

Introduction and Accessing Data Forms

After connecting to the Reporting application, you can access Data Forms by using the left "Browser View" panel and by selecting the following folders path: "Documents" > "Data Forms". You can reach the same path also starting from the central panel by clicking on the "Manage Documents" command button in the controls bar or Hyperion and selecting the "Data Forms" tab / label.

The Web Data Forms are organized into folders (represented by Scenarios) and subfolders. You can expand their content by clicking on the "+" button that appears at their correspondence or even by double-clicking on their code / label.

Document	Description	Time Stamp	Owner
A-ACTUAL	Actual	11/30/2010 12:07:14 PM	admin@Native Directory
B1-BUDGET_1	Budget 1	11/30/2010 12:07:48 PM	admin@Native Directory
B-BUDGET	Budget	11/30/2010 12:08:05 PM	admin@Native Directory
C1-FORE_1	Forecast 1	11/30/2010 12:08:24 PM	admin@Native Directory
C-FORE	Forecast	11/30/2010 12:08:37 PM	admin@Native Directory
D1-PLAN_1	Plan 1	11/30/2010 12:08:51 PM	admin@Native Directory
D-PLAN	Plan	11/30/2010 12:09:05 PM	admin@Native Directory



Introduction and Accessing Data Forms

After opening a Data Form, you can see that it is structured like a matrix with one or more dimensions in rows (usually the Account) and one or more dimensions in columns. The subtotals are usually displayed in bold format.

Above the grid are displayed:

- the “Point of View” (“POV”), consisting of some fixed dimensions, not shown in rows or columns, and some user-selectable ones;
- below its code and description.

The screenshot shows the Oracle Enterprise Performance Management System Workspace. The main window displays a reporting grid with the following data:

ACT_CONT	2011	MAR	YTD	[ICP None]	RETAIL	[None] - Input
P1016 - Commercial Revenues, Gross		12,678.14			11,720.68	
P1017 - Return on Sales						
P1018 - Discounts		-723.78			-723.78	
P1015 - Bonuses and Allowances Payable to ...		-105.51			-105.51	
P1030 - Sales of Raw Materials		176.94			140.44	
P1031 - E-Commerce Revenues						
P1019 - Commercial Revenues, Other						
P1020 - Commercial Revenues, Net		12,025.79			11,031.82	
<i>OF WHICH: 10 - Of which External Services</i>						
P1040 - Reinvoking of Transport Costs		2.02			1.73	
P1050 - Reinvoking of Assembly Costs						
P1060 - Reinvoking of Marketing Costs		82.81			0.00	
P1065 - Reinvoking of Personnel Costs						
P1070 - Reinvoking, Other						
P1080 - Revenues for Commissions						

You can make your data entry only in the white cells. The green ones are specific for automatic calculation data by the system (e.g. in correspondence of the subtotals). In case of invalid dimension junctions, you can also see some orange cells.



Data Form Command Buttons

SUPPRESS ROWS / COLUMNS / LINE: to hide the empty rows, columns or line of the Data Form;

