

# **Oracle® Hyperion Financial Reporting**

## **User's Guide**

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**ORACLE®**

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**ENTERPRISE PERFORMANCE  
MANAGEMENT SYSTEM**

Financial Reporting User's Guide, 11.1.2.2.00

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# Using EPM Workspace

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## About EPM Workspace

EPM Workspace is the Web user interface that is used to access Financial Reporting content providing scheduled or on-demand highly formatted financial and operational reporting from almost any data source, including Oracle Hyperion Planning, Fusion Edition, Oracle Hyperion Financial Management, Fusion Edition, Oracle Hyperion Profitability and Cost Management, Fusion Edition, Oracle BI Answers, Oracle BI Interactive Dashboards, Oracle BI Delivers, and BI Publisher.

The location of web application deployment has changed. All references to this location in the documentation should be updated from: `MIDDLEWARE_HOME/user_projects/epmsystem1/domains/domainName` To: `EPM_ORACLE_INSTANCE/domains/domainName` where `domainName` is the name of the WebLogic domain. The ODL logging location for web applications has changed. All references in the documentation should be updated from: `MIDDLEWARE_HOME/user_projects/epmsystem1/diagnostics/logs/` To: `EPM_ORACLE_INSTANCE/domains/EPMSYSTEM/servers/serverName/logs` where `serverName` is the name of the WebLogic managed server.

**Note:** Please ignore any references to third-party product release numbers or version numbers in the product guides. Review the Oracle Hyperion Enterprise Performance Management System Certification Matrix for information on system requirements. You can find it at [http://www.oracle.com/technology/software/products/ias/files/fusion\\_certification.html](http://www.oracle.com/technology/software/products/ias/files/fusion_certification.html) (under Business Intelligence).

## Financial Reporting and Disclosure Management Integration

The Oracle Hyperion Disclosure Management product, available in Hyperion Financial Reporting, allows you to assemble a reporting package for submission to a regulatory agency that includes financial statements, as well as supporting schedules and commentary which may exist in Microsoft Excel, Word, or a Oracle Hyperion Financial Reporting report.

The first release of Oracle Hyperion Disclosure Management offers a complete XBRL creation and management solution with Enterprise level XBRL mapping; XBRL Taxonomy management, editing and viewing; and Instance document creation, validation and viewing. While viewing Financial Reporting documents in Workspace, users can perform data source level mapping with the XBRL Taxonomy Mapping Tool, that allows for re-usable taxonomy element mapping within Hyperion Financial Management, Planning and Essbase.

► To show the XBRL Mapping Tool:

- 1 In Oracle Hyperion Enterprise Performance Management Workspace, select a report.
- 2 From the menu, select **View**, and then **Show XBRL Mapping Tool**. The mapping tool is presented in a panel on the right.

# 2

## Setting Preferences for Financial Reporting

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The Financial Reporting Preferences dialog box contains two tabs; the General tab for setting EPM Workspace preferences and the Financial Reporting Studio tab for setting client preferences.

➤ To set Financial Reporting preferences:

1 Select **File**, then **Preferences**, and then **Financial Reporting**

.

2 From the **General** tab, select **HTML Preview** or **PDF Preview** to indicate default preference when previewing documents.

3 From **User Point of View**:

- Select **On** to enable the User Point of View to display prior to running a report, or **Off** to disable the display of the User Point of View. **Off** is the default setting.
- Select **Setup Members** to select a database connection and members you want to have available when using the User Point of View. The Setup User POV dialog is displayed. See the “[Setting Up the User POV for Financial Reporting Documents](#)” on page 15 for more information.

4 Select **Merge Equivalent Prompts** to respond only once or deselect to respond consecutively to prompts and variables that are repeated multiple times.

**Note:** The setting for Merge Equivalent Prompts takes precedence in the EPM Workspace. However, if the Merge Equivalent Prompt is not set in EPM Workspace, the default setting in the JConsole.exe file is used. For information on JConsole, see the “Property Information” topic in the Oracle Hyperion Financial Reporting Workspace Administrator's Guide.

5 Select **Annotation Print Details** to specify how annotations should print. See “[Setting Annotation Printing Preferences](#)” on page 12.

6 From **Export to Office Application**, select the approved version of Microsoft Office that you have installed.

7 Select a character for the **Thousands Separator**. The options are **Comma (,)**, **Period (.)**, **Underscore (\_)**, and **Space**.

- 8 Select a character to represent decimal points (for example, 1,000.06) for the Decimal Separator. The options are Comma (,), Period (.), Underscore (\_), and Space.
- 9 To render Oracle Essbase date values correctly when encountered in a Financial Reporting, report, select a date value format from the **Date Value Format** drop-down. This option supports Essbase data values which return a date value. You can specify how you want to format such a value. A cell within a grid can return a date value (which in Essbase internally is stored as a numeric value). When the cell returns that value Financial Reporting needs to show it as a date (in mm/dd/yyyy format. This preference specifies what format to use.
- 10 From the **Financial Reporting Studio** tab, use the drop-down menus to activate default Financial Reporting Studio settings.
  - Language—The language to display on the designer labels.

**Note:** Your web browser language defaults to your computer language setup. To change the language, Select Help from the web browser menu and search on how to change the language.
  - Units—The default units setting on the report designer; Inches or Centimeters
  - Guidelines—The background settings on the report designer; Color, Style (dot or line), and Snap to Guide Line settings
  - To use the XBRL functionality in Financial Reporting, select **Enable XBRL Editing**. See the *Oracle® Hyperion Financial Reporting Studio, Fusion Edition User's Guide*.
- 11 Select **OK**.

## Setting Annotation Printing Preferences

Financial Reporting preferences lets you specify how or whether annotations should print.

- **Details** — When selected, a system-defined footnote is created. The **Use Footnote Details** area is enabled where print options such as the annotation elements to print and the number of annotation replies to print can be selected. Generic formatting is applied and system-defined size and fonts are used.
- **Text Object** — When selected, the footnote function in the report's text object is used to print annotations. Footnote functions are created by the report designer. This option provides more flexibility in terms of formatting and printing of annotations. For example, the footnote function may specify to print only grid annotations with different size, font, and color to be applied to the heading and content.
- **None** — When selected, annotations will not be printed in the PDF as footnotes.

➤ To set annotation printing preferences:

- 1 Select **File**, then **Preferences**, and then **Financial Reporting**.
- 2 On the **General** tab, select **Annotation Print Details** to display the **Annotation Printing Preferences** dialog.
- 3 In the **Annotation Printing Preferences** drop-down, select one:

- **Details** - Use system-defined footnote details and printing of annotations. Generic formatting is applied.

- In **Use Footnote Details**, select the annotation elements to print.

**Note:** If you select **Include replies**, indicate to include **All** replies, **Top** number of replies or **Bottom** number of replies. Enter the number of replies to print in the space provided.

- **Text Object** — Use customized formatting and printing of annotations

- In **Use Footnote text object**, click **Select** and search for a text object in the repository.

- **None** - Do not print any annotation text object as footnotes in PDF.

4 Click **OK**.



# 3

## Setting Up the User POV for Financial Reporting Documents

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Dimensions often contain members that you may never access. Setting up the user POV enables you to create a choices list for any dimension in a specified data source, where only the members in the choices list are displayed when the dimension is accessed from the user POV. See “Displaying Aliases and Descriptions in the User POV for Financial Reporting” on page 17.



► To set up user POVs for Financial Reporting in the EPM Workspace:

- 1 Select **File**, then **Preferences**, and the **Financial Reporting**.
- 2 From the **User Point of View** area of the **General** tab, select the **Setup Members** button.

**Tip:** Click **Refresh** to update the list of database connections.

- 3 Select a data source from **Database Connection**.
- 4 If prompted, enter logon credentials, and select **OK**.

**Note:** Use the Planning Details data source only if your grid will contain Supporting Detail or Planning Unit Annotations. In all other cases, use Essbase as the data source.

- 5 Click **Go to Member Selection** button,  to select the members you want to be available when using the User Point of View. The **Preview User POV** page is displayed.
- 6 Expand the views to select available members, then click the **Add to Selected** button, , to add the selected members to the Choices list.

**Note:** The Choices list is displayed whenever you use the specified data base connection in a member selection.

- 7 Click **OK**.
- 8 **Optional.** In the **Setup User POV**, select **Apply** to set up User POVs for another data source.
- 9 Click **OK** to accept all changes and return to the Preferences dialog.

# Managing Dimension Members


The procedures for managing members are found here:

- [Showing Dimension Properties](#)
- [Arranging the Selected Members](#)

## Showing Dimension Properties



Determine the properties to display for dimension members by performing the following.

**Note:** The changes made apply only to the dimension selected. Each dimension has different display properties. The properties list varies from one dimension to another.

- ▶ To modify the properties displayed for dimensions:
  - 1 Navigate to the Preview User Point of View dialog. See [step 1 on page 15](#)
  - 2 On the Members tab of the **Preview User POV** dialog, click **Show Properties**. . The dimension properties list is displayed.
  - 3 Perform one of the following:
    - Select an unchecked property to add the column to the table.
    - Select a checked property to remove the column from the table.
  - 4 Repeat [step 3](#) until only the desired columns are displayed.
  - 5 Click **OK** to retain the changes.
  - 6 The dimension properties table displays the choices you made.

## Arranging the Selected Members

The members in the Preview User Point of View dialog can be arranged in a particular order.

- ▶ To change the order in which members are displayed in the selected member list:
  - 1 Navigate to the Preview User Point of View dialog. See [step 1 on page 15](#)
  - 2 From the **Selected** column of the Preview User POV member dialog, select a member to move.
  - 3 Perform one of the following:
    - Click  to move members up.
    - Click  to move members down.
  - 4 Repeat the steps to move additional members.
  - 5 Click **OK** to save all changes.



# 4

## Displaying Aliases and Descriptions in the User POV for Financial Reporting

Select how members display in the user POV Financial Reporting documents in EPM Workspace. Members are displayed by name of member, by alias/description, or both member name and alias/description. Specify how to display the member label or whether dimension labels are included.

► To Display aliases/descriptions in the user POV:

- 1 Select **File**, then **Preferences**, and then **Financial Reporting**
- 2 From the **User Point of View** area of the **General** tab, select the **Setup Members** button.

**Tip:** Click **Refresh** to update the list of database connections.

- 3 Select data sources from **Database Connection**.
- 4 If prompted enter your log on credentials, click **OK**.

**Note:** Use the Planning Details data source only if your grid will contain Supporting Detail or Planning Unit Annotations. In all other cases, use Essbase as the data source.

- 5 From the **Display Member Label as:** drop-down, select the member label. The available label selection is based on the data source you are using.
- 6 From the **Dimension Labels are:** drop-down, select whether to include or not include dimension labels.
- 7 Perform one of the following tasks:
  - Click **OK** to save your current changes and return to the repository screen.
  - Click **Cancel** to cancel your current changes.
  - Click **Apply** to save the changes and continue manipulating dimensions for other database connections.



# 5

# Importing Artifacts

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## Importing

Importing artifacts to the repository makes them available to others. You might give users the ability to modify one artifact, while limiting others.

**Note:** If you try to import an artifact whose MIME type is not defined, you get an error message. Contact your administrator to create the MIME type.

Table 1 shows the Oracle Hyperion Reporting and Analysis products and artifacts you can import:

Table 1

Reporting and Analysis Product	Description
Financial Reporting	<ul style="list-style-type: none"><li>● Dynamic report (*.des)</li><li>● Snapshot reports (*.rpt)</li><li>● Books (*.kbk)</li><li>● Snapshot Books (*.kbt)</li><li>● Batch files (*.bch)</li></ul> <p><b>Note:</b> To import these files, you must use the <b>Import, then Financial Reports</b> menu item.</p>

## How to Import Artifacts

Import from Explore using File, then Import.

## Importing Files

Import files into the repository with the following exceptions:

- For Financial Reporting files, see [Importing a File](#).
- For importing URLs, see [“Importing a URL” on page 21](#).

➤ To import files:

- 1 From **Explore**, navigate to the folder where you want to import the artifact.
- 2 Select **File**, then **Import**, and then **File**.
- 3 Browse to the file you want to import.
- 4 **Optional:** Enter a description, and click **Finish** to complete the import without specifying any advanced options, or click **Next** to set advanced properties. If you select **Finish**, skip the following steps.
- 5 Enter **Advanced** properties:
  - For information, search on “Advanced Properties” in the Oracle Hyperion Reporting and Analysis Framework guide.
- 6 Complete **Permissions**:
  - For information on setting Permissions, search on “Advanced Permissions” in the Reporting and Analysis Framework guide.
- 7 Click **Finish**.

**Note:** To return to a previous pages, click **Back**.

## Importing Multiple Files

- Files must be imported to the current folder
- Import different file types together, for example, import text files, HTML files and image files.
- You cannot import multiple Interactive Reporting files (\*.bqy, \*.oce) or Production Reporting files (\*.sqr, \*.spf)

➤ To import multiple files:

- 1 From **Explore**, navigate to the folder in which you want the files to reside.
- 2 Select **File**, then **Import**, and then **File**.
- 3 Click **Multiple Files**.
- 4 Select the files you want to import.

Browse for the first file. Click >> (right-facing arrows) to add the file to the list. To delete files from the list, select the file and click << (left-facing arrows).
- 5 **Optional:** Enter a description, and click **Finish** to complete the import without specifying any advanced options, or click **Next** to set advanced properties. If you select **Finish**, skip the following steps.
- 6 Click **Next**.
- 7 Enter **Advanced** properties:
  - For information, search on “Advanced Properties” in the Reporting and Analysis Framework guide.
- 8 Complete **Permissions**:

- For information on setting Permissions, search on “Advanced Permissions” in the Reporting and Analysis Framework guide.

9 Click **Finish** to import the artifact.

The artifacts are imported into the current folder.

## Importing a URL

Perform these steps to import URLs.

➤ To import URLs:

- 1 From **Explore**, navigate to the folder where you want to place the artifact.
- 2 Select **File**, then **Import**, then **URL**, enter the URL name.
- 3 **Optional:** Enter a description, and click **Finish** to complete the import without specifying any advanced options, or click **Next** to set advanced properties. If you select **Finish**, skip the following steps.
- 4 Click **Next**.
- 5 Enter **Advanced** properties:
  - For information, search on “Advanced Properties” in the Reporting and Analysis Framework guide.
- 6 Complete **Permissions**:
  - For information on setting Permissions, search on “Advanced Permissions” in the Reporting and Analysis Framework guide.
- 7 Click **Finish**.

## Importing a File

Use this procedure to import a Financial Reporting file.

**Note:** Only one file at a time can be imported.

➤ To import a Financial Reporting file:

- 1 From **Explore**, navigate to the folder where you want to place the artifact.
- 2 Select **File**, then **Import**, then **Financial Reports**.
- 3 Browse to the file you want to import.
- 4 Click **Import**.
- 5 **Optional:** If you import an artifact that uses a data source connection you are prompted to select it.
- 6 **Optional:** Enter a description, and click **Finish** to complete the import without specifying any advanced options, or click **Next** to set advanced properties. If you select **Finish**, skip the following steps.
- 7 Click **Next**.

**8 Enter Advanced properties:**

- For information, search on “Advanced Properties” in the Reporting and Analysis Framework guide.

**9 Complete Permissions:**

- For information on setting Permissions, search on “Advanced Permissions” in the Oracle Hyperion Reporting and Analysis Framework guide.

# 6

## Exporting Financial Reporting Reports and Snapshots to Microsoft Office

**Note:** When exporting multiple pages to PowerPoint, all pages are placed in a single slide. To have them automatically placed in separate slides, use Oracle Hyperion Smart View for Office in PowerPoint to import the reports.

### Export Behavior

- html and pdf reports with or without Page dimension – any report with or without a page dimension, when exported as an image to Microsoft Word or PowerPoint only exports the first physical page. A report with a page dimension behaves as follows:
  - Export to Microsoft Excel – all pages are exported.
  - Export to Microsoft PowerPoint – all pages are exported.
- When exporting a Financial Reporting document to a Microsoft Office format (Excel, Word or PowerPoint), when using Microsoft Office 2007, you may receive the following warning: "The file your are trying to open <filename>, is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?". This warning notifies users that, although the file has an Office extension ( ".xls", ".doc" or ".ppt"), the content of the file is different from the expected (native) Office format. Although Financial Reporting reports are generated in an MHTML format during export, this is not a security concern. Microsoft Office is just warning a user of a file format that is different than expected. Upon selecting "Yes" in the warning, the file will successfully open in Microsoft Office.

➤ To export a report or snapshot to Microsoft Excel, Word, or PowerPoint:

1 Open a report

2 To export a grid on the report as query ready, select **Export in Query-Ready Mode**. This option is located at the bottom of the report. You cannot use this option to export snapshots.

**Note:** Because of limited object positioning in html, exported objects may overlap and will need to be repositioned in Microsoft Excel.

3 To use other export options, select **File**, then **Export**.

4 Select one of the following submenu commands:

- To export the current financial report as formatted HTML, select **Excel** , then **Fully-Formatted Grid and Text**.

- To export the current page of the current financial report to Microsoft Word as a static image, select **Word**.
- To export the current page of the current financial report to Microsoft PowerPoint as a static image, select **PowerPoint**.

Snapshots are always exported as static images.

The **File Download** dialog box displays profile information about exported content.

- 5 The file is opened in the selected mode. To save the file to your machine, select **File**, and then **Save As**.

**Note:** When exporting Financial Reporting grid objects to Excel the values are exported as displayed in the report. The desired number of decimal places for precision should be set in the report before exporting.



# 7

## Changing Related Content Servers for Financial Reporting

You can change the server for selected reports and grids or both in EPM Workspace repository by specifying a new URL or a substitution variable. For example, you may want to change the related content servers when moving reports and grids from a development server to a production server.

► To change the related content server in EPM Workspace repository:

- 1 Select **Explore**, then **Tools**, and then **Change Related Content Links**.
- 2 In the **Look in** field, navigate to a file and click **OK**.
- 3 In **Change from the Related Content server named**, change the URL to that associated with the selected documents, if it is not already displayed.
- 4 In **To Related Content server name**, select an option:
  - To specify a server through a URL, select **URL**, then enter the path and server name in the text box. The URL must start with either `http://` or `https://`.
  - To specify a server using a substitution variable, select **Substitution Variable**, then select a variable from the drop-down.
- 5 Click **OK**. The number of occurrences found and replaced is displayed.
- 6 Click **OK**.





# Changing Financial Reporting Database Connections

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You can change the database connection for reports and books in EPM Workspace repository. You change the database connection when moving from a development environment server to a production environment server.

When the dimensions in the changed database connections do not match the previous dimensions, an error message similar to the following is displayed:

```
1012:Report contains an invalid grid. The following dimensions could not be found: Measures
```

The following actions occur when you open and save a report that has mismatched dimensions:

- Dimensions that existed in the old database connection but not in the new database connection are removed. The dimensions and its members that existed in the rows and or columns are removed from the grid. If, as a result of the removal, no dimension exists in the row or column, you need to add a valid dimension to the cleared row or column in order for the report to run.
- Dimensions that exist in the new database connection but not in the old one, are added to the POV.

If the report contains at least one dimension in both the row and column, it can be run and opened when the error message is received. The report can also be exported from the repository.

If you do not like the modifications that are automatically made for mismatched dimension, you can close the report and change to the original database connection.

When you change the database connection for reports or books, you can also select to validate that the databases have the same dimension. When this option is selected for a report, and dimensions do not match, you are prompted that the action failed. Likewise, if dimensions do not match for a specific report in a book, you are prompted that the action for the entire book failed. If you do not choose to validate, the database connection for the reports and books are changed and you are not prompted for mismatched dimensions. However, errors may occur when you open or run the reports or books.

➤ To change the data source:

- 1 From EPM Workspace, select **Explore**, then select **Tools**, and then **Change Database Connections**.

- 2 In the **Type** field, select a report type, then select an item, and click **OK**. **Change Database Connection** is displayed.
- 3 Select the item and click **OK**.
- 4 In **Find all references to the Database Connection**, select the database connection to change.
- 5 In **Replace With**, select a database connection.

**Note:** To create a new database connection, click **New Database Connection**. See [“Adding Database Connections”](#) on page 30.

- 6 If you select more than one item, make changes to all items that you selected.
- 7 Click **OK**.

## Changing Analytic Services and Planning Details

When changing a report from Analytic Services database connection to a Planning Details database connection or vice versa, there are several restrictions. The data source reference is the only change and there is no conversion.

### Changing from Analytic Services to Planning Details

The following is a list of considerations when changing the database connection from Analytic Services to Planning Details for a report:

- The dimensions and functions defined in reports and books must exist in the target data source. The following limitations apply:
  - Attribute dimensions are only supported for Essbase.
  - Hsp\_Rates is not available as a dimension.
  - The cell text function cannot be used, because Linked Reporting Objects (LROs) are not supported.
  - Only the member selection using a level 0 is supported.
- Validate that dimensions exist prior to opening the report. If a dimension defined on a grid is not available in the Planning Details data source, no change is made. If an invalid function is used, an error is returned. The report designer has to remove the invalid function or dimension.

### Changing from Planning Details to Analytic Services

There are several features that may be defined in a Planning Details report that are irrelevant for an Analytic Services report, including `PlanningAnnotations`, `Supporting Detail`, and `OrderBy`. If `Supporting Detail` is defined in the report, the details are ignored. If `PlanningAnnotations` or `OrderBy` are used, they return an error. The report designer must remove the `PlanningAnnotation` function and `OrderBy` for the report to run.

# 9

# Managing Database Connections for Financial Reporting

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The Database Connection Manager provides a means to manage reports, books, saved reports objects (row/column templates, grids), batches, and scheduled batches. Reports and report objects can be moved from a development environment to a production environment, or between production servers. The Database Connection Manager provides the following information about each database connection:

- Name—The database connection name
- Type—The data source type (Essbase, Analytic Services, Financial Management, Planning, SAP BW)
- Value—The connection path

A designer can use EPM Workspace to create, maintain, and assign names to database connections.

Users can select an existing database connection when prompted throughout the Oracle Hyperion Financial Reporting Studio; for example, while adding a grid to a report. A database connection consists of a database name, ID, password, and several values that are different for each data source.

**Table 2** Valid Database Values by Database

Database	Values
Essbase	Server. For accessing an Essbase Server, see <a href="#">“Various ways to access an Essbase Server”</a> on page 31. Application Database Data Source Type

Database	Values
Financial Management	Server. For accessing an Essbase Server, see <a href="#">“Various ways to access an Essbase Server” on page 31.</a> Application Data Source Type
Planning	Application Database Connection Data Source Type
SAP BW	Server. For accessing an Essbase Server, see <a href="#">“Various ways to access an Essbase Server” on page 31.</a> System Number Client Application Database Data Source Type
MSOLAP	Server. For accessing an Essbase Server, see <a href="#">“Various ways to access an Essbase Server” on page 31.</a> Application Database Data Source Type

Related Content:

For more information on managing database connections, see the following topics:

- [“Adding Database Connections” on page 30](#)
- [“Editing Database Connections” on page 32](#)
- [“Deleting Database Connections” on page 32](#)

## Adding Database Connections

When you create a database connection, it is appended to the list in the Database Manager dialog box.

► To add a database connection

- 1 In EPM Workspace, select **Explore**. Then select **Tools**, then **Database Connection Manager**.
- 2 Click **New**.
- 3 In **Database Connection Properties**, enter a **Database Connection Name**.
- 4 Select a data source **Type**.
- 5 The remaining values will differ, based on the data source selected. See [Table 2](#) to view values that display for each data source.

- 6 To add application and database names, click, , and make your selections. See “[Selecting an Application and Database Name](#)” on page 31.

**Note:** The Application Lookup button displays a tree view of the applications and corresponding databases; the applications are listed as parents and the databases are listed as children. You can search on an application or database. For data sources that are not associated with a database, only applications are listed.

- 7 Click **OK**.
- 8 The database connection profile is appended to the list in **Database Connection Manager Dialog**.

## Various ways to access an Essbase Server

In Database Connection Manager, the **Server** field allows various ways to access the Essbase server. Access can be in one of two modes: embedded mode or 3 Tier APS mode. For the 3 Tier APS mode, Financial Reporting defines the APS server machine name in the JConsole using the EssbaseJAPIServer property. All API calls are sent through that server.

- In both modes, you specify the Essbase server directly - Host[:port]. for Example, EssServer1.
- With an Essbase cluster name, for both modes, you can either:
  - Specify the Essbase cluster name directly. For example, EssCluster1. Financial Reporting internally resolves the cluster name to the server name at runtime..
  - Enter the APS URL with an Essbase cluster name. For example: `http://host:port/aps/Essbase?ClusterName=EssCluster1`. where `host:port` is the APS Server to resolve the Essbase cluster name. Failover is supported across the Essbase servers in the Essbase cluster.
- In 3 Tier mode only, you can enter the APS cluster name. For example, APSCluster1.  
The APS cluster name and members are defined in the Essbase Admin Utility. This method supports failover and load balancing across the Essbase servers in the APS cluster.

## Selecting an Application and Database Name

The Select Application dialog displays a tree view of the applications and corresponding databases; the applications are listed as parents and the databases are listed as children. You can search on an application or database

➤ To Select an Application and Database Name:

- 1 Scroll through the list to locate your selection, or enter an application or database name in the **Application/Database** field.

**Note:** For data sources that are not associated with a database, only applications are listed.

- 2 For a data source associated with a database, select the database and click **OK**. For a data source that is not associated with a database, select the application and click **OK**.

## Editing Database Connections

You can edit database connections, when required.

- To edit a database connection:
  - 1 In EPM Workspace, select **Explore**, then **Tools**, and then **Database Connection Manager**.
  - 2 In **Database Connection Manager**, select the database connection to edit, then click **Edit**.
  - 3 Make your changes, then click **OK**.

## Deleting Database Connections

You can delete database connections, when required.

- To delete a database connection:
  - 1 In EPM Workspace, select **Explore**, then **Tools**, and then **Database Connection Manager**.
  - 2 In **Database Connection Manager**, select the database connection to remove, then click **Delete**.
  - 3 An information prompt is displayed. Select **Yes** to delete.
  - 4 The database connection is removed from **Database Connection Manager**.

## Using the Key Figure Manager for Financial Reporting

Key Figure Manager is used against an SAP BW data source only. A key figure is a dimension contained in every SAP BW cube. Financial Reporting allows the creation of two additional types of key figures: calculated and restricted. Using Key Figure Manager, you can create calculated and restricted key figures. The Calculated and Restricted key figures created in the Key Figure Manager become additional members for the SAP BW key figure dimensions within the Select Members dialog in Reporting Studio; calculated key figures are contained in the Calculated Key Figure folder and restricted key figures are shown in the Restricted Key Figure folder. The report designer can use those key figures in place of or in addition to the SAP BW defined key figure members to return more definitive values in a report:

- **Calculated** — You can recalculate the key figures for use in Financial Reporting using formulas. Calculated key figures consist of formula definitions containing basic key figures. You can create a calculated key figure based on a key figure or any functions listed in the Key Figure Manager.
- **Restricted** — Restricted are key figures of the cube that are filtered by one or more dimension member selections, and are needed in order to define a detailed report. By using restricted key figures, you can focus the query result on certain values.



