

# Hyperion Planning Features White Paper



[contact@apps2fusion.com](mailto:contact@apps2fusion.com)  
*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

The screenshot displays the Hyperion Financial Reporting Studio interface. At the top, the navigation bar shows 'Year: 2007', 'Period: [Year]', 'View: <Scenario View>', and 'Entity: OMGRP\_MR\_SA'. The main window displays an 'Income Statement' for 'South Africa' for the period ended [Year] 2007. The grid shows 'Grid POV: Scenario: Actual Value: <Entity Curr Total>'. A sidebar on the left lists various revenue categories, with 'Total revenues' highlighted. An arrow labeled 'HTML' points to the top of the window. An arrow labeled 'MS Excel' points to a 'Microsoft Excel - Report export to excel' window in the foreground, which displays the same income statement data in a spreadsheet format. An arrow labeled 'PDF' points to a sidebar on the left of the main window, which contains a document icon and a 'PDF' label.

**Income Statement - HTML View**

Year: 2007 | Period: [Year] | View: <Scenario View> | Entity: OMGRP\_MR\_SA

Income Statement  
South Africa  
For the period ended [Year] 2007

Grid POV: Scenario: Actual Value: <Entity Curr Total>

Year ended | Period ended

**Revenue**

- Gross earned premiums
- Outward reinsurance
- Net earned premiums
- Investment return (non-banking)
- Banking interest and similar income
- Banking trading, investment and similar income
- Fee and commission income, and income from service activities
- Other income
- Share of associated undertakings profit after tax
- Profit on disposal of subs, associates and strategic investments
- Inter-segment revenues
- Non-segmental intercompany revenues

**Total revenues**

Claims and benefits (including change in insurance contract provisions)

Reinsurance recoveries

Net claims and benefits incurred

Change in investment contract liabilities

Losses on loans and advances

Finance costs (including interest and similar expenses)

Banking interest payable and similar expense

Fees and commission expense, and other acquisition costs

**Microsoft Excel - Report export to excel**

File Edit View Insert Format Tools Data Window Hyperion Help

F95

Income Statement  
South Africa  
For the period ended [Year] 2007

Grid POV: Scenario: Actual Value: <Entity Curr Total>

	Year ended 2006	Period ended [Year] 2006	Period ended [Year] 2007
<b>Revenue</b>			<b>€m</b>
Gross earned premiums	0	0	1,563
Outward reinsurance	0	0	(41)
Net earned premiums	0	0	1,522
Investment return (non-banking)	0	0	3,292
Banking interest and similar income	0	0	2,379
Banking trading, investment and similar income	0	0	167
Fee and commission income, and income from service activities	0	0	743
Other income	0	0	166
Share of associated undertakings profit after tax	0	0	18
Profit on disposal of subs, associates and strategic investments	0	0	2
Inter-segment revenues	0	0	9
Non-segmental intercompany revenues	0	0	27
<b>Total revenues</b>	<b>0</b>	<b>0</b>	<b>8,324</b>
Claims and benefits (including change in insurance contract provisions)	(0)	(0)	(2,361)
Reinsurance recoveries	(0)	(0)	(40)
Net claims and benefits incurred	(0)	(0)	(2,341)
Change in investment contract liabilities	(0)	(0)	(767)
Losses on loans and advances	(0)	(0)	(154)
Finance costs (including interest and similar expenses)	(0)	(0)	(19)
Banking interest payable and similar expense	(0)	(0)	(1,328)

# 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



## 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

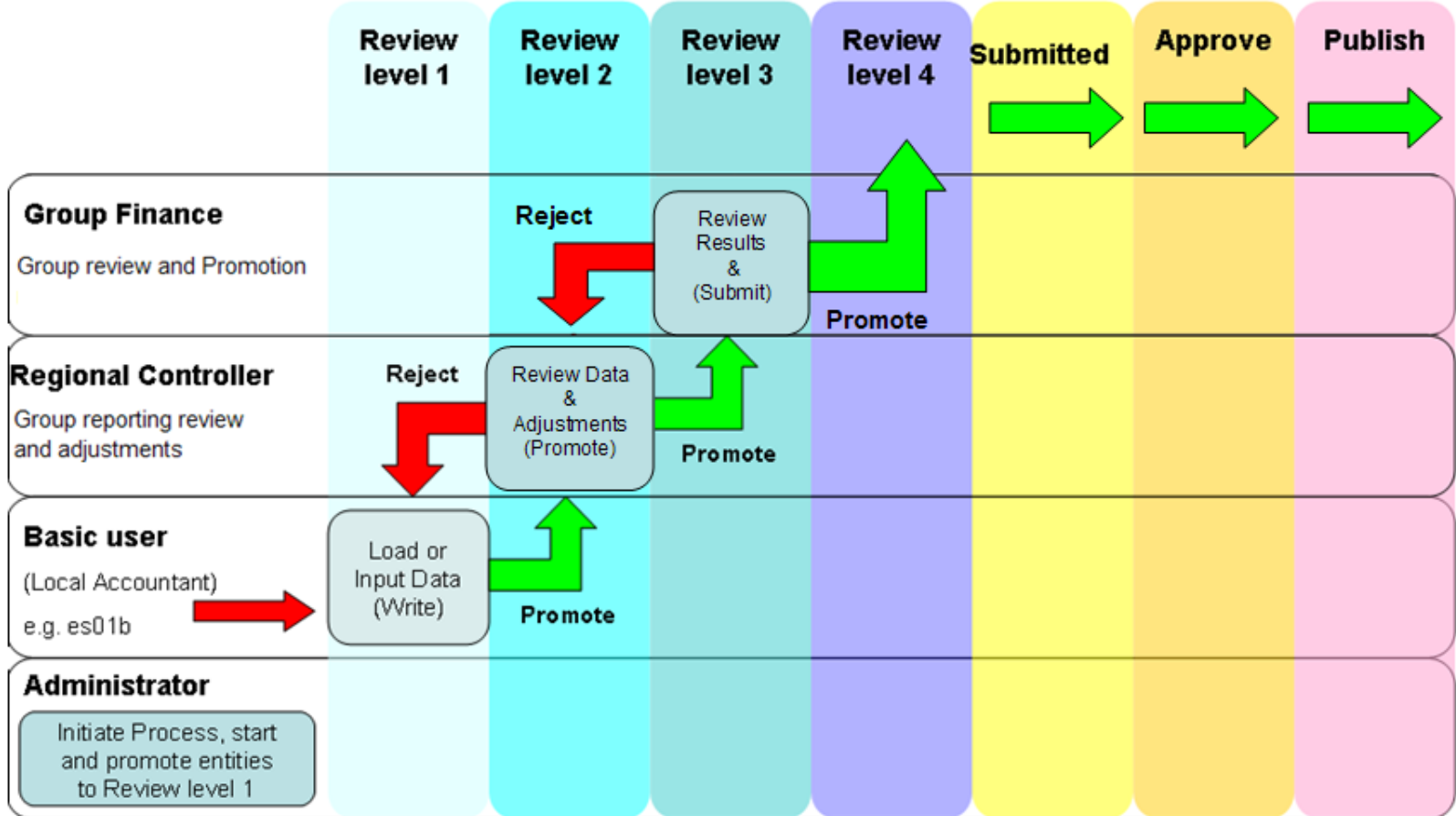
- Spreads data even to cells not displayed on the data form
- Allocates data to all source cell's descendants and from subtotal cell or total cell
- Allocates across multiple dimensions
- Customized spreading patterns and usage of calculation scripts
- Bottom Up , Top Down, and Middle Out based allocations

