Oracle Hyperion Training
Dimensionality & Smartview
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Module 3: UMHS Dimensionality

Module Objectives:

After completing this module, end users will be able to:

- Identify the dimension members utilized in the UMHS Planning application
- Recognize dimension hierarchical structures
- Understand how source system information is mapped to Planning dimensions

Key Terms:

Metadata:
- The cumulative set of dimensions that define and describe the properties and attributes of the data stored in a database

Dimensions:
- Represent categories of data, created to organize information for storage, calculation, and retrieval
- Are organized into hierarchical structures in order to enable Data Input, Calculation, and Reporting

Point of View (PoV): 
- An “intersection” of data which constitutes a member selection from each dimension; utilized when running reports or creating an ad-hoc query
Hyperion Planning has 6 Standard dimensions:

- **Account** –
  - Store financial and other (i.e. statistical) information and are defined by a type
    - i.e. Revenue/Expense/Balance/UOS Statistic
  - Are identified with a unique Member Name and Description

- **Entity (aka Departments)** –
  - Represent organizational units within a company
    - i.e. Department/FLEG (Forecast Level Entry Group)
  - Identified with a unique Member Name and Description
  - Organized into hierarchies for analysis purposes

- **Scenario** –
  - Allows for data to be segmented into categories for reporting / variance analysis
    - i.e. Actual & Forecast

- **Version** –
  - Allows for the iterations of forecast cycles to be recorded for reporting / variance analysis.
    - i.e. Working, Final, etc.

- **Year** –
  - Allows data to be associated to a fiscal year

- **Period** –
  - Allows data to be associated with time periods - months and quarters are represented

For the UMHS Planning solution, two additional dimensions have been created:

- **Fund** –
  - Allows for the capture of data (financial and other) by specific fund

- **Location** –
  - Allows for the capture of Cohort Activity by Location

**These dimensions work together to create the ‘Point of View’ (PoV)**
**Dimension Details**

**Account**
The Account dimension consists of accounts sourced from the PeopleSoft General Ledger, as well as accounts which have been created specifically for use within the Planning application.

**PeopleSoft Accounts:**
- 6-digit base member Account IDs have been given a prefix of ‘A’
- Have been grouped together by Income Statement Financial Line Item classification

**Planning Accounts:**
- Hold Statistical values – Cohort Package information, Departmental Statistics, FTEs
- Capture components used in Forecast calculation – Global Assumptions
- Hold performance Metrics calculated by the application based on historical/forecast data

Accounts have been organized into the following hierarchical structures (to be discussed further)
- Total Margin Accounts (Forecast Plan Type)
  - Base Level: Income Statement Line Items
- Total Margin Accounts (Finance Plan Type)
  - Base Level: PeopleSoft General Ledger Chart of Accounts
- Statistical Accounts (Forecast, Cohort, Income Statement Plan Types)
**Entity (Departments)**

The Entity (Department) dimension consists of Departments sourced from the PeopleSoft General Ledger, as well as Departments which have been created specifically for use within the Planning application.

**PeopleSoft Departments:**
- 6-digit base member Department IDs have been given a prefix of ‘D’ in the Forecast Plan Type
- Have been grouped together into FLEGs (Forecast Level Entry Group) pairings

**Planning Accounts Departments:**
- Record Departmental data results - Actual results, Forecast entries, Statistics, FTEs
- Capture data used in Unit of Service Reporting
- ‘D’ Depts from PS used in Forecast/Finance Plan Types, ‘C’ Depts representing Dept/Location combinations used in Cohort Plan Type

Departments have been organized into the following hierarchical structures (to be discussed further):

- Forecast Level Entry Group (FLEG) (Forecast Plan Type)
  - Base Level: Summary Forecast Level Entry Departments (FLEGs)
- Cohort Department (Cohort Plan Type)
  - Base Level: Summary Forecast Entry Departments
- Department (Finance Plan Type)
  - Base Level: PeopleSoft General Ledger Departments
**Scenario**
Scenarios allow Forecast data to be grouped into unique planning cycles for reporting and historical reference.

The Scenario dimension can be used to reference Review Cycles, capture multiple Forecast Methodologies, store General Ledger Actual results, and most notably to conduct variance analysis (i.e. Actual vs. Forecast).

At UMHS, the following Scenarios will be utilized:

![Scenario](image)

**Version**
A Version is one possible outcome of the Scenario data (i.e. Working Version of Forecast, Final version of Actual, etc.).

