HP IT Executive Scorecard

Software Version: 9.50
Windows ® operating system

Financial Analyst User Guide

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Contents

Getting Started with Financial Planning and Analysis

IT Financial Management (ITFM) helps you make IT financial decisions by providing transparency and helping you manage IT finances. ITFM does this by consolidating and allocating planned and actual costs from HP Asset Manager and HP Project and Portfolio Management, as well as alternate data sources to help IT manage those costs.

With pre-built data integration, data cleansing, and a central repository for cost information, ITFM helps you 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. ITFM 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. ITFM 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 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. ITFM 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   Tasks

Learn More

Benefits
ITFM 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 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.
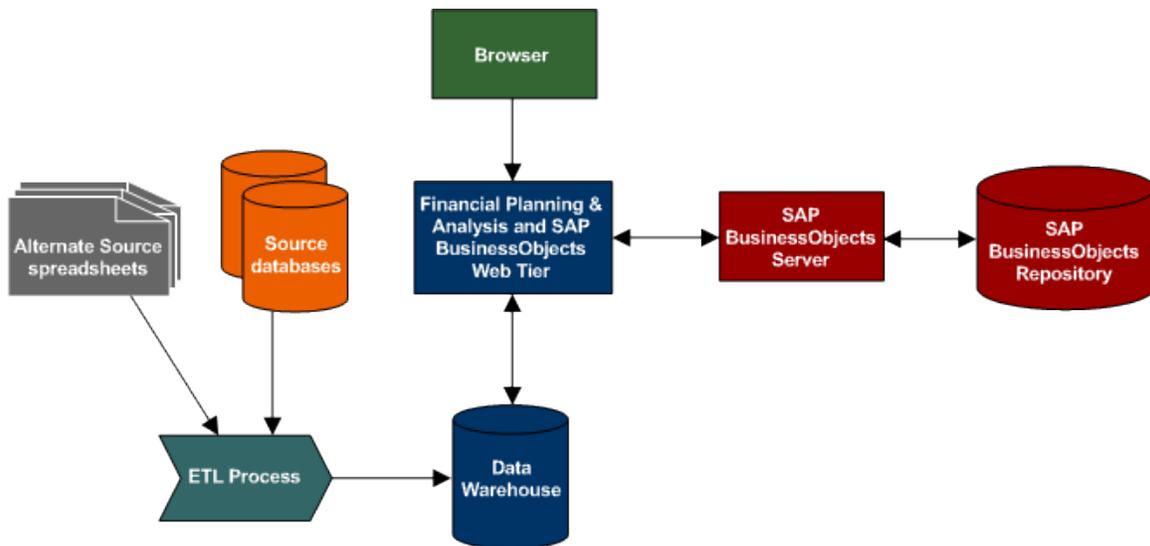
Allocation Engine

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 Users, Roles, Resources, and Permissions in the *IT Executive Scorecard Administrator Guide*.

4. Create your data Excel files and activate the FPA Content Pack. For details, see "Activate the FPA Content Pack" on page 32.

5. Upload the FPA Content Acceleration Pack (CAP).

   For details on the FPA CAP, see ITFM_CAP Content Acceleration Pack in the *Content Acceleration Packs Guide*.

For details on uploading a CAP, see Upload a CAP to the Executive Scorecard application in the *Content Acceleration Packs Guide*. The FPA CAP .ZIP file is placed in the relevant directory during installation:

..\HPXS\agora\glassfish\glassfish\domains\btoa\config\cap\import\languages\<language_ code>

6. Understand the assumptions for actual cost allocation and planned cost allocation.

7. 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 "Allocation Management" on page 44.

8. 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 "Cost Explorer" on page 102.

9. Transfer and finalize, in Budget management, the budget for your organization. For details, see "Budget Management" on page 78.

10. View the financial performance of your organization. For details, see "View the Financial Performance of Your Organization" on page 112.

ITFM_CAP Content Acceleration Pack

The purpose of the ITFM_CAP Content Acceleration Pack (CAP) is to provide a set of items (Dashboard pages, Scorecards, Contexts, KPIs, and more) that automatically gathers information from across your enterprise to build key performance indicators (KPIs) related to FPA-related issues.

Learn More   **Tasks**

Learn More

What are Content Packs (CAPs)

Content Acceleration Packs (CAPs) are ready-to-import packages that include Dashboard pages that display Scorecards and components, KPIs, Metrics, Contexts (universes), data (from data sources), and documentation for the CAP.

CAPs describe typical stories that show how the correct implementation of Executive Scorecard drives Performance Improvement and Cost Reduction for the IT organization.

CAPs demonstrate Executive Scorecard capabilities, and helps you add basic elements that can be used to customize your Dashboard.

Pages

Bill of IT Page
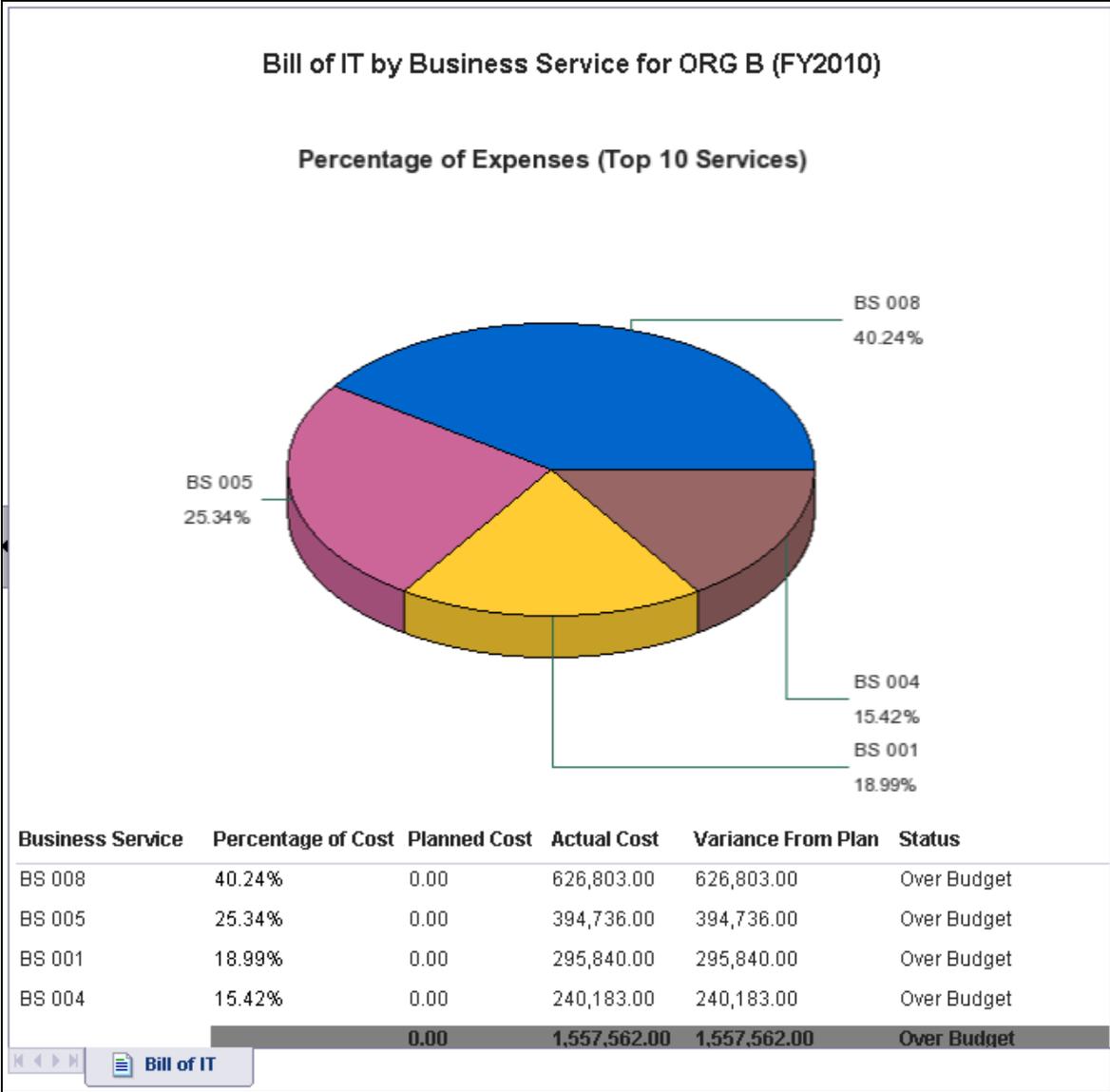
For details, see Bill of IT in the *IT Executive Scorecard Reports Reference Guide*.

Cost Distribution Overview Page
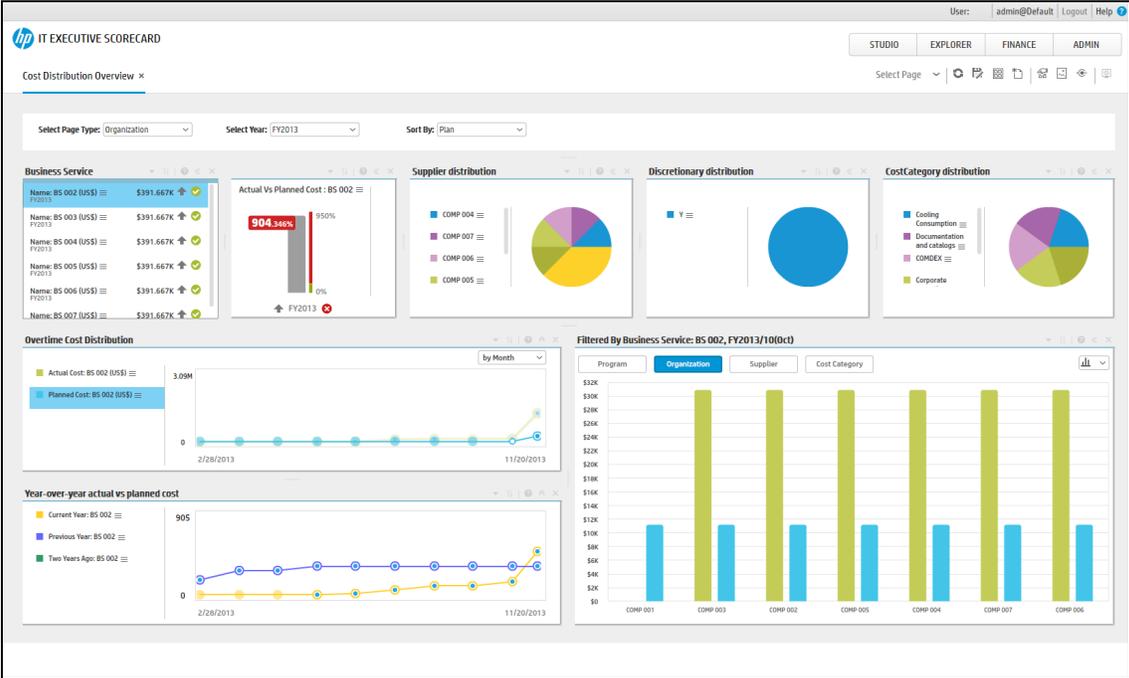
For details, see Cost Distribution Overview Page in the *IT Executive Scorecard Reports Reference Guide*.

Financial Summary Page
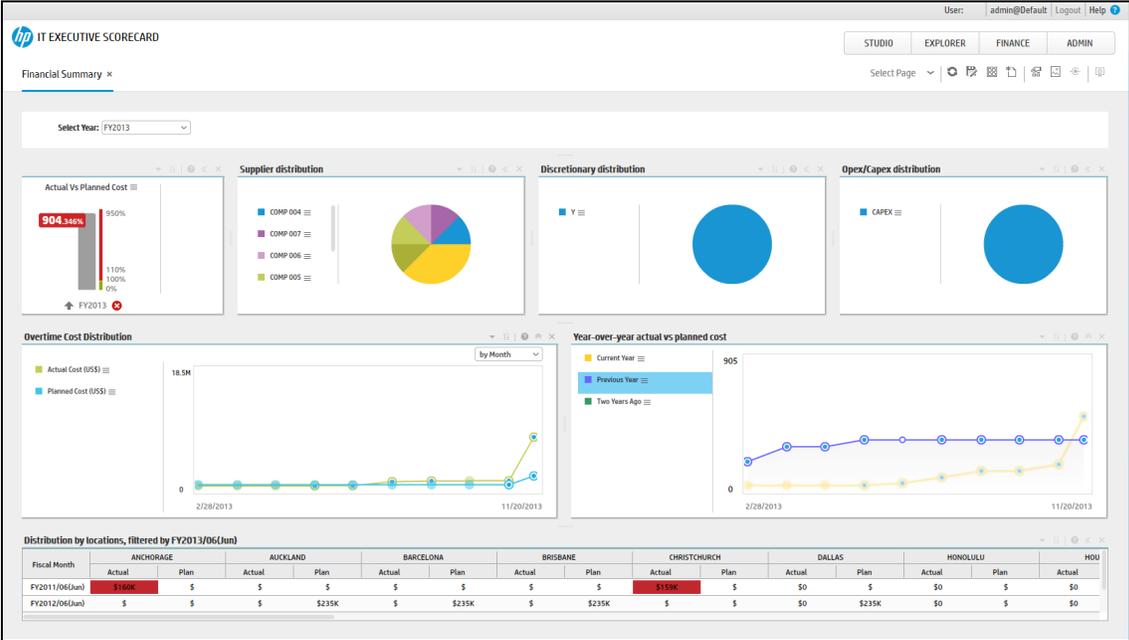
For details, see Financial Summary Page in the *IT Executive Scorecard Reports Reference Guide*.

Cost of Service by Cost Category Page
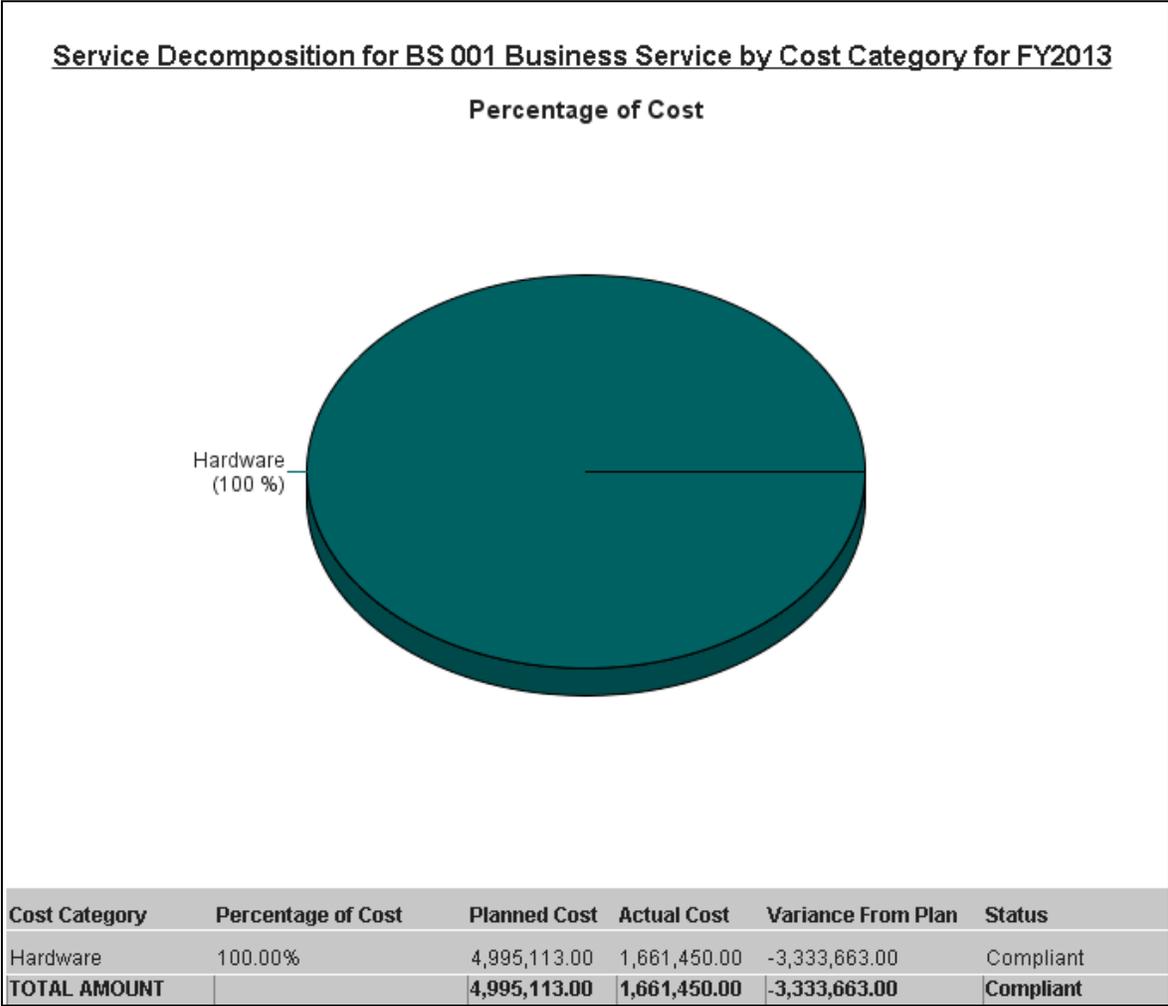
For details, see Cost of Service Cost Categories Page in the *IT Executive Scorecard Reports Reference Guide*.

