



A Better Way to Build Your CAFR or Budget Book







Session: 8241

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Metaformers

Agenda

-  Introductions
-  Reporting Overview
-  EPM Narrative Reporting Functionality
-  Use Cases
-  Summary
-  Questions

Kelliann Hoelscher, PMI-ACP

- 🦸 EPM Practice Director, Metaformers
- 🦸 20+ years Experience with Oracle EPM
- 🦸 35+ Full Life Cycle EPM Projects
- 🦸 Industries include Public Sector, Commercial, Higher Ed, Retail, Manufacturing, High Tech
- 🦸 Oracle Planning, Narrative Reporting, HFM, Financial Consolidation & Close, Essbase, On-Premise Planning and Budgeting
- 🦸 Planning Cloud Certified
- 🦸 PMI-ACP Certified



Strategy & Transformation

Assessments
Upgrades

Implementations
Optimization



Cloud Services

Oracle ERP

Oracle HCM

Oracle EPM



On-Premise Solutions

PeopleSoft
Hyperion



IT & Application

Managed Services

Reporting Overview

One of Reporting's Biggest Challenge

- How to control versioning, changes, and updates when:
 - The report has multiple authors
 - The report requires review/input by multiple subject matter experts for part or all of the report
 - Each reviewer provides their feedback separately and they all must be reviewed and, if accepted, incorporated into a single version
 - Numerous changes require distribution of yet another, “new” version of the report for a second (or more) review cycle
 - Data can change during the reporting cycle

Oracle's Answer to the Challenge is EPM Narrative Reporting but What is That?

- EPM Narrative Reporting is a secure, collaborative, and process driven service for defining, authoring, reviewing, and publishing financial, management, and regulatory report packages for internal and/or external stakeholders.
 - Purpose-built solution which combines financial statements, data, and narrative reporting into a stylized Report Package
 - Deliverable owners can easily manage and monitor the progress of contributors throughout the reporting lifecycle
 - Users can access via the web or Microsoft Office
 - One application within the Oracle EPM cloud suite of products (but not limited to sourcing from Oracle, EPM, or Cloud systems)
-

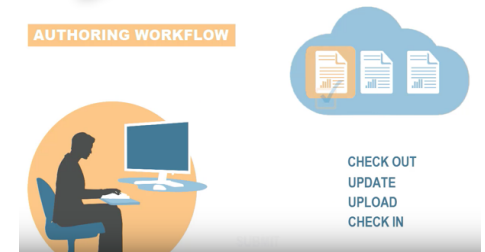
EPM Narrative Reporting: Best Used When Reports _____

- Are static in layout and highly formatted
- Include narrative reporting
- Require collaboration among numerous people
- Must be in specific regulatory formats
- Require compilation of data from multiple sources, Oracle and/or non-Oracle
- Need to include Oracle On-premise, Oracle Cloud, MS Excel/Word, PowerPoint or more in the report package



EPM Narrative Reporting: Advantages

- Able to compile data from a wide range of applications/sources
- Improves data integrity through the use check in/out access permissions and version control
- Leverages Essbase functionality in the cloud by obtaining hierarchical and dimensional analysis on financial data
- Easy to rollover and reuse content from past periods with centralized maintenance of common dates, text, and data.
- Users are notified when tasks are due/important reporting deadlines need to be met
- Mobile accessibility is available



EPM Narrative Reporting: Advantages (cont.)

- Contains the Oracle Disclosure Management Option for producing regulatory filings such as XBRL, iXBRL and SEC EDGAR
- Integration with Oracle Smart View for Office
- Multi-dimensional engine to (optionally) store data in the cloud for Report Packages and powerful analytics via Oracle Smart View for Office



Disadvantages

- There is a learning curve, but easy to learn independently
- Does not provide rich and interactive data visualizations or dashboards
- Management Reporting has not quite achieved full parity with FR, yet

EPM Narrative Reporting Workspace Home Page

ORACLE EPM Cloud Narrative Reporting

Jun 23, 2019

Welcome, Kelliann Hoelscher

- 0 Incomplete Tasks →
- 0 New Messages →
- 0 Flagged Messages →
- 0 Active Report Packages →

Create Open Tour

- Tasks
- Messages
- Report Packages
- Reports
- Notes
- Disclosure Management
- Library
- Application
- Daily Maintenance
- Access Control
- Appearance
- Academy

EPM Narrative Reporting Functionality

Functionality

assign content
to multiple authors



gather comments
from reviewers



provide an electronic sign off
on the completed report



manage the report life cycle



combine data points
with textual narrative



secure and control access
to the report content



Diagram Provided by Oracle

Recently Added Functionality

- Overall
 - EPRCS is no “Narrative Reporting”
 - New URL address
- Management Reporting
 - Import MR’s to Smart View
 - Butterfly Reports
 - Reports can be Published to Word, PowerPoint or PDF
 - Hidden Grids

EPM Narrative Reporting: Core Components

Provides a secure, collaborative, & process driven approach for defining, authoring, reviewing and publishing financial & management reports.

