ODTUG Kscope13

The “New” Process Management for Hyperion Planning 11.1.2.x

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MindStream Analytics

MINDSTREAM® ANALYTICS

Agenda

- About MindStream Analytics
- Introduction
- Objectives of the Presentation
- Process Management Updates
- What is Approvals?
- New Functionality Overview
- Q&A

About MindStream Analytics

- Mission is to deliver premier consulting and managed services to clients by enhancing technology and aligning resources
- Oracle Platinum Partner with Hyperion Specialization with focused practices in Planning, Consolidations, OBIEE, Infrastructure, EPM Strategy & Training, and Hyperion Managed Services
- Our people average over 9 years of experience in the BI or BPM space
- Visit us at www.mindstreamanalytics.com

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Introduction

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MindStream Analytics

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- Hyperion Planning Certified
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Objectives of the Presentation

- Promoting planning units based on entity and secondary dimensions
- Difference between Bottom-Up Budgeting, Distributed Budgeting, and Free-Form Budgeting templates
- Managing planning unit status
- Using Out Of Office wizard to set Delegate, Promote and Reject actions
- How validation rules can impact the approval process (dynamically assign owners and reviewers)

My Observations

- Process management is often a nice to have or is constantly pushed back for higher priority items
- Pre 11.1.2, Process Management wasn't flexible enough to provide enough value to accommodate the needs of various companies

Audience Participation!

How many of you have used or are currently using Process Management (Approvals) in Planning?

What does Approvals do?

- Provides a way for users to submit plans and forecasts for approval based on the Planning Unit concept
- Allows for multiple levels of review and approval within an organization
- “Locks down” data upon submission ensuring no changes to in-process versions
- Provides users an easy way of tracking plan submissions by status
- Allows entry of annotations/justifications for action at each stage of review
- Integrated with Smart View

Process Management Updates

11.1.2

- Promote planning units based on entity **and secondary dimensions**
- Graphical view of the promotional path
- Out of Office routes (Delegate, Promote, Reject)
- New Guided Budgeting modes (Templates)
  - Bottom-Up Budgeting
  - Distributed Budgeting
  - *Free-Form Budgeting Still available (Old Method)*

Process Management Updates

11.1.2.1

- **Renamed – "Planning Approvals"**
- Dynamic Owner Assignment
  - Leverage UDAs to dynamically assign owners, reviewers, and users to be notified during data validation rules
- New Shared Services Roles:
  - Approvals Administrator
  - Approvals Ownership Assigner
  - Approvals Process Designer
  - Approvals Supervisor
- Usage tab for viewing dependencies

Process Management Updates

11.1.2.2

- Support for Groups in Approvals
  - Planning Unit Owners
  - Planning Unit Reviewers

- Runtime Prompt Support for Approvals
  - Filter RTP members based on approvals

Planning Unit

Planning Unit: Combination of scenario, version, and entity (or part of an entity) that drives the preparation, review, and approval of plan data.

Example:

Scenario: Plan

Version: Working

Entity: USA

Secondary Dimension (Optional): I.e. Department or Product

Review Process

- Planning unit moves from one reviewer to another until the budget process is complete.

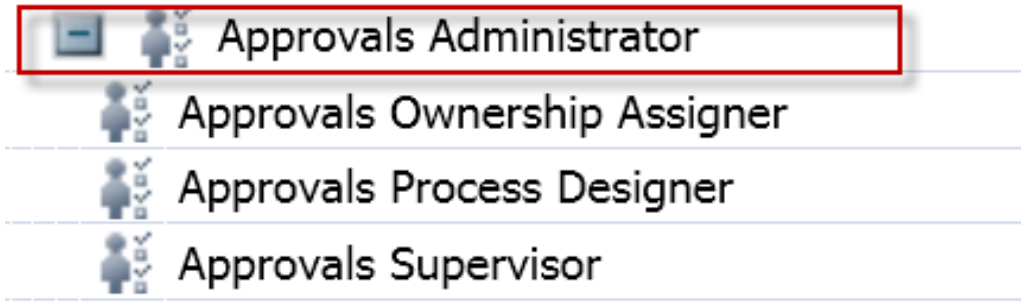
- The review process follows the initially defined promotional path unless an event triggers a different path:
  - Exceeding or missing certain expense boundaries
  - Current owner returns the budget to the previous owner for additional information
  - Current owner requests help from an authorized user who is not part of the promotional path

High Level Steps

- Setup Security
  - Create Users/Groups
  - Assign Approvals Roles
  - Assign Read/Write access
- Create a Planning Unit Hierarchy
  - Enable Approvals (All, None, Custom)
  - Approvals Template (Bottom Up, Distributed, Free Form)
  - Primary & Subhierarchy Selection (if applicable)
- Scenario & Version Assignment
- Synchronize Planning Unit Hierarchy

Approval Roles

Approvals Administrator

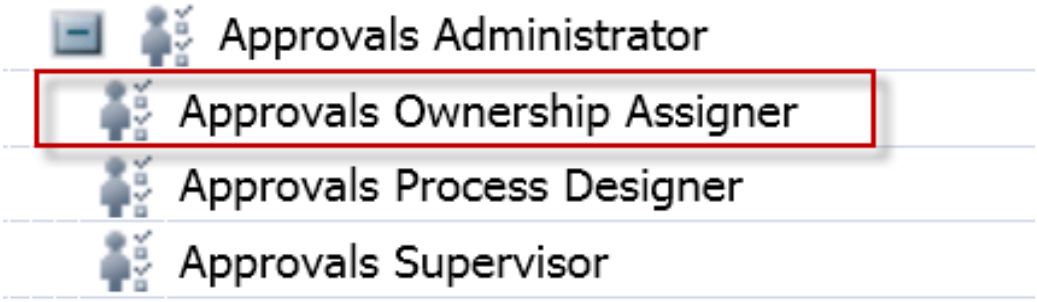


- Typically business users in charge of a region or a large part of the Entity dimension, but does not need full administrator rights (Planning Admin)

- This role inherits all of the rights and privileges contained within the Approvals Ownership Assigner, Approvals Process Designer, and Approvals Supervisor

Approval Roles

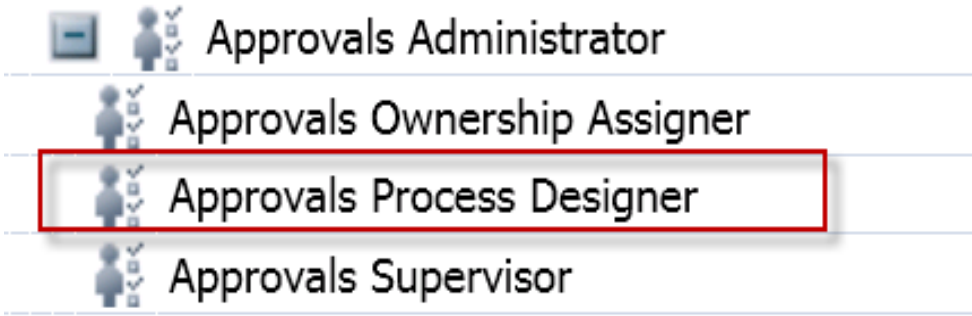
Approvals Ownership Assigner



- Performs the tasks that a Planner role can perform, plus:
- For any member of the Planning Unit Hierarchy to which they have write access, they can assign owners, assign reviewers, and specify the users to be notified

Approval Roles

Approvals Process Designer

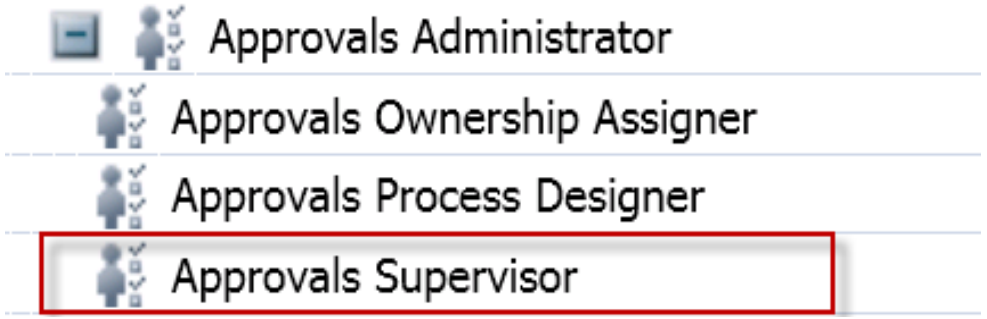


- Performs the tasks that can be performed with the Planner role and Approvals Ownership Assigner role, plus:

- For any member of the PUH to which they have write access they can change the secondary dimensions and members for Entities. They can also change the scenario/version assignment, and edit data validation rules for forms they have access to

Approval Roles

Approvals Process Supervisor



- For any member of the PUH to which they have write access, they can stop and start a planning unit and take any action on a planning unit.

