

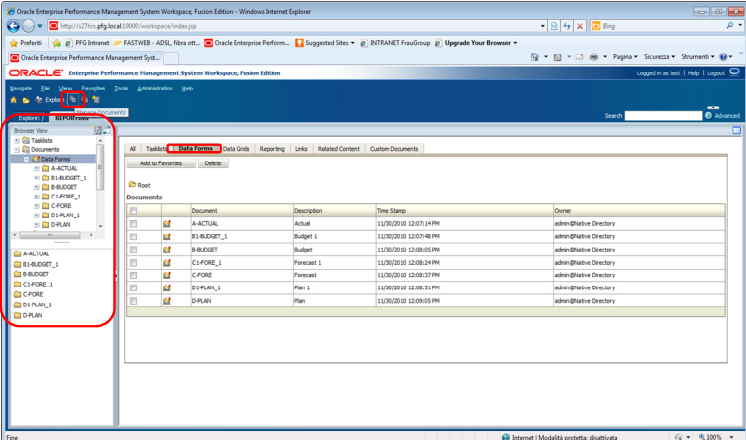
Chapter 3 – HFM Reporting Data Forms

1. Introduction and Accessing Data Forms



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@hvev Directory
B-BUDGET_1	Budget 1	11/30/2010 12:07:46 PM	admin@hvev Directory
B-BUDGET	Budget	11/30/2010 12:08:05 PM	admin@hvev Directory
C-FORECAST_1	Forecast 1	11/30/2010 12:08:24 PM	admin@hvev Directory
C-FORECAST	Forecast	11/30/2010 12:08:37 PM	admin@hvev Directory
D-PLAN_1	Plan 1	11/30/2010 12:08:53 PM	admin@hvev Directory
D-PLAN	Plan	11/30/2010 12:09:05 PM	admin@hvev Directory

This chapter shows how to use the Web Data Entry Forms ("WDEF" acronym) that are currently available in the Reporting application. You should use these Forms to display and / or enter the data related to the Company of your own competence according to the timing and indications specified by the Group Management Control Department.

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.

In order to open a Data Form starting from the left "Browser View" panel, you should expand the folders and subfolders contained in it and then click on the desired one.

Instead, starting from the central panel, after exploding the same folders path, you should click on the code of the desired one that appears under the headed "Document" column. Then if you want to come back to the initially path, you should click on the "Root" folder that appears above the "Document" heading.

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 Financials Data Form interface. At the top, there is a header area with a search bar and navigation buttons. Below this is a grid of financial data. The grid has several columns representing different dimensions (e.g., Group, Account, Period, View) and rows representing different accounts. Subtotal rows are highlighted in bold. The data is presented in a matrix format with white cells for data entry and green cells for automatic calculations.

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.

2



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.

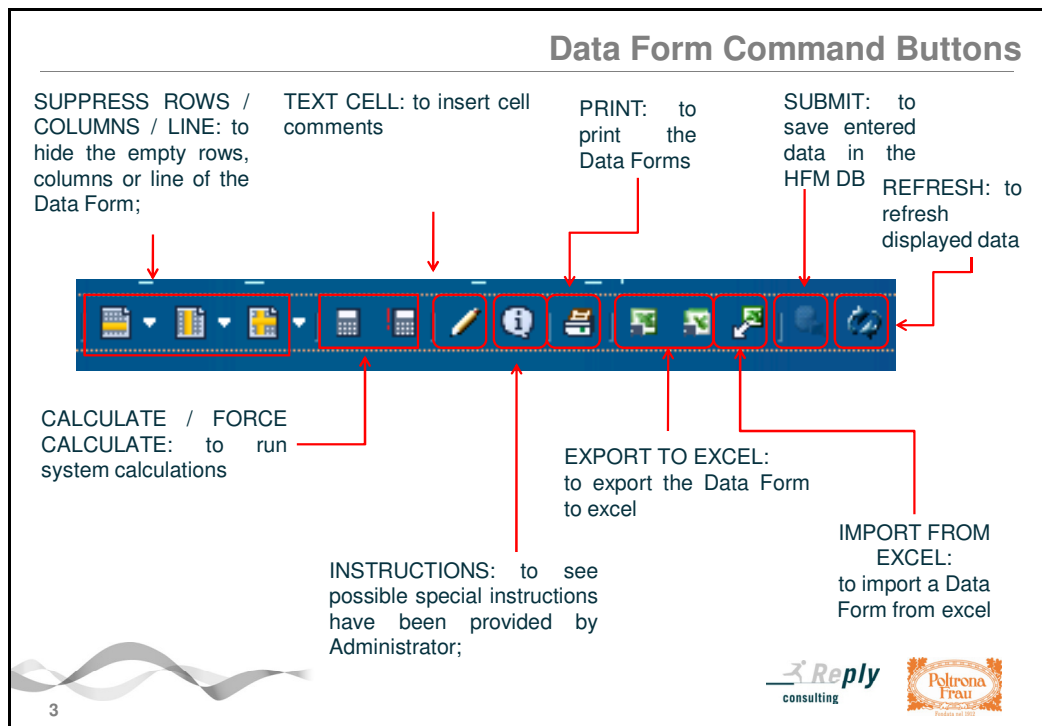
In column there are the most significant dimensions:

