Oracle® Hyperion Tax Governance

Administrator's Guide

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Oracle Hyperion Tax Governance Administrator's Guide, Release 11.2.0

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About Tax Governance

Related Topics

- Uses
- Prerequisites
- Setting User Preferences for the Time Zone
- Managing Reports
- Managing Jobs and Services

Uses

Oracle Hyperion Tax Governance provides a flexible integration framework that enables you to leverage services from external applications. The integration framework, built around industry standards, supports web-based interactive tasks and Web Services based automated tasks.
Tax Governance has two modules:Tax Operations and Tax Supplemental Schedules.

Using Tax Operations

You can:

- Define the close tasks and schedule to ensure the most efficient task flow
- Automate close management, track status, and provide notifications and alerts
- Integrate with product tasks
- Notify users by email for delinquencies, due dates, status changes
- Monitor close status from a dashboard
- Act quickly to fix errors and delays
- Analyze the effectiveness of the close

Using Tax Supplemental Schedules

Tax Supplemental Schedules helps you organize, update, edit, and manage supplemental data, typically transactions, for financial analytical applications such as consolidation.

You can:

- Manage metadata by creating or importing it from EPM products such as Oracle Hyperion Financial Management
- Define the data definition and associated data forms for data collection
- Support the ability to create calculation formula and validation criteria
- Notify users to work on their assigned forms

- Control and monitor the data collection workflow

Prerequisites

Use Oracle's EPM System Installer to install, register, and configure Oracle Hyperion Tax Governance.

For required software components, see *Oracle Enterprise Performance Management System Installation Start Here*.

Before you can use this product, you must complete these prerequisites:

- Install and configure Oracle Hyperion Enterprise Performance Management Workspace.

- Install Oracle Hyperion Shared Services and register with Shared Services.

For complete installation instructions, see the *Oracle Enterprise Performance Management System Installation and Configuration Guide*.

This program is integrated in Oracle's Hyperion EPM System product suite and is displayed in the EPM Workspace.

For information on EPM Workspace tasks and menu options, see the *Oracle Hyperion Enterprise Performance Management Workspace User's Guide*, *Oracle Hyperion Enterprise Performance Management Workspace Administrator's Guide*, and web help.

For information on the manual steps to install Event Monitoring, see the *Oracle Hyperion Financial Close Management Event Monitoring Configuration Addendum* on the Oracle Technology Network (OTN) website.

Setting User Preferences for the Time Zone

You can specify a user preference for the time zone to use for an application.

To set the time zone: In **Timezone**, select a time zone, and then click **OK**.

Managing Reports

The Query Report Template, Report Group Assignment , and Report Definition functionality generates predefined or helps you build custom reports:

1. In Oracle Hyperion Tax Governance, a user with a Report Designer role creates a query whose definition can be then exported as an XML file.

2. Use Oracle Business Intelligence Publisher within Word (BI Publisher must be installed) to import the XML file created above and use it to create a template document, which should be in RTF format.

3. Back in Tax Governance create a report, which uses both the query and the template created above. That report can be set with a default output of PDF, HTML, or XLS (Excel).

Generating Predefined Reports

To import predefined reports:

1. From Oracle Hyperion Enterprise Performance Management Workspace, select **Navigate**, then **Administer**, and then **Shared Services Console** to access Oracle Hyperion Shared Services.

2. Navigate to **File System**, and then your application reports.

3. By default, all reports are selected. To select a partial list, click **Clear Selections** to clear all the reports, and then select the reports that you want to import.

   See Tax Operations Predefined Reports

4. Click **Import**, and then click **OK**.

5. To generate the reports:

   a. In your application, select **Tools**, and then **Generate Reports**.

   b. In Report Group, select the report group name. See Creating Report Groups.

   c. Select the reports in the Report Group, and then click **Generate**.

   d. For each parameter, select the value.

   e. In **Generate Report**, enter a report name.

   f. Click **Generate**.

   g. Click **Open** or **Save File** to save the ZIP file.

Tax Operations Predefined Reports

> **Note:**
>
> To avoid report errors, you must enter the required parameters.

Table 1-1   Predefined Reports

Report Name	Description	Required Parameters
At Risk Tasks	Displays the tasks that are "at risk" (where remaining time available to complete the task is less than the minimum task duration).	• **Schedule**—Select the schedules and period for the report. • **Optional: Period**—Filter by period and schedule.
Compliance Analysis	Displays key compliance metrics by user.	• **Schedule**—Filter by schedule. • **Optional: Period**—Filter by period. • **Optional: Minimum % Late**—Users can provide a threshold that filters the records to be displayed. For example, if you enter 10, users with 10% or more of their tasks completed late are displayed.
Early Tasks	Displays the tasks that were completed before the due date, creating an opportunity to shorten close cycles.	• **Schedule**—Select the schedules that filter the records to be displayed. • **Optional: Period**—Filter by period.

Table 1-1   (Cont.) Predefined Reports

Report Name	Description	Required Parameters
Late Tasks	Displays the tasks that are late for either the Assignee role or for any Approver level role.	• **Schedule**—Select the schedules to be included in the report. • **Optional: Period**—Filter by period.
Performance Analysis by Organizational Unit	Displays key performance metrics by Organizational Unit.	• **Schedule**—Filter by schedule. • **Optional: Period**—Filter by period.
Rejected Tasks	Displays statuses rejected by any approver.	• **Schedule**—Select the schedules to be included in the report. • **Optional: Period**—Filter by period.
Task Audit Trial	Displays the changes made to tasks during a user-selected date range.	• **From Date**—Select the starting date. • **To Date**—Select the ending date. • **Optional: Changed By**—Select records changed by the selected user. • **Optional: Field Changed**—Select changes made to a field. • **Optional: Task ID**—Select changes made to a task.
Users with Late Tasks	Displays the count of tasks that are late for either the assignee role or for any reviewer level role, grouped by user name.	• **Schedule**—Select the schedule(s) to be included in the report. • **Optional: Period**—Filter by period.

Managing Queries

Designers can add, edit, and remove Queries. Queries must exist before reports can be defined.

All topics on generating reports:

- Generating Predefined Reports
- Creating Report Templates
- Managing Report Groups
- Managing Report Definitions
- Generating Reports

Creating Queries

Creating queries is the first step in generating reports:

1. Create a query. See below.

2. Create a template. See Creating Report Templates.

3. Set up a report group. See Managing Report Groups.

4. Set up the report definition. See Managing Report Definitions.

5. Generate the report. See Generating Reports.

To create queries:

1. In your application, select **Manage**, and then **Reports**.

2. Select **Queries**, then **Actions**, and then **New**.

3. In **New Query**, enter:

   - **Name**

   - **Description**

   - **Type**

     The selection of the Type determines where the Query appears in the New and Edit Report dialog boxes:

     – **Parameter Query**

       A query that is defined as type Parameter Query is used to present a list of options that you can specify for this parameter's value. Parameter Query allows you to present a list of options used when filling in a parameter's value for a Report Query, where the list of options is not a simple Attribute already defined, but is instead a complex query that you need to define.

     – **Report Query**

       Select the records to be included in the report. You can apply a security filter, so users see only the data that they are authorized to see based on their roles and the reconciliations to which they are assigned. To apply a Security Filter to a report query, add the following syntax to the end of the query WHERE CLAUSE statement:

       Oracle Hyperion Tax Governance queries:$TAXOPS_SECURITY_CLAUSE$

       A sample Tax Governance query with the Security Filter applied: SELECT Task_name FROM fcc_tasks WHERE schedule_id = ~Schedule~ AND $TAXOPS_SECURITY_CLAUSE$

       > **Note:**
       >
       > Because many predefined queries included with Tax Governance have the Security Filter applied, you can use them as examples when building your own.

       If the report you are designing will contain parameters, you can design the report to display no records or all records. Examples of each are provided below. These examples assume that you want to run a report that displays the list of periods that contain the "Monthly" frequency.

* **Parameter Query**: Select frequency_id, frequency_name from arm_frequencies

* **Report Query, Option 1**: (Return no periods if the user does not provide a frequency value):

  ```
  Select p.period_name from arm_periods p,
  arm_period_frequencies pf where p.period_id = pf.period_id
  and pf.frequency_id = ~FREQUENCY~
  ```

* **Report Query Option 2**: (Return all periods if the user does not provide a frequency value):

  ```
  Select p.period_name from arm_periods p,
  arm_period_frequencies pf where p.period_id = pf.period_id
  and pf.frequency_id = coalesce(~FREQUENCY~,pf.frequency_id)
  ```

  In the second option, the `coalesce()` function returns the first non-null value in the list; therefore, if the FREQUENCY was null, it would return `pf.frequency_id` and in that case that condition would always be true (`pf.frequency_id = pf.frequency_id`), causing all records to be returned.

- **Generate Query**

  Assists you in creating a query against the database by allowing you to select any existing attribute in the product to be queried and/or filtered against. The dialog then generates the SQL to match the attributes and filters specified, at which time you can modify and enhance it.

- **Query**

  To generate a sample XML file from the Query, click **Generate Sample XML**.

4. To test the query for errors, click **Validate**.

Editing Queries

To edit queries:

1. In your application, select **Manage**, and then **Reports**.
2. Click **Queries**, then select a query, then click **Actions**, and then **Edit**.
3. Change **Name** and **Type**.
4. Click **OK**.

Duplicating Queries

To duplicate queries:

1. In your application, select **Manage**, and then **Reports**.
2. Click **Queries**, then select a query, then click **Actions**, and then **Duplicate**.
3. Enter the necessary updates.
4. Click **Close**.

Deleting Queries

To delete queries:

1. In your application, select **Manage**, and then **Reports**.

2. Click **Queries**, then click **Actions**, and then **Delete**.

3. Click **Close**.

Creating Report Templates

Creating report templates is the second step in generating reports:

1. Create a query. See Creating Queries.

2. Create a template. This section lists the steps to create a report template. Report Templates are created in Microsoft Word and require the Sample XML created from the report query in the Creating Queries section.

3. Set up a report group. See Creating Report Groups.

4. Set up the report definition. See Creating Report Definitions.

5. Generate the report. See Generating Reports.

This section assumes a basic working knowledge of Oracle Business Intelligence Publisher. Refer to the BI Publisher documentation packaged with the Template Builder for additional information.

To create a report template:

1. Download and install the BI Publisher Enterprise Desktop Client:

    http://www.oracle.com/technetwork/middleware/bi-publisher/downloads/index.html

    > **✎ Note:**
    >
    > Close all windows before you install.

2. Open Microsoft Word with a new document.

3. Select the **BI Publisher** tab, then **Load Data**.

4. Locate `SampleQuery.xml` generated from the query and click **Open**.

    A message displays, "Data Loaded Successfully". Click **OK**.

5. Select **Insert**, and then **Table Wizard**.

6. Select **Table** and click **Next**.

7. Select the default data set and click **Next**.

8. Select the desired fields to show in the report and click **Next**.

9. Select the Group By, then select the fields to group by, and then click **Next**.

10. Select the Sort By, then select the fields to sort by, and then click **Finish**.

11. Save the template as an *.rtf file; for example: `SampleQuery.rtf`.

Managing Report Groups

The Report Groups section enables report designers to group reports.

> ⚠️ **Caution:**
>
> Do not edit standard Report Groups. Duplicate a standard Report Group and give it a unique name.

Creating Report Groups

Creating report groups is the third step in generating reports:

1. Create a query. See Managing Queries.

2. Create a template. See Creating Report Templates.

3. Set up a report group.

4. Set up the report definition. See Managing Report Definitions.

5. Generate the report. See Generating Reports.

To create report groups:

1. In your application, select **Manage**, and then **Reports**.

2. Select **Report Groups**, then **Actions**, and then **New**.

3. In **New Report Group**, enter:

   - **Name**

     Enter a group name for the group of reports.

   - **Description**

   - **Display to User**

     Select **Display to User** if you want this report group displayed to the user.

     Display to User enables report writers to have a group of reports hidden while they are working on them.

4. On the **Reports** tab, if available, select the reports for the Report Group.

5. Click **OK**.

Modifying Report Groups

To modify report groups:

1. In your application, select **Manage**, and then **Reports**.

2. Select **Report Groups**, then **Actions**, and then **Modify**.

3. Modify the report group, and then click **Close**.

Duplicating Report Groups

To duplicate report groups:

1. In your application, select **Manage**, and then **Reports**.

2. Select **Report Groups**, select a report group, then select **Actions**, and then **Duplicate**.

The name is copied and a 1 is added to the report group name.

3. Click **Edit**, and then change the name and the order of the reports.

Deleting Report Groups

To delete report groups:

1. In your application, select **Manage**, and then **Reports**.

2. Select **Report Groups**, then select a report group, then select **Actions**, and then **Delete**.

   Select **Yes** or **No** to answer the message, "Deleting the Report Group will delete all the Reports associated with the Report Group. are you sure you want to delete (the name of the Report Group)."

3. Click **Close**.

Managing Report Definitions

Related Topics

- Creating Report Definitions
- Editing Report Definitions
- Duplicating Report Definitions
- Deleting Report Definitions

Creating Report Definitions

Creating report definitions is the fourth step in generating reports:

1. Create a query. See Managing Queries.

2. Create a template. See Creating Report Templates.

3. Set up a report group. See Managing Report Groups.

4. Set up the report definition.

5. Generate the report. See Generating Reports.

To create report definitions:

1. In your application, select **Manage**, and then **Reports**.

2. Select **Reports**, then **Actions**, and then **New**.

3. In **New Report**, enter:

   - **Name**

   - **Description**

   - **Query**

     Select a query. See Managing Queries.

   - **Template**

     Click **Browse** and then **Browse** to a report template. You can upload any supported Oracle Business Intelligence Publisher template format. See Creating Report Templates.

- • **Report Group**

  Select the Group Name for the report. See Managing Report Groups.

- • **Display to User**

  Select if you want the report displayed to a user. For example, if a report is in progress, the user would clear this option.

- • **Output Format**

  Select an report output format that BI Publisher supports; for example: PDF, HTML, XLS.

4. To complete the report definition, you must set the access:

   a. Select the **Access** tab.

   b. Select **Actions**, and then **Add**.

   c. Select the **Application Module** and the **Role**.

Editing Report Definitions

To edit report definitions:

1. In your application, select **Manage**, and then **Reports**.

2. Select **Reports**.

3. Select a report, then **Actions**, and then **Edit**.

4. Make parameter and access changes, and then click **OK**.

Duplicating Report Definitions

To duplicate report definitions:

1. In your application, select **Manage**, and then **Reports**.

2. Select **Reports**.

3. Select a report, then **Actions**, and then **Duplicate**.

4. Select the duplicated report, named the same + 1. For example, Analysis +1.

5. Click **Actions**, and then **Edit** and then make parameter and access changes.

6. Click **OK**.

Deleting Report Definitions

To delete report definitions:

1. In your application, select **Manage**, and then **Reports**.

2. Select **Reports**.

3. Select a report, then **Actions**, and then **Delete**.

4. Select **Yes** or **No**.

Generating Reports

Process for generating reports:

1. Create a query. See Managing Queries.

2. Create a template. See Creating Report Templates.

3. Set up a report group. See Managing Report Groups.

4. Set up the report definition. See Managing Report Definitions.

5. Generate the report.

To generate reports:

1. In your application, select **Tools**, and then **Generate Reports**.

2. In Report Group, select the report group name. See Creating Report Groups.

3. Select the reports in the Report Group, for **Format**, select **PDF**, **HTML**, or **XLS**.

> **Note:**
>
> **HTML** and **XLS** are not supported for graphs and charts.

4. Click **Generate**.

5. For each parameter, select the value.

6. In **Generate Report**, enter a report name.

7. Click **Generate**.

8. Select **Open** or **Save File** to save the ZIP file.

Managing Jobs and Services

The **Manage Jobs** menu option allows you to monitor the services and jobs in Oracle Hyperion Financial Close Management.

Managing Jobs

The **Jobs** tab displays a list of background processes that have run recently or are scheduled to run in the future. Each individual offline process may have been created by a user action that requires a background process or from one of the system maintained services. Only Administrators and Power Users have access to this information.

If you click on the job, you can view more details for that job. The status for each job may be pending, running, success or error. Actions you can take from this list include: **Restart**, **Run Now** or **Refresh**.

> **Note:**
>
> For jobs that require a longer processing time, a message displays to remind you that you can close the dialog and proceed with other work while the background process runs.

The following user actions create a background process. and allow users to proceed with their work rather than wait for processing to be complete:

- **Account Reconciliation Manager**

  – Import Reconciliations

  – Create Reconciliations

  – Import Pre-Mapped Data

  – Import Pre-Mapped Transactions

- **Close Manager**

  – Import Template Tasks

  – Import Schedule Tasks

  – Deploy to Schedule

- **Suppplemental Data Manager**

  – Deploy Form Templates

  – Load Dimensions

  – Load Data Sets

  – Load Forms

  – Posting Data

Managing Services

The **Services** tab displays a list of the daily services such as: Synch Users and Email notifications. In addition,

- **System Maintenance** - runs once a day and will synch the cache of users with Oracle Hyperion Shared Services as well as other maintenance tasks.

- **Email Notifications** - runs every half hour and sends out emails

- **Open Reconciliations** - runs once a day and opens reconciliations for that day (**Account Reconciliation Manager** only)

- **Open Form Instances** - runs once a day and opens form instances for that day (**Supplemental Data Manager** only)

- **<Schedule> Monitor** - each open or closed schedule's monitoring service that runs the next time the task is set to open (**Close Manager** only)

The status for each job may be pending, running, or error. Actions you can take from this list include: **Restart** (schedule the next time to run), **Run Now** (immediately run the job) or **Refresh** (refresh the service information.)

Manage Jobs   ×

	Jobs	**Services**		

Actions ▾ View ▾ 🔃

Status	Name	Last Ran	Next Run
🕐	Monitor		
🕐	Email Notifications		
▷	System Maintenance	Oct 12, 2016 5:00 AM	Oct 13, 2016 5:00 AM

Close

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About Tax Operations

Related Topics

- Tax Operations Terms
- Process Overview
- Sample Task Flows

Tax Operations Terms

Tasks
A unit of action in the application, for example, data entry or data consolidation. Power users define the tasks that comprise a close process. Users can read task instructions, answer questions, submit, reassign, approve, and reject tasks, and can access tasks from email notifications or by logging on to the application.

Integration Types
A definition of a service provided by an application. For example, the Consolidate Integration Type for Oracle Hyperion Financial Management contains parameters such as the Point of View dimensions to run the consolidation. A standard set of Integration Types that are integrated with other Oracle applications is included with the installation.

Task Types
Identify and categorize tasks commonly performed during a close period; for example, Data Entry, or G/L Extract. The Task Type enables you to set default information, such as settings that need to be input by the user, and questions or instructions that are shared by all tasks of that type. Task Types are often based on Integration Types.

Execution Types
End-users, System-Automated Task, Event Monitoring Task

Templates
Tasks that are repeatable over close periods. Administrators can create templates for different types of close periods, such as monthly or quarterly.

Schedules
Defines the chronologically ordered set of tasks that must be executed for a specific close period, and is the alignment of a template's generic close days to calendar dates.

Dashboard
This view presents a portal-style interface with views into schedules and task lists, and high-level summaries into which you can drill down for greater detail.

Alerts

Notifications from users on issues that they encounter during the process, such as hardware or software issues. Users create alerts identifying a problem and assign them to be resolved.

Report Binders

Summaries of close process activity. They contain a description of all task details that were executed as part of the close schedule. Report Binders enable administrators and others to review and adjust activities for future periods and are useful for audit purposes.

Process Overview

Administrators use Tax Operations to manage tasks needed for closings. Closings require these steps:

1. The administrator sets up users. See Setting Up Users.

2. The administrator completes the required setup procedures:

   • Set up currencies. See Currencies.

   • Set up organizational units. See Managing Organizational Units for Tax Operations.

   • Set up global integration tokens. See .Managing Global Integration Tokens.

   • Set up holiday rules. See Managing Holiday Rules for Tax Operations.

   • Set up attachment size. See Maximum Task Attachment Size.

   • Enable email notifications. See Enabling Email Notifications.

3. The administrator reviews the tasks required for a close process and sets up Task Types to ensure consistency across tasks and to leverage predefined product integrations.

   See Creating Task Types.

4. Because many tasks are repeatable over close periods, the administrator saves a set of tasks as a template to use for future periods. See Creating Templates.

   For example, an administrator can set up a monthly or quarterly close once and then use it for all months or quarters. Tasks are defined with task predecessors, Assignees, and Approvers.

5. To initiate the close process for a period, administrators generate a schedule (a chronological set of tasks) by selecting a template and assigning calendar dates. The generic tasks in the template are applied to calendar dates. See Creating Schedules from Templates.

6. To begin the close process, the administrator changes the schedule status from Pending to Open. See Setting Schedule Status.

7. The administrator can also modify the schedule if needed and monitor it throughout the close cycle. See Updating Tasks in Schedules.

8. During the close process, users receive email notifications of assigned tasks and can click links in the email for direct access to assigned tasks.

9. Alternatively, users can log on to review and access assigned tasks in different types of views, for example, the Dashboard, a portal-style interface; or Calendar, Gantt, or Task List views.

10. When users complete tasks, the tasks are sent to approvers and can be viewed by other users.

11. Users can create alerts for issues, such as hardware or software issues, that they encounter during the close process. Alerts are forwarded to Assignees and Approvers for resolution.

12. Users can define and generate a Report Binder for a close cycle, which contains a description of the task details that were executed as part of the process. Report Binders enable administrators and others to review and adjust activities for future periods, and are also useful for audit purposes. See Using Report Binders in Tax Operations.

Sample Task Flows

Scenario 1: Power User

The Power User sets up a template and tasks for an upcoming close period.

• The Power User logs on and opens the Manage Templates page.

• The Corporate Quarterly Close template contains many of the tasks required for the corporation quarterly close cycle. From the list of templates, the Power User selects the Quarterly Close template and reviews it.

• The Power User selects the calendar dates on which to line up the template tasks, and creates a schedule from the quarterly template.

• The Power User then adds a task to the template specifically for Quarter 2.

• The Power User opens the schedule, which begins the close process.

Scenario 2: Power User

The Power User monitors the status of close activities through the Dashboard.

• The Power User logs on and opens the Dashboard Status Overview view to check the status of activities through Day 3.

• From the Dashboard, the user drills down to see the details of incomplete tasks.

• The Power User reviews open tasks for comments or attachments provided by assigned users.

Scenario 3: Approver

A user assigned as an Approver reviews a current task to determine whether it can be approved.

• The assigned Approver receives an email notification of an outstanding task—Review MD&A Input for Services submission.

• From the email, the Approver selects the link for Review MD&A Input for Services Submission.

• The Task Actions page is launched outlining the process.

• The Approver reviews the document that the user submitted when completing the task to ensure completeness.

• The Approver enters additional comments and approves the submission.

- If another level of approval is required, the task is forwarded to the next approver. If the task was the last requiring approval, then the task completes, and the system runs the next task if it is ready.

- The Approver can reject a task instead of approving it, and the task is reassigned to the Assignee.

Scenario 4: User

A user logs on to the application and reviews and completes an assigned task.

- The user logs on and reviews the tasks displayed in the Dashboard in the My Worklist portlet.

- The user clicks the link for an assigned task - MD&A input.

- The task page is launched with instructions for the task, and a reference document.

- The user reviews the instructions and the reference document, processes the updates, enters a comment about the task, and submits it for approval.

- The system automatically updates the task status and sends a notification to the assigned approver.

Scenario 5: User

A user responds to an email notification of a task to load data, clicks a link in the email, accesses the product from which to load data, and then completes the task.

- The user receives an email notification of an outstanding task—Load Salary Data through Oracle Hyperion Financial Data Quality Management.

- From the email, the user selects the link for the page where the required process is documented.

- The user reviews the instructions for the task and selects the Go to Task link to launch FDM.

- The user extracts data through FDM and loads it to Oracle Hyperion Financial Management.

- When the task is completed, the user returns to the application.

- The user enters a comment about the task and submits it for approval.

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Setting Up Tax Operations

Related Topics

- Starting the Application
- Setting Up the System
- Setting Up Users
- Assigning Security Roles
- Assigning Access Rights
- Managing System Settings in Tax Operations
- Defining Years and Periods
- Managing Attributes
- Managing Alert Types
- Managing Integration Types

Starting the Application

> **Note:**
>
> The Oracle Hyperion Shared Services server, the Oracle Hyperion Enterprise Performance Management Workspace server, and the product server must all be running before you launch the application.
>
> See the *Oracle Enterprise Performance Management System Installation and Configuration Guide*.

To access your product, first log on to EPM Workspace and launch your program.

To start your program:

1. Enter the URL.

   The URL is the web server host name, web server port, and `workspace`.

   By default, the Workspace URL is `http://`*SERVER_NAME*:*PORT*`/workspace/`.

2. In the EPM Workspace logon dialog box, enter the system user name and password and click **Log On.**

   If an error message indicates that the system can't authenticate a user, verify these conditions:

   - The user is provisioned for the application. If not, use Shared Services to provision the user.

- The user token or session is not timed out. If it has timed out, log off, and then log on to start a session.
- The web server is configured and running. If there is a problem with the web server, contact the system administrator.

3. Select **Navigate**, **Applications**, *YOUR APPLICATION*.

Setting Up the System

These are the steps required to set up:

- Set up users and assign security roles. See Setting Up Users.
- Define years for close process activities. See Defining Years.
- Define periods for close process activities. See Defining Periods.
- Create Integration Types. See Creating Integration Types.
- Create Task Types. See Creating Task Types.
- Create Alert Types. See Creating Alert Types.
- Create attributes. See Defining Attributes.
- Turn on User Sync Process. See User Sync Process (System Maintenance)

Setting Up Users

Before working with your application, you must assign security roles to users, groups, or teams.

To assign security roles, follow this process:

- Use Oracle Hyperion Shared Services to create and manage groups as needed for easier security assignment.
- Use Shared Services to provision users, groups, or teams with security roles.

For information on using Shared Services, see the *Oracle Enterprise Performance Management System User Security Administration Guide*.

Assigning Security Roles

Access is dependent on user security roles and the privileges given to the role.

Table 3-1   Security Roles

Security Role	Description
Tax Administrator	- All Power User privileges - Full access to all tasks, templates and schedules - Define years and periods - Create and manage Task Types, Integration Types, Attributes, and Alert Types

Table 3-1   (Cont.) Security Roles

Security Role	Description
Tax Power User	• All Close User privileges • Create and import tasks • Create and manage templates and schedules • Create task types and view tasks types created by others
Tax User	• Schedule Viewer • Task Owner • Access to Dashboard, limited by access level • Modify status, create and modify alerts, comments, and questions, limited by access level • Create and manage filters
Tax Report Designer	• Access to Manage Reports • Access to Generate Reports

You assign security roles in Oracle Hyperion Shared Services Console, which displays a list of users, groups, or teams from the external authentication provider. You can assign security roles to groups or individuals.

To assign security roles:

1. From Oracle Hyperion Enterprise Performance Management Workspace, select **Navigate,** then **Administer,** and then **Shared Services Console** to access Oracle Hyperion Shared Services.

2. Expand the **User Directories** folder, and then expand the directory where the users reside.

3. Perform one of these actions:

   • To assign security roles to a user, select **Users**.

   • To assign security roles to a group, select **Group**.

4. Search for and select a user or group.

5. Provision the user using one method:

   • Right-click and select **Provision**.

   • Select **Administration**, and then **Provision.**

   • Click **Provision**.

6. From Available Roles, expand and select your application.

7. Select a role, click the arrow button to add the role to the user, and then click **Save**.

8. Review the summary report, and then click **OK.**

Assigning Access Rights

Access rights, which are inherited from the parent object, apply to objects such as templates, schedules, tasks, and alerts.

For details on access rights, see:

- Managing Templates
- Managing Tasks
- Managing Schedules
- Managing Alert Types

Administrators

- Unrestricted access to all features
- Multiple administrators are allowed, and each has write access to all objects, including those created by other administrators.
- Set up user access to tasks by assigning users to tasks with task roles of Owner, Assignee, Approver, or Viewer.

Owners

- Assigned to every task and must be a Close User, Close Power User, or Close Administrator
- Writer access to the task when it is applied to a schedule
- For pending tasks, can edit task properties; for example, add or remove instructions or questions, or add or remove approvers
- For open tasks, cannot modify properties
- Ensures that the task is completed, although they may not be performing actions on the task
- Receive notifications when the task status changes, and can intervene in the task workflow at any time
- Reassign the Assignee or Approvers
- Act as the Assignee, approve the task for an Approver, or force the task to close

Assignees

- Responsible for working on the task
- Have read access to all task information
- Add comments, answer questions, submit tasks for approval, create alerts, or reassign the task to other users
- Have read access to some information about the predecessor tasks, for example, Owners, Assignees, status, name, and description
- Access only to individuals
- Only one Assignee for each task

- Optional. If no Assignee is assigned, then responsibility for the task is assigned to the task owner

Approvers

- Ensure that the task was done correctly by the Assignee and sign off on it

- Each task may be assigned up to 10 levels of approval

- Can only be assigned to individuals

- Have read access to all task information

- Can add comments, approve or reject tasks, create alerts, or reassign approval to other users

- Have read access to some information about the predecessor tasks, for example, Owners, Assignees, status, name, and description.

Viewers

- May be Close Users, Close Power Users, or Close Administrators

- Multiple users may be assigned to a task as viewers

- Receive read access to all task information, and for parent tasks, to the task information for their children

- Can assign the viewer role to groups

- Cannot perform task actions and are not part of the task workflow.

- Task Assignees and Approvers act as viewers in Task Details. They can view their own tasks in an open schedule.

Examples:

- If a user has write access to a schedule, that user also has modify access to every task in the schedule.

- If a user has read access to a template, the user also has read access to every task of that template.

The types of activity rights a user has for an object establish the access rights to that object.

Owner
Has write access to the object.

Assignee
Has write access to a subset of the object attributes and read access to the rest.

Approver
Has write access to the Status (Approve/Reject) attribute of the object (for example, an Alert), and read access for the rest. For example, an approver can add comments and create alerts.

Viewer
Has read access to the object.

Managing System Settings in Tax Operations

Related Topics

- Currencies
- Managing Global Integration Tokens
- Managing Organizational Units for Tax Operations
- Managing Holiday Rules for Tax Operations
- Changing Configuration Settings

Currencies

Related Topics

- Disabling Standard Currencies
- Creating Custom Currencies
- Editing Custom Currencies
- Deleting Custom Currencies

Disabling Standard Currencies

For the list of standard currencies, see Standard Currency Codes.

Standard currencies are installed with the application. To hide unused currencies on the available currency list, hide them in the Currency System Settings.

To disable standard currencies:

1. In System Settings, select **Currencies**.
2. Select a currency, and then clear the **Enabled** column.

Creating Custom Currencies

To create custom currencies:

1. In System Settings, select **Currencies**.
2. Select **Actions**, and then **New**.
3. Enter:
   - **Currency Code**
   - **Currency Symbol**
   - **Decimal Places**
   - **Description**
   - **Enabled**

     If the currency is enabled, then it is displayed in the currency list in the application.

Editing Custom Currencies

To edit custom currencies:

1. In System Settings, select **Currencies**.

2. Select a currency, then **Actions,** and then **Edit**. Edit the currency.

Deleting Custom Currencies

To delete custom currencies:

1. In System Settings, select **Currencies**.

2. Select a currency, then **Actions**, and then **Delete**.

   You cannot delete the following currencies:

   • A standard currency. It is always locked.

   • An enabled currency. Disable the currency before deleting it.

   • If a currency is in use, an error message tells you where it is used and prevents you from deleting it.

Managing Global Integration Tokens

The Global Integration Tokens feature enables creation of parameterized URLs. The URLs can be used for a variety of purposes, including launching OBIEE reports which require provision of parameters in order to display filtered report content.

When creating the URL, the parameters are inserted into the URL. When the URL is clicked, the parameters are replaced with the appropriate values.

For example, the following is an excerpt of the parameters:

```
…$YearName$%22%22Period%20Name%22&val6=%22$PeriodName$%22&col17=%22Logical
%20Schedules%22.%22Year%20Name%22&val7=%22$Y earName$%22&col8=%22Logical
%20Schedules%22.%22Deployment%20Name%22&val8=%22$ ScheduleName $%22
```

where

```
$YearName$ = 2012
$PeriodName$ = Jan12
$ScheduleName$ = DemoSchedule
```

The URL becomes:

```
…%222012%22%22Period%20Name%22&val6=%22Jan2012%22&col7=%22Logical
%20Schedules%22.%22Year%20Name%22&val7=%222012%22&col8=%22Logical
%20Schedules%22.%22Schedule%20Name%22&val8=%22DemoSchedule%22
```

Parameters can be configured from static parameters defined in your application, attributes of type Text and List, and the following native attributes assigned to Tasks, Templates, and Schedules:

- Period Name

- Schedule Name

- Task Name

- Task ID

- Year Name

You can access URLs from the following locations:

- **Templates**: After an administrator or power user adds a reference URL to a template in the Instructions section, the URL is clickable on the Instruction tab.

- **Schedule**: After an administrator or power user adds a reference URL to a schedule in the Instructions section, the URL is clickable in **Instruction**.

- **Task Details**: After an administrator or power user or task owner adds a reference URL to a task in the Instructions section, the URL is clickable in **Instruction**.

- **Task Types**: After an administrator adds a reference URL to a Task Type in the Instructions section, the URL is clickable on the **Instruction** tab.

- **Task Actions**: Viewers of **Task Actions** can click the reference URLs.

Tokens

Global Integration Tokens:

- Must be unique

- Cannot be modified

- Should not be deleted. When you try to delete, a warning is displayed: "Deleting a Global Integration Token will invalidate the URLs that are referencing it. Are you sure you want to continue?"

Creating a Token

To create a token:

1. In System Settings, select **Global Integration Tokens**.

2. Select **Actions**, and then **Add**.

3. Enter:

   - **Name**: A unique token name

   - **Type**: Static or Task Attribute

   - **Token Value**:

     – If **Task Attribute** is selected as the Parameter Type, select the value that is passed when the URL is rendered.

     – If **Static Attribute** is selected as the Parameter Type, enter the value that is passed when the URL is rendered.

Deleting a Token

To delete a token:

1. In System Settings, select **Global Integration Tokens**.

2. Select a token, then select **Actions**, and then **Delete**.

   A warning message is displayed: "Deleting a Global Integration Token will invalidate the URLs that are referencing it. Are you sure you want to continue?"

3. Click **Yes** to delete.

Managing Organizational Units for Tax Operations

Organizational Units allow administrators to model regions, entities, business units, divisions, departments, or any other entity that might be affiliated with a task or reconciliation. Organizational units are hierarchical to facilitate reporting.

The section that displays the hierarchy enables administrators to expand and collapse sections of the hierarchy.

Adding Organizational Units

To add an organization:

1. In System Settings, select **Organizational Units**.

2. Click **Actions**, and then **Add**.

3. On the Properties tab, enter:

   - **Name**

     Administrators can change the name, and it need not be unique.

   - **Organizational Unit ID**

     A unique ID used to identify the transaction for Oracle Hyperion Enterprise Performance Management System Lifecycle Management purposes. Organizational Unit ID cannot be changed after an organizational unit is set.

   - **Optional: Description**

   - **Time Zone**

     Determines which time zone applies to the organizational unit. Selection of a time zone is optional. If a time zone is not selected, the task time zone will revert to the user's time zone. See Supported Time Zones in Organization Units.

   - **Holiday Rule**

     Determines which list of holidays applies to the organizational unit. Selection of a Holiday Rule is optional. See Managing Holiday Rules for Tax Operations.

   - **Parent Organizational Unit**

     Enables Administrators to change the hierarchy.

   - **Work Days**

     Determines which days of the week are work days.

4. The **Access** tab enables Administrators to assign viewer and commentator access in a centralized location, rather than having to assign it to each task. The username and user id are displayed to help you select the right user.

   To select a user:

   a. Select **Actions**, and then **Add**.

    b. In **Select Viewers**, enter the First Name and Last Name, or click **Select Users**..

    c. In **Search Results**, select the Users, Groups, or Teams and add them to the **Available** column.

Importing Organizational Units

> ⚠️ **Caution:**
>
> If you are using multiple modules in Oracle Hyperion Tax Governance, then you must run separate import processes to import the module specific properties of the organizational unit.

To import organizational units:

1. In System Settings, select **Organizational Units**.

2. Select **Actions**, and then **Import**.

   - Enter the file name or click **Browse** to navigate to the CSV import file.

     Sample Organizational import format:

     > 📝 **Note:**
     >
     > ThisTax Operations import organizational unit example requires a pre-existing parent org unit named `Americas', a holiday rule named `US', and a viewer named fm_user. Create these or edit the file accordingly to use other objects.
     >
     > ```
     > "OrganizationalUnitID","Name","ParentOrganization","Descrip
     > tion","TimeZone","H
     > olidayRule","Calendar","Workdays","Viewer1","Commentator1"
     > "US2","US2","Americas","Import Organization US2
     > Example","ET (UTC-05:00)","US","",2-3-5,"fm_user5",""
     > ```

   - For **Import Type**, click one:

     – **Replace—**Replaces the Organizational Unit detail with the Organizational Unit that is in the file that you are importing. It does not affect other units that are not specified in the import file.

     – **Replace All—**Imports a new set of Organizational Units that replaces the existing Units. This option is useful when you want to replace a unit in one system with an updated definition from another system. Organizational Units that are not specified in the import file are deleted.

3. Select a File Delimiter for the import file: Comma or Tab. Comma is selected by default.

4. Click **Import**.

Selecting an Organizational Unit

Administrators define Organizational units in system settings. The organizational list is displayed in functional dialogs.

To select an organization:

1. Click **Search**.

2. Select an organization. An arrow indicates a child organization exists. Expand the parent to select a child organization.

3. Click **OK**.

Managing Holiday Rules for Tax Operations

Holiday Rules are collections of holiday dates. The Manage Holiday Rules dialog enables Administrators to manage holiday rules.

Creating Holiday Rules

To create holiday rules:

1. In **System Settings**, select **Holiday Rules**.

2. Click **Actions**, and then **New**.

3. Enter:

   • **Holiday Rule ID**

   This is the attribute that will uniquely identify the record for LCM purposes. Holiday Rule ID is mandatory and must be unique.

   • **Name**

   The name of the holiday rule is mandatory and can be up to 50 characters. Uniqueness is not required.

   • **Year**

   The Year attribute behaves as a filter option. Users need not select a value for this attribute. If they do, then the table should be filtered to display the dates associated with the selected year.

4. To name a holiday, in the Holiday section, click **Import** to import the list of holidays.

5. On the bottom section of Holiday Rules, select **Actions**, and then **Import**.

   • Enter the file name, or click **Browse** to navigate to the CSV import file.

   Example of a holiday date import format:

   ```
   "Date","Name"
   "Jan 1, 2014","New Years Day"
   "May 26, 2014","Memorial Day"
   ```

   • For **Import Type**, click one:

- **Replace**—Replaces the holiday dates with the holiday dates in the file that you are importing. Does not affect other units that are not specified in the import file.

