Hyperion Planning Training

Building Reports Using SmartView

[redacted]

[redacted]

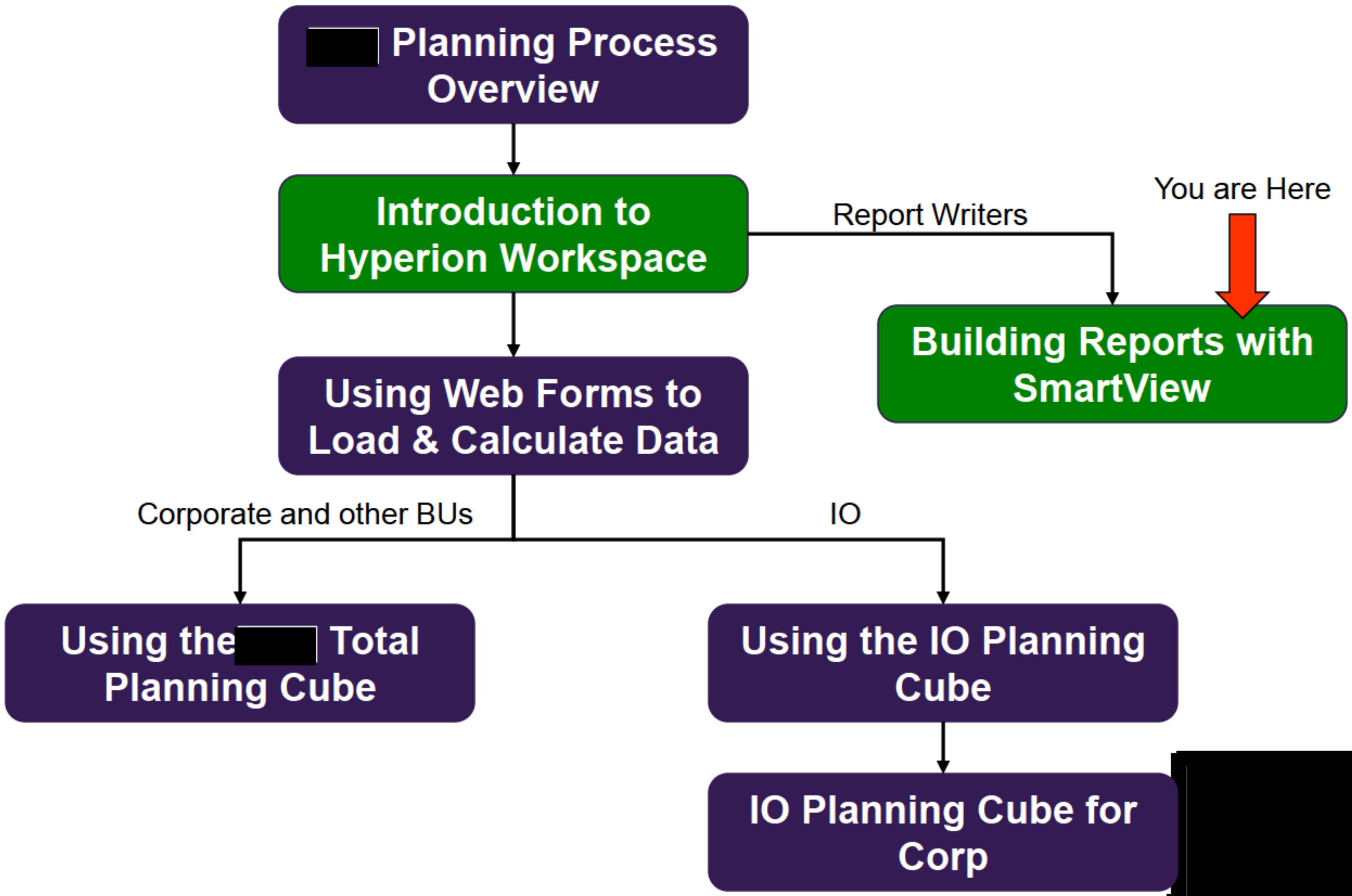
Welcome

[redacted]

- We hope you are provided with an interactive and informative training session
- We welcome your feedback throughout the training and encourage you to provide comments and suggestions through evaluations
- Thank you in advance for your time and participation
- Have Fun!!!

[redacted]

Hyperion Planning Training Curriculum



[redacted]

Agenda

- Introduction
- [redacted] Reporting Architecture
- SmartView Overview
- Building a SmartView Query
- Building Shared Reports
- Submitting data (Lock & Send) via SmartView (for Business Units not using Web Forms or Oracle Data Integrator)

[redacted]

Learning Objectives

[redacted]

- **After you complete this course, you will be able to:**
  - Describe the overall reporting architecture of the planning tool
  - State the differences between Formatted (Hyperion Financial Reporting) Reports and SmartView reporting
  - Access SmartView and establish a data source connection to the application containing the desired data
  - Use SmartView functionality to create and manipulate Shared Reports
  - Analyze data in ad hoc queries
  - Follow the reporting best practices for requesting and sharing SmartView Shared Reports
  - Submit data (Lock & Send) into the application using SmartView (for non-Web Form BUs or BUs utilizing OD[redacted]

Prerequisites

[redacted]

The following prerequisites are required before taking this course:

- **Completed the first two Hyperion Planning training modules [redacted] *Planning Process Overview* and *Introduction to Hyperion Workspace***
- **Tested your Citrix connection and log on information**
- **Reviewed the Hyperion Planning Quick Reference Guide distributed via email and available on the FP&A Pulse site https://redacted**
- **Received unique training ID and password**

[redacted]

Expectations / Things to Know

[redacted]

- **This course has been developed as part of the Wave 1 training initiative. Keep in mind the following key items:**
  - Reporting governance process, support process, and Report Administrator identification are still being solidified by a team led by [redacted]er.
  - You are being trained to create your reports and load templates in the Training environment. You can't break anything in the training environment - it is there for you to learn and experiment
  - After Go-Live you will be logging into the Production environment - more care will need to be taken when using this environment as it is the final, live environment
  - The Hyperion tool is still in development, this may have an effect on reports and load templates created prior to final development
  - Expectations around Shared Report Support process (with report administrators) are discussed in Report Migration Plan section
  - This course may be modified based on project changes and feedback [redacted] occur prior to training end users

Data Available for Super User Training [redacted]

- **Status of data available for Super User training**
  - **Data Available**
    - PCA / CCA data available – 2010 and 2011 (Jan-Mar) Actuals
      - Data based on combination of PCA and CCA data from BW
      - Data model design has changed and new data will be loaded for final sign-off
      - Mortgage actual data (sourced from Mortgage Essbase)
  - **Data Not Available**
    - EC-CS actual data
    - Headcount and Plan data
  - **Metadata Hierarchies to be updated based on final business review**
    - For example, Alternate Global Function Organization Hierarchy is not currently available in the Training / Report Build Environment
    - Hierarchy validation will be included in Validation Process
- **Data validation milestones will be shared at future Sup[redacted] meetings**

Report Migration Plan

[redacted]

- **Development of Lock & Send templates and key reports begins immediately following SmartView Training**
- **Inventory of templates and reports to be developed based on feedback from each BU or business area**
  - Identifies Business Owner, Due Date, Sign-off Date, etc.
- **Each group will be supported by a member of the SmartView Project Support Team which includes the following:**
  - Chris [redacted]
  - Paul [redacted]
  - Pratibha [redacted]
  - Jason [redacted]
  - Jeff [redacted]
  - Kevin [redacted]
- **Support Team members will be in daily communication with the Business Owners to ensure required support is available to complete the migration effort**

