

# HP IT Analytics

for the Windows operating system

Software Version: 2.01

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## Applications User Guide

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# IT Analytics

IT Analytics is a business intelligence application that helps IT make better decisions about service improvements, service levels, staffing, and the service portfolio. Using the IT Analytics modules, IT can monitor progress to goals, continually improve its services, analyze its financial performance, communicate better with the business it serves, and simulate the impact of changes.

## IT Analytics overview

IT Analytics accelerates time to value by providing a complete business intelligence platform. IT Analytics extracts data from HP Asset Manager and HP Project and Portfolio Management and consolidates it into a robust data warehouse. ITIL-based analytics and dashboards show process and financial performance trends. IT Analytics augments this platform with an allocation engine for planned and actual costs, a rules engine to calculate monetary business impact of incidents and changes, and an optimization engine to simulate changes to factors under IT's control.

## Features

IT Analytics is the successor to earlier versions of HP DecisionCenter. The complete IT Analytics package contains different applications that enable management to perform advanced analyses using data extracted from HP applications. IT Analytics uses an integrated version of SAP® BusinessObjects Enterprise XI to complete the ETL processes and format out-of-box and ad hoc analytics. The following table summarizes IT Analytics features in this release.

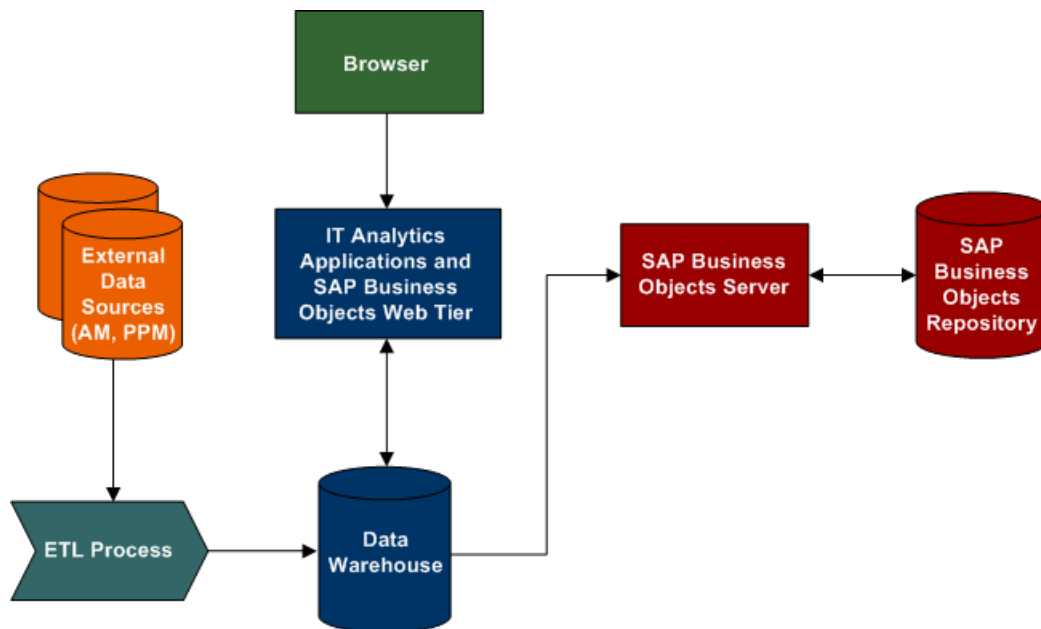
Feature	Description
<b>Financial Planning &amp; Analysis (FPA)</b>	Application that provides your IT stakeholders with actionable cost information that supports effective cost containment and investment decisions. It includes IT cost consolidation, IT cost allocation, allocation scenarios, IT cost dashboard, Cost Explorer, analytics, and integration with HP Asset Manager and HP Project and Portfolio Management.

Feature	Description
<b>Data</b>	Imports historical incident, project, and financial data into the data warehouse to populate scenarios and analytics.
<b>Application infrastructure</b>	Applications run in a single framework with a single navigation pane that accesses different components, out-of-box analytics, and SAP® Business Objects Enterprise XI in an integrated environment.

## IT Analytics architecture

The IT Analytics internal components enable you to define data driven scenarios that predict the result of business decisions. It depends on SAP® Business Objects, which is an enterprise business intelligence solution that interacts directly with IT Analytics to summarize data in reports, display it in a management dashboard, or within Financial Planning & Analysis.

SAP® BusinessObjects Data Services is the ETL tool that extracts data from Asset Manager or Project and Portfolio Management to populate the data warehouse.



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# What's new?

IT Analytics 2.00 introduces Financial Planning & Analysis (FPA). Read the topics in this section to learn more about:

- [Financial Planning & Analysis application](#)
- [The data warehouse](#)
- [SAP® BusinessObjects Enterprise XI](#)
- [BTO Portfolio compatibility](#)
- [Technology enhancements](#)
- [Installation and configuration](#)
- [Documentation](#)
- [Accessibility](#), [internationalization](#), and [localization](#)

## Financial Planning & Analysis

Financial Planning & Analysis (FPA) helps organizations make better IT financial decisions by reducing the effort involved with managing IT finance and giving business the financial transparency it demands. FPA does this by consolidating and allocating planned and actual costs from HP Asset Manager and HP Project and Portfolio Management .

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

FPA is a module of the larger IT Analytics product suite.

## Dashboard

The Financial Planning & Analysis Dashboard enables IT executives to view planned versus actual performance for IT overall, by customer, by IT organization, by service, by program, and by project. The dashboard provides a view of the areas with the highest variance, helping IT executives to focus their management attention on areas of potential concern.

## Financial planning analytics

Through Web Intelligence analytics, users 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. Users 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.

Data extracted from Project and Portfolio Management and Asset Manager populates these new financial planning analytics:

- Cost by Overall IT
- Cost by Current Month Variance
- Cost by Customer
- Cost by IT Organization
- Cost by Business Service
- Cost by Program
- Cost by Project
- Cost Trends
- Cost Variance by Business Service
- Cost Variance by Cost Category
- Cost Variance by Organization
- Cost Variance by Program
- Business Service Cost Variance Details by Dimensions
- Business Service Monthly Cost Variance Details by Dimensions
- Cost Category Cost Variance Details by Dimensions
- Cost Category Monthly Cost Variance Details by Dimensions
- Organization Cost Variance Details by Dimensions
- Organization Monthly Cost Variance Details by Dimensions
- Program Cost Variance Details by Dimensions
- Program Monthly Cost Variance Details by Dimensions

## Allocation engine

The allocation engine is a process that communicates with the Financial Planning & Analysis (FPA) web application. The allocation engine evaluates allocation scenarios against the data available in the data warehouse. By defining different allocation scenarios, IT can distribute costs across multiple cost models, enabling financial analysts to view budget performance from many angles. IT can overcome

inconsistencies in the data by filling in data gaps and transforming cost relationships as necessary.

## Cost Explorer

The Financial Planning & Analysis Cost Explorer enables 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.

## Asset Manager data

HP Asset Manager generates data about the physical, financial and contractual aspects of IT assets. Extract, Transform, and Load (ETL) processes can extract this data, consolidate it with similar data from other applications, and store it in the data warehouse. Asset Manager typically captures inventory and configuration data about every device and the software installed on those devices.

The Financial Planning & Analysis application relies on data from Asset Manager or Project and Portfolio Management Financial Management (or both) to produce results.

## Project and Portfolio Manager data

The HP Project and Portfolio Management Financial Management module generates data about budgets. Extract, Transform, and Load (ETL) processes can extract this data, consolidate it with similar data from other applications, and store it in the data warehouse. Project and Portfolio Management Financial Management typically produces capital and operating planned and actual cost data.

The Financial Planning & Analysis application relies on data from Asset Manager or Project and Portfolio Management Financial Management (or both) to produce results.

## Data warehouse

The data warehouse is the repository for key business data that is cleansed, consolidated, and organized to support efficient queries, reports, and to populate a



variety of business analytics. The physical repository contains both current and historical data.

The contents of the data warehouse depend on the related HP applications that generate business data. For example, the data may originate with HP Financial applications as Asset Manager , or HP Demand and Portfolio Management applications like Project and Project and Portfolio Management.

The data warehouse consolidates the data from one or more of these external applications and makes it available for analysis by Financial Planning & Analysis. Because the data warehouse integrates and consolidates data from multiple sources, it enables cross-product queries and business analysis activities across the enterprise.

## Data warehouse features

The data warehouse supports IT Analytics with a robust feature set. The data warehouse application:

- Provides data governance with Audit, Balance, and Control (ABC) mechanisms that adhere to data warehousing best practices. ABC controls all Extract, Transform, and Load (ETL) job scheduling and sequencing.
- Supports metadata management with an application development toolkit that contains a metadata editor and ETL tools. You can use the editor and built-in templates to create a metadata repository.
- Generates the required database schemas and ETL workflows using the toolkit functionality.
- Integrates with SAP® BusinessObjects Enterprise XI Data Services features and functions.
- Provides localization support for localized administration reports.

## Data warehouse design

A typical data warehouse is a relational database, managed by an enterprise Relational Database Management System (RDBMS), and initially described by user-defined metadata. A data warehouse stores data into tables organized in a standard schema design, such as a star schema. A star schema contains a central fact table with related dimension tables that can be shared with other fact tables.

The data warehouse used by the IT Analytics application contains:

- A metadata repository
- Dimension, fact, and hierarchy tables that store the data extracted and consolidated from external applications
- Working tables that contain snapshots of the data as it is transformed during the Extract, Transform, and Load (ETL) process

## Data management

The data warehouse manages data extracted from source applications by storing it in dimension and fact tables described by target data models. For example, there are target models for related source data that describe Configuration items, contracts, costs, currencies, organizations, and so on.

Staging tables provide temporary storage as the Extract, Transform, and Load (ETL) processes move the data through cleansing and consolidation into dimension and fact tables.

## Metadata

Metadata describes the content and structure of the data in the data warehouse. It supports the task of defining the data warehouse tables and views. The BTO Data Warehouse Studio provides a simple Microsoft® Excel-based interface to automate metadata definition and build the data warehouse infrastructure.

## Audit, Balance, and Control

The Audit, Balance, and Control (ABC) component is part of the Extract, Transform, and Load (ETL) architecture that provides data model governance. It is designed to ensure data integrity throughout the job stream design and run-time processes.

The Audit component provides feedback on the ETL job steps. Balance verifies that the extracted data is consistent with the source data. Control guarantees that parent steps in the job stream start and stop successfully before child steps begin. If a failure occurs within a job stream, you can identify the point of failure and resume the job at that job step.

## Job scheduling and execution

The Audit, Balance, and Control (ABC) application manages all Extract, Transform, and Load (ETL) job scheduling and execution. Although you can use SAP® BusinessObjects Enterprise XI Data Services to schedule and run jobs, it does not

provide monitoring and feedback. The ABC component adds a layer of controls to the ETL process that goes beyond the basic ETL processes provided by SAP® BusinessObjects Enterprise XI Data Services.

### Data warehouse tools

The data warehouse application provides different tools to build, populate, and manage the data warehouse and its contents. For example, the metadata studio, Extract, Transform, and Load (ETL) studio, and the Audit, Balance, and Control are tools that simplify managing the data warehouse.

### Data warehouse SDK

The data warehouse software developer's kit (SDK) contains all the tools that you need to build and deploy the data warehouse that supports the Financial Planning & Analysis application.

## SAP® BusinessObjects Enterprise XI

SAP® BusinessObjects Enterprise XI™ 3.1 is the latest major release of business intelligence tools from Business Objects, an SAP company. It combines information management, reporting, query, and analysis features.

IT Analytics and the data warehouse use SAP® BusinessObjects Enterprise XI for out-of-box analytics, queries, and user-defined reports.

For more information about SAP® BusinessObjects Enterprise XI, see the SAP® Business Objects web site: [www.businessobjects.com](http://www.businessobjects.com).

