insightsoftware

Application Administrator Guide

Longview

Version 26

Document Information

Notices

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Disclaimer

This guide is designed to help you to use the Longview applications effectively and efficiently. All data shown in graphics are provided as examples only. The example companies and calculations herein are fictitious. No association with any real company or organization is intended or should be inferred.

Contents

Introduction to Longview

Longview provides corporate performance management (CPM) software that leading companies use to drive performance with speed, visibility, and financial integrity. Since 1994, many of the world's most respected companies have been using our technology platform to create a single repository of financial truth from which statutory consolidation, management reporting, financial planning, modeling, analysis, budgeting, forecasting, and strategic tax can be performed quickly and accurately, enterprise wide.

Longview enables enterprise clients to collect, store, analyze, and report on data in real-time by automating, centralizing, and standardizing any one or combination of the following key financial processes: Planning, Budgeting, Forecasting, Consolidation, Financial Close Management, Profitability Analytics, Statutory, XBRL Financial Reporting and Tax Provisioning. With Longview customers can reduce overreliance on spreadsheets, improve transparency, and regain control of these key finance functions.

Longview Tax calculates your company's global tax charge, effective tax rate, and deferred taxes for tax provisioning purposes. Since Longview Tax uses the same technological platform as your corporate performance management solution, the tax reporting process is directly integrated into the corporate close process. As one solution, consolidated pre-tax income can be reported by legal entity to accurately calculate consolidated income tax charges and deferred taxes.

For more information on purchasing Longview Tax, contact your Longview Account Manager. Web services are a standardized way of integrating applications over the Internet or Internet protocol-based networks. Web services rely on certain software standards including Extensible Markup Language (XML), Simple Object Access Protocol (SOAP), Web Service Definition Language (WSDL) and Universal Description, Discovery & Integration (UDDI).

About this guide

This guide includes basic information on how to install your Longview system. The following sections indicate conventions that are used in this guide.

Warnings and notes

This guide uses the following conventions for warnings and notes:

Caution: Warnings provide cautionary information on the possible effect of certain actions, including the unintentional deletion of data. Be sure to read and understand all warnings before performing a related procedure.

Note: Notes provide additional information to help you understand your Longview system better. They also provide important information on exceptions to general guidelines.

Procedures

There may be several ways to perform a procedure in your Longview system.

- You may be able to choose a menu command. For example, to open a file, you can choose **Open** from the File menu. In this documentation, we use: Choose **File** > **Open**.

- You may be able to use a keyboard equivalent. For example, to exit you can press the **Alt** key and then the letter **F** to open the File menu, and then press **X** for Exit.
- You may be able to click a button or icon. If a menu command has an equivalent button or icon, an illustration of the button or icon may appear in the margin.

In this documentation, we may not describe all methods to carry out a task. Use whichever method you prefer. Depending on the task you are performing, certain methods may not be available.

Contacting Longview

Questions? We are ready to help. For contact information for Longview, visit our web site at insightsoftware.com/Longview/.

Understanding Tasks In Longview Administrative Components

Longview Application Administrator and Longview Server Manager administer different aspects of the system. Which components you should use depends on the nature of the task you want to perform.

The following table lists common administrative tasks and the corresponding component to use:

Administrative tasks	Component to use
Longview Application Administrator	■ Checking for duplicate data ■ Collecting statistics ■ Creating, modifying, and deleting users, groups, and symbols ■ Exporting the Data Audit Trail ■ Resetting the Data Audit Trail ■ Importing Data Server objects from text files ■ Running restatements or recalculations ■ Specifying Journal Entries settings ■ Specifying NDD settings ■ Working with attributes ■ Working with batches ■ Working with events ■ Working with foreign exchange ■ Working with locks ■ Working with schedules ■ Working with server rules (model, rollup, query, event, and validation rules) ■ Working with symbol access roles ■ Working with the hierarchy

Administrative tasks	Component to use
Longview Server Manager	■ Analyzing user data ■ Exporting data to files ■ Importing data from files ■ Starting and stopping servers ■ Working with Log files ■ Working with server queues ■ Working with server status ■ Working with servers ■ Working with the Data Server Configuration

Overview of Server Tasks And Roles

Server tasks fall into two broad categories that are handled by different kinds of users. Tasks that involve managing the content of the database are handled by users with administrative permissions. Tasks that involve creating the database and configuring the server are handled by users with permissions to manage the database. Each of these user types must exist within the application.

Your company must have at least one user with administrative permissions. However, there can be as many as you need; each designated to administer a different aspect of the business, or responsible for a different geographical or organizational department, and so on.

Only one administrator can perform server maintenance tasks at a time. These tasks include, but are not limited to:

- performing regular user maintenance (creating, deleting, and editing users)
- performing symbol maintenance
- running restatements and recalculations

Changes to the configuration and operation of databases and the server require permissions to make these changes. Many server tasks, however, can be undertaken by regular administrators. These tasks deal with creating, managing, and deleting:

- Users (see Maintaining Users and Groups)
- Groups (see Maintaining Users and Groups)
- Symbols (see Maintaining Longview Hierarchies)
- Attributes (see Working With Attributes)

- Schedules (see Working With Schedules)
- Batches (see Working With Batches)
- Locks (see Working With Locks)
- Events (see Working With Events)

You can use Longview Application Administrator to perform the following tasks:

- Create, copy, and delete users and user groups
- Set user and group permissions
- Assign users to groups
- Remove users from groups
- Create, modify, and delete symbol access roles
- Apply symbol access roles to users and groups
- Create, edit, and delete attributes, batches, schedules, symbols, and rules
- Configure intercompany eliminations, foreign exchange settings, and NDD settings
- View and delete locks
- Detect duplicate data
- Collect statistics
- View audit trail data
- Run restatements and recalculations

Conventions

Throughout this documentation, we've decided to present information in certain ways. We know you are anxious to get right to work, but if you take a few moments now to read this section, you'll learn how to use this documentation more easily.

This guide includes the basic information on how to use Longview Application Administrator. It is provided in two formats: PDF and online help. You may access the online help from the Help menu of the application.

