

CHAPTER 6

Financial Statement Generator

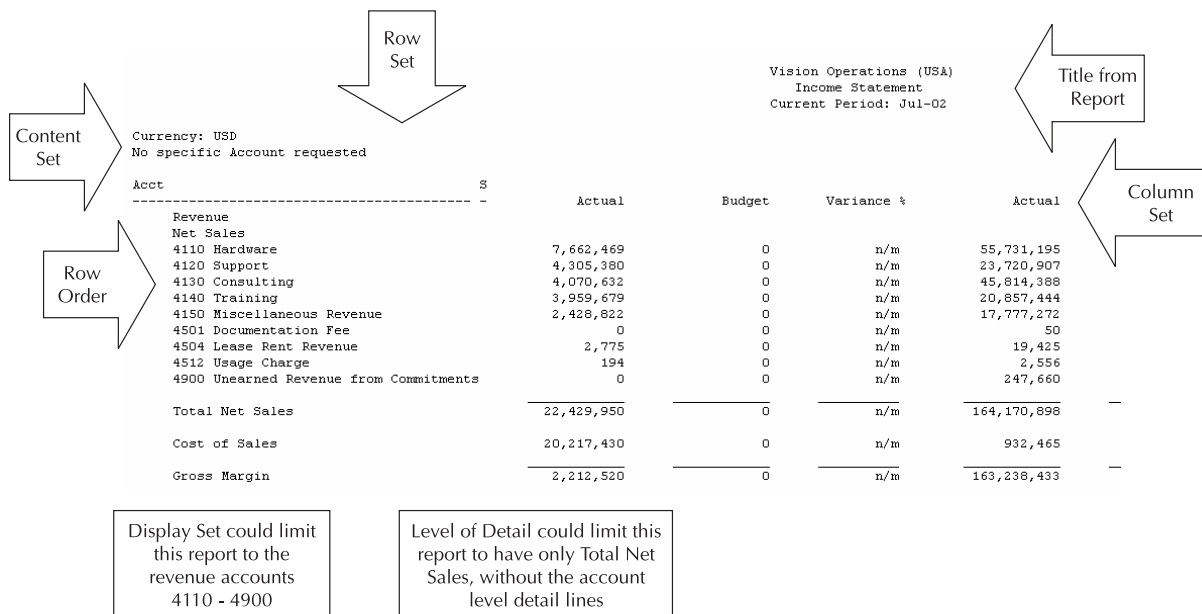
128 Oracle General Ledger Guide

The Financial Statement Generator, or FSG, is EBS's tool for writing financial statements without having to engage a programmer every time a change is needed to a financial statement. FSGs can only be used to report on data that is housed in the General Ledger, and not other modules. When written correctly, FSGs can provide financial reports that do not need to be modified each time an account is added to the General Ledger, for actual and budget data. This section will provide in-depth details for each step needed to create an FSG.

FSG Overview

When working with FSGs, perhaps the most important thing to remember is the FSG functionality is old. While some features, such as BI Publisher or Content Sets, are newer, the core functionality has not changed in the 15 years I have been writing them. This means that the majority of older installs (implemented prior to 11*i*) had one-off patches that greatly affected the way FSGs behave. The contents of a report created three years ago that is copied or mimicked for a new report—well, they just might give different results when set up the same. Research will show the new report is behaving as Oracle documentation explains it should but the old report is not. So why does it happen? One word...Patches. The older version was created prior to a patch to resolve a problem but still behaves the old way, whereas the patch affects all new reports, so they behave differently. This is important to know because changing a working report just to be consistent with documentation breaks it more often than not in older installs of EBS. So unless you are planning a major overhaul of your FSGs and are willing to rewrite a working FSG, leave the working ones alone and modify the newly created FSG that is not working.

Prior to learning how to write an FSG, it is best to first understand what the components of a report are and what they control, as shown in the accompanying image. Each report is composed of up to five components: Row Sets, Column Sets, Content Sets, Order, and Display Sets. Row and Column Sets are the only two required components, and they represent where most of the time is spent building and maintaining a report.



Chapter 6: Financial Statement Generator **129**

Looking at this image, we are going to address each component in relation to a traditional income statement. The Row Set represents not only the row titles down the left-hand side of the page, but also the account numbers or calculations pertaining to each row. The Column Set determines what data is represented, such as Actual or Budget, as well as the period of time it is represented for, including Year to Date or Period to Date balances. Calculations are also available to create Variance columns.

Content Sets allow such data as Companies or Departments to be grouped, or contained, on specific tabs of the report. For example, a report contains all three balancing segments in an organization. A Content Set can be created to “contain” company 1 on the first sheet, company 2 on the second, company 3 on the third, and a total of the three companies on the last page of the report.

Order helps to enhance the readability of detailed reports by determining how much of the account number is shown, and if descriptions are shown, for each line of the statement. And finally, Display Sets are used to only include or exclude specific rows or columns on a given report, allowing the Row and Column Sets to be used for multiple purposes.

Report Overview

The final step in an FSG is to create the actual Report, shown in Figure 6-1, which links all these components together. `REPORT` is the name of the FSG that will be selected when running the report, and it must be unique. `TITLE` will print at the top of the report; making the `REPORT` and the `TITLE` consistent will make it easier for the person running the report: when they are looking at a printed copy of the report, they will not have to guess which report it really is in EBS. `DESCRIPTION` is the detailed description of what is included on this report. Select `ENABLE SECURITY` if you want to limit access to the definition of this report—it is important to understand that this does not limit access to running the report, only the definition of the report. The `REQUIRED COMPONENTS`, consisting of `ROW SETS` and `COLUMN SETS`, and `OPTIONAL COMPONENTS` all need to be defined prior to selecting them on a report.

`ROW SET` determines the rows that appear down the left side of the report. `ROW SETS` can control the calculations and accounts on a given row as well as the titles that appear. `COLUMN SET` determines the columns that appear across the top of a report. Column Sets typically control the period of time assigned to a given column as well as the titles across the top. `ACCOUNTS` and `CALCULATIONS` can also be assigned to a Column Set.

About now you are thinking, if Row Sets assign accounts and calculations to rows and Column Sets assign accounts and calculations to columns, and columns and rows intersect on my report, which will be used? In general, for a standard income statement or balance sheet, your Row Sets identify the account ranges for each row, and the calculations for totaling groups of rows. Column Sets are used for calculations to add or subtract columns to create variances. The precedence on an FSG is that a Column Set will override a Row Set unless you tell it otherwise.

Notice that Row and Column Sets are the only two required fields when creating a report; the `OPTIONAL COMPONENTS` will allow the data to be shown, limited, or displayed in a specific way. `CONTENT SET` further determines the account ranges that appear on a report and will override any accounts that are defined in Row and Column Sets. These are most often used to restrict an FSG to specific companies or departments, or to have specific departments summarized on different pages of the report. `ROW ORDER` will determine how the account names and numbers of the detailed listing of accounts will appear on your report. `DISPLAY SET` allows you to hide specific rows or columns on one report while allowing them to print on another report without creating entirely new Row or Column Sets.

`SEGMENT OVERRIDE` is similar to a `CONTENT SET` in that you can limit the report to a specific segment value's data only. It works differently from Content Sets in that there is no To or From field, so

130 Oracle General Ledger Guide

General Ledger Superuser | Reports | Define | Report

FIGURE 6-1 *Final Step, Report*

only one value can be selected for each segment. Also, Segment Override cannot print different companies on different pages as a Content Set can. CURRENCY will restrict this report to a specific currency if you are using multiple currencies in your General Ledger.

This is one important change in R12 from 11*i*: the CURRENCY at the Report level or when entered when the report is being run can only equal a currency assigned to the Ledger in R12, whereas 11*i* allowed currencies that were not assigned to the Set of Books, such as STAT. If you want to create a report in STAT or any other currency not assigned to the Primary Ledger, add this currency on the Row Set or the Column Set, not to the report itself or when running it. When FSGs are upgraded from a prior release of EBS, they will need to be modified for this change prior to running and getting accurate data. (Currencies defined at the Report level that are not included in the Primary Ledger will display a blank field.) If a currency is entered, it will default to your reporting currency for the Ledger.

ROUNDING OPTION can affect the way a report calculates data, causing an out-of-balance condition when compared to the actual total of the column. Calculate then Round is the default and usually works best. This will add the column or row up prior to rounding the sum. LEVEL OF DETAIL allows one report to be used for several levels of management, providing more and more detail as you go lower. Row Sets and Column Sets will also have the Level of Detail identifier. When using the Level of Detail on a report, it will include the level you select as well as all

Chapter 6: Financial Statement Generator **131**

the levels above it. EBS comes with three defined levels: Financial Analyst, Supervisor, and Controller.

For example, if you select Financial Analyst, it will include all the rows marked as Financial Analyst and Supervisor. The highest level, Controller, usually contains the least detailed data, with Supervisor in the middle and Financial Analyst at the lowest level containing the most data. If you leave the LEVEL OF DETAIL blank on a report but include it on the Row or Column Sets, EBS will assume it is Financial Analyst and select all the rows. OUTPUT OPTION controls the output format of the FSG when it is run. Where you run the report will also control the output format and will override what is on the report.

