Oracle® Report Manager

User's Guide

Release 11*i*

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Oracle Report Manager User's Guide, Release 11*i*

Part No. B15543-02

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Preface

Intended Audience

Welcome to Release 11*i* of the *Oracle Report Manager User's Guide*.

This guide's primary intent is to provide users for Oracle Report Manager information on how to publish reports to the Oracle E-Business Suite Home Page or Oracle Portal.

See Related Information Sources on page viii for more Oracle Applications product information.

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Structure

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8 Setting Up Oracle Report Manager

Related Information Sources

Oracle Report Manager shares business and setup information with other Oracle Applications products. Therefore, you may want to refer to other user guides when you set up and use Oracle Report Manager.

You can read the guides online by choosing Library from the expandable menu in your HTML Help window, by reading from the Oracle Applications Document Library CD included in your media pack, or by using a web browser with a URL that your system administrator provides.

If you require printed guides, then you can purchase them from the Oracle store at http://oraclestore.oracle.com.

Oracle System Administrator's Guide

This guide consists of three volumes: *Configuration*, *Maintenance*, and *Security*. It provides planning and reference information for the Oracle Applications System Administrator. It contains information on how to define security, customize menus and online help, and manage concurrent processing.

General Ledger User Guide

Use this manual when you plan and define your chart of accounts, accounting period types and accounting calendar, functional currency, and set of books. It also describes how to define journal entry sources and categories so you can create journal entries for

your general ledger. This guide defines the Financial Statement Generator (FSG) reports described in this manual, along with other Financial reporting concepts and terms.

Oracle Web Applications Desktop Integrator Implementation and Administration Guide

This manual provides installation and administration information for the Web Applications Desktop Integrator. Oracle Report Manager integrates with this product to create Excel templates for your reports.

Oracle XML Publisher User's Guide

Oracle Report Manager integrates with Oracle XML Publisher to publish reports. Report Manager utilizes the XML Publisher Template Manager to store Standard and Variable report templates, as well as the Financial Report templates. Use this guide for information about these components and for detailed instructions to create the layout templates for Standard and Variable reports.

Oracle Report Manager About Document

This document provides information to successfully install Oracle Report Manager in your specific hardware and operating system environment. Please refer to MetaLink Note: 378338.1.

Do Not Use Database Tools to Modify Oracle Applications Data

Oracle STRONGLY RECOMMENDS that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications data unless otherwise instructed.

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. But if you use Oracle tools such as SQL*Plus to modify Oracle Applications data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle Applications tables are interrelated, any change you make using an Oracle Applications form can update many tables at once. But when you modify Oracle Applications data using anything other than Oracle Applications, you may change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle Applications.

When you use Oracle Applications to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also keeps track of who changes information. If you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL*Plus and other database tools do not keep a record of changes.

1

Introduction to Oracle Report Manager

This chapter covers the following topics:

- Overview
- Accessing Oracle Report Manager

Overview

Oracle Report Manager is an online report distribution system that provides a secure and centralized location to produce and manage point-in-time reports.

Oracle Report Manager users can be either report producers or report consumers. Report producers submit, publish, and set security for reports. Report consumers view and approve reports.

Reports can be published and presented to certain responsibilities without additional security or a variety of security models can be applied, allowing only authorized users to view entire reports or parts of reports. In addition, you can use your templates to integrate reports displayed by Report Manager using your organization's individual style.

Oracle Report Manager:

- Provides a centralized report distribution system for point-in-time reports.

- Enables information producers to submit and publish Financial Statement Generator (FSG), Ad Hoc FSG, Variable Format, and Standard reports to a central repository.

- Enables information producers to present reports in the repository to information consumers via menu items on the Personal Home Page or portal.

- Is accessible by any Oracle Applications user using a Web browser.

- Offers approval requirement before making reports available for general viewing.

- Permits report availability in a future timeframe.

- Allows you to view spreadsheets or PDF files for further analysis.

- Secures reports by utilizing three security paradigms: User to Value, custom, and flexfield segment.

- Provides an archive facility to maintain reports for future reference that no longer need to be displayed to report consumers.

- Enables the publishing of reports that have been submitted as part of request sets or report sets.

- Enables you to upload any type of file and publish it to a central repository. Reports in the repository can then distributed to the Personal Home Page.

Report Types

There are four types of reports you can access through the Personal Home Page:

- **Single Report:** A complete report for a specific time period. For example, your corporate income statement for May 2002.

- **Single Report Over Time:** A single report produced for different periods. For example, your corporate income statement for the periods April, May, and June 2002.

- **Expanded Report:** One report displayed in a variety of ways depending upon an expansion value. For example, you can publish your corporate Income Statement for May 2005 based on department. User views of the Income Statement are limited to those departments for which the user has viewing privileges.

  For Financial Statement Generator (FSG) reports, reports are expanded by content sets. Content sets are defined in Oracle Applications. For example, if a content set for departments is set up, then applying it to a report creates a separate report for each department.

- **Expanded Report Over Time:** An expanded report available for different time periods.

Accessing Oracle Report Manager

The system administrator assigns Report Manager menu items to various responsibilities. Following are the available menu items:

- Financial Report Submission

- Financial Report Template Editor

- Repository Management

- Security Workbench

- Standard Report Submission

- Upload File

- Variable Report Submission

- Publish Report Set

- Define Report Set Publishing Options

- Publish Request Set

- Define Request Set Publishing Options

- Ad Hoc FSG Submission

Report access generally varies by responsibility. The following example gives a likely scenario of an implementation of Oracle Report Manager menu items.