TEXT CELL: to insert cell comments

PRINT: to print the Data Forms

SUBMIT: to save entered data in the HFM DB

REFRESH: to refresh displayed data



CALCULATE / FORCE CALCULATE: to run system calculations

EXPORT TO EXCEL: to export the Data Form to excel

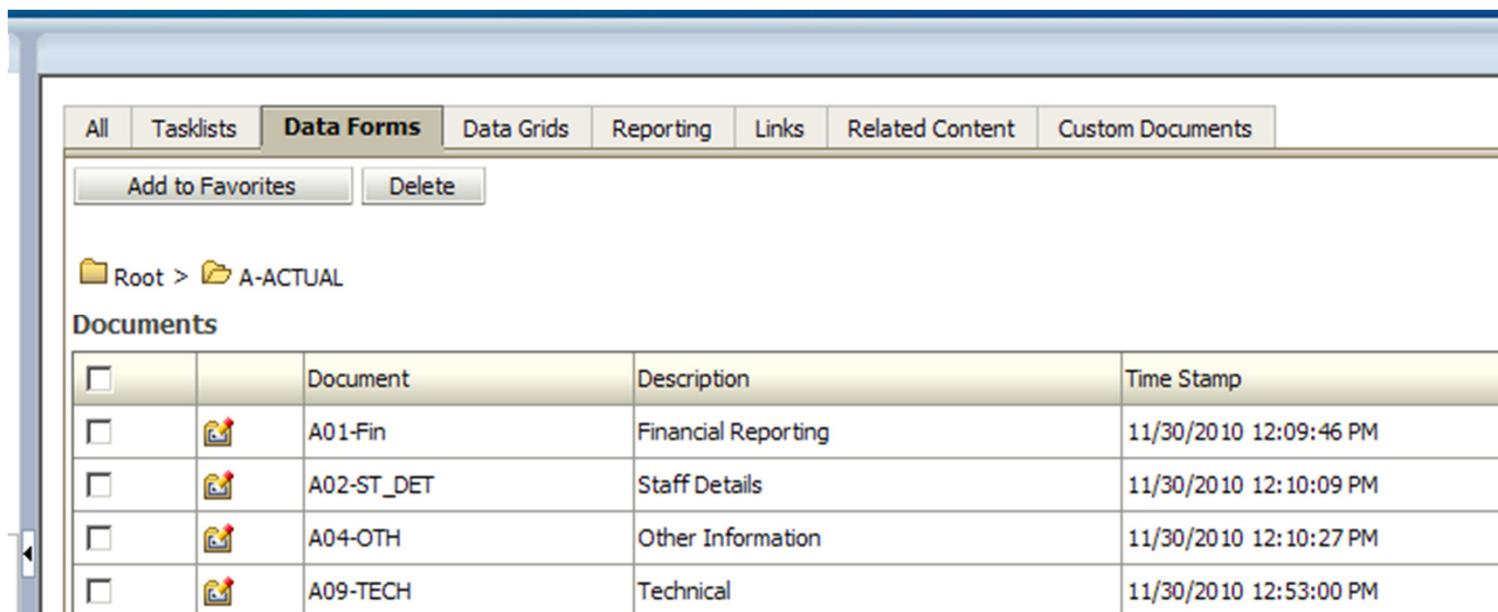
INSTRUCTIONS: to see possible special instructions have been provided by Administrator;

IMPORT FROM EXCEL: to import a Data Form from excel



Data Forms splitted by folders (Scenarios)

Data Forms are organized by folders grouped by Scenarios (“A”-Actual, “B”-Budget, “C”-Forecast and “D”-Plan).



The screenshot shows a software interface with a navigation pane on the left and a main content area. The navigation pane has tabs for 'All', 'Tasklists', 'Data Forms', 'Data Grids', 'Reporting', 'Links', 'Related Content', and 'Custom Documents'. Below the tabs are 'Add to Favorites' and 'Delete' buttons. The main content area shows a breadcrumb path 'Root > A-ACTUAL' and a 'Documents' table.

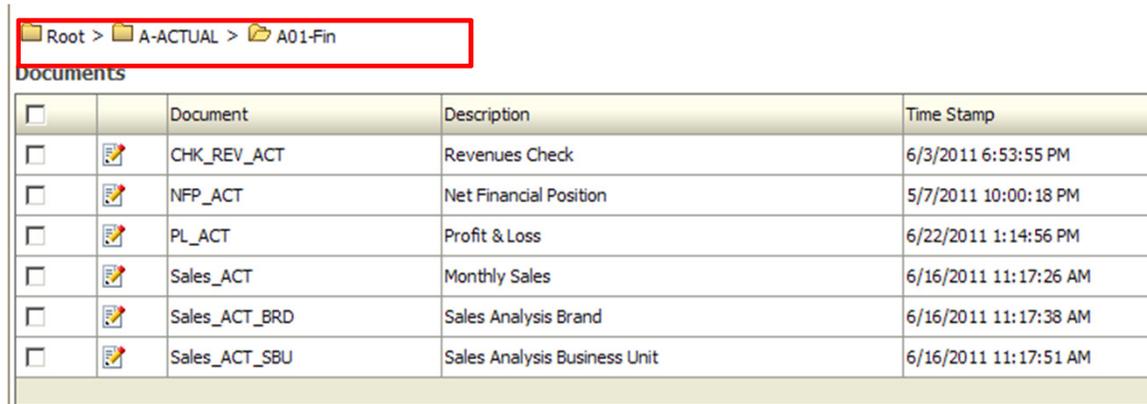
<input type="checkbox"/>		Document	Description	Time Stamp
<input type="checkbox"/>		A01-Fin	Financial Reporting	11/30/2010 12:09:46 PM
<input type="checkbox"/>		A02-ST_DET	Staff Details	11/30/2010 12:10:09 PM
<input type="checkbox"/>		A04-OTH	Other Information	11/30/2010 12:10:27 PM
<input type="checkbox"/>		A09-TECH	Technical	11/30/2010 12:53:00 PM

