

HP IT Executive Scorecard

For the Windows® operating system

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Financial Analyst User Guide

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Getting Started with Financial Planning and Analysis

IT Financial Management (ITFM) helps organizations make IT financial decisions by reducing the effort involved with managing IT finance and giving business the financial transparency it demands. FPA does this by consolidating and allocating planned and actual costs from HP HP Asset Manager and HP HP Project and Portfolio Management, and alternate data sources to help IT manage those costs more effectively.

With pre-built data integration, data cleansing, and a central repository for cost information, ITFM helps organizations reduce the effort involved in transforming cost and budget data into easy to understand cost information. It provides meaningful information to business, accounting, and IT management stakeholders with pre-built reports and ad hoc analysis. FPA supports financial management process improvement by providing visibility into process effectiveness and efficiency.

ITFM provides a complete business intelligence platform with ITIL-based analytics and dashboards that show process and financial performance trends. FPA augments this platform with an allocation engine for planned and actual costs, a rules engine to calculate monetary business impact of incidents and changes, and an optimization engine to simulate changes to factors under IT's control.

By supporting numerous IT cost dimensions, ITFM provides the informational needs of IT management, accounting, and business leaders to help them make investment and IT decisions and to look for trends in IT cost drivers and budget variance.

ITFM includes several ways to analyze the allocation results. For financial analysts, ITFM offers a streamlined interface called Cost Explorer that helps the analyst answer ad hoc questions quickly. For business users and IT management, ITFM offers out-of-box analytics that show important financial data concerning entities such as organizations and business services. FPA also offers a dashboard that helps users quickly identify IT financial areas that require attention.

To access:

Do one of the following:

- Click the **Finance** tab to access the Allocation Management, Budget Management, and Cost Explorer categories.
- Close all tabs to display the Dashboard, and select one of the relevant pages.

Learn More

Benefits

FPA includes the following benefits:

- It speeds analysis of cost drivers and variance to plan.
- It supports multi-dimensional analysis of planned and actual costs with a dedicated analytical interface for IT Financial Analysts.
- It offers business-focused analytics that provide standard views of IT financial performance.

Components

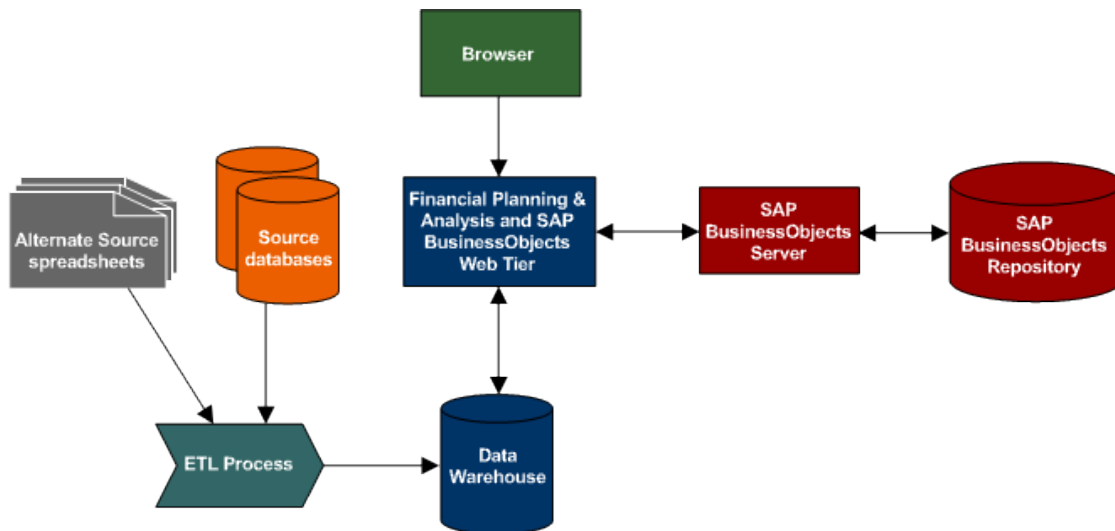
The IT Financial Management components include:

- **Allocation Management:** You can create multiple “what-if” allocation scenarios and use the results to compare budget versions against actual costs and budget objectives. The allocation tool enables you to create scenarios that transform cost and budget data into meaningful cost information. This component helps you enrich the information by relating costs to areas that are meaningful to the business.
- **Budget Management:** The ITFM budgeting feature enables IT finance managers to plan a budget by their cost categories for their Cost Centers for various time frames with a different granularities.
- **Cost Explorer:** The ITFM Cost Explorer allows your IT finance and cost analysts to systematically explore cost variance by organization, business service, application, program, project, cost center, and cost category, as well as other dimensions. By slicing and filtering data across multiple dimensions, analysts can gain new insight into what is driving costs, where the largest variance to plan is taking place, and why the variance might be happening.
- **Dashboard pages and reports:** The Dashboard pages and reports let your IT executives view planned versus actual performance for IT overall, by customer, by IT organization, by service, and by program. Your IT executives may also see the areas with the highest variance to help them focus their management attention. Through Web Intelligence analytics, your IT executives can see daily updates on planned versus actual performance. Users can modify the out-of-box analytics as necessary to support the specific cost analysis needs of their organization. Your IT executives can also perform ad hoc analysis of cost data to answer less common questions while knowing that the data they are seeing is consistent across all users.
- **Integration with HP Asset Manager (AM) software, HP Project and Portfolio Management (PPM) software:** Out-of-box integrations with AM and PPM make gathering cost data more efficient. Integration processes keep the data current.

Architecture

The IT Financial Management internal components enable you to define data driven scenarios that predict the result of business decisions. They depend on SAP® Business Objects, which is an enterprise business intelligence solution that interacts directly with IT Financial Management to summarize data in reports or display it in management dashboards.

SAP® BusinessObjects Data Services is the Extract, Transform, and Load (ETL) tool that extracts data from your data sources to populate the data warehouse.



Allocation Engine

The allocation engine is a process that communicates with the IT Financial Management web application. It provides status information about your allocations when you make changes to stages or rules. It selects costs, updates relationships, and splits costs across the data model.

By using allocation scenarios, stages, and rules, financial analysts can allocate the costs to compare planned versus actual costs and use the results for proper cost and budget management.

Tasks

Getting Started

The Data Warehouse enables the IT Financial Management application to receive data from the HP Asset Manager, HP Project and Portfolio Management, HP Business Service Management, HP Service Manager data sources.

To get started with IT Financial Management:

1. Learn about the capabilities and functionality of IT Financial Management.
2. Install and configure the application with the relevant license. For details, see *IT Executive Scorecard Release Notes*.
3. Set up the correct roles and permissions. For details, see "[Perform Administration Tasks for Users and Roles](#)" in the *Administrator Guide*.
4. Understand the assumptions for actual cost allocation and planned cost allocation.
5. Create, in Allocation management, an allocation scenario for planned costs and actual costs and enrich the information around the costs using rules. For details, see "[Configure and Manage Allocations](#)" on page 14.
6. Transfer the allocation scenario to Cost Explorer to perform a multi-dimensional cost analysis where you can change the analytics and perform scenarios. For details, see "[Configure and View Cost Explorer](#)" on page 68.
7. Transfer and finalize, in Budget management, the budget for your organization. For details, see "[Configure and Manage a Budget](#)" on page 46.

8. View the financial performance of your organization. For details, see "[View the Financial Performance of Your Organization](#)" on page 78.

ITFM Financial Terms (Glossary)

A

ABC

Audit, Balance, and Control (ABC) is an application that triggers the ETL processes. Audit ensures consistency during ETL processing. It measures the number of records in and the number of records out for each step and displays these runtime statistics in a collection of audit reports. Balance verifies that data in the data warehouse matches data in the source system. For example, if the data warehouse stores project dollar amounts then the balance process verifies that the aggregate project dollars in the data warehouse matches the aggregate project dollars in the source application data. Control governs ETL processes. Control makes sure that there is a proper restart and recovery when a system error occurs. Control also manages job dependencies at runtime.

Activity Based Costing (ABC)

The ABC methodology assigns an organization's resource costs through activities to the products and services provided to its customers.

Actual Spend

The amount of resources/funds that have been used for a given period of time.

Allocation

Assign an item to single cost or budget unit. Allocations enables organizations to compare planned and actual costs by these perspectives to better manage the business. Cost allocation enriches the information by relating costs to areas that are meaningful to the business. It distributes costs across the business model.

B

Balance Sheet

A firm's financial statement that provides a picture of its assets, debts, and net worth at a specific time .

Budget

An estimation of the expenses over a specified future period of time.

C

Capital Expenditures (CAPEX)

Funds used to buy or upgrade physical assets such as the purchase of property or equipment.

Chargeback

Chargeback allows organizations to charge for business services or IT services.

D

Dimension

An entity that describes, qualifies, or otherwise adds meaning to the measurements (facts) that business users want to analyze.

Discretionary Expenditure

Money for things you want but don't need.

E

ETL (Extract Transform Load)

E - The extract process extracts delta data from the source systems and writes it to delimited flat files on the file system. The data warehouse uses the Change Data Capture (CDC) technique for extracting data from the source tables. T - During the transformation process, FPA transforms data into the format of the target tables and populates the load-ready target staging tables. The Transformation layer contains load-ready tables that match the internal structure of the data warehouse target tables. L - The load process adds new records, updates existing records, and flags deleted records in the data warehouse target layer fact and dimension tables.

M

Measure

A value collected by the executable during execution, such as the number of rows processed during an ETL job, or an amount extracted from a table that describes expenses in a source application. The ABC application does not make any assumptions about the business tasks performed by the executable or impose any semantic requirements on computed measure values. The ABC application provides an interface for the executable to store measures. The ABC reports provide drill down capabilities into the stored measures.

Metadata

Agreed-upon definitions and business rules stored in a centralized repository to ensure that business users use common terminology for key business terms.

Metric

A framework to establish and collect measurements of success or failure on a regulated, timed basis that can be audited and verified.

Multi-Dimensional

The aggregation of data by the dimensions of the business. For example, sales by region by product by time.

N

Non-discretionary Expenditure

Essential costs that cannot be eliminated without disrupting operations.

NPV (Net Present Value)

A measurement of all future cash flow (revenue - costs) that will be derived from a particular investment, minus the cost of the investment.

O

Operational Expenditure (OPEX)

The ongoing cost for running a product, business, or system, such as the cost of research and development.

P

P&L (Profit and Loss Statement)

A financial statement that summarizes the revenues, costs and expenses incurred during a specific period of time - usually a fiscal quarter or year. These records provide information that shows the ability of a company to generate profit by increasing revenue and reducing costs. The P&L statement is also known as a "statement of profit and loss", an "income statement" or an "income and expense statement". Read more:
<http://www.investopedia.com/terms/p/plstatement.asp#ixzz1kR6STAM6>

Plan

The approved budget amounts for a specified future period of time.

S

Showback

Showback does not charge, but shows an organization how much it costs to deliver the services that they are consuming. (Bill of IT Services)

V

Variance

A measure of the dispersion of a set of data points around their mean value. For example, cost variance is the difference between the planned cost and the actual cost of a project.

Configure and Manage Allocations

As a Financial Analyst, you can use the allocation tool to enrich the cost-related data with additional information from the different databases and to create scenarios that transform cost and budget data into meaningful cost information. The scenarios use data gathered from HP Asset Manager and HP Project and Portfolio Management. You can also manage various budgets and cost objectives using the Allocation tool.

Learn More

Assumptions

In IT Financial Management, allocations are based on predefined assumptions and the business rules of your organization. Actual and planned cost allocations include these common assumptions:

- You need to access the details related to the cost to properly understand the semantics of the cost to be allocated. For example, if a cost is related to an asset, you need access to the fields on that asset record to help determine the proper allocation. ITFM provides most of the needed information.
- Costs are not aggregated prior to allocation. Instead, costs are allocated at the lowest level of granularity possible, using aggregation later in the process.
- Allocation rules are not used to generate transactions.
- Costs are brought into the data warehouse in a local currency and an exchange rate converts the local currency into a reference currency.
- Costs that span multiple dates should be broken down into smaller periods, at least monthly, prior to allocation.
- You allocate an actual cost for one of these reasons:
 - To enrich the cost by adding a 1:1 relationship to the cost, resulting in a 100% allocation.
or
 - To distribute the cost by splitting it across two or more relationships, resulting in a partial allocation.

This table compares the differences between actual cost allocation and planned cost allocation.

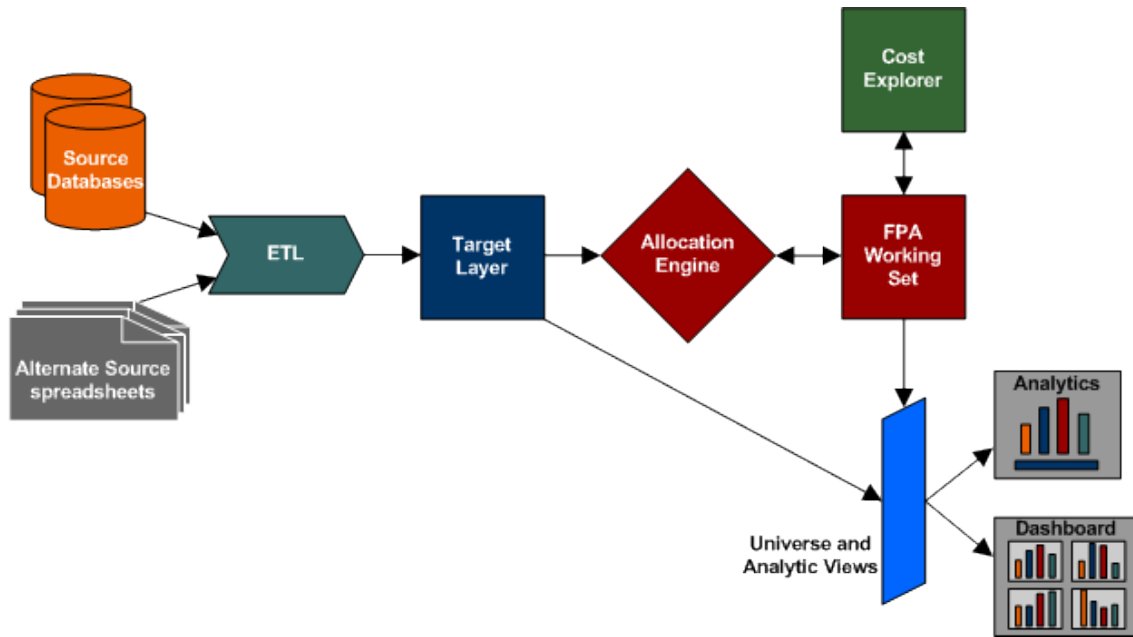
| Actual Cost Allocation | Planned Cost Allocation |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>All actual costs are related to a cost type/category.</p> <p>For details on the supported cost types, see "Cost Types" on page 17.</p> <p>For details on the supported cost categories, see "Cost Categories" on page 17.</p> | <p>Planned costs may be related to a budget.</p> |
| <p>You want to perform bulk allocations rather than allocate each cost individually. The best way is to specify criteria that are used to select a set of costs and to establish what kind of allocation to apply to that set of costs.</p> | <p>You want to perform individual allocations rather than allocate costs in bulk.</p> |
| <p>This release of ITFM explicitly supports a cash flow view of costs.</p> | <p>Planned costs represent aggregated estimates of future costs and the main purpose of the allocation is to break down those aggregates to the same level the actual costs are aggregated through actual cost allocation.</p> |
| <p>Actual costs are associated with a single date. Using this date, the cost is associated with a financial period.</p> | <p>Planned costs are associated with a financial period.</p> |

ITFM data

When you install the IT Financial Management component, it uses data extracted from one or more of these applications:

- HP HP Asset Manager
- HP HP Project and Portfolio Management
- Alternate source spreadsheets

The following diagram shows the data flows that ITFM uses.



The source data is regularly refreshed by data warehouse extract, transform, and load (ETL) processes.

For more information about running ETL jobs, see ["ETL Management and Monitoring"](#) in the *Administrator Guide*.

Cost Data Model

The IT Financial Management cost data model is a star schema that consists of a Cost fact table with related dimensions that include relationships. For a list of dimension and dimension properties, see ["Reference"](#) on next page.

When defining an allocation stage, you can distribute costs across your business model using these relationships. Each dimension represents another business model or way to manage the costs. This enriches the data in the Cost table.

During the Extract, Transform, and Load (ETL) process, SAP® BusinessObjects Data Services (BODS) gathers the data for some entities from multiple source systems. BODS then consolidates the data into a target data model before loading it into the target layer of the data warehouse.

Tasks

This section includes the following tasks:

["Define allocations"](#) below

["Open an Allocation Management scenario in Cost Explorer"](#) on next page

Define allocations

1. From the main menu bar, click **Finance > Allocation management**.
2. Define an allocation scenario.

3. View, define, add, or modify the allocation stages. For details, see "[View, Define, Add, or Modify Allocation Stages](#)" on page 35.
4. Define the allocation rules. For details, see "[Define Allocation Rules](#)" on page 38.
5. View in Cost Explorer. Only allocations with Completed status are available in Cost Explorer. For details, see "[Configure and View Cost Explorer](#)" on page 68.

Open an Allocation Management scenario in Cost Explorer

1. Click **Finance > Allocation Management**.
2. Select the relevant scenario in **List of Scenario**. The scenario status must be **Completed**.
3. Click **Test in Cost Explorer**.

The Cost Explorer page opens in context. You can now view and analyze the scenario.

4. Click **Back to Allocation** to return to the Allocation Management page in context.

Reference

Cost Categories

Only the **Configuration Item** category is currently supported.

Cost Types

The following cost types are currently supported:

- Cost Types
- Hardware
- Software
- Business insurance
- COMDEX
- Clothing equipment
- Corporate operations
- Depreciation
- Documentation and catalogs
- Energy
- Exhibitions
- Exhibitions and trade shows
- Expense
- Facilities
- Furniture / Office equipment
- Hardware
- Interest

- Labor
- Maintenance
- Misc. IT
- Network
- Personnel
- Recruitment
- Relocation
- Services
- Software
- Taxes
- Telecomm
- Telephony
- Training
- Travel and Entertainment
- Various raw materials
- Vehicles

Dimensions and Dimension Properties of the Cost Data Model

The list of dimensions and dimension properties, taken from the Target schema, is as follows:

Note: The list of dimensions available for planned allocation and actual allocation is not the same and is a subset of the list below.

Base Amount

Local Amount

Description

Base Currency

Local Currency

Application

- Application Name
- Application Name (Alt)

Budget

- Budget Name
- Budget Name (Alt)

Budget Category

- Accounting Code
- Cost Category
- Cost Category Name (Alt)

Budget Line

- Budget Line Name
- ["Budget" on previous page](#)
- ["Budget Category" above](#)
- ["Opex/Capex Flag" on page 23](#)

Config Item

- CI Name
- CI Name (Alt)
- Current Status
- Type of CI
- ["Cost Center" on next page](#)
- ["Location" on page 21](#)
- ["Maintenance Contract" on page 22](#)
- ["Model" on page 23](#)
- ["User" on page 24](#)

Contract

- Contract Name
- Contract Name (Alt)
- Contract Status
- Contract Type
- End Date (Local)
- End Date (UTC)
- Frequency of Payment
- Is Assignable?
- Is Purchase?
- Is Renewal?
- Is Return?
- Is Upgrade?
- License Contract Category
- Nature of Payments

- Purchase Option Type
- Renewal Option Type
- Return Option Type
- Start Date (Local)
- Start Date (UTC)
- Upgrade Option Type
- ["Cost Category" below](#)
- ["Cost Center" below](#)
- ["Manager" on page 22](#)
- **Parent.** The Parent dimension includes the same properties as its child dimension.
- ["Supplier" on page 24](#)

Cost Category

- Accounting Code
- Cost Category Name
- Cost Category Name (Alt)

Cost Center

- Cost Center Name
- Cost Center (Alt)
- General Ledger Code
- ["Manager" on page 22](#)
- **Parent.** The Parent dimension includes the same properties as its child dimension.

Customer

- Is Company?
- Is Internal?
- Organization Name
- Organization Name (Alt)
- ["Manager" on page 22](#)
- **Parent.** The Parent dimension includes the same properties as its child dimension.

Department

- Is Company?
- Is Internal?
- Organization Name
- Organization Name (Alt)

Discretionary Flag

- List Values

Fiscal Period

- Period End Date
- Period Name
- Period Start Date

Incurred Person

- Email
- Hire Date (Local)
- Hire Date (UTC)
- Person Name
- Person Name (Alt)
- Termination Date (Local)
- Termination Date (UTC)
- ["Department" on previous page](#)
- ["Location" below](#)
- ["Manager" on next page](#)

IT Functional Domain

- IT Functional Domain Name
- IT Functional Domain Name (Alt)

Location

- Building
- City
- County
- Location Category
- Location Name
- Location Name (Alt)
- Postal Code
- Site/Campus
- State/Province
- **Parent.** The Parent dimension includes the same properties as its child dimension.
- ["Manager" on next page](#)

Maintenance Contract

- Contract Name
- Contract Name (Alt)
- Contract Status
- Contract Type
- End Date (Local)
- End Date (UTC)
- Frequency of Payment
- Is Assignable?
- Is Purchase?
- Is Renewal?
- Is Return?
- Is Upgrade?
- License Contract Category
- Nature of Payments
- Purchase Option Type
- Renewal Option Type
- Return Option Type
- Start Date (Local)
- Start Date (UTC)
- Upgrade Option Type

Manager

- Email
- Hire Date (Local)
- Hire Date (UTC)
- Person Name
- Person Name (Alt)
- Termination Date (Local)
- Termination Date (UTC)
- "Department" on page 20
- "Location" on previous page
- "Manager" above

Model

- Model Name
- Model Name (Alt)

Opex/Capex Flag

- List Values

Organization

- Is Company?
- Is Internal?
- Organization Name
- Organization Name (Alt)
- ["Manager" on previous page](#)
- **Parent.** The Parent dimension includes the same properties as its child dimension.

Program

- Program Name
- Program Name (Alt)

Project

- Health Indicator
- Is the Project Completed?
- Is the Project in Progress?
- Local Approval Date
- Local Created Date
- Local End Date
- Local Initiation Date
- Local Planned End Date
- Local Planned Start Date
- Local Rollout Date
- Local Start Date
- Project Category
- Project Description
- Project Name
- Project Name (Alt)
- Project Status
- Universal Approval Date
- Universal Created Date

- Universal End Date
- Universal Initiation Date
- Universal Planned End Date
- Universal Planned Start Date
- Universal Rollout Date
- Universal Start Date
- ["Manager" on page 22](#)
- **Parent.** The Parent dimension includes the same properties as its child dimension.

Service

- Criticality
- Description
- Service Name
- State
- Type
- ["Manager" on page 22](#)
- **Parent.** The Parent dimension includes the same properties as its child dimension.

Supplier

- Is Company?
- Is Internal?
- Organization Name
- Organization Name (Alt)
- ["Manager" on page 22](#)
- **Parent.** The Parent dimension includes the same properties as its child dimension.

User

- Email
- Hire Date (Local)
- Hire Date (UTC)
- Person Name
- Person Name (Alt)
- Termination Date (Local)
- Termination Date (UTC)

When defining an allocation stage, you can distribute costs across your business model using these relationships. Each dimension represents another business model or way to manage the costs. This enriches the data in the Cost table.

During the Extract, Transform, and Load (ETL) process, SAP® BusinessObjects Data Services (BODS) gathers the data for some entities from multiple source systems. BODS then consolidates the data into a target data model before loading it into the target layer of the data warehouse.

For more information about target data models and ERDs, see the ERDs on the [HP Software Product Manual Site \(http://h20230.www2.hp.com/selfsolve/manuals\)](http://h20230.www2.hp.com/selfsolve/manuals).

Define an Allocation Scenario

An allocation scenario describes what planned and actual IT cost information you want to analyze.

You can add a scenario, or modify or delete an existing scenario. You can then add allocation stages to the scenario, define allocation rules, publish the results and view the results in Cost Explorer.

To access:

Select **Finance > Allocation management**.

Learn More

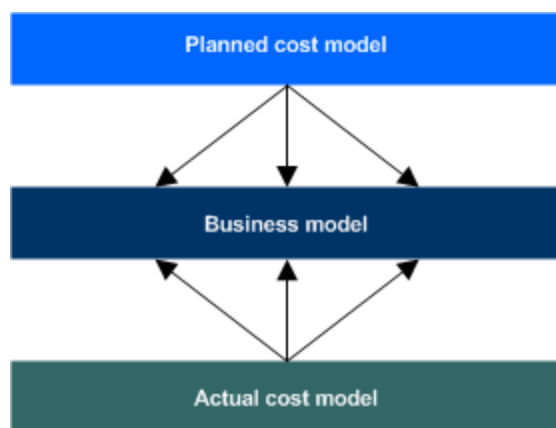
Learn About Allocation Scenarios

An allocation scenario represents the "scenario" (or a "what if") of a full flow of allocation of budget – from receiving the pool and until allocating all the amount. Each scenario is a standalone demonstration of cost allocation.

An allocation scenario is a tool that enables you to analyze planned costs and actual costs by categorizing them. You can use categorized costs to compare planned (budgeted) costs to the actual costs.

Organizations need to know where they spend money and what areas of the organization are driving costs. Costs can be viewed from different perspectives, such as by IT department or programs. The allocation feature uses these different perspectives to enables organizations to compare planned and actual costs and to better manage the business.

Cost allocation enriches the information by relating costs to areas that are meaningful to the business. It distributes costs across the business model.