- **Replace All**—Imports a new set of holiday dates that replaces the existing holiday dates. Use this option to replace a unit in one system with an updated definition from another system. Holiday dates that are not specified in the import file are deleted.

6. **Date Format**

> **✎ Note:**
>
> This feature is available only in 11.1.2.4.100 (patch 20307212). For information about new features and updating to release 11.1.2.4.100, see My Oracle Support https://support.oracle.com

Select a **Date Format** from the drop down list of allowed date formats. Date formats are not translated. By default, the date format is set to the locale date format of the exported file location.

For example:

- MM/dd/yyyy

- dd/MM/yyyy

- dd-MMM-yy

- MMM d, yyyy

7. Select a File Delimiter for the import file: Comma or Tab. Comma is selected by default.

8. Click **Import**.

Importing Holiday Dates

You can import dates into a holiday rule.

To import holiday dates:

1. In **System Settings**, select **Holiday Rules**.

2. Create or select a holiday rule.

3. On the bottom section of Holiday Rules, select **Actions**, and then **Import**.

   - Enter the file name, or click **Browse** to navigate to the CSV import file.

     Example of a holiday date import format:

     ```
     "Date","Name"
     "Jan 1, 2014","New Years Day"
     "May 26, 2014","Memorial Day"
     ```

   - For **Import Type**, click one:

- **Replace**—Replaces the holiday dates with the holiday dates in the file that you are importing. Does not affect other units that are not specified in the import file.

- **Replace All**—Imports a new set of holiday dates that replaces the existing holiday dates. Use this option to replace a unit in one system with an updated definition from another system. Holiday dates that are not specified in the import file are deleted.

4. **Date Format**

> **Note:**
>
> This feature is available only in 11.1.2.4.100 (patch 20307212). For information about new features and updating to release 11.1.2.4.100, see My Oracle Support https://support.oracle.com

Select a **Date Format** from the drop down list of allowed date formats. Date formats are not translated. By default, the date format is set to the locale date format of the exported file location.

For example:

- MM/dd/yyyy

- dd/MM/yyyy

- dd-MMM-yy

- MMM d, yyyy

5. Select a File Delimiter for the import file: Comma or Tab. Comma is selected by default.

6. Click **Import**.

Editing Holiday Rules

To edit holiday rules:

1. In **System Settings**, select **Holiday Rules**.

2. Select a rule.

3. Edit:

   - **Holiday Rule ID**

     This is the attribute that will uniquely identify the record for LCM purposes. Holiday Rule ID is mandatory and must be unique.

   - **Name**

     Can be up to 50 characters. Uniqueness is not required.

   - **Year**

     The Year attribute behaves as a filter option. Users need not select a value for this attribute. If they do, then the table should be filtered to display the dates associated with the selected year.

Deleting Holiday Rules

To delete holiday rules:

1. In **System Settings,** select **Holiday Rules**.

2. Select a rule, **Actions**, and then **Delete**.

   You cannot delete a holiday rule associated with an organizational unit that is not logically deleted. A list of organizational units to which the holiday rule was assigned is displayed.

Duplicating Holiday Rules

To duplicate holiday rules:

1. In **System Settings,** select **Holiday Rules**.

2. Select a rule, then **Actions**, and then **Duplicate**.

3. Make edits.

Changing Configuration Settings

Related Topics

* Approver Levels
* Enabling Email Notifications
* Maximum Task Attachment Size
* User Sync Process (System Maintenance)

Approver Levels

Approver levels determines the number of task reviews.

To change the approver level:

1. In **System Settings,** select Configuration Settings, and then **Approver Levels**

2. In **Approver Levels**, select a value from 1 to 10.

Enabling Email Notifications

Email Notifications on and off switch for all notifications, for all users. When "Turn Off" is selected, notifications are not generated for any user.

To enable email notifications:

1. In **System Settings,** select **Configuration Settings**, and then **Email Notifications**.

2. For **Email Notifications**, select **Turn On**.

Maximum Task Attachment Size

Task Attachment Size determines the maximum attachment file size that users can upload. This setting helps administrators adapt to work within limitations of the environment in which the application is installed.

You can change the current maximum file size.

To change the maximum task attachment size:

1. In **System Settings,** select **Configuration Settings**, and then **Maximum Attachment Size**.

2. In **Select maximum file upload size**, select a value from 5 MB, with incremental values of 5 MB, up to 100 MB.

User Sync Process (System Maintenance)

Tax Operations maintains a local copy of the user, group, and team details for various reasons; for example, User ID, User Login, First Name, Last name. The System Maintenance Process must be initialized manually and then runs daily at a time you specify.

To enable System Maintenance Process:

1. In your application select **Manage**, and then **System Settings**. In System Settings, select **Configuration Settings**, and then **System Maintenance Process**.

2. Do one:

   • To initialize to run daily at the time you specified for **System Maintenance Process**, select **Turn On**.

   • To manually initiate a user sync, for **System Maintenance Process**, select **Turn Off**, then click **Save**, then select **Turn On**, and then click **Save**.

Defining Years and Periods

When you define the close process, you define years and periods for which to apply close activities. You then assign each schedule a year and period to define the close period for the schedule. You can have multiple schedules running in the same time period, for example, a Corporate schedule and a Regional schedule. Year and period dimensions enable you to group these activities.

Defining Years

> **Note:**
>
> Defining Years feature is available only to administrators.

The Year dimension designates the year to which the close activities apply and is a flat list. You can define, rename, and delete years, and name years with numeric or

nonnumeric characters. For example, you can define years such as 2014 and 2015, or FY14 or FY15.

To define years:

1. Select **Manage**, and then **Years**.

2. Add, rename, or delete years:

    • To add a year, click **New** and enter a name.

    • To rename a year, double-click it, and then rename it.

    • To delete a year, select it, and then click **Delete**.

    > **Note:**
    >
    > You can select multiple years, and then click **Delete.**

Defining Periods

> **Note:**
>
> The defining periods feature is available only to administrators.

The Period dimension is a hierarchical dimension that designates the time period to which the close activities apply, for example a month or quarter. You typically define a period with months rolling up to quarters within years. For example, you can define a quarterly period of Q1 with the child members of January, February, and March. You can also define custom period rollups, such as a 13-month reporting period.

You can add siblings and children to periods. A sibling is a member at the same level, such as January and February. A child is a member below a member in the period hierarchy; for example, January is a child member of Q1.

You assign calendar dates to periods when you create schedules.

You can add, edit, reorder, and delete periods.

To define periods:

1. Select **Manage,** and then **Periods**.

2. Add or remove siblings or child members:

    • To add a sibling, click **Add Sibling**, name the member, and then click **Submit**.

    • To add a child, click **Add Child**, name the member, and then click **Submit**.

    • To edit a period, select it, click **Edit**, rename it, and then click **Submit**.

    • To reorder a period, select it, and then click **Move Up** or **Move Down**.

    • To delete a period, select it, and then click **Delete**.

Managing Attributes

Attributes are user-defined fields defined centrally by administrators and used in many places.

You can specify different value types for attributes: Date, Date and Time, List, Number, Text, and True or False. For example, you can define a custom attribute named Auto Submit with a value type of Yes or No. When you assign the Auto Submit attribute to an item, you can set it to Yes for tasks required by external users.

If you select the List type, you can define a pick list of values. For example, you can define a List attribute named Sales Region, with North, South, East, and West as values.

You can create, edit, and delete attributes.

Defining Attributes

To create an attribute:

1. Select **Manage**, and then **Attributes**.

2. Click **New** and enter:

   - **Name**

   - **Attribute Type:**

     – **Date**

     – **Date and Time**

     – **Integer**

     – **List**:

       If you select List, enter a list of valid responses to the question.

     – **Multi-Line Text**

       The maximum length should be less than 4,000 characters.

       Select **Multi-Line Text**, then enter the **Number of Lines**, from 3 to 50 lines. Multi-Line Text determines how many lines of text are visible, without scrolling, on the Actions dialog boxes.

       For Multi-Line text type: Select **Include Attachments** if you want the custom attribute to include an attachments section on the Actions dialog box.

     – **Number**:

       If you select Number, select number formatting options

       * For Decimal Places, enter a value for the number of decimal places to display.

       * Select the Thousands Separator option if you want numbers to display a thousands separator (for example, 1,000.00)

       * From the Currency Symbol list, select a currency symbol, for example, Dollars ($).

* From the Negative Number list, select how to display negative numbers, for example, (123).

* From the Scale list, select a scale value for numbers, for example, 1000.

– **Text**

– **True** or **False**

– **User**

– **Yes** or **No**

• **Calculation**

> ✏ **Note:**
>
> This feature is available only in 11.1.2.4.100 (patch 20307212). For information about new features and updating to release 11.1.2.4.100, see My Oracle Support https://support.oracle.com

Calculated attributes are read-only. Calculations can only be evaluated against Schedules:

– Schedules: When you are in Task List, Gantt, or BI Dashboard views, you can add any Calculation and the calculation is evaluated, regardless of whether it was explicitly assigned to the task or not.

– Templates: You cannot add a custom attribute, that has the Calculation option selected, as a column or a filterable attribute.

Administrators can add attributes to the attributes sections in the Actions dialogs and they will be viewable by workflow users. Administrators can restrict access to certain roles by setting access to Do Not Display. For example for calculated attribute XYZ, an administrator could add Viewer: Do Not Display access to it, so that XYZ wouldn't appear for viewers.

Any user role can add calculated attributes as columns in views and portlets. They can also be added as filterable attributes in the Filter Panel.

When you select **Calculation**, a Calculation definition section is displayed:

– **Calculation Type:** The list of values is determined by the attribute type:

* **Assign Value to List**—Assign custom values to a List type attribute

* **Assign List To Value**—Assign custom list values to the values of a different attribute.

* **Conditional**—A conditional calculation (If – Then – Else)

* **Scripted**—A free-form scripted calculation. Scripted is available for attributes of type Integer, Multi-line Text, Number, or Text.

The following table lists the calculation types that each attribute type can use when the Calculation option is chosen:

Table 3-2   Defining Attributes

Attribute Type	Assign Value to List	Conditional	Scripted	Assign List to Value
Date				
Date/Time				
Integer	X	X	X	
List		X		X
Multi-Line Text	X	X	X	
Number	X	X	X	
Text	X	X	X	
True/False		X		
User				
Yes/No		X		

– When you select **Scripted** Calculation type, to enter a free-form calculation equation, use the Add Attribute and Add Function:

Add Attribute—Select an attribute and click to insert the attribute into the Calculation Definition box at the location of the cursor. If the cursor is in the middle of a word or attribute, the word/attribute will be replaced in the definition. Any attribute that is added will have brackets {} around the name, according to the scripting format.

– **Add Function**—Select a function and click to add the function to the Calculation Definition. The Function is added with placeholders for each parameter.

For example: Insert the DATE_DIFF function in the calculation definition:

DATE_DIFF(<Date1>, <Date2>, <Type>)

Then replace the placeholders with attributes:

DATE_DIFF({Start Date}, {End Date}, 'DAYS')

Other scripted function examples:

* **Add Month**: Returns a date offset a specified number of months from the starting date. The date will always fall in the specified month offset. If the starting date has a day value beyond what is in the offset month, the last day of the offset month will be used. For example, `EDate (31-Jan-2017, 1)` returns `(28-Feb-2017)`. For Months, enter the number of months before or after the start date. A positive value for months yields a future date. A negative value yields a past date.

    ```
    EDate(<Start Date>, <Months>, <Length>)
    ```

    ```
    Example: EDate(DATE(2017, 2, 15) 3)
    ```

* **Date**: Returns a date value based on specified integer values for the year, month and day. For example, this function creates a value of type Date from the function, so DATE(2018, 5, 31) would convert to May 31st 2018.This can then be used in the Date Difference function, to pull the difference in days between a date, such as an end date, and this specific date.

    ```
    DATE(<Year>, <Month>, <Day>)
    ```

* **Date Difference:** Returns the difference in days, hours minutes, or seconds between two dates. For Date1 and Date 2, the values 'TODAY' and 'NOW' can be used, which denote the current date (with no time component) and date-time, respectively.

  Valid types are DAYS, HOURS, MINUTES, SECONDS.
  ```
  DATE_DIFF(<Date1>, <Date2>, <Type>)
  ```

  ```
  Example: DATE_DIFF('TODAY', {Preparer End Date}, 'DAYS') or
  DATE_DIFF({Preparer End Date}, 'NOW', 'HOURS')
  ```

* **Day**: Returns the day value of a date as an integer number

  ```
  DAY(<DATE>)
  ```

* **Extract Text**: Returns the substring within the value, from the positions specified.

  SUBSTRING(<Value>, <Location>, <Length>)

  Example: SUBSTRING({Name} , 5, 10)

* **If-Then-Else**: Allows the user to insert a conditional calculation into the scripted calculation. IF_THEN_ELSE calculations can be nested to support "ELSE IF" type calculations as well.

  IF_THEN_ELSE(<Condition>, <Value1>, <Value2>)

  Example: ,

  ```
  IF_THEN_ELSE( ( {Priority} = 'Low'), 'Good'
  IF_THEN_ELSE( ( {Priority} = 'Medium'), 'Better'. 'Best') )
  ```

* **Instring**: Returns the value of the search.

  ```
  INSTRING(<Value1>, <Value to Search>)
  ```

  Example: `INSTRING({Name}, 'a')`

* **Lowercase**: Returns the value in lower case

  ```
  LOWERCASE(<Value>)
  ```

  Example: `LOWERCASE ({Task Code})`

* **Maximum**: Returns the maximum value from a list of attributes. There can be any number of parameters.

  ```
  MAX(<Value1>, <Value2>,<ValueN>)
  ```

  Example: `MAX( {Scripted Substring Loc a}, {Scripted Substring Loc s}, {Scripted Substring Loc t} )`

* **Minimum**: Returns the minimum value from a list of attributes. There can be any number of parameters.

  ```
  MIN (<Value1>, <Value2>, <ValueN>)
  ```

  Example: `MIN( {Scripted Substring Loc a}, {Scripted Substring Loc s}, {Scripted Substring Loc t} )`

* **Month**: Returns the month value of a date as an integer number (1-12)

  ```
  MONTH (<DATE>)
  ```

         *   **Round**: Returns the value rounded to the decimal places specified

```
ROUND <Value1>, <Decimal Places>)
```

               Example: `ROUND( ({Scripted Substring Loc t} / 7), '4')`

         *   **Substring**:

```
SUBSTRING(<Value>, <Location>, <Length>)
```

               Example: `SUBSTRING( {Name}, 4, 10)`

         *   **Text Location**: Returns the index of the substring within the value, starting at 1 as the first position.

```
INSTRING(<Value>, <Value To Search>)
```

               Example: INSTRING(UPPERCASE({Name}), 'TAX')

         *   **Uppercase**: Returns the value in upper case.

```
UPPERCASE(<Value>)
```

               Example: `UPPERCASE( {Name} )`

         *   **Year**: Returns the year value of a date as an integer number.

```
YEAR (<DATE>)
```

3. The following validation checks are performed when you attempt to save the Scripted Calculation:

   - The Syntax of the Calculation is correct
   - The Attributes and Functions specified in the Calculation exist
   - Parameters to Functions are correct
   - No Circular Loops exist

Importing List Attributes

To import attributes of type List:

1. Create an import file of type List in a TXT file format, with each value on a separate line.

   For example:

   ```
   Blue
   Yellow
   Red
   Green
   ```

   The import option is always "Replace All".

2. In your application, select **Manage**, and then select **Attributes**.

3. In the Manage Attributes dialog, select an attribute of type **List**, and then click the **Actions** menu drop-down, and then **Edit** .

4. From the Edit Attribute dialog click **Import** .

5. Browse to a TXT file.

6. Select a File Delimiter for the import file: Comma or Tab. Comma is selected by default.

7. Click **Import**. **Import List Values** displays the values: Total List Values, Completed, Errored, List Values Created, and List Values Updated.

    If **Completed Successfully**, click **OK**.

    If **Completed with Errors**, the errors are listed. To export the error list, click **Export to Excel** 📑.

Editing Attributes

You can edit the name of a custom attribute. If the attribute type is a List, you can also add, rename, or delete list values.

To edit attributes:

1. Select **Manage**, and then **Attributes**.

2. Select an attribute.

3. Click **Edit**.

4. Edit the attribute name.

> **✎ Note:**
>
> If the attribute is a List type, you can add, rename, or delete list values. After a custom attribute is saved, you can't change its type.

5. Click **OK**.

    All related templates, schedules, task types, or tasks are updated.

Duplicating Attributes

You can duplicate attributes.

To duplicate attributes:

1. Select **Manage**, and then **Attributes.**

2. Select an attribute.

3. Click **Duplicate**.

4. Click **Close**.

Deleting Attributes

You can delete attributes that you no longer need. When you delete an attribute, the system removes all references to the attribute.

To delete attributes:

1. Select **Manage**, and then **Attributes**.

2. Select attributes.

3. Click **Delete**.

4. At the delete confirmation prompt, click **Yes.**

Viewing Attributes

In Manage Attributes, you can specify which columns to display for the list of attributes, or show all. You can also reorder columns, sort columns by ascending or descending order, and change the column widths.

To display columns:

1. Select **Manage**, and then **Attributes.**

2. Select **View**, then **Columns:**

    • To display all columns, select **Show All**.

    • To display specific columns, select or deselect the column names.

To reorder columns:

1. Select **Manage**, and then **Attributes.**

2. Select **View**, and then **Reorder Columns.**

3. Select columns and use the Up and Down arrows, or drag them, to change the order.

4. Click **OK.**

To sort columns:

1. Select **Manage**, and then **Attributes.**

2. Hover over a column header until the Sort icons are displayed, and then click **Sort Ascending** △ or **Sort Descending** ▽.

To change column widths:

1. Hover over the column header dividers until the arrows display.

2. Drag the columns to the desired width.

Searching for Attributes

You can use the Manage Attributes dialog box to find attributes. You can enter full or partial names on which to search.

To search for attributes:

1. Select **Manage**, and then **Attributes**.

2. Click the **>** sign to expand the Search box.

3. Enter full or partial search criteria for the attribute.

4. **Optional:** For additional search operators (such as Contains, Starts with, Ends with), click **Advanced,** and then enter search criteria.

> **Tip:**
>
> Click **Add Fields** to select additional fields for search criteria.

5. Click **Search**.

> **Tip:**
>
> To reset the list to display all attributes, click **Reset**.

Managing Alert Types

> **Note:**
>
> The Managing Alert Types feature is only available to administrators.

During the close process, users might encounter roadblocks such as a hardware failure, software issues, system failure, and so on. They can create an alert identifying the problem, and attach it to the task.

For example, a user is running an AP Period Close process and can't log on to the AP system. The user creates the alert indicating "Software Issue" as the type and assigns it to the System Administrator. The System Administrator resolves the login issue, then closes the alert or submits it for approval.

You can maintain a list of alert types to categorize alerts.

Creating Alert Types

You can create alert types to group alerts into categories, such as hardware failure, software issues, system failures, and so on.

You can use alert types to classify and filter alerts in the Report Binder. Using alert types, you can analyze the types of issues that users encounter during the close cycle and make changes to prevent them in future cycles.

To create an alert type:

1. Select **Manage**, and then **Alert Types**.

2. Click **New**.

3. For **Name,** enter an alert type name.

4. For **Description,** enter an alert type description.

5. Click **Enabled** to enable the alert type.

6. Click **OK** to save the alert type.

Editing Alert Types

You can edit the names and descriptions of alert types, and specify whether they are Enabled.

To edit an alert type:

1. Select **Manage**, and then **Alert Types**.

2. Select an alert type to edit.

3. Click **Edit**.

4. Edit the alert type.

5. Click **OK**.

Viewing Alert Types

In Manage Alert Types, you can specify which columns to display for the list of alert types, or show all. You can also reorder columns, sort columns by ascending or descending order, or change the column widths.

To display columns:

1. Select **Manage**, and then **Alert Types**.

2. Select **View**, then **Columns**, and then select an option:

   • To display all columns, select **Show All**.

   • To display specific columns, select or clear the column names.

To reorder columns:

1. Select **Manage**, and then **Alert Types**.

2. Select **View**, and then **Reorder Columns**.

3. Select columns, and use the Up and Down arrows to change the order.

To sort columns:

1. Select **Manage**, and then **Alert Types**.

2. Hover over a column header until the Sort icons are displayed, and then click **Sort Ascending** △ or **Sort Descending** ▽.

To change column widths:

1. Hover over the column header dividers until the arrows are displayed.

2. Drag the columns to the desired width.

Searching for Alert Types

You can use the Manage Alert Types dialog box to find alert types. You can enter full or partial names on which to search.

To search for alert types:

1. Select **Manage**, and then **Alert Types**.

2. Click the **>** sign to expand the Search box.

3. Enter a partial or full name on which to search.

4. **Optional:** For additional search operators (such as Contains, Starts with, Ends with), click **Advanced,** and enter search criteria.

> **Tip:**
>
> Click **Add Fields** to select additional fields for search criteria.

5. Click **Search**.

> **Tip:**
>
> To reset the list to display all alert types, click **Reset**.

Deleting Alert Types

You can delete alert types. When an alert type is deleted, the alert is not deleted, rather it loses its alert type assignment.

To delete an alert type:

1. Select **Manage**, and then **Alert Types.**

2. In **Manage Alerts**, select the alert type.

3. Click **Delete**.

Managing Integration Types

You can enable tasks to include integrations with external applications. An Integration Type is a definition of an end point provided by an external application. Integration Types define end-use, system-automated tasks, and event monitoring integration.

From the **Manage Integration Types** dialog box, you can view, create, edit, validate, delete, import, and export Integration Types. You can maintain a list of applications associated with the Integration Type. Integration Types must be assigned an application.

An Integration Type requires an execution URL for user tasks or an execution web service for system-automated tasks, and an optional set of parameters. The execution URL launches the external program, and the parameters pass information required for the task to the external program. For example, the Consolidate Integration Type contains parameters such as the Point of View dimension values to run the consolidation. Each Consolidate task is derived from this Consolidate Integration Type with the same set of parameters.

Integration Types are provided on the Oracle Support website for download, and you can then import them into your application. Experienced consultants can also create custom Integration Types for other Oracle and non-Oracle products through the UI or with imported XML files.

To manage Integration Types, you must have the Close Administrator role.

Defining Integration Types

When you create Integration Types, select a task type:

End-User
Users must perform and validate. The task might be a generic task such as submitting data, or it might require product integration to facilitate or validate its completion.

System-Automated
Automatically executed in external applications when their start date and time are reached, and their predecessor tasks are completed, for example, an overnight feed from a General Ledger. System-Automated tasks are often executed after working hours. They require limited user interaction and do not have Assignees.

Event Monitoring Integration
Based on events that occur in external applications; for example, Journal Approve.

When you create a task, the type that you choose affects the runtime behavior of the task:

End-User
When you click the Go to Task icon, the system uses the execution URL and parameters.

System-Automated
The task runs according to the task parameters that you define.

Event Monitoring
The task waits for an event with a matching parameter value and then closes.

Creating Integration Types

To create an Integration Type:

1. Select **Manage**, and then **Integration Types**.

2. Click **New**.

Add information to the following tabs:

- Setting Integration Type Properties
- Setting Integration Type Parameters

Setting Integration Type Properties

You can set properties for the Integration Type, such as the associated application, and End-User, System-Automated, or Event Monitoring tasks.

For an End-User task, you can select the single sign-on (SSO) Parameter option to enable users to access an external web application without being prompted for authentication. You can use a SSO parameter for an external application if that application is integrated with the Oracle EPM System SSO framework.

To set Integration Type properties:

1. On the **Properties** tab, for **Name,** enter a name for the Integration Type.

2. Enter an **Integration Type Code,** for example, `HFM_CONS` for the Hyperion Financial Management Consolidate integration task.

   The code is used to execute the Integration Type and to map updates to an Integration Type from a file import.

3. **Optional:** In **Description,** enter a description for the integration task.

4. In **Application**, select an application to which the task belongs.

   > **Note:**
   >
   > You can maintain the list of applications from the Manage Applications icon in the Manage Integration Types dialog box. See Managing Applications.

5. For **Execution Type,** select an option:

   • **End User Task**

   End User Endpoint: To enter parameters for an End-User task, the End User Endpoint should contain those parameters in these formats:

   $*Parameter Type Code*$, for example `$COLORS$`. The system replaces the parameter tokens in the End User Endpoint with the information you specified for the task parameters.

   SSO Parameter (Optional): Specify the name of the SSO parameter for your application to include when executing the End-User task URL to the external application. If you do not specify an SSO parameter, the system uses the End User URL.

   • **System-Automated Task**

   > **Note:**
   >
   > If you select System-Automated Task, the lower part of the Properties tab displays connection information.

   • **Event Monitoring Task**

   > **Note:**
   >
   > If you select Event Monitoring Task, the lower part of the Properties tab displays connection information, most of which is required
   >
   > For detailed information on setting these parameters, see the *Oracle Hyperion Financial Close Management Integration Guide* on the Oracle Technology Network (OTN) website.

6. Select the **Parameters** tab.

Setting Integration Type Parameters

Integration Type parameters enable the application to pass information to the end point to control how the end point should perform its action. For example, when you run a consolidation, your program can pass which application to run the consolidation against, and the dimension selections for the consolidation. You set the parameter values defined in the Integration Type in the task or Task Type using the integration. The Consolidation Integration Type can be used for many applications and dimension selections in your application, depending on how you set the Consolidate task parameter values.

Each parameter definition requires a name, description, unique code, type, and whether a value is required. The parameter code is the token that replaces in the execution URL for user tasks, or the parameter name that is passed to the execution web service for system-automated integration types. Required values must have a value for all tasks in a schedule before the schedule can be set to Open.

The parameter type controls the parameter value and how the user enters the value in the task field. Supported parameter types:

> **Note:**

To set Integration Type parameters:

1. In the **New Integration Type** dialog box, select the **Parameters** tab.

2. Click **New**.

3. Enter a name for the parameter.

4. Enter a parameter code.

5. Enter a parameter tooltip.

6. From the **Parameter Type** list, select a type, and enter additional information for the parameter:

   - **Check box**—Boolean value

   - **Date**—Date value

   - **Document Navigator**—Hierarchical set of values, for example, folders and documents

   - **Dimension Selector**—Values for a set of dimensions

   - **Dynamic List**—Dynamic set of text values with values to be determined at runtime

   - **Integer**—Numeric value in whole numbers

   - **Number**—Numeric value in whole numbers or fractions

   - **Options Group**—Check box for a predefined set of values

   - **Static List**—Predefined set of text values

   - **Task Information**—Task information, for example, Assignee, duration, start and end dates

- **Text**—Free-form text value.

> **Note:**
>
> Event Monitoring Execution Type supports only Text parameter type.

7. If the parameter requires a value, select **Required**.

8. Click **OK** to save the parameter.

9. Click **Save and Close** to save the Integration Type.

Editing Integration Types

You can edit the properties and parameters of an Integration Type. For example, for an End-User type, you can edit the endpoint, change the point of view, or change the list of values.

> **Note:**
>
> You cannot edit imported Integration Types; you can only view them.

To edit an Integration Type:

1. Select **Manage**, then **Integration Types**.

2. Select an Integration Type to edit.

3. Click **Edit**.

4. Edit the Integration Type.

5. Click **Save and Close**.

Validating Integration Types

You can test and validate User Defined, System-Automated, or Event Monitoring Integration Type definitions from the Manage Integration Types module before you create and execute tasks. You can provide parameter values for the parameter definition, and then test those parameters.

- For End-User tasks, the system displays the end result URL web page.

- For System-Automated tasks, the system executes the Asynchronous, Synchronous, or Polling Synchronous web service and displays the results.

- For Event Monitoring tasks, the system waits for the business event to be received. Event Monitoring validation does not take parameters.

The Validation results can contain any or all sections:

- **Security Settings—**Security settings for this Integration Type; includes the Request and Response Security Policy and Keystore Alias specified in the application, and the End-User URL and SSO Parameter of the Integration Type, if

it is an End-User Integration Type. These settings are set in the application of the Integration Type.

- **Application Tokens—**Lists the application-level tokens that exist for the Integration Type. If there are no application-level tokens, this section is not displayed.

- **Registry Settings—**Displays the values from the installation registry, for example:

  – Web Application settings, displayed only if the Web App setting is defined in the application

  – Web Service application settings, displayed only if the web service application setting is defined in the application

  – Oracle Hyperion Enterprise Performance Management Workspace settings, displayed only if the End-User URL contains token placeholders for EPM Workspace values

- **Parameters—**This section is identical to the Parameters tab for tasks and task details, and enables you to provide values for the Integration Type parameters. Task Information type parameters are also displayed and editable, and parameter errors are displayed. Event Monitoring does not take parameters.

- **Results**:

  – **End User-User tasks**—Displays the current End-User Endpoint URL with the tokens that you specified. Click **Refresh** to update the URL.

  – **System-Automated tasks**—Displays the results of the validation test when it receives them from either the Asynchronous, Synchronous, or Polling Synchronous web service. Click **Refresh** to update the page and view the results.

    * **Validation Status**—The status of the validation: Not Validated, Invoking, Waiting for Response, Success, Error, or Aborted

    * **Last Validated**—The last time you attempted to validate the Integration Type

    * **Message**—The message returned from the web service

    * **Log File Location**—The location of the log file, if specified

    * **Reports**—Report URLs

  – **Event Monitoring tasks**—Displays the **Validation Status**, **Last Validated**, and **Message**.

To validate an integration type:

1. Select **Manage**, then **Integration Types**.

2. Select an Integration Type.

3. Click **Validate** and choose an Integration Type:

   - **End-User Integration Type**—The system displays the security settings, Application Tokens if applicable, parameters, and results. Click **Validate** to open the URL in a browser window, or open a tab in EPM Workspace, depending on the End-User URL.

   - **System-Automated Integration Type** and **Event Monitoring**—The system starts the Asynchronous, Synchronous, or Polling Synchronous web service defined in the Integration Type and returns you to the Integration Type window

> while the process runs. Click the **Refresh** icon to see the results of the validation.

> 💡 **Tip:**
>
> When the validation is in the Invoking or Waiting for Response stage, you can click **Cancel Validation** if you need to cancel the process.

4. When you finish running validations, click **Close** to return to Manage Integration Types.

Importing Integration Types

The predefined Integration Types for Oracle products must be imported from XML files before you can access them. During the import process, you can automatically create Task Types for the integration types.

To import an Integration Type:

1. Select **Manage**, then **Integration Types**.

2. Click **Import**.

3. Enter a file name, or click **Browse** to browse for the file to import, and click **Next.**.

4. If the integration XML file (specified in step 3), contains an application, then this page displays the application details contained in the XML. Edit the following:

   • Application Name

   • Request Security Policy

   • Response Security Policy

   • Keystore Recipient Alias

   • Registry web Application Entry

   • Registry web service Entry

   Enter the following application token information:

   • PORTAL_NAME

   • NODE_NAME

   • PROTOCOL

   • DEFAULT_LOCAL_NODE

5. Select the Integration Types for which you want Task types to be automatically created, and click **Next**

   The Results screen displays the number of Integration Types imported.

6. Click **Close**.

Exporting Integration Types

You can export integration types to an XML file that you can modify and then reimport into your application.

To export integration types:

1. Select **Manage**, and then **Integration Types**.

2. Click **Export**.

3. Click **Save File,**, and then click **OK**.

4. Select a location in which to save the file, and click **Save**.

Deleting Integration Types

You can delete Integration Types that you no longer need. However, you cannot delete imported Integration Types, and you cannot delete an Integration Type while it is associated with a Task Type.

To delete an Integration Type:

1. Select **Manage**, and then **Integration Types**.

2. Select an Integration Type to delete.

3. Click **Delete**.

4. At the delete confirmation prompt, click **Yes**.

Managing Applications

Integration Types are assigned applications for the external products to which they link. From the Manage Integration Types module, you can maintain a list of applications associated with the Integration Type. You can search on and sort the list by application. In addition, you can select to view these additional columns for applications: Created By, Creation Date, Last Updated By, and Last Update Date.

Adding Applications

You can add applications to associate with an Integration Type. You can also specify the security policy to use for an Integration Type of that application.

In addition, you can specify application-level tokens and values for all Integration Types in an application. When you specify an application-level token in an end-user URL or web service WSDL, the system replaces the token with the value defined for that token in the application. For example, you can specify tokens with values for server and port, and the system automatically applies those values to the Integration Types in the application.

To add an application:

1. Select **Manage**, and then **Integration Types**.

2. Click **Manage Applications**.

3. Click **New**.

4. Enter an application name.

5. **Optional:** Enter additional application properties.

6. **Optional:** To add an application-level token, in the Application Tokens table, click **New**. Enter a token name and optionally a token value, and then click **OK**.

> 💡 **Tip:**
>
> To remove a token, Click **Delete**.

Editing Applications

You can edit the name of the application, the installation registry properties, the security information, and application-level tokens.

To edit an application:

1. Select **Manage**, and then **Integration Types**.

2. Click **Manage Applications**.

3. Click **Edit**.

4. Edit the settings or tokens as needed, and click **OK**.

Deleting Applications

You can delete applications that you no longer need from the list of available applications. You cannot delete an application while it is associated with an Integration Type. You must modify the properties for each Integration Type that references the application before you can delete the application.

To delete an application:

1. Select **Manage**, and then **Integration Types**.

2. Click **Manage Applications**.

3. Click **Delete**.

Viewing Integration Types

You can view the properties and parameters of imported Integration Types. You can specify which columns to display for the list of Integration Types, or show all. You can also reorder columns, sort columns by ascending or descending order, or change the column widths.

To display columns:

1. Select **Manage**, and then **Integration Types.**

2. Select **View**, then **Columns**, and then select an option:

   • To display all columns, select **Show All**.

   • To display specific columns, select or deselect the column names.

To reorder columns:

1. Select **Manage**, and then **Integration Types.**

2. Select **View**, and then **Reorder Columns**.

3. Select columns and use the Up and Down arrows to change the order.

To sort columns:

1. Select **Manage** then **Integration Types**.

2. Hover over a column header until the Sort icons display, then click **Sort Ascending** △ or **Sort Descending** ▽.

To change column widths:

1. Hover over the column header dividers until the arrows display.

2. Drag the columns to the desired width.

Searching for Integration Types

You can use the Integration Types dialog box to find Integration Types. You can enter full or partial names on which to search.

To search for Integration Types:

1. Select **Manage** then **Integration Types.**

2. Click the **>** sign to expand the Search box.

3. Enter full or partial search criteria for the Integration Type.

4. **Optional:** For additional search operators (such as Contains, Starts with, Ends with), click **Advanced,** and enter search criteria.

> 💡 **Tip:**
>
> Click **Add Fields** to select additional fields for search criteria.

5. Click **Search.**

> 💡 **Tip:**
>
> To reset the list to display all Integration Types, click **Reset.**

4
Managing Tax Operations Teams

Teams are defined and provisioned with Owners, Assignees, Approvers, and Viewers roles. Then, rather than assigning named users these roles on a task, the role is assigned to the Team. Administrators and Power Users can add, edit, and delete teams.

Adding Teams and Members

To add teams and members:

1. In Tax Operations, click **Manage**, and then **Teams**.

2. Click **Actions**, and then **New**.

3. For each team, enter:

   - **Name**

   - **Description**

   - **Roles**

     Select the appropriate module tab and then select one or more roles for the team: Administrator, Power User, User.

   - **Members**

   > **✏ Note:**
   >
   > Search results will not include other team IDs or group IDs.
   >
   > Teams do not grant roles to member IDs, rather the member IDs must already be provisioned with the necessary roles.

   To add members:

   a. Under **Members**, click **Actions**, and then **Add**.

   b. Enter the partial or full **First Name**, **Last Name**, or click **Search** to select the names.

   c. In the **Search Results** section, click **Add**, or **Add All** to add the selections to the **Selected** list.

   d. Click **OK**.

4. On the Team dialog box, select **Primary User** to have the tasks default to a Claimed status with that user.

> **Note:**
>
> Other team members can then claim the task.

5. Click **OK**.

Editing Teams and Members

To edit teams:

1. In Tax Operations, click **Manage**, and then **Teams**.

2. Select a team, and click **Actions**, and then **Edit**

3. Edit the teams and members and click **OK**.

4. Click **OK**.

To edit users:

1. In Tax Operations, click **Manage**, and then **Users**.

2. Select a user, and click **Actions**, and then **Edit**

3. Edit the information and click **OK**.

> **Note:**
>
> You can use the **Clear Settings** button to change a user's settings back to the default setting. This affects the persistence of the UI state. Examples of what changes include: reset of their default dashboard, column visibility and ordering would go back to defaults, and it would collapse states of the subregion of the transactional dashboard. Team affiliation and out of the office status are examples of what does not change.

Deleting Teams and Removing Members

There is a difference between the deletion logic for teams being used in template versus schedule tasks:

• If a team has been assigned to a task(s) in a template, then it cannot be deleted. To delete the team, first remove it from all tasks to which it is assigned.

• If teams are used in schedule tasks, then the deletion is allowed but it is a logical deletion. For example, the schedule task can still see the team even though no new tasks can use the team.

To delete teams or members:

1. In Tax Operations, click **Manage**, and then **Teams**.

2. To delete teams, select a team, click **Delete**, and then at the warning, click **Yes**.

3. To remove members, double click a team name, and on the **Edit Team** dialog box, select a member and then click **Remove**.

4. Click **OK**.

5. On **Manage Teams**, click **Close**.

Managing Team Users

Related Topics

- Adding a User to a Team
- Changing a User's Preferences

Adding a User to a Team

To add a user to a team:

1. In your application, click **Manage**, and then **Users**.

   The **Manage Users** window is displayed.

2. Select a user and then click **Actions**, and then **Edit**.

3. On **User Details**, on the Teams tab, click **Actions**, and then **Add**.

4. On **Select Teams**, select a team.

5. Click **OK**.

Changing a User's Preferences

A user can change preferences as follows.

To change a user's preferences:

1. In your application, click **Manage**, and then **User Profile**.

2. On **User Details**:

   - For **Status**, select **Available** or **Unavailable.**

     If the user is the primary user and unavailable, the task reverts to the backup user, if one is assigned, and if that backup user has a status of Available.

   - Select the **Timezone**.

     The Timezone setting is used to convert the task's scheduled Start and End Dates into the timezone of the user, thus producing the Start Date (Local) and End Date (Local) attributes.

   - For email notifications, enter the **Email Start Time** and **Email End Time.**

   - The **Teams** tab displays the user teams.

   - On the **Notifications** tab, for each type of notification, expand each notification preferences and choose when to be notified:

     For example: for **Status Change Notification**, expand to **Tax Operations**, then expand and choose "You are alert approver and alert status changes to open with approver". Select **Immediately** as a choice of notification.

