November, 2009 Release
New Features Documentation

Last Updated November, 2009

Adaptive Planning, Inc.
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1. Overview

The December 2009 release of the Adaptive Planning Application contains the following new features:

1. **Account Rollup Modes:** Administrators can choose how most accounts behave when rolled up along dimensions, plans and time. Choices include average and weighted average calculations.

2. **Linked Accounts:** Administrators can link a GL account to a modeled or cube account, without having to create formulas. This link is valid across all versions, plans, and time periods, and cannot be overridden by end users. Furthermore, linked accounts behave nearly identically to the modeled or cube account to which they are linked. For example, on sheets and reports they display values tagged by dimension.

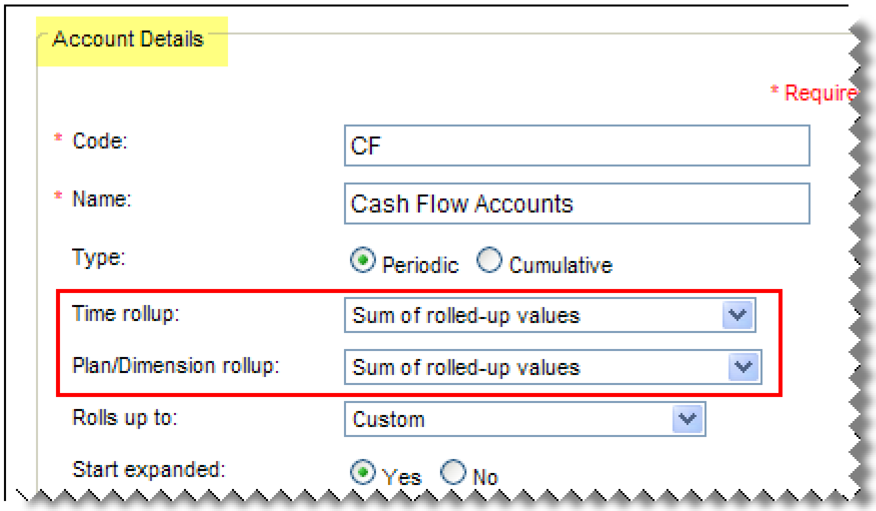
3. **Cube Sheet Dimension Restrictions:** Cube sheets are designed to include the use of multiple dimensions, such as product, region, and sales person. Cube sheet designers can limit the valid combinations of dimension values. Consequently, users of the cube sheet can more easily find the data they need, without having to search through meaningless or irrelevant dimension value combinations.

4. **Cell Explorer in Reports:** A user viewing a matrix report (in HTML format) can click on most numbers and launch Cell Explorer.

5. **NetSuite Integration Enhancements:** Customers who have purchased the NetSuite Connector can now drill down into transaction detail in actuals data. From sheets and Cell Explorer, users can drill down into the actuals numbers, and launch a NetSuite report detailing the transactions that comprise that number. These customers can also now configure Adaptive Planning to export budgets into NetSuite. (For more information on this topic, please see the NetSuite Integration user guide.)

2. Account Rollup Modes

Administrators can choose how a standard or cube account behaves when rolled up along dimensions, plans and time. (Standard accounts include GL and Custom accounts, and Assumptions.) In Account Administration, there are two dropdown selectors that determine this account behavior: Time Rollup, and Plan/Dimension Rollup.



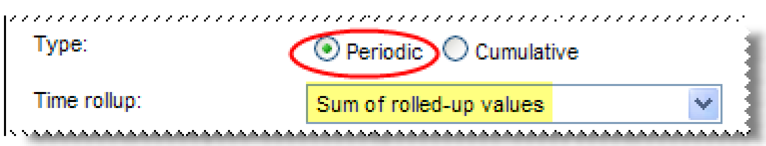
Time Rollup

Time rollup refers to how an account behaves in time period rollups, such as quarters and years. (Time rollup type also applies to time ranges in formulas and on reports.)

Following are the time rollup choices:

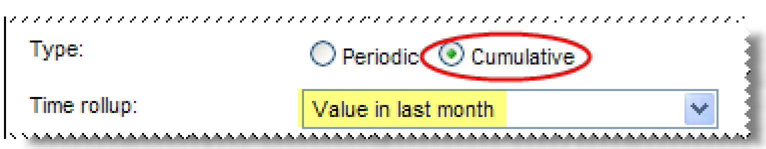
Sum of Rolled-Up Values

This choice sums the values in the rollup time periods (e.g. the values in January, February, and March are summed in Q1). This option is available only for periodic accounts, such as revenue and expense accounts.



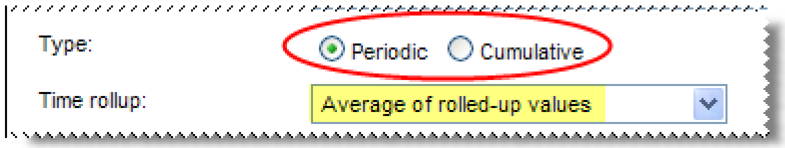
Value in Last Month

This choice displays the value of the account in the last month in the rollup (e.g. the March value is displayed in Q1.) This option is available only for cumulative accounts, such as balance sheet accounts.



Average of Rolled-Up Values

This choice calculates the average of the values in all the rollup time periods. This option is available for both periodic and cumulative accounts.



How Average is Calculated

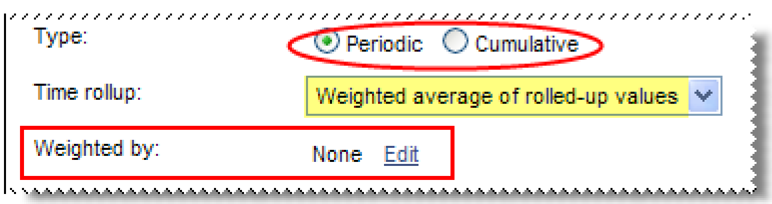
The average calculation is performed on the value displayed in the cells. For example, in a balance sheet account planned by monthly delta, the value entered in each month is 10. The balance in January is 10, in February is 20, and in March is 30. The average rollup value for Q1 is (10+20+30)/3 = 20.

Blank cells are included in the average calculation. In the same example, if January is 10, February is 0, and March is 30, the average rollup value for Q1 is (10+0+30)/3 = 13.3.

Weighted Average of Rolled-Up Values

In a weighted average calculation, data elements with a high weight contribute more to the weighted average than do elements with a low weight. In budgeting and planning, a weight typically represents degrees of importance or frequency.

This choice calculates the weighted average of the values of this account in all the rollup time periods, weighted by the values in some other account. This option is available for both periodic and cumulative accounts.



The Account Used for Weighting

If weighted average is chosen here, a line appears, providing the opportunity to choose the account to weight the average. For example, a Price account could be weighted by a Unit account, to calculate weighted-average price.

Clicking the Weighted by Edit link displays an account selector, which includes all accounts that can be used as weights. The following types of accounts are **excluded** from this list:

- Account groups.
- This account's parent account or sub-accounts.
- Other weighted average accounts. (Also, if the current account is the account by which some other account is weighted, this account cannot have a weighted average rollup.)
- A cube or modeled account with a weighted average rollup, and which drives a linked account (for more information on this topic, please see the next section, called Linked Accounts.)

- Within a cube sheet, accounts outside of the cube. That is, only accounts within the same cube sheet can be used as weights for a cube weighted average account.

→ **Note:** If an account being used as a weight is deleted, the user will be warned that removing this account will change the other account's weighted average calculation.

How Weighted Average is Calculated

The weighted-average calculation uses the Div() algorithm to prevent a divide-by-zero error when the sum of all weights equals zero. In addition, negative weights are allowed. Negative weights can be useful for deduction. For example, if price is the set of data values and units sold is the weight, then a negative weight implies the number of items returned. It is possible for a weighted average rollup to result in a negative number, if in a rollup period more items were returned than sold.

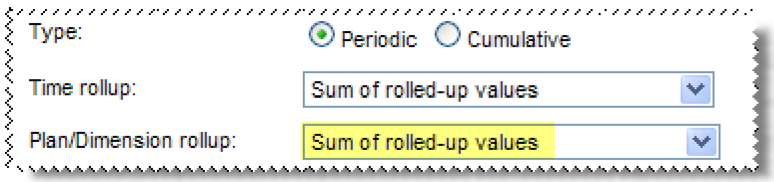
Plan/Dimension Rollups

Plan/Dimension rollup refers to how an account behaves as it is rolled up the plan tree, or rolled up within a dimension hierarchy. The following choices are available for standard and cube accounts, but not for modeled accounts, which always sum rolled-up values.