For example, a Financial Analyst wants to create views of planned vs. actual cost by IT department, Program, and Application. These views are collected from asset management and project management data source systems.

As an organization collects cost information in asset management and project management systems, those costs are related to areas that are meaningful to the business, such as projects or

organizations. The relationships established in these systems are often insufficient to meet the needs of IT financial management processes.

To meet IT's financial management needs, costs must usually be enhanced with more information. These enhancements can be adding a relationship to a cost that does not currently exist, or relating a portion of the cost to more than one dimension (for example, splitting the cost 70% to one organization and 30% to another organization). This process is called cost allocation.

IT Financial Management uses a method of allocating costs to create new records that reflect changes that the organization would like to make without altering the original cost records. ITFM uses Allocation Rules to select which cost records to change and to specify how the new cost records will look.

Often, the organization needs to change the cost records through a series of steps to reach the desired level of detail. This series of steps could involve hundreds of rules. To help organizations manage their Allocation Rules, IT Financial Management groups rules into Allocation Stages. These stages help the organization systematically transform the original costs into an enriched set of costs. The organization can use the result of this process in its analysis of planned and actual costs.

The allocation process is a way of using a set of assumptions to transform the way costs are distributed among business entities. Organizations can apply different sets of assumptions to the same set of costs, creating different results. An organization may want to compare the assumptions or they may have different sets of assumptions to support different analysis purposes. To support these needs, IT Financial Management enables users to create Allocation Scenarios. Each scenario encodes a set of assumptions and produces a set of results that can be analyzed independently of other allocation results.

A well-developed Allocation Scenario includes assumptions for both planned costs and actual costs. By relating both types of costs to the same lists of relationships, an organization can analyze performance to budget and better understand cost drivers. IT Financial Management includes several ways to analyze the allocation results. For financial analysts, IT Financial Management offers a streamlined interface called Cost Explorer that helps the analyst answer ad hoc questions quickly. For business users and IT management, ITFM offers out-of-box analytics that show important financial data concerning dimensions like organizations and business services. IT Financial Management also offers a dashboard that helps users quickly identify IT financial areas that require attention.

Scenarios contain allocation stages, such as cost centers or organizations, to help you enhance the cost information. You can further enrich the data with allocation rules that uses existing records without changing the original data, and assigns them to the relevant dimensions. The sequence of the allocation stages and allocation rules determines how the allocation engine calculates the data.

Tasks

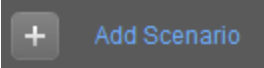
Main task: ["Configure and Manage Allocations"](#) on page 14

This section includes the following topics:

["Add an Allocation Scenario"](#) below

Add an Allocation Scenario

1. In the main toolbar, click **Finance > Allocation management**.

2. In the Allocation Management page left pane, click .
3. Enter a unique scenario name and the relevant information in the right pane. For details, see "[Allocation Management Page](#)" below.

Example: By using a metric based allocation, a company can track the IT cost for maintaining an email Business Service for an organization, over a specified period. The financial analyst considers these factors:

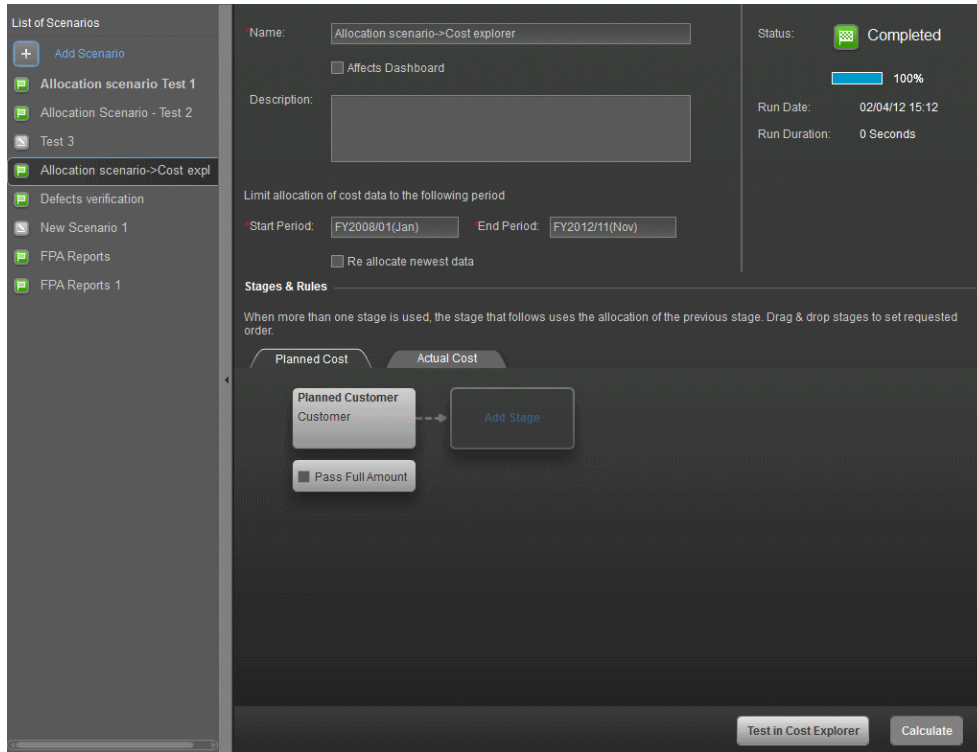
- Everyone in the company uses an email service.
- People are grouped in organizations.
- Organizational headcounts vary from period to period.
- IT provides email as one of its Business Services to all organizations in the company.
- IT tracks the cost for maintaining this email service for each fiscal period (month)
- IT wants to distribute costs for this Business Service across all organizations based on their headcount.

The analyst defines the allocation scenario and date range. A stage in the scenario targets the organization. Within the stage, the analyst defines a rule to find all costs that are associated with the email service and distributes the costs using the metric values of headcount.

UI Description

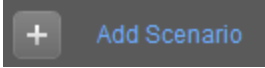





Allocation Management Page

Note: When in Executive Scorecard, you navigate to another tab and then return to the Finance tab, the display is not automatically refreshed. To refresh the display, click the Allocation Management, Budget Management, or Cost Explorer tab.



List of Scenarios

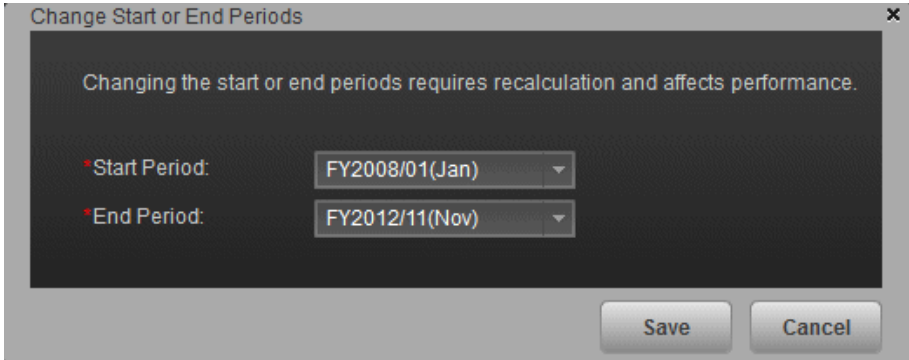
User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets>):

| UI Element | Description |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
|  | Click to add a new scenario to the list. This enables you to enter details into the scenario pane. |
|  | Delete <Scenario> . Move the mouse pointer over the scenario name, and click the button to delete the selected scenario from the list. |
|  | Indicates that the scenario status is Complete . |
|  | Indicates that the scenario status is Draft . |
|  | Indicates that the scenario status is Running . |
|  | Indicates that the scenario status is Error . |






Scenario Pane

User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets>):

| UI Element | Description |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name | <p>The name of the scenario.</p> <p>The default scenario is automatically displayed when the Allocation Management page opens.</p> |
| Affects Dashboard | <p>Select to make the current allocation scenario the scenario that affects the Dashboard display.</p> <p>When you select the option, you must confirm that you want the current scenario to be the scenario that affects the Dashboard display. Once you have confirmed, the Calculate button is enabled and you can click it to perform the recalculation of the ITFM KPIs using the KPI engine so that the new values can be displayed in the Dashboard. This enables you to calculate the effect of the current allocation scenario on the Financial Summary report as soon as the scenario status is completed. The effect on the Dashboard is available only after you update the Start Period and End Period fields. For details, see "View the Financial Performance of Business Services, Organizations, Customers, and Programs (Financial Summary Page)" on page 95.</p> <p>Tip: The Dashboard reports display data based on the default allocation scenario (the scenario that is assigned the Affects Dashboard option). Before a scenario is assigned the option, or after the option has been removed from the current default scenario (meaning that there is no default scenario), the Dashboard reports display data that is based on raw data obtained from Data Warehouse.</p> <p>Clicking the Calculate button means that the KPI Engine performs a recalculation that affects the performance.</p> |
| Description | Enter a description of the scenario. |

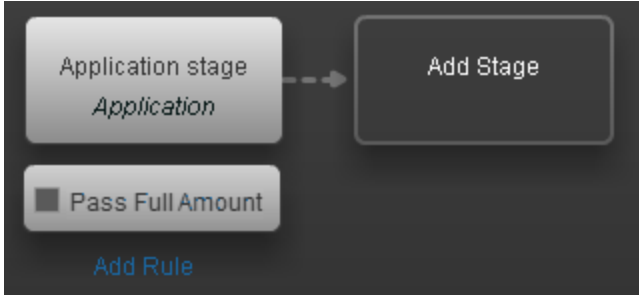
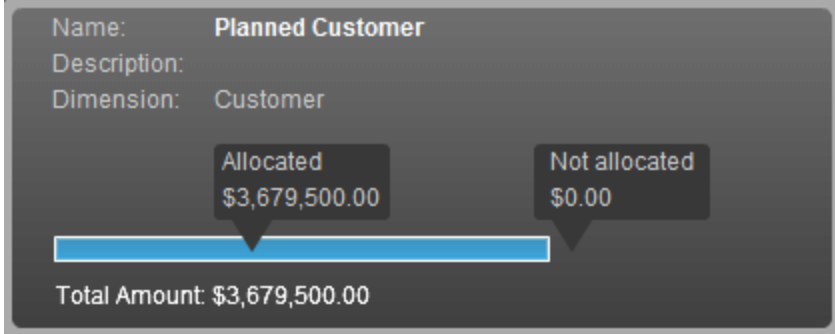
| UI Element | Description |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Change Start or End Periods | <p>Select the allocation period for the specific scenario as follows:</p> <p>Start Period. The start date (month and year) of the allocation period.</p> <p>End Period. The end date of the allocation period. This is relevant only for the calculation performed by the allocation engine.</p> <p>When you click on the Start or the End boxes, the Change Start and End Periods dialog box opens where you can enter the information.</p> <p>Changing the start and the end of a period after an allocation has been set as Complete requires recalculation and has an impact on the performance.</p>  <p>Follow these guidelines when you select the start period:</p> <ul style="list-style-type: none"> • If the budget granularity is yearly, define the allocation scenario to start from the first month of the fiscal year. For example, the fiscal year starts April 2012, and the budget is defined for April 2012 till April 2013. In such a case, set the start period for the budget allocation scenario to April 2012. • If the budget granularity is quarterly, select the first month of the quarter when you want the budget allocation to start. • If the budget granularity is monthly, you can select any month. |
| Reallocate newest data | <p>Select to enable the allocation engine to recalculate the costs whenever new data arrives.</p> <p>Recalculation has an impact on the performance.</p> |

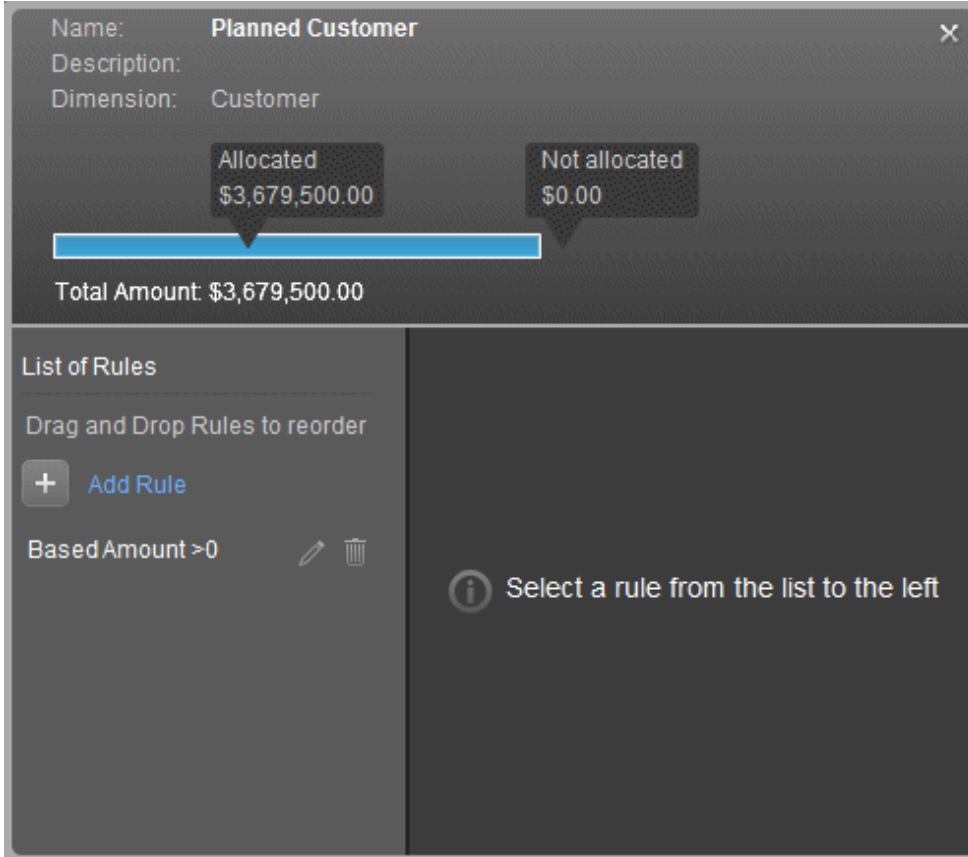
Status Pane


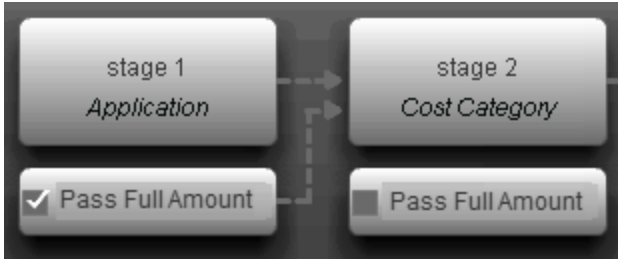
The Status pane indicates the status of the scenario: **Draft** , **Error** , **Running**  (when started but not completed), or **Completed** , the progress , the date the scenario was last run, and the duration of the run.

Stages & Rules Pane

User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets>):

| UI Element | Description |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Planned Cost Tab/ Actual Cost Tab</p> | <p>Displays the interconnected stages according to planned/actual cost mode.</p> <p>The Planned Cost tab helps you allocate planned costs (for example, you must purchase new computers for a future project planned by a specific department).</p> <p>The Actual Cost tab helps you allocate current costs (for example, you have purchased computers for a specific sum of money and these computers are assigned to several departments in the first quarter of the current fiscal year).</p> <p>The tab includes a description of the stages of the allocation:</p>  |
| <p><Tool-tip></p> | <p>Move the mouse over the stage box to display a tooltip. For details about the information displayed in the tooltip, see <Stage Window> below.</p>  |
| <p>Add Stage</p> | <p>Opens the Add Stage window where you can add a new stage to the allocation scenario. For details, see "View, Define, Add, or Modify Allocation Stages" on page 35.</p> |


| UI Element | Description |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <Stage Window> | <p data-bbox="423 300 1040 327">Click a stage name to open the specific stage window.</p>  <p data-bbox="423 1234 1385 1367">The top section provides a graphical display of the sum that remains to be allocated for the next stage. The number on the left above the graph represents the sum that is allocated in the current stage. The number on the right above the graph represents the sum that was not allocated in the current stage.</p> <p data-bbox="423 1392 1385 1455">The List of Rules section provides a list of available rules. You can do one of the following:</p> <ul data-bbox="423 1480 1385 1759" style="list-style-type: none"> <li data-bbox="423 1480 1385 1543">• Select one of the existing rule by clicking it. Its name, criteria, and targets are displayed in the right pane. <li data-bbox="423 1568 1385 1759">• Hover above the rule name to display the Edit and Delete buttons: <ul data-bbox="456 1606 1385 1759" style="list-style-type: none"> <li data-bbox="456 1606 1385 1669">▪ Click Edit to display the Rule Wizard where you can edit the rule. For details, see "Add Rule Wizard" on page 40. <li data-bbox="456 1694 1385 1759">▪ Click Delete to delete the rule. This action deletes the rule from this stage. The allocation engine recalculates the cost for the scenario. <p data-bbox="423 1785 1385 1848">The right pane lists the rule that is used in the current stage and provides the rule description.</p> |

| UI Element | Description |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Add Rule | Add a rule by clicking the  button. The Add Rule wizard opens. For details, see "Add Rule Wizard" on page 40. |
| Pass Full Amount | <p>Select this option to pass the total sum that was allocated in the previous stage to the next stage. The total sum includes the sum that was allocated in the previous stage as well as the sum that was not allocated in the previous stage. Arrows indicate that the costs have been passed.</p>  <p>If you do not select this option, only the sum that was allocated in the previous stage is passed to the next stage. The sum that was not allocated in the previous stage is discarded.</p> <p>Example: Stage 1 got an input of \$100.000. Stage 1 rules allocated successfully \$40.000. If Pass Full Amount is selected for Stage 1, the input sum for Stage 2 is \$100.000. If Pass Full Amount is not selected for Stage 1, the input sum for Stage 2 is \$40.000.</p> |
| Test in Cost Explorer | Click to view and configure the scenario in Cost Explorer. For details, see "Configure and View Cost Explorer" on page 68. The button is enabled only when the allocation status is Complete . |
| Calculate | Calculate the allocations. |

View, Define, Add, or Modify Allocation Stages

An allocation stage enables you to enrich cost information by distributing costs across your business model. To allocate costs to a stage, you add allocation rules where you specify what criteria to include. Each stage uses the results of the previous stage. Once you have defined the scenario, you can add and configure stages for further financial allocation.

To access:

- To add a stage: click **Finance** > **Allocation management** and click **Add Stage** in the **Stages & Rules** area.
- To edit a stage: click **Finance** > **Allocation management** and click  for the relevant stage in the **Stages & Rules** area.

Tasks

Main task: "Configure and Manage Allocations" on page 14

This section includes the following topics:

["View the List of Allocation Stages for the Scenario" below](#)

["Add an Allocation Stage to a Scenario" below](#)

["Reorder the Allocation Stages in a Scenario" on next page](#)

View the List of Allocation Stages for the Scenario

1. In the main toolbar, click **Finance**.
2. In the page, click **Allocation management**.
3. Click the allocation scenario.
4. Click the **Planned Cost** or **Actual Cost** tab.
The allocation stages are displayed in a graphical format. For details, see ["Allocation Management Page" on page 28](#).

Add an Allocation Stage to a Scenario

You can add an allocation stage, such as cost centers or organizations, to help you enhance the cost information. You can further enrich the data with allocation rules that create new records without changing the original data. The sequence of the allocation stages and allocation rules determines how the allocation engine calculates the data.

1. In the main toolbar, click **Finance** > **Allocation management**.
2. Click the allocation scenario.
3. Click the **Planned Cost Stages** or **Actual Cost Stages** tab.
4. Click **Add Stage**. The Add Stage window opens. For details see ["Add/Edit Stage Dialog Box" on next page](#).
5. Enter the relevant information and click **Save**.
6. You can now add rules to the stage. For details, see ["Define Allocation Rules" on page 38](#).

7. Click **Save and Close** to return to the allocation scenario detail page to view the list of cost stages.

Reorder the Allocation Stages in a Scenario

1. In the main toolbar, click **Finance > Allocation management**.
2. Select the relevant allocation scenario.
3. Click the **Planned Cost Stages** or **Actual Cost Stages** tab.
4. Select the stage you want to move and drag it to its new location. For details, see "[Allocation Management Page](#)" on page 28.
5. The allocation engine recalculates the cost based on the new order.

UI Description

Add/Edit Stage Dialog Box

Note: When in Executive Scorecard, you navigate to another tab and then return to the Finance tab, the display is not automatically refreshed. To refresh the display, click the Allocation Management, Budget Management, or Cost Explorer tab.

The screenshot shows a dialog box titled "Add Stage" with a close button (X) in the top right corner. The dialog contains three input fields: "Name" (a single-line text box), "Description" (a multi-line text area), and "Dimension" (a dropdown menu). At the bottom right, there are "Save" and "Cancel" buttons.

User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets>):

| UI Element | Description |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name | Enter the name of the stage. The size of the box provides a visual representation of the budget that was allocated to the stage. You can drag and drop the stage boxes to reorder them. |
| Description | Enter the description of the stage. |
| Dimension | Select a dimension from the drop-down list. For a list of the dimensions, see " Cost Data Model " on page 16. |

Define Allocation Rules

After you define a scenario and allocation stages, allocation rules enable you to create a link between planned and actual costs to compare them.

To access:

Select **Finance** > **Allocation management** then click **Add Rule** in the specific stage window.

Learn More

Rules and Stages

The analyst can change the cost records by defining rules through a series of steps. To manage the Allocation Rules, ITFM groups rules into Allocation Stages. These stages transform the original costs into an enriched set of costs.

- Within a defined stage, the analyst creates a rule statement to define cost allocation rules. The first part of the rule statement, called source selection, involves defining the specific planned or actual cost to be allocated.
- The next part of the rule statement, called Targets, allocates the costs to a target area. The analyst can allocate to single or multiple dimensions.
- After the planned and actual stages and rules are defined, the Cost Explorer tool becomes available. Cost Explorer provides a multi-dimensional cost analysis where the analyst can drill down from summary views of planned and actual costs.

Allocation provides a way to analyze the cost data from different perspectives. By collecting the right information, organizations can manage their costs better.

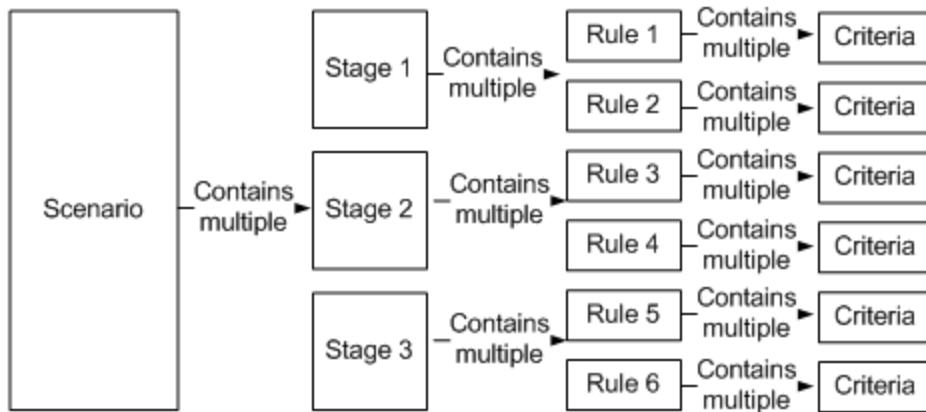
Criteria

A rule criteria specifies the conditions when the rule is to be applied.

An allocation rule is a group of criteria items allowing you to filter cost lines. A stage contains zero or more rules.

A criteria is the basic element of a rule and includes a certain dimension value item and its condition. For example, the criteria can be an Application name (aspect) equals "xs" (its condition).

A dimension represents a logical aspect of a certain project. For example: Budget or Customer.



Important information

You can add a rule as a placeholder in the stage without immediately defining the allocation criteria. The scenario remains in Draft mode until all rules are defined.

The system checks every 5 minutes for ETL processes that may load new data and then recalculates affected allocation scenarios.

Tasks

Main task: ["Configure and Manage Allocations"](#) on page 14

This section includes the following topics:

["View an allocation stage allocation rules"](#) below

["Add an allocation rule to an allocation stage"](#) below

["Reorder allocation rules in a stage"](#) on next page

View an allocation stage allocation rules

1. In the main toolbar, click **Finance > Allocation management**.
2. Click the allocation scenario.
3. Click the **Planned Cost** or **Actual Cost** tab.

The allocation stages are displayed in a graphical format. For details, see ["Allocation Management Page"](#) on page 28.

4. Click the relevant stage. The **<Stage Window>** dialog box opens. For details, see ["Allocation Management Page"](#) on page 28.

You can view the list of rules used in the allocation stage in the List of Rules pane.

Add an allocation rule to an allocation stage


1. In the main toolbar, click **Finance > Allocation management**.
2. Click the allocation scenario.

3. Click the **Planned Cost** or **Actual Cost** tab.

The allocation stages are displayed in a graphical format. For details, see "[Allocation Management Page](#)" on page 28.

4. Click the relevant stage. The **<Stage Window>** dialog box opens. For details, see "[Allocation Management Page](#)" on page 28.

You can view the list of rules used in the allocation stage in the List of Rules pane.

5. In the List of Rules pane, click  **Add Rule**. The Add Rule wizard opens. Follow its instructions. For details, see "[Add Rule Wizard](#)" below.

Note: You can add a rule as a placeholder in the stage without defining the allocation criteria immediately. The scenario remains in Draft mode until all rules are defined.