- Entity (Company or DOS)
- Scenario
- Year
- Period
- View
- possible ICP (Intercompany Partner)
- possible Custom1 / Brand
- possible Custom2 / Business
- possible Custom4 / Nature

The dimension elements can be viewed with Member Name only, with description only, or both (Member Name and description).

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 the code and description of the current Data Form.



After opening a Data Form, the related command buttons appear in the controls bar of Hyperion. You can identify them starting from the following icons:

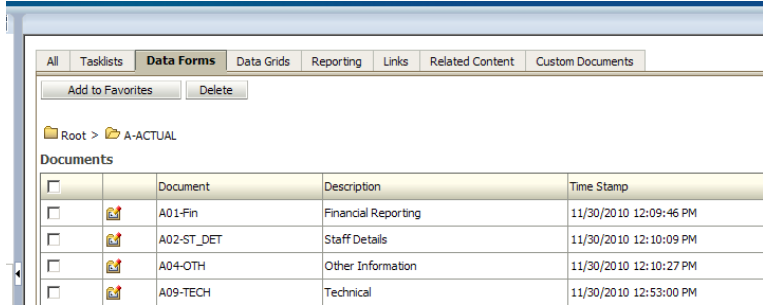
- “Suppress rows / columns / line”: to hide the empty rows, columns or line of the Data Form;
- “Calculate / Force Calculate”: to run system calculations;
- “Cell Text”: to insert cell comments;
- “Instructions”: to see possible special instructions that have been provided by Administrator;
- “Print”: to print the Data Forms;
- “Export form to excel 2003/2007”: to export the Data Form to excel;
- “Import from excel”: to import a Data Form from excel;
- Submit”: to write / save entered data in the HFM database (DB);
- “Refresh:” to refresh displayed data.

In the grid that contains the content of the Data Form you can distinguish input cells – of white colour - from those not input ones – of green colour. The green cells may be related to the total / calculated elements of some dimensions (for example in correspondence of the subtotals of the Account dimension or the "SBUTOT - Total Business Areas" element of the Custom2 dimension). In case of invalid dimension junctions, you can also see some orange cells.

2. Data Forms splitted by folders (Scenarios)

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 web application interface with a navigation menu at the top containing 'All', 'Tasklists', 'Data Forms', 'Data Grids', 'Reporting', 'Links', 'Related Content', and 'Custom Documents'. Below the menu are 'Add to Favorites' and 'Delete' buttons. The main content area shows a breadcrumb path 'Root > A-ACTUAL' and a table of documents. The table has columns for 'Document', 'Description', and 'Time Stamp'. The documents listed are:

Document	Description	Time Stamp
A01-Fin	Financial Reporting	11/30/2010 12:09:46 PM
A02-ST_DET	Staff Details	11/30/2010 12:10:09 PM
A04-OTH	Other Information	11/30/2010 12:10:27 PM
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.

