UCLA

SMART VIEW TRAINING GUIDE

AD HOC ANALYSIS

Office of Academic Planning & Budget
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Smart View Training Guide

This training guide has been created to enable users to take advantage of the data and analysis functions available in C-BIG through the Smart View add-in. Should any questions come up during your review of the information, please feel free to contact APB's Hyperion Planning Analyst, Cathy Son at cson@ponet.ucla.edu.

Smart View Overview

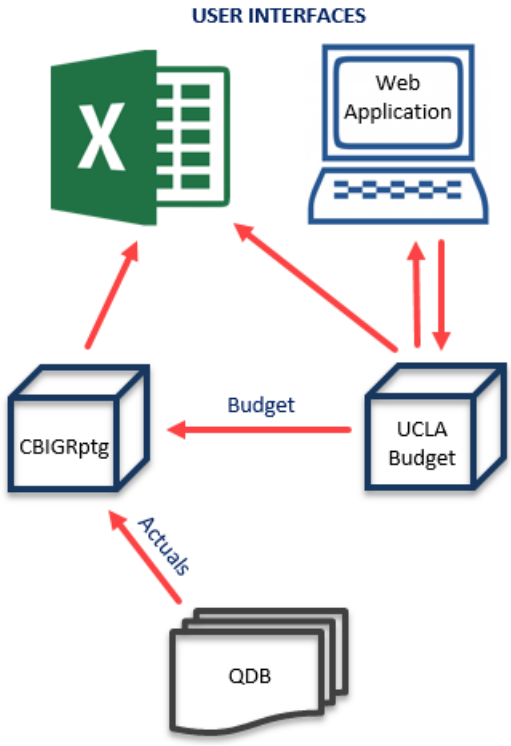
- Microsoft Office add-in for Oracle Hyperion Planning applications
- Allows users to input data through templates created for C-BIG
- Provides ad-hoc query capability to users in a familiar Excel environment
- Allows users to dynamically access the live data and develop their own queries
- Allows users to pull CBIG reports to manipulate in Excel

Understanding C-BIG and Essbase Databases

C-BIG is built on Oracle Hyperion Planning software. The Oracle Hyperion Planning application contains customized calculations and input forms that users can access through the web application (Workspace) or through Excel via Smart View.

The data for the application is housed in Essbase technology. Essbase is a multi-dimensional database (or cube) that allows users to slice and dice data and conduct ad hoc analysis. Data will appear depending on the intersection of dimension members selected (explanations of the dimensions are found in the "Dimension Selection" section of this manual).

Users who have access to the C-BIG application will have access to two Essbase databases via Smart View. One database, called "Budget", stores the budget data input by users across campus, and the other database, called "CBIGRptg", contains actuals data pulled from QDB on a monthly basis, as well as, budget data pulled from the Budget database. CBIGRptg contains an extra dimension called "Sub" while the Budget database does not. **CBIGRptg is the database that users will use to view all actual and budget data in one place via Smart View.**



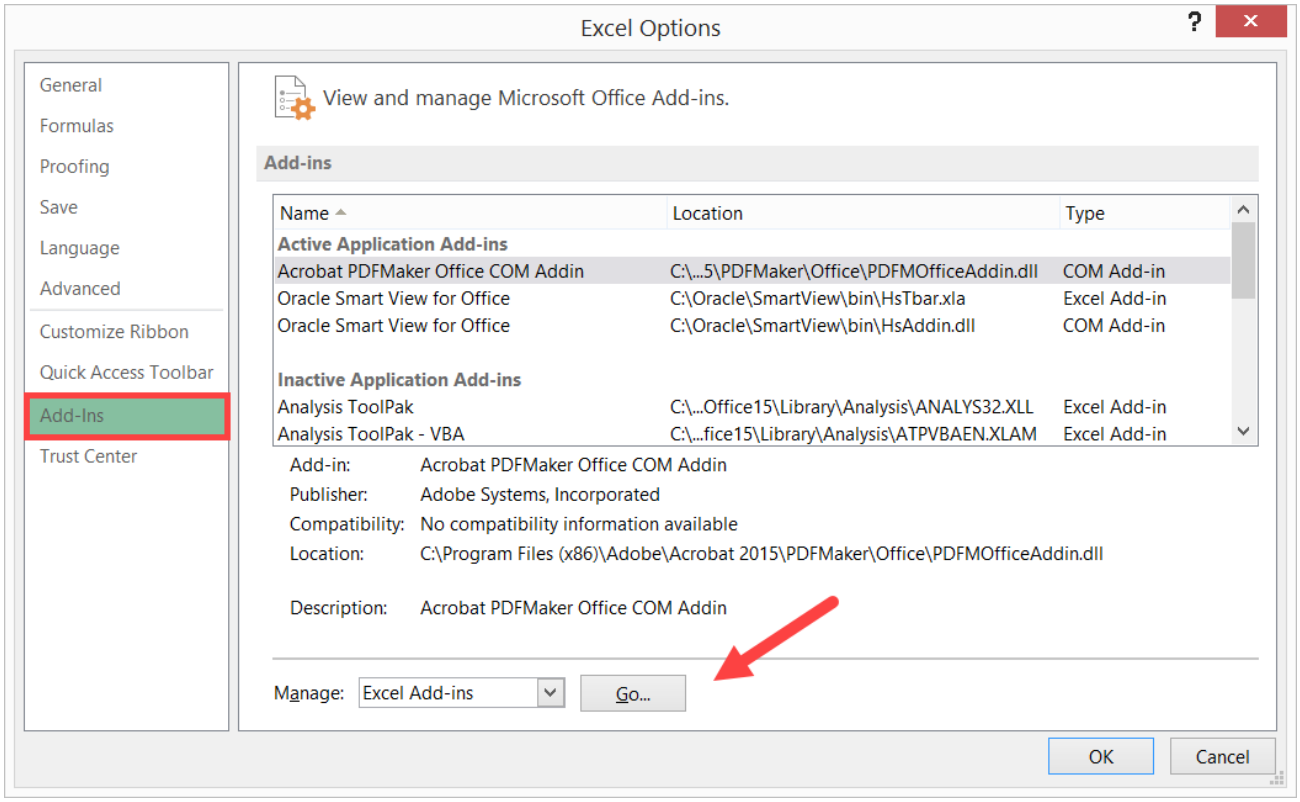
Installing Smart View

To begin, first install Smart View (with the help of your IT team, if needed).

1. To download, go to the APB C-BIG webpage and click the **Download Smart View!** link.
2. Download and install - be sure to right-click the **.exe** file and select **Run as Administrator** when installing.
3. Open Excel and verify that the Smart View tab is there.

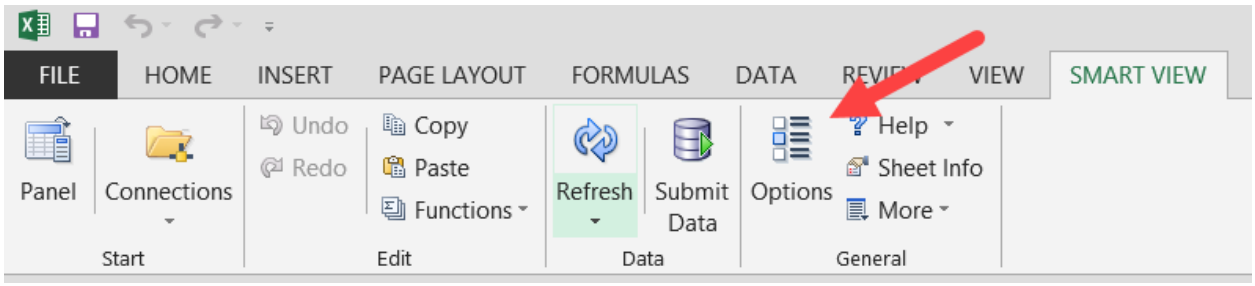
If there are other Excel Add-ins installed, you may need to disable them for Smart View to run properly (i.e. Acrobat PDFMaker Office COM Addin). Go to **File** > **Options** > **Add-Ins** > **Excel Add-ins** > **Go…** and uncheck add-ins you would like to disable (see image below).

If Smart View is installed, but does not appear in Excel, make sure **Oracle Smart View for Office** is checked under both **Excel Add-ins** and **COM Add-ins**.



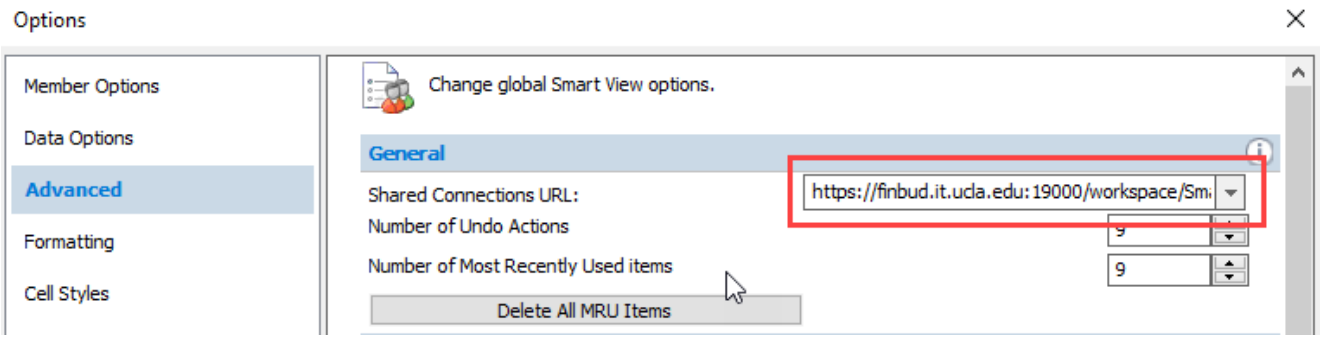
Setting Up Smart View Connection

1. After the installation of Smart View is complete, launch Microsoft Excel.
2. Select **Smart View** from the menu.
3. In the Smart View Ribbon, select **Options**:



4. Within the Options window, select **Advanced**.
5. In the **Shared Connections URL** section, copy the entire URL below and paste into the box:

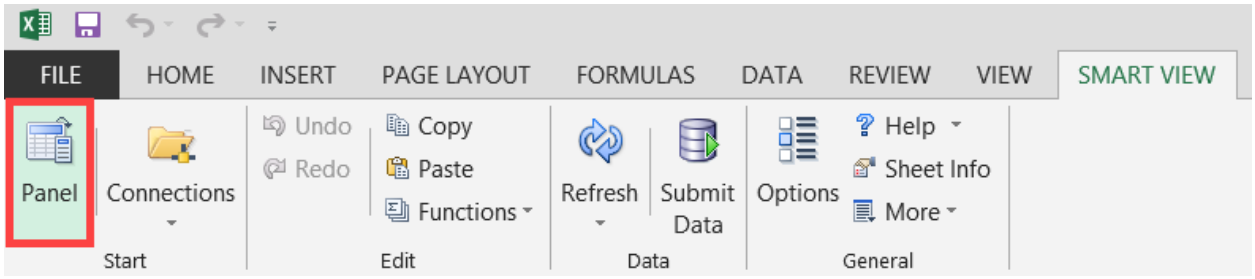
https://finbud.it.ucla.edu/workspace/SmartViewProviders



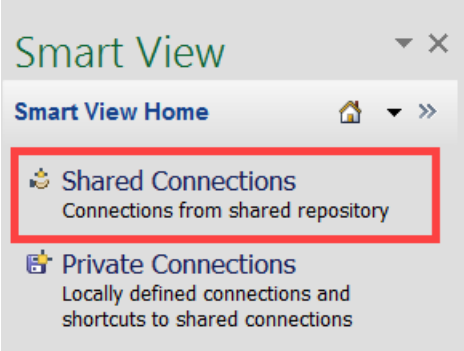
6. Click **OK**.