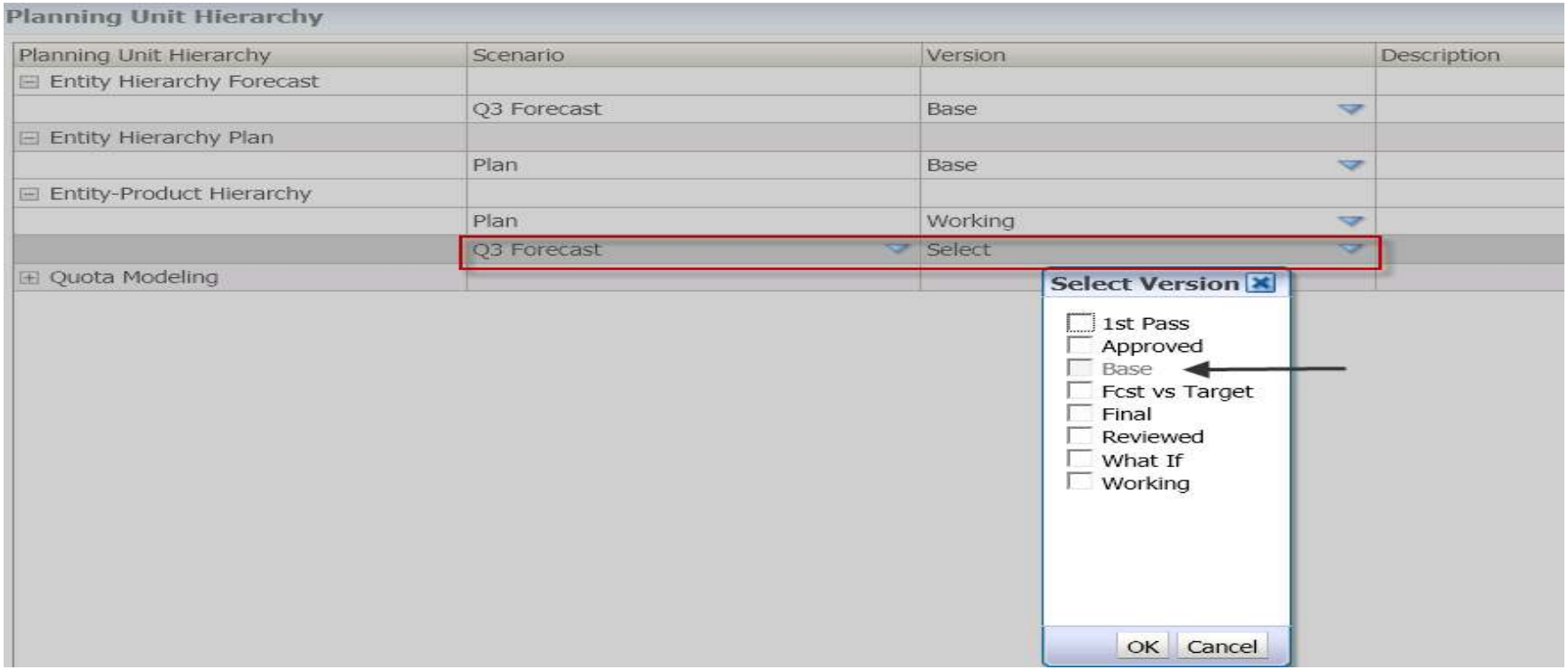
- Approvals Supervisors are not required to own the planning unit to perform these tasks, however they cannot change data in a planning unit unless they own it.

Planning Unit Hierarchy (PUH)

- Planning Unit Hierarchy (PUH) contains planning units and entities that are part of the review process, and parent/child relationships between these members affect the review process:
  - When you promote or reject a parent, its children are promoted or rejected unless they are Approved. The owner for the parent becomes the owner of the children.
  - When you approve a parent, its children are approved.
  - After all children are promoted to the same owner, the parent is promoted to the owner
  - When the status of all children reflect one status (i.e.. “Signed Off”), parent status changes to the same status

Planning Unit Hierarchy - Constraints

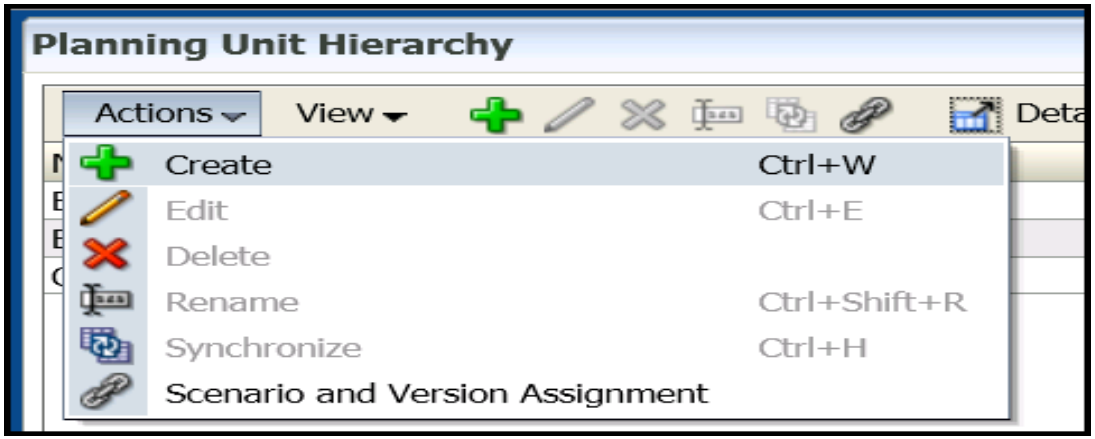
- Associated with only one Approvals Template
- Must be assigned to a Scenario and Version
- **Scenario/Version combinations can only be assigned to one Planning Unit Hierarchy:**



