Adaptive Planning

Winter 2012 Release

New Features and Enhancements

Created January 2012

Adaptive Planning, Inc.
Winter 2012 - New Features Release Notes

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Adaptive Planning Winter 2012 Release Features Overview

The Winter 2012 Release was introduced on January 27, 2012. The major enhancements in this release include transactions, custom reporting calculations, and report management updates. This document includes an overview of the updates and explains the new functionality.

Transactions

The ability to import transaction data and define the transaction fields allows a user to drill into the transaction detail that comprises an account's actual value.

Example

The new transactions feature is very useful in pinpointing variances between actuals and budget data. For example, if a budget manager is reviewing her Expenses sheet and sees a variance of $1,500 for travel expense, she can use the transaction drill-through to determine where the actuals amount was derived. After right-clicking on the cell and selecting Drill into Transactions, she is able to see that the travel expense was higher due to a sales representative's extended hotel stay to close a big prospect. This feature facilitates a more thorough analysis of the data in Adaptive Planning.

Definitions

A transaction is defined as a set of accounting entries that must balance (credit and debit amounts must match). A transaction typically has the following characteristics: ID number, date, description, account, amount, and dimensional attributes (if applicable). A transaction's entries are associated with accounts in Adaptive Planning, not the transaction itself.

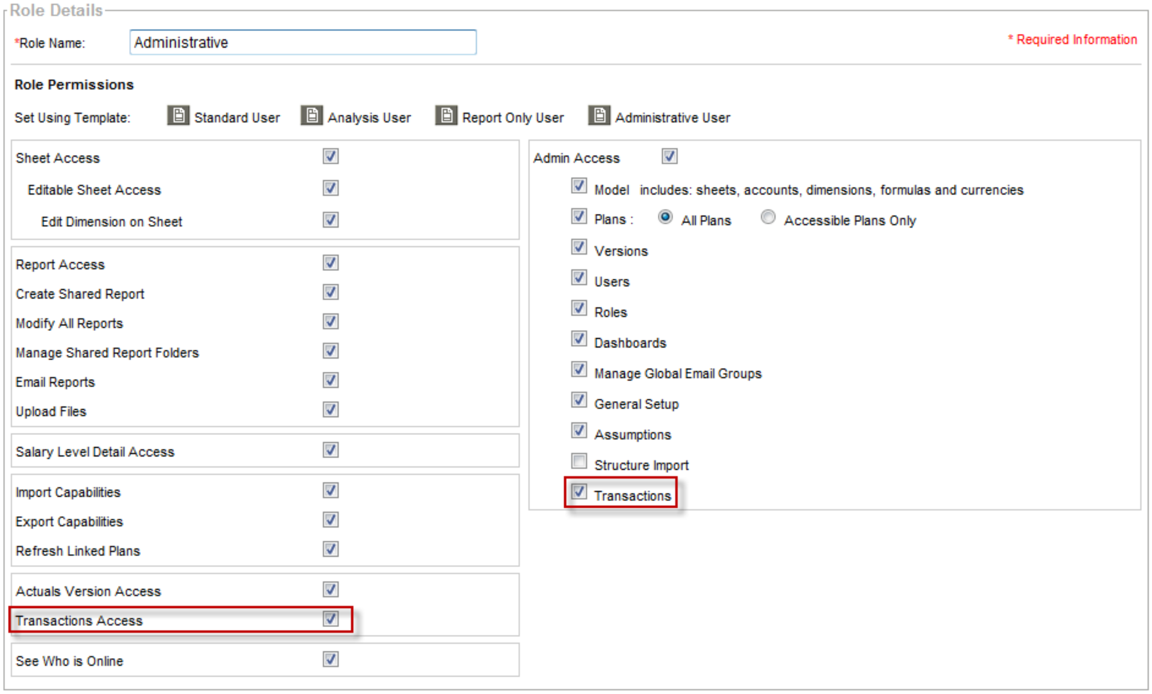
A transaction line is one of the entries that comprise a single transaction. A transaction line can represent a line item on an invoice, or it could represent an allocation of a credit amongst a set of accounts. Each transaction line is associated with one account and one plan in Adaptive Planning.

Permissions

Transaction drill-through is part of the Transaction and Analysis module that is purchased separately. This feature can be activated at any time.

If this feature has been enabled in an instance, a new permission called Transactions appears in the Admin Access list. Having this box checked allows administrators to see the Define Transactions link on the Admin page. A user will be able to import transactions if that user has Import Capabilities.

A user will only be able to drill through to transactions or run transaction reports if that user has Transactions Access.

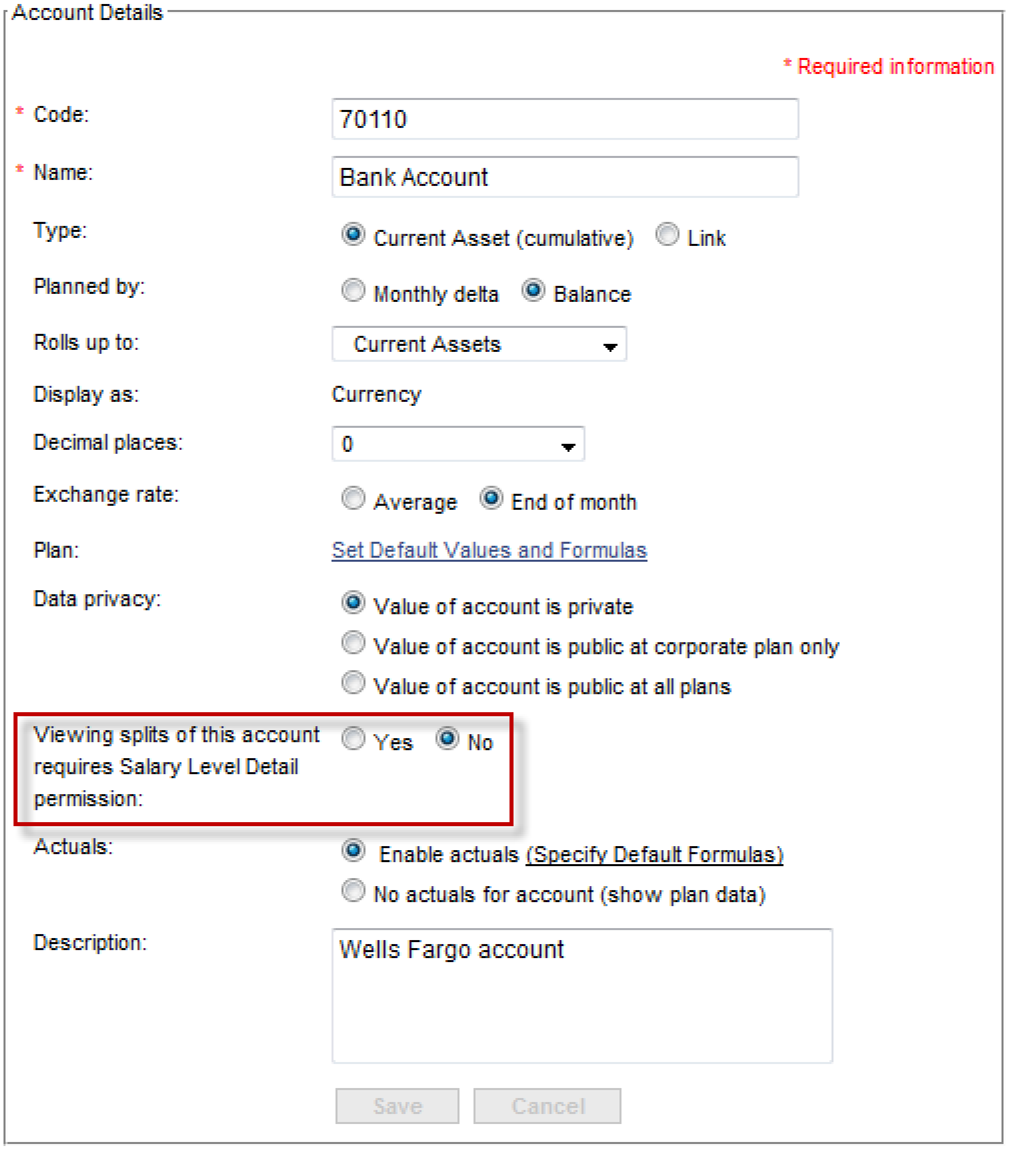


Salary Level Detail Permission

Prior to the Winter 2012 release, only modeled accounts could be set so that salary level detail access was a requirement to view the split level detail on a sheet.

→ **Note:** All calculated accounts on the modeled sheet retain the same setting, i.e. it is not possible to require salary level detail permission for one account, but not another.

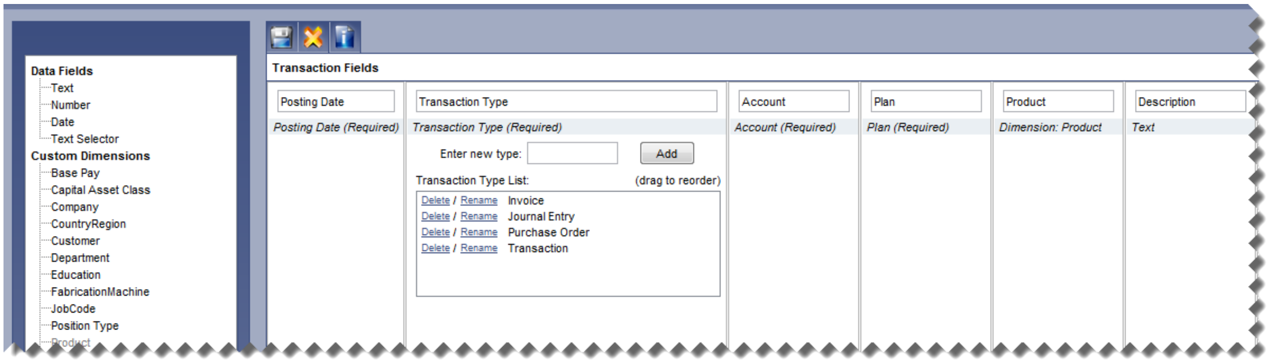
Now, requiring salary level detail access can be applied to GL and Custom accounts. Any account that requires salary level detail permission hides splits and transactions for that account. A user without salary level detail permission is not able to drill into transactions for the specified account.



Transactions Definition Editor

Administrators with Transactions Access need to define the structure and format of the transactions and line items. This includes the fields and data type that each transaction and line item will have.

The Define Transactions screen looks similar to the modeled sheet builder and works in a similar fashion. There are two components, Data Fields and Custom Dimensions, that can be dragged and dropped to the transaction builder.



Required Fields

The following fields are required for a Transaction Field to be valid:

- **Posting Date:** represents the date on which the transaction is posted to the GL. This is a date field used to identify the month and year in which the transaction is input in Adaptive Planning.
- **Transaction Amount:** represents the amount for a line item in a transaction. This is a number field.
- **Account:** represents the Adaptive Planning account that the transaction or the line item belongs to. The list of valid accounts with which a transaction line item can be associated are all GL, Custom, and Assumption accounts that can hold actuals data in Adaptive Planning.
- **Plan:** represents the Adaptive Planning plan that the transaction or line item belongs to. Transactions cannot be associated with Linked Plans.
- **Transaction Type:** this is a text selector that allows you to specify the type of the transaction such as Bill, Invoice, Journal Entry, etc. This list comes pre-populated with a common list of transaction type values, but entries can be added, changed, and removed as needed.

These fields cannot be deleted.

Optional Fields

Data Fields

- **Text:** Text fields can contain alphanumeric characters as well as special characters. The maximum is 1,000 characters per field and transaction line. If a field contains more than 1,000 characters during import, the data for that field will be truncated.
- **Number:** Number fields can be set to display as Currency, Number, or Percent. The decimal precision can also be set.
- **Date:** Date fields can only contain date data.
- **Text Selector:** Text selectors can contain a predefined set of values in the form of a drop-down list. Administrators can specify the set of values present in the Text Selector list.

Custom Dimensions

Any custom dimension in the model can be used in the Transaction Field. The same dimension cannot be used more than once in the Transaction Field. All dimension values will be available for mapping for transactions. The user cannot choose which dimension values are available on the sheet.

The maximum number of fields allowed in the transactions builder is 30. Only one Transaction Field Definition exists per model.

Managing the Transactions Field Definition

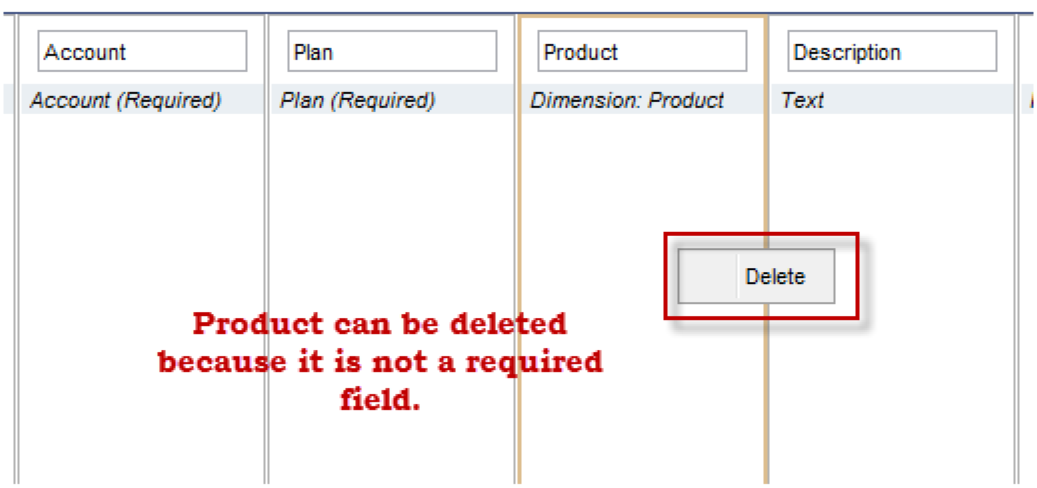
The Transactions Field can be updated and edited at any time by an administrator with the appropriate permissions, regardless of whether transactions have previously been imported.

Adding New Fields

To add a new field, simply drag and drop the desired element to the builder. The new field will be empty for previously imported transactions.

Deleting Fields

If a field is not required, the field can be deleted at any time by right-clicking and choosing Delete. A warning message will be displayed notifying the user that all data for prior transactions will be lost.



Effect of Structural Changes on Transaction Data

Account Updates/Deletion

When an account is deleted that contains transaction data, all transaction items are deleted from the system. If the account that is deleted is the last child of a parent account, the transactions in the child account will be moved to the parent account. If a child account is added to an account that already contains transaction data, the transaction data will move to the first child.

Plan Updates/Deletion

Deleting a plan deletes all transactions and line items associated with the plan. Updating a plan name has no impact on transaction data.

Dimension Updates/Deletion

Dimensions that are present in the Transactions Field Definition will be considered in use, and thus not able to be deleted. Administrators must first remove the dimension from the Transaction Field Definition before the dimension can be deleted from the system. Renaming a dimension has no impact on associated transactions.

Dimension values will NOT be shown as in use if they are being used in the Transactions Field definition even if there are associated transactions. If an administrator deletes a dimension value, the following will occur:

- If the dimension value does not have a parent (the parent is the dimension itself), deleting the dimension value will set all associated transactions to blank.
- If the dimension has a parent, all associated transactions will be tagged with the parent dimension value.