6. Click **Next** until you get to the **Rule Criteria** wizard page.
7. Drag a property or a dimension from the **List of Dimension Properties** to the right pane. An operation box is displayed to the right.
8. Select the operation to be performed by the rule in the **<operation list>**. A value box opens to the right.
9. Enter the value in the **<value>** box. This box can display a list of values, if you selected a dimension with existing values, for example Application Name or Manager Name.
10. You can then either select another dimension and drag it to the right pane. A box is added to the right pane where you can select either **and** or **or** to enable you to select how you want to link the rule criterias, or you can click **Next** to define the rule target.
11. Click **Finish** to return to the Allocation Stage detail page to view the list of rules.

Reorder allocation rules in a stage

To reorder allocation rules in an allocation stage:

1. Click the allocation scenario.
2. Click the **Planned Cost** or **Actual Cost** tab.

The allocation stages are displayed in a graphical format. For details, see "[Allocation Management Page](#)" on page 28.

3. Click the relevant stage. The **<Stage Window>** dialog box opens. For details, see "[Allocation Management Page](#)" on page 28.

You can view the list of rules used in the allocation stage in the List of Rules pane.

4. Click the rule you want to move and drag it to the new location.

UI Description

Add Rule Wizard

Note: When in Executive Scorecard, you navigate to another tab and then return to the Finance tab, the display is not automatically refreshed. To refresh the display, click the

Allocation Management, Budget Management, or Cost Explorer tab.

The Add Rule wizard enables you to add allocation rules that create new records without changing the original data. The sequence of the allocation stages and allocation rules determines how the allocation engine calculates the data.

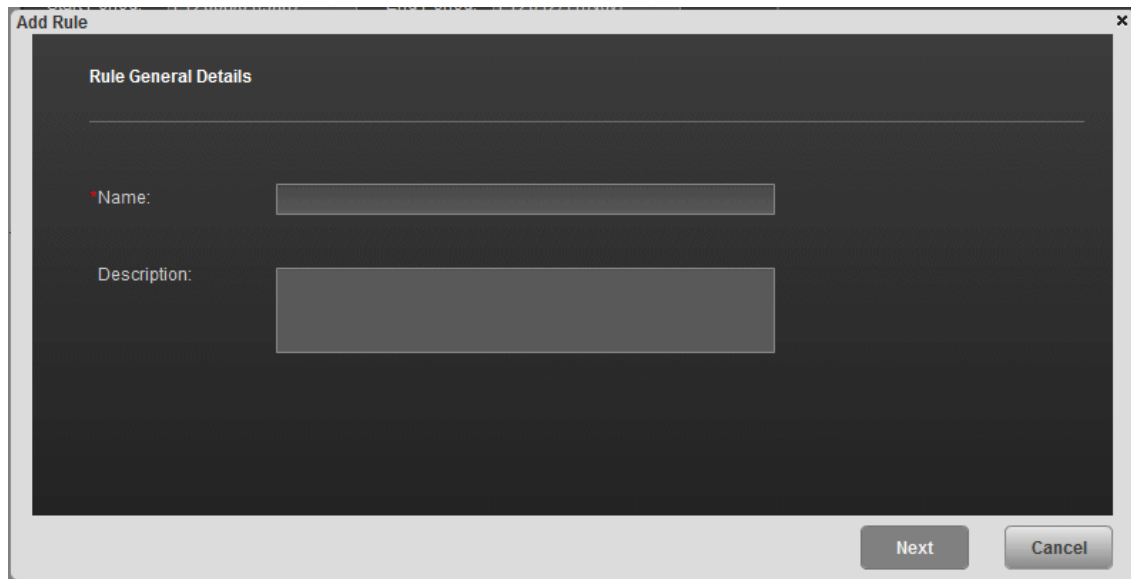
Wizard Map

"Rule General Details Page" below > "Rule Criteria Page" below > "Rule Target Page" on page 43

Rule General Details Page
Rule General Details Page

Allocation rules enable you to create a link between planned and actual costs to compare them. The allocation rule interface helps you build valid rules quickly and easily.

This wizard page enables you to define the specific planned or actual cost to be allocated.

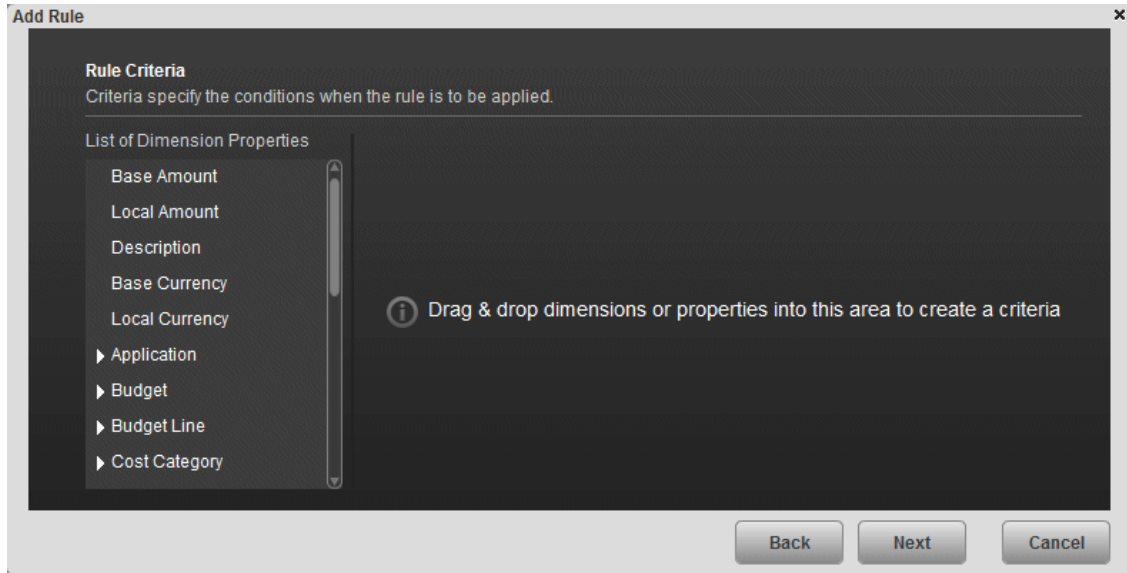


User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets>):

| UI Element | Description |
|--------------------|------------------------------|
| Name | The name of the rule. |
| Description | The description of the rule. |

Rule Criteria Page

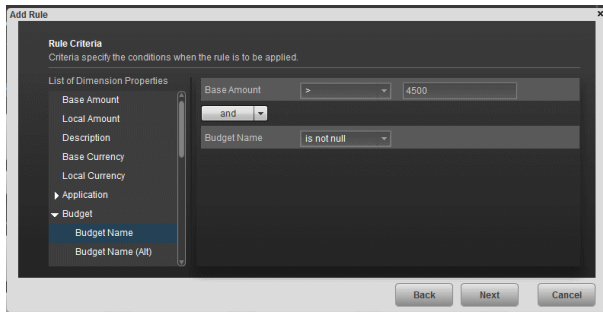
This wizard page enables you to specify the conditions when the rule is to be applied.



User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets>):

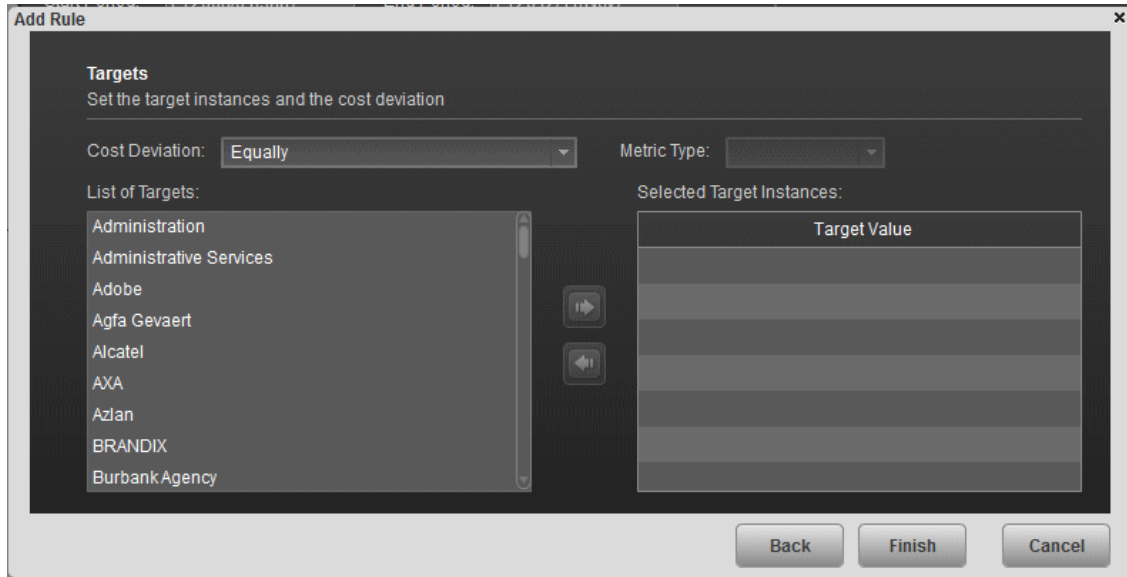
| UI Element | Description |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| List of Dimension Properties | The list of dimension and dimension properties displayed in the Rule Criteria is different in the Planned Cost and Actual Cost tabs. The tabs provide a subset of the list. For a list of the dimensions and dimension properties, see " Cost Data Model " on page 16. |

| UI Element | Description |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <Drag and drop> | <p>Drag a property or a dimension from the List of Dimension Properties to the right pane. An operation box is displayed to the right.</p> <p>Select the operation to be performed by the rule in the <operation list>. This can be:</p> <ul style="list-style-type: none"> • =, <> (means different from), is one of (you can specify more than one dimension or property and the rule is applied for one of these dimensions or properties or the others), is null, is not null, starts with, ends with, or contains, if the dimension or property has a string format. • =, <, <=, >, >=, <>, is null, is not null, if the dimension or property has a numeric format. • currently equals, historically equals, is valid, is unknown, or is invalid, if the dimension or property has a Dimension format. These options are available when selecting the dimension itself (for example: Organization, Application, or others). • is after, is on or after, is before, is on or before, <> (means different from), is null, or is not null, if the dimension or property has a date format. <p>A value box opens to the right.</p> <p>Enter the value in the <value> box. This box can display a list of values, if you selected a dimension with existing values, for example Application Name or Manager Name.</p> <p>For example: To specify that the allocation takes place when the base amount is more than 4500 and the Budget Name is not null, fill in the fields as follows:</p> |



Rule Target Page

This wizard page enables you to select the targets of the rule.



User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets>):

| UI Element | Description |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cost Deviation | <p>Costs can be allocated to targets:</p> <ul style="list-style-type: none"> • Equally. Distributes amounts evenly. For example, if you have Dept1 and Dept2 the allocation engine allocates 50% of each cost row to Dep1 and 50% to Dept2. If you specify only one target, 100% of the cost is allocated to that target. • By percentage. Distributes by entering the percentage for each target. For example, if you have Dept1 and Dept2 the allocation engine allocates 70% of each cost row to Dep1 and 30% to Dept2. • Metric based - selected targets. Metric-based allocation distributes costs dynamically with values that might change from period to period. For example, an Organization's head count, the amount of disk space that a project consumes, or the number of service tickets logged by a person. • Metric based - all targets. Metric-based allocation distributes costs dynamically with values that might change from period to period. For example, an Organization's head count, the amount of disk space that a project consumes, or the number of service tickets logged by a person. <p>For additional details, see "Define an Allocation Scenario" on page 26.</p> <p>Data for metric based allocation is available from a table that contains information based on a combination of dimension name, metric name, and time period. For information about providing valid data and using the table to load metrics based allocation, see the <i>IT Financial Management Data Warehouse Administration Guide</i>.</p> |

| UI Element | Description |
|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Metric Type | If you selected a metric based allocation (Metric based - selected targets or Metric based - all targets), select the Metric type from the list. The metric table of the selected dimension provides a list of metric names. A metric is another method of dividing the allocated sum. You can use your own metrics here to divide it, for example, by the first letter of the company name, so the user can create metrics and use them here. |
| List of Targets | <p>When you select:</p> <ul style="list-style-type: none"> • Equally and you select targets, the targets are listed and the sum that is allocated is distributed equally between the targets. • By percentage and you select targets, an additional column is displayed where you can specify the percentage. The sum that is allocated is distributed between the targets according to the specified percentage. The total of the percentages assigned to the target must be 100%. • Metric based - selected targets, the allocated sum is distributed to the selected targets according to the metric type you selected, meaning that the cost of all targets is divided by a user-defined metric. • Metric based - all targets, all the targets are selected. The allocated sum is distributed to all the targets, using the selected metric. • You can select multiple targets by holding the Ctrl key and selecting the relevant targets. • You can select all targets by holding the Ctrl key and the Shift key at the same time with the cursor in either the List of Targets or in the Selected Target Instances. |
| Selected Target Instances/ Target Values/ Percentages | <p>The list of target instances you selected.</p> <p>When you select By Percentage, a Target Values column and a Percentage column are displayed. Use these columns to specify the target value and the percentage you want to use for each target value.</p> <p>The targets are listed in alphabetical order.</p> |

Configure and Manage a Budget

The budgeting tool is a component of IT Financial Management (ITFM) that enables IT finance managers to plan a budget for three different planning time frames: one, two, or three years. The budget tool provides finance managers with these options:

- Define the budget.
- Send notification to all or selected IT cost center managers.
- Enter budget data at the cost center level.
- Check the status of the review process for one or all IT cost centers.
- Review graphical views of consolidated budgets.
- Publish budgets to be used by the allocation module.

To access:

Click the **Finance** tab, and then select **Budget management**.

Learn More

Roles and permissions

- The Budget Coordinator and the Cost Center Manager should have the **BUDGET_COORDINATOR** out-of-the-box role (it includes the **View consolidated budget** and the **Manage cost center budget** permissions).
- The Financial Analyst and CIO/CFO should have the **FINANCIAL_ANALYST** out-of-the-box role (it includes the **Manage Cost Center Budget**, the **View Consolidated Budget**, and the **Manage allocation scenarios** permissions).

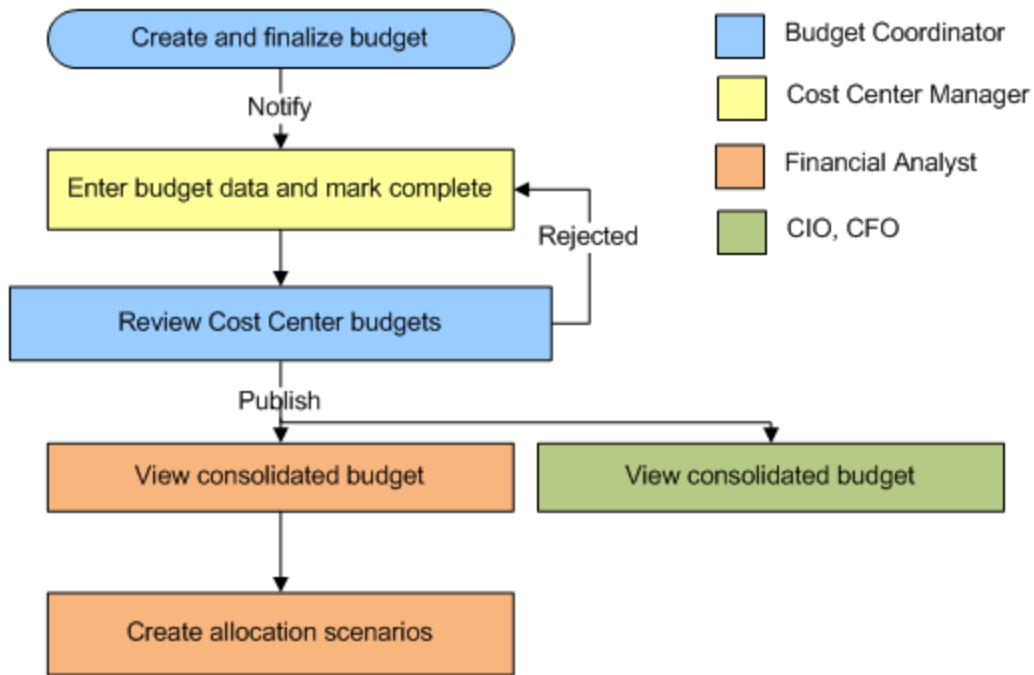
For details on the roles and permissions, see "[Role Functions](#)" in the *Administrator Guide*.

Important information

- Depending on the roles and permissions assigned to your user and your role in the organization some of the functionality of this page might be disabled.
- In addition, you might not be allowed to proceed with a step in the life-cycle if the step before that was not completed successfully. For example, you cannot finalize a budget until you have entered budget information.

Life-cycle of a budget

Budgeting includes steps that are performed by different Executives: Budget Coordinator, Cost Center Managers, Financial Analyst, and CIO or CFO as follows:



Tasks

This section includes the following tasks:

"Create and manage a budget" below

"Send Notification to Cost Center Managers" on next page

Create and manage a budget

1. The Budget Coordinator creates a budget, defines the budget configuration, finalizes the budget definition, and notifies the relevant Cost Center Managers. For details about the Budget Coordinator tasks, see "Create Budgets" on page 54.
2. The Cost Center Manager enters the budget data for the relevant Cost Centers, and marks the Cost Center budget as completed. For details about the Cost Center Manager tasks, see "Enter Budget Data for a Cost Center or Mark Cost Center Completed" on page 59.
3. The Budget Coordinator reviews the Cost Center detailed budget, and accepts or rejects it. If it is rejected it goes back to the relevant Cost Center Manager for review. If it is accepted, it is marked as accepted. As soon as all the Cost Centers of the budgets have been accepted, the Budget Coordinator can view the consolidated budget and publish it. For details about the Budget Coordinator tasks, see "Create Budgets" on page 54.
4. The CIO can view the consolidated budget.
5. The Financial Analyst can view the consolidated budget and create allocation scenarios. For details about the Financial Analyst tasks, see "View, Accept, and Publish the Consolidated Budget".

Send Notification to Cost Center Managers

If you have Budget Coordinator privileges, you can notify Cost Center managers about the status of their Cost Centers.

1. From the main menu bar, click **Finance > Budget management**.
2. Select the relevant Cost Center budget in the Cost Centers area and click **Notify**.
The Notification Management screen opens.
3. Select the Cost Center managers that you want to notify.
4. Click **Send**. The default mail client opens, and displays a draft email to the Cost Center managers for the Cost Centers that you selected. You can edit the email.
5. Click **Send**.

UI Description

Budget Main Page

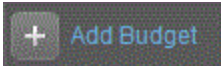






Note: When in Executive Scorecard, you navigate to another tab and then return to the Finance tab, the display is not automatically refreshed. To refresh the display, click the Allocation Management, Budget Management, or Cost Explorer tab.

The screenshot shows the Budget Main Page interface. On the left is a 'List of budgets' pane with an 'Add Budget' button and a list of budgets: 'TEST', 'TEST 2 w', and 'Riki'. The main area displays details for the selected budget 'TEST', including a description field, a 'View Cost Categories...' button, and a 'Cost Centers' table. The table has columns for Cost Center Name, Status, Manager Name, and Action. The table contains three rows of data. At the bottom right, there are 'Notify' and 'Consolidated View' buttons. On the right side of the main area, there are status and configuration options: Status: Defined, Time Frame: 1 year(s), Start Period: FY2006, Freq: Quarterly, and Unit: Thousands.

| Cost Center Name | Status | Manager Name | Action |
|--------------------|-------------|-------------------------|----------|
| Common Line | Not Started | administrator, RikiAzar | [Action] |
| Burbank operations | Not Started | administrator, RikiAzar | [Action] |
| Administrative | Not Started | RikiAzar, administrator | [Action] |

<Left Pane>

User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets>):

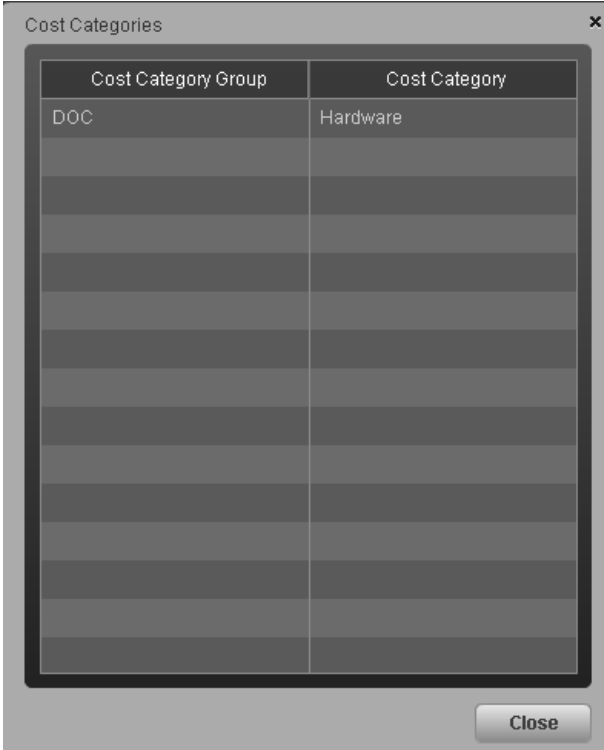
| UI Element | Description |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | Click to create a new budget in the New/Edit Budget dialog box. For details, see "New/Edit Budget Dialog Box" on page 56. |
|  | <p>Create a copy of the selected budget. Click to copy the selected budget. The New/Edit Budget dialog box opens with the configuration of the selected budget where you can make your changes. For details, see "New/Edit Budget Dialog Box" on page 56.</p> <p>You can copy a consolidated budget to use as a template for a new budget.</p> |
|  | <p>Delete the selected budget. Click to delete the selected budget.</p> <p>You cannot delete a published budget.</p> |
| <Budget name> | <p>The name of the budget is accompanied by an icon that provides its status:</p> <p> Draft. You have just created the budget and clicked the Save button in the New/Edit Budget dialog box.</p> <p> Defined. You have created the budget and clicked the Finalize button in the New/Edit Budget dialog box.</p> <p> Completed. All Cost Center managers have moved the relevant Cost Center budget status to Completed, the Budget Coordinator has moved the budget that includes all these Cost Centers to Accepted, the Budget status becomes Completed.</p> <p> Published. The Budget has the Completed status, and the Budget Coordinator clicks Consolidated View, and then clicks Publish. The budget status changes to Published and can no longer be modified.</p> |

<Top area>

Select the relevant budget in the left pane to display its details in the right pane.

User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets):

| UI Element | Description |
|--------------------|------------------------------------------------------------|
| Name | The name of the budget. This is limited to 255 characters. |
| Description | The description of the budget. |





| UI Element | Description |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| View Cost Categories | <p>Click to display the Cost Categories dialog box where you can view information about the Cost Category Groups specified for the selected budget.</p>  <p>Cost Category Group. The Cost Category group.</p> <p>Cost Category. The names of the Cost Categories that were assigned to the group.</p> |

<Status area>

The top right box displays the status of the budget, its time frame, start period, frequency, and unit of measure.





User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets>):

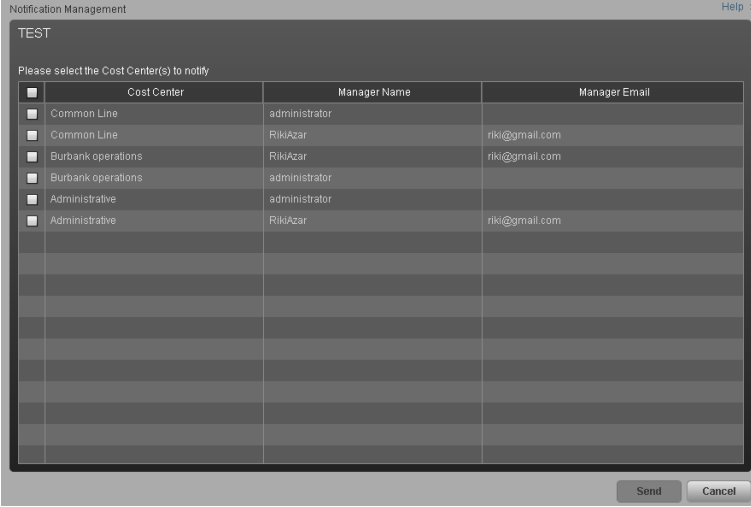
| UI Element | Description |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Status | <p>The status of the budget. This can be:</p> <p> Draft. You have just created the budget and clicked the Save button in the New/Edit Budget dialog box.</p> <p> Defined. You have created the budget and clicked the Finalize button in the New/Edit Budget dialog box.</p> <p> Completed. All Cost Center managers have moved the relevant Cost Center budget status to Completed, the Budget Coordinator has moved the budget that includes all these Cost Centers to Accepted, the Budget status becomes Completed.</p> <p> Published. The Budget has the Completed status, and the Budget Coordinator clicks Consolidated View, and then clicks Publish. The budget status changes to Published and can no longer be modified.</p> |
| Time Frame | The time frame of the budgeting period. This can be: 1, 2, or 3 years. |
| Start Period | The start of the budgeting period. |
| Freq. | The granularity of the budget. |
| Unit | The unit of the budget. This can be: thousands or millions . |

Cost Centers

User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets>):

| UI Element | Description |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cost Center Name | The name of the Cost Center. |
| Status | <p>The status of the budget. This can be:</p> <ul style="list-style-type: none"> • Not started • In progress • Accepted • Completed • Notified • Rejected |

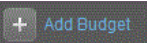
| UI Element | Description |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Manager Name | The name of the Cost Center manager. |
| Action | <p>Click one of the following:</p> <p> - Review and manage the budget data for this Cost Center. Click to open the Cost Center Budget View. For details, see "Enter Budget Data for a Cost Center or Mark Cost Center Completed" on page 59.</p> <p> - You cannot review or manage budget data because the budget definitions have not yet been finalized.</p> |
| Edit | Opens the New/Edit Budget dialog box where you can edit an existing budget depending on your permissions. For details, see " New/Edit Budget Dialog Box " on page 56. |

| UI Element | Description |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Notify</p> | <p>As the Budget Coordinator, you can send notification to the relevant Cost Center manager that the relevant budget needs to be filled with data or marked as complete.</p> <ul style="list-style-type: none"> Depending on the roles and permissions assigned to your user and your role in the organization some of the functionality of this page might be disabled. In addition, you might not be allowed to proceed with a step in the life-cycle if the step before that was not completed successfully. For example, you cannot finalize a budget until you have entered budget information.  <p>You can select to notify all the listed managers or to notify only the selected managers.</p> <p>The dialog box displays the following information:</p> <p>Budget Name. The name of the budget.</p> <p>Cost Center. The name of the Cost Center.</p> <p>Manager Name. The name of the manager of the Cost Center. Click the name of the manager to modify it.</p> <p>Manager Email. The email of the manager. This is used to notify the manager when a budget needs to be filled with data or marked as complete.</p> <p>Click Send to send the email. The default mail client opens, and displays a draft email to the Cost Center managers for the Cost Centers that you selected. You can edit the email.</p> |
| <p>Consolidated View</p> | <p>Click to display the Consolidated Budget View.</p> |

Create Budgets

As a Budget Coordinator you can create or edit a budget, add Cost Centers and Cost Categories, and finalize budget definitions.