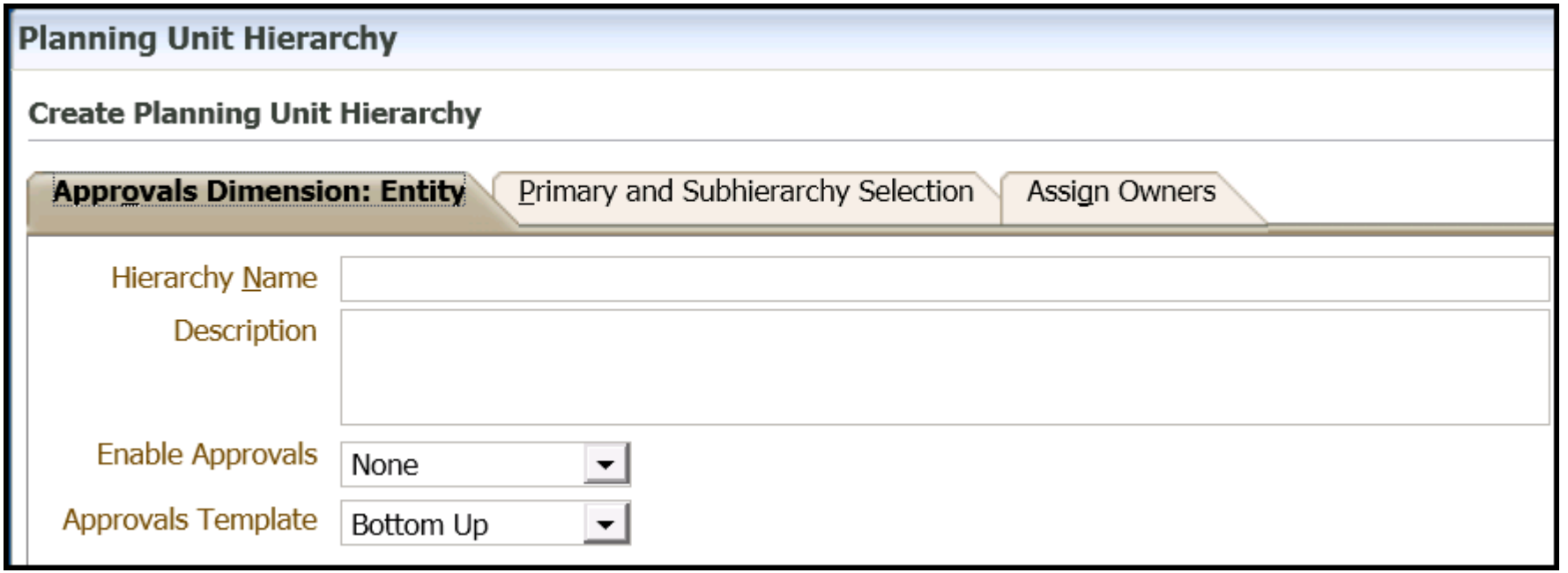
Creating Planning Unit Hierarchies

- Administration->Approvals->Planning Unit Hierarchy

- Create



Creating Planning Unit Hierarchies



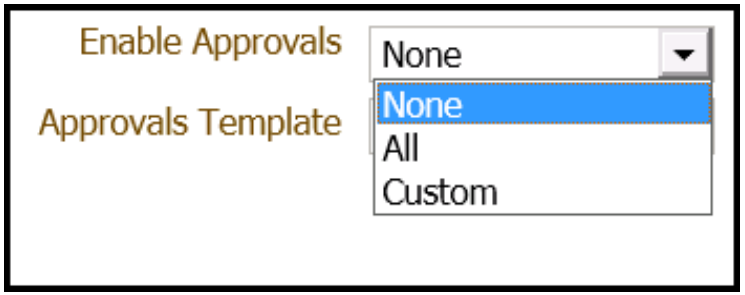
3 Tabs to complete:

1. Approvals Dimension: Entity
2. Primary & Subhierarchy Selection
3. Assign Owners

Creating PUH – Approvals Dimension

Enable Approvals:

Inclusion rules for Entity hierarchy



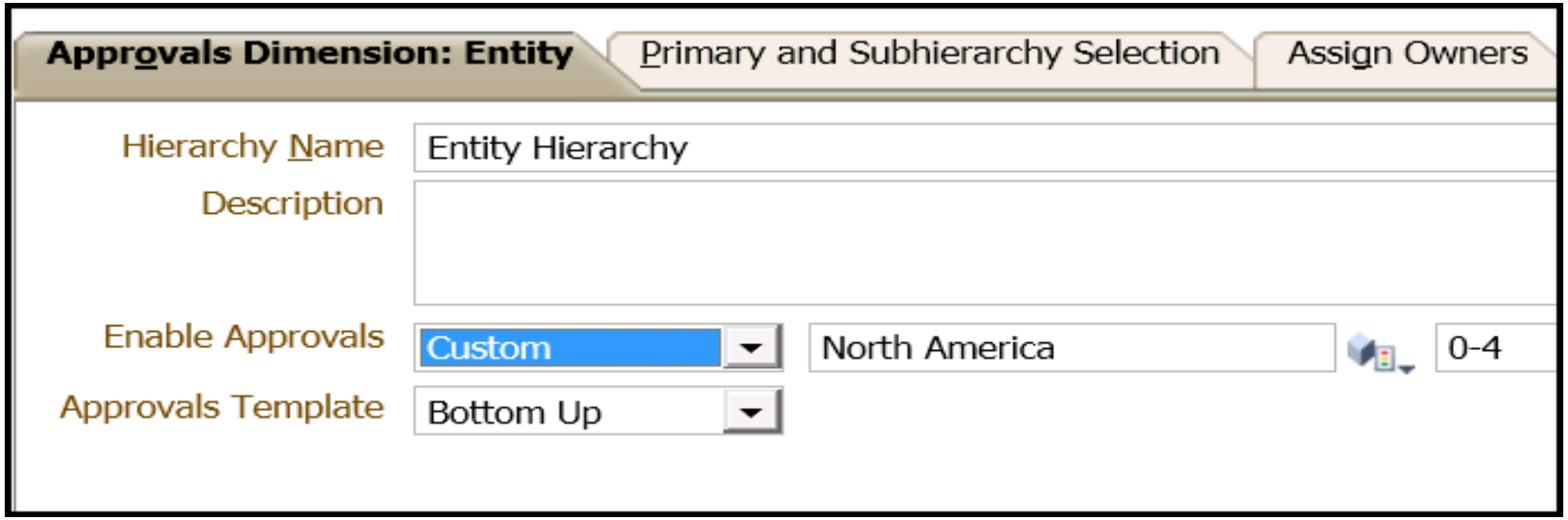
- **None:** Include no Planning units by default
- **All:** Adds all Planning Units to the approval process
- **Custom:** Ability to define specific Planning Units based on Parent member and generation criteria.

Creating PUH – Approvals Template

Approvals Templates:

- **Bottom Up:** Ownership follows the Planning Unit Hierarchy starting at the bottom and moves up the hierarchy
- **Distribute:** Ownership starts at the top and is distributed down the hierarchy. After ownership reaches lower levels, budgets are submitted back to the top
- **Free Form:** Planners select the next owner from a drop-down list. (Pre 11.1.2 method for Process Management)

Creating PUH (contd.)



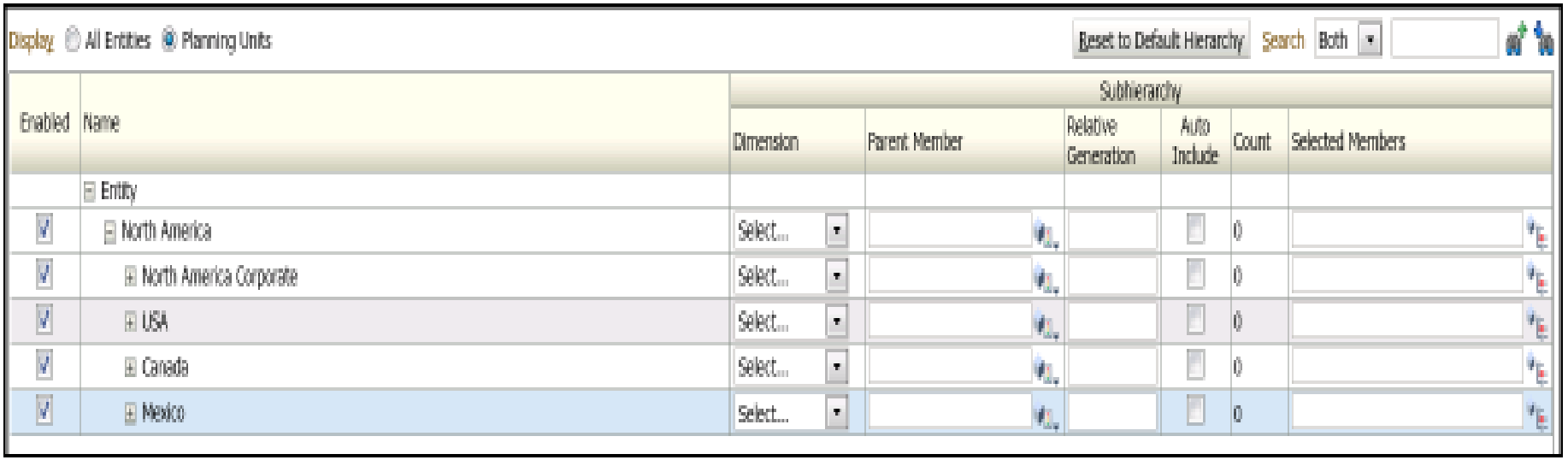
North America 0-4

- 0 – Selected member from where approval process will start
- 1 – Corresponds to its direct children
- 2 – Corresponds to its grand-children
- etc…

PUH – Primary & Subhierarchy Selection

- **Display:**
  - All Entities – Shows the full Entity hierarchy allowing for drillable management of “Enable” for entities
  - Planning Units – Shows currently defined Planning Units based on initial definition plus additions
- **Subhierarchy:** Allows for a more granular definition of the current Planning Unit Hierarchy to bring in another dimension (i.e.. by Product, Segment, Department, etc.)