Getting Started in Longview Application Administrator

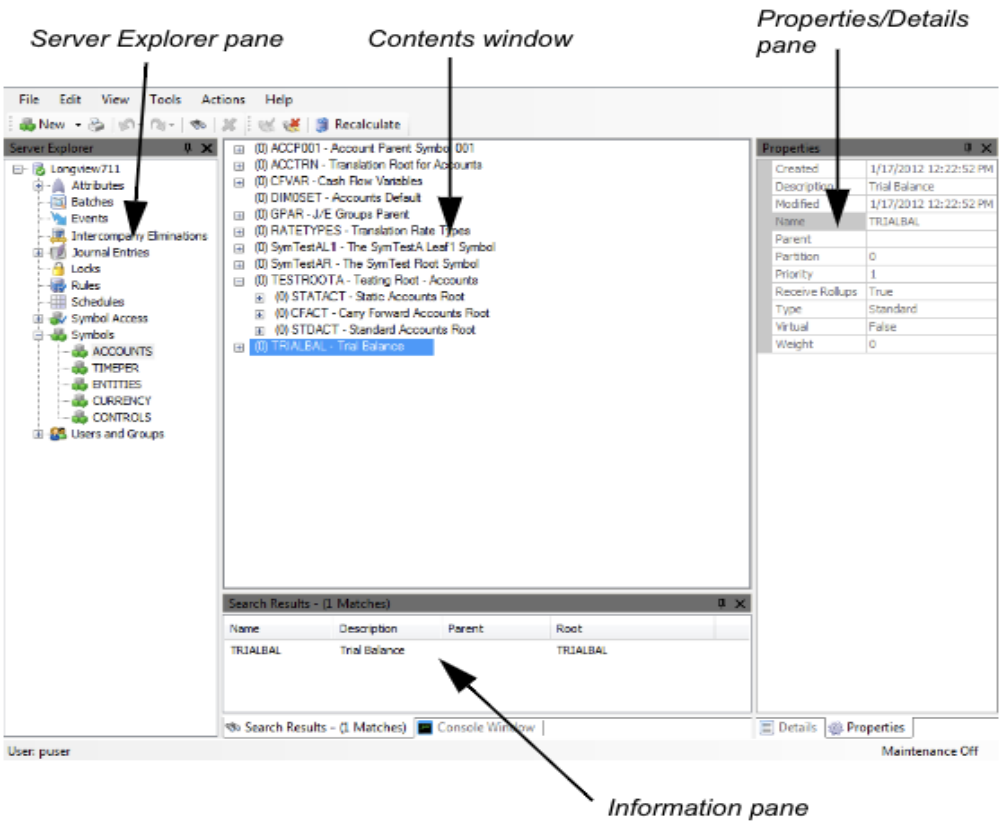
You can use Longview Application Administrator to manage the administrative aspects of your system, such as users, groups, permissions, and settings.

Understanding multilingual systems

The default language for your system is English. If you intend to use Application Administrator with an alternate language, be aware that although the user interface appears in English, symbol descriptions will be stored in the alternate language.

Understanding window elements

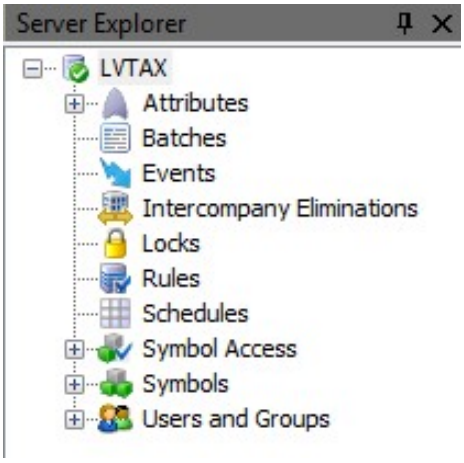
Longview Application Administrator, by default, consists of four sections, each of which, except for the Contents window, can be opened, closed, and resized relative to the other windows. Each section has a different purpose and allows you to perform different tasks and access different information.



Note: Certain changes you make to the appearance and arrangement of elements in Longview Application Administrator are saved as settings and are remembered the next time you start the application. For example, if you close the Properties pane by clicking the “X” in its upper right corner and close the application, the Properties pane will not be displayed the next time you start the application. To restore elements, you have hidden, click View in the menu and then click the name of the element you want restored.

Server Explorer pane

The Server Explorer pane displays the elements of your database system in a hierarchical tree format, grouping items together in specific categories. For example, attributes, symbols, user groups, and so on. As well, security settings are represented, populated with user groups and users.



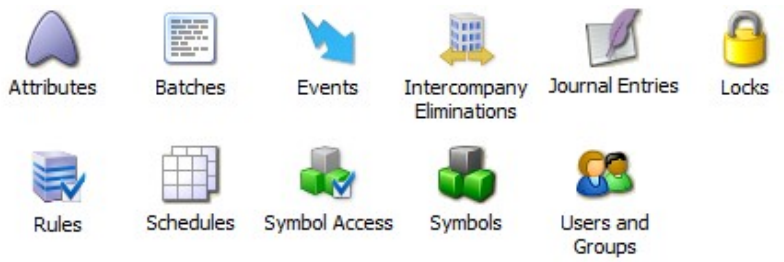
When you select a category in the tree, the elements grouped immediately below it are displayed in the Contents window (for example, choosing Attributes displays symbol, system, and user, the elements grouped under Attributes). Selecting an item in the Contents window causes its properties (if any) to display in the Properties window at the bottom of the application window. Many items can be duplicated or edited in the Contents window by right-clicking them and making the appropriate selection from the pop-up menu.

Note: To perform actions that make changes to the server or its contents, you must have permissions to operate these functions on the server.

Contents window

The Contents window displays the constituent elements of whatever is selected in the Server Explorer pane or was double-clicked in the Contents window itself.

The Contents window provides access to the most basic items in the database hierarchy, such as individual users and user groups, attributes, symbols, and so on. Selecting an item in the Contents window causes its properties to display in the Properties window, and for some items, right-clicking the item provides options to edit, copy, and/or delete it, as well as to create new instances of the same item type.

