

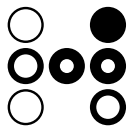
# Hyperion Enterprise<sup>®</sup> Reporting Windows Client

Release 3.6

---



*User's Guide*



Hyperion<sup>®</sup>

P/N: H85D09-3600000

©1995-2000 Hyperion Solutions Corporation. All rights reserved.

Hyperion, Essbase, and Arbor are registered trademarks, and Hyperion Solutions and Hyperion Essbase are trademarks of Hyperion Solutions Corporation.

Microsoft is a registered trademark and Windows is a trademark of Microsoft Corporation. IBM, DB2, Lotus, and 1-2-3 are registered trademarks of International Business Machines Corporation. All other brand and product names are trademarks or registered trademarks of their respective holders.

No portion of this manual may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or information storage and retrieval systems, for any purpose other than the purchaser's personal use, without the express written permission of Hyperion Solutions Corporation.

**Notice:** The information contained in this document is subject to change without notice. Hyperion Solutions Corporation shall not be liable for errors contained herein or consequential damages in connection with the furnishing, performance, or use of this material.

Hyperion Solutions Corporation  
1344 Crossman Avenue  
Sunnyvale, CA 94089

Printed in the U.S.A.

# Contents

## Preface

<b>Chapter 1: Customizing Your Desktop</b> .....	21
Customize Dimensions .....	21
Customize the Formula Bar .....	23
Customize the Point of View Bar .....	23
<b>Chapter 2: Creating and Saving Reports and Books</b> .....	25
Create Reports or Books .....	26
Close Reports or Books .....	27
Save Reports or Books .....	27
Compound Reports .....	28
Create Compound Reports .....	30
<b>Chapter 3: Setting a Point of View</b> .....	33
Hyperion Enterprise Reporting Windows Client Point of View .....	33
Book Point of View .....	34
Report Point of View .....	35
The Point of View Dialog Box .....	36
Set the Hyperion Enterprise Reporting Windows Client Point of View .....	37
Set a Book Point of View .....	43
Set a Report Point of View .....	44
<b>Chapter 4: Editing Reports and Books</b> .....	45
Security for Hyperion Essbase Reports .....	47

## Table of Contents

Report and Book Areas .....	48
Open Reports or Books .....	49
Select or Deselect Report or Book Areas .....	49
Cut Book Areas .....	50
Copy Report or Book Areas .....	51
Paste Report or Book Areas .....	52
Insert Blank Columns or Rows .....	53
Delete Report or Book Areas .....	54
Undo Edits .....	54
Set Report Options for Hyperion Enterprise .....	55
Set Report Options for Hyperion Essbase .....	56
Set Book Options .....	57
Insert Reports in Books .....	63
Replace Reports in Books .....	64
Edit Report or Book Summaries .....	64
Set Up Headers or Footers .....	65
Import Reports .....	68
<b>Chapter 5: Assigning Dimensions .....</b>	<b>71</b>
Report Columns and Rows .....	72
Report Sections .....	73
Book Sections .....	76
Dimension Changes in Reports .....	78
Dimension Changes in Books .....	80
Using Dimension IDs, Functions, and Lists .....	80
Assign Dimension IDs .....	88
Assign Dimension Functions .....	89
Assign Dimension Lists .....	90
Insert Dimension Changes .....	91
Edit Dimension Changes .....	92
Insert Sections .....	93
Insert Sections within Sections .....	94
Edit Sections .....	96
Assign Values for Prompts .....	97

<b>Chapter 6: Using Data and Heading Formulas</b> .....	99
Heading Formulas .....	99
Text Entry Rules .....	100
Data Formulas .....	100
Expressions .....	101
Operators in Expressions .....	101
Natural Precedence .....	105
Operands in Expressions .....	106
Keywords .....	107
ACC - Account .....	108
CAT - Category .....	109
CONSOL - Consolidation Detail .....	110
CURR - Currency .....	111
DAT - Period .....	112
ENT - Entity .....	113
FIE - Field .....	114
FRE - Frequency .....	119
PAR - Parent Entity .....	121
SUBACC1 - First Subaccount Set .....	122
SUBACC2 - Second Subaccount Set .....	123
SUBENT - Subentity .....	124
Edit Data Formulas .....	125
View Definitions .....	128
Edit Heading Formulas .....	128
 <b>Chapter 7: Using Report Wizard</b> .....	 131
Report Wizard Icons .....	132
Create Queries .....	133
Nested Dimensions .....	134
Expand or Collapse Dimension Values .....	135
Display Queries as Reports .....	138
 <b>Chapter 8: Formatting Reports</b> .....	 139
Report Formatting Controls .....	139
Inherited Format Options .....	142
Check Box States .....	143

## Table of Contents

Account Attributes .....	144
Custom Number Formats .....	146
Formatting Options .....	147
Set Font Options .....	147
Set Shading and Border Options .....	148
Set Numeric Options .....	150
Set Spacing Options .....	153
Set Display Options .....	156
Set Headings Options .....	158
Set Sorting Options .....	160
Set Criteria .....	162
Variables in Criteria Statements for Hyperion Enterprise .....	164
Variables in Criteria Statements for Hyperion Essbase .....	165
View Drafts or Formatted Reports .....	167
Copy Format .....	168
Copy Dimensions and Formulas .....	168
Copy Format, Dimensions, and Formulas .....	169
Notations and Local Headings Setup .....	169
Set Up Notations .....	171
Set Up Local Headings in Reports .....	171
Expansions and Investigations .....	173
Set Expansions .....	174
Set Investigations .....	175
Manage Expansions .....	176
<b>Chapter 9: Managing Reports and Books .....</b>	<b>179</b>
Report and Book Sets .....	180
Create Report or Book Sets .....	181
Delete Report or Book Sets .....	182
Edit Report or Book Set Information .....	183
Add Reports or Books to Sets .....	184
Remove Reports or Books from Sets .....	185
Edit Report or Book Information .....	185
Check Reports or Books .....	186
Add Reports or Books to the Application .....	187
Delete Reports or Books from the Application .....	188

<b>Chapter 10: Running Reports and Books</b> .....	189
Change the Default Page Format .....	190
Change the Default Page Setup .....	191
Report and Book Output .....	193
Select a Printer .....	193
Preview the Active Report, Batch of Reports, or Batch of Report Sets .....	194
Print Active Reports or Books .....	195
Print a Batch of Reports, Report Sets, Books, or Book Sets .....	196
Export the Active Report, Batch of Reports, or Batch of Report Sets to Microsoft Excel .....	197
Reporting Batch Commands, Batch Files, and Task Files .....	198
Running the Batch and Task Files .....	203
Examples .....	205
Running Batch and Task Files .....	206
 <b>Chapter 11: Quick List of Functions</b> .....	 209
Hyperion Enterprise Reporting Windows Client Functions for Hyperion Enterprise and Hyperion Essbase .....	209
Hyperion Enterprise Reporting Windows Client for Essbase Functions .....	219
 <b>Chapter 12: Functions</b> .....	 225
ABS - Absolute Value .....	225
@ACODE - Account Code .....	226
@ALL - All .....	227
@ALT - Current Alias Table .....	229
@AMCODE - Chart Method Code .....	230
@ANC - All Ancestor Members .....	231
@APD - Application Description .....	232
@APN - Application Name .....	233
@APP - Application ID .....	233
AS - Same As .....	234
@ASK - Prompt User .....	235
AVG - Average: Overview .....	236
@BAS - Base Level .....	237
BET - Evaluate Difference .....	238

## Table of Contents

@BOT - Members at Level 0 .....	239
CELL - Specific Cell Value .....	240
CHANGE - Dimension Change .....	242
@CHART - Chart Logic Expansion .....	243
CHG - Calculate Difference .....	244
@CHL - Children .....	245
@CMCODE - Consolidation Method Code .....	246
@CMO - Current Category Period Number .....	247
@CON - Summary IDs .....	249
CPN - Current Period Number .....	250
@CUR - Current Dimension Setting .....	251
@CURCY - Currency Text .....	252
Date Masks .....	254
@DAT - Period Description .....	255
@DEP - IDs Immediately Below .....	257
@DES - Dimension Descriptions .....	258
@DSC - Descendant Members .....	259
DUR - Specific Value .....	261
@ECODE - Entity Code .....	262
@END - Last ID .....	263
@ENT - Entity as Parent .....	264
@FIRST - First Subaccount .....	265
@FLN - File Name .....	266
@FLT - File Title .....	267
FOR - Section For .....	268
@FRD - Frequency Description .....	269
@FRL - Frequency ID .....	270
FROM - Start of Range .....	271
@GEN - Same Generation .....	272
IFT - If Then .....	273
@IND - Indent .....	274
@LAB - Dimension IDs .....	275
@LAD - Lowest-level Account Description .....	276
@LAL - Lowest-level Account ID .....	277
@LAST - Last Subaccount .....	278



LIST - List .....	280
@LOCAL - Local Headings .....	281
@LRC - Linked Reporting Comments .....	282
@LRD - Modification Date of a Linked Reporting Object .....	283
@LRF - Linked Reporting Files .....	284
@LRI - Index of a Linked Reporting Object .....	286
@LRO - Linked Reporting Objects .....	287
@LRT - Type of a Linked Reporting Object .....	289
@LRU - User of a Linked Reporting Object .....	290
@LVL - Same Level .....	291
MUL - Multiply .....	292
@OFF - Offset of the Current or Optional Period .....	293
@OFF with @RNG .....	294
@PAR - Parent .....	295
PBE - Evaluate Percent Change .....	296
PCH - Percent Change .....	297
PCR - Percent by Row .....	298
PCT - Ratios as Percentages .....	301
@PDES - Partial Description .....	302
@PLAB - Partial Dimension ID .....	303
@PSF - Consolidation Status .....	304
RAT - Ratios .....	305
REPORT - Report in Book .....	306
RND - Round Specific Values .....	306
@RNG - Range .....	307
@RPD - Current Reporting Directory .....	309
@SCALE - Current Entity Scale .....	310
@SED - Set Description .....	311
@SET - Set Name .....	312
@SIB - Siblings .....	312
@SLA - Siblings to the Left .....	313
@SLF - First Sibling to the Left .....	315
@SRA - All Siblings to the Right .....	316
@SRF - First Sibling to the Right .....	317
@SRN - Server Name .....	318

@START - Starting Period .....	318
@SUB - Subaccounts .....	319
SUM - Total .....	320
@TIM - Current Time .....	321
@TMCODE - Translation Method Code .....	322
@TOD - Current Date .....	323
@TOP - Topmost Member .....	324
UNTIL - End of Range .....	325
@USR - User ID .....	326
@VWD - View Description .....	327
@VWL - View ID .....	328
WITHSUB - With Subaccounts .....	329
WITHSUB1 - With First-level Subaccounts .....	330
@WLD - Wildcard .....	331
<b>Chapter 13: Hyperion Analyst .....</b>	<b>333</b>
Add-in Files .....	333
Load or Unload the Microsoft Excel Add-in File .....	334
Load or Unload the Lotus 1-2-3 Add-in File .....	334
Start Hyperion Analyst .....	334
Start Hyperion Analyst from Windows .....	335
Start Hyperion Analyst from Microsoft Excel .....	335
Start Hyperion Analyst from Lotus 1-2-3 .....	336
Exit Hyperion Analyst .....	336
Hyperion Analyst Toolbar .....	336
Hyperion Analyst for Microsoft Excel 7 .....	336
Hyperion Analyst for Microsoft Excel 8 .....	337
Analyst Menu .....	337
Access Online Help .....	339
Hyperion Analyst Worksheet .....	340
Change the Worksheet Point of View .....	341
Hyperion Analyst Queries .....	342
Create Queries .....	342
Open Queries .....	342
Modify Queries .....	343
End Queries.....	343

Save Queries .....	343
Edit Dimensions .....	344
Manage Dimensions .....	344
Drag and Drop Dimensions .....	345
Drag and Drop Dimensions with Microsoft Excel .....	345
Drag and Drop Dimensions with Lotus 1-2-3 .....	346
Reorder Dimensions .....	346
Reorder Dimension IDs .....	347
Expansions .....	347
Default Expansions .....	348
Enable Expansions .....	348
Expand or Collapse Data .....	348
Manage Expansions .....	349
Hide or Show Expansion Signs .....	350
Drill-through Function .....	350
Convert Values to Hyperion Retrieve for Reporting Functions .....	351
Create a Microsoft Excel Format Template .....	352
Frequently Asked Questions .....	353
<b>Chapter 14: Hyperion Retrieve .....</b>	<b>357</b>
Add-in Files .....	357
Load or Unload the Microsoft Excel Add-in File .....	358
Load or Unload the Lotus 1-2-3 Add-in File .....	358
Retrieve Menu .....	359
Access Online Help .....	360
Refresh Worksheets .....	360
Save Data to Applications .....	361
Change the Hyperion Retrieve Point of View .....	361
Paste Values .....	363
Open Applications .....	363
Hyperion Retrieve Formulas .....	364
Hyperion Retrieve Functions .....	365
CDABET - Compare Values for Two IDs .....	366
CDACAL - Specify Calculated Point of View .....	367
CDACHG - Show the Difference Between Values .....	368
CDADES - Show Descriptions for Dimension Settings .....	368

CDAINP - Specify Input Point of View .....	369
CDAKEY - Change Dimension Settings .....	370
CDALAB - Produce IDs for Specified Dimensions .....	371
CDALNK - Send Values to Hyperion Applications .....	372
CDAPAB - Show the Percentage Difference Between Account Values .....	373
CDAPBE - Show the Percentage Difference Between Values .....	375
CDAPCH - Show the Percentage Change Between Two Values .....	376
CDAPCT - Calculate Percentages .....	377
CDASTR - Use Heading Functions to Produce Text .....	378
CDAVAL - Produce Values from Hyperion Applications .....	380
<b>Chapter 15: Hyperion DataExtend .....</b>	<b>381</b>
Start Hyperion DataExtend .....	382
Exit Hyperion DataExtend .....	383
System Menus .....	383
File Menu .....	383
Edit Menu .....	383
View Menu .....	384
Help Menu .....	384
Toolbar .....	384
Fields for Notations and Local Headings .....	384
Create Fields .....	385
Delete Fields .....	386
Field Data Load and Extract .....	386
Field Definitions Section .....	386
Data Values Section .....	387
Sample Text File .....	388
Load Field Data .....	389
Extract Field Data .....	390
Frequently Asked Questions .....	390
<b>Chapter 16: Hyperion Schedules .....</b>	<b>393</b>
Find Function .....	394
Show Suppressed Row or Column Sorting in Hyperion Schedules .....	394
Customize Point of View Bar .....	395
Start Hyperion Schedules from Windows .....	395
Exit Hyperion Schedules from Windows .....	396

Hyperion Schedules Window .....	397
System Menus .....	398
File Menu.....	399
Edit Menu .....	399
Options Menu .....	399
View Menu .....	399
Help Menu .....	399
Toolbar .....	400
Right Mouse Button .....	401
Application and Point of View .....	402
Select an Application.....	403
Change the Point of View Using the Selected Data Cell .....	404
Select an Entity .....	405
Select a Category .....	405
Select an Account .....	406
Select a Period .....	407
Select a Frequency and View.....	407
Select a Subentity .....	408
Select a First-level Subaccount.....	409
Select a Second-level Subaccount .....	410
Select a Consolidation Detail .....	411
Select a Parent .....	411
Select a Currency .....	412
Select a Field.....	413
Show or Hide Window Elements .....	413
Open Reports .....	414
Use Investigations from a Data Cell .....	415
Define Cell Colors.....	416
Set Preferences .....	417
Notations and Local Headings .....	419
Enter Notations .....	420
Enter Local Headings .....	421
Data Entry .....	421
Operator Keys.....	422
Enter Numeric Data .....	423
Highlight Blocks of Data .....	424

## Table of Contents

Copy Data .....	424
Move Data .....	425
Remove Data .....	426
Calculate Formulas .....	426
Show Suppressed Rows or Columns .....	427
Change the Default Printer .....	428
Preview Data .....	428
Print Data .....	429
Remove Dimensions from the Point of View Bar .....	430
Hyperion Schedules with Validations .....	431
Assumptions .....	432
Enable Validations with Hyperion Schedules .....	432
Maintaining a Custom Validations Project Using VBScript .....	433
Maintaining a Custom Validations Project Using VB 4.0 .....	434
Maintaining a Custom Validations Project Using VB 5.0 .....	436
Descriptions of Custom Validations Functions .....	437
Validate OpenReport Function .....	437
ValidateEditedCell Function.....	440
ValidateSaveReport Function .....	445
Methods and Properties of Validations OLE Classes .....	447
IIHypReportData .....	447
IIDisplayedData .....	450
Frequently Asked Questions .....	468
<b>Glossary</b> .....	471
<b>Index</b> .....	475

# Hyperion Enterprise Reporting Windows Client User's Guide Purpose

This guide provides you with all the information you need to understand the basic functions and purpose of Hyperion Enterprise Reporting Windows Client. It explains all of Hyperion Enterprise Reporting Windows Client's features and options, and contains the concepts, processes, procedures, formats, tasks, and examples you need to use the software.

## Audience

This guide is for analysts who use Hyperion Enterprise Reporting Windows Client with other Hyperion products, such as Hyperion Enterprise™ at their site.

## Related Documentation

Hyperion Solutions provides the following documentation for this product:

- *Hyperion Enterprise Reporting Windows Client Getting Started Guide*
- *Hyperion Enterprise Reporting Windows Client User's Guide*
- Hyperion Enterprise Reporting Windows Client Help

The following documents contain additional related information:

- *Hyperion Enterprise User's Guide*, for more information about Hyperion Enterprise.
- *Hyperion Essbase Database Administrator's Guide*, for more information about Hyperion Essbase.

## Using Online Help

- To access online Help, select **Help > Contents** in Hyperion Enterprise Reporting Windows Client.
- To print an online Help topic, display the topic and select **File > Print**.

## Using Online Guides

The online guides are an electronic version of the printed documentation.

- To display an online guide, do one of the following:
  - Select **Help > Online Guides (PDFs) > *name of guide*** in Hyperion Enterprise Reporting Windows Client where *name of guide* is the actual title of the guide.
  - Select **Help > *name of guide*** in Hyperion Enterprise Reporting Windows Client Help where *name of guide* is the actual title of the guide.

## Conventions

The following table shows the conventions used in this document.

*Table i: Conventions Used in This Document*

Item	Meaning
➤	Arrows indicate the beginning of a procedure, which consists of one or more sequential steps.
Square Brackets [ ]	In examples, square brackets indicates that the enclosed elements are optional.
Braces { }	In examples, braces are used for grouping elements together.
<b>Bold</b>	Boldface text indicates words or characters that you type exactly as they appear on the page or menu commands and selections shown in procedures.



Table i: Conventions Used in This Document (Continued)

Item	Meaning
CAPITAL LETTERS	Capital letters denote file names, functions, DOS commands, and various IDs. For example, the text might refer to the GDC.INI file.
Example text	Text shown in this font indicates that the material shown is an example for your use.
Ctrl + 0	Keystroke combinations indicate that you should press the keys simultaneously (yet still somewhat sequentially) as shown.
<i>Italics</i>	Italic text indicates a variable field in command syntax. Substitute your own values in place of the variable shown in italics.
Ellipses	Use of an ellipses indicates an omission of irrelevant material, which is typically used in an example to show only the relevant material.
Mouse orientation	This document provides examples and procedures using a right-handed mouse. If you are using a left-handed mouse, adjust the procedures accordingly.
Menu commands	Menu commands are presented in the following format: <b><i>Menu name &gt; Menu command &gt; Extended menu command</i></b> For example: <b>File &gt; Desktop &gt; Accounts.</b>
n, x	The variable <i>n</i> indicates that you must supply a generic number; the variable <i>x</i> indicates that you must supply a generic letter.
icons	For documents using special icons, list them and define them here.

## Additional Support

In addition to using the documentation and online Help, Hyperion Solutions offers the following additional support for product information.

## Ordering Documentation

Additional copies of printed documentation may be ordered through your local support office.

## Training Services

Hyperion Solutions offers two avenues for classroom training: direct training by Hyperion's own professional training staff, available for all Hyperion products, and through partner-owned authorized training centers for selected courses and partner-developed courses.

Hyperion Solutions provides training geared to end users, administrators, and IS professionals. Classroom training is delivered in the formats and locations needed by Hyperion's diverse, global customers. Custom training, training on the configured and tailored applications that employees will use on the job, is another option to enhance user productivity and ensure smooth day-to-day operations.

Hyperion offers multimedia training in a variety of formats for selected products and topics, and new programs are always in development. Several of our end user training courses are available as computer-based training (CBT) courses, which provides a cost-effective means of giving users a hands-on introduction to product features and functions. In addition, we offer videotape- and CD-ROM- based training as a source of skills enhancement beyond basic user training, again for selected products and topics. CBT and multimedia provide high-quality interactive training at the end user's convenience, regardless of location. For more information about training, contact your local support office.

## Consulting Services

The company's consulting services are globally coordinated, with a regional focus. Hyperion Solutions' Consulting Services provides design review, project management, implementation, technical, and additional support across the full product line. Consulting services are also available from our Hyperion Alliance Partners, and information about these services can be found on the Hyperion Solutions Web site ([www.hyperion.com](http://www.hyperion.com)). For more information, please contact your local support office.

## Technical Support

Telephone and Web-based support are provided to ensure clients resolve any product issues quickly and accurately. It is available for all Hyperion products at no additional cost to all clients with a current maintenance agreement. Additional support is available for clients with 7x24 coverage needs or global requirements that include multiple languages and time zones. For more information, contact your local support office.

## Support and Services Page on the Web

Detailed information about Hyperion's service and support programs may be found on our secured Web site for clients, the Support and Services Page. The site offers a vast array of service and support information, including an in-depth Service & Support Guide, product news and updates, training schedules and online enrollment forms, documentation information, key contacts, downloadable patches, release notes, installation instructions, technical support information and online submission forms, user forms, product modification request listings and lookups, product help, user group meetings, committee meeting minutes and schedules, and a User Forum. To find out how to register for access to the site, contact your local support office.



You can customize the point of view bar, formula bar, and the dimension icons for your report and book windows on your Hyperion Enterprise Reporting Windows Client Desktop.

## Customize Dimensions

Applies To:



Hyperion  
Enterprise



Hyperion  
Essbase

You can customize dimensions as follows:

- Specify the name or description for dimensions that appear in the menu options, status bar, and tool tips for the point of view and formula bar. You can also specify the name or description for the point of view dialog box tabs.
- Change the icon or use a custom icon for dimensions that appear in the point of view and formula bar.

When you manage dimensions to customize Hyperion Enterprise Reporting Windows Client, any changes that you make apply to your user ID only. Your custom settings remain in effect until you change them. For example, if you use a custom icon for the entity dimension, the next time you start Hyperion Enterprise Reporting Windows Client, that entity dimension's custom icon appears.

The recommended size for a custom icon is 16 x 16 pixels, and the recommended background is RGB (192,192,192). If you are using a custom icon, you must update the [Product-Server-Application Set-Application] section in your REPENG.INI file as follows:

```
[Product-Server-ApplicationSet-Application]  
DimensionCustomBitmap_xxx = e:\newicon.bmp
```

**Note:** The syntax is not case sensitive.

<b>Where...</b>	<b>Is...</b>
<i>Product</i>	The product name, Enterprise or Essbase.
<i>Server</i>	The Hyperion Essbase server name which is OLAP. Omit this parameter for Hyperion Enterprise.
<i>ApplicationSet</i>	The Hyperion Essbase application name. Omit this parameter for Hyperion Enterprise.
<i>Application</i>	The Hyperion Enterprise application name or the Hyperion Essbase database name.
<i>xxx</i>	Name of the dimension.
<i>e:\newicon.bmp</i>	Path and file name of the custom icon.

➤ To customize a dimension:

1. From a report or book window, select **Task > Customize Dimensions**.
2. Select a dimension from the dimension list and do one of the following:
  - To change the dimension icon to the default, click **Default Icon**.
  - To change the icon, select an icon or specify the name of a custom icon.

**Note:** The custom icon must remain in the directory you specify.

- To display the name of the dimension, click the **Name** button.
- To display the description of the dimension, click the **Description** button.

**Note:** The dimension's description and name are the same for Hyperion Enterprise applications.

3. Click **OK**.

## Customize the Formula Bar

Applies To:



You can customize the appearance of the formula bar by specifying which dimensions appear on the formula bar.

- To customize the formula bar:
  1. Select **Task > Customize Formula Bar** or position the cursor on the formula bar, click the right mouse button, then click **Customize**.
  2. Click the **Show Button** check box for each dimension you want to appear on the formula bar.
  3. Click **OK**.

## Customize the Point of View Bar

Applies To:



You can customize the appearance of the point of view bar. You can specify which dimension buttons appear and whether the dimension buttons display an icon, name, or description. You can also specify the font to use for the name or description.

- To customize the point of view bar:
  1. Select **Task > Customize POV Bar** or position the cursor on the point of view bar, click the right mouse button, and click **Customize**.
  2. Do one or more of the following:

- Click **Show Icon** to display the dimension icon for each dimension button on the point of view bar.

**Note:** To change the dimension icon, see *Customize Dimensions* on page 21.

- Click **Name**, **Description**, or **None** to display the name, description, or no text for each dimension button on the point of view bar.

**Tip:** Click the **Font** button to specify font options for the name and description.

- Click the **Show Button** check box for each dimension button you want to appear on the point of view bar.

**3.** Click **OK**.



# Creating and Saving Reports and Books

---

You use Hyperion Enterprise Reporting Windows Client to create reports in a grid that is similar to a spreadsheet. You can create a standard report or a compound report. Once you create a report, you can use Hyperion Enterprise Reporting Windows Client to edit or print the report. You should decide on a design before you create reports.

You create a report by assigning dimensions to the columns and rows of the grid. You create a book by adding lines that specify dimension sections, dimension changes, and reports. You can define a report or book point of view for one or more dimensions, so that the report or book retrieves data for those dimensions unless you override the point of view within the report or book. For more information, see *Set a Report Point of View* on page 44.

You can use Report Wizard to create dynamic ad hoc queries within Hyperion Enterprise Reporting Windows Client. You can load a Hyperion Analyst query as a starting point for a Report Wizard query. You can preview a Report Wizard query to see how the query would look as a report, and you can save the query as a report. For more information about the Report Wizard, see Chapter 7.

The first time you save a report or book, you provide a file name and assign the report or book to a report or book set. You can also provide a title for the report or book, and you can add comments.

After you save a report or book, you can run the report or book to create a hard copy of the output or print the output to a file. You can also preview a report to see the output on the screen. For more information, see *Report and Book Output* on page 193.

## Create Reports or Books

**Applies To:**



You create a report by assigning dimensions and dimension IDs to the columns and rows in the grid of a report window. You create a book in a book window by adding lines for reports, dimension sections, and dimension ID changes.

You might create a standard report called Income Statement that shows the income and expense data for several entities for the current month. You could assign the entities to the report's columns and assign the income and expense accounts to the rows.

Alternatively, you might create a compound report that includes both an income statement and a balance sheet for the current month. You set up columns and rows for each standard report within the compound report.

You can create intercompany matching reports to show transactions between entities within the same organization. For applications with organizations that change over time, you can create reports to show changes in intercompany ownership from one period to another within an organization. For more information, see the *Hyperion Enterprise User's Guide* or Hyperion Enterprise Reporting Windows Client Help.

You might create a book called Quarterly Reports that you run at the end of each quarter. The Quarterly Reports book might include the Income Statement Report, balance sheets, and other reports.

- To create a report or book:
  1. Select **File > New** or the New toolbar icon.
  2. Select **Standard Report**, **Compound Report**, or **Book**.
  3. Click **OK**.

## Close Reports or Books

Applies To:



When you close a report or book that contains unsaved changes, the system prompts you to save the changes. If you have not saved the report or book before, the system displays the Save As dialog box so that you can name the report or book.

- To close a report or book, from the report or book window, select **File > Close**.

**Tip:** You can close all reports and books by selecting **Window > Close All**.

## Save Reports or Books

Applies To:



You save a report or book to store any changes that you make while creating or editing the report or book. You can also rename a report or book when you save it. When you save a report or book, the report or book window remains open so that you can continue editing.

When you save a report or book for the first time, you must add the report or book to at least one existing report set or book set, and you must specify its security class. You can also specify a title for the report or book, and you can record comments about it.

- You might save a first-quarter balance sheet report with the file name Q1BAL.RPT and the security class Manager, with a comment describing the report's contents. You might add the report to the Balance Sheets

report set. You might save a book of balance sheets and income statements with the file name BALINC.BPT and the security class Director, with a comment describing the contents of the book.

- ▶ To save the active report or book, from the report or book window, do one of the following:
  - To save a report or book that has not been saved before, select **File > Save** or the Save toolbar icon, specify a file name, a security class, a set, an optional title, and optional comments for the report, then click **OK**.
  - To save a previously saved report or book, select **File > Save** or the Save toolbar icon.
  - To save changes to all open reports and books, select **File > Save All**.
  - To rename a report or book or to change its set or other information, from a report window, select **File > Save As** or the Save toolbar icon, then make your changes.

## Compound Reports

Applies To:



A compound report contains two or more reports that you want to display together. The reports that a compound report contains are called embedded reports. The layout of a compound report determines the number of embedded reports and their arrangement in the output of the compound report.

The report window for a compound report contains a tabbed panel for each embedded report. In each panel, you create or edit the embedded report in the same way that you create or edit a standard report. You use the panel tabs or commands on the View menu to move among embedded reports.

The following figure shows a Compound Report window with two report panels.

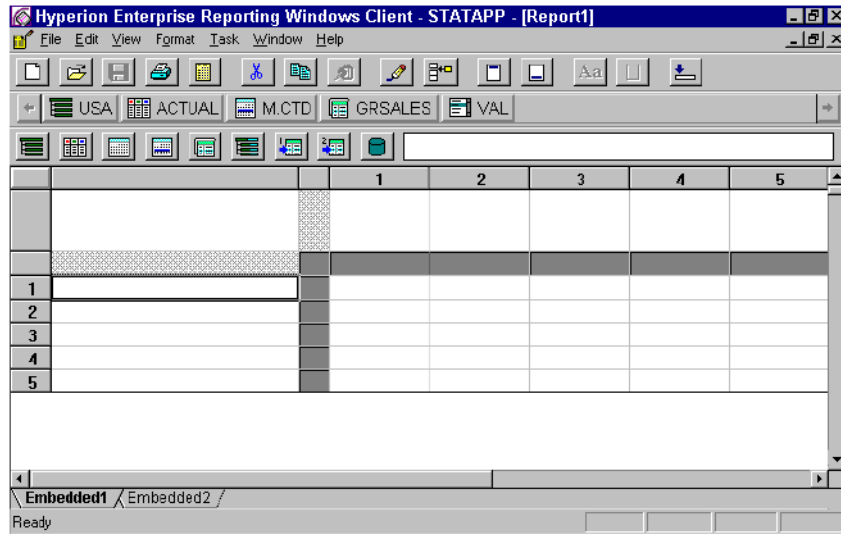


Figure 1: Compound Report Window

A compound report has a report point of view that applies to all embedded reports. The compound report can have a header and a footer, which is information that appears at the top and bottom of each page when you run the report. You can also create a header and footer for each embedded report.

You can paste a standard report as an embedded report in a compound report. You can also import a standard report as an embedded report into a compound report. This creates a link to the standard report so that when it changes, the embedded report also changes. For more information, see Paste Report or Book Areas on page 52.

When you run a compound report, the system runs all embedded reports within the compound report. To run an embedded report as an individual report, you must copy it and paste it into a new standard report.

You can preview a compound report to see its output on the screen before you print it. The Preview window shows the compound report's data, title, and format. You can print a compound report from the Preview window, or you can return to the

report window to change the report's formulas or format before you print it. For more information, see Preview the Active Report, Batch of Reports, or Batch of Report Sets on page 194.

The following figure shows the Preview window with a sample compound report.

SUMMARY BALANCE SHEET 1st Quarter 1998			
<b>Assets</b>		<b>Liabilities &amp; Equity</b>	
TOTAL CURRENT ASSETS	\$4,285,000	TOTAL SHORT TERM LIABILITIES	\$1,498,000
TOTAL FINANCIAL ASSETS	1,436,500	TOTAL LONG TERM LIABILITIES	1,882,000
TOTAL TANGIBLE ASSETS	1,401,500	TOTAL EQUITY	<u>4,140,000</u>
TOTAL INTANGIBLE ASSETS	397,000	TOTAL LIABILITIES AND EQUITY	<u>\$7,520,000</u>
TOTAL ASSETS	<u>\$7,520,000</u>		
<b>Key Ratios</b>			
Current Ratio	2.86		

Figure 2: Preview Window with Sample Compound Report

Compound reports have the extension .CRB. This distinguishes them from standard reports, which have the .RPT extension, and from books, which have the .BPT extension.

**Note:** Hyperion Schedules and Hyperion Distributed Schedules do not use compound reports. Any schedule you attempt to produce with a compound report will be empty.

## Create Compound Reports

Applies To:



You create a compound report in a compound report window, which has a panel where you set up each embedded report. By default, a compound report has two embedded reports, but you can select a layout that uses three or four reports.

A compound report can have any of these layouts:

- Two side-by-side reports
- Two side-by-side reports above a third report
- One report above two side-by-side reports
- Two, three, or four stacked reports

For each layout, you specify the position of each embedded report. For example, in a compound report with three embedded reports, you specify which embedded report appears on the top-left, which appears on the top-right, and which appears on the bottom. You can reposition or rename each embedded report at any time. You set these spacing options in a compound report layout:

- Portrait or landscape printing
- Page order for printing
- Page margins

➤ To create a compound report:

1. Select **File > New** or the New toolbar icon, then select **Compound Report**.
2. To select a layout, set up a compound report header or footer, select spacing options, or rearrange the order in which the embedded reports appear, select **View > Layout** or double-click on any panel, then do one of the following:
  - To select a report layout, select a report template.
  - To create a compound report header or footer, select the Compound Report Header icon or the Compound Report Footer icon.
  - To reposition a report, highlight the embedded report and select the Move Up or Move Down icon.
  - To set spacing options, select the Compound Report Spacing Options icon.
3. To create an embedded report, click on its panel at the bottom of the compound report window or select the embedded report from the View menu.
4. To copy an existing standard report into a compound report, do the following:
  - a. Select **File > Open**, highlight a standard report name, then click **OK**.
  - b. Highlight the entire standard report, then select **Edit > Copy** or the Copy toolbar icon.

- c.** Select **File > New**, then select **Compound Report**.
- d.** Highlight an entire embedded report panel, select **Edit > Paste Special**, click **All**, then click **OK**.
- e.** Select **Format > Spacing**, set the top, bottom, left, and right margins to zero, then click **OK**.

**Tip:** You can link a standard report to an embedded report in a compound report by selecting **View > Import Options**. For more information, see Import Reports on page 68.



Each cell in a report retrieves data for the dimensions that you assign to the columns and rows. For any dimension that you do not assign in a report, the cell inherits the setting from the report point of view, the book point of view, or the Hyperion Enterprise Reporting Windows Client point of view.

Hyperion Enterprise Reporting Windows Client uses these point-of-view settings in this order to determine the data values to retrieve:

- The columns and rows in an individual report
- The report point of view, which you define for an individual report
- The sections defined in a book, if you are running the report in a book
- The book point of view, if you are running the report in a book
- The Hyperion Enterprise Reporting Windows Client point of view

## Hyperion Enterprise Reporting Windows Client Point of View

Applies To:



Hyperion  
Enterprise



Hyperion  
Essbase

Hyperion Enterprise Reporting Windows Client inherits a point of view from the current Hyperion Solutions product application, but you can reset the Hyperion Enterprise Reporting Windows Client point of view at any time. Your new settings remain in effect until you change the settings within Hyperion Enterprise

Reporting Windows Client. Any changes you make in the Hyperion Enterprise Reporting Windows Client point of view apply to your user ID only and do not affect the application database. The system saves your Hyperion Enterprise Reporting Windows Client point of view when you exit Hyperion Enterprise Reporting Windows Client, so that your changes apply to your next work session.

Each dimension has a Hyperion Enterprise Reporting Windows Client point of view in Hyperion Enterprise Reporting Windows Client. You can include as many of these dimensions as you want on the point of view bar. For instructions on customizing the point of view bar, see *Customize the Point of View Bar* on page 23.

## Book Point of View

**Applies To:**



You can set a book point of view that overrides the Hyperion Enterprise Reporting Windows Client point of view. When you run a book, Hyperion Enterprise Reporting Windows Client uses the IDs in the book point of view for any dimensions that you do not assign in the columns and rows of the reports in the book, in the report point of view, or in the lines and sections of the book.

For example, suppose the Quarterly Reports book point-of-view category is Actual. The book might include a report with a report point of view that specifies the Forecast category. When you run the book, that report retrieves Forecast data. Any report in the book that does not have its own point-of-view category retrieves Actual data.

# Report Point of View

Applies To:



You can set a report point of view that overrides the Hyperion Enterprise Reporting Windows Client point of view. When you run a report, Hyperion Enterprise Reporting Windows Client refers first to the report point of view for any dimensions that you do not specifically assign to the columns and rows. If you include a report in a book, the report point of view overrides the book point of view.

For example, suppose you assign only accounts to rows and only categories to columns in a report, and you create a report point of view that assigns a period. When you run the report, Hyperion Enterprise Reporting Windows Client retrieves data for the report point-of-view period, and for the categories and accounts that you assigned to the rows. The system refers to the Hyperion Enterprise Reporting Windows Client point of view for all other dimensions. If you run the report as part of a book, the system refers to the book point of view and then to the Hyperion Enterprise Reporting Windows Client point of view for all other dimensions.

## The Point of View Dialog Box

You use the point of view dialog box to assign dimension IDs to the point of view. The following figure shows the Point of View dialog box and its components. For more information about the components, see the topics following the figure.

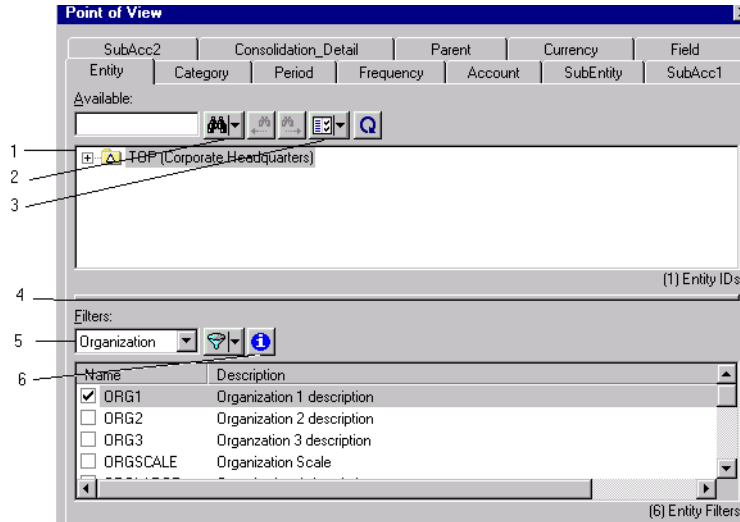


Figure 3: Point of View Dialog Box

1. Available List
2. Find Options
3. Available Options
4. Splitter Bar
5. Filters
6. Filters Summary

# Set the Hyperion Enterprise Reporting Windows Client Point of View

Applies To:



The Hyperion Enterprise Reporting Windows Client point of view specifies IDs for dimensions that you have not assigned in a column or row, in the point of view of the active report, or in the point of view of the active book. The first time you start Hyperion Enterprise Reporting Windows Client with a Hyperion Enterprise application, Hyperion Enterprise Reporting Windows Client inherits the point of view for the application. You can reset the Hyperion Enterprise Reporting Windows Client point of view at any time, using either the point of view bar or the Point of View command on the Edit menu. Hyperion Enterprise Reporting Windows Client saves the new settings for your next Hyperion Enterprise Reporting Windows Client session, but your changes do not affect the Hyperion Enterprise point of view for an application.

Suppose you do not assign entities to the columns or rows in the Balance Sheet report. If you run the report with Evergreen Paper Company as the point-of-view entity, the report retrieves values for Evergreen Paper Company. If you change the point-of-view entity to Diamond Business Papers and run the report again, the report retrieves values for Diamond Business Papers. The next time you run Hyperion Enterprise Reporting Windows Client with the application, Diamond Business Papers is the Hyperion Enterprise Reporting Windows Client point-of-view entity.

**Note:** You will not be able to set the Hyperion Enterprise Reporting Windows Client point of view for Hyperion Essbase if you have Web=Yes set in your REPENG.INI file, and you have Hyperion Enterprise Reporting Web Server installed. If you do not have a Hyperion Enterprise Reporting Windows Client point of view set, Hyperion Enterprise Reporting Windows Client will not start.

- To set the Hyperion Enterprise Reporting Windows Client point of view:
  1. From the point of view bar in a report or book window, select **Edit > Point of View** and a dimension name.
 

**Tip:** Instead of using the Edit menu, you can click the button for the dimension from the point of view bar.
  2. To specify the IDs that appear in the Available list, specify the filters.
  3. Select a dimension ID.
  4. To set another dimension, select the panel for that dimension and proceed with step 2.
  5. Click **OK**.

### Available List






You use filters to specify the dimension IDs that appear in the Available list. You use find options and available options to find and view dimension IDs, functions, and lists in the available list. The following table describes these components.

*Table 1: Filters, Find Options, and Available Options*

<b>Use...</b>	<b>To...</b>
Filters	Specify which dimension IDs appear in the Available list.
Find Options	Search the Available list for an item.
Available options	View the available list in a tree or list format. You can also specify the attributes that appear for each item.

Dimension IDs that appear in the available list are preceded by an icon. The icon denotes which dimension IDs are loaded in memory. If you search for an ID, it is found only if it is loaded in memory. The following table lists each dimension ID icon and its meaning.

*Table 2: Dimension ID Icons*

Icon...	Definition...
	The top level ID is loaded in List view.
	The top level ID is loaded in Tree view.
	The top level ID and its children are loaded in Tree view, if you used the available options to populate the tree. The top level ID and its children or the top level ID and all its descendants are loaded in Tree view, if you selected the Plus icon to populate the tree.
	The top level ID and all its descendants are loaded in Tree view.
	The bottom level ID is loaded in List view.

## Filters

You use filters to specify which IDs appear in the Available list of a dialog box. By using filters you can view only the IDs you need.

**Note:** The field and view dimensions do not use filters.

The IDs that appear in the Available list match at least one of the specifications within every filter. The range filter is applied last. Initially the filters are set to display the top or parent IDs. After you set a filter within an application, it remains in effect until you change it.

**Note:** You can click the Filters Summary icon to view all the filters that are set and their values.

If you have a large selection of IDs, you should deactivate the Auto refresh option, located in available options, until you make your filter selections. You can refresh the member selections by selecting the Refresh icon. The following table describes the types of filters you can use.

*Table 3: Filter Types*

<b>Use this filter type...</b>	<b>To...</b>
List	Specify IDs that match one or more of the selected items in the list. For example, using the organization filter, if Org1 and Org4 are selected, then all the IDs that are in Org1 or Org4 are matching IDs.
Range	Specify IDs within a range. The range is applied to the list of IDs after all the other filters have been applied. For example, after applying all the filters there are 100 matching IDs, and the range is set to 5-23. The 5th ID through the 23rd ID appear in the Available list.
Wildcard	Specify items using the * or ? wildcard symbol. You can specify several searches using the blank character as a separator. For example, using the name filter, if you specify d* w*, all names that start with d or w match. If the wildcard text box is blank, no IDs match.
On/Off	Specify IDs that match the selected check box. For example, using the subentities filter, if entities with substructures are selected, all the IDs with substructures are matching IDs.



## Hyperion Enterprise Example

In the following example, the Parent dimension has four filters:

Organization is set to ORG1 and ORG3

Name is set to d\* and f\*

Description is set to \*

Range is set with first = 5 and last = 27

All the entity IDs that are part of ORG1 or ORG3, and whose name starts with the letter d or the letter f, match the filters. From those IDs, the 5th through the 27th appear in the Available list.





## Hyperion Essbase Example

Suppose you have a dimension with the following filters:

List is set to Gen1, Account

Balance has Opening selected

Name is set to r\* w\*

All IDs in the Gen1, Account list with an Opening balance and a name that starts with r or w, appear in the Available list.

3

### Filters Summary

You use the Filters Summary icon to view all the filters that are set and their values.

### Find Options

Specify Find options to search for an item in the Available list. The item must be loaded into memory so the system can locate it. For more information on items loaded in memory, see Available List on page 38.

*Table 4: Find Options*

Select...	To...
Name Search	Search by name.
Description Search	Search by description.
Wildcard Search	Specify items using the * or ? wildcard symbol. You can specify several searches using the blank character as a separator. For example, if you specify d* w*, all items that start with d or w match.
Case Sensitive Search	Perform a case sensitive search.
Auto Search	Search the list as you type characters. If this is not selected, you must press the Find Previous or Find Next icons to perform the search.

## Available Options

Specify Available options to view the items in the Available list.

*Table 5: Available Options*

<b>Select...</b>	<b>To...</b>
List View	Display the items in a list.
Tree View	Display the items in a hierarchical tree.
Expand All	Expand all items in the tree.
Collapse All	Collapse all items in the tree.
Expand Selected	Expand all highlighted items in the tree.
Collapse Selected	Collapse all highlighted items in the tree.
Load All	Load all descendants starting at the top level.
Load Selected	Load all descendants of the selected IDs.
Auto Refresh	Refresh the Available list each time a filter changes. If you turn Auto Refresh off, you must select the Refresh icon to view the filtered IDs.
Visible Attributes > Attribute List	Display the attribute.

## Splitter Bar

You use the splitter bar to size the panes in the window. If there are filters, the splitter bar displays in the middle of the dialog box. If there are no filters, the splitter bar displays at the bottom of the dialog box by default. After the splitter bar has been moved, the specified position becomes the default.

## Set a Book Point of View

Applies To:



You can set a point of view for a book using one or more dimensions, so that the book retrieves data for those dimensions by default when you run the book. The book point of view overrides the Hyperion Enterprise Reporting Windows Client point of view, but any dimension assignments or point-of-view settings for reports within the book override the book point of view.

Suppose the Hyperion Enterprise Reporting Windows Client point of view entity is Evergreen Paper Company. If you run a book that has no assigned entity, the book retrieves data for Evergreen Paper Company. If you set the book point of view to use the Diamond Business Papers entity, the book retrieves data for Diamond Business Papers regardless of the Hyperion Enterprise Reporting Windows Client point of view.

- To set a book point of view:
  1. From the book window, select **Edit > Book Point of View**.
  2. To clear the point of view for one or more dimensions, do one of the following:
    - To clear a single dimension setting, highlight the dimension setting and click **Clear**.
    - To clear all of the dimension settings, click **Clear All**.
  3. Highlight a dimension that you want to set in the book point of view, then click **Set** or double-click on an ID for the dimension.
  4. Select the **ID** or **Function** tab.
  5. Select an ID or function for the book point of view, then click **OK**. For instructions, see the Chapter 5.
  6. Repeat steps 3 through 5 for each dimension that you want to set in the book point of view, then click **OK**.

## Set a Report Point of View

Applies To:



You can set a point of view for a report using one or more dimensions, so that the report retrieves data for those dimensions by default when you run the report. The report point of view overrides the book point of view and the Hyperion Enterprise Reporting Windows Client point of view.

If you set the Income Statement report point of view to use the Diamond Business Papers entity, the report retrieves data for Diamond Business Papers, regardless of the Hyperion Enterprise Reporting Windows Client point of view. If you run a book that includes the Income Statement report, the report retrieves Diamond Business Papers data, regardless of the book point of view.

- To set a report point of view:
  1. From the report window, select **Edit > Report Point of View**.
  2. To clear one or more dimensions, do one of the following:
    - To clear a single dimension setting, highlight that dimension setting and click **Clear**.
    - To clear all dimension settings, click **Clear All**.
  3. Highlight any dimension that you want to set in the report point of view, then click **Set**, or double-click on an ID for the dimension.
  4. Select the **ID** or **Function** tab.
  5. Select an ID or function for the report point of view, then click **OK**.
  6. Repeat steps 3 through 5 for each dimension that you want to set in the report point of view, then click **OK**.

You can open any existing report or book for editing. Editing a report or book can involve any of these tasks:

- Cutting, copying, pasting, or inserting an area of a report or book
- Inserting or replacing reports in books
- Setting report options, such as reversing the signs of accounts with specific attributes for presentation purposes
- Setting book options, such as page numbering, content, formatting, and orientation for the book and the book table of contents
- Editing summary information about a report or book
- Setting up headers and footers
- Importing reports into the current report

Headers and footers display text at the top and bottom, respectively, of each page in the output of a report. Headers and footers can include formulas that contain text functions, which retrieve text such as the application name or descriptions for dimensions.

You can center a header or footer or align it to the right or left. You can also specify font, color, and other text attributes for the entire header or footer, or for each line in the header or footer. If you specify a font in a header or footer, this setting overrides the header font that is set in the Page Format dialog box for the active report.

**Note:** The font style and color that you specify for a header or footer appear only when you preview or run the report.

The following figure shows a header that uses the @FLT function to retrieve and display the title of the report in the center of each page.

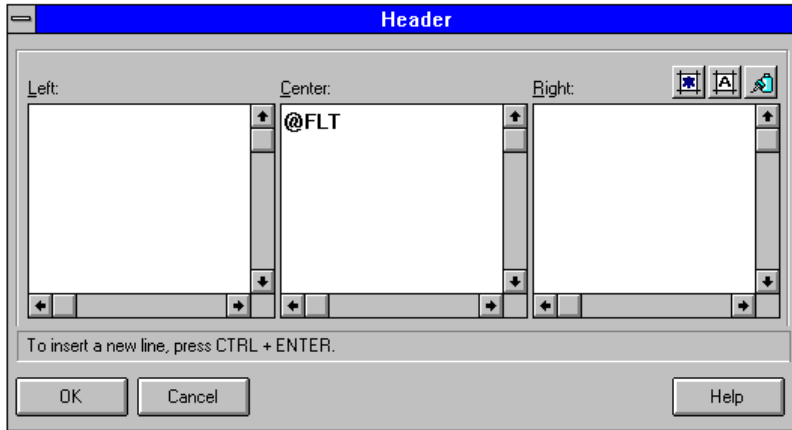


Figure 4: Sample Header Using @FLT Function

The following figure shows how the header appears on each page if the report title is Cash Accounts. The header uses the Arial font in 16-point bold.

<b>Corporate Office</b>	<b>Cash Accounts</b>		
	<b>JAN.1998</b>	<b>FEB.1998</b>	<b>MAR.1998</b>
Bank of New York	90,090,606	93,680,449	98,096,612

Figure 5: Sample Header Output

The following figure shows a footer that uses the @TIM text function to display the current application description on the bottom left side of each page and the @TOD text function to display the current date on the bottom right side of each page.

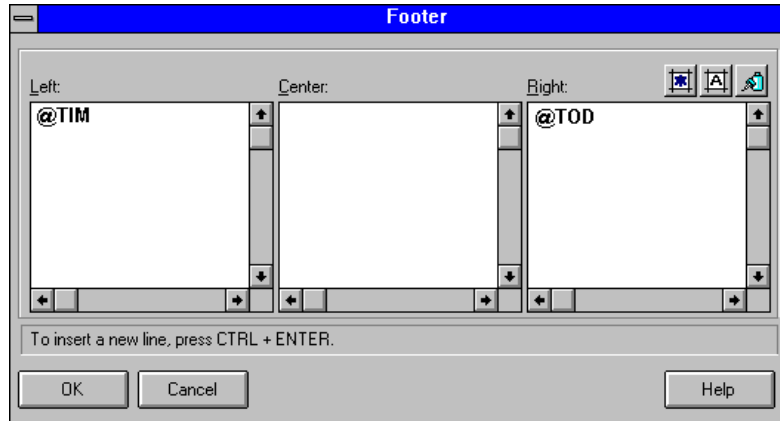


Figure 6: Sample Footer Using @TIM and @TOD

The following figure shows how this footer appears if you run the report at 1:42 pm on May 29, 1998. The footer in the figure uses the default font options.

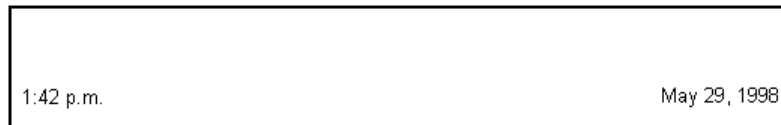


Figure 7: Sample Footer Output

## Security for Hyperion Essbase Reports

Hyperion Essbase report security is inherited from the Hyperion Essbase application which is setup in the Hyperion Essbase application manager. For example suppose you have read only access to an application and your ID belongs to a group that has read only access. If you create a report, you can save it in one of the following ways:

- Save the report to public, and you still have modify access rights to the report.
- Save the report to your ID, and you still have modify access rights to the report.
- Save the report to your group, and you do not have modify access rights to the report.

## Report and Book Areas

Applies To:



When you edit a standard report, compound report, or book in Hyperion Enterprise Reporting Windows Client, you first open it in a report or book window. The file name and title of the report or book appear in the title bar of the report or book window. You have the option of saving the report or book with a different file name and title.

A report area can consist of one or more consecutive columns, rows, or headings. A report area can also comprise all the data in a report or the entire report, including all headings and data. A book area consists of one or more lines in a book.

You select report and book areas for editing. For example, you can select the first three columns of a report, copy the columns, then paste the columns after column 12.



## Open Reports or Books

Applies To:



- To open an existing report or book from any Hyperion Enterprise Reporting Windows Client window:
  1. Select **File > Open** or the Open toolbar icon.
  2. Do one of the following:
    - To reopen any of the last four reports or books that you opened, select the report or book file name from the list at the bottom of the File menu.
    - To open a report, select the **Report** tab, select one or more reports, then click **OK**.
    - To open a book, select the **Book** tab, select one or more books, then click **OK**.
    - To open a report set, select the **Report Set** tab, select one or more report sets, then click **OK**.
    - To open a book set, select the **Book Set** tab, select one or more book sets, then click **OK**.

**Note:** The last report, report set, book, or book set used is highlighted.

## Select or Deselect Report or Book Areas

Applies To:



You select areas of reports or books to edit the areas and assign dimensions, formulas, or format settings. When you select an area, it appears highlighted.

You must select an area before you can use menu commands, toolbar icons, or the formula bar. The area that you select determines which menu commands are available. You deselect an area when you no longer want to work with it.

For example, you might select a report column and assign a period and a category to the column. You then might select the column heading and select a font and other format options for the heading.

- To select or deselect a report or book area, do one of the following:
- To select a report column or row or a line in a book, click on the column or row number or the line.
  - To select a range of consecutive columns or rows in a report or a range of consecutive lines in a book, hold down the left mouse button and drag the pointer through the range.
- Tip:** Alternatively, you can select the first column, row, or line in the range, hold down Shift, then select the last column, row, or line in the range.
- To deselect a report or book area, click anywhere in the report or book window, outside the selected area.

## Cut Book Areas

Applies To:



You cut columns or rows from a report or lines from a book to remove the selected area and place the selection in the clipboard. You can then paste the area from the clipboard to another location in the same report or book or in a different report or book. When you cut a report area, any assigned format attributes remain with the area. The report or book area you cut replaces any item previously placed in the clipboard.

➤ To cut a report or book area:

1. Select the area.

**Tip:** You can select the report section icon instead of selecting the entire section.

2. Select **Edit > Cut** or the Cut toolbar icon.

## Copy Report or Book Areas

Applies To:



You copy a report or book area to place a copy of the selected report area in the clipboard. You can then paste the area from the clipboard to another location in the same report or book or in a different report or book. When you copy a report area, any assigned format attributes remain with the copy. The area you copy replaces any item previously placed in the clipboard.

➤ To copy a report or book area:

1. Select the area.

**Tip:** You can select a report section icon instead of selecting the entire section.

2. Select **Edit > Copy** or the Copy toolbar icon.

## Paste Report or Book Areas

Applies To:



You paste report and book areas to place a copy of the area from the clipboard next to the selected area. If you select one or more rows in a report and then paste the area from the clipboard, the pasted area appears above the selected rows. If you select one or more columns in a report, the pasted area appears to the left of the selected columns. If you select one or more lines in a book, the pasted area appears above the selected lines.

After you paste an area, a copy remains in the clipboard. You can paste this area into another location in the same report or book or in a different report or book.

When you cut or copy a report area, the copy in the clipboard retains the format attributes of the area. You can paste the copy with or without its format attributes. If you copy an entire report, you can paste the format settings that apply to the entire report without pasting its dimensions.

In a report, you can paste rows into rows, columns into columns, rows into columns, or columns into rows, provided that the dimensions assigned to the columns and rows do not conflict.

For example, you might copy the February column, which has light shading for the data. You can paste the column in a new location, such as a section for a different account, to create a new February column. You can paste the column with its shading and other format attributes, or you can paste only its dimensions to set up a new February column with the default format attributes.

➤ To paste report or book areas:

1. From a report or book window, cut or copy the report or book area to place it in the report clipboard.
2. In the same report or book window or in a different report or book window, do one of the following:
  - To paste one or more rows in a report, select the row above which you want the rows in the clipboard to appear.

- To paste one or more columns in a report, select the column before which you want the columns in the clipboard to appear.
  - To paste one or more lines in a book, select the line before which you want the lines in the clipboard to appear.
3. Do one of the following:
- To paste the report area with its dimensions and format attributes, select **Edit > Paste** or the Paste toolbar icon.
  - To paste the report area with its dimensions but not its format attributes, or with its format attributes but not its dimensions, select **Edit > Paste Special**.

**Note:** To paste only the format attributes that apply to an entire report, you must copy and paste the entire report. For more information, see Copy Format on page 168.

## Insert Blank Columns or Rows

Applies To:



You can insert a blank column or row before any column, row, or section or within any section in a report. The Insert command on the Edit menu varies depending on whether you select a column or a row. If you select a row, the Insert Row menu command appears on the Edit menu. If you select a column, the Insert Column menu command appears. For more information, see Insert Sections on page 93.

- To insert a blank column or row:
  1. Do one of the following:
    - To insert a blank column or row before an existing column or row, select the existing column or row.
    - To insert a blank column or row before a section, select the section icon.
    - To insert a blank column or row before a column or row within a section, select the column or row within the section.

2. Select **Edit > Insert Column** or **Edit > Insert Row**.

## Delete Report or Book Areas

Applies To:



You delete a report or book area to remove the selected area from the report or book without copying the area to the clipboard. When you delete a column, all columns to the right of it shift to the left. When you delete a row, all rows below the deleted row shift upward.

- To delete a report or book area:
  1. Select the report or book area.

**Tip:** You can select a report section icon instead of selecting the entire section.

2. Select **Edit > Delete**.

**Tip:** To restore the report or book area you deleted, select **Edit > Undo** before you perform another edit on the report or book.

## Undo Edits

Applies To:



You can undo edits to reverse the last edit that you made in the active report. For example, if you delete a row by mistake, you can restore the row. Undo is available only when there is an edit to undo.

- To undo an edit in a report or book, select **Edit > Undo**.

## Set Report Options for Hyperion Enterprise

Applies To:



You can set report options for the active report to do any of the following:

- Display data based on actual ownership.
- Run large reports more efficiently when less than 50 percent of the cells in the report contain data.
- Speed the running of reports that contain large volumes of accounts, entities, and categories by retrieving only the accounts that contain data for the entities and categories.
- Identify the account that holds the number of days in each month. The system uses the data in the days-in-month account with the DWV field to calculate average days weighted data.
- Enumerate entities in statutory reporting based on the category specified in the point of view, all categories, or a specific category that you select.
- Reverse the sign of a group of accounts for presentation purposes.

For example, you might have a report with the account Sales that appears as 2,199. You can reverse the sign of the account so it appears as (2,199).

- To set report options for Hyperion Enterprise:

1. Select **Task > Report Options**.
2. Do one or more of the following:
  - In the Days-in-Month Account edit box, type the ID of the account that holds the days in each month, or select the Lookup icon to select the account from a list.
  - To run a large report more efficiently when less than 50 percent of its cells contain data, select **Optimize Report for Sparse Data**.

- To reverse the sign of an account attribute select the **Reverse Sign** check box.
  - To specify one or more categories for use in listing entities, select **ALL** or a specific category.
  - To speed the running of a report with a large number of accounts click **Reporting on Large Volumes**.
  - To display data based on actual ownership, click **Vary Organization by Period**.
3. Click **OK**.

## Set Report Options for Hyperion Essbase

Applies To:



You can set report options for the active report to do any of the following:

- Run large reports more efficiently when less than 50 percent of the cells in the report contain data.
- Speed the running of reports that contain large volumes of members for dimensions.
- Reverse the sign of a group of accounts for presentation purposes.

You might have a report with several accounts that have the Expense attribute. Typically, the Expense attribute displays a negative value. If you reverse the sign of the Expense attribute, all the Expense accounts appear as positive values.

For example, suppose you have a report with Travel, Labor, and Material accounts with the Expense attribute, which would normally have a negative value. If you reverse the sign of the Expense attribute, all the Expense accounts appear as positive values.

- To set report options for Hyperion Essbase:
1. Select **Task > Report Options**.



2. Do one or more of the following:

- To run a large report more efficiently when less than 50 percent of its cells contain data, click **Optimize for sparse data**.
- To run a large report more efficiently with a large number of cells containing data, click **Optimize for large volumes**, then select any of the following:
- To suppress cells containing zero data, click **Suppress zero data**.

**Note:** Selecting this option automatically forces the selection of the Suppress No Data option.

- To suppress cells containing no data, click **Suppress no data**.
- To merge all subqueries into a single query, click **Merge Into a Single Query**.

**Note:** Use the Merge Into a Single Query function when multiple functions in a report contain an overlap in the returned query results.

- To retrieve information on whether cells contain criteria, or whether cells are source locked, input or calculated, click **Retrieve status information**.
- To reverse the sign of an account attribute click the **Reverse Sign** check box.

3. Click **OK**.

## Set Book Options

Applies To:



### Overview

You can set book options within the active book to do any of the following:

- Assign page numbers to be continuous, to restart at each section, or to restart at each report within the book.
- Prefix the page numbers with chapter numbers, section numbers, or dimension values within a book.
- Print the book table of contents, which lists sections and reports within a book.
- Specify content, a global font, and orientation options for the book table of contents.

The restart page number and section information options specify the page number format and the table of contents for the book. The page numbers use the start page number, which is set using the **File > Page Setup** command. The following table describes the restart page number options.

*Figure 8: Restart Page Number Options*

Use...	To...
Continuous	Use the start page number once, at the beginning of the book
At Each Section	Use the start page number at the beginning of each section.
At Each Report	Use the start page number at the beginning of each report.

The section information is used to prefix the page numbers within the book and the table of contents for the book. You can prefix the page numbers with chapter numbers, section numbers, or dimension values. This option also specifies the section and report information listed in the table of contents for the book. The following table describes the section information options.

*Figure 9: Section Information Options*

Use...	To...
None	Use no prefix on the page numbers.
Chapter Number	Prefix the page numbers with the chapter number. The chapter number is equivalent to the section number and is incremented each time a dimension changes within a section.

Figure 9: Section Information Options(Continued)

Use...	To...
Section Number	Prefix the page numbers with the section number. The section number is incremented each time a dimension changes within a section.
Dimension Value	Prefix the page numbers with the section's dimension value.

The print table of contents options are used to format the table of contents for the book. You can specify whether to print the book and report names and titles, page orientation, and font options. The book and report names and titles appear in the table of contents as follows:

Table of Contents

Book Name

Book Title

Report Name - Report Title

Report Name - Report Title

The following table describes the print table of contents options:

Figure 10: Print Table of Contents Options

Use...	To...
Book Name	Print the book name at the top of the table of contents.
Book Title	Print the book title at the top of the table of contents.
Report Name	Print the report name to the left of the table of contents.
Report Title	Print the report title to the left of the table of contents.
Page Setup Labels	Print the general, date, time, and text page labels within the table of contents. <b>Note:</b> Use the <b>File &gt; Page Setup</b> command to define the page setup labels. When this option is selected, the page numbers defined in the page setup labels are not printed.

Figure 10: Print Table of Contents Options (Continued)

Use...	To...
Orientation	Print the table of contents with portrait, landscape, or system default orientation. <b>Note:</b> Use your default printer options to set the system default orientation.
Font	Set the font options for the table of contents.

## Examples

The following book has a category section, an entity section, and several reports. All the reports within this book are one page in length.