Report Migration Plan

[redacted]

Lock & Send templates

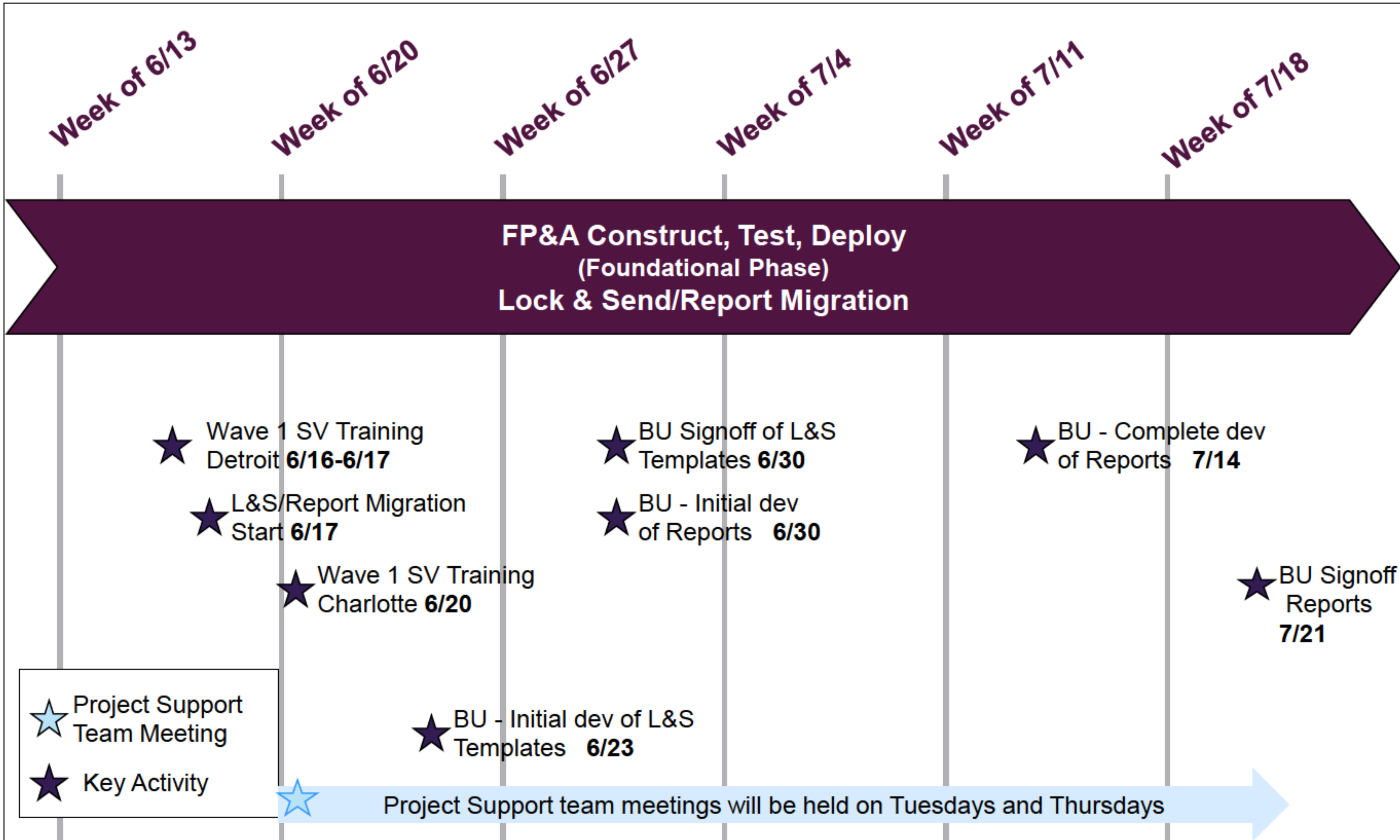
- Lock & Send templates will be used by NAO, CFG and Corporate / Treasury to replace current Budget Loader templates
- Lock & Send templates are the first priority for these BUs
- Other BUs and Global Functions will use Web Forms to load forecast data
- Initial templates due by June 23rd for review / feedback
- Final sign-off on June 30th

Reports

- Reports will be developed based on the available data and hierarchies
- Shared Reports and queries will be made available as templates
  - Examples include Net Income Package, 12-month trend, 2-period comparison
  - Shared Reports will be used to improve consistency and reduce development effort
- Initial reports will be due between June 30th and July 14th for review / f[redacted]
- Final sign-off on July 21st (subject to completion of Data Validation)

Report Migration Plan

[redacted]



Lesson 1: Introduction to the [redacted] Reporting Architecture

[redacted]

[redacted]

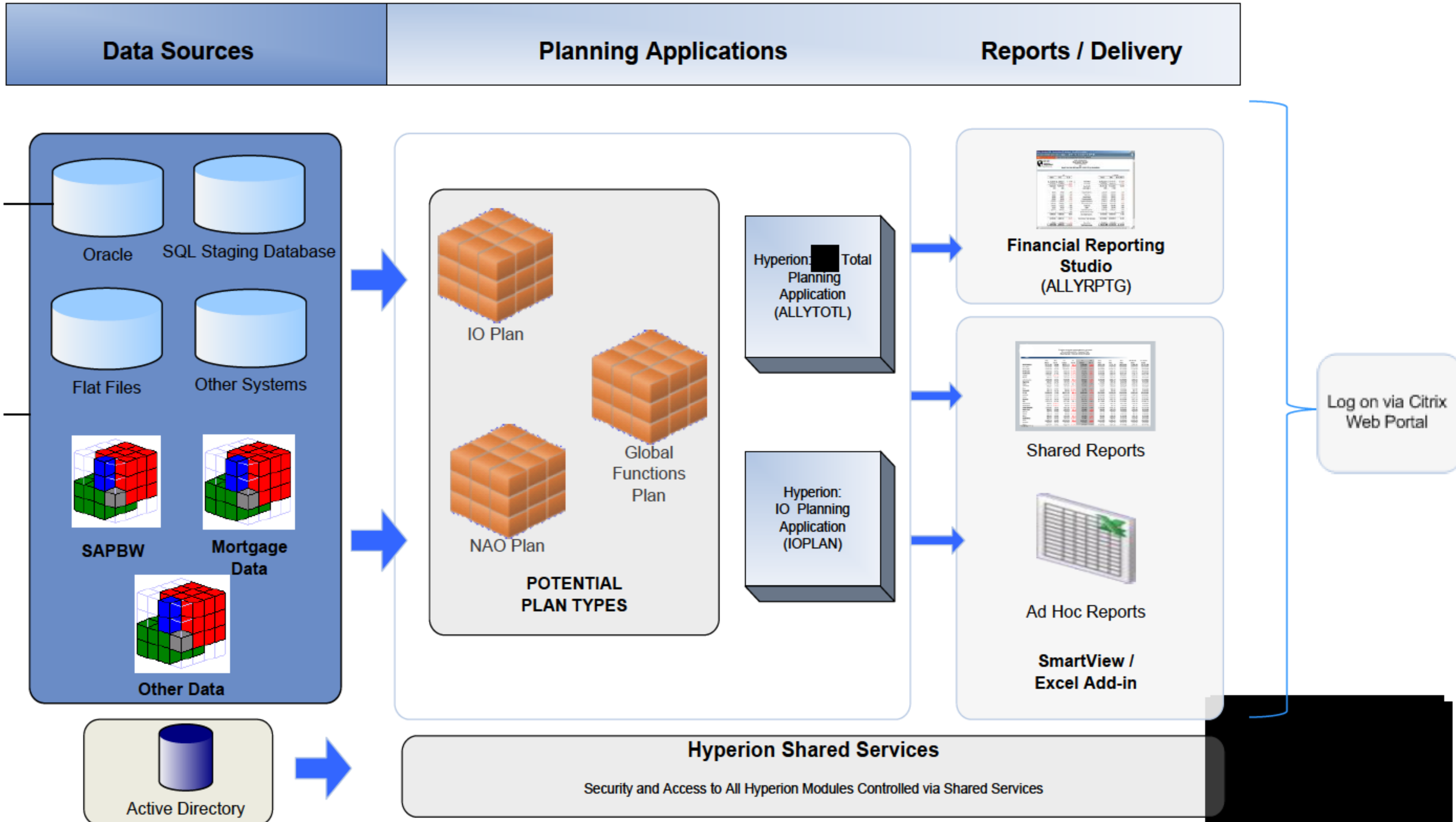
Key Terms

[redacted]