### SAP® BusinessObjects Data Services

BusinessObjects™ Data Services from Business Objects, an SAP® company, is a data management tool that enables you to extract, transform, and manipulate data. It provides a development and data connectivity environment. When you use BusinessObjects Data Services to complete the Extract, Transform, and Load (ETL) process and apply the data governance that the data warehouse Audit, Balance, and Control application provides, you can ensure that your data integrity is intact.

### BTO portfolio compatibility

IT Analytics can use data generated by:

- Asset Manager
- Project and Portfolio Management

Extract, Transform, and Load (ETL) processing can extract and consolidate similar data from these diverse sources. IT Analytics applications use this data to perform allocation populate analytics.

For more information about the Business Technology Optimization (BTO) portfolio, see the HP web site: [Business Technology Optimization](#).

## Technology enhancements

The implementation of the data warehouse provides a new level of governance and data reliability to IT Analytics applications. The data warehouse stores data that originates in disparate external applications but undergoes transformation when extracted and consolidated using a newly designed Extract, Transform, and Load (ETL) process managed by the data warehouse.

This version also takes advantage of updated versions of Java™ and other internal third-party components.

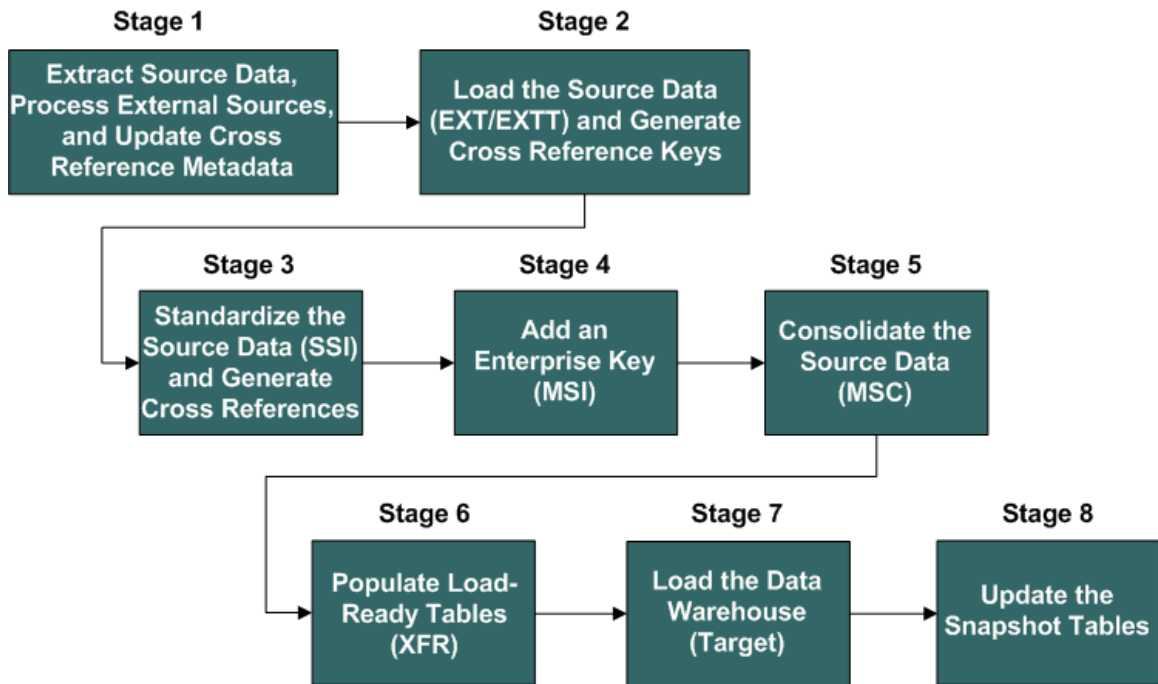
For more information about the data warehouse, see the IT Analytics Data Warehouse Administration Guide.

For more information about internal third-party components, see the **HP IT Analytics Open Source and Third-Party Acknowledgements.htm** file in the \Licenses directory on the installation media.

## ETL process

The Extract, Transform, and Load (ETL) process is an end-to-end transfer of source data from external applications through several staging layers and into the target layer of the HP Data Warehouse. Each staging layer is a subsystem that functions independently. The ETL engine is SAP® BusinessObjects Data Services.

SAP® BusinessObjects Data Services goes through multiple stages to extract external application data, transform and consolidate the data by processing it through the staging layers, and store it in data warehouse target tables for subsequent application processing.

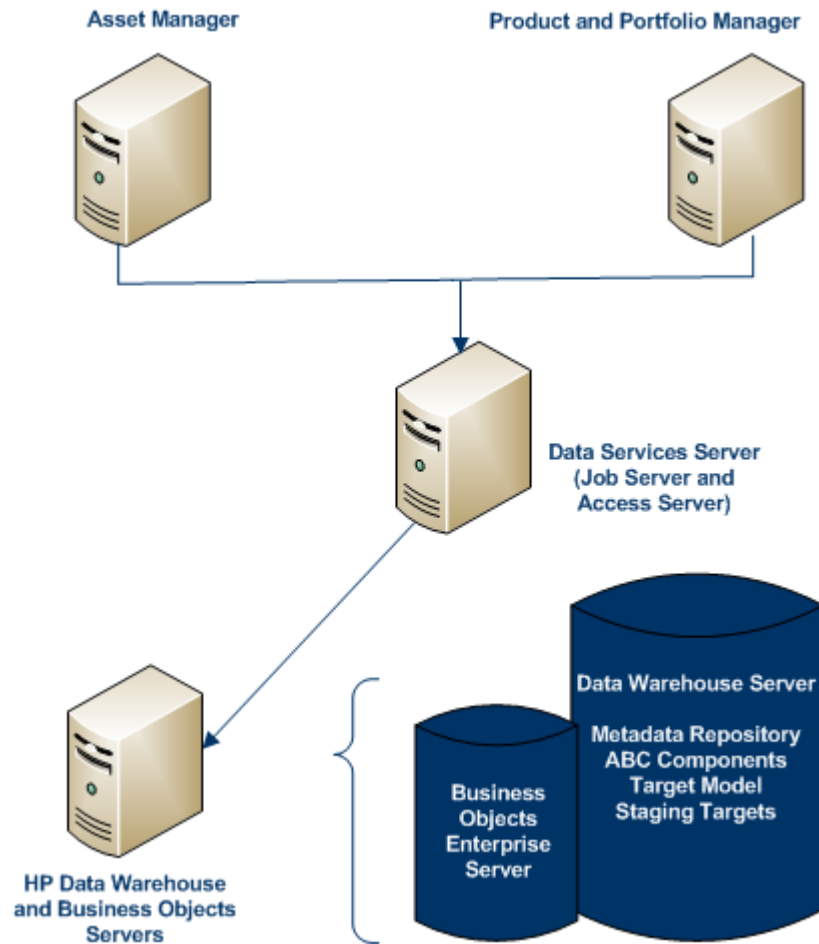


For more information, see the *IT Analytics ETL User Guide*. The most current version of this document is available on the product manuals web site at: [HP Software Product Manuals](#).

This site requires that you register as an HP Passport user and sign in. To register for an HP Passport ID, go to: [HP Passport Registration](#).

## Installation and configuration

The IT Analytics and data warehouse installation are a combined process that also includes installation of SAP® BusinessObjects Enterprise XI if you do not already have a licensed version installed. In a typical distributed environment, the installation of these components can be disbursed over multiple servers.



For more information about installation and configuration, see the [IT Analytics Installation and Configuration Guide](#) .

## Configuration tool

This release has a new configuration tool that enables you to set up your environment before you begin using IT Analytics applications. You can configure these options:

- Application parameters
- Currency
- Database connections
- Default time zone
- Language settings

## Documentation

This release contains separate documentation for the application components and the data warehouse. To obtain the most current version of all IT Analytics documentation, visit the product manuals web site at: [HP Software Product Manuals](#)

This site requires that you register as an HP Passport user and sign in. To register for an HP Passport ID, go to: [HP Passport Registration](#).

### Application documentation

IT Analytics applications have Help and print documentation available. You can view Help for any application if you click the question mark icon in the upper right corner of the IT Analytics framework.

The *IT Analytics Applications User Guide* is the complete set of Help system topics organized into book format. It is available in PDF format for electronic viewing or printing with Adobe Reader®. If necessary, you can obtain the latest version of Adobe Reader from the [Adobe](http://www.adobe.com) (<http://www.adobe.com>) web site.

#### [IT Analytics Applications User Guide](#)

The most current version of this document is available on the product manuals web site at: [HP Software Product Manuals](#)

This site requires that you register as an HP Passport user and sign in. To register for an HP Passport ID, go to: [HP Passport Registration](#).

### Data warehouse documentation

The data warehouse guides are available in PDF format for electronic viewing or printing with Adobe Reader®. If necessary, you can obtain the latest version of Adobe Reader from the [Adobe](http://www.adobe.com) (<http://www.adobe.com>) web site.

The *IT Analytics Data Warehouse Administration Guide* contains information about how to configure and use the HP data warehouse.

The *IT Analytics ETL User Guide* describes the Extract, Transform, and Load (ETL) process and how it changes and consolidates data so that it can be used for reporting purposes.

The *IT Analytics Installation and Configuration Guide* describes how to install and configure the data warehouse and the IT Analytics Financial Planning & Analysis module.

The most current versions of these documents are available on the product manuals web site at: [HP Software Product Manuals](#)

This site requires that you register as an HP Passport user and sign in. To register for an HP Passport ID, go to: [HP Passport Registration](#).

## Localization

Localization adapts the IT Analytics application software for your region or your country by translating all visible text into a local language. The following IT Analytics application components can be localized:

- Interface
- Text strings
- Online help
- Print documentation

## Internationalization

Internationalization is the process of designing the IT Analytics applications for easy adaptation by an international user community without engineering changes. Internationalized software enables you to specify local currency, numeric formatting, date and time formatting, text direction, and so on.

## Accessibility

Hewlett-Packard is committed to providing products and services, including enterprise software products that are accessible to users with disabilities. As part of that commitment, HP uses the Voluntary Product Accessibility Template (VPAT) to describe the conformance of our products to Section 508 standards, and help Federal Agencies comply with Section 508.

We are continuing to develop the HP BTO Software suite for usability, functionality, compatibility with third-party assistive technology software and conformance with international accessibility standards as well as Section 508.

Although Hewlett-Packard is committed to delivering products that are accessible and conform to Section 508 standards, HP will take all practical steps to ensure that future releases conform to Section 508 standards. Conformance to Section 508 standards by HP IT Analytics is also dependent upon a third-party technology that today does not conform in some areas. Hewlett-Packard is working with our



third-party vendor and internal development to resolve currently identified conformance issues.

For more information, see [www.hp.com/accessibility](http://www.hp.com/accessibility).

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# Financial Planning & Analysis

Financial Planning & Analysis (FPA) is a component of IT Analytics that helps organizations make better IT financial decisions by reducing the effort involved with managing IT finance and giving business the financial transparency it demands. FPA does this by consolidating and allocating planned and actual costs from HP Asset Manager and HP Project and Portfolio Management to help IT manage those costs more effectively.

FPA has these 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.

## To start using FPA

First make sure that the application is installed and configured according to the directions in the *IT Analytics Installation and Configuration Guide*.

1. Log on to the application web server.
  - Type the IT Analytics URL in your browser. For example, type: `http://server-name:portnumber/ITAnalytics/`
  - Type a valid **Username** and **Password**.
  - Click **Log in**.
2. From **Financial Planning & Analysis**, click one of these links:
  - FPA Dashboard
  - Allocation Scenarios
  - Analytics

## What is Financial Planning & Analysis?

Financial Planning & Analysis (FPA) provides cost visibility for IT. Capable of supporting numerous IT cost dimensions, FPA provides the informational needs of IT management, accounting, and business leaders to help them make better investment and IT decisions and to look for trends in IT cost drivers and budget variance.

FPA includes several ways to analyze the allocation results. For financial analysts, FPA offers a streamlined interface called Cost Explorer that helps the analyst answer ad hoc questions quickly. For business users and IT management, FPA

offers out-of-box analytics that show important financial data concerning entities such as organizations and business services. FPA also offers a dashboard that helps users quickly identify IT financial areas that require attention.