> **✎ Note:**
>
> You can override a setting at a lower level (for example, configure Notification Type to **Every 2 hours**, and override one of the Conditions to **Immediately**). Then the parent setting(s) displays the word **Mixed**, to provide a visual indication that more than one preference setting has been assigned to child level settings. You can change the value from **Mixed** to a different preference setting; the child level settings are changed to the new setting.
>
> If an Administrator disables the System Settings Configuration Settings for Email Notifications, then notifications are suspended. See Enabling Email Notifications.

3. Click **OK**.

Managing Backup Assignments

You can backup the Assignee and Approver roles only when the primary user is a named user, not a team or group:

- **Assignee**: For basic tasks (not automated tasks)
- **Approver**: For both basic and automated tasks

> **✎ Note:**
>
> Administrators cannot backup owner assignment on templates, schedules, and tasks.

To assign or change a backup for a task:

1. From the Calendar, Gantt, or Task List view, double click the task that you want to assign or change a backup.
2. Select the **Workflow** tab and select both an **Assignee** and **Backup** person.
3. Click **Save and Close**.

Managing Reassignments in Tax Operations

Related Topics

- Requesting a Reassignment in Tax Operations
- Viewing and Approving or Rejecting Reassignment Requests

Requesting a Reassignment in Tax Operations

Reassignment requests can only be initiated by users explicitly assigned the primary workflow role (as a named user). They cannot be submitted for backup roles, or by members of Teams/Groups assigned primary roles.

Assignees and Approvers can dispute an Assignee or Approver assignment on one or more tasks by submitting a request to administrators and power users to reassign the tasks.

From the Task Actions dialog box, workflow users (Assignees and Approvers) can request reassignment of their workflow role for selected or selected and future tasks. These requests require approval. Administrators and schedule/template Owners can still reassign the task using the Edit Task dialog box without requiring approval.

To request reassignment for a task:

1. On the Actions panel, expand the **Request Reassignment**.

2. Reassign the task by selecting an option:

   • **Selected Tasks** to reassign just the schedule task

   • **Selected and Future Task**s to reassign tasks for the schedule task and the corresponding task in the source template

   > **Note:**
   >
   > A Power User must be the owner of the schedule or template to be able to approve the reassignment.

3. Select the **Role** from the drop down list.

4. If the you know the reassigned user, enable **To User**, and then enter or search for the name.

   > **Note:**
   >
   > If you do not know the new user, then submit a request without specifying the name of the user.

5. Enter a **Justification** for the reassignment.

6. Click **Submit**.

Viewing and Approving or Rejecting Reassignment Requests

Administrators and Power Users can review and approve or reject reassignment requests submitted by Assignees and Approvers.

Schedule task reassignment requests can be sent to the Task owner as well.

To view and approve or reject reassignment requests:

1. From **Quick Links**, click **Dashboard**. **My Worklist** is displayed with the reassignment requests in the Admin or Power User's security profile.

2. Click a reassignment record. The **Reassignment Requests** is displayed.

3. Do one of the following:

   • To approve all of the reassignment requests:

a. If the requestor did not specify a name to whom responsibility should be transferred, in **New User** enter a new name. To apply this name to all requests, click **Apply to All**.

b. Click **Approve All**.

- To reject all the listed reassignment requests, click **Reject All**.

- To approve or reject individual reassignment requests: for each request, from **Schedule Status,** select **Approve** or **Reject**.

4. Click **OK**.

An email notification that displays the action taken is sent to the preparer or reviewer who requested the reassignment.

5

Navigating in Tax Operations

Related Topics

- Tax OperationsViews
- Selecting Views
- Available View Actions
- Saving Views
- Displaying Columns in Tax Operations Views
- Navigating in Task Lists
- Filtering Views in Tax Operations
- Viewing Task Summary Information
- Task Status

Tax OperationsViews

You can use the BI Dashboard, Calendar view, Task List, or Gantt view to track tasks in running schedules.

When you switch views, for example, from Calendar to Gantt, the system synchronizes the dates so that a new view displays the same date range as a previous view.

By default, the BI Dashboard is displayed. If you are an Administrator, you can set the Dashboard up for all users by configuring the Public Dashboard and then begin system setup.

Dashboard View

The Dashboard view presents a portal-style interface into the application, providing simple, efficient views into running (or Active) schedules and task lists, and high-level summary representations into which you can drill down for greater detail. It is used for real time management, not historical review or planning.

The Dashboard provides visibility to only the schedules and tasks that the user has access to view. Users can customize their Dashboard and maximize or minimize dashboard controls called portlets.

My Worklist portlet displays tasks for which you are the Assignee or Approver and the current status is with you, and alerts for which you are the Assignee or Approver.

The Schedule Tasks portlet presents information about tasks and issues associated with schedules, enabling you to filter and sort the list into a form most convenient for roles and responsibilities. By default, the portlet displays tasks of all statuses for all Assignees for a specified schedule.

The Status Chart portlet provides a graphical representation of the progress of a schedule in terms of task status and alert status, with filtering mechanisms for

adjusting the scope of the task set represented by the chart. The portlet is also a launch point into a schedule, bringing up the dashboard in a filtered state, matching the portlet configuration.

The Status Overview portlet presents an overview of a schedule, displaying daily workload and completion status.

Public Dashboard View

Whatever portlet configuration the Administrator establishes on the Public Dashboard View becomes the default Dashboard configuration for new (not existing) users when they open their dashboards.

Task List View

The Task List view is one of the transactional views (Calendar and Gantt views are also transactional views). It lists all tasks in a schedule or template. It provides a hierarchical (parent-child) view of tasks. You can filter the list of tasks to display only the ones in which you are interested.

For example, if you want to quickly and easily see a list of tasks in a hierarchical view and edit some information directly, you can use the Task List view.

By default, the list is sorted by the Starts column. You can click a column heading to sort by that column. Parent tasks are indicated by an arrow, which you can click to expand or collapse the display of their children.

Calendar View

Calendar views display all schedule or template tasks in traditional calendar format by Month, Week, or Day.

The Month view displays the days in standard calendar format. Tasks occurring on a day are displayed as a colored bar in the day, and span the days of the task. If the task spans a week, a small arrow icon is displayed on the task bar to indicate that the task continues to the next week.

The Week view displays the tasks of the specified week. The top section displays tasks that span multiple days. The second section displays tasks that are contained within one day. The tasks are displayed vertically, spanning the hours of the day.

The Day view is focused on one 24-hour day.

Parent tasks are not displayed in Calendar views.

For Templates, each of the calendar views displays the dates of the month relative to the zero day that the template has set for the close process. For example, instead of displaying March 26 or 27, the calendar view displays -5 and -4, denoting 5 and 4 days until the zero day.

> **Note:**
>
> Within the Gantt Chart and Calendar views, viewing a schedule or template with a very large number of tasks may cause the view to cycle a very long time. It is recommended to filter the view down to a smaller number of tasks when reviewing the schedule or template in these views.

Gantt View

The Gantt view displays a timeline for a schedule or template that graphically represents the duration of tasks and the dependencies between them. Bars represent duration, and arrows represent dependencies. You can view the predecessor relationships between tasks, for example, Task A must complete before Task B, and view the status of predecessor tasks. You can also see the parent-child task relationships (aggregations), in the hierarchy, for example, Task A is comprised of two subtasks, Task B and Task C.

You might choose to use the Gantt view when you create a template to see the predecessor relationships between the tasks, or to verify the precedence order after adding tasks to a schedule. You can use the Gantt view to see the status of predecessor tasks to other tasks, and see the status of tasks that are predecessors to other group member tasks.

> **Note:**
>
> Within the Gantt Chart and Calendar views, viewing a schedule or template with a very large number of tasks may cause the view to cycle a very long time. It is recommended to filter the view down to a smaller number of tasks when reviewing the schedule or template in these views.

You can drag new tasks into the Gantt view and update a task using a double-click or menu option. You can drag a task to a new start date and stretch the task duration. You can filter to flatten the task hierarchy and sort by task status. Tasks that have child tasks are indicated by an arrow, which you can click to expand or collapse the task hierarchies.

Selecting Views

You can select to view tasks from the two Dashboards, or one of the transactional views (Calendar, Gantt, or Task List).

If you have created a Close schedule, you can first open the schedule, then select a view.

To select a view, perform an action:

- From the **Quick Links** section, select a view.

- Select **View,** then select a view.

- From the toolbar, click a button for the view:

- – **BI Dashboard**
  5-4
- – **Calendar - Month**
- – **Calendar - Week**
- – **Calendar - Day**
- – **Gantt**
- – **Public Dashboard** (Administrator only)
- – **Task List**

Available View Actions

In the Calendar, Gantt, and Task List views, you can perform these actions:

- **Hover over a task**—Causes hovertext to display, showing the task name. For the Gantt view, this is available when hovering over the chart task bar and includes the task name.
- **Left-click a task**—Causes the task to highlight. The Task Panel at the bottom of the screen then updates to display the task's information.
- **Double-left-click a task—**If the task is in a template or in an unopened schedule, the Task Details dialog box displays, where you can view and edit the task details. Otherwise, the Task Action dialog box displays.
- **Right-click a task**—Pops up a context-sensitive menu that enables you to perform certain actions. The menu contents vary depending on the task status and security role.
- **Change View**—You can click on the **Quick Links** list of views.
- **Drag/Drop a Task Type onto the view**—Drag a Task Type from the left side panel onto the view to create a new task of that type.
- **New Task—**Create a new task using the menu or toolbar.

You can perform these actions in the Gantt and Calendar views:

- **Move a Task—**You can click and drag a task to move it to a different day or hour.
- **Change Duration—**You can click and drag the right-side of a task to change its duration and end date.
- **Multiple Select**—On the Gantt view, you can multi-select tasks and perform actions; for example, delete.

In the Dashboard, for My Worklist, Schedule Tasks, and Status Chart, you can select one, all, or any number of schedules by multi-selecting.

Saving Views

As of Release 11.1.2.4.200, you can save views in all three Financial Close Management modules. The views or dashboards that support saved views are:

- Close Manager - Task list view, Gantt view, or Calendar view

- Task and Gantt views save the filter, the column selection, and sort order.

- Calendar view saves the filter and the mode (Month, Week, or Day)

- Supplemental Data Manager - Dataset dashboard and Workflow dashboard

- Account Reconciliation Manager - Profile list view, Reconciliation list view, or Transaction list view

To see all the saved views, click **Manage Views**. An administrator or power user can also select **Publish** at the top of the dialog to make that private version available to other users. The saved view is duplicated and there is now a private and public version. The public version will show a check mark in the **Public** column.

Another feature in **Manage Views** is **Set Default**. For a published saved view, an administrator or power user can set that view as the default so that saved view will not only be available to all users of that view type (i.e. Task List, Gantt, Calendar), but it will also be selected by default when a user opens that view type.

To use saved views:

1. Adjust the view to see the data you would like by adjusting filters, columns or sorting.

2. Click **Save View** at the top of the dialog. For example,

3. In the **Save View** dialog, enter a **Name** and optionally a description and click **OK**.

Displaying Columns in Tax Operations Views

From the Task List or Gantt views you can specify which columns to display in the view.

Selecting Columns

You can specify which columns to display in the view. You can also click Show More to select attributes and other columns.

In addition, in Gantt views, you can display a Path column that indicates a task path to its parent.

To select columns:

1. From **Quick Links**, select Gantt or Task List, then **Columns.**

   The **Attribute Selection** box is displayed.

2. Select the columns and then click the arrows to bring them to the **Selected** box.

Reordering Columns

To reorder columns in the Task List and Gantt views:

1. From **Quick Links**, select Gantt or Task List

2. Do one:

   - Select a column and drag it to a new location

- Click **Columns** to open the **Attribute Selection** box. In the **Selected** section select a column attribute and click the Up and Down arrows to reorder.

3. Click **OK.**

Changing Column Widths

To change column width:

1. Hover over the right side of the column until the icon changes to a double bar indicating that the column width can be adjusted.

2. Drag the right side of the column to resize it.

Sorting Columns

To sort columns in the Task List and Gantt views:

1. From **Quick Links**, select Gantt or Task List.

2. Hover over a column header until the Sort icons display, then click **Sort Ascending** △ or **Sort Descending** ▽.

Navigating in Task Lists

In the Task List view, you can use menu options to expand and collapse the full or partial list of tasks, or scroll to the first or last task in the list.

To navigate the task list:

1. From **Quick Links**, select Gantt or Task List.

2. Select **View,** then select an option:
   - **Detach**
   - **Expand**
   - **Expand All Below**
   - **Collapse All Below**
   - **Expand All**
   - **Collapse All**
   - **Scroll to First**
   - **Scroll to Last**

Filtering Views in Tax Operations

You can use filters to define and view a subset of tasks to which you have security access. You can filter on various attributes such as Task Type, Active, Assignee, Priority, Owner, Approver, and Status.

A number next to each attribute indicates the number of tasks associated with that attribute. For example, if 10 tasks have a Completed status, the Completed attribute in the Status category shows (10). For attributes with a large number of values, the system displays the top ten items sorted in descending order, and displays a "+ more" link that you can click to view more items. Attributes that you created are also displayed and selectable.

When you select values of one attribute, the possible choices of other attributes may change depending on the data. For example, suppose you select Status and Owner attributes. If you filter the Status attribute to show only the Pending tasks, the Owner attribute displays only owners of Pending tasks.

> **Note:**
>
> You can only filter on attributes that have the Display option enabled. You cannot filter on dynamic fields, for example, numbers.

Creating Filters

To create filters:

1. On the Filter panel, click **Manage Filters** .

2. Click **New**.

3. Enter:

   - **Name**

   - **Description**

   - **Type**—Select one type: Schedule or Template

   - **Public—**Select if anyone can view this filter

   - **Filter Definition**

     A group of conditions that limit the list.

   - **Condition—**You can define the properties of a condition or group:

     – **Conjunction**

       Select **And** or **Or**. These state how this condition or group relate to prior sibling conditions or groups. This field is enabled only if the selected node is not the first child of its parent node.

     – **Attribute**—An attribute is a field or value that a condition will be comparing to a value for inclusion in the result set of a filter. However, for the case of a filter, an attribute denotes more than the list of user-defined attributes.

     – **Operand**—States what kind of evaluation to perform against the attribute.

     – **Value**—Specifies what values to compare the attribute against. The type of attribute determines what input field is available.

4. Click **Save Filter** .

5. Enter a name for the saved filter, and click **Save and Close.**

> **Tip:**
>
> To view saved filters, select the drop-down list at the top of the Filters panel.

Deleting Filtered Views

You can delete filtered views that you no longer need.

To delete a filtered view:

1. Select **Manage,** then **Filters.**

2. From the list of filtered views, select a filtered view to delete.

3. Click **Delete**.

4. At the delete confirmation prompt, click **Yes.**

Viewing Task Summary Information

When you select a task in the Calendar, Gantt, and Task List views, you can view summary information from the Task Panel at the bottom of the view pane. Properties, Workflow, and Predecessors are displayed for the selected task.

The Properties pane displays the task name, status, start and end dates, and Owner.

The Workflow pane displays the Assignee and Approvers for the task.

The Predecessors pane displays Parent Tasks and Child Tasks. The predecessors are displayed in a hierarchy. You can click on a predecessor task to update the panel with the predecessor task information.

To view summary information, from a Calendar, Gantt, or Task List view, select a task.

- To expand and collapse the panes, click on the black triangles on either side of the pane bars.

- To resize the panes, hover over the pane, click to grasp a side, and then drag it.

Task Status

Table 5-1   Task Status Descriptions

Status	Icon	Description
Pending		Task awaiting action; not in progress yet
Open		Task is in progress with Assignee or Approver
Closed		Task is complete with Success or Warnings
Error		Task is complete but with errors

6

Managing Task Types

Related Topics

Task Types

Task Types are saved definitions of commonly performed tasks. They identify and categorize tasks commonly performed during a close period, for example, Data Entry or General Ledger Extract. Task Types enable you to set default information, such as settings that must be input by the user, and questions or instructions that are shared by all tasks of that type. For example, if you have a set of required questions to be answered by users responsible for data loads, you can create a Data Load Task Type with the required questions. When you create data load tasks, you can select the Data Load Task Type and the questions are automatically included in the tasks.

Two predefined Task Types are installed by default:

- Basic Task: Basic Task Type that does not contain instructions, questions, or attributes.

- Parent Task: Enables you to create parent tasks to define task hierarchies.

To create and manage Task Types, you must be assigned the Close Administrator or Power User security role. Power Users can create their own Task Types, but can only view those of others.

Creating Task Types

Task Types enable you to set default information for a task, such as settings that need to be input by the user, or questions or instructions that are shared by all tasks of that type.

To create a Task Type:

1. From the menu, use one of these methods:

    *   From a Task List, highlight a task, select **Tools,** then **Create Task Type** to create a Task Type based on that task.

    *   Select **Manage**, and then **Task Types**. Click **New**.

2. See also:

    *   Setting Task Type Properties

    *   Setting Task Type Parameters

    *   Specifying Task Type Instructions

    *   Specifying Task Type Questions

    *   Assigning Task Type Attributes

    *   Working With Task Type Rules

    *   Viewing Task Type History

Setting Task Type Properties

The Properties tab enables you to set the name, ID, and description, and associate an Integration Type. If you select a System-Automated Integration Type, you can specify a user known as the Run As ID under which tasks of this type are run, unless overridden.

For End User Types, you can allow an Assignee to open a pending task prior to the scheduled time, if all task predecessor conditions have been met.

To set Task Type properties:

1. Create a new Task Type. See Creating Task Types.

    The **Properties** tab is displayed by default.

2. Enter a name for the Task Type.

3. Enter a Task Type ID that can be used to identify the Task Type.

4. Enter a Task Type description.

5. To specify an Integration Type, click **Browse** to search for and select an Integration Type, then click **OK.** Selecting an Integration Type enables the Task Type to inherit the parameters from that Integration Type.

6. If you selected a System-Automated Integration Type, the **Run As** box displays. Click the **Select Run As Account** icon, search for and select a user under which tasks of this type are run, and click **OK.**

7. **Optional:** For an End-User Type, select **Allow Early Start** to allow the Assignee to open the task before the scheduled start time.

8. See also:

    • Setting Task Type Properties

    • Setting Task Type Parameters

    • Specifying Task Type Instructions

    • Specifying Task Type Questions

    • Assigning Task Type Attributes

    • Working With Task Type Rules

    • Viewing Task Type History

Setting Task Type Parameters

The Parameters tab enables you to set the parameters for the Task Type.

> **Note:**
>
> The Parameters tab is available only if you have selected an Integration Type that has parameters that must be defined. Parameter values can be set at the Task Type level or at the task level.

Some tasks contain parameters that need to be changed each time that they are applied to a schedule. For example, date-driven parameters for Data Entry tasks may need to be set to the current month each time they are added to a schedule. When you set Task Type parameters, you can specify which parameters can be overridden during the scheduling process.

To set Task Type parameters:

1. Select **Manage** and then **Task Types**. Click **New**.

2. From the New Task Type dialog box, select the **Parameters** tab.

3. Enter parameter values as required.

4. **Optional:** To enable the parameter to be overridden at scheduling time, select **Override at scheduling.**

5. See also:

    • Setting Task Type Properties

    • Setting Task Type Parameters

    • Specifying Task Type Instructions

    • Specifying Task Type Questions

    • Assigning Task Type Attributes

    • Working With Task Type Rules

    • Viewing Task Type History

Specifying Task Type Instructions

You can create a set of instructions for completing tasks. You can also add references to repository documents, files, or URLs to websites. For example, you can attach a policy document as a reference, or a link to a product instruction guide.

To specify instructions:

1. Select **Manage** and then **Task Types**. Click **New**.

2. Select the **Instructions** tab.

3. In **Instructions**, enter the instruction text.

To add a reference:

1. In the **References** section, click **Add**.

2. From the **Type** list, select one of these types:

   - **Local File**

     Enter a name, click **Browse** to select and attach the file, and click **OK.**

   - **URL**

     Enter a URL name, then enter the URL, for example: Oracle, http://www.oracle.com, and click **OK**.

   - **Optional: Repository File**

     From the file list, select the file, and click **OK.**

   > **Note:**
   >
   > The Repository File option is only available if the module is configured with Oracle Enterprise Content Management.

3. See also:

   - Setting Task Type Properties
   - Setting Task Type Parameters
   - Specifying Task Type Instructions
   - Specifying Task Type Questions
   - Assigning Task Type Attributes
   - Working With Task Type Rules
   - Viewing Task Type History

   > **Tip:**
   >
   > To delete a reference, select the reference, and click **Delete.**

Assigning Task Type Attributes

To locate Task Types in the system, you can apply attributes to the Task Type. When you select an attribute, you can set a value for the attribute based on the attribute type. You can later filter by the attribute value.

For example, you may have a List attribute named Sales Region with the values of North, South, East, and West. The current Task Type applies only to the West Sales Region, so you can add the Sales Region attribute and set it to "West."

To apply an attribute:

1. Select **Manage** and then **Task Types**. Click **New**.

2. Select the **Attributes** tab.

    Enables administrators to assign attributes and provide values for the attributes.

    Attributes are created in: Defining Attributes.

    >To add an attribute, select **Actions**, and then **Add**. Enter:

    *   **Attribute**

        Select an attribute from the list of defined attributes. See Defining Attributes.

    *   **Type**

        This noneditable field is populated by the Attribute.

    *   **Value**

        Select a value associated with the type of attribute; for example: a numeric value for Formatted Number attribute, a List for List attribute, multiple lines of displayed text without scrolling for Multi-Line Text, a name of a person, User, or Yes or No for the Yes/No attribute.

    *   **Access**

        All roles have view access unless otherwise specified in the Access box.

        To add an access, for each of the roles:

        a. Click **Add**.

        b. Select a role: Owner, Assignee, Approver, with separate roles for each Approver level currently in use in the application, or Viewer.

        c. Select one of the Role access types.

            The **Multi-Line Text Box** has 2 access tabs:

            –   **Text Box** tab:

                *   **Do Not Display**—Does not see this attribute on the Task Actions dialog box, or in any of the dashboards, list views, or reports.

                *   **Allow Edits**—Has the ability to add, change, and remove values for the attribute, but subject to the editability rules.

                *   **Required**—Requires a value for the attribute. The Required option is available for Assignees and Approvers. Until a value is provided, Assignees are prevented from submitting, and Approvers are prevented from approving.

- **Attachments** tab:

  * **Do Not Display**—Does not see this attribute on the Task or Task Actions dialog box, or in any of the dashboards, list views, or reports.

  * **Add and Remove**—Has the ability to add files and remove files that they themselves added, but subject to the editability rules.

  * **Required**—Requires at least one file. The Required option is only available for Assignees and Approvers.

  * **Add and Remove All**—Can add their own files, remove their own files, and also remove files added by other roles.

  d. Click **OK**.

3. Click **OK.**

4. See also:

   - [Setting Task Type Properties](#)
   - [Setting Task Type Parameters](#)
   - [Specifying Task Type Instructions](#)
   - [Specifying Task Type Questions](#)
   - [Assigning Task Type Attributes](#)
   - [Working With Task Type Rules](#)
   - [Viewing Task Type History](#)

Specifying Task Type Questions

You can specify Task Type questions that apply to all tasks with that Task Type.

> **Note:**
>
> The Questions tab is not available for a Task Type that uses an automated Integration Type.

To specify questions:

1. Select **Manage** and then **Task Types**. Click **New**.

2. Select the **Questions** tab.

3. Click **New**.

4. From the New Question dialog box, for **Question,** enter the text for the question.

5. From the **Type** list, select a question type:

   - **Date**
   - **Date and Time**
   - **Integer**
   - **List**

Enter a list of valid responses to the question.

- **Multi-Line Text**

  The maximum length should be less than 4,000 characters.

  Select **Multi-Line Text**, then enter the **Number of Lines**, from 3 to 50 lines. Multi-Line Text determines how many lines of text are visible, without scrolling, on the Actions dialog boxes.

- **Number**

  If you select Number, select number formatting options:

  – For Decimal Places, enter a value for the number of decimal places to display.

  – Select the Thousands Separator option if you want numbers to display a thousands separator (for example, 1,000.00)

  – From the Currency Symbol list, select a currency symbol, for example, Dollars ($).

  – From the Negative Number list, select how to display negative numbers, for example, (123).

  – From the Scale list, select a scale value for numbers, for example, 1000.

- **Text**

- **True** or **False**

- **User**

- **Yes** or **No**

6. Assign a **Role**. The purpose of assigning a role is to determine which role can answer the question:

   - Assignee

   - Approver

   - Owner

   - Viewer

   > **Note:**
   >
   > When re-ordering questions, you can only re-order within a role.

7. If the question is required, select **Required:** Users can close a reconciliation without answering their questions, but they cannot Submit or Approve.

   > **Note:**
   >
   > The Required checkbox is disabled for Questions assigned to Owner or Viewer roles.

8. Click **OK** to save the question.

9. **Optional:** To change the order of questions, select a question, then click **Move to Top, Move Up, Move Down,** or **Move to Bottom.**

> ### Tip:
>
> To edit a question, select the question and click **Edit.** To remove a question, select the question and click **Delete.**

10. Click **Save and Close** to save the Task Type.

11. See also:

    - [Setting Task Type Properties](#)
    - [Setting Task Type Parameters](#)
    - [Specifying Task Type Instructions](#)
    - [Specifying Task Type Questions](#)
    - [Assigning Task Type Attributes](#)
    - [Working With Task Type Rules](#)
    - [Viewing Task Type History](#)

Working With Task Type Rules

Task Type Rules apply to all Tasks of the same Task Type and thus serve as a convenient mechanism to apply rules to groups of Tasks. Rules configured on the Task Type dialog propagate down to the Edit Task Dialog, appearing on the Rules tab in that dialog, in read-only form for template tasks, and copied to schedule tasks.

Auto Approve Task: Automatically completes specified approvals only if specified conditions have been met.

Example of conditions that could apply to this rule: If attributes have specified values (including calculated attributes)

When conditions are satisfied, the specified approver levels are marked as complete, thus progressing workflow to the next approval level, or to Closed if no additional approval levels exist.

Auto Approve Task runs when the Task status changes to Open with Approver.

Auto Submit Task: Causes a task to be submitted automatically if specified conditions are met.

When conditions are satisfied, the assignee role is marked as complete, thus progressing workflow to the first approval level, or to Closed if no approval levels exist.

Auto-Submit Task rule runs when the Task status changes from Pending to Open with Assignee.

Prevent Task Approval
This rule prevents approval of a task based on attribute values, or other characteristics. This rule runs when the Approver clicks **Approve**.

Prevent Task Submission

This rule prevents submission of a task based on attribute values, or other characteristics. This rule runs when the Assignee clicks **Submit**.

To work with task type rules:

1. Select **Manage**, and then **Task Types**.

2. Click a task type and then click **Edit**.

3. Select the **Rules** tab. You can view the following information:

   - Order—The order of precedence. See Order of Precedence Rules for Tax Operations.

   - Rule—Name of the Rule

   - Conditions—The choice of what conditions must exist before running the rule

4. To edit a rule, on the Rules tab, click Edit 🖉 and update:

   - **Rule**—Select a rule.

   - **Description**—Optional. Explain why you configured the rule and how should be used.

   - **Message** (On some rules)

     – **Message to Approver**—Define an optional message to approver in a prevent task approval rule.

     – **Message to Assignee**—Define an optional message to assignee in a prevent task submission rule.

   - **Approver Level**—Select the rule for all levels or select the Approver levels.

   > **Note:**
   >
   > The Approver Level must be set on the Auto Approve Task rule, and the Prevent Task Approval rule.

   - Select **Create Filter** and populate the conditions section or select **Use Saved Filter**, and then select a filter. The filter selected and configured for the rule determines the conditions that trigger the rule to apply.

   - **Conditions**—Select one:

     – **Use Saved Filter**—The Conditions section displays a read-only version of the conditions associated with the saved filter.

     – **Create Filter**—The Condition section is enabled.

       Conjunction, Source, Attribute, Operand, and Value behave as they do for the existing advanced filter feature.

5. See also:

   - Setting Task Type Properties

   - Setting Task Type Parameters

   - Specifying Task Type Instructions

   - Specifying Task Type Questions

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- • Assigning Task Type Attributes
- • Working With Task Type Rules
- • Viewing Task Type History

Viewing Task Type History

The system maintains a history of Task Type actions, which you can view from the Manage Task Types dialog box. The History tab displays the components that were updated, the modification type, the old and new values, the user who made the modification, and the change date. The information on the History tab is read-only and cannot be changed.

To view Task Type history:

1. Select **Manage** then **Task Types.**

2. Select a Task Type.

3. Click **Edit**.

4. Select the **History** tab.

5. When you finish, click **Save and Close** or **Cancel.**

6. See also:

   - • Setting Task Type Properties
   - • Setting Task Type Parameters
   - • Specifying Task Type Instructions
   - • Specifying Task Type Questions
   - • Assigning Task Type Attributes
   - • Working With Task Type Rules
   - • Viewing Task Type History

Editing Task Types

From the Manage Task Types dialog box, you can edit Task Types. For example, you can add or delete attributes, edit parameters, add or delete questions, edit instructions, or change the order of questions.

Editing Task Types may have an effect on tasks that are created from the Task Type. For tasks in a template, the effect is immediate. Changes to the Task Type (instructions, questions, and so on), are automatically updated in tasks of that type. There is no effect if you edit a Task Type in a schedule.

To edit a Task Type:

1. Select **Manage** then **Task Types.**

2. Select the Task Type that you want to edit.

3. Use one of these methods:

   - • Select **Actions,** and then **Edit.**
   - • Click the **Edit** icon.

- Right-click and select **Edit.**

4. Select the tab for the information you want to edit and edit the Task Type.

5. Click **Save and Close**.

Viewing Task Types

In Manage Task Types, you can specify columns to display for the list of Task Types, or show all. You can reorder columns, sort columns by ascending or descending order, or change the column widths.

To display columns:

1. Select **Manage** then **Task Types.**

2. Select **View**, then **Columns**, and then select an option:

   - To display all columns, select **Show All**.

   - To display specific columns, select or deselect the column names.

To reorder columns:

1. Select **Manage** then **Task Types.**

2. Select **View,** then **Reorder Columns.**

3. Select columns and use the Up and Down arrows to reorder.

4. Click **OK.**

To sort columns:

1. Select **Manage** then **Task Types.**

2. Hover over a column header until the Sort icons display, then click **Sort Ascending** △ or **Sort Descending** ▽.

To change column widths:

1. Hover over the column header dividers until the double bars display.

2. Drag the columns to the desired width.

Searching for Task Types

You can use the Task Types dialog box to find Task Types. You can enter full or partial names on which to search.

To search for Task Types:

1. Select **Manage** then **Task Types.**

2. Click the **>** sign to expand the Search box.

3. Enter full or partial search criteria for the Task Type.

4. **Optional:** For additional search operators (such as Contains, Starts with, Ends with), click **Advanced,** and enter search criteria.

> **Tip:**
>
> Click **Add Fields** to select additional fields for search criteria.

5. Click **Search.**

> **Tip:**
>
> To reset the list to display all Task Types, click **Reset.**

Importing Task Types

You can import Task Types or partial Task Type information from text files. The process is similar to importing tasks into a template.

> **Note:**
>
> Task Type rules cannot be imported. Use Oracle Hyperion Enterprise Performance Management System Lifecycle Management to import Task Type rules.

For details on the file format, see Task Import File Format.

To import Task Types, you must have the Close Administrator or Close Power User security role.

To import Task Types:

1. Click **Manage**, and then **Task Types**.

2. Click **Actions**, and then **Import**.

3. Click **Browse** and navigate to the file.

4. Select an import option:

    • **Replace**—Completely replaces the definition of a Task Type with the definition in the import file. This option replaces all Task Type detail with the information that is in the file that you are importing. It does not affect Task Types that are not specified in the import file.

    • **Update**—Updates partial information for Task Types. This option is not a full replacement of the Task Type details. Only details for the Task Type properties specified in the file are updated.

    The system displays a warning that task types matching a task type ID in the import file will be modified. If you do not want to overwrite the task type, click **Cancel**.

5. **Date Format**

> **Note:**
>
> This feature is available only in 11.1.2.4.100 (patch 20307212). For information about new features and updating to release 11.1.2.4.100, see My Oracle Support https://support.oracle.com

Select a **Date Format** from the drop down list of allowed date formats. Date formats are not translated. By default, the date format is set to the locale date format of the exported file location.

For example:

- MM/dd/yyyy

- dd/MM/yyyy

- dd-MMM-yy

- MMM d, yyyy

6. Select a **File Delimiter** for the import file: **Comma** or **Tab**. Comma is selected by default.

7. Click **Import.**

Exporting Task Types

You can export Task Types to a comma-separated values (CSV) file, which can be read by Excel, then modify and reimport the file.

> **Note:**
>
> Task Type rules cannot be exported. Use Oracle Hyperion Enterprise Performance Management System Lifecycle Management to export Task Type rules.

To export Task Types:

1. From **Manage Task Types,** select a Task Type, then click **Export**.

2. Click **Save File,** and then **OK.**

3. Select a location in which to save the file, and click **Save.**

Deleting Task Types

You can delete Task Types that you no longer need. To delete a Task Type, you must have Close Administrator or Power User security rights.

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> **Note:**
>
> You cannot delete a Task Type if tasks belong to it.

To delete a Task Type:

1. From **Manage Task Types,** select the Task Type that you want to delete.

2. Use one of these methods:

   - Select **Actions,** and then **Delete.**

   - Click the **Delete** icon.

   - Right-click and select **Delete.**

3. At the delete confirmation prompt, click **Yes.**

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Managing Templates

A template defines a repeatable set of tasks required for a close period. It is used as a basis for creating schedules. You can create templates for different types of close periods, such as monthly or quarterly. You use templates to generate schedules for specific close periods.

Template tasks are not assigned to specific days on a calendar, but are defined using generic days, for example, day-3, day-2, day-1, day 0, based on close process activities. You apply the task flow defined in the template to calendar dates when you create schedules.

If you are a Close Administrator or Power User you can create, edit, delete, and have viewer rights to templates.

Creating Templates

You can create templates for specific tasks, such as a Quarterly template to encompass all tasks involved in a quarterly close. You might further define separate templates for a Headquarters Quarterly Close and a Regional Quarterly Close.

When you create a template, you can assign users or groups as viewers. A Power User viewer can view the template details and template tasks as read-only. A Close User viewer has no template access, and only read-only access to schedules produced from the template.

To create a template:

1. Select **Manage** then **Templates.**

2. Click **New**.

3. Enter the necessary information in the template tabs:

   • Setting Template Properties

   • Specifying Template Instructions

   • Assigning Viewers

   • Applying Template Attributes

   • Specifying Day Labels

   • Embedding Templates

   • Working With Template Rules

   • Viewing Template History

Setting Template Properties

The Properties tab enables you to specify the template name, description, owner, and time span.

You must assign a template owner to every template, which must be a Close Administrator or Power User. The current ID is the default owner. The template owner is also the default owner of all tasks in the template unless overridden at the task level.

Tasks in a template are organized by numeric template days. Each template has a Day Zero, which is usually the day the company closes its books. You can specify the number of days a template tracks before and after the Zero day. Days before Day Zero are represented as Day-5, Day-4, and so on. Days after Day Zero are represented as Day 3, Day 4, and so on. A template has at least one day (Day Zero), even if you do not specify days before or after it.

> **✎ Note:**
>
> Viewers of an embedded template within the main template cannot see the entire schedule tasks. If you want viewers to have access, add the viewer to each of the embedded template's tasks.

To set template properties:

1. From the New or Edit Template dialog, on the **Properties** tab, enter:

   • **Name**

   • **Description**

   • **Organizational Unit**

2. Enter the time span for the template.

   • For **Number of Days Before Day 0,** select a number.

   • For **Number of Days After Day 0,** select a number.

3. For **Owner,** use the default owner or click **Select Owner** 📇. Administrators, Power Users, or Teams/Groups configured with the Administrator or Power User roles are the only roles that will display when the user clicks **Search** to select a user to assign as an Owner. Any member of the Shared Services group can perform the role, but the same person cannot perform more than one role.

4. Enter the necessary information in the template tabs:

   • Setting Template Properties

   • Specifying Template Instructions

   • Assigning Viewers

   • Applying Template Attributes

   • Specifying Day Labels

   • Embedding Templates

   • Working With Template Rules

   • Viewing Template History

Specifying Template Instructions

You can specify instructions in the template for completing the close process. Users can view the instructions from tasks in the template. The instructions are also transferred to each schedule.

You may also want to supply additional detail to help users understand the purpose of the template and how to complete the tasks. You can attach additional references.

To specify template instructions:

1. From the New or Edit Template dialog, select the **Instructions** tab.

2. In **Instructions,** enter instruction text for each task in the template to include.

3. Click **OK**.

To add a reference:

1. In the **References** section, click **Add**.

2. From the **Type** list, select one of these types:

   • **Local File**

     Enter a name, click **Browse** to select and attach the file, and click **OK.**

   • **URL**

     Enter a URL name, then enter the URL, for example: Oracle, http://www.oracle.com. and click **OK.**

   • **Optional: Repository File**

     From the file list, select the file, and click **OK.**

   > **Note:**
   >
   > The Repository File option is only displayed if the module is configured with Oracle Enterprise Content Management.

3. Enter the necessary information in the template tabs:

   • Setting Template Properties

   • Specifying Template Instructions

   • Assigning Viewers

   • Applying Template Attributes

   • Specifying Day Labels

   • Embedding Templates

   • Working With Template Rules

   • Viewing Template History

Assigning Viewers

The Viewers tab enables you to assign viewer rights to users who may view tasks in the schedule and schedule tasks that are generated from the template. You can assign multiple users to a template as viewers. Viewers can be a group assignment. A Power User viewer can view the template details and template tasks as read-only. A Close User viewer has no template access, and only read-only access to schedules produced from the template.

To assign viewer rights:

1. From the New or Edit Template dialog, select the **Viewers** tab.

2. Click **Add**.

3. To search by users or groups, click **Search Users**, then select **Users**, **Groups, or Teams.**

4. Enter a full or partial user name, then click **Search.** The user id is displayed next to user name to help identify the correct user.

5. Optionally, to help identify a user, click **Advanced,** then enter a User ID, Email address, or Description.

6. From the **Search Results** list, select IDs, then move them to the **Selected** box.

7. For additional details about the user, such as groups and roles, click **Details.**

8. Click **Add** or **Add All** to move users to the **Selected** list.

> 💡 **Tip:**
>
> To remove users, select them and click **Remove** or **Remove All.**

9. Enter the necessary information in the template tabs:

   - Setting Template Properties
   - Specifying Template Instructions
   - Assigning Viewers
   - Applying Template Attributes
   - Specifying Day Labels
   - Embedding Templates
   - Working With Template Rules
   - Viewing Template History

Applying Template Attributes

To locate templates in the system, you can apply attributes to the template. When you select an attribute, you can set a value for the attribute based on the attribute type. You can later filter by the attribute value.

For example, you may have a List attribute named Sales Region with the values of North, South, East, and West. The current template applies only to the West Sales Region, so you can add the Sales Region attribute and set it to "West."

