Hyperion Planning Features White Paper

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Portal for all your Oracle Training Needs

Oracle Hyperion

Market Leader in Enterprise Planning, Budgeting & Forecasting
Source – Gartner

Over 8000 customers

Product is mature, scalable and innovative

Hyperion Overview

Hyperion is an Oracle based product that delivers
- A web & excel based planning, budgeting and forecasting solution
- Consolidation and financial close management solution [known as HFM]
- Financial Reporting Studio
- Financial Data Quality Management & MDM [known as DRM]
- Crystal Ball that allows predictive modelling, time series capabilities, monte carlo simulations

Some additional information
- Hyperion has a Japan Statutory starter kit for HFM providing Japanese GAAP and IFRS capabilities
- Hyperion has an ERP Integrator that allows interface with Oracle

General Ledger Release 12, facilitating transfer & drilldown of GL actuals & Hyperion budgets
- Smart view excel technology used in Hyperion is also available in Oracle Fusion Apps
- Hyperion integrates with Oracle's Governance Risk Compliance tool, as does Oracle Fusion Applications.
- Hyperion has a Calculation Manager component that allows creation of business rules using graphical user interface

Hyperion Financial Reporting

Hyperion Financial Reporting

❑ Can contain embedded charts & be used for dashboard type presentation in browser

❑ Expect this to be used for main Statutory & Regulatory reporting statements

❑ Expect this to be used for the core operating financial statements (P&L, BS, Cash Flow etc)

❑ Expect this to be used for core variance reports to budget & latest forecast

❑ Expect this to be used for high volume and repeatable reports, Analysis of key accounts by custom dimensions

❑ Centrally managed and controlled, no user amendments (client), therefore 'one version of the truth

❑ Financial reports can be 'pointed' at the Essbase data – as used at Barclays, HSBC, RBS, AIB etc

Hyperion Financial Reporting Studio

Hyperion Smart view – Integration to Excel

Hyperion Smart view

❑ MS Office reporting capability (primarily Excel but also Word & Powerpoint)

❑ Expect this to be used for ad-hoc analysis of key accounts by custom & supplementary data review

❑ Expect this to be used for some of the control reporting and slice and dice analysis

❑ Retrieve and export data to/from Microsoft Excel

❑ Dynamically retrieve metadata items (e.g. Account Descriptions) into Microsoft Excel

❑ Centrally managed and controlled, no user amendments (client), therefore 'one version of the truth'

Hyperion Planning Suite

Hyperion Planning Suite has the following key modules

Oracle Financial Services Balance Sheet Planning
Budget for a full balance sheet and the associated profit and loss statement.

Oracle Hyperion Capital Asset Planning
Automates the planning of capital assets and capital asset-related expenses, such as depreciation, maintenance, and insurance

Oracle Hyperion Workforce Planning
Makes headcount, salary, and compensation planning fast and efficient across the enterprise

Oracle Hyperion Project Financial Planning
Financial planning and forecasting for contract, capital, and indirect projects

Oracle Hyperion Strategic Finance
It helps users quickly model and evaluate financial scenarios, and offers out of the box treasury capabilities for sophisticated debt and capital structure management.

Oracle Crystal Ball
Spreadsheet-based application for predictive modeling, forecasting, simulation, and optimization

Hyperion Planning

Planning

What is Hyperion Planning
It is a web based budgeting and planning solution that drives collaborative, event based, operational planning processes through the organizations for a wide range of functional and operational needs

Planning enables you to

❑ Utilize a framework for perpetual planning, with attention to managing volatility and frequent planning cycles

❑ Integrate with Oracle® Hyperion Smart View for Office so that you can enter, format, analyze, and report on Planning data in Microsoft Office

❑ Use business rules to perform complex calculations

❑ Manage the budget approval process

❑ Enhance decision-making with reporting, analysis, and planning

❑ Enter and analyze data in offline mode

Built-in Options for Hyperion Planning

Adjusting & Spreading Data

- ❑ Adjust either individual or multiple data cell values by a percentage or by amount
- ❑ Security lets users only adjust cells with write access
- ❑ Further flexibility by utilizing cell locking
  Temporarily lock cells while Hyperion Planning calculates and spreads the results

Time Spreading

- ❑ Allows data to be entered at a high level instantly allocated
  - ->Spreading data based on a proportional allocation of existing values
  - ->Spreading week level based on i.e. 4–5–4, 4–4–5, 5–4–4, or None
- ❑ Adjusts for Time Balance
- ❑ Security lets users only adjust cells with write access
- ❑ Further flexibility by utilizing cell locking

# Built-in Options for Hyperion Planning

Mass Allocations
- ❑ Spreads data even to cells not displayed on the data form
- ❑ Allocates data to all source cell's descendants and from subtotal cell or total cell
- ❑ Allocates across multiple dimensions
- ❑ Customized spreading patterns and usage of calculation scripts
- ❑ Bottom Up , Top Down, and Middle Out based allocations

Grid Spread
- ❑ Specify an amount or percentage to change values on the data form
- ❑ Selectable spreading patterns (Proportional, Even Split, & Fill)
- ❑ Ignores read-only, locked cells, and cells having supporting detail.
- ❑ Data integrity is safeguarded by spreading values only to cells that you have access to.

Hyperion – A Typical data submission process

You can either decentralise planning with central controls, as shown below
OR
Planning can be done centrally with appropriates approvals
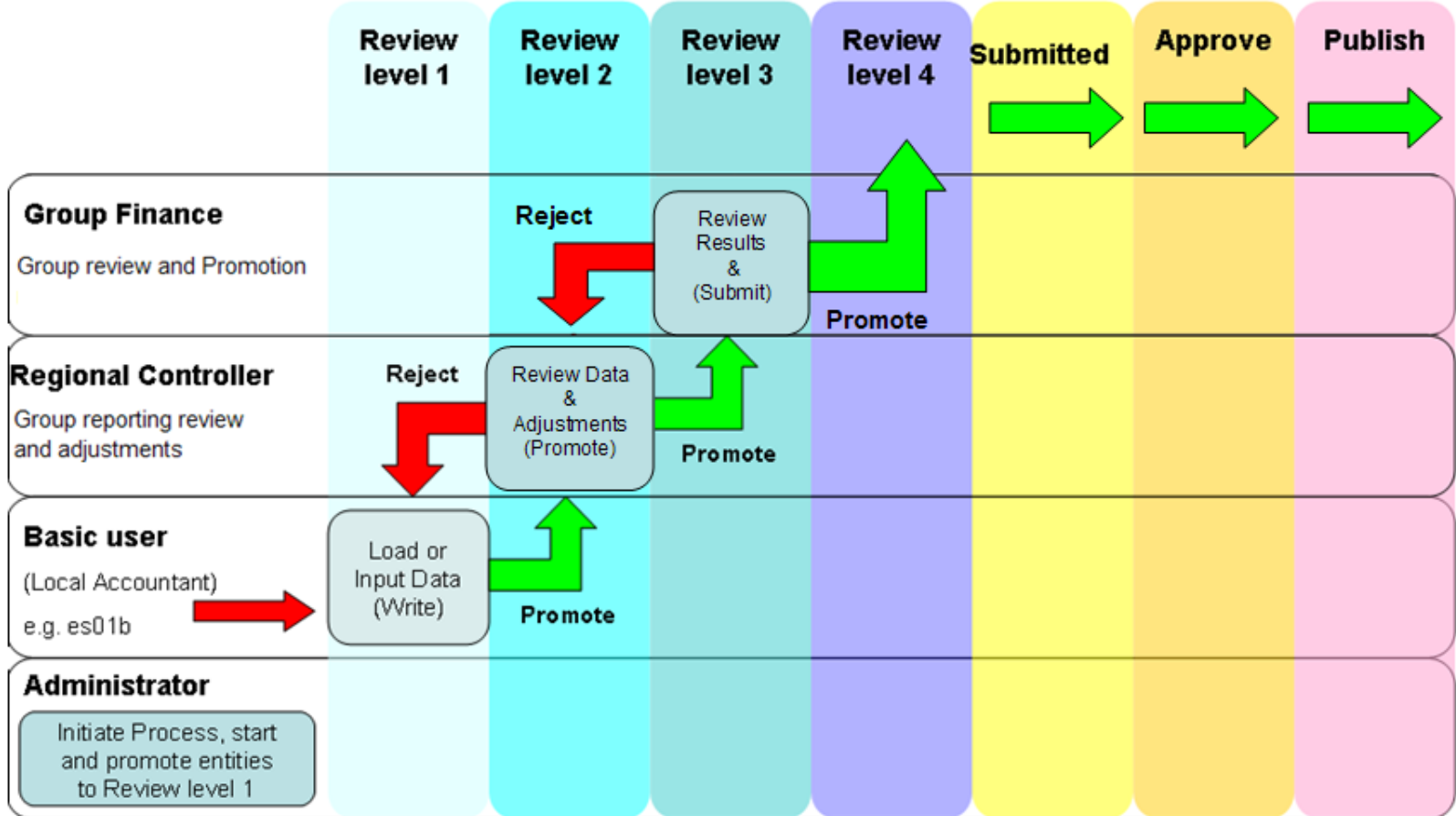
Hyperion Planning

Transaction versus multidimensional processing

❑ Planning uses multidimensional processing, whereas enterprise resource planning (ERP) systems use transactional processing.

❑ This type of processing is good for quickly storing and retrieving data. However, because the data is stored in separate tables without a hierarchy or relationship, complex queries are required for analysis of the data.

