

Oracle® Hyperion Planning Fusion Edition 11.1.2 for Interactive Users

Volume I • Student Guide

D68033GC10

Edition 1.0

December 2010

D71543

ORACLE®

Author

Theresa Songco

**Technical Contributors
and Reviewers**

Guillaume Arnaud

Shankar Viswanathan

Dave Roberts

Penny Caine

Eleanor Salerno

Ron Reiley

Suzanne Gill

Sandy Krameisen

Editor

Susan Moxley

Graphic Designer

Maheshwari Krishnamurthy

Publisher

Theresa Songco

Copyright © 2010, Oracle and/or its affiliates. All rights reserved.

Disclaimer

This document contains proprietary information and is protected by copyright and other intellectual property laws. You may copy and print this document solely for your own use in an Oracle training course. The document may not be modified or altered in any way. Except where your use constitutes "fair use" under copyright law, you may not use, share, download, upload, copy, print, display, perform, reproduce, publish, license, post, transmit, or distribute this document in whole or in part without the express authorization of Oracle.

The information contained in this document is subject to change without notice. If you find any problems in the document, please report them in writing to: Oracle University, 500 Oracle Parkway, Redwood Shores, California 94065 USA. This document is not warranted to be error-free.

Restricted Rights Notice

If this documentation is delivered to the United States Government or anyone using the documentation on behalf of the United States Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS

The U.S. Government's rights to use, modify, reproduce, release, perform, display, or disclose these training materials are restricted by the terms of the applicable Oracle license agreement and/or the applicable U.S. Government contract.

Trademark Notice

Oracle and Java are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

Table of Contents

Preface

Course Objectives	xv
Course Structure	xv
Course Materials	xvi
Student Guide	xvi
Activity Guide	xvi
Conventions	xvi
Additional Resources	xvii
Related Courses	xviii

Lesson 1: Planning Overview

Oracle's Enterprise Performance Management System	1-2
Information Delivery Layer	1-2
EPM and BI Applications Layer	1-3
BI Foundation	1-4
Planning Features	1-5
Product Components	1-7
Related Products	1-9
User Roles	1-11
Planning Interface	1-14
Planning Applications	1-15
Performance Management Architect	1-15
Classic Application Administration	1-16
Planning and Essbase	1-17
Planning Repository and Essbase	1-18
Dimensions	1-20
Dimension Hierarchies	1-21
Multidimensional View of Information	1-22
Drill-Down Process	1-23
Data in Dimensions	1-24
Metadata	1-25
Business Rules	1-26
Essbase Terminology: Hierarchies	1-27
Essbase Terminology: Genealogy	1-28
Essbase Terminology: Generations and Levels	1-29

Lesson 2: Navigating Workspace

Workspace Overview	2-2
Benefits of Workspace	2-2
Tasks That You Can Perform in Workspace	2-3
Launching Workspace	2-4
Workspace User Interface	2-5
Setting General Preferences	2-6
Workspace Navigate Menu	2-8
Opening Planning Applications	2-9
Navigating in Planning	2-10
Planning Menus	2-10
Planning Toolbar	2-11
View Pane and Content Area	2-13
Navigating in Basic and Advanced Modes	2-14

Lesson 3: Planning Dimensions, Data, and Security

Plan Types	3-2
Planning Dimensions	3-3
Required Dimensions	3-4
User-Defined Dimensions	3-9
Sparse Dimensions	3-11
Dense Dimensions	3-12
Aggregation, Data Storage, and Calculation Options	3-13
Aggregation Options	3-14
Data Storage Options	3-16
Calculation Options	3-19
Planning Security Overview	3-21
Levels of Security	3-22
Task Security	3-24
Artifact Security	3-25
Data Security	3-26

Lesson 4: Creating Data Forms and Folders

Data Forms and Folders Overview	4-2
Folder Structures	4-3
Data Form Components	4-4
Data Form Requirements	4-5

Creating Simple Data Forms	4-6
Setting Up the Data Form Layout	4-8
Setting Up Properties	4-10
Creating Substitution and User Variables	4-13
Selecting Members	4-15
Setting Up Other Options	4-19
Assigning Business Rules	4-22
Creating Composite Data Forms	4-25
Setting Up Composite Data Forms	4-27
Setting POV and Page Properties	4-29
Reviewing the Data Form Design	4-31
Data Form Access	4-33