Terminology	Definition
Dimensions	*Are the structural elements of an application that describe and hold data. Ally's Hyperion Planning tool is implemented with nine dimensions*
Member	*Is a component of a dimension. Members in a hierarchy exist at different levels*
Hierarchy	*Is the organizational structure of members reflecting multiple levels*
Parent Member	*Is an upper level member. For example, Year could be a Parent Member.*
Descendent	*Any member below Parent Member.*
Child Member	*Is the level directly below the parent. If Year is the Parent Member, each Quarter could be the Children.*
Level 0 or Base Level Members	*Is the bottom level member. In the examples abov*[redacted] *Month could be the Base Level Members.*
Point of View - POV	*Contains the dimension members selected for the* [redacted] *being viewed*

Planning Architecture

[redacted]



Introduction to Reporting Architecture

[redacted]

- **The [redacted] Hyperion solution architecture contains three applications (cubes)**
  - [redacted] Total Planning application (cube)
  - IO Planning application (cube)
  - Reporting application (cube)

- **[redacted] FP&A Reporting will be completed in two ways**
  - Via the Hyperion Planning cubes: for Formatted Reports in Financial Reporting Studio
  - Via SmartView for Shared Reports and Ad Hoc Reports

[redacted]

[redacted]

Reporting Overview

Hyperion Planning

IO Planning Cube

[redacted] Planning Cube

[redacted] Reporting Cube

Reporting Architecture

Financial Reporting Studio

Formatted Reports

Shared Reports*

SmartView

Ad Hoc Reports

*Dotted line indicates that a review will be completed by Sustain Team for potential creation as Formatted Reports within the Financial Reporting Studio

Reporting Support**

- **Formatted Reports** are pre-built reports that are created and updated by a central group that is part of the Sustain Team
- Submit requests for **changes** to **Formatted Reports** to the Report Administrator (Sustain Team)
- **Shared Reports** are created by the business area in Workspace under the guidance of Report Administrators that represent each business area
  - Administrators will keep a directory of available reports
- **Shared Reports** can be leveraged across [redacted] to meet similar reporting requirements
- **Ad Hoc Report** SmartView queries will be utilized by business areas for one-off requests for data needed from the Planning applications.

** This support process is [redacted] the Sustain team and may [redacted] wave of training

Financial Reporting Studio vs. SmartView

[redacted]

Reporting Method	Attributes	Analytic Functionality

Hyperion Financial Reporting Studio	• Produces management quality reports meant for distribution
	• Accessible through Hyperion Workspace
	• Works against Planning and Reporting applications
	• Produces Formatted reports such as profit and loss statements and balance sheets, which can be run based on your preset security settings
	• Centrally maintained by the Sustain Team
		• Tool used for designing and presenting analytic data
		• Ability to set preferences (save frequently used POV, etc)
		• Offers the following functionality:
		    • Allows users to open a report in both HTML and PDF preview
		    • Permits changes to the point of view for a report
		    • Reports have the ability to include prompts that allows users to specify report parameters at run time
		    • Save reports as favorites

SmartView Reports	• Microsoft Excel add-in that enables you to view, analyze, and load data to Planning based on preset security settings • Creates Shared (reusable) reports and Ad Hoc reports in a timely fashion that meet specific business requirements	• Ability to set preferences (save frequently used POV, etc) • Ability to add commentary with reported data

[redacted]

Report Types

[redacted]

Report Type	Build Process	Location
Formatted Reports	• Created by the Sustain team and centrally maintained • Presentation follows design standards while retaining flexibility in parameters • Reviewed and approved based on the business' requirements • Can be exported to Excel and modified using SmartView	• Built within Hyperion Financial Reporting Studio in Hyperion Planning • Accessed from Workspace
Shared Reports	• Created by an End User or Report Administrator that represents the business area • Submitted to Report Administrator for posting in Hyperion Workspace to allow reuse within and among Business Units • Built from scratch or by exporting a Formatted Report to SmartView as a template	• Built within SmartView • Shared to and accessed from Citrix Desktop shared directory

Ad Hoc Report	• Created by an End User
	• Three ways to build:
	    • Export a Formatted Report to SmartView as a template
	    • Open a SmartView Shared Report as a template
	    • From scratch
		• Built within SmartView
		• Saved and reused as needed from local hard drive

[redacted]

[redacted]

SmartView versus BEx

[redacted]

- **Building reports in SmartView is far simpler than in BEx due to the following features:**
  - Ability to convert a Formatted report to a SmartView report to create the basis for a more customized Shared Report
    - Helps to drive consistency and reduce report development effort
  - The Smart View interface is much less complex than designing a BEx query
    - Hyperion data model combines data from multiple sources into a single cube which simplifies the SmartView report build
    - Data can be refreshed in a matter of seconds to reflect changes in dimension settings
  - Greater control in developing and manipulating data retrieve worksheets means more options in constructing the presentation layer
    - Consistent placement: the data retrieve can be built to return data [redacted] same location

SmartView versus BEx (continued)

[redacted]

