ORACLE® HYPERION FINANCIAL MANAGEMENT, FUSION EDITION

RELEASE 11.1.1.x

PROVISIONING ORACLE HYPERION FINANCIAL MANAGEMENT

ORACLE®
ENTERPRISE PERFORMANCE
MANAGEMENT SYSTEM

CONTENTS IN BRIEF

Financial Management Security Model

Oracle Hyperion Financial Management, Fusion Edition roles are assigned to users from the Oracle's Hyperion® Shared Services Console. Data security can be specified on dimensions such as Entities, Scenarios, Customs. Security is defined for each dimension independently in what is called an Financial Management security class, which is a construct that defines access rights (Modify, View, etc.) on a specific set of members of a single dimension. Usually, security classes are assigned to groups of users. Artifacts (Journals, Web Forms, Web Grids, and Task Lists) also are assigned security classes.

Note: Security cannot be defined on an intersection of members from different dimensions.

Financial Management uses its own native interface to define data security. It maintains its own repository of data security information. Assigning of data security to user and groups is performed using the Shared Services Console.

Prerequisites

Subtopics

- Shared Services
- EPM Workspace
- Performance Management Architect (Optional)
- Relational Database

Shared Services

- Oracle's Hyperion® Shared Services is running.

- **Optional:** External user directories that store user and group information for Financial Management are configured in Shared Services. See "Configuring User Directories" in the *Oracle Hyperion Enterprise Performance Management System Security Administration Guide*.

EPM Workspace

Classic and Oracle Hyperion EPM Architect, Fusion Edition Financial Management applications are created and accessed through Oracle Enterprise Performance Management Workspace, Fusion Edition.

- EPM Workspace Agent Services is running.

- EPM Workspace is running.

  See the *Oracle Hyperion Enterprise Performance Management System Installation and Configuration Guide*.

Performance Management Architect (Optional)

Performance Management Architect is required to create Performance Management Architect Financial Management applications that can share dimensions across applications. Performance Management Architect components such as Application Library and Dimension Library are accessed through EPM Workspace.

- Performance Management Architect Process Manager is running. When you start Performance Management Architect Process Manager, .NET JNI Bridge, Engine Manager, Event Manager, and Job Manager are automatically started.

- Performance Management Architect web application is running.

  See *Oracle Hyperion Enterprise Performance Management System Installation and Configuration Guide*.

Relational Database

A relational database account with sufficient privileges must be available to store Financial Management application data.

See the *Oracle Hyperion Enterprise Performance Management System Installation Start Here* for a list of supported database platforms and required privileges.

Accessing EPM System Products

You will need to access Oracle Hyperion Enterprise Performance Management System products such as Shared Services and EPM Workspace during the provisioning process.

Accessing Shared Services Console from a URL

You use Shared Services Console to manage EPM System security and provisioning.

➤ To access Shared Services Console from a URL:

1   Using a browser, access the following URL:

    `http://server_name:port_number/interop/index.jsp`

    In the URL, `server_name` indicates the name of the computer where Shared Services is running, and `port_number` indicates the Shared Services port number; for example, `http://myserver:28080/interop/index.jsp`.

    Note: Ensure that you use `https` as the protocol (not `http`) and the secure port number, if you are accessing EPM Workspace in secure environments. For example, use a URL such as: `https://myserver:28083/interop/index.jsp`.

2   On the Logon screen, enter a user name and password.

3   Click Log On.

Accessing EPM Workspace

EPM Workspace is a portal from which you can access EPM System applications such as Financial Management, Oracle Hyperion Planning, Fusion Edition, and Performance Management Architect. A logon screen is displayed when you access the EPM Workspace using a URL.

➤ To access EPM Workspace from a URL:

1 **Using a browser, access the following URL:**

`http://server_name:port_number/workspace`

In the URL, `server_name` indicates the name of the computer where the Web server that hosts EPM Workspace is running, and `port_number` indicates the server port that the Web server is using; for example, `http://myserver:19000/workspace`.

> **Note:** Ensure that you use `https` as the protocol (not `http`) and the secure port number, if you are accessing EPM Workspace in secure environments. For example, use a URL such as: `https://myserver:19002/workspace`.

