Oracle Hyperion Planning

Fusion Edition 11.1.2

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Oracle Industries Business Unit

Brought to you by the “EPM Global Product Sales Support Team”

http://my.oracle.com/epm

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Executive Summary

The goal of this workshop is to introduce the new Hyperion Planning 11.1.2 key features and to rapidly let you become familiar with them. Additionally, the workshops demonstrate the necessary modifications to apply to the standard TotPlan demonstration in order to easily illustrate the new features during your upcoming customer meetings. Finally, an emphasis is given on tips and tricks to apply during demo customizations.

Read this first

Workshops were designed using various versions of ‘pre-code freeze’ software. As a result, not all features were available at time of content creation. Images, exercises and results may vary, since the version of beta software on the training image differs from the one used during the creation of this document.

Performance of the training image has not been optimized due to the timing of the events and availability of the beta software. This is not a representation of what will be available when the software is generally available.
Summary

Key New Features

Hyperion Planning 11.1.2 release offers new capabilities in the following areas:

**Data Form Designer:** a new enhanced Web Form Designer is now available with Hyperion Planning which helps to create web forms using drag and drop action. Hyperion Planning now uses a Composite form Layout Manager and includes dynamic context sensitive property panes for web form design and data validation rules creation.

**Process Management:** the embedded application workflow has been redefined around the Planning Unit concept to include a fourth and tier dimension in the management process. Flexibility and dynamic ownership are now the main components of Hyperion Planning workflow that can be leveraged by data validation rules.

**End User Experience:** the end user front end interface is more and more business user oriented with new filtering/sorting features and the capability to take an existing web form in ad-hoc mode and to save it as a personal view.

**Smart View for Planning:** Smart View for Planning 11.1.2 is a major focus with this release in order to provide a complete parity between the web interface and the Excel interface for a business user. Task lists access as well as the process management or the composite web forms navigation are some of the new functionalities covered by this new Smart View and easily illustrate the focus that has been done on the business user side.

**Reporting Application Integration:** being able to quickly and easily share budgeting data with a reporting solution is the goal of this integration that helps to report and analysis on Smart List values.

**Financial Reporting:** budget book creation and design has been enhanced to support Public Sector requirements. It benefits also to non Public Sector budgeting application in the way to create and manage heterogeneous book content with advanced Table of Content new capabilities.
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Lesson 1: Data Form Designer

Hyperion Planning 11.1.2 release offers a new enhanced Data Form Designer. It includes the following new capabilities:

- Drag and Drop Form creation
- New Composite forms Layout Manager
- Layout Manager with dynamic context sensitive property settings of the traditional form designer
- Data Validation rule
- Live preview
Lesson 1: Data Form Designer

Overview & Objective

The Lessons and Exercises to follow in this document are designed to apply the enhancements and new features of Hyperion Planning 11.1.2 to the existing Hyperion Planning 11.1.1.3 demonstration. After the workshop, you will have an updated application featuring the enhancements and new features of this release. In addition, you will be able to make any adjustments and modifications to the demonstration to meet the requirements of your customers.

This lesson focuses on the following Data Form Designer features:

- Data Form Creation: create a new data form using the Data Form Designer
- Composite Form Creation: create a new composite data form using the new Data Form Designer Layout Manager with focus on the benefits from the dynamic context sensitive property panel to set properties
- Data Validations: create dynamic data validation steps for color coding, conditional validations, warning messages and process management

Exercise 1  Starting the services required for Hyperion Planning

Before starting the exercises, it is required to start the necessary services on your machine.

It is recommended to use the Process Control console on the demo drive in order to start necessary services. If you are doing a demo, others services like EPMA or OBIEE may be required.

1) On the demo drive desktop, double-click on the Process Control icon
Lesson 1: Data Form Designer

2) In the upper right hand of Internet Explorer, click on the words **Service View**

3) Expand the Oracle DB Services, Foundation Services, Workspace Services, Essbase Services, FR Services and Planning Services.

   **Check** all items below each Services:

4) Click

5) All correctly started services should be green colored like below after completion:
Lesson 1: Data Form Designer

Exercise 2  Data Form Creation

The current TotPlan demonstration was created with a prior version of Hyperion Planning. In this workshop, we will enhance it by applying the new enhancements and features that are now available.

In this exercise, you will use the new Data Form Designer.

You will create a new data form similar to an existing one used within the TotPlan application which is also referenced in the Sales Manager task list.

The new data form will be reused in the next exercise when creating a composite data form.

1) Log into the Workspace as User: demoadmin and Password: Demov52

2) Select Navigate \ Applications \ Planning and select TotPlan
Lesson 1: Data Form Designer

3) Go to the **Administration** menu and select **Manage \ Data forms**

![Image of Administration menu]

4) In the **middle panel (NOT THE VIEW PANEL)**, expand Forms and select the **Revenue** Folder and above the Data Form section, click **Create**

![Image of Data Form Management]
Lesson 1: Data Form Designer

5) Select the **Simple data form** option, give a name to the data form e.g. “02 Product Revenue Talleyrand”, add a **Description**, For Plan Type, select **Plan1** and **Enter Instructions**

When done, click **Next**

6) From the **Point of View area**, select the **Account** dimension icon and Drag and Drop it in **Rows**
Lesson 1: Data Form Designer

7) Click the Member Selector icon and select the following members for the Account dimension:

Units, Price, SalesReturnPct, SalesAllowPct, 411100, IChildren(412000), 410000, 451000, 400000

8) Check the ‘Place selection in separate rows’ and click Ok.
Lesson 1: Data Form Designer

9) Click the **Units** row/icon, and select the following under **Display Properties Account**:

<table>
<thead>
<tr>
<th>Display Properties: Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Apply to all row dimensions</td>
</tr>
<tr>
<td>□ Member name</td>
</tr>
<tr>
<td>✓ Alias</td>
</tr>
<tr>
<td>✓ Member Formula</td>
</tr>
<tr>
<td>□ Hide dimension</td>
</tr>
<tr>
<td>✓ Show consolidation operators</td>
</tr>
<tr>
<td>✓ Start expanded</td>
</tr>
</tbody>
</table>

10) Drag and Drop the **Period** dimension in **Columns** and do the following selection:
IDescendants(YearTotal)
Lesson 1: Data Form Designer

11) Click **Ok** when done

*Note: in addition to using the Member Selector when selecting dimension members, you can directly type your selection in the appropriate field. It may be relevant for the next dimensions.*

12) Drag and drop the **Entity** dimension in Page and do the following selection, hit Enter to leave the active selection box: **IDescendants(E01_101_1000)**
13) Under Page, click the **Entity** icon and under the **Display Properties: Entity**; uncheck **Member Name** and check **Alias** and **Apply to all page dimensions**

<table>
<thead>
<tr>
<th>Display Properties: Entity</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Apply to all page dimensions</td>
</tr>
<tr>
<td>□ Member name</td>
</tr>
<tr>
<td>☑ Alias</td>
</tr>
<tr>
<td>□ Member Formula</td>
</tr>
<tr>
<td>□ Hide dimension</td>
</tr>
<tr>
<td>□ Show consolidation operators</td>
</tr>
</tbody>
</table>

14) Drag and drop the **Channels** dimension in Page and do the following selection: **IChildren(All Channels)**

15) Drag and drop the **Version** dimension in Page and do the following selection: **Working,What If**

16) Drag and drop the **Segments** dimension in Page and do the following selection: **IDescendants(Seg01)**

17) Drag and drop the **Scenario** dimension in Page and do the following selection: **Plan,Forecast,Actual**

18) Drag and drop the **Year** dimension in Page and do the following selection: **FY09,FY10,FY11,FY12**

19) Leave **Currency** in the Point of View and click the **Member Selector** icon and select **Local** (or type directly in the dimension name)

Your dataform should look like this:

![Data Form Designer Screenshot]

---

**Oracle Hyperion Planning 11.1.2**

**Oracle** Industries Business Unit
Lesson 1: Data Form Designer

20) Select the ‘Other Options’ tab and apply the following precision:

<table>
<thead>
<tr>
<th>Simple data form: 02 Product Revenue Talleyrand</th>
</tr>
</thead>
<tbody>
<tr>
<td>Properties</td>
</tr>
<tr>
<td>Local</td>
</tr>
</tbody>
</table>

### Precision

<table>
<thead>
<tr>
<th>Cell Type</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currency values:</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Non-currency values:</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Percentage values:</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

21) Apply the following Display Properties:

<table>
<thead>
<tr>
<th>Display Properties</th>
<th>Printing Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make data form read-only</td>
<td>Include supporting detail</td>
</tr>
<tr>
<td>Hide Data Form</td>
<td>Show comments</td>
</tr>
<tr>
<td>Display missing values as blank</td>
<td>Format data</td>
</tr>
<tr>
<td>Enable account annotations</td>
<td>Show attribute members</td>
</tr>
<tr>
<td>Allow multiple currencies per entity</td>
<td>Apply precision</td>
</tr>
<tr>
<td>Enable Mass Allocate</td>
<td>Show currency codes</td>
</tr>
<tr>
<td>Enable Grid Spread</td>
<td>Show account annotations</td>
</tr>
<tr>
<td>Enable Text box</td>
<td></td>
</tr>
<tr>
<td>Enable cell level document</td>
<td></td>
</tr>
</tbody>
</table>

Message for data forms with no data: ____________________________

22) Associate the following menu to the webform:

<table>
<thead>
<tr>
<th>Context Menus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available Menus</td>
</tr>
<tr>
<td>FromIFToCapexDetail</td>
</tr>
<tr>
<td>FromIFToIFPFDetail</td>
</tr>
<tr>
<td>INTangibleExpSummMenu</td>
</tr>
<tr>
<td>NewAssetMenu</td>
</tr>
<tr>
<td>NewAssets</td>
</tr>
</tbody>
</table>
Lesson 1: Data Form Designer

23) Click the Business Rules tab, remove the <Calculate Currencies> calculation,

24) click on Properties and select to Run on Save the <Calculate Data Form> calculation and click OK
Lesson 1: Data Form Designer

25) Click the **Preview** button on the bottom left hand side of the page

You have now this capability to see how the web form will look like before saving it and opening it in the regular format.

26) Close the Preview mode window

27) Click **Save** and **Finish** and review the new web form in working mode

*End of Exercise*
Lesson 1: Data Form Designer

Exercise 3  Composite Form Creation

In this exercise you will use the new web form Designer that will help you to create an advanced and business oriented composite web form.

You will create a new composite form based on Revenue drivers that generates a Gross Margin by Product plan and compares it to corporate targets.

In order to create this composite data form, you will first split the form layout into two sections. Then, you will add one or several data grids to each section.

Before we can create our new composite web form, we will have to modify and duplicate some of our existing data forms to enhance them with the 11.1.2 features.

1) Go to the Administration menu and select Manage \ Data forms \ Revenue

2) Select 00 Revenue Drivers and click the Edit button above

3) Select the Layout tab
4) In the **Page Section** section of the form Layout, locate **Working** and click the **Member Selector** icon.