4

The Web Data Forms are organized into folders and subfolders. In the running Reporting application it has been chosen to subdivide folders according to the imputable reference Scenarios (ACTUAL, BUDGET, FORECAST and PLAN) and subfolders according to their possible content.

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

- "Financial Reporting" (identified by "01-Fin" code) that contains the following Data Forms: "Revenues Check", "Profit & Loss", "Monthly Sales", "Sales Analysis Brand" and "Sales Analysis Business Unit";
- "Other Information" (identified by "04-OTH" code) that contains the following Data Forms: "Operating Net Working Capital", "Other Information" (such as "Capex" and "Direct Labour") and "Stock";
- "Technical Forms" (identified by "09-TECH" code) that contains Lock and Exchange Rates Data Forms.

2a. Financial Reporting


01-Fin – Financial Reporting subfolder



Root > A-ACTUAL > A01-Fin

	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).



5

The **“Financial Reporting” subfolder (with “01-Fin” code)** contains the Data Forms relating to the sections of the following accounts: “Net Revenues – Sales”, “Profit and Loss” and “Check Revenues”.

“Net Revenues – Sales” Web Data Entry Forms (WDEF)

By using the “Net Revenues – Sales” WDEF you can view and / or enter the Commercial and Other Revenues accounts realized towards Third Parties (represented by Custom3 / Geographical Areas) and Intercompany.

These accounts should be managed for each combination of Custom2 / Business and Custom1 / Brand that is typical for your Company in correspondence of the requested period (month or quarter).

In the running Reporting application it has been chosen to organize these POV dimensions in three different ways. So, regarding Sales accounts, you can select and use one of the following available Web Data Entry Form (WDEF) versions:

- **“Sales <Scenario>” - “Monthly Sales” WDEF** that allows you to manage the same accounts for each typical combination of Custom2 / Business and Custom1 / Brand of your Company in correspondence of one or even all periods / months of a year;
- **“Sales <Scenario> BRD” - “Sales Analysis Brand” WDEF** that allows you to manage the same accounts for each Custom1 / Brand and every possible Custom2 / Business Areas of your Company in correspondence of the requested single period / month;
- **the Sales <Scenario> SBU” – “Sales Analysis Business Unit” WDEF** that allows you to manage the same accounts for each Custom2 / Business and every possible Custom1 / Brands of your Company in correspondence of the requested single period / month.

These three Data Forms are available for all Scenarios (Actual, Forecast, Budget and Plan).
Figures must be always entered in the “YTD” View.

“Profit and Loss” (PL) Web Data Entry Forms (WDEF)

By using the "PL <Scenario>" - "Profit & Loss" WDEF you can view and / or enter the "Profit & Loss" (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).

In this form the "Custom1 / Brand" detail is not currently required and is fixed on the generic and neutral "[None]" element. In the future it may be asked to enter also its detail.

This Data Form is available for all Scenarios (Actual, Forecast, Budget and Plan).

For Actual and Budget Scenarios, you must enter both the Total figure (Third Parties plus Intercompany details) - in the column related to "ACT_CONT" Scenario (support for Actual) or "BDG_CONT" Scenario (support for Budget) - and the Intercompany (ICP) details.

The form displays all the transactions with Intercompany Partners that you have already booked. If you need to enter PL accounts related to a new Intercompany, you have to select / add the desired one starting from the "ICP" POV dimension.

The "Third Parties" amounts are calculated as difference between Total amounts and Intercompany details thanks to a calculation rule. So they will automatically appear in the related "[ICP None]" column that you cannot enter / modify.

In the Form there is also a non-blocking check column (the last one, called "CS - Check sign"), where the system checks if figures of ICP transactions do not exceed the Total ones entered in correspondence of the same account.

In the running Reporting application, for Budget, Forecast and Plan Scenarios, it is also available the "PL <Scenario> Monthly" - "Monthly Profit & Loss" WDEF that allows you to manage only Total figures (Third Parties plus Intercompany, without their details) in correspondence of all periods / months of a year.