To apply an attribute:

1. From the New or Edit Template dialog, select the **Attributes** tab.

2. Click **Add**.

3. From the **Attribute** list, select an attribute.

4. For **Value,** depending on the attribute, select a value for the attribute from a drop-down list, or enter a value.

5. Click **OK.**

6. Enter the necessary information in the template tabs:

    • Setting Template Properties

    • Specifying Template Instructions

    • Assigning Viewers

    • Applying Template Attributes

    • Specifying Day Labels

    • Embedding Templates

    • Working With Template Rules

    • Viewing Template History

Specifying Day Labels

You can customize the names of days in the template. For example, you can rename Day 2 to Data Entry Day. Editing the name of the day does not change its sequential order.

Day Labels created in a template are copied to any schedule created from the template.

To specify day labels:

1. From the New or Edit Template dialog, select the **Day Labels** tab.

2. Select a day to rename.

3. Rename the day from its default value to a custom name.

4. Click **OK.**

5. Enter the necessary information in the template tabs:

    • Setting Template Properties

    • Specifying Template Instructions

    • Assigning Viewers

    • Applying Template Attributes

    • Specifying Day Labels

    • Embedding Templates

- • Working With Template Rules
- • Viewing Template History

Embedding Templates

You can reuse tasks from one template in another by embedding a template into another template. When you schedule tasks for a template, tasks for embedded templates are also scheduled.

For example, the Quarterly close process may be the same as the Monthly close process with some additional quarterly-only tasks. Instead of copying the Monthly template, you can specify that the Quarterly template embeds the Monthly template so if you change the Monthly template, you do not need to update the Quarterly. When you generate a schedule from the Quarterly template, the schedule includes the tasks from the Monthly template.

> **Note:**
>
> Only one level of embedding is possible. For example, if Template A is embedded in Template B, then Template B cannot be embedded in another template.

To embed templates:

1. From the New or Edit Template dialog, select the **Embedded Templates** tab.

2. From the **Available Templates** list, select a template to embed.

3. Click **Move** to move the template to the **Embedded Templates** list.

> **Tip:**
>
> To remove a template or templates, select the template from the Embedded Templates list and click Remove or Remove All to move it to the Available Templates list.

4. Click **OK**.

5. Enter the necessary information in the template tabs:

   - • Setting Template Properties
   - • Specifying Template Instructions
   - • Assigning Viewers
   - • Applying Template Attributes
   - • Specifying Day Labels
   - • Embedding Templates
   - • Working With Template Rules
   - • Viewing Template History

> **✎ Note:**
>
> Viewers of an embedded template within the main template cannot see the entire schedule tasks. If you want viewers to have access, add the viewer to each of the embedded template's tasks.

Working With Template Rules

Template rules apply to all tasks in the template, and rules are also applied to groups of tasks. Rules that you configure in the **Template** dialog box apply to the **Schedule** dialog box and the **Edit Task** dialog box, and they are displayed on the **Rules** tabs, in read-only form.

Auto Approve Task: Automatically completes specified approvals if specified conditions have been met.

Examples of conditions that could apply to this rule:

- Attributes have specified values (including calculated attributes)
- Predecessor task contains an attribute with a specified value

When conditions are satisfied, the rule causes the specified approver levels to be marked as complete, and workflow progresses to the next approval level or is closed if no additional approval levels exist.

This rule runs when the Task status changes to Open with Approver.

Auto Submit Task: Automatically submits a task if specified conditions are met.

When conditions have been satisfied, the rule causes the assignee role to be marked as complete, thus progressing workflow to the first approval level, or to Closed if no approval levels exist.

Notes:

1. Auto Submit Task runs when the Task status changes from Pending to Open with Assignee. Auto Submit Task rule honors predecessor relationship. It will only run when 'FINISH-TO-FINISH' predecessors have completed without error and 'FINISH ERROR-TO-FINISH' predecessors have completed. When a 'FINISH-TO-FINISH' predecessor is Closed by either user or rules, it should check for its 'RUNNING' successors and trigger Auto Submit Task rules if necessary.

2. Auto Submit Task rule is not triggered when the task has missing parameters.

Prevent Task Approval
This rule prevents approval of a task based on attribute values, or other characteristics. This rule runs when the Approver clicks **Approve**.

Prevent Task Submission
This rule prevents submission of a task based on attribute values, or other characteristics. This rule runs when the Assignee clicks **Submit**.

To work with template rules:

1. Select **Manage**, and then **Templates**.

2. Double-click a template.

3. Select the **Rules** tab. You can view the following information:

   - Order—The order of precedence. See Order of Precedence Rules for Tax Operations.

   - Rule—Select the Rule

   - Conditions—The choice of what conditions must exist before running the rule

4. To create or edit a rule, on the Rules tab, click **Create** or **Edit** and update:

   - **Rule—**Select a rule.

   - **Description**—Optional. Explain why you configured the rule and how should be used.

   - **Approver Level**—Select the rule for all levels or select the Approver levels

   - Select **Create Filter** and populate the conditions section or select **Use Saved Filter**, and then select a filter. The filter selected and configured for the rule determines the conditions that trigger the rule to apply.

   - **Conditions**—Select one:

     – **Use Saved Filter**—The Conditions section displays a read-only version of the conditions associated with the saved filter.

     – **Create Filter**—The Condition section is enabled.

       Conjunction, Source, Attribute, Operand, and Value behave as they do for the existing advanced filter feature.

   - **Filter Task** - Specify on which task the conditions should be selected: **Current Task**, **Any Predecessor**, **Specific Task** (Provide the Task ID).

5. To delete, duplicate, or reorder a rule, click the appropriate button and follow the instructions.

6. Enter the necessary information in the template tabs:

   - Setting Template Properties

   - Specifying Template Instructions

   - Assigning Viewers

   - Applying Template Attributes

   - Specifying Day Labels

   - Embedding Templates

   - Working With Template Rules

   - Viewing Template History

Viewing Template History

The system maintains a history of template actions, which you can view from the Template dialog box. The History tab displays the components that were created or updated, the modification type, the old and new values, the user who made the modification, and the change date. The information on the History tab is read-only.

To view template history:

1. Select **Manage** then **Templates.**

2. Select a template for which to view history.

3. Click **Edit**.

4. Select the **History** tab.

5. Click **OK.**

6. Enter the necessary information in the template tabs:

    • Setting Template Properties

    • Specifying Template Instructions

    • Assigning Viewers

    • Applying Template Attributes

    • Specifying Day Labels

    • Embedding Templates

    • Working With Template Rules

    • Viewing Template History

Opening Templates

You can open templates from the Manage Templates dialog box.

To open a template:

1. From **Manage Templates,** select a template.

2. Use one of these methods:

    • Select **Actions,** and then **Open.**

    • Click the **Open** icon.

    • Right-click and select **Open.**

Adding Tasks to Templates

You can add tasks to templates. Each task has a start date and time. End-User tasks also have an end date and time, and System-Automated tasks have a duration when added to a template. The start day in a template corresponds to template days, rather than to calendar days.

> **Note:**
>
> For detailed information on creating tasks, see Creating Tasks.

To add a task to a template:

1. Open an application and select **Manage** then **Templates.**

2. Select and open a template.

3. Add tasks as required.

4. Click **OK**.

Editing Templates

You can edit templates to change the properties, such as the name of a template and the number of days before and after Day Zero. If you reduce the number of days before or after the Day Zero, tasks associated with those days are removed. Editing a template has no effect on schedules previously generated from that template.

You can edit, copy, and delete tasks in a template. See Editing Tasks.

You must be working in the source template to edit tasks from embedded templates.

To edit a template:

1. Select **Manage** then **Templates.**

2. Select a template and click **Actions**, and then **Edit**.

3. Edit the template properties.

4. Click **OK**.

Importing Tasks into Templates

You can import tasks, or partial task data, from text files such as a Microsoft Excel spreadsheet, into a template. For example, you can enter task definitions as rows in Excel, save the file as a comma-separated values (CSV) file, and then import it into a template. You can also use the Import feature to quickly add many repetitive tasks by editing the fields in a text file and importing it, rather than creating individual tasks.

> **✎ Note:**
>
> Before you import tasks into a template, you must specify task IDs that are unique in the template to ensure that no two tasks have the same ID.

For details on the file format, see Task Import File Format.

To import tasks, you must have security rights to edit the template.

Two options are available for importing tasks into a template:

- **Replace**

  Replaces the definition of a task with the definition in the import file. This option replaces the task detail with the detail that is in the file that you are importing. It does not affect other tasks in the template that are not specified in the import file.

- **Update**

  Updates partial information for tasks. For example, in the import file, you might have made changes to task instructions, reassigned Owners, Assignees, and Approvers, or removed some attributes and added new attributes. You might also have made the same change to a large number of tasks, for example, adding a new attribute to 100 of 400 tasks. The update option is not a full replacement of the task details. Only details for the task properties specified in the file are

updated. For example, if the import file has only a column for a task instructions, the task name, Assignee, attributes, and other properties are not affected.

To import tasks into a template:

1. From **Manage Templates,** select a template into which to import tasks.

2. Click **Import Tasks**.

3. Enter the name of the file to import, or click **Browse** to find the file.

4. Select an import option:

    • **Replace**—Replaces the definition of a task with thedefinition in the import files. It does not affect other tasks that are not specified in the import file.

    • **Update**—Updates partial information for tasks. For example, in the import file, you might have made changes to task instructions, reassigned Owners, Assignees, and Approvers, or removed some attributes and added new attributes. You might also have made the same change to a large number of tasks, for example, adding a new attribute to 100 of 400 tasks. The update option is not a full replacement of the task details. Only details for the task properties specified in the file are updated. For example, if the import file has only a column for a task instructions, the task name, Assignee, attributes, and other properties are not affected.

    > **Note:**
    >
    > The system displays a warning that tasks in the template that match a task ID in the import file will be modified. If you do not want to overwrite the task, click **Cancel** to cancel the import process.

5. **Date Format**

    > **Note:**
    >
    > This feature is available only in 11.1.2.4.100 (patch 20307212). For information about new features and updating to release 11.1.2.4.100, see My Oracle Support https://support.oracle.com

    Select a **Date Format** from the drop down list of allowed date formats. Date formats are not translated. By default, the date format is set to the locale date format of the exported file location.

    For example:

    • MM/dd/yyyy

    • dd/MM/yyyy

    • dd-MMM-yy

    • MMM d, yyyy

6. Select a **File Delimiter** for the import file: **Comma** or **Tab**. Comma is selected by default.

7. Click **Import.**

- If the import is successful, the "Import Success" dialog box is displayed, indicating that the template name, the name of the file containing the tasks, and the total number of tasks imported. Click **OK.**

- If errors are found, the import process is not run, and the "Import Errors" dialog box displays errors. View the errors, then click **OK** to return to Manage Templates.

Task Import File Format

The task import file enables you to specify the task information that you want to import into a template. The first row contains only the column headings that identify the data in that column, for example, TaskName. Separate rows are used to define each task.

Each task in the file must be given a unique ID in the TaskID column. You use the numeric IDs to uniquely identify predecessors and parent tasks. For example, when you enter a parent task in the Parent column, you enter the numeric ID of the task rather than the task name.

When you use the Replace or Replace All options, you can add, remove, and shift the columns but you cannot remove required columns. When you use the Update option, there are no required columns except TaskID, or TaskTypeID when you are importing Task Types. The data in each column must match the column ID in the first row.

Many column IDs may have an indeterminate amount of values. For example, a task may have many viewers. You can add parameters by modifying the ending number, for example, Viewer4, Viewer5, and so on.

The numbers that you append to the column IDs for Approvers, Questions, or References only represent the relative order with the other approvers, questions, or references. When you update these, the system matches by the name of the approver, question, or reference without regard to the number in the file format column. To replace question text, approvers, or reference names, you must use Replace mode. When you select Update mode, the system only adds a new question, approver, or reference if the file names do not match.

All Text Lookup rows in the file must match values stored in the application. For example, if you are importing Task Types, you must have specified values for them when you set up the application. For groups of column headings, if you have a certain number of one of the group, you must have the same number for other members. For example, if you have QText5, there must be a corresponding QType5.

Column ID	Description	Type
TaskID	ID of task. Maximum of 80 characters.	Text
TaskName	Name of task	Text
TaskType	Task Type	Text Lookup
Description	Full description of task. Maximum of 1000 characters.	Text
Priority	Task priority (High, Medium, Low)	Text Lookup
StartDate	Start date, in template days (for example, -5, 0, 1, 12) For schedules, the start date must be a calendar date in the locale format.	Integer

Column ID	Description	Type
StartTime	Start time in hours and minutes. For example, in HH:MM (24-hour format), a start time such as 13:00	Integer
EndDate	User tasks only, in template days (for example, -5, 0, 1, 12)	Integer
	For schedules, the end date must be a calendar date in the locale format.	
EndTime	User tasks only in hours and minutes. For example, an end time in HH:MM (24-hour) format could be 13:00	Integer
Duration	Task duration in minutes (automated tasks only)	Number
Owner	Task owner	Text Lookup
Assignee	Task Assignee (user tasks only)	Text Lookup
Active	Whether the task is active. Only applies to template import.	Boolean
StartEarly	Whether the Assignee is allowed to open a pending task prior to the scheduled start time	Boolean
RunAs	RunAs user name. Only applicable for system-automated tasks.	Text Lookup
Instruction	Instruction text. Maximum of 2 GB.	Text
Reference#	Instruction reference (URL and Content Server references)	URL
RefText#	Reference name, for URL references	Text
RefType#	Reference type (URL, Document)	Text Lookup
RefURL#	Reference URL, for URL references	URL
RefDocId#	Reference document ID, for document references	Integer
Approver#	Approver Level	User Name
Viewer#	Task viewer	User Name
QText#	Required for question. Text of question. Maximum of 255 characters.	Text
QType#	Required for question. Data type of question (Text, Member, True/False, and so on)	Text Lookup
QReq#	Required for question. Question required? (Yes or No)	Boolean
QList#	List of values for question, separated by | symbol, for example, Red|Green|Blue|Yellow.	Text Lookup
QCurrSymbol#	Currency format for question X	Text
QDecPlaces#	Number of significant digits after the decimal places for question X	Number

ORACLE

Column ID	Description	Type
QNegNumFmt#	Negative number format for question X	Text: - or ( )
QScale#	Scale format for question X	Number, in magnitude: 1000 and so on
QThouSep#	Thousand separator indicator for question X	Boolean
Attribute#	Attribute name, for example, Color	Text Lookup
AttrVal#	Attribute value, for example, Red. Maximum of 255 characters.	Text
AttrDisplay	Display to user (in task action dialog box) for attribute	Boolean
Param#	Parameter name	Text Lookup
ParmVal#	Parameter value	Text
Parent	Task ID of the task parent	Task ID
Predecessor#	Predecessor task ID (from column A)	Task ID
PredType#	Required. Predecessor type (for example, Finish to Start).	Text Lookup
PredTemplate#	Name of the predecessor template or schedule, if the predecessor belongs to a different template or schedule	Text

When you import Task Types, these columns are used:

- TaskTypeID

- IntegrationType

- ParamOverride# - whether the parameter can be overridden

A sample task import file is provided. It contains these dynamic parameters, which you can modify:

- Two questions

- Two attributes

- Two instructional references

- Three predecessor tasks

- Three approver levels

Exporting Tasks to Microsoft Excel

You can export tasks from a template to a flat file in CSV format, then use Microsoft Excel to modify the file. For example, you can export the tasks from a template in a test installation and import them to a template in a production installation. When you export tasks from a template, they are saved to a CSV file.

To export tasks:

1. From **Manage Templates,** select a template from which to export tasks.

2. Click **Export Tasks**.

3. Click **Save File**, then click **OK.**

4. Select a location in which to save the file, and click **Save.**

Reassigning Users

You may periodically need to reassign users to different tasks. For example, you may create a template and assign a user to certain tasks; however, later that employee leaves the company and another employee assumes those tasks. You can use the Reassign feature in the Manage Templates dialog box to automatically change assignments instead of manually searching for, opening, and editing individual tasks. The Reassign feature enables you to quickly find the tasks associated with one user and reassign them to another.

You can select the roles for which to reassign users. For example, if you select the Owner role, the system reassigns the user only in tasks in which the user was assigned as the owner.

To reassign users:

1. Select **Manage**, then **Templates.**

2. Select the template in which you want to reassign users.

3. Select **Actions,** and then **Reassign User.**

4. Click **Find User** and enter the search criteria for the user that you want to replace:

   a. From the **Select User** dialog box, enter the first or last name for the user, and click **Search**. The userid is displayed next to the username to help identify the correct user.

   b. Select the user from the results, then click **OK**.

5. Click **Replace with** and enter search criteria for the user to whom you want to reassign tasks.

6. Select roles for the user that must be reassigned:

   • **Owner**

   • **Assignee**

   • **Approver**

   • **Viewer**

7. Click **Reassign.**

   When the process ends, the system displays a "Reassign Users - Success" message that indicates that the user reassignment is complete, and displays the template name and total number of user reassignments made.

Creating Schedules from Templates

You can create schedules from templates. Creating a schedule from a template populates the schedule with the tasks in the template. If the source template has embedded templates, the tasks in the embedded templates are included. Template instructions, viewers, and attributes are also added to the schedule.

You create schedules from templates from the Manage Templates dialog box. The Last Schedule column shows the last schedule created from each template. The Schedules column shows the total number of schedules created from each template.

To create a schedule from a template, you must have the Close Administrator or Power User role.

The schedule starts in a Pending status, which gives you the opportunity to make final changes in the definition.

When template tasks are added from a template to a schedule, they are assigned calendar dates based on their relationship to the template Day Zero. The dates can also account for non-working days of the schedule if you specified them. For example, if Day 0 is a Friday, the tasks for Day 1 are placed on the following Monday if you selected to exclude weekend days. The Date Map displays the default calendar date assigned to each template day. You can use the Date Map feature to adjust the date assignments.

A task in one template can have predecessor tasks in other templates. When you create a schedule from a template, you can select predecessor tasks in schedules as predecessors for tasks with predecessors in other templates. You use the Predecessor Task Links tab to select predecessor tasks in schedules. The Predecessor Task Links tab lists all tasks with predecessors in other templates, and enables you to select a predecessor in a schedule for these tasks.

When you create a schedule from a template, you can globally update the task parameters for a Task Type if the parameters have the override option enabled.

For more information on schedules, see Managing Schedules.

To create a schedule from a template:

1. Select **Manage** then **Templates.**

2. Select the template that you want to schedule.

3. If the template was successfully validated, create the schedule: Click **Actions**, and then **Create Schedule**.

    On the **Schedule Parameters** tab, enter the following fields:

    *   **Schedule Name**

    *   **Year**

    *   **Period**

        Select a close period for the schedule.

    *   **Day Zero Date**

        Select the calendar date to assign to the template Day Zero.

    *   **Date Mapping**

        –   **Organizational Unit**

        –   **Calendar days**

        –   **Working days**

        –   **Advanced Configuration** dialog box:

            Click **Advanced Configuration** to override the **Organizational Unit** and **Work Days** configuration for all tasks in the schedule.

> **Tip:**
>
> You can create one global template and have that template create the proper schedules for each regional entity, taking into consideration the holiday calendars, time zones, and work day configurations of the entity.

* **Organizational Unit**

    Select one:

    * **Use Task Value**—Select a value from the Organizational Unit

    * **Set Value To**—The selected organizational unit is applied to all tasks in the Schedule (even if the task in the template contained a different Organizational Unit value). Since all tasks have the same Organizational Unit, the Organizational Unit in the Date Mapping panel on the Schedule from Template dialog box displays as Read Only.

* **Work Days**—If you do not assign an organizational unit to a task, and you do not use the Override Work Days feature, than the application uses the following default: Monday – Friday are working days, and Saturday and Sunday are non-working days.

    – **Date Map**—For each template day whose date assignment you want to modify, in the Date column, enter the new date.

4. **Optional:** Select the **Predecessor Task Links** tab, select the schedule that contains the predecessor task and in the Assigned Task list, select the predecessor task.

5. **Optional:** Select the **Override Parameters** tab, review the parameters, and for each parameter that you want to modify, in the New Value column, enter a new value.

> **Note:**
>
> This Override Parameters tab displays only tasks that use a Task Type in which at least one parameter has the Override option enabled. See Setting Task Type Parameters.

6. Click **Create Schedule**.

    A schedule is created and populated with the tasks, instructions and viewers from the template. It has a status of Pending. By default the schedule is opened into a view when created.

    Review the schedule and make adjustments as needed.

Manually Validating Templates

When you generate a schedule from a template, the system automatically validates the template first to check for uniqueness violations, tasks that directly or indirectly

depend on each other, or a date-precedence mismatch. For example, you cannot have circular predecessors.

You can manually validate a template. Validation is particularly useful to check for problems after you import tasks into a template from a file. If the template has an error, you can use the navigation links in the validation results to navigate to the source of the error.

To manually validate a template:

1. From Manage Templates, select the template that you want to validate.
2. Click **Validate**.
   - If no errors exist, the system displays a "Template valid" message.
   - If an error is displayed, click the link to the error.

Viewing Templates

In the Manage Templates dialog box, you can specify which columns to display for the list of templates, or show all. You can also reorder columns, sort columns by ascending or descending order, or change the column widths.

To display columns:

1. Select **Manage** then **Templates.**
2. Select **View**, then **Columns**, and then select an option:
   - To display all columns, select **Show All**.
   - To display specific columns, select or deselect the column names.

To reorder columns:

1. Select **Manage** then **Templates.**
2. Select **View,** then **Reorder Columns**.
3. Select columns and use the Up and Down arrows to change the order.
4. Click **OK.**

To sort columns:

1. Select **Manage** then **Templates**.
2. Hover over a column header until the Sort icons display, then click **Sort Ascending** △ or **Sort Descending** ▽ .

To change column widths:

1. Hover over the column header dividers until the arrows display.
2. Drag the columns to the desired width.

Searching for Templates

You can use the Manage Templates dialog box to quickly find templates. You can enter full or partial names on which to search.

To search for templates:

1. Select **Manage** then **Templates**.

2. Click the **>** sign to expand the Search box.

3. Enter full or partial search criteria.

4. **Optional:** For additional search operators (such as Contains, Starts with, Ends with), click **Advanced,** and enter search criteria.

> **Tip:**
>
> Click **Add Fields** to select additional fields for search criteria.

5. Click **Search**.

> **Tip:**
>
> To reset the list to display all templates, click **Reset.**

Deleting Templates

You can delete templates that you no longer need. To delete a template, you must have security rights to the template.

Deleting a template removes it from the list of available templates and removes tasks associated with it. It does not directly affect a running schedule, however some reporting and dashboard metrics may use the template to link various schedule runs together, which are not possible if the template is deleted.

To delete a template:

1. From **Manage Templates,** select the template that you want to delete.

2. Click **Delete**.

3. At the confirmation prompt, click **Yes.**

8
Managing Tasks

Tasks are the core units of action in a close process, such as data entry or data consolidation.

- End-user tasks require actions by end users, such as answering questions or approving. They may contain product integrations, for example, a link to a data entry screen.

- System-automated tasks run without user intervention, such as an overnight feed from a general ledger. The success or failure of the task process is displayed in the task detail.

- Event monitoring tasks are tasks which allow products to monitor processes within external applications.

Each task has different parameters depending on the Task Type. If you have Close Administrator or Power User security rights, you can create, edit, or delete tasks.

Creating Tasks

You can add tasks to templates or schedules. If you create a task in a template, you assign the start and end date as days before or after Day Zero. If you create a task in a schedule, you select calendar dates for the start and end dates.

You can group tasks under parent tasks to provide a simpler view of the close process. After viewing upper-level parent tasks, you can then drill into the underlying tasks. Child tasks of parent tasks may have different owners than the parent task.

You can create a task using any of these methods:

- On a Task List view, click **Actions**, and then **New**.

- Drag and drop the Task Type onto a template or schedule in a view.

- Right-click on a task and select **New.**

- Right-click on a day/date and select **New**.

Then enter information in the task tabs:

- Setting Task Properties
- Setting Task Parameters
- Specifying Task Instructions
- Selecting the Workflow
- Adding Task Questions
- Setting Task Access
- Setting Task Predecessors
- Applying Task Attributes
- Working With Task Rules

- Viewing Task History

Setting Task Properties

The Properties tab enables you to set the task name, task ID, description, task type, priority, start and end date or duration.

You also use the Properties tab to specify task Owners and Assignees. During the close cycle, if an Owner or Assignee is not available to work on the task (due to sick time, vacation, has left the company, or is simply too busy), you can reassign users associated with a task, template, or schedule. Template, schedule, and task Owners, Assignees, and Approvers may also reassign their tasks.

For end-user tasks, you can allow an Assignee to open a pending task prior to the scheduled time, if all task predecessor conditions have been met.

Automated tasks have no Assignees, however you can specify Run As IDs for users under which tasks of that type are run.

Event Monitoring tasks have no Assignees and Run as IDs.

To set task properties:

1. In your application, open a New Task. See Creating Tasks.

2. On the **Properties** tab, enter:

    - Enter a **Task Name** of 80 characters or less.

    - Enter a **Task ID** that can be used to identify the task (required). Task IDs must be unique within the template or schedule.

    - Enter a **Description** of 1000 characters or less.

        > **Note:**
        >
        > You can use carriage returns and URLs in Descriptions, Questions, and Instructions.

    - **Organizational Unit**—Represents a hierarchical entity-type structure that you can use to model your organization. Define a separate organizational unit for each entity for which separate reporting is required, or for entities that require different configurations for any of the following: holidays, work days, or viewer or commentator assignments. Organizational Units are defined in system settings.

        See Managing Organizational Units for Tax Operations.

    - For Event Monitoring tasks, enter the **Source**.

    - **Task Type (required)**

        Click **Browse** and select a Task Type.

    - **Priority**

        Select a priority for the task:

        - **High**

–   **Medium**

–   **Low**

•   **Owner**

Use the default owner or click **Select Owner** 🔲 to select a user, team, or Shared Services group.

•   Select **Active** to include this task in schedules generated from the template.

> ✎ **Note:**
>
> This option is not available for tasks created in schedules.

3. Click **Save and Close**.

4. See also:

    •   Setting Task Properties

    •   Setting Task Parameters

    •   Specifying Task Instructions

    •   Selecting the Workflow

    •   Adding Task Questions

    •   Setting Task Access

    •   Setting Task Predecessors

    •   Applying Task Attributes

    •   Working With Task Rules

    •   Viewing Task History

Setting Task Parameters

The Parameters tab only contains data for tasks that are associated with an Integration Type and have parameters. Integration Types provide links to external applications. On the Parameters tab, you can set specific information about the task and how it is run. The parameters are passed to the external application. For example, if the task contains a link to a data grid, you might use the Parameters tab to select a point of view for the grid.

To set task parameters:

1. From the New Task dialog box, select the **Parameters** tab.

2. If the parameter values are not entered by the task type, you may enter the required parameter values.

> **✎ Note:**
>
> If the parameters are not defined when the task is ready to start, an
> email is sent to the task owner. The task waits to start until the values
> are provided.

3. See also:

   • Setting Task Properties

   • Setting Task Parameters

   • Specifying Task Instructions

   • Selecting the Workflow

   • Adding Task Questions

   • Setting Task Access

   • Setting Task Predecessors

   • Applying Task Attributes

   • Working With Task Rules

   • Viewing Task History

Specifying Task Instructions

Task owners can create a set of instructions for completing the task. All other users
who have access to the task are only able to read the instructions. If there are task
instructions that are inherited from the Task Type, template, or schedule, that
instruction text is displayed above the instruction text box and is read-only.

You can also create references to external documents. You can upload a document
from your local computer, create a web link, or create a link to a document in Oracle
Content Management. References inherited from the Task Type or template are
locked, however you can add references.

For template tasks, the Template and Task Types instructions are viewable but not
editable.

To specify instructions:

1. From the New Task dialog box, select the **Instructions** tab.

2. Enter the **Instructions** which can have unlimited characters.

To add a reference:

1. In the **References** section, select **Actions,** and then **Add,** or select the **Add** icon.

2. From the **Type** list, select one of these types:

   • **Local File**

     Enter a name, click **Browse** to select and attach the file, and click **OK.**

   • **URL**

     Enter a URL name, then enter the URL, for example: Oracle, http://
     www.oracle.com.

- **Repository File** (Optional)

  From the file list, select the file, and click **OK.**

  > **Note:**
  >
  > The Repository File option is only displayed if your product is configured with Oracle Enterprise Content Management.

3. See also:
   - Setting Task Properties
   - Setting Task Parameters
   - Specifying Task Instructions
   - Selecting the Workflow
   - Adding Task Questions
   - Setting Task Access
   - Setting Task Predecessors
   - Applying Task Attributes
   - Working With Task Rules
   - Viewing Task History

Selecting the Workflow

To select the workflow:

1. From the New Task dialog box, select the **Workflow** tab.
2. The Workflow tab contains the Assignee and Approver assignments.
   - Enter this information for the Assignee:
     - **Assignee**—The user names available for selection as preparer are only those users authorized with the preparer role. To select to assign an Assignee to a named user, team, or Shared Services Group click 🔧

       * For an End-User task, for **Assignee,** click **Select Assignee** 🔧 to find a user.

         > **Note:**
         >
         > The Assignee can be an individual user, group, or team. If you do not select an Assignee, the owner becomes the default Assignee. Parent and automated tasks have no Assignees.

       * For a System-Automated task, for **Run As,** click **Select Run As Account**, search for and select a user under which tasks of this type are run, and click **OK**.

> **✎ Note:**
>
> If the selected Run As user is the user creating the task, authorization is not required.

– **Require Action By—**Displays when an Assignee is set to be a team or group.

Select One:

* **Any Assignee**—By default, one and only one Assignee needs to submit the task.

* **All Assignees—**Every user on the team has to submit the task before workflow proceeds to the next step.

– **Backup**—If you assigned a user for the primary Assignee, you can assign a backup user authorized as an Assignee:

a. Click **Backup**

b. Enter the **First Name** and **Last Name** or click **Search** to select a backup user.

c. Click **OK**.

– **Starts**

Select a start date, then select the time of day, in increments of 15 minutes, for the task to start.

– **Ends**

Select an end date, then select the time of day, in increments of 15 minutes, for the task to end.

– **Optional:** For **Minimum Duration**, enter the minimum duration of a task in the form of Days, Hours, and Minutes. An At Risk criteria is based on the condition if the Start date was missed and (the End_date minus the Current_date is less than the minimum task duration or the End_Date minus the Start_Date is less than the minimum duration). The At Risk tasks display in the Needs Attention Graph in the Status Chart of the Dashboard.

– **Optional:** For an End-User task, select **Allow Early Start** to allow the Assignee to open the task before the scheduled start time.

• Enter this information for the Approver:

– **Level Name**

– **Backup**

– **End Date**

– **Require Action By—**Displays when an Approver is set to be a team or group.

Select One:

* **Any Approver**—By default, one and only one Approver needs to submit the task.

> * **All Approvers—**Every user on the team has to submit the task before workflow proceeds to the next step.

3. See also:

- Setting Task Properties
- Setting Task Parameters
- Specifying Task Instructions
- Selecting the Workflow
- Adding Task Questions
- Setting Task Access
- Setting Task Predecessors
- Applying Task Attributes
- Working With Task Rules
- Viewing Task History

Adding Task Questions

> **Note:**
>
> The Questions tab is not displayed for automated tasks or parent tasks.

When you create a task, you may want the Assignee to answer questions about their actions before they indicate a task is complete. For example, you may ask if a certain process was followed when completing that task.

You can specify questions on the task. You can specify various types of questions, such as Text, Number, or True/False, and indicate whether they are required. If a question is required, the user must respond or they cannot submit the task for approval. You can also order the questions by using the Move Up and Move Down buttons.

For schedule tasks, users can respond to the questions from the Task Actions page. If you are creating or updating a task in a template, an additional column displays, showing whether the row is locked or unlocked to indicate whether the user can remove or update the questions. Rows that are locked cannot be edited or deleted because they are inherited from the Task Type.

In templates, the Task Type questions are displayed, but are not editable.

To add a question:

1. From the New Task dialog box, select the **Questions** tab.

2. Click **Add**.

3. Enter the **Question** with 4000 characters or less.

4. From the **Type** list, select a type:

- **Date**

- **Date and Time**

- **Integer**

- **List**

  Enter a list of valid responses to the question.

- **Multi-Line Text**

  The maximum length should be less than 4,000 characters.

  Select **Multi-Line Text**, then enter the **Number of Lines**, from 3 to 50 lines. Multi-Line Text determines how many lines of text are visible, without scrolling, on the Actions dialog boxes.

- **Number**

  If you select Number, select number formatting options:

  – For Decimal Places, enter a value for the number of decimal places to display.

  – Select the Thousands Separator option if you want numbers to display a thousands separator (for example, 1,000.00)

  – From the Currency Symbol list, select a currency symbol, for example, Dollars ($).

  – From the Negative Number list, select how to display negative numbers, for example, (123).

  – From the Scale list, select a scale value for numbers, for example, 1000.

5. Assign a **Role** (Assignee, Approvers, Owner, Viewer) to the question. Access is based on responsibilities.

6. If the question is required, select **Required:** Users can close a reconciliation without answering their questions, but they cannot Submit or Approve.

> **Note:**
>
> The Required checkbox is disabled for Questions assigned to Owner or Viewer roles.

7. Click **OK**.

8. **Optional:** To change the order of questions, select a question, then click **Move to Top, Move Up, Move Down,** or **Move to Bottom.**

> **Tip:**
>
> To edit a question, select the question and click **Edit.** To remove a question, select the question and click **Delete.**

9. See also:

- Setting Task Properties

- Setting Task Parameters

- Specifying Task Instructions
- Selecting the Workflow
- Adding Task Questions
- Setting Task Access
- Setting Task Predecessors
- Applying Task Attributes
- Working With Task Rules
- Viewing Task History

Setting Task Access

The Access tab enables you to add or remove Viewers and Approvers for the current task. It also enables you to specify the order of approvers. You can specify up to ten approvers and an unlimited number of viewers.

To set task access:

1. From the New Task dialog box, select the **Access** tab.

2. Enter the first or last name of the user, then click **Search.** The userid is displayed next to the username to help identify the correct user.

   To specifically identify a user, click **Advance,** then enter a User ID, Email address, or Description.

   > **Tip:**
   >
   > For additional details about the user, such as groups and roles, click **Details.**

3. **Optional:** To change the order of approvers, select users, then click **Move to Top**, **Move Up, Move Down,** or **Move to Bottom.**

   > **Tip:**
   >
   > To remove a user from the Approvers or Viewers list, select the user, then click **Remove.**

4. See also:
   - Setting Task Properties
   - Setting Task Parameters
   - Specifying Task Instructions
   - Selecting the Workflow
   - Adding Task Questions
   - Setting Task Access
   - Setting Task Predecessors

- • [Applying Task Attributes](#)
- • [Working With Task Rules](#)
- • [Viewing Task History](#)

Setting Task Predecessors

The Predecessors tab enables you to set predecessors for the current task. For template tasks, you can choose a predecessor from another template, and for schedule tasks, you can choose a predecessor from another schedule. You must assign a condition to the predecessor/successor relationship.

A task does not need predecessor tasks as long as a start date and time is specified. If both are specified, the task begins when the predecessor tasks are started or complete (for Finish-to-Start) and the start date and time is reached.

You can set these conditions under which the predecessor relationship is established:

> ✎ **Note:**
>
> Event Monitoring tasks can not have predecessors; however they can be predecessors to other types of tasks.

Table 8-1   Predecessor Conditions

Condition	Description
Finish to Start	Default. The task starts as soon as the predecessor task completes or finishes with warning.
Finish Error to Start	The task starts as soon as the predecessor task completes, even it is in error.
Finish Error to Finish	The task completes as soon as the predecessor task completes, even it is in error.
Finish to Finish	The task cannot be marked as Complete until the predecessor task is marked as complete. This is primarily used for user tasks. For example, a user can start a document summary, but cannot mark it complete until the consolidated data is final.

To set task predecessors:

1. From the New Task dialog box, select the **Predecessors** tab.

2. Click **Add**.

3. To search for a Predecessor:

    a. Click **Basic**.

    b. To refine the search, click **Add Fields** and select search fields; for example: Execution Type, Start Date, End Date.

    c. From each of the **Condition** lists, select a condition.

   d. Click **OK**.

4. Select a predecessor task(s) and click **OK**.

5. See also:

- [Setting Task Properties](#)

- [Setting Task Parameters](#)

- [Specifying Task Instructions](#)

- [Selecting the Workflow](#)

- [Adding Task Questions](#)

- [Setting Task Access](#)

- [Setting Task Predecessors](#)

- [Applying Task Attributes](#)

- [Working With Task Rules](#)

- [Viewing Task History](#)

Applying Task Attributes

To locate tasks in the system, you can apply attributes to the task. When you select an attribute, you can set a value for the attribute based on the attribute type. You can later filter by the attribute value.

For example, you may have a List attribute named Sales Region with the values of North, South, East, and West. The current task applies only to the West Sales Region, so you can add the Sales Region attribute and set it to "West."

To apply task attributes:

1. From the Task dialog box, select the **Attributes** tab.

Attributes are created in: [Defining Attributes](#).

>To add an attribute, select **Actions**, and then **Add**. Enter:

- **Attribute**

  Select an attribute from the list of defined attributes.

- **Type**

  This noneditable field is populated by the Attribute.

- **Value**

  Select a value associated with the type of attribute; for example: a numeric value for Formatted Number attribute, a List for List attribute, multiple lines of displayed text without scrolling for Multi-Line Text, a name of a person, User, or Yes or No for the Yes/No attribute.

- **Access**

  All roles have view access unless otherwise specified in the table below.

  To add an access, for each of the Text Box and Attachments tabs:

  a. Click **Add**.

  b. Select a role.

    c. Select one of the Role access types:

– **Text Box**:

    * **Do Not Display**—Does not see this attribute on the Reconciliation List or in any of the dashboards, list views, or reports.

    * **Allow Edits**—Has the ability to add, change, and remove values for the attribute, but subject to the editability rules.

    * **Required**—Requires a value for the attribute. The Required option is available for Preparers and Reviewers. Until a value is provided, Preparers are prevented from submitting, and Approvers are prevented from approving.

– The **Multi-Line Text Box** has 2 access tabs:

    * Text Box tab:

      * **Do Not Display**—Does not see this attribute on the Reconciliation List or in any of the dashboards, list views, or reports.

      * **Allow Edits**— Has the ability to add, change, and remove values for the attribute, but subject to the editability rules.

      * **Required**—Requires a value for the attribute. The Required option is available for Preparers and Reviewers. Until a value is provided, Preparers are prevented from submitting, and Approvers are prevented from approving.

    * Attachments tab:

      * **Do Not Display**—Does not see this attribute on the Reconciliation or in any of the dashboards, list views, or reports.

      * **Add & Remove—**Has the ability to add files and remove files that they themselves added, but subject to the editability rules.

      * **Required**—Requires the Preparer or Reviewer to attach at least one file. The Required option is only available for Preparers and Reviewers. Until a file is attached, Preparers are prevented from submitting, and Approvers are prevented from approving.