The Financial Planning & Analysis component has these features:

- **IT cost consolidation:** FPA allows your organization to consolidate planned and actual costs in a single system. It gives IT the big picture as well as the detail it needs to more effectively manage budget performance.
- **IT cost allocation:** With the FPA allocation engine, IT can distribute cost across multiple cost models giving it the ability to analyze budget performance from many angles.
- **Allocation scenarios:** You can create multiple “what-if” allocation scenarios and use the results to compare budget versions against actual costs and budget objectives.
- **IT cost dashboard:** The FPA Dashboard lets your IT executives view planned versus actual performance for IT overall, by customer, by IT organization, by service, by program, and by project. Your IT executives may also see the areas with the highest variance to help them focus their management attention.
- **Cost explorer:** The FPA 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.
- **IT cost analytics:** Through Web Intelligence analytics, users 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. Users 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 and HP Project and Portfolio Management (PPM) Center software:** Out-of-box integrations with AM and PPM Center make gathering cost data more efficient. Integration processes keep the data current.

## Dashboard

The FPA Dashboard lets you view actual versus planned performance for IT overall, customers, IT organizations, business services, programs, and projects. To help focus management attention, you can also use the dashboard to view the customers, IT organizations, business services, programs, projects, and cost categories that have the highest positive variance.

## Analytics

You can use the out-of-box Web Intelligence analytics to view daily updates on actual versus planned performance. You can modify the analytics as necessary to support the specific cost analysis needs of your organization. You can also perform ad hoc analysis of cost data to answer less common questions, while knowing that the data you view is consistent across all users.

## Search

Financial Planning & Analysis uses a keyword search, which can be global or filtered by category.

- Click **Search** in the left navigation pane.
- To create a global keyword search, type a value in the **Name contains** text box.
- To create a filtered keyword search, type a value in the **Name contains** text box and clear any categories to be omitted from the search. Select **All Categories** to re-select or clear all category criteria.
- Click **Search**.

Search results appear in a new window.

Financial Planning & Analysis assumes there is a wildcard (\*) character before and after the search text string to find words that contain the specific search argument. For example, if you specify *market* as the search argument, the Search feature will return these matches:

- market
- Marketing
- Supermarket

To limit the search to specific Financial Planning & Analysis components, clear the **All Categories** check box and select only those component categories that you want to be search arguments.

Click **Search** to start a complete database search.

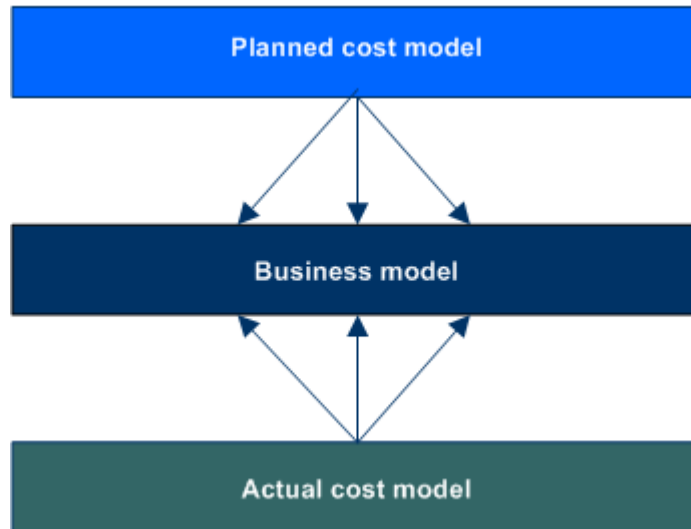
Financial Planning & Analysis returns all records that include the specified search arguments in a new window.

## Cost allocation

Organizations need to know where they spend money and what areas are driving costs. Costs can be viewed from different perspectives, such as by IT department

or programs. Allocation 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.



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. The analyst can change the cost records by defining rules through a series of steps. To manage the Allocation Rules, FPA 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 the target selection, 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.

## Allocation engine

The allocation engine is a process that communicates with the Financial Planning & Analysis 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.

## Assumptions

In Financial Planning & Analysis (FPA), allocations are based on predefined assumptions and the business rules of your organization. Actual and planned cost allocations include these common assumptions:

- The financial analyst needs access to 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, the analyst needs access to the fields on that asset record to help determine the proper allocation. FPA 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.
- The financial analyst allocates 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 assumption 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.
The financial analyst wants to perform bulk allocations rather than allocate each cost individually. The best way is to specify criteria that are used to select a set of costs and to establish what kind of allocation to apply to that set of costs.	The financial analyst wants to perform individual allocations rather than allocate costs in bulk.
This release of FPA 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.

## Cost data model

The Financial Planning & Analysis cost data model is a star schema that consists of a Cost fact table with related dimensions that include these relationships:

- Application
- Base Currency
- Budget
- Budget Line
- Business Service
- Config Item
- Contract
- Cost Category
- Cost Center
- Customer
- Date (Local)

- Date (UTC)
- Discretionary Flag
- Fiscal Period
- IT Functional
- Incurred Person
- Local Currency
- Location
- Opex/Capex Flag
- Organization
- Program
- Project
- Supplier

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

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

The target data models are interactive entity relationship diagrams (ERDs) that show the dimensions, fact tables, hierarchies, and aliases used in the consolidated target model for the Actual Cost, Allocated Actual Cost, Planned Cost, and Allocated Planned Cost entities.

For more information about target data models and ERDs, see [Target data models](#).

For more information the ETL process, see the *IT Analytics ETL User Guide*. The most current version of this document is available on the product manuals web site at: [HP Software Product Manuals](#)

This site requires that you register as an HP Passport user and sign in. To register for an HP Passport ID, go to: [HP Passport Registration](#).

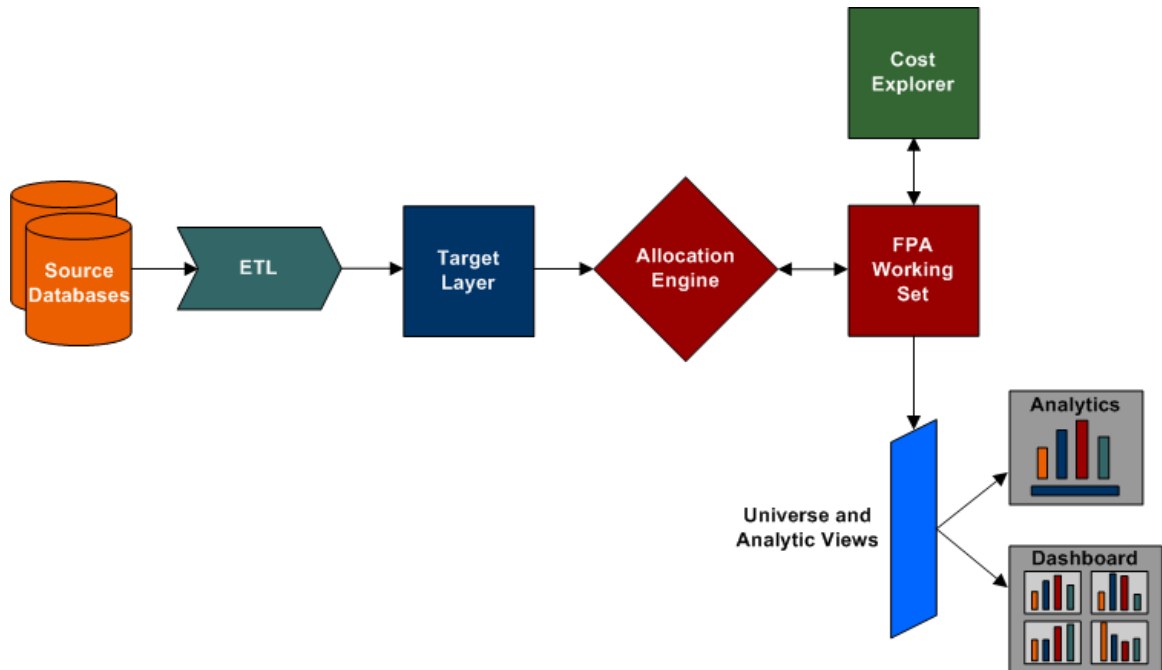
## FPA data

When you install the Financial Planning & Analysis component, it uses data extracted from one or more of these applications:



- Asset Manager
- Project and Portfolio Management

The following diagram shows the data flows that FPA uses.



The source data is regularly refreshed by data warehouse Extract, Transform, and Load (ETL) processes.

For more information about running ETL jobs and using data warehouse tools, see the *IT Analytics Data Warehouse Administration Guide*. For more information about FPA data flows, see the *IT Analytics ETL User Guide*. The most current versions of these documents are available on the product manuals web site at: [HP Software Product Manuals](#)

This site requires that you register as an HP Passport user and sign in. To register for an HP Passport ID, go to: [HP Passport Registration](#).

## Prerequisites

Success depends on meeting these prerequisites:

- The data warehouse is installed and accessible.
- Your source database is Asset Manager, Project and Portfolio Management, or your own proprietary data.

- You understand the assumptions for actual cost allocation and planned cost allocation.
- You define cost allocations using the cost data model.

## Security roles

A security role determines what you can do in the Financial Planning & Analysis module.

You need at least one of these roles to access the Financial Planning & Analysis module. If you have multiple roles, the one with the most access rights has priority.

	FPA_ADMIN	FPA_ANALYTIC	FPA_CONFIG
<b>FPA Analytics read/write access</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Cost Explorer read/write access</b>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Allocation Scenarios read/write access</b>	<input type="checkbox"/>		
<b>Allocation Scenarios read only access</b>			<input type="checkbox"/>

Contact your data warehouse administrator to change your access level.

## FPA Dashboard and analytics

The Financial Planning & Analysis (FPA) out-of-box dashboard and analytics provide information about cost variance.

Use the FPA Dashboard and analytics to help answer business questions such as these:

- What is the actual versus planned cost for the 10 customers, IT organizations, business services, programs, and projects with the biggest budgets?
- What customers, IT organizations, business services, programs, and projects have the highest positive cost variance?
- How accurate is our planning?
- In what areas were expenses greater than anticipated?
- What are the capitalized expenses compared to the operational expenses (CapEx or OpEx)?
- What are the discretionary expenses compared to the non-discretionary expenses?

## To use the FPA dashboard and analytics

1. From Financial Planning & Analysis, click **Analytics** or expand the Analytics folder.
2. Click **FPA Dashboard** to open the dashboard, or click the analytic that you want to use.

To view files in PDF format (\*.pdf), Adobe Reader must be installed on your system. If necessary, you can obtain the latest version of Adobe Reader from the [Adobe](http://www.adobe.com) (http://www.adobe.com) web site.

### [IT Analytics Applications User Guide](#)

The most current version of the *IT Analytics Applications User Guide* is available on the product manuals web site at: [HP Software Product Manuals](#).

## FPA Dashboard

The Financial Planning & Analysis (FPA) Dashboard provides a convenient, interactive view of these reports:

- Cost by Overall IT
- Cost by Current Month Variance
- Cost by Customer
- Cost by IT Organization
- Cost by Business Service
- Cost by Program
- Cost by Project
- Cost Trends

Use the FPA Dashboard to help answer business questions such as these:

- What is the actual versus planned cost for IT?
- What customers, IT organizations, business services, programs, projects, and cost categories have the highest positive variance?
- What is the actual versus planned cost for the 10 customers with the biggest budgets?
- What is the actual versus planned cost for the 10 IT organizations with the biggest budgets?
- What is the actual versus planned cost for the 10 business services with the biggest budgets?
- What is the actual versus planned cost for the 10 programs with the biggest budgets?
- What is the actual versus planned cost for the 10 projects with the biggest budgets?

- What are the monthly actual versus planned cost trends for the last 12 months for the 50 customers, business services, and projects with the biggest budgets?

Category	Description	
<b>Usage</b>	<b>Users</b>	IT Executive Management, IT Finance
	<b>Frequency</b>	Monthly
<b>Type</b>	Xcelsius Flash	
<b>Format</b>	Bar Chart	
<b>Universe</b>	IT Financial Analysis	
<b>Notes</b>	To view data for the prior fiscal year, select <b>Previous Fiscal Year</b> in the drop down list on the top right of the dashboard.	