PUH – Primary & Subhierarchy Selection



Updating Planning Unit Hierarchy

Approvals Dimension: Entity | **Primary and Subhierarchy Selection**

Display: All Entities | Planning Units

Enabled	Name
	Entity
	Total Geography
☑	North America
	North America Corporate
☑	USA
	Canada
	Mexico
	Latin America
	Latin America Corporate
	Argentina
☑	Argentina Sales
	Brazil
☑	Brazil Sales
	Colombia
	Peru
	Venezuela
	EMEA
	EMEA Corporate
	Europe

Enable only:

North America
USA,
Argentina Sales,
Brazil Sales

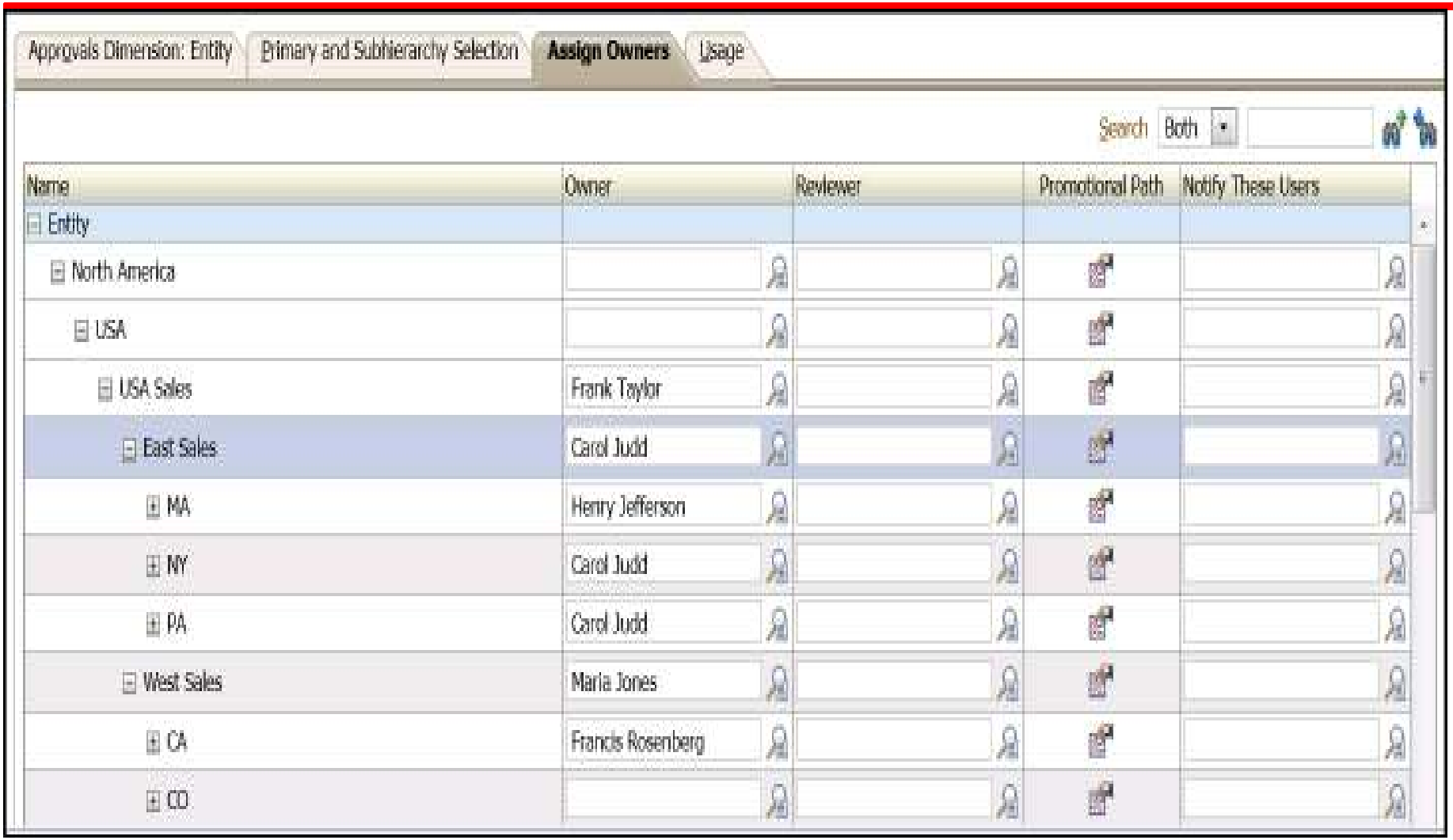
Display: All Entities | Planning Units — Reset to Default Hierarchy — Search: Both

Enabled	Name	Subhierarchy: Dimension	Parent Member	Relative Generation	Auto Include	Count	Selected Members
	Entity						
☑	North America	Select...			☐	0	
☑	Argentina Sales	Segments	Services	1	☐	3	Install,Service Contracts,Repair
☑	Brazil Sales	Account	Gross Profit	1	☐	2	Net Revenue,Cost of Sales

PUH – Assign Owners

- A Planning Unit can only have one owner (a user or a group).
- Reviewers can be individual users, a single group, or multiple groups
- **Notify Users:** Select the users to notify for each move of the planning unit from one user to another.

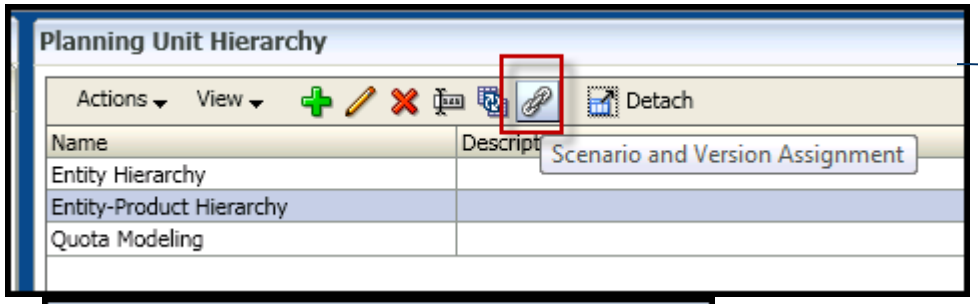
PUH – Assign Owners

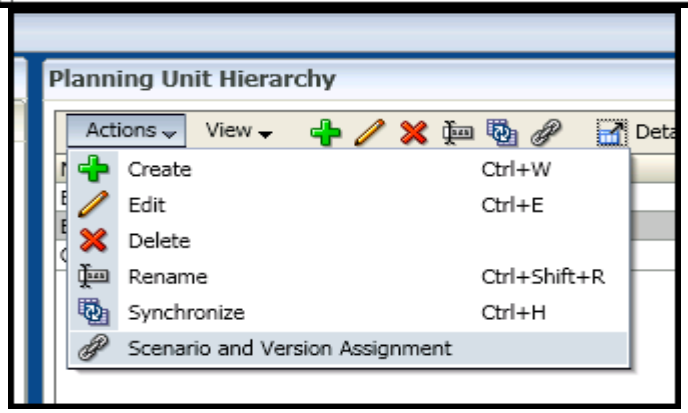


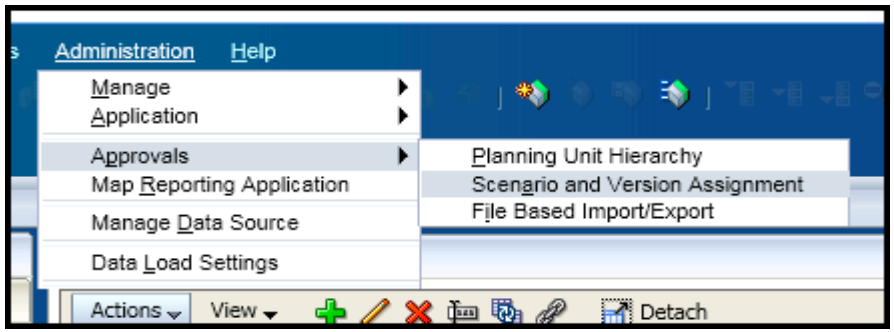
PUH – Promotional Path

Graphical depiction of the approvals flow defined:

Scenario & Version Assignment







3 different navigation options to get to the "Scenario & Version Assignment"

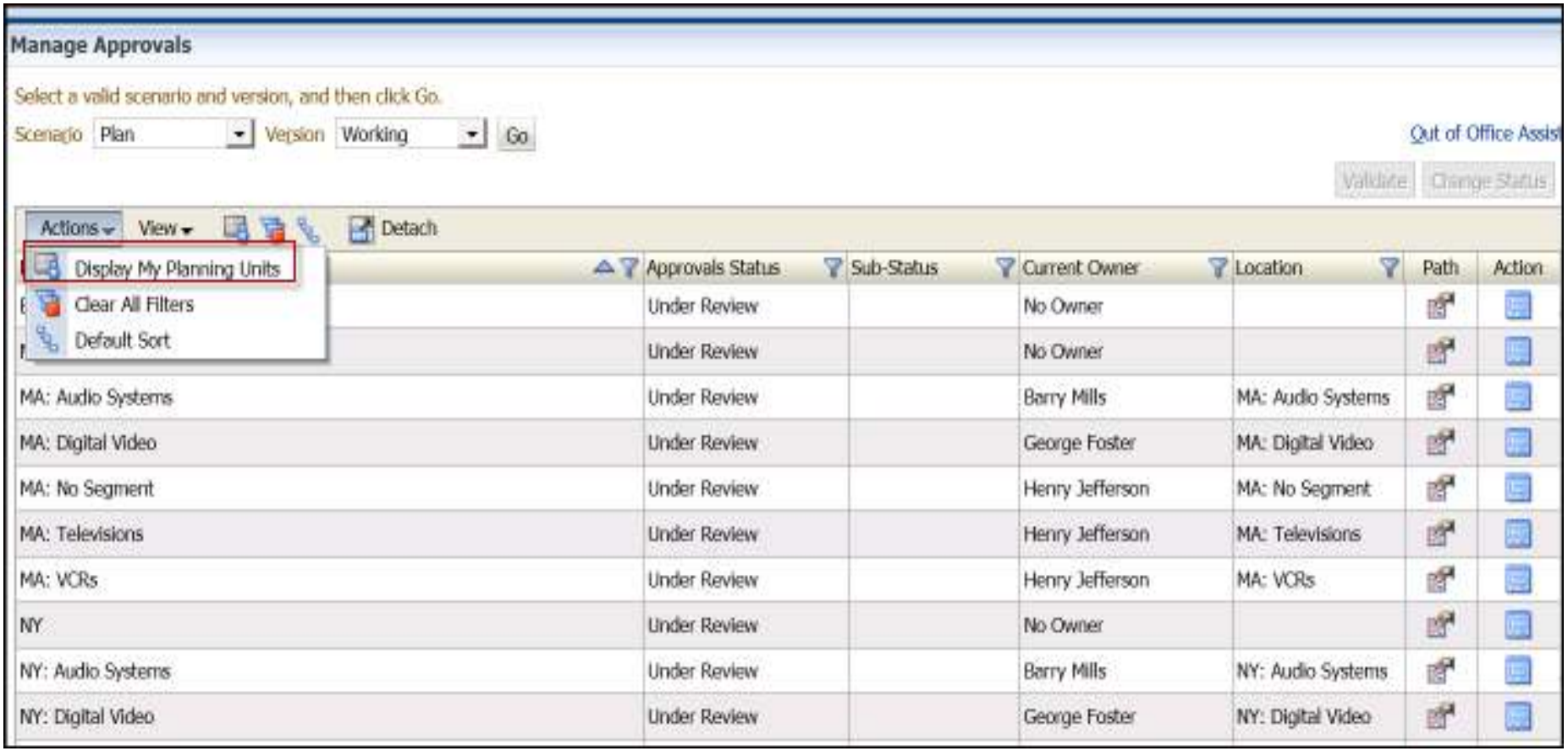
Scenario & Version Assignment

Planning Unit Hierarchy

Planning Unit Hierarchy	Scenario	Version	Description
⊟ Entity Hierarchy			
	Q3_CYFCST	Base	
⊟ Entity-Product Hierarchy			
	Plan	Working	
⊟ Quota Modeling			
	Plan	1st Pass	

- Assign Scenario/Version combination to a PUH

Manage Approvals



	Approvals Status	Sub-Status	Current Owner	Location	Path	Action
	Under Review		No Owner			
	Under Review		No Owner			
MA: Audio Systems	Under Review		Barry Mills	MA: Audio Systems		
MA: Digital Video	Under Review		George Foster	MA: Digital Video		
MA: No Segment	Under Review		Henry Jefferson	MA: No Segment		
MA: Televisions	Under Review		Henry Jefferson	MA: Televisions		
MA: VCRs	Under Review		Henry Jefferson	MA: VCRs		
NY	Under Review		No Owner			
NY: Audio Systems	Under Review		Barry Mills	NY: Audio Systems		
NY: Digital Video	Under Review		George Foster	NY: Digital Video		

More flexible options for filtering the different components of a Planning Unit.