❑ These data points are organized into data cubes, and each intersection in the cube represents a specific data point.

❑ This structure enables you to query and report on data much more quickly.

❑ Transactional processing is designed to store and retrieve transactional information as quickly as possible. Data is usually stored in relational tables consisting of rows and columns, linked together with primary and secondary keys.

❑ Multidimensional processing provides detailed analysis of your data.

❑ Data is organized into dimensions based on your organization's analysis requirements, such as:

- Product Line
- Markets
- Geographical Region

Hyperion Planning

Dimensions

Account

- Income Before Taxes
  - Gross Margin
    - Total Revenues
      - Sales
      - Other Revenues
    - Total Costs
      - Salaries
  - Interest Charges
  - Admin Expense

Entity

- Geographical
  - United States
    - California
    - Connecticut
    - Massachusetts

Period

- Quarter1
  - January
  - February
  - March
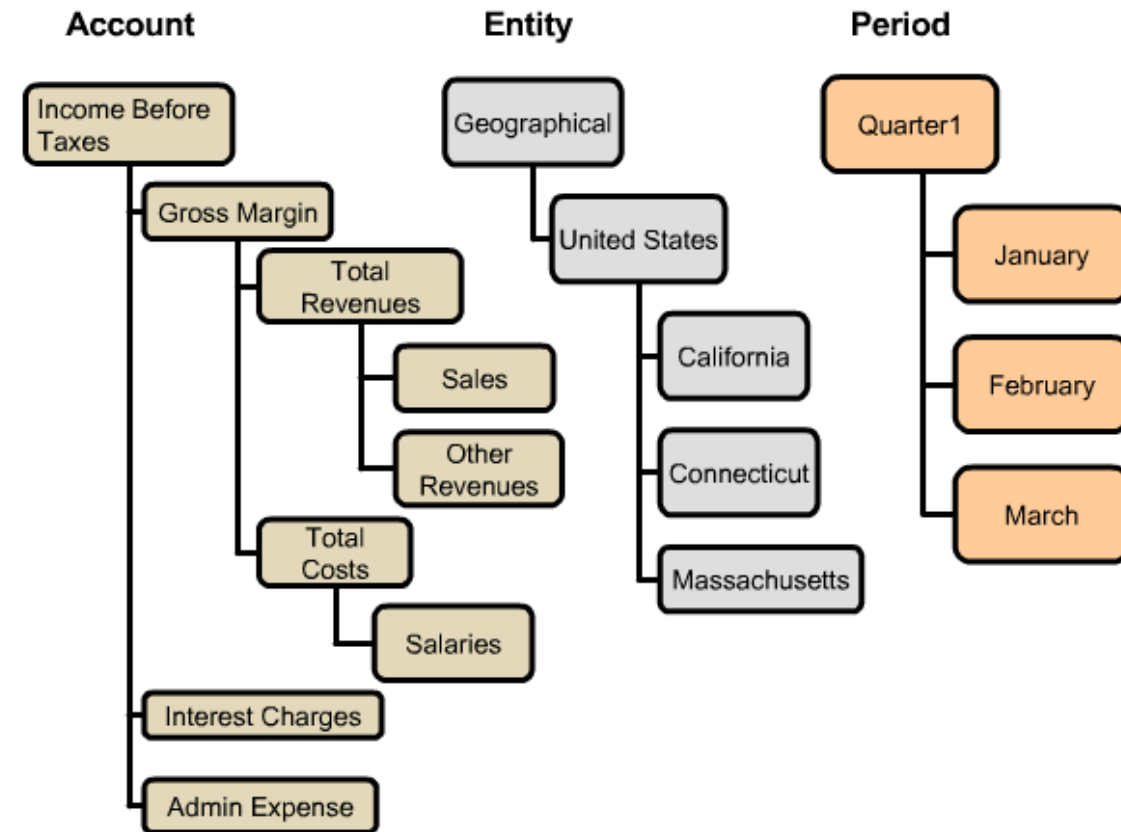
❑ **Dimensions** describe an organization's data, and usually contain groups of related members. Examples of dimensions are:

- Account
- Entity
- Period

❑ The elements that comprise a dimension are called **members**. For example, Gross Margin and Total Revenues are members of the Account dimension.

Hyperion Planning

Dimension Hierarchy
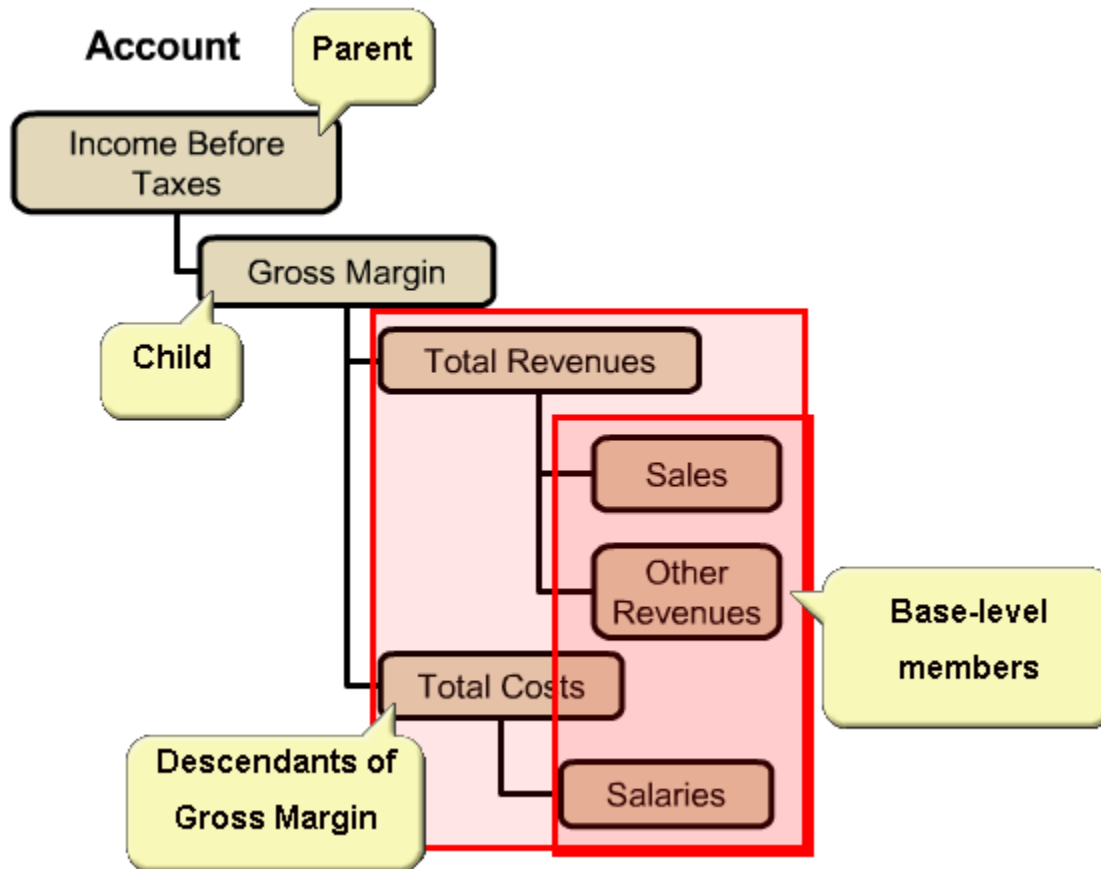
Members of a dimension are arranged in hierarchies:

❑ Upper-level members are called **parent members**.

❑ A member immediately below a parent member is referred to as its **child**.

❑ All members below a parent are referred to as **descendants**.

❑ The bottom-level members of a hierarchy are called **base-level members**.

Hyperion Planning

Dimensions and Data
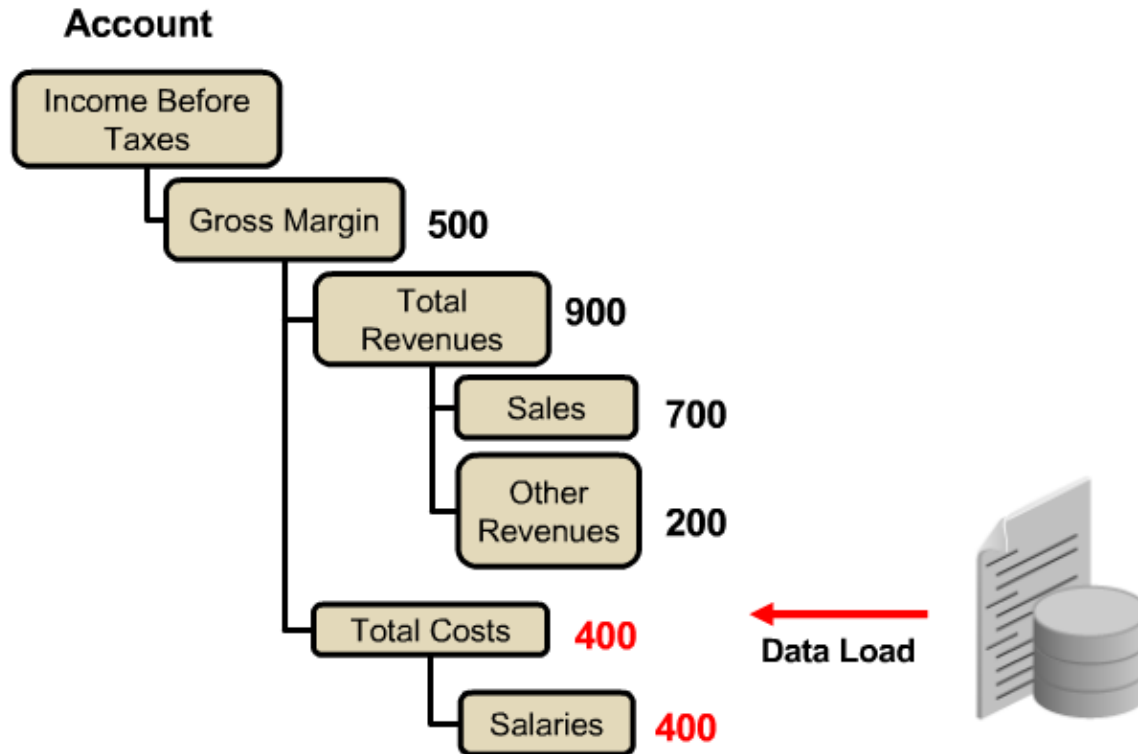
- Data is typically loaded into base-level members of dimensions, not into parent members.
- Values for parent-level members are aggregated, or **rolled up**, from the children of the parent-level members.
- In this example,
  1. Data is loaded to the base-level members: Sales, Other Revenues, and Salaries.
  2. The data values are then rolled up into Total Revenues and Total Costs.
  3. Data values from Total Revenues and Total Costs are then rolled up to their parent, Gross Margin.