New Calculated and Restricted key figures are stored in Key Figure Manager and are available for use in Member Selection. You can now use the calculated and restricted key figures in your Reporting Studio.

► To define a new calculated key figure:

- 1 Navigate to the Key Figure Manager by selecting **Tools**, then **Manage Key Figures**.
- 2 In **Key Figure Manager**, select a SAP BW data source, then click **New Calculated**.

**Note:** You may be prompted to enter a database connection.

- 3 In **Calculated Key Figure Name**, enter a name for the calculated key figure you are creating.
- 4 In the **Add Function** container, select **Key Figure** and/or a function, then click **Add**.

**Note:** When you select a function, your calculation is based on a dimension other than Key Figure. For functions, the **Formula** dialog box is displayed where you select the **Dimension** and **Measures** fields.

- 5 in **Member Selection**, select a Member for your formula and click **OK**. The member is entered into the **Formula** text box in **Calculated Key Figure** dialog box.
- 6 In **Calculated Key Figure**, define the variable and values for your formula by using the **Add Literals** keypad.
- 7 Click **OK** to accept the formula. The Calculated Key Figure information is stored in **Key Figure Manager** and is added to Select Members for a SAP BW data source in Reporting Studio.

**Note:** An error message is displayed for an invalid formula.



► To define a new Restricted key figure:

- 1 Navigate to the **Key Figure Manager** by selecting **Tools**, then **Manage Key Figures**.
- 2 The Key Figure Manager dialog is displayed where, in addition to New Restricted, you can select New Calculated, Edit, or Delete a calculated or restricted key figure.

**Note:** The Key Figure Name cannot be edited.

- 3 In **Key Figure Manager**, select a SAP BW data source, then click **New Restricted**.

**Note:** You may be prompted to enter a database connection.

- 4 In **Restricted Key Figure Name**, enter a name for the restricted key figure you are creating.
- 5 In the **Dimension** container, select **Key Figure**, then select click  to select a key figure member.
- 6 **Optional.** in the Dimension container, select a Dimension, then click  to select members for which you want to display members. To select another dimension members, repeat this step.
- 7 Click **OK** to accept the restricted key figure information. The Restricted Key Figure information is stored in **Key Figure Manager** and is added to Select Members for a SAP BW data source in Reporting Studio.



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## Overview

EPM Workspace enables previewing of Financial Reporting documents, such as reports and books, from the Explore module. You can preview reports and books in HTML or PDF format.

**Note:** Text automatically wraps within a grid's cell. When print previewing PDF reports, text cells with long text are automatically merged into the next cell to the right, if that cell is empty. When previewing HTML reports, text cells are not automatically merged unless the Merge feature was applied at design time. The rows height automatically adjusts to display all text.

**Note:** You must have file permissions to view reports or books. See the *Oracle Enterprise Performance Management Workspace Administrator's Guide*.

## EPM Workspace Tasks

Tasks, other than previewing, performed through EPM Workspace.

- Customize report and book elements. For example, change the POV before or after running the report or book.
- Export reports, snapshot reports, XML (report-definition file), PDF, HTML, Word, Excel, or PowerPoint.

- Use Related Content to link to Financial Reporting reports and EPM Workspace URLs.
- Subscribe to Financial Reporting documents to receive email notifications when reports are modified and add notifications to your favorites.
- Modify permissions to Financial Reporting documents.
- Organize the email recipient list.

Types of reports and books available from the Explore module:

- Reports—Populated with data from data sources; users can customize by selecting members.
- Snapshots—Contain static data for a specific point in time; populated with data when saved.
- Books—Contain sets of dynamic reports and, optionally, tables of contents. Reports are run for all specified member combinations.
- Snapshot books—Contain sets of snapshot reports and, optionally, tables of contents; can be viewed for multiple POVs.

Designers incorporate EPM Workspace features into reports and books to enable viewers to perform tasks:

**Table 3** EPM Workspace Features

	<b>Reports</b>	<b>Snapshots</b>	<b>Books</b>	<b>Snapshot Books</b>
Prompt	Yes	No	Yes	No
User POV	Yes	No	No	No
XML, HTML, and PDF	Yes	Yes	Yes	Yes
Page Axis	Yes	Yes	Yes	Yes
Expansions	Yes	No	No	No
Related Content	Yes	No	No	No
Grid POV	Yes	No	No	No
Data Security <sup>1</sup>	Yes	No	Yes	No
Email Links	Yes	Yes	Yes	Yes

<sup>1</sup>Data source security is applied.

## Interacting with Documents

For Financial Reporting, you use the Viewer to change the user POV for reports and books.

**Note:** The Document panel is not displayed if you select to display the POV above the report or book.

## Enabling Viewing

EPM Workspace viewing prerequisites:

- For PDF, Acrobat Reader must be installed.
- For reports in PDF, a PDF writer (Acrobat Distiller) must be installed with the print server. If a PDF viewer is not available, only report names are listed.

➤ To use Internet Explorer for viewing PDF reports in EPM Workspace:

- 1 Open Internet Explorer.
- 2 Select **Tools**, then **Internet Options**.
- 3 In **Internet Options**, select the **General** tab, and, in **Browsing History**, select **Settings**.
- 4 In **Settings**, **Check for newer versions of stored pages**, select **Every time I visit the webpage**.
- 5 Click **OK** twice.

## Preview Preferences

You can view a selected report and book in PDF Preview or HTML Preview. Right-click a report or book, then select **Open In**, and then select your preference ( PDF Preview or HTML Preview).

## Logging On to Database Connections

You must be defined as a user, with a user name and password, in the data source that your report is using. For example, if you want to view a report that uses Essbase as a data source, you must log on to the database connection with a user account defined in Essbase.

Logging on usually occurs automatically. However, if you are not registered in the database, you are prompted to log on through the Database Connection Properties dialog box, which displays the database connection name assigned by the report designer. Ask your administrator for a user name and password.

➤ To log on to a database connection:

- 1 In **Database Connection Properties**, enter your user name and password.
- 2 Click **OK**.

## Viewing Reports

If the report contains dimensions on the user POV, they are displayed above the report or book or in the EPM Workspace document panel. Setting dimensions on the user POV enables modification of the dimensions, which results in a modified POV and requires regeneration of the report or book.

**Note:** In the repository, you can display the current user POV settings page before reports or books are run. Current user POV settings can be edited after reports or books are run.

Reports viewed in PDF are generated using the user POV and output in PDF. Reports with multiple page members are generated for all page members and displayed in Acrobat Reader in EPM Workspace. HTML reports are generated using the user POV.

► To view a report:

- 1 Select **Explore**, then select a report or book that has prompts.
- 2 Select **File**, then **Open**, then **Document**.

**Note:** The file opens in PDF or HTML, as set in **Preferences**.

**Tip:** Alternatively, right-click the report or book in the repository, and select **Open in**, then **HTML Preview** or **PDF Preview**.

- 3 **Optional:** If the **Preview User POV Settings** dialog is displayed, change the settings and click **OK**.

If the page is displayed, User Point of View is selected in **Preferences** for Financial Reporting.

- 4 On the **POV** bar located on top of the report, select a dimension to invoke member selection. Select another member, then click **OK**.

Report content changes to reflect the POV change.

- 5 Select **View**, then **Preview User Point of View**.
- 6 In **Preview User Point of View**, change a dimension selections by clicking **Select**.
- 7 In **Member Selection**, select another member, click **OK**.

The report is refreshed.

## Printing Reports and Books

You can print any type of report or book. For dynamic reports and books, data is refreshed. For snapshot reports and snapshot books data is not refreshed.

► To print a report:

- 1 From **EPM Workspace** repository, right-click a report and select **Open In**, and then **PDF Preview**.  
Respond to prompts and modify as needed.
- 2 Click the **Print** icon on the **Acrobat Reader Control**, then set your print preferences in the **Print** dialog.

**Note:** The PDF output is fully formatted for end-user use.

➤ To print a book:

- 1 From EPM Workspace repository, right-click a book and select **Complete Book in PDF** to create a PDF of the entire book, including all reports.

Respond to prompts and modify, as needed.

**Note:** When a book contains HTML content and you select "Complete Book in PDF", the rendered and printed book will not include HTML content. This is expected behavior.

- 2 Click the Print icon on the Acrobat Reader Control, then set your print preferences in the **Print** dialog.

➤ To print a report from a book:

- 1 From Table of Contents view, click a report in the book.
- 2 Click the Print icon on the Acrobat Reader Control, then set your print preferences in the **Print** dialog.

## Changing User POV

User POV, which specifies members for dimensions not defined on report grids, is available for dynamic reports and books, as specified during design-time. You can change user POV members before running reports and books and then run the reports and books to display new-member data. You can also edit user POVs after running reports and books.

When you view a report or book in HTML, the user POV can be displayed above the report or book table of contents in the Content area.

Each dimension or member is a link. When a link is selected, it displays a Member Selection page from which you can select members for the dimension. The members for a dimension are shown in Tree view, which is a hierarchal view of the members of the dimension. By default, Tree view shows only the top-level member. You can expand a member to see its children. If a user does not have access to parent members, the parent and child hierarchy cannot be rendered in a tree. The use is presented with a large flat list.

**Note:** Financial Management dimensions often have more than one top-level node.

**Note:** The tree view is limited to Administrators who have full access. Users who have limited access (are not administrators), are presented a flat list.

Member-search methods:

- Expand data-member rows, and search visually. You can use the Expand all Rows button to expand the rows.
- Use the Find text box to search by member or alias and description. Search criteria can include wildcards; for example, \* and ?.

- ▶ To preview user POV settings prior to running a report or book:
  - 1 **Select File, then Preferences, and then Financial Reporting.**
  - 2 **In the User Point of View area, select On.**
  - 3 **To limit the members to be available in a report, click Setup Members. For information on setting preferences, see [Chapter 2, “Setting Preferences for Financial Reporting”](#).**

## Responding to Prompts

Some reports are designed with prompts, which are displayed when you view the reports or books containing the reports. You respond to prompts and provide requested information by selecting members from prompt lists. You can edit prompts manually. If prompts contain alias names, you convert them to member names.

### SAP BW Variable Support in Financial Reporting

SAP BW variables are treated similar to Financial Reporting Member Selection prompts with some key differences: Variables are defined on the Cube, so no action is necessary to put them into a report. When a Cube has one or more variables present and a report/book which references that Cube is executed, the user is prompted to enter a response to any variables present in the Cube. All variables which are marked “ready for input” are shown for any report/book which references the Cube. The Respond to Prompt dialog box, is used to respond to Financial Reporting member selection prompts, as well as Variable responses. There are some differences: a Financial Reporting prompt always allows one or more members to be entered, whereas a variable can be defined to require a single member, numerous members, or a interval or range of members. Variables may be defined to not require a value. Variables can be set to take a numeric value instead of a member name. The Respond to Prompts dialog shows prompts and/or variables within the same dialog. For variables which take a single or numerous members, the user interface behaves the same as a prompt (except that if the variable takes a single member, the member selection tree will only allow a single member to be picked). For variables which take an interval or range of members, two member selection/numeric value fields are shown; one for the “from” and one for the “to”. The member selection selector only allow a single member to be selected for either of those member selection fields. For variables which take a numeric value, the no member selection buttons are shown. The following describes the Respond to Prompts columns when a report goes against a cube which is a variable:


- Variable — shows the variable description
- Type — shows the type of variable, which can be: Required Leaf Member Variable, Required Non-Leaf Member Variable, Required Numeric Variable, Optional Leaf Member Variable, or Optional Non-Leaf Member Variable.
- Selection — shows the description of the currently selected members with default values
- Source — shows the report or grid which references the data source which contains the variable



The Run button validates the prompt members and variable values. Errors display next to the prompt/variable which has the error. The Reset button resets the prompt members and variable values to the initial, default values.

When a report has a member selection prompt in the Report and goes against a Cube which has an “interval” variable, the prompts are separately grouped to clarify the difference.

➤ To respond to a prompt when previewing a report or book:

- 1 From EPM Workspace repository, navigate to a report or book that has prompts.
- 2 Right-click the report or book and select **Open in**, and then **HTML Preview** or **PDF Preview**.
- 3 Perform an action:
  - In the Selection text box, enter the member name for the respective prompt, if known. If the text box is disabled, the prompt contains alias names. To edit the text box, key over the existing text. Separate each member by a comma (,).
  - If the member name is not known, click **Go to Member Selection** . **Select Members** is displayed. Make your member selections, and click **OK**.
- 4 **Optional:** To undo any changes, click **Reset in Respond to Prompts**.
- 5 To run the report for viewing, click **OK**.

## Using Expansions

Expansions, available only when viewing in HTML reports, and not in books, enable report viewers to see children of members and their corresponding data. Rows and columns for which expansions are enabled are displayed with right-facing triangles, which you click to view associated detail. After expansions are executed, pages are positioned near the rows or columns selected for expansion. Expansions are set up during design-time.

➤ To use expansions, perform an action:

- Click the right-facing triangle for a row or column to view the next level of detail.  
You can click multiple times, to see multiple levels of detail.
- Click the down-facing triangle for an expanded row or column to collapse its members.

## Using Related Content

Related Content links to other Financial Reporting documents and to documents on other Hyperion servers. Related Content, set up by report designers, is available in HTML or PDF, as specified by the designers. You view Related Content links by clicking grid values, which are underlined by default.

Members of the cell selected for Related Content are passed to the user POV and used in the related content report. Thus, the context of the Related Content report is the cell selected in the primary report. For example, if you select the Margin row, Boston column cell, Financial

Reporting sets the user POV for the Account dimension to Margin and for the Entity dimension to Boston and then displays the Related Content report. See the *Oracle Hyperion Financial Reporting Studio User's Guide*.

Related Content rules:

- If only one action (HTML or PDF) is enabled for the object, actions are not listed on the Related Content page.
- The default action (HTML or PDF) is listed next to the object label.
- Folders open in the Related Content area.
- Object-level security is observed inside folders and when reports are requested to be viewed.

➤ To use Related Content:

**1 In a report, click a Related Content link.**

The report opens if a single report is selected in the list of Related Content and only one action is specified. If multiple reports are selected or multiple actions are specified, the Related Content page is displayed in a separate browser window.

**2 If Related Content is displayed, click a link.**



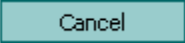






If the link you click is not a folder, the document or action combination clicked is displayed.

## Selecting Members

For reports, member selection is used to retrieve data and to determine how many members are displayed. You can also search for specific members.

Member selection tasks:

**Table 4** Items from the Member Selection Web Page

Item	Description
	Cancels changes made to the Member Selection dialog box
<b>Find</b> button	Used to select the type of search. A member can be searched for and displayed as the name of the member, the description or name in the alias table, and the name of the member and description/alias from a particular table. To search, click Find.
<b>Find</b> text box	Enter search criteria (not case sensitive)
	Displays members that match the search criteria
Use Wildcards	Enables use of wildcards in the Find text box (selected by default) <ul style="list-style-type: none"> <li>● ? for one character</li> <li>● * for multiple characters</li> </ul> <p><b>Note:</b> If search criteria includes a space, enclose the search phrase in double quotation marks. For example, *IC Offset* is "*IC Offset*". If the "*" wildcard is at the end only, for example, IC Offset*, quotation marks are not required.</p>
Rows Per Page	Specifies a number of rows per page to be displayed on the member list (default 20). If the number of members exceeds the number of rows, use buttons on the Edit Member Selection header to scroll through the rows: <ul style="list-style-type: none"> <li> - Next Page</li> <li> - Previous Page</li> </ul>
	Displays one or more member properties
	Expands all row members of the hierarchy down to the child level
	Collapses all rows

## Selecting Members for User POVs

You can use the Member Selection dialog box to select members for reports and books. Using selected dimensions, you can locate members and run reports or books for them.

- To select a member for the user POV:
  - 1 Open a report or book that contains a user POV.
  - 2 Click a dimension or member link. **Member Selection** is displayed.
  - 3 Click the plus sign (+) to display children.
  - 4 Select a member, then click **OK**.

The reports runs for the member. Note that report content reflects the POV change.

## Finding Members

From the Member Selection page, for the user POV, you can find and select members.

► To find a member:

- 1 From the **Find** list, select criteria.

The search-options list is based on the report data source.

- 2 In **Find**, enter complete or partial text. You can use partial text with \* or ? wildcard symbols. Use **Wildcards** is selected by default.

**Tip:** Use double quotation marks to search for members containing spaces.

- 3 Click **Find** to display search results.
- 4 Select a member, then click **OK**. The reports runs for the member.

## Changing Page Members

You can change a page member only if, during report design, multiple members are assigned to the page axis of a grid. You change a page member to see different report views—HTML reports only. After you change a page member, the report is refreshed and populated with the new page member.

► To change a page member:

- 1 From **EPM Workspace**, open a report with page-axis members in a grid.
- 2 From **Page**, select a member. The report is run, and data is displayed for the selected member.

**Note:** For PDF, data for page members is displayed on different pages.

## Changing Members for Grid POVs

Grids on reports can have dimensions on the grid POV. You can use the default member for each dimension or select a new member to run for a report.

► To change a member on the grid POV:

- 1 Open an **HTML** report that displays a grid POV.
- 2 Click a dimension or member link.
- 3 in **Member Selection**, select a member, then click **OK**. The report runs for the selected member.

## Viewing Snapshots

Snapshots are similar to reports, except that they contain data for a specific point in time and thus do not retrieve data dynamically. Therefore, data-level security from the data source is not respected.

You can view snapshots in HTML or PDF. However, the print server and a PDF writer must be available to display both HTML and PDF links. If the print server is not available, snapshots are available only as HTML links.

► To view a snapshot:

- 1 From EPM Workspace repository, select **Explore**, then **View**, then **Display Items of Type**, then **Hyperion**, and then **Financial Reporting Snapshot Book** or **Financial Reporting Snapshot Report**
- 2 Right-click the snapshot report, select **Open In**, and then **HTML Preview** or **PDF Preview**.

## Viewing Books

You can view books in EPM Workspace.

You can view books in HTML or PDF. In PDF, you can view the entire book or individual reports in the book. The print server must be available to display both HTML and PDF links. If the print server is not available, books are available only as HTML links. When you select a report name, the report is generated for all member combinations specified in the book. You can add reports to books and modify members.

You can preview user POVs before running books. When you view books, user POVs and tables of contents are displayed. User POVs specify members for dimensions not defined on report grids. You can change user POV members and then run books to display new-member data.

You use tables of contents to locate reports that you want to view and to set options.

**Note:** The time required to generate and display books varies, depending on book size. You can cancel books at any time.

For reports with multiple page members, you can change page members and refresh the reports to show the updated data. Reports are viewed in Acrobat Reader.

► To view a book:

- 1 From the list of files in EPM Workspace repository, select **View**, then **Display Items of Type**, then **Hyperion**, then **Book**.
- 2 Right-click the book, select **Open In**, and then **HTML Preview** or **PDF Preview**.

**Note:** When a book contains HTML content and you select "Complete Book in PDF", the rendered and printed book will not include HTML content. This is expected behavior.

- 3 **Optional:** If the **Current User POV Settings** page is displayed, change the settings, then click **OK**.

If the page is displayed, User Point of View is selected in the Preferences dialog box for Financial Reporting.

- 4 **Optional:** Modify the User POV, from the Book Table of Contents page, and view the report for the new POV.
- 5 To view a specific document, highlight the document and click **Show Report**.

## Viewing Snapshot Books

You can view Snapshot books in EPM Workspace.

You can view Snapshot books in HTML or PDF. When you view Snapshot books in PDF, you can view the entire snapshot book or individual snapshot reports. The print server must be available to display both HTML and PDF links. If the print server is not available, snapshot books are available only as HTML links.

When you view snapshot books, tables of contents are displayed. You use tables of contents to locate snapshot reports that you want to view and to set options.

► To view a snapshot book:

- 1 From the repository, select **View**, then **Display Items of Type**, then **Hyperion**, then **Snapshot Book**.
- 2 Right-click a snapshot book, select **Open In**, and then **HTML Preview** or **PDF Preview**
- 3 **Optional:** From the Table of Contents page, modify the user POV and run the report for the new POV.
- 4 In **Book Table of Contents**, review the list of reports and locate the report with the preferred members.
- 5 Perform an action:
  - For HTML snapshot books, click **File**, then **Open In**, then **HTML Preview**.
  - For PDF snapshot books, click **File**, then **Open In**, then **PDF Preview** to view individual snapshot reports, or click **File**, then **Open In**, then **Complete Book in PDF** to view the entire snapshot book.

**Note:** When a book contains HTML content and you select "Complete Book in PDF", the rendered and printed book will not include HTML content. This is expected behavior.

**Note:**

# 11

## Designing Documents for Financial Reporting Batches and Books

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### About

From EPM Workspace, you can create, maintain and schedule batches, and you can create, maintain, and run books. Also, advanced member selection provides capabilities such as member functions; for example, Children, Descendants, and lists, which you can use when editing books.

## About Designing Documents

For the Financial Reporting module, you can define and save batches using EPM Workspace new document wizard and copy and delete batches in the repository. Deleting a batch requires file permissions to the batch. By default, only the scheduling user is assigned access rights to snapshots and snapshot books in the repository. If you have file permissions to a batch, you can run every report in the batch when scheduled. The scheduling user can assign file permissions to other users and groups at the time of scheduling.

Scheduled batches have a scheduled batch POV (Point of View), which you can modify while scheduling. You can also specify prompt information for the batch. The POV and prompt information provides values for the POV and prompts specified for each book and report contained in the batch. You can schedule batches to be processed immediately or in the future.

Reports or snapshot reports created in Reporting Studio and other artifacts located in the repository such as text and PDF files and Microsoft PowerPoint, Excel, and Word files, as well as URLs, can be assembled into a book, enabling you to generate their output in one session from EPM Workspace. For example, you can schedule a set of reports and other artifacts to run monthly. You can configure books to generate several versions of a report and different member selections. A book containing those reports can be run at once. The reports contained in the book can be printed or viewed individually or as a whole..

Two types of books can be defined and saved to the repository:

- Books—Comprised of reports and snapshot reports and other artifacts such as text and PDF files and Microsoft PowerPoint, Excel, and Word files. When you run a book, the report data is dynamically retrieved from the database; the snapshot data remains static.
- Snapshot books—A book saved as a snapshot book. The data contained in the reports, as well as a table of contents, is created when you save a book. Whenever a snapshot book is viewed, data-level security does not apply; data-level security is applied when the snapshot book is created and is based upon the data-level security that is set for the user who saved the snapshot book.

A book contains a book POV, which is a combination of all dimensions in the user POVs for each report in the book. Dimensions that are not defined in a report, default to the user POV member, and the dimensions are displayed in the book POV of the Book Editor. You can also select the user POV as a member on the book POV, allowing you to modify the parameters, because they are no longer stored in the book definition.

The member selected for a dimension in the book POV is used in each report referencing the book POV for that dimension. The data sources in the POV match the data sources used by the reports in the book.

**Note:** When a book is scheduled as part of a batch, the dimension referring to the user POV are controlled by the scheduled batch POV.

Tasks that can be performed with books and snapshot books:

- Use batches to group and process sets of books



- Email links to the books or snapshot books
- Change a book's data source
- Delete books or snapshot books
- Import books and snapshot books from a file system outside of the repository
- Export books and snapshot books
- Perform advanced member selection capabilities such as member functions for Children and Descendants, and lists

## Designing Documents

From EPM Workspace, you can create a book or batch using the Select a Task wizard. For more information on these topics, see the following:

- [“Creating Books” on page 49](#)
- [“Designing Batches” on page 79](#)

## Creating Books

**Note:** Financial Reporting supports Public Sector Planning and Budgeting with the ability to produce a Budget Book containing Financial Reporting reports and textual data in PDF format or deployable HTML website. See the Oracle Hyperion Public Sector Planning and Budgeting User's Guide for information. For a brief overview, see [“Using Books in Public Sector Planning and Budgeting” on page 77](#).

Books are created, edited, and saved in EPM Workspace. You must have administrator or designer rights to create a book.

You can preview a book in EPM Workspace in HTML or PDF format, where an Interactive table of contents is displayed and the books document can be launched. In addition, the book can be previewed as “Complete Book in PDF”, where all of the book content is compiled into one PDF file, with a table of contents. A book can include reports, snapshot reports, and third-party documents (Adobe Portable Document Format files (PDF), text (.txt) files, and Microsoft Office Excel, PowerPoint and Word files). Third-party documents are listed in the table of contents and can be launched in the same manner as Financial Reporting documents. They are also included in a PDF file, when opening a Book as “Complete Book in a File”.

**Note:** In order for a Microsoft Office document to be converted to PDF format in “Complete Book in PDF”, the version of the document must be the same as the version of Microsoft Office installed on the print server.

When generating book output through the batch scheduler, you can generate books in PDF output or for static HTML website output. The HTML website supports built-in search capability as well as the ability to use templates for layout and page customization. See the topic “Managing Book HTML Output Layout” in the Financial Reporting Workspace Administrator's Guide.

Book output has the following features for PDF and HTML (unless specified otherwise):

- Ability to define a book with sections and subsections with a table of contents
- HTML only: Ability to use templates for layout and page customization. See the topic “Managing Book HTML Output Layout” in the Oracle Hyperion Financial Reporting Workspace Administrator's Guide .
- In a Microsoft Word document, ability to insert Financial Reporting reports using the FRExecute function. See “FRExecute Syntax” on page 59.
- In a Microsoft Word document, ability to insert links to report or any files located in the repository and third-party documents through Oracle Universal Content Management using Microsoft Word's Hyperlink option. See “Creating Hyperlinks in Microsoft Word” on page 61.
- Ability to add third-party documents to books through Oracle Universal Content Management and Oracle BI EE

**Note:** Book search works fine for special characters except in text surrounded by “<>” characters such as “<123>.” In this instance, you can search for separately for character “<”, or “>”, or “123”.

A book can include:

- Financial Reporting documents, both dynamic and snapshot reports.
- Third-party documents
  - Microsoft Word - can include:
    - Embedded Financial Reporting reports using a the FRExecute function. See “FRExecute Syntax” on page 59 for information.
    - Smart View queries
  - Microsoft Excel
  - Microsoft PowerPoint
  - Adobe Portable Document Format (PDF) files
  - Text (.txt) documents
- URL links. URLs can be copied from a browser, or Oracle Business Intelligence Enterprise Edition and Oracle Universal Content Management servers:
- Heading text

Related Content in Financial Reporting reports can be included in book output. For Related Content features, see the *Oracle® Hyperion Financial Reporting Studio, Fusion Edition User's*

*Guide.* For Related Content behavior in books, see [“Behavior of Related Content in Books”](#) on page 68.

