Dartmouth

Oracle Planning and Budgeting Cloud (PBCS)

Smart View for Office
# Table of Contents

What is Smart View? .................................................................................................................. 3
PBCS Web Forms ....................................................................................................................... 3
Ad Hoc Analysis Queries .......................................................................................................... 3
Installing Smart View .............................................................................................................. 3
Internet Explorer Settings ........................................................................................................ 3
  Adding PBCS as a Trusted Site ............................................................................................... 3
Smart View Install ................................................................................................................... 4
Using Smart View for the first time .......................................................................................... 6
Using Smart View ................................................................................................................... 7
Connecting to Smart View ...................................................................................................... 7
Opening a Task List .................................................................................................................. 8
Opening a Data Form ............................................................................................................... 10
Creating an Ad Hoc Analysis Query ....................................................................................... 13
  Pivot ........................................................................................................................................ 15
  Selecting Members ................................................................................................................ 17
  Zoom In / Zoom Out / Keep Only / Remove Only ............................................................... 20
  Change Alias ....................................................................................................................... 21
Additional Smart View Options .............................................................................................. 21
What is Smart View?
Smart view is an add in used in Microsoft Office applications, especially Excel, allowing you to extract data from the Planning and Budget Cloud Service (PBCS, formerly known as Hyperion Planning) and send it back. You can use Smart View to open the PBCS Web Forms in Excel and to create your own Ad Hoc Analysis queries. Ad Hoc Analysis queries can be used to create pivoted free form reports with formatting the way you want it.

PBCS Web Forms
With Smart View you can open PBCS Web forms in Excel where you can:
- View, enter, edit and send data back into the cubes.
- Add formulas (with caveats) to calculate data.
- Use other functionality to calculate, spread data etc. for budgets or projections.

Ad Hoc Analysis Queries
With Smart View you can create Ad Hoc Analysis queries to define your own reports and to drill into the details of numbers across dimensions.

Installing Smart View
If you already have Smart View installed on your computer, skip to Using Smart View for the first time. If you are using PBCS and installing Smart View for the first time, there are a few steps to go through. The recommended browser for using PBCS is Mozilla’s Firefox, but the web application can be accessed from the browser of your choice. If you are using Internet Explorer, the following steps should be taken.

Internet Explorer Settings
Adding PBCS as a Trusted Site
1. In Internet Explorer select Internet Options from the Tools menu.
2. Click on the Security tab, highlight Trusted Sights, and click the Sites button
3. Add the following URLs as Trusted sites, clicking the add button for each one:
   a. https://planning-a420314.pbc.us2.oraclecloud.com
   b. https://apex.oracle.com
4. Then, with Trusted Sights still highlighted, **click** the Customer Level... button.

5. Scroll approximately halfway through the settings and **Enable “Allow script-initiated windows...”**

6. **Click OK twice.**

**Smart View Install**

1. If this is your first time accessing PBCS and installing Smart View, **paste** the following link into the address bar of the browser you are using. Otherwise log into PBCS and continue to Step #.

2. You will need to enter the Identity Domain ID for Dartmouth College’s instance of PBCS.
   a. **Type** in a420314, **select** the Remember my choice parameter, and **click** Go.

3. **Click** on the Company Sign In button. **Do Not** select the Remember my choice parameter for this step.

4. You will then enter your Dartmouth NetID and password as you would for other Dartmouth College applications.
5. **Install** Smart View from the drop down list in the upper right hand corner with your user name, select Downloads...

6. And then **click** on Download from Oracle Technology Network for Smart View.

7. And then **click** on the Download Latest Version button, accept the license agreement and click Download Now.
   a. From there, follow the prompts and accept the license agreement to download and install the application.
      i. You will be asked to create an Oracle Account. This is a free Oracle Account that will give you access to Oracle online applications, support, communities, etc.
      ii. And now that we are planning in the Cloud, both Smart View and the web application will be updated regularly keeping us with the most current versions of the software.

8. Please note, that you can uninstall your current version of Smart View before installing the newest version, but it is not necessary because the install process will take care of that for you.
Using Smart View for the first time

The Smart View connection needs be defined, and there are a few setup options that should be made. These options follow best practices.

1. **Open** Microsoft Excel.
2. From the Smart View ribbon, **select** Options.
   
   ![Smart View ribbon]

3. **Select** Advanced and **verify/paste** the Shared Connections URL.
   
   a. https://planning-a420314.pbc.s.us2.oraclecloud.com/workspace/SmartViewProviders

4. **Set** the following Best Practice options:
   
   a. **Select** Member Options and under the Member Retention section **select** the Include Selection parameter.
      
      i. When you Zoom In on a selected member in a query, this option will keep the selected member along with the children of that member you zoomed into.
      
      ii. If you do not select this option and zoom in on a member, only the children of the selected member will remain.

      ![Member Retention]

   b. **Select** Data Options and under the Replacement section, **set** #NoData/Missing label to be #NumericZero, and **select** the Submit Zero parameter.