Row Definitions

Row Sets are used to define the Row data on your reports. Typically, you define your row titles, account ranges, and calculations here. For example, on a traditional income statement, your Row Set would have Revenue, Cost of Goods Sold, Gross Margin, whereas a Column Set would have PTD, QTD, and YTD defined. Both the Column Sets and Row Sets have very similar fields, but some fields are more traditionally completed on one component as opposed to the other. This allows flexibility in creating reports and the format they follow. All the examples will be given in terms of a traditional income statement, with a note as to which fields are available on both columns and rows.

Using Figure 6-2 as a reference, note that the NAME must be a unique name for each Row Set. Make this as descriptive as possible of the data in the Row Set. Adding things like BS for Balance Sheet or IS for Income Statement to the name groups them together and makes them easier to find. DESCRIPTION is not required but should be completed to help identify what data is tracked and why it was created—remember to update this when the data in the Row Set changes.

XBRL TAXONOMY will enable electronic filing, with data tagging standards for financial reports. The Extensible Business Reporting Language is similar to XML and will be required for SEC and other reporting for all companies by 2010 (some companies are already required to report using XBRL). EBS comes with the XBRL functionality already installed and can be added to any financial report. It comes with a large dictionary of tags to select from, but it also allows additional tags to be loaded into the database. To use it on this specific report, select XBRL TAXONOMY, which will allow the tags to be added to each line of this Row Set. ENABLE SECURITY will restrict access to this Row Set definition but not reports using this Row Set. Click DEFINE ROWS to define the rows for your report.

Figure 6-3 shows the Lines for the Row Set. The LINE NUMBER determines the order your rows will print on your report.



TIP

Do not number your lines 1, 2, 3. When you need to go back and add a row in the beginning of your report, you will need to renumber all your rows. This can be tedious, especially since you will have to renumber a row and save it before you can use an existing number on a different row. Instead, number your lines 10, 20, 30 or 100, 200, 300 (depending on the complexity of your report and company), which leaves you room to add lines later on.

132 Oracle General Ledger Guide

General Ledger Superuser | Reports | Define | Row Set

FIGURE 6-2 Row Sets

LINE ITEM is the name that will appear in the left column of your report—in essence, the row headings on your report. You can easily create headers for groups of rows on a report by creating a row with just a Line Number and Line Item, with no accounts or calculations. What will print is just the data in the Line Item. FORMAT OPTIONS are some of the formatting available to you when

General Ledger Superuser | Reports | Define | Row Set | Define Rows

FIGURE 6-3 Row Lines

Chapter 6: Financial Statement Generator **133**

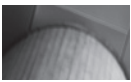
creating reports; additional formatting can be added with Templates in BI Publisher (previously known as XML Publisher). `INDENT` determines how many spaces you want the Line Item to indent before it prints. `LINES TO SKIP` is how many rows to skip before and after this row, whereas `UNDERLINE CHARACTER` is the character (such as `___` and `=====`) you want to print before or after this row. `PAGE BREAK` will force a Page Break before or after this row.

Setting up the `LINES TO SKIP` and `PAGE BREAK` consistently before or after rows (use one, not both in a Row Set) makes the report easier to maintain, just as adding the `UNDERLINE CHARACTER`, both before and after, to the row the underline belongs to (such as by specifying that the total row, but not the last row of the details, will have the underline characters before and after) will mean less maintenance when new rows are added. `ADVANCED OPTIONS` are not required but can help make reports more readable and more detailed, and Row Sets easier to maintain.

`BALANCE CONTROLS` are traditionally added to a Column Set and will be discussed in the section “Column Definitions.”

`OVERRIDE COLUMN CALCULATIONS` allows Row settings to override the Column Sets. The override is limited to the following fields: `AMOUNT TYPES`, `OFFSET`, `CONTROL VALUES`, `FORMAT`, `FACTOR`, `DISPLAY ZERO`, and `LEVEL OF DETAIL`. A good example of how this is used is for `Format`. If you are creating an income statement, where each column has a format of \$9,999,999, and one of the rows is Cost of Goods Sold as a % of Gross Margin, you can add a format mask to the row for %99.99 and have that override the column format mask.

`ROW NAME` is given to a row to be used in calculations instead of the Line Number.

**TIP**

Using Row Names in Calculations makes seeing what your calculation is doing much easier. Naming your row the same as a Line Item, or a shortened version of that, lets you easily identify the row in a calculation. For example, if your calculation is to Add Line 10 + 20, it is easier to understand what the calculation is doing by creating a calculation that will Add Revenue + COGS. Though I do recommend using Row Names in calculations, sometimes when doing complex calculations involving rows that themselves include calculations, using Row Names instead of Line Numbers may cause inaccurate calculations. This only happens when you are adding rows that also contain calculations, in which case the Line Number should be used.

The setting `PERCENT OF ROW` works in tandem with the `Percent of Column` in order to create a column that represents the percentage of a total, such as As a Percent of Revenue. In the Column, enter the column name or number you are using as the basis for your percentage calculation in the `PERCENT OF COLUMN` field. In the Row, enter the row number or name that is the Total Row (that is, the one that equals 100%—usually a calculated row adding all the other rows up, such as Total Revenue) for each row that you want to calculate a percentage on.

`XBRL ELEMENT` field is only available if you populated the XBRL Taxonomy on the previous page. You can select the proper element from the dictionary that is in EBS to represent this row's data.

Display Options are used for additional formatting options, such as `FORMAT MASK`, which formats the number output in the proper format when publishing without using a template (more on templates later). Traditionally, this is set up on the Column Set because an entire column will have the same `FORMAT MASK`. If it is set on the Row Sets, it would need to be set for every individual row. `FACTOR` determines to what point the numbers will round to, such as Millions, Billions, Thousands, Units (which does not actually round at all), or Percentiles.

134 Oracle General Ledger Guide

LEVEL OF DETAIL is a very powerful tool in reducing the number of FSGs you create and maintain in your organization. It allows you to create one Row Set with different levels of detail for different levels of management. The Highest level, Controller, typically has the least amount of detail, and the lowest level, Financial Analyst, contains the most detailed data. Create one FSG with detailed lines that have account numbers assigned to them and summary lines that are calculations, and then assign different Levels of Details to these lines to control which lines appear on the report. Only the line with the level you selected or lower will appear on that report. One report can now be created and maintained for all levels of management, reducing time to maintain the reports as well as ensuring that reports going to different people actually have the same data.

DISPLAY ROW controls if a row is displayed on a report. Since the calculations available on an FSG are basic math functions, gathering account balances in a row that is not displayed, and then using them in calculations is a way to create more complex computations. DISPLAY ZERO controls if a row is displayed when there is no value for that row; this is particularly useful on detailed reports where every account is displayed on the report. DISPLAY ZERO can also be a powerful tool to add Proofing rows to your report or to add rows for clearing accounts to bring attention to them when they do not zero out.

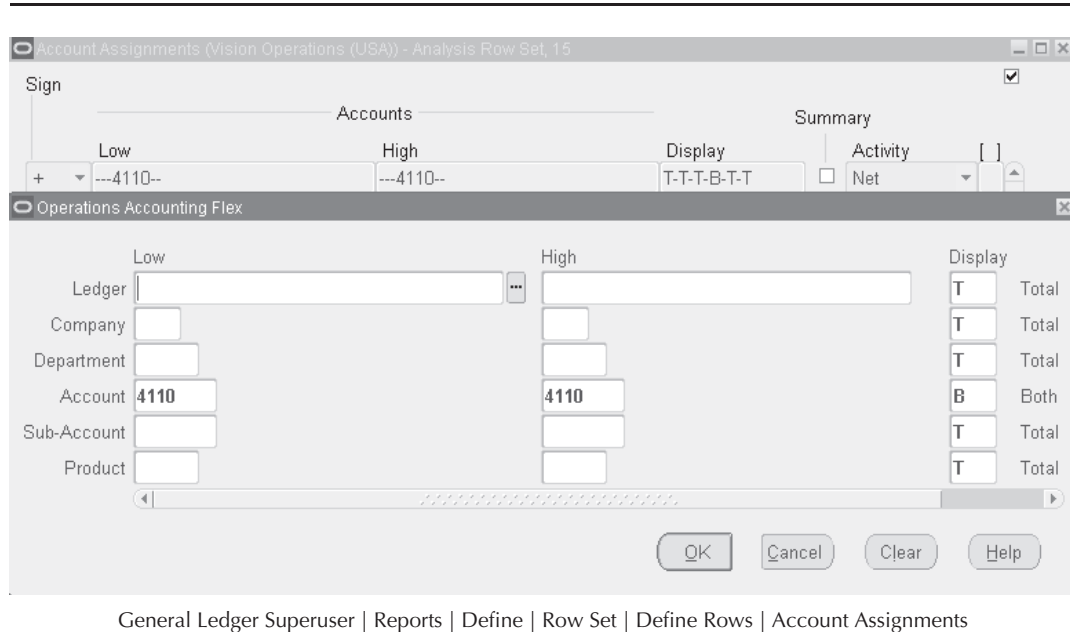
An example would be to add a row for Assets – Liabilities – Owners Equity = zero, based on the rows on your report. If this row shows up with a number other than zero, rest assured that your balance sheet does not balance, and you need to look at this *prior* to doing anything else with the report (like giving it to the CFO). The usual culprit? Someone added an account that is not being picked up on a balance sheet row. CHANGE SIGN flips the sign of the account or calculation, allowing Revenue to appear as a positive. CHANGE SIGN ON VARIANCE flips the sign on Variance calculations to allow for variances that are intuitive and make sense (for example, an overage on Revenue is a Positive variance, but an overage on Expenses is a Negative variance).