Lesson 5: Customizing Data Forms

Creating Menus	5-2
Creating Formula Rows and Columns	5-5
Building Validation Rules	5-7
Processing Cells for Data Validation	5-10
Setting Up Custom Messaging	5-12
Setting Up User Preferences	5-13
Specifying Application Settings	5-13
Setting Individual Display Options	5-15
Setting Printing Options	5-18

Lesson 6: Entering Data in Planning

Working with Data Forms	6-2
Enter Data Page	6-2
Viewing Form Instructions	6-4
Data Entry Menus	6-5
Cell Detail Cues	6-6
Navigation Keys	6-8
Showing and Hiding Children	6-9
Performing Data Entry Tasks	6-10
Navigating Data Forms with Menus	6-12
Copying and Pasting Data	6-13
Saving and Refreshing Data	6-15
Viewing Member Formulas	6-17
Viewing Consolidation Operators	6-18
Selecting Dates	6-20

Entering Data with Smart Lists	6-21
Filtering Data	6-22
Sorting Data	6-24
Spreading Data	6-25
Account Type and Data Type	6-26
Time Balance Options	6-28
Spreading Data by Using Grid Spread	6-30
Spreading Data by Using Mass Allocate	6-32
Calculating Data in Data Forms	6-34
Calculating New Totals	6-35
Converting Base Currency Values to Reporting Currency Values	6-37
Launching Business Rules	6-38

Lesson 7: Adjusting and Annotating Data

Adjusting Plan Data	7-2
Adjusting Plan Data by a Percentage or Value	7-2
Performing Flexible Data Entry	7-4
Adding Annotations to Plan Data	7-6
Adding Comments	7-7
Adding Supporting Detail	7-8
Attaching Documents to Cells	7-10
Adding Account Annotations	7-12
Performing Ad Hoc Actions in Data Forms	7-14

Lesson 8: Navigating Smart View

Smart View Overview	8-2
Tasks That You Perform with Smart View	8-2
Smart View Architecture	8-3
Setting Smart View Options	8-4
Connecting to Data Sources	8-6
Connecting to Shared Connections	8-7
Connecting to Private Connections	8-9
Managing Task Lists in Excel and Outlook	8-12
Importing Task Lists into Outlook	8-13
Working with task lists in Excel	8-14
Working with Data Forms in Smart View	8-15
Opening Data Forms in Smart View	8-16
Navigating Data Forms in Smart View	8-17
Data Entry in Smart View	8-18
Data Form Formulas in Smart View	8-20

Lesson 9: Performing Tasks in Smart View

Spreading Data by Using Grid Spread	9-2
Spreading Data by Using Mass Allocate	9-4
Data Calculation in Smart View	9-5
Performing Ad Hoc Analysis in Smart View	9-6
Navigating Ad Hoc Grids	9-7
Zooming In and Out on Dimension Members	9-8
Pivoting Dimensions	9-9
Keeping and Removing Dimension Members	9-11
Cascading Ad Hoc Grids	9-12
Entering Supporting Detail in Smart View	9-14
Managing Planning Processes in Smart View	9-16
Copying Versions in Smart View	9-18
Monitoring Job Statuses in Smart View	9-20
Managing Planning Data Offline	9-22
Taking Data Forms Offline	9-23
Entering Planning Data in Offline Mode	9-25
Synchronizing Data to the Planning Server	9-27

Lesson 10: Creating Business Rules in Calculation Manager

Business Rules Overview	10-2
Calculation Manager Overview	10-3
Business Rule Creation Process	10-4
Assigning Calculating Manager Security	10-5
Determining Calculation Requirements	10-7
Launching Calculation Manager	10-9
Setting Up Business Rules	10-10
Rule Components	10-12
Formula Components	10-13
Script, Condition, and Loop Components	10-14
Working in Script Mode	10-16
Validating Business Rules	10-18
Deploying Business Rules	10-20
Printing Business Rules	10-22
Launching Business Rules	10-24
Assigning Launch Access to Business Rules	10-24
Launching Business Rules from Planning Data Forms	10-26
Launching Business Rules from the Planning Tools Menu	10-27