Example
Responsibility: General Ledger

- Menu Item: Financial Report Submission

- Menu Item: Financial Report Template Editor

- Menu Item: Publish Report Set

- Menu Item: Define Report Set Publishing Options

- Menu Item: Ad Hoc FSG Submission

Responsibility: Report Manager Administration

- Menu Item: Security Workbench

- Menu Item: Repository Management

- Menu Item: Upload File

- Menu Item: Financial Report Template Editor

Responsibility: Manufacturing Operations

- Menu Item: Standard Report Submission

- Menu Item: Publish Request Set

- Menu Item: Define Request Set Publishing Options

Responsibility: Financial Assets
- Menu Item: Standard Report Submission

- Menu Item: Variable Report Submission

Responsibility: Accounts Payable
- Menu Item: Standard Report Submission

In addition, users access Oracle Report Manager every time they view a report published by it. In this case, the reports being distributed by menu items created by report producers can be placed in any responsibility.

2

Oracle Report Manager Business User Flows

This chapter covers the following topics:

- Publishing Reports
- Creating User to Value Security

Publishing Reports

Prerequisites

❒ Your user responsibility has been granted access to report submission.

❒ A layout template exists for the report you want to publish (see Templates, page 5-1).

Steps:

1. From the Oracle E-Business Suite Navigator, select the type of report you want to publish: Financial Report, Ad Hoc FSG, Variable Report, or Standard Report.

2. For Financial, Variable, or Standard reports, select or search for the name of the report you want to publish. For Ad Hoc FSG reports, select the report components.

3. Specify the parameters needed to submit the report as a concurrent request.

4. Specify the publishing parameters.

   When the report XML data is generated, it is sent to the Oracle Report Manager repository where it is stored and available for presentation to viewers. Parameters include:

- Security options for viewing the report.

- Layout template to apply. Note that the template can be changed at any time when viewing the published report from the repository.

- Expansion values or timeframes.

- Reviewers to approve the report before it is presented.

- Date to automatically mark the report for archive.

5. Determine the location in the repository to store the report. If the report exists in the repository you can choose a new location or overwrite it.

6. If you wish to publish the report to a menu item on the Personal Home page, you can apply presentation parameters to define where in the menu structure the report appears.

   Example
   Place a Summary Income Statement under a responsibility called Financial Reports that was created by your system administrator.

7. Review all of your report parameters.

8. Submit the report.

   A confirmation page displays your concurrent program request ID. You can monitor this request until it has successfully completed.

   Note that when you submit the report, two requests are submitted to the concurrent manager: the request to generate the data and the request to publish the data. The request ID displayed after confirmation corresponds to the Publish and Presentation Program. When you monitor your report you will see your submitted request and the Publish and Presentation Program. Your report will not be available for viewing until both requests have completed successfully.

9. If you chose a reviewer for the report, the reviewer views the report and approves it, making the report available to all others with access.

10. If you chose to publish the report to a menu item of a responsibility, then all users who have that responsibility and menu will see the report listed.

    Example
    Following the same example in step 6, users with access to the Financial Reports responsibility can navigate to that responsibility and view the Summary Income Statement.

    Timeframes and expansion values (for example, department) are available in lists. The viewer selects the time and expansion value to view. Security can restrict the

expansion values a particular user can view (for example department 100 only). The viewer can also select to output the report to HTML, Excel, or PDF.

Creating User to Value Security

User to Value security is applied to financial reports that use a content set or standard reports that contain a valid expansion value. Use the Security Workbench to give users access to specific values. See Overview of User to Value Security, page 7-1 for more information.

Prerequisites

❐ The system administrator defines expansion values for standard reports or publishes a financial report with a content set.

Steps:

1. Add value sets to the security workbench. For example, Department is a value set.

2. Optionally, assign users to a selected value contained in a value set. Set privileges for each user in relation to the value. For example, John Jones and Jane Smith have Viewer privileges for department 100.

3. Optionally, assign values contained in a value set to a selected user. Set the user's privileges for each value. For example, John Jones has Viewer privileges for departments 100, 500, and 600.

4. Optionally, run the Security Listing Report to review all security assignments.

5. A user who is publishing a financial report or a standard report that uses an expansion value assigns user to value security when submitting the report and selects the content set or value set to be used when determining user privileges for viewing the report. For example, an Income Statement report is assigned the Department value set.

6. The report appears in the menu under the responsibility to which it was published. A user who has that responsibility can view the report for the values the user has privileges to access. For example, John Jones can view the income statement for departments 100, 500, and 600 while Jane Smith can only see the income statement for department 100.

3

Submitting and Publishing Reports

This chapter covers the following topics:

- Overview of Publishing Reports
- Submitting Financial Reports
- Submitting Ad Hoc Financial Reports
- Submitting Standard and Variable Reports or Files
- Uploading Files
- Publishing Parameters
- Storage Location
- Presentation

Overview of Publishing Reports

You have the following options for submitting and publishing reports:

- Financial Report

  Submit any of the Financial Statement Generator (FSG) reports available to your responsibility.

- Ad Hoc Financial Report Submission

  Define the Financial Statement Generator report components at runtime, if a predefined FSG report does not exist.

- Standard Report

  Submit any of the standard Oracle Applications reports available to your responsibility.

- Variable Report

Submit variable reports with attribute sets and publishing options defined in Oracle Applications.

- Upload File

  You can upload any kind of file, such as a Web page, an image, or a business document.

Submitting Financial Reports

Select parameters and submit financial reports as concurrent requests.

Submission Parameters Region Notes

- **Report Name:** Choose any available Financial Statement Generator (FSG) report.