To access:

- To create a budget, click the **Finance** tab, and then select **Budget Management**. In the Budget main page, click .
- To edit a budget, click the **Finance** tab, and then select **Budget Management**. In the Budget main page, select the name of the relevant budget in the left pane and click **Edit**.

Learn More

- Depending on the roles and permissions assigned to your user and your role in the organization some of the functionality of this page might be disabled.
- In addition, you might not be allowed to proceed with a step in the life-cycle if the step before that was not completed successfully. For example, you cannot finalize a budget until you have entered budget information.

Tasks

Main task: "Configure and Manage a Budget" on page 46

This section includes the following tasks:

"Create a budget" below

"Add Cost Centers to a budget" below

"Create Cost Category groups that you want to include in a budget" on next page

"Add cost categories to the Cost Category groups" on next page

"Finalize the budget definition" on next page

"Review and finalize or reject completed Cost Center budgets" on next page

Create a budget

1. Click **Finance > Budget Management**. In the Budget main page, click **Add Budget**.
2. Complete the required fields.
3. Click **Save**.

Add Cost Centers to a budget

1. Click **Finance > Budget Management**. In the Budget main page, select a budget.
2. Select a Cost Center in the Source area or press Ctrl and click to select multiple Cost Centers.
3. Click the arrows to move the selected Cost Centers to the **Selected cost center** area in order to include these Cost Centers in the budget.

4. Click **Save**.

Create Cost Category groups that you want to include in a budget


1. Click **Finance > Budget Management**. In the Budget main page, select a budget.
2. In the **Selected cost categories** area, click **Create Group** to add a **New group** folder.
3. Click **New group** and type a name for the cost category group. For example, Hardware.
4. Click **Save**.

Add cost categories to the Cost Category groups

1. Click **Finance > Budget Management**. In the Budget main page, select a budget.
2. In the **Selected cost categories** area, click the group for which you want to add cost categories.
3. Select a Cost Category in the Source pane. Press Ctrl and click to select multiple Cost Categories.
4. Click the arrow to move the selected Cost Categories to the selected group.
5. Click **Save**.

Finalize the budget definition

You can finalize budget definitions if you have the **Manage Consolidated Budget** permission.

1. From the main menu bar, click **Finance > Budget Management**. In the Budget main page, select a budget.
2. In the **Action** column, click  **Review and manage the budget data for this Cost Center**, next to the Cost Center budget that you want to finalize.


The **Cost Center Budget View** dialog box opens.

3. Click **Finalize**.
4. Click **OK** to confirm that you want to finalize the budget.

The ITFM module closes the **Cost Center Budget View** dialog box. The budget status remains **Defined**.

Review and finalize or reject completed Cost Center budgets

You can review and accept or reject completed cost center budgets if you have the **Manage Consolidated Budget** permission.

1. From the main menu bar, click **Finance > Budget Management**. In the Budget main page, select a budget.
2. In the **Action** column, click  **Review and manage the budget data for this Cost Center**, next to the Cost Center budget that you want to review.

The **Cost Center Budget View** dialog box opens.

3. Select the Cost Category Group to review the budget amounts.
4. Click **Accept** if you want to accept the cost center budget. Or click **Reject** if you want the cost center manager to make changes. If you reject a cost center budget, the ITFM module sends

an email to the cost center manager for that budget to notify him or her that you rejected their budget and that they need to make changes. Once the cost center manager edits the budget and marks it complete, you have another opportunity to accept or reject it.

5. Click **Save** to confirm the changes made to the Cost Center budget.
6. Click **Close**.
7. Repeat steps 1 – 6 for each Cost Center budget that you want to review.

UI Description

New/Edit Budget Dialog Box

Note: When in Executive Scorecard, you navigate to another tab and then return to the Finance tab, the display is not automatically refreshed. To refresh the display, click the Allocation Management, Budget Management, or Cost Explorer tab.

<Top Area>

User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets>):

| UI Element | Description |
|-------------|-----------------------------------------------------|
| Name | Enter the name of the budget. Up to 255 characters. |

| UI Element | Description |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Description | Enter the description for the budget. Upto 255 characters. |
| Time Frame (years) | Select the time frame of the budgeting period. This can be: 1, 2, or 3 years. . |
| Start Period | Select the fiscal year that is to be the start of the budgeting period. |
| Freq. | Select the granularity of the budget data entry. If you select: <ul style="list-style-type: none"> • Monthly. Cost Center Managers can enter budget amounts for each month. • Quarterly. Cost Center Managers can enter budget amounts for each quarter but cannot edit amounts by months. • Yearly. Cost Center Managers can enter budget amounts for each fiscal year but cannot edit amounts by months or quarters. |
| Unit | Select the unit of measure for the amounts in the budget. You can select Thousands or Millions . |

<Cost Center Area>

User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets):

| UI Element | Description |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Available Cost Centers | The table lists the available Cost Centers. Select the Cost Center Name/Manager Name and click the arrow to select them and move them to the Selected Cost Centers table. |
| Selected Cost Centers | The selected Cost Centers. Select the Cost Center Name/Manager Name and click the arrow to unselect them and move them to the Available Cost Centers table. |

<Group area>

User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets):

| UI Element | Description |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Create Group | Click to create a cost category group you want to include in the budget. Enter the name of the cost category group in the box that opens. You can then include the relevant cost categories in the group you created. You can also change New Group to the relevant group name to create a new group. Cost categories can only be included in Cost Category groups. |

| | |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Available Cost Categories | <p>The table lists the available cost categories.</p> <p>Select the relevant cost category in the Available Cost Categories and the group in the Selected Cost Categories and click the right arrow to add the cost category to the group.</p> |
| Selected Cost Categories | <p>The table lists the groups and their cost categories.</p> <p>Select the relevant cost category in the Available Cost Categories and the group in the Selected Cost Categories and click the right arrow to add the cost category to the group.</p> |

<Buttons>


User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets>):

| UI Element | Description |
|-----------------|--------------------------------------------------------------|
| Save | Click to save the changes you just made. |
| Close | Click to close the page. |
| Finalize | Click if you know that you will not change the budget later. |

Enter Budget Data for a Cost Center or Mark Cost Center Completed

As a Cost Center manager, you can enter data for the budget of your Cost Center and when you are satisfied you can mark the Cost Center Completed..

To access:

Select the budget in the **List of budgets** and in the **Cost Centers** area (bottom part of the page), click  in the **Actions** column.

Learn More

- Depending on the roles and permissions assigned to your user and your role in the organization some of the functionality of this page might be disabled.
- In addition, you might not be allowed to proceed with a step in the life-cycle if the step before that was not completed successfully. For example, you cannot finalize a budget until you have entered budget information.

Tasks


Main task: "Configure and Manage a Budget" on page 46

This section includes the following tasks:

"Enter Budget Data for Your Cost Centers" below


"Mark the Cost Center Budgets Complete" below

Enter Budget Data for Your Cost Centers

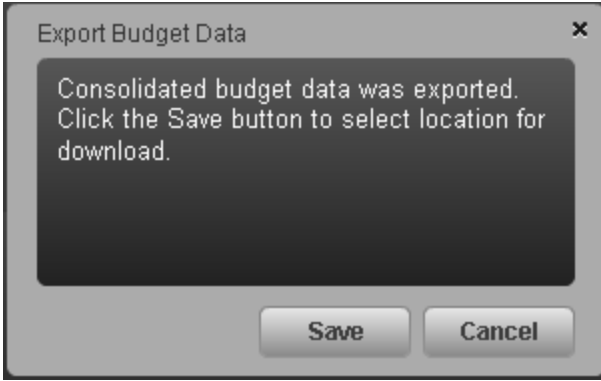
1. Select the budget in the **List of budgets** and in the **Cost Centers** area (bottom part of the page), click  in the **Actions** column next to the cost center budget that you want to edit.
2. Enter the relevant frequency in the **Freq.** drop down list.
3. Enter the relevant values in the columns.
4. Click **Save**.

Note: You can also export the budget data in Microsoft Excel format or import budget data in Microsoft Excel format.

Mark the Cost Center Budgets Complete

1. Select the budget in the **List of budgets** and in the **Cost Centers** area (bottom part of the page), click  in the **Actions** column next to the cost center budget that you want to edit.
2. Click **Complete**.

| UI Element | Description |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><Cost Center Information></p> | <p>This is located in the top left-hand corner:</p> <p><Cost Center Name>. The name of the Cost Center budget.</p> <p>Category. The category of the Cost Center budget.</p> <p>Freq. Select the granularity for the Cost Center budget. To change the values of the budget in the table, the value of the Cost Center Freq. field must be the same as the value of the Budget Frequency in the Freq. field in the right-hand corner. You can use the other values of the field to change the view of the budget.</p> <ul style="list-style-type: none"> • Monthly. Cost Center Managers can enter budget amounts for each month. • Quarterly. Cost Center Managers can enter budget amounts for each quarter but cannot edit amounts by months. • Yearly. Cost Center Managers can enter budget amounts for each fiscal year but cannot edit amounts by months or quarters. • <Table>:For each Cost Category group: <ul style="list-style-type: none"> ▪ Cost Category. The name of the Cost Category. ▪ <Column>. Each column represents the time frame granularity. You can enter the budget in each column. The last row of the table represents the total budget for each time frame and all the categories. |
| <p><Graph></p> | <p>The graph displays the budgets Cost Center budgets for each the time frame granularity</p> |
| <p><Budget information></p> | <p>This is located in the top right-hand corner:</p> <p>Status. The status of the Cost Center budget: Accepted or Rejected.</p> <p>Freq. The granularity specified for the budget. This can be: Monthly, Quarterly, or Yearly.</p> <p>Unit . The unit of measure for the budget amounts. This can be: Thousands or Millions.</p> |
| <p>Import</p> | <p>Click to select the budget (in Excel format) that you want to import. Click either the Save or Complete button before you import the budget in Excel format.</p> <ul style="list-style-type: none"> • You can only import a budget for the same Cost Center and Budget. • The only information that can be changed in the Excel file is the data in each column in the Cost Category table. Do not change the values of the other fields. |

| UI Element | Description | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Export | <p>Click to export the budget to an Excel file. The following dialog box opens:</p>  <p>Click Save to select the location of the file you want to download. The name of the file is, by default, <budget_name>_<Cost_Center_budget_name>.xls. You can rename this file.</p> <p>The file contents are:</p> <table border="1"> <thead> <tr> <th colspan="6">Cost Center</th> </tr> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><i>Cost Center</i></td> <td>Common Line</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td><i>Budget Name</i></td> <td>TEST</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td><i>Description</i></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td><i>Start Date</i></td> <td>FY2006</td> <td></td> <td></td> <td></td> </tr> <tr> <td>5</td> <td><i>Unit of Measure</i></td> <td>Thousands</td> <td></td> <td></td> <td></td> </tr> <tr> <td>6</td> <td><i>Number of Years</i></td> <td>1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>7</td> <td><i>Work Mode</i></td> <td>Quarterly</td> <td></td> <td></td> <td></td> </tr> <tr> <td>8</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>9</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>11</td> <td>New Group Categories</td> <td>FY2006/Q1</td> <td>FY2006/Q2</td> <td>FY2006/Q3</td> <td>FY2006/Q4</td> </tr> <tr> <td>12</td> <td>Hardware</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>13</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>14</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>15</td> <td>Total</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>16</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>17</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>You can open the spreadsheet and enter for each month, quarter, or year, the appropriate amounts for each time period for each cost category.</p> <p>Follow these guidelines when you edit budget spreadsheets:</p> <ul style="list-style-type: none"> • Do not add or delete rows or columns. • Do not edit the summary information at the top of the file. • Do not edit column headings. • Edit only the amounts for each time period in the row for each cost category. <p>Save and close the spreadsheet.</p> <p>You can then import the modified Excel file.</p> <ul style="list-style-type: none"> • You can only import a budget for the same Cost Center and Budget. | Cost Center | | | | | | | A | B | C | D | E | 1 | <i>Cost Center</i> | Common Line | | | | 2 | <i>Budget Name</i> | TEST | | | | 3 | <i>Description</i> | | | | | 4 | <i>Start Date</i> | FY2006 | | | | 5 | <i>Unit of Measure</i> | Thousands | | | | 6 | <i>Number of Years</i> | 1 | | | | 7 | <i>Work Mode</i> | Quarterly | | | | 8 | | | | | | 9 | | | | | | 10 | | | | | | 11 | New Group Categories | FY2006/Q1 | FY2006/Q2 | FY2006/Q3 | FY2006/Q4 | 12 | Hardware | 0 | 0 | 0 | 0 | 13 | | | | | | 14 | | | | | | 15 | Total | 0 | 0 | 0 | 0 | 16 | | | | | | 17 | | | | | |
| Cost Center | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | A | B | C | D | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | <i>Cost Center</i> | Common Line | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | <i>Budget Name</i> | TEST | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | <i>Description</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | <i>Start Date</i> | FY2006 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | <i>Unit of Measure</i> | Thousands | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | <i>Number of Years</i> | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | <i>Work Mode</i> | Quarterly | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | New Group Categories | FY2006/Q1 | FY2006/Q2 | FY2006/Q3 | FY2006/Q4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | Hardware | 0 | 0 | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | Total | 0 | 0 | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| UI Element | Description |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <ul style="list-style-type: none">The only information that can be changed in the Excel file is the data in each column in the Cost Category table. Do not change the values of the other fields. |
| Reject | As a Budget Coordinator, you can click to reject the Cost Center budget. The status of the consolidated budget changes to Rejected . |
| Accept | As a Budget Coordinator, you can click to accept the Cost Center budget. The status of the consolidated budget changes to Accepted . All the Cost Center budgets must be accepted before the consolidated budget they belong to can be published. |
| Complete | As a Budget Coordinator, you can click to mark the Cost Center budget as Complete . The status of the consolidated budget changes to Complete . All the Cost Center budgets must be accepted before the consolidated budget they belong to can be published. |
| Save | Click to save the changes. |
| Close | Click to close the dialog box without saving the changes. |

Review, Accept, or Publish the Consolidated Budget

As a Budget Coordinator, you can view the consolidated budget at any time in the budgeting workflow.

To access:

Select the relevant budget from the list in the Budget Main Page.

Learn More

- Depending on the roles and permissions assigned to your user and your role in the organization some of the functionality of this page might be disabled.
- In addition, you might not be allowed to proceed with a step in the life-cycle if the step before that was not completed successfully. For example, you cannot finalize a budget until you have entered budget information.

Tasks

Main task: ["Configure and Manage a Budget" on page 46](#)

This section includes the following tasks:


["Review completed cost center budgets and notify Cost Center managers" below](#)

["Publish the Consolidated Budget" on next page](#)

["Copy a Consolidated Budget" on next page](#)

Review completed cost center budgets and notify Cost Center managers

You can review and accept or reject completed cost center budgets if you have the **Manage consolidated budget** permission. The Cost Center Manager specifies how much money is needed by the Cost Center and the Budget Coordinator approves or rejects the request.

1. From the main menu bar, click **Finance > Budget management**.
2. For each Cost Center budget that you want to review:
 - a. Select the relevant budget from the list in the Budget Main Page.
 - b. In the Action column click the  **Review the budget data for this Cost Center** icon next to the cost center budget that you want to review. The Cost Center Budget View dialog box opens.
 - c. Click **Accept** if you want to accept the Cost Center budget. Or click **Reject** if you want the Cost Center manager to make changes.
 - d. Click **Notify** to notify the Cost Center manager that the budget status has changed and that they need to make changes. Once the Cost Center manager edits the budget and marks it **Complete**, you have another opportunity to accept or reject it.


Publish the Consolidated Budget

Once you have accepted the consolidated budget, you can publish it so that Financial Analysts can use the budget in allocation scenarios. You can publish the consolidated budget if you have the **Manage consolidated budget** permission.

1. From the main menu bar, click **Finance > Budget management**.
2. Click the **Consolidated View** button at the bottom of the page.
The Consolidated Budget View screen opens.
3. Click **Publish**. The page closes. The budget status changes to **Published**.

Copy a Consolidated Budget

If you have Budget Coordinator privileges, you can copy a consolidated budget to use as a template for new budget.

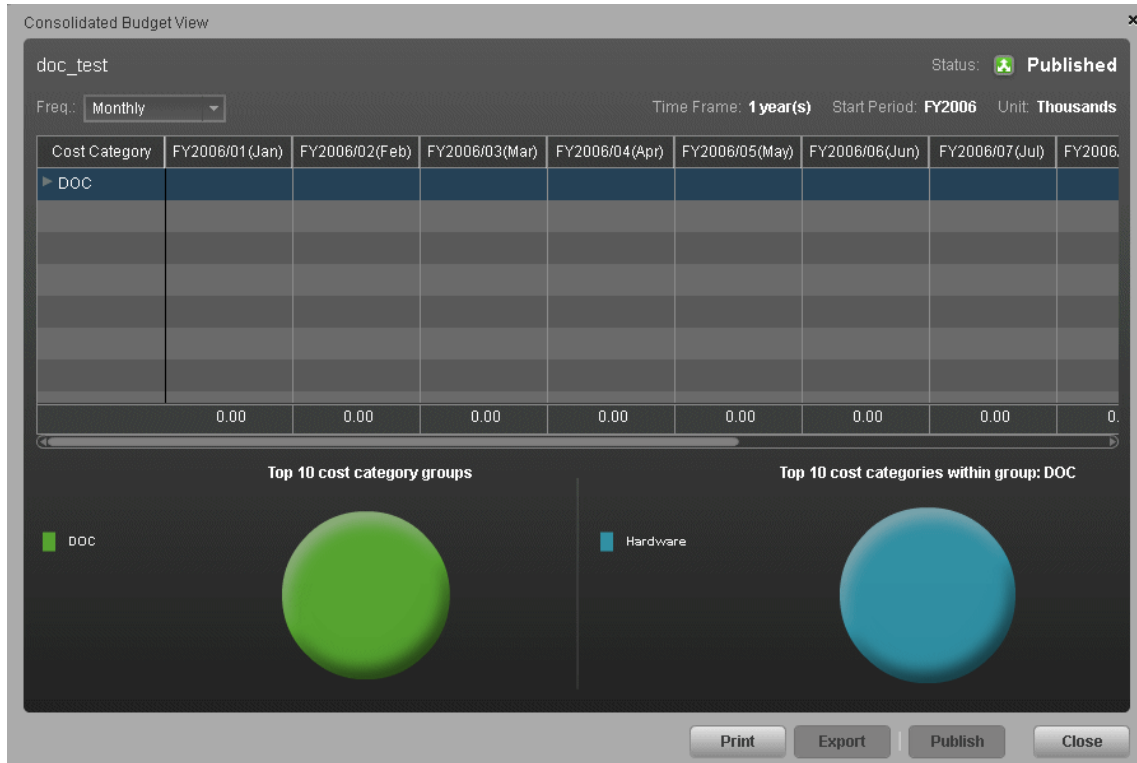
1. From the main menu bar, click **Finance > Budget management**.
2. In the budget list, select the budget that you want to copy and click the  **Create a copy of the selected budget** button. The New/Edit Budget dialog box opens with the details of the original budget.
3. Enter a name for the new budget and make the appropriate changes to the fields.
4. Click **Save** or **Finalize**.

UI Description





Consolidated Budget View Page

The Consolidated Budget View page enables you to view the consolidated budget or to accept and publish the consolidated budget, depending on your permissions. For details, see "[Role Functions](#)" in the *Administrator Guide*.

Note: When in Executive Scorecard, you navigate to another tab and then return to the Finance tab, the display is not automatically refreshed. To refresh the display, click the Allocation, Budget, or Cost Explorer tab.



User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets>):

| UI Element | Description |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <Cost Center Name> | The name of the consolidated budget. |
| Status | <p>The status of the consolidated budget:</p> <ul style="list-style-type: none">  Draft. You have just created the budget and clicked the Save button in the New/Edit Budget dialog box.  Defined. You have created the budget and clicked the Finalize button in the New/Edit Budget dialog box.  Completed. All Cost Center managers have moved the relevant Cost Center budget status to Completed, the Budget Coordinator has moved the budget that includes all these Cost Centers to Accepted, the Budget status becomes Completed.  Published. The Budget has the Completed status, and the Budget Coordinator clicks Consolidated View, and then clicks Publish. The budget status changes to Published and can no longer be modified. |

| UI Element | Description |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Freq. | <p>Select the granularity you want to use for the budget:</p> <ul style="list-style-type: none"> • Monthly. Cost Center Managers can enter budget amounts for each month. • Quarterly. Cost Center Managers can enter budget amounts for each quarter but cannot edit amounts by months. • Yearly. Cost Center Managers can enter budget amounts for each fiscal year but cannot edit amounts by months or quarters. |
| Time Frame | The time frame specified for the budget: 1, 2, or 3 years. |
| Start Period | The fiscal year that is the start of the budgeting period. |
| <Table> | <p>The table shows the amounts designated for each cost category for all cost centers in the budget.</p> <p>You can click the groups (Folder icons) to expand the tree of categories.</p> <p>The only cells that are editable are those that correspond to the frequency defined per budget.</p> <p>For example, if the frequency is Yearly, then only the columns, which show the yearly total can be edited. There are 4 (quarterly columns) + 12 (monthly columns) in between two yearly columns. There may not be more than 3 yearly columns, these would be the only editable ones.</p> |
| Top 10 Cost Category Groups | The pie chart on the left shows the budget distribution by the top ten category groups with the biggest budgets. |
| <Right-hand pie chart> | <p>The pie chart on the right shows the top 10 cost categories of the selected group.</p> <ul style="list-style-type: none"> • You cannot define a budget without defining Cost Category groups. • A budget status can be Defined only when at least one Cost Category group has been selected for the budget. |
| Unit | The unit of measure for the amounts in the budget: Thousands or Millions . |
| Print | Click to open a dialog box that enables you to print the Consolidated Budget View details. |
| Export | Click to export the Consolidated Budget View details. |
| Close | Click to close the dialog box. |
| Publish | Click to publish, so the Financial Analysts can use the budget in allocation scenarios. |

Configure and View Cost Explorer

An analysis of costs is crucial to budgeting and planning. The Cost Explorer tool provides an interactive multi-dimensional cost analysis where you can easily change the analytics.

With Cost Explorer, you can do these tasks:

- Define the dimensions and measurements you want to view.
- Save multiple configurations of the same scenario.
- Sort the chart order.
- Filter on all dimensions.
- Filter by currency.
- Email the configuration link to others.

To access:

Click the **Finance** tab and then select Cost Explorer.

Learn More

Configuration

A Cost Explorer configuration contains settings that you can define to display chart views of your scenario. You can define multiple configurations for your scenario to provide different views. You can easily change the chart views to provide additional analytics.

Measurements

Cost Explorer enables you to compare cost measurements that provide information about the variance between planned and actual costs. Cost Explorer validates which measurements you can compare.

The analysis can include these measurements:

- Current sum of plan and actual, which is the latest displayed period in the chart.
- Cumulative sum of plan and actual, which contains the amount of all the displayed periods.
- Variance value, which compares the planned and actual costs.
- Percent variance of actual and cumulative values.
- Some measurements cannot be combined with other measurements.

Tasks

This section includes the following tasks:

["Add a configuration" on next page](#)

"Edit a scenario configuration" below

"Configure and View Cost Explorer" on previous page

"View and analyze a configuration" below

"Sort charts" below

"Add a filter to a configuration" on next page

"Open an Allocation Management scenario in Cost Explorer" on next page


Add a configuration

1. Click **Finance > Cost Explorer**.
2. Select the relevant scenario in **Select Scenario**.
3. Configure the settings in the Settings tab.

For details, see "Cost Explorer Page" on next page.

4. Click **Update Chart** to view the configuration change results.

Note: You can click **Update Chart** at any time to view configuration changes.

5. Click  to save these settings as a new configuration. Enter the name in the dialog box, and click **Save**.

Edit a scenario configuration

1. Click **Finance > Cost Explorer**.
2. Select the relevant scenario in **Select Scenario**.
3. Edit the relevant fields.

For details, see "Cost Explorer Page" on next page.