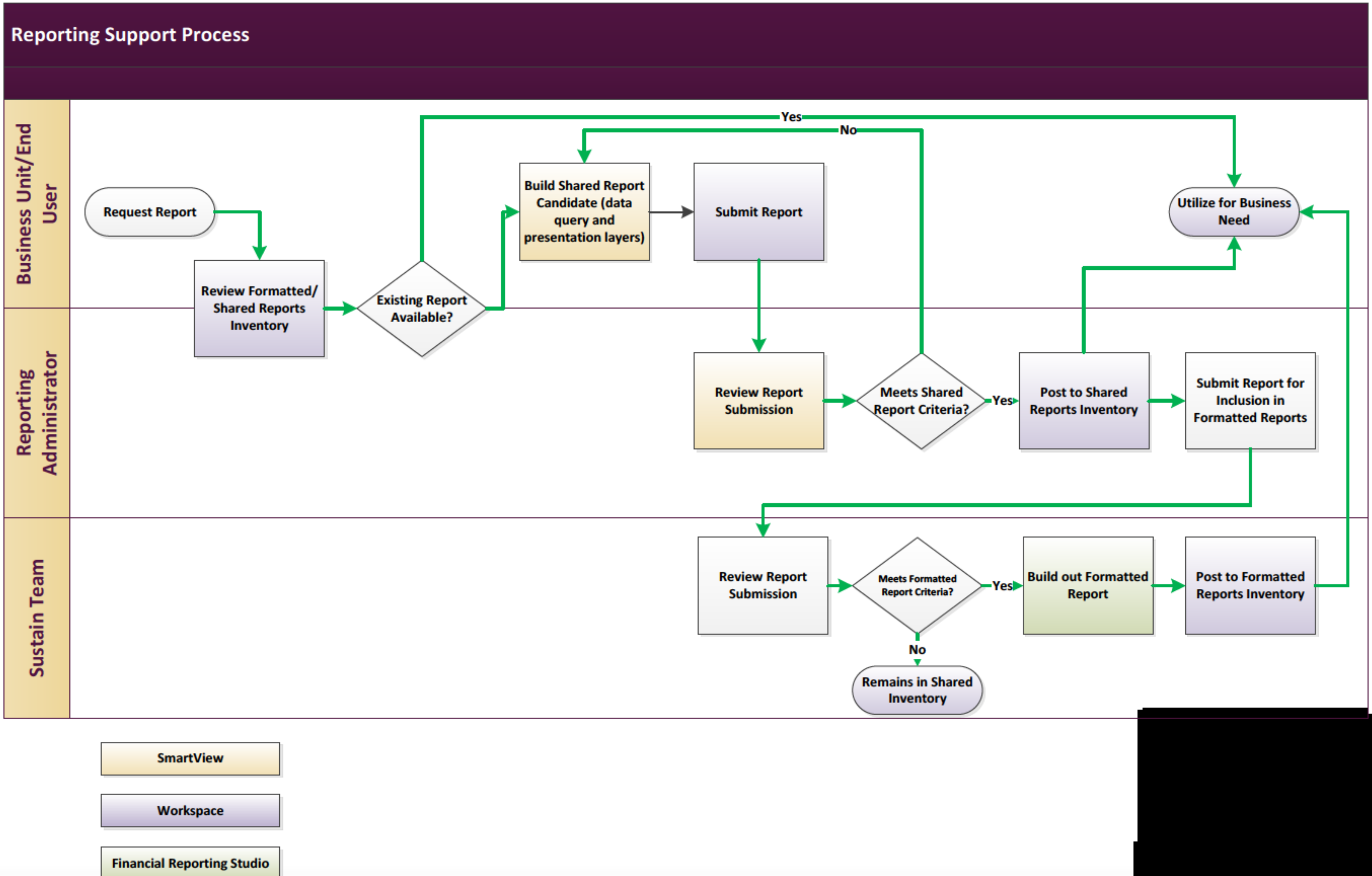
- **Features (continued)**
  - Less maintenance on presentation layer
    - Use simple cell references rather than V-lookups, etc., for a cleaner audit trail
    - Add calculations or combinations of data elements on the data retrieve worksheet prior to referencing to the presentation layer for simpler referencing logic and faster auditing
  - Easily convert any report into a Shared Report for wider use
    - Modify dimensions in POV box, or through member select, refresh data, update presentation layer, and re-save with a new name in a matter of minutes. Examples:
      - Change a file from a year over year Actuals comparison to an Actual vs. Plan comparison
      - Change the organization member to apply to a different sub business.
    - Manage these types of changes by controlling dimensions from a single “input worksheet” and by incorporating cell references into the Data Retrieve Worksheet
- **The approach used to build reports in SmartView may resemble BEx in the following way:**
  - Typical approach is a two-level Excel workbook with one or more [redacted] **Retrieve Worksheets** that are referenced to one or more **Presen**[redacted] **Worksheets** where formatting and titling are applied
  - [redacted]rtView Ad Hoc Reports can be formatted directly on the Data [redacted]ksheet

[redacted] # Reporting Process Overview [redacted]

- **The current [redacted] reporting process will be simplified by the use of the Hyperion tool**
- **New process standards have been put in place to control the number of Reports created across the FP&A organization**
  - Standards increase efficiency and reduce the overall maintenance effort
  - Report administrators will maintain an inventory of all reports and descriptions, produced on a regular basis (e.g. Monthly, Quarterly, Annually)
    - Ensures accuracy
    - Encourages the sharing of ideas across [redacted]
    - Stored in a central location to provide access to other teams and business units
  - Report administrators will work with their business units to ensure reports are built using best practices
  - Report Administrators and the Sustain Team will review Shared Reports to identify candidates to be developed as Formatted Reports in Hyperion [redacted] Reporting Studio

Reporting Support Process Flow

[redacted]



[redacted]

Improved Reporting Support Process

[redacted]

1. **End User/Business Area Rep requests Shared Report from Reporting Administrator**
    - Not intended for reports with frequently changing format or Ad Hoc Report
2. **Reporting Administrator and End User review the Formatted and Shared Reports inventory to identify a suitable report**
    - If an existing report is available, End User utilizes it for their business need
3. **If no suitable report exists, End User builds report following guidelines**
4. **End User submits report to Reporting Admin for inclusion in Report Inventory**
5. **Reporting Admin reviews report with Sustain Team**
    - Sustain Team approves Report or recommends changes
6. **Report Administrator posts Shared Report to Hyperion Workspace and updates the Report Inventory with instructions / job aid content**
7. **Sustain Team reviews report against Formatted Report Criteria**
    - If report does not meet criteria (e.g., frequent format changes), no Formatted [redacted] be created
8. **Sustain Team or Reporting Administrator builds report in Financial [redacted] Reporting Studio**

Knowledge Check- Questions

[redacted]

1. **What are the names of the three Hyperion Applications being built as part of the FP&A Planning solution?**

2. **What individual is responsible for creating and maintaining the Formatted Reports?**

3. **What is the first step in creating a Shared Report?**

[redacted]

Lesson 2: SmartView Overview

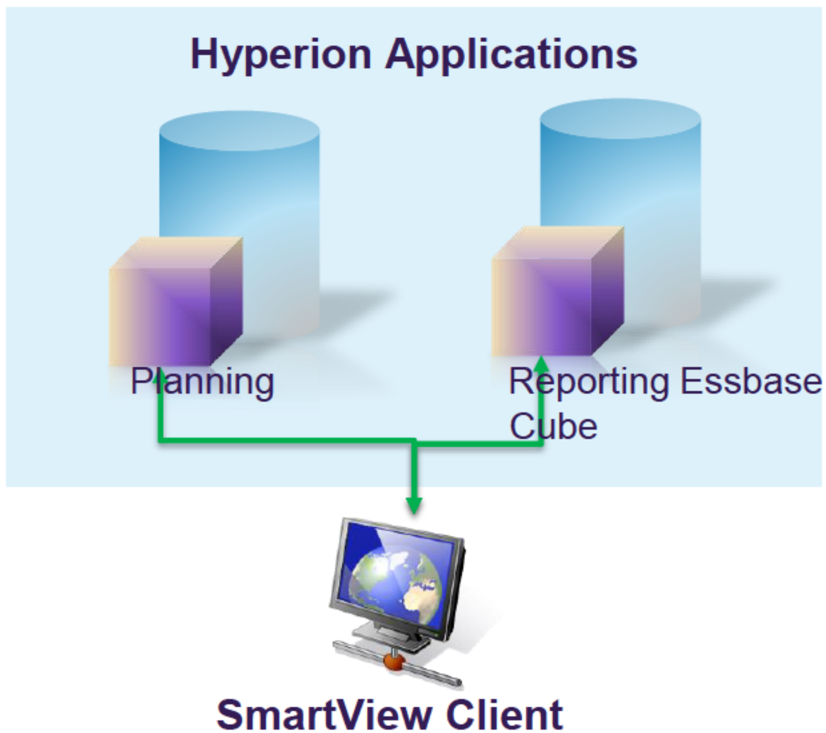
[redacted]

[redacted]

[redacted]

SmartView Overview

- SmartView is a Microsoft Excel add-in that enables you to create Shared Reports or an Ad Hoc Report from Reporting or Planning cubes
- SmartView is used to develop Lock and Send templates, which are an alternative method to load data to Hyperion Planning (if not using Web Forms)