Connecting to Smart View

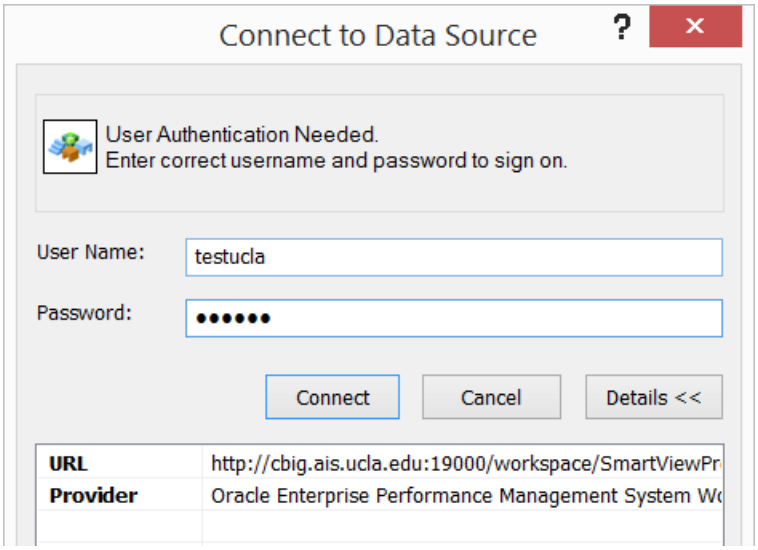
1. Click on the **Smart View** Ribbon.
2. Click on **Panel**.



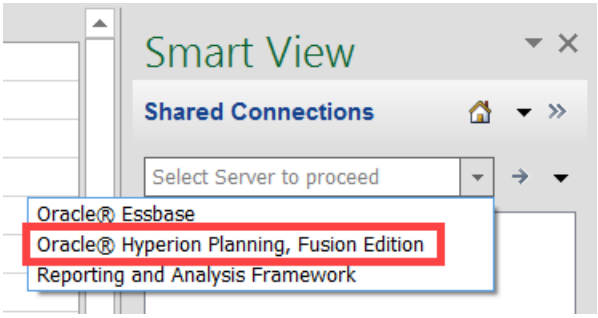
3. In the Smart View panel, click on **Shared Connections**.



4. Enter your User Name and Password and click **Connect**:

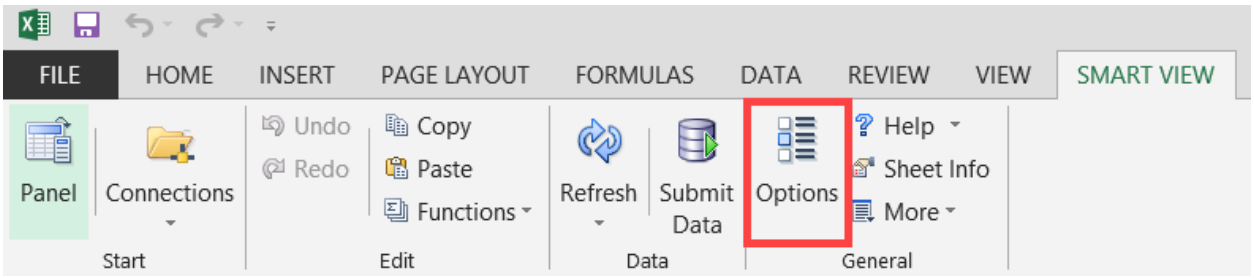


5. Under Shared Connections, click on the dropdown that says "Select Server to proceed" and click **Oracle Hyperion Planning, Fusion Edition**:

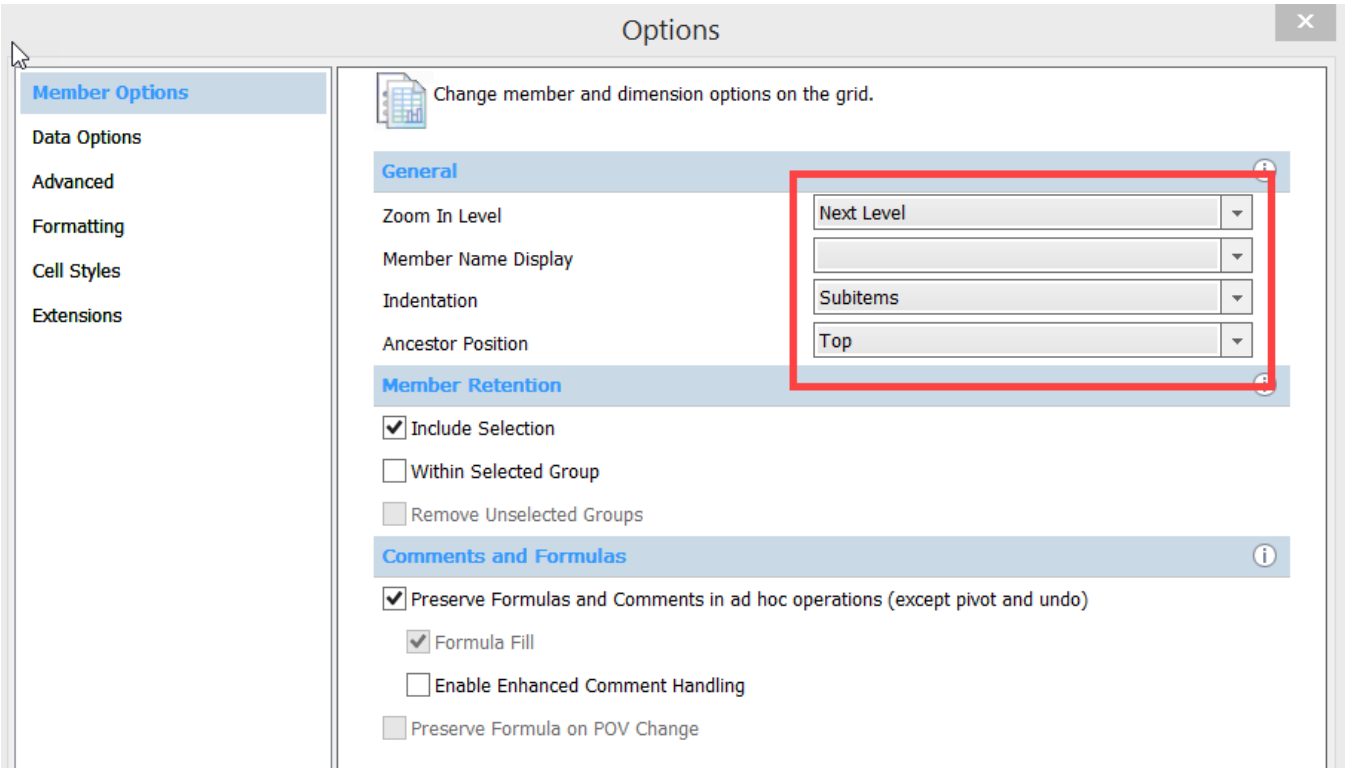


Setting Smart View User Options

1. From the Excel ribbon, click the **Smart View** tab.
2. From the **Smart View** tab, click the **Options** icon:



3. Click **Member Options** and make the following changes as desired:
   - Zoom In Level – Set to **Next Level**
   - Indentation – Select **Subitems**, **None** or **Totals**
   - Ancestor Position – Select **Top** or **Bottom**



The following table contains descriptions for what each member option will do:

Zoom In Level	
Next Level	Display only the next level down in the hierarchy
All Levels	Display all levels in the hierarchy
Bottom Level	Display only the lowest level of the hierarchy
Sibling Level	Display data for the siblings of the selected member
Same Level	Display data for all members at the same level as the selected member

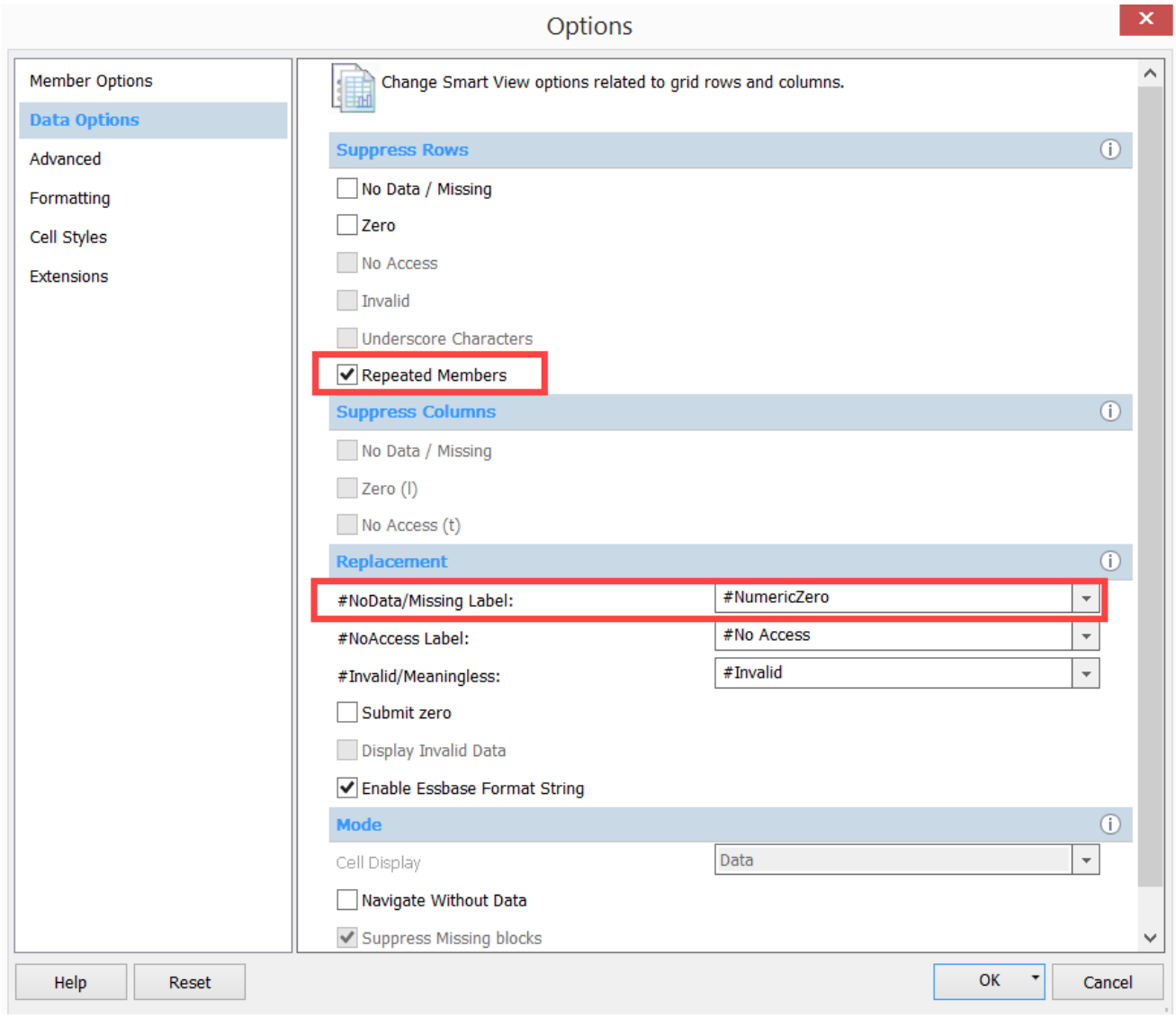
Same Generation	Display data for all members of the same generation as the selected member
Formulas	Display data for all members that are defined by the formula of the selected member. The formula can be a member equation built into the member or a consolidation to the parent.
Member Name Display	
Member Name Only	Display only the member names (e.g. org_0000, fnd_00000)
Member Name and Alias	Display member names and descriptions (aliases)
Indentation	
None	No indentation
Subitems	Indent only descendants of the selected member
Totals	Indent only ancestors
Ancestor Position	
Top	Displays hierarchies from highest to lowest (parents at the top)
Bottom	Displays hierarchies from lowest to highest (children at the top)

4. Select **Data Options** and note the options:

- **Suppress Rows - Repeated Members** – Check the box if you do NOT want to see the same member name in each row if there are repeated member names. Leave unchecked if you always want to see member names in each row.