## 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 appropriate approvals



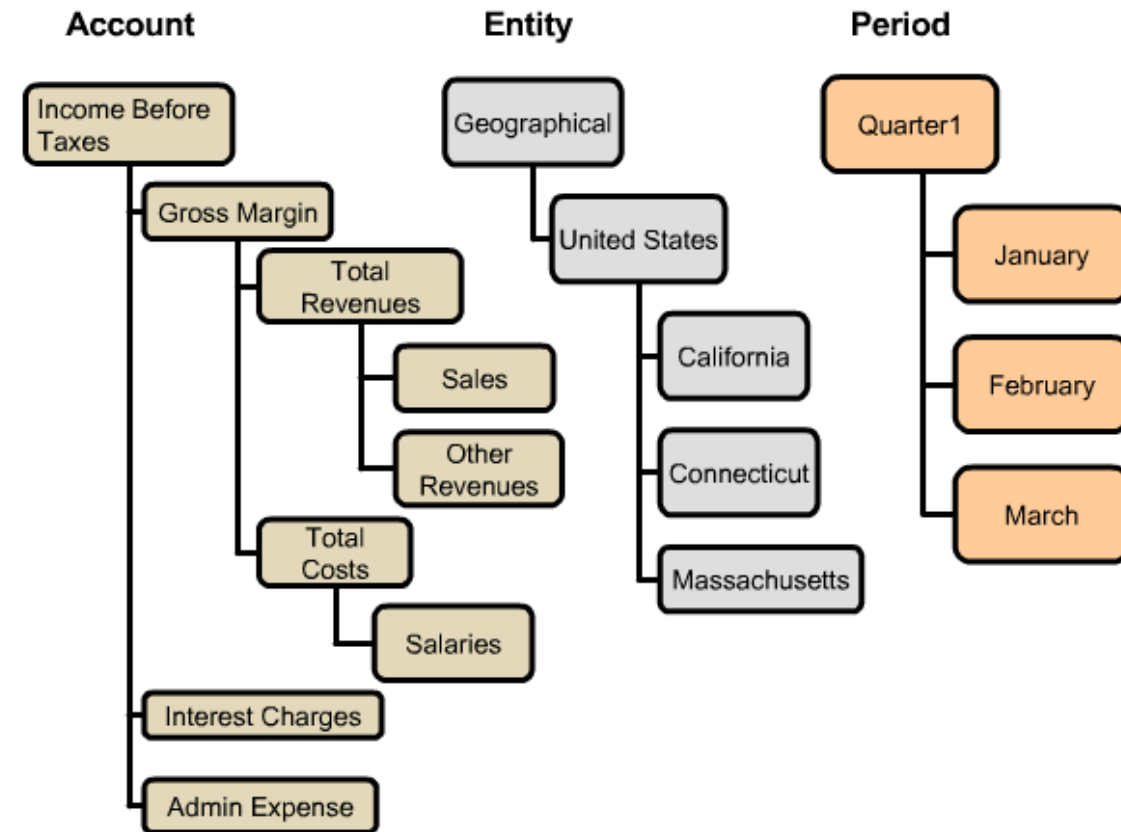
# Hyperion Planning

## 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

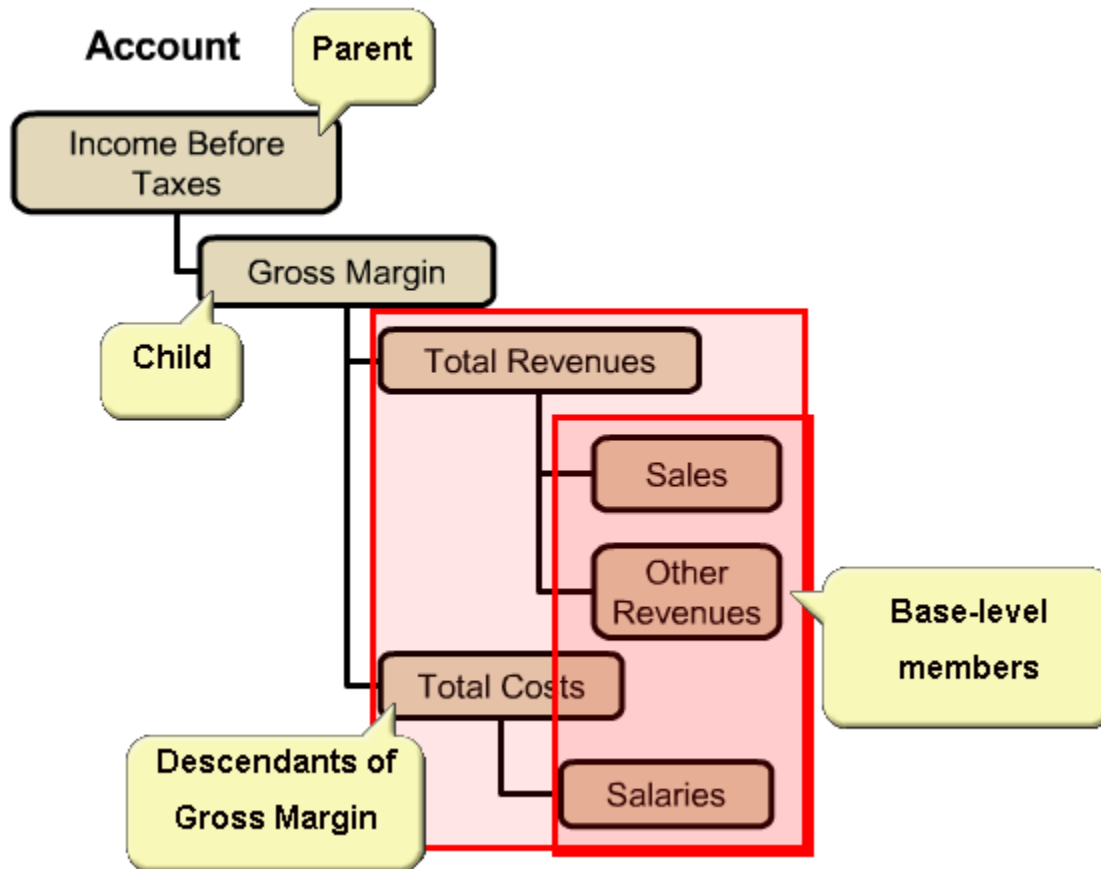
## Dimensions



- ❑ **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

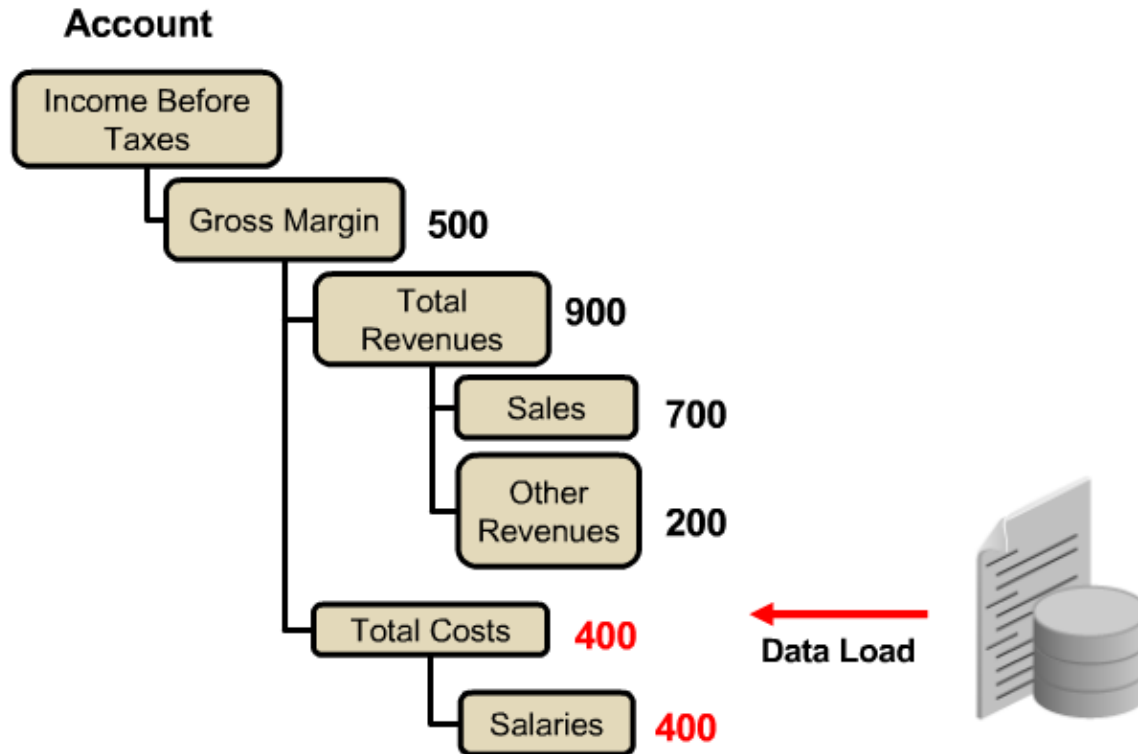


Members of a dimension are arranged in hierarchies:

- ❑ 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



**Budgeting application**

=



**Plan Type 1**



**Plan Type 2**



**Plan Type 3**



**Workforce Planning**



**Capital Asset Planning**



**Public Sector Budgeting and Planning**

Additional Planning modules available for purchase.

- ❑ 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.

# Hyperion Planning – Navigating Planning

## Planning Components



**Workspace**

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.



**Performance Management Architect**



**Planning Applications**

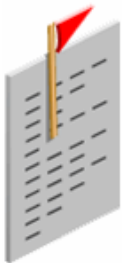
# Hyperion Planning – Entering Data

## Data Validation & Messages

The screenshot displays a data entry form for the state of Massachusetts. The currency is set to Local. A table lists various expense categories for the month of January. The value for '5230:Airfare Expense' is 21,955.82994, which is highlighted in red to indicate a data validation error. A tooltip above this cell reads 'Data validation error'. To the right, a 'Data Validation Messages' pane is open, displaying a message: 'Airfare expenses over 18,500 require additional approvals. [12]: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12'. A vertical bar on the right side of the messages pane is labeled 'Data Validation Messages'.

	Jan	
5210:Fringe Expense	10,977.91497	10
5220:Payroll Taxes	16,466.87295	15
5230:Airfare Expense	21,955.82994	17
5240:Travel Other		Missing
5310:Office Expens	7912	1

- ❑ 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

Hyplan - Income Statement - Expenses\_All \* Search [ ] Advanced

Forms

- Verify BR
- Income Statement
- Standard Data Forms
- Target Setting
- Verify Load

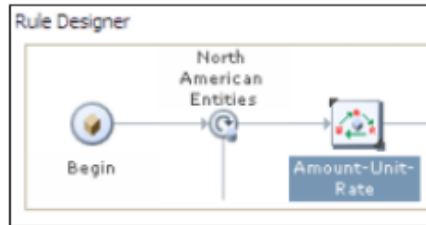
Hyplan  
Page N001 : Alliance Merchand

Notice that values are spread from Q1 to its child members, Jan, Feb, and Mar. Cells are colored yellow to indicate that the values have been modified, but not yet saved.