      ![Replacement]

   c. **Select** Data Options and under the Suppress Rows section, deselect any of the parameters in this section, if selected.

d. **Select** Data Options and under the Mode section, deselect “Suppress Missing Blocks”, if selected.
e. **Select** Formatting and under the Formatting section, select the Use Excel Formatting and Move Formatting on Operations parameters.

5. **Click** the dropdown in the OK button to save these changes as the Default.

Using Smart View

After setting the Shared Connections URL above you are ready to connect.

**Connecting to Smart View**

1. Make the connection:

2. After clicking Company Sign In, enter your Dartmouth NetID and password as you would for other Dartmouth College applications.
   a. After entering your password, be sure to click the Enter button. If you hit your [Enter], it closes the login window before the process has finished and you will receive the error: “Connection to Shared Services provider failed. Error message: ‘Connection refused”
   b. If you do select the “Remember my choice” parameter, you will have to clear your cache from Internet Explorer before you are able to connect to Smart View again.

3. From the Select Server to proceed dropdown list, **select** EPM Cloud.
4. You are now connected PBCS and from here you can:
   a. Open a Data Form
   b. Open a Task List
   c. Make an Ad Hoc Analysis connection to any of the available cubes.

Opening a Task List
You can open and manage task lists from the Smart View panel in Excel. Tasks lists are created in PBCS to guide you through the planning process. The Budget Tasks include instructions to guide you through the process and links to the different Data Forms used to create your budget.

1. After making your connection to PBCS, expand the connection options tree as follows:
   a. Planning-a420314.pbc.us2.oraclecloud.com>Planning>Task Lists

2. **Highlight** the task list and either:
   a. **Double-click** the selected task list,
   b. **Right-click** and **select** Open Task List or
c. **Click Open Task List at the bottom of the panel.**

3. Once the Task List has been opened, it will display in the Smart View panel.

   **Smart View**

   Task List

   **Server:**
   planning-a420314.pbc.us2.oraclecloud.com

   **Budget Tasks**
   - 1.0 Instructions
   - 2.0 Plan by Activity
   - 3.0 Plan by Funding
   - 4.0 Plan by NatClass
   - 5.0 Plan by Org

4. For each task, you can **View the Instructions** and **Mark it as complete.**
5. Included in the Budget Tasks are each of the Data Forms that can be used to create your budget. Selecting one of these tasks will enable you to open that Data Form.
   a. With Tasks that open data forms, you can look at the task details to view any instructions that come along with that data form.

6. It is not necessary to mark tasks as complete

**Opening a Data Form**

All Data Forms available from the PBCS web application are also available in Excel via Smart View. The overall functionality is the same as in the web-based forms. You can update your budget and projections, upload or save data to the related cubes, and roll up the plan. The data form saves and opens just like an Excel file, and you can utilize the copy/paste options of Excel.

1. After making your connection to PBCS, expand the connection options tree as follows:
   a. Planning-a420314.pbcs.us2.oraclecloud.com>Planning>Forms

2. From here you can select between BudgetOp and LRProj Forms, and then expand the folders underneath to get to the form you wish to use.

3. **Highlight** the form and either:
   a. Double-click the selected form,
   b. Right-click and select Open Form or
c. Click Open Form at the bottom of the panel.

4. Once the Data Form has been opened, a new Planning ribbon has been added and you can perform the following actions:

- Make changes to selections in the Point-of-View. Click Refresh after making any changes.
- Grey cells are read-only. Yellow cells are where you can make changes to data. This example is a summary level form, and will not have any yellow cells.
When available for a data form, you can right-click and pivot a related detail data form to the page. In the above example, you can select an Activity, right-click and select Pivot the selection to Page.

When you pivot the detail data form to the page, it will open as a second tab in the Excel workbook where you can make changes to data in the yellow cells.

You can enter data in yellow cells using the following methods:

- Overwrite the data by typing over it with a new value.
- Copy/Paste from another cell into a cell
- Enter an Excel formula to calculate the value.
  - Excel formulas will remain in the spreadsheet even after submitting the data back to a cube.
  - If you open the same data form in PBCS at the same intersection of dimensions, you will only see the cell value, you will not see the formula used in Excel to calculate the value.
  - Formulas will only remain in the saved spreadsheet. If you reopen the form again in a new spreadsheet, you will only see the value.
Once you've opened a Data Form in Excel, you can save it locally to be used again later. The next time you open this saved data form, just click the Refresh button in the Smart View ribbon and the connection will be made after just having to enter your NetID and Password.

Please note that saving Excel spreadsheet does not submit data back to the cube.

Creating an Ad Hoc Analysis Query

Smart View provides ad hoc querying capability with the power, formatting and functionality of Excel. Users dynamically access data and develop their own queries. Each query can be saved as Excel documents to use again and share with others.