- **Period:** Choose an accounting period. Accounting periods were defined in the calendar for the set of books.

- **Date:** The effective date for the report must fall within the chosen period.

- **Currency:** The values in the report will use the selected currency.

- **Content Set:** Defined in Oracle General Ledger, the content set allows users to generate multiple report outputs by segment. For example, if a content set for departments is applied, then the report will create a separate report for each department. See "Defining Content Sets" in the *Oracle General Ledger User Guide.*

  > **Note:** Assign the display type PE (page expand) to the segment for which you want separate reports for each segment value.

- **Display Set:** The Display Set allows users to hide or show specific columns and rows. See "Defining Display Sets" in the *Oracle General Ledger User Guide.*

- **Row Order:** Defined in Oracle General Ledger, the Row Order controls how detail rows appear in the report. See "Defining Row Orders" in the *Oracle General Ledger User Guide.*

- **Rounding Option:** You can specify whether calculations are performed before rounding or if numbers are rounded before calculations are done.

- **Flag Exceptions:** Select the box to flag any exceptions in the report. If this box is checked, then only the rows that meet the exceptions defined in the column set for the report will be displayed.

- **Segment Override:** Select a segment of the accounting flexfield to use as an override and use it to fine-tune the report to include less or more information.

- **Scheduling Options:** Select a date and time for the report to be submitted to the concurrent manager or choose to submit it now.

Submitting Ad Hoc Financial Reports

The Financial Statement Generator (FSG) is a powerful report-building tool that enables you to define custom financial reports in Oracle General Ledger without programming. FSG supports reusable and interchangeable report components, such as row sets and column sets so that you can mix and match your existing rows and columns to create an entirely new report in seconds.

Report Manager's Ad Hoc Financial Reports feature enables you to create an FSG report on demand by selecting the components at the time of submission.

For detailed information on FSG report components, see Financial Reporting, *Oracle General Ledger User Guide*.

Submission Parameters Region Notes

- **Report Title**: Assign a title to your report.

- **Row Set**: Select the Row Set to include in your report. For more information, see Defining Row Sets, *Oracle General Leder User Guide*.

- **Column Set**: Select the Column Set to include in your report. For more information, see Defining Column Sets, *Oracle General Ledger User Guide*.

See Submitting Financial Reports, page 3-2 for descriptions of the remaining parameters.

Optionally enter Control Values for your report. For information on control values, see Including Budgets, Encumbrances, and Currencies in an FSG Report, *Oracle General Ledger User Guide*.

Submitting Standard and Variable Reports or Files

You select parameters and submit reports as concurrent program requests. The parameters depend upon the type of report and its definition. When you select the name of the report the parameters defined for that report appear on the page.

Submission Parameters Region Notes

- **Scheduling Options:** You can either select a date and time for the report to be submitted to the concurrent manager or choose to submit it now.

Uploading Files

You can upload any kind of file and then apply the Report Manager publishing parameters.

Use the **Browse** button to locate the file, then continue through the process train.

Publishing Parameters

The publishing parameters determine the template to be applied to format the report, the security to restrict access to the report, and when the report becomes available.

Publishing Parameters Region Notes

- **Default Template:** Assign a template to the report or accept the default template. The default template is the last template you applied to this report. The template determines how the information in the report appears on the page. Templates are stored in the Oracle XML Publisher Template Manager.

  Templates are XSL:FO based, but can be created as RTF files using Oracle XML Publisher. Excel can be used to edit financial report templates provided in Oracle Report Manager. See Templates, page 5-1 for more information.

- **Timeframe:** Use the timeframe feature to publish multiple iterations of a report to the same self-service menu item. For example, during month-end close you may be generating versions of a report on a daily basis. You can assign each iteration of a report a timeframe value, publish it to the same location, and when information consumers view the report online, they will be able to select the iteration of the report they want to view in the "Timeframe" list.

- **Set Auto Archive**: To automatically mark this report for archive, select "Yes" and choose the date. This option may already be set to a default value. For more information, see Archiving Reports, page 6-3.

- **Expansion Value:** With standard and variable reports, you can use the expansion value feature to restrict access at the user level. For example, you may want to publish the report to a responsibility that many users have access to, but only some should see the report. Assign an expansion value that exists in a value set to the report and ensure that the users have access to this expansion value in the Report Manager Security Workbench. For more information, see User to Value Security, page 7-1.

- **For File Upload:** An uploaded file does not require parameters. It can use the timeframe value to produce and display multiple iterations of the same file to information consumers. It can also use the expansion value feature to secure access to the file at the user level.

Security Region Notes

- Three security methods restrict user access to certain values:

- **User To Value Security** is defined in Oracle Report Manager and is available for financial reports, variable, and standard reports. Select the content set or value set to be used for security. User to Value security requires the following:

> **Note:** If user to value security is used to secure expansion values, flexfield segment security will not be enforced.

- Your Financial report is submitted with a content set.

- Exactly one segment value in the content set has a display type of PE (Page/Expand). The value set that is assigned to this segment must be selected on this page.

- You must assign an expansion value when publishing standard or variable reports. The expansion values must exist in the value set you identify on this page.

- **Custom Security** uses any PL/SQL security packages defined in the system. Enter the name of the security package. For information on setting up custom security, see Oracle MetaLink Note 333304.1: How to Apply Custom PL/SQL Based Security with Oracle Report Manager.

- **Flexfield Segment Security** is available only for financial (FSG) reports. The rules available to select were created in Oracle General Ledger and are assigned to the responsibility you are logged in under. The report must contain a content set and one segment value in the content set must have a display type of PE. Security applies to the expanded segment values.