→ **Note:** All plan/dimension rollup choices are valid regardless of whether an account is cumulative or periodic.

Sum of Rolled-Up Values

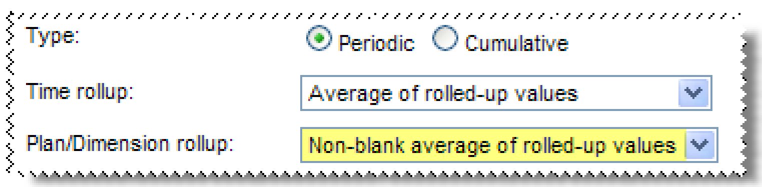
This choice sums the values in this account in all the children (sub-plans or sub-dimension values) included in the rollup.



Non-blank Average of Rolled-Up Values

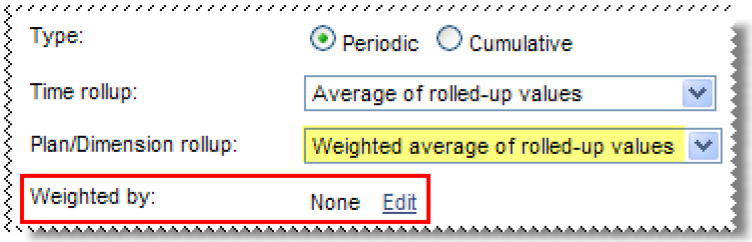
This choice calculates the average of the values of this account in all the children (sub-plans or sub-dimension values) included in the rollup, ignoring blank cells.

For non-blank averages, zeros do NOT count towards the average calculation. However, exceptions can be made to this so that a zero to does count towards the average, despite this rollup attribute. To make an exception, instead of leaving a cell blank, write a formula that results in a zero, such as "=0". Formulas that evaluate to a zero DO count toward a non-blank average.



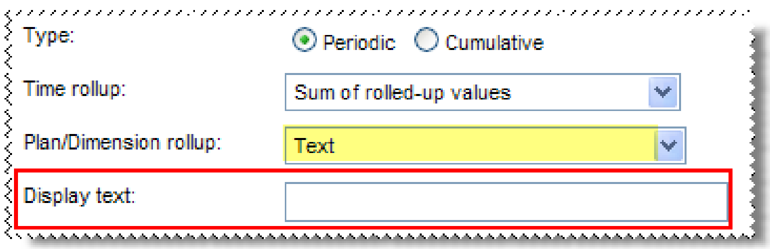
Weighted Average of Rolled-Up Values

This choice calculates the weighted average of the values of this account in all the children (sub-plans or sub-dimension values) included in the rollup, weighted by the values in some other account. This calculation is performed in the same way as described above, in the section regarding weighted average behavior in time period rollups.



Text

This choice displays a blank cell, or text preset by an administrator (e.g. "various"), in a gray read-only cell,. If Text is selected here, a line appears below the dropdown, providing the administrator with an opportunity to enter any arbitrary text. This field can be left blank (blank is the default.)



→ **Note:** If Text is chosen as the plan/dimension rollup, a time rollup of a plan rollup will display the text.

3. Linked Accounts

In previous versions of Adaptive Planning, links between modeled or cube accounts and GL accounts could only be created with formulas (typically written on the Formulas Tab), such as this:

=ACCT.Personnel.Salary

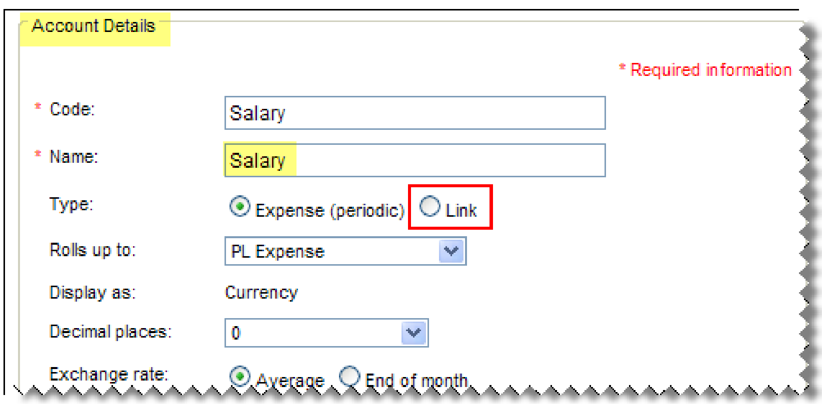
Now, administrative users can link a GL account to a modeled or cube account, without having to create formulas. The link is established in account administration, is valid across all versions, plans, and time periods, and cannot be overridden by end users. Furthermore, linked accounts behave nearly identically to the modeled or cube account to which they are linked. For example, on sheets and reports they display values tagged by dimension.

→ **Note:** The choice between Cumulative and Periodic does not affect the ability to Link an account.

Creating a New Linked Account

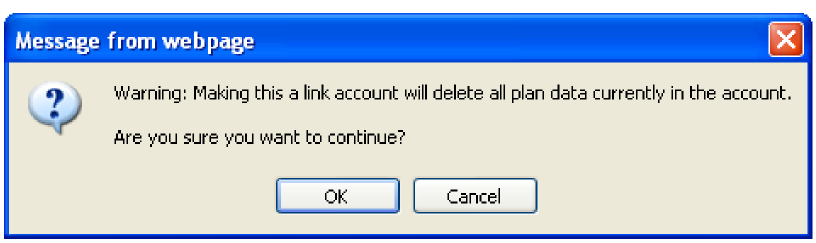
A new account can be created for the first time as linked, or an existing account can be changed to linked. This section addresses both scenarios.

In account details for GL, Custom, or Assumption accounts, there is a choice called Link in the Type section.



→ **Note:** This choice is not available for account groups or parent accounts.

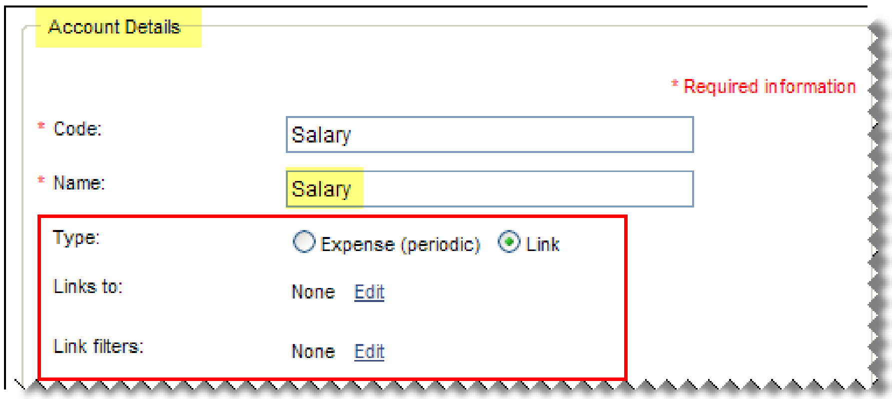
Clicking on the Link radio button in an existing account causes the following warning message to appear, stating that making this a linked account will delete all plan data currently in the account:



After selecting OK in this window, this change does not become final until the **Save** button is clicked at the bottom of the Account Details window.

→ **Note:** Choosing OK and then saving this changed account will result in the deletion of all all splits and cell notes from all plan (non-actuals) versions. In the Actuals version, all actuals data and splits for this account are either left alone (if the new linked account has Actuals enabled) or deleted (if Actuals are not enabled). For more information on this topic, please see the section below, called Actuals.