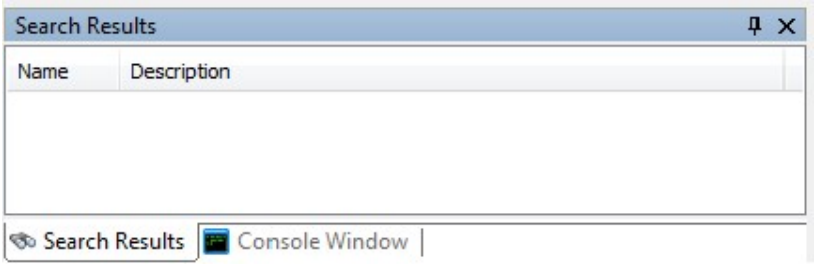


Information pane

Certain tabs are grouped in the Information pane. These are:

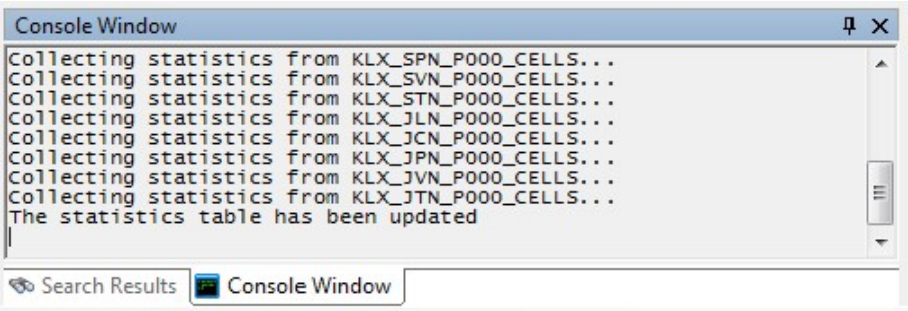
- Console Window
- Search Results Window

Each of these windows can be undocked from the others by dragging the tab out of the Information pane. In addition, dragging the tab towards the center will cause a set of positioning arrows to appear, allowing you to tile the tab within the group window. Tiled or ungrouped windows can be regrouped by dragging them back to the tabs at the bottom of the Information pane. Finally, tabs can be dragged left and right relative to one another to change the order of the group.



Console window

The Console window supplies you with information on processes you run, such as restatements and the collection of statistics. The information shown provides details on whether processes were successful, if they completed, and what changes were made as a result.



Search Results window

The Search Results window displays the results of searches. If you double-click a search result, the item is highlighted in the Contents window, and its properties and/or details display in the Properties pane.

Searches can be run on several types of items, though the parameters of the search vary from type to type. Searches are executed by selecting a category in the Server Explorer pane (e.g., entities under symbols) and choosing Tools > Search, and entering the criteria of your search in the appropriate fields of the Search dialog.

Selecting Tools > Highlight Search Results turns on or turns off highlighting of the results of your search in the Contents window.

Properties pane

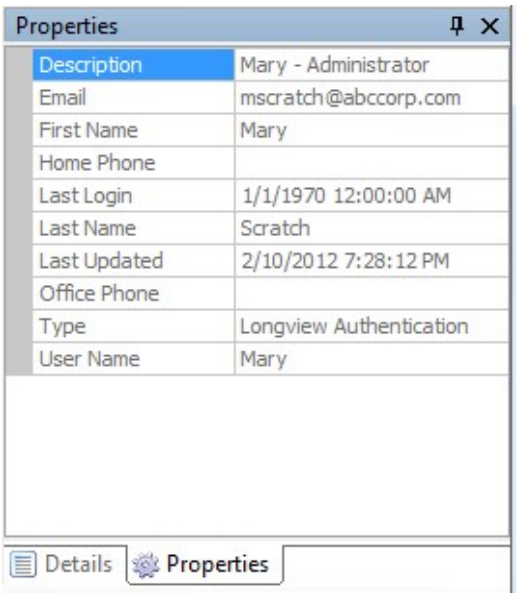
Certain tabs are grouped in the Properties pane. These are:

- Properties window
- Details window

Each of these windows can be undocked from the others by dragging the tab out of the Properties pane. In addition, dragging the tab towards the center causes a set of positioning arrows to appear, allowing you to tile the tab within the group window. Tiled or ungrouped windows can be regrouped by dragging them back to the tabs at the bottom of the Properties pane. Finally, tabs can be dragged left and right relative to one another to change the order of the group.

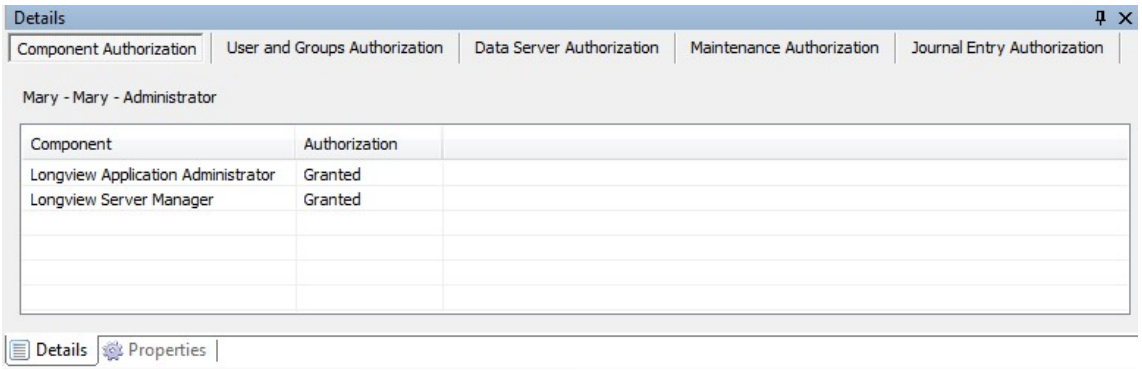
Properties window

The Properties window gives basic information about the item currently selected in the Contents window:



Details window

The Details window gives in-depth information about the currently selected item in the Contents window:



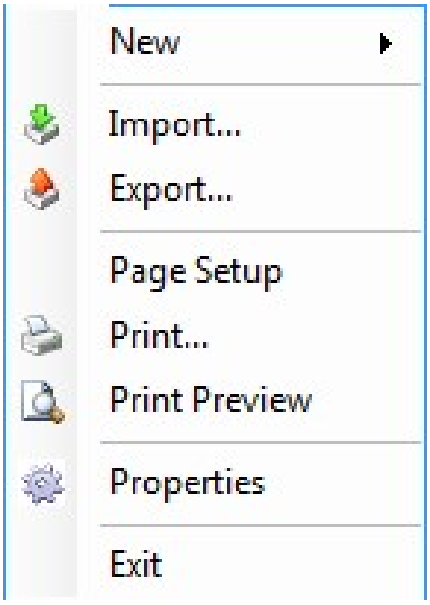
Understanding menus

Various Longview Application Administrator functions are available in the menu selections. What follows is a brief overview of each menu pick.

Note: The menu bar appears as shown above when a symbol is selected in the Contents window. The icons available to you at any given time may vary depending upon your current selections.

File menu

Most options under File deal with operations outside the application, such as printing, archiving, and exporting files.



New

This menu selection is context sensitive and provides different options in a secondary drop-down list depending on the current selection in other areas of the application window. In general, this item enables the creation of new access role, attributes, schedules, rules, intercompany eliminations, symbols, groups, and users, as well as duplicate instances.