Creating Rulesets	10-29
Validating Rulesets	10-31
Deploying Rulesets	10-33

Lesson 11: Working with Business Rule Templates

Templates Overview	11-2
Creating Custom Templates	11-4
Implementing System Templates in Business Rules	11-6
Setting Up the Clear Data Template	11-8
Setting Up the Copy Data Template	11-10
Setting Up the Amount-Unit-Rate Template	11-12
Setting Up the Allocate Simple Template	11-14
Setting up the Allocate-Level to Level Template	11-17
Setting Up the Aggregation Template	11-20
Setting Up the Export-Import Data Template	11-22
Implementing the SET Commands Template	11-25

Lesson 12: Customizing Business Rules

Creating Variables	12-2
Setting Up Runtime Prompt Variables	12-4
Setting Up Numeric Runtime Prompt Variables	12-5
Setting Up Member Runtime Prompt Variables	12-6
Setting Up Percent, String as Number	12-6
Creating Formula Components	12-8
Adding Conditional Statements	12-10
Creating Member Ranges in Business Rules	12-12
Designing Script Components	12-14
Creating Fixed Loops in Business Rules	12-16

Lesson 13: Setting Up the Approval Process

Approval Process Overview	13-2
Planning Unit Hierarchies	13-4
Planning Unit Hierarchy Members	13-7
Planning Unit Owners and Reviewers	13-8
Scenario and Version Combinations	13-9
Building Approval Process Validation Rules	13-10
Adding Validation Messages and Color Cues	13-13

Updating the Promotional Path with Validation Rules	13-15
Validation Rule Evaluation and Precedence	13-17
Verifying and Enabling Validation Rules	13-19
Attribute-Based Validation Rules	13-21

Lesson 14: Managing the Approval Process

Planning Unit Process States	14-2
Reviewer Actions	14-4
Impact of the Entity Hierarchy on the Review Process	14-8
Managing the Review Cycle	14-9
Checking the Status of Planning Units	14-10
Viewing Planning Unit Details	14-12
Reviewing Planning Unit Promotional Paths	14-14
Adding Planning Unit Annotations	14-16
Changing the Status of Planning Units	14-18
Validating Planning Units and Resolving Validation Errors	14-20
Setting Up Out of Office Assistant	14-22
Copying Data Between Versions	14-24
Clearing Cell Details	14-26

Lesson 15: Creating Task Lists

Task Lists Overview	15-2
Navigating Task Lists in Basic Mode	15-3
Viewing Task Lists in Basic Mode	15-3
Viewing Tasks in Task Lists in Basic Mode	15-5
Performing Tasks in Basic Mode	15-6
Navigating Tasks Lists in Advanced Mode	15-7
Viewing Task Lists in Advanced Mode	15-7
Viewing Tasks in Task Lists in Advanced Mode	15-9
Viewing the Status of Task Lists in Advanced Mode	15-10
Creating Task Lists	15-11
Creating Task List Folders	15-12
Creating Blank Task Lists	15-14
Editing Task Lists	15-15
Assigning Access to Task Lists	15-22
Testing Task Lists	15-24
Printing Task List Reports	15-25

Lesson 16: Financial Reporting

Financial Reporting Functionality and Architecture	16-2
Planning Functionality	16-3
Financial Reporting Architecture	16-4
Security Overview	16-6
Users, Groups, and Roles	16-7
Financial Reporting Data Sources	16-9
Planning Data Sources	16-10
Essbase Data Sources	16-11
Opening Workspace Pages	16-12
Setting Preferences	16-14
Setting Explore Preferences	16-14
Setting Financial Reporting General Preferences	16-16
Setting Reporting Studio Preferences	16-18
Previewing Reports	16-20
Changing the User Point of View	16-22
Previewing the Point of View	16-24
Changing Page Members	16-25
Printing Reports and Snapshots	16-26
Working with Reporting Studio	16-27
Logging On to Reporting Studio	16-28
Reporting Studio Workspace	16-29
Displaying Repository Objects	16-31
Opening Reports	16-33
Report Components	16-35
Changing User POV Members	16-36
Previewing and Printing Reports	16-38
Integrating Reports into Microsoft Office Applications	16-40
Exporting Reports to Excel	16-41
Exporting Reports to Word or PowerPoint	16-43
Importing Reports to Microsoft Office Applications	16-45
Embedding Reports into Word	16-48