	Jan	Feb	Mar	Q1	Apr	May
5230:Airfare Expense	1,666.6666666666666	1,666.6666666666666	1,666.6666666666666	5,000	166.66666666666666	166.66666666666666
5240:Travel Other					9,922.5	9,922.5
5350:Software Expense					2,894.0625	2,894.0625
Tot Exp:Total Expenses					12,983.229166666666	12,983.229166666666

# 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**

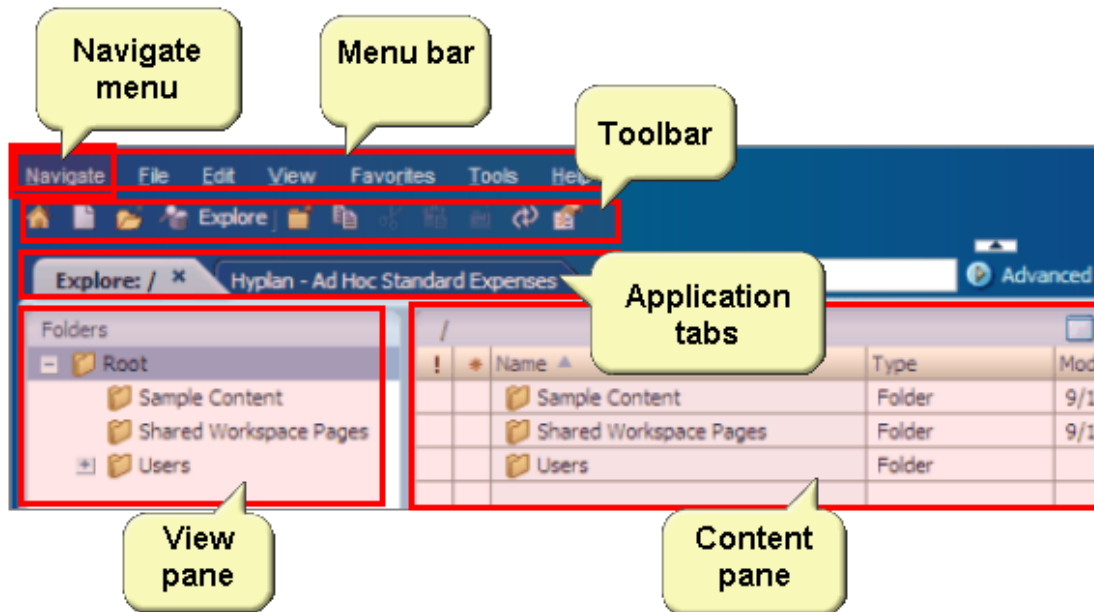
Predefined with all web forms

## **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

The screenshot shows the Hyperion Planning application window titled "Hyplan - Ad Hoc Standard Expenses". The interface includes a menu bar at the top with options like "Navigate", "File", "Edit", "View", "Favorites", "Tools", "Administration", and "Help". Below the menu bar is a toolbar with various icons. On the left side, there is a "View pane" containing a tree view of folders such as "Forms", "Verify BR", "Income Statement", "Standard Data Forms", "Target Setting", and "Verify Load". The main area is the "Content pane", which displays a data table with columns for months (Jan, Feb, Mar) and a summary column (Q1). The table contains numerical data for various account numbers (e.g., 5100, 5120, 5130, 5210, 5220, 5230, 5240, 5310). Callouts with speech bubbles point to the "Menus" (the menu bar), "Toolbar" (the toolbar), "View pane" (the left sidebar), and "Content pane" (the main data table).

	Jan	Feb	Mar	Q1
5100	219,558.3003	208,580.3854	210,775.9688	#missing 217
5120	21,955.82994	20,858.03874	21,077.59698	#missing 21,:
5130	10,977.91497	10,429.01937	10,538.79849	#missing 10,i
5210	10,977.91497	10,429.01937	10,538.79849	#missing 10,i
5220	16,466.83005	15,440.0056	15,808.19724	#missing 16,:
5230	21,955.82994	20,858.03874	21,077.59698	#missing 21,:
5240			#missing	#missing
5310				

## 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

Hyplan - Select Data Form

- Forms
  - Verify BR
  - Income Statement**
  - Standard Data Forms
  - Target Setting
  - Verify Load

Data Form	Description
<u>Commission and Salary Expenses</u>	Data Entry for Commission and Salary Expenses
<u>Composite Customer Sales</u>	Customer Sales
<u>Convert Currencies</u>	Handling currencies in a data form
<u>Customer Sales Detailed</u>	Customer Sales information by account
<u>Customer Sales Summary</u>	Customer Sales Information
<u>Q1 Commission and Salary Expenses</u>	Data Entry for Commission and Salary Expenses
<u>Sales All</u>	
<b>Standard Expenses</b>	Data Entry for Standard Expenses
<u>Standard Expenses with Validation Rule</u>	Data Entry for Standard Expenses

Hyplan - Ad Hoc Standard Expenses

Search

Currency: Local Customer: No Customer

Page: Massachusetts Budget FY11 Draft 1 Go

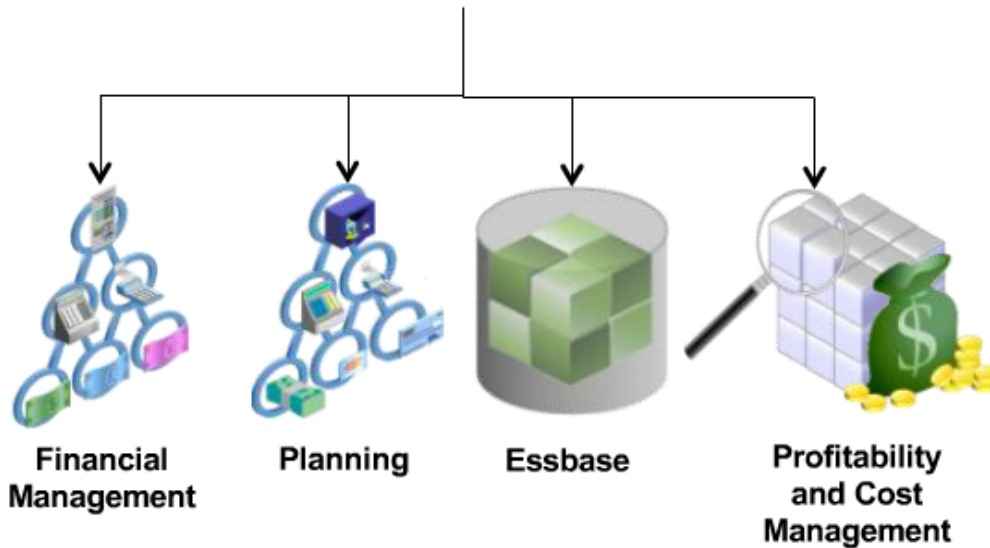
	Jan	Feb	Mar	EQ1	Apr	May	Jun
5100:Salary Expense	219,558.3003	208,580.3854	210,775.9688	#missing	217,099.2473	210,586.2699	212,69
5120:Commission Expense	21,955.82994	20,858.03874	21,077.59698	#missing	21,709.92483	21,058.6266	21,269
5130:Advertising Expense	10,977.91497	10,429.01937	10,538.79849	#missing	10,854.96192	10,529.3133	10,634
5210:Fringe Expense	10,977.91497	10,429.01937	10,538.79849	#missing	10,854.96192	10,529.3133	10,634
5220:Payroll Taxes	16,466.87295	15,643.52856	15,808.19724	#missing	16,282.44387	15,793.96995	15,95
5230:Airfare Expense	21,955.82994	20,858.03874	21,077.59698	#missing	21,709.92483	21,058.6266	21,269

# Hyperion Planning – Creating Applications

## Performance Management Architect Overview



**Performance Management Architect**



- ❑ 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.

# Hyperion Planning – Creating Applications

## Performance Management Architect Modules



**Dimension Library**



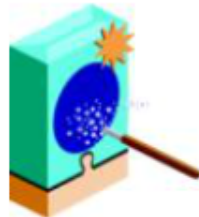
**Application Library**



**Calculation Manager**



**Data Synchronization**



**Application Upgrade**



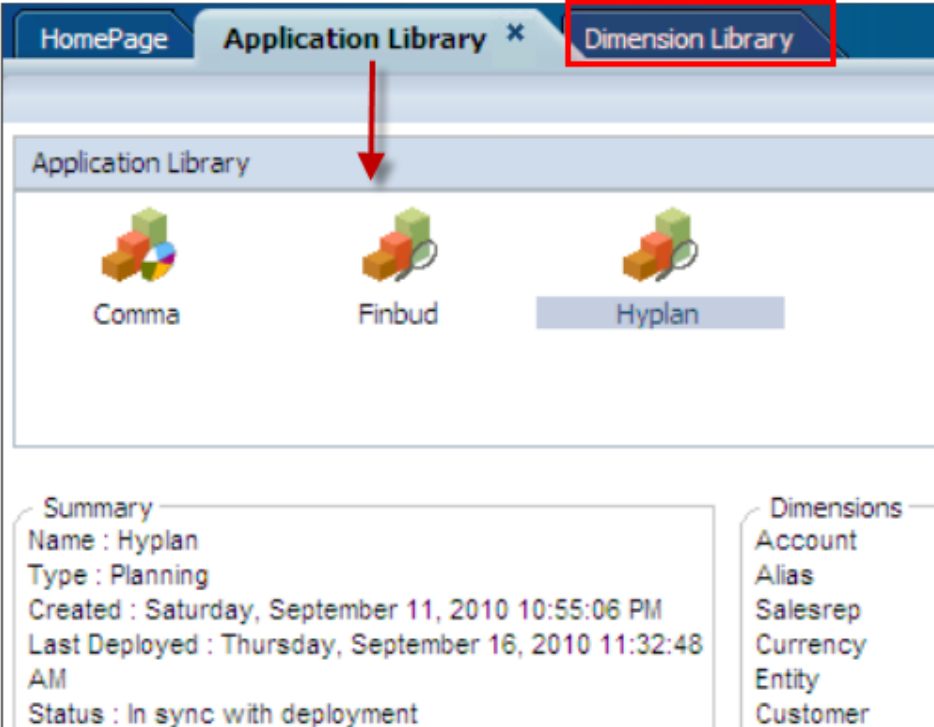
**Job Console**

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



The screenshot shows the Hyperion Planning interface. At the top, there are three tabs: 'HomePage', 'Application Library', and 'Dimension Library'. The 'Application Library' tab is active, and a red arrow points to it. Below the tabs, there is a section titled 'Application Library' containing three application icons: 'Comma', 'Finbud', and 'Hyplan'. The 'Hyplan' application is selected, and its details are shown in a summary and dimensions panel below.

Summary	Dimensions
Name : Hyplan	Account
Type : Planning	Alias
Created : Saturday, September 11, 2010 10:55:06 PM	Salesrep
Last Deployed : Thursday, September 16, 2010 11:32:48 AM	Currency
Status : In sync with deployment	Entity
	Customer

- 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.

