



HELP!! EPM Narrative Reporting, Financial Reports, Smart View

Session: 8243

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Metaformers

Agenda

- 🧑 Introductions
- 🧑 Reporting Overview
- 🧑 Smart View
- 🧑 Financial Reporting
- 🧑 EPM Narrative Reporting
- 🧑 Summary
- 🧑 Questions

Kelliann Hoelscher, PMI-ACP

- ✦ EPM Practice Director, Metaformers
- ✦ 20+ years Experience with Oracle EPM
- ✦ 35+ Full Life Cycle EPM Projects
- ✦ Industries include Public Sector, Commercial, Higher Ed, Retail, Manufacturing, High Tech
- ✦ Oracle EPBCS, PBCS, EPM Narrative Reporting, HFM, FCC, Essbase, On-Premise Planning and Budgeting
- ✦ EPBCS Certified
- ✦ PMI-ACP Certified



Strategy & Transformation

Assessments

Upgrades

Implementations

Optimization



Cloud Services

Oracle ERP

Oracle HCM

Oracle EPM



On-Premise Solutions

PeopleSoft

Hyperion



IT & Application

Managed Services



Reporting Overview

Questions to Answer

- What is the purpose of the report?
- Who is the audience of the report?
- Is this a one-time, ad hoc report or an ongoing report?
- If an ongoing report, is the format static or changing frequently?
- Do you plan to print the report or just view online?
- Is this report stand alone or part of a reporting package?
- Does the report require reviews, changes and approvals by multiple resources?

Reporting Tools for Oracle EPM Applications



Smart View



Financial
Reporting



EPM Narrative
Reporting



Smart View

Smart View

- Is a comprehensive tool that enables formula-based data retrieval by providing a link from MS Office applications to Oracle EPM Products and Business Intelligence (BI)
- Can use the Excel environment to interactively investigate the data contained in the source(s)
- May start with templates to begin the process
- Used to report on data from the following Oracle EPM applications:
 - Planning and Budgeting
 - Financial Consolidation and Close
 - Oracle Hyperion Essbase
 - Profitability and Cost Management
 - Tax Reporting
 - Oracle Hyperion Planning On-Premise
 - HFM

Smart View: Best Used When Reports Are _____

- Ad-hoc
- Format changes frequently
- One-time analysis needed
- Need formatting in Excel not available in FR Web Studio
- Need to bring in data from multiple Oracle EPM and/or BI applications



Smart View: Advantages

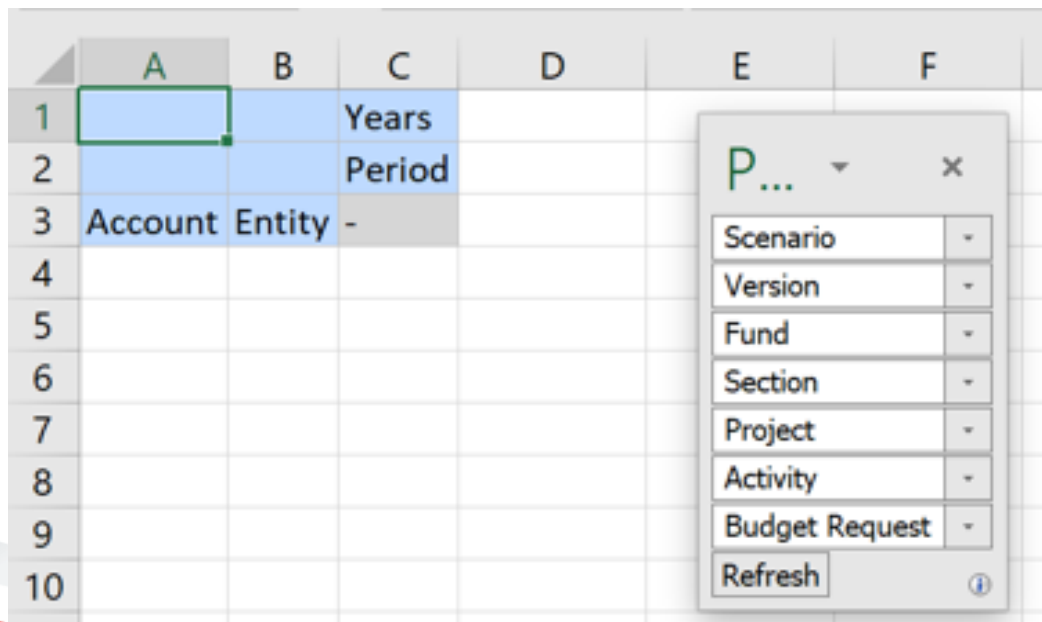
- Excel users more comfortable with available functionality
- Can be used with MS Excel, Word and PowerPoint
- All of the formatting and functions of Excel are available for use
- Format is easily changed
- Able to incorporate data still housed in spreadsheet and workbook-based models with data from the source(s)
- Comprehensive VBA toolkit for developing custom Office-based analytic interfaces
- Offers unmatched flexibility with Excel