Hyperion Planning

Planning Dimensions – Period, Year, and Scenario

A Planning application has six required dimensions: Period, Year, Scenario, Version, Entity, and Account.

Multicurrency applications require two other dimensions: Currency and HSP_Rates.

❑ The **Period** dimension is the time period, such as quarters or months.

❑ The **Year** dimension is the fiscal or calendar year for the data. An application can contain data for more than one year.

❑ The **Scenario** dimension is a set of related data, such as Budget, Actual, or Forecast. For example, the Actual scenario can contain data from a general ledger, reflecting past and current business operations.

❑ The **Account** dimension specifies the data to be collected from budget planners. You can establish accounts for all budgeted items. Examples of accounts are Rent Expense and Cash on Hand.

❑ The **Version** dimension allows for flexibility and iterative planning cycles. For example, your application has two versions, Working and Final, for each scenario.

❑ You can also use versions to model possible outcomes based on different assumptions about interest rates, growth rates, and so on. For example, your application includes a Best Case and Worst Case version for each scenario.

❑ The **Entity** dimension represents the flow of Planning information through your organization. For example, you establish a geographic entity for each responsibility center that submits a budget plan.

❑ The **Currency** dimension identifies the currency in which values are displayed in applications.

❑ The **HSP_Rates** dimension contains a member to store exchange rates for each currency.

Hyperion Planning

Plan Types

- Plan types represent an Essbase database cube, each with their own dimensionality. You create an Essbase database for each plan type. You set plan types for applications, dimensions, and members, and select one database for data storage. The stored data values are shared between plan types.

- For example, your Budgeting Planning application has three customizable plan types. The default values are Plan Type 1, Plan Type 2, and Plan Type 3.

- If you purchase additional modules, you use the plan types provided for those modules.

Planning Components

Workspace

Performance Management Architect

Planning Applications

You create, manage, and administer Planning applications in a centralized environment.

You use the following components to create and access Enterprise Performance Management (EPM) applications:

❏ Workspace is a Web client that provides the user interface for viewing and interacting with content created with Oracle Hyperion applications.

❏ Oracle® Hyperion Performance Management Architect, Fusion Edition, enables administrators to create, manage, and deploy applications.

❏ Planning applications enable users to enter and analyze data in data forms.

Hyperion Planning – Entering Data

Data Validation & Messages

- For data forms that include data validation, your administrator can include data validation messages, which are displayed in tooltips and specify colors that contain data validation errors. For example, a tooltip notifies you when you enter an expense amount that falls outside a specific range.

- If data forms contain data validation errors, a Data Validation Messages pane is displayed. You can expand the pane to view messages specified by your administrator, and click links to correct the errors.
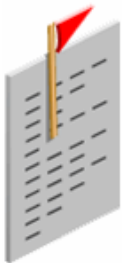
Hyperion Planning – Entering Data

Spreading the values

Hyperion Planning – Calculating Data

Calculation Manager Overview
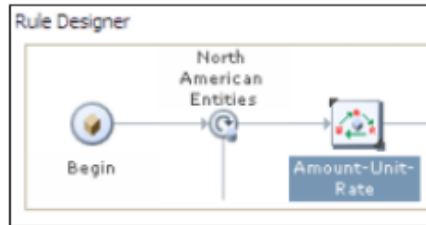
Build

Validate

Deploy

- You use Calculation Manager to build, validate, and deploy sophisticated calculations. The user interface enables you to build complex calculations easily.

- You design business rules by adding components such as formulas, conditions, member ranges, scripts, and loops.

- You can also build business rules with individual rule components that can be shared between applications.

Demo

1. Using Workspace Console for planning , budgeting and forecasting
   a. Web Forms   b. Review Dimension Hierarchy   c. Task List

2. Using Web Form -- Web based Hyperion Planning tool
   a. Review existing plan   b. Adhoc Analysis of the plan   c. Enter budget
   d. Copy Working to Final Version of Budget

3. Using Smart View - Excel Based Hyperion Planning tool
   a. Review existing plan/budget   b. Review multiple plans/ budgets at the same time

4. Reporting
   a. Sample Web Analysis   b. Sample Excel based Report

5. Review Capex / Workforce Planning Application
      Predefined with all web forms

6. Oracle Crystal Ball
    Time series forecasting , Monte Carlo Simulation

Hyperion Planning – Navigation

Workspace Elements
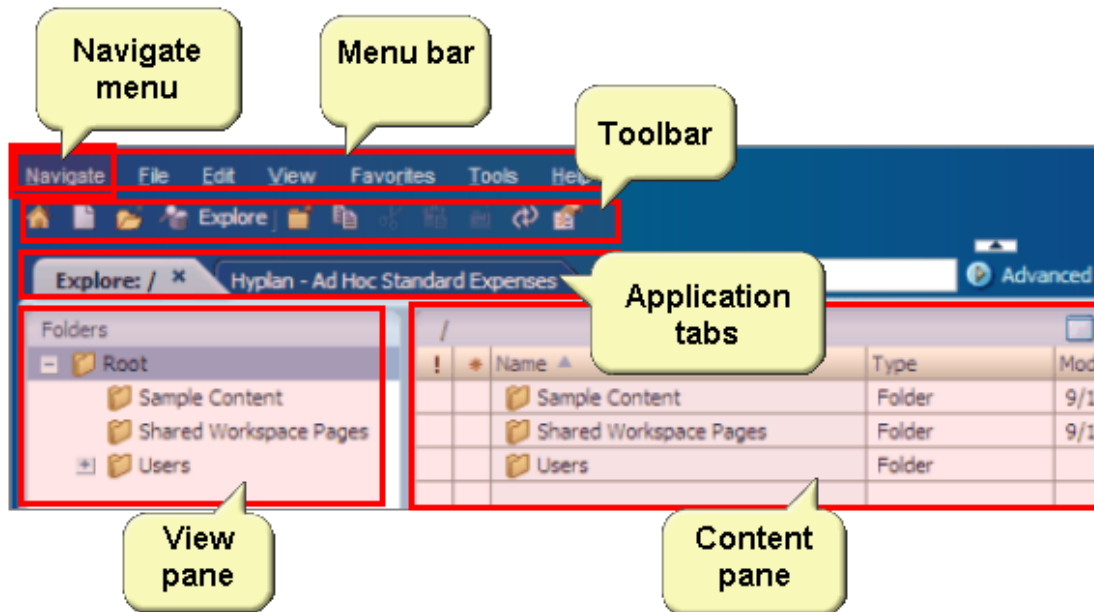
Workspace provides several ways to select tasks and documents:

- ❑ Toolbar buttons open dialog boxes to manage documents, task lists, and favorites.

- ❑ The view pane enables you to display either the documents and tasks or the task lists for an application.

- ❑ The menu bar contains commands in the form of drop-down lists.

- ❑ The content pane is the main display area in Workspace.

- ❑ The application tabs display the open applications.

- ❑ The Navigate menu enables you to access applications.

Hyperion Planning – Navigation

Planning Applications

- In Planning, all data is processed within applications.
- An *application* is a related set of dimensions and dimension members that meet a specific set of analytical or reporting requirements. For example, you can have one application named Test for development, and another application named Production to roll out to

Planning

The Planning interface provides you with several tools for working with data forms.

- The Planning menus are based on your user role. For example, administrators can access the Administration menu, but planners cannot.
- The Planning toolbar contains buttons that you use to work with data.
- The Planning view pane displays data form folders that you use to navigate to data forms.
- The Planning content pane displays the selected data form.

