



## Quick Reference Guide (QRG)

### Smart View for Budget Reporting

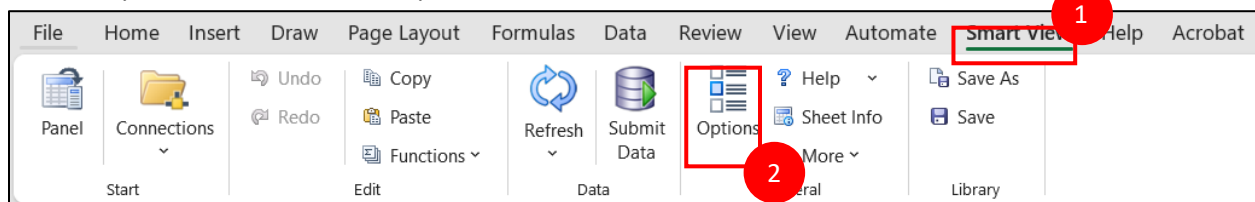
# I. Document Overview

This Quick Reference Guide (QRG) provides a concise overview of Smart View for Oracle EPM Cloud, with a focus on core functionalities and basic Ad Hoc Analysis capabilities. It is designed to help users navigate Smart View efficiently, connect to BRIDGE data, and perform common analysis tasks directly within Excel.

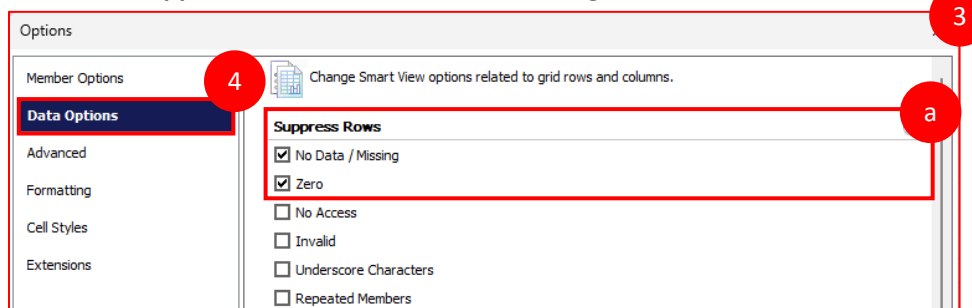
This QRG is intended as a practical, task-oriented reference to help users quickly build confidence in using Smart View for day-to-day reporting and analysis.

## II. Navigating Smart View: Data Options

1. Open **MS Excel** and then open the **Smart View** tab.



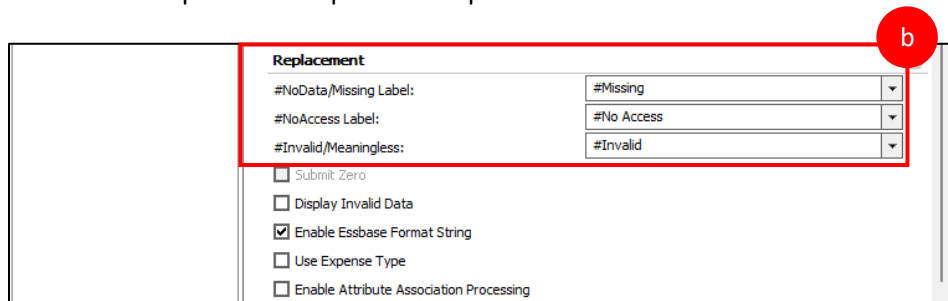
2. Click **Options**.
3. **Options** menu expands.
4. Click **Data Options**.
  - a. Under **Suppress Rows**, click: **No Data/Missing** and **Zero**.



**Note:** Smart View offers data suppression options for rows and columns to indicate when data should be suppressed or not shown.

- For example, to suppress rows or columns that have blank cells or no data, check **No Data/Missing**.
- To suppress rows or columns that contain members to which you do not have access, check **No Access**.
- Always **uncheck Zero** to show rows or columns with 0 as a data value.

- b. Click on Replacement options to replace cells with labels based on the data.

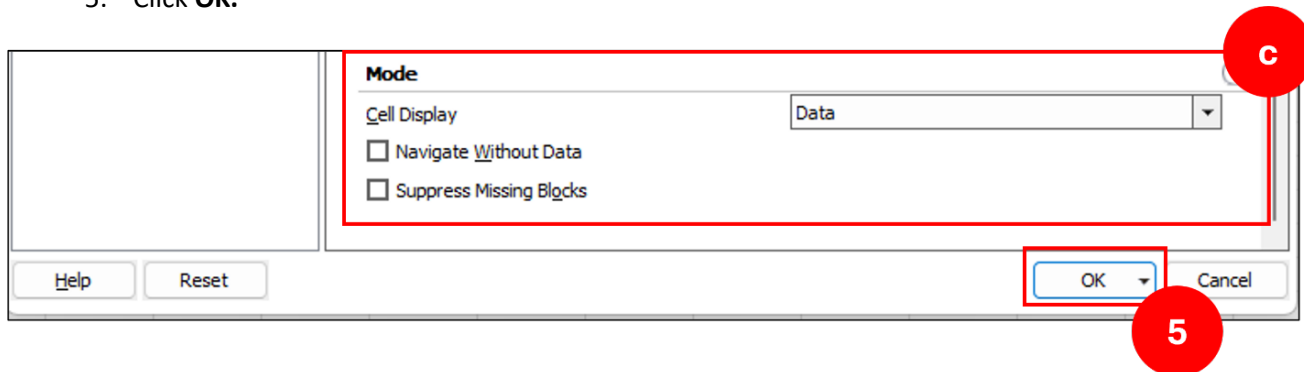


**Note:** For example,

- Use the drop-down menus to indicate how you want the data in a cell to appear if the cell has no data or is missing data, if you do not have access to that data, or if it is invalid.
- If you want to be able to submit a 0 as a number when entering data, check the Submit Zero box.

- c. **Uncheck Suppress Missing Blocks** so that Smart View does not suppress blocks of cells for which data does not exist.

5. Click **OK**.

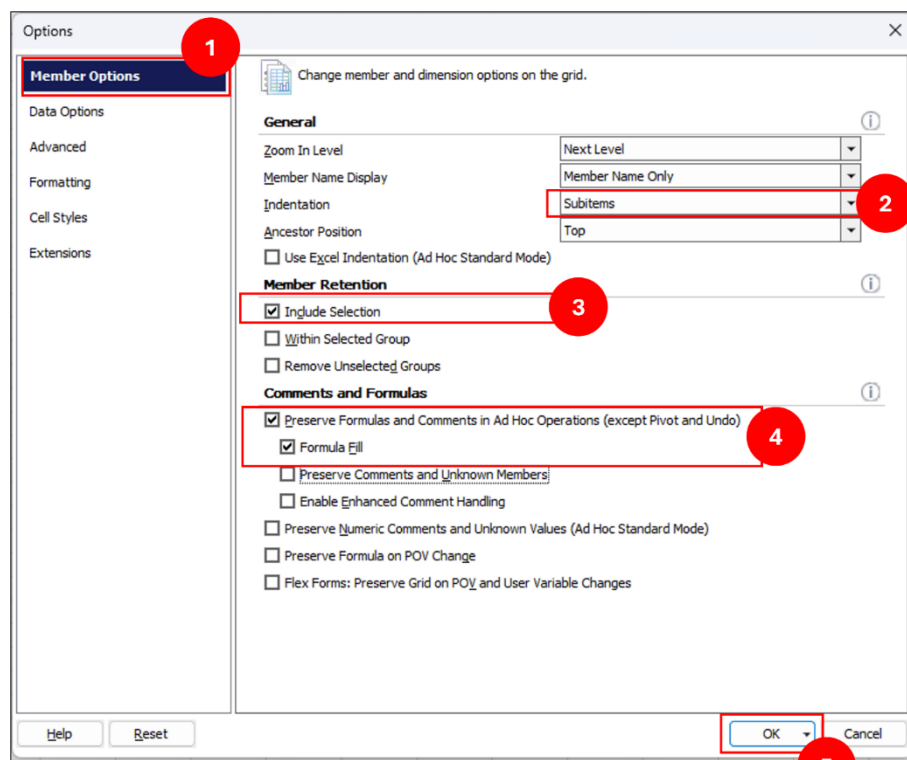


The image shows a 'Smart View' dialog box with a red border. A red circle with the letter 'C' is positioned at the top right corner of the dialog. Inside the dialog, the 'Mode' section is highlighted with a red rectangle. It contains a 'Cell Display' dropdown menu set to 'Data', and two unchecked checkboxes: 'Navigate Without Data' and 'Suppress Missing Blocks'. At the bottom right, the 'OK' button is highlighted with a red rectangle, and a red circle with the number '5' is placed next to it. The bottom left of the dialog has 'Help' and 'Reset' buttons, and the bottom right has 'OK' and 'Cancel' buttons.