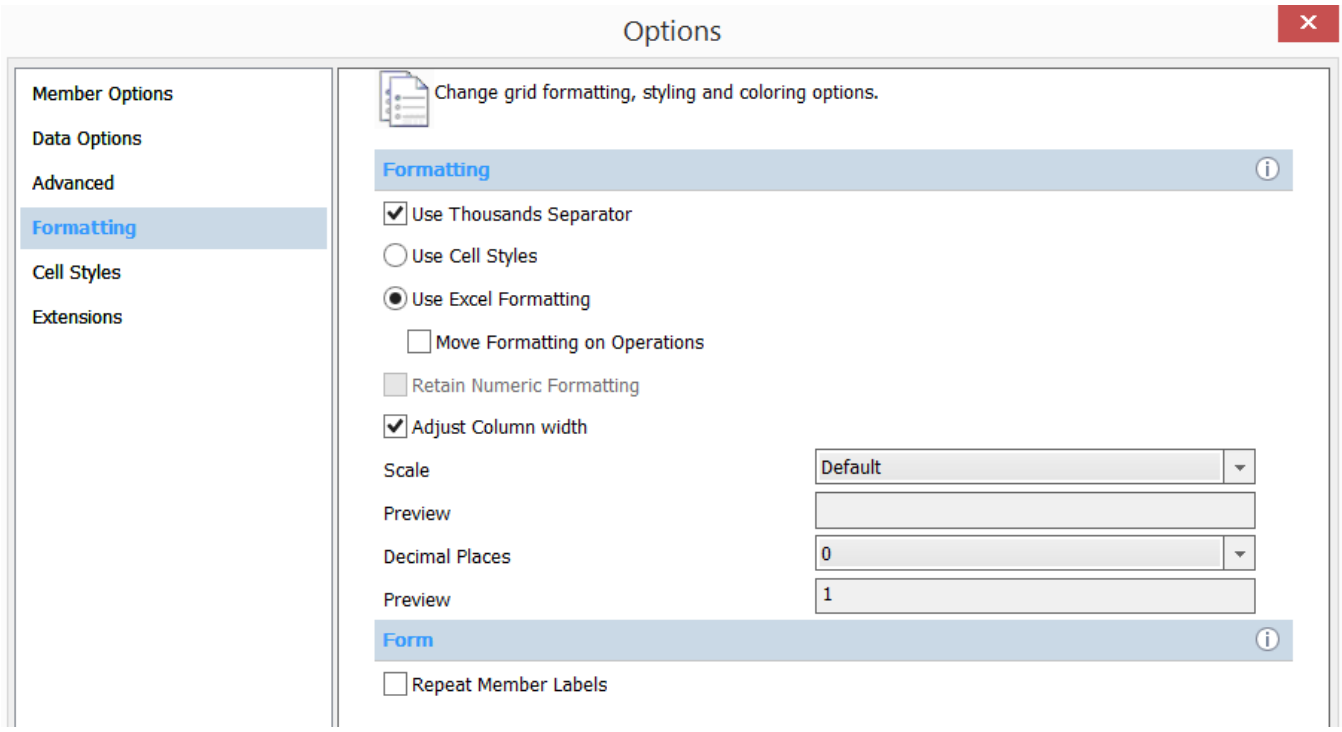
Leave the other boxes under Suppress Rows *unchecked* in order to be able to start an ad hoc query. Once a query is started, you can come back and choose to suppress rows at that time.

- **Replacement** - **#NoData/Missing Label** – Set to #NumericZero
  - This allows for Excel calculations to be used in queries



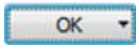
If you are getting an error when attempting to start a Smart View query, make sure the Suppress Missing blocks option is *unchecked* and try again. Once the query is started, you can suppress if desired.

5. In the Options, select **Formatting** and review the options available:

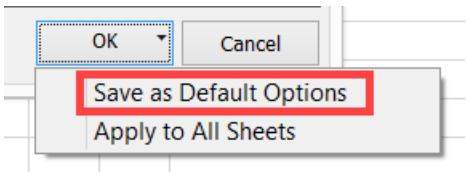


The following table contains descriptions for what each member option will do:

Use Thousands Separator	Use a comma or other thousands separator; not available if using Excel Formatting
Use Cell Styles	Apply formatting/cell styles defined in Hyperion Planning by the administrator; this will clear any user formatting
Use Excel Formatting	Used in place of Smart View formatting. If checked, no cell colors will be applied to the ad hoc grid. Overrides Use Thousands Separator, Capture Formatting, and Cell Styles options
Move Formatting on Operations	Copies parent cell formatting to zoomed in cells; retains the cell format applied even if its location changes after an operation (DO NOT CHECK THIS BOX FOR OPTIMAL PERFORMANCE)
Retain Numeric Formatting	Retains scaling and decimal place formats when you drill down in dimensions; available when using Cell Styles
Adjust Column width	Adjusts column widths automatically after a grid operation

6. Once the Smart View Options have been set to your liking, click the **drop down arrow** next to the 

button.
7. Click **Save as Default Options**:

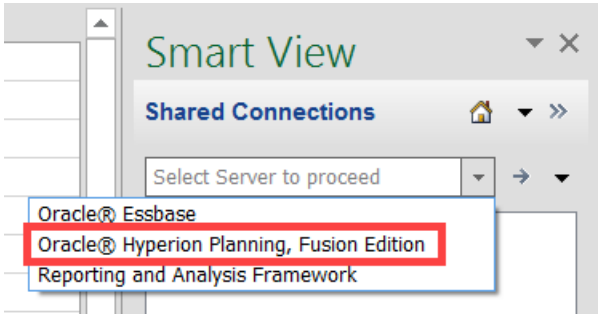


Performing Ad Hoc Analysis

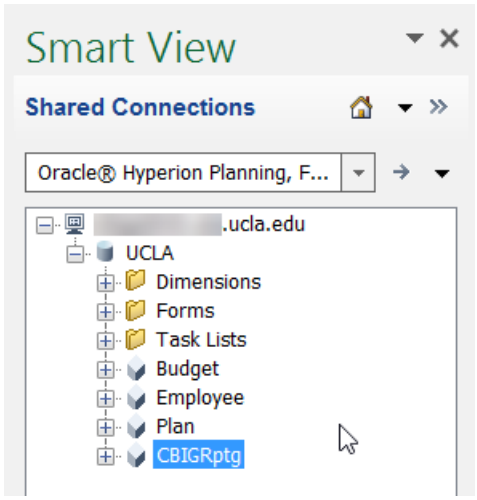
This feature can be used for retrieving data into excel on an ad hoc basis. It can be for one-time use or the Excel file can be saved and reused to refresh data at a later time. The following instructions show how to use the Ad Hoc features available.

If you are experiencing performance issues with Smart View or you would like an in-person training, please contact APB's Hyperion Planning Analyst, Cathy Son at cson@ponet.ucla.edu.

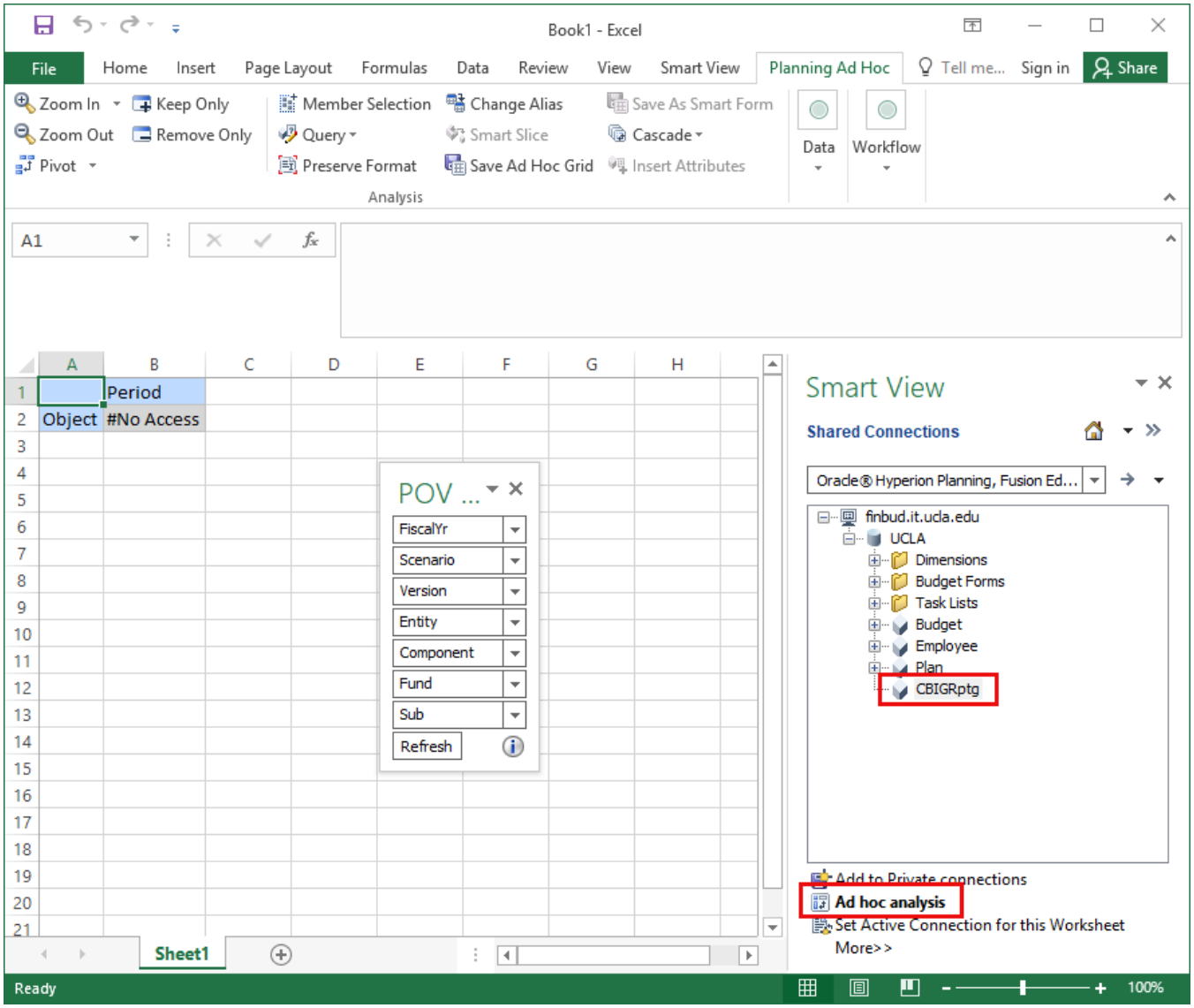
1. Connect to **Oracle Hyperion Planning, Fusion Edition** in the Shared Connections Panel:



2. Click the + icon next to **UCLA** and highlight **CBIGRptg**:



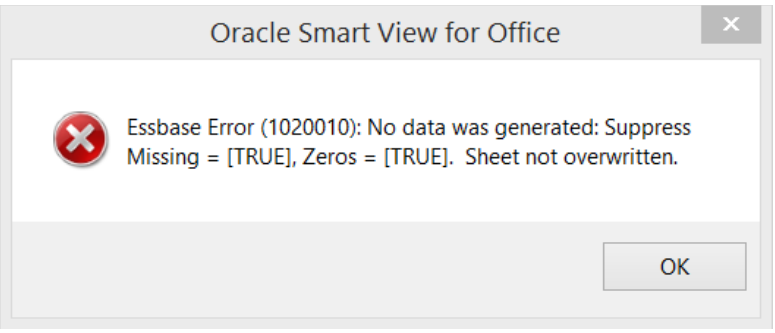
3. **Ad hoc analysis** should now be showing on the bottom of the panel. Click on **Ad hoc analysis** and the beginning of a new grid will appear on the Excel sheet:



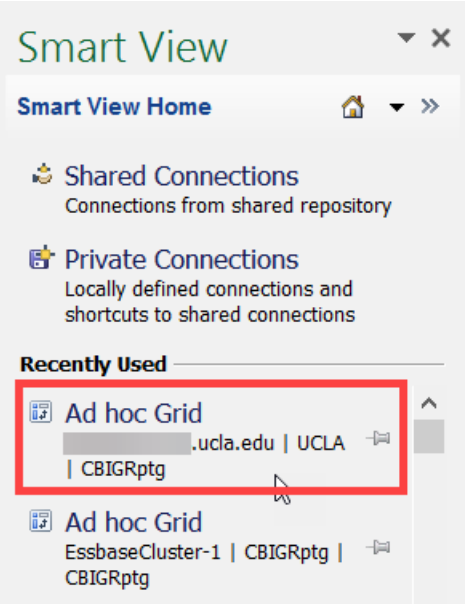
#No Access may appear because the dimensions have not been specified and are pointing to the top-most level.