Version Updates/Deletion

The following applies to transactions when the Left Scroll Limit and End of Plan are changed in the Actuals version:

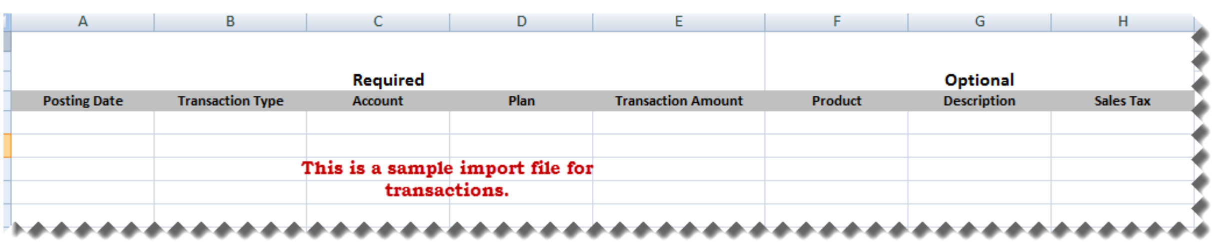
- Moving the Left Scroll Limit backward will not affect existing transactions in the model.
- Moving the Left Scroll Limit forward will remove all existing transactions whose posting date is earlier than the month and year specified.
- Moving the End of Plan forward will not affect existing transactions.
- Moving the End of Plan backward will remove all transactions whose posting date is greater than the month and year specified.

Importing Transaction Data

Import is the only method supported by the system for transaction data. The data can be imported via the spreadsheet template or through the web service. Information regarding the web service import is included in the API document.

Import using Spreadsheet Template

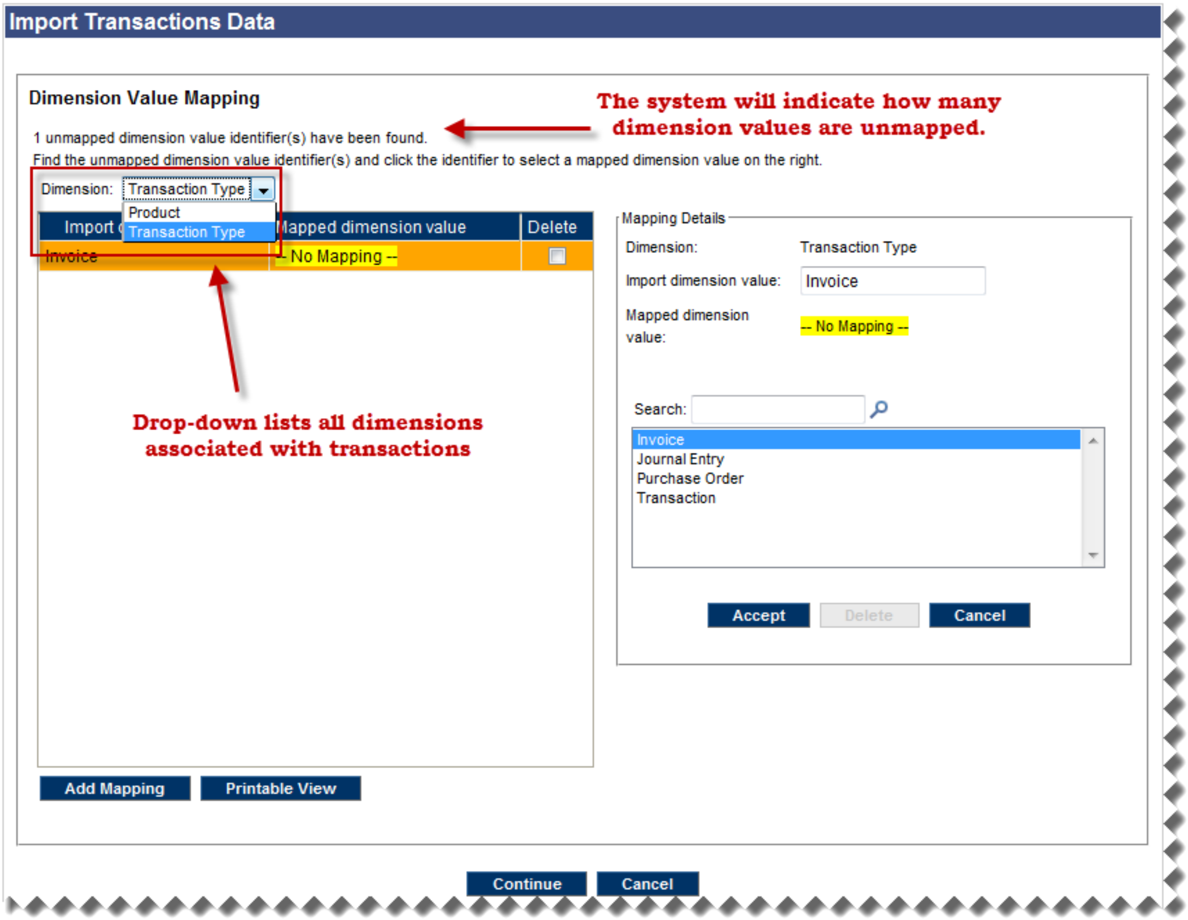
Any user with Import permission is able to import transaction data. On the Import tab, a new radio button called Transactions now exists under Plan. If you are a NetSuite user or if you already have a Custom script in place, there will be additional options for import. If not, you will be prompted to select the import file. The template can be downloaded using the Download Template link. The mappings defined for accounts, plans, and dimensions for Actuals and Plan import are also applied to transactions.



→ **Note:** If a user selects Transaction as the import type before any fields have been defined in the transactions builder, a message is displayed that asks the user to contact an administrator, as transactions have not yet been configured.

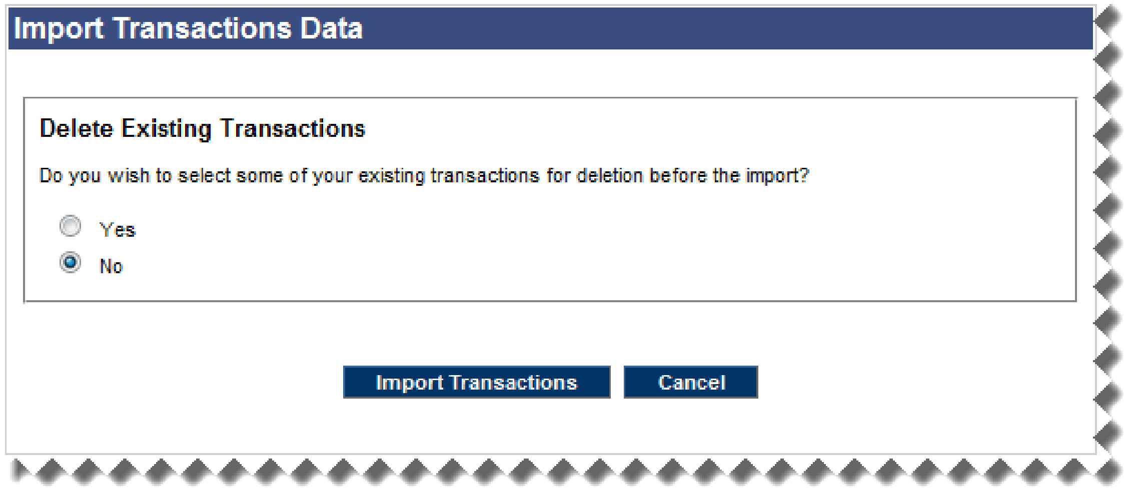
Once a template has been selected and validated by the system (if there are errors, the system will detail the errors in red font), the user will be taken through the mapping process.

Users are first asked to match dimensions. The drop-down list shows all dimensions that are associated with transactions and how many values are unmapped.

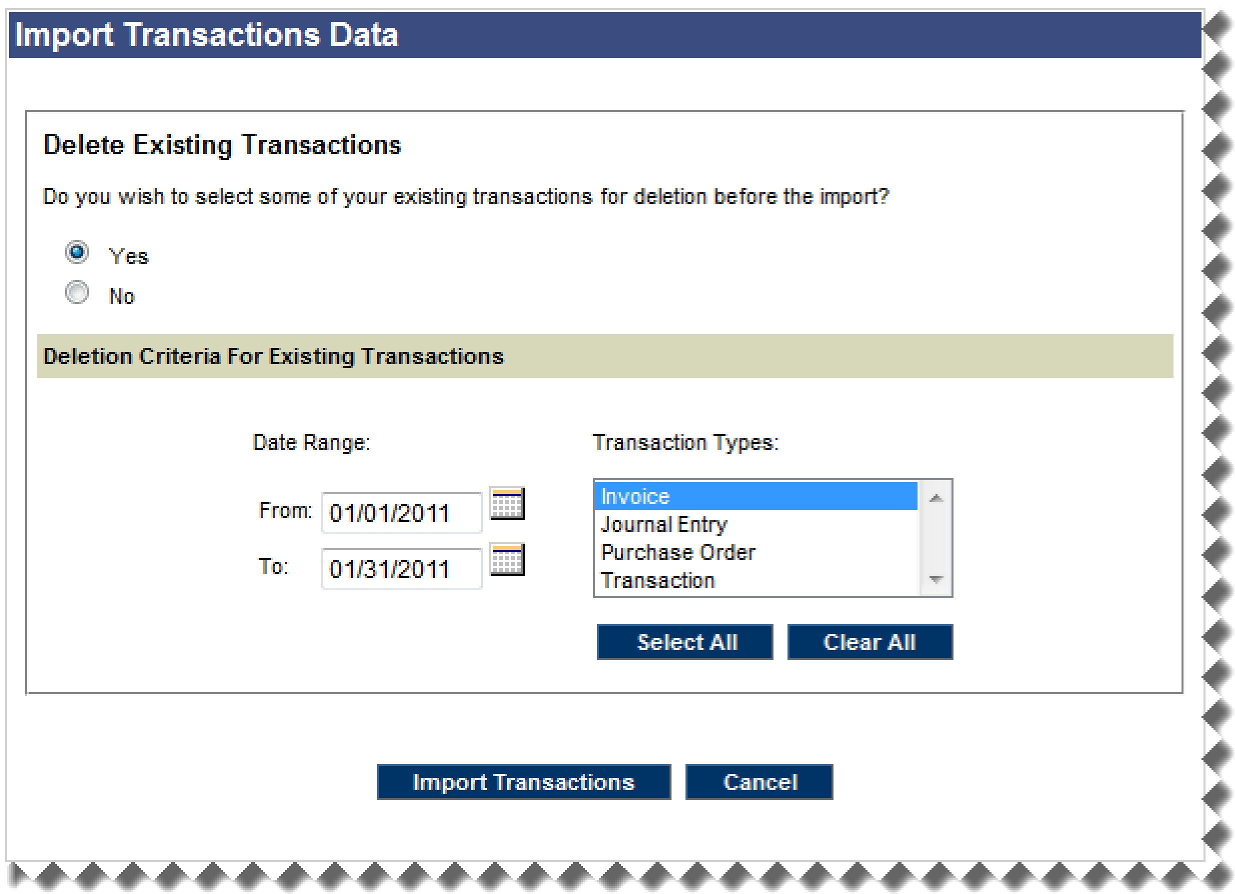


After mapping dimensions, accounts and plans must be mapped. Transactions can only be mapped to GL, Custom, and Assumption accounts. These screens look and function in the same way as the screen for dimension mapping.

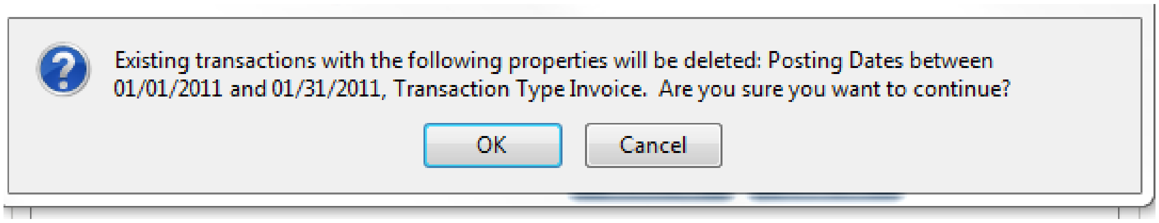
Once accounts, plans, and dimensions are mapped, the system generates this prompt:



If the user selects Yes, additional options are presented. The user can specify the date range as well as the transaction type that should be deleted.

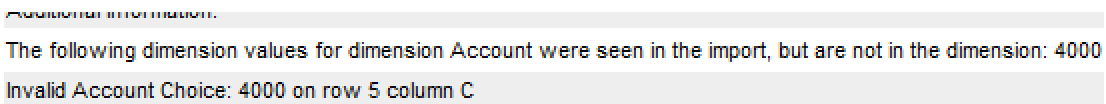


Once the Import Transactions button is clicked, the user receives a confirmation message:



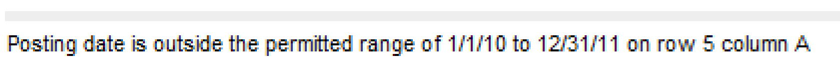
Import Rules and Restrictions

If an account/plan/dimension is unmapped, that data will not be imported to the system and a message is displayed that indicates which values were not imported.

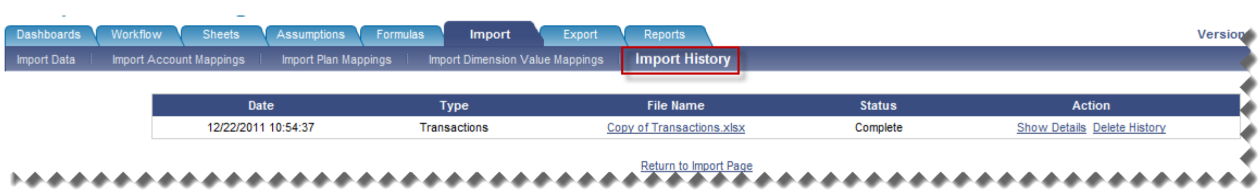


All required fields MUST be populated and cannot be left blank. All Number fields that are displayed as Currency are imported as is, meaning the system does not apply the exchange rates during import. It is imperative that the user ensures the data that is going to be imported is already converted with the appropriate exchange rate.

If a user attempts to import transaction data to time periods outside of the Left Scroll Limit and End of Plan dates, an error message is displayed:

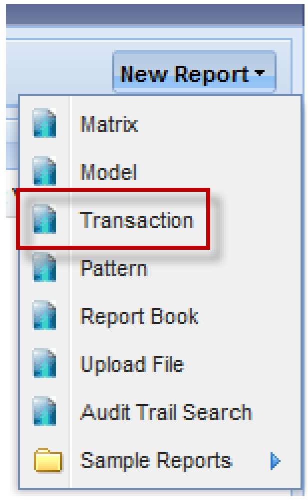


Transactions that have been imported can be viewed by clicking on the Import History link on the Import tab.