Lesson 17: Creating Basic Reports

Report Creation Overview	17-2
Creating Reports	17-3
Creating Grids	17-4
Database Connections	17-6
Setting Up Dimension Layouts	17-8
Changing Dimension Layouts	17-10

Selecting Members for Rows and Columns	17-11
Selecting Members	17-12
Selecting Member Relationships	17-14
Finding Members	17-18
Previewing Selected Members	17-19
Placing Members in Separate Rows and Columns	17-21
Selecting Substitution Variables as Members	17-23
Prompting for Member Selections	17-24
Selecting Members from Other Rows and Columns	17-26
Setting the Point of View	17-28
Defining the User POV	17-29
Defining the Members for the Grid POV	17-31
Rules to Determine the POV	17-33
Limiting Grid POV Selections	17-34
Selecting POV Members for Multiple Databases	17-36
Selecting the Current Point of View Member	17-37
Adding Rows or Columns	17-38
Saving Reports	17-40

Lesson 18: Supporting Details and Grids

Selecting Multiple Database Connections in Reports	18-2
Populating Grids from Multiple Database Connections	18-3
Mapping Dimensions	18-5
Setting Up Details in Reports	18-6
Attaching External Documents	18-8
Retrieving LROs in Reports	18-11
Displaying Supporting Details	18-12
Setting Up Expansions to Display Detail Data	18-14
Previewing Expansions	18-15
Creating Related Content in Reports and Books	18-17
Adding Related Content to Reports	18-19
Viewing Related Content in Reports	18-24

Lesson 19: Formatting Cells and Grids

Formatting Cells	19-2
Formatting Numbers	19-4
Aligning and Indenting Cells	19-5
Setting Font Options	19-7

Adding Borders or Shading	19-8
Replacing Values	19-9
Inheriting Formatting	19-10
Merging Cells	19-12
Formatting Grids	19-14
Row and Column Properties	19-16
Defining Row and Column Headings	19-18
Selecting Alias Tables	19-19
Defining Row Height and Column Width for Grids	19-20
Formatting Row Headings	19-21
Freezing Row and Column Headings	19-23
Sorting Rows and Columns	19-24
Positioning Grids	19-26
Hiding Grids	19-27
Suppressing Data in Grids	19-28
Setting Up Basic Suppression	19-30
Conditional Suppression	19-31
Setting Up Conditional Suppression	19-33
Displaying Top Rows	19-35
Applying Conditional Formatting in Grids	19-36
Setting Up Conditional Formatting	19-37
Formatting Expansions	19-40
Adding Conditional-Related Content	19-41
Changing Page Settings	19-43

Lesson 20: Creating Report Objects

Report Objects Overview	20-2
Creating Text Boxes	20-3
Adding Images	20-5
Saving Report Objects	20-7
Inserting Saved Report Objects	20-9
Linked Object Properties	20-11
Designing Headers and Footers	20-12
Designing Row and Column Templates	20-13
Template Guidelines	20-14
Creating Row and Column Templates	20-15
Inserting Row and Column Templates	20-17
Unlinking and Modifying Templates	20-19

Lesson 21: Adding Text Functions

Text Functions Overview	21-2
Inserting Text Functions in Text Boxes	21-4
Inserting Text Functions in Headings and Text Cells	21-6
Customizing Page Headings	21-8
Creating Dynamic Values with the Current Keyword	21-10
Displaying the Row and Column IDs	21-12
Displaying Text Function Errors	21-14
Common Text Functions	21-16
Annotation Function	21-18
Footnote Function	21-20
PlanningAnnotations Function	21-22
CellText and GetCell Functions	21-24
Date Function	21-26
MemberAlias and MemberName Functions	21-29
Report Information Functions	21-31

Lesson 22: Creating Books

Books Overview	22-2
Book Content	22-2
Book Output Options	22-4
Budget Books	22-5
Previewing and Printing Books	22-6
Previewing Static HTML Output	22-8
Changing the Book POV	22-9
Creating Books in Workspace	22-11
Book Editor	22-13
Adding Content to Books	22-15
Setting Member Selections	22-17
Copying Member Selections	22-19
Modifying the Table of Contents	22-20
Changing the Appearance of Books	22-22
Hiding Member Selections	22-25
Including Related Content in Books	22-26
Collating the Table of Contents by Reports	22-27
Collating Reports by Member Selection	22-28