2 **On the Logon screen, enter a user name and password.**

3 **Click Log On.**

Accessing Shared Services from EPM Workspace

The process of accessing Shared Services Console, and other EPM System products and applications, from EPM Workspace uses the single sign-on capabilities of EPM System to bypass the product login screens. The roles assigned to the current EPM Workspace user determines the resources available to the user in Oracle Hyperion Enterprise Performance Management System products.

➤ To access Shared Services from EPM Workspace:

1 **Log into EPM Workspace. See .**

2 **In EPM Workspace, select Navigate, then Administer, and then Shared Services Console.**

> **Note:** Pop-up blockers may prevent Shared Services Console from opening.

Financial Management Provisioning Process

Subtopics

- Process Overview
- Creating Classic Applications
- Creating Performance Management Architect Financial Management Applications
- Provisioning Groups with Financial Management Application Roles
- Creating Security Classes
- Creating Financial Management Artifacts
- Provisioning Security Classes

There are multiple interfaces that you can use to create Financial Management applications: Classic Application Administration, the Application Library, and the Financial Management Desktop. Of these, Classic Application Administration and the Application Library interfaces are accessed through EPM Workspace.

Financial Management applications created through Classic Application Administration and Financial Management Desktop are known as Classic Financial Management applications. Classic applications are stand-alone applications with their own profiles that define their calendar and the languages. A classic application has its own metadata file that defines its dimensions. Classic applications do not share dimensions and members with other Financial Management applications. Financial Management applications created using the Application Library of Performance Management Architect can share dimensions and members with each other and with Oracle Hyperion Planning, Fusion Edition applications.

Classic and Performance Management Architect applications require that you create a security class before you can load or deploy metadata using that security class. For Performance Management Architect applications, security classes and metadata deployment can occur simultaneously. For classic applications, security classes must already be available before you can load metadata into the application.

A major difference between classic and Performance Management Architect Financial Management applications is the way in which artifact-level security is defined. Classic Financial Management applications allow you to create or load security classes after you create the application while Performance Management Architect Financial Management applications do not permit it. You must define security class members and assign them to securable dimension members while creating the application.
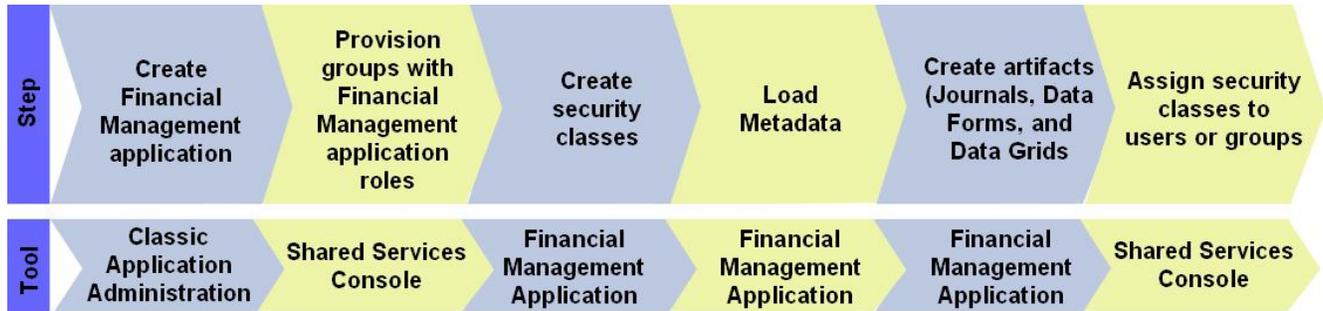
Behavior of Financial Management applications is identical irrespective of the interface that is used to create them.

Process Overview

The steps involved in creating Financial Management applications using the Classic Application Administration menu option in EPM Workspace and provisioning them are depicted in the following illustration.

Note: This document does not contain a procedure to create applications using Financial Management Desktop. See *Oracle Hyperion Financial Management Administrator's Guide* for a procedure.

The provisioning process is identical irrespective of how you created the Financial Management application.