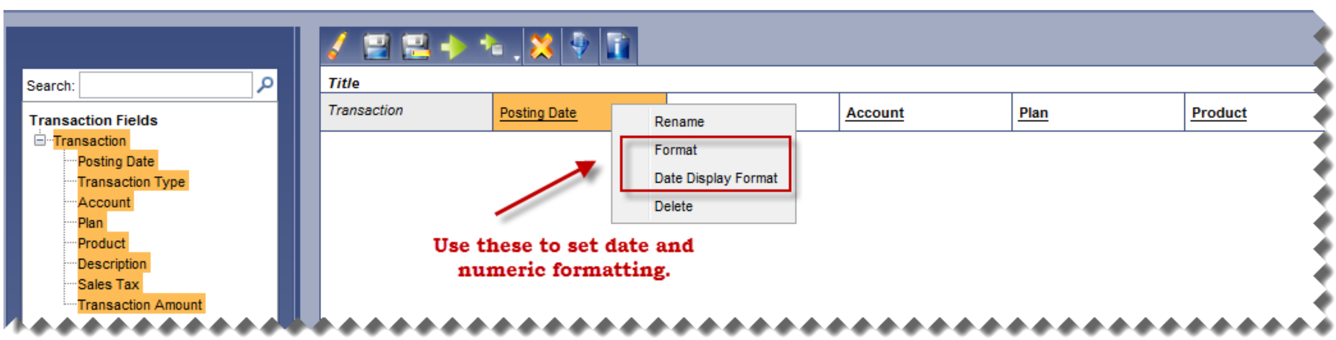


Transaction Reports

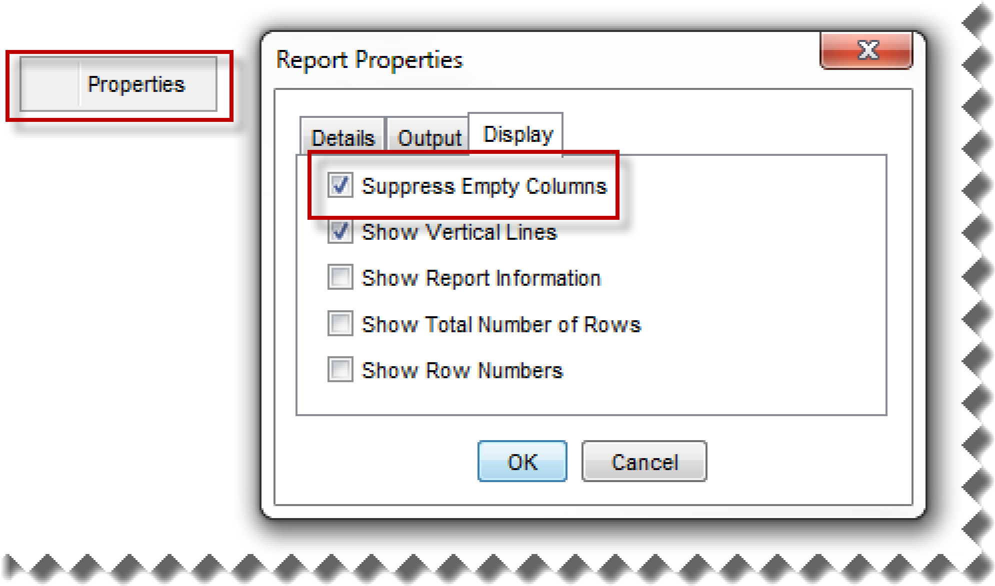
Transaction reports are similar to modeled reports in their look and functionality. A new report type now appears in the New Report drop-down list on the Reports tab. Clicking Transaction opens the report builder.

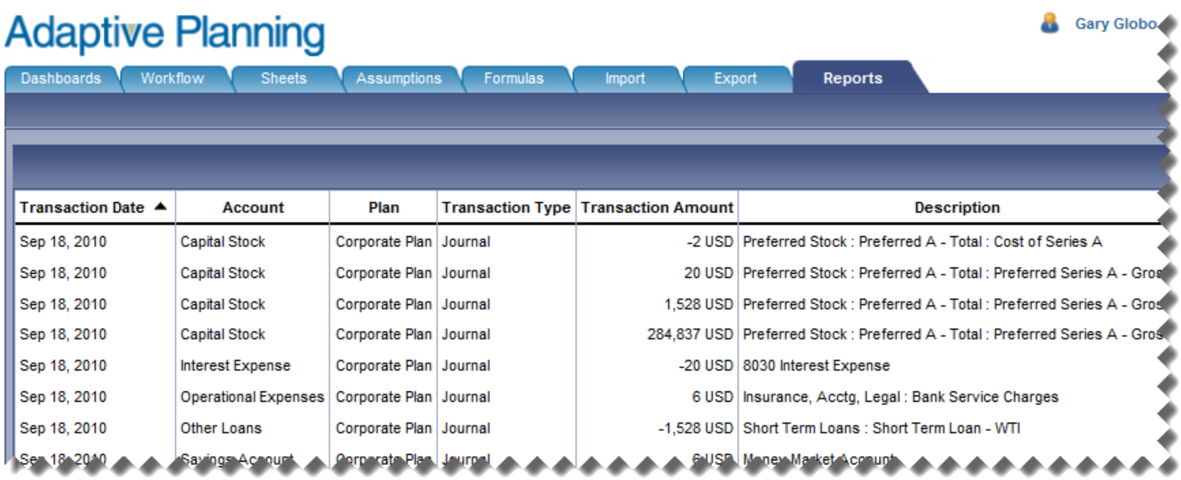


Just as with modeled reports, the fields that are defined in the Transactions builder can be dragged and dropped to the report builder. Numeric formatting can be set on each column by right-clicking and selecting Format. How dates are viewed in Date fields can also be set by right-clicking and selecting Date Display Format. Any field in the Transactions builder that is set as a Number can show totals by right-clicking and selecting Show Total at Bottom. The  icon launches the transaction report filter, allowing the user to specify filtering rules for the report.



Transaction reports can also suppress empty columns so that only columns that contain data are displayed. This can be enabled by right-clicking in the report builder, selecting Properties, then Display.

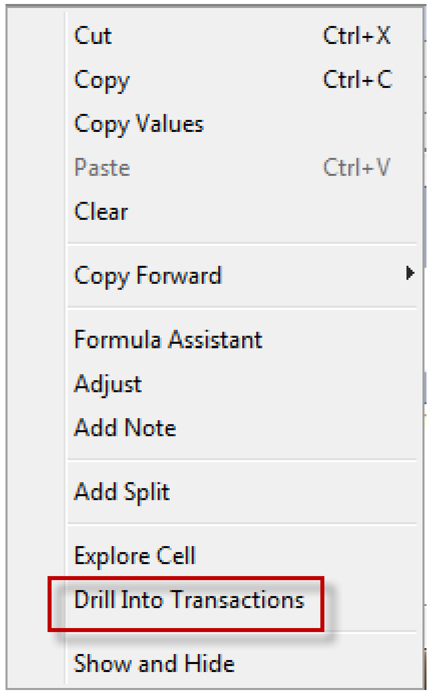


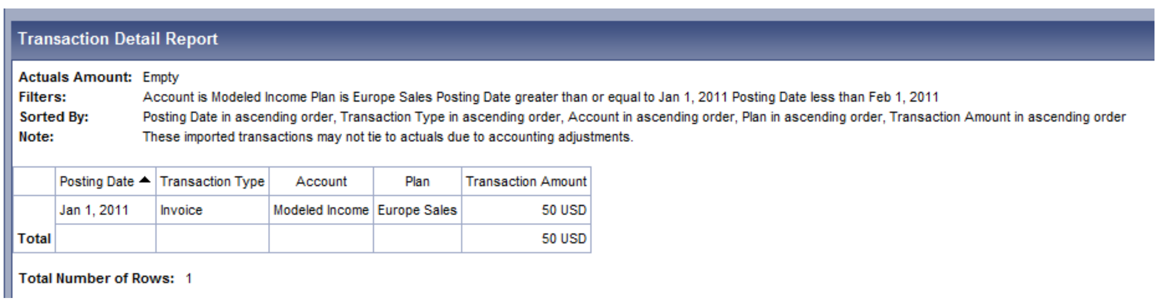


Transaction Date ▲	Account	Plan	Transaction Type	Transaction Amount	Description
Sep 18, 2010	Capital Stock	Corporate Plan	Journal	-2 USD	Preferred Stock : Preferred A - Total : Cost of Series A
Sep 18, 2010	Capital Stock	Corporate Plan	Journal	20 USD	Preferred Stock : Preferred A - Total : Preferred Series A - Gro
Sep 18, 2010	Capital Stock	Corporate Plan	Journal	1,528 USD	Preferred Stock : Preferred A - Total : Preferred Series A - Gros
Sep 18, 2010	Capital Stock	Corporate Plan	Journal	284,837 USD	Preferred Stock : Preferred A - Total : Preferred Series A - Gros
Sep 18, 2010	Interest Expense	Corporate Plan	Journal	-20 USD	8030 Interest Expense
Sep 18, 2010	Operational Expenses	Corporate Plan	Journal	6 USD	Insurance, Acctg, Legal : Bank Service Charges
Sep 18, 2010	Other Loans	Corporate Plan	Journal	-1,528 USD	Short Term Loans : Short Term Loan - WTI
Sep 18, 2010	Savings Account	Corporate Plan	Journal	6 USD	Money Market Account

Transactions Drill Through

Right-clicking a cell on a sheet for which transactions have been imported presents the option to Drill into Transactions. Clicking this link brings users to the transaction report, which shows information regarding the underlying transaction.





Transaction Detail Report

Actuals Amount: Empty
Filters: Account is Modeled Income Plan is Europe Sales Posting Date greater than or equal to Jan 1, 2011 Posting Date less than Feb 1, 2011
Sorted By: Posting Date in ascending order, Transaction Type in ascending order, Account in ascending order, Plan in ascending order, Transaction Amount in ascending order
Note: These imported transactions may not tie to actuals due to accounting adjustments.

	Posting Date	Transaction Type	Account	Plan	Transaction Amount
	Jan 1, 2011	Invoice	Modeled Income	Europe Sales	50 USD
Total					50 USD

Total Number of Rows: 1

Upgrade Considerations

The transaction feature will not be available until purchased.

All GL and Custom accounts will NOT require salary level detail permission.

If the transaction feature is enabled, the following permissions are applied:

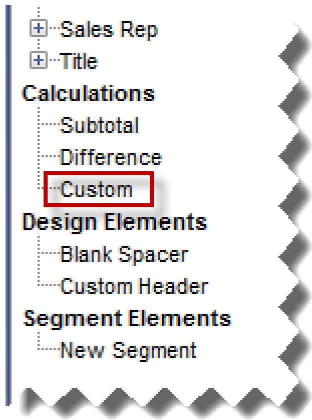
- All administrative users who have Model permission have Transactions permission.
- Users with access to the Actuals Version are given Transactions access (these users will be able to run transaction reports and drill into transactions).
- Users with Report Access permission are able to create and modify transaction reports.

Custom Report Calculations

Formula Assistant and Syntax

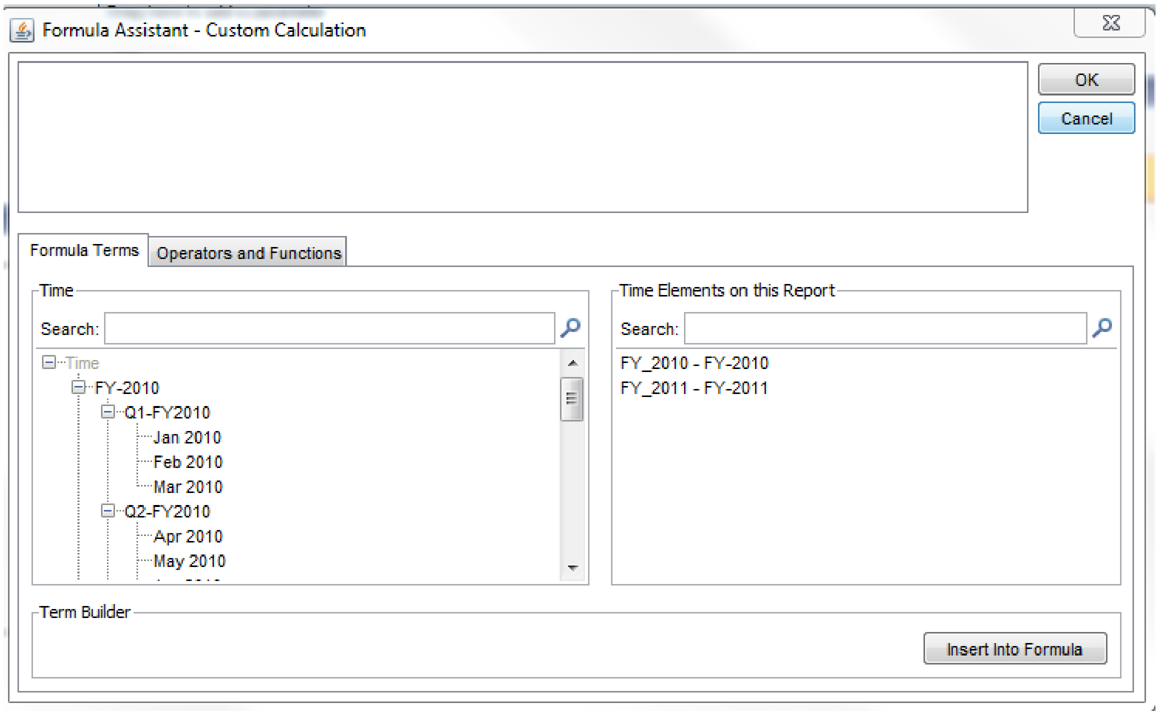
Custom calculations allow users to create custom formulas in Matrix reports. Users can drag a Custom calculation element into a tier to create a custom formula that refers to elements of the dimension/plan/account that are on that tier.

A new element called Custom now appears under Calculations in the report builder.



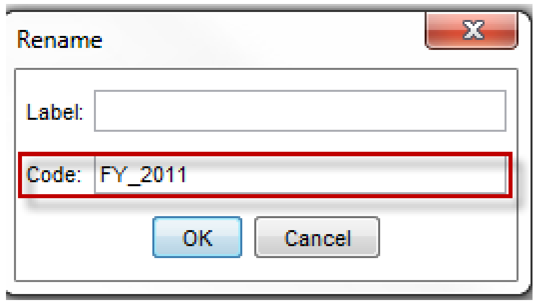
The Custom calculation can be put on the x and y axes, as well as the spreadsheet tab and the Filter.

There is no default formula when a Custom calculation is dragged to the report builder, so users should use the formula assistant to create a formula. If a formula is not specified, the report will return f(x) errors. Custom calculations can be set to display as a percent, value, or the account's display type. Numeric and conditional formatting can also be set by right-clicking and choosing Format.



A formula term must be of the same dimension type as the tier that contains the calculation element. For example, a plan calculation can refer to plans, but not accounts, time, versions, or custom dimensions. There are two types of terms: absolute entity terms and dynamic terms that reference other elements on the report.

- An **absolute entity term** refers to an element of the dimension that is not dependent on the properties of the report or user session. Most of the time they are identical to the items listed in the tree palette for the dimension. For example, when creating a plan in-tier calculation, the list of absolute terms that can be used in a report formula is identical to the list of plans shown in the tree palette. The list of absolute terms that can be used in a report formula does not change, regardless of what elements have been placed on the report. In particular, a formula can refer to an absolute entity even if that entity is not used anywhere on the report.
- A **dynamic element's value** is dependent on some property in the report or user session. For example, the "Current Version" element does not refer to a specific version entity, but to the current working version in the user's session. Dynamic elements cannot be referenced directly in a formula in an in-tier calculation, but they can be referenced by the element's code. The system auto generates a code, but the codes can be edited by right-clicking the element and selecting Rename. Codes cannot contain any special characters or spaces.



The following is a list of dynamic elements:

- Current Version
- Timespan
- QTD
- YTD
- Parameterized Elements
- Other Calculations, including Subtotal and Difference

All standard formula operators and functions are available in the report formula syntax. In addition, there is specific formula syntax exclusive to reports that is described below.

