2025

# Smart View Scenario-Based Training Guide

v1.1

CARNEGIE MELLON UNIVERSITY

# Table of Contents

**Smart View Scenario-Based Training Guide**: Introduction ..... 2

**Introduction**: Prerequisites | *Training Materials* ..... 2

**Introduction**: Prerequisites | *Connections and EPM Environments* ..... 3

**Revenue & Expense Planning**: Standard Forms ..... 4

**Scenario 1**: Open and Use Standard *Input* Forms in Smart View ..... 4

**Scenario 2**: Open and Use Standard *Review* Forms in Smart View ..... 12

**Smart View** | Ad-Hoc Functionality ..... 17

Ad-Hoc Functionality | *Comparison* ..... 17

Ad-Hoc Ribbon | *Reference Guide* ..... 17

**Revenue & Expense Planning**: Ad-Hoc Functionality ..... 22

**Scenario 3**: Convert a Standard Smart View *Input* Form to Ad-hoc Mode via the "Analyze" feature ..... 22

**Scenario 4**: Convert a Standard Smart View *Review* Form to Ad-hoc Mode via the "Analyze" feature ..... 29

**Scenario 5**: Using Ad-hoc templates for Data Review ..... 36

**Scenario 6**: Starting an Original Ad-hoc Template ..... 43

**Scenario 7**: Further Customize the Ad-hoc Grid ..... 49

**Scenario 8**: Restoring an Ad-hoc POV ..... 59

**Scenario 9**: Pinpoint Data Using Ad-hoc Grids ..... 66

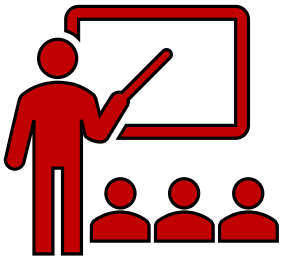
**Scenario 10**: Using Ad-hoc Templates for Data Input ..... 71

**Scenario 11**: Starting an Original Ad-hoc Template for Data Input ..... 80

**Scenario 12**: Navigating Common Smart View Alerts ..... 86

## **Smart View Scenario-Based Training Guide**: Introduction

This scenario-based training guide is open to your individual application. Planners are welcome to practice using segment intersections that are realistic to your unit's real-life practices. Below are a few recommendations that may help maximize the usability of this guide.



- Confirm that you are using the Prod-Test practice environment link.
- Select a handful of Revenue and Expense intersections and build upon those same intersections as you work through the guide.
- Practice with data that is easily identifiable – large values, outliers etc.
- Leverage prior training materials and info. sessions if any of these concepts are unfamiliar.

## **Introduction**: Prerequisites | *Training Materials*

Smart View is a powerful tool in the Oracle EPM toolbox. However, utilizing Smart View to the fullest potential requires a base knowledge of the Oracle EPM system framework. Before embarking on scenario-based training exercises, new Smart View are highly encouraged to become familiar with the concepts covered in the prerequisite resources linked below:



- **Smart View Installation and Set Up Video**
- **Smart View Options – Base Settings Guide**
- **EPM Dimension and Members Guide**
- **Smart View Resource Roadmap**

**Always use the Training Environment when practicing with this scenario-based guide.**



- **Use the Training Environment for testing and sandbox activities:**
  - Link to paste into Smart View Connection:
  - https://cmufinancialplanning-test-cmufinancialplanning.epm.us-ashburn-1.ocs.oraclecloud.com/HyperionPlanning/SmartView

# **Revenue & Expense Planning**: Standard Forms

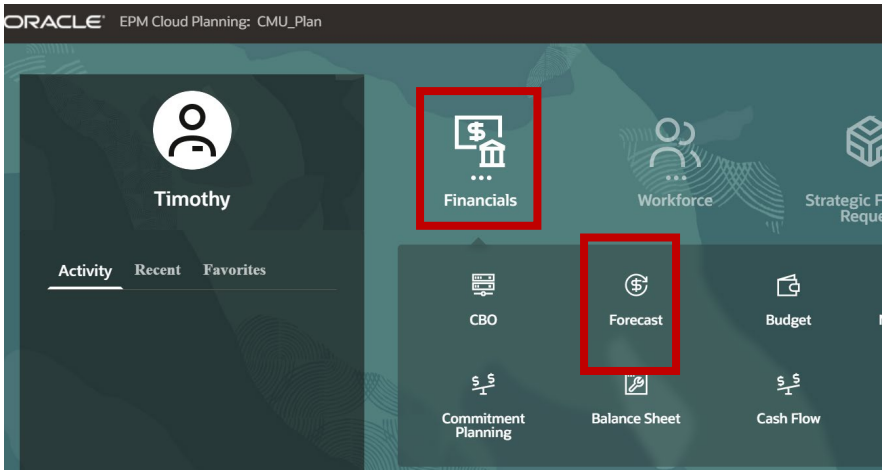
## **Scenario 1**: Open and Use Standard *Input* Forms in Smart View

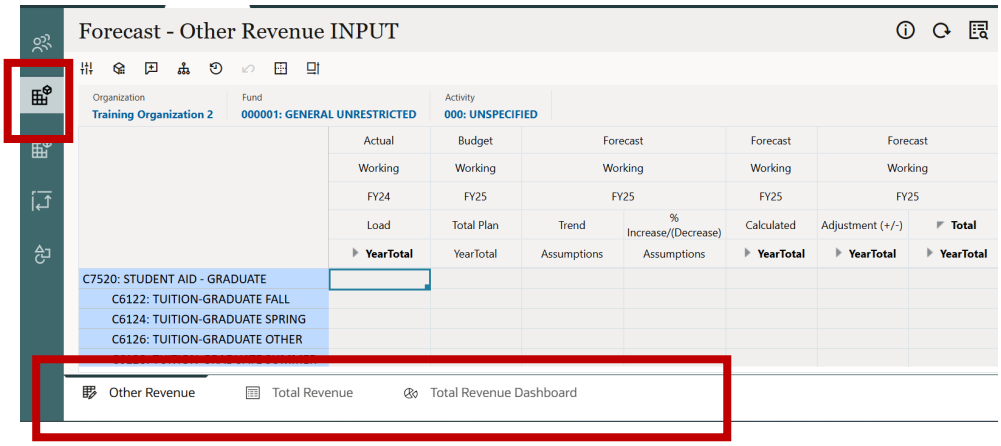
Opening and navigating the standard Revenue and Expense Input web forms in Smart View provides a more familiar (Excel) and flexible user experience. Revenue and Expense input forms are critical, as this is where planners enter budget and forecast data at the lowest level segment intersections.

| Uses | Benefits | Limitations |
|---|---|---|
| • Directly input budget and forecast data at a given intersection. | • Familiar Excel format<br>• Standard forms are connected to EPM business rules.<br>• Simpler navigation/scrolling than web form. | • Standard forms are limited to a single POV.<br>• Extra step to "Submit" data.<br>• Must confirm submission in the web view and save. |

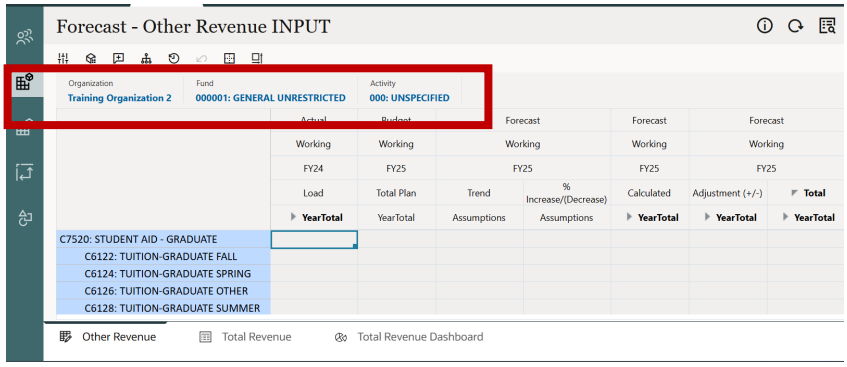
## Open and Use Standard *Input* Forms in Smart View | *Steps*

1. From the EPM Home screen navigate to *Financials* > *Forecast* > *Revenue (2nd Vertical tab)* > *Other Revenue Input (1st horizontal tab).*

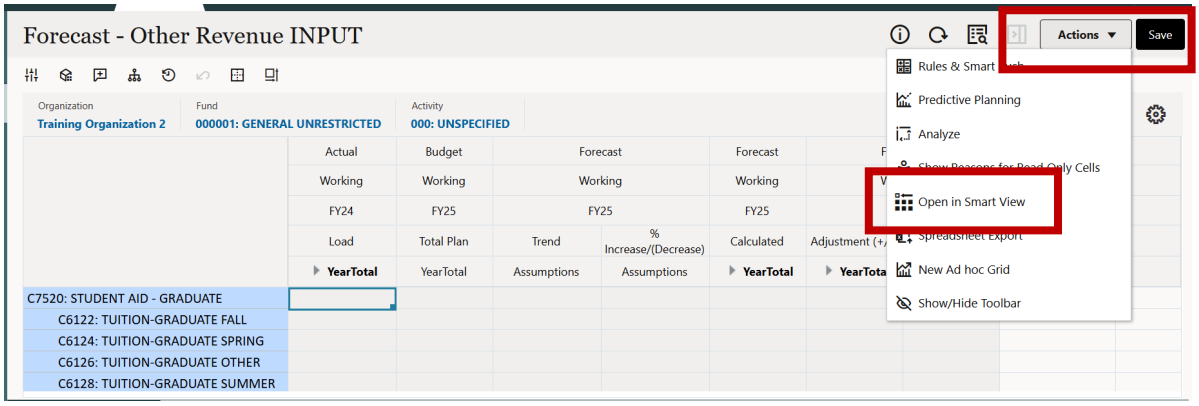




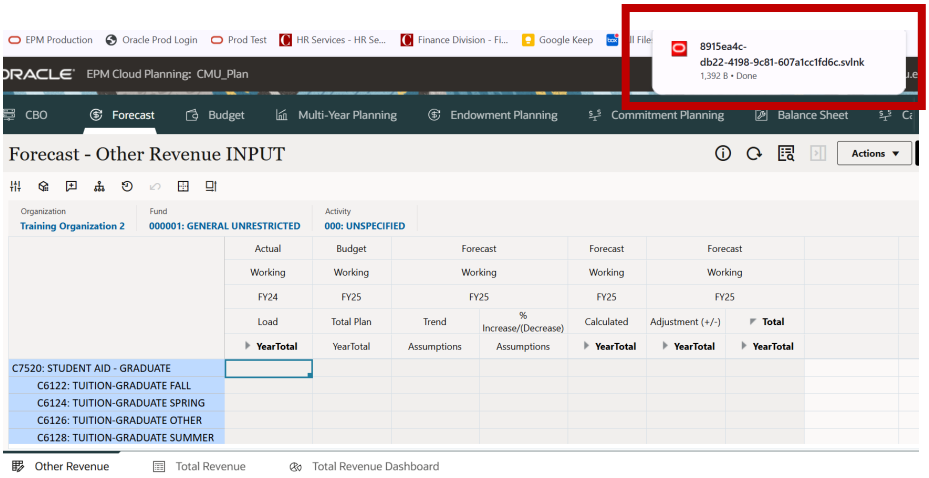

2. Establish your POV selections. The example uses *Training Organization 2, Funding Source 000001*, and *Activity 000*



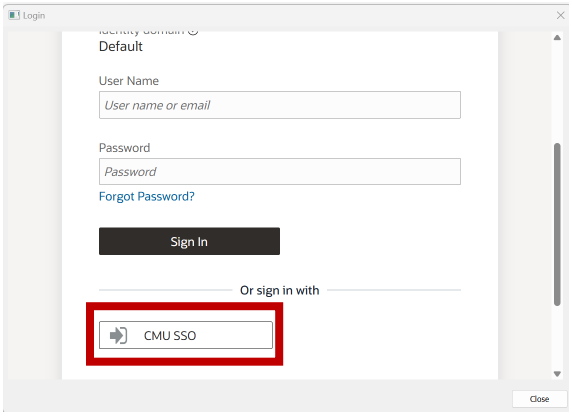

3. On the Other Revenue Input form, navigate to Actions in the top right of the form and select "*Open in Smart View*" from the drop-down menu.



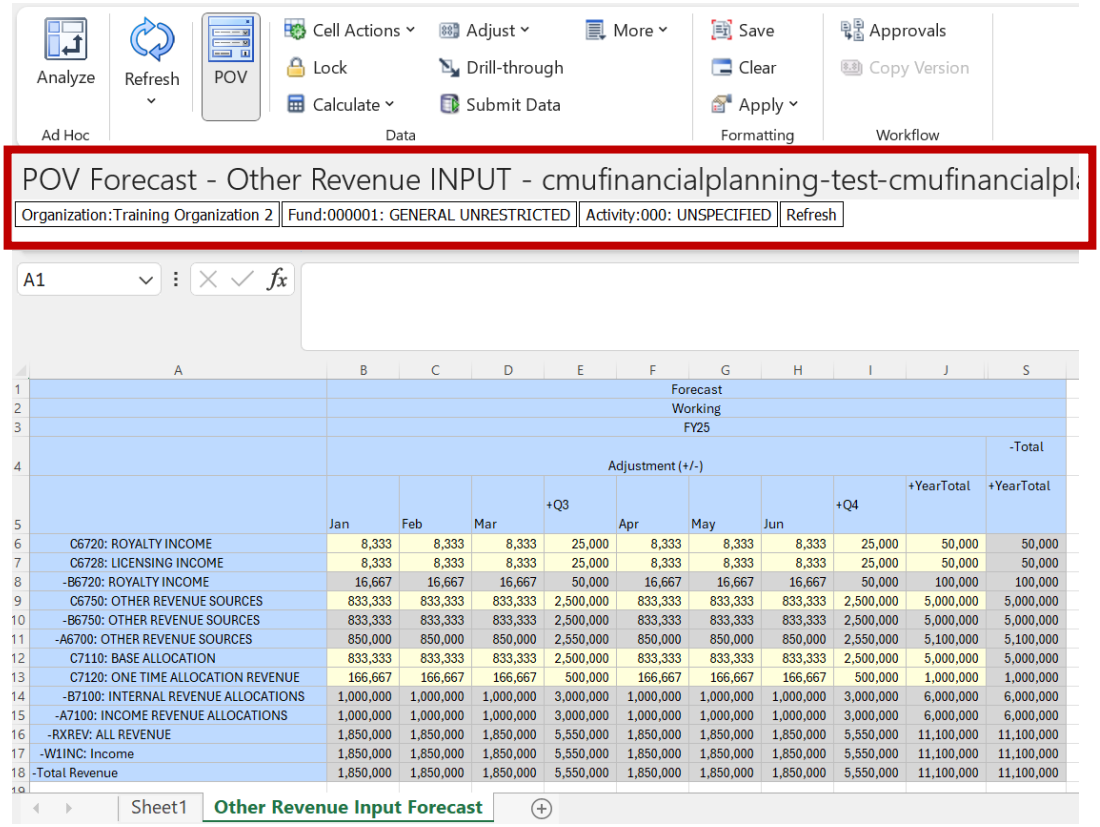

4. Selecting *Open in Smart View* will initiate a form download. Select the Oracle download link when it appears.



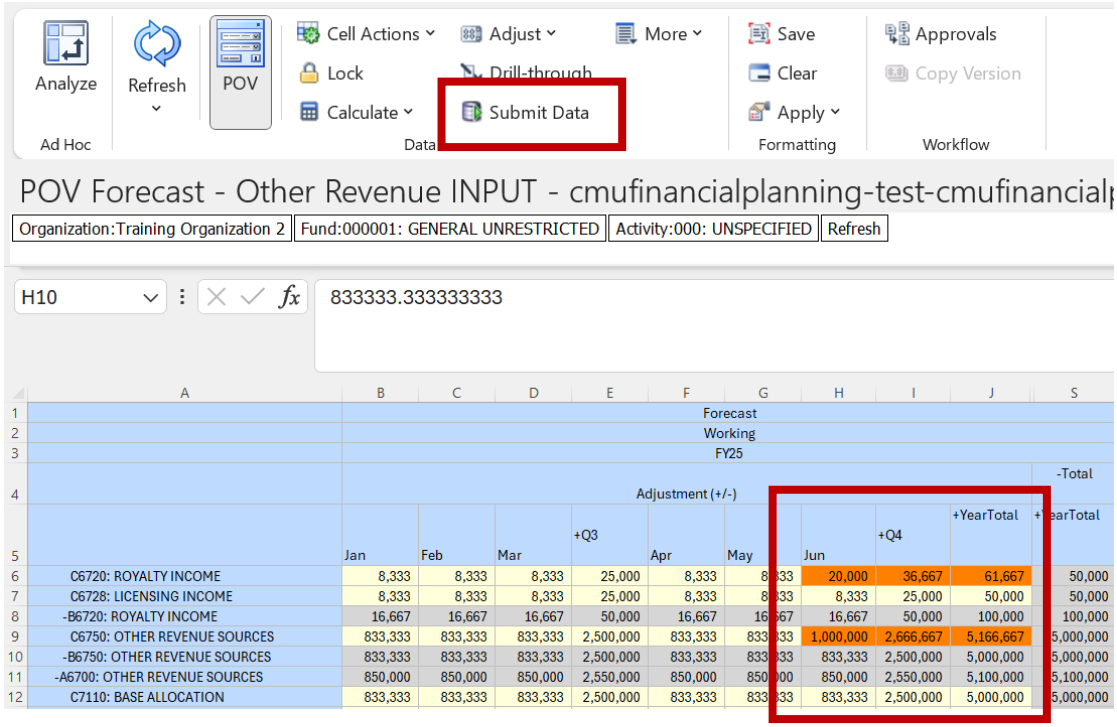

5. Log in to Smart View using the *CMU SSO* option when prompted. Use your standard Andrew ID and Password. Logging in will prompt the form to open in Excel. **Note, upon login, if you have an existing Excel workbook open, the Smart View form may open as a new tab in your open workbook.*



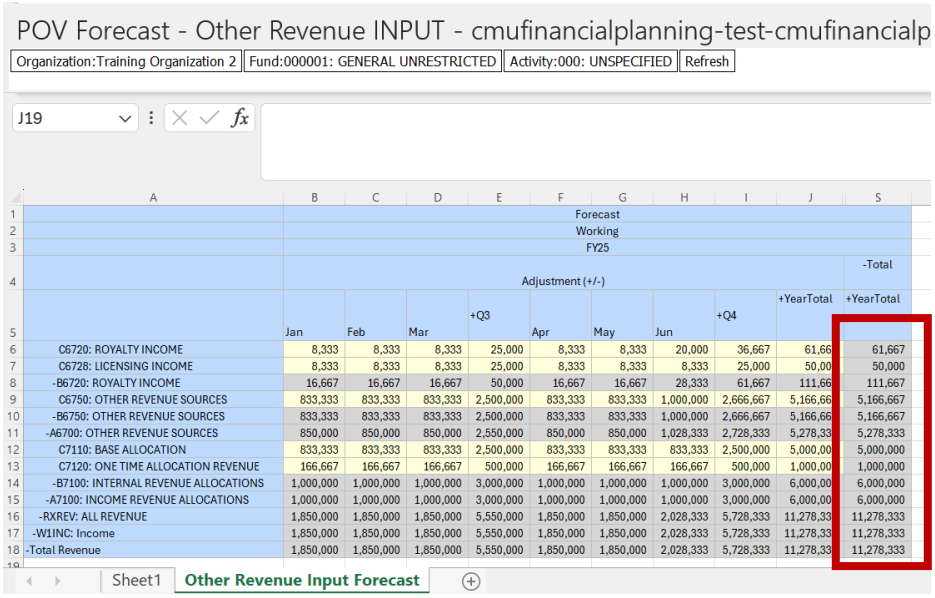

6. Upon login, the *Other Revenue Input* form will open in Excel and automatically connect to the Prod-Test environment. Empty rows and columns are suppressed by default, so you will only see intersections where data currently exists. In my example, the *Training Organization 2* does not have prior year actuals or trending data, so we only see the *Adjustment +/-* and *Total* columns. Notice that my POV is the same as it was on the web form.



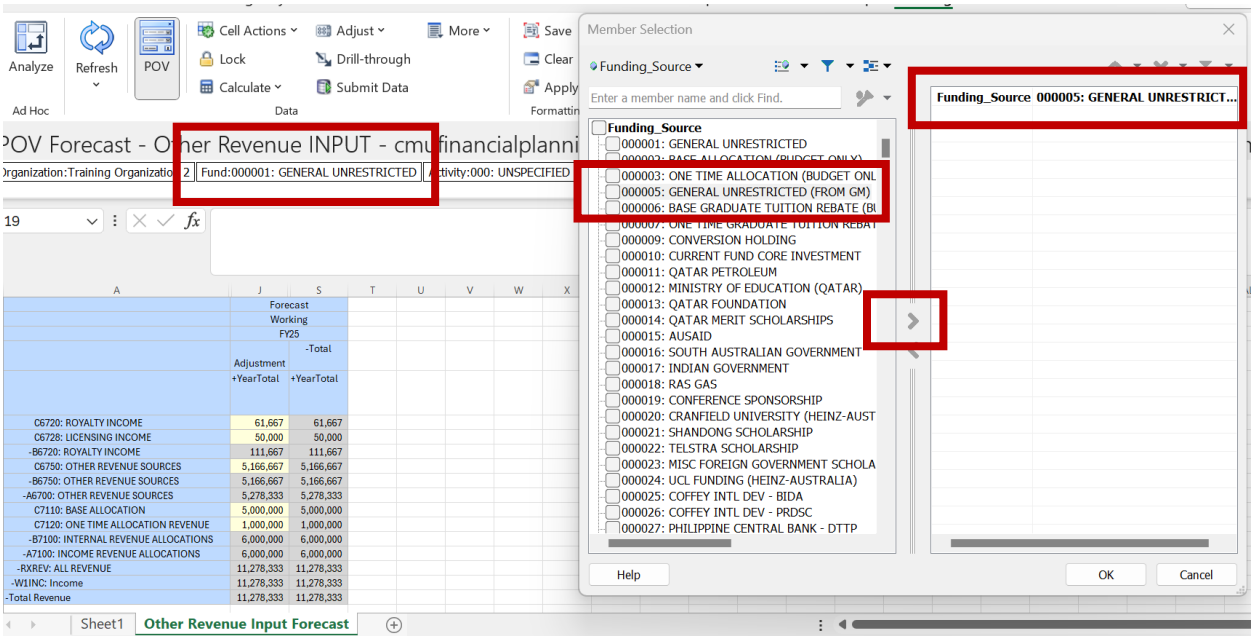

7. Edit open period data in the adjustment columns and select *Submit Data* in the Smart View ribbon. In this example, I am adding additional forecast revenue in *Royalty Income* and *Other Revenue Sources* in the *June* period. The edited cells will turn orange in color until the data is submitted, then return to the standard yellow color.

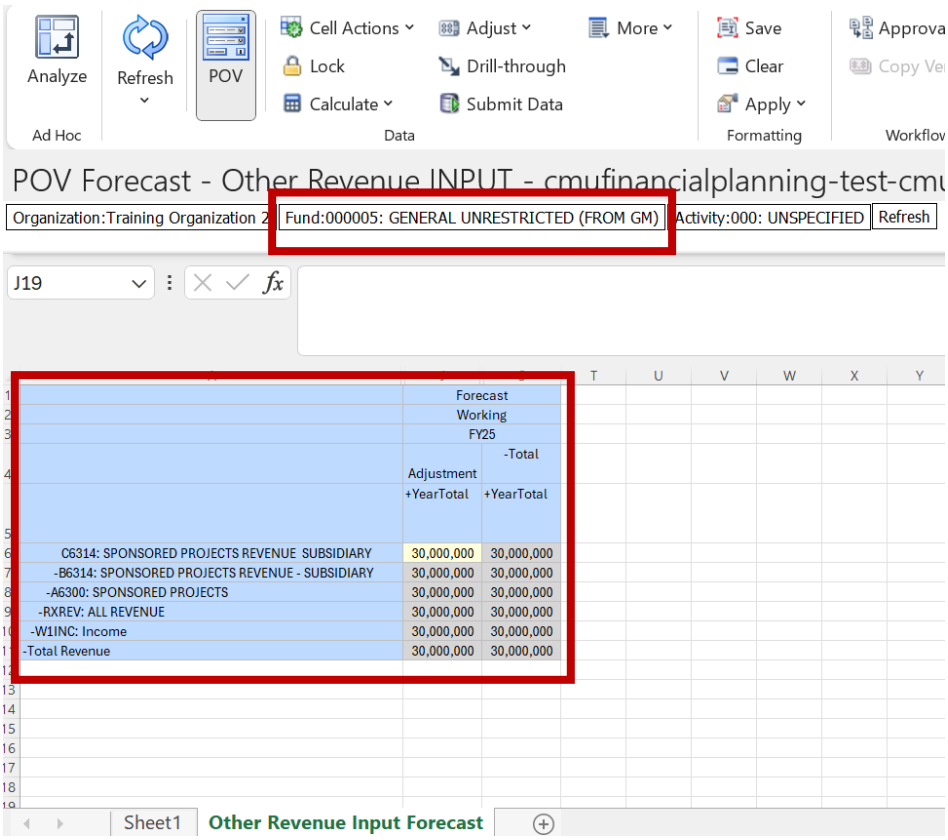


8. After the data submission has completed, select *Refresh* in the Smart View ribbon. Upon refresh, the total revenue in this example has increased from **$11,000,000** to **$11,278,333** based on the adjustment we made in Step 7.

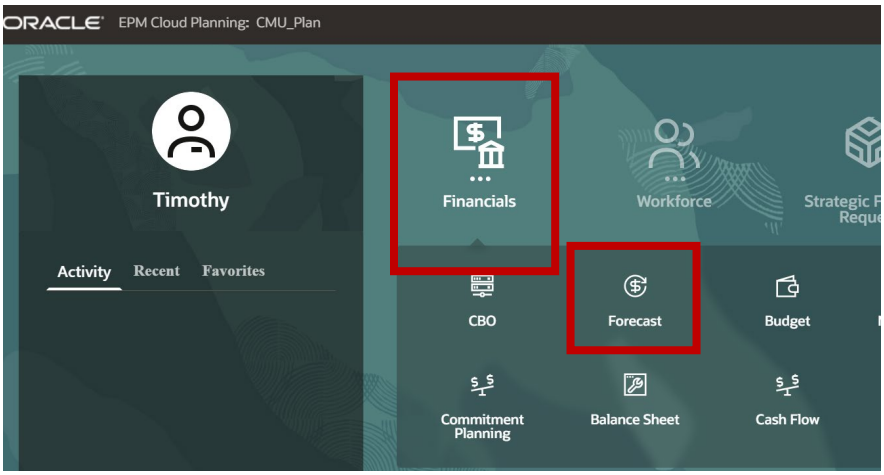


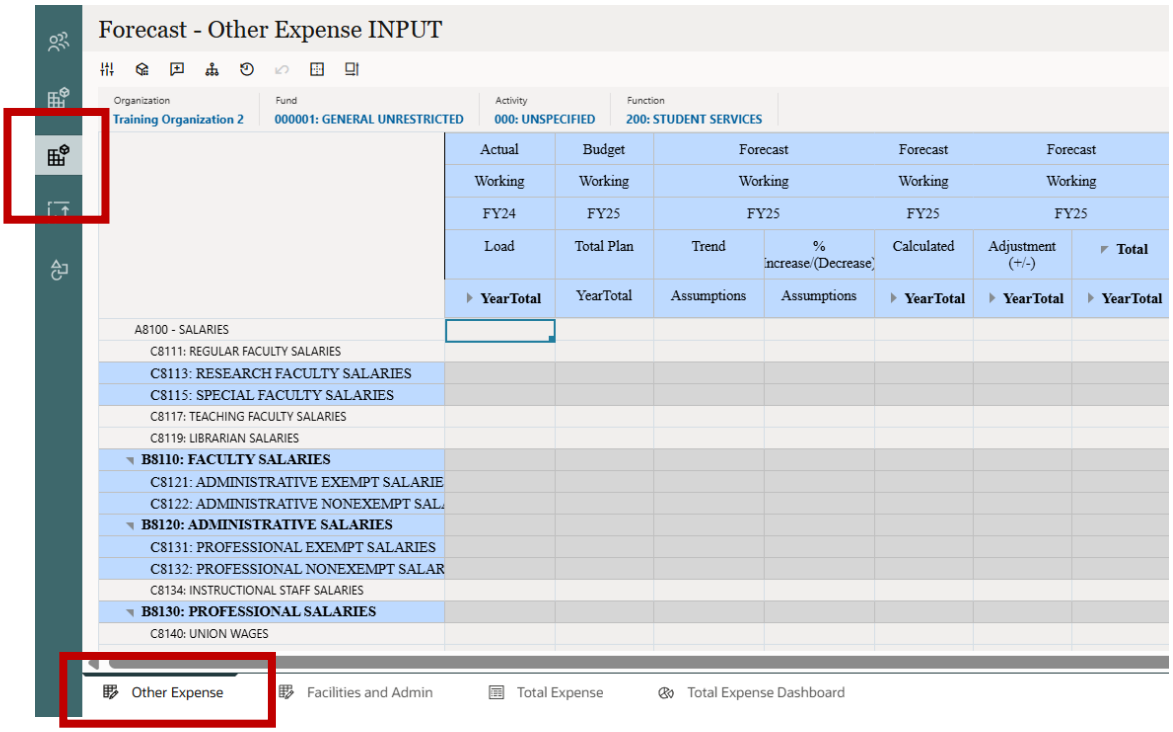

9. Since we are using a standard web-form in Smart View, planners can change the POV in the same sheet to continue planning at different intersections. On the current worksheet, navigate to the POV and make a change. In this example, we are changing from *Funding Source 000001* to *Funding Source 000005*. The form will update to the data currently sitting at the newly entered POV. When working in Smart View, be sure to repeat the *Submit Data* and *Refresh* actions from Step 7 as you go.






10. Shifting to the same exercise on the Expense side: start from the EPM Home screen navigate to *Financials > Forecast > Expenses (3rd Vertical tab) > Other Expense Input (1st horizontal tab).*






11. Repeat Steps 2-9 from above on the Expense planning side. Once complete you should have a sample of Revenue testing data and Expense testing data entered through Smart View at a minimum of two intersections.

12. To ensure that all business rules run, and the data is pushed to the reporting cube on-demand, run the *Campus Planner Jobs by Organization* task for the organization(s) that you have updated. If needed, you can reference the task training guide **here**.

**13. This concludes Scenario 1 – In this scenario, we covered the following actions:**

a. Navigating to standard input web forms in Oracle EPM.
b. Downloading and opening standard web forms in Smart View.
c. Identifying and editing the POV on the standard form in Smart View.
d. Editing adjustment data values and submitting data via Smart View standard input forms.
e. Changing POV member selections on a standard input form in Smart View.



**You may also follow this link to view the video in a media player**

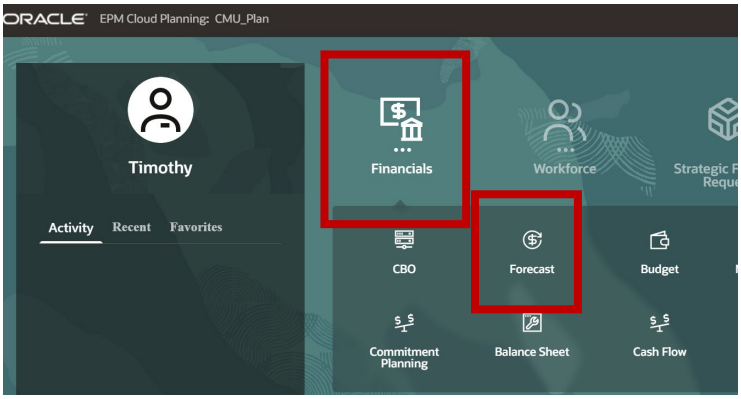
## **Scenario 2**: Open and Use Standard *Review* Forms in Smart View

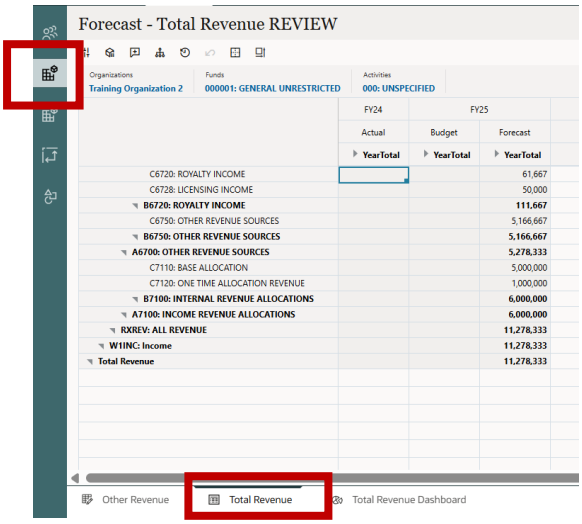
Opening and navigating the pre-built Revenue and Expense Review forms in Smart View provides a more familiar (Excel) and flexible user experience. Revenue and Expense Review forms are critical, as certain data entries such as Pooled Compensation are not included on the Input forms.

| Uses | Benefits | Limitations |
|---|---|---|
| • Review Total Revenue and Total Expense Data for a single POV.<br>• Planners should only be reviewing data from the Reporting cube. | • Data sourced from the Reporting cube.<br>• Simpler navigation/scrolling than web form.<br>• Includes all data sources, including Pooled Compensation. | • Standard forms are limited to a single POV. |

## Open and Use Standard *Review* Forms in Smart View | *Steps*

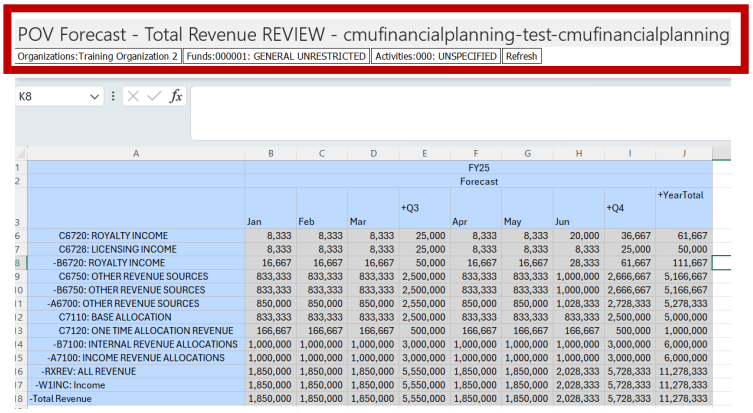
1. From the EPM Home screen navigate to *Financials* > *Forecast* > *Revenue (2nd Vertical tab)* > *Total Revenue Review form (2nd horizontal tab).*



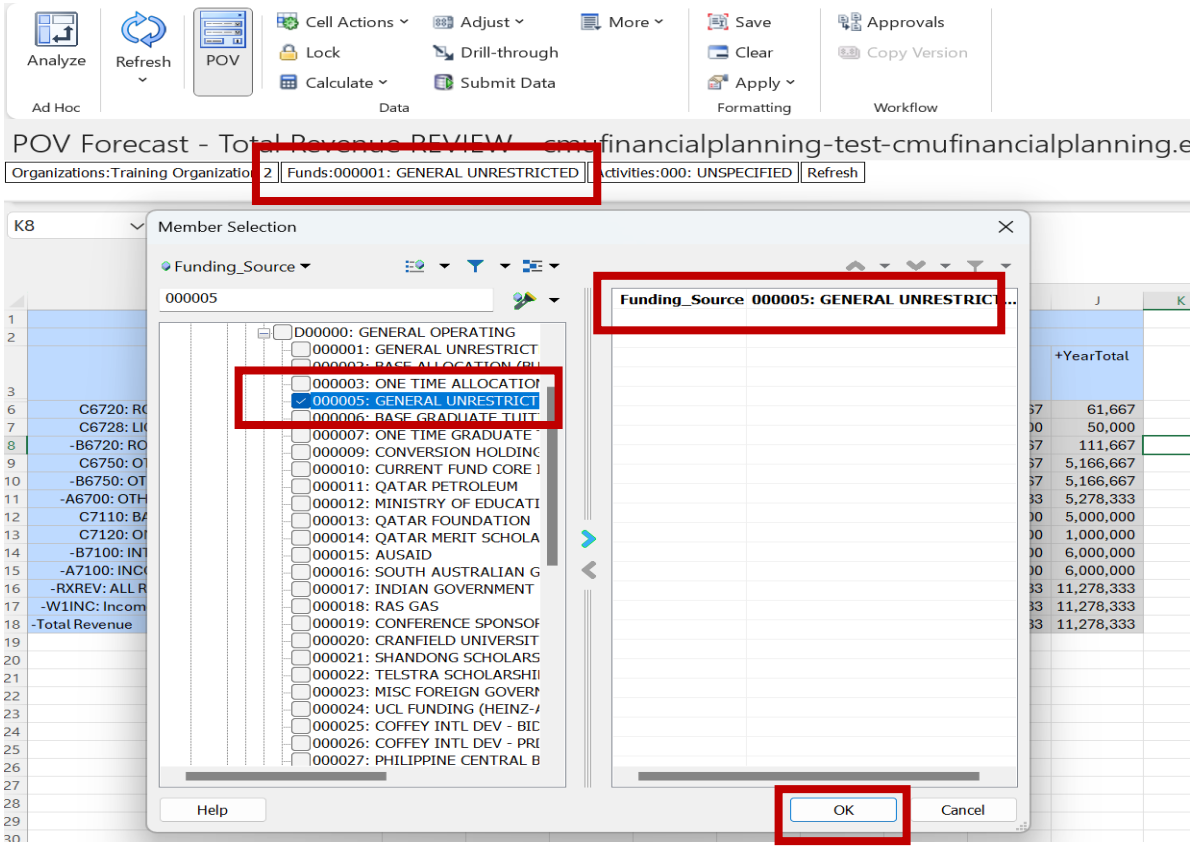


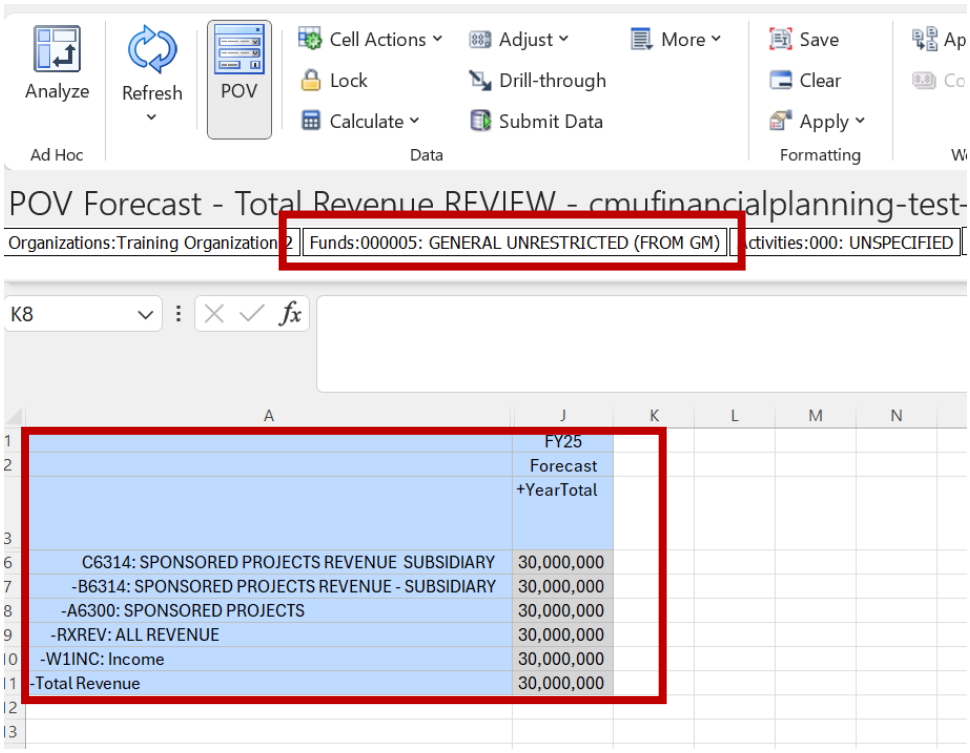

2. Repeat Steps 2-6 from Scenario 1 above to open the *Total Revenue Review Form* in Smart View format.

3. Review the forecast planning data at the single POV. Review form data is sourced from the Reporting cube and is not editable. In this example, we are viewing the data from the intersection *Training Organization 2, FS 000001, Activity 000* from Scenario 1.