      * **Add & Remove All**—Can add their own files, remove their own files, and also remove files added by other roles.

    d. Click **OK**.

2. Click **OK.**

3. See also:

- Setting Task Properties
- Setting Task Parameters
- Specifying Task Instructions
- Selecting the Workflow
- Adding Task Questions
- Setting Task Access

Working With Task Rules

Task Rules affect task behavior. These rules enable users to assign rules directly to tasks, especially when, because a rule is unique to a task, assigning rules isn't appropriate at the Template, Schedule, or Task Type level. These rules apply to the Tasks for which the rules were configured.

Auto Approve Task: Automatically completes specified approvals only if specified conditions have been met.

Examples of conditions that could apply to this rule include:

- Attributes have specified values (including calculated attributes)
- Predecessor task contains an attribute with a specified value

When conditions are satisfied, the specified approver levels are marked as complete, thus progressing workflow to the next approval level, or to Closed if no additional approval levels exist.

This rule runs when the Task status changes to Open with Approver.

Auto Submit Task: Automatically submit a task if specified conditions are met.

When conditions are satisfied, the assignee role is marked as complete, thus progressing workflow to the first approval level, or to Closed if no approval levels exist.

This rule runs when the Task status changes from Pending to Open with Assignee.

Prevent Task Approval
Prevents approval of a task based on attribute values, or other characteristics. This rule runs when the Approver clicks **Approve**.

Prevent Task Submission
Prevents submission of a task based on attribute values, or other characteristics. This rule runs when the Assignee clicks **Submit**.

To work with task rules:

1. From the Task dialog box, double-click a task.

2. Select the **Rules** tab. You can view the following information:

   - Order—The order of precedence. See Order of Precedence Rules for Tax Operations.
   - Rule—Name of the Rule
   - Conditions—The choice of what conditions must exist before running the rule

3. To edit a rule, on the Rules tab, click Edit and update:

   - **Rule—**Select a rule.

- **Description**—Optional. Explain why you configured the rule and how should be used.

- **Approver Level**—Select the rule for all levels or select the Approver levels

- Select **Create Filter** and populate the conditions section or select **Use Saved Filter**, and then select a filter. The filter selected and configured for the rule determines the conditions that trigger the rule to apply.

- **Conditions**—Select one:

  - **Use Saved Filter**—The Conditions section displays a read-only version of the conditions associated with the saved filter.

  - **Create Filter**—The Condition section is enabled.

    Conjunction, Source, Attribute, Operand, and Value behave as they do for the existing advanced filter feature.

- **Filter Task** - Specify on which task the conditions should be selected: **Current Task**, **Any Predecessor**, **Specific Task** (Provide the Task ID).

4. See also:

   - Setting Task Properties

   - Setting Task Parameters

   - Specifying Task Instructions

   - Selecting the Workflow

   - Adding Task Questions

   - Setting Task Access

   - Setting Task Predecessors

   - Applying Task Attributes

   - Working With Task Rules

   - Viewing Task History

Viewing Task History

For each task, the system retains a history of the changes made to it; for example, a shift in dates or change in ownership. Each change record includes the field, modification type such as added, created, or changed, the old and new values, the user who made the change, and the date on which the change was made. The information on this tab is read-only.

To view task history:

1. From the Task dialog box, select the **History** tab.

2. Select a task.

3. When you finish, click **Save and Close**.

4. See also:

   - Setting Task Properties

   - Setting Task Parameters

   - Specifying Task Instructions

- Selecting the Workflow
- Adding Task Questions
- Setting Task Access
- Setting Task Predecessors
- Applying Task Attributes
- Working With Task Rules
- Viewing Task History

Working with the Task Dialog Box

To view the Task dialog box:

1. In Tax Operations, on the Task List, double-click a task.

2. The Properties tab lists the following fields:

   - Task ID
   - Status
   - Schedule Name
   - Start and End Dates
   - Duration
   - Priority
   - Organizational Unit
   - Owner and Assignee
   - Task Type
   - Actual Start and End dates
   - Actual Duration
   - Parameters

     Lists the Cluster, Application, Journal Name, and Journal Action Type.

   - Comments
   - Workflow
   - The **Alerts** and **Related Tasks** tabs display the current alerts and related tasks.
   - The **History** tab captures an audit trail of changes to the task.

3. To approve or reject a task, click **Approve** or **Reject**.

4. To create or delete a comment, click **Actions** and then **Create Comment** or **Delete Comment**.

5. To abort, click **Actions** and then **Abort**. The purpose of aborting a task (instead of performing a forced close) is to prevent successors from continuing and to keep the process moving. See Aborting Tasks

6. Click **Close**.

Importing and Exporting Tasks

To import tasks:

1. In Tax Operations, on the Task List view, click **Actions**, and then **Import Tasks**.

2. Click **Browse** to find the import file.

3. Select an **Import Type**e:

   - **Replace—**Replaces the definition of a task with the definition in the import file. This option replaces the task detail with the detail that is in the file that you are importing. It does not affect other tasks in the schedule that are not specified in the import file.

   - **Update**—Updates partial information for tasks. For example, in the import file, you might have made changes to task instructions, reassigned Owners, Assignees, and Approvers, or removed some attributes and added new attributes. You might also have made the same change to a large number of tasks, for example, adding a new attribute to 100 of 400 tasks. The update option is not a full replacement of the task details. Only details for the task properties specified in the file are updated. For example, if the import file has only a column for a task instructions, the task name, Assignee, attributes, and other properties are not affected.

4. **Date Format**

   > **✎ Note:**
   >
   > This feature is available only in 11.1.2.4.100 (patch 20307212). For information about new features and updating to release 11.1.2.4.100, see My Oracle Support https://support.oracle.com

   Select a **Date Format** from the drop down list of allowed date formats. Date formats are not translated. By default, the date format is set to the locale date format of the exported file location.

   For example:

   - MM/dd/yyyy

   - dd/MM/yyyy

   - dd-MMM-yy

   - MMM d, yyyy

   Select a File Delimiter for the import file: Comma or Tab. Comma is selected by default.

5. Click **Import**.

> **✎ Note:**
>
> The system displays a warning that tasks in a schedule that match a task ID in the import file will be modified. If you do not want to overwrite the task, click **Cancel**.

To export tasks:

1. In Tax Operations, on the Task List view, click **Actions**, and then **Export**.

2. Select export options:

   • For **Rows** Select **All Tasks** or **Selected Tasks**

   • For **Format**: Select **Formatted data (visible columns only)** or **Unformatted data for future import**

3. Click **Export**.

4. Select **Open with Microsoft Office Excel (default)** or select another program to open the file, or **Save File**.

5. Click **OK**.

Editing Tasks

You can edit tasks depending on their status and your security rights. For example, you can edit a task description, attributes, change an owner of a task, or end date.

For an Open task in a Task List, you cannot edit the start date, because the task has started. You can only change the duration or the end date. You also cannot edit instructions, questions, and you cannot add, delete, or edit predecessors. You can reassign the Assignee or approver from the Task Actions workflow.

To edit a task:

1. From the Calendar, Gantt, or Task List view, select the task that you want to edit.

2. Right-click on the task and select **Actions,** and then **Edit**.

3. To edit task attributes:

   Select the **Attributes** tab.

   Attributes are created in: Defining Attributes.

   >To add an attribute, select **Actions**, and then **Set Attribute**. Enter:

   • **Attribute**

     Select an attribute from the list of defined attributes.

   • **Type**

     This noneditable field is populated by the Attribute.

   • **Value**

     Select a value associated with the type of attribute; for example: a numeric value for Formatted Number attribute, a List for List attribute, multiple lines of displayed text without scrolling for Multi-Line Text, a name of a person, User, or Yes or No for the Yes/No attribute.

4. To reassign an owner's tasks, do one of the following:

- On **Properties** tab, in **Owner** drop down, select the owner whose tasks you need to reassign.

- Select the **Actions** panel, and in **Add/Set User** dialog, enter:

  – In **Field**, select the role you want to change.

  – In **Value**, browse to select the user you want to assign to this task.

  – Click **Apply**.

Sorting Tasks

From the Task List, you can sort tasks by ascending or descending order. You can sort by Schedule Name, Status, Owner, Start or End Date, or Duration.

To sort tasks:

1. Select **View,** then **Task List,** or from the toolbar, click the **Task List** button.

2. Hover over a column header until the Sort icons display, then click **Sort Ascending** or **Sort Descending** .

Searching for Tasks

You can use the Task Find feature to find specific tasks. For example, you might enter "load" to find load tasks. You can search using full or partial words. You can scroll through the results using the Previous and Next buttons.

To search for a task:

1. From the left pane, expand **Task Find.**

2. Enter a task name in the search field, and click **Find Task.**

3. Click **Previous** or **Next** to find the previous or next task that matches the search criteria.

Moving Tasks

You can use views to move tasks. For example, in the Calendar view, you can move tasks to a different day.

To move a task:

1. From the Calendar or Gantt view, select a task.

2. Right-click on the task and drag it to a new location, or cut, copy, and paste the task.

3. Navigate to the target destination for the task and click **OK**.

Cutting, Copying, and Pasting Tasks

You can use views to cut and copy tasks in templates and schedules. For example, in the Calendar view, you can copy a task from one day in the calendar and paste it to another. You can copy a task from one schedule or template and paste it into another.

When you paste a task, the Task Details dialog box opens and enables you to modify the task that you are pasting.

If you paste a task onto a parent task, the pasted task becomes a child of the parent task. If you paste a task onto a child task, the pasted task becomes a sibling of the child task.

> **Note:**
>
> Cut, Copy, and Paste features are not available for parent tasks. The Cut function is not available for scheduled (open or closed) tasks.

To cut, copy, or paste a task:

1. From the Calendar, Gantt, or Task List view, select a task.
2. Right-click on the task and select an action, or from the main toolbar, click a toolbar button:
   - Select **Cut** to cut the task and store it on the clipboard.
   - Select **Copy** to copy the task and store it on the clipboard.
3. Right-click on the task, then select **Paste**, or from the main menu toolbar, select **Paste**.

   The Task Details dialog box opens and enables you to make changes to the task that you are pasting.
4. Click **OK** to complete the paste operation.

   The task is inserted and the views and filter views are refreshed to display the pasted task.

Reopening Tasks

You can reopen tasks and choose to reestablish the predecessor and successor relationships.

To reopen a task:

1. From the Calendar, Gantt, or Task List view, double click a closed task.
2. On the Task Details dialog box, click **Reopen**. The Task Details dialog box is now editable.
3. On the Predecessors tab, add or delete predecessors and then click **Save and Close**.

   The Confirmation dialog box is displayed.

Designate relationships:

- Designate predecessor tasks. Choose one:

  - If there are predecessors, then you can choose this option: Re-establish predecessor relationships - Tasks will open in original order.

  - Ignore predecessor relationships - All tasks will re-open immediately.

- Designate successor tasks:

  a. Select **Re-Open Successor Tasks**. The successor list is displayed.

  b. Select the successor tasks.

4. Click **OK** to close. The task details dialog box closes and the task reopens based on your selections. Click **OK**, otherwise, click **Cancel**.

Submitting Tasks

To submit tasks:

1. In your application, select **View**, and then **Gantt** or **Task list**.

2. Select the tasks you need to submit.

   To multiselect, click **Ctrl** for random selection or press **Shift** while you click the first and last row in a range.

3. Do one:

   - Right-click and select **Submit**.

   - Actions panel: From **Set Status**, select **Submit** from the Status list.

   - Actions menu: Click **Submit**.

   Click **Yes** in the confirmation dialog box.

4. Review any errors, and click **OK**.

Approving or Rejecting Tasks

To approve or reject tasks:

1. In your application, select **View**, and then **Gantt** or **Task list**.

2. Select the tasks you need to submit. To multiselect, click **Ctrl** for random selection or press **Shift** while you click the first and last row in a range.

3. Do one:

   - Right-click and select **Approve** or **Reject**.

   - Actions panel: From **Set Status**, select **Approve** or **Reject**.

   - Actions menu: Click **Approve** or **Reject**.

   Click **Yes** in the confirmation dialog box.

4. Review any errors, and click **OK**.

Managing Task Reassignments

You can use the Actions panel to work on multiple tasks simultaneously.

Requesting a Reassignment for One Task

From the Task Actions dialog box, workflow users (Assignees and Approvers) can request reassignment of their workflow role for a single task. These requests require approval. Administrators and schedule/template Owners can reassign the task using the Edit Task dialog box without requiring approval.

To request a reassignment for one reconciliation:

1. In your application, from the Dashboard, or click **View**, and then **Task List**.

2. Click on a task to open the Task Actions dialog box.

3. Click the **Actions** menu and select **Request Reassignment**

4. Enter an name or click **Search** to find the reassignment.

5. Select what tasks to reassign: **Selected Tasks** or **Selected and Future Tasks**.

6. Enter a **Justification** for the reassignment.

7. Click **OK** and then **Close** on Task Actions.

Requesting a Reassignment for Multiple Tasks

To request a Reassignment for multiple tasks:

1. In your application, from the Dashboard, or click **View**, and then **Tax Operations List View**.

2. Select the tasks for reassignment.

3. On the Actions panel:

   a. Under Reassign, select **Selected tasks** or **Selected and future tasks**.

   b. Select the **Role**.

   c. If the you know the new user, enable **To User**, and then enter or search for the name.

   > **Note:**
   >
   > If you do not know the new user, then submit a request without specifying the name of the user.

4. Click **Submit**.

Workflow for Groups and Teams

You can assign the Owner, Assignee, Approver, and Viewer roles for a task to Shared Services security groups and to teams. Teams are a list of members defined in Tax

Operations. When you assign a group or team to a task role, any user in the group or team can then perform the role for that task.

Claiming Tasks

When a team or group is assigned the **Assignee** role, any member of the group or team can work on and submit the task, but only after a member has claimed the task. Prior to the claim, a member will have implicit Viewer access.

When a group or team is assigned the **Approver** role, any member of the team can approve the task without first claiming it. However, any team member can claim the task, which prevents other team members from approving it until it is released.

Once a task has been claimed, other members of the team or group still have the ability to claim the task. Doing so will cause the initial user's claim to terminate, thus revoking that user's ability to perform the role functions and granting the ability to the member with the most recent claim. The ability to claim a task away from another team member or group member is required in order to accommodate cases where a claim has occurred; however, the user with the claim is unavailable to complete the role functions (for example, due to an unexpected absence).

Require Action By

When you assign the Assignee or Approver roles, you can use the Required Action By option to specify the sign-off requirement for the tasks. You can require that all team members sign off on the task before the task is submitted or approved, or you can allow any team member to submit or approve the task.

Primary Users (Teams Only)

You optionally can assign one team member as the primary user for the team. If you assign a primary user, that user is by default granted the claim to tasks to which the team is assigned as assignee or approver.

Performing Group or Team Tasks

To claim a task:

1. Open the task, and then click **Claim**.

2. After an assignee or approver clicks the Claim button, then the Release button appears.

3. Click **Release** to remove the claim made by that user.

To determine whether a task is claimed, view the following view and column attributes:

- Assignee (Claimed)–If **Yes**, then the assignee role has been claimed. If **No**, then it is unclaimed.

- Approver # (Claimed)–The # indicates the Approver level. If **Yes**, then this approver level is claimed. If **No**, then it is unclaimed.

To filter by the Assignee (Claimed) and Approver # (Claimed) attributes:

1. At the top of the Filter panel, click **Select Filterable Attributes** .

2. Select the desired attributes from the **Available**.

3. Click **>>** to move the attributes to **Selected**.

4. Click **OK**.

To add the Assignee (Claimed) and Approver # (Claimed) attributes as List View columns:

1. Click **Columns** at the top of the Task List view.

2. Select the desired attributes from **Available**.

3. Click **>>** to move the attributes to **Selected**.

4. Click **OK**.

Deleting Tasks

You can delete tasks that you no longer need. To delete a task, you must have Close Administrator or Close Power User security rights or, the Administrator must have turned on the ability of users to delete an open or closed status task from an open status schedule.

In schedules, you can delete tasks that have a status of Pending. If you delete a parent task, you can choose to delete just the parent, or the parent and its children.

To delete a task:

1. From the Calendar, Gantt, or Task List view, select the task that you want to delete.

2. Right-click on the task and select **Delete**, or from the main toolbar, click the **Delete** button.

3. At the delete confirmation prompt, click **Yes**.

Aborting Tasks

The purpose of aborting a task (instead of performing a forced close) is to prevent successors from continuing and to keep the process moving:

- When a Finish-to-Start or Finish-Error-to-Start predecessor is aborted, its successors remain as Pending. To keep the process moving, you must edit the successors to remove the aborted predecessor and to start the successors.

- When a Finish-to-Finish or Finish-Error-to-Finish predecessor is aborted, to keep the process moving, the task owner/schedule owner/close administrator must force a close of the successor.

Adding Comments

From the Task Actions page, you can add comments about any task and also attach references.

You can also add a reference file or URL to multiple tasks at one time from the **Tasks** page and create comments.

> **Note:**
>
> Bulk upload of a local file or URL to multiple tasks creates a comment since an attachment must be associated with a comment in Close Manager.

To add comments:

1. Select a task from the Task List, then **Actions,** and then either select **Open** or just double-click the task in the Task List.

   > **Note:**
   >
   > The Task selected must be in the Open status not Pending.

2. From the **Properties** tab, in the **Comments** section, click the plus sign to add a comment, or select **Actions**, then **Create Comment**.

3. In the text box, enter a comment.

   > **Tip:**
   >
   > To delete a comment, select it and click **Delete** or select **Actions**, then **Delete Comment**.

To add a reference file or URL:

1. From the **References** section, click either the plus sign to add a reference or from **Actions**, click **Add**.

2. On the **Add Reference** dialog, in the**Reference Type** field,, choose one of the following:

   • **Local File**. Then **Browse** to select and attach the file. Enter a name, and click **OK.**

   • **URL**.

     Enter a URL, then enter the URL name, for example:

     ```
     http://www.oracle.com,Oracle
     ```

     , and click **OK**.

3. Click **Apply**.

4. Select **OK**.

> **✎ Note:**
>
> **Optional:** To attach a reference file or URL to multiple tasks at one time, click **Task List**, select the tasks that you want (either highlight more than one row or select the tasks using the **SHIFT** key), and then on the right hand panel click **Add Reference**, then **File** or **URL**.

Updating Tasks from Smart View

During the Close Manager setup in System Settings, an administrator can select the columns to be displayed in Oracle Smart View for Office, for example, the task attributes. See the *Financial Consolidation and Close Administrator's Guide*.

After you install the extension and create a connection, you can view a list of schedules and tasks. The system displays a list of schedules to which you have access. If multiple schedules are selected, a header row displays with tasks for that schedule.

When you click a schedule from the list, system displays a list of the tasks that you are currently working on. After a task has been submitted or approved, it is no longer displayed on the list.

The available Actions depend on your user role:

- **Assignee**: Submit Task
- **Approver**: Approve and Reject Task
- **Assignee or Approver**: Reassign Task

If you submit a task that is incomplete, for example, you need to answer questions first, a validation error displays when you submit the task. You can double-click on the task or row to open the task and finish completing it.

For information on working with Smart View, see *Oracle Smart View for Office User's Guide*.

To update tasks from Smart View:

1. Launch Smart View and click the **Close Tasks** tab.

2. From the list of schedules, select a schedule. The system displays a list of the tasks that you are currently working on.

3. To open and update a task, from the task list, double-click a row to open the Task dialog.

4. To submit, approve, reject, or reassign a task, use one of these methods:

   - From the Task dialog, click the **Submit Task**, **Approve Task**, **Reject Task**, or **Reassign Task** button.

   - From the task list, select a row and click the available action button at the end of the row.

   - From the Smart View ribbon, select an action.

Installing Smart View from Financial Close Management

You can install Smart View from Oracle Hyperion Financial Close Management as follows:

1. From Financial Close Management select the **Tools** menu.

2. Select **Tools** then Smart View. The Smart View version to install is displayed.

9
Managing Schedules

A schedule defines a chronologically ordered set of tasks that must be executed for a specific close period, and is the application of a template into the calendar. For example, you can apply the Quarterly Close template to the Calendar as Q115 Close Schedule for the first Quarter, then apply the template again as Q215 Close for the second quarter.

Schedules have a status of Pending, Open, Closed, or Locked. You can change the status of a schedule from Pending to Open, or from Open to Closed or Locked.

> **Note:**
>
> After a schedule is set to Open, it cannot be reset to Pending.
>
> After a schedule is set to Locked, its status cannot be changed.

Creating Schedules

See Manually Creating Schedules

Manually Creating Schedules

To manually create a schedule:

1. Select **Manage** then **Schedules.**
2. From the Manage Schedules page, click **New**.
3. Enter schedule information on the schedule tabs:
   - Setting Schedule Properties
   - Adding Instructions to Schedules
   - Assigning Schedule Viewers
   - Applying Schedule Attributes
   - Adding Day Labels
   - Working With Schedule Rules
   - Viewing Schedule History

Setting Schedule Properties

The Properties tab enables you to set the name, description, start and end dates, and owners for schedules. The schedule owner must be an Administrator or Power User. The default owner is the current user. The start and end dates specify the initial date

range for the schedule, however, after the schedule is created, you can add tasks with dates earlier or later and the properties are updated to reflect the earliest and latest dates.

To set schedule properties:

1. Create a new schedule and select the **Properties** tab:

   - **Name**

   - **Description**

   - **Organizational Unit**

   - **Start Date—**Starting date for the schedule

   - **End Date—**Ending date for the schedule

   - **Year**

   - **Period**

   - **Day Zero Date—**The date to assign as day zero

   - For **Owner,** use the default owner or click **Select Owner** . Administrators, Power Users, or Teams/Groups configured with the Administrator or Power User roles are the only roles that will display when the user clicks **Search** to select a user to assign as an Owner. Any member of the Shared Services group can perform the role, but the same person cannot perform more than one role.

   - **Status**

   > **Note:**
   >
   > The schedule status is initially set to Pending and is display only.

   - **Template Name**

2. To save and close, click **OK** or click the another tab; all entries are saved.

3. Enter schedule information on the schedule tabs:

   - Setting Schedule Properties

   - Adding Instructions to Schedules

   - Assigning Schedule Viewers

   - Applying Schedule Attributes

   - Adding Day Labels

   - Working With Schedule Rules

   - Viewing Schedule History

Adding Instructions to Schedules

You can specify instructions and supporting documents for a schedule, which are then inherited by all tasks in the schedule.

To add instructions to a schedule:

1. Select **Manage** then **Schedules.**

2. Select a schedule to which to add instructions.

3. Click **Edit**.

4. In **Instructions,** enter instructions for the schedule.

5. To add a reference:

   a. In the **References** section, Click **Add**.

   b. From the **Type** list, select one of these types:

      • **Local File**

        Enter a name, click **Browse** to select and attach the file, and click **OK**.

      • **URL**

        Enter a URL name, then enter the URL, for example: Oracle, http://www.oracle.com, and click **OK**.

      • **Optional: Repository File**

        From the file list, select the file, and click **OK**.

   > **Note:**
   >
   > The Repository File option is only displayed if the product is configured with Oracle Enterprise Content Management.

6. To save and close, click **OK** or click the **Viewers** tab; all entries are saved.

7. Enter schedule information on the schedule tabs:

   • Setting Schedule Properties

   • Adding Instructions to Schedules

   • Assigning Schedule Viewers

   • Applying Schedule Attributes

   • Adding Day Labels

   • Working With Schedule Rules

   • Viewing Schedule History

Assigning Schedule Viewers

The Viewers tab enables you to assign viewer rights for schedules. A schedule can have multiple viewers, however they must have the product security roles. Viewers receive read-only access to all tasks in the schedule.

To assign viewer rights:

1. Select the **Viewers** tab.

2. Click **Add**.

3. To search by users or groups, click the **Search Users** button, then select **Users**, **Groups,** or **Teams**.

4. Enter a user name, or part of the name, then click **Search**. The user id displays next to user name to help identify the correct user.

5. Optionally, to identify a user, click **Advanced**, then enter a User ID, Email address, or Description.

6. From the **Search Results** list, select users.

7. For additional details about the user, such as groups and roles, click **Details**.

8. Click **Add** or **Add All** to move users to the Selected list.

> 💡 **Tip:**
>
> To remove users, select users, then click **Remove** or **Remove All.**

9. To save and close, click **OK** or click the **Attributes** tab; all entries are saved.

10. Enter schedule information on the schedule tabs:

    - Setting Schedule Properties

    - Adding Instructions to Schedules

    - Assigning Schedule Viewers

    - Applying Schedule Attributes

    - Adding Day Labels

    - Working With Schedule Rules

    - Viewing Schedule History

Applying Schedule Attributes

To locate schedules in the system, you can apply attributes to the schedule. When you select an attribute, you can set a value for the attribute based on the attribute type. You can later filter by the attribute value.

For example, you may have a List attribute named Sales Region with the values of North, South, East, and West. The current schedule applies only to the West Sales Region, so you can add the Sales Region attribute and set it to "West."

To apply an attribute:

1. Select the **Attributes** tab.

2. Click **Add**.

3. From the **Attribute** list, select an attribute.

4. For **Value,** depending on the attribute, select a value for the attribute from a drop-down list, or enter a value.

5. To save and close, click **OK** or click the **Day Labels** tab; all entries are saved.

6. Enter schedule information on the schedule tabs:

    - Setting Schedule Properties

    - Adding Instructions to Schedules

    - Assigning Schedule Viewers

- Applying Schedule Attributes
- Adding Day Labels
- Working With Schedule Rules
- Viewing Schedule History

Adding Day Labels

You use business day labels in the closing activity for a calendar day. Labels can mark a milestone day or specify the purpose of the day.

When you add Day Labels to a template, they are copied to schedules created from the template.

See Specifying Day Labels.

When schedules are opened, you see day labels in:

- Calender views against the day they are marked
- Task List views and Gantt views in the start or end date of tasks
- BI dashboard, My Worklist, and schedule task, in start date and end date columns
- Status overview, when focused on date, its information is displayed along with day label.
- Report Binders

To add a day label to a schedule:

1. On the New Schedule, select the **Day Labels** tab.
2. Add a day label to a specific date.
3. To save and close, click **OK** or click the **History** tab; all entries are saved.
4. Enter schedule information on the schedule tabs:

   - Setting Schedule Properties
   - Adding Instructions to Schedules
   - Assigning Schedule Viewers
   - Applying Schedule Attributes
   - Adding Day Labels
   - Working With Schedule Rules
   - Viewing Schedule History

Working With Schedule Rules

> **Note:**
>
> This feature is available only in 11.1.2.4.100 (patch 20307212). For information about new features and updating to release 11.1.2.4.100, see My Oracle Support https://support.oracle.com

Schedule rules apply to all tasks in the schedule and thus apply rules to groups of tasks. Rules configured in the **Schedule** dialog box are copied to new schedule tasks.

Auto Approve Task: Automatically completes specified approvals only if specified conditions have been met.

Example of conditions that could apply to this rule include: Attributes have specified values (including calculated attributes).

When conditions are satisfied, the specified approver levels are marked complete, and workflow progresses to the next approval level, or closes if no additional approval levels exist.

Auto Submit Task: Automatically submits a task if specified conditions are met.

When conditions are satisfied, the Assignee role is marked complete, and workflow progresses to the first Approval level, or closes if no Approval levels exist.

Prevent Task Approval
Prevents approval of a task based on attribute values, or other characteristics.

Prevent Task Submission
Prevents submission of a task based on attribute values, or other characteristics.

To view schedule rules:

1. Select **Manage**, and then **Schedule**.

2. Double-click a schedule.

3. Select the **Rules** tab. You can view the following information:

   • Order—The order of precedence. See Order of Precedence Rules for Tax Operations.

   • Rule—Name of the Rule

   • Conditions—The choice of what conditions must exist before running the rule

4. To edit a rule, on the Rules tab, click Edit 🖊 and update:

   • **Rule—**Select a rule.

   • **Description**—Optional. Explain why you configured the rule and how should be used.

   • **Approver Level**—Select the rule for all levels or select the Approver levels.

   • Select **Create Filter** and populate the conditions section, or select **Use Saved Filter**, and then select a filter. The filter selected and configured for the rule determines the conditions that trigger the rule to apply.

   • **Conditions**—Select one:

     – **Use Saved Filter**—The Conditions section displays a read-only version of the conditions associated with the saved filter.

     – **Create Filter**—The Condition section is enabled.

       Conjunction, Source, Attribute, Operand, and Value behave as they do for the existing advanced filter feature.

   • **Filter Task**—Specify on which task the conditions should be selected: **Current Task**, **Any Predecessor**, **Specific Task** (Provide the Task ID).

5. Enter schedule information on the schedule tabs:

- Setting Schedule Properties

- Adding Instructions to Schedules

- Assigning Schedule Viewers

- Applying Schedule Attributes

- Adding Day Labels

- Working With Schedule Rules

- Viewing Schedule History

Viewing Schedule History

The History tab captures an audit trail of changes to schedules.

To view schedule history:

1. Select **Manage**, then **Schedule**.

2. Double-click a schedule.

3. Select the **History** tab. You can view these fields:

- **Field**—Lists the field involved

- **Modification Type**—Indicates the type of change: Created, Changed, Added, Removed

- **Modified On**—Date of the modification

- **Modified By**—User name who modified the field

- **Old Value**

- **New Value**

4. Click **OK**.

5. See Schedule tabs:

- Setting Schedule Properties

- Adding Instructions to Schedules

- Assigning Schedule Viewers

- Applying Schedule Attributes

- Adding Day Labels

- Working With Schedule Rules

- Viewing Schedule History

Setting Required Task Parameters

The task is in a pending state until the required parameters are filled in. If they are not filled in before the specified start date, then an email notification is sent to the task owner and to all members of the group or team. In addition, the task shows up in views under **Needs Attention**. After the required parameters are filled in, the task starts.

Opening Schedules

You open schedules to add, edit, or work on tasks. You open schedules from the Manage Schedules dialog box.

> **Note:**
>
> To set a schedule to an Open status, see Setting Schedule Status.

To open a schedule:

1. From **Manage Schedules,** select a schedule.
2. Use one of these methods:
   - Select **Actions,** and then **Open.**
   - Click the **Open** icon.
   - Right-click and select **Open**.

Editing Schedules

You can edit schedules to change the properties, such as the name or the schedule or the start and end dates. You cannot change the start date to a date later than the first task in the schedule, or the end date to a date earlier than the last task in the schedule. You can make changes to an Open or Pending schedule to modify pending tasks. You cannot add, change, or delete tasks in a Closed or Locked schedule. To edit a schedule, you must be the schedule owner or an Administrator.

To edit a schedule:

1. Select **Manage** then **Schedules.**
2. Select a schedule to edit.
3. Select **Actions,** and then **Edit,** or select the **Edit** icon.
4. Edit the schedule. See Manually Creating Schedules.
5. Click **OK**.

Adding Tasks to Schedules

You can add tasks to a schedule if it is Pending or Open. You cannot add tasks to a Closed or Locked schedule.

For detailed instructions on adding tasks, see Creating Tasks.

To add a task to a schedule:

1. Select **Manage** then **Schedules.**
2. Open a schedule in a view, such as Calendar-Month.
3. Add tasks.

Deleting Tasks from Schedules

You can delete an open or closed status task from an open status schedule that might not be needed in a close cycle or was added in error. A task cannot be deleted from a Locked schedule.

To delete a task from a schedule:

1. Select **Manage** then **Schedules.**

2. Open a schedule in a view, such as Calendar-Month.

3. Right click on the task and select **Delete**.

   If you delete the last open predecessor task, the next logical successor task will automatically be opened.

Importing Tasks into Schedules

You can import tasks, or partial task data, from text files into a schedule with a status of Pending or Open. For example, if you have a Microsoft Excel spreadsheet with task definitions, you can save the file as a CSV file, then import it into a schedule. You can also use the Import feature to quickly add many repetitive tasks by editing the fields in a CSV file and importing it, rather than creating individual new tasks.

You cannot import tasks into schedules that have a Closed or Locked status.

> ✏️ **Note:**
>
> Before you import a file to a schedule using the Update option for a closed task, remove the Owner, Assignee, Approver, and Start Date and Time fields from the import file, or an error occurs.

If you import information on an End-User task that has started running, it is reset to Open with Assignee status, and the answers to questions are cleared.

To import tasks into a schedule:

1. Select **Manage**, then **Schedules.**

2. Click **Import Tasks**.

3. Enter the name of the file to import, or click **Browse** to find the file.

4. Select an import option:

   - **Replace**—Replaces the definition of a task with the definition in the import file. This option replaces the task detail with the detail that is in the file that you are importing. It does not affect other tasks in the schedule that are not specified in the import file.

   - **Update**—Updates partial information for tasks. For example, in the import file, you might have made changes to task instructions, reassigned Owners, Assignees, and Approvers, or removed some attributes and added new attributes. You might also have made the same change to a large number of tasks, for example, adding a new attribute to 100 of 400 tasks. The update

option is not a full replacement of the task details. Only details for the task properties specified in the file are updated. For example, if the import file has only a column for a task instructions, the task name, Assignee, attributes, and other properties are not affected.

> **Note:**
>
> The system displays a warning that tasks in the schedule that match a task ID in the import file will be modified. If you do not want to overwrite the task, click **Cancel**.

5. Date Format

> **Note:**
>
> This feature is available only in 11.1.2.4.100 (patch 20307212). For information about new features and updating to release 11.1.2.4.100, see My Oracle Support https://support.oracle.com

Select a **Date Format** from the drop down list of allowed date formats. Date formats are not translated. By default, the date format is set to the locale date format of the exported file location.

For example:

- MM/dd/yyyy
- dd/MM/yyyy
- dd-MMM-yy
- MMM d, yyyy

6. Select a **File Delimiter** for the import file: **Comma** or **Tab**. Comma is selected by default.

7. Click **Import**.

- If the import is successful, the "Import Success" dialog box is displayed, indicating the schedule name, the name of the file containing the tasks, and the total number of tasks imported. Click **OK**.

- If errors are found, the import process is not run, and the Import Errors dialog box displays the errors. View the errors, then click **OK** to return to Manage Schedules.

Updating Tasks in Schedules

You may need to periodically manually update information on a task that is running, and in this case, you can reopen it. When you reopen a task, it is reset to Open with Assignee status, and you can edit the information. For example, you can change the instructions and references, attributes, and questions. If you make changes, previous answers to questions are cleared.

Reopening a series of tasks does not reestablish the predecessor relationships. All end-user tasks are reset to Open with Assignee. No tasks are reverted to Pending status.

You may also need to restart System-Automated tasks if they end in error. You can reopen the tasks to rerun the process.

You can reopen tasks under these conditions:

Table 9-1   Conditions for Reopening Tasks

Task Status	End-User	System-Automated
With Assignee/Running	You can edit or import data into the Instruction, Attribute, or Question sections. When you save the task, it is reset to the Assignee, and the answers to questions are cleared.	No updates are allowed to running system-automated tasks.
With Approver	You can edit or import data in to the Instruction, Attribute, or Question sections. When you save the task, it is reset to the Assignee, and the answers to questions are cleared.	Approver must reject the task, which sets it to Error status. From Task Details, the task owner can click Reopen to reopen the task and make changes. When you save the task, the web service runs again.
Closed/Error	From Task Details, the task owner can click Reopen to reopen the task and make changes. When you save the task, it is reset to the Assignee.	From Task Details, the task owner can click Reopen to reopen the task and make changes. When you save the task, the web service runs again.

To update tasks in a schedule:

1. Select **Manage** then **Schedules**.

2. Open a schedule.

3. Select a task with a Closed or Error status, right-click, and then select **View**.

   The View Task dialog box is displayed.

4. Click **Reopen**.

5. Edit the task.

6. If the system displays a warning that the Assignee must complete the task again, or that the service will be executed again, click **Yes** to continue or **No** to cancel.

7. Perform an action:

   • For a Closed task, click **Close**.

   • For an Error task, click **Save and Close**.

Reassigning Users

You may periodically need to reassign users to different schedules. For example, you may create a schedule and assign a user to certain rights; however, later that employee leaves the company and another employee assumes those schedules. You can use the Reassign feature in the Manage Schedules dialog box to automatically change assignments instead of manually searching for, opening, and editing individual

schedules. The Reassign feature enables you to quickly find the schedules associated with one user and reassign them to another.

To reassign users:

1. Select **Manage**, then **Schedules**.

2. Select a schedules in which you want to reassign users.

3. Select **Actions,** and then **Reassign User**.

4. For **Find User**, click **Find User** and enter search criteria for the user that you want to replace:

   a. From the **Select User** dialog box, enter the first or last name for the user, and click **Search**.

   b. Select the user from the results, then click **OK**.

5. For **Replace with**, click **Find User** and enter search criteria for the user to whom you want to reassign tasks:

   a. From the **Select User** dialog box, enter the first or last name for the user, and click **Search**.

   b. Select the user from the results, then click **OK**.

6. Select the **Ending Between** dates.

7. Select roles for the user that must be reassigned:

   • **Owner**

   • **Assignee**

   • **Approver**

   • **Viewer**

8. Click **Reassign.**

   When the process ends, the system displays a "Reassign Users - Success" message that indicates that the user reassignment is complete, and displays the schedule name and total number of user reassignments made.

Authorizing System-Automated Tasks

When you create tasks or Task Types for System-Automated tasks, for security purposes, you specify a user account under which the task is run. To preserve security, you may require authorization to perform the task if any of these conditions occurs:

• If you add a System-Automated task with an alternate runtime user known as the RunAs ID to a schedule, from a template or by manually adding the task

• When you set a schedule to Open status, the system automatically issues a request for authorization if it has not been completed.

• If the parameters of a task are modified by a user other than the Assignee (or task owner if the owner is also the Assignee), the authorization is reset to unauthorized and must be obtained by entering a password. For System-Automated tasks, if a user other than the specified or default Run As user modifies the parameters, the task is reset to unauthorized.

Authorization ensures that the user performing the System-Automated task has security privileges for the application and data for which the task runs. An administrator who knows the credentials of the runtime user can perform the authorization or issue a request to the user to obtain authorization.

When the System-Automated task is scheduled to run, if authorization is not provided, the task is not run, and its status changes to Needs Attention. If an owner or Assignee edits the task, the task details indicate that authorization is required. In this case, only the RunAs ID can authorize the task.

A user who receives a request for authorization can access the Authorization dialog box from a link in the email or by logging on to the application.

To authorize a task:

1. Select **Manage** then **Schedules**.

2. Select a schedule.

3. Select **Actions,** and then **Authorize Tasks,** or select the **Authorize Tasks** icon.

    The system displays a Users selection list and a table of unauthorized tasks for the selected schedule. The user selection list is populated with users that have pending System-Automated tasks assigned to them that require authorization.

4. From the user selection list, select a user.

    The system displays a list of unauthorized tasks for that user. Your user name displays first on the list in bold by default. If you have no unauthorized tasks, the list is blank.

5. Select a task that needs authorization.

6. To view task details, click a task name and review the task parameters.

    > ### Tip:
    >
    > To contact the task owner by email, click the Owner name next to the task and view the user details.