1. After making your connection to PBCS, expand the connection options tree as follows:
   a. Planning-a420314.pbc.us2.oraclecloud.com>Planning

2. Highlight the applicable cube and either:
   a. **Double-click** the selected cube,
   b. Right-click and **select** Connect or
   c. **Click** Connect at the bottom of the panel.
3. After making the connection, either:
   a. **Double-click** the selected cube again,
   b. Right-click and **select** Ad Hoc Analysis or
   c. **Click** Ad Hoc Analysis at the bottom of the panel.

4. Once the Ad Hoc Analysis query has been opened, a new Planning Ad Hoc ribbon has been added and you can perform the following actions:
The default Ad Hoc Grid contains Years and Periods set as Columns, NatClass and Entity as Rows, and the remaining dimensions in the Point-of-View (POV).

Depending on your access rights in PBCS, the default intersection of dimensions may produce a data value of #No Access. This is normal and will change to actual data values once you have select dimension members to which you have access.

Pivot

Dimension can be moved between the Columns, Rows and the POV by doing either of the following:

- For dimensions in a Column or Row position, left-click on a dimension and drag it to either a Column, Row or POV and drop it in the new location.

- For dimensions in the POV, right-click on a dimension and drag it to either a Column or Row and drop it in the new location.
- You can also select a dimension and use the Pivot button in the Planning Ad Hoc ribbon to pivot the dimension to another location.

- If the dimension is in a Row, then Pivot will send it to the Column.
- If the dimension is in a Column, then Pivot will send it to the Row.
- Otherwise select Pivot to POV.
- You cannot use this option to Pivot dimensions out of the POV.

- You can also select a dimension, right-click and select Pivot or Pivot to POV from the Smart View Member.
Selecting Members

Selecting Dimensions can be done in one of three ways. In all cases, select the cell that you wish to make the member selection in first.

1. From the Planning Ad Hoc ribbon, click on Member Selection.
   - This should detect which dimension you are selecting a member from. If it doesn’t, the first thing to do is change the dimension from the dropdown list in the upper right-hand corner of the Member Selection dialogue box.

   - You cannot use this option to Pivot dimensions out of the POV.
From the Member Selection dialogue box you can:

- Manually select each member that you want included.

- Highlight a Parent Member and use the selection options button to select that parent member’s:
  - Children - immediate descendants to the parent member
  - Decedents - all descendants of the parent member
  - Base Members - Level 0 members of the parent member

- Manually select a member and then open the dropdown list on the Add button to add the:
  - Checked Items
  - Descendants
  - Descendants Inclusive - includes the selected parent member in the members to add
  - Siblings - members that are on the same level as the selected member
  - Siblings Inclusive
  - Etc.
1. You can also use the filter options to limit what is in the list of members to select from.

2. Right-click in the cell and from the menu select Smart View>Member Selection. This will open the same Member Selection dialogue box as described above.

3. To make Member Selections from dimensions in the POV box, select the ellipsis to open the Member Selection dialogue box.
When you make multiple selections for a dimension in the POV, each of these selections will now be available in the POV dropdown list for that dimension.

4. After making your selections, click **Refresh** to update the displayed data.

**Zoom In / Zoom Out / Keep Only / Remove Only**

Using the Zoom In, Zoom Out, and Keep Only functionality is another way to make member selections directly from your Ad Hoc Analysis query. You can only use these three buttons from members selected in the Rows or Columns. From the Smart View ribbon Options button, you can define how the Zoom-In button works. In the Member Options section you can make these settings:

- **General > Zoom In Level** - set the default behavior to either zoom into the:
  - Next Level
  - All Levels
  - Bottom Level
- **Member Retention** - select the “Include Selection” parameter to keep the member in addition to the members zoomed into. If not selected, only the members zoomed into will be displayed.
Zoom In
To Zoom In on a selected member, either double-click the member and you will zoom in based on the defaults defined above, or highlight the member and click the Zoom In button from the Planning Ad Hoc ribbon to zoom in to the next level, all levels or the bottom level.

Zoom Out
Use the Zoom Out button to zoom back up a level in the dimension hierarchy.

Keep Only
Use the Keep Only button to remove all members from the rows or columns except for the highlighted Member.

Remove Only
Use the Remove Only button to remove only the selected member from the rows or columns.

Change Alias
You can define how members display in your Ad Hoc Analysis query from the Planning Ad Hoc ribbon by clicking the Change Alias button.

- None - will display a members name. For example, in the NatClass dimension, a member’s name will be its NatClass number, or in the Org dimension, a member’s name will be its Org number.
  - NatClass = N:600:6011
  - Org = O:786
- Default - will display a member default alias which will be the members description
  - NatClass = 600:6011:SAL FACULTY REG Beneft Excl Pension
  - Org = 786:Administration
- Presentation - not currently in use

Additional Smart View Options
In the Options dialogue box, you can make the following settings in how your Ad Hoc Analysis query will display data.
In the Data Options section, you can prevent the display of rows and/or columns that do not have data and/or have a value of zero. Please note that if you have these options selected, you may receive an error telling you that there is no data to display when you first start/open an Ad Hoc Analysis Query.