Cost of Service by CI Type Page
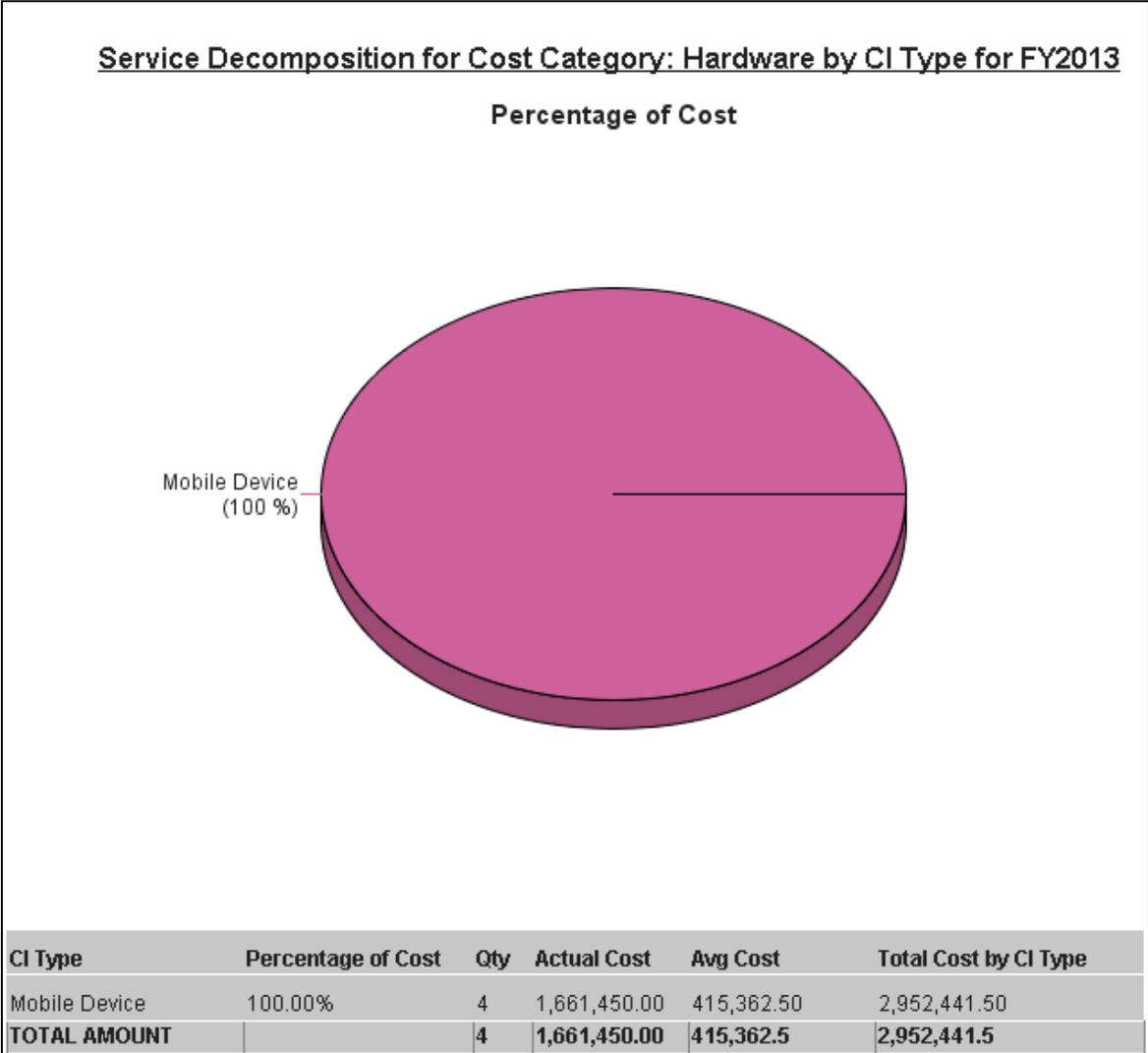
For details, see Cost of Service CI Types Page in the *IT Executive Scorecard Reports Reference Guide*.

Cost of Service by CI Type Models Page
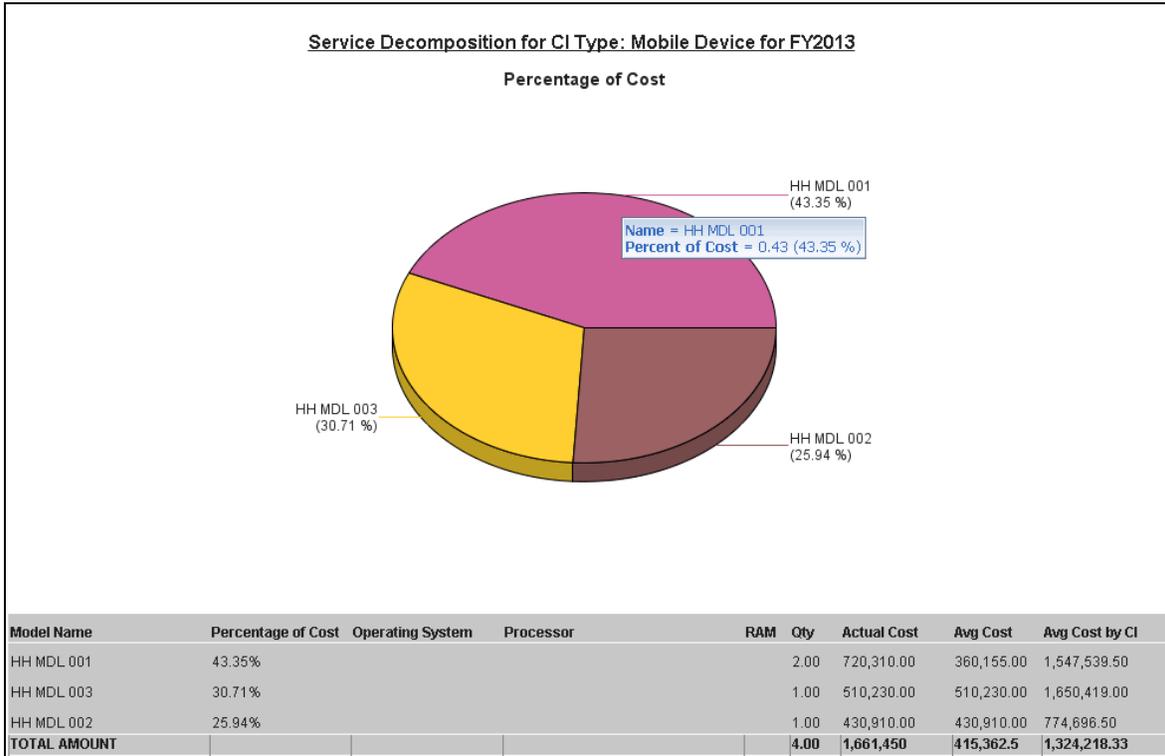
For details, see Cost of Service CI Types Models Page in the *IT Executive Scorecard Reports Reference Guide*.

Multi-Dimensional Cost Comparison Analysis Report
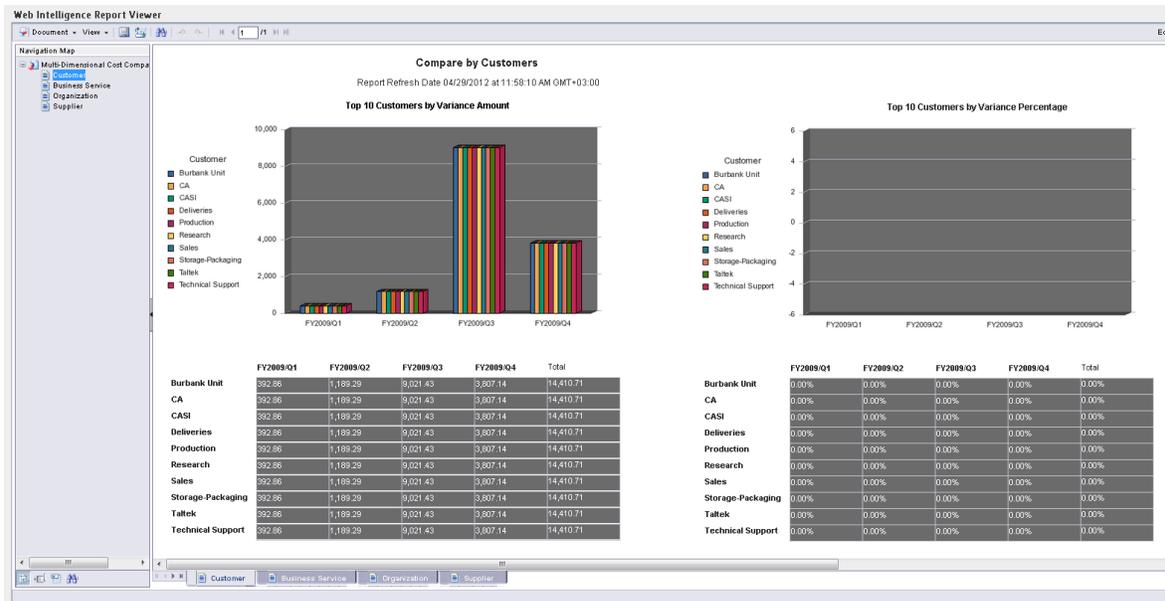
For details, see Multi-Dimensional Cost Comparison Analysis Report in the *IT Executive Scorecard Reports Reference Guide*.

Scorecards

- Financial Planning and Analysis

Out-of-the-box Business Contexts

- FinancialManagement
  (FinancialManagement Context)

KPIs

- Actual Cost by Month (based on Actual Cost KPI)

- Actual Cost by Quarter (based on Actual Cost KPI)

- Actual vs Planned Cost (based on Actual vs Planned Cost KPI)

- Actual vs Planned Cost Ratio by Quarter for 2 Previous Years (based on Actual Cost KPI)

- Actual vs Planned Cost Ratio by Quarter for the Current Year (based on Actual Cost KPI)

- Actual vs Planned Cost Ratio by Quarter for the Previous Years (based on Actual Cost KPI)

- Available Cost (based onAvailable Cost KPI)

- Cost per Location (based on Cost per Location KPI per month)

- Costs per Location (based on Cost per Location KPI per quarter)

- Cost per Dimension (based on Cost per Dimension KPI)

- Planned Cost per Month (based on Planned Cost KPI)

- Planned Cost per Quarter (based on Planned Cost KPI)

- Planned Cost per Year (based on Planned Cost per Year KPI)

- Percentage Ratio of Actual vs Yearly Planned Costs for 2 Past Years (based on % of Actual vs Planned Projects Cost KPI)

- Percentage Ratio of Actual vs Yearly Planned Costs for the Current Year (based on % of Actual vs Planned Projects Cost KPI)

- Percentage Ratio of Actual vs Yearly Planned Costs for the Past Year (based on % of Actual vs Planned Projects Cost KPI)

Data Files (CSV Tables)

No CSV tables.

Structure

Scorecard: Financial Planning and Analysis

- **Perspective:** Financial View
  - **Objective:** Understand Cost of Assets per Month
    - **KPI:** Actual Cost per Month
    - **KPI:** Planned Cost per Month
    - **KPI:** Percentage Ratio of Actual vs Yearly Planned Costs for the Current Year
    - **KPI:** Percentage Ratio of Actual vs Yearly Planned Costs for the Past Year

- ○ **KPI:** Percentage Ratio of Actual vs Yearly Planned Costs for 2 Past Years
  - ○ **KPI:** Cost By Location

- **Objective:** Understand Cost of Assets per Quarter
  - ○ **KPI:** Planned Cost per Quarter
  - ○ **KPI:** Actual Cost per Quarter
  - ○ **KPI:** Percentage Ratio of Actual vs Yearly Planned Costs for the Current Year
  - ○ **KPI:** Percentage Ratio of Actual vs Yearly Planned Costs for the Past Year
  - ○ **KPI:** Percentage Ratio of Actual vs Yearly Planned Costs for 2 Past Years
  - ○ **KPI:** Cost By Location

- **Objective:** Yearly Financial Reports
  - ○ **KPI:** Actual vs Planned Cost
  - ○ **KPI:** Available Cost
  - ○ **KPI:** Cost by Dimension
  - ○ **KPI:** Planned Cost per Year

Tasks

This section includes:

Upload and manage the Content Acceleration Pack

For details , see Content Acceleration Pack in the *Content Acceleration Packs Guide*.

View the CAP-related Dashboard page

1. In the Executive Scorecard application, close all the tabs. The Dashboard is displayed.
2. Click the tab corresponding to the CAP page in the Dashboard (for details, see). If it is not displayed, click the **Page Gallery** button in the Dashboard toolbar, double-click the relevant page icon and close the Page Gallery dialog box.

FinancialManagement Context

IT Financial Management ensures that the IT infrastructure is obtained at the most effective price (which does not necessarily mean the cheapest) and calculates the cost of providing IT services so

that an organization can understand the costs of its IT services. These costs may then be recovered from the customer of the service.

HP Project and Portfolio Management is the data source used by this Context (universe).

The following universe contains the attributes and classes that relate to Financial Management.

To access:

In Executive Scorecard, click **Admin > Semantic Layer > Semantic Layer**. In the Context Management page, click **Launch Context Designer**. In the Context Designer page, click **Open an existing context**, and select the Context.

Learn More

Integration with HP Project and Portfolio Management

The integration with HP Project and Portfolio Management provides KPIs based on the Financial Management context. You can use these KPIs in Dashboard page components to help you manage the finances of your company. For details on these KPIs, see PPM Data Source - Integration, Associated Contexts, KPIs, Metrics, and Data Lineage in the *IT Executive Scorecard Content Reference Guide for the Integration of HP Project and Portfolio Management*.

In addition, the integration provides Allocations and Costs that are based on the Financial Management context.

For details, see Allocation Management in the *IT Executive Scorecard Financial Analyst Guide*.

For details, see Cost Explorer in the *IT Executive Scorecard Financial Analyst Guide.*

You can use the default dimensions provided in the Finance tab to create your allocations and costs. You can also add your dimensions to the FinancialManagement context and base your allocations and costs on these dimensions. You can also rename the existing dimensions to better reflect your financial environment. For details, see FinancialManagement Context in the *IT Executive Scorecard Content Reference Guide for the Integration of HP Project and Portfolio Management*.

Tasks

Display the Context

1. In Executive Scorecard, click **Admin > Semantic Layer > Semantic Layer**. The Context Management page opens.
2. The list of out-of-the-box Contexts is displayed.
3. Click **Launch Context Designer**.
4. In the Context Designer page that opens, click **Open an existing context**.
5. Select the relevant Context.

   The structure of the Context is displayed.

For additional details about Context Designer, see Semantic Layer - Context Designer in the *IT Executive Scorecard Administrator Guide*.

Reference

Context Tables and Structure

The context includes the following tables and relationships:

Statistics

Entity Count	Field Count	Table Count	Alias Count	Join Count
18	125	18	2	17

Model Structure

The table lists all the views and fields included in the model even when the corresponding objects have not been selected to be part of the corresponding Context.