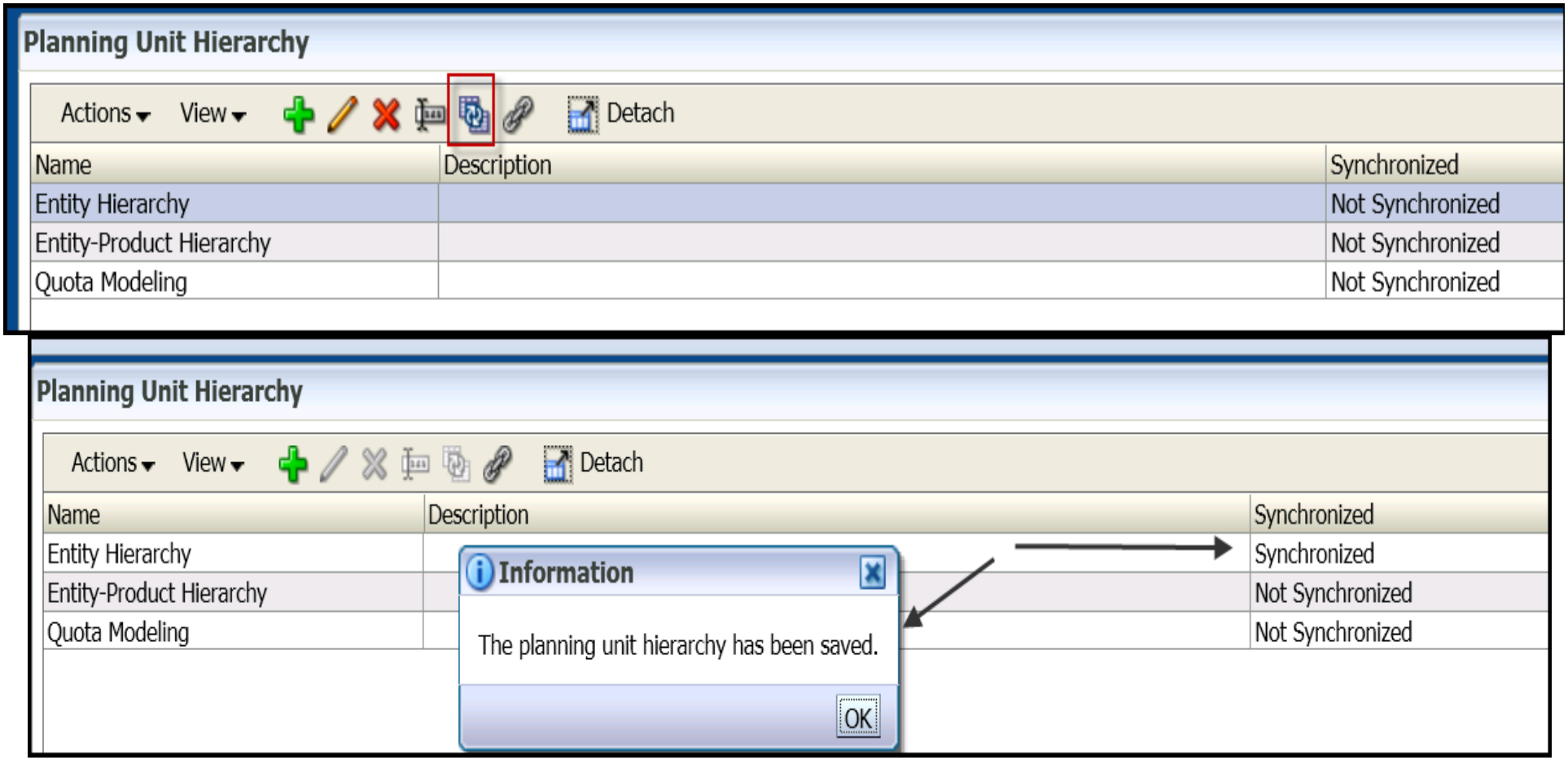
Synchronizing Planning Unit Hierarchies

- When users add, delete, or modify dimension members that are used in planning unit hierarchies, the affected PUH must be synchronized with the changes.

- **Note:** When you add dimension members, the new members are added as planning units only if they meet the criteria specified in the inclusion rules for the PUH (i.e.. North America , 0-4)

Synchronizing Planning Unit Hierarchies

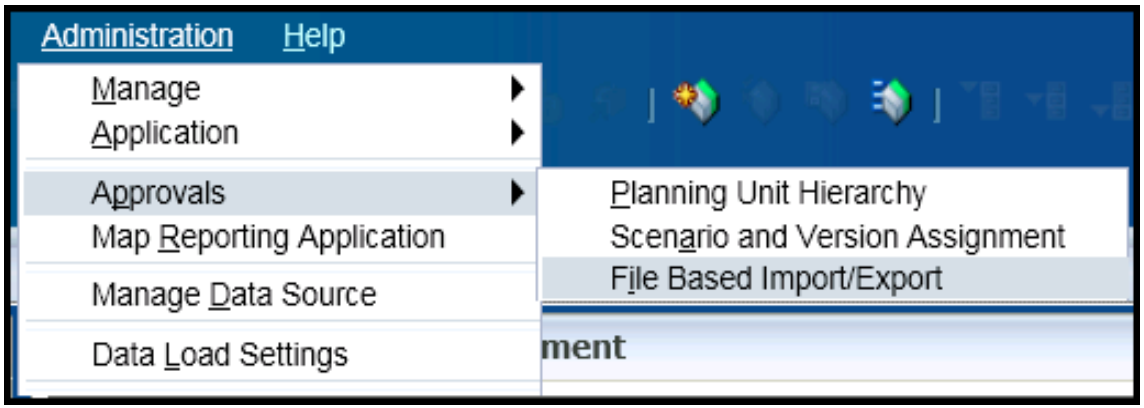
Click the Synchronize Icon OR Actions->Synchronize

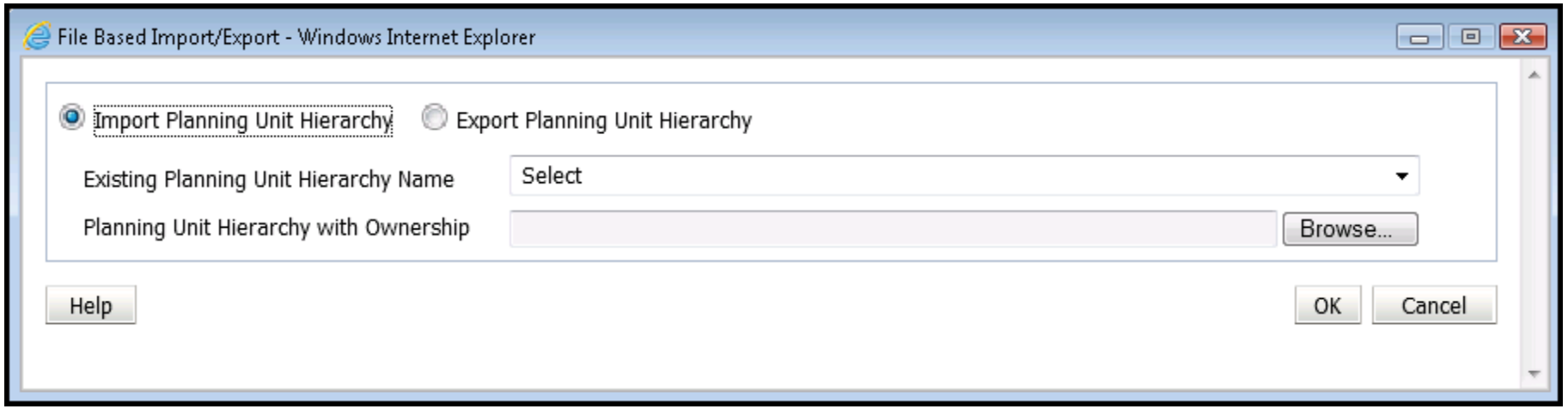


Export / Import Planning Unit Hierarchy

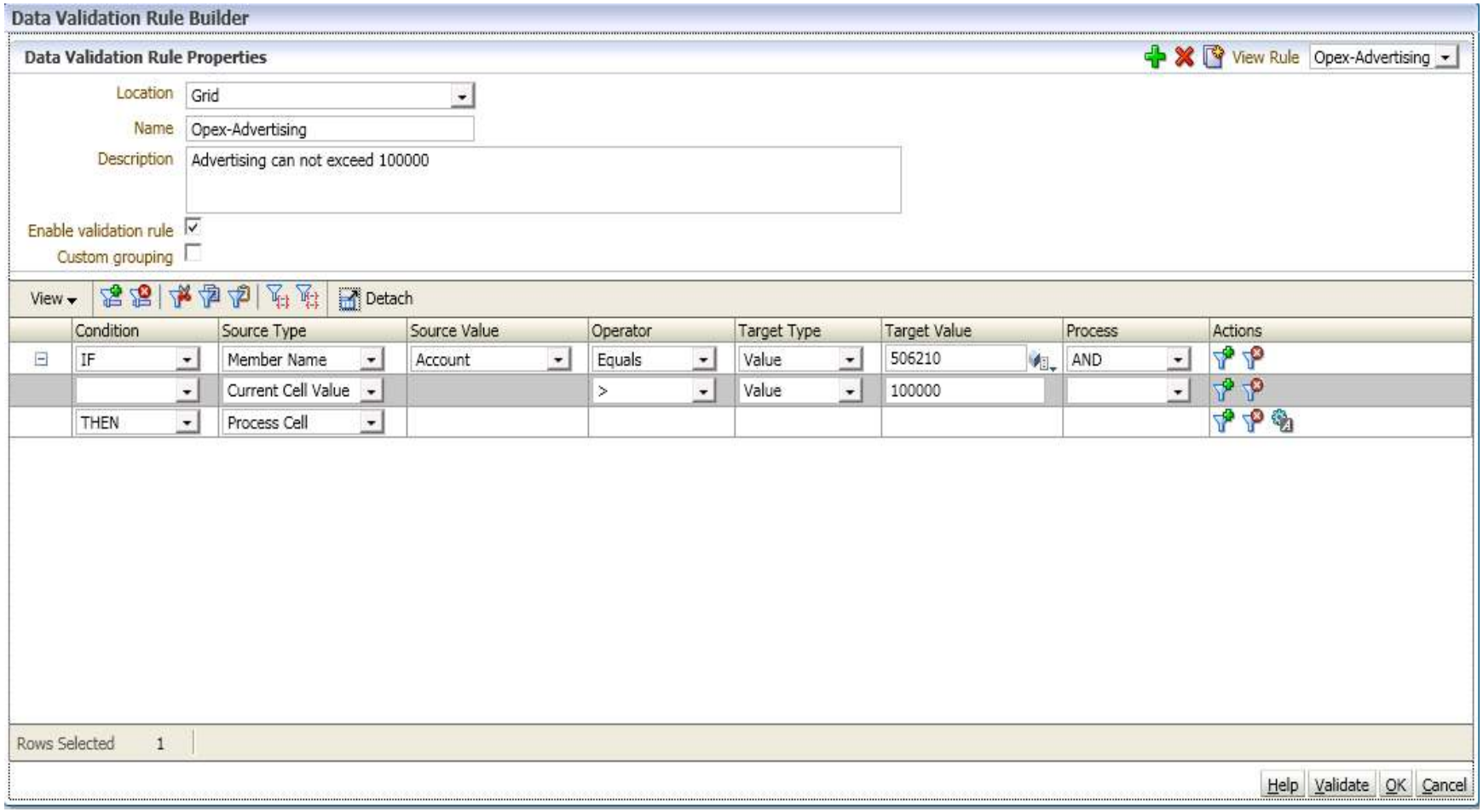
- You can export an existing PUH to generate a file definition that can then be modified and imported for bulk updates
- Importing does NOT create a PUH, the designated PUH must exist before importing
- Importing replaces; it doesn't update