For information about the reports, see Related Topics.

## Cost by Overall IT

Use the Cost by Overall IT analytic to help answer business questions such as these:

- What is the actual versus planned cost for IT for the last 12 months?
- What is the overall CapEx and OpEx actual versus planned cost for IT?
- What is the monthly cumulative actual versus planned cost for the current fiscal period?
- What is the overall discretionary and non-discretionary actual versus planned cost for IT?

Category	Description	
<b>Usage</b>	<b>Users</b>	IT Executive Management, IT Finance
	<b>Frequency</b>	Monthly

Category	Description	
Layout details	Dimensions	Cost Type (CapEx/OpEx), Cost Type (Discretionary/Non-Discretionary), Fiscal Year, Fiscal Period, Fiscal Month Name
	Measures	Planned Cost Amount (Base in Millions), Actual Cost Amount (Base in Millions)
Drill options	None	
Type	Xcelsius Flash	
Format	Bar Chart	
Universe	IT Financial Analysis	
Notes	To view data for the prior fiscal year, select <b>Previous Fiscal Year</b> in the drop down list on the top right of the report.	

## Cost by Current Month Variance

Use the Cost by Current Month Variance analytic to help answer business questions such as these:

- What are the top 20 customers with positive variance over plan, and what is the amount and percentage of variance?
- What are the top 20 IT organizations with positive variance over plan, and what is the amount and percentage of variance?
- What are the top 20 business services with positive variance over plan, and what is the amount and percentage of variance?
- What are the top 20 programs with positive variance over plan, and what is the amount and percentage of variance?
- What are the top 20 projects with positive variance over plan, and what is the amount and percentage of variance?
- What are the top 20 cost categories with positive variance over plan, and what is the amount and percentage of variance?
- What customers, IT organizations, business services, programs, projects, and cost categories have the highest positive variance over plan?

In the heat map, the size of a rectangle represents the amount of variance over plan, and the color of the rectangle represents the percentage of variance over plan. The larger the rectangle, the greater the variance amount, and the darker the color, the greater the variance percentage.

Category	Description	
<b>Usage</b>	<b>Users</b>	IT Executive Management, IT Finance
	<b>Frequency</b>	Monthly
<b>Layout details</b>	<b>Dimensions</b>	Customer, IT Organization, Business Service, Program, Project, Cost Category, Fiscal Period
	<b>Measures</b>	Cost Variance Amount, Cost Variance Percentage
<b>Drill options</b>	None	
<b>Type</b>	Xcelsius Flash	
<b>Format</b>	Tree Map/Heat Map	
<b>Universe</b>	IT Financial Analysis	
<b>Notes</b>	To view data for the prior fiscal year, select <b>Previous Fiscal Year</b> in the drop down list on the top right of the report.	

## Cost by Customer

Use the Cost by Customer analytic to help answer business questions such as these:

- What is the actual versus planned cost for the 10 customers with the biggest budgets?
- What is the monthly actual versus planned cost for a particular customer for the last 12 months?
- What is the actual versus planned cost for the 10 business services with the biggest budgets for a particular customer?

- What is the actual versus planned cost for the 10 projects with the biggest budgets for a particular customer?

Category	Description	
<b>Usage</b>	<b>Users</b>	IT Executive Management, IT Finance
	<b>Frequency</b>	Monthly
<b>Layout details</b>	<b>Dimensions</b>	Customer, Fiscal Period, Project, Business Service, Fiscal Year, Fiscal Period, Fiscal Month Name
	<b>Measures</b>	Planned Cost Amount (Base in Millions), Actual Cost Amount (Base in Millions)
<b>Drill options</b>	None	
<b>Type</b>	Xcelsius Flash	
<b>Format</b>	Bar Chart	
<b>Universe</b>	IT Financial Analysis	
<b>Notes</b>	<p>You can view data for a different division by selecting one from the <b>Select Division</b> drop down list on the top left of the report.</p> <p>You can click the Plan column for any organization in the Customer Plan vs Actual chart to view additional details for that organization in the other three charts.</p> <p>To view data for the prior fiscal year, select <b>Previous Fiscal Year</b> in the drop down list on the top right of the report.</p>	

## Cost by IT Organization

Use the Cost by IT Organization analytic to help answer business questions such as these:

- What is the actual versus planned cost for the 10 IT organizations with the biggest budgets?
- What is the monthly actual versus planned cost for a particular IT organization for the last 12 months?
- What is the actual versus planned cost for the 10 business services with the biggest budgets within a particular IT organization?
- What is the actual versus planned cost for the 10 projects with the biggest budgets within a particular organization?

Category	Description
Usage	<b>Users</b> IT Executive Management, IT Finance
	<b>Frequency</b> Monthly
Layout details	<b>Dimensions</b> IT Organization, Business Service, Project, Fiscal Year, Fiscal Period, Fiscal Month Name
	<b>Measures</b> Planned Cost Amount (Base in Millions), Actual Cost Amount (Base in Mil- lions)
Drill options	None
Type	Xcelsius Flash
Format	Bar Chart



Category	Description
<b>Universe</b>	IT Financial Analysis
<b>Notes</b>	<p>You can click the Plan column for any organization in the IT Organization Plan vs Actual chart to view additional details for that organization in the other three charts.</p> <p>To view data for the prior fiscal year, select <b>Previous Fiscal Year</b> in the drop down list on the top right of the report.</p>

### Cost by Business Service

Use the Cost by Business Service analytic to help answer business questions such as these:

- What is the actual versus planned cost for the 10 business services with the biggest budgets?
- What is the monthly actual versus planned cost for a particular business service for the last 12 months?
- What is the actual versus planned cost for the 10 customers with the biggest budgets within a particular business service?
- What is the actual versus planned cost for the 10 cost categories with the biggest budgets within a particular business service?

Category	Description	
<b>Usage</b>	<b>Users</b>	IT Executive Management, IT Finance
	<b>Frequency</b>	Monthly

Category	Description
Layout details	<b>Dimensions</b> Business Service, Cost Category, Customer, Fiscal Year, Fiscal Period, Fiscal Month Name
	<b>Measures</b> Planned Cost Amount (Base in Millions), Actual Cost Amount (Base in Millions)
Drill options	None
Type	Xcelsius Flash
Format	Bar Chart
Universe	IT Financial Analysis
Notes	<p>You can click the Plan column for any business service in the Service Plan vs Actual chart to view additional details for that business service in the other three charts.</p> <p>To view data for the prior fiscal year, select <b>Previous Fiscal Year</b> in the drop down list on the top right of the report.</p>

## Cost by Program

Use the Cost by Program analytic to help answer business questions such as these:

- What is the actual versus planned cost for the 10 programs with the biggest budgets?
- What is the monthly actual versus planned cost for a particular program for the last 12 months?
- What is the actual versus planned cost for the 10 business services with the biggest budgets within a particular program?
- What is the actual versus planned cost for the 10 projects with the biggest budgets within a particular program?

Category	Description	
<b>Usage</b>	<b>Users</b>	IT Executive Management, IT Finance
	<b>Frequency</b>	Monthly
<b>Layout details</b>	<b>Dimensions</b>	Program, Project, Business Service, Fiscal Year, Fiscal Period, Fiscal Month Name
	<b>Measures</b>	Planned Cost Amount (Base in Millions), Actual Cost Amount (Base in Millions)
<b>Drill options</b>	None	
<b>Type</b>	Xcelsius Flash	
<b>Format</b>	Bar Chart	
<b>Universe</b>	IT Financial Analysis	
<b>Notes</b>	<p>You can click the Plan column for any program in the Program Plan vs Actual chart to view additional details for that program in the other three charts.</p> <p>To view data for the prior fiscal year, select <b>Previous Fiscal Year</b> in the drop down list on the top right of the report.</p>	

## Cost by Project

Use the Cost by Project analytic to help answer business questions such as these:

- What is the actual versus planned cost for the 10 projects with the biggest budgets?
- What is the monthly actual versus planned cost for a particular project for the last 12 months?
- What is the actual versus planned cost for the 10 CapEx or OpEx expenses with the biggest budgets for a particular project?

- What is the actual versus planned cost for the 10 cost categories with the biggest budgets for a particular project?

Category	Description	
<b>Usage</b>	<b>Users</b>	IT Executive Management, IT Finance
	<b>Frequency</b>	Monthly
<b>Layout details</b>	<b>Dimensions</b>	Project, Cost Category, Cost Type (CapEx/OpEx), Fiscal Year, Fiscal Period, Fiscal Month Name
	<b>Measures</b>	Planned Cost Amount (Base in Millions), Actual Cost Amount (Base in Millions)
<b>Drill options</b>	None	
<b>Type</b>	Xcelsius Flash	
<b>Format</b>	Bar Chart	
<b>Universe</b>	IT Financial Analysis	
<b>Notes</b>	<p>You can click the Plan column for any project in the Project Plan vs Actual chart to view additional details for that project in the other three charts.</p> <p>To view data for the prior fiscal year, select <b>Previous Fiscal Year</b> in the drop down list on the top right of the report.</p>	

## Cost Trends

Use the Cost Trends analytic to help answer business questions such as these:

- What is the monthly actual versus planned cost for the last 12 months for the 50 customers with the biggest budgets?
- What is the monthly actual versus planned cost for the last 12 months for the 50 business services with the biggest budgets?

- What is the monthly actual versus planned cost for the last 12 months for the 50 projects with the biggest budgets?

Category	Description	
<b>Usage</b>	<b>Users</b>	IT Executive Management, IT Finance
	<b>Frequency</b>	Monthly
<b>Layout details</b>	<b>Dimensions</b>	Customer, Business Service, Project, Fiscal Year, Fiscal Period, Fiscal Month Name
	<b>Measures</b>	Planned Cost Amount (Base in Millions), Actual Cost Amount (Base in Millions)
<b>Drill options</b>	None	
<b>Type</b>	Xcelsius Flash	
<b>Format</b>	Bar Chart	
<b>Universe</b>	IT Financial Analysis	
<b>Notes</b>	To view data for the prior fiscal year, select <b>Previous Fiscal Year</b> in the drop down list on the top right of the report.	

## Cost Variance by Business Service

Use the Cost Variance by Business Service analytic to help answer business questions such as these:

- What are the top 10 business services with high cost variance amounts?
- What are the top 10 business services with high cost variance percentages?
- What is the cost variance amount and percentage for each of the top 10 business services?

Drill through to the Business Service Cost Variance Details by Dimensions analytic to help answer business questions such as these:

- What organizations and programs for a business service have high cost variance amounts for the month?
- What organizations and programs for a business service have high cost variance percentages for the month?
- What caused the business service cost variance?
- How can I improve the cost variance amount and percentage for a business service over time?

Drill through to the Business Service Monthly Cost Variance Details by Dimensions analytic to help answer business questions such as these:

- What organizations and programs for a business service have high cost variance amounts for the entire time period?
- What organizations and programs for a business service have high cost variance percentages for the entire time period?
- How can I improve the cost variance amount and percentage for a business service over time?

The table below lists details for Cost Variance by Business Service:

Category	Description	
Usage	Users	IT Executives, IT Finance, Customer
	Frequency	Monthly. Customize to view by a set of months, for example, quarterly or yearly.
Layout details	Dimensions	Business Service
	Measures	Cost Variance Amount, Cost Variance Percentage

Category	Description
<b>Drill options</b>	None
<b>Type</b>	Web Intelligence Report (Webi)
<b>Format</b>	Line Chart
<b>Universe</b>	IT Financial Analysis
<b>Notes</b>	This analytic has two tabs: Variance Amount, which shows the business services with high cost variance amounts, and Variance Percentage, which shows the business services with high cost variance percentages.

## Cost Variance by Cost Category

Use the Cost Variance by Cost Category analytic to help answer business questions such as these:

- What are the top 10 cost categories with high cost variance amounts?
- What are the top 10 cost categories with high cost variance percentages?
- What is the cost variance amount and percentage for each of the top 10 cost categories?