7. If you select a user other than yourself, the system prompts you for the user password.

    a. If you know the user password, enter it. The list of unauthorized tasks is displayed. Select tasks and click **Authorize** to authorize them, which removes them from the list.

    b. If you do not know the user password and must request authorization from the user, click **Send Authorization Request**, which sends an email to that user.

Setting Schedule Status

You manage the schedule lifecycle by setting the schedule status. You can set the status of a schedule to Open, Closed, or Locked, depending on its current status. To set schedule status, you must the schedule owner or a Close Administrator.

These are the available statuses:

Pending

The schedule is not yet active. This is the default status of the schedule when it is created.

Open

The schedule is open for work to be performed. Tasks in the schedule can be run.

Closed

The schedule is no longer active but follow-up work may be required. Tasks in the schedule continue to proceed based on their definitions, but you cannot add tasks to the schedule. Schedule owners or administrators can reopen a Closed schedule, which changes its status to Open.

Locked

The schedule is locked and cannot be modified. A locked schedule cannot be set back to Open status and cannot be edited. It can be viewed and deleted.

When you create a schedule, it has a status of Pending by default so that you can make final adjustments to it, and add, edit, or delete tasks.

To run a schedule, you change the status from Pending to Open. When the schedule is opened, tasks begin to execute according to their definition. Status for tasks that have met their starting condition are set to Open, and task notifications are sent to their Assignees.

> **Note:**
>
> If a schedule task start time is reached and authorization has not been provided for a system-automated task, the task remains in the Pending status and requires authorization. See Authorizing System-Automated Tasks.

When work on the schedule has reached a stage when follow-up work is all that is required, you set the status to Closed. You cannot add new tasks to a Closed schedule, however users can continue to work on tasks that are not complete. You can reopen a closed schedule, which changes its status to Open.

When all close tasks are completed, you set the status to Locked. You cannot edit a Locked schedule, or set it back to Open.

To set schedule status:

1. Select **Manage** then **Schedules.**

2. Select a schedule for which to set status.

3. Select **Actions**, and then **Set Status,** or select the **Set Status** dropdown.

4. Click one of these status options, depending on the current status:

   - **Open**

   - **Closed**

   - **Locked**

Viewing Schedule History

The system maintains a history of schedule actions, which you can view from the Manage Schedules dialog box. The History tab displays the components that were updated, the modification type, the old and new values, the user who made the modification, and the change date. The information on this tab is read-only.

To view a schedule history:

1. Select **Manage** then **Schedule.**

2. Select a schedule.

3. Perform one of these actions:

    • If the schedule status is Pending or Open, select **Actions,** and then **Edit.**

    • If the schedule status is Closed or Locked, select **Actions,** and then **Properties.**

4. Select the **History** tab and review the schedule history.

5. When you finish, click **OK**.

Validating Schedules

You can validate schedules with a status of Pending or Open. Validating a schedule checks for problems with start and end dates, predecessor relationships, parent-child relationships, and missing task parameters for product integrations. You cannot change a schedule status from Pending to Open until all validation errors are resolved. To validate schedules, you must the schedule owner or a Close Administrator.

To validate a schedule:

1. Select **Manage** then **Schedules.**

2. Select a schedule to validate.

3. Select **Actions,** and then **Validate,** or select the **Validate** icon.

    • If there are no errors, the system displays a Schedule Valid success message.

    • If errors exist, the system displays a list.

Locking Schedules

You can lock a schedule to prevent users from making further changes.

To lock a schedule:

1. Select **Manage** then **Schedules.**

2. From the list of schedules, select a schedule.

3. Select **Actions,** and then **Set Status,** or from the **Set Status** dropdown, select **Locked.**

4. Click **Close**.

Viewing Schedules

In Manage Schedules, you can specify which columns to display for the list of schedules, or show all. You can also reorder columns, sort columns by ascending or descending order, or change the column widths.

To display columns:

1. Select **Manage** then **Schedules.**

2. Select **View**, then **Columns**, and then select an option:

   • To display all columns, select **Show All**.

   • To display specific columns, select or deselect the column names.

To reorder columns:

1. Select **Manage** then **Schedules.**

2. Select **View**, then **Reorder Columns.**

3. Select columns and use the Up and Down arrows to reorder.

4. Click **OK**.

To sort columns:

1. Select **Manage** then **Schedules.**

2. Hover over a column header until the Sort icons display, then click **Sort Ascending** △ or **Sort Descending** ▽.

To change column widths:

1. Hover over the column header dividers until the arrows display.

2. Drag the columns to the desired width.

Searching for Schedules

You can use the Manage Schedules dialog box to quickly find schedules. You can enter full or partial names on which to search. You can search on additional fields such as Start Date and Owner.

If you are an administrator, the Manage Schedules page displays a list of all schedules in the system. If you are a Power User or Close User, the system displays a list of schedules to which you have access.

To search for a schedule:

1. Select **Manage** then **Schedules.**

2. Click the **>** sign to expand the Search box.

3. Enter full or partial search criteria for the schedule.

4. **Optional:** For additional search operators (such as Contains, Starts with, Ends with), click **Advanced**, and enter search criteria.

> **Tip:**
>
> Click **Add Fields** to select additional fields for search criteria.

5. Click **Search**.

> **Tip:**
>
> To reset the list to display all schedules, click **Reset**.

Deleting Schedules

You can delete a schedule that you no longer need. To delete a schedule, you must be the schedule owner or a Close Administrator. Deleting a schedule removes it and all references to it from the system.

To delete a schedule:

1. Select **Manage** then **Schedules**.
2. From **Manage Schedules**, select the schedule that you want to delete.
3. Click **Delete**.
4. At the confirmation prompt, click **Yes**.

10
Using Report Binders in Tax Operations

Report binders enable you to create a history of all activities that occurred as part of a close schedule, for example, the Corporate Q1 Close. You use filters to specify the schedule, tasks to include, and which task information to include.

Information for all tasks that meet the binder filter criteria are output in HTML to a ZIP file. They contain HTML and other files. When you extract the ZIP file, a directory structure is formed, in which you can access the HTML file to view the report binder. Because the report is self-contained in one file, it can easily be copied, printed, or emailed for internal or external reviews.

Generating Report Binders

The Generate Report Binder dialog box enables you to specify the parameters needed to create a report. When you open a schedule in a view and run Generate Report Binder, the report binder is applied to the current view and incorporates only the tasks within the current filtered view.

The report binder is generated and returned through the browser as a document. When you run Generate Report Binder, you have the option to open it immediately or to save it to disk as a ZIP file.

To generate a report binder:

1. Open a schedule in a Task List, Gantt, or Calendar view.

2. **Optional:** Apply filters to reduce the number of displayed tasks.

3. Perform an action:

   - From the main menu, select **Tools**, then **Generate Report Binder.**

   - From the main menu, click **Generate Report Binder**.

   - Select **Manage Schedules,** highlight the schedule, select **Actions,** and then **Generate Report Binder.**

4. In **Report Binder Name,** enter a name.

5. In **Description,** enter a binder description.

   For Schedule Name, the system automatically displays the name of the current schedule.

6. From **Optional Components,** select the task components that you want to display in the report:

   - **Alerts**

   - **Comments**

   - **Attachments**

> **Note:**
>
> Including attachments in the report greatly increases the size of the
> report and may impact the performance.

7. Click **Generate**.

8. From File Download, select **Save.**

   The Save As dialog box is displayed, and the ZIP file name is displayed at the
   bottom.

9. Select a directory for the ZIP file, click **Save**, then **Close.**

Viewing Report Binders

When you generate a report binder, it is output in one zipped file. The ZIP file name is
the name that you specified for the Report Binder. The report pages are merged into
an HTML report, with page breaks for sections as required, so that the report can be
printed with a print command. If you choose to include attachments, a separate
attachment appendix, containing links to attachments with corresponding tasks and
alerts, is created, which you can print separately. All attachments are downloaded to
separate folders.

If you saved the report binder as a ZIP file, you can extract everything from the ZIP,
which creates a directory structure with the same name as the report binder. You can
see the report binder by opening the HTML page in the directory. The first report page
contains information on the report binder, the schedule, and displays a list of tasks and
alerts available in the report binder. You can navigate to the Tasks section to see task
details such as status, Assignee, start and end dates, and duration. If a task has not
started, the projected (scheduled) date is displayed. Each task is a link to a Task
Detail page. By default, it includes sections for Attributes, Instructions, Questions,
Workflow, Predecessors, and History. If you selected the options to include Alerts and
Comments when you generated the report binder, those sections are also displayed.

The first page also contains a list of alerts into which you can drill further. From the
Alert Detail page, you can navigate to the associated task.

To view report binders:

1. Navigate to the directory in which you downloaded the ZIP file, and double-click
   the file.

2. Extract the ZIP files to the desired directory.

3. Navigate to that directory and locate the subdirectory that matches the ZIP file
   name.

4. From the subdirectory, double-click `report_binder_name`.html to view the report
   binder.

11

About Tax Supplemental Schedules

Tax Supplemental Schedules is a system for management of supplemental data, typically transactional in nature.

Main Topics:

- Setting Up Tax Supplemental Schedules
- Navigating in Tax Supplemental Schedules
- Working With Dimensions
- Working With Data Sets
- Managing Form Templates
- Working with Forms
- Managing Data Collection Workflow

Tax Supplemental Schedules Terms

Approver
Users assigned to approve data on forms entered by Preparers. Multiple reviewers may be be assigned to a form.

Attribute
Describes the information being represented. The information can be of different data type.

Connection
A connection to a specific Oracle Hyperion Financial Management Cluster and Application.

Currencies
Known currency codes.

Data Collection Period
A Data Collection Period is made up of the combination of Year, Period, and Scenario. The status of the period defines the allowable actions for data collection:

- Open—Data collection begins when the period is open.
- Closed—No data entry is allowed, but in-progress data collection can continue.
- Locked—No changes can be made to the data for the period.

Data Set
A collection of data around a single topic. Data is manually entered.

Data Set Record
A single row of a Data Set.

Dimension
A collection of data around a single topic.

Dimension Tables
Dimension tables are considered metadata within your application. They are user-defined tables and members for selection and validation within data entry. Each Dimension table consists of one or more attributes. Each attribute is defined a data type.

Form
The main interface that allows a user to enter data. A form is created based on the attributes selected from a data set.

Form Template
Data collection and integration definition for some, or all, of a Data Set.

Frequencies
Determines how often data collections are done for a specific form. A frequency is defined in system settings and is associated with periods.

Integrator
User assigned to post back data to Financial Management on forms.

Period
A unit of time, not including Year (Jan, Feb, Q1, etc.).

Preparer
A user assigned to enter data on forms. Only the user assigned as the preparer may enter data on forms (aside from comments).

Viewer
A user assigned read-only access to data on forms.

Workflow
An individual workflow process for a single Year/Period/Scenario/Data Set/Form/Key(Entity). This is essentially the workflow component of a Form.

Year
A numeric year unit of time.

Financial Management Integration
Financial Management integration allows the system to import the dimension definition and members from an existing Financial Management application. For Financial Management customers who plan to post summarized data collected in their application to their Financial Management applications, they can setup the application connection information and import the dimension members to use in the application.

Smart View for Office
An Excel file can be opened in Oracle Smart View for Office and stored in your application to be used for data entry.

Process Overview

Data management requires these steps:

1. The Administrator sets up system settings information: Connections, Currencies, Frequencies, Periods, Preferences.

2. The Administrator or Power User completes the required setup procedures:

   • Sets up users.

   • Sets up metadata information referenced in a data set; for example, dimension definition and members. See Working With Dimensions.

   > **Note:**
   >
   > For existing Oracle Hyperion Financial Management applications, you can import the dimension definition and members with the Financial Management Integration process.

3. The Power User defines the data set:

   • Creates data sets, attributes, and calculation and validation rules for the attributes.

   > **Note:**
   >
   > Users can input or calculate an attribute.

   • Creates additional Data Form Templates with a summarized section, and defines the section to include group by, and adds mapping information to Financial Management.

   • Assigns workflow and access for each data form template.

   • Deploys the form template to a specific data collection period to be ready for the collection process.

     – If the period is not open, then the form instances are in pending status.

     – If the period is open, then the form instance is active and available for data entry.

   • Sends email alerts to assigned analysts for their related data forms.

4. The Preparer loads the data:

   • Loads data manually or uses a CSV file for each form data, web UI, or Oracle Smart View for Office.

   • Performs validation and ensure correctness of data.

   • Submits data for approval.

5. The Approver reviews and approves or rejects the data (may have multiple levels of approval).

6. The Administrator opens the Period after dimensions, data sets, and forms are created in the system, and opens a Period to start the data collection process.

7. The Administrator or Power User sends email alerts to assigned analysts for their related data forms.

8. The Preparer or Approver groups and filters data to focus on certain data segments.

9. The User who performs posting to Financial Management is the one assigned as Integrator for the form. This user must also have proper data access in Financial Management to post the data to Financial Management:

   • View summarized data after data is approved (depends on workflow option)

   • Post data to Financial Management

10. The Administrator closes and locks the period for the data collection:

   • Closes Period for Data Collection (prevent additional form instances to start)

   • Locks Period for Data Collection (no more changes)

12

Setting Up Tax Supplemental Schedules

Related Topics

- Starting Tax Supplemental Schedules
- Setting Up Users
- Assigning Security Roles
- Assigning Access Rights in Tax Supplemental Schedules
- Managing System Settings
- Defining Integrations

Starting Tax Supplemental Schedules

> **Note:**
>
> The Oracle Hyperion Shared Services server, the Oracle Hyperion Enterprise Performance Management Workspace server, and the product server must be running before you launch your application. See the *Oracle Enterprise Performance Management System Installation and Configuration Guide*.

To access your application, log on to EPM Workspace and launch your application.

To start your application:

1. From a web browser, enter the URL for your application Log On page.

   The URL is the web server host name, web server port, and *workspace*.

   By default, the Workspace URL is `http://SERVER_NAME:PORT/workspace/`.

2. In the EPM Workspace logon, enter your system user name and password, and then click **Log On**.

   If an error message indicates that the system cannot authenticate a user, verify these conditions:

   - The user is provisioned for the application. If not, use Shared Services to provision the user.

   - The user token or session is not timed out. If it has timed out, log off, and then log on to start a new session.

   - The web server is configured and running. If there is a problem with the web server, contact the system administrator.

3. From EPM Workspace, select **Navigate**, then **Applications**, and then your application.

See:

- [Assigning Security Roles](#)
- [Assigning Access Rights in Tax Supplemental Schedules](#)
- [Defining Integrations](#)
- [Managing System Settings](#)

Setting Up Users

Before working with your application, you must set up users and assign security roles.

To set up users, follow this process:

- Use Oracle Hyperion Shared Services to create and manage groups as needed for easier security assignment.
- Use Shared Services to provision users or groups with security roles.

For information on using Shared Services, see the *Oracle Enterprise Performance Management System User Security Administration Guide*.

Assigning Security Roles

Access to your application depends on user security roles and the privileges given to the role:

Table 12-1   Security Roles

Security Role	Description
TSS Administrator	Controls system administrative tasks, except provisioning. The Administrator can perform these tasks:
	• Perform all tasks that a Power User has rights to
	• Perform onetime system setups; for example, defines system currency, available currencies, periods, and frequency
	• Define and perform Oracle Hyperion Financial Management integration Imports Dimension table definition and members from Financial Management
	• Define data sets
	• Define forms and assign workflow for the forms
	• Deploy data sets to data collection periods
	• Manage data collection periods:
	– Define the dates for the period
	– Open, close, and lock periods
	Has full access to the following objects:
	• All system settings information
	• All dimension definitions and members
	• All data set definitions
	• All form definitions
	• All workflow status for any forms
	• Modifies or views data
TSS Power User	The same user is often the administrator and power user.
	• Performs the tasks that an analyst can do if the power user is also assigned as the preparer or the approver or the integrator for the form data
	• Defines dimension tables and creates dimensions members for the system
	• Defines data sets
	• Defines forms and assigns workflow for the forms.
	• Deploys data sets to data collection periods
	Has full access to the following objects in the application:
	• All dimension definitions and members
	• All data set definitions
	• All form definitions
	• All workflow status for any forms
	• Modifies data or views data only if also assigned in the workflow as preparer, approver, integrator, or viewer for specific form instances.

Table 12-1   (Cont.) Security Roles

Security Role	Description
TSS Dimension Editor	The Dimension Editor assumes the "local" power user role for the maintenance of dimension members. This role is important because dimension members can be different for a different entity and it would not be possible for a global power user to create all valid members for all entities.
	• Can add or remove members from the dimension.
	• Cannot create dimensions or change dimension definitions.
	• This security role allows a user who needs to create additional members for dimension while entering data.
	• Users cannot view data or workflow status for any form instance unless assigned as preparer/approver/integrator/viewer.

> **Note:**
>
> The viewer option is for both data and status. However, for each entity assigned in the workflow of the form, viewers can view data:

– Always
– After submission
– After approval

Table 12-1   (Cont.) Security Roles

Security Role	Description
TSS User	Access data for a form instance. Whether it is view or modify, access depends on the workflow assignment. Users can't access system settings or metadata information.
	• User assigned as preparer of a specific form instance can perform data entry and modify the data for that form.
	• User assigned as approver of a specific form instance can only view data for the form.
	• User assigned as integrator of a specific form instance can only view data for the form.
	• User assigned as Integrator of specific form instance to post data to Financial Management must be a valid user in the Financial Management application to which data is posted and this user must have "modify" access to the data cell in Financial Management to which the amount is written.
	• User assigned as Viewer of specific form instance can view data only for the form.
	• A user can view workflow status for any form instances for which user is assigned as preparer, approver, integrator. viewer.
	✎ **Note:** The viewer option is for both data and status of the form. However, for each entity assigned in the workflow of the form, the viewer has the option to view data:
	– Always – After submission – After approval
TSS Drill Through	The Drill Through role allows user to access drill through on a landing page containing the form instance supporting the data posted to Financial Management. The user can view the information only in this form instance. The user can perform actions, such as print preview or export to a spreadsheet, only on this drill-through landing page. This user can't access the application system.
TSS Report Designer	• Access to manage reports • Access to generate reports

You assign security roles in Oracle Hyperion Shared Services Console, which displays a list of users, groups, or teams from your external authentication provider. You can assign security roles to groups or individuals.

To assign security roles:

1. From EPM Workspace, select **Navigate,** then **Administer**, and then **Shared Services Console** to access Oracle Hyperion Shared Services.

2. Expand the **User Directories** folder, and then expand the directory where the users reside.

3. Perform an action:

   • To assign security roles to a user, select **Users**.

   • To assign security roles to a group, select **Group**.

4. Select a user or group.

5. Provision the user using one of these methods:

   • Right-click and select **Provision**.

   • Select **Administration**, and then **Provision**.

   • Click **Provision**.

6. From **Available Roles**, expand and select your application, then expand to a role, then click the arrow button to add the role to the user, and then click **Save**.

7. Review the summary report, and then click **OK**.

Assigning Access Rights in Tax Supplemental Schedules

The functions a user is authorized to perform are determined by the roles authorized for the user.

For each form, a specific user is assigned as either the Preparer or the Approver for the form. If posting to Oracle Hyperion Financial Management is required, then a specific user is assigned as the Integrator for the form.

Preparer
Write access to the form data

Approver
Read access to the form data

Integrator
Read access to the form data

Viewer
Assigned to the form and has read access

In each form, an entity further manages data access. When Preparers, Approvers, Integrators, or Viewers are assigned to the form, they are also assigned access to a specific Entity's data.

> **✏ Note:**
>
> The viewer option is for both data and status of the form. However, for each entity assigned in the workflow of the form, the viewer can view data:

- Always
- After submission
- After approval

Modules

Administrator	Power User	Dimension Editor	User	Report Designer
System Settings				
Manage Reports				Manage Reports
Generate Reports	Generate Reports	Generate Reports	Generate Reports	Generate Reports
BI Dashboard	BI Dashboard	BI Dashboard	BI Dashboard	
Data Set Dashboard	Data Set Dashboard	Data Set Dashboard	Data Set Dashboard	
Workflow Dashboard	Workflow Dashboard	Workflow Dashboard	Workflow Dashboard	
Dimensions	Dimensions	Dimensions		
Data Collection Periods	Data Collection Periods			
Integrations	Integrations			
Data Sets	Data Sets			
Form Templates	Form Templates			

Data Security

Data security in the application is controlled based on the user's role assigned to the data form and access to the Entity's data.

Preparer
Write access to the form data of an entity

Approver
Read access to the form data of an entity

Integrator
Read access to the form data of an entity

Viewer
Read access to the form data of an entity

Managing System Settings

Related Topics

Managing Connections

You can integrate your application with external systems, such as Oracle Hyperion Financial Management. You set up connection information from existing Financial Management applications and leverage the information defined in these applications for initial system setup.

See:

Defining a Connection

To define a connection:

1. In your application select **Manage**, and then **System Settings**. In System Settings, select **Connections**.

2. Select **Actions**, and then **New**.

3. Enter the **Name** (must be unique), **Description**, **Cluster Name**, and **Application Name**.

4. To test the connection, click **Test Connection**.

Editing a Connection

To edit a connection:

1. In your application select **Manage**, and then **System Settings**. In System Settings, select **Connection**, and then click a connection.

2. Change the Connection Name and Description.

3. Select a cluster name and Application Name.

4. To test the connection, click **Test Connection**.

Deleting a Connection

You cannot delete a connection if the connection is used as part of the integration definition or if it is used in data mapping for posting. See Defining Integrations.

To delete a connection:

1. In your application select **Manage**, and then **System Settings**. In System Settings, select **Connection**, and then select a connection.

2. Select **Actions**, and then **Delete**.

3. Click **Yes** to the question, "Are you sure you want to delete (connection name)."

Managing Currencies

This section contains the following subtopics:

• Using Tax Operations

• Using Tax Operations

• Using Tax Operations

Disabling Standard Currencies

Standard currencies are installed with the product. If you want to disable unused currencies on available currency lists, disable them in the Currency System Settings.

To disable standard currencies:

1. In your application select **Manage**, and then **System Settings**. In System Settings, select **Currencies**.

2. Select a currency, and then clear **Enabled**.

Creating Custom Currencies

To create custom currencies:

1. In your application select **Manage**, and then **System Settings**. In System Settings, select **Currencies**.

2. Select **Actions**, and then **New**.

3. Enter:

   • **Currency Code**

   • **Decimal Places**

   • **Currency Symbol**

   • **Description**

   • **Enabled**

   If the currency is enabled, then it is displayed in the currency list.

Editing Custom Currencies

To edit custom currencies:

1. In your application select **Manage**, and then **System Settings**. In System Settings, select **Currencies**.

2. Select a currency and edit **Decimal Places**, **Currency Symbol**, **Description**, and select or clear **Enabled**.

Deleting Custom Currencies

To delete custom currencies:

1. In your application select **Manage**, and then **System Settings**. In System Settings, select **Currencies**.

2. Select a currency, then **Actions**, and then **Delete**.

   You cannot delete the following currencies:

   • A standard currency. It is always locked.

   • An enabled currency. Disable the currency before deleting it.

   • If a currency is in use, an error message tells you where it is used and prevents you from deleting it.

3. Click **OK**.

Managing Frequencies

Frequency is defined to assign to the period.

An example of frequency: Once, Perpetual, Daily, Weekly, Monthly, Quarterly, Half-Yearly Yearly.

Creating Frequencies

To create frequencies:

1. In your application select **Manage**, and then **System Settings**. In System Settings, select Frequencies.

2. Select **Actions**, and then **New**.

3. Enter the **Name** and **Description** of the frequency. For example: Monthly, Quarterly.

Editing Frequencies

To edit frequencies:

1. In your application select **Manage**, and then **System Settings**. In System Settings, select Frequencies.

2. Select a frequency and edit the **Description**.

Deleting Frequencies

You can delete frequency if they are not used in the period.

To delete frequency:

1. In your application select **Manage**, and then **System Settings**. In System Settings, select **Frequency.**

2. Select a frequency and select **Actions**, and then **Delete**.

   If the frequency is in use by other items, it cannot be deleted and the Delete button is disabled.

Managing Periods

In system settings you define the period label and frequency. The actual date information (the start, end date, and close date of the period) is defined in Manage Data Collection Period dialog.

Creating Periods

To create a Period:

1. In your application select **Manage**, and then **System Settings**. In System Settings, select **Period.**

2. Click **Actions**, and then **New**.

3. Enter:

   • **Start Year**

   > **Note:**
   >
   > The Start Year of one period cannot overlap the End Date of a previous period.

   • **Number of Years**, the maximum number of years is 20

   • **Period Name**, the maximum characters is 80

     You can use special characters; example: 02/15/2015.

   • **Description**, the maximum characters is 1000

   • **Frequency**

     You can specify which frequencies are used in each period by selecting the frequencies from the list of defined frequencies. See Creating Frequencies

Editing Periods

You can edit:

   • A period label as long as the period is not open, closed, or locked in the Manage Data Collection Period and that no data existed for the period

- A period description even if it is in use.

- The frequency assigned to the period as long as there is no data existing for the period, and that the period is not open, closed, or locked in the Manage Data Collection Period.

To edit a Period:

1. In your application select **Manage**, and then **System Settings**. In System Settings, select **Periods.**

2. Select a Period and edit **Name**, **Description** and select a **Frequency**.

Deleting Periods

You cannot delete a period if data exists for the period and the period is either opened, closed, or locked.

To delete a Period:

1. In your application select **Manage**, and then **System Settings**. In System Settings, select **Periods.**

2. Select a period and click **Delete**.

Changing the Data Collection Period Status

The following are the available statuses for a Data Collection Period (Year/Period/Scenario combination):

Table 12-2   Data Collection Status

Status	Icon	Description
Pending	🕐	Periods are initially set with a status of Pending. When a period is "Pending," the data collection process cannot start for the period. The Administrator and Power User can continue to create dimensions, data sets, and form templates for the system.
		If the status of a period is anything other than Pending, then all date fields of that record are locked.
Open	▷	Allows work to begin on data collections after the data collections start date is reached. After a period is opened, you can't reset it to Pending. The form instances generated in the "Deploy Data Set" process are inactive until the period is opened.
Closed	📁	After the period is finished, you can't add data collections to the period. However, you can continue to work on data collections and import updated data.

Table 12-2   (Cont.) Data Collection Status

Status	Icon	Description
Locked	🔒	After work has concluded, periods can be locked, which prohibits changes to the data collection. Users cannot add data collections to the period, modify data collections, or import data.
Re-Open	📁	A data collection period can be reopened to allow new or updated form instances to be generated.

To change the status of Data Collection Periods:

1. Select **Manage**, and then **Data Collection Period**.

2. Select a **Year** and **Scenario**.

3. Select a period, and edit, if necessary, the **Start Date**, **End Date**, and **Close Date**.

4. Click **Actions**, and then select **Open Period**, **Close Period**, or **Lock Period**.

Defining Preferences

To define preferences:

1. In your application select **Manage**, and then **System Settings**. In System Settings, select **Preferences.**

2. To define **Number Format**, select the **Decimal Places** and the **Negative Number** display; for example: -1,234 or (1234).

3. Define **Cell Format**.

Defining Integrations

You can integrate your application with Oracle Hyperion Financial Management and automate the setup by importing the information from an existing application; for example, frequency, periods, year, dimensions, and members.

A connection must be already defined. See Managing System Settings.

When you define the Period names in Tax Supplemental Schedules, they must match the Period names in Oracle Hyperion Tax Governance. For example: April for HFM April, not Apr for HFM April.

To define integrations:

1. In your application, select **Manage**, and then **Integrations**.

2. Click **Actions**, and then **Add**.

3. On the **Properties** tab, enter a unique integration **Name** and a **Description**.

> **Note:**
>
> Each integration can have only one connection.

4. Select the **Dimension Selection** tab.

   • To use the default settings, which are the applicable Financial Management dimensions and corresponding application dimension names and attributes for the integration, click **Save and Close**. The system creates the dimension table definition and imports the frequency, periods, and currency information and stores the information.

   • In **System Settings Options**, select the options needed:

     – Frequency/Years/Periods

     – Currencies

   • To edit dimensions and dimension attributes, click a dimension row.

     – **HFM Dimension:** Select additional attributes or clear existing selections.

     – **TSS Dimension:** Change the default Dimension name.

     > **Note:**
     >
     > The system defaults the Tax Supplemental Schedulesdimension name to the same as the Financial Management dimension name. However, in the case when there are multiple integrations to different Financial Management applications within Tax Supplemental Schedules, if you need to store different attributes for the dimension, you can store the attributes as separate dimension tables. Specify a unique dimension name for each application.
     >
     > Examples:
     >
     > -The entity dimension attributes from HFMAPP1 may be different from HFMAPP2; therefore, have different entity dimension names: App1_Entity and App2_Entity.
     >
     > -Differences in dimension members in different Financial Management applications; therefore, have separate entity dimension tables and names.

     – Dimension Attributes – you can change the default name of the dimension attributes to any unique label.

     > **Note:**
     >
     > Duplicate attribute labels within the same dimension are not allowed.

5. Click **OK**.

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Managing Tax Operations Teams

Teams are defined and provisioned with Preparer, Approver, and Integrator roles. Then, rather than assigning named users these roles on a form, the role is assigned to the Team. Administrators and Power Users can add, edit, and delete teams.

Adding Teams and Members

You can create teams specifically for Supplemental Data Manager, for example, for working on Supplemental Data forms. You can then determine which users, can claim a form, and from Access, you can assign users, teams or groups for workflow stages. Each team or group is assigned a role. By default, the User role is created.

When adding teams and groups, you should maintain unique names for User IDs and teams. Do not add a team tor group that has the same name as a User ID.

To add teams and members for Supplemental Data:

1. In Tax Operations, click **Manage**, and then **Teams**.

2. Click **Actions**, and then **New**. The Define Team dialog is displayed.

3. For each team, enter:

   - **Name**

   - **Description**

   - **Roles**

     Select the Supplemental Data Manager tab and then select the role for the team.

   - **Members**

   > ✎ **Note:**
   >
   > Search results will not include other team IDs or group IDs.
   >
   > Teams do not grant roles to member IDs, rather the member IDs must already be provisioned with the necessary roles.

   To add members:

   a. Under **Members**, click **Actions**, and then **Add**.

   b. Enter the partial or full **First Name**, **Last Name**, or click **Search** to select the names.

   c. In the **Search Results** section, click **Add**, or **Add All** to add the selections to the **Selected** list.

   d. Click **OK**.

4. On the Define Team dialog box, select **Primary User** in the **Members** section to have the forms default to a **Claimed** status with that user.

> ✏️ **Note:**
>
> Other team members can then claim the form.

5. Click **OK**.

Editing Teams and Members

To edit teams for Supplemental Data:

1. In Tax Operations, click **Manage**, and then **Teams**.

2. Select a team, and click **Actions**, and then **Edit**.

3. Edit the teams and members and select **OK**.

To edit users:

1. In Tax Operations, click **Manage**, and then **Users**.

2. Select a user, and click **Actions**, and then **Edit**.

3. Edit the users and select **OK**.

> ✏️ **Note:**
>
> You can use the **Clear Settings** button to change a user's settings back to the default setting. This affects the persistence of the UI state. Examples of what changes include: reset of their default dashboard, column visibility and ordering would go back to defaults, and it would collapse states of the subregion of the transactional dashboard. Team affiliation and out of the office status are examples of what does not change.

Deleting Teams and Removing Members

To delete teams or members for Supplemental Data:

1. In Tax Operations, click **Manage**, and then **Teams**.

2. To delete teams, select a team, click **Delete**, and then at the warning, click **Yes**.

3. To remove members, double click a team name, and on the **Edit Team** dialog box, select a member and then click **Remove** from the **Actions** drop-down.

4. Click **OK**.

5. On the **Manage Teams** dialog, select **Close**.

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Navigating in Tax Supplemental Schedules

Related Topics

- Tax Supplemental Schedules Views
- Filtering Views in Tax Supplemental Schedules
- Saving Views

Tax Supplemental Schedules Views

Use dashboards and views to present records for onscreen viewing, to provide drill-down capabilities to record details, and to print or export to Excel for ad-hoc reporting.

BI Dashboard View

You can focus on key statistics and record sets by configuring dashboard portlets. You can see up to four portlets at once, or you can maximize one portlet for full-screen viewing.

Dashboard Portlet types:

- **Data Set**

  Contains the details of the selected data set, making it easy to view and filter the information of Data Set transactional dashboard.

- **My Worklist**

  Contains the list of forms, depending on the user's access and status for each form, for the user for the selected period. Typical users can use My Worklist to see form instances that need attention.

  The My Worklist summary list is displayed in the Tax Supplemental Schedules left panel. Click on a form to open it.

- **Status Chart**

  Uses a pie chart to indicate the status of the forms, showing the percentage and the number of forms that are Pending, Open with Preparer, Open with Approver, Open with Integrator, or Closed. The Administrator or Power User sees the summary status for all forms for all users in the system for the selected period. The Analyst sees only the relevant form information.

- **Workflow**

  The Workflow portlet contains all the form instances that a user has access, the preparer and approver information, and the status of the from.

Working with the BI Dashboard Portlets

You can select to view one to four portlets: My Worklist, Status Chart, Data Set Portlet, Workflow Portlet.

To select a BI Dashboard portlet:

1. From **Quick Links**, select **BI Dashboard** 🔲, or Data Set Dashboard, or Workflow Dashboard.

2. On an empty space, right-click and select a portlet.

3. For My Worklist and Workflow, Status Chart, to view or hide column attributes, click **View** and select the attributes. To open the Attribute Selection dialog where you can select and move the attributes order, click **Show More...**

4. Change the portlet state:

   • Minimize, Maximize, Close 🔲🔲❎ are on the upper right corner of each portlet.

     – **Minimize**—Minimized portlets are represented by buttons in the minimized area.

     – **Maximize**—Maximized portlets are expanded to fill the portlet region and all other portlets are minimized, represented by buttons in the minimized area.

     – **Close**.

   • **Restore**—Right-click on the buttons in the minimized area, and then select **Restore** to resize to the portlet.

   • **Move**—Drag a portlet to another portlet area. The portlets are swapped.

   • **Refresh**—Right-click and select **Refresh** to update the portlet data.

Transactional Views

For Transactional views, see:

• Working With Data Sets

• Managing Dimensions

• Managing Form Templates

• Defining Integrations

• Generating Reports

Available View Actions

On the BI Dashboard, Data Set Dashboard, and Workflow Dashboard, your can perform these actions:

• Left-click: Highlights the record. The Information Panel at the bottom of the screen updates to display the record details.

• Right-click: Displays a context-sensitive menu that enables you to perform certain actions. Menu contents depend on the status and security role.

• Change View: Click a toolbar button to change the view type.

• View: Show, hide, and reorder parts of the view.

• Columns: Sort columns by ascending or descending order. Change widths by dragging.

On the Status Chart portlet, left-clicking a status graph slice launches the Workflow transactional dashboard with the user's filter in effect, displaying only items with the status of the slice.

Displaying Column Attributes inTax Supplemental Schedules Views

Selecting Attributes

You can specify which attributes to display in a view.

To select attributes for a view:

1. In a **BI Dashboard**, **Data Set Dashboard**, or **Workflow**, click **Attributes**.

2. In **Attributes Selection**, select the attributes to display.

3. To reorder attributes, select an attribute in the Selected list box, and then click the arrows.

4. Click **OK**.

Reordering Attributes

In list views you can reorder attributes.

To reorder attributes:

1. Select **View**, and then select a view.

2. Select an attribute, and then drag it to a new location.

3. Click **OK.**

Changing Attribute Widths

To change attribute widths:

1. Hover over the right side of the attribute until the icon changes to a double bar.

2. Drag the right side of the attribute to resize it.

Sorting attributes

In the list views, you can sort attributes by ascending or descending order.

To sort attributes:

1. Select **View**, and then select a view.

2. Hover over a header until the Sort icons are displayed, and then click **Sort Ascending** △ or **Sort Descending** ▽.

Filtering Views in Tax Supplemental Schedules

Filters allow users to control what records they see in list views and dashboards. You can apply filters against BI Dashboard, Data Set Dashboard, Workflow Dashboard, Dimensions, Data Sets, Integrations, including system and attributes. All users can save private filters for future use by the user who created it. Administrators and power users can also save public filters accessible by all users.

The filter panel provides two modes for building filters:

Basic

The basic filter mode exposes access to all filterable attributes and allows the user to provide values for the attributes they wish to filter on and the operand to use for filtering. Typical operands include: equal to, not equal to, starts with, ends with, contains, greater than, less than, etc. The list of operands available depends on the data type of the attribute. For example, operands for filtering text values are different than the operands for filtering numeric values. Filters configured in basic mode are combined together using "and" logic, which means only those records that meet all filter criteria are displayed.

Advanced

The advanced filter mode enables configuration of more complex filters using "and" and "or" logic and grouping logic to determine the order in which filters are applied. Like the basic filter mode, the advanced filter exposes access to all filter attributes.

Creating Filters

To create filters:

1. On the Filter panel, click **Manage Filters** .

2. Click **New**.

3. Enter:

   - **Name**

   - **Description**

   - **Type**—Select one type

   - **Public**

     Select if anyone can view this filter.

   - **Filter Definition**

     A group of conditions that limit the list.

   - **Condition**

     You can define the properties of a condition or group:

     – **Conjunction**

       Select **And** or **Or**. These state how this condition or group relate to prior sibling conditions or groups. This field is enabled only if the selected node is not the first child of its parent node.

     – **Attribute**—An attribute is a field or value that a condition will be comparing to a value for inclusion in the result set of a filter. However, for the case of a filter, an attribute denotes more than the list of user-defined attributes.

     – **Operand**—States what kind of evaluation to perform against the attribute.

     – **Value**—Specifies what values to compare the attribute against. The type of attribute determines what input field is available.

Editing Filters

To edit filters:

1. On the filter panel, click **Manage Filters** .

2. Select a filter.

3. Click **Edit**.

4. Edit the filter.

5. To reset a filter to the original definition, from the Filter panel, click Reset .

6. To save:

   • On the Edit Filter dialog box, click **OK**.

   • On the Filter panel, click **Save** .

Duplicating Filters

To duplicate filters:

1. On the filter panel, click **Manage Filters** .

2. Select a filter, then click **Duplicate** .

3. Select the duplicated filter, then select **Actions**, and then **Edit**.

4. Make your changes and then click **OK**.

Deleting Filters

To delete filters:

1. On the filter panel, click **Manage Filters** .

2. Select a filter.

3. Click **Delete** and then click **Yes** to the question, "Are you sure you want to delete (name of filter)."

Saving Views

As of Release 11.1.2.4.200, you can save views in all three Financial Close Management modules. The views or dashboards that support saved views are:

• Close Manager - Task list view, Gantt view, or Calendar view

   – Task and Gantt views save the filter, the column selection, and sort order.

   – Calendar view saves the filter and the mode (Month, Week, or Day).