Once the OK button has been clicked, the Account Details box displays the following choices relating to the link:

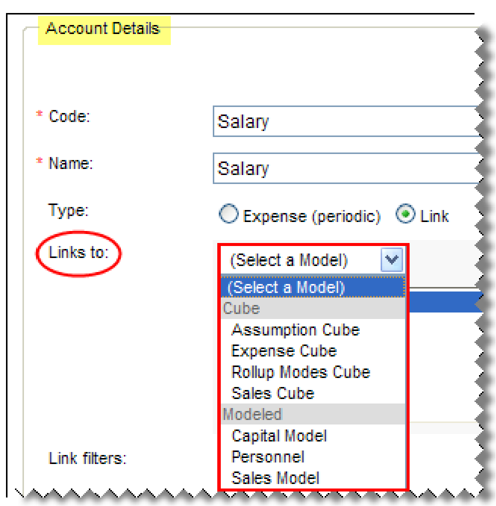


Type

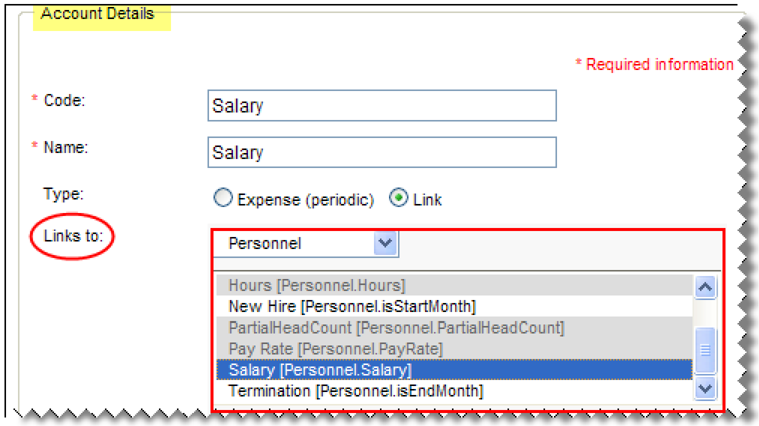
Here, the account type can be changed back from Link to whatever it was before, e.g. Expense (periodic.)

Links To

Click on the Edit link to see a dropdown menu of cube and modeled sheets. Select one of these sheets.



Once a sheet has been selected, the drop-down window displays all the cube or modeled accounts associated with that particular sheet:



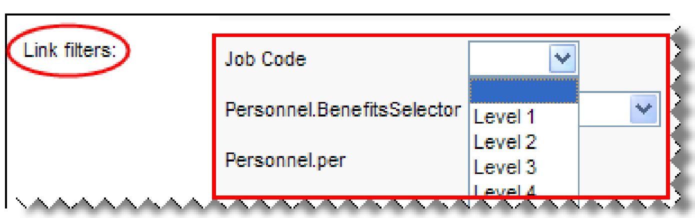
Select the account to which this GL, Custom, or Assumption account should be linked. Within the list of all cube and modeled accounts, only cube or modeled accounts of the proper type for this linked account are selectable (other accounts are greyed out.) Within cube accounts, selectable accounts include all non-group and non-assumption accounts. Within modeled accounts, selectable accounts include timespan, initial balance, and calculated accounts.

→ **Note:** The available set of accounts in the Links To selector includes only accounts with the same **time rollup** type as this link. Accounts with a different time rollup type are greyed out in the Links To selector and are not available. (For more information on this topic, please see the section above, called Account Rollup Modes.)

Similarly, the available set of accounts in the Links To selector shows only accounts with the same **plan rollup** type as this link. Accounts with a different plan rollup type are greyed out in the Links To selector.

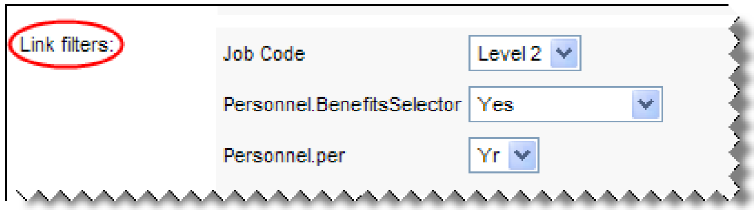
Link Filters

Click on the Edit link to see a list of dimensions associated with the cube or modeled account being linked to. (If there are no dimensions for this account, the word None appears instead of Edit.)



→ **Note:** Linked accounts cannot be filtered by Plan or Time, so those dimensions do not appear in this list.

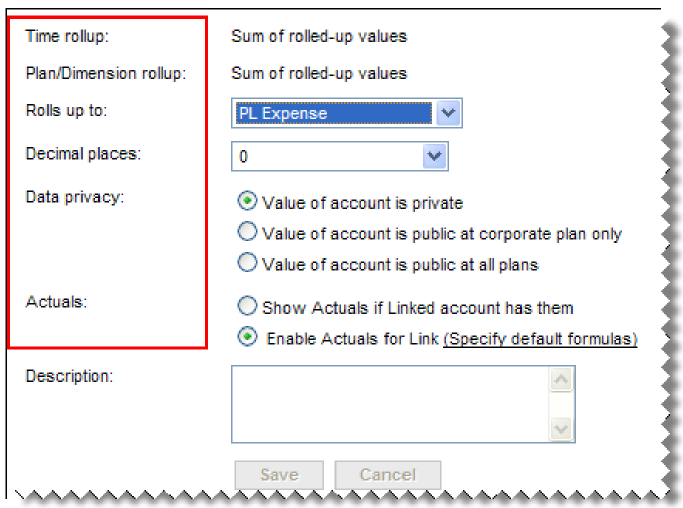
Choose up to one dimension value from each of the dimensions shown.



Click on the Save button to finalize all choices, or on the Cancel button to return the account to its previous, unlinked state. Once the link is saved, its linked characteristics are displayed in Account Details.

Behavior of Other Account Details Fields in Linked Accounts

Once an account is linked, the other fields in Account Details may behave differently than in non-linked accounts.



Time and Plan/Dimension Rollup

If the linked account is of rollup type Weighted Average, the account used for weighting, plus the cube or modeled account being linked to, must also be of rollup Type Weighted Average.

If a rollup type is Text, the cube or modeled account being linked to, and the linked account itself, do not also have to be rollup type Text. In this case, the linked account will have the same text rollup of either its parent or the cube or modeled account being linked to. If the linked account has a parent whose rollup type is Text, it inherits the text of its parent. If its parent is a group, then the linked account inherits the rollup text of the cube or modeled account being linked to.

Rolls Up To

If the Links To selector has not yet been used for an account, the Rolls Up To selector shows all potential parents, regardless of their rollup types.

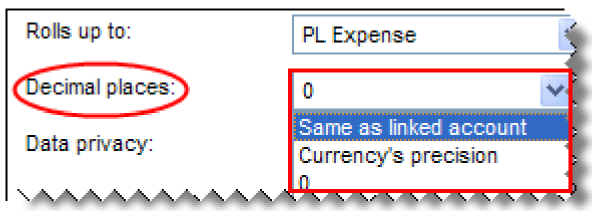
Once the Links To selector has been used for an account, the Rolls Up To selector shows only potential parents of matching rollup types, or groups (which have no rollup types). For example, if the linked account has a Time Rollup type of Average, then the selector shows only potential parent accounts of type Time Rollup type of Average or Group.

Display As

Linked accounts do not include Display As in Account Details. The linked account has the same Display As setting as its parent account, or if it rolls up under a group instead of a parent, it has the same Display As setting as the cube or modeled account to which it is linked.

Decimal Places

Once an account has been linked, the Decimal Places drop-down menu has an additional choice, **Same as Linked Account**, shown first. If this linked account is a new account being created, then this choice is selected by default. If this is an existing account being changed into a linked account, the existing account's current decimal place setting is unchanged (but Same as Linked Account is available as a choice.)



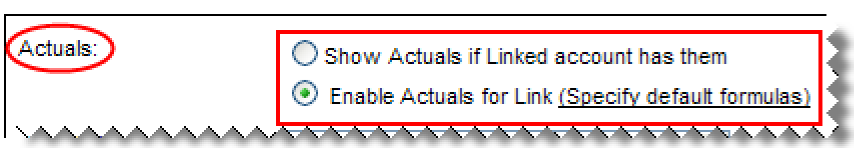
Data Privacy

Data Privacy does not behave differently for linked accounts.

Actuals

Once an account is linked, the choices in the Actuals section are different from non-linked accounts. The choices in non-linked accounts are Enable Actuals, or No Actuals for account (show plan data.)

The choices in linked accounts are Show Actuals if Linked Account Has Them, and Enable Actuals for Link.