When referencing absolute entities in an in-tier calculation, the syntax is [*account code or element name*]. See the following examples:

- **Accounts:** when creating an in-tier calculation in an account tier, you would include the account codes in the formula syntax within square brackets. If you were creating a formula to represent Gross Margin, the syntax might look something like this: [PL_Income]-[PL_COGS]
- **Dimensions:** when creating an in-tier calculation that references dimensions, you would include the dimension value name within square brackets. For example, if you wanted to total the US, Japan, and Canada dimensions, the formula syntax would look like this: [US]+[Japan]+[Canada]
- **Plans:** to reference a plan in an in-tier calculation, include the plan name in square brackets. For example, if you want to add the Accounting US and Accounting Japan departments, the syntax would look like this: [Accounting US]+[Accounting Japan]
- **Time:** you can reference months, quarter rollups, and fiscal year rollups within an in-tier calculation in a time tier.
    → **Note:** Relative time references, which include "(this)," are not valid in report formula syntax.
        - **Month:** the notation [*mm/yyyy*] is used to represent month. If you wanted to add March, April and May of 2012, the formula syntax would look like this: [03/2012]+[04/2012]+[05/2012]
        - **Quarter rollup:** the notation [*Q#-yyyy*] represents a fiscal quarter rollup. If you wanted to display the rollup of the 4th quarter in 2012 in a time tier on a report, the formula would look like this: [Q4-2012]

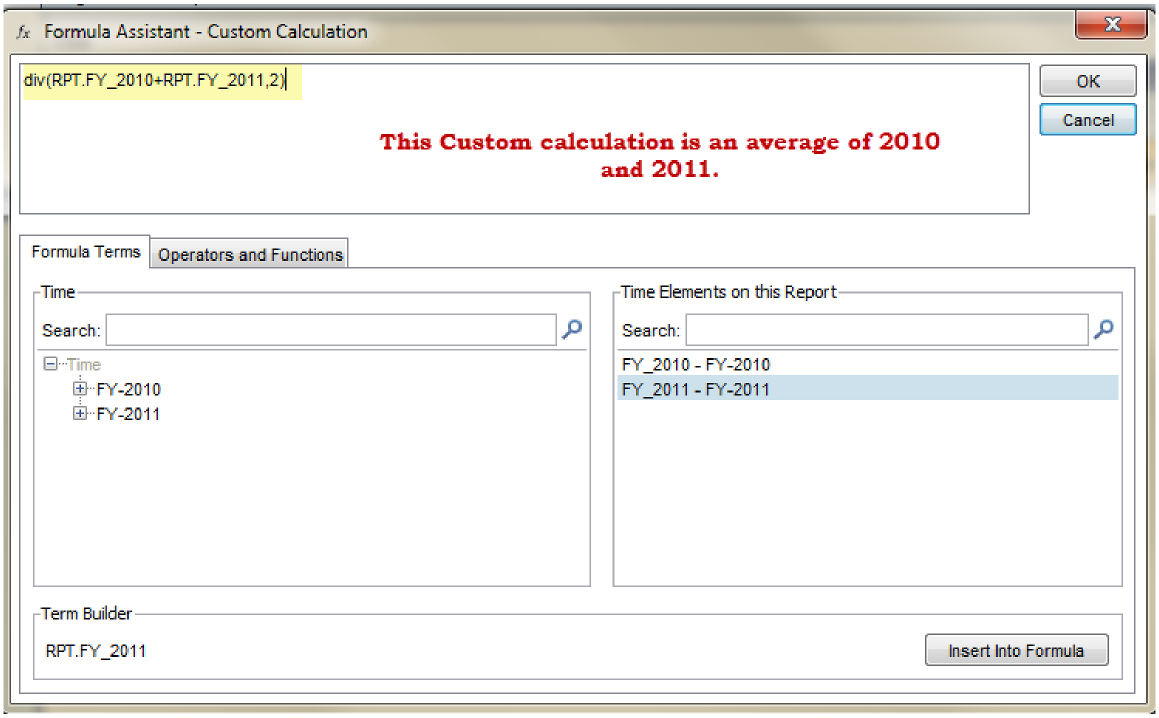
- **Year rollup:** to reference a fiscal year rollup, use [*yyyy*]. For example, [2013] would return the total rollup for 2013 for the accounts included on the report.
- **Time Ranges:** Month, quarter, and year terms can be used in ranges. When you include ranges for time in the formula syntax, all ranges must be of the same magnitude as shown in the following examples: [01/2012:06/2012], [Q1-2012:Q3-2012], or [2012:2015]. Month, quarters, or years in a single time range cannot be mixed.

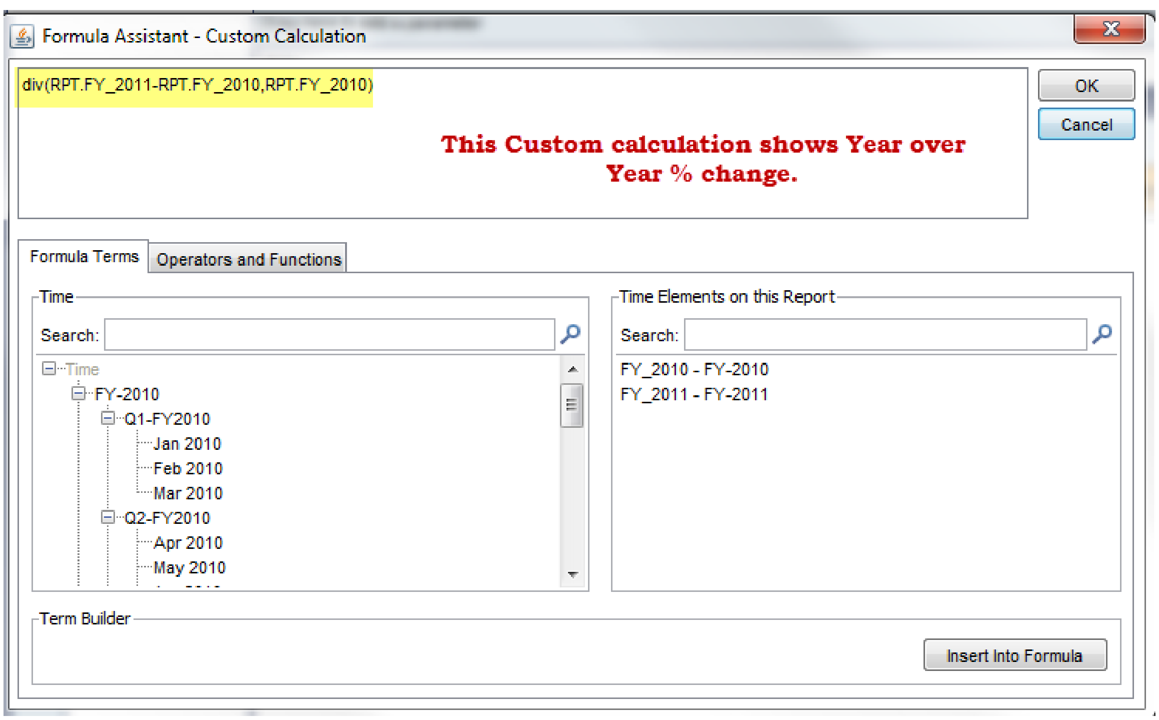
When referencing elements that exist on the report, use the notion "RPT.elementcode." This type of notation allows you to reference any element that has been placed within the report builder (excluding Display As and Design Elements but including the dynamic elements) in your formulas. These elements are displayed on the right side of the formula assistant, so you can easily locate and include them in your formulas. Here are some examples of what the formula syntax might look like:

- **Current Version:** If you want your calculation to dynamically update to reflect the Current Version, reference the version in the formula as RPT.Current_Version. This references an element on the report whose code is "Current_Version."
- **Other Custom Calculations:** You can reference other Custom calculation elements within the report. The default code for a Custom calculation element is Custom_Calculation, Custom_Calculation2, etc., but you can change the code in the Rename dialog. The reference would be RPT.Custom_Calculation.

→ **Note:** Any time that you reference an element in a Custom calculation that is parameterized on the report, you should use the "RPT.elementcode" reference in the formula so that the calculation dynamically updates to reflect the newly selected parameter value. If you refer to the absolute element, the calculation will not change as elements are changed with parameter selections.

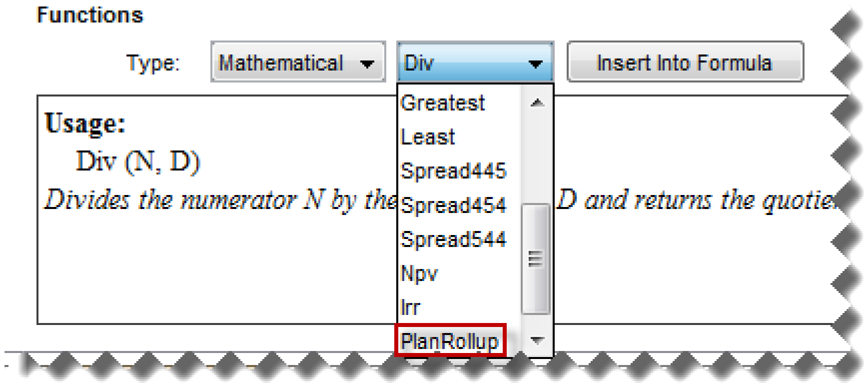
Examples of Custom calculations are:





A new PlanRollup function is also associated with Matrix reports and appears under Mathematical and is used for plan access filtering in formulas.

→ **Note:** PlanRollup is only available in reports. If you try to use the PlanRollup syntax in the standard formula assistant, the formula will not be evaluated.



The syntax looks like this, which will return the rollup of the Engineering and Hosting plans:

PlanRollup([Engineering], [Hosting])

+ and – signs can also be used to refer to rollup levels or the *plan* (only) level in all areas of the instance. The same + and – syntax applies to dimension values. Please see below for syntax examples:

- [Corporate Plan] and [Corporate Plan(+)] refers to the rollup of all plans, while [Corporate Plan(-)] refers to the Corporate Plan (only) level.
- [Region] and [Region(+)] references the rollup of Region values, while [Region(-)] references the Region (Uncategorized) dimension value.

→ **Note:** (+) and (–) are no longer valid characters in plan names and dimension values.

Upgrade Considerations

All existing formulas that include rollup=yes or rollup=no will be replaced with (+) and (-).

All existing elements on Matrix reports will be given a unique code.

Version, plan, and dimension names cannot contain [or]. Existing square brackets will be replaced with parentheses. (+) and (-) will be replaced with <+> and <->.

Dimension values cannot have the same name as the parent dimension. If instances of this occur, any dimension value will have an extra period at the end of the name.

Reporting Updates

Report and Inline Notes

Report and inline notes are text comments that are added to an HTML view of a matrix report to provide additional documentation regarding business performance. These notes can roll up to consolidated views.

Use Case

The following example illustrates the intended use of report and inline notes.

A firm prepares a budget variance analysis that compares actual performance versus budget. The finance department must prepare a numeric variance report and a written report to explain the variances. Report and inline notes are intended to assist with the written task.

The firm provides a variance report of Revenue and Expenses (reconciliation is done quarterly). Each user sees his/her department's numbers, while the budget manager is able to see all departments.

During reconciliation, each department manager views the variance report. Justin, the Tokyo Sales Manager, notes variances of interest. He remarks that the additional travel expense incurred was due to an opportunity.

Kate, the VP of Sales, views the report. She can see consolidated data, but she also sees Justin's comments. She changes the view of the report so that she can see the report as Justin sees it. She comments that though Justin incurred additional expense, Sales as a whole is still on target.

Becky, the budget manager, now views the Corporate Plan rollup on the report. Becky sees Kate's and Justin's comments. Becky can ask Kate and Justin for clarification if necessary, but now she has the necessary information to create her written report. Becky then takes a snapshot of the variance report (the new snapshot feature will be described later in this document), which serves as documentation for her reconciliation reports. Becky can then clear comments from the variance report in preparation for the next cycle.

Report and Inline Note Behavior on Reports

When a report is copied, moved, or a snapshot is created, the notes on the report are also moved.

Inline notes belong to plans, which must roll up to the consolidated level. Notes behave differently depending on the placement of plan on the report.

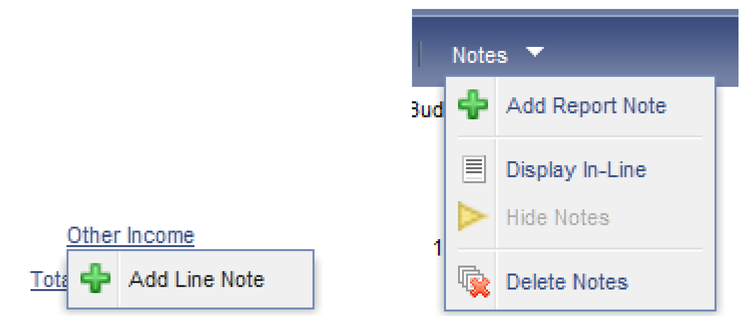
- If plan is in the Filter, the note is associated with the current plan(s) selection in the Filter.
- If plan is on the x-axis, the note is associated with all visible plan columns.
- If plan is on the y-axis, notes are tagged with the union of plans appearing on the rows.

Notes are only visible on a report when at least one of the plans (following the logic above) is currently visible on the report.

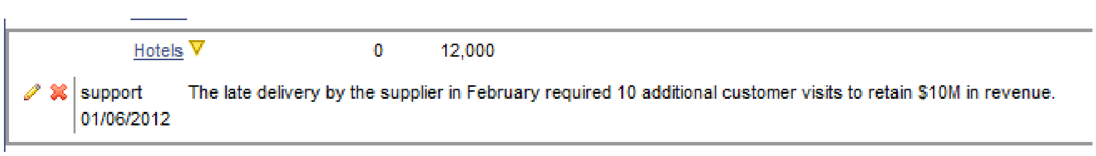
Notes can be made on reports that contain locked versions (i.e. locking a version does not lock annotations).

Report Viewer Toolbar

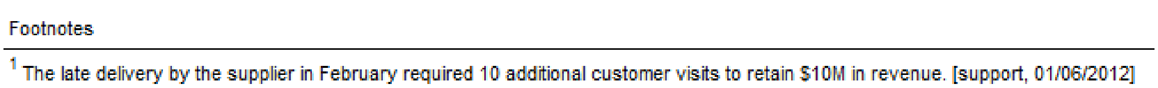
Notes can be displayed both in-line and as footnotes. To add a note, the report must first be saved. After the report has been saved, right-click an account and select Add Line Note to insert a note. After adding a note, the user can choose if the note should be displayed in-line or as a footnote by clicking the Notes selector. One line can contain multiple notes, which will appear as a threaded conversation (newer notes are at the bottom). To display the plan associated with the note, hover over the user's name in the note.



Inline note:



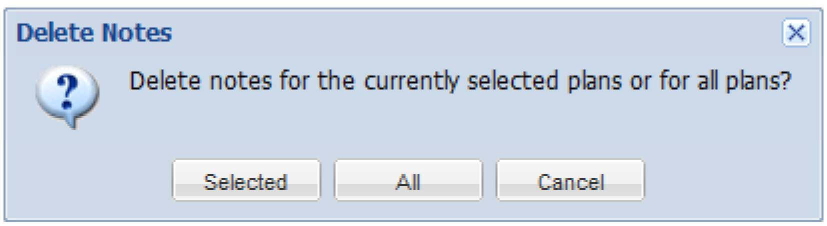
Inline note displayed as a footnote:



Clicking the pencil icon edits the note. The X icon removes the individual note. Notes can only be viewed on saved reports, so it is imperative that users save their work. Each time a new plan is selected in the plan parameter, users also must remember to click save to add a new note.

General report notes can also be added to a report by selecting Add Report Note from the Notes drop-down. Report notes appear as footnotes under inline notes (if inline notes are displayed as footnotes).

Individual inline notes or inline notes for all plans can be deleted by clicking the Notes drop-down, then choosing Delete Notes. This option appears ONLY if the user has Corporate Plan access. Both annotations and report notes will be deleted if the All button is selected. A user can delete his/her individual inline note by clicking the red X icon.



If an account group is collapsed and one of the accounts contains an inline note, the rollup will contain a triangle icon. 

Some report changes can cause modifications to inline notes, such as the following:

- Replacing the set of columns so that new data appears.
- Changing or removing parameters so that new data appears.

Notes and Export

Excel

When a report with inline notes is exported to Excel, a new column is added to the file that says Note, which contains the note number. Then, at the bottom of the spreadsheet, the note is displayed like a footnote.

PDF

Inline notes are merged with cell notes and appear as footnotes.

Snapshot Reports

Prior to the winter release, all reports generated by Adaptive Planning pulled current data from the database. Now, users have the ability to snapshot a report to create a static version for future reference. Snapshots can be taken of matrix, modeled, transaction, and chart reports.