# Hyperion Planning – Creating Applications

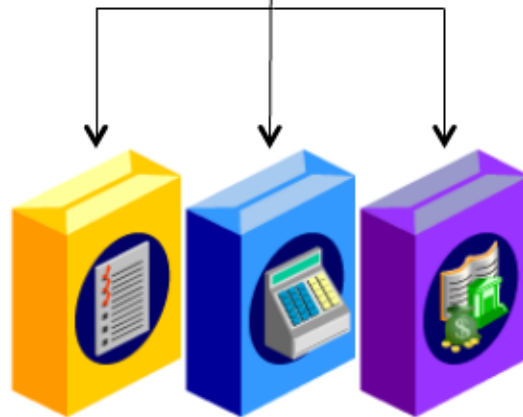
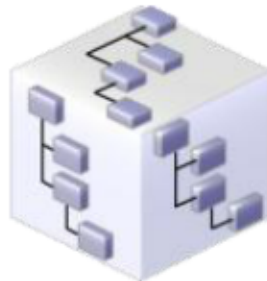
## Local and Shared Dimensions

### Local Dimensions



Single Application

### Shared Dimensions



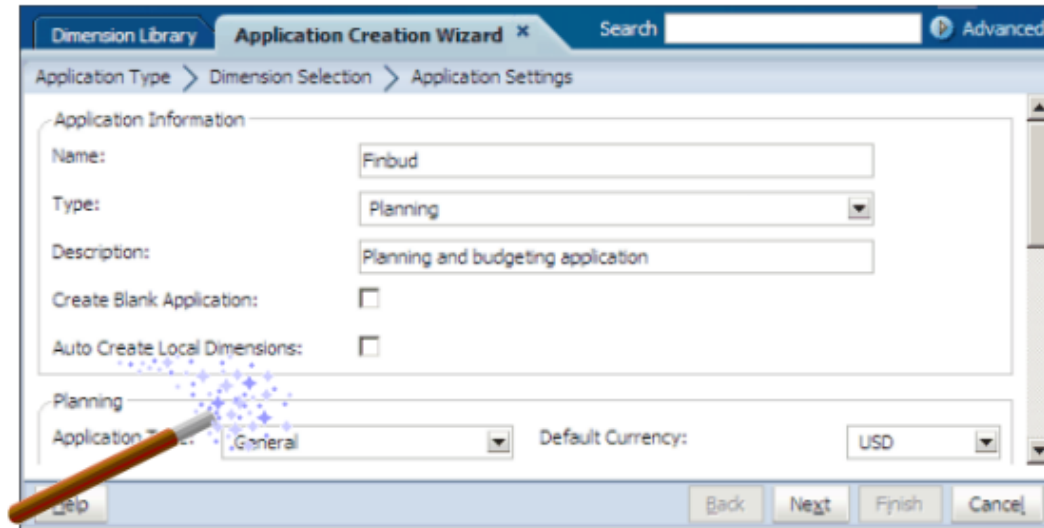
Multiple Applications

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.

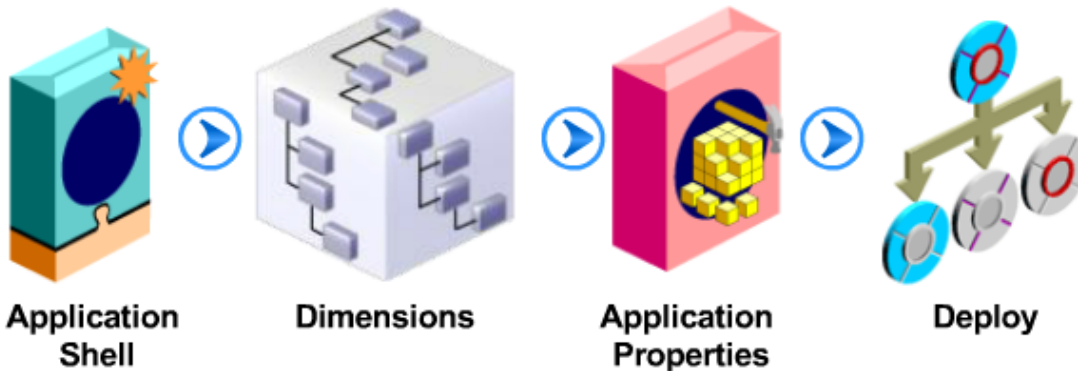
# Hyperion Planning – Creating Applications

## Creating Planning Applications



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

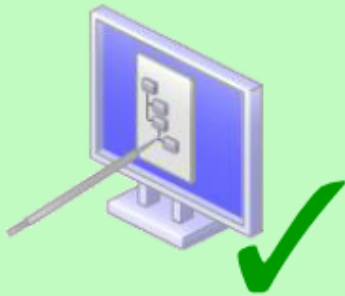
1. Create the application shell.
2. Add either local or shared dimensions to the application.
3. Modify the application settings, such as creating dimension associations or editing the application properties.
4. Validate and deploy the application.



# Hyperion Planning – Creating Applications

## Validate and Deploy Applications

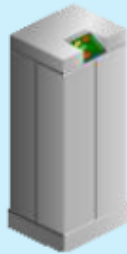
**Validate**



**Deploy**



**Application**



**Application  
Server**

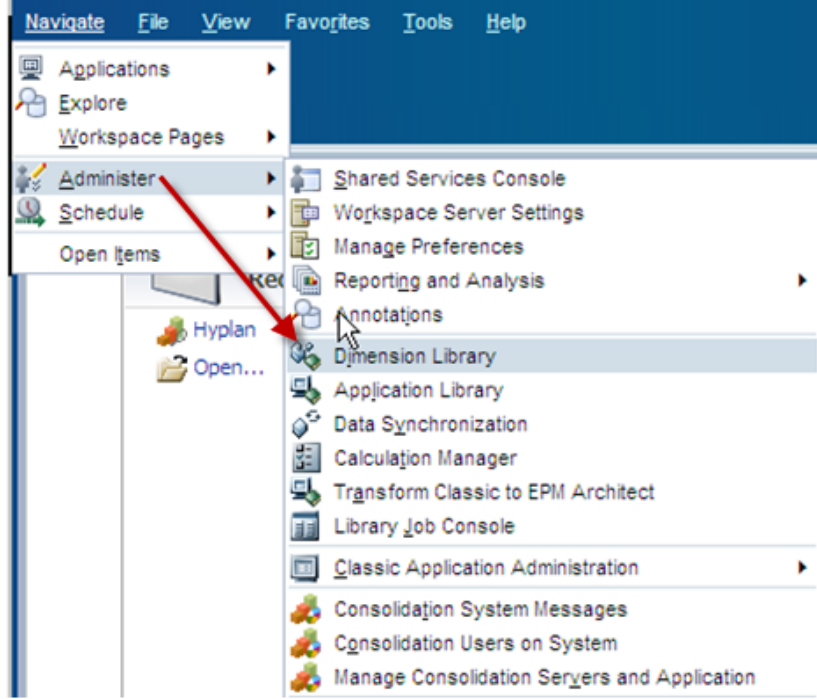
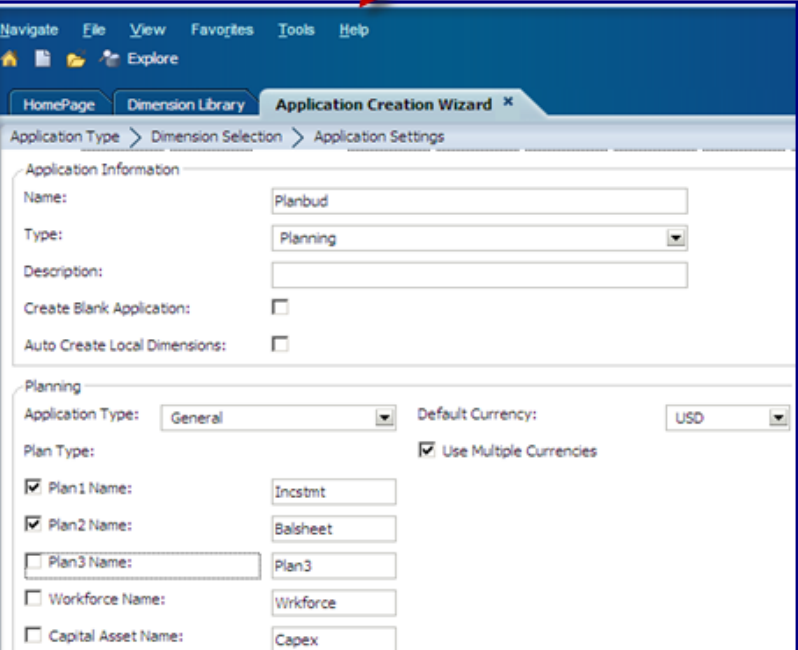
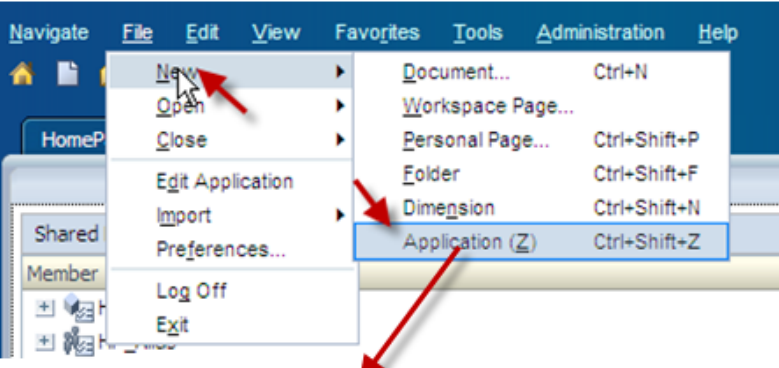


**End Users**

- ❑ 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

The screenshot shows the 'Application Creation Wizard' in Hyperion Planning. The interface is divided into several sections:

- Navigation:** Includes 'Navigate', 'File', 'View', 'Favorites', 'Tools', and 'Help' menus. There are also icons for 'Home', 'File Explorer', and 'Explore'.
- Page Headers:** 'HomePage', 'Dimension Library', and 'Application Creation Wizard' tabs are visible. A search bar and an 'Advanced' button are on the right.
- Breadcrumbs:** 'Application Type > Dimension Selection > Application Settings'.
- Left Panel (Member):** A tree view showing the 'Planbud' member and its sub-members: HP\_Account (Shared), HP\_Alias (Shared), HP\_Currency (Shared), HP\_Entity (Shared), HP\_Period (Shared), HP\_Scenario (Shared), HP\_Version (Shared), and HP\_Year (Shared).
- Right Panel (Properties of Planbud):** A table of properties for the 'Planbud' member.