Import

Choose Import to open a dialog that lets you designate the type of item to be imported (attribute, symbol, user, etc.), its dimension (if it is a symbol), and the location of files from which its items, descriptions (if applicable), and parent-child relationships (if applicable) will be imported. You can use the Browse button to select already-created import files. For more information on using Import, see Importing Server Objects.

Export

Choose Export to open a dialog that lets you designate the type of item to be exported (attribute, symbol, user, etc.), its dimension (if it is a symbol), and the location of files to which its items, descriptions (if applicable), and parent-child relationships (if applicable) will be exported. You can use the Browse buttons to select existing files, or type in a path and file name to create new files. For more information on using Export, see Exporting Server Objects.

Page Setup

Choose Page Setup to open a dialog where you can set the printing parameters such as the paper size and orientation, the width of page margins, and the paper source.

Print

Choose Print to open a dialog that lets you select your printer, the number or range of pages to print, and the number of copies. The output is either the Contents window or the grouped tab window that is active when you click Print.

Print Preview

Choose Print Preview to open a window that shows how your output will appear on the printed page according to your current Page Setup parameters. It enables you to view one, two, three, four, or six pages at a time, to change the magnification level of the view (but not the actual output), and to print directly to the default printer.

Properties

Choose Properties when you have selected an item with viewable or editable properties in the Contents window. A dialog opens displaying the properties of the item and enabling you to edit those properties and save your changes. The information is displayed in a tabbed format. The tabs displayed and information populated varies with the type of item of you have selected.

Exit

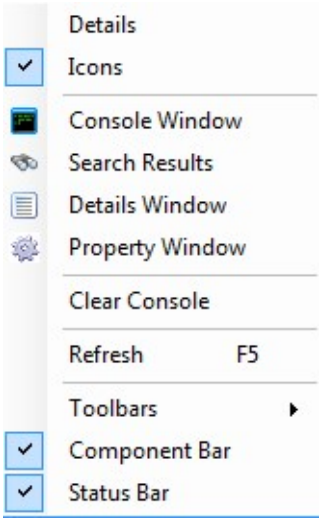
Choose Exit to log out of the system and close the application.

Edit menu

The choices under the Edit menu, Undo and Redo, let you to undo an action just performed, or to redo the action if you decide to proceed with it after having undone it. These options are available only for symbol maintenance actions, up until Maintenance is turned off.

View menu

The choices under the View menu let you select the window elements that are displayed or active.



Details

Choose Details to display the items in the Contents window in a text-only list.

Icons

Choose Icons to display the items in the Contents window as icons.

Console Window

Choose Console Window to activate and display the Console window in the grouped tab window at the bottom of the Contents window.

Search Results

Choose Search Results to activate and display the Search Results window in the grouped tab window at the bottom of the Contents window.

Details Window

Choose Details Window to activate and display the Details window in the grouped tab window at the right of the Contents window.

Property Window

Choose Property Window to activate and display the Property window in the grouped tab window at the right of the Contents window.

Clear console

Choose Clear console to discard the contents of the Console window.

Caution: This procedure cannot be undone.

Refresh

Choose Refresh to update the view in the Contents window.

Toolbars

This option expands into another menu that enables you to turn the Standard and Component toolbars on or off, and to lock their positions or unlock them so that the toolbars can be repositioned in the interface.

Component Bar

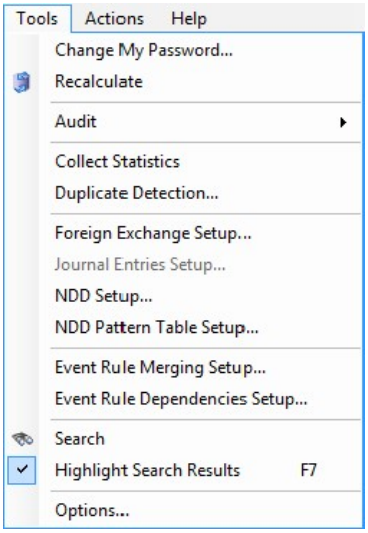
Choose this option to show or hide the Component Bar.

Status Bar

Choose this option to show or hide the Status Bar.

Tools menu

The Tools menu presents options to do with organizing, refreshing, and gathering information about data in the system.



Change My Password

Choose Change My Password to open a dialog allowing you to change the password of the user you are signed on with.

Recalculate

Choose Recalculate to have values in the database recalculated and refreshed. The Recalculate dialog opens and allows you to set the type of recalculation, which partitions to recalculate, the names of files to archive information before and after the recalculation, and whether to collect and display statistics about the recalculation.

For more information see Working with Restatements and Recalculations.

Caution: A recalculation can take a considerable amount of time for large databases and can be resource intensive. Recalculations can affect other users if run during periods when they are signed onto the system.

Audit

Choose Audit to access three options:

- Export: Export lets you query the database for records of what values in the database have been changed and by which users and export those records to a text file. For more information, see Exporting the Data Audit Trail.
- Recover: Recover lets you reset leaf table values to the values stored in the audit tables. This function is useful in the event of a system failure.
- Reset: Reset removes all audit detail and sets the initial audit values to the current leaf table values.

Note: If you are not connected to the server, Export, Recover, and Reset are disabled. If you do not have access to view data in the server, Export is disabled.

These options are available only if your system is configured to use Data Audit Trail. For more information, see the Longview Server Manager Guide.

Collect Statistics

Choose this function to update the collected statistics for the current server. The progress of the update is displayed in the Console window. Statistics are updated in the following database tables:

- KLX_ULN_P000_CELLS
- KLX_UPN_P000_CELLS
- KLX_SLN_P000_CELLS
- KLX_SPN_P000_CELLS

Duplicate Detection

Choose this option to check the database for duplicate data. For more information, see Checking for Duplicate Data.

Foreign Exchange Setup

Choose this option to set up or modify your foreign exchange settings. For more information, see Working with Foreign Exchange.

Journal Entries Setup

Choose this option to open the Journal Entries Setup dialog and customize the behavior of Longview Journal Entries. For more information, see Configuring Journal Entries.

NDD Setup

Choose this option to select the modulating, independent, and dependent dimensions for N-dimensional modeling. When you choose NDD Setup, a dialog is displayed with drop-down lists that allows you to make your dimension selections. Subsequent dialogs enable you to change Valid Root(s) settings, Default Symbol, and Modulating Symbol. For more information, see Specifying NDD Settings.

NDD Pattern Table Setup

Choose this option to open a pattern table dialog that allows you to make symbol selections for N-dimensional modeling. For more information, see Setting Up or Modifying the NDD Pattern Table.