With the exception of URLs in the above list, the files must reside in the repository to select them for a book. Third-party documents (Microsoft and PDF files) are listed in the table of contents and can be launched in the same manner as Financial Reporting documents. They are also included in a PDF file, when opening a Book as “Complete Book in a File”.

**Note:** When you save a book as a snapshot book, expansions are removed. Related Content links are available.

### Adding a Report to a Book

When adding a report to a book, the report may contain prompts for member selection. Prompts are defined when the book is run. Also when adding a report to a book, dimensions from the book POV can be set to multiple members. When the book is run, the report iterates over each member. For example, if North, South, East, West, Actual, and Budget are selected, the book contains six versions of this report. You can collate the printed output by member selection if the same member selections are used for all reports in the book. This enables, for example, all the reports for East, Budget to be grouped.

You can copy report member selections between reports if they use the same data source. This eliminates having to select shared members multiple times.

### Using Microsoft Word Documents in Books

Microsoft Word document can use all the formatting features included in the Word product.

### Customizing the Table of Contents

A table of contents, with headings and subheadings as in a tree structure, is created for the documents compiled in the book. You can add content within this hierarchy, move or delete content, and format the layout. You can change the heading structure by increasing or decreasing the indent. You can copy member selections to other reports in the book.

A table of contents is created for the book. You can collate the reports within the printed table of contents by report or by member selection. For example, you can create the following two books:

**Book 1** Balance Sheet (New York, Boston), (Q1, Q2) Cash Flows (New York, Boston), (Q1, Q2)

**Book 2** Balance Sheet (Actual, Budget), (Q1, Q2) Cash Flows (New York, Boston), (Q1, Q2)

If you collate reports in printed books by report, The first report for each set of member selections is run, and then the second report for each set of member selections is run. The following book is generated:

Book1 Table of Contents

Balance Sheet

New York, Q1

New York, Q2


Boston, Q1  
Boston, Q2  
Cash Flows  
New York, Q1  
New York, Q2  
Boston, Q1  
Boston, Q2

If you collate reports in printed books by member selections, each report for the member selection is run. The following book is created:



Book1 Table of Contents

Balance Sheet  
New York, Q1  
Cash Flows  
New York, Q1  
Balance Sheet  
New York, Q2  
Cash Flows  
New York, Q2  
Balance Sheet  
Boston, Q1  
Cash Flows  
Boston, Q1  
Balance Sheet  
Boston, Q2  
Cash Flows  
Boston, Q2

► To create a book:

- 1 **Launch EPM Workspace.**
- 2 **Select File, then New, and then Document.** The **1. Select a Task** wizard is displayed in the Content area.
- 3 **Select Collect reports into a book and click Next.**
- 4 **In Step 2: Select Files,** select reports and other artifacts from folders, and then click  .

**Tip:** Press the **Shift** key to select multiple consecutive reports. Press the **Ctrl** key to select multiple non-consecutive reports.

- 5 **Optional:** To remove a report from the book, select the report, and then click . To remove all reports from the book, click .

**Note:** If you move, delete, or rename a report or other artifacts in the repository, they are removed from the book the next time the book is opened. Those artifacts must be added again if you want to include them in the book.

- 6 When completed, click **Finish** to open the **Book Editor**.

**Note:** To display dimensions in the table of contents, in the Book Editor, select the dimension name. Then, in the bottom panel, select **Display**, and then **Hide**.

- 7 **Optional:** Add or change members selections for the book POV:

- a. In the **Name** column, double-click the dimension to display **Member Selection**.
- b. Select the members.
- c. Click **OK**.

- 8 **Optional:** Copying report member selections from one report to another in the **Book Editor**:

**Note:** Member selections are copied only between reports having the same dimensions on the User Point of View.

- a. Highlight the report containing the members to copy.
- b. Select **Edit**, then **Copy Member Selection to**, then select a report.

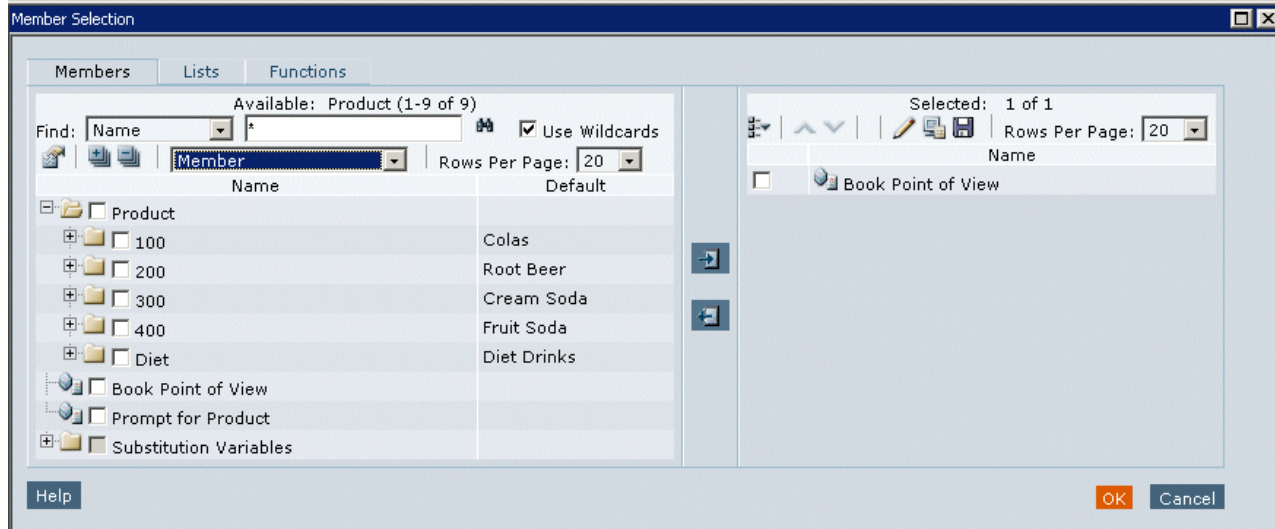
- 9 To save the book with a file name and description, elect **File**, and then **Save**.

## Selecting Members


When working with books in the Book Editor, you can modify and select members for the book point of view. You can select members, create and save member lists, and select functions that dynamically retrieve members from the database connection.

The following figure shows the Member Selection dialog box for the product dimension. The left panel shows the **Members**, **Lists**, and **Functions** tabs. For information on member lists and functions, see the *Oracle Hyperion Financial Reporting Studio User's Guide*. You can add column headings in the **Members** tab.

Figure 1 Member Selection Dialog Box



**Note:** Substitution variables have been placed in a directory.

- To add column headings to the left panel of the Members tab display, select **Show Properties**, , then select the column name.
- To view a hierarchy other than the one that is displayed:
  - 1 Click a hierarchical dimension in the **Available** area of the **Members** tab.
  - 2 Click the **Hierarchy** drop-down list, then select the hierarchy.
  - 3 Click **OK**.

**Note:** The properties below the Available area are displayed only if you are reporting on Hyperion Financial Management Organization by Period for the Entity dimension. Both the parent and the entities that belong to the parent are displayed.

When you run a report, the entity name, not the parent name, is displayed.

## Available Area

Member Selection has three navigational tabs; Members, Lists, and Functions. In the left panel, you can show individual members, member lists, and functions that dynamically select members.

### Members Tab

The Members tab shows members that are associated with the selected dimension. By default, the members for a dimension are shown in tree view, which is a hierarchal view of the members

of the specified dimension. You can also show the members in a flat list. By default, the tree view shows only the top-level member. You can expand the top-level member to see its descendents.

## Lists Tab

The Lists tab shows member lists used to perform a query or to select members for your report. The type of lists are based on the database connection. Member lists can be:

**System lists** — Predefined in the database when you create user lists; you can include members, member lists, and functions. System lists are available when using Essbase, Oracle Hyperion Planning, or Oracle Hyperion Financial Management as database connections.

**User lists** — Lists that are created by you. When you select print preview or web preview, the members in the user-defined list are displayed in the order that you specified during list creation. User lists can be created when using Oracle Essbase as a database connection. See the *Oracle Hyperion Financial Reporting Studio User's Guide*.

**Dynamic lists** — Predefined lists that are used with the `DynamicMemberList` function. Dynamic lists are available only when using Oracle Hyperion Financial Management as a database connection. See the *Oracle Hyperion Financial Reporting Studio User's Guide*.

## Functions Tab

You can specify which functions to use when selecting members for your report or adding members to member lists. Functions enable you to retrieve members and related members from a database connection. You can specify one or more functions and edit the function parameters. See the *Oracle Hyperion Financial Reporting Studio User's Guide*.

## Assigning Special Members

Use the Select Members dialog box to select the special members Prompt, Same As, Current Point of View, and User Point of View.

- **Prompt** — Acts like a variable that asks the user to select members. Prompts enable the report writer to filter the dimension members from which the user can select when running the report.
- **Same As** — Creates a column or row member selection with the same member selection setting as another column or row.
- **Current Point of View** — Acts as a variable that employs the POV to specify the member of a particular dimension when the report is run.
- **User Point of View** — Can be selected as a member on the book POV. The parameters can be modified by the user.

## Prompt Details

Prompt Details enables you to limit the members that can be selected for a book. You can also specify an alternate member label; descriptions (for a Financial Management database connection) or aliases (for Analytic Services or Planning database connections), or both member names and descriptions or aliases. For example, if you want to provide only lines of products, In Member Selection you would select Prompt for Product as a member of Product, then in Prompt Details select specific lines of product. The user who runs the report selects from those product lines.

► To set up a report prompt for members:

- 1 In **Member Selection**, select the **Members** tab, then **Prompt for...** and then click **OK**. the Prompt Details dialog is displayed.
- 2 **Optional:** To limit the prompt selection to specific default members, or a list of members, or both, take an action:
  - If the member name is known, enter the member name in **Default Member** or click the **Default Member** search button. If multiple members are provided for the prompt, members must be separated by commas.  
  
**Note:** If you leave **Default Member** blank, the Respond to Prompts dialog box does not display a default member when a user runs the report. The user must specify a member rather than accept a default.
  - If the list of members is known, click the **Choices List** button to select a list of members. If multiple member lists are provided for the prompt, member lists must be separated by commas.
- 3 From the **Member Labels in Prompt Selection Dialog** drop-down list, select the kinds of labels to be displayed in the **Respond to Prompts** dialog box when the report is run:
  - If the database connection is Analytic Services or Planning, select **Member**, **Alias**, or **Member - Alias**.
  - If the database connection is Financial Management or SAP BW, select **Member**, **Description**, or **Member - Description**.
- 4 Click **OK**.

## Selecting the User Point of View as a Member in the Book Point of View

When a report is added to a book, the dimensions that are on the user POV in the report definitions are applied to the book POV. Members on the book POV default to the user POV in the Book Editor.

**Tip:** To filter the repository by books, select **View**, then **Display Items of Type**, then **Hyperion**, and then **Book**.



- To select the user POV as a member in the book POV:
- 1 From EPM Workspace **repository**, right-click a book, then select **Open In**, and then **Editor**. The Book Editor is displayed.
- 2 In the book POV View pane, click a dimension for which you want to set up a user POV.
- 3 In **Member Selection**, select **User Point of View for**.
- 4 Click **OK**.

## Assigning Members Using Functions

You can use functions and edit their parameters to select members dynamically. For information on using and editing function parameters, see the *Oracle Hyperion Financial Reporting Studio User's Guide*.

## Selecting Multiple Members Based on Criteria

You can select members based on criteria. You define criteria by creating expressions of members, Boolean operations, and commands.

Boolean operators enable you to specify precise member combinations for the report, useful with large volumes of data. Use the AND, OR, UNION, and NOT Boolean operators, combined with expression commands, to refine your member selections.

- To select multiple members based on criteria:

- 1 In **Member Selection**, in the **Selected** area, click **Show Advanced Options**,  .

**Note:** At least two members must be displayed in the Selected area before you can create criteria.

- 2 Build expressions by using one or more of the following operators and symbols:

- Select the Not Boolean operator to build the expression. Not is the inverse of the selected condition.
- Enter a left parenthesis, ( , to add an opening character to the expression.
- Enter a right parenthesis, ) , to add a closing character to the expression.
- Click in the **Operator** column, and then select:
  - AND — When all conditions must be met
  - OR — When one condition of several must be met
  - UNION — To combine the data

**Note:** You must use double parentheses if you are using three members. For example, if you selected descendants of Market and you want to exclude East, West, and South, your advanced member selection query should:  
 Descendants of Market AND NOT ( East AND NOT ( West AND NOT SOUTH ))

3 Click **OK**.

## Searching for Members




You can search for members to edit. You can search using a text string or property (that is, name and description). You can use a blank space as a separator to perform simultaneous searches. To search a string for an exact match, including blank spaces, enclose the string in quotation marks.

If you are searching for a list or function, you must activate this function by using the **Find Next** or **Find Previous** button.

**Note:** For Financial Management, when you search for an entity, you must search on parent entity (for example, D62VIELO.D62475LO). When you search just the entity, you need to precede the entity with a wildcard, (for example, \*D62475LO).

Find options to locate members:

Table 5




Option	Description
<b>Find</b>	Enter the characters for the search, or select a saved search criteria string from the list. The search string can be a partial search string, one word, or multiple words.
	Click to display the members matching the search criteria
<b>Use Wildcards</b>	Enter the <b>Find</b> text with wildcard symbols (* and ?) to search for members. By default, Use Wildcards is displayed. <ul style="list-style-type: none"> <li>● Use ? to represent a single character search.</li> <li>● Use * to represent a multiple character search.</li> </ul> <p><b>Note:</b> If the search criteria has a space in it, enclose the search phrase in quotes. For example, *IC Offset* should be "*IC Offset*". If the location of the "*" wildcard is at the end only, for example IC Offset*, then you do not need to enclose the phrase in quotes.</p>
	In the List or Functions tab, highlights the previous item matching the search criteria.
	In the List or Functions tab, highlights the next item that matches the search criteria.

► To search for members:

1 In any tab on the **Member Selection** dialog, enter text in the **Find** text box.

**Note:** The wildcard option is enabled.

## 2 Perform an action:


- If you are searching in the **Members** tab, click **Find** .
- If you are searching in the **Lists** or **Functions** tab, click **Find Next**, , or **Find Previous** .

## 3 Click **OK**.

## 4 If matching items are found, the **Search Result** dialog presents the list. Select the items you want to add to your member selection, and click **OK**.

## Previewing Selected Members

You can preview the selected members. Members can include a list or function result from evaluated member lists or functions, if applicable.

- To preview members, in **Member Selection**, click **Preview Selection**,  located in the right panel.

## FRExecute Syntax

The FRExecute function enables you to embed a Financial Reporting report or report section into a Microsoft Word document. You can include a report, a report type (dynamic or snapshot), or specify selected areas in the report such as a grid, chart, page, text box, text area, or cell. The FRExecute function syntax:

```
FRExecute (ReportName[Type={1, 2}]; ComponentType={1, 2}; ComponentName={Grid1, Grid2, Chart1, Chart2, Chart3}; Page={1, 2, ...; .} Cell=FRFormula)
```

where:

*ReportName* is the name of the report.

*Type1* is a dynamic report and *Type2* is a Snapshot report.

*ComponentType1* (optional) is a grid and *ComponentType2* (optional) is a chart.

*ComponentName* (optional) is the grid or chart name.

*Page* (optional) is the page number.

*Cell* (optional) is the date cell formula. The cell syntax is *cell*=*cell*[*row*,*col*], or *cell*=[*row*,*col*]

- where *row* is a number  $\geq 1$  referring to the row in Financial Reporting Studio report designer.
- where *col* is a letter  $\geq A$  referring to the column in Financial Reporting Studio report designer. If a report has more than 26 columns, two letters are used for those columns (for example, AA, AB, AZ, AAA, AAB, and so on).

**Note:** You can specify a “sub-tuple” if the design time row evaluates to more than one tuple. For example, if you reference row 2, which has a member selection “Children of Market” resulting in four children (East, West, South, Central), the sum of all four tuples are returned. You can also refer to individual tuples like this: Cell[2(1),A] referring to East/ColA; Cell[2(3),A] referring to South/ColA.

**Note:** To limit the size of the report, place the FRExecute function inside a Microsoft Word text box.

The following example returns the entire report with dynamic values:

```
FRExecute (ReportName; Type=1)
```

The following example returns page 2 of a dynamic report.

```
FRExecute (ReportName; Type=1 ComponentType=1 ' ComponentName=Grid2; Page=2)
```

The following example returns a dynamic report with all pages:

```
FRExecute (ReportName; Type=1; ComponentName=Grid2)
```

The following example returns a data cell on Page 2. If page is not selected, then the first page's data cell is returned.

```
FRExecute (reportFullName; Type=1;  
ComponentType=1; ComponentName=Grid2; Page=2; Cell=Cell [2, B])
```

or

```
FRExecute (reportFullName; Type=1;  
ComponentType=1; ComponentName=Grid2; Page=2; Cell=[2, B])
```

This example returns a chart on page 2. If page is not selected, then chart1 on all pages are returned.

```
FRExecute (reportFullName; Type=1;  
ComponentType=2; ComponentName=Chart1; Page=2)
```

**Note:** In an HTML document or Word document, "FRExecute" (including lower-case, upper-case or mixed case letters) is the keyword of FRExecute command. "FRExecute" cannot be used in file content or as part of file name. Otherwise, you might get unexpected result.

**Note:** When applying layout to a Microsoft Word text box containing FRExecute, for Wrapping Style, you can select “Square” and for Horizontal alignment, you must select “Left” or “Right” only.

**Note:** For illustrations of applying FRExecute and output, see [Illustration of Page with Links and FRExecute](#) and [Illustration of Output Containing Links and FRExecute](#).

## Considerations and Recommendations when using FReXecute

Consider the following with FReXecute:

- The FReXecute function in an HTML document is supported for web page creation. For PDF printing, only Microsoft Word with an FReXecute is supported.
- The following eight characters cannot be used in the FReXecute command: ; ( ) & < > “ '.
- If FReXecute is in a text box, the result is limited to the designated size of the text box. Scroll bars are displayed if the content is greater than the text box. If FReXecute is added to a Microsoft Word page (not in a text box), the entire result is output, regardless of size.
- If you use the Enter key in FReXecute, the text wraps around at that point.
- Keep the FReXecute the same font, size, and color.
- FReXecute can be inserted in any text line position.
- When using the FReXecute function in a text box, do not combine with other text or FReXecute function.
- Using Microsoft Word: When formatting a text box, HTML output supports only left or right alignment.
- When using FReXecute is inserted in other than a Word component (for example, table, image, and so on), the Horizontal Alignment option must be set to Left or Right.
- You can save your document as \*.doc, \*.htm, or \*.html. If your Microsoft Word document contains only text and FReXecute, you can save it as \*.html for increased performance.
  - You can add FReXecute to any generic .html file (a file that can be used with any file type).

## Creating Hyperlinks in Microsoft Word

In a Microsoft Word document, you can insert hyperlinks by copying and pasting the document's URL from these locations:

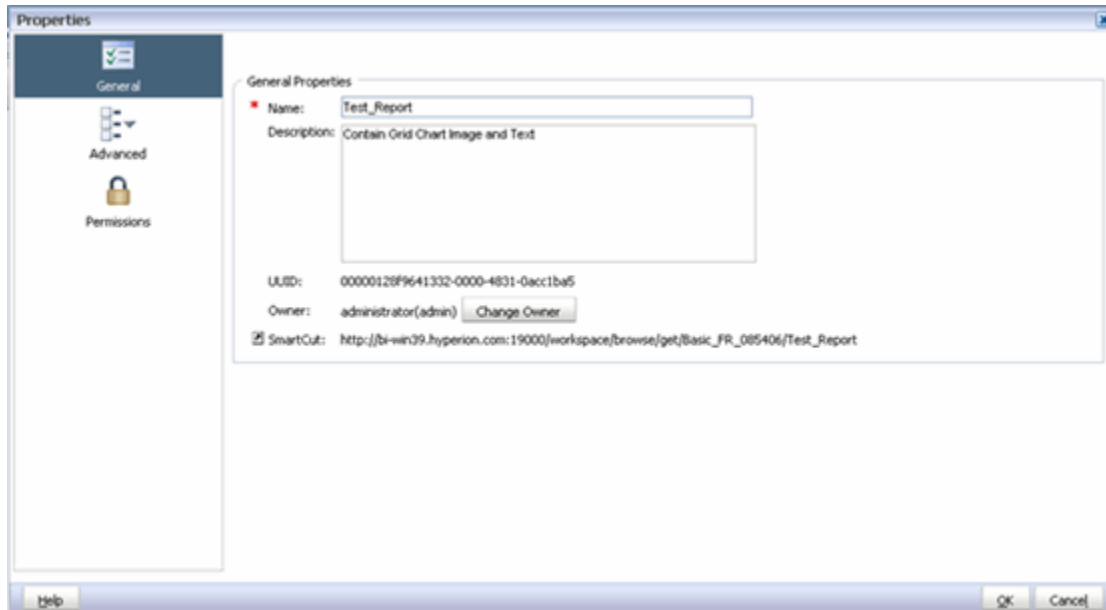
- Financial Reporting reports or any files located in the Workspace repository
- Any file from Oracle Universal Content Management

When creating a book, all POVs from all reports (reports specified in FReXecute and hyperlinks) are included in the appropriate chapters.

**Note:** When selecting a .doc or .html document containing hyperlinks in book HTML/PDF preview, the contents of the hyperlink is not displayed, even when setting “Include Related Content in HTML Table of Content”.

► Creating hyperlinks in a Microsoft Word document:

- 1 In **Workspace**, right-click a **Financial Reporting** report or file to which you want to apply as a hyperlink, and then select **Properties**.
- 2 The **Properties** dialog is displayed.



- 3 To the right of the **SmartCut** label, copy the document's URL. Exit **Workspace**.
- 4 Open your Word document. To paste the URL, right-click inside the Word document where you want the link to display, and select **Hyperlink**.
- 5 In the **Text to display** field, enter the description that you want associated with the link.
- 6 In the **Address** field, paste the URL that you previously copied in **Workspace**.
- 7 Click **OK**.
- 8 Save the Word document as a **.doc** or **.html** file. Saving the document as an **.html** file will provide better performance. For illustrations of applying a link and output, see [Illustration of Page with Links and FRExecute](#) and [Illustration of Output Containing Links and FRExecute](#).

**Note:** For processing behavior using links, see “[Processing Behavior of Hyperlinks and FRExecute](#)” on page 69.

## Illustration of Page with Links and FRExecute

▪ **Contents**

Chapter1 ..... 1

Chapter2 ..... 1

¶

▪ **Chapter1**



`FRExecute(/hong/report1;-  
componentType=1;componentName=Grid1  
;Page=2)`

This-is-a-test-Microsoft-Word-document.

This-is-a-test-Microsoft-Word-document.

This-is-a-test-Microsoft-Word-document.

This-is-a-test-Microsoft-Word-document.

This-is-a-test-Microsoft-Word-document.

This-is-a-test-Microsoft-Word-document.

This-is-a-test-Microsoft-Word-document.

[Repository-file-Link](#)

¶

▪ **Chapter2**

This-is-a-test-Microsoft-Word-document.

[FR-Report-Link](#)

This-is-a-test-word-  
document;this-is-a-test-  
Microsoft-Word-document;-  
this-is-a-test-document.

`FRExecute(/hong/report1;-  
componentType=1;componentName=Grid1)`

[stellent-IDC-Link](#)

This-is-a-test-Microsoft-Word-document;this-is-a-test-document;this-is-a-test-document.

## Illustration of Output Containing Links and FRExecute

Department of Finance Welcomes You to the


# CALIFORNIA BUDGET 2009-10

FRLInksample.doc Scenario, Product

- Chapter1
- Chapter2
- Repository File Link
- FR Report Link(Scenario,Produ
- Stellent IDC Link

### Contents

#### Chapter1



	Sales	COGS	Margin
East	6,720	3,026	3,694
West	10,564	4,943	5,621
South	4,082	1,757	2,325
Central	9,838	4,304	5,534
Market	31,204	14,030	17,174

Page:

This is a test Microsoft Word document.

This is a test Microsoft Word document.

This is a test Microsoft Word document.

This is a test Microsoft Word document.

This is a test Microsoft Word document.

This is a test Microsoft Word document.

This is a test Microsoft Word document.

This is a test Microsoft Word document.

[Repository File Link](#)

#### Chapter2

This is a test Microsoft Word document.

[FR Report Link](#)

This is a test word document; this is a test Microsoft Word document; this is a test document.

[Stellent IDC Link](#)

This is a test Microsoft Word document; this is a test document; this is a test document.

	Sales	COGS	Margin
East	6,570	3,007	3,563
West	10,436	4,899	5,537
South	3,976	1,718	2,258
Central	9,703	4,269	5,434
Market	30,685	13,893	16,792

Page:

## Saving Books

You can save books to the repository as a compilation of reports, Microsoft Word documents, snapshot reports, or reports and snapshot reports. You can replicate an existing book by saving it with the Save As command.



➤ To save a book:

- 1 From EPM Workspace repository, right-click a book and select **Open In**, and then **Editor** to open it in **Book Editor**.
- 2 Select **File**, and then **Save** or **Save As**.
- 3 Enter a name and description, select a folder, and then click **Save**. The report's data will be dynamic when the book is run.

**Note:** You cannot save a book as a snapshot book from within the Book Editor. Instead, to save a snapshot book, run the book, and, while in the Book Table of Contents page, select **Files**, and then **Save As**.

- 4 Navigate to the repository to establish file permissions for the book or snapshot book.

## Opening Books or Snapshot Books

After you save a book, you can open it to maintain, print, or preview the book in HTML or PDF format. When you preview a book, a table of contents is displayed with a list of reports in the book. When you preview a snapshot book, the Table of Contents is displayed as a PDF or HTML file, depending on your preference setting. Snapshot books cannot be changed, but they can be previewed, printed, and viewed.

➤ To open a book or snapshot book:

- 1 From EPM Workspace repository, navigate to a book or snapshot book and select **File**, and then **Open In**.
- 2 Perform an action:
  - To view the book in PDF, select **PDF Preview**.
  - To view the book in HTML, select **HTML Preview**.
  - To view a printed version of the book, select **Complete Book in PDF**.
- 3 The Content area displays the Book Table of Contents, and the tab at the bottom of the browser displays the book name and View (for example, TestBook - View). The report, snapshot, or member name is displayed on every row for which it applies in the Book Table of Contents.
- 4 Select a report or snapshot in the Book Table of Contents, and then click **Show Report**. The report or snapshot is displayed in the Content area in HTML or PDF format, with the Report Name and POV in the tab description.
- 5 To close the book or snapshot book, select **File**, then **Close**, and then **Current**.