In the running HFM Reporting application, each Scenario folder contains the following subfolders:

- A/B/C/D-“01-Fin” that contains the following Data Forms: “Revenues Check”, “Profit & Loss”, “Monthly Sales”, “Sales Analysis Brand” and “Sales Analysis Business Unit”;
- A/B/C/D-“04-OTH” that contains the following Data Forms: “Operating Net Working Capital”, “Other Information” (such as “Capex” and “Direct Labour”) and “Stock”;
- A/B/C/D-“09-TECH” that contains Lock and Exchange Rates Data Form.



01-Fin – Financial Reporting subfolder



<input type="checkbox"/>	Document	Description	Time Stamp
<input type="checkbox"/>	CHK_REV_ACT	Revenues Check	6/3/2011 6:53:55 PM
<input type="checkbox"/>	NFP_ACT	Net Financial Position	5/7/2011 10:00:18 PM
<input type="checkbox"/>	PL_ACT	Profit & Loss	6/22/2011 1:14:56 PM
<input type="checkbox"/>	Sales_ACT	Monthly Sales	6/16/2011 11:17:26 AM
<input type="checkbox"/>	Sales_ACT_BRD	Sales Analysis Brand	6/16/2011 11:17:38 AM
<input type="checkbox"/>	Sales_ACT_SBU	Sales Analysis Business Unit	6/16/2011 11:17:51 AM

The “Financial Reporting” subfolder (with “01-Fin” code) contains Web Data Forms (WDEF) relating to:

- **“Net Revenues - Sales”** that allows you to view and / or enter the Commercial and Other Revenues accounts realized towards Third Parties (represented by Custom3 / Geographical Areas) and Intercompany. These accounts can be viewed / entered for each combination of Custom2 / Business and Custom1 / Brand that is typical for your Company in correspondence of the requested period / month (or quarter). There are available three different versions of the same form (“Monthly”, “Business detail” and “Brand detail”);

- **“Profit & Loss (PL)”** that allows you to view and / or enter the relative revenues and costs accounts in terms of both Total amounts (Third Parties plus Intercompany) and “ICP” (Intercompany) details. These accounts should be managed for each typical Custom2 / Business for your Company in correspondence of the requested single period / month (quarter);

- **“Revenues Check”** where you can check the matching / squaring of Net Revenues entered in both the PL and Sales WDEF inside the HFM Reporting application in correspondence of the same POV dimensions (Entity, Scenario, Year, Period/s, possible View).



04-OTH – Other Information subfolder



Documenti		
<input type="checkbox"/>	Documento	Descrizione
<input type="checkbox"/>	ONWC_ACT	Operating Net Working Capital
<input type="checkbox"/>	OTH_ACT	Other Information
<input type="checkbox"/>	STOCK_ACT	Stock Details

The “Other information” subfolder (with “04-OTH” code) contains the Web Data Entry Forms (WDEF) in which you can view and / or enter additional “Other Information” accounts of PL (including some real ones).

In the running Reporting application these accounts are grouped by the following three different available Web Data Entry Forms:

- “**ONWC <Scenario>**” - “**Operating Net Working Capital**” that allows you to view and / or enter Trade Receivables, Trade payables, ONWC and Factoring;
- “**OTH_<Scenario>**” = “**Other Information**” that allows you to view and / or enter Investments (Capex) and Direct Labour;
- “**STOCK_<Scenario>**” = “**Stock Details**” that allows you to view and / or enter Stock / Inventory.



09-TECH – Technical subfolder

Radice > A-ACTUAL > A09-TECH

Documenti

<input type="checkbox"/>		Documento	Descrizione
<input type="checkbox"/>		LOCK_ACT	Lock
<input type="checkbox"/>		LOCK_Entity_ACT	Lock
<input type="checkbox"/>		Rate_ACT	Exchange Rate

The Technical subfolder contains Data Forms relating to:

- "Exchange Rate" that allows to analyze the annual progressive average exchange rates and the ending ones (closing) used for the data conversion in EURO for specific foreign currency;
- "LOCK" and "LOCK_Entity" allows to analyze lock accounts.



Setting the Point of View (POV)

After opening a Data Form, it is necessary to check that the current selected “Point of View” (POV) placed on the head of the central panel is correct.