  ### Example
  If you publish a summary income statement for departments 100 to 120 and you only have access to departments 100 through 110, then your report will produce a summary income statement for departments 100 to 110.

  If users are restricted to departments 100 to 105, then they can only view information in the same report for departments 100 to 105.

  A user is restricted to departments 100 to 105 and accounts 1000 to 2000. The published report is restricted by the department value set. The user can only see departments 100 to 105. However, the accounts in the report are unrestricted. Even though the user is restricted to accounts 1000 to 2000, the user can view all accounts in this report.

Availability Region Notes

- Availability restricts when a report is available to users who have access to the responsibility under which the report is published.

- **Specific Date and Time:** If you select a specific date and time when the report becomes available, then you can also specify one or more reviewers to approve the report. A reviewer can change the date and time the report will be published.

- **On Hold:** If you select On Hold, then you must also designate one or more

reviewers.

- **Reviewers:** Reviewers can be assigned to reports that are on hold or scheduled for a specific date and time. The user publishing the report is always set as a reviewer.

  When a reviewer approves a report with expansion values, the approval extends to all expansion values including those the reviewer cannot view. When a reviewer approves a report with a time frame, only the time frame being viewed is approved.

Storage Location

Designate where to store the report in the repository. If the report name and time frame for the report are the same as a previously published report, then select Next to publish your report to the same location and overwrite the existing report.

If the report name is the same but the timeframe is different, then when you select Next the report is added to the existing report. When the report is viewed the viewers will see the additional timeframes in their timeframe selection list. This applies to the report types: single report over time and expanded report over time.

Expand the hierarchy to find and select the folder or previous version of the report.

Presentation

Determine which responsibility will have access to a report. Users will access reports by selecting menu items under their responsibility. One or more reports can be stored under the same location in the repository. When a menu item is created, it is associated with the repository location, regardless of whether one or many reports are stored in that location.

Example
A single report over time may actually consist of 12 distinct instances of a Summary Income Statement, one for each month of the year. It is likely that each of these distinct reports are stored in the same repository location and assigned only one menu item. In this scenario, when users attempt to view the Summary Income Statement report, they will see the report with a dropdown list in the header region allowing them to select a different timeframe to view (from January to December in this case).

Since multiple reports can be stored in one Repository Location (See Storage Location, page 3-6), there may not be a need to create a menu item for a report that is stored in the same location as a report with a menu item already associated with it. To bypass this step, select Next on the Presentation Page.

In much the same way, by selecting Next you can choose not to create a menu item for a report that is being published. By doing this, the report is still stored in the repository; however a menu item will not be associated with it, rendering it unviewable for users who do not have access to the Repository Management screens.

If you decide not to create a menu item for a report during the publishing flow, you can

create one later using Repository Management. See the Overview of Repository Management, page 6-1.

4

Publishing Report Sets and Request Sets

This chapter covers the following topics:

- Overview
- Defining Publishing Options
- Publishing Report or Request Sets

Overview

The Report Set and Request Set publishing feature enables you to publish completed reports from a set to the Report Manager Repository. You can set up publishing options for each report in the set, so that every time you choose to publish it each member report can have specific publishing parameters applied and maintained for subsequent runs.

> **Important:** The Report Set and Request Set publishing feature enables the publishing features of Report Manager for *completed* reports. You must first submit the request set or report set through the concurrent manager to make the reports available for publishing to Report Manager.

The business user flow for this process is as follows:

Prerequisites

- Define a Report Set or a Request Set in Oracle Applications.

- Run the Report Set or Request Set.

Steps

1. (Optional) Use the Define Report Set Publishing Options or Define Request Set Publishing Options screen to define and save the publishing parameters for each report in the set.

2. Use the Publish Report Set or Publish Request Set screen to publish the completed requests. Use the saved publishing parameters or define new publishing parameters.

Defining Publishing Options

1. Select Define Report Set Publishing Options or Define Request Set Publishing Options from your assigned responsibility in the Oracle E-Business Suite navigator.

2. Select a Report Set or Request Set Name.

   The report set name list will contain all the report sets that have been created by any user.

   Saving a publishing template for a specific set will apply to all sets with that name. For example, if you create a default publishing template for Set A (submitted on 23-Nov-2006) then this new template will belong to all instances of Set A (regardless of submission date).

3. Select the **Publish** box for reports in the set that you wish to publish. Only the selected reports in the set will be published to the Report Manager repository.

4. Select the **Update Publishing Parameters** icon to edit the report publishing options.

   Follow the process train to update the parameters for the report. Once you have saved publishing parameters for a report, the **Publishing Parameters Status** column will be checked.

   See Publishing Parameters, page 3-4 for more information on the publishing parameters screens.

5. Update the Publishing Parameters for each report in the set that you wish to publish via Report Manager.

Publishing Report or Request Sets

1. Select Publish Report Set or Publish Request Set from your assigned responsibility in the Oracle E-Business Suite navigator.

2. Select a Report Set or Request Set Name and optionally a Run Date for the set.

3. Select the **Publish** box for reports in the set that you wish to publish. Only the selected reports in the set will be published to the Report Manager repository.

4. Select the **Update Publishing Parameters** icon to edit the report publishing options for this submission.

Follow the process train to update the parameters for the report. Once you have saved publishing parameters for a report, the **Publishing Parameters Status** column will be checked.

See Publishing Parameters, page 3-4 for more information on the publishing parameters screens.