## Renaming Books and Snapshot Books

After saving a book or snapshot book or making a duplicate, you may want to rename the file.

- To rename a book or snapshot book:
  - 1 In **Explore**, right-click the book and then select **Rename**.
  - 2 Enter a name
  - 3 Click **Save**.

## Previewing and Printing Books and Snapshot Books

You can preview books and snapshot books in PDF or HTML prior to printing. From the Book Table of Contents, you can select individual reports within a book to preview as PDF or HTML or view the entire book with all of the reports in PDF.

You can also print an entire book or snapshot book or print individual reports in a book or a snapshot book. When you print a book, the data is retrieved for the reports in the book and the book is printed. When you print a snapshot book, the data has already been saved in the reports when you save the book as a snapshot book.

Before running a book, you can preview the user Point of View and make changes. This step allows users to verify that the members on the user POV are appropriate before running the report or book instead of after the output is displayed.

## Features of a PDF File Generated from a Book

The following list highlights the features available in PDF files generated in a book.

- Support for PDF and plain text files. When we refer to "external content" within books, we can now include Excel, Word, PowerPoint, PDF, and plain text files within books.
- Cell document attachments (for example, Cell Text) that are extracted from a Financial Reporting report (Microsoft Office, PDF, and text files) are included in the PDF output
- Any cell documents associated with an Financial Reporting report display as "sub-items" in the book's table of contents
- PDF bookmarks are shown on the left part of Adobe Reader. With bookmarks, you can jump to any of the book's chapters
- A table of contents with linked items. When you click on an item in the table of contents, you are presented with the first page of that item
- Continuous page numbers. Financial Reporting reports, snapshots, Excel, Word, PowerPoint, and plain text files show continuous page numbers

**Note:** You must select the "continuous page number" option in the book properties for the continuous page numbers to be in effect. You cannot implement continuous page numbers for embedded PDF files.

- Total page counts. Similar to continuous page numbers, Financial Reporting reports, snapshots, Excel, Word, PowerPoint, and plain text files show a consistent total page count. For example, suppose a report has 3 pages but the book's contents make 10 pages. If the <<PageCount () >> text function is used in the report, it will show 10 instead of 3.

- You can customize how plain text files are printed by modifying `FR_TextTemplate.doc`.

**Note:** Before you print a book, set the Book Properties options as described in the following section.

## Setting Book Properties

Book Setup, located on the right-sided panel of the Book Editor, lets you set properties for two categories: General, and Table of Contents.

- **General category**— Provides global book settings. You can set the paper size, set page numbering to consecutive or not, include the table of contents in page numbering or not, collate the table of contents based on reports or on member selection, include related content in batch output or not, and enable embedded content processing (FRExecute and hyperlinks) or not.
- **Table of Contents category** — You can specify to include the table of contents in printed out put or not, and set the page orientation.

➤ To make changes to the book's General properties:

**1** From **Explore** repository, right-click a book and select **Open In**, and then **Editor**.

**2** From the right-sided pane drop-down list, select **Book Setup**. You can edit the following below the **General** topic:

- **Paper Size:** Select a paper size for the printed output.
- **Consecutive Page Numbering:** Select **Yes** to print page numbers consecutively, or **No** to restart numbering for each document.

**Note:** Page numbering must be specified in the header or footer of each report in the book before you can print the page number.

- **Include Table of Contents in Page Numbering:** Select the **Yes** to include and **No** to exclude the Table of Contents in the consecutive numbering scheme.
- **Collate Reports By:** Select **Reports** to collate based on the reports. Select **Member Selection** to collate based on the member selection.
- **Include Related Content in Batch Output:** Select **Yes** to include and **No** to exclude related content in batch output.

**Note:** When a Book has the Book Setup property set to Include Related Content in Batch Output, and a Complete Book in PDF is generated, all related content links in the resulting PDF are included. The Related Content link objects are shown following the Report from which they were linked. The Related Content link objects are always included in the Book Table of Contents. They are shown as children of the report from which they were linked. If the same object is linked multiple times or from different reports, the object is only included once and will only appear in the Book Table of Contents once.

- **Enable Embedded Content Processing:** Select **Yes** to turn on the processing of Word, HTML and URL objects for FReExecutes and hyperlinks. Select **No** to turn off the processing of Word, HTML and URL objects for FReExecutes and hyperlinks; You would select **No** for Books with Word objects that do not have any FReExecute functions or hyperlinks. For embedded content processing behavior, see [“Processing Behavior of Hyperlinks and FReExecute” on page 69](#).

➤ To make changes to the book's Table of Contents properties:

- 1 From **Explore** repository, right-click a book and select **Open In**, then **Editor** to open the Book Editor.
- 2 From the right-sided pane drop-down list, select **Book Setup**. You can edit the following below the **Table of Contents** topic:

- **Include in Printed Output:** Select **Yes** to include or **No** to exclude the table of contents during printed output.

**Note:** For HTML or PDF Preview, this option does not apply. The book preview always includes the table of contents for the book.

- **Orientation:** Select **Portrait** or **Landscape** for the orientation of the table of contents.

## Behavior of Related Content in Books

Additional information about related content when **Include Related Content in Static Book HTML and PDF** in the Book Editor is selected:

- If this property is set to true, when the Static Book HTML output is generated, any related content links found in the Reports in the Book is followed:
  - When a Related Content link is followed, the URL in the link is examined.
    - If the URL refers to a Report or Snapshot Report that resides in the current repository, that Report is executed, and the results are included in the Static Book HTML output. If the Report is a Snapshot Report, it is loaded from the repository and included. When the Report is executed, the POV of the cell that contained the Related Content link is used, as if the user clicked the link manually.
    - If the URL refers to a repository “smart-cut” to a Report or Snapshot Report in the repository, this is treated in the same way as if the URL linked to a repository object chosen through the Related Content dialog.

- If the URL refers to a repository “smart-cut” to a repository object that is not a Report or Snapshot Report (for example a Word Document, HTML file, or PDF file), the object is retrieved from the repository and included in the Static Book HTML output.
  - If the URL refers to a Oracle Universal Content Management document, the document is retrieved and included in the Static Book HTML output.
  - If the URL refers to an OBIEE document, the OBIEE document is retrieved and included in the Static Book HTML output.
  - If the URL refers to a URL that is on the list of to-be-followed URLs, the HTML returned from executing the URL is retrieved and included in the Static Book HTML output.
- Cells that have Cell Documents are processed.
  - If the Cell Document is a physical file, it is included in the Static Book HTML output.
  - If the Cell Document is a URL, the URL is processed in the same way as if the URL was specified as a Related Content link.

**Note:** If a cell contains multiple Related Content links on the cell, all Related Content links are processed in the same way. When a cell has multiple links, a standard hyperlink in the HTML document is shown. However, when the user clicks on the hyperlink, a list of available links is displayed.

## Processing Behavior of Hyperlinks and FReXecute

Microsoft Word links behave similarly to those in related content. In the Book Editor, you can use the option **Include Related Content in HTML Table of Content** at the chapter level to control how hyperlinks are processed in .doc or .html type chapters.

When using **Enable FReXecute Processing** some dependency exists with **Include Related Content in HTML Table of Content** if the FReXecute report contains related content. The following tables describes the expected behavior with hyperlinks and FReXecute with related content:

**Note:** If a .doc or .html document does not contain FReXecute and hyperlinks, the settings are for **Enable FReXecute Processing** and **Include in Related Content in HTML Table of Contents** are unnecessary.

Case 1: the .doc or .html document contains FRExecute with related content and also hyperlinks

**Table 6** The .doc and .html document contains FRExecute with related content and also hyperlinks

If:	Enable Embedded Content Processing = Yes	Enable Embedded Content Processing = No	Include Related Content in HTML Table of Contents - Yes	Include Related Content in HTML Table of Contents - No	Then the Following are Processed:
	X		X		<ul style="list-style-type: none"> <li>● FRExecute and its Related Content</li> <li>● hyperlinks</li> </ul>
	X			X	<ul style="list-style-type: none"> <li>● FRExecute</li> <li>● hyperlinks</li> </ul>
		X	X		hyperlinks
		X		X	(No processing occurs)

**Table 7** The .doc and .html document contains FRExecute with Related Content and no hyperlink

If:	Enable Embedded Content Processing = Yes	Enable Embedded Content Processing = No	Include Related Content in HTML Table of Contents - Yes	Include Related Content in HTML Table of Contents - No	Then the Following are Processed:
	X		X		FR Execute and its Related Content
	X			X	FRExecute but not its Related Content
		X	X		(No processing occurs)
		X		X	(No processing occurs)

**Table 8** The .doc and .html document contains hyperlinks only

If:	Enable Embedded Content Processing = Yes	Enable Embedded Content Processing = No	Include Related Content in HTML Table of Contents - Yes	Include Related Content in HTML Table of Contents - No	Then the Following are Processed:
	X		X		Hyperlink
	X			X	(No processing occurs)
		X	X		Hyperlink
		X		X	(No processing occurs)

And if:

- Enable FRExecute Processing = Yes
- Include Related Content in HTML Table of Contents = Yes

Then:

- FReXecute's related content is processed and hyperlinks are processed.

And if:

- Enable FReXecute Processing = Yes
- Include Related Content in HTML Table of Contents = Yes

Then:

- FReXecute's related content is processed and hyperlinks are processed.

And if:

- Enable FReXecute Processing = Yes
- Include Related Content in HTML Table of Contents = Yes

Then:

- FReXecute's related content is processed and hyperlinks are processed.

And if:

- Enable FReXecute Processing = Yes
- Include Related Content in HTML Table of Contents = Yes

Then:

- FReXecute's related content and hyperlinks are processed.

## Editing Book Content and Design

The Book Editor provides options for modifying the book content and output display. The shortcut menu enables the following options:

- Edit — Use to edit a URL or Heading text. Enabled when you select a URL or heading text.
- Delete — Use to remove a selected object from the book. Disabled when a member is selected.
- Move Up — Use to move the selected object up.
- Move Down — Use to move the selected object down.
- Increase Indent — Use to increase the level of the selected object. This option is disabled when a dimension is selected or when the object is at last level.
- Decrease Indent — Use to decrease the level of the selected object. This option is disabled when a dimension is selected or when the object is at level 1.
- Member Selections — Use to show the Member Selection dialog. This option is enabled when a dimension is selected. See [“Selecting Members” on page 53](#).

- Copy Member Selection to — Select to copy members from one report to another. Member selections are copied only between reports that have the same dimensions on the User Point of View.
- Cut — Use to mark selected object for move. This option is disabled when a member is selected.
- Paste — Use to pasted marked object. Disabled when a member is selected.

## Adding Documents to a Book

In the Book Editor, you can add artifacts from the repository to a book.

**Note:** This options is disabled when a member is selected.

➤ To add artifacts to a book:

- 1 In the **Book Editor**, highlight an artifact in the book.
- 2 In the **Add Document** topic, located on the right-hand panel, navigate to the document you want to add to the book and click **Add**.

The document is displayed beneath the artifact you highlighted, but can be moved to another location.

➤ To move the document to another location:

- 1 Right-click the document to display the right-click menu.
- 2 Select **Move Up**, or **Move Down** to relocate the document.

## Adding Heading Text to a Book's Table of Content

In the Book Editor, you can add headings to a book's Table of Contents.

**Note:** This option is disabled when a member is selected

➤ To add headings to a book's table of content:

- 1 In the **Book Editor**, highlight an artifact in the book.
- 2 In the **Heading Text** topic, located on the right-hand panel, enter heading text and click **Add**.

The heading text is displayed beneath the artifact you highlighted, but can be moved to another location.

➤ To move the heading text to another location:

- 1 Right-click the heading text to display the right-click menu.



- 2 Select **Move Up**, or **Move Down** to relocate the heading text.

## Setting Table of Contents Text

In the Book Editor, the “Display Text” column reflects the text for each artifact entry in the table of contents. The default text in the table of contents is the artifact name or, in the case of a member, the member name. For example, if the artifact in the book is a report, the report name is shown. If the artifact in the book is an external file (for example, a Microsoft Word document), the file name, as it exists in the repository is shown.

A panel, located at the bottom of the Book Editor, displays the default properties of the book where you can change and artifact's textual and processing settings for the table of contents. For example, you can change the selected artifact name (as it exists in the repository) to the artifact's description, to customized text, or you can choose to not display any text for the selected artifact. Other properties are read only.

➤ To set the table of contents text for an artifact:

- 1 From **Explore** repository, right-click a book and select **Open In**, then **Editor** to open the Book Editor.
- 2 In the Book Editor, highlight an artifact and scroll to the bottom panel. Edit the following:
  - **Display.** From the drop-down, if you want the artifact to display in the table of contents, select by **Name** (artifact name), **Description** (as it exists in the repository), or **Custom Text**. To hide the text, select **Do Not Display**.

**Note:** If you select “Custom Text”, the “Display Text” field is enabled where you can add your custom text.

**Note:** A “Value” function can be included in the custom text to inset a member label of a dimension in the Custom Text.

The syntax: <<value (dimension-name) >>

For example: <<Value (Product) >> or <<Value (Year) >>

Using the “Value” function the book designer can create a cleaner, more streamlined Table of Contents. For example, the Book can contain two reports which are run for the children of Qtr1. In your Custom Text, you can include a <<Value (Year) >> function, then hide the member selections. In the following example, “Period” and “Year” are added to the Profit & Loss and Balance Sheet reports:

Profit and Loss for <<Value(Period)>> <<Value(Year)>> and Balance Sheet for <<Value(Period)>> <<Value(Year)>> which will change the appearance in the Table of contents from (Before):

#### Profit & Loss Statement

Jan, 2008 ..... 1

#### Balance Sheet

Jan, 2008 ..... 2

Profit and Loss Statement for Jan 2008 ..... 1

to (After): Balance Sheet for Jan 2008 ..... 2

- **Display Text.** Type the custom text
- **Include Related Content in HTML Table of Contents.** This option is available when you select a report in the Book Editor. For processing behavior with FRExecute and hyperlinks, see “[Processing Behavior of Hyperlinks and FRExecute](#)” on page 69.
- **Member Selection.** This option is available when you select a member in the Book Editor. To change the member for the Point of View, click the entry field to display the **Preview User Point of View** dialog, select a member, and click OK.

## Adding URLs in Book Editor

URLs can be added to a book from Oracle Universal Content Management, Oracle BI EE, or other (general) servers. Each method requires a properties file setup to add a URL to a book:

- **For Oracle Universal Content Management Server using the http:// protocol**—the syntax is: `StellentServer=http://<hostname><port><ID>`. For example:  
`StellentServer=http://localhost:19000`

**Note:** When using Oracle Universal Content Management, only the http:// protocol requires a property setup. The idc:// protocol does not require a property setup.

- **For OBIEE Server**— the syntax is: `OBIEEServer=http://<hostname>:<port>`. For example: `OBIEEServer=http://localhost:9704`

**Note:** For Oracle Universal Content Management and Oracle BI EE, documents protected by Oracle Access Manager cannot be accessed.

- **Syntax For general servers:**

- HTTPProxyHost=<hostname>. For example: HTTPProxyHost=www-proxy.us.oracle.com
- HTTPProxyPort=<port>. For example: HTTPProxyPort=80

**Note:** The user name and password for all data sources must be the same to add URLs to the Book Editor.

**Note:** See the EPM Workspace Financial Reporting Administrator's Guide for information on properties.

## Adding URLs From the OBIEE Server

After you have defined the OBIEEServer property setting, you can add the URL to the Book Editor.

➤ To add a URL:

- 1 In OBIEE, copy a note of the URL that you want to add.
- 2 From EPM Workspace **repository**, right-click a book, then select **Open In**, and then **Editor**.
- 3 In the Book Editor, highlight an artifact.
- 4 On the right-sided panel, under the **URL** topic, paste or type the URL.
- 5 Click **Add**. The URL is displayed below the selected artifact.

**Note:** You can move the URL by clicking the right-click menu and selecting Move Up or Move Down.

## Adding General URLs

Once you have defined the HTTPProxyHost and HTTPProxyPort property settings, you can add the URL to the Book Editor.

➤ To add a URL:

- 1 Copy or make a note of the URL you want to add.
- 2 From EPM Workspace **repository**, right-click a book, then select **Open In**, and then **Editor**.
- 3 In the Book Editor, highlight an artifact.
- 4 On the right-sided panel, under the **URL** topic, paste or type the URL.
- 5 Click **Add**. The URL is displayed below the selected artifact.

**Note:** You can move the URL by clicking the right-click menu and selecting Move Up or Move Down.

## Adding Oracle Universal Content Management URLs

You can add URLs with two types of Oracle Universal Content Management protocols: `http://` or `idc://`. The protocol that you select determines how the URLs are added:

**Note:** The protocol `http://` requires that you define the properties `HTTPProxyHost` and `HTTPProxyPort` in JConsole. The protocol `idc://` does not require properties setup.

- `http://`—URLs can be pasted into the Document URL field. The **Logon** dialog is displayed where you enter the Oracle Universal Content Management User ID and Password.
- `idc://`—The Oracle Universal Content Management host name, idc port number, and document ID are typed into the Document URL field. The syntax: `idc://<hostname>:<port number>.<document ID>`. For example: `idc://vacorda08.us.oracle.com:4444.DM0000213`

**Note:** For information locating the host name, port number, and document ID, see [“Locating Property Values in Oracle Universal Content Management” on page 76](#).

## Locating Property Values in Oracle Universal Content Management

Before creating a URL in Book Editor by using the `idc://` protocol in Oracle Universal Content Management, you must know the host name, port number, and document ID.

➤ To locate the host name:

- 1 In the Oracle Universal Content Management navigation pane, select **Administration**, and then **Configuration for idc** to display **Configuration Information for idc**.
- 2 Under HTTP Server Address, note of host name ending in `.com`. For example: `www.oracle.com`.

➤ To locate the idc port number:

- 1 In the Oracle Universal Content Management navigation pane, select **Administration**, and then **Admin Server**.
- 2 Click **idc**.
- 3 From the navigation pane, select **General Configuration**.
- 4 In **Additional Configuration Variables**, note the **IntradocServerPort** value. For example:  
`IntradocServerPort=4444`

► To locate the document ID:

- 1 The Oracle Universal Content Management server generates an ID for documents uploaded to Oracle Universal Content Management. In the navigation pane, select **Search**.
- 2 You can search by the title of the original name, the generated ID, Author, or release date.
- 3 The Search Results displays the matching values.
- 4 Note the ID. For example: DM000213.

After gathering your values, you can add them in the Book Editor for a Oracle Universal Content Management URL. For example: `vacorda.us.oracle.com:4444/DM000213`.

## Using Books in Public Sector Planning and Budgeting

Federal and state governments require budget books, which summarize the formal, approved budget upon which operations are run for the stated year. Budget books summarize the government's budget data and include details about salary raises, new recruitments, strategic inventions, capital requirements, and other significant expenses. It details the revenue and capital budgets as approved by the Governor or Chief Executive on a specific date for the proposed fiscal year, together with associated financial and operational information. Public Sector Planning and Budgeting includes a set of common reports, created with Financial Reporting, to help create budget books. After the budgeting process is complete, an administrator can publish the book on the internet so it is available for the public, and circulate the book across the management groups, Office of Budget Management, Governor's office, and so on.

## Customizing Budget Books – Examples

Administrators can customize the budget book in the following ways:

- Define the Table of Contents, including the hierarchy of chapters and sub-chapters
- Attach descriptive text, documents, pictures, and hyperlinks
- Insert tables
- Export the book to PDF or HTML format or save it as a snapshot in the repository
- Leverage predefined reports on:
  - Account Line Details – Version Comparison
  - Employment Levels
  - Gap Analysis on Major Expenses
  - Growth Table By Dimension

Administrators can customize the predefined reports to present data in the format that's appropriate for their environment.

**Note:** If you change the predefined application's dimensions, you must update the reports in the budget book.

## Budget Books – The Overall Process

- Define and name book sections and subsections, typically in Microsoft Word or Financial Reporting. Options:
  - Insert user-generated HTML files, PDF files, and Financial Reporting reports as sections
  - Use the Word Add-in, integrated with Smart View, to edit and upload Word documents into a budget book
  - Use Public Sector Planning and Budgeting's predefined reports
  - Include Planning reports
  - Include links to another Financial Reporting report or HTML file
- Build the Table of Contents (TOC), which can be the left, top, or the primary page.
- Add images, internal and network links, URLs, data from the clipboard, and so on.
- Paste or build a dimension hierarchy and assign an owner.
- Include Account members from Public Sector Planning and Budgeting on which users can dynamically drill through.
- Browse for additional information for the account lines.
- Add comments and annotations.
- Publish the budget book and other targeted reports.
  - At book execution time, generate the book as PDF, HTML, or Word files
    - To generate inHTML, the book must be generated in a batch
  - Post the budget book and reports on public websites, or any appropriate site for viewing
- Duplicate and reuse the budget book in subsequent years.

Supporting information in Oracle Universal Content Management can go through process management and approvals, including process management comments, cell text, and associated URLs in Planning.

## Printing Text Files

The Microsoft Word application can print text (.txt) files, which must include the .txt extension to be printed.. This is a design consideration when appending text files to for cell documents, books, and external content.

## Microsoft Word Template

A Microsoft Word template document, FR\_TextTemplate.doc, is installed on the Financial Reporting print server in the \${home.reports}/bin/ folder. When the template is found by the Financial Reporting print server, the contents of the text file is inserted into the Word template, after which the existing routine that prints Word documents is used to print text files.

When the print job has finished, the file is closed without saving, preserving the template for the next text file.

### Default Word template settings

- The <<FR\_content>> string is the only body content.
- Text formatted to Courier New, 10pt font
- Portrait setting with one-inch margins.
- Footer set to print date and time and current page number. These settings are updated for all text files printed through the Financial Reporting print server.

### Customizing the template

Always back up the template before customizing it. You can open the template through Microsoft Word. Changes to the template are applied the next time a text file is printed. You need not restart the Financial Reporting print server.

In the <<FR\_content>> string, you can specify the font and paragraph settings for the inserted text file content and should be included in the `FR_TextTemplate.doc` template.

When printing a text file, the Financial Reporting print server opens `FR_TextTemplate.doc` and looks for the <<FR\_content>> string. If found, the contents of the text file replaces the string. If the string is not found, the contents of the text file is inserted at the end of the Word document and any pre-existing content in the template is shown before the data in the text file.

### Benefits of implementing the Microsoft Word template

- Default formatting of the template can be customized.
- Page setup of the template, such as print mode and page size, can be controlled.
- Footers of the template, such as page numbers, can be customized.
- Content of the template, such as inserting a standard confidentiality clause, can be added.
- Images or backgrounds of the template, such as a company logo, can be added.

## Exporting Books and Snapshot Books




You can export books and snapshot books from the repository.

## Designing Batches

Using batches, you can simultaneously process sets of reports and books. Batch creation is comprised of the name, the reports, books, snapshots, snapshot books, and prompts. The prompt information is for the current batch that you are running.

Saved batches can be modified, removed, or rescheduled. You can duplicate a batch to use some or all of the same properties as the original batch.

➤ To design a batch:

- 1 Launch EPM Workspace.
- 2 Select **File**, then **New**, and then **Document** to display the **Select a Task** wizard.
- 3 Select **Batch Reports for Scheduling**, and then click **Next**.
- 4 In **Select Files**, use the **Type** drop-down to filter your selection by **Financial Reporting report, Snapshot report, Book or Snapshot book**.
- 5 Select report types and move them to the **Selected Items** panel by clicking  .
- 6 **Optional:** To remove a report type from **Selected Items**, select the report, and then click  . To remove all reports from **Selected Items**, click  .

**Note:** If you move, delete, or rename a report in the repository, the report is removed from the book the next time the book is opened. To include the report, add it to the book.

**Tip:** If you select a report type multiple times, you are prompted to enter a new name for the duplicate report type. The renamed report type is listed in the Batch Editor with its original name followed by the new name in parentheses. To discard the duplicate report, click **Cancel**.

- 7 Click **Finish** to open the Batch Editor.
- 8 Respond to prompts.
- 9 Select **File**, and then **Save As**.
- 10 Select a folder, enter a name and description, and then click **Save**.

➤ To duplicate and edit batch properties based on a scheduled batch:

- 1 Select **Navigate**, then **Schedule**, and then select **Batch Scheduler**.
- 2 Select a Scheduled Batch, then select **Edit**, and then **Duplicate and Edit Properties**.
- 3 In **Schedule Batch**, perform an action:
  - To duplicate properties for a new batch in the repository, search and select the batch and click **Next**.
  - To duplicate properties for the selected scheduled batch, click **Next**.
- 4 Edit the properties of the batch. For example, you can change the **Start Time** or **Destination** settings.
- 5 Click **Finish**.

➤ To modify a batch:

- 1 Select **Navigate**, then **Schedule**, and then select **Batch Scheduler**.
- 2 Select **Edit**, and then **Properties**.
- 3 In **Schedule Batch**, select a batch and then click **Next**.
- 4 Make changes, and click **Finish**.



- To delete a batch:
- 1 **Select *Navigate*, then *Schedule*, and then select *Batch Scheduler*.**
  - 2 **In *Batch Scheduler*, select a batch, then select *Edit*, and then *Delete*.**
  - 3 **Click *Yes*.**

## Defining Prompts for a Batch

Prompts are requests for members in the report or book. If reports or books in a batch have prompts, the user can select the members in the Batch Editor.

When users save the Batch, the Respond to Prompts dialog displays any, or all prompts, or variables contained in the artifacts within the Batch.

### Identical Prompts and Variables

Because SAP BW variables are defined on a data source and not in a Grid in a Report, the same variable can be used for all Grids in a Report, Book, or Batch containing Reports and/or Books, whereas a prompt is explicitly defined on a row/column/page of a Grid. When users are prompted for a member/value to be used for a variable, they can optionally select to use the same member/value for all references to the data source which contains the Variable. A response to prompts can also be applied with a single response to all references or specified for each member/values for each Grid, Report or Book.

When a variable exists and there is more than one reference to the data source, or when the same prompt exists in more than one grid, the Respond to Prompts dialog box shows a drop-down list where users choose whether they want to respond to prompts at the Grid, Report/Book or Batch level. The selections shown in the drop-down list depend on whether the Respond to Prompts dialog is shown while running a Report, or Book or from within the Batch editor. The drop-down list only appears when a selection is needed. For example, if running a Report with a single grid against a SAP data source with a variable, a drop-down selection is not needed to be shown. Similarly, if a Report, Book or Batch contains only a single Prompt, or the Prompts are different (different dimensions, default members, or choices list), the drop-down selection will not appear.