Hyperion Planning – Navigation

Opening a data form

Performance Management Architect Overview

Performance Management Architect

Financial Management   Planning   Essbase   Profitability and Cost Management
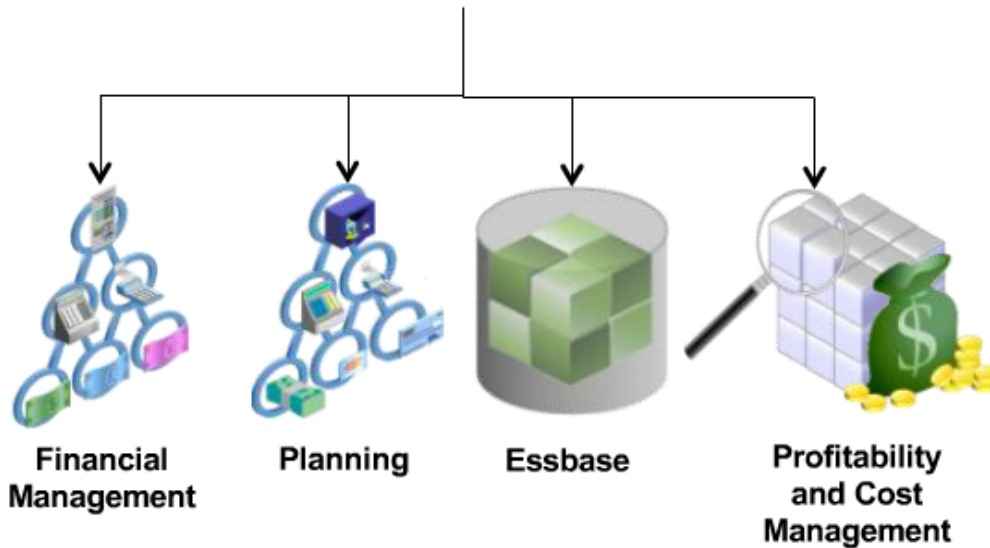
- ❏ Performance Management Architect is a component of Oracle's EPM System that enables administrators to create, manage, and deploy Oracle Hyperion applications within a single interface.

- ❏ Performance Management Architect is integrated with:
  - Oracle® Hyperion Financial Management
  - Planning
  - Essbase
  - Oracle® Hyperion Profitability and Cost Management

- ❏ You can design applications graphically for all of these products in a single environment.

Performance Management Architect Modules

Dimension Library

Application Library

Calculation Manager

Data Synchronization
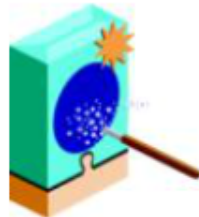
Application Upgrade
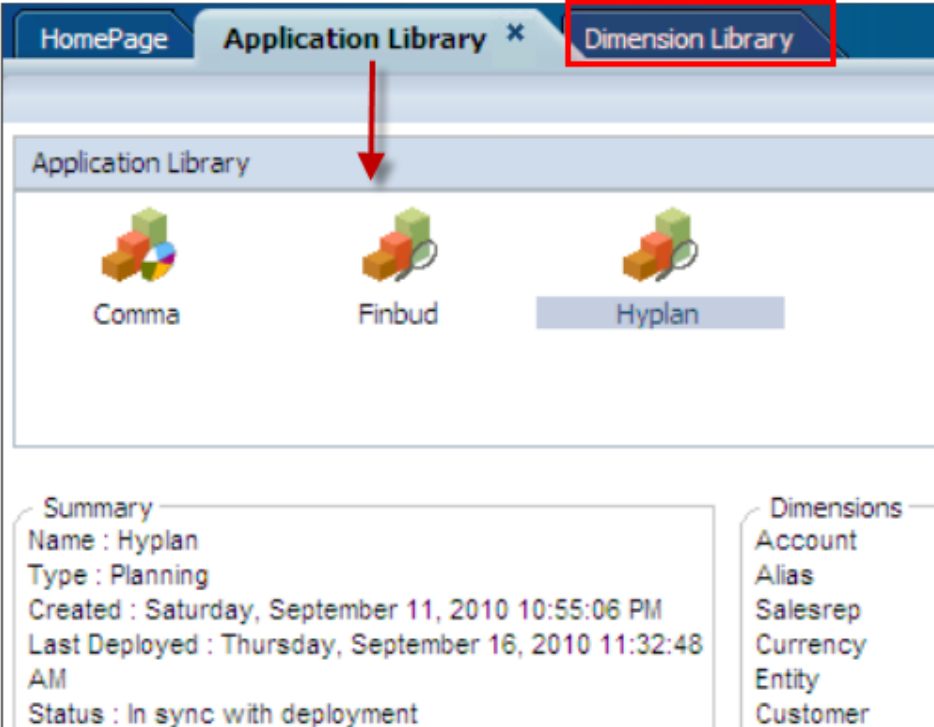
Job Console

Performance Management Architect has the following modules:

❑ **Data Synchronization** enables you to create data synchronizations between Oracle Hyperion applications. For example, an administrator synchronizes data between two Planning applications, or between one Financial Management application and one Planning application.

❑ **Application Upgrade** is a utility that enables upgrades from previous releases.

❑ **Library Job Console** is a console that provides a summary of Dimension Library and Application Library activities.

Hyperion Planning – Creating Applications

Applications and Performance Management Architect

- ❑ You use Performance Management Architect to create applications and manage the dimensions required by applications.

- ❑ After you create an application, it is displayed in Application Library. You validate and deploy applications from Application Library.

- ❑ You can also view the status of the application in Application Library.

- ❑ You manage the dimensions for applications in Dimension Library.

Local and Shared Dimensions

Local Dimensions

Shared Dimensions

Single Application
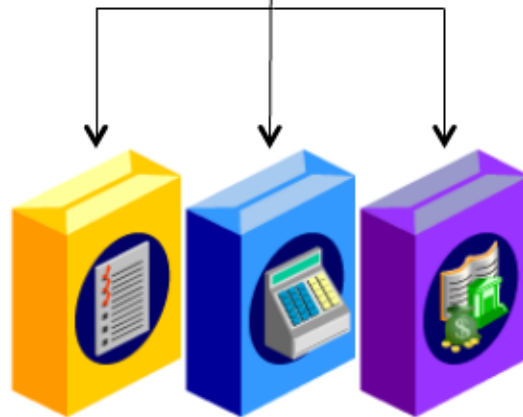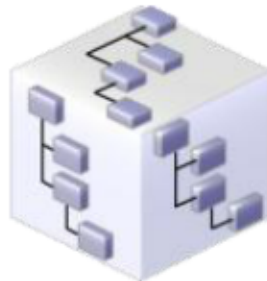
Multiple Applications

In Performance Management Architect, dimensions within an application are either *local* or *shared*:

❑ **Local dimensions** are maintained within a single application. Adding or removing dimension members or changing member properties has no effect on dimensions in other applications or in Shared Library.

❑ **Shared dimensions** are available to all applications and can be individually linked to one or more applications when included in each application as a shared dimension. Changes made to the dimension in Shared Library are automatically inherited to every application sharing that dimension.

❑ You can change local dimensions to shared dimensions in Dimension Library.

Creating Planning Applications
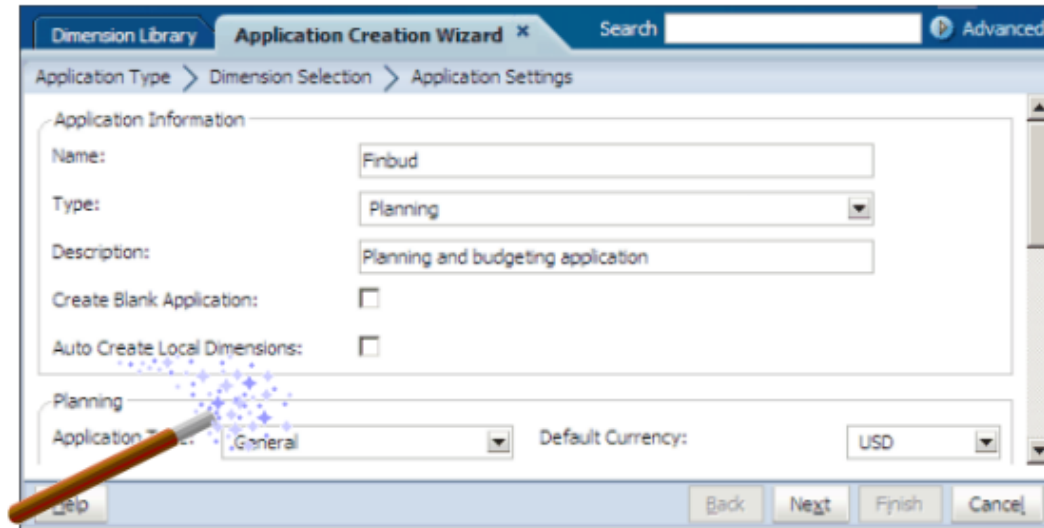
You create Planning applications by using Application Creation Wizard to perform the following tasks:

1. Create the application shell.

2. Add either local or shared dimensions to the application.

3. Modify the application settings, such as creating dimension associations or editing the application properties.

4. Validate and deploy the application.

Application Shell → **Dimensions** → **Application Properties** → **Deploy**

Validate and Deploy Applications

❑ After creating an application, you *validate* and then *deploy* it:

- When you validate an application, the system ensures the presence of all dimensions and other information required to deploy the application.

- When you deploy an application, the system creates the application on the Planning application server. The application is then accessible to end users.

❑ You can also redeploy a previously deployed application. A redeployment merges or replaces the application metadata based on the changes since the last deployment.