5. Select **Publish**.

5

Templates

Report Templates Overview

To publish a report, Report Manager requires a layout template for the report. Templates are stored in the XML Publisher Template Manager as extensible stylesheet language formatting objects (XSL-FO) documents. The style information from the XSL-FO template is applied to the data in the report and controls the format of the information.

Templates are provided for some Oracle Applications standard, variable, and financial reports. You can modify the provided templates, or you can create new templates. For reports that do not provide a template, you must create a new template using one of the methods described in this chapter.

Report Types and Templates

For Financial reports, Report Manager provides the Financial Report Template Editor. Use this tool to create and modify templates in Microsoft Excel then upload them to the Template Manager. At runtime, when you select your template, the report data is published in Excel, in the format you defined. For more information, see Using the Financial Report Template Editor, page 5-2.

If you prefer a Microsoft Word-based template, you can follow XML Publisher's standards for Rich Text Format (RTF) templates. Upload these templates directly through XML Publisher's Template Manager.

Standard and variable reports require an RTF template based on the XML Publisher standards. For more information, see Creating RTF Report Templates, page 5-6.

Using the Financial Report Template Editor

Prerequisites and Setup

See Setting Up Oracle Report Manager, page 8-1 for specific setup steps required for the Financial Report Template Editor.

Overview of Financial Report Templates in Excel

You can create or edit Financial Statement Generator (FSG) templates using Microsoft Excel.

When you elect to create a new template for a specific report, the template editor retrieves the structure of the chosen report and provides standard static data at the top of the report template in Excel as well as row and column details. The template that is generated in Excel is fully functional. It can be uploaded immediately to the Template Manager using the Oracle menu and used to publish your report.

Select the menu item **Financial Report Template Editor** to build a template. A new template is fully formatted and ready to work with. When creating a new template or editing an existing template you can make the following changes:

- Add and remove report elements.

- Change the location of report elements on the page.

- Modify row and column sizes.

- Use standard Excel font formatting such as bold. Default formatting is provided.

- Insert text that remains static in the report.

- Add images. Supported image files are png, gif, jpg, and bmp.

- Add background watermark images.

- Include hyperlinks.

- Add data values. Data values are report objects that link to XML elements of the report output file and the values are obtained during the publishing process.

- Move columns.

- Insert blank rows.

The Oracle menu in Excel contains options for uploading your completed template, adding components, moving items, and deleting items.

Using the FSG Template Editor

1. From the Oracle Applications Navigator, select **Financial Report Template Editor**.

2. Enter the **Report Name**, or select it from the list.

3. You can choose to create a new template; or to modify an existing template, select it from the list.

4. Select Excel Template Editor from the **Editor Selection** list.

5. When you select **Create**, the Excel spreadsheet with default formatting is created and opened in Microsoft Excel.

6. Accept the default layout, or edit the Excel template as desired. See Template Editing Features, page 5-3 for information on layout options for your template.

7. When you are ready to upload, select **Oracle,** then **Upload**.

   You will be prompted for Upload Parameters including **Template Name**, **Description**, and **Language**.

   If the template name already exists, you can choose to **Overwrite Existing Template**.

   > **Note:** The **Enable Drill** option is specific to General Ledger and allows the user to drill into report values using the Account Analysis and Drilldown feature. For more information, see the Oracle General Ledger User's Guide.

Template Editing Features

When a new template is created and opened in Excel, all the report elements from the report definition are presented in the spreadsheet. This section describes the layout features that are available to customize the report presentation.

Adding, Deleting, and Moving Report Objects

Use the Oracle menu to perform the following edits to the generated template:

- Move line items right

- Move line items left

- Delete current line item

- Delete current column

- Insert report fields defined in data

- Insert row elements defined in data

- Insert column elements defined in data

The following image shows the options available from the Oracle Menu in Excel.

The Oracle Menu
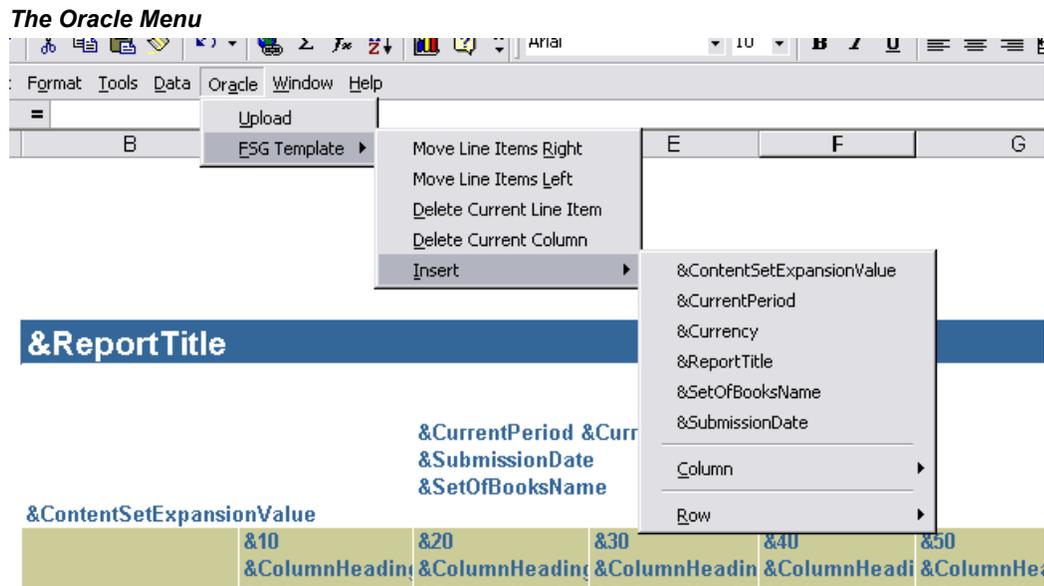
Note that the **Insert** submenu displays available report objects and data fields that you can insert into your template. If you are creating a new template, Report Manager builds the default template with all the available report objects and data fields. If you are modifying an existing template, then report objects and data fields may be in the submenu list that are not present in the template. You can add these objects to your report.