### III. Navigating Smart View: Member Options

**Note:** To aid in presentation and identification of varying levels of members, Smart View allows the setting of indentation for members.

1. Click **Member Options** from **Options**.
2. In Indentation, from the drop-down menu, select **Subitems**.
3. Check **Include Retention** under Member Retention.
4. Check **Preserve Formulas and Comments in Ad Hoc Operations (except Pivot and Undo)** and **Formula Fill**.
5. Click **OK**.



**Note:** Excel formulas are preserved when you perform ad hoc operations, except for Pivot. To execute queries more quickly, you can disable the preservation of formulas and comments.

- If you select this option, formulas are overwritten when you perform ad hoc operations.
- Do this only if you do not need to preserve formulas and want to execute queries faster.

**Additional Information:** To aid in presentation and identification of varying levels of members, Smart View allows the setting of indentation for members.

Adjust Indentation

General

Zoom In Level

Member Name Display

Indentation

Subitems

Top

Use Excel Indentation (Ad Hoc Standard Mode)

Indentation: 'None'

|                               |
|-------------------------------|
| Account                       |
| AC_99999999                   |
| Budget Request Accounts       |
| Fund Purpose Accounts         |
| Account Alternate Hierarchies |
| No_Account                    |
| No Account Test               |

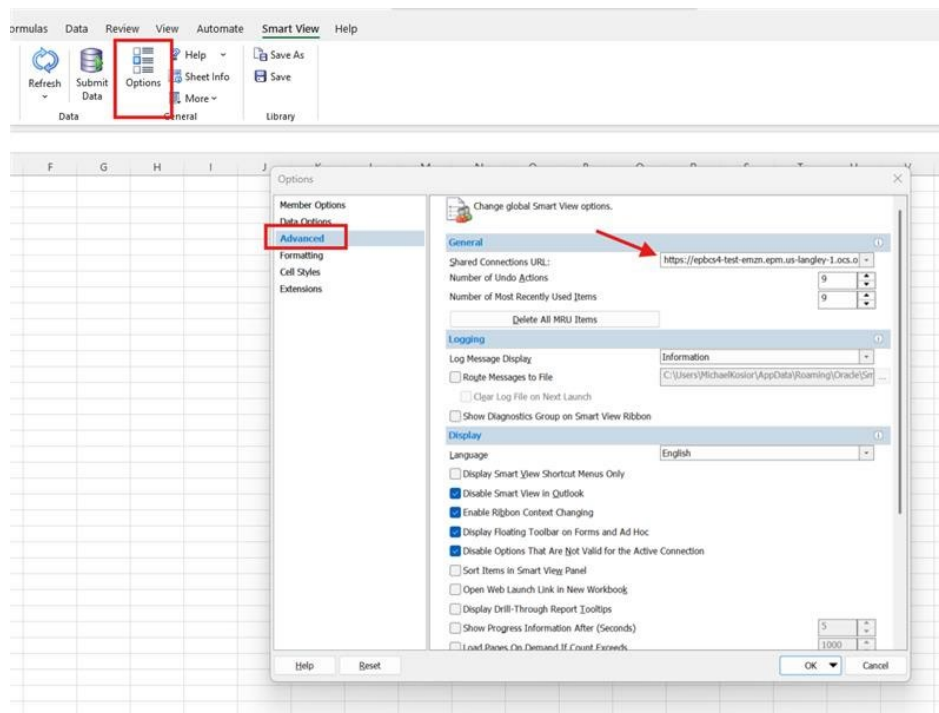
Indentation: 'Subitem'

|                               |
|-------------------------------|
| Account                       |
| AC_99999999                   |
| Budget Request Accounts       |
| Fund Purpose Accounts         |
| Account Alternate Hierarchies |
| No_Account                    |
| No Account Test               |

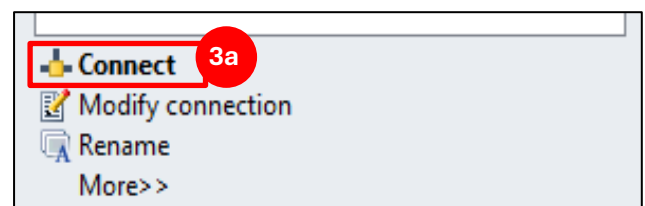
## IV. Setting up Ad Hoc Analysis in Smart View

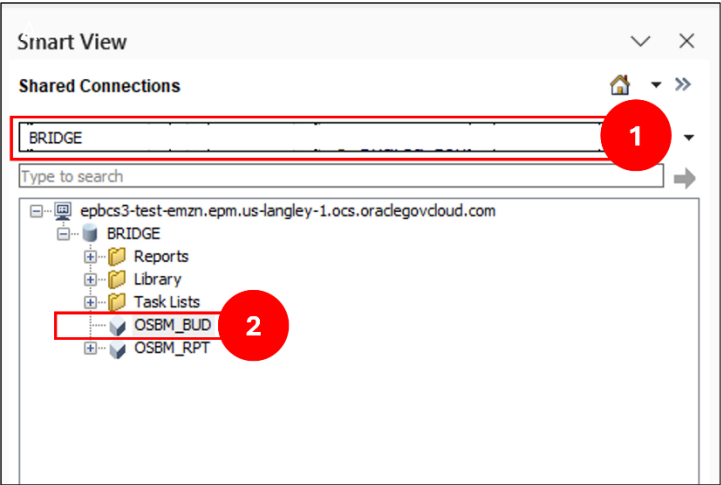
Ad hoc grids are used to analyze data from a data source. An ad hoc query is a request to the database server to search its data for specific information or results. Ad hoc queries enable to view data for specific dimensions from the data source without writing spreadsheet functions. Multiple data source providers support ad hoc analysis.

1. To connect to the server and run ad hoc grids, open Options, and confirm that the Shared Connection URL matches this URL (<https://epbcs4-test-emzn.epm.us-langley-1.ocs.oraclegovcloud.com/HyperionPlanning/SmartView>) for the **BRIDGE** Shared Connection. If it does not match, paste the URL above and click **OK**. Then open the Smart View Panel, select Shared Connections, and choose **BRIDGE** from the drop-down menu.



2. Once the URL appears in the panel, expand and select the **OSBM\_BUD** cube and click connect.
3. After selecting the **OSBM\_BUD** cube:
  - a. Click on **Connect** (bottom of panel).
  - b. Click **Ad Hoc Analysis** from the refreshed options.