4. Click **Update Chart** to view the configuration change results.

5. Click  to save these settings.

View and analyze a configuration

1. Click **Finance > Cost Explorer**.
2. Select the relevant scenario in **Select Scenario**.
3. Click **Update Chart** to display the configuration and analyze it.

Sort charts

1. Click **Finance > Cost Explorer**.
2. Select the relevant scenario in the **Select Scenario** drop down list.
3. Choose a view to **Sort Charts By** from the drop-down list. This displays the charts in your order of preference.
4. Click **Update Chart** to view the sort results.
5. You can now save the changes.

Add a filter to a configuration

1. Click **Finance > Cost Explorer**.
2. Select the relevant scenario in **Select Scenario**.
3. Select a configuration in the **Configuration** drop-down list.
4. On the **Filters** tab, choose a dimension from the drop-down list and check or uncheck one of the values.
5. Click **Update Chart** to view the results.
6. You can now save the changes.

Open an Allocation Management scenario in Cost Explorer

1. Click **Finance > Allocation Management**.
2. Select the relevant scenario in **List of Scenario**. The scenario status must be **Completed**.
3. Click **Test in Cost Explorer**.

The Cost Explorer page opens in context. You can now view and analyze the scenario.

4. Click **Back to Allocation** to return to the Allocation Management page in context.

UI Description

Cost Explorer Page

The Cost Explorer page enables you to interactively view and filter allocation results in the form of charts that show variance between planned and actual costs, as well as easily configure the chart views.

Note: When in Executive Scorecard, you navigate to another tab and then return to the Finance tab, the display is not automatically refreshed. To refresh the display, click the Allocation, Budget, or Cost Explorer tab.




<Top Area>


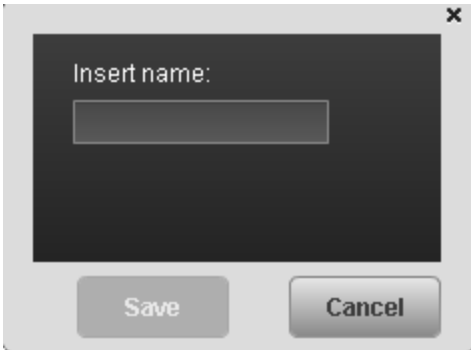
User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets>):

| UI Element | Description |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Select Scenario | <p>Select the scenario you want to analyze, and for which you want to display the results of the allocation.</p> <p>When you change the selection, the graphs are updated.</p> <p>This dropdown list is displayed when you access Cost Explorer by clicking Finance > Cost Explorer.</p> |
| Back to Allocation | <p>The button is displayed, when you open Cost Explorer from within the Allocation Management page. Click the button to return, in context, to the Allocation Management tab.</p> |

<Left Pane>

User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets>):

| UI Element | Description |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| <Configuration> | <p>Select the relevant configuration. A configuration is a set of selected Y-Axis, X-Axis, and Measurements.</p> |
|  | <p>Save. Click to save the configuration.</p> |

| | |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>Save as. Click to save the configuration under a different name. The following dialog box opens. Enter the name of the configuration and click Save.</p>  |
| <p>Update Chart</p> | <p>Click to display the graph once you have selected the configuration you want to analyze.</p> <p>When you change the selection, the currency filter, the sorting or the filters, and you click the Upgrade Chart button the graphs are updated.</p> <p>You can click Update Chart at any time to view configuration changes.</p> |

Settings Tab

- **Group by Dimension**

User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets>):

| UI Element | Description |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Y-Axis | Select the relevant dimension. You can select up to 3 dimensions. The dimensions are grouped in the graph. When you use the grouping option, more than one graph is displayed. |
| X-Axis | Select the relevant dimension. The default is Fiscal Month . |

- **Measurements**

User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets):

| UI Element | Description |
|------------|-------------|
|------------|-------------|

| | |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Measurement 1/2/3 | <p>Choose up to three measurements from the drop-down lists.</p> <p>The default measurements are Plan and Actual.</p> <p>The measurements can be: Actual, Plan, Variance to Plan, %Variance, Cumulative Actual, Cumulative Plan, Cumulative Variance, Cumulative % Variance.</p> <p>Each measurement is displayed in the graphs using the color indicated in the list of measurements.</p> <p>Some measurements cannot be combined with other measurements.</p> |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- **Sort Charts By**

User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets>):

| UI Element | Description |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sort By | <p>Select a view from the drop down list. This displays the charts in your order of preference:</p> <p>Alphabetical, Cumulative Actual, Cumulative Plan, Cumulative Variance, Latest Period Actual, Latest Period Plan, Latest Period Variance, Latest Period % Variance, Maximum Actual, Maximum Plan, Maximum Variance, Maximum % Variance, Cumulative % Variance.</p> <p>If all charts have the same sorting score, the charts are sorted alphabetically.</p> |

- **Filter Costs by Currency**

User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets>):

| UI Element | Description |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Show All Costs | <p>Select to display all the costs.</p> <p>This is the default.</p> |
| Show Costs Subset | <p>Select a specific currency to display only the costs using the selected currency.</p> <p>If no cost exists in the selected currency, the graph is empty.</p> |

- **Scale**

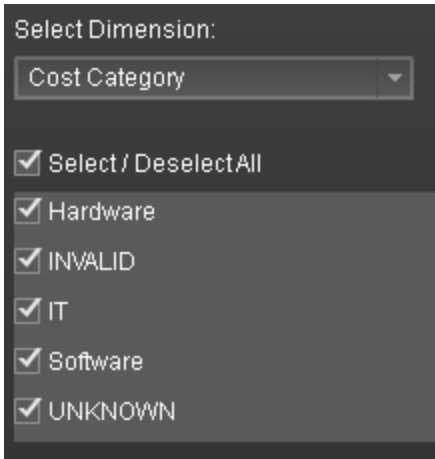
User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets):

| UI Element | Description |
|------------|-------------|
|------------|-------------|

| | |
|--------------|----------------------------------------------------------------------------------------------------|
| Scale | Select the currency scale from the drop down. This can be: Thousands , or Millions . |
|--------------|----------------------------------------------------------------------------------------------------|

Filters Tab

User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets>):



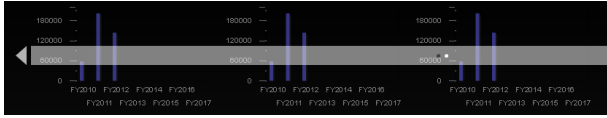
| UI Element | Description |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Select Dimension | <p>Select the dimension you want to display in the graph.</p> <p>When you select a dimension, its values are displayed below. Select the values you want to display in the graph. The values that you did not select are filtered out.</p>  |

<Right Pane>



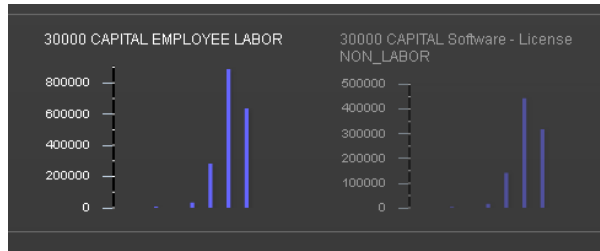
User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets):

| UI Element | Description |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><List of thumbnail graphs></p> | <p>The top section of the graph displays a Rolodex list of thumbnail graphs. Each graph displays for each selected value of the third dimension, for each selected value of the second dimension, and for each selected value of the first dimension you selected in the Y-Axis, bars that represent the values of the selected measures for each value of the selected item in X-Axis.</p> <p>Only 4 thumbnails are displayed if the left pane is open. Up to 6 thumbnails can be displayed if the left pane is closed.</p> <p>For example, if you select:</p> <ul style="list-style-type: none"> • Customer for the first dimension, and the Customer values of A and B. • Second dimension Budget Line and the Budget Line values of Admin Software/Q1, Admin Software/Q2, Admin Software/Q3, Admin Software/Q4 • X-Axis is Fiscal Year. • Measures are Actual and Planned. <p>The top graph displays thumbnail graphs. The graph display the value of Actual and Planned for each Fiscal Year for:</p> <ul style="list-style-type: none"> • Budget Line: Admin Software/Q1 - Customer: A • Budget Line: Admin Software/Q2 - Customer: A • Budget Line: Admin Software/Q3 - Customer: A • Budget Line: Admin Software/Q4 - Customer: A • Budget Line: Admin Software/Q4 - Customer: B • Budget Line: Admin Software/Q1 - Customer: B • Budget Line: Admin Software/Q2 - Customer: B • Budget Line: Admin Software/Q3 - Customer: B |

| | |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>Use the arrows to scroll between the thumbnails.</p> <p>When you get to the leftmost thumbnail, the left arrow disappears. When you get to the rightmost thumbnail, the right arrow disappears.</p> <p>The screen dot slider shows the screen or page where you are in the list of thumbnails using dots on the white ribbon.</p>  |
| <p><Page indicator></p> | <p>When the Rolodex component includes more than one page, to see what page is currently displayed, move the mouse over the arrow (right or left) to display a white ribbon with dots. The white dot indicates the page that is currently displayed (in the example, the second page) and the black dots indicate the number of other pages in the component (one black dot per page). The order of black and white dots indicates the location of the current page in the component.</p>  |
| <p><Bottom graph></p> | <p>Click a thumbnail to display its expanded graph in the <Bottom graph> area.</p> |
| <p><Legend></p> | <p>The legend displays the measures you selected in the configuration and the colors associated with them.</p> |

**<Main
Graph>**

The main graph displays an expanded version of the graph you selected in the <List of Thumbnail Graphs>. The selected thumbnail is highlighted, for example see the left thumbnail below.



Hover the mouse over a bar to display the values of the X-axis and Y-axis of the bar in a tooltip.



If the configuration you selected displays too many bars to make the graph understandable, bars may be skipped.

View the Financial Performance of Your Organization

This section includes the following topics:

| | |
|-------------------------------------------------------------------------------------------------------------------------------|-----|
| View the Distribution of Cost (Cost Distribution Overview Page) | 79 |
| View the Financial Performance of Business Services, Organizations, Customers, and Programs (Financial Summary Page) | 95 |
| View the Cost of Business Services Per Customer and Fiscal Year (Bill of IT) | 107 |
| View the Cost Breakdown by Cost Category per Fiscal Year and Business Service | 110 |
| View the Cost Breakdown by CI Types per Fiscal Year, Business Service, and Cost Category | 114 |
| View the Cost Breakdown per Fiscal Year, Business Service, Cost Category, and Model ... | 118 |
| View the Multi-Dimensional Cost Comparison Analysis per Fiscal Year, Customer, Business Service, Organization, Supplier | 121 |

View the Distribution of Cost (Cost Distribution Overview Page)

The Cost Distribution Overview page in the Dashboard provides an organization's CIO, IT Financial Manager, IT Financial Analyst, and IT Manager with a view of how their business services, organizations, customers, and programs are doing from the perspective of staying within their defined financial Plan of Record (PoR).

The page displays actual versus planned performance for customers, IT organizations, business services, and programs, and cost categories that have the highest positive variance.


Use the page to help answer business questions such as these:

- What is the actual versus planned cost for the customers, IT organizations, business services, programs, and projects with the biggest budgets?
- What customers, IT organizations, business services, programs, and projects have the highest positive cost variance?
- How accurate is our planning?
- In what areas were expenses greater than anticipated?
- What are the capitalized expenses compared to the operational expenses (CapEx or OpEx)?
- What are the discretionary expenses compared to the non-discretionary expenses?

The data source is HP Asset Manager and HP Project and Portfolio Management.

To access:

In the Dashboard, click the **Cost Distribution Overview** tab, if it is displayed, or click the **Page**

Gallery  button in the Dashboard toolbar, and drag the **Cost Distribution Overview** page outside the **Page Gallery** box, and close the box.

Learn More

- The interactive dashboard dynamically updates the charts when you choose a business service, organization, program, or customer, change the option to view monthly or quarterly costs, drill down to get more details, or select a Program, Operation, Supplier, or Cost Category tab.
- The Financial Planning and Analysis data is gathered from the relevant data sources (HP Project and Portfolio Management and HP Asset Manager) and calculated according to the KPIs related to the FinancialManagement Context (universe). These KPIs have KPI Breakdowns for the Business Service, Organization, Customer, and Program dimension. These KPI Breakdowns are used to provide information about the Business Services, Organization, Customers, and Programs in the Cost Distribution Overview page in the Dashboard.
- The Cost Distribution Overview page in the Dashboard includes three tiers containing financial components. The first tier displays a high level view of the data for the selected year. The second tier is a monthly drill down of the first tier. The third tier shows charts and tables that provide a more detailed view of the data.

Tasks

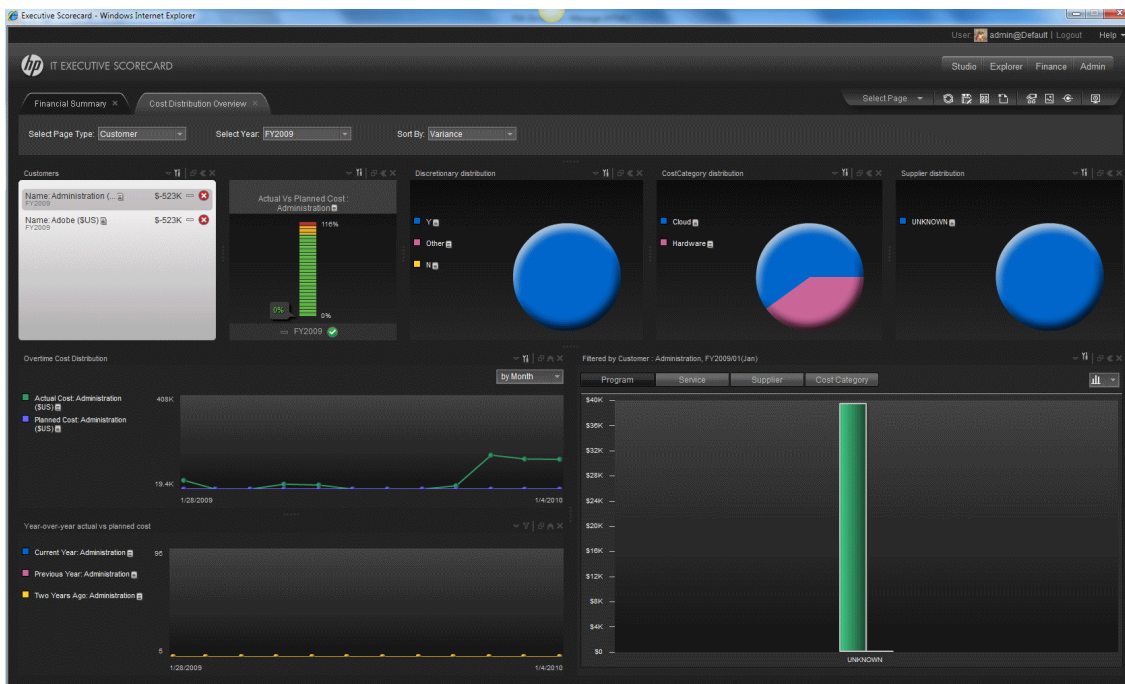
View the Cost Distribution Overview report in the relevant Dashboard page. For details, see To access.

UI Description

Cost Distribution Overview Page

This page provides an organization's CIO, IT Financial Manager, IT Financial Analyst, or IT Manager with a financial overview of the Business Services, Organizations, Programs, or Customers from the perspective of staying between its defined Financial Plan of Record (PoR).

Tip: The Dashboard reports display data based on the default allocation scenario (the scenario that is assigned the Affects Dashboard option). Before a scenario is assigned the option, or after the option has been removed from the current default scenario (meaning that there is no default scenario), the Dashboard reports display data that is based on raw data obtained from Data Warehouse.



<Page Filter>

The screenshot shows the page filter controls, which consist of three dropdown menus: 'Select Page Type: Customer', 'Select Year: FY2009', and 'Sort By: Variance'.

User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets>):

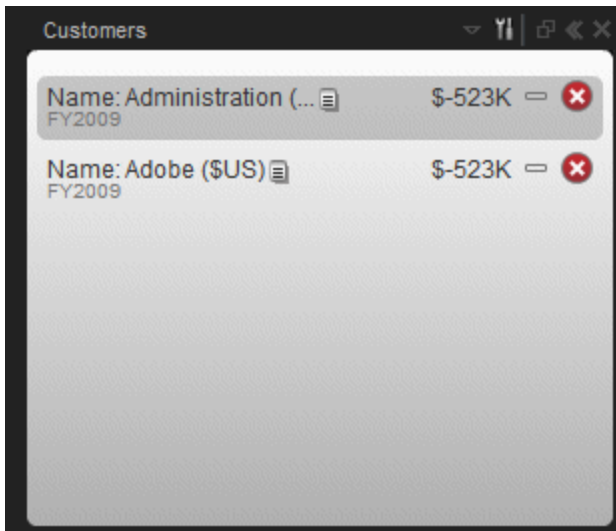
| UI Element | Description |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Select Page Type | <p>Select one of the following types. This can be:</p> <ul style="list-style-type: none"> • Business Service • Organization • Program • Customer <p>When you select one item, the data in the page represents the distribution of cost per Business Service, Organization, Program, or Customer. The data in the page is refreshed in each one of the displayed components each time you select a different item in the Select Page Type field.</p> |
| Select Year | <p>Select the fiscal year for which you want to see data. Lists the past two years and the current year.</p> <p>The data in the page is refreshed in each one of the displayed components each time you select a different item in the Select Year field.</p> |
| Sort By | <p>Select how to sort the information by highest planned costs. The drop down options determine the order of the list:</p> <ul style="list-style-type: none"> • Plan. Lists the business services, organizations, programs, or customers, by plan. • Variance. Lists the business services, organizations, programs, or customers, by the business services, operations, programs, or customers, that are most over-budget. • Name. Lists the business services, organizations, programs, or customers, by alphabetical order. This is case-sensitive, meaning that all uppercase terms appear first. For example, APAC precedes Administration. <p>The data in the page is refreshed in each one of the displayed components each time you select a different item in the Sort By field.</p> <p>When you select Sort By Plan, the data that is displayed in the first tier of the Financial Summary report is provided by the Planned Cost Allocation in the Allocations. The data in the rest of the report is provided by both the Planned and Actual Cost Allocations in the Allocations. When you select Sort By Variance or Sort By Name, the data that is displayed in the first tier of the Financial Summary report is provided by the Actual Cost Allocation in the Allocations. The data in the rest of the report is provided by both the Planned and Actual Cost Allocations in the Allocations. For details about allocations, see "Define an Allocation Scenario" on page 26. You</p> |

Business Services/Organizations/Programs/Customers







This component shows a list of all the business services, organizations, programs, or customers in your enterprise, corresponding to the selected page type, available in the selected fiscal year, and

sorted according to the selected sort type in the page filter.

When you select an element in this component, the data in the rest of the page is refreshed in each one of the other components displayed on the page.



User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets>):

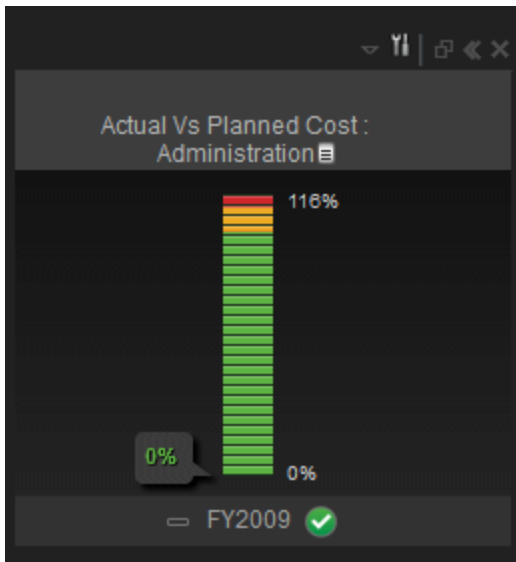
| UI Element | Description |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <Element> | <ul style="list-style-type: none"> • The name of the element. The business services, organizations, programs, or customers correspond to KPIs. • The value of the element for the selected fiscal year. •  (or  when a new annotation has been added to the element) Move the cursor above the icon to display the element tooltip that provides detailed information about the element and access to the Explorer tab in the context of the element. For details, see "Display More Information About a Specific Objective or KPI" in the <i>Business Analyst Guide</i>. <p> The trend icon that indicates the trend of the element over the selected year.</p> <p>The colors preceding the element identify the state of the plan:</p> <ul style="list-style-type: none"> •  indicates that the actual cost is within 100% of the plan. •  indicates that the actual cost is between 100 - 110% of the plan. •  indicates that the actual cost is over 110% of the plan. <p>The items that are listed (services, organizations, programs and customers) are the items that were selected as target values in the current allocation scenario. For details, see "Configure and Manage Allocations" on page 14.</p> |

Actual Cost Vs Planned Cost








The component displays the total IT planned costs versus actual costs for the selected date and the selected business service, organization, program, or customer.

The chart can help answer the following business questions:

- Is the business service, organization, program, or customer staying within the PoR?
- How much spending does the business service, organization, program, or customer have left in the PoR?



User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets>):

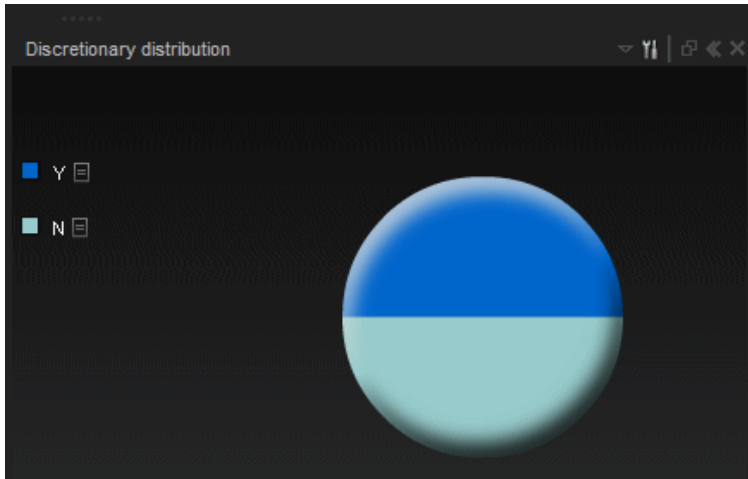
| UI Element | Description |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <KPI> | <p>The business services, organizations, programs, or customers correspond to KPIs.</p> <p>The chart displays:</p> <ul style="list-style-type: none"> • Above the bar, the name of the selected Business Service, Organization, Program, or Customer selected in the Business Service/Organization/Program/Customer List component. Double-click the title to open the Explorer tab filtered for the selected KPI. For details, see "View and Analyze Results in the Explorer Page" in the <i>Business Analyst Guide</i>. •  (or  when a new annotation has been added to the business service, organization, program, or customer). Move the cursor above the icon to display the business service, organization, program, or customer tooltip that provides detailed information about the item and access to the Explorer in the context of the item. For details, see "Display More Information About a Specific Objective or KPI" or "View and Analyze Results in the Explorer Page" in the <i>Business Analyst Guide</i>. • The vertical scale lists the percentage of planned versus actual cost: <ul style="list-style-type: none"> ▪ (green) Actual costs within 100% of the plan are green. ▪ (yellow) Actual costs between 100 - 110% are yellow. ▪ (red) Actual costs over 110% are red. • The value (percentage) at the top of the colored bar represents the highest threshold value of the business service, organization, program, or customer. The value (percentage) at the bottom of the colored bar, represents the lowest threshold value of the business service, organization, program, or customer. The percentage indicates the actual cost divided by the plan cost multiplied by 100. • The colors of the small bars represent the thresholds defined for the business service, organization, program, or customer. • The arrow indicates the value of the business service, organization, program, or customer with its unit. The color of the text corresponds to the item status. • The text at the bottom of the bar indicates the display period of the business service, organization, program, or customer. • The icon to the left of the display period indicates the trend  calculated over the display period. • The icon to the right of the display period indicates the status of the business service, organization, program, or customer during the display period: <ul style="list-style-type: none"> ▪  indicates that the status is Good. ▪  indicates that the status is Warning. ▪  indicates that the status is Critical. ▪  indicates that the status was not calculated or that there was an error in the calculation. |



Discretionary Distribution

The component enables you to view the distribution of your total discretionary and non-discretionary costs for the selected year.

The chart can help answer this business question:

- What percentage of the actual cost is discretionary versus non-discretionary?



| UI Element | Description |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <Legend> | <p>The legend identifies which section of the pie chart shows discretionary spending, non-discretionary spending, and other spending. It includes:</p> <ul style="list-style-type: none"> • The color of the slice followed by the name of the selected Business Service, Organization, Program, or Customer Breakdown, followed by the dimension (discretionary, non-discretionary, or other). Double-click the name to open the Explorer tab filtered for the selected element. For details, see "View and Analyze Results in the Explorer Page" in the <i>Business Analyst Guide</i>. •  (or  when a new annotation has been added to the KPI) Move the cursor above the icon to display the tooltip that provides detailed information about the KPI and access to the Explorer in the context of the KPI. For details, see "Display More Information About a Specific Objective or KPI" or "View and Analyze Results in the Explorer Page" in the <i>Business Analyst Guide</i>. |
| <Pie> | Each type of spending is represented by a slice of the pie. |
| <Tooltip> | Move the mouse over the pie slices to display a tooltip that includes the percentage of discretionary costs and non-discretionary costs for the year-to-date. |

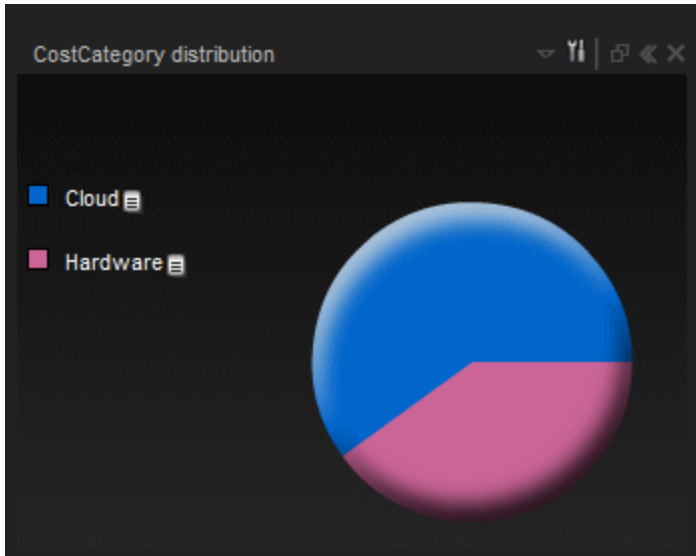
CostCategory Distribution




The component enables you to view the actual cost distribution by cost category for the selected year.