4. Since we are using a standard web-form in Smart View, planners can change the POV in the same sheet to continue reviewing at different intersections. On the current worksheet, navigate to the POV and make a change. In this example, we are changing from *Funding Source 000001* to *Funding Source 000005*. The form will update to the data currently sitting at the newly entered POV.


Analyze
Refresh
POV
Cell Actions
Lock
Calculate
Adjust
Drill-through
Submit Data
More
Save
Clear
Apply
Approvals
Copy Version
Ad Hoc
Data
Formatting
Workflow
POV Forecast - Total Revenue REVIEW - cmufinancialplanning-test-cmufinancialplanning.e
Organizations:Training Organizatio 2
Funds:000001: GENERAL UNRESTRICTED
ctivities:000: UNSPECIFIED
Refresh
K8
Member Selection
Funding_Source
000005
D00000: GENERAL OPERATING
000001: GENERAL UNRESTRICT
000003: ONE TIME ALLOCATIOI
000005: GENERAL UNRESTRICT
000006: BASE GRADUATE TUIT
000007: ONE TIME GRADUATE
000009: CONVERSION HOLDINC
000010: CURRENT FUND CORE I
000011: QATAR PETROLEUM
000012: MINISTRY OF EDUCATI
000013: QATAR FOUNDATION
000014: QATAR MERIT SCHOLA
000015: AUSAID
000016: SOUTH AUSTRALIAN G
000017: INDIAN GOVERNMENT
000018: RAS GAS
000019: CONFERENCE SPONSOI
000020: CRANFIELD UNIVERSIT
000021: SHANDONG SCHOLARS
000022: TELSTRA SCHOLARSHI
000023: MISC FOREIGN GOVERI
000024: UCL FUNDING (HEINZ-A
000025: COFFEY INTL DEV - BID
000026: COFFEY INTL DEV - PRI
000027: PHILIPPINE CENTRAL B
Funding_Source 000005: GENERAL UNRESTRICT...
Help
OK
Cancel
+YearTotal
C6720: RC
C6728: LI
-B6720: RO
C6750: OT
-B6750: OT
-A6700: OTH
C7110: BA
C7120: OI
-B7100: INT
-A7100: INC
-RXREV: ALL R
-W1INC: Incom
-Total Revenue
61,667
50,000
111,667
5,166,667
5,166,667
5,278,333
5,000,000
1,000,000
6,000,000
6,000,000
11,278,333
11,278,333
11,278,333


Analyze
Refresh
POV
Cell Actions
Lock
Calculate
Adjust
Drill-through
Submit Data
More
Save
Clear
Apply
Ad Hoc
Data
Formatting
POV Forecast - Total Revenue REVIEW - cmufinancialplanning-test-
Organizations:Training Organization 2
Funds:000005: GENERAL UNRESTRICTED (FROM GM)
ctivities:000: UNSPECIFIED
K8
FY25
Forecast
+YearTotal
C6314: SPONSORED PROJECTS REVENUE SUBSIDIARY 30,000,000
-B6314: SPONSORED PROJECTS REVENUE - SUBSIDIARY 30,000,000
-A6300: SPONSORED PROJECTS 30,000,000
-RXREV: ALL REVENUE 30,000,000
-W1INC: Income 30,000,000
-Total Revenue 30,000,000

5. Planners are able to navigate to as many POV selections as needed, saving locally as you work, if needed.

6. **This concludes Scenario 2 – In this scenario, we covered the following actions:**
    a. Learned that planners should always review data using the EPM Review forms rather than the Input forms, as the Review form data is sourced from the Reporting Cube and contains all sources of data input, including pooled compensation, business rule applications and calculations.
    b. Navigating to standard review web forms in Oracle EPM.
    c. Downloading and opening standard web review forms in Smart View.
    d. Identifying and editing the POV on the standard review form in Smart View.
    e. Changing POV member selections on a standard review form in Smart View.



**You may also follow this link to view the video in a media player**

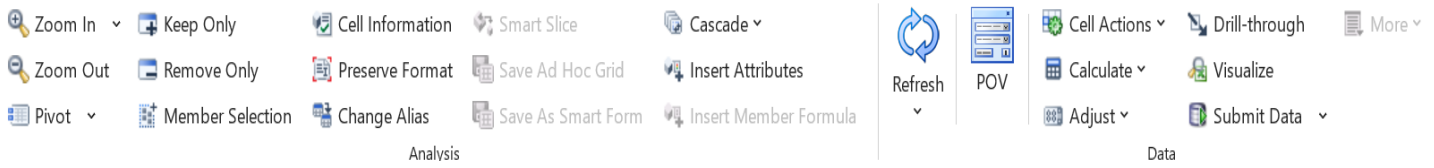
# **Smart View** | Ad-Hoc Functionality

## Ad-Hoc Functionality | *Comparison*

| | Standard Smart View Grids | Ad-hoc Smart View Grids |
|---|---|---|
| Access to EPM Financials data | ✓ | ✓ |
| Access to EPM Reporting Data | ✓ | ✓ |
| Access to open periods for data input | ✓ | ✓ |
| Ability to change the POV | ✓ | ✓ |
| Customizable data grids | ✗ | ✓ |
| Moving segments between POV, Columns, Rows | ✗ | ✓ |
| Connection to EPM business rules, calculations, integrations | ✓ | ✗ |
| Ability to Zoom to different hierarchy levels within a grid | ✗ | ✓ |

## Ad-Hoc Ribbon | *Reference Guide*

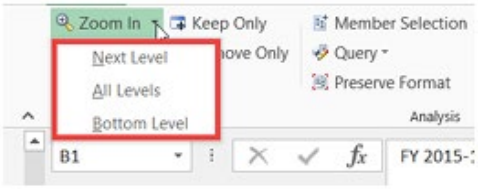
The Planning Ad-hoc ribbon is available once a user connects to either the *CMU_REP* reporting cube or the *OEP_FS* financials cube. The ribbon provides features and functions available for ad hoc analysis. This section will review the buttons that most users will frequently use.



## Zoom In & Out of Dimensions

- **Zoom In** - Allows you to drill down into lower members within the selected dimension hierarchy
- **Zoom Out** - Allows you to drill up one level higher within the selected dimension hierarchy

Users have options to Zoom In at various levels:




## Keep and Remove Members

- **Keep Only** - Allows you to keep only specified selected member(s)
- **Remove Only** - Allows you to remove only specified selected member(s)

**This only works when selecting members from one dimension at a time.*

## Refresh

The grid will need to be refreshed when a change has been made to the ad hoc grid. The latest planning data will be pulled with every Refresh. Click Refresh in the when you perform the following actions:

- Change dimension members
- Change data values
- Change dimension layout
- Change any Smart View options

## Change Alias

All members have an actual member name and alias (description). To toggle between the member name and alias, click the *Change Alias* button and choose between *None* or *Default*.

- **None** – displays the member names (shorthand names you can type into the ad hoc grid to retrieve the member)
- **Default** – displays the alias (full descriptions of member names)

## Cascade

*Cascade* allows you to create separate grids for a selected POV member into a current workbook, new workbook, or different workbook. The grids are populated in separate sheets of the Excel document. Sheets will be named with the member name used to cascade.

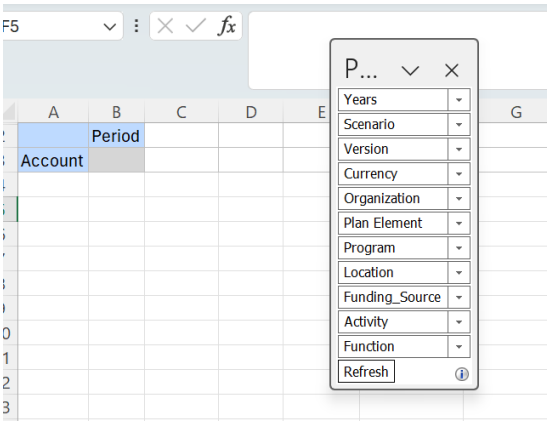
1. Place the dimension that you want to cascade in the POV (if it is not already there).
2. Click Cascade and select Same, New or Different Workbook.
3. Select the dimension desired (drop-down menu located at the top left corner).

4. Select all members in the dimension you wish to Cascade and click OK (for best results, do not click too many at a time).
5. After Excel processes the request, new sheets will be created for each member selected (depending on how many members were selected, it may take a few moments for Excel to complete the action).

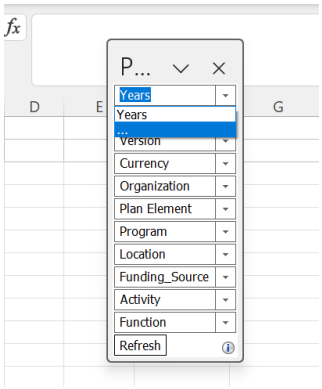
## *POV* Menu

To select members for the dimensions in the POV menu:

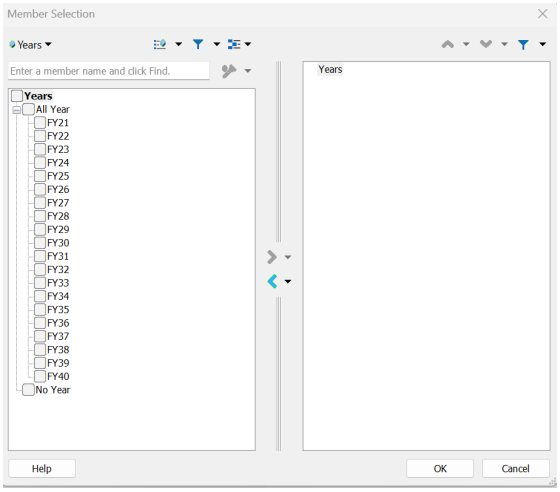
1. Click on the POV icon in the *Planning Ad Hoc* tab if it is not shown already:



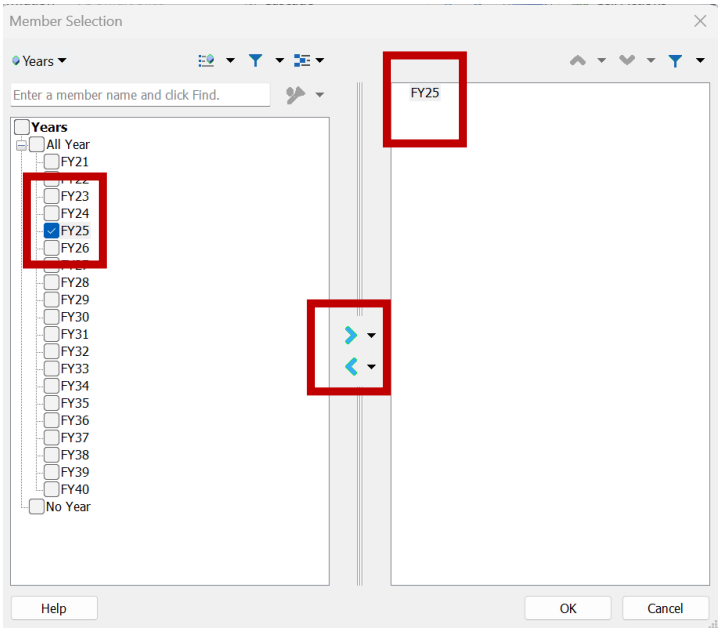

2. Click on the ellipsis "…" in the drop-down to select a member from the dimension:




3. The *Member Selection* window will appear:



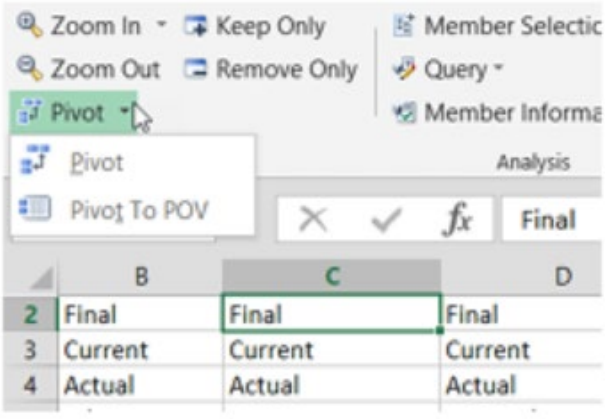

4. Find and check the box next to the member(s) that you want to use and click on the right-pointing arrow to move it to the right-hand (selection pane) section. Click *OK*.




5. Remove anything from the right-hand section you do not want by highlighting the member and clicking the left-hand arrow (you can leave more than one member in the right-hand section). Click *OK*.
6. Select the member you selected from the drop-down menu in the POV menu. If you choose more than one member for a dimension, both options will appear in the drop-down menu, but you can only choose one to apply to the grid.
7. Click *Refresh* in the POV menu to see the data with the newly selected member.

## Pivot dimensions to the POV

A dimension in the Rows or Columns can be moved back to the POV menu by clicking on the dimension name and then clicking on Pivot To POV.



## **Revenue & Expense Planning**: Ad-Hoc Functionality

### **Scenario 3**: Convert a Standard Smart View *Input* Form to Ad-hoc Mode via the "Analyze" feature

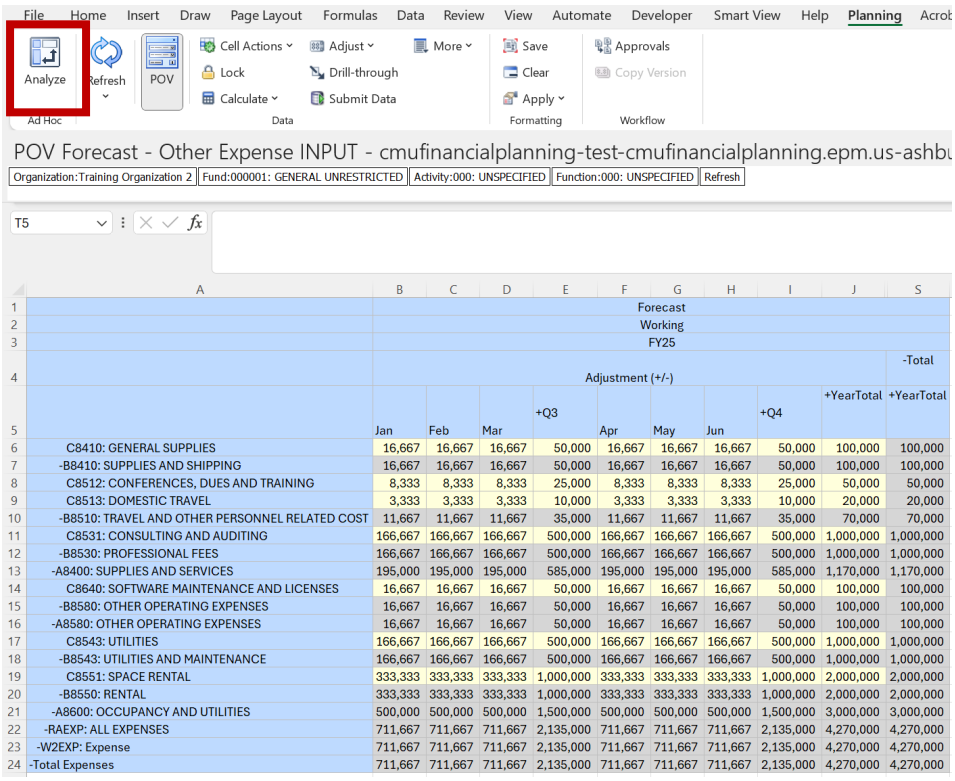
Planners can use the "Analyze" feature to convert a standard input form into an ad-hoc form, allowing them to customize the standard Revenue and Expense Input/Review forms from the previous scenarios. In this scenario, we will open the Other Expense Review Form and move the Funding Source segment to the rows to enhance the overall POV detail.

| Uses | Benefits | Limitations |
|---|---|---|
| • Convert standard web forms into Smart View ad-hoc grids.<br>• Reporting cube data review capable.<br>• Financials cube data input capable. | • Increased POV/Rows/Columns flexibility.<br>• Ability to add additional periods, scenarios, versions<br>• Enhanced detail. | • Business rules, calculations, data pushes etc. are disconnected in ad-hoc mode<br>• Cube-dependent (OEP_FS vs. CMU_REP) |

### Convert a Standard Smart View *Input* Form to Ad-hoc Mode | *Steps*

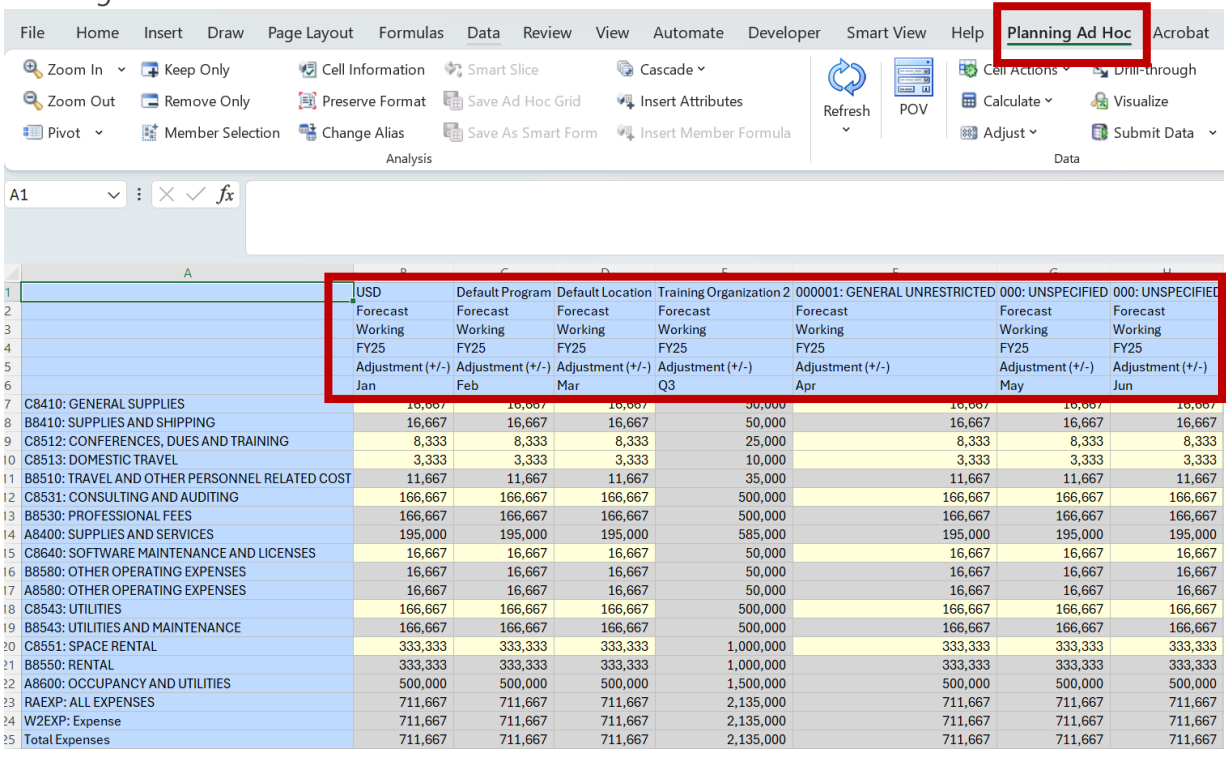
1. This scenario can be started in one of three ways, depending on whether you have a standard form open already.
    a. Keep the *Other Expense - Input* or *Other Revenue - Input* form from Scenario 1 open.
    b. If you saved the files from Scenario 1, open one of the files and connect to the EPM Prod-test environment.
    c. Navigate to the *Other Expense - Input* or *Other Revenue - Input* form in EPM Financials, set the desired POV and follow the "Open in SmartView" steps from Scenario 1.

2. Once you have the standard input form of your choice open and connected in Smart View, select the *Analyze* option in the top left of the ribbon.




| | A | B | C | D | E | F | G | H | I | J | S |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | Forecast | | | | | |
| 2 | | | | | | Working | | | | | |
| 3 | | | | | | FY25 | | | | | |
| 4 | | | | | | Adjustment (+/-) | | | | | -Total |
| 5 | | Jan | Feb | Mar | +Q3 | Apr | May | Jun | +Q4 | +YearTotal | +YearTotal |
| 6 | C8410: GENERAL SUPPLIES | 16,667 | 16,667 | 16,667 | 50,000 | 16,667 | 16,667 | 16,667 | 50,000 | 100,000 | 100,000 |
| 7 | -B8410: SUPPLIES AND SHIPPING | 16,667 | 16,667 | 16,667 | 50,000 | 16,667 | 16,667 | 16,667 | 50,000 | 100,000 | 100,000 |
| 8 | C8512: CONFERENCES, DUES AND TRAINING | 8,333 | 8,333 | 8,333 | 25,000 | 8,333 | 8,333 | 8,333 | 25,000 | 50,000 | 50,000 |
| 9 | C8513: DOMESTIC TRAVEL | 3,333 | 3,333 | 3,333 | 10,000 | 3,333 | 3,333 | 3,333 | 10,000 | 20,000 | 20,000 |
| 10 | -B8510: TRAVEL AND OTHER PERSONNEL RELATED COST | 11,667 | 11,667 | 11,667 | 35,000 | 11,667 | 11,667 | 11,667 | 35,000 | 70,000 | 70,000 |
| 11 | C8531: CONSULTING AND AUDITING | 166,667 | 166,667 | 166,667 | 500,000 | 166,667 | 166,667 | 166,667 | 500,000 | 1,000,000 | 1,000,000 |
| 12 | -B8530: PROFESSIONAL FEES | 166,667 | 166,667 | 166,667 | 500,000 | 166,667 | 166,667 | 166,667 | 500,000 | 1,000,000 | 1,000,000 |
| 13 | -A8400: SUPPLIES AND SERVICES | 195,000 | 195,000 | 195,000 | 585,000 | 195,000 | 195,000 | 195,000 | 585,000 | 1,170,000 | 1,170,000 |
| 14 | C8640: SOFTWARE MAINTENANCE AND LICENSES | 16,667 | 16,667 | 16,667 | 50,000 | 16,667 | 16,667 | 16,667 | 50,000 | 100,000 | 100,000 |
| 15 | -B8580: OTHER OPERATING EXPENSES | 16,667 | 16,667 | 16,667 | 50,000 | 16,667 | 16,667 | 16,667 | 50,000 | 100,000 | 100,000 |
| 16 | -A8580: OTHER OPERATING EXPENSES | 16,667 | 16,667 | 16,667 | 50,000 | 16,667 | 16,667 | 16,667 | 50,000 | 100,000 | 100,000 |
| 17 | C8543: UTILITIES | 166,667 | 166,667 | 166,667 | 500,000 | 166,667 | 166,667 | 166,667 | 500,000 | 1,000,000 | 1,000,000 |
| 18 | -B8543: UTILITIES AND MAINTENANCE | 166,667 | 166,667 | 166,667 | 500,000 | 166,667 | 166,667 | 166,667 | 500,000 | 1,000,000 | 1,000,000 |
| 19 | C8551: SPACE RENTAL | 333,333 | 333,333 | 333,333 | 1,000,000 | 333,333 | 333,333 | 333,333 | 1,000,000 | 2,000,000 | 2,000,000 |
| 20 | -B8550: RENTAL | 333,333 | 333,333 | 333,333 | 1,000,000 | 333,333 | 333,333 | 333,333 | 1,000,000 | 2,000,000 | 2,000,000 |
| 21 | -A8600: OCCUPANCY AND UTILITIES | 500,000 | 500,000 | 500,000 | 1,500,000 | 500,000 | 500,000 | 500,000 | 1,500,000 | 3,000,000 | 3,000,000 |
| 22 | -RAEXP: ALL EXPENSES | 711,667 | 711,667 | 711,667 | 2,135,000 | 711,667 | 711,667 | 711,667 | 2,135,000 | 4,270,000 | 4,270,000 |
| 23 | -W2EXP: Expense | 711,667 | 711,667 | 711,667 | 2,135,000 | 711,667 | 711,667 | 711,667 | 2,135,000 | 4,270,000 | 4,270,000 |
| 24 | -Total Expenses | 711,667 | 711,667 | 711,667 | 2,135,000 | 711,667 | 711,667 | 711,667 | 2,135,000 | 4,270,000 | 4,270,000 |

Upon selecting "*Analyze*" the appearance of the form will change in two ways: The POV will move from outside the grid to within the grid columns and you will be automatically directed to a new tab titled "*Planning Ad-hoc*". ***You are now in Ad-hoc mode.***

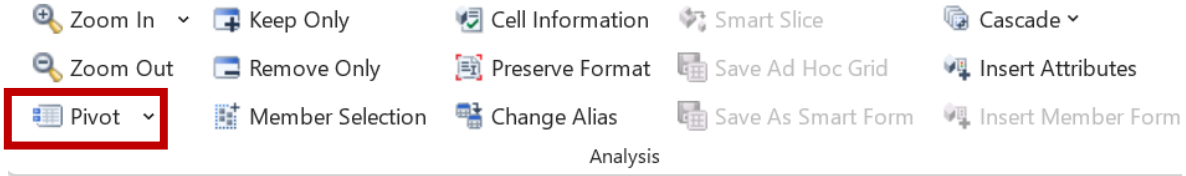



| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 1 | | USD | Default Program | Default Location | Training Organization 2 | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED |
| 2 | | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast |
| 3 | | Working | Working | Working | Working | Working | Working | Working |
| 4 | | FY25 | FY25 | FY25 | FY25 | FY25 | FY25 | FY25 |
| 5 | | Adjustment (+/-) | Adjustment (+/-) | Adjustment (+/-) | Adjustment (+/-) | Adjustment (+/-) | Adjustment (+/-) | Adjustment (+/-) |
| 6 | | Jan | Feb | Mar | Q3 | Apr | May | Jun |
| 7 | C8410: GENERAL SUPPLIES | 16,667 | 16,667 | 16,667 | 50,000 | 16,667 | 16,667 | 16,667 |
| 8 | B8410: SUPPLIES AND SHIPPING | 16,667 | 16,667 | 16,667 | 50,000 | 16,667 | 16,667 | 16,667 |
| 9 | C8512: CONFERENCES, DUES AND TRAINING | 8,333 | 8,333 | 8,333 | 25,000 | 8,333 | 8,333 | 8,333 |
| 10 | C8513: DOMESTIC TRAVEL | 3,333 | 3,333 | 3,333 | 10,000 | 3,333 | 3,333 | 3,333 |
| 11 | B8510: TRAVEL AND OTHER PERSONNEL RELATED COST | 11,667 | 11,667 | 11,667 | 35,000 | 11,667 | 11,667 | 11,667 |
| 12 | C8531: CONSULTING AND AUDITING | 166,667 | 166,667 | 166,667 | 500,000 | 166,667 | 166,667 | 166,667 |
| 13 | B8530: PROFESSIONAL FEES | 166,667 | 166,667 | 166,667 | 500,000 | 166,667 | 166,667 | 166,667 |
| 14 | A8400: SUPPLIES AND SERVICES | 195,000 | 195,000 | 195,000 | 585,000 | 195,000 | 195,000 | 195,000 |
| 15 | C8640: SOFTWARE MAINTENANCE AND LICENSES | 16,667 | 16,667 | 16,667 | 50,000 | 16,667 | 16,667 | 16,667 |
| 16 | B8580: OTHER OPERATING EXPENSES | 16,667 | 16,667 | 16,667 | 50,000 | 16,667 | 16,667 | 16,667 |
| 17 | A8580: OTHER OPERATING EXPENSES | 16,667 | 16,667 | 16,667 | 50,000 | 16,667 | 16,667 | 16,667 |
| 18 | C8543: UTILITIES | 166,667 | 166,667 | 166,667 | 500,000 | 166,667 | 166,667 | 166,667 |
| 19 | B8543: UTILITIES AND MAINTENANCE | 166,667 | 166,667 | 166,667 | 500,000 | 166,667 | 166,667 | 166,667 |
| 20 | C8551: SPACE RENTAL | 333,333 | 333,333 | 333,333 | 1,000,000 | 333,333 | 333,333 | 333,333 |
| 21 | B8550: RENTAL | 333,333 | 333,333 | 333,333 | 1,000,000 | 333,333 | 333,333 | 333,333 |
| 22 | A8600: OCCUPANCY AND UTILITIES | 500,000 | 500,000 | 500,000 | 1,500,000 | 500,000 | 500,000 | 500,000 |
| 23 | RAEXP: ALL EXPENSES | 711,667 | 711,667 | 711,667 | 2,135,000 | 711,667 | 711,667 | 711,667 |
| 24 | W2EXP: Expense | 711,667 | 711,667 | 711,667 | 2,135,000 | 711,667 | 711,667 | 711,667 |
| 25 | Total Expenses | 711,667 | 711,667 | 711,667 | 2,135,000 | 711,667 | 711,667 | 711,667 |

3. With the POV now in Row 1, the POV members can be moved to the rows and columns. Select the *Funding Source* dimension in cell F1.

| | USD | Default Program | Default Location | Training Organization 2 | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED |
|---|---|---|---|---|---|---|---|
| | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast |
| | Working | Working | Working | Working | Working | Working | Working |
| | FY25 | FY25 | FY25 | FY25 | FY25 | FY25 | FY25 |
| | Adjustment (+/-) | Adjustment (+/-) | Adjustment (+/-) | Adjustment (+/-) | Adjustment (+/-) | Adjustment (+/-) | Adjustment (+/-) |
| | Jan | Feb | Mar | Q3 | Apr | May | Jun |
| | 16,667 | 16,667 | 16,667 | 50,000 | 16,667 | 16,667 | 16,667 |
| | 16,667 | 16,667 | 16,667 | 50,000 | 16,667 | 16,667 | 16,667 |
| NING | 8,333 | 8,333 | 8,333 | 25,000 | 8,333 | 8,333 | 8,333 |
| | 3,333 | 3,333 | 3,333 | 10,000 | 3,333 | 3,333 | 3,333 |
| RELATED COST | 11,667 | 11,667 | 11,667 | 35,000 | 11,667 | 11,667 | 11,667 |
| | 166,667 | 166,667 | 166,667 | 500,000 | 166,667 | 166,667 | 166,667 |
| | 166,667 | 166,667 | 166,667 | 500,000 | 166,667 | 166,667 | 166,667 |
| | 195,000 | 195,000 | 195,000 | 585,000 | 195,000 | 195,000 | 195,000 |
| LICENSES | 16,667 | 16,667 | 16,667 | 50,000 | 16,667 | 16,667 | 16,667 |
| | 16,667 | 16,667 | 16,667 | 50,000 | 16,667 | 16,667 | 16,667 |
| | 16,667 | 16,667 | 16,667 | 50,000 | 16,667 | 16,667 | 16,667 |
| | 166,667 | 166,667 | 166,667 | 500,000 | 166,667 | 166,667 | 166,667 |
| | 166,667 | 166,667 | 166,667 | 500,000 | 166,667 | 166,667 | 166,667 |
| | 333,333 | 333,333 | 333,333 | 1,000,000 | 333,333 | 333,333 | 333,333 |
| | 333,333 | 333,333 | 333,333 | 1,000,000 | 333,333 | 333,333 | 333,333 |
| | 500,000 | 500,000 | 500,000 | 1,500,000 | 500,000 | 500,000 | 500,000 |
| | 711,667 | 711,667 | 711,667 | 2,135,000 | 711,667 | 711,667 | 711,667 |
| | 711,667 | 711,667 | 711,667 | 2,135,000 | 711,667 | 711,667 | 711,667 |
| | 711,667 | 711,667 | 711,667 | 2,135,000 | 711,667 | 711,667 | 711,667 |

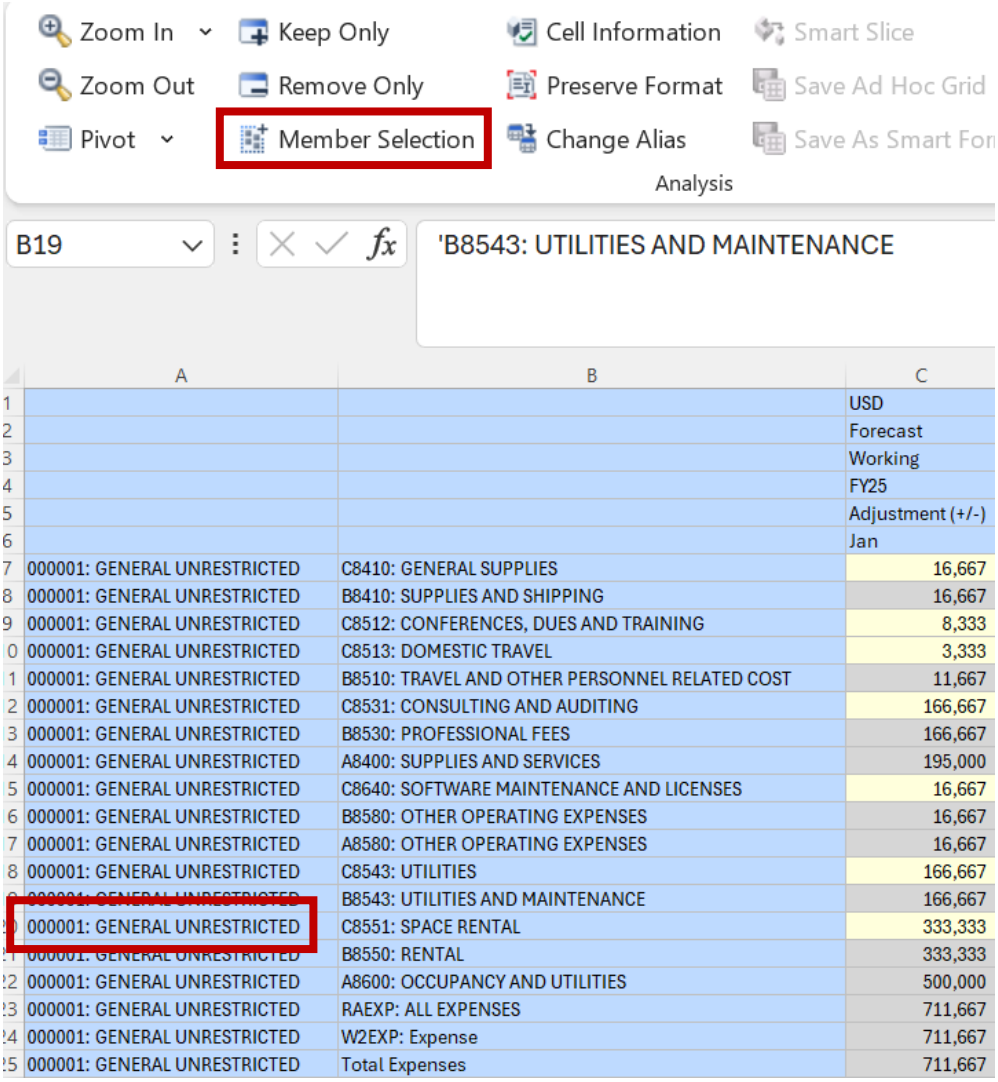
4. With Cell F1 selected, navigate and select the *Pivot* option. This will move the *Funding Source* member from the POV to the rows.