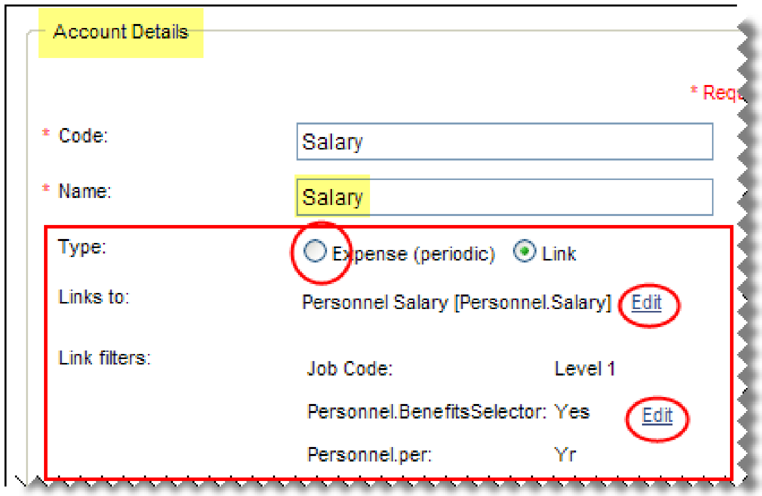


The first choice, **Show Actuals if Linked Account Has Them**, means that the linked account has no Actuals behavior of its own; it does not allow actuals to be uploaded or edited, but does display actuals if the cube or modeled account to which it is linked has actuals enabled. This choice is the default.

The second choice, **Enable Actuals for Link**, means that the account can have actual data of its own, regardless of whether the cube or modeled account to which it is linked has actual data.

Changing a Linked Account

Changes can be made to a Linked Account by clicking on the other account type radio button (thereby removing the link), or by clicking on the Edit links for Links To or Link Filters.

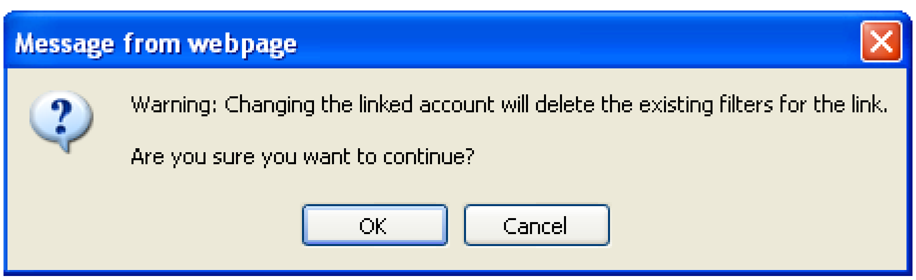


Unlinking the Account/Behavior of Actuals

When an existing account is changed from type linked to some other type, any Actuals data in the account is unaffected, unless the Actuals setting is also changed.

Changing Links To

Clicking on Edit in the Links To section causes the following warning message to appear:



Once OK is clicked, the original Links To sheet and account fields can be modified.

Changing Links Filters

To remove a filter, select the blank choice for that dimension.

Changing the Time Rollup Field of a Linked Account

The Time Rollup field is editable for an account that is not the child of another account, and is not a group or parent account. If the Time Rollup field is editable, the value of this field can be changed, even if the account linked. However, changing the value of the field will change the set of possible Links To accounts, and possibly invalidate any existing Linked To account, if one exists.

Changing the Plan/Dimension Rollup Field of a Linked Account

The Plan/Dimension Rollup field is editable for an account that is the child of a group. If the account is linked, the choice in the Plan/Dimension Rollup field can affect the behavior of the link. The available set of accounts in the Links To selector shows only accounts with the same plan rollup type as this link. Accounts with a different plan rollup type are greyed out in the Links To selector and are not available. Changing the value of the Plan/Dimension Rollup field will change the set of possible Links To accounts, and possibly invalidate any existing Linked To account, if one exists.

Changing Actuals Setting

When a linked account has its Actuals setting changed from Enable Actuals for Link, to Show Actuals if Linked Account Has Them, the user is presented with a warning message. The message says that disabling actuals for this link will delete any existing actuals data for the link.

What Happens if the Linked Cube or Modeled Account is Deleted

When a cube or modeled account that is linked to is deleted, the following behavior will occur in linked account(s):

In Account Administration, the linked account displays both link dropdown selectors as empty and set to Select a Model. Also, a line of text in red appears above the Links To selectors, saying "No linked account specified." This linked account, while editable, cannot be saved until a new cube or modeled account is chosen, or the account is changed to a type not Linked.

On sheets, the linked account will display a red f(x), with the error message "Account has no link specified."

Other Things to Know About Linked Accounts in Account Administration

Linked accounts cannot be parent accounts. Therefore, when a linked account is selected, the Add New button is greyed out, because children cannot be created beneath them. (Metric accounts also behave this way.)

Moving a linked account up or down the account tree by changing its parent may be prevented. If moving the linked account would result in the changing of its account type or rollup mode, the move is prevented. In the Rolls Up To menu for linked accounts, the list of possible parents includes only those accounts with rollup types the same as the linked account.

In custom accounts, the parent or child of a linked account cannot change type (e.g. from cumulative to periodic) or rollup mode (e.g. from standard to average.)

In cube and modeled accounts, once an account has been linked to, the cube or modeled account cannot change type or rollup mode. Therefore, changing the parent of a cube account in such a way that would change its rollup type is prevented. They cube or modeled account can be changed only if it is delinked first.

During import of account structure, an optional column called Linked Account is included in the import template. During import, only cube or modeled accounts area allowed in this field. Optional columns called Link Filters are also included, and only accurate dimension values are allowed in this field.

Behavior of Linked Accounts

In general, linked accounts behave identically to the cube or modeled account to which they are linked, as described below:

Since modeled accounts can hold no actual data, an account linked to a modeled account and with Actuals enabled behaves identically to that modeled account in plan versions, but in Actuals shows the actuals for the **linked** account.

An account linked to a cube account and with Actuals enabled behaves similarly to that cube account in plan versions, but in Actuals shows the actual data for the **linked** account.

On **standard sheets** (whether under the Sheets tab or the Assumptions tab), a linked account usually behaves exactly as would the cube or modeled sheet to which it is linked, as described below:

- Linked accounts are read-only, unless the account is being shown on a standard sheet in the Actuals version, and the account has Actuals enabled, in which case it is editable.

- An account linked to a modeled account shows modeled rows as splits, in the same way as the modeled account.

In the **Formulas tab**, linked accounts are read-only selections in the dropdown account list, unless the linked account allows actuals. In this case, the linked account is editable in the Actuals version, and can contain formulas on the Formulas tab.

In **Cell Explorer**, linked accounts are displayed in a special fashion. They show their value, but there is no View Audit Trail link. In the box where a formula would appear, the formula is titled Link, and it contents are the code of the cube or modeled account to which the account is linked. There is no row for Evaluated Formula.

Linked accounts do not have their own set of **cell notes**. They display cell notes from the cube or modeled account to which they are linked.

Linked accounts have no **audit trail** of their own for plan data. Changes to values in the cube or modeled account to which they are linked are shown in audit trail as changes to those accounts, but not to the linked account. For Actuals data, linked accounts have audit trail data of their own if the linked account has been set to allow actuals of its own.

Importing and Exporting

Linked accounts cannot hold **imported data** in plan versions, but can accept Actuals imports if they are set to allow actuals. Therefore, linked accounts can appear in Account Mapping pages.

→ **Note:** Importing actuals into a linked account does not import actuals into the cube or modeled account into which it is linked. The actual data is imported to the linked account.

Linked accounts do appear in exported data, in addition to the cube or modeled accounts to which they are linked.

Reporting

Linked accounts are included in the account options in matrix reports, but not in modeled or pattern reports.

4. Cube Sheet Dimension Restrictions

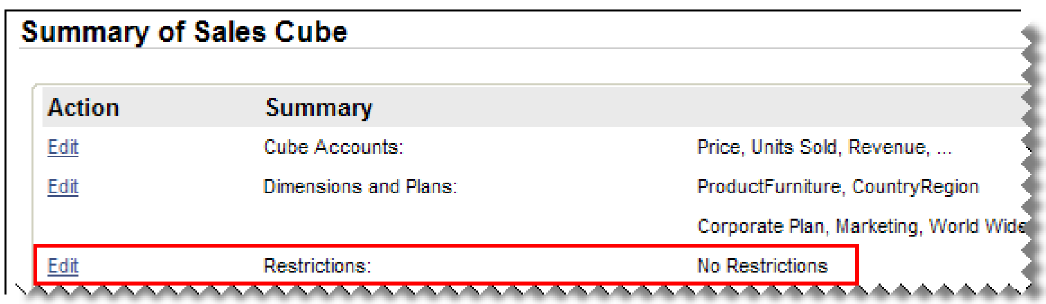
Cube sheets are designed to include the use of multiple dimensions, such as product, region, and sales person. In the design of a cube sheet, an administrator can limit the valid combinations of dimension values. Consequently, users of the cube sheet can more easily find the data they need, without having to search through meaningless or irrelevant dimension value combinations.