Report Packages



Native reporting solution for creating cross-cloud financial/managerial reports against EPM cloud, ERP, & Essbase sources (think FR)

Management Reporting



Purpose built module to centralize & manage documents needed in the close cycle & assemble financial statements with support for regulatory reporting

Disclosure Management



Stand alone Essbase Application with up to 5 databases for compilation of data not available from other systems

EPM Narrative Reporting Direct Application



Report Packages Overview

- Defined as a unifying structure for any report that provides content, workflow and process management
- Report Package functionality includes full lifecycle support from definition through publishing and phase management
- The Report Package provides the ability for an Administrator to:
 - Control, monitor and engage in a step-by-step process in a report cycle
 - Assign tasks, due dates, Owners, Signers and Viewers to a singular or multiple sections
 - Allow/provide commentary through each phase of the package's development

Report Packages

Town of Hillsborough - Budget Book
Report Center
Under Review

Author: Jun 28, 2018, 231 Days Past Due (0%)
Review: Aug 1, 2018, 200 Days Past Due (0%)
Sign Off: Sep 1, 2018, 190 Days Past Due (Not Started)

Name	Comments	Reviews	Review 01	All
Town of Hillsborough - Budget Book				Use
1. Cover Page	0 / 0			
2. TOC	1 / 1	Kelliann Hoel		
Finance				
3. Finance - Revenue report	0 / 0			
4. Finance - Capital Report	0 / 0			

+Add Doclet | + Add Section

- Mark Author Phase Complete
- Mark Review Cycle 1 Complete
- Refresh Review Instance
- Publish Report
- Publish Report as PDF
- Delete Working Papers
- Edit Report Package Properties...
- Edit
- Inspect
- Manage Content
- Act on Content
- Refresh Assigned Groups

Report Packages Functionality

- EPM Narrative Reporting Report Packages are made up of “Doclets”
- Doclets contain reports from MS Word, Excel, PowerPoint, PDF, and/or Management Reporting (MR)
- Doclets can be grouped into report “Sections”; usually based on content or viewers
- Ability to Check In, Check Out and/or Submit packages
- Auditability of user interaction with the package and changes

Report Package Phases

- Author Phase: The Admin can grant access/limit a user's ability to interact within the Reporting Package by controlling which users have access to specific sections/documents within the Reporting Package.
- Review Phase: The Admin assigns a user the ability to review specific documents within a constructed timeline.
- Sign Off Phase: Enables an Admin to “lock-down” the Reporting Package content and attain a finalized sign off.

Notes:

- Can have multiple Authors, Reviewers, Approvers, and Approval Cycles
- Can include graphs, tables, and figures that dynamically refresh

Management Reporting (MR) Overview

- Cloud-based reporting solution for creating EPM cloud financial and managerial reports that enables users to insert charts and grids from multiple EPM cloud sources into a single report
- Used to build highly formatted reports with graphs, grids, etc. from multiple sources
- Potential Oracle sources include EPM Cloud Services, ERP Cloud Financials, Oracle Analytics Cloud Essbase, etc. (see next slide)
- Can embed reports into Oracle EPM Narrative Reporting Report Package Doclets to integrate them in the collaborative narrative reporting process
- Centralized point-of-view controls and automatic Doclet updates
- Similar concept to Oracle Financial Reporting (FR)

Differences between Financial Reporting and Management Reporting

For a full list of differences, see Oracle documentation at:

https://docs.oracle.com/en/cloud/saas/enterprise-performance-reporting-cloud/dmepr/diff_fr_mr_100x0d702939.html