5) Add the **What If** member to the active selection and click **OK**.

6) In the bottom right and side of the page, click **Save As** and type **00 Revenue Drivers Talleyrand** and click **OK**.

7) Click **Finish**.

8) Select **01 Product Mix** and click **Edit**.

9) Select the **Layout** tab.

10) In the **Page Section** section of the form Layout, locate **Working** and click the **Member Selector** icon and add the **What If** member to the active selection and click **OK**.
Lesson 1: Data Form Designer

11) Click the Member Selector icon next Distribution and do the following selection:

![Member Selector Icon]

or type “IChildren("All Channels")”

12) Click Save As and give a name to the new form. Click OK.

![Explorer User Prompt]

13) Click Finish

14) Now you can create a new composite form.

In the form portion of the view, click Create

![Create Button]
Lesson 1: Data Form Designer

15) Select the **Composite data form** option, give a name to the data form e.g. “00 Revenue Plan Talleyrand”, add a description, enter instructions. When done, click **Next**.

<table>
<thead>
<tr>
<th>Properties</th>
<th>Layout</th>
<th>Business Rules</th>
</tr>
</thead>
</table>

- **Data Form:** 00 Revenue Plan Talleyrand
- **Description:**
- **Hide Data Form:**

16) Expand the **Layout pane** if not opened. Under the **Layout tab**, click the third option “**2-Row Layout**” from the Select layout option,

*You can see now the composite form is now divided in 2 vertical panels or sections.*
Lesson 1: Data Form Designer

17) While the upper vertical section is activated (blue color), click the icon from Section Properties to add or remove data forms to this section.

18) Change the Data Form Folder drop down to Revenue and select the three forms listed in the picture below:
19) Click **Submit** and check the ‘**Display data forms as tabs**’ option

![Image of Data Form Designer]

20) Select the first web form under the **Section Properties** pane, and **edit** the data form label

![Image of Section Properties]

21) Rename the section to ‘**Drivers**’:
Lesson 1: Data Form Designer

22) Repeat steps 20 and 21 and rename the two other web forms to the following names:

![Image of Section Properties dialog box with checkboxes for Drivers, Product Mix, and Product Revenue]

23) Into the Section Name box, enter 'Revenue Drivers' and click the Text/Color icon and change the text size to Bold 11pt and a give a red color:

![Image showing Section Properties dialog box with Section name and Text/Color settings]

24) Click Save and Close
Lesson 1: Data Form Designer

25) In the **Section Layout** panel, scroll down to the **Common Dimension** section

26) Change the **Version** selection to **Section**, and the **Channels** selection to **Global**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Common Dimensions</strong></td>
<td></td>
</tr>
<tr>
<td><strong>POV Dimensions</strong></td>
<td></td>
</tr>
<tr>
<td>Currency</td>
<td>Local</td>
</tr>
<tr>
<td><strong>Page Dimensions</strong></td>
<td></td>
</tr>
<tr>
<td>Scenario</td>
<td>Local</td>
</tr>
<tr>
<td>Entity</td>
<td>Local</td>
</tr>
<tr>
<td>Version</td>
<td>Section</td>
</tr>
<tr>
<td>Channels</td>
<td>Global</td>
</tr>
</tbody>
</table>

**Note:** Several options are available between ‘Local’, ‘Section’ or ‘Global’. Concept used here is when selecting a dimension member within a data form, this member can be shared or not between forms within the same Section layout or even globally between all sections used if relevant in order to have a context sensitive like navigation between data forms. Based on this concept, a dimension is defined as ‘Local’ dimension, ‘Section’ shared dimension or ‘Global’ shared dimensions.

**Examples:**
- If you change the selection of a ‘Global’ dimension, the POV changes of all data forms in all sections accordingly.
- If you change the selection of a ‘Section’ dimension, the POV changes of all data forms within this section only.
- If you keep the ‘Local’ selection, the POV change only in the related data form.

In order to make a dimension ‘Global’, it has to be set to a same place (POV or Page) in each of the form of the composite, and it has to have the same member selection!
Lesson 1: Data Form Designer

27) In the Layout panel, click on the lower section to activate

28) Add the '00 Revenue Target' webform

29) Into the Section Name box, add ‘Revenue Target’ and change the style and color to:

30) Click Save and Close
31) In the **Common Dimensions** pane, set **Channels** with a **Global** share

At this stage, you should have the following options activated:

![Common Dimensions]

32) Click **Next** or select the ‘**Business Rules**’ tab.

33) Do the following selection:

![Business Rules]

34) Click on **Save** and **Finish**
Lesson 1: Data Form Designer

35) In the left hand view pane, select Forms \ Revenue \ 00 Revenue Plan Talleyrand and validate you can see the following screen:

![Revenue Plan Talleyrand screenshot]

End of Exercise

Exercise 4 Data Validation – simple condition

In the next two exercises you will learn how to create extra lines into a web form that could help to calculate specific ratios or to add subtotals to grids. You will also learn how to create data validation rules that may impact workflow.

Applying data validation rules is a new feature that may help to quickly validate data e.g. against certain thresholds of spending limits.

In this exercise, you will start by creating a data validation rule.

1) Go to the Administration menu and select Manage \ Data forms

2) Select the Revenue Folder in the middle panel, select ’01 Product Mix Talleyrand’ and Edit
Lesson 1: Data Form Designer

3) Select the **Layout** tab

**Note:** depending on the kind of validation rule you want to define, you can select to add a data validation rule at the grid level, at the column level, at the row level or at the cell level.

- **Based on this web form, if you want to create a validation rule at the row level, you will click on 1:**

    ![Rows](image)

    **If you want to create a column based validation rule, click on A:**

    ![Columns](image)

- **If you want to create a cell based validation, just click on the data cell.**

- **And finally, if you want to create a grid based validation rule, click at the Grid level (around the blue arrow):**

    ![Columns and Rows](image)

**Following your selection, the property pane on the right hand side will be updated automatically based on your choice.**

4) In this exercise, you will create a grid level based validation rule. Select the grid and click on the **+** icon in the **Validation Rules**.
Lesson 1: Data Form Designer

5) For **Location**, select **Grid** and for **Name**, enter **Product Mix Validation**

![Data Form Designer screenshot](image)

6) Keep **Enable validation rule** checked and modify the condition line as follow:

if current cell value is lower than 5%

![Condition line modification screenshot](image)

7) Then modify the background color of the data cell to blue: click on the **Add Condition** icon to add a new condition line

![Add Condition icon](image)

**Note:** When adding a condition within a condition block, you must use the **Add Condition** icon under Actions.
Lesson 1: Data Form Designer

8) Select the **THEN** condition and leave **Source Type** as **Process Cell**

9) Click the Process cell icon

10) Using the color selector, select a blue color, add a **Validation Message** “Product Mix for this product is lower than 5%” and check the **Display message** check box has been selected

Do not impact Process Management at this stage and click **Ok**
Lesson 1: Data Form Designer

11) The validation rule builder window should look like this:

![Validation Rule Builder Window](image)

12) Click **Validate** and if the rule has no errors, click **OK**

*Note: After creating the validation rule, you should note that the data form has a green cell, and if you hover over it, it will display that the grid-level validation rules exist.*

13) Click **Save** and **Finish** to exit the webform creation interface
Lesson 1: Data Form Designer

14) From the Form folder, open the modified “01 Product Mix Talleyrand” Webform

<table>
<thead>
<tr>
<th></th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookshelf Audio System</td>
<td>6.63%</td>
<td>5.02%</td>
<td>3.17%</td>
<td>3.81%</td>
<td>5.08%</td>
<td>6.32%</td>
<td>5.81%</td>
</tr>
<tr>
<td>Home Theater Audio System</td>
<td>0.93%</td>
<td>6.76%</td>
<td>4.52%</td>
<td>5.13%</td>
<td>6.60%</td>
<td>0.51%</td>
<td>7.03%</td>
</tr>
<tr>
<td>Home Audio</td>
<td>15.57%</td>
<td>11.79%</td>
<td>7.43%</td>
<td>10.65%</td>
<td>13.65%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boom Box</td>
<td>10.28%</td>
<td>7.78%</td>
<td>8.91%</td>
<td>7.88%</td>
<td>6.86%</td>
<td>9.01%</td>
<td></td>
</tr>
<tr>
<td>Personal CD Player</td>
<td>6.34%</td>
<td>4.80%</td>
<td>5.03%</td>
<td>4.66%</td>
<td>6.04%</td>
<td>5.56%</td>
<td></td>
</tr>
<tr>
<td>MP3 Player</td>
<td>9.95%</td>
<td>7.53%</td>
<td>4.79%</td>
<td>5.71%</td>
<td>7.62%</td>
<td>9.47%</td>
<td>0.72%</td>
</tr>
<tr>
<td>Audio on the Go</td>
<td>26.57%</td>
<td>20.12%</td>
<td>12.68%</td>
<td>15.26%</td>
<td>20.36%</td>
<td>22.37%</td>
<td>23.29%</td>
</tr>
</tbody>
</table>

See also the Data Validation Messages pane in the right hand side of the screen.

End of Exercise

Exercise 5  Data Validation – advanced condition

In this exercise, you will learn how to create an extra line like a ratio that will be used to calculate and apply a color coding to data.

1) Go to the Administration menu and select Manage \ Data forms
2) Select the Revenue Folder in the middle panel, select '02 Product Revenue Talleyrand' and Edit
3) Select the Layout tab
Lesson 1: Data Form Designer

4) Select the last line of the grid (Account Member ‘400000’), right click and select Add formula row

5) Click on Formula label and replace the default text with ‘Gross Profit Ratio’

6) Click in the data cell and add the following formula in the formula bar (the forumula bar is located at the top of the page under the Layout tab):

7) In the formula field, enter Row[9] / Row[5]

8) Click on Validate

The validation flad will turn green if the formula is correct or will turn red if incorrect.

9) Select the cell [A,9], right-click and add a validation rule.
10) Click **Add a rule** and name it **Gross Profit Ratio** with the following settings:

If Gross Profit Ratio < 15% then color the Gross Profit data cell in red
Elseif Gross Profit Ratio < 25% then color the Gross Profit data cell in orange
Else color the Gross Profit data cell in green

**Note:** use the icon under the Actions column to add a new row/condition; use the icon to modify the background color. If you try to use the Add Condition icon located in the Data Validation toolbar.

11) Click **Validate** and **OK**
Lesson 1: Data Form Designer

12) Select **Row 10** (i.e. Gross Profit Ratio) and check **Hide** in the **Row Properties** panel.

![Row Properties: 10]

- **Hide**
- Show separator
- Display formula on data form

13) Click **Save** and **Finish** and open the modified webform.

![Data Form]

**Note #1:** you can use a formula row/column to create a blank row/column in the data form:

![Formula Rows/Columns]

- **Units**
- **Price**
- **Sales Allowance %**
- **Sales Return %**
Lesson 1: Data Form Designer

**Note #2:** data grid formula supports Financial Reporting like formulas. You can use the formula selector to grab a function.