Export / Import Planning Unit Hierarchy

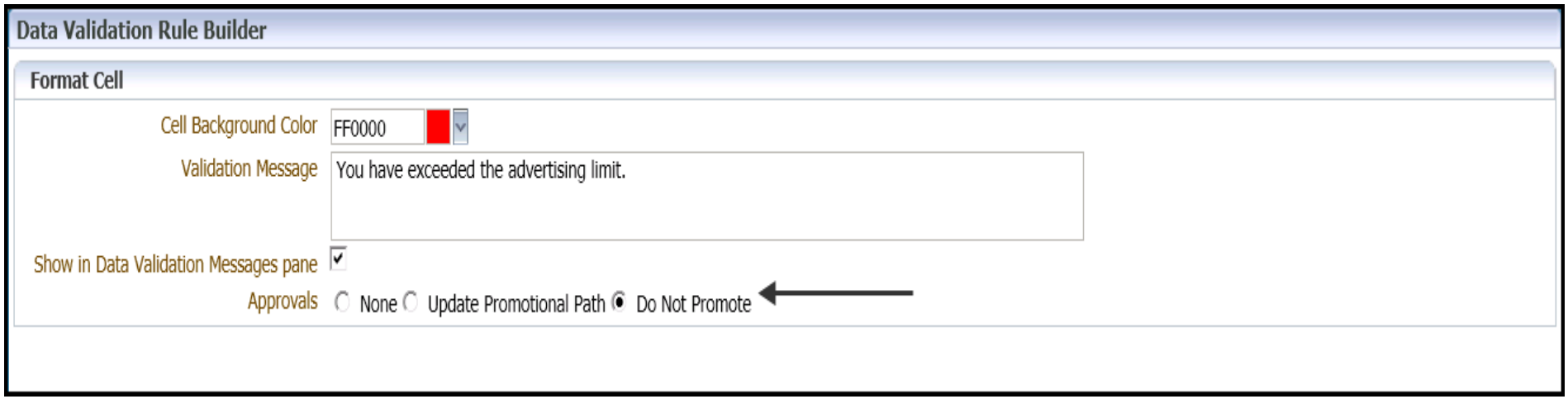




Data Validation Rules - Approvals

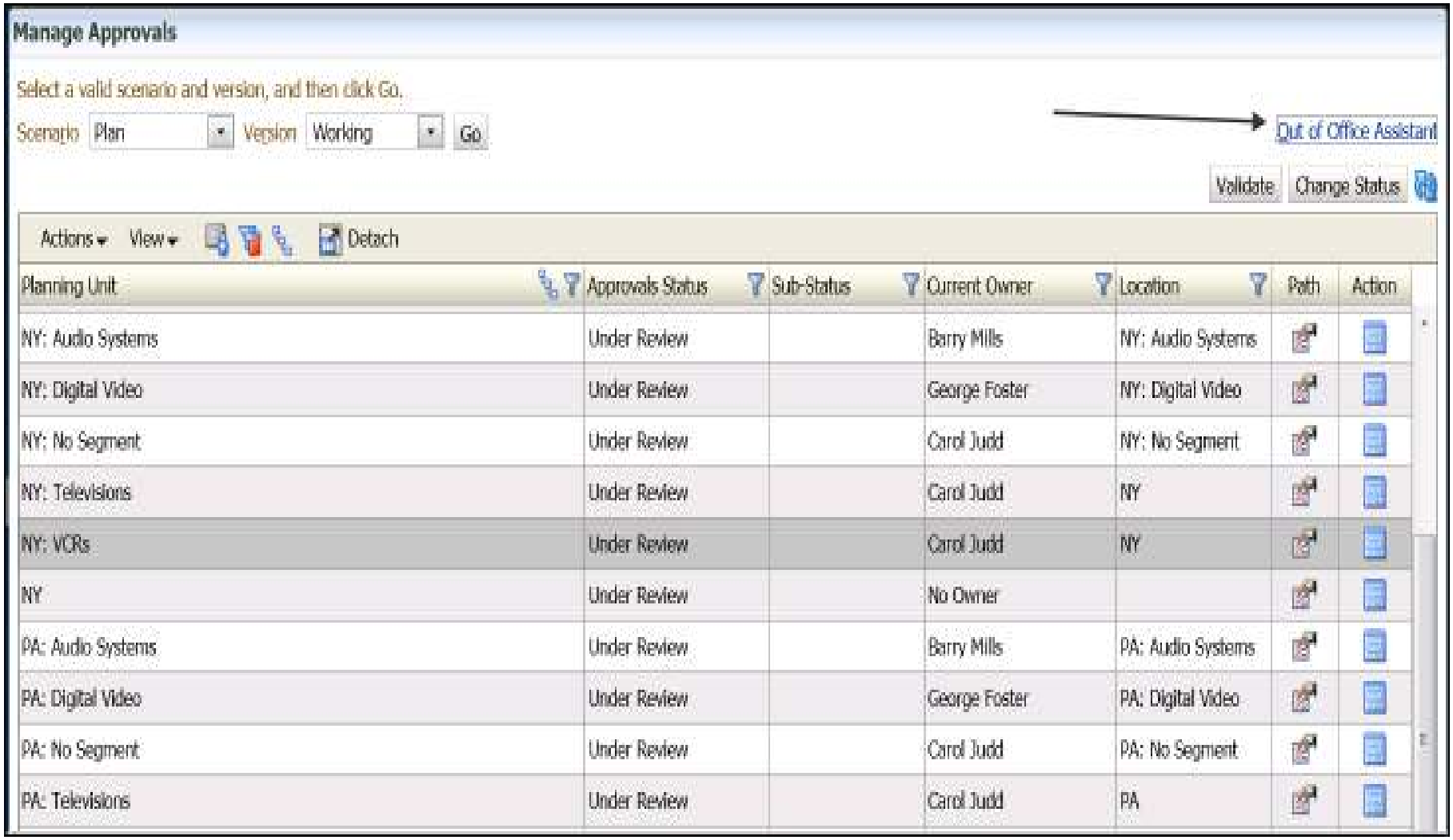


Data Validation Rules - Approvals



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YearTotal
Consulting Services	50,440	30,240	16,720	15,269	50,836	37,084	40,262	31,980	46,635	80,462	95,472	87,883	583,283
Advertising	150,000												150,000
Promotions													
Advertising and Public Relations	150,000												150,000
Engineering Expense													
General Fees													
Other Oper Expense	1,280	778	413	399	1,259	987	1,034	797	1,190	2,081	2,396	2,213	14,827
Fees Outside Services	201,720	31,018	17,133	15,668	52,095	38,071	41,296	32,777	47,825	82,543	97,868	90,096	748,110