Smart View: Disadvantages

- More difficult to create the initial report due to very open structure requirements
- Increased risk for errors
- Requires advanced knowledge of the application and data (unless a template is created by a Super User with limited distributions/use and instructions)
- Requires maintenance with “fixed member selection”

Smart View: Sample Screen Query Start

- Basis of all Ad Hoc Queries



The screenshot displays a Smart View query start interface. It features a grid with columns labeled A through F and rows numbered 1 through 10. The grid contains the following data:

	A	B	C	D	E	F
1			Years			
2			Period			
3	Account	Entity	-			
4						
5						
6						
7						
8						
9						
10						

Overlaid on the right side of the grid is a filter panel titled "P..." with a close button (x). The panel contains several dropdown menus and a "Refresh" button:

- Scenario
- Version
- Fund
- Section
- Project
- Activity
- Budget Request
- Refresh



Financial Reporting

Financial Reporting: Overview

- Used to create book-quality financial reports
- Can be shown in a wide variety of formats for a range of audiences
- A graphical, object-based interface enables the rapid creation of reports
- Combines grids of data, text, charts, graphs, and images. Used to report on data from the following Oracle EPM applications:
 - Planning and Budgeting
 - Financial Consolidation and Close
 - Profitability and Cost Management
 - Tax Reporting Cloud
 - Hyperion Financial Management (HFM)
 - Hyperion Planning On-Premise

Financial Reporting: Best Used When Reports Are _____

- Highly formatted
- Mostly a static format (not necessarily a “static report”)
- Need to be printed
- Need to be viewed in HTML or PDF
- Need to be sent to non-users
- To be combined into a Book (can have a Table of Contents)
- To be scheduled to run as a Batch (Book or Report)



TABLE

1. Introduction	1
2. Objectifs	2
3. Méthodes	3
4. Résultats	4
5. Conclusion	5
6. Annexes	6
7. Bibliographie	7
8. Index	8




Financial Reporting: Advantages

- If written dynamically, limited maintenance required
- A library of reusable report components simplifies and streamlines the process of building and maintaining complex reports
- Options to build Reports with Expansion capabilities/drill-down
- Allows creation of User Prompts for dynamic report use
- Can overwrite/replace member names in report with other text (no “cell links”)
- Parts of a report can be saved as a “template object” and reuse (Examples: Title Text box, Column Headers across a report)
- Conditional Formatting is available
- Can be opened in Smart View as a report or as the basis for an ad hoc sheet

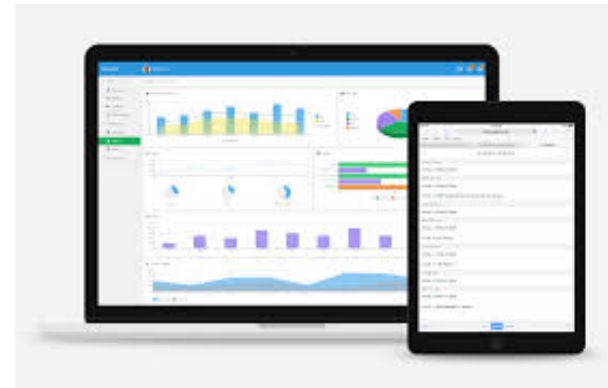
Financial Reporting: Disadvantages



- Takes longer to create until a larger library is established
 - Steeper learning curve
 - Will eventually transition to Management Reporting (“MR”)
 - It is **NOT** Excel
- 

Financial Reporting: Web Studio vs. Installed Version

- Object Browser box is biggest difference
- Must be on the correct object in the Browser box to make any edits
- Biggest issue: unable to have multiple reports open at the same time



Financial Reporting: Sample Report Behind the Scenes Web Studio (cont.)