You can use each defined row as a Header row, which is just a header on the report with no underlying data, or else you can add Account Assignments or Calculations. You cannot do both calculations and account assignments on the same row, which is why having rows that do not display is a necessary feature.

Account Assignments, as seen in Figure 6-4, allow you to add and subtract specific accounts, ranges of accounts, and parent accounts to create either a detailed listing of each account or a total on the report. It also controls the way these accounts display on your report. SIGN has only two options—PLUS or MINUS—and determines if you want to add or subtract the accounts. The ACCOUNTS and DISPLAY fields are the most time-consuming part of setting up and maintaining your Row Sets. Think about how your reporting is structured and try to be consistent when creating multiple Row Sets.

Some basic things to know when adding accounts: Leaving a segment blank is the same as saying from 000–ZZZ but takes less work and is more easily read. Basically, you will get all the available values for that segment. Putting in a range of values will limit EBS to that specific range for the segment. Using a Parent Account will bring in all the amounts for the Child accounts of that parent. And putting a Parent or Range of accounts on one row and then subtracting a specific account out on the next row will in effect remove it from the balance on the row. This works well if you are only displaying the total of the accounts. If you are actually printing out the detailed accounts (as described next), then adding in an account only to subtract it back out has the effect of making the account appear twice on the report—both the addition and the subtraction appear. In this case, it is better either to list the account ranges accurately so that the account is not included or to create a parent that includes the correct accounts.

As a rule, many lines on financial statements are reused from statement to statement with the same account numbers, such as Revenue or Cost of Goods Sold. Using Parent Accounts can

**FIGURE 6-4** Adding account ranges to rows

greatly reduce maintenance required on FSGs because you can maintain a parent, and all your FSGs that use the parent will automatically be updated for the change. If you need to use Ranges, for whatever reason, I recommend making a cheat sheet of the ranges (for instance, Revenue is always Range 4000–4999) so that the same range is used for Revenue on every report that has Revenue. Make sure your ranges are large enough to allow room for growth. This way, when you add an account within the range, you will know that the reports using this range will not need to be maintained, and conversely, you will know that when you add an account outside the range, all your reports will need to be maintained.

LEDGER allows you to select the specific Ledger or a range of Ledgers you want the data to come from, as long as they share the same calendar and Chart of Accounts. When selecting from different Ledgers, the ACTIVITY must be set to NET. DISPLAY determines how the accounts are displayed on a report. The options are all the accounts in a range listed separately (EXPAND), TOTAL only, or BOTH, which displays all the accounts with a total at the end. This option works extremely well when creating detail and summary reports using the Display Option: the rows that have the accounts assigned to them use Detail, which shows all the detailed accounts, and are assigned Supervisor. An additional row is then added, with a calculation, adding the above detail rows, and is assigned Controller. The report created with the Level of Detail of Supervisor will only have totals, whereas the report created with the Level of Detail of Controller will show both the detail and total rows. This allows the same row set to create two different reports, and ensures that they both balance, and updating one report also updates the other.

Only the rows with accounts will need to be maintained, and both reports will always be the same. SUMMARY is a flag that works in conjunction with the Profile Option FSG: Expand Parent Value. When this profile is set to Yes, the profile will override the flag and all accounts belonging to

136 Oracle General Ledger Guide

rollup groups will *not* be expanded. All parents *not* belonging to a rollup group *will* be expanded. If this profile is set to No (or not set), then the parent will not expand for any accounts. When it is *not* checked, the parent *will* expand. This profile is used with summary accounts only, not parent accounts.

ACTIVITY includes three options: Net, dr, and cr. Net is the net activity in the account and is most often used. dr and cr will only give you the activity that matches that sign, and are commonly used for such reports as Cash Flow statements. If the cr and dr options are used, it is advised that the journal entry reversal method be Change Sign, so the dr and cr balances will remain accurate.

Calculations, shown in Figure 6-5, are used to create formulas based off other Rows or Constant Values. You cannot assign both calculations and accounts to the same row—only one or the other. SEQ is the order the calculation is performed, from lowest to highest, for this row. OPERATOR provides several operators available for calculations, including Add (+), subtract (-), multiply (*), divide (/), percentage (%), Average, Enter, Median, Standard Deviation, and Absolute Value. CONSTANT allows you to enter a numerical value to use in your calculation, such as 12 to divide an annual number for the average monthly amount.

SEQUENCE: LOW TO HIGH relates to the Row Numbers assigned to each row on the Row Set and gives the rows you want to use for the operation. ROW NAME allows you to enter the Row Name you want to use for the calculation. Sequence 1 in the example shows how Row Numbers, or Sequences, work. Sequences 2 and 3 show how the exact same data can be obtained using Row Names. As you can see, Row Names make it easier to see what the calculation is doing, whereas using Row Numbers would require you to go back and see what data is included in Rows 10–19. The names take a little longer to write and maintain but make the Row Sets much easier to read.

Seq	Operator	Constant	Low	High	Row Name
1	+	10	10	19	
2	+				Hardware
3	+				Consulting

General Ledger Superuser | Reports | Define | Row Set | Define Row | Calculations

FIGURE 6-5 Adding calculations to rows

Column Definitions

Column Sets are used to define the Column data across the top of the report. Typically, this is used to define column titles and identify periods you want to appear in each column, and to create variance and calculation columns. As you can see, starting in Figure 6-6, many of the fields in Column Sets will be the same as the fields in Row Sets, allowing for a wide range of financial reporting outside of the traditional income statement and balance sheet formats.

NAME is the unique name of each Column Set created. Being as descriptive as possible will create less confusion when trying to decide which Column Sets to use on predefined Reports or Ad Hoc Reports. Column Sets are often reused on multiple reports. DESCRIPTION is not required but a good practice. Make sure to update the Description as maintenance takes place and Column Sets change.

OVERRIDE SEGMENT can be used to limit a report's data by a specific segment value. Use the Override segment in addition to the Override Value on each Column to override the accounts assigned to the Row Sets. An example would be if the Row Assignments setting selects companies 1–10, select the Company as the Override Segment and then columns can be created for each company that exists between 1 and 10. ENABLE SECURITY will limit access to modify this Column Set, but not to run reports containing this Column Set. The next step is to DEFINE COLUMNS. Many of the fields are the same as the Row Sets, allowing greater design flexibility when creating reports.

Clicking into the Column Details, as seen in Figure 6-7, POSITION is the number of spaces from the left that this column will start to print on the report. You may be thinking, how am I supposed to know where it will look good? Someone at Oracle figured this out as well, and the actual position can be updated when the next step is performed to BUILD COLUMN SET. But since this is a required field, I usually start with a default of 10 for all columns and forget about it. I will change them later, when I create my headings. A word of caution: once you have your report built and are testing, you may have to come back and increase the columns, either here or in the Build

Column Set (Vision Operations (USA))

Name: Annual Comparative Cur & YTD

Description: Includes actual amounts for the current period, prior year same period. Also

Override Segment: []

Enable Security []

Buttons: Create Heading, Define Columns, Build Column Set, Assign Access, Define Report, AutoCopy

General Ledger Superuser | Reports | Define | Column Set

FIGURE 6-6 *Creating columns for a report*

138 Oracle General Ledger Guide

General Ledger Superuser | Reports | Define | Column Set | Define Columns

FIGURE 6-7 Column details

Column Sets. If your numbers are coming out as #####, the column is not wide enough for the data in the column. If your gross revenue is 10 million dollars, it is wise to make the column wide enough to accommodate 100 million, including decimal points, commas, and zeros. Yes, you can count on your fingers to figure out how many places you will need.

One thing I want to point out at this time is that the Column containing the Row headings is not a Column set up in the Column Sets at all, but a Row that prints to the left of the first column in the margin. Start your columns far enough over to the right to leave enough room for your largest row heading (the data in Line Item, including the number in INDENT and all spaces). SEQUENCE controls the order the columns print, from left to right. Numbering 1, 2, 3 will make your life miserable when you add new columns, so using 10, 20, 30 will allow room for growth

FORMAT MASK controls the display of the numbers on the output, when you are not using a Template (more on Templates later). The Column Format Mask is the default and will be overridden by a Row Format Mask. FACTOR determines what point the numbers will round to, such as Millions or Billions. Again, the Column Factor is the default and the Row Factor will override it.

BALANCE CONTROL section covers all the information that will control the period of data for this column. AMOUNT TYPE determines what period of financial data will appear (actual or budget, year to date or period to date, and so on). This is a predefined listing that corresponds to balances maintained in the database, so any additional periods will need to be obtained with a calculation. CURRENCY identifies the currency you want to appear on this column, if you have multiple currencies in your General Ledger. The column is the default and any values in the Row will override it.

CONTROL VALUE is used in conjunction with Budgets, Encumbrances, and Currencies. When using an Amount Type of Budget (YTD, PTD, and so on), you need to tell EBS which Budget you want to use for this report. The Control Value is any value you want to assign: 1, 2, 50. Then this

Chapter 6: Financial Statement Generator **139**

Control Value is added to the REPORT and linked to a Budget, an Encumbrance, a constant period, or a Currency. Since this is assigned at the Report level, it means that a Column Set having a Control Value of 1 can mean two different things on two different reports. It also means that if two Column Sets have a control value of 1, they again can have two different meanings.