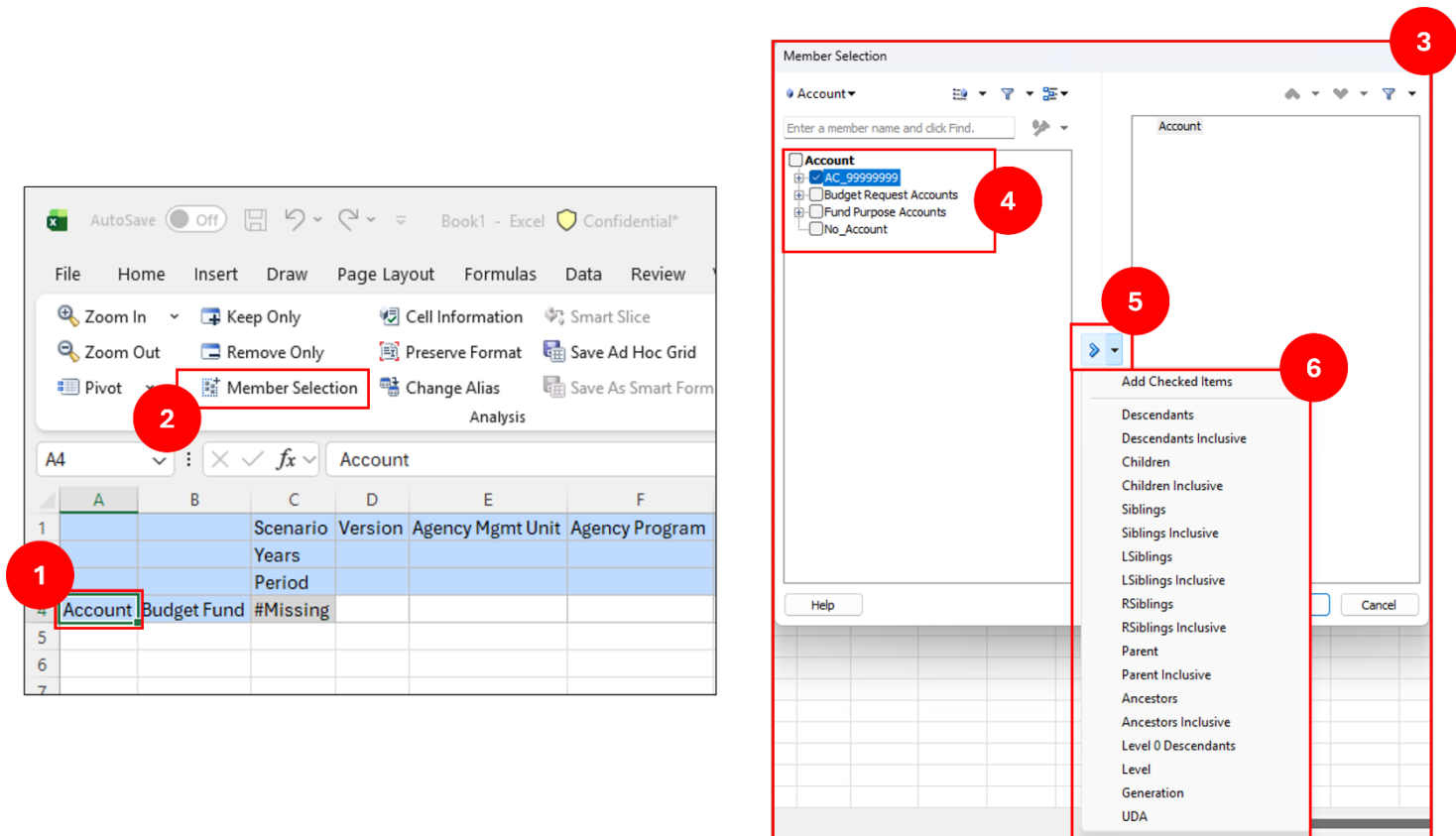


## VI. Planning Ad Hoc Ribbon: Member Selection

Smart View allows for member selection in three ways: member selection, direct input, or the POV toolbar selection.

### A. Option 1: Member Selection

1. Highlight the member (as per your requirement) in the spreadsheet. In this example **Account**.
2. Click **Member Selection** from the Planning Ad Hoc ribbon.
3. A dialog box displaying the available selections within the highlighted dimension will then be displayed.
4. Check the box of the **member** to select.
5. Move to the right side by clicking on the right arrow.
6. The drop-down arrows next to the movement arrows allow you to select if you want a relative of that member, such as **Children of All Accounts**.

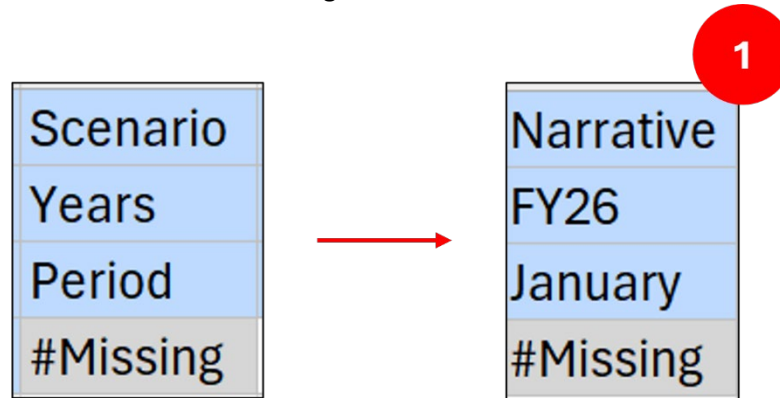


The screenshot illustrates the 'Member Selection' process in Excel. It shows the 'Planning Ad Hoc' ribbon with the 'Member Selection' button highlighted. The 'Member Selection' dialog box is open, displaying a list of accounts. The 'AC\_99999999' account is selected. The 'Add Checked Items' dropdown menu is open, showing various options including 'Children of All Accounts'.

### B. Option 2: Direct Input

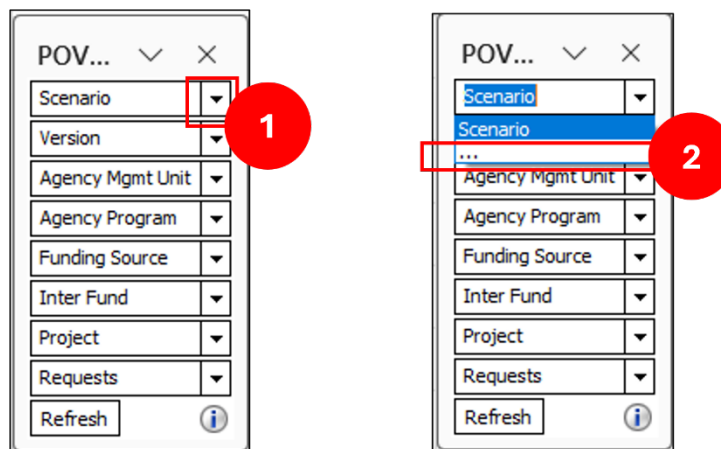
The member name can be directly entered into the spreadsheet cell containing the dimension.

1. When using this option, the member name must be entered in exactly as it is displayed in BRIDGE, otherwise it will not be recognized. **It is not case sensitive.**



## C. Option 3: POV toolbar selection

1. Click on the drop-down arrow to the right of a dimension in the POV toolbar.
2. Click on the ellipsis to display the 'Member Selection' dialog box, which is like Option 1.

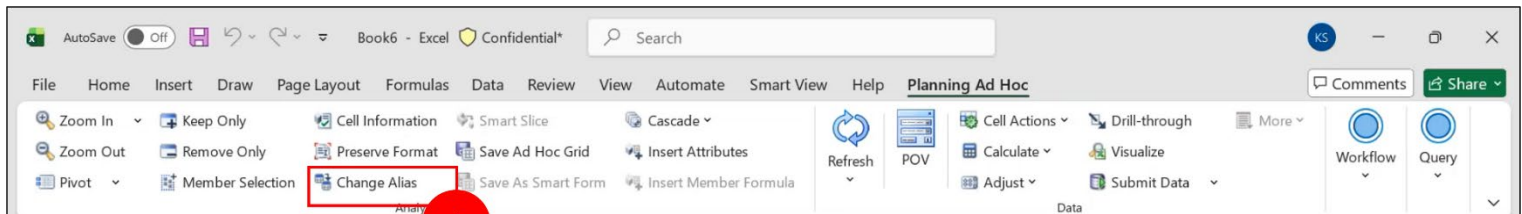


## VII. Planning Ad Hoc Ribbon: Aliases and Alias Tables

Aliases are **alternate names for database member names**. Database member names are often numbers or account codes; their aliases can be more descriptive.

