Viewing Pending Jobs and Recent Activity

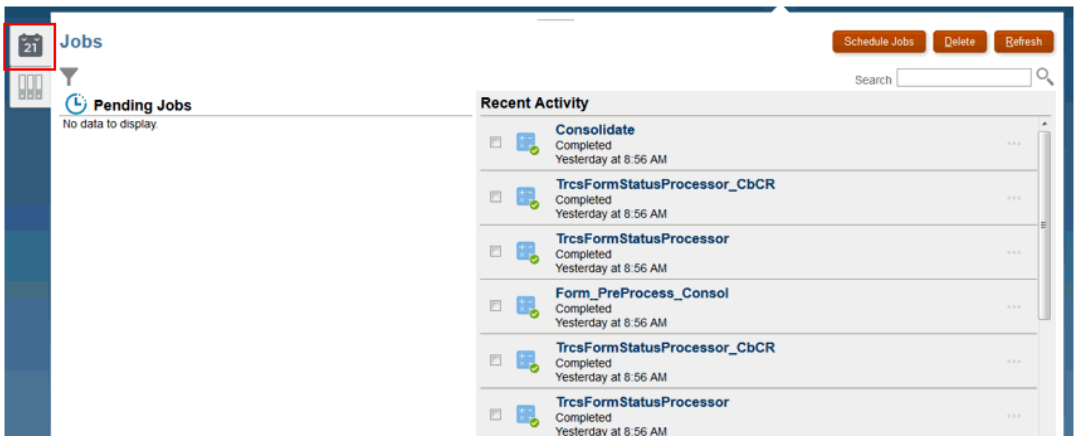
After submitting the job, you can review the scheduled jobs:

- **Pending Jobs** display jobs that are in the queue to be processed.
- **Recent Activity** displays jobs that are currently being processed, or have been completed. This column also displays any jobs that were run and have errors.

Jobs are retained in the Jobs console for 90 days.

To view the job listings in the Jobs console:

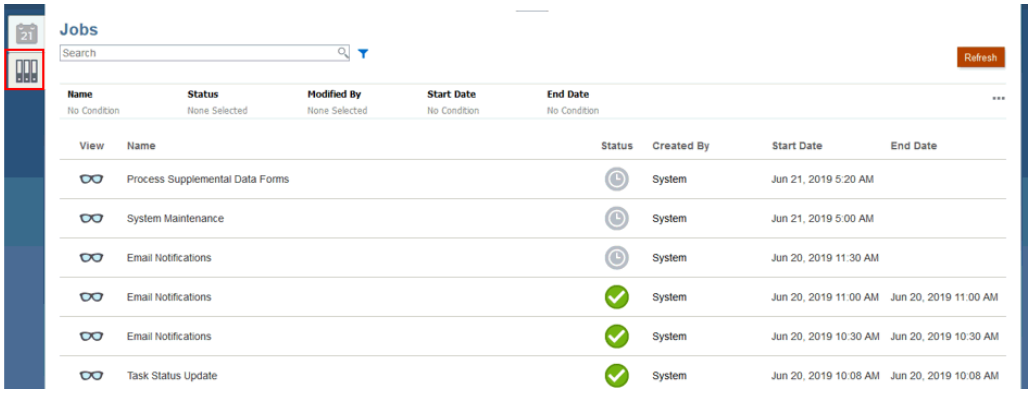
1. On the Home page, click **Application**, and then click **Jobs**.



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2. Perform a task:

   - To filter the list of pending jobs and recent activity, click Filter, to select your filter options, and then click **Apply**. You can filter the jobs by Job Type, Run Status, Job Name, Start and End Time, and User Name.
   - To search for a job, enter text in **Search**, and then click Search .
   - To view details for jobs, click the name of the job.
   - To view details for Task Manager and Supplemental Data jobs, click the **Non-Consolidation Jobs** tab on the left. Use the POV bar to filter the list, by Name, Status, Modified By, Start date or End Date.



See also: Viewing Non-Consolidation Jobs

Editing and Deleting Jobs

You can only edit the schedule for Pending jobs. You cannot edit the job type or the job name.

You can delete Pending or Completed jobs.

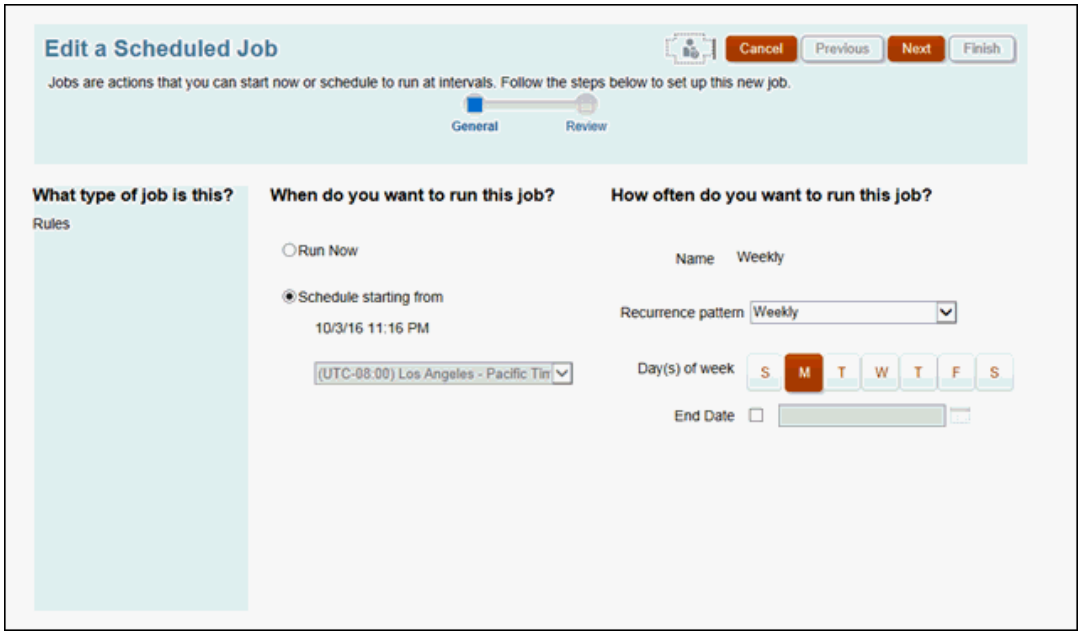
If a job is in a processing state, the job cannot be edited or deleted.

To edit a job:

1. On the Home page, click **Applications**, and then click **Jobs**.
2. To edit a pending job, click **Actions**

   beside the job to be modified, and then select **Edit**.

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3. On the **Edit a Scheduled Job** page, make selections for when to run the job and how often, and then click **Next**. Review your changes, and then click **Finish**.

> **Note**
>
> You can only edit the schedule of the job. You cannot edit the job type or the job name.

To delete a job:

1. On the Home page, click **Applications**, and then click **Jobs**.
2. To delete a pending or completed job, click **Actions**

   beside the job to be deleted, and then select **Delete**. The job is deleted immediately.

> **Note**
>
> You can delete single or multiple jobs at once.

Duplicating Jobs

Use the **Save As** option to create a duplicate of an existing job, and then update it to avoid starting over making selections each time you create a new job.

Save As is supported for the following job types:

- Export Data
- Import Data
- Export Metadata

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- Import Metadata
- Refresh Database

> **Note**
>
> For descriptions of the job types, see Scheduling Jobs

To duplicate a job:

1. Click **Application**, and then click **Overview**.
2. Click **Actions**, and then select one of the following actions:
   - Export Data
   - Import Data
   - Export Metadata
   - Import Metadata
   - Refresh Database
3. On the listing page, click
   
   in the **Actions** column next to the job that you want to duplicate, and then select **Save As**.
4. Enter a name for the new job, and then click **OK**.

Results

After the duplicate job is created, you can then open the job and update it. The error file for the duplicate job will automatically use the new job name as a prefix.

Starting and Deleting Clear Cube Jobs

To start a Clear Cube job right away or to delete a job:

1. Click **Applications**, and then click **Overview**.
2. Click **Actions**, and then **Clear Cube**.
3. On the **Clear Cube** listing page, click the Actions icon  next to the Clear Cube job that you want to start or delete, and then select one of the following options:
   - Click **Submit** to start the job right away.
   - Click **Delete** to delete the job.

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22

Performing Rollovers and Copy Configurations

Related Topics

- Learn About Rollovers
- Performing a Rollover
- Performing a Rollover by Entity
- Copying Configurations Across Scenarios, Years, and Periods
- Copying Configurations Across Entities

> **Note**
>
> – For an overview of security layers in Rollover and Copy Configurations, see Managing Security.
>
> – **Note**
>
> You must set up Approval Process to lock/unlock **Global Assumption** entity which stores some of the Global Rules (for example, Tax Automation Global Rules) and rates data (for example, Global Exchange Rates).

Learn About Rollovers

After closing a period, the Rollover process is used to a copy relevant configuration from the previous period to use as a starting point for the tax provision and CbCR process with the new Target period. The prior period is considered to be the Source period. For example, if the Target period is set to P6, the source period will be P5. If the Target period is P1, the source period will the P12 of the prior year. When you perform a Rollover, the Rollover process includes all level 0 Entities including those outside of the FCCS_Total Geography hierarchy.

> **Note**
>
> If you want to rollover a configuration from one Scenario to multiple Scenarios, Years, and Periods, use Copy Configuration. See Copying Configurations Across Scenarios, Years, and Periods.

Rollover can be used with any of the following configurations:

- Tax Rates - Copy tax rates to the selected target POV
  Note: When the Target period is P1, the system maps the prior year closing rate to the Target year opening rate. See below:

  Current Year Current Tax Rate => Prior Year Current Tax Rate

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Closing Deferred Tax Rate - Non Current => Opening Deferred Tax Rate - Non Current

Closing Deferred Tax Rate - Non Current => Closing Deferred Tax Rate - Non Current

Closing Regional Tax Apportionment => Opening Regional Tax Apportionment

Closing Regional Tax Apportionment => Current Year Regional Tax Apportionment

Closing Regional Tax Apportionment => Closing Regional Tax Apportionment

Override Tax Rate Closing => Override Tax Rate Opening

Override Tax Rate Closing => Override Tax Rate Current Year

Override Tax Rate Closing => Override Tax Rate Closing

Override Tax Rate Apportionment Closing => Override Tax Rate Apportionment Opening

Override Tax Rate Apportionment Closing => Override Tax Rate Apportionment Current year

Override Tax Rate Apportionment Closing => Override Tax Rate Apportionment Closing

- Exchange Rates - Copy exchange rates to the selected target POV
  Exchange Rate maps as below when the Target period is P1:

  Average Rate => Average Rate

  Ending Rate => Ending Rate

  Exchange Rate maps same when target period is other than P1. For Exchange Rates, Copy and Rollover mappings are same.

  Note: Fx Rates - Opening is populated from => Prior Year, P12, Ending Rate, when Compute Rates run.
- Tax Automation Rules - Copy tax automation rules to the selected target POV
- CbCR Automation Rules - Copy CbCR Automation Rules to populate Table 1 data for the target period
- CbCR Filing - (Country by Country Reporting) Roll over data for Table 2, Table 3, Constituent Entity Information Data, Reporting Entity Information and Message Specification
- Year Of Expiration in Tax Losses/Credits - Copy year of expiration to selected target POV
  Year of Expiration maps as below when the Target period is P1 :

  Current Year => Current Year-1

  Current Year-1 => Current Year-2

  ...

  ...

  ...

  Year of Expiration maps as below when the Target period is other than P1 (same behavior as Copy Configuration):

  Current Year => Current Year

  Current Year-1 => Current Year-1

For each subsequent period, the rollover process can be utilized to move the above-mentioned items. You can select one or more configurations to rollover at one time, or run all at once. When the copy is complete, the form displays the date and time that the copy was completed.

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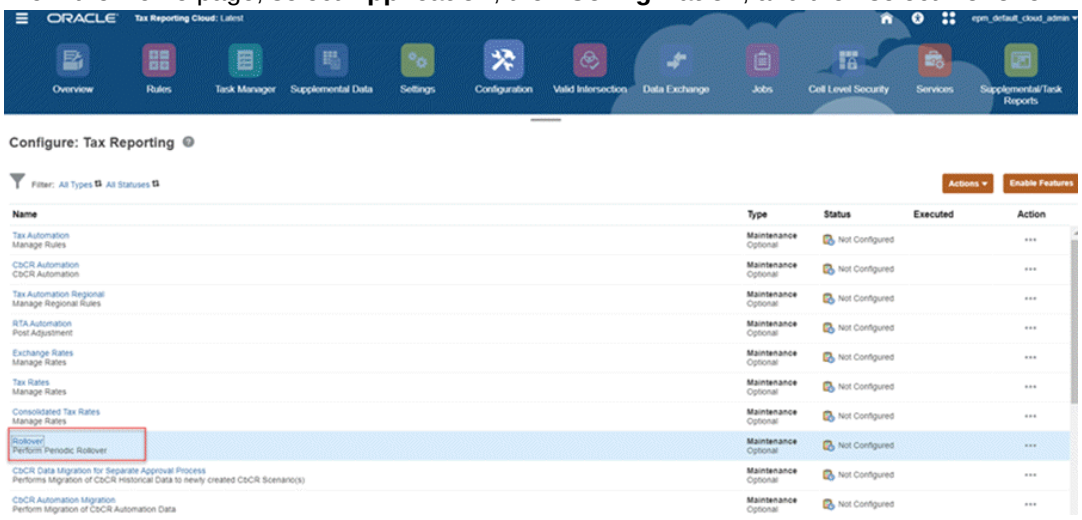
> **⚠ Caution**
>
> When you perform a rollover, any existing configuration in the target Scenario, Year, and Period if selected will be overwritten during the rollover.

Performing a Rollover

The rollover must be performed by the System Administrator or a Power User.

To perform a rollover:

1. From the Home page, select **Application**, then **Configuration**, and then select **Rollover**.



2. On the **Rollover** screen, select the Target point of of view where configurations will be copied to.
   - **Scenario** --Select a scenario from the list of scenarios.
   - **Year** --Select a year from the list.
   - **Period** --Select a base period from the list of periods. The Target period is the selected period in the POV and the Source is the period prior to it. For example, for FY21 P1, the prior period is FY20 P12.



3. Click to select the type of rollover you want to perform:
   - **Tax Rates**-- Copy tax rates to the selected target POV
   - **Exchange Rates**-- Copy exchange rates to the selected target POV
   - **Tax Automation Rules**-- Copy tax automation rules to the selected target POV

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> **Note**
>
> Before running the Tax Automation rollover, ensure that all level 0 entities including FCCS_Global Assumptions and No Entities are not locked for the target Scenario, Year, and Period. You must unlock them before you can complete the rollover.

- **Year of Expiration in Tax Losses/Credits**-- Copy the Year of Expiration for any tax losses or credits to the target POV.
- **Loss Entities**-- Copy the loss entities setting.
- **CbCR Filing**-- Rollover the following Country by Country Reporting forms:
  - Table 2
  - Table 3
  - Constituent Entity Information
  - Reporting Entity Information
  - Message Specification

> **Note**
>
> Table 1 is not rolled over because that data is entered for the new period. The rollover also excludes all unique elements that are specific for a particular reporting period/year/scenario, such as document reference ID's, correction message ID's, reporting Periods, Timestamps, and so on. These fields are a part of **Further Information** and **Jurisdictional Documentation Specification** reports which are not copied.

> **Note**
>
> Rollover also works for parent entity if data entry at parent entity is enabled.

- **CbCR Automation Rules**-- Copy CbCR Automation Rules to populate Table 1 data for the target period

> **Note**
>
> Before running the CbCR Automation Rules, you must ensure the following conditions are met:
>
> - Ensure that all level 0 entities including FCCS_Global Assumptions and No Entities are not locked for the target Scenario, Year, and Period. You must unlock them before you can complete the rollover.
> - Consolidation has been run on the Consol cube to update the CbCR cube.

- **Current Tax Payable Automation Rules**-- Copy Current Tax Payable Automation rules to populate data for the target period. Select the Copy tax payable automation rules checkbox in the Rollover screen to copy the automation rules (copied from the prior period to the next period) that you defined in Current Tax Payable Automation form.

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- **Current Tax Payable Data**-- Copy all the data in current tax payable and detail form to populate data for the target period. Select the Current tax payable data checkbox, to copy all user entered data and not the automated data. Automated data gets populated only during consolidation.

> **Note**
>
> – Roll over of Current Tax Payable Automation rules remains same. The only difference is in Current Tax Payable data when the user selects first as target period and rule as current tax payable data, the data of P12 of previous year is not copied.
>
> – Automated data is not copied. Only user entered data is copied.

- **NOL Automation** -- Copy NOL Automation Rules to populate the data for the target period.

> **Note**
>
> If you do not want to perform rollover for a particular rollover type, unselect that particular rollover by choosing the option **Select All** → unselect the option.

Table 22-1 Examples of Roll Over of Current Tax Payable Automation Rules

Rule Name	Target POV	Expected Result
Current Tax Payable Automation Rules	Target POV: Actual, FY15,P2	Current Tax Payable Automation rules are copied from "Actual,FY15,P1" to "Actual, FY15,P2"
Current Tax Payable Automation Rules	Target POV: Actual, FY16,P1	Current Tax Payable Automation rules are copied from "Actual,FY15,P12" to "Actual, FY16,P1"
Current Tax Payable Data	Target POV: Actual, FY15,P2	Current Tax Payable data are copied from "Actual,FY15,P1" to "Actual, FY15,P2" **Note** Only user entered data is copied and not automated data.
Current Tax Payable Data	Target POV: Actual, FY16,P1	No data gets copied from "Actual,FY15,P12" to "Actual, FY16,P1"

You can click **Select All** to select all rollover types at one time.

4. **Optional:** Review the details for the previous rollover:

- **Scenario, Year and Period** - If this is the first time the rollover is being run, this column is blank.

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- **Status** of the rollover.
- Date the rollover was executed.

5. Click **Run** to perform the selected rollovers. When the rollover is complete, the Status and Executed date and time are displayed.
6. Verify the Rollover results in the new period.

> **Note**
>
> For CbCR Automation Rules, only the CbCR rules are copied. If you check the Data Status CbCR screen, no data in the new period is impacted.

7. **Optional:** For **CbCR Automation Rules** only, perform the following steps to populate Table 1:
   a. Run **Consolidation** on the Consol cube.
   b. Run **Consolidation** on the CbCR cube. The CbCR Automation Rules pull the associated data to populate Table 1, and the Calculation status of the entities is updated to Impacted.

Performing a Rollover by Entity

The Rollover by Entity process works similarly to the Rollover process, however unlike Rollover, it can be applied to a subset of the level 0 Entities in the application. For example, Rollover by Entity can be used to selectively rollover configuration for a newly added entity without impacting existing entities.

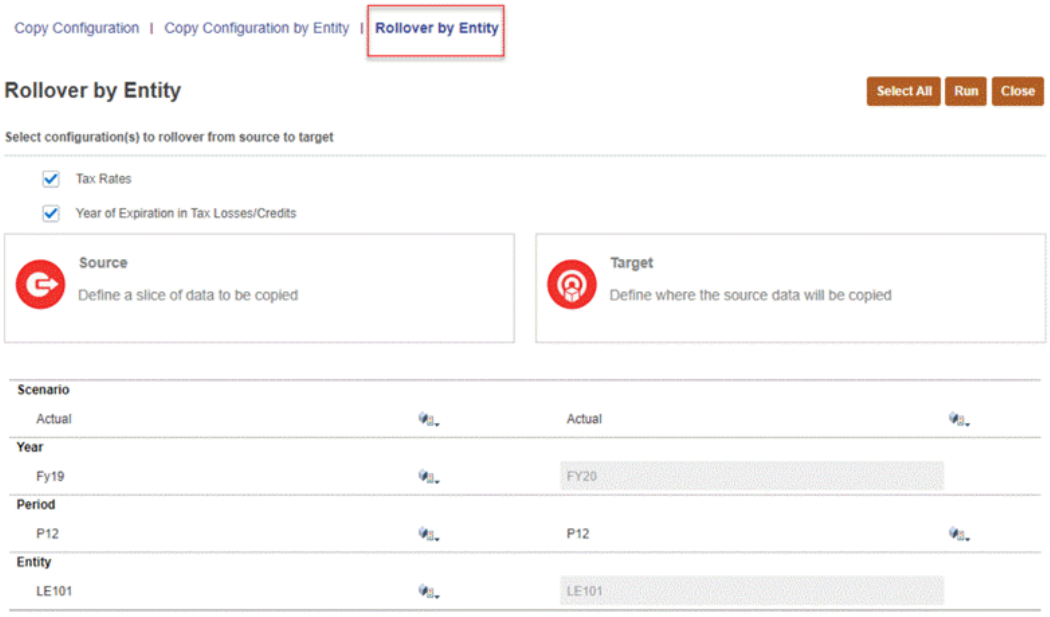
For details on Rollovers, see Performing a Rollover

To perform a rollover by Entity:

1. From the Home page, select **Application**, then **Configuration**.
2. Select **Copy Configuration**, and then select the **Rollover by Entity** tab.
3. Under **Select configurations to rollover from source to target**, select rollover options:
   - **Tax Rates**-- Copy tax rates to the selected target POV.
   - **Year of Expiration in Tax Losses/Credits**-- Copy the Year of Expiration for any tax losses or credits to the target POV.

   You can click **Select All** to select all rollover types at one time.

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4. Under **Source**, define the slice of data to be copied:
   - **Scenario** --Select a scenario from the list of scenarios. You can select only one scenario for the Source.
   - **Year** --Select a year from the list. You can select only one year for the Source.
   - **Period** --Select a base period from the list of periods.
   - **Entity** --Select a source entity.
5. Under **Target**, define where the source data will be copied:
   - **Scenario** --Select one or more scenarios from the list of scenarios.
   - **Year** -- The Target year is automatically populated as the Source year + 1 and cannot be modified.
   - **Period** -- Select one or more periods from the list of periods.
   - **Entity** --The Target entity is the same as the source entity and cannot be modified.

> **Note**
>
> The Data Status for the Target POV will only be impacted if the following conditions are met:
>
> - Entities to be used for the rollover are unlocked.
> - Data Status of the Source cannot be "No Data".

6. Click **Run** to perform the selected rollovers. When the rollover is complete, the Status and Executed date and time are displayed.
7. From the Home page, select **Application**, and then **Jobs** to review the job status and details.
8. Verify the Rollover results in the new period.

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Copying Configurations Across Scenarios, Years, and Periods

Performing rollovers limits you to rolling data from one Period to the next Period within a single Scenario. Rollover also moves closing rates to opening rates when the Target period is P1 and the prior period is P12 of the prior year.

> **Note**
>
> See Performing a Rollover.

If you want copy data from a specified Source to a specified Target, you can use Copy Configuration. This option enables you to copy Configurations and Rules across a Scenario, Year and multiple Periods. You can create the one-to-one copy of a selected Source configuration to be copied to a selected Target. You can also copy data to multiple Target periods.

Unlike the Rollover process, Copy Configuration always maps the same rate to the same rate, as shown below:

Prior Year Current Tax Rate => Prior Year Current Tax Rate

Current Year Current Tax Rate => Current Year Current Tax Rate

Opening Deferred Tax Rate - Non Current => Opening Deferred Tax Rate - Non Current

Closing Deferred Tax Rate - Non Current => Closing Deferred Tax Rate - Non Current

Opening Regional Tax Apportionment => Opening Regional Tax Apportionment

Current Year Regional Tax Apportionment => Current Year Regional Tax Apportionment

Closing Regional Tax Apportionment => Closing Regional Tax Apportionment

Override Tax Rate Opening => Override Tax Rate Opening

Override Tax Rate Current Year => Override Tax Rate Current Year

Override Tax Rate Closing => Override Tax Rate Closing

Override Tax Rate Apportionment Opening => Override Tax Rate Apportionment Opening

Override Tax Rate Apportionment Current Year => Override Tax Rate Apportionment Current year

Override Tax Rate Apportionment Closing => Override Tax Rate Apportionment Closing

Active Region Flag => Active Region Flag

The Copy Configuration must be performed by the System Administrator or a Power User.

To copy a configuration:

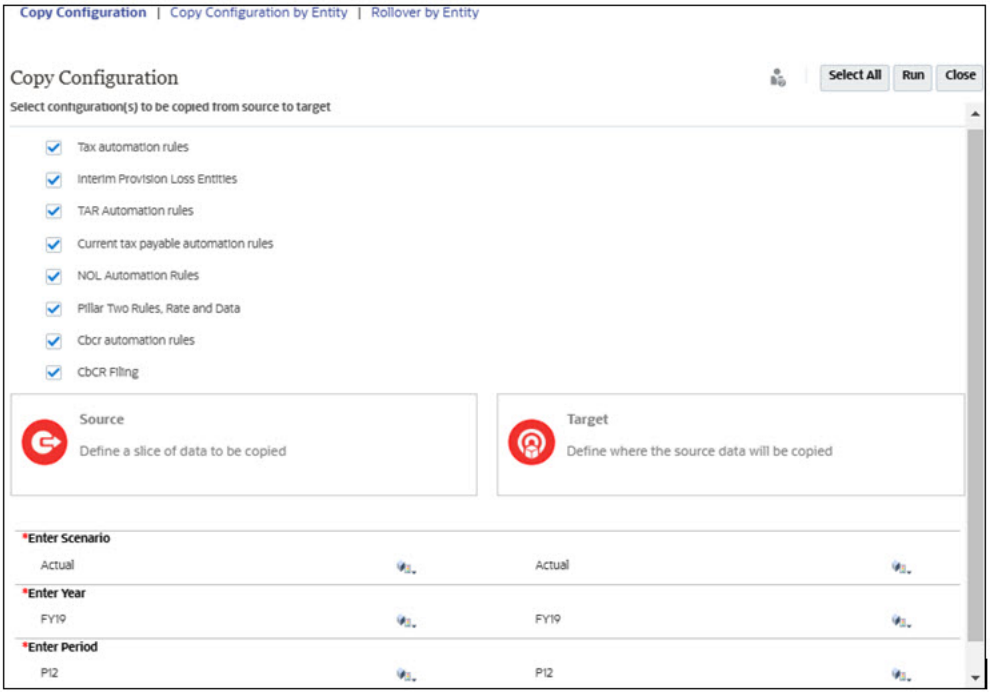
1. From the Home page, select **Application**, and then **Configuration**.
2. Click **Copy Configuration**, and then select the **Copy Configuration** tab.
3. Under **Select data to be copied from source to target**, select the options you want to include in the configuration:
   - Tax Automation Rules

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- Interim Provision Loss Entities
- TAR Automation Rules
- Current Tax Payable Automation Rules
- NOL Automation
- CbCR Automation Rules
- CbCR Filing

> **Note**
>
> The following features are only displayed on the Copy Configuration screen if the feature has been enabled for the application:
>
> - Interim Provision Loss Entities, if Interim Provision is enabled in the application.
> - CbCR Automation Rules and CbCR Filing, if CbCR is enabled in the application.

For each selected feature, the configuration knows which intersections are required. You do not have to make any other selections, such as dimension members, and so on.



> **Note**
>
> If you do not want to perform copy configuration for a particular copy configuration type, unselect that particular configuration by choosing the option **Select All** → unselect the option.

4. Under **Source**, enter the **Scenario**, **Year**, and **Period** you want to use as the Source POV to be copied.

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5. Under **Target**, enter the **Scenario**, **Year**, and **Period** you want to use as the Target POV where the data will be copied

> **Note**
>
> All the Target selections are single selections, with the exception of the Target Period. You can select multiple target periods for the copy configuration. Enter the multiple target periods separated by a comma, but no spaces (for example, P1,P2,P3,P4). Ensure the Source Period is not used as one of the Target periods if the Source Scenario and Year are the same as Target Scenario and Year.

> **Note**
>
> The Data Status for the Target POV will only be impacted if the following conditions are met:
>
> - Entities to be used for the configuration are unlocked.
> - Data Status of the Source cannot be "No Data".

6. Click **Run**.
   A job is created for each rule to be run. Unlike the Rollover operation, the Copy Configuration submits all rules at once so you do not have to wait for all jobs to be completed. You can monitor job completion progress on the Jobs screen.

   When you run the Copy Configuration, the Data Status for the Target POV is impacted for all unlocked entities.
7. From the Home page, select **Application**, and then **Jobs**.
8. On the Jobs tab, select the Copy jobs to review the status. For further information on the selected job, click the Job Name to see **Job Details.**
9. From the Home page, select **Data Status** to verify the Copy Configuration has been completed and shows the Impacted status for the selected Target POV.
10. Select the Target POVs to ensure the Copy Configuration has been completed.

Copying Configurations Across Entities

Performing rollovers limits you to rolling data from one Period to the next Period within a single Scenario.

> **Note**
>
> See Performing a Rollover.

If you want copy data from a specified Source to a specified Target, you can use Copy Configuration by Entity. This option enables you to copy Configurations and Rules across a Scenario, Year, Period, and Entity. You can create the one-to-one copy of a selected Source configuration to be copied to a selected Target. You can also copy data to multiple Target periods.

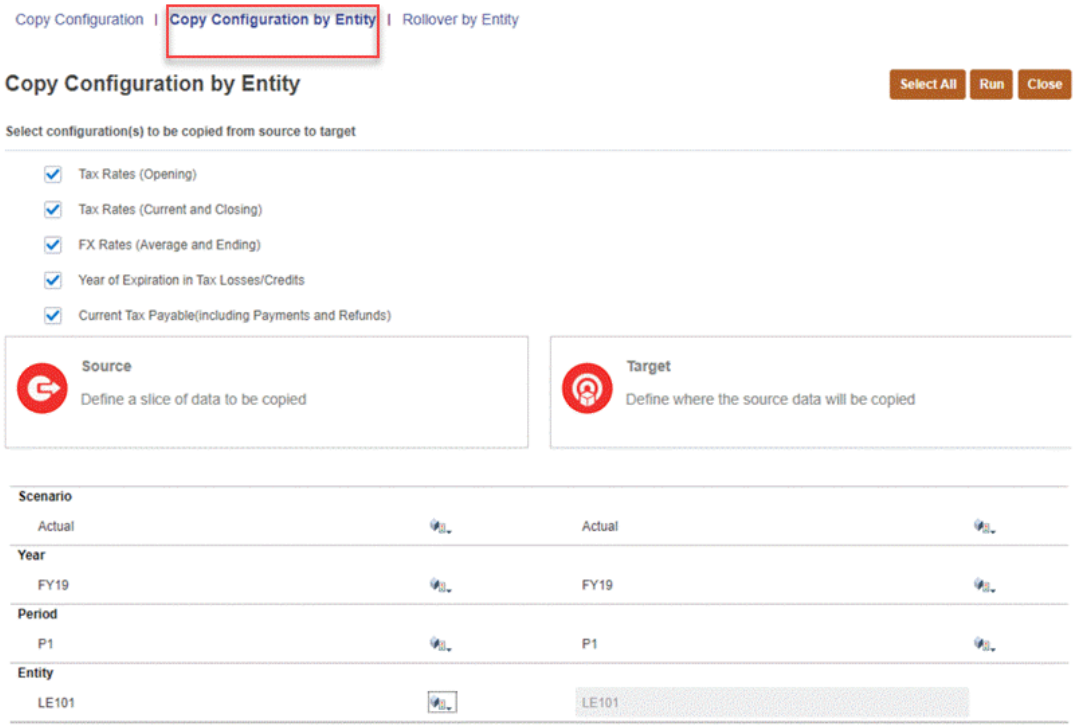
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The Copy Configuration by Entity process must be performed by the System Administrator or a Power User.

To copy a configuration by Entity:

1. From the Home page, select **Application**, and then **Configuration**.
2. Select **Copy Configuration**, and then select the **Copy Configuration by Entity** tab.
3. Under **Select configurations to be copied from source to target**, select the options you want to include in the configuration:
   - Tax Rates (Opening)
   - Tax Rates (Current and Closing)
   - FX Rates (Average and Ending)
   - Year of Expiration in Tax Losses/Credits
   - Current Tax Payable (including Payments and Refunds)

   For each selected feature, the configuration knows which intersections are required. You do not have to make any other selections, such as dimension members, and so on.



4. Under **Source**, define the slice of data to be copied:
   - **Scenario** --Select a scenario from the list of scenarios. You can select only one scenario for the Source.
   - **Year** --Select a year from the list. You can select only one year for the Source.
   - **Period** --Select a base period from the list of periods.
   - **Entity** --Select a source entity.

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> **Note**
>
> Entity acts as a filter. If you leave the Entity filter blank, it is equivalent to selecting all entities in the source and target.
>
> Consolidated Tax Rates are copied only when you select "Global Assumption" as the Entity, or leve the Entity filter blank to select all entities.

5. Under **Target**, define where the source data will be copied:
   - **Scenario** --Select one or more scenarios from the list of scenarios.
   - **Year** -- Select one or more years from the list of years.
   - **Period** -- Select one or more periods from the list of periods.
   - **Entity** --The Target entity is the same as the source entity and cannot be modified.

> **Note**
>
> The Data Status for the Target POV will only be impacted if the following conditions are met:
>
> - Entities to be used for the rollover are unlocked.
> - Data Status of the Source cannot be "No Data".

6. Click **Run**.
   A job is created for each rule to be run. Unlike the Rollover operation, the Copy Configuration by Entity process submits all rules at once so you do not have to wait for all jobs to be completed. You can monitor job completion progress on the Jobs screen.

   When you run the Copy Configuration by Entity process, the Data Status for the Target POV is impacted for all unlocked entities.
7. From the Home page, select **Application**, and then **Jobs**.
8. On the Jobs tab, select the Copy jobs to review the status. For further information on the selected job, click the Job Name to see **Job Details.**
9. From the Home page, select **Data Status** to verify the Copy Configuration by Entity has been completed and shows the Impacted status for the selected Target POV.
10. Select the Target POVs to ensure the Copy Configuration by Entity has been completed.

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23

Working with Tax Automation

Related Topics

- Learning About Tax Automation
- Tax Automation Best Practices
- Adding Tax Automation Rules to Data Source Dimension
- Creating Tax Automation Using Multiple Rule Combinations
- Working with Regional Tax Automation
- Working with National Tax Automation
- Importing Tax Automation
- Tax Automation Logic Examples
- Managing Tax Automation Rules for Multiple Domicile

Learning About Tax Automation

In Tax Reporting, Tax Automation is a key process to provide data for the core tax calculation. It represents the links between the Book data and Tax data. After you load Trial Balance data into the application, you can run the Tax Automation process to link tax-sensitive Book data to one of these Tax accounts:

- Permanent Difference accounts
- Temporary Difference accounts
- Pre-Tax Income Adjustment accounts
- Additional provisioning accounts

> **Tip**
>
> As a best practice, Equity accounts should be segregated from P & L accounts. For the Equity account, you should target the Equity Automated column.

Using Tax Automation, the system prepares the current provision process by copying the Net Income Before Tax (NIBT) amount from the entity's Income Statement into the Net Income Before Tax entry of the current provision. This ensures that the starting point of the current provision equals the legal entity's financial statements pretax income. The Tax Automation process can also be used to automate the amount of Net Income Before Tax adjustments that flow to the Current provision, for example, Book adjustments and Book reclassifications.

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> **Note**
>
> - You must add children with property of store or never share under **Book Adjustments to NIBT** and **NIBT Total Book Reclass**. This enables you to use Tax Automation to bring data to the Current Provision form.
> - Generally data for Tax Automation rules cannot be sourced from Current Provision or Deffered Tax account members with the exception of the National Adjustment logic detailed below. See, Tax Automation Logic Examples

To enhance the flexibility of tax automation, you can create multiple tax automation rules for each account, to which you can apply more than one rule, or assign more than one Source Account or MultiGAAP Source Account. There are no restrictions on the number of rules that can be created. The additional rules enable you to define the Logic to be applied (Pull, Move or Squeeze) . You can create rules that use multiple Pull, Move or Squeeze rules within a single rule, or define multiple rule combinations for more complex requirements that incorporate a flow within a rule, such as both Pull and Squeeze. For each rule, you can also select a different Source Account or MultiGAAP Source Account, enabling you to manage multiple source accounts more easily.

You can run Tax Automation for both National and Regional accounts.

Tax Automation Best Practices

- Create a Global Rule if the details of the Global Rule applies to 60%+ of Domiciles
- Create a Domicile Rule if the details of the Domicile Rule of the entities apply to 60%+ of the entities of that Domicile
- Only the **Enabled**/**Disabled** columns can be overridden at a lower level
- Never override the details of a Global Rule at the Domicile level or Entity level
- Never override the details of a Domicile rule at the Entity level
- If needed, disable Global level rule and create a new Domicile or Entity level rule
- If needed, disable Domicile level rule and create a new Entity level rule
- Never override "Automated Source Account" Smart List definition. Instead, all relevant accounts should be included within the account hierarchies that are referenced in the Smart List definition.

Adding Tax Automation Rules to Data Source Dimension

The Data Source dimension is used to create members to store tax automation rules. A rule for each level of Tax Automation is generated when the application is created, and stored in the Data Source dimension, under the **TRCS_Tax Automation Rules** hierarchy by level. The following rules are created out of the box:

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Tip

Add additional tax automation members when more than one automation rule per account is required.

You can also add Tax Automation members as required. The new rule members must be created under the appropriate parent in the Data Source dimension before they can be loaded to the associated Tax Automation forms. There is no limit to the number of additional rule members you can create.

Note

- You must run Refresh DB after creating new rules under Data Source Dimension.
- Rules will be executed in the order in which they appear in the hierarchy. Tax automation rules can be defined for the National and Regional provision and with various scopes, such as Global, Domicile, Entity, or Entity and Region. See also: Working with National Tax Automation and Working with Regional Tax Automation.

The table below lists the different tax automation rule scopes and their correspoding Data Source parent members and forms.

Table 23-1 Tax Automation National

Scope	Data Source Parent Member	Form
Gobal Rules	TRCS_Global Rules	Tax Automation Global
Domicile Rules	TRCS_Domicile Rules	Tax Automation Domicile
Entity Rules	TRCS_Entity Rules	Tax Automation Entity

Table 23-2 Tax Automation Regional

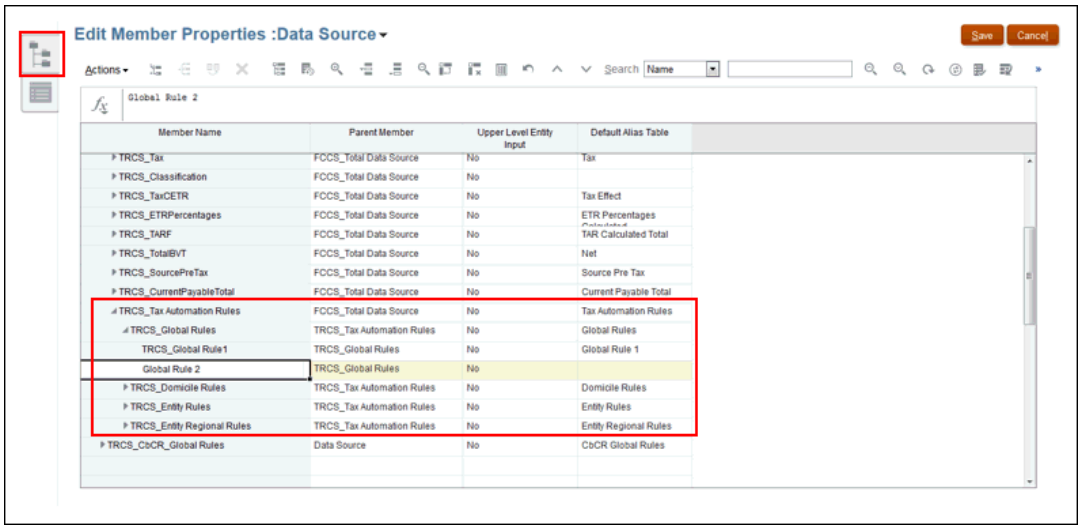
Scope	Data Source Parent Member	Form
Gobal Rules	TRCS_Global Rules	Tax Automation Global Reg
Domicile Region Rules	TRCS_Domicile Rules	Tax Automation Domicile Reg
Entity Rules	TRCS_Entity Rules	Tax Automation Entity All Reg
Entity and Region Rules	TRCS_Entity Regional Rules	Tax Automation Entity Reg

To add new Tax Automation members to the Data Source dimension:

1. From the Home page, click **Applications**, then click **Overview**, and then click the **Dimensions** tab.

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2. Click the **Dimensions** tab, then under the **Data Source** dimension, create the Data Source members that you require to store tax automation rules. See Adding Tax Automation Rules to Data Source Dimension.
3. On the **Edit Member Properties: Data Source** tab, under **FCCS_Total Data Source**, navigate to **TRCS_Tax Automation Rules**



4. Highlight the Tax Automation rule to which you want to add another rule, for example, `TRCS_Global Rules`, and then click Add Child  .
5. On the **Add Child** dialog box, enter the number of members you want to add, and then click **Apply**.
6. In the new row, enter the following information for the new member, and then click **Save**:
   - Enter the **Member Name** for the new tax automation rule, for example, Global_Rule_2. The **Parent Member** is populated.
   - Enter the name of the **Default Alias Table**.

> **Note**
>
> Create User-specific rule members after the system-defined rule member (TRCS_Global Rule1). For example, Global Rule 1 should be set first, and then followed by Global Rule 2 and then Global Rule 3 so that while adding rows, the system identifies the next available member.

   - User entered rules cannot start with prefix "TRCS_"
7. The new rule is added to the hierarchy.
8. Add the new rules to the Tax Automation forms. You must right-click the first cell of the first row to display the menu, and select **Tax Automation**, and then **Show All Accounts** to add the new blank rule for each tax account. This action must be performed when a Permanent or Temporary differences account is added. See the following sections:
   - Working with National Tax Automation
   - Working with Regional Tax Automation

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Creating Tax Automation Using Multiple Rule Combinations

Tax Automation rules are executed in the order that they are created to pull, move or squeeze data. The sequence of the execution of the rules is crucial to ensure correct results.

As a best practice, Equity accounts should be segregated from P & L accounts. For the Equity account, you should target the **Equity Automated** column.

Although the rules are generally created individually, there are instances where it would make sense to create rules that contain a combination of rules. When using multiple for one target account the results of the rules will be accumulated. For example, you could create rules that manage multiple Pull, Move, or Squeeze rules, or more complex rules that incorporate a flow using different rules, such as the following:

- Pull a balance sheet adjustment, and then squeeze to the ending balance.
- Pull to an equity automated column, and then squeeze to the ending balance.

Use the examples in the following table to create multiple rule combinations.

Table 23-3 Examples of Multiple Rule Combinations

Rules	Scenario	Example
PULL	When an Account is defined with multiple Pull rules.	Book Account 10150 has **1000** and 10100 has **2000** • NIBT Global Rule 1 : Pull 100% 10150 • NIBT Global Rule 2 : Pull 100% 10100 • NIBT = **3000**
MOVE	When an Account is defined with multiple MOVE rules.	Book Accounts FY15, 10150 has **500** and 10100 has**1000** Book Accounts FY16, 10150 has**1000** and 10100 has**2000** • NIBT Global Rule 1 : Move 100% 10150 • NIBT Global Rule 2 : Move 100% 10100 • NIBT =**1500 ((1000 - 500) * 100% + (2000 - 1000) * 100%)**
SQUEEZE	When an Account is defined with multiple SQUEEZE rules.	Book Accounts FY15, 10150 has **2000** and 10100 has**4000** • TempST0001 Account FY16, has**10000** • TempST0001 Global Rule 1 : Squeeze 100% 10150 • TempST0001 Global Rule 2 : Squeeze 100% 10100 • TempST0001 =**- 4000 ((2000) * 100% + (4000) * 100%) -10000)**
PULL and MOVE	When an Account is defined with PULL and MOVE rules, in any order: • PULL followed by MOVE, or • MOVE followed by PULL	Book Accounts FY15, P12 10150 has**500** Book Accounts FY16, P12 10150 has**1000** Book Accounts FY16, P12 20150 has**2000** POV: Actual, FY16,P12 • TempST0001 Global Rule 1 : PULL 100% 20150 • TempST0001 Global Rule 2 : MOVE 100% 10150 • TempST0001 = **2500 ((2000) * 100% + (1000 - 500) * 100%))**

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Table 23-3 (Cont.) Examples of Multiple Rule Combinations

Rules	Scenario	Example
PULL and SQUEEZE (When SQUEEZE logic is used in conjunction with PULL or MOVE, then the Target Movement for SQUEEZE logic should be different.)	When an Account is defined with PULL and SQUEEZE rules, SQUEEZE being the last rule.	Book Accounts FY16, 20150 has**1000** Book Accounts FY16, 10250 has**2000** TempST0001 Account FY16, has**9000** POV: Actual, FY16,P12 • TempST0001 Global Rule 1 : PULL 100% 20150 TBClosing **Automated** • TempST0001 Global Rule 2 : SQUEEZE 100% 10250 TBClosing **Other Adjusted** (Note that Target movement is Other Adjustment) • TempST0001 = **-8000** – (1. PULL will be executed and it will be posted to Automated column as 1000 – 2. Squeeze to book balance, that is 2000 * 100% - 10000 = -8000)
MOVE and SQUEEZE (When SQUEEZE logic is used in conjunction with PULL or MOVE , then Target Movement for SQUEEZE logic should be different..)	When an Account is defined with MOVE and SQUEEZE rules, with SQUEEZE being the last rule.	Book Accounts FY15, 10150 has**500** Book Accounts FY16, 10150 has**1000** Book Accounts FY16, 20150 has**2000** TempST0001 Account FY16, has**9000** • TempST0001 Global Rule 1 : MOVE 100% 10150 TBClosing**Automated** • TempST0001 Global Rule 2 : SQUEEZE 100% 20150 TBClosing**Other Adjustment** (Note that the Target movement is **Other Adjustment**) • TempST0001 = **-8000** – 1. MOVE will be executed and it will be posted to Automated column as 500 – 2. Squeeze to book balance, that is 2000 * 100% - 9500 = -7500)
PULL, MOVE and SQUEEZE	When an Account is defined with PULL, MOVE and SQUEEZE rules, with SQUEEZE being the last rule.	Book Accounts FY16, 10250 has**2000** Book Accounts FY15, 10150 has**500** Book Accounts FY16, 10150 has**1000** Book Accounts FY16, 20150 has**2000** TempST0001 Account FY16, has**9000** • TempST0001 Global Rule 1 : PULL 100% 10250 • TempST0001 Global Rule 2 : MOVE 100% 10150 • TempST0001 Global Rule 3 : SQUEEZE 100% 20150 TBClosing **Other Adjustment** (Note that the Target movement is **Other Adjustment**) • TempST0001 = **-9500** – 1. PULL will be executed and it will be posted to Automated column as 2000 – 2. MOVE will be executed and it will be posted to Automated column as 500 – 3. Squeeze to book balance, that is 2000 * 100% - 11500 = -9500)

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Working with Regional Tax Automation

Tax automation rules for Regions can be defined at various levels such as Global Rules, Domicile Region Rules, Entity Rules, and Entity and Region Rules.

When you add or save a global rule using the **Tax Automation Global Reg** form, the rule is cascaded to all Domiciles, Entities, and Entity Regions. If required, the Global rule can be disabled at a lower level such as the Domicile, Entity, or Entity Region. If needed, a new rule can be added at the lower level to run instead of the disabled one.

When you add or save a Domicile rule using the **Tax Automation Domicile Reg** form, the rule is cascaded to Entity Regions. If required, the Domicile rule can be disabled at a lower level such as the Entity Region. If needed, a new rule can be added at the lower level to run instead of the disabled one.

When you add or save an Entity rule using the **Tax Automation Entity All Reg** form, the rule is cascaded to Entity Regions. If required, the Entity rule can be disabled at a lower level such as the Entity Region. If needed, a new rule can be added at the lower level to run instead of the disabled one.

When you add or save an Entity Region Rule using the **Tax Automation Entity Reg** form, the rule is saved and not cascaded as this is the lowest level of detail that a rule can be set on.

You can add multiple rules for each account. The result of the rules are accumulated and passed to the target account. To enhance the flexibility of tax automation, you can perform the following for each rule that is created:

- Select a different tax automation rule (Logic). You can create two or more rules all using the same Logic or a different logic selection for each one. Logic selections include Pull, Movement, Squeeze, Annualize, DeAnnualize, National Adjustment, and Prior Year.
- Select a different source (Source Account). You can select a different Source Account for each rule, or the same Source Accounts for one or more of the rules.
- Select a different Scenario (Source Scenario) member for each rule.

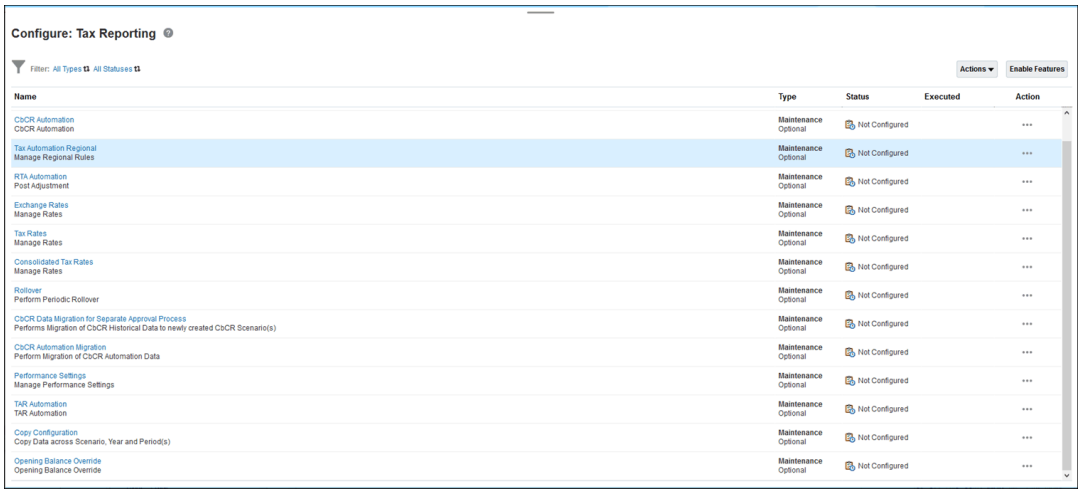
Tax automation is executed when you perform Consolidation.

To run Regional Tax Automation:

1. From the Home page, click **Application**, then click **Overview**, and then click the **Dimensions** tab.
2. Click the **Dimensions** tab, then under the **Data Source** dimension, create the Data Source members that you require to store tax automation rules. See Adding Tax Automation Rules to Data Source Dimension.
3. On the Home page, click **Tools**, then **Variables**.
4. On the User Variables tab, under **Account**, select the **Tax Automation Target Account Regional** form, and then click **Save**. The account is displayed on the Tax Automation form.
5. Select the **Tax Automation Target Account Regional** from the Member Selector, and then click **Save**. The account is displayed on the Tax Automation form.
6. On the Home page, click **Application**, then **Configuration**, and then click **Tax Automation Regional**.

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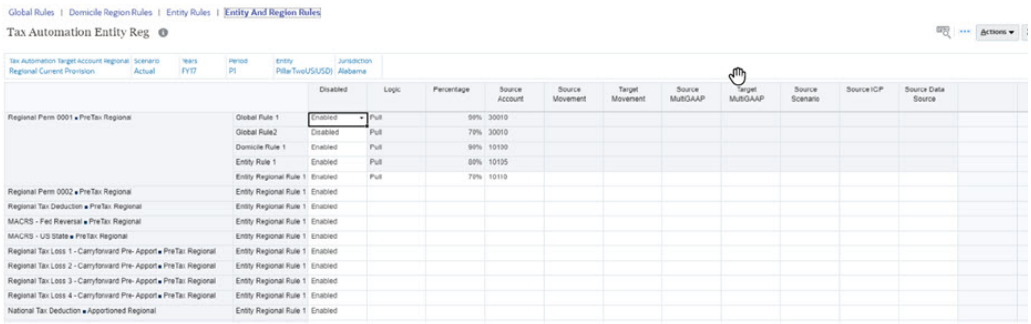
> **Note**
>
> If the period has not been started, the Global Rules screen will be blank.



7. Select the appropriate regional tax automation rule scope:

   - **Global Rules** - Global rules apply to all entities regardless of region. When you update a global rule in the **Tax Automation Global Reg** form, the modified rule is cascaded to all Entities. After a global rule is cascaded to all Regions and Entities, it will show up in the **Tax Automation Domicile Reg**, **Tax Automation Entity All Reg**, and **Tax Automation Entity Reg** forms. If required, global rules can be disabled at the Region, Entity, or Entity Region level
     Users or groups must be granted **Launch** permission to the **Tax Automation Global Save** business rule to cascade and manage global rules.
   - **Domicile Region Rules** - Domicile Region rules apply to all entities that are associated with the selected Region. For example, legal entity ABC pays taxes in the state of New York. When you modify a domicile region rule in the **Tax Automation Domicile Reg** form and save, the rule is cascaded to all entities associated with the selected regional jurisdiction. After a domicile region rule is cascaded to all Entities it will show up in the **Tax Automation Entity Reg** form. If required, domicile region rules can be disabled at the Entity Region scope.
     Users or groups need to be granted **Launch** permission to the **Tax Automation Save** business rule in order to cascade and manage domicile region rules.
   - **Entity Rules** - Regional entity rules apply to all regions associated with the selected entity. When you update a regional Entity rule in the **Tax Automation Entity All Reg** form, the modified rule is cascaded to all regions associated with the selected Entity. After an Entity rule is cascaded to all Regions it will show up in the **Tax Automation Entity Reg** form for the selected Entity regardless of the selected region. If required, regional entity rules can be disabled at the Entity Region level.
     Users or groups must be granted **Launch** permission to the T**ax Automation Global Save** business rule to cascade and manage regional Entity rules.
   - **Entity and Region Rules** - Entity and Region rules apply to the selected entity and region, for example, Montreal and CA_Blended.

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> **Note**
>
> - Users with a Power User or User role must be granted **Launch** permission to the **Tax Automation Global Save** business rule to cascade and manage global rules.
> - Users with a Power User or User role must be granted **Launch** permission to the **Tax Automation Save** business rule to cascade and manage domicile rules.
> - No business rule **Launch** permissions are required for cascading and managing **Entity** Rules.
> - If you are creating a custom form for configuring Tax Automation or Pillar Two, then you must always attach the new rule **Consol - Rule - TRCS_ApplyReadOnly** to run after load rule. This rule is used to set information on the grid post load.
>
> 
>
>
> For example, a Service Administrator can grant **Launch** permission for the Tax Automation Global Save rule to the Global Automation Admins group from the Rules card. This enables members of the Global Automation Admins group to modify and cascade Global tax automation rules.

The table below shows the corresponding business rule and form for each regional tax automation rule scope.

Table 23-4 Tax Automation Regional

Scope	Cascading Business Rule	Form	Description of Rule
Gobal Rules	Tax Automation Global Save	Tax Automation Global Reg	Cascades global rules to domicile, entity, and entity region levels
Domicile Region Rules	Tax Automation Save	Tax Automation Domicile Reg	Cascades domicile rules to entity and entity region levels
Entity Rules	Tax Automation Global Save	Tax Automation Entity All Reg	Cascades entity rules to entity region level
Global Rules	TRCS_ApplyReadOnly	Tax Automation Domicile Reg	Makes global rules read-only in domicile form

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Table 23-4 (Cont.) Tax Automation Regional

Scope	Cascading Business Rule	Form	Description of Rule
Global Rules	TRCS_ApplyReadOnly	Tax Automation Entity All Reg	Makes global rules read-only in entity all regional form
Global Rules	TRCS_ApplyReadOnly	Tax Automation Entity Reg	Makes global rules read-only in entity regional form
Domicile Rules	TRCS_ApplyReadOnly	Tax Automation Entity Reg	Makes domicile rules read-only in entity regional form
Entity Rules	TRCS_ApplyReadOnly	Tax Automation Entity Reg	Makes entity rules read-only in entity regional form

Note that the cascading Global and Domicile rules must not be updated at Domicile and Entity levels. It is recommended to always disable the cascading rules and create local Domicile and Entity rule if cascading rules are not required. For example, you have a Global rule to PULL 100% from Account X, and then at a specific Domicile you need to update the rule to PULL at 50% from Account X. To achieve this, you must disable the Global rule at the Domicile level and then create a new Domicile rule which pulls 50% from Account X. You must not update the cascading Global rule at the Domicile level.
The same is applicable for cascading Domicile rules at Entity level.

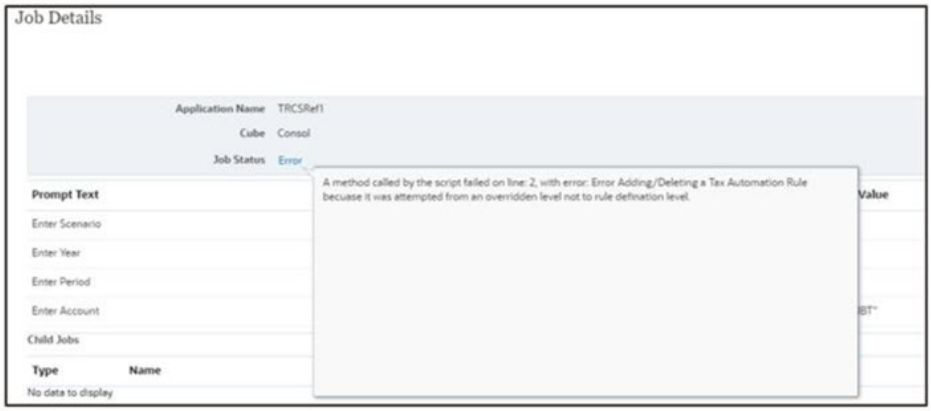
8. **Optional:** If the page is blank, under **Actions**, select **Tax Automation**, and then **Show All Accounts**. This step adds a new blank rule for each tax account. See Adding Tax Automation Rules to Data Source Dimension.
9. Right-click the rule name cell (for example, Global Rule 1) to display the pop-up menu and select **Tax Automation**, and then **Add Rule** to create one additional rule for each tax account. The rule is created at the bottom as a last rule, and the selected rule data is copied into the newly created row and cascaded to lower levels. Details of the new rule can be edited. Click **Save** to save the rule..

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Note

- When adding the rule, ensure that placeholder members have already been created on the Data Source dimension, otherwise, the **Add Rule** will not create a new row. Rules are added in the same order as per the metadata in the Data Source dimension. See Adding Tax Automation Rules to Data Source Dimension
- Adding a rule when no rule is added in the metadata or adding a rule from the wrong level returns an error message in the job console.



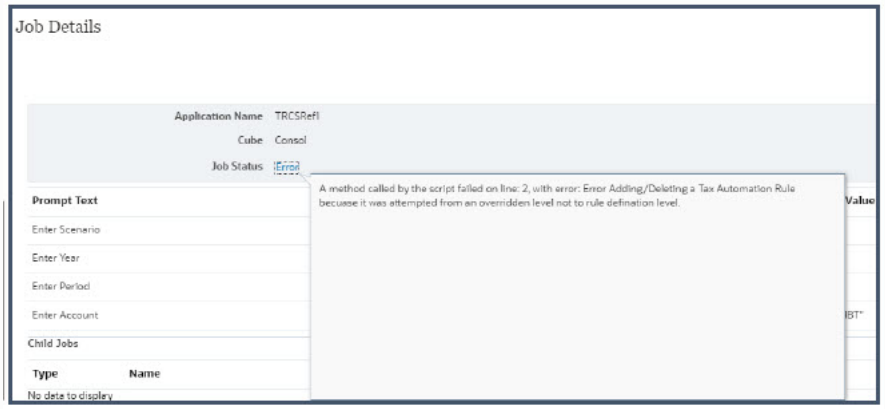


10. **Optional:** Right-click the rule name cell to display the menu, and select **Tax Automation**, and then **Delete Rule** to delete one rule per account. The Delete rule deletes the selected rule by shifting the rules up from the bottom of the list. Deleting the first row only clears the rule, and the row is not removed.

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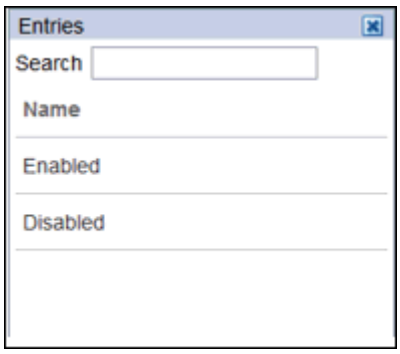
> **Note**
>
> Deleting a rule from the wrong level returns an error message in the job console.





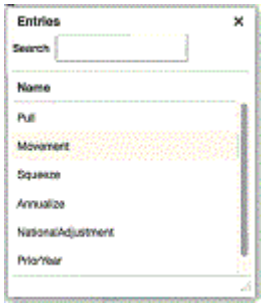
11. **Optional:** Under the **Disabled** column, select any rows you want to exclude from the calculation to **Disabled**. By default, **Enabled** is selected for all base entities.

    For example, to override Global and Domicile rules by an Entity rule, set the Global and rules to **Disabled**, and then enable an Entity Rule to override the other rules and redirect the values.



12. Under **Logic**, from the drop-down, select the logic to be applied to the row. You can select a different tax automation rule for each rule created for the account. The following rules are available:

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- **Pull**—Takes the specified percentage of the Source account and applies it to the Target account.
  Example:
  - **Pull** 50%
  - Source Account : 100
  - Destination = (100 * 50%) = 50
- **Movement**—Takes the difference between the current period amount of the Source account and the last period of the prior year's amount of the Source account, and applies the amount to the Target account.
  Example:
  - **Move** 20%
  - Source Account: Prior Year: 100; Current: 150
  - Destination = ((150-100) * 20%) = 10
- **Squeeze**—The value at the intersection of the source Account and source Movement must equal the ending balance in Temporary Differences for the target Account when squeezing from the book or any supplemental schedules..
  Squeeze from supplemental schedule (such as Fixed Assets):
  - **Example 1: Fixed Assets:**
    - Source Account/Movement = -8110 (Book Basis minus Tax Basis for Property and Related Plant, **and** Current Year Movement)
    - **Ending Balance** Temporary Differences for target Account/Movement = -8110

    > **Note**
    >
    > If any other Movements for the target account are populated on Temporary Differences, they will be "squeezed out" (subtracted) so that the ending balance remains the value of the Source Account/ Movement.

  - **Example 2:**
    - Fixed Assets Source Account/Movement = -8110 (Book Basis minus Tax Basis for Property and Related Plant, **and** Current Year Movement)
    - **Ending Balance** Temporary Differences for target Account/Movement remains at = -8110.
    - **Opening Balance Adjusted** on Temporary Differences for target Account = 1000

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    * The Difference between the Opening Balance Adjustment 1000 and P&L Total Movement -9100 still equals -8110

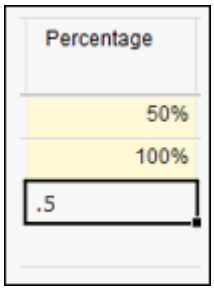
Squeeze when source data is Book Data:

- When no source or target Movement is specified in Tax Automation, the source Movement defaults to TB Closing and the target movement defaults to Automated (Current Year). A valid Source book account must be specified.
- The value will display in Temporary Differences in Movement Automated and the Ending Balance = Source Book Account value.

- **Annualize**—Allows partial year amounts to be annualized to a full year amount.
- **DeAnnualize**—Allows full year values to be De-Annualized to a partial year amount based on the period of the rule.
- **National Adjustment**—Allows for adjustment (for example, reversal) of a National Permanent or Temporary Difference in the Regional Provision.
- **Prior Year**—Provides the ability to bring the prior year data into a provision.

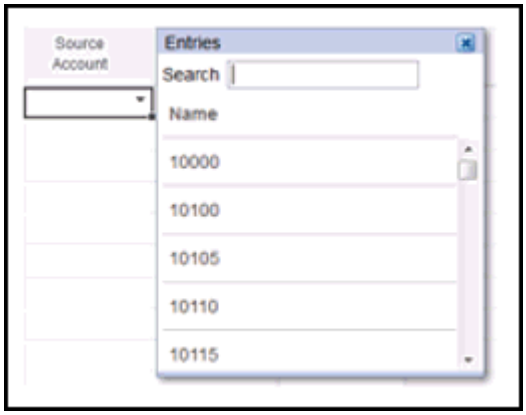
> **Note**
>
> For detailed examples of Annualize, DeAnnualize, National Adjustment and Prior Year logic, see Tax Automation Logic Examples.
>
> For examples of creating rules that contain a combination of multiple rules to perform a transaction, see Creating Tax Automation Using Multiple Rule Combinations.

13. Under **Percentage**, enter the a whole number or decimal and whole number to represent the percentage of the book data to be copied to the selected entity. For example, for 100%, enter **1**, or for 50%, enter **.5**. The figures display correctly when you exit the cell.



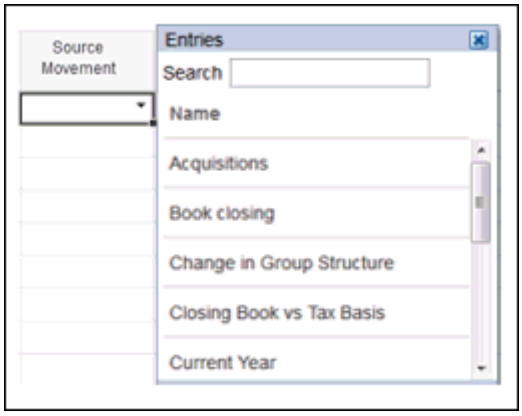
14. Under **Source Account**, select the source account number from which you want to copy data. You can select a different **Source Account** for each rule created for the account.

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> **Note**
>
> You can add accounts to the Automation Source Account Smart List that are not part of the default Smart List definition by adding custom attribute **Tax Automation Source Account** to the required account. See also: Defining Account Tax Attributes

15. Under **Source Movement**, select the Movement member which you want to use to move the data.

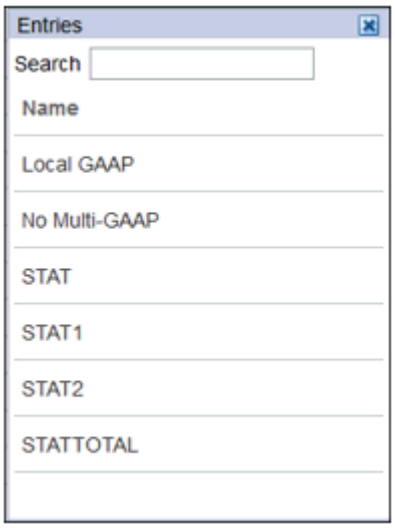


16. From the drop-down under **Target Movement**, select the Movement member which you want to use to move the data. If no value is selected, the default is **Automated** for the Movement dimension.



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17. Under **Source MultiGAAP**, select the Multi-GAAP member from which the data will be drawn.

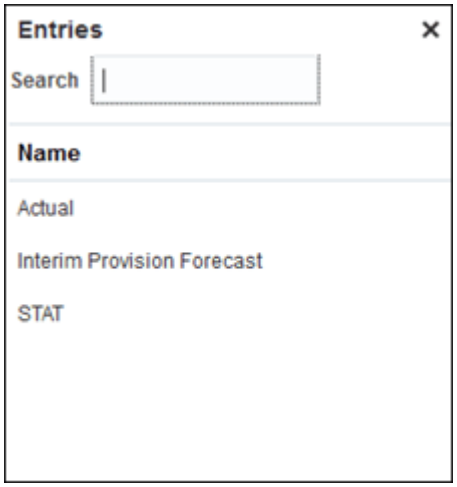


18. From the drop-down under **Target MultiGAAP**, select the Multi-GAAP member to which you want to move the data.



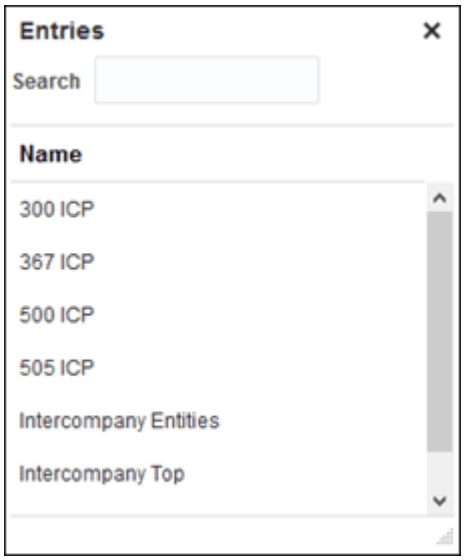
19. From the drop-down under **Source Scenario**, select the Scenario from which data will be drawn. You can define a different Scenario member for each rule.

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> **Note**
>
> Changes in data in the source Scenario will not impact the target scenario based on the Tax Automation rules. For example, if a Tax Automation rule is defined to Pull data from the source GAAP scenario, any data changes in the GAAP Scenario system will not impact the STAT Scenario.

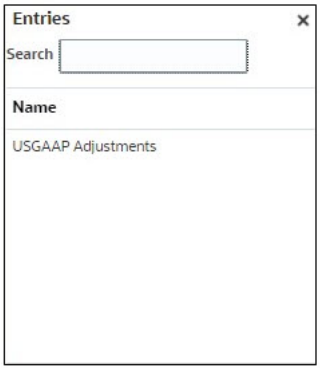
20. For Intercompany Eliminations only, from the drop-down under **Source ICP**, select the Intercompany member which you want to use as the source to calculate Intercompany eliminations. You can define a different Intercompany source member for each rule.



21. From the drop-down under **Source Data Source**, you can only select the Data Source members which have **Tax Automation Source Data Source** attribute attached. When you don't select the **Source Data Source** column, then by default Source Data Source member is set as **Pre Tax**.

    You can define a different Data Source member for each rule.

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> **Note**
>
> A new custom attribute **Tax Automation Source Data Source** is added in Data Source dimension. See also: Defining Data Source Tax Attributes

22. Click **Save**. You can see which entities have been impacted by viewing Data Status. When you click Save, all the rules are cascaded to lower level as defined in the above table for **Tax Automation Regional**.
23. Under **Actions**, select **Consolidate** to perform Tax Automation.

Working with National Tax Automation

Tax automation rules can be defined at various levels such as Global Rules, Domicile Rules, and Entity Rules.

When you add or save a global rule using the Tax Automation Global form, the rule is cascaded to all Domiciles and Entities. If required, the Global rule can be disabled at a lower level such as the Domicile or Entity. If needed, a new rule can be added at the lower level to run instead of the disabled one.

When you add or save a Domicile rule using the Tax Automation Domicile form, the rule is cascaded to all Entities that belong to that domicile. If required, the Domicile rule can be disabled at the Entity level. If needed, a new rule can be added at the entity level to run instead of the disabled one.

When you add or save an Entity Rule using the Tax Automation Entity form, the rule is saved and not cascaded as this is the lowest level of detail that a rule can be set on.

You can add multiple rules for each account. The result of the rules are accumulated and passed to the target account. To enhance the flexibility of tax automation, you can perform the following for each rule that is created:

- Select a different tax automation rule (Logic). You can create two or more rules all using the same Logic or a different logic selection for each one. Logic selections include Pull, Movement, Squeeze, Annualize, DeAnnualize, National Adjustment, and Prior Year.
- Select a different source (Source Account). You can select a different Source Account for each rule, or the same Source Accounts for one or more of the rules.
- Select a different Scenario (Source Scenario) member for each rule.

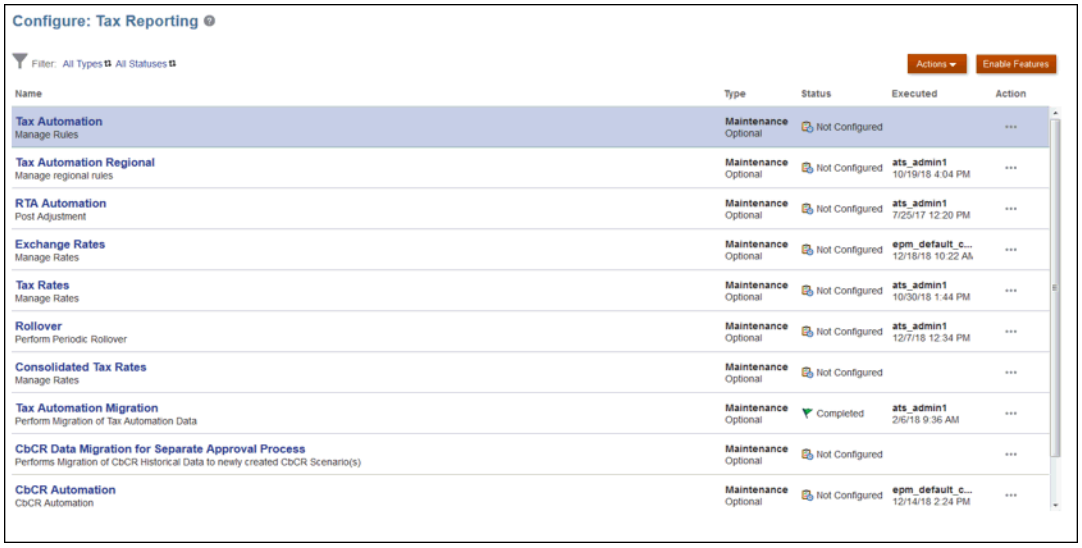
Tax automation is executed when you perform Consolidation.

To run National Tax Automation:

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1. From the Home page, click **Application**, and then click **Overview**.
2. Click the **Dimensions** tab, then under the **Data Source** dimension, create the Data Source members that you require to store tax automation rules. See Adding Tax Automation Rules to Data Source Dimension.
3. On the Home page, click **Tools**, then **Variables**.
4. On the User Variables tab, under **Account**, select the **Tax Automation Target Account** form, and then click **Save**. The account is displayed on the Tax Automation form.
5. On the Home page, click **Application**, then **Configuration**, and then click **Tax Automation**.

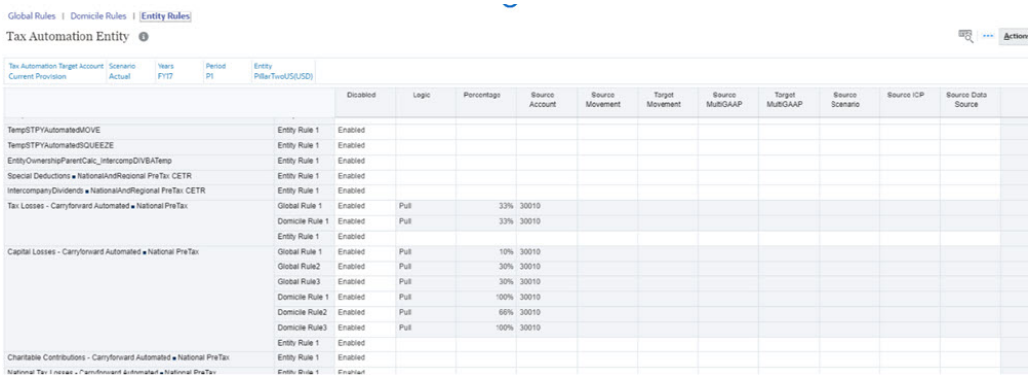
> **Note**
>
> If the period has not been started, the Global Rules screen will be blank.



6. Select the appropriate tax automation rule scope:
   - **Global Rules** - Global rules apply to all entities regardless of domicile. When you update a global rule in the **Tax Automation Global** form, the modified rule is cascaded to all Entities. After a global rule is cascaded to all Domiciles and Entities it shows up in the **Tax Automation Domicile** and **Tax Automation Entity** forms. If required, global rules can be disabled at the Domicile or Entity level.
     Users or groups need to be granted **Launch** permission to the **Tax Automation Save** business rule in order to cascade and manage domicile rules.
   - **Domicile Rules** - Domicile rules apply to all entities associated with a particular domicile. Domicile refers to the country or jurisdiction where the entity pays tax. For example, Canada is the national domicile for legal entity Montreal, and US is the national domicile for legal entity New York. When you modify a domicile rule in the **Tax Automation Domicile** form and save it, the rule is cascaded to all entities that belong to the selected domicile. After a domicile rule is cascaded to all Entities, it shows up in the **Tax Automation Entity** form. If required, domicile rules can be disabled at the Entity level.
     Users or groups must be granted **Launch** permission to the **Tax Automation Save** business rule to cascade and manage domicile rules.

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- **Entity Rules** - Entity rules apply to the entity that you selected.



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Note

- Users with a Power User or User role must be granted **Launch** permission to the **Tax Automation Global Save** business rule to cascade and manage global rules.
- Users with a Power User or User role must be granted **Launch** permission to the **Tax Automation Save** business rule to cascade and manage domicile rules.
- No business rule **Launch** permissions are required for cascading and managing **Entity** Rules.
- If you are creating a custom form for configuring Tax Automation or Pillar Two, then you must always attach the new rule **Consol - Rule - TRCS_ApplyReadOnly** to run after load rule. This rule is used to set information on the grid post load.



For example, a Service Administrator can grant **Launch** permission for the **Tax Automation Global Save** rule to the Global Automation Admins group from the **Rules** card. This enables members of the Global Automation Admins group to modify and cascade Global tax automation rules.

The table below shows the corresponding business rule and form for each national tax automation rule scope.

Table 23-5 Tax Automation National

Scope	Cascading Business Rule	Form	Description of Rule
Global Rules	Tax Automation Global Save	Tax Automation Global	Cascades global rules to domicile and entity levels
Domicile Rules	Tax Automation Save	Tax Automation Domicile	Cascades domicile rules to entity levels
Entity Rules	N/A	Tax Automation Entity	N/A
Global Rules	TRCS_ApplyReadOnly	Tax Automation Domicile	Makes global rules read-only in domicile form
Global Rules	TRCS_ApplyReadOnly	Tax Automation Entity	Makes global rules read-only in Tax Automation Entity form
Domicile Rules	TRCS_ApplyReadOnly	Tax Automation Entity	Makes domicile rules read-only in Tax Automation Entity form

Note that the cascading Global and Domicile rules must not be updated at Domicile and Entity levels. It is recommended to always disable the cascading rules and create local Domicile and Entity rule if cascading rules are not required. For example, you have a Global rule to PULL 100% from Account X, and then at a specific Domicile you need to update the rule to PULL at 50% from Account X. To achieve this, you must disable the Global rule at the Domicile level and then

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create a new Domicile rule which pulls 50% from Account X. You must not update the cascading Global rule at the Domicile level.

The same is applicable for cascading Domicile rules at Entity level.

7. **Optional**: If the page is blank, under **Actions**, select **Tax Automation**, and then **Show All Accounts**. This step adds a new blank rule for each tax account. See Adding Tax Automation Rules to Data Source Dimension.
8. Right-click the rule name cell (for example, Global Rule 1) to display the pop-up menu, and select Tax Automation, and then Add Rule to create one additional rule for each tax account. The rule is created at the bottom as a last rule, and the selected rule data is copied into the newly created row and cascaded to lower levels. Details of the new rule can be edited.

Note

- When adding the rule, ensure that placeholder members have already been created on the Data Source dimension, otherwise, the Add Rule will not create a new row. Rules are added in the same order as per the metadata in the Data Source dimension. See Adding Tax Automation Rules to Data Source Dimension
- Adding a rule when no rule is added in the metadata or adding a rule from the wrong level returns an error message in the job console.



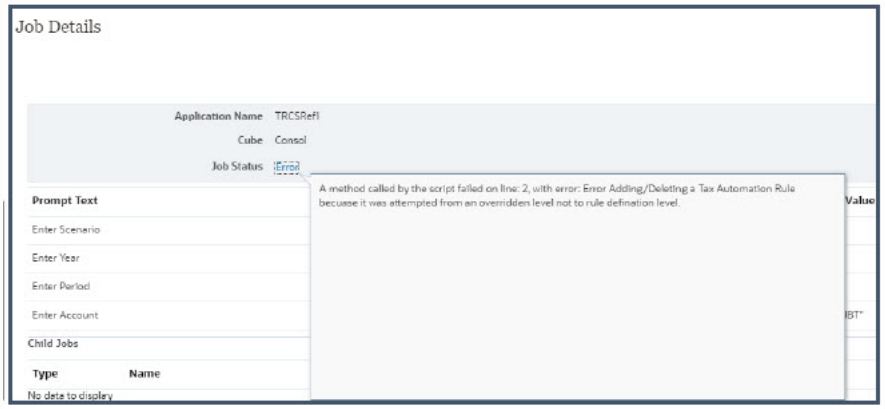


9. Click **Save** to save the rule.
10. **Optional**: Right-click the rule name cell to display the menu, and select Tax Automation, and then Delete Rule to delete one rule per account. The Delete rule deletes the selected rule by shifting the rules up from the bottom of the list. Deleting the first row only clears the rule, and the row is not removed.

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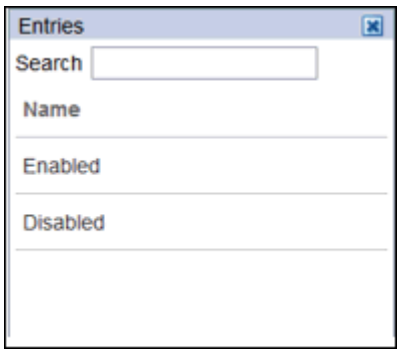
> **Note**
>
> Deleting a rule from the wrong level returns an error message in the job console.





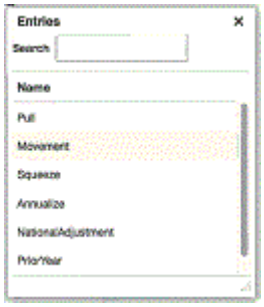
11. **Optional:** Under the **Disabled** column, select **Disabled** to exclude the entity from the calculation. By default, **Enabled** is selected for all base entities.

    For example, to override Global and Domicile rules by an Entity rule, set the Global and rules to **Disabled**, and then enable an Entity Rule to override the other rules and redirect the values.



12. Under **Logic**, from the drop-down, select the logic to be applied to the row. You can select a different tax automation rule for each rule created for the account. The following rules are available:

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- **Pull**--Takes the specified percentage of the Source account and applies it to the Target account
  Example:
  - **PULL** 50%
  - Source Account : 100
  - Destination = (100 * 50%) = 50
- **Movement**--Takes the difference between the current period amount of the Source account and the last period of the prior year's amount of the Source account, and applies the amount to the Target account.
  Example:
  - **MOVE** 20%
  - Source Account: Prior Year: 100; Current: 150
  - Destination = ((150-100) * 20%) = 10
- **Squeeze**--The value at the intersection of the source Account and source Movement must equal the ending balance in Temporary Differences for the target Account when squeezing from the book or any supplemental schedules.
  Squeeze from supplemental schedule (such as Fixed Assets):
  - **Example 1: Fixed Assets:**
    - Source Account/Movement = -8110 (Book Basis minus Tax Basis for Property and Related Plant, **and** Current Year Movement)
    - **Ending Balance** Temporary Differences for target Account/Movement = -8110

    > **Note**
    >
    > If any other Movements for the target account are populated on Temporary Differences, they will be "squeezed out" (subtracted) so that the ending balance remains the value of the Source Account/ Movement.

  - **Example 2:**
    - Fixed Assets Source Account/Movement = -8110 (Book Basis minus Tax Basis for Property and Related Plant, **and** Current Year Movement)
    - **Ending Balance** Temporary Differences for target Account/Movement remains at = -8110.
    - **Opening Balance Adjusted** on Temporary Differences for target Account = 1000

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    * The Difference between the Opening Balance Adjustment 1000 and P&L Total Movement -9100 still equals -8110

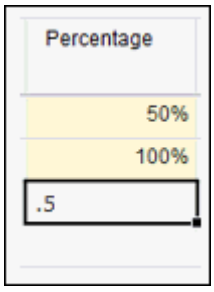
Squeeze when source data is Book Data:

- When no source or target Movement is specified in Tax Automation, the source Movement defaults to TB Closing and the target movement defaults to Automated (Current Year). A valid Source book account must be specified.
- The value will display in Temporary Differences in Movement Automated and the Ending Balance = Source Book Account value.

- **Annualize**—Allows partial year amounts to be annualized to a full year amount.
- **DeAnnualize**—Allows full year values to be De-Annualized to a partial year amount based on the period of the rule.
- **National Adjustment**—Allows for adjustment (for example, reversal) of a National Permanent or Temporary Difference in the Regional Provision.
- **Prior Year**—Provides the ability to bring the prior year data into a provision.

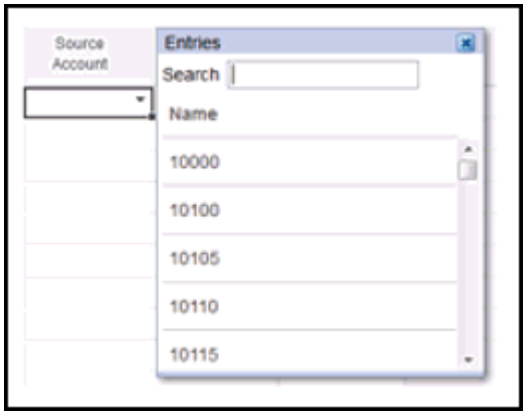
> **Note**
>
> For detailed examples of Annualize, DeAnnualize, National Adjustment and Prior Year logic, see Tax Automation Logic Examples.
>
> For examples of creating rules that contain a combination of multiple rules to perform a transaction, see Creating Tax Automation Using Multiple Rule Combinations.

13. Under **Percentage**, enter a whole number or decimal number to represent the percentage of the book data to be copied to the selected entity. For example, for 100%, enter **1**, or for 50%, enter **.5**. The figures display correctly when you exit the cell.



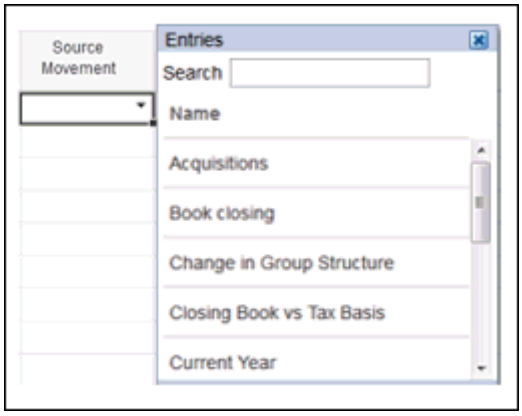
14. Under **Source Account**, select the source account number from which you want to copy data. You can select a different **Source Account** for each rule created for the account.

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> **Note**
>
> You can add accounts to the Automation Source Account Smart List that are not part of the default Smart List definition by adding custom attribute **Tax Automation Source Account** to the required account. See also: Defining Account Tax Attributes

15. Under **Source Movement**, select the Movement member which you want to use to move the data.

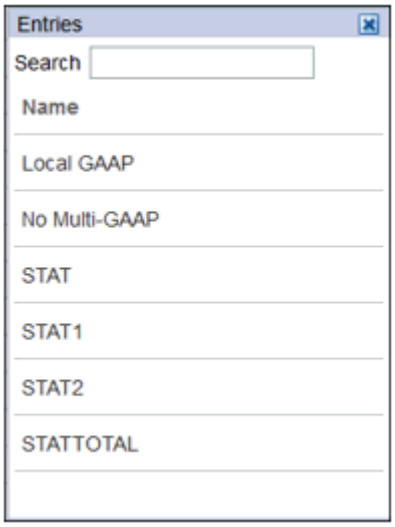


16. From the drop-down under **Target Movement**, select the Movement member which you want to use to move the data. If no value is selected, the default is **Automated** for the Movement dimension.



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17. Under **Source MultiGAAP**, select the Multi-GAAP member from which the data will be drawn.

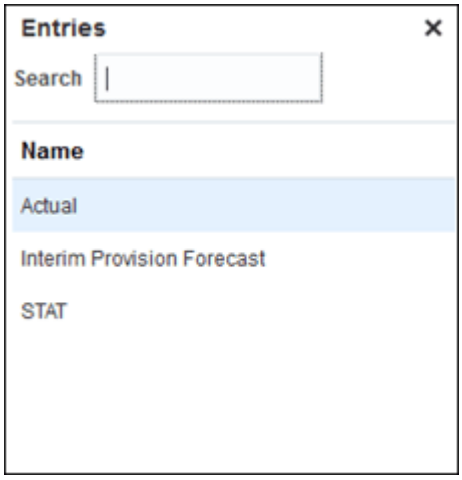


18. From the drop-down under **Target MultiGAAP**, select the Multi-GAAP member to which you want to move the data.



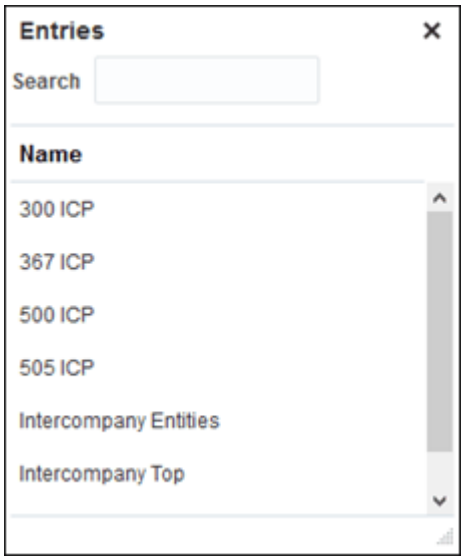
19. From the drop-down under **Source Scenario**, select the Scenario from which data will be drawn. You can define a different Scenario member for each rule.

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Changes in data in the source Scenario will not impact the target scenario based on the Tax Automation rules. For example, if a Tax Automation rule is defined to Pull data from the source GAAP scenario, any data changes in the GAAP Scenario system will not impact the STAT Scenario. Set the business rule **Impact Entities with Data in Consol Cube**.

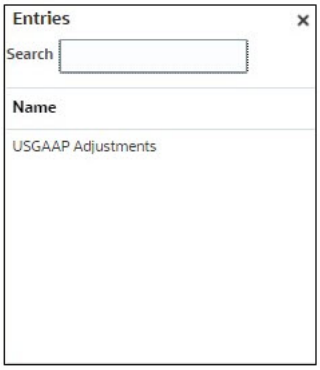
20. For Intercompany Eliminations only, from the drop-down under **Source ICP**, select the Intercompany member which you want to use as the source to calculate Intercompany eliminations. You can define a different Intercompany source member for each rule.



21. From the drop-down under **Source Data Source**, you can only select the Data Source members which have **Tax Automation Source Data Source** attribute attached. When you don't select the **Source Data Source** column, then by default Source Data Source member is set as **Pre Tax**.

    You can define a different Data Source member for each rule.

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> **Note**
>
> A new custom attribute **Tax Automation Source Data Source** is added in Data Source dimension. See also: Defining Data Source Tax Attributes

22. Click **Save**. You can see which entities have been impacted by viewing Data Status. When you click Save, all the rules are cascaded to lower level as defined in the above table for **Tax Automation National**.
23. Under **Actions**, select **Consolidate** to perform Tax Automation.

Importing Tax Automation

Tax Automation Import is in the Consol cube. See, Application Cubes

- To enable a rule that is currently disabled, the import must be run in Replace mode. See Load Methods.
- Import Tax Automation rules return an error if the import files contain data imported to the wrong level. Only Enabled/Disabled column is allowed to be overridden at a lower level. If any wrong intersection exists in the load, the entire load will fail and an error is returned in Job console.
- Import Tax Automation cascades all the columns excluding Enabled/Disabled to the lower levels (Global cascades to Domicile, Entity, and Entity Regional; Domicile cascades to Entity and Entity Regional; Entity cascades to Entity Regional). All rules for any Scenario, Year, and Period within the load file are affected by this cascading.

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> **Note**
>
> - If a new Global rule is imported as disabled, the Domicile, Entity, and Entity Regional levels of the Global Rule will remain **Enabled** after the import is complete. This is because, the **Enabled**/**Disabled** column is not cascaded to lower levels. If the intention is also to disable the Global rule at a specific Domicile, Entity, Entity Regional level, then, a row in the import that disables the Global rule at the specified Domicile, Entity, or Entity Regional must be included.
> - If a new Domicile rule is imported as disabled, the Entity and Entity Regional levels of the Domicile Rule will remain **Enabled** after the import is complete. This is because, the **Enabled**/**Disabled** column is not cascaded to lower levels. If the intention is also to disable the Domicile rule at a specific Entity and Entity Regional level, then, a row in the import that disables the Domicile rule at the specified Entity and Entity Regional must be included.
> - If in Regional Tax Automation, a new Entity level rule is imported as disabled, the Entity Region levels of the Entity Rule will remain **Enabled** after the import is complete. This is because, the **Enabled**/**Disabled** column is not cascaded to lower levels. If the intention is also to disable the Entity rule at a specific Entity Region level, then, a row in the import that disables the Entity rule at the specified Entity Regional must be included.

Tax Automation Logic Examples

When you set up Tax Automation, you can select the logic to be applied to the account. Logic selections include Pull, Movement, Squeeze, Annualize, DeAnnualize, National Adjustment, and Prior Year.

The following sections are examples of Annualize, DeAnnualize, National Adjustment, and Prior Year logic.

For steps on running Tax Automation, see Working with National Tax Automation and Working with Regional Tax Automation.

Annualize—Allows partial year amounts to be annualized to a full year amount.

Example:

The trial balance has been loaded in P03, and the Meals and Entertainment expense for the three months ending March 31 is $36,000. To annualize to a full year, or 12-month estimate, the $36,000 amount must be converted to a monthly amount or 12,000, and then converted to a full 12 month amount or 144,000, as follows:

	Logic	Percent	Source Account
Meals and Entertainment	Annualize	100%	90000

If the above rule is set for Period P1 then:

```
Assuming value at Source Account (90000) is $12,000
```


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```
Monthly periods ($12,000/1) * 12 = $144,000
```

If the above rule is set for Period P3 then:

```
Assuming value at Source Account (90000) is 12000

Monthly periods ($12,000/3) * 12 = $48,000
```

If the above rule is set for Period P6 then:

```
Assuming value at Source Account (90000) is 12000

Monthly periods ($12,000/6) * 12 = $24,000
```

If the above rule is set for Period P12 then:

```
Assuming value at Source Account (90000) is 12000

Monthly periods ($12,000/12) * 12 = $12,000
```

DeAnnualize—Allows full year values to be De-Annualized to a partial year amount based on the period of the rule.

Example:

The Meals and Entertainment expense for the prior year (12 months) ending Dec 31st 2019 is $144,000. To de-annualize to a partial year, or 3-month estimate, the $144,000 amount must be converted to a monthly amount or 12,000, and then converted to a 3 month value or 36,000, as follows:

	Logic	Percent	Source Account
Meals and Entertainment	De-Annualize	100%	90000

If the above rule is set for Period P1 then:

```
Assuming value at Source Account (Meals and Entertainment) is 12,000

Monthly periods ($144,000/12) * 1(Period) = $12,000
```

If the above rule is set for Period P3 then:

```
Assuming value at Source Account (90000) is 12000

Monthly periods ($144,000/12) * 3 = $36,000
```

If the above rule is set for Period P6 then:

```
Assuming value at Source Account (90000) is 12000

Monthly periods ($144,000/12) * 6 = $72,000
```

If the above rule is set for Period P9 then:

```
Assuming value at Source Account (90000) is 12000

Monthly periods ($144,000/12) * 9 = $108,000
```

If the above rule is set for Period P12 then:

```
Assuming value at Source Account (90000) is 12000
```


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```
Monthly periods ($144,000/12) * 12 = $144,000
```

In case of Pull and Annualize, it will be accumulated.

National Adjustment—Allows for adjustment (for example, reversal) of a National Permanent or Temporary Difference in the Regional Provision.

Example:

There is a Permanent Difference in the Current Provision for Subpart F income in the amount of $100,000. However, the state of Illinois does not tax Subpart F income and therefore is required to reverse this adjustment in a state Permanent Difference account. To reverse the amount, you would apply National Adjustment logic with a percentage of minus 100%.

```
Any period $100,000 * -100% = $-100,000
```

Valid Setting - This logic is valid for Tax accounts. Source Account for National Adjustment logic defaults to the Target account. Source RollForward is disabled for National Adjustment logic.

	Logic	Percent	Source Account
Regional Perm - MACRS Fed Reversal	National Adjustment	-100%	Subpart F Income

If the above rule is set for Period P12 then:

```
Assuming value at Source Account (Subpart F Income) is 100,000
```

```
Regional Perm - MACRS Fed Reversal = -$100,000
```

Prior Year—Provides the ability to bring the prior year data into a provision.

Example:

There is a Permanent Difference in the Current Provision for tax exempt interest in the amount of $-1,000,000 in the prior year Actual Scenario. You want to use the prior year amount of the tax exempt interest as an estimate in the current year Forecast Scenario. To use the amount, you would apply Prior Year logic with a percentage of 100%.

```
Any period -$1,000,000 * 100% = -1,000,000
```

Default Setting - The default for the Year is the current year minus 1. The default for the Period is P12.

> **Note**
>
> Target account is the Source account. When using the Prior Year method, you must specify the Source Movement. it applies only to Automated movement.
>
> Default source Scenario is the target Scenario.

Form Validations

The system performs the following validations for the Tax automation forms (Global / Domicile / Entity / Entity Regional) when you use **Prior Year** or **National Adjustment** logic. If you select an invalid account or movement, the system displays an error message.

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Table 23-6 Form Validations for Prior Year and National Adjustment

Logic	Target Account Valid/Invalid Selection	Source Account Valid/Invalid Selection	Target Movement Valid Selection	Source Movement Valid Selection
Prior Year		Must be same as target tax Account.	Target movement must be <alias> (TRCS_CySYS).	TRCS_CurrentTax CYTotal (Default) (No Selection allowed). Source movement must be <alias> (TRCS_CurrentTax CYTotal).
National Adjustment	Target Account must be Regional Perm / Temp Account.	Source Account must have NationalAndRegional as TaxDataType property. National Adjustment rule is only valid to be set on regional tax accounts.	Target movement must be <alias> (TRCS_CySYS).	TRCS_CurrentTax CYTotal (Default) (No Selection allowed). Source movement must be <alias> (TRCS_CurrentTax CYTotal).

Managing Tax Automation Rules for Multiple Domicile

Follow the instructions below to enable support saving Tax automation rules for multiple domiciles:

1. Navigate to Forms designer, expand **Tax Administer** folder. Edit the Tax automation domicile form.

2. Move the Jurisdiction dimension into columns / rows depending on your requirement.

3. Switch to **Business Rules** tab.

4. From the Selected business rules right side pane, select **Consol – Rule - Tax Automation Save** and click on



to remove it.

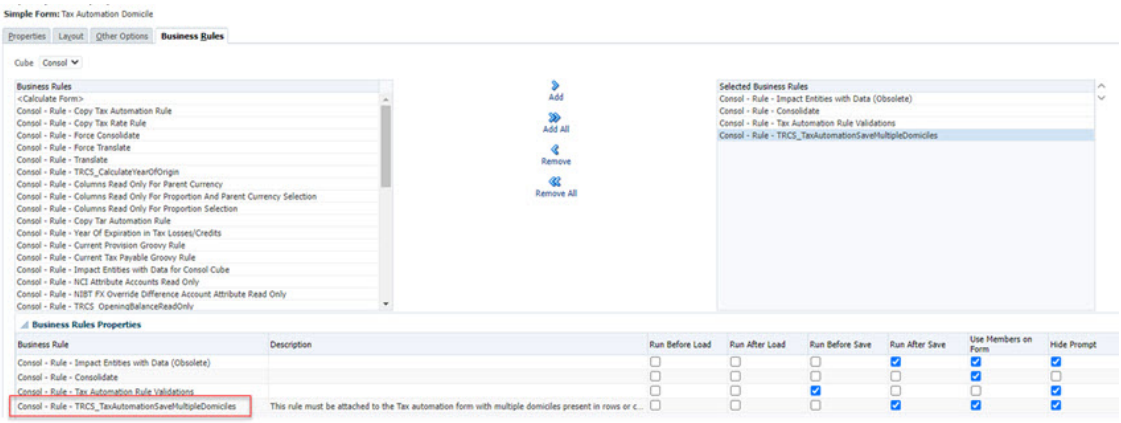
5. Scroll to the bottom of the list under **Business Rules** left pane. Select the **Consol - Rule - TRCS_TaxAutomationSaveMultipleDomiciles**, click on



to add it to the form.

6. Under the **Business Rules Properties** in the bottom pane, for the **Consol - Rule - TRCS_TaxAutomationSaveMultipleDomiciles** rule, select the boxes for **Run After Save**, **Use Members on Form** and **Hide Prompt**.

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Note

- As a best practice, ensure that you save the form with a different name.
- Using this updated form, Tax Automation rules can be updated for multiple domiciles at once.

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24

Working with Trace

Related Topic:

Working with Tax Automation Trace

Working with Tax Automation Trace

Related Topics:

- Learning About Tax Automation Trace
- Using Tax Automation Trace
- Accessing Tax Automation Trace Form
- Viewing Tax Automation Trace
- Example: Use Case
- Example: Logic

Learning About Tax Automation Trace

In Tax Reporting, you provide the mapping between tax and source account in the Tax Automation form and the Current Provision form shows the Tax account values. The Trace Automation option provides you a detailed information about how source data moves from book account to Tax Account, the logic, percentage etc. applied. Using trace automation the Administrator or the Power User can run Tax Automation for all entities, or for selected entities.

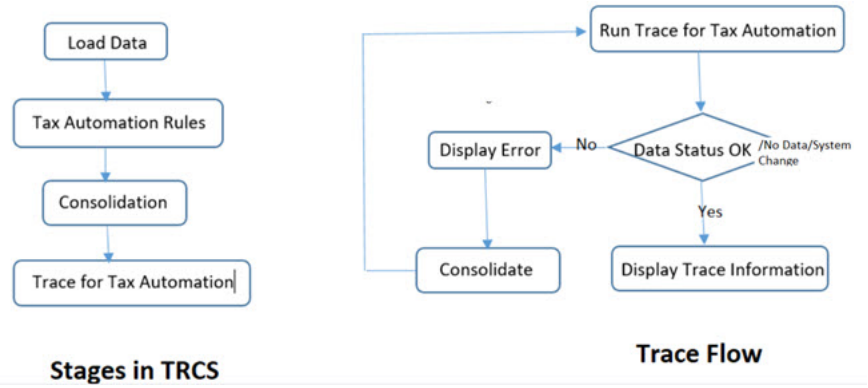
You can also use a trace capability to view the details of how the data is calculated based on the source data. From the Tax Automation Trace screen, you run the onDemand rule called "Trace for Tax Automation". This rule calculates the Tax Automation amount. After you run the onDemand rule, you can view the trace information.

Note that Trace information is available on a consolidated data. If data is not consolidated it will throw an error message.

> **Note**
>
> - Only PULL, MOVE, and SQUEEZE rules are supported.
> - Tax Automation Trace feature support is available only for Current Provision National.
> - Tax Automation Trace will not be seen if there is no source data in custom dimension-enabled applications.

The following diagram is a graphical representation of the different stages in Tax Reporting and Trace Flow:

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Restrictions:

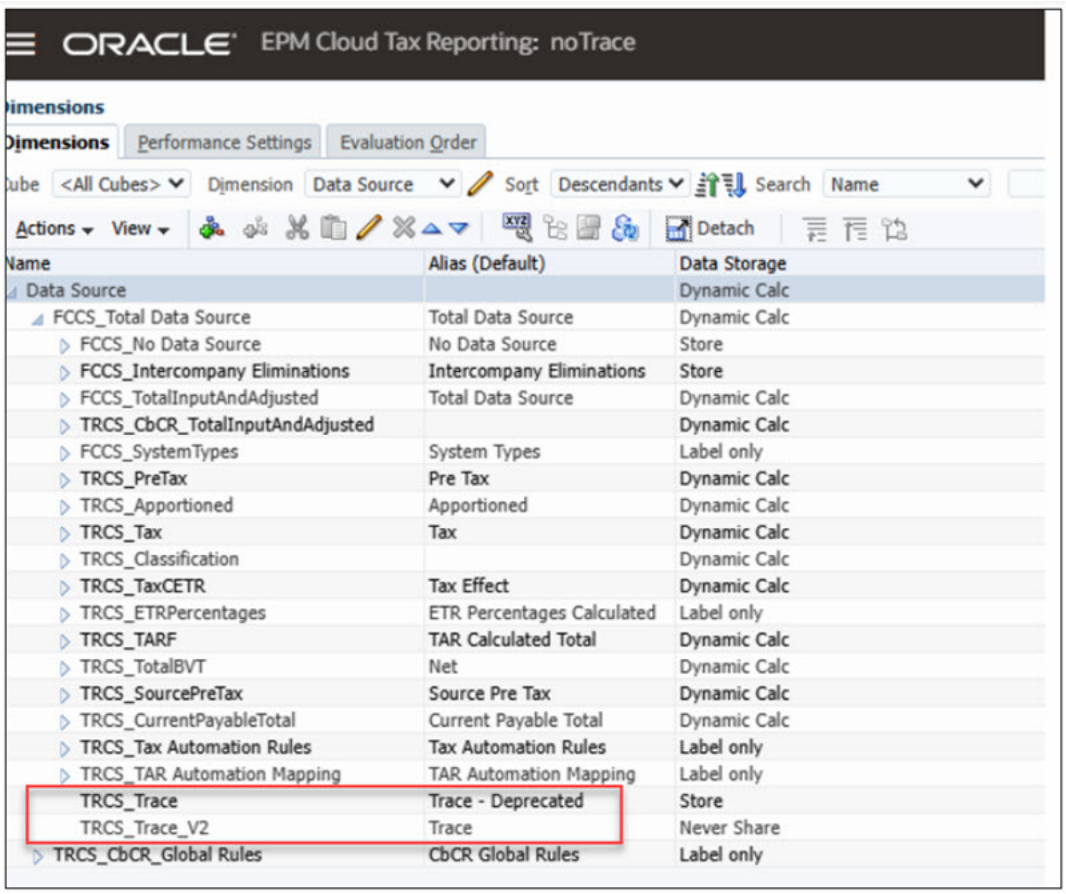
- Trace is provided through Taxable Income only on the current provision form and not for any additional provisions items.
- Tax Automation Trace will not work for parent intersection. It will display for base members and Parent Tax Calculation entity only.

Using Tax Automation Trace

The Tax Automation Trace feature is provided by default when you create a Tax Reporting application. Note that **Trace for Tax Automation** business rule also gets automatically created. For more information on business rules, see Working with Business Rules in *Working with Tax Reporting*.

Trace data is available for Forms, Smart Views and Reports in the DataSource dimension member **TRCS_Trace_V2** under **FCCS_Total Data Source** hierarchy. These members are applicable only for "Consol" cube.

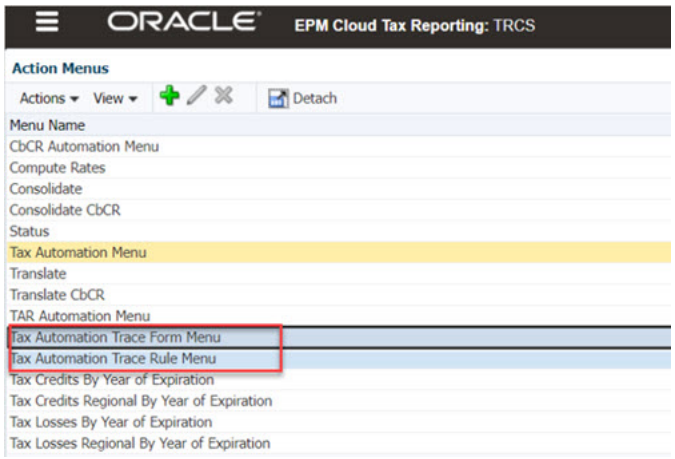
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> **Note**
>
> **TRCS_Trace** member is deprecated and can be viewed as READ only member for Traces created prior to 25.XX.XX.

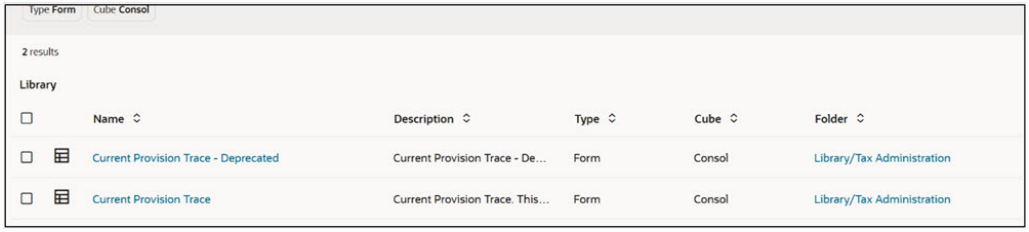
The following Action Menus are also available:

- Tax Automation Trace Form Menu
- Tax Automation Trace Rule Menu



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> **Note**
>
> The old trace form (**Current Provision Trace - Deprecated**) is in-view mode only and will continue to store trace data in prior period unless re-consolidated. On re-running the same POV, trace values are only created on the new trace form (**Current Provision Trace**).

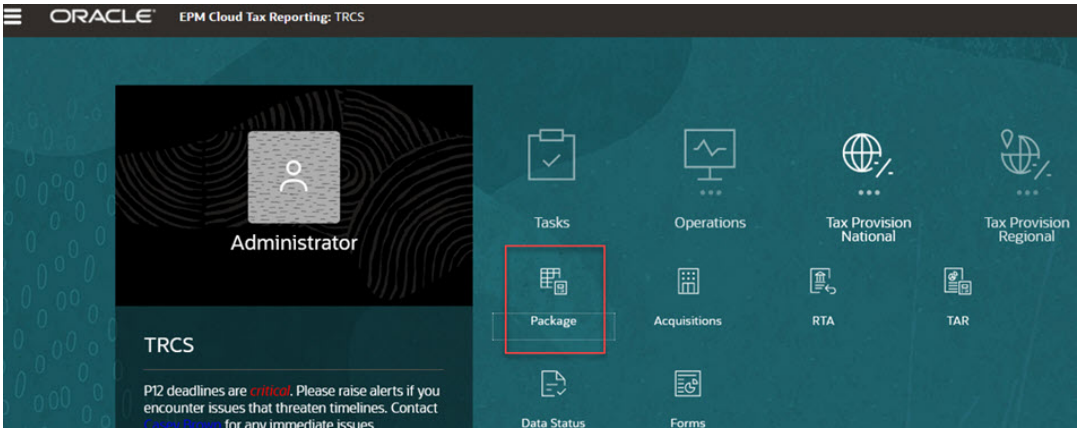


Accessing Tax Automation Trace Form

You can access the Tax Automation Trace Form from both the Current Provision Form and from Tax Administration.

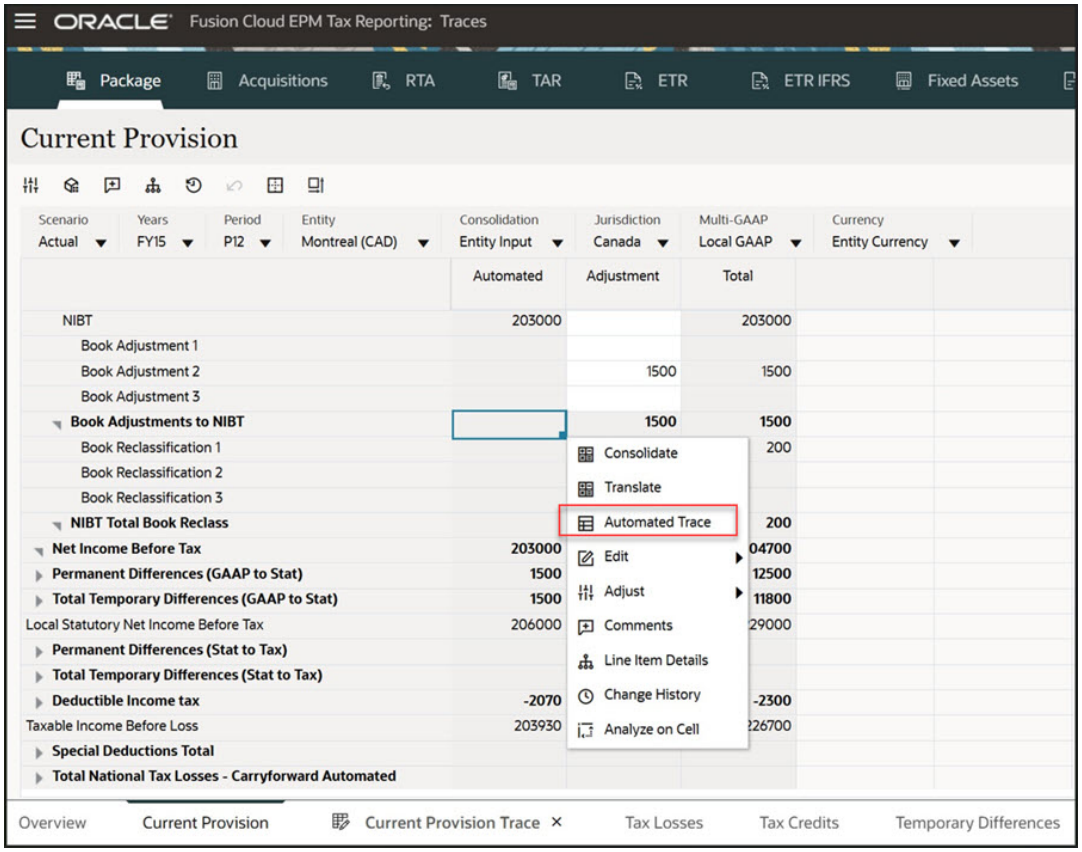
To access Tax Automation Trace form from **Current Provision** form:

1. From the Home page, select **Tax Provision National**, and then **Package**.



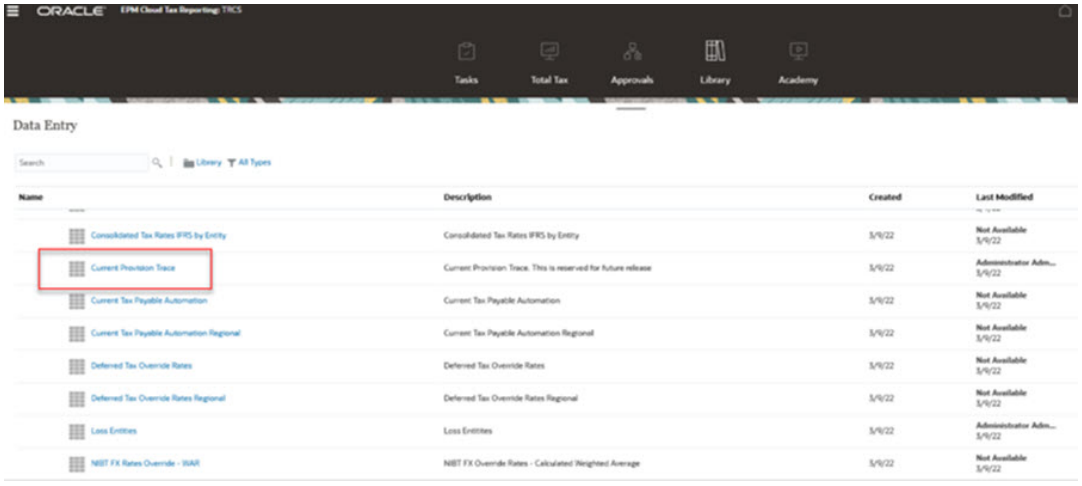
2. On the form, select the **Current Provision** tab.
3. Right-click on the Current Provision form and select **Automated Trace** option.

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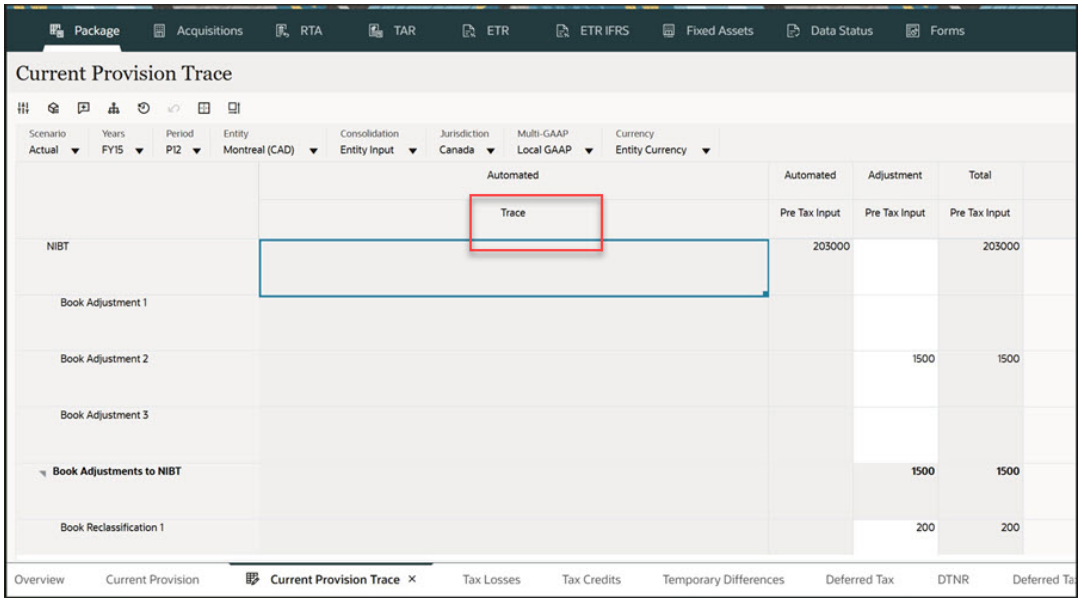
To access this form from **Tax Administration**:

1. Go to the Home Page.
2. Navigate to the **Library**.
3. Select **Tax Administration** folder.
4. Select **Current Provision Trace**.



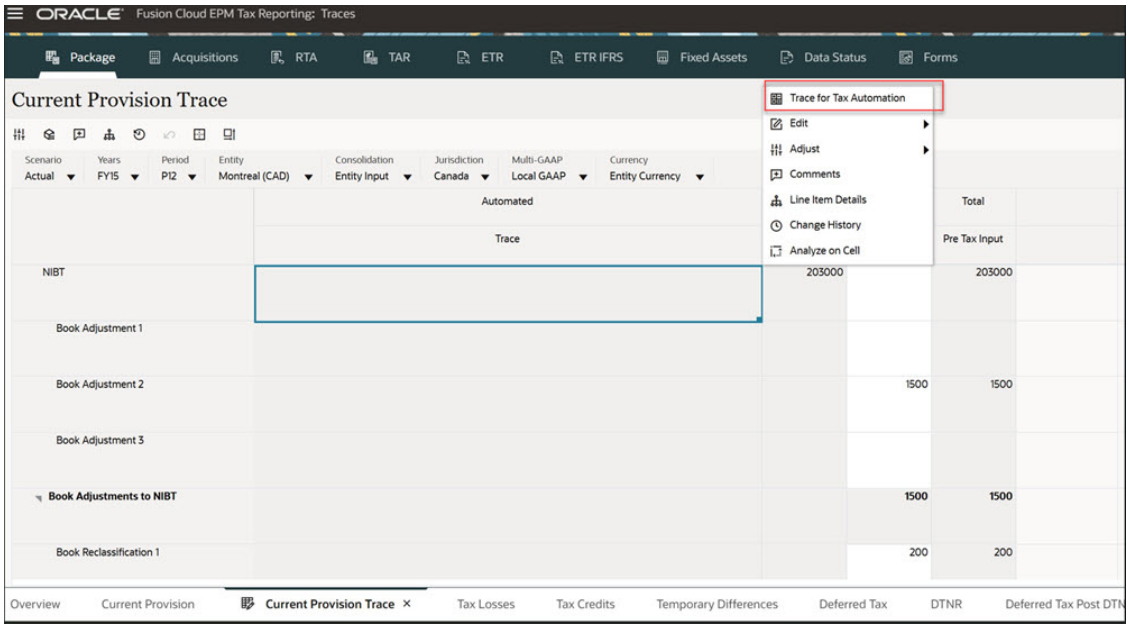
5. The Current Provision Trace form opens. The first column is called **Trace**. It is read-only and displays the Tax Automation Trace information.

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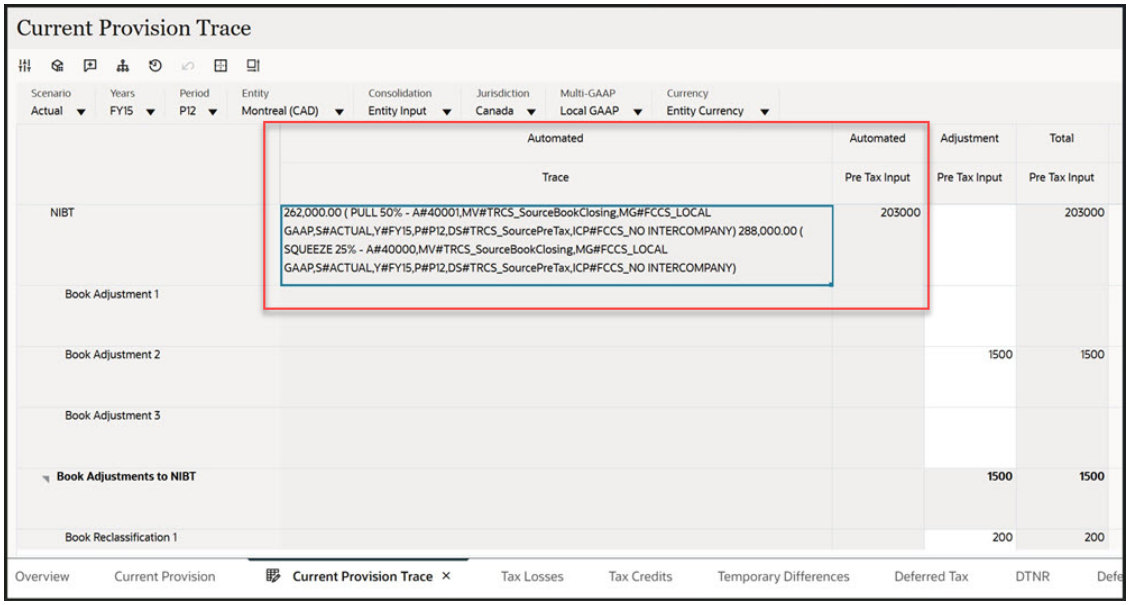
Viewing Tax Automation Trace

To see the trace information you must run **Trace for Tax Automation** rule. Right-click the **Current Provision Trace** form for this option.



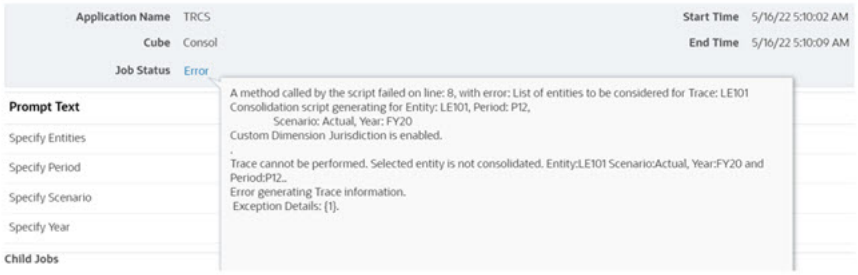
This rule will display trace information only on the consolidated data.

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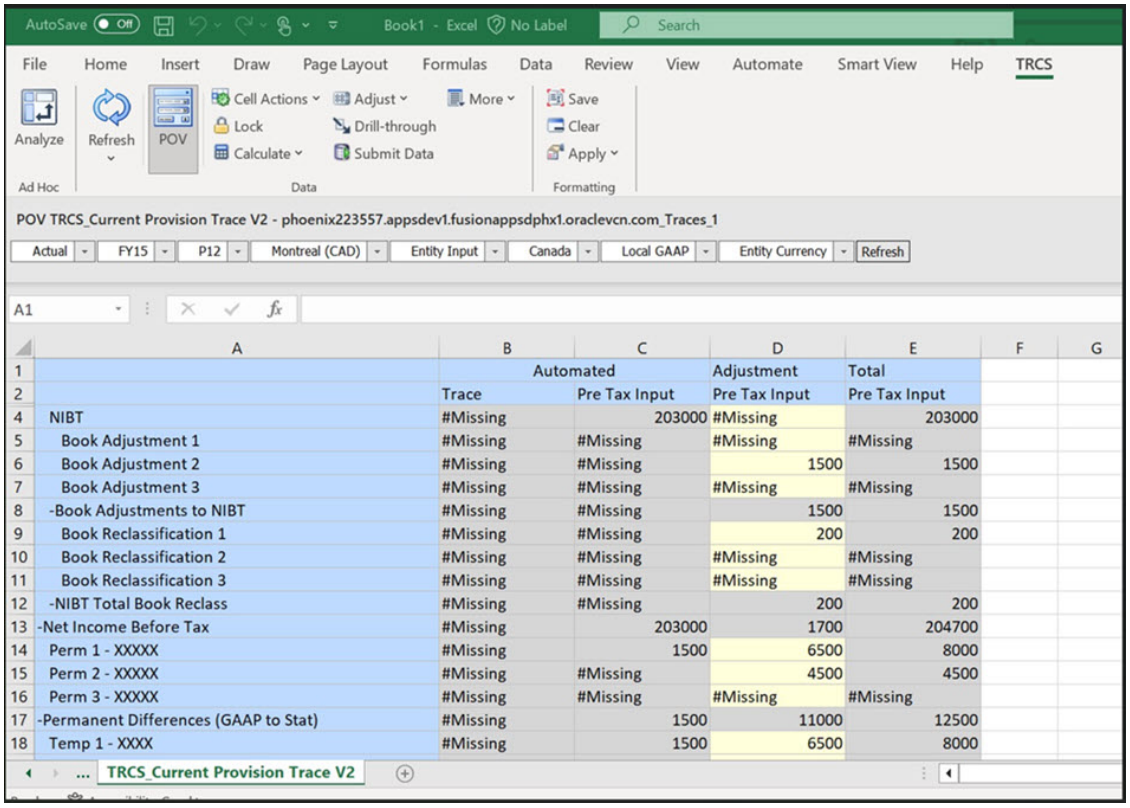
If data is not consolidated, an error will be thrown while running Trace for Tax Automation rule and details can be seen in **Job** card. To check the Consolidation state, look on to Data Status form.

Job Details



You can also view the trace information via Smart View.

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	A	B	C	D	E
1		Automated		Adjustment	Total
2		Trace	Pre Tax Input	Pre Tax Input	Pre Tax Input
4	NIBT	#Missing	203000	#Missing	203000
5	Book Adjustment 1	#Missing	#Missing	#Missing	#Missing
6	Book Adjustment 2	#Missing	#Missing	1500	1500
7	Book Adjustment 3	#Missing	#Missing	#Missing	#Missing
8	-Book Adjustments to NIBT	#Missing	#Missing	1500	1500
9	Book Reclassification 1	#Missing	#Missing	200	200
10	Book Reclassification 2	#Missing	#Missing	#Missing	#Missing
11	Book Reclassification 3	#Missing	#Missing	#Missing	#Missing
12	-NIBT Total Book Reclass	#Missing	#Missing	200	200
13	-Net Income Before Tax	#Missing	203000	1700	204700
14	Perm 1 - XXXXX	#Missing	1500	6500	8000
15	Perm 2 - XXXXX	#Missing	#Missing	4500	4500
16	Perm 3 - XXXXX	#Missing	#Missing	#Missing	#Missing
17	-Permanent Differences (GAAP to Stat)	#Missing	1500	11000	12500
18	Temp 1 - XXXX	#Missing	1500	6500	8000

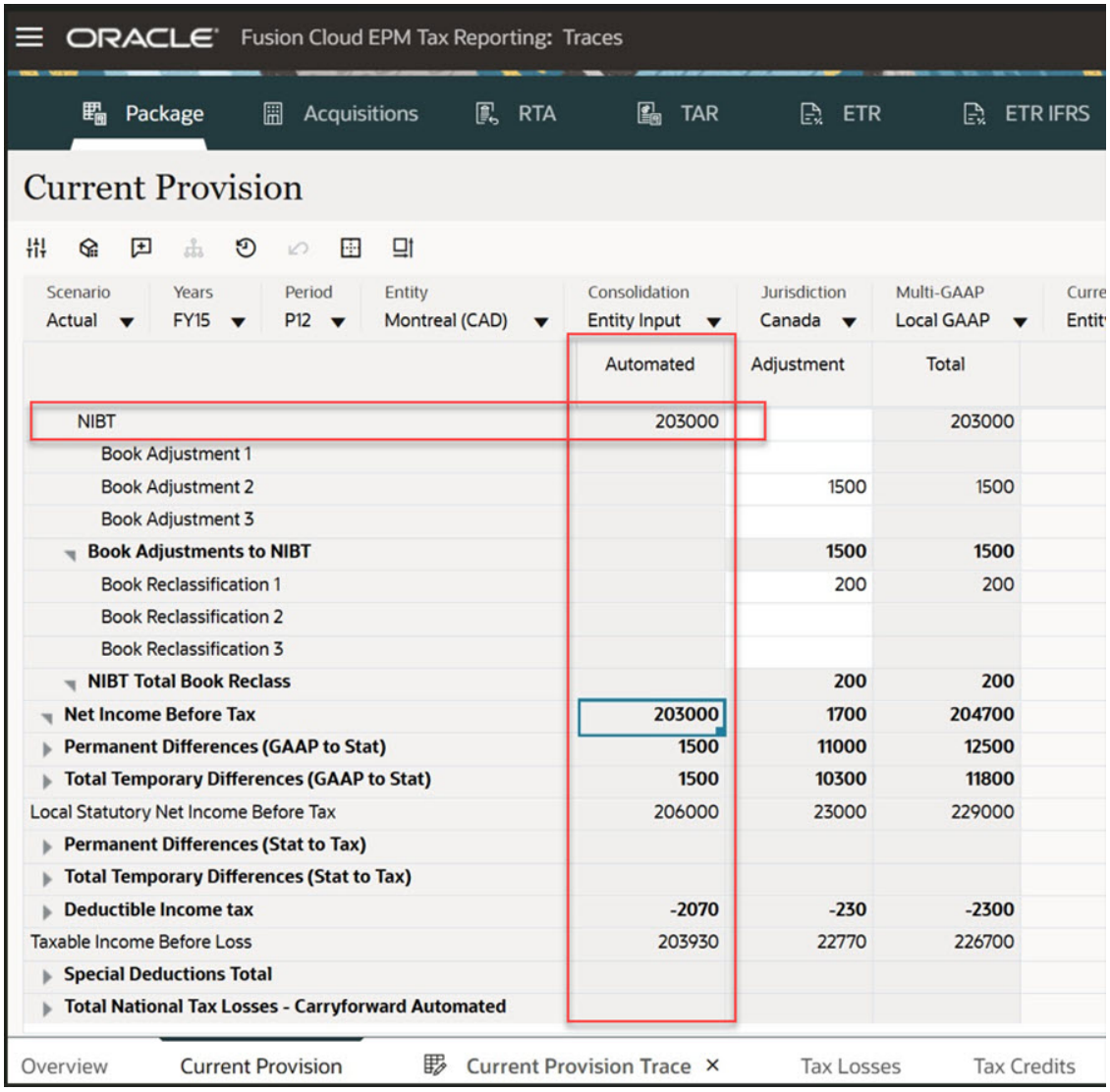
See also: Introduction to Smart View in *Working with Oracle Smart View for Office*

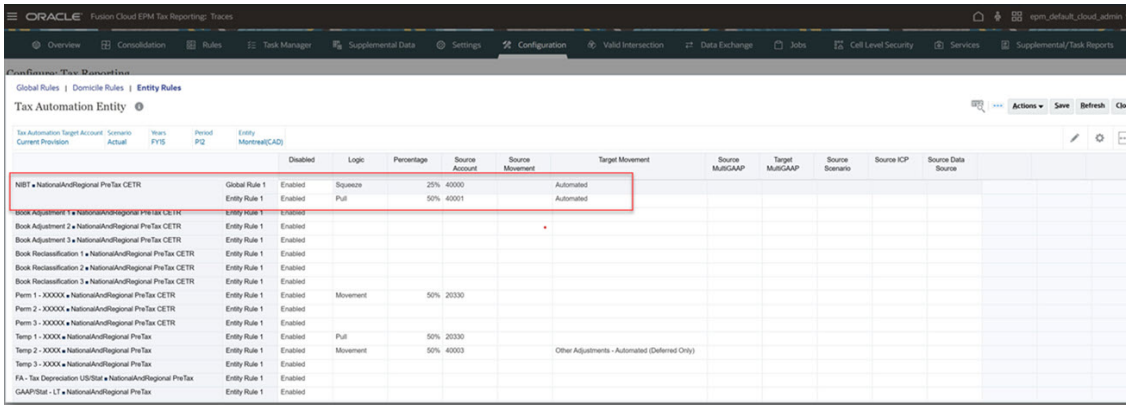
> **Note**
>
> - Trace information is displayed for an account which has single or multiple tax automation rule defined.
> - Trace is supported for Global, Domicile and Entity tax automation rules.

Example: Use Case

Let's assume that you have a NIBT Expense and seeing a trend of it in for the current year, you notice that this account has a high\low value as compared to prior quarter and you feel that you would like to investigate.

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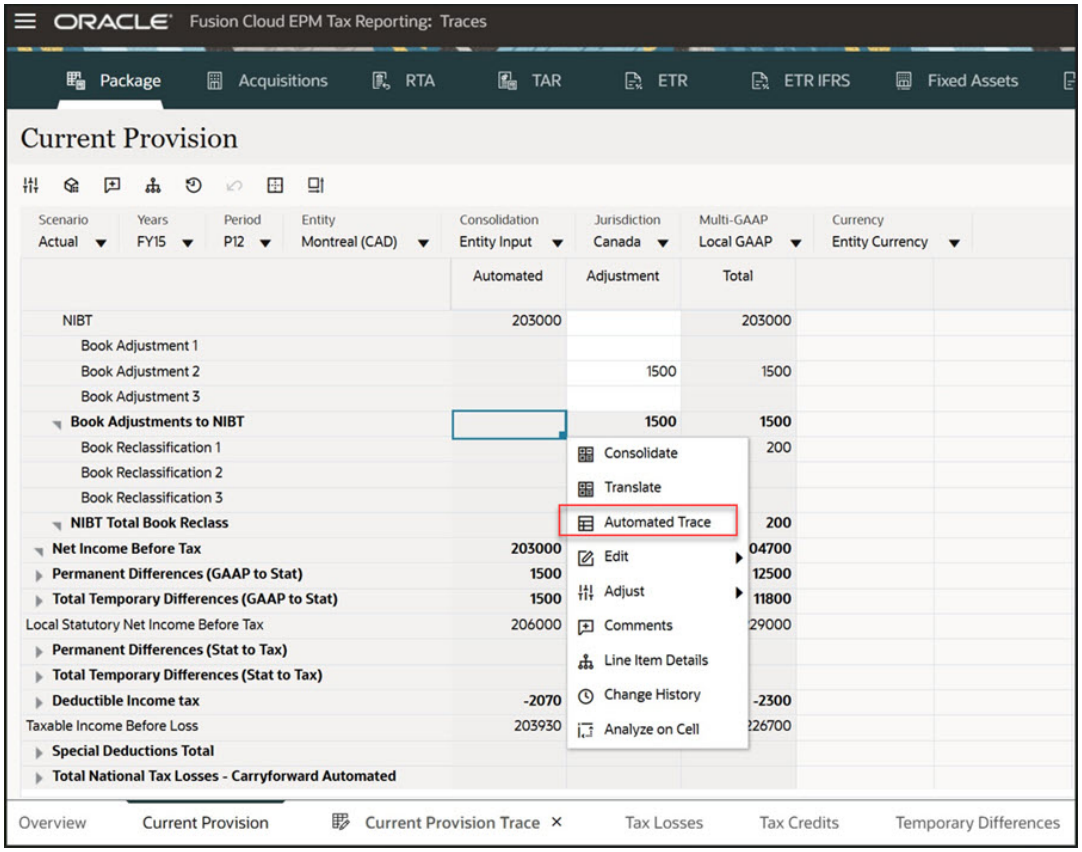


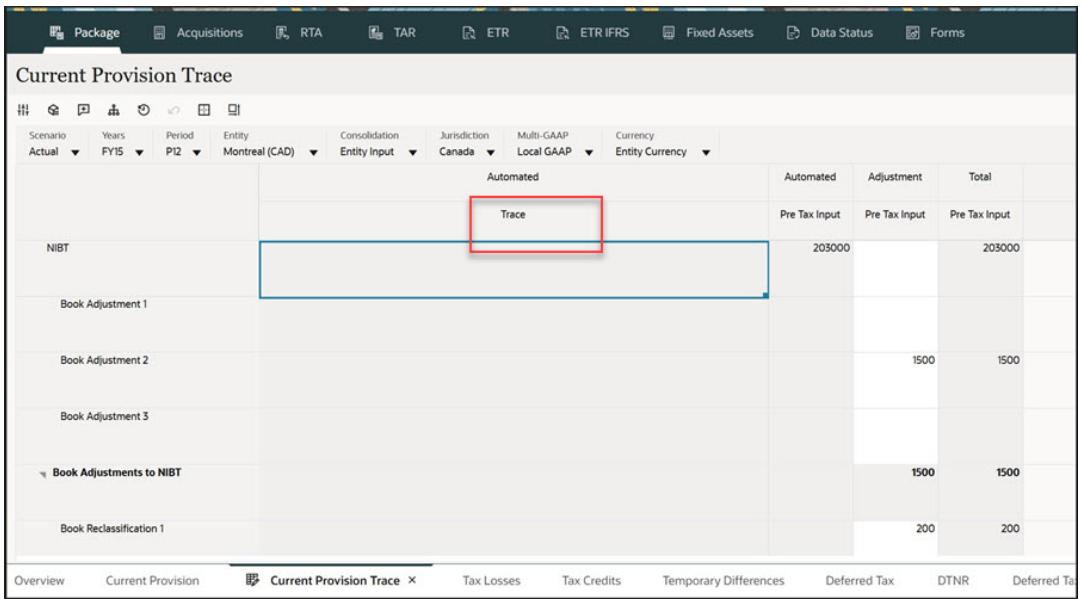


With Tax Automation Trace:

- You navigate to **Tax Automation Trace** form by using **Automated Trace** action menu or right click on cell to open the Current Provision Trace form.

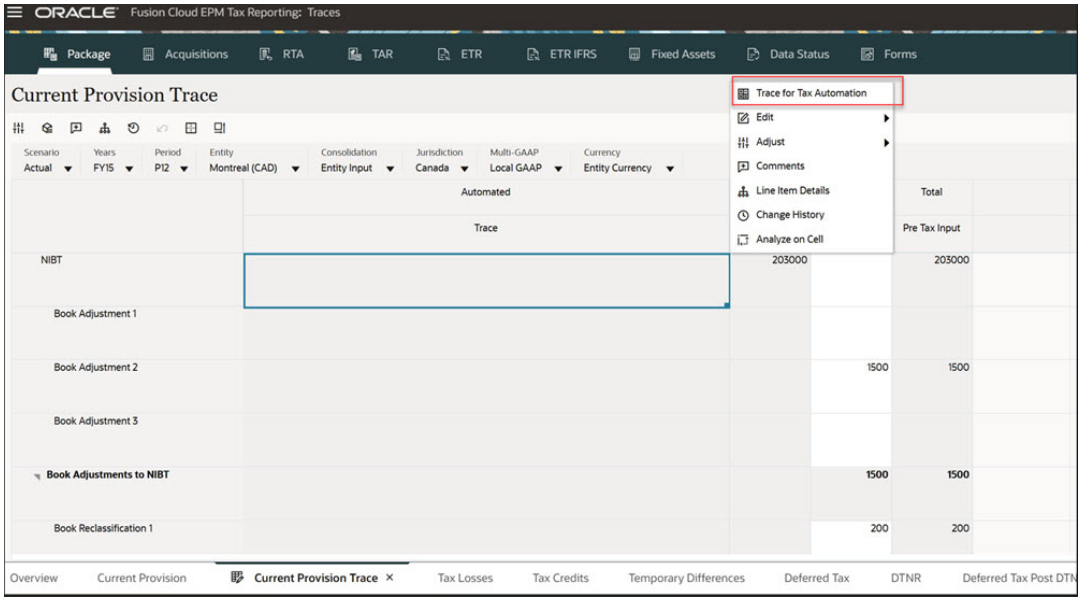
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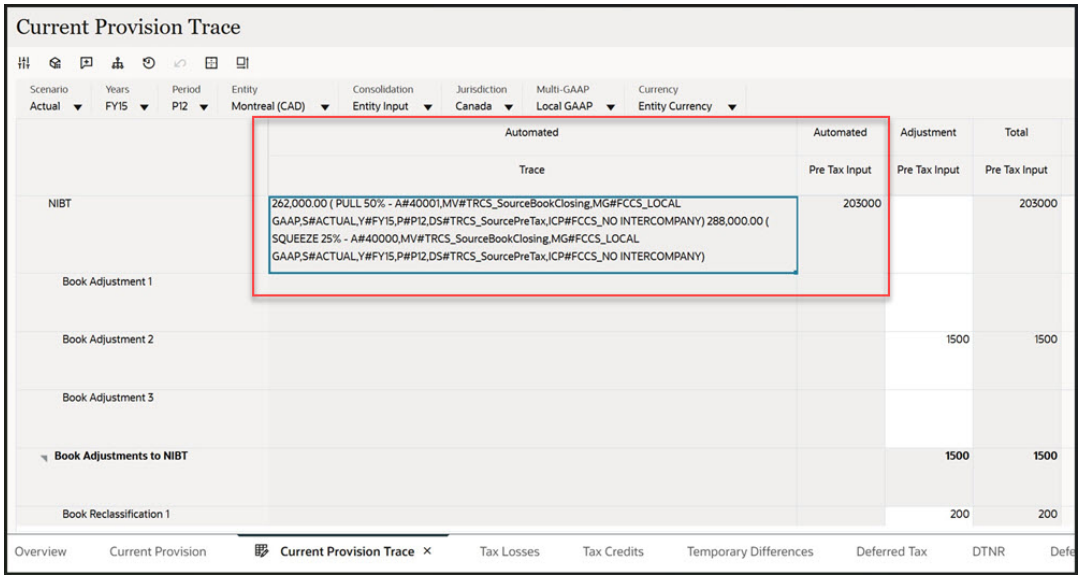


- On the Trace form you must run business rule **Trace for Tax Automation**.

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- On completion it will generate amount stored at source along with the source POV.
- You can now compare the source and target value side by side in a single form that is, Trace (source) vs Automated (target).
- You can look into Trace detail which shows Logic applied, Percentage of source amount and Source POV.



- If any issues are identified in the Trace information you can go to Tax Automation form and correct the mappings.

Example: Logic

PULL

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Table 24-1 Example: PULL Logic

Sl. No.	Trace Information	Content Detail	Value
1.	Source Value	Data stored at source intersection. Otherwise #Mi (if there is no data) No trace value is displayed for #Mi	**988887.00** (PULL 50% - A#80001,MV#TRCS_SourceBookClosing,MG#FCCS_Local GAAP,S#Actual,Y#FY21,P#P12,DS#TRCS_SourcePreTax,ICP#FCCS_No Intercompany)
2.	Tax Automation Rule	Logic followed by Percentage	988887.00 (**PULL 50%** - A#80001,MV#TRCS_SourceBookClosing,MG#FCCS_Local GAAP,S#Actual,Y#FY21,P#P12,DS#TRCS_SourcePreTax,ICP#FCCS_No Intercompany)
3.	Source POV	Members of selected dimension of source POV prefixed with dimension name	988887.00 (PULL 50% - **A#80001,MV#TRCS_SourceBookClosing,MG#FCCS_Local GAAP,S#Actual,Y#FY21,P#P12,DS#TRCS_SourcePreTax,ICP#FCCS_No Intercompany**)

MOVE

Table 24-2 Example: MOVE Logic

Sl. No.	Trace Information	Content Detail	Value
1.	Source Value	Data stored at source intersection. Otherwise #Mi (if there is no data) No trace value is displayed for #Mi	**988887.00** (MOVE 100% - A#80001, MV#TRCS_SourceBookClosing,MG#FCCS_Local GAAP,S#Actual,Y#FY21,P#P12,DS#TRCS_SourcePreTax,ICP#FCCS_No Intercompany) **100000.00** (MOVE 100% - A#80001,MV#TRCS_SourceBookClosing,MG#FCCS_Local GAAP,S#Actual,Y#FY20,P#P12,DS#TRCS_SourcePreTax,ICP#FCCS_No Intercompany)
2.	Tax Automation Rule	Logic followed by Percentage	988887.00 (**MOVE 100%** - A#80001, MV#TRCS_SourceBookClosing,MG#FCCS_Local GAAP,S#Actual,Y#FY21,P#P12,DS#TRCS_SourcePreTax,ICP#FCCS_No Intercompany) 100000.00 (**MOVE 100%** - A#80001,MV#TRCS_SourceBookClosing,MG#FCCS_Local GAAP,S#Actual,Y#FY20,P#P12,DS#TRCS_SourcePreTax,ICP#FCCS_No Intercompany)

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Table 24-2 (Cont.) Example: MOVE Logic

Sl. No.	Trace Information	Content Detail	Value
3.	Source POV	Members of selected dimension of source POV prefixed with dimension name	988887.00 (MOVE 100% - **A#80001,MV#TRCS_SourceBookClosing, MG#FCCS_Local GAAP,S#Actual,Y#FY21,P#P12,DS#TRCS_ SourcePreTax,ICP#FCCS_No Intercompany**) 100000.00 (MOVE 100% - **A#80001,MV#TRCS_SourceBookClosing, MG#FCCS_Local GAAP,S#Actual,Y#FY20,P#P12,DS#TRCS_ SourcePreTax,ICP#FCCS_No Intercompany**)

SQUEEZE

Table 24-3 Example: SQUEEZE Logic

Sl. No.	Trace Information	Content Detail	Value
1.	Source Value	Data stored at source intersection. Otherwise #Mi (if there is no data) No trace value is displayed for #Mi	**13000.00** (SQUEEZE 50% - A#BasePTBI->MV#TRCS_SourceBookClosing->MG#ALL->S#Actual->IC#ALL→DS#TRCS_SourcePreTax->Y#FY16->P#12->E#LE101->CS#FCCS_Entity Input->J#US->CU#Entity Currency)
2.	Tax Automation Rule	Logic followed by Percentage	13000.00 (**SQUEEZE 50%** - A#BasePTBI->MV#TRCS_SourceBookClosing->MG#ALL->S#Actual->IC#ALL→DS#TRCS_SourcePreTax->Y#FY16->P#12->E#LE101->CS#FCCS_Entity Input->J#US->CU#Entity Currency)
3.	Source POV	Members of selected dimension of source POV prefixed with dimension name	13000.00 (SQUEEZE 50% - **A#BasePTBI->MV#TRCS_SourceBookClosing->MG#ALL->S#Actual->IC#ALL→DS#TRCS_SourcePreTax->Y#FY16->P#12->E#LE101->CS#FCCS_Entity Input->J#US->CU#Entity Currency**)

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25

Working with Intercompany Eliminations

Related Topic

Performing Intercompany Eliminations in the Tax Provision

Performing Intercompany Eliminations in the Tax Provision

Intercompany transactions occur between an Entity and its related parties referred to as intercompany partners (ICP). These transactions include revenue recorded by one entity and expense recorded by another entity. Oher transactions include payment of dividends to related owners.

You may wish to load data including intercompany transactions occurring in the Income Statement and Balance Sheet. When using intercompany data in the tax calculation, you must use Tax Automation by ICP. For instance, you need to map pre-tax income using Tax Automation by selecting Intercompany Top. When using tax automation to create a permanent or temporary difference where an elimination is required you must select Intercompany Top as well. As a result, pre-tax income eliminations will occur automatically for the Current Tax Provision. Intercompany revenue and expense and intercompany dividends will be eliminated.