The steps involved in creating Financial Management applications using Performance Management Architect Application Library and provisioning them are depicted in the following illustrations.
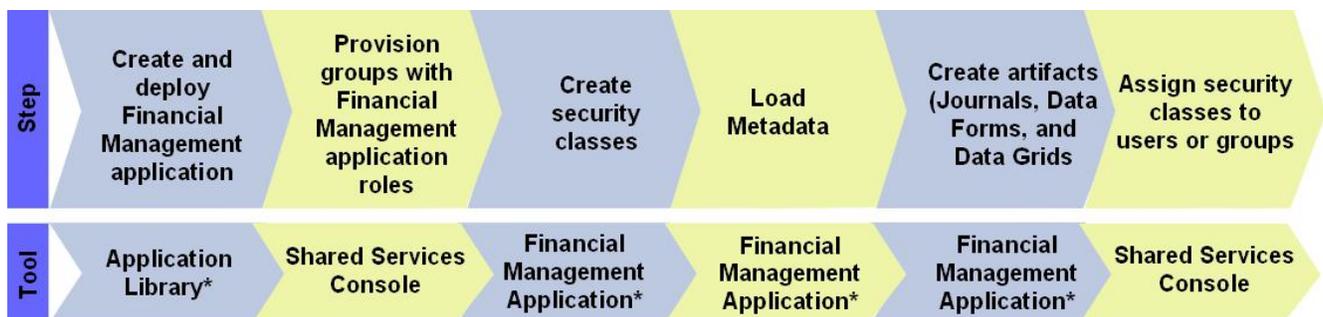
* Accessed through EPM Workspace

Creating Classic Applications

Creating classic Financial Management applications involves these steps:

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Creating Application Profiles

An application profile contains language, calendar, frequency, and period information for an application. You must specify a profile for each application you create; you can use a profile for more than one application.

Note: You must create application profiles using Financial Management Desktop.

➤ To create application profiles:

1 From the Financial Management Windows desktop, select **Define Application Profile**.

2 Select **Create a New Application Profile**.

3 Click **Next**.

4 Enter settings for the following:

- Application Languages
- Calendars
- Frequencies
- Periods

See the *Oracle Hyperion Financial Management Administrator's Guide* for detailed information on entering these settings.

5 In Save Profile screen, enter a profile name, and click **Finish**.

By default, application profiles are stored in `EPMSystem_HOME`/products/ `FinancialManagement` with `per` as the file extension; for example. `C:/Hyperion/ products/FinancialManagement/profile2.per`

Creating Classic Financial Management Applications

Classic Financial Management applications are created using the Classic Application Administration menu option available in EPM Workspace.

➤ To create classic Financial Management applications:

1 Access EPM Workspace. See "Accessing EPM Workspace" on page 4.

2 From EPM Workspace, select **Navigate**, then **Administer**, then **Classic Application Administration**, then **Consolidation Administration**, and then **Create Application**.

3 From the **Server** list, select the application server cluster on which to run the application.

4 In **Application Name**, enter an application name. Maximum 12 characters. Application name cannot start with a number or contain spaces and special characters; for example, ampersand and asterisk.

5 In **Application Profile**, select the profile you want to use for this application. See "Creating Application Profiles" on page 6.

6 In **User Management Project**, select an existing Shared Services application group to which the application should be added.

You can create a custom application group in Shared Services if needed.

7 In **Financial Management Web Server URL for Security Administration:**, enter the Financial Management Web server URL.

8 Click **Create**.

> **Note:** The Financial Management application that you created is listed in Shared Services Console under the node representing the application group that you selected in step 6.

Creating Performance Management Architect Financial Management Applications

Performance Management Architect Financial Management applications are created using the Application Library, which is accessed from EPM Workspace.

➤ To create Performance Management Architect Financial Management applications

1 Access Oracle Enterprise Performance Management Workspace, Fusion Edition. See "Accessing EPM Workspace" on page 4.

2 Select **Navigate**, then **Administer**, and then **Application Library**.

   The Application Library opens.

3 Select **File**, then **New**, and then **Application**.

4 In **Name**, enter an application name (maximum eight characters). Application names should not contain special characters (for example, a space or an asterisk).

5 In **Type**, select `Consolidation`.

   Additional fields are displayed on the screen.

> **Note:** You can create an empty application, into which you can drag dimensions from the Dimension Library. To create an empty application, select the Create Blank Application check box and click the Finish button.

