



HFM: ADMINISTRATOR



This five day course will enable consultants and system administrators to create, manage and maintain HFM applications using advanced techniques and best practice methods.

Learning Objectives:

Learn how to create and manage applications using EPMA and/or Classic. As an administrator you will need to understand how to create and maintain all application elements, documents and the tasks available within HFM. You will also gain an understanding of the other complementary EPM products used in conjunction with HFM.

Course Description:

The course investigates all aspects of system design, development and administration and explores how data is submitted, adjusted, consolidated, reviewed, signed off and validated as part of a typical submission.

Throughout the training, a variety of design considerations are explored and best practice is discussed and applied to the various elements

of the design, build and support of HFM applications. The activities throughout the week are based around a number of applications and the corresponding understanding of the behaviour and attributes of the various dimensions that underpin them.

Topics include the setup and navigation of the client and web interface, the creation of new applications and associated dimensions, member list creation, management of documents and task lists, financial rule writing and calculation manager, consolidation and translation, data adjustments with journals, intercompany setup, shared services and security design, life cycle management, reporting, the Microsoft Add-In Smart View.



Also available
as a self-paced
"On Demand" course

Training in your own time at your own convenience

Course Information:

Audience:	Financial and Technical System Administrators
Pre-requisites:	None
Delivery Method:	Classroom (Group-Live) Also available as Self-Paced "On Demand" Learning
Advanced Preparation:	None
Recommended CPE Credits:	35 Credits - Specialized Knowledge and Applications
Programme Level:	Intermediate

Summary by Day:

- Day 1: Overview, Navigation, Dimensionality and the End User Process.
- Day 2: EPMA Application Creation and Design.
- Day 3: Data Loading, Document Management, Intercompany Setup.
- Day 4: Journals, Financial Rules, Consolidation and Translation.
- Day 5: Life Cycle Management, Security, Smart View

Detailed Agenda

EHFM Overview

- Logging onto the workspace
- Access & navigate HFM web
- HFM dimensions
- Introducing FDM

The End User Process

- Data forms overview
- Data grids overview
- Consolidating
- Promoting a process unit
- Financial reports
- Working with books

Application Build

- Enterprise performance management architect (EPMA)
- EPMA application building
- Validation & deployment
- Editing attributes
- Periods
- Scenarios
- Missing data as zero
- Accounts
- Currencies
- Entity and ICP
- Default settings
- Local and shared members
- Dimension associations
- Grid editor
- Multiple apps/products
- Viewing log files
- Profiles and importing
- Configurable dimensionality

Member Lists

- Static member lists
- Dynamic member lists

Loading Data

- Load and review data
- Load methods

Data Forms

- Creating data forms and linked forms

Data Grids

- Understanding data grids
- Design considerations for data grids

Other Documents

- Creating other documents
- Creating and maintaining task lists

Exchange Rates

- Entering exchange rates
- Value dimensions and custom combinations

Intercompany

- Intercompany setup
- Intercompany (IC) input & elimination
- ICP matching report

Journals

- Journal setup
- Creating and processing journals
- Journal reports

HFM Calculations

- Writing rules
- Calculation manager
- Creating basic rules

Process Control

- Process control setup
- Phased submissions

Consolidation and Translation

- Running consolidations
- Value dimension review
- Subcubes
- 'On the Fly' currency translations

HFM Portability

- Importing and extracting documents
- Lifecycle management (LCM)

Security Users, Groups & Classes

- User roles
- Creating users, groups and classes
- Provisioning user access

Smart View Overview

- Smart view panel and toolbar
- Member selection
- Ad hoc analysis
- Smart view options
- Writing functions
- HsSetValue
- Smart view data forms



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