- When a specific line is selected in the Object Box, the Edit Panel changes

The screenshot displays the 'Report' web studio interface. On the left is the 'Object Box' with a tree view containing 'Header' and 'Body' sections. 'Grid1' is selected. The right side is the 'Edit Panel' showing a report preview with a table of 5 lines. Above the table are filters for 'Period: Period', 'Entity: Entity', and 'Fund: Fund'. Below the table is a red bar.

Line	Description
1	Department <<MemberAlias("Grid1", 3, "Entity")>>
2	Current Point of View for Entity TotChildren of EXPEN
3	Current Point of View for Entity TotEXPEN
4	Budget Detail (Information Only)
5	Children of Current Point of View (De: Descendants of EXPEN AND System-defined r


Financial Reporting: PDF Sample



Operating Budget by Fund and Division
Fund 1101 - General Services District

	Current Budget Year			Continuation		New or Expanded Service			
	1 2018 Actual	2 2019 Original	3 2019 YTD Actual	4 2020 Request	5 2020 Mayor's	6 2020 Council	7 2020 Request	8 2020 Mayor's	9 2020 Council
Department 707600 - Div of Parks and Recreation									
60000 - Personnel	13,380,540	13,900,656	6,800,768	13,358,886	-	-	-	-	-
70000 - Operating	7,857,545	8,121,701	2,870,707	7,609,632	-	-	-	-	-
80000 - Transfers	375,084	315,000	0	355,000	-	-	-	-	-
90000 - Capital	345,899	10,000	0	-	-	-	-	-	-
Total	21,959,069	22,347,357	9,671,475	21,323,518	-	-	-	-	-
Budget Detail (Information Only)									
Department 707606 - Enterprise Programs									
Section 7601 - Pool Administration									
63152 - Overtime-CERS	236	250	76	210	-	-	-	-	-
63312 - Seasonal- Non-CERS	23,066	85,310	12,864	33,140	-	-	-	-	-
63313 - Part Time - Non-CERS	40,754	32,090	19,427	32,090	-	-	-	-	-
63314 - Part Time - CERS	50,481	24,840	24,250	24,600	-	-	-	-	-
63511 - Pension Contributions	13,034	5,389	7,159	5,969	-	-	-	-	-
63621 - FICA	6,618	8,834	3,254	5,582	-	-	-	-	-
63622 - Unemployment Insurance	82	199	39	126	-	-	-	-	-
63624 - Medicare Expense	1,540	2,066	762	1,306	-	-	-	-	-
63817 - Personnel Attrition	-	-	0	-1,467	-	-	-	-	-
71299 - Prof Svc - Other	7,354	8,550	760	7,260	-	-	-	-	-
72204 - Network Connectivity	3,241	3,430	2,637	-	-	-	-	-	-
75101 - Operating Supplies and Expense	749	900	369	810	-	-	-	-	-
75601 - Clothing/Equipment - Other	250	600	0	600	-	-	-	-	-
75801 - Equipment Under \$5000	988	1,400	0	1,190	-	-	-	-	-
76101 - Repairs and Maintenance	1,459	2,000	0	1,700	-	-	-	-	-