Figure 6-8 shows an example of how the CONTROL VALUE of 1 is assigned to the BIS CORPORATE budget—any row or column where the Control Value of 1 is assigned for this report will show the relevant data for this budget. CURRENCIES associates the CONTROL VALUE of 2 with Entered transactions with a Currency of USD, and CONSTANT PERIODS OF INTEREST (POI) selects the thirteenth period of 2002, whereas the numbers for this period will appear on all columns and rows where the CONTROL VALUE of 3 appears. A CONTROL VALUE number is available to be set up only where the actual value appears on either the Row Set or the Column Set associated with this report.

OFFSET determines how many months away from the period a report is run for that report should appear. If you run the report for May-07, and it is PTD information, and you want to show May-06 data, the Offset would be -12, whereas 12 would give you May-08 numbers. Remember to count any adjustment periods, if you have them set up, when determining which month EBS prints based on the offset. One year prior is actually -13 when one adjustment period is set up.

ADVANCED OPTIONS allow some advanced features to be set up, such as COLUMN NAME, which is used the same as ROW NAMES in calculations. DESCRIPTION will default in on the Build Column Sets as the column title that will print on the report. I like to be as consistent as possible between Column Name and Description. PERCENT OF COLUMN and PERCENT OF ROW work in tandem with each other in order to create a Percent of Total column. In the Column, enter the column name or number you are using as the basis for your percentage calculation in the PERCENT OF COLUMN field. In the Row, enter the Row number or Name that is the Total Row (that is, the one that equals 100 percent, usually a calculated row adding all the other rows up) for each row that you want to calculate a percentage on.

Budgets	
Control Value	Budget
1	CORP BUD 2006-9

Currencies			
Control Value	Currency Type	Entered Currency	Ledger Currency
1	Entered	USD	

Encumbrances	
Control Value	Encumbrance Type

Constant Periods of Interest		
Control Value	Period Number	Relative Year

General Ledger Superuser | Reports | Define | Report | Control Values button

FIGURE 6-8 Assigning a control value to a report

140 Oracle General Ledger Guide

OVERWRITE VALUE is used to override a specific segment value for that column and is only available when the Override Segment is identified on the Column Set header page. Using this feature allows Financial Statements to be created where one column represents one balancing segment (or company) in an organization. OVERWRITE ROW CALCULATIONS allows Column settings to override the Row settings when the Row settings are the default. These fields are limited to overriding the Row Accounts and/or Calculations, and Activity (DR, CR, or Net).

DISPLAY OPTIONS allow display settings to be created for this column, such as LEVEL OF DETAIL, which works much the same way Level of Detail works on Row and identifies if a Column will appear on a report for a specific function or level. DISPLAY COLUMN allows columns to be created for calculations and not displayed. DISPLAY ZERO determines if a column will show if it has data equaling zero. CHANGE SIGN reverses the sign on the balance of the accounts. CHANGE SIGN ON VARIANCE reverses the sign on variances.

Calculations, shown in Figure 6-9, can be added to reports to create column data where EBS does not provide an AMOUNT TYPE for the calculation required. EBS does provide a large number of amount types, including variances, eliminating the need for many calculations. Column Set Calculations will always override the Row Set Calculations unless you tell the Rows to override the Column calculations. This is important to know when you are troubleshooting FSGs that are not footing correctly. Add the SEQUENCE number, which will determine in what order the calculation is performed.

The same OPERATORS are available in Column Set Calculations that are available in Row Set Calculations. CONSTANT is used to have a constant value in the calculation. Use a constant only when it is truly a constant that will never change; if this number may change from time to time, even infrequently, set up a STAT account for it instead and maintain it there. One "constant" often seen set up is outstanding shares, used in Earnings per Share calculations, but this number does change, though infrequently, and should be in a STAT account so that FSGs are not maintained when the rare changes do happen. Add either a SEQUENCE LOW and HIGH OF A COLUMN NAME.

Column Account Assignments work exactly like Row Account Assignments.

Exceptions allow you to flag rows in a given column that meet specific criteria, such as being over a certain dollar value (see Figure 6-10). FLAG allows you to enter the symbol you want to use to flag data. DESCRIPTION explains when you are flagging data. CONDITION includes predefined

Seq	Operator	Constant	Low	High	Column Name
1	+				Actual YTD amount
2	-				Actual for prior YTD

General Ledger Superuser | Reports | Define | Column Sets | Define Columns | Calculations

FIGURE 6-9 Column calculations

Condition	Constant []
> Greater Than	100000

General Ledger Superuser | Reports | Define | Column Set | Define Columns | Exceptions button

FIGURE 6-10 *Exceptions*

conditions you can select from, such as Greater Than, Less Than, Equal To. CONSTANT is the value you are comparing to the amounts in the row for that column.

Continue creating additional rows for the columns until all the columns have been defined. Once that is done, you are ready to Build your Column Set. Select Build Column Set from the main Column Set page.



CAUTION

If this is an existing report, any formatting you previously did will be lost once you select this button! If you are modifying an existing report, you may want to use the Create Headings screen instead.

As mentioned earlier, Figure 6-11 shows how the BUILD COLUMN SET function allows you to format the way the headers and spacing on your columns will look on your report. Even if you decide to use the defaults for the columns and to make no changes, you must still click BUILD YOUR COLUMN SET and save it. You can also make some changes to the fields that were entered in the Define Columns form. SEQUENCE, NAME, AMOUNT TYPE, and OFFSET all default in from the Define Column form but can be modified if needed. None of these fields will show on the report, but they do affect the way the report behaves.

LEFT MARGIN is the number of spaces allowed for the LINE ITEM on the Row Sets, basically your row titles. WIDTH is the number of characters for each column. Notice that here, it is not the number of characters from the left of the page, but the actual characters for each column. Remember when reviewing the widths to make them at least one wider than the data printing (including decimals, commas, and brackets for negative numbers) in the column to prevent problems when running the report.

Notice that on this form, the width is the width of the column, not the number of spaces from the left margin, as it is on the Define Columns form (POSITION). This makes it much easier to create your column widths on this form, as opposed to counting how many spaces from the left you want this column to appear. HEADING will default in from the AMOUNT TYPE for the first row, and the

142 Oracle General Ledger Guide

Sequence	10	20	50
Name	Prior year period actuals	Current period actuals	Actual for prior YTD
Amount Type	PTD-Actual	PTD-Actual	YTD-Actual
Offset	-13	0	-13
Left Margin	101		
Width	18	18	18
Heading	Prior Year	Current Year	Pr
	Period	Period	Year-
	&POI-13	&POI0	En
			&PO
Format Mask	999,999,999	999,999,999	999,999,999

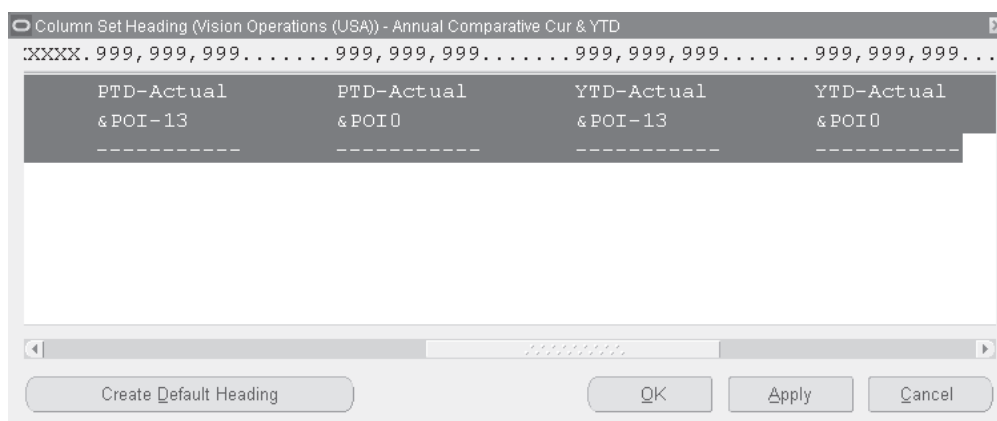
General Ledger Superuser | Reports | Define | Column Set | Build Column Set button

FIGURE 6-11 Building the column headings

odd-looking second line (&POI0) actually tells EBS what period this column is for—literally Period Of Interest. The zero at the end tells EBS to put the month and year this report is run for on this column, whereas &POI-1 would be the month prior. All this information can be changed as needed from the defaults. Click **CREATE DEFAULT HEADING** at any time to get back to the defaults. To save your changes, click **APPLY**, and to undo the last change that was saved, click **REVERT**.

MORE COLUMN OPTIONS will allow updates to be made to the column **CURRENCY**, **CONTROL VALUES**, **OVERRIDE VALUES**, **PERCENT OF COLUMN**, and **OVERRIDE ROW CALCULATIONS**. Also, the **FORMATTING OPTIONS** and **DESCRIPTION** can be maintained. The buttons on the top left of the form allow you to increase or decrease the width of a column, delete or add a column, or move columns left or right.

Figure 6-12 also helps to create headings on the report, same as the **Build Column Sets** form, but it gives a graphical presentation of how it will look on the report—though it is not necessary to use this feature, it can sometimes help to see what the report will look like for the headings without printing it out. If you do make a change on this form, such as adding a space to center something, it will move all the positions to the right over one, causing them to be off.