Table Name	Name	Type
XS.APPLICATION_DIM_V	MD_DURABLE_KEY	numeric
XS.APPLICATION_DIM_V	Name	nvarchar
XS.ASSET_FACT_V	COSTCENTER_DURABLE_KEY	numeric
XS.ASSET_FACT_V	INSTALLED_PERIOD_DURABLE_KEY	numeric
XS.ASSET_FACT_V	LOCATION_DURABLE_KEY	numeric

Table Name	Name	Type
XS.ASSET_FACT_V	MAINT_CONTRACT_DURABLE_KEY	numeric
XS.ASSET_FACT_V	MD_DURABLE_KEY	numeric
XS.ASSET_FACT_V	MODEL_DURABLE_KEY	numeric
XS.ASSET_FACT_V	Name	nvarchar
XS.ASSET_FACT_V	ORG_DURABLE_KEY	numeric
XS.ASSET_FACT_V	PARENT_DURABLE_KEY	numeric
XS.ASSET_FACT_V	PURCH_DELV_PERIOD_DURABLE_KEY	numeric
XS.ASSET_FACT_V	PURCH_ORD_PERIOD_DURABLE_KEY	numeric
XS.ASSET_FACT_V	PURCH_REQ_PERIOD_DURABLE_KEY	numeric
XS.ASSET_FACT_V	RETIRED_PERIOD_DURABLE_KEY	numeric
XS.ASSET_FACT_V	SERVICE_DURABLE_KEY	numeric
XS.ASSET_FACT_V	STATUS	nvarchar
XS.ASSET_FACT_V	Type	nvarchar
XS.ASSET_FACT_V	USER_DURABLE_KEY	numeric
XS.BUDGET_DIM_V	MD_DURABLE_KEY	numeric
XS.BUDGET_DIM_V	Name	nvarchar
XS.BUDGETLINE_DIM_V	BUDGETCATEGORY_DURABLE_KEY	numeric
XS.BUDGETLINE_DIM_V	BUDGET_DURABLE_KEY	numeric
XS.BUDGETLINE_DIM_V	ExpenseType	varchar
XS.BUDGETLINE_DIM_V	MD_DURABLE_KEY	numeric
XS.BUDGETLINE_DIM_V	Name	nvarchar
XS.COSTCATEGORY_DIM_V	CostCategoryCode	nvarchar
XS.COSTCATEGORY_DIM_V	MD_DURABLE_KEY	numeric
XS.COSTCATEGORY_DIM_V	Name	nvarchar
XS.COSTCENTER_DIM_V	End_Date	datetime
XS.COSTCENTER_DIM_V	GL_CODE	nvarchar
XS.COSTCENTER_DIM_V	MANAGER_DURABLE_KEY	numeric

Table Name	Name	Type
XS.COSTCENTER_DIM_V	MD_DURABLE_KEY	numeric
XS.COSTCENTER_DIM_V	Name	nvarchar
XS.COSTCENTER_DIM_V	PARENT_DURABLE_KEY	numeric
XS.COSTCENTER_DIM_V	Start_Date	datetime
XS.COST_FACT_V	Amount	float
XS.COST_FACT_V	APPLICATION_DURABLE_KEY	numeric
XS.COST_FACT_V	BUDGET_DURABLE_KEY	numeric
XS.COST_FACT_V	BUDGETLINE_DURABLE_KEY	numeric
XS.COST_FACT_V	BUSSERVICE_DURABLE_KEY	numeric
XS.COST_FACT_V	ASSET_DURABLE_KEY	numeric
XS.COST_FACT_V	CONTRACT_DURABLE_KEY	numeric
XS.COST_FACT_V	COSTCATEGORY_DURABLE_KEY	numeric
XS.COST_FACT_V	COSTCENTER_DURABLE_KEY	numeric
XS.COST_FACT_V	CostType	varchar
XS.COST_FACT_V	CUSTOMER_DURABLE_KEY	numeric
XS.COST_FACT_V	EXCHANGE_BASE_DURABLE_KEY	numeric
XS.COST_FACT_V	EXCHANGE_LOC_DURABLE_KEY	numeric
XS.COST_FACT_V	ExpenseType	varchar
XS.COST_FACT_V	INCURRED_PERSON_DURABLE_KEY	numeric
XS.COST_FACT_V	IsDiscretionary	varchar
XS.COST_FACT_V	ITFUNCTION_DURABLE_KEY	numeric
XS.COST_FACT_V	LOCATION_DURABLE_KEY	numeric
XS.COST_FACT_V	MANAGER_DURABLE_KEY	numeric
XS.COST_FACT_V	ORG_DURABLE_KEY	numeric
XS.COST_FACT_V	PERIOD_DURABLE_KEY	numeric
XS.COST_FACT_V	PROGRAM_DURABLE_KEY	numeric
XS.COST_FACT_V	PROJECT_DURABLE_KEY	numeric

Table Name	Name	Type
XS.COST_FACT_V	SUPPLIER_DURABLE_KEY	numeric
XS.ITFUNCTION_DIM_V	MD_DURABLE_KEY	numeric
XS.ITFUNCTION_DIM_V	Name	nvarchar
XS.LOCATION_DIM_V	Country_Or_Area	nvarchar
XS.LOCATION_DIM_V	Locality	nvarchar
XS.LOCATION_DIM_V	MD_DURABLE_KEY	numeric
XS.LOCATION_DIM_V	Name	nvarchar
XS.LOCATION_DIM_V	PARENT_DURABLE_KEY	numeric
XS.LOCATION_DIM_V	POSTAL_CODE	nvarchar
XS.LOCATION_DIM_V	Region	nvarchar
XS.LOCATION_DIM_V	Type	nvarchar
XS.MODEL_DIM_V	MD_DURABLE_KEY	numeric
XS.MODEL_DIM_V	MEMORY	numeric
XS.MODEL_DIM_V	Name	nvarchar
XS.MODEL_DIM_V	NameAlt	nvarchar
XS.MODEL_DIM_V	OS	nvarchar
XS.MODEL_DIM_V	PARENT_DURABLE_KEY	numeric
XS.MODEL_DIM_V	PROCESSOR	nvarchar
XS.ORGANIZATION_DIM_V	LEVEL0	nvarchar
XS.ORGANIZATION_DIM_V	LEVEL1	nvarchar
XS.ORGANIZATION_DIM_V	LEVEL2	nvarchar
XS.ORGANIZATION_DIM_V	LEVEL3	nvarchar
XS.ORGANIZATION_DIM_V	LEVEL4	nvarchar
XS.ORGANIZATION_DIM_V	LEVEL5	nvarchar
XS.ORGANIZATION_DIM_V	LEVEL6	nvarchar
XS.ORGANIZATION_DIM_V	LEVEL7	nvarchar
XS.ORGANIZATION_DIM_V	LEVEL8	nvarchar

Table Name	Name	Type
XS.ORGANIZATION_DIM_V	LEVEL9	nvarchar
XS.ORGANIZATION_DIM_V	MD_DURABLE_KEY	numeric
XS.ORGANIZATION_DIM_V	Name	nvarchar
XS.PERIOD_DIM_V	Day	nvarchar
XS.PERIOD_DIM_V	DESCRIPTION	nvarchar
XS.PERIOD_DIM_V	DISPLAY_LABEL	nvarchar
XS.PERIOD_DIM_V	END_DATE	datetime
XS.PERIOD_DIM_V	FINANCIAL_USAGE	nvarchar
XS.PERIOD_DIM_V	MD_DURABLE_KEY	numeric
XS.PERIOD_DIM_V	Month	nvarchar
XS.PERIOD_DIM_V	NAME	nvarchar
XS.PERIOD_DIM_V	PERIODICITY	nvarchar
XS.PERIOD_DIM_V	PERIOD_NUMBER	numeric
XS.PERIOD_DIM_V	Quarter	nvarchar
XS.PERIOD_DIM_V	START_DATE	datetime
XS.PERIOD_DIM_V	Week	nvarchar
XS.PERIOD_DIM_V	Year	nvarchar
XS.PERIOD_DIM_V	Year_Number	numeric
XS.PERSON_DIM_V	DATE_END_LOC	datetime
XS.PERSON_DIM_V	DATE_START_LOC	datetime
XS.PERSON_DIM_V	DEPT_DURABLE_KEY	numeric
XS.PERSON_DIM_V	LEVEL0	nvarchar
XS.PERSON_DIM_V	LEVEL1	nvarchar
XS.PERSON_DIM_V	LEVEL2	nvarchar
XS.PERSON_DIM_V	LEVEL3	nvarchar
XS.PERSON_DIM_V	LEVEL4	nvarchar
XS.PERSON_DIM_V	LEVEL5	nvarchar

Table Name	Name	Type
XS.PERSON_DIM_V	LEVEL6	nvarchar
XS.PERSON_DIM_V	LEVEL7	nvarchar
XS.PERSON_DIM_V	LEVEL8	nvarchar
XS.PERSON_DIM_V	LEVEL9	nvarchar
XS.PERSON_DIM_V	LOCATION_DURABLE_KEY	numeric
XS.PERSON_DIM_V	MD_DURABLE_KEY	numeric
XS.PERSON_DIM_V	Name	nvarchar
XS.PERSON_DIM_V	PARENT_DURABLE_KEY	numeric
XS.PROGRAM_DIM_V	MD_DURABLE_KEY	numeric
XS.PROGRAM_DIM_V	Name	nvarchar
XS.PROJECT_FACT_V	ACTIVE_INDICATOR	numeric
XS.PROJECT_FACT_V	Approval_Date	datetime
XS.PROJECT_FACT_V	DESCRIPTION	nvarchar
XS.PROJECT_FACT_V	End_Date	datetime
XS.PROJECT_FACT_V	FLAG_ACTIVE	nvarchar
XS.PROJECT_FACT_V	FLAG_COMPLETED	nvarchar
XS.PROJECT_FACT_V	GREEN_HEALTH_INDICATOR	numeric
XS.PROJECT_FACT_V	HAS_OBJECTIVE_INDICATOR	numeric
XS.PROJECT_FACT_V	HEALTH_INDICATOR	nvarchar
XS.PROJECT_FACT_V	IN_CONTROL_INDICATOR	numeric
XS.PROJECT_FACT_V	Initiation_Date	datetime
XS.PROJECT_FACT_V	Level0	nvarchar
XS.PROJECT_FACT_V	Level1	nvarchar
XS.PROJECT_FACT_V	Level2	nvarchar
XS.PROJECT_FACT_V	Level3	nvarchar
XS.PROJECT_FACT_V	Level4	nvarchar
XS.PROJECT_FACT_V	Level5	nvarchar

Table Name	Name	Type
XS.PROJECT_FACT_V	Level6	nvarchar
XS.PROJECT_FACT_V	Level7	nvarchar
XS.PROJECT_FACT_V	Level8	nvarchar
XS.PROJECT_FACT_V	Level9	nvarchar
XS.PROJECT_FACT_V	LOCATION_DURABLE_KEY	numeric
XS.PROJECT_FACT_V	MD_DURABLE_KEY	numeric
XS.PROJECT_FACT_V	Name	nvarchar
XS.PROJECT_FACT_V	ON_TIME_INDICATOR	numeric
XS.PROJECT_FACT_V	ORG_DURABLE_KEY	numeric
XS.PROJECT_FACT_V	PARENT_DURABLE_KEY	numeric
XS.PROJECT_FACT_V	Planned_End_Date	datetime
XS.PROJECT_FACT_V	Planned_Start_Date	datetime
XS.PROJECT_FACT_V	Project_Class	nvarchar
XS.PROJECT_FACT_V	Project_Group	nvarchar
XS.PROJECT_FACT_V	PROJECT_MGR_DURABLE_KEY	numeric
XS.PROJECT_FACT_V	PROJECT_OBJECTIVE_DURABLE_KEY	numeric
XS.PROJECT_FACT_V	RED_HEALTH_INDICATOR	numeric
XS.PROJECT_FACT_V	RISK_RATING	numeric
XS.PROJECT_FACT_V	Rollout_Date	datetime
XS.PROJECT_FACT_V	SERVICE_DURABLE_KEY	numeric
XS.PROJECT_FACT_V	Start_Date	datetime
XS.PROJECT_FACT_V	STATUS	nvarchar
XS.PROJECT_FACT_V	TOT_PLANNED_EFFORT	float
XS.PROJECT_FACT_V	TOT_REMAINING_EFFORT	float
XS.PROJECT_FACT_V	Work_Plan_Created_Date	datetime
XS.PROJECT_FACT_V	YELLOW_HEALTH_INDICATOR	numeric
XS.SERVICE_DIM_V	BusinessCriticality	numeric

Table Name	Name	Type
XS.SERVICE_DIM_V	Description	nvarchar
XS.SERVICE_DIM_V	DisplayLabel	nvarchar
XS.SERVICE_DIM_V	Level0	nvarchar
XS.SERVICE_DIM_V	Level1	nvarchar
XS.SERVICE_DIM_V	Level2	nvarchar
XS.SERVICE_DIM_V	Level3	nvarchar
XS.SERVICE_DIM_V	Level4	nvarchar
XS.SERVICE_DIM_V	Level5	nvarchar
XS.SERVICE_DIM_V	Level6	nvarchar
XS.SERVICE_DIM_V	Level7	nvarchar
XS.SERVICE_DIM_V	Level8	nvarchar
XS.SERVICE_DIM_V	Level9	nvarchar
XS.SERVICE_DIM_V	MANAGER_DURABLE_KEY	numeric
XS.SERVICE_DIM_V	MD_DURABLE_KEY	numeric
XS.SERVICE_DIM_V	Name	nvarchar
XS.SERVICE_DIM_V	State	nvarchar
XS.SERVICE_DIM_V	Type	nvarchar

Object List

The table lists all the entities and fields of the model that were selected to be part of the Context.

