

Oracle Hyperion Financial Management Administration

Oracle Hyperion Financial Management Administration

Course Description

Course Name: Oracle Hyperion Financial Management Administration 11.1.2.4.x
Course Number: O-HFM-A
Duration: 5 Days

The Administration Training for Oracle Hyperion Financial Management (HFM) is designed to guide students through the typical steps required to build and administer HFM. Students will develop and deploy HFM as an interactive case study that illustrates how to build a classic application and then convert it to EPM, thus addressing pertinent issues for both the administrator who is upgrading, and the new implementer.

After a general overview of HFM and EPM Architecture, the course focuses on creating applications and metadata. Fundamental metadata management techniques are introduced. Students then set up the HFM dimensions. Hands-on workshops include defining applications and dimensions, maintaining alternate hierarchies, attributes, and importing/exporting data using data files, forms and grids.

Accounting and creating business rules, budgeting, consolidation, currency translation, intercompany reporting, process control, member and task lists are also addressed. Finally, building reports using Smart View and Hyperion Financial Reports is taught using the interactive case study. The course format consists of lecture plus exercises and workshops.

Who Should Attend

- System Administrators
- Application Developers
- Project Managers
- IT Support

Course Information

Advance Preparation: None
Program Level: Intermediate
Delivery Method: Group – Live
CPE Credit: 40 credits in Specialized Knowledge and Applications

Prerequisites

- Basic Microsoft Windows skills
- Knowledge of spreadsheets
- Working knowledge of accounting

Course Registration: 203-941-0714 or

online at <http://www.compintelligence.com>

Policies: For information regarding cancellations, refunds, or other questions, contact us

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Oracle Hyperion Financial Management Administration

Course Outline

1 HFM Overview

Overview

HFM Data Flow

HFM Task Flow

Enterprise Performance Management Overview

Oracle Hyperion EPM Workspace

Foundation Tier

Product Tier

Application Tier

Web Tier

HFM Dimensions

Entity Dimension Hierarchy

Period Dimension Hierarchy

Account Dimension Hierarchies

Fixed and Custom Dimensions

Fixed Dimensions

Custom Dimensions

Help Information

Best Practices

2 Dimension Build

Objectives

Hyperion Financial Management Client Overview

Dimension Build – Application Profile

Dimension Build – Metadata Manager

Create and Modify Application Profiles

Build Scenario Dimension

Build Entity Dimension

Build Account Dimension

Build Custom Dimensions

Build Currencies and Other Metadata Items

Cell Text Labels

Dimension Build – Metadata Driven Members (ICP & Value)

Value Dimension

Value Adjustment Members

[None] Value Member

Value Dimension Consolidation Process

Best Practices

3 Manage Applications

Overview

Oracle Hyperion Financial Management Administration

Course Outline

Create an Application

- Delete an Application from the Oracle Workspace

Manage Security, Metadata and Documents

- Overview

- Manage Security

- Manage Metadata

- Extract Security and Metadata

- Manage Documents

 - Load Data Forms – Oracle Workspace

 - Extract Data Forms – Oracle Workspace

Best Practices

4 Build Documents

Objectives

- Data Forms

- Key Benefits of Data Forms

- Data Grids

- Key Benefits of Data Grids

Build Data Forms

- Form Details

- Point of View (POV)

- Columns

- Rows

- Special Fields in Row and Column Options Pane

- Style and Custom Header Style

- No Suppress

- Add Member

- Link

- Form Details Pane

- Headers Tab

- Insert Cell Text or Documents

- Data Forms – Suppress Rows, Columns, or Both

- Set the Point of View in Data Forms

Use Data Forms to View and Enter Data

- Data Forms – Colors

- Enter and Save Data

- Spread Data for a Quarter

Build Data Grids

- Build a Data Grid

- Change Data Grid Layout and Display

- Insert Dimensions in Columns and Rows

- Select Dimension Members for Columns and Rows

- Set the Point of View

- Data Grids – Colors

Oracle Hyperion Financial Management Administration

Course Outline

Data Grids to Lock or Unlock Data

Manage Ownership

Objectives

Ownership Management

Manage Ownership Grid

Display Options

Active

Percent Consolidation

Percent Ownership

Percent Minority

Percent Control

Direct Ownership Percentage

Consolidation Method

Best Practices

5 Manage Rules & Data

Objectives

Rules

Create Rules

Define Routines

Calculate() Routine

Conditional Statement

Sequence of Execution

Reference to a Calculated or a Parent Cell

Circular Account References and Clearing Mechanisms

Member Lists

Manage Data

Overview

Load Data

Data Load Formats

Data File Format

Exchange Rate Input – Data Grid

Exchange Rate Load – Data File

Extract Data

Copy Data

Clear Data

Best Practices

6 HFM Default Calculations

Overview

Consolidation

Value Dimension

Value Adjustment Members

[None] Value Member

Value Dimension Consolidation Process

Oracle Hyperion Financial Management Administration

Course Outline

Translation Process

Intercompany Elimination and Consolidation Process

- Intercompany Overview
- Intercompany Metadata Setup
- Intercompany Elimination and Consolidation