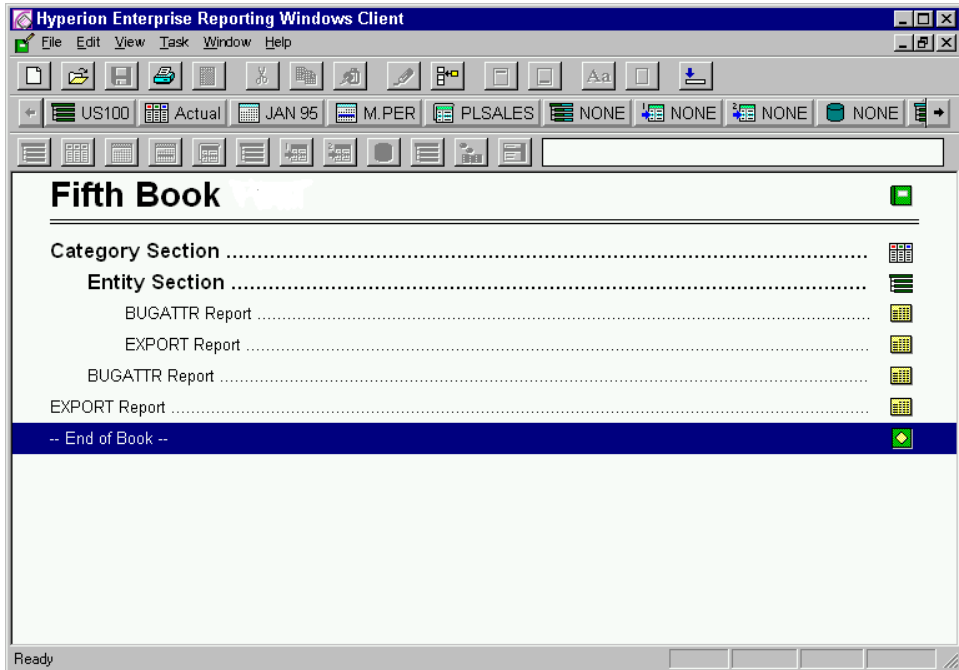


Figure 11: Hyperion Enterprise Reporting Windows Client Book

If the book options have the restart page number set to Continuous, and the section information set to None, the reports are listed in the table of contents for the book and displayed as follows:

```

Table of Contents
BOOK 5
Category and Entity Reports
Bugattr Report.....1
Export Report.....2
Bugattr Report.....3
Export Report.....4
    
```

If the book options have the restart page number set to At Each Section, and the section information set to Chapter Number, the sections and reports are listed in the table of contents for the book and displayed as follows:

```

Table of Contents
BOOK 5
Category and Entity Reports
1 Actual-USELIM
    Bugattr Report.....1-1
    Export Report.....1-2
2 Actual-US100
    Bugattr Report.....2-1
    Export Report.....2-2
    
```

If the book options have the restart page number set to At Each Report, and the section information set to Section Number, the sections and reports are listed in the table of contents for the book and displayed as follows:

```

Table of Contents
BOOK 5
Category and Entity Reports
1 Actual
1-1 USELIM
    Bugattr Report.....1-1-1
    Export Report.....1-1-1
1-2 US100
    Bugattr Report.....1-2-1
    
```

Export Report.....1-2-1

If the book options have the restart page number set to Continuous, the section information set to Dimension Value, and the book name and book title set to Print, the sections and reports are listed in the table of contents for the book and displayed as follows:

```
Table of Contents
BOOK 5
Category and Entity Reports

1 Actual
1-1 USELIM
    Bugattr Report.....Actual-USELLIM-1
    Export Report.....Actual-USELLIM-2
1-2 US100
    Bugattr Report.....Actual-US100-3
    Export Report.....Actual-US100-4
```

➤ To set book options:

1. Select **Task > Book Options**.
2. Do one or more of the following:
  - Use the start page number to specify the page numbers for the entire book, each section, or each report.

**Note:** Use the **File > Page Setup** command to define the start page number.

  - Specify a prefix to use with the page numbers.
  - Specify the chapter, section, and report information to list in the table of contents for the book.
  - Specify whether to print the table of contents for the book.
  - Specify font and orientation options for the table of contents for the book.
3. Click **OK**.

# Insert Reports in Books

Applies To:



A book is a group of reports that you run at the same time. For example, you might create one book of reports that you run at the end of each quarter and another book of reports that you run each week. You can insert a report above or below any other line or within a section in a book. You can also replace any report in a book with a different report. For more information about replacing reports, see Replace Reports in Books on page 64.

You might include the same reports in a book several times, to produce data for different dimension settings. If you insert a report that prompts for dimension settings, you can assign values for the prompts so that they do not appear when you run the book. For more information, see Assign Values for Prompts on page 97.

**Note:** Hyperion Enterprise Reporting Windows Client suppresses reports that do not contain data when you run books. For more information, see Print Active Reports or Books on page 195.

- To insert a report in a book:
  1. From a book window, select the line where you want to insert the report.
  2. Select **Edit > Insert Report** or the **Insert Report** toolbar icon.
  3. To filter the list of reports, select a set that contains the report that you want to insert.
  4. Type the name of the report in the **File Name** edit box or select one from the list.
  5. Select a position option to insert the report above or below the selected line or within the selected section.
  6. Click **OK**.

## Replace Reports in Books

Applies To:



You can replace any report in a book with a different report. For example, suppose the First Quarter Forecasts book contains the Western Division - Administration report, but you want the book to run the Southern Division - Manufacturing report instead. You can replace the Western Division - Administration report with the Southern Division - Manufacturing report. This process is quicker than deleting the Western Division - Administration report and then inserting the Southern Division - Manufacturing report.

- To replace a report in a book:
  1. From a book window, select the line that includes the report that you want to replace, then select **Edit > Replace Report**, or double-click on the report line.
  2. To filter the list of reports, select a set that contains the report that you want to use.
  3. Type the report name in the File Name edit box or select one from the list, then click **OK**.

## Edit Report or Book Summaries

Applies To:



A report or book summary shows the file name, security class, and title of the report or book, and the report or book set to which the report or book belongs. You can edit the title and comments in a report or book summary.



- To edit a report or book summary:
  1. From a report or book window, select **File > Summary Info**.
  2. Do one or both of the following:
    - Edit the title of the report or book.
    - Edit comments about the report or book.
  3. Click **OK**.

## Set Up Headers or Footers

Applies To:



Headers and footers display text at the top and bottom, respectively, of each page in the output of a report. Headers and footers can include formulas that contain text functions, which retrieve text such as the application name or descriptions for dimensions.

You can center a header or footer or align it to the right or left. You can also specify font, color, and other text attributes for the entire header or footer, or for each line in the header or footer. If you specify a font in a header or footer, this setting overrides the header font that is set in the Page Format dialog box for the active report.

**Note:** The font style and color that you specify for a header or footer appear only when you preview or run the report.

The following figure shows a header that uses the @FLT function to retrieve and display the title of the report in the center of each page.

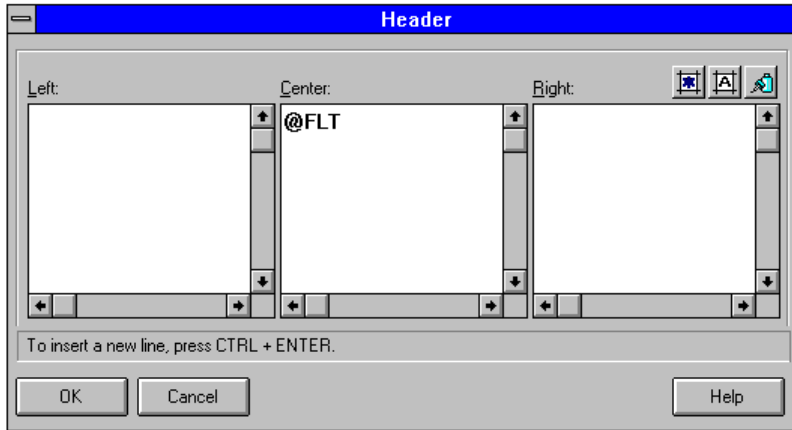


Figure 12: Sample Header Using @FLT Function

The following figure shows how the header appears on each page if the report title is Cash Accounts. The header uses the Arial font in 16-point bold.

<b>Corporate Office</b>	<b>Cash Accounts</b>		
	<b>JAN.1998</b>	<b>FEB.1998</b>	<b>MAR.1998</b>
Bank of New York	90,090,606	93,680,449	98,096,612

Figure 13: Sample Header Output

The following figure shows a footer that uses the @TIM text function to display the current application description on the bottom left side of each page and the @TOD text function to display the current date on the bottom right side of each page.

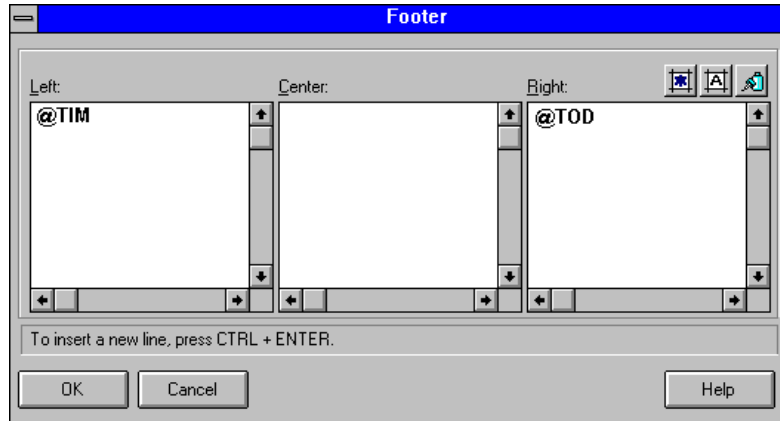


Figure 14: Sample Footer Using @TIM and @TOD

The following figure shows how this footer appears if you run the report at 1:42 pm on May 29, 1998. The footer in the figure uses the default font options.

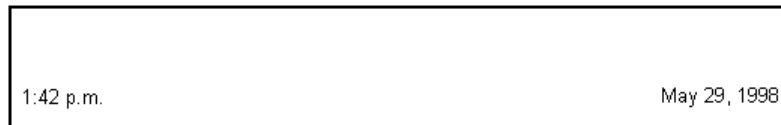


Figure 15: Sample Footer Output

When you edit a standard report, compound report, or book in Hyperion Enterprise Reporting Windows Client, you first open it in a report or book window. The file name and title of the report or book appear in the title bar of the report or book window. You have the option of saving the report or book with a different file name and title.

- To set up a header or footer:
1. From a report window, select **View > Header** or **View > Footer** or the Header or Footer toolbar icon.
  2. In the Left, Center, and Right edit boxes, do one or more of the following:
    - To enter text, position the cursor and type the text for the header or footer.
    - To paste a formula in the header or footer, position the cursor where you want to insert the formula, click the **Edit Formulas** icon, then create the formula using text functions and any required parameters. For instructions, see Edit Heading Formulas on page 128.
    - To set font and style attributes for all of the text in the header or footer, click the **Default Font** and **Shading/Border** icon, then select the font and shading/border attributes. For instructions, see Formatting Options on page 147.
    - To set font and style attributes for individual lines in the header or footer, click the **Line Font** and **Shading/Border** icon, then select the font and shading/border attributes. For instructions, see Formatting Options on page 147.
  3. Click **OK**.

## Import Reports

**Applies To:**



You import a report to merge columns or rows from that report into the active report each time you run the report. You can also set up a report so that each time you run it, the system prompts for another report to import. You can specify a set name so that users can select the report from a specific set. When you import reports, the merged rows or columns can appear before the active report, after the columns in the active report, or after the rows in the active report.

For example, you might create a report named Actual/Forecast that consists only of columns for the Actual and Forecast categories. You can then create another report with rows for accounts and import the Actual/Forecast report to set up the columns in the new report.

► To import a report:

1. From a report window, select **View > Import Options**.
2. In the Import Before Current Report, Import After Columns, or Import After Rows list box, select the line within the list box where you want to import the report or prompt.
3. Do one or both of the following:
  - To import a specific report, click **Paste Report**, then select a report from the report list. You can filter the report list by selecting a report set from the Set list.
  - To set up a prompt for requesting a report to import, click **Paste Prompt**, then type a title for the Prompt dialog box and select a set to limit the reports users can import.
4. Click **OK**.



# Assigning Dimensions

You can use several methods to assign dimensions in reports and books. The available methods are determined by the Hyperion Solutions product you are using and the dimension that you are assigning. The following table describes the dimension assignment methods.

*Table 6: Dimension Assignment Methods*

<b>Use this method...</b>	<b>With...</b>	<b>To assign...</b>
ID	Hyperion Enterprise and Hyperion Essbase	Specific IDs or members.
Function	Hyperion Enterprise or Hyperion Essbase	Functions that assign IDs or members depending on other settings when you run the report or book.
List	Hyperion Enterprise only	Entity lists, or account lists.

You can insert dimension changes to change the point of view for a report area. You can also insert sections in reports or books. A report section sets up columns or rows for a series of dimensions. A book section runs reports for a series of dimensions. A section serves the same purpose as several individual dimension changes.

You can assign a dimension to columns if you have not assigned it to rows, and you can assign a dimension to rows if you have not assigned it to columns.

For any dimensions that you do not assign to columns or rows and that you do not set in the report point of view, the report refers to the book point of view if you include it in a book. If there is no book point of view, the report refers to the Hyperion Enterprise Reporting Windows Client point of view. For example, if you do not assign periods to columns or rows in a report and do not include the report in a book, the report shows data for the Hyperion Enterprise Reporting Windows Client point-of-view period. For more information, see the *Hyperion Enterprise Reporting Windows Client Getting Started Guide*.

A dimension assignment for a single column or row in a report window can produce several columns or rows of data when you run the report. For example, suppose you select a column and then assign the January, February, and March periods. The report output shows a separate column for each period.

## Report Columns and Rows

Applies To:



When you build a report, you set up columns and rows using dimensions. For example, you might build an income statement showing quarterly year-to-date data, with rows for accounts and columns for categories. You can assign dimensions by selecting individual IDs, by selecting functions for dynamic dimension settings, or by selecting both IDs and functions. The data appears when you run the report.

By default, Hyperion Enterprise Reporting Windows Client shows dimension IDs in the column headings and dimension descriptions in the row headings. For example, suppose you assign the Sales and Cost of Sales accounts to rows and the Actual and Budget categories to columns. The row headings are the account descriptions, Sales and Cost of Sales. If the IDs for the Actual and Budget categories are ACTUAL and BUDGET, the column headings are ACTUAL and BUDGET. You can override this default and view the definitions for the data in the report instead. For more information, see View Definitions on page 128.

You can select text functions to edit the column and row headings. You can also enter text in data cells for the selected column or row. For information about text functions, see Chapter 12.



Once you define the data and headings for a report, you can set up the format for the report. For example, you can format a report so that row headings appear in italics, column headings appear bold, and some columns of data appear shaded. For more information, see Chapter 7.

## Report Sections

### Applies To:



You can create a report section to retrieve data for a series of dimensions in one report. You create or edit a report section to specify the dimensions the section includes.

A report section can serve the same purpose as several dimension changes. Inserting a report section is more efficient than inserting the dimension changes individually. A report section overrides the report and Hyperion Enterprise Reporting Windows Client points of view.

An icon indicates the dimension for each section. For a list of the icons Hyperion Enterprise Reporting Windows Client uses by default to represent dimensions, see the Quick Tables chapter in the *Hyperion Enterprise Reporting Windows Client Getting Started Guide*.

The following figure shows a report with entities section that shows values for three entities each time you run the report. The formula in the formula bar edit box identifies the entities.

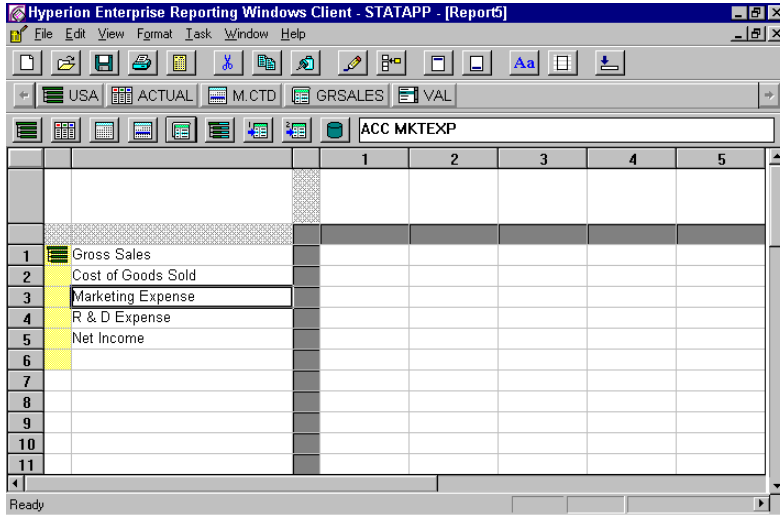


Figure 16: Sample Report with Entities Section

The following figure shows how the report looks if you use separate dimension changes instead of one section.

		1	2	3	4	5
1	▲ Gross Sales					
2	Cost of Goods Sold					
3	Marketing Expense					
4	R & D Expense					
5	Net Income					
6	▲ Gross Sales					
7	Cost of Goods Sold					
8	Marketing Expense					
9	R & D Expense					
10	Net Income					
11	▲ Gross Sales					
12	Cost of Goods Sold					
13	Marketing Expense					
14	R & D Expense					
15	Net Income					
16						
17						

Figure 17: Sample Report with Separate Dimension Changes

The output from the reports in the two previous figures is the same.

A report can have nested sections, which are sections within sections. For example, you can insert a section for several accounts, and you can insert a section for the Actual and Budget categories within the account section.

## Book Sections

**Applies To:**



You can create a book section to retrieve data for a series of dimensions in one book. You create or edit a book section to specify the dimensions the section includes.

A book section can serve the same purpose as several dimension changes. Inserting a book section is more efficient than inserting the dimension changes individually. A book section overrides the book and Hyperion Enterprise Reporting Windows Client points of view.

An icon at the end of a section line indicates a dimension section. For a complete list of icons the system uses to represent dimensions, see the Quick Tables chapter in the *Hyperion Enterprise Reporting Windows Client Getting Started Guide*.

The following figure shows a book with a period section that runs two expense reports for three periods. The formula in the formula bar edit box shows the period IDs.

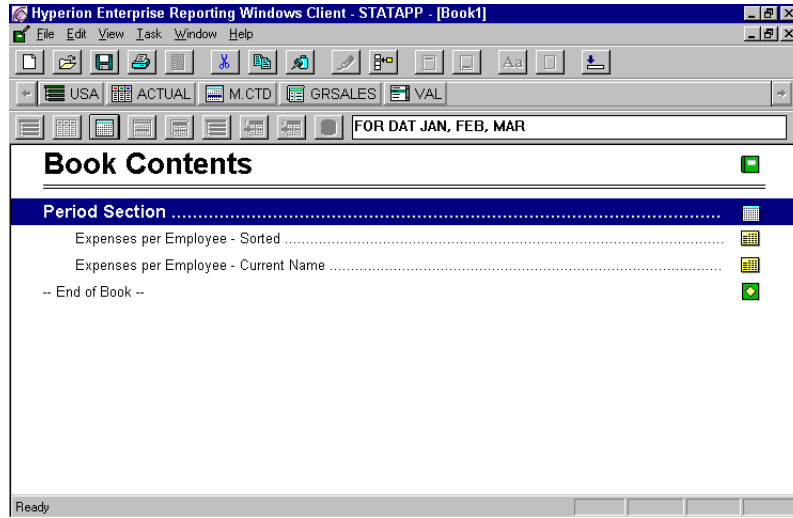


Figure 18: Sample Book with Period Section

The following figure shows how the book would look with separate period changes instead of one section.

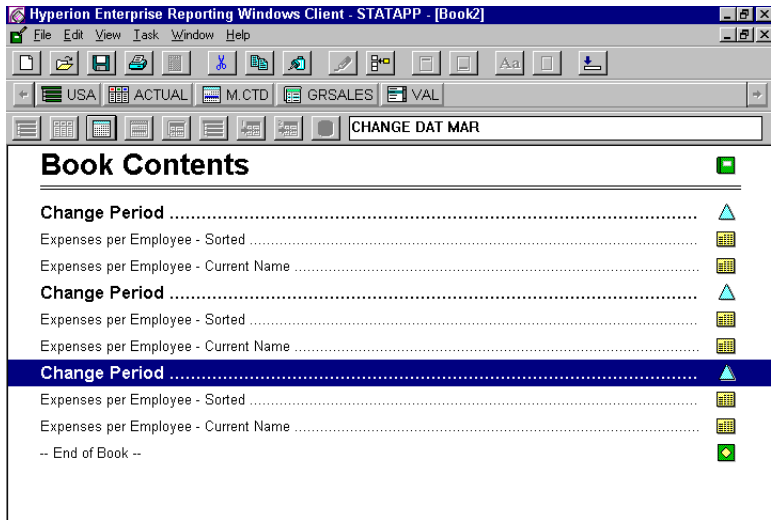


Figure 19: Sample Book with Separate Period Changes

A book can have nested sections, which are sections within sections. For example, you can insert a section for the Sales and Administration accounts, and within that section you can insert a section for the January, February, and March periods.

## Dimension Changes in Reports

Applies To:



You can insert a dimension change in a report area to show data for a different dimension ID. You can specify a dimension ID, or you can use the @ASK function to prompt for a dimension ID each time the report is run. The change remains in effect for all columns or rows until you insert another change for that dimension.

A report dimension change overrides the report and Hyperion Enterprise Reporting Windows Client points of view. If you include the report in a book, the dimension change also overrides the book point of view.

When you insert a dimension change, an icon appears in the column or row where the dimension change occurs. The ID for the selected dimension change appears in the formula bar edit box when you select the icon. You can edit a dimension change to use a different ID.

The following figure shows a report with dimension change icons.

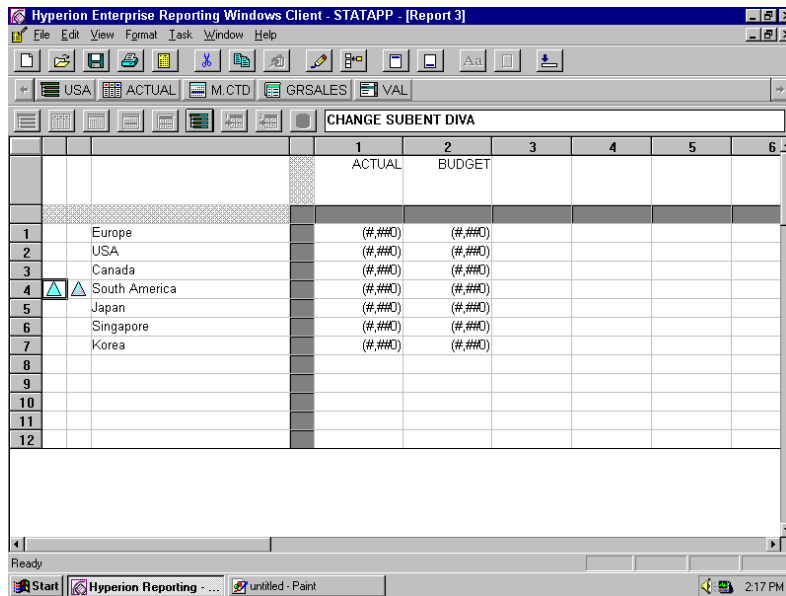


Figure 20: Sample Report with Dimension Change Icons

## Dimension Changes in Books

Applies To:



You can insert a dimension change in a book area to show data for a different dimension ID. You can specify a dimension ID, or you can use the @ASK function to prompt for a dimension ID each time the book is run. The change remains in effect until you insert another change for that dimension. A book dimension change overrides the book and Hyperion Enterprise Reporting Windows Client points of view.

When you insert a dimension change in a book, an icon for the dimension appears at the end of the line where the dimension change occurs. The ID for the dimension change appears in the formula bar edit box when you select the icon. The following figure shows an entity change line in a book.



*Figure 21: Entity Change Line*

## Using Dimension IDs, Functions, and Lists

You use the Edit Dimensions dialog box to assign dimension IDs, functions, and lists for a report, book, section change, or prompt.



The following figure shows the Edit Dimensions dialog box and its components. For more information about the components, see the topics following the figure.

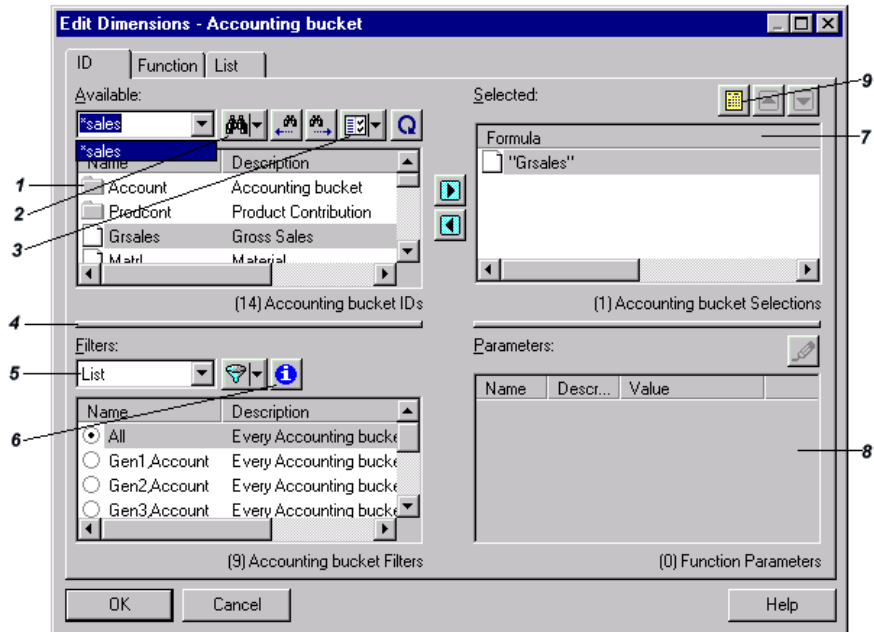


Figure 22: Edit Dimensions Dialog Box

1. Available List
2. Find Options
3. Available Options
4. Splitter Bar
5. Filters
6. Filters Summary
7. Selected List
8. Parameters
9. Preview

## Available List

You use filters to specify the dimension IDs that appear in the Available list. You use find options and available options to find and view dimension IDs, functions and lists in the Available list.

**Note:** When you assign functions and lists, all the IDs are used in the calculations, even if they are not displayed in the Available list.

The following table describes these components.

*Table 7: Filters, Find Options, and Available Options*

Use...	To...
Filters	Specify which dimension IDs appear in the Available list.
Find Options	Search the Available list for an item.
Available options	View the Available list in a tree or list format. You can also specify the attributes that appear for each item.

Dimension IDs that appear in the Available list are preceded by an icon. The icon denotes which dimension IDs are loaded in memory. If you search for an ID, it is found only if it is loaded in memory. The following table lists each dimension ID icon and its meaning.

*Table 8: Dimension ID Icons*






Icon...	Definition...
	The top level ID is loaded in List view.
	The top level ID is loaded in Tree view.
	The top level ID and its children are loaded in Tree view, if you used the available options to populate the tree. The top level ID and its children or the top level ID and all its descendants are loaded in Tree view, if you selected the plus icon to populate the tree.

Table 8: Dimension ID Icons (Continued)

Icon...	Definition...
	The top level ID and all its descendents are loaded in Tree view.
	The bottom level ID is loaded in List view.

## Filters

You use filters to specify which IDs appear in the Available list of a dialog box. By using filters you can view only the IDs you need.

**Note:** The field and view dimensions do not use filters.

The IDs that appear in the Available list match at least one of the specifications within every filter. The range filter is applied last. Initially the filters are set to display the top or parent IDs. After you set a filter within an application it remains in effect until you change it.

**Note:** You can select the filters summary icon to view all the filters that are set and their values.

If you have a large selection of IDs, you should deactivate auto refresh, located in available options, until you make your filter selections. You can refresh the member selections by selecting the refresh icon.

The following table describes the types of filters you can use.

Table 9: Filter Types

Use this filter type...	To...
List	Specify IDs that match one or more of the selected items in the list. For example, using the organization filter, if Org1 and Org4 are selected, then all the IDs that are in Org1 or Org4 are matching IDs.
Range	Specify IDs within a range. The range is applied to the list of IDs after all the other filters have been applied. For example, after applying all the filters there are 100 matching IDs, and the range is set to 5-23. The 5th ID through the 23rd ID appear in the Available list.

Table 9: Filter Types (Continued)

Use this filter type...	To...
Wildcard	Specify items using the * or? wildcard symbol. You can specify several searches using the blank character as a separator. For example, using the name filter, if you specify d* w*, all names that start with d or w match. If the wildcard text box is blank, no IDs match.
On/Off	Specify IDs that match the selected check-box. For example, using the subentities filter, if entities with substructures are selected, all the IDs with substructures are matching IDs.



### Hyperion Enterprise Example

For example the Parent dimension has four filters which are set as follows:

Organization is set to ORG1 and ORG3

Name is set to d\* and f\*

Description is set to \*

Range is set with first = 5 and last = 27

All the entity IDs that are part of ORG1 or ORG3, and whose name starts with the letter d or the letter f, match the filters. From those IDs the 5th through the 27th appear in the Available list.



### Hyperion Essbase Example

Suppose you have a dimension with the following filters set:

List is set to Gen1, Account

Balance has Opening selected

Name is set to r\* w\*

All IDs in the Gen1, Account list with an Opening balance, and with a name that starts with r or w, appear in the Available list.

## Filters Summary

You use the Filters Summary icon to view all the filters that are set and their values.

## Find Options

Specify Find Options to search for an item in the Available list. The item must be loaded into memory for the find to locate it. For more information on items loaded in memory, see Available List on page 82. The Available list drop-down holds the last 25 searches. Use Find Next or Find Previous to log searches to the list.

*Table 10: Find Options*

Select...	To...
Name Search	Search by name.
Description Search	Search by description.
Wildcard Search	Specify items using the * or ? wildcard symbol. You can specify several searches using the blank character as a separator. For example, if you specify d* w*, all items that start with d or w match.
Case Sensitive Search	Perform a case sensitive search.
Auto Search	Search the list as you type characters. If this is not selected you must press the Find Previous or Find Next icons to perform the search.

## Available Options

Specify Available Options to view the items in the Available list.

*Table 11: Available Options*

Select...	To...
List view	Display the items in a list.
Tree View	Display the items in a hierarchical tree.
Expand All	Expand all items in the tree.

*Table 11: Available Options (Continued)*





<b>Select...</b>	<b>To...</b>
Collapse All	Collapse all items in the tree.
Expand Selected	Expand all highlighted items in the tree.
Collapse Selected	Collapse all highlighted items in the tree.
Load All	Load all descendants starting at the top level.
Load Selected	Load all descendants of the selected IDs.
Auto Refresh	Refresh the Available list each time a filter changes. If you turn Auto Refresh off, you must select the Refresh icon to view the filtered IDs.
Visible Attributes > Attribute List	To display the attribute.

## Splitter Bar

You use the splitter bar to size the panes in the window. If there are filters, the splitter bar displays in the middle of the dialog box. If there are no filters, the splitter bar will display at the bottom of the dialog box by default. After the splitter bar has been moved, the specified position becomes the default.



## Selected List

To assign an item you must add it to the selected list. The following table describes the items and icons in the selected list.

This item...	Is preceded by this icon...
Top level dimension ID	
Bottom level dimension ID	
Function	
List	

## Parameters

You use the parameters panel to enter parameters for a function. The following table describes the parameters and the icons that proceed them.

If the parameter...	It is Preceded by this icon...
Is required	
Is optional	

## Preview

You use preview to view expanded dimension functions and dimension lists from the selected list.

## Assign Dimension IDs

Applies To:



You can assign specific dimension IDs to report columns and rows or to book areas. For example, you can select the period IDs JAN and FEB to assign the January and February periods to columns in a report.

► To assign dimension IDs:

1. Do one of the following:
  - From a report window, select a column or row.
  - From a book window, select a line in the book.
2. Select **Edit > Dimensions > Dimension**, where *Dimension* is any valid dimension.

**Tip:** You can also select the icon for the dimension from the formula bar.
3. To specify the IDs that appear in the Available list, specify the filters.
4. From the Available panel, do one or more of the following:
  - Add dimension IDs to the selected report or book area.
  - Remove dimension IDs from the selected report or book area.
  - Reorder the dimension IDs.
5. Click **OK**.



## Assign Dimension Functions

Applies To:



You can assign dimension functions to set up columns or rows with dimension settings that change depending on the point of view settings. For example, you might set up a report column for the Field dimension. If you assign the Field dimension using the @CUR function, the column shows values for the current point of view field when you run the report. The functions that are available depend on the Hyperion Solutions product you are using, and the dimension that you are assigning.

➤ To assign dimension functions:

1. Do one of the following:
  - From a report window, select a column or row.
  - From a book window, select a line in the book.
2. Select **Edit > Dimensions > Dimension**, where *Dimension* is any valid dimension.
 

**Tip:** You can also select the icon for the dimension from the formula bar.
3. Select the **Function** tab.
 

**Note:** When you assign a function, all the IDs are used in the calculation even if the IDs are not displayed in the Available list.
4. Do one or more of the following:
  - Add functions to the selected report or book area.
  - Specify parameters for the function.
  - Remove functions from the selected report or book area.
  - Reorder the functions.
5. To preview expanded dimension functions, click **Preview**.

6. Click **OK**.

## Assign Dimension Lists

Applies To:



### **Hyperion Enterprise Overview**

In a report, you can create a column or row for each entity list or account list, or you can use the @ASK function to set up a report to prompt you to select a list when you run the report.

### **Hyperion Essbase Overview**

In a report, you can create a column or row for each level list, generation list, or user defined attribute list, or you can use the @ASK function to set up a report to prompt you to select a list when you run the report.

Available dimension lists for Hyperion Essbase are: Level lists, Generation lists, and User Defined Attribute lists.

► To assign dimension lists:

1. Do one of the following:
  - From a report window, select a column or row.
  - From a book window, select a line in the book.
2. Select **Edit > Dimensions > Dimension**, where *Dimension* is **Entity** or **Account**.

**Tip:** You can also select the icon for the dimension from the formula bar.

3. Select the **List** tab.

**Note:** When you assign a list, all the IDs are used in the calculation even if the IDs are not displayed in the Available list.

4. Do one or more of the following:

- Add entity lists, name lists, or account lists to the selected report or book area.
- Specify parameters to use with the lists.
- Remove lists from the selected report or book area.
- Reorder the lists.

5. To preview expanded dimension lists, click **Preview**.

6. Click **OK**.

## Insert Dimension Changes

5

**Applies To:**



You can insert a dimension change in a report or book to show data for a different dimension ID. The change remains in effect until you insert another change for that dimension.

A dimension change in a report overrides the report and Hyperion Enterprise Reporting Windows Client points of view for that dimension. A dimension change in a book overrides the book and Hyperion Enterprise Reporting Windows Client points of view.

➤ To insert a dimension change:

1. Do one of the following:

- From a report window, select the report area before which you want to insert a dimension change.

- From a book window, select the line before which you want to insert a dimension change.
2. Select **Edit > Insert Change > Dimension**, where *Dimension* is any dimension.
  3. To specify the IDs that appear in the Name list, specify a filter.
  4. Select an ID from the ID panel or a function from the Function panel.
  5. Click **OK**.

## Edit Dimension Changes

Applies To:



You can edit the dimensions in a dimension change. For example, suppose you change the period to July 1998. If you later want to change the period to August 1998, you can edit the dimension change.

In a report, a dimension icon appears in each column or row where a change for that dimension occurs. In a book, a dimension icon appears at the end of each line where a change for that dimension occurs. You can select an icon to edit the dimension change that the icon represents.

- To edit a dimension change:
1. Do one of the following:
    - From a report window, select the icon for the dimension change that you want to edit.

**Note:** Select the dimension change icon only, not the entire row or column.

    - From a book window, select or double-click a dimension change line.
  2. Select **Edit > Dimensions > Dimension**, where *Dimension* is the dimension that you want to change.
  3. To specify the IDs that appear in the Name list, specify a filter.

4. Select an ID from the ID panel or a function from the Function panel.
5. Click **OK**.

## Insert Sections

Applies To:



You insert a section in a report or book to show data for several dimension IDs. A report section overrides the report and Hyperion Enterprise Reporting Windows Client points of view. A book section overrides the book and Hyperion Enterprise Reporting Windows Client points of view. For example, if a report point-of-view account is Direct Labor, you can insert an account section in the report to show data for the Purchase Labor and Shipping Supplies accounts instead.

- To insert a report or book section:
  1. Do one of the following:
    - From a report window, select the column or row before which you want to insert the section.
    - From a book window, select the line before which you want to insert a section.
  2. Select **Edit > Insert Section > Dimension**, where *Dimension* is any valid dimension.
  3. To specify the IDs that appear in the Name list, specify a filter.
  4. Select one or more IDs or functions for the dimension.
 

**Tip:** Once you insert a section, you can label the section, then cut and paste the report rows that you want to use in the section.
  5. Click **OK**.

## Insert Sections within Sections

Applies To:



You can insert sections within sections, which is called nesting sections in a report or book.

The following figure shows a report with a period section nested in an entity section.

The screenshot shows the Hyperion Enterprise Reporting Windows Client interface. The title bar reads "Hyperion Enterprise Reporting Windows Client - TRAINING - [Report 4]". The menu bar includes File, Edit, View, Format, Task, Window, and Help. The toolbar contains various icons for file operations and formatting. The status bar shows "REPORG", "Actual", "JAN 96", "M.CTD", and "PLSALES". The report header displays "FOR DAT JAN.1996, FEB.1996, MAR.1996". The report table has three columns labeled 1, 2, and 3. A shaded area highlights a period section nested within an entity section.

		1	2	3
			ACTUAL	
1	Cash-Seattle Bank & Trust		(#,##0)	
2	Cash-Bank of Canada		(#,##0)	
3	Cash-Lone Star Bank of Texas		(#,##0)	
4	Cash-Colorado State Bank		(#,##0)	
5				
6				
7				
8				
9				

Figure 23: Sample Report with Period Section Nested in Entity Section

The following figure shows a book with an account section nested in an entity section.

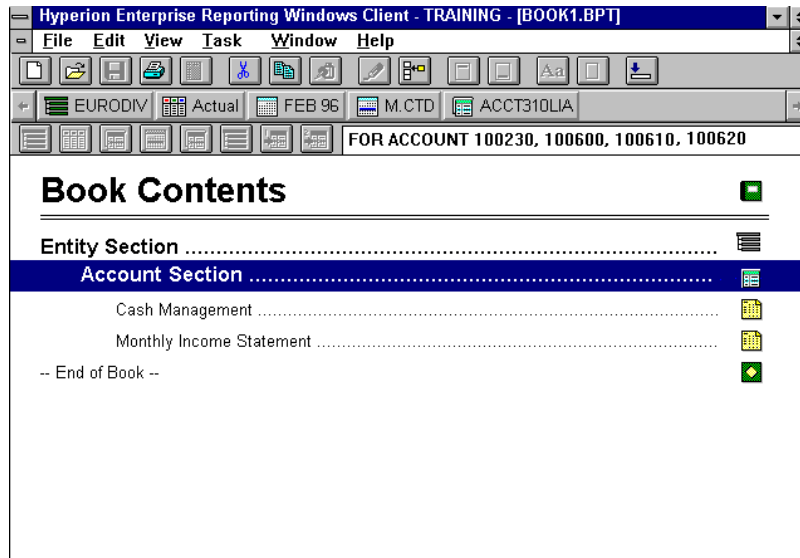


Figure 24: Sample Book with Account Section Nested within Entity Section

Once you create a section, you can label it so it is easier to work with. You can also build a report section using Report Wizard. For more information, see Chapter 7.

- To insert a section within a section:
  1. To insert a report section, do one of the following:
    - In a row, select the cell to the right of the section icon for the section in which you want to insert another section.
    - In a column, select the cell below the section icon for the section in which you want to insert another section.
  2. To insert a book section, do the following:
    - a. Select the section line within which you want to insert another section.
    - b. Insert any report within the selected section to act as a placeholder for the nested section. For instructions, see Insert Reports in Books on page 63.
    - c. Select the line that contains the placeholder report.

3. Select **Edit > Insert Section > Dimension**, where *Dimension* is any valid dimension.
4. To specify the IDs that appear in the Name list, specify a filter.
5. Select the items that you want to include in the section, then click **OK**.
6. If you are inserting a book section, delete the line that contains the placeholder report.

## Edit Sections

Applies To:



A section sets up columns or rows for a series of dimension IDs. It serves the same purpose as several dimension changes and is more efficient than inserting the dimension changes individually. You can edit a report or book section to change the dimension IDs the section includes.

- To edit a section:
1. From a report or book window, select the section that you want to edit.
  2. Select **Edit > Dimensions > Dimension**, where *Dimension* is the dimension for the section.
  3. To specify the IDs that appear in the Name list, specify a filter.
  4. Select the items that you want to include in the section, then click **OK**.



## Assign Values for Prompts

Applies To:



When you insert reports in a book, you can assign values for any prompts in the reports so that the prompts do not appear when you run the book. For example, if a report prompts for a category, you can specify the Actual category when you insert the report in a book. When you run the book, the report retrieves Actual data without prompting for a category.

Before you assign values for prompts in a book, you must preview the reports in the book to determine which reports include prompts, and for which dimensions. For more information, see Reporting Batch Commands, Batch Files, and Task Files on page 198.

You can assign values for some prompts in a report without assigning values for other prompts in the same report. For example, if a report prompts for a category and a period, you can assign a value for the category prompt without assigning a value for the period prompt. When you run the book, the report prompts you for a period, but not for a category.

- To assign a value for a prompt in a report:
  1. From a book window, select the line for the report that contains the prompt.
  2. Select **Edit > Paste Prompt Values > Dimension**, where *Dimension* is the dimension for the prompt.
  3. To specify the IDs that appear in the Name list, specify a filter.
  4. Select one or more IDs or functions.

**Tip:** If you show data formulas in the formula bar edit box, you can type IDs and functions instead of selecting them.

  5. Click **OK**.



# Using Data and Heading Formulas

You use formulas in a report to retrieve or to calculate data or display text. Data formulas contain financial functions and other expressions for calculating data in report columns and rows. Many data formulas require you to specify parameters. Heading formulas contain text functions for displaying text in column and row headings.

You use the formula bar edit box or the Edit Formulas toolbar icon to create and edit formulas. You can toggle between showing data formulas or heading formulas with the View > Formula Bar menu command or the View Data > Heading Formula toolbar icon. For more information, see the *Hyperion Enterprise Reporting Windows Client Getting Started Guide*.

## Heading Formulas

Applies To:



You use heading formulas to specify text for column and row headings. You can also use heading formulas to create columns and rows that contain only text. You can type text in the formula bar edit box to enter it in the selected column or row or use the Edit Formulas toolbar icon.

You also use heading formulas in headers and footers. You can use text fields to include notations and local headings in reports. For more information about notations and local headings, see Notations and Local Headings Setup on page 169.

## Text Entry Rules

You enter text in the formula bar edit box. The rules for entering text depend on whether the formula bar edit box shows heading formulas or data formulas. Follow these guidelines for entering text in reports:

- If the formula bar edit box shows data formulas, enclose the text that you type in quotation marks ( “ ” ).
- If the formula bar edit box shows heading formulas, do not enclose the text that you type in quotation marks.

For more information about viewing data formulas and heading formulas, see the *Hyperion Enterprise Reporting Windows Client Getting Started Guide*.

## Data Formulas

Applies To:



Data formulas can use dimension expressions, which include keywords, to retrieve data for specific dimension IDs. They can also use financial functions and other expressions, such as arithmetical operators and numbers, to produce data. For example, this data formula uses the financial function AVG to show the average value for the rows 1, 3, and 7:

```
AVG(1, 3, 7)
```

You can use the formula bar edit box or the Edit Formulas toolbar icon to create or edit formulas in a column or row. For more information, see the *Hyperion Enterprise Reporting Windows Client Getting Started Guide*.

## Expressions

Applies To:



You use expressions in data formulas for columns and rows to determine the data that columns and rows show. For example, this row formula consists of an expression that multiplies the data in row 3 by the data in row 4:

[3] \* [4]

Some financial functions require expressions as part of their syntax. For example, the SUM function requires an expression that specifies which columns or rows the function adds.

Expressions can include operators, which are symbols that perform arithmetical tasks or comparisons, and operands, which specify the values an operator uses to produce a result. They can also include functions and other expressions, such as dimensions.

When you select a financial function that requires an expression, you access a dialog box where you build the expression graphically. The expression appears with the function in the formula bar edit box when you show data formulas. You can also create or edit expressions in the formula bar edit box without opening dialog boxes.

6

## Operators in Expressions

Applies To:



Operators are symbols that perform arithmetical tasks or comparisons, refer to ranges of columns or rows, or introduce text in formulas. Natural precedence determines the order the system follows for carrying out operations in an expression with more than one operator.

The following table explains the types of operators that expressions in data formulas and criteria statements can include.

*Table 12: Operators*

Type	Operator	Description	Example
Arithmetical	+	Adds	This row formula adds the values in rows 4 and 5: [4] + [5]
Arithmetical	-	Subtracts	This row formula subtracts 3 from the values in row 4: [4] - 3
Arithmetical	*	Multiplies	This row formula multiplies the absolute values in row 4 by 150: ABS[4] * 150
Arithmetical	/	Divides	This row formula divides the values in row 4 by the values in row 5: [4] / [5]
Reference	:	Specifies a range with the SUM function	This row formula adds the values in rows 4 through 12: SUM (4:12)
Unary minus	-	Changes the sign of a value	This column expression divides the values in column 4 by 12 and changes the sign of the result: -([4] / 12)
Criteria	IS	Has a specified attribute	This criteria statement tests values for the Asset attribute and applies any conditional formatting to values that have it: VALUE IS ASSET
Criteria	IS NOT	Does not have a specified attribute	This criteria statement tests values for the Liability attribute and applies any conditional formatting to values that do not have it: VALUE IS NOT LIABILITY

Table 12: Operators (Continued)

Type	Operator	Description	Example
Criteria	AND	And	This criteria statement applies conditional formatting to values greater than 50 and less than 250: VALUE > 50 AND < 250
Criteria	BETWEEN	Is between	This criteria statement applies any conditional formatting to values in the selected column or row if they are between 100 and 200: VALUE BETWEEN 100, 200
Criteria	OR	Or	This criteria statement determines test values for the Liability and Expense attributes and applies any conditional formatting to values that do not have either of those attributes: VALUE IS NOT LIABILITY OR EXPENSE
Criteria	NOT	Is not	This criteria statement applies any conditional formatting if the result is not more than 75: NOT (VALUE > 75)
Criteria	=	Equal to	This criteria statement applies any conditional formatting to all values of 100: VALUE = 100
Criteria	<	Less than	This criteria statement applies any conditional formatting to all values less than 100: VALUE < 100

Table 12: Operators (Continued)

Type	Operator	Description	Example
Criteria	>	Greater than	This criteria statement applies any conditional formatting to values in the selected column or row if they are greater than the corresponding values in column 6: VALUE > [6]
Criteria	<=	Less than or equal to	This criteria statement applies any conditional formatting to values in the selected column or row if they are less than or equal to the corresponding values in column 6: VALUE <= [6]
Criteria	>=	Greater than or equal to	This criteria statement applies any conditional formatting to values in the selected column or row if they are greater than or equal to the corresponding values in column 6: VALUE >= [6]
Criteria	<>	Not equal to	This criteria statement applies any conditional formatting to values in the selected column or row that do not equal the corresponding values in column 6: VALUE <> [6]

Except for the IS and IS NOT operators, you can use the criteria operators in formulas for columns and rows as well as in criteria statements. For example, the following row formula compares each value in row 4 with 150:

```
[4] <> 150
```

The previous formula produces a 1 for each column where the value in row 4 is less than or greater than 150. For each column where the value in row 4 equals 150, the result is a 0 (zero).



## Natural Precedence

Applies To:



If an expression has two or more operators, the system performs the operations in the order of the operators' natural precedence. Here is the order of natural precedence that the system follows for performing operations in an expression that has more than one operator:

- unary minus and NOT
- (x) multiplication and (/) division
- (-) subtraction and (+) addition
- (=) equals and (-) subtraction
- (<) less than, (>) greater than, (>=) greater than or equal to, and (<=) less than or equal to
- (=) equals and (<>) does not equal
- AND
- OR

For example, suppose a row formula uses this expression:

`[10] + 3 * 4`

In this example, if a column in row 10 has a value of 8, the above expression produces a value of 20 for that column by calculating  $3 * 4 + 8 = 20$ , following the order of natural precedence.

## Operands in Expressions

Applies To:



Hyperion  
Enterprise



Hyperion  
Essbase

Operands specify what values an operator uses to produce a result. The following table explains the types of operands.

*Table 13: Operands*

Type of Operand	Examples
Absolute	3, 0.0, 27.5, 65.1987
Row or column reference	[1], [4], [8]
Database retrieval	[ACC SALES CAT BUDGET], [DAT @CUR CAT ACTUAL]
Functions	AVG, BET, CHG
VALUE	This criteria statement applies conditional formatting to all values greater than 100: VALUE > 100

**Note:** You use the VALUE operand in criteria statements only. You add it to a criteria statement by pasting the Current Value variable.

In this row formula, which consists of an expression that multiplies the values in row 3 by 100, the row reference [3] and the absolute 100 are both operands:

[3] \* 100

# Keywords

**Applies To:**



Each dimension in a Hyperion Enterprise product application has a keyword that identifies the dimension. Hyperion Enterprise Reporting Windows Client formulas can use keywords with IDs, functions, or both to retrieve data for the dimensions.

The dimensions in the current application determine what keywords can appear in the formulas you create in Hyperion Enterprise Reporting Windows Client.

The following keywords represent the dimensions in Hyperion Enterprise applications:

- ACC - Account
- CAT - Category
- CONSOL - Consolidation Detail
- CURR - Currency
- DAT - Period
- ENT - Entity
- FIE - Field
- FRE - Frequency
- PAR - Parent
- SUBACC1 - First Subaccount Set
- SUBACC2 - Second Subaccount Set
- SUBENT - Subentity

## ACC - Account

Applies To:



The ACC keyword creates columns or rows for accounts. Formulas that use the ACC keyword also use IDs or these functions to specify accounts:

- @ALL
- AS
- @ASK
- @CUR
- @SUB

The ACC keyword appears in this format when you assign individual accounts rather than a range of accounts:

**ACC** *Account1* [,...*Accountn*]

**Where...**    **Is...**

*Account1*    An ID or function for the first account you are assigning.

*Accountn*    An ID or function for the last account you are assigning.

This formula creates a series of columns or rows for the Sales, Rentals, and Service accounts:

ACC SALES, RENTALS, SERVICE

The ACC keyword appears in this format when you create columns or rows for a range of consecutive accounts:

**ACC FROM** *First* **UNTIL** *Last*

**Where...**    **Is...**

*First*        An ID or function for the first account in the range.

*Last*         An ID or function for the last account in the range.

For example, this formula creates columns of data for a range of accounts that begins with Sales, ends with Net Income, and includes all first-level subaccounts:

```
ACC FROM SALES UNTIL NETINC WITHSUB1
```

**Note:** The function WITHSUB or WITHSUB1 appears if you select the Include Subaccounts or Include First Level Subaccounts option in the Edit Dimensions - Account dialog box.

## CAT - Category

Applies To:



The CAT keyword creates columns or rows for data categories. Formulas that use the CAT keyword can use IDs to specify categories, or they can use the AS, @ASK, and @CUR functions.

The CAT keyword appears in this format:

**CAT** *Category1*[,...,*Categoryn*]

**Where...**

*Category1*

*Categoryn*

**Is...**

The first category you are assigning.

The last category you are assigning.

For example, this formula creates a column or row for the Actual category:

```
CAT ACTUAL
```

This formula creates columns or rows for the Actual and Budget categories:

```
CAT ACTUAL, BUDGET
```

## CONSOL - Consolidation Detail

Applies To:



The CONSOL keyword creates columns or rows that show data for specific consolidation detail.

For example, this formula retrieves elimination data for the current dimension settings:

```
CONSOL Elimination
```

**Note:** When you assign consolidation details using the function method, you can select any of these functions for use with the CONSOL keyword:

- AS
- @ASK
- @CUR

The CONSOL keyword appears in this format when you assign consolidation details using the ID method:

**CONSOL** *Detail*

**Where...**

**Is...**

*Detail*

Adjustment, Contribution, Elimination, NONE, Proportion, or Translation. The default is NONE, for no consolidation detail.

Table 14: Consolidation Detail Types

Type	Description
Adjustment consolidation detail	The total balance of all parent journal adjustments made to the amount that the dependent contributes to the parent.
Contribution consolidation detail	The sum of the adjustment, elimination, proportion, and translation detail that rolls up to the parent.
Elimination consolidation detail	The amount that consolidates to the parent after intercompany eliminations.
Proportion consolidation detail	The amount of the dependent entity's translated value that the parent owns.
Translation consolidation detail	The result of the dependent entity's base data translated to its parent's currency.

## CURR - Currency

Applies To:



The CURR keyword creates columns or rows for currencies. Formulas that use the CURR keyword can use IDs to specify currencies, or they can use the AS, @ASK, or @CUR function.

You can use the currency dimension to show amounts for several entities in one currency rather than in the currency of each entity. For example, suppose a report has rows for France, Italy, and Germany. Using the CURR keyword, you can set up the columns to show all amounts in lire rather than show amounts for France in francs, amounts for Italy in lire, and amounts for Germany in deutschemarks.

The CURR keyword appears in this format:

**CURR** *Currency1*[,..., *Currencyn*]

**Where...**

**Is...**

*Currency1*

The first currency you are assigning.

*Currencyn*

The last currency you are assigning.

For example, this formula retrieves data in French francs:

CURR FF

This formula creates columns or rows for U.S. dollars, French francs, and German deutschemarks:

CURR USD, FF, DM

## DAT - Period

**Applies To:**



The DAT keyword creates columns or rows for periods. Formulas that use the DAT keyword also use IDs or numbers to specify periods, or they can use any of these functions:

- AS
- @ASK
- @CMO
- @CUR
- @END
- @START

The DAT keyword appears in this format when you assign individual periods rather than a range of periods:



**DAT** *Period1*[,..., *Periodn*]

**Where...**      **Is...**

*Period1*      An ID, number, or function for the first period you are assigning.

*Periodn*      An ID, number, or function for the last period you are assigning.

This formula sets up a column or row for the period prior to the current period:

DAT @CUR-1

If you run the report and the current period is March, the formula retrieves February values.

The DAT keyword appears in this format when you create columns or rows for a range of consecutive periods:

**DAT FROM** *First* **UNTIL** *Last*

**Where...**      **Is...**

*First*      An ID, number, or function for the first period in the range.

*Last*      An ID, number, or function for the last period in the range.

This formula sets up columns or rows from the FEB period to the current entity's ending period:

DAT FROM FEB UNTIL @END

## ENT - Entity

**Applies To:**



The ENT keyword creates columns or rows for entities. Formulas that use the ENT keyword also use IDs or these functions to specify entities:

- @ALL
- @CON
- AS
- @CUR

- @ASK
- @BAS
- @DEP
- @PAR

The ENT keyword appears in this format:

**ENT** *Entity1*[,...,*Entityn*]

**Where...**

**Is...**

*Entity1*

The first entity you are assigning.

*Entityn*

The last entity you are assigning.

For example, this formula retrieves data for the JUNIPER entity:

ENT JUNIPER

This formula creates columns or rows for the DIAMOND, JUNIPER, and PEBBLE entities:

ENT DIAMOND, JUNIPER, PEBBLE

## FIE - Field

**Applies To:**



The FIE keyword creates columns or rows for fields. Formulas that use the FIE keyword can use IDs to specify fields, or they can use the AS, @ASK, or @CUR function.

The FIE keyword appears in this format:

**FIE** *Field1*[,..., *Fieldn*]

**Where...**

**Is...**

*Field1*

The first field you are assigning.

*Fieldn*

The last field you are assigning.

You can use the ID method to assign any of these fields: A24, BAS, Credits, CUM, Debits, DIF, DWV, OPE, PRE, or VAL.

In Hyperion Enterprise, you can also use the ID method to assign any of these fields: IC1, IC2, PCONS, PCTRL, POWN, SHAROS, SHAROW, VSHAROS, and VSHAROW.

**Note:** The default field is VAL.

For example, this formula retrieves data for the previous period for the current dimension settings:

```
FIE PRE
```

This formula creates columns or rows for the OPE, PRE, and VAL fields:

```
FIE OPE, PRE, VAL
```

## BAS Field

The BAS field retrieves the beginning balance for the current dimension settings.

The value that the BAS field produces depends on the account type. For an account, which has a type Asset, Balance, or Liability the BAS field always shows the beginning balance. For an account, which has an account type Expense, Flow, or Income, the BAS field always shows 0 (zero) as the base value.

For example, this formula retrieves the base value of the Cash account:

```
FIE BAS ACC CASH
```

## Debits Field

The Debits field retrieves the total debits for the current dimension settings.

## Credits Field

The Credits field retrieves the total credits for the current dimension settings.

### **IC1 Field**

The IC1 field exchanges the current entity with the current first-level subaccount. For example, if you set up rows in an intercompany matching report for an entity and first-level subaccounts from the IC subaccount table, you should set up a column for a major account and the IC1 field to show values for the entities in the subaccount table.

### **IC2 Field**

The IC2 field exchanges the current entity with the current second-level subaccount. For example, if you set up rows in an intercompany matching report for an entity and second-level subaccounts from the IC subaccount table, you should set up a column for a major account and the IC2 field to show values for the entities in the subaccount table.

### **SHAROS Field**

The SHAROS field retrieves the total shares outstanding for the current dimension settings.

### **VSHAROS Field**

The VSHAROS field retrieves the total voting shares outstanding for the current dimension settings.

### **SHAROW Field**

The SHAROW field retrieves the total shares owned for the current dimension settings.

### **VSHAROW Field**

The VSHAROW field retrieves the total voting shares owned for the current dimension settings.

### **PCTRL Field**

The PCTRL field retrieves the ultimate percent control value for the current dimension settings.

## PCONS Field

The PCONS field retrieves the percent consolidation value for the current dimension settings.

## POWN Field

The POWN field retrieves the ultimate percent ownership value for the current dimension settings.

## A24 Field

The A24 field retrieves the 24-point average for a Balance, Asset, or Liability account. You can use the A24 field only for year-to-date views that are linked to prior categories. The system uses this formula to calculate the 24-point average:

$$\frac{\text{OpeningBalance} + ((\text{SumofStartPeriodthroughPreviousPeriod}) \times 2) + \text{CurrentPeriod}}{2 \times \text{NumberofElapsedPeriods}}$$

This formula calculates the 24-point average of the Cash account:

FIE A24 ACC CASH

## DIF Field

The DIF field calculates the difference between the current period's value and the previous period's value for the current dimension settings.

For example, this formula calculates the difference in the Cash account between the previous period and the current period:

FIE DIF ACC CASH

## DWV

The DWV field calculates the average days weighted value for the current dimension settings. It is useful for calculating a weighted average of sales when periods, such as months, are not equal in length.

**Note:** The DWV calculation uses the Days-in-Month Account setting in the Report Options dialog box. You access this dialog box from the Task menu.

For each period, the system multiplies the account value by the number of days in the period and keeps a running total of the result. The system also keeps a running total of the number of days in each period. The DWV field divides the running total weight factor by the running total of the number of days in each period to automate these two calculations:

$$\text{WeightedFactor} = (\text{Account}) \times (\text{NumberofDaysinPeriod})$$

$$\frac{(\text{WeightedFactor} = \text{RunningTotalWeightFactor})}{\text{RunningTotalDays}}$$

For example, this formula calculates the weighted average of the Sales account:

```
FIE DWV ACC SALES
```

### **CUM Field**

The CUM field retrieves cumulative values from the starting period of the current category for the current dimension settings.

### **VAL Field**

The VAL field retrieves the value for the current dimension settings.

### **OPE Filed**

For Income, Expense, and Flow accounts, the OPE field retrieves the opening value for the current dimension settings. For Asset, Liability, and Balance accounts, the OPE field shows the ending balance for the previous category.

### **PRE Field**

The PRE field shows amounts from the previous period for the current dimension settings.

For example, this formula retrieves the Cash account's value for the previous period:

```
FIE PRE ACC CASH
```

**Note:** If the reporting period is the first period for the current category, and the category is linked to a prior category, the system retrieves the value for the last period for the prior category.

## FRE - Frequency

Applies To:



The FRE keyword creates columns or rows for frequency and view combinations. Formulas that use the FRE keyword can use IDs to specify frequencies and views, or they can use the AS, @ASK, and @CUR functions.

**Note:** The frequency you assign must have no more periods per fiscal year than the current category's frequency. For example, if the current entity's frequency is quarterly, you can assign a yearly frequency but not a monthly frequency.

The FRE keyword appears in this format:

**FRE** *Frequency1.View1[,.,Frequencyn.Viewn]*

**Where...**

**Is...**

*Frequency1*

A frequency ID or function for the first frequency you are assigning.

*View1*

A view ID or function for the first frequency you are assigning.

*Frequencyn*

A frequency ID or function for the last frequency you are assigning.

*Viewn*

A view ID or function for the last frequency you are assigning.

For example, this formula retrieves data with a monthly frequency and year-to-date view:

```
FRE M.YTD
```

This formula creates columns or rows for the Monthly Periodic and Quarterly Year-to-Date frequencies:

```
FRE M.PER, Q.YTD
```

The following table explains the frequency IDs.

*Table 15: Reporting Frequencies*

<b>This frequency...</b>	<b>Retrieves...</b>
D	Daily data.
W	Weekly data.
M	Monthly data.
Q	Quarterly data.
T	Trimesterly data.
H	Half-yearly data.
Y	Yearly data.

The following table explains the view IDs.

*Table 16: View IDs*

<b>This view...</b>	<b>Retrieves...</b>
PER	Periodic values, which are not accumulated over several periods.
WTD	Accumulated values from the beginning of the current week.
MTD	Accumulated values from the beginning of the current month.
QTD	Accumulated values from the beginning of the current quarter.
TTD	Accumulated values from the beginning of the current trimester.
HTD	Accumulated values from the beginning of the current half-year.
CTD	Accumulated values from the beginning of the current category.
YTD	Accumulated values from the beginning of the current calendar year.



## PAR - Parent Entity

Applies To:



The PAR keyword creates columns or rows for parent entities. In an organization that changes by period, the parent dimension sets the relationship the report uses for the entities specified in the report. Formulas that use the PAR keyword also use IDs or these functions to specify parents:

- @ALL
- @CUR
- AS
- @DEP
- @ASK
- @ENT
- @BAS
- @PAR
- @CON

The PAR keyword appears in this format:

**PAR** *Entity1*[*Entity*,...,*Entityn*]

**Where...**

**Is...**

*Entity1*

The entity for the first column or row.

*Entity*

An entity ID, a function, or NONE.

*Entityn*

The entity for the last column or row.

For example, this formula retrieves data for the COMP1 entity:

PAR COMP1

This formula retrieves columns for the COMP1 and COMP2 entities:

PAR COMP1, COMP2

## SUBACC1 - First Subaccount Set

Applies To:



The SUBACC1 keyword creates columns or rows for the first or only set of subaccounts in a specified table. Formulas that use the SUBACC1 keyword also use IDs or these functions to specify subaccounts:

- @ALL
- AS
- @ASK
- @CUR

**Note:** SUBACC1 is not reserved for first-level subaccounts.

The SUBACC1 keyword appears in this format when you assign individual subaccounts rather than a range of subaccounts:

**SUBACC1** *Table1.Subacct1*[,...,*Tablen.Subacctn*]

<b>Where...</b>	<b>Is...</b>
<i>Table1</i>	The first subaccount table in a list.
<i>Subacct1</i>	The subaccount in the first subaccount table.
<i>Tablen</i>	The last subaccount table in a list.
<i>Subacctn</i>	The subaccount in the last subaccount table.

This formula creates columns containing data for the SHOES subaccount in the PRODUCT subaccount table, the BALLS subaccount in the PROD subaccount table, and the TENNIS subaccount in the DIVISION subaccount table:

```
SUBACC1 PRODUCT.SHOES,PROD.BALLS,DIVISION.TENNIS
```

The SUBACC1 keyword appears in this format when you create columns or rows for a range of consecutive subaccounts in a subaccount table:

**SUBACC1 FROM *Table.Subacct1* UNTIL *Subacctn***

<b>Where...</b>	<b>Is...</b>
<i>Table</i>	The subaccount table.
<i>Subacct1</i>	The first subaccount in a range.
<i>Subacctn</i>	The last subaccount in a range.

This formula creates rows for the BALLS through the SHOES subaccounts in the PROD subaccount table:

```
SUBACC1 FROM PROD.BALLS UNTIL SHOES
```

## SUBACC2 - Second Subaccount Set

Applies To:



The SUBACC2 keyword creates columns or rows for the second set of subaccounts in a specified table. Formulas that use the SUBACC2 keyword also use IDs or these functions to specify subaccounts:

- @ALL
- AS
- @ASK
- @CUR

**Note:** SUBACC2 is not reserved for second-level subaccounts.

The SUBACC2 keyword appears in this format:

```
SUBACC2 Table1.Subacct1[,...,Tablen.Subacctn]
```

<b>Where...</b>	<b>Is...</b>
<i>Table1</i>	The first subaccount table in a list.
<i>Subacct1</i>	The subaccount in the first subaccount table.

<b>Where...</b>	<b>Is...</b>
<i>Tablen</i>	The last subaccount table in a list.
<i>Subacctn</i>	The subaccount in the last subaccount table.

This formula creates columns containing data for the SHOES subaccount in the PRODUCT subaccount table, the BALLS subaccount in the PROD subaccount table, and the TENNIS subaccount in the DIVISION subaccount table:

```
SUBACC2 PRODUCT.SHOES, PROD.BALLS, DIVISION.TENNIS
```

The SUBACC2 keyword appears in this format when you create columns or rows for a range of consecutive subaccounts in a subaccount table:

**SUBACC1 FROM** *Table.Subacct1* **UNTIL** *Subacctn*

<b>Where...</b>	<b>Is...</b>
<i>Table</i>	The subaccount table.
<i>Subacct1</i>	The first subaccount in a range.
<i>Subacctn</i>	The last subaccount in a range.

This formula creates rows for the BALLS through the SHOES subaccounts in the PROD subaccount table:

```
SUBACC2 FROM PROD.BALLS UNTIL SHOES
```

## SUBENT - Subentity

**Applies To:**



The SUBENT keyword creates columns or rows for subentities. Formulas that use the SUBENT keyword can use IDs to specify subentities, or they can use the @ASK or @CUR function.

The SUBENT keyword appears in this format:

**SUBENT** *Subentity1*[,...,*Subentityn*]

**Where...**

**Is...**

*Subentity1*

An ID or function for the first subentity you are assigning.

*Subentityn*

An ID or function for the last subentity you are assigning.

For example, this formula creates columns for the post-adjustment and base subentities:

SUBENT PADJ , BASE

## Edit Data Formulas

**Applies To:**



Data formulas contain financial functions or dimension expressions for column and row values. You can use financial functions in data formulas to perform calculations.

Many financial functions require you to specify parameters. For example, if you paste the CHG financial function to calculate the difference between values in two columns or rows, you then must type the numbers of the columns or rows that you want to compare.

With some financial functions, you can use expressions that specify dimensions. You can paste the dimensions in the expressions using either the ID or function method. Expressions can also include arithmetical symbols, and they can refer to columns and rows by their number.

For example, you might paste the function ABS to produce the absolute value of an expression. You can then create the expression by pasting the Sales account dimension, a minus sign, and the Cost of Sales account dimension. The resulting formula produces the absolute value of Sales less the Cost of Sales.

The following table shows the financial functions that you can paste into a data formula for a column or row in reports for any Hyperion Solutions product application.