Hyperion Planning – Creating Applications

Common Menu Navigations
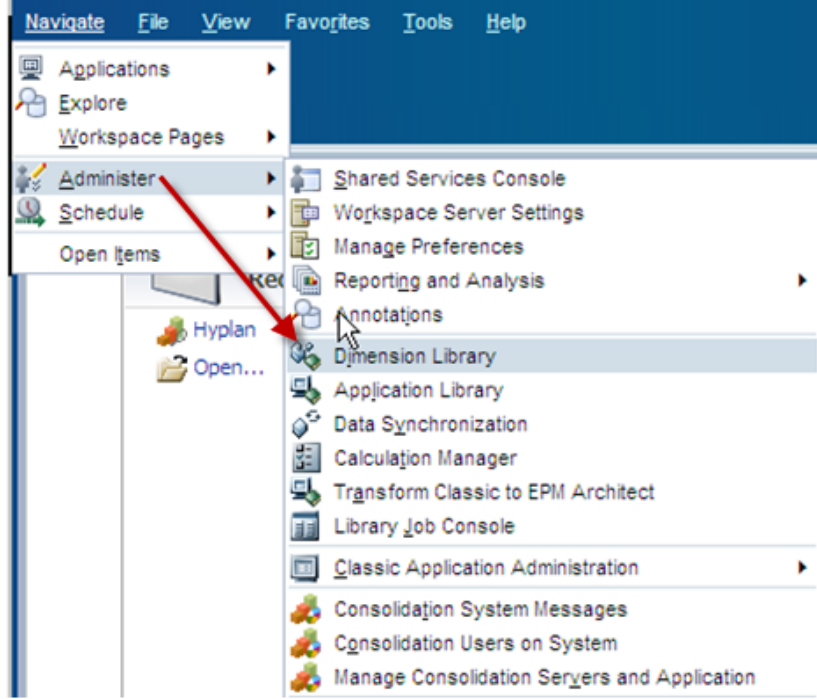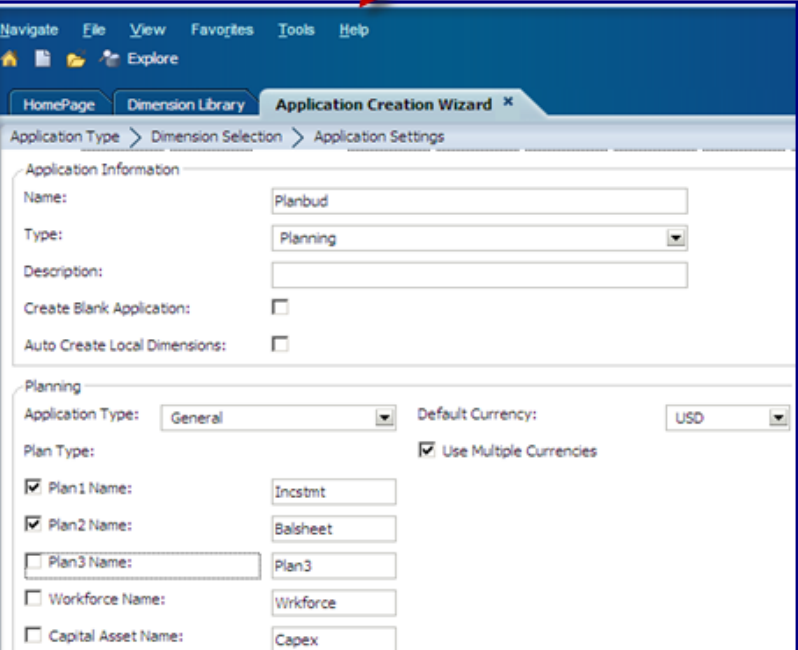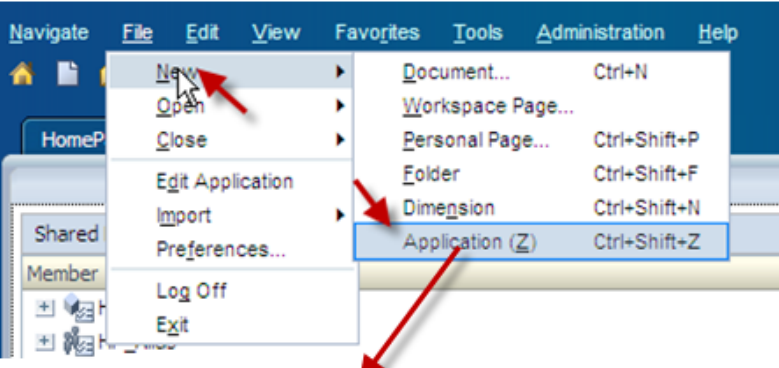
Hyperion Planning – Creating Applications

Validate your application

Hyperion Planning – Creating Applications

Deploy your application

Hyperion Planning – Entering Data

Filtering and Sorting Data

- You can sort data form rows and columns to view data in ascending or descending order. You can also sort within the dimension hierarchy or across data for a data form.

- You can filter rows and columns to select which rows or columns to display in a data form. You can filter to keep or exclude members by using simple functions that compare your criteria against specific values.
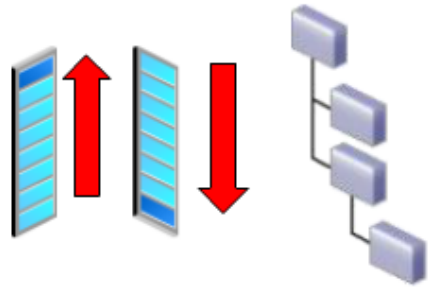
Hyperion Planning – Entering Data

Validation in Web Forms

Hyperion Planning – Entering Data

Cell Comments in Web Forms

- ❑ You add documentation to your plan in the form of annotations. You can add annotations at different levels, depending on how general or specific the explanation needs to be.

- ❑ You can enter very specific annotations, called cell comments, at the cell level.

- ❑ If a cell contains comments, a blue triangle is displayed in the cell.

- ❑ If you have read access to a cell, you can add annotations at any level, including summary time periods, across multiple dimensions, non-level 0 members, calculated cells, and read-only cells.

Hyperion Planning – Entering Data

Pivot in Web Forms

Hyperion Planning – Calculating Data

Business Rules
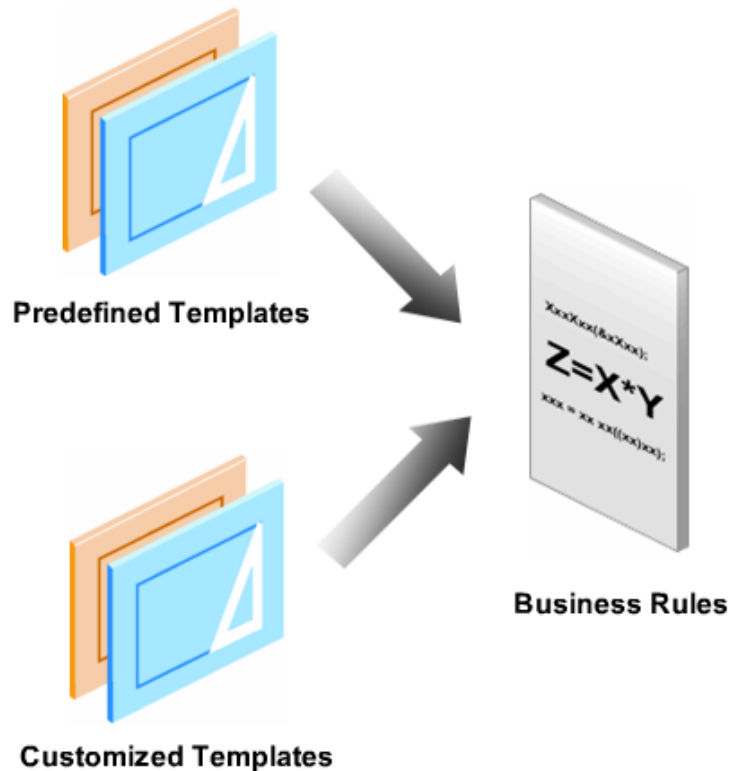
Business Rules

Essbase Calculation Scripts

Planning

❑ In traditional multidimensional applications, your organization typically requires more complicated calculations to be performed than can be defined within your dimension hierarchies or with member formulas.

❑ For these more complex calculations, you can create business rules, which leverage the power of Essbase calculation scripts, and integrate with Planning. For example, you can calculate aggregated totals and allocate totals based on headcount.

Business Rule Templates

Predefined Templates

Customized Templates

Business Rules

$$Z = X*Y$$

❑ Templates provide you with a starting point for common or frequently used calculations. You can start building your business rules with the provided templates.