Only the POV dimensions (with more evident colour) can be changed. Generally the selectable ones are: Year, Period, Entity, Custom1 / Brand and Custom2 / Business.

In the Profit and Loss (PL) and its additional “Other information” WDEF, also the ICP (Intercompany) dimension is selectable.

You can modify or set the POV dimensions by clicking on their label.

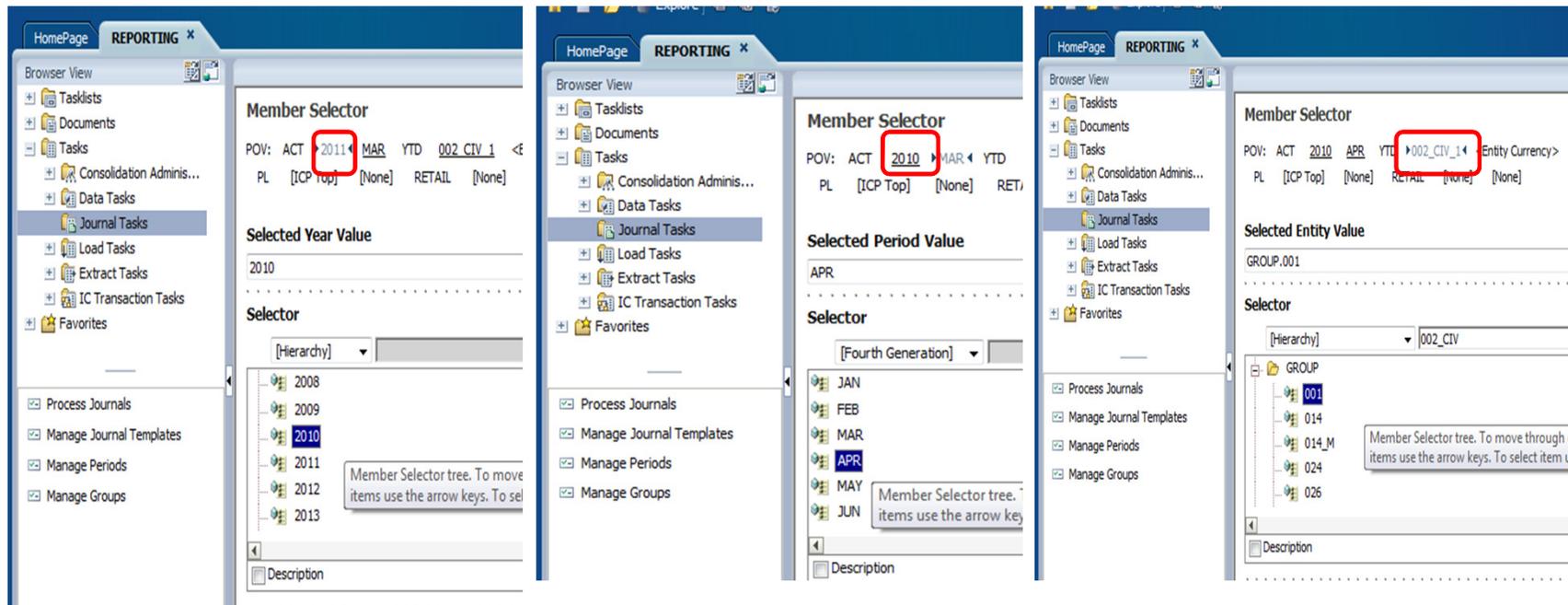
The screenshot shows the Oracle Enterprise Performance Management System Workspace interface. A red box highlights the POV dimensions: Year:2011, Period:MAR, Entity:002_CIV_1, Value:<Entity Currency>, ICP:[ICP Top], Custom1:[None], Custom3:[None], and Custom4:[None]. A red arrow points to the 'Year:2011' label. Below the POV dimensions is a table with columns for 002_CIV_1 - CASSINA and rows for ACT, 2011, MAR, YTD, RETAIL, and CONTR. The table data is as follows:

	002_CIV_1 - CASSINA	002_CIV_1 - CASSINA	002_CIV_1 - CASSINA	002
ACT	ACT	ACT	ACT	
2011	2011	2011	2011	
MAR	MAR	MAR	MAR	
YTD	YTD	YTD	YTD	
RETAIL	CONTR	CONTR	CAR	
Check_Commercial Revenues Third Parties	0.70		-0.01	
Check_Commercial Revenues Group Comp...	1,407.91		0.00	
Check_Commercial Revenues Total	1,408.61		-0.01	
Check_Other Revenues Third Parties	-0.01			
Check_Other Revenues Group Company	106.78			
Check_Other Revenues Total	106.77			
Total Revenues Check	1,515.38		-0.01	

Setting the Point of View (POV)

The "Member Selector" window appears where you can select the code of the desired element. For some POV dimensions it may be required to explode their hierarchical levels. If you would like to make the data entry, you always have to select a leaf level element ("Base member"). Their possible "Parent members" are not chargeable: if you select them the cells of the Data Form will become green (no input).