For Budget Scenario only, there are also the additional "PL BDG Monthly ICO" and "PL BDG Monthly 3rd Parties" WDEF that allow you to manage respectively the Monthly Intercompany and Monthly Third Parties details in correspondence of all periods / months of a year.

You should enter the same information also for the possible DOS / Stores of your competence. In this case you have to book only Total amounts without Intercompany (ICP) details. These figures (revenues and costs) have to be represented a detail / "there of" the entire Retail Business (Custom2) of the Company which they refer to.

In all these kind of Data Forms, figures must be always entered in the "YTD" View, except for the Budget Scenario in which they must be loaded in the "Periodic" View.

Note: After writing / saving new PL figures on the HFM database (by clicking on the "Submit" command button in the controls bar of Hyperion), you must always run also the "Force Calculate" command (contained in the same bar) to ensure that the system correctly carries out all calculations provided.

The same command can be performed also starting from the "Process Control" module (ref. Chapter 6).

Remember to fill in and load also the additional "Other Information" accounts of PL (ONWC, Capex and Direct Labour, Stock) as described afterwards.

“Revenues Check” Data Form

At the end the “Financial Reporting” subfolder also includes a Data Form called “CHK_REV <Scenario>” = “Revenues Check” where you can check the matching / squaring of Net Revenues entered in both the PL and Sales WDEF inside the Reporting application in correspondence of the same POV dimensions (Entity, Scenario, Year, Period/s, possible View). This comparison is automatically calculated for each macro-kind of Revenues (Commercial, Other and Total, towards Third Parties and even Intercompanies if requested) that you booked for each “Custom2 / Business” of your Company.

This check is mandatory even if it is not legally binding for the promotion of the Data Unit / Entity (ref. Chapter 6).

For Budget Scenario it is also available a Form that allows you to check Monthly Revenues accounts in correspondence of all periods / months of a year. In this case the View dimension has been made selectable to give you the possibility to compare the PL accounts (entered in Periodic View) with the Sales ones (entered in YTD View).

Note: After opening this Data Form and selecting the desired “Point of View”, you must always run the “Force Calculate” command (in the controls bar of Hyperion) to ensure that the system correctly carries out all calculations provided.

The same command can also be performed from the “Process Control” module (ref. Chapter 6).

2b. Other Information

04-OTH – Other Information subfolder


Radice > A-ACTUAL > A04-OTH



Documenti	
Documento	Descrizione
ONWC_ACT	Operating Net Working Capital
OTH_ACT	Other Information
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.





6

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**” WDEF that allows you to view and / or enter Trade Receivables, Trade payables, ONWC and Factoring;

- “OTH <Scenario>” = “Other Information” WDEF that allows you to view and / or enter Investments (Capex) and Direct Labour;
- “STOCK <Scenario>” = “Stock Details” WDEF that allows you to view and / or enter Stock / Inventory.

The Custom2 / Business dimension is always required for all accounts.

Some of them also request the Intercompany (ICP) details (in particular Trade Receivables, Trade Payables and Inventory).

The data entry mode to fill in this type of information is the same described above for the “Profit and Loss” (PL) WDEF.

For Budget, Forecast and Plan Scenarios the previous WDEF are also available as “Monthly” versions in order to allow you to manage only Total amounts (Third Parties plus Intercompany, without their details) in correspondence of all periods / months of a year.

In addition to the above, for Budget Scenario, there are also the “Monthly ICO” and “Monthly 3rd Parties” versions that allow you to manage respectively both the Monthly Intercompany details and Monthly Third Parties ones in correspondence of all periods / months of a year.

You should enter the same information also for the possible DOS / Store/s of your competence.

As for the form of PL, in all these Data Forms too, figures must be always entered in the “YTD” View, except for the Budget Scenario in which they must be loaded in the “Periodic” View.

Note: After writing / saving this information on the HFM database (by clicking on the “Submit” command button in the control bar of Hyperion), you must always run also the “Force Calculate” command (contained in the same bar) to ensure that the system correctly carries out all calculations provided.

The same command can be performed also starting from the “Process Control” module (ref. Chapter 6).