Entity Name	Field Name	Source Table Name	Alias Table Name	DB Column Name	Field Type
Application	Name	XS.APPLICATION_DIM_V		Name	STRING
Asset	Name	XS.ASSET_FACT_V		Name	STRING
Asset	Status	XS.ASSET_FACT_V		STATUS	STRING

Entity Name	Field Name	Source Table Name	Alias Table Name	DB Column Name	Field Type
Asset	Type	XS.ASSET_FACT_V		Type	STRING
Budget	Name	XS.BUDGET_DIM_V		Name	STRING
BudgetLine	Name	XS.BUDGETLINE_DIM_V		Name	STRING
Cost	Amount	XS.COST_FACT_V		Amount	NUMERIC
Cost	CostType	XS.COST_FACT_V		CostType	STRING
Cost	ExpenseType	XS.COST_FACT_V		ExpenseType	STRING
Cost	IsDiscretionary	XS.COST_FACT_V		IsDiscretionary	STRING
CostCategory	CostCategoryCode	XS.COSTCATEGORY_DIM_V		CostCategoryCode	STRING
CostCategory	Name	XS.COSTCATEGORY_DIM_V		Name	STRING
CostCenter	Name	XS.COSTCENTER_DIM_V		Name	STRING
Customer	Level0	XS.ORGANIZATION_DIM_V	XS_CUSTOMER_DIM	LEVEL0	STRING
Customer	Level1	XS.ORGANIZATION_DIM_V	XS_CUSTOMER_DIM	LEVEL1	STRING
Customer	Level2	XS.ORGANIZATION_DIM_V	XS_CUSTOMER_DIM	LEVEL2	STRING
Customer	Level3	XS.ORGANIZATION_DIM_V	XS_CUSTOMER_DIM	LEVEL3	STRING
Customer	Level4	XS.ORGANIZATION_DIM_V	XS_CUSTOMER_DIM	LEVEL4	STRING
Customer	Level5	XS.ORGANIZATIO	XS_	LEVEL5	STRING

Entity Name	Field Name	Source Table Name	Alias Table Name	DB Column Name	Field Type
		N_DIM_V	CUSTOME R_DIM		
Customer	Level6	XS.ORGANIZATIO N_DIM_V	XS_ CUSTOME R_DIM	LEVEL6	STRING
Customer	Level7	XS.ORGANIZATIO N_DIM_V	XS_ CUSTOME R_DIM	LEVEL7	STRING
Customer	Level8	XS.ORGANIZATIO N_DIM_V	XS_ CUSTOME R_DIM	LEVEL8	STRING
Customer	Level9	XS.ORGANIZATIO N_DIM_V	XS_ CUSTOME R_DIM	LEVEL9	STRING
Customer	Name	XS.ORGANIZATIO N_DIM_V	XS_ CUSTOME R_DIM	Name	STRING
ITFunction	Name	XS.ITFUNCTION_ DIM_V		Name	STRING
Location	Name	XS.LOCATION_ DIM_V		Name	STRING
Manager	Level0	XS.PERSON_ DIM_V		LEVEL0	STRING
Manager	Level1	XS.PERSON_ DIM_V		LEVEL1	STRING
Manager	Level2	XS.PERSON_ DIM_V		LEVEL2	STRING
Manager	Level3	XS.PERSON_ DIM_V		LEVEL3	STRING
Manager	Level4	XS.PERSON_ DIM_V		LEVEL4	STRING
Manager	Level5	XS.PERSON_ DIM_V		LEVEL5	STRING
Manager	Level6	XS.PERSON_		LEVEL6	STRING

Entity Name	Field Name	Source Table Name	Alias Table Name	DB Column Name	Field Type
		DIM_V			
Manager	Level7	XS.PERSON_ DIM_V		LEVEL7	STRING
Manager	Level8	XS.PERSON_ DIM_V		LEVEL8	STRING
Manager	Level9	XS.PERSON_ DIM_V		LEVEL9	STRING
Manager	Name	XS.PERSON_ DIM_V		Name	STRING
Model	Memory	XS.MODEL_DIM_V		MEMORY	NUMERIC
Model	Name	XS.MODEL_DIM_V		Name	STRING
Model	OS	XS.MODEL_DIM_V		OS	STRING
Model	Processor	XS.MODEL_DIM_V		PROCESSOR	STRING
Organization	Level0	XS.ORGANIZATION_DIM_V		LEVEL0	STRING
Organization	Level1	XS.ORGANIZATION_DIM_V		LEVEL1	STRING
Organization	Level2	XS.ORGANIZATION_DIM_V		LEVEL2	STRING
Organization	Level3	XS.ORGANIZATION_DIM_V		LEVEL3	STRING
Organization	Level4	XS.ORGANIZATION_DIM_V		LEVEL4	STRING
Organization	Level5	XS.ORGANIZATION_DIM_V		LEVEL5	STRING
Organization	Level6	XS.ORGANIZATION_DIM_V		LEVEL6	STRING
Organization	Level7	XS.ORGANIZATION_DIM_V		LEVEL7	STRING
Organization	Level8	XS.ORGANIZATION_DIM_V		LEVEL8	STRING

Entity Name	Field Name	Source Table Name	Alias Table Name	DB Column Name	Field Type
Organization	Level9	XS.ORGANIZATION_DIM_V		LEVEL9	STRING
Organization	Name	XS.ORGANIZATION_DIM_V		Name	STRING
Period	Day	XS.PERIOD_DIM_V		Day	STRING
Period	Description	XS.PERIOD_DIM_V		DESCRIPTION	STRING
Period	DisplayLabel	XS.PERIOD_DIM_V		DISPLAY_LABEL	STRING
Period	EndDate	XS.PERIOD_DIM_V		END_DATE	DATE
Period	FinancialUsage	XS.PERIOD_DIM_V		FINANCIAL_USAGE	STRING
Period	Month	XS.PERIOD_DIM_V		Month	STRING
Period	Name	XS.PERIOD_DIM_V		NAME	STRING
Period	Periodicity	XS.PERIOD_DIM_V		PERIODICITY	STRING
Period	PeriodNumber	XS.PERIOD_DIM_V		PERIOD_NUMBER	NUMERIC
Period	Quarter	XS.PERIOD_DIM_V		Quarter	STRING
Period	StartDate	XS.PERIOD_DIM_V		START_DATE	DATE
Period	Week	XS.PERIOD_DIM_V		Week	STRING
Period	Year	XS.PERIOD_DIM_V		Year	STRING
Period	YearNumber	XS.PERIOD_DIM_V		Year_Number	NUMERIC
Program	Name	XS.PROGRAM_		Name	STRING

Entity Name	Field Name	Source Table Name	Alias Table Name	DB Column Name	Field Type
		DIM_V			
Project	ActiveIndicator	XS.PROJECT_ FACT_V		ACTIVE_ INDICATOR	NUMER IC
Project	ApprovalDate	XS.PROJECT_ FACT_V		Approval_Date	DATE
Project	Description	XS.PROJECT_ FACT_V		DESCRIPTION	STRING
Project	EndDate	XS.PROJECT_ FACT_V		End_Date	DATE
Project	FlagActive	XS.PROJECT_ FACT_V		FLAG_ACTIVE	STRING
Project	FlagCompleted	XS.PROJECT_ FACT_V		FLAG_ COMPLETED	STRING
Project	HasObjectiveIndic ator	XS.PROJECT_ FACT_V		HAS_ OBJECTIVE_ INDICATOR	NUMER IC
Project	HealthIndicator	XS.PROJECT_ FACT_V		HEALTH_ INDICATOR	STRING
Project	InControlIndicator	XS.PROJECT_ FACT_V		IN_CONTROL_ INDICATOR	NUMER IC
Project	InitiationDate	XS.PROJECT_ FACT_V		Initiation_Date	DATE
Project	Level0	XS.PROJECT_ FACT_V		Level0	STRING
Project	Level1	XS.PROJECT_ FACT_V		Level1	STRING
Project	Level2	XS.PROJECT_ FACT_V		Level2	STRING
Project	Level3	XS.PROJECT_ FACT_V		Level3	STRING
Project	Level4	XS.PROJECT_ FACT_V		Level4	STRING
Project	Level5	XS.PROJECT_		Level5	STRING

Entity Name	Field Name	Source Table Name	Alias Table Name	DB Column Name	Field Type
		FACT_V			
Project	Level6	XS.PROJECT_ FACT_V		Level6	STRING
Project	Level7	XS.PROJECT_ FACT_V		Level7	STRING
Project	Level8	XS.PROJECT_ FACT_V		Level8	STRING
Project	Level9	XS.PROJECT_ FACT_V		Level9	STRING
Project	Name	XS.PROJECT_ FACT_V		Name	STRING
Project	OnTimeIndicator	XS.PROJECT_ FACT_V		ON_TIME_ INDICATOR	NUMER IC
Project	PlannedEndtDate	XS.PROJECT_ FACT_V		Planned_End_ Date	DATE
Project	PlannedStartDate	XS.PROJECT_ FACT_V		Planned_Start_ Date	DATE
Project	ProjectClass	XS.PROJECT_ FACT_V		Project_Class	STRING
Project	ProjectGroup	XS.PROJECT_ FACT_V		Project_Group	STRING
Project	RiskRating	XS.PROJECT_ FACT_V		RISK_RATING	NUMER IC
Project	RolloutDate	XS.PROJECT_ FACT_V		Rollout_Date	DATE
Project	StartDate	XS.PROJECT_ FACT_V		Start_Date	DATE
Project	Status	XS.PROJECT_ FACT_V		STATUS	STRING
Project	WorkPlanCreated Date	XS.PROJECT_ FACT_V		Work_Plan_ Created_Date	DATE
Service	BusinessCriticality	XS.SERVICE_ DIM_V		BusinessCritica lity	NUMER IC

Entity Name	Field Name	Source Table Name	Alias Table Name	DB Column Name	Field Type
Service	Description	XS.SERVICE_ DIM_V		Description	STRING
Service	DisplayLabel	XS.SERVICE_ DIM_V		DisplayLabel	STRING
Service	Level0	XS.SERVICE_ DIM_V		Level0	STRING
Service	Level1	XS.SERVICE_ DIM_V		Level1	STRING
Service	Level2	XS.SERVICE_ DIM_V		Level2	STRING
Service	Level3	XS.SERVICE_ DIM_V		Level3	STRING
Service	Level4	XS.SERVICE_ DIM_V		Level4	STRING
Service	Level5	XS.SERVICE_ DIM_V		Level5	STRING
Service	Level6	XS.SERVICE_ DIM_V		Level6	STRING
Service	Level7	XS.SERVICE_ DIM_V		Level7	STRING
Service	Level8	XS.SERVICE_ DIM_V		Level8	STRING
Service	Level9	XS.SERVICE_ DIM_V		Level9	STRING
Service	Name	XS.SERVICE_ DIM_V		Name	STRING
Service	State	XS.SERVICE_ DIM_V		State	STRING
Service	Type	XS.SERVICE_ DIM_V		Type	STRING
Supplier	Level0	XS.ORGANIZATIO N_DIM_V	XS_ SUPPLIE R_DIM	LEVEL0	STRING

Entity Name	Field Name	Source Table Name	Alias Table Name	DB Column Name	Field Type
Supplier	Level1	XS.ORGANIZATION_DIM_V	XS_SUPPLIER_DIM	LEVEL1	STRING
Supplier	Level2	XS.ORGANIZATION_DIM_V	XS_SUPPLIER_DIM	LEVEL2	STRING
Supplier	Level3	XS.ORGANIZATION_DIM_V	XS_SUPPLIER_DIM	LEVEL3	STRING
Supplier	Level4	XS.ORGANIZATION_DIM_V	XS_SUPPLIER_DIM	LEVEL4	STRING
Supplier	Level5	XS.ORGANIZATION_DIM_V	XS_SUPPLIER_DIM	LEVEL5	STRING
Supplier	Level6	XS.ORGANIZATION_DIM_V	XS_SUPPLIER_DIM	LEVEL6	STRING
Supplier	Level7	XS.ORGANIZATION_DIM_V	XS_SUPPLIER_DIM	LEVEL7	STRING
Supplier	Level8	XS.ORGANIZATION_DIM_V	XS_SUPPLIER_DIM	LEVEL8	STRING
Supplier	Level9	XS.ORGANIZATION_DIM_V	XS_SUPPLIER_DIM	LEVEL9	STRING
Supplier	Name	XS.ORGANIZATION_DIM_V	XS_SUPPLIER_DIM	Name	STRING

Activate the FPA Content Pack

You can use the FPA Content Pack to upload data into the Data Warehouse target schema using an Excel file.

> **Note:** The procedure detailed in this section provides a solution especially tailored for ITFM that enables using Excel files as a data source.

To access:

Select **Admin > Data Source Management** then click **Add data source** and select **FPA (Financial Planning Allocation)** to activate the integration processes for ITFM.

Learn More   Tasks   UI Description

Learn More

Other ways data is uploaded to the ITFM application

Data is also automatically uploaded to the ITFM application:

- By activating the HP Asset Manager data source. For details, see AM Data Sourcein the *IT Executive Scorecard Content Reference Guide for the Integration of HP Asset Manager*.

- By activating the HP Project and Portfolio Management data source. For details, see PPM Data Source in the *IT Executive Scorecard Content Reference Guide for the Integration of HP Asset Manager*.

- By using an Excel file as an alternate data source (this is a general procedure). For details, see Alternate Source Integrationin the *IT Executive Scorecard Content Reference Guide for the Integration of HP Asset Manager*.

Excel File Structure

Each file has its unique structure.

The sample Excel file is located at: **<Installation folder>\agora\ContentPacks\FPA\ETL\flatfiles**.

The first tab of the Excel file should contain your data as in the table below. The table represents actual cost data.

Amount	Currency	Period	CostCategory	Cost Center	CAPEX_OPEX	Service	Application	Asset	Project	Consumer	Supplier	Location
100	USD	2/4/2013	Hardware	AZ1023	CAPEX	Billing	Amdocs	myserver100.dev	Upgrade	Finance	HP	M1
101	USD	2/5/2013	Hardware	AZ1024	CAPEX	shmiling	Exchange	myserver101.dev	Downgrade	HR	CA	M2
102	US	2/6/	Hardw	AZ10	CA	Billi	Wind	myserve	Maint	Oper	HP	M3

Am ou nt	Cur renc y	Peri od	CostC ategor y	Cost Cent er	CA PE X_ OP EX	Ser vic e	Appli catio n	Asset	Proje ct	Con sum er	Sup plie r	Loc atio n
	D	2013	are	25	PE X	ng	ows	r102.dev	enanc e	ation s		
103	US D	2/7/ 2013	Hardw are	AZ10 26	CA PE X	sh mili ng	CSA	myserve r103.dev	Upgra de	Finan ce	CA	M4
104	US D	2/8/ 2013	Hardw are	AZ10 27	CA PE X	Billi ng	Amdo cs	myserve r104.dev	Down grade	HR	HP	M5
105	US D	2/9/ 2013	Hardw are	AZ10 28	CA PE X	sh mili ng	Exch ange	myserve r105.dev	Maint enanc e	Oper ation s	CA	M6
106	US D	2/10 /201 3	Hardw are	AZ10 29	CA PE X	Billi ng	Wind ows	myserve r106.dev	Upgra de	Finan ce	HP	M7
107	US D	2/11 /201 3	Hardw are	AZ10 30	CA PE X	sh mili ng	CSA	myserve r107.dev	Down grade	HR	CA	M8
108	US D	2/12 /201 3	Hardw are	AZ10 31	OP EX	Billi ng	Amdo cs	myserve r108.dev	Maint enanc e	Oper ation s	HP	M9
109	US D	2/13 /201 3	Hardw are	AZ10 32	OP EX	sh mili ng	Exch ange	myserve r109.dev	Upgra de	Finan ce	CA	M10
110	US D	2/14 /201 3	Hardw are	AZ10 33	OP EX	Billi ng	Wind ows	myserve r110.dev	Down grade	HR	HP	M11
111	US D	2/15 /201 3	Hardw are	AZ10 34	OP EX	sh mili ng	CSA	myserve r111.dev	Maint enanc e	Oper ation s	CA	M12
112	US D	2/16 /201 3	Hardw are	AZ10 35	OP EX	Billi ng	Amdo cs	myserve r112.dev	Upgra de	Finan ce	HP	M13
113	US D	2/17 /201	Hardw are	AZ10 36	OP EX	sh mili	Exch ange	myserve r113.dev	Down grade	HR	CA	M14

Am ou nt	Cur renc y	Peri od	CostC ategor y	Cost Cent er	CA PE X_ OP EX	Ser vic e	Appli catio n	Asset	Proje ct	Con sum er	Sup plie r	Loc atio n
		3				ng						
114	US D	2/18 /201 3	Hardw are	AZ10 37	OP EX	Billi ng	Wind ows	myserve r100.dev	Maint enanc e	Oper ation s	HP	M15

Note: You cannot add columns to the table.

The other tabs of the Excel file should contain additional data for which you do not currently have actual cost data.

- In the **Service** tab, a list of additional services. These services appear in the list of dimension values when creating rules for the stages of the Actual Cost tab of the Allocation.

- In the **Application** tab, a list of additional applications. These applications appear in the list of dimension values when creating rules for the stages of the Actual Cost tab of the Allocation.

- In the **Asset** tab, a list of additional assets. These assets appear in the list of dimension values when creating rules for the stages of the Actual Cost tab of the Allocation.

- In the **Project** tab, a list of additional projects. These projects appear in the list of dimension values when creating rules for the stages of the Actual Cost tab of the Allocation.

- In the **Consumer** tab, a list of additional consumers. These consumers appear in the list of dimension values when creating rules for the stages of the Actual Cost tab of the Allocation.

- In the **Supplier** tab, a list of additional suppliers. These suppliers appear in the list of dimension values when creating rules for the stages of the Actual Cost tab of the Allocation.

- In the **Location** tab, a list of additional locations. These locations appear in the list of dimension values when creating rules for the stages of the Actual Cost tab of the Allocation.

The last tab of the Excel file includes instructions on how to fill in the fields.

Note: The SERVICESTATUS entity from the ALT source is not supported in version 9.3 .

Tasks

Populate the relevant Excel files

Populate the Excel files with your own data.

1. Locate the following file: **<Installation Directory>\agora\Content Packs\FPA\ETL\flatfiles\Cost_Import.xls**.

2. Follow the instructions below (also available in the last tab of the Excel file) to enter your data.
   Instructions:

This workbook is used by the FPA Source ETL process to obtain external data for Actual(Incurred) Costs.