The chart can help answer these business questions:

- What is the allocation of the actual cost by category?
- Which categories account for the majority of the business service, operation, program, or customer actual cost?
- What percent of the actual cost is for all other cost categories?

The pie displays up to 6 slices, with 5 slices representing the 5 categories with the highest cost and the 6th slice representing the cost of all the other categories.



| UI Element | Description |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <Legend> | <ul style="list-style-type: none"> • The color of the slice followed by the name of the corresponding category. Double-click the name to open the Explorer tab filtered for the selected element. For details, see "View and Analyze Results in the Explorer Page" in the <i>Business Analyst Guide</i>. •  (or  when a new annotation has been added to the KPI) Move the cursor above the icon to display the tooltip that provides detailed information about the KPI and access to the Explorer in the context of the KPI. For details, see "Display More Information About a Specific Objective or KPI" or "View and Analyze Results in the Explorer Page" in the <i>Business Analyst Guide</i>. |
| <Pie> | Each category is represented by a slice of the pie. |
| <Tooltip> | <p>Move the mouse over the pie slices to display a tooltip that include detailed information about the selected item.</p>  |

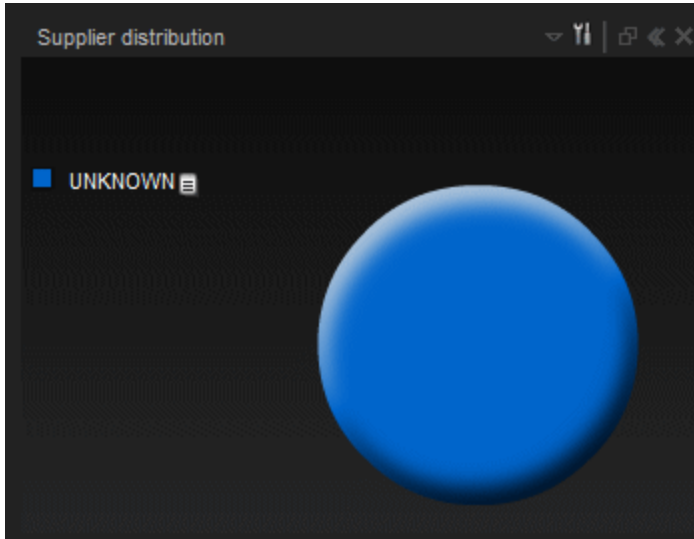
Supplier Distribution



The component enables you to view the cost distribution of the top five suppliers listed by the

highest actual cost for the selected year.

The chart can help answer these business questions:

- What suppliers are consuming the majority of the actual cost?
- What percent of the actual cost is for all other suppliers?



| UI Element | Description |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <Legend> | <p>The legend identifies the supplier. It includes:</p> <ul style="list-style-type: none"> • The color of the slice followed by the name of the corresponding supplier. Double-click the name to open the Explorer tab filtered for the selected element. For details, see "View and Analyze Results in the Explorer Page" in the <i>Business Analyst Guide</i>. •  (or  when a new annotation has been added to the supplier) Move the cursor above the icon to display the tooltip that provides detailed information about the supplier and access to the Explorer in the context of the supplier. For details, see "Display More Information About a Specific Objective or KPI" or "View and Analyze Results in the Explorer Page" in the <i>Business Analyst Guide</i>. |
| <Pie> | <p>The top 5 suppliers are each represented by a slice of the pie. The rest of the suppliers are represented by the bottom slice.</p> |

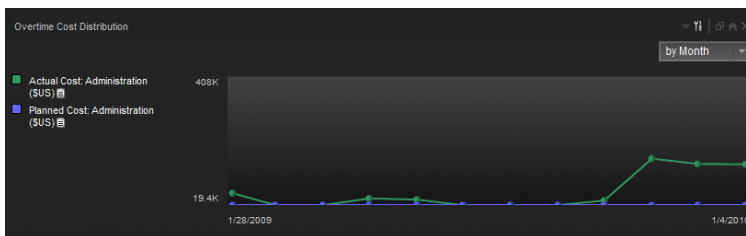
| UI Element | Description |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <Tooltip> | <p>Move the mouse over the pie chart to view the allocation of the actual cost by supplier and identify the majority of the actual costs. The tooltip for the large bottom slice displays the percentage of actual costs for all other suppliers.</p> |




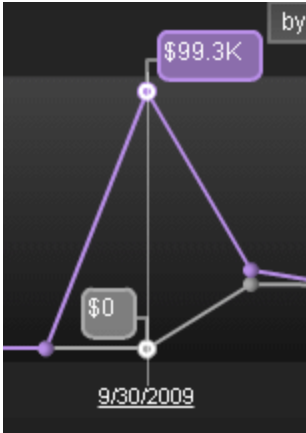
Overtime Cost Distribution Component

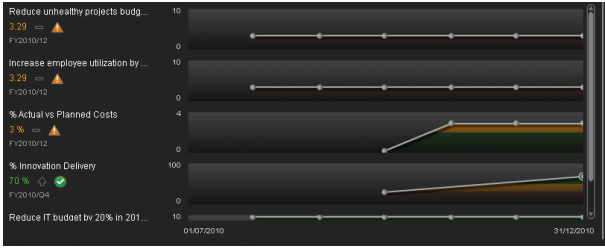
This component displays the planned cost versus the actual cost month-by-month (or quarter-by-quarter) for the selected Business Service, Organization, Program, or Customers. The chart starts with the first month of the selected fiscal year. You have the option to display the information quarterly.

The chart can help answer the following business questions:

- How well is the business service, organization, program, or customer staying within the plan on a monthly and quarterly basis?
- When did actual spending exceed the plan?



| UI Element | Description |
|------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><Legend></p> | <p>The legend displays for the selected item:</p> <ul style="list-style-type: none"> • The name of the selected item. • The color used to represent the type of cost in the graph. • The type of cost followed by the name of the selected item. • The unit. •  (or  when a new annotation has been added to the KPI) Move the cursor above the icon to display the tooltip that provides detailed information about the KPI and access to the Explorer in the context of the KPI. For details, see "Display More Information About a Specific Objective or KPI" or "View and Analyze Results in the Explorer Page" in the <i>Business Analyst Guide</i>. <p>When data is not available for one or more of the KPIs, the corresponding line does not appear in the graph.</p> |
| <p></p> | <p>Indicates a regular "point" corresponding to a division of the time period selected for the report.</p> <p>Click the relevant data-point on this graph to update data in the <Actual and Planned Cost for Programs, Organizations, Suppliers, and Cost Categories> chart for the period (month or quarter) corresponding to the data-point.</p> <p>Double-click the "point" to display the KPI's detailed information in the Explorer tab for the period of time defined by the "point". For details, see "View and Analyze Results in the Explorer Page" in the <i>Business Analyst Guide</i>.</p> |
| <p><Values></p> | <p>Hover above the relevant point in the graph to display the exact planned or actual costs at that point in time.</p>  |

| UI Element | Description |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <Y-axis> | <p>The Y-axis displays the values of the costs in the relevant unit.</p>  |
| <X-axis> | <p>The X-axis displays the time frame you selected (fiscal year), split into months.</p> |

Year-Over-Year Actual vs Planned Cost

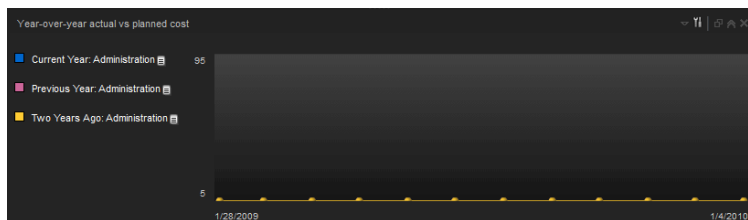
This component displays, for up to 3 years (current, previous, and two years ago) the year-over-year ratio of actual (spent) per month (or quarter) vs planned total cost for the fiscal year, for the selected item. The chart starts with the first month of the selected fiscal year. You have the option to display the information quarterly. This chart enables the business analyst to compare monthly/quarterly costs spending over the years.




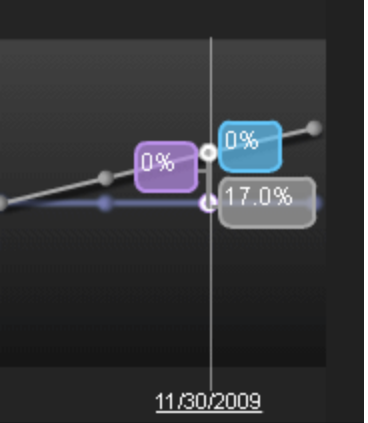
The chart can help answer the following business question:

- How well is the business service, organization, customer, or program staying within the budget based on historical spending of the budget?

The percentage is the cumulative amount spent divided by the entire year's amount planned times 100.

Example: If the actual cost for January was 10 and 100 was planned, the percentage is 10%. If the actual cost in February was 15, the percentage displayed is 25% (the sum of January and February divided by the year's planned amount). If 120 was spent over the year and 100 was planned, the percentage displayed will be 120%. Note that no icon will appear on the chart if data does not exist for that period.



| UI Element | Description |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <Legend> | <p>The legend displays for the selected item:</p> <ul style="list-style-type: none"> • The color used to represent the year in the graph. • The year. • The name of the selected item. •  (or  when a new annotation has been added to the KPI) Move the cursor above the icon to display the tooltip that provides detailed information about the KPI and access to the Explorer in the context of the KPI. For details, see "Display More Information About a Specific Objective or KPI" or "View and Analyze Results in the Explorer Page" in the <i>Business Analyst Guide</i>. <p>When you move the mouse over a point in the graph, a tooltip displays the value of the variance at that point and the exact corresponding date.</p> |
|  | <p>Indicates a regular "point" corresponding to a division of the time period selected for the report.</p> <p>Click the relevant data-point on this graph to update data in the <Actual and Planned Cost for Programs, Organizations, Suppliers, and Cost Categories> chart for the period (month or quarter) corresponding to the data-point.</p> <p>Double-click the "point" to display the KPI's detailed information in the Explorer tab for the period of time defined by the "point". For details, see "View and Analyze Results in the Explorer Page" in the <i>Business Analyst Guide</i>.</p> |
| <Values> | <p>Click the relevant point in the graph to displays the exact actual (spent) vs planned cost at that point in time.</p>  |
| <Y-axis> | <p>The highest amount on the vertical axis represents the maximum percentage of the budget used for a month or quarter period within the current year and previous two years.</p> |
| <X-axis> | <p>The month or the quarter.</p> |

Filtered by <context : item, time-frame>

The four tabs in this chart enable you to view actual and plan costs for the selected IT business service, organization, program, or customer for Programs, Organizations, Suppliers, and Cost Categories corresponding to the page type you selected (according to the table below). The chart or table displays information corresponding the month or quarter or the data-point you selected in the Overtime Cost Distribution Component or Year-over-Year Actual Cost Vs Planned Cost Component.

The chart can help answer these business questions:

- Where is the IT business service, organization, program, or customer spending?
- Where does actual cost exceed the plan?
- What is the state of this IT business service's programs, organizations, supplier, and cost category?

Toolbar


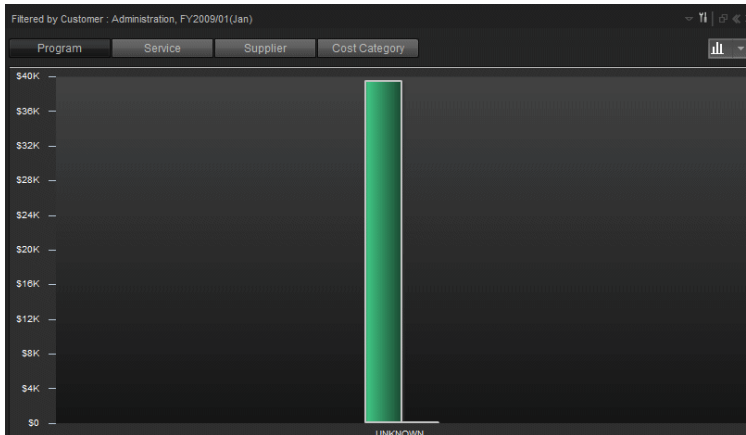
| UI Element | Description | | | | | | | | | | |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------|------------------|------------------------------------------------|--------------|-------------------------------------------|---------|------------------------------------------------|-----------|-------------------------------------------|
|  | Select the table or chart format. For details, see "Chart Format" on next page or "Table Format" on next page . | | | | | | | | | | |
| <Tabs> | <p>The tabs enable you to view actual and planned costs for the selected IT business service by program, operation, supplier, or cost category.</p> <p>This component is directly impacted by the selections in the page filter; depending on the page type you selected in the Select Page Type in the filter, different tabs are displayed in this component:</p> <table border="1"> <thead> <tr> <th>Page Type</th> <th>Tabs</th> </tr> </thead> <tbody> <tr> <td>Business Service</td> <td>Program, Organization, Supplier, Cost Category</td> </tr> <tr> <td>Organization</td> <td>Program, Service, Supplier, Cost Category</td> </tr> <tr> <td>Program</td> <td>Organization, Service, Supplier, Cost Category</td> </tr> <tr> <td>Customers</td> <td>Program, Service, Supplier, Cost Category</td> </tr> </tbody> </table> | Page Type | Tabs | Business Service | Program, Organization, Supplier, Cost Category | Organization | Program, Service, Supplier, Cost Category | Program | Organization, Service, Supplier, Cost Category | Customers | Program, Service, Supplier, Cost Category |
| Page Type | Tabs | | | | | | | | | | |
| Business Service | Program, Organization, Supplier, Cost Category | | | | | | | | | | |
| Organization | Program, Service, Supplier, Cost Category | | | | | | | | | | |
| Program | Organization, Service, Supplier, Cost Category | | | | | | | | | | |
| Customers | Program, Service, Supplier, Cost Category | | | | | | | | | | |

Chart Format



| UI Element | Description |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <Legend> | The legend identifies the costs: <ul style="list-style-type: none"> • Actual costs: Green • Planned costs: Purple |
| <Tabs> | The tabs enable you to view actual and planned costs for the selected IT business service by program, organization, supplier, or cost category. |
| <Bars> | The bars display the actual and planned costs for the selected Programs, Organization, Supplier, or Cost Category. |
| <X-axis> | List the programs, the organizations, the suppliers, or the cost categories. |
| <Y-axis> | The cost in the unit of the selected item. |

Table Format

Using data from the selected Program, Organization, Supplier, or Cost Category tab, the table shows the details of plan versus actual for the selected business service, organization, program, or customer area.

Filtered by service : SAP FI, FY2009/12 (Dec)

| Name | Actual Cost | Planned Cost |
|-------------------------|-------------|--------------|
| Sales & Mktg (APAC) | 5909.09 | 0 |
| IT Governance & Finance | 5909.09 | 0 |
| E A F | 5909.09 | 0 |
| Americas | 5909.09 | 0 |
| Alcatel | 5909.09 | 0 |
| Agfa Gevaert | 5909.09 | 0 |
| Adobe | 5909.09 | 0 |
| Administrative Services | 5909.09 | 0 |
| Administration | 5909.09 | 0 |
| APAC | 5909.09 | 0 |
| ACME Corporation | 5909.09 | 0 |

| UI Element | Description |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <Table> | <p>The table shows the actual and plan costs of programs, organizations, supplier, or cost category. An icon to the left of each name indicates how well the business service area is staying within the PoR.</p> <ul style="list-style-type: none">• Actual costs within 100% of the plan are green.• Actual costs between 100 - 110% are yellow.• Actual costs over 110% are red. <p>Note: Click any column header to sort the column by ascending or descending order.</p> |

View the Financial Performance of Business Services, Organizations, Customers, and Programs (Financial Summary Page)

The Financial Summary Page in the Dashboard provides an organization's CIO, IT Financial Manager, IT Financial Analyst, and IT Manager with a view of how their business services, organizations, customers, and programs are doing from the perspective of staying within their defined financial Plan of Record (PoR).

The page displays information all costs independently of their context (Business Service, Organization, Program, or Customer).

Use the page to help answer business questions such as these:

- What is the actual versus planned cost for the Business Services, Organizations, Programs, or Customers with the biggest budgets?
- How accurate is our planning?
- In what areas were expenses greater than anticipated?
- What are the capitalized expenses compared to the operational expenses (CapEx or OpEx)?
- What are the discretionary expenses compared to the non-discretionary expenses?
- What is the year over year comparison of actual versus planned costs between top 10 locations?

The data source is HP Asset Manager and HP Project and Portfolio Management.

To access:

In the Dashboard, click the **Financial Summary** tab, if it is displayed, or click the **Page Gallery**



button in the Dashboard toolbar, and drag the **Financial Summary** page outside the **Page Gallery** box, and close the box.

Learn More

- The interactive dashboard dynamically updates the charts when you select a different year, change the option to view monthly or quarterly costs, or drill down to get more details.
- The Financial Planning and Analysis data is gathered from the relevant data sources (HP Project and Portfolio Management and HP Asset Manager) and calculated according to the finance KPIs related to the FinancialManagement Context (universe). These KPIs have KPI Breakdowns. The KPI Breakdowns are used to provide overview data in the Financial Summary page in the Dashboard.
- The Financial Summary page in the Dashboard includes three tiers containing financial components. The first tier displays a high level view of the data for the selected year. The second tier is a monthly drill down of the first tier. The third tier shows charts and tables that provide a more detailed view of the data.

Tasks

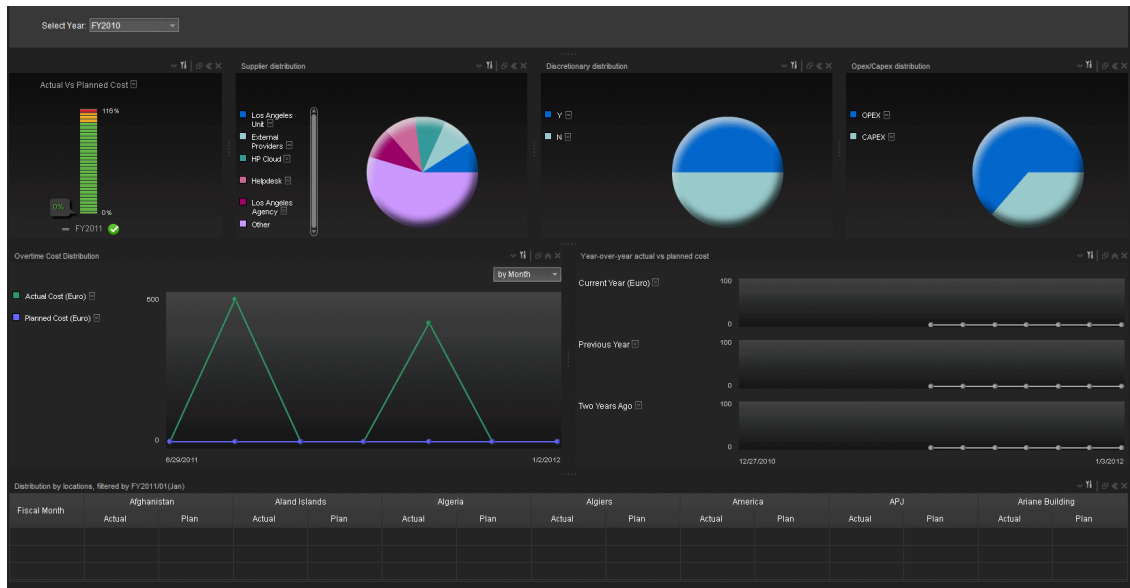
View the Financial Summary report in the relevant Dashboard page. For details, see To access.

UI Description

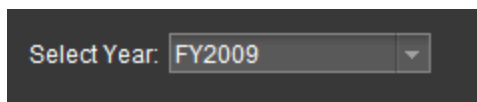
Financial Summary Page

This page provides an organization's CIO, IT Financial Manager, IT Financial Analyst, or IT Manager with a financial overview of the actual and planned costs per selected fiscal year from the perspective of staying between its defined Financial Plan of Record (PoR).

Tip: The Dashboard reports display data based on the default allocation scenario (the scenario that is assigned the Affects Dashboard option). Before a scenario is assigned the option, or after the option has been removed from the current default scenario (meaning that there is no default scenario), the Dashboard reports display data that is based on raw data obtained from Data Warehouse.



<Page Filter>



User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets>):

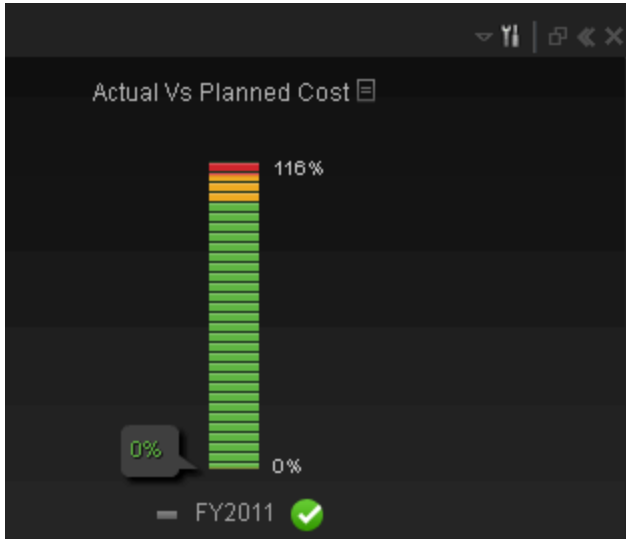
| UI Element | Description |
|------------|-------------|
|------------|-------------|

| | |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Select Year | Select the fiscal year for which you want to see data. Lists the past two years and the current year. The data in the page is refreshed in each one of the displayed components each time you select a different item in the Select Year field. |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|








Actual Cost Vs Planned Cost

The component displays the total IT planned costs versus actual costs for the selected year.

The chart can help answer the following business question: Are the costs staying within the PoR?



User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets>):

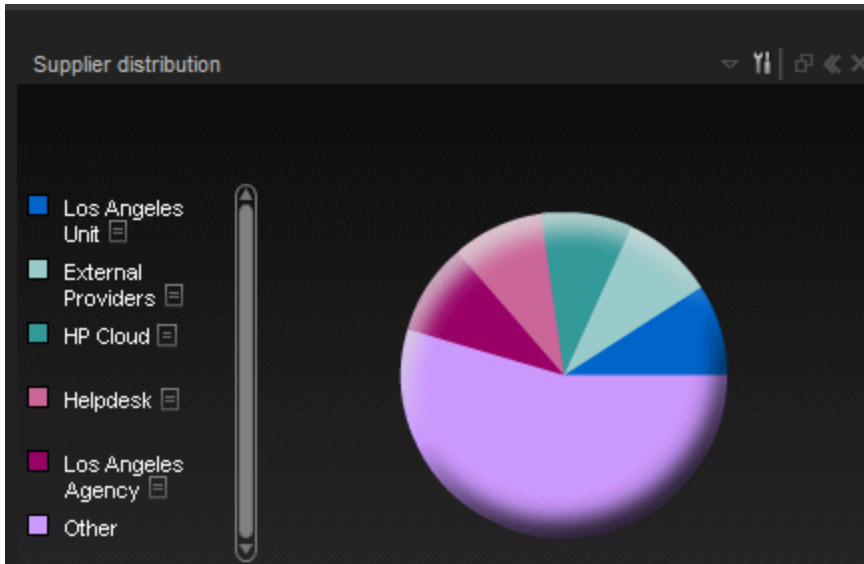
| UI Element | Description |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><Actual vs Planned Cost></p> | <p>The total actual cost for the year divided by the total planned cost for the year.</p> <p>The chart displays:</p> <ul style="list-style-type: none"> •  (or  when a new annotation has been added to the corresponding KPI). Move the cursor above the icon to display a tooltip that provides detailed information about the item and access to the Explorer in the context of the item. For details, see "Display More Information About a Specific Objective or KPI" or "View and Analyze Results in the Explorer Page" in the <i>Business Analyst Guide</i>. • The vertical scale lists the percentage of planned versus actual cost: <ul style="list-style-type: none"> ▪ (green) Actual costs within 100% of the plan are green. ▪ (yellow) Actual costs between 100 - 110% are yellow. ▪ (red) Actual costs over 110% are red. • The value (percentage) at the top of the colored bar represents the highest threshold value of the actual cost. The value (percentage) at the bottom of the colored bar, represents the lowest threshold value of the actual cost. The percentage indicates the actual cost divided by the plan cost multiplied by 100. • The colors of the small bars represent the thresholds defined for the actual cost and the planned cost. • The arrow indicates the value of the total actual cost for the year divided by the planned cost for the year. The color of the text corresponds to the item status. • The text at the bottom of the bar indicates the selected year. • The icon to the left of the display period indicates the trend  calculated over the display period. • The icon to the right of the display period indicates the status of the actual cost for the year divided by the planned cost for the year: <ul style="list-style-type: none"> ▪  indicates that the status is Good(when the actual cost is less than the planned cost). ▪  indicates that the status is Warning. ▪  indicates that the status is Critical. ▪  indicates that the status was not calculated or that there was an error in the calculation. |



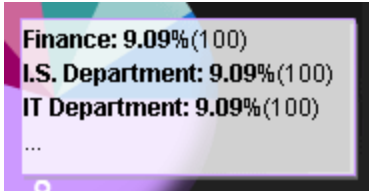
Supplier Distribution

The component enables you to view the cost distribution of the top five suppliers listed by the highest actual cost for the selected year.