2c. “Exchange Rate” and Lock Data Forms

09-TECH – Technical subfolder

Radice > A-ACTUAL > A09-TECH

Documenti

		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.

The "Technical" subfolder (with "09-TECH" code) contains the "Rate_<Scenario>" = "Exchange Rate" starting from which you can view / check, for each month, the annual progressive average exchange rates and the ending ones (closing) - entered by Administrator - that the Reporting application is using for the data conversion in EURO for specific foreign currency. This form is available for all Scenarios.

The Technical subfloder also contains "LOCK" and "LOCK_Entity" Data Forms that allow to check possible lock accounts. In the running HFM Reporting application are not provided blocking check.

3. Setting the Point of View (POV)

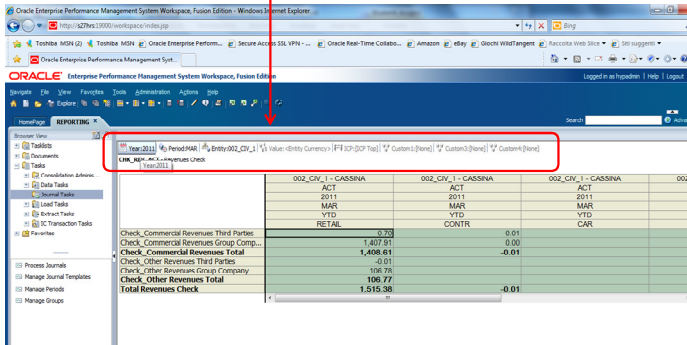
Setting the Point of View (POV)

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. The central panel displays a Data Form with a header row containing various POV dimensions: "Value: entity Currency: ITF ICP (ICP Tag) Custom1 (none) Custom2 (none) Custom3 (none)". A red box highlights this header, and a red arrow points to it from the text above. Below the header is a grid of financial data with columns for "002_CNF_1 - CAKASINA" and rows for "ACT", "2011", "MAR", "YTD", and "RESTAL". The grid includes rows for "Check_Commercial Revenues Third Parties", "Check_Commercial Revenues Group Company", "Check_Other Revenues Third Parties", "Check_Other Revenues Group Company", and "Total Revenues Check".

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

Only the POV dimensions (with more evident colour) can be changed. In fact there are some fixed POV dimensions that have been defined by Administrator that cannot be modified (such as View and Value / Currency).

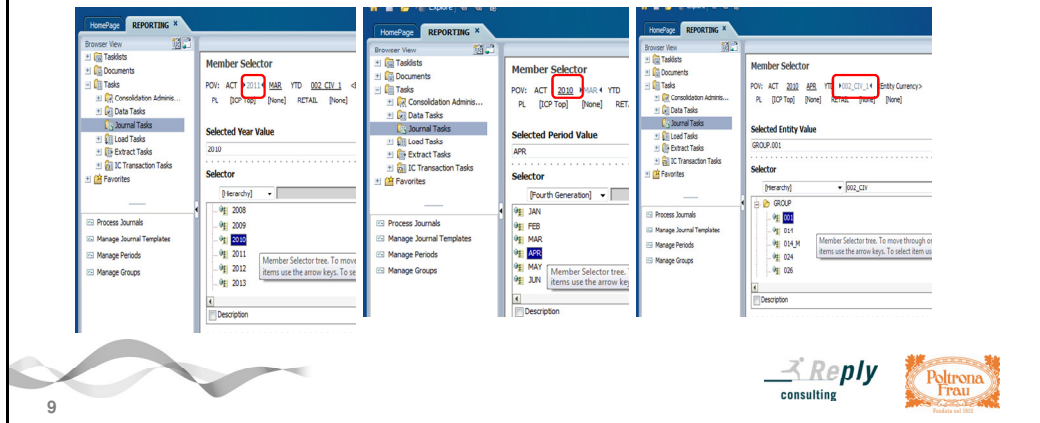
Generally the selectable ones are: Year, Period, Entity, Custom1 / Brand and Custom2 / Business. In the Profit and Loss (PL) and its additional "Other information" WDEF, also the ICP (Intercompany) dimension is selectable.