When a variable exists and the data source has multiple references, or when the same prompt exists multiple grid, the Respond to Prompts dialog box shows a drop-down list where users choose whether they want to respond to prompts at the Grid, Report/Book or Batch level. The selections shown in the drop-down list depend on whether the Respond to Prompts dialog is shown while running a Report, or Book or from within the Batch editor. The drop-down list only appears when a selection is needed. Similarly, if a Report, Book or Batch contains only a single Prompt, or the Prompts are different (different dimensions, default members, or choices list), the drop-down selection is not displayed.

Selections when running a Report:

- Respond to Prompts at the Report Level (default)
- Respond to Prompts at the Grid Level

Selections when running a Book:

- Respond to Prompts at the Book Level (default)
- Respond to prompts at the Report Level
- Respond to prompts at the Grid Level

When editing a Batch, the drop-down selections is: **Respond to Prompts at the Batch Level**, then **(Default)**, then **Respond to Prompts at the Report/Book Level**, and then **Respond to Prompts at the Grid Level**.

- Respond to Prompts a the Batch Level (default)
- Respond to Prompts at the Report/Book Level
- Respond to Prompts at the Grid Level

The selections are shown only when necessary. They are not shown if there are multiple references to a variable or prompt.

Users can respond to a prompt once, and the same value will be used for both responses, or they can select “Respond to Prompt at Grid Level” in the drop-down, press Apply and enter different values for each prompt listed.

The Source column shows what artifact the prompt is on. When identical prompts are found and only a single prompt response is presented, the Source column shows an asterisk (\*) to indicate that the prompt response applies to all prompts of that type.

The ability to select the level at which to respond to prompts is available only EPM Workspace. In Oracle Hyperion Financial Reporting Studio, the Respond to Prompts dialog box always shows all member selection prompts and a single reference to each variable.

➤ To define prompts in Batch Editor:

- 1 **Select File, then Open, and then Document.**
- 2 **Right-click on a batch, then then select Respond to Prompts.**
- 3 **In the Respond to Prompts dialog, click the Go to Member Selection button**
- 4 **In Member Selection, select the member that you want to use in the report when the batch runs.**
- 5 **Click OK to return to Batch Editor.**
- 6 **Perform an action:**
  - **Optional:** Schedule the batch.
  - Save the batch by selecting File, then Save, then File, and then Close.

## Opening Batches

You open a batch to edit it or to schedule it.

- To open a batch:
  - 1 Select **File**, then **Open**, and then **Document**.
  - 2 From the **Type** drop-down, select **Hyperion**, and then **Financial Reporting Batch**.
  - 3 Navigate to the folder in which the batch resides.
  - 4 Select the batch file and click **Open**.

## Assigning File Permissions to Snapshots and Snapshot Books

To allow other users and groups to view snapshots and snapshot books in BI Catalog that you create when running a batch, you must assign access rights to the users and groups.

- To assign or remove access to snapshots:
  - 1 Click **Navigate**, then **Schedule**, and then **Batch Scheduler**.
  - 2 Select a batch, then select **Edit**, and then **Properties**.
  - 3 In **Schedule Batch**, click **Next** until the **Destinations** area of the **Schedule Batch** dialog is displayed.
  - 4 Select **Save As Snapshot in Repository**.
  - 5 Select **File Permissions**, and then click **Update List**.

**Note:** If you remove all users, groups, and roles for a batch, then only an administrator can see the snapshot output generated by the batch in the repository.

- 6 Select the **Users, Groups, or Roles** tab, and move the desired user, groups, or roles to the **Selected Users, Groups and Roles** pane.
- 7 In the **Selected Users, Groups, and Roles** pane, click the **Access** drop-down in a row and assign a level of access. Do this for each row in the pane.
- 8 Click **OK** to return to **Schedule Batch**.



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Batches are created, edited, and saved in EPM Workspace using the Batch Editor. You must have a Global Administrator, Report Designer, Scheduler, or Content Publisher role in order to perform these tasks. For role information, see the appendix in the *Oracle Hyperion Enterprise Performance Management System Security Administration Guide*. Batches are used to group and process sets of documents such as reports, documents, or books. You can send the output of a generated batch to a printer. You can export batches as HTML or PDF files to an external directory. You can email users the exported output in PDF format.

**Note:** Oracle recommends that you print long reports or books in a batch. This keeps your computer free while processing.

## Scheduling Batches to Run

You schedule batches to run immediately or at a later date. During batch scheduling, you can define the batch POV, set up email notifications, and select the destinations of the generated output when the batch is run. Destination types can include save a Snapshot to a designated repository folder, export a PDF file to an external directory or attached to an email, and export an HTML file to a designated external directory (Batch Bursting does not support HTML). After

selecting scheduled batch options, the batch is added to the batch queue from the Batch Scheduler after a successful run.

The scheduler's batch bursting feature can run a batch for more than one member of a single dimension on the batch POV for one data source, email the PDFs generated to a recipient list, and save the output to the file system or to the repository. For example, a batch scheduled to run for New York and Houston can have the output for New York going to jones@cd.com and the output for Houston going to smith@cd.com. With batch bursting, you can use predefined text functions for report labels and folder labels. You can create a Bursting Destination File (see [About the Bursting Destination File](#)) to override default settings assigned to the batch.

### About the Bursting Destination File

The Bursting Destination File contains the default settings for the scheduled batch. You can periodically view the default settings as you navigate through the batch wizard. You can export the Bursting File as a CSV file to specify output and permissions exceptions for a scheduled batch, thus overriding the default settings defined in the Batch Wizard. The member settings in the CSV Bursting Destination file can be appended to the member selections in the Batch Wizard. For example, you may want to specify a different sub-folder for some reports, based on selected members, or make some reports read-only. Only members that are valid for the selected dimension are appended to the bursted file.

To edit the Bursting Destination File for a current batch, the administrator or designer exports the file to a text editor or Excel, enters the members, if not already displayed, and edits any values in the table. The values for each member in the dimension are: Subfolder Name, Financial Reporting Object Name, Email Address, Group Name, Role Names, User Names, External Root Folder for PDF.

Upon completion, the file must be imported into the repository (File , then Import , then File) where it can be applied to a batch in the batch wizard. A sample Bursting Destination File is stored in the Sample folder of your Oracle Hyperion Reporting and Analysis installation.

**Note:** Member names in the CSV file are case-sensitive and must match that in the data source. If the member name case in the file differs from that in the data source, the burst generates no email output.

Batch scheduling tasks:

- [“Selecting a Member for the Batch Point of View” on page 87](#)
- [“Scheduling Job Bursting” on page 87](#)
- [“Specifying the Batch Destination and Bursted Output Labels” on page 88](#)

➤ To schedule a batch to run:

- 1 Click **Navigate**, then **Schedule**, then **Batch Scheduler**.
- 2 In **Batch Scheduler**, select **File**, then **New Scheduled Batch**.
- 3 Enter a name and description for the batch.

- 4 **Optional:** To delete the batch from the scheduler after a successful run, select **Delete Scheduled Batch Entry from Scheduler if Completed Successfully**.
- 5 Click **Next**.
- 6 Select a batch and click **Next**. If required, **Logon Credentials** is displayed. Enter user names and passwords and click **OK**.
- 7 In the **Frequency** drop-down, select how routinely you want the batch to run. You can also select **Perform Now** or **Perform on Demand**.
- 8 If you selected a scheduled frequency, select a start date and time and end date and time.
- 9 **Optional:** If any of the reports and books in the batch have dimensions on the user POV, you can set the member for those dimensions in the **Scheduled Batch Point of View** area.
- 10 **Optional:** If you wish to use job bursting to run a batch for more than one member in a dimension on the Batch POV, you can do so in the **Bursting Options** area. See [“Scheduling Job Bursting” on page 87](#).
- 11 Click **Next**.
- 12 Change the default settings for the Destination of the batch file that you are running (see [Scheduling Batches to Run](#)). Click **Next**
- 13 **Optional.** Specify whether to send an email to recipients if the batch ran successfully or/and if unsuccessfully along with a brief message.
- 14 To save the batch job in the Batch Scheduler with the settings you selected for the destination, click **Finish**.

## Selecting a Member for the Batch Point of View

Each scheduled batch has a POV based on all relevant dimensions for the reports in the batch. If no reports or books have a member on the user POV, then there is no batch POV. When the batch is added to the schedule, the user POV is specified as the default batch POV. You can override the user POV settings by specifying a member for each dimension on the batch POV. You must verify that the members selected in the batch POV are appropriate.

➤ To select a member for the batch POV:



- 1 From the **Scheduled Batch Point of View** area, click the dimension for which you want to select a member. **Member Selection** is displayed.
- 2 Select the member that you want to use for the POV and click **OK**.
- 3 Click **Next** to complete the batch destination of the batch.

## Scheduling Job Bursting

With each scheduled batch, you can use job bursting to run a report on more than one member in a dimension. When you select only a dimension for job bursting, the setting for that dimension on the batch POV is disabled. The unselected batch POV members remain active and are

included with the batch. (If no reports or books have a member on the user POV, then there is no batch POV or job bursting).

► To schedule batch bursting:

- 1 Use the batch scheduler wizard to navigate to the **Start Time** screen.
- 2 In the **Bursting Options** area, select **Run Batch for multiple members in the dimension**, then select the dimension for job bursting.
- 3 Click , then select the members for job bursting.
- 4 In **Bursting File**, if you have created a CSV Bursting Recipients list for this batch and imported it into the repository, click  to select the file.
- 5 Click **Copy Members** to add the members defined in the **CSV Bursting Recipients** list to the **Select Members** list.

**Note:** Only members that are valid for the selected dimension are added.

- 6 Click **Next**.

## Specifying the Batch Destination and Bursted Output Labels

The **Destinations** area specifies the type and location of the output for the scheduled batch. Select any combination of the following output options for your batch destination:

- Note:** Batch Bursting only supports output to Snapshot Reports, Books and PDF files; output to a printer, HTML and MHTML are not supported for Batch Bursting.
- Snapshot reports or snapshot books—You can save snapshot reports and books within the originating folder (default location) or another folder in the repository. You can assign file permissions for viewing snapshot reports or books to users, groups, and roles.
  - Print—You can select a printer and specify printer properties. The Batch Scheduler shows all printers available to the Print Server. Print Server configuration is specified in the `JConsole.exe` file. For information on JConsole, see the “Property Information” topic in the Oracle Hyperion Financial Reporting Workspace Administrator's Guide.
  - Export as PDF—PDF files can be saved within a folder on the Scheduler Server or exported to an external directory. PDF files can be attached to an email. Separate email files can be sent for each report or sent once in a zip file.



**Note:** To specify a maximum attachment size for email output, use the property, `MaxEmailAttachmentSize` in the `JConsole.exe` file. For information on `JConsole`, see the “Property Information” topic in the Oracle Hyperion Financial Reporting Workspace Administrator's Guide. This value, entered in kilobytes, is used to split reports into multiple emails to conform to the maximum size attachments allowed per email. The default is set to unlimited (0 (zero) or `-ve`). When sending an oversized attachment containing a single PDF file or numerous files, the email fails to deliver and the sender is notified. For a single oversized file attachment, the sender can manually deliver the attachment by copying it from the scheduler server or external directories. For numerous files attachments, the sender can rerun the batch from the Batch Scheduler and select the option of sending individual emails for each file. This property applies to bursting and non-bursting output.

- Export as HTML and Export as MHTML — HTML and MHTML files can be saved within a folder on the Scheduler Server or exported to an external directory. When saved to the Scheduler Server, the generated batch is saved as static HTML/MHTML in a zip file. Job bursting is not supported for those files.

➤ To select batch destinations:

**1 From the Destinations area, select any actions:**

- **Save As Snapshot in Repository:** selecting this option enables the **In Same Folder as Original Object** and **In Another Folder** options. Perform an action:
  - Select **In Same Folder as Original Object** to save snapshots and snapshot books within the same folder as the original report or book in the repository.
  - Select **In Another Folder** to save the output to another location in the repository. Click **Folder** to select a destination folder in the repository, then click **OK**.

**Note:** Selecting **Save As Snapshot in Repository** enables **File Permissions**. **File Permissions** allows you to assign access to users and groups for snapshot output.

- **Export as PDF**—Export the batch as a PDF file on the scheduler server. To export to an external directory, select **Export to an external directory**. To attach the reports as email attachments, select **Email as PDF Attachment(s)**. To zip the email attachments, select **Zip PDF(s)**. To print annotations with the report, select **Print Annotations**, then select **Details** to specify how annotations should be printed. See “[Setting Annotation Printing Preferences](#)” on page 12.



**Note:** Annotation printing preferences are one-time setups for a specific batch; they are not saved as global preferences.

The output of a generated batch will differ from HTML output:

- The `template.css` file is ignored. Thus, any formatting defined in the template is not applied.

- If the batch includes Microsoft Word documents with the FRExecute function, the resulting output depends on the design of the Microsoft Word document:
  - If the FRExecute function was entered in a text box, the resulting output is sized to fit the parameters of the text box. The designer should size the text box according to the scope of the FRExecute content.
  - If the FRExecute function was entered on the top of the Microsoft page (not in a text box), the resulting output is presented as specified in the Financial Reporting designer.
- **Export as HTML**—Export the batch as an HTML file on the scheduler server. To export to an external directory or a network drive, select **Export to an external directory**. This option does not support batch bursting.

**Note:** When **Export to an external directory** is selected, the enabled drop-down menu is populated by folder locations specified in the `JConsole.exe` file. For information on JConsole, see the “Property Information” topic in the Oracle Hyperion Financial Reporting Workspace Administrator's Guide. The value for this are: `FolderLabel1,FolderPath1,FolderLabel2,FolderPath2`, and so on.

- **Export as MHTML**—Export the batch as a single file on the scheduler server. To export to an external directory or a network drive, select **Export to an external directory**. This option does not support batch bursting.
- **Bursted Output Labels** — The **Object Label** and **SubFolder Label** fields display two default text functions that can optionally be used to identify the report and the report's subfolder names, respectively. Click  to select additional text functions. Click  to test the functions. The available functions for bursted reports are:
  - `<<MemberName()>>` — Returns the name of the member being bursted. This function takes no parameters.
  - `<<MemberAlias()>>` — Returns the alias of the member being bursted. This function takes no parameters
  - `<<MemberDescription()>>` — Returns the description of the member being bursted. This function takes no parameters.
  - `<<BatchPovMember("DataSrcName", "DimName")>>` — Returns the name of the POV member being bursted where *DataSrcName* is the name of a data source of the desired POV (a batch can point to two or more POVs) and *DimName* is the name of the dimension under the given POV whose member name is to be extracted.
  - `<<BatchPovAlias("DataSrcName", "DimName")>>` — Returns the alias of the POV member of the report being bursted where *DataSrcName* is the name of a data source of the desired POV (a batch can point to two or more POVs), and *DimName* is the name of the dimension under the given POV whose member alias is to be de extracted.
  - `<<BatchPovDescription("DataSrcName", "DimName")>>` — Returns the description of the POV member of the report being bursted, where *DataSrcName* is the name of a data source of the desired POV (a batch can point

to two or more POVs), and *DimName* is the name of the dimension under the given POV whose member description is to be extracted.

**Note:** When POV-related functions (BatchPovMember, BatchPovAlias, and BatchPovDescription) are added, the parameter values must be surrounded by double quotes. For example: <<BatchPovDescription(“Essbase sample basic on ProdServer1”,”Product”)>>. where “Essbase sample basic on ProdServer1” is the data source name and “Product” is the dimension name.

- <<FinancialReportingObjectName()>> — Returns the name of the Financial Reporting object being bursted. This is typically the report name. This function takes no parameters.
- <<FinancialReportingObjectDescription()>> — Returns the description of the Financial Reporting object being bursted. This is typically the report description. This function takes no parameters.
- <<Date(“format”)>> — Returns the date and time that an online report is populated with data, or the date and time a snapshot report is saved, where *format* is a list of characters enclosed in quotes that define the format of the date and time. See the *Oracle Hyperion Financial Reporting Studio User’s Guide*, Using Functions chapter for a list of all the *format* date and time characters.
- **Preview Bursting List** — Select to preview the CSV bursting list. The list shows the default settings selected for members in the job bursting batch.

## 2 Click Next.

- If your scheduled batch includes email PDF attachments with job bursting, the **PDF Attachment Email** dialog box is displayed.
- If your scheduled batch includes email PDF attachments without job bursting, the **Scheduled Batch Details** dialog box is displayed.

## Setting Up Email Notifications

You can send a status of Successful and/or Unsuccessful by email when batches scheduled for PDF output are completed. For nonbursting batches, the email contains the notification and PDF attachments; for bursting batches, the email contains only the notification.

► To set up email notifications:

1 To arrive at **Scheduled Batch Details**, start the batch wizard and navigate to the email details screen.

2 Perform an option:


- To set up email addresses when the batch runs successfully, select **If Successful, Email Details to**. Then click **Select**.
- To set up email addresses when the batch runs unsuccessfully, select **If Unsuccessful, Email Details**. Then click **Select**.

- 3 Optional.** For job bursting batches, click **Preview Bursting List** to view and export the Bursting Destination file. This file contains default settings selected for the members in the bursted batch. For information on this file, see [About the Bursting Destination File](#).

## Selecting Email Addresses for Batch Scheduling

You can set up the scheduler to send an email when a scheduled batch is completed successfully or unsuccessfully. The email includes status details of the batch and optionally the PDF output of the batch. You can select, add, or delete email addresses.

► To select recipient emails:

- 1 To arrive at **Select Email Recipients for Scheduling**, start the batch wizard.**
- 2 Perform an option:**
  - To select email addresses when the batch runs successfully, select **If Successful, Email Details to**. Then click **Select**.
  - To select email addresses when the batch runs unsuccessfully, select **If Unsuccessful, Email Details**. Then click **Select**.
- 3 In the **Select Email Recipients for Scheduling** dialog, in the **Available Recipients** pane, select an email address and click .**
  - To add new recipient emails, click **Add**. In **Add Address to List of Recipients**, add email addresses, separated with a comma and click **OK**.
  - To Remove recipients' email, select an email address and click **Remove**

## Select Bursting File

If you have created a CVS Bursting File, and have imported it into the repository, you can select it for your scheduled batch.

**Note:** The batch will run only for members selected in Member Selection in the batch wizard. The CSV file is used only to output options for individual members in a dimension.

► To select a Bursting File:

- 1 Navigate to the folder containing the Bursting File.**
- 2 Select the Bursting File and click **OK**.**

## Preview Bursting List

The Bursting List displays the default setting for the current scheduled batch. You can periodically view the default settings as you navigate through the batch wizard and export it as

a CSV file to specify output and permissions exceptions for a scheduled batch, thus overriding the default settings defined for the scheduled batch. For example, you may want to specify a different subfolder for some reports, based on selected dimensions, or make some reports read-only. To edit the Bursting Destination File for a current batch, the administrator or designer exports the file to a text editor or Excel, enters the members, if not already displayed, and edits any values in the table. Upon completion, the file must be imported into the repository (File , then Import , then File) where it can be applied to a scheduled batch. See the Bursting Destination File for a sample list (located in the “sample” folder).

➤ To export the bursting list as a CVS file:

- 1 Click **Export as CSV**. as default, the file is exported to MS Excel, if available, else you are prompted to select a text editor.
- 2 Specify the output options and permissions for individual members.

**Note:** Members added to the file, that are not also selected in the batch wizard, are ignored during output. To make the reports “read only” to users based on a group or role, enter a group name or role name.

## Batch Deletion

You can delete batches in these ways:

- If you have a Global Administrator, Report Designer, Scheduler, or Content Publisher role and proper file permissions, you can delete batches from the repository.
- You can delete scheduled batches from the Batch Scheduler.

## Deleting Batches from the Repository

You can delete numerous batches from the repository at once.

## Deleting Batches from the Batch Scheduler

During batch scheduling, you have the option of deleting the scheduled batch from the scheduler if completed successfully. If this option is not selected, the successful batches are saved in the Batch Scheduler. Batches with an “error” status are always saved in the Batch Scheduler.

➤ To delete scheduled batches from the Batch Scheduler:

- 1 Click **Navigate**, then **Schedule** , then **Batch Scheduler**.
- 2 In **Batch Scheduler**, select the batches for deletion.

**Tip:** To select multiple batches hold down the CTRL key and click each batch in the list.

- 3 Select **Edit**, then **Delete**.

- 4 When prompted, click **Yes**.

## Automatic Removal of Batch Scheduler Results

You can configure the Batch Scheduler to automatically remove batch results that exceed a specified future age. For example, you can remove batch results that are more than a week old and any associated result files that are stored on the scheduler server.

The automatic removal option is turned off by default. You can enable it by editing the “Property Information” topic in the Oracle Hyperion Financial Reporting Workspace Administrator's Guide. Relevant properties are `ScheduledBatchCleanupThreadDelay` and `ScheduledBatchCacheTime`.

## Retrieving the Exported Output

After a scheduled batch is run, you can retrieve a zipped HTML or PDF output file using the Retrieve Output option to rename and relocate the zipped file to your local drive from the scheduler server's `\data\SchedulerOutput\Output` directory. You must have access to the batch to retrieve the exported output.

**Note:** If you delete a batch after scheduling one, you cannot retrieve the output. Retrieval is only valid for non-bursting batch files.

► To retrieve output:

- 1 Click **Navigate**, then **Schedule**, then **Batch Scheduler**.
- 2 In **Batch Scheduler**, select a completed scheduled batch that produced exported output.
- 3 Select **Action**, then **Retrieve Output**. The file is presented as a zip file.
- 4 Select the files to export and click **Extract** to export the files to a directory on your machine or web server.

## Viewing the Status of Scheduled Batches

Scheduled batches can be viewed in a list format. Items such as the start time, destination, status, and so on that occurred while running the batch are displayed in a row and column format.

► To view the status of a scheduled batch that has run:

Click **Navigate**, then **Schedule**, then **Batch Scheduler**. The Batch Scheduler displays the list of batches that have run or are scheduled to run. You can click any heading text to sort the batches in the list. Headings include: Name, Description, Start Time, Destination, Status, user ID, and Path.

**Tip:** Click any column heading to perform a sort.

## Viewing Details of a Scheduled Batch

You can review the details of a particular batch, which includes a summary and server activity in **Show Details**.

- To view the details of a scheduled batch:
  - 1 Click **Navigate**, then **Schedule**, then **Batch Scheduler**.
  - 2 In **Batch Scheduler**, select a batch.
  - 3 Select **Action**, then **Show Details**. **Show Details** provides the following information:
    - Summary information:
      - Destination of the batch
    - Server activity:
      - Start time of the batch
      - Exception messages
      - End time and date
      - Whether the batch was ran successfully and if email was sent
  - 4 To copy the details to the Clipboard:
    - a. Right-click in **Show Details** and select **Select All**.
    - b. Right-click and select **Copy**.
  - 5 Click **Close**.

## Preparing Batch Files for the Command Line Scheduler

You can use an external scheduler to schedule batch jobs in EPM Workspace. You automate the process of launching batches using an external scheduler or launching batches after an external event occurs, such as the completion of a consolidation. For more information, see the *Oracle Enterprise Performance Management Workspace Administrator's Guide*.

**Note:** For Financial Reporting the external batch command line scheduler only supports a single batch request. If you attempt to process multiple batches, only the batch in the first line is executed by the external batch command line scheduler.

- To export an existing batch file for command line scheduling:
  - 1 Click **Navigate**, then **Schedule**, then **Batch Scheduler**.
  - 2 In **Batch Scheduler**, select a completed scheduled batch that was successful and produced exported output.
  - 3 Select **Action**, then **Export for Command Line Scheduling**.

4 **In File Download**, save the XML file in the <FR>\bin directory as *mybatch.xml* where *mybatch* is the name of your batch input file. For more information, see the *Oracle Enterprise Performance Management Workspace Administrator's Guide*.

► To create a batch file for command line scheduling:

- 1 Click **Navigate**, then **Schedule**, then **Batch Scheduler**.
- 2 In **Batch Scheduler**, select **Action**, then **Create File for Command Line Scheduling**.
- 3 In **Schedule Batch**, select a batch file and click **Next**. To complete the remaining steps of this dialog, see “[Scheduling Batches to Run](#)” on page 85.
- 4 At the end of batch creation, **File Download** is displayed.
- 5 **Save** the XML file in the <FR>\bin directory as *mybatch.xml* where *mybatch* is the name of your batch input file. For more information, see the *Oracle Hyperion Financial Reporting Studio User's Guide*.

## Providing Logon Credentials

Logon credentials must be provided in order to run a scheduled batch at a future date.

► To enter logon credentials:

- 1 Enter a user name and Password for the Financial Reporting server.
- 2 Enter a user name and Password for the Database Connection Name you are using.
- 3 Select **OK**.

## Changing Logon Credentials for Scheduled Batches

If you have changed your Financial Reporting server or database, you can specify new logon credentials to be used for all the scheduled batches when the scheduled batches run.

► To change logon credentials:

- 1 Open the Batch Scheduler: Click **Navigate**, then **Schedule**, and then **Batch Scheduler**.
- 2 Select **Action**, and then **Change Password**.
- 3 Select the logon credentials you wish to change: **Financial Reporting Server** or **Database**.
- 4 For the logon credentials you wish to change, Enter a User ID, old password and new password.
- 5 Click **OK**.

## Launching an HTML Book for Web Viewing

After a scheduled batch is generated as HTML output, you can retrieve the zipped HTML output file for web viewing by using the **Retrieve Output** option. The zipped file contains everything



for you to deploy to your web server. You can rename and relocate the zipped file to your machine or web server.

➤ To launch a book for web viewing:

- 1 Click **Navigate**, then **Schedule**, and then **Batch Scheduler**.
- 2 In **Batch Scheduler**, select a completed scheduled batch that produced exported output.
- 3 Select **Action**, and then **Retrieve Output**. The file is presented as a zip file.
- 4 Select the files to export and click **Extract To** to export the files to a directory on your machine or web server.

**Note:** If you delete a batch after scheduling one, you cannot retrieve the output. Retrieval is only valid for non-bursted batch files.

**Note:** The output of a generated batch is static.

## Viewing an Example of HTML Web Output

The following image presents a book generated as a static HTML and launched in a browser. The output shows a customized layout, user defined content, and navigational features. Due to inherent limitations of an image, not all features can be shown. However an HTML book can contain:

- Customized page layout of header and footer. Page layout is defined in the template.css file. See the topic *Managing Book HTML Output Layout* in the Oracle Hyperion Financial Reporting Workspace Administrator's Guide
- Table of Contents navigation with nested sections and section headings. Table of contents properties is defined in the Book Editor. See [“Editing Book Content and Design” on page 71](#).
- Navigation Trail that keeps track of your location within the book.
- Oracle Hyperion Financial Reporting reports. Reports can have additional navigation links in the report rows and other areas of the report that link to other reports, URL, and external websites.
- Word document with textual content and the FRExecute function. See [“FRExecute Syntax” on page 59](#).
- Microsoft Excel and PDF documents.
- Search on the entire site, table of contents, or content only.
- Text headings in Table of Content. See [“Editing Book Content and Design” on page 71](#).