SmartView Overview: Benefits [redacted]

- **Create standard re-usable reports to meet specific business reporting or Ad Hoc analysis requirements**
- **Familiar Microsoft Excel interface**
- **Generate Ad Hoc queries more quickly using the Point-of-View (POV) dimensions toolbar to select entities and accounts**
- **"Drag and drop" dimensions from the toolbar to rows and columns and automatically update all data**
- **Use drill-down functionality to quickly view or hide detail**
  - For example, double-click on an account in a spreadsheet to show the next level of account detail (this applies to all parent members)
- **Streamlines report delivery process to Corp FP&A**

[redacted]

SmartView and Planning Capabilities

[redacted]

SmartView Feature	Capability
Import WebForms	Import Web Form from Planning with the same Planning functionality while taking advantage of full Excel capabilities as well
Online/Offline Work Mode	Use Planning Web Forms even when disconnected from the Planning server Synchronize data back to the Planning server with validity checks
View instructions	If instructions have been created in Planning, a user can view these instructions in SmartView
Adjust data	Increase or decrease values by typing into input cells.
Enter cell text	Add comments to a specific cell at any level in Web Forms
Enter supporting detail	Add detail that aggregates the cell value in Web Forms helping users to communicate bottoms-up values

[redacted]

SmartView and Planning Capabilities

[redacted]

SmartView Feature	Capability
Calculate data	Aggregate data by running a calculation script that requests that the database calculates new totals for members displayed on the Web Form
Enter and preserve formulas	Create and save excel formulas to manipulate or analyze data
Perform Ad Hoc retrieve operations	Once a user identifies desired dimensions/members, query data from the system
Submit data	Once data is entered into a Web Form, synchronize new data entered with Planning server
Security settings	Access and data submission are limited by user security access

Lesson 3: Building a Query for a Report

Steps to Building a Query

[redacted]

1. **Open SmartView via the Citrix link**
2. **Connect and activate data source**
3. **Set up the query**
    1. Set or Adjust the Point of View (POV)
    2. Enable Drill down/up
    3. Set Ad Hoc, Display and Cell Styles options
4. **Query the database**

Building a Query: Open SmartView

[redacted]

1. Open SmartView via the Citrix link

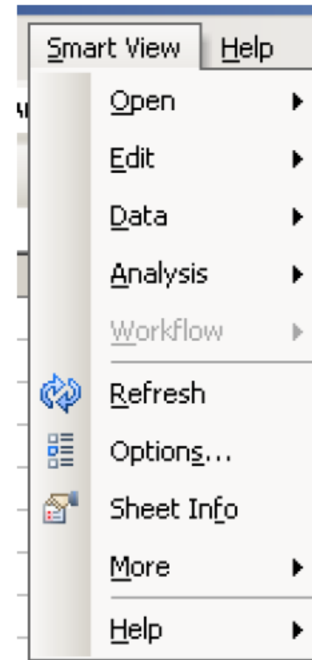
https://redacted

- Access SmartView by opening Excel using the Citrix link
- This link can access all Hyperion Planning applications (Total Ally and IO Planning cubes in addition to SmartView)
- You must access SmartView via Citrix, but you can access other Hyperion Planning applications via direct URLs
- The Citrix login instructions are included in the Quick Reference Guide
- Refer to the Job Aid: Customizing MS Office/ My Place[redacted] drive mapping instructions

[redacted]

SmartView Menu Bar

- **Once connected you can access the SmartView menu bar at the top of the screen:**
  - Open: open the SmartView panel and establish data connections
  - Edit: undo, redo, and manage POV
  - Data: submit data to the Planning server
  - Analysis: zoom in/out, keep only, cascade, query
  - Refresh: refresh data with server data
  - Options: set data, member and various formatting options,
  - Sheet Info: shows connection data, server,
  - More: migrate data
  - Help

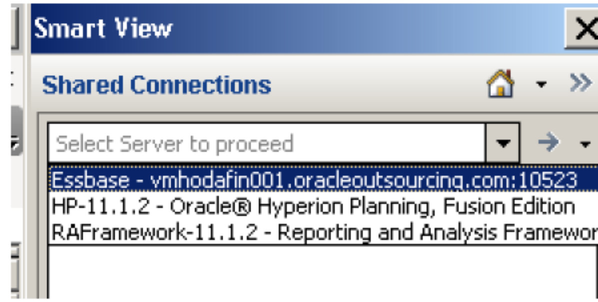


[redacted]

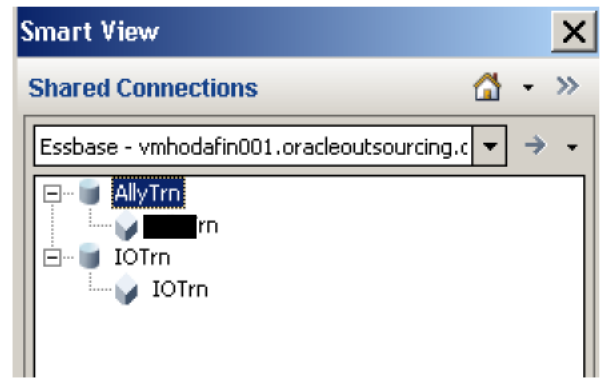
Building a Query: Activate Data Source

[redacted]

1. Open SmartView via the Citrix link
2. **Connect and activate data source**



- The data source you are connected to displays on the SmartView home menu, and is the direct link to the Hyperion Planning applications
- You must connect to the correct data source in order to retrieve information for the report
- You can only access the applications (data sources) to which you have been granted security access



Demo & Exercise 1

Connect to Data Source

[redacted]

Purpose	Demonstrate and practice logging in and connecting to a data source
Triggers	A user requires a report or data from Planning
Prerequisites	Security access to Citrix and to Planning Log on information
Situation	You've been asked to create a Balance Sheet snap shot by the CFO. Begin the procedure by logging into SmartView via Citrix and connecting to your respective application.

[redacted]

Building a Query: Set the POV

[redacted]

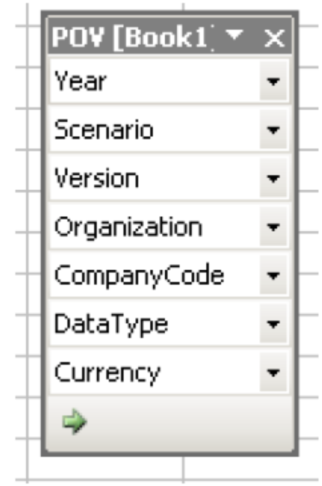
1. Open SmartView via the Citrix link
2. Connect and activate data source
3. **Set up the report**
   - Set or Adjust the Point of View (POV)

[redacted]

Set the POV

[redacted]

- **In order to create a Shared or Ad Hoc Report, you will first need to select members from the POV toolbar. This menu provides the following functionality:**



  - The Point of View (POV) toolbar identifies a specific view of the database for the member selection
  - The POV tool bar defines the intersection of data queried from the database
  - The POV floating menu includes the dimensions containing members for your query
  - If you have multiple members of one dimension to be included, list those dimensions in the grid (spread sheet); the POV bar only contains single member selection
  - Use this functionality to alter a previously created report

[redacted]

Note: *Refer to the SmartView Quick Reference Guide for instructions on setting POV*

Demo & Exercise 2 

Adjust POV

[redacted]