6 **Optional:** Select **Auto Create Local Dimensions** to automatically create all dimensions that are required in the application.

   The dimension name for each new dimension is identical to the dimension type with (New) in parentheses. Automatically creating local dimensions helps save time since it populates the required dimensions necessary to create the application.

7 Click **Next**.

   The Dimension Selection window opens.

8 Choose the dimensions for the application. You must create the required default dimensions—Entity, Scenario, Year, Period, ICP, View Value, Custom1, Custom2, Custom3, Custom4, Alias, Currency, Consolidation Method and Security Class—as local dimensions.

> **Note:** Be sure to create security classes as members of Security Class dimension. Associate members of Security Class dimension with members of the Account dimension to define the security class for Account dimension members.

   a. Click in the **Dimension** column, and select **Create New Dimension**.

The Add New Dimension window opens.

    b.   Enter a dimension name and an optional description.

    c.   Click **OK**.

9   Click **Next** to seed the dimensions that you created.

10 Click **Validate** to validate the application. Correct any reported errors. You can find detailed validation information in the Library Job Console. To open the Library Job Console, select **Navigate**, then **Administer**, and then **Library Job Console**.

11 Click **Finish**.

The Dimension Library opens. From the Dimension Library, you can add members for your application dimensions. At this stage, an icon for the application is displayed in the Application Library.

12 Deploy the application:

    a.   In Application Library, right-click your Financial Management application.

    b.   Select **Deploy**, and then **Application**.

Performance Management Architect validates the application. If no errors are found, the Deploy window opens.

    c.   Enter or select the required information. Click **Help** for assistance.

    d.   Click **Deploy**.

The deployment process takes some time to finish. Performance Management Architect displays a deployment job ID that can be used to track deployment progress and any reported errors.

Provisioning Groups with Financial Management Application Roles

Each Financial Management instance (deployment) can support multiple applications. You must provision Financial Management users separately to each application.

Shared Services Administrators and Financial Management Provisioning Managers can provision Financial Management application users using Shared Services Console.

➤ To provision users or groups with Financial Management application roles:

1 Access Shared Services Console as `admin` or as a user provisioned with the Provisioning Manager role for the Financial Management application that you want to provision. See "Accessing Shared Services Console from a URL" on page 3.

2 Provision users or groups to the Financial Management application.

    a.   Find a user or group to provision.

    b.   Right-click the user or group, and select **Provision**.

The Provisioning tab is displayed.

c. **Optional:** Select a view.

Roles can be displayed in a hierarchy (tree) or a list. You must drill down the hierarchy to display available roles. The list view lists available roles but does not show their hierarchy.

d. In **Available Roles**, expand the application group (for example, Financial Management) that contains your Financial Management application.

e. Expand the node that represents your application.

f. Select one or more roles you want to assign to the users or groups, and click **Add**.

The selected roles are displayed in Selected Roles list. See Table 1 for a list of Financial Management roles and the tasks to which they provide access.

Table 1   Financial Management Application Roles

Role	Description
Power Roles	
Application Administrator	Performs all Financial Management tasks. Access to this role overrides any other access setting for the user
Load System	Loads rules and member lists
Inter-Company Transaction Admin	Opens and closes periods, locks and unlocks entities, and manages reason codes. Users with the role can also perform all inter-company tasks
Interactive Roles	
Approve Journals	Approves or rejects journals
Create Journals	Creates, modifies, deletes, submits, and unsubmits journals
Create Unbalanced Journals	Creates unbalanced journals
Default	Opens and closes applications, manages documents and favorites, manages Smart View, accesses running tasks, data tasks, load and extract tasks. Cannot extract metadata or rules.
Journals Manager	Performs all tasks related to journals
Post Journals	Posts and unposts journals
Manage Templates	Grants access to the journals template task in the Setup Journals module
Generate Recurring	Grants access to the generate recurring task in the Setup Journals module
Review Supervisor	Starts process management units and approves and publishes process management data. Can promote or reject process units depending on process level
Reviewer 1 through Reviewer 10	Views and edits a block of data when that data is at the user's designated process management level