General Ledger Superuser | Reports | Define | Column Set | Create Heading button

FIGURE 6-12 *Column Headings visual view*

Restricting Content

Content Sets are a powerful tool that can limit data on a report, therefore allowing the same Row Set to be used on multiple reports, as well as create multiple reports from a single Row Set and a single Column Set combined into one report. For example, if more than one Sequence is added with account assignments on the Content Set, each sequence will create one report, restricting the data for each page to only the data that falls within the range. Refer to Figure 6-13 to see an example of this. In this way, one Report can be used to create a P&L for each department, creating a separate report for each one. The advantage to creating a report with a Content Set, as opposed to multiple reports and using segment overrides, is that they can all be run at the same time. Also, Content Sets can be added when the report is run, making the same report available to multiple users, who add their own respective Content Sets.

When developing an FSG strategy for your company, there are two different ways Content Sets can be used. First, multiple reports can be created using the same Row and Column Sets, but having different Content Sets. This works well when there are a large number of users who will be running these reports, as it limits the training requirements and controls the data the users will run on a report, but it is more work to set it up. In an organization where Financial Analysts run all the reports and then analyze and disburse the data, it is worth creating core reports with standard Row and Column Sets, and allowing each analyst to add his or her own Content Sets when they are run. I prefer this option when there is a very finite number of users running reports, and they all need the same basic reports with different company or department combinations.

The `CONTENT SET` is the name of the set, and it is what appears in the list of values when users select a Content Set when submitting an FSG or assign one to a report. Add a `DESCRIPTION` to further identify why this was set up and how it is to be used, remembering to update the description

144 Oracle General Ledger Guide

Seq	Low	High	Display	Summary
1	--402--	--402--	N-N-PE-N-N-N	
2	--410--	--450--	N-N-PE-N-N-N	
3	--510--	--510--	N-N-PE-N-N-N	

General Ledger Superuser | Reports | Define | Content Set

FIGURE 6-13 Content sets allow data to be restricted.

when the Content Set is updated. TYPE will determine how the FSG will run if it is to create multiple output sheets. SEQUENTIAL will run reports one at a time, whereas parallel will run multiple reports at the same time. Selecting SEQUENTIAL can reduce the system resources required to run this report, as only one report will run at a time. Also, if there is one report that requires data from the previous report to be calculated prior to its use, SEQUENTIAL is required so that the calculations are performed and completed prior to the line they are used on.

ACCOUNT ASSIGNMENTS determines the data and pages this report will produce. SEQUENCE is the order the reports will run and publish. ACCOUNT RANGES, LOW and HIGH will determine what value you are overriding or selecting for a given report. Any segments not filled in will be ignored and only the data that is completed will be picked up and used. In this example, the first sheet will be department 402 and the second will be department 410-450.

DISPLAY determines what detail will appear for the override value. There are a few more options than on Row and Column account assignments. CT displays only a total balance for the segment. N uses the Row Set Definition with no override at all. PE expands the range and creates a page for each segment in the range. When using a parent, this will produce a page for each child. PT does not expand Parent Accounts into separate pages but gives a page for each parent. RB shows all the accounts in a range on the same page but does not provide a total for them. RE creates multiple rows for all the segments in the range. RT shows all the accounts in a range on the same page and includes a total at the end.

Ordering Detailed Account Information

Row Orders are used to determine in what order the expanded, or detailed, data within a row will print out on the report. The rows will print out in the order of the `SEQUENCE` numbers you assigned them, but if you selected any of the data to `EXPAND`, Row Orders determines the order of the expanded data. In Figure 6-14, `ROW ORDER` is the name the users will see when selecting a Row Order. `DESCRIPTION` is a detailed description of what this row order does or when it should be used. Selecting `ENABLE SECURITY` allows this Row Order to be modified only by users with the proper access, though everyone can use it.

You have two options in creating a Row Order: Rank by Column or Account Display. `RANK BY COLUMN` allows you to order your rows based on the values in a specific column. Select the Column `NAME` from the list of values (yes, you see every column in the database). Alternatively, enter the displayed column number you want to `ORDER` by. For example if the third column on a report is the column you want to use, but there is a hidden column between columns 1 and 2, enter a **4** in the `ORDER` field. Though selecting this column does make this Row Order usable for multiple reports, it will be incorrect if you add a column to your report. Select the `RANK` as `ASCENDING` or `DESCENDING`. The other option is to sort your data by the account number or the description. Note that both these options are used only to sort data with a specific section, or one defined row on a report where `Expand` is used.

Setting up the `ACCOUNT DISPLAY` will also control what fields of the account number are displayed on the report. The `SEQUENCE` determines the order in which the segments are both displayed and ranked. `SEGMENT` is the accounting segment you want to sort on or display. It is not required to sort or display all of your segments. `ORDER BY` gives you the options of which value you want to actually sort on, selecting from `VALUE` for the segment value, `DESCRIPTION` for the segment description, and

Seq	Segment	Order By	Display	Width []
1	Company	Value	Value and Description	0
2	Department	Value	Value	15
3	Account	Value	Value	15
4	Sub-Account	Value	Value and Description	0
5	Product	Value	Value and Description	0
6	Ledger	Ledger Short Name	Ledger Short Name	0

General Ledger Superuser | Reports | Define | Order

FIGURE 6-14 Row Order

146 Oracle General Ledger Guide

COLUMN to use the column defined in RANK BY COLUMN. DISPLAY determines if the Value, the Description, or both Value and Description will display on the report, and the WIDTH is how many characters the DISPLAY will have. A WIDTH of zero can be used when you want a specific SEGMENT to be used for ranking the order, but not to have that field displayed when printing. Creating a WIDTH one larger than the segments, when displaying only the segment value, can resolve the problem where the entire segment is not displayed.

Display Options to Control Rows and Columns Displayed on a Report

Display Sets and Display Groups, like Content Sets, can limit data on a report, but instead of using account segments, they use Rows and Columns to limit data. The same report can be used to create an Income Statement with Earnings per Share, and an Income Statement without Earnings per Share, by adding a Display Group. Display Groups identify ranges of rows or columns, and Display Sets combine Display Groups together. Sets can be used either to identify what row or column data to display or exclude from the report. It is important to understand that this option will only exclude the data; the Row and Column headings will still appear on the report.

Display Groups

Display Groups only need to be created if there is a range of rows or columns you do not want to display on a specific report. Figure 6-15 is an example of setting up a Display Group. Give the group a meaningful NAME and DESCRIPTION. Identify either a ROW SET or a COLUMN SET where you do not want to see specific rows or columns. Since the Display Group is limited to either one or the other, you will have to create two Display Groups to restrict the displayed data for both. Identify the FROM and TO SEQUENCES, identifying which Rows or Columns you want to add to the group.

The screenshot shows a dialog box titled "Display Group (Vision Operations (USA))". It contains the following fields and values:

- Name: YTD Totals
- Description: Remove YTD Totals from report
- Row Set: (empty)
- Column Set: Annual Comparative Cur & Y
- From Sequence: 50
- To Sequence: 80

At the bottom of the dialog is a button labeled "Define Display Set".

General Ledger Superuser | Reports | Define | Display | Group

FIGURE 6-15 *Display Groups*

Display Sets

Display Sets combine multiple Display Groups into one set for use on a report, as shown in Figure 6-16. Both Display Sets and Groups must be set up to use this feature. Assign a meaningful NAME and DESCRIPTION. Enter a Row and/or Column Set to be excluded (or included) from the report. Though these are not required fields, entering data in them will limit the Display Groups that appear on the list of values. Enter a unique SEQ for each line. DISPLAY determines if the data on this Row or Column Group will be displayed. Since a Display Set is typically created to hide data, this is usually not checked. Any rows or columns not included in a Row or Display Group will by default print on the report. Add either the ROW or COLUMN GROUP you want included in this set. DESCRIPTION is optional and can help explain why this data is being excluded from this specific report.

Putting It All Together

Of all the features just discussed (Row Set, Column Set, Content Set, Order, and Display), only Row Set and Column Set are required to create a report. And these two components take the longest to create and maintain. So adding additional components that allow the same Row or

Display Set (Vision Operations (USA))

Name: Remove YTD Columns
 Description: Hide YTD columns from report
 Row Set: [] Column Set: []

Display Group Assignments

Seq	Display	Row Group	Column Group	Description
1	<input checked="" type="checkbox"/>		YTD Totals	
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			

Row Group: Row Set [] From Seq [] To Seq []
 Column Group: Column Set Annual Comparative Cur & From Seq 50 To Seq 60

General Ledger Superuser | Reports | Define | Display | Set

FIGURE 6-16 Display Sets

148 Oracle General Ledger Guide

Column Sets to be reused on multiple reports can help reduce the amount of maintenance required to keep your FSGs up to date and running smoothly.

We started at Reports, showing how all the pieces fit together—and that is where we will end, as shown in Figure 6-17. Complete the REPORT name and TITLE of the report, adding a DESCRIPTION of what the report will display. Add at a minimum a ROW SET and a COLUMN SET. Optionally add a CONTENT SET, a ROW ORDER, and a DISPLAY SET. The Other Options allow additional flexibility in FSGs so that you can reuse the same components and achieve different report data.

SEGMENT OVERRIDE allows you to override a specific segment of the account combination when running the report. This will override *all* components, including Row and Column Sets. CURRENCY assigns a specific Currency for this report overriding all components' currency settings. The ROUNDING OPTION determines how calculations are done for this report. LEVEL OF DETAIL allows you to assign a Level of Detail to each Row or Column. Entering a Level of Detail will restrict this report to only rows and columns that match. The OUTPUT OPTION determines the default Output for the report and will be overridden, depending on where you actually run the report.