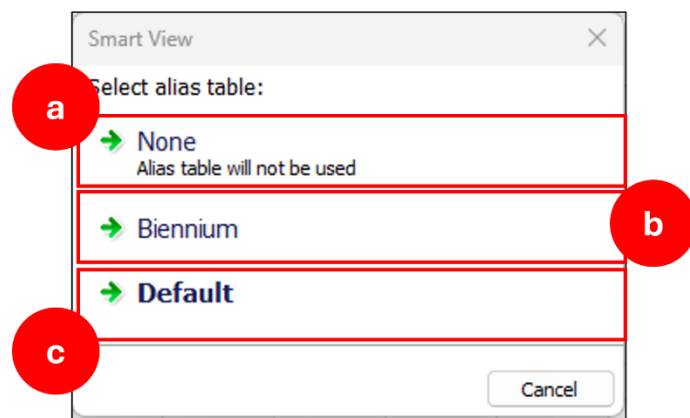
To set an alias table for the current worksheet, follow the steps below:

1. Select **Change Alias** from the Planning Ad Hoc ribbon.



2. There are three Aliases in the **Planning Ad Hoc**:

- a. **None**
- b. **Biennium**
- c. **Default**



**Note:** The hierarchy will always be set to **Default**. The display of **Default** and **Biennium** are similar. In BRIDGE the alias is set as 99999\_.

If the user selects **None** in the Change Alias setting, the Alias table for members will not be used.

3. When the hierarchy is set to **Default**, the report will be displayed with the individual member Alias.

4. When the hierarchy is set to **None**, the report will be displayed without the Alias, only with the member name.

With the alias

3

|                    |                               |                       |                     |                  |
|--------------------|-------------------------------|-----------------------|---------------------|------------------|
| 999999-BUDGET FUND | 999999-AGENCY MANAGEMENT UNIT | 999999-AGENCY PROGRAM | 9999_FUNDING SOURCE | 9999999999_PROJE |
| 999999-BUDGET FUND | 999999-AGENCY MANAGEMENT UNIT | 999999-AGENCY PROGRAM | 9999_FUNDING SOURCE | 9999999999_PROJE |
| 999999-BUDGET FUND | 999999-AGENCY MANAGEMENT UNIT | 999999-AGENCY PROGRAM | 9999_FUNDING SOURCE | 9999999999_PROJE |
| 999999-BUDGET FUND | 999999-AGENCY MANAGEMENT UNIT | 999999-AGENCY PROGRAM | 9999_FUNDING SOURCE | 9999999999_PROJE |
| 999999-BUDGET FUND | 999999-AGENCY MANAGEMENT UNIT | 999999-AGENCY PROGRAM | 9999_FUNDING SOURCE | 9999999999_PROJE |
| 999999-BUDGET FUND | 999999-AGENCY MANAGEMENT UNIT | 999999-AGENCY PROGRAM | 9999_FUNDING SOURCE | 9999999999_PROJE |
| 999999-BUDGET FUND | 999999-AGENCY MANAGEMENT UNIT | 999999-AGENCY PROGRAM | 9999_FUNDING SOURCE | 9999999999_PROJE |
| 999999-BUDGET FUND | 999999-AGENCY MANAGEMENT UNIT | 999999-AGENCY PROGRAM | 9999_FUNDING SOURCE | 9999999999_PROJE |
| 999999-BUDGET FUND | 999999-AGENCY MANAGEMENT UNIT | 999999-AGENCY PROGRAM | 9999_FUNDING SOURCE | 9999999999_PROJE |
| 999999-BUDGET FUND | 999999-AGENCY MANAGEMENT UNIT | 999999-AGENCY PROGRAM | 9999_FUNDING SOURCE | 9999999999_PROJE |
| 999999-BUDGET FUND | 999999-AGENCY MANAGEMENT UNIT | 999999-AGENCY PROGRAM | 9999_FUNDING SOURCE | 9999999999_PROJE |
| 999999-BUDGET FUND | 999999-AGENCY MANAGEMENT UNIT | 999999-AGENCY PROGRAM | 9999_FUNDING SOURCE | 9999999999_PROJE |

With the member names

4

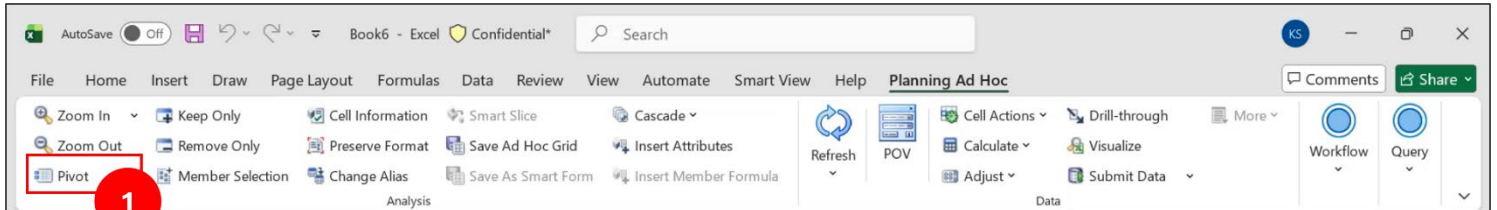
|           |           |           |         |               |           |             |
|-----------|-----------|-----------|---------|---------------|-----------|-------------|
| BF_999999 | MU_999999 | AP_999999 | FS_9999 | PJ_9999999999 | IF_999999 | AC_99999999 |
| BF_999999 | MU_999999 | AP_999999 | FS_9999 | PJ_9999999999 | IF_999999 | AC_99999999 |
| BF_999999 | MU_999999 | AP_999999 | FS_9999 | PJ_9999999999 | IF_999999 | AC_99999999 |
| BF_999999 | MU_999999 | AP_999999 | FS_9999 | PJ_9999999999 | IF_999999 | AC_99999999 |
| BF_999999 | MU_999999 | AP_999999 | FS_9999 | PJ_9999999999 | IF_999999 | AC_99999999 |
| BF_999999 | MU_999999 | AP_999999 | FS_9999 | PJ_9999999999 | IF_999999 | AC_99999999 |
| BF_999999 | MU_999999 | AP_999999 | FS_9999 | PJ_9999999999 | IF_999999 | AC_99999999 |
| BF_999999 | MU_999999 | AP_999999 | FS_9999 | PJ_9999999999 | IF_999999 | AC_99999999 |
| BF_999999 | MU_999999 | AP_999999 | FS_9999 | PJ_9999999999 | IF_999999 | AC_99999999 |
| BF_999999 | MU_999999 | AP_999999 | FS_9999 | PJ_9999999999 | IF_999999 | AC_99999999 |
| BF_999999 | MU_999999 | AP_999999 | FS_9999 | PJ_9999999999 | IF_999999 | AC_99999999 |
| BF_999999 | MU_999999 | AP_999999 | FS_9999 | PJ_9999999999 | IF_999999 | AC_99999999 |

## VIII. Planning Ad Hoc Ribbon: Pivoting

You can pivot a dimension between rows and columns if there are two or more dimensions in the row or column that contains the dimension that you want to pivot.