Property	Value	
Category:	Planning	
Valid For Capital Asset Plan	<input type="checkbox"/>	
Capital Asset Plan Name	Capex	
Default Currency	USD	
Multiple Currencies	<input checked="" type="checkbox"/>	
Date Format	MM-DD-YYYY	✓
Base Time Period	12 Months	
Weeks Distribution	Even	
Fiscal Start Year	2009	
Fiscal Year First Month	Jan	
Fiscal Year Start Date	SameCalendarYear	
Default Alias Table	default	✓
- Buttons:** 'Deploy when finished' (checkbox), 'Validate' (button with mouse cursor), and 'Clear' (button). There are also labels for 'Errors:' and 'Warnings:'.
- Message Log:** A table with columns '#', 'Message', and 'Status'. It contains one message: 'Press the Validate button to validate your application.'

# Hyperion Planning – Creating Applications

## Deploy your application

**Deploy**

Application Name: Planbud

Description:

Notes:

Instance Name: PLANNING

Web Server: UPK1112

Application Server: PLANNING

Shared Services Project: Default Application Group

Data Source: ST01PLN10

Create Outline:

Refresh Outline:

Create Security Filters:

Shared Members Security Filters:

Validate Security Filter Limit:

Full Deploy:

Help Deploy Cancel

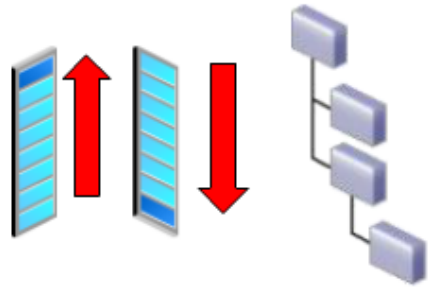
Click **Deploy**.

# Hyperion Planning – Entering Data

## Filtering and Sorting Data

Currency: Local		Customer: No Customer			
Page	Massachusetts	Budget	FY11	Draft 1	Go
	Jan	Feb	Mar		
5100:Salary Expense	219,558,3003	208,580,3854	210,775,9688	#	
5120:Commission		858,03874	21,077,59698	#	
5130:Advertising			79849	#	
5210:Fringe Expense			79849	#	
5220:Payroll Tax		643,52856	15,808,19724	#	

- ❑ 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.



Headcount and rates				#
Size-to-Fit		858,03874	21,077,59698	#
Filter				#
Sort				#
Ad Hoc				#
Show member in outline		643,52856	15,808,19724	#

Filter Row

Exclude Greater Than or Equal To 5,000 Filter Row

# Hyperion Planning – Entering Data

## Validation in Web Forms

The screenshot displays the Hyperion Planning web interface for an Income Statement. The main window shows a data entry grid for expenses. A validation error message is displayed over the Q1 column for the Airfare Expense row (5230), indicating that the entered value of 5,000 exceeds the maximum allowed value of 3k.

Hyplan - Income Statement - Expenses\_All \* Search [ ] Adv

Hyplan

The data has been saved. [X]

Page: N001 : Alliance Merchandise | 220 : Georgia | Draft 1 | Budget | FY11 | Go

	Jan	Feb	Mar	Q1	Apr	
5100:Salary Expense						
5120:Commission Expense						
5130:Advertising Expense						
5210:Fringe Expense						
5220:Payroll Taxes						
5230:Airfare Expense	1,666.6666666666666	1,666.6666666666666	1,666.6666666666666	5,000	166.66666666666666	166.66666666666666
5240:Travel Other						
5310:Office Expense						

Expense exceeds max of 3k.  
Row 5230:Airfare Expense, Column Q1

Data Validation Messages

<Calculate Currencies - Expenses\_A  
<Calculate Data Form - Expenses\_A

# Hyperion Planning – Entering Data

## Cell Comments in Web Forms

Page	Massachusetts	Budget	FY11	Draft 1	Go
	Jan	Feb	Mar		EQ
5100:Salary Expense	219,558.30039	208,580.38542	210,775.96881		#m
5120:Commission Expense	21,955.82994	20,858.03874	21,077.59698		#m
5130:Advertising Expense	10,977.914				m
5210:Fringe Expense	10,977.91497	10,429.01937	10,538.79849		#m
5220:Payroll Taxes	16,466.87795	5,643.52856	15,808.19724		#m
5230:Airfare Expense	21,055.82994	20,858.03874	21,077.59698		#m

Indicates a cell comment



Comment - Windows Internet Explorer

Currency: Local Customer: No Customer Entity: Massachusetts  
Scenario: Budget Year: FY11 Version: Draft 1

Jan

This figure comes from our analysis of taxes paid in 2009 and 2010.

5220 : Payroll Taxes

Help Submit Cancel

- ❑ 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

The screenshot shows the Hyperion Planning interface. At the top, there is a menu bar with options: Navigate, File, Edit, View, Favorites, Tools, Administration, and Help. Below the menu bar is a toolbar with various icons. The main window title is "Hyplan - Ad Hoc Standard Expenses". The main area displays a pivot table for "Texas". The table has columns for "January", "February", "March", and "EQtr 1". A context menu is open over the "Ad Hoc" member, with options: "Pivot To", "Move", "Zoom In", "Zoom Out", "Remove Only", "Keep Only", "Select Members", and "Change Alias". The "Pivot To" option is selected, and a sub-menu is open with "Row" and "Column" options. A yellow callout box points to the "Ad Hoc" member and contains the text: "Select **Ad Hoc**, then **Pivot To**, and then **Row**." The table data includes "Selling, General and Admin Expenses" with values for January (8,933,395), February (319,597,986), and March (322,962,173). Other rows include "Headcount", "T&E Rate", "Software Rate", "Square Footage Rate", "Interest Rate", and "Fringe Rate", all with "#missing" values.

	January	February	March	EQtr 1
Selling, General and Admin Expenses	8,933,395	319,597,986	322,962,173	#missing
Headcount	#missing	#missing	#missing	#missing
T&E Rate	#missing	#missing	#missing	#missing
Software Rate	#missing	#missing	#missing	#missing
Square Footage Rate	#missing	#missing	#missing	#missing
Interest Rate	#missing	#missing	#missing	#missing
Fringe Rate	#missing	#missing	#missing	#missing

# Hyperion Planning – Calculating Data

## Business Rules



**Business Rules**



**Essbase Calculation Scripts**

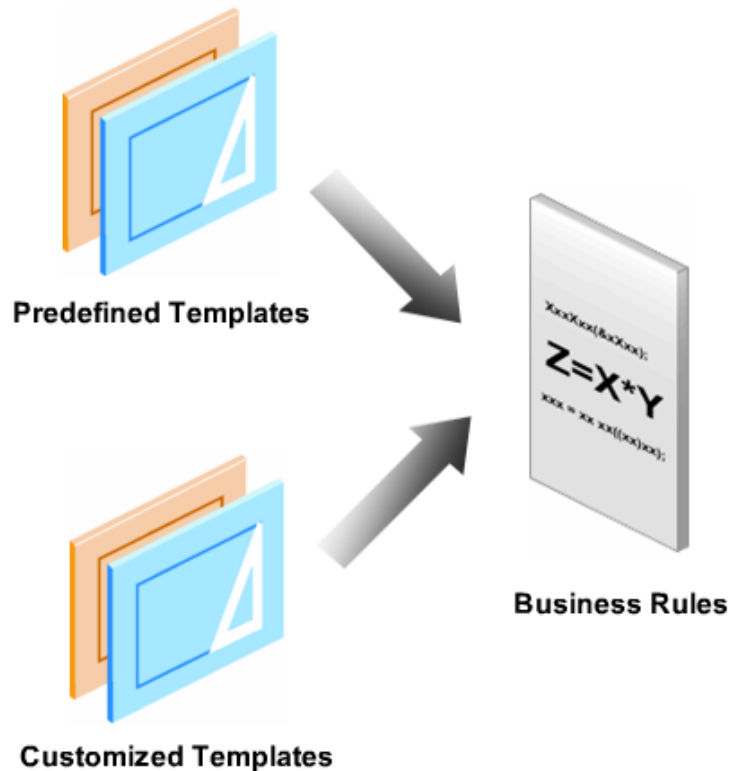


**Planning**

- ❑ 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.

# Hyperion Planning – Calculating Data

## Business Rule Templates

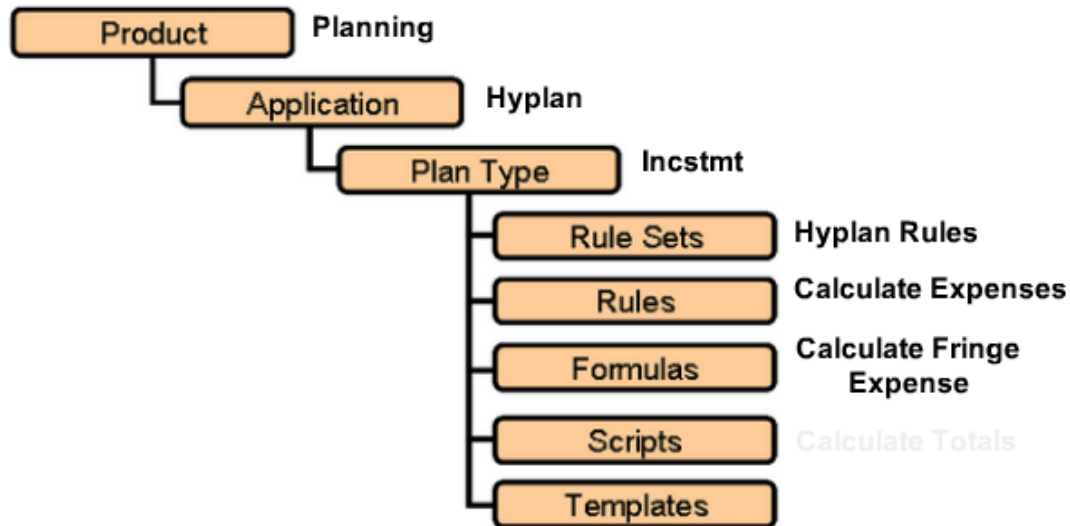


- ❑ Templates provide you with a starting point for common or frequently used calculations. You can start building your business rules with the provided templates.
- ❑ You can work with predefined templates or you can create customized templates. For example, you can use templates for clearing, copying, allocating and aggregating data.