Following are several examples of this planning need:

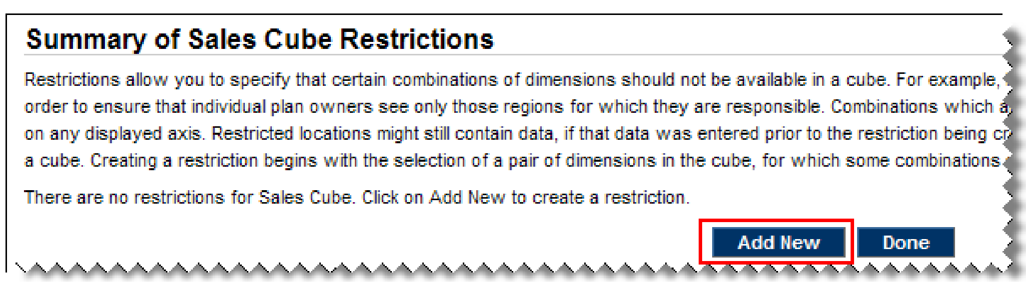
- A product is not available for sale in certain regions.
- A sale person is responsible for specific regions.
- A company is selling a new product next year; the product is not available in earlier years.
- A new product is available in the budget plan version, but not in other plan versions.

Create New Restrictions

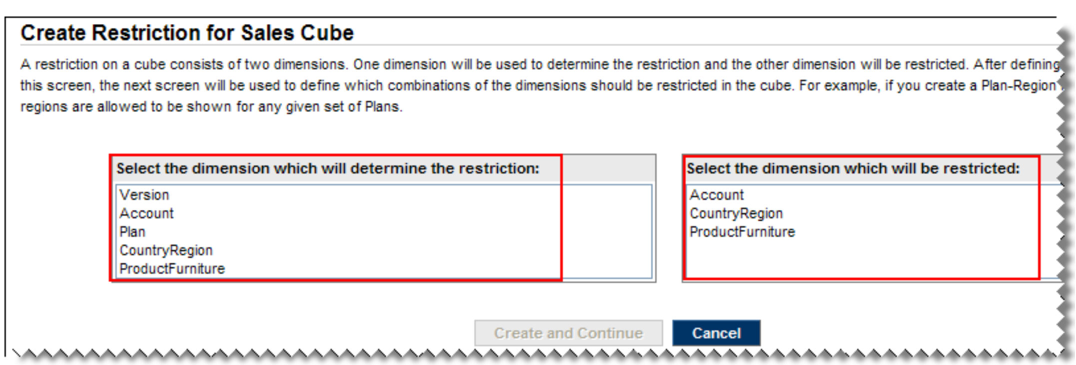
In Sheet Administration (or Plan-Independent Sheet Administration), a cube sheet has a section called Restrictions.



The default is No Restrictions. To create a new restriction, click on the Edit link. This opens a Restrictions Summary page. After reading the Summary of Sales Cube Restrictions, click on the Add New button.



This opens the **Create Restriction** page:



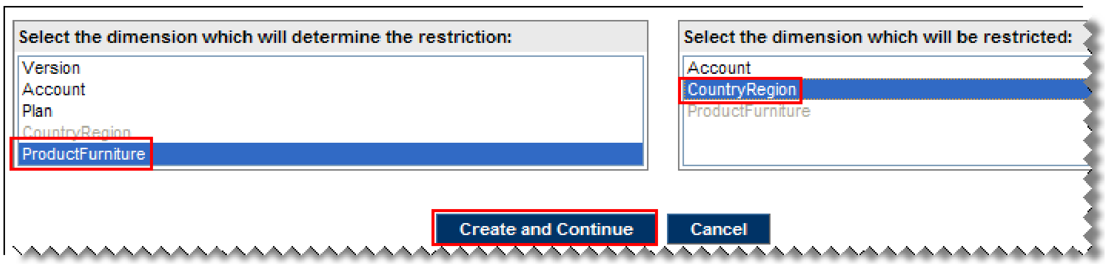
A **restriction consists of a pair of dimensions**, the primary dimension (which determines the restriction), and the secondary dimension (which will be restricted.) This can be illustrated with a Salesperson/Region restriction, such as in the following two examples:

- Product 1 is sold in Regions A, B, and C
- Product 2 is not sold in Region D

In both of these examples, Product is the primary dimension (which determines the restriction), and Region is the secondary dimension (which will be restricted.)

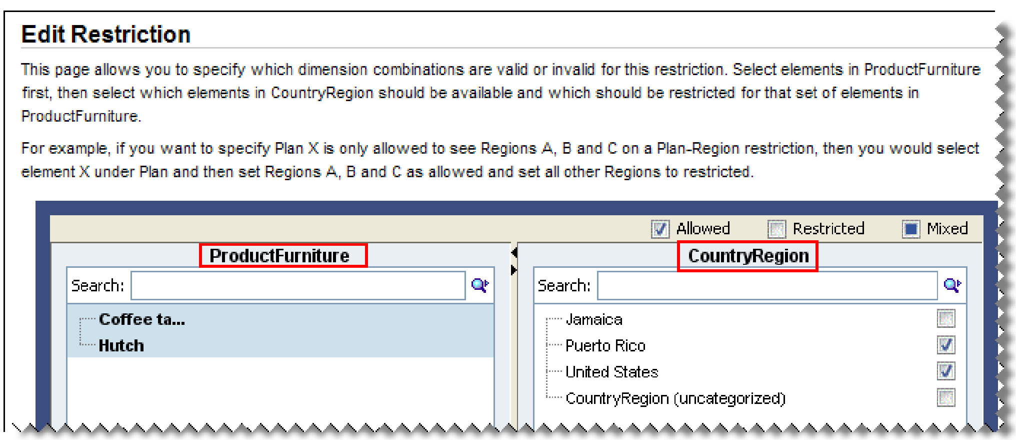
The first step on this page is to specify the two dimensions, but not yet define any combinations as being valid or invalid (that is done in subsequent steps.)

Select the two dimensions, then click Create and Continue.



This opens the **Edit Restricted Combinations** page, which lists the two dimensions selected in the previous step. The primary dimension (which determines the restriction) is on the left; the secondary dimension (which will be restricted) is on the right.

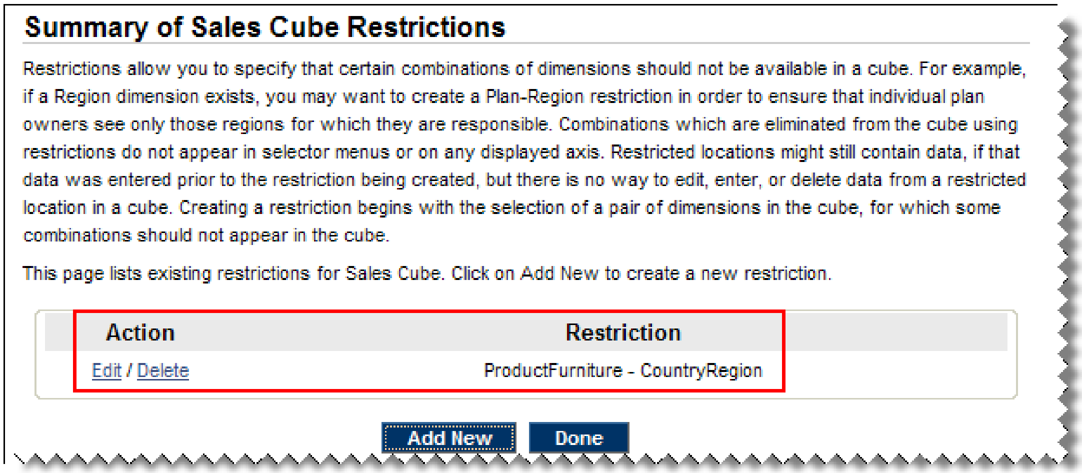
Select the **primary dimension** value(s) first. More than one dimension value can be selected by holding down the Shift key (to select a range of values), or the Ctrl key (to select certain dimension values.) Next, specify how the **secondary dimension** values will be restricted. Click on the box next to each to select Allowed (checked) or Restricted (unchecked.)