**Additional Information:** If you do this, the other members in its group are also pivoted.

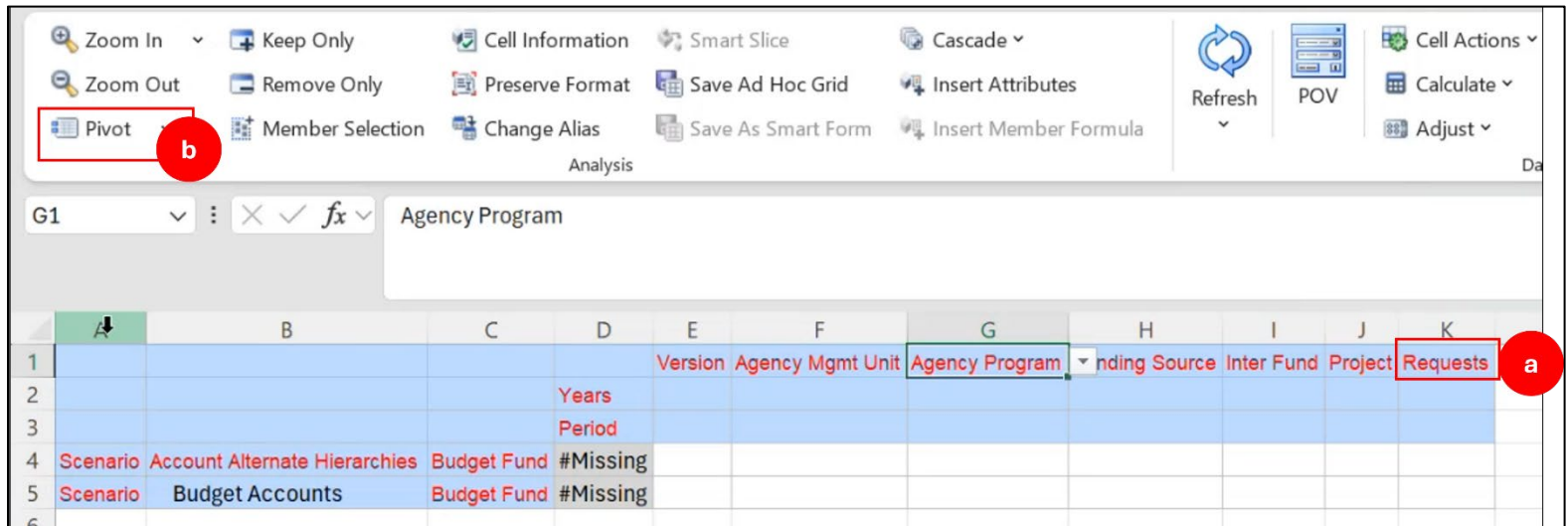
1. In the sheet, select the member, and click on the **Pivot**.



2. Click on **Pivot** to change a member from Row to Column. In this example, **Requests** is changed from Row to Column and then added back to Rows. Row is originally sitting in the Row.

a. Click **Requests**.

b. Click **Pivot**.



c. **Requests** now moved to the Column.

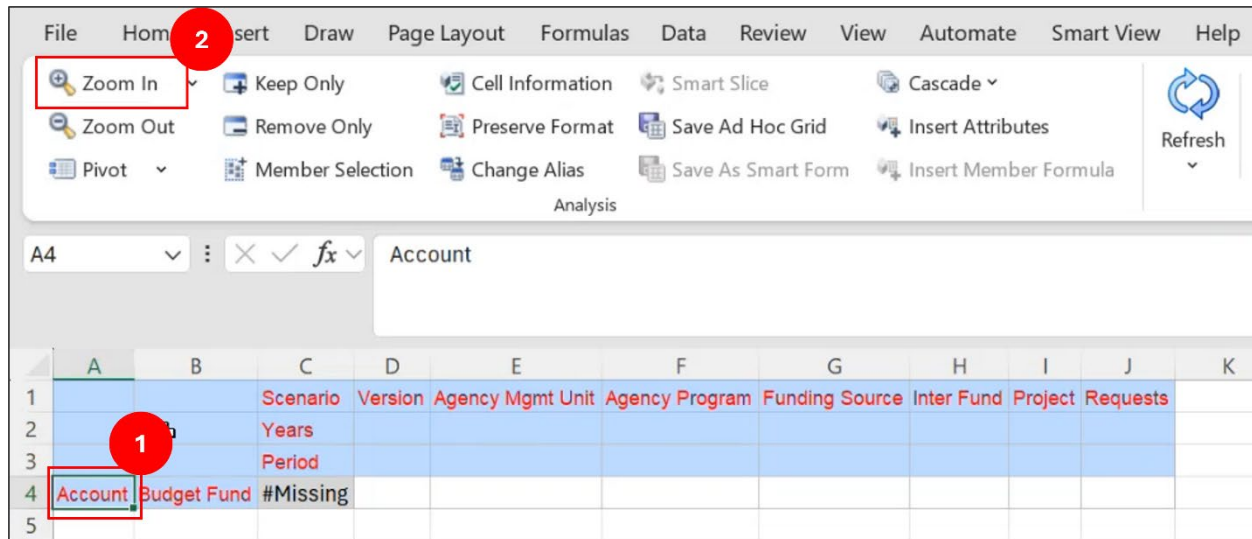
|   | A        | B                             | C           | D        | E      | F       | G                | H              | I              | J          | K       | L |
|---|----------|-------------------------------|-------------|----------|--------|---------|------------------|----------------|----------------|------------|---------|---|
| 1 |          |                               |             |          |        | Version | Agency Mgmt Unit | Agency Program | Funding Source | Inter Fund | Project |   |
| 2 |          |                               |             |          | Years  |         |                  |                |                |            |         |   |
| 3 |          |                               |             |          | Period |         |                  |                |                |            |         |   |
| 4 | Scenario | Account Alternate Hierarchies | Budget Fund | #Missing |        |         |                  |                |                |            |         |   |
| 5 | Scenario | Budget Accounts               | Budget Fund | #Missing |        |         |                  |                |                |            |         |   |
| 6 |          |                               |             |          |        |         |                  |                |                |            |         |   |

**Additional Note:** Click Pivot again to send it back to Rows.

## IX. Planning Ad Hoc Ribbon: Zoom

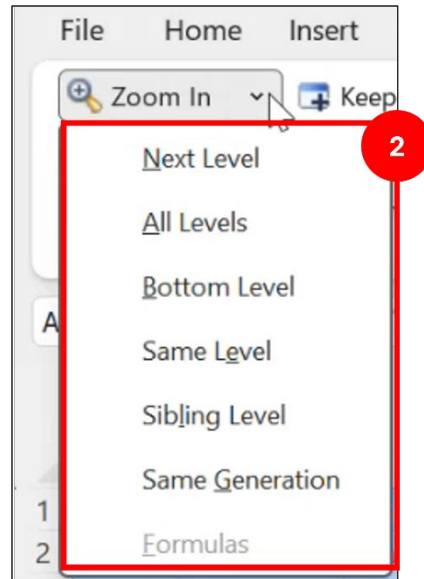
Smart View Zoom options allow zoom in and zoom out on a member in a grid to display data for their children/descendants or parent/ancestors.

1. Click a member and select **Zoom In**. In this example, we choose **Accounts**.



2. **Zoom In** has the following options:

- a. **Next Level**
- b. **All Level**
- c. **Bottom Level**
- d. **Same Level**
- e. **Sibling Level**
- f. **Same Generations**

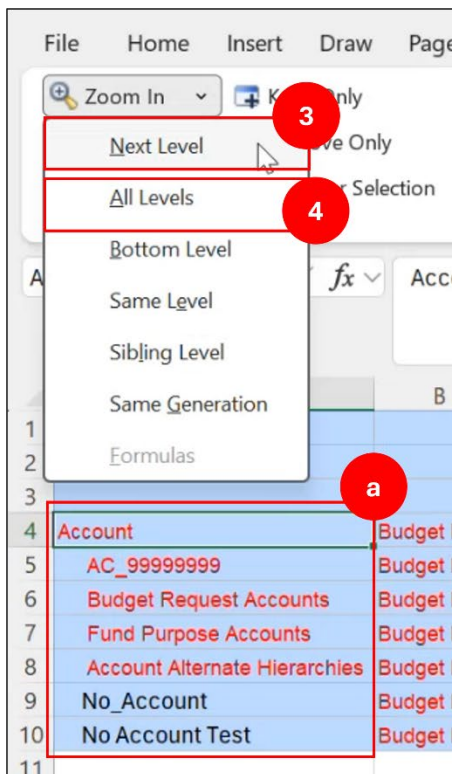


3. Select **Next Level**.

a. The sheet displays **ONLY** the Parent and children member.