# Hyperion Planning – Calculating Data

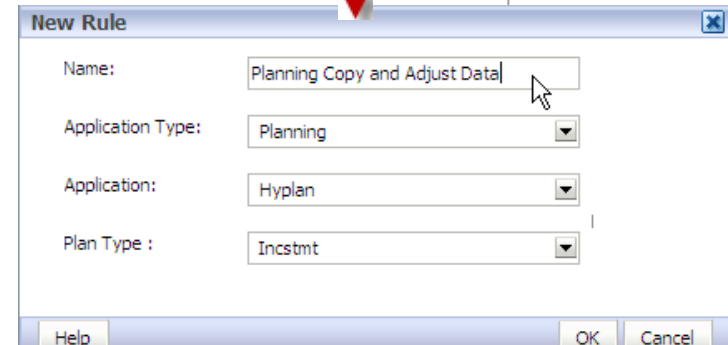
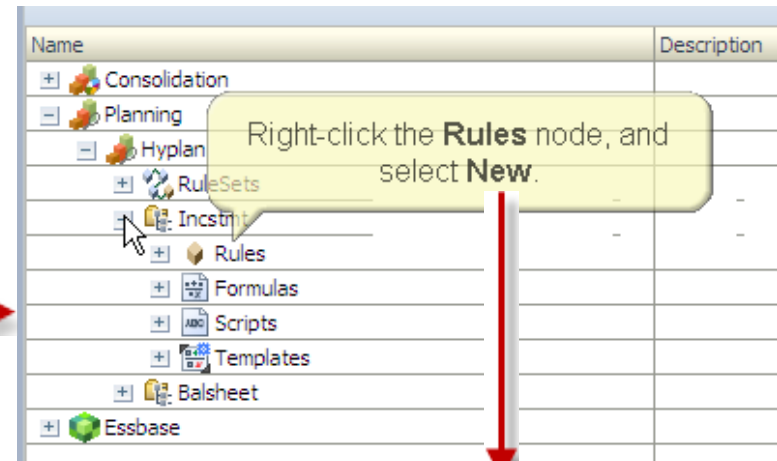
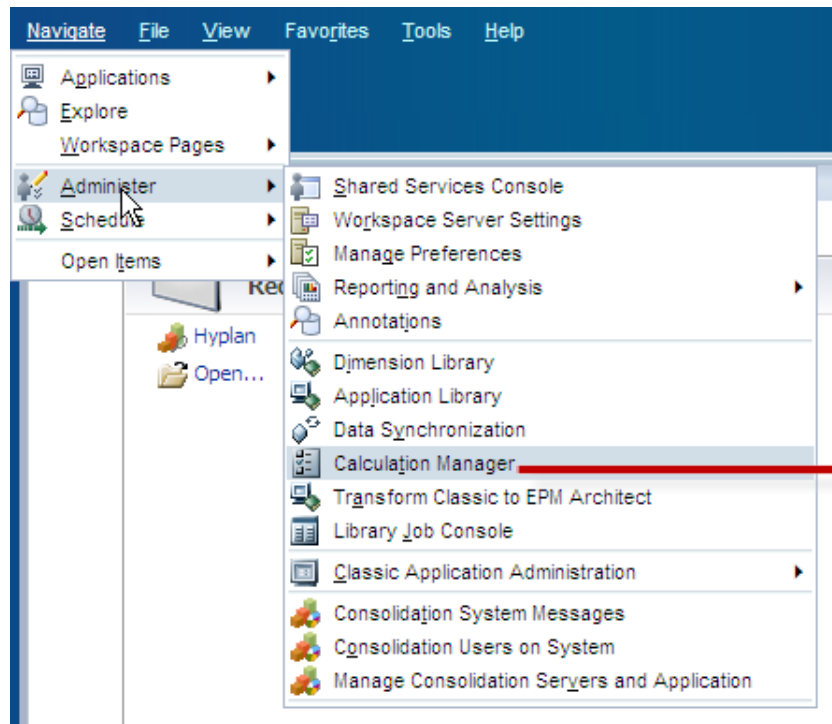
## Organize your Business Rules in Calculation Manager



- ❑ 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

**Copy Data Wizard**

Point of View > Copy From

Copy From

Select members from which to copy data

Use Predefined Selection

Member Selector

Dimension	Select Value
Currency	
Customer	
Period	
Scenario	"Actual"
Version	"Final"
Year	"FY10"

A red arrow points from the "Final" value in the Version row to the "Copy To" section of the wizard below.

**Copy Data Wizard**

Point of View > Copy From > Copy To

Copy To

Select members to which to copy the data

Use Predefined Selection

Member Selector

Dimension	Select Value
Scenario	"Budget"
Version	"Working"
Year	"FY10"

A red arrow points from the "Validate and Deploy" menu option to this section.

# Hyperion Planning – Calculating Data

## Launch Business Rules

The screenshot displays the Hyperion Planning software interface. The 'Tools' menu is open, showing options such as 'Change Password...', 'Install', 'Planning', 'Manage Approvals', 'Copy Version', 'Business Rules', 'Job Console', 'Copy Link', 'Custom Links', 'Export as Spreadsheet', and 'Ad Hoc'. A yellow callout bubble points to the 'Tools' menu. Another yellow callout bubble points to the '<Calculate Currencies - Sales\_All>' and '<Calculate Data Form - Sales\_All>' buttons in the bottom left corner. The main window shows a data table with columns for 'Page', 'Draft 1', and 'Budget'. The table contains several rows of data, including '4000-100:Network' with a value of 65,550.24, '4000-200:Chips Sal' with 12,393.2025, '4000-300:Compute' with 109,889.4825, '4000-400:Applicati' with 37,568.7900000000, '4000-500:Data Wa' with 39,634.875, '4000-600:eBusines' with 48,269.655, and '4000-700:OLAP Sal' with 17,364.375.

**Tools menu**

**Launch rules from the view pane.**

Page	Draft 1	Budget
4000-100:Network		65,550.24
4000-200:Chips Sal		12,393.2025
4000-300:Compute		109,889.4825
4000-400:Applicati		37,568.7900000000
4000-500:Data Wa		39,634.875
4000-600:eBusines		48,269.655
4000-700:OLAP Sal		17,364.375

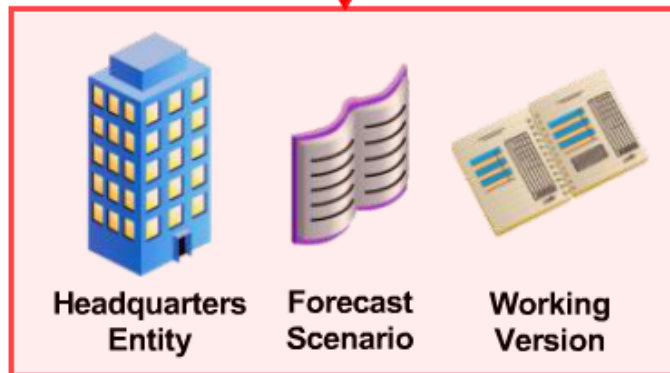
- ❑ After you deploy business rules and rulesets to Planning, you can launch them from data forms or independently from the Tools menu.

# Hyperion Planning – Manage Approval Process

## Approval Process Overview



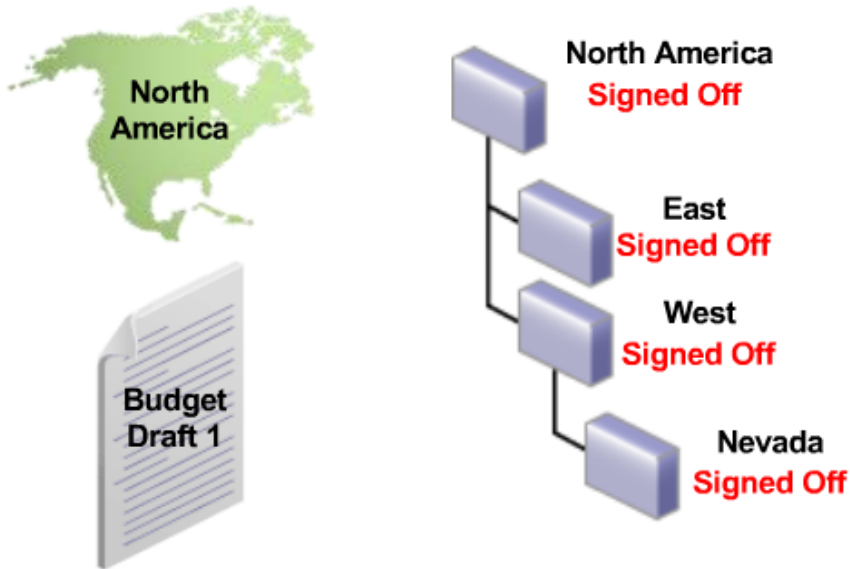
Approval Process



- ❑ 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.