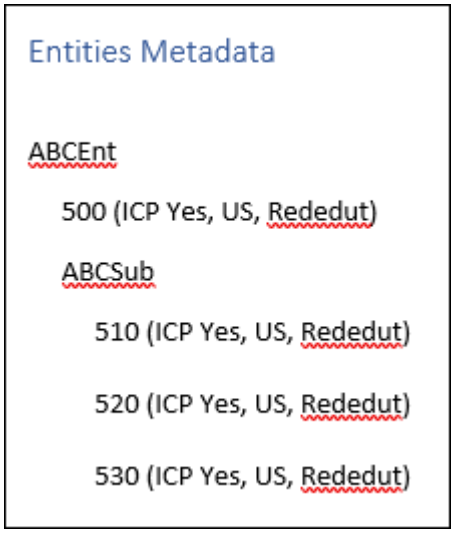
Where eliminations for intercompany dividends are required, you may want to eliminate pre-tax and tax effects. Where revenue and expense are required to be eliminated, you may want to eliminate only the pre-tax amount in order to properly impact the effective tax rate reconciliation.

As part of the setup for Intercompany Eliminations, you need to complete the following tasks:

- Set up Entity as Intercompany partner.
- Set up Intercompany Book Account Attribute Values - See Setting Intercompany Account Attribute Values.
- Set up Intercompany Dividend Tax Account.

Entities
When related entities are part of the same hierarchy level, the eliminations happen at that same base level. If the Entities are outside the same level of hierarchy, elimination occurs at the parent level for that hierarchy. In the example below, if the selected entities are 510, 520 and 530, then they are reported under the Base level (ABCSub) hierarchy. If the entities include 500 and 520, they are not in the same hierarchy, so the eliminations would be reported under the Parent level (ABCEnt) hierarchy.

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Creating Rules

You need to create rules to separate the Profit Before Tax from the Intercompany dimension. When the user configures any Tax Automation rules with Source ICP as "Intercompany Top", then the system will run Tax Automation rules at the Elimination members, and it will populate any elimination data available for the Book Account. To see the results of the elimination, you must set the POV to Parent Currency, and Consolidation to Elimination.

You can add multiple rules for each account, and all rules are pulling data from "Intercompany Top". To enhance the flexibility of tax automation, you can use any combinations to set the intersection for the rules. For example:

- Select a different tax automation rule (Logic). You can create two or more rules all using the same Logic or a different logic selection for each one.
- Select a different source (Source Account). You can select a different Source Account for each rule, or the same Source Accounts for one or more of the rules.
- Select a Source ICP (Intercompany) account for each rule, or select the same Source ICP accounts for one or more of the rules.

When the user configures any Tax Automation rules with Source ICP as "Intercompany Top", then the system will run Tax Automation rules at the Elimination members, and it will populate any elimination data available for the Book Account.

In some instances, for example, intercompany dividends, you may want to eliminate pre-tax and tax effects for specific accounts. You can set tax automation rules for Intercompany Eliminations (ICP) and select a source from the Intercompany dimension. The Tax Automation rules are targeted to the "FCCS_No Intercompany" member. You can define a different Source Intercompany member for each rule.

> **Note**
>
> See Intercompany Dimension for more information about Intercompany dimensions.

You can perform Tax eliminations from the Parent or Base levels:

- **Parent Level** - Only global tax automation rules are used to populate elimination data at the Parent level, and the global tax automation rules run for all Jurisdictions. Eliminations are not performed at the Regional level. In cases where the Elimination data applies to all

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children, including children with a different Domicile than the Parent, a blended rate is entered at the Parent Entity's domicile. If you want to disable the elimination global rules, do not enter rates at the Parent entity. In order to enter tax rates at a parent you must enable "Allow Upper-Level Entity Input" in the metadata properties for the entity.

- **Base Level** - All Tax calculations are performed on the Eliminations member. Loss details, tax rates, and all configurations are stored in the Entity input; however, they are not displayed when the Elimination member is selected in the POV.

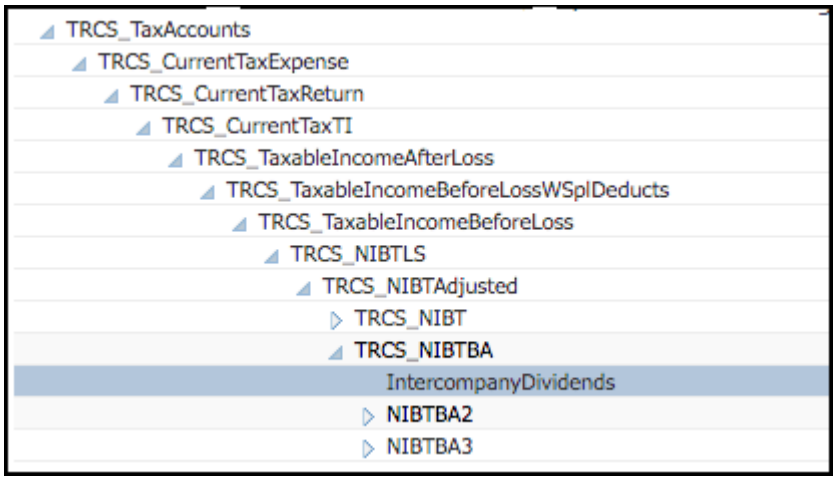
Tax automation is executed when you perform Consolidation.

Configuring Intercompany Accounts (such as Dividends) to Eliminate Pre-Tax and Tax Effect

Where both pre tax and tax are to be eliminated, the accounts must be automated to a separate tax account (such as, Book Adjustment account.) See the following Example.

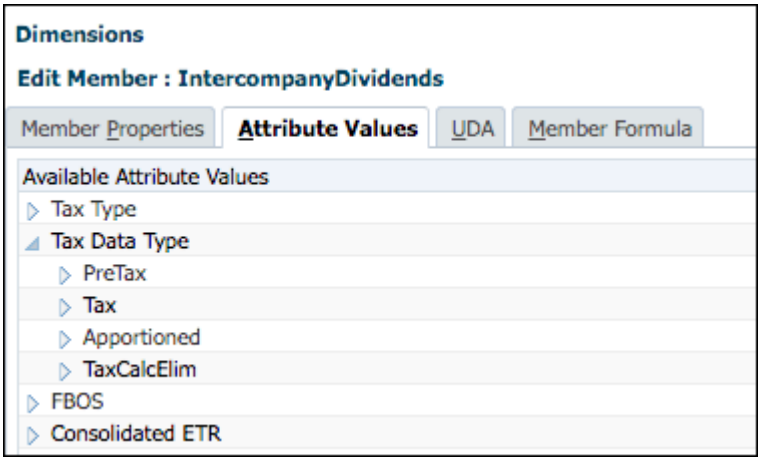
To configure Intercompany Accounts:

1. Under **TRCS_TaxAccounts** for NIBT, create a book adjustment (for example, Intercompany Dividends) to contain the amount of Intercompany Dividends.



2. Assign the **TaxCalcElim** property to the new book adjustment account:
   a. From the Home page, click **Application**, then click **Overview**, and then click **Dimensions**.
   b. Under Dimensions, click **Account**.
   c. Click **Edit Dimension Properties**.
   d. Under **Custom Attributes**, select **Tax Data Type**, and then **TaxCalcElim**.

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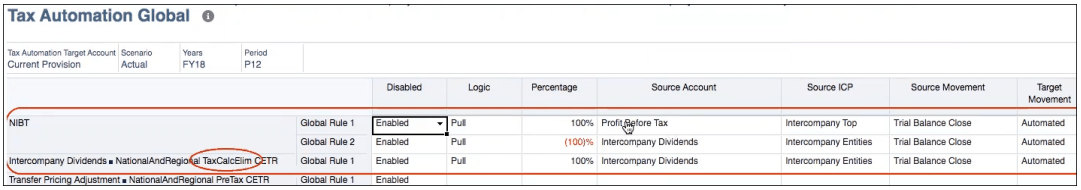
3. On the Home page, click **Application**, then **Configuration**, and then select **Tax Automation**.

> **Note**
>
> If the period has not been started, the Global Rules screen will be blank.

4. Create Tax Automation rules to separate the Profit Before Tax from the Intercompany dimension, as follows:
   a. Create a Global Rule 1 for the total amount (100%) of the Source (for example, Profit Before Tax), and set the Source ICP to Intercompany Top
   b. Create a Global Rule 2 to subtract the Intercompany Dividends from the Total Profit, and set the Source ICP to Intercompany Entities.
   c. Create a Global Rule 3 to apply the TaxCalcElim, and post the Intercompany Dividends to the book adjustment account (for example, Intercompany Dividends).
5. On the Tax Automation form, select the **Global Rules** tab. Global applies the rule to all entities within the system.
6. Create each rule, and fill in the appropriate columns. Right-click the rule name cell (for example, Global Rule 1) to display the pop-up menu, and select **Tax Automation**, and then **Add Rule** to create one additional rule for each tax account. The rule is created at the bottom as a last rule, and the selected rule data is copied into the newly created row. By default, Tax automation rules are set to run on Elimination member

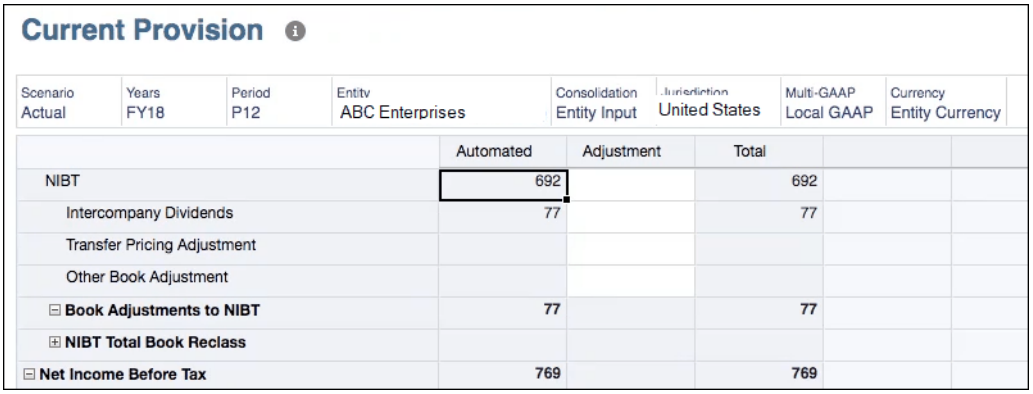
> **Note**
>
> When adding the rule, ensure that placeholder members have already been created on the Data Source dimension, otherwise, the Add Rule will not create a new row. You can add Rule 2 only after Rule 1 has been defined and saved. See Adding Tax Automation Rules to Data Source Dimension

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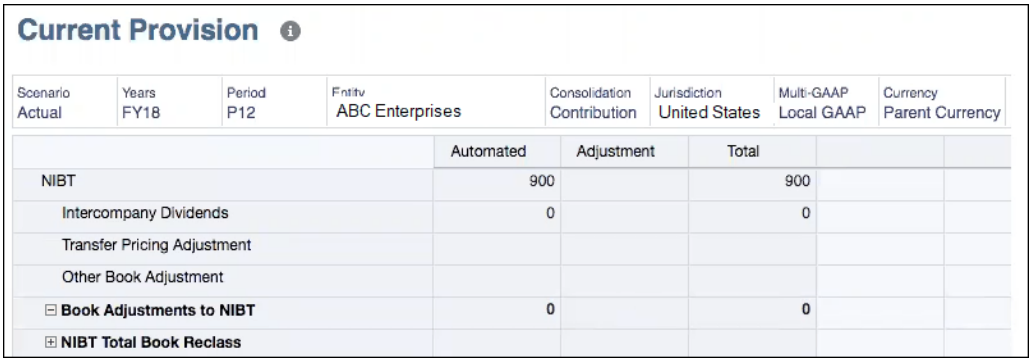
> **Note**
>
> If the page is blank, under **Actions**, select **Tax Automation**, and then **Show All Accounts**. This step adds a new blank rule for each tax account.

7. Click **Save**.
8. From the Home page, select **Tax Provision National**, then **Package**, and then **Current Provision**, and run **Consolidation**.
9. Verify the results on the Current Provision report, as follows:
   - In the POV, select the following to show the **Entity Input** and **Entity Currency**:
     - Under **Consolidation**, select **Entity Input**
     - Under **Currency**, select **Entity Currency**

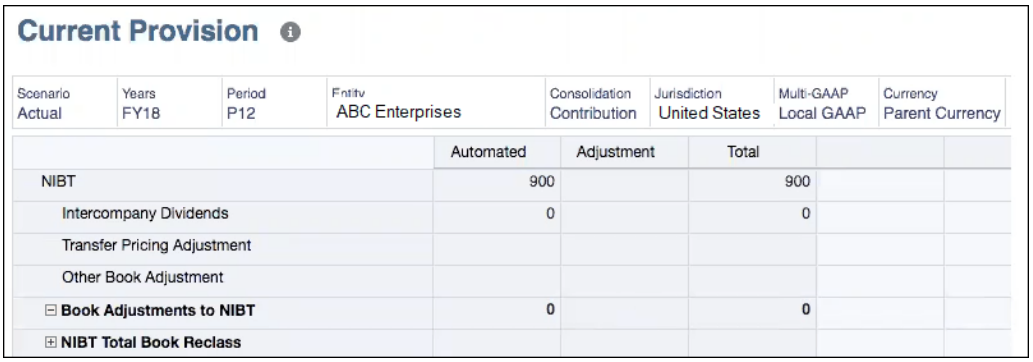


   - In the POV, select the following to show data translated to its parent currency and elimination at Elimination and Parent Currency:
     - Under **Consolidation**, select **Elimination**
     - Under **Currency**, select **Parent Currency**

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- In the POV, select the following to show data translated to its parent currency and the contribution.
  - Under **Consolidation**, select **Contribution**
  - Under **Currency**, select **Parent Currency**



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26

Working with Return to Accrual (RTA) Automation

Related Topics

- Working with RTA
- Defining RTA Automation Rules
- Applying Prior Year Rate on RTA Amounts
- Working with RTA Bifurcate

Working with RTA

Tax Reporting provides the ability to true-up the prior-year provision amounts. The tax provision is automatically populated in the form. The return data can be manually input or loaded in the application.

The system processes the Return to Accrual in period 13 or in P13 (RTA). The application allows for multiple years to be analyzed and true-ups posted in the current period. Any data changes to the input schedule need to be followed by a consolidation to determine the Return to Accrual adjustments required in the current period provision for income taxes (for example, current provision, deferred provision, and so on). The computed amounts flow to the current provision of the target fiscal year and destination period as configured in RTA Automation as additional provision items, and into the Temporary Difference form, where the system default assumes all Return to Accrual adjustments impact deferred tax expenses only. For additional information on set up, see Defining RTA Automation Rules.

> **Note**
>
> - For adjustment to be posted, the RTA period for the return year must be consolidated and the **Data Status** should be **OK** for the RTA period in the return year.
> - If you want to use prior year rates on RTA amounts, see Applying Prior Year Rate on RTA Amounts.

The Return to Accrual may be computed and booked during different quarters depending on the entity. For example, during a calendar year, Canadian entities may book the adjustment in Q3, while U.S. entities may book it in Q4. Therefore, the system is set up to compute a Return To Accrual difference only when a user populates the data, sets the destination period and fiscal year using RTA Automation and consolidates both the RTA period and year and the target period and year where the adjustment is to be posted.

The form contains the following RollForward members:

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Table 26-1 National Temporary Differences

Category	Subcategory	Description
P12	Automated	The automated amounts from the provision for the year specified in the POV.
	Adjustment	The manually input amounts from the provision for the year specified in the POV.
	Total	The sum of Automated and Adjustment. (Total Provision)
RTA	Automated	The automated amounts from the return for the year specified in the POV.
	Adjustment	The manually input amounts from the return for the year specified in the POV.
	Total	The sum of Automated and Adjustment from the return. (Total Return)
RTA	RTA Differences	The difference between the Total Provision and Total Return

When calculated, the amount flowing to the current provision is the amount in the account CurrentTaxReturn/Current Tax per Return. Differences for temporary differences flow automatically when calculated to the column in the temporary difference rollforward on Return to Accrual.

To enter adjustments:

1. From the Home page, select **Tax Provision National**, and then **RTA**.
2. Enter adjustment amounts to account balances as necessary.
3. Click **Save**.
4. On the form, under **Actions**, select **Consolidate**, and then click **Launch**.

Defining RTA Automation Rules

Return to Accrual (RTA) calculates the difference between the prior year provision and the tax return as filed.

You use the RTA Automation screen to define rules for copying RTA adjustments. You can enter the source and destination Scenario and Reporting Standard members for copying RTA balances.

> **Note**
>
> To define RTA Automation rules, you must have Administrator or Power User security rights.

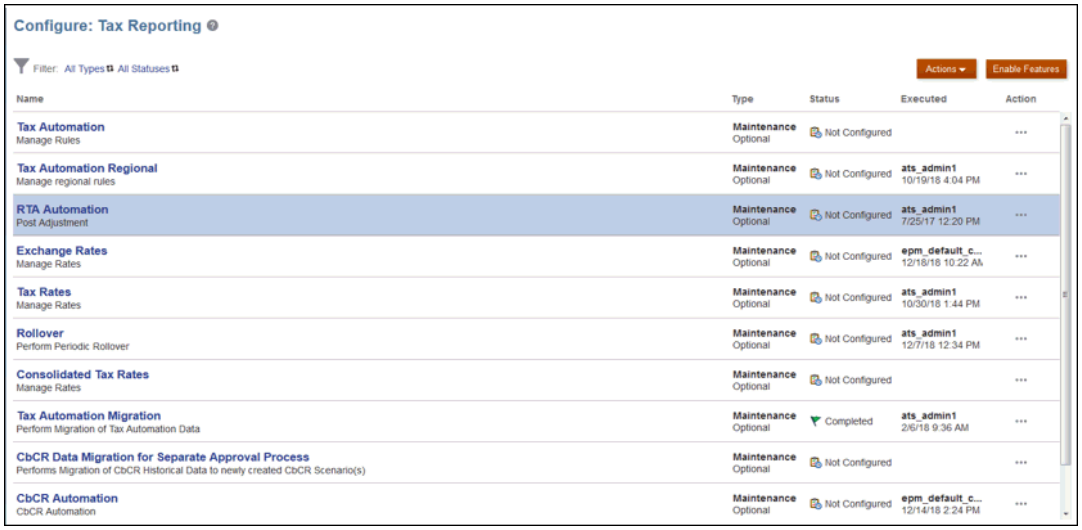
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Before you begin, in order for adjustments to be posted, the following tasks must be performed:

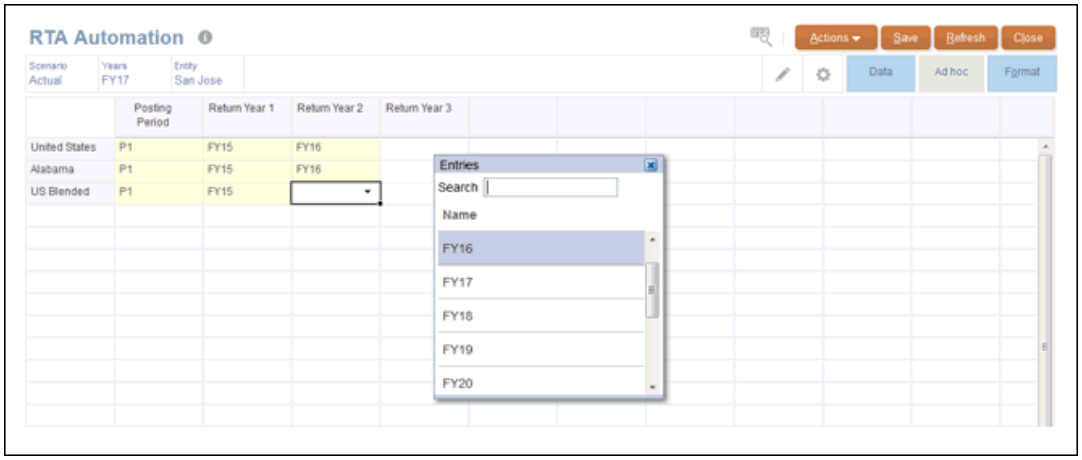
- The RTA form for the return year must be completed.
- The RTA period for the return year must be consolidated. See Working with RTA.
- Data Status should be **OK** for the RTA period in the return year.

To define RTA Automation rules:

1. From the Home page, select **Applications**, and then click **Configuration**.



2. Select **RTA Automation**.



3. **Optional:** Click  to modify the POV for which the RTA automation has been configured, and then click **Apply**.
4. From the drop-down under **Posting Period**, select the period to which you want to post the return adjustment for each jurisdiction.
5. From the drop-downs under **Return Year 1, Return Year 2,** and **Return Year 3**, select the prior return years from which you want to pull the adjustments. For example, you may want to post the return adjustments from FY15 and FY15 into P10 of FY17.

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You can post up to three prior years' return adjustments to the same target provision year.

6. Click **Save**.
7. From **Tax Provision National**, select **Data Status** The status of the posting periods and years shows as **Impacted** before you consolidate.
8. Consolidate every scenario, year, entity, and period for which you have modified the RTA automation. You must consolidate the posting period and year in order to pull the RTA adjustment from the return year.
9. From **Tax Provision National**, select **Data Status**. After consolidation, the status of the posting periods and years show as **OK**.
10. Confirm that the RTA adjustments were correctly posted in the (RTADO) Return to Accrual (Deferred Only) column by reviewing either of the following forms:
    - Temporary Differences
    - Deferred Tax

> **Note**
>
> If you have setup "Opening Balance Override" configuration (see: Overriding Opening Balance to Create Forecast and Budget Scenarios in *Working with Tax Reporting*) for RTA Source Scenario, then source RTA Scenario is used on the basis of the configuration.

Applying Prior Year Rate on RTA Amounts

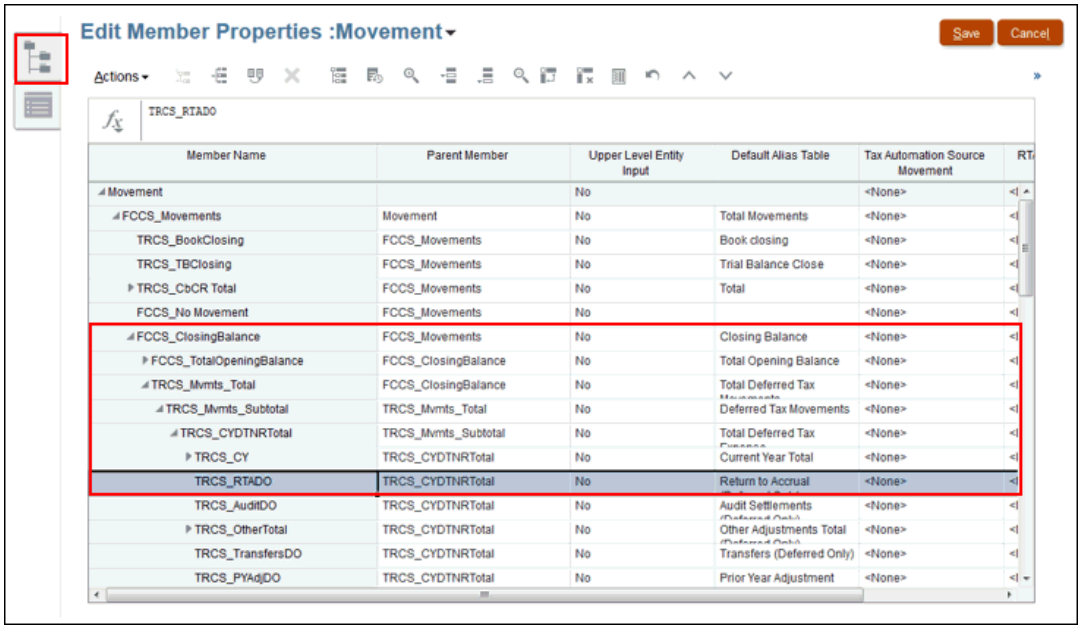
By default, Return to Accrual (RTA) amounts are calculated using the current year tax rate. If you want to use prior year tax rates on RTA amounts, you can set an attribute called "**ApplyTaxReturnRate**" on the Movement dimension.

> **Note**
>
> The system processes the Return to Accrual in period 13 or in P13 (RTA).

To use prior year rate on RTA calculations:

1. From the Home page, click **Applications**, then **Overview**, and then click the **Dimensions** tab.
2. Under **Dimensions**, select **Movement**.
3. Under **FCCS_Movements**, expand **FCCS_ClosingBalance**, and then navigate to **TRCS_RTADO** (Return to Accrual Deferred Only):

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4. Under **Actions**, select **Edit**, and then select the **Attribute Values** tab.
5. Under the **Available Attribute Values** column, expand **RTA Prior Year Rate**, then select **ApplyTaxReturnRate.** Click **Add** to move it to **Assigned Attribute Value** column.
6. On the **Dimensions** tab, click the **Refresh Database** icon.

> **Note**
>
> You must set up RTA Automation rules in order to post the RTA adjustments. See Defining RTA Automation Rules.

Working with RTA Bifurcate

Whenever Permanent or Temporary accounts are set up in the system as equity reversal, they used to be included in the Total Current Tax Expense during tax calculations. To overcome this issue the end users needed to make manual adjustments, so that Permanent or Temporary accounts which are tagged as equity reversal, are excluded from Total Current Tax Expense. The Return to Accrual (RTA) Bifurcate feature comes with a new metadata which automatically pulls the data from all the Permanent and Temporary accounts which are tagged as Equity Reversal Target Accounts. This helps the user avoid any manual adjustments in the Current Provision form.

> **Note**
>
> If you have previously done any manual adjustments to enable RTA Bifurcate while/ after creating the application, you must ensure to remove them, otherwise, it will result in doubling of data.

For more information, see: Working with RTA

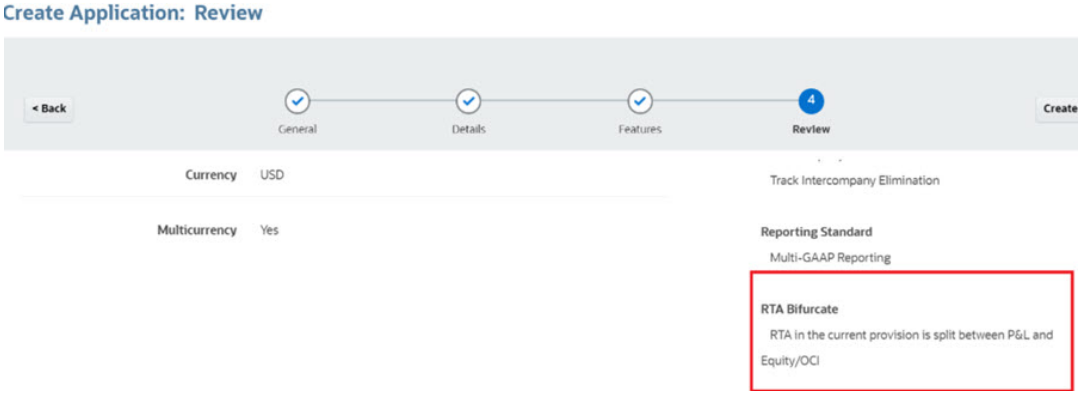
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Enabling RTA Bifurcate

You can enable this feature either while creating the application, or after creating the application.

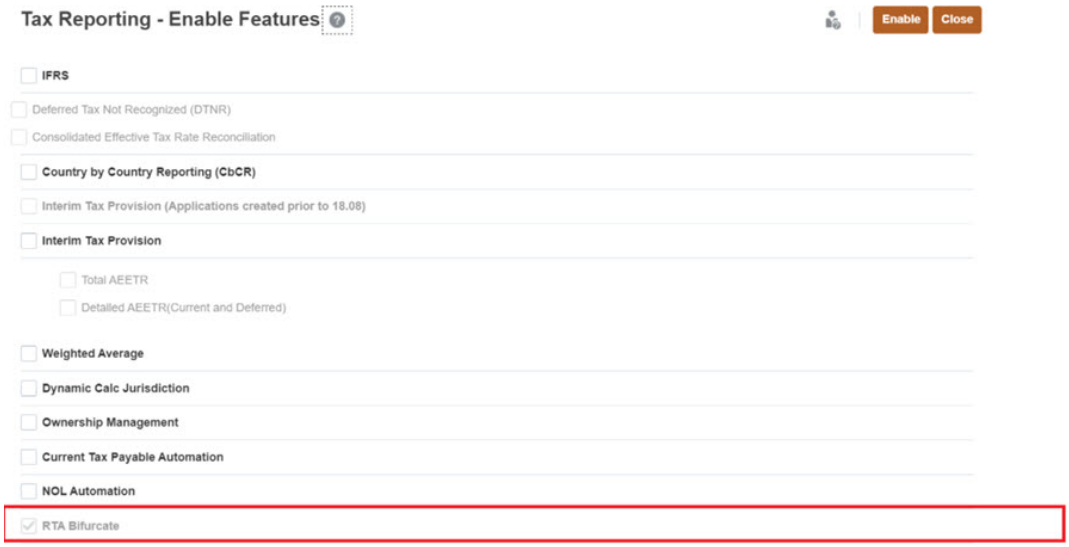
To enable RTA Bifurcate while creating an application:

1. Create a Tax Reporting Cloud Service application. See Creating the Application.
2. Click on the **Enable** checkbox next to **RTA Bifurcate**.
3. Review the Create Application screen.



To enable RTA Bifurcate after creating the application:

1. From the Home page, click **Applications**, and then **Configuration**.
2. On the Configure screen, click **Enable Features**.
3. Select the checkbox next to **RTA Bifurcate**.



4. When the system displays a message that the functionality has been enabled, click **OK**.
5. Log off, and then log back on to see the enabled features.

See also: Enabling Application Features

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Using RTA Bifurcate

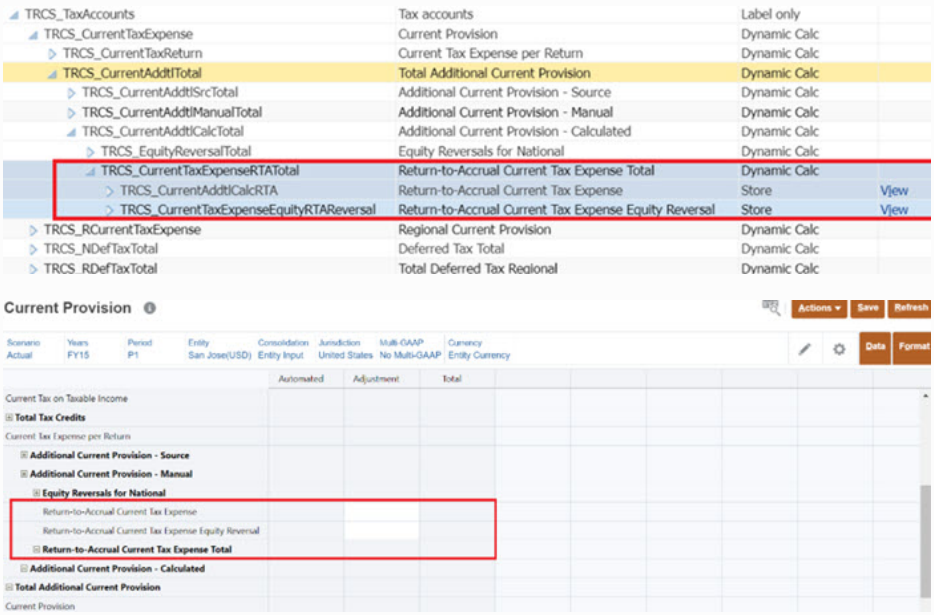
1. Create a TRCS application without enabling RTA Bifurcate feature. See Creating the Application.
2. Navigate to Application->Configuration→Enable Feature. Select **RTA Bifurcate** and click on **Enable**. See Enabling RTA Bifurcate.
   Notice the new metadata that gets created:

   TRCS_CurrentTaxExpenseRTATotal, TRCS_CurrentTaxExpenseEquityRTAReversal, TRCS_CurrentTaxExpenseRTATotal(Shared), TRCS_RCurrentTaxExpenseRTATotal, TRCS_RCurrentTaxExpenseEquityRTAReversal and TRCS_RCurrentTaxExpenseRTATotal(Shared)

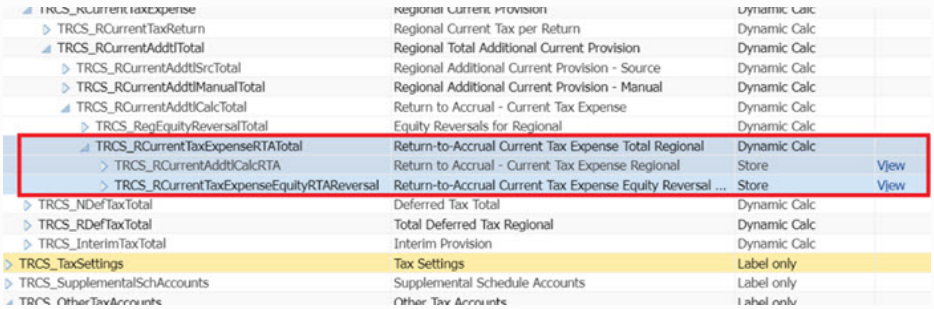
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Note

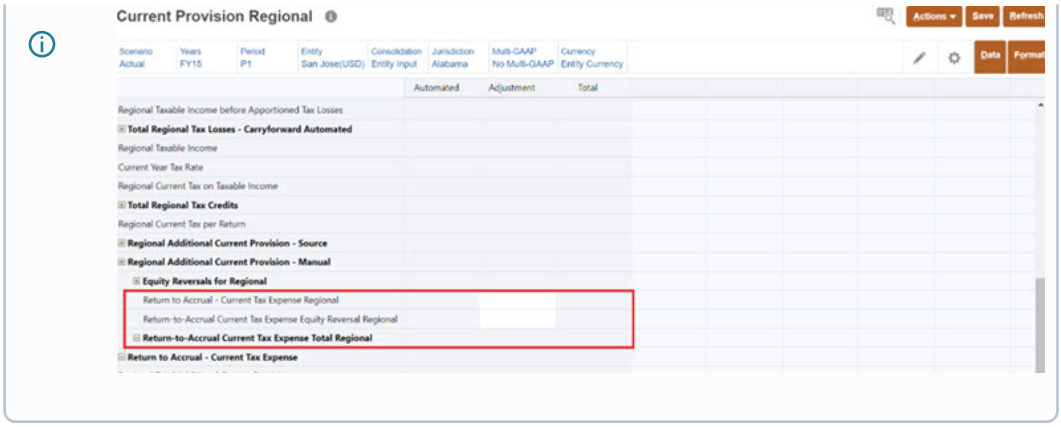
- Under Current Provision National, the hierarchy of Additional Current Provision calculated has a new child member. The following members are present in the Additional Current Provision calculated hierarchy:
  - TRCS_CurrentTaxExpenseRTATotal
  - TRCS_CurrentAddtlCalcRTA
  - TRCS_CurrentTaxExpenseEquityRTAReversal.



- Under Current Provision Regional, the hierarchy of Return to Accrual Current Tax Expense has a new child member. The following members are present in the Return to Accrual Current Tax Expense hierarchy:
  - TRCS_RCurrentTaxExpenseRTATotal
  - TRCS_RCurrentAddtlCalcRTA
  - TRCS_RCurrentTaxExpenseEquityRTAReversal



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Learn more about Tax Reporting by watching video: Overview: Working With Metadata in Tax Reporting

Table 26-2 Using RTA Bifurcate

Action	Result
• Navigate to Dimension Editor and search for Account TempStockComp and attach attribute TRCS_CurrentAddtlCalcStockCompRTA • See Viewing and Editing Dimensions • Perform Refresh Database. • Navigate to Tax Rates form and enter tax rates as 20% for Actual FY16 P12,P13,FLE201,CA and Actual FY17 P1,FLE201,CA. • Similarly, enter tax rates as 30% for Actual FY16 P12,P13,FLE201,CA_Blended and Actual FY17 P1,FLE201,CA_Blended. • Set up RTA automation with posting period as P1 and Posting Year as FY17. • Navigate to Current Provision and enter 10,000 across NIBT and 5000 for Stock Compensation for Actual FY16 P12. • Similarly, select Actual FY16 P13 and make an adjustment at NIBT with value 50000.Run Consolidation at Actual FY16 P13.	• Navigate to RTA form. RTA Differences at Stock Compensation is -5000. (P13- P12) • Current Tax Expense Per Return should be 7000
• Navigate to Current Provision form • Expand Return to Accrual Current Tax Expense Total	Note that: • Return to Accrual Current Tax Expense Equity reversal value as 1000(5000*0.2) • Return to Accrual Current Tax Expense as 7000 • Return to Accrual Current Tax Expense Total as 8000
Navigate to ETR form.	The Return to Accrual Current Tax Expense Total is 8000
Navigate to TAR form.	At Automated Total you see Income Tax Payable as -7000 and Equity Reversal as -1000

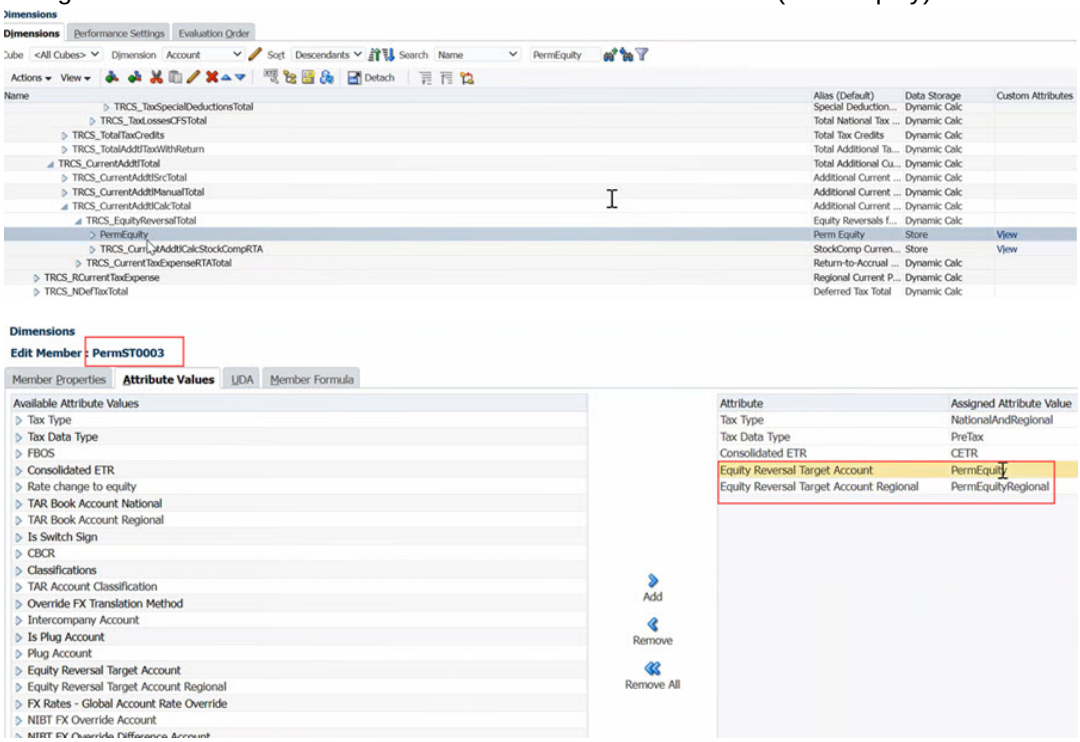
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Table 26-2 (Cont.) Using RTA Bifurcate

Action	Result
• Navigate to Current Provision form • Expand Return to Accrual Current Tax Expense Total.	Note that: • Return to Accrual Current Tax Expense Equity reversal value as 1000(5000*0.2) • Return to Accrual Current Tax Expense as 7000 • Return to Accrual Current Tax Expense Total as 8000
Navigate to ETR Regional form.	The Return to Accrual Current Tax Expense Total is 12000
Navigate to TAR Regional form.	At Automated Total, Income Tax Payable is -10500 and Equity Reversal as -1500

Now, follow the same steps for Permanent Acccount:

1. Navigate to Dimension Editor and search for Permanent Account (PermEquity).



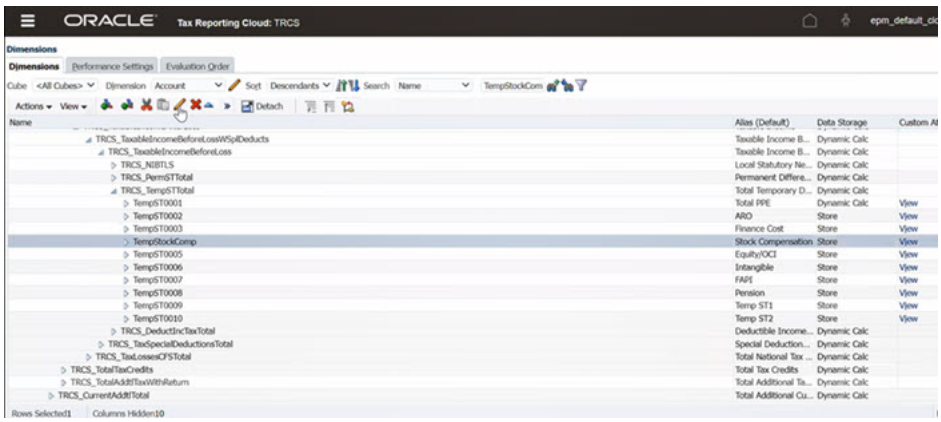
2. Attach attributes Tax and National.
3. Share this member under TRCS_CurrentAddtlMTotal.
4. Edit any Perm accounts and attach the atrribute PermEquity and perform Refresh Database.
5. For actual FY16 P12 have some data entered against Deductions for example, 3000.
6. Run consolidation for Actual FY16 P13 and Actual FY17 P1.
7. Navigate to Current Provision National.
8. Ensure the Current Tax Expense value is sum of tax affected perm and temp accounts. Note that, Return to Accrual Current Tax Expense Equity reversal value as 1000(5000*0.2) + 600(3000*0.2)=1600

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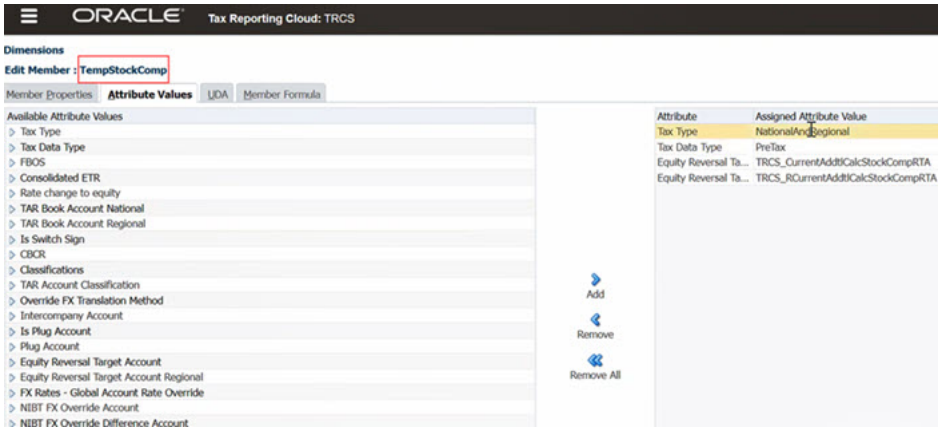
> **Note**
>
> You can create a separate account for Regional and perform the same steps.

Example Use Case

In the example below, you have set up (Stock Compensation) as Equity Reversal Target Account.



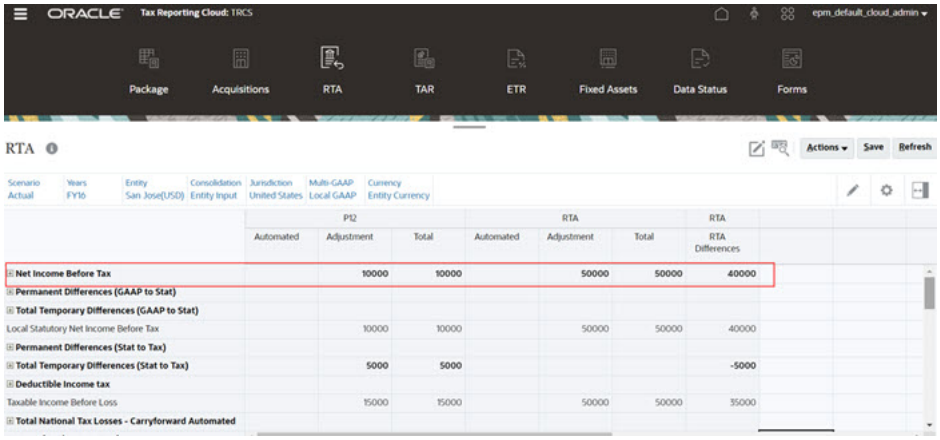
The equity reversal type is set for both National and Regional, so this Temp account is valid for both.



Note that, Stock Compensation is a temporary account.

- For Actual FY16 P12 you have the following values:
  - Net Income Before Tax (NIBT), Adjustment column shows: 10,000
  - Stock Compensation: 5000
- For Actual FY16 P13 (RTA) you have the following values:
  - Net Income Before Tax (NIBT), RTA Adjustment: 50,000
  - Net Income Before Tax (NIBT), RTA Differences (RTA(P13) – P12): 40,000

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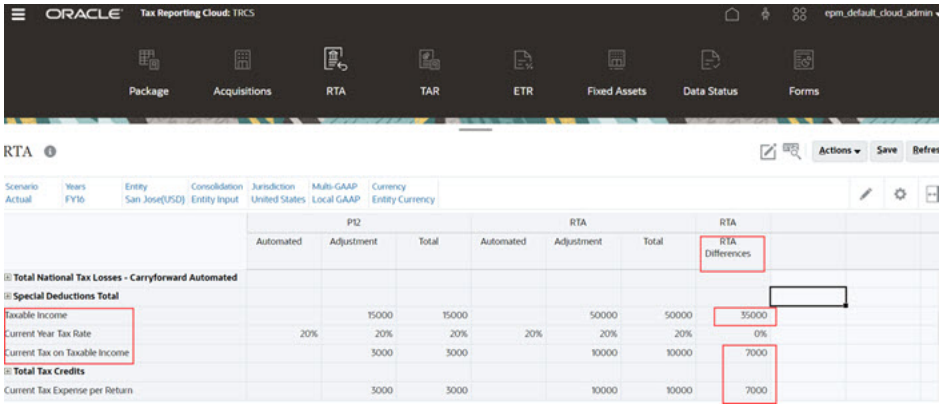


During Current Tax Expense calculation the Stock Compensation (value: 5000) is also included (that is, 40000-5000=35000).



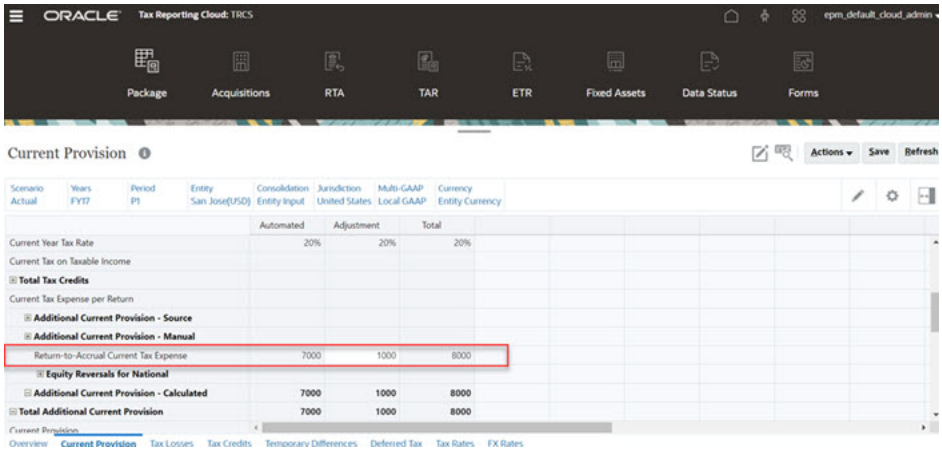
Note the following values in the screenshot below:

- Taxable Income, RTA Differences= RTA (P13) – P12: 40000-5000=35000
- Current Tax on Taxable Income, RTA Differences: 35000*20 (Current Year Tax Rate)/ 100=7000

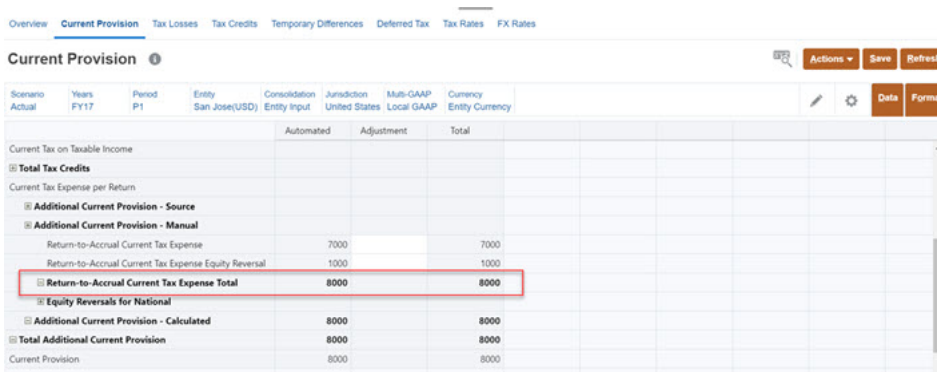


Now, in order to account for that you need to make a manual adjustment of 1000 (5000*20/100) as shown in the screenshot below.

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Note that once you have enabled RTA Bifurcate, you do not need to make any adjustment since the values are pulled automatically.



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27

Working with CbCR Automation

Related Topics

- Setting Up CbCR Automation
- Adding Rules for CbCR Automation

Setting Up CbCR Automation

The Consol cube is used to report provisioning, and the CbCR cube is used to collect and assemble data for CbCR reports, pulling its data from the Consol cube.

Because the data resides in two different cubes, any changes to the Consol cube must be transferred to the CbCR cube. You must automate the movement of data between the Consol cube and the CbCR cube by setting up CbCR Automation. Whenever you enter data or change dimensions or members in the Consol cube, when Consolidation is performed and the database is refreshed, the changes are automatically picked up in the CbCR cube in the correct source POV and the selected target accounts. Results are updated on the CbCR Table 1 Data Entry report. You can validate the updates by reviewing the Calculation Status on the Data Status CbCR form.

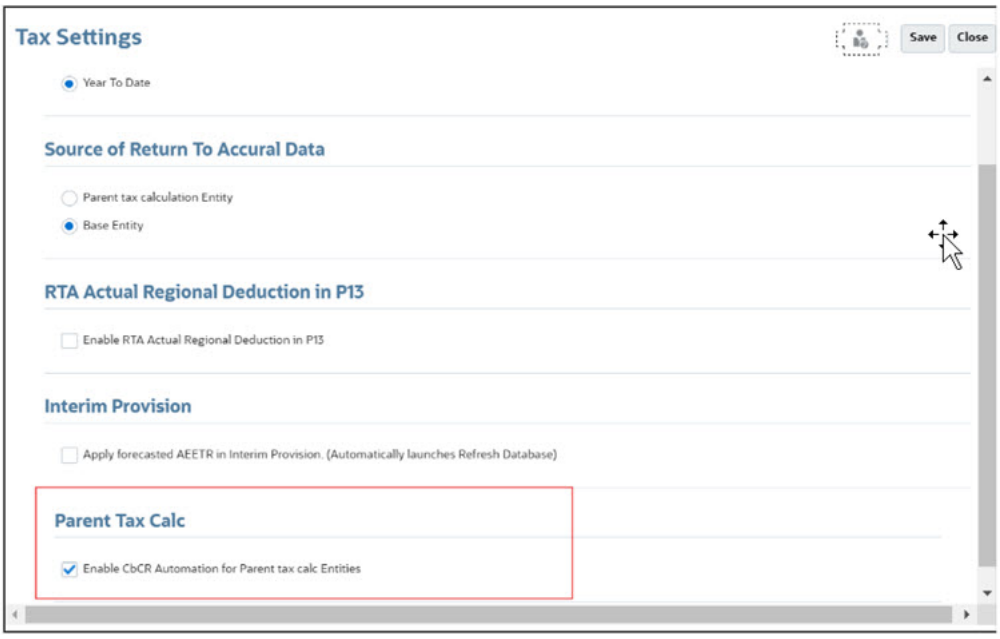
> **Note**
>
> CbCR Automation is available only if CbCR Reporting was enabled during the initial creation of the application or enabled later.

Enable Parent Tax Calculation in CbCR

To transfer the calculated data for the parent tax calc entity (see also, Calculating Parent Tax for National and Regional in *Working with Tax Reporting*) from the Consol cube to CbCR cube (see,Application Cubes), you must:

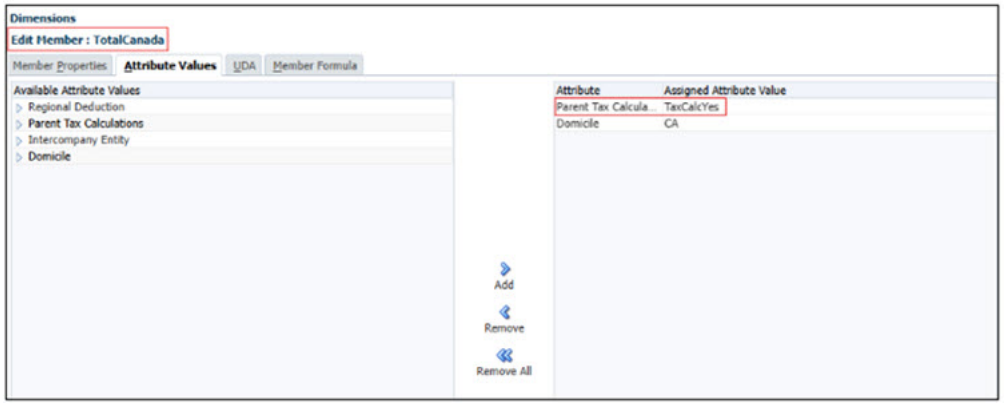
- **Enable Parent Tax Calc Settings**
  Navigate to the **Tax Settings** screen and select the checkbox **Enable CbCR Automation for Parent tax calc Entities** under Parent Tax Calc.

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Note that, CbCR Automation pulls parent tax calc data from Consol cube only when this option is selected.

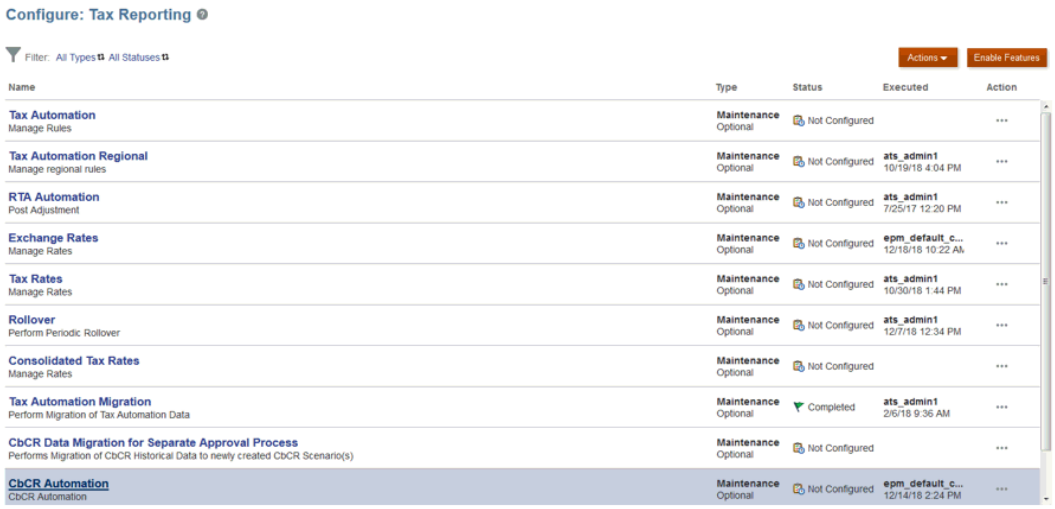
- **Enable Parent Tax Calc Attribute**
  You must ensure that Parent Tax Calculations attribute is present for the Parent Entity. For example, in the screenshot below you see the Parent Entity as **Total Canada**.



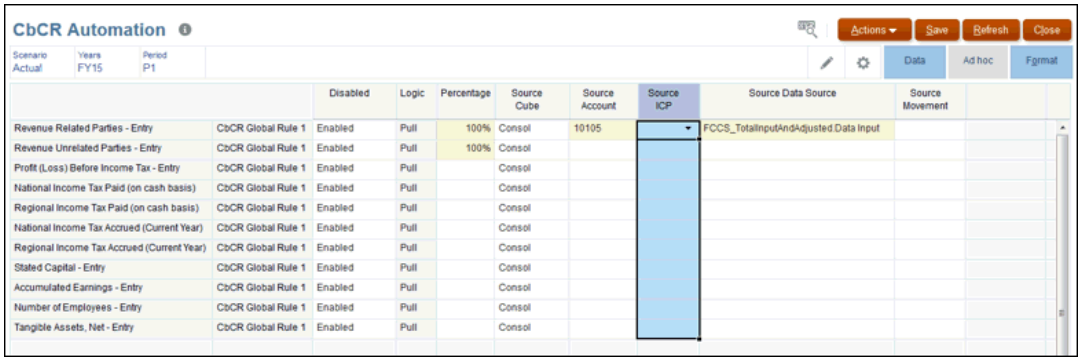
To map CbCR Automation:

1. From the Home page, click **Applications**, then **Configuration**, and then select **CbCR Automation**.

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2. On **CbCR Automation**, select **Actions**, then **CbCR Automation**, and then **Show All Accounts**. The screen is populated.



3. Create the mapping between the source cube (Consol or CbCR) and the target Account in the CbCR cube as follows:

   - Under **Rule** - Only Global Rules are supported. You can add additional Global Rules, if needed.
   - Under the **Disabled** column, select **Enabled**.

> **Note**
>
> When a rule is enabled, the rule will be executed for the target account. You can disable or re-enable rules to use them as required. For example, you can disable a rule for a specific period or scenario. Disabled rules are rolled over as part of the Rollover process. You can enable disabled rules when you need to execute them. For example, you can disable a rule for year-end, and then enable it in the following year.

   - **Logic** -**Pull** is the only available option
   - **Percentage** - Enter the selected percentage, between -100% and 100%. For a value of 100%, enter **1**. To enter less than 100%, enter the value with a decimal point, for example, enter **.75** to display 75%.

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- **Source Cube** is **Consol** or **CbCR**. You can select either Consol or CbCR. The source cube is where the following are sourced:
  - Source Account
  - Source ICP
  - Source Data Source
  - Source Movement
- **Source Account** - Select the required source account.
- **Optional: Source ICP** - Select the Intercompany option from the drop-down list:
  - **Intercompany Entities**
  - **No Intercompany**

  If you leave the field blank when creating the mapping, by default, the option is considered to be No Intercompany during consolidation.
- **Source Data Source** - Select the required data source account from the drop-down list. If no Source Data Source is specified, the default values are as follows:
  - When source cube is CbCR - Source Data Source - TRCS_Mapped Data
  - When source cube is Consol - Source Data Source - FCCS_TotalInputAndAdjusted
- **Optional: Source Movement** - Select the movement from the drop-down list:
  - Adjustment
  - Automated
  - Book closing
  - Closing Book vs Tax Basis
  - Total
  - Trial Balance Close

  If no Source Movement is specified, the default values are as follows:
  - For Tax Accounts - Source Movement-TRCS_CY
  - For Non-Tax Accounts - Source Movement- TRCS_TBClosing
- **Optional: Source Custom Dimension** - Select the custom dimension member from the drop down list. Dropdown displays all the custom dimension members with Automation Source custom dimension attribute enabled.
  For example, if application has two custom dimensions Product and Business Unit, two new column **Source Product** and **Source Business Unit** will be shown in **CbCR Automation** form. Source Product dropdown displays all the product dimension members that have Automation Source Product attribute enabled. Similarly, Source Business Unit will display all the Business Unit embers with Automation Source Business Unit attribute.

  If no source product and source Business Unit is specified, default value will be TRCS_No Product and TRCS_No Business Unit simultaneously. See also: Working with Custom Dimensions in CbCR Automation

4. Click **Save** . If there are any validation errors, the affected fields are shown in red. Correct the errors, and then click **Save**.

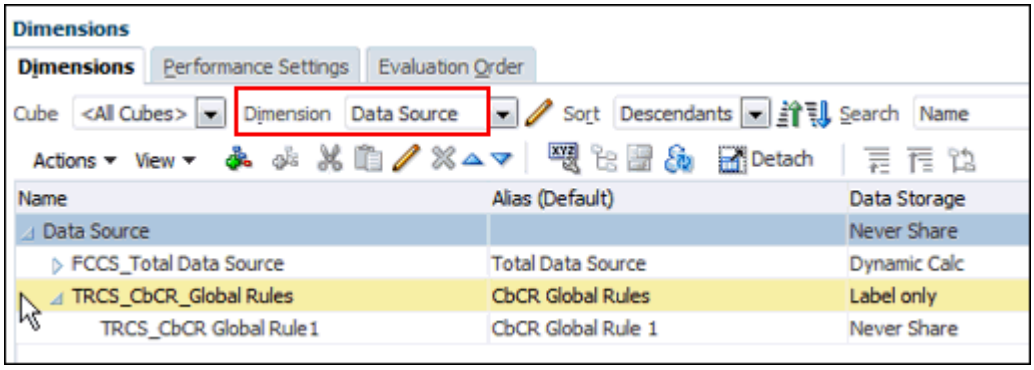
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> **Note**
>
> Data status of entities in CbCR cube will be impacted if:
>
> - Data exists for those entities in CbCR cube and an automation rule exists with source cube as CbCR
> - Data exists for those entities in Consol cube and an automation rule exists with source cube as Consol

5. Under **Actions**, select **Consolidate**.
6. From the Home page, click **CbCR**, then **Data Entry**, then **Table 1** tab, and then **Table 1 Data Entry**. The Source Account values are displayed.
7. Under **Actions**, select **Consolidate CbCR**. The results are displayed on Table 1 Data Entry, in the **Automated** section in the **Mapped Data** row. Review results to ensure data is being pulled from the mapped account.
   CbCR automation rules are executed as part of CbCR Consolidation.
8. When consolidation is complete, from the Home page, click **CbCR**, then click **Data Status**.
9. Under **Calculation Status**, verify the data status is OK for the consolidated period.
   If any CbCR automation rules are set up to source data from the Consol cube, then consolidating the provision (Consol cube) will change the CbCR data status to Impacted for the consolidated POV.

Adding Rules for CbCR Automation

The Data Source dimension is used to create members to store CbCR automation rules. A Global Rule is generated when the application is created, and stored in the Data Source dimension, under the TRCS_CbCR_Global Rules hierarchy under Dimensions on the Navigator.



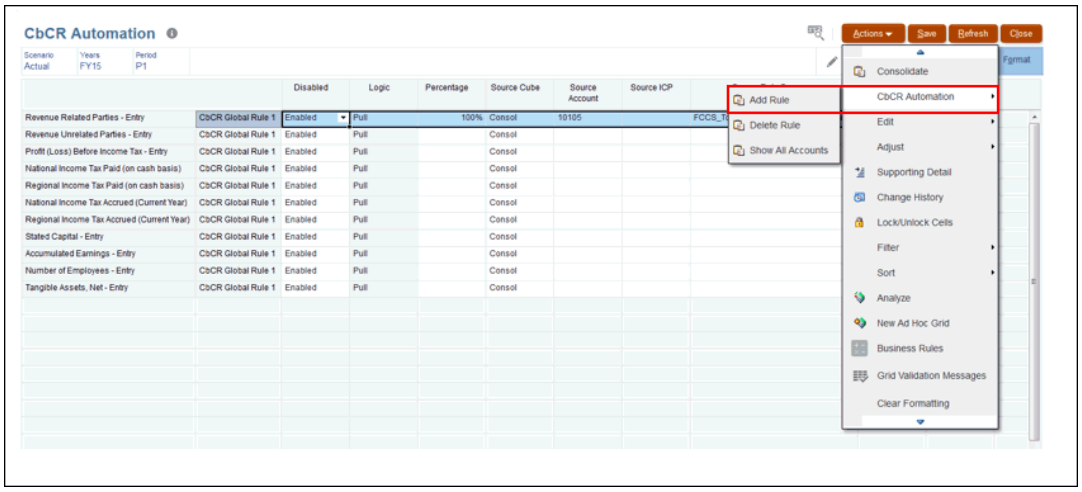
You can add additional CbCR Automation rules as required. The new rule members must be created under the Data Source dimension before they can be loaded to the associated CbCR Automation forms. There is no limit to the number of additional rule members you can create.

> **Note**
>
> Rules are executed in the order of their place in the hierarchy.

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To create a new rule:

1. From the Home page, click **Applications**, then **Configuration**, and then select **CbCR Automation**.
2. Highlight the row that contains the CbCR Automation rule you want to copy, then click **Actions**, then select **CbCR Automation**, and then click **Add Rule**.



3. In the added rule, edit the new rule, and then click **Save**.
4. From the Home page, click **CbCR**, then click **Data Status**. Under **Calculation Status**, verify the results for the selected period.
5. Under **Actions**, select **Consolidate**.
6. To add additional rules, see Adding CbCR Automation Rules to Data Source Dimension

Working with Custom Dimensions in CbCR Automation

Tax Reporting supports CbCR feature in applications with custom dimensions.

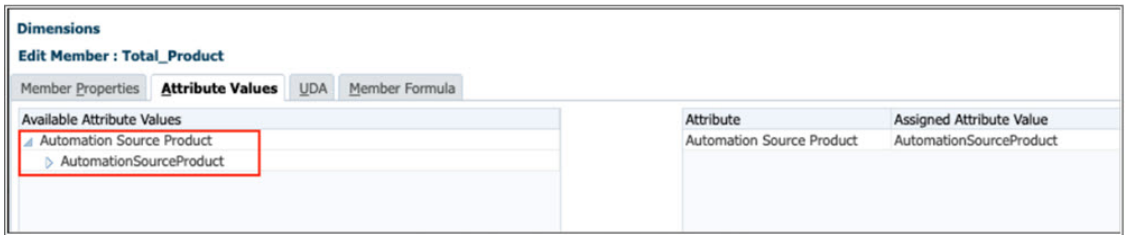
You can map custom dimension source data from the Consol cube to CbCR accounts using **CbCR Automation** form.

> **Note**
>
> - CbCR forms remains unchanged and custom dimension(s) is not selectable in the point of view of CbCR forms for example, Table 1 Data Entry form.
> - Book and Tax Data forms continues to hold data for custom dimension such as Product, Business Unit, etc.

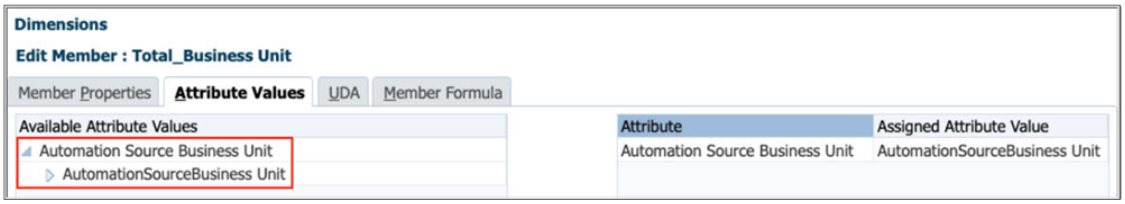
A new attribute is added for each custom dimension when you create an application. You can apply this attribute to any custom dimension member (s), to use as source custom dimension in the **CbCR Automation** form.

For example, **Automation Source Product** attribute is applied to Total_Product member under Product custom dimension:

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Similarly, **Automation Source Business Unit** attribute is applied to Total_Business Unit member under Business Unit custom dimension:

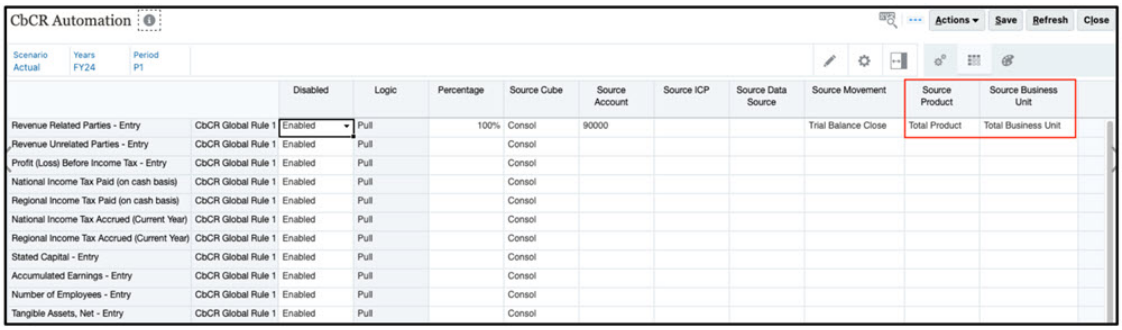


Working with CbCR Automation Form

CbCR Automation form supports selecting source custom dimension(s).

Each Source custom dimension member show members with Automation Source (Custom Dimension) attribute enabled. For example:

- Source Product dropdown displays all the product members which has Automation Source Product attribute enabled.
- If there is a 2nd custom dimension, for example Business Unit, then Source Business Unit dropdown displays all the Business Unit members with the Automation Source Business Unit attribute.



Working with Custom Dimensions – Example Usecase

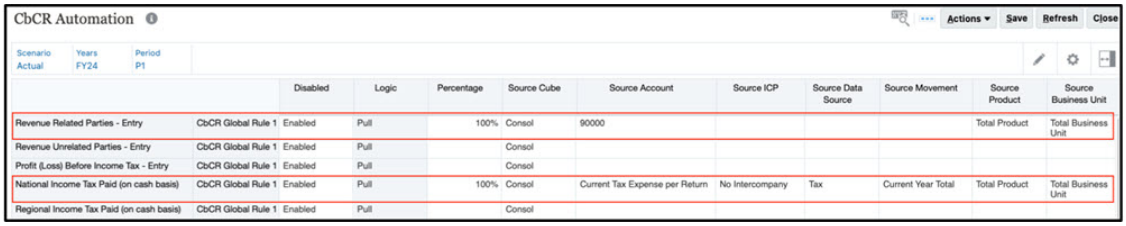
This example usecase illustrates how custom dimension is used with CbCR Automation Rule.

- CbCR Automation provides data mapping from **Tax and Book Data** for any custom dimension to CbCR accounts using the **CbCR Automation** form.
- Apply the **Automation Source Product** attribute to the **Total Product** member in the Product dimension.
- Apply the **Automation Source Business Unit** attribute to the **Total Business Unit** member in the Business Unit dimension.
- Once applied, these members will appear as selectable source dimensions in the **CbCR Automation** form.

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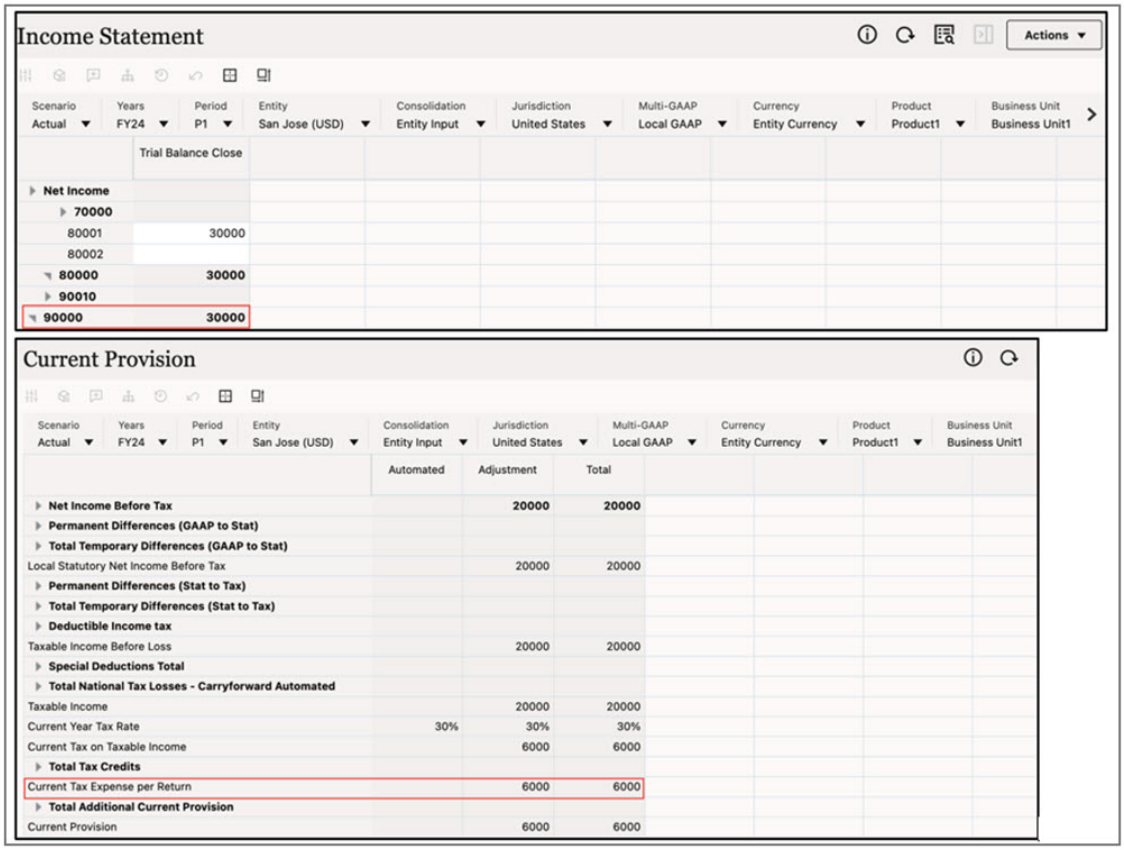
For example in the screenshot below we have 2 CbCR automation rules:

- To map data from account 90000 for Total Product and Total Business Unit to the CbCR Account: Revenue – related parties.
- To map data from current tax expense per return from current provision to the CbCR Account National Income Tax Paid.



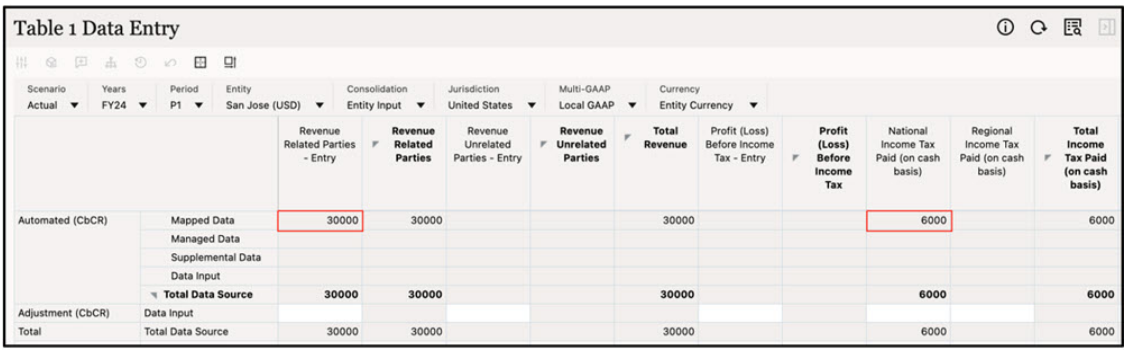
In the screenshot below, 30000 is pulled from **Income Statement** into the CbCR account Revenue related parties and 6000 is pulled from **Current Tax Expense per Return** to **National Income Tax Paid**.

Data from **Income Statement** and **Current Tax Expense per Return** in **Current Provision:**



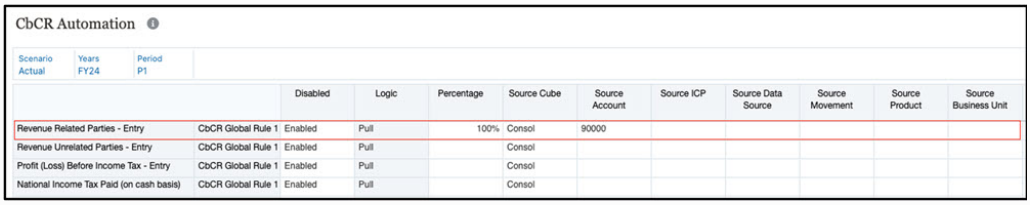
Data pulled to **Revenue Related Parties - Entry** and **National Income Tax Paid** in **CbCR Table 1 Data Entry** form:

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Note

If you do not select any source custom dimension in the CbCR Automation form (for example in the screenshot below, no values have been selected for Source Product and Source Business Unit), data from the Consol cube will be mapped to the CbCR accounts using default custom dimension members for example, TRCS_No Product and TRCS_No Business Unit.



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Working with Current Tax Payable Automation (National and Regional)

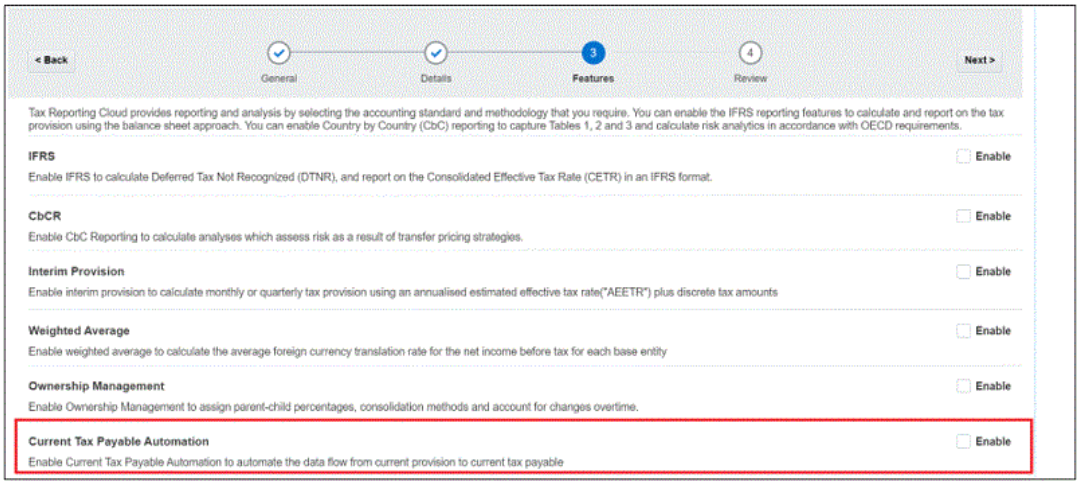
Related Topics

- Enabling Current Tax Payable Automation
- Creating Mappings for Current Tax Payable Automation
- Adding and Removing Columns in the Current Tax Payable Automated Form
- Managing Current Tax Payable Details Form

Enabling Current Tax Payable Automation

You can enable Current Tax Payable Automation in two ways:

1. Select the checkbox next to **Current Tax Payable Automation** > **Enable** while creating the application.



2. Navigate to the **Tax Reporting – Enable Features** screen after you create the application. Select **Current Tax Payable Automation**, and click **Enable**.

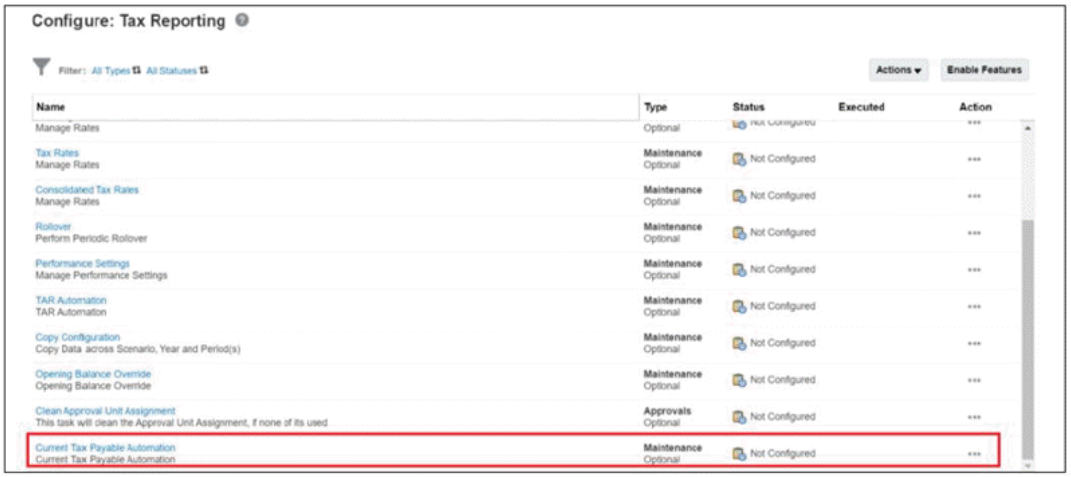
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Creating Mappings for Current Tax Payable Automation

To create mapping for Current Tax Payable Automation:

1. Navigate to the Configuration window (**Homepage** -> **Application**-> **Configuration**). A new entry called **Current Tax Payable Automation** displays when you enable the Current Tax Payable Automation feature.



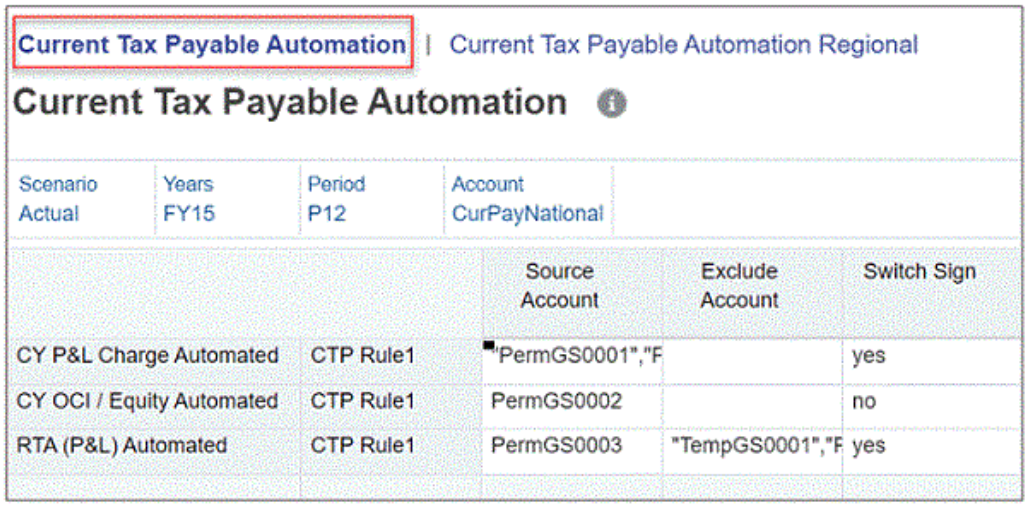
2. Click on **Current Tax Payable Automation**. Two new forms are displays:
   - Current Tax Payable Automation (National)
   - Current Tax Payable Automation Regional



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> **Note**
>
> - You must create child member under TRCS_CURRENTPAYABLES and TRCS_RCURRENTPAYABLES, otherwise the form will be read only and the user will be not able to create any mappings.
> - If you want to use the child members of TRCS_CURRENTPAYABLES and TRCS_RCURRENTPAYABLES for Current Tax Payable Automation, you must make it applicable to the configuration cube as well. To do that, you must select both **Console** and **Config** cube when you create the child members under TRCS_CURRENTPAYABLES and TRCS_RCURRENTPAYABLES.

3. Click on **Current Tax Payable Automation**, to create mappings for Current Tax Payable National. The values you enter for any of the movement members (CYPL Charge Automated, CY OCI /Equity Automated, RTA(P&L) Automated) here, will cascade to the Current Tax Payable Automated form columns (CYPL Charge Automated, CY OCI /Equity Automated, and RTA (P&L) Automated). See **Access the Automation Forms** under Managing Current Tax Payable Automated and Detail Forms and Managing Current Tax Payable Regional Automated and Detail Forms in *Working with Tax Reporting*.
4. Enter the required values:
   a. Specify the **Source Account**.
   b. Specify the values for the **Exclude Account** (for example, if you want to exclude any child members of a parent account.
   c. Specify a `Yes` or `No` for the **Switch Sign**, depending on payable or refund



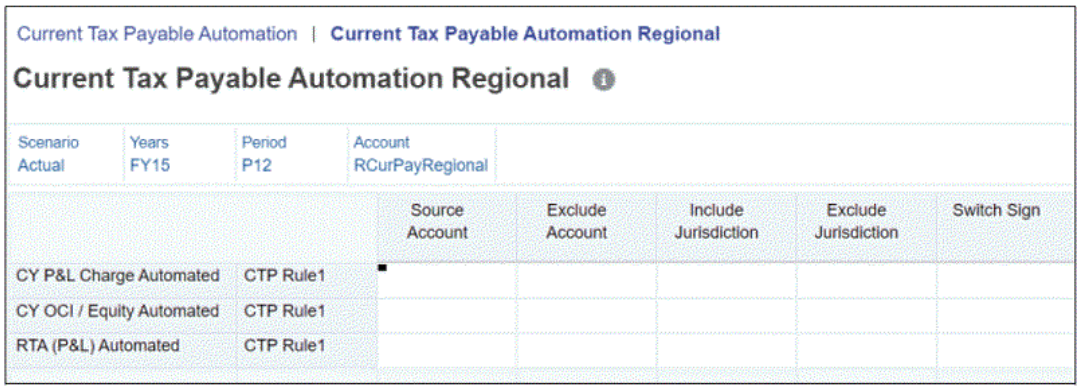
> **Note**
>
> You can only enter member names and not aliases. If a user has to include multiple names then, it has to be comma separated and with double quotes.

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Table 28-1 Creating Mapping for Current Tax Payable Automation (National)

Option	Description
Mandatory Fields for creating mapping(*)	• Source Account • Switch Sign (Yes or No are the valid values)
Functions	No Columns supports functions
Multiple Values	User can enter multiple values separated by commas and enclosed in double quotes only in Source Account and Exclude Account columns.

5. Similarly, click on **Current Tax Payable Automation Regional** form to create mappings for Current Tax Payable Regional.



Note that the Source Account, Exclude Account, and Switch Sign is similar to the mapping created for the National account but for Include and Exclude Jurisdiction columns. If you do not specify the jurisdiction you want to include or exclude, by default all the region jurisdictions (TRCS_AllRegional) will be selected. See Configuring Jurisdictions and Entities for more information on Jusrisdiction.

Table 28-2 Creating Mapping for Current Tax Payable Automation Regional

Option	Description
Mandatory Fields for creating mapping(*)	• Source Account • Switch Sign (Yes or No are the valid values)
Functions	Lvl0Descendants function is supported for include and exclude Jurisdictions **Example:1** Lvl0Descendants("US_Regions") ** Supports one CTP for all jurisdictions and individual jurisdiction **Example:2** US_PA supports individual CTP for US_PA. **Example:3** US_CA (CTP_CA Account) Lvl0Descendants("US_Regions"), Exclude US_CA(CTP_US Regions Account)
Multiple Values	User can enter multiple values in Source Account, Exclude Account, Include Jurisdiction and Exclude Jurisdiction. Multiple values should be separated by commas and enclosed in double quotes.

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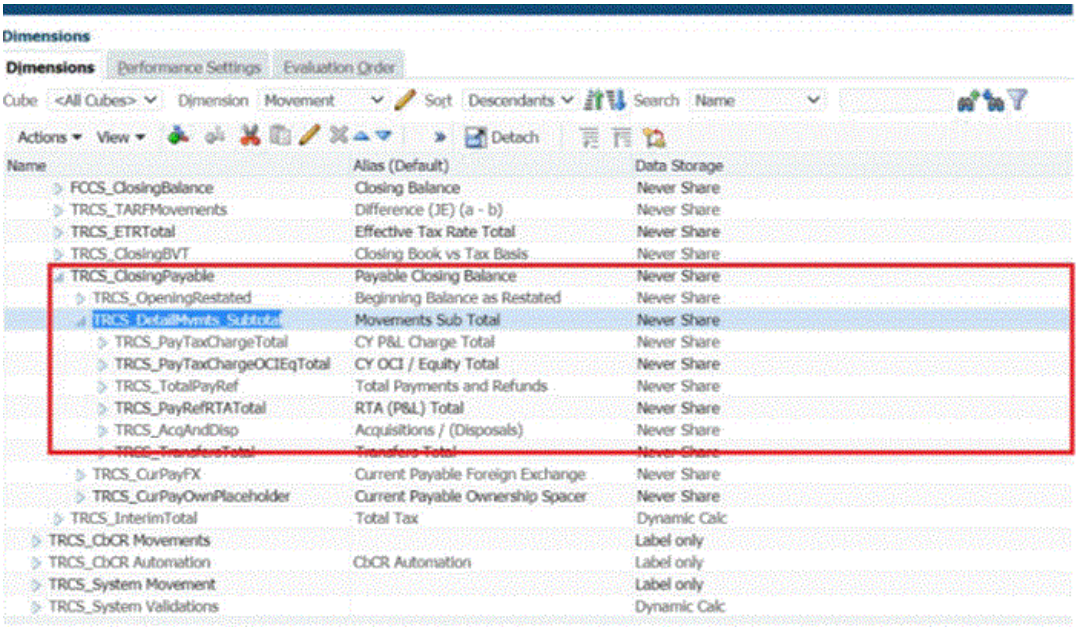
> **Note**
>
> - All the Current Tax Payable Automation mappings that you create are saved in the Configuration Cube.
> - See also the following in *Working with Tax Reporting*:
>   - Working with Current Tax Payable Forms
>   - Working with Current Tax Payable Regional Forms

Adding and Removing Columns in the Current Tax Payable Automated Form

When you add new movement members, it is automatically reflected in the Current Tax Payable Automated form.

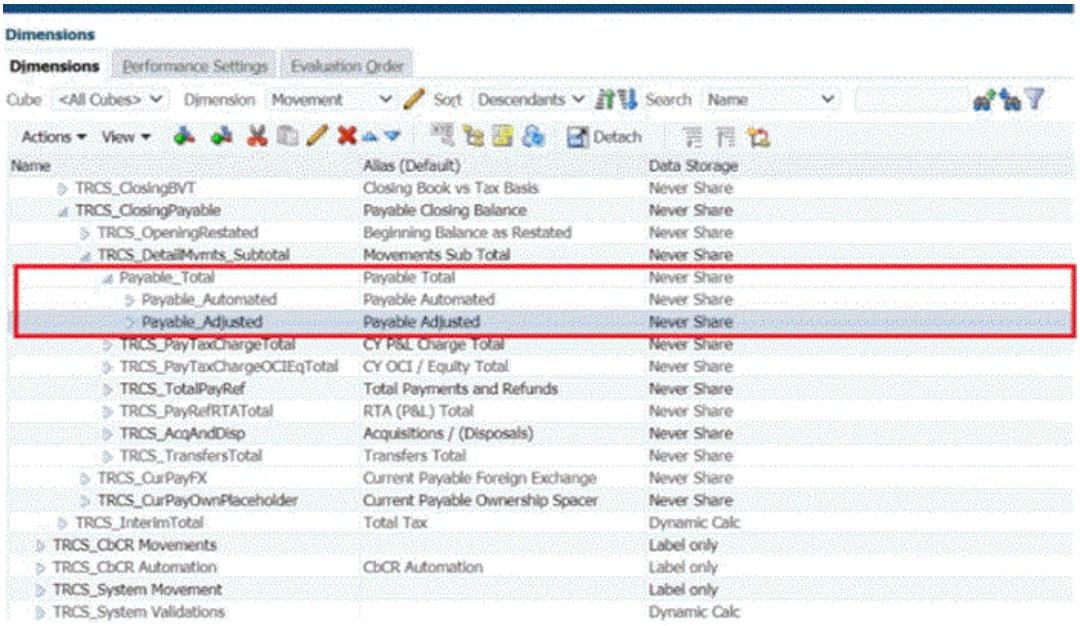
To add/remove columns in Current Tax Payable Automated form:

1. Add new members under the TRCS_DetailMvmts_Subtotal hierarchy in the movement dimension. See also: Working with Dimensions Using the Simplified Dimension Editor.

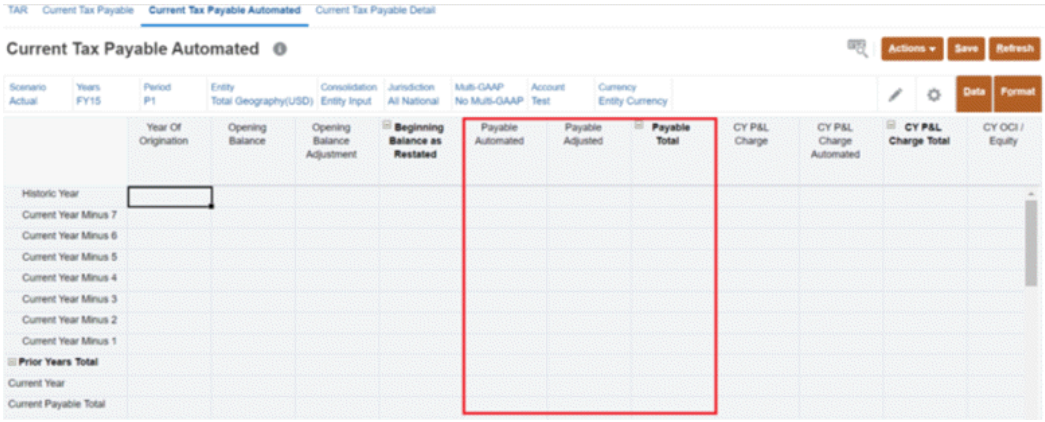


2. A new Movement Member with its children are added as shown below.

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3. Notice that the newly added member is reflected automatically in the Current Tax Payable Automated form as shown below.



> **Note**
>
> - The steps will be same to add columns for the Current Tax Payable Regional Automated forms.
> - To delete the columns you do not need, deleting them from the TRCS_DetailMvmts_Subtotal hierarchy in the movement dimension.

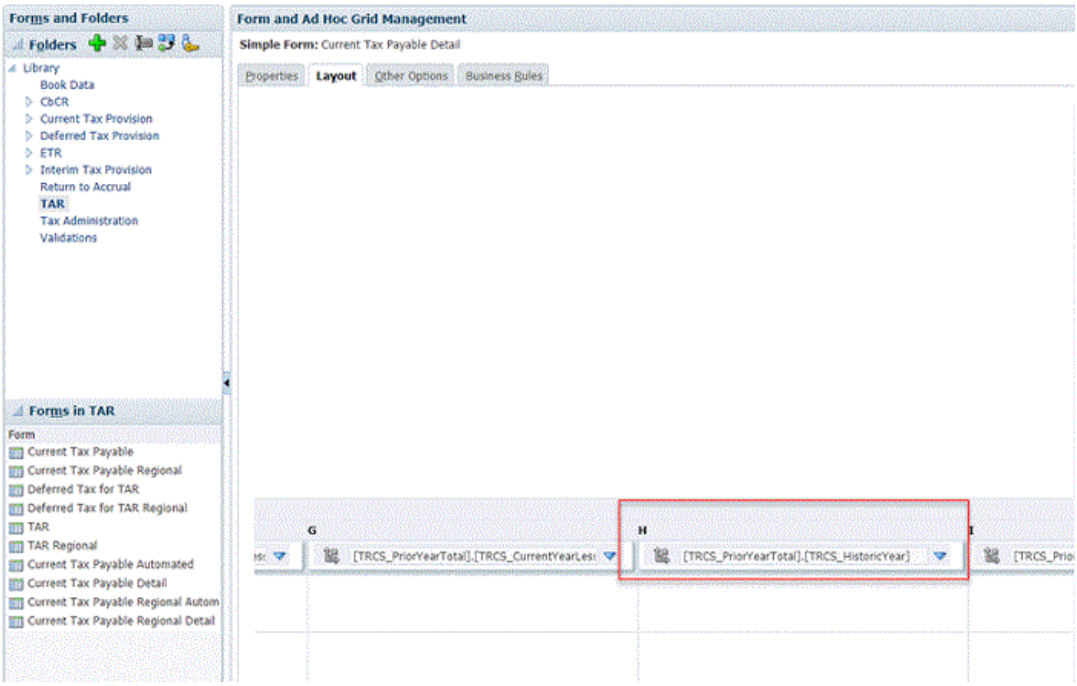
Managing Current Tax Payable Details Form

If you want to change the order of columns or if you have additional columns to add in the **Current Tax Payable Detail** form:

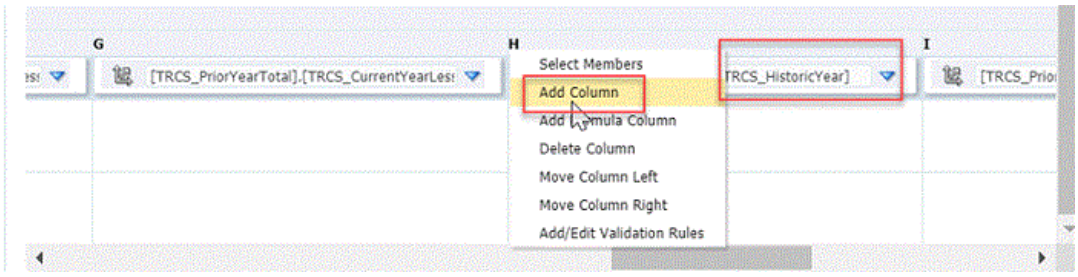
1. Go to **Navigator**.
2. Select **Forms**.
3. Navigate to **TAR**.

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4. Select Current Tax Payable Detail (for national) and Current Tax Payable Regional Detail (for regional).
5. Select **Layout**.
6. Scroll to the left and locate the **Historic Year Column**.



7. Right-click and select **Add Column** to add the newly created member before the Historic Year column.



> **Note**
>
> Similarly you can delete, edit, or move columns. The functionality is similar for both national and regional forms.

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Working with TAR Automation and TAR Automation Book Balance

Related Topics

- Configuring the TAR Automation and TAR Automation Book Balance Report
- Creating Metadata for General Ledger Columns
- Setting the Datasource for TAR Payment and Refund Movement Members
- Generating Default Mapping
- Generating Custom Mapping
- Classifying TAR Accounts as Domestic or Foreign
- Updating the TAR Form Validations Member Formula
- Generating TAR Automation Rollover

Configuring the TAR Automation and TAR Automation Book Balance Report

The out of the box TAR and TAR Regional report is still available to customers who do not require additional columns; however, some companies that have different general ledger account structures may want to use additional columns in the TAR and TAR Regional report. Tax Reporting offers the opportunity to configure a customized Tax Account Rollforward (TAR) and TAR Regional report in which the company can add columns to the report to reflect the company's General Ledger Chart of Accounts.

You create new accounts to generate the new General Ledger accounts in the columns, and the movements are mapped to the appropriate National or Regional members. Results from the TAR Automation and TAR Automation Book Balance report are automatically linked to the Current Provision and TAR and TAR Regional reports upon consolidation.

The customizable TAR contains the entire out of the box TAR columns and default data mappings. The following steps are used to customize the TAR Automation and TAR Automation Book Balance report:

- Add the appropriate metadata for the General Ledger columns through the Dimension library.
- Create default mapping.
- Create custom mapping.
- Add member formula for Deferring Tax Closing Balance (s) Member to validate that the deferred tax continuity agrees to the Tax Account Rollforward.
- Classify the custom attributes in the Account and Jurisdiction as Domestic or Foreign.
- Perform a Rollover, as required.

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Reviewing Journal Data

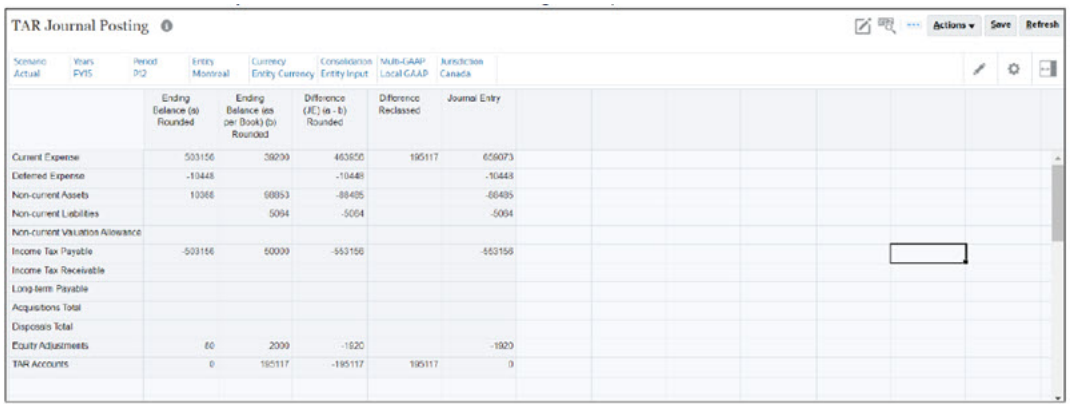
Journal data calculation is completely automated to post Journal entries to general ledger. With this new capability, you have a balanced Journal by automatically adding the difference between the ending balance and the ending balance as per book account to either the system accounts or custom accounts under the Tax Account RollForward (TAR) account hierarchy using the attribute (TAR_Difference).

Journal Data Calculation involves rounding off TAR Accounts (see, Working with TAR Automation and TAR Automation Book Balance) and adding the TAR difference to TAR accounts hierarchy based on the attribute.

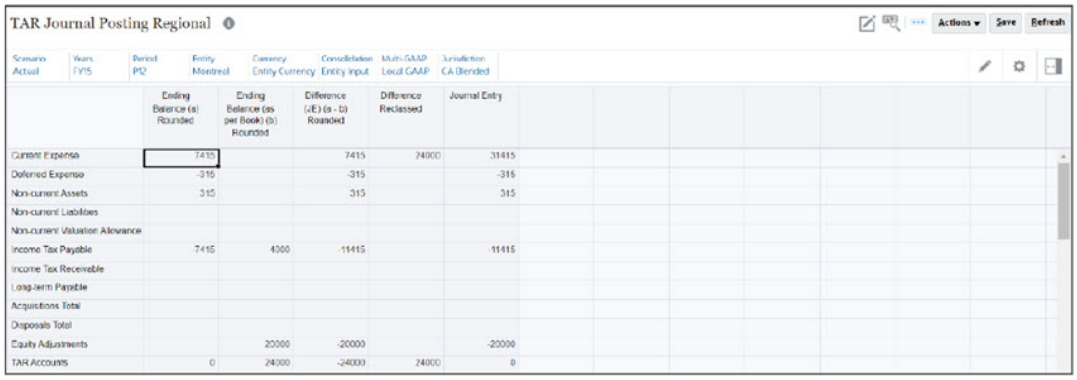
> **Note**
>
> Journal Data calculation is available at Parent Entity and Parent Tax Calc enabled entity.

As part of the Journal data preparation, the following 2 forms are available out of the box:

- TAR Journal Posting (**Tax Provision National** -> **TAR**. Click on the **TAR Journal Posting** tab at the bottom to open the TAR Journal Posting form).



- TAR Journal Posting Regional (**Tax Provision Regional** -> **TAR Regional**. Click on the **TAR Journal Posting Regional** tab at the bottom to open the TAR Journal Posting Regional form).

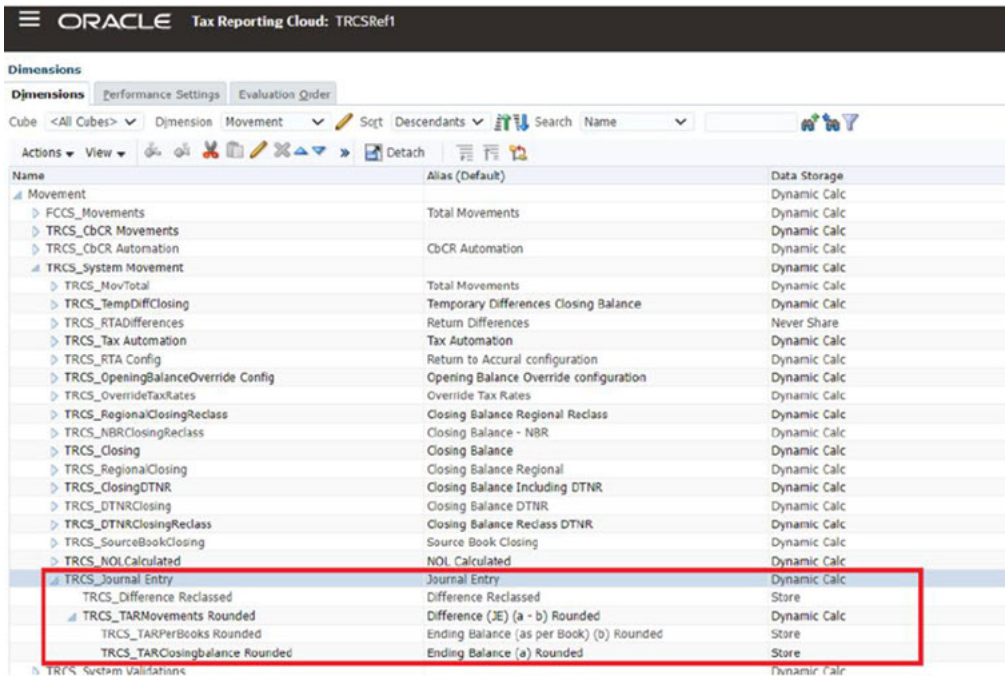


Metadata

- Navigate to **Dimension**. Select **Movement** dimension. See, Movement Dimension

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- A new hierarchy (**TRCS_System Movement** -> **TRCS_Journal Entry**) is created in Movement dimension.
- The following members are added at the parent (TRCS_Journal Entry) level:
  - TRCS_Difference Reclassed
  - TRCS_TARmOVEMENTS Rounded
  - TRCS_TARPerBooks Rounded
  - TRCS_TARClosingbalance Rounded

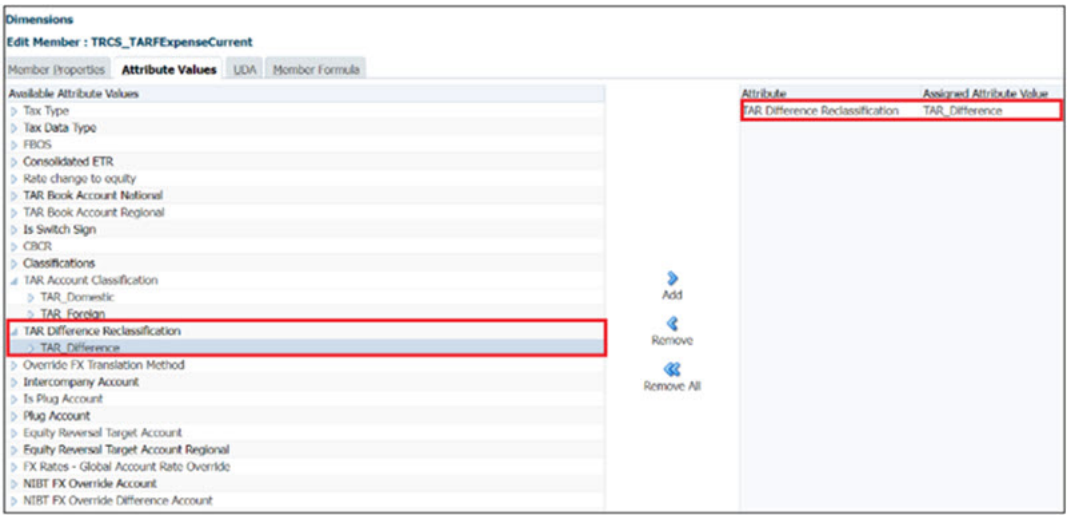


You can attach the attribute TAR_Difference only to one Base member.

> **Note**
>
> You can also attach the attribute to custom base members created under TRCS_TARFAccounts.

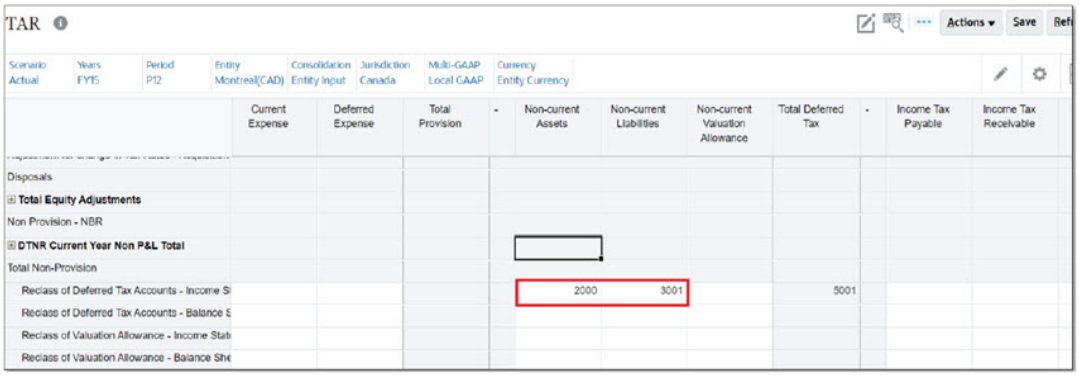
If the TAR_Difference attribute is attached to multiple accounts only the first account (only calculated internally by the system) is considered for calculation.

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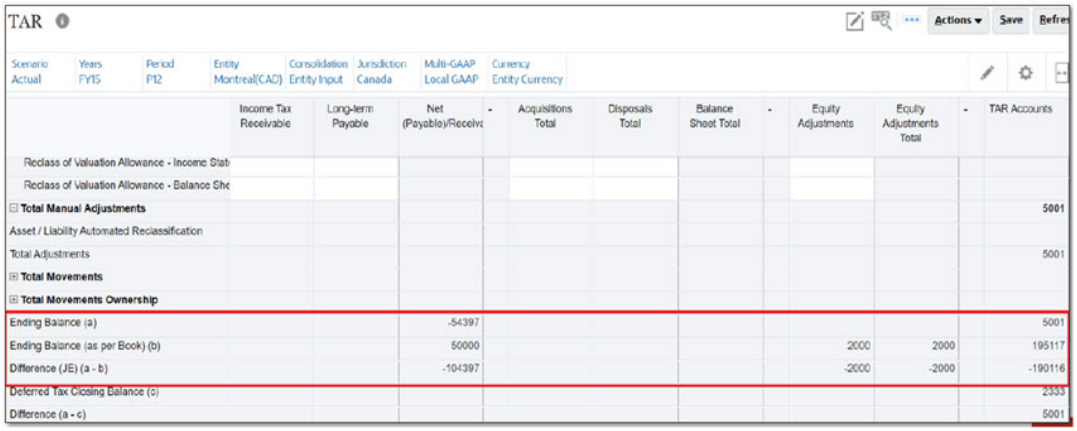


Example Journal Data Calculation

1. Create a TRCS application if applicable. See, Creating a Tax Reporting Application
2. Navigate to Dimension editor (see, Working with Dimensions). Select the account TRCS_TARFCurrentPayable and attach the attribute TAR_Difference for posting the balancing amount. Perform refresh database.
3. For Actual, FY15, P12, FLE201-Montreal make manual adjustment for Non Current Assets and Non- current liabilities.

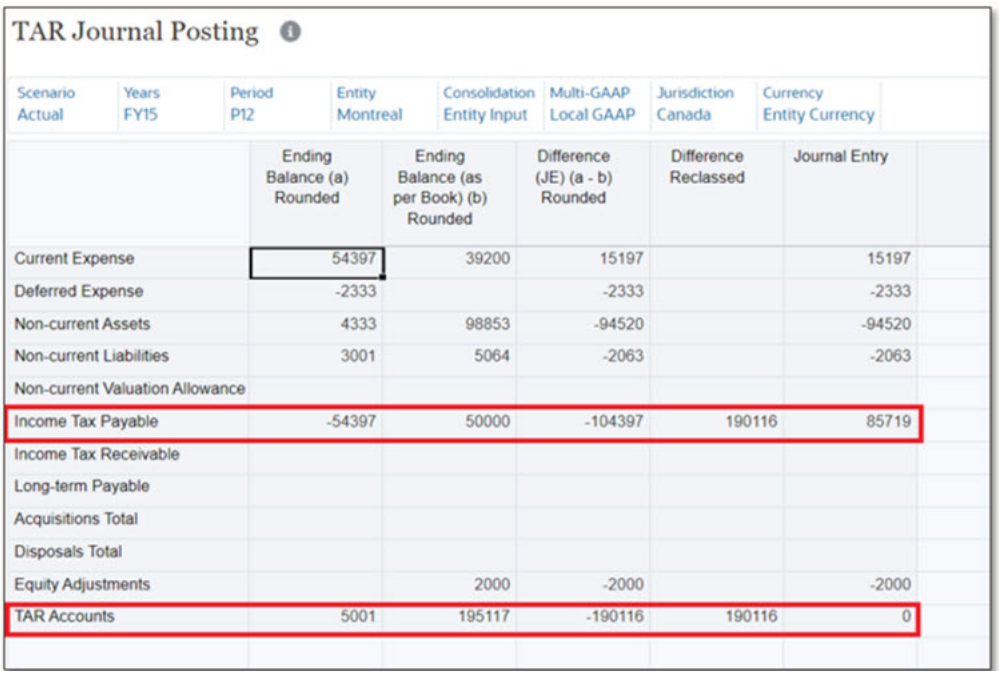


4. Perform Consolidation in Consol Cube for Actual, FY15, P12, FLE201. Make sure there is a difference between Ending Balance and Ending Balance as per book against the TAR Account.



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5. Navigate to TAR Journal Posting form and validate all the values are rounded off and the TAR Difference is getting added to income tax payable account.
Example: Difference between Ending Balance Rounded and Ending Balance as per book in TAR is posted to Current Tax Payable in the TAR Journal Posting Form



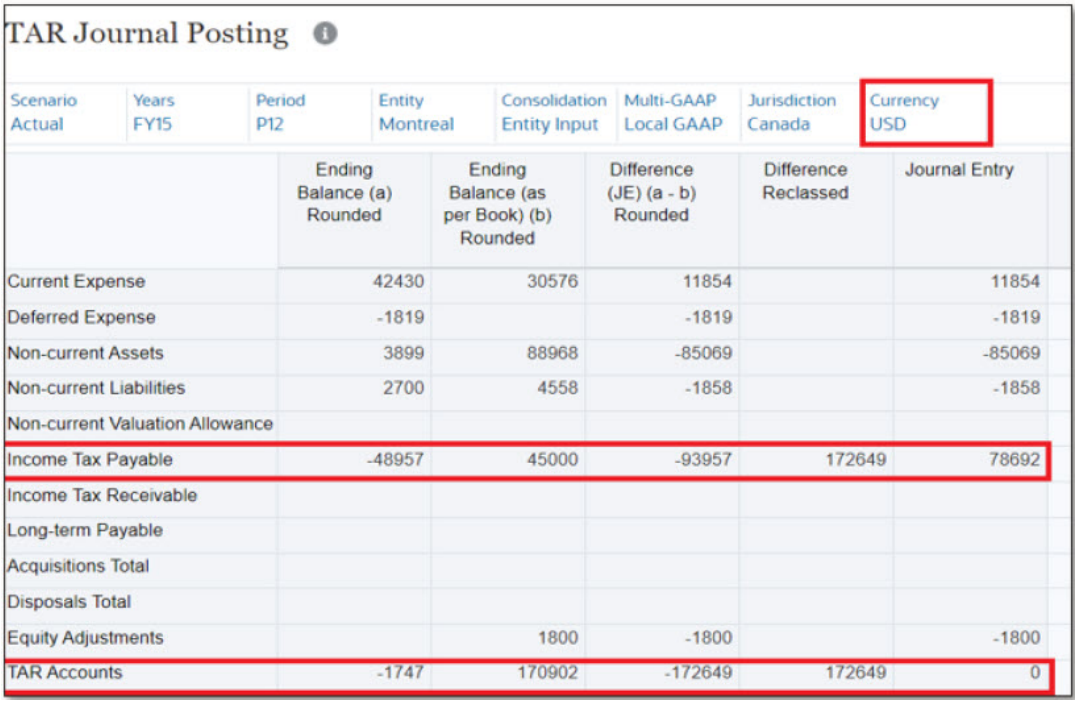
TAR Journal Posting

Scenario	Years	Period	Entity	Consolidation	Multi-GAAP	Jurisdiction	Currency
Actual	FY15	P12	Montreal	Entity Input	Local GAAP	Canada	Entity Currency

	Ending Balance (a) Rounded	Ending Balance (as per Book) (b) Rounded	Difference (JE) (a - b) Rounded	Difference Reclassed	Journal Entry
Current Expense	54397	39200	15197		15197
Deferred Expense	-2333		-2333		-2333
Non-current Assets	4333	98853	-94520		-94520
Non-current Liabilities	3001	5064	-2063		-2063
Non-current Valuation Allowance					
Income Tax Payable	-54397	50000	-104397	190116	85719
Income Tax Receivable					
Long-term Payable					
Acquisitions Total					
Disposals Total					
Equity Adjustments		2000	-2000		-2000
TAR Accounts	5001	195117	-190116	190116	0

6. Perform translation with reporting currency as USD. Post translation we should the see difference in Ending balance and Ending Balance as per book with rates applied.

7. Navigate to TAR Journal Posting form and validate all the values are translated and rounded off and the TAR Difference is getting added to income tax payable account.
Example: Perform Translation to USD_Reporting to ensure the rates are applied properly and the difference between Ending Balance and Ending Balance as Per book are added to Current Tax Payable in the TAR Journal Posting form and journal entry are adding to zero.



TAR Journal Posting

Scenario	Years	Period	Entity	Consolidation	Multi-GAAP	Jurisdiction	Currency
Actual	FY15	P12	Montreal	Entity Input	Local GAAP	Canada	USD

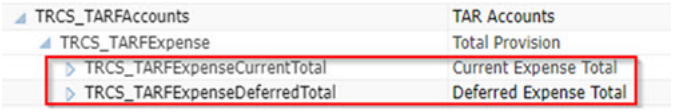
	Ending Balance (a) Rounded	Ending Balance (as per Book) (b) Rounded	Difference (JE) (a - b) Rounded	Difference Reclassed	Journal Entry
Current Expense	42430	30576	11854		11854
Deferred Expense	-1819		-1819		-1819
Non-current Assets	3899	88968	-85069		-85069
Non-current Liabilities	2700	4558	-1858		-1858
Non-current Valuation Allowance					
Income Tax Payable	-48957	45000	-93957	172649	78692
Income Tax Receivable					
Long-term Payable					
Acquisitions Total					
Disposals Total					
Equity Adjustments		1800	-1800		-1800
TAR Accounts	-1747	170902	-172649	172649	0

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Creating Metadata for General Ledger Columns

For each new General Ledger column you want to add to the TAR Automation and TAR Automation Book Balance form, you need to add the metadata account(s) for the columns in the Dimension Library, and then map the data from Current and Deferred Expenses into those new columns. New members must be created under the TRCS_TARFAccounts hierarchy, with the exception of Payments and Refunds.

New expense members must be added as a child of the Current Expense or Deferred Expense to ensure proper FX translation.

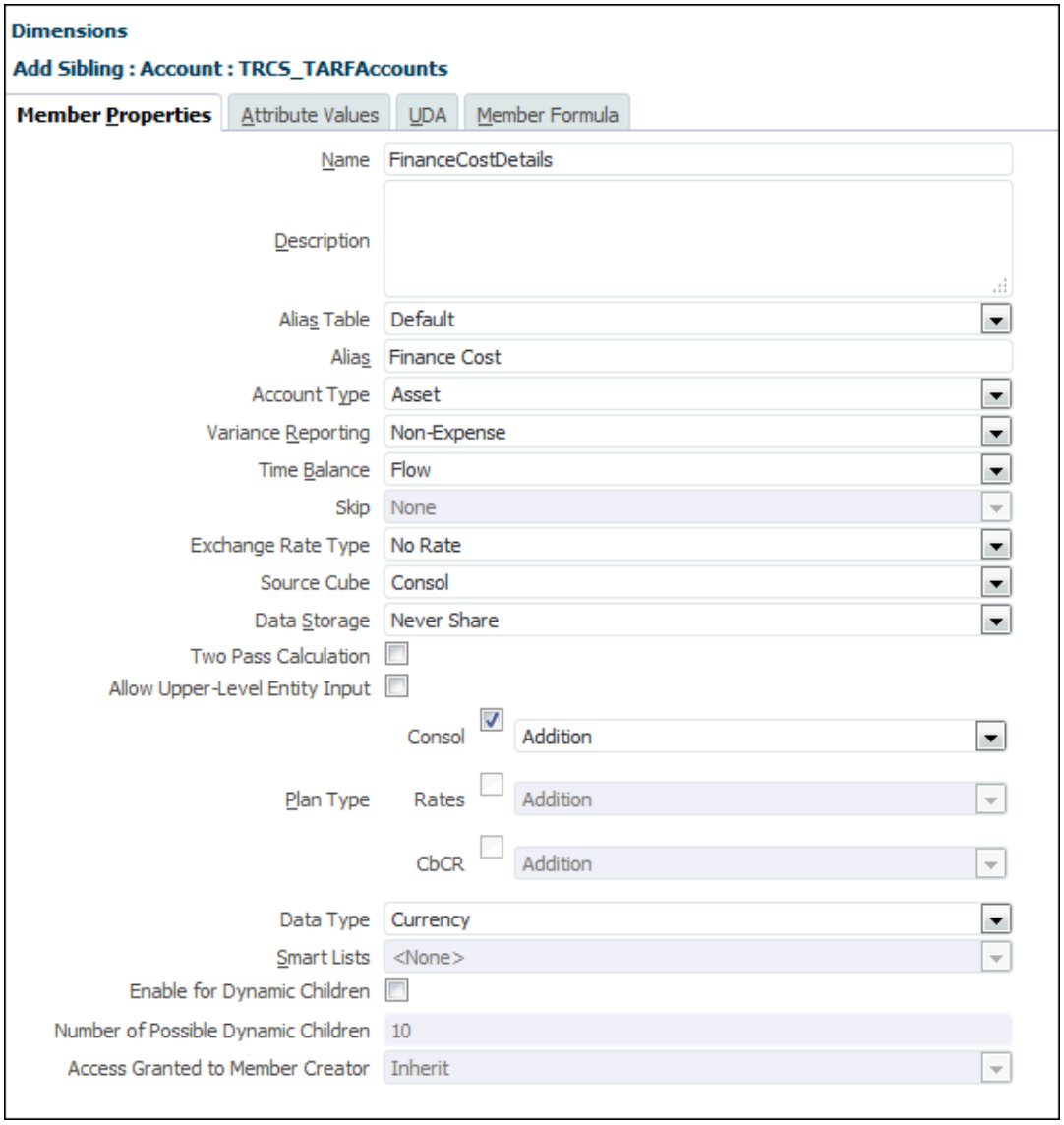


For Payments and Refund movement members, you must edit the TAR National and Regional forms to set the data source member to "TRS_TARF_Calc" instead of "TRCS_TARF_Input". See Setting the Datasource for TAR Payment and Refund Movement Members.

To add a new General Ledger column:

1. From the Home page, click Navigator, and then click **Dimensions**.
2. On the Dimensions tab, from the **Dimensions** drop-down, select **Account**.
3. Expand the Account hierarchy, and under **TRCS_OtherTaxAccounts**, expand **TRCS_TARFAccounts**.
4. Select the account for which you want to create a new General Ledger column.
5. Click Add Sibling.
6. On the **Member Properties** tab of the **Dimension** dialog box, complete the details for the new member, including the following required fields:
   - Under **Name**, enter the name for the new member. For example, FinanceCostDetails.
   - Enter a member **Alias**. For example, Finance Cost.
   - Under **Data Storage**, select **Never Share**. This selection is mandatory.

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7. **Optional:** Add more members for the account, if required.
8. Click Refresh Database  . The new columns are added to the TAR and TAR Regional report.
9. From the Home page:
   - **For TAR Automation**: Select **Application** -> **Configuration** -> **TAR Automation** form. The TAR Automation form opens. You can see the new Accounts on the TAR report.
   - **For TAR Book Balance**: Select **Application** -> **Configuration** -> **TAR Automation** form. The TAR Automation form opens. Select the **TAR Automation Book Balance** tab. You can see the new Accounts on the TAR Regional report.
10. Generate the Default Mapping.

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Setting the Datasource for TAR Payment and Refund Movement Members

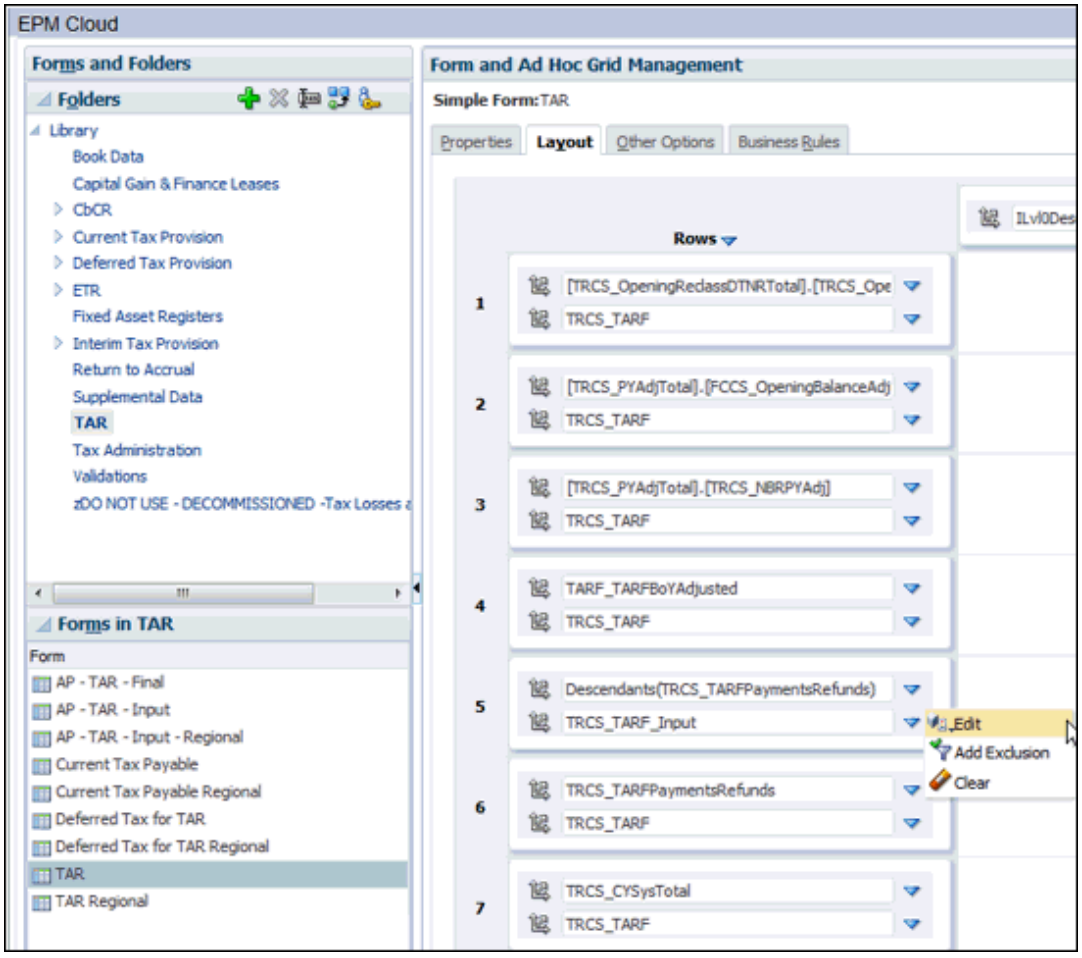
In the TAR National and Regional forms, the Datasource for the Payments and Refunds movement members is set to TRCS_TARF_Input. On the TAR Automation form, the Target Datasource is set to "TRCS_TARF_Calc". To ensure the data for the Payments and Refunds is displayed on the forms and correctly calculated, you must edit the TAR National and TAR Regional forms to set the Datasource member to "TRCS_TARF_Calc" instead of "TRCS_TARF_Input".

After consolidation, the data will be correctly pulled into Payments and Refunds on the TAR form.

To edit Datasource member for Payment and Refund Movement members:

1. From the Home page, click Navigator, then under **Create and Manage**, select **Forms**.
2. Under **Forms and Folders**, expand **Library**, and then select **TAR**.
3. Under **Form and Ad Hoc Grid Management**, select the appropriate form:
   - **TAR** (National)
   - **TAR Regional**
4. Click Edit , and then select the **Layout** tab.
5. Under **Attribute Dimensions**, change the data source member for row **Descendants(TRCS_TARFPaymentsRefunds)** from **TRCS_TARF_Input** to **TRCS_TARF_Calc**.

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6. Click **Save**.
7. Select **Actions**, and then **Consolidate**.
8. On the **TAR** tab, review the Payments and Refunds to ensure the data is correctly displayed.

> **Note**
>
> To map payments/refunds in TAR Form from the Current Tax Payable Form, you have to change the data source of the payments and refunds movement members.

Generating Default Mapping

To generate default mapping:

1. From the Home page, click **Application**, and then **Configuration**.
2. On the Configure screen, select **TAR Automation**.

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> **Note**
>
> To work on TAR Automation Book Balance, you must select the TAR Automation Book Balance tab from the TAR Automation screen. See Generating Default Mapping

The UI will be empty the first time that it is displayed.

3. Set your preference to display the Dimension members under Display Member Label As. See Setting General Preferences in *Working with Tax Reporting*.
4. On the TAR Automation or TAR Automation Book Balance form, click **Account** in the POV to open the Members Selector dialog box and select the POV you require::

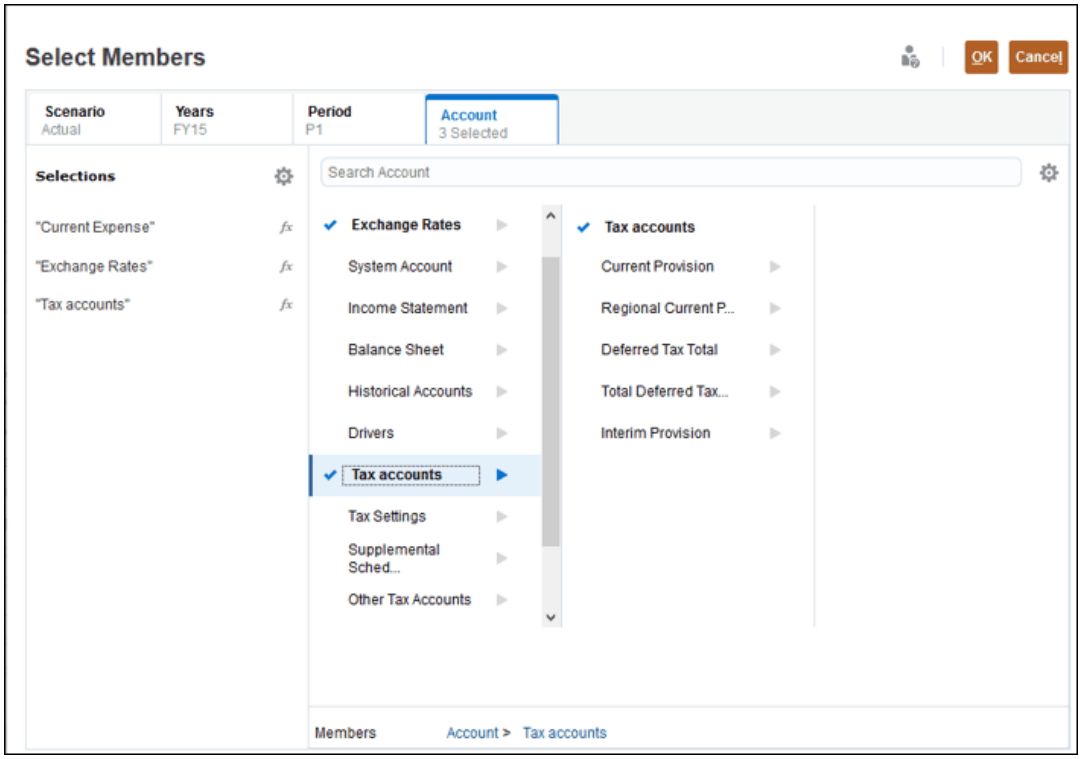
   - **Account** dimension - you can choose multiple accounts for the POV.

     > **Note**
     >
     > Although there is no limit on the number of accounts you can select, the more accounts you select, the bigger the impact will be on processing time.

   - **Scenario**, **Year**, and **Period** dimensions - you can only choose one member for each.

   The POV selections are validated, and errors displayed in the following conditions:

   - If the selected member is not a child of TARF Accounts
   - If the selected member is not a base member
   - If the selected member has a function added



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5. To see the default mappings on the TAR Automation form, from **Actions**, select **Generate/ Override Default Mapping**.

> **Note**
>
> This option is applicable only for TAR Automation and not for TAR Automation Book Balance.

Default mappings display the selected format for the Member name or the Alias. The default mappings are generated for the following:

- The default mappings for all Level 0 TARF accounts, not just the currently selected Accounts, so this may take some time.
- Both National and Regional, for the selected Scenario, Year, and Period

> **Note**
>
> **Ending Balance (as per Book) (b)** row is read-only in TAR Automation form but this can be edited from the TAR Automation Book Balance using **No Jurisdiction** row.

6. Continue with Generating Custom Mapping.

Generating Custom Mapping

The TAR Automation and TAR Automation Book Balance UI enables you to map provision data to the new accounts added (that is, columns) that represent the company's general ledger account structure for tax. When mapping data you must define the TARF account (that is, column) and movement (that is, row) to map the data.

The TAR Automation and TAR Automation Book Balance UI allows for more than one account to be displayed at one time during the mapping process. This enables the user to map both sides of the journal entry. For instance, you can view the current tax expense and the current tax payable detail in the same UI. This is useful when mapping data from the provision.

To select appropriate Source Accounts: National or Regional, you must select at least one. For each Account selected, scroll right to see the same set of columns.

To add detail accounts:

1. From the Home page, click **Application**, and then **Configuration**.
2. On the Configure screen, select **TAR Automation**.

> **Note**
>
> To work on TAR Automation Book Balance, you must select the TAR Automation Book Balance tab from the TAR Automation screen. See Generating Default Mapping

The UI will be empty the first time that it is displayed.

3. On the TAR Automation UI, from the **POV**, select the POV you require:

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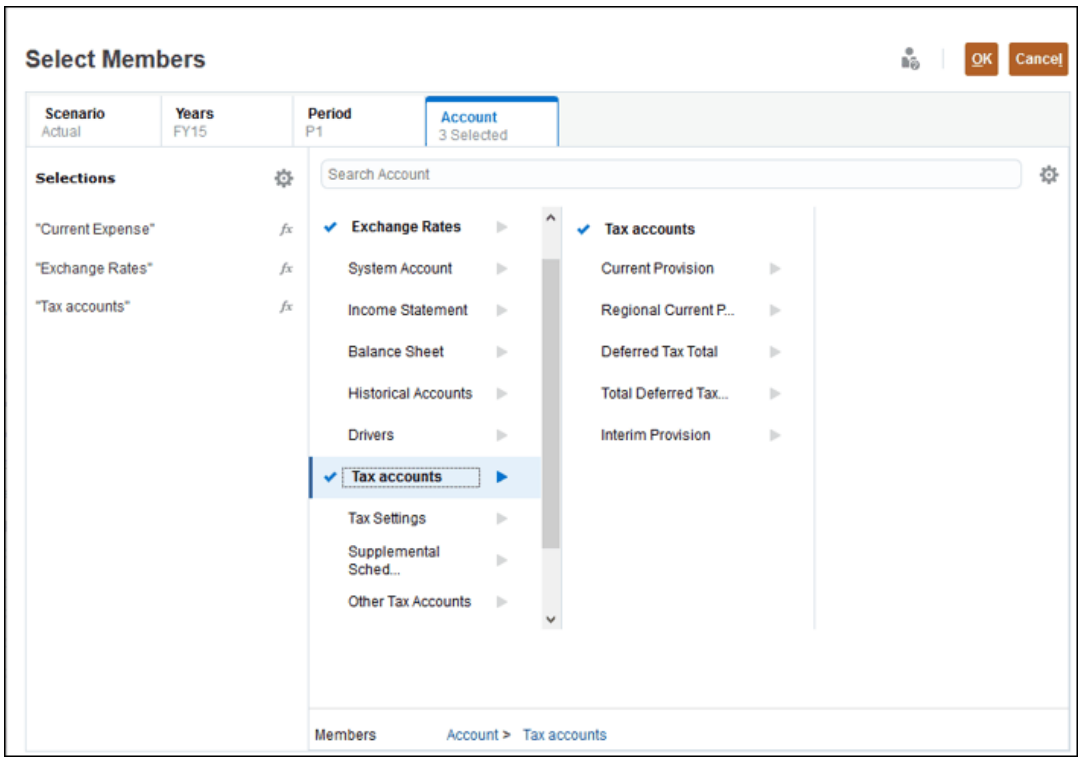
- **Account** dimension - you can choose multiple accounts for the POV.

> **Note**
>
> Although there is no limit on the number of accounts you can select, the more accounts you choose, the bigger the impact will be on processing time.

- **Scenario**, **Year**, and **Period** dimensions - you can only choose one member for each.

The POV selections are validated, and errors displayed if the following conditions exist:

- If the selected member is not a child of TARF Accounts
- If the selected member is not a base member
- If the selected member has a function added



4. Click the cell for each mandatory field to open the Member Selector, and select the appropriate members for each column:

Table 29-1 TAR Automation and TAR Automation Book Balance Fields

Mapping	Column Name	Description	Mandatory
No Jurisdiction	Source Account National	Select the name for each Member of the National source account. The National source account must be selected in order to perform consolidation.	Y
	Exclude Account National	Select the member name of the detail account that is to be excluded from the National parent account on the TAR form to balance the entries during consolidation.	N

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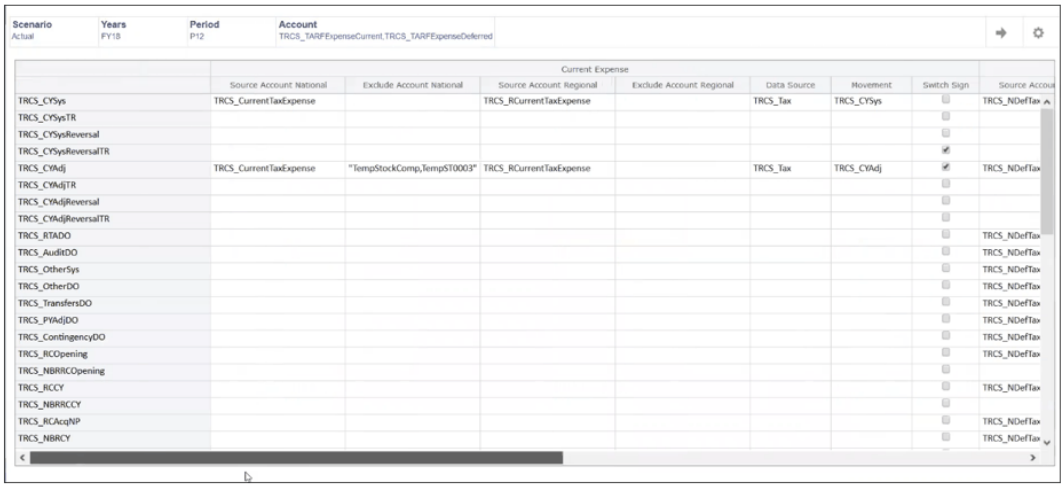
Table 29-1 (Cont.) TAR Automation and TAR Automation Book Balance Fields

Mapping	Column Name	Description	Mandatory
Regional Accounts	Source Account Regional	Select the name for each Member of each Regional source account. The Regional source accounts must be selected in order to perform consolidation.	Y
	Exclude Account Regional	Select the member name of the detail account that is to be excluded from the Regional parent account on the TAR form to balance the entries during consolidation.	N
National/ Regional	Data Source	Select the member name of the Data Source.	Y
National/ Regional	Movement	Select the member name of the Movement source.	Y
National/ Regional	Intercompany	Select the member name of the Intercompany source. **Note** This is applicable only for TAR Book Balance and not for TAR Automation.	N
National/ Regional	Switch Sign	Click the **Switch Sign** checkbox if the sign of the data sourced from the current provision is +/positive to switch the sign to a -/negative to post the balance sheet side of the entry. Clear the **Switch Sign** checkbox if the sign of the data sourced from the deferred tax rollforward current provision is +/positive to switch the sign to a -/negative to post the deferred expense side of the entry.	N The default value is No.

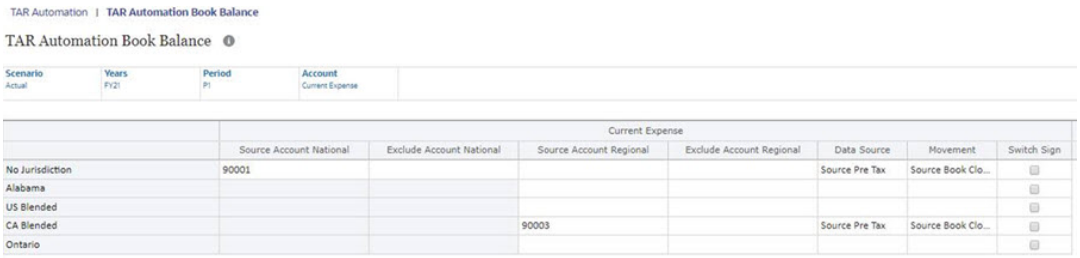
5. Click **Save**. Scroll to the right to see the mandatory columns for each selected Account. The cells are validated and any rows with Validation errors will be highlighted, as follows:
   - For National Mapping, Data Source and Movement are required if the Source Account National is selected.
   - For Regional Mapping, Data Source and Movement are required if the Source Account Regional is selected.

Custom Mapping for TAR Automation

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Custom Mapping for Tar Automation Book Balance



> **Note**
>
> If you are using TAR Automation or TAR Automation Book Balance form from the library to generate Custom Mapping, it supports only member names.

6. Click **Save**.
7. From the Home Page, select **Tax Provision National** or **Tax Provision Regional**, then **Package**, and then click **TAR** or **TAR Regional**.
8. Under **Actions**, select **Consolidate**. The detail movements are displayed.

Classifying TAR Accounts as Domestic or Foreign

You can set newly created TAR accounts to be calculated as Domestic or Foreign. The following custom attributes are created in the Account and Jurisdiction dimensions to differentiate between Foreign and Domestic Entities:

- TAR_Domestic
- TAR_Foreign

When a new member is created under the TRCS_TARF Account hierarchy:

- If you need to calculate specifically for Domestic regions, the "TAR_Domestic" UDA must be attached to the created account member.
- If none of the attributes are attached, the newly created member is applicable to both Domestic and Foreign entities.

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During consolidation of an Entity, based on the Jurisdiction to which it belongs, and the Classification as Domestic or Foreign, only those TARF_Accounts values are pulled. For example, if you are consolidating a Domestic POV, but you haven't assigned any TAR accounts as Domestic, after consolidation, the TAR form will not show any values in the new accounts.

To classify Detail Accounts as Domestic or Foreign:

1. From the Home page, click Navigator, and then click **Dimensions**.
2. On the Dimensions tab, under **Dimensions**, select **Jurisdiction**.
3. Under TRCS_Total Jurisdiction, expand the **Jurisdiction** hierarchy. You can view the available jurisdictions under the following:
   - TRCS_No Jurisdiction(Shared)
   - TRCS_AllNational
   - TRCS_AllRegional
4. To set the Jurisdiction as Domestic:
   a. Expand the selected hierarchy, then choose the jurisdiction, and then click **Edit**.
   b. On the Edit Member screen, select the **Attribute Values** tab.
   c. Under Available Attribute Values, expand **TAR Jurisdiction Classification**.
   d. Select **TAR_Domestic**, and click **Add** to add the Domestic attribute.
   e. Click **Refresh Database**.

   Any member not specifically set as Domestic is treated as Foreign, by default.
5. On the Dimensions tab, under **Dimension**, select **Account**.
6. Under **TRCS_OtherTaxAccounts**, expand the hierarchy to TRCS_TARFAccounts, and then select the newly created account.
7. To set the newly created Account as Domestic:
   a. Expand the selected hierarchy, then choose the account, and then click **Edit**.
   b. On the Edit Member screen, select the **Attribute Values** tab.
   c. Under Available Attribute Values, expand **TAR Account Classification**.
   d. Select **TAR_Domestic**, and click **Add** to add the Domestic attribute.
   e. Click **Refresh Database**.
8. On the Dimensions tab, under **Dimension**, select **Entity**.
9. Expand the **FCCS_Total Geography** hierarchy.
10. Under Available Attribute Values, expand **TAR Jurisdiction**.
11. **Optional:** Select **TAR_Domestic**, to set the jurisdiction to Domestic. Any member which is not attached with the TAR_Domestic attribute is automatically treated as Foreign. If no members are attached with the TAR_Domestic attribute, they are considered both Foreign and Domestic.

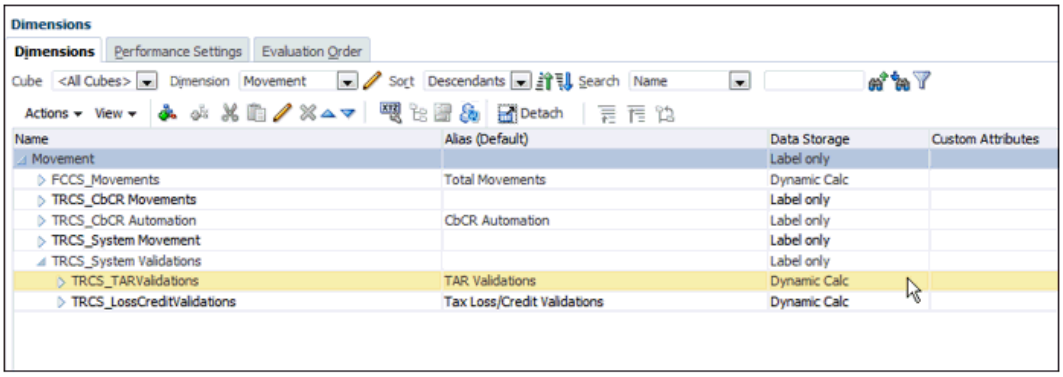
Updating the TAR Form Validations Member Formula

If a column was added to the TAR report, you need to update the TAR form to add the column. The Closing Balance (c) should equal the Ending Balance (a).

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To update the TAR form with the Validations Member Formula:

1. From the Home page, click the Navigator icon, and then under **Create and Manage**, click **Dimensions**.
2. On the Dimensions tab, under **Dimension**, select the **Movement** dimension.
3. Expand **TRCS_System Validations**, then select **TRCS_TARValidations**.



4. Follow this Example when updating the formula.
   EXAMPLE: Adding Deferred Tax Closing Balance (c) for the PensionNCA column in TAR form.