![Formula Selector](image)

**End of Exercise**

**Demo Tips & Tricks**

Although it’s not frequently relevant to illustrate how to create a web form in front of a customer during a demo, this does show Hyperion Planning’s flexibility and end user orientation. Especially since color coding validation rules are also available in Excel. **Explaining the concept of validation rules associated with Hyperion Planning’s Time Intelligence and Financial Intelligence are strengths** to emphasize.

In terms of composite form design, renaming data form is a good choice especially when using a web form called ‘00 Product Revenue Talleyrand’ and replacing this unnecessary long form name by ‘Product Revenue’. Giving a name to Sections and associate a specific colored font is also appreciated when looking at the web interface.
Lesson 1: Data Form Designer

End of Lesson
Lesson 2: Process Management

In this lesson, you will discover the redesigned Process Management interface that will help you when defining the promotional path of data to validate or to submit.

The new Hyperion Planning workflow enables users to add another tier dimension to the Planning Unit definition which can be a mix between several dimensions depending where you are in the workflow. For instance, with the current Planning Unit definition based on the Entity, Scenario and Version dimensions, you will be able to include a Product dimension in the promotional chain for certain entities while using a Channel dimension in the promotional chain for other entities.

This new process management interface includes great enhancements in the way to associate business users for data validation and submission: owners and reviewers can be directly assigned to Planning Units while enabling conditional promotional paths depending on data thresholds or achievements.

Promotional rules, delegation and ‘out of office’ assistant are now part of this advanced and competitive Hyperion Planning Process Management.
Lesson 2: Process Management

Overview & Objective
The following exercises will take you through the redesign of the Process Management interface. It will assist you when defining the promotional path for plan submissions and data validations.

This first exercise will use a classic hierarchical approval process.

In a second exercise, you will extend the primary approval process by associating validation rules that will require additional approvals outside of the normal hierarchical path.

The last exercise will apply conditional data thresholds that will prevent users from submitting their budgets.

Exercise 1 Hierarchical Approval Process
In this exercise you will experience the redesigned Process Management interface that will help you to define the promotional path to use when submitting data within a management chain. You will also learn how to include a tier dimension into the Planning unit next to the Entity, Scenario and Version hierarchies chosen and how to assign owner, reviewer to act in the plan cycle.

The new process management functionality based on Planning Unit Hierarchy definition enables to add another tier dimension in the workflow. It adds more flexibility when validating data in the approval chain. In the exercise below, a primary dimension is added to the process management under the USA Sales organization and Argentina Sales to validate data against the Segments dimension while another dimension, the Accounts dimension, is used to validate Brazil Sales data.

Once a new Planning Unit Hierarchy is created, you have to assign owner and reviewer roles to generate the promotional path:

1) Open Hyperion Planning from the Workspace and open the TotPlan application

2) Select Administration \ Manage \ Dimensions and select the Entity dimension in the selected dimension drop down list

3) Expand the Entity dimension Entity \ TotalGeography \ E01_101
Lesson 2: Process Management

4) Select E01_101 (USA) and click Assign Access

5) Click Add Access and pick Barry Mills and George Foster, for Type of Access, select Write and in the drop down, select Descendants (inclusive) and click on Add and on the next window click Close and click Close again
Lesson 2: Process Management

6) By following the steps above, modify **TotalGeography** security by giving write access to Frank Taylor instead of Read access (use the Edit Access instead of the Add Access)

![Assign Access for TotalGeography](image)

7) Using the **Administration** menu, select **Process Management** and **Planning Unit Hierarchy** (PUH)

![Administration Menu](image)

8) In this first step, you will define the granularity of the submission process, as well as the ownership of the different planning unit that you will define.

Under the **Process Management Dimension** tab, click **Create** and add the following details:

![Process Management Dimension](image)
• Give a name to the PUH: **Entity Hierarchy**
• Select **Custom** from the Enable Process Management list and select **E01** using the member selector icon.
• Select 5 levels of members using 0-4 into the relative generation numbers box:
  - 0 corresponds to the selected member from where the approval process will start
  - 1 corresponds to its direct children, 2 to its grand-children and so on

9) Select to use a **bottom up** Process Management template and click on **Next**

10) Using the **Primary and Subhierarchy Selection** tab, hit the Planning Unit icon and expand Descendants.

11) Along with **USA Sales** member, select **Segments** from the Dimension drop down list

12) Under Parent Member, select **Seg01** (Electronics) in the **Parent Member**

13) Under **Relative Generation**, enter 1 (this means that only children of **Seg01** will be added)
Lesson 2: Process Management

14) Under Display, select All Entities

15) Continue to define the Planning Unit Hierarchy and page through the hierarchy by clicking Next. When you get to Argentina Sales, check the Enable box to the left.

Select Segments from the Dimension drop down list.

Select Seg02 (Services) in the Parent Member selection.

Add 1 to the Relative Generation meaning that only children of Seg02 will be added.
Lesson 2: Process Management

16) Select Brazil Sales and select the Account dimension from the Dimension drop down list.

Select the Gross Profit account in the Parent Member selection. Add 1 to the Relative Generation meaning that only children of Gross Profit will be added.

![Dimension Drop Down List]

17) Click Next.

18) Expand the view by clicking on the double plus icon.

19) Under the Assign Owners tab, for all departments under East Sales with the product line of Audio Systems, assign Barry Mills as owner.

For all entities under East Sales with the product line of Digital Video, assign George Foster as owner.

For East Sales, NY and PA, assign Carol Judd as owner.

For MA, assign Henry Jefferson as owner.

For USA Sales, assign Frank Talyor as owner.
Lesson 2: Process Management

20) For all entities under **East Sales without products**, add **William Radcliff** as **Reviewer**

<table>
<thead>
<tr>
<th>Name</th>
<th>Owner</th>
<th>Reviewer</th>
</tr>
</thead>
<tbody>
<tr>
<td>USA Sales</td>
<td>Frank Taylor</td>
<td></td>
</tr>
<tr>
<td>East Sales</td>
<td>Carol Judd</td>
<td></td>
</tr>
<tr>
<td>MA</td>
<td>Henry Jefferson</td>
<td>William Radcliff</td>
</tr>
<tr>
<td>MA: Audio Systems</td>
<td>Barry Mills</td>
<td></td>
</tr>
<tr>
<td>MA: Digital Video</td>
<td>George Foster</td>
<td></td>
</tr>
<tr>
<td>MA: Televisions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MA: VCRs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NY</td>
<td>Carol Judd</td>
<td>William Radcliff</td>
</tr>
<tr>
<td>NY: Audio Systems</td>
<td>Barry Mills</td>
<td></td>
</tr>
<tr>
<td>NY: Digital Video</td>
<td>George Foster</td>
<td></td>
</tr>
<tr>
<td>NY: Televisions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NY: VCRs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PA</td>
<td>Carol Judd</td>
<td>William Radcliff</td>
</tr>
<tr>
<td>PA: Audio Systems</td>
<td>Barry Mills</td>
<td></td>
</tr>
<tr>
<td>PA: Digital Video</td>
<td>George Foster</td>
<td></td>
</tr>
<tr>
<td>PA: Televisions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PA: VCRs</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

21) Review the **Promotional path** of **MA:Audio Systems**

22) Click on **Save** and **Finish**
23) From the Planning Unit Hierarchy screen, click the Scenario and Version Assignment button (alternatively, click Administration \ Process Management and select Scenario and Version Assignment).

24) Click the Action icon next the newly created ‘Entity Hierarchy’.

25) Select the Plan scenario and the Working version and hit Ok

26) Click Save

27) Select the Tools menu \ Manage Process

28) Select Plan \ Working and hit Go
Lesson 2: Process Management

29) Display in Tree view mode, select East Sales and Start the Plan cycle.

Select a valid scenario and version, and then click Go.

<table>
<thead>
<tr>
<th>Planning Unit</th>
<th>Plan Cycle</th>
<th>Process Status</th>
<th>Sub-Status</th>
<th>Current Owner</th>
<th>Location</th>
<th>Path</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>North America</td>
<td></td>
<td>Not Started</td>
<td></td>
<td>No Owner</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>USA</td>
<td></td>
<td>Not Started</td>
<td></td>
<td>No Owner</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>USA Sales</td>
<td>Under Review</td>
<td></td>
<td></td>
<td>No Owner</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>East Sales</td>
<td>Under Review</td>
<td></td>
<td></td>
<td>No Owner</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>West Sales</td>
<td>Not Started</td>
<td></td>
<td></td>
<td>No Owner</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>North Sales</td>
<td>Not Started</td>
<td></td>
<td></td>
<td>No Owner</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>South Sales</td>
<td>Not Started</td>
<td></td>
<td></td>
<td>No Owner</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

30) Review effective assignment for each Planning Unit in the planning cycle under East Sales.

Review Potential Promotional paths using the Path icon.
Lesson 2: Process Management

31) Logoff from **demoadmin** and re-log in as **Barry** (same password as demoadmin)

32) Select the **TotPlan** application and open the **03 Revenue Assump** form located under **Forms \ Revenue**

Validate that Barry can only update Audio Systems products under the East Sales region.

33) Logoff from **Barry** and re-log in as **George**
Lesson 2: Process Management

34) Using the same application and dataform, validate that George can only update Digital Video products under the East Sales region.

<table>
<thead>
<tr>
<th>03 Revenue Assump</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookshelf Audio System</td>
<td>11,624</td>
<td>7,750</td>
<td>2,058</td>
<td>2,143</td>
</tr>
<tr>
<td>Home Theater Audio System</td>
<td>5,795</td>
<td>2,968</td>
<td>883</td>
<td>944</td>
</tr>
<tr>
<td>Home Audio</td>
<td>17,419</td>
<td>10,718</td>
<td>2,941</td>
<td>3,087</td>
</tr>
<tr>
<td>Boom Box</td>
<td>60,746</td>
<td>31,648</td>
<td>8,415</td>
<td>10,865</td>
</tr>
<tr>
<td>Personal CD Player</td>
<td>19,748</td>
<td>9,959</td>
<td>3,084</td>
<td>4,133</td>
</tr>
<tr>
<td>MP3 Player</td>
<td>10,280</td>
<td>8,209</td>
<td>2,279</td>
<td>3,223</td>
</tr>
<tr>
<td>Audio on the Go</td>
<td>90,774</td>
<td>49,816</td>
<td>13,778</td>
<td>18,221</td>
</tr>
<tr>
<td>Audio Systems</td>
<td>108,193</td>
<td>60,534</td>
<td>16,719</td>
<td>21,308</td>
</tr>
<tr>
<td>DVD Player</td>
<td>21,931</td>
<td>15,175</td>
<td>10,973</td>
<td>10,186</td>
</tr>
<tr>
<td>DVD Recorder</td>
<td>1,040</td>
<td>794</td>
<td>535</td>
<td>531</td>
</tr>
<tr>
<td>Portable DVD</td>
<td>4,394</td>
<td>2,974</td>
<td>2,106</td>
<td>2,168</td>
</tr>
<tr>
<td>DVD/VCR Combo</td>
<td>5,569</td>
<td>4,250</td>
<td>2,861</td>
<td>2,842</td>
</tr>
<tr>
<td>Digital Video</td>
<td>32,934</td>
<td>23,193</td>
<td>16,475</td>
<td>15,727</td>
</tr>
<tr>
<td>Projection TV</td>
<td>967</td>
<td>439</td>
<td>131</td>
<td>193</td>
</tr>
<tr>
<td>Plasma TV</td>
<td>492</td>
<td>220</td>
<td>74</td>
<td>91</td>
</tr>
</tbody>
</table>

35) Logout of the application

End of Exercise
**Exercise 2 Matrix Approval Process**

In this exercise you will learn how to create a matrix approval process based on the Planning Unit Hierarchy you have just defined and where you will automatically include supplementary levels of approval based on approval rules.