Purpose	**Demonstrate and practice selecting members to adjust POV**
Triggers	**Adjust POV when putting together an Ad Hoc Report or a Shared Report.**
Prerequisites	**Logged on to Citrix** **SmartView opened**
Situation	**You've been asked to create a Balance Sheet snap shot for Assets, Liabilities and Equity for FY09 vs. FY10 by the CFO. Now that you have logged in and established your data source connection, you are ready to build your query by adjusting the POV for the desired components.**

[redacted]

Knowledge Check- Questions

[redacted]

1. **What is the first step to creating a Shared or Ad Hoc Report?**

2. **Once connected to your data source, what data will an end user be able to see?**

3. **How can an analyst select members for use in their report?**

Building a Query: Set Up/Enable Drilling

1. **Open SmartView via the Citrix link**
2. **Connect and activate data source**
3. **Set up the report**
    1. Set or Adjust the POV
    2. **Enable Drill down/up**

Enable Drilling

[redacted]

- **To provide the ability to display lower level detail for a parent member, you must enable drilling within the rows or columns of a report**
- **The dimension must be represented in either the columns or the rows**

[redacted]

Note: *Instructions for drilling are included in the SmartView Quick Reference Guide*

Enable Drilling (continued)

- **Once the dimensions have been defined, add another level of detail to the desired dimension by using SmartView's drill down capabilities:**
  - Drill by zooming:
    - Once you've seen the parent level, and then the detail, you may decide you want to see more or less detail
    - You can drill up and down to various levels of data in an ad-hoc report by expanding and collapsing members.
  - Drill by pivoting
    - Pivoting dimensions changes the orientation of the worksheet data (from the x axis to the y axis). You can move dimensions between rows and columns and in and out of an ad-hoc report.
    - Note: setting SmartView Options (covered later) can enab [redacted] to use the double-click shortcut for drilling

Building a Query: Set Up Options

[redacted]

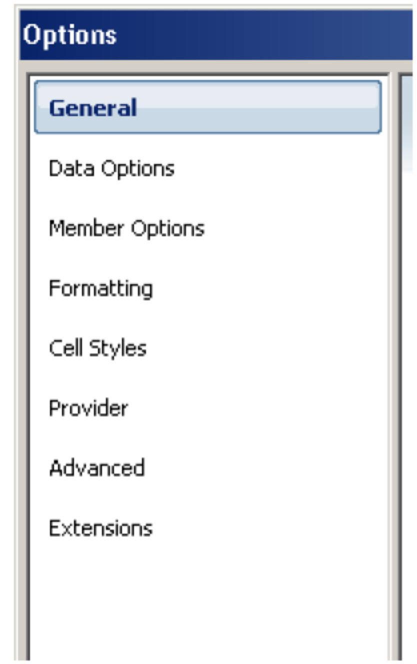
1. **Open SmartView via the Citrix link**
2. **Connect and activate data source**
3. **Set up the report**
    1. Set or Adjust the POV
    2. Enable Drill down/up
    3. **Set Ad Hoc, Display and Cell Styles options**
        - The Options menu displays a dialog box containing a series of radio buttons and indicators that can be modified to customize the report further

[redacted]

SmartView Options

[redacted]

- **SmartView Options can be set for all users. The options menu displays Options tabs including:**
  - General
  - Data
  - Member Options
  - Formatting
  - Cell Styles
  - Provider
  - Advanced
  - Extensions



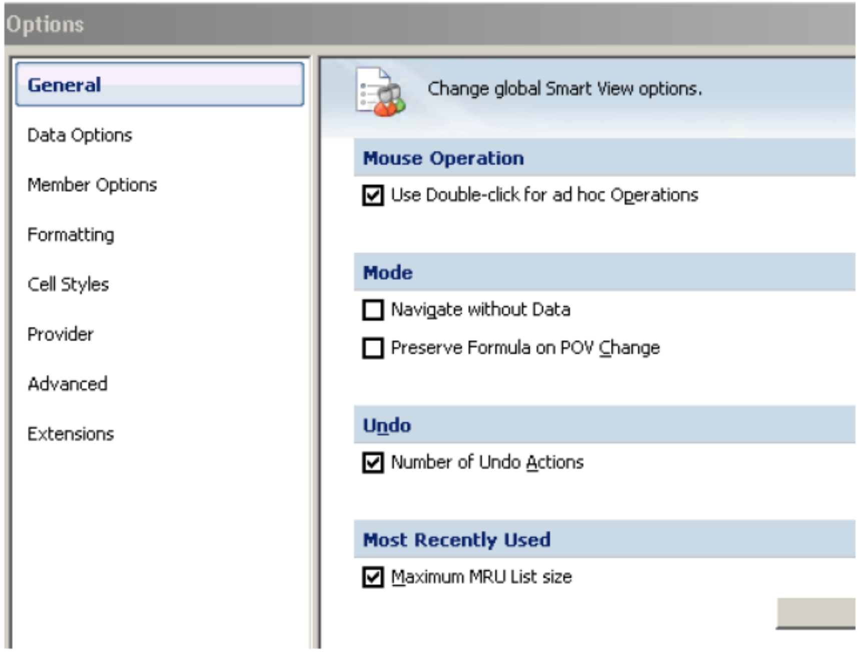
Note: *This training course covers **General** through **Cell Style** Options*

[redacted]

Set Options - General

[redacted]

- **General:**
  - Mouse Operation: enables double clicking for Ad Hoc queries (to drill in)
  - Mode: ability to navigate without data (enables you to navigate through database hierarchies without retrieving data. This allows you to modify your spreadsheet layout before retrieving data, providing better performance) or preserve formulas on POV change
  - Undo: If enabled, allows you to revert the display of an account that may have been expanded by accident or a data retrieve
  - Most Recently Used: sets number of remembered members included in your POV drop down



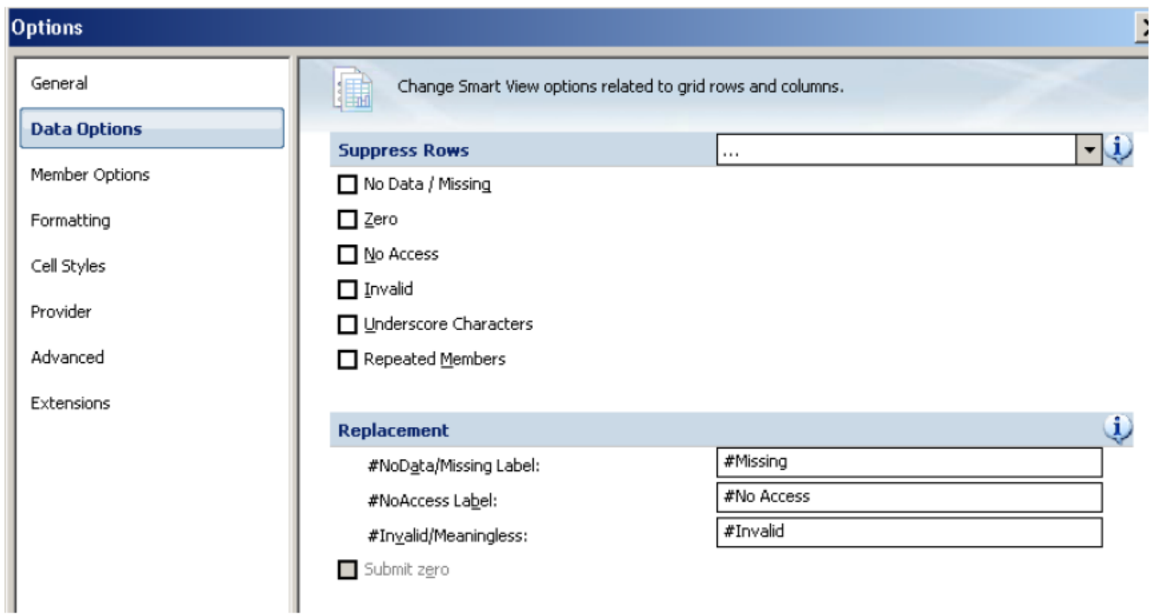
> ***Note:*** *SmartView Option terms are included in the Quick Reference Guide*