• Supplemental Data Manager - Dataset dashboard and Workflow dashboard

• Account Reconciliation Manager - Profile list view, Reconciliation list view, or Transaction list view

To see all the saved views, click **Manage Views**. An administrator or power user can also select **Publish** at the top of the dialog to make that private version available to other users. The saved view is duplicated and there is now a private and public version. The public version will show a check mark in the **Public** column.

Another feature in **Manage Views** is **Set Default**. For a published saved view, an administrator or power user can set that view as the default so that saved view will not only be available to all users of that view type (i.e. Task List, Gantt, Calendar), but it will also be selected by default when a user opens that view type.

To use saved views:

1. Adjust the view to see the data you would like by adjusting filters, columns or sorting.

2. Click **Save View** at the top of the dialog. For example,

3. In the **Save View** dialog, enter a **Name** and optionally a description and click **OK**.

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Working With Dimensions

Related Topics

- Managing Dimensions
- Managing Dimension Attributes
- Managing Dimension Members

Managing Dimensions

A dimension has a name and associated attributes. A dimension table contains metadata information to use for lookup or reference purposes. Each dimension table has one or more attributes. A dimension table definition is created or imported from a Oracle Hyperion Financial Management application. You can view and import the dimension metadata from external sources such as Financial Management.

System-generated dimensions:

Scenario
Contains Scenario and Scenario Description

Entity
Contains Entity and Entity Description

> ✏ **Note:**
>
> You cannot remove or modify these dimension definitions and attributes.
>
> To add attributes to these dimensions, edit the dimension. See Editing Dimensions.
>
> You can also add attributes as part of the product integration.

Adding Dimensions

To add dimensions:

1. In your application, select **Manage**, and then **Dimensions**.
2. Click **Actions**, and then **Add**.
3. On the **Properties** tab, enter a name and description.
4. On the Attributes tab, add the dimension attributes. See Adding Dimension Attributes.
5. Click **Save**.

6. The History tab logs changes to Dimensions, including changes in modification types, supporting objects, modified by, the old and new values.

Editing Dimensions

To edit dimensions:

1. In your application, select **Manage**, and then **Dimensions**.

2. Select a dimension, then click **Actions**, and then **Edit**.

3. Enter updates.

Deleting Dimensions

To delete dimensions:

1. In your application, select **Manage**, and then **Dimensions**.

2. Select a dimension, then click **Actions**, and then **Delete**.

3. Click **Yes** to answer the question, "Are you sure you want to delete the selected items?"

> ✎ **Note:**
>
> The dimension must not be referenced in another dimension or in a data set. You cannot remove Scenario and Entity dimensions, because they are system-created dimensions.

Managing Dimension Attributes

Related Topics

- Adding Dimension Attributes
- Editing Dimension Attributes
- Deleting Dimension Attributes

Adding Dimension Attributes

To add dimension attributes:

1. In your application, select **Manage**, and then **Dimensions**.

2. Select a dimension, then click **Actions**, and then **Edit**.

3. On the **Attributes** tab, click **Actions**, then **New**, and then **Add Attribute**.

   Enter the following:

   - **Name**
   - **Description**
   - **Key Attribute**

     Select Key Attribute if this attribute is the key attribute.

- **Data Type**

  Select one:

  – **Date**

  – **Date and Time**

  – **Integer**

  – **List**

    Do one:

    * Click **Add**, and then enter values for the attribute.

    * To import or export list items from a CSV file, click **Import** ⬇ or **Export** ⬆.

    > **Note:**
    >
    > This feature is available only in 11.1.2.4.101 (patch 21357574). For information about new features and updating to release 11.1.2.4.101, see My Oracle Support https://support.oracle.com/.

    Select **Import Type** to have any new import add items to the end of the list.

  – **Number**

    If you select Number, select formatting options (The defaults are set in the Preferences section of the System Settings:

    * For **Decimal Places**, enter a value for the number of decimal places to be displayed.

    * Select **Display as Percentage** to display a percent sign.

    * Select **Thousands Separator** to display a thousands separator (for example, 1,000.00). The system displays the thousands separator symbol for the user locale.

    * In **Negative Number**, select how to display negative numbers; for example, (123).

  – **Text** (255 characters maximum)

  – **True** or **False**

  – **Yes** or **No**

- **Default Value**

  The attribute is populated with this value by default, which you can override.

4. Click **OK**.

5. In **Update Dimension**, to select the new attribute as a "Key Attribute" for the dimension, select **Key Attribute**.

> **Note:**
>
> The system allows multiple attributes as key for a dimension.

Editing Dimension Attributes

To edit dimension attributes:

1. In your application, select **Manage**, and then **Dimensions**.

2. Select a dimension, then click **Actions**, and then **Edit**.

3. On the **Attributes** tab, select an attribute, and then click **Edit**.

    Edit the following:

    - **Name**
    - **Description**
    - **Data Type**

    > **Note:**
    >
    > You can't change the data type if a member already exists for the dimension or if the attribute is referenced in a data set.

    Select one:

    – **Date**

    – **DateTime**

    – **List**

        Click **Add** and enter values for the attribute.

    – **Integer**

    – **Number**

        If you select Number, select formatting options (Defaults are set in the Preferences section of the System Settings):

        * In **Decimal Places**, enter the number of decimal places to be displayed.

        * Select **Display as Percentage** to display a percent sign.

        * Select **Thousands Separator** to display a thousands separator (for example, 1,000.00). The system displays the thousands separator symbol for the user locale.

        * In **Negative Number**, select how to display negative numbers, for example, (123).

    – **Text** (255 characters maximum)

    – **True** or **False**

- – **Yes** or **No**
- • **Default Value**

   The attribute is populated with this value by default, which you can override.

4. Click **OK**.

5. In **Update Dimension**, to select the new attribute as a "Key Attribute" for the dimension, select **Key Attribute**.

> **Note:**
>
> The system allows multiple attributes as key for a dimension.

Deleting Dimension Attributes

To delete dimension attributes:

1. In your application, select **Manage**, and then **Dimensions**.

2. Select a dimension, then click **Actions**, and then **Edit**.

3. On the Attribute tab, select an attribute, and then click **Delete**. Click **Yes** to answer the question, "Are you sure you want to delet the selected items?"

> **Note:**
>
> You can't delete an attribute if it is referenced in a data set.

Managing Dimension Members

Related Topics

- • Adding Dimension Members
- • Editing Dimension Members
- • Removing Dimension Members
- • Importing Dimension Members
- • Exporting Dimension Members

Adding Dimension Members

To add dimension members:

1. In your application, select **Manage**, and then **Dimensions**.

2. Select a dimension.

3. In **Members and Attributes**, click **Add**.

4. Enter the attributes.

Editing Dimension Members

To edit dimension members:

1. In your application, select **Manage**, and then **Dimensions**.

2. Select a dimension.

3. In **Members and Attributes**, click a member, and then edit the values of the dimension member.

4. Click **Actions**, and then **Save**.

Removing Dimension Members

To remove dimension members:

1. In your application, select **Manage**, and then **Dimensions**.

2. Select a dimension.

3. In **Members and Attributes**, select a member.

4. Click **Delete**, and then click **Yes** to answer the question, "Are you sure you want to delete the selected items?"

Importing Dimension Members

Administrators and Power Users can import dimension members from standard flat comma-separated value (CSV) files.

To import dimension members:

1. In your application, select **Manage**, and then **Dimensions**.

2. Select a dimension.

3. In **Members and Attributes**, click **Actions**, and then **Import** .

4. Click **Browse**, and then navigate to the file you want to import.

5. Select one of the following:

   - **Replace**—Replace dimension members with the definition in the import file. Replaces the member with the member in the file that you are importing. It does not affect other members that are not specified in the import file.

   - **Update**—Update some member attributes.

6. **Date Format**

> ✎ **Note:**
>
> This feature is available only in 11.1.2.4.100 (patch 20307212). For information about new features and updating to release 11.1.2.4.100, see My Oracle Support https://support.oracle.com

Select a **Date Format** from the drop down list of allowed date formats. Date formats are not translated. By default, the date format is set to the locale date format of the exported file location.

For example:

- MM/dd/yyyy
- dd/MM/yyyy
- dd-MMM-yy
- MMM d, yyyy

7. Select a **File Delimiter** for the import file: **Comma** or **Tab**. Comma is selected by default

8. Click **Import**.

9. The Results screen displays the number of imported dimension members.

10. Click **OK** or **Reset**. The Reset button clears the dialog, and you can select another file to import. The imported members are saved with the import.

Exporting Dimension Members

Administrators and Power Users can export dimension members to standard flat comma-separated value (CSV) or XLS files.

To export dimension members:

1. In your application, select **Manage**, and then **Dimensions**.

2. Select a dimension.

3. In **Members and Attributes**, select a member.

4. Click **Actions**, then **Export** , and then select the **CSV** or **XLS** file format.

5. Browse to where you want to save the file.

6. Click **OK**.

16
Working With Data Sets

Data sets contain definitions of data tables. A data set consists of attributes of information for any data record. Data sets can contain attributes from Dimension, and you can enter attributes. Only Administrators or Power Users can create and update the data set definition.

Manage Data window sections:

- A master section displays a listing of Data Sets with columns: Name, Description, Last Updated on, and Last Updated By
- An Attributes section with columns: Name, Data Type, and Assign Workflow
- Associated Form Templates with columns: Name, Description, Scenario, and Last Update. You can add, edit, and remove form templates from the selected data set

Creating Data Sets

A new data set always contains the entity attribute and is always displayed to show that you can assign this entity to a workflow.

> **Note:**
> The Entity key identifier and Assign Workflow options are selected by default.

To create data sets:

1. In your application, select **Manage**, and then **Data Sets**.
2. Select **Actions**, and then **New**.
3. On the **Properties** tab, enter the data set information:
   - **Name**—Enter a unique name.
   - **Description**
4. Add or view information on the following Data Set tabs:
   - Adding Data Set Attributes
   - Viewing Data Set History

Adding Data Set Attributes

To add data set attributes:

1. From **Quick Links**, select **Data Sets**.
2. Select a data set, and then click **Edit** .

3. Select the **Attributes** tab, which has the following columns:

- **Key Identifier**

    If no data exists for this data set, you can modify the **Key Identifier** and attributes of the data set.

    The Key Identifier and Assign Workflow check box option for Entity is selected by default. As you add attributes, you can select one or more as the Key Identifier.

    > **Note:**
    >
    > Supplemental Data Manager does not support the Calculated attribute as a Key Identifier attribute in data sets. If you select the Calculated attribute as a Key Identifier, you may experience unexpected behavior and errors in data sets.

- **Assign Workflow**

    Only attributes with Key Identifier **On** can be assigned workflow. Assign workflow **On** means that you want to select members from this dimension to assign workflow to each preparer. To assign workflow, the attribute must be a dimension, because you assign a workflow from a predefined list.

- **Name**

- **Dimension Name**

- **Data Type**—Date, Date and Time, Integer, List, Number, Text, True or False, Yes or No

- **Total**—Enables you to specify the totaling method for the attribute:

    – **Sum**: Additive total

    – **Average**: The average of the rows with data. Rows without data are not counted in the denominator

    – **Count**: The count of the rows with data

    – **None**: No total is calculated

4. Click **Actions**, then **New**, and then select:

- **Add Attribute:** Go to step 5.

- **Add Attribute from Dimension:**

    a. Select a **Dimension.**

    b. Select attributes from the **Available Attributes** list and **Move** them to the **Selected Attribute** list.

    > **Note:**
    >
    > The system includes the key attribute of the dimension as a Selected Attribute. You cannot clear the key attribute.

    c. Click **OK** and then **Save** or **Save and Close**.

5. If you selected **Add Attribute**, on **Create New Attribute**, enter the **Properties** tab information:

- **Name**

- **Description**

- Specify the **Attribute Type**:

  – **Input:** Input is the default, and the **Validations** tab is enabled.

  > **Note:**
  >
  > For periods that have been opened and form instances created, the modified validation rule does not apply. Changes made apply only to new form instances.

  – **Calculated:** If type is Calculated, then the **Calculated** tab is enabled.

  Changing the attribute type overrides previously specified Validations or Calculations. You cannot change this setting after the Attribute is created.

- **Data Type**

  Select one:

  – **Date**

  – **Date and Time**

  – **Integer**

  – **List**

    Click **Add** and enter values for the attribute. List is local to the Data Set and can't be shared among other Data Sets.

  – **Number**

    If you select Number, select formatting options to override the defaults set in the Preferences section of System Settings. See Defining Preferences.

    * For **Decimal Places**, enter the number of decimal places to display.

    * Select **Display as Percentage** to display a percent sign.

    * Select **Thousands Separator** to display a thousands separator (for example, 1,000.00). The system displays the thousands separator symbol for the user locale.

    * In **Currency**, select the currency, for example, (INR)

    * In **Negative Number**, select how to display negative numbers; for example, (123).

    * To scale a number, in **Scale**, select from 1000 to 1000000000000

  – **Text** (255 characters maximum)

  – **True** or **False**

  – **Yes** or **No**

- **Required**

  If the attribute is required, you must enter a value in this field during data entry.

- **Use Value**

  If Use Value is populated, the system applies the value entered by the designer for any record created by the user.

  > **Note:**
  >
  > You can change the default value during data entry.

6. Click **OK** to save the attribute.

   > **Note:**
   >
   > You must save the attribute before including it in a calculation.

7. Do One:

   - If you selected **Input** for the Attribute Type, then select the **Validations** tab.

     To add a conditional expression:

     You can create a special validation rule for the value entered by the user.

     a. Click **Add**.

     b. Select an Operand and enter Value1 and Value2.

     c. If you need a second condition, select from the following lists:

        – **Conjunction**; for example, And, Or

        – **Operand**; for example, Equals, Between, Does not Equal, Greater than, Is blank, Is not blank, Less than, Not between

        – **Value1** and **Value2**

     d. Click **OK**.

   - If you selected **Calculated** for the Attribute Type, then select the **Calculations** tab.

     The following is an example of how to add a calculation attribute:

     a. Create a data set with these attributes:

        Int1: Input and Data Type: Integer. Click **OK**, and on **Edit Data Set**, select Int1 as a Key Identifier.

        TextInput: Input and Data Type: Text.

     b. Save the data.

        > **Note:**
        >
        > You must save the attribute now to use it in TextCalc.

     c. Create an attribute **TextCalc:** Calculated and Data Type: Text.

     d. On the Calculations tab, enter the following fields:

      i.   **Calculation Type:** Select **Scripted**.

      ii.   **Add Function:** Select **TextLocation**, and then click

      iii.   INSTRING(<Value>, <Value To Search>) is added to **Calculation Definition**.

      iv.   Click <Value> and either enter a value (enclosed in single quotation marks and case sensitive), or, in **Add Attribute**, select an attribute, **TextInput**, and then click

> **Note:**
>
> <Value> changes to {TextInput}.

      v.   Replace <Value to Search> with 'tion'

> **Note:**
>
> Ensure that you replace <xxx> with single quotation marks: 'xxx'

Example INSTRING({TextInput}, 'tion')

8.   To add a calculation expression:

    a.   Select a data type and calculation type as described in the following table:

Table 16-1   Data Type and Calculation Type

Data Type selected on Properties Tab	Calculation Type	Description
For all data types	**Assign Value to List**, and then select the **Attribute** value. > **Note:** > You must have saved the List attribute values.	Return an attribute value based on the assignment to a List member.
For all data types	**Conditional**	For a given attribute, return attribute value A if specified conditions have been met. If the conditions have not been met, return attribute value B.
List	**Assign List To Value**	Based on the value of an attribute, return the related member from the list.

Table 16-1   (Cont.) Data Type and Calculation Type

Data Type selected on Properties Tab	Calculation Type	Description
Numeric, Integer	**Formula**	Calculate an attribute using common mathematical expressions. Example: (A+B)/C
Numeric, Integer	**Round**	Round attribute to the specified number of digits. The default is 2.
Text	**Concatenate**	Paste together text attributes. This includes literal strings and automatically converting non-text attributes to strings. Example: First_Name+ ""+Last_Name+":"+Birth_Date
Integer, Number, Text	Scripted	A free-form scripted calculation. Scripted is available for attributes of type Integer, Multi-line Text, Number, or Text. See step 9.

> **Note:**
>
> This feature is available only in 11.1.2.4.100 (patch 20307212). For information about new features and updating to release 11.1.2.4.100, see My Oracle Support https://support.oracle.com

   b. Click **OK**.

9. Scripted functions with examples:

   • **Add Month**: Returns a date offset a specified number of months from the starting date. The date will always fall in the specified month offset. If the starting date has a day value beyond what is in the offset month, the last day of the offset month will be used. For example, EDate (31-Jan-2017, 1) returns (28-Feb-2017). For Months, enter the number of months before or after the start date. A positive value for months yields a future date. A negative value yields a past date.

   ```
   EDate(<Start Date>, <Months>, <Length>)
   ```

   ```
   Example: EDate(DATE(2017, 2, 15) 3)
   ```

   • **Average Prior**: Averages a numeric amount over the prior X periods.

   ```
   AVERAGE_PRIOR(<Value>, <Number of Periods>, <To Currency*>
   ```

   Example: `AVERAGE_PRIOR( {Balance (Reporting)}, '2', 'EUR'`

   • **Date**: Returns a date value based on specified integer values for the year, month and day. For example, this function creates a value of type Date from the function, so DATE(2018, 5, 31) would convert to May 31st 2018.This can then be used in the Date Difference function, to pull the difference in days between a date, such as an end date, and this specific date.

```
DATE(<Year>, <Month>, <Day>)
```

- **Date Difference**: Returns the difference in days, hours minutes, or seconds between two dates. For Date 1 and Date 2, the values 'TODAY' and 'NOW' can be used, which denote the current date (with no time component) and date-time, respectively.

```
DATE_DIFF(<Date1>, <Date2>, <Type>)
```

Example: `DATE_DIFF('TODAY', {Preparer End Date}, 'DAYS')` or `DATE_DIFF({Preparer End Date}, 'NOW', 'HOURS')`

- **Day**: Returns the day value of a date as an integer number

```
DAY(<DATE>)
```

- **Extract Text**: Returns the substring within the value, from the positions specified.

```
SUBSTRING(<Value>, <Location>, <Length>)
```

Example: `SUBSTRING( {Name} , 5, 10)`

- **If Then Else**: Allows the user to insert a conditional calculation into the scripted calculation. IF_THEN_ELSE calculations can also be nested to support "ELSE IF" type calculations.

```
IF_THEN_ELSE(<Condition>, <Value1>, <Value2>)
```

Example:

```
IF_THEN_ELSE( {Risk Rating} = 'Low', 'Good',
IF_THEN_ELSE( {Risk Rating} = 'Medium', 'Better',
IF_THEN_ELSE({Risk Rating} = 'High', 'Best','Bad')))
```

- **Lowercase**: Returns the value in lower case.

```
LOWERCASE(<Value>)
```

Example: `LOWERCASE( {Description} )`

- **Maximum**: Returns the maximum value from a list of attributes. There can be any number of parameters.

```
MAX(<Value1>, <Value2>,<ValueN>)
```

Example: `MAX( TRANSLATE( {Source System Balance (Entered)}, 'USD', 'Accounting'), TRANSLATE( {Source System Balance (Functional)}, 'USD', 'Accounting'), TRANSLATE( {Source System Balance (Reporting)}, 'USD', 'Accounting') )`

- **Maximum Prior**: Returns the maximum value over the prior X periods.

```
MAX_PRIOR (<Value>, <Number of Periods>, <To Currency*>, <Rate Type*>, <Rate Period*>)
```

Example: `MAX_PRIOR( {Balance (Functional)}, '6', 'CAD', 'REC')`

- **Minimum**: Returns the minimum value from a list of attributes. There can be any number of parameters.

```
MIN(<Value1>,<Value2>,<ValueN>)
```

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Example: `MIN(TRANSLATE({ Balance (Entered)}, 'CAD', 'REC'),
TRANSLATE({Balance (Functional)}, 'CAD', 'REC'),
TRANSLATE({Balance (Reporting)}, 'CAD', 'REC'))`

- **Minimum Prior**: Returns the minimum value over the prior X periods.

  `MIN_PRIOR (<Value>, <Number of Periods>, <To Currency*>, <Rate
  Type*>, <Rate Period*>)`

  Example: `MIN_PRIOR({Source System Balance (Functional)}, '6',
  'EUR', 'Simplified')`

- **Month**: Returns the month value of a date as an integer number (1-12)

  `MONTH (<DATE>)`

- **Prior**: Returns the value of the specified prior period.

  `PRIOR(<Value>, <Number of Periods Prior*>, <To Currency*>`

  Example: `PRIOR( {Source System Balance (Entered)}, '1', 'EUR'')`

- **Round**: Returns the value rounded to the decimal places specified.

  `ROUND(<Value>, <Decimal Places>)`

  Example: `ROUND( ({Scripted Translate} /7), 4)`

- **Sum Prior**: Returns the sum of a value over the prior X periods.

  `SUM_PRIOR(<Value>, <Number of Periods>, <To Currency*>`

  Example: `SUM_PRIOR( {Balance (Reporting)}, '3', 'EUR')`

- **Text Location**: Returns the location of the substring within the attribute value, starting at 1 as the first position.

  `INSTRING(<Value>, <Value To Search>)`

  Example: `INSTRING( UPPERCASE( {Name} ), 'TAX' )`

- **Translate**: Translates a currency attribute to a numeric attribute using a specified rate type.

  `TRANSLATE(<Value>, <To Currency>, <Rate Type>)`

  Example: `TRANSLATE( {Balance (Entered)}, 'EUR', 'Acct')`

- **Uppercase**: Returns the value in upper case.

  `UPPERCASE(<Value>)`

  Example: `UPPERCASE( {Name} )`

- **Year**: Returns the year value of a date as an integer number.

  `YEAR (<DATE>)`

10. Click **Save**, **Save and Close**, or **Close**.

> **Note:**
>
> Changes to data set attributes apply only to subsequent data collection periods.

Importing List Attributes

> **Note:**
>
> This feature is available only in 11.1.2.4.101 (patch 21357574). For
> information about new features and updating to release 11.1.2.4.101, see My
> Oracle Support https://support.oracle.com/.

To import attributes of type List:

1. Create an import file of type List in a TXT file format, with each value on a
   separate line.

   For example:

   ```
   Blue
   Yellow
   Red
   Green
   ```

2. In your application, select **Manage**, and then select **Data Sets**.

3. Create or select an attribute of type List, and then click **Edit** from the **Associated
   Form Templates** area. The **Edit Form** dialog is displayed.

4. Select the **Workflow** tab.

5. Click **Import** ⬇ from the **Users** area.

6. Browse to a TXT import file.

7. Select an Import Type. Update is the default.

8. Select a **File Delimiter** for the import file from the drop-down: **Comma** or **Tab**.
   Comma is selected by default.

9. Click **Import**. **Import List Values** displays the values: Total List Values,
   Completed, Errored, List Values Created, and List Values Updated.

   If **Completed Successfully**, click **OK**.

   If **Completed with Errors**, the errors are listed. To export the error list, click
   Export to Excel 📇.

Viewing Data Set History

To view Data Set history:

1. In your application, select **Manage**, and then **Data Sets**.

2. Select a data set and then click **Edit** ✏.

3. View the following fields:

   - **Field**

- **Modification Type**
- **Supporting Object**
- **Modified By**
- **Modified On**
- **Old Value**
- **New Value**

Deleting Data Set Attributes

To delete data set attributes:

1. In your application, select **Manage**, and then **Data Sets**.

2. Select a data set, and then click **Edit**.

3. Select the **Attributes** tab, then an attribute, then **Actions**, and then **Delete**:

   - If data exists, you cannot delete the attribute.

   - If no data exists, but the attribute is referenced in a form template, you cannot delete the attribute without first removing the attribute from the form template.

4. Click **Yes** to answer the message, "Are you sure you want to delete the selected items?"

Editing Data Sets

To edit data sets:

1. In your application, select **Manage**, and then **Data Set**s.

2. Select a data set, then click **Actions**, and then **Edit**.

   > **Note:**
   >
   > You cannot edit attributes referenced from Dimensions.

   Assign Workflow is read-only.

3. **Properties** tab:

   Modify the Name and Description.

4. **Attributes** tab:

   If data exists for this data set, you can modify the **Key Identifier** and attributes of the data set.

Deleting Data Sets

To delete data sets:

1. In your application, select **Manage**, and then **Data Sets**.

2. Select a data set, then **Actions**, and then **Delete**.

   - If data exists, you cannot delete the data set.

   - If no data exists, however, form instances are created, and you cannot delete the data set.

3. Click **Yes** to answer the message, "Are you sure you want to delete the selected items?"

17
Managing Form Templates

Administrators and Power Users can manage Form Templates.

Manage Form Template screen sections:

- Top section shows all form template definitions.
- The bottom left section shows the attribute details for the selected form template.
- The bottom right section shows the forms from the selected form template.
- On the far right, the Filter section enables users to specify criteria to filter down the list of templates. See Filtering Views in Tax Supplemental Schedules

Creating Form Templates

To create form templates:

1. In your application, select **Manage**, and then **Form Templates,** and then **New**.
2. On the **Properties** tab, provide information:
   - **Name**

     Enter a unique form template name.
   - **Description**
   - **Scenario**

     The Scenario dimension is created as part of the application. The Administrator or Power User enters members to the Scenario dimension or imports Scenario from Oracle Hyperion Financial Management during Financial Management integration.

     Select the form template for a particular scenario; for example: Actual or Budget.
3. Access these tabs on the Create Form Template:
   - **Sections** Working with Sections
   - **Instructions** Specifying Form Template Instructions
   - **Workflow** Assigning the Workflow
   - **Questions** Specifying Form Template Questions
   - **Access** Setting Form Template Access for Users, Groups, or Teams and Bulk Uploading
   - **History** Viewing Form Template History

Specifying Form Template Instructions

Administrators provide instructions on how to use the form. Instructions can include text, attached files, and links to files in document repositories.

To specify form template instructions:

1. In **New Form Template** or **Edit Form Template**, select the **Instructions** tab.

2. In **Instructions**, enter instruction text.

To add a reference to a file:

1. In the **References** section, click **Add** .

    > **Tip:**
    >
    > To delete a reference, select the reference, and then click **Delete.**

2. Select a reference type:

    *   **Local File**—Browse the local file system and select a file. You must specify a **Name**. Click **OK** to upload the file to the system and store it with the form template.

    *   **Repository File**—If you configured your application with a document repository, you can browse the repository and select a file. Click **OK** to store the reference to the repository file with the form template. The file is not copied or stored within the application.

    *   **URL**—Enter an external URL reference and give it a descriptive **Name**. Click **OK** to store the URL in the application.

Working with Sections

Each section of a data entry form can collect data from different data sets or attribute combinations. Sections can have overlapping data sets or attributes ; only one attribute per data set can be writable.

To create or edit sections:

1. In **New Form Template** or **Edit Form Template**, select the **Sections** tab.

2. Click **New** or select a section and click **Edit**. The Edit Form Template Section is displayed.

3. On the Properties tab, enter:

    *   **Name**
    *   **Data Set**
    *   **Data Records**

        Select one:

        –   **Rows**—The attributes of the form are displayed as a table; you make entries in the row. The system always displays the attribute name as the header.

        –   **Columns**—The attributes of the form are displayed in the row and columns where the user enters the value for each attribute of the form. The fields include one data entry record per attribute. The system displays the attribute description as the row header of the form.

4. Enter information or view the following Section tabs:

- Columns: Form Template Sections: Columns Tab
- Group by: Form Template Sections: Group By Tab
- Mapping: Form Template Sections: Mapping Tab
- History: Form Template Sections: History Tab

5. To save your updates and go back to the Form Template Sections tab, click **OK**.

Form Template Sections: Columns Tab

On the Columns tab, select the columns for the form. The system displays all columns of the Data Set that are not workflow columns.

To update the Columns tab:

1. In **New Form Template** or **Edit Form Template**, select the **Sections** tab.

2. Click **New**, or select a section and click **Edit**.

3. In the **Edit Form Template Section** dialog, click the **Columns** tab, and select or view the following columns:

   - **Included**

     Select other attributes to be included in the form.

   - **Name**

     The name of the Data Set attribute

   - **Dimension**

     The column from an attribute of a specific dimension. This is read-only.

   - **Data Type**

     The corresponding data type for the column (read-only).

   - **Total**

     Total method for the attribute as specified in the Data Set. It is always read-only.

   - **Display Width**

     The column width specified in pixels. The default value is Size to Fit.

     – **Small**: Fixed pixel width of 50

     – **Medium**: Fixed pixel width of 100

     – **Large**: Fixed pixel width of 300

     – **Size to Fit**: Fit the width of the column based on the longest text in the rows

     – **Custom**: Specify a width. Minimum value: 20. Maximum value: 999.

   - **Total Validation POV**

     Validation of Supplemental Data against account balances in Financial Management.

> ✎ **Note:**
>
> **View Only** column for each dimension attribute must be deselected in order to validate against Financial Management totals.

- **View Only**

    The column is for view only. If multiple forms are created for the same Data Set, then only one form can contain the column for input, including key columns.

4. **Total Row:**, located at the lower area of the dialog.

    How the total row should be displayed:

    - **Top:** Total row is displayed at the top of the table
    - **Bottom:** Total row is displayed at the bottom of the table
    - **None:** Total row is not displayed

5. Enter information on the following tabs:

    - Columns tab: Form Template Sections: Columns Tab
    - Group by tab: Form Template Sections: Group By Tab
    - Mapping tab: Form Template Sections: Mapping Tab
    - History tab: Form Template Sections: History Tab

6. To save your updates and go back to the Form Template tab, click **OK**.

Form Template Sections: Group By Tab

To update the Group By tab:

1. In **New Form Template** or **Edit Form Template**, select the **Section** tab.

2. Click **New**, or select a section and click **Edit**.

3. In the Edit Form Template Section, click the Group By tab.

4. Click the Columns, and then select or view the following columns:

    - **Include**

        Select other columns to be included in the Group By.

    - **Group By**

        Data in the main table should be grouped by the selected columns.

    - **Name**

        The name of the Data Set

    - **Dimension**

        The column from an attribute of a specific dimension (read-only).

    - **Data Type**

        The corresponding data type for the column (read-only).

    - **Total**

Total method for the attribute as specified in the Data Set (read-only).

5. **Total Row:**

Indicates how the total row should be displayed:

- **Top:** Total row is displayed at the top of the table
- **Bottom:** Total row is displayed at the bottom of the table
- **None:** Total row is not displayed

6. Enter information on the following tabs:

- Columns tab: Form Template Sections: Columns Tab
- Mapping tab: Form Template Sections: Mapping Tab
- History tab: Form Template Sections: History Tab
- Or go back to the Properties tab: Working with Sections

7. To save your updates and go back to the Form Template Sections tab, click **OK**.

Form Template Sections: Mapping Tab

You use the Mapping tab to map attribute summed amounts to Tax Supplemental Schedules Points of View. The attribute amounts are summed using the attribute selected in the Group By tab.

> **✎ Note:**
>
> It is advised to clear the browser cache and re-login before creating or editing mapping.

To update the Mapping tab:

1. In **New Form Template** or **Edit Form Template**, select the **Sections** tab.

2. Click **New**, or select a section and click **Edit**. The Edit Form Template Section is displayed.

3. Click the Mapping tab.

4. Select the **Connection** to Oracle Hyperion Financial Management.

   The **Source** column defaults to the Tax Supplemental Schedulescolumn that was selected when the assign mapping menu was chosen. Change to a different source Tax Supplemental Schedules column if needed.

5. Click the **Member Selector** to select a Point of View.

> **✎ Note:**
>
> If you want the source entity in SDM to map to the HFM, you do not want to select a specific entity in the dimension. Therefore you need a way to specify a "keyword" to indicate that the value of HFM is the same as the value from the SDM column entry. To specify dynamic entry, the system uses the "@" symbol before the <SDM column name>. In the member selection box, there is a check box option for you to select "use column name" and select a SDM column name that is part of the form. This column name must be one of the GROUP BY column.

6. In **HFM Mapping**, replace @Missing with the HFM POV.

7. Enter information on the following tabs:

    • Columns tab: Form Template Sections: Columns Tab

    • Group by tab: Form Template Sections: Group By Tab

    • History tab: Form Template Sections: History Tab

    • Or go back to the Properties tab: Working with Sections

8. To save your updates and go back to the Form Template Sections tab, click **OK**.

Form Template Sections: History Tab

The History tab logs changes to the form template sections.

To view the History tab:

1. In **New Form Template** or **Edit Form Template**, select the **Section** tab.

2. Click **New**, or select a section and click **Edit**.

3. In the Edit Form Template Section, click the History tab.

4. Click **View** to select the columns to display from the list, or select More Columns to manage the visible columns and the order in which they display.

5. You can view the following information:

    • Field

    • Modification Type

    • Supporting Object

    • Modified By

    • Modified On

    • Old Value

    • New Value

6. Enter information on the following tabs:

    • Columns tab: Form Template Sections: Columns Tab

    • Group by tab: Form Template Sections: Group By Tab

    • Mapping tab: Form Template Sections: Mapping Tab

    • Or go back to the Properties tab: Working with Sections

7. To save your updates and go back to the Form Template Sections tab, click **OK**.

Assigning the Workflow

Use the Workflow tab to assign the workflow for the form.

To assign the workflow for the form:

1. In **New Form** or **Edit Form**, click the **Workflow** tab.

2. In **When to Start** area, enter the following:

   - **Frequency**—How often the data is collected for this form.

   - **Schedule from**—The collection date:

     – **End Date**—The end date of the period.

     – **Close Date**—The closing date specified for the period in the Manage period window.

   - **Start day Offset**— The start date for the data collection of the form. This determines the number of days after the End date or Close Date that the data collection date is authorized to begin. It can be a positive or negative number. For example, you can prepare data a few days before the start day, and set -3 for the collection to start 3 days from then.

3. In **Workflow** area enter the following:

   - **Workflow option**—Select one:

     – Prepare

     – Prepare and then Approve

     – Prepare, then Approve, and then Post

     – Prepare and then Post

     – Post

   - **Level of Approval**—Select up to 10 levels of approvers.

   - **Duration for**—The maximum number of days allowed for a specific action per user:

     This data determines the scheduled completion date for submission, approval, and posting depending on the workflow option.

     – **Preparer**—The maximum number of days allowed for data entry (submission)

     – **Approver**—The maximum number of days allowed for each level of approval

     – **Integrator**—The number of days allowed for posting

     If the preparer is late for submission, the approver's due date remains the same.

     When the approver rejects the submission, regardless of during which level of approval it was rejected, the form always returns to the preparer. Hence, only the preparer can make changes to the data and resubmit. The process starts over upon resubmission.

4. In the **Users** section of the Form dialog, add or delete users in the enabled fields for the Entity:

   • **Optional:**

   • To import or export multiple users, groups, or teams from a CSV file, click **Import** or **Export**. You can Import or export teams, users, groups by completing the **Import workflow users** dialog.

      a. **Browse** to a file.

      b. For **Import Type**, select **Replace All** or **Update**.

      c. Complete the File Delimiter field. Select either a Comma or Tab delimiter.

      d. Click **Import**.

   > **Note:**
   >
   > This feature is available only in 11.1.2.4.101 (patch 21357574). For information about new features and updating to release 11.1.2.4.101, see My Oracle Support https://support.oracle.com/.

   To import a CSV file, create a file with each entry on a separate line per Entity. For example:

   Entity1, Preparer, Approver , Integrator

   Entity2, Preparer Approver , Integrator

   • To add a new user, team, or group, click **Actions**, then **New** . A new Entity row is added along with blank workflow fields.

      a. Click the **Select** icons next to each workflow field.

      b. From the **Select** dialogs, use the Search Users, Search Groups, or Search Teams icon.

      c. Select a user, group or team for the entity workflow by selecting the **Search** button.

      d. Click **OK**.

      e. The user, group, or team is added to the entity workflow tab of the Form.

      f. Click **Save and Close**.

   • To delete a user, select a user, then click **Actions**, and then **Delete** .

   > **Note:**
   >
   > If you need to reassign a form to a different user, use the Reassign User feature. See Reassigning Users. This feature is available only in 11.1.2.4.103. For information about new features and updating to release 11.1.2.4.103, see My Oracle Support https://support.oracle.com/.

5. In the **Users** area, click **New** to search and add a user, group, or team as follows:

   a. Click the button in the **Users** area. The Select Preparer dialog is displayed.

    b. Search Users, Groups or Teams by selecting the   button and then the **Search** button. The **Search Results** area is populated.

    c. Select a user, group, or team from the **Search Results** area.

    d. Click **OK** to return to the **Workflow tab** of the Form dialog. Repeat this step based on what you have selected in the **Workflow option** area.

    e. Select **Save and Close** when you are done.

Specifying Form Template Questions

Questions are automatically grouped with roles. Within a role, the individual questions are ordered. The Order indicates the question's order within the role.

To create questions:

1. In **New Form** or **Edit Form**, click the **Questions** tab.

2. Click **New** or **Edit**.

3. Enter the following:

   - **Question**

     Enter a question that prompts the user of the form's response.

   - **Data Type**

     Select a question type:

     – **Date**

     – **Date and Time**

     – **List**

       Click **Add** and enter values for the attribute.

     – **Integer**

     – **Number**

       If you select Number, select formatting options:

       * For **Decimal Places**, enter the number of decimal places to display. The default value is defined in System Preferences.

       * Select **Thousands Separator** to display a thousands separator (for example, 1,000.00). The system displays the thousands separator symbol for the user locale.

       * From **Currency**, select the currency, for example, (INR)

         If no currency is selected, the amount is not translated.

       * From **Negative Number**, select how to display negative numbers; for example, (123).

     – **Text** (255 characters maximum)

     – **True** or **False**

     – **Yes** or **No**

- **Role**—The question is for: **Preparer**, **Approver**, or **Integrator**. For example, a question with the role of Preparer may only be answered by Preparers. It will, however, be visible to all other roles.

- **Required**—Determines whether the question is mandatory or optional.

To delete questions:

1. In **New Form** or **Edit Form**, select the **Questions** tab.

2. Select a question and click **Delete**.

Setting Form Template Access for Users, Groups, or Teams and Bulk Uploading

On the Access tab, you determine which users, groups, or teams are authorized and what function they perform on the form:

- The top panel shows the list of users, groups, or teams with View access.

- The bottom panel displays the entity's form data that the user has access to.

You can import lists of viewers in CSV files to quickly assign access to multiple users. Viewers can be users, groups or teams. You then use the View option to determine the stage at which they can access a form. You can also export the list of users for analysis by administrators.

> **✎ Note:**
>
> You must define a Workflow before you assign Viewer access.

To add access:

1. In **New Form** or **Edit Form** from the New Form or Edit Form dialog on the Form Templates dashboard, click the **Access** tab if you selected to edit a form.

2. In the **Viewers Access** area, click **New** to search and add a user, group, or team as follows:

   a. Click the 🖳 button in the **Viewer Access** area. The Select User dialog is displayed.

   b. Search Users, Groups or Teams by selecting the 👤 button and then the Search button. The **Search Results** area is populated.

   c. Select a user, group, or team from the Search Results area.

   d. Click **OK**. The selection is displayed in the Viewers Access area.