In the same opened "Member Selector" window you can choose directly all POV dimensions that you want to set by clicking on their labels that appear at the top of the box. Only the underlined dimensions are selectable. After you have completed to set the desired POV, click on the "OK" button.



Process Input for HFM Reporting

After you have opened the desired Web Data Entry Form (WDEF) and set the correct “Point of View” (POV), you can enter the required data for the Entity (Company and DOS) under your competence. The followings are the steps that allow you to make the data entry in the HFM Reporting application:

1. Open the requested Web Data Entry Form (WDEF) and select the correct POV dimensions;
2. Click on the cell you want to book and enter figures in thousands (without separator) with some decimal values in the local currency of your Company. Press the Enter key on the keyboard. The loaded cells take a darker yellow colour.
3. Click on the “Submit” command button in the controls bar of Hyperion (by this way you write / save data into the HFM DB);

4. After you have submitted new “Profit & Loss” figures (including those related to “Other Information”) or even changed the existing ones already stored in the database, you must also run the "Force Calculate" command (that appears in the same bar). You have to launch it also after you have opened the “Revenues Check” Data Form and set the desired POV dimensions.

The screenshot displays the Oracle Enterprise Performance Management System Workspace interface. The main window shows a financial reporting table with columns for 'GROUP.001 - FRAU - POLTRONA FR.', 'GROUP.001 - FRAU - POLTRONA FR.', and 'ACT'. The table lists various financial items, including 'B10101 - Disponibilità liquide e mezzi equival...' with a value of '33,333.00'. A red box highlights this cell. To the right, a red arrow points to the 'Action' button in the controls bar, which is highlighted in blue.

	GROUP.001 - FRAU - POLTRONA FR.	GROUP.001 - FRAU - POLTRONA FR.	ACT
			2011
			SEP
			YTD
B10101 - Disponibilità liquide e mezzi equival...	[ICP None]	33,333.00	
B10102 - Altre disponibilità liquide			
B10103 - Titoli detenuti per la negoziazione			
B1000 - (-) Disponibilità			
B2010T - Crediti finanziari a breve termine v...			
B20201 - Debiti bancari correnti			
B20202 - Parte corrente dell'indebitamento ...			
B20203 - Altri debiti finanziari correnti			
B2020T - Debiti finanziari a breve termine v...			
BT2C - Indebitamento finanziario corrente n...			
B30201 - Debiti bancari non correnti			
B30202 - Obbligazioni emesse			
B30203 - Altri debiti non correnti			
B3020T - Debiti finanziari a medio-lungo ter...			

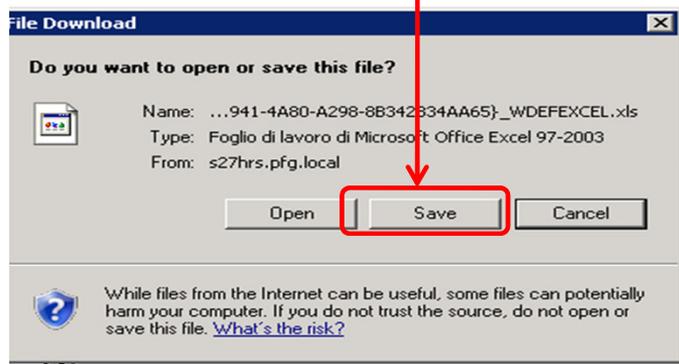


Export Data Form to Excel

You can also export the individual Data Form and save it in excel format. After opening and viewing its content in the central panel, click on the "Export to Excel 2007" command button that appears in the controls bar of Hyperion.



After that a window appears: it asks if you want to save or open the Data Form. We recommend first to save and then to open it. Click on "Yes" in the next dialog about the format type.