Event Rule Merging Setup

Choose this option to configure event rule merging. You may have event rules that trigger the exact same process based on different circumstances. If this is the case, you can consider merging these rules so that they don't trigger the process multiple times unnecessarily. For more information, see Specifying Event Rule Merge Settings.

Event Rule Dependencies Setup

Choose this option to configure event rule dependencies. If your system includes a rule that always triggers another rule, you can specify this dependency so that if those two rules are triggered simultaneously, the system waits for the preceding rule to finish before it allows the dependent rule to process, which uses system resources more efficiently. For more information, see Specifying Event Rule Dependencies.

Search

Choose Search to execute a search by selecting a category in the Server Explorer pane (e.g., entities under symbols), choosing **Tools** > **Search**, and entering the criteria of your search in the appropriate fields of the Search dialog. Searches can be run on several types of items, though the parameters of the search vary from type to type.

The Search Results window displays the results of searches. Double-click a result to display its properties and/or details in the Properties pane.

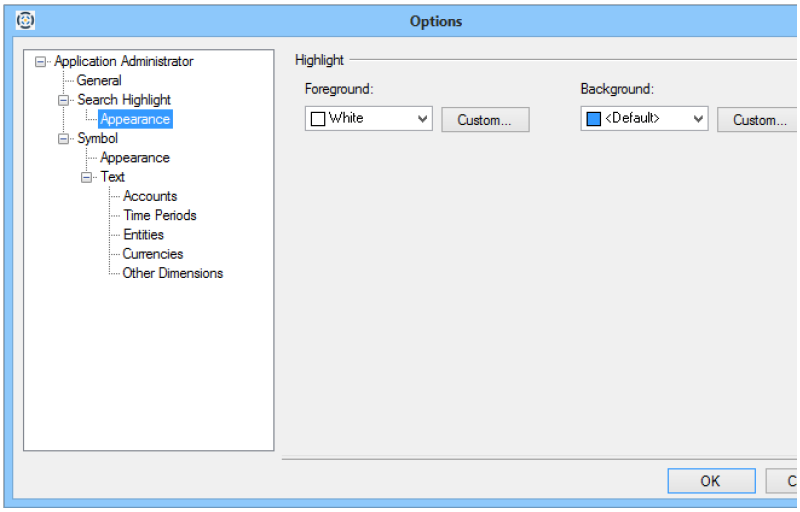
Highlight Search Results

Choose Tools > Highlight Search Results to highlight or not highlight the results of a search in the Contents window.

Options

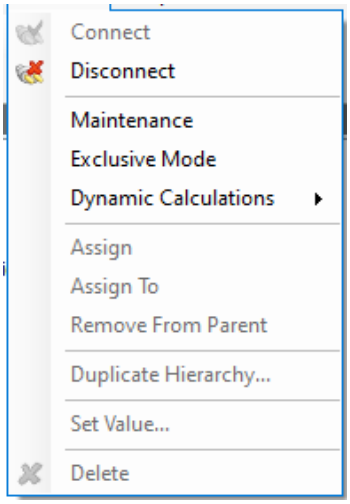
Choose Options to change the way items are displayed in the Contents window.

For example, you can change the colors used to highlight results when you have Highlight Search Results on. In addition, you can format how symbols are displayed, and what information about symbols accompanies them.



Actions menu

The Actions menu provides access to functions concerned with maintaining and arranging your symbol hierarchy.



Connect

Choose Connect to connect to the server, provided your User ID has the requisite permissions to do so. This option becomes available when you are not connected to the server. All server tasks require that you connect to the server as a user with administrative permissions.

Disconnect

Choose Disconnect to disconnect from the server. This option becomes available when you are connected to the server. Once you click Disconnect you will no longer be able to view, modify, or otherwise access the resources of the server until you connect to it again.

Maintenance

Choose Maintenance to turn Maintenance on or off. A check mark beside the option indicates that maintenance is active.

Exclusive Mode

Choose Exclusive Mode to turn Exclusive Mode on or off. A check mark beside the option indicates that Exclusive Mode is active.

Dynamic Calculations

Choose Dynamic Calculations to turn the ServerMath Flag on or off.

Assign

Choose Assign to drag a selected symbol to another symbol, which then becomes its parent symbol. This option becomes available when you select a symbol.

Assign To

Choose Assign To, to assign the previously chosen symbol to the symbol currently selected. This option becomes available after you have used Assign.

Remove From Parent

Choose Remove From Parent when a child symbol is selected to remove the symbol from the parent's hierarchy and place the symbol in the root of its class. This option becomes available when you have selected a child symbol.

Duplicate Hierarchy

Choose Duplicate Hierarchy to open a dialog that lets you create a duplicate of the hierarchy. This option becomes available when you select a root symbol of a hierarchy. A specified prefix or suffix is added to each symbol name in the hierarchy being duplicated. For more information, see Duplicating a Hierarchy.

Set Value

Choose Set Value to open a dialog that lets you set the attribute’s value. This option becomes available when you select an attribute.

Delete

Caution: Deletions cannot be undone.

Choose Delete to be prompted by the system to confirm that you want to proceed before the deletion is performed. This option becomes available when you have selected an item that can be deleted.

Help menu

The Help menu provides you with access to information on how to work in the application, and information on the current build of the application.

Longview Application Administrator Help

Choose Longview Application Administrator Help to open another window which presents the online help system. The system has two panes; one on the left shows the table of contents tab, which features an expandable and collapsible structure of topics and the subtopics grouped under them. The pane on the left contains other tabs:

- The index tab, with clickable links to content.
- The search tab, which enables you to search the online help system for instances of words and then access the results.
- The favorites tab, which enables you to bookmark information you have found useful for future reference.

The pane on the right is the content pane, where the information contained in the online help system is displayed. This pane changes to display different information based on the choices you make in the other pane. It also features navigation buttons at the top and bottom of each topic that display the next and previous topic respectively, and hyperlinks that take you directly to related information when clicked.

About Longview Application Administrator

Choose About Longview Application Administrator to open an information window that displays the name of the application and its current version. This can be useful in the event that you need to contact Longview on a service matter. To close the window, click anywhere within it.

Working in Maintenance mode

When users and administrators are working with Longview components, there may be maintenance modes turned ON and OFF automatically as part of a process.

For information on using commands involved in maintenance, see the Longview Desktop Commands and Functions Guide or the Longview Developer's Guide.