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

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 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.



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. In fact after selecting them you can only view the data. For example, if you choose elements such as "BRANDTOT" and / or "SBUTOT" (the total elements that belong respectively to "Custom1 / Brand" and "Custom2 / Business" dimensions), the cells of the Data Form will become green (no input).

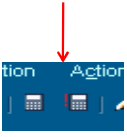
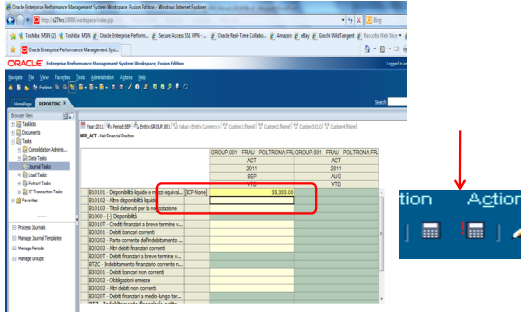
In the same opened "Member Selector" window you can choose directly all POV dimensions that you want to set by clicking on their labels that appear at the top of the box. Only the underlined dimensions are selectable. After you have completed to set the desired POV, click on the "OK" button.

4. Process Input for HFM Reporting



Process Input for HFM Reporting

After you have opened the required 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.



10

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.

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.

Click on the "Submit" command button that appears in the controls bar of Hyperion to write / save the data loaded into the HFM Reporting database (DB).

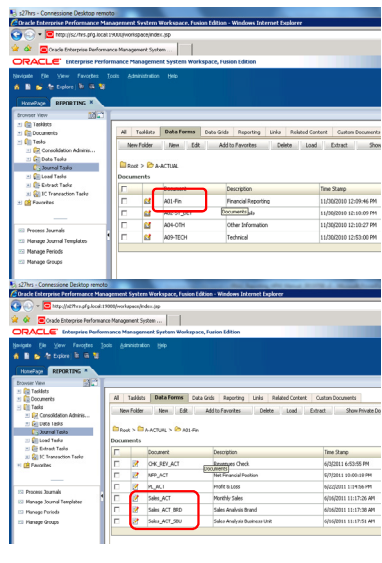
If you want to correct / change already written data, you can simply modify / overwrite the previous figures in their cells, then confirm by pressing the Enter key and at the end click on the "Submit" command. If you want to cancel a previously saved input, select the cell and press "Cancel" or "Delete" key to make empty its content; then confirm by clicking on the "Submit" command. You should not enter "0,00" figure if it is not necessary.

After you have submitted new "Profit & Loss" (PL) figures (including its additional "Other Information") or even changed existing ones already stored in the database, you must also run the "Force Calculate" command that appears in the controls bar of Hyperion to ensure that the system correctly carries out all calculations provided.

You have to launch it also after you have opened the "Revenues Check" Data Form and set the desired POV dimensions.

The same "Force Calculate" command can be also performed starting from the "Process Control" module (ref. Chapter 6).

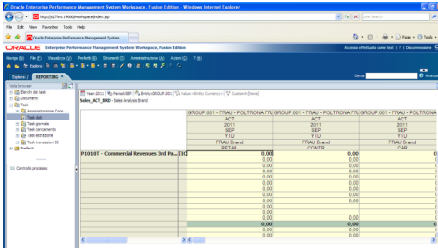

Data Entry of Net Revenues – Sales



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 Sales (for example “Sales_ACT”). Check the POV dimensions or even modify them. Make your data entry and write / save it in the database by clicking on the “Submit” command in the controls bar of Hyperion.

You have to repeat this operation for each possible typical combination Custom2 / Business and Custom1 / Brand for the Company of your competence.

You must always enter figures with a “YTD” View for all Scenarios.

Data Entry of “Net Revenues – Sales”

If you need to enter them, 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 Sales (for example “Sales_ACT”). Check the POV dimensions or even modify them. Make your data entry and write / save it in the database by clicking on the “Submit” command in the controls bar of Hyperion.