→ **Note:** "Mixed" is highlighted when a secondary dimension value is allowed for some of the selected primary dimension values, and restricted for others. If a parent dimension value has some children which are Allowed and some which are Restricted, then the parent displays as Allowed (not Mixed). A parent element is displayed as Restricted only all of its children are restricted. A parent can never be restricted if it has an Allowed child. Furthermore, a parent will always display as Restricted if all of its children are restricted.

Once both the primary and secondary dimension values have been specified, click **Save**.

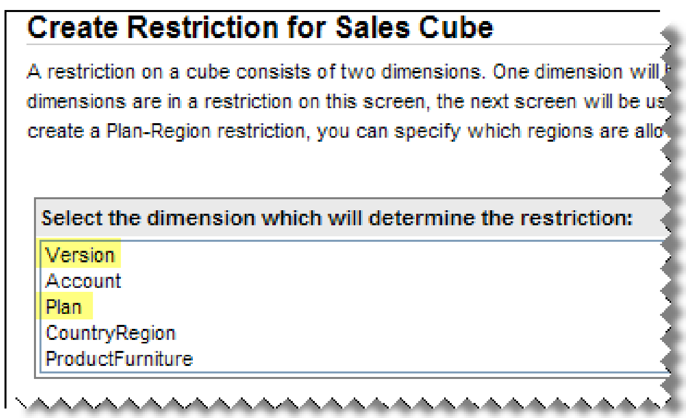
The user is then returned to the Summary of Sales Cube Restrictions page, where the new restriction is listed.



Restrictions on Dimension Combinations

Only one restriction is allowed to exist for any given pair of dimensions, regardless of their primary/secondary order. For example, a cube sheet cannot have both a Plan-Region restriction and a Region-Plan restriction, nor can it have two Plan-Region restrictions.

Plan and Version appear only in the primary dimension selector (not in the secondary dimension selector).



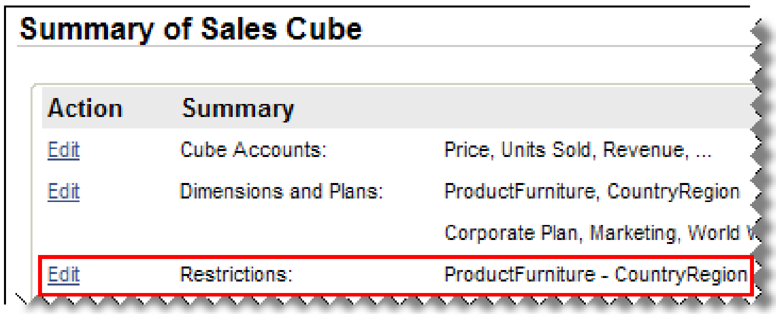
This is because a plan-dependent cube sheet always shows all plans to which the user has access, regardless of any restrictions.

And although version is not a dimension that can be selected in the cube sheet builder, version is always part of the coordinate of a cell. (A cell value always exists in a particular version.) But having version available in cube restrictions allows administrators to hide dimension values on a per-version basis. For example, a product is being discontinued and will not be available for planning in next year's budget version.

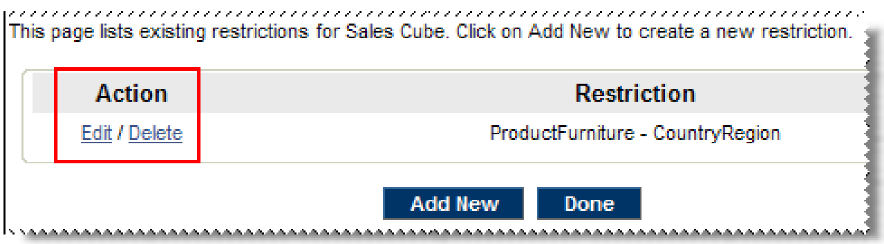
The Time dimension is not available for restriction. An individual user may choose to hide certain time elements in the sheet viewer, but all time coordinates in a version are always valid and can contain data.

Edit or Delete Restricted Combinations

An existing cube sheet restriction can be edited or deleted by going to the sheet editor and clicking Edit next to Restrictions.



This opens the Summary of Sales Cube Restrictions page. Click on the Edit or Delete links.



Clicking Edit takes the user to the same Edit Restriction page that was used to create the restriction in the first place. The same actions described above to create the restriction are available to edit it. It is not necessary to save between different actions within the same restriction; clicking Save saves all the combinations within this restriction.

What Happens to Existing Data in Restricted Combinations

When a combination of dimension values is restricted, any data at the invalid location is not deleted, but it **will no longer be visible on the cube sheet**. However, this data stills contribute to any rollup values, and will be visible if a report displays data in such a way that the invalid combination is shown♣. When a new restricted combination is saved, the administrator sees a warning that existing data will be hidden as a result of new invalid combinations.

♣ **Restricted cells do not have any special features in reports.** Since they generally contain no data, restricted cells usually appear as blank cells in a report. The matrix report writer does not prevent users from including restricted combinations.

What the Cube Sheet User Sees

The main purpose of this functionality is to restrict the cube sheet's dimension dropdown menus so that they do not include combinations that do not make sense, or are not allowed.

If a dimension in a restricted combination is displayed on the sheet in a dimension selector (that is, not being displayed in the rows or columns axis of the sheet), the restricted elements will not appear in the dimension dropdown.

If both dimensions in a restricted combination are displayed on axes of the sheet, the restricted locations are displayed as read-only cells. Cell Explorer can be used on such a restricted cell, and cell notes can be viewed, but the Formula Assistant is not available since the cell cannot be edited.

What the cube sheet user sees depends on how the Administrator has created the restrictions. Following are the different possibilities:

1. A dimension value may be completely hidden from the cube sheet. In this case, the dimension value is not displayed anywhere in the cube sheet; it does not appear in the axes, nor in the dimension dropdown menus. No data can exist in this cube sheet at the hidden dimension value.

2. Certain combinations are restricted. The dimensions and dimension values included in the restriction are part of the cube sheet and may be displayed on the sheet, depending on how it is laid out, per the above descriptions. The invalid combination locations are allowed to contain data, if that data was there prior to the restriction being created. However, that data cannot be edited or generally seen by users.

3. A user may choose to hide a dimension value from his view only. This type of hiding is user-specific, and does not remove data. It is simply a customization of the user's view of the cube sheet.

Additional Administrative Information

Dimension Administration

If a dimension or a dimension value is removed from a cube sheet, any restrictions that refer to that dimension or value are deleted. Therefore, if the dimension or value is re-added to the sheet, the restrictions would need to be re-created.

If a new dimension value is added to a dimension (e.g. a new product is created), it will default to the same restrictions as its parent. If a new value has no parent, it will default to Allowed in all restricted combinations that contain this dimension.

If a dimension value is moved to a different parent within the dimension, the dimension value is treated as a new dimension with respect to restrictions (i.e. old restrictions on the value are deleted, and it defaults to the same restrictions as its new parent.)

A dimension or a dimension value with a restriction on it cannot be deleted from Dimension Administration.

Importing Data

Data cannot be imported into restricted cube sheet locations. If such data is included in an import file, the import will not be blocked. Instead, after the import a warning will be displayed, saying "No data was imported for the following locations because they are restricted," followed by specific detail.

5. Administrative Permissions

Adaptive Planning users are assigned roles, which specify the specific functionality accessible to users with each role. Certain administrative permissions can be assigned to roles so that users who are not full administrators can access limited administrative functionality.

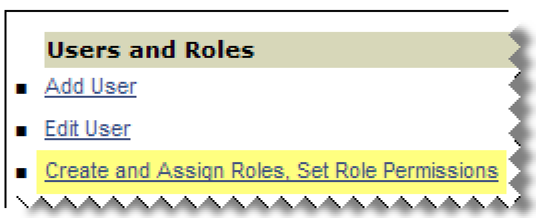
Administrative tasks such as managing users, managing roles, and managing sections of the plan tree can be performed by users who may have no other administrative privileges. Following is a description of what such users might be called, and what they can do:

A **plan administrator** can be granted permission to manage the plan tree. A plan administrator can be restricted to manage only plans that he owns. Such a user can change other users' plan access, but only for plans that he owns.