Users will enter data into the ‘Working’ Scenario where all calculations will occur. Planning administrators will copy data from the ‘Working’ Version to the subsequent Versions in order to record snapshots throughout the Forecast Business Process.

- Metric Driven – read-only Forecast generated using Business Rules
- Working – users will enter/edit updates to ‘Metric Driven’ Forecast values here
- Departmental – read-only snapshot of all updates made to ‘Metric-Driven’ in ‘Working’
- Final – read-only presentation of the Actual scenario
- Q3 Final - yearly read-only snapshot of ‘Departmental’

![Version](image)
**Year**
Years reference the calendar structure within an Application and can represent either Fiscal or Calendar outlines within a Planning application. Members identify to what years the application data applies.

For the UMHS application, a range of 10 years will be established*

*As of Go-Live, FY10 will be the first year fully populated with Actual data

**Period**
Represents segments of the Year dimension; used to report Month, Quarter to Date, and Year to Date totals.

Users can run reports for a specific period or for a period year-to-date timeframe - for example, either Q2 specifically, or Q2 YTD which would include both Q1 and Q2 in the retrieval.

Periods have been organized into the following hierarchical structures (to be discussed further)
- Forecast Plan Type
  - Four (4) base quarters
  - Quarters rolling into Year Total
- Cohort Plan Type
  - Six (6) base quarters
  - 4 Quarters rolling into Year Total
- Income Statement Plan Type
  - Twelve (12) base months
  - Months rolling into Quarters
  - Quarters rolling into Year Total
Fund
Represent financial the Fund detail captured in PeopleSoft. Individual funds will be aggregated to ‘Fund Groups’ as the data entry level in the Hyperion Planning application in order to enhance application performance.

- Forecasting at a Fund Group
  - General Fund (10000)
  - Clinical Operating Fund (50000, 56000)
  - Clinical DAF & Research (54000)
  - All Auxiliary FFAE (777xx)
  - All Chair Package & Other Non-Operating (540xx)
  - Designated (40000)
  - Federal (20000)
  - Non-Federal (25000)
  - All Gifts (30000)
  - All Endowments (7xxxx)
  - Fixed Assets & Debt Service (8xxxx)
**Location**
Locations within the Planning application mirror locations available in legacy source system applications which record Cohort Activity statistics (i.e. by Hospital).
Module 3 Review:

End users should now be able to:

- Identify the dimension members utilized in the UMHS Planning application
- Recognize dimension hierarchical structures
- Understand how source system information is mapped to Planning dimensions
Module 7: Smart View

Module Objectives:

After completing this module, end users will be able to:

- Introduction to Smart View
- Understand Hyperion Smart View Ad Hoc Features
- Create and Modify Reports through Hyperion Smart View
- Adjust Ad Hoc and Display Settings for Analysis of Data

Key Terms:

Ad Hoc Analysis
- The use of Smart View functionality with Excel spreadsheets to retrieve and analyze data by selecting members, using functions, and performing a variety of operations, including formatting, to design reports.

Zoom In and Out
- Navigate a dimension through its hierarchy of members to the lowest level of members

Refresh
- Refresh the select job with the latest EPM Workspace data. Only the job selected in Office is updated.

Fully Formatted
- Displays reports in fully formatted HTML

Query Ready:
- Enables users to run ad hoc analysis on reports when connected to Essbase data sources
Introduction to Smart View

Smart View is an “add in” that is installed in Microsoft Excel which allows users to interact with the planning system and view data via the use of Microsoft Excel

- Smart View Ad Hoc reporting functionality gives users the ability to pull data from Hyperion Tools in an Excel format
- Users must establish a connection to the Hyperion server in order to access Smart View
- Data in a Smart View report reflects data input in forms for the same intersection of dimensions

If you see Smart View on your excel Toolbar then it has already been enabled and you can disregard the “Enable Smart View” instructions and go directly to page 21.
Enable Smart View Excel Add-In

To disable/enable add-ins (do this only if Smart View fails to open or prompts you to disable it in order to open Excel)

Open Excel. Click on File and select Options.
Within Excel Options, go to Add-ins. On the bottom of the page, under manager, select COM Add-ins and click Go.