In order to create a matrix approval process, you need to define the Planning Unit Hierarchy and update the default promotional path with validation rules.

In this exercise we will first update owner assignments for West Sales and then we will create a validation rule that will apply conditions to the promotional path based on the Segments dimension and that will change it accordingly:

1) Re-log as **demoadmin** and re select the totplan application.
Lesson 2: Process Management

2) Go to Administration \ Manage \ Dimensions and add a write access to E01_101 USA and descendants for Maria Jones and Francis Rosenberg.

3) Go to Administration \ Process Management \ Planning Unit Hierarchy and update the Entity Hierarchy by adding new owners under West Sales: add Maria Jones as the owner of West Sales and Francis Rosenberg as the CA owner.

4) Go to Tools \ Manage Process and select Plan & Working and hit Go

5) Start the Plan Cycle for West Sales
6) Expand **West Sales** to the lowest level in order to validate that **Francis Rosenberg** is the owner of the **CA Planning Unit** and that **Maria Jones** is the owner of the **CO** and **WA Planning Units**.

<table>
<thead>
<tr>
<th>Planning Unit</th>
<th>Plan Cycle</th>
<th>Process Status</th>
<th>Sub Status</th>
<th>Current Owner</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>![Not Started]</td>
<td>Unknown</td>
<td>No Owner</td>
<td></td>
</tr>
<tr>
<td>North America</td>
<td></td>
<td>![Not Started]</td>
<td>Unknown</td>
<td>No Owner</td>
<td></td>
</tr>
<tr>
<td>North America Corporate</td>
<td></td>
<td>![Not Started]</td>
<td>Unknown</td>
<td>No Owner</td>
<td></td>
</tr>
</tbody>
</table>

7) **Review the Potential Promotional path for CA**

![Promotional Path Diagram]
Lesson 2: Process Management

8) We will now create a validation rule that will impact the promotional path and will define that all Audio Systems Planning Units under West Sales will be first promote for validation to Barry Mills before Maria Jones review.

We will also create a secondary validation rule that will impact the promotional path and will define that all Digital Video Planning Units under West Sales will be first promote for validation to George Foster before Maria Jones review.

Create a webform called 99 Matrix Approval Process with the following member selections and position:

POV: Accounts, Year, Version, Channels, Period, Scenario and Currency dimensions

<table>
<thead>
<tr>
<th>Rows</th>
<th>Entity dimension</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Descendants(E01_101_1200)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Columns</th>
<th>Segments dimension</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS,DV,TV,VC,Seg01</td>
<td></td>
</tr>
</tbody>
</table>

Display Alias instad of member name for Entity and Segments dimensions

Save the webform
9) The web form should look like this:

<table>
<thead>
<tr>
<th></th>
<th>Audio Systems</th>
<th>Digital Video</th>
<th>Televisions</th>
<th>VCRs</th>
<th>Electronics</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA</td>
<td>1,589,988</td>
<td>824,093</td>
<td>104,996</td>
<td>477,199</td>
<td>2,996,276</td>
</tr>
<tr>
<td>CO</td>
<td>512,926</td>
<td>252,200</td>
<td>32,202</td>
<td>142,807</td>
<td>940,135</td>
</tr>
<tr>
<td>WA</td>
<td>254,077</td>
<td>120,926</td>
<td>14,873</td>
<td>70,114</td>
<td>459,990</td>
</tr>
<tr>
<td>West Sales</td>
<td>2,356,991</td>
<td>1,197,219</td>
<td>152,071</td>
<td>690,120</td>
<td>4,396,401</td>
</tr>
</tbody>
</table>

10) Reopen the Webform in Design mode and edit the layout

11) Click into cell A1 in the form grid and click the icon using the Validation **Rule Properties** panel
Lesson 2: Process Management

12) Location: grid, give a name to the rule e.g. Approval rule for Audio Systems.

Design the rule as below:

![Image of Data Validation Rule Builder]

**Note:** Use the icon to add a new row/condition.


14) Give a color to the background to be sure the promotional path is managed for Audio systems; check Update Promotional path in the Process Management part and click Add.
Lesson 2: Process Management

15) Fill the promotional path information as below. Uncheck “Display message in the Data Validation Messages pane”

![Screenshot of Process Cell - Windows Internet Explorer]

- **Planning Unit Hierarchy:** Entity – Segment Hierarchy
- **Planning Units:** Descendants(West sales)
- **Promotional Path Condition – position:** Before
- **Planning Units:** West sales
- **Assign – Role:** Owner
- **Users:** Barry Mills

Click OK, then Validate then OK again.

16) Create a second validation rule using the icon: ‘Add Validation Rule’.

17) Location: grid, give a name to the rule e.g. Approval rule for Digital Video.
Lesson 2: Process Management

18) Design the rule as below:

19) Click the Process cell icon for the new condition.

20) Give a color to the background to be sure the promotional path is managed for Digital Video; check Update Promotional path in the Process Management part and click Add.
Lesson 2: Process Management

21) Fill the promotional path information as below. “Display message in the Data Validation Messages pane”.

![Image of Process Cell - Windows Internet Explorer](https://example.com/image)

**Planning Unit Hierarchy**: Entity – Segment Hierarchy

**Planning Units**: Descendants(West sales)

**Promotional Path Condition – position**: Before

**Assign – Role**: Owner

**Users**: George Foster

Click OK, then Validate and OK again.

22) The validation rules are now available in the webform at the Grid level:

![Image of Validation Rules: Grid](https://example.com/image)
Lesson 2: Process Management

23) Click **Save** and **Finish** and open the webform. The webform should look like this:

![Webform Image]

24) Using **Tools** menu, select **Manage Process**.

25) Expand **West Sales** and show the **Potential Promotional Path** for **CA**.

26) The Promotional path now includes 2 approval rules depending on the current product line under **CA**.

![Promotional Path Diagram]

27) With **CA** entity, hit **Details**.

28) Click **Change Status** and, using the drop down list, select the **Promote** action with an **automatic** owner. Click **Done** when finished.
Lesson 2: Process Management

29) Review that now Barry Mills is the new owner of CA:Audio Systems and George Foster the new owner of CA:Digital Video.

<table>
<thead>
<tr>
<th>Company</th>
<th>Status</th>
<th>Owner</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA:Audio Systems</td>
<td>Under Review</td>
<td>Barry Mills</td>
<td>CA</td>
</tr>
<tr>
<td>CA:Digital Video</td>
<td>Under Review</td>
<td>George Foster</td>
<td>CA</td>
</tr>
</tbody>
</table>

End of Exercise

Exercise 3  Validations on Approval Process

In this exercise you will learn how to apply data level validation rules on Approval Process that will help to manage authorized thresholds appliance on submission.

We will start with modifying the previous ‘02 Product Revenue Talleyrand’ data form and add new dimensions into each condition before updating the workflow depending on the result of conditions.

1) Go to Administration \ Manage \ Data Forms and open the 02 Product Revenue Talleyrand webform in edit mode. Select the Layout tab.

2) Right click on the A column and select Add column from the right click menu.

3) Update the selection for column A and B, to have the following member selection:

<table>
<thead>
<tr>
<th>Columns</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>B</td>
</tr>
<tr>
<td>Descendants(YearTotal)</td>
<td>YearTotal</td>
</tr>
</tbody>
</table>

Note: instead of using the member selector icon, you can directly type into the column field.
Lesson 2: Process Management

4) Hit the datacell [A,9] where resides the validation rule. Right click and select **Copy Validation Rules**.

<table>
<thead>
<tr>
<th>Rows</th>
<th>Columns</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Units</td>
</tr>
<tr>
<td>2</td>
<td>Price</td>
</tr>
<tr>
<td>3</td>
<td>SalesReturnPct</td>
</tr>
<tr>
<td>4</td>
<td>SalesAllowPct</td>
</tr>
<tr>
<td>5</td>
<td>4:1100</td>
</tr>
<tr>
<td>6</td>
<td>IChildren(412000)</td>
</tr>
<tr>
<td>7</td>
<td>4:0000</td>
</tr>
<tr>
<td>8</td>
<td>451000</td>
</tr>
<tr>
<td>9</td>
<td>400000</td>
</tr>
<tr>
<td>10</td>
<td>Gross Profit ratio</td>
</tr>
</tbody>
</table>

5) Go to datacell [B,9], right click and select **Paste Validation Rules**.

6) Select again the datacell [A,9], select the **Gross Profit Ratio** rule from the Validation Rule pane, and delete the validation rule using the **X** icon.
Lesson 2: Process Management

7) Edit the **Gross Profit Ratio** Rule from datacell [B,9] and apply the following modifications:

![Data Validation Rule Builder: Gross Profit Ratio](image)

**Note:** to add intermediate rows, click the icon. Using these 2 icons you can copy/paste conditions.

8) As a reminder, Gross Profit cell is green colored when Gross Profit Ratio (Gross Profit / Operating Revenue) is > 25%, is orange colored when 15% < Gross Profit Ratio < 25% and is red colored when Gross Profit Ratio < 15%.

9) The validation rule we will add to the existing color coding is:

   Do not allow promotion if Gross Profit Ratio < 15%.

   Add Frank Taylor as Reviewer if 15% < Gross Profit Ratio < 25%.

   Use the existing promotional path is the Gross Profit Ratio is > 25%.
Lesson 2: Process Management

10) Once you have updated Conditions like in the screen before, click on Process Cell icon next to the red color coding.

11) Add the following validation Message: “You are not allowed to submit your budget when Gross Profit / Operating Revenue is lower than 15%.”

12) Check Display Message in the Data Validation Messages pane.

13) Select Do Not Promote in the Process Management part. Click OK.

14) Click the Process Cell icon next to the orange color coding.
15) Apply the following update:

**Validation Message:** Because the Gross Profit Ratio is between 15% - 25%, budget must be review by Frank Taylor.

Update the Promotional path.