4. Select **All Levels**.

a. The sheet displays **ALL** related members in hierarchy.

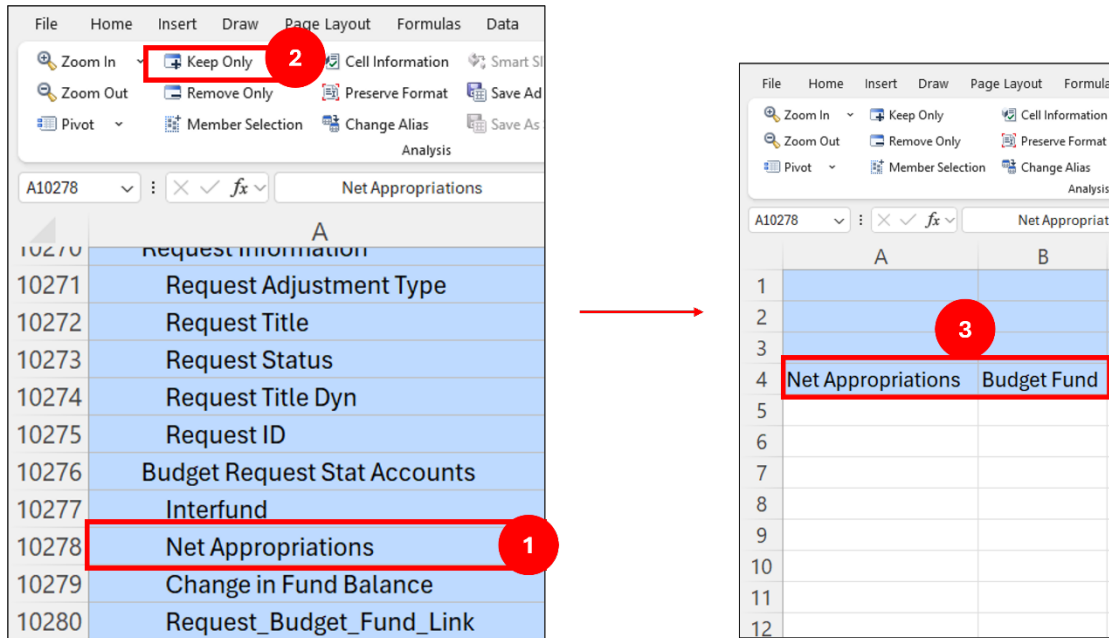


| Scenario               | Account Alternate Hierarchies |
|------------------------|-------------------------------|
| Scenario               | Budget Accounts               |
| Total Actual           | Account Alternate Hierarchies |
| Total Actual           | Budget Accounts               |
| Actual                 | Account Alternate Hierarchies |
| Actual                 | Budget Accounts               |
| Actual-Adj             | Account Alternate Hierarchies |
| Actual-Adj             | Budget Accounts               |
| Budget                 | Account Alternate Hierarchies |
| Budget                 | Budget Accounts               |
| Total Budget-Recurring | Account Alternate Hierarchies |
| Total Budget-Recurring | Budget Accounts               |
| Budget-Recurring       | Account Alternate Hierarchies |
| Budget-Recurring       | Budget Accounts               |
| Budget-Recurring Adj   | Account Alternate Hierarchies |

## X. Planning Ad Hoc Ribbon: Keep Only/Remove Only

You can remove members and the associated member data from the grid. **Keep Only** and **Remove Only** operate on all instances of the selected members in the grid.

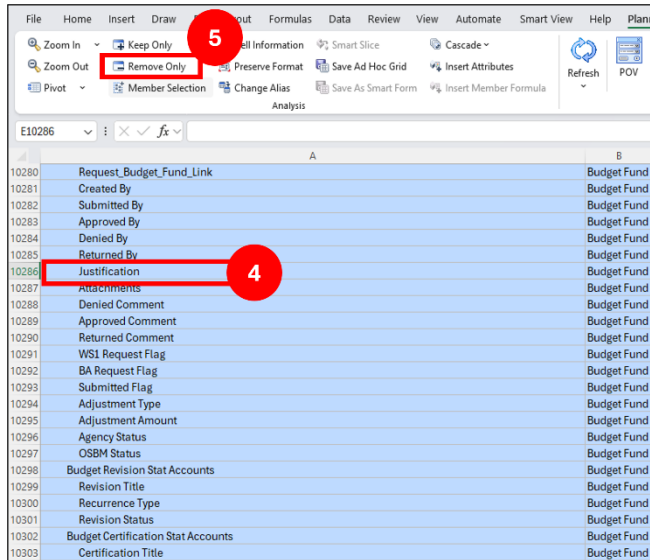
1. Select a member from the displayed list. For this example, we take **Net Appropriations**.
2. Select **Keep Only**.
3. It will now only display the selected member in the sheet and remove the rest.



The image shows two screenshots of the Smart View interface. The left screenshot shows the 'Net Appropriations' member selected in the list (circled 1) and the 'Keep Only' button highlighted in the ribbon (circled 2). The right screenshot shows the resulting grid with only 'Net Appropriations' and 'Budget Fund' displayed (circled 3).

4. Select a member from the displayed list. For this example, we take **Justifications**.
5. Select **Remove Only**.

- It will now remove **ONLY** the selected member and keep the rest.



| A                                  | B           |
|------------------------------------|-------------|
| Request_Budget_Fund_Link           | Budget Fund |
| Created By                         | Budget Fund |
| Submitted By                       | Budget Fund |
| Approved By                        | Budget Fund |
| Denied By                          | Budget Fund |
| Returned By                        | Budget Fund |
| Attachments                        | Budget Fund |
| Denied Comment                     | Budget Fund |
| Approved Comment                   | Budget Fund |
| Returned Comment                   | Budget Fund |
| WS1 Request Flag                   | Budget Fund |
| BA Request Flag                    | Budget Fund |
| Submitted Flag                     | Budget Fund |
| Adjustment Type                    | Budget Fund |
| Adjustment Amount                  | Budget Fund |
| Agency Status                      | Budget Fund |
| OSBM Status                        | Budget Fund |
| Budget Revision Stat Accounts      | Budget Fund |
| Revision Title                     | Budget Fund |
| Recurrence Type                    | Budget Fund |
| Revision Status                    | Budget Fund |
| Budget Certification Stat Accounts | Budget Fund |
| Certification Title                | Budget Fund |

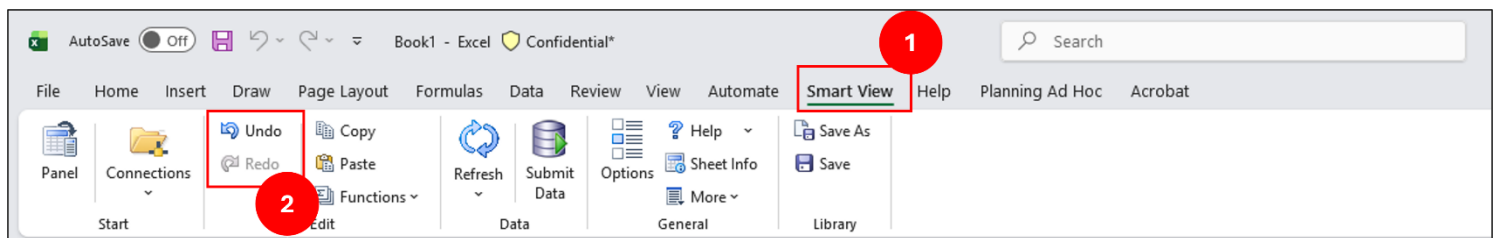
## XI. Planning Ad Hoc Ribbon: Undo/Redo and Refresh

### A. Undo/Redo:

#### Note:

- In Smart View data source, **Undo** reverses the Zoom In, Zoom Out, Keep Only, Remove Only or Refresh by restoring the view prior to the execution of the last command.
- You cannot undo operations that are performed on the server rather than within Smart View, such as calculations, refreshes, and submitting data.
- There is a limitation on the number of times a user can “undo.” To specify the number of permitted undo and redo actions, adjust this in Smart View Options.