Intercompany Transactions

Open Periods

- View Intercompany Transactions
- Post Intercompany Transactions
- Report on Intercompany Transactions
- Run Matching Reports
- Load Intercompany Transaction Files
- Extract Intercompany Transaction Files
- Intercompany Transaction Security Roles

Best Practices

7 Financial Reporting

Objectives

Smart View

- Smart View Ribbon
- Access HFM Data in Smart View
- HFM Ribbons
- Ad Hoc Reporting
- Free-Form Ad Hoc Spreadsheets
- Data Forms in Smart View
 - Excel Formulas and Cell References

Smart View Reports

- Smart Slices
- Query Designer
- Cascade Reports

Hyperion Financial Reporting

- Financial Reporting Studio
- Apply Conditional Formatting
- Hyperion Financial Reporting (HFR) Reports
- Create Books
- Create and Schedule Batches

Best Practices

- Create Reports

8 Security

Overview

- Application Security Considerations
- Launch Shared Services
- Security Building Blocks
- Security Process Overview

Oracle Hyperion Financial Management Administration

Course Outline

- Provision Groups with Roles – Shared Services**

- Provision Users to HFM Application Roles**

Maintain HFM Security

- Create Security Classes**

- Load Security Classes**

- Create HFM Artifacts

- Provision Security Classes

- EPMA Security

Run Security Reports for HFM Applications

- EPMA Security**

- EPMA Roles

- EPMA Levels of Access

- HFM Desktop Security

Best Practices

9 Process Management

Objectives

Process Management Overview

- Process Units

- Process States

Enable Process Management

Phased Submission

- Submission Groups**

- Submission Phases**

- Set Up Phased Submissions**

- Set Application and Metadata Attributes

- Assign Validation Accounts to Submission Phases

- Set Up Submission Groups**

- Assign Submission Groups

Process Unit Status

- Process Control Toolbar

- Process Control Panel

- Filters and Sorting

- View Status for Multiple Submission Phases and Periods**

Validate Process Units

- Validation Accounts

- Validation Account Detail

- Calculate and Consolidate Data

Process Units and the Review Cycle

- Submission Phases and Review Levels

- Select Review Levels for Promotion

- Email Alerts

Use Data Grids to Review Process Unit History

- Process Level in Data Grids

- Manage Process Unit Stages in Data Grids

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Oracle Hyperion Financial Management Administration

Course Outline

Lock and Unlock Data Process Unit Data
Best Practices

10 Performance Management Architect

Objectives

Performance Management Architect Overview

Performance Management Architect Key Features

Start Performance Management Architect Workspace

Prerequisites to Starting Performance Management Architect

Performance Management Architect Workspace

Performance Management Architect Toolbar and File Buttons

Performance Management Architect Toolbar

Performance Management Architect File Menu

Performance Management Architect Modules Overview

EPMA Process Overview

Shared Services Security Overview

Performance Management Architect Module – Dimension Library

Dimension Library Overview

Navigate to the Dimension Library

Build and Maintain Dimensions

Dimension Overview

Shared and Local Dimensions

Create New Dimensions

Copy Dimension to Shared Library or Application

Delete Dimension

Modify Dimension Library Properties

Create, Edit, Delete Dimension Members and Dimension Properties

Alias Dimension

User Defined Dimensions

Rename Dimension Members

Remove Dimension Members

Delete Members

Find Member

Reorder Dimension Members

Remove Orphan Members

View or Delete Orphan Members

Maintain Property Values

Maintain Dimension Associations

Create Alternate Hierarchies Using Shared Members

Other Dimension Related Features

View Transaction Logs

Navigate to the Transaction Logs

Convert HFM Classic Applications to EPMA

Overview

Performance Management Architect Module – Application Library

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Oracle Hyperion Financial Management Administration

Course Outline

Application Library Overview

Navigate to the Application Library

Build and Maintain Applications

- Create Application Folders
- Add Applications to Folders
- Remove Application Folders
- Rename Application Folders
- Delete Folders
- Create Application Filters
- Edit Applications
- Open Applications
- Close Applications
- Delete Applications
- Duplicate Applications
- Reregister Applications
- Compare Applications
- Dimension Compare Results
- Application Compare Summary

Performance Management Architect Module – Calculation Manager

Access Calculation Manager

Import Files into Calculation Manager

Create Rules in Calculation Manager

Performance Management Architect Module – Data Synchronization

- Navigate to Data Synchronization

Performance Management Architect Module – Library Job Console

- Navigate to the Library Job Console

Performance Management Architect Module – Application Upgrade

- Navigate to Application Upgrade

Performance Management Architect Utilities

Performance Management Architect Batch Client

- Navigate to the Performance Management Architect Batch Client
- Performance Management Architect File Generator
- Navigate to the Performance Management Architect File Generator
- ERP – Enterprise Resource Planning Integrator

Best Practices