   Create ELSEIF conditions based on the requirement in case of PensionNCA:

   ```
   "ELSEIF(@ISMBR("PensionNCA"))
   "<Source Temp diff Account"->"FCCS_ClosingBalance"->"TRCS_NonCurrentAssets";"
   ```

   Complete formula:

   ```
   @CALCMODE(BOTTOMUP);
   IF(@ISMBR("TRCS_TARF_Calc"))
   IF(@ISIDESC("TRCS_AllNational"))
   IF(@ISMBR("TRCS_TARFDeferredNonCurrentAssets") )
   "TRCS_NDefTaxNetVA"->"FCCS_ClosingBalance"->"TRCS_NonCurrentAssets";
   ELSEIF(@ISMBR("PensionNCA"))
   "Pension"->"FCCS_ClosingBalance"->"TRCS_NonCurrentAssets";
   ELSEIF(@ISMBR("TRCS_TARFDeferredNonCurrentLiabilities"))
   "TRCS_NDefTaxNetVA"->"FCCS_ClosingBalance"->"TRCS_NonCurrentLiabilities";
   ELSEIF(@ISMBR("TRCS_TARFDeferredVANonCurrent"))
   "TRCS_VATotal"->"FCCS_ClosingBalance"->"TRCS_Tax";
   ENDIF
   ELSEIF(@ISIDESC("TRCS_AllRegional"))
   IF(@ISMBR("TRCS_TARFDeferredNonCurrentAssets") )
   "TRCS_RDefTaxNetVA"->"FCCS_ClosingBalance"->"TRCS_NonCurrentAssets";
   ELSEIF(@ISMBR("TRCS_TARFDeferredNonCurrentLiabilities"))
   ```


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```
"TRCS_RDefTaxNetVA"->"FCCS_ClosingBalance"->"TRCS_NonCurrentLiabilities";
ELSEIF(@ISMBR("TRCS_TARFDeferredVANonCurrent"))
"[TRCS_RDefTaxNatTotal].[TRCS_RVATotal]"->"FCCS_ClosingBalance"->"TRCS_Tax";
ENDIF
ENDIF
```

5. After updating the member formula, click **Validate** to ensure there are no errors.
6. Click **Save**,
7. Under **Actions**, select **Refresh Database**.

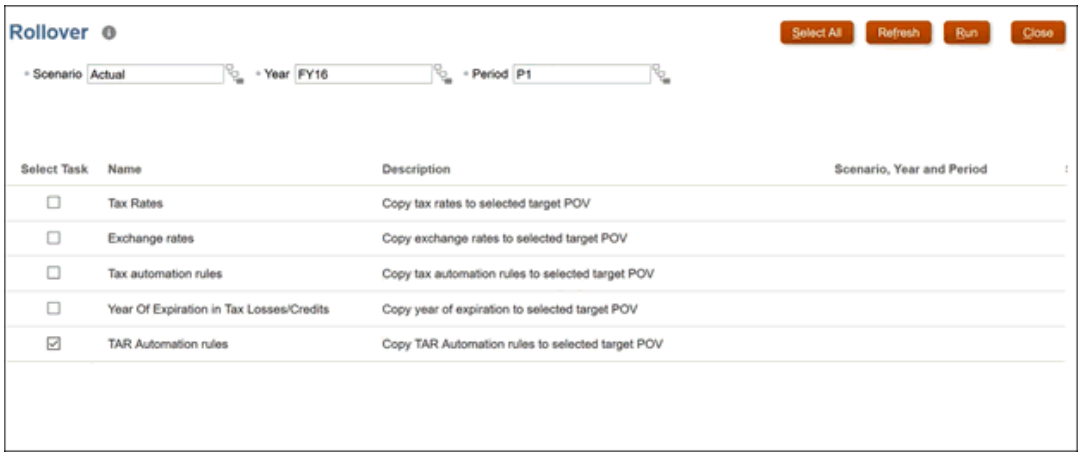
> **Tip**
>
> If you notice a degradation in performance after adding multiple validation conditions, consider limiting the number of validation conditions.

Generating TAR Automation Rollover

To roll over the report to the next period, you run the TAR Automation Rollover to copy the rules from the prior year's last period to the selected POV. The Rollover is run for all Level 0 TARF Accounts, not just the account specified in the POV.

To generate the TAR Automation Rollover:

1. From the Home page, click **Application**, and then **Configuration**.
2. On the Configure screen, select **TAR Automation**.
3. On the TAR Automation form, select the POV for the rollover period. No mappings are displayed.
4. From the Configure screen, select **Rollover**.
5. On the Rollover screen, select the **Scenario**, **Year**, and **Period**.
6. Select **TAR Automation rules**, and then click **Run**.



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> **Note**
>
> This will rollover even the TAR Automation Book Balance rules.

7. On the Configure screen, select **TAR Automation**.
8. Under **Actions**, select **TAR Automation**, and then **Show All Movements**.
   The values from the prior year's last period are now displayed in the selected POV.

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Working with Tax Loss/Credit by Year of Expiration

The tax loss/credit process is designed to capture the detail composition of the tax losses/credits including the year generated and the corresponding year of expiration. The process is integrated with the current provision and the temporary difference rollforward. The tax year generated is maintained in the rows including the current year and 20 previous years, and one category for **Historic Year**, which has losses/credits originated 21+ years back.

Tax Losses/Credits By Year of Expiration enables the users to view the Closing Carryforward details of the Tax losses/credits schedule by Year of Expiration. See also, "Managing Tax Loss/Credit by Year of Expiration" in *Working with Tax Reporting*.

Enabling Tax Loss/Credit By Year of Expiration

To enable the feature:

1. From the Home page, click **Applications**, and then **Configuration**.
2. On the **Configure** screen, click **Enable Features**.
3. Select the checkbox next to **Enable** for **Tax Losses/Credits By Year of Expiration**.
4. When the system displays a message that the functionality has been enabled, click **OK**.
5. Log off, and then log back on to see the enabled features.
   See also: Enabling Application Features

   When you enable this feature, along with the new Expiration forms, it also creates an **Actions** menu item for launching the Tax Loss/Credit by Expiration forms. See also: Accessing Tax Losses/Credits Expiration Forms in *Working with Tax Reporting*.

Setting Metadata

When you enable the Tax Losses/Credits By Year of Expiration feature, the TRCS_TotalCarryForward hierarchy in Data Source dimension gets created. See also: Enabling Tax Loss/Credit By Year of Expiration

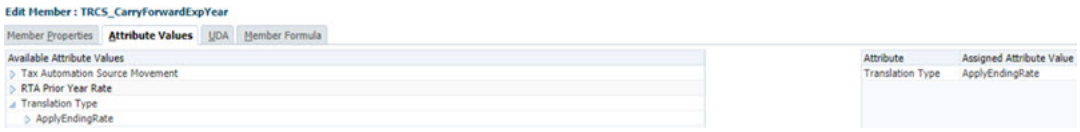
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Name	Alias (Default)	Data Storage
Data Source		Never Share
FCCS_Total Data Source	Total Data Source	Dynamic Calc
TRCS_TotalCarryforward	Total Carryforward	Dynamic Calc
FY2015	2015	Store
FY2016	2016	Store
FY2017	2017	Store
FY2018	2018	Store
FY2019	2019	Store
FY2020	2020	Store
FY2021	2021	Store
FY2022	2022	Store
FY2023	2023	Store
FY2024	2024	Store
FY2025	2025	Store
FY2026	2026	Store
FY2027	2027	Store
FY2028	2028	Store
FY2029	2029	Store
FY2030	2030	Store
FY2031	2031	Store
FY2032	2032	Store
FY2033	2033	Store
FY2034	2034	Store
TRCS_NoExpiration	No Expiration	Store
TRCS_Uncategorized	Uncategorized	Store

The TRCS_TotalCarryforward hierarchy has TRCS_No Expiration, TRCS_Uncategorized and 20 members created starting from the application start year. For example, in the screenshot above the start year is 2015, so you will see members starting from FY2015 to FY2034.

This hierarchy is not locked, so users can add new members as per their requirement - the member names created with FY<yearName>.

TRCS_CarryforwardExpYear (Movement member) is attached with an attribute ApplyEndingRate when this feature is enabled.



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Working with Net Operating Losses (NOL)/ Credits

Related Topics:

- Learning About Net Operating Losses (NOL)/Credits
- Enabling NOL/Credits Automation
- Accessing the NOL Automation Screen
- Working with NOL Automation Columns
- Managing NOL Automation Rules
- Learning NOL Automation Calculation Rules

Learning About Net Operating Losses (NOL)/Credits

NOL Automation is used to configure rules to automate the process of deferring current year tax losses and utilizing and expiring tax losses and credits carry forward.

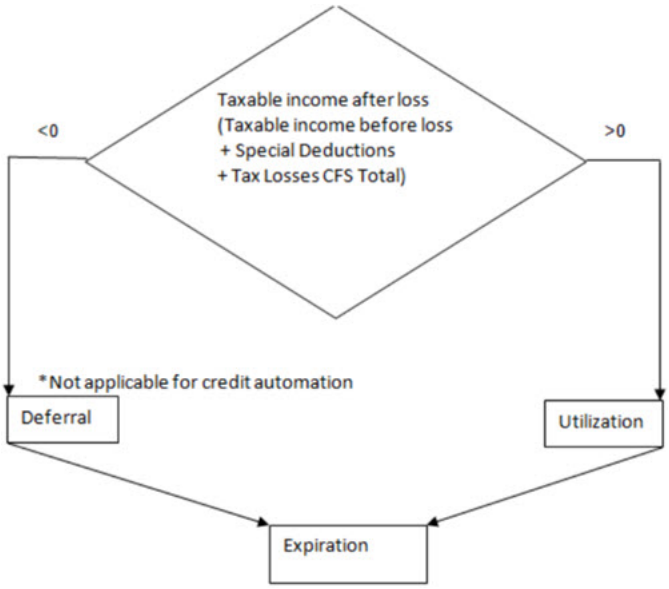
Tax losses are incurred when the total of taxable income (TaxableIncomeAfterLoss) in the current period is less than 0. Tax losses incurred in the current period can be deferred so that they can be utilized in future periods/years.

When the total of Taxable Income (TaxableIncomeAfterLoss) in the current period results in a positive amount, tax losses originating in prior years can be utilized. Deferred losses (losses originating in prior periods or years) can be utilized either fully or partially in the current period.

Carried forward losses can be assigned a year of expiration or no expiration by default, if nothing is entered. Tax Losses or credits expiring in current year can be automatically written off.

Note that NOL automation supports parent tax calculation entities only when the tax losses and credits are accounted for on the parent tax calculation enabled entity.

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> **Note**
>
> Net Operating Loss Automation rules apply to both National and Regional tax calculation.

Enabling NOL/Credits Automation

To enable the feature:

1. From the Home page, click **Applications**, and then **Configuration**.
2. On the **Configure** screen, click **Enable Features**.
3. Select the checkbox next to **Enable** for **NOL Automation**.



4. When the system displays a message that the functionality has been enabled, click **OK**.
5. Log off, and then log back on to see the enabled features.

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> **Note**
>
> - When you enable the feature (see, Enabling Application Features), the Config cube gets created automatically. NOL Automation and Current Tax Payable are part of enable features which creates the Config cube if it's not already existing in the application. See also, Application Cubes.
> After successful enablement of the feature, navigate to the configuration card and use the NOL Automation configuration item to define automation rules. See Defining NOL Automation Rules.
> - Once NOL automation is enabled and rules are added, you cannot do manual utilization. In case you need to do manual utilization, NOL automation rules must be turned off.

Accessing the NOL Automation Screen

To access the NOL Automation screen (National and Regional):

1. From the Home page -> **Application**.
2. Select **Configurations.**
3. Select **NOL Automation**. You see NOL Automation and NOL Automation Regional options.
4. Click on NOL Automation tab to open the NOL Automation (National) form.
5. Click on NOL Automation Regional to open the NOL Automation (Regional) form.
6. Once you define the NOL Automation Rules (see, Defining NOL Automation Rules), click **Save**.

> **Note**
>
> To add, remove, or copy rules, select **Actions**, and choose the necessary action. See:
>
> - Copying NOL Automation Rules
> - Removing NOL Automation Rules

Working with NOL Automation Columns

Table 31-1 NOL Automation Columns

Column	Parameter	Description
Accounts	Values	NOL Automation lists all the descendants of for TaxLossesCFSTotal Losses and descendants of for Tax Credits NOL Automation Regional lists all the descendants of for TaxLossesCFSTotal Losses and descendants of for Tax Credits.
	Default	Same as above
	Comment	Same as above
Rule Name	Values	The next available sibling of NOL Rule1

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Table 31-1 (Cont.) NOL Automation Columns

Column	Parameter	Description
	Default	NOL Rule 1
	Comment	New Rules should be added as descendants
Logic - Defer	Values	Check to Defer a loss
	Default	Unchecked
	Comment	When checked, makes Deferral Limit Percent editable When unchecked, a warning message is displayed which will either clear the values from Deferral Limit Percent or retain as it is This is read-only for Credits accounts.
Logic - Utilize	Values	Checkbox to Utilize a loss
	Default	Unchecked
	Comment	When checked, makes Utilization Limit Percent editable. When unchecked, a warning message is displayed which will either clear the values from Utilization Limit Percent or retain as it is.
Logic - Expire	Values	Checkbox to Expire a loss
	Default	Unchecked
	Comment	
Entities - Include	Values	All Entities
	Default	None
	Comment	Used to include an Entity(s), on click display the Member selector showing all the descendants of Entity dimension.
Entities Exclude	Values	All Entities
	Default	None
	Comment	Used to exclude an Entity(s), on click display the Member selector showing all the descendants of Entity dimension.
Jurisdictions - Include	Values	All Jurisdictions
	Default	None
	Comment	Used to include an Jurisidiction(s), on click display the Member selector showing all the descendants of Jurisdiction dimension.
Jurisdictions - Exclude	Values	All Jurisdictions
	Default	None
	Comment	Used to include an Jurisidiction(s), on click display the Member selector showing all the descendants of Jurisdiction dimension.
Deferral Limit Percent	Values	User entered
	Default	100%
	Comment	Is accessible only if "Defer" checkbox is checked

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Table 31-1 (Cont.) NOL Automation Columns

Column	Parameter	Description
Utilization Limit - Taxable Income/ Tax - Percent	Values	User entered
	Default	100%
	Comment	Is accessible only if "Utilization" checkbox is checked
Utilization Limit - Taxable Income/ Tax - Amount	Values	User entered
	Default	None
	Comment	Is accessible only if "Utilization" checkbox is checked
Utilization Limit - C/F - Amount - Percent	Values	User entered
	Default	100%
	Comment	Is accessible only if "Utilization" checkbox is checked
Utilization Limit - C/F - Amount - Amount	Values	User entered
	Default	None
	Comment	Is accessible only if "Utilization" checkbox is checked
Utilization Priority	Values	User entered
	Default	None
	Comment	Sets the priority of rules, when there are multiple rules configured for an account
Disable Rule	Values	Checkbox
	Default	Unchecked
	Comment	When checked, disables the rule

Managing NOL Automation Rules

The NOL Automation screen enables you to configure the rules defining how the system should automatically defer, utilize, or expire tax losses and book the corresponding offset amounts. The following NOL Automation rules apply:

- Can automatically expire deferred losses whose year of expiration has passed
- Is accessible from the **Configurations** card
- Shows base-level descendants of the TaxLossesCFSTotal and TaxCreditTotal parent account - which has both Losses and Credits accounts
- The Current Provision Automated column displays the result of NOL Automation rules for the base-level accounts under TaxLossesCFSTotal.

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- When a utilization flag is checked only then its dependent columns are enabled like:
  - **Utilization limit Taxable Income** - Percent and Amount - is given the highest precedence over the C/F columns. If both Percent and Amount are present then Amount has more precedence over the Percent
  - **Utilization limit C/F- Percent and Amount** - Only if there is nothing mentioned in Taxable Income then these values will be considered. If both Percent and Amount are present then Amount has more precedence over the Percent
  - **Priority**- This is a number which is used to specify the priority across the rules

Related Topics:

- Defining NOL Automation Rules
- Copying NOL Automation Rules
- Removing NOL Automation Rules

Defining NOL Automation Rules

To define Net Operating Loss/Credit rules, you must have Administrator or Power User security rights.

> **Note**
>
> NOL Automation rules execute as part of the Calculate process and cannot be invoked as an on-demand rule.

To define NOL Automation rule:

1. From the Home page -> **Application**.
2. Select **Configurations**.
3. Use the NOL Automation configuration item to define automation rule. By default each account will have a rule defined.
4. To add additional rules, click on the **Actions** menu, click **Add Rule**.
5. The system inserts a new row in which you can define the rule.
6. Select a Target account from the prepopulated list of base-level descendants of the TaxLossesCFSTotal account and TaxCreditTotal account.
7. Select one or more calculation methods:
   - Deferral (not valid for the base of TaxCreditTotal accounts)
   - Utilization
   - Expiration

   See also: Working with NOL Automation Columns
8. Enter the Entities to which to apply the calculation, or enter Excluded Entities to identify entities to be excluded for processing.
9. Enter a Percent or Dollar Amount.
   - For Utilization, enter a Percent or Dollar Amount. The Utilization limit for both taxable income and carry forward is 100% by default

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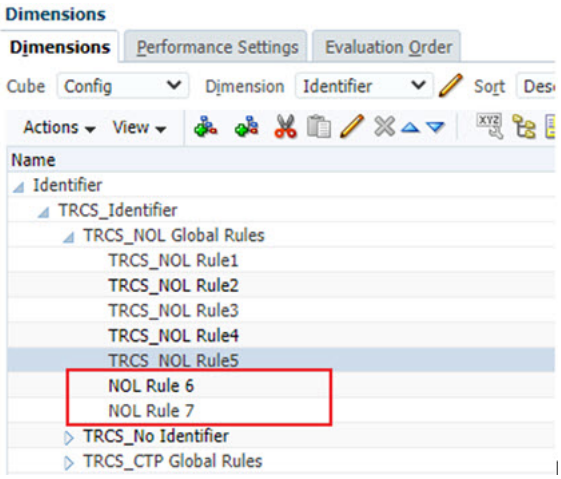
- For Deferral, the deferral limit percent is 100% by default. You can however change it to defer the loss amount.
- For Expiration, Percent and Dollar Amount are not applicable.

10. Enter a Priority number for the Utilization process for example, 1.
11. After you define an NOL Automation rule, you must run **Consolidation**.

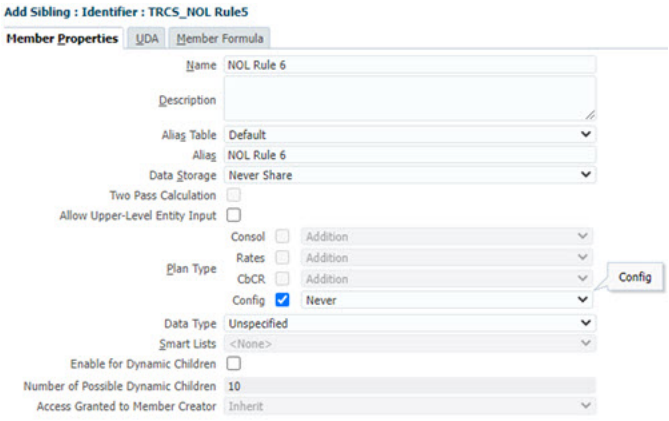
> **Note**
>
> You can also disable the rule by checking **Disable Rule** checkbox next to each of the rules.

To define additional NOL Automation rule:

1. From the Home Page, select **Applications**, then **Overview**, and then the **Dimensions** tab.
2. Select Cube as **Config**, dimension as: Identifier
3. Expand **TRCS_NOL Global Rules**.

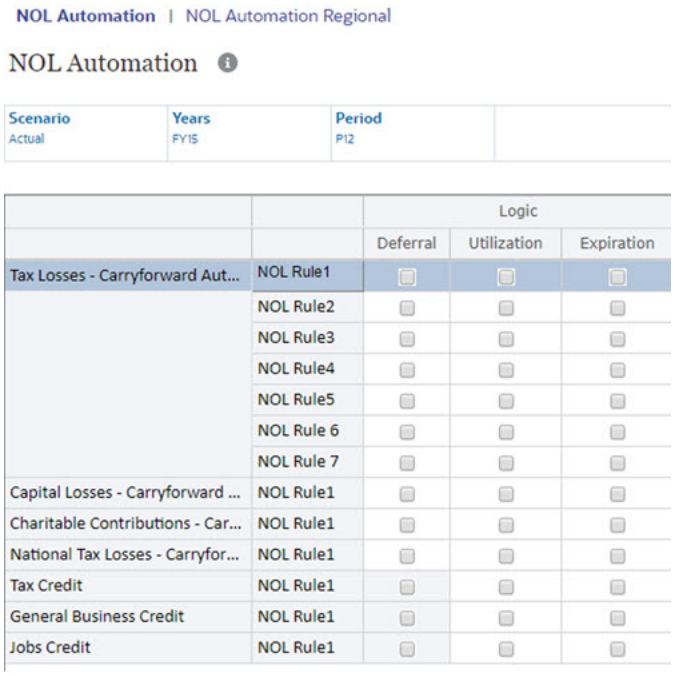


4. Click on **TRCS_NOL Rule5** and click on **Add Sibling** icon.



5. Navigate to NOL Automation screen (see also, Accessing the NOL Automation Screen). Add rule adds rules based on the number of members created under **TRCS_NOL Global Rules**.

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NOL Automation | NOL Automation Regional

NOL Automation

Scenario	Years	Period
Actual	FY15	P12

		Logic		
		Deferral	Utilization	Expiration
Tax Losses - Carryforward Aut...	NOL Rule1	☐	☐	☐
	NOL Rule2	☐	☐	☐
	NOL Rule3	☐	☐	☐
	NOL Rule4	☐	☐	☐
	NOL Rule5	☐	☐	☐
	NOL Rule 6	☐	☐	☐
	NOL Rule 7	☐	☐	☐
Capital Losses - Carryforward ...	NOL Rule1	☐	☐	☐
Charitable Contributions - Car...	NOL Rule1	☐	☐	☐
National Tax Losses - Carryfor...	NOL Rule1	☐	☐	☐
Tax Credit	NOL Rule1	☐	☐	☐
General Business Credit	NOL Rule1	☐	☐	☐
Jobs Credit	NOL Rule1	☐	☐	☐

Copying NOL Automation Rules

You can copy the NOL Automation rule from the prior rule to create a new rule.

To copy NOL Automation rule:

1. To copy rules, select the rule you want to copy.
2. Click on the **Actions** menu, click **Copy Rule**.
3. The new rule will be created with the prior rule data.

Removing NOL Automation Rules

You can remove the NOL Automation rules except Rule 1 from each Tax Losses/Credits account.

To remove NOL Automation rule:

1. To remove rule, select the rule you want to remove.
2. Click on the **Actions** menu, click **Remove Rule**.

Learning NOL Automation Calculation Rules

Related Topics:

- Deferring Tax Losses
- Utilizing Tax Loss/Credit
- Expiring Tax Loss/Credit

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Deferring Tax Losses

When Taxable Income and Special Deductions (TaxableIncomeBeforeLoss + TaxSpecialDeductions) results in a negative amount, you may define a rule to defer a loss so it could be utilized in a future period. Optimal loss deferral will result in Taxable Income of 0 by deferring a loss equivalent to the sum of Taxable Income and Special Deductions, plus any amounts manually entered in the TaxLossCarryforward account(s).

If a company incurs a loss that is, Taxable Income After loss is less than 0, this Loss can be deferred so that it can utilized in future periods/years. Depending on the deferral percentage specified in the NOL Automation the Automated of the carry forward account is populated using the formula =**Taxable Income Before loss** x **Deferral percent** x **-1**.

> **Note**
>
> Tax credits deferral amount is a manual entry only. Automation is not supported for tax credit accounts.

Defining Deferral Rules: Example

If Taxable Income is -35,493, the system could defer up to 35,493 of losses in the current period. You can define a rule to defer losses by deferral percent amount automatically.

After you define the NOL Automation deferral rule and then run **Consolidation**, the system creates a loss carryforward of 35,493 to completely offset the negative Total Income + Special Deductions. The Taxable Income and Current Tax on Taxable Income in the Current Provision now change to 0.

The Tax Losses schedule now shows the booked loss in the TLCCreatedAutomated movement member for the current year for the Tax loss carry forward account.

The Temporary Differences schedule now shows the deferred loss under the Automated (CYSys) column for the target Tax loss carry forward account.

Example Use Cases: Deferral

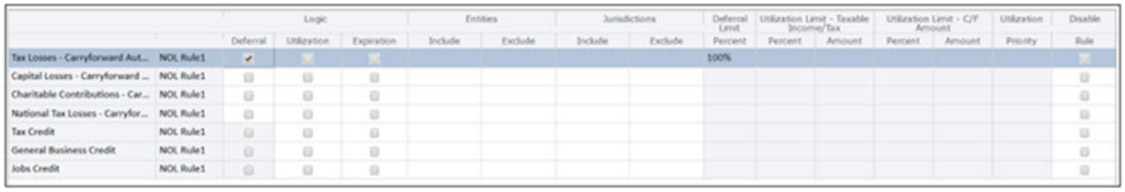
Related Topics:

- Use Case 1: Defer 100% of Tax Loss
- Use Case 2: Defer a Specific Percentage of Tax Loss
- Use Case 3: Defer a Tax Loss for a Specific Entity
- Use Case 4: Defer a Tax Loss for a Specific Entity with Exclude Entity
- Use Case 5: Defer a Tax Loss for a Specific Jurisdiction
- Use Case 6: Defer a Tax Loss for a Specific Jurisdiction with Exclude Jurisdiction

Use Case 1: Defer 100% of Tax Loss

Configuration

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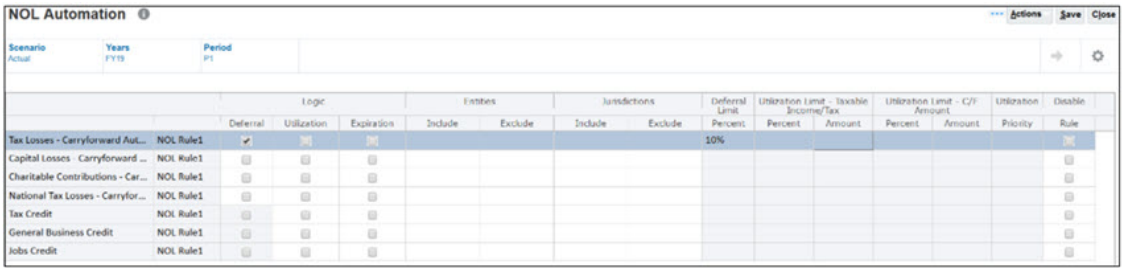


Expected Behavior

Tax losses carryforward automated account will be used to completely (100%) offset the loss and the amount will be posted as created under tax losses form

Use Case 2: Defer a Specific Percentage of Tax Loss

Configuration

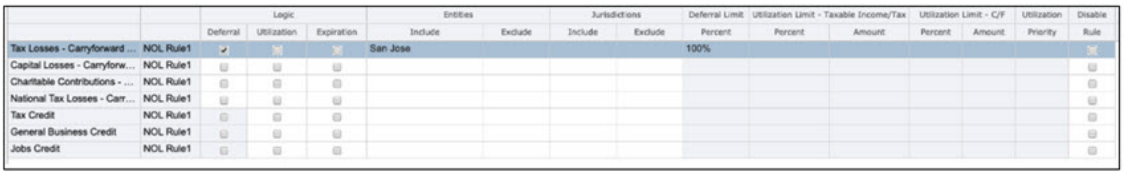


Expected Behavior

Tax losses carryforward automated account will be used to defer (10%) of the loss taxable income and the amount will be posted as created under Tax Losses form.

Use Case 3: Defer a Tax Loss for a Specific Entity

Configuration

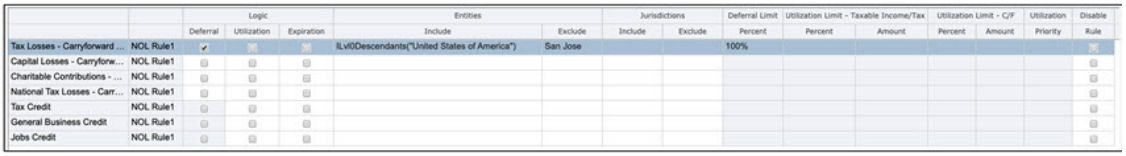


Expected Behavior

Rule will apply only to the San Jose Entity.

Use Case 4: Defer a Tax Loss for a Specific Entity with Exclude Entity

Configuration



Expected Behavior

All base entities of United states of America entities except San Jose the rule will be applied.

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Use Case 5: Defer a Tax Loss for a Specific Jurisdiction

Configuration

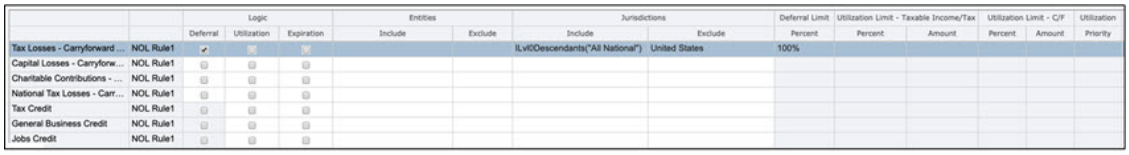


Expected Behavior

Rule applies to all United states domicile based Entities.

Use Case 6: Defer a Tax Loss for a Specific Jurisdiction with Exclude Jurisdiction

Configuration

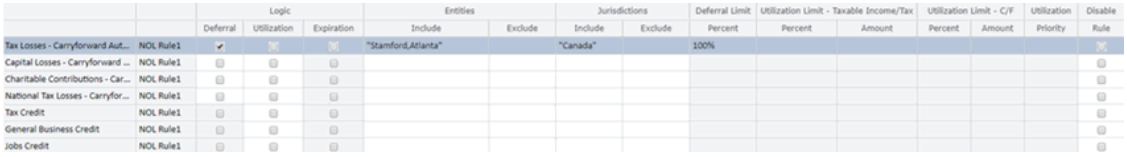


Expected Behavior

Rule applies to all domicile Entities except United states domicile based Entities.

Use Case 7: Defer a Tax Loss for Group of Entities using Include Entities and Include Jurisdictions

Configuration



Example:

Entities and domicile : Stamford(US), Atlanta (US), Montreal(CA), Toronto(CA)

TaxLoss0001CFS, Include Entities : Stamford, Atlanta and Include Jurisdiction : CA

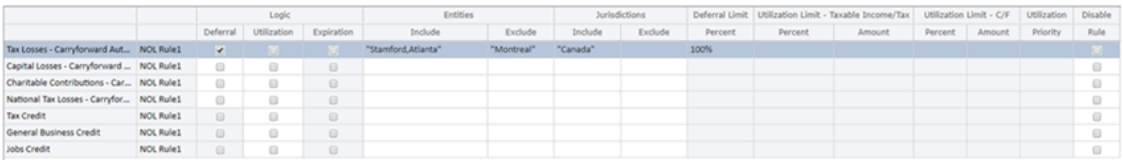
Expected Behavior

Above rule for TaxLoss0001CFS account will run for Entities Stamford, Atlanta and All Canadian Entities that is, Entities with domicile CA.

Use Case 8: Defer a Tax Loss for Group of Entities using Include Entities, Excluding one Entity and Include Jurisdictions

Configuration

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		Logic			Entities		Jurisdictions		Deferral Limit	Utilization Limit - Taxable Income/Tax		Utilization Limit - C/F		Utilization	Disable
		Deferral	Utilization	Expiration	Include	Exclude	Include	Exclude	Percent	Percent	Amount	Percent	Amount	Priority	Rule
Tax Losses - Carryforward Aut...	NOL Rule1	☑	☐	☐	"Stamford,Atlanta"	"Montreal"	"Canada"		100%						☐
Capital Losses - Carryforward ...	NOL Rule1	☐	☐	☐											☐
Charitable Contributions - Car...	NOL Rule1	☐	☐	☐											☐
National Tax Losses - Carryfor...	NOL Rule1	☐	☐	☐											☐
Tax Credit	NOL Rule1	☐	☐	☐											☐
General Business Credit	NOL Rule1	☐	☐	☐											☐
Jobs Credit	NOL Rule1	☐	☐	☐											☐

Example:

To exclude one of the Canadian Entity, for example: TaxLoss0001CFS, Include Entities: Stamford, Atlanta, Exclude Entity: Montreal and Include Jurisdiction: CA

Expected Behavior

Above rule for TaxLoss0001CFS account will run for Entities Stamford, Atlanta and All Canadian Entities that is, Entities with domicile CA Except Montreal Entity.

Utilizing Tax Loss/Credit

When Taxable income (TaxableIncomeAfterLoss) results in a positive amount, you can define rule to utilize losses that were deferred in prior periods or years. Optimal loss utilization will result in Taxable Income of 0 by utilizing the amount equivalent to the sum of Taxable Income and Special Deductions, plus any amounts manually entered in the TaxLossCarryforward account(s).

> **Note**
>
> Utilization of tax credits follows same process of losses utilization.

When you check the **Utilization** rule, only then its dependent columns (see also, Working with NOL Automation Columns) are enabled like:

- **Utilization limit Taxable Income - Percent and Amount** - If both Percent and Amount are present then **Amount** has more precedence over the Percent.
- **Utilization limit C/F- Percent and Amount** - Specify the utilization limit per carry forward account. if both Percent and Amount are present then Amount has more precedence over the Percent
- **Priority**- This is a number which is used to specify the priority across the rules

> **Note**
>
> Utilization process looks for earliest year of expiration and use that amount first. If all years are expiring at the same time, then use the oldest year of origination.

Related Topics:

- Example Calculation
- Defining Utilization Rule
- Example Use Cases: Utilization

Example Calculation

Related Topics:

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- Taxable Income and CarryForward Percentage
- Taxable Income and CarryForward Amount
- Taxable Income and CarryForward Percentage and Dollar Amounts

Taxable Income and CarryForward Percentage

Table 31-2 Taxable Income and CarryForward Percentage

Utilization Taxable Income		Utilization Carry forward		Example Use Case (Lesser of the two)
Percent	Dollar	Percent	Dollar	
100%		100%		Carry forward = 100$ and Taxable income =50$ Expected Utilized amount should be = -50$
100%		100%		Carry forward = 100$ and Taxable income =200$ Expected Utilized amount should be = -100$
50%		100%		Carry forward = 100$ and Taxable income =50$ Expected Utilized amount should be = -25$
50%		100%		Carry forward = 100$ and Taxable income =200$ Expected Utilized amount should be = -100$
50%		100%		Carry forward = 100$ and Taxable income = 500$ Expected Utilized amount should be = -100$

Taxable Income and CarryForward Amount

Table 31-3 Taxable Income and CarryForward Amount

Utilization Taxable Income		Utilization Carry forward		Example Use Case (Lesser of the two)
Percent	Dollar	Percent	Dollar	

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Table 31-3 (Cont.) Taxable Income and CarryForward Amount

Utilization Taxable Income		Utilization Carry forward		Example Use Case (Lesser of the two)
	1000		1000	Carry forward = 5000$ and Taxable income =5000$ Expected Utilized amount should be = -1000$
	1000		1000	Carry forward = 100$ and Taxable income =200$ Expected Utilized amount should be = -100$
	500		1000	Carry forward = 100$ and Taxable income =50$ Expected Utilized amount should be = -50$
	500		1000	Carry forward = 1000$ and Taxable income =200$ Expected Utilized amount should be = -200$
	500		1000	Carry forward = 100$ and Taxable income = 500$ Expected Utilized amount should be = -100$

Taxable Income and CarryForward Percentage and Dollar Amounts

Table 31-4 Taxable Income and CarryForward Percentage and Dollar Amounts

Utilization Taxable Income		Utilization Carry forward		Example Use Case (Lesser of the two)
Percent	**Dollar**	**Percent**	**Dollar**	
100%	20$	100%		Carry forward = 100$ and Taxable income =50$ Expected Utilized amount should be = -20$

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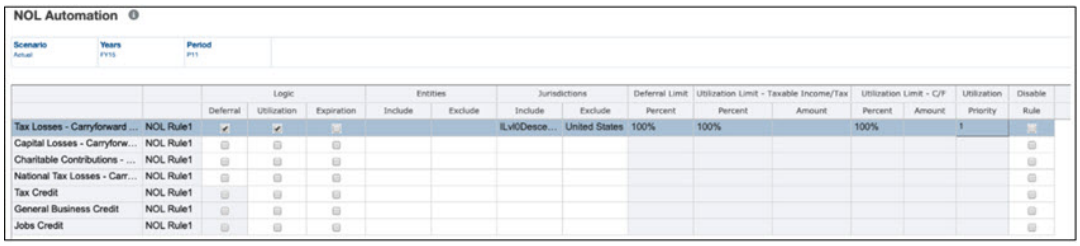
Table 31-4 (Cont.) Taxable Income and CarryForward Percentage and Dollar Amounts

Utilization Taxable Income		Utilization Carry forward		Example Use Case (Lesser of the two)
100%		100%	10$	Carry forward = 100$ and Taxable income =50$ Expected Utilized amount should be = -10$
100%	20$	100%	30$	Carry forward = 100$ and Taxable income =50$ Expected Utilized amount should be = -20$
100%	30$	100%	20$	Carry forward = 100$ and Taxable income =50$ Expected Utilized amount should be = -20$
100%	30$	100%	20$	Carry forward = 100$ and Taxable income =50$ Expected Utilized amount should be = -5$ (that is, 10% of taxable income(50$))
100%	30$	10%	20$	Carry forward = 100$ and Taxable income =50$ Expected Utilized amount should be = -10$ (that is, 10% of Carry forward available (100$))

Defining Utilization Rule

1. Define a utilization rule for the carry forward account where losses are available for utilization (multiple carry forward accounts can also be used for utilization)
2. Note that utilization priority is mandatory to be specified, priority start with number 1 and goes incrementally in case of multiple accounts.

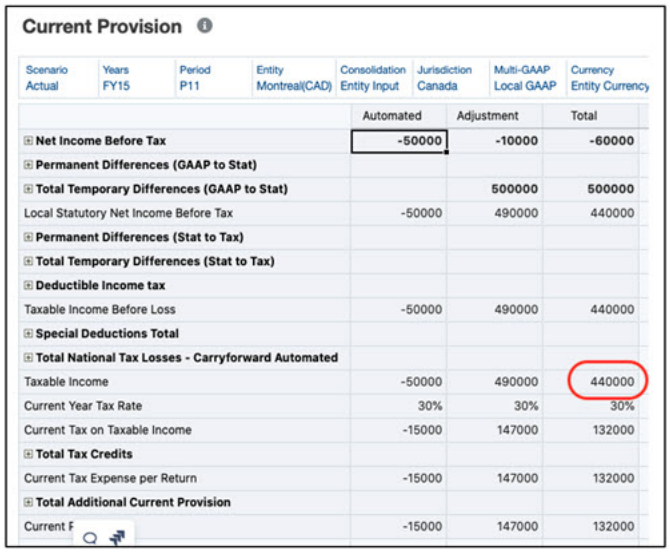
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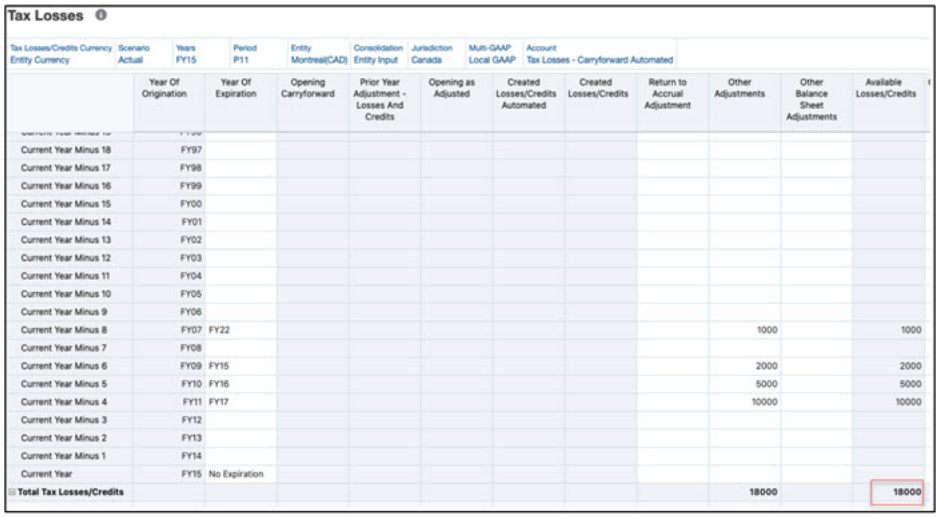
3. Save the rule.

> **Note**
>
> There are two criteria's for the Utilization process:

- Entity must have a positive income:



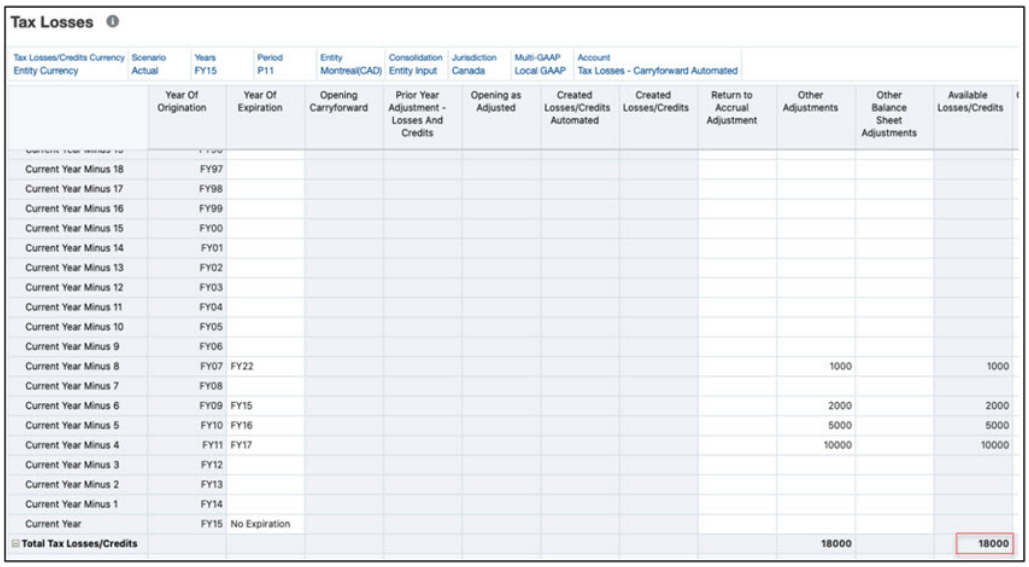
- Entity must have losses available to utilize:



If the entity has positive income, and it has losses available to utilize the positive income, then the utilization automated process will be started. Note that same utilization process applies to Regional loss/credit accounts too.

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In the screenshot below, maximum 18000$ can be utilized.

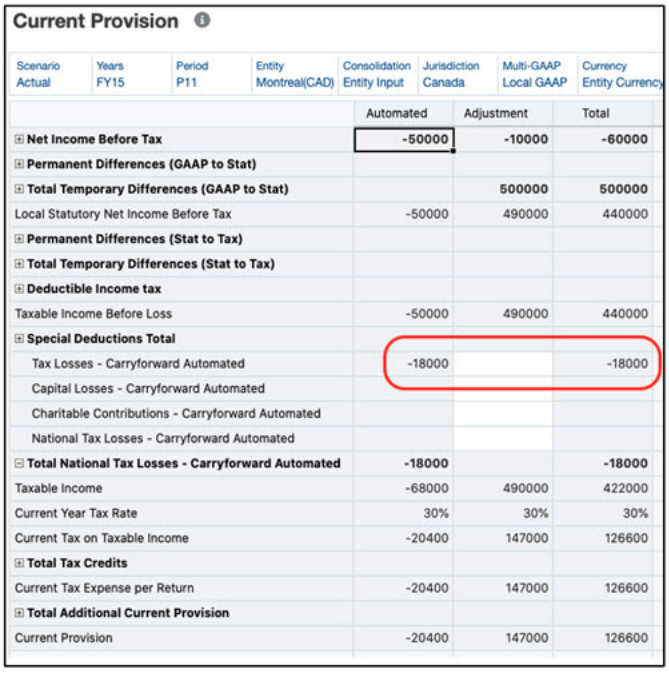


Tax Losses

Tax Losses/Credits Currency: Entity Currency	Scenario: Actual	Years: FY15	Period: P11	Entity: Montreal(CAD)	Consolidation: Entity Input	Jurisdiction: Canada	Multi-GAAP: Local GAAP	Account: Tax Losses - Carryforward Automated

	Year Of Origination	Year Of Expiration	Opening Carryforward	Prior Year Adjustment - Losses And Credits	Opening as Adjusted	Created Losses/Credits Automated	Created Losses/Credits	Return to Accrual Adjustment	Other Adjustments	Other Balance Sheet Adjustments	Available Losses/Credits
Current Year Minus 18	FY97										
Current Year Minus 17	FY98										
Current Year Minus 16	FY99										
Current Year Minus 15	FY00										
Current Year Minus 14	FY01										
Current Year Minus 13	FY02										
Current Year Minus 12	FY03										
Current Year Minus 11	FY04										
Current Year Minus 10	FY05										
Current Year Minus 9	FY06										
Current Year Minus 8	FY07	FY22							1000		1000
Current Year Minus 7	FY08										
Current Year Minus 6	FY09	FY15							2000		2000
Current Year Minus 5	FY10	FY16							5000		5000
Current Year Minus 4	FY11	FY17							10000		10000
Current Year Minus 3	FY12										
Current Year Minus 2	FY13										
Current Year Minus 1	FY14										
Current Year	FY15	No Expiration									
Total Tax Losses/Credits									**18000**		**18000**

After running successful consolidation, below screenshot shows the amount utilized:



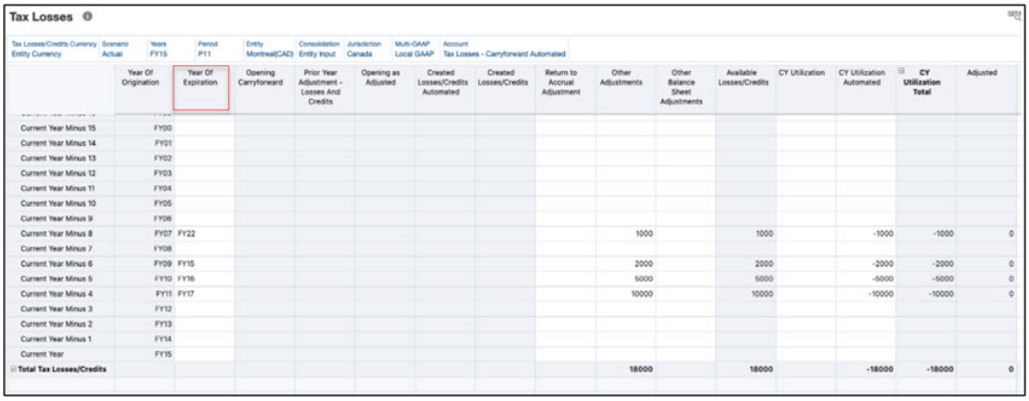
Current Provision

Scenario: Actual	Years: FY15	Period: P11	Entity: Montreal(CAD)	Consolidation: Entity Input	Jurisdiction: Canada	Multi-GAAP: Local GAAP	Currency: Entity Currency

	Automated	Adjustment	Total
Net Income Before Tax	**-50000**	**-10000**	**-60000**
Permanent Differences (GAAP to Stat)			
Total Temporary Differences (GAAP to Stat)		**500000**	**500000**
Local Statutory Net Income Before Tax	-50000	490000	440000
Permanent Differences (Stat to Tax)			
Total Temporary Differences (Stat to Tax)			
Deductible Income tax			
Taxable Income Before Loss	-50000	490000	440000
Special Deductions Total			
Tax Losses - Carryforward Automated	-18000		-18000
Capital Losses - Carryforward Automated			
Charitable Contributions - Carryforward Automated			
National Tax Losses - Carryforward Automated			
Total National Tax Losses - Carryforward Automated	**-18000**		**-18000**
Taxable Income	-68000	490000	422000
Current Year Tax Rate	30%	30%	30%
Current Tax on Taxable Income	-20400	147000	126600
Total Tax Credits			
Current Tax Expense per Return	-20400	147000	126600
Total Additional Current Provision			
Current Provision	-20400	147000	126600

Below screenshot shows how the losses are utilized based on their expiration year:

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Example Use Cases: Utilization

Related Topics:

- Example Use Case 1
- Example Use Case 2

Example Use Case 1

Taxable Income + Special Deduction = 28,000

Current year: 2021

Current period: P12

Current entity: LE105

Utilization Rules:

Table 31-5 Example Use Case 1: Utilization

Unrecognized Net Operating Losses			Unrecognized Capital Loss		
Year of Expiration	**TLCAvailable**	**Utilization Automated**	**Year of Expiration**	**TLCAvailable**	**Utilization Automated**
2021	20,000	-20,000	2021	5,000	-5,000
2022	10,000	-3,000	2022	10,000	
Total	30,000			15,000	

1. The system starts with the current year (2021) and attempts to utilize available losses in ascending Sequence order. Detail account **Unrecognized Net Operating Losses** is first in Sequence 1. The system utilizes 100% of the available loss for 2021 in Unrecognized Net Operating Losses. Available loss is 20,000. The amount utilized is 100% of 20,000. The remaining taxable income is 28,000 - 20,000 = 8,000.
2. Detail account **Unrecognized Capital Loss** is second in Sequence 2. The system utilizes 100% of the available loss for 2021 in Unrecognized Capital Loss. Available loss is 5,000. The amount utilized is 100% of 5,000. The remaining taxable income is 8,000 - 5,000 = 3,000.

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3. There are no more utilization rules for LE105. The system advances to the next year, 2022, and attempts to utilize all available losses until there are no more available losses, or there is no more taxable income to be offset.
4. The **Total** utilized amount will be offset in the Current Provision for the Tax Loss Carryforward accounts.

Example Use Case 2

This example shows a utilization rule with different percentages.

Taxable Income + Special Deduction = 28,000

Current year: 2021

Current period: P12

Current entity: LE105

Utilization Rules:

Table 31-6 Example Use Case 2: Utilization

Unrecognized Net Operating Losses			Unrecognized Capital Loss		
Year of Expiration	**TLCAvailable**	**Utilization Automated**	**Year of Expiration**	**TLCAvailable**	**Utilization Automated**
2021	20,000	-15,000	2021	5,000	-5,000
2022	10,000		2022	10,000	-4,000
Total	30,000	-15,000		15,000	-9,000

In this example, per the configuration setup, only 50% of the total available amount for the TaxLossD0001 account will be utilized. The total is 30,000 and 50% =15,000.

Per the configuration setup, only 60% of total available amount for the Unrecognized Capital Loss account will be utilized. Total is 15,000 and 60% = 9,000

The maximum amount to utilize across all detail accounts is 24,000.

Therefore, 28000 – 24000 = 4000 is taxable amount remaining in the Current Provision.

1. The system starts with the current year (2021) and attempts to utilize available losses in ascending Sequence order. Detail account **Unrecognized Net Operating Losses** is first in Sequence 1. The system utilizes 100% of the available loss for 2021 in Unrecognized Net Operating Losses. Available loss is 20,000. Amount utilized is 50% of 30,000, which is 15,000. 15,000 is less than 20,000, therefore, 15,000 will be utilized. The remaining taxable income is 28,000-15,000=13,000.
2. Detail account **Unrecognized Capital Loss** is second in Sequence (2). The system utilizes 60% of the total available loss of 15,000, which is 9,000, for 2021 Year in Unrecognized Capital Loss. Available loss is 5,000. 5,000 is less than the maximum amount to utilize, therefore 5,000 is utilized. The remaining taxable income is 13,000-5,000=8,000.
3. There are no more utilization rules for LE105. The system advances to the next year, 2022, and attempts to utilize all available losses until there are no more available losses, or there is no more taxable income to be offset.

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4. The **Total** utilized amount will be offset in the Current Provision for the Tax Loss Carryforward accounts.

Expiring Tax Loss/Credit

When you set an expiration rule for an account, the available amount in the carry forward account will be offset automatically for current year and below years. Automatic expiration takes place only when consolidating last period of the financial year that is, P12.

Automatic expiration takes place after automatic deferral or utilization for the current entity, scenario, year and period has completed. You can set up rules for the system to automatically expire losses that will no longer be available for utilization after the current period.

The Tax Losses form shows the expired losses in the Expiration Automated (TRCS_TLCExpirationAutomated) column for the account.

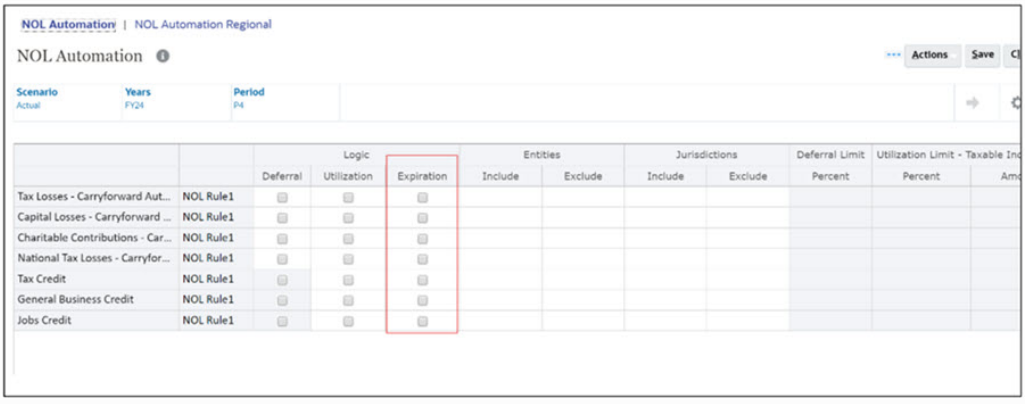
The Temporary Differences form shows the expired amount for each carry forward account under the Other Adjustments (Deferred Only) column for the current year and period.

The expiration logic aims to expire all available amounts that have a year of expiration that is less than or equal to the current year for a specified account. Losses whose year of expiration is the current year will only be expired in the last period the year, that is, P12.

The system determines the loss amount to be expired based on the TRCS_TLCAvailable column in the Tax Losses form for the year of expiration at the account.

> **Note**
>
> The process is the same for Credits expiration.

> **Note**
>
> The **Expiration** column is selectable for all periods, but the actual calculations will only take place in P12. This allows you to copy NOL automation rules from period to period.



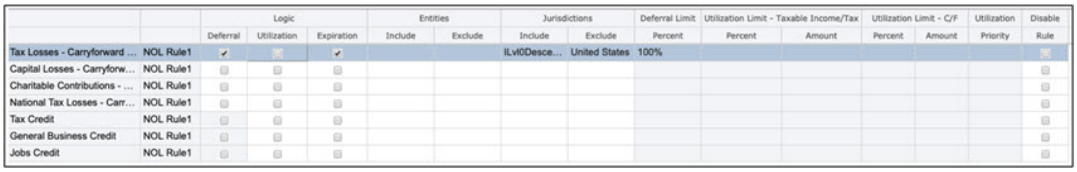
Related Topics:

- Defining Expiration Rule
- Example Use Cases: Expiration

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Defining Expiration Rule

1. Define a Expiration rule for the carry forward account where losses are available for Expiration.
2. Save the rule.



		Logic			Entities		Jurisdictions		Deferral Limit	Utilization Limit - Taxable Income/Tax		Utilization Limit - C/F		Utilization	Disable
		Deferral	Utilization	Expiration	Include	Exclude	Include	Exclude	Percent	Percent	Amount	Percent	Amount	Priority	Rule
Tax Losses - Carryforward ...	NOL Rule1	✓		✓			ILvl0Desce...	United States	100%						
Capital Losses - Carryforw...	NOL Rule1														
Charitable Contributions - ...	NOL Rule1														
National Tax Losses - Carr...	NOL Rule1														
Tax Credit	NOL Rule1														
General Business Credit	NOL Rule1														
Jobs Credit	NOL Rule1														

Example Use Cases: Expiration

Related Topics:

- Example Use Case 1
- Example Use Case 2

Example Use Case 1

TaxableIncomeBeforeLoss + TaxSpecialDeductions = 28,000

Current year: 2021

Current period: P12

Current entity: LE105

Table 31-7 Example Use Case 1: Expiration

Unrecognized Net Operating Losses			Unrecognized Capital Loss		
Year of Expiration	**TLCAvailable**	**Expiration Automated**	**Year of Expiration**	**TLCAvailable**	**Expiration Automated**
2019	20,000	-20,000	2021	5,000	-5,000
2020	10,000	-10,000	2022	10,000	

Example Use Case 2

When there are un-utilized losses they will be expired based on the year of expiration. Note that expiration can only happen when consolidating final period is P12.

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	Year Of Origination	Year Of Expiration	Other Adjustments	Available Losses/Credits	Adjusted	Expiration Automated	Expiration Total	Closing Carryforward (a)	Temporary Difference Closing Balance (b)	Difference (a - b)
Current Year Minus 19	FY96									
Current Year Minus 18	FY97									
Current Year Minus 17	FY98									
Current Year Minus 16	FY99									
Current Year Minus 15	FY00									
Current Year Minus 14	FY01									
Current Year Minus 13	FY02									
Current Year Minus 12	FY03									
Current Year Minus 11	FY04									
Current Year Minus 10	FY05									
Current Year Minus 9	FY06									
Current Year Minus 8	FY07	FY22	1000	1000	1000			1000		
Current Year Minus 7	FY08									
Current Year Minus 6	FY09	FY15	2000	2000	2000	-2000	-2000	0		
Current Year Minus 5	FY10	FY16	5000	5000	5000			5000		
Current Year Minus 4	FY11	FY17	10000	10000	10000			10000		
Current Year Minus 3	FY12									
Current Year Minus 2	FY13									
Current Year Minus 1	FY14									
Current Year	FY15									
Total Tax Losses/Credits			**18000**	**18000**	**18000**	**-2000**	**-2000**	**16000**	**16000**	**0**

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Working with Pillar Two

Related Topics:

- Learning About Pillar Two
- Pillar Two Automation Best Practices
- Configuring Pillar Two
- Importing Pillar Two Automation
- Entering Pillar Two Global Tax Rate
- Managing Pillar Two Data Flow
- Working with Pillar Two Rules
- Working with Transitional Safe Harbor Rules
- Managing Entity Classification
- Security Considerations

Learning About Pillar Two

The global minimum corporate tax on Multinational Enterprises (MNEs) aim at discouraging them from shifting profits to low-tax countries. To solve this issue Tax Reporting has a new Base erosion and profit shifting (BEPS) capability called Pillar Two of the Organisation for Economic Co-operation and Development's (OECD) Global Tax Deal, to assist in the implementation of a landmark reform to the international tax system and remove gaps and mismatches in tax rules. With this new feature, if a company’s earnings go untaxed or lightly taxed in one of the tax havens, their home country can impose a top-up tax that will bring the effective rate to a minimum 15% tax rate. Government can still set whatever local corporate tax rate they want.

You can use this feature to:

- Define the MNEs within the scope of the minimum tax
- Set out a mechanism for calculating an MNE’s effective tax rate on a jurisdictional basis, and for determining the amount of top-up tax payable under the rules
- Impose the top-up tax on a member of the MNE group which is in-sync with an agreed rule order

Enabling Pillar Two

Related Topic:

Prerequisite

Prerequisite

To enable this feature, the application must already be migrated to Hybrid-enabled Dense (DSO). See: Converting the Application Model to Hybrid-Optimized (DSO)

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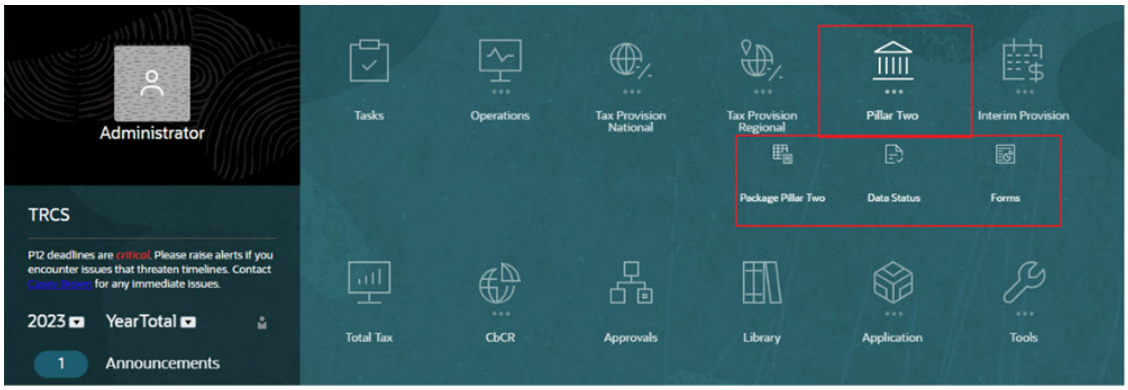
To enable this feature:

1. Go to the Tax Reporting Home Page.
2. Click **Applications**.
3. Select **Configuration.**
4. Check the **Pillar Two (Global and Local Top-up Tax)** feature.
5. Click on **Enable.**

See also: Enabling Application Features

Accessing Pillar Two

You can access the Pillar Two card from the application's homepage.



Pillar Two card gets created on the Tax Reporting Homepage when you enable Pillar Two feature. It contains the following:

- Package Pillar Two
  - GLoBE Income
  - Covered Tax
  - ETR
  - Top-Up Tax
  - Pillar Two Tax Details (Dashboard) (See: Viewing Pillar Two Dashboard)
- Data Status
- Forms (See: Working with Pillar Two Forms)

Viewing Pillar Two Dashboard

Pillar Two ETR Overview by Reporting Country

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Pillar Two Tax Detail

Actual | FY21 | P12 | Local GAAP | USD Reporting

	United States USD	United Kingdom GBP	Argentina ARS	Brazil BRL	Ukraine UAH	Netherlands EUR	Germany EUR	Spain EUR	France EUR	Switzerland CHF	Italy EUR	Thailand THB	Taiwan TWD	China CNY
Total GloBE Income	447 M	448 M	338 K	488 K	16 M	57 M	9 M	15 M	10 M	(6 M)	10 M	(507 K)	(2 M)	80 M
Pillar Two ETR	19.50 %	18.30 %	46.55 %	45.04 %	18.08 %	25.21 %	29.85 %	28.18 %	33.55 %	(11.08)%	31.58 %	2.98 %	4.00 %	2.87 %

Working with Pillar Two Forms

The following forms are available:

Pillar Two

- Pillar Two Covered Tax
- Pillar Two ETR
- Pillar Two GloBE Income
- Pillar Two Top-Up Tax
- Pillar Two Other Accounts

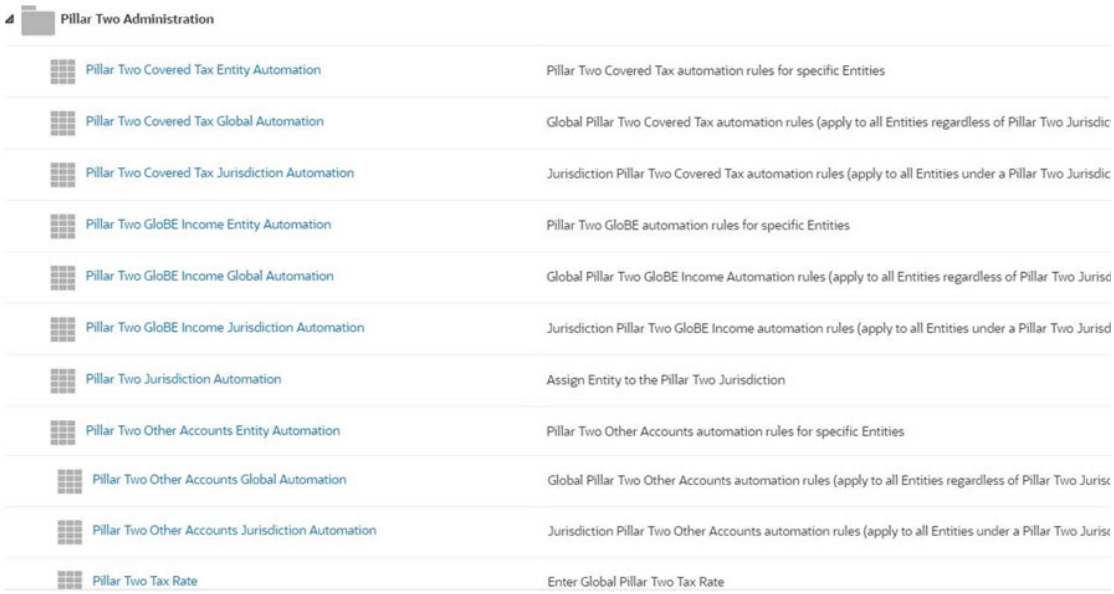
Name	Description
Pillar Two	
Pillar Two Covered Tax	Pillar Two Covered Tax
Pillar Two ETR	Pillar Two Effective Tax Rate
Pillar Two GloBE Income	Pillar Two GloBE Income
Pillar Two Other Accounts	Pillar Two Other Accounts
Pillar Two Top-Up Tax	Entities Pillar Two Top-Up Tax

Pillar Two Administration

- Pillar Two Covered Tax Global Automation: Global Pillar Two Covered Tax Automation rules (apply to all Entities regardless of Reporting Jurisdiction)
- Pillar Two Covered Tax Jurisdiction Automation: Jurisdiction Pillar Two Covered Tax Automation rules (apply to all Entities under a Pillar Two Jurisdiction)
- Pillar Two Covered Tax Entity Automation: Pillar Two Covered Tax Automation rules for specific entities
- Pillar Two GloBE Income Global Automation: Global Pillar Two GloBE Income Automation rules (apply to all entities regardless of Reporting Jurisdiction)
- Pillar Two GloBE Income Jurisdiction Automation: Jurisdiction Pillar Two GloBE Income Automation rules (apply to all entities under a Reporting Jurisdiction)

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- Pillar Two GloBE Income Entity Automation: Pillar Two GloBE Automation rules for specific entities
- Pillar Two Other Accounts Global Automation: Global Pillar Two Other Accounts Automation rules (apply to all entities regardless of Reporting Jurisdiction)
- Pillar Two Other Accounts Jurisdiction Automation: Jurisdiction Pillar Two Other Accounts Automation rules (apply to all entities under a Reporting Jurisdiction)
- Pillar Two Other Accounts Entity Automation: Pillar Two Other Accounts Automation rules for specific entities
- Pillar Two Jurisdiction Automation: Assign entity to the Pillar Two Jurisdiction
- Pillar Two Tax Rate: Enter Global Pillar Two Tax Rate



Pillar Two Automation Best Practices

- Create a Global Rule if the details of the Global Rule applies to 60%+ of Jurisdictions
- Create a Jurisdiction Rule if the details of the Jurisdiction Rule of the entities apply to 60% + of the entities of that Jurisdiction
- Only the **Enabled**/**Disabled** columns can be overridden at a lower level
- Never override the details of a Global Rule at the Jurisdiction level or Entity level
- Never override the details of a Jurisdiction rule at the Entity level
- If needed, disable Global level rule and create a new Jurisdiction or Entity level rule
- If needed, disable Jurisdiction level rule and create a new Entity level rule

Configuring Pillar Two

Related Topics:

- Configuring Pillar Two Entities
- Configuring Pillar Two Jurisdictions

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- Configuring Additional Pillar Two Rules
- Configuring GloBE Income, Covered Tax, and Substance based Adjustment Accounts
- Configuring Temporary Differences Movements for Covered Tax
- Configuring Other Deferred Tax Movements for Covered Tax
- Configuring GloBE Income and Covered Tax Automation
- Configuring Other Accounts and Other Accounts Automation

Configuring Pillar Two Entities

Assign an in-scope Entity to Pillar Two and add attribute PillarTwoEntityYes under PillarTwoEntity.

Note

Only one pillar two entity is allowed in an ancestor hierarchy to avoid double counting.

Member Name	Parent Member	Upper Level Entity Input	Base Currency	Default Alias Table	PillarTwoEntity
Entity		No	USD		<None>
No Entity	Entity	No	USD	No Entity	<None>
FCCS_Global Assumptions	Entity	No	USD	Global Assumptions	<None>
FCCS_Total Geography	Entity	No	USD	Total Geography	<None>
North America	FCCS_Total Geography	No	USD	North America	<None>
LE101	North America	No	USD	Operations	PillarTwoEntityYes
LE102	North America	No	USD	Distribution	PillarTwoEntityYes
LE103	North America	No	USD	Vision MRC	PillarTwoEntityYes
LE105	North America	No	USD	Education Ltd	PillarTwoEntityYes
LE127	North America	No	USD	Vision Consulting	PillarTwoEntityYes
LE170	North America	No	USD	Vision US Branch	PillarTwoEntityYes
FLE201	North America	No	CAD	Vision Canada	PillarTwoEntityYes
South America	FCCS_Total Geography	No	USD	South America	<None>
EMEA	FCCS_Total Geography	No	EUR	EMEA	<None>
APAC	FCCS_Total Geography	No	USD	APAC	<None>
Corporate	FCCS_Total Geography	No	USD	Corporate	<None>
C_All_Corp_Comp_V1	Entity	No	USD	Corporate Company	<None>
LegalEntities	Entity	No	USD	Legal Entities	<None>
Combined Filings	Entity	Yes	USD	Combined Filings	<None>
TRCS_TotalPillarTwo	Entity	Yes	USD	Total Pillar Two	<None>
LE101.[TRCS_TotalPillarTwo]	TRCS_TotalPillarTwo	No	USD	Operations	<None>

Note

After removing the PillarTwoEntityYes attribute from an entity, the corresponding shared entity under TRCS_TotalPillarTwo will not be removed. Removing the shared Entity could result in loss of data with current and historical data, hence system will not delete the member by default. However, the user can manually delete the non pillar two entities shared under TRCS_TotalPillarTwo.
Tip: Assign PillarTwoEntityYes attribute to Entities that are tax paying and filing or filing group Entity for Pillar Two. Note that Entity hierarchy by Jurisdiction is not required.

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> **Note**
>
> To ensure historical data to persist, it is not recommended to remove the "PillarTwoYes" attribute for out of scope entities. You can remove the Jurisdiction assignments when an Entity goes out of scope as the Jurisdiction assignment is Scenario/Year/Period specific. This ensures data integrity historically.

Example: Adding Parent Tax Calculation

Set the following properties to make a Parent Tax Calculation Entity with Pillar Two calculations:

- **Upper Level Entity Input**: Yes
- **PillarTwoEntity**: PillarTwoEntityYes
- **Domicile**: <Domicile representing the Entity>

Member Name	Parent Member	Upper Level Entity Input	PillarTwoEntity	Regional Deduction	Parent Tax Calculations	Intercompany Entity	Domicile
Entity		No	<None>	<None>	<None>	<None>	<None>
No Entity	Entity	No	<None>	<None>	<None>	<None>	<None>
FCCS_Global Assumptions	Entity	No	<None>	<None>	<None>	<None>	<None>
FCCS_Total Geography	Entity	No	<None>	<None>	<None>	<None>	<None>
North America	FCCS_Total Geography	No	<None>	<None>	<None>	<None>	<None>
South America	FCCS_Total Geography	No	<None>	<None>	<None>	<None>	<None>
EMEA	FCCS_Total Geography	No	<None>	<None>	<None>	<None>	<None>
APAC	FCCS_Total Geography	No	<None>	<None>	<None>	<None>	<None>
Corporate	FCCS_Total Geography	No	<None>	<None>	<None>	<None>	<None>
ParentEntity	FCCS_Total Geography	Yes	PillarTwoEntityYes	<None>	TaxCalcYes	<None>	US
BaseEntity	ParentEntity	No	<None>	<None>	<None>	<None>	<None>

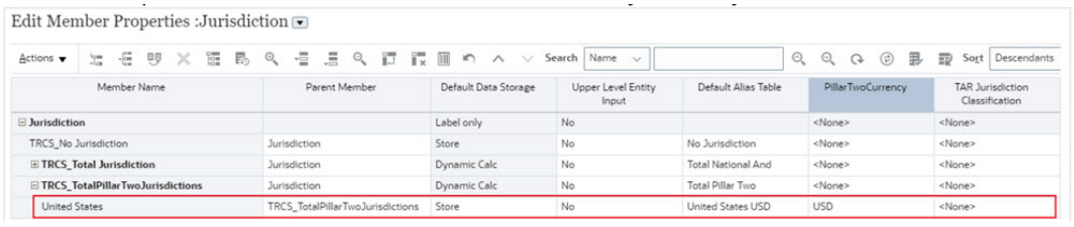
See also: Working with Dimensions and Entity Dimension

Configuring Pillar Two Jurisdictions

To assign in-scope Entities to their Pillar Two jurisdiction:

1. Create Pillar Two Jurisdiction under TRCS_TotalPillarTwoJurisdictions and associate pre-defined currency from PillarTwoCurrency attribute.

> **Note**
>
> Include the currency abbreviation full country name in the Alias, this will help to differentiate pillar two Jurisdiction vs Domicile and identify Currency.



2. Navigate to **Library**.
3. Open **Pillar Two Jurisdiction Automation** form under Pillar Two Administration folder.
4. Use the dropdown to assign in-scope Entities to the Pillar Two Jurisdiction.
5. Pillar Two Jurisdictions list is pre-populated based on the members created under "TRCS_TotalPillarTwoJurisdictions".

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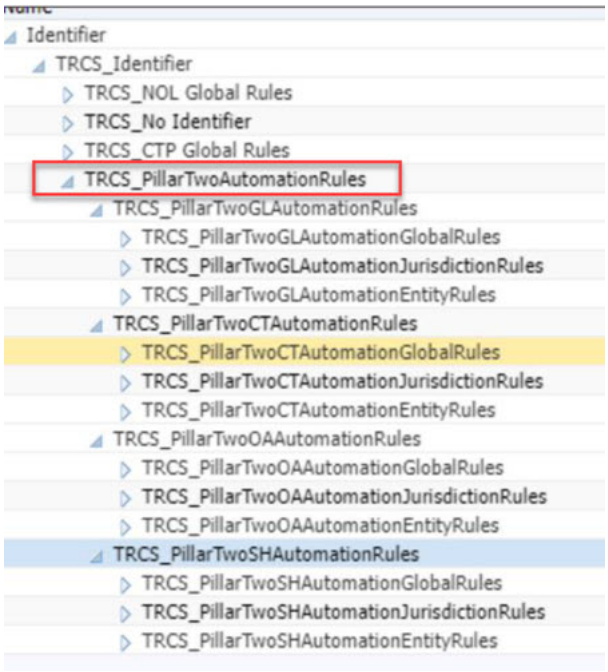


> **Note**
>
> Parent and Child entities cannot have a jurisdiction mapping active for the same Scenario, Year, and Period.

See also: Jurisdiction Dimension

Configuring Additional Pillar Two Rules

The Identifier dimension in the Config cube is used to create members to store tax automation rules. A rule for each level of Pillar Two Automation is generated when the application is created and stored in the Identifier dimension, under the **TRCS_PillarTwoAutomationRules** hierarchy by level. The following rules are created out of the box:



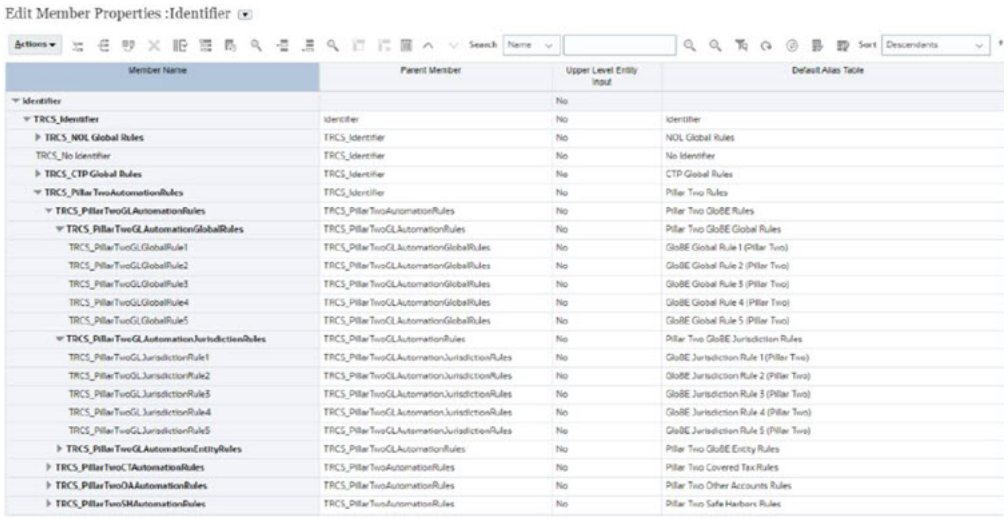
You can also add Pillar Two Automation members as required. The new rule members must be created under the appropriate parent in the Identifier dimension before they can be loaded to the associated Pillar Two Automation forms. There is no limit to the number of additional rule members you can create.

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> **Note**
>
> - You must run Refresh DB after creating new rules under Identifier Dimension.
> - Rules will be added in the order in which they appear in the hierarchy from top to bottom. Pillar Two Automation rules can be defined for the Covered Tax, GLoBE Income, and other Accounts, and Safe Harbor and with various scopes, such as Global, Jurisdiction, and Entity. See also: Configuring GloBE Income and Covered Tax Automation, Configuring Other Accounts and Other Accounts Automation, and Working with Transitional Safe Harbor Rules.

To add new Pillar Two Automation members to the Identifier dimension:

1. From the Home page, click **Applications**, then click **Overview**, and then click the **Dimensions** tab.
2. Click the **Dimensions** tab, then under the **Identifier** dimension, create the Identifier members that you require to store Pillar Two automation rules.
3. On the **Edit Member Properties**: **Identifier** tab, under **TRCS_Identifier**, navigate to **TRCS_PillarTwoAutomationRules**.



4. Highlight the Pillar Two Automation rule to which you want to add another rule, for example, **TRCS_PillarTwoGLAutomationGlobalRules**, and then click **Add Child**



5. On the **Add Child** dialog box, enter the number of members you want to add, and then click **Apply**.
6. In the new row, enter the following information for the new member, and then click **Save**:
   - Enter the **Member Name** for the new tax automation rule, for example, GLoBE_Global_6. The **Parent Member** is populated.
   - Enter the name of the **Default Alias Table**.

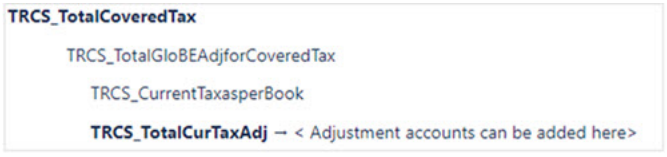
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> **Note**
>
> - There are 5 rules out of the box.
> - Create user-specific rule members after the system-defined rule member (**TRCS_PillarTwoGLGlobalRule5**).

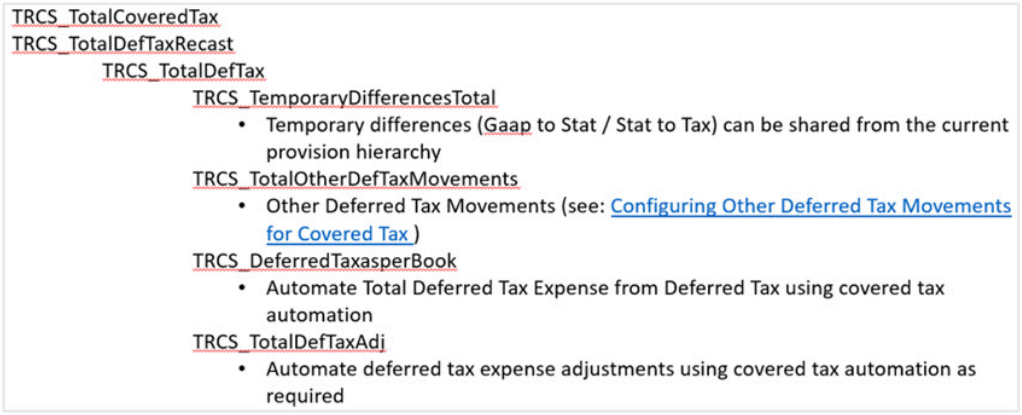
7. The new rule is added to the hierarchy.
8. Add the new rules to the Pillar Two Automation forms. You must right-click the first cell of the first row to display the menu, and select **Pillar Two Automation**, and then **Show All Accounts**to add the new blank rule for each tax account. This action must be performed when a Permanent or Temporary differences account is added. See the following sections: Configuring GloBE Income and Covered Tax Automation, Configuring Other Accounts and Other Accounts Automation, and Working with Transitional Safe Harbor Rules.

Configuring GloBE Income, Covered Tax, and Substance based Adjustment Accounts

- You can create GloBE Income adjustment accounts under **TRCS_TotalBookAdjustments**.
- You can create Covered Tax Adjustment Accounts under inline parents as below:
  - Current accounts: TRCS_TotalCoveredTax



  - Deferred Accounts:



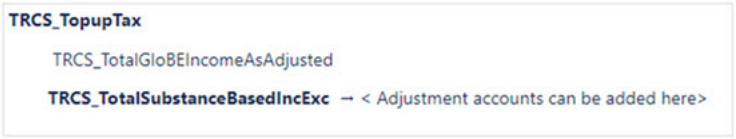
    See also: Configuring Other Deferred Tax Movements for Covered Tax

  - Other tax adjustments



- You can create Substance based Adjustment Accounts under:

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Configuring Temporary Differences Movements for Covered Tax

You can configure Pillar Two accounts to read from temporary differences accounts by sharing either entire temporary differences GAAP to Stat and/or temporary differences Stat to Tax hierarchies, or by sharing selected temporary difference accounts from current provision.

Below example explains on adding Temporary difference GAAP to Stat and Stat to Tax parents as a shared member.

1. Navigate to dimension library and expand to the hierarchy TRCS_TemporaryDifferencesTotal (as shown below).



2. Save the changes and refresh data base.
3. Navigate to the Covered Tax form and run the consolidation to pull the data of temporary differences current year movement including reversals (that is, stock compensation equity accounts).

Configuring Other Deferred Tax Movements for Covered Tax

You can configure Pillar Two accounts to read from any deferred tax movement member for only Total Temporary Differences (Total GAAP to Stat and Total Stat to Tax). The example below explains on pulling Other Adjustments Total (TRCS_OtherTotal) from Deferred Tax Provision.

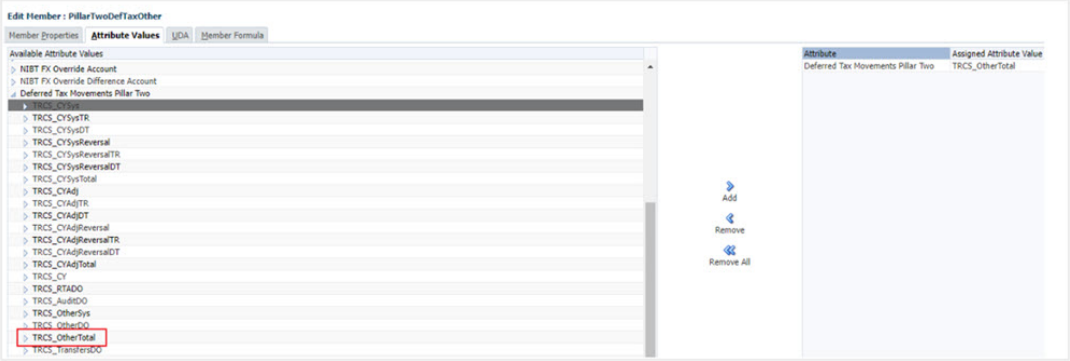
1. Navigate to Dimension library and expand to the hierarchy TRCS_TotalOtherDefTaxMovements as below:



2. Click on **Add** to create a member and associate the member with the appropriate deferred tax movement member as below:

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> **Note**
>
> Attribute "Deferred Tax Movements Pillar Two" is pre-populated with descendants of Deferred tax closing balance hierarchy. Any new custom movements created will be seen automatically.



3. Save the member and Refresh database to commit the changes.
4. **Covered Tax** form is setup to automatically show the members created under **TRCS_TotalOtherDefTaxMovements**
5. Open the **Covered Tax** form and run **Consolidate**.

> **Note**
>
> Deferred tax movement for pillar two configuration pulls Total Temporary differences value for the assigned deferred tax movement member.

Configuring GloBE Income and Covered Tax Automation

You can set Global or Jurisdiction or Entity rules for Adjustment accounts.

Note that:

- The Percent is limited to +/- 100%
- The Logic provides **Pull** and **Average**
  - **Pull**: Pulls the balances from the source account
  - **Average**: For Substance Based Income (SBIE) accounts, an additional pillar two logic "Average" is available in Pillar Two GloBE Income Automation. It calculates the average of the current year and the prior year ending period (P12) values.
    For example, if there is a value of Tangible Assets for Prior year (that is, FY23 / P12) = 3000 and for current year (that is, FY24 / P12) = 5000, then SBIE average = (3000+5000) /2 = 4000.

    Based on "Percentage (Automation)" carve-out available for such accounts, that is, after average was calculated, the relevant amount should be multiplied with the percent entered in "Percentage (Automation)", carve-out, that is, after calculating the average value (4000 * - 5% = -200)

    The example below shows a SBIE tangible assets account with Average logic.

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> **Note**
>
> The Average logic is available in all Pillar Two automation forms such as GloBE Income/Covered Tax/Other Accounts and Safe Harbors automation forms.

- Source account is required.
- Source Movement: TRCS_SourceBookClosing (that is, parent of Trial balance closing, Book closing and Closing Book vs Tax Basis). This will be the default source movement when left blank.
- Source Data Source: TRCS_SourcePreTax (that is, parent of Total Data source including Data Input, Managed Input and Supplemental data). This will be the default source data source movement when left blank.
- Additionally data can be moved from between Multi-GAAP and/or Scenario



The Pillar Two Automation works in the same way as Tax Automation in the tax provisioning process. The only difference is that in Pillar Two Automation, you have the column to select Source as a Data Source where it is either Pre-tax or Tax. The application ultimately processes the combined set of Global, Jurisdiction, and Entity Level Rules which are stored at the entity level. To see the set of rules applicable to an Entity you have to look at the Entity level rules which can be a combination of Global, Jurisdiction and Entity level rules enabled and/or disabled.

> **Note**
>
> Pillar Two Automation rules at the parent tax calculations enabled entity calculates values in **Entity Consolidation**, when the trial balance from base entity is available. For example, if the trial balances are loaded at the base entity and parent entity is setup with Pillar Two Automation rule, then Pillar Two Automation rules will pull trial balance data in **Entity Consolidation** and posts to Pillar Two Account and **Entity Consolidation** .

How it works: The Global rules when set are copied to the Jurisdiction and Entity level upon save. Global Rules can be disabled at the Jurisdiction or Entity level and then a new Jurisdiction or Entity Rule can be created to have an alternative calculation. The only detail that is allowed to be changed at the Jurisdiction or Entity level for a Global Rule is the **Enabled**/ **Disabled** column.

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Jurisdiction Rules can be disabled at the Entity level and then a new Entity Rule can be created to have an alternative calculation. The only detail that is allowed to be changed at the Entity level for a Jurisdiction Rule is the **Enabled/Disabled** column.

You can save the new Entity Rules at the Entity level. You can see the type of rule (that is, Global, Jurisdiction, Entity) by looking at the rule name. You can also add additional rules to the metadata as needed.

> **Note**
>
> To configure Pillar Two without using Pillar Two automation rules you can enter data directly in the GloBE Income and Covered Tax Forms. The POV must be set to Entity, Jurisdiction, Entity Currency, and Entity Input to enter data.

Configuring Other Accounts and Other Accounts Automation

Transfer book/tax accounts from provision into pillar two currency and Jurisdiction for reporting purposes.

Example: Combined reporting of country level current and deferred tax plus global minimum tax

1. Create members under "TRCS_TotalPillarTwoOtherAccounts" as required. See also: Working with Dimensions and Working with Members



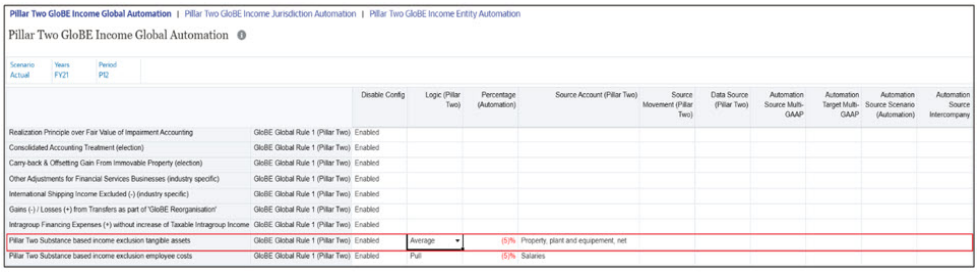
TRCS_PillarTwoAccounts	Pillar Two accounts
TRCS_TotalGloBEIncome	Total GloBE Income
TRCS_TotalCoveredTax	Total Covered Tax
TRCS_TopupTax	Top-up Tax
TRCS_TotalPillarTwoOtherAccounts	Total Pillar Two Other Accounts
PillarTwoNIBTAdj	NIBT as Adjusted
PillarTwoCurrTax	Current Tax Charge
PillarTwoDefTax	Deferred Tax Charge

2. Setup Other Accounts automation rules. You can set Global or Jurisdiction or Entity rules for Adjustment accounts.
   Note that:
   - The Percent is limited to +/- 100%
   - The Logic provides **Pull** and **Average**
     - **Pull**: Pulls the balances from the source account
     - **Average**: For Substance Based Income (SBIE) accounts, an additional pillar two logic "Average" is available in Pillar Two GloBE Income Automation. It calculates the average of the current year and the prior year ending period (P12) values. For example, if there is a value of Tangible Assets for Prior year (that is, FY23 / P12) = 3000 and for current year (that is, FY24 / P12) = 5000, then SBIE average = (3000+5000) /2 = 4000.

       Based on "Percentage (Automation)" carve-out available for such accounts, that is, after average was calculated, the relevant amount should be multiplied with the percent entered in "Percentage (Automation)", carve-out, that is, after calculating the average value (4000 * - 5% = -200)

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The example below shows a SBIE tangible assets account with Average logic.



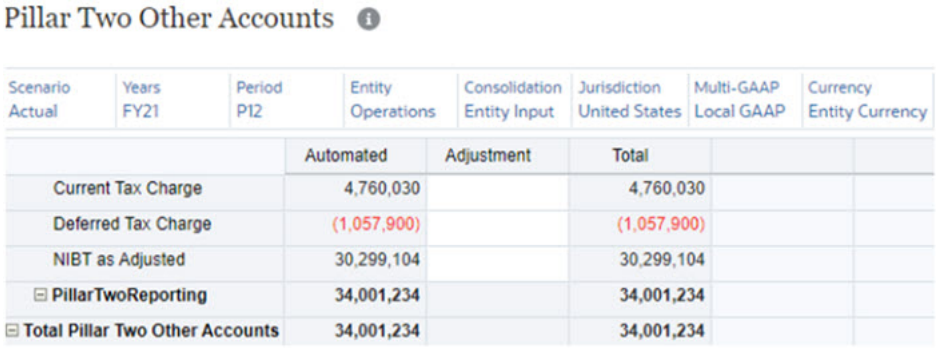
> **Note**
>
> The Average logic is available in all Pillar Two automation forms such as GloBE Income/Covered Tax/Other Accounts and Safe Harbors automation forms.

- Source account is required.
- Source Movement: TRCS_SourceBookClosing (that is, parent of Trial balance closing, Book closing and Closing Book vs Tax Basis). This will be the default source movement when left blank.
- Source Data Source: TRCS_SourcePreTax (that is, parent of Total Data source including Data Input, Managed Input and Supplemental data). This will be the default source data source movement when left blank.
- Additionally data can be moved from between Multi-GAAP and/or Scenario

For example:



3. Navigate to **Home** → **Library** and under **Pillar Two** → **Pillar Two other Accounts**, and run consolidation to view the data pulling into other accounts.



How it works:The Global rules when set are copied to the Jurisdiction and Entity level upon save. Global Rules can be disabled at the Jurisdiction or Entity level and then a new Jurisdiction or Entity Rule can be created to have an alternative calculation. The only detail that is allowed to be changed at the Jurisdiction or Entity level for a Global Rule is the **Enabled/ Disabled** column.

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Jurisdiction Rules can be disabled at the Entity level and then a new Entity Rule can be created to have an alternative calculation. The only detail that is allowed to be changed at the Entity level for a Jurisdiction Rule is the **Enabled/Disabled** column.

You can save the new Entity Rules at the Entity level. You can see the type of rule (that is, Global, Jurisdiction, and Entity) by looking at the rule name. You can also add additional rules to the metadata as needed.

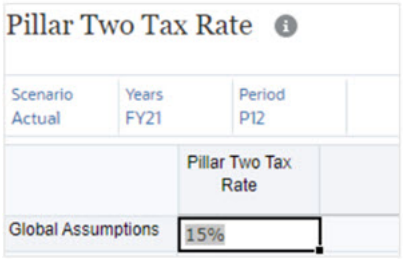
Importing Pillar Two Automation

- Pillar Two Automation Import is in the Config cube. See, Application Cubes
- To enable a rule that is currently disabled, the import must be run in Replace mode. See Load Methods. See, Load Methods.
- Import Pillar Two Automation rules return an error if the import files contain data imported to the wrong level. Only **Enabled/Disabled** column is allowed to be overridden at a lower level. If any wrong intersection exists in the load, the entire load will fail and an error is returned in Job console.
- Import Pillar Two Automation rules cascades all the columns excluding **Enabled/Disabled** to the lower levels (Global cascades to Jurisdiction and Entity; Jurisdiction cascades to Entity). All rules for any Scenario, Year, and Period within the load file are affected by this cascading.

> **Note**
>
> If a new Global rule is imported as disabled, the Jurisdiction and Entity levels of the Global Rule will remain **Enabled** after the import is complete. This is because, the **Enabled/Disabled** column is not cascaded to lower levels. If the intention is also to disable the Global rule at a specific Jurisdiction and Entity level, then, a row in the import that disables the Global rule at the specified Jurisdiction or Entity must be included.
>
> If a new Jurisdiction rule is imported as disabled, the Entity levels of the Jurisdiction Rule will remain **Enabled** after the import is complete. This is because, the **Enabled/Disabled** column is not cascaded to lower levels. If the intention is also to disable the Jurisdiction rule, the specified Entity must be included.

Entering Pillar Two Global Tax Rate

Enter Global Pillar Two rate using Pillar Two Tax Rate form under **Library** -> **Pillar Two Administration** folder.



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Managing Pillar Two Data Flow

Entity Input, Entity Currency and Jurisdiction (Domicile) where data is loaded for provision, CbCR, and Pillar Two:

Pillar Two GloBE Income

Scenario	Years	Period	Entity	Consolidation	Jurisdiction	Multi-GAAP	Currency
Actual	FY21	P12	Operations	Entity Input	United States	Local GAAP	Entity Currency

	Automated	Adjustment	Total
Net Income as per Book	11,564,554	20,000,000	31,564,554
Pillar Two Transfer Pricing Adjustments			
Pillar Two Allocation Adjustments			
Total Book Adjustments			
Total Net Income	**11,564,554**	**20,000,000**	**31,564,554**
Income Tax as per Book	18,734,540		18,734,540
Profit Before Tax as Adjusted	**30,299,094**	**20,000,000**	**50,299,094**
Excluded (Received) Divdends (-)			
Excluded Equity Gain (-) / Loss (+)			
Revaluation Method Gain (-) / Loss (+)			
Gains (-) / Loss (+) from Dispositions			
Asymmetric Foreign Currency (FX) Gains (-) or Losses (+)			
Policy Disallowed Expenses (+)			
Prior Period Errors & Changes in Accounting Principles			
Accrued Pension Expenses (+)			
Shared Based Compensation (election)			
Realization Principle over Fair Value of Impairment Accounting			
Consolidated Accounting Treatment (election)			
Carry-back & Offsetting Gain From Immovable Property (election)			
Other Adjustments for Financial Services Businesses (industry specific)			
International Shipping Income Excluded (-) (industry specific)			
Gains (-) / Losses (+) from Transfers as part of 'GloBE Reorganisation'			
Intragroup Financing Expenses (+) without increase of Taxable Intragroup Income			

Entity Total, Pillar Two Currency and Pillar Two Jurisdiction where data is transformed for Pillar Two calculation and reporting:

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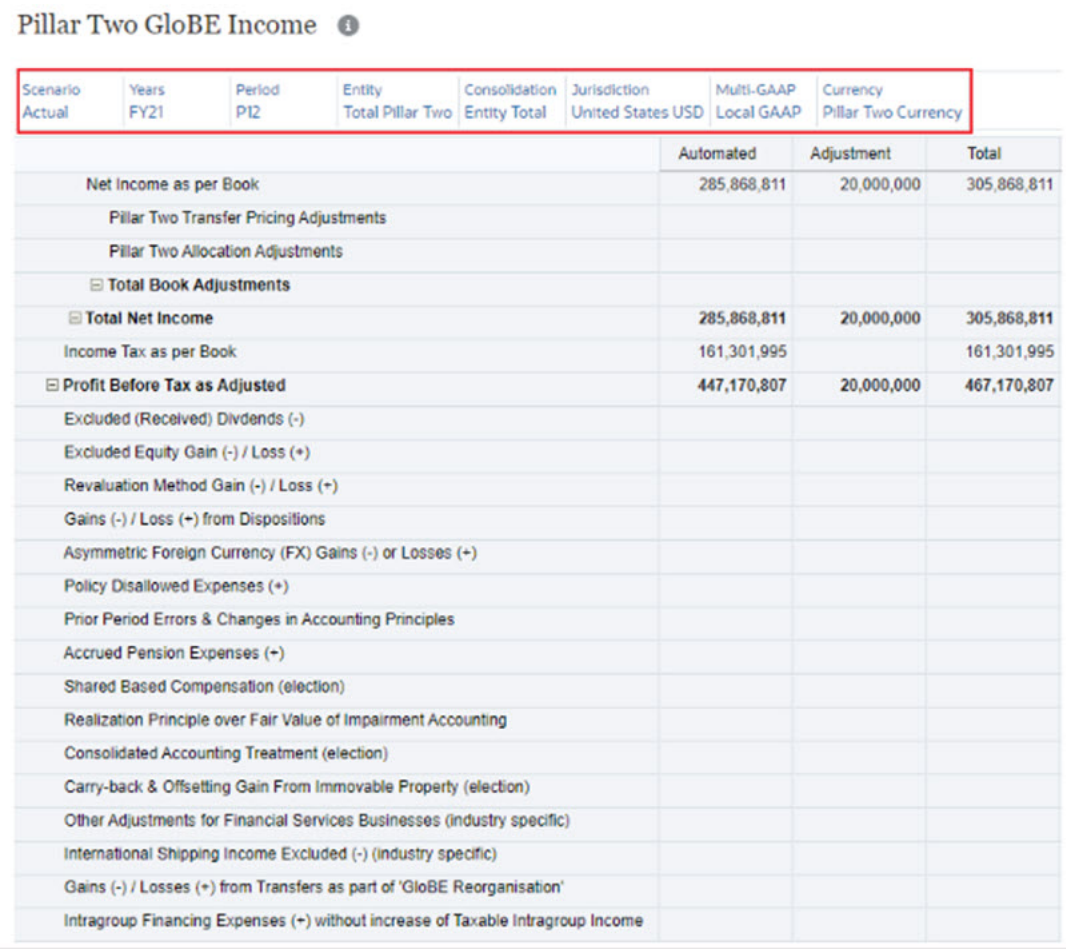
Pillar Two GloBE Income

Scenario	Years	Period	Entity	Consolidation	Jurisdiction	Multi-GAAP	Currency
Actual	FY21	P12	Operations	Entity Input	United States	Local GAAP	Entity Currency

	Automated	Adjustment	Total
Net Income as per Book	11,564,554	20,000,000	31,564,554
Pillar Two Transfer Pricing Adjustments			
Pillar Two Allocation Adjustments			
Total Book Adjustments			
Total Net Income	**11,564,554**	**20,000,000**	**31,564,554**
Income Tax as per Book	18,734,540		18,734,540
Profit Before Tax as Adjusted	**30,299,094**	**20,000,000**	**50,299,094**
Excluded (Received) Divdends (-)			
Excluded Equity Gain (-) / Loss (+)			
Revaluation Method Gain (-) / Loss (+)			
Gains (-) / Loss (+) from Dispositions			
Asymmetric Foreign Currency (FX) Gains (-) or Losses (+)			
Policy Disallowed Expenses (+)			
Prior Period Errors & Changes in Accounting Principles			
Accrued Pension Expenses (+)			
Shared Based Compensation (election)			
Realization Principle over Fair Value of Impairment Accounting			
Consolidated Accounting Treatment (election)			
Carry-back & Offsetting Gain From Immovable Property (election)			
Other Adjustments for Financial Services Businesses (industry specific)			
International Shipping Income Excluded (-) (industry specific)			
Gains (-) / Losses (+) from Transfers as part of 'GloBE Reorganisation'			
Intragroup Financing Expenses (+) without increase of Taxable Intragroup Income			

Total Pillar Two, Entity Total, Pillar Two Currency and Pillar Two Jurisdiction to report total of all Entities reporting in Pillar Two Jurisdiction:

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	Automated	Adjustment	Total
Net Income as per Book	285,868,811	20,000,000	305,868,811
Pillar Two Transfer Pricing Adjustments			
Pillar Two Allocation Adjustments			
Total Book Adjustments			
Total Net Income	**285,868,811**	**20,000,000**	**305,868,811**
Income Tax as per Book	161,301,995		161,301,995
Profit Before Tax as Adjusted	**447,170,807**	**20,000,000**	**467,170,807**
Excluded (Received) Divdends (-)			
Excluded Equity Gain (-) / Loss (+)			
Revaluation Method Gain (-) / Loss (+)			
Gains (-) / Loss (+) from Dispositions			
Asymmetric Foreign Currency (FX) Gains (-) or Losses (+)			
Policy Disallowed Expenses (+)			
Prior Period Errors & Changes in Accounting Principles			
Accrued Pension Expenses (+)			
Shared Based Compensation (election)			
Realization Principle over Fair Value of Impairment Accounting			
Consolidated Accounting Treatment (election)			
Carry-back & Offsetting Gain From Immovable Property (election)			
Other Adjustments for Financial Services Businesses (industry specific)			
International Shipping Income Excluded (-) (industry specific)			
Gains (-) / Losses (+) from Transfers as part of 'GloBE Reorganisation'			
Intragroup Financing Expenses (+) without increase of Taxable Intragroup Income			

See also: Working with Pillar Two Covered Tax

Tip

If the Pillar Two form page is blank, select **Pillar Two Automation** from the Context menu, and then select **Show All Accounts**. This will populate the form with blank rows for the configured Pillar Two accounts.



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> **Note**
>
> To set the point of view (POV) to view Pillar Two data:
>
> 1. Click the Edit members (Pencil) option on the POV bar.
> 2. Click on Currency dropdown and select **Select Member** followed by:
>   - Entity: Pillar Two Entity
>   - Consolidation: Entity Total
>   - Jurisdiction: Pillar Two Jurisdiction (for example, United states USD)
> 3. After selecting the members for above dimension members as mentioned, select Currency member as **Pillar Two Currency**.

Working with Pillar Two Covered Tax

Covered taxes referred as taxes imposed on a in scope Entity's income or loss.

Pillar Two Covered Tax

Scenario	Years	Period	Entity	Consolidation	Jurisdiction	Multi-GAAP	Currency
Actual	FY21	P12	Operations	Entity Input	United States	Local GAAP	Entity Currency

	Automated	Adjustment	Total
Current Tax Charge as per Book	4,760,711	0	4,760,711
Total Current Tax (Benefit)	**4,760,711**	**0**	**4,760,711**
Intangible Assets	2,373		2,373
Total Property, plant and equipment	**39,050**		**39,050**
RoU lease IFRS 16	30,072		30,072
Financial assets	(9,832)		(9,832)
Derivatives NCA	1,714		1,714
Other NCA	(2,100)		(2,100)
Inventories	(461,973)		(461,973)
Receivables Trade & Others		24,000	24,000
Derivatives CA		2,000	2,000
Total Temporary Differences (Stat to Tax)	**(400,696)**	**26,000**	**(374,696)**
Total Temporary Differences	**(400,696)**	**26,000**	**(374,696)**
under def tax mv		(1,000)	(1,000)
Total Other Deferred Tax Movements		**(1,000)**	**(1,000)**
underdeftax		1,000	1,000
Total Deferred Tax (Benefit)	**(400,696)**	**26,000**	**(374,696)**
Recast Deferred Expense to 15%	114,289	(7,429)	106,860
Total Deferred Tax (Benefit) Recast	(286,407)	18,571	(267,836)
Total Covered Tax	4,474,304	18,571	4,492,875

Pillar Two ETR

The Pillar Two Global ETR is determined by dividing the amount of covered taxes by the amount of income as determined under the GloBEIncome.

Pillar Two ETR

Scenario	Years	Period	Entity	Consolidation	Jurisdiction	Multi-GAAP	Currency
Actual	FY21	P12	Operations	Entity Input	United States	Local GAAP	Entity Currency

	Total
Total GloBE Income	67,616,742
Total Covered Tax	4,492,875
Pillar Two ETR	6.64%

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Pillar Two Top-up Tax

When the Entities ETR is below the Pillar Two tax rate, the Top-up tax percentage for the Entity must be calculated. This is computed by subtracting the ETR from the Pillar Two tax rate (for example, if the ETR is 10%, the Top-up Tax percentage is equal to 15% - 10% = 5%).

Top-up Tax % = Minimum Pillar Two rate - Entities ETR

The Top-up Tax percentage is then multiplied by the total income in the jurisdiction to determine the amount of Top-up Tax.

The total income for the Entity is equal to the GloBE Income less the Substance Based Income Exclusion (that is, an excluded routine return on tangible assets and payroll).

Pillar Two Top-Up Tax

Scenario	Years	Period	Entity	Consolidation	Jurisdiction	Multi-GAAP	Currency
Actual	FY21	P12	Operations	Entity Input	United States	Local GAAP	Entity Currency

	Automated	Adjustment	Total
Total GloBE Income	47,615,742	20,001,000	67,616,742
Pillar Two Substance based income exclusion tangible assets	(3,410,631)		(3,410,631)
Pillar Two Substance based income exclusion employee costs	(1,124,041)		(1,124,041)
Total Substance Based Income Exclusion	**(4,534,672)**		**(4,534,672)**
GloBE Income Adjusted after Substance Based Income Exclusion	**43,081,070**	**20,001,000**	**63,082,070**
Pillar Two Tax Rate v ETR	8.36%	8.36%	8.36%
Top-up Tax	3,599,587	1,671,160	5,270,747
Pillar Two ETR	6.64%	6.64%	6.64%

See also: Calculating Recast

Calculating Recast

Recast Calculation

The recast leverages data for temporary difference accounts. You must do the following:

1. Add temporary differences accounts to the GAAP to Stat and Stat to Tax hierarchies.
2. Enter the Statutory tax rates to the tax rate schedule and then add current year movements to TRCS_CYADJ (The POV must be set to Entity, Domicile, Entity Currency, and Entity Input to enter data).
3. Configure Covered tax to include selected/all temporary difference accounts.

The Covered Tax schedule will determine if the current year rate is higher versus min tax rate and calculate the recast adjustment.

Calculating Recast without Credits

Tax credits are not included for the recast calculation.

To enable this feature (see also: Enabling Application Features):

1. Select **Transition Tax Credits** checkbox under **Pillar Two (Global and Local Top-up Tax)**.
2. Click **Enable**.

After you enable the feature:

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- Scenario Dimension (see: Scenario Dimension): The following custom attributes are created to identify the year of transition and source scenario:
  - PillarTwoTransitionTaxCreditsYear: By default, lists all the years available in the application
  - PillarTwoTransitionTaxCreditsSourceScenario:
    * By deault, lists all the scenario members avaialble in the application
    * No assignment indicates source scenario is same as target scenario
- Account Dimension (see: Account Dimension): The following new metadata member to hold the reversal of transitional tax credits amounts is created: **TRCS_ReversalTaxCredits**.

TRCS_PillarTwoAccounts	Pillar Two accounts
TRCS_TotalGloBEIncome	Total GloBE Income
TRCS_TotalCoveredTax	Total Covered Tax
TRCS_TotalGloBEAdjforCoveredTax	Total Current Tax (Benefit)
TRCS_CurrentTaxasperBook	Current Tax Charge as per Book
TRCS_TotalCurTaxAdj	Total Adjustments for Current Tax
TRCS_TotalDefTaxRecast	Recast Deferreds to Minimum Tax Rate
TRCS_TotalDefTax	Total Deferred Tax (Benefit)
TRCS_TemporaryDifferencesTotal	Total Temporary Differences
TRCS_TotalOtherDefTaxMovements	Total Other Deferred Tax Movements
TRCS_DeferredTaxasperBook	Deferred Tax Charge as per Book
TRCS_TotalDefTaxAdj	Total Adjustments for Deferred Tax
TRCS_ReversalTaxCredits	Reversal Transition Tax Credits

How the Calculation works

- Pulls the credits available from Tax credits schedule based on the transition tax credits year configured for the Scenario
- Do not recast the amount in covered tax

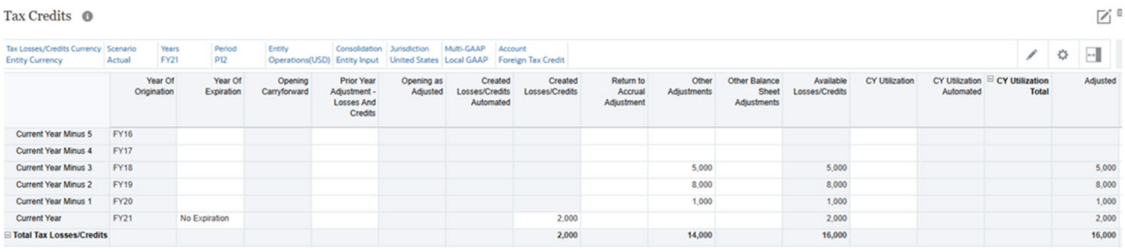
Example Usecase

The below configuration indicates that Transition year for taxcredits is FY20 and no assignment of Transition Source Scenario indicates that source is itself that is, "Actual".



Tax Credits

From the screenshot below, the available tax credits post transition year that is, FY20 is 3000$ is expected to be posted to covered tax.



Note that the Tax credits entered in these movements "TRCS_TLCOtherAdj (Other Adjustments)","TRCS_TLCUtilizationTotal (CY Utilization Total)" and

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"TRCS_TLCExpirationTotal (Expiration Total)" sum is copied to covered tax based on the Transition year.

Covered Tax

Reversal Transition Tax Credits populates the credit amounts post transition year and is excluded from calculating recast on it.

Pillar Two Covered Tax

Scenario	Years	Period	Entity	Consolidation	Jurisdiction	Multi-GAAP	Currency
Actual	FY21	P12	Operations	Entity Input	United States	Local GAAP	Entity Currency

	Automated	Adjustment	Total
Other non-current liabilities			
Current provisions			
Current Borrowings			
Other current liabilities			
Lease liabilities current			
Derivatives CL			
Assets held for sale - Liabilities			
Stock Compensation	0		0
Total Temporary Differences (Stat to Tax)	**(477,346)**		**(477,346)**
Foreign Tax Credit	13,000		13,000
General Business Credit			
Jobs Credit			
Total Tax Credits Carryforward	**13,000**		**13,000**
Total Temporary Differences	**(464,346)**		**(464,346)**
Def tax other	1,071		1,071
Total Other Deferred Tax Movements	**1,071**		**1,071**
underdeftax		10,000	10,000
Deferred Tax Charge as per Book			
Reversal Transition Tax Credits	3,000		3,000
Total Adjustments for Deferred Tax	**3,000**		**3,000**
Total Deferred Tax (Benefit)	**(460,275)**	**10,000**	**(450,275)**
Recast Deferred Expense to 15%	185,432	(4,000)	181,432
Total Deferred Tax (Benefit) Recast	(274,843)	6,000	(268,843)
TestinTotalTaxAdj		10,000	10,000
Total Other Tax Adjustments		**10,000**	**10,000**
Total Covered Tax	4,524,232	16,000	4,540,232

Calculating Recast using Deferred Tax Closing Rate

You now have the ability to use **closing deferred tax rate** (that is, TRCS_TaxRateNoncurrentClosing) for the covered tax recast calculations. To enable **Recast amount using closing deferred tax rate** (that is, TRCS_TaxRateNoncurrentClosing) option, go to the **Tax Settings** page.

Select the checkbox **Recast amount using closing deferred tax rate** and click **Save**.

The subsequent consolidations then use the closing rate to calculate recast amount. By default, recast is calculated using Current Year Tax Rate.

Example Usecase - Calculating Recast:

Table 32-1 Calculating Recast

Pillar Two Rate	Current Year Rate	Closing Rate
15%	21%	25%

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- Enter Covered Tax Adjustment : 120,000
- Pre Tax amount = Covered tax adjustment/closing rate (that is, 120,000 / 25% =480,000)
- Pillar Two minimum tax = Pre Tax from above * Pillar Two Rate (480,000 * 15% =72,000)
- Recast = difference between Pillar Two min tax - Pre Tax that is, 72,000 – 120,000 = -48,000

Topup Tax form showing Recast Amount

Pillar Two Covered Tax

Scenario	Years	Period	Entity	Consolidation	Jurisdiction	Multi-GAAP
Actual	FY21	P12	Operations	Entity Total	United States USD	Local GAAP

	Automated	Adjustment	Total
Current Tax Charge as per Book	4,760,709		4,760,709
Total Current Tax (Benefit)	**4,760,709**		**4,760,709**
Intangible Assets	2,825		2,825
Fixed Assets - Book Depreciation	(317,929)		(317,929)
Fixed Assets - Tax Depreciation	364,418		364,418
Total Property, plant and equipment	**46,488**		**46,488**
RoU lease IFRS 16	35,800		35,800
Financial assets	(11,705)		(11,705)
Derivatives NCA	1,714		1,714
Other NCA	(2,500)		(2,500)
Inventories	(549,968)		(549,968)
Stock Compensation	0		0
Total Temporary Differences (Stat to Tax)	**(477,346)**		**(477,346)**
Total Temporary Differences	**(477,346)**		**(477,346)**
Def tax other		120,000	120,000
Total Other Deferred Tax Movements		**120,000**	**120,000**
underdeftax		1,000	1,000
Total Deferred Tax (Benefit)	**(477,346)**	**121,000**	**(356,346)**
Recast Deferred Expense to 15%	190,938	(48,400)	142,538
Total Deferred Tax (Benefit) Recast	(286,407)	72,600	(213,807)
TestinTotalTaxAdj		10,000	10,000
Total Other Tax Adjustments		**10,000**	**10,000**
Total Covered Tax	4,474,302	82,600	4,556,902

Note

- Post saving the setting, run impact entities with data rule to force impact the entities - if required.
- When calculating recast for temporary difference account if the account has pre-tax value, then system uses the available pre-tax value instead of deriving the pre-tax amount.

Working with Pillar Two Rules

Related Topics:

- Reporting Currency Translation
- Copy Configuration

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Reporting Currency Translation

To view the Pillar two data in a given reporting currency use the following two rules to run reporting currency translations for the Pillar Two jurisdictions:

Table 32-2 Rules for Reporting Currency Translation

Rule	Task
Force Translate From Pillar Two Currency To Reporting Currency	You can run this rule from the Rules card.
Translate From Pillar Two Currency To Reporting Currency	You can run this rule from the Rules card.

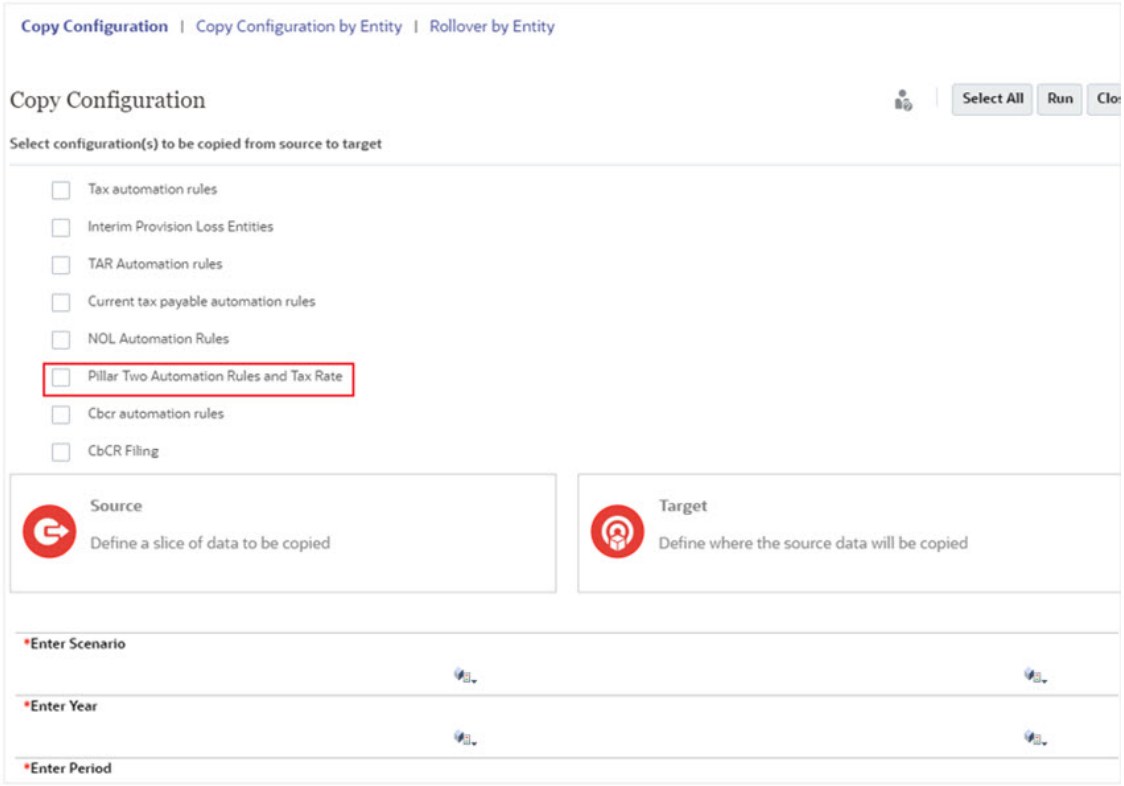
These rules translates all Pillar Two Jurisdictions into the provided reporting currency.

> **Note**
>
> Follow the steps to translate pillar two data into EUR reporting currency:
>
> 1. Navigate to Rules card and run **Impact Entities with Data (Consol)** rule (this rule impacts the entities which have data).
> 2. Run **Consolidate** rule for the **Pillar Two Total** Entity.
> 3. Run **Translate From Pillar Two Currency To Reporting Currency** to translate into **EUR_Reporting**.

Copy Configuration

Use the copy configuration rule to copy the Pillar Two automation rules and Pillar Two tax rate.

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Working with Transitional Safe Harbor Rules

The Safe Harbor rules are designed as a short-term measure that effectively excludes a multi-national company's operations in certain lower-risk jurisdictions from the scope of GloBE. The safe harbor allows a multi-national company to avoid GloBE calculations in respect of a Jurisdiction if, based on its qualifying CbCR and financial accounting data:

- that jurisdiction has revenue and income below the de minimis threshold (the de minimis test)
- an ETR that equals or exceeds an agreed rate (the Simplified ETR (effective tax rate) test)
- has no excess profits after excluding routine profits (the routine profits test)

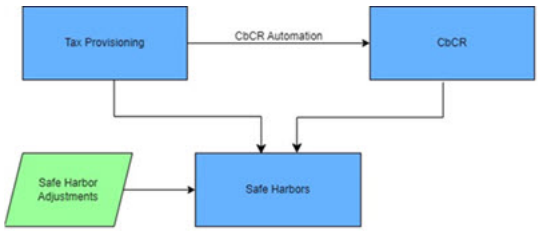
See, Example Tests

> **Note**
>
> All entities must translate to EUR to apply Safe Harbor rules.

Here's the workflow:

1. Tax provisioning
2. CbCR Calculations
3. Safe Harbors
4. Pillar Two

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Enabling Safe Harbors

Safe Harbors is available as a sub feature under Pillar Two in the **Tax Reporting – Enable Features** screen. To enable this feature:

1. Go to the Homepage and click on **Application**.
2. Click **Configuration**.
3. The **Tax Reporting – Enable Features** screen appears.
4. Select **Global Transitional Safe Harbors**.
5. Click **Enable**.

> **Note**
>
> As a prerequisite, you must migrate your application to Hybrid DSO model and enable Pillar Two feature before enabling Safe Harbors. See also: Working with Pillar Two Rules and Optimizing the Application Model for Hybrid Aggregation

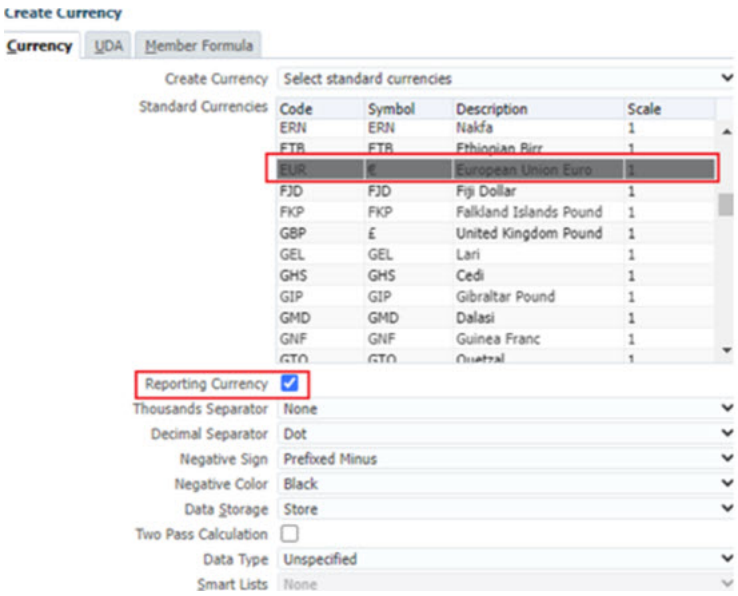
Working with Safe Harbor Metadata

Currency

Transitional Safe Harbor tests thresholds are defined in Euro currency, hence it is required to have EUR currency

Create EUR currency and check the reporting currency option for EUR. See Currency Dimension

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Account

Details on Safe Harbors Accounts (see, Account Dimension) setup is:

TRCS_PillarTwoSafeHarbors	Pillar Two Safe Harbors
TRCS_SafeHarborsAccounts	Safe Harbors Accounts
TRCS_CbCRRevenue	Pillar Two CbCR Revenue
TRCS_CbCRProfitBeforeTax	Pillar Two CbCR Profit Before Tax
TRCS_SimplifiedCovTax	Pillar Two Simplified Covered Taxes
TRCS_TotalSubstanceBasedIncExc(Shared)	Total Substance Based Income Exclusion
TRCS_SafeHarborsAccountsTests	Safe Harbors Accounts Tests
TRCS_TransitionalSafeHarborTestsRatesAmts	Transitional Safe Harbor Tests Rates and Amounts
TRCS_SafeHarborDataStatus	Safe Harbor Data Status

> **Note**
>
> You can extend CbCR Revenue (TRCS_CbCRRevenue) and CbCR Profit Before Tax (TRCS_CbCRProfitBeforeTax) to add additional detailed members, and the detailed account(s) can be used to define automation rules.

Example

TRCS_SafeHarborsAccounts

TRCS_CbCRRevenue → Total used for De minimis test - Total revenue validation

Revenue - Performance Obligations

Revenue - International

TRCS_CbCRProfitBeforeTax → Total used for De minimis test - Total profit before tax validation

BasePTBI

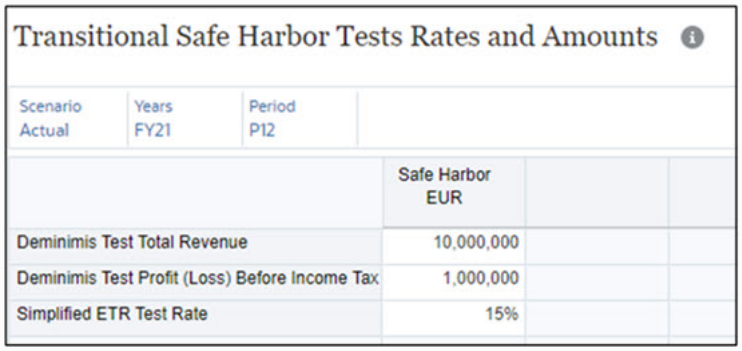
In the above example, Revenue Performance Obligation and Revenue International are child members of TRCS_CbCRRevenue. BasePTBI is a child member for TRCS_CbCRProfitBeforeTax.

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Working with Transitional Safe Harbor Tests Rates and Amounts

1. Navigate to **Library** card.
2. Expand **Pillar Two Administration** folder.
3. Open **Transitional Safe Harbor Tests Rates and Amounts** form.

> **Note**
>
> - Configuration screen to store the threshold amounts in Euro
> - The amounts are stored by Scenario/Year/Period
> - Enter the Total Revenue maximum amount
> - Enter the Profit (Loss) Before Income Tax maximum amount
> - Enter the Simplified ETR Rate
> - Data can be copied over to next period if needed



Transitional Safe Harbor Tests Rates and Amounts

Scenario	Years	Period
Actual	FY21	P12

	Safe Harbor EUR
Deminimis Test Total Revenue	10,000,000
Deminimis Test Profit (Loss) Before Income Tax	1,000,000
Simplified ETR Test Rate	15%

Example Tests

De Minimis Test

- The multi-national company group reports:
  - total revenue of less than EUR 10 million
  - profit (loss) before income tax of less than EUR 1 million
- Data from CbCR

in such Jurisdiction on its qualified CbC Report for the Fiscal Year (FY)

Simplified ETR Test

- The multi-national company group has a simplified ETR that is equal to or greater than the transition rate in such jurisdiction for the FY:
  - 15% for FY beginning in 2023 & 2024
  - 16% for FY beginning in 2025
  - 17% for FY beginning in 2026
- Data from financial statements and CbCR

Routine Profits Test

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- The multi-national company group's profit (loss) before income tax in such jurisdiction is equal to or less than the substance-based income exclusion amount, for constituent entities resident in that jurisdiction under the CbCR, as calculated under the GloBE Rules
- Data from CbCR and GloBE computation

Configuring Safe Harbors

Related Topics:

- Setting Safe Harbor Automation
- Importing Safe Harbor Automation
- Consolidating Data

Setting Safe Harbor Automation

1. Navigate to **Configuration** card.
2. Click on **Safe Harbor Automation**.

> **Note**
>
> - Safe Harbors automation allows automating the data from Tax Provision (Consol Cube) and or from CbCR (CbCR Cube)
> - Pillar Two Simplified Covered Taxes is setup to pull total tax from Consolidated ETR
> - In the example below, setup is pulling Pillar Two CbCR Revenue and Pillar Two CbCR Profit Before Tax from CbCR cube



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Note

- If a separate CbCR scenario is created, then configure source scenario in the automation rule.



- When selecting CbCR Scenario (that is, Actual_CbCR), then you must select Source Cube as CbCR, otherwise data will not be pulled as valid source movement member.
- If **Source Cube** column is not selected, system will assume Source Cube to be "Consol" cube.
- The source movement is needed as **CBCR Total** when selecting source cube as "CbCR".

How it works: The Global rules when set are copied to the Jurisdiction and Entity level upon save. Global Rules can be disabled at the Jurisdiction or Entity level and then a new Jurisdiction or Entity Rule can be created to have an alternative calculation. The only detail that is allowed to be changed at the Jurisdiction or Entity level for a Global Rule is the **Enabled**/**Disabled** column.

Jurisdiction Rules can be disabled at the Entity level and then a new Entity Rule can be created to have an alternative calculation. The only detail that is allowed to be changed at the Entity level for a Jurisdiction Rule is the **Enabled**/**Disabled** column.

You can save the new Entity Rules at the Entity level. You can see the type of rule (that is, Global, Jurisdiction, and Entity) by looking at the rule name. You can also add additional rules to the metadata as needed.

Importing Safe Harbor Automation

- Safe Harbor Automation Import is in the Config cube. See, Application Cubes
- To enable a rule that is currently disabled, the import must be run in Replace mode. See Load Methods. See, Importing Modes and Accumulation Types
- Import Safe Harbor Automation rules return an error if the import files contain data imported to the wrong level. Only **Enabled**/**Disabled** column is allowed to be overridden at a lower level. If any wrong intersection exists in the load, the entire load will fail and an error is returned in Job console.
- Import Safe Harbor Automation rules cascades all the columns excluding **Enabled**/**Disabled** to the lower levels (Global cascades to Jurisdiction and Entity; Jurisdiction cascades to Entity). All rules for any Scenario, Year, and Period within the load file are affected by this cascading.

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> **Note**
>
> - If a new Global rule is imported as disabled, the Jurisdiction and Entity levels of the Global Rule will remain **Enabled** after the import is complete. This is because, the **Enabled/Disabled** column is not cascaded to lower levels. If the intention is also to disable the Global rule at a specific Jurisdiction and Entity level, then, a row in the import that disables the Global rule at the specified Jurisdiction or Entity must be included.
> - If a new Jurisdiction rule is imported as disabled, the Entity levels of the Jurisdiction Rule will remain **Enabled** after the import is complete. This is because, the **Enabled/Disabled** column is not cascaded to lower levels. If the intention is also to disable the Jurisdiction rule, the specified Entity must be included.

Consolidating Data

Steps to Consolidation when CbCR is Enabled

After configuring Safe Harbor follow the below process of consolidating the data:

- Consolidate Tax provision
- Consolidate CbCR reporting entity if not consolidated
- Consolidate Safe harbors (Standalone rule)
- Run reporting currency translation to EUR_Reporting.

Working with Pillar Two Safe Harbors

1. Navigate to **Library** card.
2. Expand **Pillar Two** folder.
3. Open **Pillar Two Safe Harbors** form.

> **Note**
>
> - Pillar Two Safe Harbors shows data based on the Safe Harbor automation configuration. See, Configuring Safe Harbors
> - Substance based income exclusion amounts are automated using GloBE Income automation


Pillar Two Safe Harbors

Scenario	Years	Period	Entity	Consolidation	Jurisdiction	Multi-GAAP	Currency
Actual	FY21	P12	Vision Canada	Entity Input	Canada	Local GAAP	Entity Currency

	Automated	Adjustment	Total
Pillar Two CbCR Revenue	1,130,175		1,130,175
Pillar Two CbCR Profit Before Tax	549,090		549,090
Pillar Two Simplified Covered Taxes	32,774		32,774
Pillar Two Substance based income exclusion tangible assets	(19,824)		(19,824)
Pillar Two Substance based income exclusion employee costs	(33,968)		(33,968)
Total Substance Based Income Exclusion	(53,793)		(53,793)
Safe Harbors Accounts	1,658,246		1,658,246

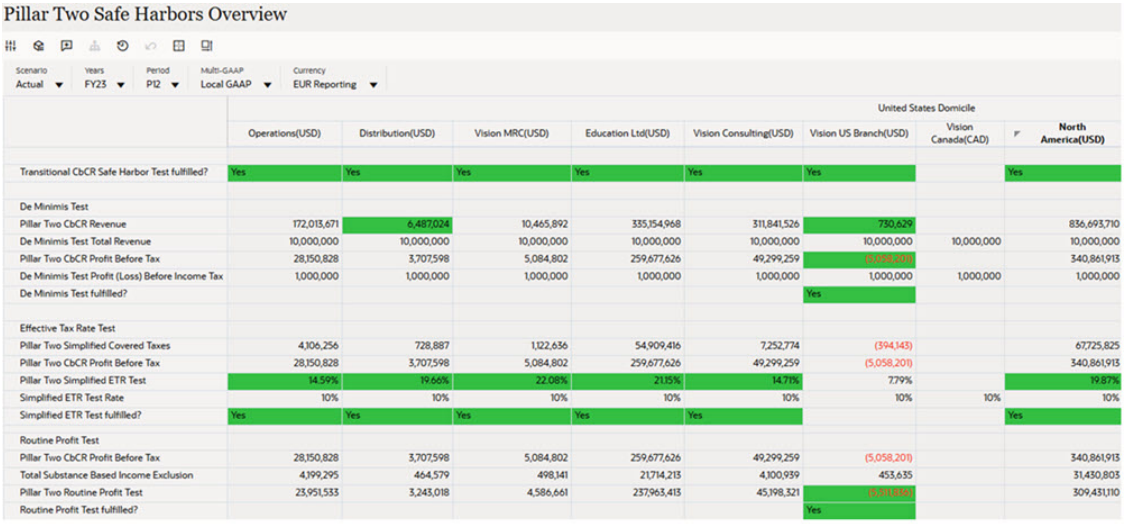
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Viewing Pillar Two Safe Harbors Overview Page

The **Pillar Two Safe Harbors Overview** page indicates the Entities and total Jurisdictions as green when it passes corresponding safe harbor tests based on the transitional safe harbor threshold amounts provided.

Note that the overview form also includes De Minimis Test Total Revenue, De Minimis Test Profit (Loss) Before Income Tax, and Simplified ETR Test Rate values.

The **Total Substance Based Income Exclusion** values are shown as positive in the **Pillar Two Safe Harbors Overview** form. See the example below (here, Total Substance Based Income Exclusion value is shown as positive):



Pillar Two Safe Harbors Overview

Scenario: Actual | Years: FY25 | Period: P12 | Multi-GAAP: Local GAAP | Currency: EUR Reporting

	United States Domicile							
	Operations(USD)	Distribution(USD)	Vision MRC(USD)	Education Ltd(USD)	Vision Consulting(USD)	Vision US Branch(USD)	Vision Canada(CAD)	North America(USD)
Transitional CbCR Safe Harbor Test fulfilled?	Yes	Yes	Yes	Yes	Yes	Yes		Yes
De Minimis Test								
Pillar Two CbCR Revenue	172,013,671	6,487,024	10,465,892	335,154,968	311,841,526	730,629		836,693,710
De Minimis Test Total Revenue	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000
Pillar Two CbCR Profit Before Tax	28,150,828	3,707,598	5,084,802	259,677,626	49,299,259	(5,058,201)		340,861,913
De Minimis Test Profit (Loss) Before Income Tax	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
De Minimis Test fulfilled?						Yes		
Effective Tax Rate Test								
Pillar Two Simplified Covered Taxes	4,106,256	728,887	1,122,636	54,909,416	7,252,774	(394,143)		67,725,825
Pillar Two CbCR Profit Before Tax	28,150,828	3,707,598	5,084,802	259,677,626	49,299,259	(5,058,201)		340,861,913
Pillar Two Simplified ETR Test	14.59%	19.66%	22.08%	21.15%	14.71%	7.79%		19.87%
Simplified ETR Test Rate	10%	10%	10%	10%	10%	10%	10%	10%
Simplified ETR Test fulfilled?	Yes	Yes	Yes	Yes	Yes			Yes
Routine Profit Test								
Pillar Two CbCR Profit Before Tax	28,150,828	3,707,598	5,084,802	259,677,626	49,299,259	(5,058,201)		340,861,913
Total Substance Based Income Exclusion	4,199,295	464,579	498,141	21,714,213	4,100,939	453,635		31,430,803
Pillar Two Routine Profit Test	23,951,533	3,243,018	4,586,661	237,963,413	45,198,321	(5,511,836)		309,431,110
Routine Profit Test fulfilled?						Yes		

- **Transitional CbCR Safe Harbor Test fulfilled?**: Indicates as **Yes** for the entity, if any of the De Minimis Test fulfilled?, Simplified ETR Test fulfilled?, Routine Profit Test fulfilled? is marked as **Yes**.
- **De Minimis Test fulfilled?**: Indicates as **Yes**, when both CbCR Revenue and CbCR Profit Before Tax tests passes.
- **Simplified ETR Test fulfilled?**: Indicates as **Yes** for an entity, if value of Pillar Two Simplified ETR Test is equal to or greater than the transition rate.
- **Routine Profit Test fulfilled?**: Indicates as **Yes** for an entity, if the value of Pillar Two Routine Profit Test is less than or equal to zero.

> **Note**
>
> Only one of the three tests (**De Minimis Test**, **Simplified ETR Test**, and **Routine Profit Test)** is required to pass for Safe Harbors (see, Example Tests).

Working with Transitional Safe Harbors Pillar Two Currency and Jurisdiction Overview

In Tax Reporting, Transitional Safe Harbor Overview supports viewing results by Pillar Two Currency and Jurisdiction. You can select Pillar Two Currency and Pillar Two Jurisdiction from the **Transitional Safe Harbors Pillar Two Currency and Jurisdiction Overview** webform.

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You can create groups within Pillar Two Reporting Jurisdictions. Using Jurisdiction dimension, you can:

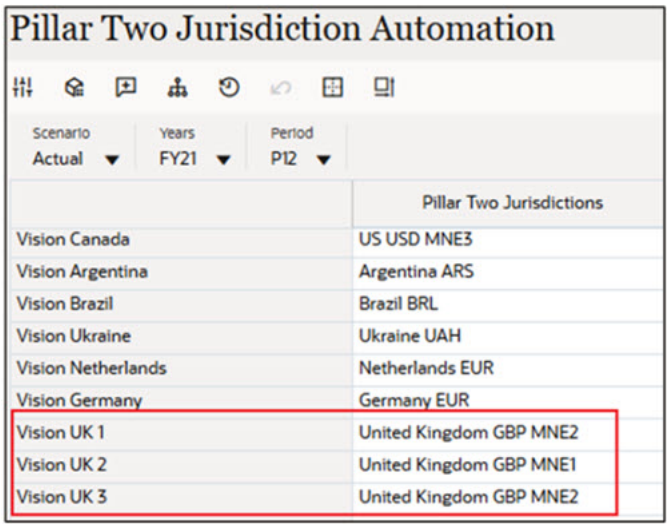
- Create **Multinational Entities (MNE) groups**: A **Multinational Enterprise (MNE) group** is typically a collection of companies or subsidiaries that operate in multiple countries, under the common ownership or control of a parent company. MNEs often engage in profit shifting, and tax optimization strategies.
- Create **Joint Venture (JV) groups**: A **Joint Venture (JV) group** refers to the separate tax entity created when two or more companies agree to gather and collaborate their resources for a project sharing in the risks and rewards.

Configuring Metadata – Use Case Example

See the following use case example to configure the metadata:

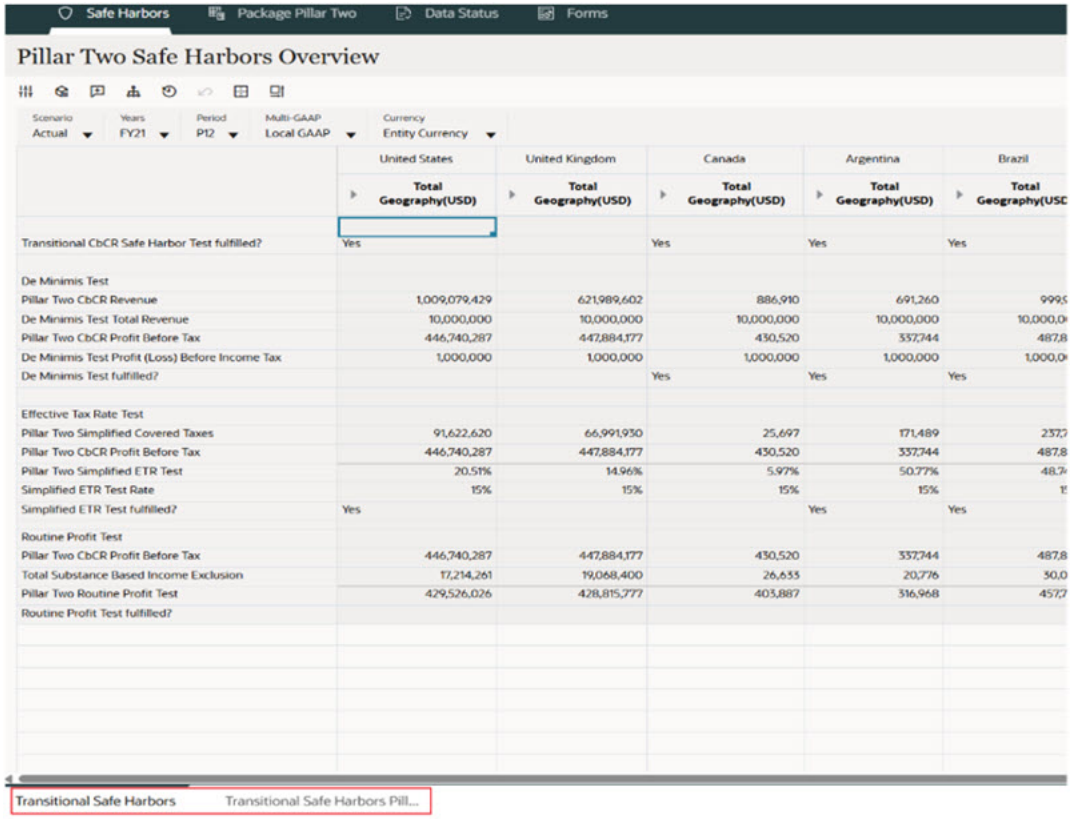
- Set up the jurisdiction dimension for MNE groups (you can have multiple MNE groups as in the example below):
  TRCS_TotalPillarTwoJurisdictions
  - US_MNE1_Jurisdiction
    - United Kingdom MNE1
    - United States
    - Canada
  - UK_MNE2_Jurisdiction
    - United Kingdom MNE2
    - Germany
    - France
- Set up Joint venture (JV) Groups (you can have multiple joint venture groups as in the example below):
  TRCS_TotalPillarTwoJurisdictions
  - US_JV_Jurisdiction
  - UK_JV_Jurisdiction
- Assign existing entities to the groups using Pillar Two Jurisdiction automation:
  - Vision UK2 is part United Kingdom GBP MNE1
  - Vision UK1 and Vision UK3 are part of United Kingdom GBP MNE2

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Viewing the Overview Form

- Post configuration, run consolidation and open the **Transitional Safe Harbors Pillar Two Currency and Jurisdiction Overview** form from **Pillar Two** -> **Safe Harbor** folder in **Library**. See also: Working with Pillar Two and Working with Transitional Safe Harbor Rules
- Note that the existing Safe Harbors card is updated with the new form showing in tabs.



- Click on the **Transitional Safe Harbors Pillar Two Currency and Jurisdiction Overview** tab to open it. For example, you select the Currency, you see all the **Pillar Two Jurisdictions** grouped by MNE and **Total Pillar Two** entity.

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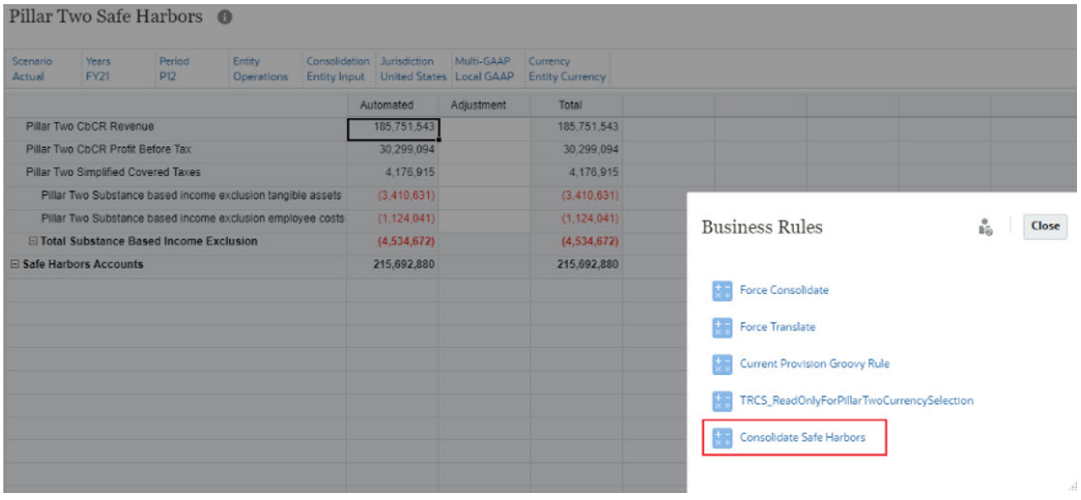
Working with Safe Harbor Rules

Groovy Validation Rule

- **Safe Harbors Overview** form is attached with Groovy rule which validates data against transitional Safe harbor tests rates and amounts data upon form load (see, Working with Pillar Two Safe Harbors)
- Validations run only when Entity currency is EUR or Reporting currency is selected as EUR
- TRCS_CbCRRevenue is validated against threshold amount entered for TRCS_DeminimisTestTotalRevenue
- TRCS_CbCRProfitBeforeTax is validated against threshold amount entered for TRCS_DeminimisTestTotalPBIT
- When an Entity passes any of the test then the cell color is filled with Green color

Consolidate Safe Harbors (Standalone Rule)

- This rule is applicable only when CbCR feature is enabled.
- Standalone rule to run Safe harbor automation rules (Under **Actions → Business Rules**, launch **Consolidate Safe Harbors**)



- Standalone rule is also attached to the Pillar Two Safe Harbors form.

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Implementing CbCR and Transition Safe Harbor Rules - Best Practices

Usecase 1

No separate CbCR scenario enabled and prior year is locked:

For Example:

Consol	Consol
P12	P1
FY22	FY23
Locked	Unlocked
Actual	Actual

1. Create a new Scenario **PillarTwoScenario** member and copy the data from P12 / FY22 / Actual in to **PillarTwoScenario**.

Consol
P12
FY22
Unlocked
PillarTwoScenario

2. Create (if needed), a separate approval process for CbCR then enable separate CbCR scenario for **PillarTwoScenario**.

Consol	CbCR
P12	P12
FY22	FY22
Unlocked	Unlocked
PillarTwoScenario	PillarTwoScenario_CbCR

3. Continue working with separate CbCR scenario.

Usecase 2

If the application already has separate CbCR enabled and has locked prior years:

For Example:

Consol	Consol	CbCR	CbCR
P12	P1	P12	P1
FY22	FY23	FY22	FY23
Locked	Unlocked	Locked	Unlocked
Actual	Actual	Actual_CbCR	Actual_CbCR

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1. Create a new Scenario **PillarTwoScenario** member and copy the data from P12 / FY22 / Actual in to **PillarTwoScenario**.

   Consol

   P12

   FY22

   Unlocked

   PillarTwoScenario

2. Enable separate CbCR scenario for **PillarTwoScenario**.

Consol	CbCR
P12	P12
FY22	FY22
Unlocked	Unlocked
PillarTwoScenario	PillarTwoScenario_CbCR

3. Copy CbCR data from Actual_CbCR to **PillarTwoScenario_CbCR**, if required or, by using pillar two automation and configuring the source scenario as Actual_CbCR.

Managing Entity Classification

Pillar Two entities can be categorized into different types using the **Entity Classification** feature under **Pillar Two (Global and Local Top-up Tax)**. See also, Working with Pillar Two.

See the following related topics in *Working with Tax Reporting*:

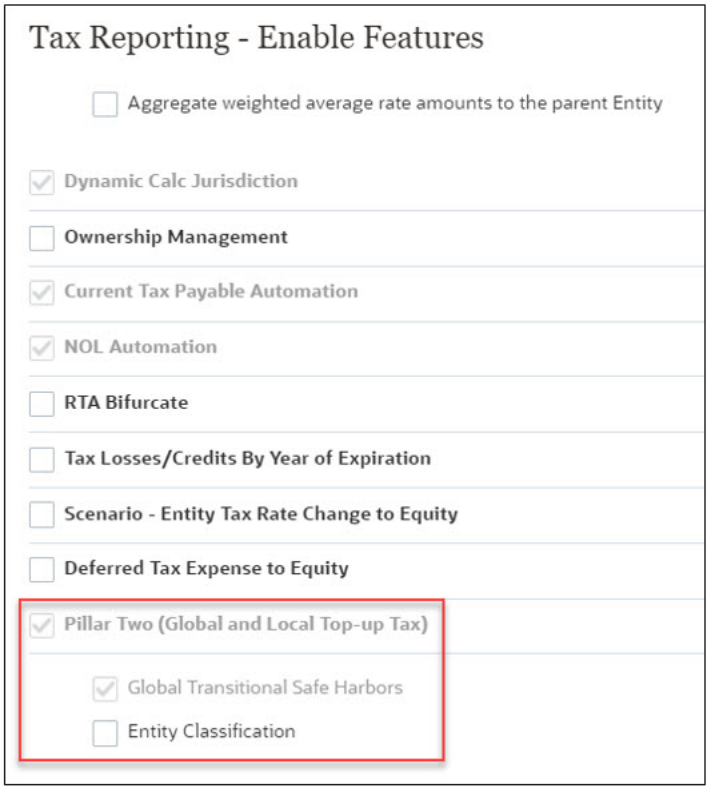
- Introducing Entity Classification
- Working with Pillar Two Entity Classification Forms
- Validating Pillar Two Entity Classification Form
- Working with Entity Rules

Enabling Entity Classification

To enable this feature while creating a new application, navigate to **Create Application: Features**, select **Entity Classification** under **Pillar Two (Global and Local Top-up Tax)**, and click **Enable**.

If the application is already created, you can enable this feature by navigating to **Application**>**Configurations**. On the **Configure** screen, under **Pillar Two (Global and Local Top-up Tax)**, select **Entity Classification** and click **Enable**.

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This creates the Pillar Two Entity Classification form and the related metadata.

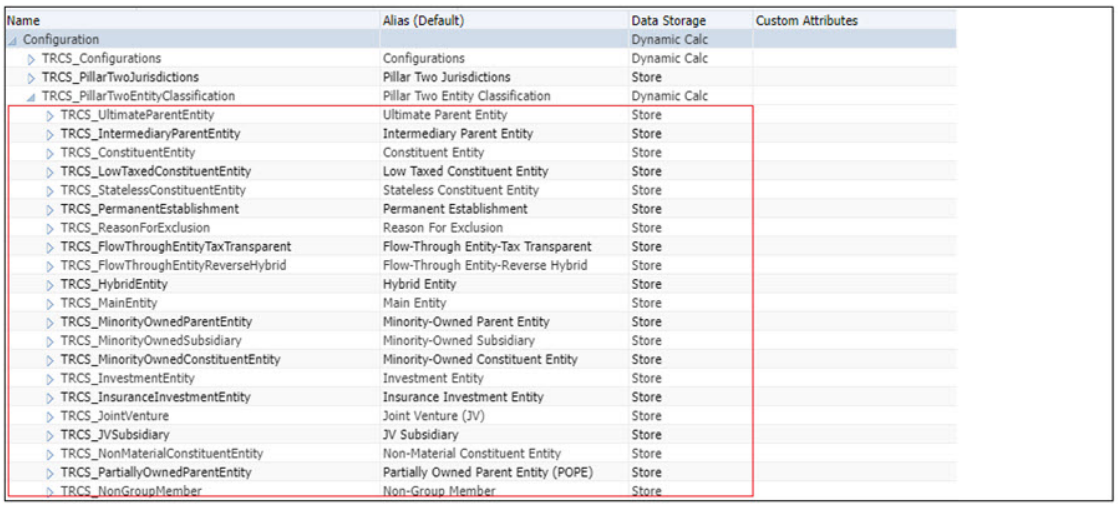
> **Note**
>
> As this feature is dependent on **Pillar Two Jurisdiction Automation** form, you must ensure that this form is not customized before enabling the feature. If customized, restore it to the system default.

See also: Enabling Application Features

Working with Entity Classification Metadata

- **TRCS_PillarTwoEntityClassification** and its descendants are created under Configuration dimension in the Configuration cube (see, Application Cubes and Application Dimensions)
- All the descendants of **TRCS_PillarTwoEntityClassification** appears as the different classifications available in the Pillar Two Entity Classification Form as columns
- If you want to incorporate further classifications, you have to configure a member (see also, Working with Members) under **TRCS_PillarTwoEntityClassification** and append a new column for that member in the form

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Name	Alias (Default)	Data Storage	Custom Attributes
Configuration		Dynamic Calc	
TRCS_Configurations	Configurations	Dynamic Calc	
TRCS_PillarTwoJurisdictions	Pillar Two Jurisdictions	Store	
TRCS_PillarTwoEntityClassification	Pillar Two Entity Classification	Dynamic Calc	
TRCS_UltimateParentEntity	Ultimate Parent Entity	Store	
TRCS_IntermediaryParentEntity	Intermediary Parent Entity	Store	
TRCS_ConstituentEntity	Constituent Entity	Store	
TRCS_LowTaxedConstituentEntity	Low Taxed Constituent Entity	Store	
TRCS_StatelessConstituentEntity	Stateless Constituent Entity	Store	
TRCS_PermanentEstablishment	Permanent Establishment	Store	
TRCS_ReasonForExclusion	Reason For Exclusion	Store	
TRCS_FlowThroughEntityTaxTransparent	Flow-Through Entity-Tax Transparent	Store	
TRCS_FlowThroughEntityReverseHybrid	Flow-Through Entity-Reverse Hybrid	Store	
TRCS_HybridEntity	Hybrid Entity	Store	
TRCS_MainEntity	Main Entity	Store	
TRCS_MinorityOwnedParentEntity	Minority-Owned Parent Entity	Store	
TRCS_MinorityOwnedSubsidiary	Minority-Owned Subsidiary	Store	
TRCS_MinorityOwnedConstituentEntity	Minority-Owned Constituent Entity	Store	
TRCS_InvestmentEntity	Investment Entity	Store	
TRCS_InsuranceInvestmentEntity	Insurance Investment Entity	Store	
TRCS_JointVenture	Joint Venture (JV)	Store	
TRCS_JVSubsidiary	JV Subsidiary	Store	
TRCS_NonMaterialConstituentEntity	Non-Material Constituent Entity	Store	
TRCS_PartiallyOwnedParentEntity	Partially Owned Parent Entity (POPE)	Store	
TRCS_NonGroupMember	Non-Group Member	Store	

Tip

Best Practice is to save the customized form with a new name.

Configuring Legal Entity Hierarchy User Variables

Pillar Two Entity Classification form displays the entities present under the Legal Entity Hierarchy. You can change this hierarchy using the **Pillar Two Legal Hierarchy** user variable. To do so:

- Navigate to **Tools** > **Variables**.
- Select the **User Variables** Tab.



By default, Descendants of Total Geography is set in the User Variable Definition. Change the Definition to use any other hierarchy (if needed) as the **Pillar Two Legal Hierarchy**.

See also, Working with Variables

Managing Entity Allocation

The Jurisdictional Top-up Tax is allocated to Constituent Entities in the Low Tax Jurisdiction that have positive GloBE Income. Allocation of top-up tax amount is based on the Entity's portion of the group's GloBE Income in the low-taxed jurisdiction.

Top-up tax Allocation occurs only when consolidating at "Total Pillar Two" parent Entity.

Related Topics:

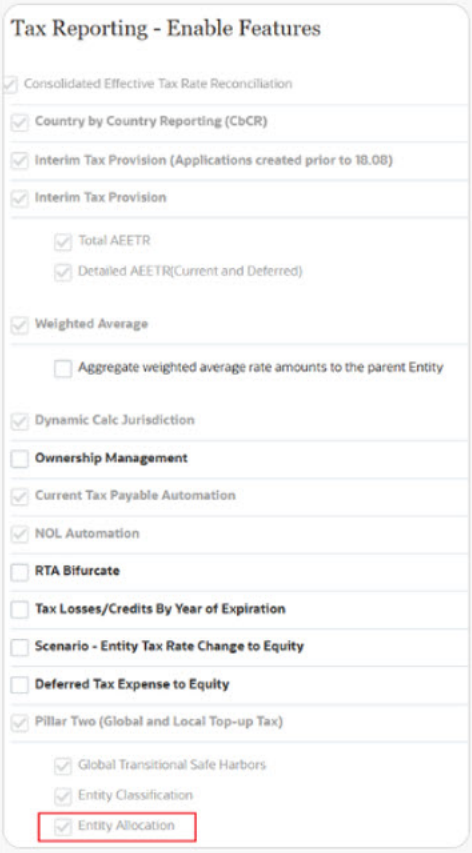
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- Enabling Entity Allocation
- Allocation of Topup Tax/Income Inclusion Rule (IIR)/Undertaxed Profits Rule (UTPR)
- Usecase Example: Allocation Process

Enabling Entity Allocation

To enable this feature:

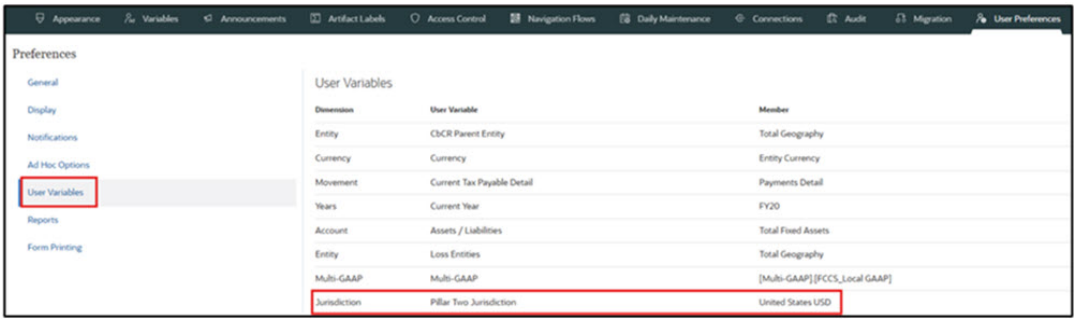
1. Navigate to Configuration card, **Actions** → **Enable Features**.
2. Check **Entity Allocation** and click on **Enable** button to successfully enable the feature.



> **Note**
>
> This process can run longer as it includes refresh of database.

3. Navigate to **User Preferences** page and select any Pillar Two Jurisdiction member for the **Pillar Two Jurisdiction** user variable.

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4. Run consolidation at **Total Pillar Two** parent Entity.
5. Navigate to the Library card and Expand **Pillar Two** folder.
6. Open the new web form **Pillar Two Top-Up Tax By Jurisdiction**. This form shows the top-tax allocation amounts

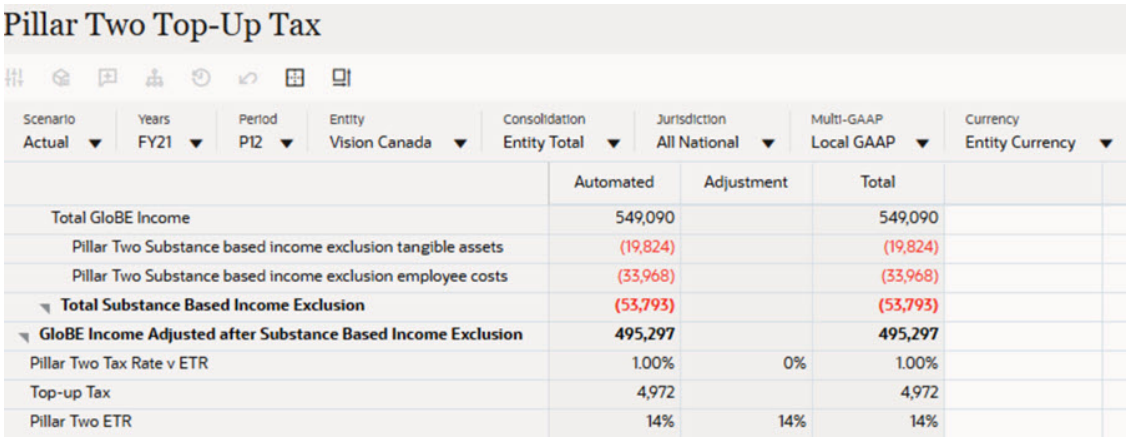
Allocation of Topup Tax/Income Inclusion Rule (IIR)/Undertaxed Profits Rule (UTPR)

- Low taxed jurisdiction
  - When allocating top up tax back to Entity, apply only to Pillar Two Currency and not the Entity Currency
  - Allocation of low taxed jurisdiction top-up tax amount is based on entities with in Pillar Two Jurisdiction with positive Globe Income/All entities positive Globe Income
  - Top-up tax amount allocation ignores Ownership percentage.
  - Total Excess profit (TotalGloBEIncomeAsAdjusted) when its negative by Jurisdiction then no allocation takes place
- Allocation process
  - Net GloBE Income = GloBE Income - GloBE losses
  - Jurisdictional Excess Profit = Net GloBE Income + Jurisdictional SBIE
  - TopUp Tax % = Pillar Two Tax rate 15% - Jurisdictional ETR
  - Jurisdictional ETR = (Jurisdictional Covered Tax / Net GloBE Income) round up to 4 digits
  - Entity level TopUp Tax = (Jurisdictional Excess Profit * TopUp Tax %) * Globe Income of Entity / Aggregated Positive GloBE income

Pillar Two Top-Up Tax

- Formula for "Pillar Tow Tax rate v ETR" now considers the "TRCS_TopupTaxAllocation" member.
- The calculation for "TRCS_PillarTwoETRPercent" is expressed as a percentage, rounded to four decimal places, in alignment with paragraph 3 of Article 5.1.1 of the OECD Consolidated Commentary to the Global Anti-Base Erosion Model Rules.
- The calculation for "TRCS_TotalGloBEIncomeAsAdjusted" meets the requirements for updated calculation "TRCS_PillarTwoETRPercent".
- Aggregation to the parent "TRCS_TopupTax" reflects changes made to both "TRCS_TopupTaxAllocation" and "TRCS_TotalGloBEIncomeAsAdjusted" calculations to meet requirements with section 5. of the OECD Model Rules (Pillar Two).

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Pillar Two Top-Up Tax

Scenario	Years	Period	Entity	Consolidation	Jurisdiction	Multi-GAAP	Currency
Actual	FY21	P12	Vision Canada	Entity Total	All National	Local GAAP	Entity Currency

	Automated	Adjustment	Total
Total GloBE Income	549,090		549,090
Pillar Two Substance based income exclusion tangible assets	(19,824)		(19,824)
Pillar Two Substance based income exclusion employee costs	(33,968)		(33,968)
Total Substance Based Income Exclusion	**(53,793)**		**(53,793)**
GloBE Income Adjusted after Substance Based Income Exclusion	**495,297**		**495,297**
Pillar Two Tax Rate v ETR	1.00%	0%	1.00%
Top-up Tax	4,972		4,972
Pillar Two ETR	14%	14%	14%

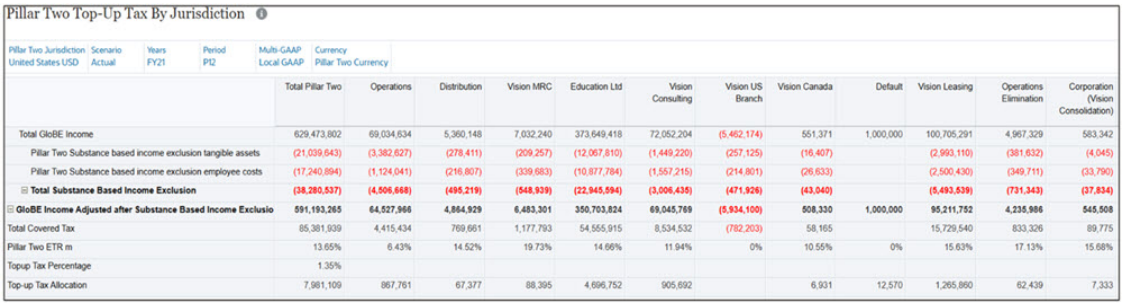
Usecase Example: Allocation Process

For example:

- **Vision US Branch** has Negative GloBE Income, hence no Top-up tax allocation
- **Vision MRC** with ETR above 15% will still be considered for Top-up tax allocation
- **Default Entity** with no covered tax and 0% ETR will still be considered for Top-up tax allocation

See the usecase example - Entity: LE101 (Operations)

- Entity GloBE Income : 69,034,634.00
- Aggregated Positive GloBE Income: 634,935,976.23 (sum of **Operations**: 69,034,634 + **Distribution**: 5,360,148 + **Vision MRC**: 7,032,240 + **Education Ltd**: 373,649,418 + **Vision Consulting**: 72,052,204 + **Vision Canada**: 551,371 + **Deafult**: 1,000,000 + **Vision Leasing**: 100,705,291 + **Operations Elimination**: 4,967, 329 + **Corporation (Vision Consolidation)**: 583,342)
- Jurisdiction Excess Profit: 591,193,265.44
- Top up Tax % Rounded to 4 = 1.35%
- Entity level TopUp Tax = (591,193,265.44 * 1.35% = 7,981,109.08) * (69,034,634.00 / 634,935,976.23) => 867,761.4202



Pillar Two Top-Up Tax By Jurisdiction

Pillar Two Jurisdiction: United States USD | Scenario: Actual | Years: FY21 | Period: P12 | Multi-GAAP: Local GAAP | Currency: Pillar Two Currency

	Total Pillar Two	Operations	Distribution	Vision MRC	Education Ltd	Vision Consulting	Vision US Branch	Vision Canada	Default	Vision Leasing	Operations Elimination	Corporation (Vision Consolidation)
Total GloBE Income	629,473,802	69,034,634	5,360,148	7,032,240	373,649,418	72,052,204	(5,462,174)	551,371	1,000,000	100,705,291	4,967,329	583,342
Pillar Two Substance based income exclusion tangible assets	(21,039,643)	(3,382,627)	(278,411)	(209,257)	(12,067,810)	(1,449,220)	(257,125)	(16,407)		(2,993,110)	(381,632)	(4,045)
Pillar Two Substance based income exclusion employee costs	(17,240,894)	(1,124,041)	(216,807)	(339,683)	(10,877,784)	(1,557,215)	(214,801)	(26,633)		(2,500,430)	(349,711)	(33,790)
Total Substance Based Income Exclusion	**(38,280,537)**	**(4,506,668)**	**(495,219)**	**(548,939)**	**(22,945,594)**	**(3,006,435)**	**(471,926)**	**(43,040)**		**(5,493,539)**	**(731,343)**	**(37,834)**
GloBE Income Adjusted after Substance Based Income Exclusio	**591,193,265**	**64,527,966**	**4,864,929**	**6,483,301**	**350,703,824**	**69,045,769**	**(5,934,100)**	**508,330**	**1,000,000**	**95,211,752**	**4,235,986**	**545,508**
Total Covered Tax	85,381,939	4,415,434	769,661	1,177,793	54,555,915	8,534,532	(782,203)	58,165		15,729,540	833,326	89,775
Pillar Two ETR m	13.65%	6.43%	14.52%	19.73%	14.66%	11.94%	0%	10.55%	0%	15.63%	17.13%	15.68%
Topup Tax Percentage	1.35%											
Top-up Tax Allocation	7,981,109	867,761	67,377	88,395	4,696,752	905,692		6,931	12,570	1,265,860	62,439	7,333

Security Considerations

- Admin / power users have read and write access to data entry forms
- Viewer have read access to all the forms
- Power user have read access to administration (that is, configuration) forms

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Table 32-3 Pillar Two

Pillar Two	Admin/Power User	Viewer
Pillar Two Top-Up Tax and ETR	READWRITE	READ
Pillar Two Top-Up Tax by Jurisdiction	READWRITE	READ
Pillar Two Covered Tax	READWRITE	READ
Pillar Two ETR	READWRITE	READ
Pillar Two GloBE Income	READWRITE	READ
Pillar Two Top-Up Tax	READWRITE	READ

Table 32-4 Pillar Two Administration

Pillar Two Administration	Admin/Power User	Viewer
Pillar Two Covered Tax Entity Automation	READWRITE	READ
Pillar Two Covered Tax Global Automation	READWRITE	READ
Pillar Two Covered Tax Jurisdiction Automation	READWRITE	READ
Pillar Two GloBE Income Entity Automation	READWRITE	READ
Pillar Two GloBE Income Global Automation	READWRITE	READ
Pillar Two GloBE Income Jurisdiction Automation	READWRITE	READ
Pillar Two Jurisdiction Automation	READWRITE	READ
Pillar Two Tax Rate	READWRITE	READ
Pillar Two Tax Details	READWRITE	READ

Table 32-5 Rules

Pillar Two	Admin/Power User	Viewer
PillarTwoAutomationAddRule	LAUNCH	READ
PillarTwoAutomationDeleteRule	LAUNCH	READ
PillarTwoAutomationAddBlankRules	LAUNCH	READ
TranslateFromPillarTwoCurrency	LAUNCH	READ
ForceTranslateFromPillarTwoCurrency	LAUNCH	READ

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33
Migrating Artifacts

Related Topics

- Exporting Artifacts
- Uploading Archives

Exporting Artifacts

You export artifacts to create backups that can be used in migrating applications across environments, for example, from a test environment to a production environment.

You select the artifacts to export. You can export all artifacts in the service or a combination of the artifacts belonging to these components:

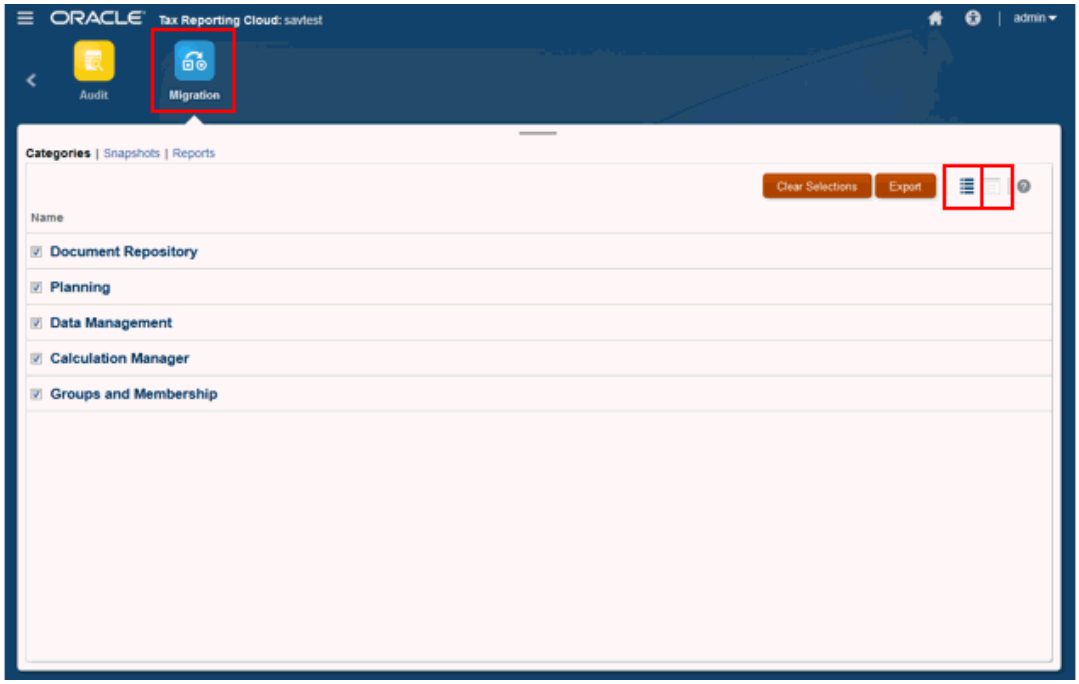
- Planning
- Data Management
- Calculation Manager
- Groups and Membership
- Reporting

Snapshots that you create through the export process are stored for 60 days after which they are automatically deleted from the service. For information on the **Clone Snapshot** feature - an alternative to writing an EPM Automate script to clone an environment, see Generating the Artifact Updates Report in the *Administering Migration* guide.

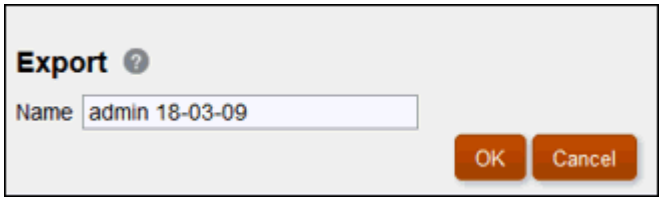
To export artifacts:

1. From the Home page, select **Tools**, and then **Migration**.

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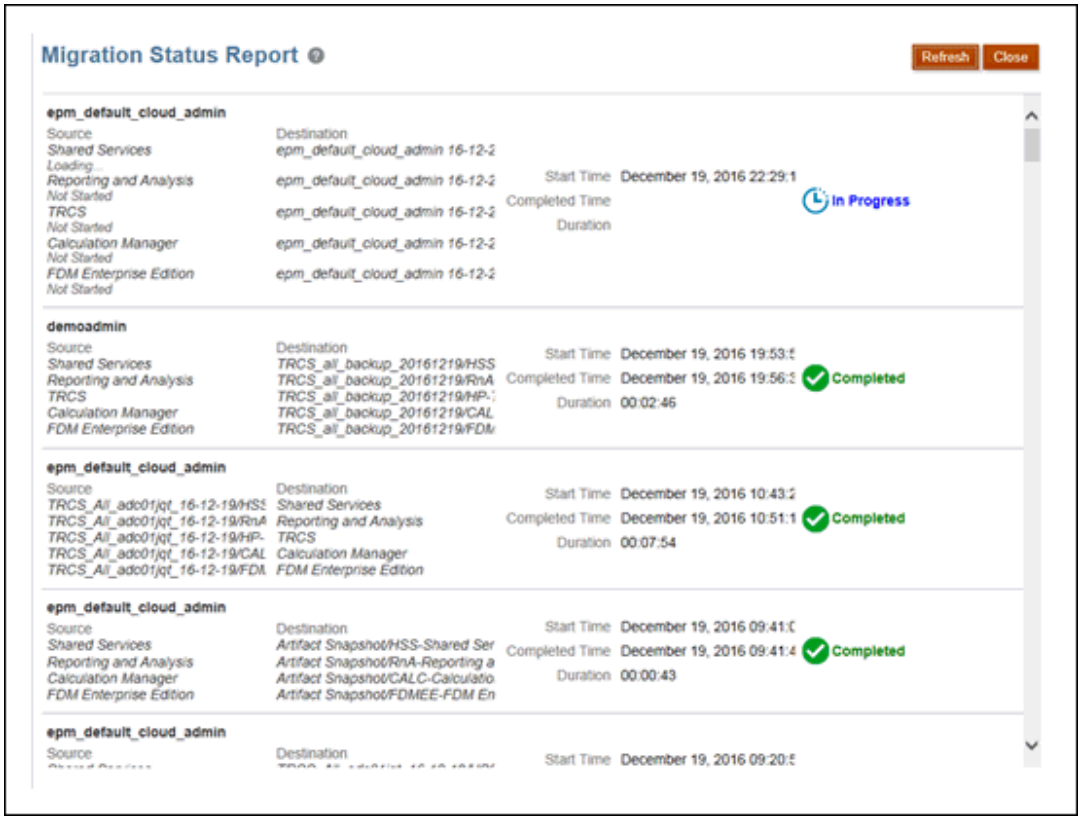


2. Select the **Categories** tab.
3. Under **Name**, select the artifacts that are to be exported. You can choose **Select All, or Clear Selections.**
4. Click **Export**.



5. On the **Export** dialog box, click **OK**.
   You may change the default export folder name. For folder names, use only characters that are supported by the native operating system. For example, Windows does not allow colons in a folder name.
6. Review the Migration Status Report.

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7. Select the **Snapshots** tab to access the folder containing the exported artifacts. See Uploading Archives.

Uploading Archives

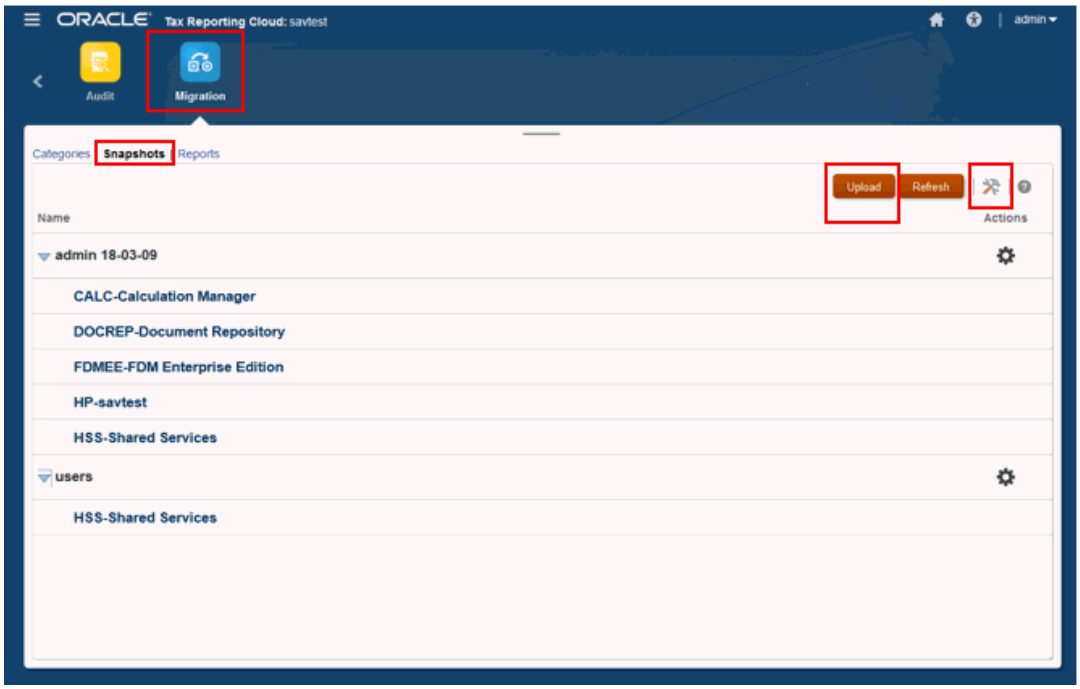
Use this option to upload a ZIP file (containing data, metadata, rule definitions, dimension definitions, mapped transactions, backup snapshots, and so on) from the local computer to the application. You cannot upload a ZIP file if a file with identical name exists in the application.

Files that you upload to the application are stored for 60 days after which they are automatically deleted.

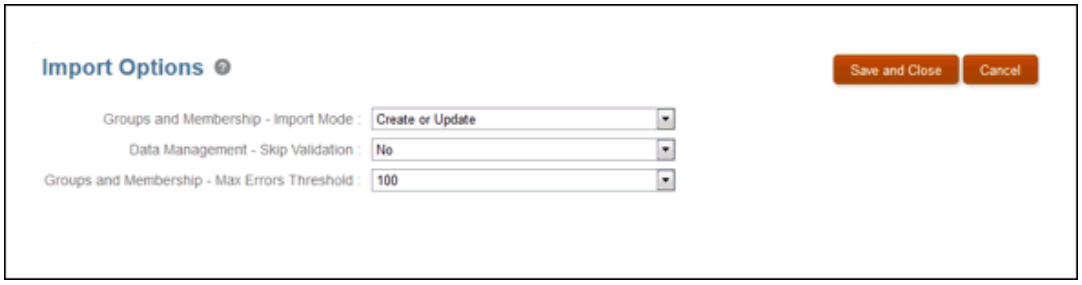
To upload an archive:

1. From the Home page, select **Tools**, and then **Migration**.
2. Select the **Snapshots** tab.

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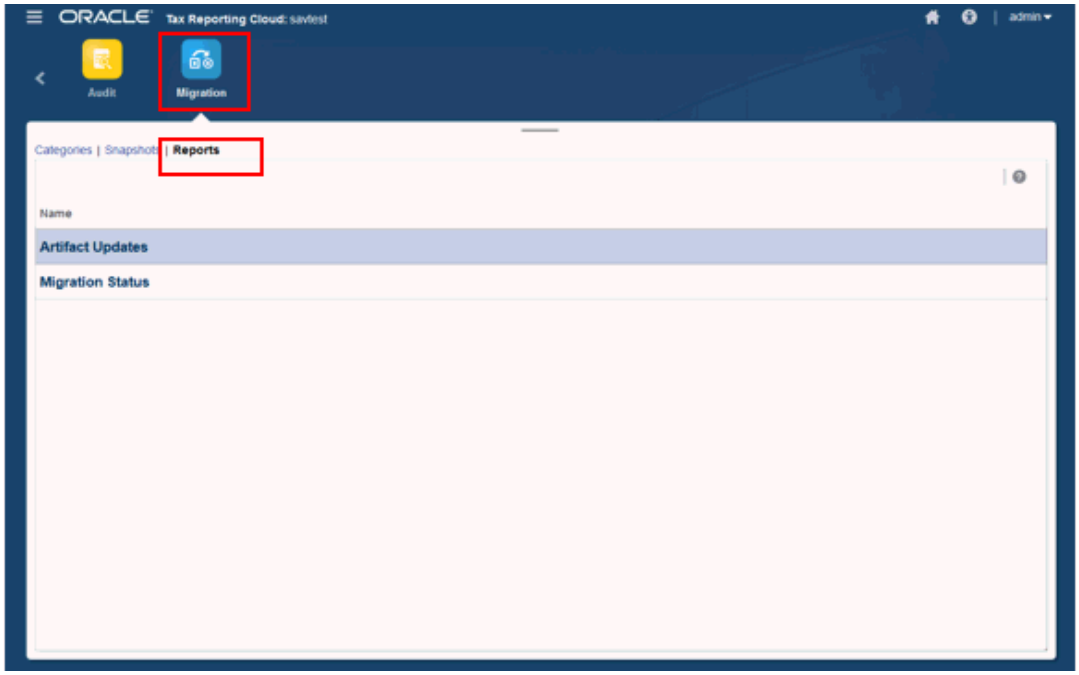


3. Select the snapshot that you want to upload to the environment.
4. Click **Migrations Options**  .
5. On the **Import Options** dialog box, select the options you want to use for the upload, and then click **Save and Close**



6. Browse to the location for the upload, and then click **Upload**.
7. When the upload is complete, select the **Reports** tab to view the following:
   - **Artifact Updates** -- Enter Artifact options, start and end date, and Categories, and then click **Run Report**. Review the resulting report.
   - **Migration Status** -- Click **Migration Status** report to review the results and status for the report.

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Managing Approval Unit Hierarchies

Related Topics

- Creating Approval Unit Hierarchies
- Editing Approval Unit Hierarchies
- Viewing Approval Unit Hierarchy Usage
- Synchronizing Approval Unit Hierarchies
- Deleting and Renaming Approval Unit Hierarchies
- Exporting Approval Unit Hierarchies
- Importing Approval Unit Hierarchies

Creating Approval Unit Hierarchies

The Approval Unit hierarchy contains the entities that are part of the review process. An approval unit consists of a combination of Scenario, Year, Period and Entity.

You must be a Service Administrator to create, modify or delete an Approval Unit hierarchy.

Watch the following video to learn more about approval unit hierarchies:



Managing the Approval Unit Hierarchy

> **Note**
>
> Tax Reporting does not support **Extended Approval Flow** which allows setting up for Phased Submission using Approval Groups.

To create an approval unit hierarchy:

1. Click the **Navigator** icon  .
2. Under **Workflow**, click **Approval Unit**.
3. Click **Create**.
4. Set up the hierarchy with an approval name, approval options, and template.

   See Setting Up the Approval Unit Hierarchy.
5. Select the members to include in the approval process.

   See Selecting Approval Unit Hierarchy Members.
6. Assign owners and reviewers for each stage of the approval process and create the approval unit promotional path.

   See Assigning Approval Unit Owners and Reviewers.

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7. Click **Save**.

Setting Up the Approval Unit Hierarchy

Default Approval Unit Hierarchy Assignment

When an application is created, the system automatically creates an Approval Unit Hierarchy named **Total Geography**. This Approval Unit Hierarchy contains all entities under the **Total Geography** hierarchy. The approval template assigned to this Approval Unit Hierarchy is **Consolidation**. This template is used for the purpose of Locking and Unlocking.

Existing Applications

If you have already started locking your periods in your application, you can continue to use the **Total Geography** Approval Unit Hierarchy for any remaining periods that you want to proceed with for locking.

However, if you would like to start using the review process available for Process Management, you can either:

- Modify the existing **Total Geography** Approval Unit Hierarchy to use a new approval template named **Consolidation - Bottom Up**
- Create a new Approval Unit Hierarchy and assign the entities which you like to be included in the Approval Unit Hierarchy for the review process.

It is recommended that you create a new Approval Unit Hierarchy using the new approval template - **Consolidation - Bottom Up** for the approval process.

New Applications

If you are creating a new application or if you have not locked any of the periods, you can modify the default **Total Geography** Approval Unit Hierarchy to use the new approval template - **Consolidation Bottom Up**. If any of the period have already been started, you must Restart the review process so that the system uses the new approval template for the workflow.

To set up an approval unit hierarchy:

1. Click the **Navigator** icon  .
2. Under **Workflow**, click **Approval Unit**.
3. Take an action:
    - To create a new hierarchy, click **Create**.
    - To edit an existing hierarchy, select a hierarchy and click **Edit**.
4. Select **Approvals Dimension**.
5. In **Hierarchy Name**, specify the approval unit hierarchy name.
6. **Optional:** Specify a description.
7. In **Enable Approvals**, select:
    - **All** to add all entities to the approval process
    - **Custom** to include the parent entity and the generation level of entities specified as approval units. Based upon the selection, the required entities are added to the hierarchy.
    - **None** - this will not automatically include any entities as approval units. You can manually select the entities to be included in the hierarchy.

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- **All-Include if parent is selected**—Adds a new approval unit to the approval process only if its parent is also selected as part of the approval unit hierarchy

When you select to enable approvals for the hierarchy, you can specify when to include new entities or shared instances. If you select the **All** option, new entities or shared instances are automatically included. If you select the **All - include if parent is selected** option, a new entity or shared instance is included only if its immediate parent is also selected as part of the Approval Unit Hierarchy.

8. From **Approvals Template**, select a template:
   - **Consolidation**
   - **Consolidation - Bottom Up**
9. For **Cube**, leave the default setting of **Consol**.
10. Take an action:

- Click **Next** or select **Primary and Subhierarchy Selection** to select the approval unit members (see Selecting Approval Unit Hierarchy Members.
- Click **Save** and then **OK** to save changes and close the approval unit hierarchy.

> **Note**
>
> All the **Approval Unit**s under the same parent (part of the same hierarchy) must have a single **Approval Unit** template. If you want to change the template, make sure that the **Approval Unit** is in a locked state.

Selecting Approval Unit Hierarchy Members

To select approval unit hierarchy members:

1. Take an action:
   - From **Approvals Dimension**, click **Next** or select **Primary and Subhierarchy Selection** to continue defining an approval unit hierarchy.
   - Select **Workflow**, and then **Approval Unit** to edit an approval unit hierarchy.

   Notes:
   - At any time during approval unit hierarchy member selection, you can click **Reset to Default Hierarchy** to reset it to its default membership defined in the Approvals Dimension page.
   - Shared members are displayed in the primary hierarchy, but are not displayed in the alternate hierarchy. For example, if entity E1 is under parent P1, which is the "primary" hierarchy in the Entity dimension, and if E1 is also defined under another parent P2 in an alternate hierarchy in the Entity dimension, when you try to select E1 to be part of the Approval Unit Hierarchy, the system only displays the E1 that is under P1. If you expand P2, E1 will not be displayed.
2. Define how to display the entities in the approval unit hierarchy:
   - Right-click and select **Expand** to expand the display.
   - Right-click and select **Collapse** to collapse the display.
   - Select **All Entities** to display all available entities for selection.
   - Select **Approval Units** to display only the approval units that you enabled previously.

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- For **Search**, select **Name**, **Alias**, or **Both**. Enter any part or all of a name in Search to locate an entity, then click Search Up or Down in the hierarchy.
- To move from page to page in a multipage approval unit hierarchy, enter a page number in **Page** and click **Go**, or click **Start** (first page), **Prev** (previous page), **Next**, or **End** (last page).

3. **Optional**: For approval units not included in the default settings for the approval process, check the box to the left of the approval unit name to include it in the approval process.
4. **Optional:** Right-click an approval unit name to define subhierarchy members for the approval process, and then select one **Include/Exclude** option:
   - **Include Children** to include the children of the approval unit.
   - **Include Member** to include only the approval unit, but none of its descendants.
   - **Include All Descendants** to include all descendants of the approval unit.
   - **Include Generation** to include one or more approval unit generations. Specify the generations to include when prompted.
   - **Exclude Children** to exclude the children of the approval unit.
   - **Exclude Member** to exclude only the approval unit, but none of its descendants.
   - **Exclude All Descendants** to exclude all descendants of the approval unit.
   - **Exclude Generation** to exclude approval unit generations. Specify the generations to exclude when prompted.
5. Take an action:
   - Click **Next** or select **Assign Owners** to specify approval unit ownership.
   - Click **Save** and then **OK** to save changes and close the approval unit hierarchy.

Assigning Approval Unit Owners and Reviewers

Approval unit ownership is inherited from the approval unit parents. Approval unit reviewers are also inherited. You can specify different approval unit owners and reviewers other than those inherited by the approval units.

When you assign owners, the **Copy Owners to corresponding approval group members** option is enabled by default. This option allows you to assign the same Owner to all the phases if applicable. If you would like a different owner for a different phase, you can deselect this option before you enter the owner information for the entity.

You must be a Service Administrator to assign approval unit Owners and Reviewers.

- For **Owner**, you must assign one user or group as the Owner of the approval unit. The Owner should be assigned to the top level entity of the approval unit hierarchy.
- For **Reviewer**, you can assign one or more users or groups as Reviewers of the approval unit.

If you select individual users as Reviewers, all users must perform the Approve action, and the approvals must follow the order in which the users are entered. If you select a group (or groups) as a Reviewer, any user within the group can be the Reviewer and can promote to the next level.

To assign approval unit owners and reviewers:

1. If you do not want to assign the same Owner to all phases, deselect the **Copy Owners to corresponding approval group members** option.

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2. Take an action:
   - From the **Select Primary Members** tab or the **Primary and Subhierarchy Selection** tab, click **Next** or select the **Assign Owners** tab to continue defining an approval unit hierarchy.
   - Select **Workflow**, and then **Approval Unit** to edit an approval unit hierarchy.
3. Select an approval unit, then under **Owner**, click the **Select Owner** icon to search for and select an owner.

   An approval unit can have only one owner. Either a user or a group can be the owner. Select the **Users** tab to assign an individual user as the owner. Select the **Groups** tab to assign a group as the owner.
4. Under **Reviewer**, click **Search** and select approval unit reviewers.

   Reviewers can be individual users, a single group, or multiple groups. Select the **Users** tab to assign individual users as reviewers. Select the **Groups** tab to assign a single group or multiple groups as reviewers.

   > **Note**
   >
   > If the reviewers are individual users, select the reviewers in the order that you want them to review the approval unit. The first reviewer in the list is the first user to work on the approval unit. When the first reviewer promotes the approval unit, the second reviewer selected becomes the approval unit owner, and so on through the list of reviewers that you create.
   >
   > If the Approval Unit Hierarchy is using the Consolidation template, you don't need to assign reviewers. Reviewers are only needed when the Consolidation Bottom Up template is used.
   >
   > If the approval unit is with the reviewer/owner, no one can edit the data except the Service Administrator.

5. Under **Promotional Path**, click  to display the approval unit promotional path for the entity, verify that it is correct, and then correct any errors.

   For an entity to be approved and locked, the entity must have gone through the promotional path and reached the last owner or reviewer in the path. Only the last owner/reviewer on the promotional path can approve or lock the entity.
6. **Optional:** Under **Notify These Users**, click **Search** to select the users to notify whenever an approval action is performed for the approval unit.

   In order to receive notifications, the user to be notified must set up email ID and enable approval notifications in User Preferences. See "Setting Up Email for Notifications" in *Working with Oracle Financial Consolidation and Close Cloud*.
7. **Optional:** Repeat these steps for other approval units to change their inherited owners or reviewers.
8. Click **Save** to save your work and continue, or click **OK** to save your work and close the approval unit hierarchy.

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Assigning Approval Unit Hierarchies to Scenarios

After you have defined your Approval Unit, you can assign the Approval Unit Hierarchy to a specific Scenario, Year and Period combination. Only Scenarios that have Approvals Enabled in metadata are available for selection.

> **Note**
>
> You assign only one Approval Unit Hierarchy to a specific Scenario/Year/Period. You cannot assign multiple Approval Unit Hierarchies to the same Scenario/Year/Period.

Note that the system automatically creates the "Total Geography" Approval Unit Hierarchy and assigns all possible years and periods for the Actual scenario when an application is created. If you are creating a new Approval Unit Hierarchy and want to assign a Scenario/Year/Period that is already assigned to "Total Geography", it is recommended that you first remove the Scenario/Year/Period entries from "Total Geography" and then add them to the new Approval Unit Hierarchy.

To assign approval unit hierarchy Scenario, Year, and Period combinations:

1. Click the **Navigator** icon .
2. Under **Workflow**, click **Approval Unit Assignment**.
3. Add a Scenario, Year and Period assignment:
   a. Click in the **Actions** column for the approval unit.
   b. From the **Scenario** column drop-down, select the scenario to associate with the approval unit hierarchy.
   c. From the **Years** column drop-down, select the year to associate with the approval unit hierarchy.
   d. From the **Period** column drop-down, select the periods to associate with the approval unit hierarchy.

      You can select multiple periods at once, for example, Actual, FY19, January, February, March, and so on.
   e. Click **OK**.

      A new assignment row is displayed.

      > **Tip**
      >
      > To remove an assignment, click **Delete** .
4. Click **Save** to save the assignments and continue.

Editing Approval Unit Hierarchies

You must be a Service Administrator to edit an approval unit hierarchy.

To edit an approval hierarchy:

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1. Click the **Navigator** icon .
2. Under **Workflow**, click **Approval Unit**.
3. Select an approval unit hierarchy, and click **Edit**.
4. Select the appropriate tab for the changes that you want to make:
   - **Approvals Dimension**

     See Setting Up the Approval Unit Hierarchy.
   - **Primary and Subhierarchy Selection**

     See Selecting Approval Unit Hierarchy Members.
   - **Assign Owners**

     See Assigning Approval Unit Owners and Reviewers.
   - **Usage**

     See Viewing Approval Unit Hierarchy Usage.
5. Click **Save** when done.

Viewing Approval Unit Hierarchy Usage

Approval unit hierarchies might have dependencies such as Scenario, Year and Period assignments or data validation rules which are defined in forms. If dependencies exist for an approval unit hierarchy, the hierarchy cannot be deleted until the dependencies are removed. The Usage tab enables you to view approval unit hierarchies so that you can see and remove the dependencies if needed.

To view approval unit hierarchy usage:

1. Click the **Navigator** icon .
2. Under **Workflow**, click **Approval Unit**.
3. Select an approval unit hierarchy, click **Edit**, and then select **Usage** to view approval unit hierarchy dependencies.
4. Select **Forms** to view associated data validation rules in forms, or select **Approval Unit Assignment** to view associated scenario assignments.
   - If data validation rules are associated, they are listed by form. Click the link to display the form in edit mode in a new tab. You can then update or delete the rule to disassociate it from the hierarchy.
   - If a Scenario, Year and Period combination is associated, they are listed by scenario. Click the link to display the assignment in a new tab. You can then remove the assignment to disassociate it from the hierarchy.
5. If you remove dependencies, click **Refresh** on the **Usage** tab to refresh the list.
6. If you are deleting an approval unit hierarchy, repeat these steps until all dependencies are removed.

Synchronizing Approval Unit Hierarchies

When you add, delete, or modify dimension members that are used in approval unit hierarchies, the affected approval unit hierarchy must be synchronized with the changes. When you display the list of approval unit hierarchies, the entry for each approval unit hierarchy

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specifies whether recent changes are reflected in the approval unit hierarchy. Use this procedure to synchronize dimension member changes with the approval unit hierarchy.

> **Note**
>
> When you add dimension members, they are added as approval units only if they meet the criteria in the inclusion rules for the approval unit hierarchy. For example, if the added entity is a fourth-generation entity, and the inclusion rules specify generations one through three as approval units, the entity is not added as an approval unit. If the entity is a third-generation member, however, it is added as an approval unit the next time the approval unit hierarchy is edited and saved, or synchronized.

To synchronize changes to approval unit hierarchies:

1. Click the **Navigator** icon  , and then under **Workflow**, click **Approval Unit**.
2. In the **Synchronized** column, approval unit hierarchies are labeled as follows:
   - **Synchronized**—Changes are synchronized with the approval unit hierarchy
   - **Not Synchronized**—Changes are not synchronized with the approval unit hierarchy
   - **Locked By** *user*—A user is editing or synchronizing the approval unit hierarchy

   > **Note**
   >
   > If a user begins editing or synchronizing an approval unit hierarchy after you display the approval unit hierarchy list, the approval unit hierarchy list does not display "Locked" for the approval unit hierarchy. If you try to synchronize this approval unit hierarchy, the synchronization does not occur, and an error message states that it is being edited.

3. Select an approval unit hierarchy listed as **Not Synchronized**, and then click **Synchronize**.

   Changes are applied to the approval unit hierarchy, and the list of approval units is updated according to the inclusion rules defined for the approval unit hierarchy. The system will synchronize all the approval unit hierarchies in the application to avoid any conflict when an entity belongs to multiple hierarchies

   > **Note**
   >
   > You cannot synchronize changes to an approval unit hierarchy that another user is editing or synchronizing.

4. To view the status of the synchronization process, navigate to the Jobs console.

   The Jobs list includes the status of each approval unit hierarchy being processed and details of any errors.

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Deleting and Renaming Approval Unit Hierarchies

You can delete an approval unit hierarchy if it is not referenced by data validation rules or scenario assignments. The Usage tab displays objects that reference the hierarchy so that you can disassociate them from the hierarchy if needed.

You can also change the name of an approval unit hierarchy. Renaming an approval unit hierarchy does not affect the objects that reference it.

To delete or rename approval unit hierarchies:

1. Click the **Navigator** icon .
2. Under **Workflow**, click **Approval Unit**.
3. Take an action:
   - To delete, select the approval unit hierarchy to delete, and then click **Delete**.
   - To rename, select the approval unit hierarchy to rename, click **Rename**, and enter a new name.
4. Click **OK**.

Exporting Approval Unit Hierarchies

When you export an approval unit hierarchy, you create a file that contains the approval unit hierarchy information, including the definition and assignment information. After you create this file, you can copy its contents to an existing approval unit hierarchy (see Importing Approval Unit Hierarchies).

To export approval unit hierarchies:

1. Click the **Navigator** icon , and then under **Workflow**, click **Import and Export**.
2. Select **Export Approval Unit Hierarchy**.
3. In **Existing Approval Unit Hierarchy Name**, select an approval unit hierarchy to export.
4. Click **OK**.
5. When the **Save** dialog box is displayed, save the export file to a location of your choice.
6. Click **Export** or **Done**. **Export** performs the action, and **Done** closes the dialog box.

Importing Approval Unit Hierarchies

An approval unit hierarchy can be populated with the contents of an approval unit hierarchy import file, including the definition and assignment information. The import file is the result of exporting an existing approval unit hierarchy. See Exporting Approval Unit Hierarchies.

Importing the approval unit hierarchy information doesn't create an approval unit hierarchy. The approval unit hierarchy populated from the export file must exist and have at least a name before the import. The import process always uses Replace mode, which means it first deletes all members of the approval unit hierarchy, and then adds each member specified as a new member in the load file.

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> **Note**
>
> An approval unit hierarchy load deletes an existing member and its children from the hierarchy if the member isn't specified in the input file.

To import an approval unit hierarchy:

1. Click the **Navigator** icon, and then under **Workflow**, click **Import and Export**.
2. Select **Import Approval Unit Hierarchy**.
3. In **Existing Approval Unit Hierarchy Name**, select the approval unit hierarchy receiving the exported information.

   > **Note**
   >
   > The imported approval unit hierarchy includes the defined owner, reviewers, and rules for determining the promotional path.
   >
   > If your Approval Unit Hierarchy is already started and you import an Approval Unit Hierarchy which may contain changes to assigned entities, errors will result. Before you import an Approval Unit Hierarchy file, ensure that the Approval Unit Hierarchy is not started by performing Exclude, which resets the hierarchy to Not Started status.

4. For **Approval Unit Hierarchy with Ownership**, click **Browse** to select the exported approval unit hierarchy file to import.
5. Click **OK**.
6. Click **Import** or **Done**. **Import** performs the action, and **Done** closes the dialog box.

   If the message *Import successful* is displayed, the approval unit hierarchy information in the exported file was successfully copied to the approval unit hierarchy that you selected in **Existing Approval Unit Hierarchy Name**.

   If the message *Import not successful. Some items have not been imported* is displayed, click **Details** to view the log file. Correct the errors and retry importing the approval unit hierarchy.

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Managing the Approval Process

An administrator manages the approval process, including setting up approval unit hierarchies, assigning the approval unit hierarchy to a specific Scenario, Year and Period, setting up validation rules, and starting the review process.

See Starting the Approval Process.

During the approval process, the administrator can monitor the status of each entity within the approval unit hierarchy and perform approval actions for these entities. The Process Status is only available to the administrator. Other users, such as Power Users and Users, perform approval actions from the Approvals card on the Home page. See Reviewing and Approving Data in the *Working with Oracle Tax Reporting Cloud* guide.

To access the Process Status page:

1. Click the **Navigator** icon  .
2. Under **Workflow**, click **Manage Approvals**.
3. From **Scenario**, **Year**, and **Period**, select a valid scenario, year, and period.
4. Click **Go**.
5. From the View menu, select **Process Status**.

Approval Process Overview

Administrators can set up an approval process to transfer ownership of data, provide review control, and ensure data privacy.

For the purpose of review, data is organized into approval units. An approval unit is the combination of data for a specific Scenario, Year, Period, and Entity. For example:

- Actual/FY18/Jan/Massachusetts
- Budget/FY19/Feb/New York

The approval process generally follows these steps:

- The administrator sets up the approval unit hierarchy.
- The administrator assigns a Scenario, Year and Period combination to the approval unit hierarchy.
- The administrator starts the approval process.
- Owners and Reviewers promote approval units according to the promotional path.
- The last reviewer in the approval hierarchy approves the approval unit. It changes to Approved status. After an approval unit is Approved, no more changes can be made to it.
- The administrator can optionally lock entities before closing the period.

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> **Note**
>
> You must set up Approval Process to lock/unlock **Global Assumption** entity which stores some of the Global Rules (for example, Tax Automation Global Rules) and rates data (for example, Global Exchange Rates).

Enabling Approvals

Before you can use the Approvals process, you must enable approvals for the Scenario dimension in the metadata file. When the Enabled for Approvals option is enabled, the Scenario is available for selection in the Approval Unit Assignment screen.

To enable approvals:

1. On the Home page, click **Application**, and then click **Overview**.
2. Click **Dimensions**, and then select the **Scenario** dimension.
3. Click **Edit Member Properties**.
4. Select **Enabled for Approvals**.
5. Click **Save**.

Setting Up Separate Approvals for CbCR

If you use Country by Country reporting, you must create a separate Scenario to enable you to consolidate and lock both your Current Provision and CbCR cubes individually, without locking them both at the same time.

Two scenarios must be created:

- For the Consol cube, book accounts, FX rates, and tax rates are stored in a Tax Provision scenario, for example, Actual.
- For the CbCR cube, CbCR-specific data is stored in a CbCR Scenario, for example, Actual_CbCR. The scenario name is the Current Provision scenario name with the _CbCR extension. For example, Actual_CbCR or Forecast_CbCR.

> **Note**
>
> The Actual_CbCR scenario will be automatically generated once you have attached the **Has CbCR Scenario** custom attribute to the Tax Provision scenario (Actual).

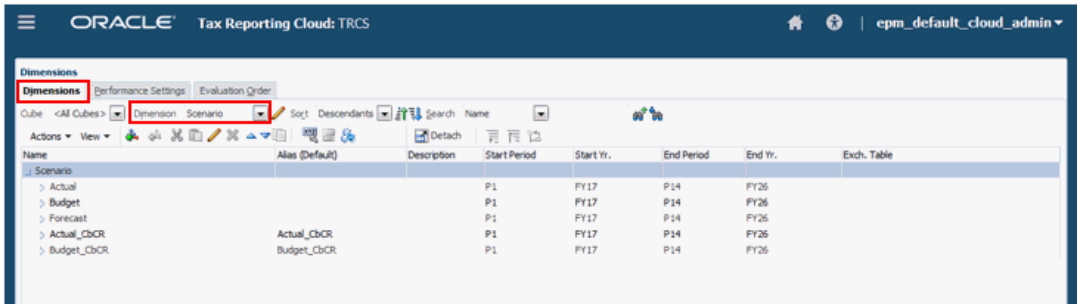
You enter data, FX rates, and tax rates in the Consol scenario for current provision. Only CbCR data needs to be entered for the CbCR Scenario. Do not load book account data, or FX rates, or tax rates in the CbCR scenario because that data is already loaded against the Actual Scenario member.

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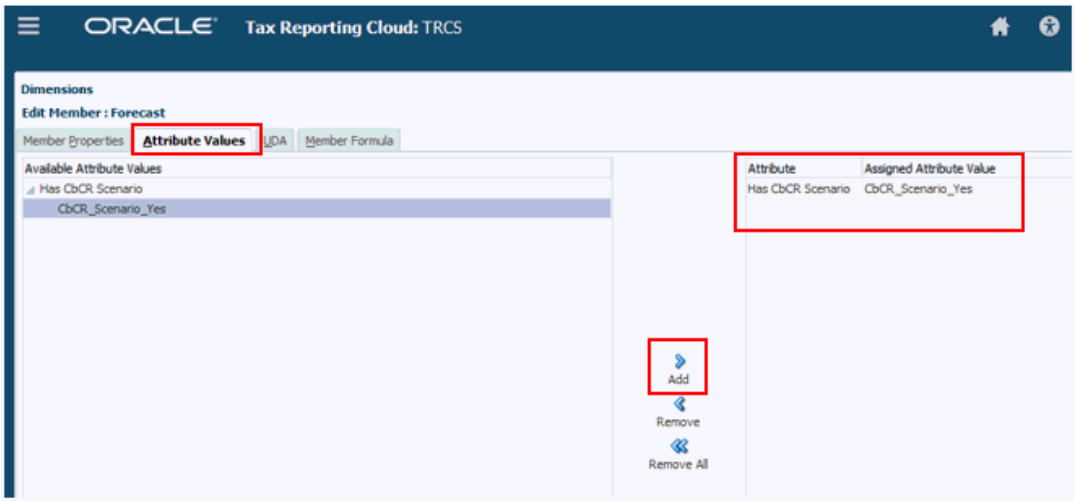
> **Note**
>
> There is one upgrade consideration. If there is historical data in the scenarios for which the user wants to enable the separate approval process for CbCR, then a Migration of data would be required. This migration will copy all historical data to the new CBCR scenario member.

To set up the separate approval process:

1. From Home page, select Navigator, then **Create and Manage**, and then **Dimensions**.
2. From **Dimension**, select **Scenario**.



3. Select an existing current provision Scenario (for example, Actual) to generate the CbCR scenario, and then click **Edit** .
4. On the Edit Member screen, select the **Attribute Values** tab.
5. Under **Available Attribute Values**, expand the **Has CbCR Scenario** custom attribute.
6. Select **CbCR_Scenario_Yes**, then click **Add** to move the attribute to **Assigned Attribute Value**, and then click **Save**.

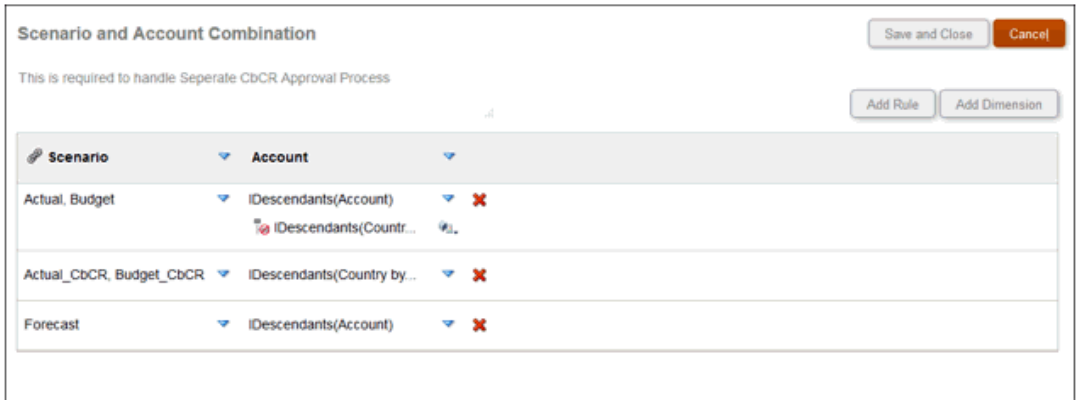


7. On the**Dimensions** tab, view the new Scenario, for example, Actual_CbCR. The new scenario is created in both the Consol and CbCR cubes. Verify the name and then click **Save**.

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> **Note**
>
> You cannot select a specific cube. Under Cube, just select All Cubes.

8. Click **Refresh Database**  to refresh all cubes.
   When the database is refreshed, click **Finish**. Valid intersections are created to manage which Scenario member is applicable to which cube.
9. From Navigator, under **Applications**, click **Valid Intersections**,
10. Select **Scenario and Account Combinations** to verify the created valid intersection, and then click **Cancel** to exit. The valid intersections restrict data entry to invalid scenario members in the cube. The Valid Intersection is read-only.

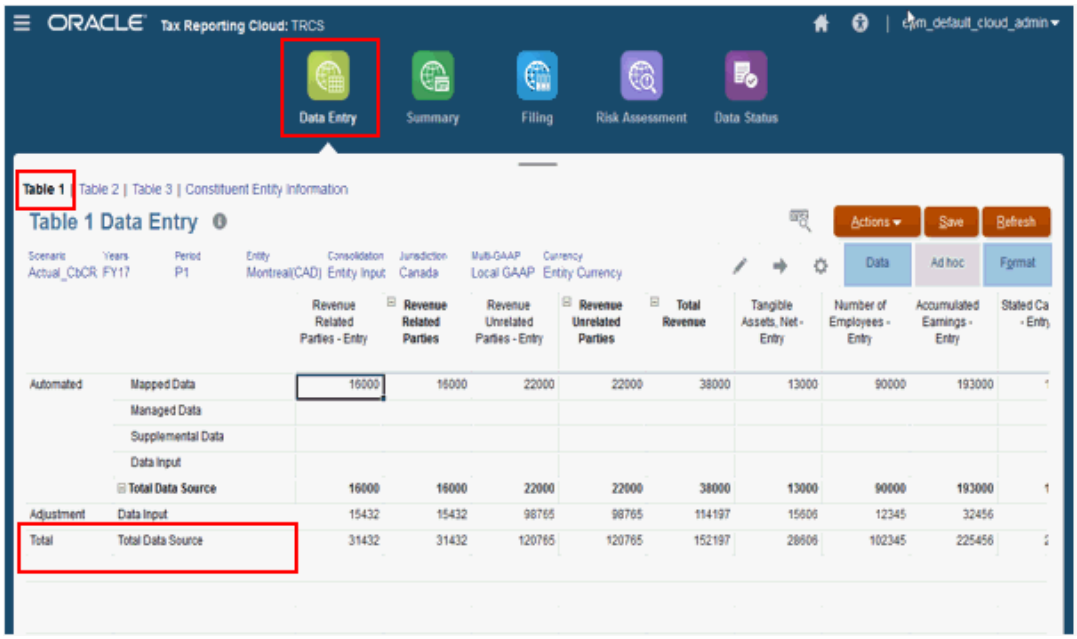


11. **Optional:** If you have existing data in the scenario, migrate the existing CbCR data stored under existing Scenarios to the newly created CbCR Scenario members, as follows:
    a. From the Home page, click **Application**, and then **Configuration**.
    b. Click **CbCR Data Migration for Separate Approval Process**.
    c. From the **CbCR Data Migration for Separate Approval Process** dialog box, click **Launch**. The migration impacts the status for all intersections where data migration has taken place. This job may take a long time, depending on the amount of data.

    > **Note**
    >
    > Run Compute Rates rule for the Scenario, Year and Period where translation is required.

    d. To view migrated data, from the Home page, select **CbCR**, then **Table 1**. Edit to select the new**CbCR_ Scenario**, and then **Apply**. The data is displayed.
12. To consolidate historic data:
    a. From the Home page, select **CbCR**, then **Data Entry**, and then **Table 1**.
    b. Select the POV for the CbCR scenario.
    c. On Table 1, from **Actions**, select **Consolidate_CbCR**.
    d. Click **Launch**.
    e. Review the consolidated results. The Totals are displayed.

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13. To translate the currency for the scenario:
    a. From the Home page, select **CbCR**, then **Data Entry**, and then **Table 1**.
    b. Select the POV for the CbCR scenario.
    c. On Table 1, from **Actions**, select **Translate_CbCR**.
    d. Verify the Point of View, and then click **Launch**.
    e. Verify the translated results.

> **Note**
>
> FX rates used for translation is same as used for Tax Provision in Consol scenario. For example, when running translation for Actual_CbCR, the FX rate will be used from the Actual scenario.

14. After consolidating, translating, and verifying data, users can lock the CbCR Scenario data. The original scenario remains unlocked, and can be consolidated and verified independently of the CbCR Scenario.

> **Note**
>
> When separate CbCR is enabled, entity(s) in CbCR cube should be unlocked to run consolidation on consol cube.

Starting the Approval Process

After you have defined an Approval Unit Hierarchy and assigned it to a specific Scenario, Year and Period, the approval process can be started. Only an Administrator can start the approval process. After the process is started, the approval unit moves from one reviewer to another until the process is complete.

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By default, the approval status is "Not Started". The Start process changes the approval unit status to "Under Review".

When you start the approval process, the system starts the process for the entities within the Approval Unit Hierarchy. You can instead start each base entity separately, however, when you start a base entity, its parent and ancestors will also be started.

If you start a parent entity, all of its descendants will be started.

After the Start process, the current owner for each entity is set to the first owner in the promotional path, as displayed in the "Current Owner" column. As the approval unit is promoted within the promotional path, the Current Owner and Location are updated accordingly. The Administrator can monitor the status of each entity within the Approval Unit Hierarchy and perform approval action for these entities from the Process Status screen.

An Administrator can restart the process at any time by selecting a specific entity to Exclude. The system clears all approval history for the entity, and you can select Start again to restart the review process, which moves the entity to the first owner of the promotional path.

To start the approval process:

1. Click the **Navigator** icon .
2. Under **Workflow**, click **Manage Approvals**.
3. From **Scenario**, **Year**, and **Period**, select a valid scenario, year, and period.
4. Click **Go**.

   In the graphical pie chart, you will see "no data displayed" if the Approval Unit Hierarchy has not yet started.
5. From the **View** drop-down on the top right, select **Tree View**.
6. Select an approval unit and click **Start** to begin the approval process.
7. From the confirmation message that the approval unit has been started, click **OK**.

   The Approved Status changes to Under Review.

   For a list of all Approval Unit levels and available actions, see "Reviewing and Approving Data" in *Working with Oracle Tax Reporting Cloud*.
8. **Optional:** If you want to re-start the approval process for a specific entity, you can select **Exclude** to remove an approval unit from the process, and reset the approval status to "Not Started".

> ⚠ **Caution**
>
> After you exclude an approval unit, all associated annotations and history are discarded. Data values are retained.

Approval Unit Promotional Path

When you select an Owner and Reviewers for an approval unit and its parents, you set the approval unit promotional path.

After the review process has started for the Scenario, Year and Period for the approval unit, the approval status is "Under Review" for the entity, and a current Owner is assigned to the entity according to the promotional path defined for the approval unit hierarchy.

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At this stage, only the current Owner of the approval unit with Write access can enter or modify data for the entity.

However, anyone either in the promotional path or outside of it with Read or Write access can view the data.

The current Owner of the approval unit changes as the entity is promoted within the promotional path. After an entity has been promoted to the next level, you no longer have Write access to the data, although you continue to have Read access to the entity's data.



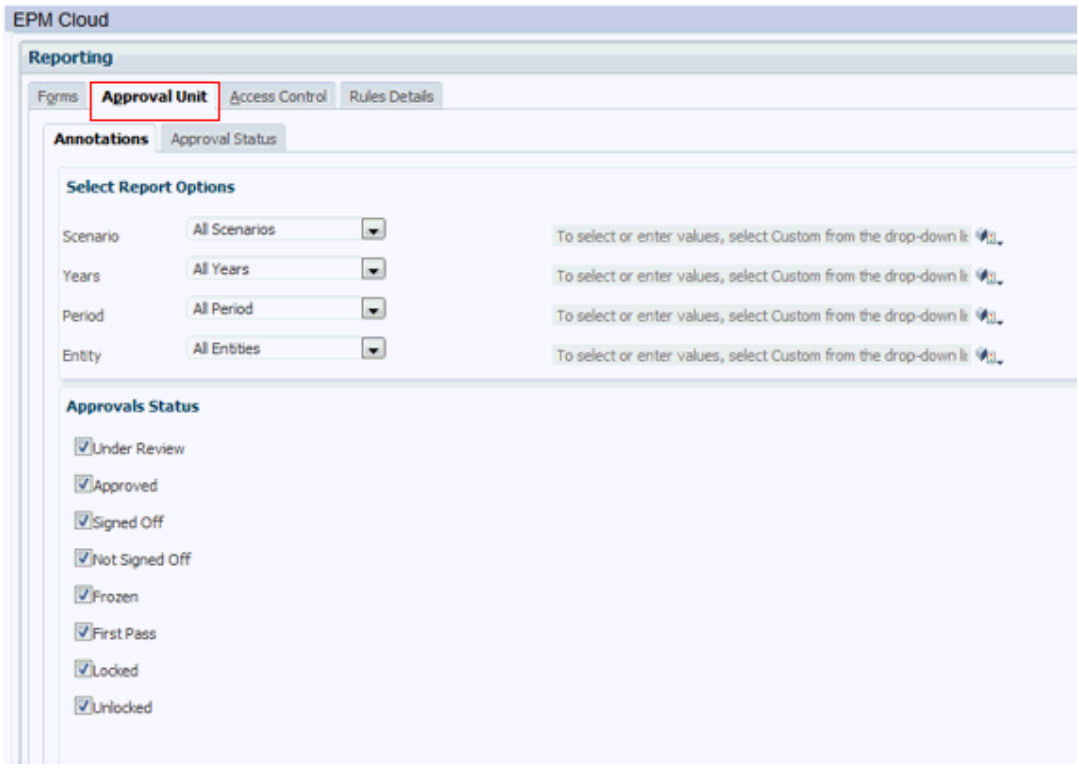
Creating Approval Unit Annotation Reports

Administrators can check Approval Unit status by reporting on annotations for a set of Scenarios and Approval Unit members. Annotation text displays chronologically, with the most recent entry first.

To create reports for Approval Unit annotations:

1. Click the Navigator icon , and then under **Monitor and Explore**, click **System Reports**.
2. Select the **Approval Unit** tab, and then click **Annotations**.

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3. From **Select Report Options**, select the **Scenario**, **Years**, **Period**, and **Entity** combination for which you want to generate a report. If **Custom** is selected, click the  **Member Selector** icon to select the custom members..
4. From **Approval Status**, select the status to display in the report.
5. At the bottom of the screen, click **Create Report** and select where to save the report.

Creating Approval Status Reports

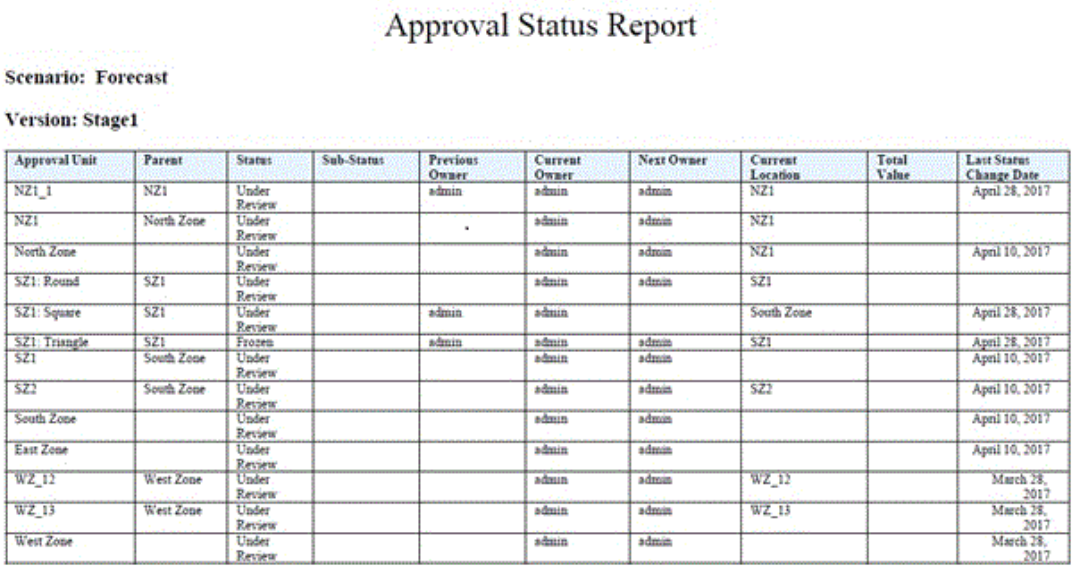
You can view detailed status of the approval process using approval status reports. All users can access this report, however you will see only the approval units to which you have Write access.

Approvals status reports provide the following information:

- Approval Unit
- Parent
- Status
- Previous, Current, and Next Owner
- Current Location
- Total Value
- Last Status Change Date

Sample Approval Status Report

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Approval Status Report

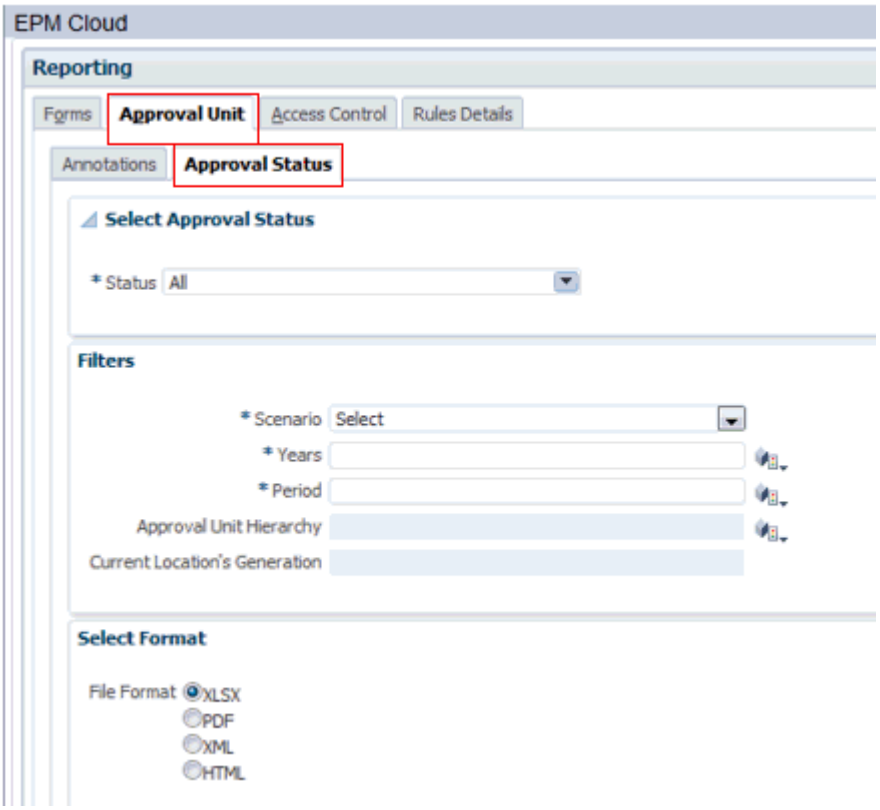
Scenario: Forecast

Version: Stage1

Approval Unit	Parent	Status	Sub-Status	Previous Owner	Current Owner	Next Owner	Current Location	Total Value	Last Status Change Date
NZ1_1	NZ1	Under Review		admin	admin	admin	NZ1		April 28, 2017
NZ1	North Zone	Under Review			admin	admin	NZ1		
North Zone		Under Review			admin	admin	NZ1		April 10, 2017
SZ1: Round	SZ1	Under Review			admin	admin	SZ1		
SZ1: Square	SZ1	Under Review		admin	admin		South Zone		April 28, 2017
SZ1: Triangle	SZ1	Frozen		admin	admin	admin	SZ1		April 28, 2017
SZ1	South Zone	Under Review			admin	admin			April 10, 2017
SZ2	South Zone	Under Review			admin	admin	SZ2		April 10, 2017
South Zone		Under Review			admin	admin			April 10, 2017
East Zone		Under Review			admin	admin			April 10, 2017
WZ_12	West Zone	Under Review			admin	admin	WZ_12		March 28, 2017
WZ_13	West Zone	Under Review			admin	admin	WZ_13		March 28, 2017
West Zone		Under Review			admin	admin			March 28, 2017

To create Approval Status reports:

1. Click the Navigator icon, and then under **Monitor and Explore**, click **System Reports**.
2. Select the **Approval Unit** tab, and then click **Approval Status**.



3. From **Select Approval Status**, select the status to display in the report, or select **All**
4. From **Filters**, select dimension members for **Scenario**, **Years**, and **Period**.

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5. **Optional:** Select an **Approval Unit Hierarchy** if you want to filter on a subset of an Approval Unit hierarchy.
6. **Optional:** Select **Current Location's Generation**.
7. Select a **Format** for the report:
   - **XLSX**
   - **PDF**
   - **XML**
   - **HTML**
8. At the bottom of the screen, click **Create Report** and select where to save the report.

Data Validation Rules

To implement business policies and practices, administrators can build data validation rules that are checked when conditions are met in forms. Rules can generate validation messages, enforce limits on submitted approval unit data, and designate a specific reviewer or owner to review data that meets some condition.

For example:

- Conditionalizing the approval unit promotional path
- Preventing the promotion of approval units that include invalid data

You define validation rules within a data form, and can specify options for validating approval units.

In the approval process, validation is run only for these actions:

- Promote
- Approve
- Lock
- Unlock
- Exclude (Administrator action; checks to ensure that the current period is not locked)

Validation is not run when these actions are performed:

- Sign Off
- Freeze
- Unfreeze
- Reject
- Reopen
- Originate
- Take Ownership
- Return (group action)
- Start (administrator action)

See also: Including Data Validation Rules in Forms

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Locking and Unlocking Entities

You can view the lock status and lock and unlock entities on the Approvals page. You can also view the lock status and calculation status on the Data Status form.

During the data load process, the system does not load locked entities. If an entity is locked, or approved, you cannot submit, post, or modify a data form that contains that entity.

Watch the following video for information on the locking and unlocking process:


Promoting, Approving, and Locking Data

To lock or unlock an entity, you must create an approval unit hierarchy containing the entities you want to lock. By default, Tax Reporting provides an approval unit named "Total Geography".

Any user who is either Owner or Reviewer in the Promotional Path of Process Unit Hierarchy will be able to Lock or Unlock the entity. When an application is created, an owner is automatically defined for the "Total Geography" approval unit. The owner is the same as the Service Administrator.

You can modify the owner information for the default approval unit hierarchy "Total Geography" as long as the owner is a valid Service Administrator or a Power User with Write access to the entities within the approval unit hierarchy.

It is not necessary to define any reviewer for "Total Geography" as reviewer is optional. All descendants of "Total Geography" will inherit the same owner information as its parent unless you choose to have a different owner or reviewer for an individual entity within the approval unit hierarchy.

If you create any hierarchy outside of "Total Geography", you must define a valid owner for that hierarchy.

Locking Entities

You can lock data only if these conditions are met:

- The entity’s calculation status must be OK, No Data, or System Change. You cannot lock an entity with Impacted calculation status.
- The prior period data must be locked. For example, you can only lock an entity in the February period if it is locked in January.

To lock entities:

1. On the Home page, click **Approvals**.
2. Select the Total Geography approval unit.

   By default, the Total Geography approval unit has a status of Not Synchronized, and must be synchronized.
3. Click the **Synchronize** icon to synchronize the approval unit.

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> **Note**
>
> You must repeat this step each time after you add or remove an entity and perform a database refresh.

4. To start the approval unit, click the **Navigator** icon, and then select **Manage Approvals**.

   If you do not start an approval unit, the entities in that approval unit will remain in "Not Started" status.

5. Select the Scenario, Year and Period that you want to start, and then click **Go**.
6. From the View list on the right, select **Tree View**.
7. Expand "Total Geography" until you see Total Geography.

   Total Geography is in "Not Started" state.

8. Click **Start** to start "Total Geography ".

   The system then moves it and all its descendants to "Unlocked" state.

9. On the Home page, click **Approvals**.
10. Click an unlocked approval unit.
11. On the Change Status page, click **Change Status** to change the status to Locked.
12. Click **Done**.

If an error occurs during the locking or unlocking process, the Approvals page displays a Failed status next to the approval unit. Click the link to view a detailed validation report and resolve the error.

Unlocking Entities

You can only unlock data for a period if the next period is unlocked. For example, you can only unlock an entity in February if the entity is unlocked in March.

You can select the **Unlock** or **Unlock Single** option:

- **Unlock** - If you select the Unlock action on a parent entity, the system unlocks the parent entity and all its descendants.
- **Unlock Single**- If you select the Unlock Single action on a parent entity, the system unlocks only the parent entity, but not its descendants.

When you unlock an entity and select the owner for the entity, it can be any owner in the previous promotional path, including the current owner. If you select the **Automatic** option for the owner, the new owner will be the current owner of the entity.

To unlock entities:

1. From the **Approvals** page, click a locked approval unit.
2. On the Change Status page, from the **Actions** drop-down, select an option:
   - **Unlock** - unlock the parent entity and all its descendants
   - **Unlock Single** - unlock the parent entity only.
3. Click **Done**.

If an error occurs during the locking or unlocking process, the Approvals page displays a Failed status next to the approval unit. Click the link to view a detailed validation report and resolve the error.

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Locking New Entities

When you add a new entity to a hierarchy, the system implements locking as a part of the Synchronization process. The new entity inherits the locked status from its parent for the previous periods. The system performs a check from the first period of the application where the parent is locked. The new entity is automatically locked if the parent is locked.

The system locks the entity if the following conditions are met:

- The new entity has NODATA and Not Started status.
- The parent of the new entity is Locked.
- The new entity's prior period is Locked.

If you do not want the new entity to be locked, you will need to manually unlock the new entity, which will cause the parent to be unlocked.

After you add a new entity, the approval unit hierarchy will have a "Not Synchronized" status, because you have changed the metadata.

To synchronize approval unit hierarchies:

1. Click the **Navigator** icon  , and then under **Workflow**, click **Approval Unit**.
2. Select an approval unit hierarchy listed as **Not Synchronized**, and click **Synchronize**. The system will synchronize all the approval unit hierarchies in the application to avoid any conflict when an entity belongs to multiple hierarchies.
3. To view the status of the synchronization process, navigate to the Jobs console. The Jobs list includes the status of each approval unit hierarchy being processed, and details of any errors.

Guidelines for Starting Entities

If an entity is part of an approval unit hierarchy and if the approval unit hierarchy is assigned to any Scenario/Year/ Period combination, then the entity is considered participating in the review process.

If an entity is not part of an approval unit hierarchy, or if the approval unit hierarchy is not assigned to any Scenario/Year/Period, then the entity is not considered participating in the review process.

For any entity that participates in the review process, the system only allows data entry to the entity after the entity has started the review process (status is either Unlocked for the Consolidation template, or Under Review for the Bottom Up template). This check is done to prevent impacting a locked parent. Therefore, you will need to start the entity before you can enter data for the entity.

If you have not yet started entities because you are loading historical data, this will affect the data load because the system prevents data entry unless the entity has started. If you do not want to start the review process while loading and reconciling historical data, you can manually remove the approval unit assignment for the approval unit hierarchy. When you are ready to lock the entities, you will need to manually add the approval unit hierarchy assignment and start the review process.

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36

Auditing Tasks and Data

Related Topics

- Auditing Information Overview
- Configuring Audit Tasks
- Viewing Audit Details
- Viewing Task Manager and Supplemental Data Audit Details

Auditing Information Overview

You can use the Audit Information feature to view the tasks performed by users. You can filter audited tasks by Task Group (for example, Metadata Administration, Forms or Data), Action (such as Add or Modify), user ID, start time and end time.

You must be a Service Administrator to view and export task audit information.

These are the types of user activities the system can log in the task audit:

Table 36-1 Tasks That Can be Audited

Audit Types	Tracked Changes
Metadata Administration	Adding a member or dimension; moving, deleting, and changing properties; renaming a member and dimension
Security	Access permissions to dimension members, forms, and business rules
Data	Cell values and details

> **Note**
>
> To view the audit for the delete action in the audit screen, **Security Audit Type** must be configured.

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Table 36-1 (Cont.) Tasks That Can be Audited

Audit Types	Tracked Changes
Users Administration	Users added, changed, and deleted **Note:** In a future update, information on Users Administration will no longer be included in audit reports. You can get this information using EPM Automate and Oracle Fusion Cloud Enterprise Performance Management REST APIs. See the following topics: • roleAssignmentAuditReport in *Working with EPM Automate* • Role Assignment Report in *REST API for Enterprise Performance Management Cloud* • Role Assignment Audit Report for OCI in *REST API for Enterprise Performance Management Cloud*
Rules	Updates from calculation scripts and business rules (including runtime prompts)
Approvals	Approval unit owners and status
Journals	Journal actions and open and close period tasks
Form Definition	Creating, modifying, adding rows
Alias Table Administration	Creating, copying, renaming, deleting, and clearing alias tables
Copy Data and Clear Data	Users' selections for copied and cleared cell text, attachments, and data
Clear Cell Details	Users' selections for clearing cell details, comments, and attachments
Variables and Consolidation Settings	Substitution variables, User variables, and Consolidation Settings: Added, changed, and deleted
Audit Configuration	Any user changes to enabling or disabling audit options

The Audit page displays the following information:

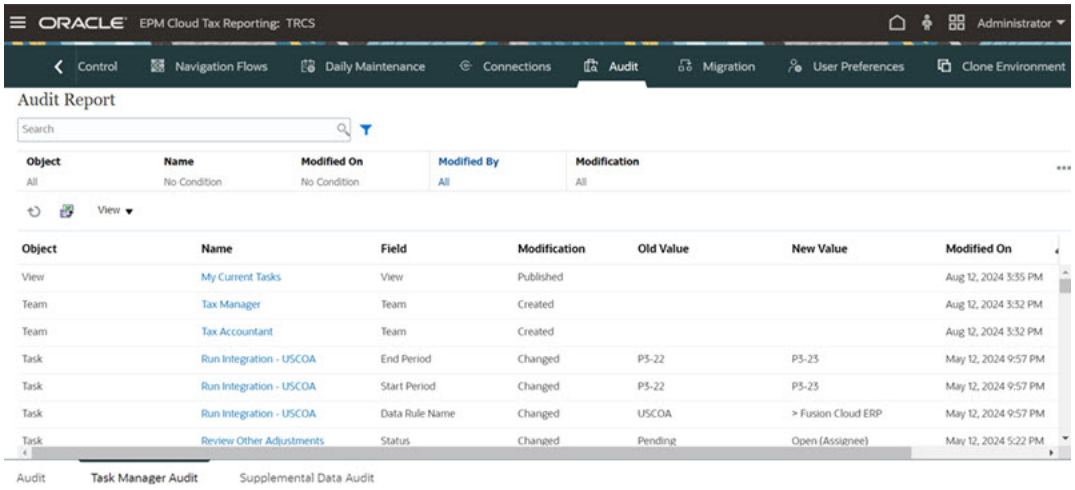
- Audit (task)
- Source
- Action
- User
- Name
- Date
- Details
- Property
- Old Value
- New Value

You can sort the columns in ascending or descending order.

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The **Task Manager Audit** page displays history records for Task Manager related objects. These Task Manager objects are tracked:

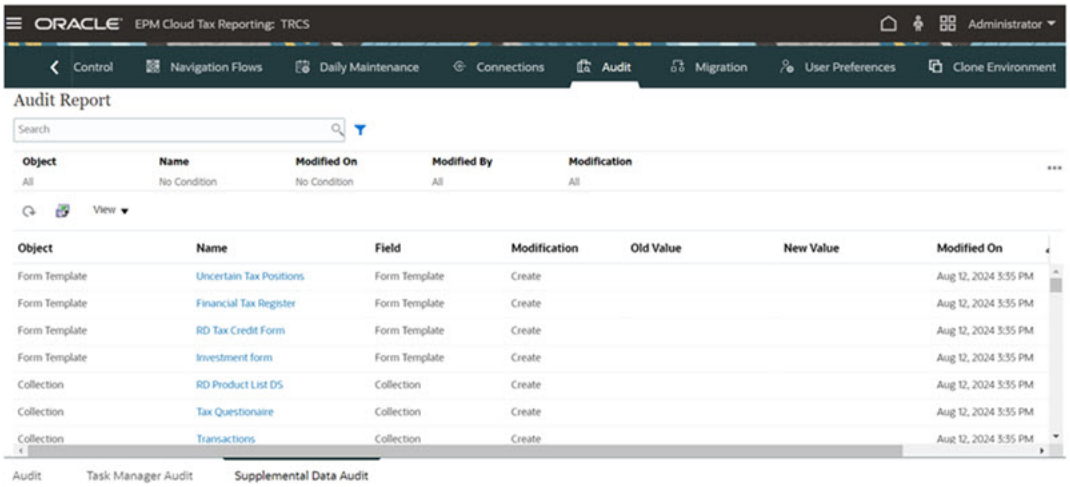
- Alert
- Attribute
- Filter (Public only)
- Holiday Rules
- List (Public only), including the list filter condition and column selection
- Organizational Unit
- Schedule
- Setting
- Task
- Task Type
- Team
- Template



The **Supplemental Data Audit** page displays history records for Supplemental Data related objects. These Supplemental Data objects are tracked:

- Collection
- Collection Interval
- Data Collection Period
- Dimension
- Filters
- Forms
- Lists
- Settings
- Templates

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Configuring Audit Tasks

By default, audit tracking is always enabled for all task groups. You can configure and change the audit option for any task group.

To enable task auditing for a task:

1. On the Home page, click **Tools**.
2. Click **Audit**.
3. From the **Audit Information** page, click **Configure**.
4. From the **Configure** page, select a Task Group and click **Apply**.

Auditing will be started for the selected Task Group.

Viewing Audit Details

To view task audit details:

1. On the Home page, click **Tools**.
2. Click **Audit**.
3. **Optional:** Click the **Task Manager Audit** tab to view history records for Task Manager related objects. See Viewing Task Manager and Supplemental Data Audit Details
4. **Optional:** Click the **Supplemental Data Audit** tab to view history records for Supplemental Data related objects. See Viewing Task Manager and Supplemental Data Audit Details
5. By default, the **Audit Information** page displays all tasks. To filter tasks, click **Filter**, and select filter criteria:
   - **Task Group** - select one or more, or **All**. Default is All.
     - If you select **Metadata Administration**, the system displays a list of subgroups where you can select sub-tasks for metadata:
       * All
       * Custom Dimension
       * Member

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        - Year
        - Alias
        - Period
        - View
        - Currency
        - Consolidation
        - Scenario
        - Entity
        - ICP
        - Account
      - If you select **Data Form**, the system displays a list of subgroups where you can select sub-tasks for forms:
        - All
        - Form
        - Form Folder
      - If you select **Data**, the **Intersection** box is displayed, where you can enter the member intersection. You can enter the full or partial member intersection and the system can perform a wildcard search based on the criteria that you specify.
  - **Action** - select one or more, or **All**.
  - **User** - enter a user ID. You can enter full or partial user ID information and the system can perform a wildcard search based on the criteria that you specify.
  - **Start time** - click the calendar to select a start date.
  - **End time** - click the calendar to select an end date.

  > **Tip**
  >
  > You can select **Clear** to clear your selections and return to the default values.

6. When you are done selecting filter criteria, click **Apply**.
   The grid displays the top 1,000 records from the audit table that match the filter criteria. You can scroll to view all the records.
7. **Optional:**
   - To export the audit information to a Microsoft Excel spreadsheet, click **Export**, and follow the download instructions. When you select the Export option, the system exports all the records that match the filter criteria to a `CSV` file.
   - To delete the audit information click **Delete**. When you select the Delete option, the system deletes all the records that match the filter criteria. You must have the **Audit - Manage** role to delete audit records. For more information, see Application Role Assignment Overview in *Administering Access Control*.
   - To view the audit for the delete action in the audit screen, **Security Audit Type** must be configured.

   Best Practice Tip: Schedule regular archiving and purging of the audit log data, for example, at the end of every quarter. This prevents the audit log data in the system from

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growing over time. Maintain archived audit log files according to internal document retention policy.

For more information on scheduling regular archiving of audit data, see Automate the Archiving of Application Audit Records in *Working with EPM Automate*.

> **Note**
>
> - To export audit details, you can use the EPM Automate exportAppAudit command or the REST API Export Audit job. See exportAppAudit in *Working with EPM Automate* or Export Audit in *REST APIs*. See also, Automate the Archiving of Application Audit Records in *Working with EPM Automate*.
> - Automatic Audit purge will happen to all the environments, except for the legacy environments with creation date prior to July 17, 2020. In future release this exception will also be removed, so it's recommended for you to take Audit Backup at regular intervals.

> **Note**
>
> **If you are using the pdf version of the document**: To avoid line breaks and footer information that will render these scripts unusable, copy them from the HTML version of this topic. See also, About Copying Sample Scripts in *Working with EPM Automate*.

Viewing Task Manager and Supplemental Data Audit Details

To view Task Manager audit details:

1. On the Home page, click **Tools**, and then click **Audit**.
2. Select the **Task Manager Audit** tab. Similarly, select the **Supplental Data Audit** tab.
3. **Optional:** To search for an object, enter search criteria in the **Search** text box.
4. **Optional:** From the Filter bar, select filter criteria from these categories:
   - **Object**
   - **Name**
   - **Field**
   - **Modified On**
   - **Modified By**
   - **Modification**

   > **Note**
   >
   > To hide the filter bar, click the **Filter** icon  . To clear all filters, click the icon at the right of the filter bar.

5. To display all columns, select **View**, then **Columns**, and then select **Show All**.

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6. To display specific columns, select **View**, then **Columns**, and select or deselect the column names.
7. To reorder columns, select **View**, and then **Reorder Columns**, select the columns and use the Up or Down arrows or drag them to change the order.
8. **Optional:** To export the audit information to a Microsoft Excel spreadsheet, click **Export**, and follow the download instructions.
   When you select the **Export** option, the system exports all of the records matching the filter criteria to an `xlsx` file (format for Microsoft Excel versions 2007 and later).

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37

Managing Task Manager

This chapter describes how to create and manage tasks using Task Manager.

Related Topics:

- Setting Up Task Manager
- Managing Task Manager Teams
- Managing Task Types
- Managing Task Templates
- Managing Tasks
- Managing Schedules
- Managing Task Manager Integrations
- Managing Alert Types for Task Manager
- Managing Views in Task Manager
- Viewing Currencies in Task Manager
- Generating Custom Reports for Task Manager

Setting Up Task Manager

Related Topics

- Task Manager Terms
- Task Manager Overview
- Sample Task Flows
- Managing Task Manager Views, Lists, and Filters
- Managing Task Manager System Settings
- Managing Task Manager Attributes
- Managing Artifact Labels in Task Manager

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Task Manager Terms

Table 37-1 Task Manager Terms

Term	Description
Tasks	Tasks are activities performed during a business process, for example, Enter Form Data, or Review New Accounts. Service Administrators and Power Users define the tasks for the process, and include details for each task, such as start and end dates, assignees, and approvers. Users open assigned tasks, read instructions, answer questions, and after completing tasks, submit them.
 Templates	Templates define a repeatable set of tasks required for a business process. Administrators can save a set of defined tasks as a template to use for future periods, such as monthly or quarterly, rather than recreating the tasks each time. For example, an administrator can save a set of tasks required for a monthly process and use the same template for that process every month.
 Schedules	A schedule is an ordered set of tasks for a business process. Schedules can be created from a template of predefined tasks, or manually created. When administrators create a schedule, they map the relative dates that were defined for tasks such as Day 1 and 2 of the business process to calendar dates, such as March 1 and 2. When they change the status of the schedule to Open, the tasks run according to their scheduled start date and times. For example, an administrator creates a monthly process schedule for March, with the Review New Accounts task assigned to March 1. When the administrator changes the schedule from Pending to Open, on March 1, the Review New Accounts task starts and an email notification is sent to the task assignee.
 Task Types	Task Types enable the standardization of task details across all tasks of the same type. Details defined on the Task Type are inherited by all tasks created from the Task Type. For example, when an administrator defines Task Type settings such as instructions or rules for the Approve Data Task Type, those settings are shared by all tasks created using the Approve Data Task Type. • Basic Task: a default Task Type, which does not contain any task details • Parent Task: a Task Type that enables you to create parent tasks for task hierarchies. For example, the Load Data parent task can have child tasks of Load EMEA Sales Data and Load NA Sales Data. • Integration Task: a Task Type that defines an action and includes the application component, such as a form, or parameters needed to link to an external application. Predefined Integrations and Task Types are automatically loaded for your service. After you set up a connection to a different service, you can include Integration Task Types from that service in your tasks. For example, an administrator using Task Manager in one service can enable and synchronize connections to a different service, such as Account Reconciliation, which loads the predefined Account Reconciliation Integrations and Task Types.

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Table 37-1 (Cont.) Task Manager Terms

Term	Description
Integrations	Integrations are used to automate tasks across Oracle Fusion Cloud EPM business processes and external applications. You can define tasks that include Integrations with other applications. For Cloud EPM Services, the service is automatically configured with local predefined Integrations for the business process. If you have subscriptions to other Cloud EPM services, you can create connections between services and enable integrations using Task Manager. Pre-built integrations allow you to perform Task Manager tasks that access other Cloud EPM functionality. You can also create custom Integrations, for example, custom Event Monitoring tasks. Integration tasks run based on one of these Execution Types defined in the task: • End User - a task that requires the user to interact with a user interface to complete the task. When a user launches an end user task, the task automatically opens the user interface component needed to perform the task. For example, the Enter Form Data task requires a user to enter data. When the Enter Form Data task is launched, it opens the form UI. • Process Automation - a task that runs in the background without any user interaction required. These integrations are automatically executed in external applications when their start date and time are reached, and any predecessor tasks are completed. For example, a Load Data task can be defined to run automatically overnight based on its start date and time. • Event Monitoring - a task used to monitor a particular event that happened on an external system. When the action or status occurs in the external application, the task is changed to Closed. For example, if you are working with Task Manager in one application, you can monitor the status of a Copy Data task in an external application. When the Copy Data task completes and you see that the task is Closed, you can start the next task in your application, for example, Approve Data.
Alerts	Alerts are notifications from users on issues that they encounter during the process, such as hardware or software issues. When users encounter an issue and create an alert for it, they select from a list of predefined Alert Types to identify the issue. The Alert is then sent to the assignee defined in the Alert Type to be resolved. For example, a user has a task due and can't access their assigned tasks. The user selects an Alert Type, such as Access Issue, which sends the alert to the predefined assignee, for example, the System Administrator. The System Administrator resolves the access issue, then closes the alert.
Alert Types	Alert Types are categories of possible issues that might occur during the business process. Administrators can create Alert Types such as Missing Data or Access Issue. Each Alert Type defines a procedure that is used to capture critical information about the issue and assigns key personnel to resolve it. For example, an administrator can create an Alert Type called Access Issue, which contains questions to users for more detailed information. The administrator defines a workflow for the Alert Type with an assignee to resolve the issue such as a System Administrator, and a backup assignee if desired.

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Table 37-1 (Cont.) Task Manager Terms

Term	Description
System Settings	System Settings enable Service Administrators to specify defaults for Task Manager settings. Administrators can define Global Integration Tokens to manage parameters for URLs, for example, in task instructions. They can determine Holiday Rules for which holiday dates apply to schedules, and create geographical or business unit Organizational Units to associate with task settings such as holidays and time zones. They can also configure settings such as comments and task deletions, email notifications, task governors for maximum values of list and file sizes, reassignment request approvals, permissions to reopen tasks, and specify how tasks display in Smart View, the Worklist, and the Welcome panel.
Worklist	A Worklist is the main end-user screen where users can easily work on their assigned tasks.
Schedule Tasks	Schedule Tasks page displays a list of schedules and the tasks they contain. This enables users to see all the tasks within a schedule. Filtering and Saved View options enable users to quickly review their tasks.
Overview Dashboard	The Overview Dashboard provides a summarized view of all tasks within a POV. You can filter tasks by Year, Period, and Schedule. You can view tasks by Schedule, Priority, Task Type, or Organizational Unit, and drill into task details.
Compliance Dashboard	The Compliance Dashboard provides metrics on how well the company achieved their compliance objectives, distinguishing tasks that were completed on time from those that were late, and providing a count of those that were approved or rejected. You can filter tasks by Year, Period, and Schedule, view user performance metrics based on user and organizational unit, and drill into task details.
Operational Dashboard	The Operational Dashboard provides an overall summary of data for a Task Manager process using a variety of displays. Operational dashboards can combine charts, lists, or pivot views. For example, you can create an Operational dashboard called Task Performance that contains a Bar chart for On Time Performance, a Pie chart for Task Status, and a Pivot view for Status by User.
Task Manager Report	The Task Manager Report is a report provided by default that reports on task execution. For example, it displays tasks that are At Risk, Early, Late, or Rejected by an approver. It also displays Task Compliance, Performance by Organization Unit, Users with Late Tasks, and an Audit Trail of task changes. Administrators can define their own custom reports as needed.

Task Manager Overview

Task Manager helps you define, execute, monitor, and report the interdependent activities of a business process. It provides centralized monitoring of all tasks and provides a visible, automated, repeatable system of record for running a business process. A task represents the unit of action performed in the application. Administrators or Power Users can define integrated task flows with interdependent relationships and hierarchies within their business processes. They can track progress, identify bottlenecks, and correct any errors or delays that may arise throughout the business process.

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With an EPM Enterprise subscription, the service is preloaded with integrated end user and process automation tasks for use within the business process. Administrators can add additional integrated tasks with other business processes by making connections with other Oracle Fusion Cloud EPM services. The service can be further extended to include integrations with Non-Cloud EPM applications. EPM Standard subscription do not include any local integrated tasks and can not be extended to include any other integrated tasks.

With Task Manager, you can:

- Define the tasks and schedule to ensure an efficient task flow
- Automate the business process, track its status, and provide notifications and alerts
- Monitor a business process and quickly act on possible errors to avoid delays.
- Provide notifications by email for delinquencies, due dates, and status changes.
- Analyze the effectiveness of the business process

How Task Manager Works

Task Manager provides a framework where the following key components for a business process can be defined:

- Organizational units are used to model regions, entities, business units, divisions, and other organizational or geographical divisions that are associated with the task. Model these organization units as hierarchies to create the actual structure and facilitate reporting.
- Holiday rules is a collection of holiday dates and is used by scheduling the task.
- Task types are set up by the administrator to ensure consistency across tasks and to leverage predefined product integrations. If the predefined task types doesn't meet the requirement, then they can create a task type. The task types can be either automated or manual with a defined assignee.
- Task templates are created to use a repeatable set of tasks across multiple periods. These schedules represent the chronological sequence of tasks created by selecting a template and assigning calendar dates.
- Tasks can be assigned to a user, a team or a group.

The business process starts when the schedule status is changed from Pending to Open. During the business process, user receives email notifications of assigned tasks, and can click links in the email for direct access to the assigned task. Administrators have to enable the email notifications to allow this to happen. Users can also create alerts for issues that may occur, and these are forwarded to assignees and approvers for the resolution.

Roles in Task Manager

Task Manager includes three key roles:

- **Service Administrator** or **Power User**: Sets up templates and tasks for the business process and monitors the status of dashboard activities.
- **End User**: Reviews and completes assigned tasks. They can view the list of assigned tasks in the application or from the assigned task email.
- **Approver**: Reviews tasks and determines if the tasks can be approved or not.

For sample task flows, see Sample Task Flows.

Service Administrator or Power User tasks:

1. Set up users. See Managing Users and Roles in *Getting Started Guide for Administrators*.

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2. Completes the required setup procedures:
   - Set up organizational units. See Managing Task Manager Organizational Units.
   - Set up global integration tokens. See Managing Global Integration Tokens.
   - Set up holiday rules. See Managing Holiday Rules for Tasks.
   - Set up attachment size and other system settings. See Setting Task Manager Governors.
   - Enable email notifications. See Setting Up Email for Notifications in *Working with Tax Reporting*.
3. Review the tasks required for a business process and set up Task Types to ensure consistency across tasks and leverage predefined product integrations. See Managing Task Types.
4. Define and save a set of tasks as a template to use for future periods because many business processes are repetitive. See Managing Task Templates.
   For example, an administrator can set up a monthly or quarterly business process once and then use it repeatedly for all months or quarters. Tasks are defined with task predecessors, Assignees, and Approvers.
5. Generate a schedule (a chronological set of tasks) by selecting a template and assigning calendar dates to initiate a business process. The generic tasks in the template are applied to calendar dates. See Managing Schedules.
6. Change the schedule status from Pending to Open to begin a business process.
7. Modify and monitor the schedule as needed.

End Users and Approver Tasks:

After the administrator changes the schedule status (Open) to begin a business process, users can read task instructions, answer questions, submit, reassign, approve, and reject tasks, and access tasks from email notifications or by logging on to the application.

During the business process, users can:

1. Receive email notifications of assigned tasks and click links in the email for direct access to assigned tasks.
2. Alternatively, log on to review and access assigned tasks in different types of views.
3. Complete tasks and the tasks are sent to approvers and can be viewed by other users.
4. Create alerts for issues, such as hardware or software issues, that they encounter. Alerts are forwarded to Assignees and Approvers for resolution.

Watch this overview video to learn more.


Overview Video

UI Navigation for Task Manager

- Service Administrator or Power users access Task Manager from **Applications** > **Task Manager**.
- Users access Task Manager from **Home** > **Tasks**. They can access **Dashboards** from the **Home** > **Operations** to monitor their task executions. Additonal reporting can be accessed from the **Application** > **Supplemental/Task Reports**.

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Sample Task Flows

Scenario 1: Power User

The Power User sets up a template and tasks for an upcoming business process.

- The Power User logs on and opens the Manage Templates page.
- The Power User selects the template for the business process.
- The Power User selects the calendar dates on which to line up the template tasks, and creates a schedule.
- The Power User then adds a task to the template.
- The Power User opens the schedule, which begins the process.

Scenario 2: Power User

The Power User monitors the status of activities through the Dashboard.

- The Power User logs on and checks the status of activities through Day 3.
- The Power User drills down to see the details of incomplete tasks.
- The Power User reviews open tasks for comments or attachments provided by assigned users.

Scenario 3: Approver

A user assigned as an Approver reviews a current task to determine whether it can be approved.

- The assigned Approver receives an email notification of an outstanding task.
- From the email, the Approver selects the link for the task.
- The Task Actions page is launched outlining the process.
- The Approver reviews the document that the user submitted when completing the task to ensure completeness.
- The Approver enters additional comments and approves the submission.
- If another level of approval is required, the task is forwarded to the next approver. If the task was the last requiring approval, then the task completes, and the system runs the next task if it is ready.
- The Approver can reject a task instead of approving it, and the task is reassigned to the Assignee.

Scenario 4: User

A user logs on to the application and reviews and completes an assigned task.

- The user logs on and reviews their tasks.
- The user clicks the link for an assigned task.
- The task page is launched with instructions for the task, and a reference document.
- The user reviews the instructions and the reference document, processes the updates, enters a comment about the task, and submits it for approval.

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- The system automatically updates the task status and sends a notification to the assigned approver.

Scenario 5: User

A user responds to an email notification of a task to load data, clicks a link in the email, and then completes the task.

- The user receives an email notification of an outstanding task.
- From the email, the user selects the link for the page where the required process is documented.
- The user reviews the instructions for the task and opens the task.
- The user loads data into the system.
- The user enters a comment about the task and submits it for approval.

Managing Task Manager Views, Lists, and Filters

Related Topics

- Viewing Task Manager Lists
- Column Definitions for Task Manager

Viewing Task Manager Lists

The Task Manager list provides a central place to manage all your tasks. It displays a list of tasks and their status for a selected Year, Period, and Schedule.

If you are an Administrator, you can see all the available tasks in the system, and the user who is working on them.

If you are a user other than an Administrator, you can see all active tasks for your role that need your attention.

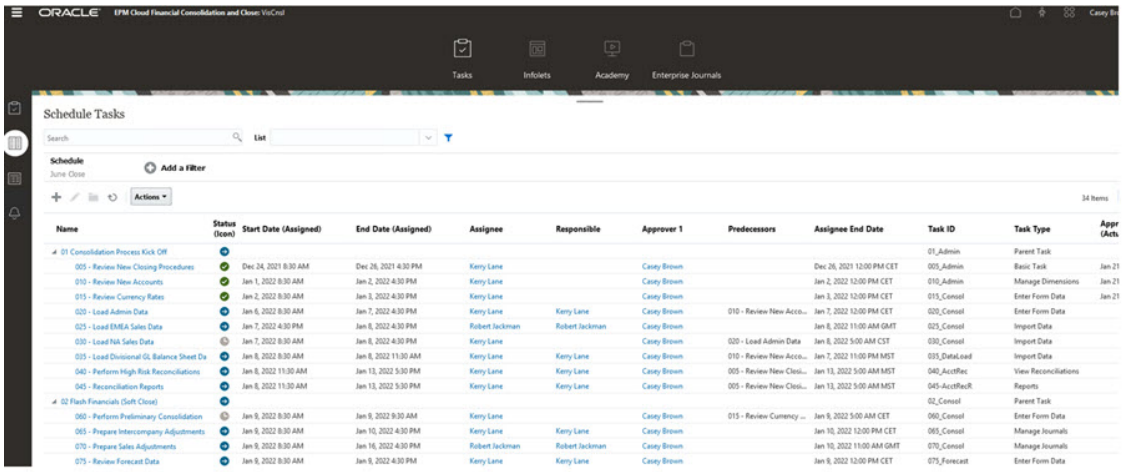
To view tasks:

1. On the Home page, click **Tasks**.
2. Click **Schedule Tasks** on the left navigation.
3. Select a **Year**, **Period**, and **Schedule**.
4. **Optional:** To search for a task, in the **Search** field, enter any text or numeric for which to search the task list.
5. **Optional:** To filter the list of tasks, click **Add a Filter** in the filter bar and specify filter criteria.

> **Note**
>
> To find late tasks, you can use the `Ever Been Late` attribute to easily identify any task that missed one or more of the scheduled due dates within its workflow. Even if the task is not currently late, but if the Assignee or any Approver has ever been late with their workflow, the `Ever Been Late` attribute indicates the task was missed for the scheduled due date.

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Sample Task List



Column Definitions for Task Manager

This section provides the column definitions for the following Task Manager objects:

- Task Manager – Schedule Tasks
- Task Manager – Templates
- Task Manager - Template Tasks
- Task Manager – Schedules
- Task Manager – Task Types
- Task Manager – Integrations
- Task Manager – Alert Types
- Task Manager – Filters
- Task Manager – Views
- Task Manager – Attributes
- Task Manager – Currencies

Task Manager – Schedule Tasks

This section provides the definitions for the Task Manager Schedule Tasks columns.

Table 37-2 Column Definitions - Task Manager – Schedule Tasks

Column Name	Description
Approver 1-10	User, Group, or Team responsible for approving the task
Approver 1-10 (Actual)	User who approved the task
Approver 1-10 (Backup)	User who can approve the task if the Approver (Primary) is unavailable
Approver 1-10 (Primary)	User, Group, or Team that was specified to approve the task
Approver 1-10 End Date (Actual)	Actual end date when the role was completed
Approver 1-10 End Date (Actual, Local)	Actual end date when the role was completed, in the local time zone of the org unit (if assigned an org unit)

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Table 37-2 (Cont.) Column Definitions - Task Manager – Schedule Tasks

Column Name	Description
Approver 1-10 End Date (Assigned)	Assigned end date for the approver
Approver 1-10 End Date (Assigned, Local)	Assigned end date for the approver of the task, in the local time zone of the org unit (if assigned an org unit)
Approver 1-10 Rejections (Count)	Total count of scheduled tasks rejected by the approver
Approver 1-10 Scheduled End Date	Effective end date for the approver of the task
Approver 1-10 Scheduled End Date (Local)	Scheduled end date for the approver of the task, in the local time zone of the org unit (if assigned an org unit)
Approver 1-10 Scheduled Start Date	Effective start date for the approver of the task
Approver 1-10 Scheduled Start Date (Local)	Scheduled start date for the approver of the task, in the local time zone of the org unit (if assigned an org unit)
Approver 1-10 Start Date	Assigned start date of the task
Approver 1-10 Start Date (Local)	Assigned start date of the task, in the local time zone of the org unit (if assigned an org unit)
Approvers (Count)	Total count of assigned approvers
Assignee	User, Group, or Team currently responsible for working on the task
Assignee (Actual)	User who submitted the task
Assignee (Backup)	User who can work on the task if the Assignee (Primary) is unavailable
Assignee (Primary)	User, Group, or Team who was specified to work on the task
Assignee End Date	Effective end date for the assigned user
Assignee End Date (Actual)	Actual end date when the assignee role was completed
Assignee End Date (Actual, Local)	Actual end date when the assignee role was completed, in the local time zone of the org unit (if assigned an org unit)
Assignee End Date (Assigned)	Effective end date for the assignee role to be completed
Assignee End Date (Assigned, Local)	Actual end date when the role was completed, in the local time zone of the org unit (if assigned an org unit)
Assignee End Date (Local)	assigned End Date of the task, in the local time zone of the org unit (if assigned an org unit)
Comments (Count)	Total count of comments for the scheduled task
Created By	Name of the user who created the scheduled task
Created On	Date and time when the scheduled task was created
Description	Description of the scheduled task
End Date	Effective end date of the scheduled task
Ever Been Late (Assignee)	Indicates whether the date when the assignee submitted the task was past the due date
Ever Been Late (Approver 1-10)	Indicates whether approver role has ever been late
Execution Type	Execution type such as End User, System Automated, or Event Monitoring
Instructions	Set of instructions for completing the scheduled task
Integration	Integration associated with the scheduled task
Last Updated By	Name of the user who last updated the scheduled task

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Table 37-2 (Cont.) Column Definitions - Task Manager – Schedule Tasks

Column Name	Description
Last Updated On	Date and time when the scheduled task was last updated
Late (Approver 1-10)	Indicates whether the approver completed the task past the due date
Late (Assignee)	Indicates whether the assignee completed the task past the due date
Open Task	Indicates whether the task is opened
Organizational Unit	Assigned organizational unit
Owner	Name of the scheduled task owner, which must be a Service Administrator or Power User
Parent	Task ID of the parent task
Predecessors	Predecessor for the current task. It can be from another template.
Priority	Priority of the task
References (Count)	Count of references added for the scheduled task (URL and content server references)
Rules (Count)	Total count of rules directly on the scheduled task
Run As	Run the task as the user. Only applicable for system-automated tasks.
Run As Authorized	User who can authorize this task. If the Run As user is the user who also created the task, then the user can authorize the task, without being prompted to re-enter their password.
Start Date	Effective start date of the scheduled task
Start Task Early	Indicates whether the assignee is allowed to open a pending task prior to the scheduled start time
Status (Icon)	Icon indicating the status of the scheduled task
Successors	Successor for the current task
Task ID	Unique identifier for the task
Task Type	Type of task

Example

The following example shows the task workflow between Assignee or Approver, Actual Assignee or Approver, and Primary Assignee or Approver.

Sl No	Action	Assignee / Approver	Assignee / Approver (Actual)	Assignee / Approver (Primary)	Comments
1	Initial state	PREP_TEAM		PREP_TEAM	No one has claimed or submitted the task
2	Barry Mills claims the task	Barry Mills		PREP_TEAM	User information based on claim action
3	Barry Mills submits the task	Barry Mills	Barry Mills	PREP_TEAM	Actual set on workflow action

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Sl No	Action	Assignee / Approver	Assignee / Approver (Actual)	Assignee / Approver (Primary)	Comments
4	Admin re-assigns task to Susan Chang	Susan Chang	Barry Mills	Susan Chang	Both Assignee and Assignee (Primary) are changed, but Assignee (Actual) remains with the user who submitted the task
5	Task is rejected	Susan Chang		Susan Chang	Assignee (Actual) is cleared. Workflow goes back to the user who was re-assigned in the previous step
6	Susan Chang submits the task	Susan Chang	Susan Chang	Susan Chang	Actual set on new user's workflow action.

Task Manager – Templates

This section provides the definitions for the Task Manager templates columns.

Table 37-3 Column Definitions - Task Manager Templates

Column Name	Description
Created By	Name of the user who created the template
Created On	Date and time when the template was created
Description	Description of the template
Embedded In	A list of templates that the current template is embedded in
Embedded Only	Template is only to be used as an embedded template and isn't allowed to be deployed. This prevents supporting templates from being deployed by mistake.
Embedded Templates	A list of templates that are embedded in the current template
Last Schedule	Last schedule created from each template
Last Updated By	Name of the user who last updated the template
Last Updated On	Date and time when the template was last updated
Name	Name of the template
Number of Days After Day 0	Number of days a template tracks after day zero. Days after Day Zero are represented as Day 3, Day 4, and so on.
Number of Days Before Day 0	Number of days a template tracks before day zero. Days before Day Zero are represented as Day-5, Day-4, and so on.
Organizational Unit	Assigned organizational unit

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Table 37-3 (Cont.) Column Definitions - Task Manager Templates

Column Name	Description
Owner	Name of the template owner, which must be a Service Administrator or Power User. The template owner is also the default owner of all tasks in the template unless overridden at the task level.
Schedules	Total number of schedules created from each template

Task Manager - Template Tasks

This section provides the definitions for the Task Manager template task columns.

Table 37-4 Column Definitions - Task Manager Template Tasks

Column Name	Description
Active	Status of the task template
Approver 1-10	User, Group, or Team responsible for approving the task
Approver 1-10 (Backup)	User who can approve the task if the Approver (Primary) is unavailable
Approver 1-10 (Primary)	User, Group, or Team that was specified to approve the task
Approver 1-10 End Date (Assigned)	Assigned end date for the approver
Approver 1-10 End Date (Assigned, Local)	Assigned End Date of the task, in the local time zone of the org unit (if assigned an org unit)
Approver 1-10 Scheduled End Date	Scheduled End Date of the task
Approver 1-10 Scheduled End Date (Local)	Scheduled End Date of the task, in the local time zone of the org unit (if assigned an org unit)
Approver 1-10 Scheduled Start Date	Scheduled Start Date of the task
Approver 1-10 Scheduled Start Date (Local)	Scheduled Start Date of the task, in the local time zone of the org unit (if assigned an org unit)
Approver 1-10 Start Date	Assigned Start Date of the task
Approver 1-10 Start Date (Local)	Assigned Start Date of the task, in the local time zone of the org unit (if assigned an org unit)
Approvers (Count)	Total count of assigned approvers
Assignee	User, Group, or Team currently responsible for working on the task
Assignee (Backup)	User who can work on the task if the Assignee (Primary) is unavailable
Assignee (Primary)	User, Group, or Team who was specified to work on the task
Assignee End Date	End date for the assigned user
Assignee End Date (Local)	Assigned End Date of the task, in the local time zone of the org unit (if assigned an org unit)
Created By	Name of the user who created the template task
Created On	Date and time when the template task was created
Description	Description of the template task
Execution Type	The execution type such as End User, System Automated, or Event Monitoring
Instructions	Set of instructions for completing the task

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Table 37-4 (Cont.) Column Definitions - Task Manager Template Tasks

Column Name	Description
Integration	The execution type, End User, System Automated or Event Monitoring
Last Updated By	Name of the user who last updated the template task
Last Updated On	Date and time when the template task was last updated
Organizational Unit	Assigned organizational unit
Owner	Name of the template task owner, which must be a Service Administrator or Power User. The template task owner is also the default owner of all tasks in the template unless overridden at the task level.
Parent	Task ID of the parent task
Predecessors	Predecessor for the current task. It can be from another template.
Priority	Priority of the task
References (Count)	Count of references added for the template task (URL and content server references).
Rules (Count)	Total count of rules directly on the enterprise journal
Run As	Run the task as the user. Only applicable for system-automated tasks.
Run As Authorized	User who can authorize this task. If the Run As user is the user who also created the task, then the user can authorize the task, without being prompted to re-enter their password.
Start Task Early	Whether the assignee is allowed to open a pending task prior to the scheduled start time
Successors	Successor for the current task
Task ID	Unique identifier for the task
Task Type	Type of task
Template	Template associated with the task

Task Manager – Schedules

This section provides the definitions for the Task Manager Schedules columns.

Table 37-5 Column Definitions - Task Manager – Schedules

Column Name	Description
Created By	Name of the user who created the schedule
Created On	Date and time when the schedule was created
Date Zero Date	Date to assign as day zero
Description	Description of the schedule
End Date	Effective end date for the schedule
Last Updated By	Name of the user who last updated the schedule
Last Updated On	Date and time when the schedule was last updated
Name	Name of the schedule
Organizational Unit	Organizational unit associated with the schedule
Owner	Name of the schedule owner, which must be a Service Administrator or Power User
Period	Period for the schedule

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Table 37-5 (Cont.) Column Definitions - Task Manager – Schedules

Column Name	Description
Start Date	Effective start date for the schedule
Status	Status of the schedule
Tasks	Tasks associated with the schedule
Year	Year when the schedule was created

Task Manager – Task Types

This section provides the definitions for the Task Manager Task Types columns.

Table 37-6 Column Definitions - Task Manager – Task Types

Column Name	Description
Created By	Name of the user who created the task type
Created On	Date and time when the task type was created
Description	Description of the task type
Execution Type	Type of execution associated with the task type
Integration	Integration associated with the task type
Last Updated By	Name of the user who last updated the task type
Last Updated On	Date and time when the task type was last updated
Name	Name of the task type
Task Type ID	Unique identifier of the task type

Task Manager – Integrations

This section provides the definitions for the Task Manager Integrations columns.

Table 37-7 Column Definitions - Task Manager – Integrations

Column Name	Description
Connection	Application to which the task belongs
Created By	Name of the user who created the integration
Created On	Date and time when the integration was created
Description	Description of the integration
Execution Type	Execution type for the integration
Integration Cloud Deployment	Associated integration cloud deployment for the integration
Last Updated By	Name of the user who last updated the integration
Last Updated On	Date and time when the integration was last updated
Name	Name of the integration

Task Manager – Alert Types

This section provides the definitions for the Task Manager Alert Types columns.

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Table 37-8 Column Definitions - Task Manager – Alert Types

Column Name	Description
Alert Type ID	Unique identifier for the alert type
Associated With	Object associated with the alert type such as a task
Created By	Name of the user who created the alert type
Created On	Date and time when the alert type was created
Description	Description of the alert type
Enabled	Indicates whether the alert type is enabled
Last Updated By	Name of the user who last updated the alert type
Last Updated On	Date and time when the alert type was last updated
Name	Name of the alert type

Task Manager – Filters

This section provides the definitions for the Task Manager Filters columns.

Table 37-9 Column Definitions - Task Manager – Filters

Column Name	Description
Created By	Name of the user who created the filter
Created On	Date and time when the filter was created
Description	Description of the filter
Last Updated By	Name of the user who last updated the filter
Last Updated On	Date and time when the filter was last updated
Name	Name of the filter
Public	Whether the filter is public
Type	Type of the filter

Task Manager – Views

This section provides the definitions for the Task Manager Views columns.

Table 37-10 Column Definitions - Task Manager – Views

Column Name	Description
Created By	Name of the user who created the view
Created On	Date and time when the view was created
Default	Indicates whether the view is set as the default view
Description	Description of the view
Last Updated By	Name of the user who last updated the view
Last Updated On	Date and time when the view was last updated
Name	Name of the view
Public	Indicates whether the view is public
Type	Type of the view

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Task Manager – Attributes

This section provides the definitions for the Task Manager Attributes columns.

Table 37-11 Column Definitions - Task Manager – Attributes

Column Name	Description
Attachments	Indicates whether the attribute has attachments
Calculation	Indicates if the attribute is a calculation attribute
Created By	Name of the user who created the attribute
Created On	Date and time when the attribute was created
Last Updated By	Name of the user who last updated the attribute
Last Updated On	Date and time when the attribute was last updated
Lines	Number of lines of text that are visible, without scrolling, on the Actions dialog boxes
Locked	Indicates whether the attribute is locked
Name	Name of the attribute
Type	Type of the attribute

Task Manager – Currencies

This section provides the definitions for the Task Manager Currencies columns.

Table 37-12 Column Definitions - Task Manager – Currencies

Column Name	Description
Currency Code	Country's currency code that identifies the currency
Currency Symbol	Currency symbol for the currency code
Decimal Places	Indicates how to display numbers with decimal values
Description	Name of the country associated with the currency code
Enabled	Indicates whether the currency code is enabled

Managing Task Manager System Settings

Related Topics

- Managing Global Integration Tokens
- Managing Task Manager Organizational Units
- Managing Holiday Rules for Tasks
- Changing Configuration Settings
- Using Oracle Cloud Object Storage to Store Attachments

Managing Global Integration Tokens

The Global Integration Tokens feature enables creation of parameterized URLs. The URLs can be used for a variety of purposes.

When creating the URL, the parameters are inserted into the URL. When the URL is clicked, the parameters are replaced with the appropriate values.

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For example, the following is an excerpt of the parameters:

```
…$YearName$%22%22Period%20Name%22&val6=%22$PeriodName$
%22&col17=%22Logical%20Schedules%22.%22Year%20Name%22&val7=%22$Y earName$
%22&col8=%22Logical%20Schedules%22.%22Deployment%20Name%22&val8=%22$
ScheduleName $%22
```

where

```
$YearName$ = 2012
$PeriodName$ = Jan12
$ScheduleName$ = DemoSchedule
```

The URL becomes:

```
…
%222012%22%22Period%20Name%22&val6=%22Jan2012%22&col7=%22Logical%20Schedules%2
2.%22Year%20Name%22&val7=%222012%22&col8=%22Logical%20Schedules%22.%22Schedule
%20Name%22&val8=%22DemoSchedule%22
```

Parameters can be configured from static parameters defined in your application, attributes of type Text and List, and the following native attributes assigned to Tasks, Templates, and Schedules:

- Period Name
- Schedule Name
- Task Name
- Task ID
- Year Name

You can access URLs from the following locations:

- **Templates**: After an administrator or power user adds a reference URL to a template in the Instructions section, the URL is clickable on the Instruction tab.
- **Schedule**: After an administrator or power user adds a reference URL to a schedule in the Instructions section, the URL is clickable in Instructions.
- **Task Details**: After an administrator or power user or task owner adds a reference URL to a task in the Instructions section, the URL is clickable in Instructions.
- **Task Types**: After an administrator adds a reference URL to a Task Type in the Instructions section, the URL is clickable on the **Instruction** tab.
- **Task Actions**: Viewers of **Task Actions** can click the reference URLs.

Creating a Global Integration Token

Use these guidelines for creating Global Integration Tokens:

- The token name must be unique.
- Tokens can't be modified.
- Tokens shouldn't be deleted. If you try to delete a token, a warning will display: "Deleting a Global Integration Token will invalidate the URLs that are referencing it. Are you sure you want to continue?"

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To create a Global Integration token:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **System Settings** tab on the left, and then select **Global Integration Tokens**.
3. Click **New**.
4. Enter:
   - **Name**: A unique token name
   - **Type**: Static or Task Attribute
   - **Token Value**:
     - If **Task Attribute** is selected as the Parameter Type, select the value that is passed when the URL is rendered.
     - If **Static Attribute** is selected as the Parameter Type, enter the value that is passed when the URL is rendered.
5. Click **Save**.

Deleting a Token

To delete a token:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **System Settings** tab on the left, and then select **Global Integration Tokens**.
3. Select a token, and then click **Delete**.

   A warning message is displayed: "Deleting a Global Integration Token will invalidate the URLs that are referencing it. Are you sure you want to continue?"
4. Click **Yes** to confirm deletion.

Managing Task Manager Organizational Units

Organizational Units enable administrators to define regions, entities, business units, divisions, departments, or any other entity that might be affiliated with a task. For example, you could define a geographical Organizational Unit called "North America", or a business unit Organizational Unit called "Sales". Organizational Units are hierarchical to facilitate reporting. The "Sales" Organizational Unit could contain "East Sales Region" and "West Sales Region" as part of its hierarchy.

When you create a schedule, you select the Organizational Unit to be used for the schedule, and the selected Organizational Unit is applied to all tasks in the schedule.

For example, you may have defined an Organizational Unit called "East Sales Region". When you select "East Sales Region" as the Organizational Unit for the schedule, the selected Organizational Unit is applied to all tasks in the schedule. The settings that you defined for that Organizational Unit, such as Timezone, Holiday Rules, and Work Days, apply to all tasks in the schedule for the "East Sales Region".

Related Topics

- Adding Organizational Units
- Importing Organizational Units
- Selecting an Organizational Unit

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Adding Organizational Units

To add an organization:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Organizations** tab on the left and then select **Organizational Units**.
3. Click **Add Sibling**.
4. On the **Properties** tab, enter:
   - **Name**: You can enter a maximum of 255 characters.

     Administrators can change the name, and it need not be unique.
   - **Organizational Unit ID**: A unique ID used to identify the transaction for Migration purposes.

     The Organizational Unit ID can't be changed after an organizational unit is set. You can enter a maximum of 255 characters.
   - Optional: **Parent Organization**: Enables Administrators to change the hierarchy.
   - **Description**: You can enter a maximum of 255 characters.
   - **Timezone**: Determines which time zone applies to the organizational unit. Selection of a time zone is optional. If a time zone is not selected, the task time zone will revert to the user's time zone.
   - **Holiday Rule**: Determines which list of holidays applies to the organizational unit. Selection of a Holiday Rule is optional.
   - **Work Days**: Determines which days of the week are work days.
5. The **Access** tab enables Administrators to assign viewer and commentator access in a centralized location, rather than having to assign it to each task.

   To select a user:

   a. Click **Add**.
   b. In **Select Viewers**, enter the First Name and Last Name, or click **Search Users**, then select **Users** or **Groups** or **Teams**.
   c. In **Search Results**, select the users and click **Add** or **Add All** to move them to the Selected list.

Importing Organizational Units

To import organizational units:

1. On the Home page, click **Application** and then click **Task Manager**.
2. Click the **Organizations** tab on the left and select **Organizational Units**.
3. Click **Import**.
   - Click **Choose File** to navigate to the CSV import file.

     Sample Organizational import format:

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> **Note**
>
> The following section shows the import format. This example requires a pre-existing parent organizational unit named "Americas", a holiday rule named "US", and a Viewer named "fm_user5".

```
"OrganizationalUnitID","Name","ParentOrganization","Description","TimeZone
","H olidayRule","Calendar","Workdays","Viewer1","Commentator1"
"US2","US2","Americas","Import Organization US2 Example","ET
(UTC-05:00)","US","",2-3-5,"fm_user5",""
```

- For **Import Type**, select one:
  - **Replace**: Replaces the Organizational Unit detail with the Organizational Unit that is in the file that you are importing. It does not affect other units that are not specified in the import file.
  - **Replace All**: Imports a new set of Organizational Units that replaces the existing Units. This option is useful when you want to replace a unit in one system with an updated definition from another system. Organizational Units that are not specified in the import file are deleted.
- For **File Delimiter**, select **Comma**, **Tab**, or **Other**.

4. Click **Import**.

Selecting an Organizational Unit

Administrators define organizational units in Organizations to help organize and schedule tasks.

To select an organization:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Organizations** tab on the left, and then select **Organizational Units**.
3. Select an organization. An arrow indicates a child organization exists. Expand the parent to select a child organization.

Managing Holiday Rules for Tasks

Holiday Rules are collections of holiday dates that Administrators use when scheduling tasks.

After you create a Holiday Rule, you can apply the rule to an Organizational Unit and then apply the Organizational Unit to the schedule template. For example, you might have defined a Holiday Rule for all the yearly holiday dates for the "East Sales Region" Organizational Unit. When you select the "East Sales Region" as the Organizational Unit for a schedule, the predefined holiday dates apply to the tasks in the schedule.

See Applying a Holiday Rule to an Organizational Unit and Applying a Holiday Rule to a Schedule Template.

Creating Holiday Rules

To create holiday rules:

1. On the Home page, click **Application**, and then click **Task Manager**.

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2. Click the **Organizations** tab on the left.
3. Click **Holiday Rules**.
4. Click the **New** icon.
5. Enter:
   - **Holiday Rule ID**: You can enter a maximum of 255 characters. The **Holiday Rule ID** is mandatory and must be unique.
   - **Name**: You can enter a maximum of 50 characters. The **Name** does not need to be unique.
   - **Year**: The Year attribute behaves as a filter option. You don't need to select a value for this attribute. If you do, the table is filtered to display the dates associated with the selected year.
6. To name a holiday, in the **Holiday** section, click the **Import** icon to import the list of holidays, or click the **New** icon and enter the date and name of the holiday.

Applying a Holiday Rule to an Organizational Unit

After you create a holiday rule, you can apply it to an organizational unit, and then apply it to a schedule.

To apply a holiday rule:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Organizations** tab on the left.
3. Click **Organizational Units**.
4. Create or edit an organization.
5. On **Properties**, from the **Holiday Rule** drop-down, select a holiday rule.
6. Click **Save**.

Applying a Holiday Rule to a Schedule Template

After you create a holiday rule and apply it to an organizational unit, you can apply the organizational unit to a schedule template.

To apply a holiday rule:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left.
3. Select a template, click the **Actions** icon to the right of the template, and then select **Create Schedule**.
4. For **Schedule Parameters**, specify the **Schedule**, **Year**, **Period**, and **Day Zero Date**.
5. Under **Date Mapping**, click **Advanced Configuration**.
6. For **Organizational Unit**, select **Use Task Value** or **Set Value To**. For **Set Value To**, click the **Search** icon to select an organizational unit.
7. Select the organizational unit that you created or edited that contains the holiday rule and click **OK**.

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8. Click **OK**.

   The Schedule Parameters Date Mapping now shows the holiday.

Importing Holiday Dates

You can import dates into a holiday rule.

To import holiday dates:

1. On the Home page, click **Application** and then click **Task Manager**.
2. Click the **Organizations** tab on the left.
3. Click **Holiday Rules**.
4. Create or select a holiday rule.
5. Before the **Holiday** section, click the **Import** icon.
6. Click **Choose File** to navigate to the CSV import file.
7. For **Import Type**, select one:
   - **Replace**: Replaces the holiday dates with the holiday dates in the file that you are importing. Does not affect other units that are not specified in the import file.
   - **Replace All**: Imports a new set of holiday dates that replaces the existing holiday dates. Use this option to replace unit in one system with an updated definition from another system. Holiday dates that are not specified in the import file are deleted.
8. For **Date Format**, select a format from the drop-down list of allowed date formats. Date formats are not translated. By default, the date format is set to the locale date format of the exported file location.
9. For **File Delimiter**, select **Comma**, **Tab**, or **Other**.
10. Click **Import**.

Editing Holiday Rules

To edit holiday rules:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Organizations** tab on the left and then select **Holiday Rules**.
3. Select a rule.
4. Edit the following fields:

   > **Note**
   >
   > The **Holiday Rule ID** is not editable.

   - **Name**: The name can be a maximum of 50 characters. It does not need to be unique.
   - **Year**: The Year attribute behaves as a filter option. You do not need to select a value for this attribute. If you do, the table is filtered to display the dates associated with the selected year.
5. Click **Save**.

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Duplicating Holiday Rules

To duplicate holiday rules:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Organizations** tab on the left.
3. Click **Holiday Rules**.
4. Select a rule and click the **Duplicate** icon.
5. Edit the rule as needed.

Deleting Holiday Rules

You cannot delete a holiday rule associated with an organizational unit that is not logically deleted. A list of organizational units to which the holiday rule was assigned is displayed.

To delete holiday rules:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Organizations** tab, and then select **Holiday Rules**.
3. Select a rule, and then click the **Delete** icon.

Changing Configuration Settings

Related Topics

- Allowing Editing and Deleting Comments
- Allowing Task Deletions
- Enabling Application Dimension Alias
- Enabling Artifact Labels
- Enabling Email Notifications
- Setting Task Manager Governors
- Allowing Reassignment Request Approvals
- Reopening Tasks
- Settings for Task Manager Reports
- Setting Export to Excel Format
- Specifying Task Display in Smart View
- Displaying Upcoming Tasks in Worklist and Welcome Panel

Allowing Editing and Deleting Comments

A Service Administrator can decide to allow editing and deleting comments in tasks by using the **Allow Comment Editing and Deleting** configuration settings option. By default, this option is Off.

To allow users to edit and delete comments:

1. On the Home page, click **Application**, and then click **Task Manager**.

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2. Click the **System Settings** tab on the left.
3. Click **Comments**.
4. For **Allow Comment Editing and Deleting**, select **Turn On** to enable editing and deleting comments.

Allowing Task Deletions

Service Administrators can specify whether to allow tasks to be deleted. By default, this option is Off.

> **Note**
>
> The setting affects only running and closed tasks.

To allow users to delete tasks:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **System Settings** tab on the left.
3. Select **Allow Task Deletion**.
4. Select **Turn On** to enable deletions.

Enabling Application Dimension Alias

You can enable Application Dimension Alias support for Task Manager and Supplemental Data Manager . Within the application, administrators can assign alternate names, or aliases, to system dimensions and user-defined dimension members. The application allows up to 30 aliases per dimension member, including the default alias. See Working with Alias Tables in *Administering Tax Reporting*.

When enabled, the Year and Period dimensions will display to the user their alternative alias table labels based on the user's preferred alias table selection and member name display preference. The alias labels will be displayed within the listing page columns, filter bars, and dashboard displays. Users can set their alias table selection and member name display preference within the **User Preferences** > **General** > **Alias Settings**. See Setting the Display of Member Names or Aliases in *Working with Tax Reporting*.

> **Note**
>
> The Year dimension will be renamed from Year to Years and its members will have the fiscal year format (FY00).

If the Dimension Alias support is disabled, then Years will revert to Year and display as numeric values (example, 2024, 2025, and so on) and Periods will be shown with their default Member Name. They will be displayed this way regardless of the user's preferred Alias table selection.

To enable or disable dimension alias:

1. Go to **Applications** > **Task Manager** > **System Settings**.
   The Manage System Settings page is displayed.

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2. Click **Translation** and then select the **Enable Dimension Aliases** option. To disable dimension alias, clear this option.

> **Note**
>
> Dimension Alias support is configured for Supplemental Data Manager within the Task Manager System Settings.

After enabling or disabling this option, the database is refreshed on the application. The Refresh Dimensional Metadata job is initiated to copy the metadata.

The following jobs may be queued if they are triggered:

- LCM Import
- LCM Export
- Import Tasks
- Deploy Form
- Import Reports

As the Year value can be modified from FY00 format to numerical format and vice versa, the preceding jobs are blocked until the Refresh Dimensional Metadata job is completed.

After the database is refreshed, you must sign-off and sign-in to view the alias support. All dimensions will be realigned with the application dimension definitions. All references to the year dimension and members will automatically be updated. Custom Report definitions may need to be revised depending on how the Year dimension was referenced.

Enabling Artifact Labels

Enabling Artifact Labels for Task Manager allows Administrators to enter translated labels in different languages for artifact properties such as a Task's name or description. These labels will be displayed to users based on their language preference. If an Artifact Label hasn't been entered for the user's preferred language, then the original label entered in the artifact property, or the default artifact label, is shown.

To enable artifact labels:

1. Go to **Applications** > **Task Manager** > **System Settings**.
   The Manage System Settings page is displayed.
2. Click **Translation** and then select the **Enable Artifact Labels** option.
   The setting is saved and will be effective after you re-login.

   When you re-login, to access Artifact Labels, go to **Application** > **Task Manager** and click the **Artifact Labels** icon on the left. The Artifact Labels page is displayed.

Enabling Email Notifications

Service Administrators can set up Email Notifications for components such as Alerts, Task Manager, Supplemental Data Manager, and Consolidation Journals. When you enable email notifications, batch notifications are generated. When the notification is no longer required, you can deactivate email notifications and reminders.

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> **Note**
>
> By default, email notifications aren't enabled.

Administrators can also assign the number of days before a due date to send reminder notifications.

Due Date Reminder notifications are emailed to Assignees and Approvers in these conditions:

- Responsibility for a component action changes: Sent based on information in the action
- A due date is missed: Sent based on information in the action
- A due date is approaching: Sent based on the number of days in advance that you specify

To enable email notifications:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the  **System Settings** tab on the left.

   The Manage System Settings page is displayed.
3. Click **Email Notifications**.
4. Specify the following information:
   - **Email Notifications**: Select **Turn On** to enable the notification. Click **Turn Off** to disable the notification.
   - If you can edit the **From Address** field, enter an email address to indicate from where the user is receiving the notification. You can also include a product acronym. If you can't edit the **From Address** field, the default email address is displayed as `no.reply@epm.oraclecloud.com`.
     Email notifications also include the service name in the footer of the email. For example: "Note - This is an automated email notification generated from EPM Task Manager on efim.trcs".
   - **Number of days before due date to send reminder**
   - **User Specified**: Select this checkbox to allow users to customize their email notification settings. Users can personalize their email notification settings within their user preferences (**Tools** > **User Preferences** > **Notifications**).
     If you don't select this checkbox, then the user inherits the settings made by the administrator.
   - **Email Start Time** and **Email End Time**: Specify the time period in a day when scheduled emails will be sent. This setting will take effect in each user's individual time zone.
5. For each component, you can specify the **Notification Type**. The types of notifications are:
   - **Late Notifications** (for Task Manager and Supplemental Data Manager)
   - **Status Change Notifications** (for Alerts, Task Manager, Supplemental Data Manager and Consolidation Journals)
   - **Due Date Reminder Notifications** (for Task Manager and Supplemental Data Manager)
6. Select an option in the **Notify Me** column for each notification or notification type to indicate the frequency of the notifications:
   - **Immediately**: Email notifications are sent immediately.

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> **Note**
>
> If you set **Notify Me** to **Immediately**, the email notifications are sent immediately even when it is outside of the user's email start/end time.

- **Once a day**
- **Every 2 hours**
- **Every 3 hours**
- **Every 4 hours**
- **Every 6 hours**
- **Mixed**
- **Never**: Select this option to deactivate a notification. This option is only applicable for **Status Change Notification** and **Due Date Reminder Notification**. For **Late Notification**, only the following notification types get this option:
  - You are the task owner and task assignee is late
  - You are the task owner and task approver is late

For each type of notification, expand the required component, and choose when to be notified. For example, for **Status Change Notification**, expand **Task Manager**. For **You are the task approver and task approver is late**, select **Every 2 hours** as a choice of notification.

If an Administrator disables the **Email Notifications** in Services, then notifications are suspended.

For more information, see Managing Notification Types and Settings.

See also Setting Up Email for Notifications in *Working with Tax Reporting*.

Managing Notification Types and Settings

Service Administrators can define the default settings for the notifications for all users for the following components:

- Alerts
- Task Manager
- Supplemental Data Manager
- Consolidation Journals

Alert Notifications

Status Change Notification Options

Notification Type	Notify Me Options
You are the alert approver and alert status changes to open with approver	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day

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Notification Type	Notify Me Options
You are the alert assignee and alert status changes to open with assignee	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the alert owner and alert status changes to open with assignee	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the alert owner and alert status changes to open with approver	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the alert owner and alert status changes to completed	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the alert owner and alert status changes to open with owner	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are an alert viewer and alert status changes to open with owner	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are an alert viewer and alert status changes to open with assignee	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day

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Notification Type	Notify Me Options
You are an alert viewer and alert status changes to open with approver	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are an alert viewer and alert status changes to completed	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day

> **Note**
>
> When selecting an option other than **Immediately**, any Alerts that are associated with Pending or Locked Schedules will not be emailed.

Task Manager Notifications

Late Notification Options

Notification Type	Notify Me Options
You are the task approver and task approver is late	• Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the task assignee and task assignee is late	• Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the task owner and task assignee is late	• Never • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the task owner and task approver is late	• Never • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day

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Status Change Notification Options

Notification Type	Notify Me Options
You are the schedule owner and schedule is created	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the schedule owner and schedule status changes to open	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the schedule owner and schedule status changes to closed	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the schedule owner and schedule status changes to locked	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the schedule viewer and schedule is created	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the schedule viewer and schedule status changes to open	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the schedule viewer and schedule status changes to closed	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day

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Notification Type	Notify Me Options
You are the schedule viewer and schedule status changes to locked	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the task assignee and task status changes to open with assignee	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the task approver and task status changes to open with approver	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the backup assignee, and the primary assignee is unavailable	• Never • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the backup approver, and the primary approver is unavailable	• Never • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the task authorizer and schedule status changes to open	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the task owner and task status changes to open with assignee	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day

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Notification Type	Notify Me Options
You are the task owner and task status changes to open with approver	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the task owner and task status changes to closed	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the task owner and task status changes to force closed	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the task owner and task status changes to aborted	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the task viewer and task status changes to open with assignee	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the task viewer and task status changes to open with approver	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the task viewer and task status changes to closed	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day

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Notification Type	Notify Me Options
You are the task viewer and task status changes to force closed	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the task viewer and task status changes to aborted	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the journal submitter, and the journal needs to be posted	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the journal approver, and the journal needs approval	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day

Due Date Reminder Notification Options

Notification Type	Notify Me Options
You are the task approver and task is "At Risk"	• Never • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the task assignee and task is "At Risk"	• Never • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the task owner and task is "At Risk"	• Never • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day

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Notification Type	Notify Me Options
You are the task assignee and assignee due date is within 1 days	• Never • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the task approver and approver due date is within 1 days	• Never • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day

Supplemental Data Manager Notifications

Late Notification Types Options

Notification Type	Notify Me Options
You are the form preparer and form preparer is late	• Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the form approver and form approver is late	• Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the form integrator and form integrator is late	• Never • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day

Status Change Notification Options

Notification Type	Notify Me Options
You are the form preparer and form status changes to open with preparer	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day

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Notification Type	Notify Me Options
You are the form approver and form status changes to open with approver	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the form integrator and form status changes to open with integrator	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day

Due Date Reminder Notification Options

Notification Type	Notify Me Options
You are the form preparer and preparer due date is within 1 days	• Never • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the form approver and approver due date is within 1 days	• Never • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day
You are the form integrator and integrator due date is within 1 days	• Never • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day

Consolidation Journals

Status Change Notification Options

Notification Type	Notify Me Options
You are the journal approver, and the journal needs approval	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day

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Notification Type	Notify Me Options
You are the journal submitter, and the journal needs to be posted	• Never • Immediately • Every 2 hours • Every 3 hours • Every 4 hours • Every 6 hours • Once a day

Email notifications for Journal actions are based on entity access, not on the Consolidation Journal roles. Users that do not have the Consolidation Journal roles and that should not be receiving emails should disable Consolidation Journal notifications from User Preferences.

To disable Consolidation Journal notifications:

1. From the Home page, select **Tools**, then **User Preferences**.
2. Select **Notifications**, then **Status Change Notification,** then select **Consolidation Journals**.
3. Change the setting for **You are the journal submitter and the journal needs to be posted** to **Never**.
4. Change the setting for **You are the journal approver and the journal needs approval** to **Never**.
5. Save the changes.

Setting Task Manager Governors

In Task Manager, you can set governors on various system settings and the system provides default settings which you can decrease or increase up to the maximum value. For example, you can specify the maximum number of rows to display in lists.

- **Maximum Number of Items displayed in a List**: Determines the maximum number of rows displayed in a List view; for example, Schedule Tasks.
- **Maximum Approver Levels**: Determine the number of levels that a task might be reviewed.
- **Select maximum file upload size (MB)**: Determines the maximum attachment file size that users can upload. This setting helps administrators adapt to work within limitations of the environment in which the application is installed.

To set Task Manager governors:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the  **System Settings** tab on the left.
3. On the **Manage System Settings** page, click **Governors**.
4. Specify a maximum value or leave the default setting:
   - **Maximum Number of Items displayed in a List**: The default is 10000.
   - **Maximum Approver Levels**: Select a value from 1 to 10.
   - **Select maximum file upload size (MB)**: Select a value from 5 MB, with incremental values of 5 MB, up to 100 MB.
5. In the **Reports** section, change the setting only if instructed by Oracle Support.

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6. In the **Dashboards** section, set **Execute Queries in Parallel** to **Turn On** to enable parallel execution for operational dashboard queries. The default is **Turn Off**.

> **Note**
>
> This setting affects all operational dashboard objects such as Task Manager, Supplemental Data, Enterprise Journals, and Alerts.

7. Click **Save**.

Allowing Reassignment Request Approvals

As an Administrator, you can specify which workflow users can directly perform and approve reassignment requests rather than submitting requests to an Administrator or Power User for approval.

Users can then approve reassignment requests from their Worklist.

Service Administrators should also see the reassignment requests if they are required to approve the requests in case the Task Owner is unavailable.

To allow workflow users to perform reassignments:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **System Settings** tab on the left.
3. Select **Reassignment Requests**.
4. For **Allow reassignment request approval by**, select one or more options:
   - **Administrator**
   - **Power User**
   - **Users**

Reopening Tasks

In Task Manager, there might be times when users need to reopen a task. Administrators can specify whether to allow open or closed tasks to be reopened.

To allow reopening of tasks:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **System Settings** tab on the left.
3. Select **Reopen**.
4. Set the conditions to allow reopening of a task that is Open with an Assignee or Approver. For **Task is Open with Assignee or Approver**:
   - **Not Allowed**: This is the default option and assignees or approvers cannot change the workflow of an open task after it has been submitted or approved.
   - **Allowed for all approvers**: Allows approvers who have approved a task to return the workflow to themselves.
   - **Allowed for all assignees and approvers**: Allows an assignee who has submitted a task or an approver who has approved a task to return the workflow to themselves.
5. Set the conditions to allow reopening closed tasks. For **Task is Closed**:

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- **Not Allowed**: This is the default option and users will not be able to reopen a closed task.
- **Allowed for final approver**: Allows only the final approver to reopen and return the workflow to themselves.
- **Allowed for all approvers**: Allows an approver to reopen and return the workflow to themselves.
- **Allowed for all assignees and approvers**: Allows assignees and approvers of a task to reopen and return the workflow to themselves.

Settings for Task Manager Reports

When generating reports in Microsoft Excel format, a row that spans multiple lines may result in empty rows displayed after the row that contains data. This may cause a problem if you've scripts that perform calculations on a row value. Task Manager provides a setting to control the display of these extra rows.

To resolve this issue, you must modify the template file of the report by performing the following:

- Remove any empty lines from the table row
- Change the row height of the row to 0

Alternatively, Task Manager provides a setting to control the display of these extra rows. This setting applies to all the reports.

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **System Settings** tab on the left.
3. Click **Reports**.
4. Unselect **Enable Row Split** to ensure that multiple rows aren't displayed for each row of data in Microsoft Excel.

Setting Export to Excel Format

To export data to Microsoft Excel, you can set the format to .xls or .xlsx.

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **System Settings** tab on the left.
3. Click **Reports**.
4. In **Export Excel Format**, select one of the following options:
   - **Excel 97 - 2003 (.xls)**: Exports data in tables to .xls format.
   - **Excel (.xslx)**: Exports data in tables to .xlsx format.

Specifying Task Display in Smart View

You can configure the display of Task Manager tasks when they are launched from Oracle Smart View for Office by selecting columns to display; for example, Task Attributes.

To select columns to display in Smart View:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **System Settings** tab.

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3. Select **Smart View**.
4. Under **Column Selection**, from the **Available** list, select the columns to display, then click the **Add** arrow keys to move them to the **Selected** column, or **Remove** to remove them.

   You can select a maximum of 30 columns, and reorder the columns as needed.
5. Click **Save** to save your selection.

Displaying Upcoming Tasks in Worklist and Welcome Panel

As an administrator, you can decide whether to show only Current Tasks, or Current and Upcoming Tasks in the Workflow of the Worklist and Welcome Panel.

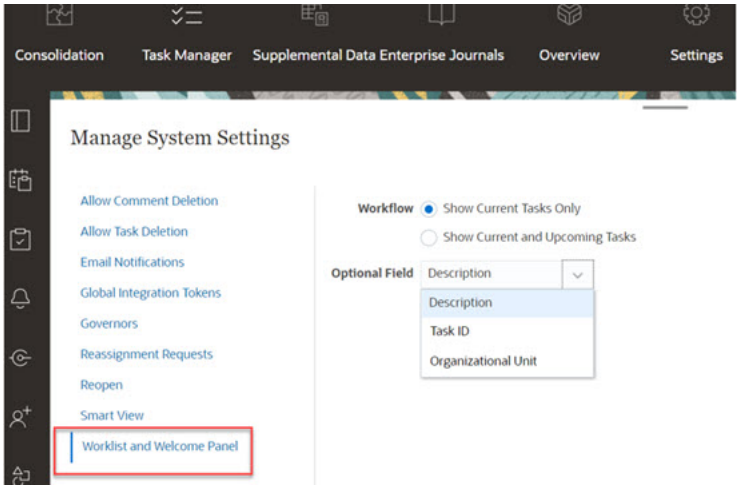
If you enable Current and Upcoming Tasks, users can see items currently available to work on, and also items in the upcoming workflow. For example, users can see an upcoming task that is due for them to approve, but not immediately available, as the preparer has not yet finished the task.

You also have the option to display the tasks with description (default) or by the Task ID/ Organizational Unit.

By default, the system displays only Current Tasks.

To set the display for tasks:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **System Settings** tab on the left.
3. Select **Worklist and Welcome Panel**.
4. Select an option for **Workflow**:
   - **Show Current Tasks Only**
   - **Show Current and Upcoming Tasks**
5. Select an option for **Optional Field**:
   - **Description** (default)
   - **Task ID**
   - **Organizational Unit**



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Using Oracle Cloud Object Storage to Store Attachments

Related Topics

- About Using Oracle Cloud Object Storage to Store Attachments
- Understanding What is Stored on OCI Object Storage
  Tax Reporting automatically handles moving files to and from OCI Object Storage so users can upload and view attachments seamlessly.
- Steps to Use OCI Object Storage with Tax Reporting

About Using Oracle Cloud Object Storage to Store Attachments

Customers who have a large Tax Reporting database mainly due to the number of uploaded attachments should use **Oracle Cloud Infrastructure (OCI) Object Storage** to store the attachments. Using a separate storage option will allow a large reduction in the size of the LCM snapshot so the backup, download and restore steps will be more streamlined (for example, when restoring a snapshot from test to production, or when downloading a snapshot for offline storage). Another advantage is that using OCI Object Storage allows you to increase the maximum attachment size from 20 MB to 100 MB. It is a highly recommended best practice to use OCI Object Storage.

OCI Object Storage requires its own subscription and configuration so this feature is optional. If you choose to set it up, attachments are stored in OCI Object Storage going forward and existing attachments will be moved to OCI Object Storage once configured.

When you create an application using a snapshot or by cloning, and the source application uses OCI Object Storage to store attachments, the password required to access the OCI Object Storage bucket is not exported in the new application for security reasons. The recommended best practice is to separately clone your source OCI Object Storage bucket, and configure the new bucket on the new application. See Setting Up OCI Object Storage in Tax Reporting.

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> **Note**
>
> - Once you start using OCI Object Storage, you cannot go back to using the Tax Reporting database for these attachments.
> - During cloning if the source is set to use object storage in between, then after migration, sometimes the overall statistics about the attachments on the target (OCI) doesn't match the source because of the following:
>   - **Orphan records**: When orphan references at source (that are considered for statistics at source) are migrated, they get lost at the target system because they aren't associated with any objects. This causes a mismatch in the statistics at target when compared to source. For example, orphan references are created when an alert has comment references and the comments are deleted but the references aren't deleted at source.
>   - **Duplicate attachments**: For duplicate attachments at source, only the distinct reference for statistics at source are considered. However, after migration, each duplicate record has its own unique reference at target because they are migrated as part of different artifacts. This causes mismatch in the statistics.
>
> > **Note**
> >
> > This is applicable only for Task Manager.

Understanding What is Stored on OCI Object Storage

Tax Reporting automatically handles moving files to and from OCI Object Storage so users can upload and view attachments seamlessly.

Some examples of what Tax Reporting stores in OCI Object Storage are attachments for Task Manager and Supplemental Data Manager .

A unique ID is generated for each attachment that is created in Task Manager andSupplemental Data Manager. This ID is used as the file name when the attachment is stored in OCI Object Storage. The name actual name of the attachment file is stored as a property of the object storage file. For example, assume that you add an attachment with the file name `fx_translations.xlsx` to Task Manager. A unique ID, say `fpbh-2765`, is generated for this attachment. This attachment is stored in OCI Object Storage with the name `fpbh-2765` and the actual name of the attachment file, `fx_translations.xlsx`, is stored as a property of `fpbh-2765` in OCI Object Storage. To determine the actual name of an attachment file, use **View Details** for the file in OCI Object Storage.

> **Note**
>
> Tax Reporting does not delete any files from OCI Object Storage. Instead, OCI Object Storage attachments are purged based on the Retention Policy set in OCI Object Storage. See Using Retention Rules to Preserve Data.

Steps to Use OCI Object Storage with Tax Reporting

The following are the high-level steps for using OCI Object Storage with Tax Reporting.

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1. Subscribe to OCI Object Storage. See Oracle Cloud Infrastructure - Cloud Storage.

   To review the user assistance for OCI Object Storage, see Overview of Object Storage.

2. Create the environment required to store attachments in OCI Object Storage. This includes setting up the bucket (logical storage location in OCI Object Storage) in which attachments will be stored.

   See Setting Up OCI Object Storage.

3. Configure Tax Reporting to store attachments in OCI Object Storage.

   See Setting Up OCI Object Storage in Tax Reporting.

4. (Optional) Configure Backup and Disaster Recovery for object storage. For more information, see *How can I set up backup and disaster recovery for my own Object Storage bucket?* section in Backup and Disaster Recovery in *Getting Started Guide for Administrators* .

Setting Up OCI Object Storage

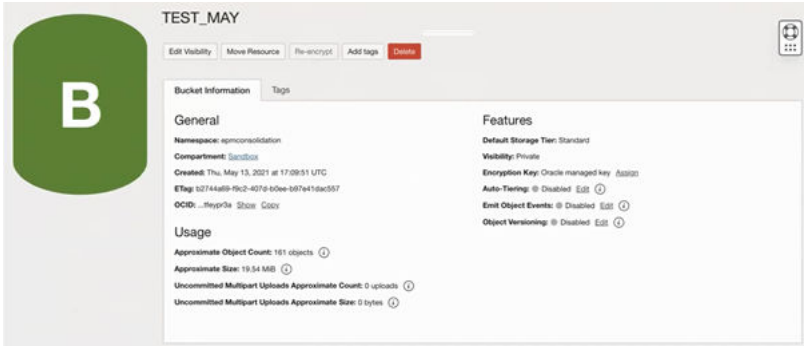
A separate subscription to **OCI Object Storage** is required to use this feature. Note that a Bucket is a logical container in **OCI Object Storage** for storing objects. In the context of Task Manager and Supplemental Data Manager , your attachments are considered objects.

The high level steps in **OCI Object Storage** are listed here:

1. Create a Bucket in **OCI Object Storage** to store your attachments. For instructions, see Creating a Bucket.

   > **Note**
   >
   > You can create a bucket in an existing compartment or create a new compartment for the attachments.

   Here's an example of a set up Bucket.



   To enable you to test access to the bucket and to switch seamlessly from a test environment to a production environment, it is recommended that you create two folders within the bucket – one folder for the test environment and another folder for the production environment. For example, if you create a bucket named `task_manager_rec_data` to store your attachments, create folders `test` and `prod` within this bucket. During the implementation phase, use the `test` folder by specifying the bucket URL as `<bucket_url>/test`. When moving to the production environment, switch the bucket configuration to `<bucket_url>/prod`. The folder `test` can subsequently be deleted without any impact in the production environment.

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2. Ensure that Auto-Tiering is disabled for the bucket. See Managing Auto-Tiering for an Object Storage Bucket.
3. You need to keep the **Lifecycle Policy Rules** as is in **OCI Object Storage**. Do not change this.
4. Optional: **Retention Rules** in **OCI Object Storage** follow your company's audit requirements (for example five to seven years).
5. In **Oracle Cloud Infrastructure** (OCI), you need to create a user for Tax Reporting and grant that user at least READ and WRITE access but do not grant DELETE access. The user can be an **Identity and Access Management** (IAM) user or a Federated user. We recommend a separate user be created for accessing Object Storage for Tax Reporting. This user has to be granted privileges to access to the attachment storage bucket and to manage objects in the bucket.
6. You need to create a group to assign policies.

   Access to Object Storage is managed by **Identity and Access Management (IAM)** policies. Common object storage policies can be found in Let users write objects to Object Storage buckets

   To create **IAM** policies, see Getting Started with Policies

   Here is an example of the policy that is required.

   - `Allow group TrcsAttachmentWriters to read buckets in compartment ABC`
   - `Allow group TrcsAttachmentWriters to manage objects in compartment ABC where all {target.bucket.name='TrcsAttachments', any {request.permission='OBJECT_CREATE', request.permission='OBJECT_INSPECT', request.permission='OBJECT_READ'}}`
7. An auth token has to be created for the user. For details, see Working with Auth Tokens

   > **Note**
   >
   > The auth token will not be displayed after it has been created so make a note of the token since it will be used later in the configuration process.

8. Once you have created the Bucket and created a user, you need to set up **OCI Object Storage** in Tax Reporting so that the connection is made using the **Bucket URL**, **Username** , and **Password**. See Setting Up OCI Object Storage in Tax Reporting.

Setting Up OCI Object Storage in Tax Reporting

To set up **OCI Object Storage** in Tax Reporting for Task Manager and Supplemental Data Manager attachments:

1. Go to **Navigator** and click **Connections** under **Tools**.
   The Manage Connections page is displayed.
2. Click **Create** to create a connection.
   The Select Provider to Create Connection dialog box is displayed.
3. Click **Other Web Service Provider**.
   The Enter Connection Details dialog box is displayed.
4. Specify the following details:
   - **Connection Name**: Name of the Object Storage connection.
   - **Description**: Brief description about the connection.

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- **URL**: Object Storage bucket URL. It's the URL of the Oracle Object Storage Cloud bucket.
- **User** and **Password**: User name and password you created for Tax Reporting in **Oracle Cloud Infrastructure**.

> **Note**
>
> If the user was created in the Federated Identity Provider, then the user name has to be prefixed with the Federated Identity Provider name. For example: `oracleidentitycloudservice/username`. For password, you must use the auth token as the password, not the login password.

5. Click **Save and Close** to save the Object Storage connection details.
6. Go to **Home** > **Applications** > **Task Manager**.
7. Click **System Settings** tab.
   The Manage System Settings page is displayed.
8. Click **Object Storage** and from the **Connections** drop-down list, select the Object Storage connection.
   The **Bucket URL** is populated automatically.

   The URL format is:`https://swiftobjectstorage.region_identifier.oraclecloud.com/v1/namespace/bucket_name` where:

   - `region_identifier` is the hosting Oracle Cloud Infrastructure (OCI)
   - `region.namespace` is the top-level container for all buckets and objects. Each Oracle Cloud Infrastructure tenant is assigned a unique system-generated and immutable Object Storage namespace name at account creation time. Your tenancy's namespace name, for example, `axaxnpcrorw5`, is effective across all regions
   - `bucket_name` is the name of a logical container where you store your data and files. Buckets are organized and maintained under compartments.

   An example URL is: `https://swiftobjectstorage.us-ashburn-1.oraclecloud.com/v1/epmcloud/fccsAttachments`

   If you created folders within your bucket, the URL format is `https://swiftobjectstorage.us-ashburn-1.oraclecloud.com/v1/epmcloud/`*`bucket_name`*`/`*`folder_name`*, where `folder_name` is the name of the folder containing the data.
9. Click **Validate and Save**. The system validates to make sure the connection is working properly and creates and reads a test file.
   The Object Storage confirmation dialog box is displayed.
10. Click **Continue**. A batch job starts immediately that will move attachments currently in the database to the specified Object Storage location. Henceforth, all attachments will be saved in the Object Storage location instead of the database. You can't revert to the database once the attachments are stored in Object Storage location.
11. Statistics display depending on whether you are an existing customer or a new customer first setting up **OCI Object Storage** and Tax Reporting:
    - Number of migrated attachments: How many attachments are migrated.
    - Size of migrated attachments (MB): Size of attachments that are migrated.
    - Number of pending attachments: How many attachments are still pending for migration.

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- Size of pending attachments (MB): Size of the attachments pending for migration.
- Number of all the attachments: How many total attachments are in the system (includes migrated attachments plus pending migration attachments plus newly added attachments).
- Size of all the attachments (MB): Size of all attachments in the system

> **Note**
>
> After migration from test environment to production environment, if you do not update the manual step of connections details, then uploading and downloading attachments within the application results in an error. Download will happen with 0 bytes and upload will result in validation error.

- If you are an existing customer, you will see statistics relating to migration of the attachments from the Tax Reporting database to **OCI Object Storage**. You will see statistics increment as attachments are moved.
  Tax Reporting takes the attachments from the database and moves files to **OCI Object Storage** in the Bucket you have set up. This is performed based on the **Bucket URL**, along with the user name and password you created for Tax Reporting in **Oracle Cloud Infrastructure**. The attachments are moved from the database into **OCI Object Storage** and then removed from the database.

  After the first time migration, uploads and downloads of attachments are stored and retrieved from **OCI Object Storage**.
- If you are new to Tax Reporting, many of the statistics shown will display as zero since you are not moving existing attachments to **OCI Object Storage**.

Here's a sample screenshot of the statistics.



Clicking **Reset** will reset to the last connection that worked.

Troubleshooting Configuration Problems

When setting up **OCI Object Storage**, if you see the following error, there may be problem with the bucket URL or credentials:

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```
Error: Unable to connect to the Object Storage service using the specified URL
and credentials.
```

Use any REST client such as cURL or Postman to test the bucket URL and credentials.