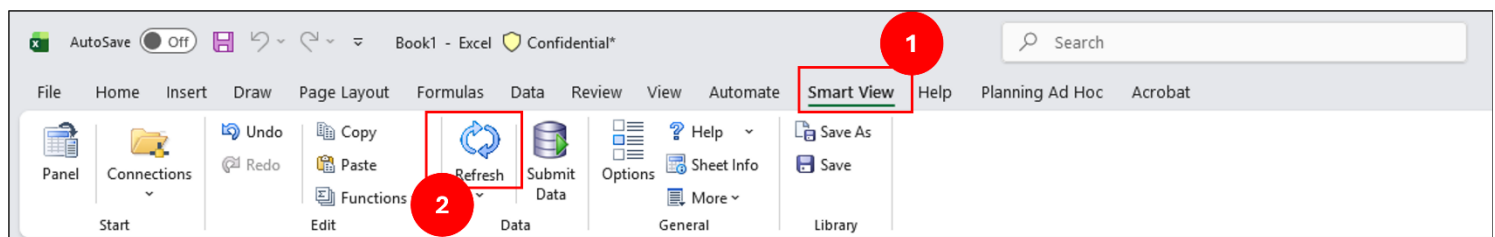
1. Select **Smart View**.
2. Select **Undo/Redo**.



### B. Refresh:

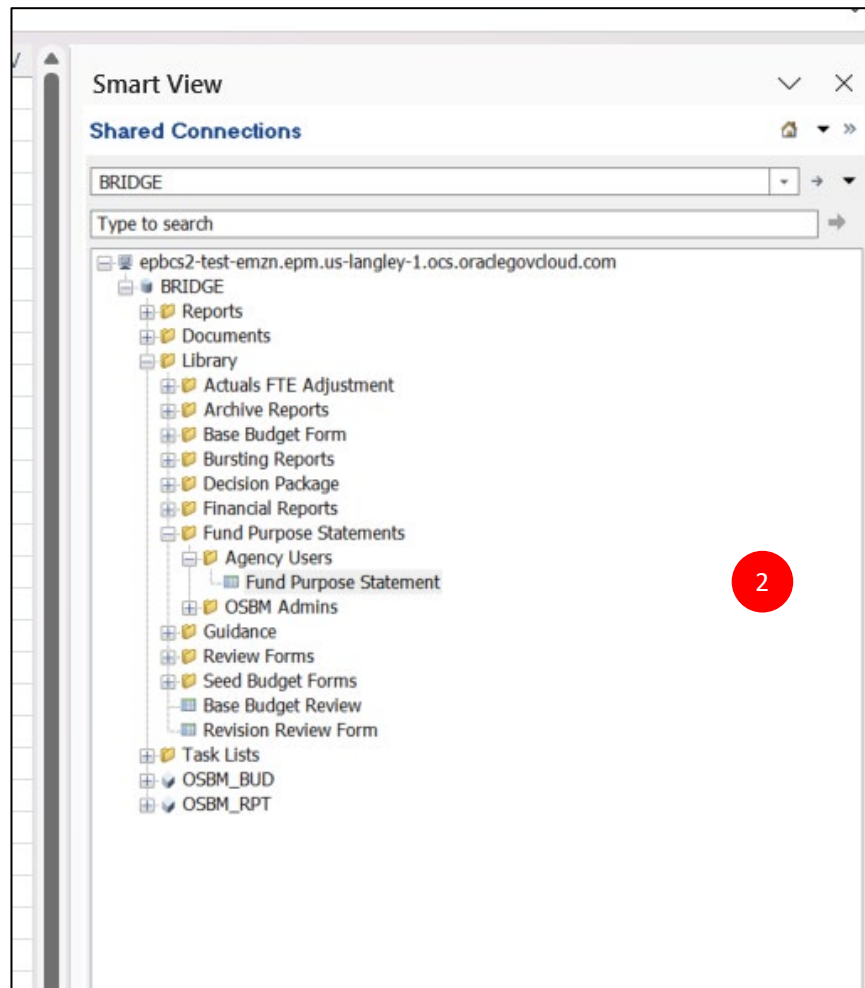
In Smart View once your grid is set, you can retrieve and refresh data. You have the option to refresh within the current worksheet or for all worksheets in the workbook. Refresh brings back the most current data in BRIDGE.

1. Select **Smart View**.
2. Select **Refresh**.



## XII. Submission of Details using Smart View

1. Select **Smart View**.
2. Within the Smart View Panel, select 'Shared Connections', and then select the application URL to connect. After connecting to the application find the desired form in the panel and select it. For this example, select **Fund Purpose Statements** under **Fund Purpose Statements** folder.