Role	Description
Submitter	Submits a block of data for final approval
Lock Data	Locks data in Data Explorer
Unlock Data	Unlocks data in Data Explorer
Consolidate All	Runs consolidate all
Consolidate	Runs consolidate
Consolidate All with Data	Runs consolidate with all data
Run Allocation	Runs allocations
Manage Data Entry Forms	Manages data entry forms in the Web
Save System Report On Server	Saves system reports on server
Load Excel Data	Loads data from Oracle Hyperion Smart View for Office, Fusion Edition
Inter-Company Transaction User	Created, edits, deletes, loads and extracts transactions. Runs matching report by account or ID, runs transaction report and drills through from modules.
Inter-Company Transaction Match Template	Manages intercompany matching templates
Inter-Company Transaction Auto Match by Account	Automatically matches intercompany transactions by account
Inter-Company Transaction Auto Match by ID	Automatically matches intercompany transactions by ID
Inter-Company Transaction Manual Match with Tolerance	Manually matches intercompany transactions with tolerance check
Inter-Company Transaction Manual Match	Manually matches intercompany transactions
Inter-Company Transaction Unmatch	Unmatches intercompany transactions
Inter-Company Transaction Post/Unpost	Posts and unposts intercompany transactions
Enable write back in Web Grid	Enters and saves data directly to a Web grid
Database Management	Copies and clears data and deletes invalid records
Manage Ownership	Enters and edits ownership information
Task Automation	Sets up automated tasks
Manage Custom Documents	Loads and extracts custom documents to and from the server
Extended Analytics	Creates and executes extended anlaytics queries
Data Form Write Back from Excel	Submits data from Oracle Hyperion Smart View for Office, Fusion Edition while using a Web Data Entry Form

Role	Description
View Roles	
Advanced User	Uses the Browser View and can access Running Tasks
Read Journals	Reads journals
Receive Email Alerts for Process Control	Receives e-mails
Receive Email Alerts for Intercompany	Receives e-mails
Reserved	Not currently used

g. Click **Save**.

A dialog box opens indicating that the provisioning process is successful.

h. Click **OK**.

3 Repeat the preceding step for each Financial Management application that you want to provision.

Creating Security Classes

Security classes are usually groupings of metadata elements or application artifacts (web forms, web grids, etc.), that determine the access that users have to application elements. A security class is assigned to metadata elements or artifacts. Users and groups are assigned permissions on security classes.

Classic Applications

You can create security classes at any time. Only Provisioning Managers and Shared Services Administrators can define security classes for applications.

You can load security classes for classic Financial Management application from a security (.sec) file. See "Loading Application Security" in *Oracle Hyperion Financial Management Administrator's Guide.*

Performance Management Architect Applications

For Oracle Hyperion EPM Architect, Fusion Edition Financial Management applications, security classes are created as members of the Security Class dimension. Members of the Security Class dimension are then assigned to members of Account dimension to define the security class that controls access to the Account dimension member.

Creating Financial Management Artifacts

Financial Management security is defined for each dimension independently in what is called a security class, which is a construct that defines access rights on a specific set of members of a single dimension. Usually, security classes are assigned to groups of users and to Financial

Management artifacts (Journals, Web Forms, Web Grids, and Task Lists). You should create Financial Management artifacts and assign security classes to them to control who can access them.

Access to journals, data forms, and data grids are controlled by the security class assigned to each artifact. Users and groups that are provisioned with the security class assigned to an artifact gain access to the artifact in the Financial Management application.

Loading Journals

Many external general ledger systems can generate ASCII text files containing journal information that you can load into a Financial Management application. If necessary, you can edit the file before loading it into your Financial Management application.

Sample journal (.jlf) files that you can use to model your journal file are located in the *HYPERION_HOME*/products/FinancialManagement/SampleApps directory.

Journals are loaded using the Replace mode, which clears all data for a particular journal label before loading the new journal data. Financial Management administrators can load working, rejected, submitted, approved, and posted journals as well as standard and recurring journal templates.

Note: Before you can load journals, you must open the periods to which to load journals. See "Managing Periods" in the *Oracle Hyperion Financial Management User's Guide*.

You can only replace working and submitted journals. You cannot overwrite approved or posted journals.