[redacted]

Set Options - Data

[redacted]

- ***Data options*** **control the look and feel of the data displayed in spreadsheets and allows end users to create reports to their own preferences.**
  - Suppress Rows: hide rows with no data or zero values
  - Replacement: changes the default account values that appear

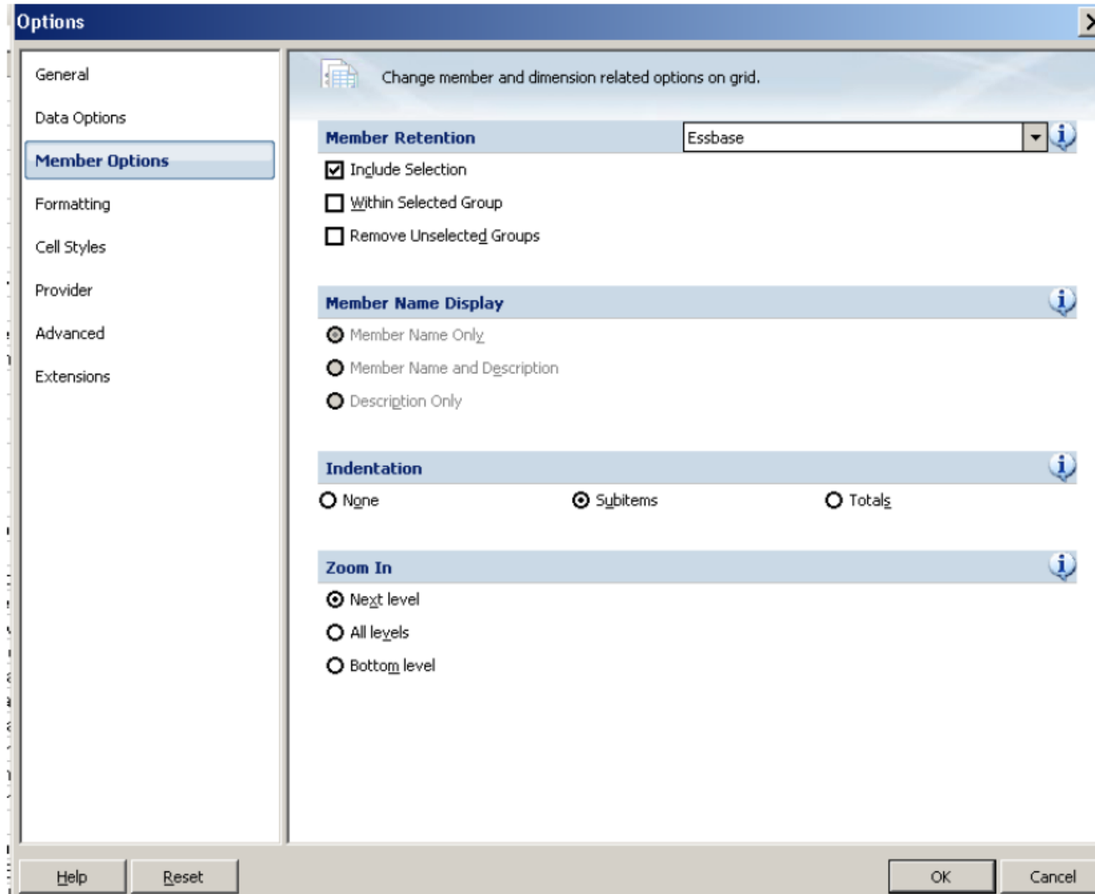


[redacted]

Set Options – Member Options

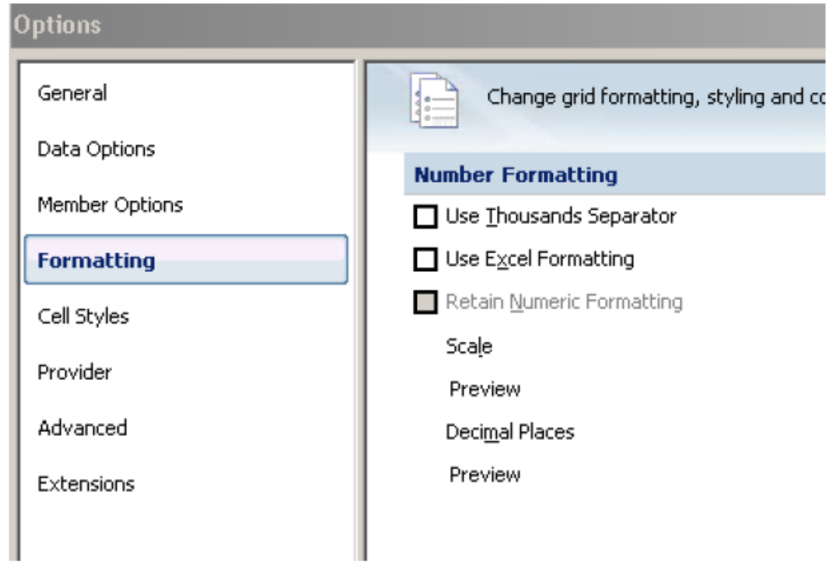
[redacted]

- **Member Options**
  - Member Retention: includes selected members in the retrieve
  - Indentation: indent children members under a parent
  - Zoom In: to view the level of desired dimension detail based on the predefined hierarchy

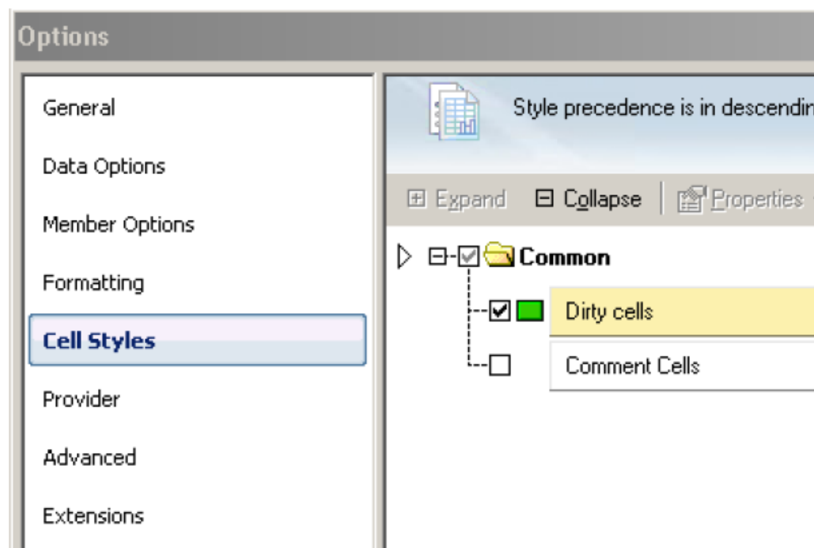


Set Options – Formatting & Cell Styles [redacted]

- **Formatting**
  - Number Formatting: allows for use of excel functions to format raw data



- **Cell Styles**
  - Cell Styles: modify default styles by changing cell styles to different fonts, background colors, or border colors. Cells can be linked to more than one style and order in which styles are applied can be specified



[redacted]

Building a Query: Query the Database [redacted]