An important thing to remember when creating reports is that many of these options can be added or changed when running reports. Currency, Segment Override, Content Set, Row Order, Display Set, Rounding Options, if Exceptions are used, and Output Options can all be added or changed. So the decision comes into play, do I create multiple reports, selecting different values for these options, which will make it easier for the users, or create one basic report, and train the users how to select the proper options? Both choices have pros and cons.

General Ledger Superuser | Reports | Define | Report

FIGURE 6-17 Report definition, combining all the components

Report Maintenance

Once a report is created and in use, it never needs to be maintained or new reports created ever again. Right? Not so? So let's learn about a few features that can help with this process.

Copying in the Same Instance

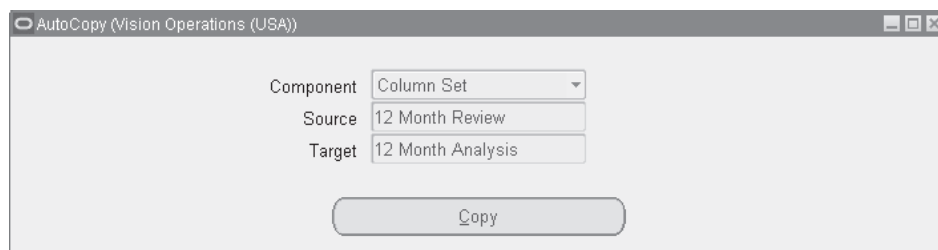
The AutoCopy feature (Figure 6-18) allows any component of an FSG to be copied, either to be modified for a new reporting requirement, or for troubleshooting. When a problem crops up on an established FSG, it sometimes takes a little bit of detective work as well as trial and error to find and resolve it—and of course these problems never happen during the slow time of month, when there is time for a leisurely clone. Usually, the problem will not exist in a test environment but will need to be resolved prior to your getting to go home. Copying the report components, and troubleshooting them in the copy, allows the report to stay intact while another copy has the chaotic changes made to it to try to figure out the problem. This is a safe way of “troubleshooting in production” without danger.

Select the `COMPONENT` you want to copy from the list. The `SOURCE` is the existing Row Set or Report or Column Set you want to copy. Its list is restricted by the Component you select. The `TARGET` is the new name you want to give the Copy; it can be any unique name. Clicking `COPY` starts the concurrent process. Note that if a Report is copied, it is only the report itself that EBS makes a copy of; the components associated with it are still the original Row and Column Sets. For this reason, it is better to copy the component that is causing the problem, and then copy the report (or create a new one), substituting the copied Row/Column Set with the copied one.

Copying from One Instance to Another

In addition to copying a component to a new one, they can also be copied from one database to another, such as Test to Production. Before this transfer can be made, a database link will need to be set up between the two instances. You will probably need the assistance of your DBA to create this link. Set up the Database Link in the instance you want to transfer the FSGs to, as shown in Figure 6-19. For example, if the FSG resides in Test and you want to move it to Production, set up the Link in Production.

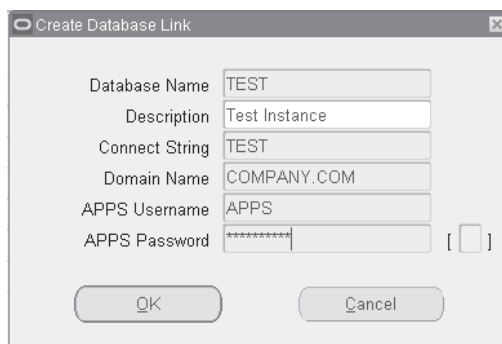
`DATABASE NAME` is the name of where you are copying the data from, in this case, `TEST`. Run this SQL: `SELECT value FROM v$parameter WHERE UPPER(name) = 'DB_NAME'`. `DESCRIPTION` is a description of the database you are connecting to; it can be any description that makes sense to



General Ledger Superuser | Reports | Autocopy

FIGURE 6-18 Copying reports and components

150 Oracle General Ledger Guide



General Ledger Superuser | Setup | System | Database Links

FIGURE 6-19 Copying reports or components between instances

the users. `CONNECT STRING` points to the database from which you want to Copy, again, `TEST` in this case. This is usually the SID in the TNS Names files on the server. `DOMAIN NAME` is the domain for the database you want to Copy from. This can be obtained by running this SQL: `SELECT value FROM v$parameter WHERE UPPER(name) = 'DB_DOMAIN'`.

`APPS USERNAME` is from the database, and it is not the user name you sign in with to the application. Companies may want to set up a custom user name and password to create this link; just ensure it has the proper privileges, not only to access the data, but to establish the database link. `APPS PASSWORD` is usually a secure password and the DBA will usually type this in for you.

Once the Database Link is defined, you can run the Concurrent Request FSG Transfer Program to move any component from the linked database to the instance you are in. Any component you transfer over must have a unique name in the instance you are moving it to. This means if you were working on a problem or change to a Row Set that already existed in `PROD`, where you are moving it to, you must change the name in either `test` or `prod` so that it is a unique name.

For `COMPONENT TYPE`, either select a specific component or select `ALL` to copy all components. For `COMPONENT NAME`, you can enter the name you want to transfer, or leave the value blank to transfer all of them. This can be used only if a Specific Component was selected first. `SOURCE DB CHART OF ACCOUNTS` is the Chart of Accounts the FSGs are coming from. There is no list of values for the Component Name or Source DB Chart of Accounts. Use caution and be sure to type the names *exactly* as they appear, or the program will not transfer the data! `TARGET DB CHART OF ACCOUNTS` is the Chart of Accounts you want the FSG to copy to. Use the list of values to correctly enter the name. When selecting the `SOURCE DATABASE`, select from the list of values, which will show the Database Links you have already set up.

Standard Reports

In addition to AutoCopy and Database Links, some reports that come with EBS can be extremely useful to maintain and keep track of the reports and components. Perhaps the most useful is the FSG – Where Used report. This report will provide a listing of all the reports where a specific account string, Row Set, Column Set, Content Set, or some combination of these is used. It is extremely helpful in finding all the reports using a component, prior to modifying it. Other reports include listings of the different components, as well as the entire report, that can be printed out and reviewed. All these reports begin with “FSG.”

Running FSG Reports

In R12, FSG reports can only be published with BI (Business Intelligence) Publisher. This was formerly called XML Publisher. There are two options for publishing the reports: either by running a concurrent request that will create a PDF file, or by submitting it from the Report Manager and selecting a template to use. There are some distinct differences between the two options.

Running the report can be done either from the concurrent program called Program – Run Financial Statement Generator or by going to the form Reports | Request | Financial. Once this report runs, a concurrent process call Program – Publish FSG Report is spawned, which takes the FSG output from the request in XML, and overlays the seeded template called FSGXML for formatting and publishing. This template publishes the FSG in Rich Text Format (RTF), a universal format for word processing. Per MetaLink, this template default cannot be changed or modified. When a report is run this way, the data resides in the concurrent manager. That was the technical explanation of what goes on. For the functional users, reports that are run from the concurrent manager or from the report form cannot be stored in the Report Manager but only viewed in PDF with a predefined look. And perhaps the most important thing is that drill-downs cannot be performed on reports run this way.

Report Manager

Running and publishing the report in Oracle's Report Manager has more robust capability, the most important being that any template (seeded or custom) can be used to publish the report, the reports are saved in a Report Repository, where any person with the proper rights can view it, and drill-downs can be enabled for analysis. From the Report Manager Superuser responsibility, you have the ability to create new templates as well as run the report.

Templates

To create a new template or modify an existing one, use the Financial Report Template Editor seen in Figure 6-20. You can either select an existing template or create one from scratch using a specific FSG as a model. Excel is used as the TEMPLATE EDITOR. When saving the template back into EBS, you have the option to ENABLE FSG DRILLDOWNS, which will allow users to see detailed account balances and transactions for rows with account assignments, aiding in analysis. Without this option selected on the template, drill-downs are not available. It is important to know that drill-downs also do not exist on rows with calculations. This Financial Report Template Editor can only be used to create Excel templates for FSG reports. The XML Publisher responsibility can be used to create RTF or other types of templates.

When creating or modifying a template, you will always need to select the REPORT NAME for EBS to use as a guide for the template. You then have the option to CREATE NEW OR MODIFY EXISTING templates. Creating a new template will default the columns and rows based on the report that was selected, while MODIFY EXISTING will overlay an existing template and will need modifications to accommodate the Column and Row data on a specific report. Select the LANGUAGE to enable the reports to be run in different languages. Choose Excel Template Editor as the EDITOR and click Create. This will open Excel with the Template.

Once the template is opened in Excel, as seen in Figure 6-21, all the formatting is done similar to formatting an Excel spreadsheet; you can add fonts, column widths and row heights, number formatting, and colors. All data on the template that starts with an ampersand (&) will be replaced with specific data from the FSG itself; for example, &LedgerName will be replaced with the Ledger this report represents, and &40 refers to either the Row or Column number, depending

152 Oracle General Ledger Guide

Financial Statement Generator Templates

Report

Select the report that will be used to create a template.

* Report Name

Template Selection Create New Modify Existing

Language

Editor Selection

Select the application on your desktop that will be used to edit the template.