*Table 17: Financial Functions*

<b>Use this function...</b>	<b>To...</b>
ABS	Produce the absolute value for an expression.
AVG	Calculate the average value for a group of columns or rows.
BET	Calculate the difference between the values in two columns or rows, and determine whether the difference represents better or worse variance.
CELL	Retrieve a value from another cell to be used in an expression.
CHG	Calculate the difference between the values in two columns or rows without evaluating the difference.
CPN	Retrieves the number of the current period.
DUR	Display a specific value or expression result in a range of columns or rows.
IFT	Display a specific value or expression result depending on whether the result of an expression is negative, equal to zero, or positive.
MUL	Multiply the values of two columns or rows.
PBE	Calculate the percentage change between the values in two columns or rows, and determine whether the difference represents better or worse variance.
PCH	Calculate the percentage change between the values in two columns or rows, without evaluating whether the difference represents better or worse variance.
PCR	Calculate the values in a specified column as a percentage of the values in a specified row, or the values in a specified row as a percentage of the values in a specified column.
PCT	Express the ratio between the values in two columns as percentages.
RAT	Calculate the ratios of the values in two columns or rows.

Table 17: Financial Functions (Continued)

Use this function...	To...
RND	Round the result of an expression.
SUM	Add the values of specified columns or rows.

► To edit a data formula:

1. From a report window, select a column or row.
2. Select **Edit > Formulas** or the Edit Formulas toolbar icon, or press **Shift + F2**.
3. To create or edit a data formula, select a data formula type from the Type drop-down list, then do one of the following:

- For data formulas that contain financial functions, select a function from the Function drop-down list, click the Paste Function icon, then select or type any parameters the function requires. For information about the function you select, click the Function Help icon.
- For data formulas that contain dimension expressions, select a dimension from the Dimension drop-down list, click the Dimension icon, then select the dimension or type any parameters the dimension requires.

**Note:** If you change the data formula type, the system erases the current formula.

4. Click **OK**.

**Tip:** Instead of selecting financial functions or dimension expressions and parameters to paste into data formulas, you can type them in the formula bar edit box.

## View Definitions

Applies To:



Column and row headings appear in report windows by default, but you can use the Definitions command on the View menu to show the formulas for the data in the columns and rows instead. The Definitions command affects the report window only, not report previews or printed copies.

For example, suppose you set up a column with this heading to show the positive or negative percentage difference between the values in columns 3 and 7:

Percent Change

The heading appears in the report window by default. If you select the Definitions command, this formula appears in the report window in place of the column heading:

PBE [3, 7]

- To view definitions, from a report window, select **View > Definitions**.

**Note:** A check mark appears to the left of the Definitions command on the menu when the command is selected.

## Edit Heading Formulas

Applies To:



You can use text functions in a heading formula to retrieve text in a report, such as dimension IDs or descriptions. For example, you might use the @DES function to show the descriptions for the dimension IDs that you assign to a column.



- To edit a heading formula:
1. From a report window, select a column or row.
  2. Select **Edit > Formulas** or the Edit Formulas toolbar icon, then select the **Heading** tab.
  3. From the Function drop-down list, select the function you want to paste, select or type any parameters that the function requires, then click the Paste Function icon.  
  
**Tip:** For information about the function you select, click the Function Help icon. Instead of selecting text functions and parameters to paste into heading formulas, you can type them in the formula bar edit box.
  4. Click **OK**.



Report Wizard is a graphical tool for creating dynamic ad hoc queries within Hyperion Enterprise Reporting Windows Client. The following figure shows a Report Wizard query.

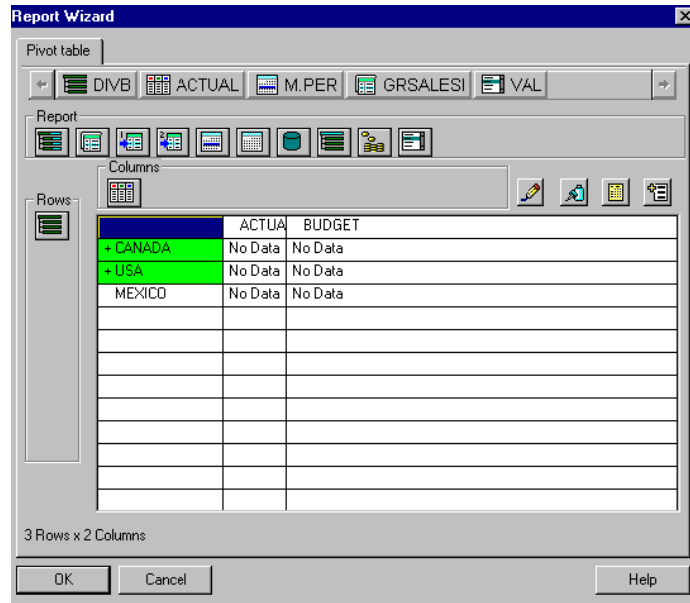


Figure 25: Report Wizard Query

You can move dimensions between the query point of view and the columns and rows of the query. You can also change the order of the dimensions within the columns and rows.

You can load a Hyperion Analyst query as a starting point for a Report Wizard query. You can preview a Report Wizard query to see how it would look as a report, and you can display the query results in the active report window.





## Report Wizard Icons

Applies To:



The following table describes the four icons that appear to the right of the Report axis.

*Table 18: Report Wizard Icons*

Use this icon...	To...
	Set suppression and display options in the Pivot Table Options dialog box.
	Load a Hyperion Analyst .HAQ file as a starting point for a Report Wizard query.
	Preview a Report Wizard query as a report.
	View or edit the EXPAND.REL file, which determines the results of expansions.

# Create Queries

Applies To:



You create a Report Wizard query by assigning dimensions to columns and rows. The query retrieves data after you assign at least one dimension to columns and at least one dimension to rows.

All dimensions on the point of view bar are displayed initially on the Report axis, which appears under the point of view bar. You can move dimensions between the point of view bar and the Columns and Rows axes at any time. You can also move dimensions between the Columns and Rows axes, and you can move dimensions within an axis to change the order of dimensions in the query.

► To create a query:

1. From a report window, select **Task > Report Wizard**.

**Note:** If you change the point of view for a query, your changes do not affect Hyperion Enterprise Reporting Windows Client. If you save the query as a report, the point of view is not saved with it.

2. Drag a dimension from the Report axis to the Rows axis and select one or more values for that dimension.

**Note:** The function panels in the Edit Dimensions dialog boxes show only the functions that apply to queries.

3. Drag another dimension from the Report axis to the Columns axis, then select one or more values for that dimension.
4. To nest dimensions, drag one or more additional dimensions to the Columns or Rows axis.
5. To remove a dimension from the rows of the query, drag the dimension to the point of view bar or to the Columns axis.
6. To remove a dimension from the columns of the query, drag the dimension to the point of view bar or to the Rows axis.

7. To exit the query, do one of the following:

- To display the query as a report in the active report window, click **OK**.
- To exit the query without displaying it in the active report window, click **Cancel**.

**Note:** If you display the query as a report, the new report replaces the contents of the active report. Hyperion Enterprise Reporting Windows Client places any essential dimensions that are not used in columns or rows in the report header.

## Nested Dimensions

Applies To:



When you add dimensions and dimension values to columns or rows that already contain one or more dimensions, the additional dimension values are nested. The nested dimensions appear in a section for each of the dimension IDs that were already in the column or row.

The following figure shows a query with accounts added to rows that already contained entities.

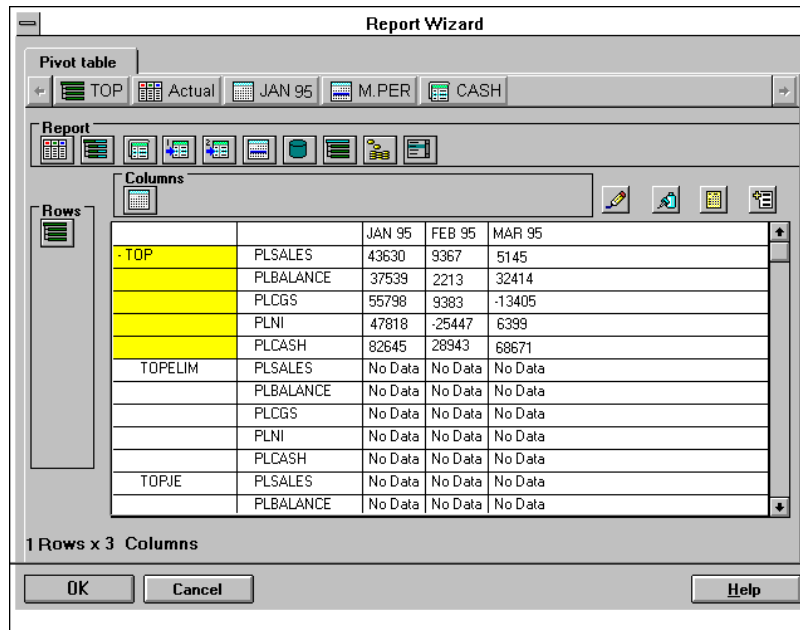


Figure 26: Query with Nested Account Sections

**Note:** Sections appear bold and indented by default.

## Expand or Collapse Dimension Values

Applies To:



A dimension value with a plus sign ( + ) to its left contains summary data, and you can expand the dimension value to show detail data. A dimension value with a minus sign ( - ) to its left can be collapsed to hide detail data that is currently displayed.

In the following figure, the USA and CANADA entities are expandable.

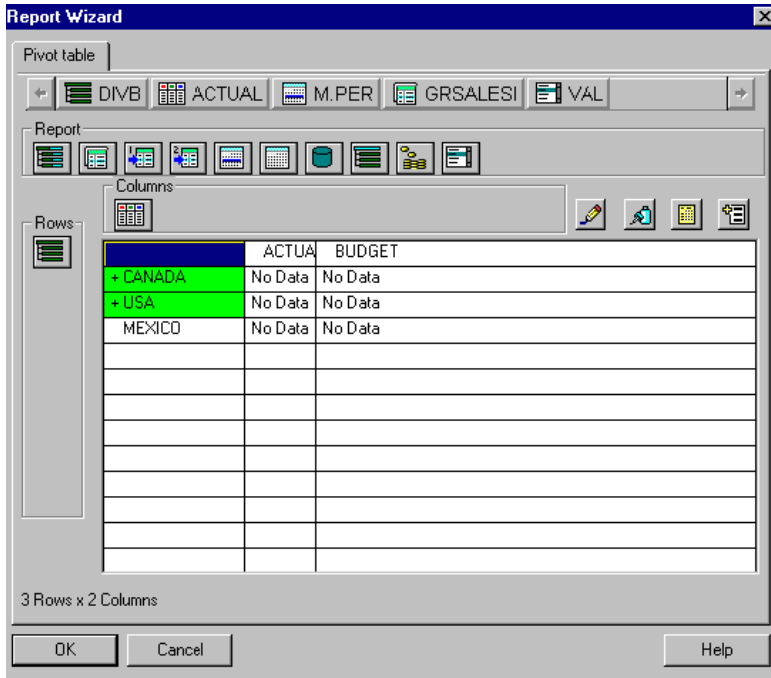


Figure 27: Report Wizard Query with Data



You can expand TOP to show data for the dependents of TOP. From this expanded view, you can double-click on TOP to hide the detail and show only the summary values, as shown in the following figure.

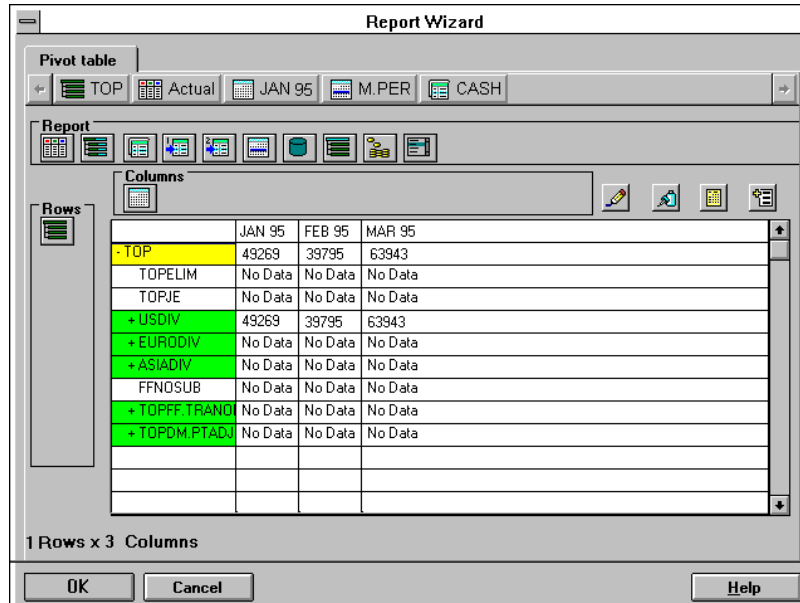


Figure 28: Report Wizard Query with Expanded Entity

- To expand or collapse a dimension value, do one of the following:
  - To expand a value, double-click on a value that is preceded by a plus sign ( + ).
  - To collapse a value, double-click on a value that is preceded by a minus sign ( - ).

## Display Queries as Reports

Applies To:



When you finish building a Report Wizard query, you can display the query as a report. The results replace any previous content in the report window.

If the report window already contains a saved report when you display the query as a report, the report file name does not change. If you save the report, the query results overwrite the previous contents of the report.

- To display a query as a report:
  1. From the Report Wizard dialog box, click **OK**.
  2. Click **Yes** when Hyperion Enterprise Reporting Windows Client prompts you to overwrite the current report. This returns you to the report window, where the query results appear.

The format of a report determines how the output looks when you print or preview the report. The format specifies column widths, fonts for titles, headings, data, and other attributes of the report's appearance. You can use the default format, or you can select a report area and specify format characteristics for it.

## Report Formatting Controls

Applies To:



Hyperion  
Enterprise



Hyperion  
Essbase

You can select these report areas and set formatting options for them while you are building a report:

- The entire report
- All data
- All column or row headings
- Entire columns or rows
- Data in individual columns or rows
- Individual column or row headings

The report area that you select determines which formatting options are available. For example, if you select column headings, you can set font options, but you cannot set number options because number formatting does not apply to headings.

The following table describes the formatting options.

**Note:** When you select a command from the Format menu, some of the options that appear are available only under certain conditions. For example, the Page Orientation options in the Spacing panel are available only if you select the entire report. When you follow the procedures, skip any steps involving options that are unavailable.

*Table 19: Format Options*

Select...	To specify...
Font	<ul style="list-style-type: none"> <li>• A font.</li> <li>• A point size.</li> <li>• Underlining or overlining.</li> <li>• Color.</li> <li>• Justification.</li> <li>• Italics or bold.</li> <li>• Hidden columns or rows.</li> </ul>
Shading/ Border	<ul style="list-style-type: none"> <li>• Light, dark, or no shading.</li> <li>• Borders and grids.</li> </ul>
Number	<ul style="list-style-type: none"> <li>• Scaling by a power of 10.</li> <li>• A format for numerical values.</li> <li>• A rounding factor for numerical values.</li> <li>• Calculation of rows before columns or columns before rows.</li> <li>• The account attribute for columns or rows with calculations involving conflicting account attributes.</li> </ul>

Table 19: Format Options (Continued)

Select...	To specify...
Spacing	<ul style="list-style-type: none"> <li>• Portrait, landscape, or system default page orientation.</li> <li>• Page order, for printing pages across and then down, or down and then across.</li> <li>• Whether the system expands the lines in a row or the width of a column, when the text does not fit in a cell.</li> <li>• Data and row heading column widths.</li> <li>• Page margins.</li> <li>• The number of lines in a row.</li> <li>• The number of pages printed for the entire report. You can specify how many pages wide or long you want the report to be. For example, if a report spans two pages in width, you can set the Fit width to 1 page wide, and the report is reduced in size to fit on one page.</li> <li>• The number of lines in column headings.</li> <li>• The placement of the row headings.</li> </ul>
Display	<ul style="list-style-type: none"> <li>• Text for cells with zero values, no data, errors, or where division by zero occurs.</li> <li>• Suppression of selected columns or rows.</li> <li>• Suppression of the detail in a column or row containing multiple dimensions. Only the total for the column or row appears.</li> <li>• Suppression of columns or rows with only zero values, no data, errors, or where division by zero occurs.</li> <li>• Suppression of columns or rows based on expressions.</li> </ul>
Headings	<ul style="list-style-type: none"> <li>• Headings for the selected columns or rows.</li> <li>• What part of dimension IDs and descriptions appears in column and row headings.</li> <li>• Whether to display the column headings that are identical and located next to each other, once across the columns to which they apply.</li> </ul>

Table 19: Format Options (Continued)

Select...	To specify...
Sort	<ul style="list-style-type: none"> <li>• The column or row that contains the values on which the sort is based.</li> <li>• The order in which to sort.</li> <li>• Whether to rank the data.</li> </ul>
Expansions	<ul style="list-style-type: none"> <li>• Hyperion Enterprise Reporting Web Server expansion options.</li> </ul>
Investigations	<ul style="list-style-type: none"> <li>• Hyperion Enterprise Reporting Web Server investigation options.</li> </ul>
Criteria	<ul style="list-style-type: none"> <li>• Criteria and formats for values that meet the criteria.</li> </ul>

The format you create for a column or row in a report window might affect several columns or rows in the output. For example, suppose you select a column in the report window that specifies a range of periods. If you then specify formatting options, these options affect all the columns for the periods in the output.

For information about selecting areas in a report, see the Reporting Basics chapter in the *Hyperion Enterprise Reporting Windows Client Getting Started Guide*.

## Inherited Format Options

Applies To:



Hyperion Enterprise Reporting Windows Client follows an order of inheritance to resolve conflicts between option settings for different report areas. For example, suppose you specify the 12-point Helvetica bold font without underlining for the entire report, and then you specify double underlining for one row.

The following table shows the order in which report areas inherit format settings.

Table 20: Former Setting Inheritance



Settings for...	Override settings for...
All data	The entire report.
Column data	The entire report and all data.
Row data	The entire report, all data, and column data.
All column headings or all row headings	The entire report.
Individual column headings	The entire report and all column headings.
Individual row headings	The entire report and all row headings.



## Check Box States

Applies To:



A check box in a panel in the Format dialog box can have any of these states:

	<i>Checked</i> indicates that the option is selected. This overrides the inherited setting for the selected report area. For example, suppose you select a row heading and change the Italic check box in the Font panel to checked. The selected heading appears in italics, even if you have set the Italic option as unchecked for the entire report.
	<i>Unchecked</i> indicates that the option is deselected. This overrides the inherited setting for the selected report area. For example, suppose you select a row heading and change the Bold check box in the Font panel to unchecked. The selected heading appears without bold, even if you have set the Bold option as checked for the entire report.

	<p><i>Shading</i> indicates that the selected report area has more than one setting for the option. For example, suppose you selected several rows, and the If No Data suppression option in the Display panel is shaded. The selected rows do not all have the same setting for this option. With the current settings, some rows might appear only if they contain data, and others might appear with or without data. If you reset the option, the new setting applies to all selected rows.</p>
	<p><i>Inherited</i> indicates that the selected report area inherits the option setting from another area. If you reset the option, the new setting overrides the inherited setting.</p>

## Account Attributes

Applies To:



Each account has a default attribute that describes the type of data for the account and determines how the system treats it in calculations. You can use account attributes as conditions for formatting and suppression in criteria statements. You can also use them with financial functions.

You can reverse the sign of a group of accounts by reversing the sign of its attribute. You might have a report with several accounts that have the Expense attribute. Typically, the Expense attribute will show negative values. If you reverse the sign of the Expense attribute, all the Expense accounts appear as positive values.

For example, suppose you have a report with Travel, Labor, and Material accounts with the Expense attribute, which would typically have a negative value. If you reverse the Expense attribute, the Travel, Labor, and Materials accounts appear as positive values.

Selecting attributes in reporting affects only report production. It does not permanently change account attributes. For instructions on reversing the sign of the account attribute, see Set Report Options for Hyperion Enterprise on page 55 or Set Report Options for Hyperion Essbase on page 56.



The following lists show the account attributes for Hyperion Enterprise and Hyperion Essbase.

### **Account Attributes for Hyperion Enterprise**

- ASSET
- BALANCE
- EXPENSE
- FLOW
- INCOME
- LIABILITY
- MAJOR
- CALCACC

### **Account Attributes for Hyperion Essbase**

- BALAVERAGE
- BALFIRST
- BALLAST
- BALNONE
- CCVTANCESTOR
- CCVTCATEGORY
- CCVTNONE
- Essbase user defined attribute
- EXPENSE
- NON-EXPENSE

# Custom Number Formats

Applies To:



You can customize Hyperion Enterprise Reporting Windows Client to replace the default number format masks with masks that your company uses most frequently. For example, you might want to use formats that include symbols for currencies you use in reports.

You edit your RW32.INI file to replace the default number formats that you can select from the Number tab. The RW32.INI file is an ASCII file in your Windows directory that contains information about your session in Hyperion Enterprise Reporting Windows Client.

The number formats you specify in the RW32.INI file appear in the Format drop-down list on the Number tab. You customize number formats by adding or editing the following line in the Format section of your RW32.INI file:

```
[Format]
NumFormat=Mask1 [\nMaskn]
```

<b>Where...</b>	<b>Is...</b>
<i>Mask1</i>	The first customized number format.
<i>Maskn</i>	The last customized number format. You must precede each customized number format after the first one with the characters \n.

For example, you might type the following line to enter new formats for deuschemarks:

```
NumFormat=#:#0DM\n-#:#0DM\n###0.00DM
```

**Note:** If you specify new formats in your RW32.INI file, the default formats are no longer available.

# Formatting Options

Applies To:



You can set formatting options for these attributes of data and text in a report:

- Font
- Shading and borders
- Number format, scaling, rounding, and calculation order
- Spacing
- Data display
- Headings
- Sorting
- Criteria

## Set Font Options

Applies To:



You can set the font options to override the default page format and specify a font, type size, and type style for a selected report area when you are formatting a report. For example, you might use a bold type style to emphasize a column of data for a specific entity.

You can use any font available to the system and any size available for the selected font. You can use double or single underlining, continuous underlining, or no underlining. You can select a color; you can use left, center, or right justification;

and you can use italic, bold, and overline. You can also hide the selected report area in the report output. The Sample box in the Font panel shows how text appears with the options you select.

► To set font options:

1. From a report window, select the report area that you want to format, then select **Format > Font** or the Font toolbar icon.
2. From the Font panel, select one or more of the available font options.
3. To hide the selected report area in the output, click **Hidden**.

**Note:** If you select **Hidden**, all other options in the Font panel are unavailable for the selected area.

4. To return all settings in the panel to their defaults, click **Use Defaults**.
5. Click **OK**.

## Set Shading and Border Options

Applies To:



You can set shading and border options for the selected report area when you are formatting a report. You can specify border options for the entire area or for the individual cells within the area. You can also specify options for page borders, which appear on each page of the output. For example, if you specify a right page border for three consecutive rows, the border appears at the right edge of those rows on each page.

Cell borders and shading options apply to each cell in the selected report area. For example, you might use cell borders to create a grid within a column, or you might use shading to highlight a row.

**Note:** The Auto Outline toolbar icon adds a box around the selected report area without displaying the Shading/Border panel.

- To set shading and border options:
  1. From a report window, select the report area that you want to format, then select **Format > Shading/Border**.
  2. Specify cell border or selection border options.

**Note:** In the Cell Border and Selection Border check boxes, the checked state appears as a line to indicate a border.
  3. From the Shading drop-down list, select a shading option.
  4. To return all settings in the panel to the default settings, click **Use Defaults**.
  5. Click **OK**.

# Set Numeric Options

Applies To:



You can set numeric options to affect numeric values in reports when you are formatting a report. The following table describes the numeric option settings.

*Table 21: Numeric Options*

<b>This option...</b>	<b>Determines...</b>
Scaling	The power of 10 by which the system scales values.
Format	<p>The number mask, or display pattern, that specifies these characteristics of numerical values by default:</p> <ul style="list-style-type: none"> <li>• What character, if any, separates thousands. By default, the system uses a comma ( , ) to separate thousands.</li> <li>• Whether negative values appear with minus signs ( - ) or are enclosed in parentheses ( ( ) ). By default, they are enclosed in parentheses.</li> <li>• Whether values use characters such as a dollar sign ( \$ ) or a percent sign ( % ), and whether those characters precede or follow numbers. By default, the system displays numbers without these characters.</li> <li>• The number of places to the right of the decimal that appear in the report. By default, the system does not display decimal places.</li> </ul>
Rounding Calculation	The factor by which the system rounds values before it calculates values. For example, you can select .01 to round values to the nearest hundredth. By default, the system does not round values before calculation.
Calculation Order	The order in which column and row values are calculated. By default, columns are calculated before rows.

Table 21: Numeric Options (Continued)

This option...	Determines...
Display Format Order	The order in which column and row formats defined by font, shading/border, number, and criteria options are used. By default, row formats are used before column formats, followed by report formats. For example, if you have row, column, and report formats specified and the number format order is columns before rows, then the column formats are used before the row and report formats.
Account Attribute	The account attribute for selected columns or rows defined with expressions that calculate values from accounts with conflicting attributes.

### Mask Options

The following table shows the number masks you can select from the Format drop-down list and examples of how positive and negative values appear with each mask. To replace number masks in the Format drop-down list, you edit the RW32.INI file. For instructions, see Custom Number Formats on page 146.

**Note:** You can edit the selected number mask to use any additional characters. For example, you can select the mask ###0 and add a K after the zero to represent thousands. If you scale values to thousands, the edited mask shows the number 100,000 as 100K.

Table 22: Number Masks

Mask	Positive Value	Negative Value
Default	1,000,000,000	(1,000,000,000)
Product Define	Defined in the application.	Defined in the application.
#,##0	100,000	-100,000
###0	100000	-100000
#,##0.00	100,000.00	-100,000.00
###0.00	100000.00	-100000.00
(\$,##0)	\$100,000	(\$100,000)
(\$,##0.00)	\$100,000.00	(\$100,000.00)

Table 22: Number Masks (Continued)

Mask	Positive Value	Negative Value
#,##0%	100,000%	-100,000%
###0%	100000%	-100000%
#,##0.00%	100,000.00%	-100,000.00%
###0.00%	100000.00%	-100000.00%
(#,##0%)	100,000%	(100,000%)
(#,##0.00%)	100,000.00%	(100,000.00%)
{ \$ }#,##0 or #,##0{ % }  You can specify any single character symbol within the braces { }, as a suffix or a prefix.  <b>Note:</b> Use this mask to display a symbol once within a report.	\$100,000 or 100,000%  The symbol is displayed once in the first row or column of the report.	-\$100,000 or -100,000%  The symbol is displayed once in the first row or column of the report.
[ \$ ]#,##0 or #,##0[ % ]  You can specify any single character symbol within the brackets [ ], as a suffix or a prefix.  <b>Note:</b> Use this mask to display a symbol once within expanded rows or columns, or iterations of a section. An expanded row or column uses a function or a list of dimensions, which generate more than one row or column, such as the @SUB function.	\$100,000 or 100,000%  The symbol is displayed in one of the following: <ul style="list-style-type: none"> <li>• The first row or column of each iteration of a section.</li> <li>• The first row or column of each expanded row or column.</li> <li>• The first row or column of the report.</li> </ul>	-\$100,000 or -100,000%  The symbol is displayed in one of the following: <ul style="list-style-type: none"> <li>• The first row or column of each iteration of a section.</li> <li>• The first row or column of each expanded row or column.</li> <li>• The first row or column of the report.</li> </ul>



## Masks and Scaling

The system bases scaled values on the number masks for the values. This might require the system to round the scaled values. For example, suppose a report uses a number mask that specifies no decimal places. If you scale values to thousands, the system displays an input value of 1,500 as 2 after scaling it. The exact scaled value is 1.500, but the system rounds a scaled value up to the nearest integer if its number mask specifies no decimals. In calculations, the system always uses the input value.

- To set numeric options:
  1. From a report window, select the report area that you want to format, then select **Format > Number**.
  2. Select one or more of the available numeric options.
  3. Click **OK**.

## Set Spacing Options

Applies To:



When you format a report, you can define column widths, margins, and other spacing options to determine how data and headings are placed on a page. The following table shows the spacing options you can set.

*Table 23: Spacing Options*

This option or group...	Determines...
Page Orientation	Whether the system uses landscape, portrait, or the system default orientation for a report. The default is landscape.
Page Order	Whether the system prints pages across and then down, or down and then across. The default is across and then down.

Table 23: Spacing Options (Continued)

<b>This option or group...</b>	<b>Determines...</b>
Cell Autofit	<p>Whether the system expands the lines in a row or the width of a column, when text does not fit in a cell. Select row to expand the lines in the row to accommodate the text. Specify column to expand the column width to accommodate the text. Specify None, to use the default settings for the lines in a row and column width which are set with the Row and Width options. If you specify None and the text does not fit in the cell it is truncated.</p> <p><b>Note:</b> You must select the entire report to use this option.</p>
Column/Row Spacing	<p>Whether the report contains a blank column and the width of that column before or after the highlighted column, a blank row and the height of that row before or after a highlighted row, or a page break after a highlighted column or row. By default, the system does not leave a blank column or row.</p> <p><b>Note:</b> A column width of one is equal to the width of one character, and a row height of one is equal to the height of one character or line.</p>
Widths	<p>The widths, in characters of columns for data and row headings. The default widths are 15 characters for data columns and 20 characters for the row headings column.</p>
Margins	<p>The top, bottom, left, and right margins for report pages. For default margins, the system uses the default page setup.</p>
Rows	<p>The number of lines in each highlighted row in the output. The default is 1.</p>

Table 23: Spacing Options (Continued)

This option or group...	Determines...
Fit To	<p>The number of pages printed for the entire report. You can specify how many pages wide or long you want the report to be. For example, if a report spans two pages in width, you can set the Fit width to 1 page wide, and the report is reduced in size to fit on one page.</p> <p><b>Note:</b> You can only specify a height or width smaller than the current report size.</p>
Headings	<p>The number of lines in column headings, and the placement of the row headings. For example, if you specify three lines for column headings, the system wraps words to the second line if they do not fit on the first, and to the third line if they do not fit on the second. The system truncates text that does not fit in the specified number of lines. If you specify the placement of the row descriptions after column 3, the row headings are placed in column 4 of the report.</p>

► To set spacing options:

1. From a report window, select the report area that you want to format, then select **Format > Spacing**.
2. Select one or more of the available spacing options.
 

**Note:** The Column/Row Spacing check boxes have only two states, checked and unchecked.
3. Click **OK**.

# Set Display Options

**Applies To:**



When you format a report, you set display to control the display of report data. For example, you can define the text that appears in cells when no data is available.

You can also set data suppression options to suppress selected columns or rows under specific circumstances. Suppressed data is not used in calculations. For example, if you suppress rows 23 and 24 and then calculate a sum for rows 10 through 30, the sum does not include the values in rows 23 and 24.

The following table shows the display options that you can set. For each option, you can specify a maximum of 20 characters.

*Table 24: Display Options*

<b>This option...</b>	<b>Defines text for...</b>
Zero	All values that equal zero. By default, the system displays zeros in these cells.
No Data	Cells for which no data is available. By default, these cells are blank.
Error	Cells where data cannot be retrieved or calculated because of errors. The default is ERR.
Division By Zero	Cells where division by zero occurs. By default, these cells are blank.

The following table shows the suppression options you can set. The default is no suppression.

*Table 25: Suppression Options*

<b>This option...</b>	<b>Suppresses...</b>
Always	An individual column or row whenever you run the report. You can refer to a suppressed column or row in expressions in other columns or rows.
Detail (Show Summary)	A column or row containing a series of dimension definitions. For example, suppose a report has one row with Losses, Product Returns, and Bad Debt accounts. If you select the Detail (Show Summary) suppression option for the row, the report output shows one row with the total of the accounts. The system suppresses the expanded rows for the individual accounts. You must add the heading to reflect the totaling.
If Zero	Columns or rows that contain only zeros or that contain no data.
If No Data	Columns or rows that contain no data.
If Division By Zero	Columns or rows divided by zero values.
If Error	Columns or rows where the system cannot show data because of errors.
If Expression	Columns or rows based on an expression.

► To set display options:

1. From a report window, select the report data area that you want to format, then select **Format > Display**.

**Note:** To set display options, you must select the entire report.

2. From the Display panel, specify any text and suppression options that you want to set.
3. To suppress an expression, click the **Edit Expression** icon.
4. Click **OK**.

# Set Headings Options

Applies To:



You can use the Headings options when you are formatting a report to specify a formula for selected column or row headings. You can specify a heading to appear in one column or across several columns. If the formula for the selected headings uses the @LAB or @DES function to retrieve dimension IDs or descriptions dynamically, you can specify which parts of the IDs or descriptions you want to use.

For example, you might specify a heading formula that shows account descriptions, then specify that the account descriptions start with the fifth character and end with the twelfth character. By default, dimension IDs and descriptions in headings start with their first characters and end with their last characters. For information about the @LAB and @DES functions, see Chapter 12.

You can specify column headings to appear in separate columns or across multiple columns. In the following report, the columns headings appear in separate columns.

	USDIV Actual 1995	USDIV Actual 1998	USDIV Budget 1995	USDIV Budget 1998	total
Amount of Cash	49,269	49,269	49,269	49,269	49,269
Sales	43,630	43,630	43,630	43,630	43,630

The following report is identical to the previous report except that the column headings are specified to display across multiple columns. USDIV spans columns 1-4, Actual spans column 1-2 and Budget span columns 3-4 and the year headings on the third line do not span a column.

Wednesday, April 22, 1998

<b>USDIV</b>					
	<b>Actual</b>		<b>Budget</b>		
	<b>1995</b>	<b>1998</b>	<b>1995</b>	<b>1998</b>	<b>total</b>
Amount of Cash	49,269	49,269	49,269	49,269	49,269
Sales	43,630	43,630	43,630	43,630	43,630

► To set headings options:

1. From a report window, select the column or row headings that you want to format, then select **Format > Headings**.
2. Type a new formula in the Heading edit box.
3. If the heading formula uses the @LAB or @DES function to retrieve a dimension ID or description, do one or both of the following:

**Note:** Select the dimension from the Dimension list box.

To abbreviate a dimension ID or description, select a dimension and specify the starting and ending character numbers.

**Tip:** You can select an area that includes both columns and rows and abbreviate the dimension ID or description for the headings within the selected area.

4. Specify whether you want a heading to display in one column or across several columns.

**Tip:** You must select the entire report or all the columns, to use this option. The headings that are identical and located next to each other, are displayed once across the columns to which they apply.

5. Click **OK**.

## Set Sorting Options

Applies To:



When you format a report, you can set sorting options to sort a range of columns or rows by the values in a specified column or row. If you select a range of columns, the system sorts the columns by their values in a row that you specify. If you select a range of rows, the system sorts the rows by their values in a column that you specify. You can sort the selected columns or rows in ascending or descending order. You can also rank data by the values in a column or row. When you rank data, you can display the ranking of all the data or a specified number of columns or rows in the output. All suppressed rows or columns are omitted from sorting.

You can sort rows or columns alphabetically by their headings. Within each report, you can sort one range of columns and one range of rows.

A green bar with a sort icon indicates sorted columns or rows in a report. The icon uses a right arrow for columns, a down arrow for rows, and the numbers 0 and 10 to show the direction of the sort. For an ascending sort, the icon uses 0 followed by 10. For a descending sort, it uses 10 followed by 0.



The following figure shows a report with all rows sorted in ascending order for the values in a column.

Hyperion Enterprise Reporting Windows Client - OT-DB9 - [Report9]				
File Edit View Format Tasks Window Help				
REPORG Actual MAR 92 M.CTD PLSALES				
DAT JAN. 1996				
		1	2	3
		JAN 1996	FEB 1996	MAR 1996
1	Cash-Seattle Bank & Trust	(#.##0)	(#.##0)	(#.##0)
2	Cash-Bank of Canada	(#.##0)	(#.##0)	(#.##0)
3	Cash-Lone Star Bank of Texas	(#.##0)	(#.##0)	(#.##0)
4	Cash-Colorado State Bank	(#.##0)	(#.##0)	(#.##0)
5	Cash-Richmond City Bank	(#.##0)	(#.##0)	(#.##0)
6	Cash-Bank of Maryland	(#.##0)	(#.##0)	(#.##0)
7	Cash-Pennsylvania State Bank	(#.##0)	(#.##0)	(#.##0)
8	Cash-Royal Bank of London	(#.##0)	(#.##0)	(#.##0)
9	Cash-Bank of Toyko	(#.##0)	(#.##0)	(#.##0)
10	Cash-Bank of Naperville	(#.##0)	(#.##0)	(#.##0)
11	Cash-Hong Kong Bank	(#.##0)	(#.##0)	(#.##0)
12	Cash-Bank of New York	(#.##0)	(#.##0)	(#.##0)

Figure 29: Report with Sorting

➤ To set sorting options:

1. From a report window, select the rows or columns for which you want to set sorting options, then select **Format > Sort**.
2. From the Sort panel, select one of the following:
  - **On** to turn sorting on for the selected report area.
  - **Off** to turn sorting off for the selected report area.
3. Select sorting and ranking options.

**Tip:** To display both the ranking and the ranked data within a report, duplicate the ranked column or row and set the ranking for the duplicate column or row to None.

4. Click **OK**.

## Set Criteria

Applies To:



You can define criteria to specify conditional formatting for data in a report. Criteria are logic conditions that values must meet if the values are to appear with the specified attributes. For example, you might define criteria for sales account values so that they appear bold if the values are seriously below expectations, and with underlining if the values exceed expectations.

You use the Criteria options to add, delete, or modify criteria. You can define criteria for an entire report or for individual columns or rows. A value takes on the formatting specified for all the criteria that it meets. For example, suppose you set criteria for an entire report to format values above 1,000 in italics. If you also set criteria for a single row in that report to format values above 1,000 in bold, the values above 1,000 in that row appear in bold italics.

Use this format to create criteria statements:

**(Variable Operator Att/Value) [Connector (Variable Operator Att/Value)]**

<b>Where...</b>	<b>Is...</b>
<i>Variable</i>	The current values in the selected columns or rows, or the current values in the columns, rows, or cells that you specify by number.
<i>Operator</i>	Any of these symbols or words: <ul style="list-style-type: none"> <li>• IS, which is used to specify selected attributes as criteria.</li> <li>• IS NOT, which is used to specify the absence of selected attributes as criteria.</li> <li>• BETWEEN, which is used to specify values within a range.</li> <li>• An equal sign (=) for equal to.</li> <li>• A left angle bracket and a right angle bracket (&lt; &gt;) for not equal to.</li> <li>• A right angle bracket (&gt;) for greater than.</li> <li>• A right angle bracket with the equal sign (&gt;=) for greater than or equal to.</li> <li>• A left angle bracket (&lt;) for less than.</li> <li>• A left angle bracket with the equal sign (&lt;=) for less than or equal to.</li> <li>• Parentheses (()) to control the order in which the system performs calculations.</li> </ul>
<i>Att</i>	Any attribute available in the Attribute list. Attributes are conditions that describe the type of data.
<i>Value</i>	A number that you type.
<i>Connector</i>	AND or OR.

For example, you can select a column and then create this criteria statement:

VALUE > 500

If you then select the criteria statement and change the font to bold, values for the selected column appear bold in the output if the values are greater than 500.

You can create criteria statements to hide the values in specific cells. For example, you can create this criteria statement:

ROWREF (11:15) AND COLREF (2:2)

If you then select the previous criteria statement and change the font to hidden, the values for rows 11 through 15 in column 2 are hidden in the output.

## Variables in Criteria Statements for Hyperion Enterprise

The following table describes the variables that you can use in criteria statements in Hyperion Enterprise.

*Table 26: Variables in Criteria Statements for Hyperion Enterprise*

<b>This variable...</b>	<b>Refers to...</b>
BALANCE	The account of the current cell is a balance account.
BASE	The current cell is a base level dimension member.
CALCACC	The current cell is a calculated account.
CALCULATED	The current cell is marked as source-calculated.
CELL	The column and row numbers for one cell.
[COL/ROW] Number	A column or row number.
COLREF	A range of columns.
DBZ	The current cell is marked as divide-by-zero.
ERROR	The current cell is marked as an error.
EXPENSE	The account of the current cell is expense. (Use only if the Account dimension exists).
FLOW	The account of the current cell is a flow account.
INCOME	The account of the current cell is an income account.
INPUT	You can enter information into this cell.
LIABILITY	The account of the current cell is a liability account.
LOCKED	The current cell is marked as locked.
MAJOR	The account of the current cell is an major account, top level detail.
NODATA	The current cell is marked as having no data.

Table 26: Variables in Criteria Statements for Hyperion Enterprise (Continued)

<b>This variable...</b>	<b>Refers to...</b>
NONEXPENSE	The account of the current cell is non-expense. (Use only if the Account dimension exists).
PARENT	The current cell is a parent member.
PERIODIC	The current cell is a periodic value.
ROWREF	A range of rows.
RPTCALC	The current cell is marked as report calculated.
UDA (User Defined Attributes)	The values for the user defined attribute selection.
VALUE	The values in the selected columns or rows.
YTD	The current cell is a year to date value.

## Variables in Criteria Statements for Hyperion Essbase

The following table describes the variables that you can use in criteria statements in Hyperion Essbase.

Table 27: Variables in Criteria Statements for Hyperion Essbase

<b>This variable...</b>	<b>Refers to...</b>
BALAVERAGE	The account of the current cell is an average time balance; the average value of all children. (Use only if the Account and Time dimensions exist).
BALFIRST	The account of the current cell is a beginning time balance; the value of the first child. (Use only if the Account and Time dimensions exist).
BALLAST	The account of the current cell is an ending time balance; the value of the last child. (Use only if the Account and Time dimensions exist).
BALNONE	The account of the current cell is not a time balance. (Use only if the Account and Time dimensions exist).

*Table 27: Variables in Criteria Statements for Hyperion Essbase (Continued)*

<b>This variable...</b>	<b>Refers to...</b>
CALCULATED	The current cell is marked as source-calculated.
CCVTNONE	The account of the current cell has no currency conversion. (Use only if the Account and Currency dimensions exist).
CCVTANCESTOR	The account of the current cell has the currency conversion of its ancestor. (Use only if the Account and Currency dimensions exist).
CCVTCATEGORY	The account of the current cell has the currency conversion of a category. (Use only if the Account and Currency dimensions exist).
CELL	The column and row numbers for one cell.
[COL/ROW] Number	A column or row number.
COLREF	A range of columns.
DBZ	The current cell is marked as divide-by-zero.
ERROR	The current cell is marked as an error.
EXPENSE	The account of the current cell is expense. (Use only if the Account dimension exists).
INPUT	You can enter information into this cell.
LOCKED	The current cell is marked as locked.
NODATA	The current cell is marked as having no data.
NONEXPENSE	The account of the current cell is non-expense. (Use only if the Account dimension exists).
ROWREF	A range of rows.
RPTCALC	The current cell is marked as report calculated.
UDA (User Defined Attributes)	The values for the user defined attribute selection.
VALUE	The values in the selected columns or rows.

- To set criteria:
  1. From a report window, select the report area for which you want to set criteria options, then select **Format > Criteria**.
  2. From the Criteria panel, select one of the following:
    - **On** to turn criteria on for the selected report area.
    - **Off** to turn criteria off for the selected report area.
    - **Default** to use the default criteria settings.
  3. If you are using criteria, type one or more criteria statements in the edit box.
 

**Tip:** You can also select any item from the Variables, Operators, Attributes, or Connectors list box to paste at the current cursor position.
  4. Specify criteria options.
  5. Click **OK**.

## View Drafts or Formatted Reports

Applies To:



You can view reports in report windows with their formatting, or you can use the Draft option for faster processing. The Draft option displays reports without the fonts and other formatting options you selected. For example, if you select shading for a column, the shading does not appear in the report window when you use the Draft option, but it does appear in the output when you preview or print the report. For information about printing and previewing, see Chapter 10.

- To view a draft or a formatted report, from a report window, select **View > Draft**.

**Note:** A check mark appears to the left of the Draft menu command when this option is selected.

## Copy Format

Applies To:



You can copy the format of one report to another report without copying dimensions or formulas. For example, suppose a report has 14-point Arial bold column headings and 12-point Arial bold italic row headings, with categories assigned to columns and accounts assigned to rows. You can copy the formatting to another report that has different dimensions assigned to the columns and rows.

- To copy format:
  1. From a report window, select the entire report, then select **Edit > Copy**.
  2. Open a new report window, then select the entire new report.
  3. Select **Edit > Paste Special**.
  4. Click **Formats**, then click **OK**.

## Copy Dimensions and Formulas

You can paste the dimensions and formulas from a selected report area to another area in the same report or to a different report without copying the format. For example, if you select a column, you can copy the dimensions and formulas to another column in the same report or to a different report without copying the format.

- To copy dimensions and formulas:
  1. From a report window, select the report area that you want to copy, then select **Edit > Copy**.
  2. In the same report window or in a different report window, select the area where you want to paste the copy.
  3. Select **Edit > Paste Special**.
  4. Click **Values**, then click **OK**.



# Copy Format, Dimensions, and Formulas

Applies To:



You can paste the formatting, dimensions, and formulas from a selected report area to the same report or a different report. For example, if you have selected a column, you can copy its format, dimensions, and formulas to a different column in the same report or to a column in another report.

- ▶ To copy format, dimensions, and formulas:
  1. From a report window, select the report area that you want to copy, then select **Edit > Copy**.
  2. In the same report window or in a different report window, select the area where you want to paste the copy.
  3. Select **Edit > Paste** or **Edit > Paste Special**.
  4. Click **All**, then click **OK**.

# Notations and Local Headings Setup

Applies To:



You can use fields in Hyperion Enterprise Reporting Windows Client to include these features in reports:

- Notations, which are text entries such as descriptions or comments
- Local headings, which replace the descriptions of individual dimensions based on the other dimension settings in the report

Notations are fields that you use for comments and other textual data that provide information in report output. Notations can vary by entity, period, or any other dimension. For example, you might create a field called Notes1 to include notations, such as reasons for increases or decreases, on the Total Sales account for different entities, periods, and categories.

Local headings are fields that you use as alternate descriptions based on the dimension settings in a report. For example, a company’s chart of accounts might include the account Cost A. In the Canada Division, Cost A might represent transportation expenses, while in the Northeast Division, Cost A might represent packaging expenses. You can create a field called Alternate to store alternative descriptions for accounts for the different entities in an organization. For Cost A, the Canada Division would use the local description Transportation Costs, while the Northeast Division would use the description Packaging Costs.

The following table shows the tasks involved in using notations and local headings, and where you perform those tasks.

*Table 28: Tasks Involved in Using Notations and Local Headings*

Use...	To...
Hyperion DataExtend	Set up fields to use for notations or local headings. For more information, see the <i>Hyperion DataExtend User’s Guide</i> or Hyperion DataExtend Help.
Hyperion Enterprise Reporting Windows Client	Create reports that you use for presenting data in reports using notations and local headings.
Hyperion Schedules	Enter text as notations and local headings. For more information, see the <i>Hyperion Schedules User’s Guide</i> or Hyperion Schedules Help.

## Set Up Notations

Applies To:



You set up notations in your reports to provide rows or columns of textual information. When you set up notations, you create a field in Hyperion DataExtend, assign the field to a column or row in Hyperion Enterprise Reporting Windows Client, and enter the text in Hyperion Schedules.

► To set up notations in reports:

1. From a report window, select a column or row and assign the field where you want the notation to appear.
2. Before setting up the notation in a report, you must create a text field to use for notations in reports using Hyperion DataExtend. For instructions, see the *Hyperion DataExtend User's Guide*.
3. Save the report.

**Tip:** To add notations to a report, open the report in Hyperion Schedules and type the notations. For instructions, see the *Hyperion Schedules User's Guide*.

## Set Up Local Headings in Reports

Applies To:



You set up local headings in your reports to provide alternate descriptions for dimensions. For example, you might set up local headings for two subsidiaries that use different headings for the same account.

When you set up local headings, you create a local heading in Hyperion DataExtend, assign the local heading to a column or row in Hyperion Enterprise Reporting Windows Client, and enter the text in Hyperion Schedules.

In any report in Hyperion Enterprise Reporting Windows Client, you can assign the text field to the opposite axis from where you want the local headings to appear. You then suppress the row or column to which you assign the text field. For example, if you want to allow a local heading in each row, assign the text field to any column and suppress the column.

You use the @LOCAL function to assign a local heading to a report's column or row. Use this syntax to specify a local heading in a column or row heading:

@LOCAL(*field,default*)

<b>Where...</b>	<b>Is...</b>
<i>field</i>	The ID of a field defined in Hyperion DataExtend.
<i>default</i>	The text that will appear if no local heading is assigned.

For example, typing the formula @LOCAL(lothead,@DES) for the heading of a row containing a range of accounts produces these results:

- If no local heading is assigned to the account, then the account's description appears when you run the report or open it in Hyperion Schedules.
- If a local heading is assigned to an account, then the local heading appears instead of the description.

After you set up local headings, you use Hyperion Schedules for data entry. For more information, see the *Hyperion Schedules User's Guide* or Hyperion Schedules Help.

➤ To set up local headings in reports:

1. From a report window, select a column or row and assign the text field to the opposite axis from where you want the local heading to appear.

**Tip:** Before setting up the local heading in a report, you must create the field using Hyperion DataExtend. For instructions, see the *Hyperion DataExtend User's Guide*.

2. Do the following to suppress the column or row to which you assigned the field:
  - Select the column or row and select **Format > Display**.

- In the Suppression Options group, click **Always**, then click **OK**.
3. Save the report.

**Tip:** To add local headings to a report, open the report in Hyperion Schedules and type the headings. For instructions, see the *Hyperion Schedules User's Guide*.

## Expansions and Investigations

Applies To:



You use Hyperion Enterprise Reporting Windows Client to set expansions, set investigations, and manage expansions options for use in Hyperion OnTrack or Hyperion Enterprise Reporting Web Server. Expansions and investigations are features that allow you to specify levels of detail for data that appears in a report in Hyperion OnTrack or Hyperion Enterprise Reporting Web Server. You can also manage expansions for Hyperion Analyst.

The investigations and expansions command is disabled on the Format menu, and the manage expansions command is disabled on the Task menu by default. To activate the investigations and expansions command, you must edit the DEFAULT section of the REPENG.INI file which is located in your Windows directory. The section appears as follows:

```
[DEFAULT]
OnTrack=1
```

## Set Expansions

Applies To:



You set expansions to define Hyperion OnTrack or Hyperion Enterprise Reporting Web Server expansion options for selected columns and rows. The options you specify do not affect report output. Expansions give users immediate access to data for additional dimensions from within a report. For example, you can expand a column that shows Second Quarter data to show columns for April, May, or June data.

You can turn expansions on or off for a selected report area. The following table shows the expansion options you can set for any report area.

*Table 29: Expansions Options*

This option...	Determines...
Dimension	The dimension or dimensions on which the expansion is based. The system uses the dimension for the current column or row by default.
Position	Whether expansion data appears before or after the summary column or row.
Expansion Tag	The expansion tags defined for the current dimension using the Manage Expansions dialog box.
Parent Override	The parent relationship defined for the current dimension using the Manage Expansions dialog box.

➤ To set expansions:

1. From a report window, select the report area you want to format, then select **Format > Expansions**.
2. Set expansion options.
3. Click **OK**.

## Set Investigations

Applies To:



You set investigations so that you can use investigations in Hyperion OnTrack, Hyperion Enterprise Reporting Web Server, or Hyperion Schedules to view different levels of report detail. The options you set do not affect report output.

You can turn on automatic or custom investigations, turn off all investigations, or use the default investigation setting for the selected report area. If you turn on custom investigations, you can select a report set that contains the investigation report you want to use and then select a report from that set. You can also select a report without first selecting a set.

- To set investigations:
  1. From a report window, select the report area you want to format, then select **Format > Investigations**.
  2. To turn investigation options on or off, do one of the following:
    - To turn on automatic investigations for the selected report area, click **Auto**.
    - To turn on custom investigations for the selected report area, click **On**.
    - To turn off all investigations for the selected area, click **Off**.
  3. To filter the list of reports, select the set that contains the report you want to insert.
  4. Type the report label in the Report Name edit box or select the report from the list.
  5. Click **OK**.

## Manage Expansions

Applies To:



Managing expansions involves defining expansions to specify what detail appears when you expand a dimension from a Hyperion OnTrack or Hyperion Enterprise Reporting Web Server screen and identifying the parent-child relationships for the expansion. The options you specify do not affect report output.

You can also manage expansions for Hyperion Analyst. For more information on expansions, see the *Hyperion Analyst User's Guide* or Hyperion Analyst Help.

Expansions give users immediate access to data for additional dimensions from within a Hyperion OnTrack screen, Hyperion Enterprise Reporting Web Server screen, or Hyperion Analyst worksheet. For example, you can expand a column that shows First Quarter to show columns for January, February, or March data.

A parent-child relationship specifies what detail appears when you expand data. The parent-child relationship tells the system whether to use relationships defined within the Manage Expansions dialog box, or follow the parent-child relationships within your data structure.

The following table shows the expansion options you can set.

*Table 30: Manage Expansions Options*

This option...	Determines...
Dimension	The dimension value for which you display detail in Hyperion OnTrack, Hyperion Enterprise Reporting Web Server, or Hyperion Analyst.
Expansion Tag	The names of the expansion tags for the selected dimension.
Parent Relationships	The parent-child relationships for the selected dimension.



- To manage expansions:
  1. From a report window, select the report area you want to format, then select **Task > Manage Expansions**.
  2. Select the dimension you want to expand.
  3. Create, edit, or delete expansion tags and parent relationships for that dimension.
  4. Click **Close**.



# Managing Reports and Books

You manage reports and books to create report and book sets, to add reports and books to sets and to the current application, to remove reports and books from sets, and to delete sets, reports, and books from the system when you no longer need them. Report management also involves checking reports and books created or edited outside Hyperion Enterprise Reporting Windows Client. You can change the titles or security classes of existing sets, reports, and books. You can also specify whether you want a report set to be available for data entry in Hyperion Schedules.

**Note:** For more information, see Hyperion Schedules Help or Hyperion Distributed Schedules Help.

You manage reports and books from the Manage Reports and Books dialog box, which contains icons for the report and book management tasks. The following table describes the icons.

*Table 31: Manage Reports and Books Dialog Box Icons*





	The <i>Insert New</i> icon creates a report set or book set, or adds a report or book to the application and the specified report set or book set.
	The <i>Delete</i> icon deletes the selected report set, book set, report, or book from the application.
	The <i>Edit</i> icon allows you to edit report set, book set, report, or book information.
	The <i>Add to Set</i> icon adds the selected reports or books to an existing set.

Table 31: Manage Reports and Books Dialog Box Icons (Continued)

	The <i>Insert New</i> icon creates a report set or book set, or adds a report or book to the application and the specified report set or book set.
	The <i>Check</i> icon verifies the syntax of the selected reports or books.
	The <i>Remove from Set</i> icon removes the selected reports or books from the selected set.

## Report and Book Sets

Applies To:



Report and book management involves grouping reports or books into sets. A set contains related reports or books that you group for your convenience. A report or book set might include all reports or books that pertain to specific tasks, such as a group of monthly internal reports or books. Before you can run a report or book, the report or book must be in at least one report or book set.

You can create sets that reflect the way you use reports or books. You might maintain sets that group reports or books by task: a set of income statements, a set of balance sheets, and so on. You can add any report or book to as many different sets as necessary. The sets, reports, and books for the application appear alphabetically in the Manage Reports and Books dialog box.

Grouping reports or books in sets makes it easier and faster to locate a report or book that you want to run or edit. Searching through a set takes less time than searching through all the individual reports or books in the application. The reports and books within a set appear in the order that they were loaded into the set.

## Create Report or Book Sets

Applies To:



You create report and books sets to hold the reports and books that you create. You must create report or book sets before you can add new or existing reports or books to them. For a Hyperion Enterprise application, you can create as many report or book sets as you need. For a Hyperion Enterprise application, you can create up to 16,000 report sets.

When you create a report or book set, you specify a name, security class, and title for the set. The sets, reports, and books are displayed in the order that they were added. The reports or books within a set also appear in the order that they were added.

**Tip:** For Hyperion Enterprise, you can control the display of IDs listed in the All Reports, All Books, Report Sets, and Book Sets window. If the SortSets option in the ENTERPRISE section of your REPENG.INI file is set to 1 or missing, the IDs are displayed alphabetically. If the SortSets option is set to 0, the IDs are displayed in the order they were entered.

You can also specify whether you want the report set to be available for data entry in Hyperion Schedules or Hyperion Distributed Schedules. The Allow Input via Hyperion Schedules option allows you to limit the report sets that users can access in Hyperion Schedules and Hyperion Distributed Schedules.

- To create a report or book set:
  1. From a report or book window, select **Task > Manage Reports and Books**.
  2. From the Report or Book panel, click the **Insert New Set** icon.
  3. Specify a name, security class, and title for the set.

4. If you do not want a report set to be available for data entry in Hyperion Schedules, deselect **Allow Input via Hyperion Schedules**.

**Note:** For more information, see the *Hyperion Schedules User's Guide*, *Hyperion Schedules Help*, *Hyperion Distributed Schedules User's Guide*, or *Hyperion Distributed Schedules Help*.

5. Click **OK**.

## Delete Report or Book Sets

Applies To:



When you no longer need to work with a particular group of reports or books as a set, you can remove all of the books or reports in the set, then delete the set from the application.

- To delete a report or book set:
  1. From a report or book window, select **Task > Manage Reports and Books**.
  2. From the Report or Book panel, select the set that you want to delete.
  3. Click the **Delete Set** icon, then click **Yes**.

**Note:** Before you can delete a report or book set, you must remove all the reports or books from the set. For instructions, see *Remove Reports or Books from Sets* on page 185.

## Edit Report or Book Set Information

Applies To:



You can edit report or book set information to give a report or book set a new name or title, or to change its security class. You can also specify whether you want the report set to be available for data entry in Hyperion Schedules or Hyperion Distributed Schedules. Editing set information does not affect the individual reports or books within the set.

- To edit report or book set information:
  1. From a report or book window, select **Task > Manage Reports and Books**.
  2. From the Report or Book panel, select the set that you want to edit.
  3. Click the **Edit Set Info** icon.
  4. Change the name, security class, or title of the set.
  5. To specify whether a report set is available for data entry in Hyperion Schedules, select or deselect the **Allow Input via Hyperion Schedules**.
 

**Note:** For more information, see the *Hyperion Schedules User's Guide*, *Hyperion Schedules Help*, *Hyperion Distributed Schedules User's Guide*, or *Hyperion Distributed Schedules Help*.
  6. Click **OK**.

## Add Reports or Books to Sets

Applies To:



You can add any report or book in the application to any existing report or book set. For example, suppose you create a set of trend reports or books for the Marketing Department. If you then create a new trend report or book, you can add that report or book to the set. You can add a report or book to multiple sets.

► To add a report or book to a set:

1. From a report or book window, select **Task > Manage Reports and Books**.
2. From the Report or Book panel, select the set to which you want to add the report or book.

**Tip:** You must add the report or book to a specific set, you cannot add it to the set ALL, which contains all reports or books.

3. In the Reports in System or Books in System list box, select one or more reports or books to add to the set.

**Tip:** To select multiple reports or books, hold down **Ctrl** and select each report or book. To select a range of reports or books, hold down the left mouse button and drag the pointer through the range of reports or books.

4. Click the **Add to Set** icon.



## Remove Reports or Books from Sets

Applies To:



You can remove reports or books from sets when you want to keep a report or book in the application but remove the report or book from a specific set. Removing a report or book from a set does not delete the report or book from the application. For instructions on deleting a report or book from the application, see [Delete Reports or Books from the Application](#) on page 188.

- To remove a report or book from a set:
  1. From a report or book window, select **Task > Manage Reports and Books**.
  2. From the Report or Book panel, select the set from which you want to remove reports or books.
  3. From the Reports in Set or Books in Set list, select one or more reports or books to remove from the set.
 

**Tip:** To select multiple reports or books, hold down **Ctrl** and select each report or book. To select a range of reports or books, hold down the left mouse button and drag the pointer through the range of reports or books.
  4. Click the **Remove from Set** icon.

## Edit Report or Book Information

Applies To:



You can edit report or book information to give a report or book a new title or security class. For example, if you make changes to a report, you might want to change the title of the report to reflect your changes.

- To edit report or book information:
  1. From a report or book window, select **Task > Manage Reports and Books**.
  2. From the Report or Book panel, select the set and then select the report or book for which you want to edit information.
  3. Click the **Edit Report Info** or **Edit Book Info** icon.
  4. Change the security class or title of the report or book.
  5. Click **OK**.

## Check Reports or Books

**Applies To:**



You check reports or books for syntax errors. Reports and books must use Hyperion Enterprise Reporting Windows Client syntax so that the application can interpret the instructions that the report or book contains.

When you insert a new report, Hyperion Enterprise Reporting Windows Client performs the check automatically. When report sets and book sets contain reports or books that were created in a prior version or edited outside the application, you must check the reports or books before you can run them. For information on inserting new reports, see *Add Reports or Books to the Application* on page 187.

**Note:** Book sets are supported in Hyperion Enterprise.

- To check a report or book:
  1. From a report or book window, select **Task > Manage Reports and Books**.
  2. From the Report or Book panel, use the Reports in System list box to select one or more reports or books that you want to check.

**Tip:** To select all reports or books in the application, select one report or book and press **Ctrl + /**.

3. Click the **Check Report** or **Check Book** icon.

**Note:** If the report or book contains a syntax error, an error message appears when you check the report or book. You must correct the error and check the report or book again before you can run the report or book.

## Add Reports or Books to the Application

Applies To:



You can add reports or books to the application in a specific report set or book set. For example, if you receive a copy of a report or book on a disk, you can add it to the application and specify the report or book set to which the report or book is added. Hyperion Enterprise Reporting Windows Client checks reports and books as you add them to the application.

**Note:** Book sets are supported in Hyperion Enterprise.

- To add a report or book to the application:
  1. From a report or book window, select **Task > Manage Reports and Books**.
  2. From the Report or Book panel, select a report or book set.
  3. Select the Insert New Report or Insert New Book icon, then specify a name, security class, and title for the report or book.
  4. Select the Select File icon to specify the load file name, file type, drive, and directory for the report or book, then click **Open**.
  5. Click **OK**.

## Delete Reports or Books from the Application

Applies To:



Hyperion  
Enterprise

Esbase



Hyperion  
Esbase

If you no longer need a report or book, you can delete it from the application. You can delete several reports or books at once. When you delete a report or book from the application, Hyperion Enterprise Reporting Windows Client deletes it from all sets, and its name and title no longer appear in the Reports in System or Books in System list box in the Manage Reports and Books dialog box.

Hyperion Enterprise Reporting Windows Client does not delete the report or book from the disk. You can recover a deleted report or book by adding the report or book back to the application. For instructions, see Hyperion Enterprise Reporting Windows Client User's Guide.

- ▶ To delete a report or book from the application:
  1. From a report or book window, select **Task > Manage Reports and Books**.
  2. From the Report or Book panel, in the Reports in System list box or Books in System list box, select one or more reports or books to delete.

**Tip:** To select multiple reports or books, hold down **Ctrl** and select each report or book. To select a range of reports or books, hold down the left mouse button and drag the pointer through the range of reports or books.
  3. Click the **Delete Report** or **Delete Book** icon.
  4. Click **Yes** to delete an individual report or book, or click **Yes to All** to delete all selected reports or books.

You run reports and books to retrieve, calculate, and present the data you set up in Hyperion Enterprise. You can run reports individually, or you can run a book that specifies a series of reports to be run together.

Data appears in the columns and rows of the reports when you run the reports or books. You can send the output from a report or book to a printer or to a file, and you can preview the output of an individual report on the screen before you print the report. You can print reports and books individually or in batches. You can also export a report to Microsoft Excel, then create graphs and charts and refine the format of the report.

Before you run a report or book, you might want to change the defaults for these groups of settings:

- Page format, which includes fonts, type sizes, and type styles
- Page setup, which includes margins
- Label setup, which includes placement of page numbers, dates, and other information

Reports and books have different defaults for these groups of settings. For example, you might use different default margins for books than for reports that you run individually. These default settings are stored in the application for each user.

**Note:** You can also run reports and books from the Reports or Books module in Hyperion Enterprise.

## Change the Default Page Format

### Applies To:



You specify and maintain separate default page formats for reports and books, and you can change the default page format at any time to alter the font, point size, style, and color for the text in specified areas of report pages. The following table explains the areas that you can change.

*Table 32: Page Format Options*

<b>This area...</b>	<b>Affects...</b>
Label	Text that appears at the top or bottom of every page, such as the current date, time, or page number.
Header	The title of the report, which appears on every page.
Column	Column headings.
Row	Row headings.
Data	The data in the columns and rows.
Footer	Text that appears at the bottom of every page, such as the current date, time, or page number.

If a report contains specific formatting instructions for a specified area, these instructions override the default page format. For example, if you set up a report with underlined column headings, the headings appear underlined in the output, regardless of whether the default page format specifies underlined column headings. For more information about formatting reports, see Chapter 8 .

Page format, page setup, and label setup settings apply when you run reports and books in Hyperion Enterprise Reporting Windows Client and in the Reports or Books window in Hyperion Enterprise. For example, if you change the default margin settings for reports in Hyperion Enterprise Reporting Windows Client, this setting is used in the Reports window in Hyperion Enterprise. Likewise, if you change the default font for footers in the Books window in Hyperion Enterprise, this setting is used for books in Hyperion Enterprise Reporting Windows Client.

- To change the default page format:
  1. From a report or book, select **File > Page Format**.
  2. Double-click on an area in the page model to view its font description and a sample of the current font option settings.
  3. To change the default font options for the selected area, click **Font**.
  4. Reset the font options, then click **OK** twice.

## Change the Default Page Setup

Applies To:



You can change the default page setup at any time. When you change the default page setup, you can specify margins, and where the time, date, page numbers, and text appear on report and book pages. You specify and maintain defaults for reports and books separately.