# Hyperion Planning – Manage Approval Process

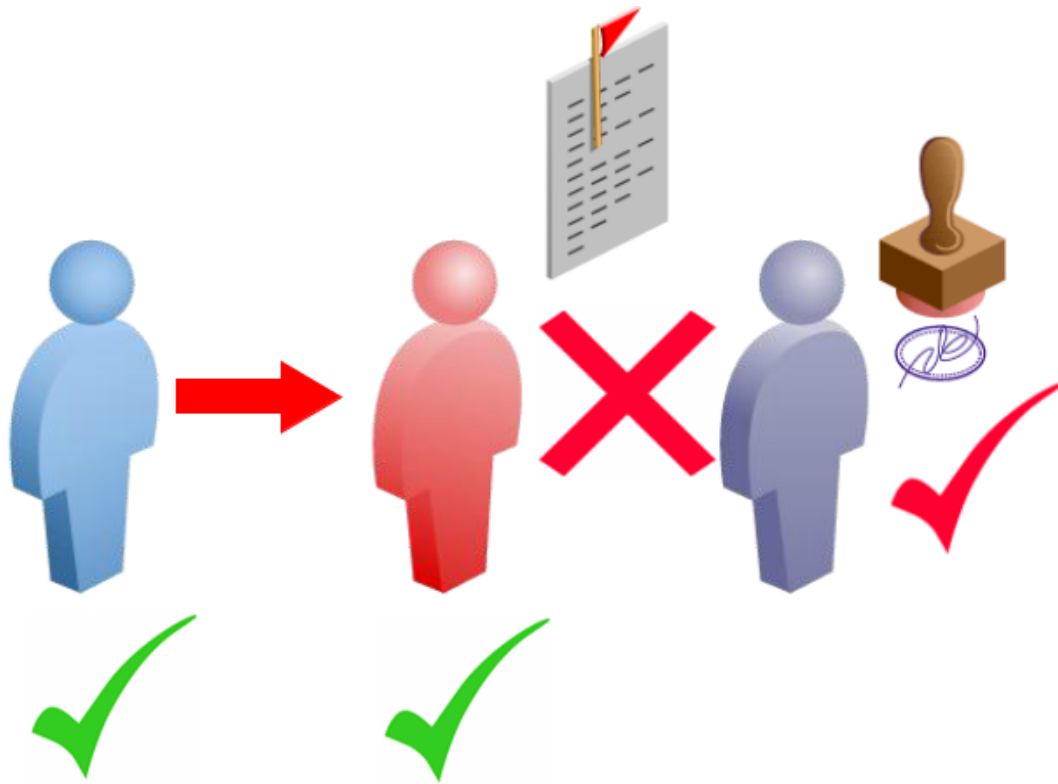
## Planning Unit Hierarchies



- ❑ 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.

# Hyperion Planning – Manage Approval Process

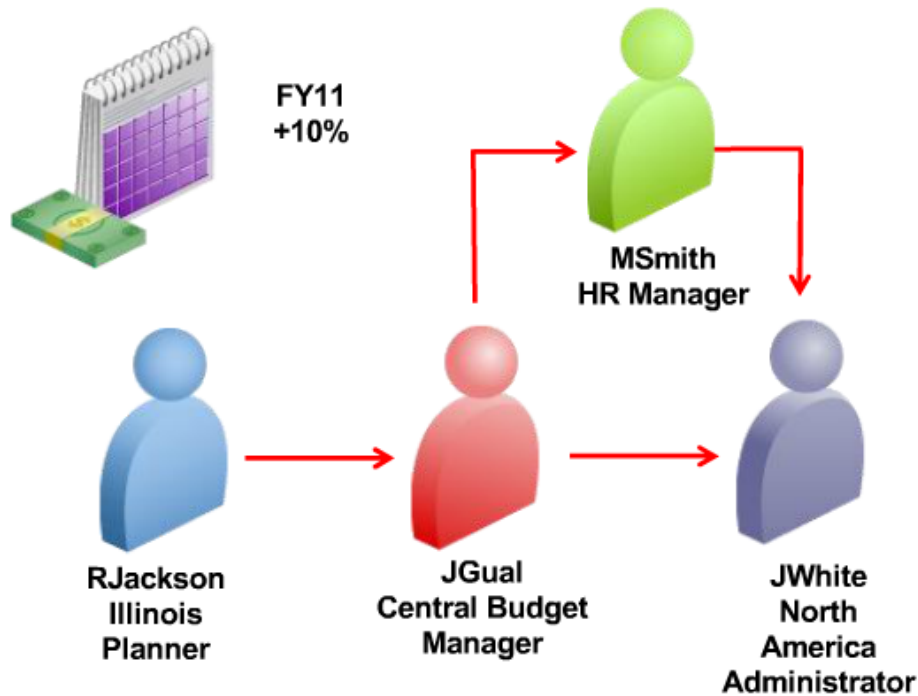
## Planning Unit Validation



- ❑ 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

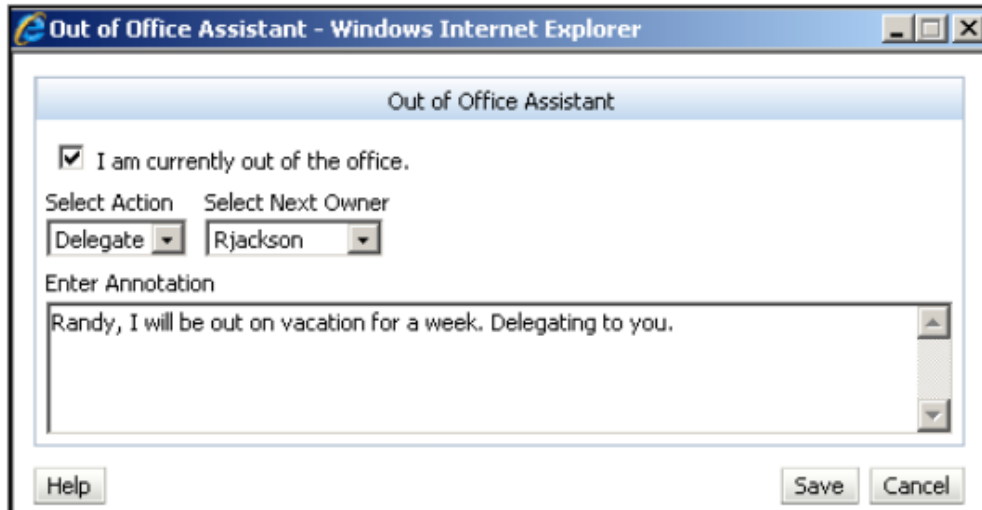


- ❑ A planning unit moves from person to person and department to department based on the owners and reviewers assigned to each planning unit and its parents in the planning unit hierarchy. This is defined as the potential promotional path.
- ❑ Sometimes, however, budget calculation results change the 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.



# Hyperion Planning – Manage Approval Process

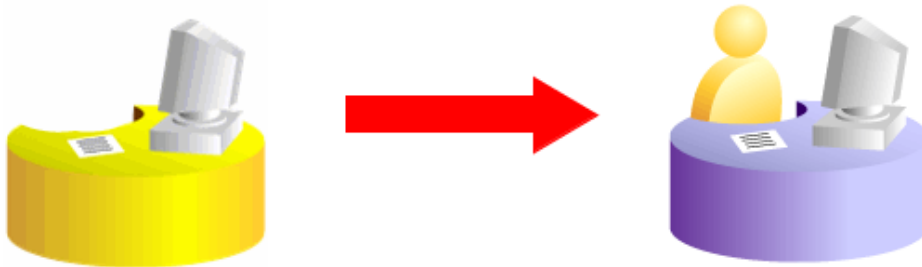
## Out of Office Assistant



The screenshot shows a web browser window titled "Out of Office Assistant - Windows Internet Explorer". The main content area is titled "Out of Office Assistant" and contains the following elements:

- A checked checkbox:  I am currently out of the office.
- Two dropdown menus: "Select Action" with "Delegate" selected, and "Select Next Owner" with "Rjackson" selected.
- An "Enter Annotation" text area containing the text: "Randy, I will be out on vacation for a week. Delegating to you."
- Buttons at the bottom: "Help", "Save", and "Cancel".

- 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

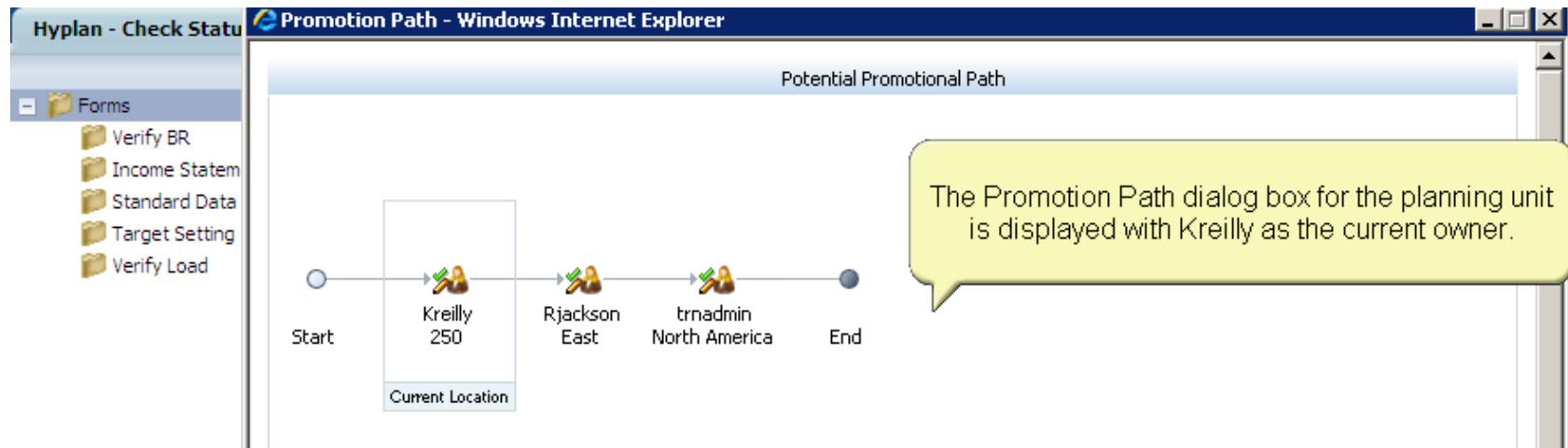
The screenshot displays two overlapping windows from the Hyperion Planning application. The top window, titled 'Hyplan - Select Data Form', shows a folder tree on the left with 'Forms' expanded, listing 'Verify BR', 'Income Statement', 'Standard Data Forms', 'Target Setting', and 'Verify Load'. The main area is empty with the text 'This folder is empty.' A yellow callout box contains the text: 'Let's begin this demonstration in the Hyplan application where you work with the approval process to manage the budget by planning units.'