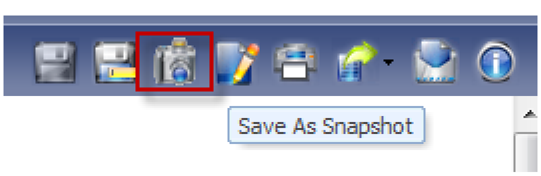
Definitions

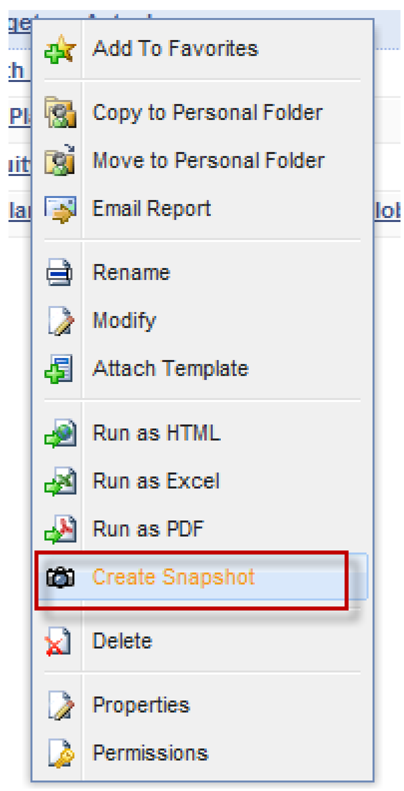
The following definitions apply to snapshot reports:

- Snapshot (report): the saved copy of an AP report.
- Live report: the standard “dynamic” view of an AP report.
- Report definition: the description of a report as displayed in the report builder.

Toolbar Overview and Properties

Users now see a new camera icon after a report is run, which can be used to snapshot a report. The snapshot can also be accessed by right-clicking the report name and selecting Create Snapshot.



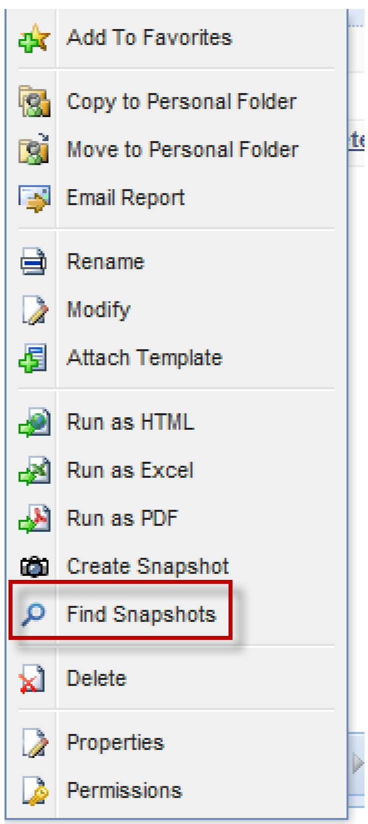


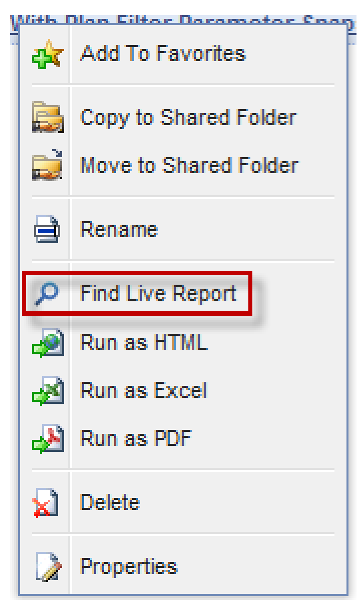
A report snapshot can be saved to the Shared or Personal folders. Annotations can also be saved on a snapshot report. Snapshot reports are denoted by a special icon on the Reports tab. Users can create folders to hold snapshot reports so that they can be easily located.

Snapshot reports can be saved as HTML, Excel, or PDF. Excel and PDF snapshot reports can then be re-upload as static reports, which will be discussed later in this document.

→ **Note:** Template reports cannot have associated snapshots.

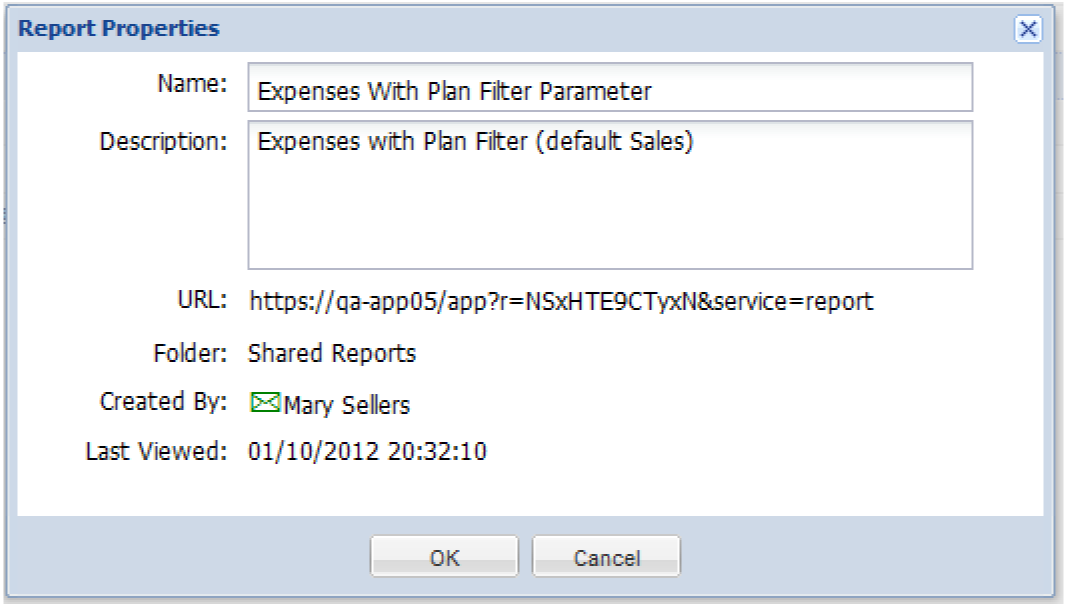
Users can locate all snapshots and "live" reports by right-clicking the report name.





→ **Note:** The "Find Live Report" option is disabled if one of the following occurs:
- The report has been deleted.
- The report resides in a user's Personal folder.
- The user does not have permission to run/view the report.

Right-clicking a report and choosing Properties opens a dialog box:



The URL can be used for emailing reports, which is described later in this document. The Properties dialog contains information about the report creator, when the report was last viewed, and the path of where the report is located.

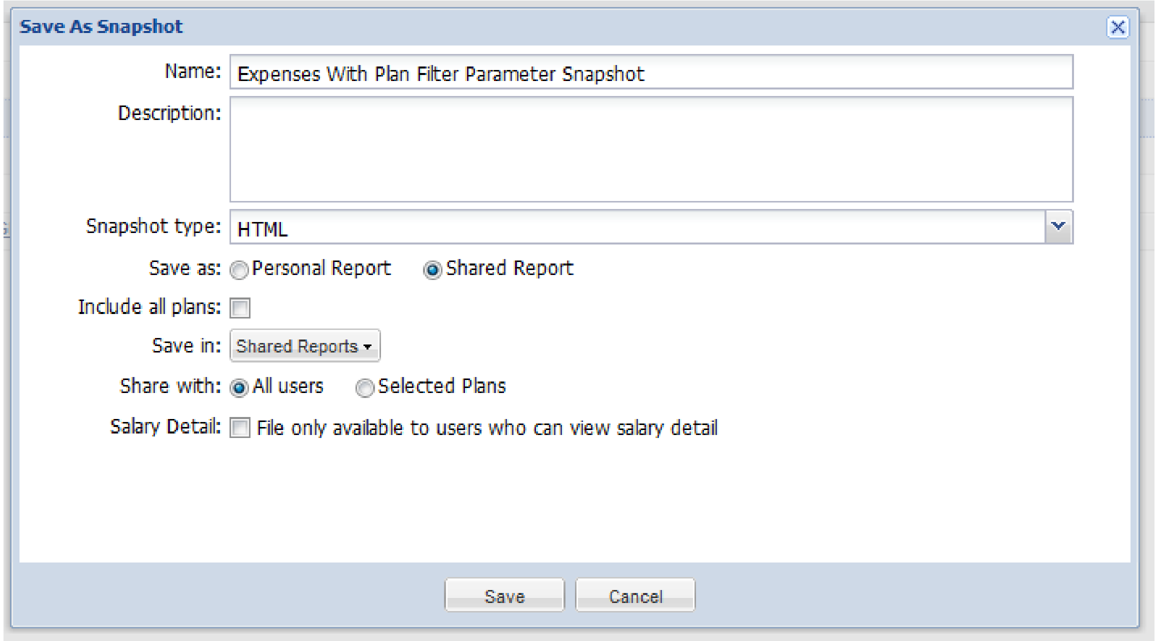
Snapshot reports cannot be drilled down upon, nor can they be modified in any way. When a snapshot report is run, the user is presented with these toolbar options:

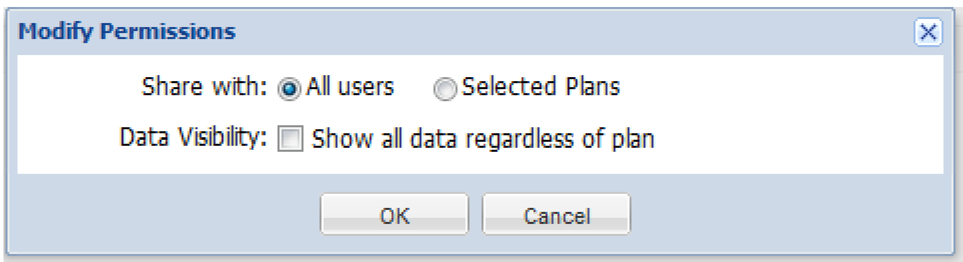
- Run the "live" report
- Printable view
- Export to Excel or PDF
- Show report information

Snapshot Report Permissions

When a user creates a snapshot report, the user can choose to share the report with all users or selected plans. If the creator wants to share the report with all users, an additional checkbox appears that specifies if the user must have salary level detail to view the data. This does NOT respect plan access, i.e. if the user has salary level detail access, he/she will be able to view all data on the report. The creator can also choose to share the report with only specific plans.

→ **Note:** If you are creating a snapshot of an HTML report that has a parameterized plan and you have access to multiple plans, you will see the **Include all plans:** option. By default, creating a snapshot only saves the data that is currently presented in the report. Checking this option allows you to capture a snapshot of the entire plan tree so that you can view the data and notes for any plans to which you have access. Sharing a snapshot report that is created in such a way will filter data based on a user's plan access.





Static Reports

Static reports allow users to upload files of any type to the report menu for users to view. See the case below for the intended use of the feature.

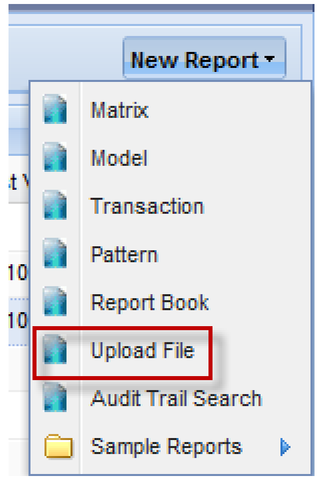
Use Case

Becky, the budget manager, uses market growth assumptions provided by Sales and Marketing for sections of her planning. She realizes that this information can be useful for others to view, so she decides to publish her spreadsheet in Adaptive Planning.

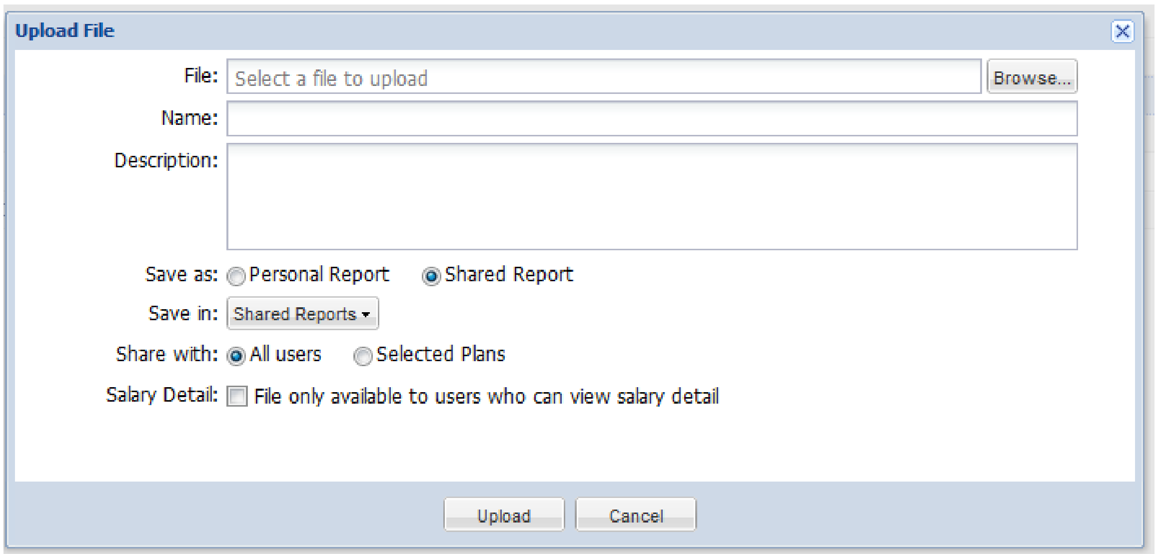
Becky decides to create a new Shared folder to hold her spreadsheet. She then uploads the file. She has the option to share with all users or only selected plans.

Report Menu

Users are now presented with the Upload File option when clicking New Report on the Reports tab:

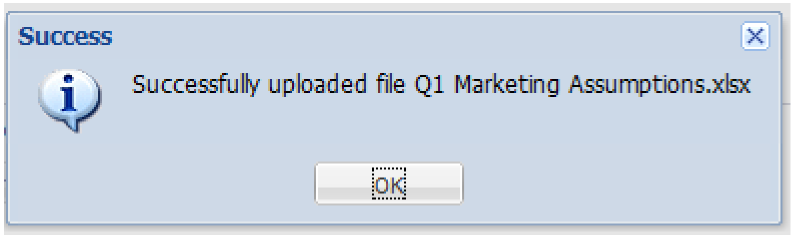


This dialog opens when Upload File is selected:



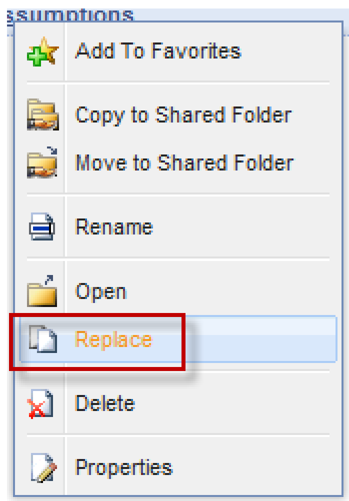
→ **Note:** The maximum file size that can be uploaded is 40 MB.

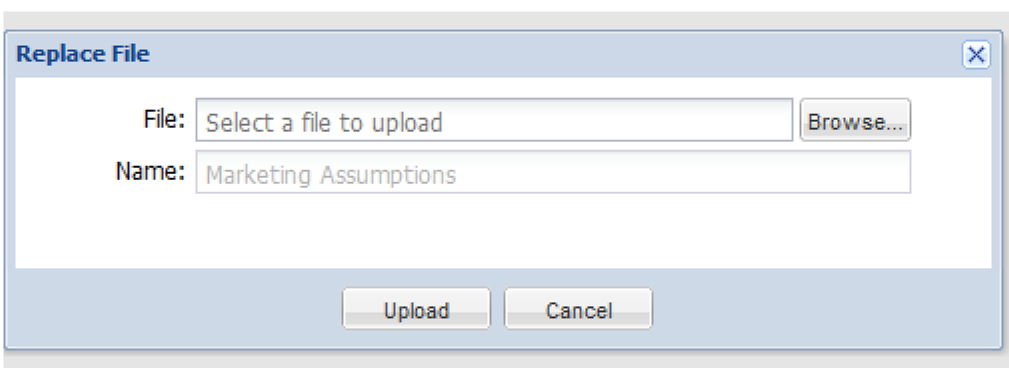
Once the user selects a file to upload, provides a name, and selects who the file should be available to, a confirmation message appears indicating that the file has been successfully uploaded.