Maintenance mode

When administrators make Database Maintenance changes to the Data Server repository, Maintenance mode is usually turned ON automatically. While it is ON, the following apply:

- Users can connect and perform read-only queries
- Users can lock data areas, post journal entries, and submit data (these activities are suspended, not stopped, while user and symbol changes are committed and refreshed)

The time required for the servers to commit and refresh can be several seconds to several minutes. The length of time depends on several factors:

- Symbol and hierarchy sizes
- Use of other features, such as NDD or data translation
- Status of the Math queue. When user or symbol changes are committed, the submission queue is suspended and a suspend request is sent to the Math queue. All pending math jobs in the

queue prior to this request must complete before the Math Server can be suspended and refreshed. When large math jobs are pending, long wait times may occur.

Exclusive mode

Exclusive mode may be turned ON automatically (if no pending submissions exist) in conjunction with Maintenance mode and while it is ON, the following apply:

- Users can connect and perform read-only queries
- Users cannot lock data areas, post journal entries, or submit any data

If a user has turned Exclusive mode ON, the same user must turn it OFF before certain actions can be performed by other users.

Note: If a restatement fails due to errors, exclusive mode will remain on to prevent users from submitting data to the database. Users will not be able to turn exclusive mode off through Application Administrator in this case. If exclusive mode needs to be turned off from a failed restatement either run a successfully restatement or restart the servers.

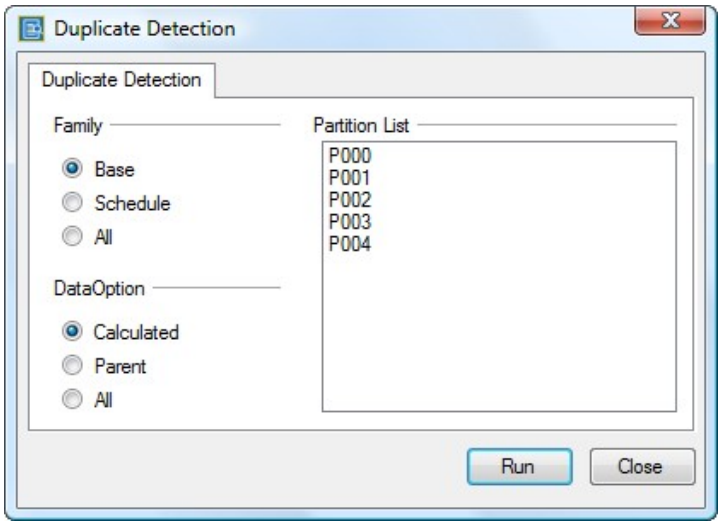
Performing General Server Tasks

Checking for duplicate data

Due to user errors or other reasons, you may sometimes have duplicate data in your system. You can use Longview Application Administrator to check for duplicate data before you perform a data export or a restatement.

To check for duplicate data, complete the following steps:

1. Open Longview Application Administrator.
2. Select **Tools** > **Duplicate Detection**. The Duplicate Detection dialog displays, as shown below:



3. Complete these fields:
    a. Family: Select **Base** (to check Base data only), **Schedule** (to check Schedule data only), or **All** (to check all data).
    b. Data Option: Select **Calculated**, **Parent**, or **All** types of data.
    c. Partition List: Specify the list of partitions you want to check.
4. Click **Run**. The results of the duplicate check appear in the Console window.
5. Click **OK**.

Working with restatements and recalculations

An enterprise restatement is a mode of calculation in which a rollup of the entire database is performed making all values current. An enterprise restatement is required to calculate the effect of major changes throughout the database.

A partition recalculation is a mode of calculation in which a recalculation of one partition is performed making all values current. A partition recalculation is required to calculate the effect of changes confined to a single partition.

Partition recalculation does not guarantee data integrity under the following scenarios:

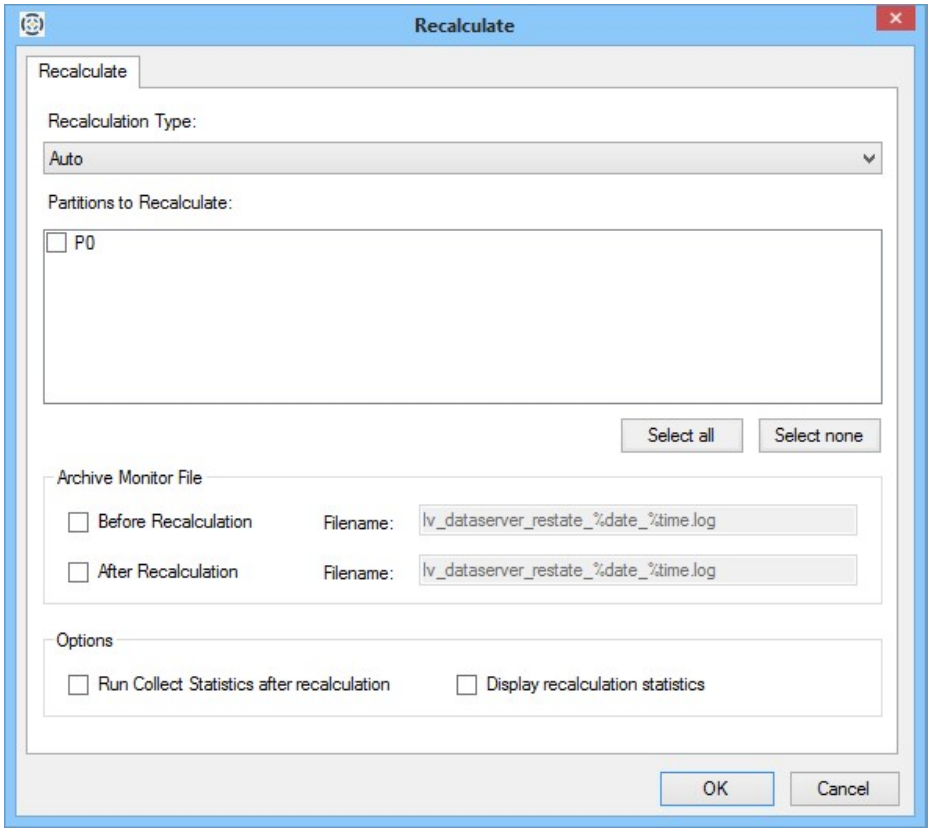
- If the specified partition or partitions do not cover all input leaf data needed to generate data for the specified partition or partitions.
- If there is output data generated outside of the specified partition or partitions. You will see a warning message in the Longview Data Server Log:

  The output data generated to the following partitions were filtered out during partition recalc on specified_partition_name: list_of_partitions.

You can use Longview Application Administrator to run a recalculation that meets your specific requirements. For information on running a recalculation using line mode, see the Longview Server Manager Guide.