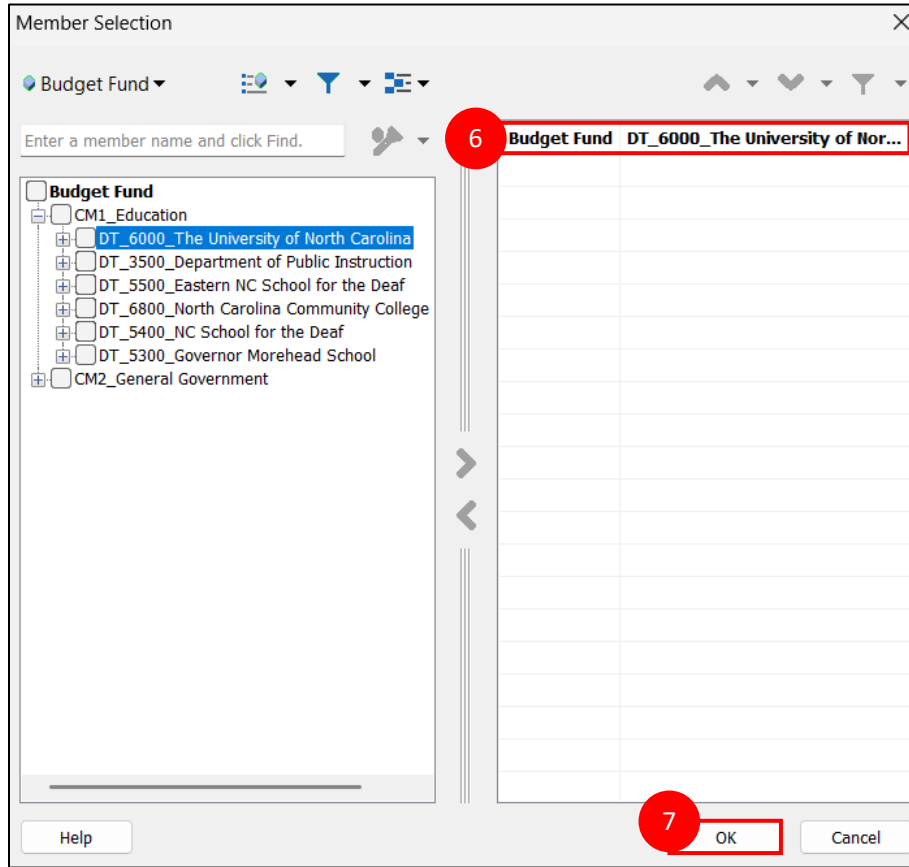


- 3

|    |                                                                                                                                                                                                                                                                                     |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| B7 | <div> <div> <div></div> <div>×</div> <div>✓</div> <div>fx</div> </div> <div> <div></div> <div></div> </div> </div> The fund is used to record the asset balances and the associated revenues and expenses for externally managed assets in the Department of State Treasurer (DST). |
| 4  | A                                                                                                                                                                                                                                                                                   |
| 5  |                                                                                                                                                                                                                                                                                     |
| 6  | Budget Fund                                                                                                                                                                                                                                                                         |
| 7  | 001300-DST 0100 INVESTMENTS FOR LOCAL GOVERNMENTS                                                                                                                                                                                                                                   |
| 8  | 001301-DST 0200 PARDEE HOSPITAL                                                                                                                                                                                                                                                     |
|    | <div> <div></div> <div></div> </div> Fund Purpose                                                                                                                                                                                                                                   |
|    | <div> <div></div> <div></div> </div> The fund is used to record the asset balances and the associated revenues and expenses for externally managed                                                                                                                                  |
|    | <div> <div></div> <div></div> </div> Test                                                                                                                                                                                                                                           |

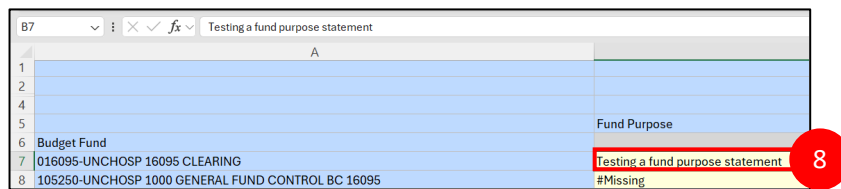
- [illegible]

6. Ensure the **changes** are visible.
7. Click **OK**.



The 'Member Selection' dialog box is shown. It has a search bar at the top with the text 'Enter a member name and click Find.' and a search icon. Below the search bar is a list of members under the 'Budget Fund' category. The member 'DT\_6000\_The University of North Carolina' is selected and highlighted in blue. To the right of the list is a large empty table. At the bottom of the dialog, there are three buttons: 'Help', 'OK', and 'Cancel'. The 'OK' button is highlighted with a red circle and the number 7.

8. Select the cell you want to enter data into.



The image shows an Excel spreadsheet with a table. The table has two columns: 'Fund Purpose' and '#Missing'. The first row is highlighted in blue. The second row is highlighted in yellow. The cell in the second row, under the 'Fund Purpose' column, is highlighted with a red circle and the number 8.

|                                                   | Fund Purpose                     | #Missing |
|---------------------------------------------------|----------------------------------|----------|
| Budget Fund                                       | Testing a fund purpose statement |          |
| 016095-UNCHOSP 16095 CLEARING                     |                                  |          |
| 105250-UNCHOSP 1000 GENERAL FUND CONTROL BC 16095 |                                  |          |

## QRG: Smart View for Budget Reporting



**Note:** When opening forms in Smart View, the cells are color-coded to indicate their status and whether they can be edited:

- A. **Blue:** Parent items and non-editable items.
- B. **Yellow:** Editable cells.
- C. **Grey:** Non-editable cells.

Only child items can be edited within the form. Blue parent cells and grey cells are read-only and cannot be modified.

|    | A                               | B                  | C           | D          | E                 | F            | G              | H           | I            |
|----|---------------------------------|--------------------|-------------|------------|-------------------|--------------|----------------|-------------|--------------|
| 1  |                                 | Budget-Narrative   |             |            |                   |              |                |             |              |
| 2  |                                 | Base Working       |             |            |                   |              |                |             |              |
| 3  |                                 | FY28               |             |            |                   |              |                |             |              |
| 4  |                                 |                    |             |            |                   |              |                |             |              |
| 5  |                                 | Fund Purpose       | Short Title | Long Title | Fund Is Published | Fund Created | Fund Is Active | Fund Status | Fund Purpose |
| 6  | Budget Fund                     |                    |             |            | 0.00              |              | 0.00           | 0.00        |              |
| 7  | 016095-UNCHOSP 16095 CLEARING   | Testing Smart View | UNCHOSP     | UNCHOSP    | #Missing          | 10/6/23      | Active         | Submitted   | #Missing     |
| 8  | 105250-UNCHOSP 1000 GENERAL FU  | #Missing           | UNCHOSP     | UNCHOSP    | No                | 1/1/11       | Inactive       | #Missing    | #Missing     |
| 9  | 105251-UNCHOSP 1900 RESERVES A  | #Missing           | UNCHOSP     | UNCHOSP    | No                | 1/1/11       | Active         | #Missing    | #Missing     |
| 10 | 105253-UNCHOSP 1157 SFRF BC 160 | The General Assem  | UNCHOSP     | UNCHOSP    | No                | 12/9/21      | Active         | Approved    | #Missing     |
| 11 | 049639-UNCHOSP 49639 CLEARING   | #Missing           | UNCHOSP     | UNCHOSP    | #Missing          | 10/6/23      | Active         | Approved    | #Missing     |

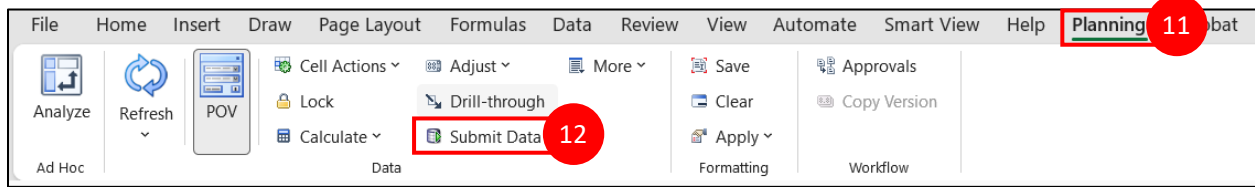
9. Enter the required data / changes into the cell.

|    |                                       |
|----|---------------------------------------|
| B7 | Testing Smart View Submission details |
|    |                                       |
| 1  |                                       |
| 2  |                                       |
| 4  |                                       |
| 5  | Fund Purpose                          |
| 6  | Budget Fund                           |
| 7  | 016095-UNCHOSP 16095 CLEARING         |
|    | Testing Smart View Submission details |

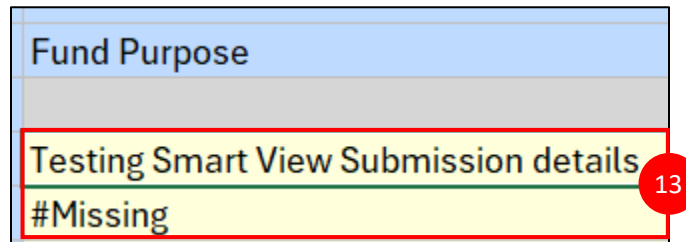
10. Observe the change in the color to edited statements and non-edited statements.

|                                       |
|---------------------------------------|
| Fund Purpose                          |
|                                       |
| Testing Smart View Submission details |
| #Missing                              |

11. Once complete with the changes to be made, navigate to the top ribbon, and select Planning.
12. Find Submit Data within the Data section.



13. Once the process is complete, the color will assume the same as the rest of the editable content.



14. Navigate to the Fund Purpose Statements form on the BRIDGE platform to verify the changes.

|                                          |                                            |
|------------------------------------------|--------------------------------------------|
| Var_BRU                                  |                                            |
| DT_6000_The University of North Carolina |                                            |
|                                          | Budget-Narrative                           |
|                                          | Base Working                               |
|                                          | FY28                                       |
|                                          | Fund Purpose                               |
| Budget Fund                              |                                            |
| 016095-UNCHOSP 16095 CLEARING            | Testing Smart View Submission details (14) |