If Smartview is disable it will appear in the Disabled Items panel. Select it to enable:
Go back to Excel Options go to Add-ins. On the bottom of the page, under manager, select COM Add-ins and click Go.
The COM Add-ins prompt box will be displayed with all COM Add-ins available. Select Oracle Hyperion Smart View for Office, Fusion Edition and click OK.

Close and reopen Excel and the Smart View tab should appear in the tool bar.
The first time you get into Smartview you’ll need to set up your URL access link,

If you’ve previously connected to Smart View, you can go directly to page 20.

Click on Smartview and the The Smart View ribbon will be displayed below.
Click on Options to define the URL access link.

To define the URL access link, click on Advanced and in the Shared Connections URL box type in the following URL: https://findatamgr.dsc.umich.edu/workspace/SmartViewProviders and click OK on the bottom of the screen.

Now create your Shared Connections. Click on the SmartView tab and go to Open folder in the left top corner of your screen and select Smart View Panel. The panel will appear on the right side of your screen and click Smart View Panel. (or you can double click on the folder)
The Smart View Panel appears on the right side of your screen.

Click on Shared Connections and type in your user name and level 1 (Kerberos) password in the prompt box and click Connect.
You should now be connected to the PROD environment via Smart View. On the right side of your screen you will be able to select the server you wish to proceed to.

**Essbase** - Server used for ad hoc analysis for either the Income Statement cube or Forecast cube. (Essbase is a multidimensional system so it “acts” like a spreadsheet. The name is an acronym for **Extended Spread Sheet database**).

**Oracle Hyperion Planning, Fusion Edition** – Server used to access web forms through Smart View.

**Reporting and Analysis Framework** - Server used to access reports and reporting through Smart View.
Navigate to Smart View Preferences

Users can set preferences for Smart View by selecting Smart View → Options. Preference changes become effective the next time a user refreshes their grid.

Advanced Preferences

The following Advanced preferences can be set:

- **Shared Connections URL** – used to specify a default URL for all connections. This must be established the first time a user accesses Smart View.
- **Undo** – enable undo and redo functionality and specify the number of permitted undo operations
- **Most Recently Used (MRU)** - enable users most recently used connections on the Smart View Home
- **Refresh Selected function** - enable if functions within workbook depend on other functions for their values
• **Mode**—use double-click for ad hoc operations can be enabled or disable. If selected, double clicking retrieves the default grid in a blank worksheet and thereafter zooms in or out on the cell contents.

• **Log Message Display**—error, warning, and informational messages from the connected data source. Users can select one of the following:
  o *Information*—to display all messages, including warnings and errors (adversely impacts performance)
  o *Warnings*—to display warning and error level messages (adversely impacts performance)
  o *Errors*—to display error messages only (recommended and minimal impact on performance)
  o *None*—to suppress all messages
  o *Route Message to Log File*—users can keep a record of messages in a log file

• **Enhanced Comment Handling**—enables user to review and correct comments and members names in ad hoc grids that contain comments

• **Language**—users can change the language in which Smart View is displayed without re- installing Smart view

• **UI Colors**—users can specify one or two background colors for Smart View dialog boxes that contain rows of information

• **Others**—Smart View allows several additional options for optimizing Smart View
  o *Display Smart View Short Cut Menus Only*—to display only Smart View menu items on shortcut menus. Otherwise, shortcut menus display Excel items plus Smart View, which leads to Smart View operations.
  o *Reduce Excel File Size*—to compress the metadata maintained in Excel files
  o *Improved Metadata Storage*—to open workbooks saved in 9.3.1.0.x or earlier or saved in Office 2000.
  o *Disable Smart View add-in in Outlook*—if user does not want to use Smart View task lists in Outlook.
  o *Retain Ribbon Context*—to revert to user data provider ribbon automatically after user uses a button on the Smart View ribbon.
Data Options

The following Data Options preferences can be set:

- **Suppress Rows** – suppress rows that contain one or more types of data
  - *No Data/#Missing* – to suppress rows containing cells for which no data exists in the database
- **Mode** – enable or disable Navigate without Data or Preserve Formula on POV
  - *Navigate without Data* – to speed up operations such as Pivot, Zoom, Keep Only, and Remove Only by preventing the calculation of source data while the user is navigating.
  - *Preserve Formula on POV* – to change to preserve formulas in cells when user makes changes to the POV
  - *Zero* – to suppress rows that contain only zeros
  - *No Access* – to suppress rows that contain data that users do not have the security access to view
  - *Invalid* – to suppress rows that contain invalid values
  - *Underscore Characters* – to suppress underscore characters in member names
- **Repeated Members** – to suppress repeated member names

- **Replacement Labels** - by default Smart View displays #Missing, #Invalid, or #No Access for grids that contain missing or invalid data, or data the user does not have permission to view, respectively.
  - Users have the ability to change the label display when missing, invalid, or no access data appears in the grid. Text labels or numeric zero labels can be used.