* Editor

Report Manager Superuser | Financial Report Template Editor

FIGURE 6-20 *Editing report templates*

The screenshot shows a Microsoft Excel spreadsheet titled 'Microsoft Excel - Book1'. The menu bar includes File, Edit, View, Insert, Format, Tools, Data, Oracle, Window, Cube Analysis, and Help. The 'Oracle' menu is open, showing options: Upload, ESG Template, Move Line Items Right, Move Line Items Left, Delete Current Line Item, Delete Current Column, and Insert. The spreadsheet content is as follows:

	A	B	D	E
1	&ReportTitle			
2				
3		&LedgerName		
4		&CurrentPeriod &Currency		
5		&SubmissionDate		
6				
7	&ContentSetExpansionValue			
8		&10	&20	&30
9		&ColumnHeadingLine1	&ColumnHeadingLine1	&ColumnHeadingLine1
10		&ColumnHeadingLine2	&ColumnHeadingLine2	&ColumnHeadingLine2
11		&ColumnHeadingLine3	&ColumnHeadingLine3	&ColumnHeadingLine3
12		&ColumnHeadingLine4	&ColumnHeadingLine4	&ColumnHeadingLine4
13				
14	&15	INCOME	1,000.00	(1,000.00)
15	&25	Revenue Net of Discounts	1,000.00	(1,000.00)
16	&35	COST OF SALES	1,000.00	(1,000.00)
17	&45	Cost of Sales	1,000.00	(1,000.00)
18	&55	Gross Profit	1,000.00	(1,000.00)
19	&60	EXPENSES	1,000.00	(1,000.00)
20	&65	Employee Expenses	1,000.00	(1,000.00)
21	&70	Operating Expenses	1,000.00	(1,000.00)
22	&71	Depreciation Expense	1,000.00	(1,000.00)
23	&72	Total Expenses	1,000.00	(1,000.00)
24	&75	Net Income (Loss)	1,000.00	(1,000.00)
25	&85	Other Income (Expense)	1,000.00	(1,000.00)
26	&95	Net Income (Loss) Operations	1,000.00	(1,000.00)

Report Manager Superuser | Financial Report Template Editor | Create

FIGURE 6-21 *Editing template details*

Chapter 6: Financial Statement Generator **153**

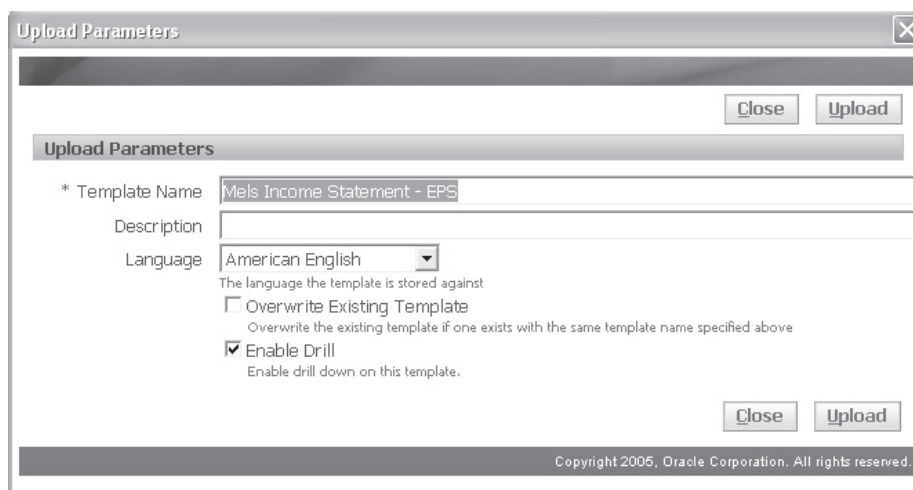
on where it is located. Additional data elements and columns or rows can be added by using the Oracle menu in the Excel toolbar. This menu is loaded when the template is downloaded from EBS. Images can also be saved with the template, to include company logos and other pictures. Images must be in one of the following formats: .PNG, .GIF, .JPEG, or .BMP.

Changes made are not made in EBS at the same time; they need to be uploaded back into EBS to be used. Select Oracle| Upload from the Excel toolbar to get the box shown in Figure 6-22, and assign the `TEMPLATE NAME`. Add a `DESCRIPTION` to explain what this template includes so that it can be used on more than one report. Select the `LANGUAGE` this report will be displayed in.

The next two check boxes are important in uploading and functionality of the template. You must check `OVERWRITE EXISTING TEMPLATE` if you modified a template and want to save the modification with the same name. You must check `ENABLE DRILLDOWN` if you want to use the drill-down feature with this template; if it is not checked, the feature will not be available. Select `UPLOAD`, and close the forms when the upload is completed. Once the report template is saved, it will now default in for the report that was selected when it was created, though it can be overridden when the report is run from the Report Manager. This template is also available to assign to any other FSG, and it usually works well if the report the template was designed from and the other report have the same Row Set.

Running Reports

Running the report from the Report Manager allows it to be saved into the Repository for future reference. First, select the FSG name, period, and other components as you would when running the report from the General Ledger (see Figure 6-23). If you select a currency at this time, the currency must be associated with the Primary Ledger as a Reporting currency.



Excel | Oracle | Upload

FIGURE 6-22 *Uploading report templates back into EBS*

154 Oracle General Ledger Guide

Primary Parameters

* Report Name	<input type="text" value="Income Statement Conso"/>	<input type="text" value="Content Set"/>
* Period	<input type="text" value="Dec-05"/>	<input type="text" value="Display Set"/>
* Date	<input type="text" value="31-Dec-2005"/>	<input type="text" value="Row Order"/>
Currency	<input type="text" value="USD"/>	Rounding Option
* Ledger	<input type="text" value="Vision Operations (USA)"/>	<input type="text" value="Calculate Then Round"/>
		<input type="checkbox"/> Flag Exceptions

Report Manager Superuser | Financial Report Submission

FIGURE 6-23 *Running reports from Report Manager*

Referring to Figure 6-24, select a **DEFAULT TEMPLATE** from the Repository for this report; once this is completed the first time, this template will default in for future reports until it is changed. The **TIMEFRAME** field allows a time frame to be added to a report so that the exact date it pertains to is known; this field gets its values from the Calendar set up in General Ledger. By setting up a new calendar (do not associate it to any **LEDGER**), as well as a **Type**, you can have daily periods available in the **TIMEFRAME** field that read "PRE-JAN 01, 08," "PRE-JAN 02, 08," and so on. This will then be appended onto the end of the report name, enabling you to store more than one version of the report in the Report Repository. This can be especially useful during the month end when you want to keep the history of a balance sheet during a close process. This field does not affect the data on the report; it only appends to the end of the name of the report when it is saved.

Selecting **Yes** for **SET AUTO ARCHIVE** allows you to enter a date when this report will automatically be archived from the Report Repository. This is useful during the close, to set all preliminary reports to archive on the scheduled final day of the close, so that someone does not have to go into the Report Manager and manually archive them. Select the date for archiving in the next field.

SECURITY can be added to a report based on the Flexfield security set up in the General Ledger for any segment in the Chart of Accounts; it will restrict data in Content Sets where the data is expanded as **PE**. **USER TO VALUE** security is unique to the Report Manager; it allows any Value Set to be created and assigned as security, restricting data to only the values included in the Value Sets. Again, this requires a Content Set with **PE** as the expand option to be effective. User to Value security will always override Flexfield security. The last security option is **CUSTOM SECURITY**, which will allow a custom PL/SQL package to be written and attached to this report.

AVAILABILITY determines when users can see this report: **NOW**, on a Specific date and time, or **ON HOLD**, which prevents them from seeing it until it is reviewed. No matter when it is available, it will still be data as of when the report was run, not the date it is available.

The **REVIEWERS** field allows additional reviewers to be added to reports that are to be available on a specific date and time, or one that is on hold. The requestor will always be the first reviewer, so any names added here are for additional reviewers. Once a reviewer approves the report, it becomes eligible for viewing (depending on when the specific date and time were set for; it will

Primary Parameters

* Default Template Timeframe

Set Auto Archive?

Security

No Security

Flexfield Segment Security

User to Value Security

Custom Security

Availability

Now

Specific Date and Time

On Hold

:

Reviewers

The current user is automatically assigned to be a reviewer.

Reviewers	Delete
<input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Delete"/>
<input type="button" value="Add Another Row"/>	

Report Manager Superuser | Financial Report Submission | Page 2

FIGURE 6-24 *Selecting report parameters*

not be available prior to that date even if it is reviewed). Reviewers' approvals pertain to *all* of the report, not just the portion that security allows a specific person to review. Next, you can assign a Location where the report will be saved in the Repository, as well as a report name—if the report name is not entered, the actual name of the report will be used. If a report by the name already exists, and a unique TIMEFRAME was not selected, then the new report will save over the old report, which will be lost.

Once the report is submitted, it will run and be saved into the Report Repository. The report can then be viewed from the concurrent request manager, or from the Repository Manager | Repository Management, as shown in Figure 6-25. Select the branch of the tree where the report was saved, and select VIEW next to the report name. If a TIMEFRAME was assigned to a report that was run multiple times, the different report versions will be one level down on the tree. You still VIEW the report from the top level, but once it is published, you can change the TIMEFRAME to get a different version of the report.