The format of the cURL command is as follows: `curl <bucket URL> -u "<username>:<password>"`

Following is an example of a cURL command to test your URL and credentials:

```
curl https://swiftobjectstorage.us-ashburn-1.oraclecloud.com/v1/epmcloud/
taskAttachments -u "username:password"
```

Managing Task Manager Attributes

Attributes are user-defined fields defined centrally by administrators and used in many places.

You can specify different value types for attributes: Date, Date/Time, Integer, List, Multi-Line Text, Number, True/False, Text, User, and Yes/No. For example, you can define a custom attribute named Auto Submit with a value type of Yes or No. When you assign the Auto Submit attribute to an item, you can set it to Yes for tasks required by external users.

If you select the List type, you can define a pick list of values. For example, you can define a List attribute named Sales Region, with North, South, East, and West as values.

You can create, edit, and delete attributes.

> **Note**
>
> The maximum number of Task Manager attributes that you can create or import is 10,000.

Defining Task Manager Attributes

To define a Task Manager attribute:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Attributes** tab on the left.
3. Click the **New** icon, then on the **Properties** tab specify the following properties:
   - **Name**: You can enter a maximum of 80 characters.

     > **Note**
     >
     > You can create an object using the same name that you used earlier and deleted. Any objects that were previously linked to the deleted object will be associated with the new object.

   - **Description**: You can enter a maximum of 255 characters.
   - **Type**:
     - **Date**
     - **Date/Time**

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- **Integer**: Allows a value between -2147483648 and 2147483647. For **Total**, specify the totaling method for the attribute:
  - **None** (default): No total is calculated.
  - **Average**: The average of the rows with data. Rows without data are not counted in the denominator
  - **Count**: The count of the rows with data.
  - **Sum**: Additive total.
- **List**: Click **List Values** to enter a list of valid responses to the question. You can enter a maximum of 255 characters.
- **Multi-Line Text**: Click **Format** and specify the **Number of Lines**, from 3 to 50 lines. Multi-Line Text determines how many lines of text are visible, without scrolling, on the Actions dialog boxes. The maximum length should be less than 4,000 characters.

  Select **Include Attachments** if you want to include an **Attachments** section on the Actions dialog box.
- **Number**: Enter a value xxxxxxxxxxxxxxxxx.xxxxxxxxx (17 digits and 9 decimal places). Click **Format** and select number formatting options:
  - For **Decimal Places**, enter a value for the number of decimal places to display.
  - For **Display As Percentage**, select if you want a percentage to display.
  - Select the **Thousands Separator** option if you want numbers to display a thousands separator (for example, 1,000.00).
  - For **Currency Symbol**, select a currency symbol; for example, $ (United States of America Dollar).
  - For **Negative Number**, select how to display negative numbers; for example, (123).
  - For **Scale**, select a scale value for numbers; for example, 1000.
- **Text**: Enter a maximum of 4000 characters.
- **True/False**
- **User**
- **Yes/No**

- **Calculation**: Select to add logical and mathematical functions for attributes in the **Calculation** tab.

  See Defining Calculation Attributes.

Defining Calculation Attributes

Calculation attributes enable you to add logical and mathematical functions to derive values for attributes. They can be embedded within other calculated attributes to produce complex functions. Calculated attributes are read-only. They can only be evaluated against Schedules.

Schedules: You can add any Calculation and the calculation is evaluated, regardless of whether or not it was explicitly assigned to the task.

Templates: You cannot add a custom attribute that has the Calculation option selected as a column or a filterable attribute.

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When administrators add attributes to the Attributes sections in the Actions dialogs, they are viewable by workflow users. Administrators can restrict access to certain roles by setting the access to Do Not Display. For example, for calculated attribute XYZ, an administrator could set the access to `Viewer: Do Not Display` so that the XYZ attribute is not displayed for users with only the Viewer role.

Any user role can add calculated attributes as columns in views and portlets. They can also be added as filterable attributes in the Filter Panel.

To define a calculation attribute:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Attributes** tab on the left.
3. Click **New** icon, and then on the **Properties** tab enter a **Name** for the attribute, and then select an attribute **Type**.
4. Select the **Calculation** option.
5. On the **Calculation** tab, select a **Calculation Type**.

You can select from the following calculation types. The available types are determined by the attribute **Type** (**Text**, **Integer**, and so on).

- **Assign Value to List**: Assign custom values to a List type attribute
- **Assign List To Value**: Assign custom list values to the values of a different attribute. Only available for List type attributes.
- **Conditional**: A conditional calculation (If – Then – Else)
- **Scripted**: A free-form scripted calculation. Only available for attributes of type Integer, Multi-line Text, Number, or Text.

The following table lists the Calculation types available for each Attribute type.

Attribute Type	Assign Value to List	Conditional	Scripted	Assign List to Value
Date				
Date/Time				
Integer	X	X	X	
List		X		X
Multi-Line Text	X	X	X	
Number	X	X	X	
Text	X	X	X	
True/False		X		
User				
Yes/No		X		

Calculation Definition

The **Scripted** Calculation type enables you to enter a free-form calculation equation. You can use **Add Attribute** and **Add Function**:

- **Add Attribute**: Select an attribute and insert the attribute into the Calculation Definition box at the location of the cursor. If the cursor is in the middle of a word or attribute, the word/attribute will be replaced in the definition. The script format adds brackets {} around the name of the new attribute.

  The only available attributes are Schedule attributes.

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- **Add Function**: Select a function and add the function to the Calculation Definition. The Function is added with placeholders for each parameter.

For example: Insert the DATE_DIFF function in the calculation definition:

```
DATE_DIFF(<Date1>, <Date2>, <Type>)
```

Then replace the placeholders with attributes:

```
DATE_DIFF( {Start Date}, {End Date}, 'DAYS')
```

Numeric and Date Functions

- **Absolute Value**: Returns the absolute value of a specified number. If a number is less than zero, the positive value of the number is returned. If the specified number is equal to or greater than zero, the specified number is returned.

  ```
  ABS(<Number>)
  ```

- **Add Month**: Returns a date offset a specified number of months from the starting date. The date will always fall in the specified month offset. If the starting date has a day value beyond what is in the offset month, the last day of the offset month will be used. For example, EDate (31-Jan-2017, 1) returns (28-Feb-2017). For Months, enter the number of months before or after the start date. A positive value for months yields a future date. A negative value yields a past date.

  ```
  ADD_MONTH(<Start Date>, <Months>, <Length>)
  ```

  Example: `ADD_MONTH(DATE(2017, 2, 15) 3)`

- **Date**: Returns a date value based on specified integer values for the year, month and day.

  ```
  DATE(<Year>, <Month>, <Day>)
  ```

- **Date Difference**: Returns the difference in years, months, days, hours, minutes, or seconds between two dates. For DATE 1 and DATE 2, the values TODAY and NOW can be used, which denote the current date (with no time component) and date-time, respectively.

  ```
  DATE_DIFF(<Date1>, <Date2>, <Type>)
  ```

  Example: `DATE_DIFF( {Start Date}, 'TODAY', 'DAYS')`

- **Day**: Returns the day value of a date as an integer number

  ```
  DAY(<DATE>)
  ```

- **Extract Text**: Returns the substring within the value, from the specified positions.

  ```
  SUBSTRING(<Value>, <Location>, <Length>)
  ```

  Example: `SUBSTRING( {Name}, 4, 10)`

- **If Then Else**: Allows you to insert a conditional calculation into the scripted calculation. IF_THEN_ELSE calculations can also be nested to support ELSE IF type calculations.

  ```
  IF_THEN_ELSE(<Condition>, <Value1>, <Value2>)
  ```

  Example: `IF_THEN_ELSE( ( {Priority} = 'Low'), 1,IF_THEN_ELSE( ( {Priority} = 'Medium'), 2, IF_THEN_ELSE( ( {Priority} = 'High'), 3, 0)))`

  Example: `IF_THEN_ELSE(({Priority} = 'Low'), 'Good'
  IF_THEN_ELSE(({Priority} = 'Medium'), 'Better'. 'Best'))`

- **Instring**: Returns the index of the substring within the value.

  ```
  INSTRING(<Value1>, <Value to Search>)
  ```


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Example: `INSTRING({Name}, 'a')`

- **Length**: Takes a text value as a parameter and returns an integer which is the number of characters in the text. If the value is empty/null, the calculation will return 0.

  `Length ({<attribute>})`

  Example: `LENGTH("Value")` would return 5, and `LENGTH({Name})` would return the number of characters in the name of the object.

  Use the calculation with SUBSTRING to extract the last four characters of a text value.

  `SUBSTRING( {MyString}, LENGTH ({MyString}) - 4`

- **Lowercase**: Returns the value in lower case

  `LOWERCASE(<Value>)`

  Example: `LOWERCASE ({Task Code})`

- **Maximum**: Returns the maximum value from a list of attributes. There can be any number of parameters.

  `MAX <Value1>, <Value2>, <ValueN>)`

  Example: `MAX( {Scripted Substring Loc a}, {Scripted Substring Loc s}, {Scripted Substring Loc t} )`

- **Minimum**: Returns the minimum value from a list of attributes. There can be any number of parameters.

  `MIN (<Value1>, <Value2>, <ValueN>)`

  Example: `MIN( {Scripted Substring Loc a}, {Scripted Substring Loc s}, {Scripted Substring Loc t} )`

- **Month**: Returns the month value of a date as an integer number (1-12)

  `MONTH (<DATE>)`

- **Power**: Raises one number to the exponential power of another.

  `POWER(x,y) where x=BASE NUMBER,and y=EXPONENT` and x and y can be attributes or calculations, as long as they are numeric.

  Example: `POWER(3,4)=81`

  > **Note**
  >
  > Fractional values will reduce the number to its root. For example, `POWER(27, 1/3) = 3` the cube root.
  >
  > Negative values will perform an inverse of the exponential calculation. For example, `POWER(2, -2) = 1 / (2^2) = 1 / 4 = .25`.

- **Round**: Returns the value rounded to the decimal places specified

  `ROUND <Attribute>, <Decimal Places>)`

  Example: `ROUND( ({Scripted Substring Loc t} / 7), '4')`

- **Text Location**: Returns the index of the substring within the value, starting at 1 as the first position.

  `INSTRING(<Value>, <Value To Search>)`

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Example: `INSTRING( UPPERCASE( {Name} ), 'TAX' )`

- **Uppercase**: Returns the value in upper case.

  `UPPERCASE(<Value>)`

  Example: `UPPERCASE( {Name} )`

- **Year**: Returns the year value of a date as an integer number.

  `YEAR (<DATE>)`

Calculation Validation

The following validation checks are performed when you save the Calculation:

- The syntax of the Calculation is correct.
- The Attributes and Functions specified in the Calculation exist.
- Parameters to Functions are correct.
- No Circular Loops exist.

Importing List Attributes

To import Task Manager attributes of the List type:

1. Create an import file of List attributes in a TXT file format, with each value on a separate line.

   For example:

   ```
   Blue
   Yellow
   Red
   Green
   ```

   The import option is always "Replace All".
2. On the Home page, click **Application**, and then click **Task Manager**.
3. Click the **Attributes** tab on the left.
4. Select an attribute of type **List**, and click **Edit**.
5. Click the **Import** icon.
6. For **File**, click **Choose File**, find a TXT import file, and then select a **File Delimiter**.
7. Click **Import**. **Import List Values** displays the values: Total List Values, Completed, Errored, List Values Created, and List Values Updated.

   If **Completed Successfully**, click **OK**.

   If **Completed with Errors**, the errors are listed. To export the error list, click **Export to Excel** .

Editing Attributes

You can edit the name of a custom Task Manager attribute. If the attribute type is a List, you can also add, rename, or delete list values.

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To edit Task Manager attributes:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Attributes** tab on the left.
3. Select an attribute and click **Edit**.
4. Edit the attribute name.

> **Note**
>
> If the attribute is a List type, you can add, rename, or delete list values. After a custom attribute is saved, you can't change its type.

5. Click **OK**.

   All related templates, schedules, task types, or tasks are updated.

Duplicating Attributes

You can duplicate attributes.

To duplicate attributes:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Attributes** tab on the left.
3. Select an attribute to duplicate, and click **Duplicate**.
4. Click **Close**.

Deleting Attributes

You can delete attributes that you no longer need. When you delete an attribute, the system removes all references to the attribute.

To delete attributes:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Attributes** tab on the left.
3. Select the attributes to delete, and click **Delete**.
4. At the confirmation prompt, click **Yes**.

Viewing Attributes

In Attributes, you can specify which columns to display for the list of attributes, or show all. You can also reorder columns, sort columns by ascending or descending order, and change the column widths.

To display columns:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Attributes** tab on the left.

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3. Do one or more of the following tasks:
   - To display all columns, select **View**, then **Columns**, and then select **Show All**.
   - To display specific columns, select **View**, then **Columns**, and then select or deselect the column names.
   - To reorder columns, select **View**, and then **Reorder Columns**, select columns and use the Up or Down arrows or drag them to change the order.
   - To sort columns, hover over a column header until the Sort icons are displayed, and then click **Sort Ascending** or **Sort Descending**.
   - To change column widths, hover over the column header dividers until the arrows display, and drag the columns to the desired width.

Searching for Attributes

You can use the Search function in the Attributes list to find attributes for Task Manager tasks. You can enter full or partial names on which to search. Using the filter bar, you can control the attributes that you see in the list. By default, all attributes are displayed.

To search for Task Manager attributes:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the  **Attributes** tab on the left.
3. To search for an attribute, enter search criteria in the **Search** text box.
4. **Optional:** From the filter bar, click on a category to display additional search operators such as **Equals**, **Does Not Equal**, **Contains**, **Does Not Contain**, **Starts With**, and **Ends With**.

   You can filter attributes using these categories: **Name**, **Type**, **Calculation**, **Created By**, **Created On**, **Last Updated By**, or **Last Updated On**.

> **Note**
>
> - Click **Add a Filter** to view all categories.
> - To hide the filter bar, click the **Filter** icon.
> - To clear all filters, click **Clear All Filters** in the  icon.

Managing Artifact Labels in Task Manager

Administrators can enter translated labels in different languages for artifact properties like a Task's Name or description using the Artifact Labels page. These labels will be displayed to users based on their language preference. If an Artifact Label hasn't been entered for the user's preferred language, then the original label entered in the artifact property, or default artifact label, is shown.

The Artifact Labels list is automatically updated when a new artifact is added to the application.

Artifacts that have the exact label for a property appear only once within the listing. For example, a task named "Review Plan Operating Expenses" appears in multiple monthly

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schedules. The Artifact Labels list shows only one entry for a Task with the Name - "Review Plan Operating Expenses" and shares all entered language labels.

Editing an artifact property, such as renaming a task, creates a new entry within the artifact label list, which requires new language labels to be entered.

An artifact label is removed from the Artifact Label list when all instances of the artifact referring that label have been removed from the application. For example, all tasks named "Review Plan Operating Expenses" need to be deleted from all the monthly schedules before it's removed from the Artifact Label list.

> **Note**
>
> You must have the **Task Manager - Artifacts – Manage** role to access the Artifact Labels. Additionally, the **Enable Artifact Labels** option must be enabled. For more information, see Enabling Artifact Labels .

View Artifact Labels

To view artifact labels:

1. Go to **Application** > **Task Manager** and click the **Artifact Labels** icon on the left. The Manage Artifact Labels page displays a list of artifact labels with the following information:
   - **Artifact Type**: Type of artifact such as Schedule, Task, and Template.
   - **Property**: The artifact property such as Name or Description.
   - **Default**: Default label entered on the artifact.
   - **English**: Text to be displayed in English language.
   - **Created By**: Indicates the user that created the default artifact label.
   - **Last Updated By**: Indicates the last user to update the artifact label.

   Optionally, you can click the **Customize Columns**  icon and add or remove the required columns. Columns for each supported language is available. When you click **Customize Columns**, the Columns window is displayed. To show a column, in the Hide section, mouse grab the ═ icon for the column name that you want to show and then drag and drop to the required position in the Show section. To show a column, in the Hide section, mouse grab the ═ icon for the column name that you want to hide and then drag and drop to the required position in the Hide section. You can also use the following shorcut keys:
   - Focus on a row, then use F2 followed by Space to select or deselect it.
   - With focus on a row, use **CTRL+X**, followed by the Up or Down arrow keys to move to another row, then use **CTRL+V** to move the initial row above the current row.
2. Use the **Search** field and the filter clips to search for a required artifact label.

Edit a Artifact Label

To edit an artifact label:

1. On the Artifact Labels page, select the artifact label that you want to edit and click **Edit**. The Edit Languages panel is displayed with a field for each supported language.
2. Specify the translated text for the required language and click **Save**.

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Edit Artifact Labels in Bulk

To edit the artifact labels in bulk, you can export the artifact list, update the file, and then import the file. Any translations in the import file updates the existing translations in the UI.

To export the list of artifact labels:

1. On the Artifacts page, click **Export**.
   The displayed artifact labels are exported to a CSV file and downloaded to your system.

   Optionally, you can limit the export to the artifact labels you want to edit by using the search bar and filter chips.

2. In the exported file, add new artifact labels within the language columns, and save the file.
   The exported file includes four columns that indicate the Artifact Type Id (ArtifactTypeID), Object Type (ObjectType), Property (Property), and the Default Label (DefaultLabel). The values within the rows in these columns can't be modified. Also, you can't remove these four columns.

   Additionally, there are columns for each supported language (LangXx). You can remove the language column that you won't update with artifact labels.

   The following table provides the language column codes.

Language Column Codes		
LangAr = Arabic	LangHe = Hebrew	LangPtBr = Portuguese (Brazil)
LangCs = Czech	LangHu = Hungarian	LangRo= Romanian
LangDa= Danish	LangIt = Italian	LangRu= Russian
LangDe= German	LangJa = Japanese	LangSv = Swedish
LangEn = English	LangKo= Korean	LangTh= Thai
LangEs = Spanish	LangNl = Dutch	LangTr = Turkish
LangFi = Finnish	LangNo = Norwegian	LangZhCn = Chinese (Simplified)
LangFr = French	LangPl = Polish	LangZhTw = Chinese (Traditional)
LangFrCa = French (Canada)	LangPt = Portuguese	

3. To import the translated artifact labels, click **Import** and select the updated CSV file that contains the translated artifact labels.
   Initially a message at the bottom of the page is displayed indicating import has started.

   After some time, import completed successfully is displayed. You can click **View Details** to view the following import details:

   - File name
   - Type of import
   - Importer’s name
   - Start time of the import operation
   - End time of the import operation
   - Status of the import:
     - If Success, the number of objects created, deleted, and updated are displayed
     - If Failed, the error and the details are displayed

4. Click **Refresh** to refresh the list of artifact labels.

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Managing Task Manager Teams

Teams are defined and provisioned with Owners, Assignees, Approvers, and Viewers roles. Then, rather than assigning named users these roles on a task, the role is assigned to the Team. Administrators and Power Users can add, edit, and delete teams.

> **Note**
>
> An individual user can be assigned to a maximum of 1,000 teams, either directly or indirectly.

About Teams and Groups

Both teams and groups allow you to create collections of users. The difference is that groups also allow application roles to be assigned. For example, a Group of users could be created with the Reports - Manage application role and this allows all the users in the group to create reports. Because a user's role can be changed by groups, only Service Administrators can manage them. This leads to a more centralized management of groups. In addition, Oracle Identity Cloud Service (IDCS) groups can also be configured so that user membership can be synchronized with the customer's Identity Management tool of choice. For more information about Cloud EPM groups and IDCS Groups, see Managing Groups in *Administering Access Control*. Lastly, two features of Groups that aren't available for Teams are:

- Groups are allowed to be included (nested) within another group
- User assignment and unassignment to Groups is audited

Teams are simply a collection of users. Because they do not grant roles, Power Users (or any user granted permission by a Service Administrator) can administer them. This allows for a more distributed management of teams. For example, management of teams can be done by each client's organization leaders around the globe.

Therefore, you should use groups when you need to assign roles or have a centralized management of your users which can be integrated with your Identity Management if desired or or if you need the nesting or auditing features. You should use teams if you have a more decentralized management of your users and do not need to assign application roles.

Related Topics:

- Adding Teams and Members for Task Manager
- Editing Teams and Members for Task Manager
- Searching and Filtering Teams and Members
- Deleting Teams and Removing Members
- Managing Backup Assignments
- Requesting a Reassignment in Task Manager

Adding Teams and Members for Task Manager

To add teams and members:

1. On the Home page, click **Tools**.
2. Click **Access Control**.

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3. Click the **Teams** tab.
4. Click the **New** icon.
5. On the **Define Team** screen, for each team, enter:
   - **Name**
   - **Description**
   - Select the **Task Manager** tab and then select one or more roles for the team:
     - **Administrator**
     - **Power User**
     - **User**
     - **Viewer**
   - To add members:
     a. Under **Members**, click **Add**.
     b. Enter the partial or full **First Name**, **Last Name**, or click **Search** to select the names.
     c. In the **Search Results** section, click **Add**, or **Add All** to add the selections to the **Selected** list.
     d. Click **OK**.
6. On the Team dialog box, select **Primary User** to have the tasks default to a Claimed status with that user.

> **Note**
>
> Other team members can then claim the task.

7. Click **OK**.

Editing Teams and Members for Task Manager

You can edit Task Manager teams and members, and also view and change current team assignments. The Task Manager Users list displays what organizations users belong to, what roles they have, and provides a way to change access security.

To edit Task Manager teams or members:

1. On the Home page, click **Tools**, and then click **Access Control**.
2. Click the **Teams** tab.
3. Select a team, and click the **Edit** icon.
4. Edit the teams and members and click **OK**.
5. Click **OK**.
6. **Optional:** To view which teams a user is a member of, click the **Task Manager Users** tab.

   The Task Manager Users list displays the **Name**, **User Login** (User ID), **Status** (Available or Unavailable), and a list of **Teams** that the user belongs to.
7. Click **Edit** to edit the user or team information.

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Searching and Filtering Teams and Members

Using the search field and filter options, you can control the records that you see in the list of teams and members.

To search for teams or members:

1. On the Home page, click **Tools**, and then click **Access Control**.
2. Click the **Manage Teams** tab.
3. To search for a team, enter search criteria in the **Search** text box.
4. **Optional:** From the filter bar, click on a category to display additional search operators such as **Equals, Does Not Equal, Contains, Does Not Contain, Starts With**, and **Ends With**.

   You can filter teams using these categories: **Name**, **Description**, **Created By**, **Created On**, **Last Updated By**, or **Last Updated On**.

> **Note**
>
> - To hide the filter bar, click the **Hide Filter Bar** icon.
> - To clear all filters, click **Clear All Filters** in the
>
>
>
> icon.

Deleting Teams and Removing Members

The following guidelines apply to deleting teams that are used in templates or schedules:

- If a team has been assigned to a task in a template, then it cannot be deleted. To delete the team, first remove it from all tasks to which it is assigned.
- If teams are used in schedule tasks, then the deletion is allowed. The schedule task can still see the team even though no new tasks can use the team.

To delete teams or members:

1. On the Home page, click **Tools**, and then click **Access Control**.
2. Click the **Teams** tab.
3. To delete teams, select a team, click **Delete**, and from the confirmation prompt, click **Yes**.
4. To remove members, double-click a team name, and on the **Edit Team** dialog box, select a member and then click **Remove**.
5. Click **OK**.
6. On **Manage Teams**, click **Close**.

Managing Task Manager Users

Under **Access Control**, you can use **Task Manager Users** to access information about users on the system. The following fields can be used as columns or filters on the Users List.

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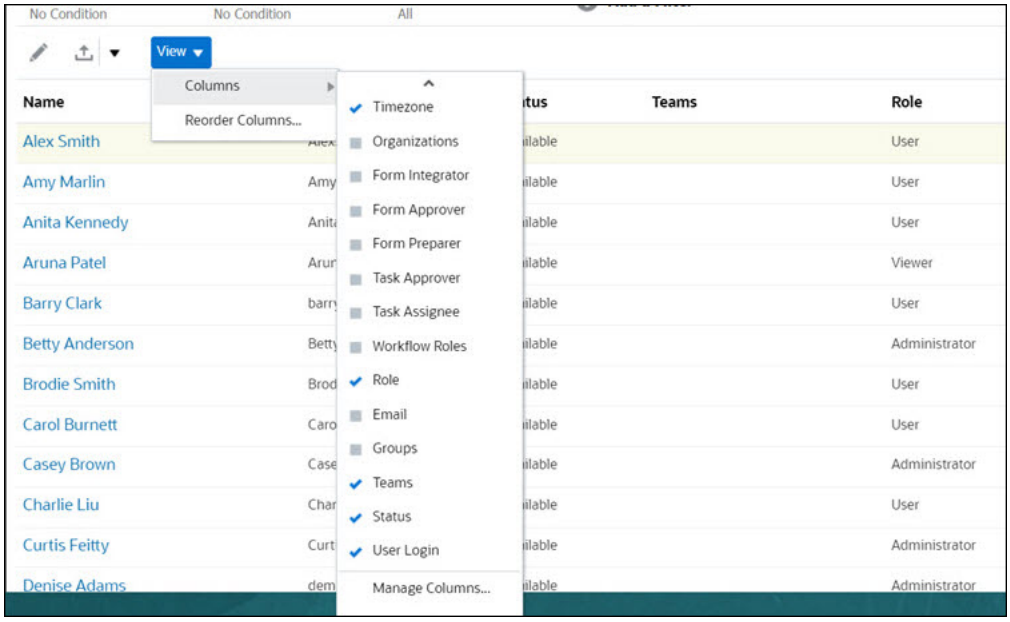
You can determine which columns you want to display, as well as filter the list, and then export to csv or Excel format.

To see detailed information about a user, click on the user name and the **User Details** dialog is displayed.

- **Name** - full name of the user. Column and filter selected by default.
- **Last Login** - date and time of last user login.
- **Timezone** - timezone that is set in the user preferences of the respective user
- **Organizations** - list of organizations that the user is assigned to.
- **Form Integrator** - (Yes/No) indicates whether the user is an Integrator in any supplemental data form. This includes indirect assignments using Groups and Teams.
- **Form Approver** - (Yes/No) indicates whether the user is an Approver in any supplemental data form. This includes indirect assignments using Groups and Teams.
- **Form Preparer** - (Yes/No) indicates whether the user is a Preparer in any supplemental data form. This includes indirect assignments using Groups and Teams.
- **Task Approver** - (Yes/No) indicates whether the user is an Approver in any Task Manager Task. This includes backup assignments and indirect assignments using Groups and Teams.
- **Task Assignee** - (Yes/No) indicates whether the user is an Assignee in any Task Manager Task. This includes backup assignments and indirect assignments using Groups and Teams.
- **Workflow Roles** - roles the user is assigned to in Tasks or Forms (Task Assignee, Form Approver 1, Task Viewer etc.).
- **Role** - highest external role the user is assigned to.
- **Email** - email address for the user.
- **Groups** - list of groups the user belongs to.
- **Teams** - list of teams the user belongs to. Column selected by default.
- **Status** - user status (Available or Unavailable). Column and filter selected by default.
- **User Login** - user id. Column and filter selected by default.

Example

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Clicking **Clear Settings** for a user reverts the following to the default values set for this user:

- Columns selected on dashboards and most of the Manage dialogs (for example, Manage Attributes dialog)
- Sorting in dashboards
- Applied filters in dashboards
- State of various switches and controls on the dashboards
- Default date formatting for the import dialog

Managing Backup Assignments

You can assign backups for the Assignee and Approver roles only when the primary user is a named user, not a team or group.

- **Assignee**: For basic tasks (not automated tasks)
- **Approver**: For both basic and automated tasks

> **Note**
>
> Administrators cannot back up owner assignments on templates, schedules, and tasks.

To assign a backup for a task:

1. Open the task for which you want to assign a backup.
2. Select the **Workflow** tab and select both an **Assignee** and **Backup** user.
3. Click **Save and Close**.

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Requesting a Reassignment in Task Manager

Reassignment requests can only be initiated by users explicitly assigned the primary workflow role (as a named user). They cannot be submitted for backup roles, or by members of Teams/ Groups assigned primary roles.

Assignees and Approvers can dispute an Assignee or Approver assignment on one or more tasks by submitting a request to reassign the tasks.

From the Task Actions dialog box, workflow users (Assignees and Approvers) can request reassignment of their workflow role for selected or selected and future tasks. These requests require approval. Administrators and schedule/template Owners can still reassign the task using the Edit Task dialog box without requiring approval.

To request reassignment for a task:

1. On the Home page, click **Tasks**.
2. Select the  **Schedule Tasks** tab on the left.
3. From **Actions**, select **Request Reassignment**.
4. If you know the reassigned user, enable  **To User**, and then enter or search for the name.

> **Note**
>
> If you do not know the new user, then submit a request without specifying the name of the user.

5. Reassign the task by completing these options:
   - **Selected Tasks** to reassign just the schedule task
   - **Selected and Future Tasks** to reassign tasks for the schedule task and the corresponding task in the source template
6. Enter a **Justification** for the reassignment.
7. Click **OK**.

Managing Task Types

Related Topics

- Task Types
- Creating Task Types
- Viewing Task Type History
- Editing Task Types
- Viewing Task Types
- Searching for Task Types
- Importing Task Types
- Exporting Task Types

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- Deleting Task Types

Task Types

Task Types are saved definitions of commonly performed tasks. They identify and categorize tasks commonly performed during a business process, for example, Data Entry or General Ledger Extract. Task Types enable you to set default information, such as settings that must be input by the user, and questions or instructions that are shared by all tasks of that type. For example, if you have a set of required questions to be answered by users responsible for data loads, you can create a Data Load Task Type with the required questions. When you create data load tasks, you can select the Data Load Task Type and the questions are automatically included in the tasks.

Two predefined Task Types are installed by default:

- Basic Task: Basic Task Type that does not contain instructions, questions, or attributes.
- Parent Task: Enables you to create parent tasks to define task hierarchies.

To create and manage Task Types, you must be assigned the Service Administrator or Power User security role. Power Users can create their own Task Types, but can only view those of others.

> **Note**
>
> EPM Enterprise subscriptions are configured with additional Task Types for all local integrations for the business process. New Integration Task Types will be automatically added to the service when new predefined integrations are enabled.

See Managing Integrations with Cloud EPM Services and Managing Integrations with Cloud and On-Premises Applications.

Creating Task Types

Task Types enable you to set default information for a task, such as settings that need to be input by the user, or questions or instructions that are shared by all tasks of that type.

To create a Task Type:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Task Types** tab on the left.
3. Click **New**.
4. See also:
   - Setting Task Type Properties
   - Setting Task Type Parameters
   - Specifying Task Type Instructions
   - Specifying Task Type Questions
   - Working With Task Type Rules
   - Viewing Task Type History

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Setting Task Type Properties

The Properties tab enables you to set the name, ID, and description, and associate an Integration Type.

For End User Types, you can allow an Assignee to open a pending task prior to the scheduled time, if all task predecessor conditions have been met.

To set Task Type properties:

1. Create a new Task Type.

   The **Properties** tab is displayed by default.
2. Enter a **Task Type Name**. You can enter a maximum of 80 characters.
3. Enter a **Task Type ID** that can be used to identify the Task Type. You can enter a maximum of 80 characters.
4. Enter a **Description** for the Task Type. You can enter a maximum of 255 characters.
5. To specify an Integration, click the magnifying glass to search for and select an Integration, then click **OK**. Selecting an Integration enables the Task Type to inherit the parameters from that Integration.
6. **Optional:** For an End-User Type, select **Allow Early Start** to allow the Assignee to open the task before the scheduled start time.
7. See also:
   - Setting Task Type Parameters
   - Specifying Task Type Instructions
   - Specifying Task Type Questions
   - Working With Task Type Rules
   - Viewing Task Type History

Setting Task Type Parameters

The Parameters tab enables you to set the parameters for the Task Type.

> **Note**
>
> The Parameters tab is available only if you have selected an Integration that has parameters that must be defined. Parameter values can be set at the Task Type level or at the task level.

Some tasks contain parameters that need to be changed each time that they are applied to a schedule. For example, date-driven parameters for Data Entry tasks may need to be set to the current month each time they are added to a schedule. When you set Task Type parameters, you can specify which parameters can be overridden during the scheduling process.

To set Task Type parameters:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Task Types** tab, and then click **New**.

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3. Enter **Task Type Name** and **Task Type ID**.
4. Select the **Parameters** tab.
5. Enter parameter values as required.
6. **Optional:** To enable the parameter to be overridden at scheduling time, select **Override at Scheduling**.
7. See also:
   - Setting Task Type Properties
   - Specifying Task Type Instructions
   - Specifying Task Type Questions
   - Working With Task Type Rules
   - Viewing Task Type History

Specifying Task Type Instructions

You can create a set of instructions for completing tasks. You can also add references to documents, files, or URLs to websites. For example, you can attach a policy document as a reference, or a link to a product instruction guide.

To specify instructions:

1. On the Home page, click **Application**, and then **Task Manager**.
2. Click the **Task Types** tab, and then click **New**.
3. Enter the **Task Type Name** and **Task Type ID**.
4. Select the **Instructions** tab.
5. In **Instructions**, enter the instruction text.

To add a reference:

1. In the **References** section, click **Add**.
2. From the **Type** list, select one of these types:
   - **Local File**: Click **Choose File** to select and attach the file, enter a **Name**, and then click **OK**.
   - **URL**: Enter the **URL** and a URL **Name**; for example, https://www.oracle.com, Oracle, and then click **OK**.

> **Note**
>
> You can add one or more attachments by using drag and drop functionality available from the **Add Attachments** dialog box. You can rename the attachment in the **Name** field, if desired. If you drag and drop multiple attachments, you can upload them at one time.
>
> You must access the **Add Attachments** dialog box to properly drag and drop attachments.

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> **Tip**
>
> To delete a reference, select the reference, and click **Delete**.

3. See also:
   - Setting Task Type Properties
   - Setting Task Type Parameters
   - Specifying Task Type Questions
   - Working With Task Type Rules
   - Viewing Task Type History

Specifying Task Type Questions

You can specify Task Type questions that apply to all tasks with that Task Type.

> **Note**
>
> The Questions tab is not available for a Task Type that uses an automated Integration.

To specify questions:

1. Create a new Task Type.
2. Select the **Questions** tab.
3. Click **New**.
4. From the **New Question** dialog box, for **Question**, enter the text for the question.
5. From the **Type** list, select a question type:
   - **Date**
   - **Date/Time**
   - **Integer**
   - **List**: Enter a list of valid responses to the question.
   - **Multi-Line Text**: The maximum length should be less than 4,000 characters.

     For **Number of Lines**, enter a value between 3 and 50 lines. Multi-Line text determines how many lines of text are visible, without scrolling, on the Actions dialog boxes.

     Select **Attachments** if you want the custom attribute to include an attachments section.
   - **Number**: Select formatting options to override the defaults set in the **Preferences** section of **System Settings**:
     - For **Decimal Places**, enter the number of decimal places to display.
     - Select **Display as Percentage** to display a percent sign.
     - Select **Thousands Separator** to display a thousands separator (for example, 1,000.00). The system displays the thousands separator symbol for the user locale.

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- For **Currency Symbol**, select the currency; for example, $ (United States of America Dollar).
- For **Negative Number**, select how to display negative numbers; for example, (123).
- To scale a number, in **Scale**, select from 1000 to 1000000000000.

- **True/False**
- **Text**: The maximum length is 255 characters.
- **User**
- **Yes/No**

6. Assign a **Role**. The purpose of assigning a role is to determine which role can answer the question:
   - **Assignee**
   - **Approver**
   - **Owner**
   - **Viewer**

   When re-ordering questions, you can only re-order within a role.
7. If the question is required, select **Required**.

   The **Required** checkbox is disabled for Questions assigned to Owner or Viewer roles.
8. Click **OK** to save the question.
9. **Optional:** To change the order of questions, select a question, then click **Move to Top, Move Up** **Move Down**, or **Move to Bottom.**
10. **Optional:** To edit a question, select the question and click **Edit**. To remove a question, select the question and click **Delete**.
11. Click **Save and Close** to save the Task Type.
12. See also:
    - Setting Task Type Properties
    - Setting Task Type Parameters
    - Specifying Task Type Instructions
    - Working With Task Type Rules
    - Viewing Task Type History

Assigning Task Type Attributes

To locate Task Types in the system, you can apply attributes to the Task Type. When you select an attribute, you can set a value for the attribute based on the attribute type. You can later filter by the attribute value.

For example, you may have a List attribute named Sales Region with the values of North, South, East, and West. The current Task Type applies only to the West Sales Region, so you can add the Sales Region attribute and set it to "West".

To apply an attribute:

1. On the Home page, click **Application**, and then click **Task Manager**.

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2. Click the **Task Types** tab on the left, and then click **New**.
3. Enter the **Task Type Name** and the **Task Type ID**.
4. Select the **Attributes** tab.

   Enables administrators to assign attributes and provide values for the attributes.

   To add an attribute, click **Add**. Enter:

   - **Attribute**: Select an attribute from the list of defined attributes.
   - **Type**: This field is not editable; it's populated by the Attribute.
   - **Value**: Select a value associated with the type of attribute; for example, a numeric value for Formatted Number attribute, a List for List attribute, multiple lines of displayed text without scrolling for Multi-Line Text, a name of a person, User, or Yes or No for the Yes/No attribute.
   - **Access**: All roles have view access unless otherwise specified in the Access box.

     To add an access, for each of the roles:

     a. Click **Add**.
     b. Select a role: **Owner**, **Assignee**, **Approver**, with separate roles for each Approver level currently in use in the application, or **Viewer**.
     c. Select one of the Role access types.
        – **Do Not Display**: Does not see this attribute on the Task Actions dialog box, or in any of the dashboards, list views, or reports.
        – **Allow Edits**: Has the ability to add, change, and remove values for the attribute, but subject to the editability rules.
        – **Required**: Requires a value for the attribute. The **Required** option is available for Assignees and Approvers. Until a value is provided, Assignees are prevented from submitting, and Approvers are prevented from approving.
     d. Click **OK**.
5. Click **OK**.
6. See also:
   - Setting Task Type Properties
   - Setting Task Type Parameters
   - Specifying Task Type Instructions
   - Specifying Task Type Questions
   - Working With Task Type Rules
   - Viewing Task Type History

Working With Task Type Rules

Task Type Rules apply to all Tasks of the same Task Type and thus serve as a convenient mechanism to apply rules to groups of Tasks. Rules configured on the Task Type dialog propagate down to the Edit Task Dialog, appearing on the Rules tab in that dialog, in read-only form for template tasks, and copied to schedule tasks.

Available task type rules:

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- **Auto Approve Task** : Automatically completes specified approvals only if specified conditions have been met.
  Example of conditions that could apply to this rule: If attributes have specified values (including calculated attributes)

  When conditions are satisfied, the specified approver levels are marked as complete, thus progressing workflow to the next approval level, or to Closed if no additional approval levels exist.

  Auto Approve Task runs when the Task status changes to Open with Approver.
- **Auto Submit Task**: Causes a task to be submitted automatically if specified conditions are met.

  When conditions are satisfied, the assignee role is marked as complete, thus progressing workflow to the first approval level, or to Closed if no approval levels exist.

  Auto-Submit Task rule runs when the Task status changes from Pending to Open with Assignee.
- **Prevent Task Approval**: This rule prevents approval of a task based on attribute values, or other characteristics. This rule runs when the Approver clicks **Approve**.
- **Prevent Task Submission**: This rule prevents submission of a task based on attribute values, or other characteristics. This rule runs when the Assignee clicks **Submit**.
- **Prevent Task Rejection**: This rule prevents rejection of a task based on attribute values, or other characteristics. This rule runs when the Assignee clicks **Submit**.
- **Send Email on Update**: This rule runs based on user actions on the task. Hence, you must set the conditions for the rule appropriately. The most common condition is to have a condition with the Status attribute or the Status Detailed attribute:
  - Status attribute: The only valid value that you can select is Closed. Pending, Open, and Error are all statuses that result from automated actions on the task.
  - Status Detailed attribute: The valid statuses are with the approver.

To work with task type rules:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Task Types** tab on the left.
3. Click a task type and then click **Edit**.
4. Select the **Rules** tab. You can view the following information:
   - **Order**: The order of precedence
   - **Rule**: Name of the Rule
   - **Conditions**: The choice of what conditions must exist before running the rule
5. To edit a rule, on the Rules tab, click **Edit** and update:
   - **Rule**: Select a rule.
   - **Description**: **Optional.** Explain why you configured the rule and how it should be used.
   - Message (for some rules as noted below):
     - **Message to Approver**: Define an optional message to approver in a **Prevent Task Approval** rule.

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  - **Message to Assignee**: Define an optional message to assignee in a **Prevent Task Submission** rule.
- **Approver Level**: For certain rules, select the rule for **All Levels** or select the Approver levels.

> **Note**
>
> The **Approver Level** must be set on the **Auto Approve Task** rule, and the **Prevent Task Approval** rule.

- Select **Create Filter** and populate the conditions section or select **Use Saved Filter**, and then select a filter. The filter selected and configured for the rule determines the conditions that trigger the rule to apply.
- For **Conditions**, select one:
  - **Use Saved Filter**: The **Condition** section displays a read-only version of the conditions associated with the saved filter.
  - **Create Filter**: The **Condition** section is enabled.

    Conjunction, **Source**, **Attribute**, **Operator**, and **Value** behave as they do for the existing advanced filter feature.
- For **Filter Task**, specify on which task the conditions should be selected:
  - **Current Task**
  - **Any Predecessor**
  - **Specific Task**: Provide the **Task ID**.

> **Note**
>
> When you make changes to a rule definition, the additional information is added to the audit log. You can view the changes both in the **History** tab as well as the **Audit Report**.

6. See also:
   - Setting Task Type Properties
   - Setting Task Type Parameters
   - Specifying Task Type Instructions
   - Specifying Task Type Questions
   - Viewing Task Type History

Viewing Task Type History

The system maintains a history of Task Type actions, which you can view from the View Task Types dialog box. The History tab displays the components that were updated, the modification type, the old and new values, the user who made the modification, and the change date. The information on the History tab is read-only and cannot be changed.

To view Task Type history:

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1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Task Types** tab on the left.
3. Select a Task Type and click **Edit**.
4. Select the **History** tab.
5. When you finish, click **Save and Close** or **Cancel**.

Editing Task Types

From the Task Types dialog box, you can edit Task Types. For example, you can add or delete attributes, edit parameters, add or delete questions, edit instructions, or change the order of questions.

Editing Task Types may have an effect on tasks that are created from the Task Type. For tasks in a template, the effect is immediate. Changes to the Task Type (instructions, questions, and so on), are automatically updated in tasks of that type. There is no effect if you edit a Task Type in a schedule.

To edit a Task Type:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Task Types** tab on the left.
3. Select the Task Type that you want to edit.
4. Use one of these methods:
   - Select the **Actions** icon to the right of the Task Type, and then select **Edit**.
   - Click the **Edit** icon.
   - Right-click and select **Edit**.
5. Select the tab for the information you want to edit and edit the Task Type.
6. Click **Save and Close**.

Viewing Task Types

In Task Types, you can specify columns to display for the list of Task Types, or show all. You can reorder columns, sort columns by ascending or descending order, or change the column widths.

To display columns:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Task Types** tab on the left.
3. Do one or more of the following tasks:
   - To display all columns, select **View**, then **Columns**, and then select **Show All**.
   - To display specific columns, select **View**, then **Columns**, and then select or deselect the column names.
   - To reorder columns, select **View**, and then **Reorder Columns**. Select columns and use the Up or Down arrows or drag them to change the order.

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- To sort columns, hover over a column header until the Sort icons are displayed, and then click **Sort Ascending** or **Sort Descending**.
- To change column widths, hover over the column header dividers until the arrows display, and drag the columns to the desired width.

Searching for Task Types

You can use the Search function in the Task Types list to find Task Types. You can enter full or partial names on which to search. Using the filter bar, you can control the task types that you see in the list. By default, all task types are displayed.

To search for task types:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Task Types** tab on the left.
3. To search for a task type, enter search criteria in the **Search** text box.
4. **Optional:** From the filter bar, click on a category to display additional search operators such as **Equals**, **Does Not Equal**, **Contains**, **Does Not Contain**, **Starts With**, and **Ends With**.

   You can filter task types using these categories: **Name**, **Task Type ID**, **Integration**, **Execution Type**, **Created By**, **Created On**, **Description**, **Last Updated By**, **Last Updated On**, and **User Created**.

> **Note**
>
> - Click **Add a Filter** to view all categories.
> - To hide the filter bar, click the **Hide Filter Bar** icon.
> - To clear all filters, click the **Filters** icon, and then click **Clear All Filters**.

Importing Task Types

You can import Task Types or partial Task Type information from text files. The process is similar to importing tasks into a template.

> **Note**
>
> Task Type rules cannot be imported. Use Migration to import Task Type rules.

To import Task Types, you must have the Service Administrator or Power User security role.

To import Task Types:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Task Types** tab on the left.

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3. Click **Actions**, and then **Import**.
4. Click **Choose File** and navigate to the file.
5. Select an **Import Type**:
   - **Replace**: Completely replaces the definition of a Task Type with the definition in the import file. This option replaces all Task Type detail with the information that is in the file that you are importing. It does not affect Task Types that are not specified in the import file.

     The system displays a warning that task types matching a task type ID in the import file will be modified. If you do not want to overwrite the task type, click **Cancel**.

     > **Note**
     >
     > You can select the **Keep Attachments** checkbox to retain attachments to task types that are being replaced.

   - **Update**: Updates partial information for Task Types. This option is not a full replacement of the Task Type details. Only details for the Task Type properties specified in the file are updated.
6. Select a **Date Format**.

   Select a format from the drop-down list of allowed date formats. Date formats are not translated. By default, the date format is set to the locale date format of the exported file location.
7. Select a **File Delimiter** for the import file. Choose **Comma**, **Tab**, or choose **Other** to specify any single character for the **Other Delimiter**.
8. Click **Import**.

Exporting Task Types

You can export Task Types to a comma-separated values (CSV) file, which can be read by Excel, then modified and reimported.

> **Note**
>
> Task Type rules can't be exported. Use Migration to export Task Type rules.

To export Task Types:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Task Types** tab on the left.
3. Select one or more task types, click **Actions**, and then select **Export**.
4. In the **Export Task Types** dialog, select from the following export options:
   - For **Rows**, select **All Task Types** or **Selected Task Types**.
   - For **Format**, select **Formatted data** or **Unformatted data for future import**.
5. Click **Export**. The file is downloaded in Excel or CSV format depending on the selection: **Formatted data** or **Unformatted data for future import**.

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6. Click **Close** to close the Export Task Types dialog.

Deleting Task Types

You can delete Task Types that you no longer need. To delete a Task Type, you must have Service Administrator or Power User security rights.

> **Note**
>
> You cannot delete a Task Type if tasks belong to it.

To delete a Task Type:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Task Types** tab on the left.
3. Select the Task Type that you want to delete.
4. Use one of these methods:
   - Select **Actions**, and then **Delete**.
   - Click the **Delete** icon.
   - Right-click and select **Delete.**
5. At the confirmation prompt, click **Yes.**

Managing Task Templates

A task template defines a repeatable set of tasks required for a business process. It is used as a basis for creating schedules. You can create templates for different types of processes.

Template tasks are not assigned to specific days on a calendar, but are defined using generic days, for example, day-3, day-2, day-1, day 0, based on the process activities. You apply the task flow defined in the template to calendar dates when you create schedules.

If you are a Service Administrator or Power User, you can view, create, edit, and delete templates.

> **Note**
>
> The maximum number of task templates that you can create or import is 10,000.

Creating Task Templates

Administrators create templates for repeatable tasks in a business process. You can create templates for different types of business processes, such as monthly or quarterly. For example, you can save a set of tasks required for a monthly close and use the same template every month.

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When you create a template, you set template properties such as a name, description and time span. You can specify instructions, attributes, rules, and day labels, and assign owners and viewers.

Watch this video to learn about creating task templates.


Creating Task Templates.

To create a template:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left.
3. Click **New**.
4. Enter the necessary information in the template sections:
   - Setting Template Properties
   - Specifying Template Instructions
   - Assigning Viewers to Templates
   - Applying Template Attributes
   - Specifying Day Labels
   - Embedding Templates
   - Working With Template Rules

Setting Template Properties

The Properties tab enables you to specify the template name, description, owner, and time span.

You must assign a template owner to every template, which must be a Service Administrator or Power User. The current ID is the default owner. The template owner is also the default owner of all tasks in the template unless overridden at the task level.

Tasks in a template are organized by numeric template days. Each template has a Day Zero. You can specify the number of days a template tracks before and after the Zero day. Days before Day Zero are represented as Day-5, Day-4, and so on. Days after Day Zero are represented as Day 3, Day 4, and so on. A template has at least one day (Day Zero), even if you do not specify days before or after it.

To set template properties:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left.
3. From the **New** or **Edit Template** dialog, on the **Properties** tab, enter:
   - **Name**: You can enter a maximum of 80 characters.
   - **Description**: You can enter a maximum of 255 characters.
   - **Organizational Unit**
4. Enter the time span for the template.
   - For **Number of Days Before Day 0,** select a number.

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- For **Number of Days After Day 0,** select a number.

5. **Optional:** Select **Embedded Only** if the template is only to be used as an embedded template.

   If this option is enabled, the template is not allowed to be deployed. This prevents supporting templates from being deployed by mistake.

6. For **Owner**, use the default owner or click **Select Owner**  . Administrators, or Power Users configured with the Administrator or Power User roles are the only roles that will display when you click **Search** to select a user to assign as an Owner. Any member of the Shared Services group can perform the role, but the same person cannot perform more than one role.
7. Enter the necessary information in the template sections:
   - Specifying Template Instructions
   - Assigning Viewers to Templates
   - Applying Template Attributes
   - Specifying Day Labels
   - Embedding Templates
   - Working With Template Rules

Specifying Template Instructions

You can specify instructions in the template for completing the business process. Users can view the instructions from tasks in the template. The instructions are also transferred to each schedule.

You may want to supply additional detail to help users understand the purpose of the template and how to complete the tasks. You can attach additional references.

You can easily see if a task includes instructions within the Schedule Task and Template Task lists. You can add the Instructions column to your list view and see the textual instructions for the task.

To specify template instructions:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left.
3. From the New or Edit Template dialog, select the **Instructions** tab.
4. In **Instructions**, enter instruction text for each task in the template to include.
5. Click **OK**.

To add a reference:

1. In the **References** section, click **Add**.
2. From the **Reference Type** list, select one of these types:
   - **Local File**: Click **Choose File** to select and attach the file, enter a name, and click **OK**.
   - **URL**: Enter the URL, then enter a URL name; for example: https://www.oracle.com., Oracle, and then click **OK**.

   To add a reference file or URL to multiple templates at one time:

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a. Navigate to the templates main page.

b. You can multi-select (either highlight more than one row or select more than one using the **SHIFT** key), and then click **Actions,** then **Add Reference,** then **File** or **URL**.

You can also add one or more attachments by using drag and drop functionality available from the **Add Attachments** dialog box. You can rename the attachment in the **Name** field, if desired. If you drag and drop multiple attachments, you can upload them at one time.

You must access the **Add Attachments** dialog box to properly drag and drop attachments.

3. Enter the necessary information in the template sections:
   - Setting Template Properties
   - Assigning Viewers to Templates
   - Applying Template Attributes
   - Specifying Day Labels
   - Embedding Templates
   - Working With Template Rules

Assigning Viewers to Templates

The Viewers tab enables you to assign viewer rights to users who may view tasks in the schedule and schedule tasks that are generated from the template. You can assign multiple users to a template as viewers. Viewers can be a team or group assignment. A Power User viewer can view the template details and template tasks as read-only. A Viewer has no template access, and only read-only access to schedules produced from the template.

> **Note**
>
> Only users who have the task Viewer role can respond to questions.

To assign viewer rights:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left.
3. From the New or Edit Template dialog, select the **Viewers** tab.
4. Click **Add**.
5. To search by users or groups or teams, click **Search Users**, then select **Users** or **Groups** or **Teams**.
6. Enter a full or partial user name, then click **Search**.
7. To specifically identify a user, click **Advanced**, then enter a **User ID** or **Email** address, or **Description**.
8. From the **Search Results** list, select users, then move them to the **Selected** pane.
9. For additional details about the user, such as teams or groups or roles, click **Details**.
10. Click **Add** or **Add All** to move users to the **Selected** list.

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> **Tip**
>
> To remove users, select them, and then click **Remove** or **Remove All**.

11. Enter the necessary information in the template sections:
    - Setting Template Properties
    - Specifying Template Instructions
    - Applying Template Attributes
    - Specifying Day Labels
    - Embedding Templates
    - Working With Template Rules

Applying Template Attributes

To locate templates in the system, you can apply attributes to the template. When you select an attribute, you can set a value for the attribute based on the attribute type. You can later filter by the attribute value.

For example, you may have a List attribute named Sales Region with the values of North, South, East, and West. The current template applies only to the West Sales Region, so you can add the Sales Region attribute and set it to "West".

To apply an attribute:

1. On the Home page, click **Application,** and then click **Task Manager**.
2. Click the **Templates** tab on the left.
3. From the **New Template** or **Edit Template** dialog, select the **Attributes** tab.
4. Click **Add**.
5. From the **Attribute** list, select an attribute. The **Type** field is not editable; it's populated by the Attribute.
6. For **Value**, depending on the attribute, select a value for the attribute from a drop-down list, or enter a value.
7. Click **OK**.
8. Enter the necessary information in the template sections:
    - Setting Template Properties
    - Specifying Template Instructions
    - Assigning Viewers to Templates
    - Specifying Day Labels
    - Embedding Templates
    - Working With Template Rules

Specifying Day Labels

You can customize the names of days in the template. Editing the name of the day does not change its sequential order.

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Day Labels created in a template are copied to any schedule created from the template.

To specify day labels:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left.
3. From the **New Template** or **Edit Template** dialog, select the **Day Labels** tab.
4. Select a day to rename.
5. Rename the day from its default value to a custom name. You can enter a maximum of 20 characters.
6. Click **OK**.
7. Enter the necessary information in the template sections:
   - Setting Template Properties
   - Specifying Template Instructions
   - Assigning Viewers to Templates
   - Applying Template Attributes
   - Embedding Templates
   - Working With Template Rules

Embedding Templates

You can reuse tasks from one task template in another by embedding one template into another template. When you schedule tasks for a template, tasks for embedded templates are also scheduled. For example, you may have two templates that are essentially the same, with some additional tasks for one of the templates. You can specify that one template embeds the second template so if you change one template, you don't need to update the other one. When you generate a schedule, it will include the tasks from the other template.

For example, you can have a core set of monthly tasks and you can extend that for your quarterly close by creating a new template called quarterly tasks and embed the monthly tasks and add a few additional tasks. Additionally, they can create an Annual template and embed the quarterly template and add additional new tasks as needed.

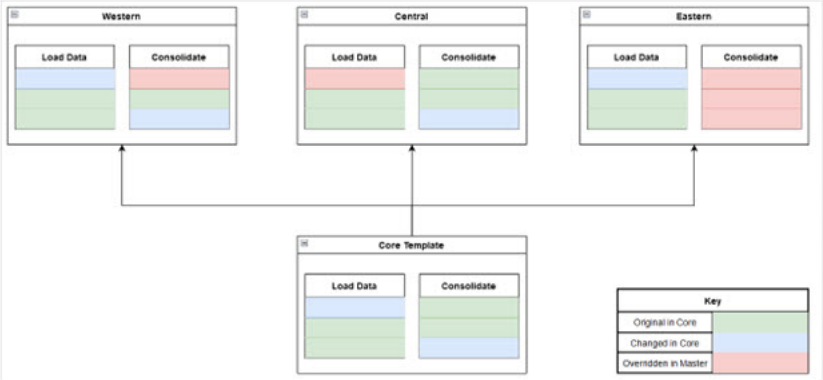
When you select a template to embed within your template, you can have the option to make the embedded template's tasks editable within your template. When you embed a template as editable, you can edit the embedded template tasks allowing overrides on the task properties within the containing template. You can create an embed only template with the core set of common tasks, which multiple groups can leverage for their business process. Each group can then create a master template and embed the core template in their master template. Additional tasks specific to their group can be added in each of the master templates. They can make changes to the embedded tasks in the master template. The overridden fields are tracked in each master template.

Any changes to the core tasks that are not already overridden will appear immediately in the master template. Instead of deletion, the user can inactivate a core task in a particular master template so that it will not be deployed to a schedule. If any tasks are added to the core set, those will automatically flow into the different group's templates within the organization.

The following image shows how the fields are edited and overridden from the core template to the master templates:

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- **Core Template**: Updates to the first field in the Load Data Task and the last field in the Consolidate Task will be carried through to the master Templates unless otherwise overridden.
- **Western Template**: First field of the Consolidate task is overridden.
- **Central Template**: Override to the first field of the Load Data Task will be used even though it has been updated in the Core Template.
- **Eastern Template**: All fields of the Consolidate Task have been overridden and these values will be used.



> **Note**
>
> You can embed multiple levels of templates. For example, if Template A is embedded in Template B, then Template B can be embedded in another template. However, you can only edit the template up one level.

Embedded templates are task templates that are not designed to be deployed directly, but rather to be used by other templates that are directly deployed. Use the following columns to identify embedded templates:

- **Embedded**: A list of templates that are embedded in the current template. Blank if none.
- **Embedded In**: A list of templates that the current template is embedded in. Blank if none.

> **Note**
>
> These columns are not displayed by default, but are available from the **View** menu.

To embed templates:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left.
3. To identify previously embedded templates, click **View**, then **Columns**, and then select **Embedded In** or **Embedded Templates**.
4. In the **New Template** or **Edit Template** dialog, select the **Embedded Templates** tab.

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5. From the **Templates** list, select a template to embed.
6. From **Embedded Mode** list, select one of the following:
   - View Only
   - Editable

   > **Tip**
   >
   > To remove a template or templates, select the template from the **Embedded Template Name** list and click **Remove**.

7. Click **OK**.
8. Enter the necessary information in the template sections:
   - Setting Template Properties
   - Specifying Template Instructions
   - Assigning Viewers to Templates
   - Applying Template Attributes
   - Specifying Day Labels
   - Working With Template Rules

   When editing a task within an embedded template:
   - On the **Properties** tab, you can change the attribute value for all the properties except the **Task ID** and **Task Type**. When you change a value, the **Overridden** column displays **Yes** for the attribute.
   - On the **Instructions** tab, if the **References** section displays references from the core set of tasks, then you can't modify the references. However, you can add new references.
   - On the **Workflow** tab, if the embedded task has two approvers, you can't delete them because two approvers are mandatory. If you add a new approver, then you can delete the one of the existing approvers.
   - On the **Questions** tab, any questions from the core set are displayed as locked and you can't modify them. But you can add new questions. The same applies to the **Viewers** and **Rules** tabs.
   - On the **Predecessors** tab, all predecessors are defined in the core template, and you can't add new predecessors.
   - On the **Attributes** tab, you can add new and edit existing attributes. You can't reorder the attributes inherited from the core tasks, but the newly added attributes could be re-ordered.
   - You can't change the children for an embedded parent task.

   To clear overrides, select the required template task and click **Actions** > **Clear overrides**.

Working With Template Rules

Template rules apply to all tasks in the template, and rules are also applied to groups of tasks. Rules that you configure in the **Template** dialog box apply to the **Schedule** dialog box and the **Edit Task** dialog box, and they are displayed on the **Rules** tabs, in read-only form.

Template rules:

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- **Auto Approve Task**: Automatically completes specified approvals if specified conditions have been met.
  Examples of conditions that could apply to this rule:
  - Attributes have specified values (including calculated attributes)
  - Predecessor task contains an attribute with a specified value

  When conditions are satisfied, the rule causes the specified approver levels to be marked as complete, and workflow progresses to the next approval level or is closed if no additional approval levels exist.

  This rule runs when the Task status changes to Open with Approver.
- **Auto Submit Task**: Automatically submits a task if specified conditions are met.
  When conditions have been satisfied, the rule causes the assignee role to be marked as complete, thus progressing workflow to the first approval level, or to Closed if no approval levels exist.

  > **Note**
  > - Auto Submit Task runs when the Task status changes from Pending to Open with Assignee. Auto Submit Task rule honors predecessor relationship. It will only run when Finish-To-Finish predecessors have completed without error and Finish Error-To-Finish predecessors have completed. When a Finish-To-Finish predecessor is Closed by either user or rules, it should check for its Running successors and trigger Auto Submit Task rules if necessary.
  > - Auto Submit Task rule is not triggered when the task has missing parameters.

- **Prevent Task Approval**: This rule prevents approval of a task based on attribute values, or other characteristics. This rule runs when the Approver clicks **Approve**.
- **Prevent Task Submission**: This rule prevents submission of a task based on attribute values, or other characteristics. This rule runs when the Assignee clicks **Submit**.
- **Prevent Task Rejection**: This rule prevents rejection of a task based on attribute values, or other characteristics. This rule runs when the Assignee clicks **Submit**.
- **Send Email on Update**: This rule runs based on user actions on the task. Hence, you must set the conditions for the rule appropriately. The most common condition is to have a condition with the Status attribute or the Status Detailed attribute:
  - Status attribute: The only valid value that you can select is Closed. Pending, Open, and Error are all statuses that result from automated actions on the task.
  - Status Detailed attribute: The valid statuses are with the approver.

To work with template rules:

1. On the Home page, click **Application**, then click **Task Manager**.
2. Click the **Templates** tab on the left.
3. Open a template.
4. Select the **Rules** tab. You can view the following information about the rules that are associated with a template:
   - **Order**: The order of precedence
   - **Rule**
   - **Conditions**: The conditions that must exist before running the rule

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5. To create or edit a rule, on the **Rules** tab, click **New** or **Edit** and update:
   - **Rule**: Select a rule.

     > **Note**
     >
     > When you make changes to a rule definition, the additional information is added to the audit log. You can view the changes both in the **History** tab as well as the **Audit Report**.

   - **Description**: **Optional.** Explain why you configured the rule and how it should be used. You can enter a maximum of 255 characters.
   - **Approver Level**: Select **All Levels** or select the Approver levels.
   - Select **Create Filter** and populate the conditions section or select **Use Saved Filter**, and then select a filter. The filter selected and configured for the rule determines the conditions that trigger the rule to apply.
   - **Conditions**:
     - **Use Saved Filter**: The **Conditions** section displays a read-only version of the conditions associated with the saved filter.
     - **Create Filter**: The **Conditions** section is enabled and you can click **Create Condition** or **Create Condition Group** to specify conditions.

       Conjunction, **Source**, **Attribute**, **Operator**, and **Value** behave as they do for the existing advanced filter feature.
   - **Filter Task**: Specify for which task the condition should be selected:
     - **Current Task**
     - **Any Predecessor**
     - **Specific Task**: Provide the **Task ID**
6. To delete, duplicate, or reorder a rule, click the appropriate button and follow the instructions.
7. Enter the necessary information in the template sections:
   - Setting Template Properties
   - Specifying Template Instructions
   - Assigning Viewers to Templates
   - Applying Template Attributes
   - Specifying Day Labels
   - Embedding Templates

Viewing Template History

The system maintains a history of template actions, which you can view from the Template dialog box. The History tab displays the components that were created or updated, the modification type, the old and new values, the user who made the modification, and the change date. The information on the History tab is read-only.

To view template history:

1. On the Home page, click **Application**, and then click **Task Manager**.

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2. Click the **Templates** tab on the left.
3. Select a template for which to view history and click **Edit**.
4. Select the **History** tab.
5. Click **OK**.

Opening Templates

You can open and work with templates from the Templates dialog box.

To open a template:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left.
3. From **Templates**, select a template.
4. Use one of these methods:
   - Click the **Actions** icon to the right of the template, and then select **Edit**.
   - Click the template.
   - Right-click and then select **Edit**.

Adding Tasks to Templates

You can add tasks to Task Manager templates. Each task has a start date and time. End-User tasks also have an end date and time when added to a template. The start day in a template corresponds to template days, rather than to calendar days.

> **Note**
>
> The maximum number of tasks that you can add to a Task Manager template is 500,000.

To add a task to a Task Manager template:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left.
3. Select and open a template.

   If you have a large list of templates, enter a full or partial name in the **Search** box to search for templates from a list in the selection dialog.
4. Add tasks as required.
5. Click **OK**.

Editing Templates

You can edit Task Manager templates to change the properties, such as the name of a template and the number of days before and after Day Zero. If you reduce the number of days

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before or after the Day Zero, tasks associated with those days are removed. Editing a template has no effect on schedules previously generated from that template.

You can edit, copy, and delete tasks in a template.

You must be working in the source template to edit tasks from embedded templates.

To edit a Task Manager template:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left.
3. Select a template and click **Edit**.
4. Edit the template properties.
5. Click **OK**.

Importing Tasks into Templates

You can import tasks, or partial task data, from text files such as a Microsoft Excel spreadsheet, into a template. For example, you can enter task definitions as rows in Excel, save the file as a comma-separated values (CSV) file, and then import it into a template. You can also use the Import feature to quickly add many repetitive tasks by editing the fields in a text file and importing it, rather than creating individual tasks.

> **Note**
>
> Before you import tasks into a template, you must specify task IDs that are unique in the template to ensure that no two tasks have the same ID.

To import tasks, you must have security rights to edit the template.

These options are available for importing tasks into a template:

- **Replace**: Replaces the definition of a task with the definition in the import file. This option replaces the task detail with the detail that is in the file that you are importing. It does not affect other tasks in the template that are not specified in the import file.
- **Update**: Updates partial information for tasks. For example, in the import file, you might have made changes to task instructions, reassigned Owners, Assignees, and Approvers, or removed some attributes and added new attributes. You might also have made the same change to a large number of tasks, for example, adding a new attribute to 100 of 400 tasks. The update option is not a full replacement of the task details. Only details for the task properties specified in the file are updated. For example, if the import file has only a column for a task instructions, the task name, Assignee, attributes, and other properties are not affected.
- **Delete**: Deletes tasks and associated information based on a list of task IDs provided in a file. The required information to perform a delete is a file with a column of task IDs.

To import tasks into a template:

1. On the Home page, click **Application**, and then click **Task Manager**,
2. Click the **Templates** tab on the left.
3. Select a template into which to import tasks.

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4. Click **Import Tasks**.
5. Enter the name of the file to import, or click **Choose File** to find the file.
6. Select an import option:
   - **Replace**: Replaces the definition of a task with the definition in the import files. It does not affect other tasks that are not specified in the import file.

     > **Note**
     >
     > You can select the **Keep Attachments** checkbox to retain attachments to tasks that are being replaced.

   - **Update**: Updates partial information for tasks. For example, in the import file, you might have made changes to task instructions, reassigned Owners, Assignees, and Approvers, or removed some attributes and added new attributes. You might also have made the same change to a large number of tasks, for example, adding a new attribute to 100 of 400 tasks. The update option is not a full replacement of the task details. Only details for the task properties specified in the file are updated. For example, if the import file has only a column for a task instructions, the task name, Assignee, attributes, and other properties are not affected.

     > **Note**
     >
     > The system displays a warning that tasks in the template that match a task ID in the import file will be modified. If you do not want to overwrite the task, click **Cancel** to cancel the import process.

   - **Delete**: Deletes tasks and associated information based on a list of task IDs provided in a file. The required information to perform a delete is a file with a column of task IDs.
7. Select a **Date Format**.

   Select a format from the drop-down list of allowed date formats. Date formats are not translated. By default, the date format is set to the locale date format of the exported file location.
8. Select a **File Delimiter** for the import file. Select **Comma** or **Tab**. Select **Other** to specify any other single character as the **Other Delimiter**.
9. Click **Import**.

- If the import is successful, the Import Success dialog box is displayed, indicating the template name, the name of the file containing the tasks, and the total number of tasks imported. Click **OK**.
- If errors are found, the import process is not run, and the Import Errors dialog box displays errors. View the errors, then click **OK** to return to the Templates page.

Table 37-13 Troubleshooting Import Errors

Error	Resolution
Duplicate Task ID	Check for duplicate Task IDs. Task IDs must be unique within the template or schedule. See Creating Tasks.

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Table 37-13 (Cont.) Troubleshooting Import Errors

Error	Resolution
Task Name is too long	The Task Name can contain a maximum of 80 characters. See Setting Task Properties.
Organizational Value - "Invalid Value"	The Organizational Value cannot be blank, contain bullet points or multiple lines.

Task Import File Format

The task import file enables you to specify the task information that you want to import into a template. The first row contains only the column headings that identify the data in that column, for example, TaskName. Separate rows are used to define each task.

Each task in the file must be given a unique ID in the TaskID column. You use the numeric IDs to uniquely identify predecessors and parent tasks. For example, when you enter a parent task in the Parent column, you enter the numeric ID of the task rather than the task name.

When you use the Replace or Replace All options, you can add, remove, and shift the columns but you cannot remove required columns. When you use the Update option, there are no required columns except TaskID, or TaskTypeID when you are importing Task Types. The data in each column must match the column ID in the first row.

Many column IDs may have an indeterminate amount of values. For example, a task may have many viewers. You can add parameters by modifying the ending number, for example, Viewer4, Viewer5, and so on.

The numbers that you append to the column IDs for Approvers, Questions, or References only represent the relative order with the other approvers, questions, or references. When you update these, the system matches by the name of the approver, question, or reference without regard to the number in the file format column. To replace question text, approvers, or reference names, you must use Replace mode. When you select Update mode, the system only adds a new question, approver, or reference if the file names do not match.

All Text Lookup rows in the file must match values stored in the application. For example, if you are importing Task Types, you must have specified values for them when you set up the application. For groups of column headings, if you have a certain number of one of the group, you must have the same number for other members. For example, if you have QText5, there must be a corresponding QType5.

> **Note**
>
> When you need to create multiple lines of text in the import file (for example, in Instructions), use this syntax to indicate a new line: '\n'. Do not use hard returns to separate lines of text.

Column ID	Description	Type
TaskID	ID of task. Maximum of 80 characters.	Text
TaskName	Name of task	Text
TaskType	Task Type	Text Lookup
Description	Full description of task. Maximum of 1000 characters.	Text

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Column ID	Description	Type
Priority	Task priority (High, Medium, Low)	Text Lookup
StartDate	Start date, in template days (for example, -5, 0, 1, 12) For schedules, the start date must be a calendar date in the locale format.	Integer
StartTime	Start time in HH:MM (24-hour), for example: 13:00	Integer
EndDate	User tasks only, in template days (for example, -5, 0, 1, 12) For schedules, the end date must be a calendar date in the locale format.	Integer
EndTime	User tasks only, in HH:MM (24-hour), for example, 13:00	Integer
Duration	Task duration in minutes (automated tasks only)	Number
Owner	Task owner	Text Lookup
Assignee	Task Assignee (user tasks only)	Text Lookup
Active	Whether the task is active. Only applies to template import.	Boolean
StartEarly	Whether the Assignee is allowed to open a pending task prior to the scheduled start time	Boolean
RunAs	RunAs user name. Only applicable for system-automated tasks.	Text Lookup
Instruction	Instruction text. Maximum of 2 GB.	Text
Reference#	Instruction reference (URL and Content Server references)	URL
RefText#	Reference name, for URL references	Text
RefType#	Reference type (URL, Document)	Text Lookup
RefURL#	Reference URL, for URL references	URL
RefDocId#	Reference document ID, for document references	Integer
Approver#	Approver Level	User Name
Viewer#	Task viewer	User Name
QText#	Required for question. Text of question. Maximum of 255 characters.	Text
QType#	Required for question. Data type of question (Text, Member, True/False, and so on)	Text Lookup
QReq#	Required for question. Question required? (Yes or No)	Boolean
QList#	List of values for question, separated by | symbol, for example, Red|Green|Blue|Yellow.	Text Lookup
QCurrSymbol#	Currency format for question X	Text
QDecPlaces#	Number of significant digits after the decimal places for question X	Number

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Column ID	Description	Type
QNegNumFmt#	Negative number format for question X	Text: - or ( )
QScale#	Scale format for question X	Number, in magnitude: 1000 and so on
QThouSep#	Thousand separator indicator for question X	Boolean
Attribute#	Attribute name, for example, Color	Text Lookup
AttrVal#	Attribute value, for example, Red. Maximum of 255 characters.	Text
AttrDisplay	Display to user (in task action dialog box) for attribute	Boolean
Param#	Parameter name	Text Lookup
ParmVal#	Parameter value	Text
Parent	Task ID of the task parent	Task ID
Predecessor#	Predecessor task ID (from column A)	Task ID
PredType#	Required. Predecessor type (for example, Finish to Start).	Text Lookup
PredTemplate#	Name of the predecessor template or schedule, if the predecessor belongs to a different template or schedule	Text

When you import Task Types, these columns are used:

- TaskTypeID
- IntegrationType
- ParamOverride# - whether the parameter can be overridden

A sample task import file is provided. It contains these dynamic parameters, which you can modify:

- Two questions
- Two attributes
- Two instructional references
- Three predecessor tasks
- Three approver levels

Exporting Tasks to Microsoft Excel

You can export tasks from a template to a flat file in CSV format, then use Microsoft Excel to modify the file. For example, you can export the tasks from a template in a test installation and import them to a template in a production installation. When you export tasks from a template, they are saved to a CSV file.

To export tasks:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left.
3. Click the **Tasks** tab.

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4. Select one or more tasks and from the **Actions** menu, click **Export**. The file is downloaded in Excel or CSV format depending on the selection: Formatted data (visible columns only) or Unformatted data for future import.
5. Click **Close** to close the Export Tasks dialog box.

Reassigning Users in Templates

You may periodically need to reassign users to different tasks. For example, you may create a template and assign a user to certain tasks; however, later that employee leaves the company and another employee assumes those tasks. You can use the Reassign feature in the Templates dialog box to automatically change assignments instead of manually searching for, opening, and editing individual tasks. The Reassign feature enables you to quickly find the tasks associated with one user and reassign them to another.

You can reassign users for multiple templates at a time. This can be helpful if your application has a large number of templates.

You can select the roles for which to reassign users. For example, if you select the Owner role, the system reassigns the user only in tasks in which the user was assigned as the owner.

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

To reassign users:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left.
3. Select one for more templates for which you want to reassign users.
4. Select **Actions**, and then **Reassign User**.
5. For **Find User**, enter the search criteria for the user that you want to replace:
    a. Click **Find User**, then from the **Select User** dialog box, enter the first or last name for the user, and then click **Search**.
    b. Select the user from the results, then click **OK**.
6. Click **Replace With** and enter search criteria for the user to whom you want to reassign tasks.
7. Select roles for the user that must be reassigned:
    - **Owner**
    - **Assignee**
    - **Approver**
    - **Viewer**
8. Click **Reassign**.

    When the process ends, the system displays a "Reassign Users - Success" message that indicates that the user reassignment is complete, and displays the template name and total number of user reassignments made.

Creating Schedules from Templates

You can create schedules from templates. Creating a schedule from a template populates the schedule with the tasks in the template. If the source template has embedded templates, the

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tasks in the embedded templates are included. Template instructions, viewers, and attributes are also added to the schedule.

To create a schedule from a template, you must have the Service Administrator or Power User role.

When tasks are added from a template to a schedule, they are assigned calendar dates based on their relationship to the Day Zero template date. Calendar dates can account for non-working days of the schedule if required. For example, if you exclude weekend days in your schedule, if Day 0 is a Friday, the tasks for Day 1 are applied to the following Monday instead of Saturday. The Date Map displays the calendar date assigned to each template day and you can use it to adjust date assignments.

> **Tip**
>
> You can create one global template and use that template to create the appropriate schedules for each regional entity, taking into consideration the holiday calendars, time zones, and work day configurations of the region.

A task in one template can have predecessor tasks in other templates. When you create a schedule from a template, you can select predecessor tasks in schedules as predecessors for tasks with predecessors in other templates. You use the Predecessor Task Links tab to select predecessor tasks in schedules.

By default, a new schedule has a status of Pending, which enables you to make changes as needed.

You can also use a REST API to create Schedules from Templates. This enables you to create an automated routine to generate all of your periodic task schedules. For more information, see Deploy Task Manager Templates in *REST APIs* .

To create a schedule from a template:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left.
3. Select the template that you want to schedule.
4. If the template was successfully validated, create the schedule. Click the **Actions** icon on the right side, and then select **Create Schedule**, or click the **Create Schedule** icon.
5. On the **Schedule Parameters** tab, enter the following information:
   - **Schedule**: The name of the schedule.
   - **Year**: Select the schedule year.
   - **Period**: Select a period for the schedule.
   - **Day Zero Date**: Select the calendar date to assign to the template Day Zero.
   - **Date Mapping**:
     - **Organizational Unit** - Select an option:
       - **Use Task Value**: Select a value from the Organizational Unit.
       - **Set Value To**: The selected organizational unit is applied to all tasks in the Schedule (even if the task in the template contained a different Organizational

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Unit value). Since all tasks have the same Organizational Unit, the Organizational Unit in the Date Mapping panel on the Create Schedule from Template dialog box is Read Only.

- **Calendar days**
- **Working days** - By default, Monday - Friday are working days, and Saturday and Sunday are non-working days.
- **Advanced Configuration** - Select this option to override the **Organizational Unit** and **Work Days** configuration for all tasks in the schedule.
- **Date Map**: To modify a date assignment, enter a new date in the **Date** column.

  Date mapping may vary by Organization Unit. If there is no Organization Unit assigned to the template level, the "Unassigned" day mapping will be applied to the schedule. If the template has an Organization Unit assigned, then the day mappings for that Organization Unit are assigned to the schedule.

  For multiple days mapped to the same date, the Day Labels will be concatenated with a comma. Non-working days have a blank Day Label.

6. **Optional:** Select the **Predecessor Task Links** tab, select the schedule that contains the predecessor task, then in the **Assigned Task** list, select the predecessor task.
7. **Optional:** Select the **Override Parameters** tab, review the parameters, and in the **New Value** column, for each parameter that you want to modify, enter a new value.

> **Note**
>
> The **Override Parameters** tab displays only tasks that use a Task Type in which at least one parameter has the **Override** option enabled.

8. Click **Create Schedule**.

   A schedule is created and populated with the tasks from the template, and a status of Pending.

   You can view a list of schedules on the Schedule Tasks page.

Using the Override Parameter Option When Creating Schedules from Templates

It's common for an integrated task to have parameters that you must update periodically. Many integrated tasks have a **Period** parameter that varies between task executions in different schedules. For example, the **Run Data Rule** integrated task's **Start Period** and **End Period** parameters may need to be modified within different schedules created from the template.

The **Override Parameter** option allows a quick way to update these parameters, which you must update periodically.

Initially, designate the integration parameters that you must update at scheduling time by selecting the **Override at Scheduling** property in the task type. For new task types, see Setting Task Type Parameters. For existing task types, see Editing Task Types.

For example, edit the **Run Data Rule** task type. On the **Parameters** tab, select the **Override at Scheduling** option for **Start Period** and **End Period**, and then save.

Secondly, when adding the integrated tasks to your template, select the task type and populate the required parameters. For the parameters designated for override, you can provide the default values or leave them blank. See Adding Tasks to Templates in *Administering Financial Consolidation and Close*.

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For example, add one or more **Run Data Rule** tasks to your template by selecting the **Run Data Rule** task type. On the **Parameters** tab, enter **Jan** for **Start Period** and **Feb** for **End Period**.

Lastly, when creating a schedule from template, select the **Override at Scheduling** tab. Within the table, all parameters that are designated for an override at scheduling will be listed with their current values. You can enter a new parameter value, which will be set for all tasks using the task type.

For example, when creating a schedule from the template, the **Override at Scheduling** tab will show the Run Data Rule **Start Period** and **End Period** parameters with their current values. You can override the parameter by updating the values within the table.

Table 37-14 Override Parameters at Scheduling

Task Type Name	Parameter Name	Current Value	New Value
Run Data Rule	Start Period	Jan	Feb
Run Data Rule	End Period	Feb	Mar

When the schedule is created, the Run Data Rule tasks will be set with **Start Period** as **Feb** and **End Period** as **Mar**.

Manually Validating Templates

When you generate a schedule from a template, the system automatically validates the template first to check for uniqueness violations, tasks that directly or indirectly depend on each other, or a date-precedence mismatch. For example, you cannot have circular predecessors.

You can manually validate templates. Validation is particularly useful to check for problems after you import tasks into a template from a file.

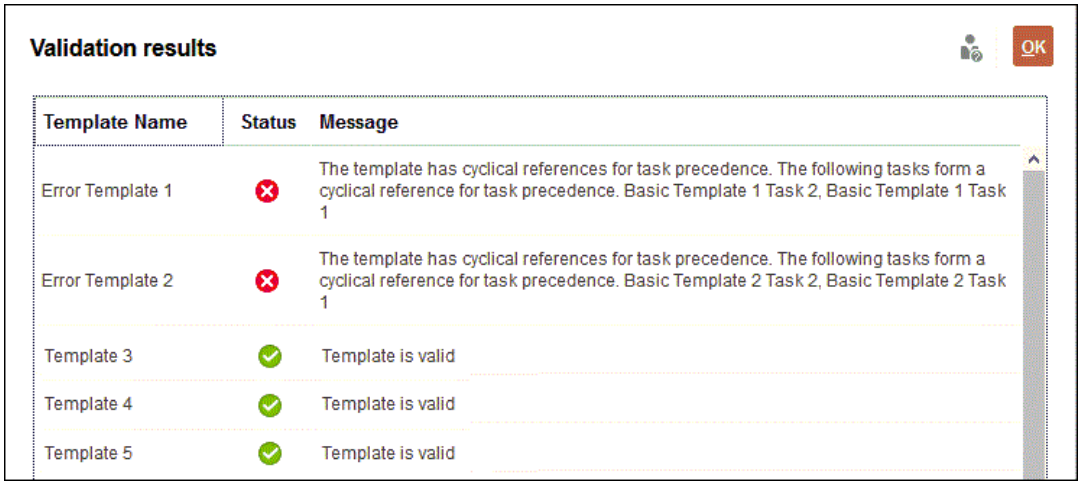
The validation results show the template names, status, and error messages. You can sort the list of validation results by Template Name or Status.

To manually validate templates:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left.
3. From **Templates**, select one or more templates to validate.
4. Click **Validate**.

   If no errors exist, the validation results show a "Template is valid" message. If errors exist, it shows the error details.

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Viewing Task Manager Templates

In the Templates dialog box, you can specify which columns to display for the list of templates, or show all. You can also reorder columns, sort columns by ascending or descending order, or change the column widths.

To display columns:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left.
3. Do one or more of the following tasks:
   - To display all columns, select **View**, then **Columns**, and then select **Show All**.
   - To display specific columns, select **View**, then **Columns**, and then select or deselect the column names.
   - To reorder columns, select **View**, and then **Reorder Columns**. Select columns and then use the Up or Down arrows or drag them to change the order.
   - To sort columns, hover over a column header until the Sort icons are displayed, and then click **Sort Ascending** or **Sort Descending**.
   - To change column widths, hover over the column header dividers until the arrows display, and drag the columns to the desired width.

Searching for Templates

You can use the Search function in a Templates list to quickly find Task Manager templates. You can enter full or partial names on which to search. Using the filter bar, you can control the templates that you see in the list. By default, all templates are displayed.

To search for templates:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left.
3. To search for a template, enter search criteria in the **Search** text box.

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4. **Optional:** From the filter bar, click on a category to display additional search operators such as **Equals**, **Does Not Equal**, **Contains**, **Does Not Contain**, **Starts With**, and **Ends With**.

   You can filter templates using these categories: **Name**, **Owner**, **Organizational Unit**, **Days After Day 0**, **Days Before Day 0**, **Embedded In**, **Embedded Only**, **Embedded Templates**, **Description**, **Created By**, **Created On**, **Last Updated By**, or **Last Updated On**.

> **Note**
>
> - Click **Add a Filter** to view all categories.
> - To hide the filter bar, click the **Hide Filter Bar** icon.
> - To clear all filters, click the **Filters** icon, and then click **Clear All Filters**.

Deleting Templates

You can delete Task Manager templates that you no longer need. To delete a template, you must have security rights to the template.

Deleting a template removes it from the list of available templates and removes tasks associated with it. It does not directly affect a running schedule, however some reporting and dashboard metrics may use the template to link various schedule runs together, which are not possible if the template is deleted.

To delete a Task Manager template:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left.
3. Select the template, and click **Delete**.
4. At the confirmation prompt, click **Yes**.

Managing Tasks

Tasks are the core units of action in a business process, such as data entry or data consolidation.

Each task has different parameters depending on the Task Type. If you have Service Administrator or Power User security rights, you can create, edit, or delete tasks.

See Creating Tasks.

See also: Managing Services

Creating Tasks

You can add tasks to templates or schedules. If you create a task in a template, you assign the start and end date as days before or after Day Zero. If you create a task in a schedule, you select calendar dates for the start and end dates.

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You can group tasks under parent tasks to provide a simpler view of the business process. After viewing upper-level parent tasks, you can then drill into the underlying tasks. Child tasks of parent tasks may have different owners than the parent task.

You can create a task using any of these methods:

- Drag and drop the Task Type onto a template or schedule in a view.
- Right-click on a task and select **New**.

Then enter the task information:

- Setting Task Properties
- Setting Task Parameters
- Specifying Task Instructions
- Selecting the Workflow
- Adding Task Questions
- Setting Task Viewers
- Setting Task Predecessors
- Applying Task Attributes
- Working With Task Rules
- Viewing Task History

To learn more about creating tasks, watch the video  Creating Tasks.

For additional information on creating tasks, see the tutorial Viewing, Updating, and Adding Tasks in Task Manager.

Setting Task Properties

The Properties dialog enables you to set the task name, task ID, description, task type, priority, start and end date or duration.

You also use Properties to specify task Owners and Assignees. If an Owner or Assignee is not available to work on the task (due to sick time, vacation, has left the company, or is simply too busy), you can reassign users associated with a task, template, or schedule. Template, schedule, and task Owners, Assignees, and Approvers may also reassign their tasks.

For end-user tasks, you can allow an Assignee to open a pending task prior to the scheduled time, if all task predecessor conditions have been met.

Automated tasks have no Assignees, however you can specify Run As users for users under which tasks of that type are run.

Event Monitoring tasks have no Assignees and Run As users.

To set task properties:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the  **Templates** tab on the left and then click the **Tasks** tab.

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> **Note**
>
> The **Tasks** tab is displayed at the bottom of the page.

3. Open a task.
4. Click **Properties** and enter this information:
   - **Task Name**: Enter a maximum of 80 characters or less.
   - **Task ID**: Identifies the task (required). Task IDs must be unique within the template or schedule. You can enter a maximum of 80 characters or less.
   - **Description**: Enter a maximum of 255 characters or less.

     > **Note**
     >
     > You can use carriage returns and URLs in Descriptions, Questions, and Instructions.

   - **Organizational Unit**: Represents a hierarchical entity-type structure that you can use to model your organization. Define a separate organizational unit for each entity for which separate reporting is required, or for entities that require different configurations for any of the following: time zones, holidays, work days, or viewer or commentator assignments. Organizational Units are defined in system settings.
   - **Task Type**: Click the magnifying glass and select a Task Type (required).
   - For **Priority**, select from the following options:
     - **High**
     - **Medium**
     - **Low**
   - **Owner**: Use the default owner or click **Select Owner**  to select a user or group.
   - Select **Active** to include this task in schedules generated from the template.

     > **Note**
     >
     > This option is not available for tasks created in schedules.

5. Click **Save and Close**.
6. See also:
   - Setting Task Parameters
   - Specifying Task Instructions
   - Selecting the Workflow
   - Adding Task Questions
   - Setting Task Viewers
   - Setting Task Predecessors
   - Applying Task Attributes

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- Working With Task Rules
- Viewing Task History

Setting Task Parameters

The Parameters dialog only contains data for tasks that are associated with an Integration Type and have parameters. Integration Types provide links to external applications. From Parameters, you can set specific information about the task and how it is run. The parameters are passed to the external application. For example, if the task contains a link to a data grid, you might use the Parameters dialog to select a point of view for the grid.

To set task parameters:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left and then click the **Tasks** tab.

> **Note**
>
> The **Tasks** tab is displayed at the bottom of the page.

3. From the **New Task** or **Edit Task** dialog box, click **Parameters**.
4. If the parameter values are not entered by the task type, you may enter the required parameter values.

> **Note**
>
> If the parameters are not defined when the task is ready to start, an email is sent to the task owner. The task waits to start until the values are provided.

5. See also:
   - Setting Task Properties
   - Specifying Task Instructions
   - Selecting the Workflow
   - Adding Task Questions
   - Setting Task Viewers
   - Setting Task Predecessors
   - Applying Task Attributes
   - Working With Task Rules
   - Viewing Task History

Specifying Task Instructions

Task owners can create a set of instructions for completing the task. All other users who have access to the task are only able to read the instructions. If there are task instructions that are inherited from the Task Type, template, or schedule, that instruction text is displayed above the instruction text box and is read-only.

For template tasks, the Template and Task Types instructions are viewable but not editable.

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To specify instructions:

1. On the Home page, click **Application** and then click **Task Manager**.
2. Click the **Templates** tab on the left, and then click the **Tasks** tab.

> **Note**
>
> The **Tasks** tab is displayed at the bottom of the page.

3. From the **New Task** or **Edit Task** dialog box, click **Instructions**.
4. Enter the **Instructions** which can have unlimited characters.

To add a reference:

1. In the **References** section, click **Add**.
2. From the **Reference Type** list, select one of these types:
   - **Local File**: Click **Choose File** to select and attach the file, enter a **Name**, and then click **OK**.
   - **URL**: Enter the **URL** and URL **Name**; for example, https://www.oracle.com, Oracle.

> **Note**
>
> To add a reference file or URL to multiple tasks at one time:
>
> a. Navigate to the Tasks page.
>
> b. You can multi-select (either highlight more than one row or select more than one using the **SHIFT** key), and then click **Actions,** then **Add Reference,** then **File** or **URL**.

> **Note**
>
> You can also add one or more attachments by using drag and drop functionality available from the **Add Attachments** dialog box. You can rename the attachment in the **Name** field, if desired. If you drag and drop multiple attachments, you can upload them at one time.
>
> You must access the **Add Attachments** dialog box to properly drag and drop attachments.

3. See also:
   - Setting Task Properties
   - Setting Task Parameters
   - Selecting the Workflow
   - Adding Task Questions
   - Setting Task Viewers
   - Setting Task Predecessors
   - Applying Task Attributes

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- Working With Task Rules
- Viewing Task History

Selecting the Workflow

To select the Task Manager workflow:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left and then click the **Tasks** tab.

> **Note**
>
> The **Tasks** tab is displayed at the bottom of the page.

3. From the New Task or Edit Task dialog box, click **Workflow**.

   The Workflow section contains the Assignee and Approver assignments.

> **Note**
>
> You cannot assign the same user to multiple roles within the workflow.

4. Enter the following information for the Assignee:

   - **Assignee**: To assign an Assignee to a named user or Shared Services Group, click **Select Assignee**.
     The **Actual** attribute is available for each workflow stage, showing the actual user for the completed workflow. For example, **Assignee (Actual)**. In the workflow, the **Actual** column shows who performed work on the task, regardless of the user status.

     > **Note**
     >
     > The additional user information only appears if the task is reassigned after it was completed by the initial user.

     For an End-User task, for **Assignee,** click **Select Assignee** to find a user.

     If you do not select an Assignee, the owner becomes the default Assignee. Parent and automated tasks have no Assignees.

     > **Note**
     >
     > For a Process-Automated task, click **Run As**, search for and select a user under which tasks of this type are run, and click **OK**.
     > If the selected **Run As** user is the user who also created the task, then the user can authorize the task, without being prompted to re-enter their password.

   - **Backup**: If you assigned a user for the primary Assignee, you can assign a backup user authorized as an Assignee:

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a. Click **Select Backup Assignee** .

b. Enter the **First Name** and **Last Name** or click **Search** to select a backup user.

c. Click **OK**.

- **Require Action By**: When a group or team is assigned as the assignee, the **Backup** option is replaced with the **Require Action By** option with the following values:
  - **Any Assignee** (default)
  - **All Assignees**

  If **All Assignees** is selected, then everyone in the group or team must submit the task for it to be sent to the approvers.
- **Starts**: Select a start date, then select the time of day, in increments of 15 minutes, for the task to start.
- **Ends**: Select an end date, then select the time of day, in increments of 15 minutes, for the task to end.
- **Optional:** For **Minimum Duration**, enter the minimum duration of a task in the form of **Day(s)**, **Hour(s)**, and **Minute(s)**. An At Risk criteria is based on the condition if the Start date was missed **and** (the End_date minus the Current_date is less than the minimum task duration **or** the End_Date minus the Start_Date is less than the minimum duration). The At Risk tasks display in the Needs Attention Graph in the Status Chart of the Dashboard.
- **Optional:** For an End-User task, select **Allow Early Start** to allow the Assignee to open the task before the scheduled start time.

5. Optional: Enter this information for the Approver:

a. Click the + to add an approval level

b. Assign an **Approver** by selecting a User, Group, or Team.

c. **Backup**: If you assigned a user for the Approver, you can assign a backup user authorized as an Approver.

i. Click **Select Backup Approver** .

ii. Enter the **First Name** and **Last Name** or click **Search** to select a backup user.

iii. Click **OK**.

d. Specify the **End Date**.

e. **Require Action By**: When a group or team is assigned as the approver, the **Backup** option is replaced with the **Require Action By** option with the following values:

- **Any Approver** (default)
- **All Approvers**

If **All Approvers** is selected, , then all approvers are required to approve the task prior to the task moving to the next level of approval or being marked complete. If any one of the approvers rejects the task, the task is assigned back to the **Assignee**.

f. Repeat to add additional approval levels.

g. Use the arrows icons to reorder the approval levels.

6. See:

- Setting Task Properties
- Setting Task Parameters

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- Adding Task Questions
- Setting Task Viewers
- Setting Task Predecessors
- Applying Task Attributes
- Working With Task Rules
- Viewing Task History

Adding Task Questions

> **Note**
>
> The Questions tab is not displayed for automated tasks or parent tasks.

When you create a task, you may want the Assignee to answer questions about their actions before they indicate a task is complete. For example, you may ask if a certain process was followed when completing that task.

You can specify various types of questions, such as Text, Number, or True/False, and indicate whether they are required. If a question is required, the user must respond or they cannot submit the task for approval. You can also order the questions by using the Move Up and Move Down buttons.

For schedule tasks, users can respond to the questions from the Task Actions page. If you are creating or updating a task in a template, an additional column displays, showing whether the row is locked or unlocked to indicate whether the user can remove or update the questions. Rows that are locked cannot be edited or deleted because they are inherited from the Task Type.

In templates, the Task Type questions are displayed, but are not editable.

> **Note**
>
> Only users who have the task Viewer role can respond to questions.

To add a question:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left, and then click the **Tasks** tab.

   > **Note**
   >
   > The **Tasks** tab is displayed at the bottom of the page.

3. From the **New Task** or **Edit Task** dialog box, click **Questions**.
4. Click **Add**.
5. Enter the **Question** with a maximum of 2000 characters or less.

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6. For **Type**, select from the following options:
   - **Date**
   - **Date/Time**
   - **Integer**: Enter a value between -2147483648 and 2147483647.
   - **List**: Enter a list of valid responses to the question (up to 255 characters).
   - **Multi-Line Text**: Enter the **Number of Lines**, from 3 to 50 lines. Enter a maximum of 4000 characters. Multi-Line Text determines how many lines of text are visible without scrolling, on the Actions dialog boxes. Select **Attachments** if you want to include an attachments section.
   - **Number**: Enter a value xxxxxxxxxxxxxxxxx.xxxxxxxxx (17 digits and 9 decimal places).

     Select number formatting options:
     - For **Decimal Places**, enter a value for the number of decimal places to display.
     - For **Display As Percentage**, check the box if you want a percentage to display.
     - Select the **Thousands Separator** option if you want numbers to display a thousands separator (for example, 1,000.00).
     - For **Currency Symbol**, select a currency symbol; for example, $ (United States of America Dollar).
     - For **Negative Number**, select how to display negative numbers; for example, (123).
     - For **Scale**, select a scale value for numbers; for example, 1000 or 1000000000000.
   - **True/False**
   - **Text**: You can enter a maximum of 4000 characters.
   - **User**
   - **Yes/No**
7. Assign a **Role** (**Assignee**, **Approver**, **Owner**, **Viewer**) to the question. Access is based on responsibilities.
8. If the question is required, select **Required**.

   The **Required** checkbox is disabled for Questions assigned to Owner or Viewer roles.
9. Click **OK**.
10. **Optional:** To change the order of questions, select a question, then click **Move to Top, Move Up** **Move Down**, or **Move to Bottom.**.
11. **Optional:** To edit a question, select the question and click **Edit**. To remove a question, select the question and click **Delete**.
12. See also:
    - Setting Task Properties
    - Setting Task Parameters
    - Specifying Task Instructions
    - Adding Task Questions
    - Setting Task Viewers

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- Setting Task Predecessors
- Applying Task Attributes
- Working With Task Rules
- Viewing Task History

Setting Task Viewers

The Viewers tab enables you to add or remove Viewers for the current task. You can specify an unlimited number of viewers.

To set task access:

1. From the **New Task** dialog box, select the **Viewers** tab.
2. Enter the first or last name of the user, then click **Search**.

   To specifically identify a user, click **Advanced**, then enter a **User ID** or **Email** address.

   > **Tip**
   >
   > For additional details about the user, such as groups and roles, click **Details**.

3. To remove a user from the Viewers list, select the user, then click **Remove**.
4. See also:
   - Setting Task Properties
   - Setting Task Parameters
   - Specifying Task Instructions
   - Selecting the Workflow
   - Adding Task Questions
   - Setting Task Predecessors
   - Applying Task Attributes
   - Working With Task Rules
   - Viewing Task History

Setting Task Predecessors

The Predecessors tab enables you to set predecessors for the current task. For template tasks, you can choose a predecessor from another template, and for schedule tasks, you can choose a predecessor from another schedule. You must assign a condition to the predecessor/successor relationship.

A task does not need predecessor tasks as long as a start date and time is specified. If both are specified, the task begins when the predecessor tasks are started or complete (for Finish to Start) and the start date and time is reached.

You can set these conditions under which the predecessor relationship is established:

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Condition	Description
Finish to Start	Default. The task starts as soon as the predecessor task completes or finishes with warning.
Finish Error to Start	The task starts as soon as the predecessor task completes, even if it is in error.
Finish Error to Finish	The task completes as soon as the predecessor task completes, even if it is in error.
Finish to Finish	The task cannot be marked as Complete until the predecessor task is marked as complete. This is primarily used for user tasks. For example, a user can start a document summary, but cannot mark it complete until the consolidated data is final.

To set task predecessors:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left and then click the **Tasks** tab.

> **Note**
>
> The **Tasks** tab is displayed at the bottom of the page.

3. From the **New Task** or **Edit Task** dialog box, select the **Predecessors** tab.
4. Click **Add**.
5. To search for a Predecessor:
   a. Click **Basic**.
   b. To refine the search, click **Add Fields** and select search fields; for example: Execution Type, Start Date, End Date.
   c. From each of the **Condition** lists, select a condition.
   d. Click **OK**.
6. Select a predecessor task(s) and click **OK**.
7. See also:
   - Setting Task Properties
   - Setting Task Parameters
   - Specifying Task Instructions
   - Selecting the Workflow
   - Adding Task Questions
   - Setting Task Viewers
   - Applying Task Attributes
   - Working With Task Rules
   - Viewing Task History

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Applying Task Attributes

To locate tasks in the system, you can apply attributes to the task. When you select an attribute, you can set a value for the attribute based on the attribute type. You can later filter by the attribute value.

For example, you may have a List attribute named Sales Region with the values of North, South, East, and West. The current task applies only to the West Sales Region, so you can add the Sales Region attribute and set it to "West".

To apply task attributes:

1. Open a task and select the **Attributes** tab.

   Click **Add**, then enter the following:

   - **Attribute**: Select an attribute from the list of defined attributes.
   - **Type**: This field is not editable; it is populated by the Attribute.
   - **Value**: Select a value associated with the type of attribute; for example, a numeric value for Formatted Number attribute, a List for List attribute, multiple lines of displayed text without scrolling for Multi-Line Text, a name of a person, User, or Yes or No for the Yes/No attribute.
   - **Access**: All roles have view access unless otherwise specified below.

     To add an access, for each of the Text Box and Attachments tabs:

     a. Click **Add**.

     b. Select a role.

     c. Select one of the Role access types:

        – **Do Not Display**: Does not see this attribute in any of the dashboards, list views, or reports.

        – **Allow Edits**: Has the ability to add, change, and remove values for the attribute, but subject to the editability rules.

        – **Required**: Requires a value for the attribute.

2. Click **OK**.
3. See also:
   - Setting Task Properties
   - Setting Task Parameters
   - Specifying Task Instructions
   - Selecting the Workflow
   - Adding Task Questions
   - Setting Task Viewers
   - Setting Task Predecessors
   - Working With Task Rules
   - Viewing Task History

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Working With Task Rules

Task rules affect task behavior. These rules enable users to assign rules directly to tasks when assigning rules isn't appropriate at the Template, Schedule, or Task Type level. Rules apply to the tasks for which the rules were configured.

Available task rules:

- **Auto Approve Task**: Automatically completes specified approvals only if specified conditions have been met.
  Examples of conditions that could apply to this rule include:
  - Attributes have specified values (including calculated attributes)
  - Predecessor task contains an attribute with a specified value

  When conditions are satisfied, the specified approver levels are marked as complete, thus progressing workflow to the next approval level, or to Closed if no additional approval levels exist.

  This rule runs when the Task status changes to Open with Approver.
- **Auto Submit Task** - Automatically submits a task if specified conditions are met.
  When conditions are satisfied, the assignee role is marked as complete, thus progressing workflow to the first approval level, or to Closed if no approval levels exist.

  This rule runs when the Task status changes from Pending to Open with Assignee.
- **Prevent Task Approval**: Prevents approval of a task based on attribute values, or other characteristics. This rule runs when the Approver clicks **Approve**.
- **Prevent Task Submission**: Prevents submission of a task based on attribute values, or other characteristics. This rule runs when the Assignee clicks **Submit**.
- **Prevent Task Rejection**: This rule prevents rejection of a task based on attribute values, or other characteristics. This rule runs when the Assignee clicks **Submit**.
- **Send Email on Update**: This rule runs based on user actions on the task. Hence, you must set the conditions for the rule appropriately. The most common condition is to have a condition with the Status attribute or the Status Detailed attribute:
  - Status attribute: The only valid value that you can select is Closed. Pending, Open, and Error are all statuses that result from automated actions on the task.
  - Status Detailed attribute: The valid statuses are with the approver.

To work with task rules:

1. On the Home page, click **Tasks**, and then **Schedule Tasks**.
2. Select the **Rules** tab to open a New Rule. You can view the following information:
   - **Order**: The order of precedence.
   - **Rule**: Name of the Rule
   - **Conditions**: The choice of what conditions must exist before running the rule
3. Under **Rule**, select the type of rule you want to use:
   - **Auto Approve Task**
   - **Auto Submit Task**
   - **Prevent Task Submission**

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- **Prevent Task Approval**
- **Prevent Task Rejection**
- **Send Email on Update**
- Select **Create Filter** and populate the conditions section or select **Use Saved Filter**, and then select a filter. The filter selected and configured for the rule determines the conditions that trigger the rule to apply.

> **Note**
>
> When you make changes to a rule definition, the additional information is added to the audit log. You can view the changes both in the **History** tab as well as the **Audit Report**.

4. **Optional:** Under **Description**, explain why you configured the rule and how it should be used.
5. For **Approver Level**, select the rule for **All Levels** or select the Approver levels.
6. Select the Filter to determine the conditions that trigger the rule to apply:
   - **Use Saved Filter**: The Condition section displays a read-only version of the conditions associated with the saved filter.
   - **Create Filter**: The **Condition** section is enabled. Select the conditions that apply for the advanced filter: **Conjunction**, **Source**, **Attribute**, **Operator**, and **Value**.
7. Under **Filter Task**, select the task to which the conditions should be applied: **Current Task**, **Any Predecessor**, **Specific Task** (provide the **Task ID**).
8. See also:
   - Setting Task Properties
   - Setting Task Parameters
   - Specifying Task Instructions
   - Selecting the Workflow
   - Adding Task Questions
   - Setting Task Viewers
   - Setting Task Predecessors
   - Applying Task Attributes
   - Viewing Task History

Viewing Task History

For each task, the system retains a history of the changes made to it; for example, a shift in dates or change in ownership. Each change record includes the field, modification type such as added, created, or changed, the old and new values, the user who made the change, and the date on which the change was made. The information on this tab is read-only.

To view task history:

1. On the Home page, click **Tasks**, and then **Schedule Tasks**.
2. Select a task.

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3. Select the **History** tab on the right.
4. When you finish, click **Save and Close**.

Working with the Task Dialog Box

You can view a list of tasks from the Schedule Tasks page. You can filter the available schedule list by date or status.

To view the Tasks from the Schedule Tasks page:

1. On the Home page, click **Tasks**, and then **Schedule Tasks**.
2. For **Schedule**, select a schedule, or select **All** if you do not want to filter the list.
3. **Optional:** To filter the schedule list by year or period, select a **Year** and **Period**.
4. **Optional:** To filter the schedule list by status, from **Schedule Status**, select a status.
5. Select a task.
6. Click the **Properties** tab on the right to view the following fields:
   - **Name**
   - **Task ID**
   - **Status**
   - **Schedule**
   - **Priority**
   - **Task Type**
   - **Task Type**
   - **Description**
   - **Owner**
   - **Start Date**
   - **End Date**
   - **Duration**
   - **Actual Start Date**
   - **Actual End Date**
   - **Actual Duration**
7. Click **Instructions** to display any instructions.
8. Click **Alerts** to display current alerts.
9. Click **Workflow** to view assignees for the tesk.
10. Click **Attributes** to view any attributes for the task.
11. Click **Questions** to view any questions that have been posted for the task.
12. Click **Comments** to view any comments that have been posted for the task.
13. Click **Related Tasks** to view any related tasks. You can view Predecessors or Successor tasks.
14. Click **Parameters** to view dashboard, cluster, application, and so on.

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15. Click **History** to capture an audit trail of changes to the task. You can view the activity for the task, including **All Activity**, **Last 7 Days**, and **Today**.
16. Click **Actions**, then select one of the following actions:
    - **Submit Task**
    - **Abort Task**: Cancels a task. The purpose of canceling a task (instead of performing a forced close) is to prevent successors from continuing and to keep the process moving.
    - **Force Close Task**
    - **Refresh**
17. Click **Close**.

Importing and Exporting Tasks

Importing Tasks

To import tasks:

1. On the Home page, click **Tasks**, and then click **Schedule Tasks**.
2. Select a task, click **Actions**, and then **Import Tasks**.
3. Click **Browse** to find the import file.
4. Select an **Import Type**:
    - **Replace**: Replaces the definition of a task with the definition in the import file. This option replaces the task detail with the detail that is in the file that you are importing. It does not affect other tasks in the schedule that are not specified in the import file.

      The system displays a warning that tasks in a schedule that match a task ID in the import file will be modified. If you do not want to overwrite the task, click **Cancel**.

      You can select the **Keep Attachments** checkbox to retain attachments to tasks that are being replaced.
    - **Update**: Updates partial information for tasks. For example, in the import file, you might have made changes to task instructions, reassigned Owners, Assignees, and Approvers, or removed some attributes and added new attributes. You might also have made the same change to a large number of tasks, for example, adding a new attribute to 100 of 400 tasks. The update option is not a full replacement of the task details. Only details for the task properties specified in the file are updated. For example, if the import file has only a column for a task instructions, the task name, assignee, attributes, and other properties are not affected.
    - **Delete**: Deletes tasks and associated information based on a list of task IDs provided in a file. The required information to perform a delete is a file with a column of task IDs.
5. Select a **Date Format**.

   Select a format from the drop-down list of allowed date formats. Date formats are not translated. By default, the date format is set to the locale date format of the exported file location.
6. Select a **File Delimiter** for the import file: **Comma** or **Tab**. Choose **Other** to specify any single character as the **Other Delimiter**.
7. Click **Import**.

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Exporting Tasks

To export tasks:

1. On the Home page, click **Tasks**, and then click **Schedule Tasks**.
2. Select a task, click **Actions**, and then select **Export Tasks**.
3. Select Export options:
   - Select **All Tasks** or **Selected Tasks**.
   - For **Format**, select **Formatted data (visible columns only)** or **Unformatted data for future import**.

   > **Note**
   >
   > If you are an Administrator or Power User, you can select the format. If you have User security rights, by default the Format option is **Formatted data (visible columns only)**, and it cannot be changed.

4. Click **Export**. The file is downloaded in Excel or CSV format depending on the selection: Formatted data (visible columns only) or Unformatted data for future import.
5. Click **Close**.

Editing Tasks

You can edit tasks depending on their status and your security rights. For example, you can edit a task description, attributes, or end date.

For an Open task in a Task List, you cannot edit the start date, because the task has started. You can only change the duration or the end date. You also cannot edit instructions, questions, Assignee, or approver, and you cannot add, delete, or edit predecessors. You can reassign the Assignee or approver from the Task Actions workflow.

To edit a task:

1. On the Home page, click **Tasks**, and highlight the task that you want to edit. The **Edit** icon is enabled.
2. Click the **Edit** icon.
3. To edit task attributes:

   Click the **Attributes** tab.

   To add an attribute, click the **Add** icon to display the **Add Attribute Assignment** dialog box, and then make the following selections:

   - **Attribute**: Select an attribute from the list of defined attributes.
   - **Type**: This noneditable field is populated by the Attribute.
   - **Value**: Select a value associated with the type of attribute; for example, a numeric value for Formatted Number attribute, a List for List attribute, multiple lines of displayed text without scrolling for Multi-Line Text, a name of a person, User, or Yes or No for the Yes/No attribute.
   - **Access**: Select the access to the attribute.

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4. Click **OK**.

Adding Attachments

If you have an attachment you want to include with your task, such as a Word file, Excel spreadsheet or other document, you can use one of the following methods to attach the document to the task. You can attach multiple items at the same time. When you click OK, the system uploads all the documents that you attached.

To add an attachment to a task:

1. On the Home page, click **Tasks**, and then click **Schedule Tasks**.
2. Select a task.
3. Select the **Comments** tab.
4. Click the **Attachment** icon to open the **Add Attachment** dialog box.
5. Select one of the following options to attach the document:
   - Browse to the location of the document.
   - Drag and drop the document directly from your local directory.
6. **Optional:** Rename the document.
7. Click **OK**.

Sorting Tasks

From the Task List, you can sort tasks by ascending or descending order. You can sort by Schedule Name, Status, Owner, Start or End Date, or Duration.

To sort tasks:

1. On the Home page, click **Tasks**, and then click **Schedule Tasks**.
2. Hover over a column header until the Sort icons display, and then click **Sort Ascending** or **Sort Descending**.

Searching for Tasks

You can use the Task Find feature to find specific tasks. For example, you might enter "load" to find load tasks. You can search using full or partial words. You can scroll through the results using the Previous and Next buttons.

To search for a task:

1. On the Home page, click **Tasks**, and then click **Schedule Tasks**.
2. Enter a task name in the **Search** field.
3. Click **Previous** or **Next** to find the previous or next task that matches the search criteria.

Moving Tasks

You can use views to move tasks. For example, you can move tasks in the Gantt view.

To move a task:

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1. On the Home page, click **Tasks**, and then click **Schedule Tasks**.
2. Select a task.
3. Right-click on the task and drag it to a new location, or cut, copy, and paste the task.
4. Navigate to the target destination for the task and click **OK**.

Cutting, Copying, and Pasting Tasks

You can cut and copy tasks in templates and schedules. For example, you can copy a task from one schedule or template and paste it into another.

When you paste a task, the Task Details dialog box opens and enables you to modify the task that you are pasting.

If you paste a task onto a parent task, the pasted task becomes a child of the parent task. If you paste a task onto a child task, the pasted task becomes a sibling of the child task.

> **Note**
>
> Cut, Copy, and Paste features are not available for parent tasks. The Cut function is not available for scheduled (Open or Closed) tasks.

To cut, copy, or paste a task:

1. On the Home page, click **Tasks** and select a task.
2. Right-click on the task and select an action, or from the main toolbar, click **Actions**, and then select:
   - **Cut**: Cuts the task and stores it on the clipboard.
   - **Copy**: Copies the task and stores it on the clipboard.
3. Right-click on the task, then select **Paste**, or from the main menu toolbar, click **Actions**, and then select **Paste**.

   The **Task Details** dialog box opens and enables you to make changes to the task that you are pasting.
4. Click **OK** to complete the paste operation.

   The task is inserted and the views and filter views are refreshed to display the pasted task.

Reopening Manual and Automated Tasks

You can reopen tasks and choose to reestablish the predecessor and successor relationships.This is available on both manual end user tasks as well as automated tasks. Reopening an automated task will execute the task with the same parameters. If modifications to the automated task parameters are required, edit the closed automated task and select **Reopen Task**.

Reopening a Manual Task

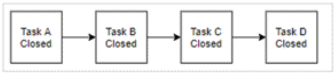
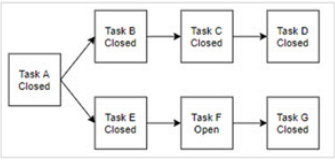
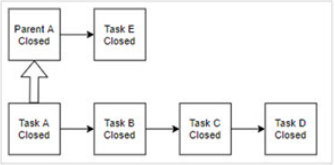
To reopen a task:

1. On the Home page, click **Tasks**, and then click **Schedule Tasks**.

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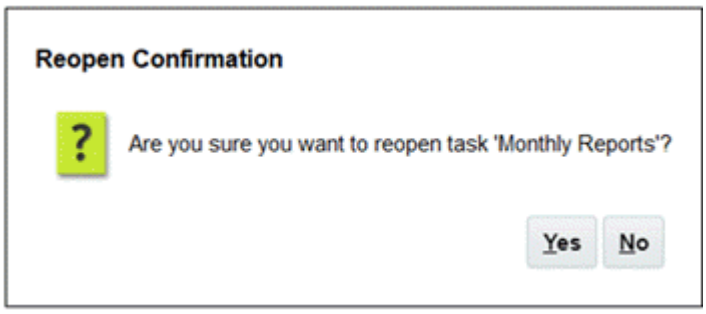
2. Select a closed task and click **Open** or click on the task name.
3. On the **Action** dialog, select **Reopen Task** from the **Actions** menu.
   You can choose which successors to automatically reopen and restore the predecessor links when a task is reopened. From the list of these successor tasks, you can choose all of them, none (default), or some subset for reopening.

Table 37-15 Successor Type - Use Case Example

Successor Type	Description	Use Case Example
Direct Successors	The simplest case is a single line of successors and is likely to be the most common case. Each Closed or Errored (less likely) task that is a successor of the task to be reopened is eligible to be reopened	 If Task A is reopened, 'Task B', 'Task C' and 'Task D' are available to be reopened.
Mixed Status Successors	Once an Open or Pending task is encountered, it and any subsequent tasks are not eligible to be reopened.	 If Task A is reopened, only 'Task B' is available to be reopened.
Multiple Successors	A task can have more than one successor. Each branch should be followed to determine eligible tasks. This should extend all the way down the tree.	 If Task A is reopened, 'Task B', 'Task C', 'Task D' and 'Task E' are available to be reopened.
Parent Tasks	Parent tasks will be automatically be reopened if they were closed prior to their child task re-opening. In this case, any successor tasks of the parent are eligible to be reopened.	 If Task A is reopened, 'Task B', 'Task C', 'Task D' and 'Task E' are available to be reopened. 'Parent A' is automatically reopened.

- If there are no eligible successor tasks, the **Reopen Tasks** dialog displays a confirmation message prompting you to reopen the specified task.

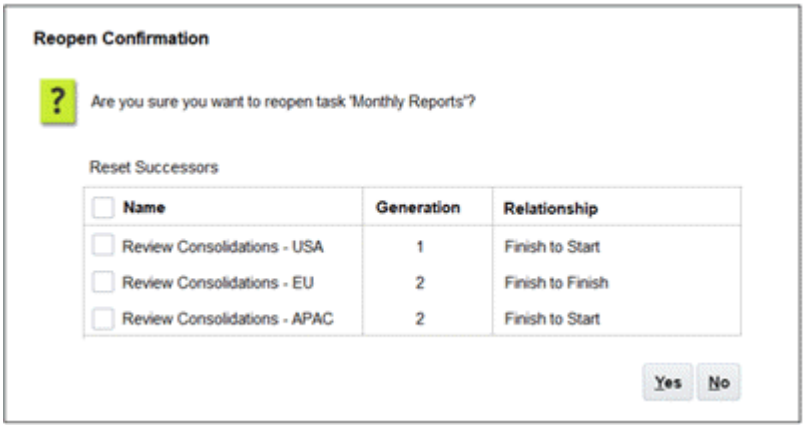
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- Click **Yes**, to close the dialog and reopen the task.
- Click **No**, to close the dialog without reopening the task.

- If there are eligible successors to the task to be reopened, the **Reopen Tasks** dialog displays a confirmation message listing the successors with checkboxes, and you can select them to reopen.

> **Note**
>
> Automated tasks that didn't complete successfully due to an error, warning, or were force closed won't be listed in the successors list.



- **Name** checkbox: Selecting the **Name** checkbox toggles between selecting all or selecting none of the successors. By default, this is unchecked and all of the tasks are unchecked.
- **Successor Name**: Selecting a checkbox next to a successor task will cause it to reset when the task reopens.
- **Generation**: Read-only field indicating the distance from the task being reopened. Parent tasks will not count as part of this calculation.
- **Relationship**: Read-only field displaying the relationship to the task being reopened.
- Click **Yes** to close the dialog and reopen the task.
- Click **No**, to close the dialog without re-opening the task

4. Add or delete predecessors and then click **Save and Close**.
   Designate relationships:
   - Designate predecessor tasks. Choose one:

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- If there are predecessors, then you can choose this option: Re-establish predecessor relationships - Tasks will open in original order.
- Ignore predecessor relationships - All tasks will re-open immediately.

- Designate successor tasks:
  a. Select **Re-Open Successor Tasks**. The successor list is displayed.
  b. Select the successor tasks.

5. Click **OK** to close. The task details dialog box closes and the task reopens based on your selections. Click **OK**, otherwise, click **Cancel**.

Reopening an Automated Task

To reopen an automated task and change the automation parameters:

1. On the Home page, click **Tasks**, and then click **Schedule Tasks**.
2. Select a closed automated task and click the **Edit** icon.
3. On the **Task Details** dialog, click **Reopen**. The Task is now editable.
4. Click on the parameters tab and update parameters as needed.
5. Click **Save and Close**.
   The service will display a confirmation message to reopen the automated task.
   - Click **Yes**, to close the dialog and reopen the task.
   - Click **No**, to close the dialog without reopening the task.

   If there are eligible successors to the task to be reopened, the **Reopen Tasks** dialog displays a confirmation message listing the successors with checkboxes, and you can select them to reopen. See the previous section Reopening a Manual Task.

Submitting Tasks

To submit tasks:

1. On the Home page, click **Tasks**, and then click **Schedule Tasks**.
2. Select the tasks that you need to submit.

   To multiselect, press **Ctrl** for random selection or press **Shift** while you click the first and last row in a range.
3. Select **Submit Task**. A warning is displayed that this will complete the task. Click **Yes** to proceed.
4. Review any errors, and click **OK**.

Approving or Rejecting Tasks

To approve or reject tasks:

1. On the Home page, click **Tasks**, and then click **Schedule Tasks**.
2. Select the tasks that you need to approve or reject.

   To select multiple tasks, press **Ctrl**, or press **Shift** while you click the first and last row in a range.

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3. Highlight the selected task, and under **Actions**, select **Set Status**, and then select **Approve** or **Reject**.
4. Review any errors, and click **OK**.

Claiming or Releasing Tasks

You can claim and release a single task or multiple tasks at a time in Task ManagerTask Manager. Users who are associated with tasks through a Group or Team assignment can claim or release tasks.

After a task is claimed, other members of the team can still claim the task, however that causes the initial user's claim to end, revoking that user's ability to perform the task and granting the ability to the user with the latest claim.

The ability to claim a task from another user is useful when a user has claimed a task, but can't complete a task, for example, because of an absence.

When a task is claimed, the Assignee changes from the team or group to the person who claimed the task.

When a task is released, the Assignee changes from the person who released it to the team or group.

Before any member of the team has claimed the task, email notifications are sent to the entire team. After a team member has claimed the task, emails are sent to the active user instead of all team members.

> **Note**
>
> If the bulk update feature is enabled, you can claim or release multiple tasks at a time.

Claiming or Releasing a Task Using Task Actions Menu

To claim or release a task from the task **Actions** menu:

1. On the Home page, click **Tasks**, and then click **Schedule Tasks**.
2. Click the task that you want to claim or release, or select the task and click the **Open** icon.
3. From the **Actions** menu, click **Claim** or **Release**.
   A pop-up message asking for confirmation is displayed.
4. Click **Yes**.
   A confirmation message is displayed indicating the task was claimed or released successfully.

   If any errors occur, review and fix the errors, and then perform the same steps to claim or release the tasks.
5. Click **Close** to close the dialog box.

Claiming or Releasing Tasks from the Task List

To claim or release tasks from the Task List:

1. On the Home page, click **Tasks**, and then click **Schedule Tasks**.

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2. Select the task that you want to claim or release.
   To select multiple tasks, press **Ctrl**, or press **Shift** while you click the first and last row in a range. The selected tasks are highlighted.
3. From **Actions**, click **Update**, and then click **Claim** or **Release**.
   A pop-up message asking for confirmation is displayed.
4. Click **Yes**.
   The Task Action Results dialog box displays information about the status, number of tasks selected, tasks considered, tasks processed successfully, and tasks that were unsuccessful. These are the possible statuses for the process:
   - Processing
   - Completed Successfully
   - Completed with Errors

   A visual indicator shows the completion percentage. For tasks completed with errors, the dialog box displays the errors. You can click **Export to Excel** and export the displayed errors to an Excel file. Review and fix the errors, and then perform the same steps to claim or release the tasks.
5. Click **Close** to close the dialog box.

Managing Task Reassignments

You may periodically need to reassign users to different tasks. For example, you may assign a task to an employee, but later that employee leaves the company and another employee assumes those tasks. You can use the Reassign feature to quickly find the tasks associated with one user and reassign them to another.

From the Task Actions dialog box, workflow users (Assignees and Approvers) can request reassignment of their workflow role for a single task. These requests require approval. Administrators and schedule/template Owners can reassign the task using the Edit Task dialog box without requiring approval.

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

To request a reassignment:

1. On the Home page, click **Tasks**, and then click **Schedule Tasks**.
2. Click on a task to open the Task Properties.
3. Click the **Actions** menu and select **Request Reassignment**.
4. Enter or click **Search** to find the task to be reassigned.
5. For **Create Reassignment Request**, click the **Select User** icon and select **To User**.
6. Under **Reassign**, select the tasks to be reassiged:
   - **Selected Tasks**
   - **Selected and Future Tasks**
7. Enter a **Justification** for the reassignment.
8. Click **OK** and then **Close**.

Automated Task Execution

You can view the status of the automated tasks on the Schedule Tasks page.

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To view the status of the tasks:

1. On the Home page, click **Tasks** and then click **Schedule Tasks**. For more information, see Working with the Task Dialog Box .
2. Click the **Refresh** icon to update the task details within the task list.

For Process Automation tasks, Task Manager executes the business process when the start time is met. When the business process completes, the task is marked complete.

During the execution of this process, Task Manager submits the job to the target application which returns a Job ID as most of the tasks execute in the background. Task Manager polls the target application to check the status of the job at regular intervals. Initially, the polling interval is less than a second and gradually it increases to a maximum polling interval of 15 mins. The polling interval is proportional to the time taken by the task to complete as described in the following table. The polling interval reduces the overhead related to frequent querying for job completion status in both Task Manager and the underlying application which ensures optimal system performance.

Process Automation Execution Time	Additional Time to Update Task Completion Status
1 minute	Maximum 1 second
10 minutes	Maximum 15 seconds
1 hour	Maximum 2 minutes
5 hours	Maximum 9 minutes
10 hours	Maximum 15 minutes

> **Note**
>
> If the task status has not been updated after the job is completed, don't force close the task immediately. It's recommended to wait for up to 15 minutes for long running tasks or as per the preceding timings.

For event monitoring tasks, Task Manager executes the event monitor when the start time is met. The task status is updated once Task Manager receives the event notification from the other application.

Canceling Tasks

The purpose of canceling a task, instead of performing a Forced Close, is to prevent successor tasks from continuing and to keep the process moving:

- When a Finish-to-Start or Finish-Error-to-Start predecessor is canceled, its successor tasks remain as Pending. To keep the process moving, you must edit the successor tasks to remove the canceled predecessor and to start the successors.
- When a Finish-to-Finish or Finish-Error-to-Finish predecessor is canceled, to keep the process moving, the task owner/schedule owner/administrator must force a close of the successor task.

Deleting Tasks

You can delete tasks that you no longer need. To delete a task, you must have Service Administrator or Power User security rights.

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In schedules, you can delete only tasks that have a status of Pending. You cannot delete tasks that have a status of Open or Closed. If you delete a parent task, you can choose to delete just the parent, or the parent and its children.

To delete a task:

1. On the Home page, click **Tasks**, and then click **Schedule Tasks**.
2. Click **Actions**, and then select **Delete**.
3. At the confirmation prompt, click **Yes**.

Managing Services

The Services (**Homepage** > **Application** > **Services**) option allows you to view the status of certain service related tasks. Green indicates that it's running. Actions to take from Services are **Run Now** or **Restart**.

> **Note**
>
> You can use **Run Now** to take an immediate action such as run open tasks. You should only use **Restart** if there was a service shutdown and this option is not green. Restart resets the service without running the service itself.

- **Process Supplemental Data Forms**: Used to send emails; both Action and Late emails. The Action emails are send only once when the due date of the current workflow responsible user is not passed and the late emails are send every day 5.20 AM until the current responsible user performs the task. The subsequent users of the workflow will also be notified if their due date is also passed though they are not currently responsible for the form.

  > **Note**
  >
  > – If the workflow user is a team/group, and it is not claimed by any user, then the email is send to all users of the team/group. This option will also send email to all users of that group/team (even after it is claimed).
  >
  > – This option will also trigger those forms whose start date falls on that particular date for data collection.

  The Service Administrator can also run this service manually from the services card.

- **System Maintenance**: Refers to actions that Task Manager performs routinely within Tasks, such as the user synch process and cleanup of the database and is not the same as actions taken at the Cloud level called Daily Maintenance. Daily Maintenance is accessed by clicking Tools, then Daily Maintenance, includes actions such as operational maintenance and backup snapshots performed in the Cloud on test or production environments.
- **Task Email Notifications**: Used to notify users that work has been assigned to them. A Service Administrator can use the option on Services to **Restart** or **Run Now**.

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> **Note**
>
> – There is a separate option that a Service Administrator can use to turn off email notifications under **Application → Configuration → Settings → System Maintenance Process**.
>
> – Email notifications contain service and tenant information in the footer to help identify where an email is coming from.

- **[Schedule Name] Monitor**: Available for each schedule that is open and with tasks in the future. This option checks if any tasks need to be open in a schedule.
- **Task Status Update**: Background service which executes and monitors the process automated tasks.

Managing Schedules

A schedule defines a chronologically ordered set of tasks that must be executed for a specific business process, and is the application of a template into the calendar. For example, you can apply the Quarterly template as Q1FY19 for the first Quarter, then apply the template again as Q2FY19 for the second quarter.

The maximum number of schedules that you can create, import, or deploy is 100,000.

Schedules have a status of Pending, Open, Closed, or Locked. You can change the status of a schedule from Pending to Open, or from Open to Closed or Locked.

> **Note**
>
> - After a schedule is set to Open, it cannot be reset to Pending.
> - After a schedule is set to Locked, its status cannot be changed.
> - Schedule Owners and Viewers are notified by an email when a Schedule is deleted.
> - An immediate reassignment request notification is sent out to administrators and schedule owners when an assignee or approver requests a reassignment.

Manually Creating Schedules

To create a schedule, you must be an Administrator or Power User. A Power User can run Create Schedule on a template or select New from Manage Schedules. You can manually define a schedule from the Manage Schedules page, or create a schedule from a template. When you create a schedule from a template, all values are inherited from the template definition.

Watch this video to learn more about creating schedules.


Creating Schedules

To manually create a schedule:

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

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2. Click **Task Manager**.
3. Click the **Schedules** tab on the left.
4. Click **New**.
5. Enter schedule information on the schedule tabs:
   - Setting Schedule Properties
   - Adding Instructions to Schedules
   - Assigning Schedule Viewers
   - Applying Schedule Attributes
   - Adding Day Labels
   - Working With Schedule Rules
   - Viewing Schedule History

Setting Schedule Properties

The Properties tab enables you to set the name, description, start and end dates, and owners for schedules. The schedule owner must be an Administrator or Power User. The default owner is the current user. The start and end dates specify the initial date range for the schedule, however, after the schedule is created, you can add tasks with dates earlier or later and the properties are updated to reflect the earliest and latest dates.

To set schedule properties:

1. Create a new schedule and select the **Properties** tab:
   - **Name**: You can enter a maximum of 80 characters.
   - **Description**: You can enter a maximum of 255 characters.
   - **Organizational Unit**
   - **Start Date**: Starting date for the schedule
   - **End Date**: Ending date for the schedule
   - **Year**
   - **Period**
   - **Day Zero Date**: The date to assign as day zero
   - **Owner**: Use the default owner or click **Select Owner**.
   - **Status**

     > **Note**
     >
     > The **Status** field does not display until the new schedule is saved. The schedule status is initially set to Pending and is display only.

   - **Source Template**
2. To save and close, click **OK** or click another tab; all entries are saved.
3. Enter schedule information on the schedule tabs:
   - Adding Instructions to Schedules

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- Assigning Schedule Viewers
- Applying Schedule Attributes
- Adding Day Labels
- Working With Schedule Rules
- Viewing Schedule History

Adding Instructions to Schedules

You can specify instructions and supporting documents for a schedule, which are then inherited by all tasks in the schedule.

To add instructions to a schedule:

1. Create a new schedule and select the **Instructions** tab.
2. In **Instructions**, enter instructions for the schedule.
3. To add a reference:
   a. In the **References** section, click **Add**.
   b. From the **Reference Type** list, select one of these types:
      - **Local File**:

        Click **Choose File** to select and attach the file, enter a **Name**, and click **OK**.
      - **URL**:

        Enter the **URL**, then enter a URL **Name**; for example, https://www.oracle.com, Oracle, and then click **OK**.

      To add a reference file or URL to multiple schedules at one time:

      i. Navigate to the **Schedules** main page.

      ii. You can multi-select (either highlight more than one row or select more than one using the **SHIFT** key), and then click **Actions**, then **Add Reference**, then **Local File** or **URL**.

      You can also add one or more attachments by using drag and drop functionality available from the **Add Attachments** dialog box. You can rename the attachment in the **Name** field, if desired. If you drag and drop multiple attachments, you can upload them at one time.