Header

# FY2009 Budget Summary



Chapter 61 of 2007 Budget Tracking Tool Budget Process Overview Mass Gov Home State Agencies

Search

Navigation Display

- Quick Links
- Statewide Summary
- Independents
  - Sheriffs
  - District Attorneys
- Judiciary
- Administration and Finance
- Energy and Environmental Affairs
- Health and Human Services
- Other Links
- Massachusetts Laws
- Outside Section
- Downloads
- Budget Details
- Historical GAA

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Statewide Summary

## All Government Areas - Summary

Data Current as of 5/19/2009

[Budget Summary](#)
[Historical Budget](#)
[Historical Spending](#)
[GAA Chart](#)

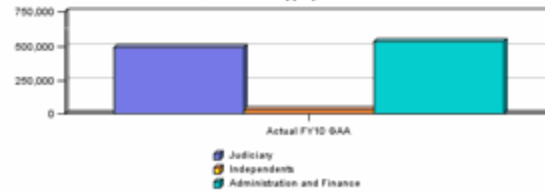
Hyperlinks to Other Reports or URLs

### FISCAL YEAR 2009 BUDGET SUMMARY (\$000)

GOVERNMENT AREAS	FY10 GAA	FY10 House 2	FY11 House Final	FY11 GAA
Judiciary	436,952	434,332	431,542	474,665
Independents	26,769	353	24,056	343
Administration and Finance	540,999	533,781	510,601	503,111
Energy and Environmental Affairs	15,411	14,822	16,197	16,790
Health and Human Services	10,062	11,024	26,402	24,561
Transportation and Public Works	10,062	5,645	56,123	3,846,323
Housing and Economic Development	2,354	11,024	5,609	7,894
Labor and Workforce Development	10,062	11,024	26,402	343
Education	1,014,400	975,515	864,360	503,111
Public Safety	671,156	662,168	657,402	650,836
Legislative Branch	50,130	63,915	50,009	43,771
<b>TOTAL</b>	<b>2,351,523</b>	<b>2,289,271</b>	<b>2,239,809</b>	<b>11,995,000</b>

Hyperlinks to Other Reports

FY2009 General Appropriations Act



Footer

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Site Period

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Annotation Service, used with Financial Reporting reports, provides a collaborative tool that captures collective information that can be shared on particular documents and data. It provides a range of flexibility from simple notations to full-fledged threaded discussions, laying the foundation for collaboration, compliance reporting, and business process analysis. Authorized users have the ability to create, remove, and respond to annotations. Annotations can be attached to a report object (grid object, text object, chart object, and image object), and can reference a full or partial POV. Annotations included in reports can be viewed when selected for books and snapshot books.

**Note:** Annotations cannot be applied to objects in the report's header or footer.

**Note:** Annotations in Snapshot reports, represented with an eye icon, and snapshot books and batches are limited to read-only permissions.

Multiple attachments per annotation is supported as well as the referencing of URLs. On hover, the icon displays the underlying attachment title. If multiple attachments exist, the hover displays the list of attachments.

Annotations elements are:

- Annotation header—A high level description of the commentary; includes Subject, Creation Date, Author, and Category. There is one summary heading for each annotation.

- Body of text—The text can be formatted to include font size, font type, bold, italics, underline, color, left, right, center and justify alignment, indent, and bullet lists with hanging indent.

The annotation creator can apply access control and permission options to groups or users.

Annotations can be added to a single value, a row or column, or a range of rows and columns.

A warning icon is displayed when a report containing an annotation is deleted.

A designer can add text cells or text objects to a report and apply an Annotation function that will reference specific annotations or annotation elements in a grid. This is done through Financial Reporting Studio. See the *Oracle Hyperion Financial Reporting Studio User's Guide*.

In Annotation Manage, administrators can search and access annotations across the environment, modify context associated with a context, modify properties, including metadata, and remove annotations from the system. See the *Oracle Enterprise Performance Management Workspace Administrator's Guide*.

## Showing Annotations

Use the View menu to enable or showing or hiding annotations. To view annotations, select a report, then select **View**, and then **Show Annotation**. To hide annotations, select a reports, then select **View**, and then **Hide Annotations**.

## Creating Annotations

Annotations can be attached to a report object, grid object (including formula cells), text object, chart object, and image object, and can reference a full or partial POV. You create a new annotation in the New Annotation dialog box. Three tabs in the New Annotation dialog box allow you to define the annotation:

- Annotation tab — capture the title, description and a predefined category.
- Context tab — capture Object and Dimension information. Object information can be a data source or any object on the report. For example:
  - a data source — the annotation is attached to any Financial Reporting report using the specified data source.
  - Grid: data source — the annotation is attached to the specified grid and data source.
  - Text, Chart, or Grid — the annotation is attached the specified object with no dimensions on the object.
- Attachments tab — Link attachments to an annotation. Attachments can be a file on your local drive, any object in the repository, or a URL.

➤ To create an annotation

- 1 **Right-click on any report object and select New Annotation. The New Annotation dialog box is displayed.**

- 2 On the **Annotation** tab, enter Title, Description and Category fields.
- 3 On the **Context** tab, select an object and, if applicable, deselect any dimensions that you want excluded.

**Note:** To select members for a dimension, click the dimension name.

- 4 On the **Attachments** tab, click **File** to attach a document that is located on your computer, click **Report** to attach a document from the repository, or click **URL** to select a link to a website.
- 5 Click **OK**. An Annotation icon is displayed in the report.

## Behavior of Annotations on Formula Cells

A user can right-click on a Formula Cell in the report viewer and create a new annotation. The context of the Annotation includes all dimensions except those which occur on the formula row and/or column. The content will include 'Row X' and/or Column Y' instead of the dimensions which occur on the formula row and/or column ("Row 3", "Row 14", "Column C", "Column

Measures		Year	Year	[A] + [B]
		Product	100-10	
Market	Scenario	45.00	35.50	80.50
East	Scenario	200.25	12.00	212.25
[1] + [2]	Scenario	245.25	47.50	292.25

"AF"). For example:

- If you annotate cell having value 80.50 the context will be: Measures/Market/Scenario/Column C
- If you annotate cell having value 47.50 the context will be: Measures/Year/100-10/Row 3
- If you annotate cell having value 292.25 the context will be: Measures/Row 3/Column C

When shown in the Annotation Panel, any formula row/column headings as the 'display value' for the context rather than showing 'Row X' or 'Column Y', is used. For example:

Measures		Year	Year	Total Column
		Product	100-10	
Market	Scenario	45.00	35.50	80.50
East	Scenario	200.25	12.00	212.25
Total Row	Scenario	245.25	47.50	292.25

The following content display values are shown:

- If you annotate cell having value 80.50 the context will be: Measures, Market, Scenario, Total Column
- If you annotate cell having value 47.50 the context will be: Measures, Year, 100-10, Total Row

- If you annotate cell having value 292.25 the context will be: Measures, Total Row, Total Column

**Note:** the context of the annotation still uses 'Row X' and 'Column Y'. It is just the display value of the annotation which shows the heading values. This is consistent with what happens with member names where if the grid is showing member aliases, the member alias is shown in the display value of the context.

Some points to be aware of:

- you can only include a formula row/column in the context of an annotation by right-clicking on the cell.
- you cannot navigate to a formula row/column through member selection from within the New Annotation dialog.
- the text 'Row' and 'Column' are in English and act like keywords. They are not localized.

## Viewing an Annotation Summary

Initial summary annotation text can be viewed in a “bubble” by right-clicking the annotation icon. Within the bubble, you can click icons to view attachments, reply to annotations, or view annotation details, if applicable.

## Viewing Annotation Details

The detail annotations, which may include responses and attachments, can be viewed in the Annotation List Panel. The following information is presented for each annotation:

- Status — Displays an Eye icon to indicate viewing rights only, an exclamation icon to indicate that this annotation is no longer associated with an object in repository, or is blank to indicate that this annotation can be viewed and responded to.
- Title — The annotations title
- Author — The creator of the annotation
- Description — The annotation description
- Posted — The date the annotation was created
- Source — The database used in the report
- Context — The object associated with the annotation. If the object is a Grid, the dimension and members are displayed. If the object is an image, text or chart, the path of the report and object ID is displayed.
- Category — Predefined categories describing the nature of the annotation. Categories are Comment, Assessment, FYI, Misc (Miscellaneous), Other, Performance, or Target.

To view annotation details, in a report that contains annotations, do one of the following:

- Click an annotation icon, then click the Show Details icon to view the annotation in the Annotation List Panel.
- Locate the Annotation List Panel at the bottom of the screen, hover over the Show panel and click it.

## Searching for Annotations

The Search option returns a list of annotations based on specified criteria.

► To search for annotations:

1. From EPM Workspace, expand the annotation panel located at the bottom of the screen.
2. From the Search drop-down, select a search method.
  - All — A search based on text located in Title, Author, Category, Description, or Context. Case-insensitive text, trailing asterisks and wildcard strings are acceptable.
  - Title — A search based on text located in Title. Case-insensitive text, trailing asterisks and wildcard strings are acceptable.
  - Author — A search based on text located in Author.
  - Category — Search on category. Click the drop-down list to select a category.
  - Description — A search based on text located in Description. Case-insensitive text, trailing asterisks and wildcard strings are acceptable.
  - Context — Search on context. The Search lookup displays the Context Lookup dialog box where you can define your search based on a data source, element name, and, optionally, an element value. See [“Context Lookup” on page 103](#).
  - Advanced Search — The Search lookup displays the Advanced Search dialog box where you can define your search based on a combination of Title, Author, Description, Posted Date Range, Category or Context. See [“Advanced Search” on page 104](#).
3. To view annotation content, click the annotation.

## Context Lookup

You can refine your search based on a data source, element name, and element values.

► To define your search in Context Lookup:

- 1 In the **Data Source** drop-down, select a data source.

**Note:** Data sources are displayed for existing annotations. The `fr` data source is displayed when annotations are set on a report object; `.fr` followed by a data source indicates annotations set on that data source for a particular report.

- 2 In the **Element Name** drop-down, select an element.

**Note:** The selected element is removed from the list and cannot be re-selected.

**3 In Element Values, specify the value. To specify multiple values, separate each value with a comma (,).**

**Note:** Only one of the multiple values need to be met.

**4 To add additional search criteria, repeat steps 2 and 3.**

**Note:** When you specify multiple element names, a value for each element name must be met.

**5 Click Search to view your results.**

## Advanced Search

You can refine your search for annotations based on a combination of criteria:

► To use the Advanced search:

**1 From the search drop-down, select Advanced Search.**

**2 in the Advanced Search dialog box, enter search criteria:**

- Title — Annotation title.
- Author — Annotation author.
- Description — Annotation description.
- Posted Date Range From/To — The inclusive beginning and end past dates of annotations. Calendar lookup selections are provided in the **From** and **To** drop-downs.
- Category — The topic, or subject, associated with the annotations. Select a category from the Category drop-down.
- Context — Select a data source, element name and element values using the Context Lookup. Click the Lookup icon to display the Context Lookup dialog box. See “[Context Lookup](#)” on page 103.

## Setting Annotation Permissions

The annotation creator can apply access control and permission options to selected users, groups, or roles. Access control applies to the top level annotation (the root) and all subsequent replies. Permission options define what kind of access a user has to the annotation. You can organize and control the view of annotations to which you have access.

Permissions options are:

- No Access—Users cannot view annotations.
- View—Users can view all annotations but cannot create or respond to annotations.
- Modify—Users can create and respond to annotations, but not delete.



- Full Control—Users can create, respond to, and perform administrative functions associated with the repository object.
- To set annotation permissions:
- 1 Click the annotation, then click the Show Details icon to view the annotation in the Annotation List Panel.
  - 2 In the Annotation List Panel, highlight the annotation to which you want to set permissions and click the Permissions icon.
  - 3 In the Permissions dialog box highlight the users, groups, or roles to which you want to apply permissions, then click on the right-facing arrow to move them to the Selected Users, Groups and Roles panel.
  - 4 From the Access drop-down, select the permissions, and click **OK**.

## Responding to Annotations

Users with the Modify or Full Control permissions can respond to annotations through the annotations bubble or the Annotation List Panel in a Financial Reporting report. While replying, one can change the category and also add attachments like Oracle Hyperion Enterprise Performance Management Workspace documents, local documents on your computer, or URLs.

**Note:** When responding to annotations, the Annotation tab and Attachments tabs are enabled.

- To respond to annotations:
- 1 In a report that contains annotations, do one of the following:
    - Click an annotation icon, then click the Reply icon and respond to the annotation.
    - Locate the Annotation List Panel at the bottom of the screen, hover over the Show panel and click it. Then click the Reply icon and respond to the annotation.
  - 2 Click **OK**.

## Deleting Annotations

If you are the annotation author, or have Full Control permissions, you can delete annotations.

- To delete annotations:
- 1 In a report that contains annotations, do one of the following:
    - Click an annotation icon, then click the Show Details icon to view the annotation in the Annotation List Panel.
    - Locate the Annotation List Panel at the bottom of the screen, hover over the Show panel and click it.

- 2 Highlight the annotation you want to delete, and click the Delete icon.

## Setting Preferences for Printing Annotations

Annotations or their elements can be printed with the report. Use the Preferences option to specify how annotations should be printed. See [“Setting Annotation Printing Preferences”](#) on page 12.

---

# Glossary

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! See bang character.

**#MISSING** See missing data.

**access permissions** A set of operations that a user can perform on a resource.

**accessor** Input and output data specifications for data-mining algorithms.

**account blocking** The process by which accounts accept input data in the consolidated file. Blocked accounts do not receive their value through the additive consolidation process.

**account eliminations** Accounts which have their values set to zero in the consolidated file during consolidation.

**account type** A property that determines how an account's value flows over time and its sign behavior. Account type options can include expense, income, asset, liability, and equity.

**accountability map** A visual, hierarchical representation of the responsibility, reporting, and dependency structure of the accountability teams (also known as critical business areas) in an organization.

**active service** A service whose Run Type is set to Start rather than to Hold.

**active-active high availability system** A system in which all the available members can service requests, and no member is idle. An active-active system generally provides more scalability options than an active-passive system. Contrast with active-passive high availability system.

**active-passive high availability system** A system with active members, which are always servicing requests, and passive members that are activated only when an active member fails. Contrast with active-active high availability system.

**activity-level authorization** Defines user access to applications and the types of activities they can perform on applications, independent of the data that will be operated on.

**ad hoc report** An online analytical query that an end user creates dynamically.

**adapter** Software that enables a program to integrate with data and metadata from target and source systems.

**adaptive states** Interactive Reporting web Client level of permission.

**adjustment** See journal entry.

**Advanced Relational Access** The integration of a relational database with an Essbase multidimensional database so that all data remains in the relational database and is mapped to summary-level data in the Essbase database.

**agent** An Essbase server process that starts and stops applications and databases, manages connections from users, and handles user-access security. The agent is referred to as ESSBASE.EXE.

**aggregate cell** A cell comprising several cells. For example, a data cell that uses Children(Year) expands to four cells containing Quarter 1, Quarter 2, Quarter 3, and Quarter 4 data.

**aggregate function** A type of function, such as sum or calculation of an average, that summarizes or performs analysis on data.

**aggregate limit** A limit placed on an aggregated request line item or aggregated metatopic item.

**aggregate storage database** The database storage model designed to support large-scale, sparsely distributed data which is categorized into many, potentially large dimensions. Upper level members and formulas are dynamically calculated, and selected data values are aggregated and stored, typically with improvements in overall aggregation time.

**aggregate view** A collection of aggregate cells based on the levels of the members within each dimension. To reduce calculation time, values are pre-aggregated and stored as aggregate views. Retrievals start from aggregate view totals and add up from there.

**aggregation** The process of rolling up and storing values in an aggregate storage database; the stored result of the aggregation process.

**aggregation script** In aggregate storage databases only, a file that defines a selection of aggregate views to be built into an aggregation.

**alias table** A table that contains alternate names for members.

**alternate hierarchy** A hierarchy of shared members. An alternate hierarchy is based upon an existing hierarchy in a database outline, but has alternate levels in the dimension. An alternate hierarchy allows the same data to be seen from different points of view.

**ancestor** A branch member that has members below it. For example, the members Qtr2 and 2006 are ancestors of the member April.

**appender** A Log4j term for destination.

**application** 1) A software program designed to run a specific task or group of tasks such as a spreadsheet program or database management system; 2) A related set of dimensions and dimension members that are used to meet a specific set of analytical requirements, reporting requirements, or both.

**application administrator** A person responsible for setting up, configuring, maintaining, and controlling an application. Has all application privileges and data access permissions.

**application currency** The default reporting currency for the application.

**Application Migration Utility** A command-line utility for migrating applications and artifacts.

**application server cluster** A loosely joined group of application servers running simultaneously, working together for reliability and scalability, and appearing to users as one application server instance. See also vertical application cluster and horizontal application cluster.

**area** A predefined set of members and values that makes up a partition.

**arithmetic data load** A data load that performs operations on values in the database, such as adding 10 to each value.

**artifact** An individual application or repository item; for example, scripts, forms, rules files, Interactive Reporting documents, and financial reports. Also known as an object.

**assemblies** Installation files for EPM System products or components.

**asset account** An account type that stores values that represent a company's assets.

**assignment** The association of a source and destination in the allocation model that controls the direction of allocated costs or revenue flow.

**asymmetric topology** An Oracle Fusion Middleware Disaster Recovery configuration that is different across tiers on the production site and standby site. For example, an asymmetric topology can include a standby site with fewer hosts and instances than the production site.

**attribute** A characteristic of a dimension member. For example, Employee dimension members may have attributes of Name, Age, or Address. Product dimension members can have several attributes, such as a size and flavor.

**attribute association** A relationship in a database outline whereby a member in an attribute dimension describes a characteristic of a member of its base dimension. For example, if product 100-10 has a grape flavor, the product 100-10 has the Flavor attribute association of grape. Thus, the 100-10 member of the Product dimension is associated with the Grape member of the Flavor attribute dimension.

**Attribute Calculations dimension** A system-defined dimension that performs these calculation operations on groups of members: Sum, Count, Avg, Min, and Max. This dimension is calculated dynamically and is not visible in the database outline. For example, using the Avg member, you can calculate the average sales value for Red products in New York in January.

**attribute dimension** A type of dimension that enables analysis based on the attributes or qualities of dimension members.

**attribute reporting** A reporting process based on the attributes of the base dimension members. See also base dimension.

**attribute type** A text, numeric, Boolean, date, or linked-attribute type that enables different functions for grouping, selecting, or calculating data. For example, because the Ounces attribute dimension has the type numeric, the number of ounces specified as the attribute of each product can be used to calculate the profit per ounce for that product.

**authentication** Verification of identity as a security measure. Authentication is typically based on a user name and password. Passwords and digital signatures are forms of authentication.

**authentication service** A core service that manages one authentication system.

**auto-reversing journal** A journal for entering adjustments that you want to reverse in the next period.

**automated stage** A stage that does not require human intervention; for example, a data load.

**axis** 1) A straight line that passes through a graphic used for measurement and categorization; 2) A report aspect used to arrange and relate multidimensional data, such as filters, pages, rows, and columns. For example, for a data query in Simple Basic, an axis can define columns for values for Qtr1, Qtr2, Qtr3, and Qtr4. Row data would be retrieved with totals in the following hierarchy: Market, Product.

**backup** A duplicate copy of an application instance.

**balance account** An account type that stores unsigned values that relate to a particular time.

**balanced journal** A journal in which the total debits equal the total credits.

**bang character (!)** A character that terminates a series of report commands and requests information from the database. A report script must be terminated with a bang character; several bang characters can be used within a report script.

**base currency** The currency in which daily business transactions are performed.

**base dimension** A standard dimension that is associated with one or more attribute dimensions. For example, assuming products have flavors, the Product dimension is the base dimension for the Flavors attribute dimension.

**base entity** An entity at the bottom of the organization structure that does not own other entities.

**batch calculation** Any calculation on a database that is done in batch; for example, a calculation script or a full database calculation. Dynamic calculations are not considered to be batch calculations.

**batch file** An operating system file that can call multiple ESSCMD scripts and run multiple sessions of ESSCMD. On Windows-based systems, batch files have BAT file extensions. On UNIX, batch files are written as a shell script.

**Batch Loader** An FDM component that enables the processing of multiple files.

**batch POV** A collection of all dimensions on the user POV of every report and book in the batch. While scheduling the batch, you can set the members selected on the batch POV.

**batch processing mode** A method of using ESSCMD to write a batch or script file that can be used to automate routine server maintenance and diagnostic tasks. ESSCMD script files can execute multiple commands and can be run from the operating system command line or from within operating system batch files. Batch files can be used to call multiple ESSCMD scripts or run multiple instances of ESSCMD.

**block** The primary storage unit which is a multidimensional array representing the cells of all dense dimensions.

**block storage database** The Essbase database storage model categorizing and storing data based on the sparsity of data values defined in sparse dimensions. Data values are stored in blocks, which exist only for sparse dimension members for which there are values.

**Blocked Account** An account that you do not want calculated in the consolidated file because you want to enter it manually.

**book** 1) In Financial Reporting, a container that holds a group of similar documents. Books may specify dimension sections or dimension changes; 2) In Data Relationship Management, a collection of exports that can be run together as a group. Export results can be combined together or output separately.

**book POV** The dimension members for which a book is run.

**bookmark** A link to a reporting document or a website, displayed on a personal page of a user. The types of bookmarks are My Bookmarks and image bookmarks.

**bounding rectangle** The required perimeter that encapsulates the Interactive Reporting document content when embedding Interactive Reporting document sections in a personal page, specified in pixels for height and width or row per page.

**broadcast message** A simple text message sent by an administrator to a user who is logged on to a Planning application. The message details information such as system availability, notification of application refresh, or application backups.

**build method** A method used to modify database outlines. Choice of a build method is based on the format of data in data source files.

**business process** A set of activities that collectively accomplish a business objective.

**business rules** Logical expressions or formulas that are created within an application to produce a desired set of resulting values.

**cache** A buffer in memory that holds data temporarily.

**calc script** A set of commands that define how a database is consolidated or aggregated. A calculation script may also contain commands that specify allocation and other calculation rules separate from the consolidation process.

**Calculated Accounts** Accounts with formulas that you cannot alter. These formulas are fixed to maintain the accounting integrity of the model that you are building. For example, the formula for Net Income, a Calculated Account, is modeled into Strategic Finance and cannot be changed in historical or forecast periods.

**calculated member in MaxL DML** A member designed for analytical purposes and defined in the optional WITH section of a MaxL DML query.

**Calculation Manager** A module of Enterprise Performance Management Architecture (EPMA) that Planning and Financial Management users can use to design, validate, and administrate business rules in a graphical environment. c

**calculation status** A consolidation status that indicates that some values or formula calculations have changed. You must reconsolidate to get the correct values for the affected entity.

**calendar** User-defined time periods and their relationship to each other. Q1, Q2, Q3, and Q4 comprise a calendar or fiscal year.

**cascade** The process of creating multiple reports for a subset of member values.

**Catalog pane** An area that displays a list of elements available to the active section. If Query is the active section, a list of database tables is displayed. If Pivot is the active section, a list of results columns is displayed. If Dashboard is the active section, a list of embeddable sections, graphic tools, and control tools are displayed.

**categories** Groupings by which data is organized. For example, Month.

**cause and effect map** A map that depicts how the elements that form your corporate strategy relate and how they work together to meet your organization's strategic goals. A Cause and Effect map tab is automatically created for each Strategy map.

**CDF** See custom-defined function.

**CDM** See custom-defined macro.

**cell** 1) The data value at the intersection of dimensions in a multidimensional database; the intersection of a row and a column in a worksheet; 2) A logical group of nodes belonging to one administrative domain.

**cell note** A text annotation for a cell in an Essbase database. Cell notes are a type of LRO.

**CHANGED status** Consolidation status that indicates data for an entity has changed.

**chart template** A template that defines the metrics to display in Workspace charts.

**child** A member with a parent above it in the database outline.

**choice list** A list of members that a report designer can specify for each dimension when defining the report's point of view. A user who wants to change the point of view for a dimension that uses a choice list can select only the members specified in that defined member list or those members that meet the criteria defined in the function for the dynamic list.

**clean block** A data block in which the database is fully calculated, if a calculation script calculates all dimensions at once, or if the SET CLEARUPDATESTATUS command is used in a calculation script.

**cluster** An array of servers or databases that behave as a single resource which share task loads and provide failover support; eliminates one server or database as a single point of failure in a system.

**cluster interconnect** A private link used by a hardware cluster for heartbeat information, to detect node failure.

**cluster services** Software that manages cluster member operations as a system. With cluster services, you can define a set of resources and services to monitor through a heartbeat mechanism between cluster members and to move these resources and services to a different cluster member as efficiently and transparently as possible.

**clustered bar charts** Charts in which categories are viewed side-by-side; used only with vertical bar charts.

**code page** A mapping of bit combinations to a set of text characters. Different code pages support different sets of characters. Each computer contains a code page setting for the character set requirements of the language of the computer user. In the context of this document, code pages map characters to bit combinations for non-Unicode encodings. See also encoding.

**column** In Data Relationship Management, a field of data associated with an import source or the results of a query, compare, validation, or export.

**committed access** An Essbase Kernel Isolation Level setting that affects how Essbase handles transactions. Under committed access, concurrent transactions hold long-term write locks and yield predictable results.

**computed item** A virtual column (as opposed to a column that is physically stored in the database or cube) that can be calculated by the database during a query, or by Interactive Reporting Studio in the Results section. Computed items are calculations of data based on functions, data items, and operators provided in the dialog box and can be included in reports or reused to calculate other data.

**connection file** See Interactive Reporting connection file (.oce)

**consolidated file (Parent)** A file into which all of the business unit files are consolidated; contains the definition of the consolidation.

**consolidation** The process of aggregating data from dependent entities to parent entities. For example, if the dimension Year consists of the members Qtr1, Qtr2, Qtr3, and Qtr4, its consolidation is Year.

**consolidation file (\*.cns)** A graphical interface that enables you to add, delete, or move Strategic Finance files in the consolidation process using either a Chart or Tree view. It also enables you to define and modify the consolidation.

**consolidation rule** The rule that is executed during the consolidation of the node of the hierarchy. This rule can contain customer-specific formulas appropriate for the correct consolidation of parent balances. Elimination processing can be controlled within these rules.

**content** Information stored in the repository for any type of file.

**content browser** A component that enables users to browse and select content to be placed on a Workspace Page.

**context variable** A variable that is defined for a particular task flow to identify the context of the taskflow instance.