Management Reporting Sources



Diagram Provided by Oracle

Disclosure Management

- Purpose built to centralize and manage critical documents needed in the close cycle to significantly reduce the risk of an inaccurate disclosure by:
 - Helping Users create and edit graphically the Extensible Business Reporting Language (XBRL(c)) tagged submissions to a regulatory agency
 - Letting Users assemble financial in MS Excel or Word—and map to and deliver the content in iXBRL, XBRL, EDGAR HTML, Word, PDF, or HTML formats.
 - Allowing users to modify or extend taxonomies before the mapping process and use multiple *taxonomies*
HINT: If you don't know what these are, you probably don't use them.
- Very similar to the on-premise version
- Can define, validate, and manage custom formulas to comply with standards (SEC, IFRS, etc.)
- Requires Enterprise EPM (not available with Standard)

EPM Narrative Reporting Direct Application

- Usually utilized when:
 - Not all data required for a report is available in a system
 - A data subset is needed from a very large data system
- EPM Narrative Reporting comes with 1 Essbase App with up to 5 databases
- Can be "stand alone" (does not require license to any other product)
- Can be integrated with EPM tools via flat file loads into EPM Narrative Reporting's Essbase databases
- Utilizes reports created in Smart View
- Status can be reviewed at a summary or Doclet level

EPM Narrative Reporting 5 Stages of Reports Production

1. Create the Structure (defining properties)
 - Type of report (MS Word, PowerPoint)
 - Style Sample (format)
 - Timing of cycle phases (dates)
2. Add and Organize the Doclets
3. Assign Authors, Approvers, and Reviewers to Doclets for developing content
4. Start, Manage, and Close development phases
5. Publish the Report Package

Report Packages: Add/Organize Doclets

Town of Hillsborough - Budget Book
Report Center
Under Review

Actions Close

Author
Jun 28, 2018
231 Days Past Due
0%

Review
Aug 1, 2018
200 Days Past Due
0%

Sign Off
Sep 1, 2018
190 Days Past Due
Not Started

Name	Comments	Review	Review 01	All
Town of Hillsborough - Budget Book				
1. Cover Page	0 / 0			
2. TOC Table of Contents	1 / 1	Kelliann Hoel		
Finance Section				
3. Finance - Revenue report	0 / 0			
4. Finance - Capital Budget	0 / 0			

+Add Doclet | + Add Section

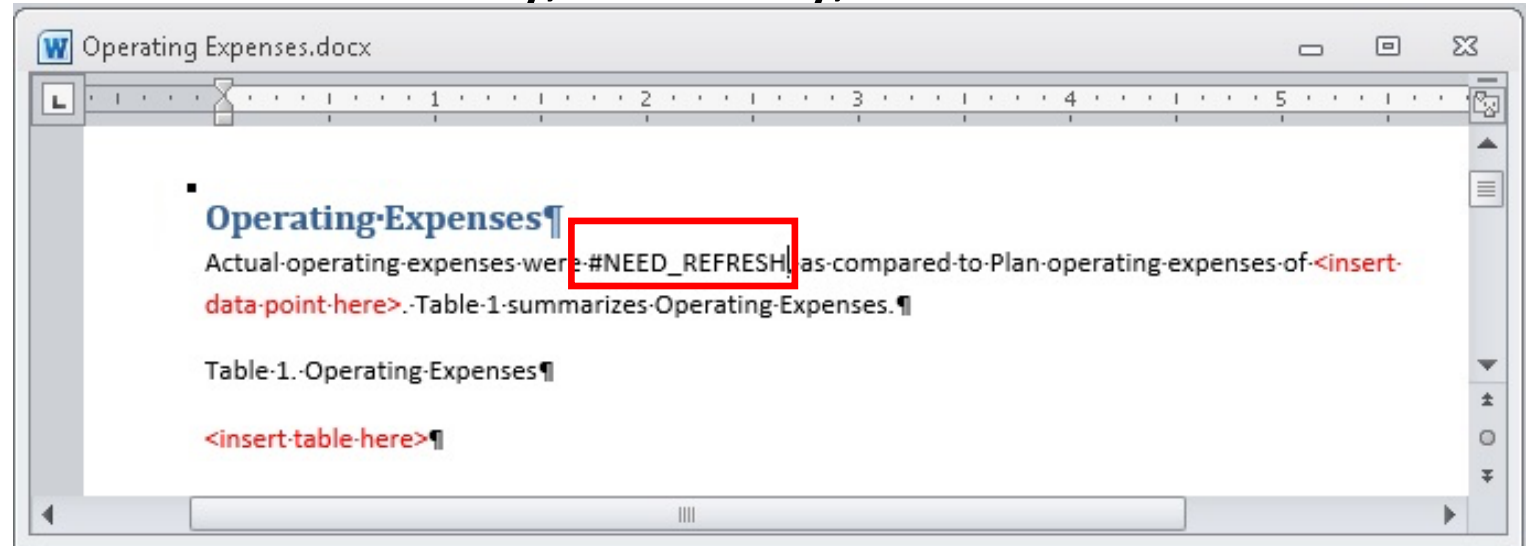
- Mark Author Phase Complete
- Mark Review Cycle 1 Complete
- Refresh Review Instance
- Publish Report
- Publish Report as PDF
- Delete Working Papers
- Edit Report Package Properties...
- Edit
- Inspect
- Manage Content
- Act on Content
- Refresh Assigned Groups
- Check Out
- Check In
- Undo Check Out