Out of Office Assistant

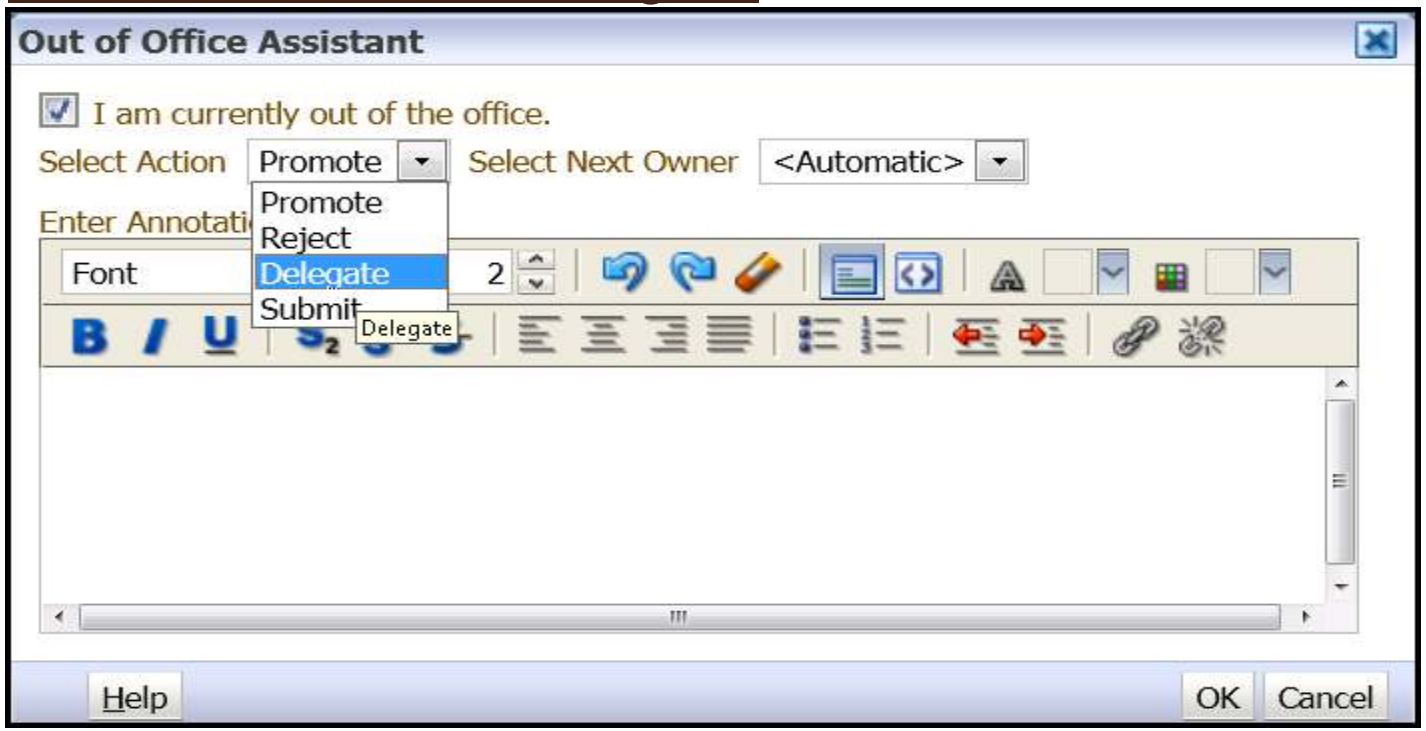


Planning Unit	Approvals Status	Sub-Status	Current Owner	Location	Path	Action
NY: Audio Systems	Under Review		Barry Mills	NY: Audio Systems		
NY: Digital Video	Under Review		George Foster	NY: Digital Video		
NY: No Segment	Under Review		Carol Judd	NY: No Segment		
NY: Televisions	Under Review		Carol Judd	NY		
NY: VCRs	Under Review		Carol Judd	NY		
NY	Under Review		No Owner			
PA: Audio Systems	Under Review		Barry Mills	PA: Audio Systems		
PA: Digital Video	Under Review		George Foster	PA: Digital Video		
PA: No Segment	Under Review		Carol Judd	PA: No Segment		
PA: Televisions	Under Review		Carol Judd	PA		

Selecting an Alternate Reviewer

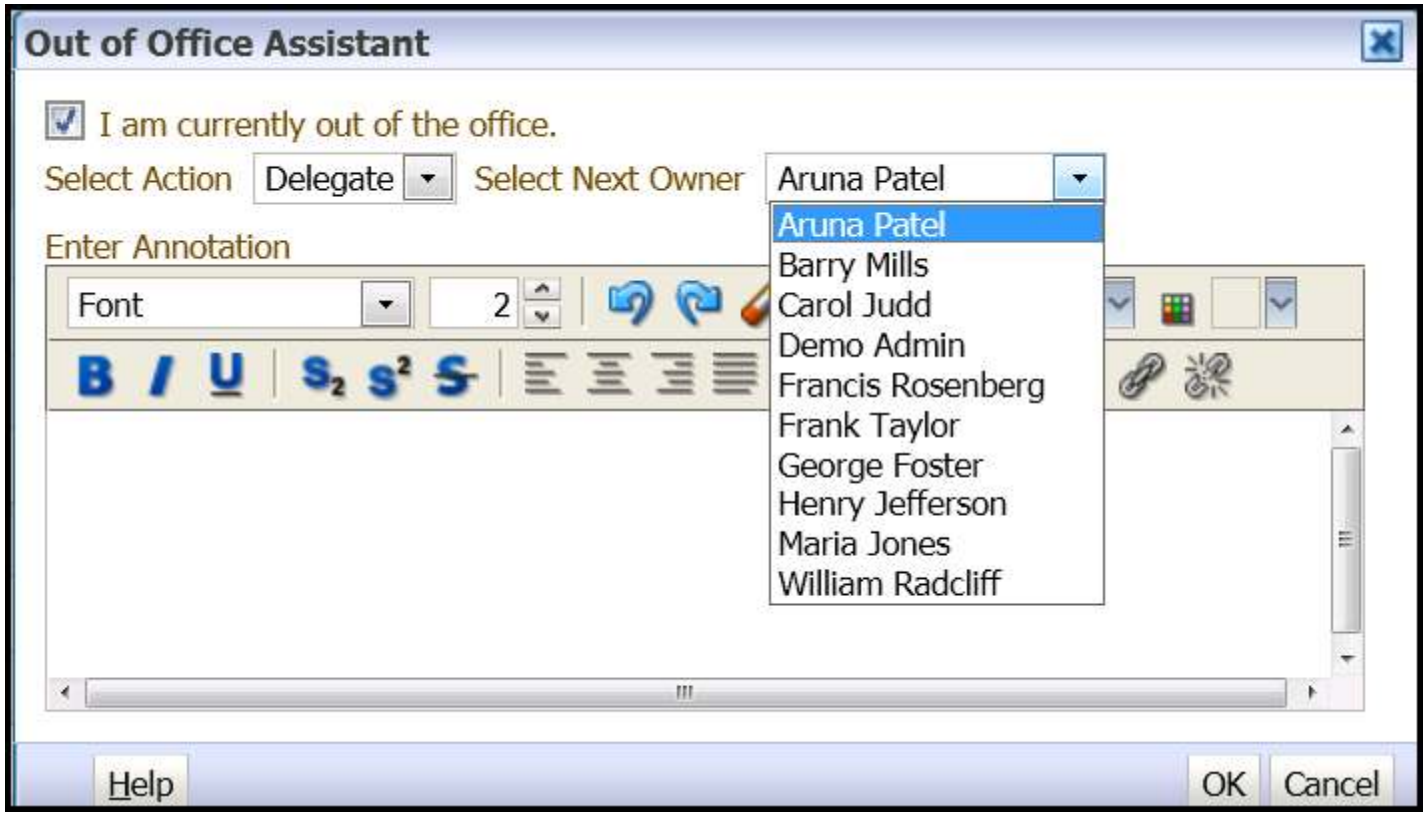
You can use Out of Office Assistant to change the promotional path of the review process (i.e. Delegating the next owner):

Selection Action: Delegate



Selecting an Alternate Reviewer

Selection Action -> Next Owner



Recommendations

- Think about Process Management design constantly, don't wait until the last minute
- Process is key!
- Try to keep secondary dimensions reasonably simple, otherwise the complexity can outweigh the benefit

Q & A

Q & A!

Questions

Thank You!

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