F1 'Training Organization 2

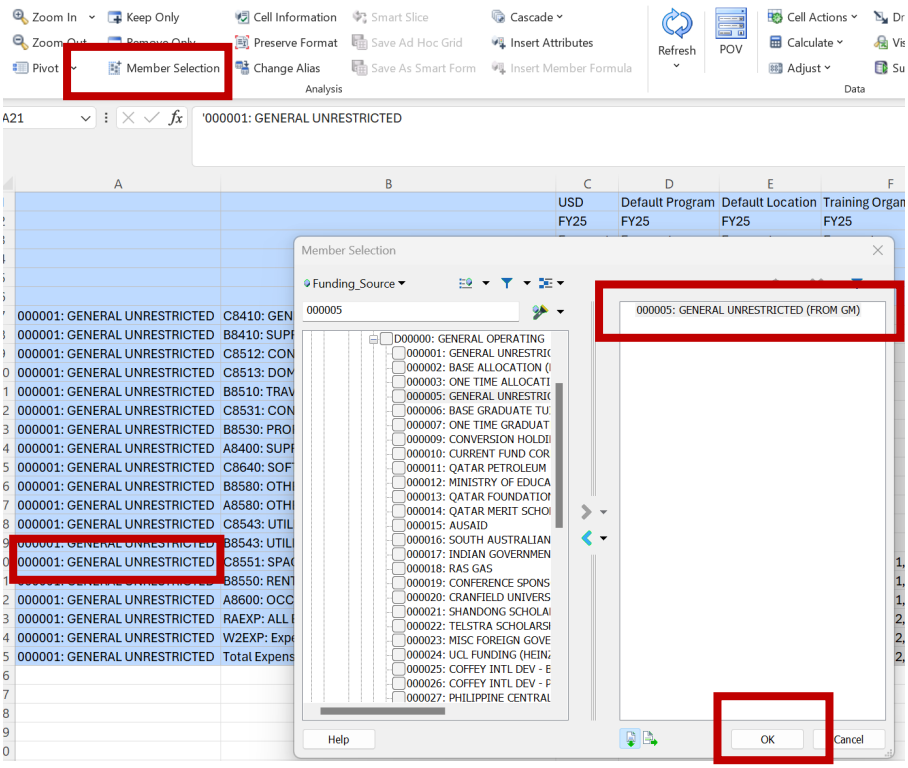
| A | B | C | D | E |
|---|---|---|---|---|
| | | USD | Default Program | Default Location |
| | | Forecast | Forecast | Forecast |
| | | Working | Working | Working |
| | | FY25 | FY25 | FY25 |
| | | Adjustment (+/-) | Adjustment (+/-) | Adjustment (+/-) |
| | | Jan | Feb | Mar |
| 000001: GENERAL UNRESTRICTED | C8410: GENERAL SUPPLIES | 16,667 | 16,667 | 16,667 |
| 000001: GENERAL UNRESTRICTED | B8410: SUPPLIES AND SHIPPING | 16,667 | 16,667 | 16,667 |
| 000001: GENERAL UNRESTRICTED | C8512: CONFERENCES, DUES AND TRAINING | 8,333 | 8,333 | 8,333 |
| 000001: GENERAL UNRESTRICTED | C8513: DOMESTIC TRAVEL | 3,333 | 3,333 | 3,333 |
| 000001: GENERAL UNRESTRICTED | B8510: TRAVEL AND OTHER PERSONNEL RELATED COST | 11,667 | 11,667 | 11,667 |
| 000001: GENERAL UNRESTRICTED | C8531: CONSULTING AND AUDITING | 166,667 | 166,667 | 166,667 |
| 000001: GENERAL UNRESTRICTED | B8530: PROFESSIONAL FEES | 166,667 | 166,667 | 166,667 |
| 000001: GENERAL UNRESTRICTED | A8400: SUPPLIES AND SERVICES | 195,000 | 195,000 | 195,000 |
| 000001: GENERAL UNRESTRICTED | C8640: SOFTWARE MAINTENANCE AND LICENSES | 16,667 | 16,667 | 16,667 |
| 000001: GENERAL UNRESTRICTED | B8580: OTHER OPERATING EXPENSES | 16,667 | 16,667 | 16,667 |
| 000001: GENERAL UNRESTRICTED | A8580: OTHER OPERATING EXPENSES | 16,667 | 16,667 | 16,667 |
| 000001: GENERAL UNRESTRICTED | C8543: UTILITIES | 166,667 | 166,667 | 166,667 |
| 000001: GENERAL UNRESTRICTED | B8543: UTILITIES AND MAINTENANCE | 166,667 | 166,667 | 166,667 |
| 000001: GENERAL UNRESTRICTED | C8551: SPACE RENTAL | 333,333 | 333,333 | 333,333 |
| 000001: GENERAL UNRESTRICTED | B8550: RENTAL | 333,333 | 333,333 | 333,333 |
| 000001: GENERAL UNRESTRICTED | A8600: OCCUPANCY AND UTILITIES | 500,000 | 500,000 | 500,000 |
| 000001: GENERAL UNRESTRICTED | RAEXP: ALL EXPENSES | 711,667 | 711,667 | 711,667 |
| 000001: GENERAL UNRESTRICTED | W2EXP: Expense | 711,667 | 711,667 | 711,667 |
| 000001: GENERAL UNRESTRICTED | Total Expenses | 711,667 | 711,667 | 711,667 |

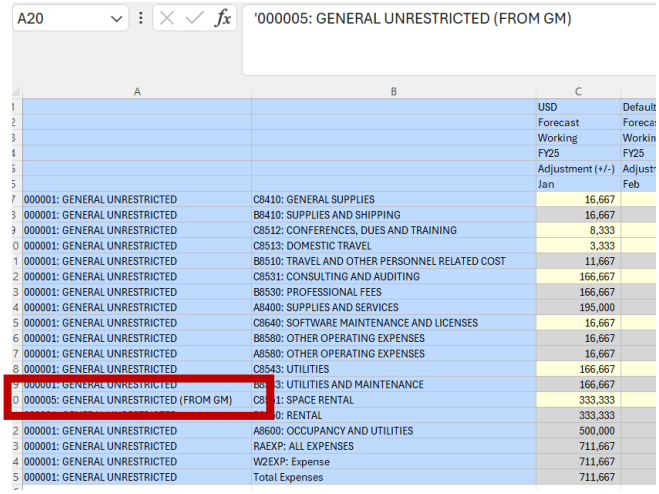
5. In the standard form POV, planners are limited to one funding source. In *Ad-hoc mode*, once a dimension is moved to the rows or columns, the selection can be customized to include unlimited member selections. In this example, let's change the funding source in Row 20 to determine if we have forecast data at that intersection. Select the funding source in Cell A20 and navigate to the *Member Selection* tool. ***This action can be taken on any of the POV segments, and planners are encouraged to practice further in the Prod-test environment.***




| | A | B | C |
|---|---|---|---|
| 1 | | | USD |
| 2 | | | Forecast |
| 3 | | | Working |
| 4 | | | FY25 |
| 5 | | | Adjustment (+/-) |
| 6 | | | Jan |
| 7 | 000001: GENERAL UNRESTRICTED | C8410: GENERAL SUPPLIES | 16,667 |
| 8 | 000001: GENERAL UNRESTRICTED | B8410: SUPPLIES AND SHIPPING | 16,667 |
| 9 | 000001: GENERAL UNRESTRICTED | C8512: CONFERENCES, DUES AND TRAINING | 8,333 |
| 10 | 000001: GENERAL UNRESTRICTED | C8513: DOMESTIC TRAVEL | 3,333 |
| 11 | 000001: GENERAL UNRESTRICTED | B8510: TRAVEL AND OTHER PERSONNEL RELATED COST | 11,667 |
| 12 | 000001: GENERAL UNRESTRICTED | C8531: CONSULTING AND AUDITING | 166,667 |
| 13 | 000001: GENERAL UNRESTRICTED | B8530: PROFESSIONAL FEES | 166,667 |
| 14 | 000001: GENERAL UNRESTRICTED | A8400: SUPPLIES AND SERVICES | 195,000 |
| 15 | 000001: GENERAL UNRESTRICTED | C8640: SOFTWARE MAINTENANCE AND LICENSES | 16,667 |
| 16 | 000001: GENERAL UNRESTRICTED | B8580: OTHER OPERATING EXPENSES | 16,667 |
| 17 | 000001: GENERAL UNRESTRICTED | A8580: OTHER OPERATING EXPENSES | 16,667 |
| 18 | 000001: GENERAL UNRESTRICTED | C8543: UTILITIES | 166,667 |
| [illegible] | [illegible] | B8543: UTILITIES AND MAINTENANCE | 166,667 |
| 20 | 000001: GENERAL UNRESTRICTED | C8551: SPACE RENTAL | 333,333 |
| 21 | [illegible] | B8550: RENTAL | 333,333 |
| 22 | 000001: GENERAL UNRESTRICTED | A8600: OCCUPANCY AND UTILITIES | 500,000 |
| 23 | 000001: GENERAL UNRESTRICTED | RAEXP: ALL EXPENSES | 711,667 |
| 24 | 000001: GENERAL UNRESTRICTED | W2EXP: Expense | 711,667 |
| 25 | 000001: GENERAL UNRESTRICTED | Total Expenses | 711,667 |

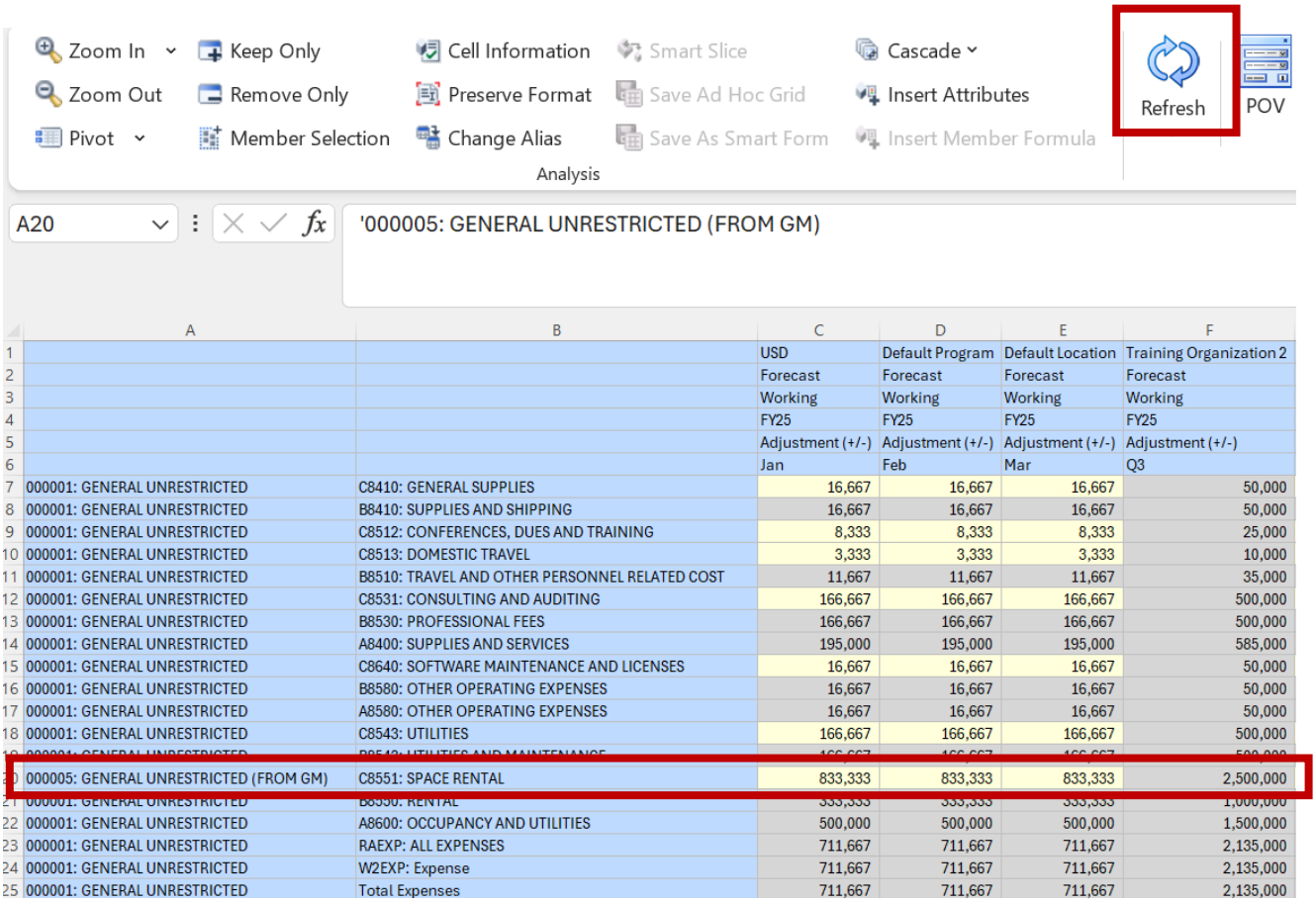
6. Use the member selection tool to change the Funding Source from *000001: General Unrestricted* to *000005: General Unrestricted (from GM)*. Upon selecting *OK*, the funding source in row 20 will update.




| | | | USD |
|---|---|---|---|
| | | | Forecast |
| | | | Working |
| | | | FY25 |
| | | | Adjustment (+/-) |
| | | | Jan |
| 000001: GENERAL UNRESTRICTED | C8410: GENERAL SUPPLIES | | 16,667 |
| 000001: GENERAL UNRESTRICTED | B8410: SUPPLIES AND SHIPPING | | 16,667 |
| 000001: GENERAL UNRESTRICTED | C8512: CONFERENCES, DUES AND TRAINING | | 8,333 |
| 000001: GENERAL UNRESTRICTED | C8513: DOMESTIC TRAVEL | | 3,333 |
| 000001: GENERAL UNRESTRICTED | B8510: TRAVEL AND OTHER PERSONNEL RELATED COST | | 11,667 |
| 000001: GENERAL UNRESTRICTED | C8531: CONSULTING AND AUDITING | | 166,667 |
| 000001: GENERAL UNRESTRICTED | B8530: PROFESSIONAL FEES | | 166,667 |
| 000001: GENERAL UNRESTRICTED | A8400: SUPPLIES AND SERVICES | | 195,000 |
| 000001: GENERAL UNRESTRICTED | C8640: SOFTWARE MAINTENANCE AND LICENSES | | 16,667 |
| 000001: GENERAL UNRESTRICTED | B8580: OTHER OPERATING EXPENSES | | 16,667 |
| 000001: GENERAL UNRESTRICTED | A8580: OTHER OPERATING EXPENSES | | 16,667 |
| 000001: GENERAL UNRESTRICTED | C8543: UTILITIES | | 166,667 |
| 000001: GENERAL UNRESTRICTED | B8543: UTILITIES AND MAINTENANCE | | 166,667 |
| 000005: GENERAL UNRESTRICTED (FROM GM) | C8551: SPACE RENTAL | | 333,333 |
| | B8550: RENTAL | | 333,333 |
| 000001: GENERAL UNRESTRICTED | A8600: OCCUPANCY AND UTILITIES | | 500,000 |
| 000001: GENERAL UNRESTRICTED | RAEXP: ALL EXPENSES | | 711,667 |
| 000001: GENERAL UNRESTRICTED | W2EXP: Expense | | 711,667 |
| 000001: GENERAL UNRESTRICTED | Total Expenses | | 711,667 |

7. Select "*Refresh*" in the toolbar. The data in Row 20 will change to the values associated with Rental expenses in *Funding Source 000005*. The rest of the grid remains unchanged.




| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | | | USD | Default Program | Default Location | Training Organization 2 |
| 2 | | | Forecast | Forecast | Forecast | Forecast |
| 3 | | | Working | Working | Working | Working |
| 4 | | | FY25 | FY25 | FY25 | FY25 |
| 5 | | | Adjustment (+/-) | Adjustment (+/-) | Adjustment (+/-) | Adjustment (+/-) |
| 6 | | | Jan | Feb | Mar | Q3 |
| 7 | 000001: GENERAL UNRESTRICTED | C8410: GENERAL SUPPLIES | 16,667 | 16,667 | 16,667 | 50,000 |
| 8 | 000001: GENERAL UNRESTRICTED | B8410: SUPPLIES AND SHIPPING | 16,667 | 16,667 | 16,667 | 50,000 |
| 9 | 000001: GENERAL UNRESTRICTED | C8512: CONFERENCES, DUES AND TRAINING | 8,333 | 8,333 | 8,333 | 25,000 |
| 10 | 000001: GENERAL UNRESTRICTED | C8513: DOMESTIC TRAVEL | 3,333 | 3,333 | 3,333 | 10,000 |
| 11 | 000001: GENERAL UNRESTRICTED | B8510: TRAVEL AND OTHER PERSONNEL RELATED COST | 11,667 | 11,667 | 11,667 | 35,000 |
| 12 | 000001: GENERAL UNRESTRICTED | C8531: CONSULTING AND AUDITING | 166,667 | 166,667 | 166,667 | 500,000 |
| 13 | 000001: GENERAL UNRESTRICTED | B8530: PROFESSIONAL FEES | 166,667 | 166,667 | 166,667 | 500,000 |
| 14 | 000001: GENERAL UNRESTRICTED | A8400: SUPPLIES AND SERVICES | 195,000 | 195,000 | 195,000 | 585,000 |
| 15 | 000001: GENERAL UNRESTRICTED | C8640: SOFTWARE MAINTENANCE AND LICENSES | 16,667 | 16,667 | 16,667 | 50,000 |
| 16 | 000001: GENERAL UNRESTRICTED | B8580: OTHER OPERATING EXPENSES | 16,667 | 16,667 | 16,667 | 50,000 |
| 17 | 000001: GENERAL UNRESTRICTED | A8580: OTHER OPERATING EXPENSES | 16,667 | 16,667 | 16,667 | 50,000 |
| 18 | 000001: GENERAL UNRESTRICTED | C8543: UTILITIES | 166,667 | 166,667 | 166,667 | 500,000 |
| 20 | 000005: GENERAL UNRESTRICTED (FROM GM) | C8551: SPACE RENTAL | 833,333 | 833,333 | 833,333 | 2,500,000 |
| 22 | 000001: GENERAL UNRESTRICTED | A8600: OCCUPANCY AND UTILITIES | 500,000 | 500,000 | 500,000 | 1,500,000 |
| 23 | 000001: GENERAL UNRESTRICTED | RAEXP: ALL EXPENSES | 711,667 | 711,667 | 711,667 | 2,135,000 |
| 24 | 000001: GENERAL UNRESTRICTED | W2EXP: Expense | 711,667 | 711,667 | 711,667 | 2,135,000 |
| 25 | 000001: GENERAL UNRESTRICTED | Total Expenses | 711,667 | 711,667 | 711,667 | 2,135,000 |

8. **This concludes Scenario 3 - In this scenario, we covered the following actions:**
    a. Open and connect a standard Smart View input form.
    b. Convert the standard form to Ad-hoc mode by using the Analyze feature.
    c. Pivot a POV dimension to the grid rows.
    d. Change a dimension member (funding source).
    e. Refresh the grid note data updates based on current selections.



**You may also follow this link to view the video in a media player**

## **Scenario 4**: Convert a Standard Smart View *Review* Form to Ad-hoc Mode via the "Analyze" feature

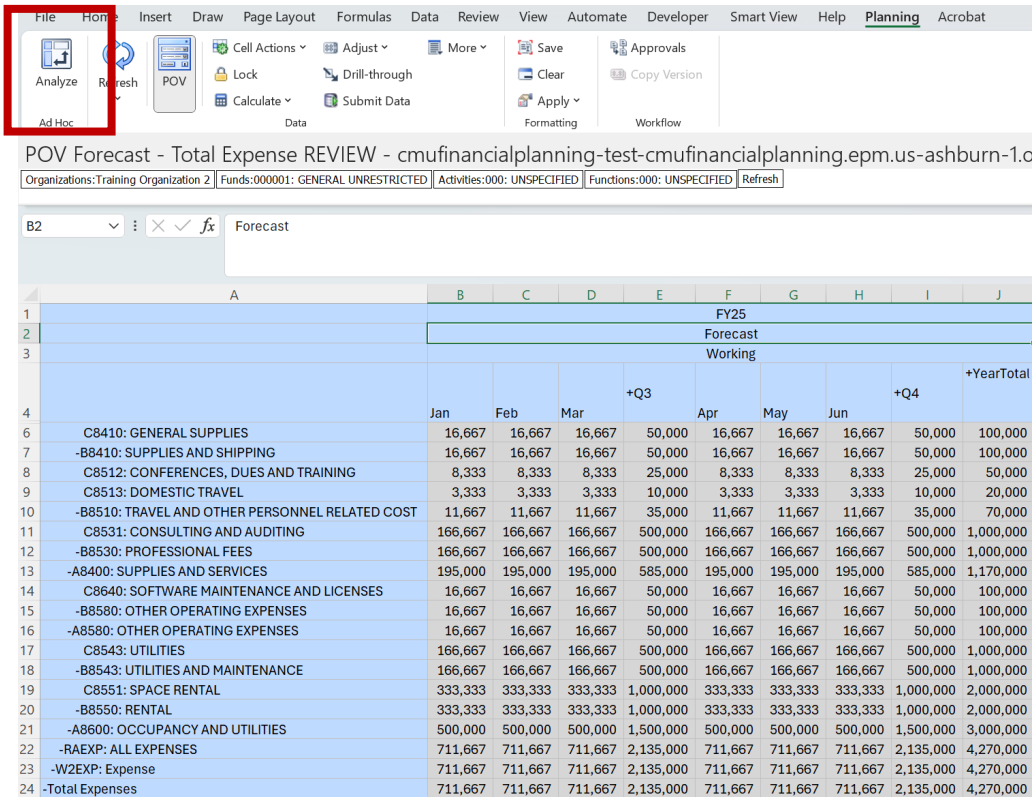
Planners can use the "Analyze" feature to convert a standard review form into an ad-hoc form, allowing them to customize the standard Revenue and Expense Input/Review forms from the previous scenarios. In this scenario, we will open the Other Expense Review Form and move the Funding Source segment to the rows to enhance the overall POV detail.

| Uses | Benefits | Limitations |
|---|---|---|
| • Convert standard web forms into Smart View ad-hoc grids.<br>• Reporting cube data review capable.<br>• Financials cube data input capable. | • Increased POV/Rows/Columns flexibility.<br>• Ability to add additional periods, scenarios, versions<br>• Enhanced detail. | • Business rules, calculations, data pushes etc. are disconnected in ad-hoc mode<br>• Cube-dependent (OEP_FS vs. CMU_REP) |

## Convert a Standard Smart View *Review* Form to Ad-hoc Mode | *Steps*

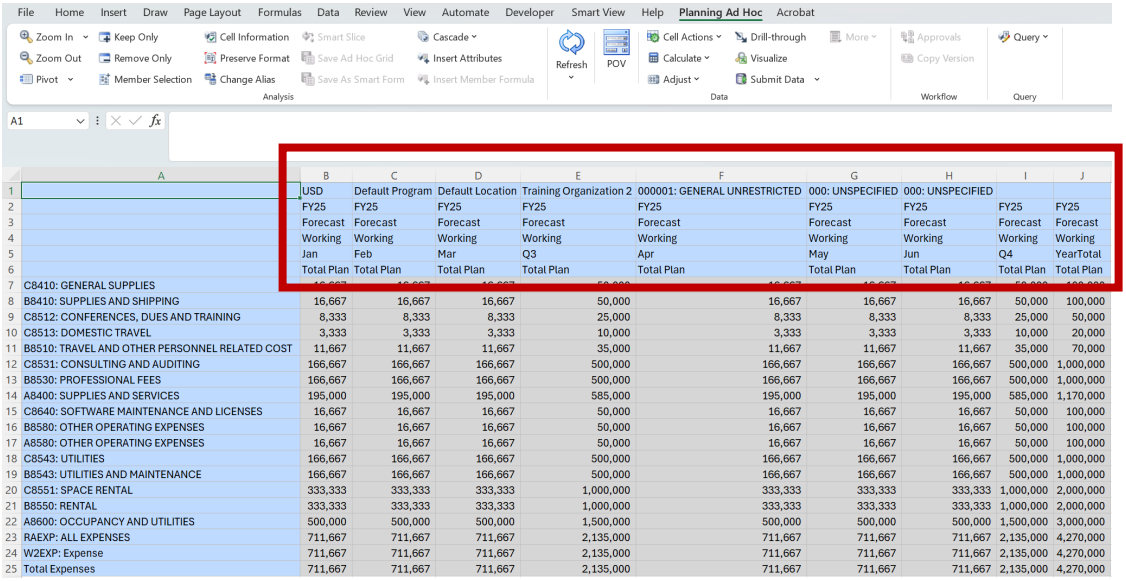
1. **This scenario can be started in one of three ways, depending on whether you have a standard form open already.**
    a. Keep the *Total Expense* or *Total Revenue Review* form from Scenario 2 open.
    b. If you saved the forms from Scenario 2, open one of the files and connect them to the EPM Prod-test environment.
    c. Navigate to the *Total Expense Review* or *Total Revenue Review* form in EPM Financials, set the desired POV and follow the "Open in SmartView" steps from Scenario 2.

2. Once you have the standard review form open and connected in Smart View, select the *Analyze* option in the top left of the ribbon.



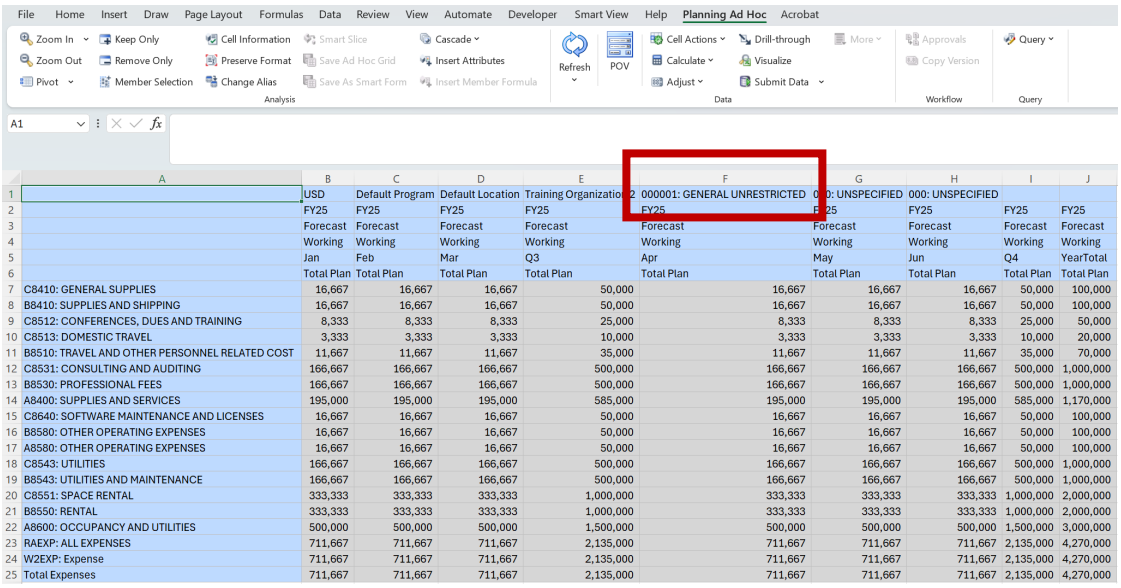

| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | FY25 | | | | | | | | |
| 2 | | Forecast | | | | | | | | |
| 3 | | Working | | | | | | | | |
| 4 | | Jan | Feb | Mar | +Q3 | Apr | May | Jun | +Q4 | +YearTotal |
| 6 | C8410: GENERAL SUPPLIES | 16,667 | 16,667 | 16,667 | 50,000 | 16,667 | 16,667 | 16,667 | 50,000 | 100,000 |
| 7 | -B8410: SUPPLIES AND SHIPPING | 16,667 | 16,667 | 16,667 | 50,000 | 16,667 | 16,667 | 16,667 | 50,000 | 100,000 |
| 8 | C8512: CONFERENCES, DUES AND TRAINING | 8,333 | 8,333 | 8,333 | 25,000 | 8,333 | 8,333 | 8,333 | 25,000 | 50,000 |
| 9 | C8513: DOMESTIC TRAVEL | 3,333 | 3,333 | 3,333 | 10,000 | 3,333 | 3,333 | 3,333 | 10,000 | 20,000 |
| 10 | -B8510: TRAVEL AND OTHER PERSONNEL RELATED COST | 11,667 | 11,667 | 11,667 | 35,000 | 11,667 | 11,667 | 11,667 | 35,000 | 70,000 |
| 11 | C8531: CONSULTING AND AUDITING | 166,667 | 166,667 | 166,667 | 500,000 | 166,667 | 166,667 | 166,667 | 500,000 | 1,000,000 |
| 12 | -B8530: PROFESSIONAL FEES | 166,667 | 166,667 | 166,667 | 500,000 | 166,667 | 166,667 | 166,667 | 500,000 | 1,000,000 |
| 13 | -A8400: SUPPLIES AND SERVICES | 195,000 | 195,000 | 195,000 | 585,000 | 195,000 | 195,000 | 195,000 | 585,000 | 1,170,000 |
| 14 | C8640: SOFTWARE MAINTENANCE AND LICENSES | 16,667 | 16,667 | 16,667 | 50,000 | 16,667 | 16,667 | 16,667 | 50,000 | 100,000 |
| 15 | -B8580: OTHER OPERATING EXPENSES | 16,667 | 16,667 | 16,667 | 50,000 | 16,667 | 16,667 | 16,667 | 50,000 | 100,000 |
| 16 | -A8580: OTHER OPERATING EXPENSES | 16,667 | 16,667 | 16,667 | 50,000 | 16,667 | 16,667 | 16,667 | 50,000 | 100,000 |
| 17 | C8543: UTILITIES | 166,667 | 166,667 | 166,667 | 500,000 | 166,667 | 166,667 | 166,667 | 500,000 | 1,000,000 |
| 18 | -B8543: UTILITIES AND MAINTENANCE | 166,667 | 166,667 | 166,667 | 500,000 | 166,667 | 166,667 | 166,667 | 500,000 | 1,000,000 |
| 19 | C8551: SPACE RENTAL | 333,333 | 333,333 | 333,333 | 1,000,000 | 333,333 | 333,333 | 333,333 | 1,000,000 | 2,000,000 |
| 20 | -B8550: RENTAL | 333,333 | 333,333 | 333,333 | 1,000,000 | 333,333 | 333,333 | 333,333 | 1,000,000 | 2,000,000 |
| 21 | -A8600: OCCUPANCY AND UTILITIES | 500,000 | 500,000 | 500,000 | 1,500,000 | 500,000 | 500,000 | 500,000 | 1,500,000 | 3,000,000 |
| 22 | -RAEXP: ALL EXPENSES | 711,667 | 711,667 | 711,667 | 2,135,000 | 711,667 | 711,667 | 711,667 | 2,135,000 | 4,270,000 |
| 23 | -W2EXP: Expense | 711,667 | 711,667 | 711,667 | 2,135,000 | 711,667 | 711,667 | 711,667 | 2,135,000 | 4,270,000 |
| 24 | -Total Expenses | 711,667 | 711,667 | 711,667 | 2,135,000 | 711,667 | 711,667 | 711,667 | 2,135,000 | 4,270,000 |

Upon selecting "*Analyze*" the appearance of the form will change in two ways: The POV will move from outside the grid to within the grid columns and you will be automatically directed to a new tab titled "*Planning Ad-hoc*". ***You are now in Ad-hoc mode.***



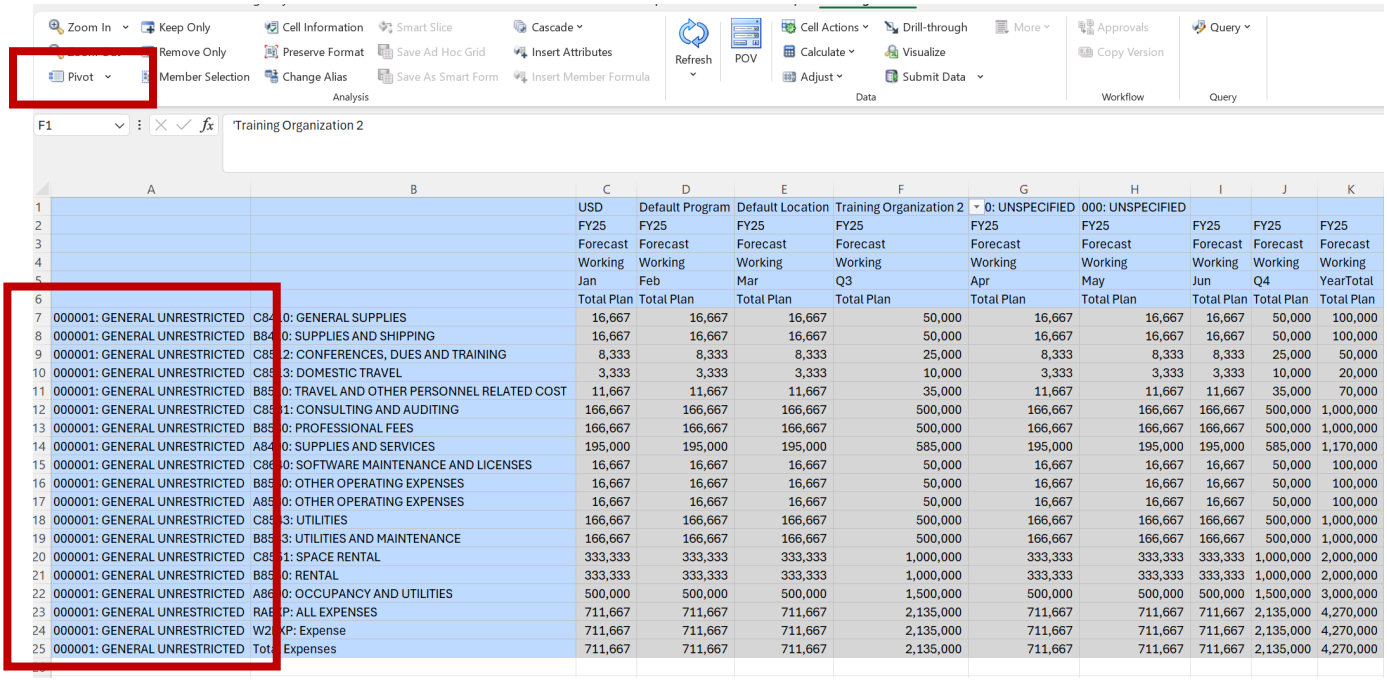

| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | USD | Default Program | Default Location | Training Organization 2 | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | | |
| 2 | | FY25 | FY25 | FY25 | FY25 | FY25 | FY25 | FY25 | FY25 | FY25 |
| 3 | | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast |
| 4 | | Working | Working | Working | Working | Working | Working | Working | Working | Working |
| 5 | | Jan | Feb | Mar | Q3 | Apr | May | Jun | Q4 | YearTotal |
| 6 | | Total Plan | Total Plan | Total Plan | Total Plan | Total Plan | Total Plan | Total Plan | Total Plan | Total Plan |
| 7 | C8410: GENERAL SUPPLIES | | | | | | | | | |
| 8 | B8410: SUPPLIES AND SHIPPING | 16,667 | 16,667 | 16,667 | 50,000 | 16,667 | 16,667 | 16,667 | 50,000 | 100,000 |
| 9 | C8512: CONFERENCES, DUES AND TRAINING | 8,333 | 8,333 | 8,333 | 25,000 | 8,333 | 8,333 | 8,333 | 25,000 | 50,000 |
| 10 | C8513: DOMESTIC TRAVEL | 3,333 | 3,333 | 3,333 | 10,000 | 3,333 | 3,333 | 3,333 | 10,000 | 20,000 |
| 11 | B8510: TRAVEL AND OTHER PERSONNEL RELATED COST | 11,667 | 11,667 | 11,667 | 35,000 | 11,667 | 11,667 | 11,667 | 35,000 | 70,000 |
| 12 | C8531: CONSULTING AND AUDITING | 166,667 | 166,667 | 166,667 | 500,000 | 166,667 | 166,667 | 166,667 | 500,000 | 1,000,000 |
| 13 | B8530: PROFESSIONAL FEES | 166,667 | 166,667 | 166,667 | 500,000 | 166,667 | 166,667 | 166,667 | 500,000 | 1,000,000 |
| 14 | A8400: SUPPLIES AND SERVICES | 195,000 | 195,000 | 195,000 | 585,000 | 195,000 | 195,000 | 195,000 | 585,000 | 1,170,000 |
| 15 | C8640: SOFTWARE MAINTENANCE AND LICENSES | 16,667 | 16,667 | 16,667 | 50,000 | 16,667 | 16,667 | 16,667 | 50,000 | 100,000 |
| 16 | B8580: OTHER OPERATING EXPENSES | 16,667 | 16,667 | 16,667 | 50,000 | 16,667 | 16,667 | 16,667 | 50,000 | 100,000 |
| 17 | A8580: OTHER OPERATING EXPENSES | 16,667 | 16,667 | 16,667 | 50,000 | 16,667 | 16,667 | 16,667 | 50,000 | 100,000 |
| 18 | C8543: UTILITIES | 166,667 | 166,667 | 166,667 | 500,000 | 166,667 | 166,667 | 166,667 | 500,000 | 1,000,000 |
| 19 | B8543: UTILITIES AND MAINTENANCE | 166,667 | 166,667 | 166,667 | 500,000 | 166,667 | 166,667 | 166,667 | 500,000 | 1,000,000 |
| 20 | C8551: SPACE RENTAL | 333,333 | 333,333 | 333,333 | 1,000,000 | 333,333 | 333,333 | 333,333 | 1,000,000 | 2,000,000 |
| 21 | B8550: RENTAL | 333,333 | 333,333 | 333,333 | 1,000,000 | 333,333 | 333,333 | 333,333 | 1,000,000 | 2,000,000 |
| 22 | A8600: OCCUPANCY AND UTILITIES | 500,000 | 500,000 | 500,000 | 1,500,000 | 500,000 | 500,000 | 500,000 | 1,500,000 | 3,000,000 |
| 23 | RAEXP: ALL EXPENSES | 711,667 | 711,667 | 711,667 | 2,135,000 | 711,667 | 711,667 | 711,667 | 2,135,000 | 4,270,000 |
| 24 | W2EXP: Expense | 711,667 | 711,667 | 711,667 | 2,135,000 | 711,667 | 711,667 | 711,667 | 2,135,000 | 4,270,000 |
| 25 | Total Expenses | 711,667 | 711,667 | 711,667 | 2,135,000 | 711,667 | 711,667 | 711,667 | 2,135,000 | 4,270,000 |

3. With the POV now in Row 1, the POV members can be moved to the rows and columns. Select the *Funding Source* dimension in cell F1.