- Add Doclet
- Add Supplemental Doclet
- Add Reference Doclet
- Add Section
- Delete
- Move Up
- Move Down
- Move to Section

Application Dynamic Connections

- Dynamic connections to the Direct EPM Narrative Reporting application can be created as:
 - Tables
 - Data point within Text
- Embedded data can be refreshed monthly, annually, etc.

	A	B	F
2		Actual	
3	Total Compensation	\$ 64,845,803.24	
4	Travel	4,836,436.25	
5	General Supplies	3,674,837.98	
6	Telecommunications	6,378,561.45	
7	Equipment Maintenance	14,993,537.06	
8	Fees Outside Services	100,996,742.28	
9	Employee HR	6,634,968.62	
10	Facilities Exp	13,031,228.94	
11	Utilities	2,159,896.85	
12	Depreciation and Amort	17,818,170.62	
13	Operating Expenses	\$ 235,370,183.29	



EPM Narrative Reporting Other Tools and Parts

- Audit Reports ("Performing an Audit" in documentation)
- Maintenance is like most EPM services (monthly selected window)
- Security is in 3 Levels: Roles, Artifact/Object permissions, Data Security

EPM Narrative Reporting Use Cases

Why Should I Use EPM Narrative Reporting? (Examples)

A few examples of report packages requiring data combined with narratives and/or requires approvals Workflow:



Commercial

- Annual Reports (10-K)
- Quarterly Reports (10-Q)
- Management Reporting



Public Sector

- Budget Book
- CAFR

Report Package Structure with Doclets

Sample Report Package
Report Center
Not Started

Actions Close

Name	Responsibility	Author
Sample Report Package		
Cover Page		
Org Page		
EM Summary of Revenue and Appropriations		
EM Revenue Detail Report - All Funds		

The interface shows a 'Sample Report Package' in a 'Report Center' that is 'Not Started'. It features three main stages: 'Author' (orange), 'Review' (purple), and 'Sign Off' (green). Each stage has a 'Not Started' status and a menu icon. Below these stages is a table listing report components: 'Sample Report Package', 'Cover Page', 'Org Page', 'EM Summary of Revenue and Appropriations', and 'EM Revenue Detail Report - All Funds'. A sidebar on the left contains navigation icons: a grid, a close button '(x)', a search icon, and a share icon.

Sample Budget Book: Overview

- Title Page and Org Page, first two in the Report Package, are Reference Doclets
- The next two are Doclets that are MR reports migrated from Financial Reports (FR's)
- The first example is of “EM Summary of Revenue and Appropriations” with a:
 - Migration message (right) under “Messages” after migration complete
 - Slide showing the FR Studio Structure
 - Slide showing the MR structure



Artifact import has completed with a status of success.

[Download LCM File](#)

Mar 20, 2019 10:31:06 AM

Sample Report in FR Web Studio

Report

Name: Fund: F1101

▼ /Budget Dept Reports/Budget Requ

▼ Header


Image1

Text1

▼ Body

Grid1

Footer



Lexington-Fayette Urban County Government
Summary of Revenue and Appropriations
FY <<MemberAlias("Grid1",B,"Years")>> Council Adopted Budget
<<POValias("Grid1" "Fund")>>

		A	B	C
		Base Budget	Base Budget	Base I
		Total Section	Total Section	Total S
		All Activities	All Activities	NoAct
		All Projects	All Projects	No Pr
		Budget	Budget	Budg
		\$PriorYr	\$CurrYr	\$Bud
		Adopted	Adopted	Worki
		YearTotal	YearTotal	YearT
1	Revenue			
2	D000000 TAXES	#	#	#
3	D000000 LICENSES	#	#	#
4	D000000 SERVICES	#	#	#
5	D000000 FINES	#	#	#
6	D000000 INTERGOVER	#	#	#
7	D000000 HEALTH PRE	#	#	#
8	D000000 CASUALTY	#	#	#
9	D000000 PROP SALES	#	#	#
10	D000000 INVESTMENT	#	#	#
11	D000000 OTHER FIN	#	#	#
12	D000000 PENSION	#	#	#
13	D000000 OTHER INC	#	#	#
14	[2]+[3]+[4]+[5]+[6]+[7]+[8]+[9]+[10]+[11]+[12]+[13] Total Revenue	= #	= #	= #
15	D000000 Fund Balance Input	#	#	#
16	Total Funds Available	#	#	#