As documented under the Data Options section, if you have Suppress Missing Data or zeros, or Suppress Missing Blocks checked, then a new grid will not show and you will get the error message below.

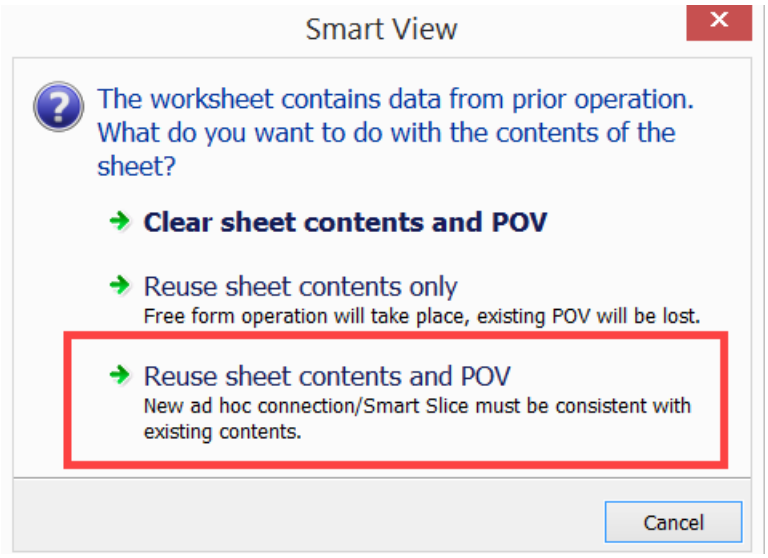
Go to **Options** and uncheck the suppression options. Then click **Ad hoc analysis** again in the connections panel.



4. Once you have made a connection to Smart View, you will be able to connect using the "Recently Used" connections. Simply click the connection in the connection panel and you will be prompted to enter your User Name and Password to connect. This will bypass the "Shared Connections" process.



5. If you are opening an Excel file that already has a Smart View grid on it, connect using the method above and make sure you select **Reuse sheet contents and POV** when prompted:



Clear sheet contents and POV will bring you to a new Smart View grid:

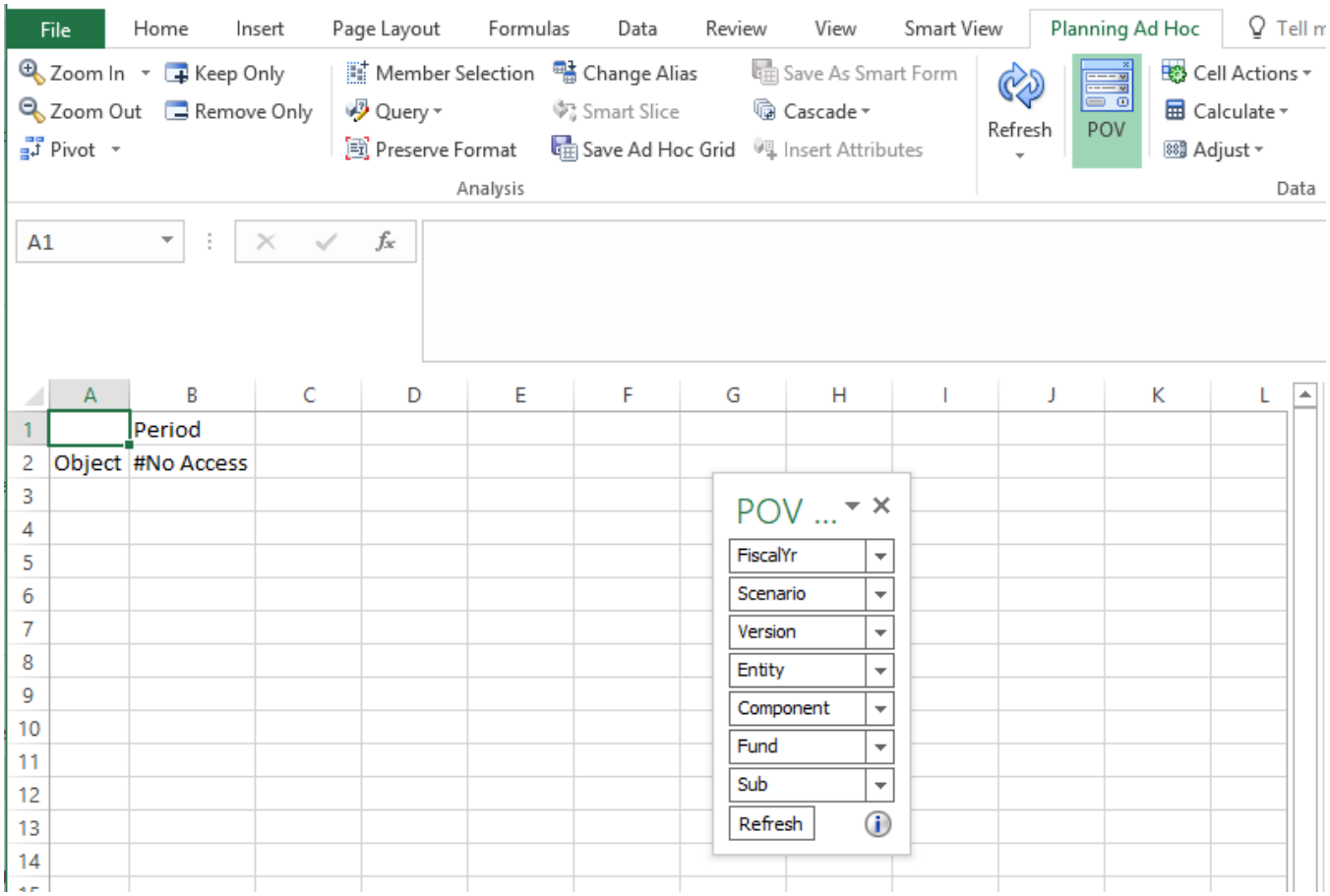
Dimensions Overview

There are 9 dimensions available for selection in the CBIGRptg database. They must be present and defined in all grids in order to retrieve data. The brief description of the dimensions are as follows:

- **Object**: contains Revenue, Expenditures, Carryforward, etc. – goes down to the object code level for Expenditures
- **Period**: contains "YearTotal", quarters, or months
- **Scenario**: houses a member called "Current" and another called "YTD". Using Current will give you data for the specified month in the Period dimension. Using YTD (year-to-date) will give you data from July to the specified month. Using YearTotal using either Current or YTD will give you the same results (amount for total year).
- **Version**: contains "Working", "Working2", or "Final" versions – please use Final for viewing Actuals. Working or Working2 is used to view Budget data that has not been finalized.
- **Component**: contains members such as "Budget", "Actual", "PermBud", etc. (found in the Misc. Classifications member)
- **FiscalYr**: contains years 2004 to current budget year
- **Sub**: contains all subs (e.g. sub_01)
- **Entity**: houses all the orgs, divs, sdvs, and dpts – goes down to the account level (e.g. dpt_####)
- **Fund**: Stores fund categories and goes down to the fund level (e.g. fnd_19900)

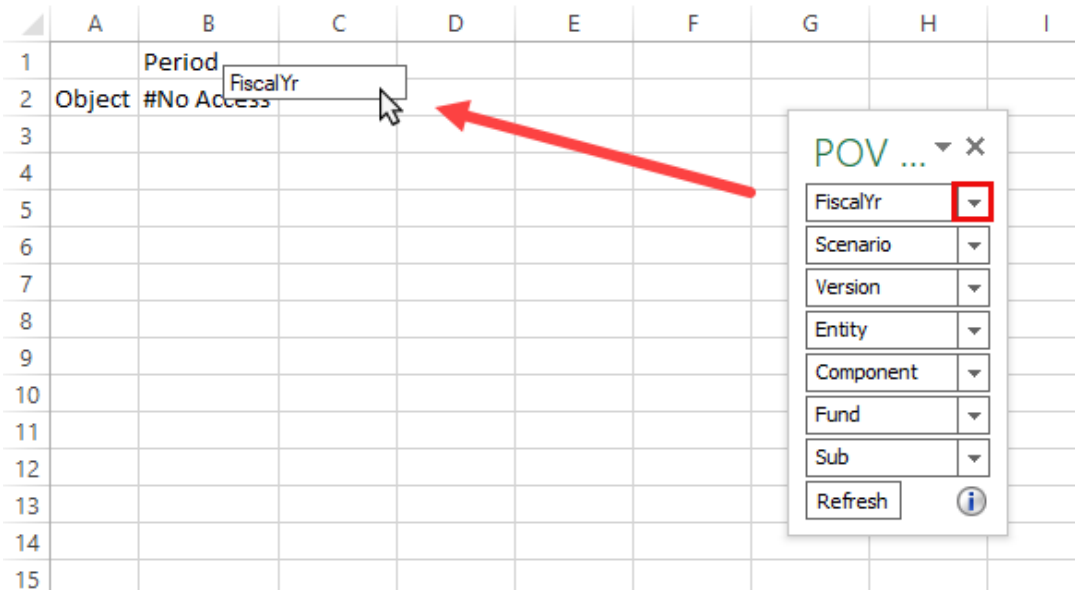
Dimension Layout

Dimensions will be located in the Rows, Columns, or Point of View (POV). The POV is located in the POV menu box), and the members selected in these dimensions will apply to the entire grid. There must always be at least one dimension in the Rows and one in the Columns.

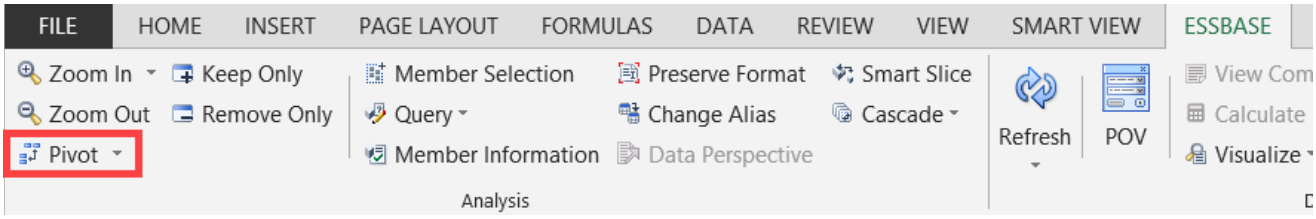


To clear the blue and gray colors from the ad hoc grid, go to **Smart View tab** > **Options** > **Formatting**, then click the **Use Excel Formatting** option. Click **Save as Default Options** instead of clicking **OK**. Create a new sheet in Excel and connect to create a new ad hoc grid.