Financial Reporting: HTML Sample



Operating Budget by Fund and Division
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63313 - Part Time - Non-CERS	40,754	32,090	19,427	32,090	-	-	-	-	-
63314 - Part Time - CERS	50,481	24,840	24,250	24,600	-	-	-	-	-
63511 - Pension Contributions	13,034	5,389	7,159	5,969	-	-	-	-	-
63621 - FICA	6,618	8,834	3,254	5,582	-	-	-	-	-
63622 - Unemployment Insurance	82	199	39	126	-	-	-	-	-
63624 - Medicare Expense	1,540	2,066	762	1,306	-	-	-	-	-
63817 - Personnel Attrition	-	-	0	-1,467	-	-	-	-	-
71299 - Prof Svc - Other	7,354	8,550	760	7,260	-	-	-	-	-
72204 - Network Connectivity	3,241	3,430	2,637	-	-	-	-	-	-
75101 - Operating Supplies and Expense	749	900	369	810	-	-	-	-	-
75601 - Clothing/Equipment - Other	250	600	0	600	-	-	-	-	-
75801 - Equipment Under \$5000	988	1,400	0	1,190	-	-	-	-	-
76101 - Repairs and Maintenance	1,459	2,000	0	1,700	-	-	-	-	-
78701 - Bank Charges	6,131	6,000	5,789	6,000	-	-	-	-	-
Section 57601 Total	155,984	181,859	77,385	119,116	-	-	-	-	-
Section 7602 - Paddleboats									
63312 - Seasonal- Non-CERS	37,613	31,740	23,710	25,000	-	-	-	-	-
63314 - Part Time - CERS	100	-	0	-	-	-	-	-	-
63511 - Pension Contributions	6,446	-	4,519	-	-	-	-	-	-

Financial Reporting: Sample Book TOC

Book Table of Contents: Book1_F1101

Name	Member Selection
01_Operating Budget by Fund and Division	Apr, 011000 - Unallocated Revenue, 1101 - General Services District
01_Operating Budget by Fund and Division	Apr, 111000 - Judicial, 1101 - General Services District
01_Operating Budget by Fund and Division	Apr, 112000 - Elected Officials, 1101 - General Services District
01_Operating Budget by Fund and Division	Apr, 121000 - Council Office, 1101 - General Services District
01_Operating Budget by Fund and Division	Apr, 123000 - Clerk of the Urban County Council, 1101 - General Services District
01_Operating Budget by Fund and Division	Apr, 133000 - Office Of The Mayor, 1101 - General Services District
01_Operating Budget by Fund and Division	Apr, 134200 - Special Programs, 1101 - General Services District
01_Operating Budget by Fund and Division	Apr, 136100 - Chief Development Officer, 1101 - General Services District
01_Operating Budget by Fund and Division	Apr, 141400 - Non-Departmental, 1101 - General Services District
01_Operating Budget by Fund and Division	Apr, 155000 - Office of the CAO, 1101 - General Services District
01_Operating Budget by Fund and Division	Apr, 160200 - Div of Grants and Special Projects, 1101 - General Services District
01_Operating Budget by Fund and Division	Apr, 160300 - Div of Government Communications, 1101 - General Services District
01_Operating Budget by Fund and Division	Apr, 160500 - Div of Human Resources, 1101 - General Services District



EPM Narrative Reporting

EPM Narrative Reporting: Overview

- EPM Narrative Reporting is a secure, collaborative, and process driven service for defining, authoring, reviewing, and publishing financial, management, and regulatory report packages for internal and/or external stakeholders.
- Purpose-built solution which combines financial statements, data, and narrative reporting into a stylized Report Package
- Reporting deliverable owners can easily manage and monitor the progress of contributors throughout the reporting lifecycle
- Users can access via the web or Microsoft Office
- One application within the Oracle EPM cloud suite of products

EPM Narrative Reporting: Functionality

assign content
to multiple authors



gather comments
from reviewers



provide an electronic sign off
on the completed report



manage the report life cycle



combine data points
with textual narrative



secure and control access
to the report content



Diagram Provided by Oracle

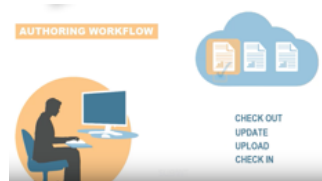
EPM Narrative Reporting: Best Used When Reports _____

- Are static in layout and highly formatted
- Include narrative reporting
- Require collaboration among numerous people such as workflow and status tracking
- Must be in specific regulatory formats such as XBRL, SEC EDGAR HTML, or PDF
- Require compilation of data from multiple sources, Oracle and/or non-Oracle
- Need to include Oracle On-premise, Oracle Cloud, MS Excel/Word, PowerPoint or more in the report package
- Must have report content embedded into report packages



EPM Narrative Reporting: Advantages

- Able to compile data from a wide range of applications/sources
- Improves data integrity through the use check in/out access permissions and version control
- Leverages Essbase functionality in the cloud by obtaining hierarchical and dimensional analysis on financial data
- Easy to rollover and reuse content from past periods with centralized maintenance of common dates, text, and data.
- Users are notified when tasks are due/important reporting deadlines need to be met
- Mobile accessibility is available




EPM Narrative Reporting: Advantages (cont.)