The first sheet in this workbook must contain the data to be processed and should be named **Actual_Cost** (for details, see "Excel File Structure" on page 33). The ETL to process this workbook does not allow a delta dataset, so all of the data will be loaded and compared to all previous loads.

The first row in the spreadsheet should never be modified or removed. The first row identifies the column names and needs to remain the same as it currently is or as it was shipped.

You can enter the data into the DATA tab/sheet using copy/paste or manually one by one.

> **Note:** The Period field is an Excel date field and should remain as such.

Below are a list of columns in this workbook and a description of what data each should contain. The table also contains details about special formatting requirements or circumstances.

> **Note:** All column values except for the amount are used to create a unique row identifier. This means that any change in one of the values in the table followed by a re-run of the ETL process creates a new row in the **ACTUALCOST_FACT** table.
> Note that the maximum length of the unique identifier is 100 characters. If the concatenation of all values is longer than 100 characters a truncation will occur, and may result in missing rows in the ACTUALCOST_FACT table.

Column	Data Type	Required Field	Description:
AMOUNT	FLOAT	Y	The cost amount, in the original source currency. This populates the **COST_LOC** column, and is converted into the **COST_BASE** column of the **ACTUALCOST_FACT** table as per default Data Warehouse currency.
CURRENCY	TEXT (3)	N	The 3 letter ISO code of the currency used for **COST_LOC**. This populates the **CURRENCY_LOC** column of the **ACTUALCOST_FACT** table.
PERIOD	DATE	Y	The date when the actualcost was paid out. Enter any valid date format recognized by Excel.
COSTCATEGORY	TEXT (60)	N	The cost category. Enter one of the values from **$AGORA_HOME$\DataWarehouse\ExternalSources\CostCategory.xls**.
COSTCENTER	TEXT (60)	N	This column is a foreign key to the **COSTCENTER** (Cost Center) record. It can contain the cost center name, both existing and

Column	Data Type	Required Field	Description:
			new cost center names are valid.
CAPEX_OPEX	TEXT (10)	N	A flag indicating if this expense is **Operational(OPEX)** or **Capitalized(CAPEX)**. Valid values are: **OPEX** or **CAPEX**. This populates the **OC_FLAG_ID** and **OC_FLAG_ DURABLE_KEY** columns of the **ACTUALCOST_ FACT** table.
SERVICE	TEXT (60)	N	This column is a foreign key to the **BUSSERVICE** (Business Service) record. It can contain the service name, both existing and new service names are valid.
APPLICATION	TEXT (60)	N	This column is a foreign key to the **APPLICATION** (Application) record. It can contain the application name, both existing and new application names are valid.
ASSET	TEXT (60)	N	This column is a foreign key to the **ASSET** (Asset) record. It can contain the asset name, both existing and new asset names are valid.
PROJECT	TEXT (60)	N	This column is a foreign key to the **PROJECT** (Project) record. It can contain the project name, both existing and new project names are valid.
CONSUMER	TEXT (60)	N	This column is a foreign key to the **ORG** (Organization) record. It can contain the consumer name, both existing and new consumer names are valid.
SUPPLIER	TEXT (60)	N	This column is a foreign key to the **ORG** (Organization) record. It can contain the supplier name, both existing and new supplier names are valid.
LOCATION	TEXT (60)	N	This column is a foreign key to the **LOCATION** (Location) record. It can contain the location name, both existing and new location names are valid.

3. Save the files.

4. Activate the FPA (Financial Data Source:

   a. Select **Admin** > **Data Source Management** then click **Add data source**.

   b. The Add Data Source page opens. Select the **FPA (Financial Planning Allocation)** data source type.

   c. Select or enter the configuration parameters.

   d. Click **Next** to proceed to the validation page.

UI Description

FPA (Financial Planning Allocation)Activation Page

User interface elements are described below:

Mandatory fields are marked with a red asterisk.

Data Source Wizard   Help ✕

FPA (Financial Planning Allocation)

*Instance name : [   ]

FPA Version : [1.0] ⌄
Time Zone : [Asia/Jerusalem] ⌄

Data Source Type : [Excel File] ⌄

*Folder Path : [*<<Enter Full Path to files Folder>>*]

[Back] [Next] [Cancel]

UI Element	Description
Instance name	Enter a name for the data source instance you are activating.
FPA Version	Select the relevant FPA version. For details, see the *IT Executive Scorecard Support Matrix*.
Time Zone	Select the time zone for the data source.
Data Source Type	Excel file.
Folder path	The complete path to the Excel file.

FPA-Related KPIs and Metrics

The KPIs and Metrics listed below use the data imported from PPM and structured by the FinancialManagement Context and the Project Portfolio Management (PPM) Context. The KPIs and Metrics are not directly used by the Financial Planning Analysis module but can be used in Dashboard components like other KPIs or Metrics.

The data displayed in the FINANCE tab and in the FPA-related pages is processed by the FPA application directly.

KPIs and Metrics:

- % of Actual vs Planned Projects Cost KPI
- % of Approved Project Scope Changes
- % of Change in Assets Cost KPI
- % of Change in Business Service Cost KPI
- % of Change in Project Cost KPI
- % of Healthy Projects KPI
- % of IT POR vs Total Revenue KPI
- % of Capex vs OpEx Spending KPI
- % of Project Effort Done by External Resources KPI
- % of Project Tasks on Time KPI
- % of Projects Associated with Business Objectives KPI
- % of Projects Budget at Risk KPI
- % of Projects on Time KPI
- % of Projects with Unresolved Urgent Issues KPI
- % of Time Invested on Strategic Projects KPI
- % Variance of Actual vs Planned Costs KPI
- Average Age of Active Demands
- Average Age of Active Proposals
- Average Availability Rating KPI
- Average Cost of IT Delivery Per Customer KPI
- Average Delivery Time of New Products or Services KPI
- Average Maintainability Rating KPI
- Average Performance Rating KPI
- Average Project Initiation Time KPI
- Average Time to Evaluate Proposal
- Average Time to Evaluate Scope Change
- Average Time to Resolve Production Defect KPI
- Demands Backlog

- Deviation of Planned Work Hours KPI
- Innovation Delivery KPI
- Number of Applications in Lifecycle Categories Metric
- Number of Applications in the Portfolio Metric
- Number of Escaped Defects KPI
- Number of Identified Issues KPI
- Number of Opened Risks KPI
- Project Scope Changes Backlog KPI
- Proposals Backlog KPI
- Time to Resolve Project Scope Change KPI

ITFM Financial Terms (Glossary)

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.

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.

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.

Discretionary Expenditure

Money for things you want but don't need.

Non-discrectionary 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.

Operational Expenditure (OPEX)</Term>

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

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.

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).

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.

Allocation Management

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 | Tasks |

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
All actual costs are related to a cost type/category.	Planned costs may be related to a budget.
You want to perform bulk allocations rather than allocate each cost individually. The best way is	You want to perform individual allocations rather than allocate costs in bulk.

Actual Cost Allocation	Planned Cost Allocation
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.	
This release of ITFM explicitly supports a cash flow view of costs.	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.
Actual costs are associated with a single date. Using this date, the cost is associated with a financial period.	Planned costs are associated with a financial period.

ITFM data

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

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

The following diagram shows the data flows that ITFM uses.
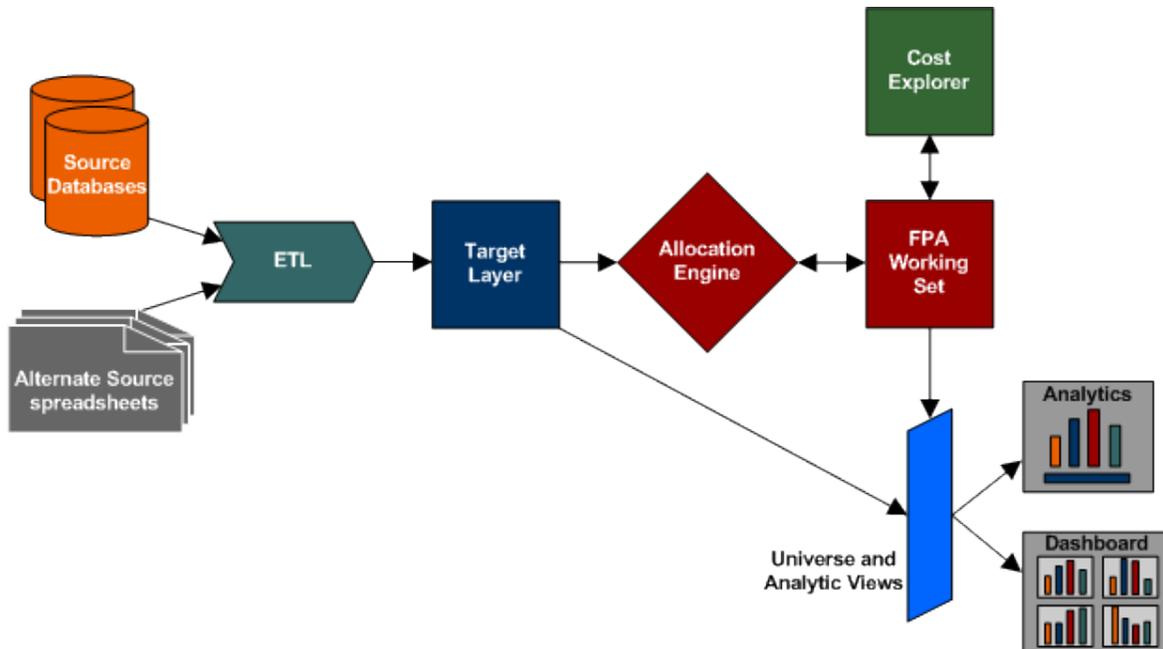
The source data is regularly refreshed by data warehouse extract, transform, and load (ETL) processes.

For more information about running ETL jobs, see ETL Management in the *IT Executive Scorecard Administrator Guide*.

Cost Data Model

The IT Financial Management cost data model is a complex star schema with two layers. It consists of a Cost fact table with related dimensions that include relationships. It is based on the Finance Management context. For details, see FinancialManagement Context in the *IT Executive Scorecard Financial Analyst Guide*.
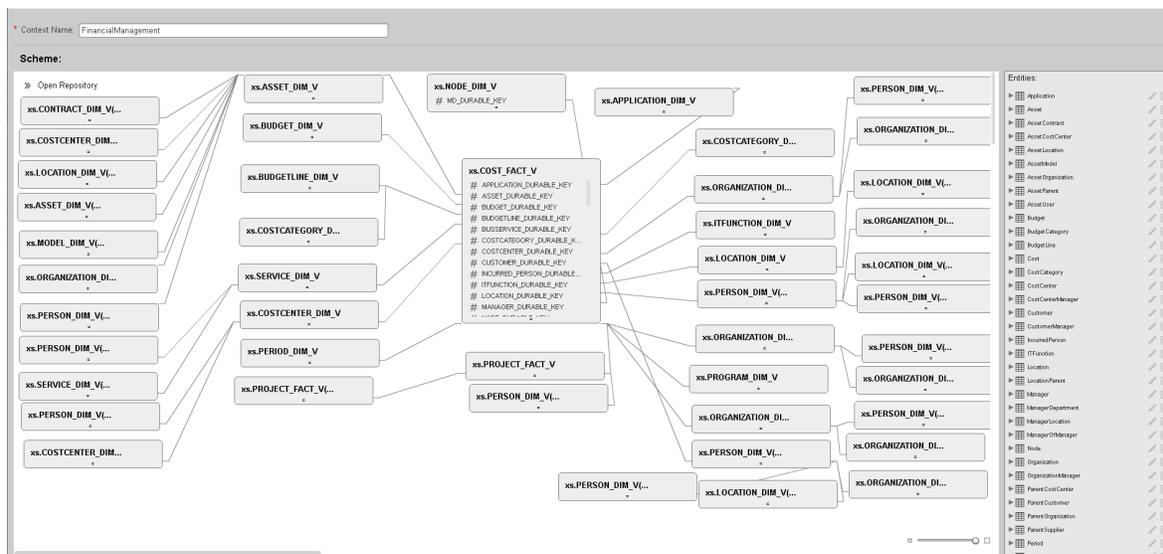
When defining an allocation stage, you can distribute costs across your business model using these relationships. Each dimension represents another business model or way to manage the costs. This enriches the data in the Cost table. When defining an allocation stage, you select the dimensions from the first layer of tables around the xs.COST_FACT_V view.

When you define a rule in an allocation stage, you can select the dimensions from the first and second layer of tables around the xs.COST_FACT_V view and from the xs.COST_FACT_V view itself. The rule serves as a filter for the allocation stage.

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.

After the ETL has run and the allocation is complete, you can use the KPIs based on the FinancialManagement context to create your own Dashboard pages and populate them with the relevant components based on these KPIs.

In addition, you can also view data in the FINANCE tab reports. For details, see "View the Financial Performance of Your Organization" on page 112.

These reports are affected by the allocation that is set with the **Affect Dashboard** option.

Tasks

This section includes the following tasks:

"Define allocations" below

"Open an Allocation Management scenario in Cost Explorer" below

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 "Allocation Stages" on page 60.

4. Define the allocation rules. For details, see "Allocation Rules" on page 64.

5. View in Cost Explorer. Only allocations with Completed status are available in Cost Explorer. For details, see "Cost Explorer" on page 102.

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.

For details about Cost Explorer, see "Cost Explorer" on page 102.

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	Tasks	UI Description	Reference

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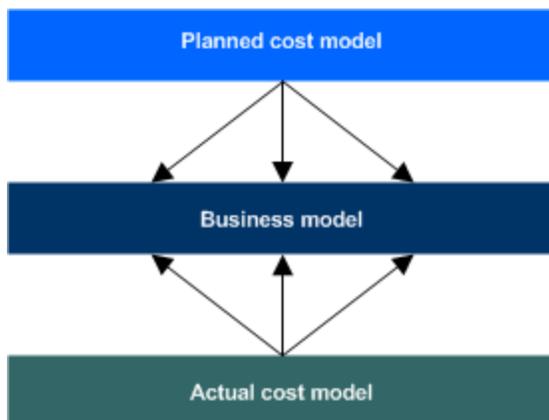
For example, a Financial Analyst wants to create views of planned vs. actual cost by IT department, Program, and Application. These views are collected from asset management and

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: "Allocation Management" on page 44

This section includes:

Use-Case Scenario

For details see, Use Case - ITFM - Create an Allocation Scenario in the *Getting Started with IT Executive Scorecard*

Add an Allocation Scenario

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

2. In the Allocation Management page left pane, click | Add Scenario |.

3. Enter a unique scenario name and the relevant information in the right pane. For details, see "Allocation Management Page" on page 52.

> **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.