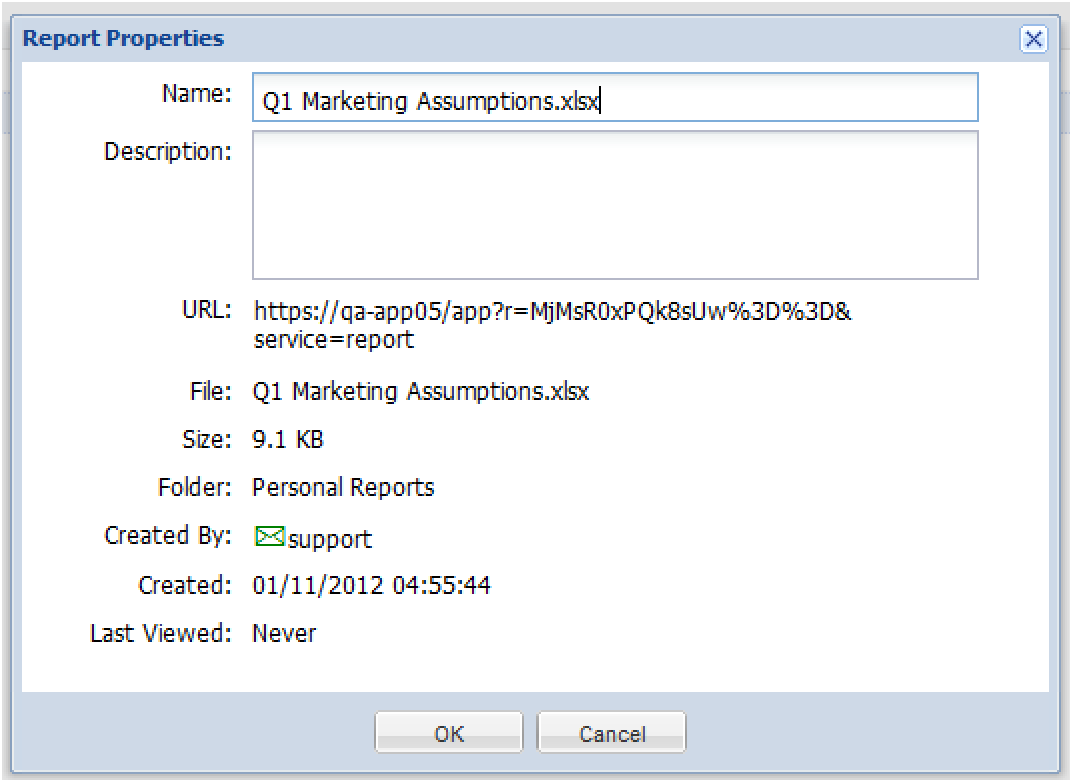
The icon for a static file looks like this:

If a user right-clicks on the static report name, he/she sees a Replace option, where the user can choose to override the file with another upload if desired.





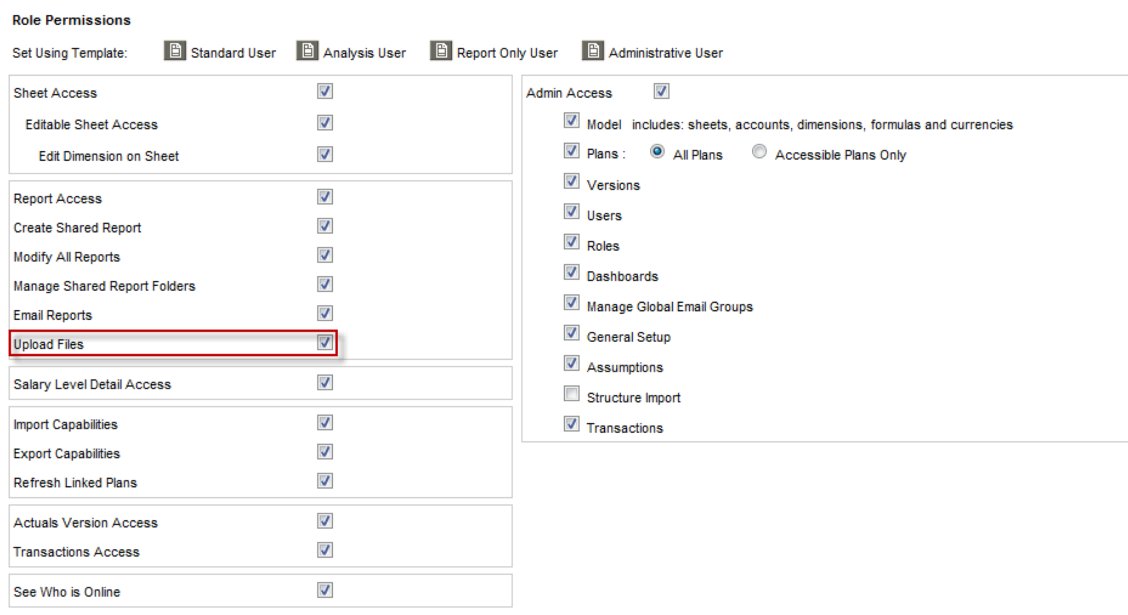
Right-clicking the report and choosing Properties displays information about the file:



Static Report Permissions

Permissions to view static reports are governed by the following:

- **Report Access:** gives the user the ability to create and modify reports. Users without this permission cannot see the Reports tab.
- **Modify All Reports:** allows the user to replace the file, modify the report name, and delete static reports. Users can modify and delete the static reports they own – this permission allows a user to modify or delete reports owned by others.
- **Upload files:** this is a new security setting that allows the user to upload static reports. Your systems organization can disallow external file storage for security reasons by removing this permission from all roles. For further security, Adaptive Planning can completely disable the feature for your company if requested.

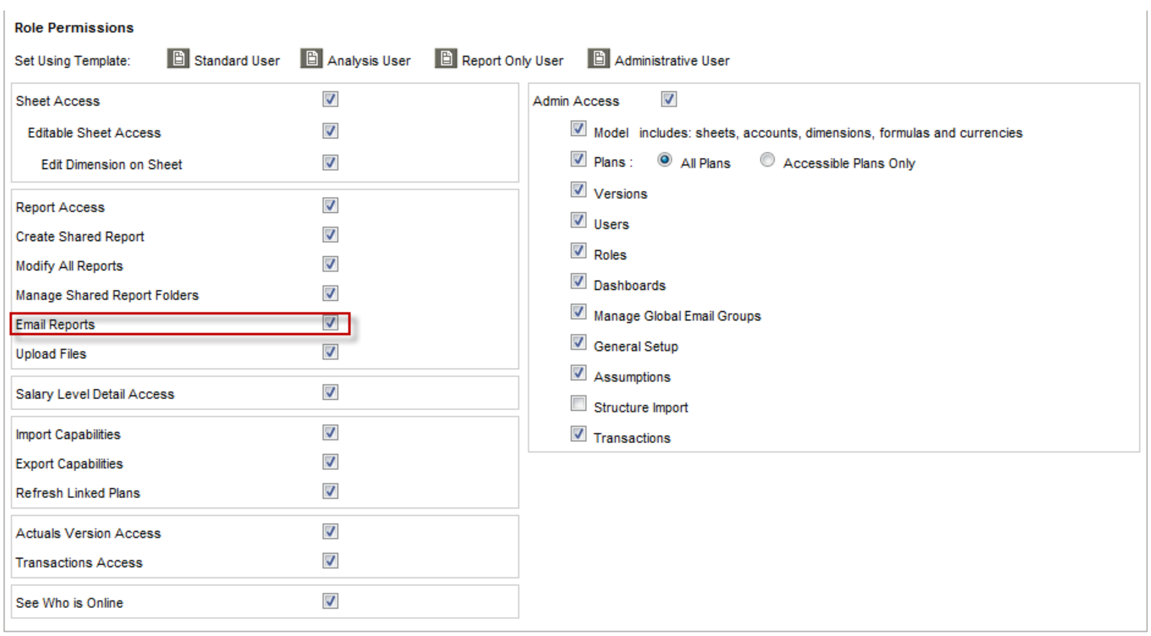


Emailing Reports

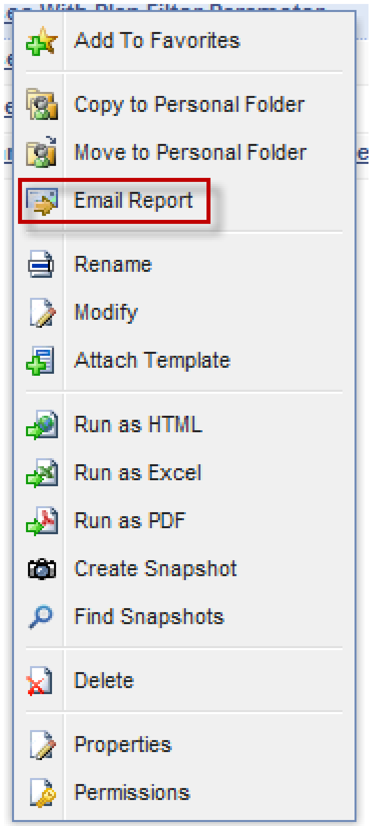
Users now have the ability to send report links via email from an AP email server.

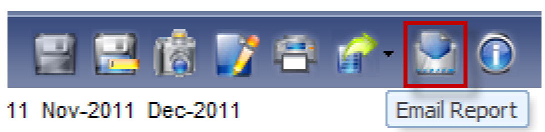
Emailing Permissions

A new permission now exists that grants the ability to email saved reports.



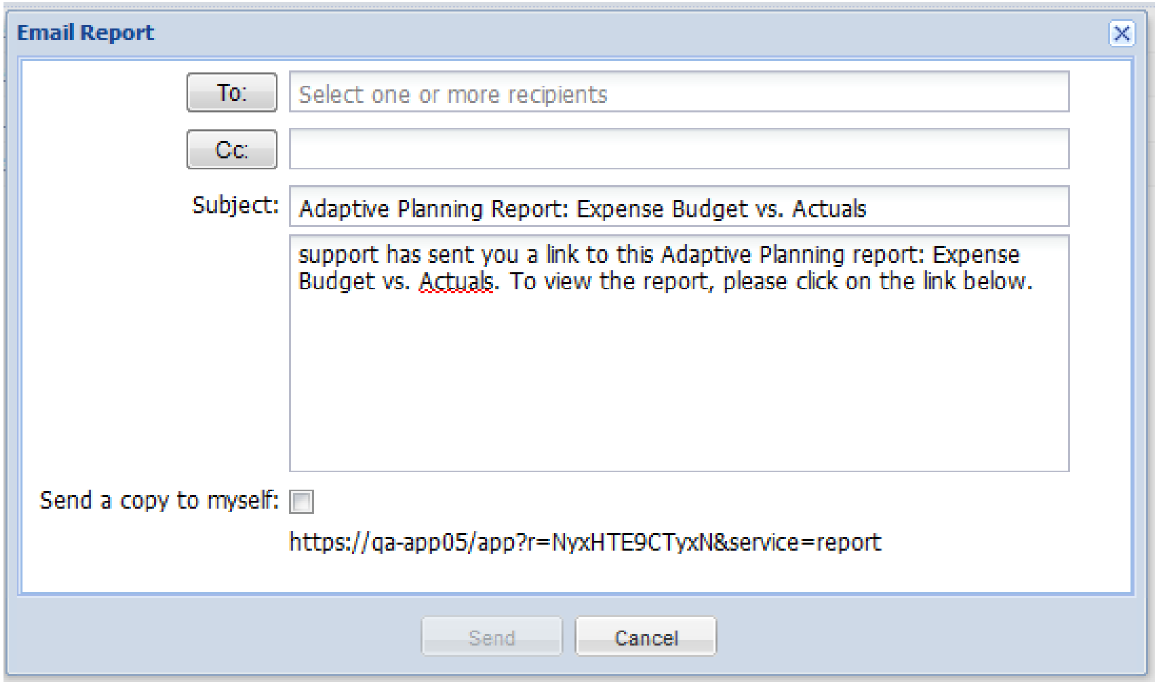
A user with this permission will be able to email reports from the report menu (by right-clicking the report and selecting Email Report) or by clicking the envelope icon after the report is run.



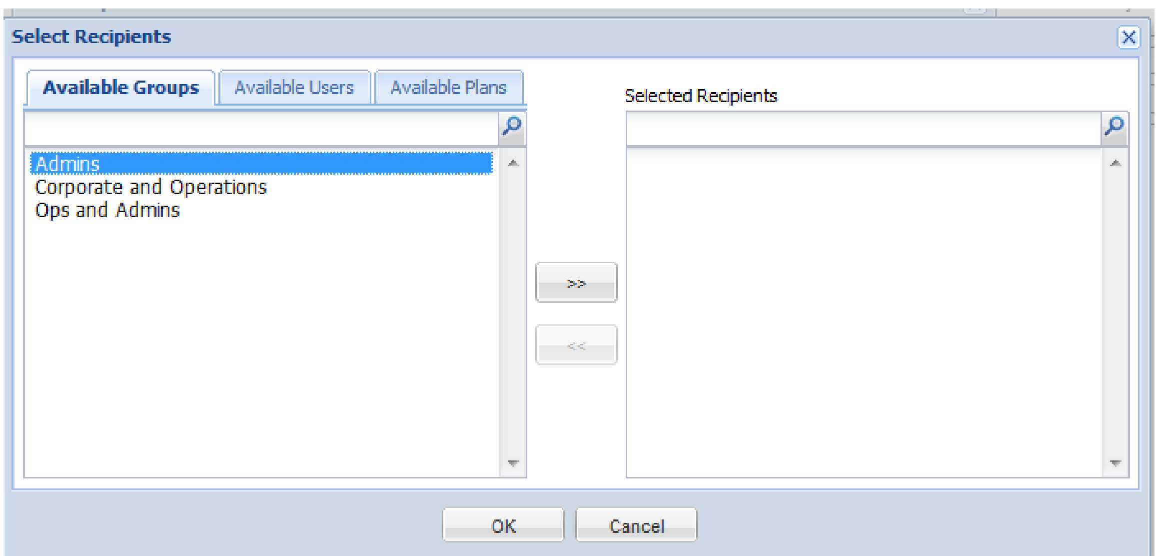


How to Email a Report

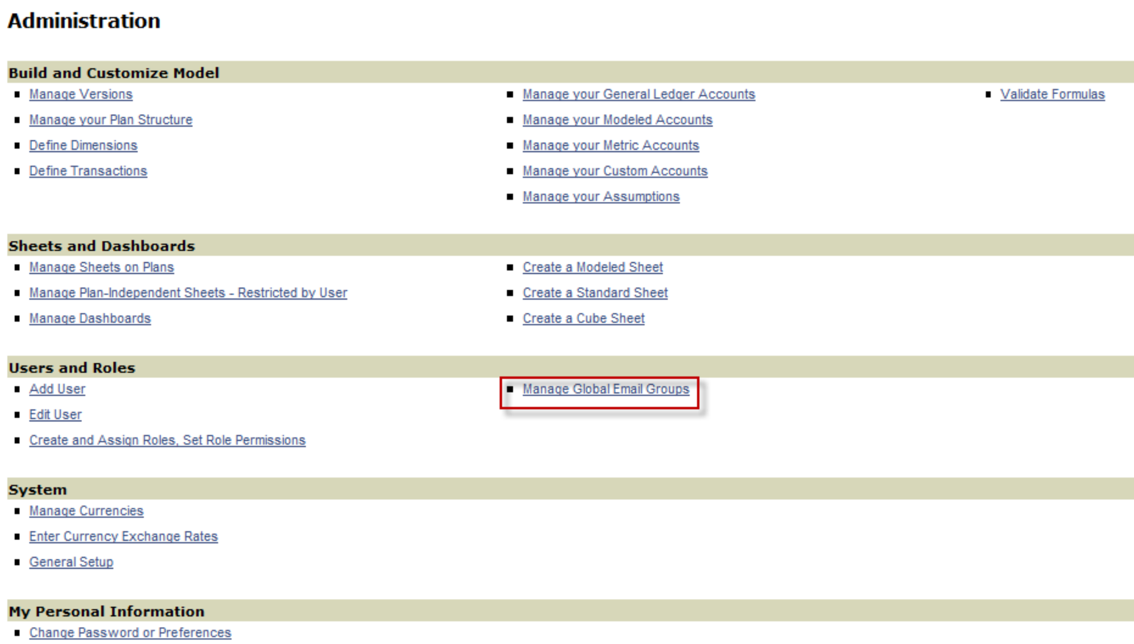
Clicking one of the above links opens this box:

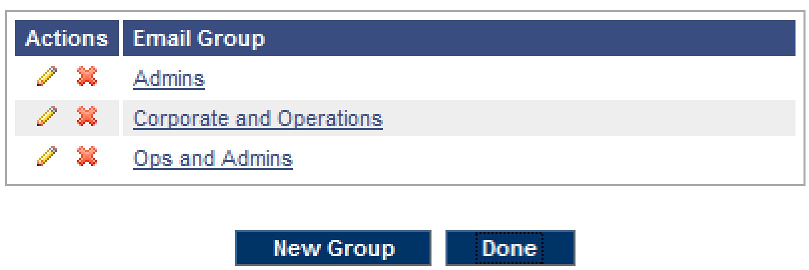


Users can choose to send the email to select users, groups, or to individuals with access to a specified plan.