**contribution** The value added to a parent from a child entity. Each child has a contribution to its parent.

**controls groups** Groupings used in FDM to maintain and organize certification and assessment information, especially helpful for meeting Sarbanes-Oxley requirements.

**conversion rate** See exchange rate.

**cookie** A segment of data placed on your computer by a website.

**correlated subqueries** Subqueries that are evaluated once for every row in the parent query; created by joining a topic item in the subquery with a topic in the parent query.

**critical business area (CBA)** An individual or a group organized into a division, region, plant, cost center, profit center, project team, or process; also called accountability team or business area.

**critical success factor (CSF)** A capability that must be established and sustained to achieve a strategic objective; owned by a strategic objective or a critical process and is a parent to one or more actions.

**crosstab reporting** Reporting that categorizes and summarizes data in table format. The table cells contain summaries of the data that fit within the intersecting categories. For example, a crosstab report of product sales information could show size attributes, such as Small and Large, as column headings and color attributes, such as Blue and Yellow, as row headings. The cell in the table where Large and Blue intersect could contain the total sales of all Blue products that are sized Large.

**cube** A block of data that contains three or more dimensions. An Essbase database is a cube.

**cube deployment** In Essbase Studio, the process of setting load options for a model to build an outline and load data into an Essbase application and database.

**cube schema** In Essbase Studio, the metadata elements, such as measures and hierarchies, representing the logical model of a cube.

**currency conversion** A process that converts currency values in a database from one currency into another. For example, to convert one U. S. dollar into the European euro, the exchange rate (for example, 0.923702) is multiplied by the dollar ( $1 \times 0.923702$ ). After conversion, the European euro amount is .92.

**Currency Overrides** A feature allowing the selected input method for any input period to be overridden to enable input of that period's value as Default Currency/Items. To override the input method, enter a pound sign (#) before or after the number.

**currency partition** A dimension type that separates local currency members from a base currency, as defined in an application. Identifies currency types, such as Actual, Budget, and Forecast.

**custom calendar** Any calendar created by an administrator.

**custom dimension** A dimension created and defined by users. Channel, product, department, project, or region could be custom dimensions.

**custom property** A property of a dimension or dimension member that is created by a user.

**custom report** A complex report from the Design Report module, composed of any combination of components.

**custom-defined function (CDF)** Essbase calculation functions developed in Java and added to the standard Essbase calculation scripting language using MaxL. See also custom-defined macro.

**custom-defined macro (CDM)** Essbase macros written with Essbase calculator functions and special macro functions. Custom-defined macros use an internal Essbase macro language that enables the combination of calculation functions and they operate on multiple input parameters. See also custom-defined function.

**cycle through** Perform multiple passes through a database while calculating it.

**dashboard** A collection of metrics and indicators that provide an interactive summary of your business. Dashboards enable you to build and deploy analytic applications.

**data cache** A buffer in memory that holds uncompressed data blocks.

**data cell** See cell.

**data file cache** A buffer in memory that holds compressed data (PAG) files.

**data form** A grid display that enables users to enter data into the database from an interface such as a web browser, and to view and analyze data or related text. Certain dimension member values are fixed, giving users a specific view into the data.

**data function** Function that computes aggregate values, including averages, maximums, counts, and other statistics that summarize groupings of data.

**data load location** In FDM, a reporting unit responsible for submitting source data into the target system. Typically, one FDM data load location exists for each source file loaded to the target system.



**data load rules** A set of criteria that determines how to load data from a text-based file, a spreadsheet, or a relational data set into a database.

**data lock** A feature that prevents changes to data according to specified criteria, such as a period or scenario.

**data mining** The process of searching through an Essbase database for hidden relationships and patterns in a large amount of data.

**data model** A representation of a subset of database tables.

**data value** See cell.

**database connection** A file that stores definitions and properties used to connect to data sources and enables database references to be portable and widely used.

**date measure** In Essbase, a member tagged as Date in the dimension where measures are represented. The cell values are displayed as formatted dates. Dates as measures can be useful for analysis types that are difficult to represent using the Time dimension. For example, an application may need to track acquisition dates for a series of capital assets, but the acquisition dates span too large a period to allow for feasible Time dimension modeling. See also typed measure.

**Default Currency Units** The unit scale of data. For example, If you select to define your analysis in thousands and enter 10, this unit is interpreted as 10,000.

**dense dimension** In block storage databases, a dimension likely to contain data for every combination of dimension members. For example, time dimensions are often dense because they can contain all combinations of all members. Contrast with sparse dimension.

**dependent entity** An entity that is owned by another entity in the organization.

**derived text measure** In Essbase Studio, a text measure whose values are governed by a predefined rule expressed as a range. For example, a derived text measure, called "Sales Performance Index," based on a measure Sales, could consist of the values "High," "Medium," and "Low." This derived text measure is defined to display "High," "Medium," and "Low" depending on the range in which the corresponding sales values fall. See also text measure.

**descendant** Any member below a parent in the database outline. In a dimension that includes years, quarters, and months, the members Qtr2 and April are descendants of the member Year.

**Design Report** An interface in Web Analysis Studio for designing custom reports, from a library of components.

**destination** 1) In Business Rules, a block of the database where calculated values are stored; 2) In Profitability and Cost Management, the association of a source and destination in the allocation model that controls the direction of allocated costs or revenue flow.

**destination currency** The currency to which balances are converted. You enter exchange rates and convert from the source currency to the destination currency. For example, when you convert from EUR to USD, the destination currency is USD.

**detail chart** A chart that provides the detailed information that you see in a Summary chart. Detail charts appear in the Investigate Section in columns below the Summary charts. If the Summary chart shows a Pie chart, then the Detail charts below represent each piece of the pie.

**dimension** A data category used to organize business data for the retrieval and preservation of values. Dimensions usually contain hierarchies of related members grouped within them. For example, a Year dimension often includes members for each time period, such as quarters and months.

**dimension build** The process of adding dimensions and members to an Essbase outline.

**dimension build rules** Specifications, similar to data load rules, that Essbase uses to modify an outline. The modification is based on data in an external data source file.

**dimension tab** In the Pivot section, the tab that enables you to pivot data between rows and columns.

**dimension table** 1) A table that includes numerous attributes about a specific business process; 2) In Essbase Integration Services, a container in the OLAP model for one or more relational tables that define a potential dimension in Essbase.

**dimension type** A dimension property that enables the use of predefined functionality. Dimensions tagged as time have a predefined calendar functionality.

**dimensionality** In MaxL DML, the represented dimensions (and the order in which they are represented) in a set. For example, the following set consists of two tuples of the same dimensionality, because they both reflect the dimensions (Region, Year): { (West, Feb), (East, Mar) }

**direct rate** A currency rate that you enter in the exchange-rate table. The direct rate is used for currency conversion. For example, to convert balances from JPY to USD, in the exchange-rate table, enter a rate for the period/scenario where the source currency is JPY and the destination currency is USD.

**dirty block** A data block containing cells that have been changed since the last calculation. Upper-level blocks are marked as dirty if their child blocks are dirty (that is, if they have been updated).

**Disaster Recovery** The ability to safeguard against natural or unplanned outages at a production site by having a recovery strategy for applications and data to a geographically separate standby site.

**display type** One of three Web Analysis formats saved to the repository: spreadsheet, chart, and pinboard.

**dog-ear** The flipped page corner in the upper-right corner of the chart header area.

**domain** In data mining, a variable representing a range of navigation within data.

**drill-down** Navigation through the query result set using the dimensional hierarchy. Drilling down moves the user perspective from aggregated data to detail. For example, drilling down can reveal hierarchical relationships between years and quarters or quarters and months.

**drill-through** The navigation from a value in one data source to corresponding data in another source.

**driver** In Profitability and Cost Management, an allocation method that describes the mathematical relationship between the sources that use the driver and the destinations to which those sources allocate cost or revenue. For Business Modeling, see also cost driver and activity driver.

**duplicate alias name** A name that occurs more than once in an alias table and can be associated with more than one member in a database outline. Duplicate alias names can be used with duplicate member outlines only.

**duplicate member name** Multiple occurrences of a member name in a database, with each occurrence representing a different member. For example, a database has two members named New York. One member represents New York state and the other member represents New York city.

**duplicate member outline** A database outline containing duplicate member names.

**Dynamic Calc and Store members** Members in a block storage outline that Essbase calculates only upon the first retrieval of the value. Essbase then stores the calculated value in the database. Subsequent retrievals do not require calculating.

**Dynamic Calc members** Members in a block storage outline that Essbase calculates only at retrieval time. Essbase discards calculated values after completing the retrieval request.

**dynamic calculation** In Essbase, a calculation that occurs only when you retrieve data on a member that is tagged as Dynamic Calc or Dynamic Calc and Store. The member's values are calculated at retrieval time instead of being precalculated during batch calculation.

**dynamic hierarchy** In aggregate storage database outlines only, a hierarchy in which members are calculated at retrieval time.

**dynamic member list** A system-created named member set that is based on user-defined criteria. The list is refreshed automatically whenever it is referenced in the application. As dimension members are added and deleted, the list automatically reapplies the criteria to reflect the changes.

**dynamic reference** A pointer in the rules file to header records in a data source.

**dynamic report** A report containing data that is updated when you run the report.

**Dynamic Time Series** A process that performs period-to-date reporting in block storage databases.

**dynamic view account** An account type indicating that account values are calculated dynamically from the data that is displayed.

**Eliminated Account** An account that does not appear in the consolidated file.

**elimination** The process of zeroing out (eliminating) transactions between entities within an organization.

**employee** A user responsible for, or associated with, specific business objects. Employees need not work for an organization; for example, they can be consultants. Employees must be associated with user accounts, for authorization purposes.

**encoding** A method for mapping bit combinations to characters for creating, storing, and displaying text. Each encoding has a name; for example, UTF-8. Within an encoding, each character maps to a specific bit combination; for example, in UTF-8, uppercase A maps to HEX41. See also code page, locale.

**ending period** A period enabling you to adjust the date range in a chart. For example, an ending period of "month" produces a chart showing information through the end of the current month.

**Enterprise View** An Administration Services feature that enables management of the Essbase environment from a graphical tree view. From Enterprise View, you can operate directly on Essbase artifacts.

**entity** A dimension representing organizational units. Examples: divisions, subsidiaries, plants, regions, products, or other financial reporting units.

**EPM Oracle home** A subdirectory of Middleware home containing the files required by EPM System products. The EPM Oracle home location is specified during installation with EPM System Installer.

**EPM Oracle instance** A directory containing active, dynamic components of EPM System products (components that can change during run-time). You define the EPM Oracle instance directory location during configuration with EPM System Configurator.

**Equity Beta** The riskiness of a stock, measured by the variance between its return and the market return, indicated by an index called "beta." For example, if a stock's return normally moves up or down 1.2% when the market moves up or down 1%, the stock has a beta of 1.2.

**essbase.cfg** An optional configuration file for Essbase. Administrators may edit this file to customize Essbase Server functionality. Some configuration settings may also be used with Essbase clients to override Essbase Server settings.

**EssCell** A function entered into a cell in Essbase Spreadsheet Add-in to retrieve a value representing an intersection of specific Essbase database members.

**ESSCMD** A command-line interface for performing Essbase operations interactively or through batch script files.

**ESSLANG** The Essbase environment variable that defines the encoding used to interpret text characters. See also encoding.

**ESSMSH** See MaxL Shell.

**exceptions** Values that satisfy predefined conditions. You can define formatting indicators or notify subscribing users when exceptions are generated.

**exchange rate type** An identifier for an exchange rate. Different rate types are used because there may be multiple rates for a period and year. Users traditionally define rates at period end for the average rate of the period and for the end of the period. Additional rate types are historical rates, budget rates, forecast rates, and so on. A rate type applies to a specific time.

**expense account** An account that stores periodic and year-to-date values that decrease net worth if they are positive.

**Extensible Markup Language (XML)** A language comprising a set of tags used to assign attributes to data that can be interpreted between applications according to a schema.

**external authentication** Logging on to Oracle EPM System products with user information stored outside the application. The user account is maintained by the EPM System, but password administration and user authentication are performed by an external service, using a corporate directory such as Oracle Internet Directory (OID) or Microsoft Active Directory (MSAD).

**externally triggered events** Non-time-based events for scheduling job runs.

**Extract, Transform, and Load (ETL)** Data-source-specific programs for extracting data and migrating it to applications.

**extraction command** An Essbase reporting command that handles the selection, orientation, grouping, and ordering of raw data extracted from a database; begins with the less-than (<) character.

**fact table** The central table in a star join schema, characterized by a foreign key and elements drawn from a dimension table. This table typically contains numeric data that can be related to all other tables in the schema.

**failover** The ability to switch automatically to a redundant standby database, server, or network if the primary database, server, or network fails or is shut down. A system that is clustered for failover provides high availability and fault tolerance through server redundancy and fault-tolerant hardware, such as shared disks.

**Favorites gadget** A gadget that contains links to Reporting and Analysis documents and URLs. See also gadget.

**file delimiter** A character, such as a comma or tab, that separates fields in a data source.

**filter** A constraint on data sets that restricts values to specific criteria; for example, to exclude certain tables, metadata, or values, or to control access.

**flow account** An unsigned account that stores periodic and year-to-date values.

**footer** Text or images at the bottom of report pages, containing dynamic functions or static text such as page numbers, dates, logos, titles or file names, and author names.

**format string** 1) In Essbase, a method for transforming the way cell values are displayed; 2) In Data Relationship Management, a parameter of a Format or Formatted Date derived property that indicates the format in which a property value should be returned.

**formula** In Data Relationship Management, business logic used by a derived property to dynamically calculate a property value.

**frame** An area on the desktop. Two main areas: the navigation and workspace frames.

**free-form grid** An object for presenting, entering, and integrating data from different sources for dynamic calculations.

**free-form reporting** Creating reports by entering dimension members or report script commands in worksheets.

**function** In Data Relationship Management, a syntactic element of a derived property formula that accepts parameters and returns dynamic values.

**gadget** A simple, specialized, lightweight application that provides easy viewing of EPM content and enables access to core Reporting and Analysis functionality.

**geneology data** Additional data that is optionally generated after allocation calculations. This data enables reporting on all cost or revenue flows from start to finish through all allocation steps.

**generation** A layer in a hierarchical tree structure that defines member relationships in a database. Generations are ordered incrementally from the top member of the dimension (generation 1) down to the child members. Use the unique generation name to identify a layer in the hierarchical tree structure.

**generic jobs** Non-SQR Production Reporting or non-Interactive Reporting jobs.

**global report command** A command in a running report script that is effective until it is replaced by another global command or the file ends.

**grid POV** A means for specifying dimension members on a grid without placing dimensions in rows, columns, or page intersections. A report designer can set POV values at the grid level, preventing user POVs from affecting the grid. If a dimension has one grid value, you put the dimension into the grid POV instead of the row, column, or page.

**group** A container for assigning similar access permissions to multiple users.

**GUI** Graphical user interface

**hardware cluster** a collection of computers that provides a single view of network services (for example, an IP address) or application services (such as databases and web servers) to clients of these services. Each node in a hardware cluster is a standalone server that runs its own processes. These processes can communicate with one another to form what looks like a single system that cooperatively provides applications, system resources, and data to users.

**high availability** A system attribute that enables an application to continue to provide services in the presence of failures. This is achieved through removal of single points of failure, with fault-tolerant hardware, as well as server clusters; if one server fails, processing requests are routed to another server.

**Historical Average** An average for an account over a number of historical periods.

**holding company** An entity that is part of a legal entity group, with direct or indirect investments in all entities in the group.

**horizontal application server cluster** A cluster with application server instances on different machines.

**host** A server on which applications and services are installed.

**host properties** Properties pertaining to a host, or if the host has multiple Oracle EPM homes, to an Oracle EPM home.

**Hybrid Analysis** An analysis mapping low-level data stored in a relational database to summary-level data stored in Essbase, combining the mass scalability of relational systems with multidimensional data.

**hyperlink** A link to a file, a web page, or an intranet HTML page.

**Hypertext Markup Language (HTML)** A programming language specifying how web browsers display data.

**identity** A unique identification for a user or group in external authentication.

**image bookmarks** Graphic links to web pages or repository items.

**IMPACTED status** A status that indicates changes in child entities consolidating into parent entities.

**implied share** A member with one or more children but only one that is consolidated, so the parent and child share a value.

**import format** In FDM, the definition of the structure of the source file that enables the loading of a source data file to an FDM data-load location.

**inactive group** A group for which an administrator has deactivated system access.

**INACTIVE status** A status that indicates entities deactivated from consolidation for the current period.

**inactive user** A user whose account was deactivated by an administrator.

**income account** An account storing periodic and year-to-date values that, if positive, increase net worth.

**index** 1) A method where Essbase uses sparse-data combinations to retrieve data in block storage databases. 2) The index file.

**index cache** A buffer containing index pages.

**index entry** A pointer to an intersection of sparse dimensions. Index entries point to data blocks on disk and use offsets to locate cells.

**index file** An Essbase file storing block storage data retrieval information, residing on disk, and containing index pages.

**index page** A subdivision in an index file. An index page contains pointers to data blocks.

**input data** Data loaded from a source rather than calculated.

**installation assemblies** Product installation files that plug in to EPM System Installer.

**integration** A process that is run to move data between Oracle's Hyperion applications using Shared Services. Data integration definitions specify the data moving between a source application and a destination application, and they enable the data movements to be grouped, ordered, and scheduled.

**intelligent calculation** A calculation method tracking updated data blocks since the last calculation.

**Interactive Reporting connection file (.oce)** Files encapsulating database connection information, including the database API (ODBC, SQL\*Net, and so on), database software, the database server network address, and database user name. Administrators create and publish Interactive Reporting connection (.oce) files.

**intercompany elimination** See elimination.

**intercompany matching** The process of comparing balances for pairs of intercompany accounts within an application. Intercompany receivables are compared to intercompany payables for matches. Matching accounts are used to eliminate intercompany transactions from an organization's consolidated totals.

**intercompany matching report** A report that compares intercompany account balances and indicates whether the accounts are in balance.

**interdimensional irrelevance** A situation in which a dimension does not intersect with other dimensions. Because the data in the dimension cannot be accessed from the nonintersecting dimensions, the nonintersecting dimensions are not relevant to that dimension.

**intersection** A unit of data representing the intersection of dimensions in a multidimensional database; also, a worksheet cell.

**intrastage assignment** An assignment in the financial flow to an object within the same stage.

**introspection** A deep inspection of a data source to discover hierarchies based on the inherent relationships in the database. Contrast with scraping.

**Investigation** See drill-through.

**isolation level** An Essbase Kernel setting that determines the lock and commit behavior of database operations. Choices are: committed access and uncommitted access.

**iteration** A pass of the budget or planning cycle in which the same version of data is revised and promoted.

**Java application server cluster** An active-active application server cluster of Java Virtual Machines (JVMs).

**Java Database Connectivity (JDBC)** A client-server communication protocol used by Java-based clients and relational databases. The JDBC interface provides a call-level API for SQL-based database access.

**job output** Files or reports produced from running a job.

**jobs** Documents with special properties that can be launched to generate output. A job can contain Interactive Reporting, SQR Production Reporting, or generic documents.

**join** A link between two relational database tables or topics based on common content in a column or row. A join typically occurs between identical or similar items within different tables or topics. For example, a record in the Customer table is joined to a record in the Orders table because the Customer ID value is the same in each table.

**journal entry (JE)** A set of debit-credit adjustments to account balances for a scenario and period.

**JSP** Java Server Page.

**KeyContacts gadget** A gadget that contains a group of Smart Space users and provides access to Smart Space Collaborator. For example, you can have a KeyContacts gadget for your marketing team and another for your development team. See also gadget.

**latest** A spreadsheet keyword used to extract data values from the member defined as the latest time period.

**layer** 1) The horizontal location of members in a hierarchical structure, specified by generation (top down) or level (bottom up); 2) Position of objects relative to other objects. For example, in the Sample Basic database, Qtr1 and Qtr4 are in the same layer, so they are also in the same generation, but in a database with a ragged hierarchy, Qtr1 and Qtr4 might not be in same layer, though they are in the same generation.

**layout area** An area on a Workspace Page where content can be placed.

**legend box** A box containing labels that identify the data categories of a dimension.

**level** A layer in a hierarchical tree structure that defines database member relationships. Levels are ordered from the bottom dimension member (level 0) up to the parent members.

**level 0 block** A data block for combinations of sparse, level 0 members.

**level 0 member** A member that has no children.

**liability account** An account type that stores "point in time" balances of a company's liabilities. Examples: accrued expenses, accounts payable, and long-term debt.

**lifecycle management** The process of migrating an application, a repository, or individual artifacts across product environments.

**line item detail** The lowest level of detail in an account.

**lineage** The relationship between different metadata elements showing how one metadata element is derived from one or more other metadata elements, ultimately tracing the metadata element to its physical source. In Essbase Studio, a lineage viewer displays the relationships graphically. See also traceability.

**link** 1) A reference to a repository object. Links can reference folders, files, shortcuts, and other links; 2) In a taskflow, the point where the activity in one stage ends and another begins.

**link condition** A logical expression evaluated by the taskflow engine to determine the sequence of launching taskflow stages.

**linked data model** Documents that are linked to a master copy in a repository

**linked partition** A shared partition that enables you to use a data cell to link two databases. When a user clicks a linked cell in a worksheet, Essbase opens a new sheet displaying the dimensions in the linked database. The user can then drill down those dimensions.

**linked reporting object (LRO)** A cell-based link to an external file such as cell notes, URLs, or files with text, audio, video, or pictures. (Only cell notes are supported for Essbase LROs in Financial Reporting.) Contrast with local report object.

**load balancer** Hardware or software that directs the requests to individual application servers in a cluster and is the only point of entry into the system.

**load balancing** Distribution of requests across a group of servers, which helps to ensure optimal end user performance.

**local currency** An input currency type. When an input currency type is not specified, the local currency matches the entity's base currency.

**local report object** A report object that is not linked to a Financial Reporting report object in Explorer. Contrast with linked reporting object.

**local results** A data model's query results. Results can be used in local joins by dragging them into the data model. Local results are displayed in the catalog when requested.

**locale** A computer setting that specifies a location's language, currency and date formatting, data sort order, and the character set encoding used on the computer. Essbase uses only the encoding portion. See also encoding, ESSLANG.

**locale header record** A text record at the beginning of some non-Unicode-encoded text files, such as scripts, that identifies the encoding locale.

**location alias** A descriptor that identifies a data source. The location alias specifies a server, application, database, user name, and password. Location aliases are set by DBAs at the database level using Administration Services Console, ESSCMD, or the API.

**locked** A user-invoked process that prevents users and processes from modifying data.

**locked data model** A data model that cannot be modified by a user.

**LOCKED status** A consolidation status indicating that an entity contains data that cannot be modified.

**Log Analyzer** An Administration Services feature that enables filtering, searching, and analysis of Essbase logs.

**logic group** In FDM, one or more logic accounts generated after a source file is loaded into FDM. Logic accounts are calculated accounts derived from the source data.

**logical web application** An aliased reference used to identify the internal host name, port, and context of a web application. In a clustered or high-availability environment, this is the alias name that establishes a single internal reference for the distributed components. In EPM System, a nonclustered logical web application defaults to the physical host running the web application.

**LRO** See linked reporting object.

**managed server** An application server process running in its own Java Virtual Machine (JVM).

**manual stage** A stage that requires human intervention.

**Map File** A file that stores the definition for sending data to or retrieving data from an external database. Map files have different extensions (.mps to send data; .mpr to retrieve data).

**Map Navigator** A feature that displays your current position on a Strategy, Accountability, or Cause and Effect map, indicated by a red outline.

**Marginal Tax Rate** The rate used to calculate the after-tax cost of debt; represents the tax rate applied to the last earned income dollar (the rate from the highest tax bracket into which income falls) and includes federal, state, and local taxes. Based on current level of taxable income and tax bracket, you can predict marginal tax rate.

**Market Risk Premium** The additional rate of return paid over the risk-free rate to persuade investors to hold "riskier" investments than government securities. Calculated by subtracting the risk-free rate from the expected market return. These figures should closely model future market conditions.

**master data model** An independent data model that is referenced as a source by multiple queries. When used, "Locked Data Model" is displayed in the Query section's Content pane; the data model is linked to the master data model displayed in the Data Model section, which an administrator may hide.

**mathematical operator** A symbol that defines how data is calculated in formulas and outlines. Can be any of the standard mathematical or Boolean operators; for example, +, -, \*, /, and %.

**MaxL** The multidimensional database access language for Essbase, consisting of a data definition language (MaxL DDL) and a data manipulation language (MaxL DML). See also MaxL DDL, MaxL DML, and MaxL Shell

**MaxL DDL** The data definition language used by Essbase for batch or interactive system-administration tasks.

**MaxL DML** The data manipulation language used in Essbase for data query and extraction.

**MaxL Perl Module** A Perl module (essbase.pm) that is part of Essbase MaxL DDL. This module can be added to the Perl package to provide access to Essbase databases from Perl programs.

**MaxL Script Editor** A script-development environment in Administration Services Console. MaxL Script Editor is an alternative to using a text editor and the MaxL Shell for administering Essbase with MaxL scripts.

**MaxL Shell** An interface for passing MaxL statements to Essbase Server. The MaxL Shell executable file is located in the Essbase bin directory (UNIX: essmsh; Windows: essmsh.exe).

**MDX (multidimensional expression)** A language used for querying and calculation in multidimensional-compliant databases.

**measures** Numeric values in an OLAP database cube that are available for analysis. Measures are margin, cost of goods sold, unit sales, budget amount, and so on. See also fact table.

**member** A discrete component within a dimension. A member identifies and differentiates the organization of similar units. For example, a time dimension might include members Jan, Feb, and Qtr1.

**member list** A named system- or user-defined group that references members, functions, or member lists within a dimension.

**member load** In Essbase Integration Services, the process of adding dimensions and members (without data) to Essbase outlines.

**member selection report command** A type of Report Writer command that selects member ranges based on outline relationships, such as sibling, generation, and level.

**member-specific report command** A type of Report Writer formatting command that is executed as it is encountered in a report script. The command affects only its associated member and executes the format command before processing the member.

**merge** A data load option that clears values only from the accounts specified in the data load file and replaces them with values in the data load file.

**metadata** A set of data that defines and describes the properties and attributes of the data stored in a database or used by an application. Examples of metadata are dimension names, member names, properties, time periods, and security.

**metadata elements** Metadata derived from data sources and other metadata that is stored and cataloged for Essbase Studio use.

**metadata sampling** The process of retrieving a sample of members in a dimension in a drill-down operation.

**metadata security** Security set at the member level to restrict users from accessing certain outline members.

**metaoutline** In Essbase Integration Services, a template containing the structure and rules for creating an Essbase outline from an OLAP model.