❑ You can work with predefined templates or you can create customized templates. For example, you can use templates for clearing, copying, allocating and aggregating data.
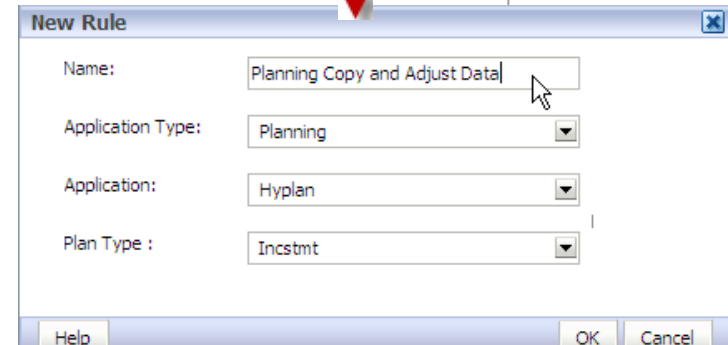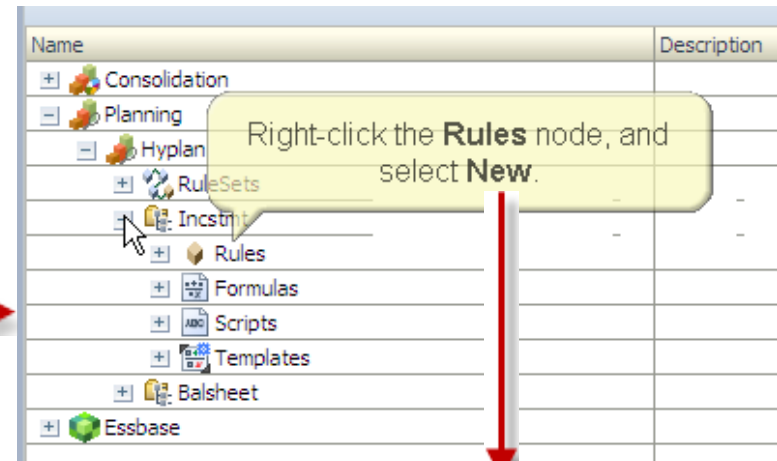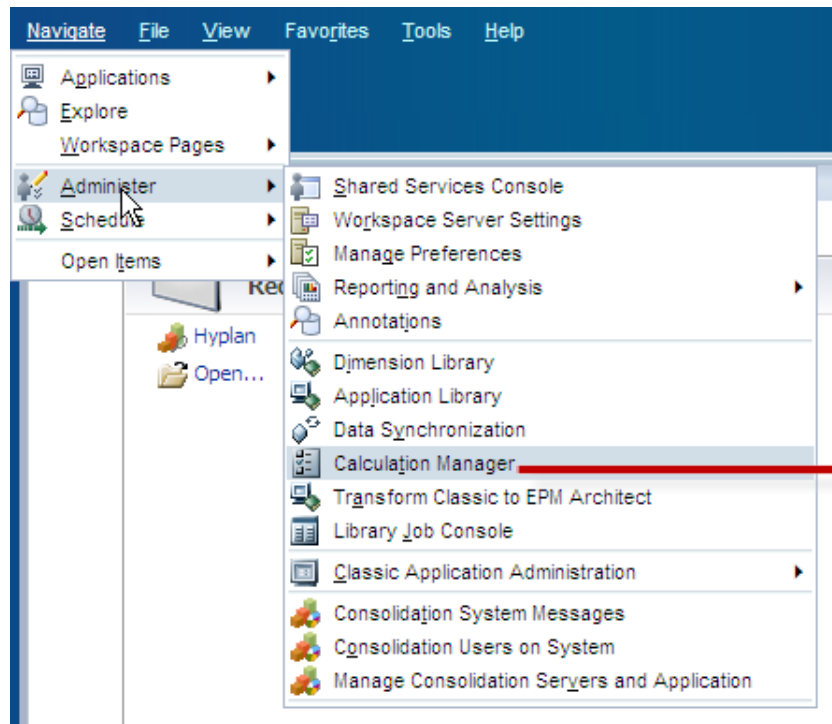
Hyperion Planning – Calculating Data

Organize your Business Rules in Calculation Manager
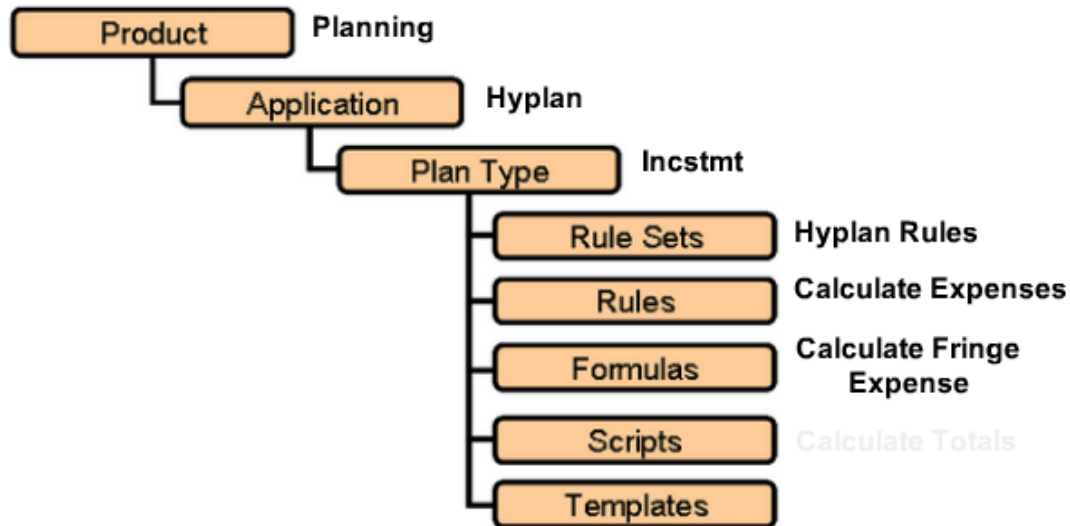
- ❑ You use Calculation Manager to organize and maintain business rules.

- ❑ You can organize rules into rulesets so that you can launch several rules in a specified sequence. These objects are categorized by product, application, and plan type.

- ❑ You can also create folders to organize business rules. You can also search for and filter objects.

Hyperion Planning – Calculating Data

Navigate to Calculation Manager

Hyperion Planning – Calculating Data

Define Business Rule using GUI

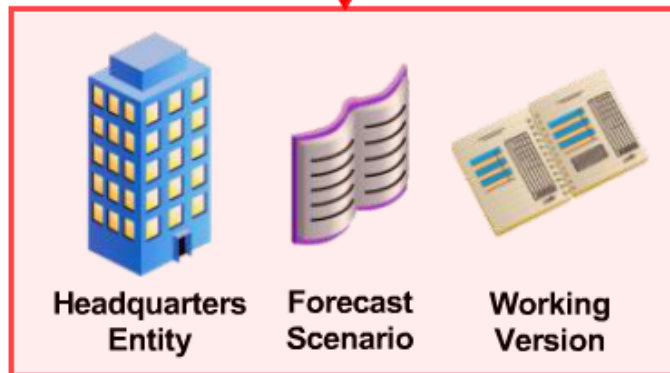# Hyperion Planning – Calculating Data

Launch Business Rules

□ After you deploy business rules and rulesets to Planning, you can launch them from data forms or independently from the Tools menu.

Approval Process Overview

Approval Process

Planning Unit

Headquarters Entity   **Forecast Scenario**   **Working Version**

- ❏ Planning uses the approval process to track budgets by planning units.
- ❏ A planning unit represents a slice of data at the intersection of a scenario, a version, and an entity or part of an entity.
- ❏ A planning unit is the basic unit for preparing, annotating, reviewing, and approving plan data. For example, you have a planning unit that includes the Headquarters entity, Forecast scenario, and Working version.

Planning Unit Hierarchies
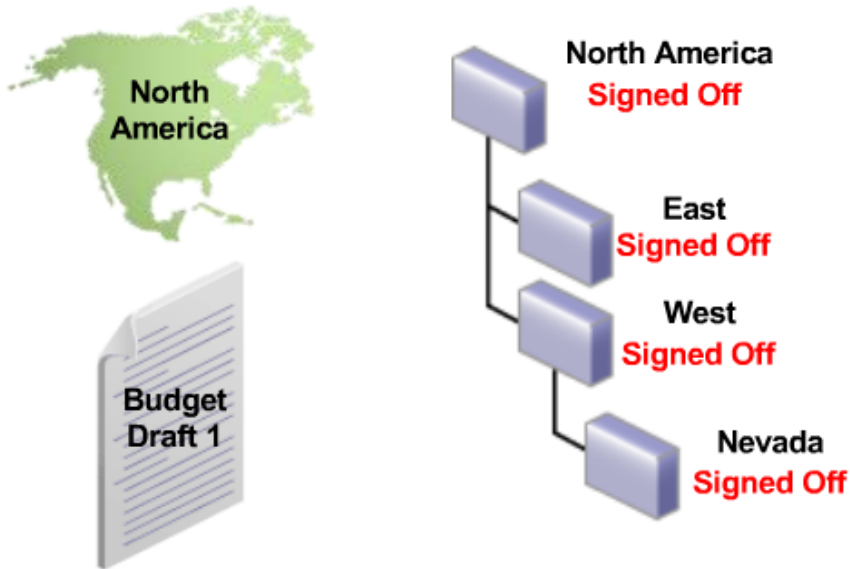
- A planning unit hierarchy consists of planning units and entities that are part of the review process. For example, you have a planning unit hierarchy for the Draft 1 version, Budget scenario, and North America entities.

- Parent/child relationships between planning unit hierarchy members affect the review process. For example, if you change the status of all children of a planning unit to one status, such as Signed Off, then the parent status changes to the same status as its children.