You determine the position of the time, date, page numbers, and text by selecting the left, center, or right zone within the top or bottom label. For example, you might set up the time, date, or page numbers to appear on the top-left or bottom-center of a page. You might also include a brief line of text as a label, such as Monthly Income.

The top and bottom labels each contain one or more lines where the date, time, page numbers, and text appear when you preview or print the report or book. On a top label, the first line contains the date, time, or page number and the last line contains the label text. In a bottom label, the first line contains the label text and the last line contains the date, time, or page number.

The following figure shows a report with top and bottom labels.

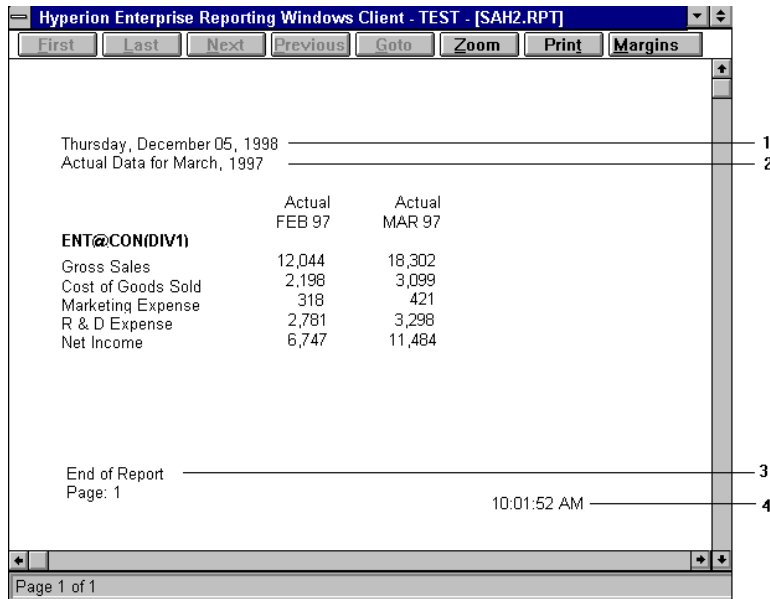


Figure 30: Report with Top and Bottom Labels

1. Contains the date.
  2. Contains label text.
  3. Contains text.
  4. Contains the time.
- To change the default label setup:
1. From a report or book window, select **File > Page Setup**.
  2. Do one of the following:
    - To specify the margins, select the **General** tab and specify the top, bottom, left, and right margins.
    - To specify the date, select the **Date** tab and specify the date option.
    - To specify the time, select the **Time** tab and specify the time option.



- To specify the page numbers, select the **Page Numbers** tab and specify the page numbers option.
  - To specify the text, select the **Text** tab and specify the text option.
3. Click **OK**.

## Report and Book Output

Applies To:



You can preview report output in the Preview window before you print the report. You can also send the report or book output to a printer or to a file.

You can print an entire report or book, a specific range of pages, or a batch of reports or books. You can also print a report, a book, or a batch of reports or books to a file so that you can save the output for future use. For example, you might want to save the output of a report so that you can use a text editor to include the report in other documents.

## Select a Printer

Applies To:



You can select a printer and specify the options such as paper size, source, orientation, page setup, and advanced properties.

- To select a printer:
  1. From a report window, select **File > Printer Select**.
  2. Select a printer.
  3. Click **Setup** to specify the paper size, source, and orientation.

4. Click **Properties** to specify the page setup and advanced options.

**Note:** The printer options you specify are saved in your REPENG.INI file and are reused for the selected printer until you change them.

## Preview the Active Report, Batch of Reports, or Batch of Report Sets

Applies To:



You can preview the active report, batch of reports, or batch of report sets in the Preview window before you print. From the Preview window, you can view individual pages or sections of a report, view the margin outlines, or print the report.

- To preview the active report, batch of reports, or batch of report sets:
  1. Do one of the following:
    - To preview the active report, select **File > Preview** or the Preview toolbar icon.

**Tip:** To print from the Preview window, click **Print**.

  - To preview a batch of reports, select **File > Preview Batch**, select the **Report** tab, select the report set, then select one or more reports.
  - To preview a batch of report sets, select **File > Preview Batch**, select the **Report Set** tab, then select one or more report sets.
  2. View the report output, then click **Close** to return to the report window.

**Note:** Click **Cancel** to stop previewing the entire batch.

# Print Active Reports or Books

Applies To:



You can print the output of an entire report or book, or you can print specified pages of its output. For example, you can print pages 3 through 10 of the active report.

You have the option of using draft-quality printing, which is faster but less refined than regular printing. When you use draft-quality printing, the system might not use the fonts you specified for data. You can use the draft-quality option to make copies of the report or book for review rather than for final distribution or publication.

You can also print a report or book to a file to save the output in ASCII format. By default, Hyperion Enterprise Reporting Windows Client saves the file with a .TXT extension in the report directory for the current application, but you can specify a different extension or directory.

When you print a book, Hyperion Enterprise Reporting Windows Client suppresses reports that do not contain any printable rows or columns. For example, if all the rows in a report are suppressed, the report is not printed. For a Hyperion Enterprise application, Hyperion Enterprise Reporting Windows Client does not print reports that specify the dependents for entities when the dependents do not exist.

**Note:** You can use the **File > Printer Select** option to select your printer. If you select the Generic/Text Only on File printer, the output is an ASCII text file without Windows formatting. Windows formatting is not controlled by Hyperion Enterprise Reporting Windows Client. For instructions on selecting or setting up a printer, see the *Microsoft Windows User's Guide*.

➤ To print the active report or book:

1. From a report or book, select **File > Print** or the Print toolbar icon.

**Tip:** From a report window, you can also select **File > Preview** and then click **Print** from the Preview window.

2. To print the report or book to a file, click **Print to ASCII File**.
3. Specify printing options.
4. Click **OK**.

## Print a Batch of Reports, Report Sets, Books, or Book Sets

Applies To:



You can print a batch of reports, report sets, books, or book sets to a printer or an ASCII file. You can print batches to a printer only.

You can use the **File > Printer Select** option to select your printer. If you select the Generic/Text Only on File printer, the output is an ASCII text file without Windows formatting. Windows formatting is not controlled by Hyperion Enterprise Reporting Windows Client. For instructions on selecting or setting up a printer, see the *Microsoft Windows User's Guide*.

- To print a batch of reports, report sets, books, or book sets:
1. From a window, select **File > Print Batch**.
  2. Do one of the following:
    - Select the **Report** or **Report Set** tab to print a batch of reports or report sets.
    - Select the **Book** or **Book Set** tab to print a batch of books or book sets.
  3. From the Reports in Set, Books in Set or Set list box, select the names of the reports, report sets, books, or book sets that you want to print, then click **OK**.
- Tip:** To print a batch of reports to an ASCII file, you must place them in a book and then print the book using the Print to ASCII File option.

#### 4. Click **OK**.

**Note:** Press **ESC** to stop printing the entire batch.

## Export the Active Report, Batch of Reports, or Batch of Report Sets to Microsoft Excel

Applies To:



You can export the active report, batch of reports, or batch of report sets to Microsoft Excel. You can then use Excel to create graphs, produce charts, and format the data in the report.

When you export a report to Excel, the report orientation and most of the report formatting options are exported. The following table describes the formatting options that are not exported:

*Table 33: Formatting Options Not Exported*

If you select...	Then...
View > Header or View > Footer	The Color, and all Underline options except for Characters are not exported.
Format > Shading/Border	The Shading, Cell Border, and Selection Border options are not exported.
Format > Font	The Underline options except for Characters are not exported.

Add the following line to use OLE automation and export a report without formatting options in Excel version 5.0 or higher.

```
[PE]
```

```
ExcelOLENoFormat=1
```

- To export the active report, batch of reports, or batch of report sets to Excel:
  1. Do one of the following:

- To export the active report, select **File > Export**.
  - To export a batch of reports or batch of report sets, select **File > Export Batch**, select the **Report** or **Report Set** tab, then select the reports or report sets.
2. Specify export options.

**Tip:** The file name defaults to the report name. If you export the active report, you can specify another file name.

3. Click **OK**.

**Note:** Press **ESC** to stop exporting the entire batch.

## Reporting Batch Commands, Batch Files, and Task Files

Applies To:



Reporting batch commands specify actions and parameters that allow you to execute Hyperion Enterprise Reporting Windows Client tasks. A batch file is a text file that contains MS-DOS batch commands and reporting batch commands. Task files and response files are text files that contains reporting batch commands only. You can specify a log file which is updated with status information for reporting batch commands.

The following table lists each file and its purpose.

*Table 34: Reporting Files*

Use this file...	To...
Batch File	Run Hyperion Enterprise Reporting Windows Client, log a user on to an application, initiate a log file, and run a task file.
Task File	Set a point of view, print, preview or export reports, report sets, books, and book sets, specify a response file.

Table 34: Reporting Files (Continued)

Response File	Answer the @ASK function within reports and books.
Log File	Log the status of executed reporting batch commands.

Reporting batch commands allow you to do the following:

- Log on to a Hyperion Enterprise Reporting Windows Client application, application set, or server.
- Print, or export a report, report set, book, or book set.
- Preview a report or report set.
- Change the point of view within a report, report set, book, or book set.
- Respond to the @ASK function prompt within a report, report set, book, and book set.
- Create and update a log file which records the batch, task, and response file processing.

The following table lists the reporting batch commands that you can use to log on to an application.

Table 35: Reporting Batch Commands for the Batch File

Use this command...	With this parameter...	To...
/user=	userid	Specify the user.
/pass=	password	Specify the password.
/prod=	Hyperion product name	Specify the Hyperion product. Check the DRIVERS32 section in your REPENG.INI file for the Hyperion product name. This command machine is dependent because it is based on the settings in the REPENG.INI file on your machine.  Use either the /prod or /drv command to specify the product.

Table 35: Reporting Batch Commands for the Batch File (Continued)

Use this command...	With this parameter...	To...
/drv=	driver	Specify the product driver. Use 1 for Hyperion Enterprise, 7 for Hyperion Essbase, or 4 for Hyperion Enterprise SE. This command is machine independent. <b>Note:</b> Use either the /prod or /drv command to specify the product.
/srv=	server name or IP address	Specify the Hyperion Essbase server.
/appset=	application set	Specify the Hyperion Essbase application set.
/app=	application	Specify the Hyperion Enterprise or Hyperion Essbase application.
/taskfile=	path and file name	Specify the path and file name of the task file.

The following table lists the reporting batch commands that you can use to perform actions. You can place these commands in the batch or task file.

Table 36: Reporting Batch Commands for a Batch or Task File

Use this command...	With this parameter...	To...
/logfile=	path and file name	The path and file name of the log file.
/printer=	printer name	Specify the printer.
/pov=	“dimension name or keyword ““dimension ID””””	Specify the dimension IDs for the point of view.
/doctype=	report, report set, book, or book set	Specify the document type.
/docaction=	print, preview, export	Specify the action.
/docname=	name	Specify the name of the report, report set, book, or book set.



Table 36: Reporting Batch Commands for a Batch or Task File (Continued)

Use this command...	With this parameter...	To...
/exportpath=	path	Specify the export file path. The file name defaults to the name of the report or book.
/exporttype=	text, data, custom1, custom2, excel, adobe	Specify the export file type.
/responsefile =	path and file name	The path and file name of the response file.
/responseres et=	EndOfLine, EndOfFile, EndOfDocument	Specify when to rewind the response file.

The following table lists the reporting batch commands that you can use in a response file.

Table 37: Reporting Batch Commands for a Response File

Use this command...	With this parameter...	To...
/keydef=	“dimension ID, list, or function”	Specify the dimension ID, list or function for the LIST @ ASK function.
/povdef=	“dimension name or keyword ““dimension ID”””	Specify the point of view for the @ASK function.
/reportname=	“report name”	Specify the report name to import for the @ASK function.

## Syntax

Reporting batch commands cannot have the space character before or after the equals (=) sign. For example, the command /doctype must appear without any spaces as follows:

```
/doctype=print
```

## Quotes

All parameters that contain a space character must be wrapped with double quotes. All IDs or names with a non-alphanumeric or a space character must be wrapped with two double quotes. The following commands always require double quotes around the parameter:

- /pov
- /povdef

Suppose you have the /keydef command which specifies the LIST Status Report. The parameter and name contain a blank character, therefore the parameter is wrapped in double quotes, and the name is wrapped in two double quotes.

```
/keydef="LIST ""Status Report"""
```

Following is an example of the /pov command which specifies the entity ID USDIV and the Field ID Field 1. The parameter is wrapped in double quotes, and the name is wrapped in two double quotes.

```
/pov= "entity USDIV Field ""Field 1"""
```

## Case

The syntax for reporting batch commands is not case sensitive. The member names in Hyperion Essbase may be case sensitive.

## Comments

You can enter comments in a batch, task, or response file by using the following characters at the beginning of a line:

```
; // or rem
```

The following three lines are comments:

```
rem This is a comment line
// This is a comment line
; This is a comment line
```

## Running the Batch and Task Files

The batch, task, and response files work together. Typically, the batch file invokes the task file which, in turn, invokes the response file. Each line in a batch and task file is executed independently from the other lines. For example, if you want to print a report, you must put the /docaction, /doctype, and /docname commands on the same line in the task file.

The following figure shows a batch and task file from the command line:

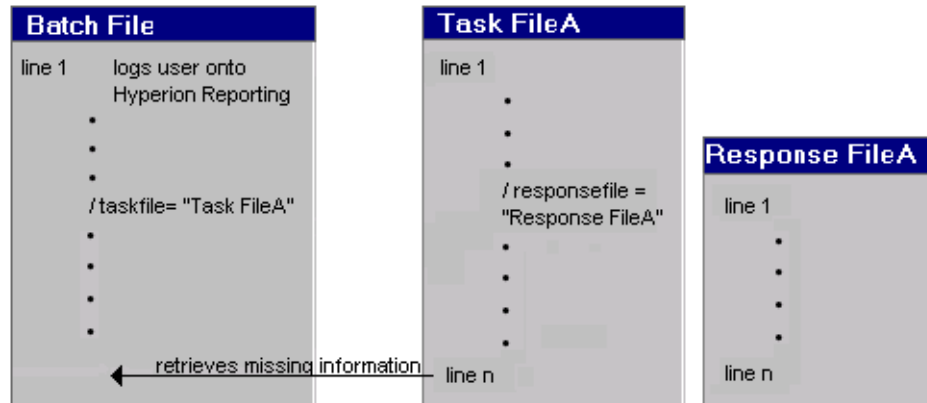


Figure 31: Running the Batch File from the Command Line

1. A command is executed from the batch file, the batch file invokes the task file.
2. A command is executed from the task file one line at a time. If information is missing from a line in the task file, it is retrieved from the batch file. If the information is not in the batch file, the line is aborted.
3. If a response file is used, it is opened and read starting with the first line.

**Note:** From the batch file, you can specify several different actions and then run the task file for each action. For example, the batch file can preview, print, and export the same task file.

The following figure shows a task file from within Hyperion Enterprise Reporting Windows Client.

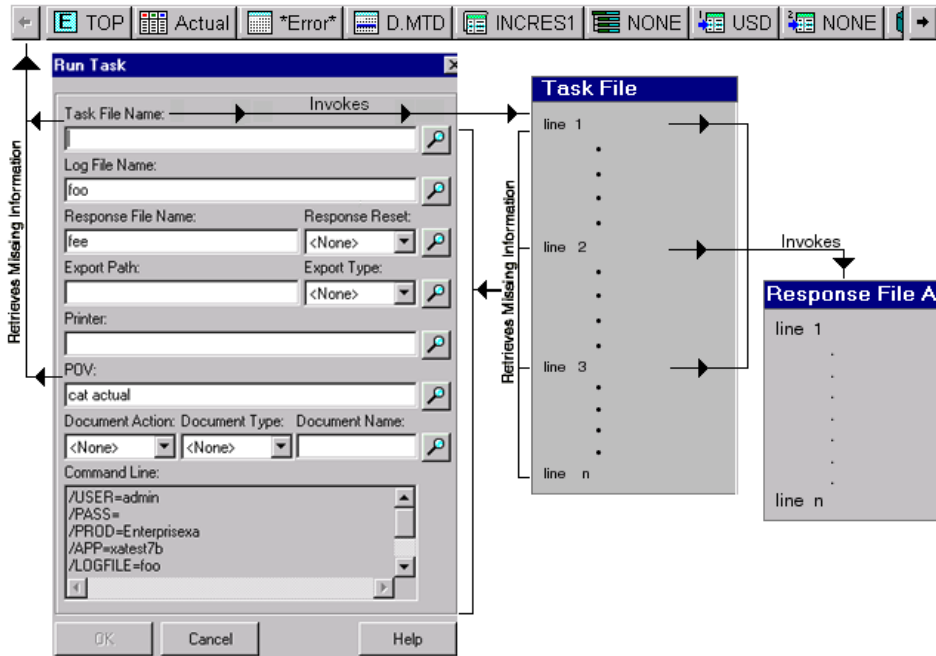


Figure 32: Running a Task File

- To run a task file from within Hyperion Enterprise Reporting Windows Client:
  1. Select **File > Run Tasks**.
  2. Enter a task file name. You can enter options in the Run Task dialog box, that you would otherwise specify on the MS-DOS command line.

**Note:** The commands execute one line at a time from the task file. If information is missing from a line, it retrieves from the options on the Run Task dialog box. If the information is not in the options, the line is aborted. If a response file is used, it opens and reads starting with the first line.

## Examples

The following example shows a batch, task, and response file that work together.

**Note:** Each line in the file is labeled with a number. This indicates that the batch and task file contain only one line, and the response file contains three lines. Do not include the line number in your batch, task, or response files.

### Sample Batch File - DEMO.BAT

The following example shows a batch file that contains MS-DOS and reporting batch commands. This batch file runs Hyperion Enterprise Reporting Windows Client, and logs the user named admin on to a Hyperion Essbase application, initiates a log file, and runs the DEMO.TXT task file.

```
REM*****run Hyperion Enterprise Reporting Windows Client
```

```
REM specify the user, password and application information REM
preview, print, and export the task file
```

```
Line 1:      c:\program files\hyperion
              solutions\reporting\rw32.exe

/USER=ADMIN
/PASS=essbase
/PROD = Essbase
/Srv=server1
/SET=demo
/APP=basic
/logfile="Batch file log"
/docaction=preview /TASKFILE=demo.txt
```

### Sample Task File - DEMO.TXT

The following example shows a task file that contains reporting batch commands on one line. This task file sets the point of view, specifies a report set, uses the DEMO.RSP response file, and rewinds the DEMO.RSP file after each report runs.

```
Line 1:          /POV="ENT ""US DIV""  
              /DOCTYPE=ReportSet  
              /DOCNAME=AUTO  
              /RESPONSEFILE=\server\demo\demo.rsp  
              /RESPONSERESET=ENDOFDOCUMENT
```

### Sample Response File - DEMO.RSP

The following example shows a response file that answers @ASK, LIST@ASK and @ASK for a report name.

```
Line 1:          /POVDEF="FX Local Category Actual"  
Line 2:          /KEYDEF="@CUR, USDIV, LIST ""TOP"""  
Line 3:          /REPORTNAME="Status Report"
```

► To create a batch, task, or response file:

1. Create the file using a text editor.

**Note:** Use the .BAT extension for the batch file.

2. Do one or more of the following:

- Type the batch commands and parameters, and save the file.
- If you are creating a task file, you can select **File > Run Task** and type or select options. As you specify options, the reporting batch command appears in the Command Line text box. You can copy the command from the Command Line text box and paste it into your task file.

## Running Batch and Task Files

Applies To:



You can run batch files from the MS-DOS command prompt or a task file from within Hyperion Enterprise Reporting Windows Client.

- To run a batch file from the MS-DOS command prompt:
  1. Select the **MS-DOS Command Prompt** from your Start menu.
  2. Enter the batch file name, and press **Enter**.
  
- To run a task file from within Hyperion Enterprise Reporting Windows Client:
  1. Select **File > Run Tasks**.
  2. Type the task file name in the Task File Name edit box, or click the **Lookup** button to select a task file.

**Note:** You must specify a task.

3. Do one of the following to run the task file:
  - Click **OK**.
  - Specify options, then click **OK**.

**Note:** The Run Task options are used if information is missing from the task file. For example, if the task file specifies a report named report1 without an action, then the action is retrieved from the Document Action field.





## Hyperion Enterprise Reporting Windows Client Functions for Hyperion Enterprise and Hyperion Essbase

Applies To:



Hyperion  
Enterprise



Hyperion  
Essbase

The following list provides summaries of the Hyperion Enterprise Reporting Windows Client functions and shows which functions are available for each product. For more information about functions, see Chapter 12.

*Table 38: Hyperion Enterprise Reporting Windows Client Functions for Hyperion Enterprise and Hyperion Essbase*

Function	Description	Hyperion Enterprise	Hyperion Essbase
ABS - Absolute Value	Retrieves the absolute value for an expression.	✓	✓
@ACODE - Account Code	Retrieves the code of the current account code.	✓	

*Table 38: Hyperion Enterprise Reporting Windows Client Functions for Hyperion Enterprise and Hyperion Essbase (Continued)*

<b>Function</b>	<b>Description</b>	<b>Hyperion Enterprise</b>	<b>Hyperion Essbase</b>
@ALL - All	Creates columns or rows for all descendants of the current or specified entity, account, or subaccount. In Hyperion Enterprise, you can also use @ALL to create columns or rows for all descendants of the current or specified parent.	✓	✓
@ALT - Current Alias Table	Allows you to retrieve the current alias table name.		✓
@AMCODE-Chart Method Code	Retrieves the code of the chart method assigned to the current entity.	✓	
@ANC- All Ancestor Members	Retrieves the ancestors immediately above the specified member or current member.		✓
@APD - Application Description	Retrieves the current application description in a heading.	✓	✓
@APN - Application Note	Retrieves the description of the current application note.		✓
@APP - Application Name	Retrieves the name of the current application or data repository.	✓	✓
AS - Same Member as Row/Column	Creates a column or row for the same dimension setting as another column or row, specified by number.	✓	✓
@ASK - Prompt User	Prompts users to specify a dimension when they run a report.	✓	✓
AVG - Average	Calculates the average value of a group of columns or rows.	✓	✓

*Table 38: Hyperion Enterprise Reporting Windows Client Functions for Hyperion Enterprise and Hyperion Essbase (Continued)*

<b>Function</b>	<b>Description</b>	<b>Hyperion Enterprise</b>	<b>Hyperion Essbase</b>
@BAS - Base Level	Creates columns or rows for base-level dependents of the current or specified entity.	✓	✓
BET - Evaluate Difference	Calculates the difference between the values in two columns or rows and shows whether the difference represents better or worse variance.	✓	✓
@BOT - Descendants at level 0	Retrieves all descendant members at level zero of the specified member or current member.		✓
CELL - Specific Cell Value	Identifies a specific cell value by its column and row numbers.	✓	✓
CHANGE - Dimension Change	Marks a dimension change in a report or book.	✓	✓
@CHART - Chart Logic Expansion	Expands a calculated account based on chart logic to show the calculation detail.	✓	
CHG - Calculate Difference	Calculates the difference between the values in two rows or columns without evaluating the difference.	✓	✓
@CHL - Children	Retrieves the children of the specified member or current member.		✓
@CMCODE - Consolidation Method Code	Retrieves the code of the consolidation method for the current entity.	✓	
@CMO - Current Category Period Number	Creates a row or column for a period based on its relation to the current point-of-view period.	✓	

*Table 38: Hyperion Enterprise Reporting Windows Client Functions for Hyperion Enterprise and Hyperion Essbase (Continued)*

<b>Function</b>	<b>Description</b>	<b>Hyperion Enterprise</b>	<b>Hyperion Essbase</b>
@CON - Dependent Entities	Creates columns or rows for summary entities below the current or specific entity. In Hyperion Enterprise, you can create columns or rows for entities below the current or specified parent.	✓	
CPN - Current Period Number	Retrieves the number of the current period.	✓	
@CUR - Current Dimension Setting	Creates a column or row for a specified dimension using the current point of view setting.	✓	✓
@CURCY - Currency Text	Retrieves the identifying ID or description of the current entity. You can also retrieve the symbol for a currency.	✓	
@DAT - Period Description	Retrieves a custom description for the current period.	✓	
@DEP - Dependents	Creates columns or rows for all dependents of the current or specified entity. In Hyperion Enterprise, you can create columns or rows for all dependents of the current specified parent.	✓	✓
@DES - Dimension Descriptions	Retrieves the description of the current dimension.	✓	✓
@DSC - Descendant Members	Retrieves the descendants of the specified member or current member.		✓

*Table 38: Hyperion Enterprise Reporting Windows Client Functions for Hyperion Enterprise and Hyperion Essbase (Continued)*

<b>Function</b>	<b>Description</b>	<b>Hyperion Enterprise</b>	<b>Hyperion Essbase</b>
DUR - Specific Value	Shows a specified value or expression in a range of columns or rows.	✓	✓
@ECODE - Entity Code	Retrieves the code of the current entity.	✓	
@END - Ending Period	Creates a row or column for the ending period or for a period that is offset from the ending period.	✓	
@ENT - Entity as Parent	Creates a column or row with the current entity as the parent.	✓	
@FIRST - First Subaccount	Specifies the first subaccount in the subaccount table assigned to an account.	✓	
@FLN - File Name	Retrieves the active report's file name.	✓	✓
@FLT - File Title	Retrieves the active title of the active report.	✓	✓
FOR - Section	Marks the beginning of a section in a report or book.	✓	✓
@FRD - Frequency Description	Retrieves the description for the current frequency.	✓	
@FRL - Frequency Identifying Label	Retrieves the ID, or label, for the current frequency.	✓	
FROM - Start of Range	Marks the start of a range of dimension values, such as accounts.	✓	✓
@GEN - Same Generation	Retrieves all of the members in the generation of the specified or current member.		✓

*Table 38: Hyperion Enterprise Reporting Windows Client Functions for Hyperion Enterprise and Hyperion Essbase (Continued)*

<b>Function</b>	<b>Description</b>	<b>Hyperion Enterprise</b>	<b>Hyperion Essbase</b>
IFT - If Then	Shows a specific value or text, depending on whether the result of an expression is negative, zero, or positive.	✓	✓
@IND - Indent	Indents the text based on the generation number.		✓
@LAB - Dimension Identifying Labels	Retrieves the ID for the current dimension.	✓	✓
@LAD - Lowest-level Account Description	Retrieves the lowest-level description for the current account.	✓	
@LAL - Lowest-level Account Identifying Label	Retrieves the ID for the lowest-level of the current account or subaccounts.	✓	
@LAST - Last Subaccount	Specifies the last subaccount in the subaccount table assigned to an account.	✓	
LIST - List	Defines columns or rows for the accounts in an account list when you use LIST with the ACC keyword, or the entities in an entity list when you use LIST with the ENT keyword.	✓	✓
@LOCAL - Local Headings	Assigns local headings to columns or rows.	✓	✓
@LRC - Linked Reporting Comments	Retrieves linked reporting objects which are comments.		✓

*Table 38: Hyperion Enterprise Reporting Windows Client Functions for Hyperion Enterprise and Hyperion Essbase (Continued)*

<b>Function</b>	<b>Description</b>	<b>Hyperion Enterprise</b>	<b>Hyperion Essbase</b>
@LRD - Modification Date of a Linked Reporting Object	Retrieves the modification date of the currently linked reporting object.		✓
@LRF - Linked Reporting Files	Retrieves linked reporting objects which are files.		✓
@LRI - Index of a Linked Reporting Object	Retrieves the index of a currently linked reporting object.		✓
@LRO - Linked Reporting Objects	Retrieves linked reporting objects, including files and comments.		✓
@LRT - Type of a Linked Reporting Object	Retrieves the type of a currently linked reporting object.		✓
@LRU - User of a Linked Reporting Object	Retrieves the user of a currently linked reporting object.		✓
@LVL - Same Level	Retrieves all members at the same level as the specified member or current member.		✓
MUL - Multiply	Multiplies the values of two columns or rows.	✓	✓
@OFF	Creates a column or row for the offset of the current or specified period.		✓
@PAR - Parent	Creates columns or rows for the parent dimension.	✓	
PBE - Evaluate Percent Change	Calculates the percent change between the values in two columns or rows and determines whether the change represents a better or worse variance.	✓	✓

*Table 38: Hyperion Enterprise Reporting Windows Client Functions for Hyperion Enterprise and Hyperion Essbase (Continued)*

<b>Function</b>	<b>Description</b>	<b>Hyperion Enterprise</b>	<b>Hyperion Essbase</b>
PCH - Percent Change	Calculates the percent change between two rows or columns without evaluating the difference.	✓	✓
PCR - Percent by Row	Shows values in the current column or row as percentages of the value in a specified cell.	✓	✓
PCT - Ratios as Percentages	Expresses the ratios of the values in one column or row to those in another as percentages.	✓	✓
@PDES - Partial Description	Retrieves partial descriptions of entities or accounts with subtentities or subaccounts.	✓	
@PLAB - Partial Dimension Identifying Label	Retrieves partial IDs, or labels, of entities or accounts with subtentities or subaccounts.	✓	
@PSF- Consolidation Status	Retrieves the consolidation status of the current entity.	✓	
RAT - Ratios	Calculates the ratios of the values in one row or column to those in another row or column.	✓	✓
REPORT - Report in Book	Specifies a report in a book.	✓	✓
RND - Round Specific Values	Rounds the results of expressions to the nearest designated value.	✓	✓
@RNG	Retrieves a range of dimension IDs.	✓	✓
@RPD - Current Reporting Directory	Retrieves the name of the current reporting directory in the report directory setting in the REPENG.INI file.		✓



*Table 38: Hyperion Enterprise Reporting Windows Client Functions for Hyperion Enterprise and Hyperion Essbase (Continued)*

<b>Function</b>	<b>Description</b>	<b>Hyperion Enterprise</b>	<b>Hyperion Essbase</b>
@SCALE - Current Entity Scale	Retrieves a number that represents the scale for the current entity.	✓	
@SED - Set Description	Retrieves the description of the current set description.		✓
@SET - Set Name	Retrieves the description of the current set name.		✓
@SIB - All Siblings	Retrieves all siblings of the current member or specified member.		✓
@SLA - All Siblings to the Left	Expands to include all siblings to the left of the specified member, excluding the specified member.		✓
@SLF - First Sibling to the Left	Expands to include the first sibling to the left of the specified member, excluding the specified member.		✓
@SRA - All Siblings to the Right	Expands to include all the siblings to the right of the specified member, excluding the specified member.		✓
@SRF - First Sibling to the Right	Expands to include the first sibling to the right of the specified member, excluding the specified member.		✓
@SRN - Server Name	Retrieves the current server name.		✓
@START - Starting Period	Creates a row or column for the starting period or for a period that is offset from the starting period.	✓	
@SUB - Subaccounts	Creates columns or rows for subaccounts of a specified account.	✓	

*Table 38: Hyperion Enterprise Reporting Windows Client Functions for Hyperion Enterprise and Hyperion Essbase (Continued)*

<b>Function</b>	<b>Description</b>	<b>Hyperion Enterprise</b>	<b>Hyperion Essbase</b>
SUM - Total	Adds the values of specified columns or rows.	✓	✓
@TIM - Current Time	Retrieves the current system time.	✓	✓
@TMCODE - Translation Method Code	Retrieves the code of the current translation method.	✓	
@TOD - Current Date	Retrieves the current system date.	✓	✓
@TOP - Topmost Element	Topmost (unowned) elements in the dimension.		✓
UNTIL - End of Range	Marks the end of a range of dimension values such as accounts.	✓	✓
@USR - User ID	Retrieves the ID of the current user.	✓	✓
@VWD - View Description	Retrieves the description for the current view.	✓	
@VWL - View Identifying Label	Retrieves the ID for the current view.	✓	
WITHSUB - With Subaccounts	Includes all subaccounts in a range of accounts.	✓	✓
WITHSUB1 - With First-level Subaccounts	Includes first-level subaccounts in a range of accounts.	✓	✓
@WLD - Wildcard	Retrieves all members that match your wildcard specification.		✓

# Hyperion Enterprise Reporting Windows Client for Essbase Functions

Applies To:



The following list provides summaries of the Hyperion Enterprise Reporting Windows Client for Essbase functions. Unless specified, all functions in the list are available for all dimensions except the Field dimension. For more information about functions, see Chapter 12.

*Table 39: Functions for Hyperion Enterprise Reporting Windows Client for Essbase*

Function	Description
ABS - Absolute Value	Retrieves the absolute value of expression.
@ALL - All	Creates columns or rows for all descendants of the current or specified entity, account, or subaccount.
@ALT- Current Alias Table	Retrieves the current alias table name.
@ANC - All Ancestor Members	Retrieves the ancestor immediately above the specified member or current member.
@APD - Application Description	Retrieves the description of the current application.
@APN - Application Note	Retrieves the description of the current application note.
@APP - Application Name	Retrieves the name of the current application or data repository.
AS - Same Member as Row/Column	Creates a column or row for the same dimension setting as another column or row, specified by number.

*Table 39: Functions for Hyperion Enterprise Reporting Windows Client for Essbase (Continued)*

<b>Function</b>	<b>Description</b>
@ASK - Prompt User	Prompts users to specify a dimension when they run a report.
AVG - Average	Calculates the average value of a group of columns or rows.
@BAS - Base Level	Creates columns or rows for base-level dependents of the current or specified entity.
BET - Evaluate Difference	Calculates the difference between the values in two columns or rows and shows whether the difference represents better or worse variance.
@BOT - All Members at Level 0	Retrieves all descendant members at level zero of the specified member or current member.
CELL - Specific Cell Value	Identifies a specific cell value by its column and row numbers.
@CHL - Immediate Child Member	Retrieves all children of the specified member or current member.
CHANGE - Dimension Change	Marks a dimension change in a report or book.
CHG - Calculate Difference	Calculates the difference between the values in two rows or columns without evaluating the difference.
@CUR - Current Dimension Setting	Creates a column or row for a specified dimension using the current point of view setting.
@DEP - Dependents	Creates columns or rows for all dependents of the current or specified entity.
@DES - Dimension Description	Retrieves the description of the current dimension.
@DSC - Descendant Members	Retrieves all descendants of the specified member or current member.
DUR - Specific Value	Shows a specified value or expression in a range of columns or rows.
@FLN - File Name	Retrieves the file name of the active report.

*Table 39: Functions for Hyperion Enterprise Reporting Windows Client for Essbase (Continued)*

<b>Function</b>	<b>Description</b>
@FLT - File Title	Retrieves the title of the active report.
FOR - Section	Marks the beginning of a section in a report or book.
FROM - Start of Range	Marks the start of a range of dimension values, such as accounts.
@GEN - All Member of the Same Generation	Retrieves all of the members in the generation of the specified or current member.
IFT - If Then	Shows a specific value or text, depending on whether the result of an expression is negative, zero, or positive.
@IND	Indents text according to generation number.
@LAB - Dimension Identifying IDs	Retrieves the ID for the current dimension.
LIST - List	Defines columns or rows for the accounts in an account list when you use LIST with the ACC keyword, or the entities in an entity list when you use LIST with the ENT keyword.
@LOCAL - Local Headings	Assigns local headings to columns or rows.
@LRC	Retrieves comments attached to linked reporting objects. (Available only for the Field dimension).
@LRD	Retrieves the modification date of the currently linked reporting object. (Available only for the Field dimension).
@LRF	Retrieves the files attached to linked reporting objects. (Available only for the Field dimension).
@LRI	Retrieves the index of currently linked reporting objects. (Available only for the Field dimension).
@LRO	Retrieves linked reporting objects, including their attached files and comments. (Available only for the Field dimension).
@LRT	Retrieves the type of currently linked reporting objects. (Available only for the Field dimension).

*Table 39: Functions for Hyperion Enterprise Reporting Windows Client for Essbase (Continued)*

<b>Function</b>	<b>Description</b>
@LRU	Retrieves the user of currently linked reporting objects. (Available only for the Field dimension).
@LVL - All Members of Same Level	Retrieves all members at the same level of the specified member or current member.
MUL - Multiply	Multiplies the values of two columns or rows.
@PAR - Parents	Retrieves the parent values of a specified member combination.
PBE - Evaluate Percent Change	Calculates the percent change between the values in two columns or rows and determines whether the change represents a better or worse variance.
PCH - Percent Change	Calculates the percent change between two rows or columns without evaluating the difference.
PCR - Percent by Row	Shows values in the current column or row as percentages of the value in a specified cell.
PCT - Ratios as Percentages	Expresses the ratios of the values in one column or row to those in another column or row as percentages.
RAT - Ratios	Calculates the ratios of the values in one row or column to those in another row or column.
REPORT - Report in Book	Specifies a report in a book.
RND - Round Specific Values	Rounds the results of an expression to the nearest designated value.
@RNG	
@RPD - Reporting Directory	Retrieves the name of the current reporting directory in the report directory setting in the REPENG.INI file.
@SED - Set Description	Retrieves the description of the current set description.
@SET - Set Name	Retrieves the description of the current set name.

*Table 39: Functions for Hyperion Enterprise Reporting Windows Client for Essbase (Continued)*

<b>Function</b>	<b>Description</b>
@SIB - All Siblings	Returns all siblings of the current member or specified member.
@SLA - All Siblings to the Left	Retrieves all siblings to the left of the current or specified member, excluding the member.
@SLF - First Sibling to the Left	Retrieves the first sibling to the left of the current or specified member.
@SRA - All Siblings to the Right	Retrieves all siblings to the right of the current or specified member, excluding the member.
@SRF - First Sibling to the Right	Retrieves the first sibling to the right of the current or specified member.
@SRN - Server Name	Retrieves the current server name.
SUM - Total	Adds the values of specified columns or rows.
@TIM - Time	Retrieves the current system time.
@TOD - Date	Retrieves the current system date.
@TOP - All Members of Generation 2	Creates a row or column for a dimension's topmost unowned ID.
UNTIL - End of Range	Marks the end of a range of dimension values such as accounts.
@USR - User ID	Retrieves the ID of the current user.
WITHSUB - With Subaccounts	Includes all subaccounts in a range of accounts.
WITHSUB1 - With First-level Subaccounts	Includes first-level subaccounts in a range of accounts.
@WLD - All Members that Match the Wildcard Specification	Retrieves all members of the wildcard specification.





The Hyperion Essbase examples in this chapter are based on the Hyperion Essbase Demo application.

## ABS - Absolute Value

Applies To:



Hyperion  
Enterprise



Hyperion  
Essbase

The financial function ABS produces the absolute value for an expression. For example, if the result for an expression is -1, its absolute value is 1. You use the ABS function to record variances as positive figures. If you use the Edit Formulas dialog box to paste this function into a column or row, the function appears in the formula bar edit box when you view data formulas.

This formula appears for a column that shows the difference between columns 2 and 1 as a positive number:

```
ABS ([2] - [1])
```

This formula appears for a row that shows the difference between current account values for two entities as a positive number:

```
ABS ([ENT DIAMOND] - [ENT JUNIPER])
```



## Function

The ABS function appears in this format:

**ABS**(*Value*)

where *Value* is an expression. An expression can be an account ID. An expression can also use math symbols, and it can refer to other columns or rows by number.

**Note:** When you select the ABS function, the data formula appears as the column or row heading by default, but you can type a different heading in the formula bar edit box or in the Edit Formulas dialog box.

## @ACODE - Account Code

**Applies To:**



The text function @ACODE produces a code, which you can define in Hyperion Enterprise, for grouping accounts. When you use the Edit Formulas dialog box to paste this function into a heading formula, the function appears in the formula bar edit box if you view heading formulas. You can also use the Header and Footer dialog boxes to paste this function into headers and footers.

For example, you can create this formula for a footer:

Account Group: @ACODE

If the current account code is T-FR, the formula produces this footer when you run the report:

Account Group: T-FR



## Function

The @ACODE function appears in this format:

[*Before*] @ACODE [*After*]

Where...	Is...
Before	Any text that appears before the account code.
After	Any text that appears after the account code.

## @ALL - All

Applies To:



The @ALL function creates columns or rows for all dependents of an entity or parent or for all subaccounts, first-level subaccounts, or second-level subaccounts of an account. You can select this function when you use the Edit menu or a formula bar button to assign the entity, account, or parent using the function method.

When you use the Edit Formulas dialog box to paste the @ALL function into a heading formula, the function appears in the formula bar if you view heading formulas.

**Note:** The parent dimension is supported in Hyperion Enterprise.



### Hyperion Enterprise Example

This formula shows data for all entities below the current entity:

```
ENT @ALL
```

This formula creates columns or rows for all subaccounts below the account C1SALES:

```
ACC @ALL (C1SALES)
```

This formula creates columns or rows for all first-level subaccounts of the current account from the INTERCO subaccount table:

```
SUBACC1 @ALL (TABLE INTERCO)
```



## Hyperion Essbase Example

This formula shows data for all descendant entities below the current entity:

```
ENTITY @ALL
```

This formula creates columns or rows for all descendants below the account C1SALES:

```
ACCOUNT @ALL (C1SALES)
```



## Function

The @ALL function appears in these formats:

- *Keyword or Dimension* @ALL

This format retrieves the descendants of the member in the current point of view for the dimension.

- *Keyword or Dimension* @ALL(*ID*)

This format retrieves the descendants of the ID for the dimension.

### Where...

### Is...

*Keyword or Dimension* The keyword for a dimension in Hyperion Enterprise or the dimension name in Hyperion Essbase.

*ID* An ID that overrides the current setting for the specified dimension.

## @ALT - Current Alias Table

Applies To:



The text function @ALT allows you to retrieve the current alias table name. When you use the Edit Formulas dialog box to paste this function into a heading formula, the function appears in the formula bar edit box if you view heading formulas. You can also use the Header and Footer dialog boxes to paste this function into headers and footers.

For example, if the current alias table is named “La Table Francais,” and you apply the @ALT function in the heading formula, “La Table Francais” appears in the heading.

**Note:** The alias table name is initially set to “default” in the REPENG.INI file until you specify a new alias table. For more information on alias tables, see the *Arbor Essbase Database Administrator’s Guide*.



Function

The function @ALT appears in this format:

**@ALT**

## @AMCODE - Chart Method Code

Applies To:



The text function @AMCODE produces a code, which you can define in Hyperion Enterprise, for grouping methods. When you use the Edit Formulas dialog box to paste this function into a heading formula, the function appears in the formula bar edit box if you view heading formulas. You can also use the Header and Footer dialog boxes to paste this function into headers and footers.

For example, you can create this formula for a footer:

Chart Method: @AMCODE

If the current chart method code is FR-ELIM, the formula produces this footer when you run the report:

Chart Method: FR-ELIM



### Function

The @AMCODE function appears in this format:

[*Before*] @AMCODE [*After*]

**Where...**

**Is...**

*Before*

Any text that appears before the chart method code.

*After*

Any text that appears after the chart method code.

## @ANC - All Ancestor Members

Applies To:



The function @ANC retrieves the ancestors above the specified member or current member. It is supported for all dimensions except the Field and View dimensions. You can use this function as a parameter of another function where the required parameter is a list of members.

When you use the Edit Formulas dialog box to paste this function into a heading formula, the function appears in the formula bar edit box if you view heading formulas. For example, the following statement retrieves: Market, East, Central, West.

```
Market @ANC
```

The following statement retrieves Year:

```
Period @ANC(QTR4)
```



### Function

The function @ANC appears in these formats:

- *Dimension* @ANC

This retrieves the ancestors above the member in the current point of view for the dimension.

- *Dimension* @ANC(*mbrName*)

This retrieves the ancestors above the *mbrName* for the dimension.

**Where...**

*Dimension*

*mbrName*

**Is...**

A dimension name.

A specified member.

## @APD - Application Description

Applies To:



The text function @APD retrieves the current application description in a heading. You can use the Header and Footer dialog boxes to paste this function into the header and footer of your report.

For example, you can create this formula for a row heading:

```
Totals for @APD
```

If the current application is HQ, the formula produces this heading when you run the report:

```
Totals for Headquarters
```



### Function

The @APD function appears in this format:

```
[Before] @APD [After]
```

**Where...**

**Is...**

*Before*

Any text that appears before the current application description.

*After*

Any text that appears after the current application description.



## @APN - Application Name

Applies To:



The text function @APN displays the Hyperion Essbase application name in a heading. You can use the Header and Footer dialog box to paste this function into a heading formula, the function appears in the formula bar if you view heading formulas. You can use the Header and Footer dialog boxes to paste this function into the header and footer of your report.



### Function

The @APN function appears in this format:

@APN

## @APP - Application ID

Applies To:



The text function @APP displays the current application ID. You can use the Header and Footer dialog box to paste this function into a heading formula, the function appears in the formula bar if you view heading formulas. You can use the Header and Footer dialog boxes to paste this function into the header and footer of your report.

For example, you can create this formula for a footer:

Totals for @APP

If the current application ID is Headquarters, the formula produces this footer when you run the report:

Totals for Headquarters



## Function

The @APP function appears in this format:

[*Before*] @APP [*After*]

**Where...**

**Is...**

*Before*

Any text that appears before the current application ID.

*After*

Any text that appears after the current application ID.

## AS - Same As

**Applies To:**



Hyperion  
Enterprise



Hyperion  
Essbase

The AS function creates a column or row for the same dimension setting as another column or row, specified by number. You can select this function when you use the Edit menu or a formula bar button to specify a dimension setting using the function method.

For example, this formula creates a row for the same entity as row 15:

ENT AS 15

If the AS function refers to a dimension setting that you have changed, the AS function produces the current setting. For example, suppose this formula appears for a column:

ENT AS 4

If you insert an entity change, the formula sets up a column for the current entity regardless of which column contains the change.



## Function

The AS function appears in this format:

*Keyword or Dimension* **AS** *Number*

**Where...**

**Is...**

*Keyword or Dimension* The keyword for a dimension in Hyperion Enterprise, or the dimension name in Hyperion Essbase.

*Number* The number of a column or row in the report.

## @ASK - Prompt User

**Applies To:**



The @ASK function prompts you for dimension settings when you run a report. You can select this function when you use the Edit menu or a formula bar button to assign or change a dimension setting using the function method. When you select this function, it appears in the formula bar edit box if you view data formulas.

For example, this formula prompts you to select one or more categories when you run the report:

CAT @ASK



## Function

The @ASK function appears in this format:

*Dimension* **@ASK**

where *Dimension* is any dimension.

# AVG - Average: Overview

Applies To:



The financial function AVG calculates the average value for a group of columns or rows. The columns or rows can be consecutive or nonconsecutive. When you use the Edit Formulas dialog box to paste this function into a column or row, the function appears in the formula bar edit box if you view data formulas.

For example, this formula in a row produces average values for rows 1, 4, and 7:

AVG(1,4,7)

This formula in a column produces average values for columns 4 through 12:

AVG (4 : 12)



## Function

The AVG function in this format averages the values in specified columns or rows, regardless of whether the columns or rows are consecutive:

**AVG**(*First*, [...], *Last*)

**Where...**

**Is...**

*First*

The first row or column included in the average.

*Last*

The last row or column included in the average.

The AVG function in this format averages a range of consecutive columns or rows:

**AVG**(*First:Last*)

**Where...**      **Is...**

*First*              The first row or column in the range.

*Last*                The last row or column in the range.

## @BAS - Base Level

Applies To:



The @BAS function creates columns or rows for base-level IDs below the current or specified ID for a dimension. You can select this function when you use the Edit menu or the formula bar to assign dimension IDs using the function method. When you select this function, it appears in the formula bar edit box if you view data formulas.

This formula shows data for all base-level dependents of the current entity:

ENT @BAS



### Function

The @BAS function appears in these formats:

- *Keyword or Dimension* @BAS

This retrieves the bottom level children of the member in the current point of view for the dimension.

- *Keyword or Dimension* @BAS(*ID*)

This retrieves the bottom level children of the ID for the dimension.

**Where...**

**Is...**

*Keyword or Dimension*

The keyword for a dimension in Hyperion Enterprise, or the dimension name in Hyperion Essbase.

*ID*

An ID that overrides the current setting for the specified dimension.

## BET - Evaluate Difference

**Applies To:**



Hyperion  
Enterprise



Hyperion  
Essbase

The financial function BET calculates the difference between the values in two columns or rows and shows whether the difference represents better or worse variance. When you use the Edit Formulas dialog box to paste this function into a column or row, the function appears in the formula bar edit box if you view data formulas.

The system evaluates the difference between the specified values based on account type for the current fully specified account. For an Income, Flow, Asset, or Balance account, a positive result represents an increase, so the result appears as a positive number. For an Expense or Liability account, a positive result represents a decrease, so the result appears as a negative number.

For example, this formula creates a column that evaluates and shows the differences between the values in columns 1 and 5:

BET (1, 5)



## Function

The BET function appears in this format:

**BET**(*First,Second*)

**Where...**

**Is...**

*First*

The number of the first column or row.

*Second*

The number of the second column or row.

## @BOT - Members at Level 0

**Applies To:**



The function @BOT retrieves all members at level zero for the specified member or current member. It is supported for all dimensions except the Field and View dimensions.

You can use this function as a parameter of another function, where the required parameter is a list of members.

When you use the Edit Formulas dialog box to paste this function into a heading formula, the function appears in the formula bar edit box if you view heading formulas.

For example, the following statement:

```
@BOT(East)
```

retrieves:

```
New York, Connecticut, New Jersey
```



## Function

The @BOT function appears in these formats:

- *Dimension* @**BOT**  
which retrieves the level 0 members of the current point of view for the dimension.
- *Dimension* @**BOT**(*mbrName*)  
which retrieves the level 0 members of the *mbrName* for the dimension.

### Where...

### Is...

*Dimension*                      The dimension name.

*mbrName*                        A specified member.

- @**BOT**(*All*)  
where *ALL* is all level 0 members.

## CELL - Specific Cell Value

### Applies To:



The cell function retrieves unscaled numeric values from a specific cell in a report identified by a column and row, or by an opposing column or row.

The cell referenced is the column and row as seen in the report before preview. A single row and column may contain more than one value, so the resulting cell may actually be a summarized value.

The financial function CELL identifies a specific cell value by its column and row numbers. You can use the CELL function in these ways:

- With some financial functions, including DUR and IFT.
- With the Suppress If Expression option to specify Display options for report formats. For more information, see Set Display Options on page 156.



- In Criteria statements. For more information, see Set Criteria on page 162.
- In an expression without other functions, to retrieve the value in one cell and display it in one or more other cells. For more information, see Expressions on page 101.

When you use the Edit Formulas dialog box to paste this function into a column or row, the function appears in the formula bar edit box if you view data formulas.

For example, this formula for a row creates a value for the first column in that row that calculates the number in column 3, row 2 divided by the number in column 5, row 6:

```
DUR ( 1 , 1 , CELL ( 3 , 2 ) / CELL ( 5 , 6 ) )
```

For example:

```
Row 1 = ACCOUNT EXP1, EXP2
```

```
Col 1 = DAT JAN, FEB
```

The command CELL(1,1) is the sum of EXP1 and EXP2 for JAN and FEB.

### Takes one or two parameters

One – Refers to the opposite report axis.

Two – The first one refers to the column, and the second one refers to the row.

### Cell function with a single parameter

Evaluates values as previewed, which is an exception to the general rule that evaluates values as seen in the report. For example, the following line in the third row of a report suppresses each entity in column 1 with a value less than 10:

```
ENTITY @ALL(CORP) SUPPRESS IF CELL(1)<10
```

The following two-parameter use of the cell function evaluates the summarized third row and suppresses all rows if the combined total is less than 10.

```
ENTITY @ALL(CORP) SUPPRESS IF CELL(1,3)<10
```



## Function

The CELL function appears in this format:

**CELL**(*Column,Row*)

**Where...**

**Is...**

*Column*

The column number for a specific cell.

*Row*

The row number for a specific cell.

## CHANGE - Dimension Change

**Applies To:**



Hyperion  
Enterprise



Hyperion  
Essbase

The CHANGE function marks a dimension change in a report or book. It is followed by a keyword or dimension. When you use the Edit menu to insert a dimension change, the CHANGE function appears in the formula bar edit box if you view data formulas.

For example, suppose the current category is Actual, and you use this formula in a column to change the current category to Budget, in Hyperion Enterprise:

CHANGE CAT BUDGET

You use this formula in a column to change the current category to Budget, in Hyperion Essbase:

CHANGE CATEGORY BUDGET

The report uses the Budget category for all subsequent columns, unless you insert another category change in a subsequent column. However, the report uses Actual as the default for any column where you have not specified a category before the first category change.



## Function

The CHANGE function appears in this format:

**CHANGE** *Keyword or Dimension, ID*

**Where...**

**Is...**

*Keyword or Dimension* The keyword for a dimension in Hyperion Enterprise, or the dimension name in Hyperion Essbase.

*ID* The ID for the specified dimension.

## @CHART - Chart Logic Expansion

**Applies To:**



The @CHART function expands a calculated account based on chart logic or chart methods to show the calculation detail. You can select this function when you use the Edit menu or the Account formula bar button to assign accounts with the function method. When you select this function, it appears in the formula bar edit box if you view data formulas.

For example, the following formula produces columns or rows with calculation detail for the Net Sales account:

ACC @CHART (NETSALES)

If the chart logic or chart methods calculate the Net Sales account by subtracting Cost of Goods Sold from the Total Sales value, the formula expands Net Sales to show the Total Sales and Cost of Goods Sold values.

The following table shows the four types of chart logic or formulas that the @CHART function expands.

Table 40: Logic or Formula Types Expanded by the @CHART Function

Logic or Formula Type	Description
<Subaccount Total>	Equivalent to Account @SUB.
SUB(#acc)	All accounts between #acc and the current account.
SUM(#acc1, #acc2)	Accounts from #acc1 until #acc2.
TOT	All accounts between the first account and the current account within the group.



### Function

The @CHART function appears in this format:

**ACC @CHART [(ID)]**

where *ID* is an account ID. If you do not specify an account ID, the system uses the current account.

## CHG - Calculate Difference

Applies To:



The financial function CHG calculates the difference between the values in two rows or columns. When you use the Edit Formulas dialog box to paste this function into a column or row, the function appears in the formula bar edit box if you view data formulas.

For example, this formula calculates the difference between values in columns 1 and 3:

CHG (1, 3)



## Function

The CHG function appears in this format:

**CHG**(*First*,*Second*)

**Where...**            **Is...**

*First*                    The number of the first column or row in the calculation.

*Second*                 The number of the second column or row in the calculation.

## @CHL - Children

**Applies To:**



The function @CHL retrieves the children of the specified member or current member. It is supported by all dimensions except the Field and View dimensions. You can use this function as a parameter of another function, when the required parameter is a list of members.

When you use the Edit Formulas dialog box to paste this function into a heading formula, the function appears in the formula bar edit box if you view heading formulas.

For example, the following statement retrieves the children of the Market dimension in the current point of view:

Market @CHL

The following statement retrieves the children of the Margin account:

Account @CHL(Margin)

**Note:** @DEP and @CHL perform the same function in Hyperion Essbase.



## Function

The @CHL function appears in these formats:

- *Dimension* @CHL

which retrieves the children of the member in the current point of view for the dimension.

- *Dimension* @CHL(*mbrName*)

which retrieves the children of the *mbrName* for the dimension.

**Where...**

**Is...**

*Dimension*

The dimension name.

*mbrName*

A specified member.

## @CMCODE - Consolidation Method Code

**Applies To:**



The text function @CMCODE produces a code, which you can define in Hyperion Enterprise, for grouping methods. When you use the Edit Formulas dialog box to paste this function into a heading formula, the function appears in the formula bar edit box if you view heading formulas. You can also use the Header and Footer dialog boxes to paste this function into headers and footers.

For example, you can create this formula for a footer:

Consolidation Method: @AMCODE

If the current consolidation method code is FR-ELIM, the formula produces this footer when you run the report:

Consolidation Method: FR-ELIM



## Function

The @CMCODE function appears in this format:

[*Before*] @CMCODE [*After*]

Where...	Is...
<i>Before</i>	Any text that appears before the consolidation method code.
<i>After</i>	Any text that appears after the consolidation method code.

## @CMO - Current Category Period Number

Applies To:



You use the @CMO function to create a row or column for a period based on its relation to the current point-of-view period. You can select this function when you use the Edit menu or the Period formula bar button to assign or change a period using the function method. When you select this function, it appears in the formula bar edit box if you view data formulas.

For example, this formula creates a row for the period that is six periods prior to the current point-of-view period minus 1 year:

```
DAT @CMO-6 -1Y
```

This formula creates a row for the fifth period after the current point-of-view period:

```
DAT @CMO+5
```

If you specify the @CMO function with categories in which periods do not align, the @CMO function retrieves data for the corresponding period for the category in the report. For example, suppose the current period is May 1999, and May 1999

is the first period for the current category. If you then use the @CMO function with the Prior category and Prior's first period is February 1997, @CMO retrieves February 1997 data.

You can use @CMO without an operator and number to define a row or column for the current period on the point-of-view bar. For example, this formula creates a row for the current period on the point-of-view bar:

DAT @CMO



## Function

The @CMO function appears in this format:

**DAT @CMO**{[Operator][Number]}.{[Operator][Number] [Y]}

<b>Where...</b>	<b>Is...</b>
<i>Operator</i>	A minus sign ( - ) to identify a period and or year before the current point-of-view period and or year, or a plus sign ( + ) to identify a period and or year after the current point-of-view period and or year.
<i>Number</i>	A number of periods before or after the current point-of-view period.
<i>Number</i>	A number of years before or after the current point-of-view year.
<i>Y</i>	An identifier to indicate the number refers to years + or -.



## @CON - Summary IDs

Applies To:



You use the @CON function with the ENT keyword to create columns or rows for parents below the current or specified entity or parent. You can select this function when you use the Edit menu or the Entity formula bar button to assign entities using the function method. When you select this function, it appears in the formula bar edit box if you view data formulas.

**Note:** The parent dimension is supported in Hyperion Enterprise.

This formula creates columns or rows for all consolidated entities below the current entity:

```
ENT @CON
```

This formula creates columns or rows for all consolidated entities below the Diamond Business Papers entity:

```
ENT @CON (DIAMOND)
```



### Function

The @CON function appears in this format:

*Keyword* @CON [(ID)]

where *Keyword* is the keyword for a dimension.

## CPN - Current Period Number

**Applies To:**



The financial function CPN retrieves the current period number for use in a formula. The CPN function is useful for showing monthly averages for any month. When you use the Edit Formulas dialog box to paste this function into a column or row, the function appears in the formula bar edit box if you view data formulas.

**Note:** You must supply headings for calculated rows and columns.

For example, this formula divides the year-to-date sales for the PLSALES account by the current period number to show a monthly average:

```
[ACC PLSALES] / CPN
```



### Function

The CPN function appears in this format:

```
CPN
```

This function retrieves the current period number. It does not use any parameters.

## @CUR - Current Dimension Setting

Applies To:



You use the @CUR function with any keyword or dimension to create a column or row for the current value for a specified dimension. You can select this function when you use the Edit menu or a formula bar button to assign dimensions using the function method. When you select this function, it appears in the formula bar edit box if you view heading formulas.



### Hyperion Enterprise Example

If the current category is Budget, this formula produces values for the Budget category in a column or row:

CAT @CUR



### Hyperion Essbase Example

If the current category is Actual, this formula produces values for the Actual category in a column or row in Hyperion Essbase:

CATEGORY @CUR



### Function

The @CUR function appears in this format:

*Keyword* or *Dimension* @CUR

**Where...**

**Is...**

*Keyword*

The keyword for a dimension in Hyperion Enterprise.

*Dimension*

The name in Hyperion Essbase.

When you use @CUR with the DAT keyword, you can specify an offset from the current period and or year using this format:

**DAT @CUR**{*Operator*[*Number*]}{*Operator*[*Number*][*Y*]}

<b>Where...</b>	<b>Is...</b>
<i>Operator</i>	A plus sign ( + ) for an offset later than the current period and or year, or a minus sign ( - ) for an offset earlier than the current period and or year. This option is supported in Hyperion Enterprise only.
<i>Number</i>	The number of periods for the offset. This option is supported in Hyperion Enterprise only.
<i>Number</i>	The number of years for the offset. This option is supported in Hyperion Enterprise only.
<i>Y</i>	An identifier to indicate the number refers to years + or -.

If the point-of-view is set to July of 1994, the following formula retrieves March of 1993. It would go back 4 months then go back 1 year:

DAT @CUR -4 -1Y

**Note:** DAT @CUR retrieves data for periods based on their relation to the current value of the DAT keyword. You can use the @CMO function to retrieve data for periods based on their relation to the current point-of-view period.

## @CURCY - Currency Text

**Applies To:**



The text function @CURCY produces the symbol, description, or ID for a currency.

The following table shows what currency the @CURCY function uses to produce the text.

Table 41: @CURCY and Currencies

If...	Then @CURCY uses...
The point-of-view currency is not NONE	The point-of-view currency.
The point-of-view currency is NONE, and the point-of-view consolidation detail is not NONE	The currency of the point-of-view entity's parent.
The point-of-view currency is NONE, and the point-of-view consolidation detail is NONE	The currency of the point-of-view entity.

When you use the Edit Formulas dialog box to paste this function into a heading formula, the function appears in the formula bar edit box if you view heading formulas. You can also use the Header and Footer dialog boxes to paste this function into headers and footers.

For example, you can create this formula for a report's header:

Total Sales in @CURCY(SHORT)

If there is no point-of-view currency or point-of-view consolidation detail, and the current entity's currency is U.S. dollars, this header appears when you run the report:

Total Sales in USD



## Function

The @CURCY function appears in this format:

[Before] @CURCY(Text) [After]

Where...	Is...
<i>Before</i>	Any text that appears before the currency symbol, description, or ID.
<i>Text</i>	SHORT to produce a currency ID, LONG to produce a currency description, or SYMBOL to produce a currency symbol.
<i>After</i>	Any text that appears after the currency symbol, description, or ID.

# Date Masks

Applies To:



The following table describes the codes you can use in date masks.

*Table 42: Codes in Date Masks*

Code	Examples	Result
SHORT	JAN, Q1	Abbreviated period IDs.
LONG	January, First Quarter	Unabbreviated period IDs.
yy	96, 97	Abbreviated calendar years.
yyyy	1996, 1997	Unabbreviated calendar years.
m	1, 2, 10	One- or two-digit numbers for months.
mm	01, 02, 10	Two-digit calendar period numbers.
d	1, 2, 23	One- or two-digit numbers for days of the month.
dd	01, 02, 23	Two-digit numbers for days of the month.
ddd	Tue, Fri	Three-letter abbreviations for days of the week.
dddd	Tuesday, Friday	Unabbreviated days of the week.

**Note:** In Hyperion Enterprise, you can select date masks for use with the @DAT and @TOD text functions.

A date mask uses codes to represent different ways of showing the period, month, day of the week, and year. You can select date masks for use with the @DAT and @TOD text functions.

You can select date masks when you paste period IDs or descriptions into formulas, and you can customize the date masks in the formula bar edit box. You can combine the date mask codes and enclose them in parentheses to show dates in different ways. If you do not specify a date mask, the system uses the mask SHORTyy for abbreviated period IDs followed by the last two digits of the year.

The following table shows examples of mask combinations that you can use with the @DAT and @TOD functions.

*Table 43: Date Mask Combinations with @DAT and @TOD*

This code...	Results in...
SHORT yy	JAN 97
yy	97
FULL yyyy	JANUARY 1997
mm/yy	01/97
SHORT, yyyy	JAN, 1997

## @DAT - Period Description

Applies To:



The text function @DAT produces a custom description for the current period. When you use the Edit Formulas dialog box to paste this function into a heading formula, the function appears in the formula bar edit box if you view heading formulas. You can also use the Header and Footer dialog boxes to paste this function into headers and footers.

The following table shows several examples of formulas you can create with the @DAT function with the results it would produce for the December 1997 period.

Table 44: @DAT Formula Examples

This formula...	Produces this result...
@DAT	DEC 97
@DAT (SHORT)	DEC
@DAT (SHORT yyyy)	DEC 1997
@DAT (FULL yy)	December 97
@DAT (FULL yyyy)	December 1997



### Function

The @DAT function appears in this format:

[*Before*] @DAT [(*Mask*)] [*After*]

Where...	Is...
<i>Before</i>	Any text that appears before the period description.
<i>Mask</i>	Any date mask.
<i>After</i>	Any text that appears after the period description.



## @DEP - IDs Immediately Below

Applies To:



You use the @DEP function to create columns or rows for all dependents of the current or specified entity or parent. You can select this function when you use the Edit menu or the Entity formula bar button. When you select this function, it appears in the formula bar edit box if you view heading formulas.

**Note:** The parent dimension is supported in Hyperion Enterprise.



### Hyperion Enterprise Example

This formula shows data for all immediate dependents of the current entity in Hyperion Enterprise:

```
ENT @DEP
```



### Hyperion Essbase Example

This formula shows data for all immediate dependents of the current entity in Hyperion Essbase:

```
ENTITY @DEP
```

**Note:** @DEP and @CHL perform the same function in Hyperion Essbase.



### Function

The @DEP function appears in these formats:

- *Keyword or Dimension* @DEP

which retrieves the children of the member in the current point of view for the dimension.

- *Keyword or Dimension @DEP(ID)*

which retrieves the children of the ID for the dimension.

**Where...**

**Is...**

*Keyword or Dimension*

The keyword ENT in Hyperion Enterprise, or the dimension name in Hyperion Essbase.

*ID*

An ID that overrides the current setting for the specified dimension. If you do not specify an ID, the @DEP function assigns all IDs immediately below the current ID for the dimension.

## @DES - Dimension Descriptions

**Applies To:**



The text function @DES displays dimension descriptions. When you use the Edit Formulas dialog box to paste this function into a heading formula, the function appears in the formula bar edit box if you view heading formulas. You can also use the Header and Footer dialog boxes to paste this function into headers and footers.

By default, the system uses the @DES function for row headings and the @LAB function for column headings. You can specify dimensions with the @DES function in headings to produce descriptions for those dimensions only. If you do not specify dimensions, the headings show the descriptions for all dimensions assigned to the selected columns or rows.