The chart can help answer these business questions:

- What suppliers are consuming the majority of the actual cost?
- What percent of the actual cost is for all other suppliers?



| UI Element | Description |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <Legend> | <p>The legend identifies the supplier. It includes:</p> <ul style="list-style-type: none"> The color of the slice followed by the name of the corresponding supplier. Double-click the name to open the Explorer tab filtered for the selected element. For details, see "View and Analyze Results in the Explorer Page" in the <i>Business Analyst Guide</i>.  (or  when a new annotation has been added to the supplier) Move the cursor above the icon to display the tooltip that provides detailed information about the supplier and access to the Explorer in the context of the supplier. For details, see "Display More Information About a Specific Objective or KPI" or "View and Analyze Results in the Explorer Page" in the <i>Business Analyst Guide</i>. |
| <Pie> | <p>The top 5 suppliers are each represented by a slice of the pie. The rest of the suppliers are represented by the bottom slice.</p> |
| <Tooltip> | <p>Move the mouse over the pie chart to view the allocation of the actual cost by supplier and identify the majority of the actual costs. The tooltip for the large bottom slice displays the percentage of actual costs for the other main suppliers. Three dots indicate that there are more suppliers.</p>  |



Discretionary Distribution

The component enables you to view the distribution of your total discretionary and non-discretionary costs for the selected year.

The chart can help answer this business question:

- What percentage of the actual cost is discretionary versus non-discretionary?

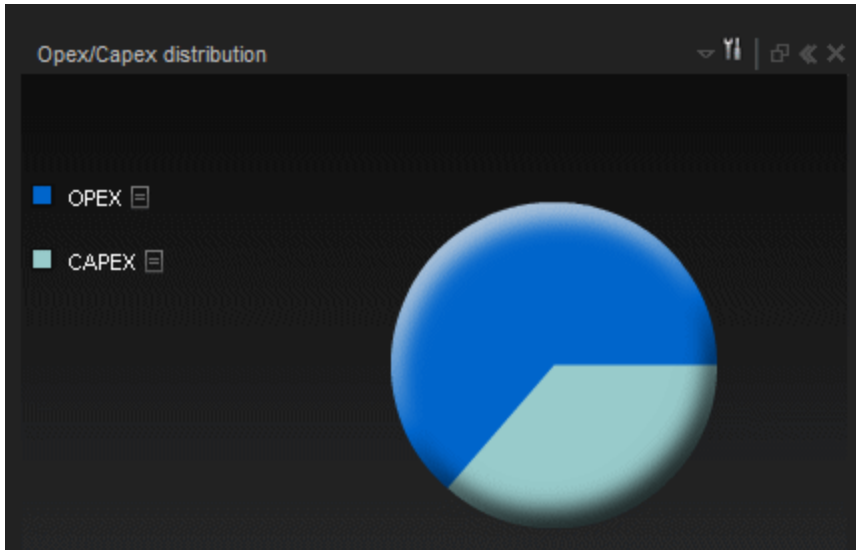




| UI Element | Description |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <Legend> | <p>The legend identifies which section of the pie chart shows discretionary spending and which section shows non-discretionary spending. It includes:</p> <ul style="list-style-type: none"> • The color of the slice followed by the name of the selected Business Service, Organization, Program, or Customer Breakdown, followed by the dimension (discretionary, non-discretionary, or other). Double-click the name to open the Explorer tab filtered for the selected element. For details, see "View and Analyze Results in the Explorer Page" in the <i>Business Analyst Guide</i>. •  (or  when a new annotation has been added to the KPI) Move the cursor above the icon to display the tooltip that provides detailed information about the KPI and access to the Explorer in the context of the KPI. For details, see "Display More Information About a Specific Objective or KPI" or "View and Analyze Results in the Explorer Page" in the <i>Business Analyst Guide</i>. |
| <Pie> | <p>Each KPI dimension is represented by a slice of the pie. One slice of the pie represents the actual discretionary costs for the year (Y), the non-discretionary costs for the year (N), and the other costs for the year (Other).</p> |
| <Tooltip> | <p>Move the mouse over the pie slices to display a tooltip that includes the percentage of discretionary costs and non-discretionary costs for the year-to-date.</p> |

Opex/Capex Distribution

The component enables you to view the opex and capex total costs for the selected year.

The chart can help answer the following business question: How much does your company spend in investments (CAPEX) and in operating costs (OPEX).



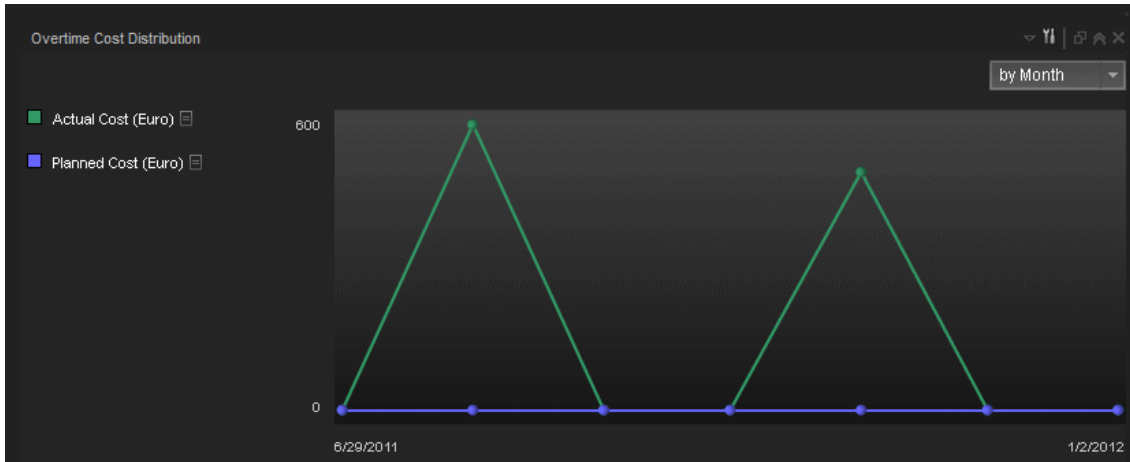
| UI Element | Description |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <Legend> | <ul style="list-style-type: none"> The color of the slice followed by the name of the corresponding category. Double-click the name to open the Explorer tab filtered for the selected element. For details, see "View and Analyze Results in the Explorer Page" in the <i>Business Analyst Guide</i>.  (or  when a new annotation has been added to the KPI) Move the cursor above the icon to display the tooltip that provides detailed information about the KPI and access to the Explorer in the context of the KPI. For details, see "Display More Information About a Specific Objective or KPI" or "View and Analyze Results in the Explorer Page" in the <i>Business Analyst Guide</i>. |
| <Pie> | One slice represents the total Opex cost for the year, the other slice represents the total Capex cost for the year. |
| <Tooltip> | Move the mouse over the pie slices to display a tooltip that include detailed information about the selected item. |



Overtime Cost Distribution Component


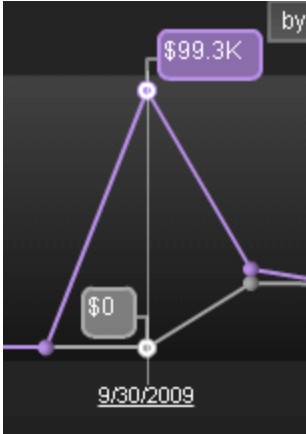
This component displays the planned cost versus the actual cost month-by-month (or quarter-by-quarter). The chart starts with the first month of the selected fiscal year. You have the option to display the information quarterly.

The chart can help answer the following business questions:

- How well are the planned costs staying within the plan on a monthly and quarterly basis?
- When did actual spending exceed the plan?



| UI Element | Description |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <Legend> | <p>The legend displays for the selected item:</p> <ul style="list-style-type: none"> • The color used to represent the type of cost in the graph. • The type of cost followed by the unit. •  (or  when a new annotation has been added to the KPI) Move the cursor above the icon to display the tooltip that provides detailed information about the KPI and access to the Explorer in the context of the KPI. For details, see "Display More Information About a Specific Objective or KPI" or "View and Analyze Results in the Explorer Page" in the <i>Business Analyst Guide</i>. <p>When data is not available for one or more of the KPIs, the corresponding line does not appear in the graph.</p> |

| UI Element | Description |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>Indicates a "point" corresponding to a division of the time period selected for the report.</p> <p>Click the relevant data-point on this graph to update data in the table below.</p> <p>Hover above the relevant point in the graph to display the exact planned or actual costs at that point in time.</p>  |
| <Y-axis> | The Y-axis displays the values of the costs in the relevant unit. |
| <X-axis> | The X-axis displays the time frame you selected (fiscal year), split into months or quarters. |

Year-Over-Year Actual vs Planned Cost Component

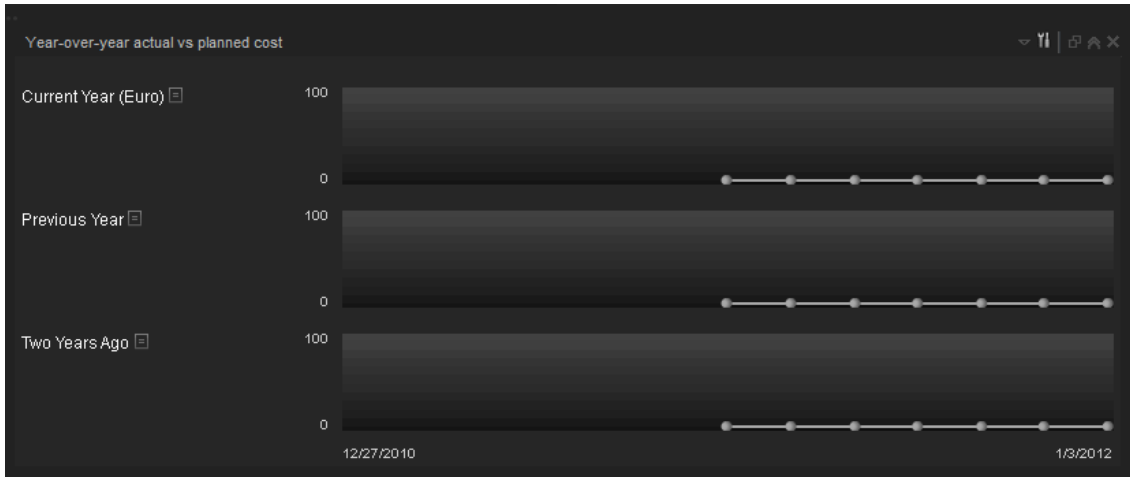
This component displays, for up to 3 years (current, previous, and two years ago) the year-over-year ratio of actual (spent) per month (or quarter) vs planned total cost for the fiscal year. The chart starts with the first month of the selected fiscal year. You have the option to display the information quarterly. This chart enables the business analyst to compare monthly/quarterly costs spending over the years.



The chart can help answer the following business question:


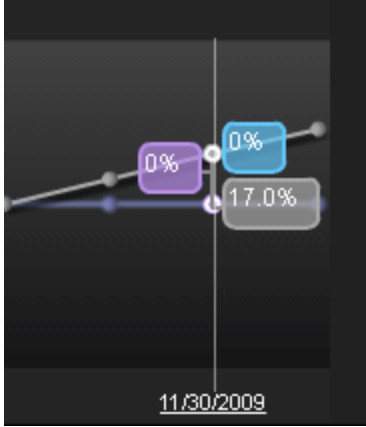
- How well is the actual cost staying within the budget based on historical spending of the budget?

The percentage is the cumulative amount spent divided by the entire year's amount planned times 100.

Example: If the actual cost for January was 10 and 100 was planned, the percentage is 10%. If the actual cost in February was 15, the percentage displayed is 25% (the sum of January and February divided by the year's planned amount). If 120 was spent over the year and 100 was planned, the percentage displayed will be 120%. Note that no icon will appear on the chart if data does not exist for that period.



| UI Element | Description |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <Legend> | <p>The legend displays for the selected item:</p> <ul style="list-style-type: none"> • The color used to represent each year in the graph. •  (or  when a new annotation has been added to the KPI) Move the cursor above the icon to display the tooltip that provides detailed information about the KPI and access to the Explorer in the context of the KPI. For details, see "Display More Information About a Specific Objective or KPI" or "View and Analyze Results in the Explorer Page" in the <i>Business Analyst Guide</i>. <p>When you move the mouse over a point in the graph, a tooltip displays the value of the variance at that point and the exact corresponding date.</p> |

| UI Element | Description |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>Indicates a regular "point" corresponding to a division of the time period selected for the report.</p> <p>Click the relevant data-point on this graph to update data in the table below.</p> <p>Click the relevant point in the graph to displays the exact actual (spent) cost, the planned cost, and the variance for the year at that point in time.</p>  |
| <Y-axis> | <p>The highest amount on the vertical axis represents the maximum percentage of the budget used for a month or quarter period within the current year and previous two years.</p> |
| <X-axis> | <p>The month or the quarter.</p> |

Distribution by

The table displays month-by-month or quarter-by-quarter data for 3 years (the currently selected year and the 2 previous years if data is available). For better analysis, comparison data by Locations is displayed in one row.

Click a point in the Overtime Cost Distribution Component or on the Year-Over-Year Actual vs Planned Cost Component, to refresh the data displayed in the table.



| Distribution by locations, filtered by FY2010(Jan) | | | | | | | | | | | | | | |
|----------------------------------------------------|-------------|------|---------------|------|---------|------|---------|------|---------|------|--------|------|-----------------|------|
| Fiscal Month | Afghanistan | | Aland Islands | | Algeria | | Algiers | | America | | APJ | | Ariane Building | |
| | Actual | Plan | Actual | Plan | Actual | Plan | Actual | Plan | Actual | Plan | Actual | Plan | Actual | Plan |
| | | | | | | | | | | | | | | |

| UI Element | Description |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <Table> | <p>The table shows for the Fiscal Month or Fiscal Quarter the actual and planned cost per location.</p> <p>If the actual cost is higher than the planned cost by more than 10%, the row background becomes red.</p> <p>If the actual cost is higher than the planned cost by up to 10%, the row background becomes yellow.</p> <p>When the year is selected the table first row is the first month of the year.</p> |




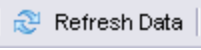
View the Cost of Business Services Per Customer and Fiscal Year (Bill of IT)

You can use the Bill of IT Web Intelligence (Webi) report to display the cost of each one of the top 10 business services used by the selected customer during the selected fiscal year. The top 10 business services correspond to the business services with the highest cost. When you refresh the data in the report, you are prompted for the customer name and the fiscal year.


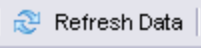

The data source is HP Asset Manager and HP Project and Portfolio Management.

To access:

In the Dashboard, you can do one of the following:

- Click the **Bill of IT** tab, if it is displayed.
- Click the **Page Gallery**  button in the Dashboard toolbar, double-click the **Bill of IT** page in the **Page Gallery** box, and close the box.
- Click the **Page Gallery**  button in the Dashboard toolbar, and drag the **Bill of IT** page outside the **Page Gallery** box, and close the box.
- Click  in the Dashboard toolbar, and add a Web Intelligence Report Viewer component that includes the Bill of IT report.
- Click  to open the Prompts dialog box where you can select another filter for the report.

Learn More

- The page displays a Web Intelligence Report Component Viewer component that includes the Bill of IT report.
- Click  to get the latest information stored in the report.
- Click  to open the Prompts dialog box where you can select another filter for the report. The top section of the Prompts dialog box displays the current selection. To modify the filter, select one of the items in the top section and click the **Refresh Values** button to list the relevant values in the middle left box. Select the relevant value and click the right-pointing arrow to display the value you selected in the middle right box. You can enter a search pattern and click  to search for a specific value in the list of values. Click **Run Query** to return to the report filtered using the selected values.

Note: The audience for the Bill of IT report is usually the Chief Financial Officer (CFO).

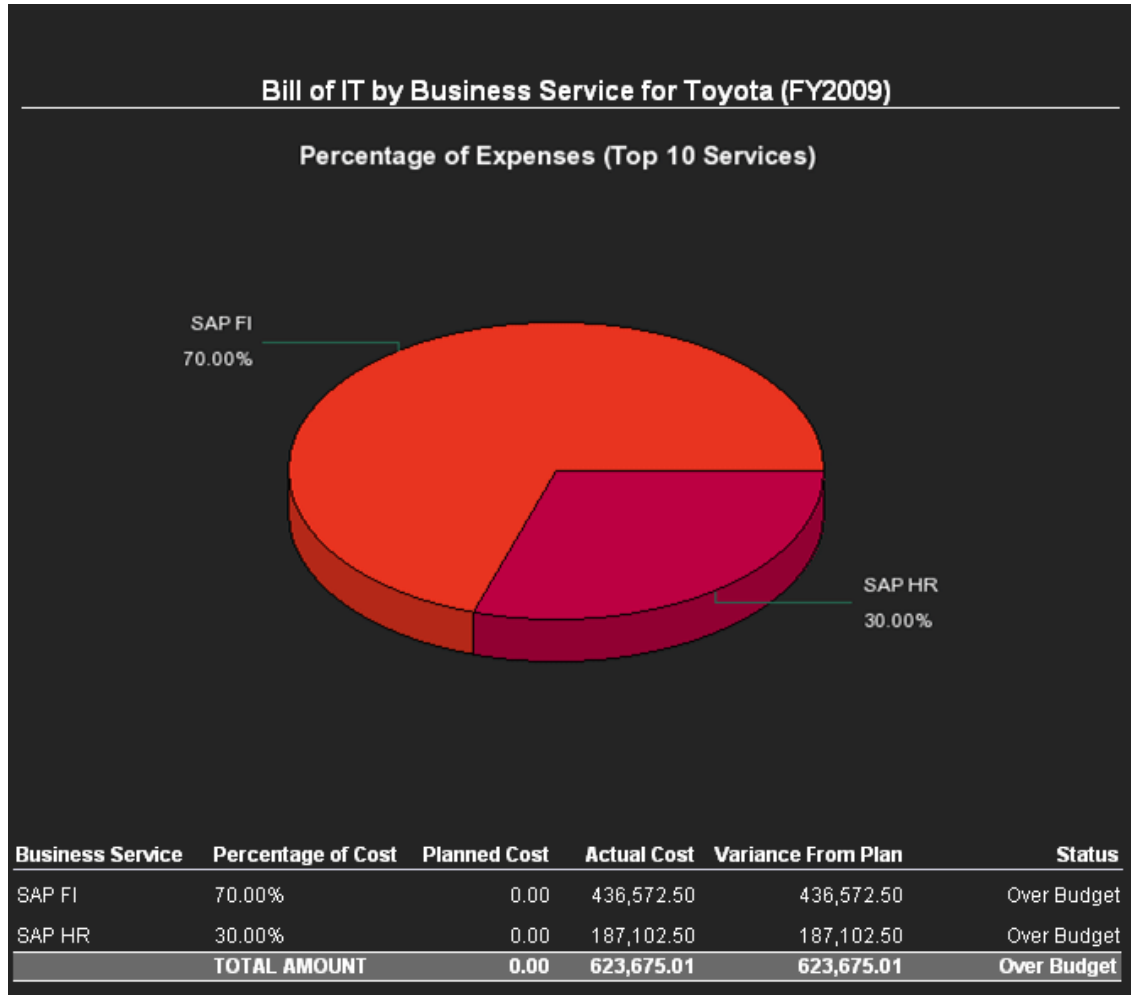
Tasks

View the Bill of IT report in the relevant Dashboard page. For details, see To access.

UI Description

Bill of IT Page

Tip: The Dashboard reports display data based on the default allocation scenario (the scenario that is assigned the Affects Dashboard option). Before a scenario is assigned the option, or after the option has been removed from the current default scenario (meaning that there is no default scenario), the Dashboard reports display data that is based on raw data obtained from Data Warehouse.



Pie Chart

User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets):

| UI Element | Description |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <Pie slice> | Each pie slice represents the percentage of the actual cost for one of the top 10 business services used by the selected customer over the selected fiscal year. |

Table


User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets>):


| UI Element | Description |
|--------------------|----------------------------------------------------------------------------------------------------------------------|
| <Percentage> | The percentage of the actual cost for the customer's top 10 business services. |
| Business Service | The name of the business service |
| Actual Cost | The actual cost for the customer's top 10 business services. |
| Planned Cost | The planned cost for the customer's top 10 business services. |
| Variance from Plan | The actual cost - planned cost for the customer's top 10 business services. |
| Status | The status of the Business Service. This can be: Over Budget , Compliant , or 10% Over Budget . |

Prompts

The Prompts dialog box enables you to select other conditions for the display of the page.

The top section of the Prompts dialog box displays the current selection.

To modify the filter, select one of the items in the top section and click the **Refresh Values**  button to list the relevant values in the middle left box. Select the relevant value and click the right-pointing arrow to display the value you selected in the middle right box.

You can enter a search pattern and click  to search for a specific value in the list of values.

Click **Run Query** to return to the report filtered using the selected values.





View the Cost Breakdown by Cost Category per Fiscal Year and Business Service

You can use the Cost of Service Cost Categories Web Intelligence (Webi) report to display, per selected fiscal year, and per selected business service, the cost breakdown by cost category. When you select the report, you are prompted for the business service and the fiscal year.



The data source is HP Asset Manager and HP Project and Portfolio Management.

To access:

In the Dashboard, you can do one of the following:

- Click the **Cost of Service Cost Categories** tab, if it is displayed.
- Click the **Page Gallery**  button in the Dashboard toolbar, double-click the **Cost of Service Cost Categories** page in the **Page Gallery** box, and close the box.
- Click the **Page Gallery**  button in the Dashboard toolbar, and drag the **Cost of Service Cost Categories** page outside the **Page Gallery** box, and close the box.
- Click  in the Dashboard toolbar, and add a Web Intelligence Report Viewer component that includes the **Cost of Service Cost Categories** report.
- Click  to open the Prompts dialog box where you can select another filter for the report.

Learn More

- The page displays a Web Intelligence Report Component Viewer component that includes the Service Decomposition by Cost Category report.
- Click  to get the latest information stored in the report.
- Click  to open the Prompts dialog box where you can select another filter for the report.

Note: The audience for the Cost of Service Cost Categories report is usually the IT Financial Manager.

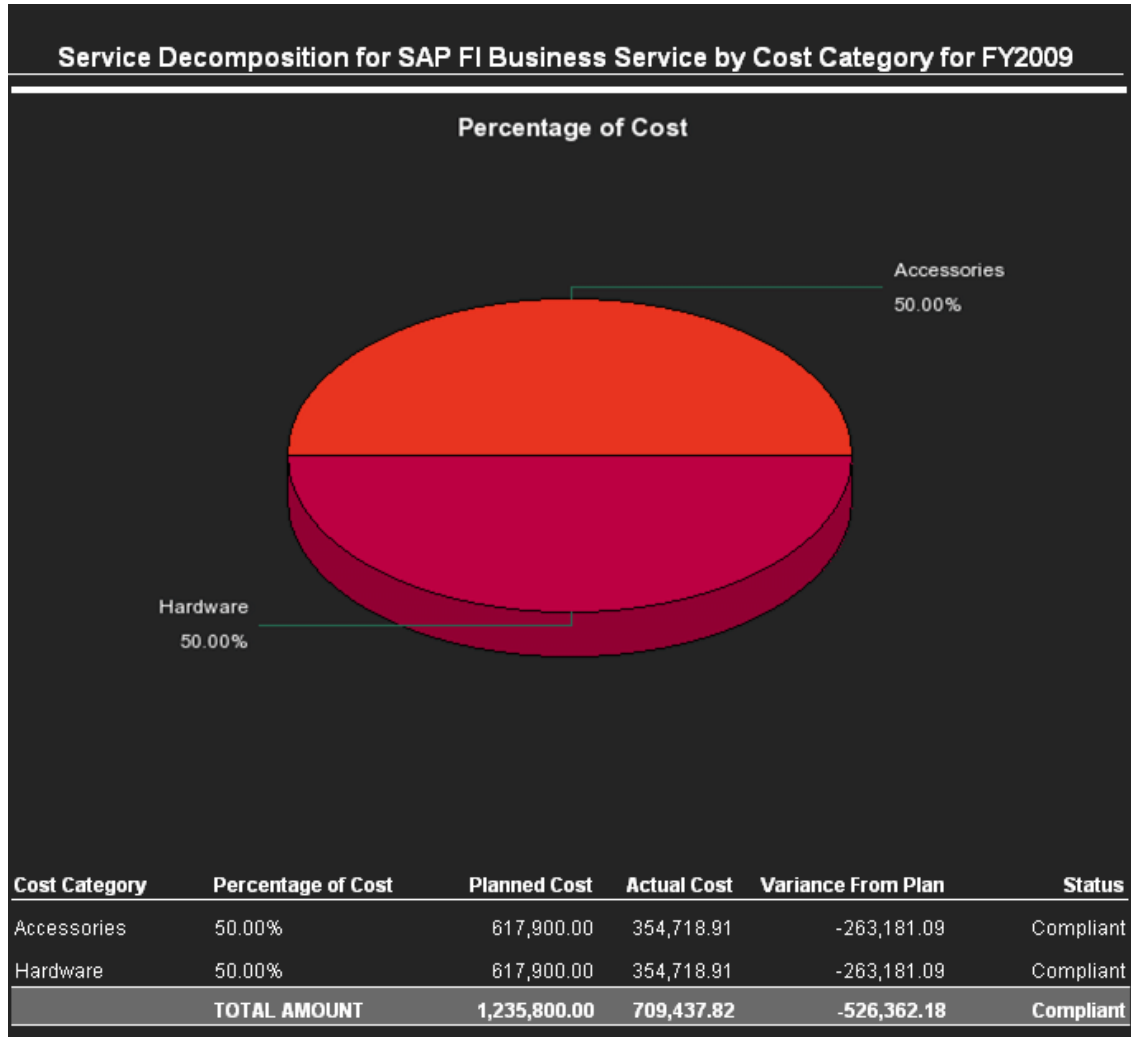
Tasks

View the Cost of Service Cost Categories report in the relevant Dashboard page. For details, see To access.