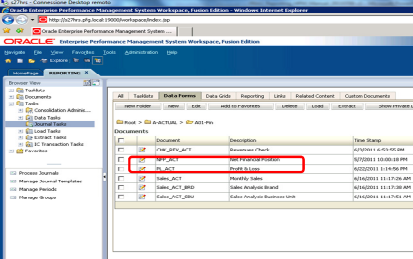

You have to repeat this operation for each possible typical combination Custom2 / Business and Custom1 / Brand for the Company of your competence.

You must always enter figures with a “YTD” View for all Scenarios.

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.

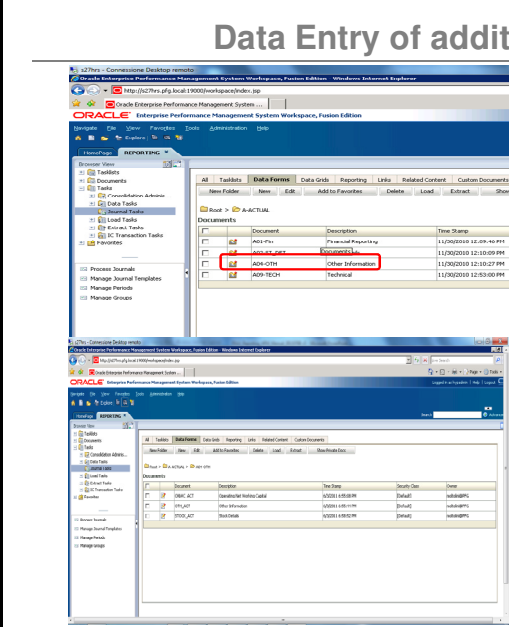
Data Entry of “Profit & Loss” (PL)

If you need to enter it, 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 “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 (as difference between Total amounts and Intercompany details).

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



Document	Description	Time Stamp
PL_ACT	Profit and Loss	11/20/2010 12:10:43 PM
ONWC_ACT	Other Information	11/20/2010 12:10:09 PM
OTH_ACT	Other Information	11/20/2010 12:10:27 PM
STOCK_ACT	Other Information	11/20/2010 12:10:50 PM

14



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.

Data Entry of additional “Other Information” of PL

If you need to enter them, 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” that allow you to book the Total amounts and possible Intercompany details that are always required for the actual quarterly closings). 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).

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.

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

Reconciliation between HFM Fraustat and Reporting

In correspondence of the quarterly closings, after submitting Actual Profit & Loss (PL) and Sales figures in the HFM Reporting application, it is required their reconciliation with those ones already loaded into the Financial Statements (Statutory, Fraustat HFM) in correspondence of the same Scenario, Year and Period.

In particular, it is requested to check the matching / squaring of the following items:

- EBITDA;
- Macro-types of Revenues and Costs (Total amounts, Third Parties and Intercompany details)
- Segment Revenues Sales towards Third Parties, detailed for Business, Brand and Geographical Area.

Some Management Reports have been created just for this purpose. You can access them starting from the Hyperion workspace and 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.

If you obtain mismatches, you should proceed to their realignment / adjustment starting from the relative PL and / or Sales Web Data Entry Forms (WDEF) of the HFM Reporting application.

Checking Net Revenues inside HFM Reporting

16

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.

Checking Net Revenues inside HFM Reporting

After submitting both Sales and Profit & Loss (PL) figures in the HFM Reporting application starting from their relative Web Data Entry Forms in correspondence of the same Scenario, Year and Period (as occurs for the actual quarterly closings), you should also check the matching / squaring between their "Net Revenues" accounts.

For this purpose you have to use the Data Form called "**CHK_REV_<Scenario>**" = " **Revenues Check**" that you can select by opening the involved Scenario folder (for example "ACT" – Actual) and the "Financial Reporting" subfolder (with "01-Fin" code). Check the POV dimensions or even modify them. Run the "Force Calculate" command to ensure that the system correctly carries out all calculations provided.

You must check the squaring figures for all macro-types of Net Revenue (Total Revenues, Commercial Revenues and Other Revenues with Third Parties and Intercompany details if required) for each Custom2 / Business of your Company in correspondence of the single involved period / month (or quarter).