- Contains the Oracle Disclosure Management Option for producing regulatory filings such as XBRL, iXBRL and SEC EDGAR
- Integration with Oracle Smart View for Office
- Multi-dimensional engine to (optionally) store data in the cloud for Report Packages and powerful analytics via Oracle Smart View for Office
- Optional Disclosure Management
- XBRL Taxonomy management, editing, and viewing



EPM Narrative Reporting: Disadvantages



- Requires a separate license
 - There is a learning curve, but easy to learn independently
 - Does not provide rich and interactive data visualizations or dashboards
 - Management Reporting has not quite achieved full parity with FR, yet
- 

EPM Narrative Reporting: Core Components

Provides a secure, collaborative, & process driven approach for defining, authoring, reviewing and publishing financial & management reports.

Report Packages



Native reporting solution for creating cross-cloud financial/managerial reports against EPM cloud, ERP, & Essbase sources

Management Reporting



Purpose built module to centralize & manage documents needed in the close cycle & assemble financial statements with support for regulatory reporting

Disclosure Management



Stand alone Essbase Application with up to 5 databases for compilation of data not available from other systems

EPM Narrative Reporting Direct Application



Report Packages Overview

- Defined as a unifying structure for any report that provides content, workflow and process management
- Report Package functionality includes full lifecycle support from definition through publishing and phase management
- The Report Package provides the ability for an Administrator to:
 - Control, monitor and engage in a step-by-step process in a report cycle
 - Assign tasks, due dates, Owners, Signers and Viewers to a singular or multiple sections
 - Allow/provide commentary through each phase of the package's development

EPM Narrative Reporting: Report Packages

- EPM Narrative Reporting Report Packages are made up of “Doclets”
- Doclets contain reports from MS Word, Excel, PowerPoint, PDF, and/or Management Reporting (MR) reports/data
- Ability to Check In, Check Out and/or Submit packages
- Report Packages are broken down into 3 phases:
 - Author Phase
 - Review Phase
 - Sign Off Phase

EPM Narrative Reporting: Management Reporting Sources



Diagram Provided by Oracle

MR vs. FR: What does FR Have that MR Doesn't

- Oracle hopes to have full parity between MR and FR soon
- In Feb. 2019 Oracle added to MR:
 - The ability to import MR Grids into Smart View
 - A migration tool to migrate FR reports to MR
- As of Feb. 2019 (when this presentation was written), the following FR functionality was not available in MR:
 - Expected later this year: Batches and Bursting
 - Major Items with Timing TBD:
 - Export to Office
 - Only grid objects can be hidden in MR
 - Auto Calculations
 - Annotations and Planning Unit Annotations
 - No update or change expected
 - Multiple data sources in a single grid (has a workaround)

MR vs. FR: What does FR Have that MR Doesn't (cont.)

*NOTE: For a full list of differences, see Oracle documentation at:
https://docs.oracle.com/en/cloud/saas/enterprise-performance-reporting-cloud/dmepr/diff_fr_mr_100x0d702939.html#GUID-293A9209-306B-4127-ACAF-DFE9DA352017*

Disclosure Management

- Purpose built to centralize and manage critical documents needed in the close cycle to significantly reduce the risk of an inaccurate disclosure by:
 - Helping Users create/edit graphically the XBRL(c) tagged submissions to regulatory agencies
 - Letting Users assemble financials in MS Excel or Word—and map to and deliver the content in iXBRL, XBRL, EDGAR HTML, Word, PDF, or HTML formats.
 - Allowing users to modify/extend taxonomies before the mapping process
HINT: If you don't know what these are, you probably don't use them.
- Very similar to the on-premise version
- Can define, validate, and manage custom formulas to comply with standards (SEC, IFRS, etc.)
- Requires an additional license (optional)