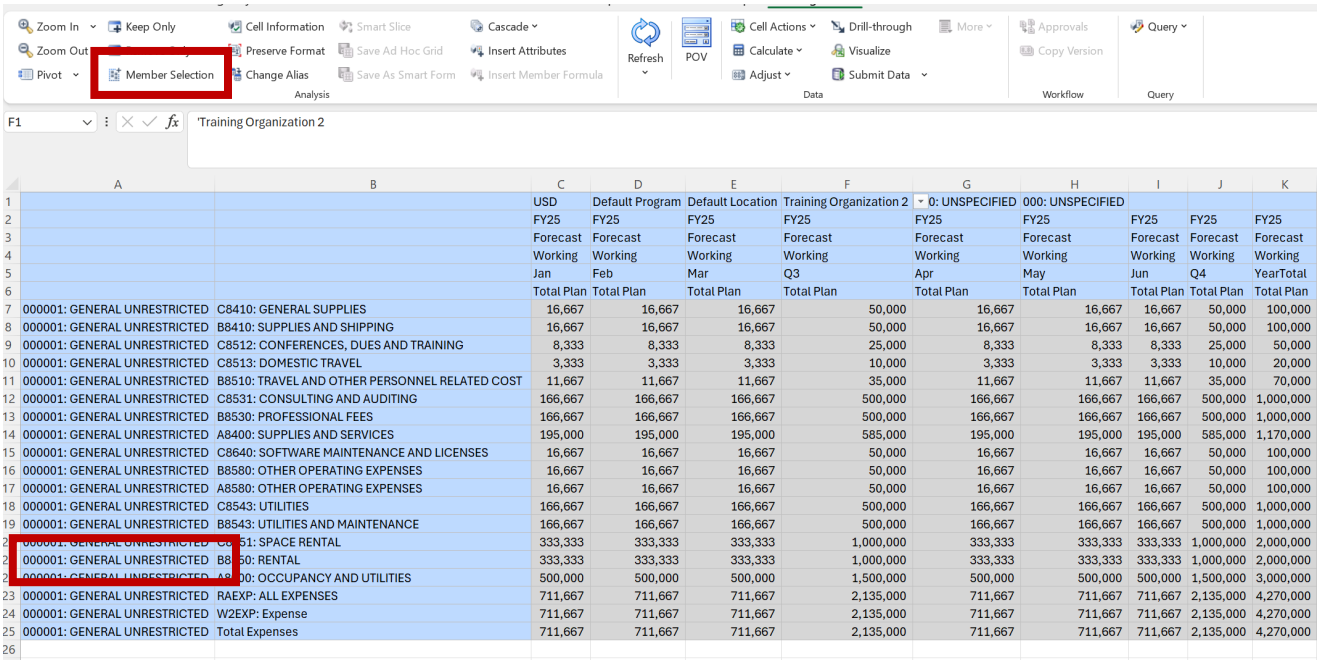
| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | USD | Default Program | Default Location | Training Organization 2 | 000001: GENERAL UNRESTRICTED | 0: UNSPECIFIED | 000: UNSPECIFIED | | |
| 2 | | FY25 | FY25 | FY25 | FY25 | FY25 | FY25 | FY25 | FY25 | FY25 |
| 3 | | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast |
| 4 | | Working | Working | Working | Working | Working | Working | Working | Working | Working |
| 5 | | Jan | Feb | Mar | Q3 | Apr | May | Jun | Q4 | YearTotal |
| 6 | | Total Plan | Total Plan | Total Plan | Total Plan | Total Plan | Total Plan | Total Plan | Total Plan | Total Plan |
| 7 | C8410: GENERAL SUPPLIES | 16,667 | 16,667 | 16,667 | 50,000 | 16,667 | 16,667 | 16,667 | 50,000 | 100,000 |
| 8 | B8410: SUPPLIES AND SHIPPING | 16,667 | 16,667 | 16,667 | 50,000 | 16,667 | 16,667 | 16,667 | 50,000 | 100,000 |
| 9 | C8512: CONFERENCES, DUES AND TRAINING | 8,333 | 8,333 | 8,333 | 25,000 | 8,333 | 8,333 | 8,333 | 25,000 | 50,000 |
| 10 | C8513: DOMESTIC TRAVEL | 3,333 | 3,333 | 3,333 | 10,000 | 3,333 | 3,333 | 3,333 | 10,000 | 20,000 |
| 11 | B8510: TRAVEL AND OTHER PERSONNEL RELATED COST | 11,667 | 11,667 | 11,667 | 35,000 | 11,667 | 11,667 | 11,667 | 35,000 | 70,000 |
| 12 | C8531: CONSULTING AND AUDITING | 166,667 | 166,667 | 166,667 | 500,000 | 166,667 | 166,667 | 166,667 | 500,000 | 1,000,000 |
| 13 | B8530: PROFESSIONAL FEES | 166,667 | 166,667 | 166,667 | 500,000 | 166,667 | 166,667 | 166,667 | 500,000 | 1,000,000 |
| 14 | A8400: SUPPLIES AND SERVICES | 195,000 | 195,000 | 195,000 | 585,000 | 195,000 | 195,000 | 195,000 | 585,000 | 1,170,000 |
| 15 | C8640: SOFTWARE MAINTENANCE AND LICENSES | 16,667 | 16,667 | 16,667 | 50,000 | 16,667 | 16,667 | 16,667 | 50,000 | 100,000 |
| 16 | B8580: OTHER OPERATING EXPENSES | 16,667 | 16,667 | 16,667 | 50,000 | 16,667 | 16,667 | 16,667 | 50,000 | 100,000 |
| 17 | A8580: OTHER OPERATING EXPENSES | 16,667 | 16,667 | 16,667 | 50,000 | 16,667 | 16,667 | 16,667 | 50,000 | 100,000 |
| 18 | C8543: UTILITIES | 166,667 | 166,667 | 166,667 | 500,000 | 166,667 | 166,667 | 166,667 | 500,000 | 1,000,000 |
| 19 | B8543: UTILITIES AND MAINTENANCE | 166,667 | 166,667 | 166,667 | 500,000 | 166,667 | 166,667 | 166,667 | 500,000 | 1,000,000 |
| 20 | C8551: SPACE RENTAL | 333,333 | 333,333 | 333,333 | 1,000,000 | 333,333 | 333,333 | 333,333 | 1,000,000 | 2,000,000 |
| 21 | B8550: RENTAL | 333,333 | 333,333 | 333,333 | 1,000,000 | 333,333 | 333,333 | 333,333 | 1,000,000 | 2,000,000 |
| 22 | A8600: OCCUPANCY AND UTILITIES | 500,000 | 500,000 | 500,000 | 1,500,000 | 500,000 | 500,000 | 500,000 | 1,500,000 | 3,000,000 |
| 23 | RAEXP: ALL EXPENSES | 711,667 | 711,667 | 711,667 | 2,135,000 | 711,667 | 711,667 | 711,667 | 2,135,000 | 4,270,000 |
| 24 | W2EXP: Expense | 711,667 | 711,667 | 711,667 | 2,135,000 | 711,667 | 711,667 | 711,667 | 2,135,000 | 4,270,000 |
| 25 | Total Expenses | 711,667 | 711,667 | 711,667 | 2,135,000 | 711,667 | 711,667 | 711,667 | 2,135,000 | 4,270,000 |

4. With Cell F1 selected, navigate and select the *Pivot* option. This will move the Funding Source member from the POV to the rows.



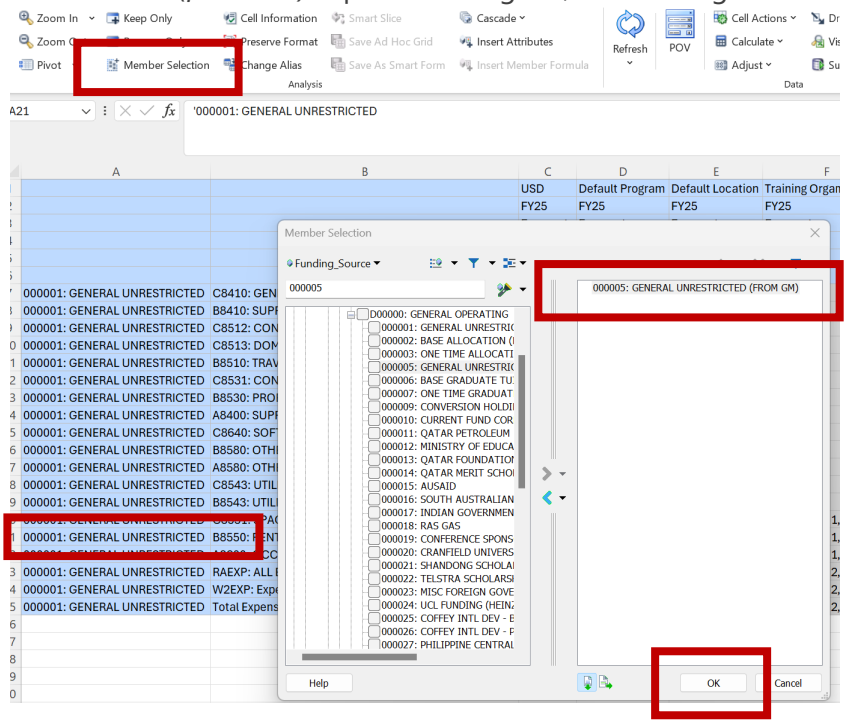
| | A | B | C | D | E | F | G | H | I | J | K |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | USD | Default Program | Default Location | Training Organization 2 | 0: UNSPECIFIED | 000: UNSPECIFIED | | | |
| 2 | | | FY25 | FY25 | FY25 | FY25 | FY25 | FY25 | FY25 | FY25 | FY25 |
| 3 | | | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast |
| 4 | | | Working | Working | Working | Working | Working | Working | Working | Working | Working |
| 5 | | | Jan | Feb | Mar | Q3 | Apr | May | Jun | Q4 | YearTotal |
| 6 | | | Total Plan | Total Plan | Total Plan | Total Plan | Total Plan | Total Plan | Total Plan | Total Plan | Total Plan |
| 7 | 000001: GENERAL UNRESTRICTED | C84 0: GENERAL SUPPLIES | 16,667 | 16,667 | 16,667 | 50,000 | 16,667 | 16,667 | 16,667 | 50,000 | 100,000 |
| 8 | 000001: GENERAL UNRESTRICTED | B84 0: SUPPLIES AND SHIPPING | 16,667 | 16,667 | 16,667 | 50,000 | 16,667 | 16,667 | 16,667 | 50,000 | 100,000 |
| 9 | 000001: GENERAL UNRESTRICTED | C85 2: CONFERENCES, DUES AND TRAINING | 8,333 | 8,333 | 8,333 | 25,000 | 8,333 | 8,333 | 8,333 | 25,000 | 50,000 |
| 10 | 000001: GENERAL UNRESTRICTED | C85 3: DOMESTIC TRAVEL | 3,333 | 3,333 | 3,333 | 10,000 | 3,333 | 3,333 | 3,333 | 10,000 | 20,000 |
| 11 | 000001: GENERAL UNRESTRICTED | B85 0: TRAVEL AND OTHER PERSONNEL RELATED COST | 11,667 | 11,667 | 11,667 | 35,000 | 11,667 | 11,667 | 11,667 | 35,000 | 70,000 |
| 12 | 000001: GENERAL UNRESTRICTED | C85 1: CONSULTING AND AUDITING | 166,667 | 166,667 | 166,667 | 500,000 | 166,667 | 166,667 | 166,667 | 500,000 | 1,000,000 |
| 13 | 000001: GENERAL UNRESTRICTED | B85 0: PROFESSIONAL FEES | 166,667 | 166,667 | 166,667 | 500,000 | 166,667 | 166,667 | 166,667 | 500,000 | 1,000,000 |
| 14 | 000001: GENERAL UNRESTRICTED | A84 0: SUPPLIES AND SERVICES | 195,000 | 195,000 | 195,000 | 585,000 | 195,000 | 195,000 | 195,000 | 585,000 | 1,170,000 |
| 15 | 000001: GENERAL UNRESTRICTED | C86 0: SOFTWARE MAINTENANCE AND LICENSES | 16,667 | 16,667 | 16,667 | 50,000 | 16,667 | 16,667 | 16,667 | 50,000 | 100,000 |
| 16 | 000001: GENERAL UNRESTRICTED | B85 0: OTHER OPERATING EXPENSES | 16,667 | 16,667 | 16,667 | 50,000 | 16,667 | 16,667 | 16,667 | 50,000 | 100,000 |
| 17 | 000001: GENERAL UNRESTRICTED | A85 0: OTHER OPERATING EXPENSES | 16,667 | 16,667 | 16,667 | 50,000 | 16,667 | 16,667 | 16,667 | 50,000 | 100,000 |
| 18 | 000001: GENERAL UNRESTRICTED | C85 3: UTILITIES | 166,667 | 166,667 | 166,667 | 500,000 | 166,667 | 166,667 | 166,667 | 500,000 | 1,000,000 |
| 19 | 000001: GENERAL UNRESTRICTED | B85 3: UTILITIES AND MAINTENANCE | 166,667 | 166,667 | 166,667 | 500,000 | 166,667 | 166,667 | 166,667 | 500,000 | 1,000,000 |
| 20 | 000001: GENERAL UNRESTRICTED | C85 1: SPACE RENTAL | 333,333 | 333,333 | 333,333 | 1,000,000 | 333,333 | 333,333 | 333,333 | 1,000,000 | 2,000,000 |
| 21 | 000001: GENERAL UNRESTRICTED | B85 0: RENTAL | 333,333 | 333,333 | 333,333 | 1,000,000 | 333,333 | 333,333 | 333,333 | 1,000,000 | 2,000,000 |
| 22 | 000001: GENERAL UNRESTRICTED | A86 0: OCCUPANCY AND UTILITIES | 500,000 | 500,000 | 500,000 | 1,500,000 | 500,000 | 500,000 | 500,000 | 1,500,000 | 3,000,000 |
| 23 | 000001: GENERAL UNRESTRICTED | RAE P: ALL EXPENSES | 711,667 | 711,667 | 711,667 | 2,135,000 | 711,667 | 711,667 | 711,667 | 2,135,000 | 4,270,000 |
| 24 | 000001: GENERAL UNRESTRICTED | W2 XP: Expense | 711,667 | 711,667 | 711,667 | 2,135,000 | 711,667 | 711,667 | 711,667 | 2,135,000 | 4,270,000 |
| 25 | 000001: GENERAL UNRESTRICTED | Tot Expenses | 711,667 | 711,667 | 711,667 | 2,135,000 | 711,667 | 711,667 | 711,667 | 2,135,000 | 4,270,000 |

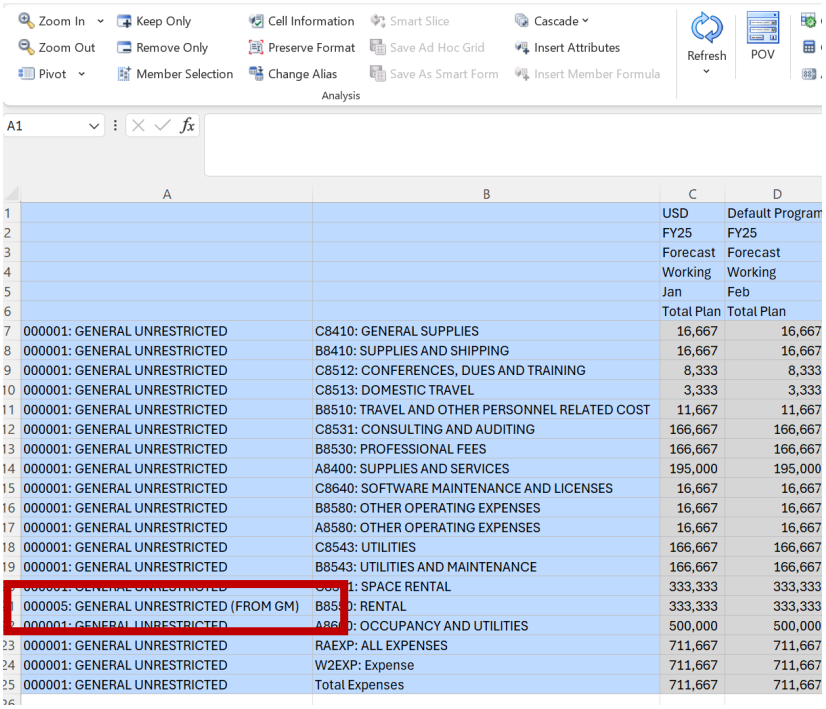
5. In the standard form POV, planners are limited to one funding source. In *Ad-hoc mode*, once a dimension is moved to the rows or columns, the selection can be customized to include unlimited member selections. In this example, let's change the funding source in Row 21 to determine if we have forecast data at that intersection. Select the funding source in Cell A21 and navigate to the *Member Selection* tool. ***This action can be taken on any of the POV segments, and planners are encouraged to practice further in the Prod-test environment.***




| | A | B | C | D | E | F | G | H | I | J | K |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | USD | Default Program | Default Location | Training Organization 2 | 0: UNSPECIFIED | 000: UNSPECIFIED | | | |
| 2 | | | FY25 | FY25 | FY25 | FY25 | FY25 | FY25 | FY25 | FY25 | FY25 |
| 3 | | | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast |
| 4 | | | Working | Working | Working | Working | Working | Working | Working | Working | Working |
| 5 | | | Jan | Feb | Mar | Q3 | Apr | May | Jun | Q4 | YearTotal |
| 6 | | | Total Plan | Total Plan | Total Plan | Total Plan | Total Plan | Total Plan | Total Plan | Total Plan | Total Plan |
| 7 | 000001: GENERAL UNRESTRICTED | C8410: GENERAL SUPPLIES | 16,667 | 16,667 | 16,667 | 50,000 | 16,667 | 16,667 | 16,667 | 50,000 | 100,000 |
| 8 | 000001: GENERAL UNRESTRICTED | B8410: SUPPLIES AND SHIPPING | 16,667 | 16,667 | 16,667 | 50,000 | 16,667 | 16,667 | 16,667 | 50,000 | 100,000 |
| 9 | 000001: GENERAL UNRESTRICTED | C8512: CONFERENCES, DUES AND TRAINING | 8,333 | 8,333 | 8,333 | 25,000 | 8,333 | 8,333 | 8,333 | 25,000 | 50,000 |
| 10 | 000001: GENERAL UNRESTRICTED | C8513: DOMESTIC TRAVEL | 3,333 | 3,333 | 3,333 | 10,000 | 3,333 | 3,333 | 3,333 | 10,000 | 20,000 |
| 11 | 000001: GENERAL UNRESTRICTED | B8510: TRAVEL AND OTHER PERSONNEL RELATED COST | 11,667 | 11,667 | 11,667 | 35,000 | 11,667 | 11,667 | 11,667 | 35,000 | 70,000 |
| 12 | 000001: GENERAL UNRESTRICTED | C8531: CONSULTING AND AUDITING | 166,667 | 166,667 | 166,667 | 500,000 | 166,667 | 166,667 | 166,667 | 500,000 | 1,000,000 |
| 13 | 000001: GENERAL UNRESTRICTED | B8530: PROFESSIONAL FEES | 166,667 | 166,667 | 166,667 | 500,000 | 166,667 | 166,667 | 166,667 | 500,000 | 1,000,000 |
| 14 | 000001: GENERAL UNRESTRICTED | A8400: SUPPLIES AND SERVICES | 195,000 | 195,000 | 195,000 | 585,000 | 195,000 | 195,000 | 195,000 | 585,000 | 1,170,000 |
| 15 | 000001: GENERAL UNRESTRICTED | C8640: SOFTWARE MAINTENANCE AND LICENSES | 16,667 | 16,667 | 16,667 | 50,000 | 16,667 | 16,667 | 16,667 | 50,000 | 100,000 |
| 16 | 000001: GENERAL UNRESTRICTED | B8580: OTHER OPERATING EXPENSES | 16,667 | 16,667 | 16,667 | 50,000 | 16,667 | 16,667 | 16,667 | 50,000 | 100,000 |
| 17 | 000001: GENERAL UNRESTRICTED | A8580: OTHER OPERATING EXPENSES | 16,667 | 16,667 | 16,667 | 50,000 | 16,667 | 16,667 | 16,667 | 50,000 | 100,000 |
| 18 | 000001: GENERAL UNRESTRICTED | C8543: UTILITIES | 166,667 | 166,667 | 166,667 | 500,000 | 166,667 | 166,667 | 166,667 | 500,000 | 1,000,000 |
| 19 | 000001: GENERAL UNRESTRICTED | B8543: UTILITIES AND MAINTENANCE | 166,667 | 166,667 | 166,667 | 500,000 | 166,667 | 166,667 | 166,667 | 500,000 | 1,000,000 |
| 20 | [illegible] | [illegible]51: SPACE RENTAL | 333,333 | 333,333 | 333,333 | 1,000,000 | 333,333 | 333,333 | 333,333 | 1,000,000 | 2,000,000 |
| 21 | 000001: GENERAL UNRESTRICTED | B8[illegible]50: RENTAL | 333,333 | 333,333 | 333,333 | 1,000,000 | 333,333 | 333,333 | 333,333 | 1,000,000 | 2,000,000 |
| 22 | [illegible] | A8[illegible]00: OCCUPANCY AND UTILITIES | 500,000 | 500,000 | 500,000 | 1,500,000 | 500,000 | 500,000 | 500,000 | 1,500,000 | 3,000,000 |
| 23 | 000001: GENERAL UNRESTRICTED | RAEXP: ALL EXPENSES | 711,667 | 711,667 | 711,667 | 2,135,000 | 711,667 | 711,667 | 711,667 | 2,135,000 | 4,270,000 |
| 24 | 000001: GENERAL UNRESTRICTED | W2EXP: Expense | 711,667 | 711,667 | 711,667 | 2,135,000 | 711,667 | 711,667 | 711,667 | 2,135,000 | 4,270,000 |
| 25 | 000001: GENERAL UNRESTRICTED | Total Expenses | 711,667 | 711,667 | 711,667 | 2,135,000 | 711,667 | 711,667 | 711,667 | 2,135,000 | 4,270,000 |
| 26 | | | | | | | | | | | |

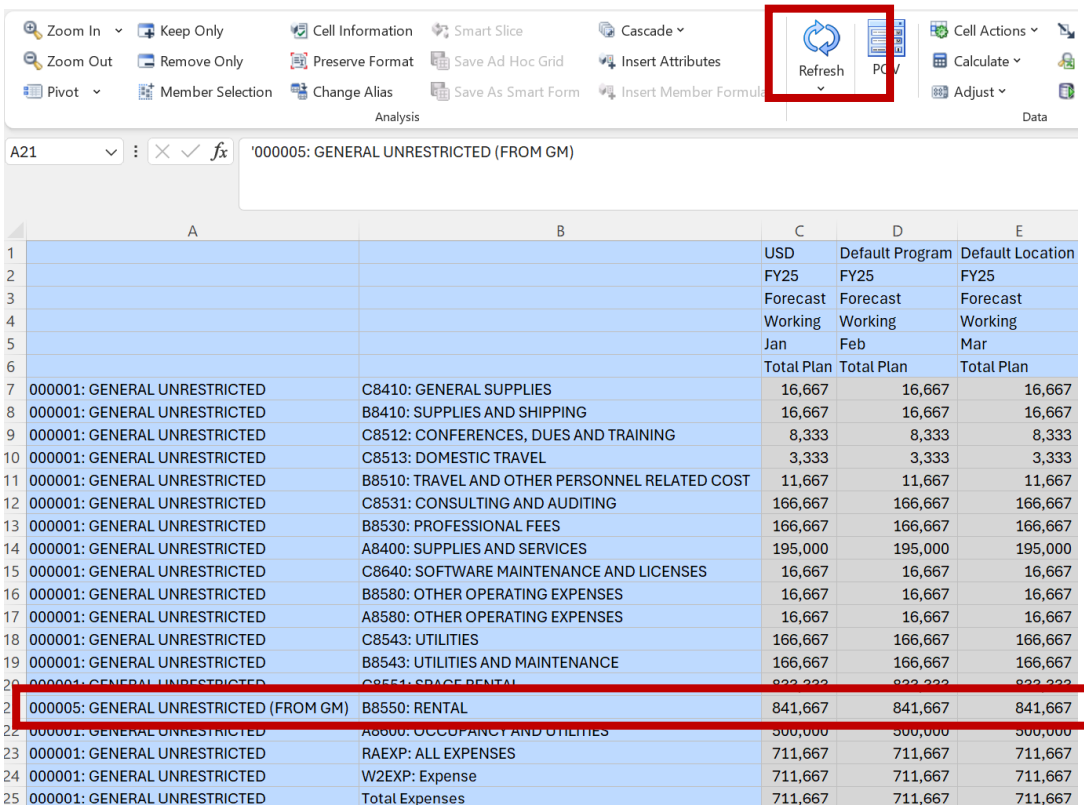
6. Use the member selection tool to change the Funding Source from *000001: General Unrestricted* to *000005: General Unrestricted (from GM)*. Upon selecting OK, the funding source in row 21 will update.






| | A | B | C | D |
|---|---|---|---|---|
| 1 | | | USD | Default Program |
| 2 | | | FY25 | FY25 |
| 3 | | | Forecast | Forecast |
| 4 | | | Working | Working |
| 5 | | | Jan | Feb |
| 6 | | | Total Plan | Total Plan |
| 7 | 000001: GENERAL UNRESTRICTED | C8410: GENERAL SUPPLIES | 16,667 | 16,667 |
| 8 | 000001: GENERAL UNRESTRICTED | B8410: SUPPLIES AND SHIPPING | 16,667 | 16,667 |
| 9 | 000001: GENERAL UNRESTRICTED | C8512: CONFERENCES, DUES AND TRAINING | 8,333 | 8,333 |
| 10 | 000001: GENERAL UNRESTRICTED | C8513: DOMESTIC TRAVEL | 3,333 | 3,333 |
| 11 | 000001: GENERAL UNRESTRICTED | B8510: TRAVEL AND OTHER PERSONNEL RELATED COST | 11,667 | 11,667 |
| 12 | 000001: GENERAL UNRESTRICTED | C8531: CONSULTING AND AUDITING | 166,667 | 166,667 |
| 13 | 000001: GENERAL UNRESTRICTED | B8530: PROFESSIONAL FEES | 166,667 | 166,667 |
| 14 | 000001: GENERAL UNRESTRICTED | A8400: SUPPLIES AND SERVICES | 195,000 | 195,000 |
| 15 | 000001: GENERAL UNRESTRICTED | C8640: SOFTWARE MAINTENANCE AND LICENSES | 16,667 | 16,667 |
| 16 | 000001: GENERAL UNRESTRICTED | B8580: OTHER OPERATING EXPENSES | 16,667 | 16,667 |
| 17 | 000001: GENERAL UNRESTRICTED | A8580: OTHER OPERATING EXPENSES | 16,667 | 16,667 |
| 18 | 000001: GENERAL UNRESTRICTED | C8543: UTILITIES | 166,667 | 166,667 |
| 19 | 000001: GENERAL UNRESTRICTED | B8543: UTILITIES AND MAINTENANCE | 166,667 | 166,667 |
| | | | | |
| | 000005: GENERAL UNRESTRICTED (FROM GM) | B85 0: RENTAL | 333,333 | 333,333 |
| | | A86 0: OCCUPANCY AND UTILITIES | 500,000 | 500,000 |
| 23 | 000001: GENERAL UNRESTRICTED | RAEXP: ALL EXPENSES | 711,667 | 711,667 |
| 24 | 000001: GENERAL UNRESTRICTED | W2EXP: Expense | 711,667 | 711,667 |
| 25 | 000001: GENERAL UNRESTRICTED | Total Expenses | 711,667 | 711,667 |

7. Select "*Refresh*" in the toolbar. The data in Row 21 will change to the value associated with Rental expenses in *Funding Source 000005*. The rest of the grid remains unchanged.




| | A | B | C | D | E |
|---|---|---|---|---|---|
| 1 | | | USD | Default Program | Default Location |
| 2 | | | FY25 | FY25 | FY25 |
| 3 | | | Forecast | Forecast | Forecast |
| 4 | | | Working | Working | Working |
| 5 | | | Jan | Feb | Mar |
| 6 | | | Total Plan | Total Plan | Total Plan |
| 7 | 000001: GENERAL UNRESTRICTED | C8410: GENERAL SUPPLIES | 16,667 | 16,667 | 16,667 |
| 8 | 000001: GENERAL UNRESTRICTED | B8410: SUPPLIES AND SHIPPING | 16,667 | 16,667 | 16,667 |
| 9 | 000001: GENERAL UNRESTRICTED | C8512: CONFERENCES, DUES AND TRAINING | 8,333 | 8,333 | 8,333 |
| 10 | 000001: GENERAL UNRESTRICTED | C8513: DOMESTIC TRAVEL | 3,333 | 3,333 | 3,333 |
| 11 | 000001: GENERAL UNRESTRICTED | B8510: TRAVEL AND OTHER PERSONNEL RELATED COST | 11,667 | 11,667 | 11,667 |
| 12 | 000001: GENERAL UNRESTRICTED | C8531: CONSULTING AND AUDITING | 166,667 | 166,667 | 166,667 |
| 13 | 000001: GENERAL UNRESTRICTED | B8530: PROFESSIONAL FEES | 166,667 | 166,667 | 166,667 |
| 14 | 000001: GENERAL UNRESTRICTED | A8400: SUPPLIES AND SERVICES | 195,000 | 195,000 | 195,000 |
| 15 | 000001: GENERAL UNRESTRICTED | C8640: SOFTWARE MAINTENANCE AND LICENSES | 16,667 | 16,667 | 16,667 |
| 16 | 000001: GENERAL UNRESTRICTED | B8580: OTHER OPERATING EXPENSES | 16,667 | 16,667 | 16,667 |
| 17 | 000001: GENERAL UNRESTRICTED | A8580: OTHER OPERATING EXPENSES | 16,667 | 16,667 | 16,667 |
| 18 | 000001: GENERAL UNRESTRICTED | C8543: UTILITIES | 166,667 | 166,667 | 166,667 |
| 19 | 000001: GENERAL UNRESTRICTED | B8543: UTILITIES AND MAINTENANCE | 166,667 | 166,667 | 166,667 |
| | | | | | |
| 21 | 000005: GENERAL UNRESTRICTED (FROM GM) | B8550: RENTAL | 841,667 | 841,667 | 841,667 |
| | | A8600: OCCUPANCY AND UTILITIES | 500,000 | 500,000 | 500,000 |
| 23 | 000001: GENERAL UNRESTRICTED | RAEXP: ALL EXPENSES | 711,667 | 711,667 | 711,667 |
| 24 | 000001: GENERAL UNRESTRICTED | W2EXP: Expense | 711,667 | 711,667 | 711,667 |
| 25 | 000001: GENERAL UNRESTRICTED | Total Expenses | 711,667 | 711,667 | 711,667 |

8. **This concludes Scenario 4 - In this scenario, we covered the following actions:**
   a. Open and connect a standard Smart View review form.
   b. Convert the standard form to Ad-hoc mode by using the Analyze feature.

c. Pivot a POV dimension to the grid rows.
d. Change a dimension member (funding source).
e. Refresh the grid note data updates based on current selections.



**You may also follow this link to view the video in a media player**

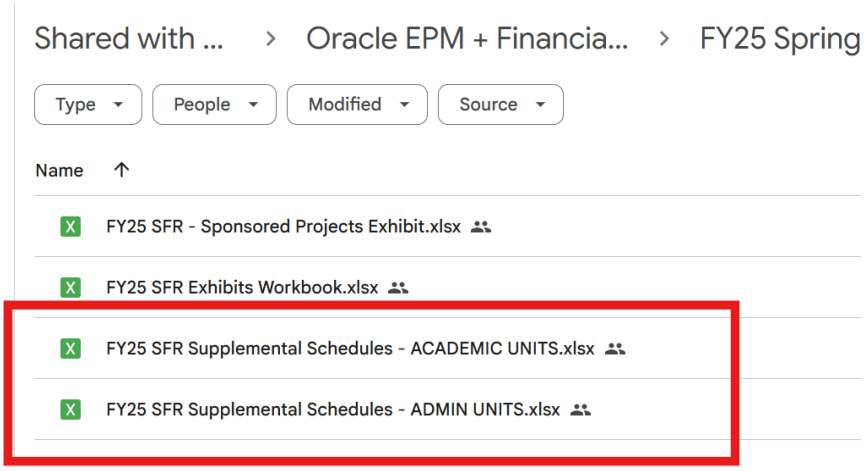
## **Scenario 5**: Using Ad-hoc templates for Data Review

Planners can utilize original, internally developed ad-hoc templates to conduct summary-level budget/forecast reviews. One such example is the Supplemental Schedules Smart View Template, which was developed by the Budget Office. In this scenario, we will access the Supplemental Schedules template to review the data we saved in previous scenarios.

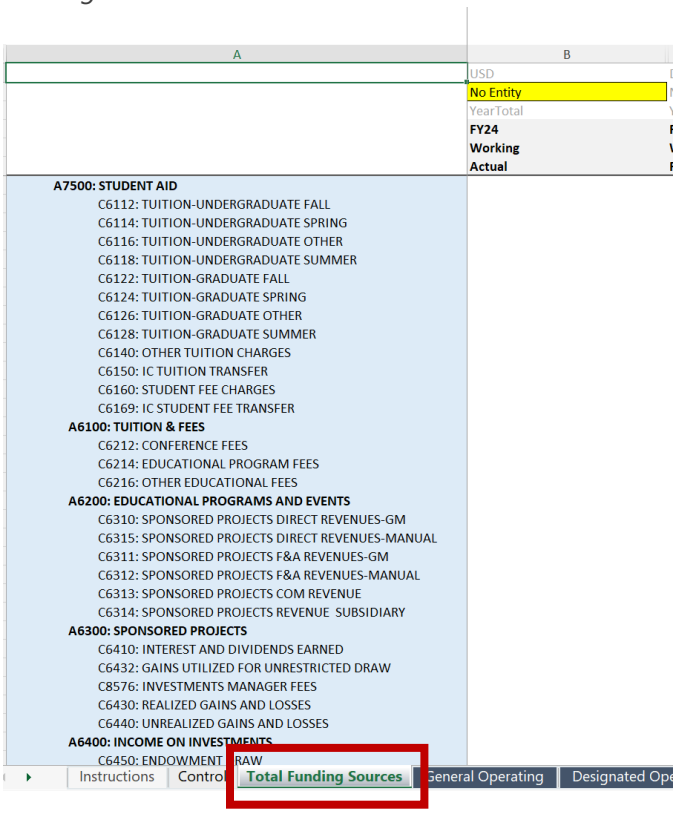
| Uses | Benefits | Limitations |
|---|---|---|
| • Review summary budget and forecast data at flexible intersections views. | • Can be developed centrally or within your units.<br>• Can be saved/refreshed.<br>• Capture flexible POV views as opposed to standard single POV forms.<br>• Can be designed to highlight any of the 13 Financials segments. | • One member selection per cell. No option to add multiple members or exclusions to a cell.<br>• Grid formatting limitations<br>• Cube-dependent (OEP_FS vs. CMU_REP) |

## Using Ad-hoc templates for Data Review | *Steps*

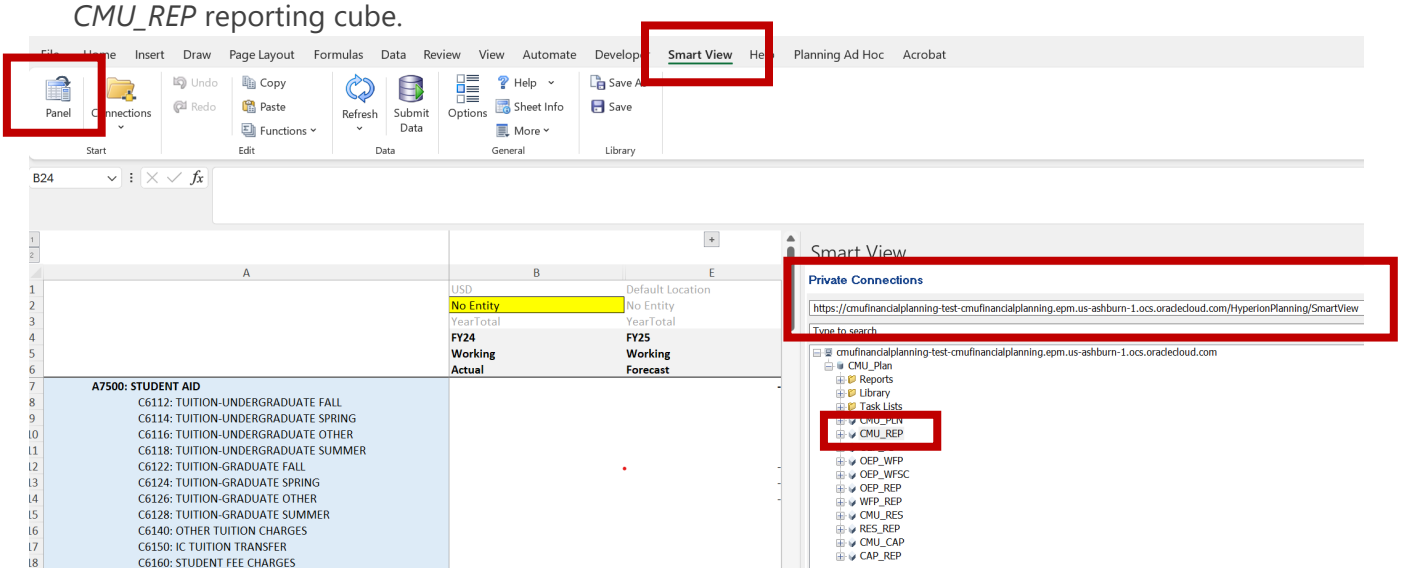
1. Navigate to the *Oracle EPM + Financial Review Resources* > *FY25 Spring Financial Review* > *Spring Financial Review Materials* Google Drive folder and download the appropriate *FY25 SFR Supplemental Schedules* file for your unit type.



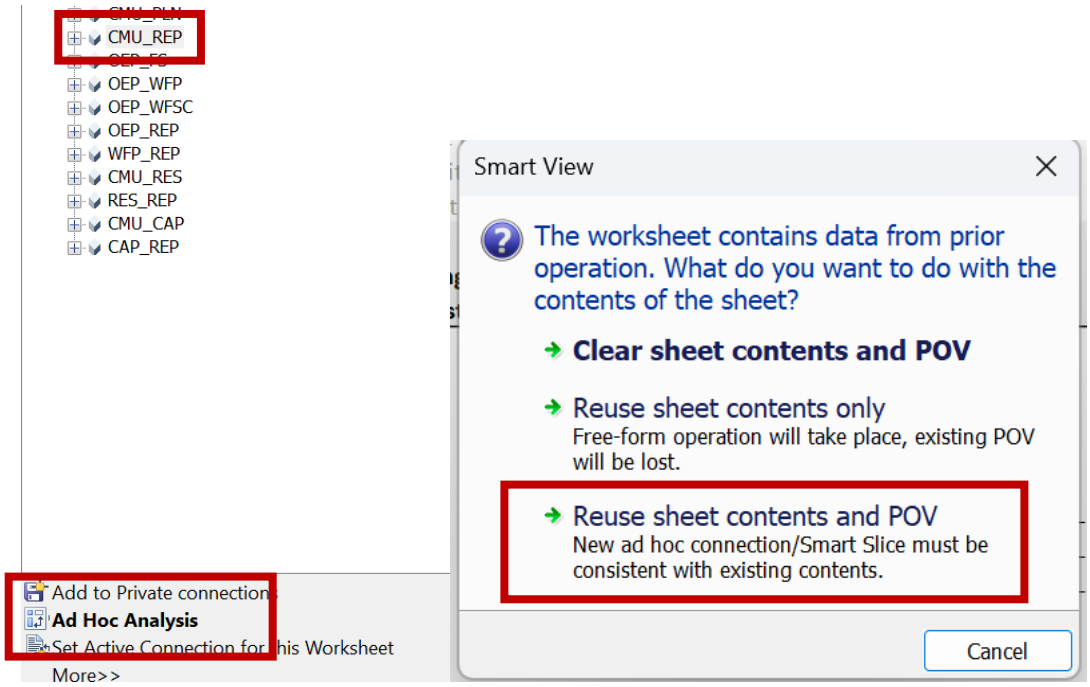
2. Navigate to the *Total Funding Sources* tab.




3. Navigate to the *Smart View* tab, open the Panel, and then connect to the Prod-test EPM environment *CMU_REP* reporting cube.



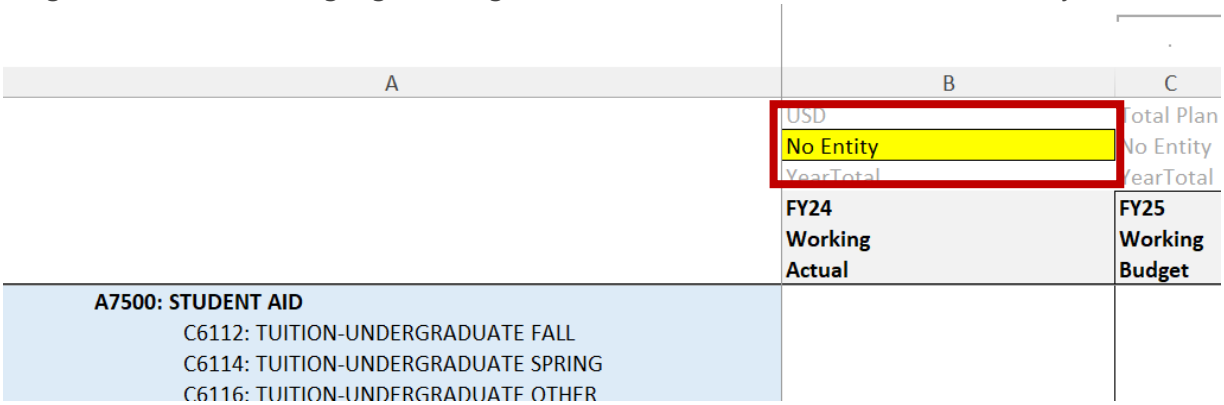

4. Once connected to the *CMU_REP* reporting cube, select *Ad Hoc Analysis* at the bottom of the panel. When prompted for sheet conditions select "*Reuse Sheet Contents and POV*". This selection will maintain the current sheet conditions, which is appropriate since this is a pre-built form.