1. **Open SmartView via the Citrix link**
2. **Connect and activate data source**
3. **Set up the report**
    1. Set or Adjust the POV
    2. Enable Drill down/up
    3. Set Ad Hoc, Display and Cell Styles options
4. **Query the database**
    - After selecting members, enabling drilling and setting options, you can run the report
    - Select the Refresh option on the POV menu. You can re[redacted] settings and Refresh as often as needed

Demo & Exercise 3

Query the Database

[redacted]

Purpose	**Demonstrate and practice selecting members to adjust POV, zoom, and refresh**
Triggers	**Adjust POV when putting together an Ad Hoc report or a shared report.**
Prerequisites	**Logged on to Citrix** **SmartView opened** **POV selected**
Situation	**You've been asked by your CFO to pull a comparative Balance Sheet report for FY09 vs FY10. Based on the previous report you provided, he has now asked that you drill into Assets to the lowest level of available information, and he does not want to see any accounts with missing data.**

[redacted]

Alternatives to Building Queries from Scratch [redacted]

- **Collect a set of standard queries to use and reuse**
- **Use a Shared Report query**
- **Use Formatted Report opened in SmartView**
  - Examples of this option will be shown in the Report Team meetings scheduled by Kevin W[redacted]

[redacted]

Knowledge Check- Questions

[redacted]

1. **Why would a user want to set drilling options?**

2. **How can a user view his/her data without retrieving the zero or no data levels?**

3. **How would a user retrieve information from the Planning applications?**

Lesson 4: Building Shared Reports

[redacted]

[redacted]

Building Shared Reports

[redacted]

- **Reports that can be shared across business units or within a business unit**
- **Shared Reports are built in SmartView**
- **Shared Reports contain a presentation layer and a data query layer, represented as separate worksheets in Excel**
- **Build Shared Reports from existing sources:**
    - Formatted Report
    - Shared Report
    - Ad Hoc Report

[redacted]

The Presentation Layer

[redacted]

- **Formatting**
  - Titles, proper naming and indenting of rows, column headings and widths,
  - Fonts, colors (if applicable) – conform to standards if applicable
  - Apply underlines/double underlines as needed
  - Adjust layout, margins and size for final use (print or PowerPoint)
  - Designated space for commentary
  - Charts or tables referenced directly to the data worksheet
  - Headers or Footers (filename, date, page #'s)
- **Cell References/Formulas**
  - Simple references to the data layer are recommended vs. complex nested Vlookups to increase transparency of audit trail and ease of use by a wider audience
  - Complex aggregations of data points can be maintained on the data page (with Retain Formulas selected), and referenced to the presentation layer as a single reference (as opposed to long strings of cell references)
  - Non-Hyperion operational data can be entered or linked directly to the presentation layer
  - Calculated ratios or metrics can be performed on the presentation worksheet or maintained on the data worksheet
- **Tie Outs**
  - Verify primary subtotals and totals ties to the data worksheet (Total Assets, etc[redacted]
  - Verify that the face of the presentation layer foots and cross foots

Shared Report Guidelines

[redacted]

- Define objective
- Identify data, business rules and calculations required
- Review existing inventory
- Build out report
- Test report
- Submit report to Report Administrators group for review/approval
- Report Administrator saves report to appropriate Hyperion Workspace report folder
- Report Administrator updates Report Inventory with name and description of new Shared Report
- Provide content for instructions/job aid as needed

[redacted]

Demo & Exercise 4

Create a Shared Report from Scratch

[redacted]

Purpose	Demonstrate and practice using the SmartView query capabilities to create recurring Shared Reports that are not currently available in a Formatted Report.
Triggers	A new report is requested and is more complex than typical Shared Reports.
Prerequisites	Understanding of Hyperion meta data and how it differs from BEx.
Situation	You need to re-build a series of BEx reports to work on the new Hyperion Planning platform.

[redacted]

Summary

[redacted]

- **Having completed this course, you are now able to:**
  - Describe the overall reporting architecture of the planning tool
  - State the differences between Formatted (Hyperion Financial Reporting) Reports and SmartView reporting
  - Access SmartView and establish a data source connection to the application containing the desired data
  - Use SmartView functionality to create and manipulate Shared Reports
  - Analyze data in Ad Hoc queries
  - Follow the reporting best practices for requesting and sharing SmartView Shared Reports
  - Submit data (Lock & Send) into the application using SmartView (for non-Web Form BUs)

[redacted]

Questions?

[redacted]

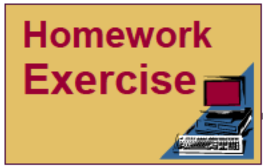
- **Do you have any questions about this module?**

[redacted]

Homework – Review & Feedback

[redacted]

- Take one of your reports and convert using what you've learned in building Shared Reports, show us your results
- Review the 26 Formatted Reports for possible reuse
- Recommend formatting elements/standards for Shared Reports
- Plan to attend the follow up session, date TBD



Bring Your Own Report

[redacted]

Purpose	If time permits, practice what you've learned by building a report that you currently use
Triggers	You have reports that must migrate to the new Hyperion Planning tool
Prerequisites	An existing report used in FP&A activities Log into SmartView via Citrix
Situation	

[redacted]

Course Evaluation

[redacted]

- The course evaluation is important. It provides the OCM Training Team with feedback used to continuously improve training.
- Everyone's feedback and comments are important.
- It takes approximately 2-3 minutes to complete.
- The evaluation is mostly multiple choice with some open-ended questions that allows you to provide greater detail.

[redacted]

Congratulations!

[redacted]

- **You have successfully completed this course! Now it's time to prepare to work with this functionality**
- **What tools and resources are available?**
  - What can you do to prepare to use this functionality?
  - Where can you find help?

[redacted]

Supplemental Lesson: Submitting data (Lock & Send) via SmartView

(for Business Units not using Web Forms)

[redacted]

[redacted]

Submit Data (Lock & Send) via SmartView

[redacted]

- **Submitting data using SmartView is as easy as 1, 2, 3:**
  1. Ensure you are connected to the correct active data source
  2. Create your load template with all dimensions represented at level 0 members (a.k.a. base member, node, or the lowest level).
     - Members can be selected via member selection using the POV menu and dragged and dropped onto the spreadsheet or left in the POV menu
     - Member combinations cannot be repeated on a data load sheet. For example, if you have repeated an account/profit center combination twice on a sheet, the first entry will be over written by the second.
     - This step is as simple as repeating the steps to build a report (as noted in Topic 2)
  3. Select Smart View > Data > Submit Data

Note: *You should validate that your data was loaded. To do this, create an exact copy of your load template, and complete a retrieve on that blank template once data has been loaded. Then validate that there was zero variance between the retrieve data against the original load data.*

[redacted]

Considerations

[redacted]

- **Current Budget Loader templates can be used as basis for Lock & Send templates**
- **Lock & Send templates need to support Legal Entity forecast reporting**
- **Templates for loading FTP accounts must include the Offset Treasury Organization (Profit Center)**
- **Hyperion Treasury Offset Organization is __________ (SAP Treasury Offset Profit Center was 170004)**

[redacted]

Demo & Exercise 5

Submit Data

[redacted]

Purpose	**Demonstrate and practice using a load template and submitting data**
Triggers	**A user needs to submit plan or forecast data into their respective Planning application without using a Web Form**
Prerequisites	**A load template must be created**
Situation	**You've been asked to create a SmartView load template from your current Budget Loader Template for use across your business unit for loading plan and forecast data**

Knowledge Check- Questions

[redacted]

1. Which dimensions are required in order to build a load template?

2. What level members are required in order to build a load template?

3. Where must members be placed when creating a load template?