16) Click the **Procell Cell** icon next to the green color coding

Uncheck “**Display Message in the Data Validation Messages pane.**”
Lesson 2: Process Management

17) Click **OK, Validate** and **OK**.

Note the validation message from the grid when you hover over the cell as well as the fly-out on the right.

18) **Save** the Webform

19) Open the Webform and verify that the **Gross Profit Ratio** for VCR products is between 15% and 25% for **CA** entity.

20) Select **Tools \ Manage Process**. Change Details for **CA** and select to **Originate**.

   Everything under **CA** is now back to **Francis Rosenberg**.

21) Check the **Potential Promotional Path** under **CA**. Validate that **Frank** is now potentially a **Reviewer** for **CA** based on the **Gross Profit Ratio** validation rule.
Lesson 2: Process Management

22) Display in Flat View.

Select a valid scenario and version, and then click Go.

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Version</th>
<th>Go</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan</td>
<td>Working</td>
<td>Go</td>
</tr>
</tbody>
</table>

Display  Tree View  Flat View  Select Mine

23) Select CA:VCRs, and click Validate. Using the Sub-Status column, it will show that Additional Approval Required. If you click on the link, it will take you to the offending data form.

<table>
<thead>
<tr>
<th>Planning Unit</th>
<th>Process Status</th>
<th>Sub-Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA:VCRs</td>
<td>Under Review</td>
<td>Additional Approval Required</td>
</tr>
<tr>
<td>CA</td>
<td>Under Review</td>
<td></td>
</tr>
</tbody>
</table>

24) Promote CA entity to the next approver and review each current owner.

Select a valid scenario and version, and then click Go.

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Version</th>
<th>Out of Office Assistance</th>
<th>Process Status</th>
<th>Current Owner</th>
<th>Location</th>
<th>Path</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA:Audio Systems</td>
<td>Under Review</td>
<td></td>
<td>No Owner</td>
<td>Barry Mills</td>
<td>CA</td>
<td></td>
<td>Details</td>
</tr>
<tr>
<td>CA:Digital Video</td>
<td>Under Review</td>
<td></td>
<td>George Foster</td>
<td>CA</td>
<td></td>
<td></td>
<td>Details</td>
</tr>
<tr>
<td>CA:Televisions</td>
<td>Under Review</td>
<td></td>
<td>Mario Jones</td>
<td>West Sales</td>
<td></td>
<td></td>
<td>Details</td>
</tr>
<tr>
<td>CA:VCRs</td>
<td>Under Review</td>
<td></td>
<td>Frank Taylor</td>
<td>CA</td>
<td></td>
<td></td>
<td>Details</td>
</tr>
</tbody>
</table>

End of Exercise
Lesson 2: Process Management

Demo Tips & Tricks
Definitively the new workflow helps to demonstrate our World Class Planning solution and it’s now a competitive advantage to have this tier dimension flexibility. Validation rules and impacts they have on the promotional path illustrate our capabilities to plan under constraints integrating e.g. profitability thresholds or authorized levels of expenses.

We have (now) a unique solution to offer to our customers when matrix approval processes are a key component of a Planning solution.

Through the creation of multiple Planning Unit Hierarchies, several workflows can be implemented within a single application to differentiate plans to forecasts or budget submission.

Validation rules can easily be activated or deactivated through the corresponding check box

☐ Enable validation rule .

In order to keep it simple when demonstrating the new workflow capabilities, do not plan to create an advanced Planning Unit Hierarchy with complex approval path on the fly (even if it is possible) as well as assigning too many owners/reviewers to Planning units. Prefer showing an existing one like the one you have designed in these exercises, or to create a simple one.

In term of designer experience, become familiar with the validation rules graphical interface that illustrates no coding expertise is necessary when implementing rules.

End of Lesson
Lesson 3: End User Experience

Hyperion Planning 11.1.2 release offers enhanced capabilities on the Web forms for End Users.

It includes the following new capabilities:

- Enhanced Performance on Data Forms
- Ad-hoc Grids
- Ability to save personal views
- Sorting & filtering
- Context Menu support for data cells
- Display of Consolidation Operators
- Added security to context menu items
- Custom Back button
- Enhance text data type display and URL links
Lesson 3: End User Experience

Overview & Objective
In this lesson you will go through these new and enhanced capabilities that are coming with this new release of Hyperion Planning 11.1.2.

End user experience has been drastically improved in terms of features/capabilities offered in the web interface as well as through SmartView (which will be covered in the next lesson).

The end user has now the ability to use an existing web form and move in ad-hoc mode in order to change the design of the existing grid for analysis purpose. You can use filtering and sorting capabilities to focus on specific sets of data and metrics.

AJAX is the new underlying technology used to open web forms faster with less network traffic even when using hundreds of rows and columns.

The right click menu at the grid or cell level has been also enhanced to be more business user oriented and enables to invoke planning actions through a context sensitive menu.

Exercise 1  Adhoc & Personal View
In this exercise, you will learn how to use the new Ad-hoc mode feature in order to reorganize your existing opened webform. This useful feature will help you to quickly run into analysis and redesign on the fly the content of the webform in use and finally save it as a new web form.

1) Open the webform 02 Product Revenue.

2) Right click in the row or column header and select Enter ad-hoc Mode.

3) Right Click on Operating Revenue and select Ad-hoc \ Keep Only.
4) Right click on Bookshelf Audio Systems (or any other member of the Segments hierarchy) and select **ad-hoc \ Pivot to \ Row**.

5) Right click on **Operating Revenue** and select **ad-hoc \ Pivot \ Page**

6) Point to **Jan** from the Period dimension and using the right-click Ad-hoc menu, select **Select Members** and do the following selection (remove the previous one first):

<table>
<thead>
<tr>
<th>Member Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
</tr>
<tr>
<td>IChildren(&quot;Total Year&quot;)</td>
</tr>
</tbody>
</table>

Try to find the four ways to achieve this selection.

7) Right Click on **Bookshelf Audio System** and select **Select members**. Remove all selected members.

8) Discover new features like expanding all the hierarchy using the icon.

9) Select the Display Properties icon to display member name and Alias or any other combinations.
10) Use the Display Properties icon to display additional information:

<table>
<thead>
<tr>
<th>Member Name</th>
<th>Alias</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Segments</td>
<td>Segments</td>
</tr>
<tr>
<td></td>
<td>- Total</td>
<td>Total</td>
</tr>
<tr>
<td></td>
<td>- AllSegments</td>
<td>All Segments</td>
</tr>
<tr>
<td></td>
<td>- Seg01</td>
<td>Electronics</td>
</tr>
<tr>
<td></td>
<td>- AS</td>
<td>Audio Systems</td>
</tr>
<tr>
<td></td>
<td>- HA</td>
<td>Home Audio</td>
</tr>
<tr>
<td></td>
<td>BA5</td>
<td>Bookshelf Audio System</td>
</tr>
<tr>
<td></td>
<td>HTA5</td>
<td>Home Theater Audio System</td>
</tr>
<tr>
<td></td>
<td>- AG</td>
<td>Audio on the Go</td>
</tr>
<tr>
<td></td>
<td>BB</td>
<td>Boom Box</td>
</tr>
<tr>
<td></td>
<td>PCD</td>
<td>Personal CD Player</td>
</tr>
<tr>
<td></td>
<td>MP3</td>
<td>MP3 Player</td>
</tr>
<tr>
<td></td>
<td>- DV</td>
<td>Digital Video</td>
</tr>
<tr>
<td></td>
<td>DV1000</td>
<td>DVD Player</td>
</tr>
<tr>
<td></td>
<td>DV2000</td>
<td>DVD Recorder</td>
</tr>
<tr>
<td></td>
<td>DV3000</td>
<td>Portable DVD</td>
</tr>
<tr>
<td></td>
<td>DV4000</td>
<td>DVD/VCR Combo</td>
</tr>
</tbody>
</table>
11) In order to select **Electronics** member and its children (inclusive), you can right click on the **Electronics** member in the available hierarchy and do the correct selection, or, still based on **Electronics** member selection you can use the **Keep only by Functions** feature. You can also select the **Electronics** member and use the member icon between the two panes.

When the Electronics member is selected, in the right pane, you have still access to right click options in order to continue selecting member using functions. New features are available here like Removing member or use “Equals” functions.
Lesson 3: End User Experience

Generation or Level based filters are also available in the left pane to reduce the number of items to display: click the icon and select Generation.

![Filter By Generation](image)

At the end, select Electronics with Children (inc) and click OK.

12) Select Operating Revenue, right-click Ad-hoc and Move to left.

13) Select FY10 then Go (if necessary).

14) Right click Ad-hoc and Save current form definition to “02 Operating Revenue Summary” then Exit Ad-hoc mode.
Lesson 3: End User Experience

15) Select the Revenue folder in the left pane and open the newly created webform.

End of Exercise

Exercise 2  Sorting & Filtering

In this exercise, you will learn how to use the new sorting and filtering features.

- Filtering and Sorting of data can be used sequentially. e.g. you can execute multiple filters in a sequence and then also execute sort criteria on its results.

- Filtering & Sorting act on the row or column highlighted.

- If a row member is highlighted and filter action is taken on a row member, the filter action will drop the data columns that don’t meet the filter criteria. When multiple rows or columns are highlighted, the filter results are based on at least one of the rows or columns meeting the filter criteria.

- If a row member is highlighted and a sort action is taken on a row member, the sorting is done on the data within the columns for that row member. The result of the sort will be the reordering of the columns based on the sort criteria.

1) Open the webform “02 Operating Revenue Summary”

2) Right click on a row label and select Enter Ad-hoc mode.

3) Right click on Audio Systems and select Ad-hoc \ Select Members.
Lesson 3: End User Experience

4) Remove all selected members. In the left pane, hit **Segments** and display all Level 0 members.

Hit all **Electronics level 0 members** and add these members in the right pane. Click **OK**.