For Budget Scenario it is available a Monthly version of this Data Form that allows you to check the Monthly squaring figures. In this case you can also select the View dimension.

Any differences will not be accepted. So if you obtain mismatches you should proceed to their realignment / adjustment starting from the relative PL or Sales Web Data Entry Forms (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 left screenshot shows the Oracle Enterprise Performance Management System interface. A red arrow points to the 'Journal Manager' section. The interface includes a navigation pane on the left with options like 'New Journal', 'Edit Journal', and 'Delete Journal'. The main area contains a grid for defining journal entries with columns for 'Account', 'Company', 'Period', 'Debit', and 'Credit'. The right screenshot shows the 'Journal by Account' report. A red arrow points to the top of the report. The report displays a table with columns for 'Account', 'Label', 'Description', 'Entity', 'Currency', 'Debit', and 'Credit'. The table lists various journal entries with their corresponding account numbers and amounts.

Creating Company Adjustments - Journals

Please note that the possible writing of adjustments through Journals must be previously agreed with Group Management Control Department.

The possible creation of some writings / Journals (Entity / Company adjustments about some loaded accounts) may be required primarily in these cases:

- a) to replicate IAS / IFRS reclassifications posted in the Statutory (Fraustat, HFM) application;
- b) to reallocate some cost items (in particular "Fixed ones") among Group Companies without the issue of accounting documents (chargebacks / managerial transfers).

You can also run the system "Journal Reports" in order to sum and check the posted adjustments that have been made in correspondence of your own Company (see Chapter 5).

Running the ICP Matching Reports

After submitting Profit & Loss (PL) figures that include the Intercompany details in the HFM Reporting application (as it occurs for the actual quarterly closings), you should also check the Intercompany transactions balancing both in terms of revenues and costs. For this purpose you have to run the system "ICP Matching Reports" that allow you to verify any squaring figures in correspondence of the individual declarations made among the Company of your competence and other Companies of the Group that have been loaded in correspondence of the same Scenario, Year and Period (month or quarter).

Concerning opening and running them you can refer to Chapter 4

It is mandatory to check and achieve these squarings. It is also required for the correct automatic eliminations of Intercompany transactions within the consolidating process.

You have to communicate possible uncertain mismatches to your own Division / Brand / Segment Controller.

The screenshot shows the SAP HFM 'ICP Matching Reports' interface. On the left, a navigation tree is visible. The main window displays a report titled 'Plug 1 Margine Retail and Contract' for the period 12/2011. The report includes columns for Entity, Partner, Account, Contract, and Difference, listing various intercompany transactions. The report is generated for the scenario 'ACT' and the period '12/2011'.

18



Running the ICP Matching Reports

After submitting Profit & Loss (PL) figures that include the Intercompany details in the HFM Reporting application (as it occurs for the actual quarterly closings), you should also check the Intercompany transactions balancing both in terms of revenues and costs. For this purpose you have to run the system "ICP Matching Reports" that allow you to verify any squaring figures in correspondence of the individual declarations made among the Company of your competence and other Companies of the Group that have been loaded in correspondence of the same Scenario, Year and Period (month or quarter).

Concerning opening and running them you can refer to Chapter 4.

It is mandatory to check and achieve these squarings. It is also required for the correct automatic eliminations of Intercompany transactions within the consolidating process.

You have to communicate possible uncertain mismatches to your own Division / Brand / Segment Controller.

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.

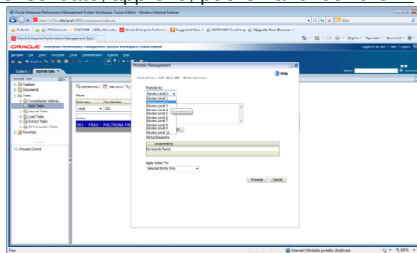
So, after completing the loading and checking the requested data to be reported as described below, you must promote your Unit / Entity (Company and possible DOS) to "Review Level 2".

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.



19



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 before, you must promote your Unit / Entity (Company and possible DOS) to "Review Level 2".

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