Drill through to the Cost Category Cost Variance Details by Dimensions analytic to help answer business questions such as these:

- What organizations and programs in a cost category have high cost variance amounts in the month?
- What organizations and programs in a cost category have high cost variance percentages in the month?
- How can I help to improve the cost variance amounts and percentages for cost categories over time?

Drill through to the Cost Category Monthly Cost Variance Details by Dimensions analytic to help answer business questions such as these:

- What organizations and programs in a cost category have high cost variance amounts for the entire time period?
- What organizations and programs in a cost category have high cost variance percentages for the entire time period?

- How can I help to improve the cost variance amounts and percentages for cost categories over time?

The table below lists details for Cost Variance by Cost Category:

Category	Description	
<b>Usage</b>	<b>Users</b>	IT Executives, IT Finance
	<b>Frequency</b>	Monthly. Customize to view by a set of months, for example, quarterly or yearly.
<b>Layout details</b>	<b>Dimensions</b>	Cost Category, Fiscal Month
	<b>Measures</b>	Cost Variance Amount, Cost Variance Percentage
<b>Drill options</b>	None	
<b>Type</b>	Web Intelligence Report (Webi)	
<b>Format</b>	Line Chart	
<b>Universe</b>	IT Financial Analysis	
<b>Notes</b>	This analytic has two tabs: Variance Amount, which shows the cost categories with high cost variance amounts, and Variance Percentage, which shows the cost categories with high cost variance percentages.	

## Cost Variance by Organization

Use the Cost Variance by Organization analytic to help answer business questions such as these:

- What are the top 10 organizations with high cost variance amounts?
- What are the top 10 organizations with high cost variance percentages?
- What is the cost variance amount and percentage for each of the top 10 organizations?



Drill through to the Organization Cost Variance Details by Dimensions analytic to help answer business questions such as these:

- What cost categories and expense types (CapEx or OpEx) in the organization have high cost variance amounts for the month?
- What cost categories and expense types (CapEx or OpEx) in the organization have high cost variance percentages for the month?
- How can I improve the cost variance amount and percentage for an organization over time?

Drill through to the Organization Monthly Cost Variance Details by Dimensions analytic to help answer business questions such as these:

- What cost categories and expense types (CapEx or OpEx) in the organization have high cost variance amounts for the entire time period?
- What cost categories and expense types (CapEx or OpEx) in the organization have high cost variance percentages for the entire time period?
- How can I improve the cost variance amount and percentage for organizations over time?

The table below lists details for Cost Variance by Organization:

Category	Description	
<b>Usage</b>	<b>Users</b>	IT Executives, IT Finance
	<b>Frequency</b>	Monthly. Customize to view by a set of months, for example, quarterly or yearly.
<b>Layout details</b>	<b>Dimensions</b>	Organization, Fiscal Period

Category	Description
<b>Measures</b>	Cost Variance Amount, Cost Variance Percentage
<b>Drill options</b>	None
<b>Type</b>	Web Intelligence Report (Webi)
<b>Format</b>	Line Chart
<b>Universe</b>	IT Financial Analysis
<b>Notes</b>	This analytic has two tabs: Variance Amount, which shows the organizations with high cost variance amounts, and Variance Percentage, which shows the organizations with high cost variance percentages.

## Cost Variance by Program

Use the Cost Variance by Program analytic to help answer business questions such as these:

- What are the top 10 programs with high cost variance amounts?
- What are the top 10 programs with high cost variance percentages?
- What is the cost variance amount and percentage for each of the top 10 programs?

Drill through to the Program Cost Variance Details by Dimensions analytic to help answer business questions such as these:

- What cost categories, expense types (CapEx or OpEx), or projects in the program have high cost variance amounts for the month?
- What cost categories, expense types (CapEx or OpEx), or projects in the program have high cost variance percentages for the month?
- How can I improve the cost variance amount and percentage for a program over time?

Drill through to the Program Monthly Cost Variance Details by Dimensions analytic to help answer business questions such as these:

- What cost categories, expense types (CapEx or OpEx), or projects in the program have high cost variance amounts for the entire time period?

- What cost categories, expense types (CapEx or OpEx), or projects in the program have high cost variance percentages for the entire time period?
- How can I improve the cost variance amount and percentage for a program over time?

The table below lists details for Cost Variance by Program :

Category	Description	
<b>Usage</b>	<b>Users</b>	IT Executives, IT Finance
	<b>Frequency</b>	Monthly. Customize to view by a set of months, for example, quarterly or yearly.
<b>Layout details</b>	<b>Dimensions</b>	Program, Organization
	<b>Measures</b>	Cost Variance Amount, Cost Variance Percentage
<b>Drill options</b>	Drill down to Project Name.	
<b>Type</b>	Web Intelligence Report (Webi)	
<b>Format</b>	Line Chart	
<b>Universe</b>	IT Financial Analysis	
<b>Notes</b>	This analytic has two tabs: Variance Amount, which shows the programs with high cost variance amounts, and Variance Percentage, which shows the programs with high cost variance percentages.	

### Business Service Cost Variance Details by Dimensions

Use the Business Service Cost Variance Details by Dimensions analytic to help answer business questions such as these:

- What organizations and programs for a business service have high cost variance amounts for the month?

- What organizations and programs for a business service have high cost variance percentages for the month?
- What caused the business service cost variance?
- How can I improve the cost variance amount and percentage for a business service over time?

Category	Description
<b>Usage</b>	<b>Users</b> IT Finance, IT Executives, Customer
	<b>Frequency</b> Monthly
<b>Layout details</b>	<b>Dimensions</b> Organization, Program
	<b>Measures</b> Cost Variance Amount, Cost Variance Percentage
<b>Alternate metrics</b>	Customize to provide analysis using dimensions such as Person or Actual Cost.
<b>Drill options</b>	None
<b>Type</b>	Web Intelligence Report (Webi)
<b>Format</b>	Bar Chart
<b>Universe</b>	IT Financial Analysis
<b>Notes</b>	This analytic has two tabs: Variance Amount, which shows the organizations and programs with high cost variance amounts, and Variance Percentage, which shows the organizations and programs with high cost variance percentages.

### Business Service Monthly Cost Variance Details by Dimensions

Use the Business Service Monthly Cost Variance Details by Dimensions analytic to help answer business questions such as these:

- What organizations and programs for a business service have high cost variance amounts for the entire time period?

- What organizations and programs for a business service have high cost variance percentages for the entire time period?
- How can I improve the cost variance amount and percentage for a business service over time?

Category	Description
<b>Usage</b>	<b>Users</b> IT Finance, Customer
	<b>Frequency</b> Monthly
<b>Layout details</b>	<b>Dimensions</b> Organization, Program
	<b>Measures</b> Cost Variance Amount, Cost Variance Percentage
<b>Alternate metrics</b>	Customize to provide analysis using dimensions such as Person or Actual Cost.
<b>Drill options</b>	None
<b>Type</b>	Web Intelligence Report (Webi)
<b>Format</b>	Line Chart
<b>Universe</b>	IT Financial Analysis
<b>Notes</b>	This analytic has two tabs: Variance Amount, which shows the organizations and programs with high cost variance amounts, and Variance Percentage, which shows the organizations and programs with high cost variance percentages.

### Cost Category Cost Variance Details by Dimensions

Use the Cost Category Cost Variance Details by Dimensions analytic to help answer business questions such as these:

- What organizations and programs in a cost category have high cost variance amounts in the month?
- What organizations and programs in a cost category have high cost variance percentages in the month?

- How can I help to improve the cost variance amounts and percentages for cost categories over time?

Category	Description
<b>Usage</b>	<b>Users</b> IT Finance, IT Executives
	<b>Frequency</b> Monthly
<b>Layout details</b>	<b>Dimensions</b> Organization, Program
	<b>Measures</b> Cost Variance Amount, Cost Variance Percentage
<b>Alternate metrics</b>	Customize to provide analysis using dimensions such as Person or Actual Cost.
<b>Drill options</b>	None
<b>Type</b>	Web Intelligence Report (Webi)
<b>Format</b>	Bar Chart, Pie Chart
<b>Universe</b>	IT Financial Analysis
<b>Notes</b>	This analytic has two tabs: Variance Amount, which shows the organizations and programs with high cost variance amounts, and Variance Percentage, which shows the organizations and programs with high cost variance percentages.

### Cost Category Monthly Cost Variance Details by Dimensions

Use the Cost Category Monthly Cost Variance Details by Dimensions analytic to help answer business questions such as these:

- What organizations and programs in a cost category have high cost variance amounts for the entire time period?
- What organizations and programs in a cost category have high cost variance percentages for the entire time period?

- How can I help to improve the cost variance amounts and percentages for cost categories over time?

Category	Description
<b>Usage</b>	<b>Users</b> IT Finance, IT Executives
	<b>Frequency</b> Monthly
<b>Layout details</b>	<b>Dimensions</b> Organization, Program
	<b>Measures</b> Cost Variance Amount, Cost Variance Percentage
<b>Alternate metrics</b>	Customize to provide analysis using dimensions such as Person or Actual Cost.
<b>Drill options</b>	None
<b>Type</b>	Web Intelligence Report (Webi)
<b>Format</b>	Line Chart
<b>Universe</b>	IT Financial Analysis
<b>Notes</b>	This analytic has two tabs: Variance Amount, which shows the organizations and programs with high cost variance amounts, and Variance Percentage, which shows the organizations and programs with high cost variance percentages.

### Organization Cost Variance Details by Dimensions

Use the Organization Cost Variance Details by Dimensions analytic to help answer business questions such as these:

- What cost categories and expense types (CapEx or OpEx) in the organization have high cost variance amounts for the month?
- What cost categories and expense types (CapEx or OpEx) in the organization have high cost variance percentages for the month?

- How can I improve the cost variance amount and percentage for an organization over time?

Category	Description	
<b>Usage</b>	<b>Users</b>	IT Finance, Organization Head
	<b>Frequency</b>	Monthly
<b>Layout details</b>	<b>Dimensions</b>	Organization, CapEx/OpEx, Cost Category
	<b>Measures</b>	Cost Variance Amount, Cost Variance Percentage
<b>Alternate metrics</b>	Customize to provide analysis using dimensions such as Person or Actual Cost.	
<b>Drill options</b>	None	
<b>Type</b>	Web Intelligence Report (Webi)	
<b>Format</b>	Bar Chart, Pie Chart	
<b>Universe</b>	IT Financial Analysis	
<b>Notes</b>	This analytic has two tabs: Variance Amount, which shows the cost categories and expense types with high cost variance amounts, and Variance Percentage, which shows the cost categories and expense types with high cost variance percentages.	

### Organization Monthly Cost Variance Details by Dimensions

Use the Organization Monthly Cost Variance Details by Dimensions analytic to help answer business questions such as these:

- What cost categories and expense types (CapEx or OpEx) in the organization have high cost variance amounts for the entire time period?



- What cost categories and expense types (CapEx or OpEx) in the organization have high cost variance percentages for the entire time period?
- How can I improve the cost variance amount and percentage for organizations over time?

Category	Description
<b>Usage</b>	<b>Users</b> IT Finance, Organization Head
	<b>Frequency</b> Monthly
<b>Layout details</b>	<b>Dimensions</b> Organization, CapEx/OpEx, Cost Category
	<b>Measures</b> Cost Variance Amount, Cost Variance Percentage
<b>Alternate metrics</b>	Customize to provide analysis using dimensions such as Person or Actual Cost.
<b>Drill options</b>	None
<b>Type</b>	Web Intelligence Report (Webi)
<b>Format</b>	Line Chart
<b>Universe</b>	IT Financial Analysis
<b>Notes</b>	This analytic has two tabs: Variance Amount, which shows the cost categories and expense types with high cost variance amounts, and Variance Percentage, which shows the cost categories and expense types with high cost variance percentages.

### Program Cost Variance Details by Dimensions

Use the Program Cost Variance Details by Dimensions analytic to help answer business questions such as these:

- What cost categories, expense types (CapEx or OpEx), or projects in the program have high cost variance amounts for the month?
- What cost categories, expense types (CapEx or OpEx), or projects in the program have high cost variance percentages for the month?
- How can I improve the cost variance amount and percentage for a program over time?