Right click in the web form and select Ad-hoc \ Save current form definition using another name **“02 Operating Revenue Summary New”** web form name then Exit Ad-hoc mode.
Lesson 3: End User Experience

5) Web form should look like this:

<table>
<thead>
<tr>
<th></th>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
<th>Q4</th>
<th>□Total Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookshelf Audio System</td>
<td>1,067,091</td>
<td>1,004,540</td>
<td>1,504,776</td>
<td>2,423,401</td>
<td>6,059,810</td>
</tr>
<tr>
<td>Home Theater Audio System</td>
<td>1,464,244</td>
<td>1,406,591</td>
<td>2,389,574</td>
<td>3,114,847</td>
<td>8,405,256</td>
</tr>
<tr>
<td>Boom Box</td>
<td>1,604,828</td>
<td>1,383,890</td>
<td>1,810,069</td>
<td>3,482,760</td>
<td>8,361,547</td>
</tr>
<tr>
<td>Personal CD Player</td>
<td>1,039,215</td>
<td>996,565</td>
<td>1,436,485</td>
<td>2,316,594</td>
<td>5,792,859</td>
</tr>
<tr>
<td>MP3 Player</td>
<td>1,629,773</td>
<td>1,566,035</td>
<td>2,003,491</td>
<td>3,633,270</td>
<td>8,832,570</td>
</tr>
<tr>
<td>DVD Player</td>
<td>1,733,792</td>
<td>1,737,272</td>
<td>2,029,721</td>
<td>5,053,358</td>
<td>10,554,143</td>
</tr>
<tr>
<td>DVD Recorder</td>
<td>590,366</td>
<td>591,538</td>
<td>691,064</td>
<td>1,720,626</td>
<td>3,593,594</td>
</tr>
<tr>
<td>Portable DVD</td>
<td>1,462,584</td>
<td>1,465,516</td>
<td>1,712,481</td>
<td>2,131,698</td>
<td>6,772,279</td>
</tr>
<tr>
<td>DVD/VCR Combo</td>
<td>926,978</td>
<td>928,864</td>
<td>1,085,270</td>
<td>2,701,922</td>
<td>5,643,034</td>
</tr>
<tr>
<td>Projection TV</td>
<td>1,277,011</td>
<td>1,227,164</td>
<td>1,766,456</td>
<td>3,946,546</td>
<td>8,217,177</td>
</tr>
<tr>
<td>Plasma TV</td>
<td>1,553,491</td>
<td>1,493,098</td>
<td>2,149,290</td>
<td>4,802,375</td>
<td>9,998,255</td>
</tr>
<tr>
<td>High Definition TV</td>
<td>1,460,766</td>
<td>1,422,630</td>
<td>2,049,096</td>
<td>4,577,796</td>
<td>9,531,096</td>
</tr>
<tr>
<td>4 Head VCR</td>
<td>1,658,627</td>
<td>1,920,762</td>
<td>2,175,472</td>
<td>4,223,501</td>
<td>9,976,362</td>
</tr>
<tr>
<td>Hi Fi VCR</td>
<td>1,949,974</td>
<td>2,237,764</td>
<td>2,534,519</td>
<td>4,920,601</td>
<td>11,642,858</td>
</tr>
</tbody>
</table>

6) Right click on Q1, select **Filter** with the following parameters:

![Filter Column](image)

7) Right click on **Q1** and select to **Sort descending**.

![Menu Options](image)
Lesson 3: End User Experience

8) The web form should look like this:

<table>
<thead>
<tr>
<th></th>
<th>MA</th>
<th>Distribution</th>
<th>Plan</th>
<th>Working</th>
<th>Operating Revenue</th>
<th>F1</th>
<th>FY10</th>
<th>Go</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hi Fi VCR</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1,949,974</td>
<td>2,237,764</td>
<td>2,534,519</td>
<td>4,920,601</td>
<td>11,642,658</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DVD Player</td>
<td>1,733,792</td>
<td>1,737,272</td>
<td>2,029,721</td>
<td>5,053,358</td>
<td>10,554,143</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boon Box</td>
<td>1,684,828</td>
<td>1,383,890</td>
<td>1,610,069</td>
<td>3,482,760</td>
<td>8,361,547</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Head VCR</td>
<td>1,658,627</td>
<td>1,920,752</td>
<td>2,175,472</td>
<td>4,223,501</td>
<td>9,978,362</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MP3 Player</td>
<td>1,629,773</td>
<td>1,566,035</td>
<td>2,003,491</td>
<td>3,633,270</td>
<td>8,832,570</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plasma TV</td>
<td>1,553,491</td>
<td>1,943,098</td>
<td>2,149,290</td>
<td>4,802,375</td>
<td>9,998,255</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Definition TV</td>
<td>1,480,756</td>
<td>1,422,638</td>
<td>2,049,896</td>
<td>4,577,790</td>
<td>9,531,098</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Theater Audio System</td>
<td>1,464,244</td>
<td>1,406,591</td>
<td>2,389,574</td>
<td>3,144,847</td>
<td>8,405,266</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Portable DVD</td>
<td>1,462,589</td>
<td>1,465,516</td>
<td>1,712,481</td>
<td>2,131,698</td>
<td>6,772,279</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

End of Exercise

Exercise 3  Context Menu  support for data cells

In this exercise you will go through new options available at the data cell level that were previously accessible only using top level menus or icons.

1) Open the web form “02 Product Revenue Talleyrand”. Select MA and Bookshelf Audio System and hit GO.

2) Hit datacell Sales Allowance % \ Jan. Replace the existing data by 3%.

3) Right-click and select Edit \ Copy and Paste this data from Feb to Apr.
   
   Hint: to select Feb:Apr, use the Shift key.

4) Right-click in Sales Allowance % \ Jan and Insert a Comment e.g.: “Based on our financial plan and economic situation, Sales Allowance for the first four months of the year can not exceed 3% of the Sales Price.”
Lesson 3: End User Experience

5) Select Sales Allowance % \ May and add a Supporting Detail using the right click option:

<table>
<thead>
<tr>
<th>Authorized sales allowance % threshold</th>
<th>May</th>
</tr>
</thead>
<tbody>
<tr>
<td>+</td>
<td>0.03</td>
</tr>
<tr>
<td>exceptional Sale discount</td>
<td>0.01</td>
</tr>
<tr>
<td>Total:</td>
<td>0.04</td>
</tr>
</tbody>
</table>

6) Review the other options like adding a document or adjusting data.

7) Open webform 01 Product Mix Talleyrand

8) Modify percent for 4 head VCR and Hi Fi VCR products as below in November:

<table>
<thead>
<tr>
<th>Page</th>
<th>4 Head VCR</th>
<th>Hi Fi VCR</th>
<th>VCRs</th>
<th>Electronics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov</td>
<td>5.00%</td>
<td>4.00%</td>
<td>19.58%</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

9) Using the datacell context menu, lock the two data cells, then hit Electronics, right-click and select Adjust \ Grid Spread and launch a spread using the default option.

(you can save or not the updated data).

End of Exercise

Demo Tips & Tricks

Although it’s not frequently relevant to illustrate how to create a web form in front of a customer during a demo, one competitive point here to illustrate Hyperion Planning flexibility and the end user orientation of the solution may go through the use of color coding validation rules also available in the Excel interface. Explaining the concept of validation rules associated to the Time Intelligence and Financial Intelligence embedded into the solution may represent Hyperion Planning strengths to emphasize.
Lesson 3: End User Experience

End of Lesson
Lesson 4: SmartView for Planning

Hyperion Smart View for Planning 11.1.2 release offers the following features in Smart View which were not available before.

Key Planning End-User Functionality Summary:

- Data Validation / Traffic Lighting
- Task List in Microsoft Outlook
- Task List in Microsoft Excel
- Composite Forms using tabs
- Process Management/Workflow
- Dynamic User Variables
- User Preference Setting
- Copy Version
- Job Console
- Task List Reports
- Context Sensitive Right Click Menus on Forms
- Document Attachment for Data Cells and Process Management
- Cell Level Launch Menus
Lesson 4: SmartView for Planning

Overview & Objective
Hyperion Smart View for Planning 11.1.2 features are part of the main new capabilities that are coming with this release.

It’s the first time that we have a complete parity between the web user interface and SmartView for Excel for a business user.

During the next exercises, you will go through most of these new features to experience the advanced integration between Hyperion Planning and Microsoft Office components.

Exercise 1 Task List in Microsoft outlook

In this exercise, you will discover new Hyperion Planning capabilities with Microsoft Outlook. It will include:

- Import /remove task lists from Outlook.
- Customize fields
- Launch forms, business rules and process management from Outlook
- Task List Reports

1) Open Hyperion Planning using the web interface.

2) Manage Task List and edit Sales Manager. Save this task list as “Sales Manager Talleyrand”.

![Explorer User Prompt](image-url)
Lesson 4: SmartView for Planning

3) Edit the “Sales Manager Talleyrand” task list, edit “2.1 Plan Revenue Drivers” and select “00 Revenue Plan Talleyrand” as the data form in the Property tab.

<table>
<thead>
<tr>
<th>Task</th>
<th>Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Form Folder</td>
<td>Forms</td>
</tr>
<tr>
<td>Data Form</td>
<td>00 Revenue Plan Talleyrand</td>
</tr>
</tbody>
</table>

Click Save.

4) Using the “Sales Manager Talleyrand” task list delete steps 2.2 and 2.3:

- 2.2 Product Mix
- 2.3 Review Detailed Revenue Plan

Save and Close

5) Open Microsoft Outlook on your machine and, using the Smart View menu, click on Task List.

6) From the Task List page on the right hand side, click on Private connection, select the demodrive server and the Totplan application. Click OK. Use demoadmin/Demov52 as user/password and Connect.

Right-click on “Sales Manager Talleyrand” task list and select import to import it into Outlook (you can also double-click on it).

[Close the reminder window if displayed]

In the SmartView pane you can filter to only display imported Task lists. Right Click and select Task list filter if you want to keep only the ones you have imported, the ones you are working on.

When a task list is finalized, you can decide you want to remove it from your imported task lists. To do so, see the Remove option from the screenshot just below.
Lesson 4: SmartView for Planning

7) You have also the ability to create a Task list Report directly from Outlook using Create Report link.

If you click on the Create report link, you have to select for which task list you want to create a report, then decide for which users you want to run this report too. Several options, like when you the report from the web interface, can be activated through the Task List report wizard.
8) Right-click on Sales Manager Talleyrand again, and select Customize Fields. Add the Task Type.
Lesson 4: SmartView for Planning

9) Double-click on **1.0 Review Guidelines**, review information in the Task window, and click on the green arrow to **open the URL or file**.

![SmartView Task window](image)

<table>
<thead>
<tr>
<th>Type</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>1.0 Review Guidelines</td>
</tr>
<tr>
<td>Dependency</td>
<td>0</td>
</tr>
<tr>
<td>Task Number</td>
<td>1.0</td>
</tr>
<tr>
<td>Status</td>
<td>Incomplete</td>
</tr>
<tr>
<td>Due Date</td>
<td>10/9/2009 5:00:01 PM</td>
</tr>
<tr>
<td>View Instructions</td>
<td></td>
</tr>
<tr>
<td>Use single sign on</td>
<td>Yes</td>
</tr>
</tbody>
</table>

10) Pass the credentials information, review the guidelines and close the window.

11) In the task lists, select **2.0 Review Revenue Plan**, right-click and select **SmartView \ View Instructions**.

![Task list](image)

Selecting **SmartView** and **View Instructions**

Close the window.
12) Select the next task “Plan Revenue Drivers”, and select Open Form from the SmartView menu. It will open the related task into Microsoft Excel.

End of Exercise

Exercise 2  SmartView with Microsoft Excel

In this exercise, you will discover new Hyperion Planning capabilities with Microsoft Excel. It will include:

- Managing connections,
- Working with tasklists and webforms,
- Navigating into menus and use context sensitive menus,
- Copy Version, Task List Report, Job Console,
- Process Management
- User Preferences

1) Enter credentials information if required: demoadmin/Demov52 and Connect.
Lesson 4: SmartView for Planning

2) Select the SmartView ribbon. Select Open and click SmartView Panel.