The location of the dimensions can be moved where desired. To move dimensions from the POV to the row or columns, left click, hold, and drag the dimension as shown below:

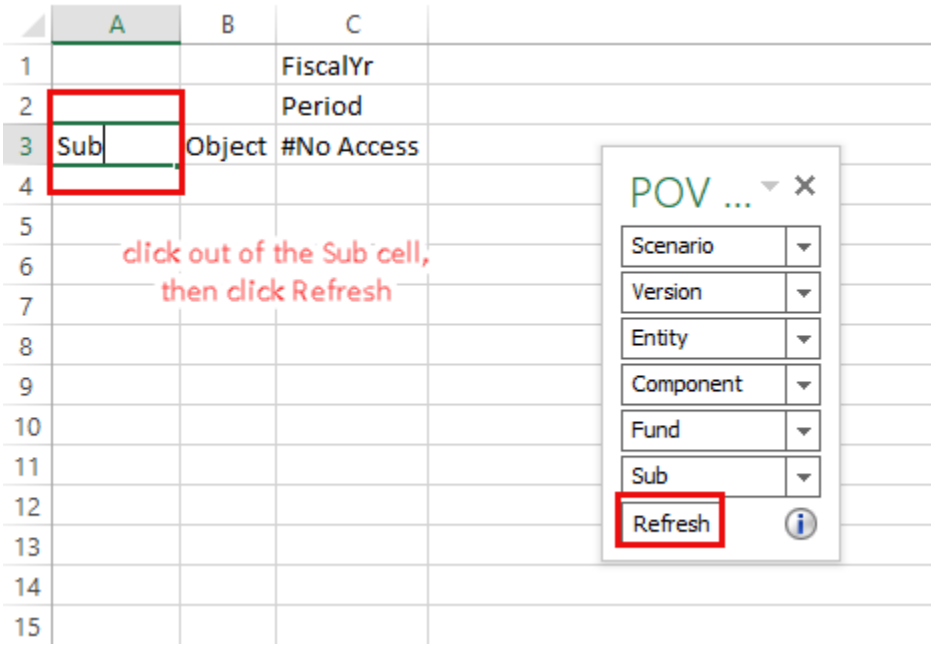


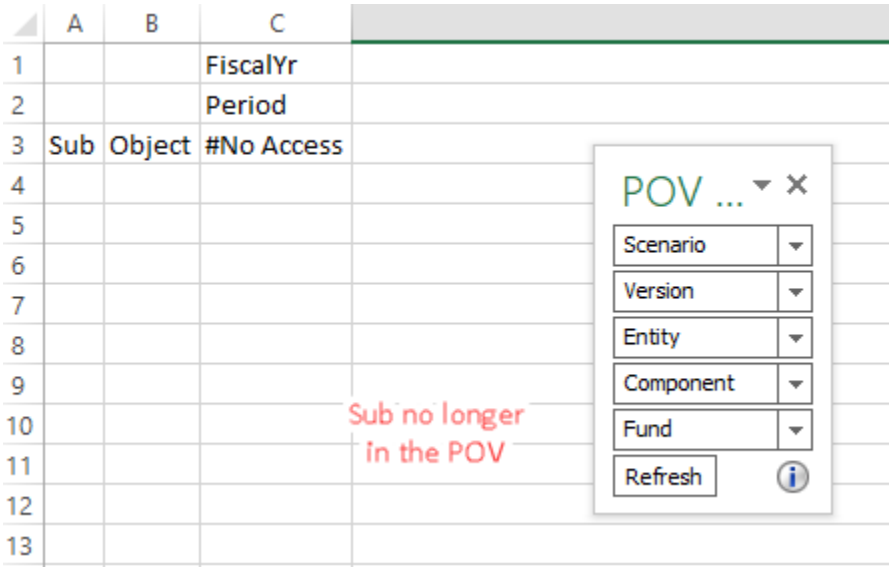
To move a dimension to the POV, click the dimension and use the Pivot button to “swap” dimensions between columns and rows or between the grid and POV. You must have at least two dimensions in rows or columns before you are able to pivot a dimension out.



We can also simply delete a dimension from the rows or columns and hit **Refresh** to send it to the POV. Alternatively, we can select a dimension member and click **Pivot** > **Pivot to POV**.

A row or column can also be inserted into the Excel sheet and a dimension member from the POV can be typed in. Click **Refresh** and that dimension will now be in the grid and not the POV.





Dimension Selection

Now that you understand the dimensions and the layout of the ad hoc grid, it's time to select members within the dimensions and see some data!

Please note that all dimensions must specified for data to show (e.g. Select Total Sub for the Sub dimension, define the Fiscal Year). There are several ways to select dimension members for the Rows, Columns, and POV:

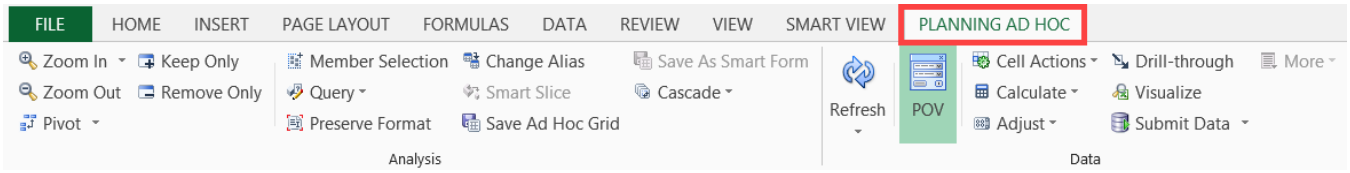
1. Select members in the POV by using the POV tool
2. Type in the exact member name in the cell or POV field containing the dimension name
3. Click on the dimension name and then click **Member Selection** to select from the dimension hierarchy

4. Drill in and out of a dimension using the Zoom In button (or double click the cell) and Zoom Out button until you find the desired member(s) within a dimension. Use **Keep Only** and **Remove Only** to simplify your grid.

Once you are familiar with the hierarchy and names of the members, typing member names into cells will simplify your ad hoc experience tremendously. Always **hit Enter** or **click out of the cell** after typing in a member/alias name and then click **Refresh** to view correct data for that intersection of members, otherwise an error will appear.

Planning Ad Hoc Ribbon

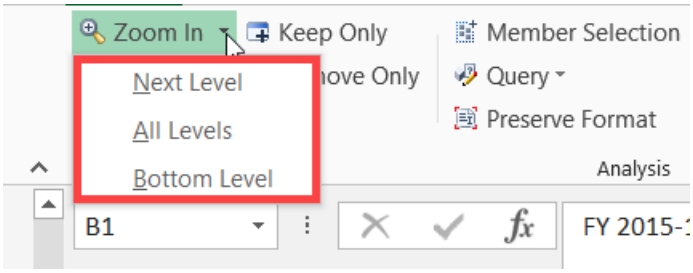
The Planning Ad Hoc ribbon is available once a user connects to the CBIGRptg database; it provides features and functions available for ad hoc analysis. This section will review the buttons users will most frequently use.



Zoom In & Out of Dimensions

- **Zoom In**: Allows you to drill down into lower members within the selected dimension hierarchy
- **Zoom Out**: Allows you to drill up one level higher within the selected dimension hierarchy

Users have options to Zoom In at different levels:



Keep and Remove Members

- **Keep Only** - Allows you to keep only specified selected member(s)
- **Remove Only** - Allows you to remove only specified selected member(s)

This only works when selecting members from one dimension at a time.

Refresh

The grid will need to be refreshed when a change has been made to the ad hoc grid. The latest C-BIG data will be pulled with every Refresh. Click **Refresh** in the Essbase tab when you perform the following actions:

- Change dimension members
- Change dimension layout
- Change any Smart View options

Change Alias

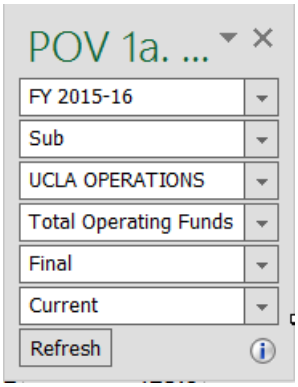
All members have an actual member name and alias (description). To toggle between the member name and alias, click the **Change Alias** button and choose between **None** or **Default**.

- **None** – displays the member names (shorthand names you can type into the ad hoc grid to retrieve the member)
- **Default** – displays the alias (full descriptions of member names)
- **OCAT** – ignore this option

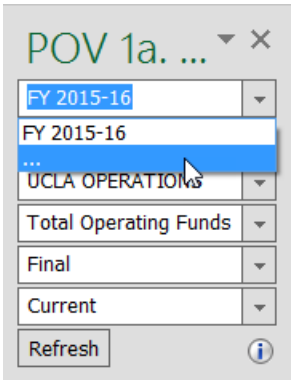
POV Menu

To select members for the dimensions in the POV menu,

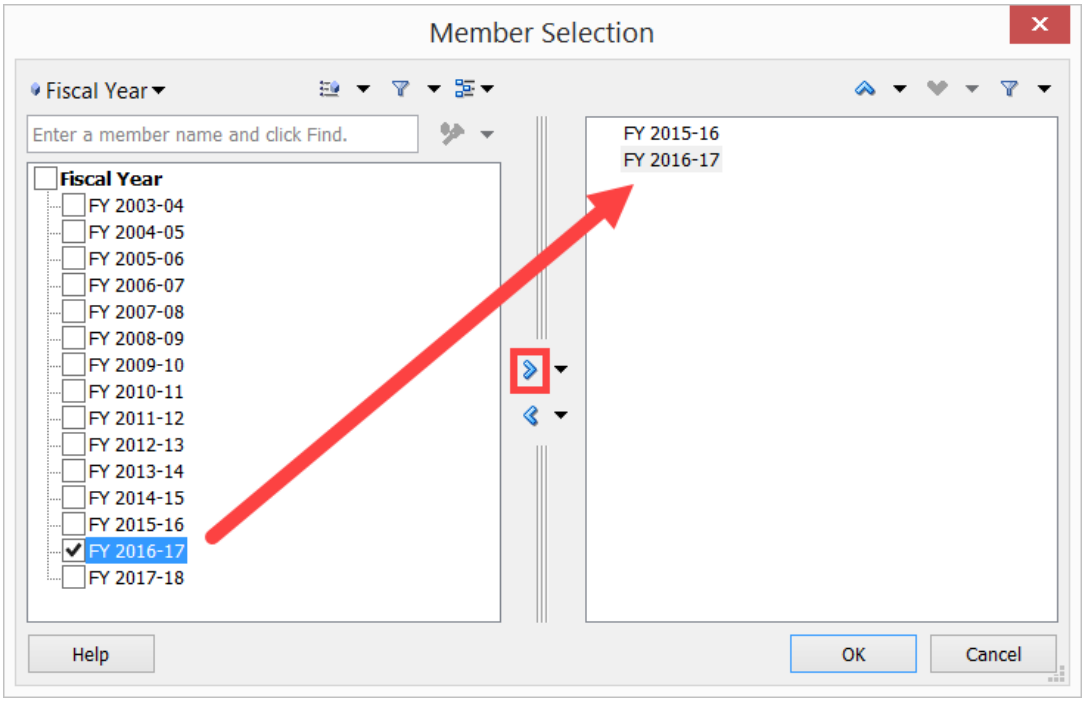
1. Click on the POV icon in the Planning Ad Hoc tab if it is not shown already:



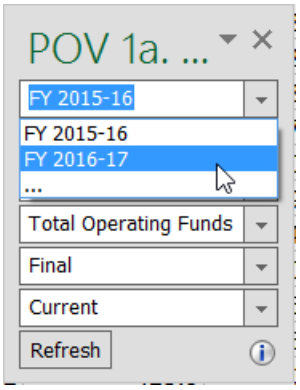
2. Click on the ellipsis "…" in the drop-down to select a member from the dimension:



3. The Member Selection window will appear:
4. Find and check the box next to the member(s) that you want to use and click on the right-pointing arrow to move it to right-hand (selection pane) section. Click **OK**.