Search for a specific rule

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

2. Select the allocation scenario.

3. In the relevant **Planned Cost/Actual Cost** tab, click the relevant stage.

4. In the dialog box that opens, enter the relevant search string in the Search box; for example: **Period**.
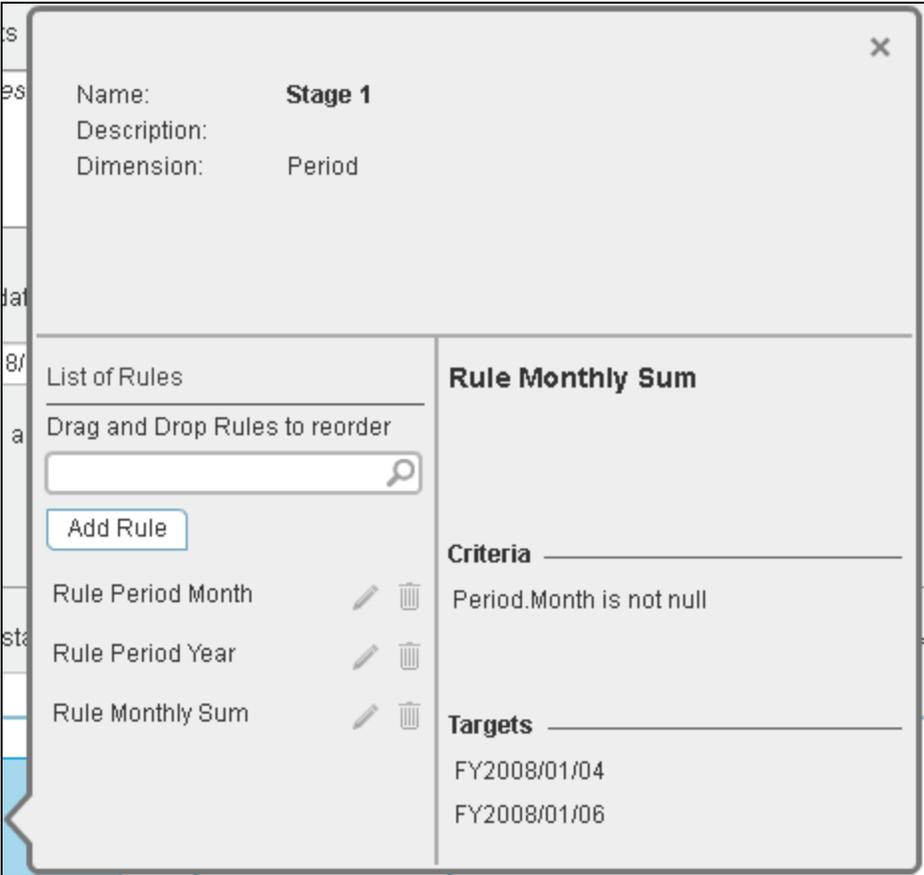
The list of rules with names that include Period are listed:
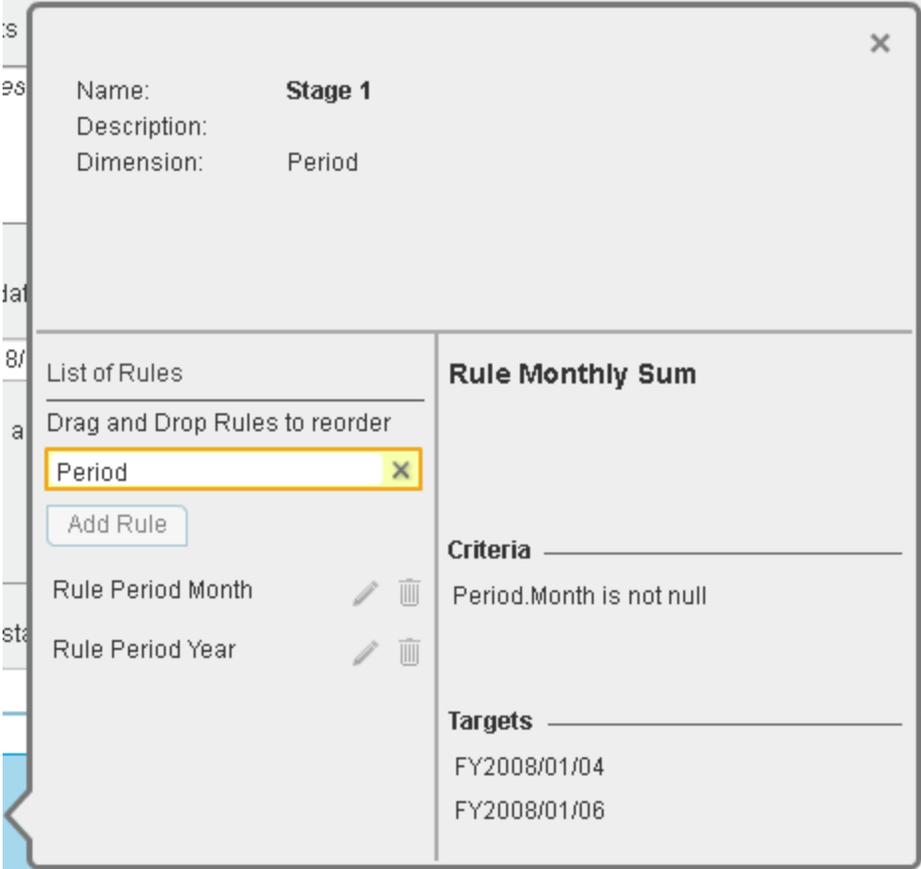
UI Description

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.
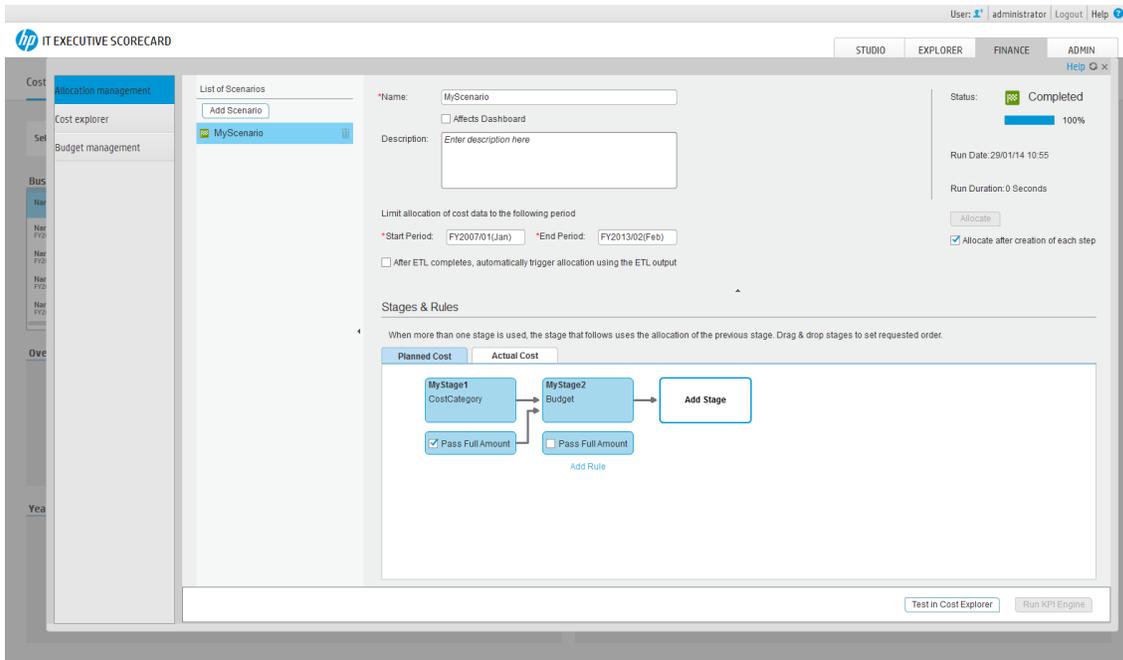
List of Scenarios

User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets):
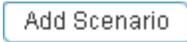
UI Element	Description
Add Scenario	Click to add a new scenario to the list. This enables you to enter details into the scenario pane.
🗑	**Delete <Scenario>.** Move the mouse pointer over the scenario name, and click the button to delete the selected scenario from the list.
▦	Indicates that the scenario 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	The name of the scenario. The default scenario is automatically displayed when the Allocation Management page opens.
Affects Dashboard	Select to make the current allocation scenario the scenario that affects the Dashboard display. 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 Financial Summary Page in the *IT Executive Scorecard Reports Reference Guide*. **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. Clicking the **Calculate** button means that the KPI Engine performs a recalculation that affects the performance.
Description	Enter a description of the scenario.
Start Period and **End Period**	Select the allocation period for the specific scenario as follows: **Start Period.** The start date (month and year) of the allocation period. **End Period.** The end date of the allocation period. This is relevant only for the calculation performed by the allocation engine. 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. 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.

UI Element	Description
	Follow these guidelines when you select the start period:
	• 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.
After ETL completes, automatically trigger allocation using the ETL output	Select to enable the allocation engine to recalculate the costs whenever new data arrives.
	Recalculation has an impact on the performance.
	Note: If you checked this option and if the ETL output includes updated source data or data marked to be deleted, the final allocated amount of the current stage may be incorrect.To display the correct data: • If the **Pass Full Amount** option of the stage is unchecked, check it, trigger the allocation engine once, then uncheck the **Pass Full Amount** option to trigger the allocation engine a second time and get correct data. • If the **Pass Full Amount** option of the stage is checked, uncheck it, trigger the allocation engine once, then check the **Pass Full Amount** option to trigger the allocation engine a second time and get correct data..
Allocate after creation of each step and **Allocate** button	The option is selected by default. When the option is selected and you create either an allocation stage or a rule for an allocation stage (step), the calculation takes place immediately after you click the **Finish** button of the Rule wizard. Note that this calculation impacts performance.
	You can deselect this option to enable the creation of multiple stages and rules and delay the calculation to be performed at a later stage. The calculation is then performed when you click the **Allocate** button.
	You can also select/deselect the option at any time during the creation of the

UI Element	Description
	allocation stages and rules. The calculation is performed every time you click the **Allocate** button.
	Tip: It is recommended to deselect the check box if you want to create new stage and rule.

Status Pane

The Status pane indicates the status of the scenario: **Draft** ✏️ , **Error** ❌ , **Running** ▶️ (when started but not completed), or **Completed** 🏁 **,** the progress ▭ 0% , 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
Planned Cost Tab/ Actual Cost Tab	Displays the interconnected stages according to planned/actual cost mode. 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). 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). The tab includes a description of the stages of the allocation:
<Tooltip>	Move the mouse over the stage box to display a tooltip. For details about the information displayed in the tooltip, see **<Stage Window>** below.
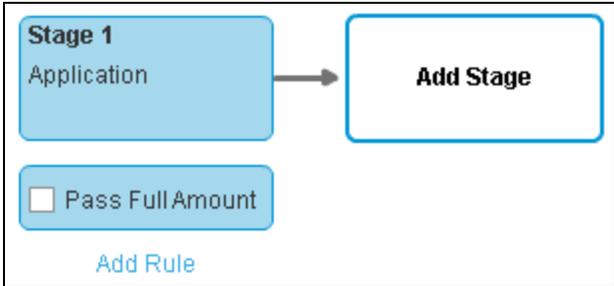
UI Element	Description
Add Stage	Opens the Add Stage window where you can add a new stage to the allocation scenario. For details, see "Allocation Stages" on page 60.
<Stage Window>	Click a stage name to open the specific stage window.

UI Element	Description
	The top section displays the name of the stage, the description, and the name of the selected dimension.
	The **List of Rules** section provides a list of available rules. You can do one of the following:
	• Click one of the existing rule to display its name, criteria, and targets in the right pane.
	• Drag and drop the rules to change their order.
	• Enter a search string to display only the rules with names that include the search string. The search string is not case-sensitive. The search is performed only on the rules attached to the current stage.
	You cannot drag and drop rules that were selected using the search string.
	For example, if you search for **Period**:
	• Click to display the Rule Wizard where you can edit the rule. For details, see "Add Rule Wizard" on page 66.
	• Click to delete the rule. This action deletes the rule from this stage. The allocation engine recalculates the cost for the scenario.
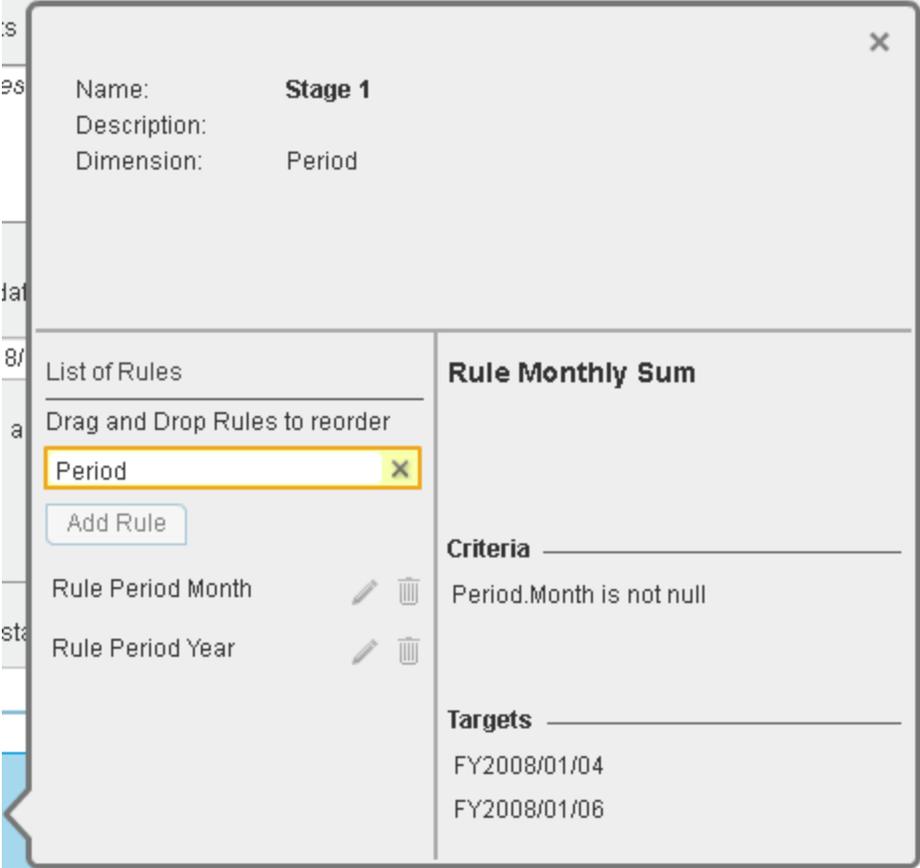
UI Element	Description
	The right pane lists the rule that is used in the current stage and provides the rule description.
Add Rule	Add a rule by clicking the [Add Rule]
Pass Full Amount	Select this option to pass the total sum that was allocated in the previous stage to the next stage. The total sum 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.
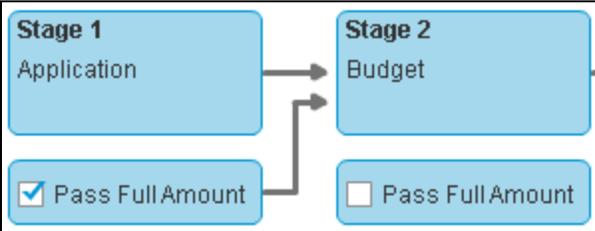
	If you do not select this option, only the sum that was allocated in the previous stage is passed to the next stage. The sum that was not allocated in the previous stage is discarded. **Example** Stage 1 got an input of $100.000. Stage 1 rules allocated successfully $40.000. If **Pass Full Amount** is 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.
Test in Cost Explorer	Click to view and configure the scenario in Cost Explorer. For details, see "Cost Explorer" on page 102. The button is enabled only when the allocation status is **Complete**.
Run KPI Engine	Calculate the allocations.

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 [icon] for the relevant stage in the **Stages & Rules** area.

| Tasks | UI Description |

[icon] Tasks

Main task: "Allocation Management" on page 44

This section includes:

"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 the 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 52.

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" below.

5. Enter the relevant information and click **Save**.

6. You can now add rules to the stage. For details, see "Allocation Rules" on page 64.

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 52.

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.

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. The list of dimensions and dimension properties is taken from the Target schema. The list of dimensions displayed in the Planned Cost and Actual Cost tabs is a subset of the dimensions and dimension properties of the Target Schema. **Note:** You can use the default dimensions provided in the Finance tab to create your allocations and costs. You can also add your dimensions to the FinancialManagement context and base your allocations and costs on these dimensions. You can also rename the existing dimensions to better reflect your financial environment. These new dimensions or renamed dimensions are listed in this field. For details, see Integration with PPM and Add Dimensions to FinancialManagement Context in the *IT Executive Scorecard Content Reference*

UI Element	Description
	Guide for the Integration of HP Project and Portfolio Management.

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.

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.

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.
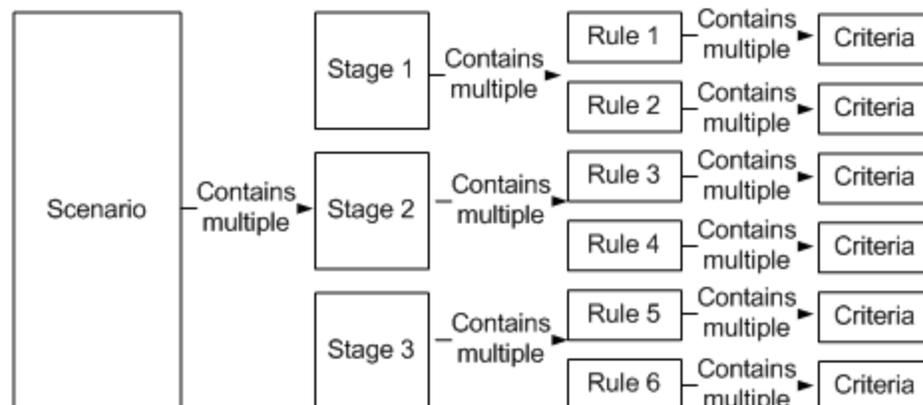
Tasks

Main task: "Allocation Management" on page 44

This section includes:

"View an allocation stage allocation rules" below

"Add an allocation rule to an allocation stage" below

"Reorder allocation rules in a stage" on the 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 52.
4. Click the relevant stage. The **<Stage Window>** dialog box opens. For details, see "Allocation Management Page" on page 52.