Sample Report in MR After Migration

EM Summary of Revenue and Appropriations

Lexington-Fayette Urban County Government Summary of Revenue and Appropriations FY MemberAlias("Grid1", "Years", B) Council Adopted Budget MemberAlias("Grid1", "Fund")						
	Base Budget	Base Budget	Base Budget	Variance([b],[c])	VariancePercent	
	Total Section	Total Section	Total Section			
	All Activities	All Activities	NoActivity			
	All Projects	All Projects	No Project			
	Budget	Budget	Budget			
	Alias("Grid1", ;Alias("Grid1", ;Alias("Grid1",			\$	%	
	Adopted	Adopted	Working	Change	Change	
	YearTotal	YearTotal	YearTotal			
Revenue						
D000000	Ad Valorem Taxes	#	#	#	=#	=#%
D000000	Licenses and Permits	#	#	#	=#	=#%
D000000	Services	#	#	#	=#	=#%
D000000	Fines and Forfeitures	#	#	#	=#	=#%
D000000	Intergovernmental	#	#	#	=#	=#%
D000000	Premiums	#	#	#	=#	=#%
D000000	Casualty Loss	#	#	#	=#	=#%
D000000	Property Sales	#	#	#	=#	=#%
D000000	Investments	#	#	#	=#	=#%
D000000	Other Financing Sources	#	#	#	=#	=#%
D000000	Pension	#	#	#	=#	=#%
D000000	Other Income	#	#	#	=#	=#%
[2]+[3]+[4]+[5]	Total Revenue	=#	=#	=#	=#	=#%
D000000	Fund Balance , July 1	#	#	#	=#	=#%
[14]+[15]	Total Funds Available	=#	=#	=#	=#	=#%
Appropriations						

Sample Budget Book Result



Lexington-Fayette Urban County Government
 Summary of Revenue and Appropriations
 FY 2019 Council Adopted Budget
 Fund

	FY 2018 Adopted	FY 2019 Adopted	FY 2020 Working	\$ Change	% Change
Revenue					
Ad Valorem Taxes	-	63,367,500	-	63,367,500	-
Licenses and Permits	-	317,226,140	-	317,226,140	-
Services	-	128,534,099	-	128,534,099	-
Fines and Forfeitures	-	257,200	-	257,200	-
Intergovernmental	-	8,475,422	-	8,475,422	-
Premiums	-	43,158,792	-	43,158,792	-
Casualty Loss	-	-	-	-	-
Property Sales	-	420,000	-	420,000	-
Investments	-	26,759,480	-	26,759,480	-
Other Financing Sources	-	63,384,360	-	63,384,360	-
Pension	-	40,127,917	-	40,127,917	-
Other Income	-	5,861,198	-	5,861,198	-
Total Revenue	-	697,572,108	-	697,572,108	-
Fund Balance , July 1	-	-	-	-	-
Total Funds Available	-	697,572,108	-	697,572,108	-

Appropriations

Operating Expenses

Summary

- Purpose of EPM Narrative Reporting and when/how it should be utilized
 - Most commonly used functionality within the application
 - 4 major ways to get reports/information into a Report Package:
 - Management Reporting Report (create or migrate report, link as a Reference Doclet)
 - EPM Narrative Reporting Direct EB Application (build the database; create a Smart View report and link)
 - Link to MS Word, Excel, PowerPoint, or PDF files
 - Disclosure Management (license separate module, create reports and link)
 - Basic stages of a Report Package
 - Use Cases for EPM Narrative Reporting
-



Q&A

Kelliann.Hoelscher@Metaformers.com

Session: 8241

If You Want an Overview of All EPM Reporting Tools and When to Use Them

Download the Recording of:

“Help!! EPM Narrative Reporting, Financial Reports, Smart View: Which One Should I Use”

Session: 8243

Tuesday, June 25, 2019

9:00 AM - 10:00 AM

Room 307/308, Level 3



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**PLEASE FILL OUT
YOUR EVALUATIONS**



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