Planning Unit Validation
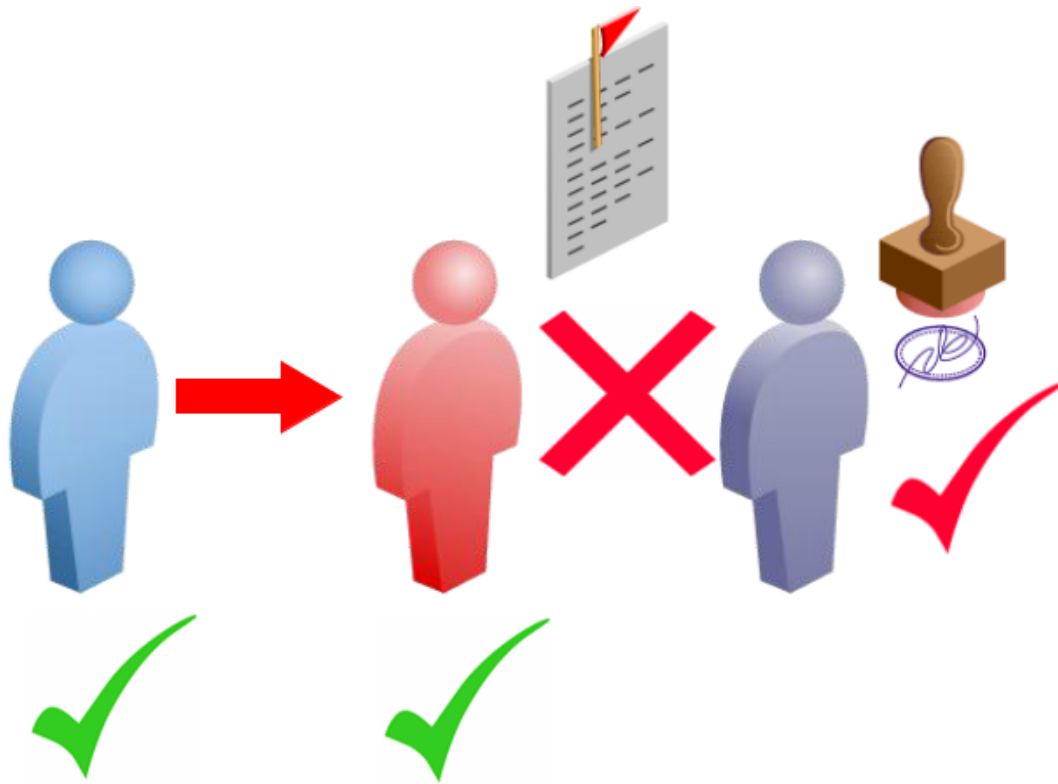
- ❑ A planning unit moves from one reviewer to the next until the approval process for the budget is completed.

- ❑ Each reviewer must validate the planning unit before sending the budget to the next reviewer.

- ❑ The validation runs all data validation rules defined for the planning unit with which the reviewer is working, and reports any data errors or changes in the planning unit promotional path. For example, if a planner enters an expense amount that is above the maximum allowed, you can prevent the planning unit from being promoted until the amount is adjusted to fall within company guidelines.

Hyperion Planning – Manage Approval Process
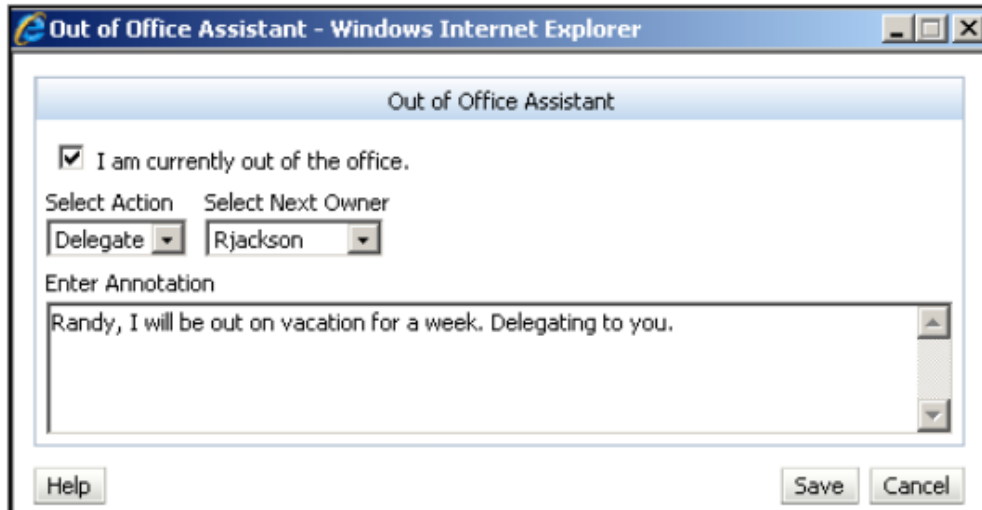
Planning Unit Promotional Path
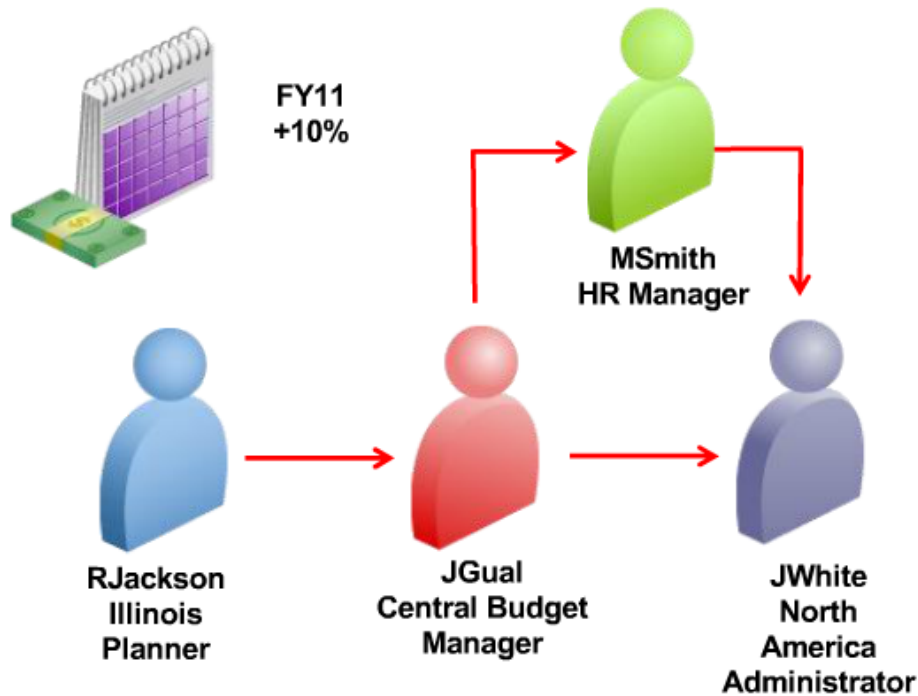
- A planning unit moves from person to person and department to department based on the owners and reviewers assigned to each planning unit and its parents in the planning unit hierarchy. This is defined as the potential promotional path.

- Sometimes, however, budget calculation results change the person who reviews the budget next. For example, if salaries for a sales group are more than 10% over the previous budget year, approval from someone other than the next reviewer is required. Data validation rules can automate this redirection action when exceptions occur.

Out of Office Assistant

- While you are away from the office, you can use Out of Office Assistant to designate alternative reviewers to assume responsibilities for your planning units.
- Out of Office Assistant enables the approval process to continue even when planning unit owners are unavailable.
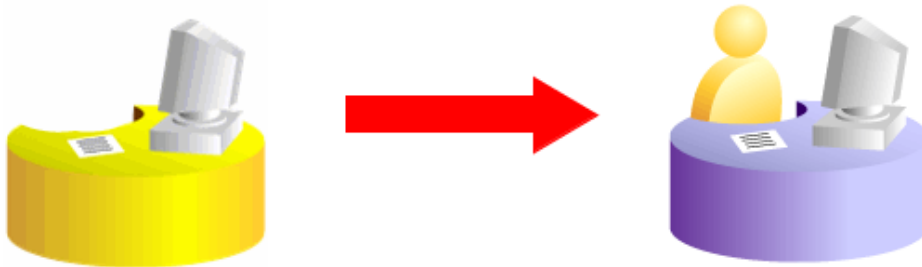
Hyperion Planning – Manage Approval Process
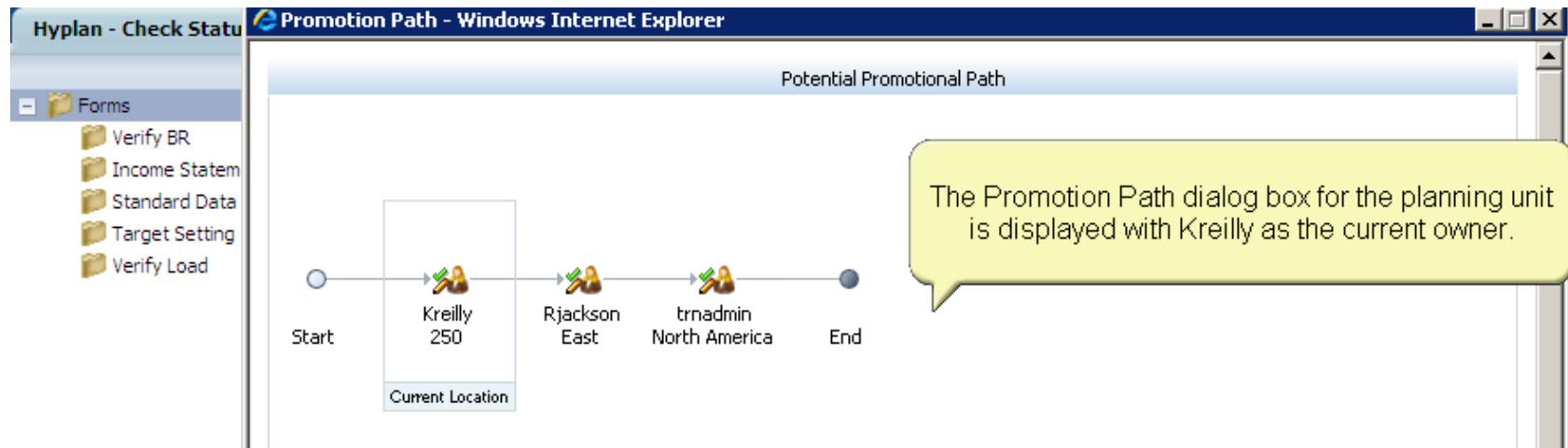
Demo Steps – Manage budgets by planning units