For example in Hyperion Enterprise, if you assign categories and periods to columns and use this formula for their headings, the headings show only the category descriptions:

@DES (CAT)

For example in Hyperion Essbase, if you assign categories and periods to columns and use this formula for their headings, the headings show only the category descriptions:

@DES (CATEGORY)



## Function

The @DES function appears in this format:

[*Before*] @DES[(*Keyword* or *Dimension*)] [*After*]

Where...	Is...
<i>Before</i>	Any text that appears before the dimension description.
<i>Keyword</i> or <i>Dimension</i>	The keyword for a dimension in Hyperion Enterprise, or the dimension name in Hyperion Essbase.
<i>After</i>	Any text that appears after the dimension description.

## @DSC - Descendant Members

Applies To:



The function @DSC retrieves the descendants of the specified member or current member. It is supported for all dimensions except the Field dimension. You can also use this function as a parameter of another function, where that parameter is a list of members.

When you use the Edit Formulas dialog box to paste this function into a heading formula, the function appears in the formula bar edit box if you view heading formulas.

**For example**, the statement:

```
Market @DSC("East")
```

retrieves the descendants for East member of the Market dimension:

New York, Albany, New York City, Buffalo, Syracuse,  
Massachusetts, Boston, Springfield, Worcester, Brockton

and the statement:

```
Market @DSC
```

retrieves the descendants for the Market dimension member set in the point of view:

New York, Albany, New York City, Buffalo, Syracuse,  
Massachusetts, Boston, Springfield, Worcester, Brockton,  
California, Oregon, Washington, Utah, Nevada, Texas, Oklahoma,  
Louisiana, New Mexico, Illinois, Ohio, Wisconsin, Missouri, Iowa,  
Colorado



## Function

The function @DSC appears in the following formats:

- *Dimension* @DSC

which retrieves the descendants for the member in the current point of view for the dimension.

- *Dimension* @DSC(*mbrName*)

which retrieves the descendants of the *mbrName* for the dimension.

**Where...**      **Is...**

*Dimension*      A dimension name.

*mbrName*      A single member specification.

## DUR - Specific Value

Applies To:



The financial function DUR shows a specified value or expression in a range of columns or rows. In a column formula, it shows the value for a range of rows. In a row formula, it shows the value for a range of columns. When you use the Edit Formulas dialog box to paste this function into a column or row, the function appears in the formula bar edit box if you view data formulas.

**Note:** You must supply headings for calculated rows and columns.

You can include account IDs as well as math symbols in the expressions that follow the DUR function. You can include more than one DUR function in a formula by separating them with a plus sign (+). You can use the DUR function with the CELL function to perform calculations on values in the report.

This row formula shows the value 378 for columns 6 through 12:

```
DUR(6,12,378)
```

This row formula shows a value in columns 6 through 12 that is three times the current value of the Sales account:

```
DUR(6,12,[ACC SALES]*3)
```

This formula creates a row where the value 296 appears in the first and second columns and a value equal to half the value of the Sales value appears in columns 3 through 10:

```
DUR(1,2,296) + DUR(3,10,[ACC SALES]/2)
```

This formula on a row creates a value for the first column in that row that calculates the number in column 3, row 2 divided by the number in column 5, row 6:

```
DUR(1,1,CELL(3,2)/CELL(5,6))
```



## Function

The DUR function appears in this format:

**DUR**(*First,Last,Value*)

**Where...**

**Is...**

*First*

The number of the first row or column in the range.

*Last*

The number of the last row or column in the range.

*Value*

The value or expression you want to show.

## @ECODE - Entity Code

**Applies To:**



The text function @ECODE produces a code, which you can define in Hyperion Enterprise, for grouping entities. When you use the Edit Formulas dialog box to paste this function into a heading formula, the function appears in the formula bar edit box if you view heading formulas. You can also use the Header and Footer dialog boxes to paste this function into headers and footers.

For example, you can create this formula for a footer:

Entity Group: @ECODE

If the current entity code is FRS, the formula produces this footer when you run the report:

Entity Group: FRS



## Function

The @ECODE function appears in this format:

[*Before*] @ECODE [*After*]

**Where...**

**Is...**

*Before*

Any text that appears before the entity code.

*After*

Any text that appears after the entity code.

## @END - Last ID

**Applies To:**



You use the @END function to create a row or column for the current entity's ending period or a period offset from the ending period, or for a dimension's last ID. You can select this function when you use the Edit menu or the Period formula bar button to assign dimensions using the function method. When you select this function, it appears in the formula bar edit box if you view data formulas.

This formula retrieves data for the last category:

CAT @END

This formula retrieves data for the current entity's ending period:

DAT @END

If the current entity's ending period is December 1999, this formula retrieves December 1998 data:

DAT @END-12



## Function

The @END function appears in this format:

*Keyword* @END[*Operator*][*Number*]

<b>Where...</b>	<b>Is...</b>
<i>Keyword</i>	The keyword for a dimension.
<i>Operator</i>	If the dimension is a period, a minus sign ( - ) for an offset earlier than the ending period. This option is supported in Hyperion Enterprise only.
<i>Number</i>	If the dimension is a period that you want to offset, the number of periods for the offset. This option is supported in Hyperion Enterprise only.

## @ENT - Entity as Parent

**Applies To:**



You use the @ENT function with the PAR keyword to create a column or row that uses the current entity as the parent. For example, if Diamond Business Papers is the current entity, you can use the @ENT function to create a column or row with Diamond Business Papers as the parent. You can select this function when you use the Edit menu or the Parent formula bar button to assign parents using the function method. When you select this function, it appears in the formula bar edit box if you view heading formulas.

For example, if the current entity is Europe, this formula creates a column or row with Europe as the parent:

PAR @ENT





## Function

The @ENT function appears in this format:

PAR @ENT

## @FIRST - First Subaccount

Applies To:



The @FIRST function specifies the first subaccount in the subaccount table assigned to the current or specified account. You can select this function when you use the Edit menu or the Account formula bar button to assign accounts using the range method. When you select this function, it appears in the formula bar edit box if you view data formulas.

**Note:** When a report is compiled, any account or subaccount specified with the @FIRST function is hard-coded. If the subaccount table changes, you need to recompile the report.

For example, this formula creates columns or rows for all subaccounts in the subaccount table assigned to the current point-of-view account:

ACC @FIRST UNTIL @LAST



## Function

The @FIRST function appears in this format:

ACC FROM @FIRST[(*Account1*)] UNTIL *Last* [(*Accountn*)]

**Where...**            **Is...**

*Account1*            The major account for the first subaccount in the range.

Where...	Is...
<i>Last</i>	The ID for the last subaccount in the range.
<i>Accountn</i>	The major account for the last subaccount in the range.

## @FLN - File Name

### Applies To:



The text function @FLN produces the active report's file name. The @FLN function is useful for identifying report files in headers and footers.

When you use the Edit Formulas dialog box to paste this function into a heading formula, the function appears in the formula bar edit box if you view heading formulas. You can also use the Header and Footer dialog boxes to paste this function into headers and footers.

**Note:** The file name appears in the output only if you save the report.

The @FLN function is useful for identifying report files in headers and footers. For example, you can create this formula for a footer:

Report File: @FLN

If the active report's file name is REGPL, the formula produces this footer when you run the report:

Report File: REGPL



## Function

The @FLN function appears in this format:

[*Before*] @FLN [*After*]

Where...	Is...
<i>Before</i>	Any text that appears before the active report's file name.
<i>After</i>	Any text that appears after the active report's file name.

## @FLT - File Title

### Applies To:



The text function @FLT produces the active report's title. When you use the Edit Formulas dialog box to paste this function into a heading formula, the function appears in the formula bar edit box if you view heading formulas. You can also use the Header and Footer dialog boxes to paste this function into headers and footers.

**Note:** The title appears in the output only if you have saved the report.

The @FLT function is useful for identifying reports in headers and footers. For example, you can create this formula for a footer:

Report File: @FLT

If the active report's file title is Western Region: Third Quarter, the formula produces this footer when you run the report:

Report File: Western Region: Third Quarter



## Function

The @FLT function appears in this format:

[*Before*] @FLT [*After*]

### Where...

*Before*

*After*

### Is...

Any text that appears before the active report's title.

Any text that appears after the active report's title.

## FOR - Section For

### Applies To:



Hyperion  
Enterprise



Hyperion  
Essbase

The FOR function marks the beginning of a section in a report or book. It is followed by a keyword or dimension. When you use the Edit menu to insert a report or book section, the FOR function appears in the formula bar edit box if you view data formulas.

For example, this formula creates a section of columns or rows for the Diamond Business Papers, Evergreen Paper Company, and Juniper Paper Company entities:

```
FOR ENT DIAMOND, EVERGREEN, JUNIPER
```

For example, this formula creates a section of columns or rows for the Diamond Business Papers, Evergreen Paper Company, and Juniper Paper Company entities:

```
FOR ENTITY DIAMOND, EVERGREEN, JUNIPER
```



## Function

The FOR function appears in this format:

**FOR** *Keyword or Dimension ID1,[...], IDn*

Where...	Is...
<i>Keyword or Dimension</i>	The keyword for a dimension in Hyperion Enterprise, or the dimension name in Hyperion Essbase.
<i>ID1</i>	The first dimension ID for the section.
<i>IDn</i>	The last dimension ID for the section.

## @FRD - Frequency Description

Applies To:



The text function @FRD produces the description for the current frequency. When you use the Edit Formulas dialog box to paste this function into a heading formula, the function appears in the formula bar edit box if you view heading formulas. You can also use the Header and Footer dialog boxes to paste this function into headers and footers.

For example, you can create this formula for a column heading:

@FRD Average

If the current frequency is Monthly, the formula produces this column heading when you run the report:

Monthly Average



## Function

The @FRD function appears in this format:

[*Before*] @FRD [*After*]

**Where...**

**Is...**

*Before*

Any text that appears before the current frequency description.

*After*

Any text that appears after the current frequency description.

## @FRL - Frequency ID

**Applies To:**



The text function @FRL produces the ID for the current frequency. When you use the Edit Formulas dialog box to paste this function into a heading formula, the function appears in the formula bar edit box if you view heading formulas. You can also use the Header and Footer dialog boxes to paste this function into headers and footers.

For example, you can create this formula for a column heading:

@FRL Average

If the current frequency ID is Q, the formula produces this column heading when you run the report:

Q Average



## Function

The @FRL function appears in this format:

[*Before*] @FRL [*After*]

**Where...**

**Is...**

*Before*

Any text that appears before the current frequency ID.

*After*

Any text that appears after the current frequency ID.

## FROM - Start of Range

**Applies To:**



The FROM function marks the start of a range of dimension IDs.

**Note:** The @RNG function replaces the FROM and UNTIL functions, however the FROM and UNTIL functions are supported from the formula bar. For more information on the @RNG function, see @RNG - Range on page 307.

This formula creates consecutive columns or rows for the periods beginning with January 1988 and ending with June 1998:

```
DAT FROM JAN98 UNTIL JUN98
```

This formula creates consecutive columns or rows for the periods beginning with January 1988 and ending with June 1998:

```
DATES FROM JAN98 UNTIL JUN98
```



## Function

The FROM function appears in this format:

*Keyword or Dimension* **FROM** *First* **UNTIL** *Last*

### Where...

### Is...

*Keyword or Dimension*

The keyword ACC or DAT in Hyperion Enterprise or the dimension name in Hyperion Essbase.

*First*

The ID for the first account or period in the range.

*Last*

The ID for the last account or period in the range.

## @GEN - Same Generation

Applies To:



The function @GEN retrieves all members in the generation of the specified member or current member. @GEN is supported for all dimensions except the Field and View dimensions. When you use the Edit Formulas dialog box to paste this function into a heading formula, the function appears in the formula bar edit box if you view heading formulas.

For example, in the following statement:

```
@GEN (QTR3 )
```

the formula would retrieve the following:

Qtr1

Qtr2

Qtr3

Qtr4





## Function

The @GEN function appears in these formats:

- *Dimension* @GEN

which retrieves the children of the member in the current point of view for the dimension.

- *Dimension* @GEN(*mbrName*)

which retrieves the children of the *mbrName* for the dimension.

Where...	Is...
<i>Dimension</i>	The dimension name.
<i>mbrName</i>	A specified member.

## IFT - If Then

### Applies To:



The financial function IFT shows a specific value or text in the data section of a report, depending on whether the result of an expression is negative, zero, or positive. When you use the Edit Formulas dialog box to paste this function into a column or row, the function appears in the formula bar edit box if you view data formulas.

**Note:** You must create a heading formula if you want to label the resulting row or column.

For example, this formula shows the word Loss of Sales minus Cost of Sales results in a negative number, the number 0 if the difference is zero, and the word Profit if the difference is positive:

```
IFT(SALES-COS), "Loss", 0, "Profit"
```

You can also use IFT with the CELL function to refer to a specific cell. For example, this formula shows the value of column 3, row 2 if that value is a negative number or zero, and it shows a zero if the value is positive:

```
IFT ( CELL ( 3 , 2 ) , CELL ( 3 , 2 ) , CELL ( 3 , 2 ) , 0 )
```



## Function

The IFT function appears in this format:

**IFT**(*Test,Negative,Zero,Positive*)

**Where...**

**Is...**

*Test*

The expression that produces the result to be evaluated.

*Negative*

The value or text that appears if the *Test* expression result is negative.

*Zero*

The value or text that appears if the *Test* expression result is zero.

*Positive*

The value or text that appears if the *Test* expression result is positive.

**Note:** If you use the IFT function to show text for a result, you must enclose the text in quotation marks ( " " ). The quotation marks do not appear in the report output.

## @IND - Indent

**Applies To:**



Hyperion  
Enterprise



Hyperion  
Essbase

The text function @IND indents the text based on the generation number. It is supported for all dimensions except the Field and View dimensions. When you use the Edit Formulas dialog box to paste this function into a heading formula, the

function appears in the formula bar edit box if you view heading formulas. You can also use the Header and Footer dialog boxes to paste this function into headers and footers.



## Function

The text function @IND appears in this format:

**@IND**(*Dimension*[,*Num Spaces*],[*Gen Offset*])

Where...	Is...
<i>Dimension</i>	The dimension name. (Required).
<i>Num Spaces</i>	The number of indented spaces. (Defaults to 1 for columns, 5 for rows).
<i>Gen Offset</i>	Amount of space the text is offset from the generation number. (Defaults to 0).

## @LAB - Dimension IDs

Applies To:



The text function @LAB displays dimension IDs. When you use the Edit Formulas dialog box to paste this function into a heading formula, the function appears in the formula bar edit box if you view heading formulas. You can also use the Header and Footer dialog boxes to paste this function into headers and footers.

By default, the system uses the @LAB function for column headings and the @DES function for row headings. You can specify dimensions with the @LAB function to produce IDs for those dimensions only. If you do not specify dimensions, the headings show the IDs for all dimensions assigned to the selected columns or rows.

For example, in Hyperion Enterprise, if you assign categories and periods to columns and use this formula for their headings, the headings show only the category IDs:

@LAB (CAT)

For example, in Hyperion Essbase, if you assign categories and periods to columns and use this formula for their headings, the headings show only the category IDs:

@LAB (CATEGORY)



## Function

The @LAB function appears in this format:

[*Before*] @LAB[(*Keyword* or *Dimension*)] [*After*]

### Where...

### Is...

*Before*

Any text that appears before the dimension IDs.

*Keyword* or *Dimension*

Keywords for a dimension in Hyperion Enterprise, or dimension names in Hyperion Essbase.

*After*

Any text that appears after the dimension IDs.

## @LAD - Lowest-level Account Description

### Applies To:



The text function @LAD produces the lowest-level description for the current account. If the account has first- and second-level subaccounts, the @LAD function produces the description for the second-level subaccount. If the account has only a first-level subaccount, @LAD produces the description for that subaccount. If the account has no subaccounts, @LAD produces the description for the account.

When you use the Edit Formulas dialog box to paste this function in a heading formula, the function appears in the formula bar edit box if you view heading formulas. You can also use the Header and Footer dialog boxes to paste this function into headers and footers.

For example, you might create this formula for row headings:

@LAD

In a row for the account SALES.PAPER.NE, the formula produces this heading if the description for the NE subaccount is Northeast:

Northeast



## Function

The @LAD function appears in this format:

[*Before*] @LAD[*After*]

### Where...

### Is...

*Before*

Any text that appears before the account's lowest-level description.

*After*

Any text that appears after the account's lowest-level description.

## @LAL - Lowest-level Account ID

Applies To:



The text function @LAL produces the lowest-level ID for the current account. If the account has first- and second-level subaccounts, the @LAL function produces the ID for the second-level subaccount. If the account has only a first-level subaccount, @LAL produces the ID for that subaccount. If the account has no subaccounts, @LAL produces the ID for the account.

When you use the Edit Formulas dialog box to paste this function into a heading formula, the function appears in the formula bar edit box if you view heading formulas. You can also use the Header and Footer dialog boxes to paste this function into headers and footers.

For example, you might create this formula for row headings:

@LAL

In a row for the account SALES.PAPER.NE, the formula produces this heading:

NE



## Function

The @LAL function appears in this format:

[*Before*] @LAL[*After*]

### Where...

### Is...

*Before*

Any text that appears before the account's lowest-level ID.

*After*

Any text that appears after the account's lowest-level ID.

## @LAST - Last Subaccount

### Applies To:



The @LAST function specifies the last subaccount in the subaccount table assigned to the current or specified account. You can select this function when you use the Edit menu or the Account formula bar button to assign accounts using the function or range method. When you select this function, it appears in the formula bar edit box if you view data formulas.

**Note:** When a report is compiled, any account or subaccount specified with the @LAST function is hard-coded. If the subaccount table changes, you need to recompile the report.

For example, this formula creates a column or row for the last subaccount in the subaccount table assigned to the Sales account:

```
ACC SALES @LAST
```

This formula creates columns or rows for all subaccounts in the subaccount table assigned to the current point-of-view account:

```
ACC @FIRST UNTIL @LAST
```



## Function

The @LAST function appears in this format when you use it to assign accounts using the function method:

**ACC @LAST**[(*Account*)]

where *Account* is a major account or first-level subaccount ID. If you do not specify an account, the system uses the current point-of-view account.

When you select the @LAST function using the range method, it appears in this format:

**ACC FROM** *First*[(*Account1*)] **UNTIL** @LAST[(*Account2*)]

<b>Where...</b>	<b>Is...</b>
<i>First</i>	The @FIRST function or the ID for the first subaccount in the range.
<i>Account1</i>	The ID for the first major account or first-level subaccount in the range. If you do not specify an account, the system uses the current point-of-view account.
<i>Account2</i>	The first major account or first-level subaccount in the range. If you do not specify an account, the system uses the current point-of-view account.

# LIST - List

Applies To:



Hyperion  
Enterprise



Hyperion  
Essbase

You use the LIST function to define columns or rows for accounts in an account list or the entities in an entity list. The system includes one column or row for each account or subaccount in the specified account list or for each entity in the specified entity list. When you use the Edit menu or a formula bar button to assign accounts or entities using the list method, the LIST function appears in the formula bar edit box if you view data formulas.

You can select the @ASK function for use with the LIST function to prompt users to select account lists or entity lists when they run reports.

**Note:** The LIST function applies to all Hyperion Essbase dimensions except View and Field.



## Hyperion Enterprise Example

For example, this formula creates a column for each account in an account list called USLIST:

```
ACC LIST USLIST
```



## Hyperion Essbase Example

For example, this formula creates a column for each account in an account list called Gen2, Account:

```
ACCOUNT LIST "Gen2, Account"
```





## Function

The LIST function appears in this format in the formula bar edit box:

*Keyword or Dimension* **LIST** *List*

### Where...

*Keyword or Dimension*

*List*

### Is...

The keyword ACC for an account list or ENT for an entity list in Hyperion Enterprise or the dimension name in Hyperion Essbase.

The name of an account list or an entity list.

## @LOCAL - Local Headings

### Applies To:



You use the text function @LOCAL to assign a local heading to a column or row of a report. When you use the Edit menu to assign a local heading, the @LOCAL function appears in the formula bar edit box if you view heading formulas.



## Function

The @LOCAL function appears in this format:

**@LOCAL**(*Field*,*Default*)

### Where...

*Field*

*Default*

### Is...

The ID for a field defined in Hyperion DataExtend.

The text that appears if no local heading is assigned.

## @LRC - Linked Reporting Comments

Applies To:



The function @LRC retrieves linked reporting comments. You can specify particular linked comments by choosing one or more criteria, including the number of linked comments, the user, and the date.

When you use the Edit Formulas dialog box to paste this function into a heading formula, the function appears in the formula bar edit box if you view heading formulas. You can also use the Header and Footer dialog boxes to paste this function into headers and footers.

**Note:** The @LRC function is supported for the Field dimension only.

- ▶ To display link reporting comments within a report:
  1. Select the Field dimension.
  2. Select the Function panel.
  3. Click @LRC in the functions list.
  4. Do one or more of the following:
    - To specify the number of linked comments to be included, type a number in the Limit field. For example, if you type 5, @LRC will retrieve the first five linked comments. The default is 1.
    - To specify comments created by a certain user, type a user name in the By User field. The default is all users.
    - To specify the end creation date of the comments to be included, type a date in the To date field in the format MM/DD/YYYY. The default is any date.

## 5. Click **OK**.

**Note:** For more information on linked reporting object functions, see @LRF - Linked Reporting Files on page 284 and @LRO - Linked Reporting Objects on page 287.

For more information on how to retrieve information about currently linked reporting objects, see @LRD - Modification Date of a Linked Reporting Object on page 283, @LRI - Index of a Linked Reporting Object on page 286, @LRT - Type of a Linked Reporting Object on page 289, and @LRU - User of a Linked Reporting Object on page 290.



### Function

The @LRC function appears in this format in the formula bar edit box:

@LRC (*Limit, User, Date*)

#### Where...

#### Is...

*Limit*

The number of objects to display.

*User*

The user name or blank for all users. The specified user's objects are displayed.

*Date*

The date or blank for all dates.

## @LRD - Modification Date of a Linked Reporting Object

Applies To:



The function @LRD retrieves the modification date of the currently linked reporting object.

When you use the Edit Formulas dialog box to paste this function into a heading formula, the function appears in the formula bar edit box if you view heading formulas. You can also use the Header and Footer dialog boxes to paste this function into headers and footers.

**Note:** The @LRD function is supported for the Field dimension only.

For more information on linked reporting object functions, see @LRC - Linked Reporting Comments on page 282, @LRF - Linked Reporting Files on page 284, and @LRO - Linked Reporting Objects on page 287.

For more information on how to retrieve information about currently linked reporting objects, see @LRI - Index of a Linked Reporting Object on page 286, @LRT - Type of a Linked Reporting Object on page 289, and @LRU - User of a Linked Reporting Object on page 290.



## Function

The @LRD function appears in this format:

**@LRD**

# @LRF - Linked Reporting Files

Applies To:



The function @LRF retrieves linked reporting objects that are files. You can specify particular linked files by choosing one or more criteria, including the number of linked files, the user, and the date.

When you use the Edit Formulas dialog box to paste this function into a heading formula, the function appears in the formula bar edit box if you view heading formulas. You can also use the Header and Footer dialog boxes to paste this function into headers and footers.

**Note:** The @LRF function is supported for the Field dimension only.

- To display link reporting files within a report:
1. Select the Field dimension.
  2. Select the Function panel.
  3. Click **@LRF** in the functions list and add it to the list below.
  4. Do one or more of the following:
    - To specify the number of linked files to be included, type a number in the Limit field. For example, if you type 5, @LRF will retrieve the first five linked files. The default is 1.
    - To specify objects created by a certain user, type a user name in the By User field. The default is all users.
    - To specify the end creation date of the objects to be included, type a date in the To date field in the format MM/DD/YYYY. The default is any date.
  5. Click **OK**.

**Note:** For more information on linked reporting object functions, see @LRC - Linked Reporting Comments on page 282, and @LRO - Linked Reporting Objects on page 287.

For more information on how to retrieve information about currently linked reporting objects, see @LRD - Modification Date of a Linked Reporting Object on page 283, @LRI - Index of a Linked Reporting Object on page 286, @LRT - Type of a Linked Reporting Object on page 289, and @LRU - User of a Linked Reporting Object on page 290.



## Function

The @LRF function appears in this format in the formula bar edit box:

**@LRF** (*Limit, User, Date*)

<b>Where...</b>	<b>Is...</b>
<i>Limit</i>	The number of objects to display.
<i>User</i>	The user name or blank for all users. The specified user's objects are displayed.
<i>Date</i>	The date or blank for all dates.

## @LRI - Index of a Linked Reporting Object

### Applies To:



The function @LRI retrieves the index of a currently linked reporting object.

When you use the Edit Formulas dialog box to paste this function into a heading formula, the function appears in the formula bar edit box if you view heading formulas. You can also use the Header and Footer dialog boxes to paste this function into headers and footers.

**Note:** The @LRI function is supported for the Field dimension only.

For more information on linked reporting object functions, see @LRC - Linked Reporting Comments on page 282, @LRF - Linked Reporting Files on page 284, and @LRO - Linked Reporting Objects on page 287.

For more information on how to retrieve information about currently linked

reporting objects, see @LRD - Modification Date of a Linked Reporting Object on page 283, @LRT - Type of a Linked Reporting Object on page 289, and @LRU - User of a Linked Reporting Object on page 290.



## Function

The @LRI function appears in this format:

@LRI

# @LRO - Linked Reporting Objects

Applies To:



The function @LRO retrieves linked reporting objects, including files and comments. You can specify particular objects by choosing one or more criteria, including the number of objects, the user, and the date.

When you use the Edit Formulas dialog box to paste this function into a heading formula, the function appears in the formula bar edit box if you view heading formulas. You can also use the Header and Footer dialog boxes to paste this function into headers and footers.

**Note:** The @LRO function is supported for the Field dimension only.

- To link reporting objects with the @LRO function:
  1. Select the Field dimension.
  2. Select the Function panel.
  3. Click **@LRO** in the functions list and add it to the list below.
  4. Do one or more of the following:
    - To specify the number of linked objects, type a number in the Limit field. For example, if you type 5, @LRF will retrieve the first five linked objects. The default is 1.

- To specify objects created by a certain user, type a user name in the By User field. The default is all users.
- To specify the end creation date of the objects to be included, type a date in the To date field in the format MM/DD/YYYY. The default is any date.

**Note:** If you leave a field blank, the system shows everything as the default.

**5. Click OK.**

**Note:** For more information on linked reporting object functions, see @LRC - Linked Reporting Comments on page 282, and @LRF - Linked Reporting Files on page 284.

For more information on how to retrieve information about currently linked reporting objects, see @LRD - Modification Date of a Linked Reporting Object on page 283, @LRI - Index of a Linked Reporting Object on page 286, @LRT - Type of a Linked Reporting Object on page 289, and @LRU - User of a Linked Reporting Object on page 290.



**Function**

The @LRO function appears in this format in the formula bar edit box:

**@LRO** (*Limit, User, Date*)

<b>Where...</b>	<b>Is...</b>
<i>Limit</i>	The number of objects to display.
<i>User</i>	The user name or blank for all users. The specified user's objects are displayed.
<i>Date</i>	The date or blank for all dates.



## @LRT - Type of a Linked Reporting Object

Applies To:



The function @LRT retrieves the type of a currently linked reporting object. The reporting object types are cell notes, files, URLs and drill-throughs.

When you use the Edit Formulas dialog box to paste this function into a heading formula, the function appears in the formula bar edit box if you view heading formulas. You can also use the Header and Footer dialog boxes to paste this function into headers and footers.

**Note:** The @LRT function is supported for the Field dimension only.

For more information on linked reporting object functions, see @LRC - Linked Reporting Comments on page 282, @LRF - Linked Reporting Files on page 284, and @LRO - Linked Reporting Objects on page 287.

For more information on how to retrieve information about currently linked reporting objects, see @LRD - Modification Date of a Linked Reporting Object on page 283, @LRI - Index of a Linked Reporting Object on page 286, and @LRU - User of a Linked Reporting Object on page 290.



### Function

The @LRT function appears in this format:

**@LRT**

## @LRU - User of a Linked Reporting Object

Applies To:



The function @LRU retrieves the user of a currently linked reporting object.

When you use the Edit Formulas dialog box to paste this function into a heading formula, the function appears in the formula bar edit box if you view heading formulas. You can also use the Header and Footer dialog boxes to paste this function into headers and footers.

**Note:** The @LRU function is supported for the Field dimension only.

For more information on linked reporting object functions, see @LRC - Linked Reporting Comments on page 282, @LRF - Linked Reporting Files on page 284, and @LRO - Linked Reporting Objects on page 287.

For more information on how to retrieve information about currently linked reporting objects, see @LRD - Modification Date of a Linked Reporting Object on page 283, @LRI - Index of a Linked Reporting Object on page 286, and @LRT - Type of a Linked Reporting Object on page 289.



### Function

The @LRU function appears in this format:

**@LRU**

## @LVL - Same Level

Applies To:



The function @LVL retrieves all members at the same level as the specified member or current member. It is supported for all dimensions except the Field dimension. When you use the Edit Formulas dialog box to paste this function into a heading formula, the function appears in the formula bar edit box if you view heading formulas.

For example, in the following statement:

```
@LVL (QTR3)
```

the formula would retrieve the following:

```
Qtr1
```

```
Qtr2
```

```
Qtr3
```

```
Qtr4
```



### Function

The @LVL function appears in these formats:

- *Dimension* @LVL

which retrieves the children of the member in the current point of view for the dimension.

- *Dimension* @LVL(*mbrName*)

which retrieves the children of the mbrName for the dimension.

Where...	Is...
<i>Dimension</i>	The dimension name.
<i>mbrName</i>	A specified member.

## MUL - Multiply

Applies To:



The financial function MUL multiplies the values of two columns or rows. When you use the Edit Formulas dialog box to paste this function into a column or row, the function appears in the formula bar edit box if you view data formulas.

For example, this formula creates a column that shows the products of the values in columns 1 and 5:

MUL (1, 5)



### Function

The MUL function appears in this format:

**MUL**(*First*,*Second*)

Where...	Is...
<i>First</i>	The number of the first row or column to be multiplied.
<i>Second</i>	The number of the second row or column to be multiplied.

## @OFF - Offset of the Current or Optional Period

Applies To:



You use the @OFF function with the period dimension to create a column or row for the offset of the current or specified period. You can select this function from the Edit menu or a formula bar button. When you click @OFF, it displays in the formula bar edit box if you view data formulas.

### Hyperion Essbase Example

If the current period is Mar95, this formula produces a value two periods prior to March 95, which would result in January 95.

```
YEAR @OFF (MAR95, -2)
```

If the current period is Jun95, this formula produces a value two periods prior to the period set in the point of view, which would result in April 95.

```
YEAR @OFF (@CUR, -2)
```

You could also enter the previous example as:

```
YEAR @OFF(,-2)
```

**Note:** If the first parameter is empty, the system defaults to the period in the point of view.

### Parameters

The last parameter is used as a mapping parameter. It specifies whether quarters or months are mapped.

For example:

```
YEAR @OFF ("May95", -2)
```

This would result in Qtr2, referring back to the tree view of the year dimension.

`YEAR @OFF("May95",-2,LIST "Monthly")`

This would result in March 95, referring back to the tree view of the year dimension.

## Functions

The @OFF function displays this format:

Dimension @OFF (*Dimension Name, Offset, List*)

Where...	Is...
<i>Dimension Name</i>	An optional member name.
<i>Offset</i>	A minus sign ( - ) to identify a period before the current point of view period, or a plus sign ( + ) to identify a period after the current point of view period. <b>Note:</b> The plus sign ( + ) is optional.
<i>List</i>	A generation, level, or user-defined attribute (UDA) of periods.

## @OFF with @RNG

The following example uses the @OFF function with the @RNG function.

```
YEAR @RNG (@OFF (@CUR, 2,
    LIST "Monthly"), "May96",
    LIST "Monthly")
```

The starting ID is the data from the @OFF function within @RNG. If the current period is JAN96, the starting ID would result in MAR96. The range would be MAR96 to MAY96.

Other examples of @OFF with @RNG include:

From current period+N to end of year. List months only:

```
YEAR @RNG (@OFF (@CUR, 1), "DEC99", LIST "Monthly")
```

From current period-N to current period:

```
YEAR @RNG (@OFF (@CUR, -1), @CUR, LIST "Monthly")
```

From current period to current period+N:

```
YEAR @RNG (@CUR, @OFF (@CUR, 1, LIST "Monthly"), LIST "Monthly")
```

## @PAR - Parent

Applies To:



You use the @PAR function with the ENT or PAR keyword to create a column or row for the parent above the current or specified entity or parent. You can click the @PAR function when you use the Edit menu or a formula bar button to assign or change an entity or parent using the function method. When you click the @PAR function, it appears in the formula bar edit box if you view data formulas.

For example, this formula shows data for the parent above the current entity:

```
ENT @PAR
```

When the Parent dimension is set to retrieve Hyperion Enterprise data such as consolidated detail, ownership, or share data, you can set the parent dynamically based on the current entity. For example, this formula can be used as a row of a report to list the entities that are dependents to the entity in the point of view. Each entity's parent is used to retrieve data instead of the current parent set in the point of view.

```
ENT @DEP PAR @PAR (@ENT)
```

You can control the results of the dynamic functions used with the parent dimension based on the current Hyperion Enterprise organization. You do this by setting UseEnterpriseOrg in the OPTIONS section of your REPENG.INI file. If you set UseEnterpriseOrg = 1, only the parents in the currently specified organization are returned. If you set UseEnterpriseOrg = 0, or UseEnterpriseOrg is not in your REPENG.INI file, all parents are returned regardless of the currently specified organization.

**Note:** The UseEnterpriseOrg setting does not alter the entities listed in the Reporting dialog boxes based on the current organization. It also does not prevent you from reporting on an entity that does not belong to the current organization.



## Function

The @PAR function appears in these formats:

- *Keyword* @PAR

which retrieves the children of the member in the current point of view for the dimension.

- *Keyword* @PAR(*ID*)

which retrieves the children of the ID for the dimension.

**Where...**

**Is...**

*Keyword*

The keyword ENT or PAR.

*ID*

An ID that overrides the current setting for the specified dimension.

## PBE - Evaluate Percent Change

**Applies To:**



Hyperion  
Enterprise



Hyperion  
Essbase

The financial function PBE calculates the percent change between the values in two columns or rows and determines whether the change represents a better or worse variance. When you use the Edit Formulas dialog box to paste this function into a column or row, the function appears in the formula bar edit box if you view data formulas.

The system evaluates percent changes based on account type. For an Income or Asset account, a positive result represents an increase, so the result appears as a positive number. For an Expense or Liability account, a positive result represents a decrease, so the result appears as a negative number.



The system uses this formula to calculate the PBE values:

$$\frac{First - Second}{Second} \times 100$$

For example, this formula calculates and evaluates the percent change between the values in rows 1 and 5:

PBE (1, 5)



## Function

The PBE function appears in this format:

**PBE**(*First*,*Second*)

**Where...**

**Is...**

*First*

The number of the first column or row in the calculation.

*Second*

The number of the second column or row in the calculation.

## PCH - Percent Change

**Applies To:**



The financial function PCH calculates the percent change between two rows or columns without evaluating the difference. When you use the Edit Formulas dialog box to paste this function into a column or row, the function appears in the formula bar edit box if you view data formulas.

The system uses this formula to calculate the PCH values:

$$\frac{First - Second}{Second} \times 100$$

For example, this formula calculates the percent change between the values in rows 1 and 5:

PCH (1, 5)



## Function

The PCH function appears in this format:

**PCH**(*First*,*Second*)

**Where...**

**Is...**

*First*

The number of the first column or row in the calculation.

*Second*

The number of the second column or row in the calculation.

## PCR - Percent by Row

**Applies To:**



Hyperion  
Enterprise



Hyperion  
Essbase

In a column formula, the PCR financial function shows percentages of the values in a specified row. In a row formula, it shows percentages of the values in a specified column. You can use multiple ending points for calculations with the PCR function. For example, you can use it to set up a column that shows percentages from different rows within another column. When you use the Edit Formulas dialog box to paste this function into a column or row, the function appears in the formula bar edit box.

In the following report, column 1 displays gross sales in rows 1-3 and the total gross sales in row 4. The function PCR (1,4) in column 2 displays the percentage that each gross sale contributes to the total gross sale. It uses values from column

1, and calculates percentages for rows 1-4. For example, Belgium contributes 25 percent, Holland contributes 32 percent, and Sweden contributes 48 percent to the total gross sales.

The screenshot shows a window titled "Hyperion Enterprise Reporting - STAT47 - [Pcex2.rpt]". The window has a menu bar with buttons for "First", "Last", "Next", "Previous", "Goto", and "Zoom". The main content area displays a table with the following data:

	Q.CTD	PCR(1,4)
GRSALES1 - Belgium	\$6,135	25%
GRSALES1 - Holland	7,811	32%
GRSALES1 - Sweden	10,607	43%
<b>Total Gross Sales</b>	<u>\$24,553</u>	<u>100%</u>

*Figure 33: Gross Sales Report*

In the following report, column 1 displays gross sales for Q4 in rows 1-3, total gross sales for Q4 in row4, gross sales for Q3 in rows 5-7, and total gross sales for Q3 in row 8. The function PCR(1,4,8) in column 2 displays the percentage that each gross sales contributes to the total gross sales. It uses values from column 1, and calculates percentages for rows 1-4 and 5-8. For example, in Q4, Belgium contributes 25 percent, Holland contributes 32 percent, and Sweden contributes 43

percent to the total gross sales for Q4. In Q3, Belgium contributes 23 percent, Holland contributes 26 percent, and Sweden contributes 50 percent to the total gross sales for Q3.

	Q.CTD	PCR(1,4,8)
GRSALESI.BELGIUM Q4 96	\$6,135	25%
GRSALESI.HOLLAND Q4 96	7,811	32%
GRSALESI.SWEDEN Q4 96	10,607	43%
<b>Total Gross Sales Q4</b>	<u>\$24,553</u>	<u>100%</u>
GRSALESI.BELGIUM Q3 96	\$3,821	23%
GRSALESI.HOLLAND Q3 96	4,320	26%
GRSALESI.SWEDEN Q3 96	8,280	50%
<b>Total Gross Sales Q3</b>	<u>\$16,421</u>	<u>100%</u>

Figure 34: Gross Sales Report



## Function

The PCR function appears in this format:

**PCR** (*Place*,*End1*[,...,*Endn*])

**Where...**      **Is...**

*Place*                      The number of the column or row from which the system calculates the percentages.

*End1*                      The column or row number for the first ending point in the percentage calculation. If *Place* is a column number, then *End1* is a row number. If *Place* is a row number, then *End1* is a column number.

*Endn*                      The column or row number for the last ending point in the percentage calculation. If *Place* is a column number, then *End2* is a row number. If *Place* is a row number, then *End2* is a column number.

## PCT - Ratios as Percentages

Applies To:



The financial function PCT expresses the ratios of the values in one column or row to those in another as percentages. When you use the Edit Formulas dialog box to paste this function into a column or row, the function appears in the formula bar edit box if you view data formulas.

For example, this row formula expresses the ratios of the values in row 6 to the values in row 10 as percentages:

PCT(6,10)

The system uses this formula to calculate the PCT values:

$$\frac{\textit{First}}{\textit{Second}} \times 100$$



### Function

The PCT function appears in this format:

**PCT**(*First*,*Second*)

**Where...**

**Is...**

*First*

The number of the first column or row in the ratio.

*Second*

The number of the second column or row in the ratio.

## @PDES - Partial Description

Applies To:



The text function @PDES produces partial descriptions of entities or accounts with subentities or subaccounts. For example, you can use the @PDES function with a fully specified entity, which includes a subentity, to show the description of either the major entity or the subentity.

When you use the Edit Formulas dialog box to paste this function into a heading formula, the function appears in the formula bar edit box if you view heading formulas. You can also use the Header and Footer dialog boxes to paste this function into headers and footers.

For example, in a column with a fully specified account, this formula produces the description for the second subaccount only:

@PDES (SUBACC2)

If the fully specified account description is Sales.Paper.New England, the formula produces this heading:

New England



### Function

The @PDES function appears in this format:

[*Before*] @PDES[(*Keyword*)] [*After*]

**Where...**

**Is...**

*Before*

Any text that appears before the partial description.

*Keyword*

ACC, ENT, SUBACC1, SUBACC2, or SUBENT.

*After*

Any text that appears after the partial description.

## @PLAB - Partial Dimension ID

Applies To:



The text function @PLAB produces partial IDs of entities or accounts with subtentities or subaccounts. For example, you can use the @PLAB function with a fully specified entity, which includes a subentity, to show the ID of either the major entity or the subentity.

When you use the Edit Formulas dialog box to paste this function into a heading formula, the function appears in the formula bar edit box if you view heading formulas. You can also use the Header and Footer dialog boxes to paste this function into headers and footers.

For example, in a column with a fully specified account, this formula produces the ID for the second subaccount only:

@PLAB (SUBACC2)

If the fully specified account ID is SALES.PAPER.NE, the formula produces this heading:

NE



### Function

The @PLAB function appears in this format:

[*Before*] @PLAB [(*Keyword*)] [*After*]

<b>Where...</b>	<b>Is...</b>
<i>Before</i>	Any text that appears before the partial ID.
<i>Keyword</i>	ACC, ENT, SUBACC1, SUBACC2, or SUBENT.
<i>After</i>	Any text that appears after the partial ID.

## @PSF - Consolidation Status

Applies To:



The text function @PSF produces the consolidation status of the current entity. When you use the Edit Formulas dialog box to paste this function in a heading formula, the function appears in the formula bar edit box if you view heading formulas. You can also use the Header and Footer dialog boxes to paste this function into headers and footers.

For example, if you assign entities to columns and use this formula for their headings, the headings show the ID and consolidation status for each entity in parentheses:

@LAB (@PSF)



### Function

The @PSF function appears in this format:

[*Before*] @PSF [*After*]

**Where...**

**Is...**

*Before*

Any text that appears before the consolidation status for the current entity.

*After*

Any text that appears after the consolidation status for the current entity.



## RAT - Ratios

Applies To:



The financial function RAT calculates the ratios of the values in one row or column to those in another. When you use the Edit Formulas dialog box to paste this function into a column or row, the function appears in the formula bar edit box if you view data formulas.

The system uses this formula to calculate the ratios:

$$\frac{\textit{First}}{\textit{Second}}$$

For example, this row formula shows the ratios of the values in row 37 to the values in row 41:

RAT(37,41)



### Function

The RAT function appears in this format:

**RAT**(*First*,*Second*)

**Where...**

**Is...**

*First*

The number of the first column or row in the ratio.

*Second*

The number of the second column or row in the ratio.

## REPORT - Report in Book

Applies To:



Hyperion  
Enterprise

Esabase



Hyperion  
Essbase

The REPORT function specifies a report in a book. When you use the Edit menu to insert a report in a book, this function appears in the formula bar edit box if you view data formulas.

For example, this formula includes the INC report in a book:

```
REPORT "INC"
```



### Function

The REPORT function appears in this format:

**REPORT "ID"**

where *ID* is a report ID.

## RND - Round Specific Values

Applies To:



Hyperion  
Enterprise

Esabase



Hyperion  
Essbase

The financial function RND rounds the results of expressions to the nearest designated factor. When you use the Edit Formulas dialog box to paste this function into a column or row, the function appears in the formula bar edit box if you view data formulas.

For example, this formula multiplies Cost of Sales values by 2 and rounds the results to thousandths:

```
RND (COS*2, .001)
```



## Function

The RND function appears in this format:

**RND**(*Expression*,*Factor*)

**Where...**

**Is...**

*Expression*

Any expression.

*Factor*

The rounding factor expressed as a decimal.

## @RNG - Range

**Applies To:**



Hyperion  
Enterprise



Hyperion  
Essbase

The @RNG function retrieves a range of dimension IDs. In Hyperion Enterprise, @RNG is used for the period, account and subaccount dimensions. In Hyperion Essbase, @RNG is used for all dimensions except the View and Field dimensions.

**Note:** The @RNG function replaces the FROM and UNTIL functions; however the FROM and UNTIL functions are supported from the formula bar.



### Hyperion Enterprise Example

Using the year dimension, the following formula displays all months between January 1998 and June 1998.

```
YEAR @RNG ("JAN98", "JUN98")
```

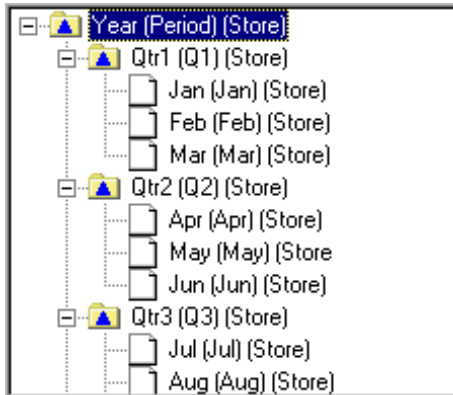


### Hyperion Essbase Example

Using the year dimension, the following formula displays all months between January 1998 and June 1998:

```
YEAR @RNG ("JAN98" , "JUN98" , LIST "Monthly" )
```

The following figure shows the tree view of the Year dimension.



The following example displays all months from March 1995 to February 1996, if the point of view is set to March 1995.

```
YEAR @RNG (@CUR, "Feb96" , LIST "Monthly" )
```

Following are other examples of @RNG:

From start of year to current period:

```
YEAR @RNG ( , @CUR )
```

From start of year to end of year:

```
YEAR @RNG ("Jan99" , "Dec99" , List "Monthly" )
```



## Function

The @RNG function appears in this format:

*Dimension name or Keyword* @RNG (“Start ID”, “End ID”, “List”)]

Where...	Is...
<i>Dimension name or Keyword</i>	A keyword in Hyperion Enterprise, or a dimension name in Hyperion Essbase.
<i>Start ID</i>	The first ID. If you leave this blank, the first ID in the dimension is used. <b>Note:</b> The ID can be a name or function.
<i>End ID</i>	The last ID. If you leave this blank, the last ID in the dimension is used. <b>Note:</b> The ID can be a name or function.
<i>List</i>	List of members. In Hyperion Enterprise, use a list for the account dimension only. Specify -1 for no list, 0 for withsub, 1 for withsub1, and 2 for withsub2. If you leave this blank, it defaults to -1. In Hyperion Essbase, if you do not specify a list, you get all the items in the range.

## @RPD - Current Reporting Directory

Applies To:



The text function @RPD retrieves the name of the current reporting directory in the report directory setting in the REPENG.INI file.

When you use the Edit Formulas dialog box to paste this function into a heading formula, the function appears in the formula bar edit box if you view heading formulas. You can also use the Header and Footer dialog boxes to paste this function into headers and footers.

For example, if you click @RPD and apply it to a heading formula,

D:\essbase\reports\server\appset\app

could appear in the heading of the report.



## Function

The @RPD function appears in this format:

**@RPD**

# @SCALE - Current Entity Scale

Applies To:



The text function @SCALE shows the scale for the current entity. When you use the Edit Formulas dialog box to paste this function in a heading formula, the function appears in the formula bar edit box if you view heading formulas. You can also use the Header and Footer dialog boxes to paste this function into headers and footers.

For example, you can create this formula for a row heading:

Scale for @DES(ENT) = @SCALE

If the current entity is Diamond Business Papers, which has a scale of thousands, the formula produces this row heading when you run the report:

Scale for Diamond Business Papers = 3



## Function

The @SCALE function appears in this format:

[*Before*] @SCALE [*After*]

**Where...**

**Is...**

*Before*

Any text that appears before the current entity's scale.

*After*

Any text that appears after the current entity's scale.

## @SED - Set Description

Applies To:



The function @SED retrieves the application set description. You can also use the Header and Footer dialog boxes to paste this function into headers and footers.



## Function

The @SED function appears in this format:

**@SED**

## @SET - Set Name

Applies To:



The function @SET retrieves the application set description. You can also use the Header and Footer dialog boxes to paste this function into headers and footers.



### Function

The @SET function appears in this format:

@SET

## @SIB - Siblings

Applies To:



The function @SIB retrieves all siblings of the current member or specified member. It is supported by all dimensions except the Field and View dimensions. You can use this function as a parameter of another function, where that parameter is a list of members.

When you use the Edit Formulas dialog box to paste this function in a heading formula, the function appears in the formula bar edit box if you view heading formulas.

For example, the following statement:

@SIB (Boston)



retrieves:

New\_York, Chicago

and the following statement:

@SIB(East)

retrieves:

West, Central, South



## Function

The @SIB function appears in these formats:

- *Dimension* @SIB

which retrieves the children of the member in the current point of view for the dimension.

- *Dimension* @SIB (*mbrName*)

which retrieves the children of the *mbrName* for the dimension.

**Where...**

**Is...**

*Dimension*

The dimension name.

*mbrName*

A specified member.

## @SLA - Siblings to the Left

Applies To:



The function @SLA expands to include all the siblings to the left of the specified member, excluding the specified member. It supports all dimensions except the Field dimension. This function can also be used as a parameter of another function, where that parameter is a list of members.

When you use the Edit Formulas dialog box to paste this function in a heading formula, the function appears in the formula bar edit box if you view heading formulas.

For example, the following statement:

```
@SLA (QTR4)
```

retrieves:

```
Qtr1, Qtr2, Qtr3
```



## Function

The @SLA function appears in these formats:

- *Dimension @SLA*

which retrieves the children of the member in the current point of view for the dimension.

- *Dimension @SLA(mbrName)*

which retrieves the children of the mbrName for the dimension.

### Where...

### Is...

*Dimension*

The dimension name.

*mbrName*

A specified member.

## @SLF - First Sibling to the Left

Applies To:



The function @SLF expands to include the first sibling to the left of the specified member, excluding the specified member. It supports all dimensions except the Field dimension. This function can also be used as a parameter of another function, where that parameter is a list of members.

When you use the Edit Formulas dialog box to paste this function in a heading formula, the function appears in the formula bar edit box if you view heading formulas.

For example, the following statement:

```
@SLF (QTR4)
```

retrieves:

```
Qtr3
```



### Function

The @SLF function appears in these formats:

- *Dimension* @SLF

which retrieves the children of the member in the current point of view for the dimension.

- *Dimension* @SLF(*mbrName*)

which retrieves the children of the *mbrName* for the dimension.

**Where...**

**Is...**

*Dimension*

The dimension name.

*mbrName*

A specified member.

# @SRA - All Siblings to the Right

Applies To:



The function @SRA expands to include all the siblings to the right of the specified member, excluding the specified member. It supports all dimensions except the Field dimension. This function can also be used as a parameter of another function, where that parameter is a list of members.

When you use the Edit Formulas dialog box to paste this function in a heading formula, the function appears in the formula bar edit box if you view heading formulas.

For example, the following statement:

@SRA (QTR2)

retrieves:

Qtr3, Qtr4



## Function

The @SRA function appears in these formats:

- *Dimension @SRA*

which retrieves the children of the member in the current point of view for the dimension.

- *Dimension @SRA(mbrName)*

which retrieves the children of the mbrName for the dimension.

**Where...**

**Is...**

*Dimension*

The dimension name.

*mbrName*

A specified member.

## @SRF - First Sibling to the Right

Applies To:



The text function @SRF expands to include the first sibling to the right of the specified member, excluding the specified member. It supports all dimensions except the Field dimension. This function can also be used as a parameter of another function, where that parameter is a list of members.

When you use the Edit Formulas dialog box to paste this function into a heading formula, the function appears in the formula bar edit box if you view heading formulas.

For example, the following statement:

```
@SRF (QTR2)
```

retrieves:

```
Qtr3
```



### Function

The @SRF function appears in these formats:

- *Dimension* @SRF

which retrieves the children of the member in the current point of view for the dimension.

- *Dimension* @SRF(*mbrName*)

which retrieves the children of the mbrName for the dimension.

**Where...**

**Is...**

*Dimension*

The dimension name.

*mbrName*

A specified member.

## @SRN - Server Name

Applies To:



The text function @SRN retrieves the current Hyperion Essbase server name. You can also use the Header and Footer dialog boxes to paste this function into headers and footers.



### Function

The @SRN function appears in this format:

@SRN

## @START - Starting Period

Applies To:



You use the @START function to create a row or column for the current entity's starting period or a period offset from the starting period, or for a dimension's first ID. You can select this function when you use the Edit menu or the Period formula bar button to assign dimensions using the function method. When you select this function, it appears in the formula bar edit box if you view data formulas.

This formula shows data for the first category:

CAT @START

This formula shows data for the current entity's starting period:

DAT @START

If the current entity's starting period is December 1998, this formula shows December 1999 data:

DAT @START+12



## Function

The @START function appears in this format:

*Keyword* @START[*Operator*][*Number*]

<b>Where...</b>	<b>Is...</b>
<i>Keyword</i>	The keyword for a dimension.
<i>Operator</i>	For the period dimension, a plus sign ( + ) for an offset later than the first period or a minus sign ( - ) for an offset earlier than the first period. This option is supported in Hyperion Enterprise only.
<i>Number</i>	The number of periods for the offset. This option is supported in Hyperion Enterprise only.

## @SUB - Subaccounts

**Applies To:**



The @SUB function creates columns or rows for the immediate subaccounts of a specified account. You can select this function when you use the Edit menu or the Account formula bar button to assign accounts with the function method. When you select this function, it appears in the formula bar edit box if you view data formulas.

This formula creates rows for all subaccounts of the Cost of Goods Sold account:

ACC @SUB (COSTGDS)



## Function

The @SUB function appears in this format:

**ACC @SUB [(Account)]**

where *Account* is an account ID. If you do not specify an account, the system uses the current account.

## SUM - Total

**Applies To:**



Hyperion  
Enterprise



Hyperion  
Essbase

The financial function SUM adds the values of specified columns or rows. When you use the Edit Formulas dialog box to paste this function into a column or row, the function appears in the formula bar edit box if you view data formulas.

For example, this row formula shows the sums of the values in rows 2, 7, and 9:

SUM ( 2 , 7 , 9 )

This column formula shows the sum of the values in column 12:

SUM ( 12 )

This row formula shows the sums of the values in rows 2 through 7:

SUM ( 2 : 7 )

Instead of using the SUM function in a formula, you can enclose the line numbers in square brackets and separate them with plus signs. For example, this row formula shows sums of the values in rows 3 and 8 of the report:

[ 3 ] + [ 8 ]





## Function

The SUM function appears in this format when it adds the values of nonconsecutive columns or rows:

**SUM**(*First*[*,**Last*])

**Where...**            **Is...**

*First*                    The number of the first column or row to be added.

*Last*                    The number of the last column or row to be added.

If the SUM function adds the values in a consecutive range of columns or rows, it appears in this format:

**SUM**(*First*:*Last*)

**Where...**            **Is...**

*First*                    The number of the first column or row in the range.

*Last*                    The number of the last column or row in the range.

## @TIM - Current Time

**Applies To:**



The text function @TIM displays the current system time. When you use the Edit Formulas dialog box to paste this function into a heading formula, the function appears in the formula bar edit box if you view heading formulas. You can also use the Header and Footer dialog boxes to paste this function into headers and footers.

For example, you can create this formula for a row heading:

Totals as of @TIM

If the current system time when you run the report is 11:35 a.m., the formula produces this heading:

Totals as of 11:35 a.m.



## Function

The @TIM function appears in this format:

[*Before*] @TIM [*Mask*][*After*]

**Where...**    **Is...**

*Before*        Any text that appears before the current system time.

*Mask*         SHORT to show hour and minute, or LONG to show the hour, minute, and second. SHORT is the default option.

*After*         Any text that appears after the current system time.

## @TMCODE - Translation Method Code

**Applies To:**



The text function @TMCODE displays a code, which you can define in Hyperion Enterprise, for grouping translation methods. When you use the Edit Formulas dialog box to paste this function into a heading formula, the function appears in the formula bar edit box if you view heading formulas. You can also use the Header and Footer dialog boxes to paste this function into headers and footers.

For example, you can create this formula for a footer:

Translation Method: @TMCODE

If the current chart method code is FR-ELIM, the formula produces this footer when you run the report:

Translation Method: FR-ELIM



## Function

The @TMCODE function appears in this format:

[*Before*] @TMCODE [*After*]

### Where...

### Is...

*Before*

Any text that appears before the translation method code.

*After*

Any text that appears after the translation method code.

## @TOD - Current Date

### Applies To:



The text function @TOD displays the current system date. When you use the Edit Formulas dialog box to paste this function into a heading formula, the function appears in the formula bar edit box if you view heading formulas. You can also use the Header and Footer dialog boxes to paste this function into headers and footers.

For example, you can create this formula for a row heading:

Totals as of @TOD

If the current system date is May 23, 1998, the formula produces this heading when you run the report:

Totals as of 05/23/98



## Function

The @TOD function appears in this format:

[*Before*] @**TOD** [*Mask*][*After*]

**Where...**      **Is...**

*Before*            Any text that appears before the current system date.

*Mask*             SHORT to show a number for the month and only the last two digits of the year, LONG to spell out the date and show all four digits of the year, or another date mask. SHORT is the default mask.

*After*             Any text that appears after the current system date.

## @TOP - Topmost Member

Applies To:



You use the @TOP function to create a row or column for a dimension's topmost ID. You can select this function when you use the Edit menu or the Period formula bar button to assign dimensions using the function method. When you select this function, it appears in the formula bar edit box if you view data formulas.

This formula shows data for the topmost account:

ACCOUNT @TOP



## Function

The @TOP function appears in these formats:

- *Dimension* @**TOP**

which retrieves the children of the member in the current point of view for the dimension.

- *Dimension @TOP(mbrName)*

which retrieves the children of the mbrName for the dimension.

Where...	Is...
<i>Dimension</i>	The dimension name.
<i>mbrName</i>	A specified member.

## UNTIL - End of Range

Applies To:



The UNTIL function marks the end of a range of dimensions.

**Note:** The @RNG function replaces the FROM and UNTIL functions, however the FROM and UNTIL functions are supported from the formula bar. For more information on the @RNG function, see @RNG - Range on page 307.

For example, this formula creates consecutive columns or rows for the periods beginning with January 1998 and ending with June 1998:

```
DAT FROM JAN98 UNTIL JUN98
```

For example, this formula creates consecutive columns or rows for the products beginning with Coffee and ending with Tea:

```
Product FROM Coffee UNTIL Tea
```



## Function

The UNTIL function appears in this format:

*Keyword or Dimension* **FROM** *First* **UNTIL** *Last*

### Where...

### Is...

*Keyword or Dimension*

The keyword ACC or DAT in Hyperion Enterprise or the dimension name in Hyperion Essbase.

*First*

The ID for the first account or period in the range.

*Last*

The ID for the last account or period in the range.

## @USR - User ID

### Applies To:



Hyperion  
Enterprise



Hyperion  
Essbase

The text function @USR produces the current user's ID. When you use the Edit Formulas dialog box to paste this function into a heading formula, the function appears in the formula bar edit box if you view heading formulas. You can also use the Header and Footer dialog boxes to paste this function into headers and footers.

For example, you can create this formula for a footer:

Reported by @USR

If the current user's ID is Supervisor, the formula produces this footer when you run the report:

Reported by Supervisor



## Function

The @USR function appears in this format:

[*Before*] @USR [*After*]

Where...	Is...
<i>Before</i>	Any text that appears before the current user's ID.
<i>After</i>	Any text that appears after the current user's ID.

## @VWD - View Description

Applies To:



The text function @VWD produces the description for the current view. When you use the Edit Formulas dialog box to paste this function into a heading formula, the function appears in the formula bar edit box if you view heading formulas. You can also use the Header and Footer dialog boxes to paste this function into headers and footers.

For example, you can create this formula for a report's header:

@VWD Expenses

If the current view description is Year To Date, the formula produces this header when you run the report:

Year To Date Expenses



## Function

The @VWD function appears in this format:

[*Before*] @VWD [*After*]

**Where...**

**Is...**

*Before*

Any text that appears before the current view description.

*After*

Any text that appears after the current view description.

## @VWL - View ID

**Applies To:**



The text function @VWL produces the ID for the current view. When you use the Edit Formulas dialog box to paste this function into a heading formula, the function appears in the formula bar edit box if you view heading formulas. You can also use the Header and Footer dialog boxes to paste this function into headers and footers.

For example, you can create this formula for a report's header:

@VWL Expenses

If the current view is Year To Date and its ID is YTD, the formula produces this header when you run the report:

YTD Expenses





## Function

The @VWL function appears in this format:

[*Before*] @VWL [*After*]

**Where...**

**Is...**

*Before*

Any text that appears before the current view ID.

*After*

Any text that appears after the current view ID.

## WITHSUB - With Subaccounts

**Applies To:**



The WITHSUB function creates columns or rows for all subaccounts in a range of accounts. When you use the FROM and UNTIL functions, you can use the WITHSUB function from the formula bar.

For example, this formula creates columns of data for a range of accounts that begins with Sales, ends with Net Income, and includes subaccounts:

```
ACC FROM SALES UNTIL NETINC WITHSUB
```

**Note:** The @RNG function replaces the FROM and UNTIL functions, however the FROM and UNTIL functions are supported from the formula bar. The WITHSUB function is supported from the formula bar only. For more information on the @RNG function, see @RNG - Range on page 307.



## Function

The WITHSUB function appears in this format:

**ACC FROM** *First*[.*Subfirst*] **UNTIL** *Last*[.*Sublast*][**WITHSUB**]

**Where...**

**Is...**

*First*

The ID for the first account in the range.

*Subfirst*

The ID for the first subaccount in the range.

*Last*

The ID for the last account in the range.

*Sublast*

The ID for the last subaccount in the range.

## WITHSUB1 - With First-level Subaccounts

**Applies To:**



The WITHSUB1 function creates columns or rows for first-level subaccounts in a range of accounts. When you use the FROM and UNTIL functions, you can use the WITHSUB1 function from the formula bar.

For example, this formula creates columns of data for a range of accounts that begins with Sales, ends with Net Income, and includes subaccounts:

ACC FROM SALES UNTIL NETINC WITHSUB1

**Note:** The @RNG function replaces the FROM and UNTIL functions, however the FROM and UNTIL functions are supported from the formula bar. The WITHSUB1 function is supported from the formula bar only. For more information on the @RNG function, see @RNG - Range on page 307.



## Function

The WITHSUB1 function appears in this format:

**ACC FROM** *First* **UNTIL** *Last***[WITHSUB1]**

**Where...**

**Is...**

*First*

The ID for the first account in the range.

*Last*

The ID for the last account in the range.

## @WLD - Wildcard

**Applies To:**



The text function @WLD retrieves all members that match your wildcard specification.

When you use the Edit Formulas dialog box to paste this function into a heading formula, the function appears in the formula bar edit box if you view heading formulas. You can also use the Header and Footer dialog boxes to paste this function into headers and footers.

You can use the ? symbol to replace one character and the \* symbol to replace multiple characters. For example, if you are searching for all states that begin with the letter C, you can use this formula:

```
@WLD ("C*")
```



## Function

The @WLD function appears in this format:

***Dimension@WLD[wildcardspecifier]***

**Where...**

**Is...**

*Dimension*

The dimension name.

*wildcardspecifier*

Any number of characters with a wildcard.

Hyperion Analyst is a flexible, ad hoc query tool for analyzing data from a Hyperion Solutions product application in a Microsoft Excel or Lotus 1-2-3 worksheet. With Hyperion Analyst, you can query an application for any dimensions that exist in the application.

Hyperion Analyst allows you to arrange dimensions in any combination of rows and columns to retrieve data and view the results instantly. You can then explore the application by moving the dimensions, selecting different dimension IDs, and viewing supporting information for specific values.

A Hyperion Analyst worksheet can be converted for use in Hyperion Retrieve for Reporting for production reporting, charting, and presentation formatting. This allows you to take advantage of additional Microsoft Excel and Lotus 1-2-3 functionality. For more information about Hyperion Retrieve for Reporting, see the Hyperion Retrieve for Reporting online Help.

This chapter explains basic functions of Hyperion Analyst, such as starting and exiting. It describes Hyperion Analyst menu functions, worksheets, and how to work with queries, dimensions and expansions. It also explains how to create a Microsoft Excel worksheet template in Hyperion Analyst.

## Add-in Files

Before you run Hyperion Analyst, you must load an add-in file for your spreadsheet program. The file stays loaded, so that Hyperion Analyst is available whenever you start the spreadsheet program. You can unload the file if you want to start the spreadsheet program without Hyperion Analyst.

The tools for loading and unloading the add-in file depend on whether you are using Lotus 1-2-3 or Microsoft Excel.

## Load or Unload the Microsoft Excel Add-in File

- ▶ To load or unload the Microsoft Excel add-in file:
  1. Select **Tools > Add-Ins**.
  2. If the list in the Add-Ins dialog box does not include Hyperion Analyst, click **Browse**, then select **ANALYS32.XLA** from the directory that contains your Hyperion Analyst program files.
  3. Do one of the following:
    - To load the add-in file, select **Hyperion Analyst**.
    - To unload the add-in file, deselect **Hyperion Analyst**.
  4. Click **OK**.

## Load or Unload the Lotus 1-2-3 Add-in File

- ▶ To load or unload the Lotus 1-2-3 add-in file:
  1. Select **File > Add-Ins > Manage Add-Ins**.
  2. If the list in the Manage Add-Ins dialog box does not include **ANALYST.12A**, click **Register**, then navigate to where **ANALYST.12A is located**.
  3. Do one of the following:
    - To load the add-in file, select **ANALYST.12A**.
    - To unload the add-in file, deselect **ANALYST.12A**.
  4. Click **Done**.

## Start Hyperion Analyst

When you start Hyperion Analyst, you may be prompted to select a Hyperion Solutions product, application set, and application, and then specify your user ID and password for the application. You can create additional queries in the same application without entering your ID and password again.

## Start Hyperion Analyst from Windows

- To start Hyperion Analyst from Windows:
  1. Double-click on the Hyperion Analyst icon.
  2. Select **Analyst > New Query**.
  3. If a logon dialog box displays, select a Hyperion Solutions product and application, then enter your user ID and password.
  4. Click **OK**.

**Tip:** You can create additional queries in the same application without entering your ID and password again.

## Start Hyperion Analyst from Microsoft Excel

- To start Hyperion Analyst from Microsoft Excel:
  1. Do one of the following:
    - If the Hyperion Analyst add-in is already loaded, go to step 4.
    - If the Hyperion Analyst add-in is not loaded, continue with step 2.
  2. Select **File > Open**.
  3. Select the Hyperion Analyst worksheet **ANALYS32.XLA**, which is in your Analyst program directory, then click **OK**.
  4. Select **Analyst > New Query**.
  5. If a logon dialog box displays, select a Hyperion Solutions product and application, then enter your user ID and password.
  6. Click **OK**.