To run a recalculation, complete the following steps:

1. Open Longview Application Administrator.
2. On the toolbar, click **Recalculate**. The Recalculate dialog opens.



3. Select the **Recalculation Type**. The recalculation types are as follows:
   a. Auto: Performs steps based on lvsrvr.cfg parameters set to TRUE.
   b. Regular: Restate Unadjusted, Recalculate Journals, and Restate Adjusting.

c. Full: Restate Unadjusted, Recalculate Journals, Recalculate Eliminations, and Restate Adjusting.

d. Basic: Restate Unadjusted and Restate Adjusting.

e. Journal Entries Only: Recalculate Journals.

4. Select the **partitions** you want to include in the recalculation. If you want all partitions included, click **Select all**.
5. If you want to enable tracking changes to the Data Server Log file, select **Before Recalculation**, **After Recalculation**, or both. In the adjacent text fields, provide the path and file name of the Data Server Log file to which you want this information written.
6. If you want statistics generated by the recalculation to be recorded, select **Run Collect Statistics after recalculation**.
7. If you want to view recalculation statistics, select **Display recalculation statistics**.
8. To run the recalculation, click **OK**. The results of the recalculation appear in the Console window.

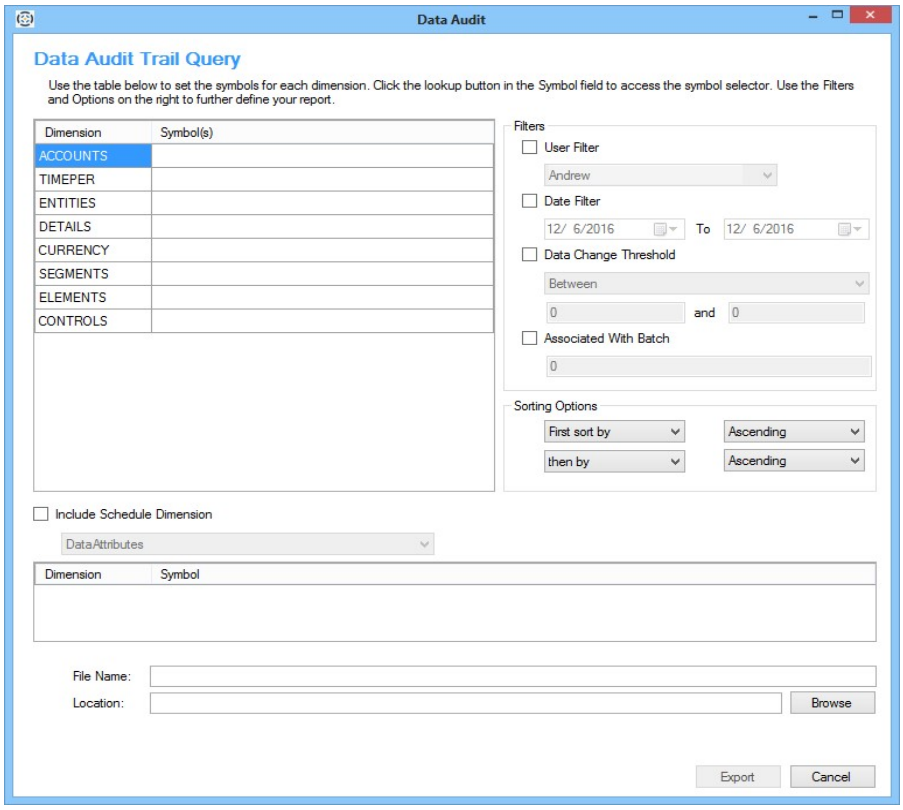
Exporting the Data Audit Trail

You can use the Data Audit Trail functionality of Longview to query the database for records of the values in the database that have been changed and by the users who changed them, and to export those records to a text file. This information can be important in recovering from system failures, correcting erroneous entries, and compliance with the Sarbanes-Oxley Act.

> **Note:** Using the Data Audit Trail functionality requires that the Data Audit Trail parameter be set to TRUE in Longview Server Manager (the default value is FALSE). In addition, the RECALC AUDIT RESET command must be performed on the data server. For more information, see the Longview Server Manager Guide. If you do not have access to this functionality, contact your System Administrator.

To export the Data Audit Trail, complete the following steps:

1. Open Longview Application Administrator.
2. Select **Tools** > **Audit** > **Export**. The Data Audit dialog displays, as shown below:



Note: You can enter parameters for as many criteria in the dialog as you choose. If no criterion is specified, all data audit information is returned.

3. Enter parameters for any or all the following fields:
   a. Symbols: To specify a symbol for a dimension, click in the cell under the Symbol column for that dimension to activate a symbol selector button (...). Click the button to view the Symbols dialog and use it to select a symbol for that dimension.

      Note: The data query defaults to the user attribute values found in the UGPD [DimensionNumber]QueryDefault attributes. In addition, if you have access to only one symbol in a dimension, the selection defaults to that symbol.

   b. Schedule Dimension: To enable the use of a schedule dimension, select Include Schedule Dimension, and use the drop-down list to select a schedule. To specify a symbol for that dimension, click in the cell under the Symbol column for that dimension to activate a symbol selector button (...). Click the button to view the Select Symbol dialog and use it to select a symbol for that dimension.

   c. User Filter: Select User Filter and use the drop-down list to select a user. Changes made by this user only are included in your results.

   d. Date Filter: Select Date Filter, and type dates in the MM/DD/YYYY format or use the calendar drop-down menus to select a specific date for each field.

e. Data Change Threshold: Select Data Change Threshold, and use the drop-down menu to select Between, Greater Than, Less Than, or Value Of, then supply a value or values in the field(s) below.

f. Associated With a Batch: Select Associated with a Batch and enter a batch ID number in the field below.

g. Sorting Options: The Sorting Options enable you to specify how to sort the data audit results.

4. When you have completed configuring the criteria of your query, complete the following fields:
   a. File Name: Enter a name for the Export file.
   b. Location: Enter a location to which you want to save the Export file. Alternately, you can use the Browse button to navigate to the folder to which you want to save the Export file.

> **Note:** The Export button is unavailable until the File Name and Location are entered.

5. Click **Export**. A Data Audit Export progress bar opens.

> **Note:** Depending on the size of the database and the specificity of your query, a data audit trail export may take several minutes to complete.

6. After the export finishes, an Export Summary screen displays, as shown below. This screen summarizes the number of entries saved as well as the number of errors encountered.

7. Click **Close**.

Audit Trail Export file syntax

After the Data Audit Export is complete, the data specified by your query is exported to a text file. The syntax of the export file depends on whether only base data was queried, or a schedule was included as well.