Changing Row and Column Sizes

Use Excel standard functionality for changing row heights and column widths in your template.

Changing Font Style, Size, Color, and Alignment

Use Excel standard functionality to customize font style, font size, colors, and alignment. This can be applied to the five areas of the FSG report: Report Title, Report Heading, Column Heading, Line Items, and Amounts.

Cell Formatting

You can apply many of the native Microsoft Excel cell formatting options to a particular

cell or group of cells in the template, and at runtime the formatting will be applied to all cells that correspond to the data intersection.

Formatting Negative Numbers

To apply special formatting to the appearance of negative numbers in your report, you can use the Excel functionality as follows:

1. Select the cells for which you want the negative number formatting applied.

2. From the Excel **Format** menu select **Cells**.

3. Choose the **Number** tab.

4. From the **Category** list select **Number**, then select the format desired in the Negative Numbers display box.

At runtime, any negative numbers appearing in the column will display in the format you selected.

Changing General Page Settings

Use Excel standard functionality to modify the following page settings:

- Page Margins
  - Top, Left, Bottom, Right, Header and Footer

- Orientation
  - Portrait or Landscape

Inserting Images or Watermarks

Use Excel standard functionality to insert and manipulate images in your template. The following image types are supported: PNG, GIF, JPEG, and BMP (Microsoft converted). The Excel Picture Toolbar Image Control options are all supported: Grayscale, Black and White, Watermark.

To insert an image as a watermark:

1. From the **Insert** menu, select Picture, then select the image to insert it in your template.

2. Size the image as desired.

3. Double-click the image to launch the **Picture** toolbar.

4. Select the **Image Control** icon, then select Watermark from the list of options.

To insert a background image:

1. From the **Format** menu, select Sheet, then Background.

2. Select the image.

Creating RTF Report Templates

Report Manager utilizes XML Publisher's RTF templates for standard and variable reports:

- Rich Text Format (RTF) templates are created in Microsoft Word. You can use many native Microsoft Word features to apply to your report template to achieve richly formatted reports directly out of Oracle Applications. XML Publisher provides a plug-in to Microsoft Word that enables you to quickly insert and manipulate report elements in your Word document.

For information on creating or modifying RTF templates, and for information on uploading the templates to the Template Manager to make them available to the Report Manager, see the *Oracle XML Publisher User's Guide*.

6

Repository Management

This chapter covers the following topics:

- Overview of Repository Management

Overview of Repository Management

All reports submitted through the Report Manager are stored in the Reports Repository. The Repository Management feature allows you to:

- Organize and view completed reports

- Update publishing and security options for completed reports

- Archive and delete reports

Repository Management

The menu item **Repository Management** takes you to the workbench. A hierarchical grid structure provides an easy means of locating reports. Reports are added to the repository only when a report is published.
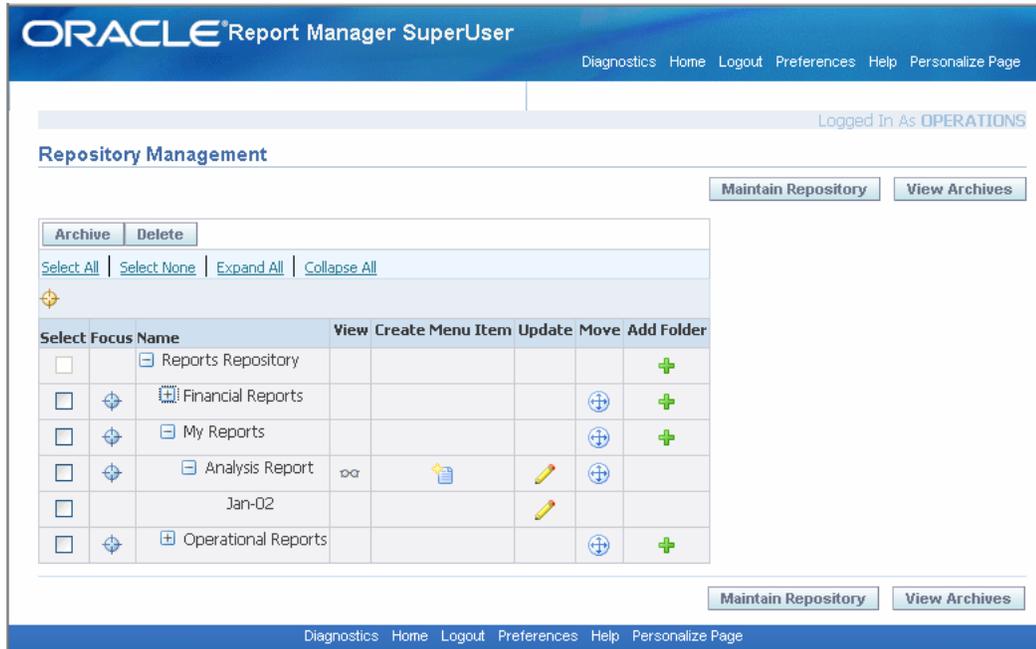
Features of the Repository Management Page

- **View:** Reports can be viewed directly from the repository. Security applied to the report during publishing is still applicable.