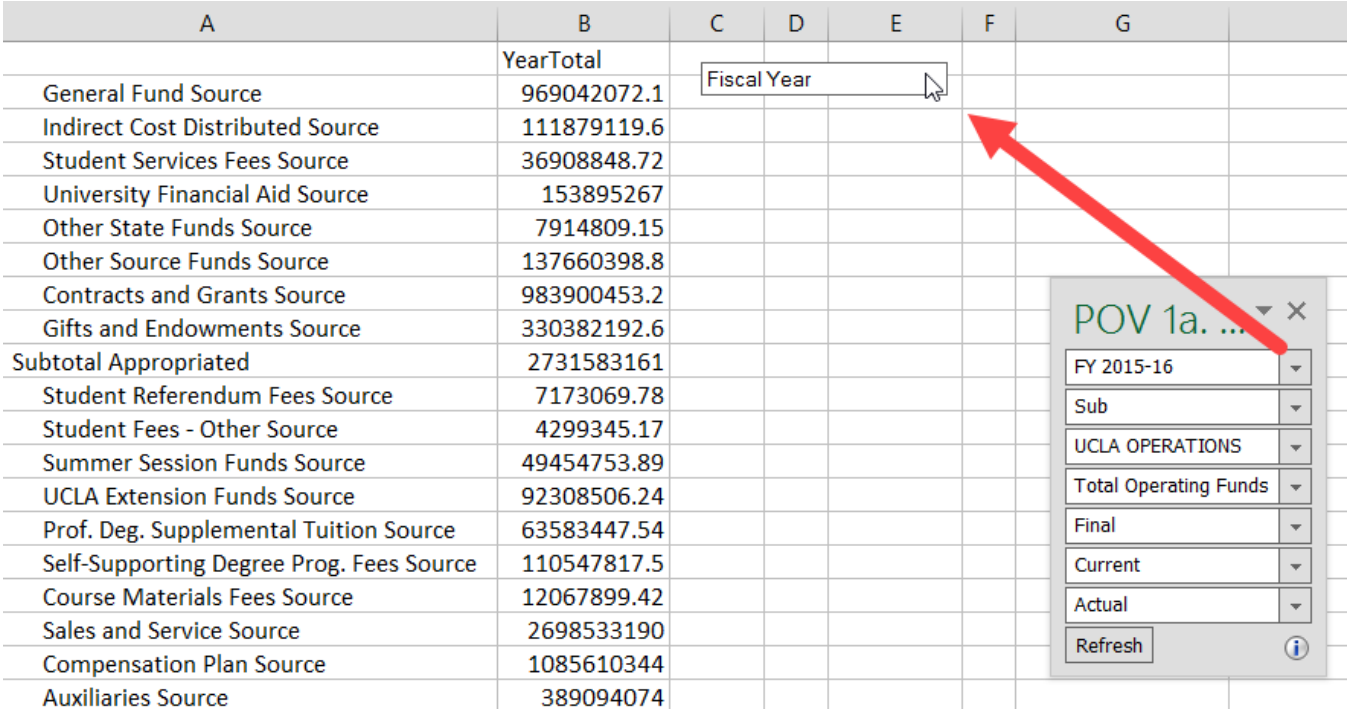
5. Remove anything from the right-hand section you do not want by highlighting the member and clicking the left-hand arrow (you can leave more than one member in the right-hand section). Click **OK**.
6. Select the member you selected from the drop down menu in the POV menu. If you chose more than one member for a dimension, both options will appear in the drop down menu, but you can only choose one to apply to the grid.



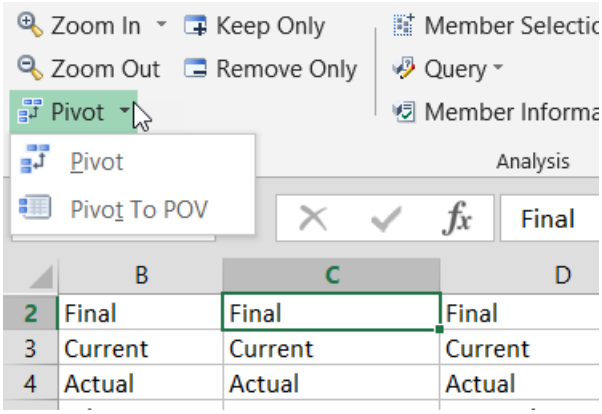
7. Click **Refresh** in the POV menu to see the data with the newly selected member.

As mentioned earlier, we can also drag and drop POV members from the POV menu to the grid.

8. Click and hold on the drop down arrow next to the dimension name and drag it from the POV menu to the rows or columns of the grid.



A dimension can be moved back to the POV menu by clicking on the dimension name and then clicking on **Pivot To POV**:



Cascade

Cascade allows you to create separate grids for a selected **POV** member in the grid into a current workbook, new workbook or different workbook. The grids are populated in separate sheets of the Excel document. Sheets will be named with the member name used to cascade.

Excel limits sheet names to only 31 characters.

1. Place the dimension that you want to cascade in the POV (if it's not already there).
2. Click **Cascade** and select Same, New or Different Workbook.
3. Select the dimension desired (drop-down menu located at the top left corner).
4. Select all members in the dimension you wish to Cascade and click **OK** (for best results, do not click too many at a time).
5. After Excel processes the request, new sheets will be created for each member selected (depending on how many members were selected, it may take a few moment for Excel to complete the action).

Excel Formulas and Conditional Formatting

You can insert formulas and format like you normally would in any other spreadsheet. Common examples include: bold, cell color, fonts, cell borders, and math functions.

Depending on your **Formatting** settings under **Options**, Smart View will preserve all formatting when you save and reopen the sheet.

Ad Hoc Reference Guide

Please refer to the chart below to understand when certain dimension members should be used:

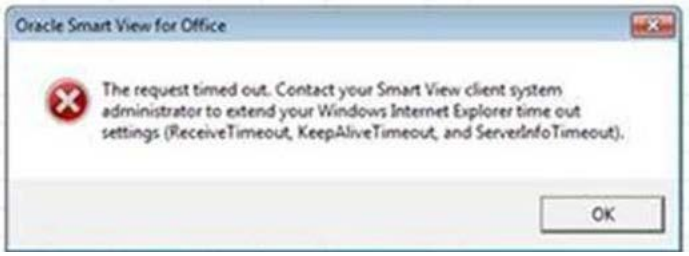
Member Name	Member Alias	Dimension	When to use the member
YTD	YTD	Scenario	Year-To-Date. Use this member to pull data from July to the specified Period/Month. For example, choosing YTD for Scenario and Dec for the Period will query data from July to Dec for the specified Fiscal Year. You can also use YTD with YearTotal as the Period to view data for the entire year.
Current	Current	Scenario	Use the Current member to pull data for one specified month or YearTotal. For example, choosing Current for Scenario and Dec for Period will query data for December only.
ApprovedBud	Budget	Component	ApprovedBud, or Budget, is where users input their budget plans during budget season. Does not necessarily mean that the budget has been approved.
Forecast	Forecast (Jan:Jun)	Component	Forecast was introduced in the FY 2018-19 budget season. The values entered in Forecast indicate the forecast for the later half of the specified year. Data for Forecast is stored in June, but is actually the sum of January to June.
Working	Working	Version	The Working Version is where users first enter their Budget and Forecast data. The intersection of the Working Version and the Actual Component houses actuals with Summer adjustments
Working2	Working 2	Version	Working 2 is where users revise their initial/Working Budget data. The Hyperion administrator copies the data from Working to Working 2 before revisions can be made (typically after year-end). If departments do not revise their budgets, Working and Working 2 will contain the same data.
Final	Final	Version	Data is moved from Working 2 to Final by the Hyperion administrator once the Budget is final and no changes will be made to the Budget data. Actual data, as shown in the ledger, will reside in Final.

Troubleshooting

In this section, common errors in Smart View have been addressed. Before addressing any of the issues found below, please ensure that you have installed the latest version of Smart View. The latest version can always be found on the APB C-BIG webpage under the Download Smart View section. You may or may not need to uninstall a prior version before installing a new Smart View version. Please do not hesitate to contact the Hyperion Planning Analyst, Cathy Son Kim (cson@ponet.ucla.edu), if assistance is needed.

Timeout Error Message

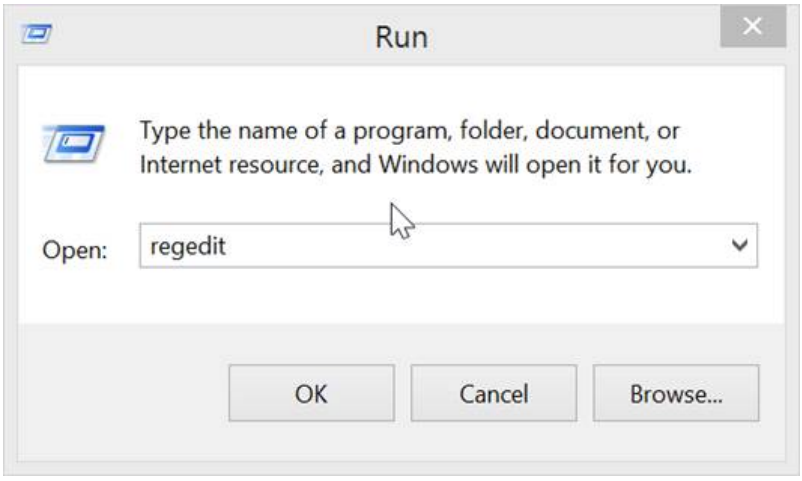
If you receive an error message that looks like the image below, please follow these instructions.



Text: The request timed out. Contact your Smart View client system administrator to extend your Windows Internet Explorer time out settings (ReceiveTimeout, KeepAliveTimeout, and ServerInfoTimeout).

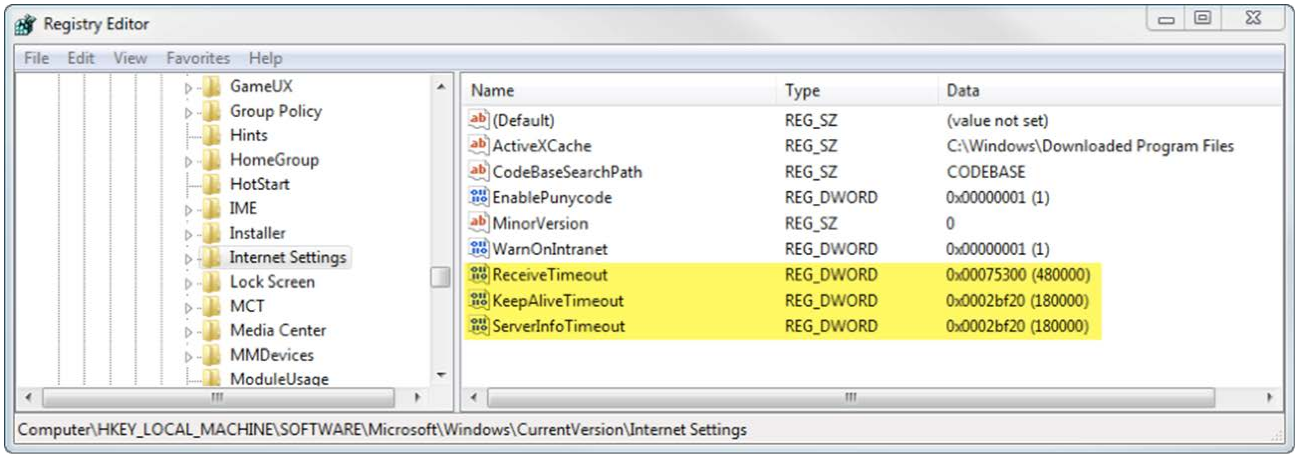
To address the error,

1. Go to **Run** (right click your computer's Start menu to find it) and type "regedit":

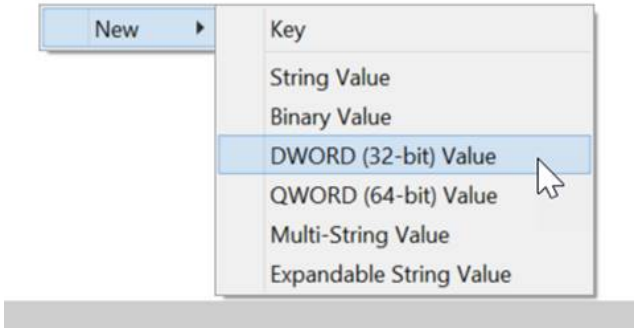


2. Click **OK**.
3. In the Registry Editor, follow this folder path:
   - **HKEY_CURRENT_USER**\Software\Microsoft\Windows\CurrentVersion\Internet Settings

- **Note**: Your IT dept can change settings in the HKEY_CURRENT_USER folder, but changes will NOT save. You will have to make these changes yourself.