   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 52.
4. Click the relevant stage. The **<Stage Window>** dialog box opens. For details, see"Allocation Management Page" on page 52.

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 criteria, 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 52.

3. Click the relevant stage. The **<Stage Window>** dialog box opens. For details, see "Allocation Management Page" on page 52.

   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" on the next page > "Rule Criteria Page" on the next page > "Rule Target

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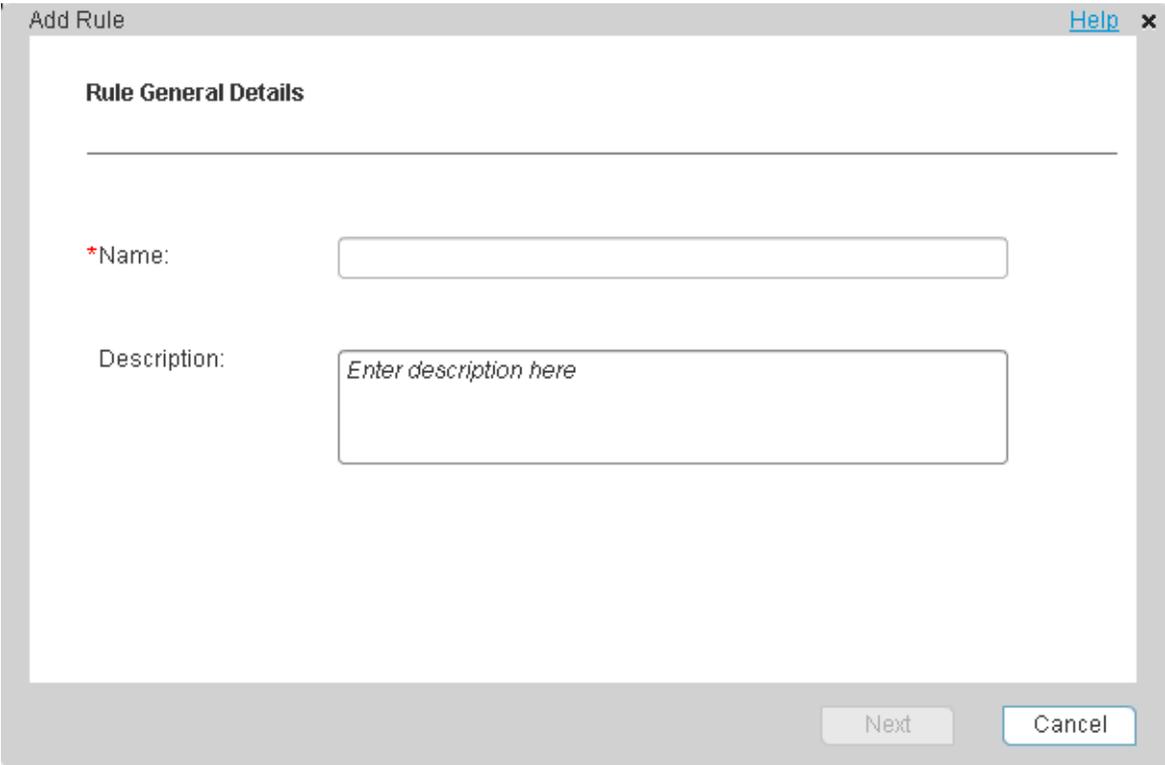
User interface elements are described below (when relevant, unlabeled elements are shown in angle brackets):

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 dimensions and dimension properties is taken from the Target schema. The list of dimensions displayed in the Planned Cost and Actual Cost tabs is a subset of the dimensions and dimension properties of the Target Schema.
	Note: You can use the default dimensions provided in the Finance tab to create your allocations and costs. You can also add your dimensions to the FinancialManagement context and base your allocations and costs on these dimensions. You can also rename the existing dimensions to better reflect your financial environment. These new dimensions or renamed dimensions are listed in this field.For details, see Integration with HP Project and Portfolio Management (PPM) and Impact on ITFM in the *IT Executive Scorecard Administrator Guide*.
<Drag and drop>	Drag a property or a dimension from the List of Dimension Properties to the right pane. An operation box is displayed to the right.
	Select the operation to be performed by the rule in the **<operation list>**. This can be:
	• **=**, **<>** (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.

UI Element	Description
	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. A value box opens to the right. 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. You can also enter a value manually. 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:
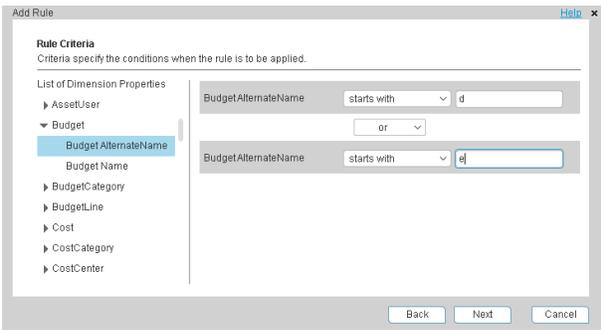
Rule Target Page

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	Costs can be allocated to targets: • **Equally.** Distributes amounts evenly. For example, if you have Dept1 and Dept2 the allocation engine allocates 50% of each cost row to Dept1 and 50% to Dept2. If you specify only one target, 100% of the cost is allocated to that target. • **Equally - all targets.** Distributes amounts evenly between all the targets. • **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. For additional details, see "Allocation Scenario" on page 48.

UI Element	Description
	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 *Data Warehouse Administration Guide*.
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 splitting the allocated sum. You can use your own metrics here to split it, for example, by the first letter of the company name, so the user can create metrics and use them here.

If you use the Metric Type allocation you must maintain an Allocation Metric configuration. The Dimension allocated by the stage has a mapped relationship with the dimension name in the Allocation Metric configuration and the mapping should follow the default table below. The default table is located at **<HPXS>\agora\DataWarehouse\ExternalSources\AllocationMetric.xls**. When the ETL runs, it loads the AllocationMetric.xls file.

If you work with the default table, you create a stage with the dimension **Customer**, and you add a Metric Type **Metric based**, then the Metric Type drop-down field displays the values of the **ORG** dimension.

Stage Dimension	Metric Dimension
Application	APPLICATION
Asset	ASSET
Budget	BUDGET
BudgetLine	BUDGETLINE
Cost	COST
CostCategory	COSTCATEGORY
CostCenter	COSTCENTER
Customer	ORG
IncurredPerson	PERSON
ITFunction	ITFUNCTION
Location	LOCATION
Manager	PERSON

UI Element	Description
	<table><tr><th>Stage Dimension</th><th>Metric Dimension</th></tr><tr><td>Organization</td><td>ORG</td></tr><tr><td>Period</td><td>PERIOD</td></tr><tr><td>Program</td><td>PROGRAM</td></tr><tr><td>Project</td><td>PROJECT</td></tr><tr><td>Service</td><td>SERVICE</td></tr><tr><td>Supplier</td><td>ORG</td></tr></table> **Note:** You can add records to the table, but you cannot delete what is listed in the default table. If you made changes, save the configuration file as **\<HPXS\>\agora\DataWarehouse\ExternalSources\AllocationMetric.xls**.
List of Targets	When you select: • **Equally** and you select targets, the targets are listed and the sum that is allocated is distributed equally between the targets. • **Equally - all targets**, all the targets are selected 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	The list of target instances you selected. 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. The targets are listed in alphabetical order.

Metric Allocation or Allocation Using Excel or .CSV Files

You can allocate costs using Excel or .CSV files.

> **Note:** Allocations are usually created using the same percentage for each one of the time periods. If you create your allocation using an Excel or .CSV file you can assign a different percentage for each separate period.

To access:

Click **Finance** > **Allocation management**.

Learn More   Tasks

Learn More

To learn more about allocations, see "Allocation Management" on page 44.

Tasks

Main task: "Allocation Management" on page 44

Allocate using an Excel or .CSV File

1. Create the Excel or .CSV file that specifies the allocation you want to use for each metric.

   The format of the file should have the following format for each metric (for example the RegisteredUsersProcessingServices metric). It should include, the name of the dimension, and for each period (specified by the start of the period and the end of the period), the value of the dimension, and the amount of the metric.

METRIC_NAME	METRIC_DESCRIPTION	DIMENSION_NAME	PERIOD_DATE_START	PERIOD_DATE_END	DIMENSION_VALUE	METRIC_AMOUNT
RegisteredUsersProcessingServices		ORG	1/1/2010	1/31/2010	I.S. Department	12000
RegisteredUsersProcessingServices		ORG	1/1/2010	1/31/2010	Production	10000
RegisteredUsersProcessingServices		ORG	1/1/2010	1/31/2010	Research	9000

METRIC_NAME	METRIC_DESCRIPTION	DIMENSION_NAME	PERIOD_DATE_START	PERIOD_DATE_END	DIMENSION_VALUE	METRIC_AMOUNT
RequestsProcessingServices		ORG	1/1/2010	1/31/2010	I.S. Department	1500000
RequestsProcessingServices		ORG	1/1/2010	1/31/2010	Production	1200000
RequestsProcessingServices		ORG	1/1/2010	1/31/2010	Storage-Packaging	1200000

- The string you enter in the DIMENSION_NAME column is the internal string of the target database table name (**dwt.<dimension_name>_DIM**) that corresponds to the dimension.

  The name of the view should be **XS.<dimension_name>_DIM_V**.

  > **Example** If the name of the table is **dwt.ORG_DIM**, the string you enter in the DIMENSION_NAME column is: **ORG**. The name of the view should be **XS.ORG_DIM_V**.

- The values shown in the DIMENSION_VALUE column in the Excel or .CSV file must appear in the **<dimension_name>_NAME** or **<dimension_name>_NAME_ALT** columns of the **dwt.<dimension_name>_DIM** table in the target database.

  > **Example** You must have the value **I.S. Department** appear in the **ORG_NAME** or **ORG_NAME_ALT** columns of the **dwt.ORG_DIM** table in the target database.

- The percentage of allocation provided for a specific DIMENSION_VALUE of the METRICIZE for the stated period of time is calculated as the METRIC_AMOUNT (of the DIMENSION_VALUE) divided by the SUM of all the METRIC_AMOUNT for the same METRIC_NAME and the same period of time, if you select all the targets.

  > **Example** in the table above, the allocation percentage for I.S. Department for January 2010, is 12000/ (12000 + 10000 + 9000).

  > **Recommended:** Do not use an external table with the same name as an already existing dwt table.
  > For example, if the dwt.PERSON_DIM table already exists, do not create an XS.PERSON_DIM table.

2. Save the Excel or .CSV file in the following directory:
   <HPXS>\agora\DataWarehouse\ExternalSources.

3. Run the ETL. For details, see ETL Management and Monitoring in the *IT Executive Scorecard Administrator Guide*.

The ETL loads the Excel or .CSV file to the target database to be used by the FinancialManagement context.

The ETL uses the information included in the .CSV file columns listed below to populate the relevant columns in the **dwt.ALLOCATION_METRIC** table in the target database as follows:

- The PERIOD_DATE_START and PERIOD_DATE_END columns to calculate and populate the PERIOD_ID column.

- The DIMENSION_VALUE column in the .CSV file to populate the DIMENSION_ID and DIMENSION_DK columns.

- The DIMENSION_NAME column in the .CSV file to populate the DIMENSION_ ID, DIMENSION_DK, and MD_DURABLE_KEY columns.

- The METRIC_AMOUNT column in the .CSV file to populate the METRIC_AMOUNT column.

The **dwt.ALLOCATION_METRIC** table is as follows:

	MD_DURABLE_KEY	MD_LASTMODDATE	MD_TRANSENDDATE	MD_TRANSLASTIND	ORG_NAME	PK_ORG_ID
21	24	NULL	NULL	Y	Deliveries	24
22	25	NULL	NULL	Y	Dell Computer	25
23	26	NULL	NULL	Y	DistriAll	26
24	27	NULL	NULL	Y	E.A.F	27
25	28	NULL	NULL	Y	Finance	28
26	29	NULL	NULL	Y	Hardware House	29
27	30	NULL	NULL	Y	Helpdesk	30
28	31	NULL	NULL	Y	Hewlett Packard	31
29	32	NULL	NULL	Y	I.S. Department	32
30	33	NULL	NULL	Y	IBM Corp.	33

4. Click **Finance** > **Allocation management**.

5. Add an allocation scenario. For details, see "Add an Allocation Scenario" on page 50.

6. Add an allocation stage to the scenario. For details, see "Add an Allocation Stage to a Scenario" on page 60.

7. Add a rule to the allocation stage, provide the rule general details, and the rule criteria. For details, see "Add an allocation rule to an allocation stage" on page 65.

8. Then in the Rule Target page select in the **Cost Deviation** field one of the following options:

- **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.

    If you select this option, the costs are distributed to the selected targets.

- **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.

If you select this option, the costs are distributed between the different targets according to the allocation percentages (or ratios) defined in the Excel or .CSV file as explained above.

For details, see "Rule Target Page" on page 69.

9. In the **Metric Type** field, select the relevant type. The values listed in this field correspond to the METRIC_NAME in the Excel or .CSV file. All the targets are displayed in the **List of Targets**.

10. In the **List of Targets**, select the relevant target (the list includes the content of the DIMENSION_ VALUE column in the Excel or .CSV file) and drag it to the **Selected Target Instances**. The allocation will be performed only for the targets (DIMENSION_VALUE) you selected according to the amount described in the METRIC_AMOUNT column in the Excel or .CSV file.

11. Click **Finish**.

Customize the KPIs Used in IT Financial Management

Note: The following procedures are for advanced users.

You can customize some of the supported HP data sources by changing the KPIs imported from these data sources or by adding new KPIs from these data sources.

The list of out-of-the-box KPIs imported from each relevant data source is included in the ITFM_ KPIs.xlsx file. For details, see ITFM KPIs in Excel format.

 Tasks

Modify the Workbooks for ITFM Module

The **AllocationMetric.xls**, **CostCategory.xls**, or **Budget.xls** workbooks (files) include the list of the information needed for the ITFM Allocation and Budget modules. They are considered external sources, which provides you with the ability to input your own customized data based on your own ITFM business.

These workbooks are used by the ETL process to obtain external data

KPIs extracted from the relevant data sources and imported into XS. You can modify the KPI or you can add other KPIs from these data source to the **AllocationMetric.xls**, **CostCategory.xls**, or **Budget.xls** files.

These workbooks are used by the ETL process to obtain external data for Status indicators.

To modify these workbooks:

1. Access the relevant workbook in the relevant workbook directory **<$INTALL_ DRIVEPATH$>\HPXS\agora\DataWarehouse\ExternalSources** and modify it according to its specific instructions if available. More details about each workbook are provided below.

    Workbooks are automatically activated.

2. To show all the KPI values, you have to activate the AM and PPM data sources (for details, see AM Data Source in the *IT Executive Scorecard Content Reference Guide for the Integration of HP Asset Manager*   and PPM Data Source in the *IT Executive Scorecard Content Reference*

Guide for the Integration of HP Project and Portfolio Management.

3. If some of your external cost data does not come directly from your AM- and PPM-related content packs, you can leverage the alternate data source (ALT) procedure to input these relevant costs (for details, see Alternate Source Integration in the *IT Executive Scorecard Content Reference Guide for the Integration of Alternate Data Sources*. This will enable you to view these costs in the ITFM module and KPIs.

4. Activate the workbook using the alternate source integration procedure. For details, see Alternate Source Integration in the *IT Executive Scorecard Content Reference Guide for the Integration of Alternate Data Sources*.