UI Description

Cost of Service Cost Categories

Tip: The Dashboard reports display data based on the default allocation scenario (the scenario that is assigned the Affects Dashboard option). Before a scenario is assigned the option, or after the option has been removed from the current default scenario (meaning that there is no default scenario), the Dashboard reports display data that is based on raw data obtained from Data Warehouse.



Pie Chart

User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets>):

| UI Element | Description |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <Pie slice> | Each pie slice represents the cost of the relevant cost category relative to the total cost of the selected business service for the selected fiscal year. A slice where actual costs exceed planned costs is red. |

Table


User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets):


| UI Element | Description |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cost Category | The cost category. |
| Percentage of Cost | The percentage of the actual cost for the Cost Category for the selected fiscal year and business service. |
| Planned Cost | The planned cost of the relevant Cost Category for the selected fiscal year and business service. |
| Actual Cost | The actual cost of the Cost Category for the selected fiscal year and business service. |
| Variance from Plan | The difference between the Actual Cost value and the Planned Cost value for the selected fiscal year and business service. |
| Status | The status of the variance from plan of the cost category. This can be: Over Budget, 10% Over Budget, or Compliant. |
| Total Amount | <p>Actual Cost shows the total actual cost of all cost categories for the selected fiscal year and business service.</p> <p>Planned Cost field shows the total planned cost of all cost categories for the selected fiscal year and business service.</p> <p>Variance from Plan field shows the difference between the Actual Cost value and the Planned Cost value for all cost categories for the selected fiscal year and business service.</p> <p>Status shows the global status of all the cost categories for the selected fiscal year and business service.</p> <p>The actual amounts may be larger than the amounts shown on the Cost of Service CI Types report due to cost categories amounts with no associated CI type.</p> |

Prompts

The Prompts dialog box enables you to select other conditions for the display of the page.

The top section of the Prompts dialog box displays the current selection.

To modify the filter, select one of the items in the top section and click the **Refresh Values**  button to list the relevant values in the middle left box. Select the relevant value and click the right-pointing arrow to display the value you selected in the middle right box.

You can enter a search pattern and click  to search for a specific value in the list of values.

Click **Run Query** to return to the report filtered using the selected values.

View the Cost Breakdown by CI Types per Fiscal Year, Business Service, and Cost Category





You can use the Cost of Service CI Types Web Intelligence (Webi) report to display, per selected fiscal year, per selected business service, and per selected cost category, the cost breakdown by CI Type. When you select the report, you are prompted for the business service, the fiscal year, and the cost category.

The cost categories are: Hardware, Software, and Licenses. For example, the Hardware cost category may include different CI Types: Computer, Printer, or Server.



The data source is HP Asset Manager and HP Project and Portfolio Management.

To access:

In the Dashboard, you can do one of the following:

- Click the **Cost of Service CI Types** tab, if it is displayed.
- Click the **Page Gallery**  button in the Dashboard toolbar, double-click the **Cost of Service CI Types** page in the **Page Gallery** box, and close the box.
- Click the **Page Gallery**  button in the Dashboard toolbar, and drag the **Cost of Service CI Types** page outside the **Page Gallery** box, and close the box.
- Click  in the Dashboard toolbar, and add a Web Intelligence Report Viewer component that includes the **Cost of Service CI Types** report.
- Click  to open the Prompts dialog box where you can select another filter for the report.

Learn More

- The page displays a Web Intelligence Report Component Viewer component that includes the Cost of Service CI Types report.
- Click  to get the latest information stored in the report.
- Click  to open the Prompts dialog box where you can select another filter for the report.

Note: The audience for the Cost of Service CI Types report is usually the IT Financial Manager.

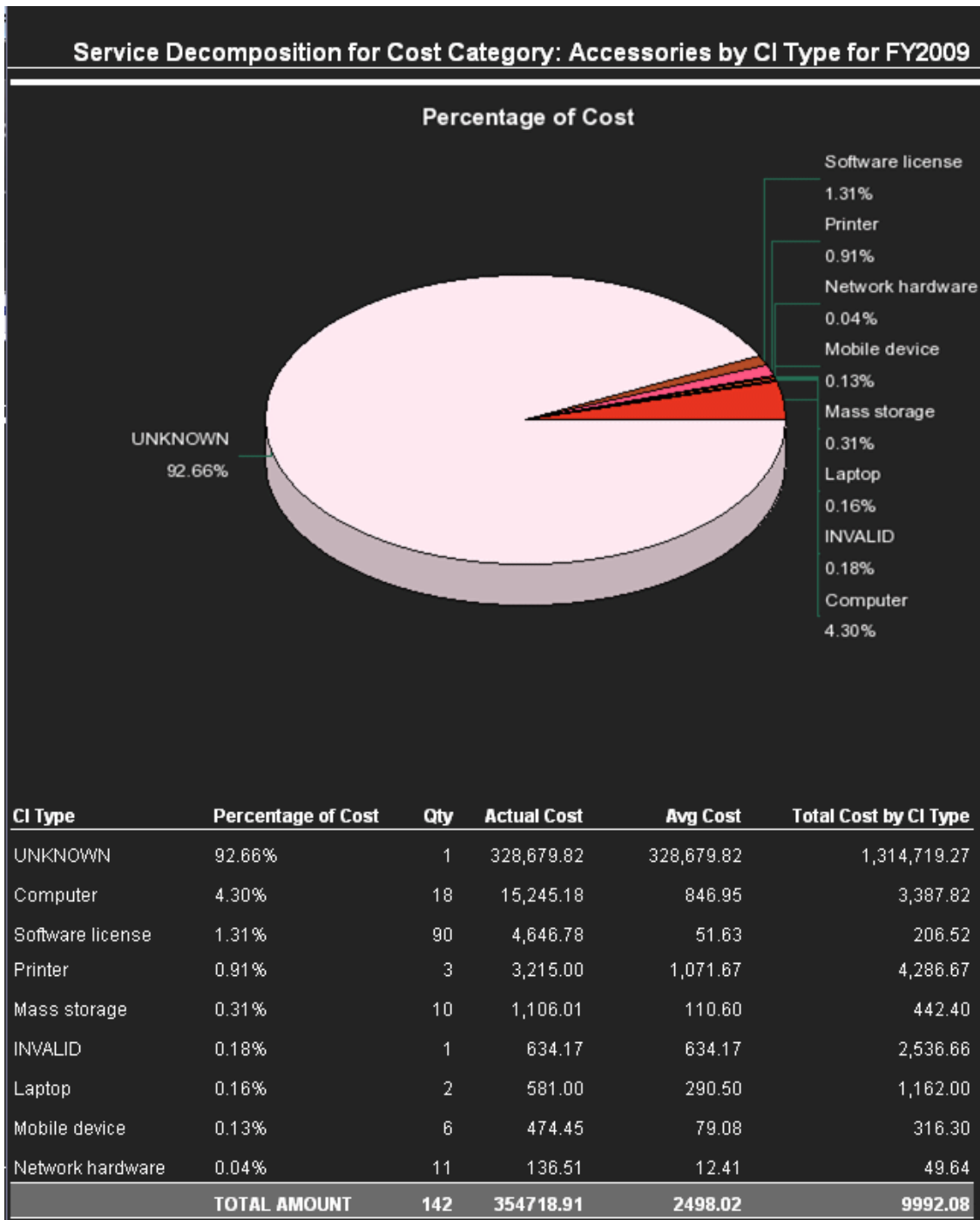
Tasks

View the Cost of Service CI Types report in the relevant Dashboard page. For details, see To access.

UI Description

Cost of Service CI Types

Tip: The Dashboard reports display data based on the default allocation scenario (the scenario that is assigned the Affects Dashboard option). Before a scenario is assigned the option, or after the option has been removed from the current default scenario (meaning that there is no default scenario), the Dashboard reports display data that is based on raw data obtained from Data Warehouse.



Pie Chart

User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets>):

| UI Element | Description |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| <Pie slice> | Each pie slice represents the cost of the relevant CI Type relative to the total cost of the selected cost category, business service, and fiscal year. |

Table


User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets):


| UI Element | Description |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CI Type | The CI Type. |
| Percentage of Cost | The actual cost of the CI Type relative to the total cost of the selected cost category, business service, and fiscal year. |
| Qty | The number of items of the CI Type. For example, the number of computers in the Hardware Cost Category. |
| Actual Cost | The cost of the CI Type for the selected cost category, business service, and fiscal year. |
| Avg Cost | The actual cost of the CI Type divided by the number of items in the selected Cost Category. |
| Total Cost by CI Type | The total cost of the relevant CI Type across all the Cost Categories. |
| Total Amount | In the Total Amounts row: <ul style="list-style-type: none"> • Qty shows the total amount of items listed in the table. • Actual Cost shows the total of the Actual Costs of all the CI Types. • Avg Cost shows the average of all the Avg Cost values for all the CI Types. • Total Cost by CI Type shows the total cost for each CI Type without for all business services and cost categories. |

Prompts

The Prompts dialog box enables you to select other conditions for the display of the page.

The top section of the Prompts dialog box displays the current selection.

To modify the filter, select one of the items in the top section and click the **Refresh Values**  button to list the relevant values in the middle left box. Select the relevant value and click the right-pointing arrow to display the value you selected in the middle right box.

You can enter a search pattern and click  to search for a specific value in the list of values.

Click **Run Query** to return to the report filtered using the selected values.

View the Cost Breakdown per Fiscal Year, Business Service, Cost Category, and Model





You can use the Cost of Service CI Type Models Web Intelligence (Webi) report to display, per selected fiscal year, business service, cost category, and CI Type, the cost breakdown by Model. When you select the report, you are prompted for the business service, the fiscal year, the cost category, and the CI Type..

The cost categories are: Hardware, Software, and Licenses. For example, the Hardware cost category may include different CI Types: Computer, Printer, or Server. Each CI Type includes several Models.



The data source is HP Asset Manager and HP Project and Portfolio Management.

To access:

In the Dashboard, you can do one of the following:

- Click the **Cost of Service CI Type Models** tab, if it is displayed.
- Click the **Page Gallery**  button in the Dashboard toolbar, double-click the **Cost of Service CI Type Models** page in the **Page Gallery** box, and close the box.
- Click the **Page Gallery**  button in the Dashboard toolbar, and drag the **Cost of Service CI Type Models** page outside the **Page Gallery** box, and close the box.
- Click  in the Dashboard toolbar, and add a Web Intelligence Report Viewer component that includes the **Cost of Service CI Type Models** report.
- Click  Refresh Data in the toolbar to display the Prompts dialog box where you can select the elements you want to display.

Learn More

- The page displays a Web Intelligence Report Component Viewer component that includes the Cost of Service CI Type Models report.
- Click  to get the latest information stored in the report.
- Click  Refresh Data to open the Prompts dialog box where you can select another filter for the report.

Note: The audience for the Cost of Service CI Type Models report is usually the IT Financial Manager.

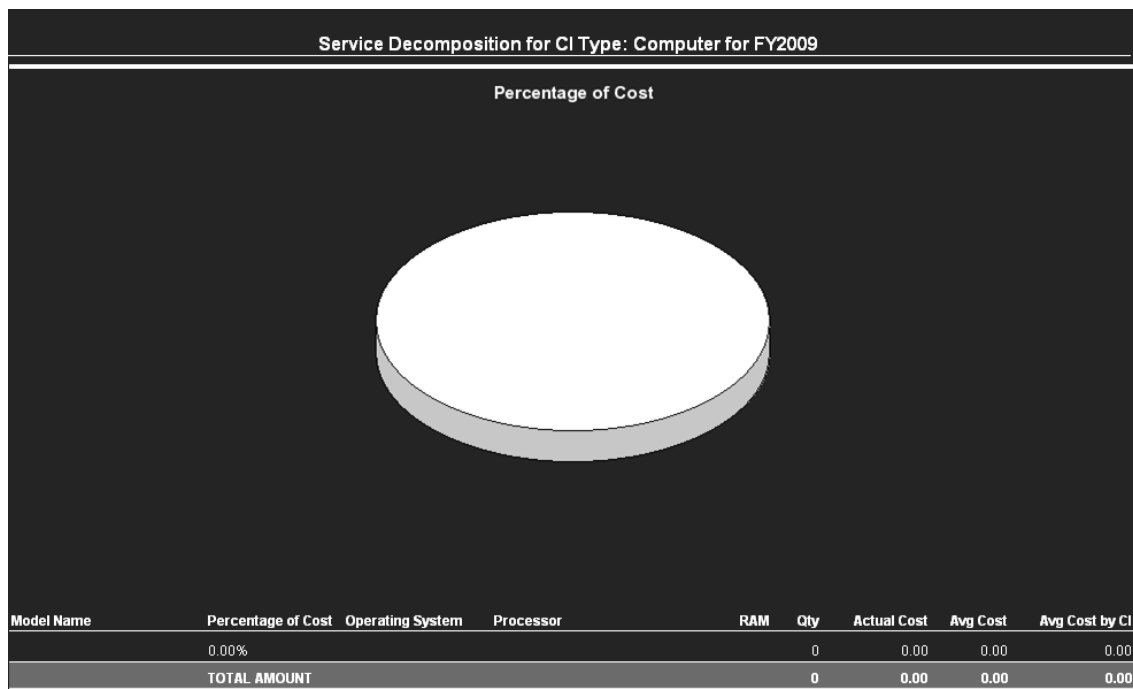
Tasks

View the Cost of Service CI Type Models report in the relevant Dashboard page. For details, see To access.

UI Description

Cost of Service CI Type Models Page

Tip: The Dashboard reports display data based on the default allocation scenario (the scenario that is assigned the Affects Dashboard option). Before a scenario is assigned the option, or after the option has been removed from the current default scenario (meaning that there is no default scenario), the Dashboard reports display data that is based on raw data obtained from Data Warehouse.



Pie Chart

User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets):

| UI Element | Description |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <Pie slice> | Each pie slice represents the cost of the relevant Model relative to the total cost of the selected CI Type, cost category, business service, and fiscal year. |

Table

User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets):


| UI Element | Description |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Model Name | The name of the models included in the selected CI Type and cost category. |
| Percentage of Cost | The actual cost of the specific model (KPI) relative to the total cost of the selected CI Type, cost category, business service, and fiscal year. |
| <CI Type KPIs> | The values of the KPIs of the CI Type. For example, for the Computer CI Type in the Hardware Cost Category, the KPIs can be: Operating System, Processor, and RAM. The Model Name CI Type may have different values: Desktop HP dx6050 and Desktop Ultra flat HP DC7100. The Operating System CI Type represents the operating systems used by the different models of computers. |
| Qty | The number of items of the specific model. |
| Actual Cost | The total cost of the specific model. |
| Avg Cost | The total cost for the specific model divided by the value of the number of items. |
| Avg Cost by CI | The average cost of all CI Types across all Cost Categories. |
| Total Amount | In the Total Amount row: <ul style="list-style-type: none"> • Qty shows the total amount of items listed in the table. • Actual Cost shows the total cost of all the items in all the models. • Avg Cost shows the value of the Actual Cost divided by the value of Qty. • Avg Cost by CI shows the average cost of all CIs of any type across the entire data warehouse without filters. This amount may include types that do not appear in the report because they do not match the business service and cost category filters. |


Prompts

The dialog box enables you to select other conditions for the Service Decomposition by CI Type Detail.

The Prompts dialog box enables you to select other conditions for the display of the page.

The top section of the Prompts dialog box displays the current selection.

To modify the filter, select one of the items in the top section and click the **Refresh Values**  button to list the relevant values in the middle left box. Select the relevant value and click the right-pointing arrow to display the value you selected in the middle right box.

You can enter a search pattern and click  to search for a specific value in the list of values.

Click **Run Query** to return to the report filtered using the selected values.

View the Multi-Dimensional Cost Comparison Analysis per Fiscal Year, Customer, Business Service, Organization, Supplier

You can use the Multi-Dimensional Cost Comparison Analysis Web Intelligence (Webi) report to display, in separate graphs and tables, for each quarter of the selected fiscal years, for the selected Customer/Business Service/Organization/Supplier:



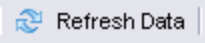
- The variance in amount between the planned and actual costs of each one of the 10 Customers/Business Services/Organizations/Suppliers with the highest variance for the selected time period.
- The variance in percentage between the planned and actual costs of each one of the 10 Customers/Business Services/Organizations/Suppliers with the highest variance for the selected time period.
- The actual cost of each one of the 10 Customers/Business Services/Organizations/Suppliers with the highest actual cost for the selected time period.
- The planned cost of each one of the 10 Customers/Business Services/Organizations/Suppliers with the highest planned cost for the selected time period.

When you refresh the data in the report, you are prompted for the fiscal years you want to display in the report.


The data source is HP Asset Manager and HP Project and Portfolio Management.

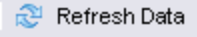
To access:

In the Dashboard, you can do one of the following:

- Click the **Multi-Dimensional Cost Comparison Analysis** tab, if it is displayed.
- Click the **Page Gallery**  button in the Dashboard toolbar, double-click the **Multi-Dimensional Cost Comparison Analysis** page in the **Page Gallery** box, and close the box.
- Click the **Page Gallery**  button in the Dashboard toolbar, and drag the **Multi-Dimensional Cost Comparison Analysis** page outside the **Page Gallery** box, and close the box.
- Click the **Customers/Business Services/Organizations/Suppliers** tab at the bottom of the report.
- Click  to open the Prompts dialog box where you can select another filter for the report.

Learn More

- The page displays a Web Intelligence Report Viewer component that includes the Multi-Dimensional Cost Comparison Analysis report.
- Click  to get the latest information stored in the report.

- Click  to open the Prompts dialog box where you can select another filter for the report.

Note: The audience for the Multi-Dimensional Cost Comparison Analysis report is usually the CIO, IT Financial Manager, IT Financial Analyst, or IT Manager.

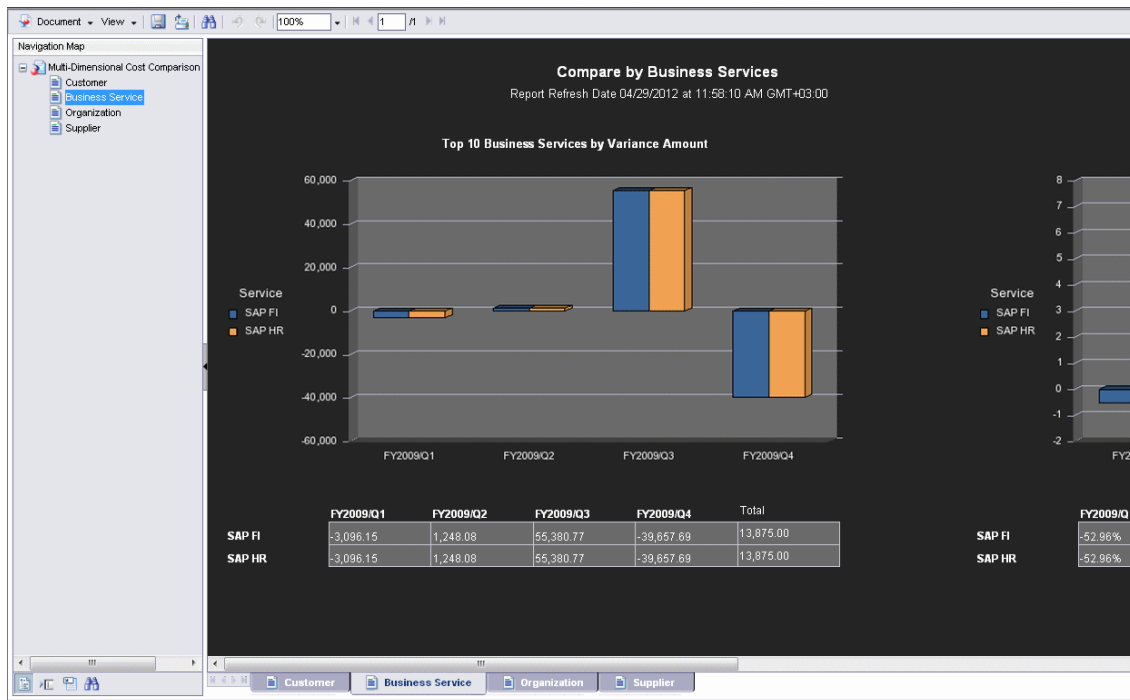
Tasks

View the Multi-Dimensional Cost Comparison Analysis report in the relevant Dashboard page. For details, see To access.

UI Description

Multi-Dimensional Cost Comparison Analysis Report

Tip: The Dashboard reports display data based on the default allocation scenario (the scenario that is assigned the Affects Dashboard option). Before a scenario is assigned the option, or after the option has been removed from the current default scenario (meaning that there is no default scenario), the Dashboard reports display data that is based on raw data obtained from Data Warehouse.



Top 10 Customers/Business Services/Organizations/Suppliers by Variance Amount Chart

User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets>):

| UI Element | Description |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bar | <p>Each bar represents the variance in amount between the quarterly planned and actual costs of the relevant 10 Customers/Business Services/Organizations/Suppliers with the highest variance for the selected time period.</p> <p>A bar is displayed only when data is available for the time period and the selected Customers/Business Services/Organizations/Suppliers.</p> |
| <Legend> | The legend provides a list of the relevant Customers/Business Services/Organizations/Suppliers and the color that represents them in the bar chart. |
| X-axis | The quarters for the selected fiscal years. |
| Y-axis | The variance information in amount. |
| <Table> | The table displays, for each one of the relevant 10 Customers/Business Services/Organizations/Suppliers with the highest variance for the selected time period, the variance in amount between the quarterly actual costs/planned costs for each quarter of the selected fiscal years. |

Top 10 Customers/Business Services/Organizations/Suppliers by Variance Percentage Chart

User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets):

| UI Element | Description |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bar | <p>Each bar represents the variance in percentage between the quarterly planned and actual costs of the relevant 10 Customers/Business Services/Organizations/Suppliers with the highest variance for the selected time period.</p> <p>A bar is displayed only when data is available for the time period and the selected Customers/Business Services/Organizations/Suppliers.</p> |
| <Legend> | The legend provides a list of the relevant Customers/Business Services/Organizations/Suppliers and the color that represents them in the bar chart. |
| X-axis | The quarters for the selected fiscal years. |
| Y-axis | The variance information in percentage. |
| <Table> | The table displays, for each one of the of the relevant 10 Customers/Business Services/Organizations/Suppliers with the highest variance for the selected time period, the variance in percentage between the quarterly planned and actual costs for each quarter of the selected fiscal years. |

Top 10 Customers/Business Services/Organizations/Suppliers by Planned Cost Chart

User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets):

| UI Element | Description |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bar | Each bar represents the planned cost for each one of the 10 Customers/Business Services/Organizations/Suppliers with the highest planned cost for the selected time period. A bar is displayed only when data is available for the time period and the selected Customers/Business Services/Organizations/Suppliers. |
| <Legend> | The legend provides a list of the relevant Customers/Business Services/Organizations/Suppliers and the color that represents them in the bar chart. |
| X-axis | The quarters for the selected fiscal years. |
| Y-axis | The planned cost information. |
| <Table> | The table displays, for each one of the 10 Customers/Business Services/Organizations/Suppliers with the highest planned cost for the selected time period, the planned quarterly cost for each quarter of the selected fiscal years. |

Top 10 Customers/Business Services/Organizations/Suppliers by Actual Cost Chart

User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets):


| UI Element | Description |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bar | Each bar represents the actual cost for each one of the 10 Customers/Business Services/Organizations/Suppliers with the highest actual cost for the selected time period. A bar is displayed only when data is available for the time period and the selected Customers/Business Services/Organizations/Suppliers. |
| <Legend> | The legend provides a list of the relevant Customers/Business Services/Organizations/Suppliers and the color that represents them in the bar chart. |
| X-axis | The quarters for the selected fiscal years. |
| Y-axis | The actual cost information. |
| <Table> | The table displays, for each one of the 10 Customers/Business Services/Organizations/Suppliers with the highest actual cost for the selected time period, the actual quarterly cost for each quarter of the selected fiscal years. |


Prompts

The dialog box enables you to select another period for the Multi-Dimensional Cost Comparison Analysis report.

The Prompts dialog box enables you to select other conditions for the display of the page.

The top section of the Prompts dialog box displays the current selection.

To modify the filter, select one of the items in the top section and click the **Refresh Values**  button to list the relevant values in the middle left box. Select the relevant value and click the right-pointing arrow to display the value you selected in the middle right box.

You can enter a search pattern and click  to search for a specific value in the list of values.

Click **Run Query** to return to the report filtered using the selected values.