      You must access the **Add Attachments** dialog box to properly drag and drop attachments.
4. To save and close, click **OK** or click the **Viewers** tab; all entries are saved.
5. Enter schedule information on the schedule tabs:
   - Setting Schedule Properties
   - Assigning Schedule Viewers
   - Applying Schedule Attributes
   - Adding Day Labels
   - Working With Schedule Rules
   - Viewing Schedule History

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Assigning Schedule Viewers

The Viewers tab enables you to assign viewer rights for schedules. A schedule can have multiple viewers, however they must have the product security roles. Viewers receive read-only access to all tasks in the schedule.

> **Note**
>
> Only users who have the task Viewer role can respond to questions.

To assign viewer rights:

1. Create a new schedule and select the **Viewers** tab.
2. Click **Add**.
3. To search by users or groups or teams, click the **Search Users** icon, then select **Users** or **Groups** or **Teams**.
4. Enter a user name, or part of the name, then click **Search**.
5. To identify a user, click **Advanced**, then enter a **User ID** or **Email** or **Description**.
6. From the **Search Results** list, select users.
7. For additional details about the user, such as teams, groups, roles, and assignments, click **Details**.
8. Click **Add** or **Add All** to move users to the Selected list.

   > **Tip**
   >
   > To remove users, select users, then click **Remove** or **Remove All.**

9. To save and close, click **OK** or click the **Attributes** tab; all entries are saved.
10. Enter schedule information on the schedule tabs:
    - Setting Schedule Properties
    - Adding Instructions to Schedules
    - Applying Schedule Attributes
    - Adding Day Labels
    - Working With Schedule Rules
    - Viewing Schedule History

Applying Schedule Attributes

To locate schedules in the system, you can apply attributes to the schedule. When you select an attribute, you can set a value for the attribute based on the attribute type. You can later filter by the attribute value.

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For example, you may have a List attribute named Sales Region with the values of North, South, East, and West. The current schedule applies only to the West Sales Region, so you can add the Sales Region attribute and set it to "West".

To apply an attribute:

1. Create a new schedule and select the **Attributes** tab.
2. Click ➕ **Add**.
3. From the **Attribute** list, select an attribute.
4. For **Value**, depending on the attribute, select a value for the attribute from a drop-down list, or enter a value.
5. To save and close, click **OK** or click the **Day Labels** tab; all entries are saved.
6. Enter schedule information on the Schedule tabs:
   - Setting Schedule Properties
   - Adding Instructions to Schedules
   - Assigning Schedule Viewers
   - Adding Day Labels
   - Working With Schedule Rules
   - Viewing Schedule History

Adding Day Labels

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

To add a day label to a schedule:

1. Create a new schedule and select the **Day Labels** tab. You can enter a maximum of 20 characters.
2. Add a day label to a specific date.
3. To save and close, click **OK** or click the **Rules** tab; all entries are saved.
4. Enter schedule information on the schedule tabs:
   - Setting Schedule Properties
   - Adding Instructions to Schedules
   - Assigning Schedule Viewers
   - Applying Schedule Attributes
   - Working With Schedule Rules
   - Viewing Schedule History

Working With Schedule Rules

Schedule rules apply to all tasks in the schedule and thus apply rules to groups of tasks. Rules configured in the **Schedule** dialog box are copied to new schedule tasks.

Available schedule rules:

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- **Auto Approve Task**: Automatically completes specified approvals only if specified conditions have been met.
  Example of conditions that could apply to this rule include: Attributes have specified values (including calculated attributes).

  When conditions are satisfied, the specified approver levels are marked complete, and workflow progresses to the next approval level, or closes if no additional approval levels exist.
- **Auto Submit Task**: Automatically submits a task if specified conditions are met.
  When conditions are satisfied, the Assignee role is marked complete, and workflow progresses to the first Approval level, or closes if no Approval levels exist.
- **Prevent Task Approval**: Prevents approval of a task based on attribute values, or other characteristics.
- **Prevent Task Submission**: Prevents submission of a task based on attribute values, or other characteristics.
- **Prevent Task Rejection**: Prevents rejection of a task based on attribute values, or other characteristics. This rule runs when the Assignee clicks **Submit**.
- **Send Email on Update**: Runs based on user actions on the task. Hence, you must set the conditions for the rule appropriately. The most common condition is to have a condition with the Status attribute or the Status Detailed attribute:
  - Status attribute: The only valid value that you can select is Closed. Pending, Open, and Error are all statuses that result from automated actions on the task.
  - Status Detailed attribute: The valid statuses are with the approver.

To view schedule rules:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Schedules** tab on the left.
3. Double-click a schedule.
4. Select the **Rules** tab. You can view the following information:
   - **Order**: The order of precedence
   - **Rule**: The name of the rule
   - **Conditions**: The choice of what conditions must exist before running the rule
5. To edit a rule, on the **Rules** tab, click **Edit** and update:
   - **Rule**: Select a rule.
   - **Description**: **Optional**. Explain why you configured the rule and how it should be used. You can enter a maximum of 255 characters.
   - **Approver Level**: Select the rule for all levels or select the Approver levels.
   - Select **Create Filter** and populate the conditions section, or select **Use Saved Filter**, and then select a filter. The filter selected and configured for the rule determines the conditions that triggers the rule to apply.
   - **Conditions**:
     - **Use Saved Filter**: The **Condition** section displays a read-only version of the conditions associated with the saved filter.
     - **Create Filter**: The **Condition** section is enabled.

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Conjunction, **Source**, **Attribute**, **Operator**, and **Value** behave as they do for the existing advanced filter feature.

- For **Filter Task**, specify the task for which the conditions should be selected:
  - **Current Task**
  - **Any Predecessor**
  - **Specific Task** (provide the **Task ID**)

> **Note**
>
> When you make changes to a rule definition, the additional information is added to the audit log. You can view the changes both in the **History** tab as well as the **Audit Report**.

6. Enter schedule information on the schedule tabs:
   - Setting Schedule Properties
   - Adding Instructions to Schedules
   - Assigning Schedule Viewers
   - Applying Schedule Attributes
   - Adding Day Labels
   - Viewing Schedule History

Setting Required Task Parameters

The task is in a pending state until the required parameters are filled in. If they are not filled in before the specified start date, then an email notification is sent to the task owner. In addition, the task shows up in views under **Needs Attention**. After the required parameters are filled in, the task starts.

Opening Schedules

You open schedules to add, edit, or work on tasks.

When you create a schedule, it has a status of Pending by default. When you select the View menu option for a schedule, you can make final adjustments to it, and add, edit, or delete tasks.

To run a schedule, you must change the schedule Status from Pending to Open. See Setting Schedule Status.

To open a schedule for editing:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Schedules** tab on the left.
3. Use one of these methods:
   - Select **Actions** to the right of the schedule in the listing, and then select **View**.
   - Highlight a schedule, then click the **View** icon.
   - Right-click the highlighted schedule, and then select **View**.

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Editing Schedules

You can edit schedules to change the properties, such as the name or the schedule or the start and end dates. You cannot change the start date to a date later than the first task in the schedule, or the end date to a date earlier than the last task in the schedule. You can make changes to an Open or Pending schedule to modify pending tasks. You cannot add, change, or delete tasks in a Closed or Locked schedule. To edit a schedule, you must be the schedule owner or an Administrator.

To edit a schedule:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Schedules** tab on the left.
3. Select a schedule and click **Edit**.
4. Edit the schedule.
5. Click **OK**.

Adding Tasks to Schedules

You can add tasks to a schedule if it is Pending or Open. You cannot add tasks to a Closed or Locked schedule.

> **Note**
>
> The maximum number of tasks that you can add to a Task Manager schedule is 500,000.

To add a task to a schedule:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Schedules** tab on the left.
3. Open a schedule.
4. Add tasks.

Importing Tasks into Schedules

You can import tasks, or partial task data, from text files into a schedule with a status of Pending or Open. For example, if you have a Microsoft Excel spreadsheet with task definitions, you can save the file as a CSV file, then import it into a schedule. You can also use the Import feature to quickly add many repetitive tasks by editing the fields in a CSV file and importing it, rather than creating individual new tasks.

You cannot import tasks into schedules that have a Closed or Locked status.

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> **Note**
>
> Before you import a file to a schedule using the Update option for a closed task, remove the Owner, Assignee, Approver, and Start Date and Time fields from the import file, or an error occurs.

If you import information on an End-User task that has started running, it is reset to Open with Assignee status, and the answers to questions are cleared.

To import tasks into a schedule:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Schedules** tab on the left.
3. Click **Import Tasks**.
4. Enter the name of the file to import, or click **Choose File** to find the file.
5. Select an import option:
   - **Replace**: Replaces the definition of a task with the definition in the import file. This option replaces the task detail with the detail that is in the file that you are importing. It does not affect other tasks in the schedule that are not specified in the import file.

     > **Note**
     >
     > You can select the **Keep Attachments** checkbox to retain attachments to tasks that are being replaced.

   - **Update**: Updates partial information for tasks. For example, in the import file, you might have made changes to task instructions, reassigned Owners, Assignees, and Approvers, or removed some attributes and added new attributes. You might also have made the same change to a large number of tasks, for example, adding a new attribute to 100 of 400 tasks. The update option is not a full replacement of the task details. Only details for the task properties specified in the file are updated. For example, if the import file has only a column for a task instructions, the task name, Assignee, attributes, and other properties are not affected.

     > **Note**
     >
     > The system displays a warning that tasks in the schedule that match a task ID in the import file will be modified. If you do not want to overwrite the task, click **Cancel**.

   - **Delete**: Deletes tasks and associated information based on a list of task IDs provided in a file. The required information to perform a delete is a file with a column of task IDs.
6. **Optional**: Select **Keep Attachments** to retain any attachments associated with a task that is being replaced.
7. Select a **Date Format**.

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Select a format from the drop-down list of allowed date formats. Date formats are not translated. By default, the date format is set to the locale date format of the exported file location.

8. For **File Delimiter** for the import file, select **Comma** or **Tab**. Select **Other** to specify any single character as the **Other Delimiter**.
9. Click **Import**.
   - If the import is successful, the Import Success dialog box is displayed, indicating the schedule name, the name of the file containing the tasks, and the total number of tasks imported. Click **OK**.
   - If errors are found, the import process is not run, and the Import Errors dialog box displays the errors. View the errors, then click **OK** to return to the **Schedules** page.

Table 37-16 Troubleshooting Import Errors

Error	Resolution
Duplicate Task ID	Check for duplicate Task IDs. Task IDs must be unique within the template or schedule. See Creating Tasks.
Task Name is too long	The Task Name can contain a maximum of 80 characters. See Setting Task Properties.
Organizational value - "Invalid Value"	The Organizational value cannot be blank, contain bullet points or multiple lines.

Updating Tasks in Schedules

You may need to manually update information on a task that is running, and in this case, you can reopen it. When you reopen a task, it is reset to Open with Assignee status, and you can edit the information. For example, you can change the instructions and references, attributes, and questions. If you make changes, previous answers to questions are cleared.

Reopening a series of tasks does not reestablish the predecessor relationships. All end-user tasks are reset to Open with Assignee. No tasks are reverted to Pending status.

You can reopen tasks under these conditions:

Table 37-17 Conditions for Reopening Tasks

Task Status	End-User
With Assignee/Running	You can edit or import data into the Instruction, Attribute, or Question sections. When you save the task, it is reset to the Assignee, and the answers to questions are cleared.
With Approver	You can edit or import data in to the Instruction, Attribute, or Question sections. When you save the task, it is reset to the Assignee, and the answers to questions are cleared.
Closed/Error	From Task Details, the task owner can click Reopen to reopen the task and make changes. When you save the task, it is reset to the Assignee.

To update tasks in a schedule:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Schedules** tab on the left.

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3. Open a schedule.
4. Select a task with a **Closed** or **Error** status, right-click, and then select **View**.

   The View Task dialog box is displayed.
5. Click **Reopen**.
6. Edit the task.
7. If the system displays a warning that the Assignee must complete the task again, or that the service will be executed again, click **Yes** to continue or **No** to cancel.
8. Perform an action:
   - For a Closed task, click **Close**.
   - For an Error task, click **Save and Close**.

Reassigning Users in Schedules

You may periodically need to reassign users to different schedules. For example, you may create a schedule and assign a user to certain rights; however, later that employee leaves the company and another employee assumes those schedules. You can use the Reassign feature in the Schedules dialog box to automatically change assignments instead of manually searching for, opening, and editing individual schedules. The Reassign feature enables you to quickly find the schedules associated with one user and reassign them to another.

You can reassign users for multiple schedules at a time. This can be helpful if your application has a large number of schedules.

To reassign users:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Schedules** tab on the left.
3. Select one or more schedules for which you want to reassign users.
4. Click **Actions**, and then **Reassign User**.
5. For **Find User**, click **Find User** and enter search criteria for the user that you want to replace:
   a. From the **Select User** dialog box, enter the first or last name for the user, and click **Search**.
   b. Select the user from the results, then click **OK**.
6. For **Replace With**, click the **Replace With** icon and enter search criteria for the user to whom you want to reassign tasks:
   a. From the **Select User** dialog box, enter the first or last name for the user, and click **Search**.
   b. Select the user from the results, then click **OK**.
7. Select the **Ending Between** dates.
8. Select roles for the user that must be reassigned:
   - **Owner**
   - **Assignee**
   - **Approver**

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- **Viewer**

9. Click **Reassign**.

   When the process ends, the system displays a Reassign Users - Success message that indicates that the user reassignment is complete, and displays the schedule name and total number of user reassignments made.

Authorizing Process-Automated Tasks

When you create Process-Automated tasks, for security purposes, you specify a user account under which the task is run. To preserve security, you may require authorization to perform the task if any of these conditions occurs:

- If you add a Process-Automated task with an alternate runtime user known as the Run As user to a schedule, from a template or by manually adding the task
- When you set a schedule to Open status, the system automatically issues a request for authorization if it has not been completed.

If the parameters of a task are modified by a user other than the Assignee (or task owner if the owner is also the Assignee), the authorization is reset to Unauthorized and must be obtained by entering a password. For Process-Automated tasks, if a user other than the specified or default Run As user modifies the parameters, the task is reset to Unauthorized.

Authorization ensures that the user performing the Process Automated task has security privileges for the application and data for which the task runs. An administrator who knows the credentials of the runtime user can perform the authorization or issue a request to the user to obtain authorization.

When the Process Automated task is scheduled to run, if authorization is not provided, the task is not run, and its status changes to Needs Attention. If an owner or Assignee edits the task, the task details indicate that authorization is required. In this case, only the Run As user can authorize the task.

A user who receives a request for authorization can access the authorization on the Worklist from a link in the email or by logging on to the application.

> **Note**
>
> From a Schedule or from a Worklist, before the task Start Date, the Administrator, Schedule Owner, or Task Owner can authorize the task. After the task Start Date, only the Run As user can authorize the task.

To authorize a task:

1. On the Home page, click **Application**, and then click **Task Manager**
2. Select the **Schedules** tab on the left.
3. Select a schedule.
4. Select **Actions**, and then select **Authorize Tasks**.

   The system displays a **Users** selection list and a table of unauthorized tasks for the selected schedule. The user selection list is populated with users that have pending Process-Automated tasks assigned to them that require authorization.
5. From the user selection list, select a user.

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The system displays a list of unauthorized tasks for that user. Your user name displays first on the list in bold by default. If you have no unauthorized tasks, the list is blank.

6. Select a task that needs authorization.
7. To view task details, click a task name and review the task parameters.

> **Tip**
>
> To contact the task owner by email, click the Owner name next to the task and view the user details.

Setting Schedule Status

You manage the schedule lifecycle by setting the schedule status. You can set the status of a schedule to Open, Closed, or Locked, depending on its current status. To set schedule status, you must be the schedule owner or Service Administrator.

You can set the status for multiple schedules at a time. This can be helpful if your application has a large number of schedules.

These are the available statuses:

- **Pending**: The schedule is not yet active. When you create a schedule, it has a status of Pending by default so that you can make final adjustments to it, and add, edit, or delete tasks. When a schedule has a Pending status, you cannot close or lock the schedule.
- **Open**: To run a schedule, change the status from Pending to Open. When the schedule is opened, tasks begin to execute according to their definition. Status for tasks that have met their start date, time and conditions are set to Open, and task notifications are sent to their Assignees.
- **Closed**: When work on the schedule has reached a stage when the schedule is no longer active, and follow-up work is all that is required, you set the status to Closed. You cannot add new tasks to a Closed schedule. However, users can continue to work on tasks that are not complete. You can reopen a Closed schedule if needed, which changes its status to Open.
- **Locked**: When all tasks are completed, you set the status to Locked. After a schedule is locked, it cannot be modified. You cannot edit a Locked schedule, but you can set the status back to Open, if required.

Automated tasks execute based on their defined workflow within the schedule and don't require manual intervention. If you want the automated task execution to be dependent on a manual user action, there are two scheduling options:

- Add a basic or an end user task as a **Start to Finish** predecessor of the automated task. The automated task will execute after the preceding task is completed, and the start time is met. See Setting Task Predecessors in *Administering Financial Consolidation and Close*.
- Assign a **Run As** user within the workflow on the automated task. See Selecting the Workflow in *Administering Financial Consolidation and Close*. When a **Run As** user is specified for the automated task, then the task's execution will be dependent on the designated **Run As** user authorization. The automated task will only execute after the start time, predecessors, and **Run As** authorization have been met. See Authorizing Process-Automated Tasks in *Administering Financial Consolidation and Close*.

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> **Note**
>
> If a schedule task start time is reached and authorization has not been provided for a system-automated task, the task remains in the Pending status and requires authorization.

To set the schedule status:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Schedules** tab on the left.
3. Select one or more schedules for which to set status.
4. Click **Actions**, and then **Set Status,** or select the **Set Status** dropdown.
5. Click one of these status options, depending on the current status:
   - **Open**
   - **Closed**
   - **Locked**
6. A system warning is displayed about the change, for example, that setting the status to Open will begin execution of all tasks for the current date. To confirm the status change, click **Yes**.

Viewing Schedule History

The system maintains a history of schedule actions, which you can view from the Edit Schedules dialog box. The History tab displays the components that were updated, the modification type, the old and new values, the user who made the modification, and the change date. The information is read-only.

To view schedule history:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Schedules** tab on the left.
3. Select a schedule.
4. Select the **History** tab and review the schedule history.
   - **Modification Type**: Indicates the type of change: Created, Changed, Added, Removed
   - **Modified On**: Date of the modification
   - **Modified By**: Name of the user who modified the schedule
   - **Old Value**
   - **New Value**
5. Click **OK**.

Validating Schedules

You can validate schedules with a status of Pending or Open. Validating a schedule checks for problems with start and end dates, predecessor relationships, parent-child relationships, and missing task parameters for product integrations. You cannot change a schedule status from

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Pending to Open until all validation errors are resolved. To validate schedules, you must be the schedule owner or Service Administrator.

The validation results show the schedule names, status, and error messages. You can sort the results by Schedule Name or Status.

To validate schedules:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Schedules** tab on the left.
3. Select one or more schedules to validate.
4. Click **Actions**, and then select **Validate**.

   If no errors exist, the validation results show a "Schedule is valid " message. If errors exist, it shows the error details.

Locking Schedules

You can lock a schedule to prevent users from making further changes.

To lock a schedule:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Schedules** tab on the left.
3. From the list of schedules, select a schedule.
4. Select the **Actions** icon to the right of the schedule in the listing, and then select **Set Status**, or from the **Set Status** drop-down list, select **Locked**.
5. **Optional:** If you need to reopen the Locked schedule, select **Actions**, and then **Set Status**, or from the **Set Status** drop-down list, select **Open**.

Viewing Schedules

In Schedules, you can specify which columns to display for the list of schedules, or show all. You can also reorder columns, sort columns by ascending or descending order, or change the column widths.

To display columns:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Schedules** tab on the left.
3. Do one or more of the following tasks:
   - To display all columns, select **View**, then **Columns**, and then select **Show All**.
   - To display specific columns, select **View**, then **Columns**, and then select or deselect the column names.
   - To reorder columns, select **View**, then **Reorder Columns**, select columns, and then use the Up or Down arrows or drag them to change the order.
   - To sort columns, hover over a column header until the Sort icons are displayed, and then click **Sort Ascending** or **Sort Descending**.
   - To change column widths, hover over the column header dividers until the arrows display, and drag the columns to the desired width.

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Searching for Schedules

You can use the Search text box in a Schedules list to quickly find schedules. You can enter full or partial names on which to search. Using the filter bar, you can control the schedules that you see in the list. By default, all schedules are displayed.

To search for a schedule:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Schedules** tab on the left.
3. To search for a schedule, enter search criteria in the **Search** text box.
4. **Optional:** From the filter bar, click on a category to display additional search operators such as **Equals**, **Does Not Equal**, **Contains**, **Does Not Contain**, **Starts With**, and **Ends With**.

   You can filter schedules using these categories: **Name**, **Year**, **Period**, **Status**, **Start Date**, and **End Date**. Click **Add a Filter** to add additional filters: **Created By**, **Created On**, **Day Zero Date**, **Description**, **Last Updated By**, **Last Updated on**, **Organizational Unit**, **Owner**, and **Tasks**.

> **Note**
>
> - Click **Add a Filter** to view all categories.
> - To hide the filter bar, click the **Hide Filter Bar** icon.
> - To clear all filters, click the **Filters** icon, and then click **Clear All Filters**.

Deleting Schedules

You can delete a schedule that you no longer need. To delete a schedule, you must be the schedule owner or Service Administrator. Deleting a schedule removes it and all references to it from the system.

To delete a schedule:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Schedules** tab on the left.
3. From **Schedules**, select the schedule that you want to delete.
4. Click **Delete**.

   The system displays a warning that if you delete a schedule, it will also permanently delete all tasks within the schedule, and the only way to recover is from a backup.
5. To delete the schedule, click **Yes**.

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Managing Task Manager Integrations

You can enable Task Manager tasks to include integrations within the Oracle Fusion Cloud Enterprise Performance Management and other external applications.

Task Manager allows you to incorporate integrated tasks within your business processes. These simplify the process by automating manual tasks or including embedded application pages or links.

To manage Task Manager integrations, you must have the Service Administrator role.

Task Manager supports the following integration types:

End User

An End User integrated task requires the user to interact with an application web page. These application web pages are displayed within the task or included as links within the task. An Integration requires an execution URL for user tasks and an optional set of parameters. The execution URL launches the external program, and the parameters pass information required for the task to the external program. For example, the Approve Journals Integration contains parameters such as the Point of View dimension values for the journal.

Users must perform and validate the task. For example, the task may be a generic task such as submitting data, or it may require product integration to facilitate or validate its completion.

Process Automation

A Process Automation task initiates an action within the connected application. These integrations are automatically executed in external applications when their Start date and time are reached, and their predecessor tasks are completed, for example, an overnight feed from a General Ledger. These tasks are often executed after working hours. They require limited user interaction and do not have Assignees.

Event Monitoring

An Event Monitoring task is a task which is passive. It does not initiate any action but monitors another application awaiting for an action or status to occur. Once the action or status occurs, the task is marked complete. These are based on events that occur in external applications, for example Approve Journals.

Task Manager provides these pre-built integrations:

- Cloud Integrations: End User and Process Automation integrations for Cloud EPM Connections. See Managing Integrations with Cloud EPM Services.
- Cloud Integrations: Oracle Cloud ERP. See Managing Integrations with Cloud and On-Premises Applications.
- On-Premises End User and Event Monitoring Integrations. See Managing Integrations with Cloud and On-Premises Applications.
- On-Premises Oracle E-Business Suite General Ledger, Accounts Payable, and Accounts Receivable Integrations. See Managing Integrations with Cloud and On-Premises Applications.

If you require any other Integrations for Cloud or On Premises, you can create Custom Integrations. See Creating Custom Integrations.

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Managing Integrations with Cloud EPM Services

If you are using Task Manager and have subscriptions to other Oracle Fusion Cloud Enterprise Performance Management services, you can create connections between services and enable integrations using Task Manager functionality.

Pre-built integrations enable you to perform Task Manager tasks that access other Cloud EPM functionality.

Pre-built integrations are provided within Task Manager for these Cloud EPM services:

- Account Reconciliation
- Enterprise Data Management
- Enterprise Profitability and Cost Management
- Financial Consolidation and Close
- Planning and Planning Modules
- Profitability and Cost Management
- Tax Reporting

To learn more about how to set up integrations, see Adding Pre-built Integrations in Cloud EPM.

To learn more about which end user integrations are available, see End User Integrations for Cloud EPM.

To learn more about which pre-built automated integrations are available, see Automation Integrations for Cloud EPM.



Watch the video Managing Task Manager Integrations

Adding Pre-built Integrations in Cloud EPM

Make sure you have the prerequisites and follow these steps to set up an integration between Task Manager and other Oracle Fusion Cloud Enterprise Performance Management services.

For an overview of the Task Manager integrations, see Managing Task Manager Integrations.

Prerequisite

To create integrations between Cloud EPM services, you need to obtain a subscription to the Cloud EPM service you want to integrate with.

To Create the Integration Type and Task Type

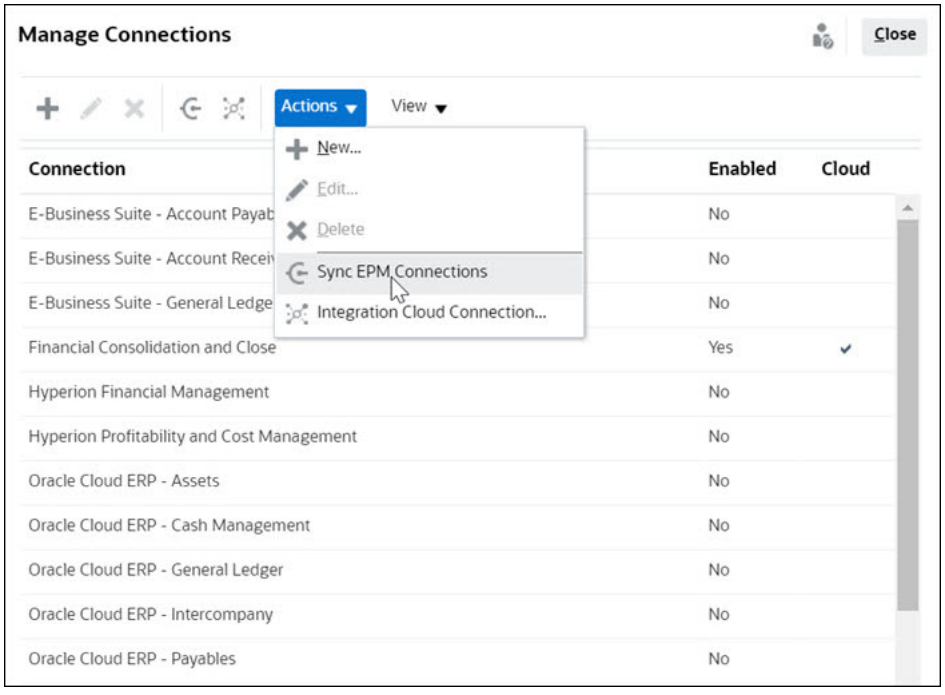
For Cloud EPM services where Task Manager has been enabled (for example, Financial Consolidation and Close), the service is automatically configured with the Integrations and Task Types for that business process.

Task Manager can be extended to include integrations with your other business processes by defining a connection to the business process and then deploying the Integrations and Task Types.

To add pre-built integrations within the Cloud EPM:

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1. Create the connection between the service that contains Task Manager and the other service:
   - On the Home page, click **Tools**, and then click **Connections**.
   - Click **Create** to create a new connection:
     - For Enterprise Data Management, select **Other Web Service Provider**.
     - For all other Cloud EPM services, select **Oracle Enterprise Performance Management Cloud** provider.
   - Name the EPM Connect connection. For example, if integrating with Tax Reporting, a possible **Connection Name** could be **TRCS**.
   - Specify the connection URL.
   - Specify the user credentials.
   - Additionally for **Other Web Service Provider**, you must specify advanced options. Click **Show Advanced Options**.
     - For **Type**, select **Parameter**.
     - For **Name**, enter SERVICE_TYPE (this is a fixed value).
     - For **Value**, enter EDMCS (this is a fixed value).
2. On the Home page, click **Application**, and then click **Task Manager**.
3. Click the **Integrations** tab on the left.
4. From the **Integrations** page, click **Manage Connections**.
5. On **Manage Connections**, from **Actions**, select **Sync EPM Connections**.



A message displays the progress of the synchronization, and details the integrations added to the service. An Integration Type and Task Type is added for each Integration.

See also:

- End User Integrations for Cloud EPM
- Automation Integrations for Cloud EPM

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End User Integrations for Cloud EPM

End user integrations allow you to access functionality in other remote Oracle Fusion Cloud Enterprise Performance Management environments while using Task Manager.

For an overview of the Task Manager integrations, see Managing Task Manager Integrations.

This section lists the available end user integrations for each Cloud EPM service:

- End User Integrations for Account Reconciliation
- End User Integrations for Enterprise Profitability and Cost Management
- End User Integrations for Financial Consolidation and Close
- End User Integrations for Planning and Planning Modules
- End User Integrations for Profitability and Cost Management
- End User Integrations for Tax Reporting

For a description of the remote Cloud EPM functionality, see the documentation for that Cloud EPM service.

End User Integrations for Account Reconciliation

- Console
- Data Exchange
- Reconciliation List (Period, Saved List)
- Reports
- Transaction List (Period, Saved List)

End User Integrations for Enterprise Profitability and Cost Management

- Calculate Model
- Data Exchange
- Enter Form Data
- Export Data
- Export Metadata
- Import Data
- Invalid Intersections Report
- Manage Dimensions
- Manage Forms
- Manage Valid Intersections
- Profit Curves
- Refresh Application
- Reports
- Update Rules
- Validation Model
- View Calculation Analysis

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- View Dashboard
- View Operational Dashboard
- View Rule Balancing
- View Trace Allocations

End User Integrations for Financial Consolidation and Close

- Approvals
- Configure Application
- Data Exchange
- Enter Form Data (Form)
  Required parameter is Form (EPM Artifact Type) displayed in drop down list in Task Details dialog.
- Export Data
- Export Metadata
- Export Journal
- Generate Financial Report
  Required parameter is the choice of report from drop down.
- Import Data
- Import Metadata
- Import Journal
- Invalid Intersections Report
- Generate Intercompany Matching Report
- Generate Journal Report
- Manage Approvals
- Manage Dimensions
- Manage Forms
- Manage Journals
- Manage Ownership
- Manage Periods
- Manage Valid Intersections
- Refresh Application
- Reports
- View Dashboard (Dashboard)
  Required parameter is Dashboard (EPM Artifact Type) displayed in the drop down list in the Task Details dialog.
- View Financial Reports
- View Operational Dashboard

End User Integrations for Planning and Planning Modules

- Approvals

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- Data Exchange
- Enter Form Data (Form)
  Required parameter is Form (EPM Artifact Type) displayed in drop down list in Task Details dialog.
- Generate Financial Report
  Required parameter is the choice of report from drop down.
- Invalid Intersections Report
- Manage Approvals
- Manage Dimensions
- Manage Rules
- Manage Valid Intersections
- Reports
- View Dashboard (Dashboard).
  Required parameter is Dashboard (EPM Artifact Type) displayed in the drop down list in the Task Details dialog
- View Financial Reports
- View Operational Dashboard

End User Integrations for Profitability and Cost Management

- Dashboards
- Data Exchange
- Generate Profitability Report
- Profit Curves (Profit Curve)
  Required parameter is Profit Curve (EPM Artifact Type) displayed in drop down list in Task Details dialog.
- View Dashboard (Dashboard).
  Required parameter is Dashboard (EPM Artifact Type) displayed in the drop down list in the Task Details dialog.

  View Report (Report)

End User Integrations for Tax Reporting

- Approvals
- Configure Application
- Data Exchange
- Enter Form Data (Form)
  Required parameter Form (EPM Artifact Type) displayed in drop down list in Task Details dialog.
- Export Data
- Export Metadata
- Generate Financial Report
  Required parameter is the choice of report from drop down.
- Import Data
- Import Metadata

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- Invalid Intersections Report
- Manage Approvals
- Manage Dimensions
- Manage Forms
- Manage Periods
- Manage Valid Intersections
- Refresh Application
- Reports
- View Dashboard (Dashboard).
  Required parameter is Dashboard (EPM Artifact Type) displayed in the drop down list in the Task Details dialog
- View Financial Reports
- View Operational Dashboard

Automation Integrations for Cloud EPM

These pre-built integrations are available

- Automation Integrations for Cloud EPM Platform
- Automation Integrations for Account Reconciliation
- Automation Integrations for Enterprise Data Management
- Automation Integrations for Enterprise Profitability and Cost Management
- Automation Integrations for Financial Consolidation and Close and Tax Reporting
- Automation Integrations for Planning and Planning Modules
- Automation Integrations for Profitability and Cost Management

To use the pre-built Oracle Fusion Cloud Enterprise Performance Management Integrations, you must specify parameters for the integration. Many parameters for automated integrations are selectable from drop-down lists, which eliminates the need to manually enter values. For example, to run a rule or ruleset, you can select from a list of business rules, such as ForceConsolidate or ForceTranslate.

For an overview of the Task Manager integrations, see Managing Task Manager Integrations.

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Automation Integrations for Cloud EPM Platform

Integration Name / Module	Module	Description	Parameters/ Description
Copy File from Tax Reporting	All Cloud EPM Services except Enterprise Data Management	Copies a file from current service where Task Manager is configured to another Cloud EPM Service. For example, if you have configured Task Manager in Tax Reporting and set up Account Reconciliation connection, **Copy File from** Tax Reporting copies the file from Tax Reporting to Account Reconciliation.	File Name: Name of the file that you want to copy. Save File As: Name of the file that you want to save. This can be different than the original file name. External Directory Name (Optional): Name of the directory.
Copy File to Tax Reporting	All Cloud EPM Services except Enterprise Data Management	Copies a file to current service where Task Manager is configured from another Cloud EPM service.	File Name: Name of the file that you want to copy. Save File As: Name of the filethat you want to save. This can be different than the original file name. External Directory Name (Optional): Name of the directory.
Delete File From Tax Reporting	All Cloud EPM Services except Enterprise Data Management	Deletes a file from a Cloud EPM service.	File Name: Name of the file that you want to delete.

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Integration Name / Module	Module	Description	Parameters/ Description
Lock Unlock Data Integration	All Cloud EPM Services except Enterprise Data Management	Locks or unlocks an integration for a location, category, and period in Data Exchange. This is a process-automated integration.	Operation: Choose from lock or unlock. Lock Type: Choose whether the Lock/ Unlock operation is for an application or a location. Period: Specify the period of the POV from the integration or data load rule defined in Data Exchange, for example, "Jan-21". Category: Specify the predefined Scenario value based on the POV Category from the integration (data rule) definition. The categories available are those that are created in the Data Integration set-up, such as "Actual." Application (Optional): If selected Lock Type is application, specify the name of application, for example, "Vision". Location (Optional): If selected Lock Type is location, specify the name of the location. If the location is locked, data cannot be loaded to it. Unlock By Location (Optional): This parameter can be specified when selected operation is lock and selected location is application. If checked when locking the target application, then the system locks all rules present in the location under target application and not the application-level lock. For more information, see Lock and Unlock POV in *REST APIs*.
Run Data Integration	All Cloud EPM Services except Enterprise Profitability and Cost Management	Execute an integration or data load rule based on how periods are processed and source filters. This allows the integration of data loads defined in Data Exchange easily into the monthly processing schedule.	Job Type: Integration is the job type. Integration Name: The name of the integration defined in Data Integration. Period Name: Name of the period. Import Mode: Determines how the data is imported into Data Integration. Export Mode: Determines how the data is exported into Data Integration. File Name: Applicable only for native file-based data loads and ignored if specified for other loads. Source Filters: A parameter used to update the source filters defined for the data load rule or integration. Target Options: A parameter used to update the target options defined for the data load rule or integration. Execution Mode: Applicable only for Quick Mode integrations. For more details about these parameters, see Running Integrations in *REST APIs*.

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Integration Name / Module	Module	Description	Parameters/ Description
Run Pipeline	All Cloud EPM Services except Enterprise Data Management and Account Reconciliation	Executes a pipeline based on job parameters and variables that you select.	Job Type: Pipeline is the job type. Job Name: Pipeline code defined for the Pipeline in Data Integration. Start Period: The first period for which data is to be loaded. This period name must be defined in Data Integration period mapping. End Period: The last period for which data is to be loaded. This period name must be defined in Data Integration period mapping. Import Mode: Determines how the data is imported into Data Integration. Export Mode: Determines how the data is exported into Data Integration. Attach Logs: Indicated whether logs are included as an attachment to an email. Send Email: Determines when an email is sent when a Pipeline is run. Send To: Determines the recipient email ID for the email notification. For more details about these parameters, see Running a Pipeline in *REST APIs*.

See also Copy and Delete Integration Files

Automation Integrations for Account Reconciliation

Integration Name / Module	Module	Description	Parameters/ Description
Change Period Status	Reconciliation Compliance	Changes the status of a period (Open, Closed, Pending, Locked).	Period: The name of the period Status: Pending, Open, Closed, Locked
Create Period End Reconciliations	Reconciliation Compliance	Copies all selected profiles to a period and returns success or failure status.	Period: The name of the period Filter: The name of the filter that matches the reconciliation
Import Balances	Reconciliation Compliance	Imports balance data using Data Management from a previously created Data Load definition.	Period: The name of the period dl_Definition: The name of a previously saved data load using the format DL_name such as DL_test

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Integration Name / Module	Module	Description	Parameters/ Description
Import Pre-Mapped Balances	Reconciliation Compliance	Imports pre-mapped balances.	Period: The name of the period BalanceType: SUB|SRC for sub system or source system CurrencyBucket: Currency bucket, such as Functional File: The name of the file relative to the inbox, for example, balances.csv. The file has to be uploaded to Account Reconciliation using EPM Automate or REST API.
Import Pre-Mapped Transactions	Reconciliation Compliance	Imports pre-mapped transactions for a particular period.	TransactionType: Allowed Transaction Types are BEX (Explained Balance), SRC (Adjustment to Source System), and SUB (Adjustment to Subsystem) File: The name of the file relative to the inbox, for example, transactions.csv. The file has to be uploaded to Account Reconciliation using EPM Automate or REST API. DateFormat: Date Format, such as MM/dd/yyyy, dd/MM/yyyy, dd-MMM-yy, MMM d,yyyy, or All.
Import Pre-Mapped Transactions	Transaction Matching	Imports a file of pre-mapped transactions into Transaction Matching.	DataSource: Text ID of the data source where the transaction will be imported to File: The name of the file relative to the inbox, for example, transactions.csv. The file has to be uploaded to Account Reconciliation using EPM Automate or REST API. ReconciliationType: Text ID of the reconciliation type where the transaction file will be imported to, such as Bank to GL. DateFormat: Date Format, such as MM/dd/yyyy, dd/MM/yyyy, MM-dd-yyyy, d-M-yyyy, dd-MMM-yy, MMM d, yyyy

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Integration Name / Module	Module	Description	Parameters/ Description
Import Profiles	Reconciliation Compliance	Imports profiles for a particular period.	ImportType: The import type. Supported values are Replace and ReplaceAll Period: The period for which to import ProfileType: The profile type. Supported values are Profiles and Children File: The name of the file relative to the inbox, for example, profiles.csv. The file has to be uploaded to Account Reconciliation using EPM Automate or REST API. DateFormat: Date Format, such as MM/dd/yyyy, dd/MM/yyyy, d-M-yyyy, dd-MMM-yy, MMM d, yyyy, or All
Import Rates	Reconciliation Compliance	Imports rates for a particular period and rate type.	Period: The name of the period RateType: The rate type, such as Accounting Import Rates (Reconciliation Compliance) File: The name of the file relative to the inbox, for example, rates.csv. The file has to be uploaded to Account Reconciliation using EPM Automate or REST API. ImportType: Supported import types are Replace and ReplaceAll
Monitor Reconciliations	Reconciliation Compliance	Monitors list of reconciliations in ARCS.	Period: The name of the period Filter: Filter string used to query list of reconciliations
Run Auto Match	Transaction Matching	Runs the auto match process in Transaction Matching.	ReconTypeId: The Text ID of the Reconciliation type to be auto matched
View Reconciliations	Reconciliation Compliance	View reconciliations for a specified period.	Period: The name of the period Saved List: The name of a Public saved list

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Integration Name / Module	Module	Description	Parameters/ Description
View Transactions	Transaction Matching	View transactions for a specified period.	Period: The name of the period Saved List: The name of a Public saved list

Automation Integrations for Enterprise Data Management

Integration Name	Description	Parameters/ Description
Export Dimension	Exports a dimension from Enterprise Data Management to a configured connection. This is a process-automated integration. See Adding Pre-built Integrations in Cloud EPM.	Application: The name of the Enterprise Data Management application from which to export the dimension. Dimension: The name of the dimension to export. Connection: **Optional.** The name of the connection to which to export the dimension. File Name: The file and path from which to export the dimension.
Export Dimension Mapping	Exports a Dimension Mapping from Enterprise Data Management to a configured connection. This is a process-automated integration.	Application: The name of the Enterprise Data Management application from which to export the Dimension Mapping. Dimension: The name of the Dimension Mapping to export. Connection: **Optional**. The name of the connection to which to export the Dimension Mapping. Mapping Location: The location to which to export the Dimension Mapping. File Name: The file and path from which to export the Dimension Mapping.
Import Dimension	Imports a Dimension from a configured connection to an Enterprise Data Management application. This is a process-automated integration. See Adding Pre-built Integrations in Cloud EPM.	Application: The name of the Enterprise Data Management application to which to import the dimension. Dimension: The name of the dimension to import. Connection: The name of the connection from which to import the dimension. File Name: The file and path from which to import the dimension. Import Option: **Optional**. Determines how the data is imported into Enterprise Data Management.

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Integration Name	Description	Parameters/ Description
Extract Dimension	Extracts a dimension from Enterprise Data Management to a configured connection. This is a process-automated integration.	Application: The name of the Enterprise Data Management application from which to extract the dimension. Dimension: The name of the dimension to extract. Extract: The name of the extract. Connection: The name of the connection to which to extract the dimension. File Name: The file and path from which to extract the dimension.

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Automation Integrations for Enterprise Profitability and Cost Management

Integration Name	Description	Parameters/ Description
Calculate Model	Calculates a model for one or more points of view.	Job Type: Calculate Model Job Name: Name of the job POV Delimiter: Delimiter used in POV values. The default delimiter is _ (under score). The delimiter must be enclosed in double quotation marks. Only these delimiters are supported: • _ (under score) • # (hash) • & (ampersand) • ~ (tilde) • % (percentage) • ; (semicolon) • : (colon) • - (dash) POV Name: Name of the POV to calculate. You can pass one or more POVs separated by a comma (,). Model Name: Name of the model to calculate Execution Type: Identifies the rule execution type Monitoring Task: Monitors another application awaiting an action or status to occur Rule Name: Name of the single rule to run First Ruleset Sequence Number: Sequence number of the first rule in the rule set to run Last Ruleset Sequence Number: Sequence number of the last rule in the rule set to run Clear Existing Calculations: Whether to clear existing calculations Execute Calculations: Whether to execute calculations Optimize for Reporting: Whether to optimze the calculation process for reporting Generate Debug Scripts: Whether to generate debug scripts

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Integration Name	Description	Parameters/ Description
		Comment: Comments to describe the job
Clear Cube	Clears specific data within the PCM_CLC and PCM_REP cubes.	Job Type: Clear Cube Job Name: Name of the job
Clear Data by Point of View	Clears data from a point of view without removing the point of view.	Job Type: Clear POV Job Name: Name of the job POV Delimiter: Delimiter used in POV values. The delimiter must be enclosed in double quotation marks. Other than a comma, only these delimiters are supported: • _ (under score) • # (hash) • & (ampersand) • ~ (tilde) • % (percentage) • ; (semicolon) • : (colon) • - (dash) POV Name: Name of the POV to clear Cube Name: Name of the cube on which clear operation is to be executed Clear Input Data: Whether to clear input data Clear Allocated Data: Whether to clear allocated data Clear Adjustment Data: Whether to clear adjustent data

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Integration Name	Description	Parameters/ Description
Copy Data by Point of View	Copies data from one point of view to another.	Job Type: Copy POV Job Name: Name of the job POV Delimiter: Delimiter used in POV values. The delimiter must be enclosed in double quotation marks. Other than a comma, only these delimiters are supported: • _ (under score) • # (hash) • & (ampersand) • ~ (tilde) • % (percentage) • ; (semicolon) • : (colon) • - (dash) Source POV: Name of the source POV Destination POV: Name of the destination POV Copy Type: Specifies the data to copy from the source Source Cube Name: Name of the source cube Destination Cube Name: Name of the destination cube
Cube Refresh	Refreshes the OLAP cube.	Job Type: Cube Refresh Job Name: Name of the job
Export Data	Exports application data into a file using the export data settings, including file name, specified in a job of type export data. The file containing the exported data is stored in the repository.	Job Type: Export Data Job Name: Name of the job Export File Name: File name to which data is to be exported
Export Data Mapping	Exports a Data Mapping defined in Data Management to a specified location. This is a process-automated integration. For more information, see Adding Pre-built Integrations in Cloud EPM. Member mappings define relationships between source members and target dimension members within a single dimension.	Job Type: Export Data Mapping Dimension: The dimension name for a specific dimension to import, such as ACCOUNT, or ALL to import all dimensions File Name: The file and path from which to export mappings. The file format can be .CSV, .TXT, .XLS, or .XLSX. Include the outbox in the file path, for example, outbox/BESSAPPJan-06.csv. Location Name: Name of the location to which to export

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Integration Name	Description	Parameters/ Description
Export Metadata	Exports metadata from a file in the repository into the application using the export metadata settings specified in a job of type export metadata.	Job Type: Export Metadata Job Name: Name of a batch defined in export metadata Export Zip File Name: Name of the zip file for the exported metadata
Import Data	Imports data from a file in the repository into the application using the import data settings specified in a job of type import data.	Job Type: Import Data Job Name: Name of the job Import File Name: File name from which data is to be imported
Import Data Mapping	Imports a Data Mapping defined in Data Management to a specified location. This is a process-automated integration. Member mappings define relationships between source members and target dimension members within a single dimension. You can import member mappings from a selected Excel, .CSV or .TXT file.	Job Type: Import Data Mapping Dimension: Dimension name for a specific dimension to import, such as ACCOUNT, or ALL to import all dimensions File Name: The file and path from which to import mappings. The file format can be .CSV, .TXT, .XLS, or .XLSX. The file must be uploaded prior to importing, either to the inbox or to a sub-directory of the inbox. Include the inbox in the file path, for example,inbox/BESSAPPJan-06.csv. Import Mode: MERGE to add new rules or replace existing rules, or REPLACE to clear prior mapping rules before import Validation Mode: Whether to use validation mode: true or false. An entry of true validates the target members against the target application; false loads the mapping file without any validations. Note that the validation process is resource intensive and takes longer than the validation mode of false; the option selected by most customers is false. Location: Data Management location where the mapping rules should be loaded. Mapping rules are specific to a location in Data Management.

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Integration Name	Description	Parameters/ Description
Import Metadata	Imports metadata from a file in the repository into the application using the import metadata settings specified in a job of type import metadata.	Job Type: Import Metadata Job Name: Name of a batch defined in import metadata Import Zip File Name: Name of the zip file for the imported metadata
Lock Unlock Data Integration	Locks or unlocks an integration for a location, category and period in Data Exchange. This is a process-automated integration.	Job Type: Lock Unlock Data Integration Operation: Lock or unlock Lock Type: Whether the Lock/ Unlock operation is for an application or a location Period: Period of the POV from the integration or data load rule defined in Data Exchange, for example, "Jan-21" Category: Predefined Scenario value based on the POV Category from the integration (data rule) definition. The categories available are those that are created in the Data Integration set-up, such as "Actual." Application (Optional): If the selected Lock Type is application, the name of the application; for example, "Vision". Location (Optional): If the selected Lock Type is location, the name of the location. If the location is locked, data cannot be loaded to it. Unlock By Location (Optional): This parameter can be specified when the selected operation is lock and selected location is application. If checked when locking the target application, then the system locks all rules present in the location under target application and not the application-level lock. For more information, see Lock and Unlock POV in *REST APIs*.

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Integration Name	Description	Parameters/ Description
Run Batch	Executes a batch of jobs that have been defined in Data Management	Job Type: Run Batch Batch Name: Name of the batch to be executed, such as Dimension Map For POV (Dimension, Cat, Per) Path Report Format Type: The file format of the report - PDF, XLSX, or HTML Parameters: Can vary in count and values based on the report Location: The location of the report, such as Comma_Vision Run As: Specify this parameter in the Workflow tab
Run Business Rule	Launches a business rule.	Job Type: Run Business Rule Rule Name: Name of the business rule. Parameters: Run time prompts in JSON syntax. The parameter name should be the same as th name defined in rule definition. For example, {"MyScenario1":"Current", "MyVersion1":"BU Version_1", "ToEntity":"CA", "Rule_Level_Var":"AZ", "planType":"Plan1"} The following format is also supported; for example: "Scenario=Actual" "Entity=Total Geography" "Year=FY21" "Period=Apr"
Run Business Rule Set	Launches a business rule set. Rule sets with no runtime prompts or runtime prompts with default values will be supported.	Job Type: Run Business Rule Set Job Name: Name of the job Ruleset Name: Name of the business rule set Parameters: Run time prompts in JSON syntax. The Parameter name should be the same as the name defined in rule definition. For example, {"MyScenario1":"Current", "MyVersion1":"BU Version_1", "ToEntity":"CA", "Rule_Level_Var":"AZ", "planType":"Plan1"} The following format is also supported; for example: "Scenario=Actual" "Entity=Total Geography" "Year=FY21" "Period=Apr"

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Integration Name	Description	Parameters/ Description
Run Data Integration	Execute an integration or data load rule based on how periods are processed and source filters. This allows the integration of data loads defined in Data Exchange easily into the monthly processing schedule.	Job Type: Run Data Integration Integration Name: Name of the integration defined in Data Integration Period Name: Name of the period Import Mode: Determines how the data is imported into Data Integration Export Mode: Determines how the data is exported into Data Integration File Name: Applicable only for native file-based data loads and ignored if specified for other loads Source Filters: Parameter used to update the source filters defined for the data load rule or integration Target Options: Parameter used to update the target options defined for the data load rule or integration Execution Mode: Applicable only for Quick Mode integrations For more details about these parameters, see Running Integrations in *REST APIs*.

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Integration Name	Description	Parameters/ Description
Run Data Rule	Executes a Data Management data load rule based on the start period and end period, and import or export options that you specify.	Job Type: Run Data Rule Data Rule Name: Name of a data load rule defined in Data Management Start Period: The first period for which data is to be loaded. This period name must be defined in Data Management period mapping. End Period: The last period for which data is to be loaded. This period name must be defined in Data Management period mapping. Import Mode: Determines how the data is imported into Data Management: • APPEND to add to the existing rule • POV data in Data Management • REPLACE to delete the POV data and replace it with the data from the file • RECALCULATE to skip importing the data, but re-process the data with updated Mappings and Logic Accounts. • NONE to skip data import into Data Management staging table Export Mode: Determines how the data is exported into Data Management: • STORE_DATA to merge the data in the Data Managementstaging table with the existing Financial Consolidation and Close or Tax Reporting data • ADD_DATA to add the data in the Data Management staging table to Financial Consolidation and Close or Tax Reporting • SUBTRACT_DATA to subtract the data in the Data Management staging table from existing Financial Consolidation and Close or Tax Reporting data • REPLACE_DATA to clear the POV data and replace it with data in the Data

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Integration Name	Description	Parameters/ Description
		Management staging table. The data is cleared for Scenario, Version, Year, Period, and Entity • NONE to skip data export from Data Management to Financial Consolidation and Close or Tax Reporting File Name: If you do not specify a file name, the API imports the data contained in the file name specified in the load data rule. The data file must already reside in the INBOX prior to data rule execution. Run As: Specify this parameter in the Workflow tab
Run Pipeline	Executes a pipeline based on job parameters and variables that you select.	Job Type: Pipeline Job Name: Pipeline code defined for the Pipeline in Data Integration Start Period: The first period for which data is to be loaded. This period name must be defined in Data Integration Period mapping. End Period: The last period for which data is to be loaded. This period name must be defined in Data Integration period mapping. Import Mode: Determines how the data is imported into Data Integration Export Mode: Determines how the data is exported into Data Integration Attach Logs: Whether logs are included as an attachment to an email Send Email: Determines when an email is sent when a Pipeline is run Send To: Determines the recipient email ID for the email notification For more details about these parameters, see Running a Pipeline in *REST APIs*.

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Automation Integrations for Financial Consolidation and Close and Tax Reporting

Integration Name	Description	Parameters/ Description
Clear Cube **Note:** This integration is applicable only for Tax Reporting.	Clears specific data within input and reporting cubes.	Name: Name of the clear cube job.
Copy Ownership Data to Next Year	Automates task to copy the ownership data from the last period of a year to the first period of the next year. For more information, see copyOwnershipDataToNextYear in *Working with EPM Automate*.	Scenario: The name of the scenario, such as Actual, selectable Years: Selectable
Cube Refresh	Refreshes the OLAP cube.	Name: Name of the refresh cube job.
Clear Data	Executes a Clear Data job using the profile name. For more information about using Clear Data in Financial Consolidation and Close, see Clear Data in *REST APIs*. For more information about using Clear Data in Tax Reporting, see Clear Data in *REST APIs*.	Profile Name: Clear data profile name.
Copy Data	Executes a Copy Data job using the profile name.	Profile Name: Copy data profile name.
Export Data	Exports application data into a file using the export data settings, including file name, specified in a job of type export data. The file containing the exported data is stored in the repository.	Name: Name of the export data job. Export File Name: **Optional**. File name to which data is to be exported.
Export Data Mapping	Exports a Data Mapping defined in Data Management to a specified location. This is a process-automated integration. For more information, see Adding Pre-built Integrations in Cloud EPM. Member mappings define relationships between source members and target dimension members within a single dimension.	Dimension: The dimension name for a specific dimension to import, such as ACCOUNT, or ALL to import all dimensions. File Name: The file and path from which to export mappings. The file format can be .CSV, .TXT, .XLS, or .XLSX. Include the outbox in the file path. For example, outbox/BESSAPPJan-06.csv. Location Name: The name of the location to which to export.

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Integration Name	Description	Parameters/ Description
Export Ownership Data	Automates task to export ownership data from a entity to a comma-delimited CSV file. For more information, see exportOwnershipData in *Working with EPM Automate*.	Entity: The name of the entity. Scenario: The name of the scenario, such as Actual. Selectable. Years: Selectable Period: The name of the period, such as January. Selectable. File Name: The name of the file to export.
Import Data	Imports data from a file in the repository into the application using the import data settings specified in a job of type import data.	Name: Name of the import data job. Import File Name: **Optional**. File name from which data is to be imported.
Import Data Mapping	Imports a Data Mapping defined in Data Management to a specified location. This is a process-automated integration. Member mappings define relationships between source members and target dimension members within a single dimension. You can import member mappings from a selected Excel, .CSV or .TXT file.	Job Type: The job type, MAPPINGIMPORT. Job Name: The dimension name for a specific dimension to import, such as ACCOUNT, or ALL to import all dimensions. File Name: The file and path from which to import mappings. The file format can be .CSV, .TXT, .XLS, or .XLSX. The file must be uploaded prior to importing, either to the inbox or to a sub-directory of the inbox. Include the inbox in the file path, for example,inbox/BESSAPPJan-06.csv. Import Mode: MERGE to add new rules or replace existing rules, or REPLACE to clear prior mapping rules before import. Validation Mode: Whether to use validation mode: true or false. An entry of true validates the target members against the target application; false loads the mapping file without any validations. Note that the validation process is resource intensive and takes longer than the validation mode of false; the option selected by most customers is false. Location Name: The Data Management location where the mapping rules should be loaded. Mapping rules are specific to a location in Data Management.

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Integration Name	Description	Parameters/ Description
Import Metadata	Imports metadata from a file in the repository into the application using the import metadata settings specified in a job of type import metadata.	Name: The name of a batch defined in import metadata.
Import Ownership Data	Automates task to import ownership data from a CSV file available in the environment into a period. For more information, see importOwnershipData in *Working with EPM Automate*.	Scenario: The name of the scenario, such as Actual. Selectable. Years: Selectable Period: The name of the period, such as January. Selectable. File Name: The name of the file to import.
Journal Period	Opens or closes a journal period automatically. The system will close the period only if there are no Approved and Unposted journals. If there are Approved and Unposted journals, the system will not close the period, and returns an error. If there are Unposted journals in Working and Submitted status, the system will close the period, with a warning.	Scenario: The name of the scenario, such as Actual Year: The year, such as FY20 Period: The name of the period, such as January Action: Open or Close
Monitor Enterprise Journals **Note:** This integration is applicable only for Financial Consolidation and Close.	Monitors the completion status of Journals within a Year/ Period or filtered list.	Year: Optional. The year, such as 2022. Selectable. Period: Optional. The name of the period, such as January. Selectable. Filter Name: Optional.The name of the Filter you created to monitor the status of the Enterprise Journals. **Note:** Though all the parameters are optional, you must specify at least a Filter Name or Year and Period.
Recompute Ownership Data	Automates task for recomputing of ownership data. For more information, see recomputeOwnershipData in *Working with EPM Automate*.	Scenario: The name of the scenario, such as Actual Years: The year, such as FY20 Period: The name of the period, such as January

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Integration Name	Description	Parameters/ Description
Run Batch Rule	Executes a batch of jobs that have been defined in Data Management.	Name: The name of the report to be executed, such as Dimension Map For POV (Dimension, Cat, Per) Path Report Format Type: The file format of the report - PDF, XLSX, or HTML Parameters: Can vary in count and values based on the report Location: The location of the report, such as Comma_Vision Run As: You must specify this parameter in the Workflow tab.
Run Business Rule	Launches a business rule.	Name: The name of a business rule exactly as it is defined. Parameters: Run time prompts in JSON syntax. Parameter name should exactly be same as defined in rule definition. For example, { "MyScenario1":"Current", "MyVersion1":"BU Version_1", "ToEntity":"CA", "Rule_Level_Var":"AZ", "planType":"Plan1"} Following format is also supported, example: "Scenario=Actual" "Entity=Total Geography" "Year=FY21" "Period=Apr"
Run Business Rule Set	Launches a business rule set. Rule sets with no runtime prompts or runtime prompts with default values will be supported.	Name:The name of a business rule set exactly as it is defined. Parameters: Run time prompts in JSON syntax. Parameter name should exactly be same as defined in rule definition. For example, { "MyScenario1":"Current", "MyVersion1":"BU Version_1", "ToEntity":"CA", "Rule_Level_Var":"AZ", "planType":"Plan1"} Following format is also supported, example: "Scenario=Actual" "Entity=Total Geography" "Year=FY21" "Period=Apr"

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Integration Name	Description	Parameters/ Description
Run Consolidation	This task is a utility task to run consolidation. Task will prompt user to enter parameters for running the tasks such as Scenario, Year, Period, and Entity.	Scenario Year Period Entity: Multiple entities can be added with comma separator.

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Integration Name	Description	Parameters/ Description
Run Data Rule	Executes a Data Management data load rule based on the start period and end period, and import or export options that you specify.	Job Name: The name of a data load rule defined in Data Management. Start Period: The first period for which data is to be loaded. This period name must be defined in Data Management period mapping. End Period: The last period for which data is to be loaded. This period name must be defined in Data Management period mapping. Import Mode: Determines how the data is imported into Data Management. APPEND to add to the existing rule POV data in Data Management REPLACE to delete the POV data and replace it with the data from the file RECALCULATE to skip importing the data, but re-process the data with updated Mappings and Logic Accounts. NONE to skip data import into Data Management staging table Export Mode: Determines how the data is exported into Data Management. STORE_DATA to merge the data in the Data Management staging table with the existing Financial Consolidation and Close or Tax Reporting data ADD_DATA to add the data in the Data Management staging table to Financial Consolidation and Close or Tax Reporting SUBTRACT_DATA to subtract the data in the Data Management staging table from existing Financial Consolidation and Close or Tax Reporting data REPLACE_DATA to clear the POV data and replace it with data in the Data Management staging table. The data is cleared for Scenario, Version, Year, Period, and Entity NONE to skip data export fromData Management to

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Integration Name	Description	Parameters/ Description
		Financial Consolidation and Close or Tax Reporting File Name: **Optional**. If you do not specify a file name, this API imports the data contained in the file name specified in the load data rule. The data file must already reside in the INBOX prior to data rule execution. Run As: You must specify this parameter in the Workflow tab.
Run Force Consolidation	This task is a utility task to run force consolidation. The task will prompt the user to enter parameters for running the tasks such as Scenario, Year, Period, and Entity.	Scenario Year Period Entity: Multiple entities can be added using a comma separator.
Run Force Translation	This task is a utility task to run force translation. The task will prompt user to enter parameters for running the tasks such as Scenario, Year, Period, and Entity.	Scenario Year Period Entity: Multiple entities can be added with comma separator.
Run Translation	This task is a utility task to run translation. The task will prompt user to enter parameters for running the tasks such as Scenario, Year, Period, and Entity.	Scenario Year Period Entity: Multiple entities can be added with comma separator.

Automation Integrations for Planning and Planning Modules

Integration Name	Description	Parameters/ Description
Clear Cube	Clears specific data within input and reporting cubes.	Name: Name of the clear cube job.
Cube Refresh	Refreshes the OLAP cube.	Name: Name of the refresh cube job.
Export Data	Exports application data into a file using the export data settings, including file name, specified in a job of type export data. The file containing the exported data is stored in the repository.	Name: Name of the export data job. Export File Name: **Optional**. File name to which data is to be exported.
Import Data	Imports data from a file in the repository into the application using the import data settings specified in a job of type import data.	Name: Name of the import data job. Import File Name: **Optional.** File name from which data is to be imported.

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Integration Name	Description	Parameters/ Description
Import Metadata	Imports metadata from a file in the repository into the application using the import metadata settings specified in a job of type import metadata.	Name: The name of a batch defined in import metadata.
Run Batch	Executes a batch of jobs that have been defined in Data Management.	Name: The name of the report to be executed, such as Dimension Map For POV (Dimension, Cat, Per) Path Report Format Type: The file format of the report, PDF, XLSX, or HTML Parameters: Can vary in count and values based on the report Location: The location of the report, such as Comma_Vision
Run Business Rule	Launches a business rule.	Name: The name of a business rule exactly as it is defined. Parameters: Run time prompts in JSON syntax. Parameter name should exactly be same as defined in rule definition. For example, { "MyScenario1":"Current", "MyVersion1":"BU Version_1", "ToEntity":"CA", "Rule_Level_Var":"AZ", "planType":"Plan1"} Following format is also supported, example: "Scenario=Actual" "Entity=Total Geography" "Year=FY21" "Period=Apr"
Run Business Ruleset	Launches a business ruleset. Rulesets with no runtime prompts or runtime prompts with default values will be supported.	Name: The name of a business ruleset exactly as it is defined. Parameters: Run time prompts in JSON syntax. Parameter name should exactly be same as defined in rule definition. For example, { "MyScenario1":"Current", "MyVersion1":"BU Version_1", "ToEntity":"CA", "Rule_Level_Var":"AZ", "planType":"Plan1"} Following format is also supported, example: "Scenario=Actual" "Entity=Total Geography" "Year=FY21" "Period=Apr"

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Integration Name	Description	Parameters/ Description
Run Data Rule	Executes a Data Management data load rule based on the start period and end period, and import or export options that you specify.	Job Name: The name of a data load rule defined in Data Management. Start Period: The first period for which data is to be loaded. This period name must be defined in Data Management period mapping. End Period: The last period for which data is to be loaded. This period name must be defined in Data Management period mapping. Import Mode: Determines how the data is imported into Data Management. APPEND to add to the existing rule POV data in Data Management REPLACE to delete the POV data and replace it with the data from the file RECALCULATE to skip importing the data, but re-process the data with updated Mappings and Logic Accounts. NONE to skip data import into Data Management staging table exportMode: Determines how the data is exported into Data Management. STORE_DATA to merge the data in the Data Management staging table with the existing Oracle Hyperion Planning data ADD_DATA to add the data in the Data Management staging table to Planning SUBTRACT_DATA to subtract the data in the Data Management staging table from existing Planning data REPLACE_DATA to clear the POV data and replace it with data in the Data Management staging table. The data is cleared for Scenario, Version, Year, Period, and Entity NONE to skip data export from Data Management to Planning File Name: **Optional**. If you do not specify a file name, this API imports the data contained in the file name specified in the

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Integration Name	Description	Parameters/ Description
		load data rule. The data file must already reside in the INBOX prior to data rule execution.

Automation Integrations for Profitability and Cost Management

Integration Name	Description	Parameters/ Description
Apply Data Grants	Applies data grants for a given Profitability and Cost Management application. This API submits a job to create and apply the data grants in Essbase. This API removes all existing data grants in Oracle Essbase and recreates them with the latest information from the application. It can also be used to repair data grants if there are any issues.	None
Deploy ML Cube	Deploy or redeploy the calculation cube for a selected Profitability and Cost Management application.	isKeepData: Specify whether to preserve existing data isReplacecube: Specify whether to replace existing comment: Any user comments

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Integration Name	Description	Parameters/ Description
Run ML Calc	Run or clear calculations for a selected application. Use with Management Ledger.	povGroupMember: The POV group member for which to run calculations, such as 2015_January_Actual isClearCalculated: Whether to clear the calculation data, true or false subsetStart: Rule Set Starting Sequence Number subsetEnd: Rule Set Ending Sequence Number Rule: Rule Name for a SINGLE_RULE ruleSetName: Rule Set Name for a SINGLE_RULE option exeType: The execution type specifies which rules to run; possible values are ALL_RULES, RULESET_SUBSET, SINGLE_RULE. Other parameters are required based on the exeType value. exeType: ALL_RULES overrides all other options such as subsetStart, subsetEnd, ruleSetName, ruleName, and so on. exeType: RULESET_SUBSET considers only subsetStart and subsetEnd. exeType: SINGLE_RULE considers only ruleSetName and ruleName. Comment: Use comment text. Delimiter: String delimiter for POV group members, such as an underscore (_).
Clear ML POV	Clear model artifacts and data from a POV combination for any application.	POV GroupMember: The POV group member for which to run calculations, such as 2015_January_Actual isManageRule: Whether to clear the program rule details isInputData: Whether to clear input data IsAllocatedValues: Whether to clear allocated values stringDelimiter: String delimiter for POV group members

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Integration Name	Description	Parameters/ Description
Copy ML POV	Copy model artifacts and data from a Source POV combination to a Destination POV combination for any application. Use with Management Ledger applications.	POVs: Included in the path srcPOVMemberGroup: Source POV member group, such as 2014_January_Actual destPOVMemberGroup: Destination POV member group, such as 2014_March_Actual isManageRule: Whether to copy the program rule details isInputData: Whether to copy input data modelViewName: To copy a slice of data from source POV to destination POV Create Dest POV: Whether to create the destination POV if it does not already exist String Delimiter: String delimiter for POV group members

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Integration Name	Description	Parameters/ Description
Run Data Rule	Executes a Data Management data load rule based on the start period and end period, and import or export options that you specify.	Job Name: The name of a data load rule defined in Data Management. Start Period: The first period for which data is to be loaded. This period name must be defined in Data Management period mapping. End Period: The last period for which data is to be loaded. This period name must be defined in Data Management period mapping. Import Mode: Determines how the data is imported into Data Management. APPEND to add to the existing rule POV data in Data Management. REPLACE to delete the POV data and replace it with the data from the file RECALCULATE to skip importing the data, but re-process the data with updated Mappings and Logic Accounts. NONE to skip data import into Data Management staging table Export Mode: Determines how the data is exported into Data Management. STORE_DATA to merge the data in the Data Management staging table with the existing Profitability and Cost Management data. ADD_DATA to add the data in the Data Management staging table to Profitability and Cost Management. SUBTRACT_DATA to subtract the data in the Data Management staging table from existing Profitability and Cost Management data REPLACE_DATA to clear the POV data and replace it with data in the Data Management staging table. The data is cleared for Scenario, Version, Year, Period, and Entity NONE to skip data export from Data Management to

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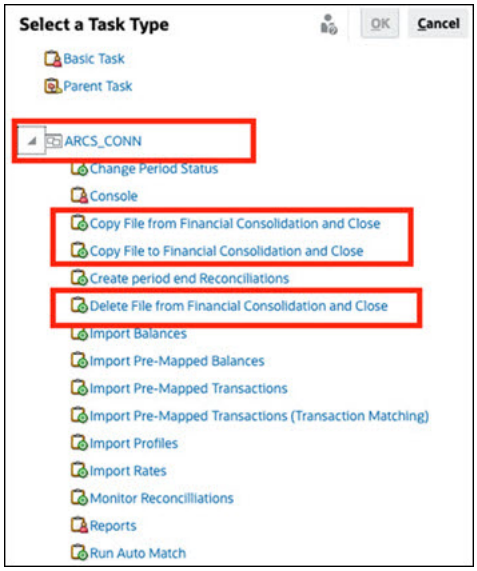
Integration Name	Description	Parameters/ Description
		Profitability and Cost Management File Name: **Optional**. If you do not specify a file name, this API imports the data contained in the file name specified in the load data rule. The data file must already reside in the INBOX prior to data rule execution.
Run Batch Rule	Executes a batch of jobs that have been defined in Data Management.	Job Name: The name of a batch defined in Data Management.
Update Dimension	Uploads a new dimension flat file for an application created using a flat file. This is a process-automated integration. For more information, see Update Dimensions As a Job in *REST APIs*.	File Name: Data file name Seperator Character: **Optional** Parameter

Copy and Delete Integration Files

The following integrations are common for Oracle Fusion Cloud Enterprise Performance Management:

- **Copy File from** <Cloud EPM Service>
- **Copy File to** <Cloud EPM Service>
- **Delete File from** <Cloud EPM Service>

Example



To perform these integrations:

1. On the Home page, click **Application**, and then click **Task Manager**.

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2. Click the **Integrations** tab on the left.
3. From the list of pre-built integrations, select **Copy File from** <Cloud EPM Service>. This copies a file from the Current Task Manager service to a Remote Cloud EPM Service. For example, if you have configured Task Manager in Tax Reporting and set up an Account Reconciliation connection, **Copy File from Tax Reporting** copies the file from Tax Reporting to Account Reconciliation

> **Note**
>
> This applies to all remote Cloud EPM services except Enterprise Data Management.

   - Enter the following Parameters:



     – **File Name**: Browse to and select the file that you want to copy.
     – **Save File As**: Enter a file name (which can be different than the original file name).
     – **External Directory Name** (Optional): Select the name of a directory.
   - Click **Save and Close**.
4. Select **Copy File to** <Cloud EPM Service>. This copies a file to the current service where Task Manager is configured from another Cloud EPM service.

> **Note**
>
> This applies to all remote Cloud EPM services except Enterprise Data Management.

   - Enter the following Parameters:
     – **File Name**: Browse to and select the file that you want to copy.
     – **Save File As**: Enter a file name (which can be different than the original file name).
     – **External Directory Name** (Optional): Select the name of a directory.
   - Click **Save and Close**.
5. Select **Delete File from** <Cloud EPM Service>. This deletes a file from a Oracle Fusion Cloud EPM service.

> **Note**
>
> This applies to all remote Cloud EPM services except Enterprise Data Management.

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- For **File Name**, browse to and select the file that you want to delete.



- Click **Save and Close**.

See also, Automation Integrations for Cloud EPM.

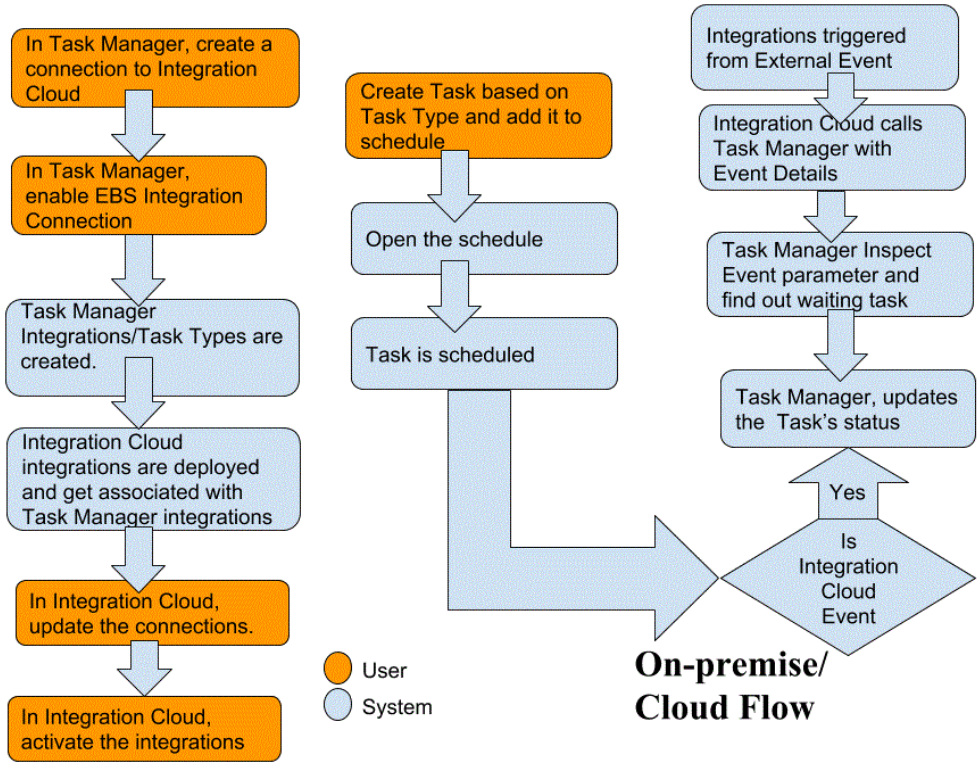
Managing Integrations with Cloud and On-Premises Applications

This appendix describes how to set up these pre-built Task Manager Integrations:

- Oracle Cloud ERP Integrations
- On-Premises Integrations
- On-Premises Oracle E-Business Suite Event Monitoring Integrations

Oracle Fusion Cloud Enterprise Performance Management uses Oracle Integration cloud as an integration platform for Task Manager to perform automated tasks with non-Cloud EPM services.

The following diagram shows the system and user flow that applies to Tax Reporting :



End User Integrations for Oracle Cloud ERP

Task Manager end user integrations allow you to access functionality in remote Cloud environments. This section lists the available Task Manager end user integrations available for Oracle Cloud ERP.

For a description of the remote Cloud functionality, see the documentation for that Cloud service.

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End User Integrations for Oracle Cloud ERP - Assets

- Asset Balances Reconciliation with General Ledger
- Asset Cost Summary
- Asset Reserve Summary
- Calculate Depreciation
- Calculate Deferred Depreciation
- Capitalize CIP Assets
- Create Assets Accounting
- Journal Entry Reserve Ledger Report
- Manage Asset Assignments
- Manage Asset Financial Transactions
- Manage Mass Retirements
- Manage Mass Transfers
- Periodic Mass Copy for Tax Books
- Period Close Exception Report
- Prepare Source Lines and Submit Post Mass Additions
- Reinstate Assets
- Retire Assets

End User Integrations for Oracle Cloud ERP - Cash Management

- Bank Statement Reconciliation
- Create Accounting
- Cash to General Ledger Reconciliation Report
- Subledger Period Close Exceptions Report

End User Integrations for Oracle Cloud ERP - General Ledger

- AutoPost Journals
- AutoReverse Journals
- Close General Ledger Periods
- Create Allocation Rules
- Create Balance Sheet Closing Journals
- Create Income Statement Closing Journals
- Extract Payables to General Ledger Reconciliation Data
- Extract Receivables to General Ledger Reconciliation Data
- Financial Reporting Center Work Area
- General Accounting Dashboard
- Generate Allocation Rules
- General Ledger Trial Balance

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- General Ledger Average Trial Balance
- General Ledger Journals Report
- General Ledger General Journals Report
- General Ledger Journals Details Report
- General Ledger Journals Day Book Report
- General Ledger Journals Batch Summary Report
- General Ledger Account Details Report
- General Ledger Account Analysis for Contra Account Report
- General Ledger Average Balance Audit Account Analysis Report
- General Ledger Account Analysis Report
- General Ledger Trial Balance Report
- Import Journals
- Manage General Ledger Accounting Periods
- Manage Journals
- Open General Ledger Periods
- Period Close Dashboard
- Reconcile Payables to General Ledger
- Reconcile Receivables to General Ledger
- Revalue Balances
- Translation
- Transfer Balances Cross Ledgers
- Transfer Balances to Secondary Ledger

End User Integrations for Oracle Cloud ERP - Intercompany

- Intercompany Account Details Report
- Intercompany Reconciliation
- Intercompany Transaction Summary Report
- Intercompany Transactions Work Area
- Manage Intercompany Period Status
- Transfer Intercompany Transactions to General Ledger
- Transfer Intercompany Transactions to Receivables
- Transfer Intercompany Transactions to Payables

End User Integrations for Oracle Cloud ERP - Payables

- Apply Missing Conversion Rates
- Complete or Cancel Incomplete Payment Process Requests
- Create Payables Accounting
- Create Mass Additions
- Extract Payables to General Ledger Reconciliation Data

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- Import Payables Invoices
- Import Payables Payment Requests
- Manage Payables Period
- Open Items Revaluation Report
- Payables Unaccounted Transactions Report
- Payables Invoices Landing Page
- Payables Unaccounted Transactions Report with Sweep Option
- Payables Trial Balance Report
- Period Close Exceptions Report
- Review Payables to General Ledger Reconciliation Report
- Transactions Pending Approvals
- Transfer Cost to Cost Management
- Update Matured Bills Payable Status
- Update Matured Bills Payable Status
- Validate Unvalidated Transactions

End User Integrations for Oracle Cloud ERP - Receivables

- Approve or Reject Customer Credits
- Billing Work Area
- Clear Receipts Automatically
- Create Automatic Billing Adjustments
- Create Automatic Receipt Batch
- Create Receipts Remittance Batch
- Create Late Charge Batch
- Create Automatic Receipt Write-Offs
- Create Receivables Accounting
- Extract Reconciliation Data From Receivables to General Ledger
- Import AutoInvoice: Master
- Manage Receivables Accounting Periods
- Manage Revenue Adjustments
- Receivables Balances Work Area
- Process Receipts Through Lockbox
- Recognize Revenue
- Receivables Aging by General Ledger Account Report
- Submit Subledger Period Close Exceptions Report

End User Integrations for Oracle Cloud ERP - Tax

- Tax Reconciliation Report
- Tax Reconciliation by Taxable Account Report

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Application Token Values for Cloud ERP Integrations

Token Name: SERVER

Token Description: Property used for URL-based integration, for example, as in this fictitious URL: `https://customer_chosen_domain_name_fa.DC.oraclecloud.com`

> **Note**
>
> Do not specify forward slash (/) at the end of the URL.

Pre-requisites to Display ERP Cloud Task in Task Manager

To display Cloud ERP task in Task Manager, Cloud ERP application must be enabled to display the site within iFrame. If you see a blank page with an error "refused to connect <Cloud ERP URL>" when opening the Cloud ERP, make sure you complete these pre-requisite.

1. Identity Cloud Service (IDCS) - Allow Authentication Via an iFrame
   a. In the IDCS Admin Console, in the navigation tray, click **Settings** > **Session Settings**.
   b. Enable the **All Cross-Origin Resource Sharing (CORS)** slider.
   c. In **Allowed CORS Domain Names**, enter the EPM root URL
   d. Click **Save**. See IDCS - How to Allow Authentication Via an an IFrame.

   > **Note**
   >
   > If you are not using IDCS and using some other application for single sign on such as Okta, you must enable Cross-Origin Resource Sharing (CORS) in that application for EPM.

2. Request the Oracle Cloud ERP Applications administrator to enable Cross-Origin Resource Sharing (CORS) by adding the Oracle Fusion Cloud Enterprise Performance Management root URL to the Oracle Cloud Application for the profile options:
   - ORA_CORS_ORIGINS
   - ORACLE.ADF.VIEW.ALLOWED_ORIGINS

   To update the profile value:
   a. Login to Cloud ERP applications as an administrator.
   b. From the **User Admin** menu, go to **Setup And Maintenance**.
   c. Search for **Manage Administrator Profile Values**.
   d. Enter ORACLE.ADF.VIEW.ALLOWED_ORIGINS as the profile code and click **Search**.
   e. In the **Profile Values** section, specify the value. To access third party URL, include 'self' along with third party URL (use white space as separator). For example: 'self' <white space> <url>

      See
      - Valid Value for ORACLE.ADF.VIEW.ALLOWED_ORIGINS to Avoid Fetching Data Issue
      - How to use the ORACLE.ADF.VIEW.ALLOWED_ORIGINS profile option

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- Administering Visual Builder Studio

f. Repeat the same steps for the ORA_CORS_ORIGINS profile option.

Event Monitoring Integrations for Oracle Cloud ERP

This section lists the out of box event monitoring integrations for Oracle Cloud ERP.

> **Note**
>
> For custom process automation or event monitoring integration to Oracle Cloud ERP, see Creating Custom Task Manager Integrations.

Supported Events for Oracle Cloud ERP General Ledger

The following events are supported for General Ledger:

Source	Event	Description
General Ledger	Accounting Period Closed	Signals when a general ledger accounting period is closed.
General Ledger	Accounting Period Opened	Signals when a general ledger accounting period is opened.
General Ledger	Accounting Period Reopened	Signals when a general ledger accounting period is reopened.
General Ledger	Journal Batch Approved	Signals when a journal batch is approved.
General Ledger	Journal Batch Posting Completed	Signals when a journal batch is posted.

Integrations Added to Existing Out of Box Connection

The table lists integrations that are added to monitor these business events from Task Manager, which includes:

- Integration Types in Tax Reporting
- Task Types in Tax Reporting
- Integration Flows in Integration Cloud

Connection Name	Integration Name	Integration Code	Event Name	Description	Parameter(s)
Oracle Cloud ERP - General Ledger	Period Close Event	R13GLPeriodClose	Accounting Period Closed	Oracle Cloud ERP General Ledger Period Close Event Monitoring	**LedgerName**: Name of the Ledger. For example, US Primary Ledger. **Period**: Name of the Period. For example, 01-19.

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Connection Name	Integration Name	Integration Code	Event Name	Description	Parameter(s)
Oracle Cloud ERP - General Ledger	Period Open Event	R13GLPeriodOpen	Account Period Opened	Oracle Cloud ERP General Ledger Period Open Event Monitoring	**LedgerName**: Name of the Ledger. For example, US Primary Ledger. **Period**: Name of the Period. For example, 01-19.
Oracle Cloud ERP - General Ledger	Period Reopen Event	R13GLPeriodReopen	Accounting Period Reopened	Oracle Cloud ERP General Ledger Period Reopen Event Monitoring	**LedgerName**: Name of the Ledger. For example, US Primary Ledger. **Period**: Name of the Period. For example, 01-19.
Oracle Cloud ERP - General Ledger	Journal Approve Event	R13GLJournalBatchApprove	Journal Batch Approved	Oracle Cloud ERP General Ledger Journal Batch Approve Event Monitoring	**BatchName**: Journal Batch Name **Period**: Name of the Period. For example, 01-19.
Oracle Cloud ERP - General Ledger	Journal Post Event	R13GLJournalBatchPost	Journal Batch Posted	Oracle Cloud ERP General Ledger Journal Batch Post Event Monitoring	**BatchName**: Journal Batch Name **Period**: Name of the Period. For example, 01-19.

Setting Up the Integration in Task Manager

In Task Manager, you can create an Event Monitoring integration for Oracle Cloud ERP - General Ledger. The Event Monitoring integration is triggered when an external event occurs in another Cloud service or on-premises application.

Make sure the business events are enabled in Oracle Cloud ERP. You can verify the events using REST API. See these topics in the "ERP Business Events REST Endpoints" section of the *REST API for Oracle Financials Cloud* guide available at docs.oracle.com.

To verify the events, see "Get all business event records".

If any event is not enabled, see "Update the enabled indicator for a business event".

Task Manager uses Oracle Integration Cloud for all the integrations to external applications. You can setup a connection to Oracle Integration Cloud in Task Manager using Basic or OAuth 2.0 authentication.

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> **Note**
>
> - For Oracle Integration Cloud Generation 2, both Basic Auth and OAuth 2.0 is supported.
> - For Oracle Integration Cloud Generation 3, only OAuth 2.0 is supported.
> - Basic Auth user must have the Service Administrator role for Oracle Integration Cloud.
> - For OAuth 2.0, only client credentials are supported. OAuth 2.0 client application should have the Service Administrator role for Oracle Integration Cloud and allowed scope should be all.

Before setting up the OAuth 2.0 connection, make sure you've the client credentials such as access token URL, client ID, client secret, and scope. For setting up the OAuth client application, see **OAuth Authentication in Oracle Integration** in *Oracle Integration Cloud Generation 3* documentation.

To setup the Integration Cloud connection in Task Manager:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Integrations** tab on the left.
3. Click **Manage Connections**, and then from **Actions**, select **Integration Cloud Connection**.
4. Select one of the following authentication mechanisms:
   - **Basic Auth**: Specify the Integration Cloud URL, service administrator user ID, and password.
   - **OAuth 2.0**: Provide the Integration Cloud URL, access token URL, client ID, client secret, and scope.

   > **Note**
   >
   > - For Gen 2, enter the URL: `https://<SERVICE_NAME>-<TENANT_NAME>.integration.ocp.oraclecloud.com`
   > - For Gen 3, enter the URL: `https://<SERVICE_INSTANCE>.integration.<REGION>.ocp.oraclecloud.com`. To find your service instance, log into Integration Cloud and open the About window.

5. Click **Validate**. After validation is successful, click **Save**. This saves the server and credentials of the connection.

Enabling the Oracle Cloud ERP - General Ledger Connection

To enable the Oracle Cloud ERP - General Ledger connection:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Integrations** tab on the left, then click **Manage Connections**.
3. Select **Oracle Cloud ERP - General Ledger** from the list, click **Actions**, and then select **Edit**.

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4. In the **Edit Connection** dialog, select **Enabled**, and then click **OK**.

> **Note**
>
> The first time you enable the connection to Integration Cloud, all Integration Cloud deployments will fail during activation. The Administrator must login to Integration Cloud, test and save the deployed connections, and then activate the deployed integrations in Integration Cloud.

Setting Up the Integration Flow in Integration Cloud

To set up the integration flow in Integration Cloud:

1. Log in to Integration Cloud Services.
2. Navigate to **Connections**.

   EPM Fusion Connection and **EPM Connection** are automatically created.
3. Edit the connections by providing the environment and credential information. For details on prerequisites for creating a connection, see Prerequisites for Creating a Connection.
   - **EPM Fusion Connection** is the connection to the Oracle Cloud ERP. See Using the Oracle ERP Cloud Adapter for more details.
   - **EPM Connection** is the connection to the Oracle Fusion Cloud Enterprise Performance Management Service in Task Manager. See Using the Oracle Enterprise Performance Management Cloud Adapter with Oracle Integration for more details.

   After configuring, testing, and saving the connections, you see a green check mark next to the connections.



4. Return to Task Manager and select **Integrations**.
5. Select the integration from the list, then click **Deploy to Integration Cloud** from the toolbar.
6. In the **Deploy to Integration Cloud** dialog, click **Generate**.

   The Cloud Integration deployment is successful. Verify the activation status in the Integration Cloud by logging into the Oracle Integration Cloud service, then Integrations.

Adding the Event Monitoring Task to a Template or a Schedule

After the set up is complete, you can add the event monitoring tasks to a schedule or a template.

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Templates** tab on the left and create a new template; for example, **ERP Event Template**.
3. Create the event monitoring task. See Creating Tasks.

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In the Task Type, make sure to select **Oracle Cloud ERP - General Ledger**, then select the event monitoring task; for example, **Period Open Event**.

4. In Task Manager, click **Template**, select **ERP Event Template**, and create a schedule. See Creating Schedules from Templates.

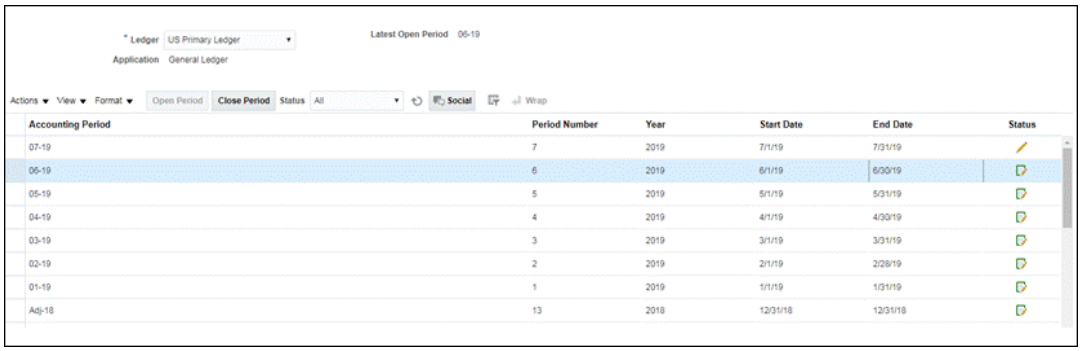
5. In Task Manager, click **Schedules**, select the schedule, and change the status to **Open**.

   You can monitor the schedule task in the **Schedule Tasks** screen.

Triggering the Period Close Event in Oracle Cloud ERP

To raise the Period Close event in Oracle Cloud ERP:

1. Login to Oracle Cloud ERP.
2. Select the **General Accounting** tab, then **Period Close**.
3. Click **General Ledger** and select the period, then click **Close Period**.



4. Wait for a few minutes for the task to be completed. Then navigate to the **Schedule Tasks** screen in **Tasks** to verify the task is closed.

Triggering the Period Open/Reopen Event in Oracle Cloud ERP

To raise the Period Open event in Oracle Cloud ERP:

1. Login to Oracle Cloud ERP.
2. Select the **General Accounting** tab, then **Period Close**.
3. Click **General Ledger** and select the period, then click **Open Period**.
4. Wait for a few minutes for the task to be completed. Then navigate to the **Schedule Tasks** screen in **Tasks** to verify the task is closed.

> **Note**
>
> If you open a period that has never been opened, the Period Open Event is triggered. If you open a period that has been closed before, the Period Reopen Event is triggered.

Triggering the Journal Batch Approved Event in Oracle Cloud ERP

To raise the Journal Batch Approved event in Oracle Cloud ERP:

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1. Login to Oracle Cloud ERP.
2. Select the **General Accounting** tab, then **Journals**.
3. Click **Requiring My Approval** and select the journal batch, then click **Approve**.
4. Wait for a few minutes for the task to be completed. Then navigate to the **Schedule Tasks** screen in **Tasks** to verify the task is closed.

> **Note**
>
> You can trigger the Journal Batch Approved event only if it is the last approval in the multi level approval process.

Triggering the Journal Post Event in Oracle Cloud ERP

To raise the Journal Batch Approved event in Oracle Cloud ERP:

1. Login to Oracle Cloud ERP.
2. Select the **General Accounting** tab, then **Journals**.
3. Click **Tasks** and select **Create Journal**.
4. In **Create Journal** screen, specify the required information, then click **Save**.

> **Note**
>
> The journal batch name and accounting period should match the parameters of the task in the Task Manager schedule.

5. Wait for a few minutes for the task to be completed. Then navigate to the **Schedule Tasks** screen in **Tasks** to verify the task is closed.

Troubleshooting

This section provides the troubleshooting information for the event monitoring integrations for Oracle Cloud ERP.

Issue	Root Cause	Resolution
Communication error importing to Oracle Integration Cloud	The configured OAuth application doesn't have Service Administrator role for Oracle Integration Cloud.	Create a separate OAuth application and grant Service Administrator role for the OAuth application. Add OIC scope all. See Setting Up the Integration in Task Manager. This is required so that you can deploy the out of box OIC flow from Task Manager to OIC.

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Issue	Root Cause	Resolution

Posting the journal did not trigger the flow in Oracle Integration Cloud.	Business event not enabled in ERP .	Perform the following:
		• Retrieve a list of available business events
		• Get specific business event
		• Update the enable indicator for business event
		• Check the subscription to business event
		You can call the `PublicEvent` subscription's REST resource using any REST client to check the subscription status.
		
		`Method : GET`
		`URL : https://fa_host.oraclecloud.com/soa-infra/PublicEvent/subscriptions`
		
		The response contains the endpoint URL for the related subscription.
		For troubleshooting issues related to business events, see Business Event Troubleshooting Issues

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Issue	Root Cause	Resolution
Posted Journal does not close the task in Financial Consolidation and Close	Journal batch name is updated with additional information when the Journal is posted	Perform the following: 1. Create a new connection in task manager. For example, Custom_XXX_ERP. 2. Create a custom integration and task type in task manager. **Note** Create the integration under new connection. Use the same parameters as out of box integration. Prefix the integration name, code name, and event name. For example, Custom_XXX_JournalPostEvent. 3. In Oracle Integration Cloud: a. Create a new connection for Oracle Cloud ERP and Oracle Fusion Cloud EPM. b. Duplicate the out of box OIC flow. c. Replace the connections to point to new connections created for Cloud ERP and Cloud EPM. d. Customize the OIC flow to remove information from the batch name. e. Send the modified batch name to the Update Task for Event Monitoring API. f. Test the end-to-end flow from Oracle Cloud ERP to Tax Reporting. For more information, see Creating Custom Integrations.

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End User Integrations for On-Premises Applications

Task Manager end user integrations allow you to access functionality in on-premises environments. This section lists the availableTask Manager end user integrations for on-premises applications.

For a description of the on-premises functionality, see the documentation for that application.

End User Integrations for Hyperion Financial Management

- Load Data
- Load IC Transactions
- Load Journals
- Manage Documents
- Approve Journals
- Create Journals
- Data Grids
- Extract Data
- Extract ICT
- Extract Journals
- IC Matching Template Report
- Intercompany Match By Account Report
- Intercompany Match By Transaction ID Report
- Intercompany Reports
- Intercompany Transaction Report
- Journal Reports
- Ownership Management
- Post Journals
- Process Control
- Process ICT
- Task List
- Web Data Entry Forms

End User Integrations for Oracle E-Business Suite (EBS)

Accounts Payable Tasks

- Close Payable Period
- Expense Report Import
- Open Next Payable Period
- Payables Approval Workflow
- Review Holds and Release
- Open Interface Import (Payables Open Interface Import)

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- Import Intercompany trans (Payables Open Interface Import)
- Validate All unvalidated Invoices (Invoice validation)
- Invoice on Hold Report
- Update Matured Payment Status (Update Matured Bills Payable Status)
- Transfer Journal Entries to GL
- Run Unaccounted Transaction Report (Unaccounted Transactions Report (XML)
- Run Unaccounted Transactions Sweep (Unaccounted Transactions Report (XML)
- Run Unaccounted Transactions Sweep Program (Unaccounted Transactions Report (XML)
- Invoice Posted Register Report (Payables Posted Invoice Register)
- Payment Posted Register Report (Payables Posted Payment Register)
- Run Payables Trial Balance Report (Accounts Payable Trial Balance)
- Mass Additions Create
- Run Payables Key Indicators Report (Key Indicators Report)
- Run Financial Tax Register (RX-only: Financial Tax Register)
- Run Tax Audit Trail Report
- Run Use Tax Liability Report
- Run Intra-EU VAT Audit Trail Report
- Run Withholding Tax Report (AP Withholding Tax Report)
- Generate Withholding Tax Letters (AP Withholding Tax Letter)

Accounts Receivable Tasks

- Approval Fina; AR Transaction Adjustments
- Create Final AR Transaction Adjustments
- Create Periodic Write-off
- Lock Box Receipts
- Open Subsequent Period Task
- Remove Manual Contingencies on Revenue
- Set Period to Close Pending
- Manually Apply Receipts
- Close Accounts Receivables Period
- Import Order Line Information for Invoice Creation (Autoinvoice Import Program)
- Import Order Line Information for Invoice Creation - Non-Oracle (Autoinvoice Import Program)
- Run Revenue Recognition (Revenue Recognition)
- Create Accounting
- Run Unposted AR Items Report (Unposted Items Report)
- Run Receipts Register Report (Applied Receipts Register)
- Create Final Accounting and Transfer to GL (Create Accounting)
- Generate Receivables to GL Reconciliation (AR Reconciliation Report)

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- Run Receivables Analytic Reports (Key Indicators Report - Summary)

General Ledger Tasks

- Accounts Receivable Reconciliation
- Generate AutoAllocation to allocate rent expense
- Consolidate financial results to corporate
- Maintain revaluation currency rates
- Review allocation formula for rent expense
- Subledger source journals review
- Generate recurring journal for bad debt accrual
- Open New Accounting Period/Close Accounting Period
- Post subledger source journals
- Review revaluation set for foreign currency holdings
- Reverse prior period accruals
- Run preliminary income statement reports
- Consolidate financial results to corporate
- Run translation to parent currency
- Run preliminary detail trial balance reports (Trial Balance - Detail)
- Run foreign currency journals report (Journals - Entered Currency)

End User Integrations for Hyperion Profitability and Cost Management

- Job Library
- Manage Calculation
- Manage Database
- Manage Model Views
- Manage Queries
- Manage Rules
- Model Summary
- Model Validation
- POV Manager
- Rule Balancing
- System Reports
- Trace Allocations

End User Integrations for Oracle Fusion Assets

- Prepare Source Lines and Submit Post Mass Additions
- Capitalize CIP Assets
- Manage Asset Financial Transactions
- Manage Asset Assignments
- Retire Assets

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- Reinstate Assets
- Manage Mass Financial Transactions
- Manage Mass Retirements
- Manage Mass Transfers
- Asset Balances Reconciliation with General Ledger
- Calculate Depreciation
- Periodic Mass Copy for Tax Books
- Journal Entry Reserve Ledger Report
- Calculate Deferred Depreciation
- Create Assets Accounting
- Asset Cost Summary
- Asset Reserve Summary
- Period Close Exception Report

End User Integrations for Oracle Fusion Cash Management

- Bank Reconciliations
- Create Accounting
- Subledger Period Close Exceptions Report
- Cash to General Ledger Reconciliation Report

End User Integrations for Oracle Fusion General Ledger

- Import Journals
- AutoPost Journals
- AutoReverse Journals
- General Allocation Rules
- General Ledger Trial Balance
- General Ledger Average Trial Balance
- General Ledger Journals Report
- General Ledger Journals Check Report
- General Ledger Journals Day Book Report
- General Ledger Journals Batch Summary Report
- General Ledger Report
- General Ledger Account Analysis for Contra Account Report
- General Ledger Average Balance Audit Account Analysis Report
- Revalue Balances
- Translation
- Extract Payables to General Ledger Reconciliation Data
- Extract Receivables to General Ledger Reconciliation Data
- Create Balance Sheet Closing Journals

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- Create Income Statement Closing Journals
- Close General Ledger Periods
- Open General Ledger Periods
- Transfer Balances to Secondary Ledger
- Transfer Balances Cross Ledgers
- Review Journals Dashboard
- Manage Journals
- Period Close Dashboard
- Financial Reporting Center Work Area
- Launch Workspace for Financial Reports
- Reconcile Payables to General Ledger
- Reconcile Receivables to General Ledger
- Manage General Ledger Accounting Periods
- Create Allocation Rules
- General Ledger Account Analysis Report
- General Ledger General Journals Report
- General Ledger Trial Balance Report

End User Integrations for Oracle Fusion Intercompany

- Intercompany Transactions Work Area
- Manage Intercompany Period Status
- Transfer Intercompany Transactions to General Ledger
- Transfer Intercompany Transactions to Receivables
- Transfer Intercompany Transactions to Payables
- Intercompany Account Details Report
- Intercompany Transaction Summary Report

End User Integrations for Oracle Fusion Payables

- Import Transactions from External Systems
- Import Intercompany Transactions
- Import Expense Reports
- Validate Unvalidated Transactions
- Approve Transactions Requiring Approval
- Update Matured Bills Payable Status
- Apply Missing Conversion Rates
- Create Payables Accounting
- Payables Unaccounted Transactions Report
- Payables Unaccounted Transactions Report with Sweep Option
- Period Close Exceptions Report

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- Open Items Revaluation Report
- Period End Reconciliation Reports
- Payables Trial Balance Report
- Extract Payables to General Ledger Reconciliation Data
- Create Mass Additions
- Transfer Cost to Cost Management
- Complete or Cancel Incomplete Payment Process Requests
- Close Payables Period
- Open Next Payables Period
- Review Payables to General Ledger Reconciliation Report

End User Integrations for Oracle Fusion Accounts Receivable

- Import AutoInvoice: Master
- Process Receipts Through Lockbox
- Create Automatic Receipt Batch
- Create Receipts Remittance Batch
- Clear Receipts Automatically
- Create Late Charge Batch
- Create Automatic Receipt Write-Offs
- Recognition Revenue
- Create Receivables Accounting
- Submit Subledger Period Close Exceptions Report
- Extract Reconciliation Data From Receivables to General Ledger
- Receivables Aging by General Ledger Account Report
- Run Period Close Reports
- Approve or Reject Customer Credits

End User Integrations for Oracle Fusion Tax

- Tax Reconciliation Report
- Tax Reconciliation by Taxable Account Report

End User Integrations for Hyperion Planning

- Business Rules
- Clear Cell Details
- Copy Data
- Copy Version
- Custom Links
- Data Form
- Data Load Settings

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- Manage Currency Conversion
- Manage Data Forms
- Manage Dimensions
- Manage Exchange Rates
- Manage Menus
- Manage Process
- Manage Security Filters
- Manage Smart Lists
- Manage Task Lists
- Manage User Variables
- Planning Unit Hierarchy
- Scenario and Version Assignment
- Tasklists

End User Integrations for PeopleSoft 9.0

- Close Period for GL and Subsystems
- Run and Review PS/nVision Reports
- Process Subsystem and External Journals (Journal Generator)
- Enter Any Manual Journals
- Book Expense Accruals
- Enter Any Adjustment Vouchers
- Review/Correct Vouchers with Errors
- Review/Correct Match Exceptions
- Review Incomplete Deposits
- Resolve Pending Item Posting Errors
- Write Off Balances as Appropriate
- Update Doubtful Receivables
- Book Unbilled Revenue Accrual
- Finalize Unprocessed Bills
- Correct Billing Interface Errors
- Reconcile AP Control Accounts to GL
- Review Trial Balance report
- Reconcile AR Control Accounts to GL
- Reconcile Revenue (Billing) Accounts to GL
- Reconcile Asset Control Accounts to GL
- Review Expense Accruals
- Reconcile Open AP Liability Report to GL
- Review Aged AR Trial Balance

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End User Integrations for PeopleSoft 9.1

- Close Period for GL and Subsystems
- Run and Review PS/nVision Reports
- Process Subsystem and External Journals (Journal Generator)
- Enter Any Manual Journals
- Book Expense Accruals
- Enter Any Adjustment Vouchers
- Review/Correct Vouchers with Errors
- Review/Correct Match Exceptions
- Review Incomplete Deposits
- Resolve Pending Item Posting Errors
- Write Off Balances as Appropriate
- Update Doubtful Receivables
- Book Unbilled Revenue Accrual
- Finalize Unprocessed Bills
- Correct Billing Interface Errors
- Reconcile AP Control Accounts to GL
- Review Trial Balance report
- Reconcile AR Control Accounts to GL
- Reconcile Revenue (Billing) Accounts to GL
- Reconcile Asset Control Accounts to GL
- Review Expense Accruals
- Reconcile Open AP Liability Report to GL
- Review Aged AR Trial Balance

Event Monitoring Integrations for Oracle E-Business Suite (EBS)

This section lists the out of box event monitoring integrations for Oracle E-Business Suite (EBS).

> **Note**
>
> For custom process automation or event monitoring integration to EBS, see Creating Custom Integrations.

Supported Task Manager Integrations for EBS Event Monitoring

These are the Task Manager Integrations for EBS Event Monitoring:

- EBSJournalApprove
- EBSJournalPost

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- EBSJournalPeriodClose
- EBSJournalPeriodOpen
- EBSJournalPeriodReopen
- EBSAPJournalPeriodOpenClose

Supported Events for Oracle E-Business Suite (EBS)

These are the events that can be monitored:

Table 37-18 Oracle E-Business Suite Events and Descriptions

Integration Name	Event Name	Description
Journal Approve Event	`oracle.apps.gl.Journals.journal.approve`	General Ledger: Journal Approved
Journal Post Event	`oracle.apps.gl.Journals.journal.post`	General Ledger: Posting Completed
Journal Period Close Event	`oracle.apps.gl.CloseProcess.period.close`	General Ledger: Period Closed
Journal Period Open Event	`oracle.apps.gl.CloseProcess.period.open`	General Ledger: Period Opened
Journal Period Reopen Event	`oracle.apps.gl.CloseProcess.period.reopen`	General Ledger: Period Reopened
Payables Period Open/Close Event	`oracle.apps.ap.CloseProcess.period`	Accounts Payables: Period Open/ Close/Reopen

Table 37-19 General Ledger Journals Integration Type Parameters

Name	Type	Required	Order	Hidden
Batch ID	Text	Yes	1	N

Table 37-20 General Ledger Close Process Period Integration Types Parameters

Name	Type	Required	Order	Hidden
LedgerID	Text	Yes	1	N
PeriodName	Text	Yes	2	N

Table 37-21 Accounts Payable Integration Types Parameters

Name	Type	Required	Order	Hidden
LedgerID	Text	Yes	1	N
PeriodName	Text	Yes	2	N
Action	Static List	Yes	3	N

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Pre-requisites to Setup the Integration Between Task Manager and Oracle E-Business Suite

To integrate Task Manager with an on-premises application such as E-Business Suite, you need:

- A subscription to Oracle Integration Cloud Service. Subscribeto Oracle Integration Cloud / Oracle Autonomous Integration Cloud. See Integration Cloud Service Documentation for detailed information.

  > **Note**
  >
  > You need one Integration Cloud instance for each Tax Reporting instance.
  >
  > You need one Integration Cloud instance for each instance.

- The on-premises application such as Oracle E-Business Suite (EBS) set up. Review and complete the pre-requisites in Use Oracle E-Business Suite Business Events to Trigger Integration Endpoint in Oracle Integration for EBS adapter in Oracle Integration Cloud.

Setting Up the Integration

In Task Manager, you can create an Event Monitoring integration for Oracle E-BusinessSuite. The Event Monitoring integration is triggered when an external event occurs in another Cloud service or on-premises application.

Task Manager uses Oracle Integration Cloud for all the integrations to external applications. You can setup a connection to Oracle Integration Cloud in Task Manager using Basic or OAuth 2.0 authentication.

> **Note**
>
> - For Oracle Integration Cloud Generation 2, both Basic Auth and OAuth 2.0 is supported.
> - For Oracle Integration Cloud Generation 3, only OAuth 2.0 is supported.
> - Basic Auth user must have the Service Administrator role for Oracle Integration Cloud.
> - For OAuth 2.0, only client credentials are supported. OAuth 2.0 client application should have the Service Administrator role for Oracle Integration Cloud and allowed scope should be all.

Before setting up the OAuth 2.0 connection, make sure you've the client credentials such as access token URL, client ID, client secret, and scope. For setting up the OAuth client application, see the **OAuth Authentication in Oracle Integration** section in *Oracle Integration Cloud Generation 3* documentation.

To setup the Integration Cloud connection in Task Manager:

1. In Tax Reporting , from the Home page, select **Application**, and then click **Task Manager**.
2. Click the **Integrations** tab on the left.

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3. Click **Manage Connections** and then from **Actions**, select **Integration Cloud Connection**.
4. Specify the Integration Cloud connection URL and credentials:
   - Basic Auth: Specify the Integration Cloud URL, service administrator user ID, and password.
   - OAuth 2.0: Provide the Integration Cloud URL, access token URL, client ID, client secret, and scope.
   - For Gen 2, enter the URL: https://<*SERVICE_NAME*>-<*TENANT_NAME*>.integration.ocp.oraclecloud.com
   - For Gen 3, enter the URL: https://<*SERVICE_INSTANCE*>.integration.<*REGION*>.ocp.oraclecloud.com. To find your service instance, log into Integration Cloud and open the About window.
5. Click **Validate**. After validation is successful, click **Save**. This saves the server and credential of the Tax Reporting connection.
6. Do one of the following depending on whether the EBS connections for General Ledger and Account Payable connections are already enabled:
   - If the EBS connections for General Ledger and Account Payable are already enabled, click **Deploy** and then **Generate** to deploy the corresponding Integration Cloud integrations to Integration Cloud
   - If the EBS connections for General Ledger and Account Payable connections are not enabled:
     a. In **Task Manager** within Tax Reporting , go to **Integrations**, then click **Manage Connections**.
     b. Select and edit **E-Business Suite - General Ledger**. Select the **Enabled** check box and click **OK**. Then click **Deploy** and then **Generate**.
     c. Repeat these steps for **E-Business Suite - Account Payables**.

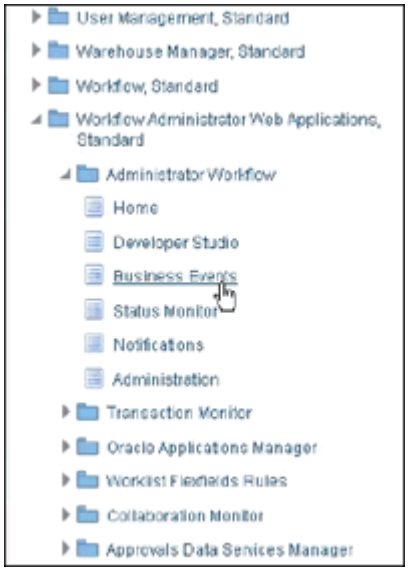
     The system creates the Integration Task Type and also deploys Integration Cloud integrations to Integration Cloud service.

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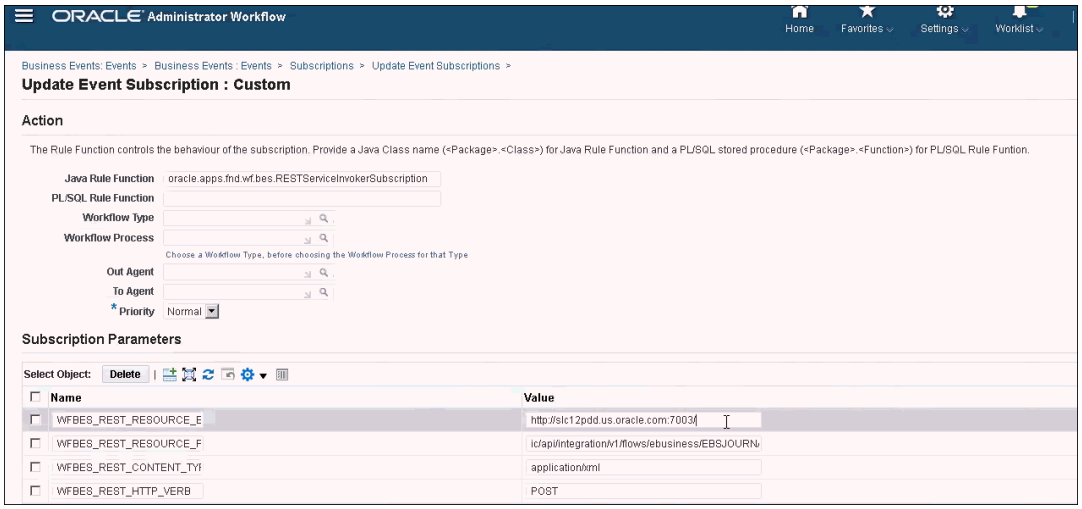
> **Note**
>
> If you are doing this for first time and the connections in Integration Cloud are not completed, all the Integration Cloud deployments will fail during activation. This is expected. To fix this:
>
> a. Log in to Integration Cloud.
>
> b. Navigate to **Connections**. You will see two connections named **FCCS** and **EBS**. Optionally use **Search**.
> Edit **FCCS** connection:
>
> - Click **Configure Connectivity** and enter FCCS url as <FCCS url>/HyperionPlanning/rest/cmapi/v1
> - Click **Configure Security** and enter the Service Administrator credential of your FCCS service. Then click **Test** and then **Save**.
>
> > **Note**
> >
> > The Service administrator user ID should be in the format specified in OAuth 2 and Basic Authentication for Cloud EPM REST APIs in *REST APIs*.
>
> Edit **EBS** connection:
>
> - Enter connection URL and credentials of your Oracle E-Business suite.
> - Click **Test** and then **Save**.
>
> c. From **FCCS**, open **Task Manager** and select **Integrations**.
>
> d. Click **Manage Connections**, in **Actions** menu, select **Integration Cloud Connection** and click **Deploy to Integration Cloud** and then **Generate**. This time the deployment should complete without any errors.

7. Verify that the Integration - EBS linking is done properly. You can do this by logging in to Oracle E-Business Suite as administrator and verify the Integration Cloud REST service is added as subscriber for Business event. Here's an example:

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Check that the Integration Cloud service was added. For example:



Verifying Results by Raising Business Events

Once you have configured the EBS Business event system to subscribe to the required events, you can verify your results by raising business events. The following sections describe how to run the EBS tasks that raise the events you track.

General Ledger - Journal Approved

`oracle.apps.gl.Journals.journal.approve`
EBS Steps

1. Log on to **EBS**.
2. Select **General Ledger**, and then the **Vision Operations (USA)** role from the left tree.
3. Select **Journals**, and then **Enter** and wait for Oracle Applications to start.
4. Click **No** for the "Find records in this folder?" message.
5. On the Find Journals screen, click **New Batch**.

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Window (Vision Operation (USA)) displays.

6. In **Batch**, enter a unique batch name.

> **Note**
>
> When you click **Save**, the cursor needs to be inside the Batch field.

7. Select **File** and then click **Save** to save the batch.

> **Note**
>
> When you save, the cursor needs to be inside the Batch field.

8. Click **OK** for the "Please enter one or more Journals" message.
9. Click **Journals**.
10. Enter a unique name in **Journal** field.
11. Provide Line entries starting with Line 1. Provide debit and credit values for the accounts.
12. After you finish entering the line values, move the cursor into the Journal field.
13. Navigate to the **File** menu and click **New**.
14. Click **Yes** for "Do you want to save the changes you made?" message.

> **Note**
>
> By clicking **Yes**, you will be able to add multiple Journal entries into the Batch.

After you finish the journal entries for the last Journal, move the cursor into the Journal field.

15. Select **File** and then click **Save** to save the last journal entry.
16. Focus on the Batch (Vision Operation (USA) and select **Batch** field.
17. Click **Help** and select **Diagnostics**, and then **Examine**.
18. Enter Oracle password:**APPS**.
19. In **Field**, enter **JE_BATCH_ID** and click inside **Value** to get the unique Journal batch ID. For example,
    - **Block:** BATCH
    - **Field:** JE_BATCH_ID
    - **Value:** 4776732

    Copy this value to Notepad. This batch ID will be used as the value for the `Batch ID` parameter of the Event Monitoring task.

Next Steps in Task Manager

1. Create a new Schedule in Pending state.
2. Create a task for event monitoring task to monitor **Journal Approve Event** (`oracle.apps.gl.Journals.journal.approve`).

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3. On the **Parameters** tab, provide a value for Batch ID as the journal batch ID from EBS.
4. Save the task and set the schedule to Open state.

Next Steps in EBS

1. On Batch (Vision Operation (USA), the Approve button is now enabled for the specified batch.
2. Click **Approve** to raise the journal approval event.

Next Steps in Task Manager

1. Wait for the task to be set to Open state. It takes a few minutes to capture the EBS event.
2. After 2-3 minutes, click **Refresh** in **Task Manager**.

For further information on Journal Batch Approval related information, see Submitting Journal Batches for Approval.

General Ledger - Journal Post Event

`oracle.apps.gl.Journals.journal.post`

EBS steps

1. Log on to **EBS**.
2. Select **General Ledger**, and then the **Vision Operations (USA)** role from the left tree.
3. Select **Journals**, and then **Enter** and wait for Oracle Applications to start.
4. Click **No** for the "Find records in this folder?" message.
5. On the Find Journals screen, click **New Batch**.

   Window (Vision Operation (USA) displays.
6. In **Batch**, enter a unique batch name.

> **Note**
>
> When you click **Save**, the cursor needs to be inside the Batch field.

7. Select **File** and then click **Save** to save the batch.

> **Note**
>
> When you save, the cursor needs to be inside the Batch field.

8. Click **OK** for the "**Please enter one or more Journals**" message.
9. Click **Journals**.
10. Enter a unique name in the **Journal** field.
11. Provide Line entries starting with Line 1. Provide debit and credit values for the accounts.
12. After you finish entering the line values, move the cursor into the Journal field.
13. Navigate to **File** and then click **New**.
14. Click **Yes** for "**Do you want to save the changes you made?**" message.

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> **Note**
>
> By clicking **Yes**, you will be able to add multiple Journal entries into the Batch.

After you finish the journal entries for the last Journal, move the cursor into the Journal field.

15. Select **File** and then click **Save** to save the last journal entry.
16. Focus on the Batch (Vision Operation (USA) and select the **Batch** field.
17. Click **Help** and select **Diagnostics**, and then **Examine**.
18. Enter Oracle password: **APPS**.
19. In **Field**, enter **JE_BATCH_ID** and click inside **Value** to get the unique Journal batch ID. For example,
    - **Block:** BATCH
    - **Field:** JE_BATCH_ID
    - **Value:** 4776732

    Copy this value to Notepad. This batch ID will be used as the value for the `Batch ID` parameter of the Event Monitoring task.

Next Steps in Task Manager

1. Create a new Schedule in Pending state.
2. Create a task for event monitoring task to monitor Journal Approve Event (`oracle.apps.gl.Journals.journal.post`).
3. On the **Parameters** tab, provide a value for Batch ID as the journal batch ID from EBS.
4. Save task and set the schedule to Open state.

Next Steps in EBS

1. On the Batch (Vision Operation (USA), the Approve button is now enabled for the specified batch.
2. Click **Post** to raise the journal approval event.
3. Examine the status of EBS request by selecting the **View**, then **Requests**, then **Specific Requests**.
4. Specify the **Request ID** that was noted earlier.

Next Steps in Task Manager

1. Wait for the task to be set to Open state. It takes a few minutes to capture the EBS event.
2. After 2-3 minutes, click **Refresh** in **Task Manager**.

For further information on Journal Batch Post related information, see Posting Journals.

General Ledger - Journal Period Close

`oracle.apps.gl.CloseProcess.period.close`

EBS Steps

1. Log on to **EBS**.
2. Select **General Ledger**, and then the **Vision Operations (USA)** role from the left tree.

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3. Select **Open/Close**, and then **Enter** and wait for Oracle Applications to start.

   The Find Periods dialog displays.

4. Click **Find**. The Open and Close Period dialog displays.
5. From the list of displayed periods, choose which one you want to close.
6. Select the **Status** column for that period.
7. Click **Status Options**. The status list box opens.
8. Select the **Closed** status and click **OK**. Then note the period in **Notepad**.
9. To save the status, select **File** and then click **Save**.
10. Select the **Status** column for that period.
11. Click **Help** and select **Diagnostics**, and then **Examine**.
12. Enter Oracle password: **APPS**.
13. In **Field**, enter **LEDGER_ID** and click inside **Value**to get the unique Ledger ID. For example,

    - **Block:** `PREVIOUS`
    - **Field:**`LEDGER_ID`
    - **Value:**`1`

    Copy this value to Notepad. This Ledger ID will be used as the value for the `LEDGER_ID` parameter of the Event Monitoring task.

Next Steps in Task Manager

1. Create a new Schedule in Pending state.
2. Create a task for event monitoring task to monitor **Journal Close Event** (`oracle.apps.gl.CloseProcess.period.close`).
3. On the **Parameters** tab, provide a value for Ledger ID and Period Name from EBS. For example: Period Name: Dec-10 and Ledger ID: 1
4. Save the task and set the schedule to **Open** state.

Next Steps in EBS

1. Close the **Open and Close Period** dialog.
2. Click **OK** in the Submit Request Node message box.
3. Examine the status of EBS request by selecting **View**, then **Requests**, and then **Specific Requests**.

Next Steps in Task Manager

1. Wait for the task to be set to Open state. It takes a few minutes to capture the EBS event.
2. After 2-3 minutes, click **Refresh** in **Task Manager**.

For more information on General Ledger Periods, see Opening and Closing Accounting Periods.

General Ledger - Journal Period Open

`oracle.apps.gl.CloseProcess.period.open`

EBS Steps

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1. Log on to **EBS**.
2. Select **General Ledger**, and then the **Vision Operations (USA)** role from the left tree.
3. Select **Open/Close**, and then **Enter** and wait for Oracle Applications to start.

   The Find Periods dialog displays.
4. Click **Find**. The Open and Close Period dialog displays.
5. From the list of displayed periods, choose which one you want to open.
6. Copy the period you want to open in Notepad.
7. Select the **Status** column for that period.
8. Click **Help** and select **Diagnostics**, and then **Examine**.
9. Enter Oracle password:**APPS**.
10. In **Field**, enter **LEDGER_ID** and click inside **Value** to get the unique Ledger ID. For example,
    - **Block:** `PREVIOUS`
    - **Field:**`LEDGER_ID`
    - **Value:**`1`

    Copy this value to Notepad. This Ledger ID will be used as the value for the`LEDGER_ID` parameter of the Event Monitoring task.

Next Steps in Task Manager

1. Create a new Schedule in Pending state.
2. Create a task for an event monitoring task to monitor **Journal Period Open Event** (`oracle.apps.gl.CloseProcess.period.open`).
3. On the **Parameters** tab, provide a value for Ledger ID and Period Name from EBS. For example: Period Name: Dec-10 and Ledger ID: 1
4. Save the task and set the schedule to **Open** state.

Next Steps in EBS

1. Click **Open Period**.
2. Select the period to open and click **OK** to raise the event.
3. Examine the status of EBS request by selecting **View**, then **Requests**, and then **Specific Requests**.

Next Steps in Task Manager

1. Wait for the task to be set to open state. It takes a few minutes to capture the EBS event.
2. After 2-3 minutes, click **Refresh** in **Task Manager**.

For more information on General Ledger Periods, see Opening and Closing Accounting Periods.

General Ledger - Journal Period Reopen

`oracle.apps.gl.CloseProcess.period.reopen`

EBS Steps

1. Log on to **EBS**.

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2. Select **General Ledger**, and then the **Vision Operations (USA)** role from the left tree.
3. Select **Open/Close**, and then **Enter** and wait for Oracle Applications to start.

   The Find Periods dialog displays.
4. Click **Find**. The Open and Close Period dialog displays.
5. From the list of displayed periods, choose which one you want to reopen.
6. Copy the period you want to reopen in Notepad.
7. Select the **Status** column for that period.
8. Click **Help** and select **Diagnostics**, and then **Examine**.
9. Enter Oracle password:**APPS**.
10. In **Field**, enter **LEDGER_ID** and click inside **Value** to get the unique Ledger ID. For example,
    - **Block:** `PREVIOUS`
    - **Field:**`LEDGER_ID`
    - **Value:**`1`

    Copy this value to Notepad. This Ledger ID will be used as the value for the `LEDGER_ID` parameter of the Event Monitoring task.

Next Steps in Task Manager

1. Create a new Schedule in Pending state.
2. Create a task for an event monitoring task to monitor **Journal Period Reopen Event** (`oracle.apps.gl.CloseProcess.period.reopen`).
3. On the **Parameters** tab, provide a value for Ledger ID and Period Name from EBS. For example: Period Name: Dec-10 and Ledger ID: 1
4. Save task and set the schedule to **Open** state.

Next Steps in EBS

1. Click **Open Period**.
2. Select the closed period to open and click **OK** to raise the event.
3. Examine the status of EBS request by selecting **View**, then **Requests**, and then **Specific Requests**.

Next Steps in Task Manager

1. Wait for the task to be set to Open state. It takes a few minutes to capture the EBS event.
2. After 2-3 minutes, click **Refresh** in **Task Manager**.

For more information on General Ledger Periods, see Opening and Closing Accounting Periods.

Account Payables Period Open/Close

`oracle.apps.ap.CloseProcess.period`

EBS Steps

1. Log on to **EBS**.
2. Expand **Payables**, and then the **Vision Operations (USA)** role from the left tree.

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3. Expand **Accounting**, and select **Control Payables Periods**. This launches the Control Payables Periods form.
4. Specify the Ledger and Operation Unit. Do not close the Find Payables Periods dialog. Instead, perform the following steps to identify the Ledger ID value.
5. Click **Help** and select **Diagnostics**, and then **Examine**.
6. If requested for credentials, specify the **APPS** schema credentials. The Examine Fields and Variable Values form displays.
7. In **Block**, enter **PERIOD_QF**. In **Field**, enter SET OF BOOKS, and click inside **Value**, to get the unique Ledger ID numeric value. For example:
   - **Block:** `PERIOD_QF`
   - **Field:**`SET OF BOOKS`
   - **Value:**`1`

   Copy this value to Notepad. This Ledger ID will be used as the value for the `LEDGER_ID` parameter of the Event Monitoring task.

Next Steps in Task Manager

1. Create a new Schedule in Pending state.
2. Create a task for an event monitoring task to monitor **Payables Period Open/Close Event** (`oracle.apps.ap.CloseProcess.period`).
3. On the **Parameters** tab, provide a value for Ledger ID, Period Name and Action from EBS. For example, Ledger ID: 1, Period Name: Dec-10 and Action: Closed
4. Save the task and set the schedule to **Open** state.

Next Steps in EBS

1. Find the period in EBS Control Payables Periods.
2. Click on **Period Status** column for that period.
3. In **Control Statuses** form, select the appropriate status.
4. Select **File**, and then **Save** to raise the event.

Next Steps in Task Manager

1. Wait for the task to be set to Open state. It takes a few minutes to capture the EBS event.
2. After 2-3 minutes, click **Refresh** in **Task Manager**.

> **Note**
>
> The EBS implementation raises the events only for Closed and Open statuses. Permanently Closed status will not raise any event.

For further information on Payables Periods, see Controlling the Status of AP Accounting Periods.

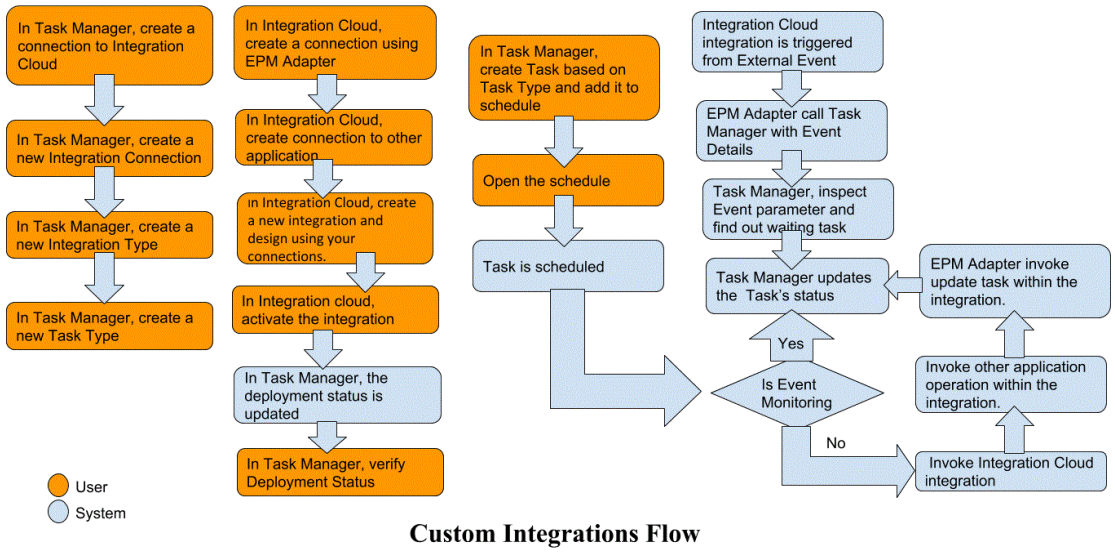
Creating Custom Integrations

In Task Manager, you can create and manage custom Process Automation or Event Monitoring integrations with external applications. An EPM Adapter enables you to create connections and

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integration flows in Integration Cloud Service using Oracle Oracle Fusion Cloud Enterprise Performance Management and other cloud and on-premises applications.

The following diagram shows the user and system flow for creating custom integrations:



Custom Integrations Flow

See these topics:

- Creating Custom Process Automation Integrations
- Creating Custom Event Monitoring Integrations

Creating End User Integration

When you create Integrations, you select End-User as the Execution type. Users can then create task types based on the defined Integrations, or validate the Integrations.

To create an Integration:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Integrations** tab on the left.
3. Click **New**.

See also, Setting Integration Properties and Setting Integration Parameters.

Creating Custom Process Automation Integrations

In Task Manager, you can create custom process automation integrations with external applications. In a Process Automation integration, a task is automatically executed in an external application when its start date and time are reached, and when any predecessor tasks are completed, for example, an overnight feed from a General Ledger.

When you create a Process Automation task, if you have set up email notifications, the task Owner automatically receives an email notification when the task starts or is completed. The Assignee that is specified when you set up a workflow receive an action notification when there is a change in the task status and an action needs to be performed, such as an approval, and the Owner receives a notification when the approval is completed.

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Make sure you have the prerequisites and follow these steps to set up an integration between Task Manager and an external application.

For an overview of the custom integrations flow, see Creating Custom Integrations.

Prerequisites

To integrate Task Manager with an external application, you need:

- A subscription to Oracle Integration Cloud Service, to integrate with on-premises and non-Oracle Fusion Cloud Enterprise Performance Management services.

> **Note**
>
> You need one Integration Cloud instance per Oracle Cloud EPM instance.

- The external application set up.

1. Subscribe to **Oracle Integration Cloud/Oracle Autonomous Integration Cloud**. See Integration Cloud Service Documentation for detailed information.
2. Install Integration Cloud Agent in your application environment to communicate with your Oracle Cloud EPM instance. For details on setting up Integration Cloud Agent, see Managing Agent Groups.

> **Note**
>
> If the on-premises application services are deployed in an environment set up in a demilitarized zone (DMZ) configuration so that these services are publicly accessible through the Internet, you do not need to install Integration Cloud Agent.

Creating a Connection in Task Manager

1. On the Home page, click **Application** and then click **Task Manager**.
2. Click the **Integrations** tab on the left, and then click **Manage Connections**.
3. Click **New**.
4. For **Connection** enter a name for the connection.
5. Select **Enabled** to enable the connection.
6. Select **Cloud** if the external application is a Cloud service.
7. Click **OK** to save the connection.

Setting Up the Integration in Task Manager

1. On the Home page, click **Applications**, and then click **Task Manager**.
2. Click the **Integrations** tab on the left, and then click **New**.
3. On the **Properties** tab, specify the required information:
   a. For **Name**, enter a name for the Integration.
   b. For **Code**, enter an Integration Code for the integration task.

      The code is used to execute the Integration and to map updates to an Integration from a file import.

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c. **Optional:** In **Description**, enter a description for the integration task.

d. For **Connection**, select an application to which the task belongs.

You can maintain the list of applications from the Manage Connections icon in the Manage Connections dialog box.

e. For **Execution Type**, select **Process Automation**.

4. On the **Parameters** tab, click **New** and then specify the required information:

a. For **Name**, enter a name for the parameter.

b. For **Parameter Code**, enter a parameter code.

c. **Optional:** Enter a parameter **Tooltip**.

d. From the **Parameter Type** list, select a type, and enter additional information for the parameter:

- **Checkbox**: Boolean value
- **Date**: Date value
- **Integer**: Numeric value in whole numbers
- **Number**: Numeric value in whole numbers or fractions
- **Options Group**: Check box for a predefined set of values
- **Static List**: Predefined set of text values
- **Task Information**: Task information, for example, Assignee, duration, start and end dates
- **Text**: Free-form text value.
- **EPM Artifact**: Name of the artifact, such as the form or report.

e. If the parameter requires a value, select **Required**.

f. Click **OK** to save the parameter.

g. Click **Save and Close** to save the Integration.

Creating a Task Type for the Integration

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Task Types** tab on the left.
3. Click **New**.
4. On the **Properties** tab, specify a **Task Type Name** and **Task Type ID**.
5. For **Integration**, click **Search**, select the Integration, and then click **OK**.
6. On the **Parameters** tab, set the Task Type parameters.

Setting Up the Integration Cloud Connection in Task Manager

Task Manager uses Oracle Integration Cloud for all the integrations to external applications. You can setup a connection to Oracle Integration Cloud in Task Manager using Basic or OAuth 2.0 authentication.

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> **Note**
>
> - For Oracle Integration Cloud Generation 2, both Basic Auth and OAuth 2.0 is supported.
> - For Oracle Integration Cloud Generation 3, only OAuth 2.0 is supported.
> - Basic Auth user must have the Service Administrator role for Oracle Integration Cloud.
> - For OAuth 2.0, only client credentials are supported. OAuth 2.0 client application must have Service Administrator role for Integration Cloud and allowed scope should be all.

Before setting up the OAuth 2.0 connection, make sure you've the client credentials such as access token URL, client ID, client secret, and scope. For setting up the OAuth client application, see **OAuth Authentication in Oracle Integration** in *Oracle Integration Cloud Generation 3* documentation.

To provide Service Administrator role for Integration Cloud:

1. Log in to the Identity Cloud Service Administrator console as an Administrator.
2. From Oracle Cloud Service, select the Oracle Integration Cloud Service.
3. On the **Application** tab, from the row menu for Service Administrator, click **Assign Application** and select the OAuth application you setup in the previous step.

To setup the Integration Cloud connection in Task Manager:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Integrations** tab on the left.
3. Click **Manage Connections**, and then from **Actions**, select **Integration Cloud Connection**.
4. Select one of the following authentication mechanisms:
   - **Basic Auth**: Specify the Integration Cloud URL, service administrator user ID, and password.
   - **OAuth 2.0**: Provide the Integration Cloud URL, access token URL, client ID, client secret, and scope.

   > **Note**
   >
   > - For Gen 2, enter the URL: `https://<SERVICE_NAME>-<TENANT_NAME>.integration.ocp.oraclecloud.com`
   > - For Gen 3, enter the URL: `https://<SERVICE_INSTANCE>.integration.<REGION>.ocp.oraclecloud.com`. To find your service instance, log into Integration Cloud and open the About window.

5. Click **Validate**. After validation is successful, click **Save**. This saves the server and credentials of the connection.

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Creating a Connection and Integration in Integration Cloud

1. Log in to Integration Cloud.
2. Create a connection using Oracle Enterprise Performance Management Cloud adapter to your EPM server. Refer to this link for more details: Create a Connection to Oracle Enterprise Performance Management Cloud.
3. Create one or more connections to the other application as needed.
4. Create Process Automation Integration using the connections created and activate it. See the example in Using the Oracle Enterprise Performance Management Cloud Adapter with Oracle Integration.

Completing the Integration Setup in Task Manager

Use these steps to complete the Integration setup in Task Manager.

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Integrations** tab on the left and verify that the new Integration is displayed on the Integrations list.
3. In Task Manager, select **Schedules**, and create a new Schedule in Pending state. See Manually Creating Schedules.
4. Create the process automation task and add it to the schedule. See Creating Tasks.
5. From **Schedules**, select and open the schedule.

Creating Custom Event Monitoring Integrations

In Task Manager, you can create an Event Monitoring integration for an external application. The Event Monitoring integration is triggered when an external event occurs in another Cloud service or on-premises application. An example of an Event Monitoring integration is a trigger from Oracle E-Business Suite - General Ledger when a period, for example, January 2018, is closed.

Make sure you have the prerequisites and follow these steps to set up an integration between Task Manager and an external application.

For an overview of the custom integrations flow, see Creating Custom Integrations.

Prerequisites

> **Note**
>
> Event monitoring can also be triggered through any integration tool capable of invoking REST APIs. In that case you do not need the these prerequisites.

To integrate Task Manager with an external application, you need:

- A subscription to Oracle Integration Cloud Service, to integrate with on-premises and non-Oracle Fusion Cloud Enterprise Performance Management services.

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> **Note**
>
> You need one Integration Cloud instance per Oracle Cloud EPM instance.

- The external application set up.

1. Subscribe to Oracle Integration Cloud / Oracle Autonomous Integration Cloud. See Integration Cloud Service Documentation for detailed information.
2. Install Integration Cloud Agent in your application environment to communicate with your Oracle Cloud EPM instance. For details on setting up Integration Cloud Agent, see Managing Agent Groups.

> **Note**
>
> If the on-premises application services are deployed in an environment set up in a demilitarized zone (DMZ) configuration so that these services are publicly accessible through the Internet, you do not need to install Integration Cloud Agent.

Setting Up the Integration in Task Manager

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Integrations** tab on the left, and then click **New**.
3. On the **Properties** tab, specify the required information:
4. a. For **Name**, enter a name for the Integration.
   b. For **Code**, enter an Integration Code for the integration task.

      The code is used to execute the Integration and to map updates to an Integration from a file import.
   c. **Optional:** In **Description**, enter a description for the integration task.
   d. For **Connection**, select an application to which the task belongs.

      You can maintain the list of applications from the Manage Connections icon in the Manage Connections dialog box.
   e. For **Execution Type**, select **Event Monitoring**.
   f. For **Event Name**, enter a name for the event.
5. On the **Parameters** tab, click **New** and specify the required information:
   a. For **Name**, enter a name for the parameter.
   b. For **Parameter Code**, enter a parameter code.
   c. **Optional:** Enter a parameter tooltip.
   d. From the **Parameter Type** list, select a type, and enter additional information for the parameter:
      - **Checkbox**: Boolean value
      - **Date**: Date value
      - **Integer**: Numeric value in whole numbers
      - **Number**: Numeric value in whole numbers or fractions

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- **Options Group**: Check box for a predefined set of values
- **Static List**: Predefined set of text values
- **Task Information**: Task information, for example, Assignee, duration, start and end dates
- **Text**: Free-form text value
- **EPM Artifact**: Name of the artifact, such as the form or report

e. If the parameter requires a value, select **Required**.

f. Click **OK** to save the parameter.

g. Click **Save and Close** to save the Integration.

Creating a Task Type for the Integration

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Task Types** tab on the left.
3. Click **New**.
4. On the **Properties** tab, specify a **Task Type Name** and **Task Type ID**.
5. For **Integration**, click **Search**, select the Integration, and then click **OK**.
6. On the **Parameters** tab, set the Task Type parameters.

Setting Up the Integration Cloud Connection in Task Manager

Task Manager uses Oracle Integration Cloud for all the integrations to external applications. You can setup a connection to Oracle Integration Cloud in Task Manager using Basic or OAuth 2.0 authentication.

> **Note**
>
> - For Oracle Integration Cloud Generation 2, both Basic Auth and OAuth 2.0 is supported.
> - For Oracle Integration Cloud Generation 3, only OAuth 2.0 is supported.
> - Basic Auth user must have the Service Administrator role for Oracle Integration Cloud.
> - For OAuth 2.0, only client credentials are supported. OAuth 2.0 client application should have the Service Administrator role for Integration Cloud and allowed scope should be all.

Before setting up the OAuth 2.0 connection, make sure you've the client credentials such as access token URL, client ID, client secret, and scope. For setting up the OAuth client application, see **OAuth Authentication in Oracle Integration** in *Oracle Integration Cloud Generation 3* documentation.

To setup the Integration Cloud connection in Task Manager:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Integrations** tab on the left.

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3. Click **Manage Connections**, and then from **Actions**, select **Integration Cloud Connection**.
4. Select one of the following authentication mechanisms:
   - **Basic Auth**: Specify the Integration Cloud URL, service administrator user ID, and password.
   - **OAuth 2.0**: Provide the Integration Cloud URL, access token URL, client ID, client secret, and scope.

> **Note**
>
> - For Gen 2, enter the URL: `https://<SERVICE_NAME>-<TENANT_NAME>.integration.ocp.oraclecloud.com`
> - For Gen 3, enter the URL: `https://<SERVICE_INSTANCE>.integration.<REGION>.ocp.oraclecloud.com`. To find your service instance, log into Integration Cloud and open the About window.

5. Click **Validate**. After validation is successful, click **Save**. This saves the server and credentials of the connection.

Setting Up the Integration in Integration Cloud

> **Note**
>
> If you are not planning to use Integration Cloud, skip this step.

To set up the integration in Integration Cloud:

1. Log in to Integration Cloud.
2. Create a connection using Oracle Enterprise Performance Management Cloud adapter to your EPM service. Refer to this link for more details: Create a Connection to Oracle Enterprise Performance Management Cloud.
3. Create one or more connections to the other application as needed.
4. Create Event Monitoring Integration using the connections created and activate. Refer to this example: Using the Oracle Enterprise Performance Management Cloud Adapter with Oracle Integration.

Setting Up the Integration Without Integration Cloud

> **Note**
>
> If you are planning to use Integration Cloud, skip this step.

Configure the integration tool which you are planning to use.

1. Review the REST API, Update Task Status for Event Monitoring in *REST APIs*
2. Configure the integration tool to call the REST API to close the Event Monitoring task passing the parameters for the event.

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For more information, see Update Task Status for Event Monitoring in *REST APIs*.

Completing the Integration Setup in Task Manager

Use these steps to complete the Integration setup in Task Manager.

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Integrations** tab on the left, and verify that the new Integration is displayed.
3. In Task Manager, click **Schedules**, and create a new Schedule in Pending state. See Manually Creating Schedules.
4. Create the event monitoring task and add it to the schedule. See Creating Tasks.
5. From **Schedules**, select and open the schedule.
6. Trigger the action that generates the event in the external application (for example, EBS). If you are not using Integration Cloud but other integration tool, invoke the REST API from the integration tool.

> **Note**
>
> Pass the parameters as expected by the integration type, event, parameters, otherwise the task will not be considered if they do not match.

7. Wait for the task to be completed.
8. **Optional:** To monitor the status of the Integration in Integration Cloud Services, log in to Integration Cloud and navigate to **Monitoring**.

Working with Integrations

Related Topics

- Creating Integrations
- Viewing Integrations
- Editing Integrations
- Searching for Integrations
- Validating Integrations
- Deleting Integrations

Creating Integrations

When you create Integrations, you select End-User as the Execution type. Users can then create task types based on the defined Integrations, or validate the Integrations.

To create an Integration:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Integrations** tab on the left.
3. Click **New**.

Add information to the following sections:

- Setting Integration Properties

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- Setting Integration Parameters

Setting Integration Properties

You can set properties for the Integration such as the associated application and End User tasks.

For an End User task, you can select the single sign-on (SSO) Parameter option to enable users to access an external web application without being prompted for authentication. You can use an SSO parameter for an external application if that application is integrated with the Oracle EPM System SSO framework.

To set Integration properties:

1. Select the Integration to edit.
2. In **Properties**, for **Name**, enter a name for the Integration. You can enter a maximum of 80 characters.
3. Enter a **Code**, for example, `HFM_CONS` for the Hyperion Financial Management Consolidate integration task. You can enter a maximum of 90 characters.

   The code is used to execute the Integration and to map updates to an Integration.
4. **Optional:** In **Description**, enter a description for the integration task. You can enter a maximum of 255 characters.
5. In **Connection**, select an application to which the task belongs.

   > **Note**
   >
   > You can maintain the list of applications from the Manage Connections icon in the Manage Connections dialog box.

6. For **Execution Type**, select **End User** and select options:
   - **End User Endpoint**: To enter parameters for an **End User** task, the **End User Endpoint** should contain these parameters in these formats:

     $*Parameter Type Code*$, for example `$COLORS$`. The system replaces the parameter tokens in the **End User Endpoint** with the information you specified for the task parameters.
   - **Optional: Show in-line**: Select whether to display the URL in line within the Task Actions dialog.
   - **Optional: SSO Parameter**: Specify the name of the SSO parameter for your application to include when executing the End User task URL to the external application. If you do not specify an SSO parameter, the system uses the End User URL.
7. **Optional:** Click **Parameters**.

Setting Integration Parameters

Task Manager integration parameters enable the application to pass information to the end point to control how the end point should perform its action. For example, when you run a consolidation, your program can pass which application to run the consolidation against, and the dimension selections for the consolidation. You set the parameter values defined in the Integrations in the task or Task Type using the integration.

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Each parameter definition requires a name, description, unique code, type, and whether a value is required. The parameter code is the token that replaces the parameter in the execution URL for user tasks, or the parameter name that is passed to the execution web service for system-automated integrations. Required values must have a value for all tasks in a schedule before the schedule can be set to Open.

The Parameter Type controls the parameter value and how the user enters the value in the task field.

To set Integration parameters:

1. In the **New Integration** dialog box, click **Parameters**.
2. Click **New**.
3. Enter a **Name** for the parameter.
4. Enter a **Parameter Code**.
5. Enter a parameter **Tooltip**.
6. From the **Parameter Type** list, select a type, and enter additional information for the parameter:
   - **Checkbox**: Boolean value
   - **Date**: Date value
   - **Integer**: Numeric value in whole numbers
   - **Number**: Numeric value in whole numbers or fractions
   - **Options Group**: Checkbox for a predefined set of values
   - **Static List**: Predefined set of text values
   - **Task Information**: Task information. For example, Assignee, duration, start and end dates
   - **Text**: Free-form text value.
   - **EPM Artifact**: Name of the artifact, such as the form or report
7. If the parameter requires a value, select **Required**.
8. Click **OK** to save the parameter.
9. Click **Save and Close** to save the Integration.

Viewing Integrations

You can view the properties and parameters of imported Integrations. You can specify which columns to display, or show all. You can also reorder columns, sort columns by ascending or descending order, or change the column widths.

To view the properties and parameters of imported integrations:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Integrations** tab on the left.
   The Integrations page is displayed.
3. Click the integration name for which you want to view the properties and parameters.
   The View Integration dialog box displays the **Properties** tab by default. Click the **Parameters** tab to view the associated parameters for the integration. For information about the fields, see Setting Integration Properties and Setting Integration Parameters.

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To display columns, on the Integrations page, click **View**, then **Columns**, and then select an option:

- To display all columns, select **Show All**.
- To display specific columns, select or deselect the column names.

To reorder columns, on the Integrations page, click **View**, and then **Reorder Columns**. Select columns and use the **Up** and **Down** arrows to change the order.

To sort columns, on the Integrations page, hover over a column header until the **Sort** icons display, then click **Sort Ascending** or **Sort Descending**.

To change column widths, on the Integrations page, hover over the column header dividers until the arrows display. Drag the columns to the desired width.

Editing Integrations

You can't edit the pre-built Integrations provided by default by the system. You can only edit custom-built integrations that you created.

For an End User type, you can edit the endpoint, change the point of view, or change the list of values.

To edit an Integration:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Integrations** tab on the left.
3. Select an Integration, and click **Edit**.
4. Edit the Integration.
5. Click **Save and Close**.

Searching for Integrations

You can use the Search box on the Integrations page to find Integrations. You can enter full or partial names on which to search.

To search for Integrations:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Integrations** tab on the left.
3. In the **Search** box, enter full or partial search criteria for the Integration.
4. Press **Enter**.

   To reset the list to display all Integrations, clear the **Search** box and then press **Enter**.

Validating Integrations

You can test and validate Task Manager integration definitions through a test schedule and adding a task to the schedule.

To validate an Integration:

1. In Task Manager, click **Schedules**, then click **New** to create a Schedule in Pending state. See Manually Creating Schedules.

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2. Add a task based on the integration to be validated to the schedule. See Creating Tasks.
3. From **Schedules**, select and open the schedule.
4. From **Tasks**, click **Schedule**. Select the schedule and view the Task.
5. For Event Monitoring Task, trigger the action that generates the event in the external application (for example, EBS). If you are not using Integration Cloud but other integration tool, invoke the REST API from the integration tool.