Hyperion Planning – Manage Approval Process

Demo Steps – View potential promotional path

Hyperion Planning – Manage Approval Process

Demo Steps – Change status and submit for promotion

Task Lists

URLs

Data forms

To do items

Business rules

Approval process tasks
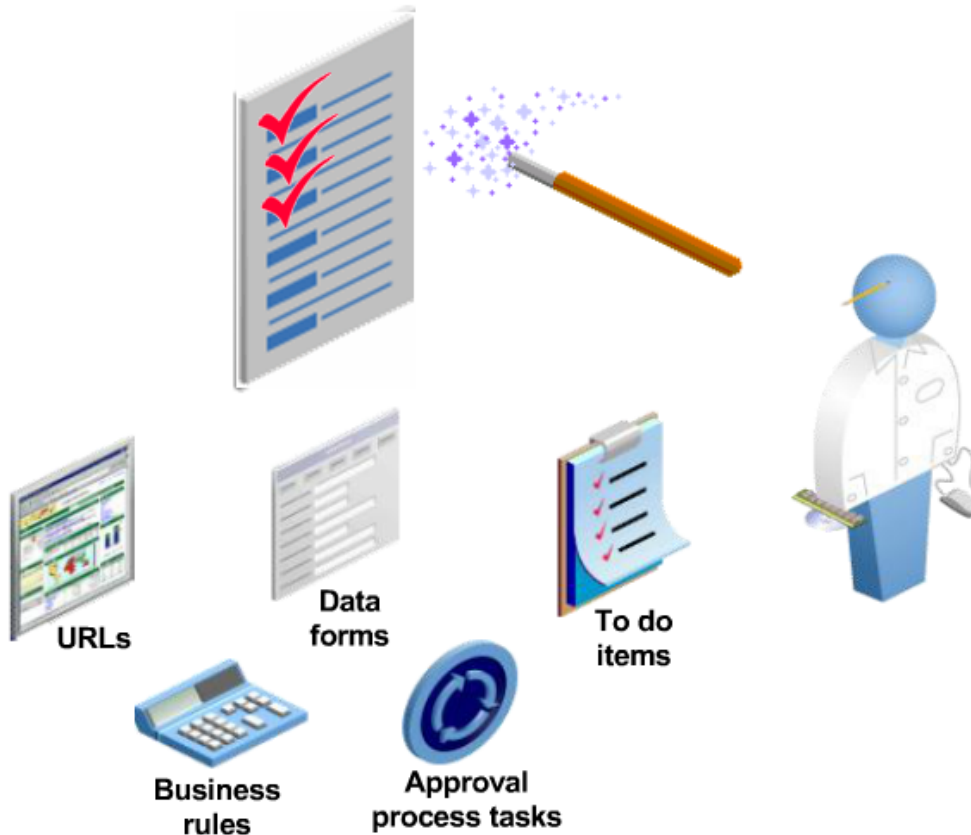
- ❑ Task lists enable you to navigate through a unique planning process. You can use a step-by-step wizard to quickly and effectively work on task lists.

- ❑ Task lists may consist of URLs, business rules, data forms, approval process tasks, or descriptive to-do items.

- ❑ Task lists are created by administrators or interactive users, and can be imported into Microsoft Outlook.

- ❑ Task lists are also created automatically when validation errors occur in the approval process. These task lists assist you with identifying the exact location of the errors and guide you in correcting them.

Launch a Business Rule as per the Task List
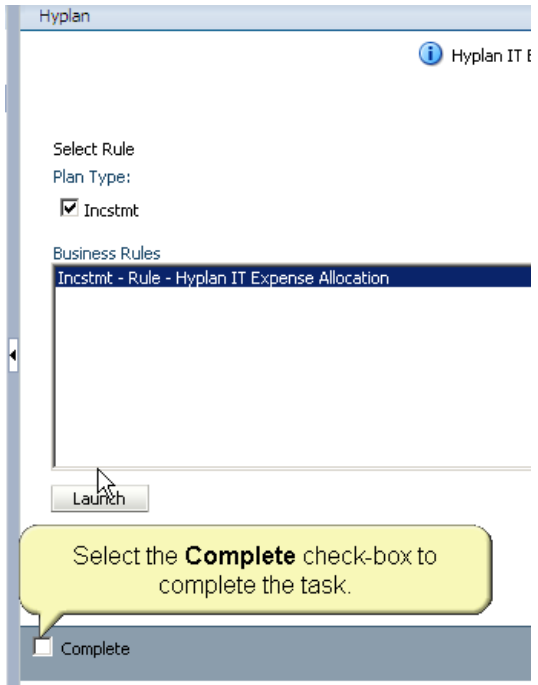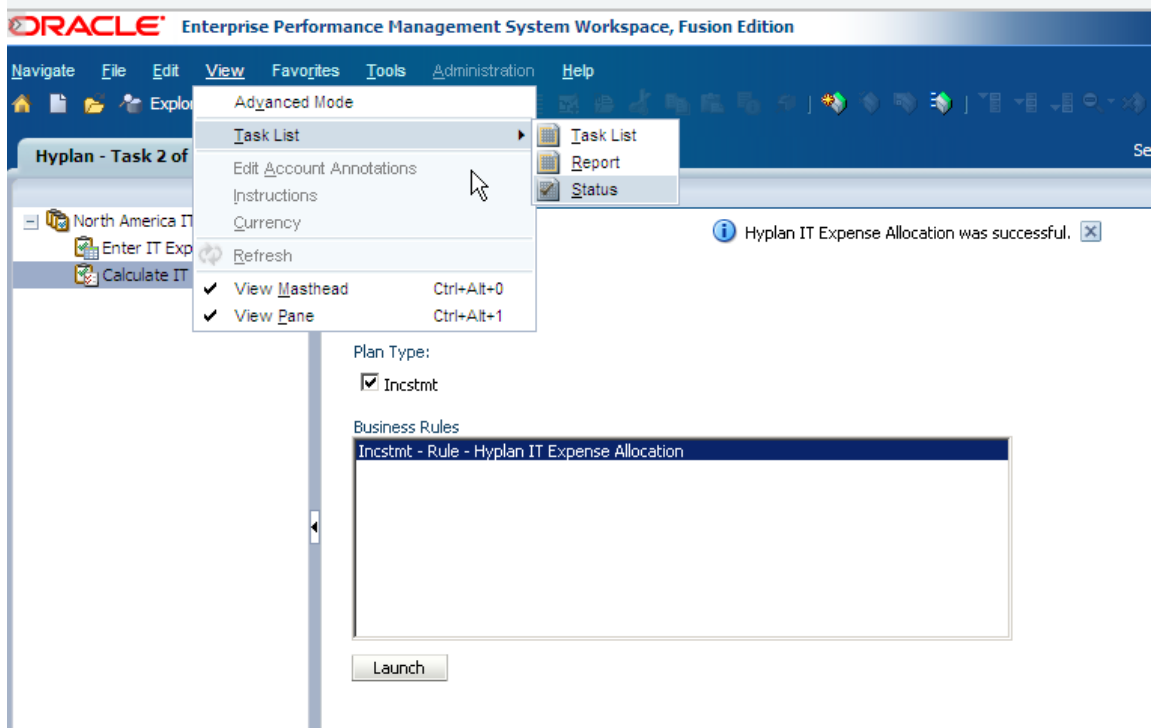
Hyperion – A Typical data submission process

Proposed data submission process for Financial Services Company is :
Step 1:
The system administrator starts the reporting process by promoting all the entities for that period from NOT STARTED, through FIRST PASS to Review Level 1.

Step 2:
Left to Right. The basic user loads data for its entity or cost centres.

Step 3:
The user review data for its entity or cost centres. The basic user has write access to the data. Once passed the relevant validations for the level, the basic user will submit ("promote") the data to next level. Once the user has done this, he has locked the data – he can still view it but can no longer change it.

Step 4:
The data is now available to Group Finance at Review level 3 they can run sub-consolidation and review the data received from the businesses prior submitting ("Promote"). Users will have the ability to retrieve Review levels and status in SmartView and BI+ Webforms.

Process Management will have the following implications:
→When data is promoted, the data for the reporting entity and time period will be locked.
→The reporting entity can only have that reporting period unlocked by their respective parent entities performing a HFM 'Rejection'. This process of submitting and rejecting data will be automatically tracked within HFM and notes and commentaries can be associated with each process.
→If the Parent Entity has Promoted data, they are no longer able to reject data and Group Finance will be responsible for such an activity.

Readers Expectation out of this presentation

Your expectations out of this 5-day Hyperion Planning course, are –

- Overall functionality of Hyperion Planning

- Advanced understanding of Hyperion Planning so that it can help during implementation.

- Learn System admin activities for Hyperion Planning

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