- **Enable Format String** – enable to display specific formatting for numerical data

- **Cell Status** - users are able to display the calculation or process status of the cells in the grid, however, cell status should be set to Data. To view the other options, click the down arrow key for the follow choices:
  - **Data** – to show actual data
  - **Calculation Status** – to show whether data needs to be calculated, translated, or consolidated
  - **Process Management** – to show the process management level for combinations of data called process units
Member Options

The following Member Options preferences can be set:

- **Zoom In** – specify a default zoom level for ad hoc analysis
  - **Next Level** – to display only the next level down in the hierarchy of members
  - **All Levels** – to display all levels in the hierarchy
  - **Bottom Level** – to display only members in the lowest level of the hierarchy
- **Member Name Display** – users are able to select the following member name to display
  - **Member Name Only** – to display fully-qualified names
  - **Member Name and Description** – to display fully-qualified names and descriptions (alias) in the same cell
  - **Description Only** – to display aliases only
- **Indentation** – users are able to select whether to indent nothing, sub-items, or totals
- **Ancestor Position** – to display hierarchies top down or bottom up
• Member Retention—to specify the members to be retained within the set when users zoom or keep or remove members

**Formatting**

The following formatting menu allows users to set a number format in a grid. Users can select from the following number formats.

- **Use Thousands Separator** - to use a comma or other thousands separator.
- **Use Excel Formatting** - to use Excel rather than Smart View formatting. This option overrides Use Thousands Separator, Capture Formatting, and Cell Style settings. This option is also supported for refresh and submit actions but not for zoom or pivot operations.
- **Retain Numeric Formatting** to retain the following number formats when users drill down in dimensions.
  - Scale
The following Cell Style menu allows users to specify font, background color, or border format to indicate member or data cells of a particular type in the grid.
Extensions

Users can use extensions to leverage Smart View functionality for other Oracle products.
Establish Connect to Smart View

Users can connect to data sources through shared or private connections:

- **Shared Connection** - stored in a central location and available to multiple users through the Smart View Panel. They are created and maintained by the administrator. Users cannot add, edit, or rename shared connections, but users can save them as private connections, which are editable.

- **Private Connection** – a connection a user creates by saving a shared connection to their local computer.
Users should use the Shared Connection to access Smart View Ad-Hoc Analysis, Hyperion Planning Forms, and Hyperion Financial Reports. Navigate to Shared Connections by selecting the Smart View tab → Smart View Panel → Shared Connections.

**Connect to Smart View database**

After successfully logging on to Shared Connections, user must select “Essbase – owl.dsc.umich.edu” from the drop down menu. Users must navigate to the desired application and connect to the data source by right clicking on the database and selecting “Connect”.

Note: Workbooks can contain worksheets from multiple data sources. However, only one data source can be associated with each worksheet. If a user connects to a secondary database within the same worksheet, some dimension members may be lost.
Create Smart View Ad Hoc Analysis

Note: Before creating an ad hoc analysis, users will need to know the dimension members available for querying (refer to Module 3: UMHS Dimensionality)

Smart View Ad Hoc Analysis allows users to do the following:

- Create a grid
- Zoom in and out within a dimension
- Nest dimensions within columns and rows

In order to view and analyze data, users may open any Excel workbook with a saved POV (Point of View) or open a blank worksheet. Either way users must set the POV each time when using Smart View. If an existing POV has the desired dimensions, it can be refreshed.

Note: default ad hoc grid displays Accounts on the rows, Periods in the columns and the remaining dimensions are defaulted to the first member of the dimension

**Set User POV in Smart View**

The member selection dialog box is used to select dimension members. To access the member selection dialog box, select the down arrow next to any dimension and select “…..”
To Search for a member by name type in the name or part of the name followed by *. Choose find next until member is found.

To add members into the selection list, select the check box next to each member needed and click add (→) to move the selected members to the selection list. To remove members from the selection list, select the check box next to each unwanted member and click Remove (←).