156 Oracle General Ledger Guide

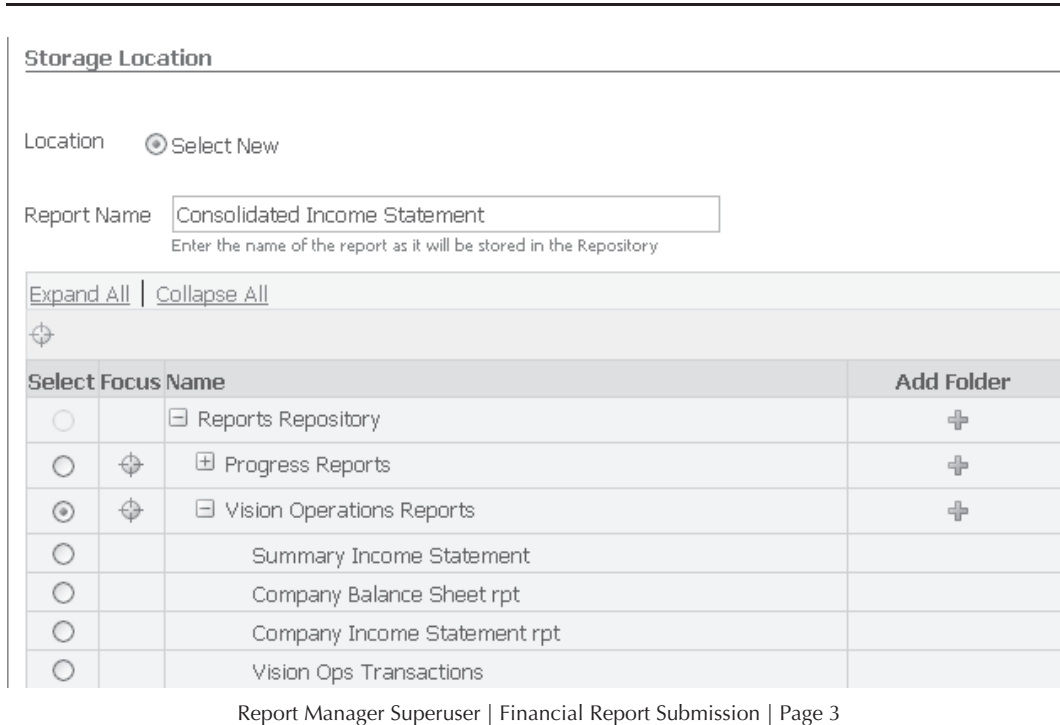


FIGURE 6-25 *Setting the report to save in the Repository for users to see*

Viewing Reports from the Repository

Once a report is saved and available, it can be viewed by any user with the proper rights in the Repository. FSGs still have drill-down capabilities, but this is a little different in R12 than it had previously been in EBS. In order to use the drill-down feature, you must drill down on a row that has account ranges assigned to it as opposed to a calculation. You can drill down from either an HTML or EXCEL output version of the report. You cannot drill down on TEXT or PDF.

Once in the Drill Account Balances window shown in Figure 6-26, you can change some information prior to obtaining account balances. The PERIOD can be expanded, the BALANCE TYPE changed, as well as the CURRENCY TYPE. The two remaining options will decide how much data is displayed: first, decide if you want to DISPLAY SUMMARY ACCOUNTS, then if ACCOUNTS WITH NO ACTIVITY are to be shown.

All these fields can be left with the defaults; select Go to get the information. From here, double-click the PTD field in blue to drill to the next level. Detailed journal entries are now visible, which can be searched on, or again double-click to see the details of the actual transaction. Note that once you get back to an actual transaction in the subledger, it takes you back to the forms from the HTML screens. During this drill process, you may get prompted to select the responsibility the transaction resides in. This drill feature is a little more cumbersome than the old ADI feature,

Chapter 6: Financial Statement Generator 157

Drill Account Balances

Search

Note that the search is case insensitive

Ledger/Ledger Set: Vision Operations (USA) Ledger Currency: USD Account From: --1110-0000- Account To: --1110-0000- Balance Type: Actual Currency Type: Total	* Period From: Oct-05 * Period To: Oct-05 Display Summary Accounts: No Display Accounts With No Activity: Yes
--	--

TIP For explanation of currency codes used in this page, see the [currency key](#).

Ledger	Account	Period	Currency	PTD	PTD Converted	YTD	YTD Converted
Vision Operations (USA)	01-000-1110-0000-000	Oct-05	USD	10,730,358.80		302,646,280.88	
Vision Operations (USA)	03-000-1110-0000-000	Oct-05	USD	0.00		250,616,037.59	
Vision Operations (USA)	70-000-1110-0000-000	Oct-05	USD	0.00		1,174,174.49	

FIGURE 6-26 Drill-down in Report Repository

which is no longer available, and has been revised several times since the release of R12. Please keep an eye on MetaLink releases for any changes to its functionality.

A note to system administrators: if you are creating custom responsibilities to add Report Manager to the users' General Ledger or other responsibilities, ensure the following functions are added if they plan on using the drill-down feature shown in Figure 6-26: FSG Drilldown: Launch Page, FSG Drilldown: Select Content Set Rows, FSG Drilldown: Effective Range Selection Page, FSG Drilldown: Balance Inquiry Page, and Account Analysis and Drilldown Mirror. These are the pages used by the drill-down feature seen in Figure 6-27.

Search

Specify parameters and values to filter the data that is displayed in your results set.

Show table data when all conditions are met.
 Show table data when any condition is met.

Batch: is [] []
 Journal: is [] []
 Line: is [] []
 Source: is [] []

TIP For explanation of currency codes used in this page, see the [currency key](#).

Batch	Journal	Line	Source	Category	Currency	Entered		Accounted	
						Debit	Credit	Debit	Credit
52674 Payables 3663663: A 120739	Payments USD	1	Payables	Payments	USD		350.00		350.00
52674 Payables 3663663: A 120739	Payments USD	2	Payables	Payments	USD		80,254.03		80,254.03
52674 Payables 3663663: A 120739	Payments USD	3	Payables	Payments	USD		114,464.00		114,464.00
52674 Payables 3663663: A 120739	Payments USD	4	Payables	Payments	USD		265,200.00		265,200.00
52754 Payables 3664824: A 120928	Reconciled Payments USD	1	Payables	Reconciled Payments	USD	350.00		350.00	
52754 Payables 3664824: A 120928	Reconciled Payments USD	2	Payables	Reconciled Payments	USD		80,254.03		80,254.03
52754 Payables 3664824: A 120928	Reconciled Payments USD	3	Payables	Reconciled Payments	USD		114,464.00		114,464.00
52754 Payables 3664824: A 120928	Reconciled Payments USD	4	Payables	Reconciled Payments	USD		265,200.00		265,200.00
52754 Payables 3664824: A 120928	Reconciled Payments USD	5	Payables	Reconciled Payments	USD		350.00		350.00
52754 Payables 3664824: A 120928	Reconciled Payments USD	6	Payables	Reconciled Payments	USD		80,254.03		80,254.03

1-10 10

[Report Manager Superuser](#) | [Repository Manager](#) | [View](#) | [select HTML or Excel](#)

FIGURE 6-27 Viewing reports with drill-downs saved to the Repository

158 Oracle General Ledger Guide

There are two options for running reports in the Report Manager (as well as from the General Ledger Superuser responsibility): either run an existing Report or create an Ad Hoc report where different components are combined but not saved as a report definition to be rerun. The main difference between the two is that when an FSG report is created and saved in the General Ledger, it can be rerun multiple times without having to select the different components, specifically Row and Column Sets. Some of the other components, such as Content Sets, can be overridden or added when running these predefined reports. Select FINANCIAL REPORT SUBMISSION from the Report Manager Superuser to run this type of report. When running an Ad Hoc FSG report, all components can be selected, including the Row and Column Sets, but this report definition is not saved and will need to be re-created each time the report is run. Select the AD HOC FSG SUBMISSION from the Report Manager for this type of FSG report.

When an Ad Hoc FSG is run from the concurrent manager, a REPORT is actually created in the Define Report form. The name of this report is "FSG-AD-HOC" followed by a sequential number. The user cannot override this name. Usually, one of two things happen after an Ad Hoc report is run: it is never run again, or the user finds it useful and wants to create a permanent report out of it. To create a permanent report, find the Ad Hoc report in the Define Reports form, and give it a meaningful name. Reports that are not going to be used again should be deleted, using the Program – Delete Ad Hoc Reports concurrent request. This report will delete all Ad Hoc reports created in this General Ledger responsibility, based on the number of days old you assign as a parameter. (If you assign ten days, all Ad Hoc reports over ten days old will be deleted.) If you want to delete all Ad Hoc reports for all responsibilities at the same time, run this process from the System Administrator responsibility. It is the Report name (FSG-AD-HOC) that makes it eligible to be deleted by this process.

When the reports are run in the Report Manager, they are saved to a Repository and made available for multiple users to view (if they have the proper responsibility). This feature solves the problem of having to run the reports and save them to a network drive for multiple user viewing. An important thing to understand is that once the report is run and saved to the Repository, it is a static report and is not updated for subsequent transactions. The report will need to be rerun to pick up new data.

FSGs are powerful tools, and the Report Manager adds a level of functionality that did not exist in R11*i*. Though a little more work goes into running reports and creating templates, these reports can be shared and create a common area for saving and sharing reports, ensuring everyone is seeing the same view of the world.