**Tip:** You can create additional queries in the same application without entering your user ID and password again.

## Start Hyperion Analyst from Lotus 1-2-3

- ▶ To start Hyperion Analyst from Lotus 1-2-3:
  1. Select **Analyst > New Query**.
  2. If a logon dialog box displays, select a Hyperion Solutions product and application, then enter your user ID and password.
  3. Click **OK**.

**Tip:** You can create additional queries in the same application without entering your user ID and password again.

## Exit Hyperion Analyst

When you exit Hyperion Analyst, the work session ends, and you also exit Microsoft Excel or Lotus 1-2-3.

- ▶ To exit Hyperion Analyst, select **File > Exit**.

## Hyperion Analyst Toolbar

Changes have been made to the Hyperion Analyst toolbar for Hyperion Enterprise Reporting Windows Client 3.1.

## Hyperion Analyst for Microsoft Excel 7

- ▶ To use the new toolbar for Microsoft Excel 7 users:
  1. Select **View > Toolbars**.
  2. Select **Hyperion Analyst**.
  3. Select **Delete**.
  4. Select **OK** to delete the Hyperion Analyst toolbar.
  5. Exit Microsoft Excel.

The next time you open Microsoft Excel, the new Hyperion Analyst toolbar displays.



## Hyperion Analyst for Microsoft Excel 8

- ▶ To use the new toolbar for Microsoft Excel 8 users:
  1. Select **View > Toolbars > Customize**.
  2. On the Toolbar tab, select **Hyperion Analyst**.
  3. Select **Delete**.
  4. Select **OK** to delete the Hyperion Analyst toolbar.
  5. Exit Microsoft Excel.

The next time you open Microsoft Excel, the new Hyperion Analyst toolbar displays.

## Analyst Menu

Many of the tasks you perform in Hyperion Analyst involve selecting options from the Hyperion Analyst menu. Alternatively, Hyperion Analyst toolbar icons in Microsoft Excel provide quick mouse access to some Hyperion Analyst menu options.

In Microsoft Excel, you use the View menu to show the Hyperion Analyst toolbar.

The following table shows the Hyperion Analyst menu options, with the icon equivalents in Microsoft Excel.

*Table 45: Hyperion Analyst Menu Options / Excel Icons*











Select...	Or click this icon in Excel...	To...
New Query		Create a query for retrieving data for specific dimension IDs from a Hyperion Solutions application.
Open Query		Open an existing query.
End Query		End a current query.

Table 45: Hyperion Analyst Menu Options / Excel Icons (Continued)

Select...	Or click this icon in Excel...	To...
Save Query		Save a query you have created or modified.
Save Query As		Save a query using a different file name or path.
Modify Query		Modify an existing query.
Refresh		Refresh the current query by retrieving new and changed data from the current application.
Convert to Functions		Convert all data in the Hyperion Analyst worksheet to Hyperion Retrieve for Reporting formulas or Hyperion Retrieve (HP Retrieve) formulas. For more information, see the Hyperion Retrieve for Reporting formulas topic in the <i>Hyperion Retrieve for Reporting User's Guide</i> .
Hide Page Dimensions		Hide the worksheet point-of-view dimensions, so that you see only the dimensions assigned to columns and rows. You can then see more data at one time on the Hyperion Analyst worksheet.
Show Page Dimensions		Show the worksheet point of view dimensions on the Hyperion Analyst worksheet.

The following table describes additional Hyperion Analyst menu options in both Microsoft Excel and Lotus 1-2-3. For information on the Help menu options, see Access Online Help on page 339.

*Table 46: Additional Hyperion Analyst Menu Options*

Select...	To...
Manage Dimensions	Specify the following options: <ul style="list-style-type: none"> <li>• Which dimensions appear in Hyperion Analyst queries.</li> <li>• Whether IDs, descriptions, or both appear in Hyperion Analyst queries.</li> <li>• Whether a dimension expansion shows all dependents below it or only the next level of dependents.</li> </ul> <p><b>Note:</b> Hyperion Analyst supports expansions for Hyperion Enterprise.</p>
Manage Expansions	Specify the detail that appears when you expand a dimension value.
Edit Suppress Options	Suppress columns and rows that contain only zeros or no data, or where errors or division by zero occur.

## Access Online Help

Hyperion Analyst Help allows you to obtain information quickly as you use Hyperion Analyst.

- To access online Help, select **Analyst > Help** and select any of the pop-up menu items.

The following table describes the various Help options.

*Table 47: Online Help Options*

Select...	To Access...
Help	Hyperion Analyst Help.
Contents	The table of contents for Hyperion Analyst Help.

*Table 47: Online Help Options (Continued)*

<b>Select...</b>	<b>To Access...</b>
Search for Help on	A dialog box that you can use to find specific help topics.
Using Help	Information about how to use Windows Help.
Hyperion Analyst Guide (PDF)	The online version of this guide. When you select this option, the file opens and you are in Adobe Acrobat Reader, where you can view or print the file.
About Hyperion Analyst	Software version information about your Hyperion Analyst system.
The Help button or press F1 within a dialog box or window	Dialog-box-level Help.

## Hyperion Analyst Worksheet

The Hyperion Analyst worksheet links a Microsoft Excel or Lotus 1-2-3 worksheet with a Hyperion Solutions product application. You create or modify queries in the worksheet to show data for specific dimension IDs in the worksheet.

The following figure shows a sample Hyperion Analyst worksheet.

	A	B	C	D	E	F
1	Current Year Actual					
2	Monthly/Category To Date					
3	Total Assets					
4	January 1996					
5						
6	EK Consolidated Business Units	15383369				
7						
8						

Figure 35: Hyperion Analyst Sample Worksheet

## Change the Worksheet Point of View

The Hyperion Analyst point of view is a set of dimension IDs that Hyperion Analyst uses to produce data from an application.

The worksheet point of view specifies the default dimension IDs for your Hyperion Analyst work session. You can change the worksheet point of view in the Hyperion Analyst worksheet or the Modify Query dialog box. Any changes you make to the point of view are for the current Hyperion Analyst query only.

► To change the worksheet point of view:

1. Do one of the following:

- Select **Analyst > Modify Query**, then double-click on any dimension icon in the Worksheet point of view area.

- In a Hyperion Analyst worksheet, double-click on a dimension name or dimension icon assigned to the worksheet point of view.

**Tip:** You can drag and drop dimensions to move them to or from the worksheet point of view. For more information, see *Drag and Drop Dimensions* on page 345.

2. Select a new ID for each dimension you want to change in the worksheet point of view.

## Hyperion Analyst Queries

A Hyperion Analyst query is a set of dimension IDs arranged on a worksheet to retrieve data from a Hyperion Solutions product application.

### Create Queries

You create a query to view data from the application without writing spreadsheet formulas or SQL queries.

- To create a query:
  1. Select **Analyst > New Query**.
  2. If a logon dialog box displays, select a Hyperion Solutions product and application, then enter your user ID and password.
  3. From the Hyperion Analyst worksheet, select dimension IDs for the worksheet point of view and the worksheet's columns and rows.

### Open Queries

You open queries to see the data they produce. You can also modify open queries and save them with different paths or file names.

- To open a query:
  1. Select **Analyst > Open Query**.
  2. If a logon dialog box displays, select a Hyperion Solutions product and application, then enter your user ID and password.

3. Select the query you want to open.

## Modify Queries

You can modify a query by changing the dimensions or dimension IDs for the worksheet point of view, columns, or rows in a Hyperion Analyst worksheet.

- To modify a query:
  1. Open a query. For instructions, see *Open Queries* on page 342.
  2. Select **Analyst > Modify Query**.
  3. Double-click on dimension icons and select new IDs for the dimensions.
  4. Click **Close**.

**Note:** You can also modify a query by dragging and dropping dimensions or double-clicking on dimension IDs to expand or collapse them. For more information, see *Drag and Drop Dimensions* on page 345 or *Expand or Collapse Data* on page 348.

## End Queries

You end a query to stop retrieving data from the current application. After you end a query, the IDs from the query appear in a Microsoft Excel or Lotus 1-2-3 worksheet without the dimension names or icons from the application.

- To end a query, select **Analyst > End Query**.

## Save Queries

You save a Hyperion Analyst query to preserve the worksheet point of view and the dimension IDs for the rows and columns. You can open a saved query to use its point of view and the dimension IDs for columns and rows in a new query.

Saving a Hyperion Analyst worksheet as a query, which you do from the Hyperion Analyst menu, is different from saving a Hyperion Analyst worksheet as a Microsoft Excel or Lotus 1-2-3 worksheet, which you do from the Hyperion

Analyst File menu. When you use the File menu to save a Hyperion Analyst worksheet as a Microsoft Excel or Lotus 1-2-3 worksheet, you cannot reopen that worksheet as a Hyperion Analyst query.

- ▶ To save a query, do one of the following:
  - To save a new query, select **Analyst > Save Query** or **Analyst > Save Query As**.
  - To save an existing query with its current path and file name, select **Analyst > Save Query**.
  - To save an existing query with a different path or file name, select **Analyst > Save Query As**.

## Edit Dimensions

You edit dimensions to assign dimension IDs or ranges to columns and rows. For example, you edit the account dimension to assign specific accounts to columns or rows.

- ▶ To edit a dimension:
  1. Do one of the following:
    - In a column or row, double-click on the dimension icon (Excel) or dimension name (Lotus 1-2-3).
    - Select **Analyst > Modify Query**, then double-click on the dimension icon in the Columns or Rows area.
  2. Select a dimension ID.
  3. Click **OK**.

## Manage Dimensions

You manage dimensions to specify which dimensions appear in queries. In a query, you double-click on the dimension icons (Excel) or dimension names (Lotus 1-2-3) to access dialog boxes where you select the specific dimension IDs for the worksheet point of view and the columns and rows. For example, you click on the Period icon in a Microsoft Excel query or on the Period icon in a Lotus 1-2-3 query, then select specific periods.



When you manage dimensions, Hyperion Analyst creates a new query. It prompts you to save the current query if you have not saved it already.

- To manage dimensions:
  1. From a new or existing query, select **Analyst > Manage Dimensions**.
  2. Select the following options:
    - Which dimensions you want to appear in queries
    - Whether IDs, descriptions, or both appear for the selected dimensions in queries
  3. Click **OK**.

## Drag and Drop Dimensions

You can move dimensions from one area of the Hyperion Analyst worksheet to another by dragging and dropping them on the worksheet or in the Modify Query dialog box.

If you move a dimension with multiple IDs from columns or rows to the worksheet point of view, Hyperion Analyst uses the first ID for that dimension as the worksheet point of view. For example, suppose you assign the JAN.FY97, FEB.FY97, and MAR.FY97 periods to rows 1, 2, and 3, respectively. If you then move the period dimension to the worksheet point of view, the worksheet point of view period is JAN.FY97.

In the Hyperion Analyst worksheet, dragging and dropping with Microsoft Excel is slightly different from dragging and dropping with Lotus 1-2-3. In the Modify Query dialog box, dragging and dropping in Microsoft Excel is the same as in Lotus 1-2-3.

## Drag and Drop Dimensions with Microsoft Excel

- To drag and drop a dimension with Microsoft Excel:
  1. Click on the dimension icon and hold down the left mouse button.
  2. Move the mouse pointer to the new position for the dimension, then release the mouse button.

## Drag and Drop Dimensions with Lotus 1-2-3

- ▶ To drag and drop a dimension with Lotus 1-2-3:
  1. Click once on the dimension name.
  2. Move the mouse pointer slightly up or down until the pointer icon changes from an arrow to a hand, then click once and hold down the left mouse button.
  3. Move the mouse pointer to the new position for the dimension, then release the mouse button.

**Note:** By default, Lotus 1-2-3 prompts you to confirm whether you want each move when you drag and drop dimensions. You can turn off the prompts by selecting **File > User Setup > 1-2-3 Preferences**, then deselecting the Confirm Drag and Drop option in the User Setup dialog box.

## Reorder Dimensions

You can reorder dimensions within an area. For example, suppose you assign the account dimension, then the center dimension, then the period dimension to the Columns area. You might want to reorder the dimensions so that the period dimension is the first dimension.

You can also reorder dimensions by dragging and dropping dimension icons or dimension names in the Hyperion Analyst worksheet.

- ▶ To reorder dimensions:
  1. Select **Analyst > Modify Query**.
  2. Click and hold on the dimension icon with the left mouse button.
  3. Drag the dimension icon to a different position within the area, then release the mouse button.
  4. Click **Close**.

## Reorder Dimension IDs

You can reorder IDs in columns and rows. For example, suppose you assign the JAN.FY97, FEB.FY97, MAR.FY97, and FY97 periods to rows, in that order. You might want to reorder the periods so that FY97 appears in the first row instead of the last row.

- To reorder dimension IDs:
1. Do one of the following:
    - Double-click on the dimension icon (Excel) or dimension name (Lotus 1-2-3) in the Hyperion Analyst worksheet.
    - Select **Analyst > Modify Query**.
    - Double-click on the dimension icon for the IDs you want to reorder.
  2. Highlight an ID in the selected box and use the Up or Down button to move the ID.
  3. Click **OK**.
  4. Click **Close**.

## Expansions

Expansions show detail data for dimension IDs in a Hyperion Analyst worksheet. For example, you can expand an entity in a Hyperion Enterprise application to show data for its dependents. If you then collapse the expansion, the worksheet shows only summary data for the dimension ID.

A plus sign ( + ) to the left of a dimension ID in a Hyperion Analyst worksheet shows that the ID is expandable. A minus sign ( - ) shows that the ID is collapsible.

## Default Expansions

The EXPAND.REL file, which is in the reporting subdirectory of your application, creates the Hyperion Enterprise default expansions shown in the following table.

*Table 48: Hyperion Enterprise Default Expansions*

This dimension...	Expands to show...
Entity	Data for dependents of an entity or name.
Period	Data for dependents of a period, such as weeks within a month.
Account	Data for subaccounts of an account.

## Enable Expansions

Before you can expand data in an application, you must either enable the default expansions or manage expansions, depending on the Hyperion application you use.

- To enable Hyperion Analyst's default expansions (Hyperion Enterprise), see Default Expansions on page 348.
- To enable expansions in addition to the Hyperion Analyst defaults, see Manage Dimensions on page 344.

## Expand or Collapse Data

You expand summary data to see details. For example, you can expand an ID for a parent in a Hyperion Enterprise application to see values for its dependents.

You collapse data to see a summary value. For example, you can collapse the data for a group of dependents in a Hyperion Enterprise application to see a value for their parent.

A plus sign (+) to the left of a dimension ID in a Hyperion Analyst worksheet shows you can expand the dimension ID. A minus sign ( - ) to the left of a dimension ID shows you the dimension ID is collapsible.

You manage expansions to specify whether each dimension expands to show detail for all dependents below it or for only the next level of dependents. For more information, see Manage Dimensions on page 344.

## Expand Data

- To expand data, double-click on a dimension ID that has a plus sign (+) to the left of it.

**Note:** You must enable expansions before you can expand and collapse data.

## Collapse Data

- To collapse data, double-click on a dimension ID that has a minus sign (-) to the left of it.

## Manage Expansions

You manage expansions to specify the detail that appears when you expand a dimension. For example, you can set up the entity expansion for a Hyperion Enterprise application to show values for all dependents of the entities that you specify in queries.

- To manage expansions:
  1. From a new query or existing query, select **Analyst > Manage Expansions**.
  2. To set up expansions for a dimension, select the dimension and then create, edit, or delete a parent relationship for that dimension.
  3. To display dependents before the parent data, select **Expand Before**.

**Note:** Dependents are usually displayed on the worksheet after the parent ID.

4. To continue with other options, go on to step 5; otherwise, click **Close**.
5. To extract or load text files containing information about parent relationships, or to delete all parent relationships, do the following:
  - a. Select **Advanced** to display the Manage Expansions - Advanced dialog box.
  - b. Select the advanced options you want.
  - c. Click **Close**.
  - d. Click **Close**.

## Hide or Show Expansion Signs

Expansion signs indicate whether you can expand dimensions to show detail or collapse them to show only summary values. A plus sign (+) before a dimension indicates that you can expand that dimension to show more detail. A minus sign (-) before a dimension indicates that you can collapse that dimension to show only summary data.

You can add a line to your ANALYST.INI file to hide or show expansion signs in queries. If you do not add the line, or if you delete the line, Hyperion Analyst shows expansion signs by default.

The following table shows the correct file syntax to add to the [APPLICATION] section of the ANALYST.INI file to hide or show expansion signs in queries for an application.

*Table 49: ANALYST.INI File Syntax for Hiding or Showing Expansions*

To...	Type...
Hide expansion signs	ShowSign=1
Show expansion signs	ShowSign=0

## Drill-through Function

You can drill from account balances in one Hyperion Solutions product application to see supporting data in other Hyperion Solutions product applications or in third-party products that handle other data such as human resources or manufacturing data.

Drill-through is available in systems where an administrator has used Hyperion Analyst Drill Manager, a separate Hyperion Solutions product, to set up drills among Hyperion Solutions products and applications and external programs.

Each drill-through produces a new worksheet that displays the next level of detail. The query where you began the drill-through remains open, in a different tabbed panel.

Suppose you are using Hyperion Analyst to view administrative expenses stored in a Hyperion Enterprise application, and you find that expenses for the MIS cost center are unexpectedly high. If MIS maintains its balances in another application, you can drill through to those balances in a second query. From there, you might

continue the drill-through to review the journal entries and transactions underlying the MIS expense balances in a third query. All three queries remain open, and you can tab from one to another.

**Note:** Your access privileges determine what data you can view with a drill-through. If you have access to some but not all of the supporting data for a summary balance, the supporting data you see might not equal the summary balance.

- To drill through to supporting data for a base-level value in a Hyperion Analyst worksheet, double-click on the value.

**Note:** Drill-through produces supporting data for dimension IDs that you cannot expand in Hyperion Analyst. Double-clicking on a value with an expandable dimension produces an expansion rather than a drill-through.

## Convert Values to Hyperion Retrieve for Reporting Functions

The Convert to Functions option converts the data values in Hyperion Analyst worksheet cells to Hyperion Retrieve for Reporting functions. If you click on a cell in a worksheet that you have converted to a function, a Hyperion Retrieve for Reporting formula appears in the Microsoft Excel or Lotus 1-2-3 formula bar. Hyperion Analyst uses absolute cell references in the conversion, so if you copy a formula to another location, the cell references for the formula remain intact.

Converting worksheet values to functions ends the current Hyperion Analyst work session and produces a Microsoft Excel or Lotus 1-2-3 worksheet. If you save a query using the Analyst menu before converting it to functions, you can reopen the query later.

You might want to keep the worksheet area that shows the dimensions for the point of view, rows, and columns from becoming scrollable after you convert to functions.

The following table shows the correct file syntax to add to the [DEFAULT] section of the ANALYST.INI file to turn the convert function on or off.

*Table 50: ANALYST.INI File Syntax for the Convert Function*

To...	Type...
Turn off the function	UnfreezePanelsOnConvert=0
Turn on the function	UnfreezePanelsOnConvert=1
Get HP Retrieve formulas	cdaval=0
Get Hyperion Retrieve for Reporting formulas	cdaval=1

**Note:** You can load the Hyperion Analyst and Hyperion Retrieve for Reporting add-ins at the same time in both Microsoft Excel and Lotus 1-2-3.

- To convert values to Hyperion Retrieve for Reporting functions, select **Analyst > Convert to Functions**.

**Note:** The Hyperion Retrieve for Reporting Add-in needs to be loaded before you can convert values to Hyperion Retrieve for Reporting functions.

## Create a Microsoft Excel Format Template

You can create templates in Microsoft Excel that contain formatting defaults for use in Hyperion Analyst for Microsoft Excel. You use these templates to customize the appearance of queries.

- To create a Microsoft Excel format template:
  1. From a new Microsoft Excel book, select **Edit > Delete Sheet** to delete all worksheets except Sheet1.
  2. Use the Microsoft Excel menus and toolbar to add any formatting to the worksheet, such as color or alignment specifications.
  3. Save the worksheet as a template and type the file name **ANALYST.XLT** in the XLSTART subdirectory of the Microsoft Excel program directory.



## Frequently Asked Questions

This chapter provides the answers to commonly asked questions about Hyperion Analyst that are not covered in the other sections of this guide.

If you are experiencing additional problems, or have questions that are not covered in this chapter, ask your system administrator or refer to the release notes.

### Occasionally when I start a new query, I see error message #91. What does that mean?

When you installed Hyperion Analyst, either the ANACTL32.DLL file, the ANACTL.DLL file, or both files did not register properly. Perform either of these two tasks to eliminate the problem:

- Reinstall Hyperion Analyst
- Register the files manually:
  1. Access the Run menu either from the Start button in Windows 95 or NT systems, or from the File Manager in Windows 3.11 systems.
  2. Do one of the following:
    - Type the following line if you are running Windows 95/NT:

```
REGSVR C:\PROGRAM FILES\HYPERION SOLUTIONS\FILENAME
```

where *filename* is either ANACTL.DLL or ANACTL32.DLL

- Type the following line if you are running Windows 3.5.1:

```
REGSVR32 C:\PROGRAM FILES\HYPERION SOLUTIONS\FILENAME
```

where *filename* is either ANACTL.DLL or ANACTL32.DLL

You must repeat the steps for both files if you are registering both files.

### How can I drag and drop a dimension icon properly in the worksheet? Either the dimension icon moves to the wrong place, or it won't move at all.

You cannot drag and drop a dimension icon in the worksheet unless there is another dimension icon that can replace it in its former position.

If you have more than one dimension icon in your worksheet and you are still having trouble, try using the Modify Query option to drag and drop dimension icons. See Modify Queries on page 343.

### **Occasionally when I start Hyperion Analyst or start a new query, I see error message #76. What does that mean?**

You may be experiencing either of the following conditions:

- The XLSTART subdirectory, containing the file XL5GALRY.XLS, is missing in the EXCEL directory on your PC.
- You do not have the proper security access to the XLSTART directory.

Perform the appropriate task(s) to eliminate the problem. If you are performing both they can be done in either order:

- Add the XLSTART subdirectory to the EXCEL directory.
- Obtain the proper security access.

You can also try reinstalling Microsoft Excel.

### **When I start a new query I see either error #48 or error #53. What do they mean?**

You may be experiencing one of these conditions:

- The CDA directory, which contains the Hyperion Analyst program, is not specified in the path section of the AUTOEXEC.BAT file on the PC.
- The CDA directory is specified in the AUTOEXEC.BAT file, but the network logon script is overwriting the AUTOEXEC.BAT file logon script.
- The HYSOFT directory, which contains all Hyperion Solutions programs, files and subdirectories, is not specified in the path section of the AUTOEXEC.BAT file on the PC.

Perform the following steps to eliminate the problem:

1. Open the AUTOEXEC.BAT file.
2. Add CDA or HYSOFT to the path section of the file if neither are specified.
3. Reboot the PC.
4. After the PC logs in, exit to DOS and type **path** at the C: prompt.

5. If you do not see both CDA or HYSOFT specified in the path, the network logon script is overwriting the AUTOEXEC.BAT file script. See your system administrator to modify the network logon script.



Hyperion Retrieve is an add-in to Microsoft Excel and Lotus 1-2-3 that you use to move data between Hyperion Solutions product applications and Excel or Lotus 1-2-3 worksheets. You can also use Hyperion Retrieve to save data from an Excel or Lotus worksheet to a Hyperion Enterprise application.

With Hyperion Retrieve, you can take advantage of the analysis, graphics, and presentation capabilities of a spreadsheet program to create custom displays and reports using data from Hyperion Solutions product applications. Hyperion Retrieve functions, which you use to define the content of cells in Excel or Lotus 1-2-3, make it easy to retrieve and calculate data from the applications in spreadsheets.

Hyperion Retrieve provides access to all numeric data and text in the current application, including local headings and comments created with Hyperion DataExtend. You can retrieve data from multiple Hyperion Solutions products and applications into one worksheet.

You can also use Hyperion Retrieve with Hyperion Analyst. This allows you to use Hyperion Analyst queries to create Hyperion Retrieve formulas.

## Add-in Files

Before you run Hyperion Retrieve, you must load an add-in file for your spreadsheet program. The procedures for loading and unloading the add-in file depend on whether you use Microsoft Excel or Lotus 1-2-3.

## Load or Unload the Microsoft Excel Add-in File

After you load the Microsoft Excel add-in file, the file stays loaded so that Hyperion Retrieve is available whenever you start the spreadsheet program. You can unload the file if you want to start the spreadsheet program without Hyperion Retrieve.

### Load the Microsoft Excel Add-in File

- To load the Microsoft Excel add-in file:
  1. Select **Tools > Add-Ins**.
  2. Click **Browse**.
  3. Navigate to the CDA directory, located within the Hyperion Solutions directory.
  4. Select **RETXL32.XLL**.
  5. Click **OK**.
  6. Click **OK**.

### Unload the Microsoft Excel Add-in File

- To unload the Microsoft Excel add-in file:
  1. Select **Tools > Add-Ins**.
  2. Click the checked box next to Hyperion Retrieve to deselect the add-in.
  3. Click **OK**.

## Load or Unload the Lotus 1-2-3 Add-in File

After you load the Lotus 1-2-3 add-in file, the file stays loaded so that Hyperion Retrieve is available whenever you start the spreadsheet program. You can unload the file if you want to start the spreadsheet program without Hyperion Retrieve.

## Load the Lotus 1-2-3 Add-in File

- To load the Lotus 1-2-3 add-in file:
  1. Select **File > Add-Ins > Manage Add-Ins**.
  2. Do one of the following:
    - If the list in the Manage Add-Ins dialog box does not include RETLOT32.12A, select **Register**, select **RETLOT32.12A**, then click **Open**.
    - Select **RETLOT32.12A**.
  3. Click **Done**.

## Unload the Lotus 1-2-3 Add-in File

- To unload the Lotus 1-2-3 add-in file:
  1. Select **File > Add-Ins > Manage Add-Ins**.
  2. Deselect **RETLOT32.12A**.
  3. Click **Done**.

## Retrieve Menu

When you load the Hyperion Retrieve add-in file to Microsoft Excel or Lotus 1-2-3, the Retrieve menu appears on the menu bar. The following table describes the commands on the Retrieve menu. For information on the Help menu commands, see Access Online Help on page 360.

*Table 51: Retrieve Menu Commands*

Select this command...	To...
Refresh	Refresh worksheets with any new or changed data from Hyperion Solutions product applications.
Save	Save data from the worksheet to Hyperion Enterprise applications.

Table 51: Retrieve Menu Commands(Continued)

Select this command...	To...
Change POV	Change the Hyperion Retrieve point of view for one or more dimensions.
Paste Value	Paste a value from a Hyperion Solutions product application in the current worksheet cell.
Open Applications	Open a Hyperion Solutions product application.

## Access Online Help

Hyperion Retrieve Help contains the procedural information that is in this guide. In addition, it provides immediate online help for each Hyperion Retrieve dialog box. You can access Hyperion Retrieve Help in any of these ways:

- From within Hyperion Retrieve, select **Retrieve > Contents** to access the table of contents.
- From within Hyperion Retrieve, select **Retrieve > Search for Help On** to search for a specific help topic.
- Press **F1** from anywhere in Hyperion Retrieve.
- Press the **Help** button in any dialog box.

## Refresh Worksheets

You refresh worksheets to ensure that they contain the latest values from Hyperion Solutions products. For example, suppose that after you retrieve values from a Hyperion Enterprise application, another user changes some of those values in the application. You can refresh worksheets to retrieve the current values from the application and bring the worksheets up-to-date.

---

**CAUTION:** Refreshing the active worksheet discards any data changes you have made to the worksheet since you last used the Retrieve menu to save data to applications.

---



- To refresh worksheets, select **Retrieve > Refresh**.

## Save Data to Applications

When you run Hyperion Retrieve with a Hyperion Enterprise application, you can save data from a worksheet to these applications. For example, suppose you retrieve sales values from a Hyperion Enterprise application and then change those values in the worksheet, either by typing or using a formula. You can then save the new sales values from the worksheet to the current application.

If you refresh the worksheet, Hyperion Retrieve clears the temporary memory and uses the CDAVAL formula to produce the current value from the Hyperion Solutions product application.

**Tip:** Saving data changes does not save the worksheet. To save worksheets, you use the File menu in Excel or Lotus 1-2-3.

- To save data from the active worksheet to Hyperion Solutions product applications, select **Retrieve > Save**.

## Change the Hyperion Retrieve Point of View

Hyperion Retrieve has a point of view that specifies default dimension settings for its formulas. The formulas retrieve and calculate values for the point-of-view dimension settings from an application unless you specify different settings. For example, if the Hyperion Retrieve point-of-view account is 0500, formulas that do not specify an account produce values for account 0500. However, you can override the Hyperion Retrieve point of view and create a formula that produces values for account 0700.

If you change the Hyperion Retrieve point of view, values for the new point of view appear immediately in the worksheet. For example, if you change the Hyperion Retrieve point-of-view account from 0500 to 0800, the worksheet changes to show data for account 0800.

## HDCDARET.INI File

Hyperion Retrieve inherits the current point of view from the HDCDARET.INI file. The first time you change the point of view in Hyperion Retrieve, the HDCDARET.INI file stores the changed point of view in the section labeled with your application's name. You can edit this file directly to change the Hyperion Retrieve point of view without affecting the application point of view.

The following table shows the values you can alter in the [MAIN] section of the HDCDARET.INI file. These values control whether Hyperion Retrieve saves worksheet changes back to the product database, displays information about missing values in the worksheet, or scales values up to the nearest whole number.

*Table 52: HDCDARET.INI File Point-of-view Values*

<b>This value....</b>	<b>Specifies...</b>
CDAVAL_AllowSave=1	Enabling the bidirectional functionality of the CDAVAL function.
CDAVAL_AllowSave=0	Disabling the bidirectional functionality of the CDAVAL function.
CDALNK_AllowSave=1	Enabling the bidirectional functionality of the CDALNK function.
CDALNK_AllowSave=0	Disabling the bidirectional functionality of the CDALNK function.
MissingValues=1	Displaying a "0" for no data, and "ERR" for cell errors in the worksheet.
MissingValues=0	Displaying an "N/A" for cells for which there is no data, and "ERR" for cell errors in the worksheet.
MissingValues=2	Displaying a "0" in cells for which there is no data, and a "0" for cell errors in the worksheet.
ScaledValues=1	Displaying worksheet values in a scaled format if the values are scaled in the Hyperion product.
ScaledValues=0	Displaying worksheet values in a non-scaled format, even if the values are scaled in the Hyperion product.

**Note:** If you use Hyperion Retrieve and Hyperion Analyst together, each product can have a different point of view. For example, the Hyperion Retrieve point-of-view category might be Actual, and the Hyperion Analyst worksheet point-of-view category might be Budget.

- To change the Hyperion Retrieve point of view:
  1. From a worksheet, select **Retrieve > Change POV**.
  2. Select the tab for a dimension.
  3. Select a point-of-view setting for the dimension.
  4. Click **OK**.

## Paste Values

You use the Paste Value menu command to insert a Hyperion Retrieve formula into a cell. The inserted formula uses the CDAVAL function to retrieve the value for a point of view. You can specify a point of view for the value that overrides the Hyperion Retrieve point of view. For more information on the CDAVAL function, see CDAVAL - Produce Values from Hyperion Applications on page 380.

- To paste a value:
  1. From the worksheet cell where you want to show the value, select **Retrieve > Paste Value**.
  2. Select a point of view for the value.
  3. Click **OK**.

## Open Applications

You open a Hyperion Solutions product application so you can retrieve data with Hyperion Retrieve. Several applications can be open at one time. For example, you can open the Hyperion Enterprise applications Tax and Legal to retrieve data from both applications for use in one worksheet.

If you have Hyperion Retrieve loaded while using Hyperion Analyst, the open applications in Hyperion Analyst are also open in Hyperion Retrieve. You can use the Hyperion Retrieve menu to open an additional application.

- To open an application:
1. From a worksheet, select **Retrieve > Open Applications**.
  2. If you currently have an application open and want to open an additional application, click **Other**.
  3. If prompted, do the following:
    - Select a Hyperion Solutions product and application set or reporting application name, depending on which Hyperion application you are using.
    - Type your user ID and password for the application.
    - Click **OK**.

## Hyperion Retrieve Formulas

Hyperion Retrieve uses formulas that contain functions and parameters to retrieve and calculate data from Hyperion Solutions product applications. When you paste a value in a worksheet cell, a formula using the CDAVAL function appears in the Excel or Lotus 1-2-3 formula bar. You can also type and edit formulas.

**Note:** In Excel, you can select the Paste function option to create Hyperion Retrieve formulas. For more information about pasting functions, see Microsoft Excel online Help.

A Hyperion Retrieve formula consists of a Hyperion Retrieve function followed by these items:

- A Hyperion Solutions product name
- An application set name or reporting application name
- An application name
- Any additional parameters for the function

For example, a formula for the CDADES function, which produces descriptions for specified dimension settings, might look like this:

```
CDADES("Enterprise:Tax","CAT ACTUAL ENT USA")
```

The CDADES function is followed by the Hyperion product name, the application set name, a category ID, and an entity. The formula produces this text:

```
Actual Data United States Operations
```

For information about the parameters and the formats for individual functions, see Hyperion Retrieve Functions on page 365.

## Hyperion Retrieve Functions

This table briefly describes the Hyperion Retrieve functions you use in formulas to retrieve and calculate data from Hyperion Solutions product applications.

*Table 53: Hyperion Retrieve Functions*

<b>Use this function...</b>	<b>To...</b>
CDABET	Compare two values and show the result as a positive or negative number.
CDACAL	Return a 1 if a specified point of view is calculated, or a -1 if it is not.
CDACHG	Show the difference between two values.
CADES	Retrieve descriptions for specified dimension settings.
CDAINP	Return a 1 if a specified point of view is an input point of view, or a -1 if it is not.
CDAKEY	Create a placeholder you can select to display a dialog box for changing a dimension setting.
CDALAB	Retrieve IDs for specified dimensions.
CDALNK	Write values from the worksheet to Hyperion Enterprise applications.
CDAPAB	Show the percentage difference between two values for a specified account. The difference appears with a plus sign ( + ) if it is positive or a minus sign ( - ) if it is negative.
CDAPBE	Show the percentage increase or decrease between two values, specifically for assets and liabilities.
CDAPCH	Show the percentage change between two values without evaluating whether the change is positive or negative.
CDAPCT	Show the contribution of one value to another.

Table 53: Hyperion Retrieve Functions (Continued)

Use this function...	To...
CDASTR	Produce text from heading functions.
CDAVAL	Retrieve a value from an application so that if you change the value you can write your change to the application.

## CDABET - Compare Values for Two IDs

The CDABET function compares the values for two IDs in any dimension, using the Hyperion Retrieve point of view for the other dimensions. For example, you can use the CDABET function to compare May and June values. It produces the result of the comparison as a positive or negative number. Use this format:

**CDABET("Product:AppSet:Application","POV1","POV2")**

Where...	Is...
<i>Product</i>	The name of a Hyperion Solutions product, which must match the name for the same product in the DRIVERS or DRIVERS32 section of your REPENG.INI file.
<i>AppSet</i>	The name of an application set or reporting application name for the specified product.
<i>Application</i>	The name of an application for the specified Hyperion Solutions product.
<i>POV1</i>	One or more dimensions and IDs for the first value in the comparison.
<i>POV2</i>	One or more dimensions and IDs for the second value in the comparison.

This example shows the correct format to use to specify a Hyperion application in the formula. If this line appears in the DRIVERS32 section, you identify the product as Enterprise in the formula:

```
Enterprise=HPRED32.DLL,
```

## CDABET Example Formula

CDABET uses the Hyperion Retrieve point of view for all dimension settings that you do not specify in the formula. For example, this formula compares the Actual and Budget values from the Hyperion Enterprise application Tax:

```
CDABET ("Enterprise:Tax", "CAT ACTUAL", "CAT BUDGET")
```

**Note:** The system evaluates the difference between the values based on the account type. If you specify an income or an asset account and the second value is greater than the first, the result is negative. If you specify an expense or a liability account and the second value is greater than the first, the result is positive.

## CDACAL - Specify Calculated Point of View

The CDACAL function returns and shows a 1 if the specified point of view is a calculated point of view, or a -1 if it is not. Use this format:

```
CDACAL("Product:AppSet:Application","POV")
```

Where...	Is...
<i>Product</i>	The name of a Hyperion Solutions product, which must match the name for the same product in the DRIVERS or DRIVERS32 section of your REPENG.INI file.
<i>AppSet</i>	The name of an application set or reporting application name for the specified product.
<i>Application</i>	The name of an application for the specified product.
<i>POV</i>	One or more dimensions and IDs.

## CDACAL Example Formula

This example shows the correct format to use. In this case, CDACAL returns a 1 because for the entity USWEST in the Hyperion product application, the Total Sales account is a calculated account:

```
CDACAL ("ENTERPRISE:DEMO", "ENT US WEST CAT ACTUAL ALL TOTSALLES")
```

## CDACHG - Show the Difference Between Values

The CDACHG function compares two values and shows their difference. Use this format:

```
CDACHG("Product:AppSet:Application","POV1","POV2")
```

Where...	Is...
<i>Product</i>	The name of a Hyperion Solutions product, which must match the name for the same product in the DRIVERS or DRIVERS32 section of your REPENG.INI file.
<i>AppSet</i>	The name of an application set or reporting application name for the specified product.
<i>Application</i>	The name of an application for the specified product.
<i>POV1</i>	One or more dimensions and IDs for the first value in the comparison.
<i>POV2</i>	One or more dimensions and IDs for the second value in the comparison.

This example shows the correct format to use to specify a Hyperion application in the formula. If this line appears in the DRIVERS32 section, you identify the product as Enterprise in the formula:

```
Enterprise=HPRED32.DLL,
```

### CDACHG Example Formula

This formula compares the values for the USA and CANADA entities in the Hyperion Enterprise application Tax, using the Hyperion Retrieve point of view for all dimensions other than entity:

```
CDACHG("Enterprise:Tax","ENT USA","ENT CANADA")
```

## CDADES - Show Descriptions for Dimension Settings

The CDADES function produces the descriptions for specified dimension settings. Use this format:



**CDADES("Product:AppSet:Application","POV")**

<b>Where...</b>	<b>Is...</b>
<i>Product</i>	The name of a Hyperion Solutions product, which must match the name for the same product in the DRIVERS or DRIVERS32 section of your REPENG.INI file.
<i>AppSet</i>	The name of an application set or reporting application name for the specified product.
<i>Application</i>	The name of an application for the specified product.
<i>POV</i>	One or more dimensions and IDs.

This example shows the correct format to use to specify a Hyperion application in the formula. If this line appears in the DRIVERS32 section, you identify the product as Enterprise in the formula:

```
Enterprise=HPRED32.DLL,
```

### **CDADES Example Formula**

This CDADES formula produces the descriptions for the ACTUAL category and the USA entity in the Hyperion Enterprise application Tax:

```
CDADES("Enterprise:Tax","CAT ACTUAL ENT USA")
```

If the category description is Actual Data and the entity description is United States Operations, the formula produces this text:

```
Actual Data United States Operations
```

## **CDAINP - Specify Input Point of View**

The CDAINP function returns and shows a 1 if a specified point of view is an input point of view, or a -1 if it is not. Use this format:

**CDAINP**("Product:AppSet:Application","POV")

<b>Where...</b>	<b>Is...</b>
<i>Product</i>	The name of a Hyperion Solutions product, which must match the name for the same product in the DRIVERS or DRIVERS32 section of your REPENG.INI file.
<i>AppSet</i>	The name of an application set or reporting application name for the specified product.
<i>Application</i>	The name of an application for the specified product.
<i>POV</i>	One or more dimensions and IDs.

### **CDAINP Example Formula**

This example shows the correct format to use. In this case, CDACAL returns a 1 because for the entity USWEST in the Hyperion product application, the Total Sales account is an input account:

CDACAL ("ENTERPRISE:DEMO", "ENT US WEST CAT ACTUAL ALL TOTSALES")

## **CDAKEY - Change Dimension Settings**

The CDAKEY function produces a placeholder that you can select to display a dialog box where you can change a dimension setting. Using the CDAKEY format, you set up a default value.

**Note:** From Excel, the dialog box appears only if Hyperion Analyst is loaded with Hyperion Retrieve.

Use this format:

**CDAKEY**("Product:AppSet:Application","Dimension ID")

<b>Where...</b>	<b>Is...</b>
<i>Product</i>	The name of a Hyperion Solutions product, which must match the name for the same product in the DRIVERS or DRIVERS32 section of your REPENG.INI file.
<i>AppSet</i>	The name of an application set or reporting application name for the specified product.
<i>Application</i>	The name of an application for the specified product.

<b>Where...</b>	<b>Is...</b>
<i>Dimension</i>	A dimension.
<i>ID</i>	An ID for the specified dimension.

This example shows the correct format to use to specify a Hyperion application in the formula. If this line appears in the DRIVERS32 section, you identify the product as Enterprise in the formula:

```
Enterprise=HPRED32.DLL,
```

### **CDAKEY Example Formula**

This formula produces the entity ID USA from the Hyperion Enterprise application Tax to act as a placeholder in a cell:

```
CDAKEY("Enterprise:Tax", "ENT USA")
```

## **CDALAB - Produce IDs for Specified Dimensions**

The CDALAB function produces the IDs for specified dimensions. Use this format:

```
CDALAB("Product:AppSet:Application", "POV")
```

<b>Where...</b>	<b>Is...</b>
<i>Product</i>	The name of a Hyperion Solutions product, which must match the name for the same product in the DRIVERS or DRIVERS32 section of your REPENG.INI file.
<i>AppSet</i>	The name of an application set or reporting application name for the specified product.
<i>Application</i>	The name of an application for the specified product.
<i>POV</i>	One or more dimensions and IDs.

This example shows the correct format to use to specify a Hyperion application in the formula. If this line appears in the DRIVERS32 section, you identify the product as Enterprise in the formula:

```
Enterprise=HPRED32.DLL,
```

### CDALAB Example Formula

This formula produces category and entity IDs from the Hyperion Enterprise application Tax:

```
CDALAB("Enterprise:Tax", "CAT ACTUAL ENT USA")
```

If the category description is Actual Data and the entry description is United States, the formula produces this text:

```
ACTUAL USA
```

## CDALNK - Send Values to Hyperion Applications

The CDALNK function sends a value from a worksheet to a Hyperion Enterprise application when you use the Retrieve menu to save data. Use this format:

```
CDALNK("Product:AppSet:Application",Value,"POV")
```

<b>Where...</b>	<b>Is...</b>
<i>Product</i>	The name of a Hyperion Solutions product, which must match the name for the same product in the DRIVERS or DRIVERS32 section of your REPENG.INI file.
<i>AppSet</i>	The name of an application set for the specified product.
<i>Application</i>	The name of an application for the specified Hyperion Solutions product.
<i>Value</i>	A number or a cell reference.
<i>POV</i>	One or more dimensions and IDs to override the Hyperion Retrieve point of view.

This example shows the correct format to use to specify a Hyperion application in the formula. For example, if this line appears in the DRIVERS32 section, you identify the product as Enterprise in the formula:

```
ENTERPRISE=HPRED32.DLL,
```

## CDALNK Example Formula

This formula sends the value in cell A20 to the 0500 account's OCT97 value in the Tax application from the Hyperion Enterprise application Worldwide:

```
CDALNK("Enterprise:Worldwide:Tax",A20,"ACCOUNT 0500 PERIOD OCT97")
```

**Note:** You can also change data in the application by typing new values in cells containing CDAVAL formulas. For more information, see Save Data to Applications on page 361.

## CDAPAB - Show the Percentage Difference Between Account Values

You use the CDAPAB function to return the percentage difference between two values for a specified account. The difference appears with a plus sign ( + ) if it is positive or a minus sign ( - ) if it is negative.

**Note:** The CDAPAB function differs from the CDAPBE function in that increased assets yields a positive and an increase in liabilities yields a negative.

Use this format:

```
CDAPAB("Product:AppSet:Application","Account","Value1","Value2")
```

<b>Where...</b>	<b>Is...</b>
<i>Product</i>	The name of a Hyperion Solutions product, which must match the name for the same product in the DRIVERS or DRIVERS32 section of your REPENG.INI file.
<i>AppSet</i>	The name of an application set or reporting application name for the specified product.
<i>Application</i>	The application label.
<i>Account</i>	The account label.
<i>Value1</i>	A formula, number, or cell reference for the first value.
<i>Value2</i>	A formula, number, or cell reference for the second value.

This example shows the correct format to use to specify a Hyperion application in the formula. If this line appears in the DRIVERS32 section, you identify the product as Enterprise in the formula:

```
Enterprise=HPRED32.DLL,
```

### CDAPAB Example Formula

Suppose you want to return the percentage difference between the October 1994 and November 1994 values of the Cost of Goods Sold account for the Tax application. If the account label appears in cell A5 of the worksheet, the November 1994 value appears in cell D5, the October 1994 value appears in cell C5, and the application label appears in cell A1, you could use this formula to return the percentage difference between the two values:

```
CDAPAB (A1 , A5 , D5 , C5 , )
```

You could also use the CDAPAB function to return the percentage difference between an account's values for two different categories or entities in the same period. For example, you might want to show the percentage difference between the Cash account's February values in the Actual and Last Year categories, or the percentage difference between its values for the Italy and France entities.

**Note:** The system evaluates the difference between the two values based on the account type. If you specify an income or a liability account and the second value is greater than the first, the result is negative. If you specify an expense or an asset account and the second value is greater than the first, the result is positive.

## CDAPBE - Show the Percentage Difference Between Values

The CDAPBE function compares two values and shows the difference between them as a positive or negative percentage. Use this format:

```
CDAPBE("Product:AppSet:Application","POV1","POV2")
```

Where...	Is...
<i>Product</i>	The name of a Hyperion Solutions product, which must match the name for the same product in the DRIVERS or DRIVERS32 section of your REPENG.INI file.
<i>AppSet</i>	The name of an application set or reporting application name for the specified product.
<i>Application</i>	The name of an application for the specified product.
<i>POV1</i>	One or more dimensions and IDs for the first value in the comparison.
<i>POV2</i>	One or more dimensions and IDs for the second value in the comparison.

This example shows the correct format to use to specify a Hyperion application in the formula. If this line appears in the DRIVERS32 section, you identify the product as Enterprise in the formula:

```
Enterprise=HPRED32.DLL,
```

### CDAPBE Example Formula

For example, this formula compares the Q1 and Q2 periods in the Hyperion Enterprise application Tax and shows the difference as a positive or negative percentage, using the Hyperion Retrieve point of view for all other dimensions:

```
CDAPBE("Enterprise:Tax","DAT Q1","DAT Q2")
```

**Note:** The system evaluates the difference between the two values based on the account type. If you specify an income or an asset account and the second value is greater than the first, the result is negative. If you specify an expense or a liability account and the second value is greater than the first, the result is positive.

## CDAPCH - Show the Percentage Change Between Two Values

The CDAPCH function shows the percentage change between two values without evaluating whether the change is positive or negative. The system uses this formula:

$$\frac{\text{Value 1} - \text{Value 2}}{\text{Value 2}} \times 100$$

You might use the CDAPCH function to calculate the percentage change between an account's values for two periods, regardless of account type. You might also use it to calculate the percentage change between an account's values in the same period for two different categories or two different entities. The system does not evaluate whether the percentage change is positive or negative.

Use this format:

**CDAPCH("Product:AppSet:Application","Value1","Value2")**

<b>Where...</b>	<b>Is...</b>
<i>Product</i>	The name of a Hyperion Solutions product, which must match the name for the same product in the DRIVERS or DRIVERS32 section of your REPENG.INI file.
<i>AppSet</i>	The name of an application set or reporting application name for the specified product.
<i>Application</i>	The application label.
<i>Value1</i>	A formula, number, or cell reference for the first value.
<i>Value2</i>	A formula, number or cell reference for the second value.

This example shows the correct format to use to specify a Hyperion application in the formula. If this line appears in the DRIVERS32 section, you identify the product as Enterprise in the formula:

```
Enterprise=HPRED32.DLL,
```



## CDAPCH Example Formula

For example, suppose you want to return the percentage change between the October 1994 and October 1995 values of an account for the Tax application. If the account's October 1995 value appears in cell D5 of the worksheet and the account's October 1994 value appears in cell C5, you could use this formula to return the percentage change between the values:

```
CDAPCH ("TAX" , D5 , C5 )
```

## CDAPCT - Calculate Percentages

The CDAPCT function calculates the percentage that one value represents of a second value. Use this format:

```
CDAPCT("Product:AppSet:Application","POV1","POV2")
```

Where...	Is...
<i>Product</i>	The name of a Hyperion Solutions product, which must match the name for the same product in the DRIVERS or DRIVERS32 section of your REPENG.INI file.
<i>AppSet</i>	The name of an application set or reporting application name for the specified product.
<i>Application</i>	The name of an application for the specified product.
<i>POV1</i>	One or more dimensions and IDs for the first value in the calculation.
<i>POV2</i>	One or more dimensions and IDs for the second value in the calculation.

This example shows the correct format to use to specify a Hyperion application in the formula. If this line appears in the DRIVERS32 section, you identify the product as Enterprise in the formula:

```
Enterprise=HPRED32.DLL,
```

## CDAPCT Example Formula

This formula shows the percentage that the NJ value represents of the USA value in the Hyperion Enterprise application Tax, using the Hyperion Retrieve point of view for all other dimensions:

```
CDAPCT("Enterprise:Tax", "ENT NJ", "ENT USA")
```

## CDASTR - Use Heading Functions to Produce Text

The CDASTR function uses heading functions from Hyperion Solutions products to produce text. Use this format:

```
CDASTR("Product:AppSet:Application", "POV", "Function")
```

<b>Where...</b>	<b>Is...</b>
<i>Product</i>	The name of a Hyperion Solutions product, which must match the name for the same product in the DRIVERS or DRIVERS32 section of your REPENG.INI file.
<i>AppSet</i>	The name of an application set or reporting application name for the specified product.
<i>Application</i>	The name of an application for the specified product.
<i>POV</i>	One or more dimensions and IDs. If you are retrieving text for the Hyperion Retrieve point of view with no overrides, you can use a pair of double quotation marks ("" ) with nothing between them instead of specifying a dimension name and ID.
<i>Function</i>	A heading function that produces text for the specified dimensions, with parameters for the heading function.

This example shows the correct format to use to specify a Hyperion application in the formula. If this line appears in the DRIVERS32 section, you identify the product as Enterprise in the formula:

```
Enterprise=HPRED32.DLL,
```

## CDASTR Example Formula

This formula produces the description for the currency of the Canada entity in the Hyperion Enterprise application Tax:

```
CDASTR("Enterprise:Tax", "ENT CANADA", "@CURCY (LONG) ")
```

If the description for the currency is Canadian Dollars, the formula produces this text:

```
Canadian Dollars
```

You can set up the following formula to let spreadsheet users select a point of view. Double-clicking on a cell that contains this formula displays a dialog box where users can change the point of view for a dimension:

```
CDASTR("Product:AppSet:Application", "Function  
(Dimension)")
```

<b>Where...</b>	<b>Is...</b>
<i>Product</i>	The name of a Hyperion Solutions product, which must match the name for the same product in the DRIVERS or DRIVERS32 section of your REPENG.INI file.
<i>AppSet</i>	The name of an application set or reporting application name for the specified product.
<i>Application</i>	The name of an application, or database, for the specified product. From Excel, the dialog box appears only if Hyperion Analyst is loaded with Hyperion Retrieve.
<i>Function</i>	A heading function that produces text for the specified dimensions, with parameters for the heading function.
<i>Dimension</i>	A dimension name.

This formula produces a dialog box where you can change the point of view for the Hyperion Enterprise application Tax, then produces the ID for the point of view account:

```
CDASTR("Enterprise:Tax", "", "@LAB (ACCOUNT) ")
```

## CDAVAL - Produce Values from Hyperion Applications

The CDAVAL function produces a specific value from a Hyperion Solutions product application. You can change the value in an application by typing a new value in the worksheet cell and then using the Retrieve menu to save the worksheet data. Use this format:

```
CDAVAL("Product:AppSet:Application","Dimension1 ID1"[,...,"Dimensionn IDn"]")
```

<b>Where...</b>	<b>Is...</b>
<i>Product</i>	The name of a Hyperion Solutions product, which must match the name for the same product in the DRIVERS or DRIVERS32 section of your REPENG.INI file.
<i>AppSet</i>	The name of an application set for the specified product.
<i>Application</i>	The name of an application, or database, for the specified product.
<i>Dimension1</i>	The first dimension to override the Hyperion Retrieve point of view.
<i>ID1</i>	An ID for the first dimension to override the Hyperion Retrieve point of view.
<i>Dimensionn</i>	The last dimension to override the Hyperion Retrieve point of view.
<i>IDn</i>	An ID for the last dimension to override the Hyperion Retrieve point of view.

This example shows the correct format to use to specify a Hyperion application in the formula. For example, if this line appears in the DRIVERS32 section, you identify the product as Enterprise in the formula:

```
ENTERPRISE=HPRED32.DLL,
```

### CDAVAL Example Formula

This formula retrieves the Actual value of the PLNI account for the United States entity from the Hyperion Enterprise application Tax, using the Hyperion Retrieve point of view for all other dimensions:

```
CDAVAL("Enterprise:Tax", "CAT ACTUAL ACC PLNI ENT USA")
```

You can also use the CDAVAL function to save data to an application database. For more information, see Save Data to Applications on page 361.

Hyperion DataExtend is a Hyperion Enterprise product that stores textual comments for individual enterprise detail and local headers. The information in DataExtend is stored in an .MDB file outside of the Hyperion database.

Hyperion DataExtend allows you to enter text in Hyperion Schedules and include it in reports as data or headings. Hyperion DataExtend adds the following features to Hyperion Enterprise Reporting Windows Client:

- Notations, which are text entries such as descriptions or comments
- Local headings, which replace the descriptions of individual dimensions based on the other dimension settings in the report

You use Hyperion DataExtend and Hyperion Retrieve for Reporting to set up custom fields. These fields can vary by period, entity, subentity, or any other dimension. You enter text for the fields in Hyperion Schedules, and you can include the text in the report output.

For example, you might create a field called Notes1 to include notations, such as reasons for increases or decreases, on the Gross Margin account for different entities, periods, and categories. You insert the Notes1 field in a row or column of a report, then use Hyperion Schedules to enter notations on the Gross Margin results for each entity and period. You can then run reports that include the notations.

You can assign a text field to replace the description of a dimension depending on the other dimensions in the point of view or the report. For example, suppose a chart of accounts includes the account Product 1 Sales. In the Eastern Division, Product 1 represents printers, while in the Western Division, Product 1 represents modems. You can create a field called Local Accounts to store alternative descriptions for accounts for the different entities in an organization. For Product 1 Sales, the Eastern Division uses the local description Printer Sales, while the Western Division uses the description Modem Sales.

You can use notations and local headings in Hyperion Enterprise Reporting Windows Client, Hyperion Retrieve for Reporting, and Hyperion Analyst. The following table shows the tasks involved in using notations and local headings, and where you perform those tasks.

*Table 54: Tasks for Notations and Local Headings*

<b>Use...</b>	<b>To...</b>
Hyperion DataExtend	Set up fields to use for notations or local headings.
Hyperion Schedules	Enter text for notations and local headings. For more information, see the <i>Hyperion Schedules User's Guide</i> .
Hyperion Enterprise Reporting Windows Client	Create reports that you use for the following tasks: <ul style="list-style-type: none"> <li>• Entering text for notations and local headings in Hyperion Schedules</li> <li>• Presenting data with notations and local headings</li> </ul>
Hyperion Analyst	View notations and local headings during data analysis.

For more information, see the *Hyperion Enterprise Reporting Windows Client User's Guide*.

## Start Hyperion DataExtend

You should have a basic understanding of the Microsoft Windows environment before you start Hyperion DataExtend. If you do not have experience using Windows, see the *Microsoft Windows User's Guide*.

When you install Hyperion DataExtend, an icon is set up for Hyperion DataExtend in the Hyperion Enterprise program group. The properties for the Hyperion DataExtend icon specify the path to the executable file in the Windows Command Line field.

When you start Hyperion DataExtend, you select a Hyperion Enterprise application and specify your user ID and password to access the application. For instructions on changing a user ID in Hyperion Enterprise, see the *Hyperion Enterprise Administrator's Guide*. For instructions on changing a password in Hyperion Enterprise, see the *Hyperion Enterprise User's Guide*.

**Note:** You can access only one Hyperion Enterprise application at a time from within Hyperion DataExtend.

- To start Hyperion DataExtend:
  1. From Windows, double-click on the Hyperion DataExtend icon.
  2. From Hyperion DataExtend, if a logon dialog box displays, select a Hyperion application, then enter your user ID and password.
  3. Click **OK**.

## Exit Hyperion DataExtend

You can exit Hyperion DataExtend to end the work session and return to Windows.

- To exit Hyperion DataExtend, select **File > Exit**.

## System Menus

Many tasks that you perform in Hyperion DataExtend involve selecting options from menus. The following sections describe the system menus.

### File Menu

You use the File menu options to load and extract notations and local headings, switch to Hyperion Enterprise and exit Hyperion DataExtend.

### Edit Menu

You use the Edit menu options to access the Edit Fields dialog box, which allows you to manage fields for notations and local headings.

## View Menu

You use the View menu options to display or hide the toolbar and the status bar in the Hyperion DataExtend window.




## Help Menu

You use the Help menu options to access Hyperion DataExtend Help and the Hyperion DataExtend User's Guide (.PDF), as well as version and copyright information.

## Toolbar

The toolbar provides quick mouse access to the most frequently used menu items in Hyperion DataExtend. The toolbar appears directly below the menu bar. You display or hide the toolbar by selecting or deselecting the Toolbar option on the View menu. The following table describes the toolbar icons.

Table 55: Toolbar Icons

Icon...	Description...
	The <i>Load toolbar icon</i> allows you to load data into text fields. It works the same as the File > Load menu item.
	The <i>Extract toolbar icon</i> allows you to extract data from text fields. It works the same as the File > Extract menu item.
	The <i>Edit Fields toolbar icon</i> allows you to access the Edit Fields dialog box to modify text fields. It works the same as the Edit > Fields menu item.

## Fields for Notations and Local Headings

To set up notations and local headings, you create fields in Hyperion DataExtend. The fields that you create are available as field dimensions in Hyperion Enterprise Reporting Windows Client, Hyperion Schedules, Hyperion Retrieve for



Reporting, and Hyperion Analyst. You can insert them in the columns, rows, or point of view in a report, then use the report for data entry in Hyperion Schedules and for presenting information in Hyperion Enterprise Reporting Windows Client.

Unlike standard Hyperion Enterprise Reporting Windows Client fields, which support numeric values only, fields created in Hyperion DataExtend support alphanumeric characters. Here are some uses for the field data in reports:

- Create notations to comment on data values such as unusual results.
- Create local headings to provide product detail for the different entities in an organization.
- Manage fields for notations and local headings by creating fields and deleting fields that you no longer need.

## Create Fields

You create fields in Hyperion DataExtend to allow text to supplement Hyperion data. You can use the fields as notations only, or as alternative headings in reports.

**Note:** Once you create a field, the attributes cannot change.

When you create a field, you define the dimensions by which it can vary in reports. This determines where you can place the field in a report to produce data. For example, to enter comments for different periods and accounts, you create a field that varies by period and account.

- To create a field:
  1. From the Hyperion DataExtend window, select **Edit > Fields**.
  2. Select the New icon.
  3. Type an ID and description for the field, then select the dimensions by which the field varies.
  4. To save your changes, click **Apply**.
  5. Repeat steps 2 through 4 for each field that you want to create.
  6. When you finish creating fields, click **Close**.

## Delete Fields

You delete fields from an application when you no longer need the fields to supplement the Hyperion database. When you delete a field, you delete all data in the application that is associated with that field.

- To delete a field:
  1. From the Hyperion DataExtend window, select **Edit > Fields**.
  2. Select the field that you want to delete.
  3. Click the **Delete** icon and click **Yes** to delete the field.
  4. Repeat steps 2 and 3 for each field that you want to delete.
  5. When you finish deleting fields, click **OK**.

## Field Data Load and Extract

You can load alphanumeric data from text files and extract alphanumeric data to text files. This allows you to add fields, notations, or local headings quickly or to share the information between applications. The text files for loading and extracting field data contain the following two sections:

- The FIELD DEFINITIONS section contains information about the fields defined in Hyperion DataExtend.
- The DATA VALUES section contains the alphanumeric data for the fields.

## Field Definitions Section

Use this format to specify each field in the FIELD DEFINITIONS section of a field data load and extract file:

```
FIELD=ID
DESC=Description
TEXTFUNCTIONOVERRIDE=Function Override
READONLYIFCALCULATED=Read
TYPE=Text
```

**DIMENSIONS=***Dimensions*

<b>Where...</b>	<b>Is...</b>
<i>ID</i>	The field ID.
<i>Description</i>	The field description.
<i>Function Override</i>	None or @DES (Dimension).
<i>Read</i>	<i>True</i> to make the field read-only for calculated or consolidated data, or <i>False</i> to allow text entries for calculated and consolidated data.
<i>Text</i>	The text that is entered.
<i>Dimensions</i>	The dimensions by which the field varies.

## Data Values Section

Use this format to specify each field in the DATA VALUES section of a field data load and extract file:

**POV=***Dimension1=ID1,Dimension2=ID2, . . . . Dimension=IDn,Field=FieldID*

**DATA=***Text*

<b>Where...</b>	<b>Is...</b>
<i>Dimension1</i>	The first dimension by which the field varies, such as entity, account, or period.
<i>ID1</i>	The ID of the specified first dimension. For example, if <i>Dimension1</i> is Account, then <i>ID1</i> might be SALES.
<i>Dimension2</i>	The second dimension by which the field varies, such as entity, account, or period.
<i>ID2</i>	The ID of the specified second dimension. For example, if <i>Dimension2</i> is Period, then <i>ID2</i> might be FEB.
<i>Dimension</i>	The last dimension by which the field varies, such as entity, account, or period.
<i>IDn</i>	The ID of the specified last dimension. For example, if <i>Dimension</i> is SubAcc1, then <i>IDn</i> might be EQUIP.

<b>Where...</b>	<b>Is...</b>
<i>FieldID</i>	The ID of the field.
<i>Text</i>	The alphanumeric data for the specified field and dimensions.

## Sample Text File

The following sample shows a field data text file. The file includes the definitions and data for two text fields, Comments and Results.

```
[FIELD DEFINITIONS]
FIELD=Comments
DESC=Comments on data
TEXTFUNCTIONOVERRIDE=None
READONLYIFCALCULATED=True
TYPE=Text
DIMENSIONS=Entity,Account
FIELD=Results
DESC=Management information on data results
TEXTFUNCTIONOVERRIDE=None
READONLYIFCALCULATED=False
TYPE=Text
DIMENSIONS=Entity,Period
[DATA VALUES]
POV=Entity=CARO,Account=Sales,Field=Comments
DATA=See report7 for detailed results

POV=Entity=CARO,Account=Costsales,
Field=Comments
DATA=See report8 for detailed results

POV=Entity=UTAH,Account=Sales,Field=Comments
DATA=Code 224
```

```
POV=Entity=UTAH,Account=Costsales,
Field=Comments
```

```
DATA=Code 226
```

```
POV=Entity=CARO,Period=FEB,Field=Comments
```

```
DATA=note dramatic increase
```

```
POV=Entity=CARO,Period=MAR,Field=Comments
```

```
DATA=increase reported by JHOBBES
```

```
POV=Entity=UTAH,Period=FEB,Field=Comments
```

```
DATA=no change
```

```
POV=Entity=CARO,Period=MAR,Field=Comments
```

```
DATA=slight decrease, climate
```

## Load Field Data

You can use Hyperion DataExtend to load alphanumeric data from a text file into the fields in an application. This is a quick way to add a large number of notations or local headings. The files from which you load field data must follow a specific format. You can delete existing data before you load new data. For information, see the Field Data Load and Extract topic in this chapter.

► To load field data:

1. From the Hyperion DataExtend window, select **File > Load** or the Load toolbar icon.
2. Type the path and name of the file from which to load field data.

**Tip:** If you do not know the name or location of the file, you can select the Browse icon, search for the appropriate path, select the file, then select **OK**.

3. Click **Apply** to load the field data.

## Extract Field Data

You can extract field data from an application to a text file to share the information with other applications. When you extract field data, the information in the text file must follow a specific format. For information, see the Field Data Load and Extract topic in this chapter.

► To extract field data:

1. From the Hyperion DataExtend window, select **File > Extract** or the Extract toolbar icon.
2. Type the path and name of the file from which to extract field data.

**Tip:** If you do not know the name or location of the file, you can select the Browse icon, search for the appropriate path, select the file, then click **OK**.

3. Click **Apply** to extract the field data.

## Frequently Asked Questions

This chapter provides the answers to commonly asked questions about Hyperion DataExtend that are not covered in the other sections of this guide.

If you are experiencing additional problems, or have questions that are not covered in this chapter, refer to the *Hyperion DataExtend Release Notes* that came with this guide.

### **Why doesn't my edit fields dialog box come up after I have registered the data source? I am using Hyperion Enterprise 4.2 16 bit.**

You must be using the 16 bit driver which is either the Microsoft Access or the Microsoft Access 2.0 driver. In addition, the name of the file is ODBCJCT16.DLL.

**After registering the Microsoft Access driver, ODBCJCT16.DLL, the edit fields dialog box does not come up. What should I do?**

Make sure you adhere to the following two guidelines:

- Be sure the .MDB file has the exact same name and syntax as the Hyperion Enterprise program. For example, a Hyperion Enterprise application named SBankss must have an .MDB file named SBankss.
- SBANKSS .MDB file must reside in the application directory.

**I originally wanted to see comments on an account level, but I changed my mind. I want to see them at a subaccount level. I changed the DataExtend field to check off subaccounts and this does not work. Why?**

You cannot edit an existing DataExtend field. You must create a new field.