	GROUP.001 - FRAU - POLTRONA FR.	GROUP.001 - FRAU - POLTRONA FR.
	ACT	ACT
	2011	2011
	SEP	AUG
	YTD	YTD
B10101 - Disponibilità liquide e mezzi equival...	[ICP None]	33,333.00
B10102 - Altre disponibilità liquide		
B10103 - Titoli detenuti per la negoziazione		
B1000 - (-) Disponibilità		33,333.00
B2010T - Crediti finanziari a breve termine v...		
B20201 - Debiti bancari correnti		
B20202 - Parte corrente dell'indebitamento ...		
B20203 - Altri debiti finanziari correnti		
B2020T - Debiti finanziari a breve termine v...		
B72C - Indebitamento finanziario corrente n...		
B30201 - Debiti bancari non correnti		-33,333.00
B30202 - Obbligazioni emesse		
B30203 - Altri debiti non correnti		
B3020T - Debiti finanziari a medio-lungo ter...		

Data Form in excel

	002_CIV_1 - CASSINA					
	ACT	ACT	ACT	ACT	ACT	ACT
	2011	2011	2011	2011	2011	2011
	MAR	MAR	MAR	MAR	MAR	MAR
	YTD	YTD	YTD	YTD	YTD	YTD
	RETAIL	CONTR	CAR	OH	GROUP	SBUOT
Check_Commercial Revenues Third Parties	0,7	-0,01				0,69
Check_Commercial Revenues Group Company	1407,91	0		-1408,59		-0,68
Check_Commercial Revenues Total	1408,61	-0,01		-1408,59		0,01
Check_Other Revenues Third Parties	-0,01					-0,01
Check_Other Revenues Group Company	106,78			-106,78		0
Check_Other Revenues Total	106,77			-106,78		-0,01
Total Revenues Check	1515,38	-0,01		-1515,37		0

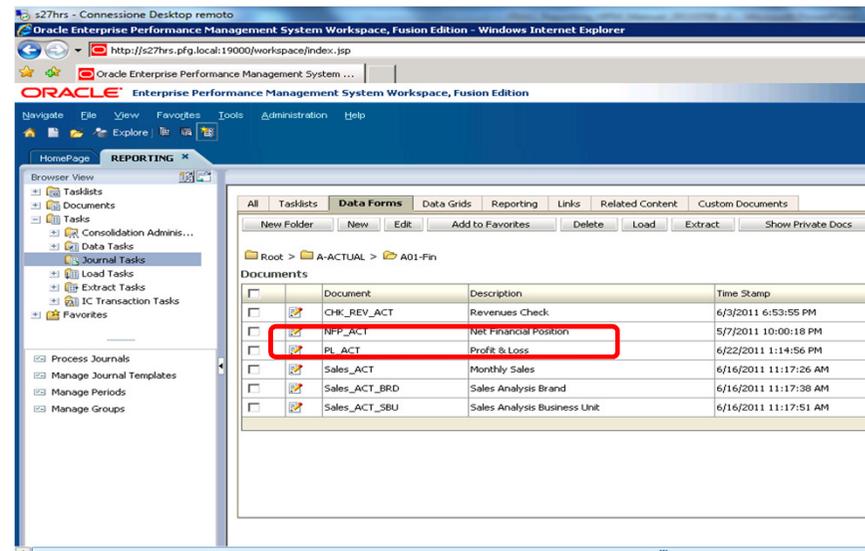


Data Entry of Profit & Loss (PL)

Open the requested Scenario folder (for example “ACT” – Actual), the “Financial Reporting” subfolder (with “01-Fin” code) and select the desired Web Data Entry Form regarding “Profit & Loss” (PL) (for example “PL_ACT” that allows you to book both Total amounts and Intercompany details that are always required for the actual quarterly closings). Check the POV dimensions or even modify them. To input figures in correspondence of a new Intercompany, you have to add it in the form by clicking on the “ICP” tab / label that appears in the POV: activate the “Description” option below, select the code of the desired one and then click on the “OK” button. Make your data entry and write / save it in the database by clicking on the “Submit” command in the controls bar of Hyperion. Then launch the “Force Calculate” command (contained in the same bar) to ensure that the system correctly calculates the Third Parties details in the relative “[ICP None]” column.

You have to repeat this operation for each possible typical Custom2 / Business for the Company of your competence. Then for your possible DOS / Store/s.

Please note that, for Budget Scenario only, you must enter figures with a “Periodic” View; on the contrary, for other Scenarios, you should load them in “YTD” View.