Category	Description	
<b>Usage</b>	<b>Users</b>	IT Finance, CIO, PMO
	<b>Frequency</b>	Monthly
<b>Layout details</b>	<b>Dimensions</b>	Organization, CapEx/OpEx, Cost Category
	<b>Measures</b>	Cost Variance Amount, Cost Variance Percentage
<b>Alternate metrics</b>	Customize to provide analysis using dimensions such as Person or Actual Cost.	
<b>Drill options</b>	None	
<b>Type</b>	Web Intelligence Report (Webi)	
<b>Format</b>	Bar Chart	
<b>Universe</b>	IT Financial Analysis	
<b>Notes</b>	This analytic has two tabs: Variance Amount, which shows the cost categories expense types, and projects with high cost variance amounts, and Variance Percentage, which shows the cost categories, expense types, and projects with high cost variance percentages.	

### Program Monthly Cost Variance Details by Dimensions

Use the Program Monthly Cost Variance Details by Dimensions analytic to help answer business questions such as these:

- What cost categories, expense types (CapEx or OpEx), or projects in the program have high cost variance amounts for the entire time period?
- What cost categories, expense types (CapEx or OpEx), or projects in the program have high cost variance percentages for the entire time period?
- How can I improve the cost variance amount and percentage for a program over time?

Category	Description
<b>Usage</b>	<b>Users</b> IT Finance, CIO, PMO
	<b>Frequency</b> Monthly
<b>Layout details</b>	<b>Dimensions</b> Project, CapEx/OpEx, Cost Category
	<b>Measures</b> Cost Variance Amount, Cost Variance Percentage
<b>Alternate metrics</b>	Customize to provide analysis using dimensions such as Person or Actual Cost.
<b>Drill options</b>	None
<b>Type</b>	Web Intelligence Report (Webi)
<b>Format</b>	Line Chart
<b>Universe</b>	IT Financial Analysis
<b>Notes</b>	This analytic has two tabs: Variance Amount, which shows the cost categories expense types, and projects with high cost variance amounts, and Variance Percentage, which shows the cost categories, expense types, and projects with high cost variance percentages.

## 1: Define allocation scenarios

An allocation scenario describes what planned and actual IT cost information you want to analyze. The data comes from asset management and project management systems.

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 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.

## Allocation scenario

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.

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. This enhancement can be as simple as adding a relationship to the cost that does not currently exist, or it can be as complex as 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). The process of enhancing the cost is called cost allocation.

Financial Planning & Analysis (FPA) 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. FPA 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, FPA 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, FPA

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

### How do I add an allocation scenario?

1. From **Financial Planning & Analysis**, click **Allocation Scenarios**.
2. Click **New**.
3. Type an allocation **Scenario name**.
4. Optional. Type a **Description**.
5. Optional. Select **Default scenario**. You can have only one default scenario, which is the basis for all financial analytics.
6. Optional. Select **Process new data** to enable the allocation engine to recalculate the costs whenever new data arrives.
7. Set bounds to limit the amount of data to consider for allocation.
  - a. Select a **Start** period from the drop-down list.
  - b. Select an **End** period from the drop-down list.  
**Note:** You can set **No end period** as the selection. The allocation engine processes the latest period in the data.
8. Click **Save** to add new stages to the allocation scenario.
9. Click **Save and Close** to return to the complete list of allocation scenarios.

### How do I copy an allocation scenario?

1. From **Financial Planning & Analysis**, click **Allocation Scenarios**.
2. Click the allocation scenario to be copied.
3. Click **Copy**.
4. Type a unique **New scenario name**.
5. Optional. Type a new scenario **Description**.
6. Click **Copy** to return to the detail page of the copied record.

## How do I delete an allocation scenario?

1. From **Financial Planning & Analysis**, click **Allocation Scenarios**.
2. Select the check box for the allocation scenario to be deleted.
3. Click **Delete**.
4. Click **OK** to confirm the deletion.

## How do I filter a list of allocation scenarios?

1. From **Financial Planning & Analysis**, click **Allocation Scenarios**.
2. Do one of the following actions:
  - Type a filter value in the text box at the top of the **Scenario name** column.
  - Type a partial filter value.
3. Click **Filter**.

### Examples

- If you type *scenario*, IT Analytics finds all allocation scenarios that contain the letters **scenario**, such as Allocation**Scenario**001, **ScenarioX**, or New**scenario**. A wildcard character is assumed before and after the filter value.
- If you type *scenario\**, IT Analytics finds all allocation scenarios that begin with the letters **scenario**, such as **ScenarioX**.
- If you type *\*scenario*, IT Analytics finds all allocation scenarios that end with the letters **scenario**, such as Mys**scenario**.

## How do I update an allocation scenario?

1. From **Financial Planning & Analysis**, click **Allocation Scenarios**.
2. Click the allocation scenario to be updated.
3. Edit any field. You can also add, delete, and reorder stages in this scenario.
4. Click **Save** to update this scenario.
5. Click **Save and Close** to return to the complete list of allocation scenarios.

## How do I view an allocation scenario?

1. From **Financial Planning & Analysis**, click **Allocation Scenarios**.  
From this list, you can add, delete, or filter an allocation scenario.
2. To view the details for any allocation scenario, or copy an allocation scenario, click the allocation scenario.

## How do I add an allocation stage to a scenario?

1. From **Financial Planning & Analysis**, click **Allocation Scenarios**.
2. Click the allocation scenario.
3. To add a planned cost or an actual cost stage:
  - a. On the **Planned Cost Stages** or **Actual Cost Stages** tab, click **New**.
  - b. Type an allocation **Stage name**.
  - c. Optional. Type a **Description**.
  - d. Choose the **Target dimension** from the drop-down list.
  - e. Optional. Select **Pass remaining costs to the next stage** to calculate all costs.

**Note:** Costs carry forward from stage to stage. If all costs are not allocated, the unallocated costs are not included in the calculation.
  - f. Click **Save** to add allocation rules to the stage.
  - g. Click **Save and Close** to return to the allocation scenario detail page to view the list of cost stages.

## How do I delete an allocation stage from a scenario?

1. From **Financial Planning & Analysis**, click **Allocation Scenarios**.
2. Click the allocation scenario that has the stage to be deleted.
3. On the **Planned Cost Stages** or **Actual Cost Stages** tab, select the check box for the allocation stage to be deleted.
4. Click **Delete**. This action deletes the cost stage, refreshes the stage list for this scenario, and causes the allocation engine to recalculate.
5. Click **OK** to confirm the deletion.

## 2: Define allocation stages

An allocation stage distributes costs across your business model. It enriches the data in the Cost table by adding relationships, or dimensions, with special criteria called allocation rules.

When adding multiple stages to an allocation scenario, Financial Planning & Analysis calculates the information incrementally. The second stage uses the result of the first stage to add relationships.

The goal is to implement rules that relate all costs to the chosen relationship. Complete coverage provides the richest analysis. If the rule set does not include all of the costs, the system provides a method to allocate the remaining costs.

## Allocation stage

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.

### How do I add an allocation stage?

1. From **Financial Planning & Analysis**, click **Allocation Scenarios**.
2. Click the allocation scenario.
3. To add a planned cost or an actual cost stage:
  - a. On the **Planned Cost Stages** or **Actual Cost Stages** tab, click **New**.
  - b. Type an allocation **Stage name**.
  - c. Optional. Type a **Description**.
  - d. Choose the **Target dimension** from the drop-down list.
  - e. Optional. Select **Pass remaining costs to the next stage** to calculate all costs.

**Note:** Costs carry forward from stage to stage. If all costs are not allocated, the unallocated costs are not included in the calculation.
  - f. Click **Save** to add allocation rules to the stage.
  - g. Click **Save and Close** to return to the allocation scenario detail page to view the list of cost stages.

### How do I delete an allocation stage?

1. From **Financial Planning & Analysis**, click **Allocation Scenarios**.
2. Click the allocation scenario that has the stage to be deleted.
3. On the **Planned Cost Stages** or **Actual Cost Stages** tab, select the check box for the allocation stage to be deleted.
4. Click **Delete**. This action deletes the cost stage, refreshes the stage list for this scenario, and causes the allocation engine to recalculate.
5. Click **OK** to confirm the deletion.

### How do I reorder allocation stages in a scenario?

1. From **Financial Planning & Analysis**, click **Allocation Scenarios**.
2. Click the allocation scenario that has the stages to be reordered.
3. On the **Planned Cost Stages** or **Actual Cost Stages** tab, select the check boxes for the allocation stages to be reordered.
4. Click **Move Up** or **Move Down** to change the order. This action refreshes the list sequence.



The allocation engine recalculates the cost based on the new order.

### How do I update an allocation stage?

1. From **Financial Planning & Analysis**, click **Allocation Scenarios**.
2. Click the allocation scenario that has the stage to be updated.
3. On the **Planned Cost Stages** or **Actual Cost Stages** tab, click the allocation stage to be updated.
  - a. Edit any field.

**Note:** You cannot change the Target dimension when it has rules. To change the Target dimension, you must first delete all rules from the Allocation Stage detail page.
  - b. Click **Save** to add, delete, update, or reorder rules to this stage.
  - c. Click **Save and Close** to return to the Allocation Scenario detail page to view the list of stages.

### How do I view a list of allocation stages?

1. From **Financial Planning & Analysis**, click **Allocation Scenarios**.
2. Click the allocation scenario that has the allocation stages to be viewed. On the **Actual Cost Stages** tab and the **Planned Cost Stages** tab, you can view the list and add, delete, update, or reorder allocation stages.
3. To view the details for any allocation stage, or add a new rule to the stage, click the allocation stage.

### How do I add an allocation rule to an allocation stage?

1. From **Financial Planning & Analysis**, click **Allocation Scenarios**.
2. Click the allocation scenario of the associated stage with the rule to be added.
3. On the **Planned Cost Stages** tab or the **Actual Cost Stages** tab, click an existing allocation stage.
4. Above the **Rule name** column, click **New**.
5. Type an allocation **Rule name**.
6. Optional. Type a **Description**.

**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.
7. Click **Save** to add Cost Source and Cost Target information.
8. Click **Save and Close** to return to the Allocation Stage detail page to view the list of rules.

## How do I delete an allocation rule from an allocation stage?

1. From **Financial Planning & Analysis**, click **Allocation Scenarios**.
2. Click the allocation scenario of the associated stage with the rule to be deleted.
3. On the **Planned Cost Stages** or **Actual Cost Stages** tab, click the stage with the rule to be deleted.
4. Select the check box for the allocation rule to be deleted.
5. Click **Delete**. This action deletes the rule from this stage.  
The allocation engine recalculates the cost for the scenario.

## 3: Define allocation rules

Allocation rules enable you to create a link between planned and actual costs for the purpose of comparison. The allocation rule interface helps you build valid rules quickly and easily.

After creating a rule, the allocation engine calculates the results. A status bar indicates how much of the costs are allocated. The goal is to implement rules that relate all costs to the chosen relationship.

Rules can transform the data. A bar chart displays the cost relationships before and after allocation. Light green bars indicate that costs were assigned prior to allocation. Aqua bars indicate post-allocation costs.

### Allocation rule

An allocation rule provides a way to create new records that reflect cost changes without altering the original cost records. A rule describes which costs to retrieve and how to assign the costs, thus enriching the cost information.

For example, you can define Rule1 to find all costs that have a relationship with a project. Any costs that meet the criteria are assigned to the project. You can then define Rule2 to split the costs across a project. The results of these rules help you make better business decisions.

## How do I add an allocation rule?

1. From **Financial Planning & Analysis**, click **Allocation Scenarios**.
2. Click the allocation scenario of the associated stage with the rule to be added.
3. On the **Planned Cost Stages** tab or the **Actual Cost Stages** tab, click an existing allocation stage.
4. Above the **Rule name** column, click **New**.
5. Type an allocation **Rule name**.





6. Optional. Type a **Description**.
  - 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.
7. Click **Save** to add Cost Source and Cost Target information.
8. Click **Save and Close** to return to the Allocation Stage detail page to view the list of rules.