In the SmartView panel, click the Home icon 🏘️ to navigate between Shared Connections, Private Connections, Task Lists and Simulation Workbook. You have the option to display the SmartView pane on startup.

3) As explained in this pane, Shared Connections are available connections from a shared repository where business users can connect to group connections. The Private Connections link help to locally define connection and shortcuts.

4) Under the Recently Used part, you have quick access to recently used connections between Webform, Composite webform and Task Lists.

5) To return to the task list, select Task list under the Home icon 🏘️.

6) In this exercise, you will deliver the standard “Sales Manager” demo flow/story based on the Sales Manager Talleyrand task list.
Lesson 4: SmartView for Planning

7) Using the SmartView Task list panel on the right hand side, you can follow which task needs to be completed and which ones are already done.

8) If you are looking for more details about a specific task, you can expand the Task Details frame.

You have also the capability to quickly review the completeness of the overall tasks associated with this task list using the Task List colored ribbon.
Lesson 4: SmartView for Planning

9) Back to the opened spreadsheet, select MA entity and modify the Order Uplift and the Average Sales Price data in the first Excel tab: Drivers and Submit your data. See impact in 00 Revenue Targets.

Review that the Composite Form is now displayed into Excel and is organized using Spreadsheets. Each data grid in the composite form is represented using a tab into Excel.

Dimension POVs shared inside a section or globally for a composite forms are easily visualisable based on a specific color coding format in the POV bar:

Light green POV indicates a POV shared at the composite level

Purple POV indicates a POV shared at the Section level.

10) Move to the second tab Product Mix and still using MA entity, modify percentages by using the Mass Allocation function. Select Electronics / October, right-click and select Mass Allocate.
Lesson 4: SmartView for Planning

**Note:** this can also be achieved using the Planning ribbon, by selecting Adjust \ Mass Allocate.

11) Select to allocate using a **relational spread** function and pass the following parameters:

![Mass Allocate window]

12) Review updated data and view color effect changes on percentages.
Lesson 4: SmartView for Planning

13) Click on one of the navy blue colored data cells to show the data validation message.

A sub pane is also displayed under the SmartView task list pane on the right hand side of the screen. Expand the validation to analyse which cells are influenced by the condition.

14) Move to the Product Revenue data tab and view impact at the Units level.
15) Review Edit Cell text information in January for Sales Allowance % using the second icon of the contextual data cell ribbon.

<table>
<thead>
<tr>
<th>Units</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12188</td>
<td>9247</td>
<td>2781</td>
</tr>
<tr>
<td>Price</td>
<td>57</td>
<td>42</td>
<td>47</td>
</tr>
<tr>
<td>Sales Return %</td>
<td>5.6%</td>
<td>5.6%</td>
<td>5.5%</td>
</tr>
<tr>
<td>Sales Allowance %</td>
<td><strong>3.0%</strong></td>
<td><strong>3.0%</strong></td>
<td><strong>3.0%</strong></td>
</tr>
<tr>
<td>Operating Revenue</td>
<td>71512</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales Returns</td>
<td></td>
<td>7184</td>
<td></td>
</tr>
<tr>
<td>Sales Discounts</td>
<td>-2102</td>
<td>Cell Text</td>
<td>-3915</td>
</tr>
</tbody>
</table>

16) Still using the data cell contextual ribbon and the first icon, review the supporting details attached to Sales Allowance % \ May.

17) Select Operating Revenue member and display the member formula using the Planning ribbon.
Lesson 4: SmartView for Planning

**Note:** Members calculated using a member formula are displayed in italic. This can be modify through the Cell Style Option.

18) Right-click on a member, select the **SmartView** menu, select the webform link that will drive to **Input Assumptions**.

Verify that this link to the **Input Assumptions** web form is also available at the data cell level.

This webform link is available when using and creating webform menus and can also be linked to business rules, process management, URL.

A new option appears with this new release which allows to go back to the previous web form. This option is only available in the web interface as the business user can use Excel spreadsheet tabs to navigate between webfoms.
Lesson 4: SmartView for Planning

19) **Copy version** – Now that we have been able to calculate how Sales will be generated as the lowest level of the Segment hierarchy by entity, we can run a simulation on another version in order to see what would be the impact on the revenue if we change some drivers.

20) Using the Planning ribbon, select **Copy Version**

21) Select to copy the **Plan** scenario from the **Working** version to the **What If** version and hit **Go**.
Lesson 4: SmartView for Planning

22) Select the MA entity and click Copy Data.

![Copy Version dialog box with MA entity selected]

23) When successfully done, click Cancel.

24) Using the smartView pane, click on the Home icon and select Private Connections.
Lesson 4: SmartView for Planning

25) Select Planning – demodrive using the drop down list.

![Smart View window](image)

26) Expand TotPlan, select **02 Product Revenue Talleyrand** and open the webform.

![TotPlan - Planning](image)

27) Change your POV to the **What If** version and **Refresh**.

28) Do some driver changes and see impact on the **Net Revenue** and the **Gross Profit** after submitting.
Lesson 4: SmartView for Planning

29) Click More \ Job Console and select Business Rules in the Type drop-down list to review when the last calculation was executed on the server and to check you have the last updated data.
30) Using the SmartView pane, expand the Task Lists folder and re-open the Sales Manager Talleyrand task list. Considering the Revenue Plan as finalized, using the Task List pane, right-click 2.1 Plan Revenue Drivers and Mark Complete.

Review impacts in the Task List bar and visual clues in the main task List pane.
Lesson 4: SmartView for Planning

31) Continue to complete the task list. Using the Capital Plan, when Adding New Assets, select the 02A. New Asset Request – Add spreadsheet and verify that you can launch the Add new Asset business rules.
Lesson 4: SmartView for Planning

32) Continue to complete the task list. Click **7.0 Review Reports** and **Open URL or File**.

33) Select the last task, **8.0 Submit Plan for Approval** and click **Execute Task**.
Lesson 4: SmartView for Planning

34) Select Plan \ Working and Go. Select MA: Audio Systems.

35) Click Entity Details (review the Process Status), then select the Annotations tab, and click Promotional Path.

36) Click Close. Click Change Status.

37) Using the Select Action drop-down list, select Promote and keep the default option in the Next Owner box. Click Submit.

![Image of Process Management window](image.png)

39) Review that a new owner is assigned to this entity.

40) Mark this last task as complete. Right click in the task Area, and select **Create Report**.

![Image of task list](image.png)

41) Go through the wizard for the **Sales Manager Talleyrand** task list and **demoadmin** user.
Lesson 4: SmartView for Planning

42) Select default options and run the task list report.

43) Before closing this SmartView exercise you will review the new SmartView ribbon.

44) Select the Smart View ribbon. Click Open and select Recently Used.

You have now a quick access to the last recent connections which help to rapidly reconnect to the last process you managed.
Lesson 4: SmartView for Planning

45) Back to the SmartView ribbon, click the Options icon.

You have now access to a large variety of options between General options, Data options, Member options, ....
Lesson 4: SmartView for Planning

46) Select the **Provider** tab and select the **Planning Provider** from the drop down list.

Planning settings/preferences are now directly available in SmartView.

You can manage **Application Settings**, the **Display Settings** and **User Variables** based on your user role.

**Note:** Any option that will be modified here in the SmartView options, will be automatically applied to the Planning server and then will be reflected in the web interface.
Dynamic User variables are also available in the SmartView options. These user variables are now visible in SmartView when using it in a webform e.g. in a POV.

47) Select the **Advanced** tab and scroll down.

48) Selecting to **Display SmartView Shortcut Menus only** helps to remove Microsoft Excel right click menus in Planning form and thus allows to use only SmartView Planning shortcuts in datacell.

**End of Exercise**
Lesson 4: SmartView for Planning

Demo Tips & Tricks
Depending which competitor you are facing, it may be interesting to do a full Smart View demo (from the business user side!) in order to show the complete integration into Microsoft Office. Thus, starting your demo from MS Outlook to show how task lists can be accessed from a daily working interface and dig into MS Excel for data update, calculations execution and plan submission using the workflow should help during the competition.

It can be sometimes useful to explain that the budgeting application is centrally maintained using the web interface and available in any interface for the business user – front end independent because of a complete parity. Following this idea, you can show that there is no hidden code and no maintenance to do in Excel, minimizing spreadsheet errors prone and the network traffic.

Preferences set in Smart View are now reflected as well in the web – a single definition that will impact all front ends.

Because it’s a capability which exists for a long time now, Offline Planning has not been illustrated with an exercise but it’s still something that needs to be emphasized during a Smart View demo.

End of Lesson
Lesson 5: Financial Reporting

Financial Reporting is a module of Oracle Hyperion Reporting and Analysis that enables book-quality financial management and reporting targeted at meeting the unique requirements of the Finance department or any department that requires very highly formatted multidimensional reporting.

Financial Reporting (FR) in release 11.1.2 includes new features to support Hyperion Planning’s Public Sector Budgeting initiative, which introduces the ability to produce a Budget Book that contains FR reports and textual data. The resulting output will be in either a PDF format or a deployable HTML web site. Public Sector Budgeting customers and other customers with similar use cases can benefit from this initiative.

As this initiative is also extended to non Hyperion Planning’s Public sector Budgeting application, the core Hyperion Planning solution can benefit from this.

The existing Financial Reporting Book functionality has been enhanced to meet the Budget Book requirements. Book editing is exposed via the thin client.
Lesson 5: Financial Reporting

Overview & Objective
The following exercise covers creating a simple Budget book. The focus will be on Financial Reporting in the Workspace. This workshop shows a user how a Budget Book is created. The user will create a Budget Book, adding content and exploring the various options and functionality.

The following features and functionality will be:

- Adding FR Reports to the Book
- Adding a MS Word document with text and the FREexecute function. The FREexecute function is a custom Word function that will display the results of an FR Report in Word. The results of the FREexecute function can be previewed in the Book editor (a defect has been seen when writing this workshop)
- Adding Heading text and URLs to the TOC (Table of Contents)
- Adding Word, Excel, PDF documents as well as URL and text (a defect has been seen when writing this workshop)
- Custom Table of Contents (TOC) labels
- TOC subchapter indenting
- Other TOC features such as: Add & Delete, Move Up/Down, Cut and Paste
- Changing member selection for a report in the Book
- Saving the Book
Lesson 5: Financial Reporting

Exercise 1 Budget Books Creation

1) Within the Workspace, click the Explorer icon

2) In the folder list, expand Eden and select Planning and Forecasting.

3) Click the New Document icon

4) Select to Collect Reports into a Book

Click Next.
5) Select to add **Income Statement** and **Income statement Trend** from the **Root \ Eden \ Planning and Forecasting** folder.

Click on the add icon

6) Click **Finish**.

7) From the New Book Page, select **Income Statement Trend**, right click and select **Increase Indent**.
Lesson 5: Financial Reporting

Review existing new features like the ability to Cut / Paste / Delete a report or a document from the Book page.