**Set User POV in Smart View**

Users can set the members on the grid by clicking Member Selection from the Essbase toolbar. Once all dimensions have a member selected, user can refresh the grid with the current Workspace data.
Note: Use “Actual” scenario with “Final” Version, and “Forecast” scenario with “Working” Version

**Zoom In and Out**

Use Drill Down and Up (also known as Zoom In and Zoom Out) to expand or contract members to the next level. To drill down or up, double click the member or use the toolbar icons.

Note: Smart View options allow users to display Next Level, Bottom Level, or All Levels of the hierarchy when Drill Down is used.

- **Next Level** – to display only the next level down in the hierarchy of members
- All Levels – to display all levels in the hierarchy
- Bottom Level – to display only members in the lowest level of the hierarchy

Forecasting using Smart View forms:

Select Oracle Hyperion Planning from the shared connections drop down and drill down into UMHS>Forms>Forecast.
A user can now select any of the forms to use for forecasting purposes. In this example, we selected the Review and Modify Expense Forecast 04.
The user can then select the appropriate Fund category and Department rollup. In this example, we are looking at Biological Chemistry Department and their All Chair Package and Other Non-Operating Fund category.

Any cell that is grayed out cannot be edited by the user. These items are either actuals or subtotal lines.

Any cell that is yellow can be edited or changed by the user. These are your forecasting cells.

**Updating Metric Driven Forecast:**
Once you have entered in a new forecast for a specific line item, the cell color will change from a light yellow to a darker gold (see above). To then submit this data to the database, you’ll need to hit the submit data icon.

Once the database has saved the users updated number, it will change back to the light yellow.

**Financial Reporting in Smart View**
Users can import Hyperion Financial Reporting and Web Analysis documents as fully – formatted HTML, which users can display in Excel, or in query – ready HTML, which enables users to connect to Essbase data sources and run queries.

When Reporting and Analysis documents are set as query – ready HTML, the selected pages if the current data object is converted to HTML, and Hyperion specific formatting is removed (text box, logo, date time stamp, etc.) This allows Smart View to re-query the data source independent of the Web application.

When Reporting and Analysis documents are set as fully – formatted HTML, the selected pages of the current data object is converted to HTML, and Hyperion specific formatting definitions and calculated members are retained. This prevents Smart View from directly querying the data source, but Hyperion content can be leverage by Microsoft Office applications.

Navigate to Financial Reports in Smart View
To open a Hyperion Financial Report in Smart View, users must navigate to the RAFramework connection from the drop – down menu. Folders in the content area are the same folders found in the reporting repository on EPM workspace. To open a report in Excel, user must double click on report name. When opening a Financial Report in Excel, user will be prompted to select fully – formatted or query ready format.
Open Financial Report in Smart View – Query Ready

When Financial Reports are imported query-ready, Hyperion specific formatting is removed. This allows Smart View to re-query the data source independent of the Web application.
Open Financial Report in Smart View – Fully Formatted

When Financial Reports are imported fully formatted, Hyperion formatting definitions and calculated members are retained. This prevents Smart View to query the data source, but Hyperion content can be leveraged by Microsoft Office applications.
Module 7 Review:

End users should now be able to:

- Describe Smart View
- Set Smart View preferences
- Navigate and import reports through Smart View
- Open forms for Forecast and drill down to GL data
- Modify User POV selections
- Create an Ad Hoc Query
Appendix

Smart View
Training Exercises
Income Statement Cube or Forecast Cube
Exercise 1 - Create a Smart View Ad-Hoc Query in IncomeStatement or Forecast Cube

Step 1:
To get started open up Microsoft Excel and select Smart View tab.
Click on Panel.

Step 2: In Smart View Panel, select Shared Connections

Step 3: Connect to Data Source window appears. Enter your user name and level 1 (Kerberos) password. Then click on Connect.
Step 4: From the Select Server drop down, select “Essbase – owl.dsc.umich.edu”. This will connect you to the production database.

Step 5: For the Actual exercise, Open FINANCE. Select IncStmt, then Ad hoc analysis. For the FORECAST exercise, Open UMHS and select Forecast, then Ad hoc analysis.
Step 6: Verify **Periods** and **Accounts** dimensions appear on the grid. These are the default PoV (Point of View) dimensions that should appear when creating a new Ad hoc.

Note: If you get the following error message you’ll need to go to Smart View Options and clear the Suppress Rows options (see Page 10, Step 17, just “unselect”).