3. **Optional**: To load **Viewer Access** for multiple users, groups, or teams from a CSV file:

   a. Click **Import** in the **Viewer Access** section.

   b. Browse to select the file.

   c. For **Import Type**, select **Replace All** or **Update**.

   d. Select a **File Delimiter**.

   e.   Click **Import**.

4. **Optional**: To export Viewer Access for multiple users, groups, or teams from a CSV file: Click **Export To CSV** in the **Viewer Access** section to export to a CSV file to modify and re-import.

5. In **Entities**, by default, all the form data for a specific entity is selected. You select or clear data individually using the check box next to each. Select or clear all by clicking the check box in the title area.

   Select a **View Option**:

   - **Always**—You can view the data anytime even if the data entry is not complete or has not been submitted for approval.

   - **After Submission**—You can view the data as soon as the preparer submits the data, even before it has been approved.

   - **After Approval**—You can't view the data until after all levels of approvals are granted.

6. Click **Save**.

Viewing Form Template History

The History tab logs changes to this form template.

To view form template history:

1. In **New Form** or **Edit Form**, click the **History** tab.

2. Click **Save**, **Save and Close**, or **Close**.

3. Access the other tabs on the Create Form Template:

   - **Properties** Creating Form Templates

   - **Instructions** Specifying Form Template Instructions

   - **Sections** Working with Sections

   - **Workflow** Assigning the Workflow

   - **Questions** Specifying Form Template Questions

   - **Access** Setting Form Template Access for Users, Groups, or Teams and Bulk Uploading

Deleting Form Templates

To delete form templates:

1. In your application, select **Manage**, and then **Form Templates.**

2. Select a form template, then **Actions**, and then **Delete**.

3. Click **Yes** to confirm.

Duplicating Form Templates

To duplicate form templates:

1. In your application, select **Manage**, and then **Form Templates.**

2. Select a form template, then **Actions**, and then **Duplicate**.

    Clicking on this will create an immediate copy with a "copy" suffix on the name. In addition, all attributes are read-only to prevent multiple form templates having write access to the same Data Set.

Deploying a Form Template to a Data Collection Period

To deploy a form template to a data collection period:

1. In your application, select **Manage**, and then **Form Template**.

2. Click **Deploy** 🖥️.

    The **Deploy Form Template** displays Pending Period and Open Period Data Collection Periods to choose from.

3. To select another data collection period:

    a. Click **Search** 🔍 .

    b. In **Select Data Collection Period**, select **Year** and **Scenario**.

    c. Click **Search** to refresh the periods.

    d. Select a period.

    e. Click **OK**.

4. Select the form templates for that data collection period.

5. Click **Deploy**.

    • If the form template already was deployed, a warning message says that all existing form instances and data for that form template will be removed and new form instances will be generated.

    • If additional Form Templates that are not part of the original selection must be deployed based on their data set relationships, **Additional Form Templates** is displayed. Click **OK**.

6. After deployment is completed, a confirmation dialog box indicates the following information:

    • **Form Templates Selected:** Total number of checked Form Templates from the Deploy dialog box, plus those added from data set relationships.

    • **Form Template and Period frequency do not match:** Number of Form Templates that do not match the DCP frequency. If nonzero, then click **View Details** to display the form template missing the frequency.

    • **Total Forms to deploy**: Total number of forms specified on each of the form templates.

    • **Errors**: Total number of forms with errors. If non-zero, then click **View Details** to display the forms and the reason for the errors. No copying is done.

Un-Deploying a Form Template to a Data Collection Period

To un-deploy a form template to a data collection period:

1. In your application, select **Manage**, and then **Form Template**.

2. Click **Un-Deploy** .

   The **Un-Deploy Form Template** is displayed.

3. To select another data collection period:

   a. Click **Search** .

      The **Select Data Collection Period** is displayed.

   b. Select **Year** and **Scenario**.

   c. Click **Search** to refresh the Periods.

   d. Select a Period.

   e. Click **OK**.

4. Select the form template for that data collection period.

5. Click **Un-Deploy**.

   A warning message says, "As a result of un-deployment, all the existing data for this period and also all forms will be deleted permanently."

6. Select the form templates, and then click **Un-Deploy**.

Validating Supplemental Data Total Against a Financial Management Account Balance

You can validate the supplemental data total against an account balance in Financial Management. This is useful when you are loading account balances from various General Ledger systems into a Financial Management consolidation system and use Supplemental Data Manager to collect parts or the sum of that account balance. Once collected, the total of the supplemental data needs to match the account balance in Financial Management before a preparer can submit the data form.

The POV setup is done during form template definition. The Scenario, Year, Period, and Entity are dynamically added to the fully qualified POV and the account balance is fetched during runtime, for example, during form opening. The advantage is that validation of data is done in real time.

> **Note:**
>
> This feature is available as of Financial Close Management Release 11.1.2.4.103. For information about new features and updating to release 11.1.2.4.103, see My Oracle Support https://support.oracle.com.

The first step is that an administrator sets up the validation of supplemental data against the consolidation system through Form Template definition. After that, a Preparer of a form will see the Validation row on the form and the system ensures that the form will not be submitted until the attribute and the Financial Management account balance match.

Setting Up the Validation

To set up the validation (performed by an administrator):

1. In **Edit Form Template**, select **Sections** and then **Column** tab.

2. In **Columns**, select connection to Financial Management application.
   You will see a new column called **Total Validation POV**.

3. Specify the POV by clicking on the member selector in the **Total Validation POV** column next to the attribute that you are validating against

> ✏ **Note:**
>
> Make sure View Only is deselected

Working with the Form

Now that the validation has been set up and you deploy a form, the balance from Financial Management will be displayed in a new "Validation" row along with the POV.

If you try to add data and submit the form, (for example, $570 for Stationery expenses), the system checks and will only permit the submission if the total of the attribute equals the total from Financial Management. For example, if you add data for Stationery

If you add a Travel Expense of $100, you will see that the attribute value now matches the account balance in Financial Management and the form is submitted.

Year 2016   Period August   Scenario Actual   Entity NewYork

| Summary | **Administration Expenses** | History |

Actions ▼

	ID	Item	Amount	
1	1	Stationery	$ 570	
2	2	Travel	$ 100	
Total			**$ 670**	
Validation			**$ 670**	

18

Working with Forms

Related Topics

- Form Summary
- Entering Data into Forms
- Entering Data into Sections
- Bulk Loading of Data Across Entities
- Viewing Form History
- Workflow for Groups and Teams
- Performing Group or Team Actions on Forms

Form Summary

The Summary Tab of the form contains the Name, Description, Data collection period, Status, Start Date, End Date, Instructions, Questions, Comments, and Workflow information.

To work with the form:

1. In your application, in the user's BI Dashboard, under My Worklist portlet, click a form. See BI Dashboard View.

2. The POV (Year/Period/Scenario/Entity) and Data Collection Unit selection is displayed at the top of the window.

3. The summary information for the form:

   - **Name and Description**—From the Form Template

   - **Data Collection Period**—Period that this form has been deployed to

   - **Status**—Current detailed status

   - **Start Date**—Starting date for data collection

   - **End Date**—Final date for submission, approval, or posting (whichever is latest)

4. Enter the data directly or export the form to Oracle Smart View for Office for data entry. See *Oracle Smart View for Office User's Guide*.

5. The **Actions** list contains the actions available for each of the following users:

   - **Preparer**: Submit, Save, Reset

   > ✏ **Note:**
   >
   > The Preparer clicks **Reset** to discard what was entered and reset it to the last time that the data was saved.

- • **Approver**: Approve, Reject, Save, Reset

  The Save and Reset options apply to comments and answers.

- • **Integrator**: Reject, Post, Save, Reset

  The Save and Reset options apply to comments and answers.

  After a form is posted, the integrator has only read access to the form data. The status of the form instance is "Closed"; only the Administrator can reopen the form instance for changes.

6. The **Instructions** section is a read only area.

7. To add **Comments**:

   a. Expand Comments.

   b. Select **Actions**, and then **New**.

   c. In the Comment box, enter a comment.

   d. **Optional**: To add a reference to an external document or a web page to the comment:

      1. In **References**, select **Actions**, then **Add**.

      2. Select a **Reference Type**:

      - • **Local File**—Browse to the local file, and enter a **Reference Name.**

      - • **Repository File**—Click **OK**.

      - • **URL**—Enter a **URL** and a **Reference Name**.

8. The **Workflow** section lists the Role, User, Status, Due Date and Completion Date of the Form.

Entering Data into Forms

How to enter data:

- • Input data manually

- • Import data from a file

- • Enter data using Excel

Data is stored in its base format with as much detail as was input. For example, if you enter $123,456.789 in a currency field formatted with two decimal digits and no thousands separator, the number is stored as 123456.789 but redisplayed as $123456.79.

The data entry tab displays the actual form columns and rows in data entry mode. You can select the entry in the point of view bar for data entry. If multiple data entry sections are defined on the form template, a corresponding data entry tab is displayed for each section.

Preparers enter data, and Approvers or Integrators review the data.

To use the data entry tabs:

1. In your application, in the user's BI Dashboard, under the My Worklist portlet, click a form. See BI Dashboard View.

2. **Actions** in the upper right contains the actions available for each of the following users:

- **Preparer**: Submit, Save, Reset

> **Note:**
>
> The Preparer clicks **Reset** to discard what was entered and reset it to the last time that the data was saved.

- **Approver**: Approve, Reject, Save, Reset

  The Save and Reset options apply to comments and answers.

- **Integrator**: Reject, Post, Save, Reset

  The Save and Reset options apply to comments and answers.

  After a form is posted, the integrator has only read access to the form data. The status of the form instance is "Closed"; only the Administrator can reopen the form instance for changes.

3. To search for a Dimension attribute included/referenced in a Form Template:

> **Note:**
>
> This feature is available only in 11.1.2.4.101 (patch 21357574). For information about new features and updating to release 11.1.2.4.101, see My Oracle Support https://support.oracle.com/.

   a. Click a Dimension attribute.

   b. On the Dimension Reference dialog, click **Filter** and search for the Dimension attribute.

> **Note:**
>
> An * may be used as a wild character.

   c. Select an attribute.

   d. Click **OK**.

4. The Summary section **Actions** menus:

- **Print**—Print the contents of the table. The table is displayed in an HTML window.

- **Refresh**—Refresh the data.

Entering Data into Sections

To enter data into Sections:

1. In your application, in the user's BI Dashboard, under the My Worklist portlet, click on a form. See BI Dashboard View.

2. Click a section tab.

3. The data entry section contains:

Table 18-1   Section Buttons

Task	Button	Description
Increment list		Select a number to indicate the number of rows the "Add rows" menu adds at one time.
Sort Ascending or Descending		Select A-Z or Z-A sort.
Validate		Checks all populated rows for correct data. Errors are displayed in a dialog box, which lists the row, column, and reason for the validation failure.
Open Form in Smart View		Open form in Smart View.
Print		Print the contents of the table. The table is displayed in an HTML window.
Refresh		Refresh the data.
Add rows		Add a block of empty records to the table; the increment list displays the number of records in the block.
Delete rows		Delete the selected records. A message confirms the deletion.

Table 18-1   (Cont.) Section Buttons

Task	Button	Description
Import		Imports contents from a CSV file. The Import dialog box is displayed and allows for three import styles: • **Replace All**—Updates existing data records in the data set with the data records from the file for the DCU. Any new records in the file are added. Data records are not removed from the data set, even though they are not included in the file. > **Note:** > Known as Merge mode in Oracle Hyperion Financial Management. • **Update**—Alows you to update only specific columns of information included in the file. For example: The form may contain four columns of loan detail information: Loan ID, Loan Amount, Interest Rate, and Due Date. If data records are entered in the database for DCU, but we want to update only the information regarding Due Date, we can include the Loan ID (key column) and the Due Date information, and the system updates each record in the file with only the new Due date information. If the file contains a new data loan record that was not in the database, the new record is added with only the Due Date information updated. This option is useful if you have data records and want to add columns of data without affecting the other columns.

Table 18-1   (Cont.) Section Buttons

Task	Button	Description
		> **Note:** > This option is not available in Financial Management. Select an Import Type. Update is the default. Select a File Delimiter for the import file from the drop-down: Comma or Tab. Comma is selected by default. **Date Format** Select a **Date Format** from the drop down list of allowed date formats. Date formats are not translated. By default, the date format is set to the locale date format of the exported file location. For example: • MM/dd/yyyy • dd/MM/yyyy • dd-MMM-yy • MMM d, yyyy Import status: • If the import is error-free, then a message indicating the number of members added and updated is displayed. • If errors exist, then the import fails, and a message indicates the row and column of each error and provides a description.

Table 18-1   (Cont.) Section Buttons

Task	Button	Description
Export	⬆	Download the summary table to a **CSV** format or to **Microsoft Excel**

> ✏ **Note:**
>
> Each CSV file contains records for a single form/ data entry Section; therefore, if 10 forms (or sections) are in the system, you must export separately for each one, and the system creates 10 CSV files.
>
> This is not the same behavior in Financial Management where Financial Management can export all data records for multiple entities to one file.

Bulk Loading of Data Across Entities

Administrators and Power Users are able to import data for multiple entities for a given data collection period and a given dataset. This feature is useful for Administrators and Power Users to bulk populate forms using some source data from another system or to prepopulate a few columns so that the preparer only has to input data values. Loading of data is allowed for forms in the following workflow states: Pending, Open with Preparer, Open with Approver, and Open with Integrator. It is not allowed for forms that are in a Closed workflow status.

To load data across entities:

1. From the **Data Set Dashboard**, select the **Data Collection Period** in the View dropdown.

2. Select the Data Set you want to load to, and then from **Actions**, select **Import**.

3. From the **Import data into data set** dialog, browse to the .csv file you want to load. An example of a load file across several entities is shown. Note that the Entity column has multiple entity dimension members..

	A	B	C	D	E	F
1	Entity	ID	Employee ID	Employee Name	Meal Type	Amount
2	US	301	101	Samson John	Breakfast	34
3	India	1	102	Nancy Clark	Breakfast	510
4	India	2	104	Santosh Kumar	Breakfast	3500
5	Europe	201	103	Nancy Clark	Breakfast	35
6	Germany	12	105	Bill Jones	Lunch	57
7						

4. Choose either **Replace** or **Update** the data.

5. Choose the date format, then click **Import**.
The Status displays showing you whether there are any errors or warnings and the Total Entities, Entities Updated as well as Total Rows Created or Updated.

Viewing Form History

The system maintains a history of form actions, which you can view in the Form dialog box. The History tab displays the user, date, action required, and the difference of the changes to the form.

To view the form history:

1. In your application, in the user's BI Dashboard, under the My Worklist portlet, click on a form. See BI Dashboard View.

2. Click the **History** tab.

3. View the following fields:

- **Field**
- **Modification Type**
- **Supporting Object**
- **Modified By**
- **Modified On**
- **Old Value**
- **New Value**

4. Click **OK**.

Workflow for Groups and Teams

You can assign the Preparer, Approver and Integrator roles for a form to Shared Services security groups and to teams. Teams are a list of members defined in Tax Operations. When you assign a group or team to a form role, any user in the group or team can then perform the role for that form.

Claiming Forms

When a team or group is assigned the **Preparer** role, any member of the group or team can work on and submit the form, but only after a member has claimed the form.

When a group or team is assigned the **Approver** role, any member of that team can approve the form after first claiming it. Any team member can claim the form, which prevents other team members from approving it until it is released.

Primary Users (Teams Only)

You optionally can assign one team member as the primary user for the team. If you assign a primary user, that user is by default granted the claim to forms to which the team is assigned.

Performing Group or Team Actions on Forms

To claim a form:

1. Open the form, and then click **Claim**.

2. After a preparer or approver clicks the Claim button, then the Release button appears.

3. Click **Release** to remove the claim made by that user.

To determine whether a form is claimed, view the following view and column attributes:

• Preparer (Claimed)–If **Yes**, then the preparer role has been claimed. If **No**, then it is unclaimed.

• Approver # (Claimed)–The # indicates the Approver level. If **Yes**, then this approver level is claimed. If **No**, then it is unclaimed.

To filter by the Preparer (Claimed) and Approver # (Claimed) attributes:

1. At the top of the Filter panel, click **Select Filterable Attributes** .

2. Select the desired attributes from the **Available**.

3. Click **>>** to move the attributes to **Selected**.

4. Click **OK**.

To add the Preparer (Claimed) and Approver # (Claimed) attributes as List View columns:

1. Click **Columns** at the top of the Form List view.

2. Select the desired attributes from **Available**.

3. Click **>>** to move the attributes to **Selected**.

4. Click **OK**.

19
Managing Data Collection Workflow

The data collection workflow follows this order:

1. Select a Data Collection period by Year, Period, Scenario, which are defined in System Settings.

2. Deploy the Form Template.

3. Open the period to start the data collection process.

4. The system activates Form Instances based on Start Day offset. Applicable Form instances are in Open status.

5. Email notifications are sent to preparers.

6. Start data entry.

7. The Prepare, Approve, and Post workflow process continues.

8. Close Period starts; no new form instances are generated. No new data entry is allowed.

9. Data collection that is in progress continues.

10. Lock Period starts; no changes can be made.

11. Data Collection is done for the period.

A

Standard Currency Codes

This section contains the following subtopics:

-
-
-

Currency Codes AED - ITL

The following list is the standard currencies:

Table A-1   Currency Codes A — I

Currency Code	Country	Currency Code	Country
AED	UAE Dirham	CVE	Cape Verde Escudo
AFN	Afghani	CYP	CYP
ALL	Lek	CZK	Czech Koruna
AMD	Armenian Dram	DEM	German Mark
ANG	Netherlands Antillean Guilder	DJF	Djibouti Franc
AOA	Kwanza	DKK	Danish Krone
ARS	Argentine Peso	DOP	Dominican Peso
ATS	Austrian Schilling	DZD	Algerian Dinar
AUD	Australian Dollar	EEK	Estonia
AWG	Aruban Guilder	EGP	Egyptian Pound
AZN	Azerbaijanian Manat	ERN	Nakfa
BAM	Convertible Mark	ESP	Spain
BBD	Barbados Dollar	ETB	Ethiopian Birr
BDT	Taka	EUR	Euro
BEF	Belgium	EUR	Euro
BGN	Bulgarian Lev	FIM	Finland
BHD	Bahraini Dinar	FJD	Fiji Dollar
BIF	Burundi Franc	FKP	Falkland Islands Pound
BMD	Bermudian Dollar	FRF	French Franc
BND	Brunei Dollar	GBP	Pound Sterling
BOB	Boliviano	GEL	Lari
BOV	Mvdol	GHS	Cedi
BRL	Brazilian Real	GIP	Gibraltar Pound
BSD	Bahamian Dollar	GMD	Dalasi
BTN	Ngultrum	GNF	Guinea Franc
BWP	Pula	GRD	Greece

Table A-1   (Cont.) Currency Codes A — I

Currency Code	Country	Currency Code	Country
BYR	Belarussian Ruble	GTQ	Quetzal
BZD	Belize Dollar	GYD	Guyana Dollar
CAD	Canadian Dollar	HKD	Hong Kong Dollar
CDF	Congolese Franc	HNL	Lempira
CHE	WIR Euro	HRK	Croatian Kuna
CHF	Swiss Franc	HTG	Gourde
CHW	WIR Franc	HUF	Forint
CLF	Unidades de fomento	IDR	Rupiah
CLP	Chilean Peso	IEP	Ireland
CNY	Yuan Renminbi	ILS	New Israeli Sheqel
COP	Colombian Peso	INR	Indian Rupee
COU	Unidad de Valor Real	IQD	Iraqi Dinar
CRC	Costa Rican Colon	IRR	Iranian Rial
CUC	Peso Convertible	ISK	Iceland Krona
CUP	Cuban Peso	ITL	Italian Lira

Currency Codes JMD - USS

Table A-2   Currency Codes J — U

Currency Code	Country	Currency Code	Country
JMD	Jamaican Dollar	NZD	New Zealand Dollar
JOD	Jordanian Dinar	OMR	Rial Omani
JPY	Yen	PAB	Balboa
KES	Kenyan Shilling	PEN	Nuevo Sol
KGS	Som	PGK	Kina
KHR	Riel	PHP	Philippine Peso
KMF	Comoro Franc	PKR	Pakistan Rupee
KPW	North Korean Won	PLN	Zloty
KRW	Won	PTE	Portugal
KWD	Kuwaiti Dinar	PYG	Guarani
KYD	Cayman Islands Dollar	QAR	Qatari Rial
KZT	Tenge	RON	Leu
LAK	Kip	RSD	Serbian Dinar
LBP	Lebanese Pound	RUB	Russian Ruble
LKR	Sri Lanka Rupee	RWF	Rwanda Franc
LRD	Liberian Dollar	SAR	Saudi Riyal
LSL	Loti	SBD	Solomon Islands Dollar
LTL	Lithuanian Litas	SCR	Seychelles Rupee
LUF	Luxembourg	SDG	Sudanese Pound
LVL	Latvian Lats	SEK	Swedish Krona
LYD	Libyan Dinar	SGD	Singapore Dollar

Table A-2   (Cont.) Currency Codes J — U

Currency Code	Country	Currency Code	Country
MAD	Moroccan Dirham	SHP	Saint Helena Pound
MDL	Moldovan Leu	SIT	Slovenia, Tolar
MGA	Malagasy Ariary	SKK	Slovakia, Koruna
MKD	Denar	SLL	Leone
MMK	Kyat	SOS	Somali Shilling
MNT	Tugrik	SRD	Surinam Dollar
MOP	Pataca	STD	Dobra
MRO	Ouguiya	SVC	El Salvador Colon
MTL	Malta	SYP	Syrian Pound
MUR	Mauritius Rupee	SZL	Lilangeni
MVR	Rufiyaa	THB	Baht
MWK	Kwacha	TJS	Somoni
MXN	Mexican Peso	TMT	New Manat
MXP	Old Mexican Peso	TND	Tunisian Dinar
MXV	Mexican Unidad de Inversion (UDI)	TOP	Pa'anga
MYR	Malaysian Ringgit	TRY	Turkish Lira
MZN	Metical	TTD	Trinidad and Tobago Dollar
NAD	Namibia Dollar	TWD	New Taiwan Dollar
NGN	Naira	TZS	Tanzanian Shilling
NIO	Cordoba Oro	UAH	Hryvnia
NIS	Israel Shekel	UGX	Uganda Shilling
NLG	Dutch Guilders	USD	US Dollar
NOK	Norwegian Krone	USN	US Dollar (Next day)
NPR	Nepalese Rupee	USS	US Dollar (Same day)

Currency Codes UYI - ZWL

Table A-3   Currency Codes U - Z

Currency Code	Country
UYI	Uruguay Peso en Unidades Indexadas (URUIURUI)
UYU	Peso Uruguayo
UZS	Uzbekistan Sum
VAL	Vatican City
VEF	Bolivar Fuerte
VND	Dong
VUV	Vatu
WST	Tala
XAF	CFA Franc BEAC
XCD	East Caribbean Dollar

Table A-3   (Cont.) Currency Codes U - Z

Currency Code	Country
XOF	CFA Franc BCEAO
XPF	CFP Franc
YER	Yemeni Rial
ZAR	Rand
ZAR	South African Rand
ZMK	Zambian Kwacha
ZWL	Zimbabwe Dollar

B

Supported Time Zones in Organization Units

The following section lists the supported time zones and the import file format.

The Excel sheet lists the complete list of time zones that are supported by the application, their code and their offsets. The last column gives the import file format. Specify the time zone column in this exact format. Any other format or any other string in the time zone column of the CSV file will be rejected.

> ✏ **Note:**
>
> The empty columns in the Excel worksheet represent more than one time zone which is represented by same code and offset.

Example:

Table B-1   Supported Time Zones in Organization Units

Time Zone	Code	Offset	Internal Code	How they are listed in the import file
Phoenix - Mountain Time, Canada	Mountain Time MT	(UTC-07:00)	America/Phoenix	MT (UTC-07:00)
			America/Edmonton	
Chihuahua - Mexico Time 2			America/Chihuahua	
Mexico Time 2			America/Mazatlan	
Denver - Mountain Time			America/Denver	

All the above time zones are represented using MT (UTC-07:00). During import there is no way to distinguish them. In such cases, the system will assume the time zone of the first time zone available (which is the row where the code and offset are specified.) User can always change the time zone from the setup dialog after import.

Table B-2   Supported Times Zones in the Organization for Import Files

TimeZone	Code	Offset	Internal Code	How they are mentioned in the import file
Midway - Samoa Time	ST	(UTC-11:00)	Pacific/Midway	ST (UTC-11:00)
Pago Pago - Samoa Time			Pacific/Pago Pago	

Table B-2 (Cont.) Supported Times Zones in the Organization for Import Files

TimeZone	Code	Offset	Internal Code	How they are mentioned in the import file
Honolulu - Hawaii Time	HT	(UTC-10:00)	Pacific/Honolulu	HT (UTC-10:00)
Alaska Time	AKT	(UTC-09:00)	America/Anchorage	AKT (UTC-09:00)
Vancouver - Pacific Time (Canada)			America/Vancouver	
Tijuana - Pacific Time			America/Tijuana	
Los Angeles - Pacific Time	PT	(UTC-08:00)	America/Los Angeles	PT (UTC-08:00)
Phoenix - Mountain Time	MT	(UTC-07:00)	America/Phoenix	MT (UTC-07:00)
Mountain Time, Canada			America/Edmonton	
Chihuahua - Mexico Time 2			America/Chihuahua	
Mexico Time 2			America/Mazatlan	
Denver - Mountain Time			America/Denver	
Chicago - Central Time	CT	(UTC-06:00)	America/Chicago	CT (UTC-06:00)
Central Time (Canada)			America/Winnipeg	
Costa Rica - Central America Time			America/Costa Rica	
El Salvador - Central America Time			America/El Salvador	
Guatemala - Central America Time			America/Guatemala	
Managua - Central America Time			America/Managua	
Regina - Central Time			America/Regina	
Mexico City - Mexico Time	MT	(UTC-06:00)	America/Mexico City	MT (UTC-06:00)
Bogota - Colombia Time	COT	(UTC-05:00)	America/Bogota	COT (UTC-05:00)
Guayaquil - Ecuador Time	ECT	(UTC-05:00)	America/Guayaquil	ECT (UTC-05:00)
Lima - Peru Time	PET	(UTC-05:00)	America/Lima	PET (UTC-05:00)
New York - Eastern Time	ET	(UTC-05:00)	America/New York	ET (UTC-05:00)
Montreal - Eastern Time (Canada)			America/Montreal	
Indianapolis - Eastern Time			America/Indianapolis	
Panama - Eastern Time			America/Panama	

Table B-2   (Cont.) Supported Times Zones in the Organization for Import Files

TimeZone	Code	Offset	Internal Code	How they are mentioned in the import file
Caracas - Venezuela Time	VET	(UTC-04:30)	America/Caracas	VET (UTC-04:30)
Puerto Rico - Atlantic Time	AT	(UTC-04:00)	America/Puerto Rico	AT (UTC-04:00)
Canada Atlantic Time			America/Halifax	
Santiago - Chile Time	CLT	(UTC-04:00)	America/Santiago	CLT (UTC-04:00)
Buenos Aires	ART	(UTC-03:00)	America/Buenos Aires	ART (UTC-03:00)
Godthab - Western Greenland Time	WGT	(UTC-03:00)	America/Godthab	WGT (UTC-03:00)
Sao Paulo - Brasilia Time	BRT	(UTC-03:00)	America/Sao Paulo	BRT (UTC-03:00)
St Johns - Newfoundland Time	NT	(UTC-03:30)	America/St Johns	NT (UTC-03:30)
Noronha - Fernando de Noronha Time	FNT	(UTC-02:00)	America/Noronha	FNT (UTC-02:00)
Azores - Azores Time	AZOT	(UTC-01:00)	Atlantic/Azores	AZOT (UTC-01:00)
Cape Verde - Cape Verde Time	CVT	(UTC-01:00)	Atlantic/Cape Verde	CVT (UTC-01:00)
Casablanca - Western European Time	WET	(UTC+00:00)	Africa/Casablanca	WET (UTC+00:00)
Dublin - Greenwich Mean Time	GMT	(UTC+00:00)	Europe/Dublin	GMT (UTC+00:00)
Lisbon - Western European Time	WET	(UTC+00:00)	Europe/Lisbon	WET (UTC+00:00)
London - Greenwich Mean Time	GMT	(UTC+00:00)	Europe/London	GMT (UTC+00:00)
Nouakchott - Greenwich Mean Time			Africa/Nouakchott	
Reykjavik - Greenwich Mean Time			Atlantic/Reykjavik	
Coordinated Universal Time	UTC	(UTC+00:00)	Etc/UTC	UTC (UTC+00:00)
Lagos - Western African Time	WAT	(UTC+01:00)	Africa/Lagos	WAT (UTC+01:00)
Brussels - Central European Time	CET	(UTC+01:00)	Europe/Brussels	CET (UTC+01:00)
Algiers - Central European Time			Africa/Algiers	
Amsterdam - Central European Time			Europe/Amsterdam	
Belgrade - Central European Time			Europe/Belgrade	

Table B-2   (Cont.) Supported Times Zones in the Organization for Import Files

TimeZone	Code	Offset	Internal Code	How they are mentioned in the import file
Berlin - Central European Time			Europe/Berlin	
Budapest - Central European Time			Europe/Budapest	
Copenhagen - Central European Time			Europe/Copenhagen	
Luxembourg - Central European Time			Europe/Luxembourg	
Madrid - Central European Time			Europe/Madrid	
Oslo - Central European Time			Europe/Oslo	
Paris - Central European Time			Europe/Paris	
Prague - Central European Time			Europe/Prague	
Rome - Central European Time			Europe/Rome	
Stockholm - Central European Time			Europe/Stockholm	
Tirane - Central European Time			Europe/Tirane	
Tunis - Central European Time			Africa/Tunis	
Vienna - Central European Time			Europe/Vienna	
Warsaw - Central European Time			Europe/Warsaw	
Zurich - Central European Time			Europe/Zurich	
Cairo - Egypt Time	ET	(UTC+02:00)	Africa/Cairo	ET (UTC+02:00)
Harare - Central African Time	CAT	(UTC+02:00)	Africa/Harare	CAT (UTC+02:00)
Jerusalem - Israel Time	IT	(UTC+02:00)	Asia/Jerusalem	IT (UTC+02:00)
Johannesburg - South Africa Time	SAT	(UTC+02:00)	Africa/Johannesburg	SAT (UTC+02:00)
Athens - Eastern European Time	EET	(UTC+02:00)	Europe/Athens	EET (UTC+02:00)
Amman - Eastern European Time			Asia/Amman	
Beirut - Eastern European Time			Asia/Beirut	
Bucharest - Eastern European Time			Europe/Bucharest	

Table B-2   (Cont.) Supported Times Zones in the Organization for Import Files

TimeZone	Code	Offset	Internal Code	How they are mentioned in the import file
Damascus - Eastern European Time			Asia/Damascus	
Helsinki - Eastern European Time			Europe/Helsinki	
Istanbul - Eastern European Time			Europe/Istanbul	
Kiev - Eastern European Time			Europe/Kiev	
Nicosia - Eastern European Time			Asia/Nicosia	
Riga - Eastern European Time			Europe/Riga	
Sofia - Eastern European Time			Europe/Sofia	
Tallinn - Eastern European Time			Europe/Tallinn	
Tripoli - Eastern European Time			Africa/Tripoli	
Vilnius - Eastern European Time			Europe/Vilnius	
Qatar - Arabia Time	AT	(UTC+03:00)	Asia/Qatar	AT (UTC+03:00)
Aden - Arabia Time			Asia/Aden	
Baghdad - Arabia Time			Asia/Baghdad	
Bahrain - Arabia Time			Asia/Bahrain	
Kuwait - Arabia Time			Asia/Kuwait	
Riyadh - Arabia Time			Asia/Riyadh	
Moscow - Moscow Time	MSK	(UTC+03:00)	Europe/Moscow	MSK (UTC+03:00)
Nairobi - Eastern African Time	EAT	(UTC+03:00)	Africa/Nairobi	EAT (UTC+03:00)
Djibouti - Eastern African Time			Africa/Djibouti	
Khartoum - Eastern African Time			Africa/Khartoum	
Mogadishu - Eastern African Time			Africa/Mogadishu	
Tehran - Iran Time	IRT	(UTC+03:30)	Asia/Tehran	IRT (UTC+03:30)
Baku - Azerbaijan Time	AZT	(UTC+04:00)	Asia/Baku	AZT (UTC+04:00)
Dubai - Gulf Time	GT	(UTC+04:00)	Asia/Dubai	GT (UTC+04:00)
Muscat - Gulf Time			Asia/Muscat	
Kabul - Afghanistan Time	AFT	(UTC+04:30)	Asia/Kabul	AFT (UTC+04:30)

Table B-2 (Cont.) Supported Times Zones in the Organization for Import Files

TimeZone	Code	Offset	Internal Code	How they are mentioned in the import file
Karachi - Pakistan Time	PKT	(UTC+05:00)	Asia/Karachi	PKT (UTC+05:00)
Tashkent - Uzbekistan Time	UZT	(UTC+05:00)	Asia/Tashkent	UZT (UTC+05:00)
Yekaterinburg - Yekaterinburg Time	YEKT	(UTC+05:00)	Asia/Yekaterinburg	YEKT (UTC+05:00)
Calcutta - India Time	IT	(UTC+05:30)	Asia/Calcutta	IT (UTC+05:30)
Kathmandu - Nepal Time	NPT	(UTC+05:45)	Asia/Kathmandu	NPT (UTC+05:45)
Almaty - Alma-Ata Time	ALMT	(UTC+06:00)	Asia/Almaty	ALMT (UTC+06:00)
Colombo - Sri Lanka Time	LKT	(UTC+05:30)	Asia/Colombo	LKT (UTC+05:30)
Dhaka - Bangladesh Time	BDT	(UTC+06:00)	Asia/Dhaka	BDT (UTC+06:00)
Novosibirsk - Novosibirsk Time	NOVT	(UTC+06:00)	Asia/Novosibirsk	NOVT (UTC+06:00)
Rangoon - Myanmar Time	MMT	(UTC+06:30)	Asia/Rangoon	MMT (UTC+06:30)
Bangkok - Indochina Time	ICT	(UTC+07:00)	Asia/Bangkok	ICT (UTC+07:00)
Saigon - Indochina Time			Asia/Saigon	
Jakarta - West Indonesia Time	WIT	(UTC+07:00)	Asia/Jakarta	WIT (UTC+07:00)
Krasnoyarsk - Krasnoyarsk Time	KRAT	(UTC+07:00)	Asia/Krasnoyarsk	KRAT (UTC+07:00)
Shanghai - China Time	CT	(UTC+08:00)	Asia/Shanghai	CT (UTC+08:00)
Taipei - China Time			Asia/Taipei	
Hong Kong - Hong Kong Time	HKT	(UTC+08:00)	Asia/Hong Kong	HKT (UTC+08:00)
Irkutsk - Irkutsk Time	IRKT	(UTC+08:00)	Asia/Irkutsk	IRKT (UTC+08:00)
Kuala Lumpur - Malaysia Time	MYT	(UTC+08:00)	Asia/Kuala Lumpur	MYT (UTC+08:00)
Manila - Philippines Time	PHT	(UTC+08:00)	Asia/Manila	PHT (UTC+08:00)
Perth - Western Time (Australia)	WT	(UTC+08:00)	Australia/Perth	WT (UTC+08:00)
Singapore - Singapore Time	SGT	(UTC+08:00)	Asia/Singapore	SGT (UTC+08:00)
Seoul - Korea Time	KT	(UTC+09:00)	Asia/Seoul	KT (UTC+09:00)
Tokyo - Japan Time	JT	(UTC+09:00)	Asia/Tokyo	JT (UTC+09:00)
Yakutsk - Yakutsk Time	YAKT	(UTC+09:00)	Asia/Yakutsk	YAKT (UTC+09:00)

Table B-2   (Cont.) Supported Times Zones in the Organization for Import Files

TimeZone	Code	Offset	Internal Code	How they are mentioned in the import file
Adelaide - Central Time (SouthAustralia)	CT	(UTC+09:30)	Australia/Adelaide	CT (UTC+09:30)
Darwin - Central Time (Northern Territory)			Australia/Darwin	
Brisbane - Eastern Time (Queensland)	ET	(UTC+10:00)	Australia/Brisbane	ET (UTC+10:00)
Guam - Chamorro Time	ChT	(UTC+10:00)	Pacific/Guam	ChT (UTC+10:00)
Sydney - Eastern Time (New South Wales)	ET	(UTC+10:00)	Australia/Sydney	ET (UTC+10:00)
Hobart - Eastern Time (Tasmania)			Australia/Hobart	
Vladivostok - Vladivostok Time	VLAT	(UTC+10:00)	Asia/Vladivostok	VLAT (UTC+10:00)
Magadan - Magadan Time	MAGT	(UTC+11:00)	Asia/Magadan	MAGT (UTC+11:00)
Auckland - New Zealand Time	NZT	(UTC+12:00)	Pacific/Auckland	NZT (UTC+12:00)
Dateline Standard Time	UTC	(UTC+12:00)	Etc/GMT-12	UTC (UTC+12:00)
Fiji - Fiji Time	FJT	(UTC+12:00)	Pacific/Fiji	FJT (UTC+12:00)
Kamchatka - Petropavlovsk-Kamchatski Time	PETT	(UTC+12:00)	Asia/Kamchatka	PETT (UTC+12:00)
Tongatapu - Tonga Time	TOT	(UTC+13:00)	Pacific/Tongatapu	TOT (UTC+13:00)

C

Order of Precedence Rules for Tax Operations

> **✎ Note:**
>
> This feature is available only in 11.1.2.4.100 (patch 20307212). For information about new features and updating to release 11.1.2.4.100, see My Oracle Support https://support.oracle.com

Executing a rule might prevent a rule established later from being invoked. For example, if a customer assigns an auto submit rule to a task, and the auto submit succeeds, then any rule tied to the Submit function (such as prevent task submission) would never be invoked.

Table C-1   Order of Precedence Rules

Rules	Rule Type	Runs When	Precedence Notes
Auto Approve Task	Template Rule Schedule Rule Task type Rule Task Rule	Task status changes to Open with Approver.	If any rule is successful, then Auto Approval occurs.
Auto Submit Task	Template Rule Schedule Rule Task type Rule Task Rule	Task status changes from Pending to Open with Assignee.	If any rule is successful, then Auto Submit occurs.
Prevent Task Approval	Template Rule Schedule Rule Task Type Rule Task Rule	Approver clicks **Approve**.	If any rule is successful, then approval fails.
Prevent Task Submission	Template Rule Schedule Rule Task Type Rule Task Rule	Assignee clicks **Submit**.	Rule triggered when the assignee clicks **Submit**. Can be evaluated in any order. If any rule succeeds, then the Submit function is prevented.