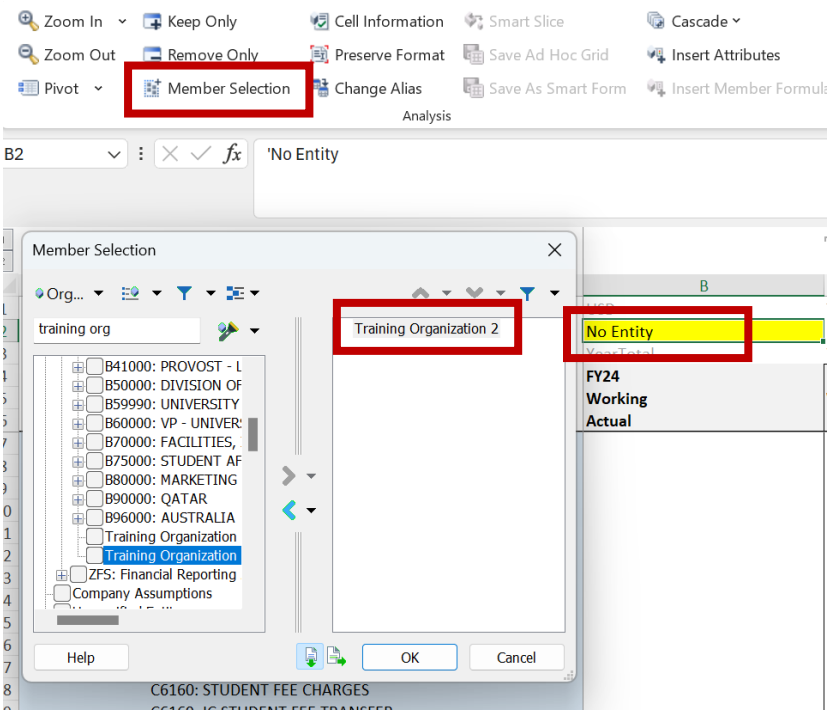

5. Take note of the form layout and the dimensions that are in the POV, Columns and Rows. In this pre-built form, the layout is established as follows:
    a. **POV** – Currency, Plan Element, Program, Location, Funding Source, Activity, Function (some are hidden).
    b. **Columns** – Organization, Period, Year, Version, Scenario
    c. **Rows** – Account

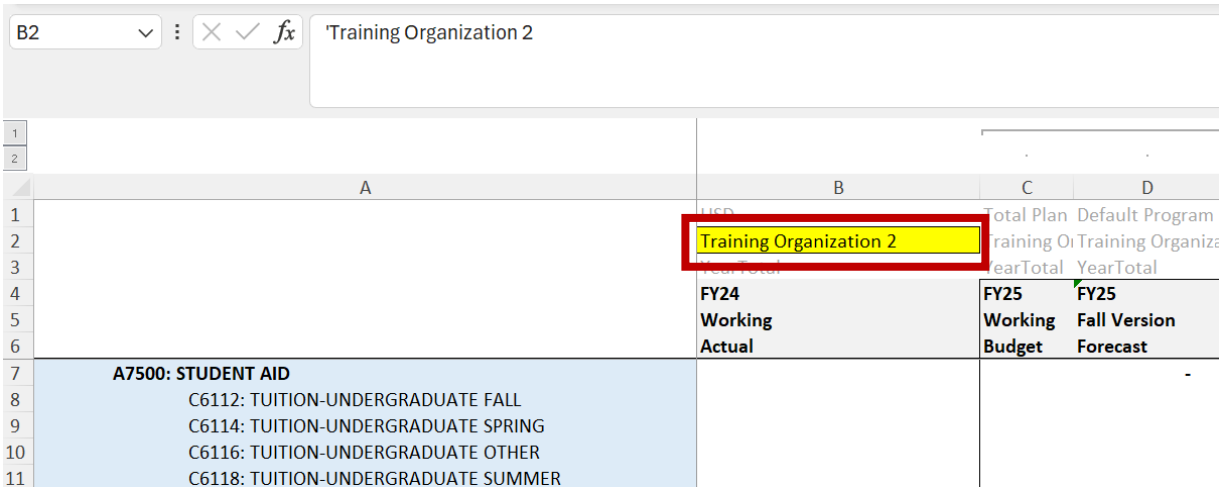
    Also, take note that the file is set up with separate tabs for different funding source rollups, all rolling up to the *Total Funding Sources* tab.

6. Navigate and select the highlighted Organization dimension in Cell B2. It is currently set to *No Entity*.



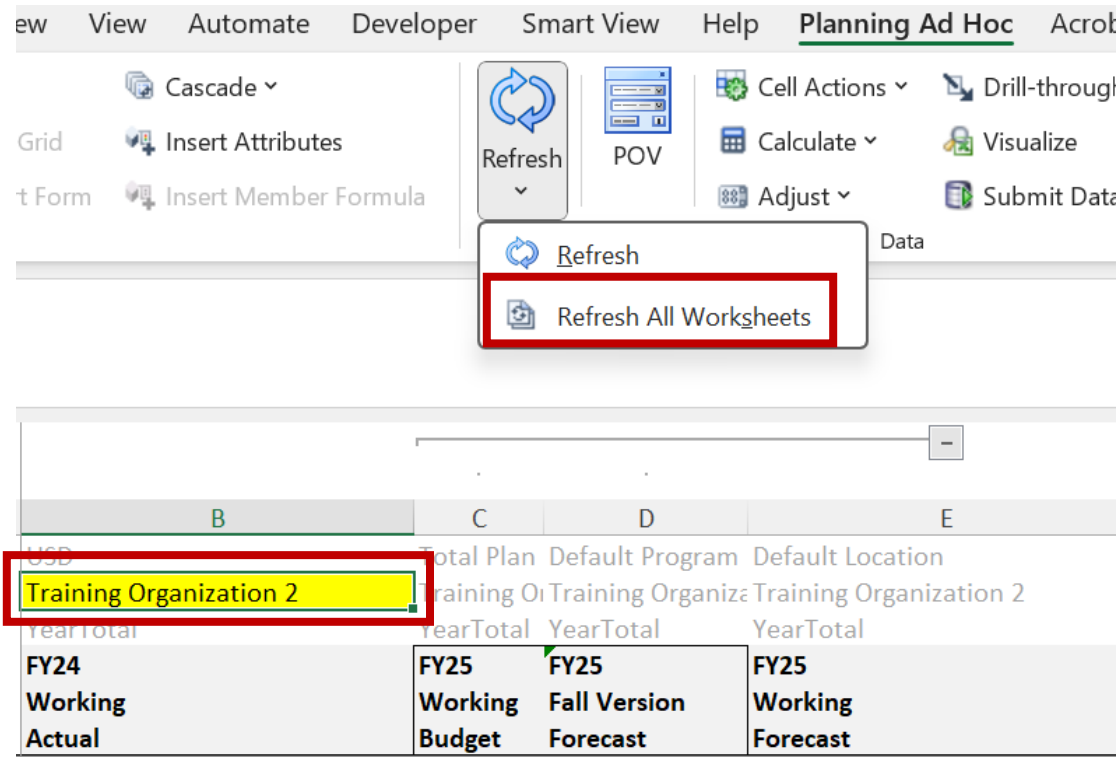

7. Navigate and use the *Member Selection* tool to change the Organization selection to match the organization that we have been using in prior scenarios. In this example, I am using *Training Organization 2*.



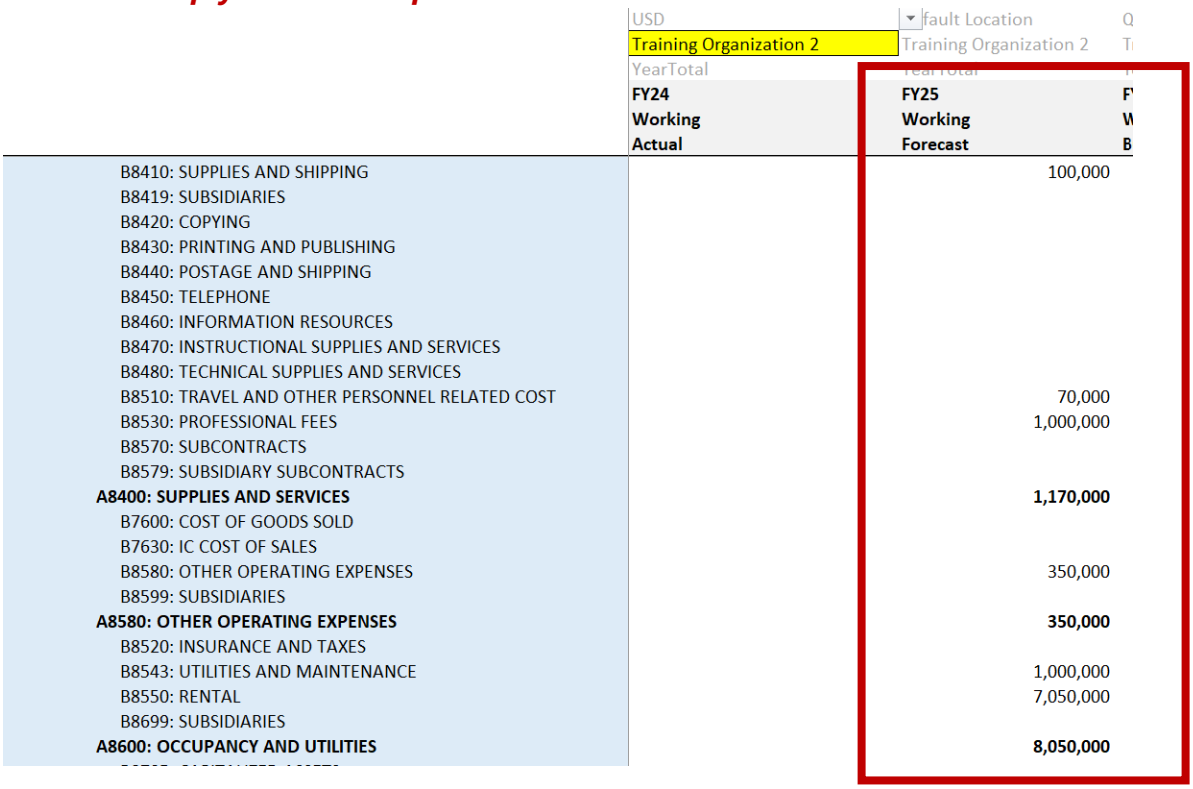




8. Each funding source rollup tab is set up with a cell reference back to Cell B2 on the *Total Funding Sources* tab. Therefore, all tabs should now be updated with the correct Organization.

9. On the *Total Funding Sources* tab, navigate and select the small arrow under the *Refresh* button. Select "*Refresh All worksheets*". This will refresh the entire workbook to pull data for *Training Organization 2*.




10. Review the data on each tab. The refreshed data should reflect the data entries we have saved in previous scenarios. ***Note, there is no FY24 actuals data in Training Organization 2, so column B is expected to be empty in this example***.




11. When you are working budget and forecast during the financial review cycle, these sheets can be "saved as" and opened/refreshed as many times as needed while planners are working.

12. **This concludes Scenario 5 - In this scenario, we covered the following actions:**
    a. Locate, download, and connect to an existing Ad-hoc template.
    b. Change editable fields on a template using the Member Selection tool.
    c. Refresh multiple template worksheets at once.
    d. Review data entered in previous actions.
    e. Introducing Ad-hoc templates so that planners may start thinking of their own ideas for new templates.



**You may also follow this link to view the video in a media player**

## **Scenario 6**: Starting an Original Ad-hoc Template

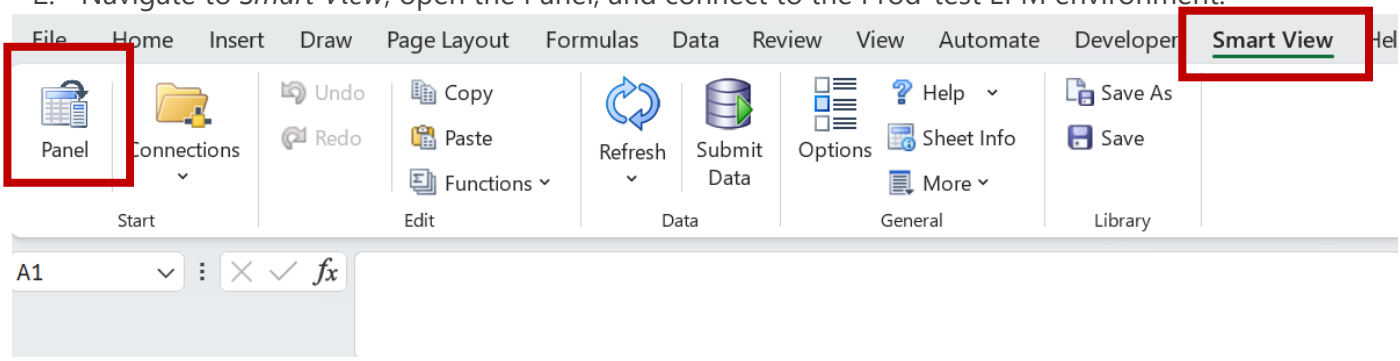
In addition to using shared ad-hoc templates like the Supplemental Schedules workbook, planners can also develop their own original, ad-hoc review templates and save them for future use. In this scenario, we will start a basic Ad-hoc grid from scratch.

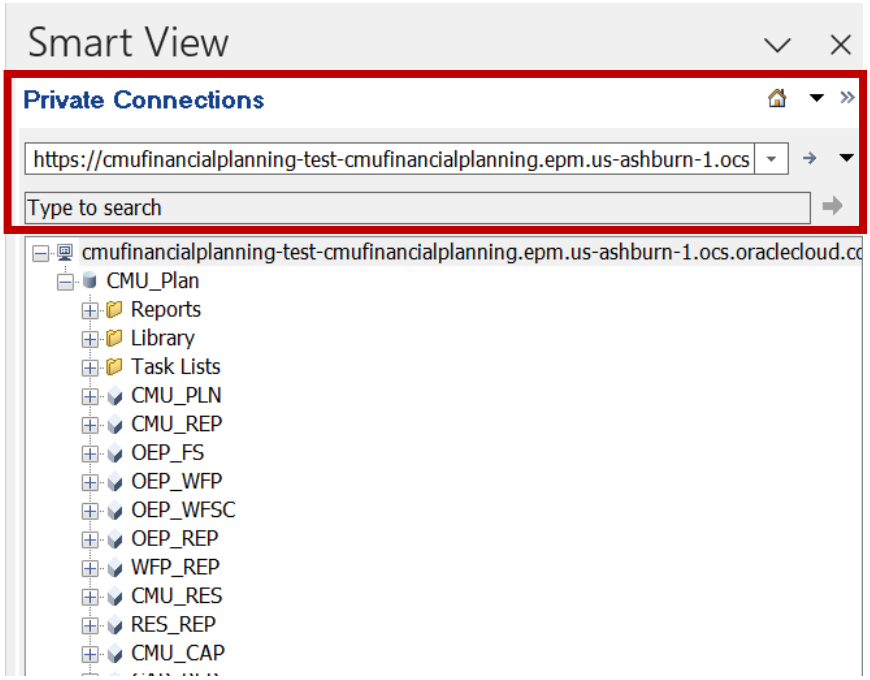
| Uses | Benefits | Limitations |
|---|---|---|
| • Develop custom Ad-hoc review forms.<br>• Share saved templates with colleagues.<br>• Track live data during planning cycles using the Refresh feature.<br>• Numerous Ad-hoc reporting functions. | • Customizable POV/Rows/Columns<br>• Can be saved/refreshed.<br>• Capture flexible POV views as opposed to standard single POV forms.<br>• Can be designed to highlight any of the 13 Financials segments. | • One member selection per cell. No option to add multiple members or exclusions to a cell.<br>• Grid formatting limitations<br>• Cube-dependent (OEP_FS vs. CMU_REP) |

## Starting an Original Ad-hoc Template | *Steps*

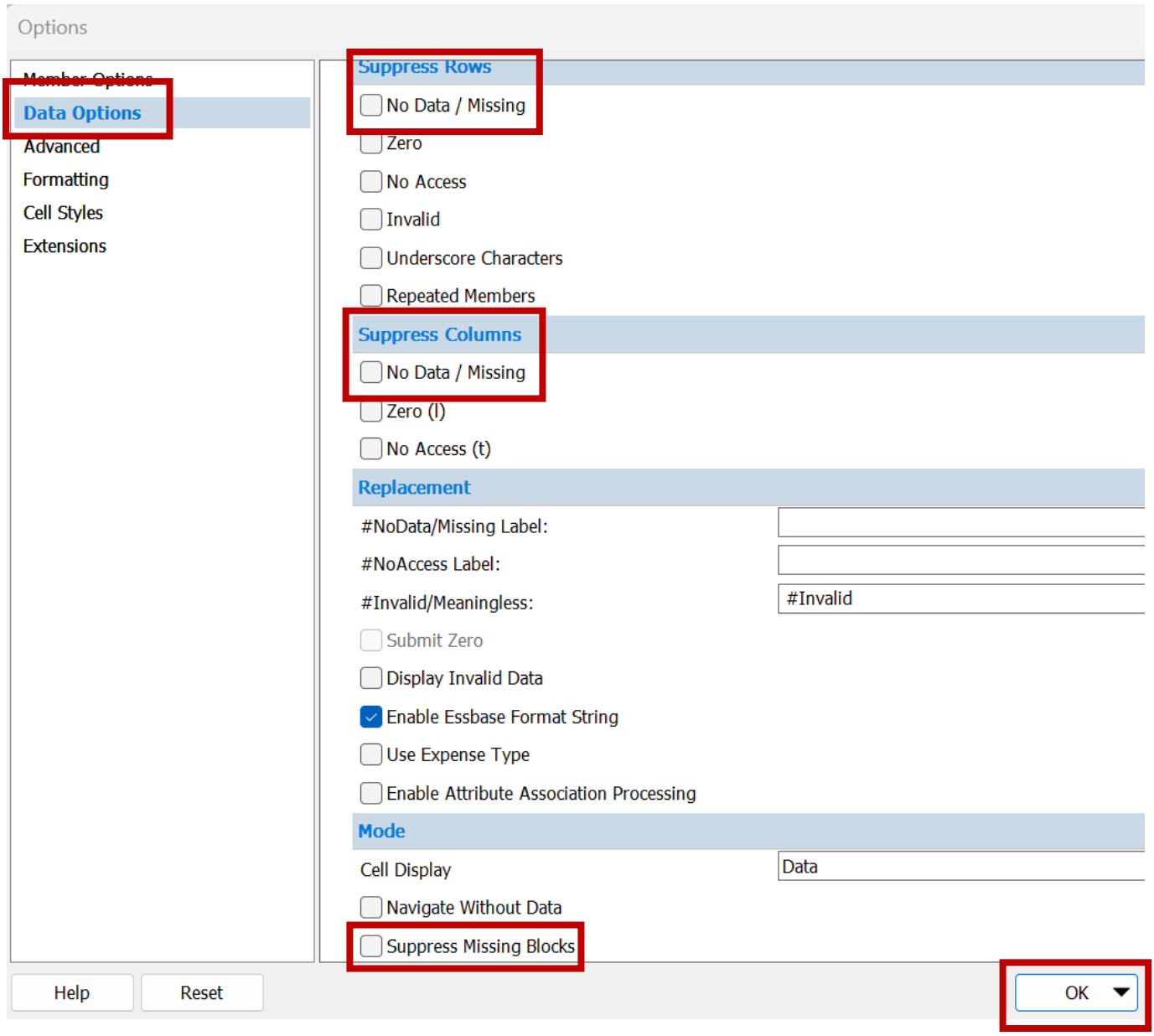
1. Open a new, blank Excel workbook.

2. Navigate to *Smart View*, open the Panel, and connect to the Prod-test EPM environment.

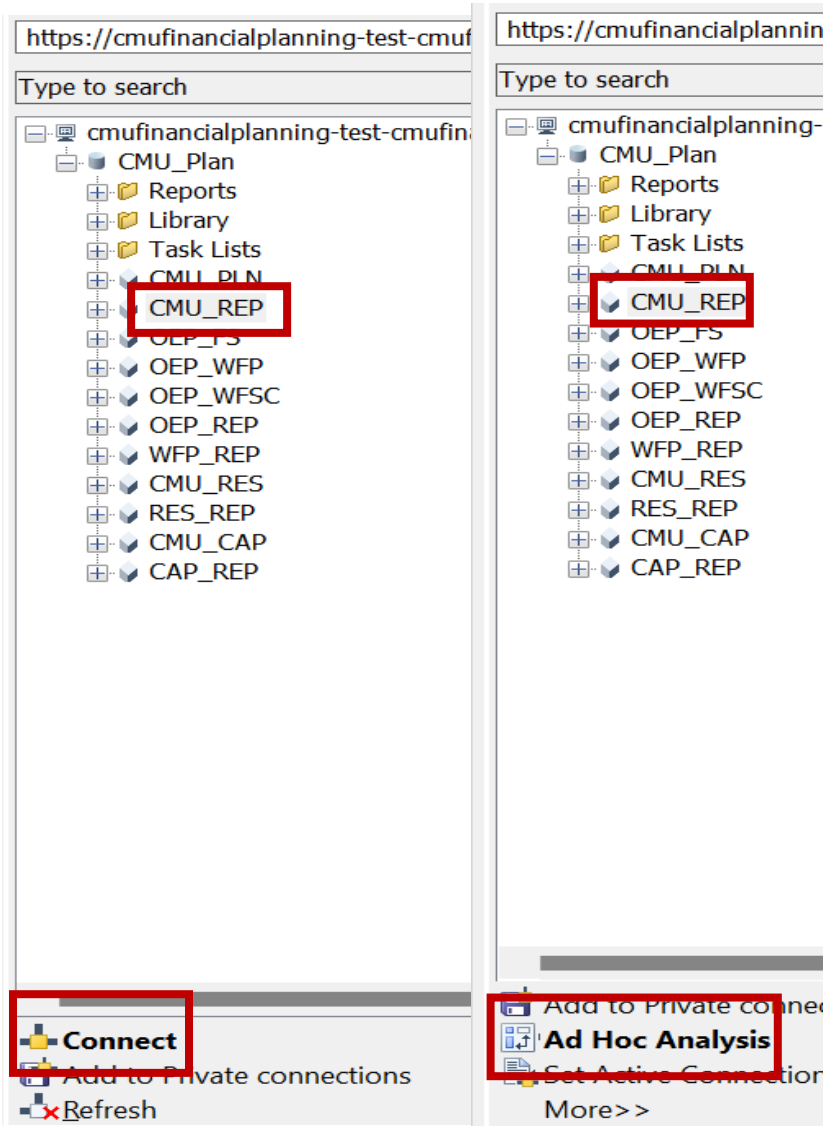





3. Navigate to *Smart View* > *Options* and ensure that empty row/column suppression options are turned off. Otherwise, you will receive a "No Data" error when starting a brand-new Ad-hoc grid.




4. In the Smart View Panel, select and connect to the *CMU_REP* reporting cube and then select *Planning Ad-hoc* at the bottom of the Panel view.



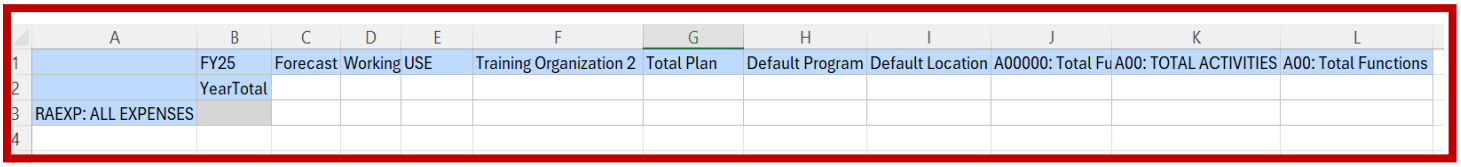

5. A brand-new Ad-hoc grid will open with thirteen dimensions set to the highest member levels to start:
   a. **POV** – Years, Scenario, Version, Currency, Organization, Plan Element, Program, Location, Funding_Source, Activity, Function
   b. **Columns** – Period
   c. **Rows** – Account

| | | Years | Scenario | Version | Currency | Organization | Plan Element | Program | Location | Funding_Source | Activity | Function |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | | | |
| 2 | | Period | | | | | | | | | | |
| 3 | Account | | | | | | | | | | | |

6. Use the member selection tool or directly type a desired member value for each of the dimensions. Note, if typing the member label directly in the cell, it must match the member selection alias exactly. In this example, the sample sections for each dimension are listed below. ***You may reference the***

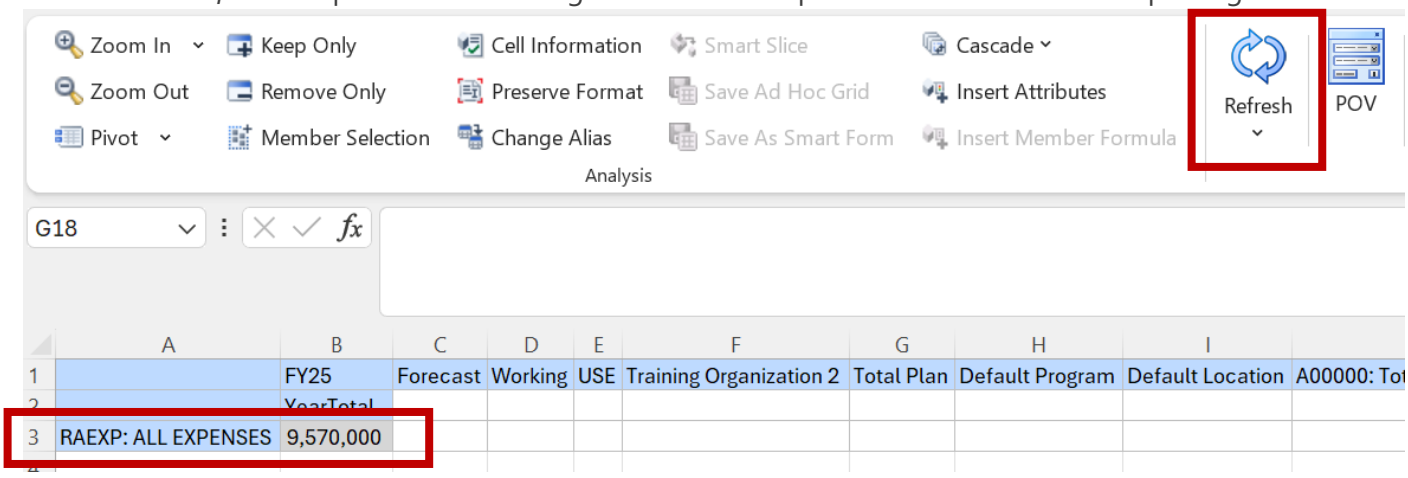
***Dimension and Members Guide in the Prerequisite materials if a refresher on each dimension is needed.***

a. **Years** – FY25
b. **Scenario** – Forecast
c. **Version** – Working
d. **Currency** – USD
e. **Organization** – Training Organization 2
f. **Plan Element** – Total Plan
g. **Program** – Default Program
h. **Location** – Default Location
i. **Funding Source** – A00000: Total Funding Sources
j. **Activity** – A00: Total Activities
k. **Function** – A00: Total Functions
l. **Period** – YearTotal (*No Space*)
m. **Account** – RAEXP: All Expenses



| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | FY25 | Forecast | Working | USE | Training Organization 2 | Total Plan | Default Program | Default Location | A00000: Total Fu | A00: TOTAL ACTIVITIES | A00: Total Functions |
| 2 | | YearTotal | | | | | | | | | | |
| 3 | RAEXP: ALL EXPENSES | | | | | | | | | | | |
| 4 | | | | | | | | | | | | |

7. Select "*Refresh*" to pull the data sitting at this exact 13-point intersection in the Reporting cube.




| | A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|---|
| 1 | | FY25 | Forecast | Working | USE | Training Organization 2 | Total Plan | Default Program | Default Location | A00000: Tot |
| 2 | | YearTotal | | | | | | | | |
| 3 | RAEXP: ALL EXPENSES | 9,570,000 | | | | | | | | |

8. **This concludes Scenario 6 - In this scenario, we covered the following actions:**
   a. Connect to EPM and start a brand-new Ad-hoc grid.
   b. Confirm empty rows/columns suppression settings.
   c. Make basic member selections to populate each dimension cell.
   d. Refresh to pull data from the Reporting cube.



**You may also follow this link to view the video in a media player**

## **Scenario 7**: Further Customize the Ad-hoc Grid

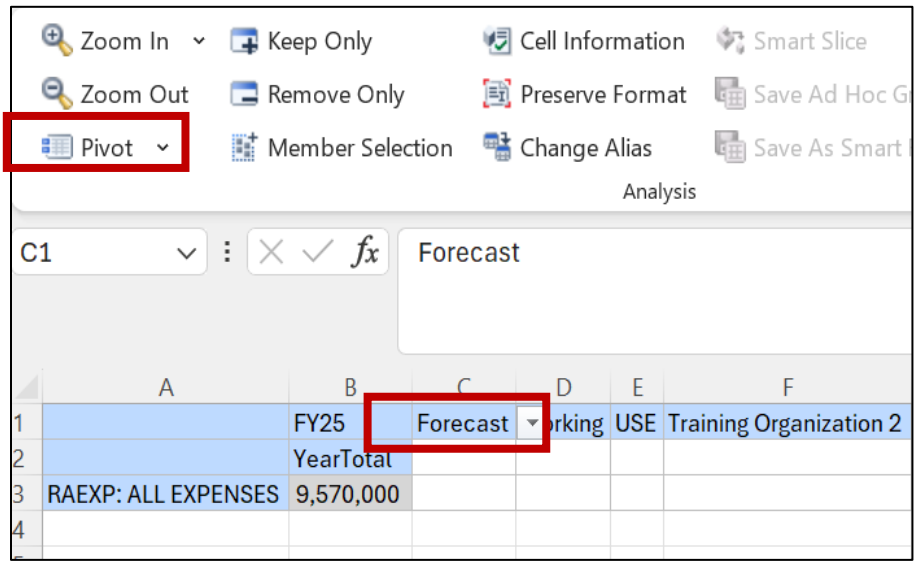
Planners can use the Smart View ad-hoc tool bar features to further customize and configure the review grid developed in Scenario 6. In this scenario, we will use ad-hoc toolbar features to build upon the template developed in Scenario 6 to customize the form for enhanced detail.

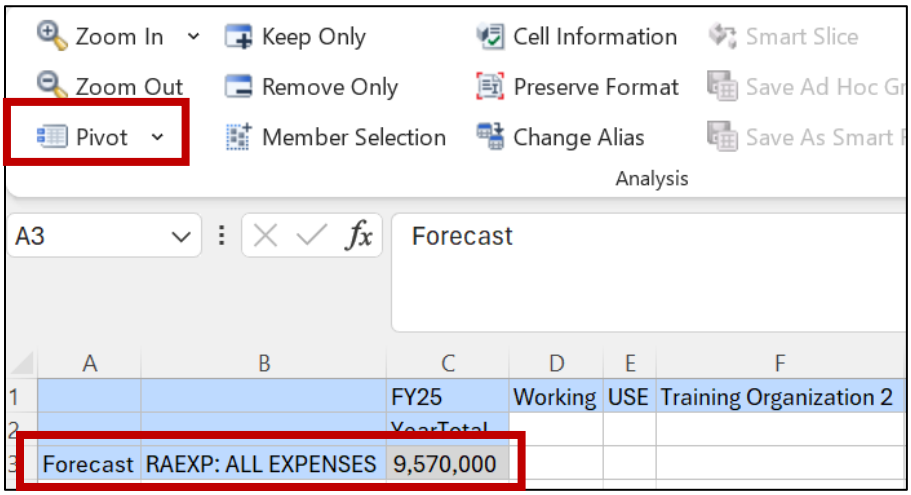
| Uses | Benefits | Limitations |
|---|---|---|
| • Develop custom Ad-hoc review forms.<br>• Share saved templates with colleagues.<br>• Track live data during planning cycles using the Refresh feature.<br>• Numerous Ad-hoc reporting functions. | • Customizable POV/Rows/Columns<br>• Can be saved/refreshed.<br>• Capture flexible POV views as opposed to standard single POV forms.<br>• Can be designed to highlight any of the 13 Financials segments. | • One member selection per cell. No option to add multiple members or exclusions to a cell.<br>• Grid formatting limitations<br>• Cube-dependent (OEP_FS vs. CMU_REP) |

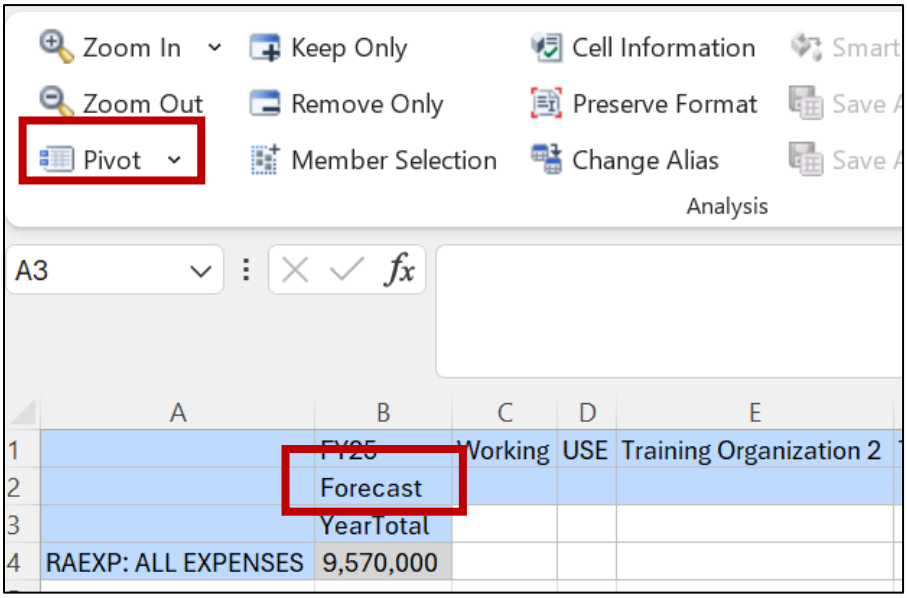
## Further Customize the Ad-hoc Grid | *Steps*

1. **This scenario can be started in one of three ways, depending on whether you have the Ad-hoc grid from Scenario 6 open.**
    a. Keep the expense review grid from Scenario 6 open.
    b. If you saved the forms from Scenario 6, open one of the files and connect it to the EPM Prod-test environment.
    c. Start a new Ad-hoc grid using the steps listed in Scenario 6.

2. Use the Pivot tool:
    a. Select the *Scenario* member (cell C1 in this example)
    b. Navigate and select the *Pivot* option. This will move the *Forecast* member to the Rows.
    c. Select *Pivot* a second time to move the *Forecast* member to the Columns.