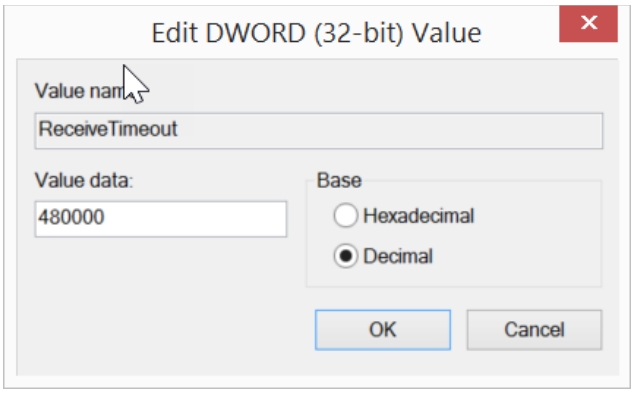


4. Once you are in the **Internet Settings** folder, right click in the right pane and click the **DWORD** option:



5. Type three **decimal DWORD** registry values (one at a time):
   - ReceiveTimeout
   - KeepAliveTimeout
   - ServerInfoTimeout

6. Once all three have been created, right click and click **Modify.**
7. For each value, click the **Decimal** option under Base and type in the values accordingly:
   - ReceiveTimeout=480000
   - KeepAliveTimeout=180000
   - ServerInfoTimeout=180000



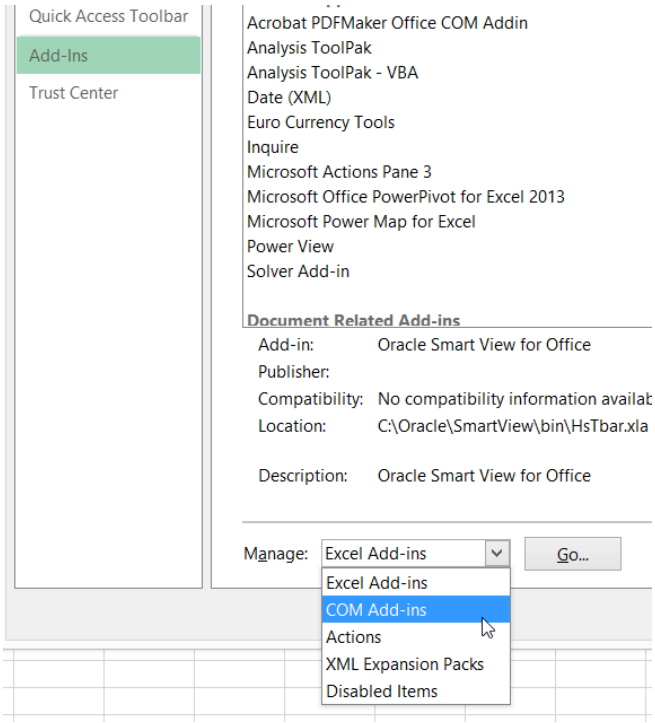
8. Verify that you have input all information correctly.
9. The same values need to be installed in the registry key by your IT department (if you don't have the access to do so):
    - **HKEY_LOCAL_MACHINE**\Software\Microsoft\Windows\CurrentVersion\Internet Settings

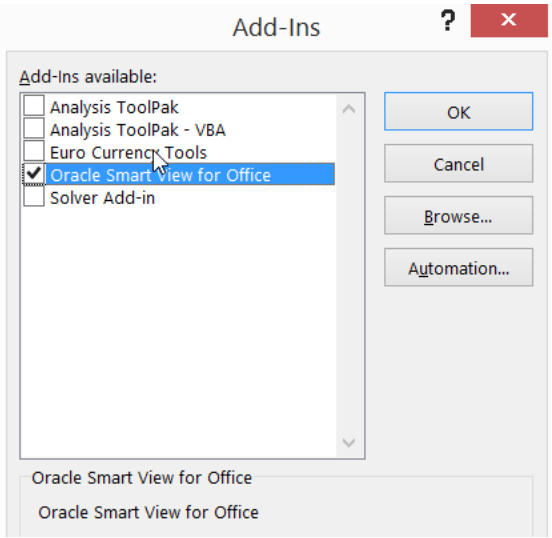
Once both locations in the Windows registry are updated, restart Excel and Smart View will no longer have a timeout issue.

Smart View Tab Disappears

If the Smart View tab suddenly disappears once Excel is opened,

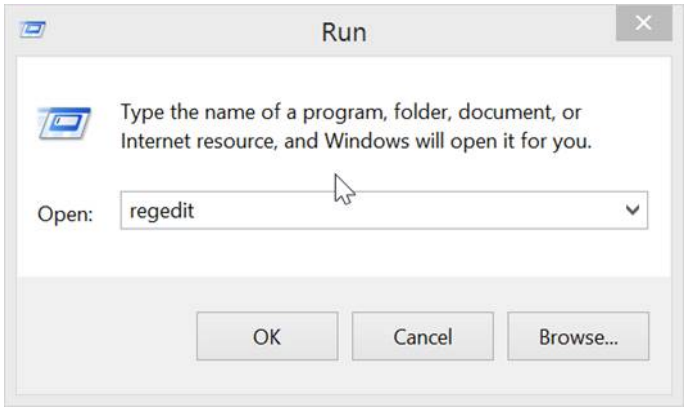
1. Go to **File** > **Options** > **Add-Ins**.
2. In the **Manage** section, go to **Excel Add-ins** and **COM Add-ins** (one at a time) and check that the **Oracle Smart View for Office** option is checked. Also make sure that it is not listed in **Disabled Items**.



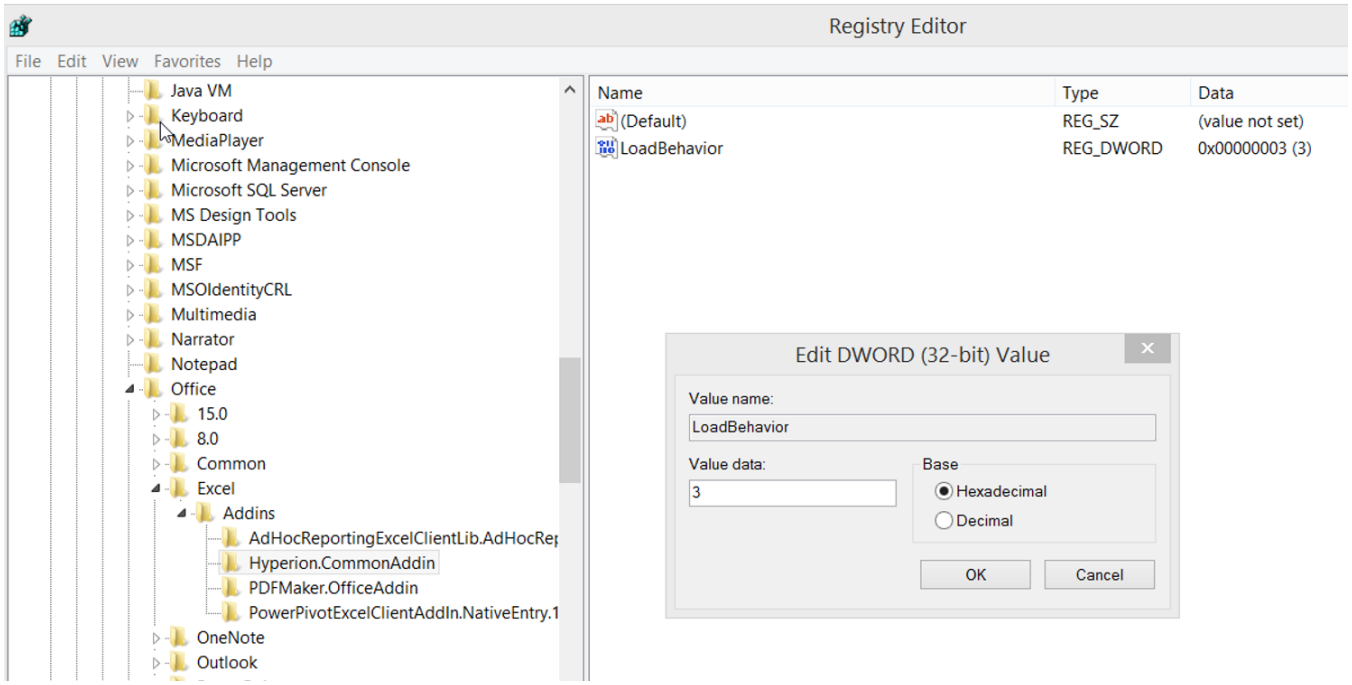


If the problem persists and the Smart View tab disappears every time Excel is opened, please follow the steps below:

1. Go to **Run** (right click your computer's Start menu to find it) and type "regedit":



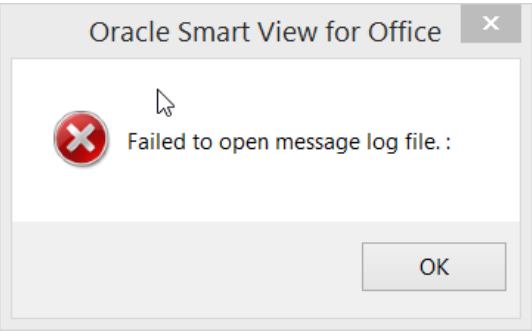
2. Click **OK**.
3. In the Registry Editor, follow this folder path:
    - In **HKEY_CURRENT_USER**/Software/Microsoft/Office/Excel/Addins/Hyperion.CommonAddin
4. Right click **LoadBehavior** and click **Modify**.
5. Set the value to "3" (Hexadecimal) and click **OK**:



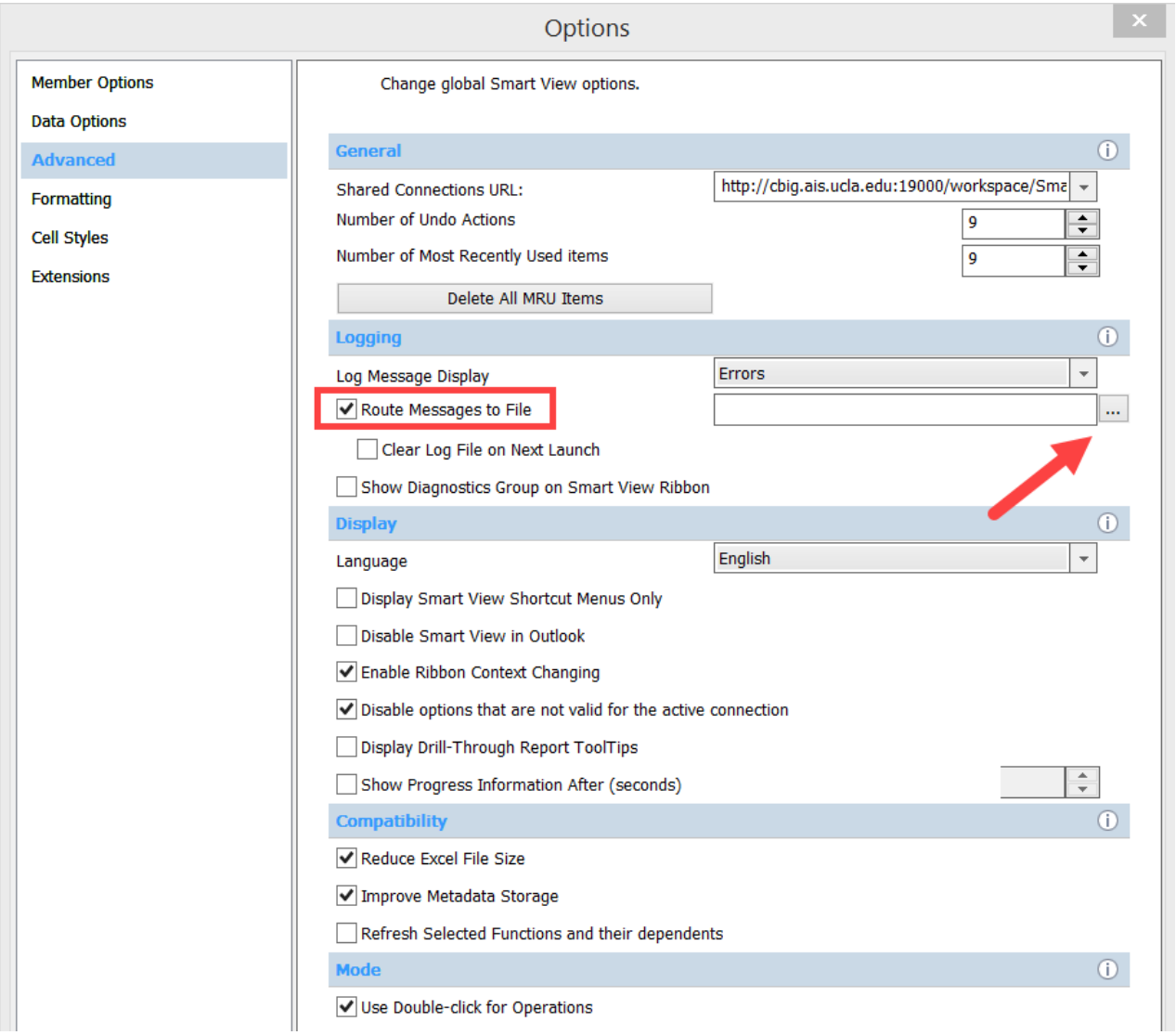
6. Re-open Excel and test.

Failed to Open Message Log File Error

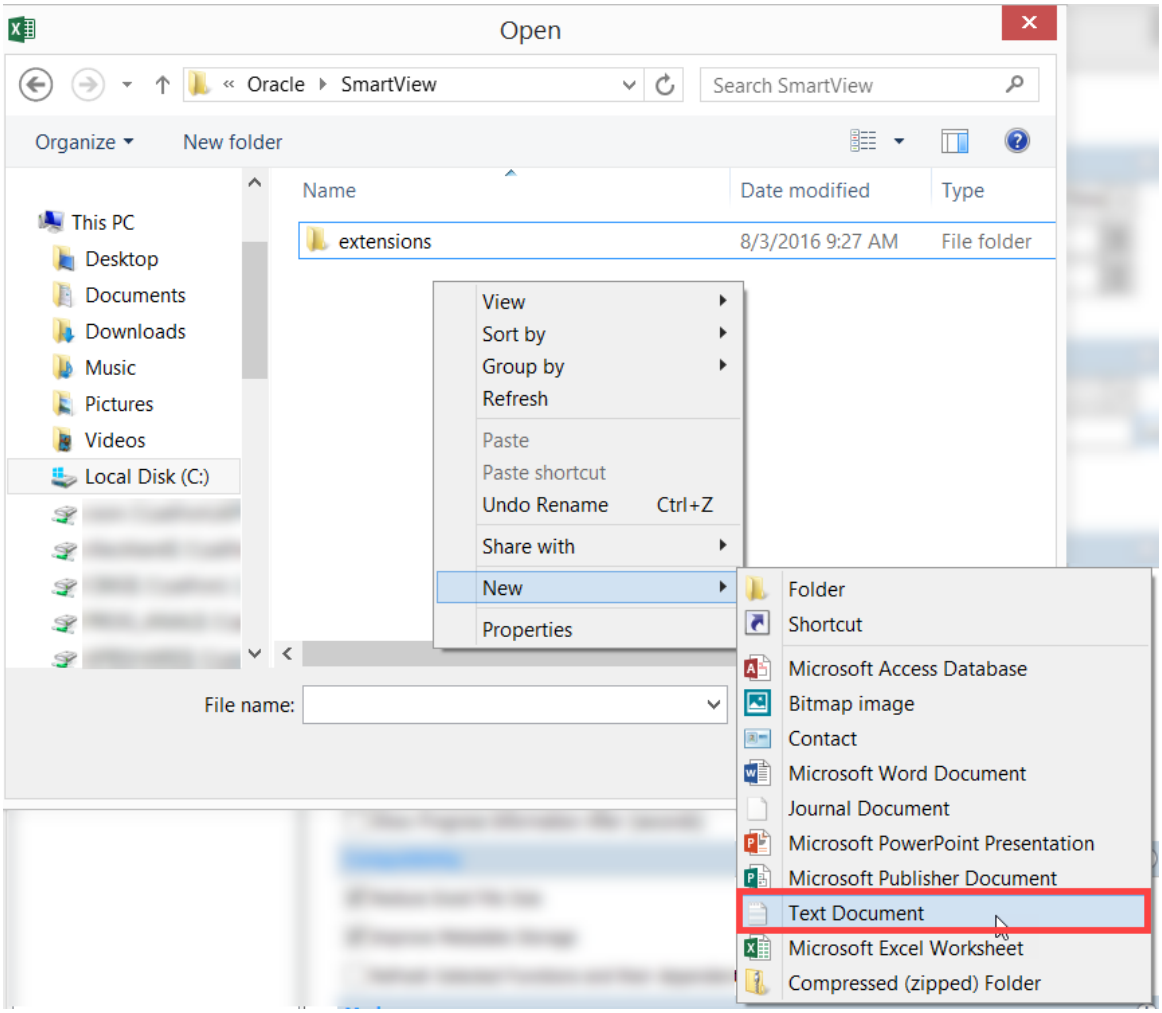
If you receive the following message when trying to save your Options, please create a log file by following the steps below:



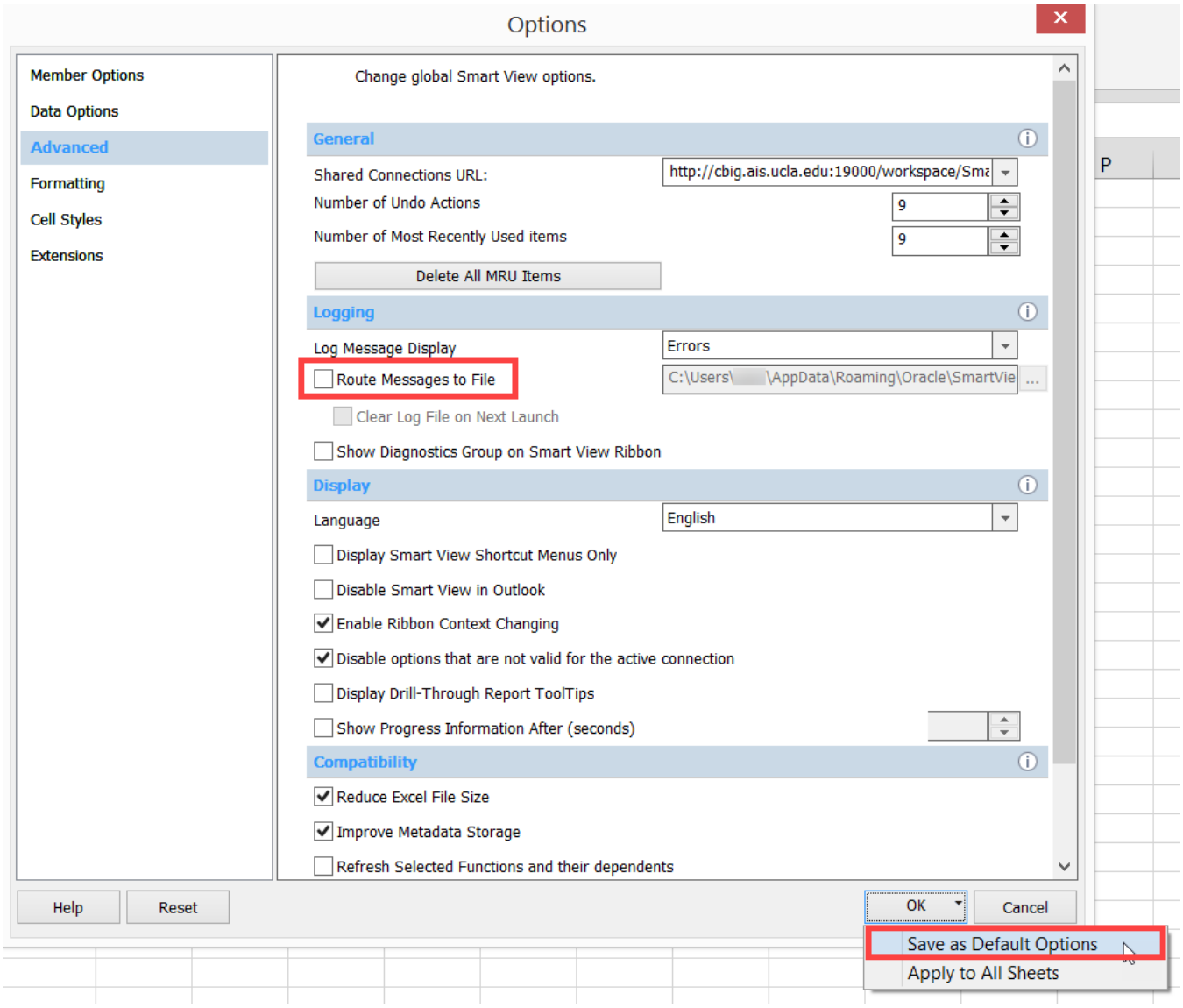
1. In **Options** > **Advanced**, check **Route Messages to File** option and click on the **elipses icon** to search for a file location:



2. At a folder/location of your choice, right-click and select **New** > **Text Document**.



3. Name your document "**SmartViewLog.log**" and select **Open**.
4. Uncheck the **Route Messages to File** option and click **OK** > **Save as Default Options**:


Options
Member Options
Data Options
Advanced
Formatting
Cell Styles
Extensions
Change global Smart View options.
General
Shared Connections URL:
http://cbig.ais.ucla.edu:19000/workspace/Sma
Number of Undo Actions
9
Number of Most Recently Used items
9
Delete All MRU Items
Logging
Log Message Display
Errors
Route Messages to File
C:\Users\ \AppData\Roaming\Oracle\SmartVie
Clear Log File on Next Launch
Show Diagnostics Group on Smart View Ribbon
Display
Language
English
Display Smart View Shortcut Menus Only
Disable Smart View in Outlook
Enable Ribbon Context Changing
Disable options that are not valid for the active connection
Display Drill-Through Report ToolTips
Show Progress Information After (seconds)
Compatibility
Reduce Excel File Size
Improve Metadata Storage
Refresh Selected Functions and their dependents
Help
Reset
OK
Cancel
Save as Default Options
Apply to All Sheets