The bottom window, titled 'Hyplan - Check Status and Manage Approvals', shows the same folder tree on the left. The main area contains a form with the instruction 'Select a valid scenario and version, and then click Go.' The 'Scenario' dropdown is set to 'Budget' and the 'Version' dropdown is set to 'Draft 1'. A 'Go' button is highlighted with a mouse cursor. Below the form are radio buttons for 'Tree View' (selected) and 'Flat View'. At the bottom of the window is a table with columns: 'Planning Unit', 'Plan Cycle', 'Approvals Status', 'Sub-Status', 'Current Owner', 'Location', 'Path', and 'Action'.

Planning Unit	Plan Cycle	Approvals Status	Sub-Status	Current Owner	Location	Path	Action
Hyplan Planning Unit Hierarchy	Start	Exclude					
North America	<input checked="" type="radio"/>	<input type="radio"/>	<b>Under Review</b>	Kreilly			<a href="#">Details</a>
Central	<input checked="" type="radio"/>	<input type="radio"/>	<b>Under Review</b>	Kreilly			<a href="#">Details</a>
South	<input checked="" type="radio"/>	<input type="radio"/>	<b>Under Review</b>	Kreilly			<a href="#">Details</a>

# Hyperion Planning – Manage Approval Process

## Demo Steps – View potential promotional path



# Hyperion Planning – Manage Approval Process

## Demo Steps – Change status and submit for promotion

Hyplan - Check Status and Manage Approvals

Check Status and Manage Approvals

- Forms
  - Verify BR
  - Income Statement
  - Standard Data Forms
  - Target Setting
  - Verify Load

No Forms available

Validation submitted

Select a valid scenario and version, and then click Go.

Scenario: Budget Version: Draft 1 Go

Out of Office Assistant

Change Status

Display:  Tree View  Flat View  Select Mine

Planning Unit	Approvals Status	Sub-Status	Owner	Location	Path	Action
<input type="checkbox"/> 250	Under Review					Details
<input type="checkbox"/> 250: 5100	Under Review		Kreilly	250		Details
<input type="checkbox"/> 250: 5120	Under Review		Kreilly	250		Details
<input type="checkbox"/> 250: 5130	Under Review		Kreilly	250		Details
<input type="checkbox"/> 250: 5210	Under Review		Kreilly	250		Details
<input type="checkbox"/> 250: 5220	Under Review		Kreilly	250		Details
<input checked="" type="checkbox"/> 250: 5230	Under Review	No Additional Approval Required	Kreilly	250		Details
<input type="checkbox"/> 250: 5240	Under Review		Kreilly	250		Details

Change Status

Select Action: Promote Select Next Owner: <Automatic>

Enter Annotation

Validate

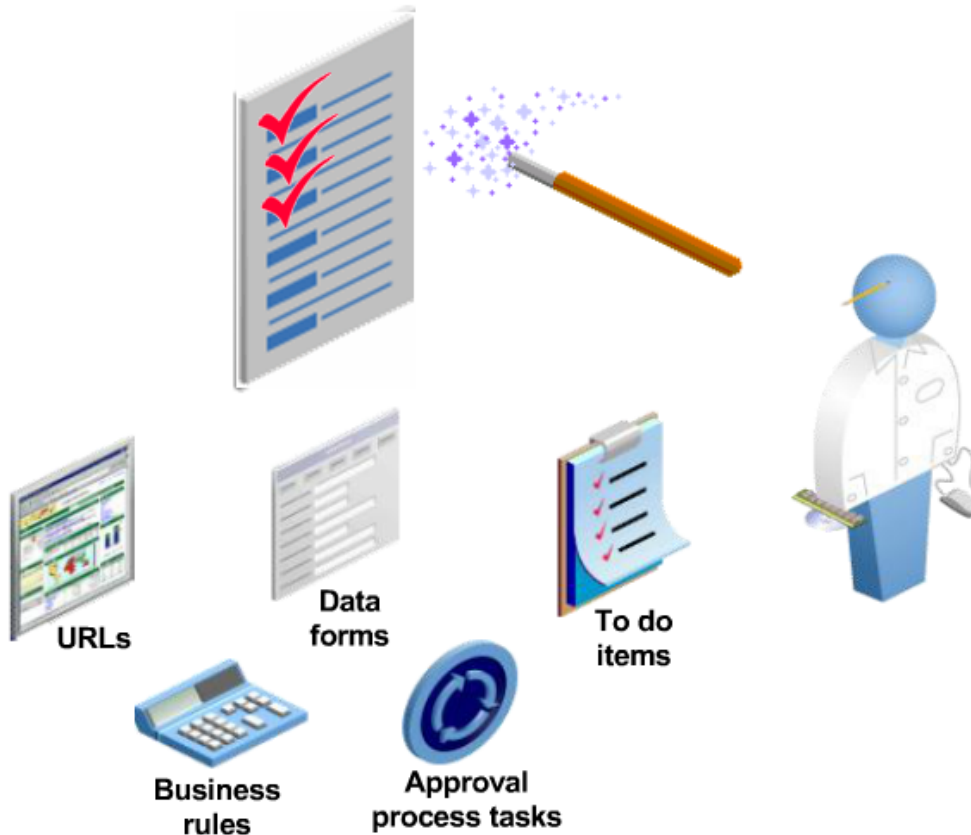
Out of Office Assistant

Location

Accept the default action, **Promote**, and the next owner according to the promotional path.

# Hyperion Planning – Manage Approval Process

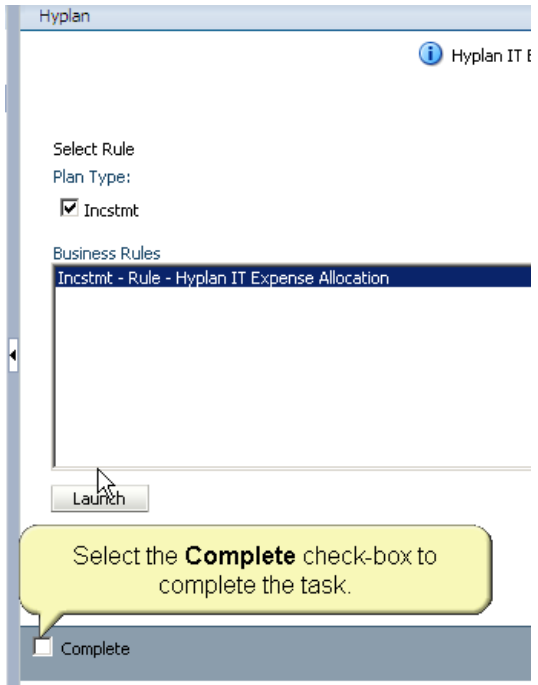
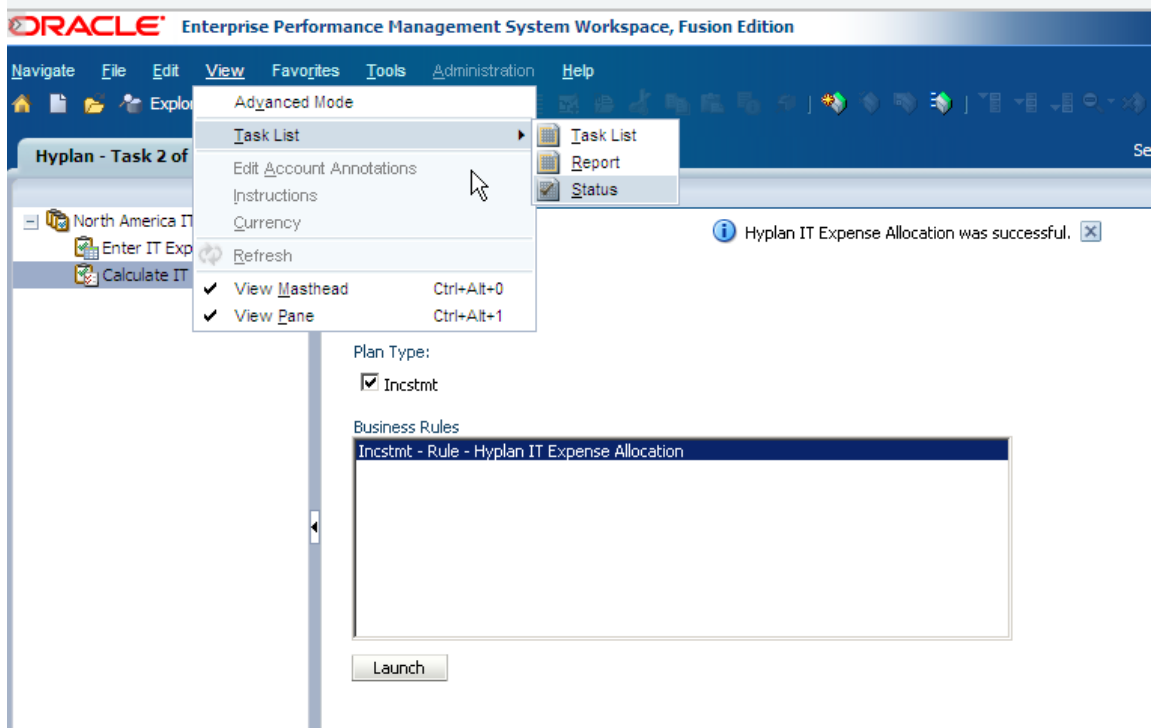
## Task Lists



- ❑ 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.

# Hyperion Planning – Manage Approval Process

## 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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