EPM Narrative Reporting Direct Application

- Usually utilized when:
 - Not all data required for a report is available in a system
 - A data subset is needed from a very large data system
- EPM Narrative Reporting comes with 1 Essbase App with up to 5 databases
- Can be "stand alone" (does not require license to any other product)
- Can be integrated with EPM tools via flat file loads into EPM Narrative Reporting's Essbase databases
- Utilizes reports created in Smart View
- Status can be reviewed at a summary or Doclet level

EPM Narrative Reporting: Workspace Home Page

The screenshot displays the Oracle EPM Cloud Narrative Reporting workspace home page. At the top left, the Oracle logo is followed by "EPM Cloud Narrative Reporting". On the top right, there are navigation icons (home and search) and the user's name "Kelliann Hoelscher" with a dropdown arrow. Below the header, a user profile section shows a person icon, the date "Jun 23, 2019", and the text "Welcome, Kelliann Hoelscher". To the left of the main dashboard is a white sidebar containing four notification items, each with a colored circle and a right-pointing arrow: "0 Incomplete Tasks" (red), "0 New Messages" (blue), "0 Flagged Messages" (blue), and "0 Active Report Packages" (blue). At the bottom of this sidebar are three buttons: "Create" (plus icon), "Open" (document icon), and "Tour" (play icon). The main dashboard area features a grid of 12 colorful icons, each with a label below it: "Tasks" (green), "Messages" (purple), "Report Packages" (green), "Reports" (yellow), "Notes" (yellow), "Disclosure Management" (purple), "Library" (orange), "Application" (orange), "Daily Maintenance" (pink), "Access Control" (purple), "Appearance" (blue), and "Academy" (blue).



Summary


Quick Guide to Oracle EPM Reporting

- Ask and answer the correct questions
- Determine the best tool for the job: Smart View, FR, or EPM Narrative Reporting
- Gather required specifications
- Build the report
- Test the report
- Document the report: backup build, run frequency, maintenance, variables, security)
- Make the report available to the assigned audience by placing in a common folder with correct security (if needed)
- Maintain/update as needed

Summary



Attendees should now understand:

- The differences between
 - Smart View
 - Financial Reporting (FR)
 - EPM Narrative Reporting
 - Which reporting tool to use based on the report type required
 - Details/differences of the EPM Narrative Reporting components:
 - Report Packages
 - Management Reporting (MR)
 - Disclosure Management
 - EPM Narrative Reporting Direct Application
- 



If You Want to Know More About EPM
Narrative Reporting, Attend My 2nd
Session

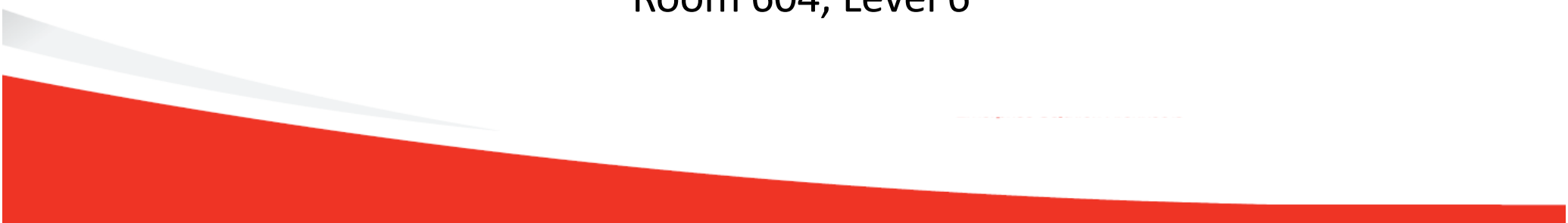
“A Better Way to Build Your CAFR or Budget Book”

Session: 8241

Wednesday, June 26, 2019

2:15 AM - 3:15 PM

Room 604, Level 6





Q&A

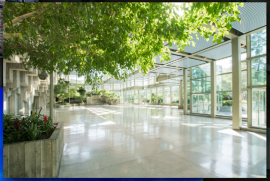
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Session: 8243

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