You have also the capacity to reorder up or down documents used in this book.

8) Select again Income Statement Trend. Using the Document Properties panel, change the Display selection from Name to Custom Text.

9) Change the Display Name to Income statement Forecast.

View Impact in the Display Text column when click anywhere in the book page.

10) Keep Income Statement Forecast item selected, and click the Insert Text Field icon.

Modify the default text and click ok.
Lesson 5: Financial Reporting

11) Click the Insert URL icon

Type the following URL and OK.


12) Click on the URL from the Display Text column and using the Document Properties panel, select to display a Custom Text. Replace the existing text with Hyperion Planning OTN link. Click again on the URL link to see the update.
13) Select **Other Link** from the **Display Text** column, right click and **Decrease Indent**.

14) Select **Other Link** again.

15) Click the **Insert Document** icon.

16) Select PDF File in the **Type** drop down list. Select **Laptop Specification** from **Root \ Eden \ Planning and Forecasting \ Support Files** and add it to the selection. Click **OK**.

17) Your Book should look like this:
Lesson 5: Financial Reporting

18) **Save** your Book

19) Open the new book.

   (you may faced a defect when opening the book because of the pdf file – in that case, remove the pdf file and try to open it again).

**End of Exercise**

**End of Lesson**
Lesson 6: Reporting Application Integration

This new release of Hyperion Planning introduces new integration features between Hyperion Planning applications and reporting datamarts.

Now with Hyperion Planning a new administration functionality which consists in the integration of a planning application to a reporting application is available when managing the Planning application.

It’s frequently relevant to dedicate the Planning application to managing the budget, plans and forecasts while having a specific reporting application for reporting and analysis purpose.

Additionally, it’s also interesting to transform Smart List textual information to stored values in order to run analysis based on these member-based textual values.
Lesson 6: Reporting Application

Overview & Objective
The objective of this exercise is to illustrate the administration feature which consists in the integration of a planning application to a reporting application. It’s frequently relevant to dedicate the Planning application to managing the budget, plan and forecasts while having a specific reporting application for reporting and analysis purpose. Additionally, it’s also interesting to transform Smart List textual information to stored values in order to run analysis based on these member-based textual values.

Exercise 1 Creation of a Reporting Application
In this exercise, you will start by creating an ASO database within the Administration console of Essbase. The database creation will be done by using the existing Capex Planning database and converting it to an ASO database through a wizard use.

1) From the Process Control screen or using the Services console, start the Hyperion Administration Services on your machine and launch the Administration Services console.

2) Connect to the console using the following user/password credentials: demoadmin/Demov52.

3) Select File \ Wizards \ Aggregate Storage Outline Conversion.
4) From the **Select Source Outline**, select the **Essbase Server** tab. Scroll down to select **TotPlan**.

5) Click **Next**. Select **Capex** database, click **Next**. Select the **Capex Outline**, click **Next**.

6) With the **Verify Corrections to Outline** window, check **Automatic outline correction** and click **Next**.
Lesson 6: Reporting Application

At this stage, the conversion wizard will tell you which members were modified and/or deleted. Click Next.

7) In the Select Destination for Aggregate Storage Outline window, click Create Aggregate Storage Application. Using this option, it will directly take the converted outline and save it under a new application.

8) Select the option to create a new application called TotRep. Idem for the database.

Click OK.

9) When done, click Finish to close the outline conversion wizard.

10) Let’s review the new Database/Outline and add a new dimension that will help us to store the smartlist values from the capex BSO database. Expand the Essbase servers node, expand the applications list and TotRep. Open the TotRep outline to show the outline in the right panel.
11) Right click at the outline level and select **Add a Child** (it will create a new dimension) and type **Priorities**. Hit Enter twice to close the add a Child option.

12) Select the new **Priorities** dimension and add three children – **Low, Medium, High**:

13) **Save** the Outline and bypass warning messages. Close **Administration Services Console**.
Lesson 6: Reporting Application

Exercise 2  Reporting Application Integration

Now that the reporting application is created, you will now create and manage the Planning application to reporting application integration. This Planning release introduces the ability to directly map an existing Planning Plan Type to a reporting database using mapping tables. One of the major concept is the ability to map a SmartList dimension to a physical dimension in the destination application.

1) Open Hyperion Planning through the Workspace or using the standalone web client and open the TotPlan application.

2) Select Administration \ Map Reporting Application.

3) Click New to create a New Mapping List.

4) Add a Name in the Application Mapping Name field.

5) In the Source Application, select the Capex Plan Type under the TotPlan application.
6) In the **Reporting Application** part, expand the server node, scroll to the end and select the **TotRep** ASO database.

7) Click **Next**.

8) You will now map dimensions from the source application to the destination application within this Map Dimension window. You can do dimension or members to dimension mappings and also map a source SmartList dimension to a base dimension in the destination.

In this exercise, you will map the Priority Capex SmartList to the Priorities dimension in the reporting application in order to dimension the reporting data using this priority status.
Lesson 6: Reporting Application

9) Using the first row from the Planning application side which is mapped to the Priorities dimension in the destination side, select the **Mapping Type** item using the drop down list and select **SmartList to Dimension**.

In the **Dimension / SmartList Name**, select **AssetPriority**.

Keep the default **Priority** member selection.

<table>
<thead>
<tr>
<th>Planning Application (TotPlan)</th>
<th>Reporting Application (TotRep)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mapping Type</td>
<td></td>
</tr>
<tr>
<td>Smart List to Dimension</td>
<td>AssetPriority</td>
</tr>
<tr>
<td></td>
<td>Priority</td>
</tr>
</tbody>
</table>

10) Keep the default selections and mappings for the other dimensions.

<table>
<thead>
<tr>
<th>Planning Application (TotPlan)</th>
<th>Reporting Application (TotRep)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mapping Type</td>
<td></td>
</tr>
<tr>
<td>Smart List to Dimension</td>
<td>AssetPriority</td>
</tr>
<tr>
<td></td>
<td>Priority</td>
</tr>
<tr>
<td>Not Linked</td>
<td></td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Account</td>
</tr>
<tr>
<td></td>
<td>(LX0Descendants(Account))</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Period</td>
</tr>
<tr>
<td></td>
<td>(LX0Descendants(Period))</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Year</td>
</tr>
<tr>
<td></td>
<td>(LX0Descendants.Year)</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Currency</td>
</tr>
<tr>
<td></td>
<td>(LX0Descendants(Currency))</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Entity</td>
</tr>
<tr>
<td></td>
<td>(LX0Descendants(Entity))</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Line Item</td>
</tr>
<tr>
<td></td>
<td>(LX0Descendants(Line Item))</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Asset Class</td>
</tr>
<tr>
<td></td>
<td>(LX0Descendants(Asset Class))</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Scenario</td>
</tr>
<tr>
<td></td>
<td>(LX0Descendants(Scenario))</td>
</tr>
<tr>
<td>Dimension to Dimension</td>
<td>Version</td>
</tr>
<tr>
<td></td>
<td>(LX0Descendants_Version)</td>
</tr>
</tbody>
</table>

The mapping table is now ready to be saved.

11) Click **Next**.

12) Under the **Point of View** tab, verify you have this default selection for the **HSP_Rates** dimension.
13) Click **Save** and **OK**.

14) Back to the main **Map Reporting Application** window, select the newly created **Planning to Reporting** mapping.

![Mapping Table]

15) Click **Push Data** button. Keep the default clearing data option before pushing and click **OK**.

16) From the **Workspace**, click Explore.

17) Expand to the **Planning and Forecasting** folder.
Lesson 6: Reporting Application

18) Open the Financial Report called **Capital Expenditure Priority** (you also can create a Smart View grid connected to TotRep ASO cube)

<table>
<thead>
<tr>
<th>Support Files</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Sales Analysis</td>
</tr>
<tr>
<td>2. Financial Analysis</td>
</tr>
<tr>
<td>3. Workforce Analysis</td>
</tr>
<tr>
<td>4. 5-Year Plan</td>
</tr>
<tr>
<td>5. Ad-Hoc Analysis</td>
</tr>
<tr>
<td>6. Facilities &amp; Equipment</td>
</tr>
<tr>
<td>8. Capital Analysis</td>
</tr>
<tr>
<td>Account Detail Report</td>
</tr>
<tr>
<td>Balance Sheet</td>
</tr>
<tr>
<td>Capital Expenditure Detail</td>
</tr>
<tr>
<td><strong>Capital Expenditure Priority</strong></td>
</tr>
<tr>
<td>Capital Expense Summary</td>
</tr>
<tr>
<td>Cash Flows</td>
</tr>
<tr>
<td>Compensation Report</td>
</tr>
<tr>
<td>Consolidated IS</td>
</tr>
<tr>
<td>Department_Variance_Report</td>
</tr>
<tr>
<td>Eden Month End Financial Statements</td>
</tr>
<tr>
<td>Employee Status Report</td>
</tr>
<tr>
<td>Forecast - Compare Versions</td>
</tr>
<tr>
<td>Income Statement</td>
</tr>
<tr>
<td>Income Statement - Act vs Plan</td>
</tr>
<tr>
<td>Income Statement - Pct of Net Sales</td>
</tr>
<tr>
<td>Income Statement Trend</td>
</tr>
<tr>
<td>Revenue by Segment</td>
</tr>
<tr>
<td>Rolling Forecast Report Book</td>
</tr>
<tr>
<td>Strategic Analysis</td>
</tr>
<tr>
<td>Travel Detail</td>
</tr>
</tbody>
</table>

**Note:** This report was made on top of the newly created reporting application using Financial Reporting. The database connection has been hardly set by default to connect to the TotRep ASO database. If you named differently the Reporting application and database, you should face an issue to open the report and you will have to change the database connection used for this report.
19) When this report is opened, review data using the following POV:

\[
\text{HSP\_Rates} = \text{HSP\_Inputvalue} \; \text{Period} = \text{BegBalance} \; \\
\text{Year} = \text{No Year} \; \text{Currency} = \text{Local} \; \\
\text{Scenario} = \text{Plan} \; \text{Version} = \text{Working}.
\]

This report displays capital expenditure requests sorted by priority. Because it was designed as a SmartList in the Capex Planning application, it was not possible to report this kind of data. By transforming the Asset Priority Smart List to a dimension in the reporting application, you can now create that kind of report on top of Essbase using any kind of reporting tool.

20) Return to Hyperion Planning and Add a New Asset to one of the available entities. Launch again the Push Data process to the reporting application and rerun the Capital Expanditure Priority report.

**End of Exercise**

**Demo Tips & Tricks**

The point here is in the title: Reporting Application Integration. It might have been EPM Integration. So, the goal here is to leverage our EPM platform and talk about the ease of integration between Hyperion modules which are part of the same platform.

How many of our competitors provide one single environment to create, manage, and integrate financial applications with an integrated and real time reporting & analysis solution.

**End of Lesson**