Data Entry of additional “Other Information” of PL

The top screenshot shows the Oracle Enterprise Performance Management System Workspace, Fusion Edition. The browser view displays the 'A-ACTUAL' folder. The 'Documents' table is as follows:

	Document	Description	Time Stamp
<input type="checkbox"/>	A01-Fin	Financial Reporting	11/30/2010 12:09:46 PM
<input type="checkbox"/>	A02-ST_DET	Documents	11/30/2010 12:10:09 PM
<input type="checkbox"/>	A04-OTH	Other Information	11/30/2010 12:10:27 PM
<input type="checkbox"/>	A09-TECH	Technical	11/30/2010 12:53:00 PM

The bottom screenshot shows the Oracle Enterprise Performance Management System Workspace, Fusion Edition. The browser view displays the 'A-ACTUAL > A04-OTH' folder. The 'Documents' table is as follows:

	Document	Description	Time Stamp	Security Class	Owner
<input type="checkbox"/>	ONWC_ACT	Operating Net Working Capital	6/3/2011 6:55:08 PM	[Default]	molain@PFG
<input type="checkbox"/>	OTH_ACT	Other Information	6/3/2011 6:55:44 PM	[Default]	molain@PFG
<input type="checkbox"/>	STOCK_ACT	Stock Details	6/3/2011 6:58:52 PM	[Default]	molain@PFG

Open the requested Scenario folder (for example “ACT” – Actual), “Other information” folder (with “04-OTH” code) and select the available Web Data Entry Forms regarding additional information of “PL” (in the example, “ONWC_ACT”, “OTH_ACT”, “STOCK_ACT”). Check the POV dimensions or even modify them.

The data entry mode to fill in this type of information is the same for the “Profit and Loss” (PL) WDEF described above (including the execution of the “Force Calculate” command, after the “Submit” one).

Please note that, for Budget Scenario only, you must enter figures with a “Periodic” View; on the contrary, for other Scenarios, you should load them in “YTD” View.



Reconciliation between HFM Fraustat and Reporting

The data loaded in both the Financial Statements (Statutory, Fraustat HFM) and application must be balanced. To check this matching / squaring, starting from the Hyperion workspace, select the following folders path of “Explore”: “Root” > “Reports” > “REPORTING” > “Check HFM Fraustat – Reporting”.

Concerning running the currently available Management Reports you can refer to Chapter 7.

In you obtain mismatches, you should correct them starting from the PL and / or Sales Web Data Entry Forms (WDEF) of the HFM Reporting application.

Nome	Tipo	Proprietario	Modificato	Descrizione
Check HFM Fraustat - Reporting	Cartella	moltolini	19/07/11 17.34	
Financial Reporting	Cartella	admin	06/07/11 10.56	
Sales	Cartella	admin	19/05/11 22.36	



Checking Net Revenues inside HFM Reporting

The top screenshot shows the Oracle Enterprise Performance Management System workspace. The left sidebar contains a navigation tree with categories like Tasklists, Documents, Tasks, and Journal Tasks. The main area displays a 'Data Forms' view with a tree structure. A red box highlights the 'A01-Fin' folder under 'A-ACTUAL'. Another red box highlights the 'CHK_REV_ACT' document under the 'Documents' section.

The bottom screenshot shows the 'CHK_REV_ACT - Revenues Check' data grid. The grid displays financial data for the year 2011, period MAR, and entity 002_CIV_1. The data is organized into columns for different entities and rows for various revenue categories.

	002_CIV_1 - CASSINA	002_CIV_1 - CASSINA	002_CIV_1 - CASSINA	002_C
	ACT	ACT	ACT	
	2011	2011	2011	
	MAR	MAR	MAR	
	YTD	YTD	YTD	
	RETAIL	CONTR	CAR	
Check_Ricavi Commerciali Netti verso terzo		0.70	-0.01	
Check_Ricavi Commerciali Netti Gruppo	1,407.81		0.00	
Check_Ricavi Commerciali Netti totali	1,408.61		-0.01	
Check_Altri Ricavi verso terzi		-0.01		
Check_Altri Ricavi verso Gruppo		106.78		
Check_Altri Ricavi totali	106.77			
Check Totale Vendite	1,515.38		-0.01	

All kind of Net Revenues you entered in the PL and Sales WDEF of the Reporting application must balance in correspondence of the same Scenario, Year and Period/s. Open the involved Scenario folder (for example “ACT” – Actual) and the “Financial Reporting” subfolder (with “01-Fin” code) and select the “Revenues Check” Data Form. Check the POV dimensions or even modify them. Run the “Force Calculate” command to ensure that the system correctly carries out all calculations provided.