Email groups can be created by going to Admin, Manage Global Email Groups.

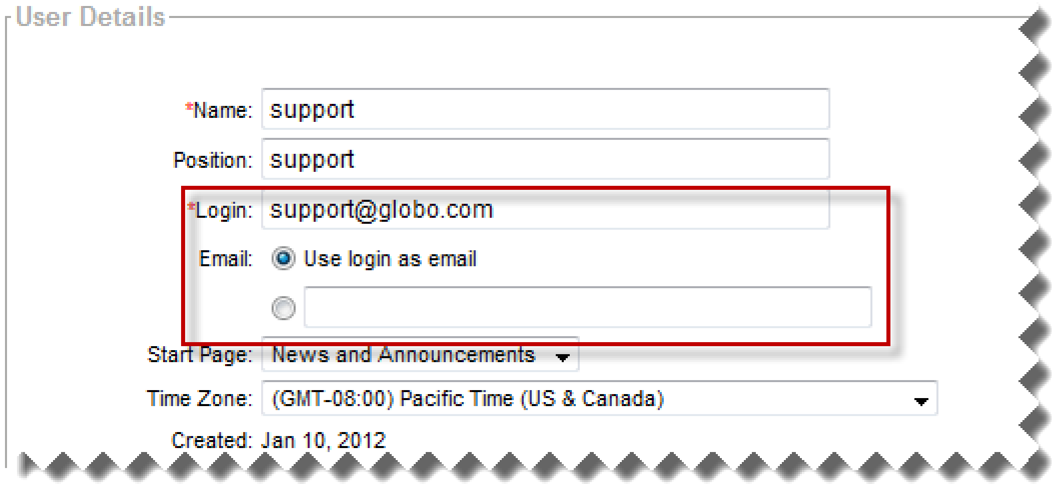




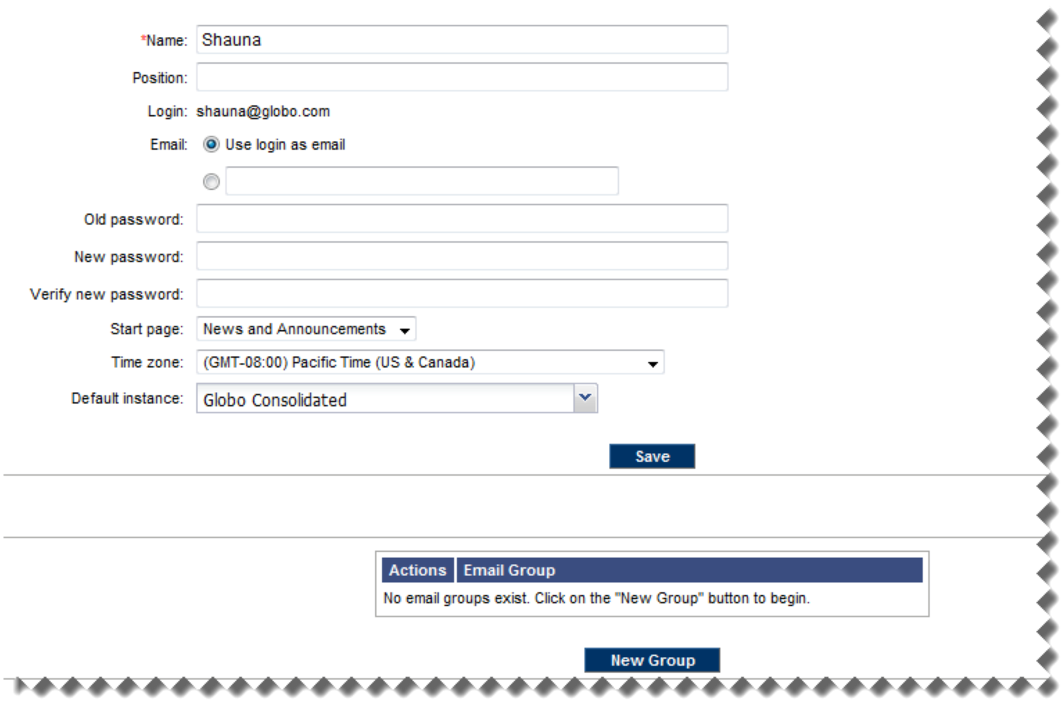
Admin users can add a new group, delete a group (X icon), or edit an existing group (pencil icon).

To add a new group, click New Group. Give the group a name and select the users to be included in the group.

It is important to make sure that users have valid email addresses if reports are to be sent via email. Under Admin, Edit User, the admin can choose to set the login as the email (the “use login as email” box must be checked), or the admin can provide an alternate email. A standard user can also update his/her email preferences by clicking the Profile link.



Standard users can also create personal email groups by going to Profile.



When a recipient clicks on an email link, the user will always be taken to the login screen, even if the user has an active session.

If a user tries to view a report to which he/she does not have access, the system will display an error message.

Behavior for Different Types of Reports

Matrix and Transaction Reports

If a user emails a live matrix or transaction report (i.e. current data and not a snapshot or static report), the report displays data that currently appears in the database, as well as any annotations.

→ **Note:** The user can potentially see a different report than what was originally sent if the definition of the report changes after the link is sent.

Snapshot Report

For snapshot reports, the link will either open the report in HTML view (if that is how the report was saved), or download an Excel or PDF file.

Static Report

Static reports can only be emailed from the report menu (by right-clicking the report and choosing the email link). Since the file is static, the report will be the same for both the sender and the recipient. The only exception is if a new file is uploaded after the link is sent. In this case, the recipient will see the updated file.

Report Book

Report books are a collection of reports (discussed later in this document). Users can email a link to an entire report collection. The recipient sees the contents of the current report collection at the time the link is clicked. The reports can be different if they were modified in any way after the link was sent. Report books can only be emailed from the report menu.

→ **Note:** If a Report book contains many reports or large reports with complex calculations, clicking the report link can cause performance issues. When a report is run, a lock is placed on the system so that the data generated by the report is the same data that was in the system when the report was kicked off. This means that hits by other users must wait in queue for the report to finish loading. We strongly recommend that Report books are stored as PDF or Excel so that senders can link to that rather than the live reports.

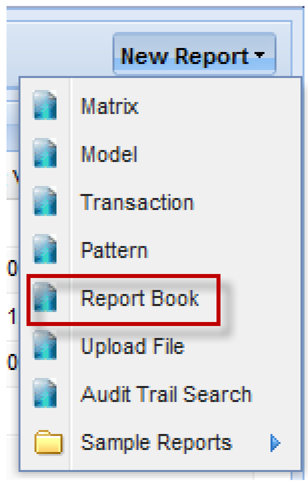
Report Books

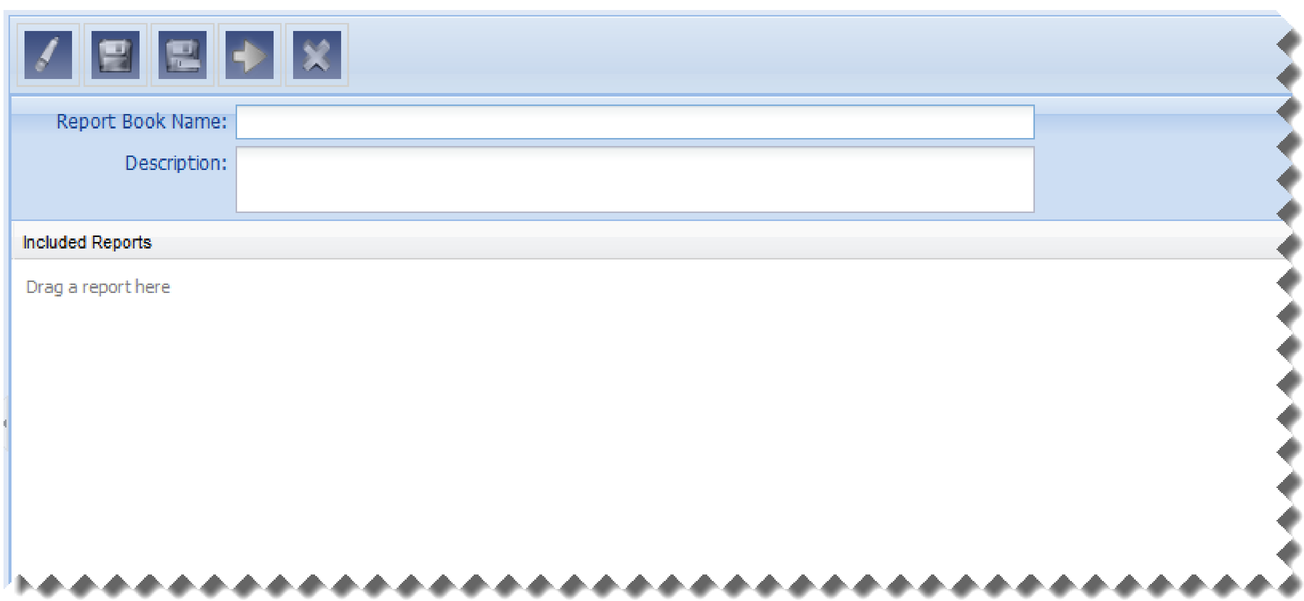
The new Report books feature allows report administrators to compile multiple reports in Adaptive Planning and output them as a zip file. Report books are useful for Board reporting packages and facilitate the process of consolidating the data for presentations.

Report books can contain live matrix reports, snapshot reports, static reports, modeled reports, and transaction reports. A matrix report's default output is Excel, unless PDF is specified in the report builder. Modeled and transaction reports are output to Excel and static reports appear exactly as how they were uploaded. Report books can reside in the Personal or Shared folder. If the book is in the Shared folder, all reports in the report book must also be shared.

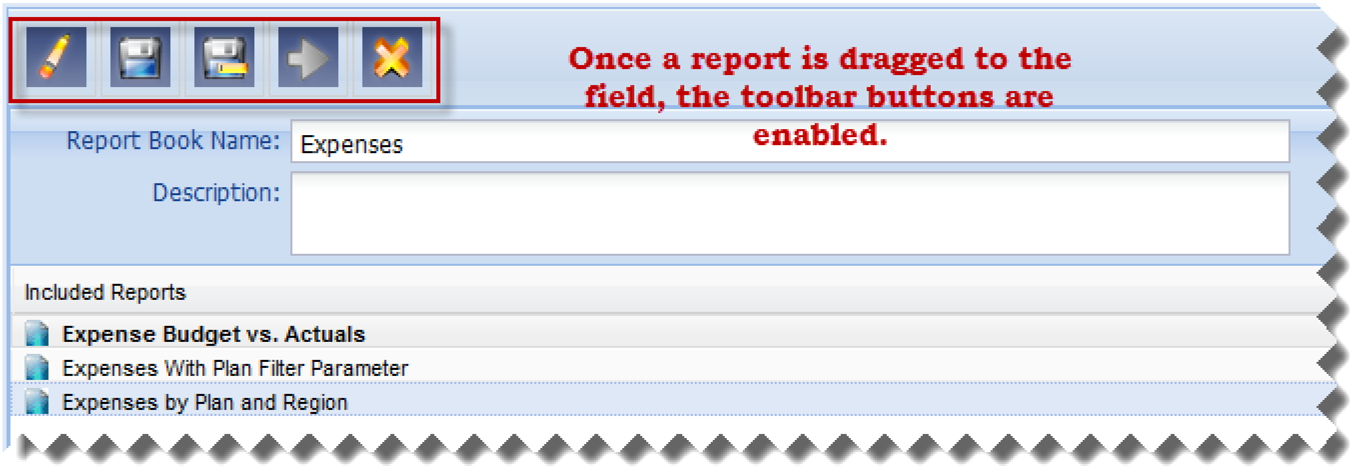
Creating a Report Book

Clicking the Report Book drop-down from the New Report menu on the Reports tab opens the Report book builder:





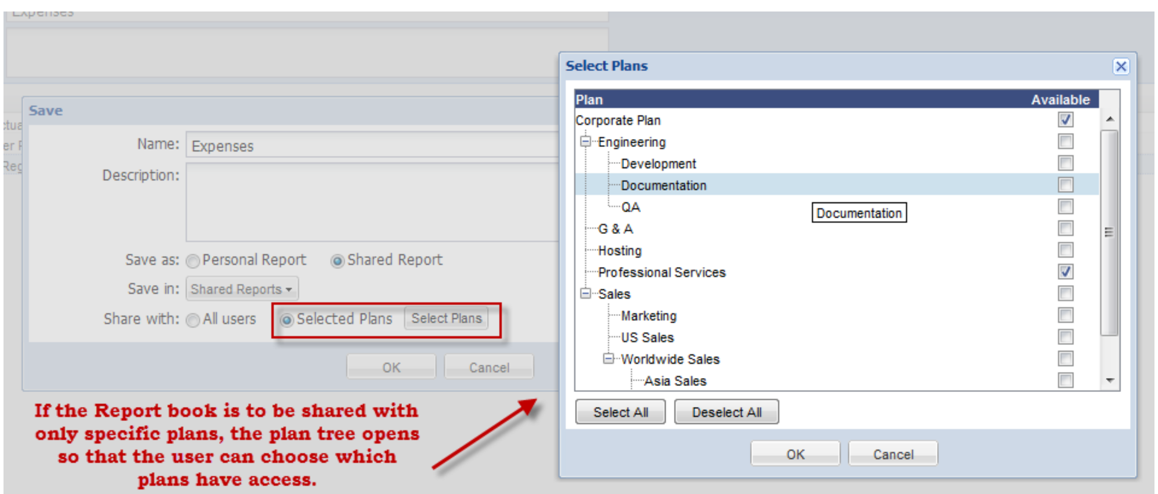
The user names the Report book and has the option to add a Description. The user can then drag reports from the Personal or Shared Folder to the "drag a report here" field.



The icon functions are:

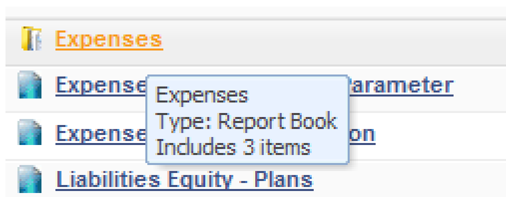
- *Pencil:* clear the Report book.
- *Disk:* save the Report book.
- *Disk with yellow strip:* save the report book as another name.
- *Arrow:* run the Report book.
- *X:* delete selected report(s).

Just as with snapshot reports, users can choose if the Report book should be Personal or Shared. If the Report book is to be shared, the user can choose to share with specific plans or all users.