Zoom In
Keep Only
Cell Information
Smart Slice
Zoom Out
Remove Only
Preserve Format
Save Ad Hoc G
Pivot
Member Selection
Change Alias
Save As Smart
Analysis
C1
Forecast
A
B
C
D
E
F
1
FY25
Forecast
rking
USE
Training Organization 2
2
YearTotal
3
RAEXP: ALL EXPENSES
9,570,000
4


Zoom In
Keep Only
Cell Information
Smart Slice
Zoom Out
Remove Only
Preserve Format
Save Ad Hoc Gr
Pivot
Member Selection
Change Alias
Save As Smart
Analysis
A3
Forecast
A
B
C
D
E
F
1
FY25
Working
USE
Training Organization 2
2
YearTotal
3
Forecast
RAEXP: ALL EXPENSES
9,570,000


Zoom In
Keep Only
Cell Information
Smart
Zoom Out
Remove Only
Preserve Format
Save A
Pivot
Member Selection
Change Alias
Save A
Analysis
A3
A
B
C
D
E
1
FY25
Working
USE
Training Organization 2
2
Forecast
3
YearTotal
4
RAEXP: ALL EXPENSES
9,570,000

d. Repeat the Step 2 actions to move *Years (FY25)*, *Version (Working)* and *Plan Element (Total Plan)* to the columns.
e. The grid rows/columns should now look like the image below, but potentially with different members based on your selections:

| | Training Organization 2 | Default Program | Default Location | A00000: Total Funding Sources | A00: TOTAL ACTIVITIES | A00: Total Functions | Currency |
|---|---|---|---|---|---|---|---|
| | FY25 | | | | | | |
| | Total Plan | | | | | | |
| | Working | | | | | | |
| | Forecast | | | | | | |
| | YearTotal | | | | | | |
| RAEXP: ALL EXPENSES | 9,570,000 | | | | | | |

3. Use Copy and Paste Capability
   a. Copy the members in Cells B2-B6 and paste them in Column C.

| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 1 | | Training Organization 2 | Default Program | Default Location | A00000: Total Funding Sources | A00: TOTAL ACTIVITIES | A00: Total Functions | Currency |
| 2 | | FY25 | FY25 | | | | | |
| 3 | | Total Plan | Total Plan | | | | | |
| 4 | | Working | Working | | | | | |
| 5 | | Forecast | Forecast | | | | | |
| 6 | | YearTotal | YearTotal | | | | | |
| 7 | RAEXP: ALL EXPENSES | 9,570,000 | | | | | | |

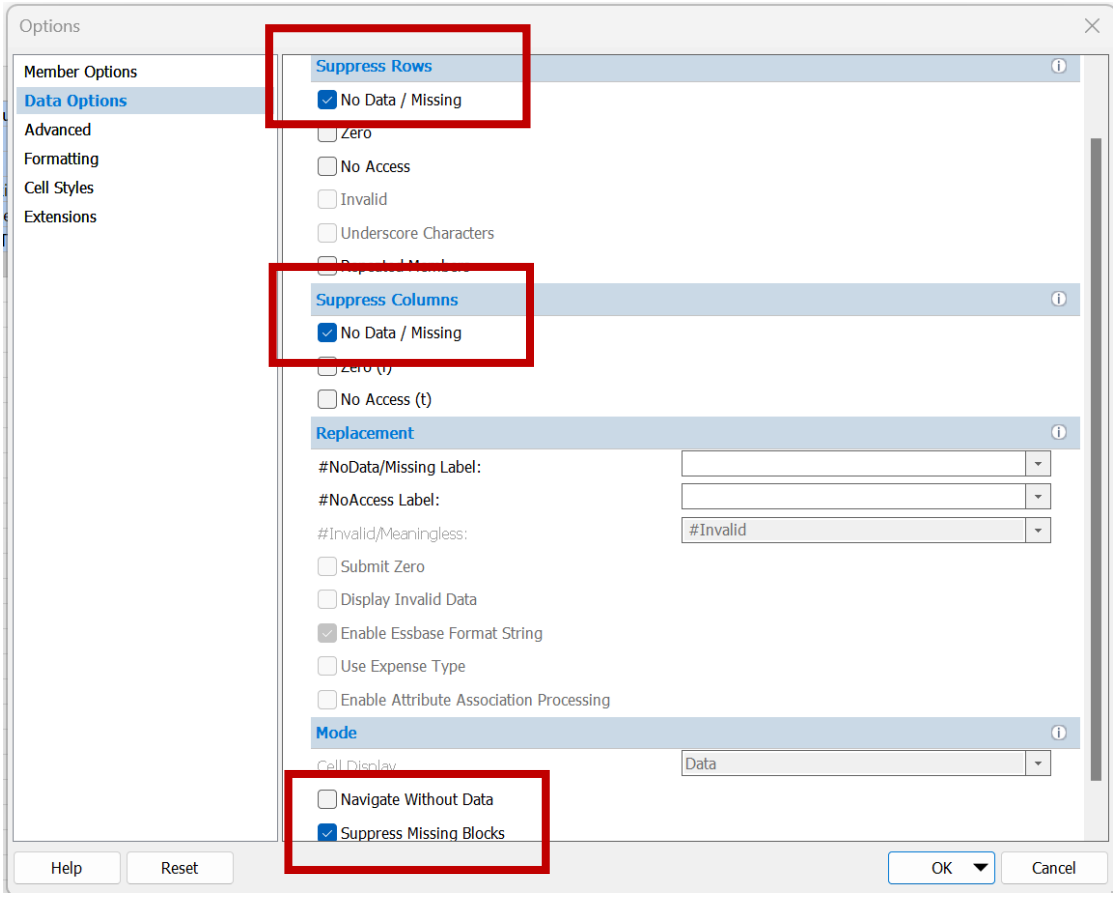
   b. Change the member selections in *Years* to "*FY26*" and *Scenario* to "*Budget*" and select "*Refresh*". The grid will now show FY25 Forecast and FY26 Budget data at the 13-point intersection that we have built with the grid.

| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 1 | | Training Organization 2 | Default Program | Default Location | A00000: Total Funding Sources | A00: TOTAL ACTIVITIES | A00: Total Functions | Currency |
| 2 | | FY25 | FY26 | | | | | |
| 3 | | Total Plan | Total Plan | | | | | |
| 4 | | Working | Working | | | | | |
| 5 | | Forecast | Budget | | | | | |
| 6 | | YearTotal | YearTotal | | | | | |
| 7 | RAEXP: ALL EXPENSES | 9,570,000 | 585,000 | | | | | |

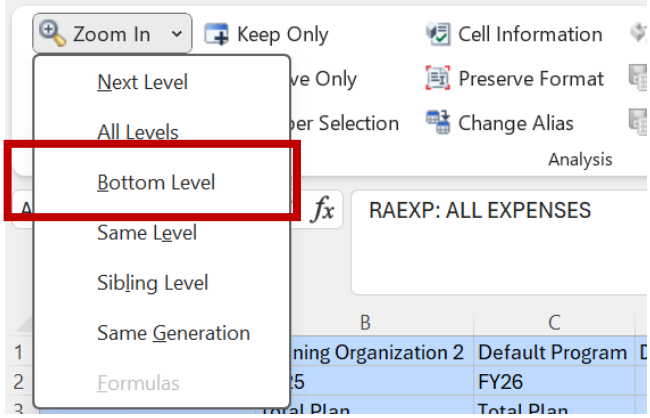
4. Use the *Zoom In* Tool:
   a. Select the Account dimension in Cell A7.

| | A | B | C | D |
|---|---|---|---|---|
| 1 | | Training Organization 2 | Default Program | Default Location |
| 2 | | FY25 | FY26 | |
| 3 | | Total Plan | Total Plan | |
| 4 | | Working | Working | |
| 5 | | Forecast | Budget | |
| 6 | | YearTotal | YearTotal | |
| 7 | RAEXP: ALL EXPENSES | 9,570,000 | 585,000 | |

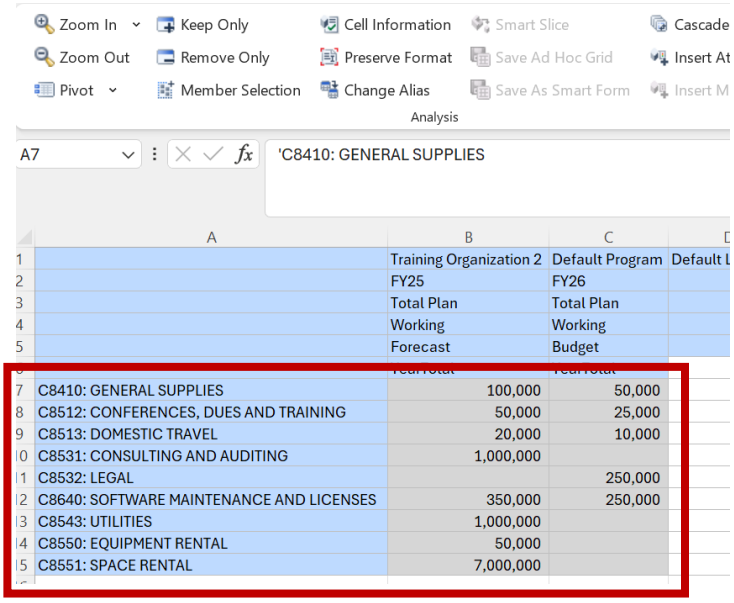
   b. Navigate to *Smart View* > *Options* and ensure that empty row/column suppression options are turned on. This will ensure that the form only returns object codes where data currently sits, rather than every C-level object code in the chart of accounts.




c. Navigate and select the small arrow next to the *Zoom In* tool.




d. Select "*Bottom Level*". The *RAEXP: All Expenses* member will zoom to the C-level object codes where data is currently sitting at these 13-point intersections.

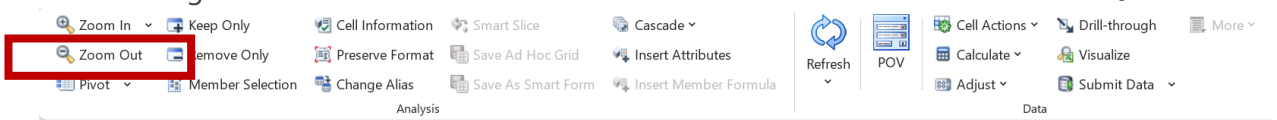



| | A | B | C |
|---|---|---|---|
| 1 | | Training Organization 2 | Default Program |
| 2 | | FY25 | FY26 |
| 3 | | Total Plan | Total Plan |
| 4 | | Working | Working |
| 5 | | Forecast | Budget |
| 7 | C8410: GENERAL SUPPLIES | 100,000 | 50,000 |
| 8 | C8512: CONFERENCES, DUES AND TRAINING | 50,000 | 25,000 |
| 9 | C8513: DOMESTIC TRAVEL | 20,000 | 10,000 |
| 10 | C8531: CONSULTING AND AUDITING | 1,000,000 | |
| 11 | C8532: LEGAL | | 250,000 |
| 12 | C8640: SOFTWARE MAINTENANCE AND LICENSES | 350,000 | 250,000 |
| 13 | C8543: UTILITIES | 1,000,000 | |
| 14 | C8550: EQUIPMENT RENTAL | 50,000 | |
| 15 | C8551: SPACE RENTAL | 7,000,000 | |

e. Planners can also initiate a *Zoom In* task by double-clicking on a member. A double click will Zoom In the member to the next level in the hierarchy. Double click on the "*YearTotal*" member in Cell B6 and notice how the period zooms to the Quarter level. Double click again to zoom to the month level.

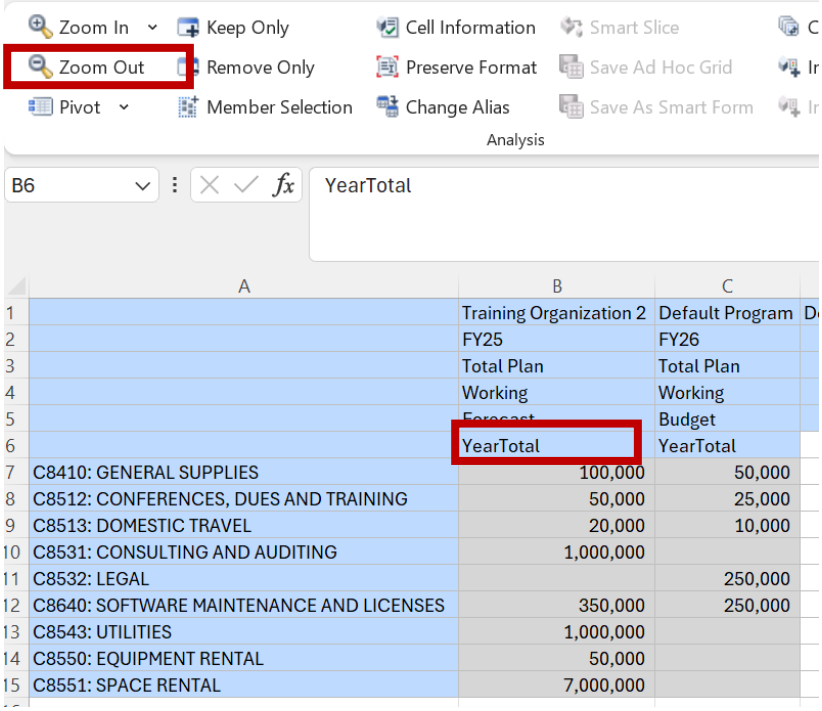
| | Training Organization 2 | Default Program | Default Location | A00000: Total Funding Sources | A00: TOTAL ACTIVITIES | A00: Total Functions | Currency |
|---|---|---|---|---|---|---|---|
| | FY25 | FY25 | FY25 | FY25 | FY25 | FY25 | FY26 |
| | Total Plan | Total Plan | Total Plan | Total Plan | Total Plan | Total Plan | Total Plan |
| | Working | Working | Working | Working | Working | Working | Working |
| | Jan | Feb | Mar | Apr | May | Jun | YearTotal |
| C8410: GENERAL SUPPLIES | 16,667 | 16,667 | 16,667 | 16,667 | 16,667 | 16,667 | 50,000 |
| C8512: CONFERENCES, DUES AND TRAINING | 8,333 | 8,333 | 8,333 | 8,333 | 8,333 | 8,333 | 25,000 |
| C8513: DOMESTIC TRAVEL | 3,333 | 3,333 | 3,333 | 3,333 | 3,333 | 3,333 | 10,000 |
| C8531: CONSULTING AND AUDITING | 166,667 | 166,667 | 166,667 | 166,667 | 166,667 | 166,667 | |
| C8532: LEGAL | | | | | | | 250,000 |
| C8640: SOFTWARE MAINTENANCE AND LICENSES | 58,333 | 58,333 | 58,333 | 58,333 | 58,333 | 58,333 | 250,000 |
| C8543: UTILITIES | 166,667 | 166,667 | 166,667 | 166,667 | 166,667 | 166,667 | |
| C8550: EQUIPMENT RENTAL | 8,333 | 8,333 | 8,333 | 8,333 | 8,333 | 8,333 | |
| C8551: SPACE RENTAL | 1,166,667 | 1,166,667 | 1,166,667 | 1,166,667 | 1,166,667 | 1,166,667 | |

5. Use the *Zoom Out* tool.
   a. Select the "*Jan*" member in Cell B6.
   b. Navigate and Select *Zoom Out*. The member will zoom out one level to the Quarters level.



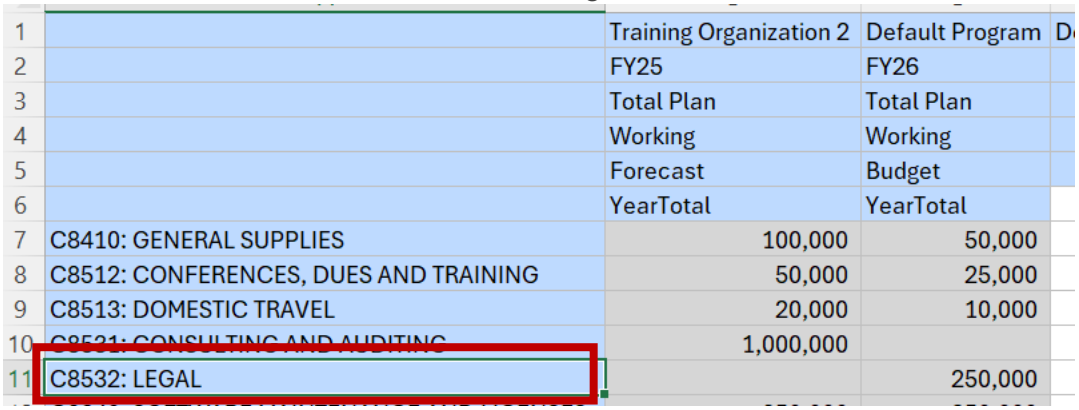

| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 1 | | Training Organization 2 | Default Program | Default Location | A00000: Total Funding Sources | A00: TOTAL ACTIVITIES | A00: Total Functions | Currency |
| 2 | | FY25 | FY25 | FY25 | FY25 | FY26 | | |
| 3 | | Total Plan | Total Plan | Total Plan | Total Plan | Total Plan | | |
| 4 | | Working | Working | Working | Working | Working | | |
| 5 | | Forecast | Forecast | Forecast | Forecast | Budget | | |
| 6 | | Q3 | Apr | May | Jun | YearTotal | | |
| 7 | C8410: GENERAL SUPPLIES | | 16,667 | 16,667 | 16,667 | 50,000 | | |
| 8 | C8512: CONFERENCES, DUES AND TRAINING | 25,000 | 8,333 | 8,333 | 8,333 | 25,000 | | |
| 9 | C8513: DOMESTIC TRAVEL | 10,000 | 3,333 | 3,333 | 3,333 | 10,000 | | |
| 10 | C8531: CONSULTING AND AUDITING | 500,000 | 166,667 | 166,667 | 166,667 | | | |
| 11 | C8532: LEGAL | | | | | 250,000 | | |
| 12 | C8640: SOFTWARE MAINTENANCE AND LICENSES | 175,000 | 58,333 | 58,333 | 58,333 | 250,000 | | |
| 13 | C8543: UTILITIES | 500,000 | 166,667 | 166,667 | 166,667 | | | |
| 14 | C8550: EQUIPMENT RENTAL | 25,000 | 8,333 | 8,333 | 8,333 | | | |
| 15 | C8551: SPACE RENTAL | 3,500,000 | 1,166,667 | 1,166,667 | 1,166,667 | | | |

c. Select *Zoom Out* a second time to raise the selection to the YearTotal level.



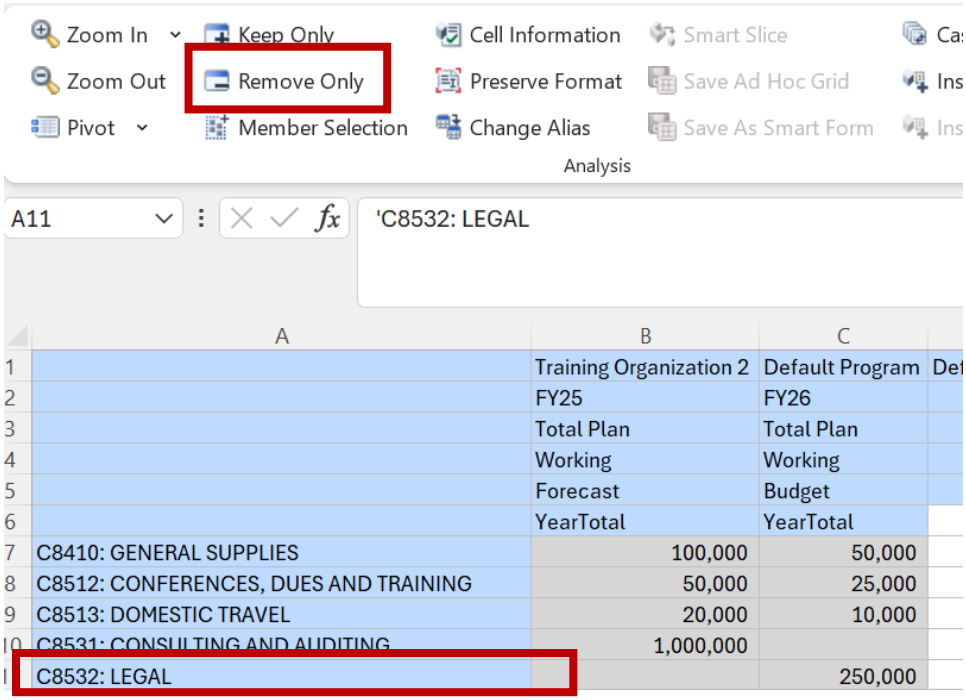

| | A | B | C |
|---|---|---|---|
| 1 | | Training Organization 2 | Default Program |
| 2 | | FY25 | FY26 |
| 3 | | Total Plan | Total Plan |
| 4 | | Working | Working |
| 5 | | Forecast | Budget |
| 6 | | YearTotal | YearTotal |
| 7 | C8410: GENERAL SUPPLIES | 100,000 | 50,000 |
| 8 | C8512: CONFERENCES, DUES AND TRAINING | 50,000 | 25,000 |
| 9 | C8513: DOMESTIC TRAVEL | 20,000 | 10,000 |
| 10 | C8531: CONSULTING AND AUDITING | 1,000,000 | |
| 11 | C8532: LEGAL | | 250,000 |
| 12 | C8640: SOFTWARE MAINTENANCE AND LICENSES | 350,000 | 250,000 |
| 13 | C8543: UTILITIES | 1,000,000 | |
| 14 | C8550: EQUIPMENT RENTAL | 50,000 | |
| 15 | C8551: SPACE RENTAL | 7,000,000 | |

6. Use the *Remove Only* tool.
   a. In this example, we do not want to retain data for Object Code *C8532: Legal*.
   b. Select Cell A11, which contains OC *C8532: Legal*.



| | | | |
|---|---|---|---|
| 1 | | Training Organization 2 | Default Program |
| 2 | | FY25 | FY26 |
| 3 | | Total Plan | Total Plan |
| 4 | | Working | Working |
| 5 | | Forecast | Budget |
| 6 | | YearTotal | YearTotal |
| 7 | C8410: GENERAL SUPPLIES | 100,000 | 50,000 |
| 8 | C8512: CONFERENCES, DUES AND TRAINING | 50,000 | 25,000 |
| 9 | C8513: DOMESTIC TRAVEL | 20,000 | 10,000 |
| 10 | C8531: CONSULTING AND AUDITING | 1,000,000 | |
| 11 | C8532: LEGAL | | 250,000 |

   c. Navigate and select the *Remove Only* tool to delete this record from the grid.

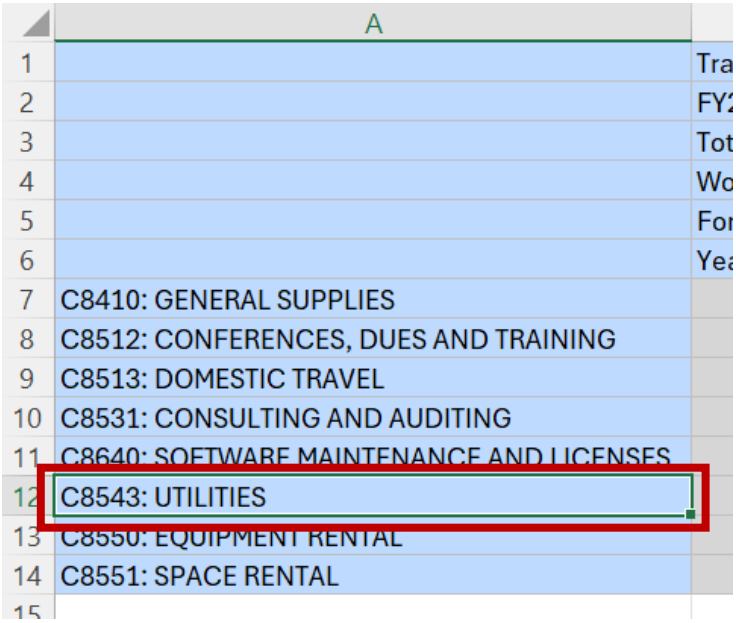



| | A | B | C |
|---|---|---|---|
| 1 | | Training Organization 2 | Default Program |
| 2 | | FY25 | FY26 |
| 3 | | Total Plan | Total Plan |
| 4 | | Working | Working |
| 5 | | Forecast | Budget |
| 6 | | YearTotal | YearTotal |
| 7 | C8410: GENERAL SUPPLIES | 100,000 | 50,000 |
| 8 | C8512: CONFERENCES, DUES AND TRAINING | 50,000 | 25,000 |
| 9 | C8513: DOMESTIC TRAVEL | 20,000 | 10,000 |
| 10 | C8531: CONSULTING AND AUDITING | 1,000,000 | |
| 11 | C8532: LEGAL | | 250,000 |

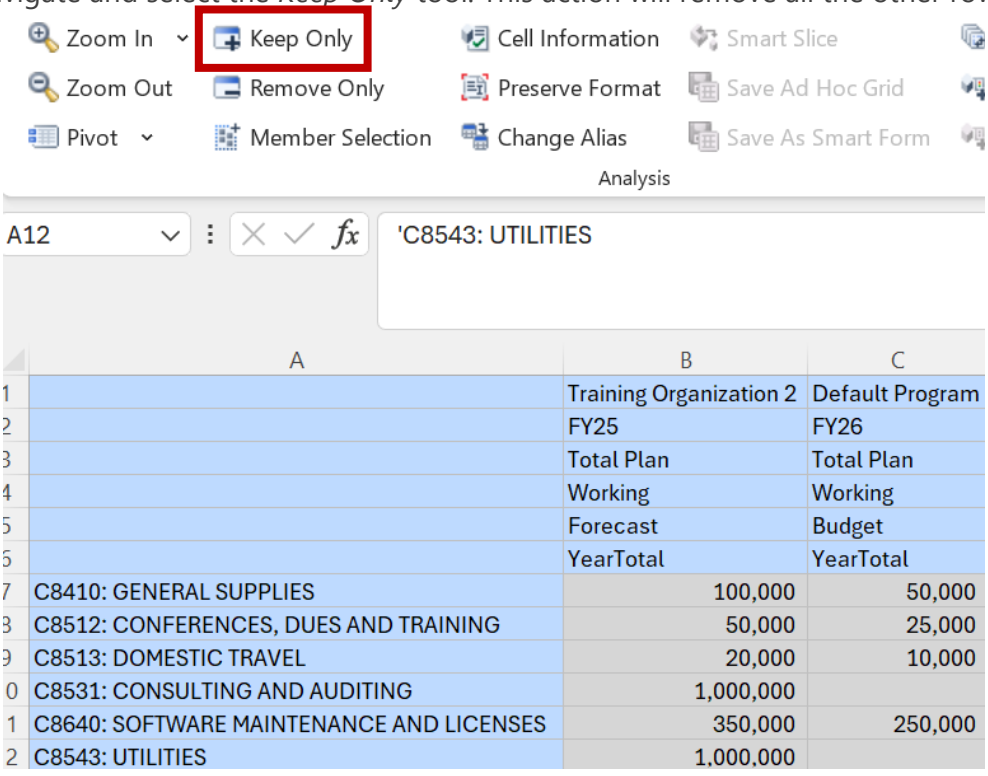
| | A | B | C | D |
|---|---|---|---|---|
| 1 | | Training Organization 2 | Default Program | Default L |
| 2 | | FY25 | FY26 | |
| 3 | | Total Plan | Total Plan | |
| 4 | | Working | Working | |
| 5 | | Forecast | Budget | |
| 6 | | YearTotal | YearTotal | |
| 7 | C8410: GENERAL SUPPLIES | 100,000 | 50,000 | |
| 8 | C8512: CONFERENCES, DUES AND TRAINING | 50,000 | 25,000 | |
| 9 | C8513: DOMESTIC TRAVEL | 20,000 | 10,000 | |
| 10 | C8531: CONSULTING AND AUDITING | 1,000,000 | | |
| 11 | C8640: SOFTWARE MAINTENANCE AND LICENSES | 350,000 | 250,000 | |
| 12 | C8543: UTILITIES | 1,000,000 | | |
| 13 | C8550: EQUIPMENT RENTAL | 50,000 | | |
| 14 | C8551: SPACE RENTAL | 7,000,000 | | |

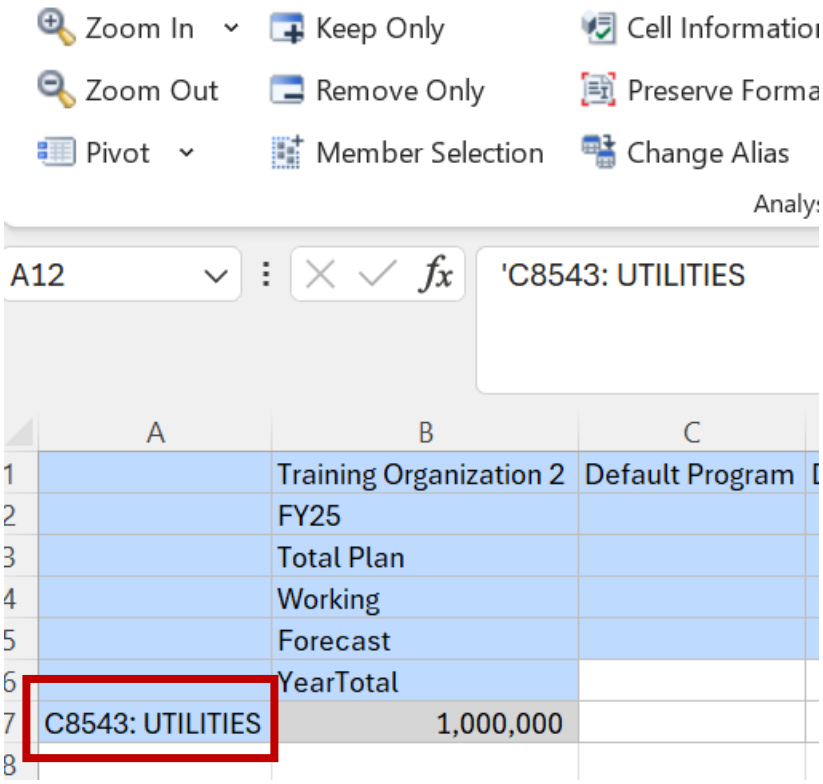
d. Planners may also simply right click and delete an entire row from the grid, which may be faster than using the *Remove Only* feature.

7. Use the *Keep Only* tool.
   a. In this example, we only want to retain Object Code *C8543: Utilities*. We can use the *Keep Only* tool to remove all Object codes but the current selection.
   b. Select OC *C8543: Utilities* in Cell A12




c. Navigate and select the *Keep Only* tool. This action will remove all the other rows from the grid.






d. ***Exercise caution when performing Remove Only and Keep Only functionality, as the Undo button is not available after making these selections.*** However, the next Scenario will provide guidance on restoring the original grid POV.

8. *Save this worksheet in its current configuration. Starting from this point will be useful in the next scenario.*

9. **This concludes Scenario 7 - In this scenario, we covered the following actions:**
   a. Pivot dimensions/members between the POV, rows and columns.
   b. Copy/paste and edit member selections to manually build out the grid.
   c. Use Zoom in and Zoom Out tools to refine or expand the grid perspective.
   d. Utilize the Remove Only and Keep Only tools to further customize the data grid.



**You may also follow this link to view the video in a media player**

## **Scenario 8**: Restoring an Ad-hoc POV

When planners use the ad-hoc tools to customize grids, it can be difficult to restore the grid to the original starting point, if desired. In this scenario, we will demonstrate how to return the form to the original POV after making customizations and provide recommendations for retaining the original POV for future reference.

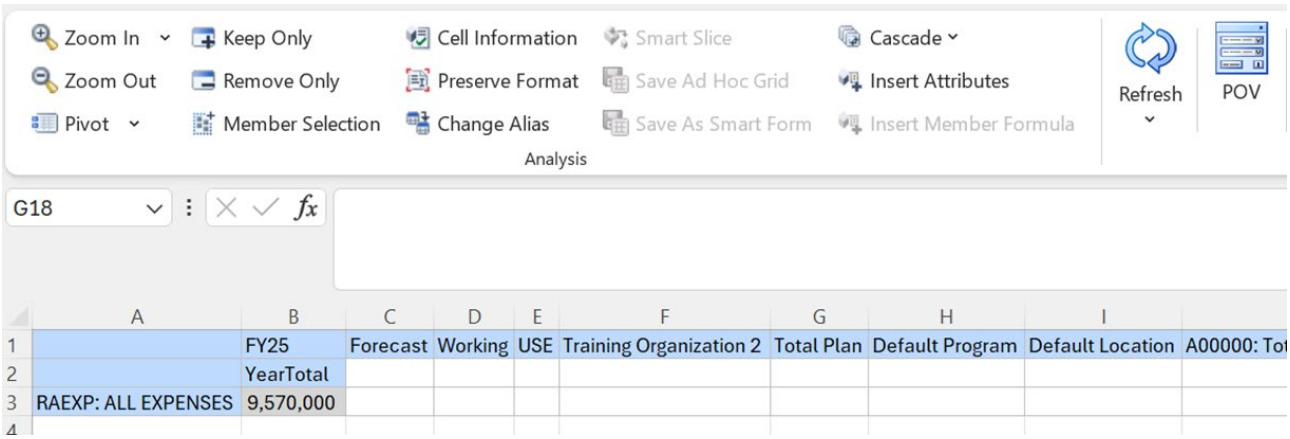
| Uses | Benefits | Limitations |
|---|---|---|
| • Return the grid to the original perspective after working with ad-hoc functionality. | • Multiple options to ensure a way of returning the grid to the starting point. | • Difficult to "Undo" ad-hoc actions, especially Zoom In. |

## Restoring an Ad-hoc POV | *Steps*

1. **This scenario can be started in one of three ways, depending on whether you have the Ad-hoc grid from Scenario 7 open.**
    a. Keep the customized grid from Scenario 7 open.
    b. If you saved the file from Scenario 7, open one of the workbooks and connect to the EPM Prod-test environment.
    c. Start and customize a new Ad-hoc grid using the steps listed in Scenarios 6-7.

2. In Scenario 7, we started with a high-level, basic ad hoc grid with just one member each in the rows and columns. Then, we customized the grid using *Pivot, Zoom*, and *Keep/Remove Only* functionality and the result is significantly different than our original view. This scenario will walk through options for returning to an original point of view and preserving it.

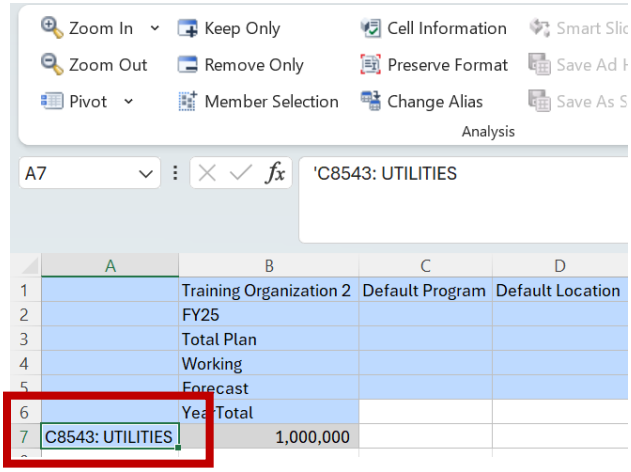
### Original Grid Layout:



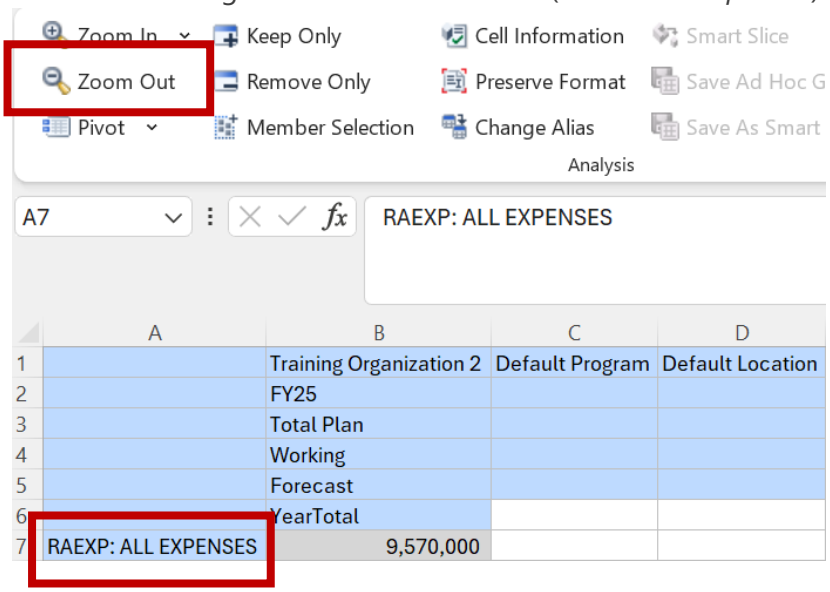
## Customized Grid Layout:

| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 1 | | Training Organization 2 | Default Program | Default Location | A00000: Total Funding Sources | A00: TOTAL ACTIVITIES | A00: Total Functions | Currency |
| 2 | | FY25 | | | | | | |
| 3 | | Total Plan | | | | | | |
| 4 | | Working | | | | | | |
| 5 | | Forecast | | | | | | |
| 6 | | YearTotal | | | | | | |
| 7 | C8543: UTILITIES | 1,000,000 | | | | | | |

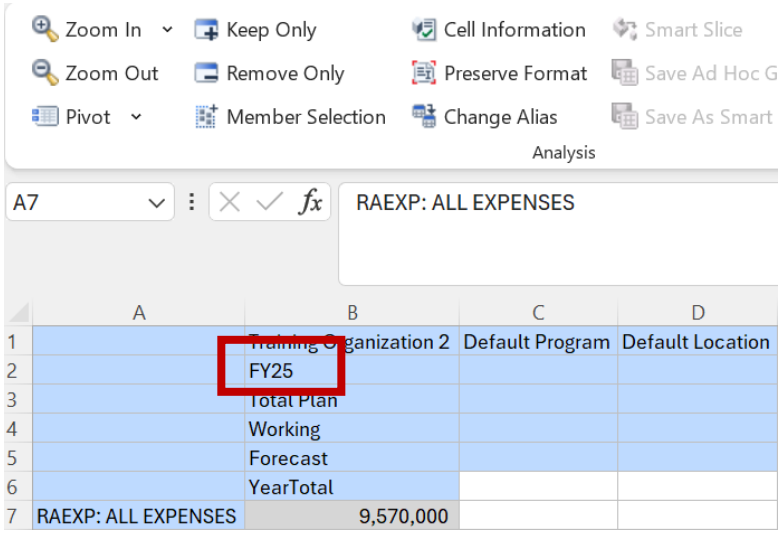
3. Manually undo each step option using Zoom and Pivot functionality.
   a. Select the Account member in Cell A7.



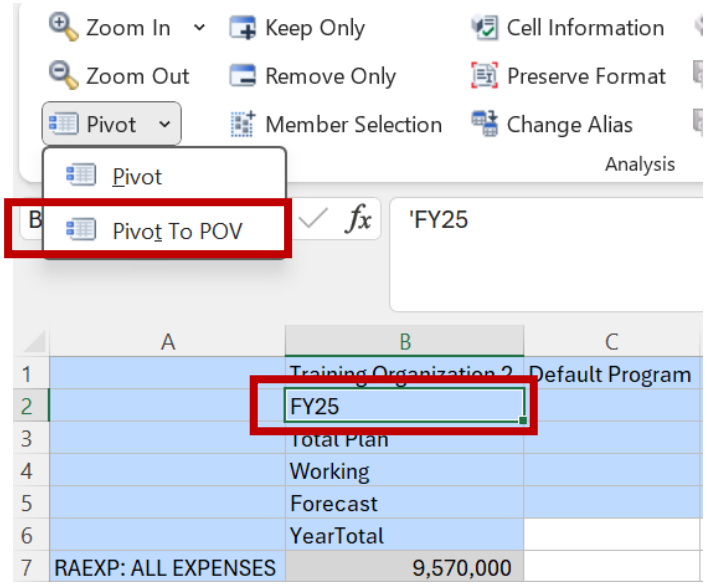

   b. With Cell A7 selected, navigate and select the *Zoom Out* tool multiple times until the hierarchy level is restored to the original POV member value (*RAEXP: All Expenses*).



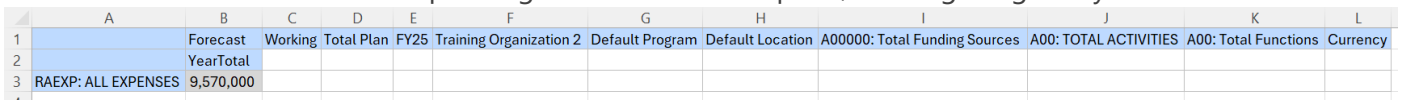

   c. Select the *Years* member (FY25) in Cell B2.




d. Navigate and select the small arrow next to the Pivot tool. Select "*Pivot to POV*".

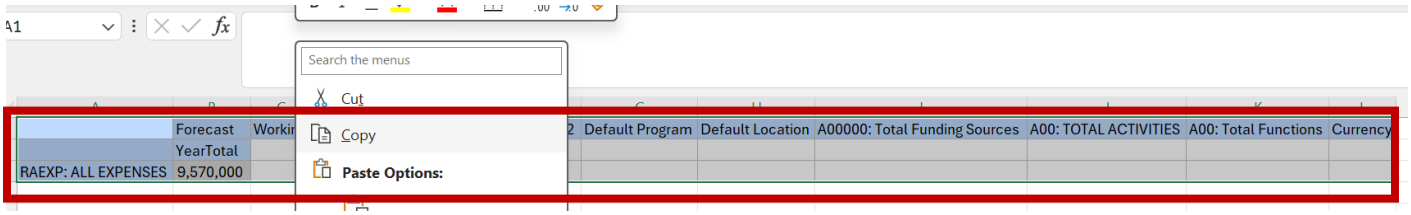



e. Repeat the previous step to move *Total Plan*, *Working*, and *Forecast* out of the column and back into the POV. Once pivoting to the POV is complete, the original grid layout has been restored.