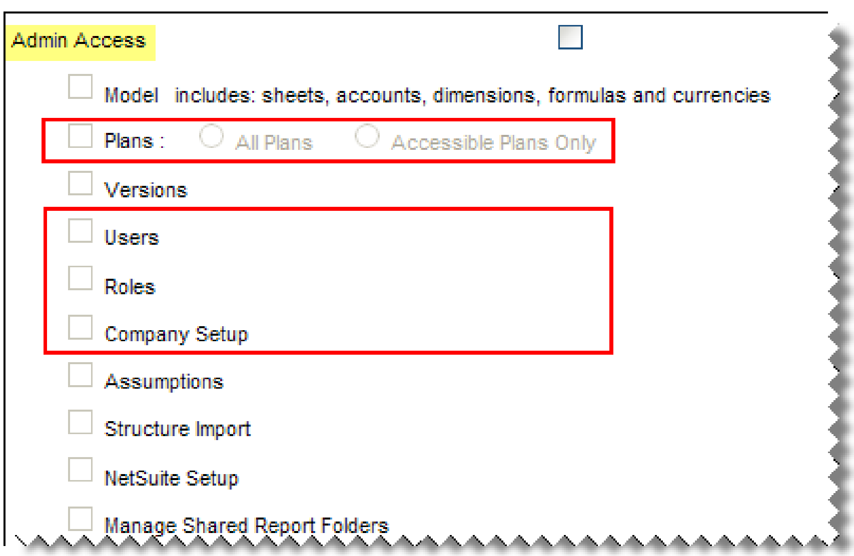
A **user administrator** can be granted permission to create or modify users in the system. This includes the ability to change user profile information, such as name, email address, etc., as well as the ability to change other users' passwords.

A **role administrator** can be granted permission to create or modify roles. Such a user can change his own role, and roles of other users.

To set up roles such as these, go to Admin, Users and Roles, Create and Assign Roles, Set Role Permissions, then click on New Role.

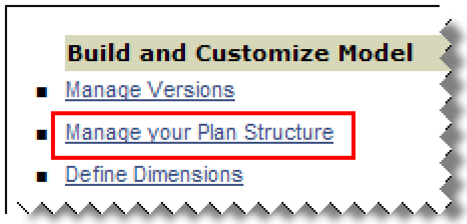


Administrative access includes permission to access Plans, Users, Roles, and Company Setup.



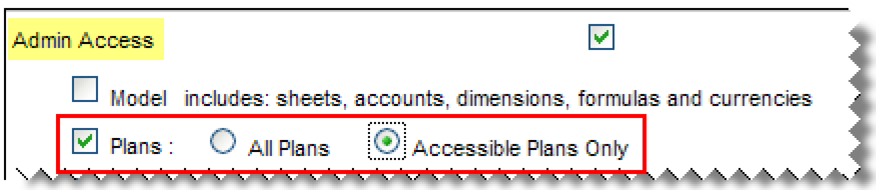
Plan Administrator

A user with permission that includes **Admin/Plans** will be able to access the Manage your Plan Structure screen, found in the Admin menu under Build and Customize Model:



Here, a user can create new plans, rename existing plans, and assign to plans sheet access, plan dimensions, and currency.

A plan administrator can be granted permission to access all plans, or accessible plans only.



Restricted Plan Administrator

"Accessible Plans Only" means only those plans to which the user has been granted access in his user profile. A user with such a role might be called a restricted plan administrator.

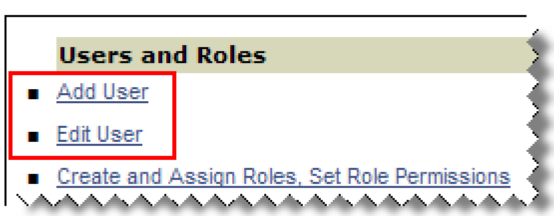
A restricted plan administrator can create new plans, rename existing plans, and assign access to sheets, plan dimensions, and currency to only those plans to which he has access to (his portion of the plan tree). He **cannot** do any of the following:

- Create new plans outside of his portion of the plan tree.
- Grant access to himself or other users to plans he does not own. This includes users he may create is he is also a user administrator.
- Change the parent of his own topmost-level plan.

→ **Note:** A restricted plan administrator cannot change his own plan access.

User Administrator

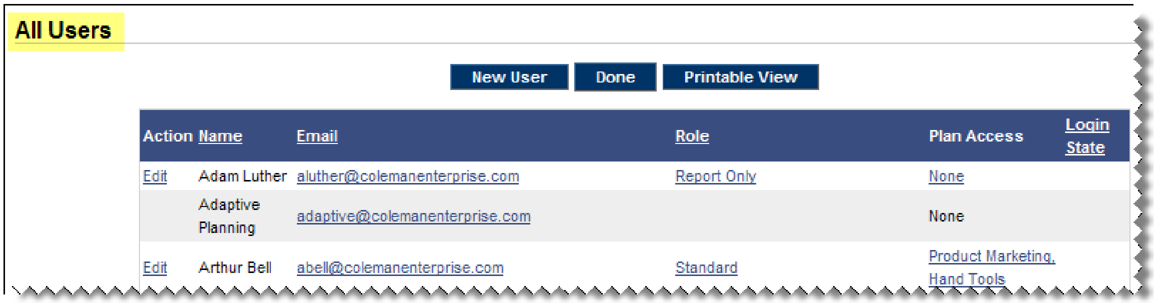
A user with permission that includes **Admin/Users** will be able to access the Add User and Edit user screens, found in the Admin menu under Users and Roles:



User Administrative permission includes the ability to create users, change their passwords, delete users, and set general user attributes such as name, email address, and time zone.

User administrators cannot change users' roles or users' plan access (unless they also have a role that includes Admin/Roles and Admin/Plans.)

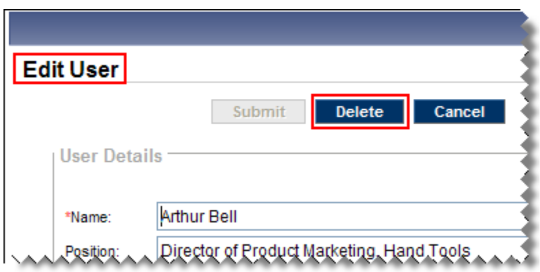
What a user will see in the Edit User screen depends on which administrative permissions have been assigned to his role.



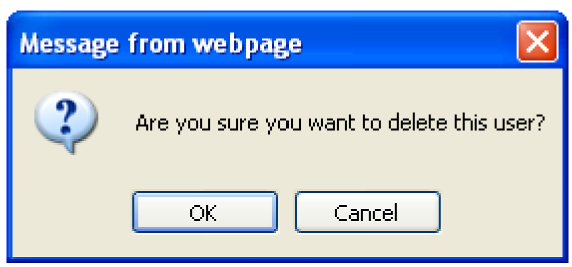
The Role column is visible only if the user has access to Admin/Roles (more on this, below.) The Plan Access column is visible only if the user has access to Admin/Plans.

Delete a User

To **delete** a user, go to Edit User, where there is a delete button at the top of the user profile.



Click OK on the warning message:



→ **Note:** A user cannot delete himself.

What Happens to a Deleted User's Reports

When a user is deleted, the following occurs:

- All personal reports created by the user are deleted.
- All shared reports created by the user are reassigned to the first Corporate Plan owner found by the system. (The Corporate Plan is the highest level of rollup in the plan tree.)

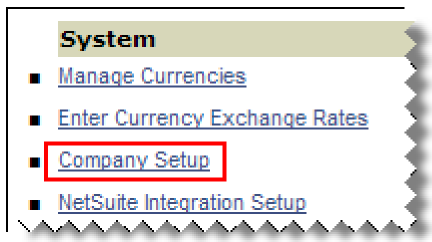
Role Administrator

A user with permission that includes **Admin/Roles** will be able to access the Create and Assign Roles, Set Role Permissions screen, found in the Admin menu under Users and Roles:

→ **Note:** A user with Admin/Roles permissions cannot delete the role assigned to himself.