**Middleware home** A directory that includes the Oracle WebLogic Server home and can also include the EPM Oracle home and other Oracle homes. A Middleware home can reside on a local file system or on a remote shared disk that is accessible through NFS.

**migration audit report** A report generated from the migration log that provides tracking information for an application migration.

**migration definition file (.mdf)** A file that contains migration parameters for an application migration, enabling batch script processing.

**migration log** A log file that captures all application migration actions and messages.

**migration snapshot** A snapshot of an application migration that is captured in the migration log.

**MIME Type** An attribute that describes the data format of an item, so that the system knows which application should open the object. A file's MIME (Multipurpose Internet Mail Extension) type is determined by the file extension or HTTP header. Plug-ins tell browsers which MIME types they support and which file extensions correspond to each MIME type.

**mining attribute** In data mining, a class of values used as a factor in analysis of a set of data.

**minireport** A report component that includes layout, content, hyperlinks, and the query or queries to load the report. Each report can include one or more minireports.

**minischema** A graphical representation of a subset of tables from a data source that represents a data modeling context.

**missing data (#MISSING)** A marker indicating that data in the labeled location does not exist, contains no value, or was never entered or loaded. For example, missing data exists when an account contains data for a previous or future period but not for the current period.

**model** 1) In data mining, a collection of an algorithm's findings about examined data. A model can be applied against a wider data set to generate useful information about that data; 2) A file or content string containing an application-specific representation of data. Models are the basic data managed by Shared Services, of two major types: dimensional and nondimensional application objects; 3) In Business Modeling, a network of boxes connected to represent and calculate the operational and financial flow through the area being examined.

**multidimensional database** A method of organizing, storing, and referencing data through three or more dimensions. An individual value is the intersection point for a set of dimensions. Contrast with relational database.

**Multiload** An FDM feature that allows the simultaneous loading of multiple periods, categories, and locations.

**My Workspace Page** Customizable Workspace Pages created by users. They are marked specially so that they can be easily accessed from one single place without having to navigate the repository.

**named set** In MaxL DML, a set with its logic defined in the optional WITH section of a MaxL DML query. The named set can be referenced multiple times in the query.

**native authentication** The process of authenticating a user name and password from within the server or application.

**nested column headings** A report column heading format that displays data from multiple dimensions. For example, a column heading that contains Year and Scenario members is a nested column. The nested column heading shows Q1 (from the Year dimension) in the top line of the heading, qualified by Actual and Budget (from the Scenario dimension) in the bottom line of the heading.

**NO DATA status** A consolidation status indicating that this entity contains no data for the specified period and account.

**non-dimensional model** A Shared Services model type that includes application objects such as security files, member lists, calculation scripts, and web forms.

**non-unique member name** See duplicate member name.

**null value** A value that is absent of data. Null values are not equal to zero.

**numeric attribute range** A feature used to associate a base dimension member that has a discrete numeric value with an attribute that represents a value range. For example, to classify customers by age, an Age Group attribute dimension can contain members for the following age ranges: 0-20, 21-40, 41-60, and 61-80. Each Customer dimension member can be associated with an Age Group range. Data can be retrieved based on the age ranges rather than on individual age values.

**ODBC** Open Database Connectivity. A database access method used from any application regardless of how the database management system (DBMS) processes the information.

**OK status** A consolidation status indicating that an entity has already been consolidated, and that data has not changed below it in the organization structure.

**OLAP Metadata Catalog** In Essbase Integration Services, a relational database containing metadata describing the nature, source, location, and type of data that is pulled from the relational data source.

**OLAP model** In Essbase Integration Services, a logical model (star schema) that is created from tables and columns in a relational database. The OLAP model is then used to generate the structure of a multidimensional database. See also online analytical processing (OLAP).

**online analytical processing (OLAP)** A multidimensional, multiuser, client-server computing environment for users who analyze consolidated enterprise data in real time. OLAP systems feature drill-down, data pivoting, complex calculations, trend analysis, and modeling.

**Open Database Connectivity (ODBC)** Standardized application programming interface (API) technology that allows applications to access multiple third-party databases.

**Oracle home** A directory containing the installed files required by a specific product, and residing within the directory structure of Middleware home. See also Middleware home.

**organization** An entity hierarchy that defines each entity and their relationship to others in the hierarchy.

**origin** The intersection of two axes.

**outline** The database structure of a multidimensional database, including all dimensions, members, tags, types, consolidations, and mathematical relationships. Data is stored in the database according to the structure defined in the outline.

**outline synchronization** For partitioned databases, the process of propagating outline changes from one database to another database.

**page** A display of information in a grid or table often represented by the Z-axis. A page can contain data from one field, derived data from a calculation, or text.

**page file** An Essbase data file.

**page heading** A report heading type that lists members represented on the current page of the report. All data values on the page have the members in the page heading as a common attribute.

**page member** A member that determines the page axis.

**palette** A JASC-compliant file with a .PAL extension. Each palette contains 16 colors that complement each other and can be used to set the dashboard color elements.

**parallel calculation** A calculation option. Essbase divides a calculation into tasks and calculates some tasks simultaneously.

**parallel data load** In Essbase, the concurrent execution of data load stages by multiple process threads.

**parallel export** The ability to export Essbase data to multiple files. This may be faster than exporting to a single file, and it may resolve problems caused by a single data file becoming too large for the operating system to handle.

**parent adjustments** The journal entries that are posted to a child in relation to its parent.

**parents** The entities that contain one or more dependent entities that report directly to them. Because parents are entities associated with at least one node, they have entity, node, and parent information associated with them.

**partition area** A subcube within a database. A partition is composed of one or more areas of cells from a portion of the database. For replicated and transparent partitions, the number of cells within an area must be the same for the data source and target to ensure that the two partitions have the same shape. If the data source area contains 18 cells, the data target area must also contain 18 cells to accommodate the number of values.

**partitioning** The process of defining areas of data that are shared or linked between data models. Partitioning can affect the performance and scalability of Essbase applications.

**pattern matching** The ability to match a value with any or all characters of an item entered as a criterion. Missing characters may be represented by wild-card values such as a question mark (?) or an asterisk (\*). For example, "Find all instances of apple" returns apple, but "Find all instances of apple\*" returns apple, applesauce, applecranberry, and so on.

**percent consolidation** The portion of a child's values that is consolidated to its parent.

**percent control** The extent to which an entity is controlled within the context of its group.

**percent ownership** The extent to which an entity is owned by its parent.

**performance indicator** An image file used to represent measure and scorecard performance based on a range you specify; also called a status symbol. You can use the default performance indicators or create an unlimited number of your own.

**periodic value method (PVA)** A process of currency conversion that applies the periodic exchange rate values over time to derive converted results.

**permission** A level of access granted to users and groups for managing data or other users and groups.

**persistence** The continuance or longevity of effect for any Essbase operation or setting. For example, an Essbase administrator may limit the persistence of user name and password validity.

**personal pages** A personal window to repository information. You select what information to display and its layout and colors.

**personal recurring time events** Reusable time events that are accessible only to the user who created them.

**personal variable** A named selection statement of complex member selections.

**perspective** A category used to group measures on a scorecard or strategic objectives within an application. A perspective can represent a key stakeholder (such as a customer, employee, or shareholder/financial) or a key competency area (such as time, cost, or quality).

**pinboard** One of the three data object display types. Pinboards are graphics composed of backgrounds and interactive icons called pins. Pinboards require traffic lighting definitions.

**pins** Interactive icons placed on graphic reports called pinboards. Pins are dynamic. They can change images and traffic lighting color based on the underlying data values and analysis tools criteria.

**pivot** Alter the perspective of retrieved data. When Essbase first retrieves a dimension, it expands data into rows. You can then pivot or rearrange the data to obtain a different viewpoint.

**planner** A user who can input and submit data, use reports that others create, execute business rules, use task lists, enable email notification for themselves, and use Smart View. Planners comprise the majority of users.

**planning unit** A data slice at the intersection of a scenario, version, and entity; the basic unit for preparing, reviewing, annotating, and approving plan data.

**plot area** The area bounded by X, Y, and Z axes; for pie charts, the rectangular area surrounding the pie.

**plug account** An account in which the system stores any out-of-balance differences between intercompany account pairs during the elimination process.

**post stage assignment** Assignments in the allocation model that are assigned to locations in a subsequent model stage.

**POV (point of view)** A feature for setting data focus by selecting members that are not already assigned to row, column, or page axes. For example, selectable POVs in FDM could include location, period, category, and target category. In another example, using POV as a filter in Smart View, you could assign the Currency dimension to the POV and select the Euro member. Selecting this POV in data forms displays data in Euro values.

**precalculation** Calculating the database before user retrieval.

**precision** Number of decimal places displayed in numbers.

**predefined drill paths** Paths used to drill to the next level of detail, as defined in the data model.

**presentation** A playlist of Web Analysis documents, enabling reports to be grouped, organized, ordered, distributed, and reviewed. Includes pointers referencing reports in the repository.

**preserve formulas** User-created formulas kept within a worksheet while retrieving data.

**primary measure** A high-priority measure important to your company and business needs. Displayed in the Contents frame.

**Process Monitor Report** A list of locations and their positions within the FDM data conversion process. You can use the process monitor report to monitor the status of the closing process. The report is time-stamped. Therefore, it can be used to determine to which locations at which time data was loaded.

**product** In Shared Services, an application type, such as Planning or Performance Scorecard.

**Production Reporting** See SQR Production Reporting.

**project** An instance of Oracle's Hyperion products grouped together in an implementation. For example, a Planning project may consist of a Planning application, an Essbase cube, and a Financial Reporting Server instance.

**provisioning** The process of granting users and groups specific access permissions to resources.

**proxy server** A server acting as an intermediary between workstation users and the Internet to ensure security.

**public job parameters** Reusable named job parameters created by administrators and accessible to users with requisite access privileges.

**public recurring time events** Reusable time events created by administrators and accessible through the access control system.

**PVA** See periodic value method.

**qualified name** A member name in a qualified format that differentiates duplicate member names in a duplicate member outline. For example, [Market].[East].[State].[New York] or [Market].[East].[City].[New York].

**query governor** An Essbase Integration Server parameter or Essbase Server configuration setting that controls the duration and size of queries made to data sources.

**reciprocal assignment** An assignment in the financial flow that also has the source as one of its destinations.

**reconfigure URL** A URL that is used to reload servlet configuration settings dynamically when users are already logged on to the Workspace.

**record** In a database, a group of fields making up one complete entry. For example, a customer record may contain fields for name, address, telephone number, and sales data.

**recurring template** A journal template for making identical adjustments in every period.

**recurring time event** An event specifying a starting point and the frequency for running a job.

**redundant data** Duplicate data blocks that Essbase retains during transactions until Essbase commits updated blocks.

**regular journal** A feature for entering one-time adjustments for a period. A regular journal can be balanced, balanced by entity, or unbalanced.

**Related Accounts** Accounts related to the main account and grouped under the same main account number. The account structure groups all main and related accounts under the same main account number. The main account is distinguished from related accounts by the first suffix of the account number.

**relational database** A type of database that stores data in related two-dimensional tables. Contrast with multidimensional database.

**replace** A data load option that clears existing values from all accounts for periods specified in the data load file and loads values from the data load file. If an account is not specified in the load file, its values for the specified periods are cleared.

**replicated partition** A portion of a database, defined through Partition Manager, used to propagate an update to data mastered at one site to a copy of data stored at another site. Users can access the data as though it were part of their local database.

**Report Extractor** An Essbase component that retrieves report data from the Essbase database when report scripts are run.

**report object** In report designs, a basic element with properties defining behavior or appearance, such as text boxes, grids, images, and charts.

**report script** A text file containing Essbase Report Writer commands that generate one or more production reports.

**Report Viewer** An Essbase component that displays complete reports after report scripts are run.

**reporting currency** The currency used to prepare financial statements, and converted from local currencies to reporting currencies.

**repository** Storage location for metadata, formatting, and annotation information for views and queries.

**resources** Objects or services managed by the system, such as roles, users, groups, files, and jobs.

**restore** An operation to reload data and structural information after a database has been damaged or destroyed, typically performed after shutting down and restarting the database.

**restructure** An operation to regenerate or rebuild the database index and, in some cases, data files.

**result frequency** The algorithm used to create a set of dates to collect and display results.

**review level** A Process Management review status indicator representing the process unit level, such as Not Started, First Pass, Submitted, Approved, and Published.

**Risk Free Rate** The rate of return expected from "safer" investments such as long-term U.S. government securities.

**role** The means by which access permissions are granted to users and groups for resources.

**roll-up** See consolidation.

**root member** The highest member in a dimension branch.

**runtime prompt** A variable that users enter or select before a business rule is run.

**sampling** The process of selecting a representative portion of an entity to determine the entity's characteristics. See also metadata sampling.

**saved assumptions** User-defined Planning assumptions that drive key business calculations (for example, the cost per square foot of office floor space).

**scaling** Scaling determines the display of values in whole numbers, tens, hundreds, thousands, millions, and so on.

**scenario** A dimension for classifying data; for example, Actuals, Budget, Forecast1, or Forecast2.

**schema** In relational databases, a logical model that represents the data and the relationships between the data.

**scope** The area of data encompassed by any Essbase operation or setting; for example, the area of data affected by a security setting. Most commonly, scope refers to three levels of granularity, where higher levels encompass lower levels. The levels, from highest to lowest: the entire system (Essbase Server), applications on Essbase Server, or databases within Essbase Server applications. See also persistence.

**score** The level at which targets are achieved, usually expressed as a percentage of the target.

**scorecard** A business object that represents the progress of an employee, strategy element, or accountability element toward goals. Scorecards ascertain this progress based on data collected for each measure and child scorecard added to the scorecard.

**scrapping** An inspection of a data source to derive the most basic metadata elements from it. Contrast with introspection.

**secondary measure** A low-priority measure, less important than primary measures. Secondary measures do not have Performance reports but can be used on scorecards and to create dimension measure templates.

**security agent** A web access management provider (for example, Oracle Access Manager, Oracle Single Sign-On, or CA SiteMinder) that protects corporate web resources.

**security platform** A framework enabling Oracle EPM System products to use external authentication and single sign-on.

**serial calculation** The default calculation setting. Divides a calculation pass into tasks and calculates one task at a time.

**services** Resources that enable business items to be retrieved, changed, added, or deleted. Examples: Authorization and Authentication.

**servlet** A piece of compiled code executable by a web server.

**shared disks** See shared storage.

**shared member** A member that shares storage space with another member of the same name, preventing duplicate calculation of members that occur multiple times in an Essbase outline.

**Shared Services Registry** The part of the Shared Services repository that manages EPM System deployment information for most EPM System products, including installation directories, database settings, computer names, ports, servers, URLs, and dependent service data.

**shared storage** A set of disks containing data that must be available to all nodes of a failover cluster; also called shared disks.

**Shared Workspace Pages** Workspace Pages shared across an organization that are stored in a special System folder and can be accessed by authorized users from the Shared Workspace Pages Navigate menu.

**sibling** A child member at the same generation as another child member and having the same immediate parent. For example, the members Florida and New York are children of East and each other's siblings.

**silent response files** Files providing data that an installation administrator would otherwise be required to provide. Response files enable EPM System Installer or EPM System Configurator to run without user intervention or input.

**single point of failure** Any component in a system that, if it fails, prevents users from accessing the normal functionality.

**single sign-on (SSO)** The ability to log on once and then access multiple applications without being prompted again for authentication.

**smart tags** Keywords in Microsoft Office applications that are associated with predefined actions available from the Smart Tag menu. In Oracle EPM System products, smart tags can also be used to import Reporting and Analysis content and to access Financial Management and Essbase functions.

**SmartCut** A link to a repository item, in URL form.

**snapshot** Read-only data from a specific time.

**source currency** The currency from which values originate and are converted through exchange rates to the destination currency.

**sparse dimension** In block storage databases, a dimension unlikely to contain data for all member combinations when compared to other dimensions. Contrast with dense dimension. For example, not all customers have data for all products.

**SPF files** Printer-independent files created by an SQR Production Reporting server, containing a representation of the actual formatted report output, including fonts, spacing, headers, footers, and so on.

**Spotlighter** A tool that enables color coding based on selected conditions.

**SQL spreadsheet** A data object that displays the result set of a SQL query.

**SQR Production Reporting** A specialized programming language for data access, data manipulation, and creating SQR Production Reporting documents.

**stage** 1) A task description that forms one logical step within a taskflow, usually performed by an individual. A stage can be manual or automated; 2) For Profitability, logical divisions within the model that represent the steps in the allocation process within your organization.

**stage action** For automated stages, the invoked action that executes the stage.

**staging area** A database that you create to meet the needs of a specific application. A staging area is a snapshot or restructured version of one or more RDBMS.

**staging table** A database that you create to meet the needs of a specific application. A staging area is a snapshot or restructured version of one or more RDBMSs.

**standard dimension** A dimension that is not an attribute dimension.

**standard journal template** A journal function used to post adjustments that have common adjustment information for each period. For example, you can create a standard template that contains the common account IDs, entity IDs, or amounts, and then use the template as the basis for many regular journals.

**Status bar** The bar at the bottom of the screen that displays helpful information about commands, accounts, and the current status of your data file.

**stored hierarchy** In aggregate storage databases outlines only, a hierarchy in which the members are aggregated according to the outline structure. Stored hierarchy members have certain restrictions; for example, they cannot contain formulas.

**strategic objective (SO)** A long-term goal defined by measurable results. Each strategic objective is associated with one perspective in the application, has one parent, the entity, and is a parent to critical success factors or other strategic objectives.

**Strategy map** Represents how the organization implements high-level mission and vision statements into lower-level, constituent strategic goals and objectives.

**structure view** Displays a topic as a simple list of component data items.

**Structured Query Language** A language used to process instructions to relational databases.

**Subaccount Numbering** A system for numbering subaccounts using nonsequential whole numbers.

**subscribe** Flags an item or folder to receive automatic notification whenever the item or folder is updated.

**Summary chart** In the Investigates Section, a chart that rolls up detail charts shown below in the same column, plotting metrics at the summary level at the top of each chart column.

**supervisor** A user with full access to all applications, databases, related files, and security mechanisms for a server.

**supporting detail** Calculations and assumptions from which the values of cells are derived.

**suppress rows** A setting that excludes rows containing missing values and underscores characters from spreadsheet reports.

**symmetric multiprocessing (SMP)** A server architecture that enables multiprocessing and multithreading. Performance is not significantly degraded when a large number of users simultaneously connect to an single instance.

**symmetric topology** An Oracle Fusion Middleware Disaster Recovery configuration that is identical across tiers on the production site and standby site. In a symmetric topology, the production site and standby site have the identical number of hosts, load balancers, instances, and applications. The same ports are used for both sites. The systems are configured identically and the applications access the same data.

**sync** Synchronization of Shared Services and application models.

**synchronized** The condition that exists when the latest version of a model resides in both the application and in Shared Services. See also model.

**system extract** A feature that transfers data from application metadata into an ASCII file.

**tabs** Navigable views of accounts and reports in Strategic Finance.

**target** Expected results of a measure for a specified period of time (day, quarter, and so on).

**task list** A detailed status list of tasks for a particular user.

**taskflow** The automation of a business process in which tasks are passed from one taskflow participant to another according to procedural rules.

**taskflow definition** Business processes in the taskflow management system that consist of a network of stages and their relationships; criteria indicating the start and end of the taskflow; and information about individual stages, such as participants, associated applications, associated activities, and so on.

**taskflow instance** A single instance of a taskflow including its state and associated data.

**taskflow management system** A system that defines, creates, and manages the execution of a taskflow, including definitions, user or application interactions, and application executables.

**taskflow participant** The resource that performs the task associated with the taskflow stage instance for both manual and automated stages.

**Taxes - Initial Balances** Strategic Finance assumes that the Initial Loss Balance, Initial Gain Balance, and Initial Balance of Taxes Paid entries have taken place in the period before the first Strategic Finance time period.

**TCP/IP** See Transmission Control Protocol/Internet Protocol.

**text measure** In Essbase, a member tagged as Text in the dimension where measures are represented. The cell values are displayed as predefined text. For example, the text measure Satisfaction Index may have the values Low, Medium, and High. See also typed measure, text list, derived text measure.

**time dimension** The time period that the data represents, such as fiscal or calendar periods.

**time events** Triggers for job execution.

**time scale** A scale that displays metrics by a specific time span, such as monthly or quarterly.

**time series reporting** A process for reporting data based on a calendar date (for example, year, quarter, month, or week).

**Timeline Viewer** An FDM feature that enables users to view dates and times of completed process flow steps for specific locations.

**Title bar** A bar that displays the Strategic Finance name, the file name, and the scenario name Version box.

**toast message** A message that fades in the lower-right corner of the screen.

**token** An encrypted identification of one valid user or group on an external authentication system.

**top and side labels** Column and row headings on the top and sides of a Pivot report.

**top-level member** A dimension member at the top of the tree in a dimension outline hierarchy, or the first member of the dimension in sort order if there is no hierarchical relationship among dimension members. If a hierarchical relationship exists, the top-level member name is generally the same as the dimension name.

**trace allocations** A Profitability feature that enables you to visually follow the flow of financial data, either forwards or backwards, from a single intersection throughout the model.

**trace level** The level of detail captured in a log file.

**traceability** The ability to track a metadata element to its physical source. For example, in Essbase Studio, a cube schema can be traced from its hierarchies and measure hierarchies to its dimension elements, date/time elements, measures, and, ultimately, to its physical source elements. See also lineage.

**traffic lighting** Color-coding of report cells, or pins based on a comparison of two dimension members, or on fixed limits.

**transformation** 1) A process that transforms artifacts so that they function properly in the destination environment after application migration; 2) In data mining, the modification of data (bidirectionally) flowing between the cells in the cube and the algorithm.

**translation** See currency conversion.

**Transmission Control Protocol/Internet Protocol (TCP/IP)** A standard set of communication protocols linking computers with different operating systems and internal architectures. TCP/IP utilities are used to exchange files, send mail, and store data to various computers that are connected to local and wide area networks.

**transparent login** A process that logs in authenticated users without launching the login screen.

**transparent partition** A shared partition that enables users to access and change data in a remote database as though it is part of a local database.

**triangulation** A means of converting balances from one currency to another through a third common currency. For example, to convert balances from the Danish krone to the British pound, balances could be converted from the krone to the euro and from the euro to the pound.



**triggers** An Essbase feature whereby data is monitored according to user-specified criteria that, when met, cause Essbase to alert the user or system administrator.

**trusted user** Authenticated user.

**tuple** MDX syntax element that references a cell as an intersection of a member from each dimension. If a dimension is omitted, its top member is implied. Examples: (Jan); (Jan, Sales); ( [Jan], [Sales], [Cola], [Texas], [Actual] ).

**two-pass** An Essbase property that is used to recalculate members that are dependent on the calculated values of other members. Two-pass members are calculated during a second pass through the outline.

**unary operator** A mathematical indicator (+, -, \*, /, %) associated with an outline member. The unary operator defines how the member is calculated during a database roll-up.

**Unicode-mode application** An Essbase application wherein character text is encoded in UTF-8, enabling users with computers set up for different languages to share application data.

**unique member name** A nonshared member name that exists only once in a database outline.

**unique member outline** A database outline that is not enabled for duplicate member names.

**upgrade** The process of deploying a new software release and moving applications, data, and provisioning information from an earlier deployment to the new deployment.

**upper-level block** A type of data block wherein at least one of the sparse members is a parent-level member.

**user directory** A centralized location for user and group information, also known as a repository or provider. Popular user directories include Oracle Internet Directory (OID), Microsoft Active Directory (MSAD), and Sun Java System Directory Server.

**user variable** A variable that dynamically renders data forms based on a user's member selection, displaying only the specified entity. For example, a user variable named Department displays specific departments and employees.

**user-defined attribute (UDA)** An attribute, associated with members of an outline to describe a characteristic of the members, that can be used to return lists of members that have the specified associated UDA.

**user-defined member list** A named, static set of members within a dimension defined by the user.

**validation** The process of checking a business rule, report script, or partition definition against the outline to ensure that the object being checked is valid.

**validation rules** Rules used in FDM to enforce data integrity. For example, in FDM, validation rules ensure that certain conditions are met after data is loaded from FDM to the target application.

**value dimension** A dimension that is used to define input value, translated value, and consolidation detail.

**variance** The difference between two values (for example, between planned and actual values).

**version** A possible outcome used within the context of a scenario of data. For example, Budget - Best Case and Budget - Worst Case where Budget is scenario and Best Case and Worst Case are versions.

**vertical application server cluster** A cluster with multiple application server instances on the same machine.

**view** A year-to-date or periodic display of data.

**visual cue** A formatted style, such as a font or a color, that highlights specific data value types. Data values may be dimension members; parent, child, or shared members; dynamic calculations; members containing a formula; read-only data cells; read-and-write data cells; or linked objects.

**WebLogic Server home** A subdirectory of Middleware home containing installed files required by a WebLogic Server instance. WebLogic Server home is a peer of Oracle homes.

**weight** A value assigned to an item on a scorecard that indicates the relative importance of that item in the calculation of the overall scorecard score. The weighting of all items on a scorecard accumulates to 100%. For example, to recognize the importance of developing new features for a product, the measure for New Features Coded on a developer's scorecard would be assigned a higher weighting than a measure for Number of Minor Defect Fixes.

**wild card** Character that represents any single character (?) or group of characters (\*) in a search string.

**WITH section** In MaxL DML, an optional section of the query used for creating reusable logic to define sets or members. Sets or custom members can be defined once in the WITH section and then referenced multiple times during a query.

**workbook** An entire spreadsheet file with many worksheets.

**workflow** The steps required to process data from start to finish in FDM. The workflow consists of Import (loading data from the GL file), Validate (ensures that all members are mapped to a valid account), Export (loads the mapped members to the target application), and Check (verifies accuracy of data by processing data with user-defined validation rules).

**Workspace Page** A page created with content from multiple sources including documents, URL, and other content types. Enables a user to aggregate content from Oracle and non-Oracle sources.

**write-back** The ability for a retrieval client, such as a spreadsheet, to update a database value.

**ws.conf** A configuration file for Windows platforms.

**wsconf\_platform** A configuration file for UNIX platforms.

**XML** See Extensible Markup Language.

**XOLAP** An Essbase multidimensional database that stores only the outline metadata and retrieves all data from a relational database at query time. XOLAP supports aggregate storage databases and applications that contain duplicate member names.

**Y axis scale** A range of values on Y axis of charts displayed in Investigate Section. For example, use a unique Y axis scale for each chart, the same Y axis scale for all Detail charts, or the same Y axis scale for all charts in the column. Often, using a common Y axis improves your ability to compare charts at a glance.

**Zero Administration** A software tool that identifies version number of the most up-to-date plug-in on the server.

**ZoomChart** A tool for viewing detailed information by enlarging a chart. A ZoomChart enables you to see detailed numeric information on the metric that is displayed in the chart.

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