## How do I add Cost Source and Cost Target criteria?

You must define and save the information from the Cost Source and Cost Target tabs to complete creating the rule.

The Cost Source tab enables you to create a rule representing a Boolean expression similar to a Where clause in a SQL statement. Using the drag-and-drop operation, you can determine what basic cost records to consider for the allocation.

### To add Cost Source criteria

1. From **Financial Planning & Analysis**, click **Allocation Scenarios**.
2. Click the allocation scenario of the associated allocation stage containing the rule to be defined.
3. On the **Planned Cost Stages** or **Actual Cost Stages** tab, click an existing allocation stage.
4. Click an existing rule.
5. On the **Cost Source** tab, drag a cost object from the **Cost model tree** menu and drop it in the **Cost selection criteria** area. The expression is in Edit mode.
  - Click the down arrow in the first field to change the source data table or column name.
  - Click the down arrow in the second field to change the operator.
  - If applicable, click the down arrow in the third field to select another value. If the dimension has too many values, click the Search icon. 
    - Type a value in the text box.
    - Click the Search icon.
    - Select the items to include in the filter.
    - Click **Select**.
6. Do one of the following actions:
  - Click **Save** at the end of the expression to save it. 
  - Click **Cancel** at the end of the expression to remove it. 
  - Click **Cancel** at the top of the page to return to the list of rules for this stage without saving any expressions. 

7. Roll the cursor over any expression to view **Edit** and **Remove** icons.
  - Click **Edit** at the end of the expression to make changes. 
  - Click **Remove** at the end of the expression to delete it. 
  - Click **Cancel** at the top of the page to return to the list of rules for this stage without saving any expressions. 
8. Continue the drag-and-drop operation until the rule is complete. You can drag an object to one of four drop zones:
  - An empty work area.
  - Within the grouping box that encloses expressions joined by conjunctions.
  - Outside the grouping boxes.
  - Onto an existing expression.
9. Click **AND** to change it to **OR** to group the expressions into a new group box. You can change **OR** to **AND** by clicking it.

The Cost Target tab enables you to define what percent of the data to allocate. The allocation options are Equally and By percentage.

#### To add Cost Target criteria

1. Click the **Cost Target** tab.
2. Select the allocation type.
  - **Equally:** Distributes amounts evenly. For example, you have Dept1 and Dept2. The allocation engine allocates 50% of each cost row to Dept1 and 50% of each cost row to Dept2. If you specify only one target, 100% of the costs are allocated to that target.
  - **By percentage:** Distributes by entering the proportion for each value. For example, you select 70% for Dept 1 and 30% for Dept 2. The allocation engine allocates 70% of each cost row to Dept 1 and 30% of each cost row to Dept 2.
3. From the **Target dimension** column on the left, select the records that you want to add to the **Target value** column on the right. You can select multiple records by holding the Ctrl key and selecting the check boxes next to the records to add. The bottom of the column displays the total number of records for the dimension. You can do the following actions:
  - If there are 10 or fewer records, select the records to add to the target value and click the right arrows.
  - If there are more than 10 records, select the records to add on each page and click the right arrows. To navigate to other pages, you can click the next arrow or type a page number at the bottom of the column.
  - Type a value in the textbox and click **Filter** to narrow the record search.
  - To remove a target value, click the check box beside the record, then click the left arrows.

4. Click **Save** to save Cost Source and Cost Target information.
5. Click **Save and Close** to return to the Allocation Stage detail page to view the list of rules.

### How do I delete an allocation rule?

1. From **Financial Planning & Analysis**, click **Allocation Scenarios**.
2. Click the allocation scenario of the associated stage with the rule to be deleted.
3. On the **Planned Cost Stages** or **Actual Cost Stages** tab, click the stage with the rule to be deleted.
4. Select the check box for the allocation rule to be deleted.
5. Click **Delete**. This action deletes the rule from this stage.  
The allocation engine recalculates the cost for the scenario.

### How do I reorder allocation rules in a stage?

1. From **Financial Planning & Analysis**, click **Allocation Scenarios**.
2. Click the allocation scenario of the associated stage with the allocation rules to be reordered.
3. On the **Planned Cost Stages** or **Actual Cost Stages** tab, click the allocation stage with the allocation rules to be reordered.
4. Select the rules to reorder.
5. Click **Move Up** or **Move Down** to change the order. This action refreshes the list sequence.

The allocation engine recalculates the cost based on the new order.

### How do I update an allocation rule?

1. From **Financial Planning & Analysis**, click **Allocation Scenarios**.
2. Click the allocation scenario of the associated stage with the rule to be updated.
3. On the **Planned Cost Stages** or **Actual Cost Stages** tab, click the stage with the rule to be updated.
4. Click the allocation rule to be updated.
5. Edit any field on the detail page, Cost Source tab, or Cost Target tab.
6. Click **Save** to save the changes.
7. Click **Save and Close** to return to the Allocation Stage detail page to view the list of rules.

The allocation engine recalculates the cost data when the cost source or cost target criteria are modified.

## How do I view an allocation rule?

1. From **Financial Planning & Analysis**, click **Allocation Scenarios**.
2. Click the allocation scenario of the associated allocation stage that has the rule to be viewed.
3. Click the allocation stage that has the rule to be viewed.  
From this list, you can add, delete, or reorder an allocation rule.
4. To view the details for any allocation rule, click the allocation rule.

## 4: View Cost Explorer

The Cost Explorer tool enables you to interactively view and filter allocation results in the form of charts that show variance between planned and actual costs. With Cost Explorer, you can easily configure the chart views, providing the IT organization new insight and better alignment with the business it supports.

Cost Explorer is accessible from an allocation scenario.

### Cost Explorer

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

With Cost Explorer, you can do these tasks:

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

Cost Explorer provides the ability to examine the results of allocated costs and view variance between planned and actual costs.

### 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. The default configuration includes these settings:

- Fiscal month on the x-axis
- Plan and actual cost allocations
- Reference currency from the source data

You can easily change the chart views to provide additional analytics.

## Measures


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

The analysis can include these measures:

- 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.

## How do I add a configuration?

1. From **Financial Planning & Analysis**, click **Allocation Scenarios**.
2. Under **Actions**, click **Cost Explorer** for the scenario with the configuration to be added.
3. Configure the settings.
  - a. On the **Settings** tab, choose a dimension from the **Group by these dimensions (y-axis)** drop-down list. You can choose up to three unique dimensions.
  - b. Choose one dimension from the **And (x-axis)** drop-down list. The default is **Fiscal Month**.
  - c. Choose up to three measures from the **Use these measures** drop-down list. The default measures are **Plan** and **Actual**.
  - d. To assign a different color to the measure, click the color icon next to the measure and select a color.
  - e. Choose a view to **Sort charts by** from the drop-down list. This displays the charts in your order of preference.
  - f. Choose the currency type from **Filter costs by currency**. The default is **Show all costs (reference currency)**. You can choose a different currency from the **Show cost subset** drop-down list.
  - g. Choose a value from the **Use this scale** drop-down list. The currency scale can be thousands or millions.
  - h. Choose a value from the **Chart height** drop-down list to change the size of the chart.
4. On the **Filters** tab, choose a dimension from the drop-down list and do one of the following steps:

- a. Select the values from the drop-down list to display on the chart.
  - b. If the dimension has too many values to list, click the **Search** icon. 
    - i. Type a value in the text box.
    - ii. Click **Search**.
    - iii. Select the items to include in the filter list.
    - iv. Click **Select** to add the items to the filter list.
5. Click **Update Chart** to view the configuration change results.
- Note:** You can click **Update Chart** at any time to view configuration changes.
6. Click **Save as** to save these settings as a new configuration.
- a. Type the name.
  - b. Click **OK**.
  - c. Click **OK** to confirm the new configuration.
7. Optional. Click **Email Link** to send the configuration URL to another user. The recipient must have a valid user name and password to access the configuration.

### How do I delete a configuration?

1. From **Financial Planning & Analysis**, click **Allocation Scenarios**.
2. Under **Actions**, click **Cost Explorer** for the scenario with the configuration to be deleted.
3. Select the configuration to be deleted in the **Default Configuration** drop-down list.
4. Click **Delete**.
5. Click **OK** to confirm the deletion.

### How do I email a configuration link?

1. From **Financial Planning & Analysis**, click **Allocation Scenarios**.
2. Under **Actions**, click **Cost Explorer** for the scenario with the configuration link to be sent.
3. Select a configuration in the **Default Configuration** drop-down list.
4. Click **Email Link** to send the configuration URL to another user. The recipient must have a valid user name and password to access the configuration.

### How do I update a configuration?

1. From **Financial Planning & Analysis**, click **Allocation Scenarios**.
2. Under **Actions**, click **Cost Explorer** for the scenario to be updated.
3. Choose a configuration in the **Default Configuration** drop-down list.
4. Edit any field.
5. Click **Update Chart** to view the configuration change results.



6. Do one of the following actions:
  - a. Click **Save** to save the current settings for this configuration.
  - b. Click **Save as** to add these settings as a new configuration.
    - i. Type the name.
    - ii. Click **OK**.
7. Click **OK** to confirm.
8. Optional. Click **Email Link** to send the configuration URL to another user. The recipient must have a valid user name and password to access the configuration.

## How do I view Cost Explorer?

1. From **Financial Planning & Analysis**, click **Allocation Scenarios**.
2. Under **Actions**, click **Cost Explorer** for the scenario to be viewed. From this view you can add, delete, save, or update a configuration. You can send the configuration URL to another user.
3. If you edit any field on the **Settings** or **Filters** tab, click **Update Chart** to view the configuration change results.

## How do I view another configuration of the scenario?

1. From **Financial Planning & Analysis**, click **Allocation Scenarios**.
2. Under **Actions**, click **Cost Explorer** for the scenario with the configuration to be viewed.
3. Select a configuration in the **Default Configuration** drop-down list. From this view you can add, delete, save, or update a configuration. You can send the configuration URL to another user.
4. If you edit any field on the **Settings** or **Filters** tab, click **Update Chart** to view the configuration change results.

## How do I update a view of cost measures?


1. From **Financial Planning & Analysis**, click **Allocation Scenarios**.
2. Under **Actions**, click **Cost Explorer** for the scenario to be updated.
3. Choose a configuration in the **Default Configuration** drop-down list.
4. Choose up to three measures from the **Use these measures** drop-down list. The default measures are **Plan** and **Actual**.
5. Click **Update Chart** to view the results.
6. Do one of the following actions:
  - a. Click **Save** to save the current settings for this configuration.
  - b. Click **Save as** to save these settings as a new configuration.
    - i. Type the name.
    - ii. Click **OK**.

7. Click **OK** to confirm.
8. Optional. Click **Email Link** to send the configuration URL to another user. The recipient must have a valid user name and password to access the configuration.

## How do I sort charts?

1. From **Financial Planning & Analysis**, click **Allocation Scenarios**.
2. Under **Actions**, click **Cost Explorer** for the scenario with the charts to be sorted.
3. Choose a view to **Sort charts by** from the drop-down list. This displays the charts in your order of preference. You can sort charts by these parameters:
  - Default. Alphabetical by the y-axis
  - Cumulative actual, plan, or variance values
  - Maximum actual, plan, variance, or % variance values**Note:** If all charts have the same sorting score, the charts are sorted alphabetically.
4. Click **Update Chart** to view the sort results.
5. Do one of the following actions:
  - a. Click **Save** to save the current settings for this configuration.
  - b. Click **Save as** to save these settings as a new configuration.
    - i. Type the name.
    - ii. Click **OK**.
6. Click **OK** to confirm.
7. Optional. Click **Email Link** to send the configuration URL to another user. The recipient must have a valid user name and password to access the configuration.

## How do I add a filter in Cost Explorer?

1. From **Financial Planning & Analysis**, click **Allocation Scenarios**.
2. Under **Actions**, click **Cost Explorer** for the scenario with a filter to be added.
3. Choose a configuration in the **Default Configuration** drop-down list.
4. On the **Filters** tab, choose a dimension from the drop-down list.
5. Do one of the following actions:
  - a. Select the values from the drop-down list to display on the chart.
  - b. If the dimension has too many values to list, click the **Search** icon. 
    - i. Type a partial value in the text box.
    - ii. Click **Search**.
    - iii. Click **Select** to add the items to the filter list.
6. Click **Update Chart** to view the results.