- **Create Menu Item:** Create a new menu item for the report using this page. See Presentation, page 3-6 for more information.

- **Update:** Select the Update icon at the report level, or at the timeframe level to update parameters.

  - **Update Report**: Change the template for a report or set the Auto Archive option. Changes to security can be made if the report was submitted with a content set with an expansion value. If the report is a Single Report Over Time or an Expanded Report Over Time, then changing security parameters on this page will change the security settings for all timeframes associated with this report.

  - **Update Timeframe:** Any changes will only affect the timeframe chosen. Parameters that can be changed include security and availability.

- **Move:** Rearrange folders and reports. When you move a report or folder it is placed at the bottom of the list within the selected destination.

- **Add Folder:** Add folders to the repository for easier management of the repository. New folders are added to the end of the existing item list.

- **Archive**: Select the report and select the Archive button to mark the report for

archive.

> **Note:** Marking a report for archive will remove the report for viewing from the Reports Repository and create an entry in the Report Manager Archive. The report is not actually moved to the Archive until you run the Maintain Repository concurrent request. See Maintain Repository, page 6-4.

- **Delete**: Select the report and select Delete to mark the report for deletion.

  > **Note:** Marking a report for deletion will remove the report for viewing from the Reports Repository; however, the report is not actually deleted until you run the Maintain Repository concurrent request. See Maintain Repository, page 6-4.

- Select **View Archives** to access the Report Manager archives. See Archiving Reports, page 6-3.

- Select **Maintain Repository** to run the Maintain Repository concurrent request.

Archiving Reports

The Report Manager provides an archive facility to store reports that you wish to maintain, but are no longer needed in the active Reports Repository.

Mark a report for archive in one of two ways:

- Set the Auto Archive Publishing Parameter. At report submission, you can select a date to automatically mark the report for archive, or you can update this parameter for the completed report in the Reports Repository.

  > **Note:** The profile option, FRM: Set Auto Archive enables you to set a default time period for this parameter for all reports. See Set Profile Options, page 8-2 for more information.

- Mark the report for archive directly from the Reports Repository.

Once you have marked a report for archive, it is removed from view by report consumers, but it is not placed in the Report Manager Archive until you run the Maintain Repository concurrent request. See Maintain Repository, page 6-4.

To access a report stored in the archive, select it, then select **Restore** to restore it to the active Reports Repository. The report is restored to the Reports Repository by this action, you do not need to run the Maintain Repository concurrent request. Note that reports are not restored to form functions. You must create a new form function for a

restored report.

Maintain Repository

Use the Maintain Repository page to schedule the Maintain Repository concurrent request. This request will process all reports that are marked for archive or delete. In addition, it will remove menu items that no longer point to active reports.

You can schedule the request to run immediately, or you can set up a recurring schedule to ensure items are archived and purged on a regular basis.

Recommendations for Running the Maintain Repository Concurrent Request

It is recommended that you schedule the Maintain Repository concurrent request to run on a regular basis during periods of light activity on the system. You should run the request at least once monthly, but the optimal frequency for your system will depend on the delete and archive activities of your users.

Note the following about the maintenance process:

- When you delete a report, the menu item is still visible until the Maintain Repository request is run. Selecting the menu item will cause an error.

- If you allow a large backlog of delete and archive activity to build up, the Maintain Repository request will require more time to run.

7

User to Value Security

Overview of User to Value Security

User to Value security can only be applied to financial reports that are submitted with a content set or to standard and variable reports that contain a valid expansion value that was set up in a value set by the system administrator. The security matches individual values with users and assigns security levels to the paired value and user.

Example

For example, the value set used for an Income Statement is Departments. User Jane Smith is given viewer access to department 100 only. Her manager Sue Jones has owner access to all departments in the report. When Sue opens the report she sees a dropdown list of all departments and selects any department to view that department's income statement. Jane only sees the statement for department 100.

The **Security Workbench** menu item is your starting place. It lists value sets currently available for user to value security. See the Creating User to Value Security, page 2-3 business flow for more information.

Features of the Security Workbench Page

- **Add Value Sets:** Value sets are set up by the system administrator. To make a value set available for user to value security you need to add the value set to the Security Workbench. You can search by either value set name or description.

- **Users to Value:** Click Users to Value to assign multiple users to a single value contained in the value set. You can search for a value and review the users assigned to that value, change security privileges for users, and add users.

- **Values to User:** Click Values to User to assign multiple values from the value set to a single user. You can search for a single user and review the values assigned to that user, change security privileges for values, and add values to the user.

- **Delete:** You cannot delete a value set that contains values that are assigned to user to value security.

Security Levels

Following are the levels of security you can assign to a user and value pair:

- **Owner:** Owners can set contact and viewer privileges for other users within the values and value sets they own. Owners can also view reports within their assigned values.

- **Contact:** Contacts can set viewer privileges for users within the same value and value set. Contacts can view reports within their assigned values.

- **Viewer:** The viewer can only view reports within their assigned values.

- **None:** The user cannot view reports within the values where they have been assigned this security level.

Security Listing Report

This report details existing user security privileges. You can access this report from the Security Workbench. Use the simple or advanced search to limit the information in the report.

Notes

- **Security Set:** Combination of security flexfields

- **Value:** Values specific to a content set expanded field

- **Description:** Value sets included in the security set

8

Setting Up Oracle Report Manager

Setup Overview

Oracle Report Manager leverages features of Oracle XML Publisher and Oracle Web Applications Desktop Integrator (Web ADI).