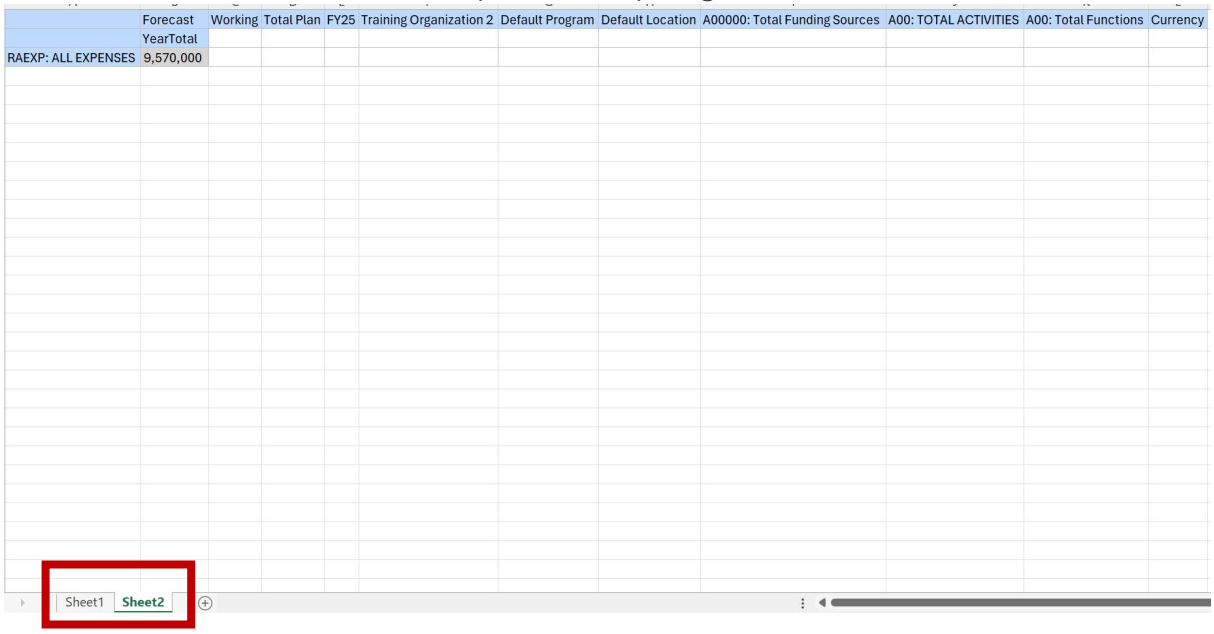


| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | Forecast | Working | Total Plan | FY25 | Training Organization 2 | Default Program | Default Location | A00000: Total Funding Sources | A00: TOTAL ACTIVITIES | A00: Total Functions | Currency |
| 2 | | YearTotal | | | | | | | | | | |
| 3 | RAEXP: ALL EXPENSES | 9,570,000 | | | | | | | | | | |

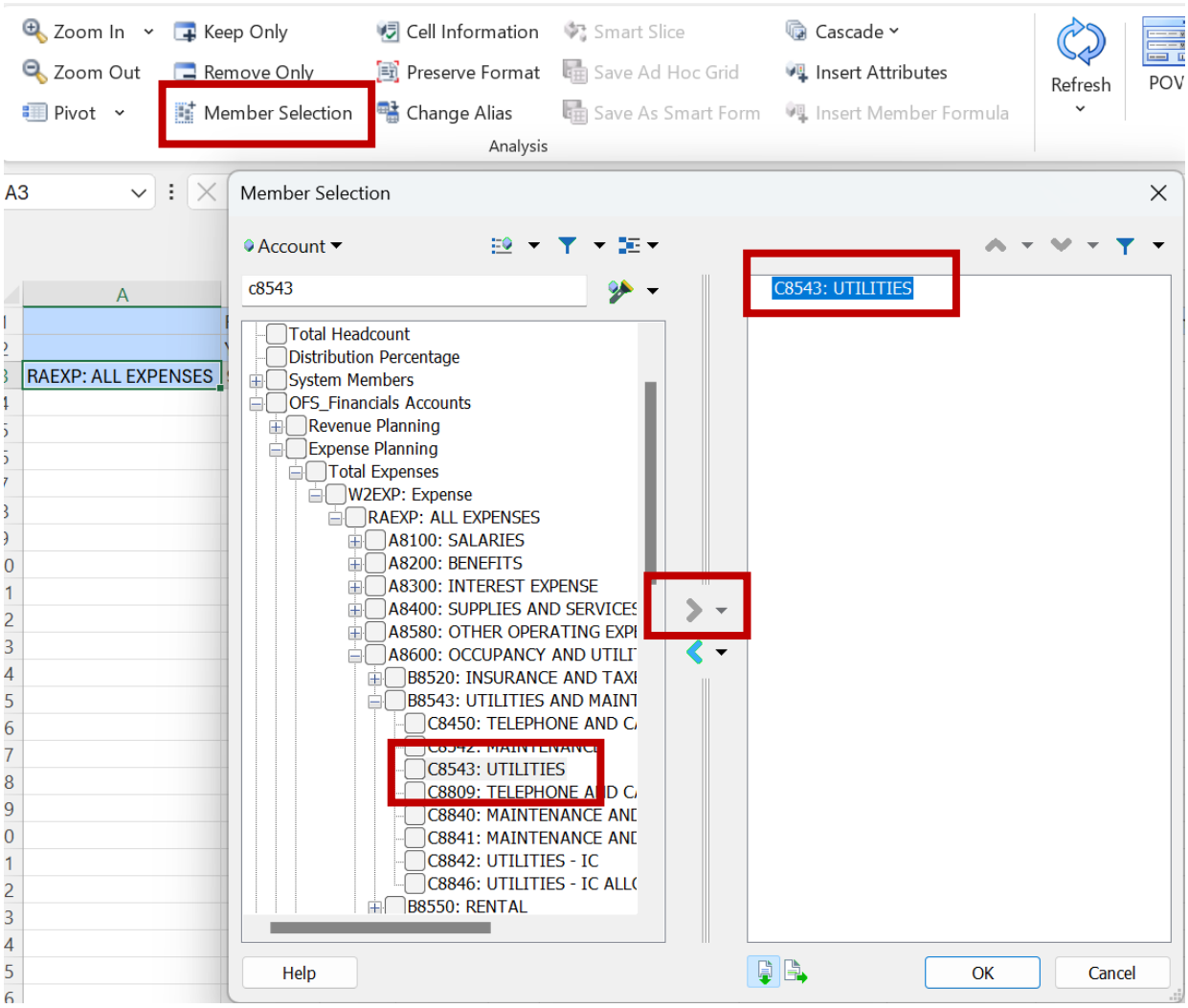
4. Copy and paste the grid layout from another tab.
   a. When developing Ad-hoc grids, it is recommended to save a version of the original grid layout in another workbook tab so that it is available for future reference or restoration if needed. Start this option by the entire ad-hoc grid.



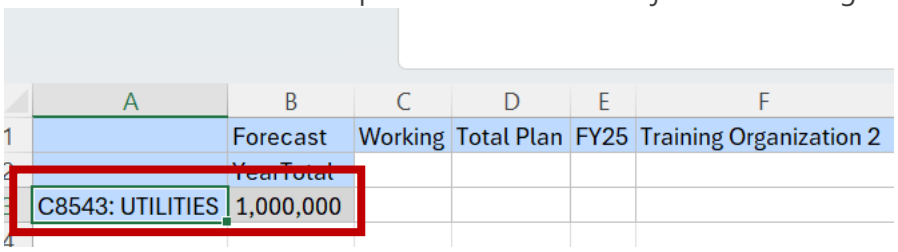

b. Start a new workbook tab and paste the copied grid into the new tab.



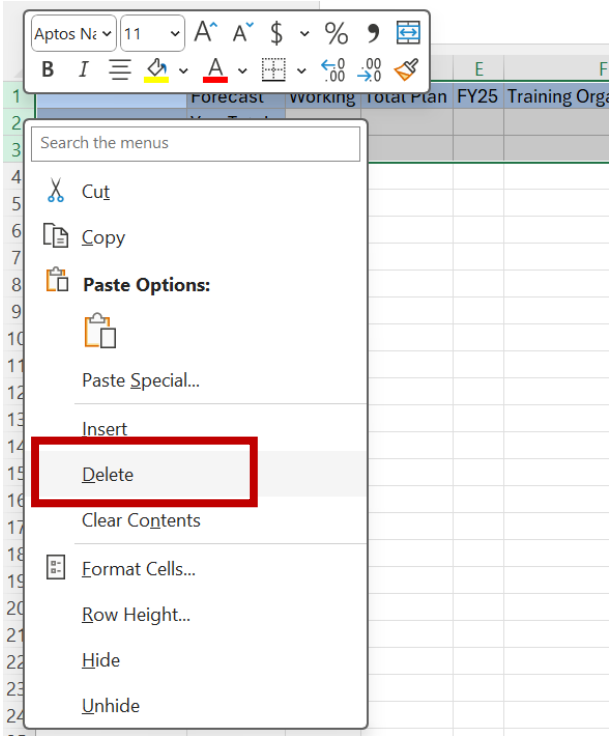

c. Return to Tab 1 and use the member selection tool to change the Object Code in Cell A3 to *C8543: Utilities*.



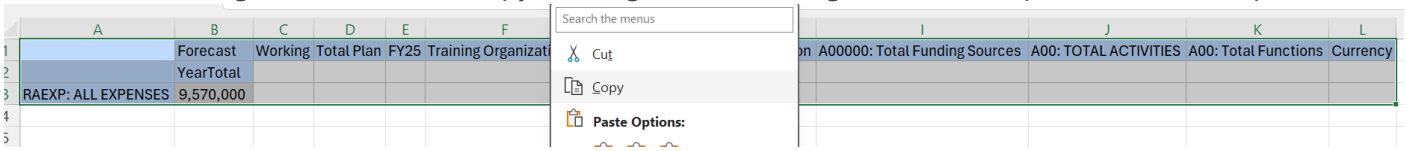

d. Select refresh and note the data update based on the object code change.



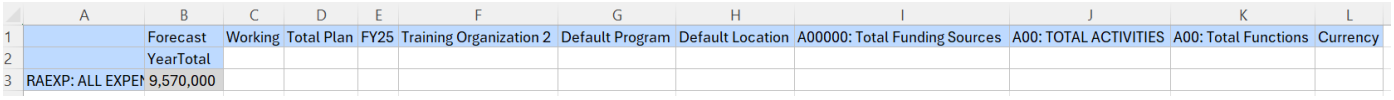

e. Select all active grid rows, right click, and delete. This will clear the entire grid from the worksheet.




f. Navigate to Tab 2 and copy the original reference grid that we duplicated in the steps above.




g. Paste the copied selection back in Tab 1 to restore the original grid layout.




5. **This concludes Scenario 8 - In this scenario, we covered the following actions:**
   a. Manually reversing grid layout and member selections to restore the original POV/Rows/Columns.
   b. Using copy/paste between tabs to establish a reference POV and restore as needed.



**You may also follow this link to view the video in a media player**

## **Scenario 9**: Pinpoint Data Using Ad-hoc Grids

Planners can use ad-hoc functionality to conduct fast, one-demand data inquiries. When reviewing budget and forecast data at a high level, such as the Supplemental Schedules, planners may encounter an unexpected value that requires further investigation. However, the exact intersection of the data point is likely unknown since the Supplemental Schedules use various rollups. When this occurs, planners can utilize ad-hoc functionality to quickly identify the intersection of the unknown data point rather than navigating through the POVs one at a time on the EPM web forms.

| Uses | Benefits | Limitations |
|---|---|---|
| • Locate exact data intersections. | • Flexibility to locate multiple data points at more than one intersection.<br>• Eliminates the need to navigate through multiple web form POVs. | • Requires prerequisite training on the dimensions and members.<br>• Requires prerequisite training on Zoom/Pivot functionality. |

## Pinpoint Data Using Ad-hoc Grids | *Steps*

1. Think back to the *Supplemental Schedules* file that we ran in Scenario 4. In this example, let's assume that we need to locate the exact, lowest level intersections of the $7,050,000 in *B8550 Rental Costs*.

| | USD | fault Location | Q |
|---|---|---|---|
| | Training Organization 2 | Training Organization 2 | T |
| | YearTotal | YearTotal | Y |
| | FY24 | FY25 | F |
| | Working | Working | W |
| | Actual | Forecast | B |
| B8410: SUPPLIES AND SHIPPING | | | 100,000 |
| B8419: SUBSIDIARIES | | | |
| B8420: COPYING | | | |
| B8430: PRINTING AND PUBLISHING | | | |
| B8440: POSTAGE AND SHIPPING | | | |
| B8450: TELEPHONE | | | |
| B8460: INFORMATION RESOURCES | | | |
| B8470: INSTRUCTIONAL SUPPLIES AND SERVICES | | | |
| B8480: TECHNICAL SUPPLIES AND SERVICES | | | |
| B8510: TRAVEL AND OTHER PERSONNEL RELATED COST | | | 70,000 |
| B8530: PROFESSIONAL FEES | | | 1,000,000 |
| B8570: SUBCONTRACTS | | | |
| B8579: SUBSIDIARY SUBCONTRACTS | | | |
| **A8400: SUPPLIES AND SERVICES** | | | **1,170,000** |
| B7600: COST OF GOODS SOLD | | | |
| B7630: IC COST OF SALES | | | |
| B8580: OTHER OPERATING EXPENSES | | | 350,000 |
| B8599: SUBSIDIARIES | | | |
| **A8580: OTHER OPERATING EXPENSES** | | | **350,000** |
| B8520: INSURANCE AND TAXES | | | |
| [illegible] | | | [illegible] |
| B8550: RENTAL | | | 7,050,000 |
| [illegible] | | | |
| **A8600: OCCUPANCY AND UTILITIES** | | | **8,050,000** |

2. Start by opening a new Ad-hoc grid on a blank Excel worksheet. Refer to Scenario 6 if you need a refresher on starting a new Ad-hoc grid from scratch.

| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | Years | Scenario | Version | Currency | Organization | Plan Element | Program | Location | Funding_Source | Activity | Function |
| 2 | | Period | | | | | | | | | | |
| 3 | Account | | | | | | | | | | | |
| 4 | | | | | | | | | | | | |

3. In this example, we want to find the intersections of *Accounts, Funding Sources, Functions, Activities* and *Organizations* that make up our Rental expenses. Account is already in the Rows by default, so we need to move the *Funding Source, Function, Activity* and *Organization* dimensions to the rows using the Pivot feature we practiced in prior scenarios. You can also, right-click, hold and drag each dimension in the rows to rearrange them to your preferred order.

| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | Years | Scenario | Version | Currency | Plan Element | Program | Location |
| 2 | | | | | | Period | | | | | | |
| 3 | Account | Funding_Source | Function | Activity | Organization | | | | | | | |
| 4 | | | | | | | | | | | | |

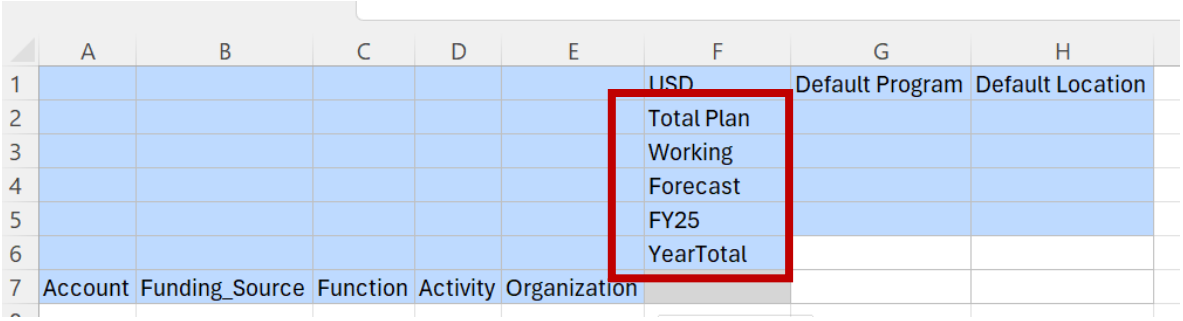
4. Use the *Pivot* feature to move the Years, Scenario, Version and Plan Element dimensions to the columns.

| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | Currency | ▾ogram | Location |
| 2 | | | | | | Plan Element | | |
| 3 | | | | | | Version | | |
| 4 | | | | | | Scenario | | |
| 5 | | | | | | Years | | |
| 6 | | | | | | Period | | |
| 7 | Account | Funding_Source | Function | Activity | Organization | | | |
| 8 | | | | | | | | |

5. Use the *Member Selection* tool or directly type values to set the members in the POV – *Currency, Program, Location*.

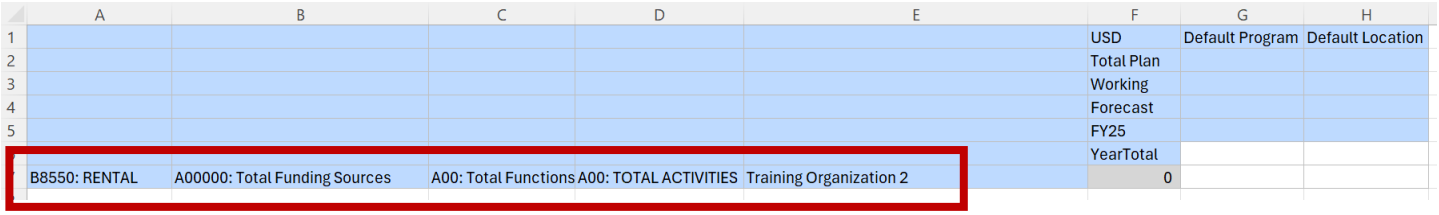
| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | USD | Default Program | Default Location |
| 2 | | | | | | Plan Element | | |
| 3 | | | | | | Version | | |
| 4 | | | | | | Scenario | | |
| 5 | | | | | | Years | | |
| 6 | | | | | | Period | | |
| 7 | Account | Funding_Source | Function | Activity | Organization | | | |

6. Use the *Member Selection* tool or directly type values to set the members in the columns – *Plan Element, Version, Scenario, Years, Period.*



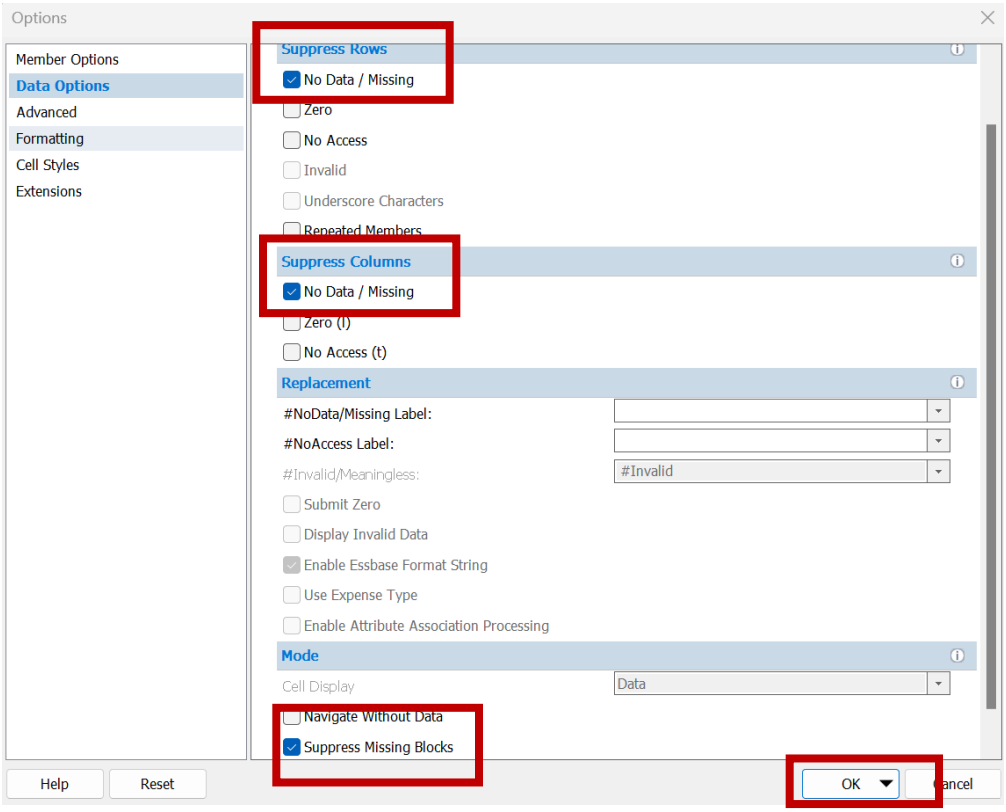
| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | USD | Default Program | Default Location |
| 2 | | | | | | Total Plan | | |
| 3 | | | | | | Working | | |
| 4 | | | | | | Forecast | | |
| 5 | | | | | | FY25 | | |
| 6 | | | | | | YearTotal | | |
| 7 | Account | Funding_Source | Function | Activity | Organization | | | |

7. We will use the *Zoom In* feature in the rows to zoom into the lowest level intersections where data is sitting. Therefore, we need to set the member selections to a starting point from which we will Zoom. We know that we want to start with Account "*B8550: Rental*" and Organization "*Training Organization 2*". The other members can be set to rollup levels at the planner's discretion. In this example, I am starting every member selection except for Account at the A-level.



| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | USD | Default Program | Default Location |
| 2 | | | | | | Total Plan | | |
| 3 | | | | | | Working | | |
| 4 | | | | | | Forecast | | |
| 5 | | | | | | FY25 | | |
| | | | | | | YearTotal | | |
| | B8550: RENTAL | A00000: Total Funding Sources | A00: Total Functions | A00: TOTAL ACTIVITIES | Training Organization 2 | 0 | | |

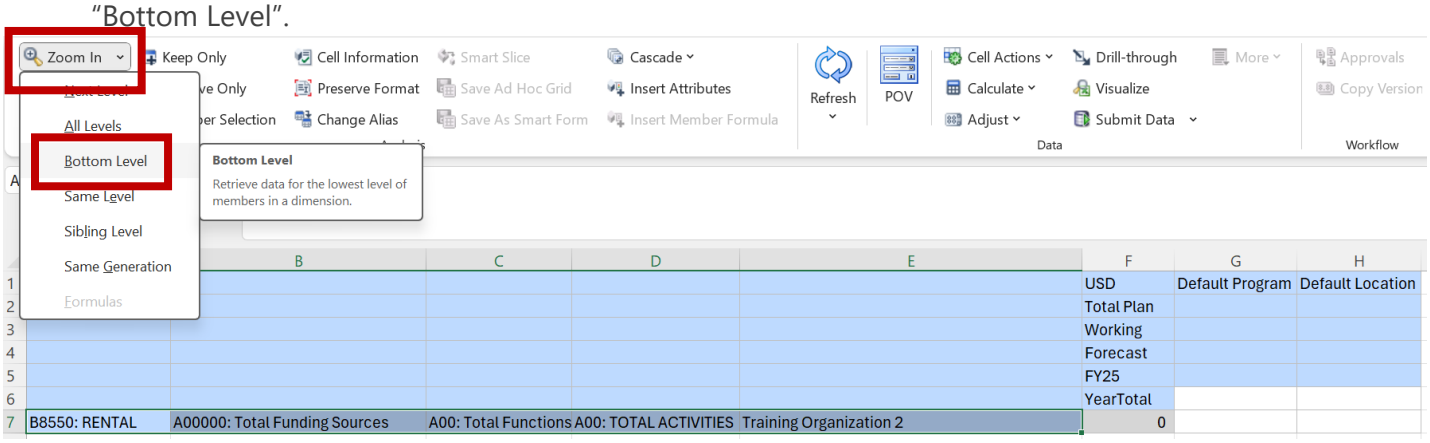
8. Go to the *Smart View* > *Options* tab and confirm that you have empty row/column suppression enabled. See the *Options* prerequisite section if a refresher is needed.



9. Select and drag to highlight all members in Row 7.

| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | USD | Default Program | Default Location |
| 2 | | | | | | Total Plan | | |
| 3 | | | | | | Working | | |
| 4 | | | | | | Forecast | | |
| 5 | | | | | | FY25 | | |
| 6 | | | | | | YearTotal | | |
| 7 | B8550: RENTAL | A00000: Total Funding Sources | A00: Total Functions | A00: TOTAL ACTIVITIES | Training Organization 2 | 0 | | |

10. With the members in Row 7 still selected, navigate to the small arrow next to *Zoom In* and select "Bottom Level".




| | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|
| 1 | | | | | USD | Default Program | Default Location |
| 2 | | | | | Total Plan | | |
| 3 | | | | | Working | | |
| 4 | | | | | Forecast | | |
| 5 | | | | | FY25 | | |
| 6 | | | | | YearTotal | | |
| 7 | A00000: Total Funding Sources | A00: Total Functions | A00: TOTAL ACTIVITIES | Training Organization 2 | 0 | | |

11. Upon selecting *Zoom In* > *Bottom Level*, the reporting cube will return the lowest level intersections that make up our B-level Rental expenses on the *Supplemental Schedules*. We can now pinpoint each data intersection.

| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | USD | Default Program | Default Location |
| 2 | | | | | | Total Plan | | |
| 3 | | | | | | Working | | |
| 4 | | | | | | Forecast | | |
| 5 | | | | | | FY25 | | |
| 6 | | | | | | YearTotal | | |
| 7 | C8550: EQUIPMENT RENTAL | 000005: GENERAL UNRESTRICTED (FROM GM) | 000: UNSPECIFIED | 000: UNSPECIFIED | Training Organization 2 | 50,000 | | |
| 8 | C8551: SPACE RENTAL | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | Training Organization 2 | 2,000,000 | | |
| 9 | C8551: SPACE RENTAL | 000005: GENERAL UNRESTRICTED (FROM GM) | 000: UNSPECIFIED | 000: UNSPECIFIED | Training Organization 2 | 5,000,000 | | |

**12. This concludes Scenario 9 - In this scenario, we covered the following actions:**

a. Identifying a data point on the Supplemental Schedules that needed further investigation.
b. Starting a new, original, Ad-hoc grid.
c. Establishing the correct POV, Columns, Rows configuration needed to point the data.
d. Further Pivot and Zoom practice.
e. Drilling to lowest level data intersections to extract reporting cube data.



**You may also follow this link to view the video in a media player**

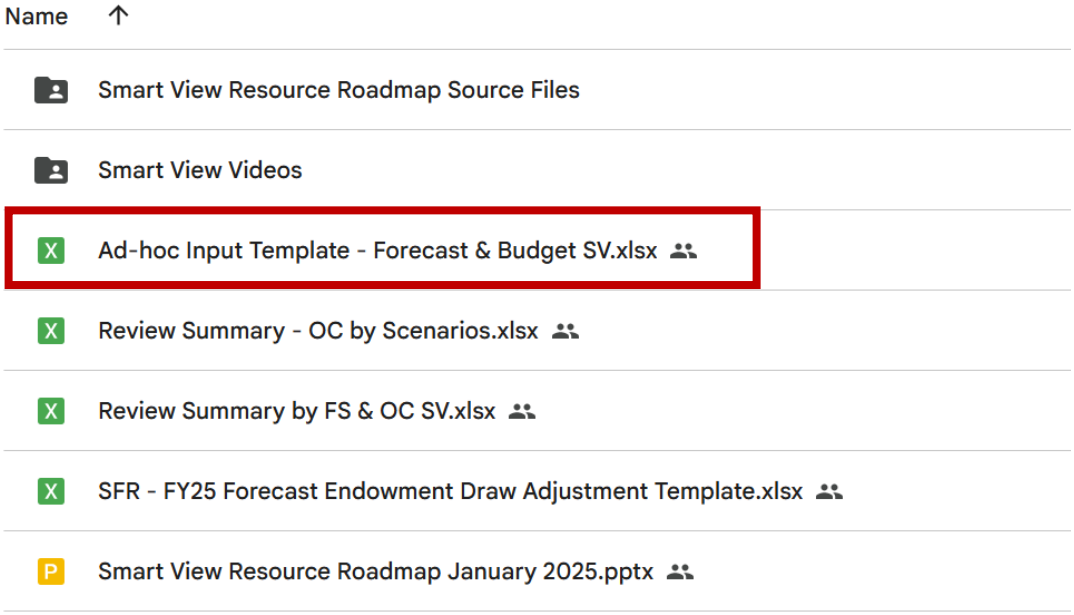
## **Scenario 10**: Using Ad-hoc Templates for Data Input | *Steps*

While utilizing the standard web forms in Smart View is the recommended method for entering/submitting Financials planning data, ad-hoc functionality offers flexibility for using multiple points of view on one sheet. As campus units have a large volume of account combinations, utilizing ad-hoc grids for data input can be an efficient resource. However, this comes with the ***warning*** that ad-hoc mode does not have the same business rules and form settings as the standard forms. This presents a risk of data entry errors. In this scenario, we will demonstrate how to use the ad-hoc data entry grid developed by the Budget Office to input adjustment column data.

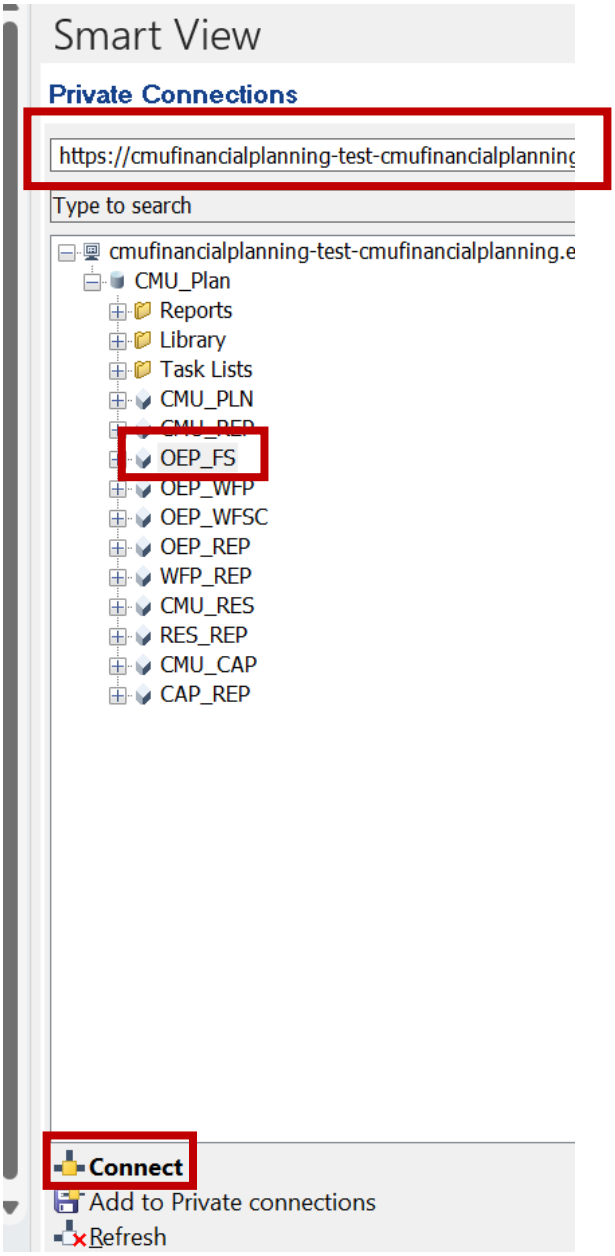
| Uses | Benefits | Limitations |
|---|---|---|
| • Edit and submit adjustment column data at multiple intersections in one ad-hoc grid. | • Flexibility to enter adjustment column data across multiple intersections vs. standard input forms. | • No connection to business rules and calculations.<br>• Not advisable for trend inputs |

## Using Ad-hoc Templates for Data Input | *Steps*

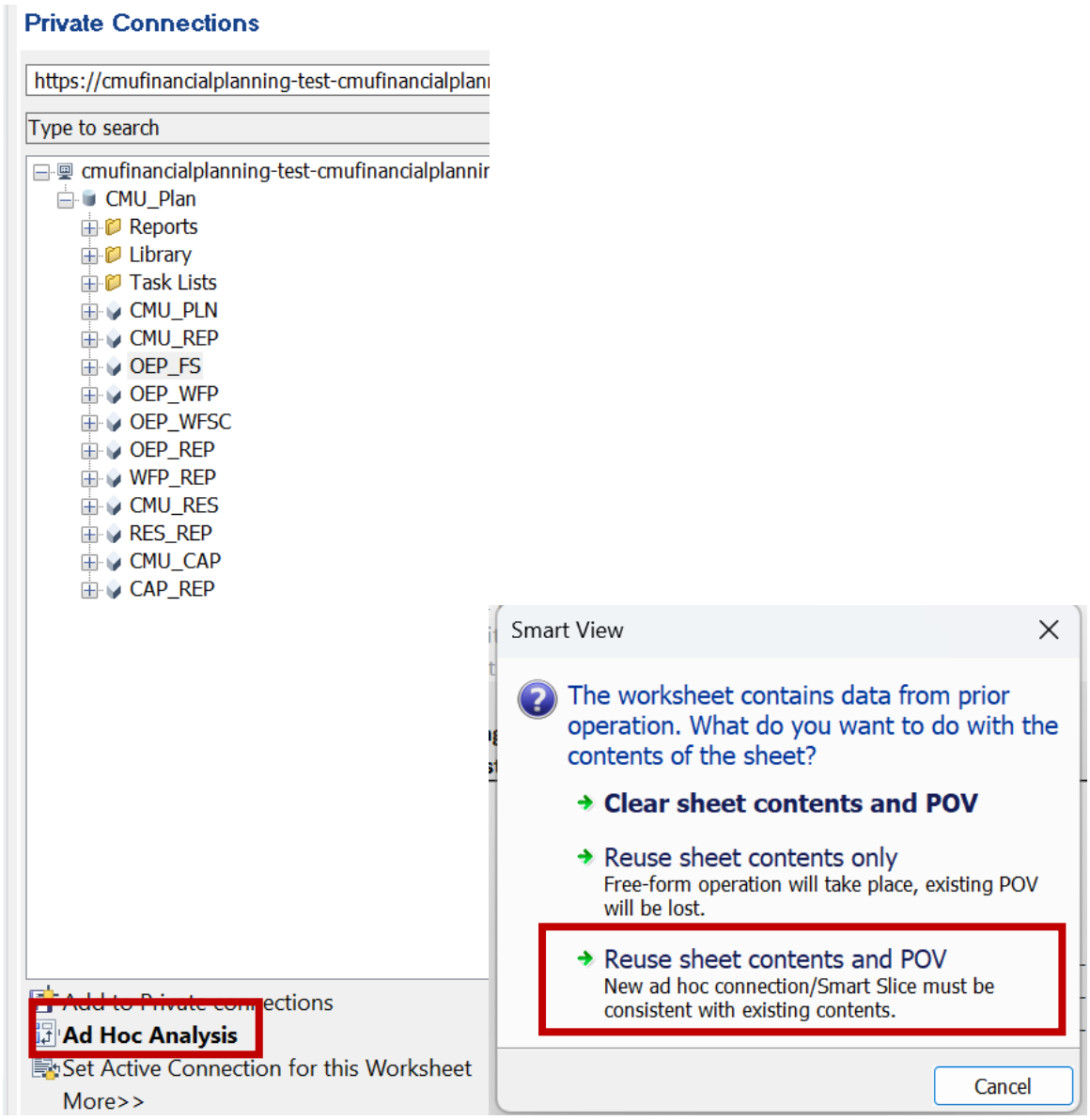
1. Navigate to the *Oracle EPM + Financial Review Resources* > *FY25 Spring Financial Review* > *Smart View Resources* Google Drive folder and download the "*Ad-hoc Input Template – Forecast & Budget SV*" file.



2. Navigate to the *Smart View* tab, open the Panel, and then connect to the Prod-test EPM environment *OEP_FS* financials cube. Please refer to Scenario 4 if a refresher on the Smart View tab and Panel is needed.



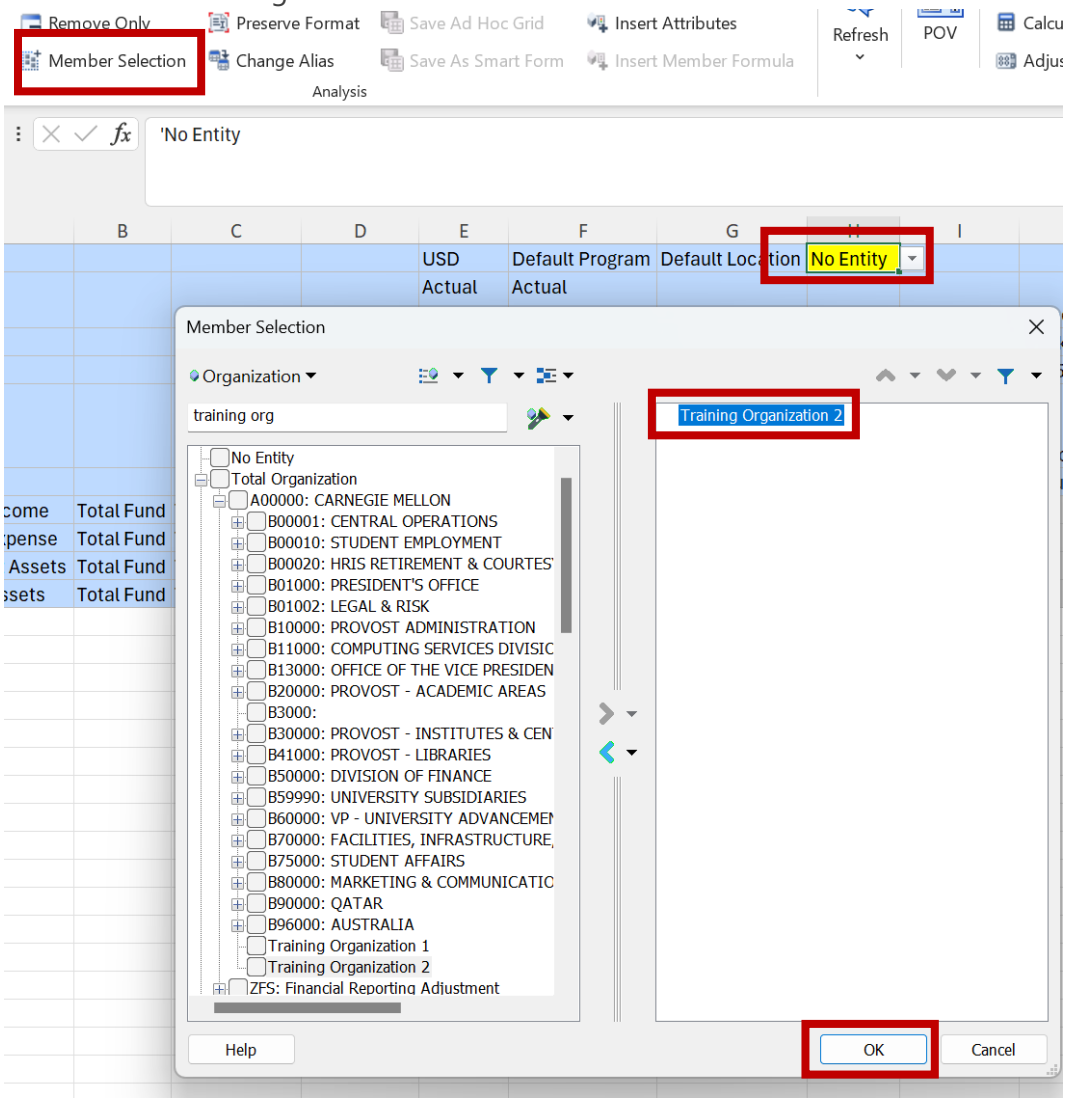

3. Once connected to the *OEP_FS* financials cube, select *Ad Hoc Analysis* at the bottom of the panel. When prompted for sheet conditions select "*Reuse Sheet Contents and POV*". This selection will maintain the current sheet conditions, which is appropriate since this is a pre-built form.