Deleting Integrations

You can delete Integrations that you no longer need. However, you can't delete pre-built Integrations provided by default and you can't delete an Integration while it is associated with a Task Type.

To delete an Integration:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Integrations** tab on the left.
3. Select an Integration to delete.
4. Click **Delete**.
5. At the confirmation prompt, click **Yes**.

Managing Connections

Integrations are assigned connections for the external products to which they link. From the Manage Connections module, you can maintain a list of connections associated with the Integrations. You can search on and sort the list by connection.

- Adding Connections
- Editing Connections
- Deleting Connections

Adding Connections

You can add connections to associate with an Integration Type. You can also specify the security policy to use for an Integration Type.

> **Note**
>
> Multi-factor authentication (MFA) is not supported for Connections.

In addition, you can specify application-level tokens and values for all Integration Types in an application. When you specify an application-level token in an end-user URL or web service WSDL, the system replaces the token with the value defined for that token in the application. For example, you can specify tokens with values for server and port, and the system automatically applies those values to the Integration Types in the application.

To add a connection:

1. On the Home page, click **Application**, and then click **Task Manager**.

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2. Click the **Integrations** tab on the left.
3. Click **Manage Connections**.
4. Click **New**.
5. Complete the **New Integration Properties** and **Parameters**, then click **Save and Close**.
6. **Optional:** To add an application-level token, click **Manage Connections**. Click **New** or select a Connection and click **Edit**. In the **Application Tokens** table, click **Add**. Enter a **Token Name** and optionally a **Token Value**, and then click **OK**.

> **Tip**
>
> To remove a token, click **Delete**.

Editing Connections

You can edit the name of a connection, the security information, and application-level tokens.

> **Note**
>
> You cannot add or modify application tokens for seeded applications. You can only edit the token values.

You also use the Edit Connections dialog to enable pre-built Integrations. After you enable the Integration and fill in the parameters, you can then create tasks using Task Types for the enabled Integrations.

To edit a connection:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Integrations** tab on the left.
3. Click **Manage Connections**.
4. Select a connection, and click **Edit**.
5. To enable a pre-built Integration, select the connection, select **Enabled**, and fill in the parameters.

   You can enable or disable a connection at any time.
6. Edit the settings or tokens as needed, and click **OK**.

Deleting Connections

You can delete connections that you no longer need for Integrations. You cannot delete a connection while it is associated with an Integration Type. You must modify the properties for each Integration Type that references the connection before you can delete the connection.

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> **Note**
>
> You cannot delete seeded Integration connections.

To delete a connection:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Integrations** tab on the left.
3. Click **Manage Connections**.
4. Select a connection, and click **Delete**.

Managing Alert Types for Task Manager

Alert Types

While performing a task, users might encounter issues such as a hardware failure, access problem, system failure, and so on.

Administrators can create Alert Types for categories of possible issues. Each Alert Type defines a procedure that is used to capture critical information about the issue, and assigns key personnel to resolve it.

For example, an administrator can create an Alert Type called Access Issue, which contains questions to users for more detailed information. The administrator defines a workflow for the Alert Type with an assignee to resolve the issue, and a backup assignee if desired.

Using Alert Types to Create Alerts

When users encounter an issue and create an alert for it, they select from a list of predefined Alert Types to identify the issue. The alert is then sent to the assignee defined in the Alert Type.

For example, a user has a task due and can't access their assigned tasks. The user selects an Alert Type, such as Access Issue, which sends the alert to the predefined assignee to resolve their issue.

To manage Alert Types, see these topics:

- Creating Alert Types
- Editing Alert Types
- Viewing Alert Types
- Searching for Alert Types
- Deleting Alert Types

Creating Alert Types

When users encounter issues that prevent them from performing a task such as a hardware problem or system failure, they can create alerts for the issue.

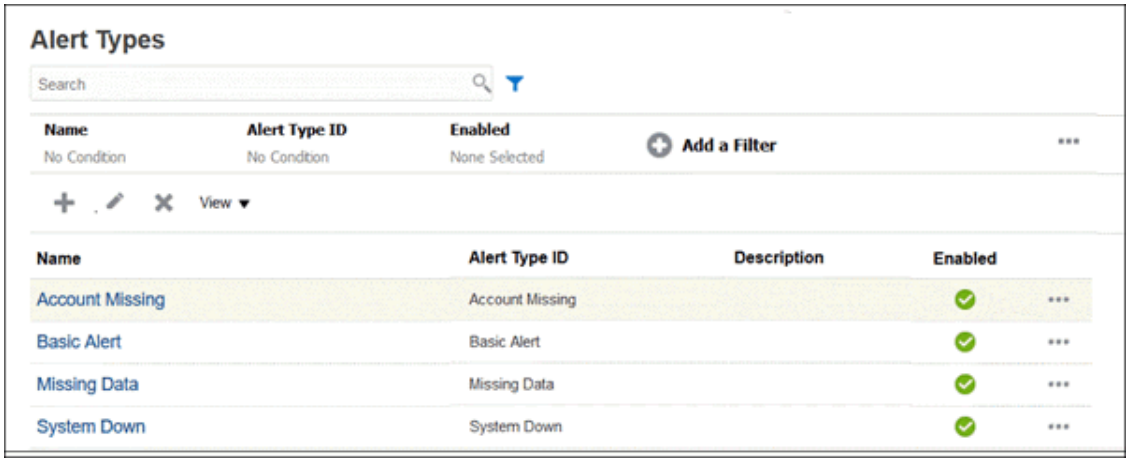
Administrators can create Alert Types for categories of possible issues, such as System Down, and so on. When you create an Alert Type, you define the properties such as name, description, Alert Type ID, any instructions that you want to include for users, and additional

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questions to users for more details. You set up the workflow with an assignee, optional backup assignee, and any additional viewers for the Alert Type.

Using information gathered from Alert Types that users select, you can analyze the types of issues that users encounter during the business cycle and make changes to prevent them in future cycles.

You can view the list of the Alert Types that you have created, and edit and delete them from the Alert Types page.



To create an alert type:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Alert Types** tab on the left.
3. Click **New**.
4. Enter the necessary information on the Alert Type tabs:
   - Setting Alert Type Properties
   - Specifying Alert Type Instructions
   - Selecting the Alert Type Workflow
   - Assigning Alert Type Viewers
   - Adding Questions for Alert Types
   - Applying Alert Type Attributes
   - Viewing Alert Type History

Setting Alert Type Properties

The **Properties** tab enables you to specify the alert type name and description, and associate it with Task Manager or Supplemental Data Manager object, such as a task or schedule. An individual alert can be associated with multiple objects.

You can place restrictions on the relationship between the alert and its associated object. Not all restrictions can be applied to all objects.

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Table 37-22 Alert Restrictions

Restriction	Description	Example
None	No restrictions on the status of the object and the status of the alert	A user raises a 'slow performance' alert while working on a reporting task. While this affects how long the task takes, it does not prevent the task from completing normally. Even if the task completes, the user still wants the alert open until the performance issue is resolved.
Prevent Workflow	Workflow on the object cannot proceed forward (no submits, approvals, and so on) until the alert is closed. This does not prevent claims or rejections (workflow moving backward). It also does not prevent an Administrator or Owner from forcing the workflow forward.	A user raises an alert that the reporting system is down. This will prevent any work on reporting tasks until the alert is resolved. Preventing workflow includes preventing status changes from Pending to Open and Open to Closed.
Prevent Close	The object cannot be moved into a closed state until the alert is closed. However, intermediate workflow may proceed. This does not prevent an Administator or Owner from closing or 'force closing'.	A user raises an alert that some comparison data is missing for a reporting task. While this does not prevent the report from being created and going through initial approvals, the report should not be fully signed off until it can be compared to the missing data.

An object may have multiple alerts with different restrictions. If this is the case, the following rules will apply in order of precedent:

1. If any open alert associated with the object has a Prevent Workflow restriction, Prevent Workflow will stop the object's (for example, a Task) workflow until the alert is closed.
2. If any open alert associated with the object has a Prevent Close restriction, then the object cannot be closed until the alert(s) is closed.

In addition, an alert may be associated with multiple objects. If it has more than one Prevent Close restriction to different objects, the alert will only be closed when the last object is closed.

To set alert type properties:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Alert Types** tab on the left.
3. Click **New** to open **New Alert Type**, which will default to the **Properties** tab.
4. For **Name**, enter an alert type name. You can enter a maximum of 80 characters.
5. Enter an **Alert Type ID**. You can enter a maximum of 80 characters.

   An Alert Type ID is required, and must be unique.
6. **Optional:** For **Description**, enter an alert type description. You can enter a maximum of 255 characters.

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7. **Optional:** From the **Associated With** drop-down list, select an object, such as a task, with which to associate the alert.
8. **Optional:** For **Restrictions**, enter any restrictions for the alert. For example, if you select **Prevent Close** for an alert on a task, the user can't complete the close task until the alert is complete.

   If you select **All Types** for **Associated With**, no restrictions are available.
9. Select from the following values for both **Period Selection** and **Year Selection**:
   - **Required** – The user is required to associate the Alert with a Year or Period.
   - **Visible** – The user may associate the Alert with a Year or Period.
   - **Hidden** – The property is hidden and the Alert will not be associated with a Year or Period.

   These options indicate how Periods and Years are associated with an Alert.
10. **Optional:** In **Automatic Priority Escalation**, specify when priority should be automatically updated for each level:
    - **Priority**: Every priority level except the lowest should be displayed.
    - **Enabled**: Indicate whether the automatic escalation is turned on or off. This is off by default and off for all upgraded alerts.
    - **Days**: Specify the number of days before the automatic escalation occurs.
11. Select **Allow Remove Associations** option to remove an existing association from an Alert. If you unselect this option, you will not be able to remove existing associated artifacts from the Alert.
12. Click **Enabled** to enable the alert type.

    Only alert types that are Enabled are displayed in the list of available Alert Types and available for selection when creating new alerts.
13. Click an Alert Type tab and continue entering information.

    When you are done entering the Alert Type information, click **Save and Close**.

> **Note**
>
> You cannot create an alert on an existing alert.

- Specifying Alert Type Instructions
- Selecting the Alert Type Workflow
- Assigning Alert Type Viewers
- Adding Questions for Alert Types
- Applying Alert Type Attributes

Specifying Alert Type Instructions

You can specify instructions in an alert type to help users understand what they need to do for the alert. You can add additional references from File and URL attachments.

To specify instructions for an alert type:

1. On the Home page, click **Application**, and then click **Task Manager**.

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2. Click the **Alert Types** tab on the left.
3. From the New or Edit dialog, select the **Instructions** tab.
4. In **Instructions**, enter instruction text for the alert type.

To add a reference:

1. In the **References** section, click **Attach a file** or **Attach a link**.
   - **Attach a file**

     Click **Choose File** to select and attach the file. For **Name**, enter a name or use the filename. Click **OK.**
   - **Attach a link**

     Enter the **URL**, then enter a **Name** for the URL; for example: https://www.oracle.com, Oracle. Click **OK**.
2. Click an Alert Type tab and continue entering information.

   When you are done entering the alert type information, click **Save and Close**.

   - Selecting the Alert Type Workflow
   - Assigning Alert Type Viewers
   - Adding Questions for Alert Types
   - Applying Alert Type Attributes

Selecting the Alert Type Workflow

The Workflow section contains the Assign ee and Approver assignments. You can also select Backup users.

To select the Alert Type workflow:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Alert Types** tab on the left.
3. From the New or Edit dialog, click the **Workflow** tab.
4. For **Assignee**, click **Select a User** and select an assignee.

   The assignee is the user or group or team assigned to work on the alert when one is created of this type. If you do not specify an assignee, the user who creates the alert will need to fill one in.
5. **Optional: For Backup User**, select a backup user for the assignee:
   a. On the Home page, select **Tools**, then **Access Control**, and then **Task Manager Users**.
   b. Edit the assignee ID and change the **Status** field to **Unavailable**.
   c. Then from the Alert Types **Workflow** tab, you can select a backup user.

   The Backup User is the backup individual assigned to work on the alert if the main assignee is out of office. You must have previously assigned an assignee and a backup assignee.

   If an assignee or approver is set to a team ID, then the Backup User field will be disabled.
6. **Optional:** For **Notification Assignee**, specify a user to be notified of the alert. This is usually an external user. All notifications sent to the Alert Assignee will be sent to this user.

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7. Click **Add** to add an Approver, and enter this information for the Approver:
   - **User Name**
   - **Backup User**: You can specify a default backup Approver user for the alert if the main Approver is out of the office. This is not required.

   Level displays the approvers in the order they were entered. You can reorder the Approver list by selecting an approver and clicking the arrow buttons to move them up or down in the list.

   You can add one or more levels of default Approver users or groups or teams for the alert when one is created of this type. These are not required. If you do not specify Approvers, the user who creates the alert has the option to add them.
8. Click an Alert Type tab and continue entering information.

   When you are done entering the Alert Type information, click **Save and Close**.
   - Assigning Alert Type Viewers
   - Adding Questions for Alert Types
   - Applying Alert Type Attributes

Assigning Alert Type Viewers

The Viewers tab enables you to assign Viewer rights for alert types. Viewers have read-only access.

To assign Viewer rights:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Alert Types** tab on the left.
3. Click **New** or **Edit** and click on the **Viewers** tab.
4. Click **Add** and select the name of the user or group or team that will have View access to the alert.

   The system opens the Member Selector. It is editable for external Viewers.
5. **Optional:** Click **Add External User** to add a user outside the system who needs to be notified about the alert.

   The external user will not have any visibility to the alert, they will only receive notifications. No service access is granted.
6. Specify an **Email Address** for the viewer.

   The email address is editable for external Viewers. If there are duplicate email addresses in the list, you cannot save changes to the alert type.
7. Select a **Notification Priority** to indicate at what alert priority the users will be alerted via email.

   Notifications will be sent for the priority level or higher. So if set to High, notifications will be sent only when the alert is set to High. If set to Low, then they will be notified for all priority types (Low, Medium, High). If this is blank (default), no notification will be sent.
8. Click an Alert Type tab and continue entering information.

   When you are done entering the Alert Type information, click **Save and Close**.
   - Adding Questions for Alert Types

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- Applying Alert Type Attributes

Adding Questions for Alert Types

When you create an Alert Type, you may want a user to answer questions about their actions before they indicate the Alert Type is complete. For example, you may ask if a certain process was followed when completing that task. Questions can be set to the Administrator, Assignee, Approver, Owner, or Viewer roles. This allows key details to be gathered from the user experiencing the issue.

You can specify various types of questions, such as Text, Number, or True/False, and indicate whether they are required. If a question is required, the user must respond or they cannot submit the task for approval. You can also order the questions by using the Move Up and Move Down buttons.

To add a question:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Alert Types** tab on the left.
3. From the **New** or **Edit** dialog, select the **Questions** tab.
4. Click **New**.
5. For **Question**, enter text for the question, with a maximum of 4000 characters.
6. From the **Type** list, select a question type:
   - **Date**
   - **Date/Time**
   - **Integer**
   - **List**

     Enter a list of valid responses to the question.
   - **Multi-Line Text**

     The maximum length should be less than 4,000 characters.

     Select Multi-Line Text, and then enter the **Number of Lines**, from 3 to 50 lines. Multi-Line Text determines how many lines of text are visible without scrolling, on the Actions dialog boxes.
   - **Number**

     If you select **Number**, select number formatting options:
     - For **Decimal Places**, enter a value for the number of decimal places to display.
     - Select the **Thousands Separator** option if you want numbers to display a thousands separator (for example, 1,000.00)
     - From the **Currency Symbol** list, select a currency symbol; for example, $ (United States of America Dollar).
     - From the **Negative Number** list, select how to display negative numbers; for example, (123).
     - From the **Scale** list, select a scale value for numbers; for example, 1000.
   - **Text**
   - **True/False**

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- **User**
- **Yes/No**

7. Assign the **Role** (Owner, Assignee, Approver, Viewer) of the user who should answer the question.
8. If the question is required, select **Required**.

   Required indicates that the question must be answered by the user before they can proceed. Required questions can be set for Assignees, Approvers, and Owners. This is disabled for the System Administrator and Viewer role.
9. Click **OK**.
10. **Optional:** To change the order of questions, select a question, then click **Move To Top**, **Move Up**, **Move Down**, or **Move To Bottom**.
11. **Optional:** To edit a question, select the question and click **Edit**. To remove a question, select the question and click **Delete**.
12. Click an Alert Type tab and continue entering information.

    When you are done entering the Alert Type information, click **Save and Close**.

- Applying Alert Type Attributes
- Viewing Alert Type History

Applying Alert Type Attributes

When you select an attribute, you can set a value for the attribute based on the attribute type. You can later filter by the attribute value.

For example, you may have a List attribute named Sales Region with the values of North, South, East, and West. The current alert type applies only to the West Sales Region, so you can add the Sales Region attribute and set it to "West".

To apply an attribute:

1. On the Home page, click **Application,** and then click **Task Manager**.
2. Click the **Alert Types** tab on the left.
3. Click **New** or **Edit**, and select the **Attributes** tab.
4. Click **Add**.
5. From the **Attribute** list, select an attribute.
6. From **Value**, depending on the attribute, select a value for the attribute from a drop-down list, or enter a value.
7. **Optional:** To change access for the attribute, select a **Role** and **Access**.
8. Click **Save and Close**.
9. To edit other alert type information, see these topics:

- Setting Alert Type Properties
- Specifying Alert Type Instructions
- Selecting the Alert Type Workflow
- Assigning Alert Type Viewers

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- Adding Questions for Alert Types

Viewing Alert Type History

The system maintains a history of alert type actions. The History tab displays the components that were created or updated, the modification type, the old and new values, the user who made the modification, and the change date. The information on the History tab is read-only.

To view alert type history:

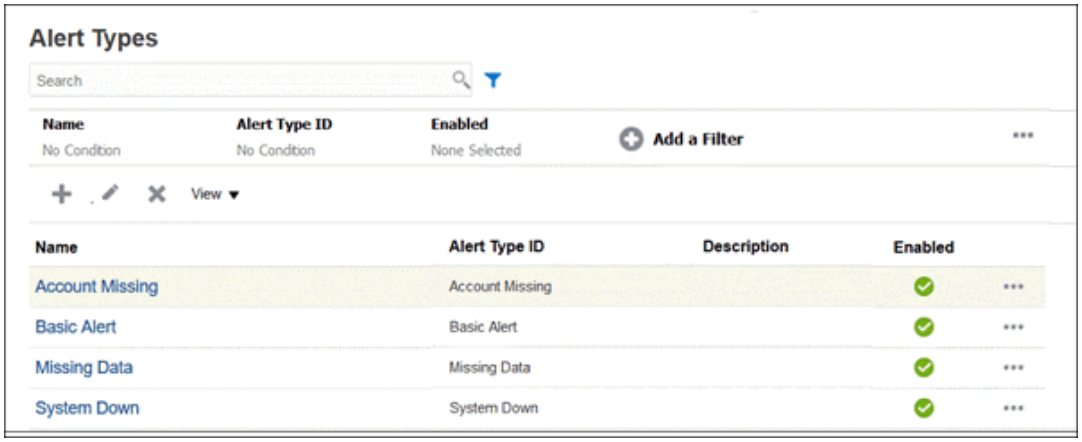
1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Alert Types** tab on the left.
3. Edit an alert type and select the **History** tab.
4. View the history, then click **Save and Close**.

Viewing Alert Types

On the Alert Types page, you can specify which columns to display in the list or display all columns. You can reorder columns, sort columns by ascending or descending order, or change the column widths.

To display columns on the Alert Types page:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Alert Types** tab on the left.
3. Do one or more of the following tasks:
   - To display all columns, select **View**, then **Columns**, and then select **Show All**.
   - To display specific columns, select **View**, then **Columns**, and select or deselect the column names.
   - To reorder columns, select **View**, and then **Reorder Columns**, select columns and use the Up or Down arrows or drag them to change the order.
   - To sort columns, hover over a column header until the Sort icons are displayed, and then click **Sort Ascending** or **Sort Descending**.
   - To change column widths, hover over the column header dividers until the arrows display, and drag the columns to the desired width.



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Column Definitions for Alerts

This section provides the definitions for the Alerts columns.

Table 37-23 Column Definitions - Alerts

Column Name	Description
Alerts (Count)	Total count of alerts
Alerts Open (Count)	Total count of open alerts
Alert Type	Type of the alert. Based on the type, you can analyze the types of issues that users encounter during the business cycle and make changes to prevent them in future cycles
Approver 1-10	Approver level
Approver 1-10 (Backup)	Backup approver for the alert
Approver 1-10 (Primary)	Primary approver for the alert
Approver 1-10 End Date (Actual)	Actual end date for each approver level
Approver 1-10 Rejections (Count)	Count of alerts rejected by approvers
Assignee	Assigned user for the alert
Assignee (Backup)	Backup user assigned for the alert
Assignee (Primary)	Primary user assigned for the alert
Assignee End Date (Actual)	Actual end date for the assigned user
Associated Object Type	Type of object associated with the alert
Associated Objects (Count)	Total count of the associated objects for the alert
Closed Date	Date when the alert was closed
Comments (Count)	Total count of comments for the alert
Created By	Name of the user who created the alert
Created On	Date and time when the alert was created
Description	Description of the alert
Duration	Defined alert duration
Duration (Actual)	Actual alert duration
End Date	Effective end date for the alert
ID	Unique identifier for the alert
Last Updated By	Name of the user who last updated the alert
Last Updated On	Date and time when the alert was last updated
Name	Name of the alert
Owner	Name of the alert owner, which must be a Service Administrator or Power User.
Owner End Date (Actual)	Actual end date for the alert owner
Period	Period for the alert
Priority	Priority assigned for the alert
Start Date	Effective start date for the alert
Status	Status of the alert
Status (Detailed)	Detailed status of the alert
Status (Icon)	Status of the alert indicated as icon
Year	Year when the alert was created

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Editing Alert Types

You can edit the names and descriptions of alert types, and change whether or not they are Enabled. When you enable an alert type, it is displayed in the list of available Alert Types.

To edit an alert type:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Alert Types** tab on the left.
3. Select the alert type and click **Edit**.
4. Edit the required information. For details about the fields, see the following:
   - Setting Alert Type Properties
   - Specifying Alert Type Instructions
   - Selecting the Alert Type Workflow
   - Assigning Alert Type Viewers
   - Adding Questions for Alert Types
   - Applying Alert Type Attributes
   - Viewing Alert Type History
5. Click **Save and Close**.

Searching for Alert Types

You can use the Search function in the Alert Types list to quickly find alert types. You can enter full or partial names on which to search. Using the filter bar, you can control the alert types that are displayed in the list. By default, all alert types are displayed.

To search for alert types:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Alert Types** tab on the left.
3. To search for an alert type, enter search criteria in the **Search** text box.
4. **Optional:** From the filter bar, click on a category to display additional search operators such as **Equals**, **Does Not Equal**, **Contains**, **Does Not Contain**, **Starts With**, and **Ends With**.

   You can filter alert types using these categories: **Name**, **Alert Type ID**, **Enabled**, **Description**, **Created By**, **Created On**, **Last Updated By**, or **Last Updated On**.

> **Note**
>
> - Click **Add a Filter** to view all categories.
> - To hide the filter bar, click the **Hide Filter Bar** icon.
> - To clear all filters, click the
>
>   **Filters** icon, and then click **Clear All Filters**.

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Deleting Alert Types

You can delete alert types that you no longer need. When an alert type is deleted, alerts that were created with that alert type are not deleted, but lose their alert type assignment.

To delete an alert type:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Alert Types** tab on the left.
3. Select the alert type.
4. Click **Delete**, then at the confirmation message, click **OK**.

Managing Views in Task Manager

You can edit, delete, and publish views within Task Manager. Also, you can set a view as the default. For more information, see:

- Editing Saved Views
- Deleting Views
- Publishing Views
- Setting a Default View
- Working with Views

Viewing Currencies in Task Manager

To view the configured currency codes within Task Manager, from the Home page, click **Application**, **Task Manager**, and then **Currencies**. A list of configured currency codes are displayed.

For each currency, you can view the **Currency Code**, **Currency Symbol**, **Decimal Places**, **Description**, and whether the currency is **Enabled**. For information about these columns, see Task Manager – Currencies.

To set up currencies, see Setting up Currencies.

Using Reports

You can generate custom reports and Cloud EPM system reports for Task Manager.

For more information, see:

- Generating Custom Reports for Task Manager
- Generating Cloud EPM System Reports for Task Manager

Generating Custom Reports for Task Manager

You can create reports for Task Manager. The reports can be generated in PDF, CSV, HTML, or XLSX format.

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> **Note**
>
> Task Manager provides sample reports to assist you in getting started. You can use them as templates and can duplicate them as needed, then make modifications or extend access to users. To duplicate a report, select the report, then select **Duplicate** from the ellipsis button  . You can then edit the newly created report.

You can also create custom reports. Building custom reports involves four steps and can only be performed by a Service Administrator:

1. Creating a Task Manager Query.
2. Creating a Template.
3. Setting Up a Report Group
4. Creating a Report

To build custom reports, you create a query whose definition can then be exported as an XML file. Import the XML file into Word and use it to create a template document, which must be in RTF format. Then you can set up a report group to group individual reports. Finally, generate the report, which uses both the query and the template you created and can be set with a default output of CSV, PDF, HTML, or XLSX.

After you have built a custom report, the Service Administrator or other users who have been granted access can generate the report. See Generating the Report.

> **Note**
>
> If you are managing your migration from Oracle Classic environment to Oracle Cloud Infrastructure (OCI) and have any custom reports, you may have to update the custom report's query definitions in the Target Service. This is because the internal IDs for objects (for example, Tasks, Journals, Attributes, etc.) may change during the migration. However, in case of Oracle managed migration, there will not be any change in the internal object IDs, so changes to custom report definitions is not required.

Creating a Task Manager Query

Creating a query is the first step in creating a custom report.

To create queries:

1. From the Home Page, select **Application**, and then select the report (for example, **Non-Consolidation Reports**).
2. On the **Queries** tab, click **New**.
3. On the **New Query** screen, enter a **Name** and an optional **Description**.
4. From **Type**, select an option:
   - **Parameter Query**: A Parameter Query type is used to present a list of options that you can specify for this parameter's value. Parameter Query allows you to present a list of options used when filling in a parameter's value for a Report Query, where the list of options is not a simple Attribute already defined, but is instead a complex query that you need to define.

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This parameter query example provides a list of all Task Manager periods:

```
SELECT PERIOD_ID, PERIOD_NAME FROM FCC_PERIODSWHERE APP_ID=1
```

- **Report Query**: Select the records to be included in the report. You can apply a security filter, so users see only the data that they are authorized to see based on their roles and the reports to which they are assigned. To apply a Security Filter to a report query, add the following syntax to the end of the query WHERE CLAUSE statement.

  ```
  $FCC_SECURITY_CLAUSE$
  ```

  When using`$FCC_SECURITY_CLAUSE$` in the query, the `FCC_TASKS` must be aliased to `TaskEO`

  Because many predefined queries included with Task Manager have the Security Filter applied, you can use them as examples when building your own.

  For example, the following Report Query specifies scheduled tasks to display Task Code, Name, Assignee and Schedule for all High Priority tasks in the selected schedule.

  ```
  SELECT TaskEO.TASK_CODEAS "$TASK_CODE$",

  TaskEO.TASK_NAMEAS "$NAME$" ,

  ((SELECT CASE WHEN FIRST_NAME IS NULL AND LAST_NAME IS NULL THEN
  USER_LOGIN ELSE FIRST_NAME||' '||LAST_NAME END FROM FCM_USERS WHERE
  USER_ID = (coalesce(AssigneeEO.ACTIVE_USER_ID, AssigneeEO.USER_ID))))AS
  "$ASSIGNEE$" ,

  DeploymentEO.DEPLOYMENT_NAMEAS "$SCHEDULE$"

  FROM FCC_TASKS TaskEO

  LEFT OUTER JOIN FCC_ACCESS AssigneeEO ON (TaskEO.TASK_ID =
  AssigneeEO.SOURCE_ID AND AssigneeEO.ACCESS_TYPE = "AS")

  LEFT OUTER JOIN FCC_DEPLOYMENTS DeploymentEO ON (TaskEO.SOURCE_ID =
  DeploymentEO.DEPLOYMENT_ID)

  WHERE (TaskEO.SOURCE_TYPE = "DEPLOYMENT")

  AND ((((TaskEO.PRIORITY=3 )

  AND (TaskEO.SOURCE_ID=~SCHEDULE~ ))))
  ```

5. Click **Generate Query** to build the query from the New Query dialog. The dialog assists you in creating a query against the database by allowing you to select any existing attribute in the product to be queried and/or filtered against. The system then generates the SQL to match the specified attributes and filters, at which time you can modify and enhance it.

   a. On the **Select Type** screen, select options:

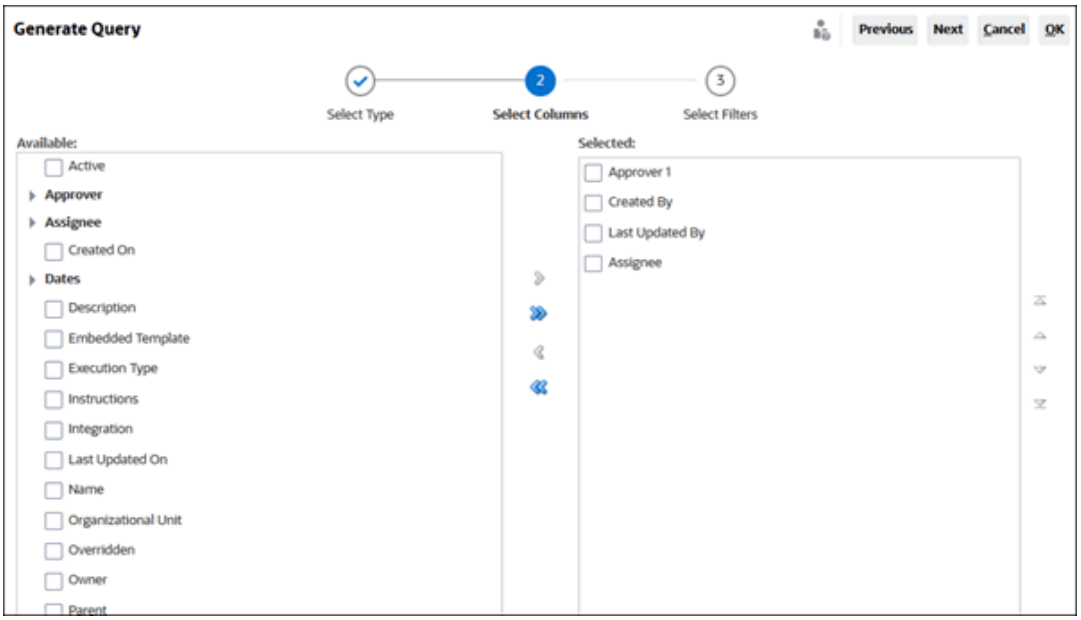
      - From **Query**, select **Template Tasks** or **Schedule Tasks**.
      - **Optional**: Select the **Apply Security** checkbox to automatically apply the user security filter to the generated query. This applies the Security token to the query, to be filled in with the correct SQL when the report is generated.

   b. Click **Next**.

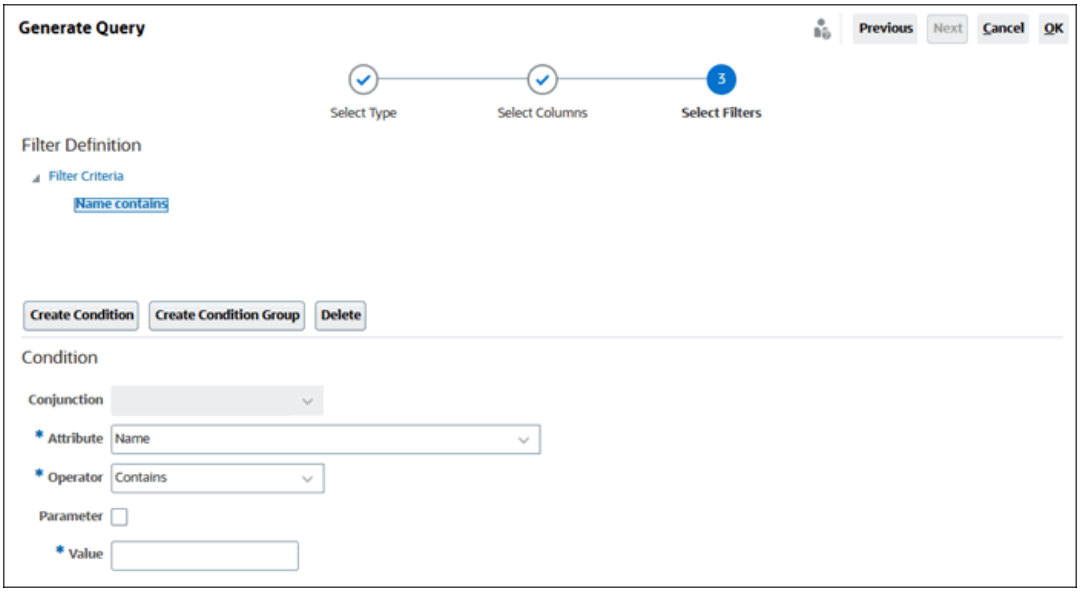
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6. From **Select Columns**, select the columns to display in the query, and then click **Next**.

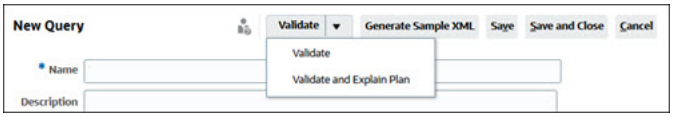


7. From **Select Filters**, click **Create Condition** or **Create Condition Group** and select the conditions to create the filters to create the query.



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8. Click **OK**.
9. **Optional**: If you want to use the report in the future, click **Generate Sample XML**.
10. Click **Save**.
11. To test the query for errors:
    - Click **Validate** from the New Query dialog. You can also select **Validate** from the drop-down list.



      The query displays in the Queries tab.

> **Note**
>
> You can easily delete a query, or duplicate a query using the Action menu.

    - Click **Validate and Explain Plan** from the drop-down to validate the query and also generate the execution plan for this query. A .txt file that uses the same name as the query is generated. You can view or download the generated plan.
      Open this file to view the generated plan which contains the sequence of steps that is performed to run this query. If the performance of a query is suboptimal, you can use this plan to understand the cause of the problem and determine the best way to improve the query performance.

> **Note**
>
> By default generation of execution plans is available only for OCI (Gen 2) environments. To enable it for Classic environments, contact Oracle using a service request.

Modifying A Query

A system administrator can edit a Task Manager query.

1. From the Home Page, select **Application**, and then **Reports**.
2. Select the **Queries** tab if it's not already selected, and then **Edit** from ••• next to the query you are editing.

> **Note**
>
> If it is locked, ask the System Administrator to unlock.

3. Select Task Manager or Supplemental Data Manager query.
4. In **Edit Query**, edit the information as needed.
5. After you are done with your changes, click **Save and Close**.

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Creating a Template

Creating report templates is the second step in generating custom reports. Report templates are created in Microsoft Word with Oracle BI Publisher Desktop installed.

Make sure that you've already generated the sample XML when you created the query. The sample XML file is generated in the Sample XML folder.

To create a report template:

1. Open Microsoft Word with a new document.
2. Select the **BI Publisher** tab, then select the **Sample XML** folder and click **Load Data**.
3. Locate the `SampleQuery.xml` that was generated when you created the query and click **Open**.
   When the message displays, "*Data Loaded Successfully*", click **OK**.
4. Select **Insert**, and then **Table Wizard**.
5. Select **Table** and click **Next**.
6. Select the default data set and click **Next**.
7. Select the desired fields to show in the report and click **Next**.
8. Select **Group By**, select the fields to group by, and then click **Next**.
9. Select **Sort By**, select the fields to sort by, and then click **Finish**.
10. Save the template as an `.rft` file; for example: `SampleQuery.rtf`.

For more information about creating RTF templates, see Creating RTF Templates.

Setting Up a Report Group

Creating report groups is the third step in generating custom reports. A report group enables you to group individual reports together so that you can organize reports in folder structures.

> **Note**
>
> Nested Report Groups are not supported.

After a report group has been created, you can modify it if necessary. You can duplicate a report group but its name must be unique. You can also delete a report group, however, deleting a report group deletes all reports associated with that group.

To create report groups:

1. From the Home Page, click **Application**, and then select **Non-Consolidation Reports**.
2. From the **Report Groups** tab, click **New**.
3. In the **New Report Group** window, enter:
   - **Name**: Enter a group name for the group of reports.
   - **Description**
   - **Display to User**: Select if you want this report group displayed to the user.

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The **Display to User** option enables report writers to have a group of reports hidden while they are working on them.

4. On the **Reports** tab, reorder or edit reports that have been added to the report group using the Move icons

.
5. Click **Save and Close**.

Creating a Report

Creating report definitions is the fourth step in generating reports. Users can create reports from the queries and assign them to groups.

To create report definitions:

1. From the Home Page, click **Application**, and then select **Non-Consolidation Reports**.
2. Select **Reports**, and then click **New**.
3. In **New Report**, enter:
   - **Name**
   - **Description**
   - **Query**: Select a query.
   - **Template**: Click **Browse** and then browse to a report template. You can upload any supported Oracle Business Intelligence Publisher template format. See Creating a Template.
   - **Report Group**: Select the Group Name for the report from the drop-down menu.
   - **Display to User**: Select if you want the report displayed to a user.
   - **Output Format**: Select a report output format that BI Publisher supports from one of the following options:
     - **xlsx**: Not supported for graphs.
     - **html**: Not supported for graphs and charts.
     - **pdf**
     - **csv**: Does not use a template and is better at faster data retrieval.
     - **csv (Formatted)**: Is best suited for a simple data table with formatted data and does not support images, graphics, or styling in the template.

> **Note**
>
> The **csv (Formatted)** output format takes additional time to generate the report to honor template formatting when compared to the **csv** format. Therefore, you can select **csv** to generate the data quickly or **csv (Formatted)** to generate formatted template based data.

4. To complete the report definition, you must set the parameters and access:
   a. For Parameters, select the **Parameters** tab.

      Parameters from the query are identified and added to the list. Update the following:

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- **Display Name**
- **Parameter Type**: The available options are:
  - **Task Manager / Supplemental Data**
  - **Text**
  - **Date**
  - **Date/Time**
  - **Number**
  - **Query**
  - **Integer**
  - **True/False**
  - **Yes/No**
  - **User**
- **Display To User**: Clear the checkbox if you do not want the parameter to be displayed and want the value to be used. You can use a single query to create multiple reports. In such scenarios, few parameters are hidden and values defined in the **Parameters** tab are used.
- **Attribute/Query**: For Attributes, the drop-down lists the attributes for Task Manager. For Query, the drop-down lists all queries of the **Parameter Type**. This can be used to make parameters such as dynamic LOVs. See Creating a Task Manager Query
- **Parameter Value**: The default value is displayed.

b. For Access, select the **Access** tab.

c. From the drop-down lists, select the **Application Module**, then select a **Role** for the Application Module.
For example, you can select Task Manager for the Application Module, then select to assign access to the Power User role.

You can use **Add** or **Remove** to change the list of users who can access the report.

> **Note**
>
> The report must be granted access to at least one application module for the report to display in the corresponding **Reports** tab.

5. Click **Save and Close**.

Searching and Filtering Queries, Report Groups, or Reports

Using the search field and filter options, you can control the records that you see in the list of queries, report groups, or reports.

To filter queries, report groups, or reports:

1. From the Home Page, click **Application**, and then select **Non-Consolidation Reports**.
2. Select the **Queries**, **Report Groups**, or **Reports** tab.
3. Enter search criteria in the **Search** text box.

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4. **Optional:** From the filter bar, click on a category to display additional search operators such as **Equals**, **Does Not Equal**, **Contains**, **Does Not Contain**, **Starts With**, and **Ends With**.

> **Note**
>
> - Click **Add a Filter** to view all categories.
> - To hide the filter bar, click the **Hide Filter Bar** icon.
> - To clear all filters, click the
>
> 
>
> **Filters** icon, and then click **Clear All Filters**.

Generating the Report

Generating reports is the final step in the process. After a Service Administrator has built the custom report, any user or group or team granted access can generate the report.

A Service Administrator can also use REST API commands to generate a report. For detailed information, see Generate Report for Financial Consolidation and Close and Tax Reporting in *REST APIs*. For large reports, the `runAsync` parameter for report generation in REST API allows reports to run asynchronously (value of true).

To generate reports:

1. From the Home Page, click **Reports**.
2. Click the **Task Manager Reports** tab.
3. Select the report you want to generate. You can use the quick **Search** option to find a report under a selected group.
4. For **Output Format**, select from the following:
   - **xlsx**: Not supported for graphs.
   - **html**: Not supported for graphs and charts.
   - **pdf**
   - **csv**: Does not use a template and is better at faster data retrieval.

     > **Note**
     >
     > For reports that contain more than 10,000 records, it is recommended to use the **csv** format.

   - **csv (Formatted)**: Is best suited for a simple data table with formatted data and does not support images, graphics, or styling in the template.

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> **Note**
>
> The **csv (Formatted)** output option takes additional time to generate the report to honor template formatting when compared to the **csv** format. Therefore, you can select **CSV** to generate the data quickly or **csv (Formatted)** to generate formatted template-based data.

5. Click **Generate**.
6. Enter the **Name**, and then select the **Schedule** and **Period** from the drop down menus.
7. Click **Generate**.
   When done, the system displays a "Completed Successfully" status message.

> **Note**
>
> - Click **Back** to preserve the parameter values that you have selected and regenerate the report.
> - Click **Reset** to clear the parameter values that you have selected and regenerate the report.

8. Select **Open with** or **Save File** to save the ZIP file.

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

Understanding Reports Security

This topic describes the security for standard reports and custom reports in Task Manager.

> **Note**
>
> A Service Administrator can also use REST API commands to generate user details report. For detailed information, see Generate User Details Report for Financial Consolidation and Close and Tax Reporting in *REST APIs*.

Standard (Predefined) Reports Security

A security clause is in all standard report queries. This means that the reports have a security filter enforced on these reports by default. For example, Power User security (established under **Access Control**), to allow access to certain tasks is enforced on reports. A Power User with access to only certain tasks can only see reports for those tasks.

Administrators can edit reports to give users access to a report using the **Access** tab in the **Edit Report** dialog. This ensures that if you allow users to see reports, they can only see data appropriate for them as determined by the Administrator.

The security clause is also included as part of the following predefined **Task Manager** reports:

- At Risk Tasks

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- Task Compliance Analysis
- Early Tasks
- Late Tasks
- Task Performance Analysis by Organizational Unit
- Rejected Tasks
- Task Audit Trail
- Users with Late Tasks

Assigning User Access to Standard Reports

An Administrator can decide to give access to standard reports to various users. This is done by using the **Access** tab on the **Edit Report** dialog.

To grant users access to a report:

1. From the Home page, click **Application**, and then select **Non-Consolidation Reports**.
2. From **Reports**, select the report you want, and from **Actions**, select **Edit**.
3. On the **Edit Report** dialog, under **Access**, you can use **Add** or **Remove** to change the list of users who can access that report.
4. Click **Save** or **Save and Close**.

Custom Reports Security

For custom reports, you can determine when you create your query whether you want to have a security clause inserted into the query and then assign access to the report to users. This means that the creator of the report determines who should be given access.

Using Task Manager Report Binders

Task Manager report binders enable you to create a history of all activities that occurred as part of a schedule, for example, the Corporate Q1 Close. You use filters to specify the schedule, tasks to include, and which task information to include.

Information for all tasks that meet the binder filter criteria are output in HTML to a ZIP file. They contain HTML and other files. When you extract the ZIP file, a directory structure is formed, in which you can access the HTML file to view the report binder. Because the report is self-contained in one file, it can easily be copied, printed, or emailed for internal or external reviews.

Generating Report Binders

The Generate Report Binder dialog box enables you to specify the parameters needed to create a report. When you open a schedule in a view and run Generate Report Binder, the report binder is applied to the current view and incorporates only the tasks within the current filtered view.

The report binder is generated and returned through the browser as a document. When you run Generate Report Binder, you have the option to open it immediately or to save it to disk as a ZIP file.

You can generate report binders for multiple schedules at a time. This can be helpful if your application has a large number of schedules.

To generate a report binder:

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1. From the list of Schedules, select one or more schedules for which to generate a report binder.
2. From the **Actions** dropdown, select **Generate Report Binder**.
3. For **Report Binder Name**, enter a name.
4. For **Description**, enter a binder description.
5. From **Optional Components**, select the task components that you want to display in the report:
   - **Alerts**
   - **Comments**
   - **Attachments**

   > **Note**
   >
   > Including attachments in the report greatly increases the size of the report and may impact the performance.

6. Click **Generate**.
7. From File Download, select **Save**.

   The Save As dialog box is displayed, and the ZIP file name is displayed at the bottom.
8. Select a directory for the ZIP file, click **Save**, then **Close**.

Viewing Report Binders

When you generate a report binder, it is output in one zipped file. The ZIP file name is the name that you specified for the Report Binder. The report pages are merged into an HTML report, with page breaks for sections as required, so that the report can be printed with a print command. If you choose to include attachments, a separate attachment appendix, containing links to attachments with corresponding tasks and alerts, is created, which you can print separately. All attachments are downloaded to separate folders.

If you saved the report binder as a ZIP file, you can extract everything from the ZIP, which creates a directory structure with the same name as the report binder. You can see the report binder by opening the HTML page in the directory. The first report page contains information on the report binder, the schedule, and displays a list of tasks and alerts available in the report binder. You can navigate to the Tasks section to see task details such as status, Assignee, start and end dates, and duration. If a task has not started, the projected (scheduled) date is displayed. Each task is a link to a Task Detail page. By default, it includes sections for Attributes, Instructions, Questions, Workflow, Predecessors, and History. If you selected the options to include Alerts and Comments when you generated the report binder, those sections are also displayed.

The first page also contains a list of alerts into which you can drill further. From the Alert Detail page, you can navigate to the associated task.

To view report binders:

1. Navigate to the directory in which you downloaded the ZIP file, and double-click the file.
2. Extract the ZIP files to the desired directory.
3. Navigate to that directory and locate the subdirectory that matches the ZIP file name.
4. From the subdirectory, double-click *`report_binder_name`*`.html` to view the report binder.

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Generating Cloud EPM System Reports for Task Manager

Reports provides a user-friendly, robust report development framework along with an enriched report viewer experience. Using Reports' Tables, you can incorporate Task Manager data within the Cloud EPM Reports platform – Reports, Books, and Bursting.

For more information, see:

- Designing Reports in *Designing with Reports*
- Task Manager Attributes List in *Cloud EPM System Reporting Schema Reference Guide*

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Managing Supplemental Data

Related Topics

- Supplemental Data Process Overview
- Supplemental Data Within Multicube Financial Consolidation Applications
- Managing Supplemental Data Manager Views, Lists, and Filters
- Managing Supplemental Data System Settings
- Managing Supplemental Data Manager Teams
- Working with the Supplemental Data Analysis Dashboard
- Managing Dimension Attributes in Supplemental Data Manager
- Working with Collection Intervals
- Working with Supplemental Data Collections
- Creating Supplemental Data Manager Form Templates
- Editing Form Templates
- Duplicating Form Templates
- Deleting Form Templates
- Deploying a Form Template to a Data Collection Period
- Un-Deploying a Form Template
- Re-opening Supplemental Data Forms
- Bulk Loading of Data into Collections
- Reassigning Users in Supplemental Data Manager
- Validating Supplemental Data Total Against an Account Balance
- Viewing Data in the Supplemental Data Analysis Dashboard
- Working with Supplemental Data in Smart View
- Using Currency Translation
- Using Reports
- Generating Custom Reports for Supplemental Data Manager
- Creating a Supplemental Data Query
- Creating a Template
- Setting Up a Report Group
- Searching and Filtering Queries, Report Groups, or Reports
- Creating a Report
- Generating the Report
- Understanding Reports Security

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- Generating Cloud EPM System Reports for Supplemental Data Manager

Supplemental Data Process Overview

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

1. The Administrator creates an application enabling the Supplemental Data feature, and refreshes the database, which sets up the system settings information.
2. The Power User performs these procedures:
   - Creates additional Dimensions which may be required within their data collection.
   - Creates the collection interval to define the frequency of the data collection process, and the workflow dimensions on which their forms will be based.
   - Creates collections and subcollections to store the data as part of the data collection process.
   - Creates attributes, and calculation and validation rules for the attributes.
   - Creates Data Form Templates to ensure a consistent and repeatable data collection process.
   - Assigns workflow and access for each data form template.
   - Deploys the form template to a specific data collection period to be ready for the collection process.
     - If the period is not open, then the form instances are in Pending status.
     - If the period is open, then the form instance is active and available for data entry.
3. The Administrator opens the Period after dimensions, collections, and forms are created in the system, and opens a Period to start the data collection process.
4. The User then performs these tasks:
   - Loads data manually once the Period is open or uses a CSV file to import form data. Users can also act on any actions to be done, for example, entering comments and answering questions.
   - Performs validation and ensures correctness of data.
   - Submits data for approval.
5. The User assigned as the approver reviews and approves or rejects the data (may have multiple levels of approval).
6. The User views summarized data after the data is approved (depends on the workflow option), and posts data.
7. The Administrator or Power User sends email alerts to assigned users for their related data forms.
8. The Administrator closes and locks the Period for the data collection:
   - Closes the Period for Data Collection (prevents additional form instances to start)
   - Locks the Period for Data Collection (allows no additional changes)

You can also manage the data collection process and work with supplemental data forms using the Supplemental Data option in Oracle Smart View for Office. You must first install the Smart View Extension for Supplemental Data Manager. To install the extension, see Downloading and Installing Clients in *Getting Started Guide for Administrators*.

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For information on Supplemental Data, see  Supplemental Data.

For additional information about using Supplemental Data, see the tutorial Reviewing, Updating, and Analyzing Supplemental Data in Financial Consolidation and Close.

Supplemental Data Within Multicube Financial Consolidation Applications

Supplemental Data Manager supports multicube Financial Consolidation applications. All Supplemental Data Manager objects are configured to individual cubes within the consolidation application. This allows users to select the cube from which to validate and use dimension members when working with supplemental data forms. For example, when validating supplemental data, users can choose the cube from which to retrieve the relevant data, rather than being limited to a single, default cube. This helps to validate data from different sources, and manage supplemental information related to different business units or dimensions.

The following Supplemental Data Manager features support multicube consolidation applications:

- The Members and Attributes dialog box for platform dimensions lists members of all cubes together (one column for each enabled cube, and displays Yes or No, depending on whether the member is present for that cube or not).
- When creating or editing form template section, the enabled cubes are available for selection for Total Validations and Mapping.
- When selecting a workflow, it shows members of all cubes together (but it displays Yes or No for a cube so that administrators will know the member that belongs to a cube. This is applicable for Default Interval (Entity dimension) also.)
- For Data Collection Periods, the Filter bar displays members of all cubes together and the **Period** column shows members of all cubes together in the listing.
- For Supplemental Data Tasks and Supplemental Data Analysis, the **Period** filter shows members of all cubes together. Also, the Filter bar for task list shows members of all cubes together for any interval dimension.

Related Topics:

- Editing Dimension Attributes
- Form Template Sections: Mapping Tab
- Form Template Sections: Validation Tab
- Configuring Data Collection Periods
- Assigning the Workflow
- Viewing Supplemental Data Manager Lists
- Working with the Supplemental Data Analysis Dashboard

Managing Supplemental Data Manager Views, Lists, and Filters

Related Topics:

- Viewing Supplemental Data Manager Lists
- Working with Views

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- Working with Filters
- Working with the Supplemental Data Analysis Dashboard

Viewing Supplemental Data Manager Lists

A saved list provides a consistent layout of the supplemental data tasks screen. It saves the filter condition and also the column display.

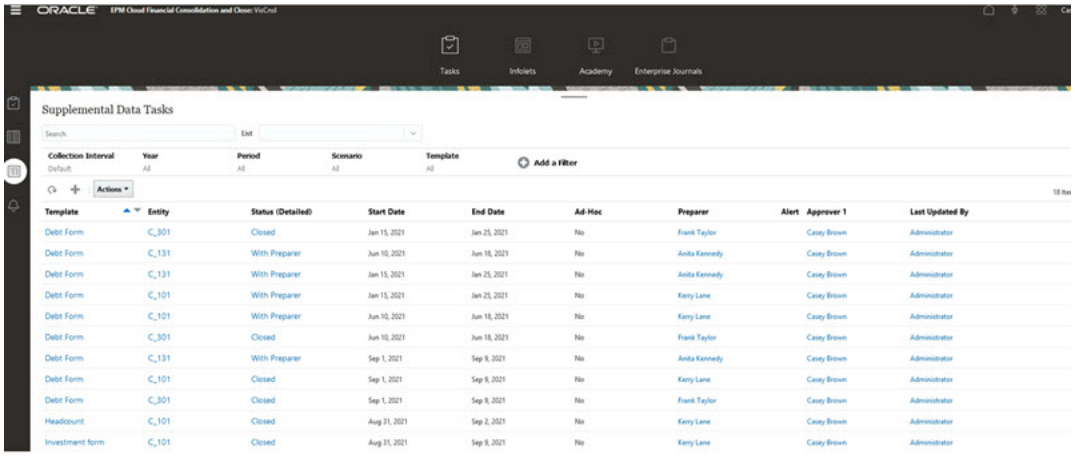
If you are an Administrator, you can see all the available forms in the system, and the user who is working on them.

If you are a user other than an Administrator, you can see all active forms for your role that need your attention.

To view forms:

1. On the Home page, click **Task**.
2. Click **Supplemental Data Tasks** on the left navigation.
3. Select a **Year**, **Period**, and **Template**. The **Period** filter shows members of all cubes together. Also, the Filter bar for task list shows members of all cubes together for any interval dimension.
4. **Optional:** To search for a form, in the **Search** field, enter any text or numeric for which to search the form list.
5. **Optional:** To filter the list of form, click the **Filter**
   
   icon next to the **Search** field and specify filter criteria.
6. **Optional**: To export the forms, from the **Actions** menu, click **Export to Excel**.

Sample Supplemental Data Tasks List



Column Definitions for Supplemental Data

This section provides the definitions for the Supplemental Data columns.

Table 38-1 Column Definitions for Supplemental Data Tasks

Column Attribute	Description
Ad-Hoc	Indicates whether the form is ad-hoc or not.

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Table 38-1 (Cont.) Column Definitions for Supplemental Data Tasks

Column Attribute	Description
Alert	Alert associated with the supplemental data task
Approver 1	User, Group, or Team responsible for approving the supplemental data task at Approver level 1
Approver 1 (Actual)	User who approved the supplemental data task at Approver Level 1
Approver 1 (Primary)	User, group, or team that was specified to approve the supplemental data task at Approver level 1
Approver 1 (Claimed)	Indicates if the form is claimed by the approver at Approver level 1 when the form is assigned to a team or a group.
Approver 1 End Date (Actual)	Actual end date when the role was completed
Approver 1 End Date (Assigned)	Assigned end date for the approver
Approver 1 Rejections (Count)	Total count of forms rejected by the approver
Approvers (Count)	Total count of assigned approvers
Comments (Count)	Number of comments entered for the form
Count (Collection)	Number of line items in a form
Created By	User who created the form
Created On	Date and time when the user created the form
Current Due Date	Due date for the current responsible user
Description	Description of the supplemental data task
End Date	Effective end date of the supplemental data task
End Date (Actual)	Date when the supplemental data task moved to Closed workflow status
Entity	Indicates the specific entity dimension member that a data record is associated with.
Ever Been Late	Has any Role Ever Been Late (Yes/No) If the Preparer was late, or any Reviewer was late, then Ever Been Late is set to Yes.
Ever Been Late (Approver)	Indicates whether approver role has ever been late.
Ever Been Late (Integrator)	Indicates whether integrator role has ever been late.
Ever Been Late (Preparer)	Indicates whether preparer role has ever been late. For example, assume that the Preparer was on time with the original submission. However, a Reviewer rejected the form and it's now reassigned to the Preparer. If the Reviewer was late, then Ever Been Late (Preparer) is set to Yes.
Integrator	User, group, or team currently assigned as the Integrator for the supplemental data task
Integrator (Actual)	User who performed the Integrator role
Integrator (Claimed)	Indicates if the form is claimed by the integrator when the journal is assigned to a team or a group.
Integrator (Primary)	User assigned as the primary Integrator
Integrator End Date	End date set for the integrator
Integrator End Date (Actual)	Actual end date for the integrator
Last Updated By	Name of the user who last updated the supplemental data task
Last Updated On	Date and time when the supplemental data task was last updated

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Table 38-1 (Cont.) Column Definitions for Supplemental Data Tasks

Column Attribute	Description
Late	Late when the current date is greater than the Due Date of the supplemental data task
Late (Approver 1)	Approver 1 is late when the current date is greater than the due date for any approver
Late (Integrator)	Integrator is late when the current date is greater than the due date for any integrator
Late (Preparer)	Preparer is late when either of the following is true: • The current date is greater than the preparer's due date • The supplemental data task is re-opened to the preparer after their due date Once the preparer submits the supplemental data task, Late is set to No. If the supplemental data task is re-opened to the Preparer after their submission End Date, this attribute is set to Yes. Once the Preparer submits the supplemental data task, Late is set to No.
My End Date	End date for the role you have on the supplemental data task
My Role	Role that you have on the supplemental data task
Period	Data collection period
Period Close Date	Date when the data collection period closed
Period End Date	Date when the data collection period ended
Period Start Date	Date when the data collection period started
Preparer	User, group, or team who is responsible to prepare the supplemental data task.
Preparer (Actual)	User who prepared the supplemental data task
Preparer (Claimed)	Indicates if the form is claimed by the preparer when the journal is assigned to a team or a group.
Preparer (Primary)	User who is assigned as the Primary Preparer to prepare the supplemental data task
Preparer End Date	End date when the role must be completed
Preparer End Date (Actual)	Actual end date when the role was completed
Rejections (Count)	Number of times the form was rejected (per user)
Responsible	Name of active user for the supplemental data task
Start Date	Overall start date of the supplemental data task
Status (Detailed)	Detailed workflow status for the supplemental data task
Status (Icon)	Status of the form indicated by an icon
Template	Associated template for the supplemental data task
Total (Collection.Attribute)	Total of the Number attribute in the form
Year	Year associated with the supplemental data task

Example

The following example shows the workflow.

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Sl. No.	Action	Preparer/ Approver/ Integrator	Preparer/ Approver/ Integrator (Actual)	Preparer/ Approver/ Integrator (Primary)	Comments
1	Initial State	PREP_TEAM		PREP_TEAM	Before any claim action - Actual value empty (For Ad-Hoc preparer, the team or group is not applicable, and Preparer (Primary) will show the user that it's assigned to)
2	Barry Mills claims the form	Barry Mills		PREP_TEAM	User information based on claim action
3	Barry Mills submits the form	Barry Mills	Barry Mills	PREP_TEAM	Actual value based on workflow action
4	Admin re-assigns the form to Susan Chang	Susan Chang	Barry Mills	Susan Chang	Re-assignment impact by admin on columns
5	Journal gets rejected	Susan Chang		Susan Chang	User information based on a workflow rejection
6	Susan Chang submits the form	Susan Chang	Susan Chang	Susan Chang	User information post workflow rejection

Table 38-2 Column Definitions - Supplemental Data

Column Attribute	Description
Name	Name of the supplemental data record
Description	Description of the supplemental data record
Collection Interval	Name of the collection interval associated with the supplemental data form
Frequency	Frequency of the data collection process
Last Update	Date and time when the supplemental data was last updated
Last Updated By	Name of the user who last updated the supplemental data

Managing Supplemental Data System Settings

Related Topics

- Setting Email Notifications in Supplemental Data Manager
- Setting Preferences for Supplemental Data
- Setting Supplemental Data Governors
- Using Oracle Cloud Object Storage to Store Supplemental Data Manager Attachments

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Setting Email Notifications in Supplemental Data Manager

Service Administrators can set up Email Notifications forSupplemental Data Manager users in **Task Manager** > **System Settings**. For more details, see Enabling Email Notifications.

Setting Preferences for Supplemental Data

You can specify preferences for the number and cell formats to be displayed for Supplemental Data. You can specify the number of decimal places to display, how you want to display negative numbers, cell styles, fonts, and colors.

To set Supplemental Data preferences:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **System Settings** tab on the left.
3. On the **System Settings** page, click the **Preferences** link.
4. For **Number Format,** select these options:
   - **Decimal Places**
   - **Negative Number**
5. For **Cell Format**, select these options:
   - **Cell Styles**
   - **Font**, and then select **Bold**, **Italic**, or **Underline**
   - **Font size**
   - **Text Color**
   - **Background Color**
6. Click **Save**.

Setting Supplemental Data Governors

In Supplemental Data, you can set governors on Collection attributes to improve application performance. The system provides default settings, which you can decrease or increase up to the maximum value. It enforces the maximum limits when objects are created.

For example, you can specify the maximum number of Calculated attributes per Collection. When you create Calculated attributes, if the number of attributes is below the maximum value, the system creates the attributes. If the maximum limit has been reached, the attributes are not created and the system returns a validation message that the number is out of range. You can also specify the maximum number of Dimension attributes, number of sections per Form Template, and number of attributes per Form Template Section, number of attributes displayed on Data Analysis, and maximum number of items displayed in a list.

To set Supplemental Data governors:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **System Settings** tab on the left.
3. On the **System Settings** page, click the **Governors** link.
4. Specify a maximum value of attributes or leave the default setting:

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- **Maximum Number of Calculated attributes**
- **Maximum Number of Dimension attributes**
- **Maximum Number of Sections per Form Template**
- **Maximum Number of attributes per tabular Form Template Section**
- **Maximum Number of attributes displayed on Data Analysis**
- **Maximum Number of Items displayed in a List** (default is 10000).

5. Click **Save**.

Using Oracle Cloud Object Storage to Store Supplemental Data Manager Attachments

You can store attachments for Supplemental Data Manager in the Oracle Cloud Object Storage instead of the Tax Reporting database. Object Storage is configured for Supplemental Data Manager within the Task Manager System Settings. For details on how to setup Object Storage, see Using Oracle Cloud Object Storage to Store Attachments.

Managing Supplemental Data Manager Teams

Teams are defined and provisioned with Owner, Assignee, and Approver roles. Then, rather than assigning named users these roles on a task, the role is assigned to the Team. Administrators and Power Users can add, edit, and delete teams.

> **Note**
>
> An individual user can be assigned to a maximum of 1,000 teams, either directly or indirectly.

About Teams and Groups

Both teams and groups allow you to create collections of users. The difference is that groups also allow application roles to be assigned. For example, a Group of users could be created with the Reports - Manage application role and this allows all the users in the group to create reports. Because a user's role can be changed by groups, only Service Administrators can manage them. This leads to a more centralized management of groups. In addition, Oracle Identity Cloud Service (IDCS) groups can also be configured so that user membership can be synchronized with the customer's Identity Management tool of choice. For more information about Cloud EPM groups and IDCS Groups, see Managing Groups in *Administering Access Control*. Lastly, two features of Groups that aren't available for Teams are:

- Groups are allowed to be included (nested) within another group
- User assignment and unassignment to Groups is audited

Teams are simply a collection of users. Because they do not grant roles, Power Users (or any user granted permission by a Service Administrator) can administer them. This allows for a more distributed management of teams. For example, management of teams can be done by each client's organization leaders around the globe.

Therefore, you should use groups when you need to assign roles or have a centralized management of your users which can be integrated with your Identity Management if desired

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or or if you need the nesting or auditing features. You should use teams if you have a more decentralized management of your users and do not need to assign application roles.

Related Topics:

- Adding Teams and Members for Supplemental Data Manager
- Importing and Exporting Teams and Members for Supplemental Data Manager
- Exporting Supplemental Data Manager Users
- Editing Teams and Members for Supplemental Data Manager
- Deleting Teams and Removing Members for Supplemental Data Manager

Adding Teams and Members for Supplemental Data Manager

You can create teams specifically for Supplemental Data, for example, for working on Supplemental Data forms. You can then determine which users or teams can claim a form, and from Access, you can assign teams for workflow stages. Each team is assigned a role. By default, the User role is created.

When adding teams, you should maintain unique names for User IDs and teams. Do not add a team that has the same name as a User ID.

To add teams and members for Supplemental Data:

1. On the Home page, click **Tools**, and then click **Access Control**.
2. Click the **Teams** tab, and then click **New**.
3. Enter a **Name** and **Description** for the team.
4. Select the **Supplemental Data** tab.
5. Select **User**.
6. To add members:
   a. From the **Members** section, click **Add**.
   b. Enter the partial or full **First Name**, **Last Name**, or select **Search** to select the names.
   c. In the **Search Results** section, select **Add**, or **Add All** to add the selections to the **Selected** list.
   d. Click **OK**.
7. On the Define Team dialog box, select **Primary User** to have the tasks default to a **Claimed** status with that user.

   > **Note**
   >
   > Other team members can then claim the task.

8. Click **OK**.

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Importing and Exporting Teams and Members for Supplemental Data Manager

Administrators and Power Users can perform a bulk update of teams and members by exporting a file, making changes and re-importing the file, rather than updating teams and members individually. When the teams.csv file is exported, it provides a report of the teams and the members for each team. You can change the name of the default .csv file as required.

You need to perform the following steps:

- Create the export .csv file. For details about the forat, see Supplemental Data Manager Team File Format.
- You can perform bulk edits for existing teams, or create new teams by editing the teams.csv file.
- Import the information back to the application.

Exporting Teams and Members

To perform a bulk export of Teams and Members:

1. On the Home page, click **Tools**, and then click **Access Control**.
2. Click the **Manage Teams** tab.
3. Select a team.
4. Click the Export File icon 
5. Click **Save** to save the **teams.csv** file. The file provides a listing of all teams and the members for each team.

Importing Teams and Members

When you import teams, the system merges the Team list. For example, if the application has Team 1, Team 2, and Team 3 defined, and the CSV file has Team 2 and Team 4 defined, after the import process, Team 2 will be updated and Team 4 will be added.

Team membership will be replaced by the contents of the CSV file. For example, if the application has Team 1 with membership of UserA, UserB, and UserC, and the CSV file has a membership of UserB and UserD, after the import process, Team 1 membership will include UserB and UserD.

To perform a bulk import of Teams and Members:

1. On the Home page, click **Tools**, and then click **Access Control**.
2. Click the **Manage Teams** tab.
3. Select a team.
4. Click **Import**  , and complete the following information:
   - Under **File**, browse to the exported .csv file.
   - Under **Import Type**, select one of the following options:
     - Click **Replace** to replace the rows that are in the export .csv file.
     - Click **Replace All** to perform the import as follows:

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* If the team exists in both the UI and the .csv file, the import will overwrite to update the team in the UI.
* If additional teams exist in the UI but not in the .csv file, those teams will be deleted.
* If additional teams exist in the .csv file but not in the UI, those teams will be imported.

> ⚠ **Caution**
>
> Any entries that are not included in the import file will be deleted.

- Under **File Delimiter**, select **Comma** or **Tab**. The default is comma.

5. Click **Import**.
   The import runs, providing statistics on the progress of the import.
6. When the import is complete, verify the results in the **Import Teams** message box and then click **OK**.

Supplemental Data Manager Team File Format

When you create a .csv file to import or export teams, it must use the following format:

CSV Element	Required	Description
#team	Yes	List of teams with team description and roles
#team_children	No	List of team members
Roles	No	If team has specific roles, allowed values are Yes and No. Default value is No. Allowed roles are Administrator, Power User, User, and Viewer.
id	Yes	Uniquely identifies a team or team name
Primary_user	No	Allowed values are Yes and No. Default value is No if either the column or value is not specified.

A sample CSV file is shown below.

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#team						
id	description	task_administrator	task_power_user	task_user	task_viewer	sdm_user
Team1	First Team	No	Yes	Yes	Yes	No
Team2	Second Team	Yes	No	No	No	Yes
#team_children						
id	user_id	primary_user				
Team1	UserA	Yes				
Team1	UserB	No				
Team1	UserC	No				
#team_children						
id	user_id	primary_user				
Team2	AdminA	Yes				
Team2	AdminB	No				

Exporting Supplemental Data Manager Users

Administrators and Power Users can export a list of users to a CSV file. You cannot import the list of users, however the user information such as the user login can be helpful in creating a Team import file.

To export a list of Supplemental Data Manager users:

1. On the Home page, click **Tools**, and then click **Access Control**.
2. Click **Manage Users**.
3. Click **Export to CSV**.
4. Click **Save** to save the **export.csv** file.

Name	User Login	Status	Teams	Description
AppUser1	app1	Available	Team1, Team 2	User1
AppUser2	app2	Available	Team1	User2
View User1	view1	Available	Team3, Team4, Team5	Viewer1

Editing Teams and Members for Supplemental Data Manager

To edit teams or members for Supplemental Data:

1. On the Home page, click **Tools**, and then select **Access Control**.
2. Click the **Teams** tab
3. Select a team, and click **Edit**.
4. Edit the teams and members and select **OK**.

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Deleting Teams and Removing Members for Supplemental Data Manager

To delete teams or members for Supplemental Data:

1. On the Home page, click **Tools**, and then click **Access Control**.
2. Click **Manage Teams**.
3. To delete teams, select a team, click **X**, and from the confirmation prompt, click **Yes**.
4. To remove members, double-click a team name, and on the **Edit Team** dialog box, select a member and then click **X** (Remove).
5. Click **OK**.

Manage Supplemental Data Manager Users

Under **Access Control**, you can use **Task Manager Users** to access information about users on the system. The following fields can be used as columns or filters on the Users List.

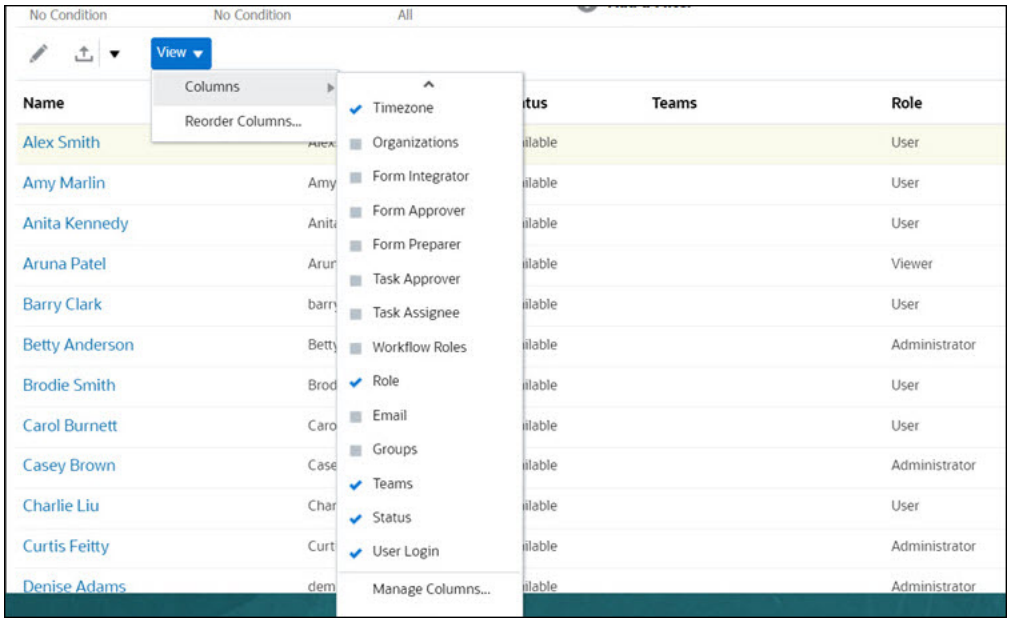
You can determine which columns you want to display, as well as filter the list, and then export to csv or Excel format.

To see detailed information about a user, double-click the user name and the **User Details** dialog is displayed.

- **Name** - full name of the user. Column and filter selected by default.
- **Last Login** - date and time of last user login.
- **Timezone** – timezone that is set in the user preferences of the respective user
- **Organizations** - list of organizations that the user is assigned to.
- **Form Integrator** – (Yes/No) indicates whether the user is an Integrator in any supplemental data form. This includes indirect assignments using Groups and Teams.
- **Form Approver** – (Yes/No) indicates whether the user is an Approver in any supplemental data form. This includes indirect assignments using Groups and Teams.
- **Form Preparer** – (Yes/No) indicates whether the user is a Preparer in any supplemental data form. This includes indirect assignments using Groups and Teams.
- **Task Approver** – (Yes/No) indicates whether the user is an Approver in any Task Manager Task. This includes backup assignments and indirect assignments using Groups and Teams.
- **Task Assignee** – (Yes/No) indicates whether the user is an Assignee in any Task Manager Task. This includes backup assignments and indirect assignments using Groups and Teams.
- **Workflow Roles** - roles the user is assigned to in Tasks or Forms (Task Assignee, Form Approver 1, Task Viewer etc.).
- **Role** - highest external role the user is assigned to.
- **Email** - email address for the user.
- **Groups** – list of groups the user belongs to.
- **Teams** - list of teams the user belongs to. Column selected by default.
- **Status** - user status (Available or Unavailable). Column and filter selected by default.
- **User Login** - user id. Column and filter selected by default.

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Example:



Clicking **Clear Settings** for a user reverts the following to the default values set for this user:

- Columns selected on dashboards and most of the Manage dialogs (for example, Manage Attributes dialog)
- Sorting in dashboards
- Applied filters in dashboards
- State of various switches and controls on the dashboards
- Default date formatting for the import dialog

Managing Backup Assignments

You can assign backups for the Assignee and Approver roles only when the primary user is a named user, not a team or group.

- **Assignee**: For basic tasks (not automated tasks)
- **Approver**: For both basic and automated tasks

> **Note**
>
> Administrators cannot back up owner assignments on templates, schedules, and tasks.

To assign a backup for a task:

1. Open the task for which you want to assign a backup.
2. Select the **Workflow** tab and select both an **Assignee** and **Backup** user.
3. Click **Save and Close**.

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Requesting a Reassignment in Task Manager

Reassignment requests can only be initiated by users explicitly assigned the primary workflow role (as a named user). They cannot be submitted for backup roles, or by members of Teams/ Groups assigned primary roles.

Assignees and Approvers can dispute an Assignee or Approver assignment on one or more tasks by submitting a request to reassign the tasks.

From the Task Actions dialog box, workflow users (Assignees and Approvers) can request reassignment of their workflow role for selected or selected and future tasks. These requests require approval. Administrators and schedule/template Owners can still reassign the task using the Edit Task dialog box without requiring approval.

To request reassignment for a task:

1. On the Home page, click **Tasks**.
2. Select the  **Schedule Tasks** tab on the left.
3. From **Actions**, select **Request Reassignment**.
4. If you know the reassigned user, enable  **To User**, and then enter or search for the name.

> **Note**
>
> If you do not know the new user, then submit a request without specifying the name of the user.

5. Reassign the task by completing these options:
   - **Selected Tasks** to reassign just the schedule task
   - **Selected and Future Tasks** to reassign tasks for the schedule task and the corresponding task in the source template
6. Enter a **Justification** for the reassignment.
7. Click **OK**.

Working with the Supplemental Data Analysis Dashboard

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

To view Collections in the Data Analysis dashboard:

1. On the Home page, click **Data**.
2. From the left, click **Data Analysis**.

   The Supplemental Data Analysis page is displayed.
3. From the **Collection** drop-down list, select a collection/subcollection and the data collection period (frequency dimension member combination) for which you want to access and analyze data.

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For example:

Collection Name: Debt Details

Data Collection Period parameters: Year: 2020, Period: April, Scenario: Actual. The **Period** filter shows members of all cubes together. Also, the Filter bar for task list shows members of all cubes together for any interval dimension.

4. **Optional:** Click **Add a Filter**, then enter a filter value. Available filters are based on the collection you selected.
5. **Optional:** For more detailed filtering, from **Add a Filter**, click **Advanced**, then define filter criteria and create conditions.

   To define a condition or group:

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

> **Note**
>
> The first 80 characters are displayed in the **Description** field of a particular Entity and on mouse over the whole text is displayed.

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

> **Note**
>
> CSV export of **Yes**/**No** fields and **True**/**False** are shown as below:
>
> - Yes and True = Y
> - No and False = N

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

   a. Click **Browse** to select the file.
   b. Select to **Replace** or **Update** the existing file.
   c. Select a **Date Format**.
   d. For **File Delimiter**, select **Comma**, **Tab**, or select **Other**, then enter a delimiter.
   e. Click **Import**.

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

Managing Dimension Attributes in Supplemental Data Manager

Related Topics

- Adding Dimensions for Supplemental Data
- Adding Dimension Attributes
- Editing Dimension Attributes
- Deleting Dimension Attributes
- Importing Dimension Members for Supplemental Data
- Exporting Dimension Members for Supplemental Data

Adding Dimensions for Supplemental Data

To add dimensions:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Dimensions** tab on the left.
3. Click **Actions**, and then **Add**.
4. On the **Properties** tab, enter a name and description.
5. On the **Attributes** tab, add the dimension attributes.

> **Note**
>
> The History tab logs changes to Dimensions, including changes in modification types, supporting objects, modified by, and the old and new values.

Adding Dimension Attributes

To add dimension attributes:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Dimensions** tab on the left.
3. Select a dimension, then click **Actions**, and then **Edit**.
4. On the **Attributes** tab, click **Add Attribute**.

   Enter the following values:

   - **Name**: You can enter a maximum of 80 characters.
   - **Description**: You can enter a maximum of 255 characters.
   - **Attribute Type**:
     - **Text**: You can enter a maximum of 255 characters.
     - **Integer**: You can enter values -2147483648 to 2147483647.
     - **List**: You can enter a maximum of 255 characters.

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- **Number**: You can enter value xxxxxxxxxxxxxxxxx.xxxxxxxxx (17 digits and 9 decimal places)

- **Key Attribute**

  Select the Key Attribute checkbox if this attribute is the key attribute.

  > **Note**
  >
  > If you want to use the dimension for collection intervals, the attribute should be a key attribute and the dimension should have only one key attribute.

- **Data Type**

  Select one:

  - **Date**
  - **Date and Time**
  - **Integer**
  - **List**

    Select a method:

    * Click **Add**, and then enter values for the attribute.
    * To import list items from a CSV file, click **Import** , then browse to the CSV file.
    * To export list items from a CSV file, click **Export**, then follow the prompts.

  - **Number**

    If you select Number, select formatting options (The defaults are set in the Preferences section of the System Settings).

    * For **Decimal Places**, enter a value for the number of decimal places to be displayed.
    * Select **Display as Percentage** to display a percent sign.
    * Select **Thousands Separator** to display a thousands separator (for example, 1,000.00). The system displays the thousands separator symbol for the user locale.
    * In **Negative Number**, select how to display negative numbers; for example, (123).

  - **Text** (255 characters maximum)
  - **Multi-Line Text**

    If you select **Multi-Line Text**, enter the **Number of Lines**, from 3 to 50 lines. The default value is 3. Multi-Line Text determines how many lines of text are visible in the form without scrolling, on the Actions dialog boxes. The maximum length should be 2000 characters. However, the width remains fixed for the text area.

    If you select **Use Value** checkbox, the value you entered for the **Number of Lines** will by default also be applicable here. Beyond that, it will be a scrolled text.

    You select the **Required** checkbox if it is mandatory for the Data Type to hold a value.

  - **True** or **False**
  - **Yes** or **No**

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- **Default Value**

  The attribute is populated with this value by default, which you can override.

5. Click **OK**.
6. In **Update Dimension**, to select the new attribute as a "Key Attribute" for the dimension, select **Key Attribute**.

> **Note**
>
> The system allows multiple attributes as key for a dimension.

Editing Dimension Attributes

The Members and Attributes section lists dimension members, descriptions and attributes, including leaf attributes and parent node, and the corresponding cube for the dimension member.

To edit dimension attributes:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Dimensions** tab on the left.

   The **Members and Attributes** section displays dimension members, descriptions and attributes, including leaf and parent node information, and corresponding dimension cubes. Dimension members will display members of all cubes together in the listing (one column for each enabled cube and it'll display **Yes** or **No**, depending on whether the member is present for that cube or not).
3. Select a Local dimension, then click **Actions**, and then **Edit**.
4. On the **Attributes** tab, select an attribute, and then click **Edit**.
5. Edit the attribute as needed.

   You can't change the data type if a member already exists for the dimension or if the attribute is referenced in a collection.
6. Click **OK**.

Deleting Dimension Attributes

Dimension member attributes will be logically deleted instead of physically deleted. Internally, the member attribute will still be retained, but marked as it is no longer available for selection. The member attribute information will still be displayed if it was previously set in the supplemental data form. When you delete a dimension member attribute, it will no longer be included when creating new supplemental data forms. However, the dimension member attribute will remain within any existing forms.

If there are no references to the logically deleted member, it will be physically deleted in the next run of the system maintenance job.

To delete dimension member attributes:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Dimensions** tab on the left.
3. Select a Local dimension, then click **Actions**, and then **Edit**.

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4. On the **Attributes** tab, select an attribute, and then click **Delete**.

> **Note**
>
> You can't delete an attribute if it is referenced in a collection.

5. From the confirmation prompt to delete the attribute, click **Yes**.

Importing Dimension Members for Supplemental Data

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

To import dimension members:

1. On the Home page, click **Application**, then click **Supplemental Data**.
2. Click the **Dimensions** tab on the left.
3. Select a dimension.
4. In **Members and Attributes**, click **Actions**, and then **Import**.
5. Click **Browse**, and then navigate to the file you want to import.
6. Select one of these options:
   - **Replace**: Clears any dimension members in the form and replaces them with the members from the source file. Any values absent in the source file will be blank after the import process.
   - **Update**: Updates only the members included in the source file. Other members are not affected.
7. Select a **Date Format** from the drop-down list of formats.

   Date formats are not translated. By default, the date format is set to the locale date format of the exported file location.
8. Select a **File Delimiter** for the import file: **Comma** or **Tab**.
9. Click **Import**.

   The Results screen displays the number of imported dimension members.
10. Click **OK**.

    To clear the dialog and select another file to import, click **Reset**.

Exporting Dimension Members for Supplemental Data

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

To export dimension members:

1. On the Home page, click **Application**, then click **Supplemental Data**.
2. Click the **Dimensions** tab on the left.
3. Select a dimension.
4. In **Members and Attributes**, select a member.
5. Click **Actions**, then **Export**, and then select the **CSV** or **XLS** file format.

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

Working with Collection Intervals

The Supplemental Data collection interval allows you to customize your data collections by tailoring the POV to your specific collection needs. The collection interval includes these dimension types:

- **Frequency Dimension** - defines the frequency of the data collection process.
- **Workflow Dimension** - determines the dimensions used for forms. For example, if you select entities, your forms will be by Entity.

To view collection intervals:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Collection Interval** tab on the left.

The system displays a list of available collection intervals. You can select which columns to display, sort the list by column, or sort it by alphabetical ascending or descending order.

A Default collection interval is included within the service. The default collection interval includes Year, Period, and Scenario as the frequency dimensions and Entity as the workflow dimension.

You can create collection intervals, or use the Default collection interval. To create a collection interval, see Creating Collection Intervals.

Creating Collection Intervals

You create a collection interval using Frequency dimensions and Workflow dimensions. The Frequency Dimension defines the frequency of the data collection process. The Workflow Dimension defines the number of workflow instances for data collection.

You may configure a maximum of four Frequency Dimensions (including Year and Period) and five Workflow Dimensions.

To create a collection interval:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Collection Interval** tab on the left.
3. Click Add (+) to create a collection interval.
4. On **Create Collection Interval**, enter the information:
    - **Name**: Enter a unique name. You can enter a maximum of 80 characters.
    - **Description**: You can enter a maximum of 255 characters.
    - **Frequency Dimensions**—Select one or two dimensions from **Available Dimensions** and use the shuttle keys to move them to **Selected Dimensions**.

      The Year and Period dimensions are selected by default.

      You can select a maximum of two additional frequency dimensions along with the default Year and Period dimension.

      The frequency dimensions that you select will not be available for further data collection and management in Collections.

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- **Workflow Dimensions**—Select the dimensions from **Available Dimensions** and use the shuttle keys to move them to **Selected Dimensions**.

  You must select at least one workflow dimension.

  You can select a maximum of five workflow dimensions. The workflow dimensions that you select will not be available for further data collection and management in Collections.

5. Click **OK**.
6. To edit a collection interval, select the collection interval, then click **Actions**, and then **Edit**. You cannot edit a collection interval referenced in a Collection.

   You cannot edit the Default collection interval.
7. To delete a collection interval, select the collection interval, then click **Actions**, and then **Delete**.
   You cannot delete the Default collection interval.

Configuring Data Collection Periods

After you create a collection interval for the data collection process, you configure data collection periods by selecting members of the Frequency dimension. The Year and Period Frequency dimensions are available by default.

You can have different data collection periods across your collection intervals.

To configure the data collection period:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Data Collection Period** tab on the left.
3. Click **Collection Interval** and select the interval from the drop-down.
   This displays the **Frequency** dimensions that you defined in the selected collection interval. The **Year** and **Period** dimensions display by default. For **Period**, it will show members of all cubes together in the list.
4. Select members in each of the **Frequency** dimensions. This displays the corresponding data collection periods.
5. Select the period and enter the **Start Date**, **End Date**, and **Close Date** to open the period.

   > **Note**
   >
   > To clear the entered dates prior to saving, click **Reset**.

6. Click **Save**.

> **Note**
>
> After defining a data collection period, you cannot make changes to the selected collection interval on the **Collection Interval** tab.

To open, close, or lock a period:

1. From the Data Collection Period list, select a period.
2. From the **Actions** drop-down or the menu bar, select an action:

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- **Open Period** – Allows new Form Templates to be deployed and Ad-Hoc Forms to be added to the Collection Period. Users may update their forms based on their scheduled start date.
- **Close Period** – No additional Form Templates can be deployed nor any additional Ad-Hoc Forms can be added to the Collection Period. Users may continue updating the existing forms.
- **Lock Period** – No additional updates are allowed on the existing Forms.

Viewing Collection Interval History

The system maintains a history of collection interval activity, including the user, date, action, and the old and new values.

To view Collection Interval history:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Collection Interval** tab on the left.
3. Select a collection interval, and then click **Edit**.
4. View the following fields:
   - Field
   - Modification Type
   - Supporting Object
   - Modified By
   - Modified On
   - Old Value
   - New Value

Working with Supplemental Data Collections

Supplemental Data collections contain definitions of data tables. A collection consists of attributes of information for any data record. Collections can contain attributes from Dimensions, and you can enter attributes. You can also create sub-collections that allow finer detail data collections. Only Administrators or Power Users can create and update the collection definition.

To view collections:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Collections** tab on the left.

The system displays a list of available collections with their name, description, type, collection interval, attributes, associated form templates, and other information such as the date last updated. You can select which columns to display, sort the list by column, or sort it by alphabetical ascending or descending order.

To create collections, see Creating Collections.

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Creating Collections

When you work with Supplemental Data, you create a collection to define the data for the collection process. You can also create sub-collections, which allow finer detail data collection. You can ensure data collection security by specifying whether to prevent sharing of data across data forms.

Watch the following video about creating collections for Supplemental Data:


Creating Collections for Supplemental Data

To create a collection:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Collections** tab on the left.
3. Select **Actions**, and then **New**.
4. On the **Properties** tab, enter the collection information:
   - **Name**: You can enter a maximum of 80 characters. Enter a unique name.
   - **Description**: You can enter a maximum of 255 characters.
   - **Sub Collection**: Select this checkbox to create a sub-collection. You can create a sub-collection only after creating a collection. See Creating Sub-Collections.
   - **Collection Interval**: Select a collection interval from the drop-down.
   - **Associated Sub Collections**: This is not editable and displays the sub-collection associated with the collection.
   - **Share data records among Templates/Forms**: The default selection is **Yes** which means the data is shared among templates/forms within the same Workflow selection. If you do not wish to share the data, click the **No** checkbox.
5. On the **Attributes** tab, add attributes for the collection.

   See Adding Collection Attributes.

Creating Sub-Collections

Sub-Collections allow you to obtain detailed data collections. You create a sub-collection for an existing collection, which then becomes the parent collection. The sub-collection is linked to the parent collection and displays under the parent collection. You can create a maximum of five sub-collections for a parent collection.

To create sub-collections:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Collections** tab on the left.
3. Click **+ (plus sign)**.
4. On the **Properties** tab, enter the sub-collection information:

- **Name**—Enter a unique name.
- **Description**
- **Sub Collection**—Click the checkbox.

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- **Collection Interval**—This is not editable after you click the **Sub-Collection** checkbox.
- **Collection**—Select the parent collection for which you want to create a sub-collection. On selecting the parent collection, the **Collection Interval** auto-populates the collection interval associated with the parent collection.
- **Share data records among Templates/Forms**—This is not editable after you select the parent collection in **Collection**.
- On the **Attributes** tab, add attributes for the sub-collection.

> **Note**
>
> The attributes in the parent collection are linked to the sub-collection by default. When you create an attribute for the sub-collection, the new attribute links to the parent collection and the associated collection interval.

Adding Collection Attributes

Attributes are user-defined fields defined centrally by administrators and used in many places. You can specify different value types for attributes: Date, Date and Time, List, Number, Text, and True or False.

For collections, you can add date calculation attributes such as a Start Date and End Date for a data collection period. You can also persist the historical dimensional attribute values on existing data forms.

To add collection attributes:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Collections** tab on the left.
3. Select a collection, and then click **Edit**. The Edit Collection window is displayed.
4. Click the **Attributes** tab. It displays the following columns:
   - **Key Identifier**: Indicates whether the attribute is a key identifier or not. If no data exists for this collection, you can modify the Key Identifier and attributes.

     > **Note**
     >
     > – The **Key Identifier** and **Assign Workflow** check box options for Entity is selected by default. As you add attributes, you can select one or more as the Key Identifier.
     >
     > – Supplemental Data Manager does not support the attributes of type Calculated as a Key Identifier attribute. If you select this type of attribute as a Key Identifier, you may encounter unexpected behavior and errors in collections.

   - **Assign Workflow**: Displays the workflow defined in the collection interval. It is not editable.
   - **Persist**: Indicates whether the dimension attribute's value should persist in the referenced forms. This column is applicable only for Dimension Reference type of attribute.
   - **Name**: Name of the attribute.

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- **Dimension Name**: This column is applicable only for dimension attribute and provides the dimension name.
- **Attribute Type** (displayed if there are existing attributes): Indicates the type of attribute:
  - Input
  - Dimension Reference
  - Calculated
- **Data Type**: Date, Date and Time, Integer, List, Multi-Line Text, Number, Text, True/False, or Yes/No
- **Total**: Allows you to specify the totaling method for the attribute:
  - **Sum**: Additive total
  - **Average**: Average of the rows with data. Rows without data are not counted in the denominator.
  - **Count**: Count of the rows with data
  - **None**: Total isn't calculated

5. Click the **Add** icon and then click any of the following:
   - **Add Attribute**: The Create New Attribute window is displayed. See See Adding a New Attribute for a Collection.
   - **Add Attribute from Dimension**: The Add Attribute From Dimension window is displayed. See Adding Attributes from Dimension.

Adding a New Attribute for a Collection

To add a new attribute for a collection:

1. In the Create New Attribute window, specify the following on the **Properties** tab:
   - **Name**: Enter a name for the attribute. You can enter a maximum of 255 characters.
   - **Description**: Enter a description. You can enter a maximum of 255 characters.
   - Select the **Input** or **Calculated** option as the attribute type.
     Input is the default, and the **Validations** tab is enabled. For periods that have been opened and form instances created, the modified validation rule doesn't apply. Changes made apply only to new form instances.

     If you select **Calculated**, then the **Calculations** tab is enabled.

     > **Note**
     >
     > Once you select **Input** or **Calculated** and save the attribute, you can't change this setting after the attribute is created. Changing the attribute type overrides previously specified validations or calculations.

   - **Data Type**: Select one of the following as the data type. After you select the data type, you can also select **Required** and/or **Use Value** options.
     - **Date**
     - **DateTime**
     - **Integer**

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- **List**: Click **Add** and enter values for the attribute. List is local to the collection and can't be shared among other collections.
- **Multi-Line Text**: If you select this option, select the **Number of Lines**, from 3 to 50 lines. The default value is 3. Multi-Line Text determines the number of lines of text visible in the form without scrolling, on the Actions dialog boxes. The maximum length should be 2000 characters. However, the width remains fixed for the text area.
  Select the **Required** checkbox if it is mandatory for the Data Type to hold this value. If you select the **Use Value** checkbox, then the value you entered for the **Number of Lines** will by default also be applicable here. Beyond that, it will be a scrolled text.
- **Number**: Select this option to specify the formatting options. This will override the default settings in the **Preferences** section of **System Settings**.

  > **Note**
  >
  > You can only enter numeric values for this attribute.

  - **Decimal Places**: Enter the number of decimal places to display.
  - **Display as Percentage**: Displays a percent sign.
  - Use Thousands Separator: Displays a thousands separator (for example, 1,000.00). The system displays the thousands separator symbol for the user locale.
  - **Currency**: Select the currency.
  - **Negative Number Format**: Select how to display negative numbers.
  - **Scale**: Scale the number. Range is 1000 to 1000000000000.
- **Text**: Enter maximum of 255 characters
- **True/False**
- **Yes/No**

- **Required**: If the attribute is required, you must enter a value in this field during data entry.
- **Use Value**: If you specify this value, the system applies the value entered by the designer for any record created by the user. You can change the default value during data entry.

2. Click **OK** to save the attribute. The Create New Attribute window closes.
3. In the Edit Collection window, click **Save** to save the collection.

> **Note**
>
> You must save the new attribute and the collection. Only after doing this, you will be able to access the **Validations** tab or the **Calculation** tab for the attribute.

4. Select the attribute you have created and click the **Edit** icon.
   The Edit Attribute window is displayed.
5. If you've selected the **Input** option (step 1), then you can add a conditional expression on the **Validations** tab:

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a. Click **Add**. A row is added to the table.

b. Click the columns within the first row to display the drop-down lists, where you can select the **Operator** and enter **Value1** and **Value2** accordingly.

c. If you need a second condition, click **Add** to add another row.

d. Click the columns within the second row to display the drop-down lists, where you can select the **Conjunction** such as **And** or **Or**.

e. Click **OK** to save the conditions.

6. If you've selected the **Calculated** option (step 1), then you can add a calculation on the **Calculations** tab. Select the **Calculation Type**:
   - **Assign Value to List**: Select the associated **Attribute**.
   - **Conditional**: Add the condition for **Calculation Definition**.
   - **Scripted**: Provide the **Calculation Definition** and select the attribute and function.
7. To add a calculation expression, specify the data type and calculation type as described in the following table.

Table 38-3 Data Type and Calculation Type

Data Type selected on Properties Tab	Calculation Type	Description
For all data types	Select **Assign Value to List**, and then select the **Attribute** value. You must have saved the List attribute values.	Return an attribute value based on the assignment to a List member.
For all data types	Conditional	For a given attribute, return attribute value A if specified conditions have been met. If the conditions have not been met, return attribute value B.
List	Assign List To Value	Based on the value of an attribute, return the related member from the list.
Integer, Number, Text	**Scripted** See Scripted Functions	A free-form scripted calculation. Scripted is available for attributes of type Integer, Multi-line Text, Number, or Text.

8. Click **OK** to save the attribute.

> **Note**
>
> Changes to attributes apply only to subsequent data collection periods.

Scripted Functions

- **Absolute Value**: Returns the absolute value of a specified number. If a number is less than zero, the positive value of the number is returned. If the specified number is equal to or greater than zero, the specified number is returned.
  `ABS(<Number>)`
- **Add Month**: Returns a date offset a specified number of months from the starting date. The date will always fall in the specified month offset. If the starting date has a day value beyond what is in the offset month, the last day of the offset month will be used. For example, EDate (31-Jan-2017, 1) returns (28-Feb-2017). For Months, enter the number of

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months before or after the start date. A positive value for months yields a future date. A negative value yields a past date.
`ADD_MONTH(<Start Date>, <Months>, <Length>)`

Example: `ADD_MONTH(DATE(2017, 2, 15) 3)`

- **Average Prior**: Averages a numeric amount over the prior X periods.
`AVERAGE_PRIOR(<Value>, <Number of Periods>, <To Currency*>`

  Example: `AVERAGE_PRIOR( {Balance (Reporting)}, '2', 'EUR'`

- **Date**: Returns a date value based on specified integer values for the year, month and day.
`DATE(<Year>, <Month>, <Day>)`
- **Date Difference**: Returns the difference in days, hours minutes, or seconds between two dates. For DATE 1 and DATE 2, the values TODAY and NOW can be used, which denote the current date (with no time component) and date-time, respectively.
`DATE_DIFF(<Date1>, <Date2>, <Type>)`

  Example: `DATE_DIFF('TODAY', {Preparer End Date}, 'DAYS') or DATE_DIFF({Preparer End Date}, 'NOW', 'HOURS')`

- **Day**: Returns the day value of a date as an integer number
`DAY(<DATE>)`
- **Extract Text**: Returns the substring within the value, from the positions specified.
`SUBSTRING(<Value>, <Location>, <Length>)`

  Example: `SUBSTRING( {Name} , 5, 10)`

- **If Then Else**: Allows the user to insert a conditional calculation into the scripted calculation. IF_THEN_ELSE calculations can also be nested to support ELSE IF type calculations.
`IF_THEN_ELSE(<Condition>, <Value1>, <Value2>)`

  Example:

  ```
  IF_THEN_ELSE( {Risk Rating} = 'Low', 'Good',
  IF_THEN_ELSE( {Risk Rating} = 'Medium', 'Better',
  IF_THEN_ELSE({Risk Rating} = 'High', 'Best','Bad')))
  ```

- **Length**: Takes a text value as a parameter and returns an integer which is the number of characters in the text. If the value is empty/null, the calculation will return 0.
`Length ({<attribute>})`

  Example: `LENGTH('Value')` would return 5, and `LENGTH({Name})` would return the number of characters in the name of the object.

  Use the calculation with SUBSTRING to extract the last four characters of a text value.

  `SUBSTRING( {MyString}, LENGTH ({MyString}) - 4`

- **Lowercase**: Returns the value in lower case.
`LOWERCASE(<Value>)`

  Example: `LOWERCASE( {Description} )`

- **Maximum**: Returns the maximum value from a list of attributes. There can be any number of parameters.
`MAX(<Value1>, <Value2>,<ValueN>)`

  Example: `MAX( TRANSLATE( {Source System Balance (Entered)}, 'USD', 'Accounting'), TRANSLATE( {Source System Balance (Functional)}, 'USD',`

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```
'Accounting'), TRANSLATE( {Source System Balance (Reporting)}, 'USD',
'Accounting') )
```

- **Maximum Prior**: Returns the maximum value over the prior X periods.
  `MAX_PRIOR (<Value>, <Number of Periods>)`

  Example: `MAX_PRIOR( {Balance (Functional)}, '6', 'CAD', 'REC')`

- **Minimum**: Returns the minimum value from a list of attributes. There can be any number of parameters.
  `MIN(<Value1>, <Value2>,<ValueN>)`

  Example: `MIN( TRANSLATE( { Balance (Entered)}, 'CAD', 'REC'), TRANSLATE( {Balance (Functional)}, 'CAD', 'REC'), TRANSLATE( {Balance (Reporting)}, 'CAD', 'REC') )`

- **Minimum Prior**: Returns the minimum value over the prior X periods.
  `MIN_PRIOR (<Value>, (<Value>, <Number of Periods>)`

  Example: `MIN_PRIOR( {Source System Balance (Functional)}, '6', 'EUR', 'Simplified')`

- **Month**: Returns the month value of a date as an integer number (1-12)

  `MONTH (<DATE>)`

- **Power**: Raises one number to the exponential power of another.

  `POWER(x,y) where x=BASE NUMBER,and y=EXPONENT` and x and y can be attributes or calculations, as long as they are numeric.

  Example: `POWER(3,4)=81`

  > **Note**
  >
  > Fractional values will reduce the number to its root. For example, `POWER(27, 1/3) = 3` the cube root.
  > Negative values will perform an inverse of the exponential calculation. For example, `POWER(2, -2) = 1 / (2^2) = 1 / 4 = .25`.

- **Prior**: Returns the value of the specified prior period.

  `PRIOR(<Value>, <Number of Periods Prior>)`

  Example: `PRIOR( {Source System Balance (Entered)}, '1', 'EUR'')`

- **Round**: Returns the value rounded to the decimal places specified.

  `ROUND(<Value>, <Decimal Places>)`

  Example: `ROUND( ({Scripted Translate} /7), 4)`

- **Sum Prior**: Returns the sum of a value over the prior X periods.

  `SUM_PRIOR(<Value>, <Number of Periods>)`

  Example: `SUM_PRIOR( {Balance (Reporting)}, '3', 'EUR')`

- **Text Location**: Returns the location of the substring within the attribute value, starting at 1 as the first position.

  `INSTRING(<Value>, <Value To Search>)`

  Example: `INSTRING( UPPERCASE( {Name} ), 'TAX' )`

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- **Translate**: Translates a currency attribute to a numeric attribute using a specified rate type.

  `TRANSLATE(<Value>, <To Currency>, <Rate Type>)`

  Example: `TRANSLATE( {Balance (Entered)}, 'EUR', 'Acct')`

- **Uppercase**: Returns the value in upper case.

  `UPPERCASE(<Value>)`

  Example: `UPPERCASE( {Name} )`

- **Year**: Returns the year value of a date as an integer number.

  `YEAR (<DATE>)`

Example to Add a Calculation Attribute

1. Create a collection with the following attributes:
   Int1: **Input** as attribute type and **Data Type** as **Integer**. Click **OK**, and from Edit Collection, select **Int1** as a **Key Identifier**

   TextInput: **Input** as attribute type and **Data Type** as **Text**.
2. Save the data.
3. Create an attribute called **TextCalc** with attribute type as **Calculated** and **Data Type** as Text.
4. On the **Calculations** tab, specify the following:
   - **Calculation Type**: Select **Scripted**.
   - **Add Function**: Select **TextLocation**, and then click **Add**.
     `INSTRING(<Value>, <Value To Search>)` is added to Calculation Definition.
   - Click <Value> and either enter a value (enclosed in single quotation marks and case sensitive), or, in **Add Attribute**, select the TextInput attribute, and then click **Add**.

     `<Value>` changes to `{TextInput}`.
   - Replace `<Value to Search>` with `'tion'`.
     Note: Ensure that you replace `<xxx>` with single quotation marks: `'xxx'`. For example, `INSTRING({TextInput}, 'tion')`
5. Click **OK** to save the attributes.

Adding Attributes from Dimension

In the Add Attribute From Dimension window:

1. Select a **Dimension**
2. Select attributes from the **Available Attributes** list and move them to the **Selected Attribute** list.
   The system includes the key attribute of the dimension as a Selected Attribute. You cannot clear the key attribute.
3. Click **OK**.
   The Add Attribute From Dimension window closes and the selected attributes are displayed in the Edit Collection window.
4. You can select the check box in the **Persist** column to indicate that the attribute's value should persist in the referenced forms. If the dimension attribute is updated, then the changes won't be updated in the forms where the attribute is referenced. If you don't select this check box, then the referenced attribute is updated with the latest changes. After you save the collection, you can't change this setting.

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5. Click **Save** or **Save and Close**.

Importing Collection List Attributes

To import attributes of type List:

1. Create an import file of type List, with each value on a separate line.

   For example:

   ```
   Blue
   Yellow
   Red
   Green
   ```

2. On the Home page, click **Application**, and then click **Supplemental Data**.
3. Click the **Collections** tab on the left.
4. Create or select an attribute of type List, and then click **Edit** from the **Associated Form Templates** area. The **Edit Form** dialog is displayed.
5. Click **Import** from the **Users** area.
6. Browse to select the import file.
7. Select an **Import Type** - **Update** to update only the members in the source file, or **Replace** to replace the users with members from the source file.
8. Select a **File Delimiter** for the import file from the drop-down list: **Comma** or **Tab**.
9. Click **Import**.

   Import List Values displays the values: Total List Values, Completed, Errored, List Values Created, and List Values Updated.

   If **Completed Successfully**, click **OK**.

   If **Completed with Errors**, the errors are listed. To export the error list, click **Export to Excel**.

Viewing Collection History

The system maintains a history of collection activity, including the user, date, action, and the old and new values.

To view Collection history:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Collections** tab on the left.
3. Select a collection, and then click **Edit**.
4. View the following fields:
   - **Field**
   - **Modification Type**
   - **Supporting Object**
   - **Modified By**
   - **Modified On**

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- **Old Value**
- **New Value**

Deleting Collection Attributes

To delete collection attributes:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Collections** tab on the left.
3. Select a collection, and then click **Edit**.
4. Select the **Attributes** tab, select an attribute, then **Actions**, and then **Delete**:
   - If data exists, you cannot delete the attribute.
   - If no data exists, but the attribute is referenced in a form template, you cannot delete the attribute without first removing the attribute from the form template.
5. From the confirmation prompt, click **Yes**.

Editing Collections

You can edit the description and the attributes of a collection.

To edit collections:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Collections** tab on the left.
3. Select a collection, then click **Actions**, and then **Edit**.

   The associated sub collection will be displayed if defined.
4. Click the **Properties** tab, and modify the **Description** as needed.
5. Click the **Attributes** tab and edit attributes as needed.

> **Note**
>
> You can edit any local collection attribute name. You will then need to redeploy form templates to reflect the updated attribute name.

If data exists for the collection, you can modify the **Key Identifier** and attributes of the collection.

You cannot edit attributes referenced from Dimensions.

Copying Collections

You can copy a collection by using the Supplemental Data Analysis dashboard. From the dashboard, you can export the data from one POV and import it into another POV.

To copy a collection:

1. On the Home page, click **Data**.
2. From the left, click **Supplemental Data Analysis**.

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3. From the **Collections** drop-down, select a collection that you want to copy.
4. From the POV on the Supplemental Data Analysis page, select POV members for the data that you want to copy.
5. From **Actions**, select **Export to Excel** to export data from the collection.
6. From the POV on the Supplemental Data Analysis page, select POV members for the data that you want to paste.
7. From **Actions**, select **Import** to import data into the collection.

Deleting Collections

To delete collections:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Collections** tab on the left.
3. Select a collection, select **Actions**, and then **Delete**.
   - If data exists, you cannot delete the collection.
   - If no data exists, but form instances are created, you cannot delete the collection.
4. From the confirmation prompt, click **Yes**.

Creating Supplemental Data Manager Form Templates

To create and work with Supplemental Data form templates, you must be an Administrator or Power User.

When creating templates, you can specify whether the template can be used for creating ad-Hoc forms, select the users who are allowed to create them, and predefine the approver routing for ad-hoc forms. Individual users, teams, or groups can be defined as approvers and the approval path can be assigned to preparers of ad-hoc forms. Users who have been assigned the proper security rights can then create Supplemental Data Forms from the template as needed.

> **Note**
>
> The template must be deployed before you can create an ad-hoc form.

For information on entering data into Supplemental Data forms, see the *Working with Financial Consolidation and Close* guide.

To create form templates:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Form Templates** tab on the left.
3. Click **New**.
4. On the **Properties** tab, provide information:
   - **Name**: Enter a unique form template name. You can enter a maximum of 80 characters.
   - **Description**: You can enter a maximum of 255 characters.

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- **Collection Interval** - Select a Collection Interval from the drop-down list.

5. See these topics:
   - Working with Supplemental Data Manager Form Sections
   - Specifying Form Template Instructions
   - Assigning the Workflow
   - Specifying Form Template Questions
   - Setting Form Template Access

Specifying Form Template Instructions

Administrators provide instructions on how to use the form. Instructions can include text, attached files, and links to files in document repositories.

To specify form template instructions:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Form Templates** tab on the left.
3. In **New Form Template** or **Edit Form Template**, select the **Instructions** tab.
4. In **Instructions**, enter instruction text.

To add a reference to a file:

1. In the **References** section, click **Add**.

> **Tip**
>
> To delete a reference, select the reference, and then click **Delete.**

2. Select a reference type:
   - **Local File**—Browse the local file system and select a file. You must specify a **Name**. Click **OK** to upload the file to the system and store it with the form template.
   - **URL**—Enter an external URL reference and give it a descriptive **Name**. Click **OK** to store the URL in the application.

Working with Supplemental Data Manager Form Sections

Each section of a form can collect data from different collections or attribute combinations. Sections can have overlapping collections or attributes. An attribute can be writable only in one section if the "Shared Data" attribute is set to True in the corresponding collection.

You can create a maximum of five sections with sub-collections for each collection.

After you create sections with collections and sub-collections, you cannot change the collection and sub-collection objects.

To create or edit sections:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Form Templates** tab on the left.
3. In **New Form Template** or **Edit Form Template**, select the **Sections** tab.

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4. Click **New** or select a section and click **Edit**. The Edit Form Template Section is displayed.
5. On the **Properties** tab:
   - **Name**: Enter a name for the section. You can enter a maximum of 80 characters.
   - **Collection**: Select a collection from the drop-down list. Based on the collection selected, the drop down will also list its sub collections, which are selectable.

     The collections that are listed belong to the same collection interval. If you select a collection thas has an associated sub-collection, the Data Records will be set to Columns and a new section object with the corresponding Sub Collection will be created when you save the section.

     Note that the collection and sub collection must belong to the same collection interval.
   - **Data Records**

     Select one:

     – **Rows** (for Sub-Collections): The attributes of the form are displayed as a table; you make entries in the row. The system always displays the attribute name as the header.

     – **Columns**— (for Collections): The attributes of the form are displayed in the row and columns where the user enters the value for each attribute of the form. The fields include one data entry record per attribute. The system displays the attribute description as the row header of the form.
6. Enter information for additional Section tabs as needed.
7. When you are done creating a section, click **OK** to save the section.

   A section will be created for Collection, and a section will be created for Sub-Collection with key attributes selected. You can edit it to include attributes as needed.

Form Template Sections: Columns Tab

For a Form Template section, you can specify the number of columns in the layout and how they are displayed.

For example, if you select 3 as the number of columns in the layout, you can provide a maximum of three for each of the attributes as column indexes.

To update the **Columns** tab:

1. Open a Supplemental Data form.
2. On the **Columns** tab, select a value for the number of columns in the layout.
3. In **New Form Template** or **Edit Form Template**, select the **Section** tab.
4. Click **New**, or select a section and click **Edit**.
5. In the **Edit Form Template Section**, click the **Columns** tab
6. From **Columns In Layout**, select the number of columns for sections. The maximum is a 3-column layout.
7. Specify information for the columns:
   - **Included**

     Select other attributes to be included in the form.
   - **Name**

     The name of the Collection attribute.

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- **Dimension**

  The column from an attribute of a specific dimension. This is read-only.

- **Data Type**

  The corresponding data type for the column (read-only).

- **Column Width**

  The column width specified in pixels. The default value is Size to Fit.

  The width does not include the space as padding for the cells in the column.

  - **Small**: Fixed pixel width of 70
  - **Medium**: Fixed pixel width of 100
  - **Large**: Fixed pixel width of 300
  - **Size to Fit**: Fit the width of the column based on the longest text in the rows
  - **Custom**: Specify a width. Minimum value: 20. Maximum value: 999.

- **Total**

  Total method for the attribute as specified in the Collection. It is always read-only.

- **View Only**

  The column is for view only. If multiple forms are created for the same Collection, then only one form can contain the column for input, including key columns.

8. **Total Row**

   How the total row should be displayed:

   - **Top:** Total row is displayed at the top of the table
   - **Bottom:** Total row is displayed at the bottom of the table
   - **None:** Total row is not displayed

9. **Optional**: To add new attributes to a Form Template Section, click the **Add** (**+**) icon, select **Add Attribute** and specify the attribute information.

   The procedure for adding attributes in Form Template Sections is the same as adding attributes in a Collection. See Adding Collection Attributes.

10. Click **OK** to save the data.

Form Template Sections: Validation Tab

You can specify a threshold value for the specific supplemental data attributes and validate against a trial balance pulled from a POV in the consolidation, which allows a form to be submitted without having an exact numerical match. The validation threshold is either percentage-based, value-based, or exact match. You can also validate the attribute's value against a specified constant value.

To update the **Total Validations** tab in the Supplemental Data Form template:

1. Open a Supplemental Data form.
2. In **New Form Template** or **Edit Form Template**, select the **Section** tab.
3. Click **New**, or select a section and click **Edit**.
4. In the **Edit Form Template Section**, click the **Total Validations** tab.
5. From the **Validation Type** drop-down, select one of the following:

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- **None**: Indicates the column isn't included for the validation. Also, columns that are view only or non-numeric (such as text, list, yes/no, and so on) aren't included for validation.
- **POV**: Validates against a POV value. If you select this option, then the **Cube** and **Member Selector** icons are available. The enabled cubes are available for selection.
- **Amount**: Validates against the total of the same attribute where it's defined.

6. From the **Threshold** drop-down, select one of the following:
   - **Exact**: Exact value will be used for validation. If selected, the text box to enter the threshold value isn't available.
   - **%**: Percent based validation, which allows the validation to be passed if the value is +/- of the percentage value.
   - #: Value based validation, which allows the validation to be passed if the value is +/- of the value.
7. If you've selected **%** or #, enter a value in the text box in the **Value** column. This is the percentage or value of threshold to be validated in decimal. The value should be a positive value.

   For example:
   - If attribute type is integer, it will display as integer though decimal is used as the percent or value.
   - If **Threshold** is selected as **%**,and:
     - If value is **5**, it's considered as threshold from -5% to +5% on entered or POV value.
     - If value as **0.5**, it's considered as threshold from -0.5% to +0.5% on entered or POV value.
   - If **Threshold** is selected as #, and:
     - If value is **10**, it's considered as threshold from -10 to +10 on entered or POV value.
     - If value is **0.1**, it's considered as threshold from -0.1 to +0.1 on entered or POV value.

   For negative, scaled, and percentage number values, the validation will be performed on the raw value stored in the database. For example, scale attributes = 1000. The value entered as 3 in a cell will be **3000** in the database and validation will be performed on the same stored value that's **3000**. If the threshold value is 1000, it'll pass the validation for all data entered between 2 and 4 (3 is 3000 in the database. So, +/- 1000 is 2000 and 4000.)

Form Template Sections: Group By Tab

To update the Supplemental Data Form template Group By tab:

1. Open a Supplemental Data form.
2. In **New Form Template** or **Edit Form Template**, select the **Section** tab.
3. Click **New**, or select a section and click **Edit**.
4. In the Edit Form Template Section, click the **Group By** tab.
5. Click the Columns, and then select or view the following columns:
   - **Include**

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Select other columns to be included in the Group By.

- **Group By**

  Data in the main table should be grouped by the selected columns.

- **Name**

  The name of the collection.

- **Dimension**

  The column from an attribute of a specific dimension (read-only).

- **Data Type**

  The corresponding data type for the column (read-only).

- **Total**

  Total method for the attribute as specified in the collection (read-only).

6. **Total Row:**

   Indicates how the total row should be displayed:

   - **Top**: Total row is displayed at the top of the table
   - **Bottom**: Total row is displayed at the bottom of the table
   - **None**: Total row is not displayed

7. Enter information on other Section tabs as needed.
8. To save your updates and go back to the **Form Template Sections** tab, click **OK**.

Form Template Sections: Mapping Tab

In a Form Template, you use the Mapping tab to specify the POV to which to post the form data. You can map Supplemental Data Manager form entries based on attributes selected in the Group By tab. The attribute amounts are summed using the attribute selected in the Group By tab.

If you are using a List data type for an attribute on the Group By tab, you can map individual items on the list. In this case, edit the Mapping text to include *@Listname*. The *@Listname* will be used as a replacement for each child in the List attribute. Be sure that all of the list members are identical to dimension members so there are no invalid POVs.

> **Note**
>
> - As a best practice, clear the browser cache and re-login before creating or editing mapping.
> - You can save data against default jurisdiction member **TRCS_Domicile_Input**. Post data load, system automatically identifies the jurisdiction of each specific entity based on its domicile attribute value, and then appropriately saves data to the correct jurisdiction. However, there are some limitations with default jurisdiction member, see Limitations.

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You can use the *@Attribute* to map a group by value. This allows for the totals by attribute to be posted to multiple dimension members. For example, if the mapping text is:

```
Account#@DebtType,Intercompany#"FCCS_No
Intercompany",Movement#FCCS_Mymts_ProceedsFromDebt,Multi-GAAP#"FCCS_Local
GAPP",Product#P_000
```

Here, the *DebType* is a list attribute where the values are the same as Account Members. So the *@DebtType* will pass the attribute values into the account dimension.

To update the Mapping tab:

1. Open a Supplemental Data form.
2. In **New Form Template** or **Edit Form Template**, select the **Sections** tab.
3. Click **New**, or select a section and click **Edit**. The Edit Form Template Section is displayed.
4. Select the **Connection**.

   The **Source** column defaults to the column that was selected when the assign mapping menu was chosen. Change to a different source column if needed.
5. From the **Cube** dropdown, select a cube from the list of available cubes.
6. Click the **Member Selector** to select members for the Point of View.

   You must specify a member for each POV dimension. Make sure that the POV is valid before mapping.

   The member selector displays the dimensions excluding the Frequency and workflow dimensions of the collection interval. The values for the interval dimensions are dynamically set during posting, based on the data collection period for which the form is deployed.
7. In **Mapping**, enter the POV.

   The enabled cubes are available for selection.
8. To save your updates and go back to the **Form Template Sections** tab, click **OK**.

> **Note**
>
> If you change the member names at the application level, you must also edit the mapping (to ensure that the member names are reflected correctly) before deploying the template.

Form Template Sections: History Tab

The History tab displays changes to the form template sections, including the user who modified it, the date, the type of modification, and old and new values.

To view the History tab:

1. Open a Supplemental Data form.
2. In **New Form Template** or **Edit Form Template**, select the **Section** tab.
3. Click **New**, or select a section and click **Edit**.
4. In the Edit Form Template Section, click the **History** tab.

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5. Click **View** to select the columns to display from the list, or select **More Columns** to manage the visible columns and the order in which they display.
6. You can view the following information:
   - Field
   - Modification Type
   - Supporting Object
   - Modified By
   - Modified On
   - Old Value
   - New Value
7. To go back to the Form Template Sections tab, click **OK**.

Assigning the Workflow

Use the **Workflow** tab to assign the workflow for the form.

To assign the workflow for the form:

1. Open a Supplemental Data form.
2. In **New Form** or **Edit Form**, click the **Workflow** tab.
3. In **When to Start**, select values from the drop-down lists:
   - **Frequency**: How often the data is collected for the form.
   - **Schedule from**: The collection date:
     - **Start Date**: The start date of the period
     - **End Date**: The end date of the period.
     - **Close Date**: The closing date specified for the period.
   - **Start day Offset**: Number of days before or after the **Start Date**, **End Date**, or **Close Date** that the data collection date is authorized to begin. It can be a positive or negative number. For example, you can prepare data a few days before the start day, and set -3 for the collection to start 3 days from then.
4. In **Workflow**, select values for the following:
   - **Workflow option**: Select an option:
     - **Prepare**
     - **Prepare and then Approve**
     - **Prepare, then Approve, and then Post**
     - **Prepare and then Post**
     - **Post**
   - **Level of Approval**: Select up to 10 levels of approvers.
   - **Approver View Access** - Select an option:
     - **Always** - Allows approvers to view form data even before it is submitted by the Preparer

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  - **Workflow** - Allows Approvers to view form data only when they are responsible based on the workflow. This is the default option.

    If the data is not available for the Approver to view based on the workflow, the system displays an error message that they cannot view the form content as it has not been promoted to their level within the workflow.

- **Lock Data on Post** - When the status of the form posting changes to **Post In Progress** or **Posted**, the Lock Data feature will be set for that instance, restricting the redeploy and undeploy functionalities.
- **Duration for**: The maximum number of days allowed for a specific action per user.

  This data determines the scheduled completion date for submission, approval, and posting depending on the workflow option.

5. In the **Users** section, the following options are available: **Forms** and **Ad-Hoc**. You can define Workflow and Viewer user assignments for Forms or to Ad-Hoc. You can add users in the enabled fields.
   - Click **New**.
   - To add user:
     - For the **Form**, select a **Workflow**, then select users, or groups for the **Preparer** and **Approver**. The Workflow member selector is dynamic based on the workflow dimension selected. When selecting a workflow, it shows members of all cubes together (but it displays **Yes** or **No** for a cube so that administrators will know the member that belongs to a cube. This is applicable for Default Interval (Entity dimension) also.
     - For the **Ad-Hoc**, predefine the approval workflow paths for ad-hoc forms to allow preparers to easily select an approval path when creating or editing ad-hoc forms. Individual users, teams, or groups can be defined as approvers and the approval path can be assigned to preparers of ad-hoc forms.
       Optionally, the administrator can set the **Ad Hoc Approver Level Overrides** option in **System Settings** to enable or disable the preparer from selecting an approver level when creating ad-hoc forms.
   - Click on **Search** to display the **Search Results**. You can use this option to Add or Remove users.
   - To import users from a CSV file, click **Import**:
     - Click **Browse** to select the file.
     - For **File Delimiter**, select **Comma**, **Tab**, or select **Other**, then enter a delimiter.
     - Click **Import**.

     > **Note**
     >
     > The **Export/Import** file format allows to include the **Allow ad-hoc** option on a transaction.

   - To remove a user, select the user, then from the menu bar, click **Delete**.

Specifying Form Template Questions

Questions are automatically grouped with roles. Within a role, the individual questions are ordered. The order indicates the question's order within the role.

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To create questions:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Form Templates** tab on the left.
3. In **New Form** or **Edit Form**, click the **Questions** tab.
4. Click **New** or **Edit**.
5. Enter the following information:
   - **Question**: You can enter a maximum of 2000 characters.

     Enter a question that prompts the user of the form's response.
   - **Data Type**

     Select a question type:
     - **Date**
     - **Date and Time**
     - **Text**: You can enter a maximum of 4000 characters.
     - **List**: You can enter a maximum of 255 characters.

       Click **Add** and enter values for the attribute.
     - **Integer**: You can enter value -2147483648 to 2147483647
     - **Number**: You can enter value xxxxxxxxxxxxxxxxx.xxxxxxxxx (17 digits and 9 decimal places)

       If you select Number, select formatting options:
       * For **Decimal Places**, enter the number of decimal places to display. The default value is defined in System Preferences.
       * Select **Thousands Separator** to display a thousands separator (for example, 1,000.00). The system displays the thousands separator symbol for the user locale.
       * From **Currency**, select the currency, for example, (INR)

         If no currency is selected, the amount is not translated.
       * From **Negative Number**, select how to display negative numbers; for example, (123).
     - **True** or **False**
     - **Yes** or **No**
   - **Role**—Specifies the role that the question is for.
   - **Required**—Determines whether the question is mandatory or optional.

To delete questions:

1. In **New Form** or **Edit Form**, select the **Questions** tab.
2. Select a question and click **Delete**.

Setting Form Template Access

On the Supplemental Data Form template Access tab, you determine which users are authorized and what function they perform on the form.

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- The top panel of the Access tab shows the list of users with View access.
- The bottom panel displays the workflows that the user has access to.

You can import lists of viewers in CSV files to quickly assign access to multiple users. Viewers can be users, groups, or teams. You then use the View option to determine the stage at which they can access a form. You can also export the list of users for analysis by administrators.

> **Note**
>
> You must define a Workflow before you assign Viewer access.

> **Note**
>
> You can now make Ad-hoc user and viewer assignments even when there are no recurring forms defined on the template.

To add access:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Form Templates** tab on the left.
3. Click **New Form** or **Edit Form**, and click the **Access** tab.
4. Click **New**, or select a user and click **Edit**.
5. In **Viewers Access**, select a user, group, or team.
6. From **Workflow**, select members of theWorkflow Dimension.

   The system lists all the combination of the members of the Workflow Dimensions.
7. Select a **View Option**:
   - **Always**—You can view the data at any time even if the data entry is not complete or has not been submitted for approval.
   - **After Submission**—You can view the data as soon as the data is submitted, even before it has been approved.
   - **After Approval**—You can't view the data until after all levels of approvals are granted.
8. **Optional**: To load Viewer Access for multiple users from a CSV file:
   a. From the menu bar, click **Import**.
   b. Browse to select the file.
   c. For **Import Type**, select **Replace All** or **Update**.
   d. For **File Delimiter**, select **Comma**, **Tab**, or select **Other**, then enter a delimiter.
   e. Click **Import**.

Viewing Form Template History

The History tab logs changes to the form template. It displays the fields that were created or updated, the modification type, the old and new values, the user who made the modification, and the change date. The information on the History tab is read-only.

To view form template history:

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1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Form Templates** tab on the left.
3. In **New Form** or **Edit Form**, click the **History** tab.

Editing Form Templates

To edit form templates:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Form Templates** tab on the left.
3. Select a form template, then from the menu bar, select **Edit**.

Duplicating Form Templates

To duplicate form templates:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Form Templates** tab on the left.
3. Select a form template, then from the menu bar, select **Duplicate**.

   The Duplicate action creates a copy with a "copy" suffix added to the form name. In addition, all attributes are read-only to prevent multiple form templates having write access to the same Collection.

Deleting Form Templates

You can delete form templates that you no longer need.

To delete form templates:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Form Templates** tab on the left.
3. Select a form template, then from the menu bar, select **Delete**.
4. Click **Yes** to confirm that you want to delete the template.

Deploying a Form Template to a Data Collection Period

After you create a Supplemental Data form, you can deploy it.

You can also redeploy a previously deployed form. You can specify how workflows should be impacted. For example, you may have added more workflow items (without a change in the Collection or Template properties and attributes) which may be the only ones needed to deploy. If you select to reset all form workflows, the template will be deployed and data will be retained, but all other workflow items, such as comments, will be reset.

> **Note**
>
> Redeploying the template due to changes in the approval paths for ad hoc users won't affect the workflow of existing forms, which are already in progress.

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To deploy a form template to a data collection period:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Form Templates** tab on the left.
3. From the **Actions** menu, click **Deploy**  .
4. From **To Data Collection period**, click the **Search** icon.
5. In the **Select Data Collection Period** dialog:
   a. Click **Interval** and select a collection interval.

      When you select the collection interval, the POV dimensions reflect the frequency dimensions defined in that collection interval.

   b. Select members for the POV dimensions and click **OK**.

      The system displays Pending Period and Open Period data collection periods.

   c. From **Period**, select a data collection period and click **OK**.

      When you select the collection interval and POV dimension members, the list of Form Templates is filtered to display only the templates available for the selected interval.
6. Select one or more form templates to deploy.
7. Click **Deploy**.
8. The **Deploy Information Dialog** is displayed that shows all the form templates related to the collection interval.
   - The dialog lists values for **Create**, **Reset**, and **Delete** for each template. If a form template has not already been deployed, these values will be zero.
     - **Create**- Displays a count of all forms which will be created during deploy (and also re-deploy) based on the workflow definition.
     - **Reset** - Displays updates for the Collection / Template copy, such as newly added properties and attributes.
     - **Refresh**- Displays a count of all the forms that will be refreshed based on the changes made to the template. Any change in the properties of the template attributes will be reflected on the forms.
     - **Delete** - For Un-deploy and Re-deploy, displays the deleted form count based on workflow members.
   - If you are redeploying a form, the system displays these options:
     - **Reset all form workflows** - If you select this option, any data entered on the form will be retained, but all other workflow items, such as comments, will be reset. If you have made changes to the template's key attributes (add, remove, edit), then the form data is deleted.
     - **Delete Ad-hoc forms** – If you select this option (default), any user created ad-hoc forms within the collection period will be deleted. If you have not selected this option, any user created ad-hoc forms within the collection period will be refreshed or reset.
9. Click **Deploy**.
10. From the Deploy confirmation prompt, click **Yes**.
11. After deployment is completed, a confirmation dialog box indicates the following information:

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- **Total Form Templates from Collections**: Total number of form templates from the Deploy Information dialog.
- **Form Template and Period frequency or Interval do not match**: Number of Form Templates that do not match the collection interval frequency. Click **View Details** to display the form template missing the frequency.
- **Form Templates with Errors**: Total number of form templates with errors. If there are errors, no copying is done.
- **Collections with Errors**: Collections that contain errors. Click **View Details** for error details.
- **Deployed Form Templates**: Templates that have already been deployed.
- **Total Forms to deploy**: Total number of forms specified on each of the form templates.
- **Successfully Deployed**: Total number of forms deployed.
- **Unsuccessfully Deployed**: Total number of forms unsuccessfully deployed.

Un-Deploying a Form Template

To un-deploy a form template:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Form Templates** tab on the left.
3. From the **Actions** menu, select **Un-Deploy**  .

   The **Un-Deploy Form Template** is displayed.
4. In the **Select Data Collection Period** dialog:
   a. Click **Interval** and select a collection interval.

      When you select the collection interval, the POV dimensions reflect the frequency dimensions defined in that collection interval.
   b. Select members for the POV dimensions and click **OK**.
   c. From **Period**, select a data collection period and click **OK**.

      When you select the collection interval and POV dimension members, the list of Form Templates is filtered to display only the templates available for the selected interval.
5. Select one or more form templates to un-deploy and click **Un-Deploy**.
6. The **Deploy Information Dialog** is displayed that shows all the form templates related to the collection interval.
   - If the **Share Data** option was selected when the template was created, the system displays a message and lists the form templates that need to be undeployed together.
   - The **Create**, **Delete**, and **Reset** values are displayed for each template.
     – **Create**- Displays a count of all forms which will be created during deploy (and also re-deploy) based on the workflow definition.
     – **Reset** - Displays updates for the Collection or Template copy, such as newly added properties and attributes.
     – **Delete** - For Un-deploy and Re-deploy, displays the deleted form count based on workflow members.

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7. Select a form template and click **Un-Deploy**.

   A message displays that as a result of un-deployment, all the existing data for the period and all forms will be deleted permanently.

8. Click **Un-Deploy**.

   After undeployment is completed, a confirmation dialog box indicates the total number of forms successfully undeployed.

   For forms that were unsuccessfully deployed, the form names are displayed with the error information.

Re-opening Supplemental Data Forms

You can re-open a deployed Supplemental Data Form to correct data and continue working with the form.

To re-open a Supplemental Data Form:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Form Templates** tab on the left.
3. Click the Actions ellipsis button **(...)** for the form template, and select **Forms**.

   The system displays a list of associated forms.

4. Click the Actions ellipsis button **(...)** and then select **Re-Open**.

   This action will reset the workflow status back to Open with Preparer.

Bulk Loading of Data into Collections

Administrators and Power Users can import data for a specific data collection period and a specific collection. This feature is useful for Administrators and Power Users to bulk populate forms using source data from another system, or to prepopulate a few columns so that the preparer only has to input data values. Data loading is allowed for forms with the following workflow status:

- Pending
- Open with Preparer
- Open with Approver

> **Note**
>
> Data loading isn't allowed for forms that are in the Closed workflow status.

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

- **Replace** - Clears any data within the form and replaces it with the values from the source file. Any fields absent in the source file will be blank in the form after the import process.
- **Update**- Updates only the values that are included in the source file. Other values are not affected.

To load data:

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

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2. Select the collection and populate the POV members and then from **Actions**, select **Import**.
3. Browse to the CSV file that you want to load. Here's an example of a load file for a collection with Entity as the workflow dimension.

	A	B	C	D	E	F
1	Entity	ID	Employee ID	Employee Name	Meal Type	Amount
2	US	301	101	Samson John	Breakfast	34
3	India	1	102	Nancy Clark	Breakfast	510
4	India	2	104	Santosh Kumar	Breakfast	3500
5	Europe	201	103	Nancy Clark	Breakfast	35
6	Germany	12	105	Bill Jones	Lunch	57
7						

4. Select **Replace** to clear all data and replace it with the data from the source file, or **Update** to update only the data that is included in the source file.
5. Select the date format, and then click **Import**.
The status displays indicating whether there are any errors or warnings along with the the **Total Entities**, **Entities Updated**, and the **Total Rows Created** or **Updated**.

> **Note**
>
> When loading data into deployed forms, the import action will restart the workflow for all forms that were updated with any data. The data import will not impact the workflow for any form that wasn't updated by the import action.

Reassigning Users in Supplemental Data Manager

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

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

To reassign users:

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

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7. Click **Apply**.
8. From the confirmation prompt to update the user, click **Yes**.

Validating Supplemental Data Total Against an Account Balance

You can validate the supplemental data total against an account balance in Financial Consolidation and Close. This is useful when you are loading account balances from various General Ledger systems into your consolidation system and use Supplemental Data Manager to collect parts or the sum of that account balance. Once collected, the total of the supplemental data must match the account balance before a preparer can submit the data form.

The POV setup is done during form template definition. The account balance is fetched during runtime, for example, during form opening. The advantage is that validation of data is done in real time.

The first step in the validation process is that an administrator sets up the validation of supplemental data against the consolidation system through Form Template definition. After that, a Preparer of a form will see the Validation row on the form, and the system ensures that the form will not be submitted until the attribute and the account balance match.

Setting Up the Validation

To set up the validation:

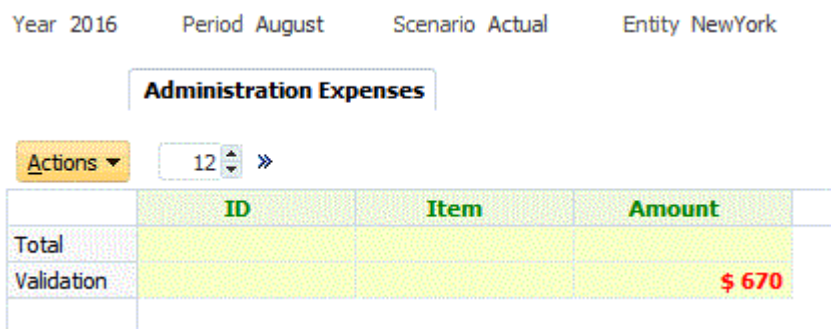
1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Click the **Form Templates** tab on the left.
3. Select a template.
4. In **Edit Form Template**, select **Sections** and then select the **Column** tab.
5. From the **Total Validation POV** column dropdown, select a cube from the list of available cubes.
6. Specify the POV by clicking on the Member Selector in the **Total Validation POV** column next to the attribute that you are validating against.

> **Note**
>
> You can only select leaf-level members, not parent members.
>
> Make sure **View Only** is deselected.

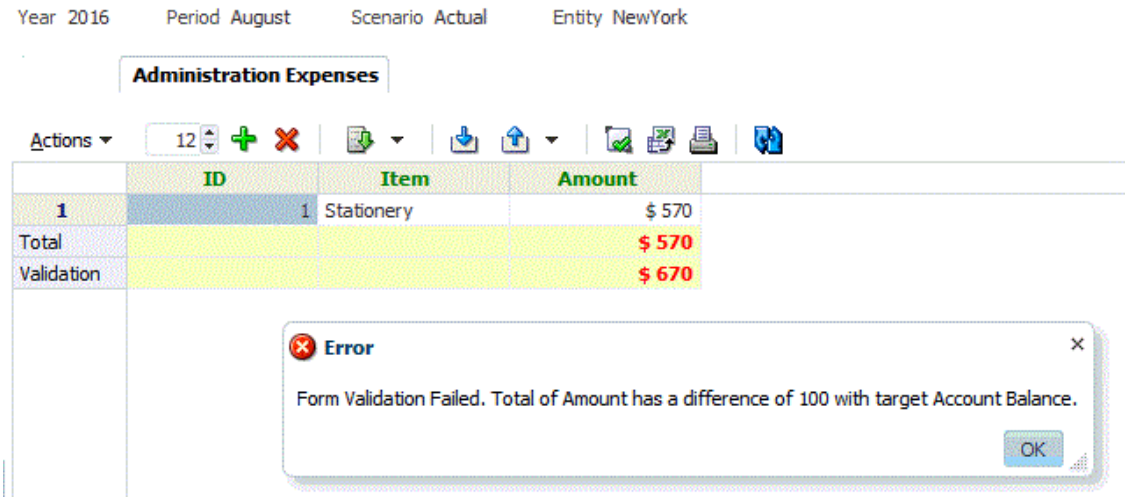
Working with the Form

After you set up the validation and deploy a form, the account balance is displayed in the Validation row with the POV.

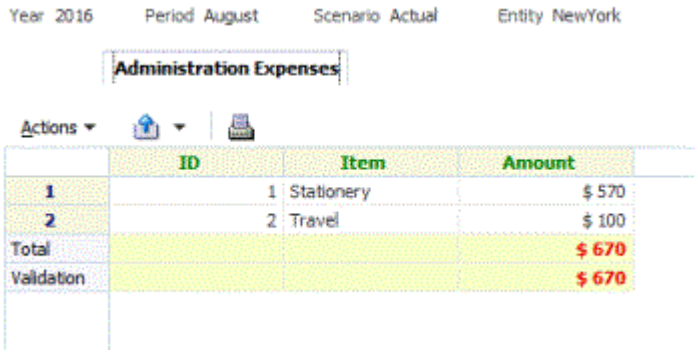
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If you try to add data and submit the form, the system checks and will only permit the submission if the total of the attribute equals the account balance. For example, if you add data for Stationery:



If you add a Travel Expense of $100, you will see that the attribute value now matches the account balance, and the form is submitted.



Viewing Data in the Supplemental Data Analysis Dashboard

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

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To view Collections in the Data Analysis dashboard:

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

   For example:

   Collection Name: Debt Details

   Data Collection Period parameters: Year: 2020, Period: April, Scenario: Actual
4. **Optional:** Click **Add a Filter**, then enter a filter value. Available filters are based on the collection you selected. See Working with Filters.
5. **Optional:** To export data from the Collection, from **Actions**, select **Export**, and select **Export to Excel** or **Export to CSV**.
6. **Optional:** From **Actions**, select **Import** to import data into the Collection.

   Click **Browse** to select the file, select to **Replace** or **Update** the existing file, select a date format, and then click **Import**.
7. **Optional:** On the right side of the screen, click the icon and select a view. See About Views.

Working with Supplemental Data in Smart View

You can use Oracle Smart View for Office for the data collection process. When you install the Smart View Extension for Supplemental Data Manager, you can manage the data collection process and work with supplemental data forms using the **Supplemental Data** menu option in Smart View.

To install the extension, see Downloading and Installing Clients in *Getting Started Guide for Administrators*.

After you install the extension and create a connection, you can perform these Supplemental Data tasks in Smart View:

- View a worklist of the forms that you need to act on for preparation, approval and posting
- View a list of the Collections in the system for which you have View security rights
- Apply filters on the data collected as part of the data collection process

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

Watch the video Managing Supplemental Data Using Smart View

Security Considerations

- Service Administrators can view all Collections regardless of which legal entities are specified in the data collection.
- Power Users and Users can see all Collections for which they are eligible as part of the workflow and according to their access roles for the legal entities.

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- Users will see only the forms for which they are authorized. Depending on the security role, the available options such as Save Data, Approve, or Reject change to match the associated role.

Connecting to Smart View

1. From the Home page, select **Downloads** and download **Smart View Extension for Supplemental Data Management**.
2. In Smart View, create a connection and enter the URL.
3. In the right panel, from **Private Connections**, select the Supplemental Data Manager connection that you created.
4. In the **Connection** dialog box, enter a user name and password, then click **Connect**.

Working with Supplemental Data Forms

1. From the **Private Connections** list, select the Supplemental Data Manager connection.
2. Select the **Supplemental Data** tab and then click **Refresh**.

   The **Worklist** and **Collections** nodes display.
3. Under **Worklist**, select a form from the list of forms.
   - Each form is a parent node in the format, `<Form Name> - <Workflow Dimension: Member 1>| <Workflow Dimension: Member 5>`.

     Example: Debt Details Form – New York
   - Hover over the form to see additional details in the format, `<Form Name> - <Workflow Dimension: Member 1>| <Workflow Dimension: Member 5> (<Responsible role> - <Due Date>), <Frequency Dimension: Member 1>| <Frequency Dimension: Member 4>`.

     Example: Loan Detail – Entity: LE101 | Account: Sales (Preparer – Jan 10, 2020), Year: 2020 | Period: Jan | Scenario: Actual

   a. Double-click the leaf node to view the form header or summary section. Each section is a leaf node in the format, `<Section name>`.

      Example: Loan Collection Data Entry

   b. Click the header section to view the detail section in Excel. You can view or modify forms, answer questions, and enter comments.

      Detail sections or sub-collections display in a separate worksheet.
4. Under **Collections**, select the interval from the list of collection intervals.

   Each leaf node lists the collection interval first and then the collections and sub-collections.

   > **Note**
   >
   > Only collections that contain data display for each data collection period.
5. When you are finished, select the appropriate action for the form:
   - **Save Data**
   - **Submit Data**
   - **Approve**
   - **Reject**

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- **Post Data**

Using Currency Translation

Often stakeholders in a data collection process in a company are based across multiple geographical regions. The data preparers usually prepare the data in their local currency while submitted data needs to be analyzed in the local currency of the parent company (for example, Headquarters.) Almost always, the final financial reports are generated in the currency of the parent company. The currency translation feature gives you the capability to translate currency attributes from local to parent currency within Supplemental Data Manager.

Currency translation uses the following process:

- The system stores the base currency (or default currency) of entity members in Supplemental Data Manager.
- If you are using a multi-currency application, the system also stores Currency Rate Types, and currency rates, using the Exchange Rates member of the Account dimension in the Rates cube. The Rate Types and Currency Rates are read-only in Supplemental Data Manager.

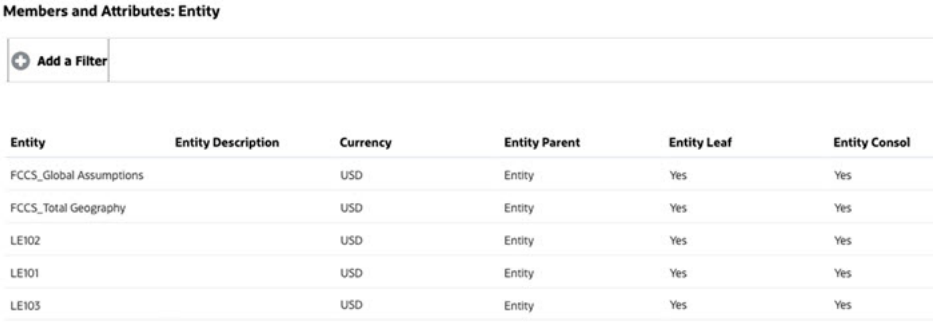
> **Note**
>
> Currency translations are only supported within data collections that use the default collection interval.

Viewing Default Currency for Entity Members

You can view the default currency for each member of the Entity Dimension.

To view the default currency:

1. On the Home page, click **Application** and then click **Supplemental Data**.
2. Click the **Dimensions** tab on the left.
3. In **Dimensions**, select **Entity**.
4. From the ellipses
   
   , select **Members and Attributes**.
5. For each member, you can view a currency in the Currency attribute.



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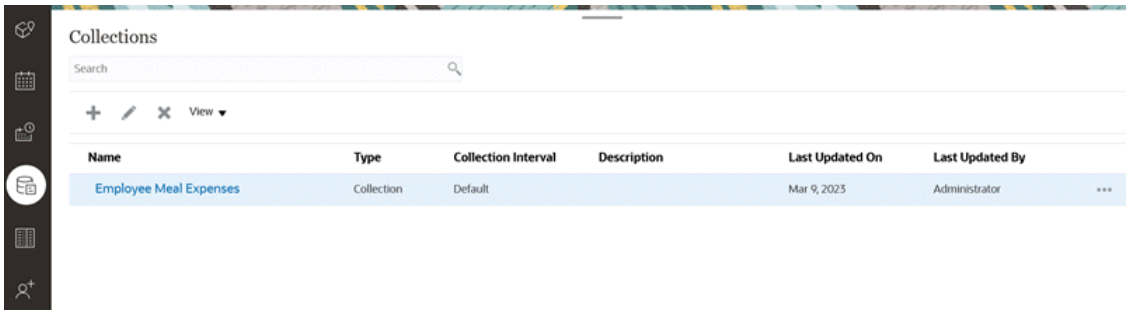
> **Note**
>
> If there is no currency associated with the entity member, then translation will not work when forms are deployed to this particular entity, since it has no currency to inherit.

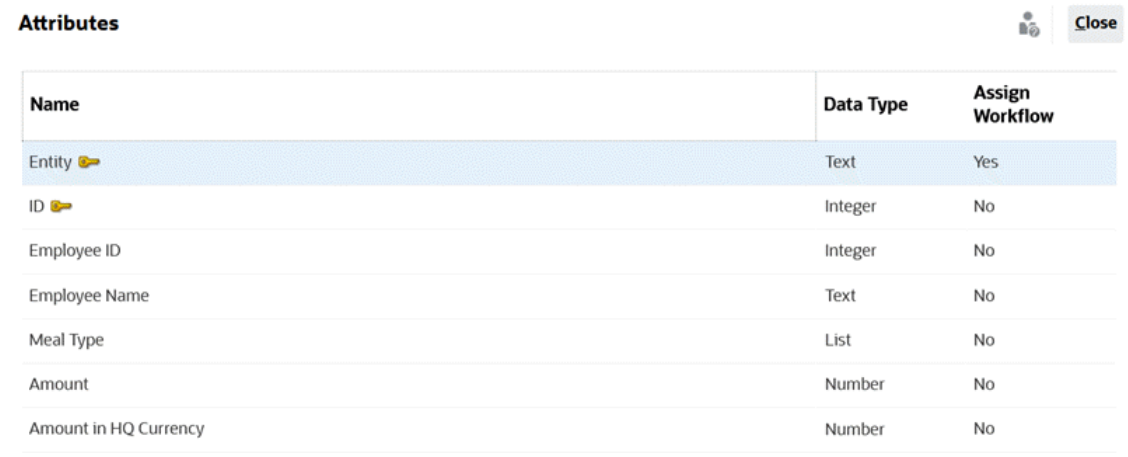
Setting Up Currency Attributes for Translation

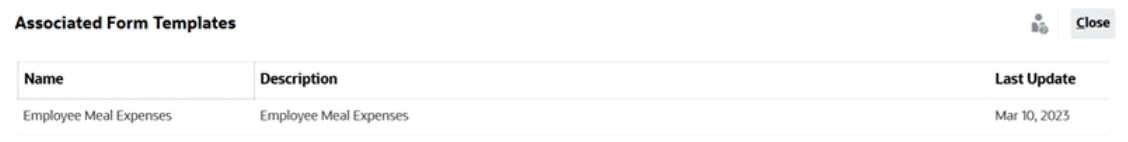
To use currency translation, you create an attribute for amounts (or monetary value) in local currency of the entity. In the **Edit Attribute** dialog, there is a property named **Currency**. If you choose the **Entity Currency** value for that property, that particular attribute will inherit the currency from the entity to which the form template is being deployed to. You can override it by selecting a different currency that is displayed.

To demonstrate, here's an example with a collection of **Employee Meal Expenses** that inputs meal expense data values manually in the local currency from entities around the globe. You can choose whether to use the Entity currency or override it.

The attributes include: Employee ID, Employee Name, Meal Type, Amount, and Amount in HQ Currency. The goal is to take the **Amount** and translate into **Amount in HQ Currency** which is USD (dollars).





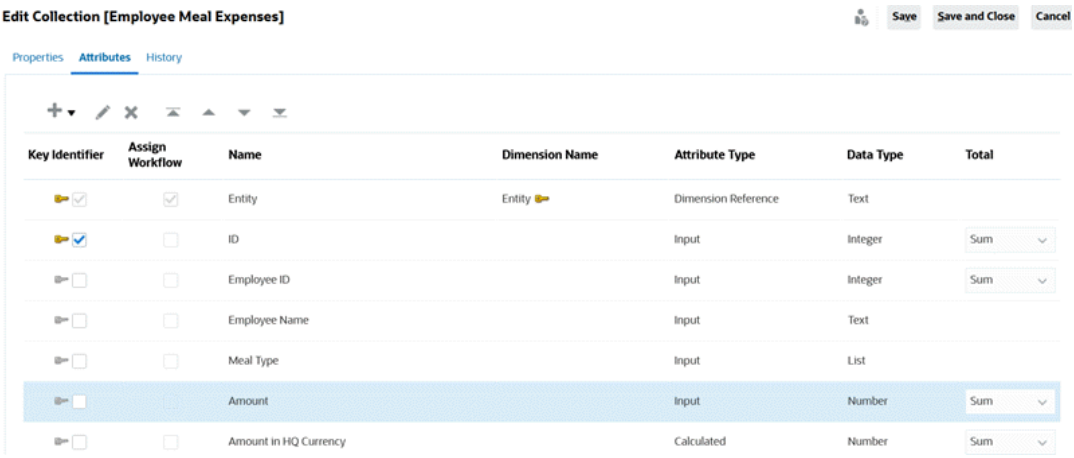


To translate local currency of input values into HQ currency:

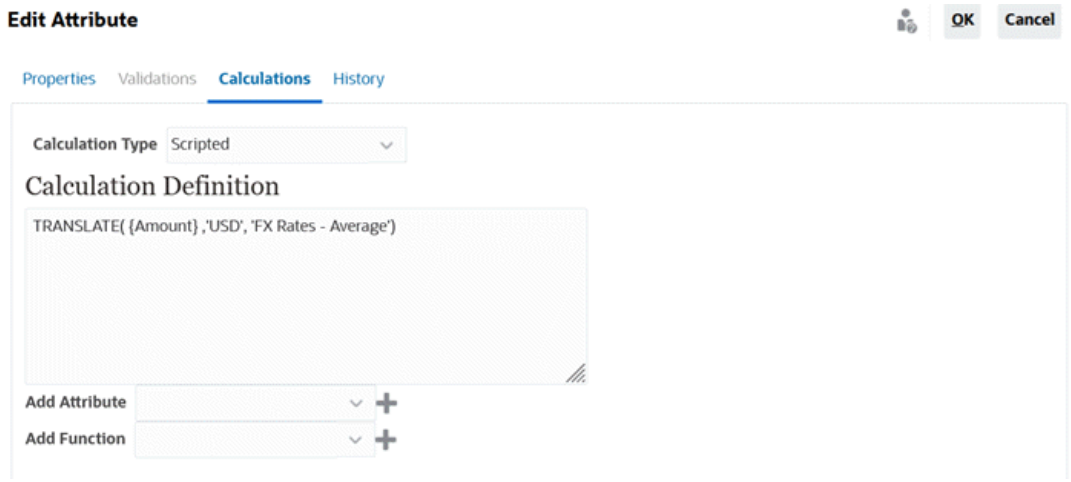
1. On the Home page, click **Application** and then click **Supplemental Data**.

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2. Click the **Collections** tab on the left.
3. Select the Collection and select **Actions**, then **Edit**.

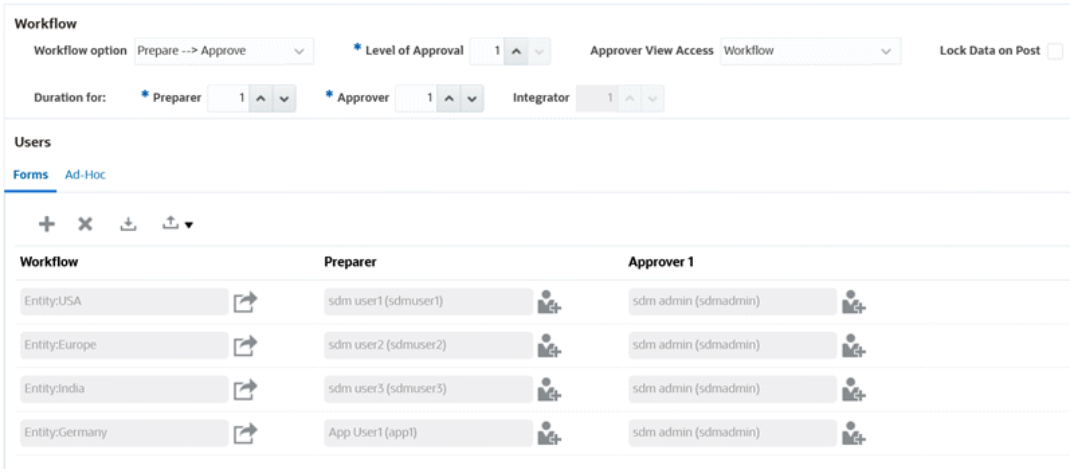


4. From the **Attributes** tab, select the attribute (for example, **Amount** which is the input value for the meal expenses from various teams around the globe), and click **Actions**, then **Edit**.
5. In **Currency**, selecting **Entity Currency** means that this attribute (**Amount**) will inherit the currency of the Entity that the form is deployed to, which is "USD" (dollars) in this example.
6. The calculated attribute, **Amount in HQ Currency**, was set up with Currency in USD (dollars).
7. In Calculations, the **Translate** function has been set up to translate the values in "Amount" to USD currency using the "Average" exchange rate type.

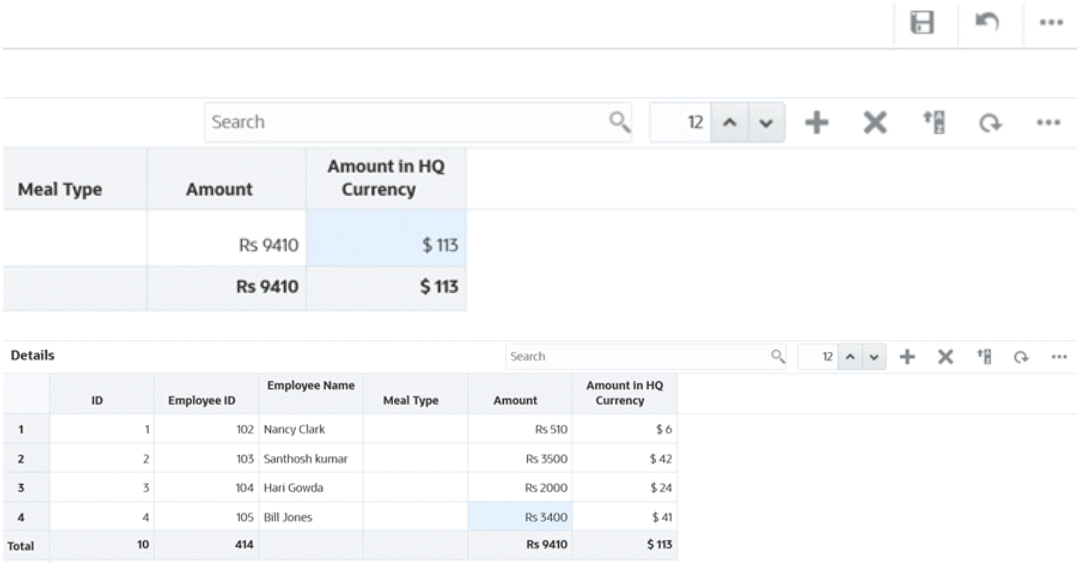


8. Once the setup is complete, you can see the translation work in a deployed form. In this example, a form template has been deployed to four different entities having four different currencies.

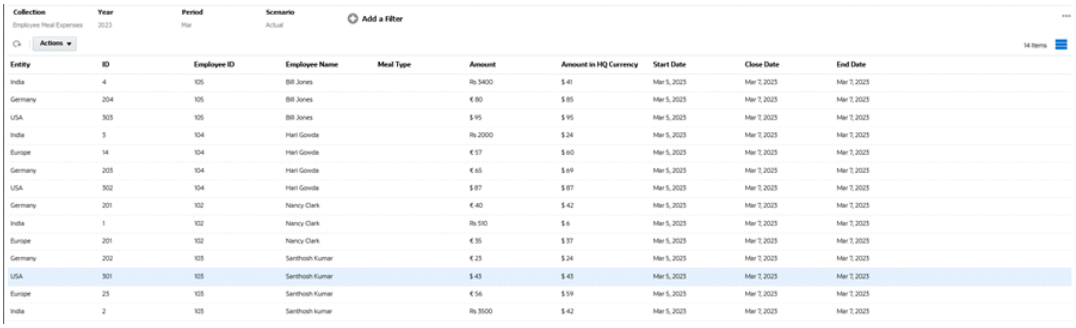
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For Monthly Meal Expenses for India, after you enter the Amount, the translated currency value displays after you **Save** it. Note that the translation is calculated to the HQ currency.



9. You can also view this in Supplemental Data Analysis. Note the currency symbol in the "Amount" column and the translated values in the "Amount in HQ Currency" column.



Using Reports

You can generate custom reports and Cloud EPM system reports for Supplemental Data Manager.

For more information, see:

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- Generating Custom Reports for Supplemental Data Manager
- Generating Cloud EPM System Reports for Supplemental Data Manager

Generating Custom Reports for Supplemental Data Manager

You can create reports for Supplemental Data Manager. The reports can be generated in PDF, CSV, HTML, or XLSX format.

Building custom reports involves four steps and can only be performed by a Service Administrator:

1. Creating a Supplemental Data Query
2. Creating a Template.
3. Setting Up a Report Group
4. Creating a Report

To build custom reports, you create a query whose definition can then be exported as an XML file. Import the XML file into Word and use it to create a template document, which must be in RTF format. Then you can set up a report group to group individual reports. Finally, generate the report, which uses both the query and the template you created and can be set with a default output of CSV, PDF, HTML, or XLSX.

After you have built a custom report, the Service Administrator or other users who have been granted access can generate the report. See Generating the Report.

> **Note**
>
> If you are managing the migration between two environments and have custom reports, you may need to update the query definitions of those custom reports in the target service. This is because the internal IDs for objects (for example, Tasks, Journals, Attributes, and so on) may change during the migration. However, in case of Oracle managed migration, there will not be any change in the internal object IDs, so changes to custom report definitions is not required.

Creating a Supplemental Data Query

Creating a query is the first step in creating a custom report.

To create queries:

1. From the Home Page, select **Application**, and then select the report (for example, Non-Consolidation Reports).
2. From the **Queries** tab, select **New**.
3. On the **New Query** screen, enter a **Name** and an optional **Description**.
4. From **Type**, select an option:
   - **Parameter Query**

     A Parameter Query type is used to present a list of options that you can specify for this parameter's value. Parameter Query allows you to present a list of options used when filling in a parameter's value for a Report Query, where the list of options is not a simple Attribute already defined, but is instead a complex query that you need to define.

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This parameter query example provides a list of all Supplemental Data Manager Query periods:

```
SELECT PERIOD_ID, PERIOD_NAME FROM FCC_PERIODSWHERE APP_ID=1
```

- **Report Query**

  Select the records to be included in the report. You can apply a security filter, so users see only the data that they are authorized to see based on their roles and the reports to which they are assigned. To apply a Security Filter to a report query, add the following syntax to the end of the query WHERE CLAUSE statement.

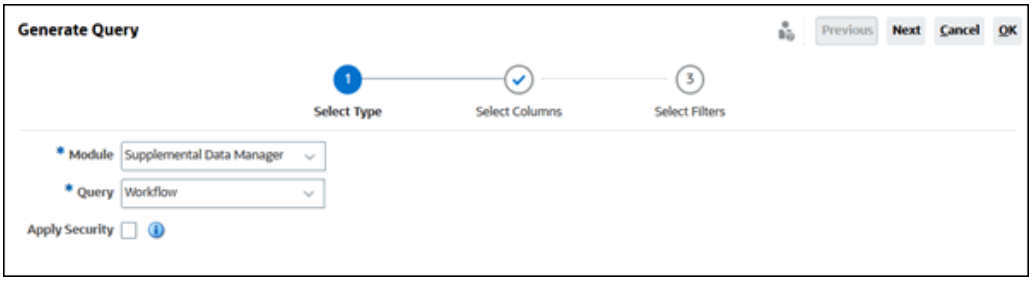
  ```
  $FCC_SECURITY_CLAUSE$
  ```

5. Click **Generate Query** to build the query. The Generate Query window assists you in creating a query against the database by allowing you to select any existing attribute in the product to be queried and/or filtered against. This window has three sections, **Select Type**, **Select Columns**, and **Select Filters**. The system then generates the SQL to match the specified attributes and filters, at which time you can modify and enhance it.

   a. In **Select Type**, select the following:

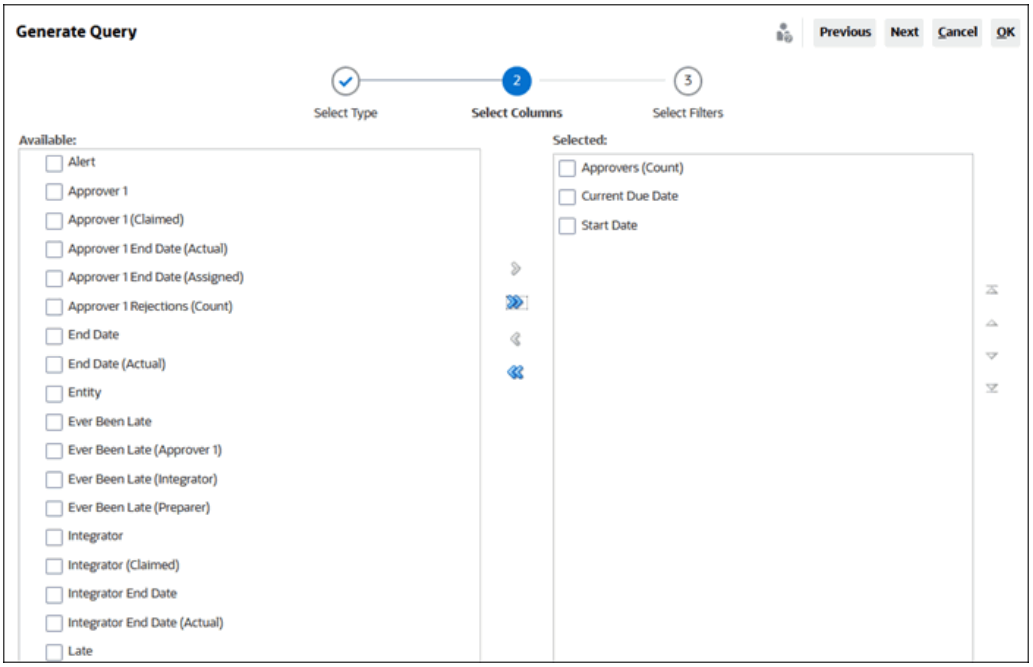
      - From **Module**, select **Supplemental Data Manager**.
      - From **Query**, select **Workflow**.
      - **Optional**: Select the **Apply Security** checkbox to automatically apply the user security filter to the generated query. This applies the Security token to the query, to be filled in with the correct SQL when the report is generated.

   b. Click **Next**.

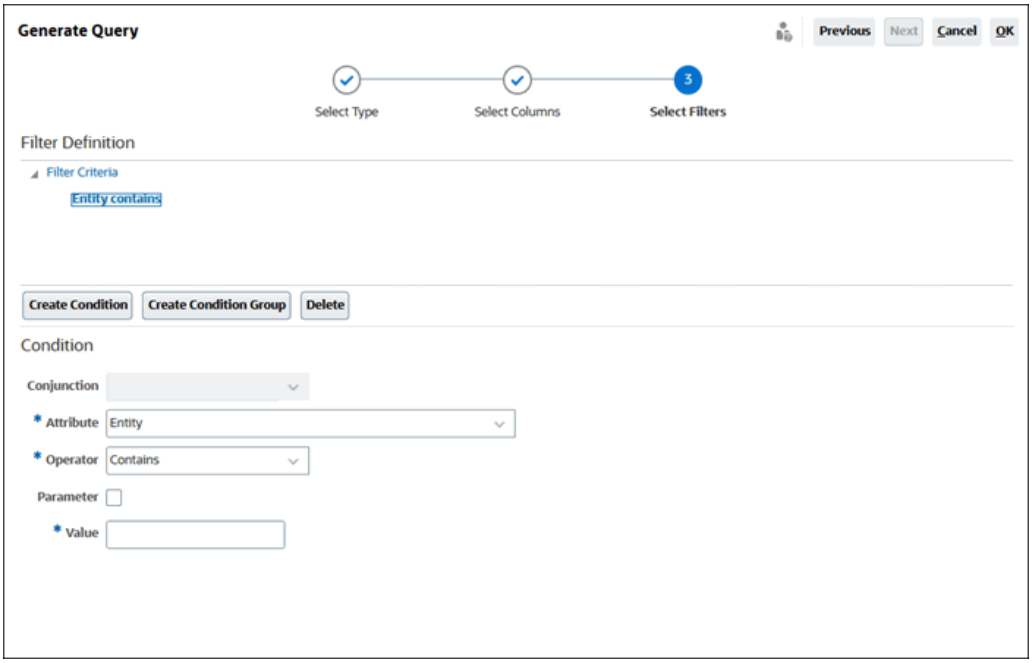


   c. In **Select Columns**, select the columns to display in query, and then click **Next**.

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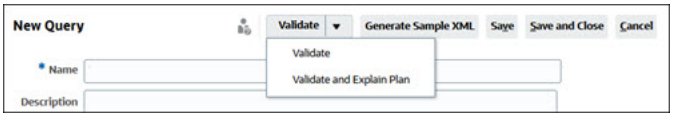
d. In **Select Filters**, click **Create Condition** or **Create Condition Group** and select the conditions to create the filters to create the query.



6. Click **OK**.
   The Generate Query window closes and the generated SQL query is displayed in the **Query** field in the New Query window.
7. **Optional**: If you want to use the report in the future, click **Generate Sample XML**.
8. Click **Save**.
9. To test the query for errors:

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- Click **Validate** from the New Query dialog.



The query displays in the Queries tab.

> **Note**
>
> You can easily delete a query, or duplicate a query using the **Action** menu.

- Click **Validate and Explain Plan** to validate the query and also generate the execution plan for this query. A .txt file that uses the same name as the query is generated. You can view or download the generated plan.
  Open this file to view the generated plan which contains the sequence of steps that is performed to run this query. If the performance of a query is suboptimal, you can use this plan to understand the cause of the problem and determine the best way to improve the query performance.

Modifying A Query

A system administrator can edit a Supplemental Data Query.

1. From the Home Page, select **Applications**, then **Non-Consolidation Reports**.
2. From the **Queries** tab, select **Edit** from ••• next to the query you are editing.

> **Note**
>
> If it is locked, contact your System Administrator to unlock.

3. In **Edit Query**, edit the information as needed.
4. After you are done with your changes, click **Save and Close**.

See also *Data Tables Guide - Supplemental Data Manager* guide for details on Supplemental Data Manager Tables and their columns, primary keys, indexes, and foreign keys, if applicable.

Creating a Template

Creating report templates is the second step in generating custom reports. Report templates are created in Microsoft Word with Oracle BI Publisher Desktop installed.

Make sure that you've already generated the sample XML when you created the query. The sample XML file is generated in the Sample XML folder.

To create a report template:

1. Open Microsoft Word with a new document.
2. Select the **BI Publisher** tab, then select the **Sample XML** folder and click **Load Data**.
3. Locate the `SampleQuery.xml` that was generated when you created the query and click **Open**.
   When the message displays, "*Data Loaded Successfully*", click **OK**.
4. Select **Insert**, and then **Table Wizard**.
5. Select **Table** and click **Next**.

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6. Select the default data set and click **Next**.
7. Select the desired fields to show in the report and click **Next**.
8. Select **Group By**, select the fields to group by, and then click **Next**.
9. Select **Sort By**, select the fields to sort by, and then click **Finish**.
10. Save the template as an `.rft` file; for example: `SampleQuery.rtf`.

For more information about creating RTF templates, see Creating RTF Templates.

Setting Up a Report Group

Creating report groups is the third step in generating custom reports. A report group enables you to group individual reports together so that you can organize reports in folder structures.

> **Note**
>
> Nested Report Groups are not supported.

After a report group has been created, you can modify it if necessary. You can duplicate a report group but its name must be unique. You can also delete a report group, however, deleting a report group deletes all reports associated with that group.

To create report groups:

1. From the Home Page, click **Application**, and then select **Non-Consolidation Reports**.
2. From the **Report Groups** tab, click **New**.
3. In the **New Report Group** window, enter:
   - **Name**: Enter a group name for the group of reports.
   - **Description**: Enter a brief description for the group name.
   - **Display to User**: Select if you want this report group displayed to the user.

     The **Display to User** option enables report writers to have a group of reports hidden while they are working on them.
4. On the **Reports** tab, reorder, or edit reports that have been added to the report group using the Move icons

   .
5. Click **Save and Close**.

Searching and Filtering Queries, Report Groups, or Reports

Using the search field and filter options, you can control the records that you see in the list of queries, report groups, or reports.

To filter queries, report groups, or reports:

1. From the Home Page, click **Application**, and then select **Non-Consolidation Reports**.
2. Select the **Queries**, **Report Groups**, or **Reports** tab.
3. Enter search criteria in the **Search** text box.

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4. **Optional:** From the filter bar, click on a category to display additional search operators such as **Equals**, **Does Not Equal**, **Contains**, **Does Not Contain**, **Starts With**, and **Ends With**.

> **Note**
>
> - Click **Add a Filter** to view all categories.
> - To hide the filter bar, click the **Hide Filter Bar** icon.
> - To clear all filters, click the **Filters** icon, and then click **Clear All Filters**.

Creating a Report

Creating report definitions is the fourth step in generating reports. Users can create reports from the queries and assign them to groups.

To create report definitions:

1. From the Home Page, click **Application**, and then select **Non-Consolidation Reports**.
2. Select **Reports**, and then click **New**.
3. In **New Report**, enter:
   - **Name**
   - **Description**
   - **Query**: Select a query.
   - **Template**: Click **Browse** and then browse to a report template. You can upload any supported Oracle Business Intelligence Publisher template format. See Creating a Template.
   - **Report Group**: Select the Group Name for the report from the drop-down menu.
   - **Display to User**: Select if you want the report displayed to a user.
   - **Output Format**: Select a report output format that BI Publisher supports from one of the following options:
     - **xlsx**: Not supported for graphs.
     - **html**: Not supported for graphs and charts.
     - **pdf**
     - **csv**: Does not use a template and is better at faster data retrieval.
     - **csv (Formatted)**: Is best suited for a simple data table with formatted data and does not support images, graphics, or styling in the template.

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> **Note**
>
> The **csv (Formatted)** output format takes additional time to generate the report to honor template formatting when compared to the **csv** format. Therefore, you can select **csv** to generate the data quickly or **csv (Formatted)** to generate formatted template based data.

4. To complete the report definition, you must set the parameters and access:
   a. For Parameters, select the **Parameters** tab.

      Parameters from the query are identified and added to the list. Update the following:

      - **Display Name**
      - **Parameter Type**: Select **Supplemental Data**
        - **Text**
        - **Date**
        - **Date/Time**
        - **Number**
        - **Query**
        - **Integer**
        - **True/False**
        - **Yes/No**
        - **User**
      - **Display To User**: Clear the checkbox if you do not want the parameter to be displayed and want the value to be used. You can use a single query to create multiple reports. In such scenarios, few parameters are hidden and values defined in the **Parameters** tab are used.
      - **Attribute/Query**: For Attributes, the drop-down lists the attributes for Task Manager. For Query, the drop-down lists all queries of the **Parameter Type**. This can be used to make parameters such as dynamic LOVs. See Creating a Supplemental Data Query
      - **Parameter Value**: The default value is displayed.

   b. For Access, select the **Access** tab.
   c. From the drop-down lists, select the **Application Module**, then select a **Role** for the Application Module.
      For example, you can select **Task Manager** for the **Application Module**, then select to assign access to the Power User role.

      You can use ➕ **Add** or ✖ **Remove** to change the list of users who can access the report.

      > **Note**
      >
      > The report must be granted access to at least one application module for the report to display in the corresponding Reports tab.

5. Click **Save and Close**.

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Generating the Report

Generating reports is the final step in the process. After a Service Administrator has built the custom report, any user, group, or team who have been granted access can generate the report.

A Service Administrator can also use the REST API commands to generate a report. For detailed information, see Generate Report for Financial Consolidation and Close and Tax Reporting in *REST APIs*. For large reports, the `runAsync` parameter for report generation in REST API allows reports to run asynchronously (value of true).

To generate reports:

1. From the Home page, click **Reports**.
2. Click the **Supplemental Data Reports** tab.
3. Select the report you want to generate. You can use the quick **Search** option to find a report under a selected group.
4. For **Output Format**, select from the following:
   - **xlsx**: Not supported for graphs.
   - **html**: Not supported for graphs and charts.
   - **pdf**
   - **csv**: Does not use a template and is better at faster data retrieval.

     > **Note**
     >
     > For reports that contain more than 10,000 records, it is recommended to use the **csv** format.

   - **csv (Formatted)**: Is best suited for a simple data table with formatted data and does not support images, graphics, or styling in the template.

     > **Note**
     >
     > The **csv (Formatted)** output option takes additional time to generate the report to honor template formatting when compared to the **csv** format. Therefore, you can select **CSV** to generate the data quickly or **csv (Formatted)** to generate formatted template-based data.

5. Click **Generate**.
6. Enter the **Name**, and then select the **Schedule** and **Period** from the drop down menus.
7. Click **Generate**.
   When done, the system displays a "Completed Successfully" status message.

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> **Note**
>
> - Click **Back** to preserve the parameter values that you have selected and regenerate the report.
> - Click **Reset** to clear the parameter values that you have selected and regenerate the report.

8. Select **Open with** or **Save File** to save the ZIP file.

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

Understanding Reports Security

This topic describes the security for standard reports and custom reports in Supplemental Data Manager.

> **Note**
>
> A Service Administrator can also use REST API commands to generate user details report. For detailed information, see Generate Report for Financial Consolidation and Close and Tax Reporting in *REST APIs*.

Standard (Predefined) Reports Security

A security clause is in all standard report queries. This means that the reports have a security filter enforced on these reports by default. For example, Power User security (established under **Access Control**), to allow access to certain tasks is enforced on reports. A Power User with access to only certain tasks can only see reports for those tasks.

Administrators can edit reports to give users access to a report using the **Access** tab in the **Edit Report** dialog. This ensures that if you allow users to see reports, they can only see data appropriate for them as determined by the Administrator.

Assigning User Access to Standard Reports

An Administrator can decide to give access to standard reports to various users. This is done by using the **Access** tab on the **Edit Report** dialog.

To grant users access to a report:

1. From the Home page, click **Application**, and then select **Non-Consolidation Reports**.
2. From **Reports**, select the report you want, and from **Actions**, select **Edit**.
3. On the **Edit Report** dialog, under **Access**, you can use **Add** or **Remove** to change the list of users who can access that report.
4. Click **Save** or **Save and Close**.

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Custom Reports Security

For custom reports, you can determine when you create your query whether you want to have a security clause inserted into the query and then assign access to the report to users. This means that the creator of the report determines who should be given access.

Generating Cloud EPM System Reports for Supplemental Data Manager

Reports provides a user-friendly, robust report development framework along with an enriched report viewer experience. Using Reports' Tables, you can incorporate Supplemental Data Manager within the Oracle Fusion Cloud EPM Reports platform – Reports, Books, and Bursting.

For more information, see:

- Designing Reports in *Designing with Reports*
- Supplemental Data Forms Attributes List and Supplemental Data Line Items Attributes List in *Cloud EPM System Reporting Schema Reference Guide*

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39

Working with Views and Filters

This chapter describes how to create, manage, and use views and filters.

Related Topics

- Working with Filters
- Working with Views

Working with Filters

Use filters to limit the records displayed in your views and reports.

Related Topics

- About Filters
- Viewing the Existing Saved Filters
- Creating a New Filter
- Using the Filter Bar to Adjust Your View
- Clearing Filter Conditions
- Removing a Filter
- Editing a Filter
- Duplicating a Filter
- Saving a Filter
- Applying a Saved Filter
- Publishing a Filter
- Deleting a Filter
- Displaying Columns for Filters
- Reordering Columns for Filters

About Filters

Filters control the records that you see in list views and reports.

You can provide values for the attributes that you want to filter on and the operator to use for filtering. Typical operators include the following: equal to, not equal to, starts with, ends with, contains, greater than, less than, and so on. The available operators depends on the attribute's data type. For example, operators for filtering text values are different than the operators for filtering numeric values. Filters are combined together using and logic, which means only those records that meet all filter criteria are displayed.

You can also create more complex filters using and as well as or logic and grouping logic to determine the order in which filters are applied.

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You can save a filter for future use. However, for setting up your views, saved lists can be used. See "*Working with List Views*".

Service Administrators and power users can publish filters so that they are accessible to other users and these are then marked as Public. Service Administrators and power users can use saved filters to test rules.

Where Are Filters Used in Task Manager

There are many locations within Task Manager where filters can be used.

The filters functionality remains consistent throughout these different areas:

- Schedule Tasks
- Templates
- Schedules
- Task Types
- Alert Types
- Views
- Attributes

Where Are Filters Used in Supplemental Data Manager

There are many locations within Supplemental Data Manager where filters can be used.

The filters functionality remains consistent throughout these different areas:

- Supplemental Data Tasks
- Views
- Data Collection Periods

Viewing the Existing Saved Filters

Filter definitions that were saved are available in the Filters tab of Configuration.

To view saved filters:

1. From **Home**, click **Application**, and then **Task Manager**.

   From **Home**, click **Application,** and then **Supplemental Data**.
2. Click **Filters** to see existing filters.
   Public filters are marked with a green check mark.

Creating a New Filter

You create a new filter to control the display of rows as per your requirement.

To create a new filter:

1. From **Home**, click **Application**, then **Task Manager**, and then **Filters**. You can also go to any of the following pages to create a filter:
   - **Tasks > Schedule Tasks**. Click **...** on the right side and then **Manage Filters**.
   - **Tasks > Supplemental Data Tasks**. Click **...** on the right side and then **Manage Filters**.

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- **Tasks > Alerts**. Click **...** on the right side and then **Manage Filters**.

From **Home**, click **Application**, then **Supplemental Data**, and then **Filters**.

2. Click New (+) to add a new filter. The New Filter dialog appears.
3. In **Name**, enter a unique name for the filter.
4. In **Description**, enter a description (optional) for the filter.
5. In **Type**, select the type of filter being created.
6. In the Filter Definition section, click **Create Condition** to create a condition that will be used to filter data. You can specify multiple conditions and condition groups.
For each condition, specify the following:
   - (Condition Groups only) Conjunction: Select **And** or **Or**. These state how this condition or group relate to prior sibling conditions or groups. This field is enabled only if the selected node is not the first child of its parent node.
   - Attribute: An attribute is a field or value that a condition will be comparing to a value for inclusion in the result set of a filter. However, for the case of a filter, an attribute denotes more than the list of user-defined attributes.
   - Operator: States the type of evaluation to perform against the attribute. For example, Equals, Between, Does not Equal, Greater than, Is blank, Is not blank, Less than, Not between, Starts With, Ends With.
   - Value: Specifies what values to compare the attribute against. The type of attribute determines what input field is available.

Using the Filter Bar to Adjust Your View

The filter bar works across many different areas to filter data displayed in a list. You can add multiple filters to a list.

Here's an example of the filter bar on the Filter configuration. Note that the default of All is used. This means that all objects are displayed unless you choose to make a selection of filter attributes.



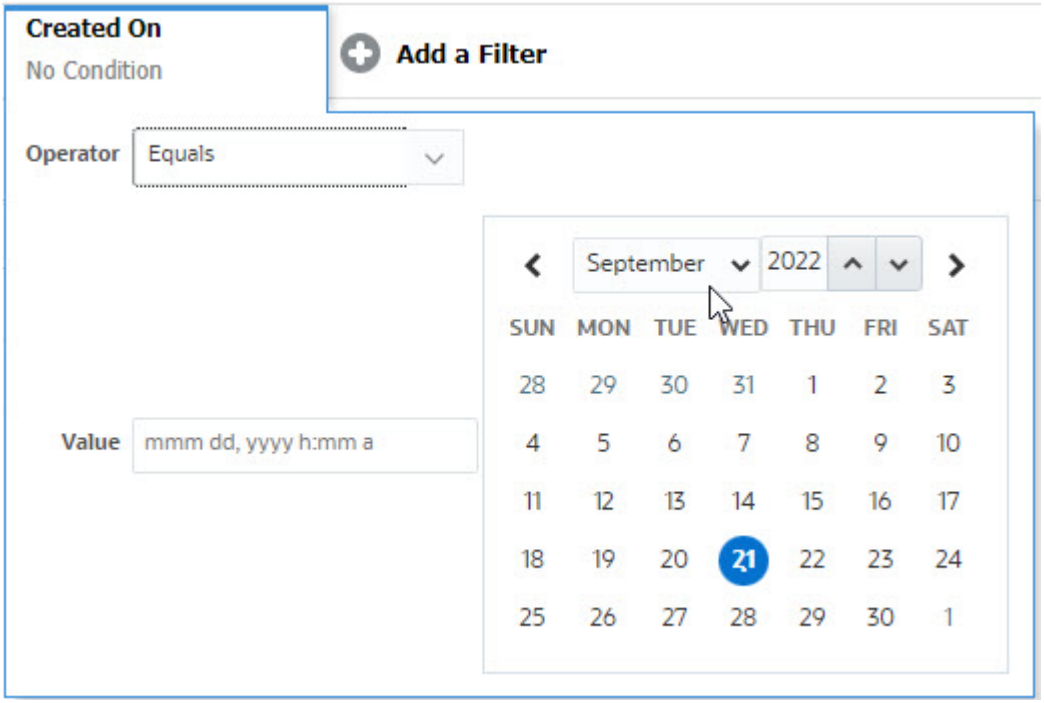
To add a filter to your list:

1. Click **+ Add a Filter** to display a list of attributes that you can use to filter data.
The list of attributes is different, depending on the list page on which you are adding the filter.
2. Select the filter attribute you'd like to add.
The selected attribute appears on the filter bar.

Using a Date Range

Some filter attributes have a date range. For example, if you want to add another filter attribute to the filter bar, such as **Created On**, you can use the date range feature. Narrow your view by using a date value and then use the **Operator** field to set the conditions for dates values that meet this criteria.

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Clearing Filter Conditions

When you clear a filter, the conditions applied by this filter on the displayed data are removed.

After adding the filter to the Filter bar, you can do one the following to clear the filter conditions:

- Hover on each filter, click the *** icon, and click **Clear** to clear and reset the condition for the specific filter.
- Click the *** icon on the right side of the Filter bar and select **Clear All Filters**. The conditions for all the filters in the Filter bar are cleared and reset.

Removing a Filter

You can remove a filter from the Filter bar.

Removing a filter also clears the conditions applied by the filter on the listed data.

To remove a filter from the filter bar:

1. Click the icon *** adjacent to the filter.
2. Click **Remove** to remove the filter from the Filter bar.

On a few pages, you can't remove the default filters.

Editing a Filter

Edit a filter to modify its definition.

To edit a filter:

1. Open the Filters page.

   From the Home page, click **Application**, then **Task Manager**, and then **Filters**.

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From the Home page, click **Application** > **Supplemental Data** > **Filters**.

You can also edit filters when you click **...** and then **Manage Filters** on a page.

2. Select the filter you want to edit and click the  icon.
   The Edit Filter dialog is displayed.
3. Update the required information.
4. Click **OK**.
   The filter details are updated.

Duplicating a Filter

You duplicate a filter to create a copy of an existing filter.

To duplicate a filter:

1. On the Filters page, select the filter you want to duplicate and click the  icon.
   A copy of the filter is displayed on the page.
2. Click the copied filter.
   The Edit Filter window is displayed.
3. Update the required information.
4. Click **OK**.
   The filter details for the copied filter are updated.

Saving a Filter

Saving a filter definition enables you to easily reuse these filter settings when required (instead of manually setting up filters when required).

By default, filters are saved as private filters. To enable other users to use the same saved filters, you can publish the filters.

To save a filter:

1. Use the **Add a Filter** to create a filter for the required attributes.
2. From the Actions menu, select **Save Filter**.
   The Save Filter dialog appears.
3. In **Name**, enter a unique name for the filter.
4. In **Description**, enter an optional description for the filter.
   Notice that the Filter Definition section displays the selected filter conditions.
5. Click **OK**.

Applying a Saved Filter

You can apply saved filters to restrict the displayed data. All the saved filters are displayed when you click the **...** icon on the top-right side of a page. Click any of these filters to apply it for the data. The data will be displayed based on the defined filter conditions.

Publishing a Filter

Service Administrators can publish a filter to make it available to other users. Publishing a filter marks it as **Public**.

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To publish a filter:

1. On the Filters page, select the filter you want to publish, and click the icon.
   A message asking for confirmation is displayed.
2. Click **Yes**.
   A copy of the filter is created and the **Public** column displays icon indicating the filter is published.

> **Note**
>
> Only Power Users and Administrators can publish filters.

Deleting a Filter

Delete a filter to remove its definition from the system.

To delete a filter:

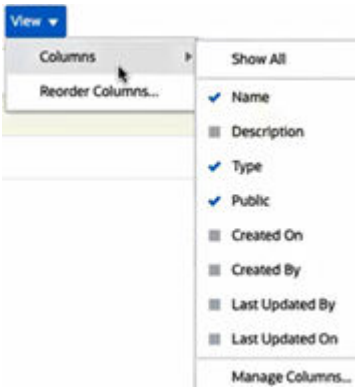
1. On the Filters page, select the filter you want to delete and click the icon.
   A message is displayed asking for confirmation.
2. Click **Yes**.
   The filter is deleted.

Displaying Columns for Filters

To display the columns for the filters:

1. On the Filters page, click **View** and then **Columns**.
2. Select the columns you want to display or click **Show All** to display all the columns.

You can click **Manage Columns** and hide or show the columns that are displayed in **View > Columns**.



Reordering Columns for Filters

To reorder the columns:

1. On the Filters page, click **View** and then click **Reorder Columns**.

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2. Select the column name that you want to reorder and use the following icons to move it to the required position:
   - : Move selected items to top of the list
   -  : Move selected items up one in the list
   -  : Move selected items down one in the list
   - : Move selected items to bottom of the list
3. Click **OK**.
   The columns are displayed based on the specified order.

Working with Views

Views provide multiple ways to visualize and analyze your data.

Related Topics

- About Views
- Working With List Views
- Working with Pivot Views
- Working with Chart Views
- Working With Gantt Chart Views
- Working With Calendar Views
- Saving Views
- Editing Saved Views
- Publishing Views
- Setting a Default View

About Views

Oracle Fusion Cloud Enterprise Performance Management products provide you with great flexibility in the ways in which you can visually view your data.

Types of Views

- List view: Provides a table display of information in columns and rows for the objects which meet the filter conditions on the page.
- Gantt chart: Displays a timeline for a schedule that graphically represents the duration of tasks and the dependencies between them. You can use the Gantt chart to see the status of predecessor tasks to other tasks.
- Calendar: Displays schedule tasks in traditional calendar format by Month, Week, or Day. After you select the Calendar View, use the calendar icons to select Month, Week, or Day. In the Calendar View, you can also see the Day Label in the Day header.
- Pivot view: Allows you to create summaries of numeric attribute data by attribute value.
- Chart view: Displays data in the form of charts.

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Use the View selector () to move between views.

Choosing the Compact Display of Views

When you're viewing items in a List, Gantt, or Pivot view, you've the ability to view the data in a compact format. The **Compact** option works as a toggle switch and displays more rows of information. Click **Compact** from the **View Selector** to display the records in a compact format.

If you save a view, your choice of Compact will also be saved.

Objects for Which Views are Available

Views are available for the following objects in Task Manager:

- Schedule Tasks: Contains the list of scheduled tasks for Task Manager
- Alerts: Contains the list of alerts and provides drill-down to the alert details

Views are available for the following objects in Supplemental Data Manager:

- Supplemental Data Tasks: Contains tasks for Supplemental Data Manager
- Supplemental Data Analysis: Contains details of collections and sub-collections

About Filtering Data in Views

You can use filters to restrict the data displayed in the views. Filters can be created at run time (after the data is displayed), or when designing the chart or pivot view.

You can filter data in the following ways:

- Filter bar in a view

  Using filters from the Filter bar enables users to dynamically decide the criteria that must be applied to the view data. The specified filter condition is applied at run time, after the view is generated and the display is updated to reflect the applied condition. See Using the Filter Bar to Adjust Your View.

  For example, add a filter to the Filter bar in the Tasks list with the Assignee column selected. You can use this filter to dynamically filter the chart data by selecting one or more assignees.

  For example, add a filter to the Filter bar in the Forms list with the Preparer column selected. You can use this filter to dynamically filter the chart data by selecting one or more preparers.

- **Filter** in the **Layout** tab of the Edit Pivot or Edit Chart dialogs
  This filter is added by the view designer. The specified conditions are applied on the data before the data is included in the pivot view or chart view. You can create a filter for each data set listed in the **Legend (Series)** section. See Setting the Chart Layout.

  For example, if you create a filter condition for a data set with Status set to Open, only open tasks are included when charting that data set.

  For example, if you create a filter condition for a data set, with Status set to Open, only open forms are included when charting that data set.

Working With List Views

Use list views to display records in a simple tabular form.

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Related Topics

- About List Views
- Customizing the List View
- Task Manager Example: Customizing the List View for Schedule Tasks
- Supplemental Data Manager Example: Customizing the List View for Supplemental Data Tasks

About List Views

List views present records for on screen viewing and provide drill-down capabilities to the record details. They display objects in a vertical list, in the form of rows and columns.

To see more rows displayed in the list view, use **Compact** from the **View Selector** at the right hand side.

List views provide the following reporting features:

- Columns can be added to or removed from the view and re-ordered.
- Filters can be applied to limit the records included in the list.
- List views can be printed or exported to Excel for ad-hoc reporting.

Customizing the List View

The list view displays with the default columns selected. You can easily change the default columns to customize your view.

To customize a list view:

1. Display the list view for the required object.
2. In the **Actions** drop-down, select **Select Columns**.

   The Select Columns dialog appears. The columns that are currently displayed are listed in the **Selected** section.
3. In the **Available** section, select the attributes that must be included in the list view and use the arrow keys to move them to the **Selected** section.
4. Click **OK**.

Task Manager Example: Customizing the List View for Schedule Tasks

Assume that you want to see more information such as when was the task created.

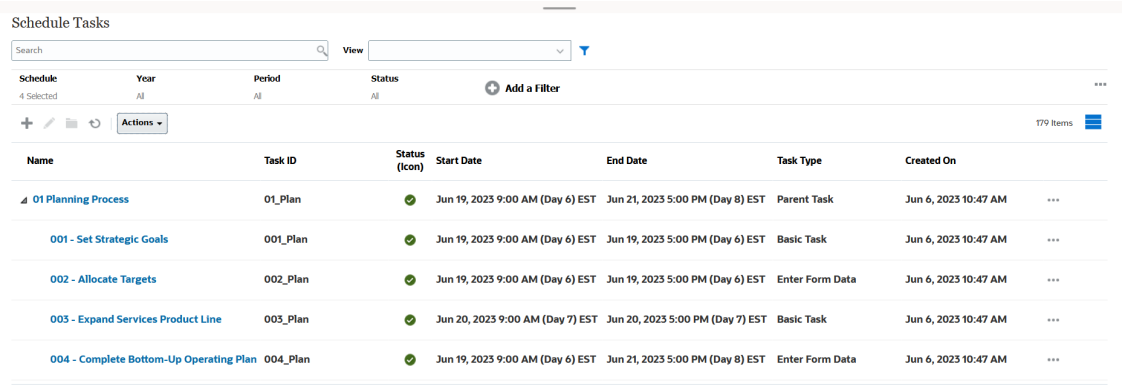
Use the following steps:

1. From **Home**, click **Tasks** and then click **Schedule Tasks**.
2. From the **Actions** drop-down, click **Select Columns**.

   The Select Columns dialog appears. Use this to add additional columns to view information about the tasks.
3. In **Available**, scroll down the list, select **Created On**, and use the arrow keys to move it to **Selected** on the right side.
4. Click **OK**.

   The Schedule Tasks page displays the **Created On** column for the tasks.

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Supplemental Data Manager Example: Customizing the List View for Supplemental Data Tasks

Assume that you want to see more information such as when was the supplemental data task last updated.

Use the following steps:

1. From **Home**, click **Data** and then click **Supplemental Data Tasks**.

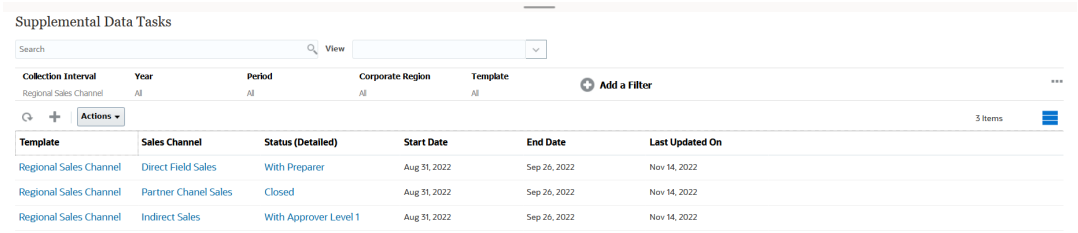
   From the **Actions** drop-down, click **Select Columns**.

   The Select Columns dialog appears. Use this to add additional columns to the list view.

2. In **Available**, select **Last Updated On**, and use the arrow keys to move it to **Selected** on the right side.

3. Click **OK**.

   The Supplemental Data Tasks list now displays an additional column called **Last Updated On**.



Working with Pivot Views

Use pivot views to summarize your data.

Related Topics

- About Pivot Views
- Customizing a Pivot View
- Example: Viewing Organizational Units Based on Task Status
- Example: Grouping Templates to Display Supplemental Data Forms Based on Status

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About Pivot Views

A pivot view enables you to create summaries of the attribute data.

There is a default layout for each object that supports pivot views. However, you can customize the pivot view based on your requirement.

Click each summary value displayed in the pivot view to drill down and view the records that comprise the total.

Customizing a Pivot View

You can customize a pivot view to summarize the data based on your business requirement. Data can be grouped by a maximum of two attributes.

To customize a pivot view:

1. Display the pivot view for the required object.
2. Click the **Edit** icon at the top-right.

   The Edit Pivot dialog appears. It contains three tabs: **Properties**, **Layout**, and **Columns**.
3. In the **Properties** tab, enter the basic view properties. See Setting Pivot View Properties.
4. In the **Layout** tab, specify the details of how data must be grouped. See Setting Pivot View Layout.
5. In the **Columns** tab, enter the data labels and the sorting order for the data. See Specifying Pivot View Columns.
6. Click **OK**.

> **Note**
>
> If you drill down into a record, update one or more details, save it, and return to the pivot view, these changes are not visible. You must refresh the pivot view to see the latest updates.

Setting Pivot View Properties

Use the **Properties** tab of the Edit Pivot dialog to set the basic properties of a pivot view.

To set the pivot view properties:

1. In **Background**, select one of the following:
   - **No Fill**: No background color is used
   - **Solid**: Select the color to be used as the background color. You can optionally select a color in **Gradient**.
2. In **Header Color** and **Header Size**, select a color and font size for the pivot view header.
3. In **Data Color** and **Data Size**, select a color and font size for the data displayed in the pivot view.
4. Select **Missing Values as Zero** to display a zero when data values are missing.
   This includes missing data values and values that are missing because of an applied filter.
5. In **Period**, select one of the following:

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- **Selection**: Use the selection from the Period filter as-is.
- **Latest in Selection**: Use the latest Period chronologically in the filter.
- **Prior from Selection**: Create a new filter of the prior X periods based on the latest period in the filter.

  The Period selection allows you to fine tune the list of Periods for the particular pivot view. This can be done so that pivot views sharing the same global period filter can display different amounts of data, or to make it easier to show a distribution of period data based on a single local period selection.

Setting Pivot View Layout

The **Layout** tab specifies how data in the pivot view must be summarized. Filters can also be applied on the data that is considered for summarizing.

Specify the following layout details:

1. In the **X Axis** section, specify details about the primary grouping to use in the view.
   - In **Type**, select one of the following: None, Attribute, Date, User, Yes/No, or True/False.

     If you set the **Type** to Attribute, in **Attribute 1**, select the attribute that must be used to group data. For example, Organizational Unit.

     Optionally, you can create another subgroup, within the **Attribute 1** group, by selecting another attribute in **Attribute 2**.
   - In **Sort**, select the attribute and the order on which data must be sorted.
   - Select **Swap Rows and Columns** to swap the display of rows and columns in the grid.
2. In the **Legend (Series)** section, click the **Add** icon to create one row for each attribute for which you want to summarize data. This summary is created within the specified **Type**. There must be at least one row in this section.

   For each row, specify the following details:
   - In **Value**, select the attribute whose data must be summarized. For example, Approvers (Count).
   - In **Aggregation**, select the aggregation operation to be performed on the summarized data. It will default to the aggregation method specified on the attribute that you selected. The supported aggregation methods are Average, Count, Maximum, Minimum, and Sum.

     > **Note**
     >
     > If you select a non-numeric attribute in **Value**, the only **Aggregation** available is **Count**.

   - In **Categories**, optionally select the attribute by which the data is summarized, within the **Value** group.
   - In **Group By**, select an attribute from the list. This is applicable only when **Type** is set to a value other than Attribute.
   - Click **Filter** to apply a filter on the data that is included in the pivot view. This filter is first applied on the data and then the data is summarized using the specified criteria.

     By default, the first clause in a filter condition is displayed as the label for this filter.
3. Click **OK**.

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Considerations When Using Aggregation

For Task Manager example, see Example: Viewing Organizational Units Based on Task Status

For Supplemental Data Manager example, see Example: Grouping Templates to Display Supplemental Data Forms Based on Status

Specifying Pivot View Columns

Use the **Columns** tab to customize the labels and order of data displayed in the pivot view.

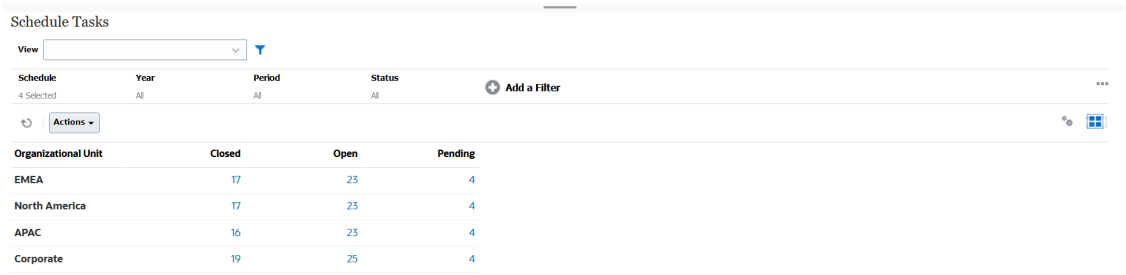
Each row in this tab will be displayed as a column in the pivot view. The number of rows is determined by what is specified in **X Axis** and **Categories** in the **Layout** tab.

To customize the display of the pivot view:

- In **Label**, enter the label that must be displayed for this column.
- Select **Sort** to sort the pivot data by this column. Click the icon next to this option to sort in ascending or descending order.
- Use the arrows on the right to change the order in which the columns are displayed. This list of columns are displayed from left to right in the pivot view.

Example: Viewing Organizational Units Based on Task Status

This example describes how to create a pivot view that groups organizational units based on the status of the tasks. The following image displays the Pivot view.



Use the following steps to create the above Pivot view:

1. In the Home page, click **Tasks** to display the Schedule Tasks page.
2. Click the icon and select **Pivot View**.
3. Click the **Edit** icon to configure the Pivot view as per your requirement.
4. On the **Properties** tab:
   - **Background**: No Fill
   - **Header Size**: 13
   - **Data Size**: 14
   - **Period**: Selection
5. On the **Layout** tab:
   - In **X-Axis**:
     - In **Type**, select **Attribute**.
     - In **Attribute1**, select **Organizational Unit**.

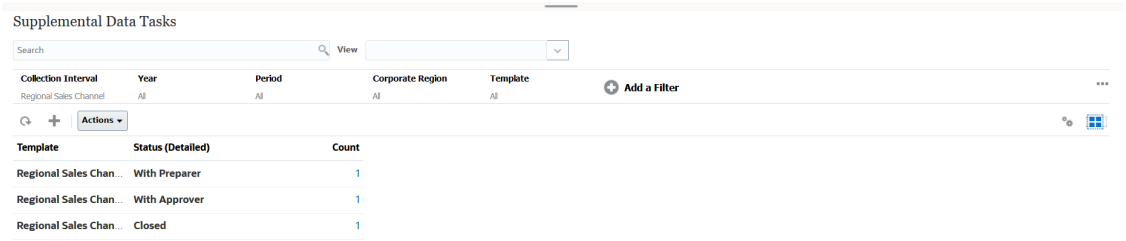
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  - In **Sort**, select **Organizational Unit** from the first drop-down list and then select **Descending** from the second drop-down list.
- In **Legend (Series)**:
  - In **Value**, select **Task**.
  - In **Categories**, select **Status**.

6. On the **Columns** tab, select the displayed labels.
7. Click **OK**.

Example: Grouping Templates to Display Supplemental Data Forms Based on Status

This example describes how to create a pivot view that groups templates and displays the supplemental data forms based on status. The following image displays the Pivot view.



Use the following steps to create the above Pivot view:

1. In the **Home** page, click **Data**, and then click **Supplemental Data Analysis**.
2. Click the icon and select **Pivot View**.
3. Click the **Edit** icon to configure the Pivot view as per your requirement.
4. On the **Properties** tab**:**
   - **Background**: No Fill
   - **Header Size**: 13
   - **Data Size**: 14
   - **Period**: Selection
5. On the **Layout** tab:
   - In **X-Axis**:
     - In **Type**, select **Attribute**.
     - In **Attribute1**, select **Template** and in **Attribute 2**, select **Status (Detailed)**.
     - In **Sort**, select **Template** and then **Descending**.
   - In **Legend (Series)**:
     - In **Value**, select **Form**.
     - In **Categories**, select **None**.
6. On the **Columns** tab, select the displayed labels.
7. Click **OK**.

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Working with Chart Views

Chart views enable you to visualize your data.

Related Topics

- Overview of Chart Views
- Creating Chart Views
- Example: Creating a Chart to Display Task Status by Month
- Example: Creating a Chart to Display Plan versus Actual End Date
- Example: Creating a Chart to Display Task Execution by Organization Unit
- Example: Creating a Chart to Display Forms and their Status
- Example: Creating a Chart to Display Period and Status (with Description) of the Form Template

Overview of Chart Views

Related Topics

- About Chart Views
- About Chart View Properties
- Types of Chart Views

About Chart Views

A chart provides a visual representation of data.

Charts are generated dynamically based on your business process data. Click an area within a chart, for example, an area within a pie chart, to drill-down and view details about the information summarized by that area. The chart and pivot view layouts are linked, allowing you to quickly switch between the chart or pivot view.

When you configure settings for a chart view, the system remembers these settings. If you close the chart view, perform other actions in your business process, and then return to the chart view, the chart is displayed using the previous settings.

Multiple types of chart views are available to provide a graphical representation of your tasks. See Types of Chart Views.

Multiple types of chart views are available to provide a graphical representation of your supplemental data.

About Chart View Properties

Chart properties include basic details such as the type of chart, chart orientation, and background. The properties that you can set for a chart depend on the type of chart.

Chart Property	Applicable Chart Types	Description
Type	All	Type of chart See Types of Chart Views.

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Chart Property	Applicable Chart Types	Description
Background	Area, Bar, Column, Combination, Doughnut, Line, Pie, Tile	Background color used in chart This color applies to the entire chart area, from border to border. You can choose not to use a background color, in which case a white background is used for the chart. If you specify a background color, an optional gradient also can be specified.
Label Position	Area, Bar, Column, Combination, Line	Location of the data labels in relation to the elements The options available depend on the type of chart. For example, bar charts have the following label options: No Label, Center, Inside Edge, or Outside Edge.
Bar Label Position	Combination	Location of the data labels in the bar chart
Grid Lines	Area, Bar, Column, Combination, Line	Grid lines used to divide the chart area
Orientation	Area, Bar, Column	Orientation of the chart - Vertical or Horizontal
Missing Values as Zero	Area, Combination, Line, Tile	Displays a zero (instead of a blank) when the data for a particular element is missing When you select this option, all missing values are displayed as zero. This includes missing data values and values that are missing because of an applied filter.

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Chart Property	Applicable Chart Types	Description
Dual-Y Axis	Area, Bar, Column, Combination, Line	Appears on the opposite side of the chart from the primary Y-axis The scale of the secondary Y-axis reflects the values for the associated data series. While the secondary Y-axis can be used with any line and bar chart type, it is more commonly used with the combination chart type, which helps to distinguish the data series that are plotted on the secondary Y-axis. For example, select **Bar** for the primary Y-axis and **Line** for the secondary Y-axis. When the data values in a chart vary widely from data series to data series, or when you have mixed types of data (for example, currency and percentages), you can plot one or more data series on a secondary (vertical) Y axis. You can also plot the secondary Y-axis as a split dual chart, where the secondary Y-axis appears with its data series below the original chart. In this case you can use any bar or line chart type.
Line Weight	Combination, Line	Width of the line in the chart The default is 5 pixels.
Bar Label Position	Combination	Position of the label for the data set displayed as a bar chart
Display as Percentage	Doughnut, Pie	Values for each data set displayed in terms of percentages (instead of as a numerical value)
3D chart	Pie, Tile	3-dimensional chart format

Types of Chart Views

You can create the following types of chart views:

- Area

  Displays a shaded area to represent each data set
- Bar

  Displays a graphical summary of multiple data values for comparison purposes

  Bar charts can be plotted vertically or horizontally
- Column

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Displays stacked bars that represent different data sets on top of each other

The height of the resulting bar shows the combined result of the data sets.

- Combination

  Provides a visualization that lets you merge into one chart any combination of bar, line, and area charts.

  Use this type when you have two different sets of data that are plotted on the y-axis. You can add a secondary Y-axis on the opposite side from the primary Y-axis. Adding a secondary Y-axis lets you display the scale for one measure that doesn't scale appropriately with the other measures on the chart; for example, showing a percentage measure and a currency measure on the same chart.

- Doughnut

  Displays a circular graph which is divided into segments to compare data sets to one another

  The blank center displays the sum of all data sets.

- Line

  Enables users to visualize a trend in data over intervals of time

- Pie

  Displays a circular graph which is divided into slices to compare data sets with one another

- Tile

  Enables users to select specific values from a data set, to display in separate tiles

  It emphasis a small number of data points or an individual data point.

The default chart view is a Bar chart. You can customize your chart display and change the default chart view.

Creating Chart Views

Create charts to portray your application's data graphically.

To create a chart view:

1. Display the chart view for the required object.
2. From the **View Selector** at the top-right of the page, select **Chart View**.

   If this is the first time you're accessing the chart view, the default chart view layout is displayed.
3. Click **Edit** at the top-right to display the Edit Chart dialog. It contains three tabs: **Properties**, **Layout**, and **Legend**.
4. In the **Properties** tab, specify the required chart properties, as described in About Chart View Properties.
5. Enter the information required to create the chart, as described in the following topics:
   - Setting the Chart Layout
   - Setting the Chart Axis
   - Setting the Chart Legend
6. Click **OK** to save the chart definition and then display the chart.

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Click any area within the chart view to drill-down and display all the records that are aggregated by the selected area. The records are displayed in the Details dialog. You can click any link within this dialog to access the details of that individual record.

> **Note**
>
> If you drill down into an individual record, update one or more details, save it, and return to the chart view, these changes are not visible. You must refresh the chart view to see the latest updates.

Setting the Chart Layout

Use the **Layout** tab to specify the data sets that must be plotted on the x-axis and y-axis of the chart.

To set the chart layout:

1. Open the **Layout** tab of the Edit Chart dialog.
2. In the **X Axis** section, specify the data that must be plotted on the x-axis of the chart.
   - In **Type**, select the type of data. Options include None, Attribute, Date, User, Yes/No, and True/False.
   - If you set the **Type** to **Attribute**, you must specify at least one attribute that is plotted on the x-axis. You can specify a maximum of two attributes.

     In **Attribute 1**, select the first attribute to plot on the x-axis. Optionally, in **Attribute 2**, select the second attribute to plotted on the X axis. The various combinations of Attribute 1 and Attribute 2 values are plotted.
   - In **Sort**, select **Ascending** or **Descending** to sort your X axis data.
3. In the **Legend (Series)** section, specify one or more data sets that must be plotted along the Y axis of the chart view.

   For example, if you define three data sets, then three values are plotted on the y-axis.

   Within each data set, you can perform aggregation operations or group data. Optionally, you can apply a filter to restrict the data that is selected when computing the aggregation on the data set.

   For each data set in this section, specify the following:
   - In **Value**, select the value that must be plotted. For example, Amount or Status.
   - In **Aggregation**, select the aggregation that must be performed on the selected value. The supported aggregation methods are Average, Count, Maximum, Minimum, and Sum. See "Considerations When Using Aggregation" at the end of this topic.
   - (Optional) In **Categories**, select the attribute that must be used to categorize data within the data set. Use Categories to break your graph into more smaller details.
   - (Optional) In **Group By**, select the attribute by which Date type data is grouped.

     If **Group By** is set to a date, a new column **Date Aggregation** is displayed.
   - (Optional) In **Filter**, click the Filter icon to add a filter condition. This condition further refines the data shown for the data set within the chart view. It is applied before the data is included in the chart view. For example, if your **Value** is set to Tasks, you can create a filter to only plot tasks with a status of Open.

     By default, the first clause in a filter condition is displayed as the label for this filter.

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4. Click **OK** to save the chart view settings.

Examples

For Task Manager, see:

- Example: Creating a Chart to Display Task Status by Month
- Example: Creating a Chart to Display Plan versus Actual End Date
- Example: Creating a Chart to Display Task Execution by Organization Unit

For Supplemental Data Manager, see:

- Example: Creating a Chart to Display Forms and their Status
- Example: Creating a Chart to Display Period and Status (with Description) of the Form Template

Setting the Chart Axis

Chart Axis properties affect the visual display of the chart's axis labels. You can create a title and label for the X axis, and the primary and secondary Y axis of the chart. You can also edit the text and number format of the Y axis, and define a custom range for both Y axes.

> **Note**
>
> This tab doesn't display for chart views with **Type** set to Doughnut, Pie, or Tile.

To define the chart axis:

1. Open the **Axis** tab of the Edit Chart dialog.
2. Select **X Axis** and specify the following (only for chart views with **Type** set to Date in the **Layout** tab):
   - **Interval:** Select **Auto**, **Daily**, **Monthly**, or **Yearly**.
   - **Maximum:** Select **Auto** or **Fixed**. For **Fixed**, select a date.
   - **Minimum:** Select **Auto** or **Fixed**. For **Fixed**, select a date.
3. Click **Y Axis** and specify **Auto** or **Fixed** for the following: **Minimum**, **Maximum**, **Major Unit**, and **Minor Unit.**
4. If **Dual Y Axis** is selected for the chart in the **Properties** tab, click **Dual-Y Axis** and specify the **Minimum**, **Maximum**, **Major Unit**, and **Minor Unit**.
5. Click **OK** to save the chart view settings.

Setting the Chart Legend

Legend properties affect the visual display of the chart's legend.

You can change the position of the legend, as well as display a title for the legend, change the background and border colors, and edit the font and format of chart labels.

For a Combination chart, the **Legend** tab contains one new column named **Type**. You can select the type for each configured legend (series). For example, **Type** = **Bar** for one legend and **Type** = **Line** for the other.

To define the chart legend:

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1. Open the **Legend** tab of the Edit Chart dialog.
2. In **Legend Position**, select the position of the data labels in relation to the elements in a chart.

   The available options are **No Legend**, **Left**, **Right**, **Top**, or **Bottom**.
3. In **Palette**, select the color palette used when displaying the chart view.
4. In the **Series** table, one row is displayed for each legend specified in the **Layout** tab.

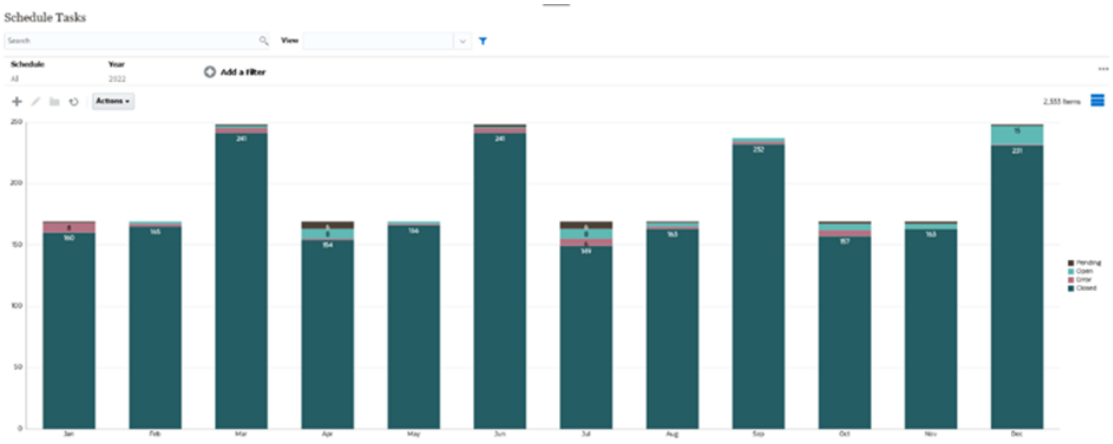
   For each data set:

   - In the **Label**, enter the label that must be displayed for this data series in the chart.
   - Select **Dual-Y** for the data series that must be displayed on the secondary Y axis.
5. Click **OK** to save the chart view settings.

Example: Creating a Chart to Display Task Status by Month

This example creates a chart which summarizes the completion status of all tasks by period. This can help identify if there are certain tasks which are not completed period over period.

The generated chart is displayed below. Click any area within the chart to drill down and view of the individual records that comprise that aggregated area.



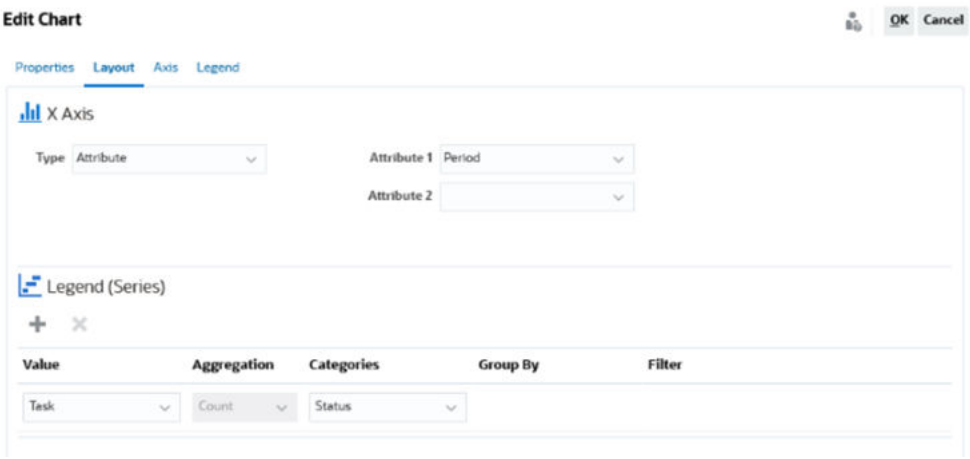
To create this chart:

1. From the Home page, click **Tasks**. Click **Schedule Tasks** to display the Task List.
2. From the **View Selector** at the top-right of the page, select **Chart View**.

   The Chart view appears, with a default chart displayed.
3. Click **Edit** at the top-right to display the Edit Chart dialog.
4. In the Properties tab, specify the following:

   - In Type, select **Column**.
   - Deselect **Grid Lines**.
   - In Period, select **Selection**.
5. In the **Layout** tab, specify the following:

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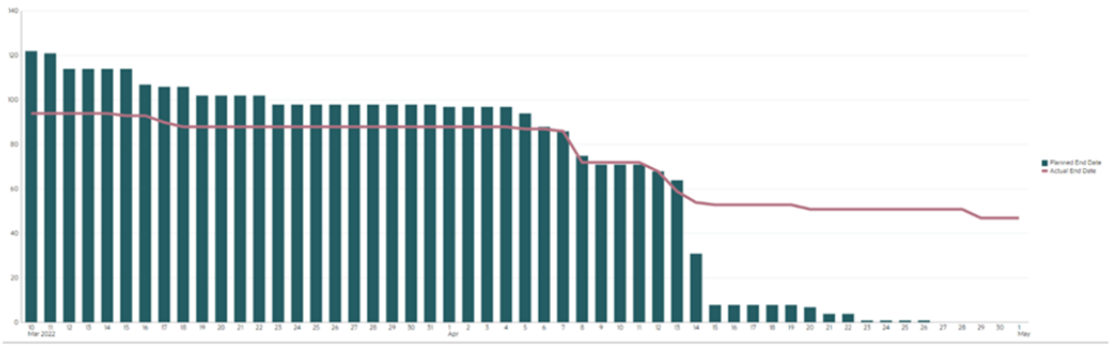
- In the **X-Axis** section:
  - In **Type**, select **Attribute**.
  - In **Attribute1**, select **Period**.
- In the **Legend (Series)** section:
  - In **Value**, select **Task**.
  - In **Categories**, select **Status**.

6. In the **Axis** tab, leave the default settings as is.
7. In the **Legend** tab, specify the following:
   - In **Legend Position**, select **Right**.
   - In **Palette**, select **Redwood**.
8. Click **OK**.

Example: Creating a Chart to Display Plan versus Actual End Date

This example visualizes Tasks planned vs actual completion over time - allowing you to see if your schedules are running ahead or behind schedule. The chart shows all of the tasks end dates that fall on or after a certain date. This will show a large number of tasks within the beginning of the schedule and gradually go down until the final task in the schedule.

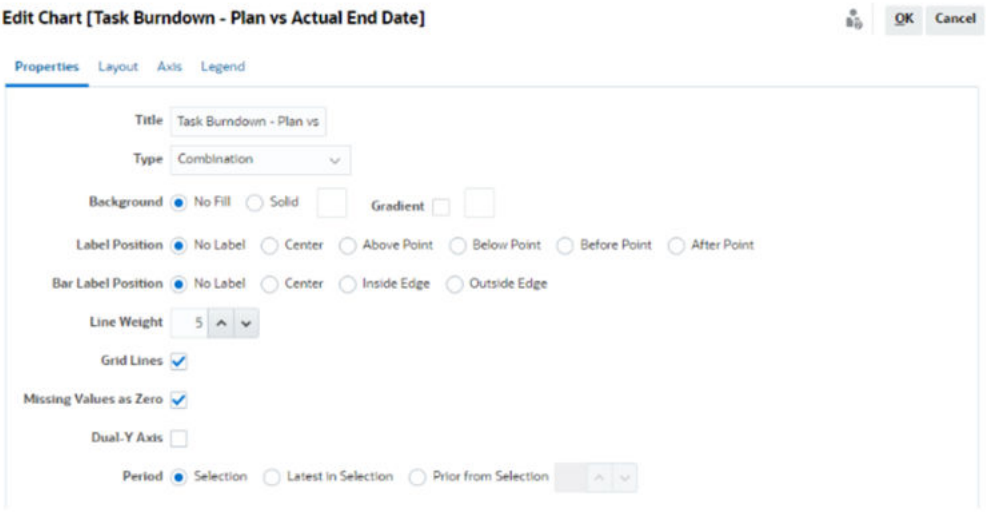
The generated chart is displayed below. Click any area within the chart to drill down and view of the individual records that comprise that aggregated area.



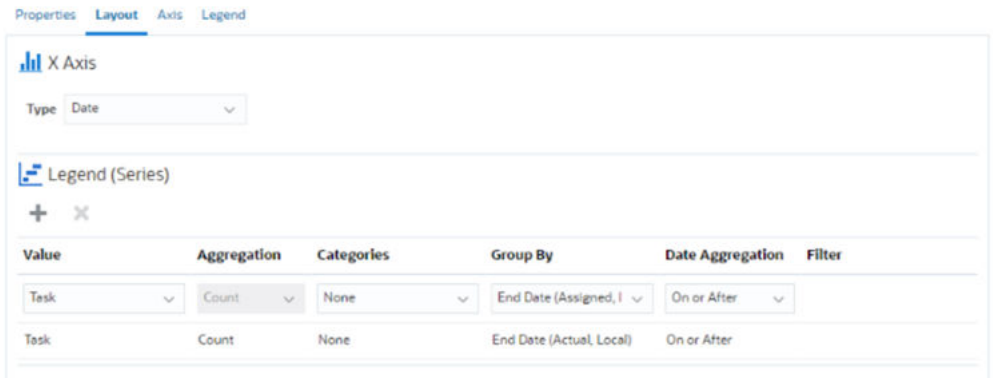
To create this chart:

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1. From the Home page, click **Tasks**, and then click **Schedule Tasks** to display the Task List.
2. From the **View Selector** at the top-right of the page, select **Chart View**.
   The Chart view appears with a default chart displayed.
3. Click the **Edit** icon at the top-right to display the Edit Chart dialog.
4. In the **Properties** tab, specify the following:



   - In **Type**, select **Combination**.
   - In **Background**, select **No Fill.**
   - In **Label Position**, select **No Label**.
   - In **Bar Label Position**, select **No Label**.
   - Select **Line Weight** as **5**.
   - Select **Grid Lines**.
   - Deselect **Dual Y Axis**.
   - In **Period**, select **Selection**.
5. In the **Layout** tab, specify the following:



   - In the **X-Axis** section, for **Type**, select **Date**.
   - In the **Legend (Series)** section, enter 2 values:
     For the first entry:
     – In **Value**, select **Task**.

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- In **Categories**, select **None**.
- In **Group By**, select **End Date (Assigned)**
- In **Date Aggregation**, select **On or After**.

For the second entry:

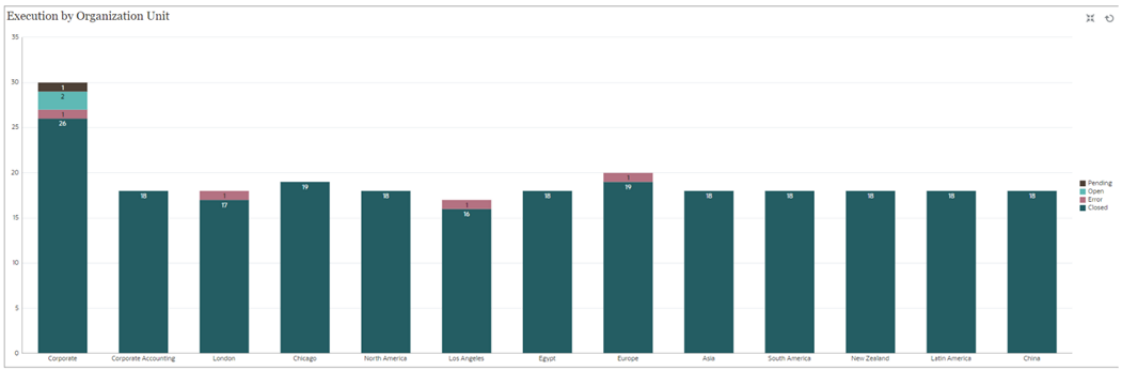
- In **Value**, select **Task**.
- In **Categories**, select **None**.
- In **Group By**, select **End Date (Actual, Local)**
- In **Date Aggregation**, select **On or After**.

6. In the **Axis** tab, leave the default settings as is.
7. In the **Legend** tab, specify the following:
   - In **Legend Position**, select **Right**.
   - In **Palette**, select **Redwood**.
8. Click **OK**.

Example: Creating a Chart to Display Task Execution by Organization Unit

This example creates a chart which shows task completion by organization unit allows you to monitor how each organization is doing completing their tasks.

The generated chart is displayed as shown. Click any area within the chart to drill down and view of the individual records that comprise that aggregated area.

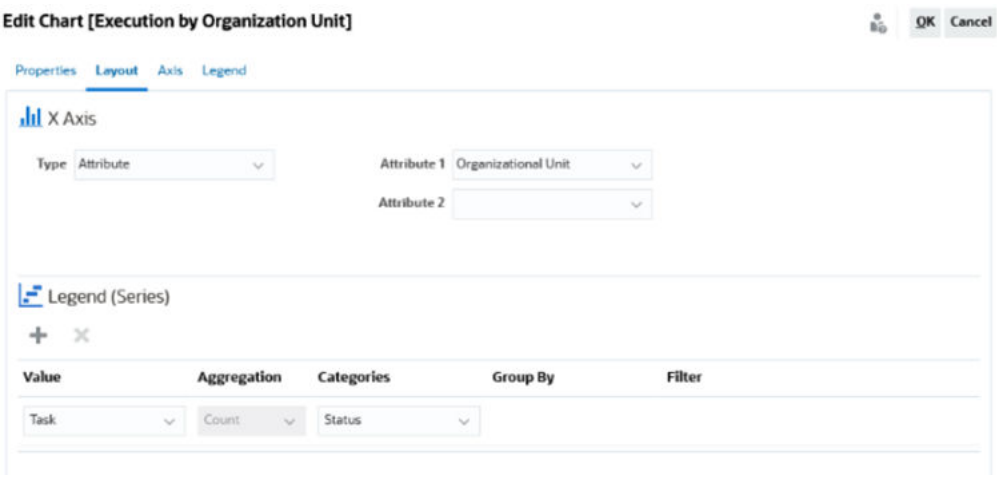


To create this chart:

1. From the Home page, click **Tasks.** Click **Schedule Tasks** to display the task list.
2. From the **View Selector** at the top-right of the page, select **Chart View**.

   The Chart view appears, with a default chart displayed.
3. Click **Edit** at the top-right to display the Edit Chart dialog.
4. In the **Properties** tab, specify the following:
   - In **Type**, select **Column**.
   - Deselect **Grid Lines**.
   - In **Period**, select **Selection**.
5. In the **Layout** tab, specify the following:

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- In the **X-Axis** section:
  - In **Type**, select **Attribute**.
  - In **Attribute1**, select **Organizational Unit**.
- In the **Legend (Series)** section:
  - In **Value**, select **Task**.
  - In **Categories**, select **Status**.

6. In the **Axis** tab, leave the default settings as is.
7. In the **Legend** tab, specify the following:
   - In **Legend Position**, select **Right**.
   - In **Palette**, select **Redwood**.
8. Click **OK**.

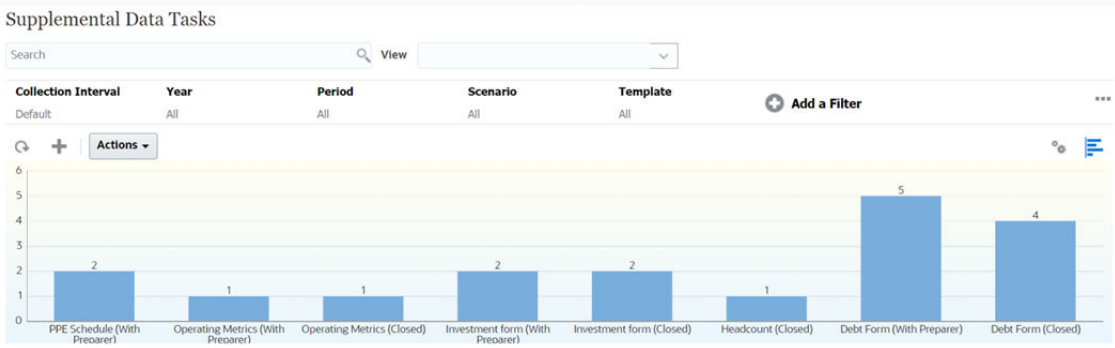
Example: Creating a Chart to Display Forms and their Status

This example creates a chart that displays the statuses of a particular supplemental data form.

> **Note**
>
> This a general example based on application-specific data explaining how you can set up a similar chart on your data. You cannot replicate this example.

The generated chart is displayed as shown. Click any area within the chart to drill down and view of the individual records that comprise that aggregated area.

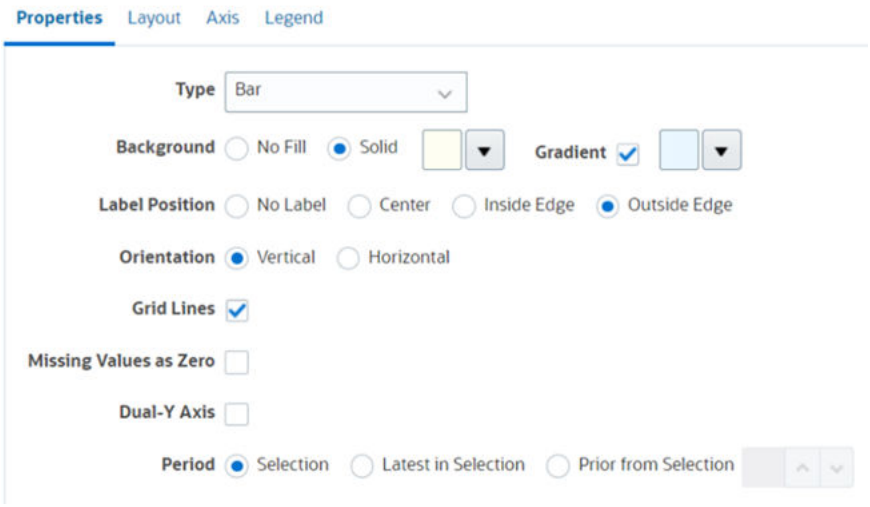
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To create this chart:

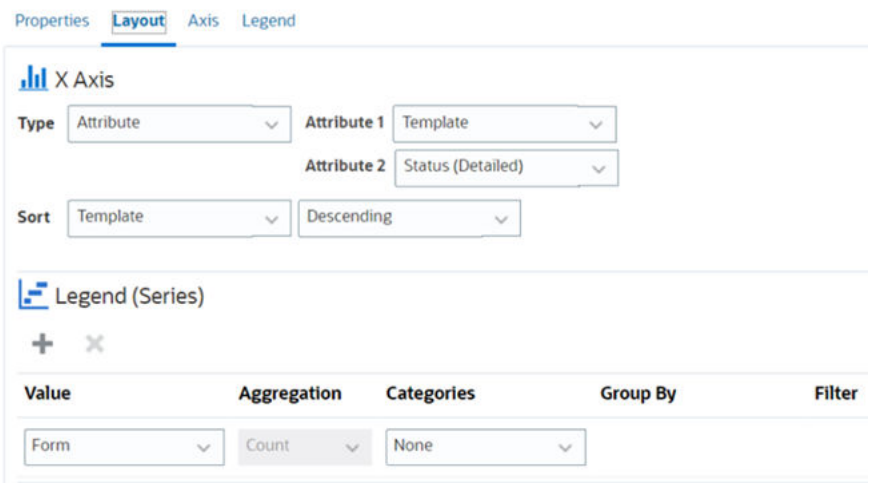
1. From the Home page, click **Tasks**. Click **Supplemental Data Tasks** to display the Supplemental Data Task List.
2. From the **View Selector** at the top-right of the page, select **Chart View**.

   The Chart view appears, with a default chart displayed.
3. Click **Edit** at the top-right to display the Edit Chart dialog.
4. In the **Properties** tab, specify the following:



   - In **Type**, select **Bar**.
   - In **Background**, select **Solid**. Select the color of your preference from the drop down.
   - Select the **Gradient** checkbox. Select the color of your preference.
   - In **Label Position**, select **Outside Edge**.
   - In **Orientation**, select **Vertical**.
   - Select **Grid Lines**.
   - Deselect **Missing Values as Zero**.
   - Deselect **Dual Y Axis**.
   - In **Period**, select **Selection**.
5. In the **Layout** tab, specify the following:

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- In the **X-Axis** section, for Type, select **Date**.
- In the **Legend (Series)** section, enter 2 values:
  - In **Value**, select **Form**.
  - In **Categories**, select **None**.

6. In the **Axis** tab, leave the default settings as is.
7. In the **Legend** tab, specify the following:
   - In **Legend Position**, select **Right**.
   - In **Palette**, select **Redwood**.
8. Click **OK**.

Example: Creating a Chart to Display Period and Status (with Description) of the Form Template

This example creates a chart that displays the period and detailed statuses of a particular supplemental data form.

The generated chart is displayed as shown. Click any area within the chart to drill down and view of the individual records that comprise that aggregated area.



To create this chart:

1. From the Home page, click **Tasks**. Click **Supplemental Data Tasks** to display the supplemental data task list.

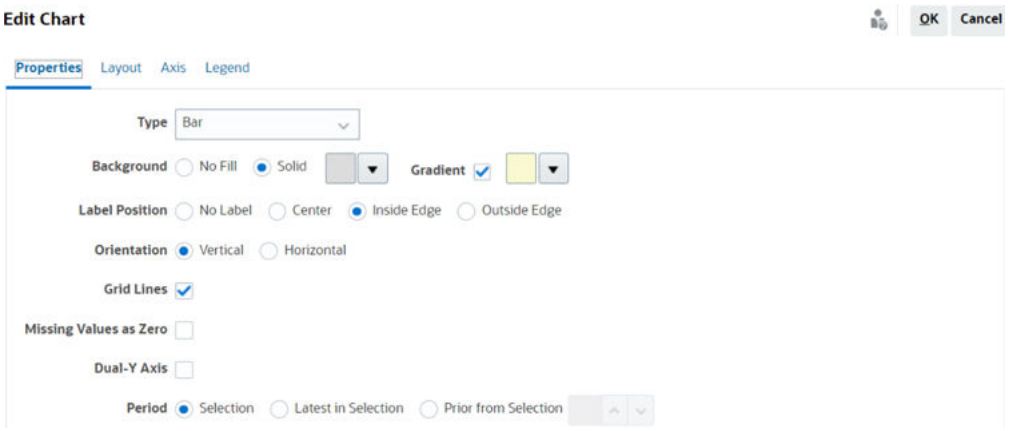
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2. From the **View Selector** at the top-right of the page, select **Chart View**.

   The chart view appears, with a default chart displayed.

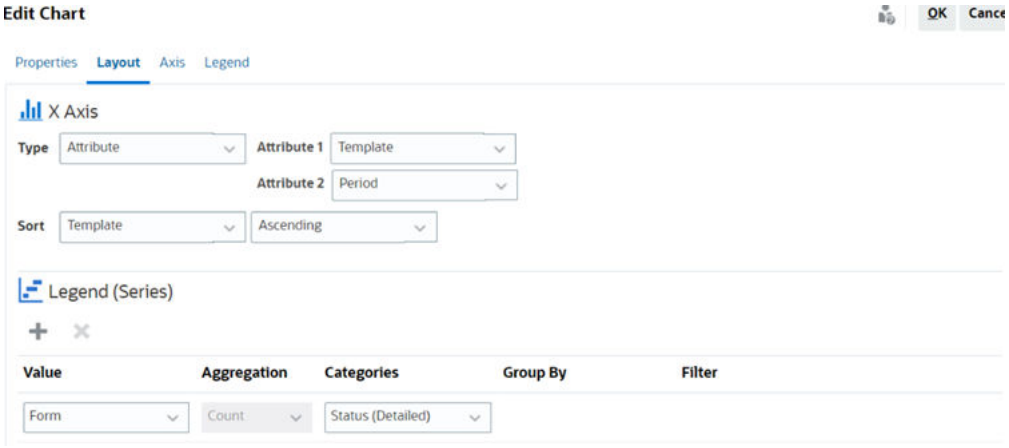
3. Click **Edit** at the top-right to display the Edit Chart dialog.

4. In the **Properties** tab, specify the following:



   - In **Type**, select **Bar**.
   - In **Background**, select **Solid.** Select the color of your preference from the drop down.
   - Select **Gradient**. Select the color of your preference from the drop-down menu.
   - In **Label Position**, select **Inside Edge**.
   - In **Orientation**, select **Vertical**.
   - Select **Grid Lines**.
   - Deselect **Missing Values as Zero**.
   - Deselect **Dual Y Axis**.
   - In **Period**, select **Selection**.

5. In the **Layout** tab, specify the following:



   - In the **X-Axis** section, for Type, select **Attribute**. For **Attribute 1**, select **Template**. For **Attribute 2**, select **Period**.
   - In the **Legend (Series)** section, enter two values:
     - In **Value**, select **Form**.
     - In **Categories**, select **Status (Detailed)**.

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6. In the **Axis** tab, leave the default settings as is.
7. In the **Legend** tab, specify the following:
   - In **Legend Position**, select **Right**.
   - In **Palette**, select **Redwood**.
8. Click **OK**.

Working With Gantt Chart Views

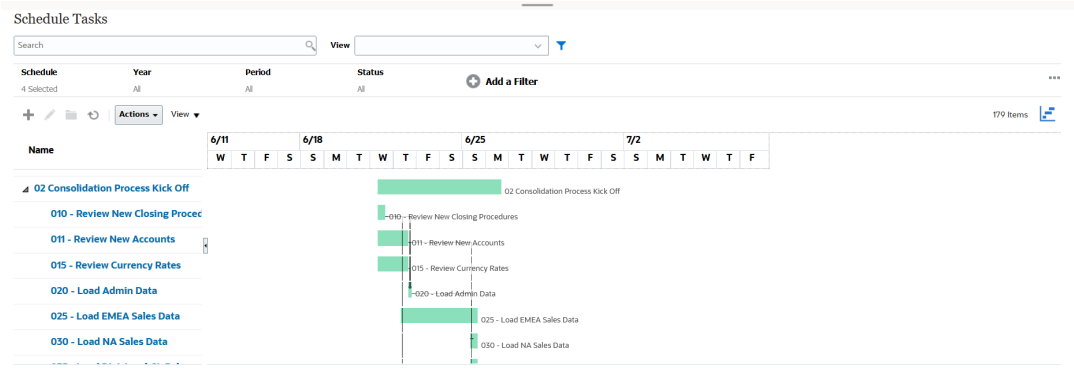
Gantt charts displays a timeline for a schedule that graphically represents the duration of tasks and the dependencies between them. You can view the predecessor relationships between tasks. Bars represent duration, and arrows represent dependencies. You can also see the parent-child task relationships in the hierarchy.

You might choose to use the Gantt Chart view when you create a template to see the predecessor relationships between the tasks, or to verify the precedence order after adding tasks to a schedule.

Gantt Chart view is available for **Scheduled Tasks**.

To view the data in a Gantt Chart:

1. On the Home page, click **Tasks**, and then click **Schedule Tasks**.
2. Click the **View Selector** icon and choose **Gantt Chart**.
   The schedule tasks data is displayed in the Gantt Chart view as shown.



Working With Calendar Views

Calendar views display all the scheduled tasks in a traditional calendar format based on month, week, or day.

The Month view displays the days in standard calendar format.

The Week view displays the tasks of the specified week. The top section displays tasks that span multiple days. The second section displays tasks that are contained within one day. The tasks are displayed vertically, spanning the hours of the day.

The Day view is focused on one 24-hour day.

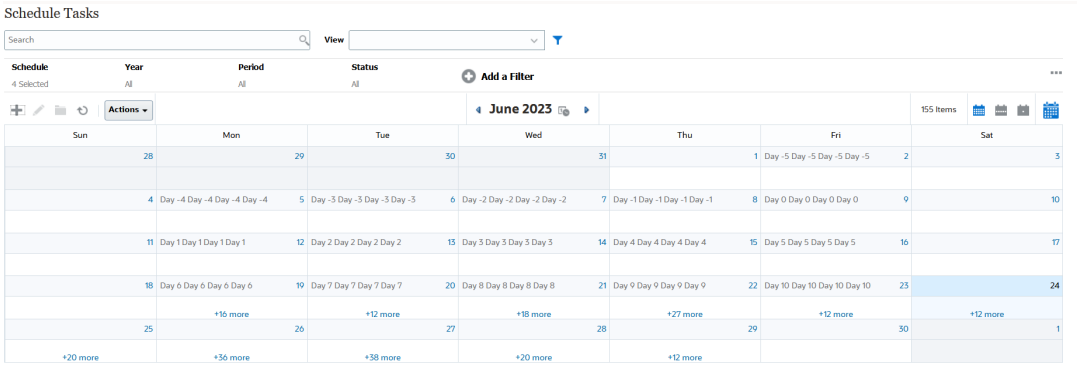
To view the scheduled tasks in Calendar View:

1. On the **Home** page, click **Tasks**, and then click **Schedule Tasks**.
2. Click the **View Selector** icon and choose **Calendar View**.

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The schedule tasks data is displayed in the Calendar view. Use the calendar icons to select Month, Week, or Day. In the Calendar View, you can also see the Day Label in the Day header.

The following image shows the scheduled tasks in a Calendar View for a month.



Saving Views

Saving a view enables you to save your view definition and settings. When you need to display data in the format set by this view, you can use the saved view, instead of again setting the required view properties.

The scope of a saved view is limited to the object on which it is based. For example, if you create a saved view with Tasks, you can't use it with journals. A saved view on a particular supplemental data set can't be used with a different data set. So, you can only use it with certain forms or within a collection.

To save a view:

1. Adjust the view to see the data you would like by adjusting filters, columns or sorting on your list. See Using the Filter Bar to Adjust Your View.
2. From **Actions**, click **Save View**.
3. In the Save View dialog, enter a Name (can enter a maximum of 80 characters) and an optional description (can enter a maximum of 255 characters).
4. Click **OK**.

You can see all the saved lists by clicking the **View** drop-down selector.

Editing Saved Views

Edit a saved list view, pivot view, or chart view to modify its name and definition.

To edit a view:

1. From the Home page, click **Application**, **Task Manager**, and then **Views**.

   A list of available views is displayed.
2. Select a particular view and click the **Edit** icon. You can also click the **...** icon for a view and select **Edit**.
3. Update the required information and click **OK**.

To edit a view:

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

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A list of available views is displayed.

2. Select a particular view and click the **Edit** icon. You can also click the **...** icon for a view and select **Edit**.
3. Update the required information and click **OK**.

Deleting Views

An Administrator or Power User can delete a view.

To publish a view:

1. From the Home page, click **Application**, **Task Manager**, and then **Views**.

   A list of available views is displayed.

2. Select a view that you want to delete and click the **Delete** icon. You can also click the **...** icon for a view and select **Delete**.

   The deleted view no longer appears in the list of views.

To publish a view:

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

   A list of available views is displayed.

2. Select a view that you want to delete and click the **Delete** icon. You can also click the **...** icon for a view and select **Delete**.

   The deleted view no longer appears in the list of views.

Publishing Views

An Administrator or Power User can publish a view to make a private view available to other users. The saved view is duplicated and there is now a private and public version.

To publish a view:

1. From the Home page, click **Application**, **Task Manager**, and then **Views**.

   A list of available views is displayed.

2. Select a particular view and click the **Publish** icon. You can also click the **...** icon for a view and select **Publish**.

   The saved view is duplicated and there is now a private and public version. The public version will show a check mark in the **Public** column.

To publish a view:

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

   A list of available views is displayed.

2. Select a particular view and click **Publish** icon. You can also click the **...** icon for a view and select **Publish**.

   The saved view is duplicated and there is now a private and public version. The public version will show a check mark in the **Public** column.

Setting a Default View

A Service Administrator or Power User can set a published, saved, view as the default view.

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The first time a user opens a view, the default view is displayed. The system then remembers the view settings that were used. So, when you open a view subsequently, it is displayed with the settings that were used most recently.

To set a default view:

1. From the Home page, click **Application**, then **Task Manager**.
2. Click the **Views** tab to display the Views page.
3. Select the view that you want to set as default and then click the **Set Default** icon. Or, click the **Actions** menu for the view that you want to set as default and select **Set Default**.

To set a default view:

1. From the Home page, click **Application**, then **Supplemental Data**.
2. Click the **Views** tab to display the Views page.
3. Select the view that you want to set as default and then click the **Set Default** icon. Or, click the **Actions** menu for the view that you want to set as default and select **Set Default**.

> **Note**
>
> You can use the **Set Default** action for a published list view. The Administrator or Power User sets the view as the default so that the saved list view will not only be available to all users of that view type, but it will also be selected by default when a user opens that view type.

Exporting List Views and Pivot Views

You can export the records in list views or pivot views to Microsoft Excel.

To export a list view or pivot view:

1. Navigate to the list view or pivot view that must be exported.
2. Click **Actions**, and then **Export to Excel**.

The exported data is stored in an Excel file and can be downloaded. The format of the Excel file is .xls or .xlsx, depending on the **Export to Excel** setting.

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Managing Operational Dashboards

Related Topics

- Overview of Operational Dashboards
- Viewing and Opening Operational Dashboards
- Operational Dashboards: Design Mode
- Creating Operational Dashboards
- Setting the Object Type Within Operational Dashboards
- Specifying View Options for Operational Dashboards
- Editing Operational Dashboards
- Duplicating Operational Dashboards
- Deleting Operational Dashboards
- Exporting Operational Dashboards
- Importing Operational Dashboards
- Running Operational Dashboards
- Displaying Columns for Viewing Operational Dashboards
- Reordering Columns for Viewing Operational Dashboards
- Copying a URL for Operational Dashboards
- Applying Filters to Data Displayed Within Operational Dashboards
- Example: Task Manager Operational Dashboard
- Example: Supplement Data Manager Dashboard

Overview of Operational Dashboards

Dashboards provide enhanced reporting capabilities. They enable users to chart, evaluate, and (in some cases) even change key business data.

About Operational Dashboards

Operational dashboards provide greater visibility into your business process.

Each dashboard can have a maximum of four views. This includes list views, pivot views, or chart views. You can open a maximum of 10 dashboards at a time. Service Administrators, or any user who is granted either the Operational Dashboards - Manage role or Dashboard - Manage role can create and edit dashboards. The dashboard creator can also control access to the dashboard by granting permissions to one or more users, groups, or teams. Users who have been granted access to a dashboard can run the dashboard and view its data. The access only allows a user to view the dashboard. It doesn't extend their access to the underlying data. Therefore, a user can only view records based on their own access within the service.

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Features of Operational Dashboards

Dashboards provide the following features:

- Visualize data interactively with a wide variety of chart types
- Obtain both high-level and detailed insights into the performance of your business processes
- Create filters at the dashboard level and at the individual view level
  Filters created at the dashboard level are applied to all the views within the dashboard. After this, filters defined at the view level (if any) are applied.
- Control access to viewing dashboards

> **Note**
>
> For Supplemental Data, modifying the calculation definition of an attribute after deployment, affects the results in Operational Dashboard and other grouped views (pivot, chart view and reports). Dashboard always use the latest calculation definition defined for the attribute.

Viewing and Opening Operational Dashboards

Viewing Existing Dashboards

To view the dashboards, from **Home**, click **Library**, then **Operational Dashboards**.

The Operational Dashboards page appears with the list of existing dashboards.

Opening a Dashboard

To open a dashboard:

1. Access the Operational Dashboards page. This page displays the list of existing Operational dashboards
2. (Optional) Use the **Search** box to search for a particular dashboard.
3. Click the name of the dashboard to open.

   The dashboard opens within a new dynamic tab next to the Operational Dashboard tab.

You can perform the following actions on the dashboard:

- Click any area or total, in any view, to drill down into the individual records that comprise that area or total.
- Edit the dashboard settings using the icon.
- Refresh all the views in the dashboard using the icon (at the dashboard level).
- Use filters that were created at the dashboard level. See Applying Filters to Data Displayed Within Operational Dashboards.

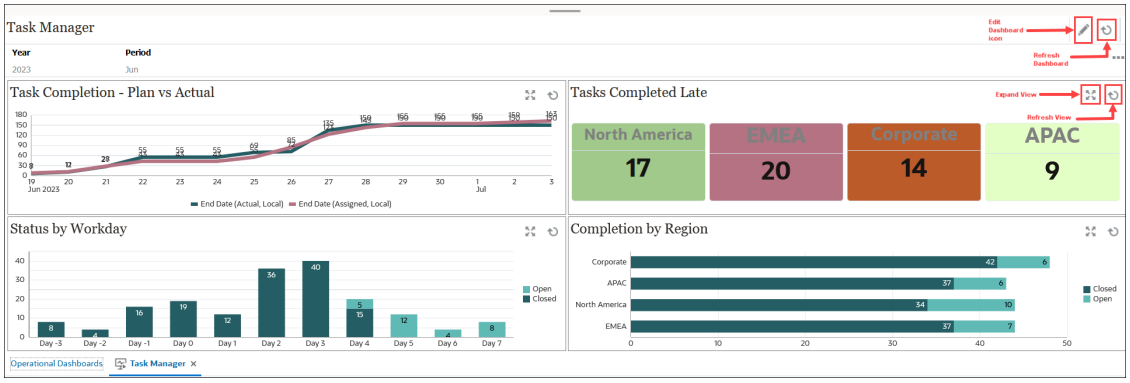
On each view in the dashboard, you can:

- Refresh all the views in the dashboard using the icon (at the dashboard level).

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- Expand or collapse views in dashboard views using the icon.
- Use filters that were defined at the view level. See Applying Filters to Data Displayed Within Operational Dashboards.

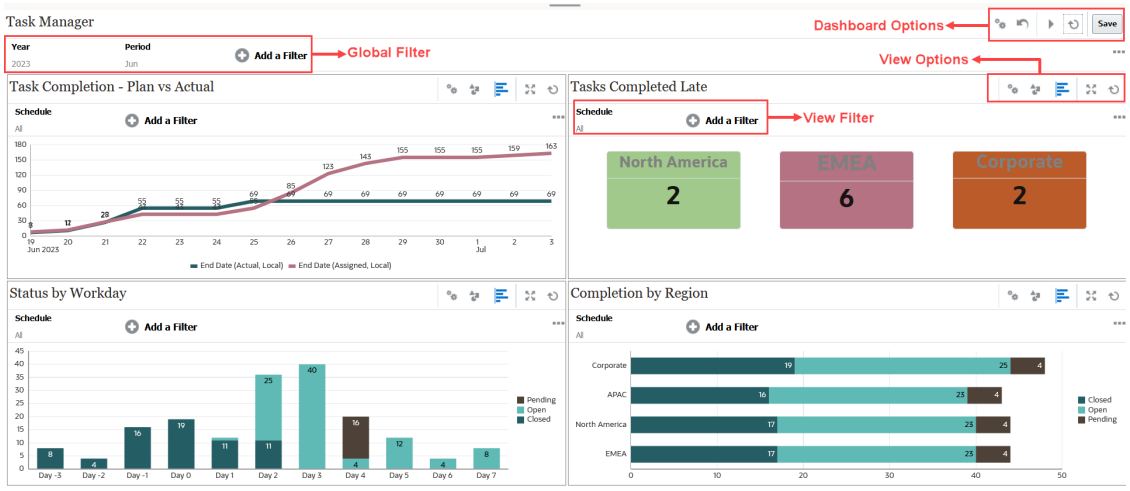
The following image shows the options available when you open a dashboard.



Operational Dashboards: Design Mode

The design mode of a dashboard enables you to configure and manage your dashboard and its components (chart views, list views, and pivot views).

This image shows the design mode of an operational dashboard. This dashboard contains one chart view and one pivot view.



At the top-right are these options to manage the dashboard:

- **Settings**
  Edit the properties of the dashboard.
- **Revert**
  Revert changes made to the dashboard properties.
- **Run**
  Run the dashboard.

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Dynamically fetches and displays data in the dashboard. Only users who have been granted permissions can view the dashboard's data.

In Run mode, users will see only the **Refresh** and **Expand** options.

- **Refresh**
  Refreshes the data displayed in the dashboard, including all the contained views.
- Save **Save**
  Saves the changes made to the dashboard properties.

Each view (list, chart, or pivot) within the dashboard contains these options:

- **Settings**
  Edit the properties of the chart, list, or pivot view.
- **Object Type**
  Options are: Tasks, Alerts, Supplemental Data Forms, and Supplemental Data
- **View Selector**
  Options are: Chart View, List View, or Pivot View.
- **Expand**
  Displays the view in the entire dashboard area.

  This option is shown only when a dashboard contains more than one view.
- **Refresh**
  Refreshes the data displayed in the view.

Creating Operational Dashboards

Service Administrators and users who have been granted the Operational Dashboards - Manage application role can create dashboards.

To create a dashboard:

1. From **Home**, click **Library**, then **Dashboards**.

   The Operational Dashboards page appears, with the list of existing dashboards.
2. Click the **New** icon.

   The new dashboard is opened in a new tab. It contains the following:

   - A default name, in the format New Dashboard #.
   - One empty view (list view, pivot view, or chart view)
   - Two sets of icons (at the top-right) that correspond to the options for the dashboard and the view within the dashboard. See Operational Dashboards: Design Mode.
   - A filter for filtering data at the dashboard level. Click **Add a Filter** to add filters.
3. In the set of icons that correspond to the dashboard, click the **Settings** icon.

   The Edit Dashboard dialog appears.
4. In the **Properties** tab, specify the required dashboard properties.

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See Defining Operational Dashboard Properties.

5. Click the **Access** tab to give access to this dashboard for users, groups, or teams. Users who are granted access can run this dashboard and view its data.

   See Defining Access to Operational Dashboards.

6. Click **OK**.

   A separate area, with its corresponding icons, is shown for each area specified by the dashboard layout. For example, if you set **Layout** to **Grid**, the page shows four separate areas.

7. For each area within the dashboard, set the object type based on which you want to visualize the data. See Setting the Object Type Within Operational Dashboards.

8. For each area within the dashboard, click the select the **View Selector** icon and specify the type of view. See Specifying View Options for Operational Dashboards.

9. For each view, click **Settings** and specify the settings for that view.

   - See Creating Chart Views.
   - See Working With List Views.
   - See Working with Pivot Views.

10. Click **Save** to save the dashboard settings.

Defining Operational Dashboard Properties

Dashboard properties include name, description, borders, background, and layout.

To define a dashboard's properties:

1. Open the **Properties** tab of the Edit Dashboard dialog.
2. In **Name**, enter a unique name for the dashboard.
3. In **Description**, enter an optional description for the dashboard.
4. Select **Borders** to display borders around each view in the dashboard.
5. Select **Global Filter Bar** to include a global filter bar in the dashboard. This filter bar is applicable to all the views within the dashboard.
6. Select **Show Filter Bars** to display the view-level filters when you run the dashboard.
7. In **Background**, select one of the following:

   - No Fill
   - Solid: Select the color that must be used as the background color. Optionally, select **Gradient**, and then select a color.

8. In **Layout**, specify the number of regions (one for each view) into which the dashboard is divided. The maximum number of regions is four.

   Select one of the following:

   - Single
     Displays a single view
   - Horizontal
     Displays two views, one below the other

     Use **Horizontal Split** to specify how the screen area is split between the two views.
   - Vertical

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Displays two views, one beside the other

Use **Vertical Split** to specify how the screen area is split between the two views. For example, if you set **Vertical Split** to 30, the chart displayed at the top of the dashboard uses 30% of the dashboard space. The second chart uses the remaining 70% of the dashboard.

- Grid
  Displays four views in the dashboard

9. Click **OK** to save the dashboard settings.

Defining Access to Operational Dashboards

Service Administrators and users who have been granted the Operational Dashboards - Manage role can grant access to this dashboard for specific users, groups, or teams. Such users can run the dashboard and view its data.

To add access for running a dashboard:

1. Open the **Access** tab of the Edit Dashboard dialog.

   By default, there is one entry for the user who created the dashboard.

2. Click the **Add** icon.

   The **Select User** dialog is displayed.

3. Click the **Select User** icon, and select one of the following: **Users**, **Groups**, or **Teams**.

   The default selection is **Users**.

4. Enter the name or description and click **Search**.

   - You can click **Search** to display the entire list of available users, groups, or teams. For example, if you don't know the name of a group, select Group using the **Select User** icon and then click **Search**. The list of available groups is displayed.
   - When selecting users, click **Advanced** to display the **User ID** and **Email** fields. You can also use these attributes while searching for users.

5. Double-click the username, group name, or team name to provide access.

   The selected name appears on the **Access** tab. You can click this name to view the details.

6. Click **OK** to save the dashboard settings.

> **Note**
>
> Service Administrators and users who have been granted the Task Manager - Manage Dashboards application role can view and edit all dashboards.

To remove access for running a dashboard:

1. Open the **Access** tab of the Edit Dashboard dialog for the dashboard whose access is being set.

   The users, groups, and teams who have been granted permissions to run the dashboard are listed under **Name**.

2. Click the name of the user, group, or team for whom permissions to run the dashboard must be revoked.

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To select multiple items, press and hold the **Ctrl** key and then select the required items.

3. Click **Remove** and then **OK**.

Setting the Object Type Within Operational Dashboards

After setting the properties and access for the dashboard, you can select the data type to report on or visualize for each view.

All the data, metadata, filters, and so on in the view will be based on this object type. Each view can have only one object type, but it may vary between views.

In Tax Reporting, these object types are available:

- Tasks
- Alerts
- Supplemental Data
- Supplemental Data Forms

To specify the object type:

1. Open an operational dashboard from the Operational Dashboard page.
2. Click the **Object** icon and select the required object.
3. Click **Save** to save the settings.

If you change the object type, all the settings in the region will be reset.

> **Note**
>
> If the admin uses the **Enable Feature** option to turn on a module in an existing environment (Supplemental Data Manager), the user can't see the Object Type for that module until the Daily Maintenance has been run.

Specifying View Options for Operational Dashboards

Within a dashboard, after specifying the object type, you can select the view such as List View, Pivot View, or Chart View to display the data within the dashboard.

To specify the view option:

1. On the Operational Dashboards page, open the dashboard for which you want to specify the view options.
2. Click the **View Selector** icon and choose any of the following:
   - List View
   - Pivot View
   - Chart View
3. Click the **Settings** icon corresponding to the **View Selector** icon and specify the view options.
   - For List Views, see Working With List Views .
   - For Pivot Views, see Working with Pivot Views.

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- For Chart Views, see Creating Chart Views.

The data is displayed within the dashboard based on the specified view settings.

4. Click **Save**.

Editing Operational Dashboards

Service Administrators can edit a dashboard and modify its properties and access permissions.

To edit a dashboard:

1. From **Home**, click **Library**, then **Dashboards**.
2. Click the dashboard that you want to edit and then click the **Edit** icon or you can click the **Actions** icon and then click **Edit**.
   The Dashboard Designer appears.

   Additionally, if you're viewing the dashboard in run mode, you can click the **Edit** icon to switch to design mode.
3. Click **Settings** to display the Edit Dashboard dialog.
4. Modify the required properties using the **Properties** and **Access** tabs.
   See Defining Operational Dashboard Properties and Defining Access to Operational Dashboards.
5. Click **OK**.

Duplicating Operational Dashboards

To duplicate a dashboard:

1. From **Home**, click **Library**, then **Dashboards**.
2. Select the dashboard that you want to duplicate and then click the **Duplicate** icon. You can also click the **Actions** icon and then click **Duplicate**.
   The Copy of <Dashboard name> tab opens in the Dashboard Designer.
3. Specify the properties, access, and view options.
4. Click **Save** to save the dashboard.

Deleting Operational Dashboards

To delete a dashboard:

1. From **Home**, click **Library**, then **Dashboards**.
2. Click the dashboard that you want to delete and then click the **Delete** icon. You can also click the **Actions** icon and then click **Delete**.

   A message is displayed asking for confirmation.
3. Click **Yes**.

   The dashboard is deleted and no longer appears on the Operational Dashboard page.

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Exporting Operational Dashboards

You can export dashboard definitions to an XML file. Using the export functionality, you can copy a dashboard definition from one business process to another.

> **Note**
>
> You must have the Manage Dashboard privilege to export the operational dashboards.

To export a dashboard:

1. From **Home**, click **Library**, then **Dashboards**.

   The Operational Dashboards page is displayed.
2. Select one or more dashboards that you want to export and then click the **Export** icon.
   The Export Dashboards dialog is displayed.
3. Select one of the following:
   - **All Rows**: Export all existing operational dashboards
   - **Selected Rows**: Export the dashboards that you had selected in the previous step.
4. Click **Export**.

   The specified dashboards are exported as a JSON file, with the name *Dashboard.json*.

Importing Operational Dashboards

Service Administrators can import dashboards that were previously exported using the **Export** option

> **Note**
>
> You must have the Manage Dashboard privilege to import the operational dashboards.

To import a dashboard:

1. From **Home**, click **Library**, then **Dashboards**.

   The Operational Dashboards page is displayed.
2. Click **Import**.
   The Import Operational Dashboards dialog is displayed.
3. In **File**, click **Browse** and specify the JSON file that contains the dashboard that you want to import..
4. Click **Import**.
   The **Status** field displays the status of the import.
5. If the import completed successfully, click **OK**.

The imported dashboard is displayed in the Operational Dashboards page.

If the import file contains dashboards that have the same name as those in the Dashboards page, then these dashboards are updated.

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Running Operational Dashboards

Users can run dashboards for which they have been granted access.

When a dashboard is run, the latest data is displayed in the various charts and pivot views in the dashboard.

To run a dashboard:

1. From **Home**, click **Library**, then **Operational Dashboards**.

   The Operational Dashboards page is displayed.
2. Do one of the following:
   - Click the dashboard you want to run and then click the **Run** icon.
   - Click the **Actions** icon for the dashboard you want to run and select **Run**.
   - Open a dashboard and click the **Run** icon.

     The dashboard is displayed in runtime mode in a new tab with the latest data.

     > **Note**
     >
     > If the dashboard is already open for running or editing, it will shift the focus to that tab and place it in run mode.
3. If required, filter the displayed data. See Applying Filters to Data Displayed Within Operational Dashboards.

Displaying Columns for Viewing Operational Dashboards

To display the columns to view the dashboards:

1. On the Operational Dashboard page, click **View** and then **Columns**.
2. Click **Show All** to display all the columns or select specific columns.

To show or hide displayed columns:

1. Click **View** > **Columns** > **Manage Columns.**
2. Move the required columns between **Hidden Columns** and **Visible Columns** using the move icons to show or hide the displayed columns.

Reordering Columns for Viewing Operational Dashboards

You can reorder columns to display them in a different order.

To reorder columns:

1. On the Operational Dashboard page, click **View** and then click **Reorder Columns**.
2. Select the column name that you want to reorder and use the following icons to move it to the required position:
   - : Move selected items to top of the list

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- : Move selected items up one in the list
- : Move selected items down one in the list
- : Move selected items to bottom of the list

3. Click **OK**.
   The columns are displayed based on the specified order.

Copying a URL for Operational Dashboards

You can copy a URL for an operation dashboard to enable access to the dashboard.

To copy a URL for an operational dashboard:

1. From **Home**, click **Library**, then **Dashboards**.

   The Operational Dashboards page is displayed.
2. Click the **Actions** icon for the dashboard to copy the URL, and then click **Copy URL**.
3. Copy the displayed URL. The URL will enable direct access to the dashboard.

Applying Filters to Data Displayed Within Operational Dashboards

You can use filters to restrict the data displayed in a dashboard and its views.

Use the **Show/Hide** toggle icon next to the **Search** box to display or hide the filter bar.

In the Filter bar, you can do the following to filter the displayed dashboards:

- Add additional filters
- Specify the condition for each filter
- Clear or Remove a filter
- Clear All Filters

To restrict data displayed in a dashboard:

1. Run the dashboard and display its data.
2. If a global filter was configured for this dashboard, use this to filter data displayed in all the views in the dashboard.
3. For any view, use the filter defined on a view to filter data displayed in that view.

The global filter is first applied to all the views in the dashboard. Then, for each view, the filter defined for that view is applied.

For more information about each of these features, see Working with Filters.

Example: Task Manager Operational Dashboard

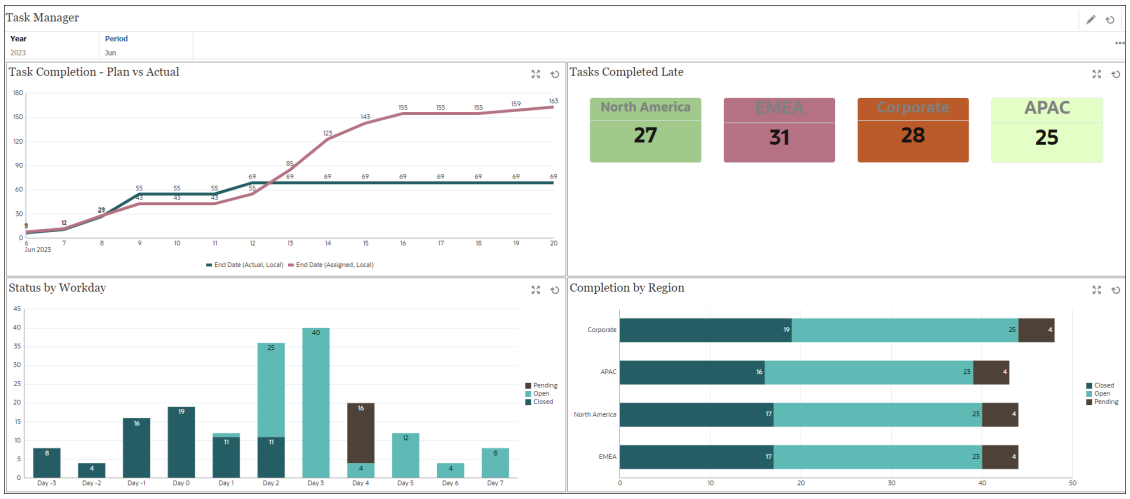
This example shows how to create a dashboard.

The dashboard uses these views for Task Manager:

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- Chart View: Task Completion - Plan vs Actual
- Chart View: Tasks Completed Late
- Chart View: Status by Workday
- Chart View: Completion by Region

The completed dashboard is shown in the screenshot. You can click any area in any view to drill down into the individual records that comprise that area.



In this example, to create the dashboard:

1. From **Home**, select **Library**, and then click **Operational Dashboard**.

   The existing operational dashboards are displayed.

2. Click the **New** icon to create a new dashboard.

   A new dashboard is created with a default name and is opened in a new tab.

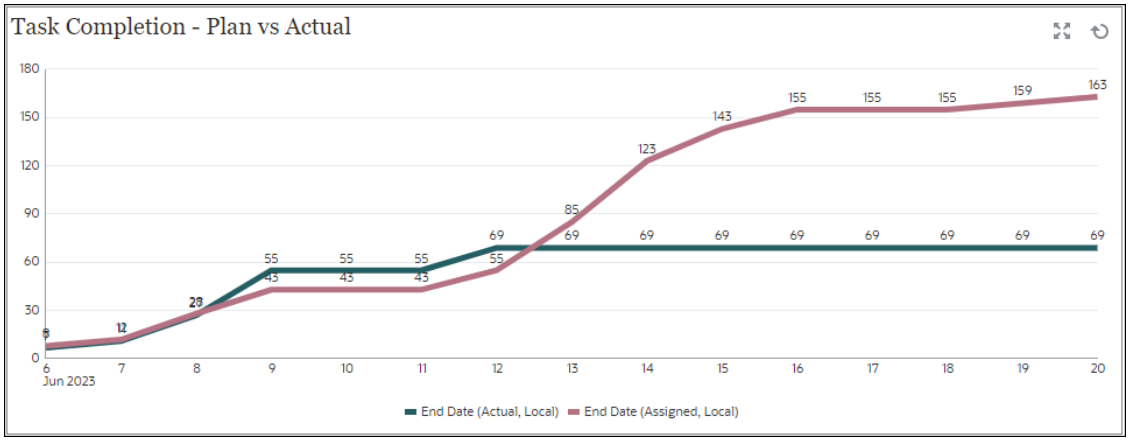
3. Click the **Settings** icon for the dashboard and update the properties on the **Properties** tab:
   - **Name**: Task Manager
   - **Borders**: Select this checkbox
   - **Global Filter Bar:** Select this checkbox
   - **Background**: No fill
   - **Layout**:
     - **Grid**: Select this check box.
     - **Horizontal Split:** 50
     - **Vertical Split**: 50
4. To create the chart view on the top left, see Chart View: Task Completion - Plan vs Actual.
5. To create the chart view on the top right, see Chart View: Tasks Completed Late.
6. To create the chart view on the bottom left, see Chart View: Status by Workday.
7. To create the chart view on the bottom right, see Chart View: Completion by Region.
8. Click **Save** to save the dashboard.

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Chart View: Task Completion - Plan vs Actual

This example shows task completion over time, allowing you to see if your tasks are running ahead or behind schedule.

The chart includes all of the task end dates that fall on or before a certain date. It also shows the status of completing those tasks.



Within the dashboard, top left view:

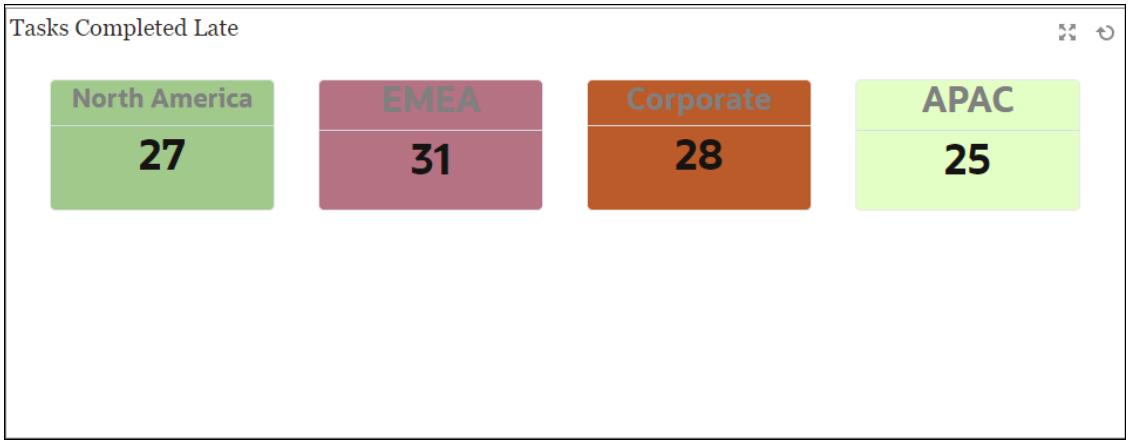
1. Click the **Object Type** icon and select **Tasks**.
2. Click the **View Selector** icon and select **Chart View**.
3. Click the **Settings** icon and specify the following:
   - On the **Properties** tab:
     - **Title**: Task Completion - Plan vs Actual
     - **Type**: Line
     - **Background**: No fill
     - **Label Position**: Above Point
     - **Line Weight**: 5
     - **Grid Lines**: Select this check box
     - **Period**: Selection
   - On the **Layout** tab:
     - **X-Axis**:
       - **Type**: Date
       - **Sort**: X-Axis from the first drop-down menu and Descending from the second drop-down menu
     - **Legend (Series)**:
       - First row, add:
         - **Value**: Task
         - **Aggregation**: Count
         - **Categories**: None
         - **Group By**: End Date (Actual , Local)

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        - **Date Aggregation**: On or Before
      - Click **New** and add another row. Specify the following:
        - **Value**: Task
        - **Aggregation**: Count
        - **Categories**: None
        - **Group By**: End Date (Assigned, Local)
        - **Date Aggregation**: On or Before
  - On the **Axis** tab:
    - Select **X Axis**.
    - Interval : Daily
    - **Minimum**: Auto
    - **Maximum**: Auto
  - On the **Legend** tab:
    - **Legend Position**: Bottom
    - **Palette**: Redwood
    - Select the default labels for each series: **End Date (Actual , Local)** and **End Date (Assigned, Local)**
    - Select the default colors for each series.
4. Click **OK**.

Chart View: Tasks Completed Late

This example shows the tasks completed behind schedule in various organizational units.



Within the dashboard, top left view:

1. Click the **Object Type** icon and select **Tasks**.
2. Click the **View Selector** icon and select **Chart View**.
3. Click the **Settings** icon and specify the following:
   - On the **Properties** tab:
     - **Title**: Tasks Completed Late

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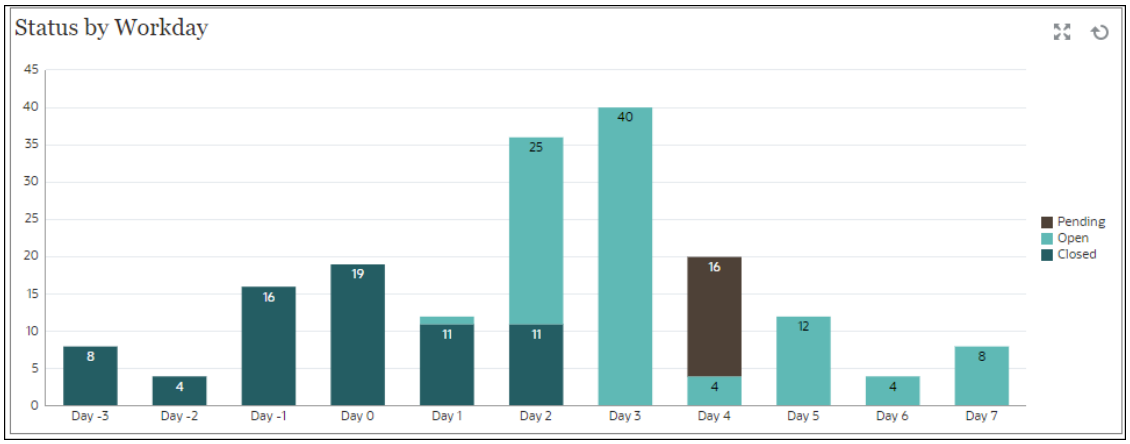
  - **Type**: Bar
  - **Background**: No fill
  - **Label Position**: Inside Edge
  - **Orientation**: Vertical
  - **Period**: Selection
- On the **Layout** tab:
  - **X-Axis**:
    - **Type**: Date
    - **Sort**: X-Axis from the first drop-down menu and **Ascending** from the second drop-down menu
  - **Legend (Series)**:
    - **Value**: Task
    - **Aggregation**: Count
    - **Categories**: Organizational Unit
    - **Filter**: Ever Been Late (Assignee) does not equal No
- On the **Axis** tab, select the default options for X axis.
- On the **Legend** tab, select the default options.

4. Click **OK**.

Chart View: Status by Workday

This example chart shows task completion based on a custom Workday attribute.

In this example, the custom attribute was added previously and defined with values for days -15 through 35. All tasks were then assigned a work day based on their planned completion.



Within the dashboard, bottom left view:

1. Click the **Object Type** icon and select **Tasks**.
2. Click the **View Selector** icon and select **Chart View**.
3. Click the **Settings** icon and specify the following:
   - On the **Properties** tab:

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- **Title**: Status by Workday
- **Type**: Column
- **Background**: No fill
- **Label Position**: Inside Edge
- **Orientation**: Vertical
- **Grid Lines**: Select this check box
- **Period**: Selection

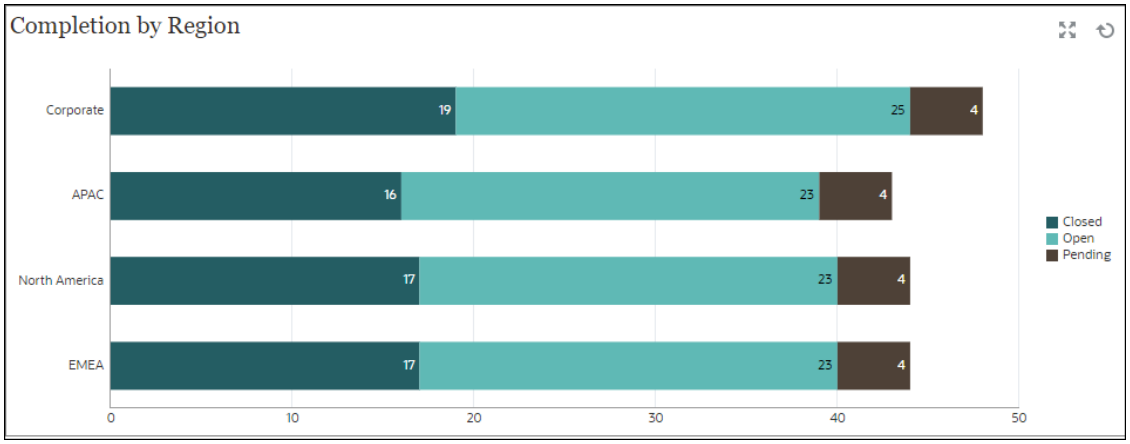
- On the **Layout** tab:
  - **X-Axis**:
    - **Type**: Attribute
    - **Attribute 1**: Workday (This custom attribute must have been added previously for it to display in the list.)
    - **Sort**: Workday from the first drop-down menu and Ascending from the second drop-down menu.
  - **Legend (Series)**: In first row, add:
    - **Value**: Task
    - **Aggregation**: Count
    - **Categories**: Status
  - **Y Axis**: Select this check box.
  - **Minimum**: Auto
  - **Maximum**: Auto
  - **Major Unit**: Auto
  - **Minor Unit**: Auto
- On the **Legend** tab:
  - **Legend Position**: Right
  - **Palette**: Redwood
  - Select the default labels for each series: **Closed**, **Error**, **Open**, and **Pending**.
  - Select the default colors for each series.

4. Click **OK**.

Chart View: Completion by Region

This example chart shows task completion based on region. In this example, the custom Organizational Unit attribute was added previously and defined with values for tasks completed based on the region.

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Within the dashboard, bottom left view:

1. Click the **Object Type** icon and select **Tasks**.
2. Click the **View Selector** icon and select **Chart View**.
3. Click the **Settings** icon and specify the following:
   - On the **Properties** tab:
     - **Title**: Completion by Region
     - **Type**: Column
     - **Background**: No fill
     - **Label Position**: Inside Edge
     - **Orientation**: Horizontal
     - **Grid Lines**: Select this check box
     - **Period**: Selection
   - On the **Layout** tab:
     - **X-Axis**:
       - **Type**: Attribute
       - **Attribute 1**: Organizational Unit

         (This custom attribute must have been added previously for it to display in the list.)
       - **Sort**: Organizational Unit from the first drop-down menu and Descending from the second drop-down menu.
     - **Legend (Series)**:
       - **Value**: Task
       - **Aggregation**: Count
       - **Categories**: Status
   - On the **Axis** tab:
     - **Y Axis**: Select this check box.
     - **Minimum**: Auto
     - **Maximum**: Auto

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  - **Major Unit**: Auto
  - **Minor Unit**: Auto
- On the **Legend** tab:
  - **Legend Position**: Right
  - **Palette**: Redwood
  - Select the default labels for each series: **Closed**, **Error**, **Open**, and **Pending**.
  - Select the default colors for each series.

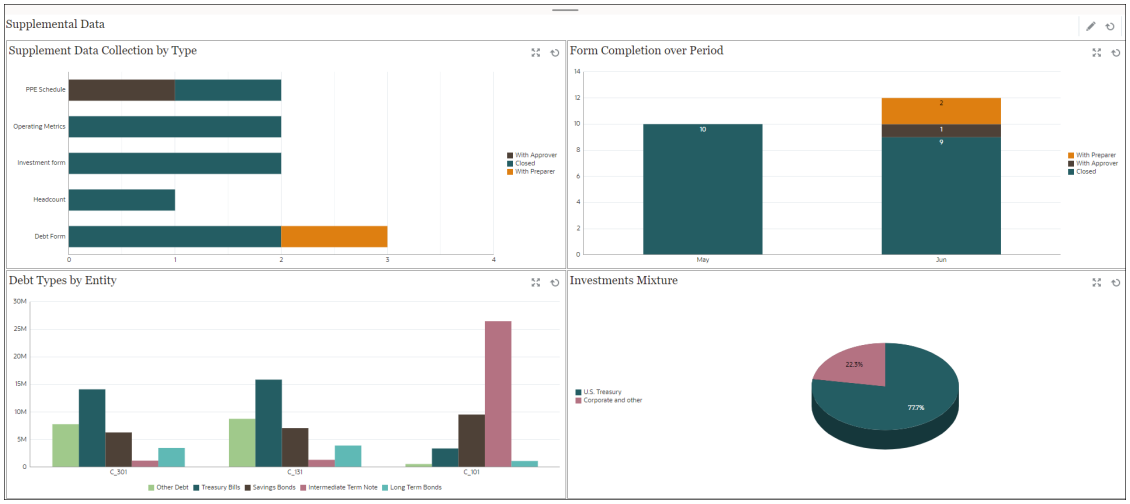
4. Click **OK**.

Example: Supplement Data Manager Dashboard

This is an example of a dashboard with views on Supplemental Data Manager Forms and Data. This dashboard is based on sample data and will differ from your usage of Supplemental Data Manager. The views include:

- Chart View: Supplement Data Collection by Type
- Chart View: Form Completion Over Period
- Chart View: Debt Types By Entity
- Chart View: Investments Mixture.

The dashboard is as shown. Click any area, in any view, to drill down into the individual records that comprise that area.



In this example, to create the dashboard:

1. From **Home**, select **Library**, and then click **Operational Dashboard**.

   The existing operational dashboards are displayed.

2. Click the **New** icon to create a new dashboard.

   A new dashboard is created with a default name and is opened in a new tab.

3. Click the **Settings** icon for the dashboard and update the properties on the **Properties** tab:
   - **Name**: Supplemental Data
   - **Borders**: Select this checkbox

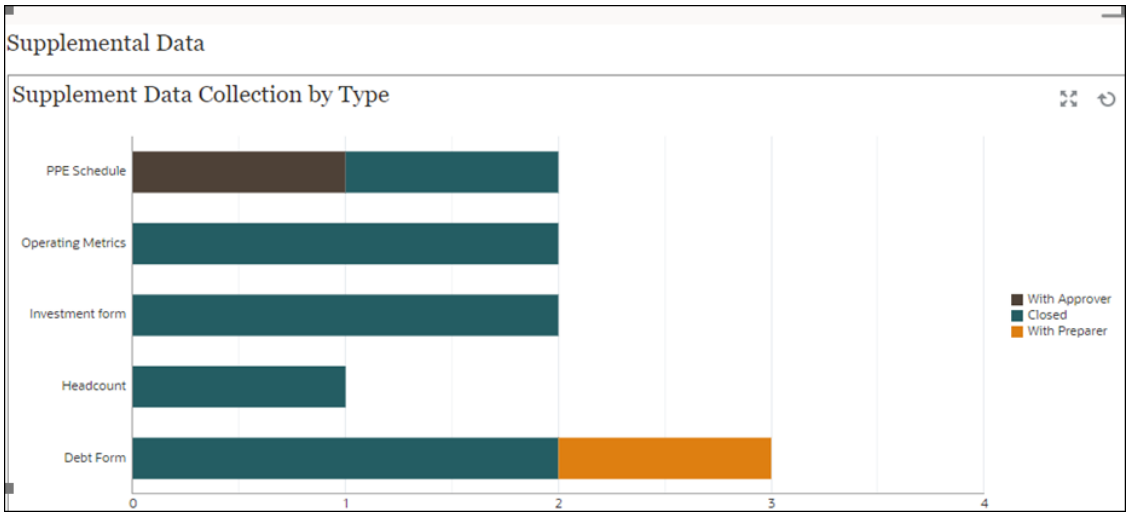
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- **Background**: No fill
- **Layout**:
  - **Grid**: Select this check box.
  - **Horizontal Split:** 50
  - **Vertical Split**: 50

4. To create the chart view on the top left, see Chart View: Supplement Data Collection by Type.
5. To create the chart view on the top right, see Chart View: Form Completion Over Period.
6. To create the chart view on the bottom left, see Chart View: Debt Types By Entity.
7. To create the chart view on the bottom right, see Chart View: Investments Mixture.
8. Click **Save** to save the dashboard.

Chart View: Supplement Data Collection by Type

The following example shows the form completion by template type. This allows you to quickly see how the supplemental data collection is progressing by data type.



Within the dashboard, top left view:

1. Click the **Object Type** icon and select **Supplemental Data Forms > Default (collection interval)**.
2. Click the **View Selector** icon and select **Chart View**.
3. Click the **Settings** icon and specify the following:
   - On the **Properties** tab:
     - **Title**: Supplement Data Collection by Type
     - **Type**: Column
     - **Background**: No fill
     - **Label Position**: No label
     - **Orientation**: Horizontal
     - **Grid Lines**: Select this check box

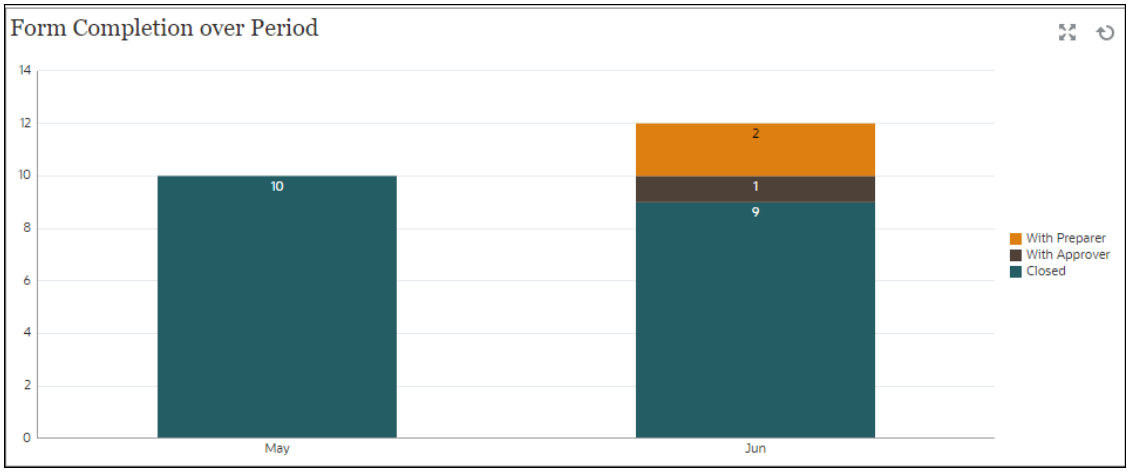
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  - **Period**: Selection
- On the **Layout** tab:
  - **X-Axis**:
    - **Type**: Attribute
    - **Attribute 1**: Template
    - **Sort**: Template from the first drop-down menu and Descending from the second drop-down menu
  - **Legend (Series)**:
    - **Value**: Form
    - **Aggregation**: Count
    - **Categories**: Status (Detailed)
- On the **Axis** tab:
  - Select **Y Axis**.
  - **Minimum**: Auto
  - **Maximum**: Auto
  - **Major Unit**: Fixed
  - **Minor Unit**: Fixed
- On the **Legend** tab:
  - **Legend Position**: Right
  - **Palette**: Redwood
  - Select the default labels for each series
  - Select the default colors for each series.

4. Click **OK**.

Chart View: Form Completion Over Period

The following example shows the form completion by template type. This allows you to quickly see how the supplemental data collection is progressing by data type.



Within the dashboard, top left view:

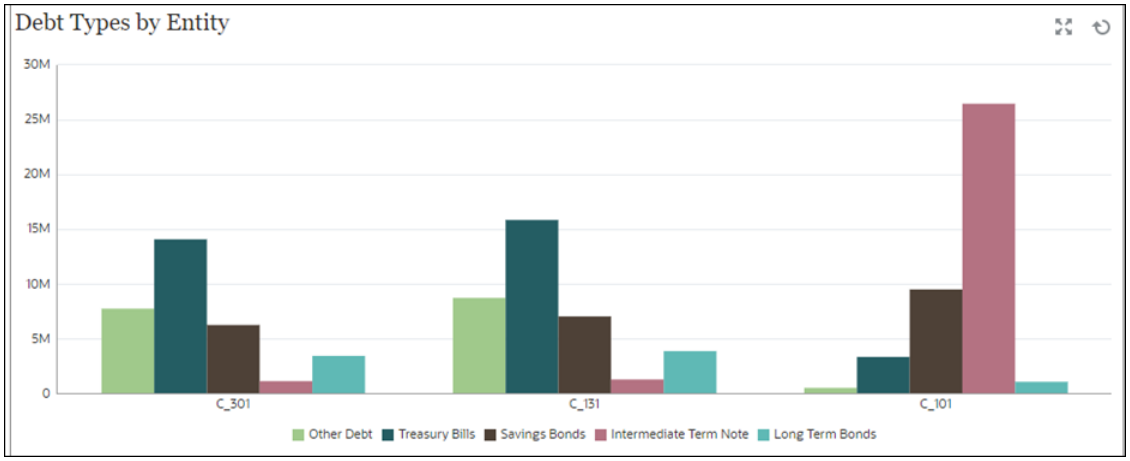
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1. Click the **Object Type** icon and select **Supplemental Data Forms > Default**.
2. Click the **View Selector** icon and select **Chart View**.
3. Click the **Settings** icon and specify the following:
    - On the **Properties** tab:
        - **Title**: Form Completion over Period
        - **Type**: Column
        - **Background**: No fill
        - **Label Position**: Inside Edge
        - **Orientation**: Vertical
        - **Grid Lines**: Select this check box
        - **Period**: Selection
    - On the **Layout** tab:
        - **X-Axis**:
            - **Type**: Attribute
            - **Attribute 1**: Period
            - **Sort**: Entity from the first drop-down menu and Descending from the second drop-down menu
        - **Legend (Series)**:
            - **Value**: Form
            - **Aggregation**: Count
            - **Categories**: (Status Detailed)
    - On the **Axis** tab:
        - Select **Y Axis**.
        - **Minimum**: Auto
        - **Maximum**: Auto
        - **Major Unit**: Auto
        - **Minor Unit**: Auto
    - On the **Legend** tab:
        - **Legend Position**: Right
        - **Palette**: Redwood
        - Select the default labels for each series
        - Select the default colors for each series.
4. Click **OK**.

Chart View: Debt Types By Entity

In the following example, Supplemental data is being used to gather details on different types of debt instruments. The following chart shows the breakout of these debt instruments by entity.

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Within the dashboard, top left view:

1. Click the **Object Type** icon and select **Supplemental Data > Debt Details (Collection)**.
2. Click the **View Selector** icon and select **Chart View**.
3. Click the **Settings** icon and specify the following:
   - On the **Properties** tab:
     - **Title**: Debt Types by Entity
     - **Type**: Bar
     - **Background**: No fill
     - **Label Position**: No label
     - **Orientation**: Vertical
     - **Grid Lines**: Select this check box
     - **Period**: Selection
   - On the **Layout** tab:
     - **X-Axis**:
       - **Type**: Attribute
       - **Attribute 1**: Entity
       - **Sort**: Entity from the first drop-down menu and Descending from the second drop-down menu
     - **Legend (Series)**:
       - **Value**: Debt Amount
       - **Aggregation**: Sum
       - **Categories**: Debt Type
   - On the **Axis** tab:
     - Select **Y Axis**.
     - **Minimum**: Auto
     - **Maximum**: Auto
     - **Major Unit**: Auto
     - **Minor Unit**: Auto

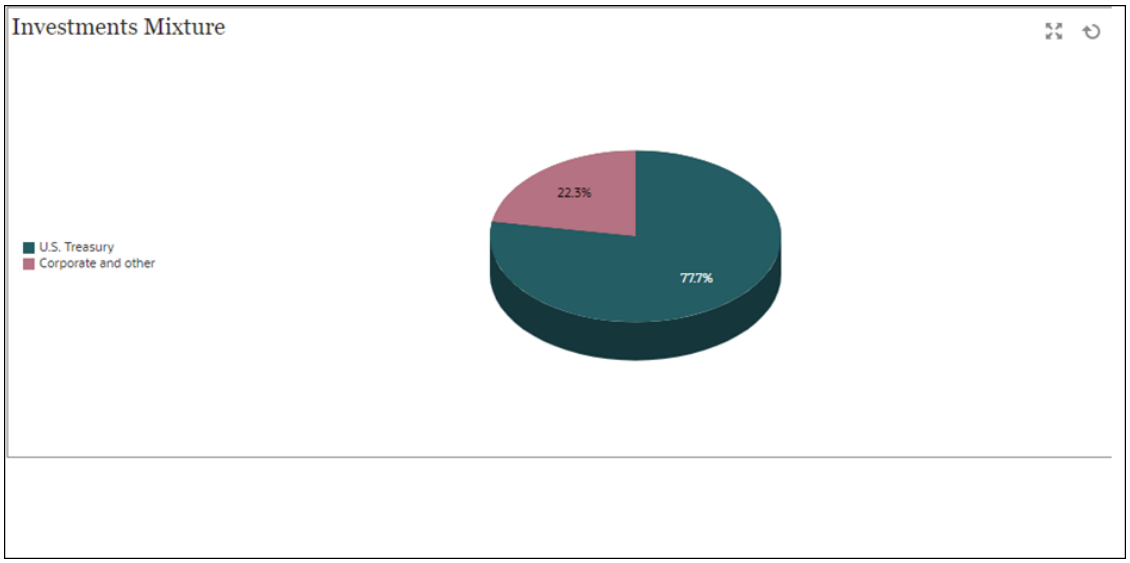
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- On the **Legend** tab:
  - **Legend Position**: Bottom
  - **Palette**: Redwood
  - Select the default labels for each series
  - Select the default colors for each series.

4. Click **OK**.

Chart View: Investments Mixture

In the following example, Supplemental data is being used to gather details on different types of debt instruments. The following pie chart shows the allocation of these debt instruments.



Within the dashboard, top left view:

1. Click the **Object Type** icon and select **Supplemental Data > Investment Details (Collection)**.
2. Click the **View Selector** icon and select **Chart View**.
3. Click the **Settings** icon and specify the following:
   - On the **Properties** tab:
     - **Title**: Investments Mixture
     - **Type**: Pie
     - **3D Chart**: Select this option
     - **Background**: No fill
     - **Display as Percentage**: Select this option.
     - **Period**: Selection
   - On the **Layout** tab:
     - **X-Axis**:
       * **Type**: None
       * **Attribute 1**: Entity

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        - **Sort**: Alphabetically from the first drop-down menu and Descending from the second drop-down menu
    - **Legend (Series)**:
        - **Value**: Market Value
        - **Aggregation**: Sum
        - **Categories**: Security Type
- On the **Legend** tab:
    - **Legend Position**: Left
    - **Palette**: Redwood
    - Select the default labels for each series
    - Select the default colors for each series.

4. Click **OK**.

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A

Tax Reporting Best Practices

Use these best practices for Tax Reporting.

Best practices describe effective ways to use a feature. The following table provides links to the best practices mentioned in this guide.

Category	Best Practice For	See this Section
Creating Alternate Hierarchies	Working with shared hierarchies	Creating Shared Members
Account Dimensions	Defining accounts	Defining Account Tax Attributes
Entity Dimension	Defining Entity	Entity Dimension
Movement Dimension	Defining Movement	Movement Dimension
Dimension Hierarchies	Setting up dimension hierarchy levels	Working with Dimension Hierarchies Using the Navigator
Tax Automation	Setting Equity Accounts	Creating Tax Automation Using Multiple Rule Combinations
Working with Dimensions	Adding Jurisdiction and Currency members	Dimensions Overview
Custom Dimensions	Creating Custom dimensions based on your application (hybrid mode) need	Adding Custom Dimensions (Hybrid mode only)
Loading Data	Importing the data file	Loading the Data Import File
Foreign Exchange (FX) Rate	Entering foreign exchange rates - national and regional	• Working with National FX Rates • Working with Regional FX Rates
Application Database	Working with the application database	Refreshing the Database
Hybrid Mode	Migrating to Hybrid for enhanced performance	Updates Performed as Part of Hybrid Optimization
Data Integration	Exporting Data	Best Practices for Data Integration
Navigation Flow	Avoid excessive scrolling on the Home page and within cards and tabs	Navigation Flow Design Best Practices and Naming Considerations
Using Member Formulas	Defining or editing member formulas in the Simplified dimension editor	Best Practices for Member Formulas
Auditing Data	Maintaining audit tables	Viewing Audit Details
Auditing Tasks	Working with audit tables	Viewing Task Manager and Supplemental Data Audit Details
Monitoring Your Application	Monitoring your application to understand application usage	Working with Activity Reports and Access Logs
Managing Applications	Deleting an application	Removing an Application
Supplemental Data Manager Form Templates	Mapping supplemental data	Form Template Sections: Mapping Tab

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Category	Best Practice For	See this Section
Task Manager Schedules	Overriding parameters when creating schedules from templates	• Setting Task Type Parameters • Creating Schedules from Templates
Setting Schedule Status	Manage the schedule lifecycle by setting the schedule status	Setting Schedule Status

For additional information, refer to Troubleshooting Cloud EPM Issues in *Operations Guide*

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