When you submit a Standard or Variable Report request, Report Manager uses XML Publisher's formatting engine to apply a layout template to the request data to generate the report in the desired output format. Report Manager then publishes the report to the Reports Repository and to any selected menu items.

When you design a template using the Financial Report Template Editor, Report Manager uses Web ADI to generate and download the Excel spreadsheet to your desktop and then uploads the template to the XML Publisher Template Manager.

Setup for Oracle Report Manager therefore includes steps for Web ADI and XML Publisher.

Implementation steps are listed in the following table. Detailed instructions are given in the sections that follow:

Step	Required/Optional	Product
Set Profile Option Values	Optional	Report Manager
Attach Form Functions to User Menus	Required	Report Manager
Perform Setup for Financial Report Template Editor	Conditionally required. Each user of the Financial Report Template Editor must configure their client PC Web browser.	Web ADI

Step	Required/Optional	Product
Set request concurrent programs to generate XML	Conditionally required. Standard and Variable report concurrent programs published by Report Manager must be set to generate XML in the concurrent program definition.	XML Publisher
Register concurrent programs as Data Definitions in the Template Manager	Conditionally required. Standard and Variable reports published by Report Manager must be registered as a Data Definition in XML Publisher's Template Manager.	XML Publisher
Create report templates	Conditionally required. All Standard and Variable reports published by Report Manager require an XML Publisher RTF template.	XML Publisher
Register report templates in the Template Manager	Conditionally required. Templates created for use with Standard and Variable Reports must be registered in XML Publisher's Template Manager.	XML Publisher

Set Profile Options

Use the System Administrator Responsibility to set the following profile options. For more information about setting profile options, see Overview of Setting User Profiles, *Oracle Applications System Administrator's Guide - Maintenance*.

Profile Option Name	Default	Description
FRM: User to Value Owner Access	No	The profile option is only set at the user level. When set to "Yes" it enables a user to add participating value sets and assign owner access. For more information, see User to Value Security, page 7-1.

Profile Option Name	Default	Description
FRM: Set Auto Archive	Null	This profile option sets a default value for the **Set Auto Archive** option on the Publishing Parameters page. Enter a positive integer to specify the number of months from the date of publishing that the report will be marked for archive in the Reports Repository. For example: To automatically mark reports for archive after one month, enter "1". Users can override the default value at submission time on the Publishing Parameters page. Note that reports are not actually archived until the Maintain Repository concurrent request is run. For more information, see Archiving Reports, page 6-3.
ADI: Allow Sysadmin to View All Output	No	Set this to "Yes" to allow users with the System Administrator responsibility to view the output for all users. This option overrides user to value security for System Administrators.

Attach Form Functions to Navigation Menus

Use the System Administrator responsibility to assign the Report Manager menu items to the navigation menus of the appropriate responsibilities. For more information on adding functions to menus, see Navigation Menus, *Oracle Applications System Administrator's Guide - Security*.

Following are the Report Manager User Function names:

- Financial Report Submission

- Financial Report Template Editor

- Repository Management

- Security Workbench

- Standard Report Submission

- Upload File

- Variable Report Submission

- Publish Report Set

- Define Report Set Publishing Options

- Publish Request Set

- Define Request Set Publishing Options

- Ad Hoc FSG Submission

Set Up Financial Report Template Editor

The Financial Report Template Editor leverages Oracle Web ADI's integration with Microsoft Excel. The following setup is required to use this feature:

Prerequisites

- Client PC with Windows ME, Windows NT 4.0 (with Service pack 3 or later), Windows 2000, Windows XP, or Windows 98 installed on it.

- Internet Explorer 5.0 or greater installed on client PC.

- Microsoft Excel 97, 2000, 2002, or 2003 installed on client PC.

Changing Macro Security Setting for Excel 2002/2003

For the Financial Report Template Editor to work with Microsoft Excel 2002/2003, you must change the macro settings. To do so:

1. In Excel, from the **Tools** menu, select **Macro**, then **Security**, then the **Trusted Sources** tab.

2. Select "Trust access to Visual Basic Project."

Changing Browser Security Settings

Change your Internet Explorer security settings as follows to enable the Financial Report Template Editor to create a spreadsheet on your desktop:

1. In Internet Explorer, from the **Tools** menu, select **Internet Options**, then the **Security** tab.

2. Select **Local Intranet**, then select the **Custom Level** button.

3. Set the following option to Prompt: "Initialize and script Active X controls not marked as safe."

Perform Setup Required for Standard and Variable Report Publishing

Every standard or variable report that you wish to publish through Report Manager

must first be set up in XML Publisher. Beginning with Oracle E-Business Suite 11.5.10, some reports are delivered with the XML Publisher components and therefore will not require any additional setup.

For those reports not delivered with XML Publisher components, following is an overview of the setup steps. For complete information, see the *Oracle XML Publisher User's Guide*.

1. Set the report concurrent program to generate XML.

   This can be achieved in one of two ways:

   • If you plan to publish the Standard report only using Report Manager, use the Concurrent Programs window to change the Output Type of the report definition to XML.

   • If you plan to generate another output from the Standard report (such as Text), you may want to use the "Copy to" feature of the Concurrent Programs window to create a duplicate of the existing program. Set the Output Type of the copy of the concurrent program to XML.

       Note: For more information, see Concurrent Programs Window, *Oracle Applications System Administrator's Guide - Configuration*.

2. Create a layout template for the report using Microsoft Word.

3. Register the concurrent program as a Data Definition in XML Publisher's Template Manager.

4. Register and upload your layout template to XML Publisher's Template Manager.