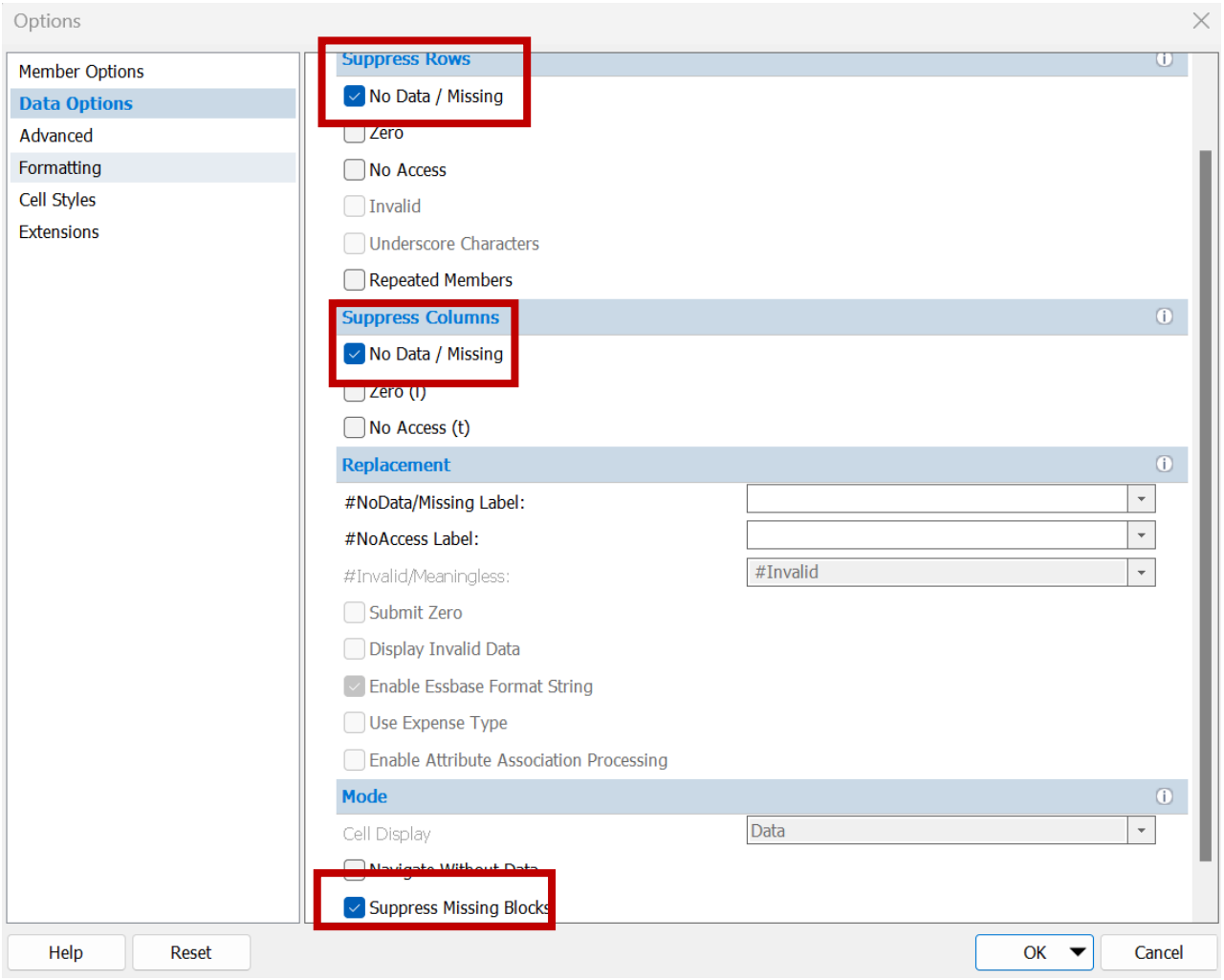

4. Once connected to Financials and in Ad-hoc Analysis mode the POV, Rows and Columns should look like this:

| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | USD | Default Program | Default Location | No Entity | | | | |
| 2 | | | | | Actual | Actual | Budget | Forecast | Forecast | Forecast | Forecast | Forecast |
| 3 | | | | | Working | Working | Working | Fall Version | Working | Working | Working | Working |
| 4 | | | | | FY23 | FY24 | FY25 | FY25 | FY25 | FY25 | FY25 | FY25 |
| 5 | | | | | Load | Load | Total Plan | Total Plan | Trend | % Increase/(Decrease) | Calculated | Adjustment (+/-) |
| 6 | | | | | YearTotal | YearTotal | YearTotal | YearTotal | Assumptions | Assumptions | YearTotal | YearTotal |
| 7 | W1INC: Income | Total Fund | Total Function | Total Activity | | | | | | | 0 | 0 |
| 8 | W2EXP: Expense | Total Fund | Total Function | Total Activity | | | | | | | | |
| 9 | Beginning Net Assets | Total Fund | Total Function | Total Activity | | | | | | | | |
| 10 | Ending Net_Assets | Total Fund | Total Function | Total Activity | | | | | | | | |

5. Select the highlighted Cell H1 and use the *Member Selection* tool to select the organization that you have worked with in prior scenarios. In this example, I am using *Training Organization 2*. Organization is the only POV entry that needs to be made on this template. All other member selections are pre-set and do not need to be changed.



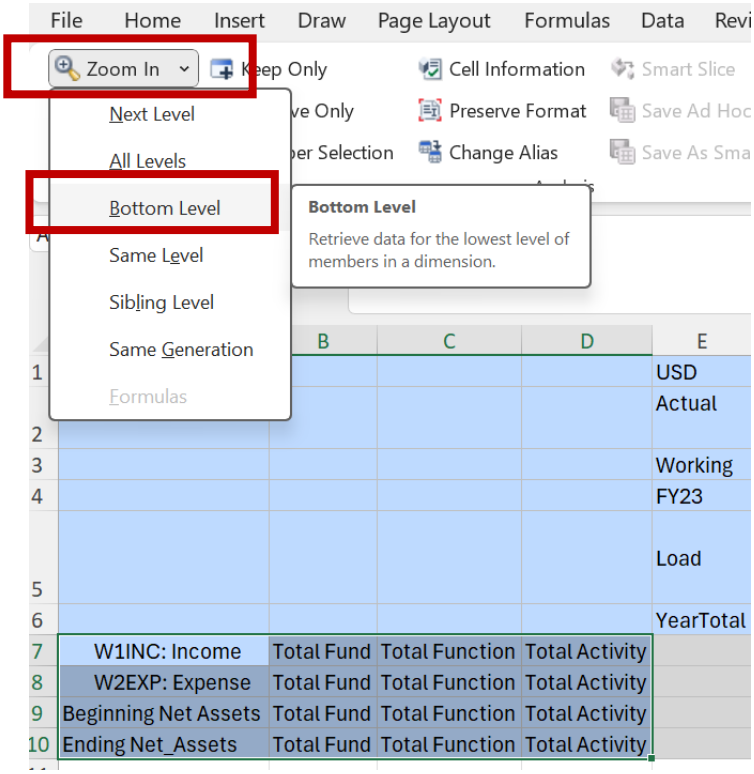

6. Go to the *Smart View* > *Options* tab and confirm that you have empty row/column suppression enabled. See the *Options* prerequisite section if a refresher is needed. This will prevent a large return of all intersections, including those with no data.




7. Once the Organization member selection is set and the data suppression options are enabled, use your cursor to click and drag to highlight every cell from A7:D10.

| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | | | | | USD | Default Program |
| 2 | | | | | Actual | Actual |
| 3 | | | | | Working | Working |
| 4 | | | | | FY23 | FY24 |
| 5 | | | | | Load | Load |
| 6 | | | | | YearTotal | YearTotal |
| 7 | W1INC: Income | Total Fund | Total Function | Total Activity | | |
| 8 | W2EXP: Expense | Total Fund | Total Function | Total Activity | | |
| 9 | Beginning Net Assets | Total Fund | Total Function | Total Activity | | |
| 10 | Ending Net_Assets | Total Fund | Total Function | Total Activity | | |

8. With A7:D10 selected, navigate to the small arrow next to the "*Zoom In*" feature and select "*Bottom Level*".




9. The *Account, Fund, Function, Activity* intersections will zoom in to the lowest level intersections where planning data currently exists.

| | | | | USD Forecast Working FY25 Total Plan YearTotal | Default Program Forecast Working FY25 Adjustment (+/-) YearTotal |
|---|---|---|---|---|---|
| C6314: SPONSORED PROJECTS REVENUE SUBSIDIARY | 000005: GENERAL UNRESTRICTED (FROM GM) | 000: UNSPECIFIED | 000: UNSPECIFIED | 30,000,000 | 30,000,000 |
| C6720: ROYALTY INCOME | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 61,667 | 61,667 |
| C6728: LICENSING INCOME | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 50,000 | 50,000 |
| C6750: OTHER REVENUE SOURCES | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 5,166,667 | 5,166,667 |
| C7110: BASE ALLOCATION | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 5,000,000 | 5,000,000 |
| C7120: ONE TIME ALLOCATION REVENUE | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 1,000,000 | 1,000,000 |
| C8410: GENERAL SUPPLIES | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 100,000 | 100,000 |
| C8512: CONFERENCES, DUES AND TRAINING | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 50,000 | 50,000 |
| C8513: DOMESTIC TRAVEL | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 20,000 | 20,000 |
| C8531: CONSULTING AND AUDITING | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 1,000,000 | 1,000,000 |
| C8532: LEGAL | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | | |
| C8640: SOFTWARE MAINTENANCE AND LICENSES | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 100,000 | 100,000 |
| C8640: SOFTWARE MAINTENANCE AND LICENSES | 000005: GENERAL UNRESTRICTED (FROM GM) | 000: UNSPECIFIED | 000: UNSPECIFIED | 250,000 | 250,000 |
| C8543: UTILITIES | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 1,000,000 | 1,000,000 |
| C8550: EQUIPMENT RENTAL | 000005: GENERAL UNRESTRICTED (FROM GM) | 000: UNSPECIFIED | 000: UNSPECIFIED | 50,000 | 50,000 |
| C8551: SPACE RENTAL | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 2,000,000 | 2,000,000 |
| C8551: SPACE RENTAL | 000005: GENERAL UNRESTRICTED (FROM GM) | 000: UNSPECIFIED | 000: UNSPECIFIED | 5,000,000 | 5,000,000 |
| Beginning Net Assets | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | | |
| Beginning Net Assets | 000005: GENERAL UNRESTRICTED (FROM GM) | 000: UNSPECIFIED | 000: UNSPECIFIED | | |
| Ending Net_Assets | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 7,008,333 | 7,008,333 |
| Ending Net_Assets | 000005: GENERAL UNRESTRICTED (FROM GM) | 000: UNSPECIFIED | 000: UNSPECIFIED | 24,700,000 | 24,700,000 |

10. However, you will notice that the input cells are still grayed-out and do not allow input in the *Adjustment (+/-)* field. This is because the Period dimension is still set to *YearTotal*, not the lowest level (months). In Column F, which is our *Adjustment (+/-)* field on this template, double click Cell F6 to expand to quarterly periods and then double click again to expand to monthly periods. You will now see that the input cells are yellow, meaning they are live for data entry.

| | | | | USD | Default Program | Default Location | Training Organization 2 |
|---|---|---|---|---|---|---|---|
| | | | | Forecast | Forecast | Forecast | Forecast |
| | | | | Working | Working | Working | Working |
| | | | | FY25 | FY25 | FY25 | FY25 |
| | | | | Total Plan | Adjustment (+/-) | Adjustment (+/-) | Adjustment (+/-) |
| | | | | YearTotal | Jan | Feb | Mar |
| IDIARY | 000005: GENERAL UNRESTRICTED (FROM GM) | 000: UNSPECIFIED | 000: UNSPECIFIED | 30,000,000 | 5,000,000 | 5,000,000 | 5,000,000 |
| | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 61,667 | 8,333 | 8,333 | 8,333 |
| | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 50,000 | 8,333 | 8,333 | 8,333 |
| | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 5,166,667 | 833,333 | 833,333 | 833,333 |
| | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 5,000,000 | 833,333 | 833,333 | 833,333 |
| | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 1,000,000 | 166,667 | 166,667 | 166,667 |
| | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 100,000 | 16,667 | 16,667 | 16,667 |
| | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 50,000 | 8,333 | 8,333 | 8,333 |
| | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 20,000 | 3,333 | 3,333 | 3,333 |
| | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 1,000,000 | 166,667 | 166,667 | 166,667 |
| | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | | | | |
| ES | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 100,000 | 16,667 | 16,667 | 16,667 |

11. Change the value in Cell F21 to adjust the forecast data point at the intersection below. The cell will turn Orange.
    a. **Account:** C8550: Equipment Rental
    b. **Funding Source:** 00005: General Unrestricted (from GM)
    c. **Function:** 000: Unspecified
    d. **Activity:** 000: Unspecified
    e. **Period:** Jan

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 1 | | | | | USD | Default Program | Default Location |
| 2 | | | | | Forecast | Forecast | Forecast |
| 3 | | | | | Working | Working | Working |
| 4 | | | | | FY25 | FY25 | FY25 |
| 5 | | | | | Total Plan | Adjustment (+/-) | Adjustment (+/-) |
| 6 | | | | | YearTotal | Jan | Feb |
| 7 | C6314: SPONSORED PROJECTS REVENUE SUBSIDIARY | 000005: GENERAL UNRESTRICTED (FROM GM) | 000: UNSPECIFIED | 000: UNSPECIFIED | 30,000,000 | 5,000,000 | 5,000,000 |
| 8 | C6720: ROYALTY INCOME | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 61,667 | 8,333 | 8,333 |
| 9 | C6728: LICENSING INCOME | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 50,000 | 8,333 | 8,333 |
| 10 | C6750: OTHER REVENUE SOURCES | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 5,166,667 | 833,333 | 833,333 |
| 11 | C7110: BASE ALLOCATION | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 5,000,000 | 833,333 | 833,333 |
| 12 | C7120: ONE TIME ALLOCATION REVENUE | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 1,000,000 | 166,667 | 166,667 |
| 13 | C8410: GENERAL SUPPLIES | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 100,000 | 16,667 | 16,667 |
| 14 | C8512: CONFERENCES, DUES AND TRAINING | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 50,000 | 8,333 | 8,333 |
| 15 | C8513: DOMESTIC TRAVEL | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 20,000 | 3,333 | 3,333 |
| 16 | C8531: CONSULTING AND AUDITING | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 1,000,000 | 166,667 | 166,667 |
| 17 | C8532: LEGAL | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | | | |
| 18 | C8640: SOFTWARE MAINTENANCE AND LICENSES | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 100,000 | 16,667 | 16,667 |
| 19 | C8640: SOFTWARE MAINTENANCE AND LICENSES | 000005: GENERAL UNRESTRICTED (FROM GM) | 000: UNSPECIFIED | 000: UNSPECIFIED | 250,000 | 41,667 | 41,667 |
| 20 | C8543: UTILITIES | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 1,000,000 | 166,667 | 166,667 |
| 21 | C8550: EQUIPMENT RENTAL | 000005: GENERAL UNRESTRICTED (FROM GM) | 000: UNSPECIFIED | 000: UNSPECIFIED | 50,000 | 50,000 | 8,333 |

12. Navigate and press the "*Submit Data*" option on the toolbar. Since we are connected to the Financials cube, this will update the data at this intersection in Oracle EPM. Once the data is submitted, the cell will return to the yellow color.

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 1 | | | | | USD | Default Program | Default Location |
| 2 | | | | | Forecast | Forecast | Forecast |
| 3 | | | | | Working | Working | Working |
| 4 | | | | | FY25 | FY25 | FY25 |
| 5 | | | | | Total Plan | Adjustment (+/-) | Adjustment (+/-) |
| 6 | | | | | YearTotal | Jan | Feb |
| 7 | C6314: SPONSORED PROJECTS REVENUE SUBSIDIARY | 000005: GENERAL UNRESTRICTED (FROM GM) | 000: UNSPECIFIED | 000: UNSPECIFIED | 30,000,000 | 5,000,000 | 5,000,000 |
| 8 | C6720: ROYALTY INCOME | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 61,667 | 8,333 | 8,333 |
| 9 | C6728: LICENSING INCOME | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 50,000 | 8,333 | 8,333 |
| 10 | C6750: OTHER REVENUE SOURCES | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 5,166,667 | 833,333 | 833,333 |
| 11 | C7110: BASE ALLOCATION | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 5,000,000 | 833,333 | 833,333 |
| 12 | C7120: ONE TIME ALLOCATION REVENUE | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 1,000,000 | 166,667 | 166,667 |
| 13 | C8410: GENERAL SUPPLIES | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 100,000 | 16,667 | 16,667 |
| 14 | C8512: CONFERENCES, DUES AND TRAINING | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 50,000 | 8,333 | 8,333 |
| 15 | C8513: DOMESTIC TRAVEL | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 20,000 | 3,333 | 3,333 |
| 16 | C8531: CONSULTING AND AUDITING | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 1,000,000 | 166,667 | 166,667 |
| 17 | C8532: LEGAL | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | | | |
| 18 | C8640: SOFTWARE MAINTENANCE AND LICENSES | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 100,000 | 16,667 | 16,667 |
| 19 | C8640: SOFTWARE MAINTENANCE AND LICENSES | 000005: GENERAL UNRESTRICTED (FROM GM) | 000: UNSPECIFIED | 000: UNSPECIFIED | 250,000 | 41,667 | 41,667 |
| 20 | C8543: UTILITIES | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | 1,000,000 | 166,667 | 166,667 |
| 21 | C8550: EQUIPMENT RENTAL | 000005: GENERAL UNRESTRICTED (FROM GM) | 000: UNSPECIFIED | 000: UNSPECIFIED | 91,667 | 50,000 | 8,333 |

13. To ensure that all business rules run, and the data is pushed to the reporting cube on-demand, run the *Campus Planner Jobs by Organization* task for the organization(s) that you have updated. If needed, you can reference the task training guide **here**.

14. After running the *Campus Planner Jobs by Organization* task, refresh the worksheet to view updated totals.

15. Note that while the *Zoom In* we performed in this scenario provided all the intersections where data currently sits in this organization, planners may manually add as many rows/intersections to the sheet as needed. This will require some practice in Prod-test but could be useful when adding new intersections that have not had planning data prior.

16. **This concludes Scenario 10 - In this scenario, we covered the following actions:**
    a. Downloading and connecting to an existing data input template.
    b. Practice using the Member Selection and Zoom In tools.
    c. Zooming segments to the lowest level intersections.
    d. Using an Ad-hoc input grid to enter and submit Adjustment (+/-) data points.



**You may also follow this link to view the video in a media player**

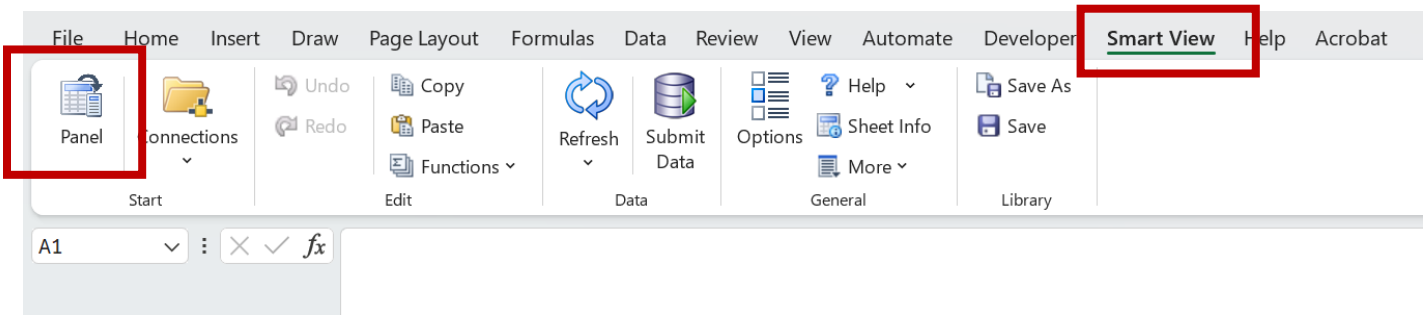
## **Scenario 11**: Starting an Original Ad-hoc Template for Data Input

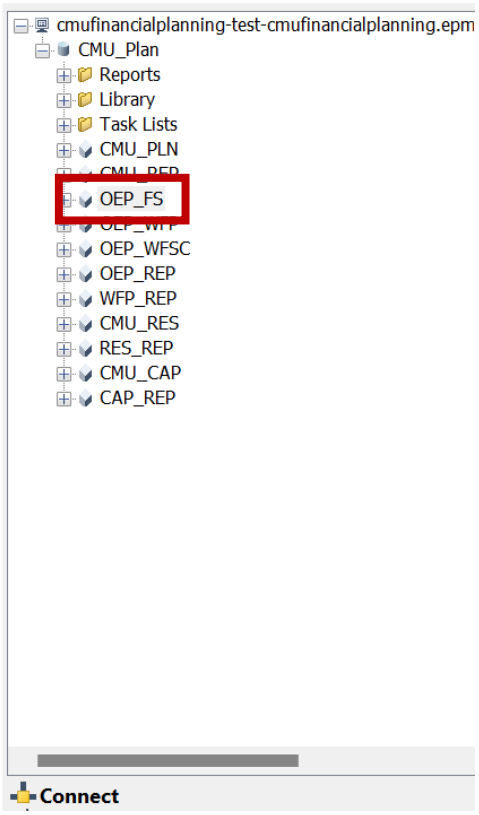
While utilizing the standard web forms in Smart View is the recommended method for entering/submitting Financials planning data, ad-hoc functionality offers flexibility for using multiple points of view on one sheet. As campus units have a large volume of account combinations, utilizing ad-hoc grids for data input can be an efficient resource. However, this comes with the ***warning*** that ad-hoc mode does not have the same business rules and form settings as the standard forms. This presents a risk of data entry errors. In this scenario, we will demonstrate how to create an ad-hoc data entry grid to input adjustment column data.

| Uses | Benefits | Limitations |
|---|---|---|
| • Edit and submit adjustment column data at multiple intersections in one ad-hoc grid. | • Flexibility to enter adjustment column data across multiple intersections vs. standard input forms. | • No connection to business rules and calculations.<br>• Not advisable for trend inputs |

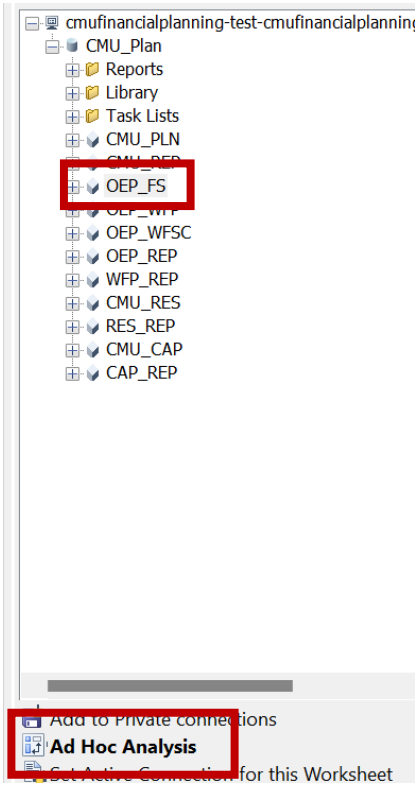
## Starting an Original Ad-hoc Template for Data Input | *Steps*

1. Start a blank Excel worksheet.
2. Navigate to *Smart View* > *Panel* and connect to the Prod-test environment, *OEP_FS* cube.






3. Once connected to *OEP_FS*, select "*Ad Hoc Analysis*" at the bottom of the panel. Remember, "No Data" error message will initiate if empty rows/columns are suppressed in the user options. You may need to disable the suppression settings if you receive an error. Please visit the User Options prerequisite materials if a refresher is needed.




4. You should now have a new ad-hoc grid that looks like this:

| A | B | C | D | E | F | G | H | I | J | K |
|---|---|---|---|---|---|---|---|---|---|---|
| | | Scenario | Version | Currency | Plan Element | Program | Location | Funding_Source | Activity | Function |
| | | Years | | | | | | | | |
| | | Period | | | | | | | | |
| Account | Organization | | | | | | | | | |

5. The most important thing to remember for data input is that all 13 dimensions must be set to a value at the lowest level in the hierarchy. For example, data cannot be entered into an A-level object code. Rather, the member selection must be set to the C-level, which is the lowest level in the EPM object code hierarchy. The same principle applies to all 13 dimensions, although the hierarchies vary between dimensions.

6. Next, establish the grid configuration by using the *Pivot* tool for design, and the *member selection* tool to select lowest hierarchy members. Please refer to prior scenarios for a refresher in the Pivot and Member Selection tools. In this example, I have made some lowest level selection for reference. Once each member is set to a lowest hierarchy level, the planning cells will turn yellow, meaning they are active for data input.

    - **Currency:** USD
    - **Program:** Default Program
    - **Location:** Default Location

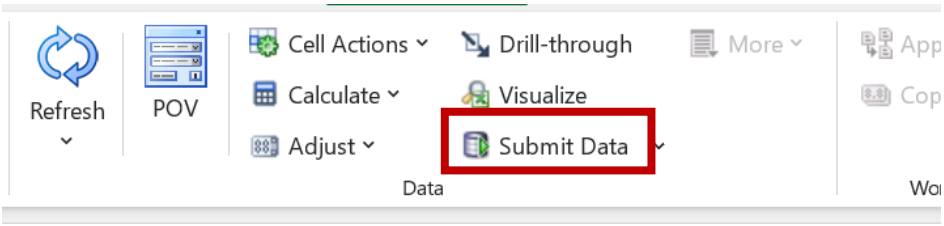
- **Plan Element:** Adjustment (+/-) ***Note, the plan element is critical. Adjustment (+/-) is the member that allows input. Refer to the Dimension and Members Guide in the prerequisite materials if a refresher is needed.***
- **Version:** Working
- **Scenario:** Forecast
- **Years:** FY25
- **Period:** May and Jun
- **Account: C8513:** Domestic Travel
- **Funding Source:** 000001: General Unrestricted
- **Function:** 000: Unspecified
- **Activity:** 000: Unspecified
- **Organization:** Training Organization 2

| | | | | | USD | Default Program | Default Location |
|---|---|---|---|---|---|---|---|
| | | | | | Adjustment (+/-) | Adjustment (+/-) | |
| | | | | | Working | Working | |
| | | | | | Forecast | Forecast | |
| | | | | | FY25 | FY25 | |
| | | | | | May | Jun | |
| C8513: DOMESTIC TRAVEL | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | Training Organization 2 | 3,333 | 3,333 | |

7. Once the POV/Rows/Columns are set to lowest level and the planning cells become active, make a change to one of the data points. The "dirty" cell will turn orange.

| | | | | | USD | Default Program | Default Location |
|---|---|---|---|---|---|---|---|
| | | | | | Adjustment (+/-) | Adjustment (+/-) | |
| | | | | | Working | Working | |
| | | | | | Forecast | Forecast | |
| | | | | | FY25 | FY25 | |
| | | | | | May | Jun | |
| C8513: DOMESTIC TRAVEL | 000001: GENERAL UNRESTRICTED | 000: UNSPECIFIED | 000: UNSPECIFIED | Training Organization 2 | 10,000 | 3,333 | |

8. Navigate and select "*Submit Data*" on the toolbar. Since this is an active planning cell, this action will change the value for this exact intersection in Oracle EPM. Once submitted, the cell color will return to yellow, and the new value will be reflected.




| E | F | G | H | I |
|---|---|---|---|---|
| | USD | Default Program | Default Location | |
| | Adjustment (+/-) | Adjustment (+/-) | | |
| | Working | Working | | |
| | Forecast | Forecast | | |
| | FY25 | FY25 | | |
| | May | Jun | | |
| ng Organization 2 | 10,000 | 3,333 | | |

| | F | G | H |
|---|---|---|---|
| | USD | Default Program | Default Location |
| | Adjustment (+/-) | Adjustment (+/-) | |
| | Working | Working | |
| | Forecast | Forecast | |
| | FY25 | FY25 | |
| | May | Jun | |
| ion 2 | 10,000 | 3,333 | |

9. To ensure that all business rules run, and the data is pushed to the reporting cube on-demand, run the *Campus Planner Jobs by Organization* task for the organization(s) that you have updated. If needed, you can reference the task training guide **here**.

10. After running the *Campus Planner Jobs by Organization* task, navigate to the web review forms and confirm that your manual data entries have saved as expected.

11. **This concludes Scenario 11 - In this scenario, we covered the following actions:**
    a. Starting a new ad-hoc grid connected to the OEP_FS financials cube.
    b. Further Pivot and Member Selection practice.
    c. Establishing a valid input grid with lowest level member selections.
    d. Using "Submit Data" and "Refresh" functions.
    e. Further practice running the campus planner on-demand task and validating data on the review forms.



**You may also follow this link to view the video in a media player**

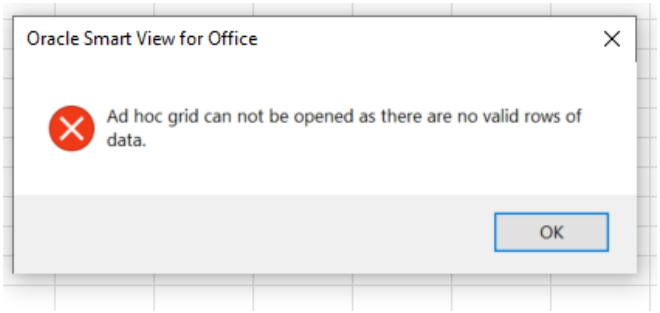
## **Scenario 12**: Navigating Common Smart View Alerts

Smart View is a powerful tool for efficiently working with Budget and Forecast data. However, throughout the first two planning cycles in EPM, the Budget Office and campus users have encountered some common alerts. This scenario's aim is to provide solutions steps for EPM users to troubleshoot the most common error messages:

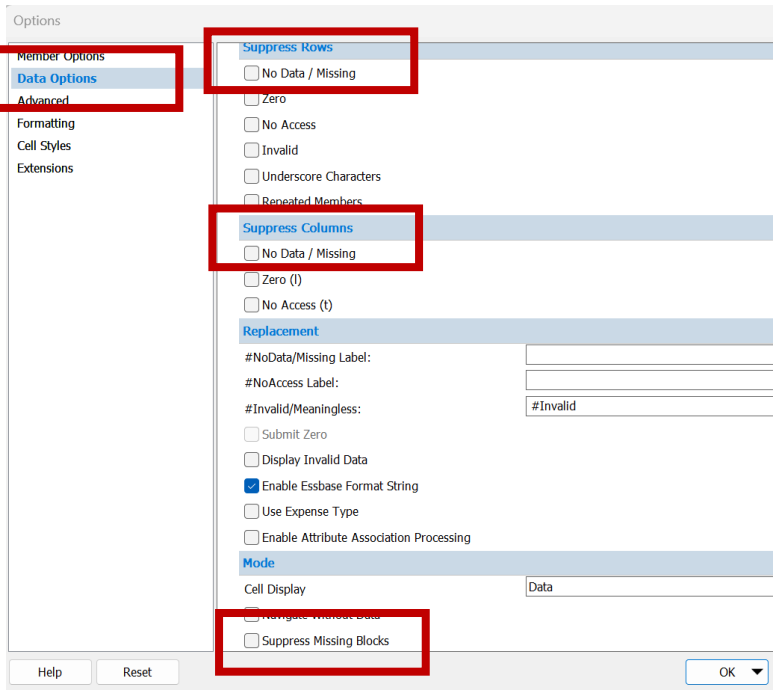
| Uses | Benefits | Limitations |
|---|---|---|
| • Help identify and provide recommendations for common error messages. | • Information is shared across campus-units to avoid duplication of troubleshooting efforts. | • Ad-hoc grids can be sensitive to formatting.<br>• It is critical that the POV/Rows/Columns meet all system requirements. |

## Navigating Common Smart View Alerts | *Steps*

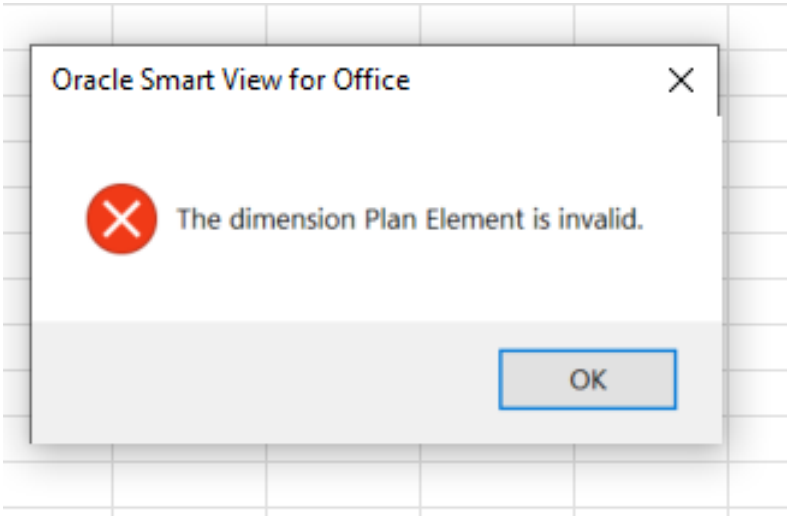
1. **Ad hoc grid cannot be opened as there are no valid rows of data.**
    a. **Alert:** Ad hoc grid cannot be opened as there are no valid rows of data
    b. **Appearance:**




    c. **Meaning:** This indicates that no data is being retrieved in your data selection while also suppressing no data/missing results. This is most likely due to having suppression for rows and/or columns selected in your Options while also pulling a data intersection with no data values in EPM. ***Users will also experience this alert when initially starting a new, original ad-hoc grid, if the Options are set to suppress empty rows/columns.***
    d. **Example:** All new Smart View users will experience this alert the first time they attempt to start an original ad-hoc grid because the default form setting has data suppression enabled.
    e. **Solution:** Disable the data suppression options for rows, columns, and missing blocks until you are ready to perform a "*Zoom In*" action in which you would like to suppress empty data rows/columns.

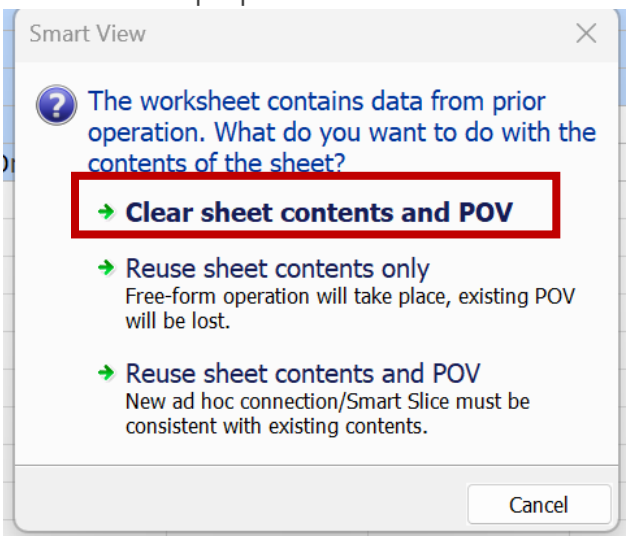



2. **The Dimension "XXXXX" is Invalid**
    a. **Alert:** The Dimension "XXXXX" is Invalid
    b. **Appearance:**

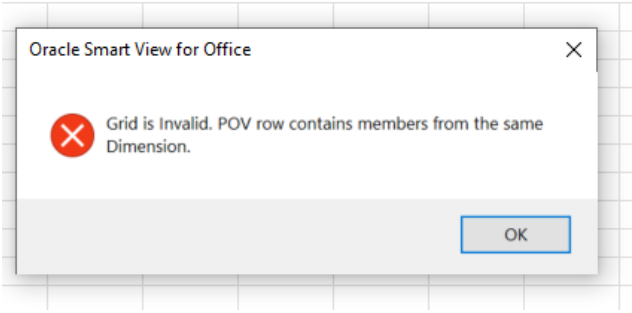



    c. **Meaning:** Generally, a result of navigating from one cube to another and trying to reuse the POV. It indicates that one of the dimensions in your grid is not a valid dimension in the cube you are connected to.
    d. **Example:** Attempting to connect to the Research Cube directly from a form that is connected to the Financials Cube. These cubes have a different dimension makeup, and therefore, the POV cannot be reused when prompted.

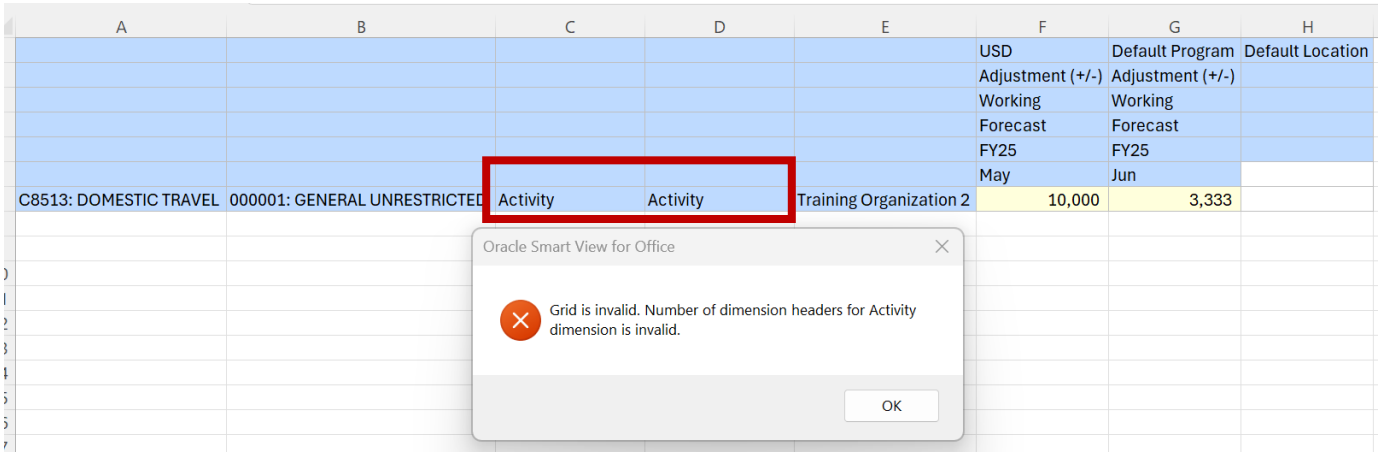
e. **Solution:** Save your work from the Financials cube first. Then, once the file is saved, select the "Clear sheet contents and POV" option when prompted after connecting to ad-hoc mode. This will start a blank sheet with the proper dimensions for the cube that you are now working with.




3. **Grid is Invalid. POV row contains members from the same Dimension.**
   a. **Alert:** Grid is Invalid. POV row contains members from the same Dimension.
   b. **Appearance:**

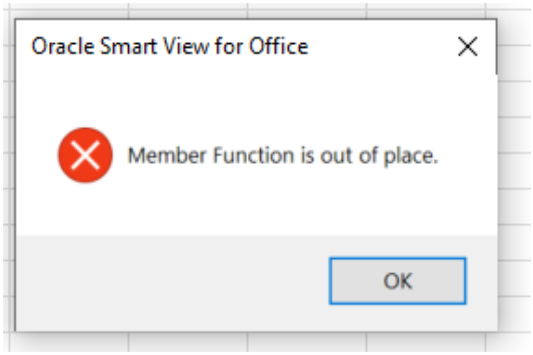



   c. **Meaning:** Indicates that you have 2 or more members in your POV that exist within the same dimension. Most likely due to shifting of columns and inadvertently copying a dimension header column.
   d. **Example:** In the example below, the Activity dimension is on the grid twice, and Function is not on the grid.




e. **Solution:** Check all 13 dimensions to ensure that there are no duplicates or missing dimension members.

4. **Member "XXXXX" is out of place.**
   a. **Alert:** Member "XXXXX" is out of place
   b. **Appearance:**




   c. **Meaning:** This indicates that you most likely have a dimension in both your POV as well as elsewhere in your grid. Ex. Function in your POV as well as in your rows.
   d. **Example:** In this example, Function "000: Unspecified" is in the Rows and the Columns, which breaks the functionality of the grid.




   e. **Solution:** Check all 13 dimensions to ensure that there are no duplicates or missing dimension members.

5. **This concludes Scenario 12 - In this scenario, we covered the following actions:**
   a. Identifying and solutioning for the most common Smart View alerts.