Company Setup Permission

A user with permission that includes **Admin/Company Setup** will be able to access the Company Setup screen, found in the Admin menu under System:

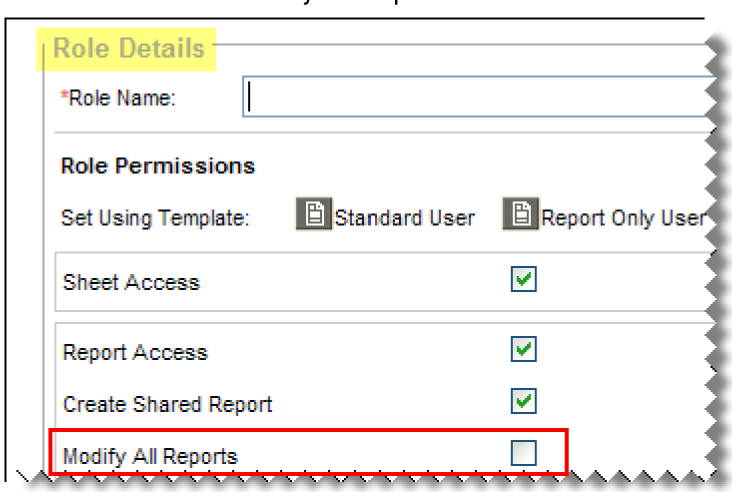


The **Company Setup** screen is used to set the company name and address, and password management.

→ For more information on these topics, please see the user guide for Administrators, in the sections called User, Role and Permission Administration, and Password Management.

Modify All Reports Permissions

In Admin, Users and Roles, Create and Assign Roles, Set Role Permissions, when creating or modifying a role, there is a choice called Modify All Reports:



This is a powerful permission. It allows users with this role to modify and save shared reports (including report templates) owned by all other users.

Without this permission, users can view and modify shared reports owned by others, but not save them. They can save a copy by choosing Save As, and giving the copied report a different name. This leaves the original report unchanged.

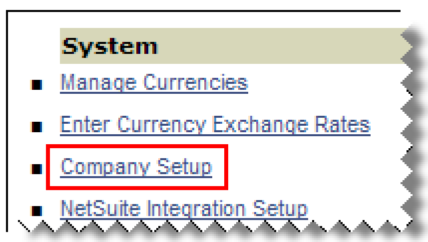
Users with permission to Modify All Reports can choose Save after modifying a shared report owned by another user. The newly saved report will then replace the existing shared report. However, the owner of the report does not change. The modified report still retains its original owner, who can still modify and save the report. In other words, the permission to Modify All Reports allows a user to modify existing shared reports, regardless of their owners, but does not allow him to take control of the report from the original owner.

This permission can be useful for allowing certain users to be report experts, who routinely repair and modify other users' reports.

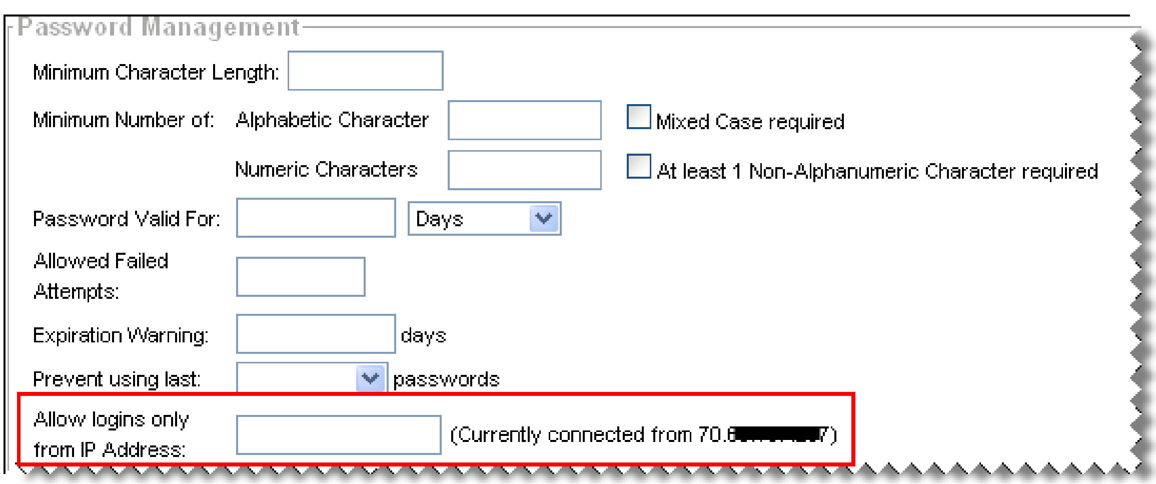
→ **Note:** This permission does not grant the user access to reports he does not already see. Users with this permission cannot edit other users' Personal Reports, for example, because one user cannot see another user's Personal Reports.

IP Restriction on Login

An administrator can specify an IP address from which all users must login.



Under Admin/System/Company Setup, at the end of the Password Management section, there is a field called IP Restriction. This field defaults to the current IP address of the user.



An entry in this field must be in the form of four numbers in the range from 0 to 255, separated by dots, with no wildcards, spaces or other punctuation.

If a user enters a value that does not match his current IP address, a warning will be displayed, saying that if he saves this IP address, he will no longer be able to log in from his present location.

If an IP Restriction is created here, the user login screen will then confirm the IP restriction. If a login attempt is made to a company with an IP Restriction, the IP address being used in the HTTP request is compared to the IP address specified as the company's IP Restriction. If the addresses match, the login is allowed to proceed (as long as the other credentials match – email, password, etc.) If the addresses do not match, the login is rejected and the user is returned to the login screen with the error message "This login is from an invalid network."

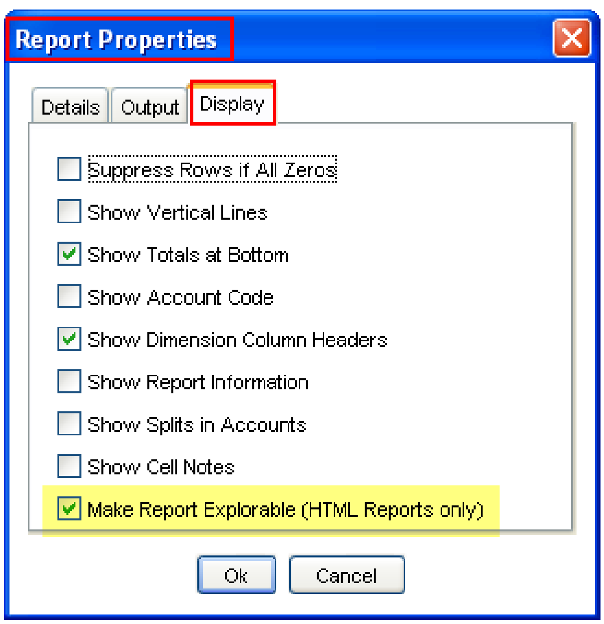
6. Cell Explorer in Reports

A user viewing a matrix report (in HTML format) can click on most numbers and launch Cell Explorer.

Report Properties

Report Properties includes an option to Make Report Explorable. This is checked by default for new reports. In existing reports, explorability is checked for all reports that are not global shared reports (i.e.

If you create a new report, Explorability should be on by default (see the Display tab of the Report Properties dialog in the Builder). For existing reports, explorability should be on for all reports that aren't "global" (i.e. don't have "Show all data regardless of plan" checked in the Save As dialogue box.)



When a Number Cannot be Explored

A number in a matrix report can be explored if it is a data record residing in a coordinate of version, account, plan, and time. This includes account, plan and time period rollup numbers. It also includes splits.

A number cannot be explored under the following circumstances:

1. The number does not exist in the database, but instead has been created on the report (i.e. the number is in a % of Account cell, or is calculated on the report as a subtotal or difference.)

2. **The number is an aggregate of more than one coordinate** (version/account/plan/time) in the system (except account/plan/time rollups.) This is the case when a report has two or more plans, accounts, or time periods specified in the filter. Any given number on the report represents an aggregate of whatever is in the filter. However, if the user drills down into one underlying plan, account, or time period, then Cell Explorer will be available.

3. The report is being viewed in Excel or PDF format.

How to Use Cell Explorer in Reports

When a user is in a matrix HTML report with cells that can be explored, hovering the mouse over a number will cause the cursor to change to a pointer. This is an indication that the cell is clickable. (In the Firefox browser, the cursor may not change. In this case, simply click on the number.) Clicking on the number will launch Cell Explorer in a separate browser window.

→ Note: For more information on the topic of Cell Explorer, please see the User Guide for Budget Managers.