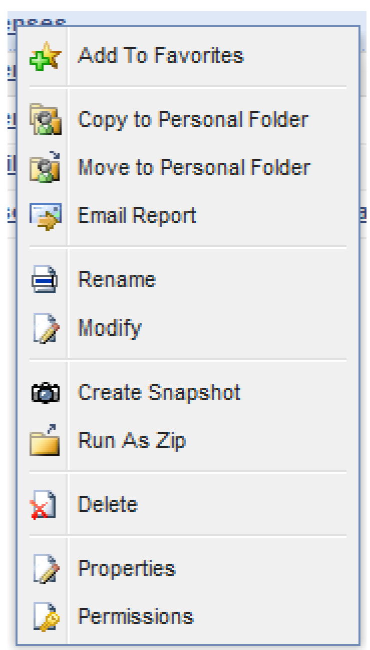


After a Report book is saved, the user should click the Reports tab to see the Report book.

Hovering over the Report book displays how many reports are included in the book.



A user is presented with the following options when right-clicking a Report book:

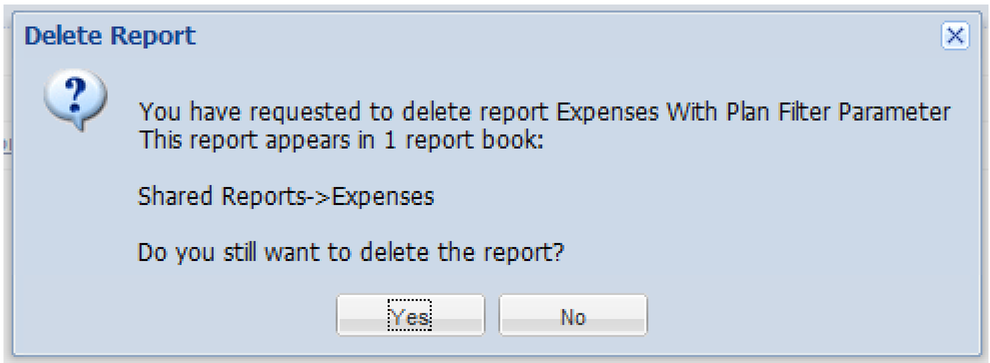


Parameters are available in Report books. When a user runs a Report book that contains reports with parameters, the system generates a box that contains all parameters in the Report book.

Report Book Behavior if Reports are Moved, Renamed, or Deleted

Reports that are moved or renamed are automatically updated in the Report book.

If a user tries to delete a report that is contained in a Report book, the system will display a warning message:



If a user tries to move a report that is referenced in a Report book from the Shared folder to the Personal folder, a similar warning message is displayed.

Report Book Permissions

When run, a report book contains only those reports that are visible to the current user. The reports will only display data for which that user has access to.

Reports on Dashboards

A dashboard designer can now create a 1x1 dashboard configuration that shows a single report in tabular/columnar format. This report dashboard can be shared with specified plans and an instance can have more than one report dashboard.

Creating a Report Dashboard

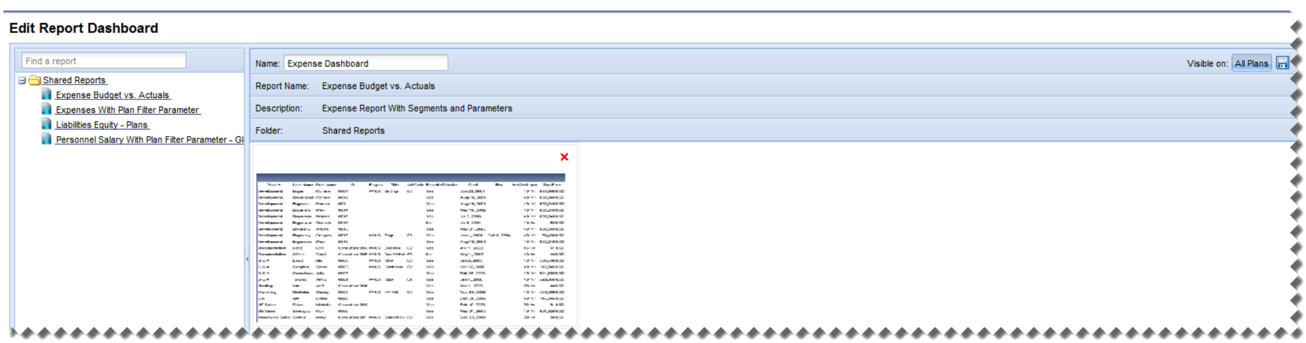
To create a report dashboard, the user should click Admin, Manage Shared Dashboards. A new option to create a report dashboard is seen on this page.

Clicking New Report Dashboard opens this screen:

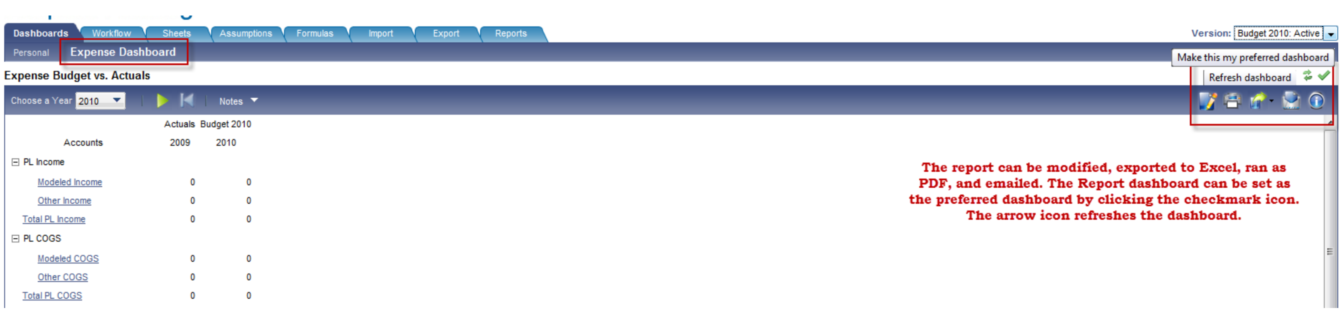
Matrix, modeled, transaction, and static reports (must be .txt, .htm, or .html) are available for use on the report dashboard. All reports are run as HTML on the report dashboard, even if the default is Excel or PDF. Parameterized reports are allowed, but the parameters cannot be prompting parameters. Repeating reports are not valid on the dashboard.

If a report on the report dashboard is deleted or becomes incompatible (i.e. a prompting parameter is added), the report disappears from the dashboard, but the dashboard still exists as an empty dashboard under Admin, Manage Shared Dashboards.

Once a report is added to the field, the dashboard can be given a name and shared with specified plans.



When the Dashboard tab is clicked, the Expense Dashboard looks like this:



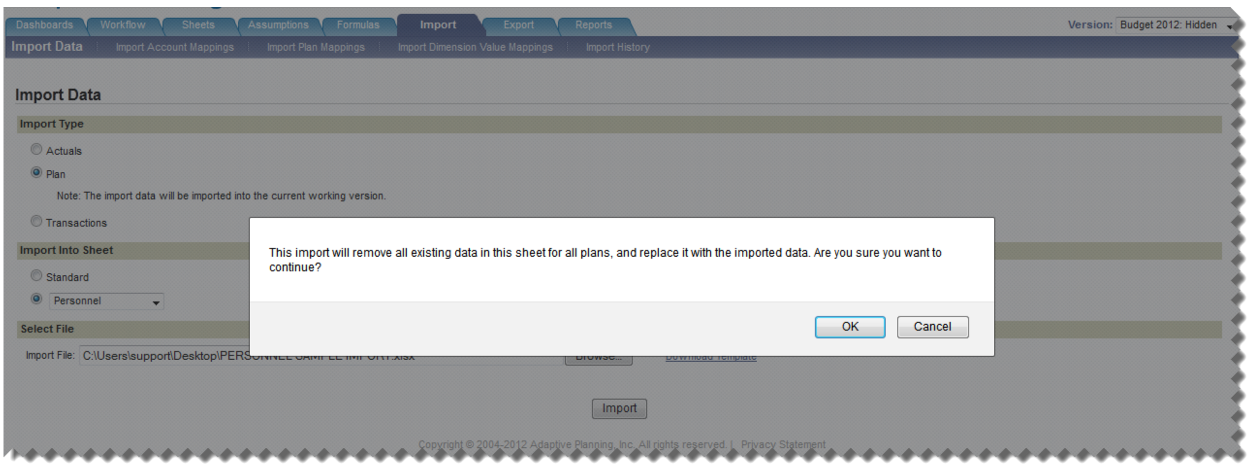
A user will be taken to the actual report if any of the following occurs:

- The user drills into the y-axis.
- The report is modified.
- A parameterized report is re-run.

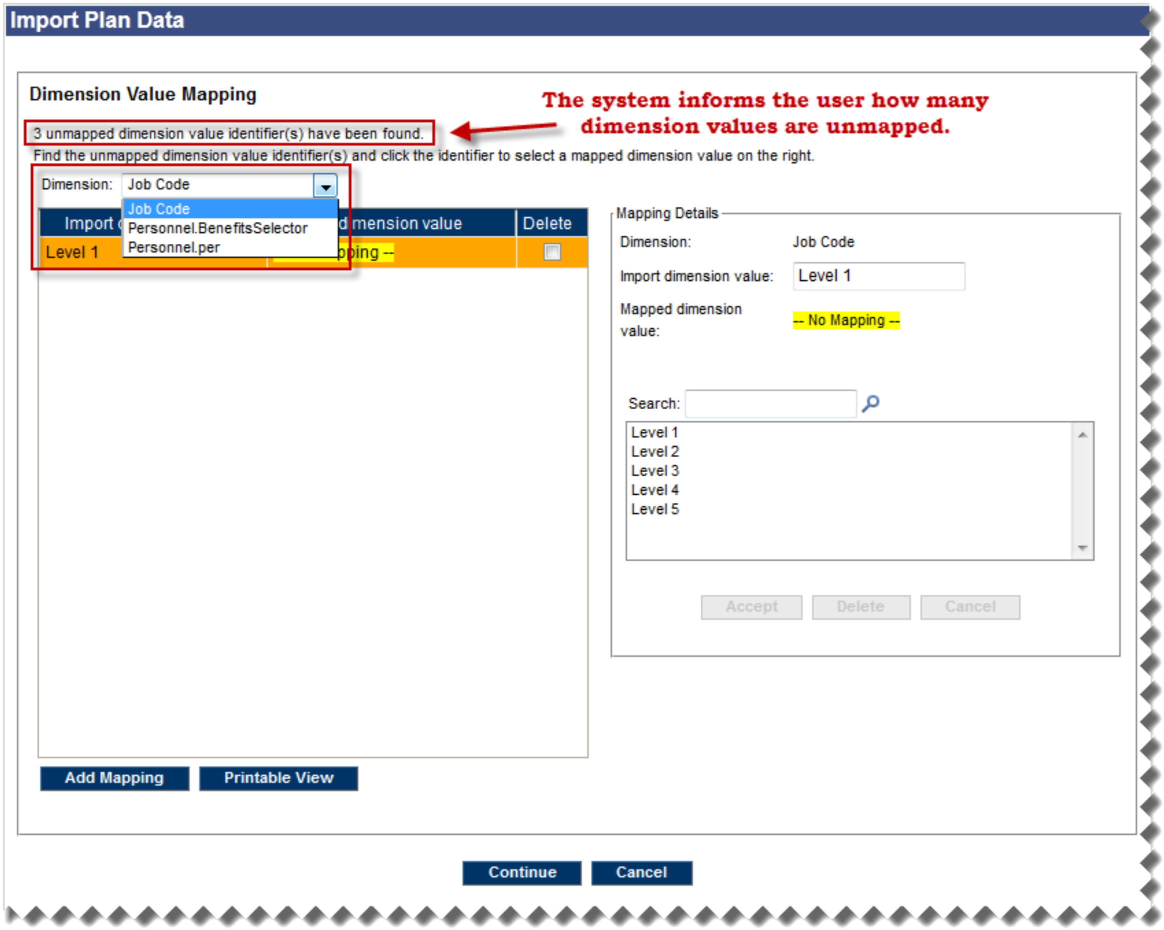
Mappings for Modeled Sheet Imports

Prior to this release, all plan, dimension, and text selector elements had to be an exact match to the values in Adaptive Planning for a modeled sheet import to be successful. Now, users can map these values, similar to Cube and standard import mappings.

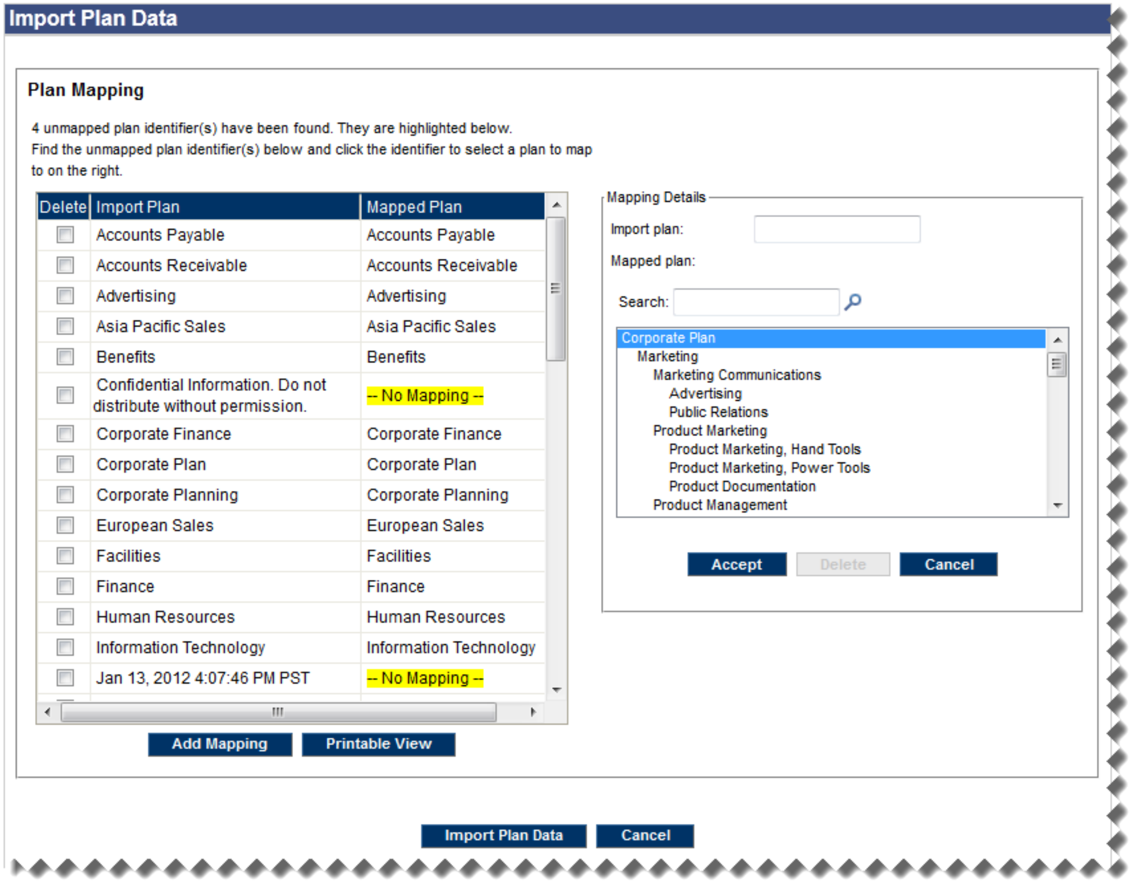
To import to a modeled sheet, make sure the correct version is chosen in the version selector in the upper right-hand corner of the screen. In this example, we will be importing personnel data to the Budget 2012 version. Once the correct selections are made and Import is clicked, the system generates the message notifying the user that the data in the import file will remove all existing data (this is standard modeled sheet behavior).



The user will then be presented with the mapping screen for dimensions. If more than one dimension is available on the modeled sheet, there will be a drop-down list.



Once all values have been mapped, click Continue. The user will then see a similar screen for plan mappings.



Once all plans are mapped, click Import Plan Data.

→ **Note:** If the user is importing the modeled sheet to the Actuals version, the button will say Import Actuals Data.

The results of the import are then displayed for the user to review.