If you obtain mismatches, you should realign / adjust them starting from the relative WDEF of the HFM Reporting application and launch again the necessary calculations.



Creating Company Adjustments – Journals

After the Group Control Management Department has agreed, you can write / create possible Journals (Company Adjustments) for the Entity of your competence in order to adjust its accounts just loaded through the relative WDEF (generally for IAS / IFRS reclassifications or fixed cost allocations).

To sum and check the Journals already posted you can also run the system “Journal Reports”.

Concerning them you can refer to Chapter 5.

The screenshot shows the Oracle Enterprise Performance Management System Workspace interface. The main window is titled 'Edit Regular Journal: Working'. It contains a form with fields for 'Label', 'Group', 'Balance Type', 'Security', and 'Currency'. Below the form is a table with columns for 'Account', 'ICP', 'Custom1', 'Custom2', 'Custom3', 'Debit', and 'Credit'. The table contains two rows of data and a 'Totals' row.

Account	ICP	Custom1	Custom2	Custom3	Debit	Credit
P5010	004	[None]	RETAIL	[None]	333	
P5020	004	[None]	RETAIL	[None]		333
Totals					333	333
Variance					0	0

The screenshot shows the 'Journal by Account' report in the Oracle Enterprise Performance Management System Workspace. The report displays a table with columns for 'Account', 'Label', 'Description', 'Entity', 'Custom1', 'Custom2', 'Custom4', 'Debit', and 'Credit'. The table contains several rows of data and subtotal rows.

Account	Label	Description	Entity	Custom1	Custom2	Custom4	Debit	Credit
P1161 - Plusvalenze per Alienazione Immobilizzazioni	001_Gain on disposal		001 - FRAU - POLTRONA FRAU	[None] - [None]	OH - Overheads	CA009 - Gain on disposal		11.23
Subtotal for: P1161 - Plusvalenze per Alienazione Immobilizzazioni							0	11.23
P4012 - Personale di Struttura	001_Riaddebiti ZHEJ		001 - FRAU - POLTRONA FRAU	[None] - [None]	GROUP - Group	CA003 - Riaddebiti		63.8
	032_Riaddebiti PF		032 - FRAU - ZHEJIANG FRAU	[None] - [None]	CONTR - Contract	CA003 - Riaddebiti	574.44	
	001_Stock Options		001 - FRAU - POLTRONA FRAU	[None] - [None]	GROUP - Group	CA005 - Stock Options	49.26	
Subtotal for: P4012 - Personale di Struttura							623.7	63.8
P4041 - Viaggi e Trasferte	032_Riaddebiti2 PF		032 - FRAU - ZHEJIANG FRAU	[None] - [None]	CONTR - Contract	CA003 - Riaddebiti	69.6	
	001_Riaddebiti ZHEJ		001 - FRAU - POLTRONA FRAU	[None] - [None]	GROUP - Group	CA003 - Riaddebiti		7.7
	001_Riaddebiti PTE		001 - FRAU - POLTRONA FRAU	[None] - [None]	GROUP - Group	CA003 - Riaddebiti		20.7
	016_Riaddebiti PF		016 - FRAU - FRAU PTE	[None] - [None]	RETAIL - Residenzaiali	CA003 - Riaddebiti	20.7	
Subtotal for: P4041 - Viaggi e Trasferte							90.3	28.4



Promoting Data Unit / Entity

The promotion of the Data Unit / Entity must be necessarily made before the fixed deadline for the collection and delivery of the Management Sales and / or PL data defined by the Group Management Control Department.

So, after completing the loading and checking the requested data to be reported as described below, you must promote your Unit / Entity (Company and possible DOS) to “Review Level 2”.

By this way, you inform other users that your activities for the requested period have been finalized.

This operation is more described in Chapter 6.

After the promotion to “Review Level 2”, the Base user cannot longer make changes to his own data. Through this action he releases it to the Validator / Consolidator. If the data is correct / squared, the Validator / Consolidator promotes the Data Unit / Entity to “Review Level 3”; otherwise he can request changes or additions to the Base user rejecting it to “Review Level 1”.

When all Data Units / Entities have been brought to “Review Level 3”, the Administrator of the application can proceed to consolidate, approve, publish and lock them.