➤ To load journals:

1 Open a Financial Management application.

2 In Browser View, expand **Tasks**, and select **Load Tasks**.

3 Select **Load Journals**.

4 In **Journal File**, enter the file name to load, or click **Browse** and find the file to load.

5 In **Delimiter Character**, specify the character that is used to separate information in the file.

6 Specify other settings as needed. Consult Online Help.

7 Click **Load**.

Creating Data Forms

A data form is generally used to enable Financial Management users to enter data into the database from an interface such as a Web browser, and to view and analyze data or related text. Two methods are available for creating data forms:

- Using a script
- Using the Form Builder

See *Oracle Hyperion Financial Management Administrator's Guide* for the data form script syntax.

You must be a Financial Management administrator or a user with Manage Data Entry Forms role to create data forms.

➤ To create data forms using the Form Builder:

1 Open a Financial Management application.

2 Select **Administration** and then **Manage Documents**.

3 Select the **Data Forms** tab.

4 Click **New**.

5 Enter information on each tab. Consult Online Help for assistance.

- To scan the form for proper syntax, select **Scan**.

- To post changes to the server, select **Update**.

- To reset the form values, select **Reset**.

6 Select **Save**.

7 Specify the data form name and the directory to store it.

   Note: Financial Management saves the data form only if it does not contain errors.

Creating Data Grids

Data grids allow users to manually enter or edit Financial Management application data.

➤ To create data grids:

1 Open a Financial Management application.

2 Select **Administration** and then **Manage Documents**.

3 Select the **Data Grids** tab.

4 Click **New Data Grid**.

5 Enter information. Consult Online Help for assistance.

6 Select **Save**.

7 Specify the data grid name, description, security class and location, and the directory to store it.

   Note: Financial Management saves the data grid only if it does not contain errors.

Provisioning Security Classes

Security classes determine the access that users have to Financial Management applications. You assign security classes to application elements such as accounts and entities. A user's or group's ability to access application elements depends on the security classes to which the user or group is granted access.

Access to journals, data forms, and data grids are controlled by the security class assigned to each artifact. Users and groups that are provisioned with the security class assigned to an artifact gain access to the artifact in the Financial Management application.

➤ To grant access to security classes:

1 Access Oracle's Hyperion® Shared Services Console as Oracle's Hyperion® Shared Services Administrator or as the Application Administrator of the Financial Management application for which you want to define access control. See "Accessing Shared Services Console from a URL" on page 3.

2 In the View Pane, perform these steps:

a. Expand **Application Groups**.

b. Expand the application group that contains your Financial Management application.

c. Right-click the Financial Management application for which security roles access is to be set, and then select **Assign Access Control**.

The Select Users and Groups tab opens. You use this tab to find the application users or groups that are provisioned with roles belonging to this Oracle Hyperion Financial Management, Fusion Edition application. You can list all users and groups, or only users or groups match your search criteria.

3 Select users or groups.

a. Search for the users or groups to which you want to grant access to security classes

b. Select users or groups, and move them to **Selected Users and Groups**.

4 Click **Next**.

The Select Classes tab opens.

5 **Optional:** Add security classes for classic applications.

a. In **Class Name**, enter a name for the new security class.

b. Click **Add**. The new security class is listed in **Available Classes**.

6 From **Available Classes**, select and move security classes to **Selected Classes**.

7 Click **Next**.

The Assign Access tab opens.

8 Set the access right each user or group has to each security class. By default, no access right is granted to the selected users and groups.

Consult Online Help for detailed instructions.

a. Select security classes for which access rights are to be defined.

b. From **Access Rights**, select the level of security class access you want to assign to the user or group. Available access are explained in Table 2.

Table 2   User Access

Access Level	Permitted Tasks
None	No access to elements assigned to the security class.

Access Level	Permitted Tasks
Metadata	View a specified member in a list but cannot view or modify data for the member.
Read	View data for elements assigned to the security class but cannot promote or reject.
Promote	View data for elements assigned to the security class, and promote or reject.
All	Modify data for elements assigned to the security class, and promote and reject.

    c.   Click **Set**.

    d.   **Optional:** Click **Add Alert** to add e-mail alert.

    e.   Click **Save**.

9   Click **Next**.

The Security Reports tab opens. Use this tab to create security report that details the information you selected while setting up application security.

Consult Online Help for detailed instructions to create security reports.