Budget Management

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 | Tasks | UI Description |

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 Management in the *IT Executive Scorecard 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:
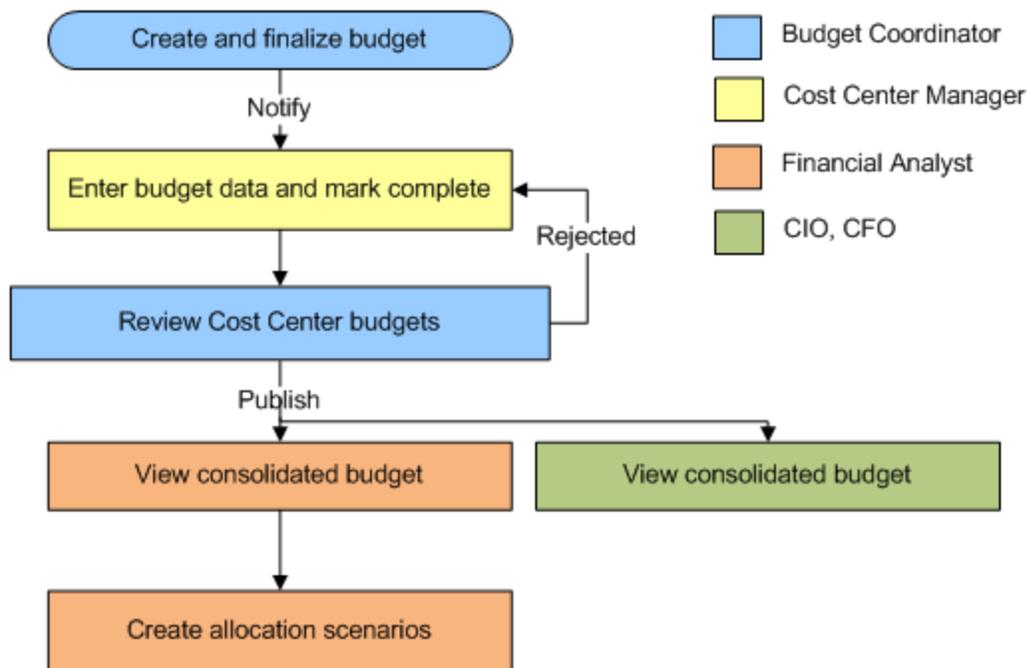
Tasks

This section includes the following tasks:

"Create and manage a budget" below

"Send Notification to Cost Center Managers" on the 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 86.

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 92.

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 86.

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 "Publish the Consolidated Budget" on page 98.

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:** In Executive Scorecard, if 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.

<Left Pane>

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

UI Element	Description
Add Budget	Click to create a new budget in the New/Edit Budget dialog box. For details, see "New/Edit Budget Dialog Box" on page 88.
	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 88. You can copy a consolidated budget to use as a template for a new budget.
	Delete the selected budget. Click to delete the selected budget. You cannot delete a published budget.
<Budget name>	The name of the budget is accompanied by an icon that provides its status: **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.

<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. The name is limited to 240 characters.
Description	The description of the budget.
View Cost Categories	Click to display the Cost Categories dialog box where you can view information about the Cost Category Groups specified for the selected budget.
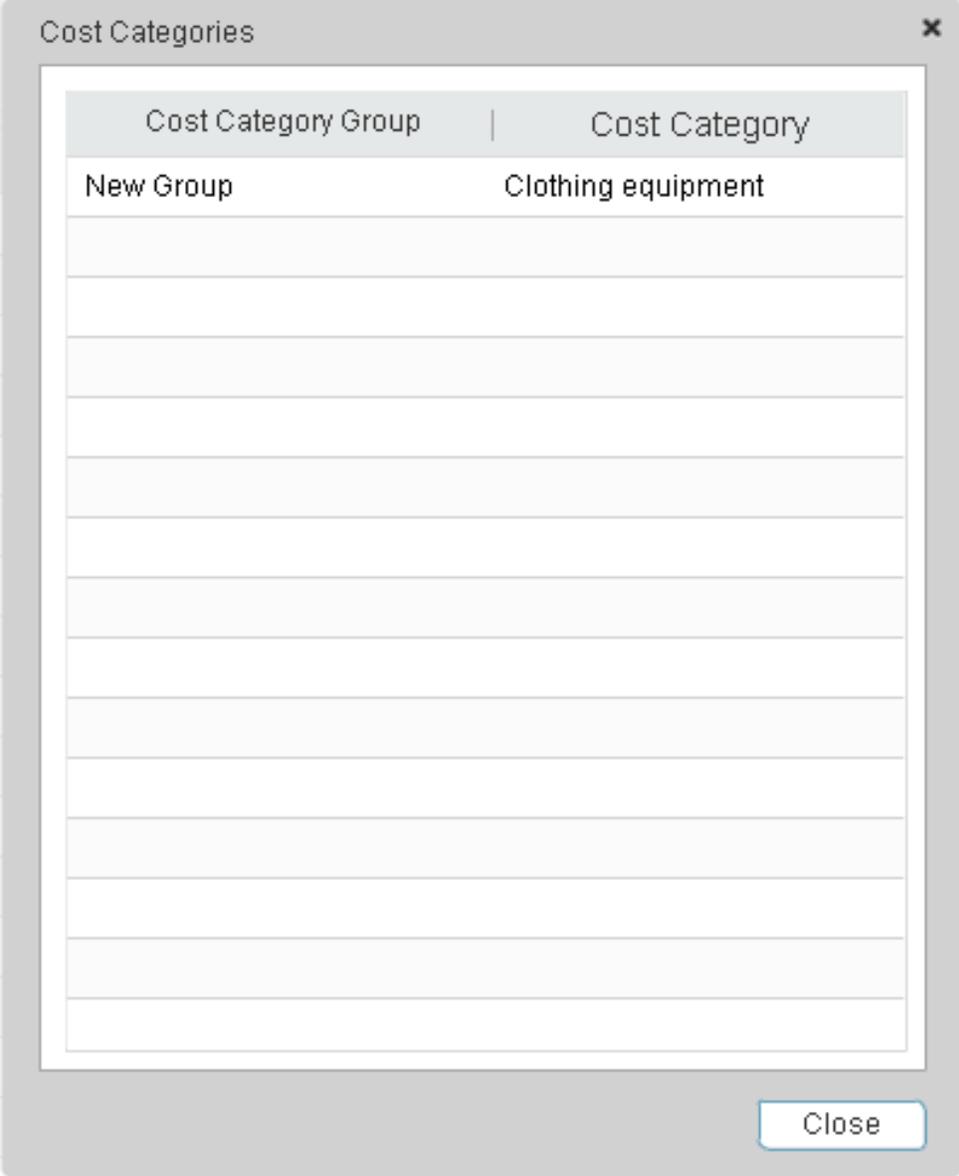
UI Element	Description
	Cost Categories ✕ | Cost Category Group | Cost Category
---	---
New Group	Clothing equipment | Close **Cost Category Group.** The Cost Category group. **Cost Category.** The names of the Cost Categories that were assigned to the group.

<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	The status of the budget. This can be: **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.
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	The status of the budget. This can be: ● **Not started** ● **In progress** ● **Accepted** ● **Completed** ● **Notified** ● **Rejected**
Manager Name	The name of the Cost Center manager.

UI Element	Description
Action	Click one of the following: ![icon] - **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 92. ![lock icon] - You cannot review or manage budget data because the budget definitions have not yet been finalized.
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 88.
Notify	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. • 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. You can select to notify all the listed managers or to notify only the selected managers. The dialog box displays the following information: **Budget Name.** The name of the budget.

UI Element	Description
	Cost Center. The name of the Cost Center.
	Manager Name. The name of the manager of the Cost Center. Click the name of the manager to modify it.
	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.
	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.
Consolidated View	Click to display the Consolidated Budget View.

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 Add Budget.

- 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   Tasks   UI Description

⬤ 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: "Budget Management" on page 78

This section includes the following tasks:

"Use-Case Scenario" below

"Create a budget" on the next page

"Add Cost Centers to a budget" on the next page

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

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

"Finalize the budget definition" on the next page

"Review and finalize or reject completed Cost Center budgets" on page 88

Use-Case Scenario

For details see, Use Case - ITFM - Create Budget Template in the *Getting Started with IT Executive Scorecard*

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** directory.

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. The name is limited to 240 characters.
Description	Enter the description for the budget. The description is limited to 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: • **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.

UI Element	Description
	• **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 deselect 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	The table lists the available cost categories. 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.
Selected Cost Categories	The table lists the groups and their cost categories. 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.

<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	Tasks	UI Description

⬤ 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: "Budget Management" on page 78

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 frequence 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 Description

Cost Center Budget View

> **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 Information>	This is located in the top left-hand corner: **<Cost Center Name>.** The name of the Cost Center budget. **Category.** The category of the Cost Center budget. **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

UI Element	Description

	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.
	
	● **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:
	  ● **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.

<Graph>	The graph displays the budgets Cost Center budgets for each the time frame granularity
<Budget information>	This is located in the top right-hand corner: **Status.** The status of the Cost Center budget: **Accepted** or **Rejected**. **Freq.** The granularity specified for the budget. This can be: **Monthly**, **Quarterly**, or **Yearly**. **Unit .** The unit of measure for the budget amounts. This can be: **Thousands** or **Millions**.
Import	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. ● 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.
Export	Click to export the budget to an Excel file. The following dialog box opens: Export Budget Data ✕ ⚠ Consolidated budget data was exported. Click the Save button to select location for download. Save Cancel

UI Element	Description
	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. The file contents are: You can open the spreadsheet and enter for each month, quarter, or year, the appropriate amounts for each time period for each cost category. Follow these guidelines when you edit budget spreadsheets: • 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. Save and close the spreadsheet. You can then import the modified Excel file. • 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.
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

UI Element	Description
	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.

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	Tasks	UI Description

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: "Budget Management" on page 78

This section includes the following tasks:

"Review completed cost center budgets and notify Cost Center managers" below

"Publish the Consolidated Budget" on the next page

"Copy a Consolidated Budget" on the next page

"View the Consolidated Budget" on the 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**.

View the Consolidated Budget

If you have the **Manage consolidated budget** permission, you can view the consolidated budget at any time in the budgeting workflow. If you have Financial Analyst or CIO privileges, you can view the consolidated budget after the Budget Coordinator accepts or publishes the budget.

1. From the main menu bar, click **Finance** > **Budgets**.
2. Select the relevant budget from the budget list and click the **Consolidated** button

   The Consolidated Budget View screen opens. The pie chart in the lower left part of the screen shows the budget distribution by the top ten cost category groups with the biggest budgets. You can move your mouse pointer over a slice in the pie chart to see the percent of the budget that the cost category group is assigned. The table in the upper part of the page shows the amounts designated for each cost category for all cost centers in the budget.

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 Users, Roles, Resources, and Permissions in the *IT Executive Scorecard 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	The status of the consolidated budget: **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**.

UI Element	Description
	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.
Freq.	Select the granularity you want to use for the budget: • **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>	The table shows the amounts designated for each cost category for all cost centers in the budget. You can click the groups (Folder icons) to expand the tree of categories. The only cells that are editable are those that correspond to the frequency defined per budget. 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.
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>	The pie chart on the right shows the top 10 cost categories of the selected group. • 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.

UI Element	Description
Publish	Click to publish, so the Financial Analysts can use the budget in allocation scenarios.

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:

Use-Case Scenario

For details see, Use Case - ITFM - Analyze Allocation Scenarios Using Cost Explorer in the *Getting Started with IT Executive Scorecard*

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 the 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 ![icon] 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 the next page.

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

5. Click ![icon] 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:** In Executive Scorecard, if 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	Select the scenario you want to analyze, and for which you want to display the results of the allocation. When you change the selection, the graphs are updated. This dropdown list is displayed when you access Cost Explorer by clicking Finance > Cost Explorer.
Back to Allocation	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.

\<Left Pane\>

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

UI Element	Description
\<Configuration\>	Select the relevant configuration. A configuration is a set of selected Y-Axis, X-Axis, and Measurements.

💾	**Save.** Click to save the configuration.
📝	**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.

|	
Update Chart	Click to display the graph once you have selected the configuration you want to analyze.
	When you change the selection, the currency filter, the sorting or the filters, and you click the Upgrade Chart button the graphs are updated.
	You can click **Update Chart** at any time to view configuration changes.

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.
	Note: You can use the default dimensions provided in the Finance tab to create your allocations and costs. You can also add your dimensions to the FinancialManagement context and base your allocations and costs on these dimensions. You can also rename the existing dimensions to better reflect your financial environment. These new dimensions or renamed dimensions are listed in this field. For details, see Add Dimensions to FinancialManagement Context and Integrate with PPM in the *IT Executive Scorecard Administrator Guide*.

X-Axis	Select the relevant dimension. The default is **Fiscal Month**.
	Note: You can use the default dimensions provided in the Finance tab to create your allocations and costs. You can also add your dimensions to the FinancialManagement context and base your allocations and costs on these dimensions. You can also rename the existing dimensions to better reflect your financial environment. These new dimensions or renamed dimensions are listed in this field. For details, see Add Dimensions to FinancialManagement Context and Integrate with PPM in the *IT Executive Scorecard Administrator Guide*.

- **Measurements**

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

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

- **Sort Charts By**

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

UI Element	Description
Sort By	Select a view from the drop down list. This displays the charts in your order of preference:
	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**.
	If all charts have the same sorting score, the charts are sorted alphabetically.

- **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	Select to display all the costs.

|	This is the default.
Show Costs Subset	Select a specific currency to display only the costs using the selected currency. If no cost exists in the selected currency, the graph is empty.

- **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	Select the dimension you want to display in the graph. 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. Select Dimension: Budget ⌄ ☑ Select / Deselect All ☑ ACME Company Intranet ☑ ACME Intranet ☑ ACME Project StreamPath ☑ Administration-2011

<Right Pane>

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

UI Element	Description
<List of thumbnail graphs>	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.
	Only 4 thumbnails are displayed if the left pane is open. Up to 6 thumbnails can be displayed if the left pane is closed.
	For example, if you select:
	• 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**.
	The top graph displays thumbnail graphs. The graph display the value of Actual and Planned for each Fiscal Year for:
	• 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**
⊕⊕	Use the arrows to scroll between the thumbnails.
	When you get to the leftmost thumbnail, the left arrow disappears. When you get to the rightmost thumbnail, the right arrow disappears.
<Bottom graph>	Click a thumbnail to display its expanded graph in the <Bottom graph> area.
<Legend>	The legend displays the measures you selected in the configuration and the colors associated with them.
<Main Graph>	The main graph displays an expanded version of the graph you selected in the <List of Thumbnail Graphs>. The selected thumbnail is highlighed, 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

You can view the financial performance of your organization using the following Dashboard pages:

- 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). For details, see Cost Distribution Overview Page in the *IT Executive Scorecard Reports Reference Guide*.

- 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). For details, see Financial Summary Page in the *IT Executive Scorecard Reports Reference Guide*.

- 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.For details, see Bill of IT in the *IT Executive Scorecard Reports Reference Guide*.

- 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. For details, see Cost of Service Cost Categories Page in the *IT Executive Scorecard Reports Reference Guide*.

- 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. For details, see Cost of Service CI Types Page in the *IT Executive Scorecard Reports Reference Guide*.

- 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 Fiscal Year, Business Service, Cost Category, and 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.For details, see Cost of Service CI Types Models Page in the *IT Executive Scorecard Reports Reference Guide*.

- 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. For details, see Multi-Dimensional Cost Comparison Analysis Report in the *IT Executive Scorecard Reports Reference Guide*.

Tasks

Use-Case Scenario

For details see, Use Case - ITFM - Analyze, in the Dashboard, Financial Data Based on an Allocation in the *Getting Started with IT Executive Scorecard*

Send Documentation Feedback

If you have comments about this document, you can contact the documentation team by email. If an email client is configured on this system, click the link above and an email window opens with the following information in the subject line:

Feedback on Financial Analyst User Guide (IT Executive Scorecard 9.50)

Just add your feedback to the email and click send.

If no email client is available, copy the information above to a new message in a web mail client, and send your feedback to SW-Doc@hp.com.

We appreciate your feedback!