7. Do one of the following actions:
  - a. Click **Save** to save the current settings for this configuration.
  - b. Click **Save as** to save these settings as a new configuration.
    - i. Type the name.
    - ii. Click **OK**.
8. Click **OK** to confirm.
9. Optional. Click **Email Link** to send the configuration URL to another user. The recipient must have a valid user name and password to access the configuration.

## 5: Publish results

By publishing results to the data warehouse after you create an allocation scenario, the rules become available to the data warehouse for continuous processing. The Extract, Transform, and Load (ETL) process loads data from the original cost table and creates new records in a separate environment.

A status box indicates the state of your request and what actions are available. For example, when the state is Publication Requested, you can cancel the request.

Status	Available Action
<b>Publish Requested</b>	Cancel
<b>Publish started {date/time}</b>	Unpublish
<b>Published {date/time}</b>	Unpublish
<b>Unpublish Requested</b>	Cancel
<b>Unpublished started {date/time}</b>	Publish

When you first create the scenario, it is in unpublished mode. You can continue to update the scenario in this mode.

### How do I publish results?

1. From **Financial Planning & Analysis**, click **Allocation Scenarios**.
2. Click the allocation scenario to be published.
3. In the **Publishing status** box, click **Publish**. The publication start date and time appear in the Publishing status box when the Extract, Load, and Transform (ETL) process begins.
 

**Note:** You cannot update the scenario during this process.

## How do I unpublish results?

1. From **Financial Planning & Analysis**, click **Allocation Scenarios**.
2. Click the allocation scenario to be unpublished.
3. In the **Publishing status** box, click **Unpublish**. The unpublication start date and time appear in the Publishing status box when the Extract, Load, and Transform (ETL) process begins.

# Business Intelligence Tools

The business intelligence tools help you access, analyze, report, and share information about your organization.

## My Dashboards

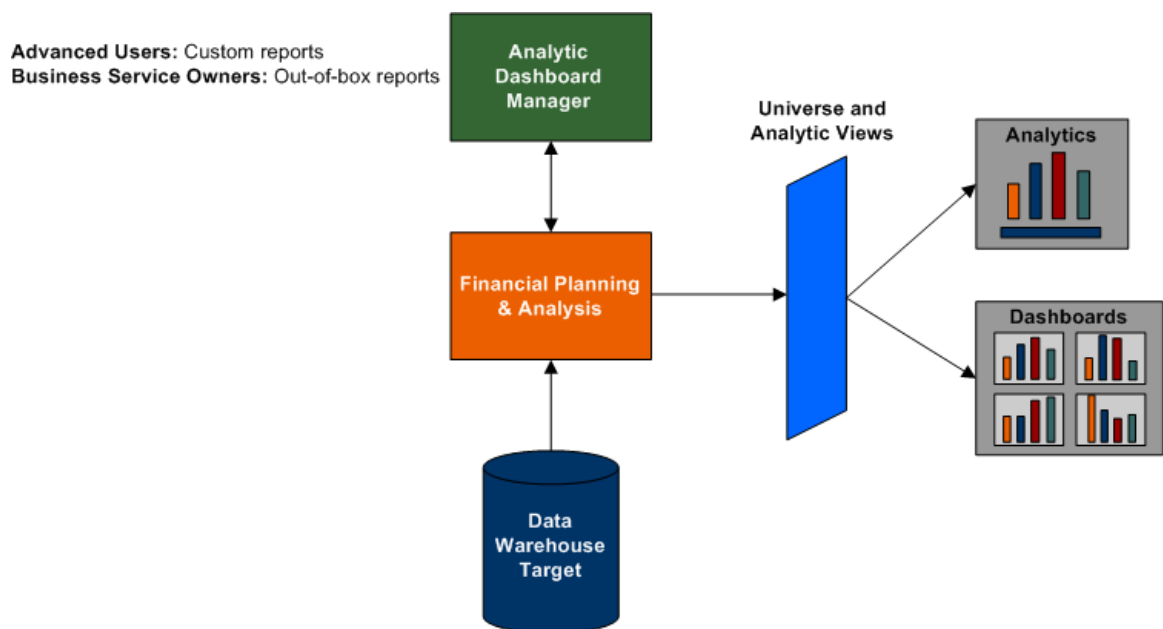
The Financial Planning & Analysis (FPA) Dashboard is the default dashboard. However, you can create your own dashboards to display the documents that you regularly view. By using dashboards, you can track and monitor specific analytics. Dashboards enable you to create a view of the analytics that are important to you.

Dashboard Manager makes it easy to choose the right out-of-box or custom analytics to populate your dashboard.

### To create a dashboard

1. Click **My Dashboards**.
2. From **Add/Remove/Move Tabs**, click **Add**.
3. Type a title in the **Title** field.
4. Click **OK**.
5. Click the browser **Back** button to return to IT Analytics.

You can personalize your dashboard to consolidate the analytics that you use most frequently. For more information, refer to the SAP® Business Objects documentation available at the [SAP Help Portal](http://help.sap.com) (<http://help.sap.com>) web site.



## Information Portal

The Information Portal is a direct link to your installation of SAP® BusinessObjects Enterprise XI. SAP® BusinessObjects Enterprise XI is a business intelligence application that enables you to view, edit, and create analytics. You can:

- Add, maintain, store, and create database queries that generate analytics.
- Run queries at any time to refresh the data.

**Note:** Remember to enable popup windows from your browser when you access the Information Portal. The link to SAP® BusinessObjects Enterprise XI automatically opens a new browser window.

### How do I create a Web Intelligence Report?

When you create a Web Intelligence Report using the SAP® BusinessObjects Enterprise XI applications, you can design and run queries. You can view and format the report, then save it for others in your organization.

IT Analytics simplifies the query process with subject oriented views that contain universe objects. The universe that you choose has relevant dimensions, measures, and filters that are essential for your particular interest.

For more information, refer to the SAP® Business Objects documentation available at the [SAP Help Portal](http://help.sap.com) (<http://help.sap.com>) web site.

### How do I create an Xcelsius Flash report?

You can create Xcelsius Flash reports using the SAP® Business Objects Xcelsius application. You must use the out-of-box Xcelsius report source files as templates when you create custom Xcelsius reports. You can access the source files in the Xcelsius Source folder in the SAP® Business Objects InfoView document list.

For more information, refer to the SAP® Business Objects documentation available at the [SAP Help Portal](http://help.sap.com) (<http://help.sap.com>) web site.

### Use historical data in ad hoc queries

IT Analytics enables you to modify Web Intelligence Reports to use historical data instead of current data for ad hoc queries. You can use a snapshot of the data from the time the records were created to make comparisons and do trend analysis. To modify a Web Intelligence Report to use historical data, edit the report query to include the **Show Historical Information** filter.

For more information, refer to the SAP® Business Objects documentation available at the [SAP Help Portal](http://help.sap.com) (http://help.sap.com) web site.

## My Folders

Folders are containers that hold other folders or analytics. Administrators and users with security access can create folders. You can access **My Folders** from the navigation menu.

SAP® Business Objects creates two folders in **My Folders** for each user on the system: Favorites and Inboxes.

For more information, refer to the SAP® Business Objects documentation available at the [SAP Help Portal](http://help.sap.com) (http://help.sap.com) web site.

### Favorites

SAP® Business Objects Enterprise creates a **Favorites** folder for each user on the system.

For more information, refer to the SAP® Business Objects documentation available at the [SAP Help Portal](http://help.sap.com) (http://help.sap.com) web site.

### Inboxes

All users have an inbox that enables them to use the send function and distribute analytics to users within the SAP® Business Objects Enterprise system. You can access **Inboxes** from the navigation menu.

For more information, refer to the SAP® Business Objects documentation available at the [SAP Help Portal](http://help.sap.com) (http://help.sap.com) web site.

## Categories

You can define categories in the information portal and then associate analytics to these categories to help organize your content.

For more information, refer to the SAP® Business Objects documentation available at the [SAP Help Portal](http://help.sap.com) (http://help.sap.com) web site.

### Public categories

Administrators and users who have appropriate access rights can create corporate, or public, categories. These categories are available to all users. You can

access **Public Categories** from the navigation menu.

For more information, refer to the SAP® Business Objects documentation available at the [SAP Help Portal](http://help.sap.com) (http://help.sap.com) web site.

### Personal categories

Users can create personal categories to organize their own personal documents. You can access **Personal Categories** from the navigation menu.

For more information, refer to the SAP® Business Objects documentation available at the [SAP Help Portal](http://help.sap.com) (http://help.sap.com) web site.





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# Concepts and definitions

Read this section for information about key IT Analytics concepts and terminology that relates to business intelligence and data storage.

## Glossary

IT Analytics uses a variety of terms to describe its functionality and objectives. Click any term to see the definition.

[Ad hoc query](#)

[Aggregation](#)

[Allocation scenario](#)

[Allocation stage](#)

[Analytic](#)

[Analytic application](#)

[Assignment groups](#)

[Backfill record](#)

[Business impact analysis report](#)

[Business intelligence](#)

[Business intelligence analysis](#)

[Business process](#)

[Business service](#)

[Business service downtime impact](#)

[Composite key](#)

[Configuration item](#)

[Configuration Management Database](#)

[Conformed dimension](#)

[Consolidated model](#)

[Core model](#)

[Corporate information factory](#)

[Crosstab](#)

[Cube](#)

[Dashboard](#)

[Data architecture](#)

[Data flow](#)

[Data integration](#)

[Data mart](#)

[Data model](#)

[Data quality](#)

[Data warehouse](#)

[Dimension table](#)

[Efficiency and effectiveness](#)

[Embedded reporting](#)

[ETL](#)

[External key](#)

[Extract \(ETL\)](#)

[Fact table](#)

[Foreign key](#)

[FPA](#)

[Governance](#)

[Granularity](#)

[Hierarchy](#)

[Historical data](#)

[ITIL best practices](#)

[Load \(ETL\)](#)

[Metadata](#)

[Metric](#)  
[Multi-dimensional](#)  
[Near-real-time](#)  
[OLAP](#)  
[Operational data store](#)  
[Operational reporting](#)  
[Organization](#)  
[Pilot](#)  
[Real-time](#)  
[Relational data store](#)  
[Report](#)  
[Report library](#)  
[Risk](#)  
[Snowflake schema](#)  
[Staging](#)  
[Star schema](#)  
[Surrogate key](#)  
[Transform \(ETL\)](#)  
[Universe](#)  
[Work flow](#)

## Sources

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Wikipedia: [www.wikipedia.org](http://www.wikipedia.org)

## Universe data model

The universe data model is an interactive entity relationship diagram (ERD) that shows the cubes, hierarchies, and tables used in the universe. To take advantage of the interactivity and be able to view details about the cubes, hierarchies, and tables, open the ERD using Adobe® Reader® 9. To do so, right-click the link below, then select **Save Target As** (or **Save Link As**) and save the file to your computer. Then open the file with Adobe Reader 9. Free Adobe Reader upgrades are available from the [Adobe®](http://www.adobe.com) web site.

[IT Financial Analysis universe](#)

## Target data models

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

The target data models are interactive entity relationship diagrams (ERDs) that show the logical view of the dimensions, fact tables, hierarchies, and aliases used in the consolidated target model for the Actual Cost, Allocated Actual Cost, Planned Cost, and Allocated Planned Cost entities. To take advantage of the interactivity and be able to view details about the dimensions, fact tables, hierarchies, and aliases, open the ERD using Adobe® Reader® 9. To do so, right-click a link below, then select **Save Target As** (or **Save Link As**) and save the file to your

computer. Then open the file with Adobe Reader 9. Free Adobe Reader upgrades are available from the [Adobe®](#) web site.

[Actual Cost](#)

[Allocated Actual Cost](#)

[Planned Cost](#)

[Allocated Planned Cost](#)