Step 7: On the POV, select the drop down arrow for **Scenario** and select “…” This will open the Member Selection window.

Step 8: On the Member Selection window, remove **Scenario** from selected content section by using the ← arrow and select **Actual or Forecast** member by using →.
Step 9: While still in the Member Selection window, select remaining members from **Dimension** drop down based on the following training exercise to complete:

**IncStmt Cube**
- Version = Actual
- Years = 2012
- Department = 317900*(include*for like values)
- Fund = Clinical Operating

**Forecast Cube**
- Version = Final
- Years = 2012
- Department(aka FLEG) = Int* (to search for Internal Medicine Pulmonary)
- Fund = Clinical Operating

Click **OK**. This will take you out of Member Selection from the POV.
Step 10: Select **Periods** in cell B1. Click **Member Selection**. On the Member Selection window, remove **Periods** from selected content section by using the ← arrow and select **YearTotal** or **Q1** member by using →

**IncStmt Cube**

**Forecast Cube**

To view **all** “Periods” options, click on +. Unlike departments, there are a limited number of Periods to scroll through.

Step 11: Select **Accounts** in cell A2. Click **Member Selection**, and chose **accounts** from the drop down. Type in “**Net Patient Care**” for Finance Cube or “**Net Patient Care**” for Forecast Cube. Click Search. Select using → arrow. Make sure the account orientation is set to vertical.

**IncStmt Cube**

**Forecast Cube**
Before clicking OK …

Use the Find box to find the following addition criteria and select using → arrow:

**IncStmt Cube**
- Other Staff Salaries*
- Supplies*

**Forecast Cube**
- Total Salaries*
- Total Non-Salaries*

**Note:** because you selected Vertical Orientation there is no “Accounts” to be removed using the ←.

Click ok. This will populate cells A2, A3, A4 with the three “Accounts that were selected.

Click Refresh and values will appear in B2, B3 & B4.

**Note:** You can “Refresh” from either the ribbon or the PoV box.

**IncStmt Cube**

**Forecast Cube**

**Note:** You may need to increase the column width to actually see the values.
Steps 12 – 16 show you how to select Smart View options that will make looking at the detail behind this data more user friendly.

**Step 12:** Select Smart View, Options, Data Options to Suppress Rows that have no Data or all Zeros

**Step 13:** Select Smart View, Options, Member Options to Zoom In to Bottom Level

Click “OK” to accept changes.
Step 14: Select Smart View, Options, Cell Style to shade the Parent Cells. You'll need to Expand to see the Member Cells. Right click on Parent. Then click on Background. This will open Colors. Select pale yellow and click OK. Then click OK again.
Step 15: Double click on Supplies. This will display the “bottom level” of the Account members that roll up to Supplies. See page ALL “Parent” cells will be shaded.

Double click on Test & Treatment (In) and Other Staff Salary to see the accounts that roll-up in to those Account Members.

Step 16: The other PoV dimensions can be moved in to the spread sheet by dragging them to the desired location (sometimes tricky) or by inserting the desired columns and/or rows and typing in the Dimension and then selecting Refresh.
After the Dimensions have been positioned as desired click on Refresh

TIP: delete a value before refreshing and when the cell is repopulated you know that you're connected to the Database and the data has been refreshed.

Steps 17-23 Will illustrate some of the ways to create Ad hoc queries

Before starting click on the X on the far right of the Smartview Window and close it.
Step 17: Go to cell B6 and type in “Q1”. Then Refresh. You should see the values change. Note: to make things easier to read, you can change cell formats using “regular” Excel formatting conventions.

Step 18: Double click on “Q1”. You should see the “bottom level” Periods that roll up to Q1.
Step 19: Starting with row 7, clear all rows. Go to cell A7 and type in “Accounts”. Then Refresh. You should see the values change.

Step 20: Go to Smart View, Options, Data Options and if applicable, un-select any Suppress Rows options.

Step 21: Double click on “Accounts” (to see “Accounts refer back to Step 26). Since no rows are suppressed you should see the entire Income Statement roll-up (more than 2,000 rows).
Step 22: Go to Smart View, Options, Data Options and select Suppress Rows for No Data and Zero.

Step 23: Starting with row 7, clear all rows. Go to cell A7 and type in “Accounts”. Then Refresh (this is a repeat of Step 19). Then double-click on “Accounts”. Now you should only see Accounts with values (less than 200 rows).