**Applies To:**Hyperion  
EnterpriseHyperion  
Essbase

Hyperion Schedules is a spreadsheet interface that translates Hyperion Enterprise or Hyperion Essbase reports into forms for data entry. You use Hyperion Schedules to enter and modify data in reports that you create in Hyperion Enterprise Reporting Windows Client.

For example, you can create a report consisting of accounts in the columns and entities in the rows. You can then open the report in Hyperion Schedules and modify the data for those accounts and entities. The changes that you make affect the data in the Hyperion Enterprise or Hyperion Essbase database without changing the report structure.

You can also use Hyperion Schedules to enter text for notations and local headings. Notations and local headings supplement the numeric data in the reports you run in Hyperion Enterprise Reporting Windows Client. You use notations to provide explanations for data results or for other information that can enhance your reports. Local headings are text that can replace dimension descriptions depending on the other dimensions defined in a report or in the point of view. You enter the text for notations and local headings in Hyperion Schedules in reports that include special text fields defined by your system administrator.

For more information on creating reports in Hyperion Enterprise Reporting Windows Client, see Hyperion Enterprise Reporting Windows Client Help. For more information on text fields, see Hyperion DataExtend Help.

## Find Function

Applies To:



The Find function in Hyperion Schedules can search row or column headings for text headings. You can search the full name or partial name of a text heading. The Find function will find the matching text headings in sequential order.

- To find text heading:
1. Select **Edit > Find**, from the Hyperion Schedules main window.
  2. Enter the name or partial name of the text heading in the **Find What** field.
  3. Select **Search in Row Headings** or **Search in Column Headings**, then click **Find Next**.

**Note:** You must click **Close** to exit the Find Dialog box.

## Show Suppressed Row or Column Sorting in Hyperion Schedules

In the Show Suppressed Rows and Show Suppressed Columns dialog boxes you can alphabetically sort rows and columns. Open and modify the HSCHEM.INI file to include the following information:

```
[Default]
```

```
SortHiddenRowList=ON or SortHiddenRowList=OFF
```

```
SortHiddenColumnList=ON or SortHiddenColumnList=OFF
```

**Note:** This feature is OFF by default.

## Customize Point of View Bar

Applies To:



You can customize the point of view bar to turn off pictures. The text can be changed to names, descriptions, or none. You can change the font that the point-of-view dimension displays. You can turn off the point of view bar buttons by deselecting the corresponding dimension name button in the Show Button section.

You can click the right mouse button on the point of view bar to display a floating menu you can use to access the Customize Point of View Bar dialog box.

➤ To use the Customize Point of View Bar:

1. Select **Task > Customize Point of View Bar**.

## Start Hyperion Schedules from Windows

Applies To:



When you install Hyperion Schedules, you set up an icon for Hyperion Schedules in the Windows 3.1 or Windows NT 3.51 Program Manager, or in your Windows 95 or Windows NT 4.0 desktop in the Hyperion Enterprise or Hyperion Essbase program groups. The properties for the Hyperion Schedules icon specify the path to the executable file.

When you start Hyperion Schedules, you select a Hyperion Solutions product and application, and you specify your user ID and password to open the application. You can access only one application at a time.

- To start Hyperion Schedules from Windows:
  1. Double-click on the Hyperion Schedules icon.
  2. Select the Hyperion Enterprise application for which you want to modify data.
  3. If prompted, type your user ID and password, then click **OK**.

## Exit Hyperion Schedules from Windows

**Applies To:**



You can exit Hyperion Schedules to end the work session and return to Windows. After you exit Hyperion Schedules, you can continue working in Windows or exit to DOS.

- To exit Hyperion Schedules, select **File > Exit**.

**Note:** If you attempt to exit without saving your changes, a prompt appears. click **Yes** to save your changes.

# Hyperion Schedules Window



Hyperion Schedules consists of a single window where you enter and modify data. The following figure shows the parts of the Hyperion Schedules window.

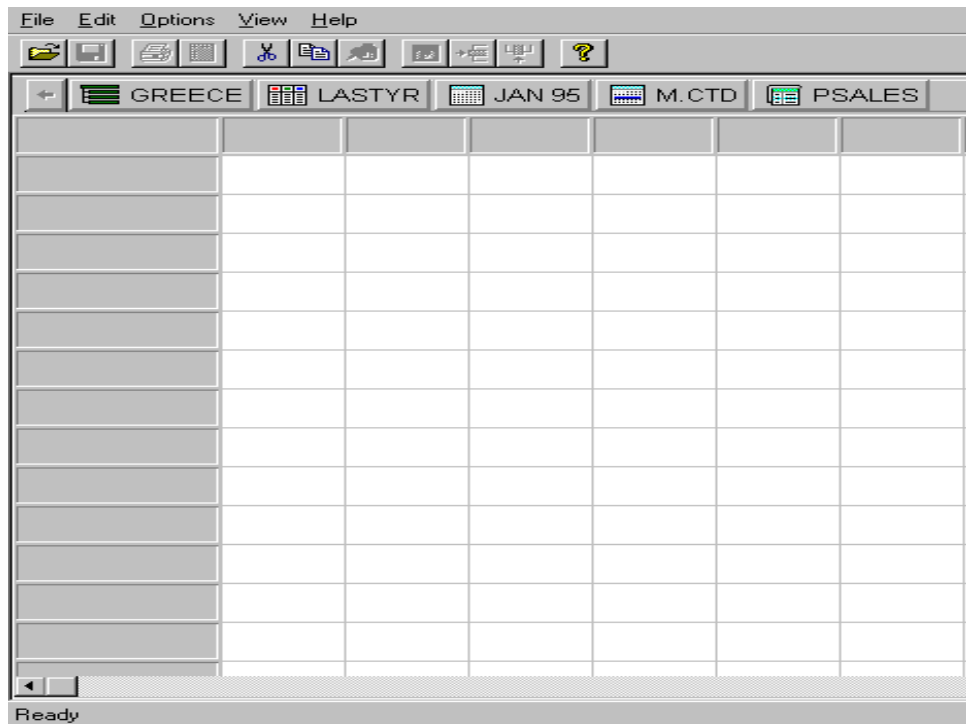


Figure 36: Hyperion Schedules window

The *header area* displays the header that you defined for the report. If a report has no header, then the header area does not appear in the Hyperion Schedules window.

The *footer area* displays the footer that you defined for the report. If a report has no footer, the footer area does not appear in the Hyperion Schedules window.

The *row headings* identify the dimensions in the rows of the report.

The *column headings* identify the dimensions in the columns of the report.

The *data cells* display the values from the Hyperion Enterprise database. You can enter or modify data in these cells. The colors that you define determine the shading of the cells. Gridlines separate the cells by column and row.

After you select a data cell, you can click the right mouse button to change the point of view of the active report to that of the selected data cell. You can also open a report, or you can use investigations to open the report associated with the selected data cell.

The *title bar* identifies the Hyperion Schedules system. If a report is open, the file name of the active report also appears in the title bar.

The *menu bar* lists the menus you can use to perform different tasks.

The *status bar* shows information about the current report, such as which rows and columns are selected in the spreadsheet.

The *toolbar* provides quick mouse access to the most frequently used menu items in Hyperion Schedules.

The *point of view bar* shows the default dimensions for the current session. It provides quick mouse access to the Point of View dialog box in Hyperion Schedules. You can change the point of view at any time during a session.

## System Menus

**Applies To:**



Many of the tasks you perform in Hyperion Schedules involve selecting items from menus using either the mouse or the keyboard. The availability of some menu items can vary based on the selection in the Hyperion Schedules window.

## File Menu

You use the File menu to open, print, and close reports; to save changes that you made to the database; and to exit Hyperion Schedules.

## Edit Menu

You use the Edit menu to modify the data in the report and to set the point of view. You can cut, copy, or paste data in Hyperion Schedules. The availability of the cut, copy, and paste items on the Edit menu depends on the selection in the window and on the contents of the clipboard.

## Options Menu

You use the Options menu to perform Hyperion Schedules tasks. From the Options menu, you can calculate formulas to see the values for calculated accounts. You can also show suppressed rows or columns so that you can enter data into them.

## View Menu

You use the View menu to display or hide the toolbar, point of view bar, status bar, gridlines, header area, and footer area in the Hyperion Schedules window.

## Help Menu

You use the Help menu to access Hyperion Schedules Help, as well as version and copyright information.

# Toolbar

Applies To:



The toolbar provides quick mouse access to the most frequently used menu options in Hyperion Schedules. It appears directly below the menu bar. You display or hide the toolbar by selecting or deselecting the Toolbar option on the View menu.

Table 56: Toolbar












Icon	Menu Command	Description
	File > Open	The <i>Open toolbar icon</i> allows you to open an existing report.
	File > Save	The <i>Save toolbar icon</i> allows you to save changes that you made to the data.
	File > Print	The <i>Print toolbar icon</i> allows you to print the open report with the current data.
	File > Print Preview	The <i>Print Preview toolbar icon</i> allows you to preview the open report on your screen.
	Edit > Cut	The <i>Cut toolbar icon</i> allows you to cut the selected data and place it in the clipboard.
	Edit > Copy	The <i>Copy toolbar icon</i> allows you to copy the selected data and place it in the clipboard.
	Edit > Paste	The <i>Paste toolbar icon</i> allows you to paste the data from the clipboard to the selected data cells.
	Options > Calculate Formulas	The <i>Show Suppressed Rows toolbar icon</i> allows you to display rows that are suppressed, that are hidden, or do not contain data.



Table 56: Toolbar (Continued)

Icon	Menu Command	Description
	Options > Show Suppressed Rows	The <i>Show Suppressed Rows toolbar icon</i> allows you to display rows that are suppressed, hidden, or that contain no data.
	Options > Show Suppressed Columns	The <i>Show Suppressed Columns toolbar icon</i> allows you to display columns that are suppressed, or do not contain data.
	Help	The <i>Help toolbar icon</i> allows you to access Hyperion Schedules Help.

## Right Mouse Button

Applies To:



The right mouse button provides quick access to a menu with a list of functions and reports. You can access the menu by selecting a data cell within a report and then clicking the right mouse button.

**Note:** Use the right mouse button if your mouse is configured for a right-handed person. If your mouse is configured for a left-handed person, use the left mouse button instead.

Function...	Description...
Open	Allows you to open an existing report. It works the same as the File > Open menu option.
Change POV Using Selected Cell	Allows you to change the point of view of the active report to that of the selected data cell.
Change the POV Using Selected Cell and Open	Allows you to open another report and change its point of view to that of the selected data cell.

Function...	Description...
Investigation	Allows you to open the report associated with the selected data cell. You can use investigations to associate a cell with a report in Hyperion Enterprise Reporting Windows Client.
List of Reports	Contains the last 10 opened reports and the point of view for each. You can select a report to open it.

## Application and Point of View

### Applies To:



The application and the point of view determine the data that you access during a work session. You access data for only one Hyperion Enterprise or Hyperion Essbase application at a time. You select an application when you start Hyperion Schedules, and you can switch applications at any time. The point of view determines which data Hyperion Schedules accesses within the application. The columns and rows of a report can specify many dimensions that define Hyperion Enterprise data. The system retrieves the dimensions not defined in the columns and rows from the point of view. For more information, see Hyperion Enterprise Reporting Windows Client Help.

**Note:** Entities are called names in early versions of Hyperion Enterprise.

By default, when you start Hyperion Schedules, the system uses the point of view that you last set in Hyperion Enterprise. The point of view allows you to select a different default entity, category, period, frequency, view, account, and field for your current work session. For more information on setting the point of view in Hyperion Enterprise, see the *Hyperion Enterprise User's Guide*.

**Note:** In Hyperion Enterprise, the point of view also allows you to select a different default consolidation detail, parent, and currency for your current work session.

When modifying data in Hyperion Schedules, you can use the point of view bar to change the default point of view. Any changes you make to the point of view are for the current Hyperion Schedules session only. For example, if you select July 1996 as the current period, the system uses this until you change it for the current session. If you exit Hyperion Schedules and then restart it, the current period in Hyperion Schedules will return to the default in the point of view.

**Note:** In Hyperion Enterprise, if you exit Hyperion Schedules and then restart it, the current period in Hyperion Schedules will return to the default in the HYPENT.INI file.

When you select a button on the point of view bar, a dialog box appears with a list of valid selections. For example, if you select the Entity button, the Point of View dialog box appears with a list of the entities from which you can select a new entity point of view.

When you select a data cell and then click the right mouse button, a menu appears with a list of functions and reports. The functions allow you to open a report and change the point of view of the active report or another report to that of the selected data cell. You can also use investigations to open the report associated with the selected data cell.

The list of reports allows you to open a report using its associated point of view. The list of reports is initially empty. Each time you open a report, the report and its current point of view are added to the list.

## Select an Application

Applies To:



You select an application to display or modify data for that application. You can set the default application at any time, and your changes are retained.

- To select an application:
  1. From the Hyperion Schedules window, select **File > Select Application**.
  2. Select the application for which you want to modify data.

3. Type your user ID and password, then click **OK**.

## Change the Point of View Using the Selected Data Cell

Applies To:



You change the point of view of a report to view different data in Hyperion Schedules. You can change the point of view at any time. Each data cell has a specific point of view. You can change the point of view of the report you are viewing to that of a selected data cell.

- To change the point of view using the selected data cell:
1. From the Hyperion Schedules window, open a report, then select the data cell with the point of view you want to use, and click the right mouse button.  
**Note:** Use the right mouse button if your mouse is configured for a right-handed person. If your mouse is configured for a left-handed person, use the left mouse button instead.
  2. From the menu of functions and reports, do one of the following:
    - To change the point of view of the active report to that of the selected cell, select **Change POV Using Selected Cell**.
    - To open another report and change the point of view to that of the selected cell, select **Change POV Using Selected Cell and Open**, select a report set and type a file name or select one from the list, then click **OK**.

## Select an Entity

Applies To:



You select an entity to display or modify data for that entity. You can set the default entity at any time, and your changes are retained.

**Note:** Entities are called names in early versions of Hyperion Enterprise.

➤ To select an entity:

1. From the Hyperion Schedules window, do one of the following:

- Select **Edit > Point of View** and select the **Entity** tab.
- Select the Entity button on the point of view bar.

**Note:** To filter the list of entities, select or deselect **Parents, Base, and Subentities**.

2. Type an entity ID or select one from the list.

**Note:** You can type the first letter or letters of an ID to select a specific entry in the list. To select the next ID that matches your entry, select the Find Next icon. To select the previous ID that matches your entry, select the Find Previous icon.

3. Click **OK**.

## Select a Category

Applies To:



You select a category to display or modify data for that category. You can set the default category at any time, and your changes are retained.

➤ To select a category:

1. From the Hyperion Schedules window, do one of the following:
  - Select **Edit > Point of View** and select the **Category** tab.
  - Select the Category button on the point of view bar.
2. Type a category ID or select one from the list.

**Note:** You can type the first letter or letters of an ID to select a specific entry in the list. To select the next ID that matches your entry, select the Find Next icon. To select the previous ID that matches your entry, select the Find Previous icon.

3. Click **OK**.

## Select an Account

Applies To:



You select an account to display or modify data for that account. You can set the default account at any time and your changes are retained.

➤ To select an account:

1. From the Hyperion Schedules window, do one of the following:
  - Select **Edit > Point of View** and select the **Account** tab.
  - Select the Account button on the point of view bar.

**Note:** To filter the list of accounts, select or deselect **Input**, **Calculated**, and **Subaccounts**.

2. Type an account ID or select one from the list.

**Note:** You can type the first letter or letters of an ID to select a specific entry in the list. To select the next ID that matches your entry, select the Find Next icon. To select the previous ID that matches your entry, select the Find Previous icon.

3. Click **OK**.

## Select a Period

Applies To:



The available periods from which you can select are determined by the current category setting on the point of view bar. For example, if Actual is the current category, then you can select a period in the Actual category only.

- To select a period:
  1. From the Hyperion Schedules window, do one of the following:
    - Select **Edit > Point of View** and select the **Period** tab.
    - Select the Period button on the point of view bar.
  2. Type a period ID or select one from the list.

**Note:** You can type the first letter or letters of an ID to select a specific entry in the list. To select the next ID that matches your entry, select the Find Next icon. To select the previous ID that matches your entry, select the Find Previous icon.

3. Click **OK**.

## Select a Frequency and View

Applies To:



You select a frequency and view to display or modify data for that frequency and view. You can set the default frequency and view at any time and your changes are retained.

► To select a frequency and view:

1. From the Hyperion Schedules window, do one of the following:
  - Select **Edit > Point of View** and select the **Frequency** tab.
  - Select the Frequency button on the point of view bar.
2. Type a frequency ID or select one from the list.
3. Type a view ID or select one from the list.

**Note:** You can type the first letter or letters of an ID to select a specific entry in the list. To select the next ID that matches your entry, select the Find Next icon. To select the previous ID that matches your entry, select the Find Previous icon.

4. Click **OK**.

## Select a Subentity

Applies To:



You select a subentity to display or modify data for that subentity. You can set the default subentity at any time, and your changes are retained.

► To select a subentity:

1. From the Hyperion Schedules window, do one of the following:
  - Select **Edit > Point of View** and select the **SubEntity** tab.
  - Select the Subentity button on the point of view bar.
2. Type a subentity ID or select one from the list, or click **NONE** to use a point of view that does not reference a subentity.

**Note:** You can type the first letter or letters of an ID to select a specific entry in the list. To select the next ID that matches your entry, click the **Find Next** icon. To select the previous ID that matches your entry, click the **Find Previous** icon.



3. Click **OK**.

## Select a First-level Subaccount

Applies To:



You select a first-level subaccount to display or modify data for that subaccount. You can set the default subaccount at any time, and your changes are retained.

- To select a first-level subaccount:
  1. From the Hyperion Schedules window, do one of the following:
    - Select **Edit > Point of View** and select the **SubAcc1** tab.
    - Select the First-level Subaccount button on the point of view bar.
  2. Type or select the ID of the subaccount table that contains the subaccount you want to select, or click **NONE** to use a point of view that does not reference a subaccount.
  3. Type a subaccount ID or select one from the list.
 

**Note:** You can type the first letter or letters of an ID to select a specific entry in the list. To select the next ID that matches your entry, select the Find Next icon. To select the previous ID that matches your entry, select the Find Previous icon.
  4. Click **OK**.

## Select a Second-level Subaccount

Applies To:



You select a second-level subaccount to display or modify data for that subaccount. You can set the default subaccount at any time, and your changes are retained.

► To select a second-level subaccount:

1. From the Hyperion Schedules window, do one of the following:
  - Select **Edit > Point of View** and select the **SubAcc2** tab.
  - Select the Second-level Subaccount button on the point of view bar.
2. Type or select the ID of the subaccount table that contains the subaccount you want to select, or click **NONE** to use a point of view that does not reference a subaccount.
3. Type a subaccount ID or select one from the list.

**Note:** You can type the first letter or letters of an ID to select a specific entry in the list. To select the next ID that matches your entry, select the Find Next icon. To select the previous ID that matches your entry, select the Find Previous icon.

4. Click **OK**.

## Select a Consolidation Detail

Applies To:



You select a consolidation detail to display or modify data for that consolidation detail. You can set the default consolidation detail at any time and your changes are retained.

► To select a consolidation detail:

1. From the Hyperion Schedules window, do one of the following:
  - Select **Edit > Point of View** and select the **Consolidation Detail** tab.
  - Select the Consolidation Detail button on the point of view bar.
2. Type a consolidation detail ID or select one from the list.

**Note:** You can type the first letter or letters of an ID to select a specific entry in the list. To select the next ID that matches your entry, click the **Find Next** icon. To select the previous ID that matches your entry, click the **Find Previous** icon.

3. Click **OK**.

## Select a Parent

Applies To:



You select a parent to display or modify parent data. You can set the default parent at any time, and your changes are retained.

► To select a parent:

1. From the Hyperion Schedules window, do one of the following:

- Select **Edit > Point of View** and select the **Parent** tab.
- Select the Parent button on the point of view bar.

**Note:** To filter the list of parents, select or deselect **Parents, Base,** and **SubEntities**.

2. Type a parent ID or select one from the list.

**Note:** You can type the first letter or letters of an ID to select a specific entry in the list. To select the next ID that matches your entry, click the **Find Next** icon. To select the previous ID that matches your entry, click the **Find Previous** icon.

3. Click **OK**.

## Select a Currency

Applies To:



You select a currency to display or modify currency data. You can set the default currency at any time, and your changes are retained.

➤ To select a currency:

1. From the Hyperion Schedules window, do one of the following:
  - Select **Edit > Point of View** and select the **Currency** tab.
  - Select the Currency button on the point of view bar.
2. Type a currency ID or select one from the list.

**Note:** You can type the first letter or letters of an ID to select a specific entry in the list. To select the next ID that matches your entry, click the **Find Next** icon. To select the previous ID that matches your entry, click the **Find Previous** icon.

3. Click **OK**.

## Select a Field

Applies To:



You select a field to view data for that field. For example, you can select the VAL field to view the current value of all data in the report. You can set the default field at any time, and your changes are retained.

► To select a field:

1. From the Hyperion Schedules window, do one of the following:
  - Select **Edit > Point of View** and select the **Field** tab.
  - Select the Field button on the point of view bar.
2. Type a field ID or select one from the list.

**Note:** You can type the first letter or letters of an ID to select a specific entry in the list. To select the next ID that matches your entry, click the **Find Next** icon. To select the previous ID that matches your entry, click the **Find Previous** icon.

3. Click **OK**.

16

## Show or Hide Window Elements

Applies To:



You can specify whether to show the toolbar, status bar, point of view bar, header area, footer area, and gridlines in the Hyperion Schedules window. For example, you can hide the header area to provide room for more data cells.

The system shows all of the window elements by default. You can hide window elements for the current Hyperion Schedules session only. If you exit and restart Hyperion Schedules, the system displays the window elements that you hid in the previous session.

**Note:** The system shows the header and footer areas only if the current report contains a header and footer.

- ▶ To show or hide window elements, select or deselect **View** and do one or more of the following:
  - To show or hide the toolbar, select or deselect **Toolbar**.
  - To show or hide the status bar, select or deselect **Status Bar**.
  - To show or hide the point of view bar, select or deselect **POV Bar**.
  - To show or hide the header area, select or deselect **Header**.
  - To show or hide the footer area, select or deselect **Footer**.
  - To show or hide gridlines, select or deselect **Gridlines**.

## Open Reports

Applies To:



You open reports in Hyperion Schedules to enter and modify Hyperion Enterprise or Hyperion Essbase data. You can open only compiled reports in Hyperion Schedules.

You can select a data cell and then open a report and change the point of view to that of the selected data cell. This allows you to use the report with a different point of view.

**Tip:** The File menu shows up to the last 4 reports that you opened. The menu that appears when you select a data cell and click the right mouse button shows up to the last 10 opened reports and the point of view of each. You can select a report from one of these menus to open it in the Hyperion Schedules window.

- To open a report:
  1. Do one of the following:
    - From the Hyperion Schedules window, select **File > Open** or the Open toolbar icon.
    - From an open report, select a data cell, click the right mouse button, then select **Open** to open a report, select **Change POV Using Selected Cell and Open** to open another report and use the point of view of the selected cell, or select a report from the list of reports.
  2. Select the set that contains the report you want to open.
  3. Type a file name or select one from the list, then click **OK**.

## Use Investigations from a Data Cell

Applies To:



You use investigations to open the report that is associated with the selected data cell. Reports are associated with data cells in Hyperion Enterprise Reporting Windows Client.

- To use investigations from a data cell:
  1. Select a data cell, then click on the right mouse button.
 

**Note:** Use the right mouse button if your mouse is configured for a right-handed person. If your mouse is configured for a left-handed person, use the left mouse button instead.
  2. Click **Investigations**.

3. Repeat steps 1 and 2 for each data cell from which you want to use investigations.

**Note:** You can associate a cell with a report in Hyperion Enterprise Reporting Windows Client using investigations. For more information, see Hyperion Enterprise Reporting Windows Client Help.

## Define Cell Colors

Applies To:



Color-coded cells in Hyperion Schedules indicate the type of data contained in each cell. When you define the colors in Hyperion Schedules, the system saves the new colors as the defaults. You can change the colors at any time during a work session.

You define these colors to indicate types of data cells:

- *Default* color indicates valid input cells. You can enter or modify the data in default cells.
- *Changed* color indicates cells that contain unsaved data changes. You can make more changes to data in changed cells. To convert changed cells to default cells, you must save the changes.
- *Locked* color indicates display-only cells that are locked or journal locked in the database.
- *Reporting Calculated* color indicates display-only cells with data that is calculated based on Hyperion Enterprise Reporting Windows Client formulas. The values change when you calculate formulas.
- *Application Calculated* color indicates display-only cells with data that is calculated based on Hyperion Enterprise formulas. The values change when you calculate formulas.
- *Text* color indicates display-only cells that are empty or contain text.



- *Write-failed* color indicates cells that contain data the system was unable to write to the database when you saved it.
  - *Read Only* color indicates cells that contain read-only data. You cannot enter data into a read-only cell. For example, a data cell is read-only if its point of view is invalid.
- To define cell colors:
1. From the Hyperion Schedules window, select **Options > Colors**.
  2. Select the cell type for which you want to define the color.
  3. Do one or more of the following:
    - To add more red, green, or blue to the selected cell type's color, scroll the Red, Green, or Blue color bar to the right.
    - To remove red, green, or blue from the selected cell type's color, scroll the Red, Green, or Blue color bar to the left.
    - To select a color for the selected cell type, click **Choose**, select a basic or custom color, then click **OK**.
    - To return the selected cell type to the system default color, click **Reset**.
  4. Repeat steps 2 and 3 for each cell type that you want to change.
 

**Tip:** To return all cell types to the system default colors, click **Reset All**.
  5. Click **OK** to accept the new colors.

## Set Preferences

Applies To:



You set preferences in Hyperion Schedules to determine how the system responds to your input. The preferences include Enter and Tab key behavior, as well as whether to calculate formulas as you enter data. When you set preferences, the system saves the settings for the next time you work in Hyperion Schedules.

You can choose how the cursor behaves when you press the Tab or Enter key. These are the options you can define:

- The cursor remains in the same cell.
- The cursor moves one cell to the right.
- The cursor moves one cell down.

You can specify whether to automatically calculate formulas as you enter data. These are the options you can define:

- The system does not automatically calculate formulas.
- The system automatically calculates Hyperion Enterprise Reporting Windows Client formulas only.
- The system automatically calculates Hyperion Enterprise Reporting Windows Client formulas and Hyperion Enterprise formulas.

**Note:** You can use the Calculate Formulas option to calculate data.

➤ To set preferences:

1. From the Hyperion Schedules window, select **Options > Preferences**.
2. To define the Tab and Enter key behavior, do one of the following:
  - To make the cursor remain in the same cell when you press Tab or Enter, click **Cause No Movement**.
  - To make the cursor move one cell to the right when you press Tab or Enter, click **Move the Cursor to the Right**.
  - To make the cursor move one cell down when you press Tab or Enter, click **Move the Cursor Down**.
3. To make the cursor skip non-editable cells when you press Tab, click **Skip Non-editable Cells**.
4. To set up auto-recalculate, do one of the following:
  - To perform no automatic calculations while entering data, click **None**.
  - To automatically calculate Hyperion Enterprise Reporting Windows Client formulas but not Hyperion Enterprise formulas while entering data, click **Reporting Formulas Only**.

- To automatically calculate Hyperion Enterprise Reporting Windows Client and Hyperion Enterprise formulas while entering data, click **Reporting and Application Formulas**.

5. Click **OK**.

## Notations and Local Headings

Applies To:



You can use these text options in Hyperion Schedules:

- Notations, such as descriptions or comments
- Local headings, which replace the descriptions of individual dimensions based on the other dimension settings in the report

Notations are fields that you use for comments and other textual data that provide information in report output. Notations can vary by entity, period, or any other dimension. For example, you might create a field called Notes1 to include notations, such as reasons for increases or decreases, on account values for different entities, periods, and categories.

Local headings are notations that you use as alternate descriptions based on the dimension settings in a report. For example, a company's chart of accounts might include the account Cost A. In the Canada Division, Cost A might represent transportation expenses, while in the Northeast Division, Cost A might represent packaging expenses. You can create a field called Accounts by Division to store alternative descriptions for accounts for the different entities in an organization. For Cost A, the Canada Division would use the local description Transportation Costs, while the Northeast Division would use the description Packaging Costs.

The following table shows the tasks involved in using notations and local headings, and where you perform those tasks.

*Table 57: Using Notations and Local Headings*

Use...	To...
Hyperion DataExtend	Set up fields to use for notations or local headings. For more information, see <a href="#">Hyperion DataExtend Help</a> .
Hyperion Enterprise Reporting Windows Client	Create reports that you use for these tasks: <ul style="list-style-type: none"> <li>• Entering text for notations and local headings in Hyperion Schedules</li> <li>• Presenting data with notations and local headings. For more information, see the <a href="#">Building Reports</a> topic in <a href="#">Hyperion Enterprise Reporting Windows Client Help</a>.</li> </ul>
Hyperion Schedules	Enter text for notations and local headings. For more information, see the <a href="#">Enter Notations</a> and <a href="#">Enter Local Headings</a> topics in this guide.

## Enter Notations

### Applies To:



Hyperion  
Enterprise



Hyperion  
Essbase

You enter notations to provide explanations for data results or other information that can enhance your Hyperion Enterprise reports. You enter notations in cells where a text field is defined in the column or row.

The system handles the notations that you enter as text data. You can copy, edit, modify, move, and remove notations the same as you do numeric data.

### ► To enter notations:

1. In the Hyperion Schedules window, select the cell in which you want to enter or modify notations.
2. Type the text for the notation, then press **ENTER**.

## Enter Local Headings

Applies To:



You enter local headings to provide alternate descriptions for dimensions in the headings of Hyperion Enterprise reports. When you enter a local heading, the row or column heading immediately changes to reflect your entry.

**Note:** You can enter local headings only for dimensions and reports that your administrator sets up to display local headings.

- To enter local headings:
  1. In the Hyperion Schedules window, double-click on the row or column heading you want to modify.
  2. Type the text for the local heading, then click **OK**.

## Data Entry

Applies To:



You use the spreadsheet interface in the Hyperion Schedules window to enter and modify data in reports. Data can be numeric, such as account values, or alphanumeric, such as notations or local headings. You can perform these time-saving tasks when you enter and edit data:

- Highlight blocks of data
- Use operator keys to speed data entry
- Move data
- Copy data

- Remove data
- Calculate formulas
- Show suppressed rows and columns

The cells of the spreadsheet that contain calculated and consolidated data are color-coded to show that you cannot enter or change data for these cells in Hyperion Schedules. For more information on calculated and consolidated data, see the *Hyperion Enterprise User's Guide*. For more information on the color coding of cells, see Define Cell Colors on page 416.

Hyperion Schedules displays numeric data in the number format defined in the report. For information about defining number formats in reports, see Hyperion Enterprise Reporting Windows Client Help.

## Operator Keys

Applies To:



Operator keys perform special functions that make data entry faster and easier. You can use the operator keys to perform calculations on data that is already in the report or to type fewer numbers in a cell. You use operator keys to enter numeric data only. The following table describes the operator keys.

*Table 58: Operator Keys*

Key	Operation	Example
+	Adds the number you type to the number already in the cell.	30+
-	Subtracts the number you type from the number already in the cell.	30-
*	Multiplies the current cell value by the number you type.	5*
/	Divides the current cell value by the number you type.	10/

Table 58: Operator Keys

Key	Operation	Example
% + or % -	Increases or decreases the cell's value by the percentage you type.	50%+
+ P or - P	Increases or decreases the cell's value over the cell to the left by the amount or percentage you type.	30%+P
K or T	Indicates thousands.	17K or 12T
M	Indicates millions.	32M
B	Indicates billions.	21B
A	Allocates the amount that you type evenly among all selected cells.	1000A
? or - ?	Fills all selected cells with random positive or negative values.	?

**Note:** The P, K, T, M, B, and A operator keys are not case-sensitive.

## Enter Numeric Data

You use the keyboard to enter and modify numeric data in selected cells. You can use operator keys to speed data entry. You can enter and modify numeric data in input cells only.

- To enter numeric data:
  1. From the Hyperion Schedules window, select the cell in which you want to enter or change data.
  2. Type a value and any desired operator keys, then press **Enter**.

## Highlight Blocks of Data

Applies To:



You can highlight blocks of cells in the Hyperion Schedules window, then modify or enter data in all of the highlighted cells at once. You can highlight a row of data, a column of data, a block of cells, or the entire report.

- ▶ To highlight a block of data, select a corner cell of the block you want to highlight, then drag the mouse until you highlight all of the desired cells.

## Copy Data

Applies To:



You can copy numeric or text data from one cell or block of cells to another cell or block of cells. This is faster than typing the data. The system copies the selected data from the report and places it in the clipboard. You can then paste the data from the clipboard into a selected location. For more information about the clipboard, see the *Microsoft Windows User's Guide*.

You can copy calculated or invalid data; however, you cannot paste data into locked or calculated cells. All of the cells that appear in a report are color-coded to indicate the type of data in the cell. For more information, see Define Cell Colors on page 416.

- ▶ To copy data:
  1. In the Hyperion Schedules window, select the cell or block of cells that contains the data you want to copy, then select **Edit > Copy** or the Copy toolbar icon.



2. Select the cell or block of cells into which you want to copy the data, then select **Edit > Paste** or the Paste toolbar icon.

## Move Data

Applies To:



You can move numeric or text data from one cell or block of cells to another cell or block of cells. This is faster than typing the data in the new location and clearing it from the first location.

The system places the data values in the clipboard, replacing the cell values with zeros. You can then move the data from the clipboard into a selected location. For more information about the clipboard, see the *Microsoft Windows User's Guide*.

You cannot move data to or cut data from locked periods or calculated accounts. All of the cells that appear in a report are color-coded to indicate what type of data they contain and whether you can move data into the cells. For more information, see Define Cell Colors on page 416.

➤ To move data:

1. In the Hyperion Schedules window, select the cell or block of cells that contains the data you want to move, then select **Edit > Cut** or the Cut toolbar icon.
2. Select the cell or block of cells into which you want to paste the data, then select **Edit > Paste** or the Paste toolbar icon.

**Note:** If you try to move data to an area that is a different size than the area from which you cut data, a message appears stating that the cut and paste areas are different sizes. You cannot paste the data into the selected area.

## Remove Data

Applies To:



You can remove numeric or text data from one cell or block of cells to set the data values to zero. You cannot remove values from locked periods or calculated accounts. All cells that appear in a schedule are color-coded to indicate what type of data they contain.

► To remove data:

1. In the Hyperion Schedules window, highlight the cell or block of cells that contains the data you want to remove.
2. Select **Edit > Cut** or the Cut toolbar icon.

## Calculate Formulas

Applies To:



You calculate formulas in Hyperion Schedules to calculate data and see the results of your data entry. You calculate formulas for an entire report at once.

When you calculate formulas, the values in the calculated cells change based on the formulas defined in Hyperion Enterprise. The input cells are not affected. The cells in the Hyperion Schedules window are color-coded to indicate the type of data they contain. You define the cell colors that indicate calculated and input data. For more information, see the auto-calculate option in Set Preferences on page 417.

- To calculate formulas from the Hyperion Schedules window, select **Options > Calculate Formulas** or the Calculate Formula toolbar icon.

## Show Suppressed Rows or Columns

Applies To:



When you create a report in Hyperion Enterprise Reporting Windows Client, you can specify to suppress individual rows or columns when they do not contain data. In Hyperion Schedules, you can show the suppressed report rows or columns in the report so that you can enter data into them.

- To show suppressed rows or columns:
  1. From the Hyperion Schedules window, do one of the following:
    - To show suppressed rows, select **Options > Show Suppressed Rows** or the Show Suppressed Rows toolbar icon.
    - To show suppressed columns, select **Options > Show Suppressed Columns** or the Show Suppressed Columns toolbar icon.

**Tip:** To filter the list to include only rows or columns under the highlighted cell, select **Include Suppressed Rows for Selected Cell Only** or **Include Suppressed Columns for Selected Cell Only**.
  2. Select the rows or columns that you want to display, then click **OK**.

## Change the Default Printer

Applies To:



When you print in Hyperion Schedules, you use the default printer. You can select only one default printer at a time. If you have several printers installed, you can change the default printer.

Some printers require additional setup information. For information on setting printer options, see the *Microsoft Windows User's Guide*.

- To change the default printer:
  1. From the Hyperion Schedules window, select **File > Printer Select**.
  2. Select the printer you want to use as the default printer.
  3. To set up the printer, click **Setup**, then select the options you want.
  4. Click **OK**.

## Preview Data

Applies To:



You can preview the data in a report before printing it or saving it in a text file. This allows you to determine whether you want to change the content or format of the printout.

- To preview data:
  1. From the Hyperion Schedules window, select **File > Print Preview**.
  2. Do one or more of the following:

- To view the first page of the printout, click **First**.
- To view the last page of the printout, click **Last**.
- To view the next page of the printout, click **Next**.
- To view the previous page of the printout, click **Previous**.
- To view a specific page of the printout, click **Go to**, type the page number, then click **OK**.
- To switch between the enlarged and full-page views of the pages, click **Zoom**.
- To print the data, click **Print**.
- To show or hide an outline of the page margins, click **Margins**.
- To end the preview, click **Close**.

## Print Data

Applies To:



You can print a report in Hyperion Schedules. When you print a report, you print the current data in the Hyperion Schedules window. All header and footer information appears in the printout. You can print a hard copy of the report or print the data to a file.

If you select the Print to File option, Hyperion Schedules produces an ASCII text file with line lengths up to 32,000 characters, regardless of what printer is selected. If you do not select the Print to File option and the selected printer is Generic/Text Only on File, the output is an ASCII text file with Windows formatting.

- To print data:
  1. From the Hyperion Schedules window, select **File > Print** or the Print toolbar icon.
  2. In the Copies edit box, type the number of copies you want to print.

3. To print draft-quality copies, click **Draft Quality**.

**Note:** The Draft Quality option is not available if you select Print to File.

4. To specify the pages you want to print, do one of the following:

- To print all pages, click **All**.
- To print one page, click **From**, then type the number of the page you want to print.
- To print several consecutive pages, click **From**, then type the numbers of the first page and last page you want to print.

5. To save the output to a file, click **Print to File**, then type the name of the file in which to save the output.

**Note:** If you do not select the Print to File option and the selected printer is Generic/Text Only on File, the output is an ASCII text file with Windows formatting. The output from the Generic/Text Only on File printer is not controlled by Hyperion Schedules. For instructions on selecting or setting up a printer, see the *Microsoft Windows User's Guide*.

6. Click **OK** to print the data.

## Remove Dimensions from the Point of View Bar

**Applies To:**



**Note:** This task is intended for administrators only.

You can remove a dimension from the point of view bar for an individual report. For example, you can create a report called Sales Data with individual accounts in the columns. There is no need for users to see or select an account in the point of view for the Sales Data report, so you can turn off the account dimension to avoid distracting or confusing users.

You remove dimensions by creating an .SCH file for the report. You create an .SCH file in any text editor, and you name the file *Report.SCH*, where *Report* is the ID of the report for which you want to limit dimensions. You store any .SCH files for an application in the application's report directory.

The POVBAR section in a *Report.SCH* file determines the dimensions to display. Hyperion Schedules displays all dimensions in the point of view bar unless you specify to hide them in the *Report.SCH* file. Here is a sample POVBAR section:

```
[POVBAR]
ACCOUNT = OFF
CATEGORY = OFF
```

This sample specifies that the account and category do not appear in the point of view bar.

## Hyperion Schedules with Validations

The 32-bit version of Hyperion Schedules has been enhanced to perform validations. You must have Visual Basic programming experience to set up validations. You can create a custom validations project that defines rules for opening, entering, and saving data in a schedule. The custom validation project can be created using VBScript or Visual Basic 4.0 or 5.0.

To perform validations, Hyperion Schedules accesses your custom validations project, which is a user-programmable Visual Basic 4.0/5.0 OLE DLL or a VBScript text file. Your custom validations project contains three functions. These three user-defined functions are invoked by Hyperion Schedules as a result of the following actions:

- When a schedule is opened.
- When a user enters data in a cell.
- When a schedule is saved.

Each call to your custom validations project contains a reference to the OLE data type, which is IHypReportData. IHypReportData supplies information about the application, report, and user, and provides access to two additional OLE data types, which are IDisplayedData and ICompressedData. IDisplayedData retrieves Hyperion data values using row and column numbers displayed on the Hyperion Schedules grid. ICompressedData retrieves data values using row and column

numbers displayed in Hyperion Enterprise Reporting Windows Client. Both classes provide point of view (POV) information and status of the specified data cells.

## Assumptions

To create a custom validations project you must be a proficient Visual Basic programmer. This document assumes that the reader is knowledgeable in Visual Basic programming.

Point of view, compression, and expansions are referred to throughout this document. For more information on these elements, see the Hyperion Enterprise Reporting Windows Client and Hyperion Schedules online help systems.

## Enable Validations with Hyperion Schedules

You must update your HSCHEDED.INI file located in your WINDOWS directory to use validations with your application. You need to add the following four lines:

```
Validation=1
VBScript=1
ValidationProjectName=projname.validate
ValidationScriptPath=c:\VBScript\
application1.vbs
```

Update the section that pertains to the Hyperion product and the application you are using. The section names are enclosed in square brackets. For example if you are using the Hyperion Enterprise product and the Application1 application, you would update the [Enterprise-Application1] section.

### Validation

Set Validation to 1 to enable validations, or set it to 0 to disable validations. When validations are enabled, Hyperion Schedules invokes the custom validations project you created.

### VBScript

Set VBScript to 1 if you are using VBScript. If you are using VB 4.0 or 5.0, set it to 0.



## Validation Project Name

If you are using VB 4.0 or 5.0, you must set the `ValidationProjectName` equal to `NONE` or to the actual project name that you specified in VB 4.0 or 5.0, with the extension `.VALIDATE`.

If you have named your project using the Hyperion product name followed by the application name, then you can set the `ValidationProjectName` equal to `NONE`, and the system will automatically use that project. For example, if you set `ValidationProjectName = NONE`, and you are using the Hyperion Enterprise product and the `Application1` application, the system would automatically use the project named `EnterpriseApplication1.VALIDATE`.

If you have not named your project using the Hyperion product name followed by the application name, then you must set the `ValidationProjectName` equal to your project name, with the extension `.VALIDATE`. For example, if your project's name is `PROJECT 1`, then use the statement:

```
ValidationProjectName=PROJECT1.VALIDATE
```

**Note:** If you are using VBScript, the `ValidationProjectName` is ignored.

## Validation Script Path

Set the `ValidationScriptPath` to the directory where the VBScript file is located and the VBScript file name. For example, if you are using a VBScript text file named `TEST.VBS`, which is located in `c:\VBScript`, do the following:

```
ValidationScriptPath=c:\VBScript\test.vbs
```

**Note:** If you are using VB 4.0 or 5.0, the `ValidationScriptPath` is ignored.

## Maintaining a Custom Validations Project Using VBScript

You can create a custom validations project in VBScript using a text editor. The project is interpreted and executed when Hyperion Schedules is running.

- To create a custom validations project using VBScript:
  1. Use any text editor to type the following function prototypes:
    - Function `ValidateOpenReport`

- Function ValidateEditedCell
  - Function ValidateSaveReport
2. Customize your functions. To retrieve information from Schedules, use the global variable HypReportData. For more information, see Descriptions of Custom Validations Functions on page 437 and Methods and Properties of Validations OLE Classes on page 447 in this document.
  3. Save the VBScript text file.
  4. Distribute the VBScript text file to each user's workstation. Place it in the directory specified by the ValidationScriptPath variable in your HSCHEM.INI file.
  5. Before your custom VBScript can be used by anyone else, appropriate entries must be created for it in the Windows registration database. This must be done for each workstation that is using the VBScript text file. To register VBScript.DLL and VALIDDLL.DLL, pass the complete path and the DLL name as arguments to REGSVR32.EXE.

**Tip:** If you are using Windows NT, VBScript.DLL is located in your WINDOWS/SYSTEM32 directory. If you are using Windows 95, it is located in your WINDOWS/SYSTEM directory. VALIDDLL.DLL is located in the directory where Hyperion Schedules is installed; the default is C:\CDA.

## Maintaining a Custom Validations Project Using VB 4.0

You can create a custom validations project using VB 4.0 or 5.0. The project is executed when Hyperion Schedules is running. To create the project using VB 5.0, go on to the next section.

- To maintain a custom validations project using VB 4.0:
1. Open the 32-bit version of Visual Basic 4.0 and create a new project.
  2. From the Project window, delete Form1.
  3. From the Insert menu, click **Module**.
  4. Type **Sub Main** in the newly created module, then press **Enter**.

**Note:** Visual Basic will insert End Sub.

5. From the Insert menu, click **Class Module**.
6. Type the following function prototypes in the new class module:
  - **Public Function ValidateOpenReport(ByVal HypReportData As Object) As Boolean**
  - **Public Function ValidateEditedCell(ByVal HypReportData As Object) As Boolean**
  - **Public Function ValidateSaveReport(ByVal HypReportData As Object) As Boolean**
7. Change the Class Module properties to the following:
  - Instancing: **2 Creatable MultiUse**
  - Name: **Validate**
  - Public: **True**
8. From the Tools menu, click **Options**.
9. Select the Project tab.
10. Type your Hyperion Application name in the Project Name edit box. Use the Hyperion product name followed by the application name.
11. Save the VB Project.
12. Customize your functions. For more information, see Descriptions of Custom Validations Functions on page 437 and Methods and Properties of Validations OLE Classes on page 447 in this document.
13. From the File menu, click **Make OLE DLL File**.
14. Use your Hyperion Application name to specify a name for the DLL.
15. Distribute the DLL to each workstation.  
  
**Note:** VB40032.DLL must be placed on each workstation in the WINDOWS/SYSTEM32 directory for NT, or the WINDOWS/SYSTEM directory for Windows 95.
16. To register the DLL, pass the complete path and the DLL name as arguments to REGSVR32.EXE.

## Maintaining a Custom Validations Project Using VB 5.0

You can create a custom validations project using VB 4.0 or 5.0. The project is executed when Hyperion Schedules is running. To create the project using VB 4.0, go to the previous section.

- ▶ To maintain a custom validations project using VB 5.0:
  1. Open the 32-bit version of Visual Basic 5.0 and create a new project.
  2. Select the **ActiveX DLL** template.
  3. Change the Class1 Class modules properties to the following:
    - Name: **Validate**
    - Instancing: **Multiuse**
  4. Type the following function prototypes in the Validate class module:
    - **Public Function ValidateOpenReport(ByVal HypReportData As Object) As Boolean**
    - **Public Function ValidateEditReport(ByVal HypReportData As Object) As Boolean**
    - **Public Function ValidateSaveReport(ByVal HypReportData As Object) As Boolean**
  5. From the Project menu, select **Project1** properties.
  6. Type your Hyperion Application name in the Project Name edit box. Use the Hyperion product name followed by the application name.
  7. From the File menu, click **Save Project**; at the prompt, type the name in the format NAME.VBP.
  8. Customize your functions. For more information, see Descriptions of Custom Validations Functions on page 437 and Methods and Properties of Validations OLE Classes on page 447 in this document.
  9. From the File menu, Click **Make Test DLL**.

**10.** Distribute the DLL to each workstation.

**Note:** MSVBVM50.DLL must be placed on each workstation in the WINDOWS/SYSTEM32 directory for NT, or the WINDOWS/SYSTEM directory for Windows 95.

**11.** To register the DLL, pass the complete path and the DLL name as arguments to REGSVR32.EXE.

## Descriptions of Custom Validations Functions

The customizable validations functions to be implemented in Visual Basic include the following:

- Public Function ValidateOpenReport(ByVal HypReportData As Object) As Boolean
- Public Function ValidateEditedCell(ByVal HypReportData As Object) As Boolean
- Public Function ValidateSaveReport(ByVal HypReportData As Object) As Boolean

### Validate OpenReport Function

Hyperion Schedules invokes this customizable function when the user opens a schedule or changes the application's point of view. This function allows the system administrator to validate the current report and specify data cells to be read-only. The cells are displayed using user-defined colors that indicate its attributes.

#### Example of the ValidateOpenReport Function

This example of the ValidateOpenReport function shows the following:

- Denies certain users access to reports
- Sets the report to read-only if the Entity point of view is US100
- Sets the compressed column 1 to read only
- Prohibits opening a schedule by returning the value FALSE

```
Public Function ValidateOpenReport (ByVal HypReportData As
Object) As Boolean
```

```
ValidateOpenReport = True
Dim Str As String
Dim b As Boolean
Dim i As Integer
Dim j As Integer
Dim Row As Long
Dim Col As Long
Dim Msg As String
Dim Style As Integer
Dim Title As String
Dim Response As Integer
'*** Set COL 1 to Read Only.

If (HypReportData.ReportName = "DISP21")_Then
    HypReportData.DisplayedData.ColNum = 1
    For i = 1 To _ HypReportData.DisplayedData.NumRows
        HypReportData.DisplayedData.RowNum = i
        HypReportData.DisplayedData.ReadOnly _ = True
    Next i
End If
'*** Don't allow the ADMIN user to open
'*** the "NOACCESS" report
If (HypReportData.UserID = "USER1" And _
HypReportData.ReportName _ ="NOACCESS") Then
    Msg = "User 1 is not allowed to access this _ report" '_
    Define message.
        Style = vbOKOnly ' Define buttons.
        Title = "Visual Basic Validation" ' Define
        title.
        Response = MsgBox(Msg, Style, Title)
    ValidateOpenReport = False
```

```

Exit Function
End If

'*** Set the report to read only if
'*** the Entity Point of View is not set to US100.
If (HypReportData.ReportName = "US100") Then
  For Row = 1 To
    HypReportData.DisplayedData.NumRows
    HypReportData.DisplayedData.RowNum = Row
    For Col = 1 To
      HypReportData.DisplayedData.NumCols
      HypReportData.DisplayedData.ColNum = Col
      Str _ = HypReportData.DisplayedData.CellPOV(1)
      If Str <> "US100" Then
        HypReportData.DisplayedData.ReadOnly _ = True
      End If
    Next Col
  Next Row
End If

'*** Set COL 3 (Budget) to Read Only.
If (HypReportData.ReportName = "BVSA") Then
  HypReportData.DisplayedData.ColNum = 3
  For i = 1 To HypReportData.DisplayedData.NumRows
    HypReportData.DisplayedData.RowNum = i
    HypReportData.DisplayedData.ReadOnly = True
  Next i
End If

```

```
'*** This will set the Compressed COL 3
'*** (index 1 only) to read only
If (HypReportData.ReportName = "COMP21") Then
    HypReportData.CompressedData.ColNum = 3
    HypReportData.CompressedData.ExpandedColIndex = 1
    For i = 1 To HypReportData.CompressedData.NumRows
        HypReportData.CompressedData.RowNum = i
        For j = 1 To
            HypReportData.CompressedData.NumExpandedRows(i)
                HypReportData.CompressedData.ExpandedRowIndex
                    = j
                HypReportData.CompressedData.ReadOnly = True
        Next j
    Next i
End If
End Function
```

## ValidateEditedCell Function

Hyperion Schedules invokes this customizable function after a user types a new value for a cell and then attempts to store the new value by pressing Enter, or by moving off of the cell. This function allows the system administrator to ensure that the value passes validations criteria and that it displays error messages and warning messages to the end user.

### Example of a ValidateEditedCell Function

This example of the ValidateEditedCell function shows the following:

- Ensures that the report named RANGE allows only the values between 100 and 1000 to be entered in column 2
- Calculates and refreshes the report if the cell 1,1 is modified
- Prompts the user to enter a comment if an actual amount is over budget
- Displays a message for each actual value that is greater than 1000



- Prohibits editing a cell by returning the value FALSE

```

Public Function ValidateEditedCell (ByVal HypReportData As
Object) As Boolean

Dim bOK As Boolean

Dim i As Integer

Dim lNum1 As Double

Dim lNum2 As Double

Dim Budget As Double

Dim Actual As Double

Dim RN As Long

Dim CN As Long

Dim RNI As Long

Dim CNI As Long

Dim Str1 As String

Dim DispData As Object

Dim Response As Integer

Set DispData = HypReportData.DisplayedData

ValidateEditedCell = True

'*** For the report "RANGE" validate Col 2
'*** to have a range between 100 and 1000.

If (HypReportData.ReportName = "RANGE") Then

    If (HypReportData.DisplayedData.ColNum = 2) Then

        lnum1 =

            HypReportData.DisplayedData.GetNumericValue

        If ((lNum1 < 100) Or (lNum1 > 1000)) Then

            Response = MsgBox("Value is out of

                range.Please enter a value between 100 and

                1000", 0, "Visual Basic Validation")

            ValidateEditedCell = False

        Exit Function

```

```
        End If
    End If
End If
'*** If modifying cell 1,1 then
'*** calculate the report and refresh it.
If (HypReportData.ReportName = "SUM") Then
    If (HypReportData.DisplayedData.RowNum = 1 And
        HypReportData.DisplayedData.ColNum = 1) Then
        lnum1 =
            HypReportData.DisplayedData.GetNumericValue
        bOK =
            HypReportData.DisplayedData.SetNumericValue
            (lNum1)
        HypReportData.DisplayedData.RowNum = 2
        HypReportData.DisplayedData.ColNum = 1
        bOK =
            HypReportData.DisplayedData.SetNumericValue
            (lNum1 + 1)
        HypReportData.DisplayedData.RowNum = 3
        HypReportData.DisplayedData.ColNum = 1
        bOK = HypReportData.DisplayedData.
            SetNumericValue(lNum1 + 2)
        HypReportData.DisplayedData.RowNum = 4
        HypReportData.DisplayedData.ColNum = 1
        bOK = HypReportData.DisplayedData.
            SetNumericValue(lNum1 + 3)
        HypReportData.CalculateReport
        HypReportData.RefreshReport
    End If
End If
```

```

'*** if the actual amount is over budget then
'*** enter a comment as to why.
If (HypReportData.ReportName = "BVSA") Then
    If (HypReportData.DisplayedData.RowNum = 2) Then
        Budget = HypReportData.DisplayedData
            .GetNumericValue
        If (Budget > 100) Then
            Response = MsgBox("Value not allowed", 0,
                "Visual Basic Validation")
            ValidateEditedCell = False
            Exit Function
        End If
    End If
End If
If (HypReportData.DisplayedData.ColNum = 2) Then
'*** if we are editing the budget column
    Budget = HypReportData.DisplayedData.
        GetNumericValue
    HypReportData.DisplayedData.ColNum = 3
    Actual = HypReportData.DisplayedData.
        GetNumericValue
    HypReportData.DisplayedData.ColNum = 1
    If (Budget > Actual) Then
        Str1 = InputBox("The Actual amount is over
            the Budgeted amount. Please enter a comment
            as to why", "Visual Basic Validation")
        If (Str1 = "") Then
            '*** no comment, so discard new value
            ValidateEditedCell = False
        Else

```

```
        bOK = HypReportData.DisplayedData.  
            SetTextValue(Str1)  
    End If  
End If  
    HypReportData.RefreshReport  
End If  
End If  
  
'*** Allow over budget by $1000.  
If (HypReportData.ReportName = "CALC") Then  
    If (HypReportData.DisplayedData.ColNum = 1) Then  
        Actual = HypReportData.DisplayedData.  
            GetNumericValue  
        HypReportData.DisplayedData.ColNum = 2  
        Budget = HypReportData.DisplayedData.  
            GetNumericValue  
        If ((Actual - Budget) > 1000) Then  
            Response = MsgBox("There is more than $1000  
                difference between Actual and Budget", 0,  
                "Visual Basic Validation")  
            ValidateEditedCell = False  
            Exit Function  
        End If  
        HypReportData.DisplayedData.ColNum = 3  
        HypReportData.DisplayedData.SetTextValue  
            (Str(Actual - Budget))  
        HypReportData.RefreshReport  
    End If  
End If  
End Function
```

## ValidateSaveReport Function

Validations for Hyperion Schedules invokes this customizable function after a user attempts to save a schedule. The function allows the system administrator to ensure that values on the schedule pass validations criteria. The system administrator has the ability to display error and warning messages to the end-user, and to prohibit the saving of the schedule by returning a value of FALSE.

**Note:** Validations rules defined in this function are not enforced if your changes have already been updated to the database.

### Example of a ValidateSaveReport Function

This example of the ValidateSaveReport function shows the following:

- Changes any values in the report SAVE2 to 10 if any values are set to 0
- Prohibits saving the report SAVE1 if it contains 0

```
Public Function ValidateSaveReport (ByVal HypReportData As
Object) As Boolean

Dim lValue As Double

Dim bOK As Boolean

ValidateSaveReport = True

Dim Str As String

Dim Response As Integer

'*** Do not save the SAVE1 report if it contains
Zeros.

If (HypReportData.ReportName = "SAVE1") Then

    For Row = 1 To
        HypReportData.DisplayedData.NumRows
            HypReportData.DisplayedData.RowNum = Row
            For Col = 1 To
                HypReportData.DisplayedData.NumCols
                    HypReportData.DisplayedData.ColNum = Col
                    bOK = HypReportData.DisplayedData.IsZero
                    If bOK = True Then
```

```
        ValidateSaveReport = False
        Response = MsgBox("Unable to save report
        because some cell(s) contain Zero(s).",
        0, "Visual Basic Validation")
        Exit Function
    End If
Next Col
Next Row
End If
'*** If any values in SAVE2 are Zeros then
'*** change them to 10.
If (HypReportData.ReportName = "SAVE2") Then
    For Row = 1 To
        HypReportData.DisplayedData.NumRows
        HypReportData.DisplayedData.RowNum = Row
        For Col = 1 To
            HypReportData.DisplayedData.NumCols
            HypReportData.DisplayedData.ColNum = Col
            bOK = HypReportData.DisplayedData.IsZero
            If bOK = True Then
                bOK = HypReportData.DisplayedData.
                SetNumericValue(10)
            End If
        Next Col
    Next Row
End If
End Function
```

## Methods and Properties of Validations OLE Classes

The following OLE classes are available for validating data:

- IIHypReportData
- IIDisplayedData
- IICompressedData

### IIHypReportData

IIHypReportData is passed to each of the three validations functions written in Visual Basic. The following sections describe its methods and properties.

#### DisplayedData As Object

##### Description

Object that can be used to access data as viewed in the Schedule.

#### CompressedData As Object

##### Description

Object that can be used to access data as viewed in Hyperion Enterprise Reporting Windows Client.

#### ProductName As String Function

##### Description

Returns the product name.

##### Example

```
Dim Str1 As String
```

```
Str1 = HypReportData.ProductName
```

## **ApplicationName As String Function**

### **Description**

Returns the application name.

### **Example**

```
Dim Str1 As String  
Str1 = HypReportData.ApplicationName
```

## **ReportName As String Function**

### **Description**

Returns the report name.

### **Example**

```
Dim Str1 As String  
Str1 = HypReportData.ReportName
```

## **UserID As String Function**

### **Description**

Returns the user ID.

### **Example**

```
Dim Str1 As String  
Str1 = HypReportData.UserID
```

## **NumPOVKeys As Integer Function**

### **Description**

Returns the number of POV dimensions.



**Example**

```
Dim NumPOV As Integer
NumPOV = HypReportData.NumPOVKeys
```

**POVKeyDesc(POVKeyIndex As Integer) As String Function****Description**

Returns the POV dimension name, given the POV Key Index.

**Example**

```
Dim Str1 As String
Str1 = HypReportData.POVKeyDesc(1)
```

**AppPOV(POVKeyIndex As Integer) As String Function****Description**

Returns the POV dimension value.

**Example**

```
Dim Str1 As String
Str1 = HypReportData.AppPOV(1)
```

**Sub CalculateReport Function****Description**

Recalculates values in the report.

**Example**

```
HypReportData.CalculateReport
```

## **Sub RefreshReport Function**

### **Description**

Redraws the schedule.

### **Example**

```
HypReportData.RefreshReport
```

## **IIDisplayedData**

An IIDisplayedData object can be retrieved through IIHypReportData. It provides access to data using row and column numbers from the schedule. The following sections describe its methods and properties.

## **NumRows As Long Function**

### **Description**

Returns the number of rows in a report.

### **Example**

```
Dim NumOfRows As Long
```

```
NumOfRows = HypReportData.DisplayedData.NumRows
```

## **NumCols As Long Function**

### **Description**

Returns the number of columns in a report.

### **Example**

```
Dim NumOfCols As Long
```

```
NumOfCols = HypReportData.DisplayedData.NumCols
```

## RowNum As Long Property

### Description

This property holds the current row number. It is initialized to the row number of the selected cell when ValidateEditedCell is executed. You can either set or get the current row number.

### Example

```
Dim RowNumber As Long  
HypReportData.DisplayedData.RowNum = 2  
RowNumber = HypReportData.DisplayedData.RowNum
```

## ColNum As Long Property

### Description

This property holds the current column number. It is initialized to the column number of the selected cell when ValidateEditedCell is executed. You can either set or get the current column number.

### Example

```
Dim ColNumber As Long  
HypReportData.DisplayedData.ColNum = 2  
ColNumber = HypReportData.DisplayedData.ColNum
```

## ReadOnly As Boolean Property

### Description

This property sets the read-only flag for a specific cell.

### Example

```
Dim ColNumber As Long  
Dim RowNumber As Long
```

```
HypReportData.DisplayedData.ColNum = 1  
HypReportData.DisplayedData.RowNum = 1  
HypReportData.DisplayedData.ReadOnly = True
```

## **GetNumericValue As Double Function**

### **Description**

This function retrieves the numeric value of the current row and column number.

### **Example**

```
Dim ColNumber As Long  
Dim RowNumber As Long  
Dim CellValue As Double  
HypReportData.DisplayedData.ColNum = 1  
HypReportData.DisplayedData.RowNum = 1  
CellValue = HypReportData.DisplayedData.GetNumericValue
```

## **SetNumericValue (ByVal dbValue As Double) As Boolean Function**

### **Returns**

TRUE if it succeeds, and FALSE if it does not succeed.

### **Description**

This function sets the numeric value of the current row and column number.

### **Example**

```
Dim ColNumber As Long  
Dim RowNumber As Long  
Dim OK As Boolean
```

```
HypReportData.DisplayedData.ColNum = 1
HypReportData.DisplayedData.RowNum = 1
OK = HypReportData.DisplayedData.SetNumericValue(10)
```

## GetTextValue As String Function

### Description

This function retrieves the text value of the current row and column number.

### Example

```
Dim ColNumber As Long
Dim RowNumber As Long
Dim CellValue As String
HypReportData.DisplayedData.ColNum = 1
HypReportData.DisplayedData.RowNum = 1
CellValue = HypReportData.DisplayedData.GetTextValue
```

## SetTextValue (ByVal IpcstrText As String) As Boolean Function

### Returns

TRUE if it succeeds, and FALSE if it does not succeed.

### Description

This function sets the text value of the current row and column number.

### Example

```
Dim ColNumber As Long
Dim RowNumber As Long
Dim OK As Boolean
```

```
HypReportData.DisplayedData.ColNum = 1  
HypReportData.DisplayedData.RowNum = 1  
OK = HypReportData.DisplayedData.SetTextValue("Hello")
```

## **IsValueNumeric As Boolean Function**

### **Description**

Returns TRUE if the current cell is of type numeric; otherwise, it returns FALSE.

### **Example**

```
Dim IsCellNumeric As Boolean  
IsCellNumeric = HypReportData.DisplayedData.IsValueNumeric
```

## **IsNoData As Boolean Function**

### **Description**

Returns TRUE if the current cell has no data; otherwise, FALSE is returned.

### **Example**

```
Dim IsCellNoData As Boolean  
IsCellNoData = HypReportData.DisplayedData.IsNoData
```

## **IsZero As Boolean Function**

### **Description**

Returns TRUE if the current cell is Zero; otherwise, FALSE is returned.

### **Example**

```
Dim IsCellZero As Boolean  
IsCellZero = HypReportData.DisplayedData.IsZero
```

## IsDivideByZero As Boolean Function

### Description

Returns TRUE if the current cell is Divide By Zero; otherwise, FALSE is returned.

### Example

```
Dim IsCellDBZ As Boolean
```

```
IsCellDBZ = HypReportData.DisplayedData.IsDivideByZero
```

## IsError As Boolean Function

### Description

Returns TRUE if the current cell is an Error cell; otherwise, FALSE is returned.

### Example

```
Dim IsCellError As Boolean
```

```
IsCellError = HypReportData.DisplayedData.IsError
```

## IsReadOnlyByApp As Boolean Function

### Description

Returns TRUE if the current cell is report calculated, application calculated, or locked; otherwise, FALSE is returned.

### Example

```
Dim IsCellAppReadOnly As Boolean
```

```
IsCellAppReadOnly = HypReportData.DisplayedData.IsReadOnlyByApp
```

## **ErrorCode As Short Function**

### **Description**

Returns the error code of the last executed function. An error code of 0 means that the last function was successful.

### **Example**

```
Dim ErrorCode As Short  
ErrorCode = HypReportData.DisplayedData.ErrorCode
```

## **ErrorDescription As Variant Function**

### **Description**

Returns the error description of the last executed function.

### **Example**

```
Dim ErrorDesc As String  
ErrorDesc = HypReportData.DisplayedData.ErrorDescription
```

## **CellPOV(POVKeyIndex As Integer) As String Function**

### **Description**

Returns the POV dimension value given a dimension index.

### **Example**

```
Dim POVKeyName As String  
POVKeyName = HypReportData.DisplayedData.CellPOV(1)
```



## **GetCompressedCell(ByRef RowNum As Long, ByRef ExpandedRowIndex As Long, ByRef ColNum As Long,ByRef ExpandedColIndex As Long) As Boolean Function**

**Note:** This function is only available in VB 4.0 or 5.0.

### **Description**

Retrieves the equivalent compressed Row/Col index of the current displayed cell.

### **Example**

```
Dim RowNum As Long
Dim ColNum As Long
Dim ExpandedRowIndex As Long
Dim ExpandedColIndex As Long
Dim OK As Boolean
HypReportData.DisplayedData.RowNum = 2
HypReportData.DisplayedData.ColNum = 3
OK = HypReportData.DisplayedData.GetCompressedCell (RowNum,
ExpandedRowIndex,
ColNum, ExpandedColIndex )
```

## **IsDirty As Boolean Function**

### **Description**

Returns TRUE if the current cell has been modified; otherwise, FALSE is returned.

### **Example**

```
Dim IsCellDirty As Boolean
IsCellDirty = HypReportData.DisplayedData.IsDirty
```

## **SetFocus As Boolean Function**

### **Description**

Changes the focus of the current cell.

### **Example**

```
HypReportData.DisplayedData.RowNum = 2
```

```
HypReportData.DisplayedData.ColNum = 3
```

```
HypReportData.DisplayedData.SetFocus
```

## **ICompressedData**

An ICompressedData object can be retrieved through IHypReportData. It provides access to data using row and column numbers from the Hyperion Enterprise Reporting Windows Client product. The following sections describe its methods and properties.

## **NumRows As Long Function**

### **Description**

Returns the number of rows in a report.

### **Example**

```
Dim NumOfRows As Long
```

```
NumOfRows = HypReportData.CompressedData.NumRows
```

## **NumExpandedRows (RowNum As Long) As Long Function**

### **Description**

Returns the number of expanded rows, given a row number.

**Example**

```
Dim NumOfExpRows As Long
```

```
NumOfExpRows = HypReportData.CompressedData.NumExpandedRows(1)
```

**NumCols As Long Function****Description**

Returns the number of columns in a report.

**Example**

```
Dim NumOfCols As Long
```

```
NumOfCols = HypReportData.CompressedData.NumCols
```

**NumExpandedCols (ColNum As Long) As Long Function****Description**

Returns the number of expanded columns, given a column number.

**Example**

```
Dim NumOfExpCols As Long
```

```
NumOfExpCols = HypReportData.CompressedData.NumExpandedCols(1)
```

**RowNum As Long Property****Description**

This property holds the current row number. It is set to the current row number when ValidateEditedCell is executed. You can either set or get the current row number.

**Example**

```
Dim RowNumber As Long
```

```
HypReportData.CompressedData.RowNum = 2  
RowNumber = HypReportData.CompressedData.RowNum
```

## **ExpandedRowIndex As Long Property**

### **Description**

This property holds the current expanded row number index. It is set to the current row index number when `ValidateEditedCell` is executed. You can either set or get the current expanded row index number.

### **Example**

```
Dim ExpRowIndex As Long  
HypReportData.CompressedData.ExpandedRowIndex = 2  
ExpRowIndex = HypReportData.CompressedData.ExpandedRowIndex
```

## **ColNum As Long Property**

### **Description**

This property holds the current column number. It is set to the current column number when `ValidateEditedCell` is executed. You can either set or get the current column number.

### **Example**

```
Dim ColNumber As Long  
HypReportData.CompressedData.ColNum = 2  
ColNumber = HypReportData.CompressedData.ColNum
```

## ExpandedColIndex As Long Property

### Description

This property holds the current expanded column number index. It is set to the current column index number when ValidateEditedCell is executed. You can either set or get the current expanded column index number.

### Example

```
Dim ExpColNumberIndex As Long
HypReportData.CompressedData.ExpandedColIndex = 2
ExpColNumberIndex = HypReportData.CompressedData.ExpandedColIndex
```

## ReadOnly As Boolean Property

### Description

This property sets or unsets the read only flag for a specific cell.

### Example

```
Dim ColNumber As Long
Dim ExpColIndex As Long
Dim RowNumber As Long
Dim ExpRowIndex As Long
HypReportData.CompressedData.ColNum = 1
HypReportData.CompressedData.ExpandedColIndex = 1
HypReportData.CompressedData.RowNum = 1
HypReportData.CompressedData.ExpandedRowIndex = 1
HypReportData.CompressedData.ReadOnly = True
```

## **GetNumericValue As Double Function**

### **Description**

This retrieves the numeric value of the current row and column number.

### **Example**

```
Dim ColNumber As Long
```

```
Dim RowNumber As Long
```

```
Dim CellValue As Double
```

```
HypReportData.CompressedData.ColNum = 1
```

```
HypReportData.CompressedData.RowNum = 1
```

```
CellValue = HypReportData.CompressedData.GetNumericValue
```

## **SetNumericValue (ByVal dbValue As Double) As Boolean Function**

### **Description**

Sets the numeric value of the current row and column number. It returns TRUE if it succeeds and FALSE if it does not succeed.

### **Example**

```
Dim ColNumber As Long
```

```
Dim RowNumber As Long
```

```
Dim OK As Boolean
```

```
HypReportData.CompressedData.ColNum = 1
```

```
HypReportData.CompressedData.RowNum = 1
```

```
OK = HypReportData.CompressedData.SetNumericValue(10)
```

## SetTextValue (ByVal IpcstrText As String) As Boolean Function

### Description

Sets the text value of the current row and column number. It returns TRUE if it succeeds and FALSE if it does not succeed.

### Example

```
Dim ColNumber As Long
Dim RowNumber As Long
Dim OK As Boolean
HypReportData.CompressedData.ColNum = 1
HypReportData.CompressedData.RowNum = 1
OK = HypReportData.CompressedData.SetTextValue("Hello")
```

## GetTextValue As String Function

### Description

Retrieves the text value of the current row and column number.

### Example

```
Dim ColNumber As Long
Dim RowNumber As Long
Dim CellValue As String
HypReportData.CompressedData.ColNum = 1
HypReportData.CompressedData.RowNum = 1
CellValue = HypReportData.CompressedData.GetTextValue
```

## **IsValueNumeric As Boolean Function**

### **Description**

Returns TRUE if the current cell is of type numeric; otherwise, FALSE is returned.

### **Example**

```
Dim IsCellNumeric As Boolean
```

```
IsCellNumeric = HypReportData.CompressedData.IsValueNumeric
```

## **IsNoData As Boolean Function**

### **Description**

Returns TRUE if the current cell has no data; otherwise, FALSE is returned.

### **Example**

```
Dim IsCellNoData As Boolean
```

```
IsCellNoData = HypReportData.CompressedData.IsNoData
```

## **IsZero As Boolean Function**

### **Description**

Returns TRUE if the current cell is Zero; otherwise, FALSE is returned.

### **Example**

```
Dim IsCellZero As Boolean
```

```
IsCellZero = HypReportData.CompressedData.IsZero
```

## **IsDivideByZero As Boolean Function**

### **Description**

Returns TRUE if the current cell is Divide By Zero; otherwise, FALSE is returned.



**Example**

```
Dim IsCellDBZ As Boolean
```

```
IsCellDBZ = HypReportData.CompressedData.IsDivideByZero
```

**IsError As Boolean Function****Description**

Returns TRUE if the current cell is an Error cell; otherwise, FALSE is returned.

**Example**

```
Dim IsCellError As Boolean
```

```
IsCellError = HypReportData.CompressedData.IsError
```

**IsReadOnlyByApp As Boolean Function****Description**

Returns TRUE if the current cell is report calculated, application calculated, or locked. Otherwise FALSE is returned.

**Example**

```
Dim IsCellAppReadOnly As Boolean
```

```
IsCellAppReadOnly = HypReportData.CompressedData.IsReadOnlyByApp
```

**ErrorCode As Short Function****Description**

Returns the error code of the last executed function.

**Example**

```
Dim ErrorCode As Short
```

```
ErrorCode = HypReportData.CompressedData.ErrorCode
```

## **ErrorDescription As Variant Function**

### **Description**

Returns the error description of the last executed function.

### **Example**

```
Dim ErrorDesc As String  
ErrorDesc = HypReportData.CompressedData.ErrorDescription
```

## **CellPOV(POVKeyIndex As Integer) As String Function**

### **Description**

Returns the POV Key value, given a dimension index.

### **Example**

```
Dim POVKeyName As String  
POVKeyName = HypReportData.CompressedData.CellPOV(1)
```

## **GetDisplayedCell(ByRef RowNum As Long, ByRef ColNum As Long) As Boolean Function**

**Note:** This function is only available in VB 4.0 or 5.0.

### **Description**

Retrieves the equivalent displayed row and column number of the current compressed cell.

### **Example**

```
Dim RowNum As Long  
Dim ColNum As Long  
Dim bOK As Boolean  
HypReportData.CompressedData.ColNum = 2
```

```

HypReportData.CompressedData.RowNum = 1
HypReportData.CompressedData.ExpandedColIndex = 2
HypReportData.CompressedData.ExpandedRowIndex = 1
bOK = HypReportData.CompressedData.GetDisplayedCell( RowNum, ColNum
)

```

## IsDirty As Boolean Function

### Description

Returns TRUE if the current cell has been modified; otherwise, FALSE is returned.

### Example

```
Dim IsCellDirty As Boolean
```

## I CellDirty = HypReportData.CompressedData.IsDirty SetFocus As Boolean Function

### Description

Changes the focus of the current cell. It returns TRUE if successful; otherwise, FALSE is returned.

### Example

```

HypReportData.CompressedData.RowNum = 2
HypReportData.CompressedData.ColNum = 3
HypReportData.CompressedData.SetFocus

```

## Frequently Asked Questions

### Applies To:



This chapter provides the answers to commonly asked questions about Hyperion Schedules that are not covered in the other sections of this guide.

If you are experiencing additional problems, or have questions that are not covered in this chapter, refer to the *Hyperion Schedules Release Notes* that came with this guide.

### **Why can't I open a compound report from within Hyperion Schedules?**

Compound reports are currently supported only within Hyperion Enterprise Reporting Windows Client.

### **Why can't I input into green cells within Hyperion Schedules?**

Green cells indicate that it is either a calculated account or not an input account.

### **I cannot enter data into input level cells. Why?**

Here are some reasons why you cannot input into a schedule:

- The user does not have security access.
- The period is locked.
- The view is incorrect; it needs to be CTD or PER, not YTD.

### **Why can't I change my rows/columns in Hyperion Schedules?**

Hyperion Schedules is designed for entering data only. Any changes to columns/rows should be done using Hyperion Enterprise Reporting Windows Client.

## **Why can't I access cells with calculated formulas?**

These cells contain display-only data which is either calculated based on Hyperion Enterprise Reporting Windows Client formulas or from Hyperion Enterprise application calculations. The value changes when you calculate formulas.



Here are some of the terms in the *Hyperion Enterprise Reporting Windows Client User's Guide*.

**Access rights.** An option that determines whether a user can perform tasks or access specific application elements.

**Accounts.** Location of data in entities, categories, and periods.

**Add-in file.** A small file you load within a larger software program which enhances the functions and capabilities of the larger program. For example, Hyperion Analyst is an add-in file you load within Microsoft Excel or Lotus 1-2-3.

**Application.** A set of organizations, accounts, data categories and other system dimensions that you use together.

**Book.** A container that holds a group of similar reports. Books may specify dimension sections, and/or dimension changes.

**Book set.** A group of books that you combine for convenience. For example, you might have a book set that includes all month-end books.

**Book windows.** Where books are built and maintained.

**Category.** The classifications of data. You use categories to differentiate between the different types of data you can maintain, such as budget, actual, and forecast data.

**Compound report.** A compound report is a container for several reports that you want to display together.

**Dimension.** A holder for information.

**Dimension Icon (Excel).** An icon on a Microsoft Excel worksheet symbolically representing a dimension ID. You click on a dimension icon to access dialog boxes where you select the specific dimension IDs for the worksheet point of view and the columns and rows. Dimension Icons are called Dimension Names in Lotus 1-2-3. *See also* Dimensions.

**Dimension Name (Lotus).** An icon on a worksheet symbolically representing a dimension ID. You click on a dimension name to access dialog boxes where you select the specific dimension IDs for the worksheet point of view and the columns and rows. Dimension Names are called Dimension Icons in Microsoft Excel. *See also* Dimensions.

**Dimensions.** Lotus or Excel worksheet icons representing point of view information. You can assign dimensions in the worksheet by clicking on dimension icons in Hyperion Analyst and selecting different IDs and functions.

**Entities.** The reporting units in an organization. Entities can represent any reporting units, such as subsidiaries, divisions, plants, or products.

**Expansions.** An expansion shows detail data from dimension IDs in a worksheet. You expand an entity by clicking on the plus sign (+) next to the dimension ID.

**Financial functions.** Functions that retrieve and calculate financial data, such as the ratios between the values in two columns or rows.

**Footer.** Text that appears at the bottom of each page in a report.

**Formula.** A series of functions and parameters you use to retrieve and calculate data from a Hyperion Solutions product application.

**Function.** A mathematical code you use within a formula to retrieve and calculate data from a Hyperion Solutions product application. *See also* Formula.

**Header.** Text that appears at the top of each page in a report.

**Hyperion DataExtend.** A product that allows you to enter text in Hyperion Schedules and include it in reports as data or headings.

**Hyperion Enterprise Reporting Windows Client.** A powerful graphical tool for presenting financial data in formats such as cash management reports, forecasts, profit and loss statements, and balance sheets. With Hyperion Enterprise Reporting Windows Client, you can retrieve and calculate data from a Hyperion Solutions product application and specify how to present it.

**Hyperion Schedules.** A spreadsheet style interface that translates Hyperion reports into forms for data entry.



**Impact future categories.** An option used to specify that changes to a prior linked category in the current category should impact periods in the current category. You might create formulas in methods that refer to and have dependencies on values in prior categories. As values change in prior categories, this option controls whether to impact values in future categories.

**Local headings.** Replaces the descriptions of individual dimensions based on other dimension settings in the report.

**Main window.** Starting point for all tasks in Hyperion Solutions products.

**Menu bar.** Lists the menus you can use to perform different tasks.

**Notations.** Text entries such as descriptions or comments.

**Online help.** Online navigational help system that contains procedural information that is also in the printed documentation.

**Operator key.** Keyboard keys that perform functions that make data entry faster and easier.

**PDF.** An Adobe Acrobat online electronic guide that contains conceptual and procedural information.

**Periods.** Time segments within categories.

**Point of View.** A set of dimensions you define to specify which data is access when you start an application.

**Point of view bar.** Shows the default dimensions for the current session.

**Preview window.** Where reports can be previewed before you print the report.

**Query.** A set of dimension IDs arranged on a worksheet to retrieve data from a Hyperion Solutions product application.

**Proportion and elimination detail and translation detail.** A feature used to store and report on proportion and elimination detail for entities during the consolidation process. Proportion detail includes post-translated values after the system executes consolidation methods and applies the percent consolidation for each dependent. Elimination detail includes all intercompany eliminations that the system has processed for each dependent. If you store proportion and elimination detail, you can select the particular categories and parent entities for which you want to store this detail.

**Refresh.** A function which updates the application with any new information. Refresh also redraws the screen.

**Registry.** A database used by the Windows 95/NT operating systems to store configuration information. Most Windows applications write data to the Registry during installation, and you often need to register newly installed files in the Registry in order for your software program to function properly.

**Reports.** Retrieve and calculate data from any Hyperion Solutions product application and specify how to present it.

**Report set.** A group of reports that you group together for convenience. For example, you might have a report set that includes all forecast reports.

**Report windows.** Where reports are built and maintained.

**Report wizard.** A graphical tool that you use to create dynamic, ad hoc queries within Hyperion Enterprise Reporting Windows Client.

**Right mouse button.** Provides quick access to a menu with a list of functions and reports.

**SQL (Structured Query Language).** A standardized query language for requesting information from a database. It supports distributed databases - databases spread out over several computer systems, such as Hyperion Enterprise. This enables several users on a local-area network (LAN) to access the same database simultaneously.

**Status bar.** Shows information about the program in which you are currently working.

**Text functions.** Functions that retrieve alphanumeric text, such as dimension IDs or descriptions.

**Title bar.** Identifies the system in which you are working.

**Toolbar.** Provides quick mouse access to the most frequently used menu items in Hyperion Solutions products.

**User ID.** A user name used to log on to a Hyperion Solutions product.

**View menu.** . Used to display or hide the toolbar, point of view bar, status bar, etc.

# Index

## A

- A24 field, 117
- about Hyperion DataExtend, 382
- About Hyperion Schedules, 393
- ABS function, 225
- absolute operand, 106
- Absolute Value function (@ABS), 225
- ACC keyword, 108
- access online help, 398
- account attributes, for Hyperion Solutions
  - applications, 145
- Account Code function (@ACODE), 226
- account default attributes, 144
- Account keyword (ACC), 108
- account signs, 144
- accounts, selecting, 406
- ACODE function, 226
- Add to Set icon, 179
- add-in files, 333, 334, 357, 358
- adding to the application, 187
- administrators' tasks, 430
- All Ancestor Members function (@ANC), 231
- all column, row headings, and data format setting inheritances, 143
- All function (@ALL), 227
- All Siblings to the Right function (@SRA), 316
- ALT function, 229
- Always suppress option, 157
- AMCODE function, 230
- Analyst, 385
- Analyst, see Hyperion Analyst
- Analyst.ini file, 350, 352
- ANC function, 230, 231
- APD function, 232
- APN function, 233
- APP function, 233
- Application Description function (@APD), 232
- Application ID function (@APP), 233
- Application Name function (@APN), 233
- ApplicationName As String Function, 448
- applications
  - opening, 360, 363
  - saving data to, 361
- applications, specifying for batch files, 200
- AppPOV(POVKeyIndex As Integer) As String, 449
- arithmetical symbols, 101
- AS function, 234
- ASCII format
  - printing files in, 196
  - saving files in, 195
- ASK function, 235
- Asset account attribute, for Hyperion Enterprise, 145
- attribute option, 151
- attributes for accounts, 144
- Available options, to search for dimension IDs, 85
- Average function (@AVG), 236
- AVG function, 236
- axes, Columns, Reports and Rows, 133

## B

- BAL account attributes, for Hyperion Solutions
  - applications, 145
- bar, splitter, 86
- BAS field, 115
- BAS function, 237
- Base Level function (@BAS), 237

## Index

- batch files, 198
  - batch printing, 196, 198, 206
  - BET function, 238
  - bitmaps See icons
  - blank columns and rows, inserting, 53
  - book areas
    - copying, 51
    - cutting, 50
    - deleting, 54
    - deselecting, 49
    - pasting, 52
    - selecting, 49
    - undoing deletions, 54
  - book options, 57
  - book sections
    - editing, 96
    - for retrieving data for series of dimensions, 76
    - nested, 76
  - book sets
    - adding reports to, 184
    - creating, 181
    - deleting, 182
    - editing, 183
    - overview, 180
    - removing books from, 185
    - specifying for saved book, 27
  - book summaries, 64
  - books
    - adding to the application, 187
    - changing dimensions in, 80
    - closing, 27
    - compiling, 186
    - creating, 26
    - deleting from the application, 188
    - deselecting areas in, 49
    - dimension changes in, 80
    - editing, 45
    - editing summaries, 64
    - importing, 187
    - inserting reports in, 63
    - inserting sections in, 93
    - managing overview, 179
    - opening, 49
    - overview, 21, 25
    - overview of managing, 179
    - point of view, 34
    - previewing, 193
    - printing, 193
    - printing active, 195
    - printing batches, 196, 198, 206
    - removing from sets, 185
    - renaming, 27, 185
    - replacing reports in, 64
    - saving, 27
    - selecting areas in, 49
    - selecting ranges, 50
    - setting options, 57
    - setting point of view, 43
  - border format option, 140
  - border options, 148
  - BOT function, 239
  - ByRef ColNum As Long, 457
  - ByRef ExpandedColIndex As Long) As Boolean, 457
  - ByRef ExpandedRowIndex As Long, 457
- ## C
- Calculate Difference function (CHG), 244
  - calculating formulas, 426
  - calculation order option, 150, 151
  - calculations/recalculations, 418, 422
  - calculator keys, 422
  - case sensitivity, in batch commands, 202
  - CAT keyword, 109
  - categories, selecting, 405
  - Category keyword (CAT), 109
  - CCVT account attributes, for Hyperion Essbase, 145
  - CDABET function, 366
  - CDACAL function, 367
  - CDACHG function, 368
  - CDADES function, 368
  - CDAINP function, 369
  - CDAKEY function, 370
  - CDALAB function, 371
  - CDALNK function, 372
  - CDAPAB function, 373
  - CDAPBE function, 375
  - CDAPCH function, 376
  - CDAPCT function, 377
  - CDASTR function, 378
  - CDAVAL function

- and pasting values, 363
- description, 380
- examples, 380
- formulas, 373
- saving to an application database, 380
- cell colors, defining, 416
- CELL function, 240
- CellDirty, 467
- CellPOV(POVKeyIndex As Integer) As String, 456, 466
- cells
  - calculated, 416
  - colors for, 416
  - highlighting data in, 424
  - unsaved, 416
- center headings across columns, 158
- CHANGE function, 242
- change point of view (POV) option, 360
- changing the worksheet point of view, 341
- CHART function, 243
- Chart Logic Expansion function (@CHART), 243
- Chart Method Code function (@AMCODE), 230
- check box states, 143
- Check icon, 180
- CHG function, 244
- Children function (@CHL), 245
- CHL function, 245
- CMCODE function, 246
- CMO function, 247
- collapse data, 349
- collapsing dimension values, 135
- ColNum As Long Property, 451, 460
- colors, cell, 416
- column data format setting inheritance, 143
- column heading defaults, 72
- column headings format setting inheritance, 143
- Column page format option, 190
- column reference operand, 106
- columns, 427
  - copying, 51
  - cutting, 50
  - in reports, 72
  - inserting blank, 53
  - pasting, 52
  - sorting, 160
- Columns axis, 133
- comments, in batch commands, 202
- compound reports
  - copying standard information, 30
  - creating, 30
  - default layout, 30
  - layouts, 30
  - overview, 28
- CompressedData, 447
- CompressedData As Object Function, 447
- CON function, 249
- conditional formatting, 162
- CONSOL keyword, 110
- consolidation detail, selecting, 411
- Consolidation Method Code function (@CMCODE), 246
- Consolidation Status function (@PSF), 304
- convert values to functions, 351
- copying data, 424
- CPN function, 250
- CRB file extension, 28
- Credits field, 115
- criteria format options
  - setting, 162
  - using, 142
- criteria statements, 162
  - for Hyperion Enterprise, 164
  - for Hyperion Essbase, 165
- criteria-based formatting, 162
- CUM field, 118
- CUR function, 251
- CURCY function, 252
- CURR keyword, 111
- Currency Text function (@CURCY), 252
- currency, selecting a, 412
- Current alias table function (@ALT), 229
- Current Category Period Number function (@CMO), 247
- Current Date function (@TOD), 323
- Current Dimension Setting function (@CUR), 251
- Current Entity Scale function (@SCALE), 310
- Current Period Number function (CPN), 250
- Current Reporting Directory function (@RPD), 309
- Current Time function (@TIM), 321
- customize query formats, 352
- customizing
  - dimensions, 21

- formula bar, 23
- icons in the desktop, 21
- number formats, 146
- point of view bar, 23

## D

DAT function, 255

DAT keyword, 112

data

- copying, 424
- deleting, 426
- detail, 135
- editing formulas for, 125
- extracting from Hyperion DataExtend, 390
- formulas for, 100
- loading to Hyperion DataExtend, 386, 389
- moving from cells, 425
- pasting, 52, 424
- previewing before printing, 428
- printing, 429
- removing from cells, 425
- saving to a text file, 428, 429
- summary, 135
- viewing in a field, 413

data entry, 421 to 427

data entry keys, 422

data formulas

- changing types, 125
- editing, 125
- expressions in, 101

Data page format option, 190

data, changing, 361, 380

data, collapsing/expanding, 349

database retrieval operand, 106

DataExtend see Hyperion DataExtend

Date masks, 254

Debits field, 115

default expansions, 348

default point of view, 363

default printer, 428

defaults

- column headings, 72
- dimension settings, 33, 37
- fonts, 190
- for compound reports, 30

Hyperion Enterprise Reporting Windows Client  
point of view, 37

label setup, 191, 193

page format, 190

point of view for books, 43

point of view for reports, 23, 44

row headings, 72

definitions viewing, 128

delete data, 426

delete fields, 386

Delete icon, 179

DEP function, 257

DES function, 258

Descendant Members function (@DSC), 259

Descendants at level 0 function (@BOT), 239

Detail suppress option, 157

detailed data, 135

dialog boxes, 188

- Dimension, 80

- Edit Dimensions, 133

- Edit Dimensions - Account, 109

- Edit Formulas, 225

- Expression, 101

- Format, 143

- Manage Expansions, 174, 176

- Manage Reports and Books, 179, 180

- Pivot Table Options, 132

- point of view, 36

- Report Options, 117

- Report Wizard, 138

- Run Task, 204

- Save As, 27

DIF field, 117

dimension assignment methods, 71

dimension buttons, 21

Dimension Change function (CHANGE), 242

dimension changes

- and dimension ID, 78, 80

- editing, 92

- in books, 80

- in reports, 78

- inserting, 91

Dimension Description function (@DES), 258

Dimension dialog box, 80

dimension expansion option, 174

dimension functions, assigning, 89

- Dimension ID function (@LAB), 275
  - dimension ID icons, 39, 82
  - dimension IDs, 347
    - assigning, 88
    - filters to specify, 83
    - selected list to assign items, 87
  - dimension lists, assigning, 90
  - dimension manage expansion option, 176
  - dimension settings
    - defaults, 33, 37
    - for books, 43
    - for reports, 23, 44
  - dimension values, 135
  - dimensions, 344, 346, 381, 384, 385, 387, 388, 430
    - changes and Hyperion Enterprise Reporting
      - Windows Client point of view in books, 80
    - changes and Hyperion point of view in reports, 79
    - changes using Dimension dialog box, 80
    - changing column width, 21
    - copying with format, 169
    - copying without format, 168
    - customizing, 21
    - default settings for books, 43
    - default settings for reports, 23, 44
    - inserting changes, 71
    - keywords for Hyperion Enterprise, 107
  - display format options
    - division by zero, 156
    - error, 156
    - no data, 156
    - setting, 156
    - using, 141
    - zero, 156
  - display hidden rows and columns, 427
  - DisplayedData As Object Function, 447
  - division by zero display option, 156
  - draft reports, 167
  - drag and drop
    - with Lotus 1-2-3, 346
    - with Microsoft Excel, 345
  - drill-through, 350
  - DSC function, 259
  - DUR function, 261
  - DWV field, 117
- ## E
- ECODE function, 262
  - edit dimensions, 344
  - Edit Dimensions - Account dialog box, 109
  - Edit Dimensions dialog box, 133
  - Edit Formulas dialog box, 225
  - Edit icon, 179
  - Edit menu, 383, 398, 399
  - editing dimension changes, 92
  - edits undo, 54
  - embedded reports, 28
  - empty schedules, 28
  - END function, 263
  - End of Range function (UNTIL), 325
  - ENT function, 264
  - ENT keyword, 113
  - enter
    - data, 423
    - local headings, 421
    - notations, 420
    - numeric data, 423
  - Enter key, 417, 418
  - Enterprise See Hyperion Enterprise
  - Enterprise see Hyperion Enterprise
  - Enterprise, see Hyperion Enterprise
  - entities, 381, 385, 393, 402, 403, 405, 419
  - Entity as Parent function (@ENT), 264
  - Entity Code function (@ECODE), 262
  - Entity keyword (ENT), 113
  - error display option, 156
  - ErrorCode As Short Function, 456, 465
  - ErrorDescription As Variant Function, 456, 466
  - errors, checking for, 186
  - Essbase See Hyperion Essbase
  - Evaluate Difference function (BET), 238
  - Evaluate Percent Change function (PBE), 296
  - Excel, exporting reports to, 197
  - Excel, see Microsoft Excel
  - exiting Hyperion DataExtend, 383
  - exiting Hyperion Schedules, 396
  - expand data, 349
  - EXPAND.REL file, 132
  - Expand.rel file, 348
  - ExpandedColIndex As Long Property, 461
  - ExpandedRowIndex As Long Property, 460
  - expansion options

## Index

- dimension, 174
- expansion tag, 174
- parent override, 174
- position, 174
- expansion tag, 176
- expansion tag option, 174
- expansions, 339, 347 to 350
  - defining, 173
  - managing, 176
  - setting, 174
- expansions format option, 142
- Expense account attributes, for Hyperion Solutions applications, 145
- exporting reports to Excel, 197
- expression dialog box, 101
- expressions
  - in data formulas, 101
  - in financial functions, 101
  - operands in, 106
  - operators in, 101
  - with multiple operators, 105
- extracting data from Hyperion DataExtend, 390
- F**
- FIE keyword, 114
- field data text file, 386, 387, 388
- field definitions section, 386
- Field keyword (FIE), 114
- fields
  - creating, 385
  - deleting, 386
  - uses of, 384
- fields, selecting, 413
- file
  - HDCDARET.INI, 362
  - REPENG.INI, 369
- file formats, saving in ASCII text, 195
- File menu, 383, 398, 399, 414
- File Name function (@FLN), 266
- File Title function (@FLT), 267
- files
  - .CRB, 28
  - .HAQ, 132
  - .TXT, 195
  - ASCII format, 196
  - batch, 198
  - EXPAND.REL, 132
  - log, 199
  - REPENG.INI, 21, 173, 181, 194, 199
  - RW32.INI, 146, 151
  - task, 198
- files, response, 198
- filters summary icon, 83
- filters, for specifying dimension IDs, 83
- financial functions
  - expressions in, 101
  - in data formulas, 126
  - uses for, 126
- Find options, to search for dimension IDs, 85
- FIRST function, 265
- First ID function (@START), 318
- First Sibling to the Left function (@SLF), 315
- First Sibling to the Right function (@SRF), 317
- First Subaccount function (@FIRST), 265
- First Subaccount Set keyword (SUBACC1), 122
- first-level subaccount, selecting, 409
- FLN function, 266
- Flow account attribute, for Hyperion Enterprise, 145
- FLT function, 267
- font format options
  - changing defaults, 190
  - setting, 147
  - using, 140
- fonts, 65
- Footer page format option, 190
- footers, 65
- FOR function, 268
- Format dialog box, 143
- format options
  - attributes set for, 147
  - borders, 140
  - copying, 168
  - criteria, 142, 162
  - display, 141, 156
  - expansions, 142
  - fonts, 140, 147
  - headings, 141
  - inherited, 142
  - investigations, 142
  - number, 140
  - order of, 142



- shading, 140
- shading and borders, 148
- sort, 142
- sorting, 160
- spacing, 141, 153
- suppression, 156
- format setting inheritances, 143
- format settings pasting, 52
- format, Microsoft Excel template, 352
- formats, 146
  - copying for reports, 168
  - customizing number format masks, 146
  - customizing numbers, 146
  - for label setup, 191, 193
  - for pages, 190
  - verifying, 186
- formatted reports, 167
- formatting controls overview, 139
- formatting reports overview, 139
- formula bar, customizing, 23
- formulas, 399, 416, 417, 418, 422
  - calculating, 426
  - CDAVAL, 373
  - copying with format, 169
  - copying without format, 168
  - dimension settings, 361
  - editing for data, 125
  - editing for headings, 128
  - for data, 100
  - for headings, 23, 99
  - functions used in, 365
  - in Hyperion Retrieve, 364 to 365
  - inserting in footers, 65
  - inserting in headers, 65
  - overview, 99
- FRD function, 269
- FRE keyword, 119
- Frequency Description function (@FRD), 269
- Frequency ID function (@FRL), 270
- Frequency keyword (FRE), 119
- frequency, selecting a, 407
- FRL function, 270
- FROM function, 271
- Function ApplicationName As String Function, 448
- function dimension assignment method, 71
- function operand, 106
- functions, 401, 403, 422
  - ABS - Absolute Value, 225
  - ACODE - Account Code, 226
  - ALL - All, 227
  - ALT - Current Alias Table, 229
  - AMCODE - Chart Method Code, 230
  - ANC - All Ancestor Members, 230, 231
  - APD - Application Description, 232
  - APN - Application Name, 233
  - APP - Application ID, 233
  - AS - Same As, 234
  - ASK - Prompt User, 235
  - assigning for dimensions, 89
  - assigning with Dimension dialog box, 80
  - AVG - Average, 236
  - BAS - Base Level, 237
  - BET - Evaluate Difference, 238
  - BOT - Descendants at Level 0, 239
  - CDABET- Compare Values for Two IDs, 366
  - CDACAL - Specify Calculated Accounts, 367
  - CDACHG - Show the Positive Difference Between Values, 368
  - CDADES - Show Descriptions for Dimension Settings, 368
  - CDAINP - Specify Input Accounts, 369
  - CDAKEY - Change Dimension Settings, 370
  - CDALAB - Produce IDs for Specified Dimensions, 371
  - CDALNK - Send Values to Hyperion Applications, 372
  - CDAPAB - Show the Percentage Difference Between Account Values, 373
  - CDAPBE - Show Percentage Differences, 375
  - CDAPCH - Show the Percentage Change Between Two Values, 376
  - CDAPCT- Calculate Percentages, 377
  - CDASTR - Use Headings to Produce Text, 378
  - CDAVAL - Produce Values from Applications, 363, 364, 365, 373, 380
  - CELL - Specific Cell Value, 240
  - CHANGE - Dimension Change, 242
  - CHART - Chart Logic Expansion, 243
  - CHG - Calculate Difference, 244
  - CHL - Children, 245
  - CMCODE - Consolidation Method Code, 246
  - CMO - Current Category Period Number, 247

- CON - Summary ID, 249
  - CPN - Current Period Number, 250
  - CUR - Current Dimension Setting, 251
  - CURCY - Currency Text, 252
  - DAT - Period Description, 255
  - DEP - IDs Immediately Below, 257
  - DES - Dimension Description, 258
  - DSC - Descendant function, 259
  - DUR - Specific Value, 261
  - ECODE - Entity Code, 262
  - END - Last ID, 263
  - ENT - Entity as Parent, 264
  - FIRST - First Subaccount, 265
  - FLN - File Name, 266
  - FLT - File Title, 267
  - FOR - Section for, 268
    - for Hyperion Enterprise, quick list of, 209
    - for Hyperion Essbase, quick list of, 209
  - FRD - Frequency Description, 269
  - FRL - Frequency ID, 270
  - FROM - Start of Range, 271
  - GEN - Same Generation, 272
  - IFT - If Then, 273
  - IND - Indent, 274
  - LAB - Dimension ID, 275
  - LAD - Lowest-level Account Description, 276
  - LAL - Lowest-level Account ID, 277
  - LAST - Last Subaccount, 278
  - LIST - List, 280
    - list of, 219
  - LOCAL - Local Headings, 281
  - LRC - Linked Reporting Comments, 282
  - LRD - Modification Date of a Linked Reporting Object, 283
  - LRF - Linked Reporting Files, 284
  - LRI - Index of a Linked Reporting Object, 286
  - LRO - Linked Reporting Objects, 287
  - LRT - Type of a Linked Reporting Object, 289
  - LRU - User of a Linked Reporting Object, 290
  - LVL - Same Level, 291
  - MUL - Multiply, 292
  - OFF - Offset of the Current or Optional Period, 293
  - PAR - Parent, 295
  - PBE - Evaluate Percent Change, 296
  - PCH - Percent Change, 297
  - PCR - Percent by Row, 298
  - PCT - Ratios as Percentages, 301
  - PDES - Partial Description, 302
  - PLAB - Partial Dimension ID, 303
  - PSF - Consolidation Status, 304
  - RAT - Ratio, 305
  - REPORT- Report in Book, 306
  - RND - Round Specific Values, 306
  - RNG - Range, 307
  - RPD - Current Reporting Directory, 309
  - SCALE - Current Entity Scale, 310
  - SED - Set Description function, 311
  - SET - Set Name function, 312
  - SIB - Siblings, 312
  - SLA - Siblings to the Left, 313
  - SLF - First Sibling to the Left, 315
  - SRA - All Siblings to the Right, 316
  - SRF - First Sibling to the Right, 317
  - SRN - Server Name, 318
  - START - First ID, 318
  - SUB - Subaccounts, 319
  - SUM - Total, 320
  - TIM - Current Time, 321
  - TMCODE - Translation Method Code, 322
  - TOD - Current Date, 323
  - TOP - Topmost Unowned ID, 324
  - UNTIL - End of Range, 325
  - USR - User ID, 326
  - VWD - View Description, 327
  - VWL - View ID, 328
  - WITHSUB - With All Subaccounts, 329
  - WITHSUB1 - With First-level Subaccs, 330
  - WLD - Wildcard, 331
  - functions list, 209
- G**
- GEN function, 272
  - GetCompressedCell(ByRef RowNum As Long, 457
  - GetDisplayedCell(ByRef RowNum As Long, ByRef ColNum As Long) As Boolean, 466
  - GetNumericValue As Double Function, 452, 462
  - GetTextValue As String Function, 453, 463
  - gridlines, 413
  - grouping, 180

**H**

- HAQ file, 132
- HDCDARET.INI file, 362
- Header page format option, 190
- headers
  - inserting formulas in, 65
  - pasting, 52
  - selecting fonts for, 65
  - setting, 65
- headers and footers, 413, 429
- headings
  - editing formulas for, 128
  - formulas for, 23, 99
- headings format options
  - setting, 158
  - spacing, 154
  - using, 141
- headings spacing option, 155
- Help menu, 398, 399
- hidden rows and columns, 427
- hide window elements, 413
- hide/show expansion signs, 350
- HSCHED.INI File, 432
- HYPENT.INI file, 403
- Hyperion Analyst, 382
  - and CDAKEY function, 370
  - menu, 337
  - point of view, 341
  - toolbar, 337
  - using with Hyperion Retrieve, 363
  - worksheet, 340
- Hyperion Data Extend, 420
- Hyperion DataExtend
  - exiting, 383
  - extracting data from, 386, 390
  - fields in, 384
  - icons, toolbar, 384
  - loading data to, 386, 389
  - menus, 383
  - sample field data text file, 388
  - starting, 382
  - toolbar, 384
- Hyperion Enterprise, 339, 348, 382, 383, 393, 395, 402, 405, 414
  - and CDALNK function, 372
  - book sets, 186
  - controlling display of IDs in windows, 181
  - creating reports or books sets with, 181
  - dimension assignment methods with, 71
  - ID methods, 115
  - keywords, 107
  - point of view inherited by Hyperion Enterprise Reporting Windows Client, 37
  - printing reports for, 195
  - product driver, specifying for, 200
  - quick list of functions, 209
  - Release 4XA only, 402, 403, 411, 412
  - report options, 55
  - Reports and Books module, 189
  - Reports or Books window, 190
  - saving data to worksheets, 359
  - specifying application for batch files, 200
  - using with Hyperion Retrieve, 357, 372
  - variables in criteria statements, 164
  - writing values from worksheets, 365
- Hyperion Enterprise Reporting Windows Client, 382, 384, 416, 420
  - list of functions, 209
  - point of view, 33
- Hyperion Enterprise, functions used with
  - ABS - Absolute Value, 225
  - ACODE - Account Code, 226
  - ALL - All, 227
  - AMCODE - Chart Method Code, 230
  - APD - Application Description, 232
  - APP - Application ID, 233
  - AS - Same As, 234
  - ASK - Prompt User, 235
  - AVG - Average, 236
  - BAS - Base Level, 237
  - BET - Evaluate Difference, 238
  - CELL - Specific Cell Value, 240
  - Change - Dimension change, 242
  - CHART - Chart Logic Expansion, 243
  - CHG - Calculate Difference, 244
  - CMCODE - Consolidation Method, 246
  - CMO - Current Category Period Number, 247
  - CON - Summary IDs, 249
  - CPN - Current Period Number, 250
  - CUR - Current Dimension Settings, 251
  - CURCY - Currency Text, 252
  - DAT - Period Description, 255

- Date Masks, 254
- DEP - IDs Immediately Below, 257
- DES - Dimension Descriptions, 258
- DUR - Specific Value, 261
- ECODE - Entity Code, 262
- END - Last ID, 263
- ENT - Entity as Parent, 264
- FIRST - First Subaccount, 265
- FLN - File Name, 266
- FLT - File Title, 267
- FOR - Section For, 268
- FRD - Frequency Description, 269
- FRL - Frequency ID, 270
- FROM - Start of Range, 271
- IFT - If Then, 273
- LAB - Dimension IDs, 275
- LAD - Lowest-level Account Description, 276
- LAL - Lowest-level Account ID, 277
- LAST - Last Subaccount, 278
- LIST - List, 280
- LOCAL - Local Headings, 281
- MUL - Multiply, 292
- PAR - Parent, 295
- PBE - Evaluate Percent Change, 296
- PCH - Percent Change, 297
- PCR - Percent by Row, 298
- PCT - Ratios as Percentages, 301
- PDES - Partial Description, 302
- PLAB - Partial Dimension ID, 303
- PSF - Consolidation Status, 304
- RAT - Ratios, 305
- REPORT - Report in Book, 306
- RND - Round Specific Values, 306
- RNG - Range, 307
- SCALE - Current Entity Scale, 310
- START - Starting Period, 318
- SUB - Subaccounts, 319
- SUM - Total, 320
- TIM - Current Time, 321
- TMCODE - Translation Method Code, 322
- TOD - Current Date, 323
- UNTIL - End of Range, 325
- USR - User ID, 326
- VWD - View Description, 327
- VWL - View ID, 328
- WITHSUB - With Subaccounts, 329
- WITHSUB1 - With 1st Subaccounts, 330
- Hyperion Essbase
  - account attributes, 145
  - available dimension lists, 90
  - case sensitivity in batch files, 202
  - dimension assignment methods with, 71
  - quick list of functions, 209
  - report options, 56
  - specifying application for batch files, 200
  - specifying product drivers, 200
  - variables in criteria statements, 165
- Hyperion Essbase, functions used with
  - ABS - Absolute Value, 225
  - ALL - All, 227
  - ALT - Current Alias Table, 229
  - ANC - All Ancestor Members, 231
  - APD - Application Description, 232
  - APN - Application Name, 233
  - APP - Application ID, 233
  - AS - Same As, 234
  - ASK - Prompt User, 235
  - AVG - Average, 236
  - BAS - Base Level, 237
  - BET - Evaluate Difference, 238
  - BOT - Members at Level 0, 239
  - CELL - Specific Cell Value, 240
  - CHANGE - Dimension Change, 242
  - CHG - Calculate Difference, 244
  - CHL - Children, 245
  - CUR - Current Dimension Settings, 251
  - Date Masks, 254
  - DEP - IDs Immediately Below, 257
  - DES - Dimension Descriptions, 258
  - DSC - Descendant Members, 259
  - DUR - Specific Value, 261
  - FLN - File Name, 266
  - FLT - File Title, 267
  - FOR - Section For, 268
  - FROM - Start of Range, 271
  - GEN - Same Generation, 272
  - IFT - If Then, 273
  - IND - Indent, 274
  - LAB - Dimension IDs, 275
  - LIST - List, 280
  - LOCAL - Local Headings, 281
  - LRC - Linked Reporting Comments, 282

- LRD - Modification Date of a Linked Reporting Object, 283
  - LRF - Linked Reporting Files, 284
  - LRI - Index of a Linked Reporting Object, 286
  - LRO - Linked Reporting Object, 287
  - LRT - Type of a Linked Reporting Object, 289
  - LRU - User of a Linked Reporting Object, 290
  - LVL - Same Level, 291
  - MUL - Multiply, 292
  - OFF - Offset of the Current or Optional Period, 293
  - PBE - Evaluate Percent Change, 296
  - PCH - Percent Change, 297
  - PCR - Percent by Row, 298
  - PCT - Ratios as Percentages, 301
  - RAT - Ratios, 305
  - REPORT - Report in Book, 306
  - RND - Round Specific Values, 306
  - RNG - Range, 307
  - RPD - Current Reporting Directory, 309
  - SED - Set Description, 311
  - SET - Set Name, 312
  - SIB - Siblings, 312
  - SLA - Siblings to the Left, 313
  - SLF - First Sibling to the Left, 315
  - SRA - All Siblings to the Right, 316
  - SRF - First Sibling to the Right, 317
  - SRN - Server Name, 318
  - SUM - Total, 320
  - TIM - Current Time, 321
  - TOD - Current Date, 323
  - TOP - Topmost Member, 324
  - UNTIL - End of Range, 325
  - USR - User ID, 326
  - WITHSUB - With Subaccounts, 329
  - WITHSUB1 - With 1st Subaccs, 330
  - WLD - Wildcard, 331
  - Hyperion Retrieve, 333, 338, 351
    - formulas, 364
    - functions overview, 365 to 366
    - overview, 357
    - point of view, 367, 378
  - Hyperion Schedules, 381
    - data entry keys, 422
    - exiting, 396
    - gridlines, 413
    - headers and footers, 413
    - icons, toolbar, 400
    - main window, 397 to 398
    - menus, 398
    - operator keys, 422
    - overview, 393
    - point of view bar, 413
    - starting, 395
    - status bar, 413
    - toolbar, 400, 413
    - window, 397
  - HyperReportData.Compressed.IsDirtyFunctionSetFocus As Booleans Function, 467
- I**
- IC1 field, 116
  - IC2 field, 116
  - icons
    - and dimension changes, 79
    - and dimension changes in books, 80
    - customizing for the desktop, 21
    - dimension IDs, 39
    - filters summary, 83
    - in Manage Reports and Books dialog box, 179
    - in Report Wizard, 132
    - Preview toolbar, 194
    - Print, 195
    - representing dimension IDs loaded in memory, 82
    - representing dimension sections, 76
    - selecting to edit dimension changes, 92
  - icons, toolbar, 384, 400
  - ID dimension assignment method, 71
  - ID methods in Hyperion Enterprise, 115
  - IDs assigning dimension, 88
  - IDs Immediately Below function (@DEP), 257
  - IDs, dimension, 347
  - If Division By Zero suppression option, 157
  - If Error suppression option, 157
  - If Expression suppression option, 157
  - If No Data suppression option, 157
  - If Then function (IFT), 273
  - If Zero suppression option, 157
  - IFT function, 273
  - IICompressedData, 458

## Index

IIDisplayedData, 450  
IIHypReportData Function, 447  
import options, 68  
Income account attribute, for Hyperion Enterprise, 145  
IND function, 274  
Indent function (@IND), 274  
Index of a Linked Reporting Object function (@LRI), 286  
inheritance, 143  
inherited format options, 142  
inherited state, 144  
Insert New icon, 179  
investigations  
    defining, 173  
    format option, 142  
    setting, 175  
investigations, using from a data cell, 415  
IsCellDirty, 467  
IsDirty As Boolean Function, 457, 467  
IsDivideByZero As Boolean Function, 455, 464  
IsError As Boolean Function, 455, 465  
IsNoData As Boolean Function, 454, 464  
IsReadOnlyByApp As Boolean Function, 455, 465  
IsValueNumeric As Boolean Function, 454, 464  
IsZero As Boolean Function, 454, 464

## K

keyboard, 417, 422  
keystrokes, 417  
keywords  
    ACC - Account, 108  
    CAT - Category, 109  
    CONSOL - Consolidation Detail, 110  
    CURR - Currency, 111  
    DAT - Period, 112  
    ENT - Entity, 113  
    FIE - Field, 114  
    for Hyperion Enterprise, 107  
    FRE - Frequency, 119  
    list of, 219  
    overview, 107  
    PAR - Parent Entity, 121  
    SUBACC1 - First Subaccount Set, 122  
    SUBACC2 - Second Subaccount Set, 123

SUBENT - Subentity, 124

## L

LAB function, 275  
Label page format option, 190  
label setup changing defaults, 191, 193  
labeling sections, 93, 94  
LAD function, 276  
LAL function, 277  
landscape printing, 30  
LAST function, 278  
Last ID function (@END), 263  
Last Subaccount function (@LAST), 278  
layouts, for compound reports, 30  
level 1 subaccount, 409  
level 2 subaccount, 410  
Liability account attribute, for Hyperion Enterprise, 145  
Linked Reporting Comments function (@LRC), 282  
Linked Reporting Files function (@LRF), 284  
Linked Reporting Objects function (@LRO), 287  
List dimension assignment methods, 71  
List filters, to specify dimension IDs, 83  
List function (LIST), 280  
List, of available dimension IDs, 82  
lists  
    assigning dimensions for, 90  
    assigning with Dimension dialog box, 80  
load  
    Lotus 1-2-3 add-in files, 357  
    Microsoft Excel add-in files, 357  
load add-in files, 334  
load data to Hyperion DataExtend, 386  
LOCAL function, 281  
local headings  
    defining, 169  
    setting up in reports, 171  
Local Headings function (@LOCAL), 281  
local headings, creating, 381  
local headings, entering, 421  
log files, for reporting Windows Client batch commands, 198  
logging in, to Hyperion Schedules, 402, 403  
logging on, to Hyperion Schedules, 395  
logic, 426

- Lotus 1-2-3
    - and CDAVAL function, 364
    - and converting values to functions, 351
    - and Hyperion Analyst, 333
    - and Hyperion Analyst worksheets, 340
    - and Hyperion Retrieve add-in file, 359
    - and saving worksheets, 361
    - drag and drop, 346
    - ending queries, 343
    - load/unload add-in files, 334
    - loading add-in files into, 357
    - saving worksheets as queries, 343
    - starting/exiting Hyperion Analyst from, 336
    - unloading add-in files from, 357
    - using with Hyperion Analyst, 333
    - using with Hyperion Retrieve, 357
    - worksheets, 351
  - Lowest-level Account Description function (@LAD), 276
  - Lowest-level Account ID function (@LAL), 277
  - LRC function, 282
  - LRD function, 283
  - LRF function, 284
  - LRI function, 286
  - LRO function, 287
  - LRT function, 289
  - LRU function, 290
  - LVL function, 291
- M**
- main window, Hyperion Schedules, 397 to 398
  - manage dimensions, 344
  - manage expansion options, 176
  - manage expansions, 349
  - Manage Expansions dialog box, 174, 176
  - Manage Reports and Books dialog box, 179, 180, 188
  - managing dimensions See dimensions, customizing
  - managing expansions, 176
  - margins spacing option, 154
  - masks
    - customizing number format masks, 146
    - for dates, 254
    - options, 151
  - mathematical symbols, 101
  - menu, Hyperion Analyst, 337
    - Retrieve, 359, 360, 363
  - menus
    - File, 398, 399, 414
    - options, 399
    - shortcuts, 400
  - menus, in Hyperion DataExtend, 383
  - Microsoft Excel
    - and CDAVAL function, 364
    - and Convert to Functions option, 351
    - and Hyperion Analyst, 370
    - and Hyperion Analyst toolbar, 337
    - and Hyperion Analyst worksheets, 340, 352
    - and saving worksheets, 361
    - creating a template, 352
    - drag and drop, 345
    - ending queries, 343
    - format for template, 352
    - Hyperion Analyst and, 335
    - load/unload add-in files, 334
    - loading add-in files into, 357
    - saving worksheets as queries, 343
    - starting/exiting Hyperion Analyst from, 336
    - unloading add-in files from, 357
    - using with Hyperion Retrieve, 357, 359
    - worksheets, 351
  - Microsoft Excel, exporting reports to, 197
  - Microsoft Windows, 335
  - Modification Date of a Linked Reporting Object function (@LRD), 283
  - modify queries, 343
  - move data in cells, 425
  - move dimensions and dimension IDs, 345 to 347
  - MS-DOS batch commands, 198
  - MUL function, 292
  - Multiply function (MUL), 292
- N**
- natural precedence, 105
  - nested dimensions in Report Wizard, 134
  - nested sections
    - in books, 76
    - in reports, 73
  - nesting sections, 94
  - no data display option, 156

Non-expense account attributes, for Hyperion

Essbase, 145

notations

defining, 169

setting up in reports, 171

notations, creating, 381

notations, entering, 420

number format option, 140

number formats, customizing, 146

number masks for RW.INI file, 146

NumCols As Long Function, 450, 459

numeric data, entering, 423

numeric options

attribute, 151

calculation order, 150, 151

format, 150

rounding calculation, 150

scaling, 150

setting, 150

NumExpandedCols (ColNum As Long) As Long

Function, 459

NumExpandedRows (RowNum As Long) As Long,

458

NumPOVKeys As Integer Function, 448

NumRows As Long Function, 450, 458

## O

Off function, 293

Offset of the Current and Optional Period

function(@OFF), 293

On/Off filters, to specify dimension IDs, 84

online guide

accessing, xvi

displaying, xvi

searching, xvi

online Help

accessing, xvi

printing, xvi

online help, 398, 399

using, 339, 360

opening applications, 360, 363

opening reports, 401, 404, 414

operands, 106

operations order performed in expressions, 105

operator keys, 422

operators

in expressions, 101

multiple in expressions, 105

precedence of, 105

optimize reports for sparse data, 55, 57

options

for formatting, 147

for importing reports, 68

for report formatting, 139

inherited format, 142

mask, 151

setting criteria, 162

setting display, 156

setting numeric, 150

setting suppression, 156

sorting, 160

spacing, 153

options menu, 398, 399, 400

order of operations, 105

overview, of Hyperion Schedules, 393

## P

page format changing defaults, 190

page margins for compound reports, 30

page order and orientation spacing options, 153

PAR function, 295

PAR keyword, 121

parameters, entering for a function in the Dimension

dialog box, 87

Parent Entity keyword (PAR), 121

Parent function (@PAR), 295

parent override expansion option, 174

parent relationship manage expansion option, 176

parent, selecting, 411

Partial Description function (@PDES), 302

Partial Dimension ID function (@PLAB), 303

paste

functions into formulas, 364

values, 363

Paste Value option, 360

pasting data, 424

PBE function, 296

PCH function, 297

PCONS field, 117

PCR function, 298



- PCT function, 301
  - PCTRL field, 116
  - PDES function, 302
  - Percent by Row function (PCR), 298
  - Percent Change function (PCH), 297
  - Period Description function (@DAT), 255
  - Period keyword (DAT), 112
  - period, selecting a, 407
  - Pivot Table Options dialog box, 132
  - PLAB function, 303
  - point of view, 341
    - and assigning dimension changes, 71
    - and CDABET function, 367
    - and retrieving text, 378
    - books, 34
    - changing, 360, 361
    - Hyperion Enterprise Reporting Windows Client, 33
    - overview, 33
    - reports, 35
    - setting, 37
    - setting for books, 43
    - setting for reports, 23, 44
    - settings, 361
  - point of view bar, 398, 413
  - point of view bar dimension buttons, 21
  - point of view bar, customizing, 23
  - point of view bar, removing dimensions from, 430
  - Point of View dialog box, 36
  - point of view, changing, 404
  - portrait printing, 30
  - position expansion option, 174
  - POVKeyDesc(POVKeyIndex As Integer) As String, 449
  - POWN field, 117
  - PRE field, 118
  - precedence in expressions, 105
  - preferences, user, 417
  - Preview toolbar icon, 194
  - previewing reports, 194
  - Print icon, 195
  - print preview, 428
  - print reports, 429
  - printing
    - active book, 195
    - active report, 195
    - batched books, 196, 198, 206
    - batched reports, 196, 198, 206
    - from report preview, 194
    - to a file, 195
  - product drivers, specifying for Hyperion Solutions applications, 200
  - ProductName As String Function, 447
  - Prompt User function (@ASK), 235
  - prompts
    - assigning values for, 97
    - for importing reports, 68
  - PSF function, 304
- ## Q
- queries
    - additional, 334, 335
    - and entities, 349
    - and Manage Dimensions option, 339, 345
    - changing the point of view for, 133
    - creating, 342
    - creating in Report Wizard, 133
    - customizing templates for, 352
    - displaying as reports, 138
    - ending, 343
    - modifying, 343
    - opening, 342
    - saving, 343
    - with nested account sections, 134
  - quotes, in batch commands, 202
- ## R
- Range filters, to specify dimension IDs, 83
  - Range function (@RNG), 307
  - ranges, selecting, 50
  - RAT function, 305
  - Ratio function (RAT), 305
  - Ratios as Percentages function (PCT), 301
  - ReadOnly As Boolean Property, 451, 461
  - recovering deleted reports or books, 188
  - refresh, 338
  - Refresh option, 359, 360
  - Release 4XA only, 403, 411, 412
  - remove data from cells, 426
  - remove fields, 386
  - Remove from Set icon, 180

## Index

- remove keys, 430
- renaming
  - books, 27, 185
  - reports, 27, 185
  - sets, 185
- reorder dimensions and dimension IDs, 345 to 347
- REPENG.INI file, 369
  - editing to activate investigations command, 173
  - Hyperion product name in, 199
  - printer options in, 194
  - setting SortSets option in, 181
  - setting UseEnterpriseOrg in, 295
  - updating when creating custom icon, 21
- report areas
  - copying, 51
  - cutting, 50
  - deleting, 54
  - deselecting, 49
  - pasting, 52
  - selecting, 49
  - undoing deletions, 54
- Report axis, 133
- report columns default headings, 72
- report formatting options
  - See formatting options, 139
- REPORT function, 306
- Report in Book function (REPORT), 306
- report options
  - setting, 57
- Report Options dialog box, 117
- report options setting, 55
- report rows default headings, 72
- report sections
  - columns, 72
  - editing, 96
  - for retrieving data for series of dimensions, 73
  - nested, 73
  - rows, 72
- report sets
  - adding reports to, 184
  - creating, 181
  - deleting, 182
  - editing, 183
  - overview, 180
  - removing reports from, 185
  - specifying for saved report, 27
- report summaries, 64
- Report Wizard
  - collapsing dimension values in, 135
  - creating queries in, 133
  - creating query reports with, 138
  - expanding dimension values, 135
  - icons, 132
  - nested dimensions in, 134
  - overview, 131
- Report Wizard dialog box, 138
- reporting dimensions, 21
- Reporting, see Hyperion Enterprise Reporting
  - Windows Client
- ReportName As String Function, 448
- reports, 414
  - adding to the application, 187
  - changing dimensions in, 78
  - closing, 27
  - columns in, 48
  - compiling, 186
  - compound, 26, 28
  - copying dimensions with formats, 169
  - copying dimensions without formats, 168
  - copying formats, 168
  - copying formulas with formats, 169
  - copying formulas without formats, 168
  - creating, 26
  - creating compound, 30
  - creating embedded, 30
  - customizing dimensions for, 21
  - deleting from the application, 188
  - deselecting areas in, 49
  - dimension changes in, 78
  - displaying queries as, 133, 138
  - editing, 45
  - editing summaries, 64
  - embedded, 28
  - exporting to Excel, 197
  - formatting overview, 139
  - importing, 187
  - inserting in books, 63
  - inserting sections in, 93
  - local headings in, 169
  - managing overview, 179
  - merging, 68
  - notations in, 169

- opening, 49, 401, 404, 414
  - optimizing for sparse data, 55, 57
  - overview, 21, 25
  - point of view, 35
  - previewing, 193, 194
  - printing, 193, 429
  - printing active, 195
  - printing batches, 196, 198, 206
  - removing from sets, 185
  - renaming, 27, 185
  - replacing in books, 64
  - rows in, 48
  - running faster, 55, 57
  - saving, 27
  - selecting areas in, 49
  - selecting ranges, 50
  - setting options, 55, 57
  - setting point of view, 23, 44
  - setting up local headings in, 171
  - setting up notations in, 171
  - standard, 26
  - viewing drafts of, 167
  - viewing formatted, 167
  - Reports and Books module in Hyperion Enterprise, 189
  - Reports or Books window in Hyperion Enterprise, 190
  - reset the point of view, 341
  - restoring deleted areas, 54
  - Retrieve menu
    - changing point of view (POV) option, 360
    - Open applications option, 360, 363
    - overview, 359, 360
    - Paste Value option, 360
    - Refresh option, 359
    - Save option, 359, 360
  - Retrieve, see Hyperion Retrieve
  - right mouse button, 401, 415
  - RND function, 306
  - RNG function, 307
  - Round Specific Values function (RND), 306
  - rounding calculation option, 150
  - row data format setting inheritance, 143
  - row heading defaults, 72
  - row headings format setting inheritance, 143
  - Row page format option, 190
  - row reference operand, 106
  - RowNum As Long Property, 451, 459
  - rows
    - copying, 51
    - cutting, 50
    - in reports, 72
    - inserting blank, 53
    - pasting, 52
    - sorting, 160
  - Rows axis, 133
  - rows spacing option, 154
  - rows, suppressed, 427
  - RPD function, 309
  - rules for text entry, 100
  - Run Task dialog box, 204
  - running
    - reports and books overview, 189
    - reports faster, 55, 57
  - RW.INI file number information, 146
  - RW32.INI file, 146, 151
- ## S
- Same As function (AS), 234
  - Same Generation function (@GEN), 272
  - Same Level function (@LVL), 291
  - sample field data text file, 388
  - Save As dialog box, 27
  - saving
    - data to applications, 361
    - worksheets, 359
  - saving data to a text file, 429
  - SCALE function, 310
  - scaling option, 150
  - SCH file, 431
  - Schedules see Hyperion Schedules
  - schedules, empty, 28
  - Schedules, see Hyperion Schedules
  - Second Subaccount Set keyword (SUBACC2), 123
  - second-level subaccounts, selecting, 410
  - Section for function (FOR), 268
  - sections
    - editing, 96
    - for books, 76
    - for reports, 73
    - inserting in books, 93

## Index

- inserting in reports, 93
- inserting within sections, 94
- labeling, 93, 94
- nesting, 94
- pasting, 52
- sections within sections, 94
- SED function, 311
- select
  - accounts, 406
  - applications, 402
  - categories, 405
  - consolidation details, 411
  - currencies, 412
  - entities, 405
  - fields, 413
  - first level subaccounts, 409
  - frequencies, 407
  - parents, 411
  - periods, 407
  - second-level subaccounts, 410
  - views, 407
- selected list, of dimension IDs, 87
- Server Name function (@SRN), 318
- Set Description function (@SED), 311
- SET function, 312
- Set Name function (@SET), 312
- SetFocus As Boolean Function, 458
- SetNumericValue (ByVal dbValue As Double) As Boolean, 452, 462
- sets
  - creating, 181
  - deleting, 182
  - editing, 183
  - removing books from, 185
  - removing reports from, 185
  - renaming, 185
- SetTextValue (ByVal IpcstrText As String) As Boolean, 453
- SetTextValue (ByVal IpcstrText As String) As Boolean Function, 463
- setting book options, 57
- setting report options, 55, 57
- setup, of Hyperion Analyst, 333
- shading and border options, 148
- shading format option, 140
- shading state, 144
- SHAROS field, 116
- SHAROW field, 116
- shortcuts, menu, 401
- show window elements, 413
- SIB function, 312
- Siblings function (@SIB), 312
- Siblings to the Left function (@SLA), 313
- sideways printing, 30
- SLA function, 313
- SLF function, 315
- sorting, 160
- sorting format options
  - setting, 160
  - using, 142
- spacing for compound reports, 30
- spacing format options, 141
- spacing options
  - headings, 154, 155
  - margins, 154
  - page order, 153
  - page orientation, 153
  - rows, 154
  - settings, 153
  - width, 154
- sparse data, 55
- Specific Cell Value function (CELL), 240
- Specific Value function (DUR), 261
- splitter bar, 86
- spreadsheet formulas, 340
- SRA function, 316
- SRF function, 317
- SRN function, 318
- START function, 318
- start Hyperion DataExtend, 382
- start Hyperion Schedules from Windows, 395
- Start of Range function (FROM), 271
- states for check boxes, 143
- status bar, 413
- Structured Query Language (SQL), 342
- Sub CalculateReport Function, 449
- SUB function, 319
- Sub RefreshReport Function, 450
- SUBACC1 keyword, 122
- SUBACC2 keyword, 123
- Subaccounts function (@SUB), 319
- SUBENT keyword, 124

Subentity keyword (SUBENT), 124  
 SUM function, 320  
 summaries of books and reports, 64  
 summary data, 135  
 Summary ID function (@CON), 249  
 suppress options, 157  
 suppressed rows and columns, 400, 401, 422, 427  
 suppression options setting, 156  
 symbols, 101  
 syntax errors, 186  
 syntax, for batch commands, 201  
 system menus, 383, 398

## T

Tab key, 417  
 task files, 198  
 Task menu, 383  
 templates, 352  
 text  
     creating fields for, 385  
     deleting fields of, 386  
 text data, 420  
 text entry rules, 100  
 text files, 386, 387, 388  
 TIM function, 321  
 TMCODE function, 322  
 TOD function, 323  
 toolbar, for Hyperion DataExtend, 384  
 toolbar, Hyperion Analyst, 337  
 toolbar, Hyperion Schedules, 400  
 TOP function, 324  
 Topmost Unowned ID function (@TOP), 324  
 Total function (SUM), 320  
 Translation Method Code function (@TMCODE), 322  
 TXT files, 195  
 Type of a Linked Reporting Object function (@LRT), 289  
 types of reports, 26

## U

unchecked state, 143  
 undeleting, 188  
 undoing deleted areas, 54  
 unload

    Lotus 1-2-3 add-in files, 357  
     Microsoft Excel add-in files, 357  
 unload add-in files, 334  
 unsaved cells, 416  
 UNTIL function, 325  
 user defined account attributes, for Hyperion  
     Essbase, 145  
 User ID function (@USR), 326  
 User of a Linked Reporting Object function (@LRU), 290  
 user preferences, 413, 417  
 UserID As String Function, 448  
 USR function, 326

## V

VAL field, 118  
 ValidateEditedCell Function, 440  
 ValidateOpenReport Function, 437  
 ValidateSaveReport Function, 445  
 VALIDDLL.DLL File, 434  
 value operand, 106  
 values for prompts, assigning, 97  
 variables in criteria statements  
     for Hyperion Enterprise, 164  
     for Hyperion Essbase, 165  
 VB40032.DLL File, 435  
 verifying reports, 186  
 view data in fields, 413  
 View Description function (@VWD), 327  
 View ID function (@VWL), 328  
 View menu, 383, 399  
 view, selecting a, 407  
 viewing  
     definitions, 128  
     draft reports, 167  
     formatted reports, 167  
 VSHAROS field, 116  
 VSHAROW field, 116  
 VWD function, 327  
 VWL function, 328

## W

width spacing option, 154  
 Wildcard filters, to specify dimension IDs, 84  
 Wildcard function (@WLD), 331

## Index

- window elements, 413
- Windows see Microsoft Windows
- With All Subaccounts function (WITHSUB), 329
- With First-level Subaccounts function (WITHSUB1), 330
- WITHSUB function, 329
- WITHSUB1 function, 330
- WLD function, 331
- worksheet point of view, changing, 341
- worksheets, 340, 352
  - refreshing, 360
  - saving, 359

## X

- XLT files, 352

## Z

- zero display option, 156