Base data

```
ID{Dim_0{Dim_1{...{Dim_N{Old Value{New Value{Delta{Date{User{Comments
```

Where:

- *ID* is the batch ID number.
- *Dim_0{Dim_1{...{Dim_N* are the symbols queried in each base dimension.
- *Old Value* is the old value of the data.
- *New Value* is the new value of the data submitted to the database.
- *Delta* is the difference between Old Value and New Value.
- *Date* is the date on which the changes were submitted to the database.
- *User* is the username of the user that made the changes.
- *Comments* is any comments associated with the changes, enclosed in double quotation marks. If the comments already contain quotation marks, they are enclosed in a second set of double quotation marks (""comment"").

Example:

```
2174{A11510{A10OPEN{B0910{DIM3SET{DIM4SET{DIM5SET{DIM6SET{DIM7SET{0{99{99
{11/26/2010 11:11:58 AM{TAXADMIN{"Trial balance input"
```

Schedule data

```
ID{Dim_0{Dim_1{...{Dim_N{Schedule{Sched_Dim1{..{Sched_DimN{Old Value{New
Value{Delta{Date{User{Comments
```

Where:

- *ID* is the batch ID number.
- *Dim_0{Dim_1{...{Dim_N* are the symbols queried in each base dimension.
- *Schedule* is the name of the schedule selected in the Schedule Dimension drop-down list.
- *Sched_Dim1{...{Sched_DimN* are the symbols queried in each schedule dimension.
- *Old Value* is the old value of the data.
- *New Value* is the new value of the data submitted to the database.
- *Delta* is the difference between Old Value and New Value.
- *Date* is the date on which the changes were submitted to the database.
- *User* is the username of the user that made the changes.

- *Comments* is any comments associated with the changes, enclosed in double quotation marks. If the comments already contain quotation marks, they are enclosed in a second set of double quotation marks (""comment"").

Example:

```
3{SALES4{QAFOR01{XL2{DIM3SET{DIM4SET{VALIDATION{DIM6SET{DIM7SET{S1043{L0001
{C0001{ 1126{-112{-1238{29/11/2010 12:04:13 PM{LONGVIEW\MIHA228461{"Data
submission"
```

Resetting the Data Audit Trail

If your system has **Data Audit Trail** selected in the Server Configuration settings, you can reset Data audit detail. If you reset Data audit detail, the trail is deleted and the initial audit values are reset to the current leaf table values. Batch and event information is also deleted, along with related log, error, and history files.

To reset the Data Audit Trail, complete the following steps:

1. In Longview Application Administrator, choose **Tools** > **Audit** > **Data** > **Reset**. A confirmation dialog opens.

   Caution: Clicking **Yes** in the next step removes all audit trail values and batch and event information, as well as log, error, and history files in the file paths defined in the Server Configuration settings.

2. Click **Yes**. The Data Audit Trail is reset.

Resetting the Metadata Audit Trail

If your system has **Metadata Audit Trail** selected in the Server Configuration settings and you have the appropriate authorizations, you can reset Metadata Audit trail. If you reset Metadata Audit trail, the trail is deleted according to the specified selections. If the **Metadata Audit Trail Log Files** location is set in the Server Configuration, a log of the audit records that were reset will be created in the specified location.

To reset the Metadata Audit Trail, complete the following steps:

1. In Longview Application Administrator, select **Tools** > **Audit** > **Metadata** > **Reset**. A dialog opens.
2. Enter parameters for any or all the following fields:
   a. Date: Type dates in the YYYY/MM/DD format or use the calendar drop-down menus to select a specific date for each field.
   b. Category: To reset Metadata Audit Trail for specific category types, select one or more of the following:
      - Select All
      - Attribute Maintenance

- Authorization Maintenance
- Group Maintenance
- Group Membership Maintenance
- Role Maintenance
- Symbol Maintenance
- User Maintenance

c. Comment: Optionally, enter a command to be included with the reset action.

> **Caution:** Clicking Reset in the next step removes the specified metadata audit trail information.

3. Click **Reset**. The Metadata Audit Trail is reset.

Configuring Journal Entries

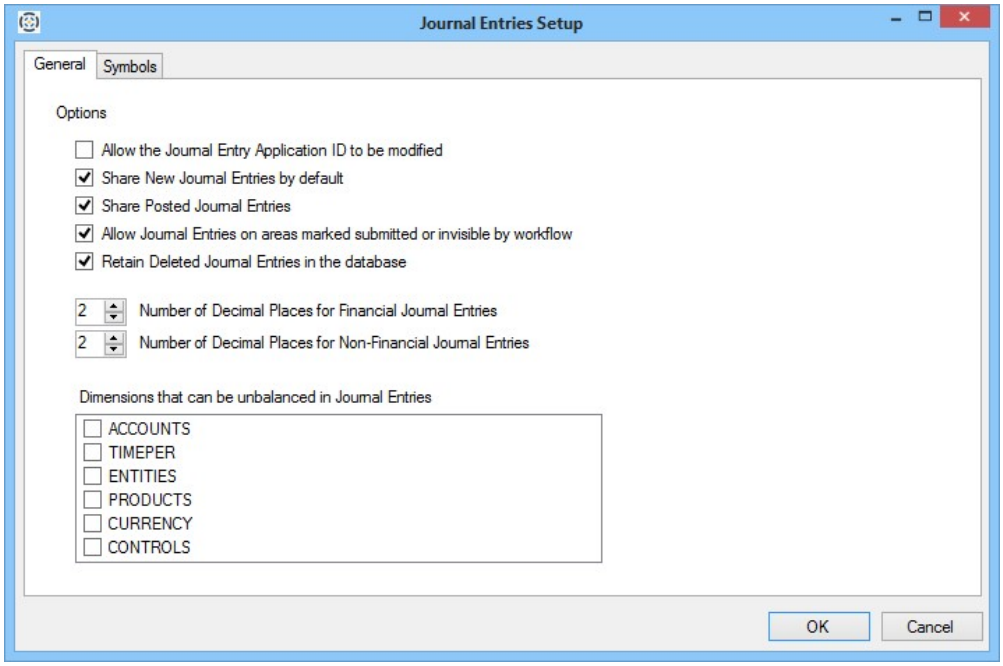
Before using Journal Entries, you can modify journal entry settings to meet your company's needs. You can also create sub-categories for schedule journal entries.

Specifying Journal Entries settings

You can use the Journal Entries Setup dialog to quickly set up and modify settings for Journal Entries more easily than setting individual attributes. You can use this dialog only if you have the necessary permissions to change settings for Journal Entries.

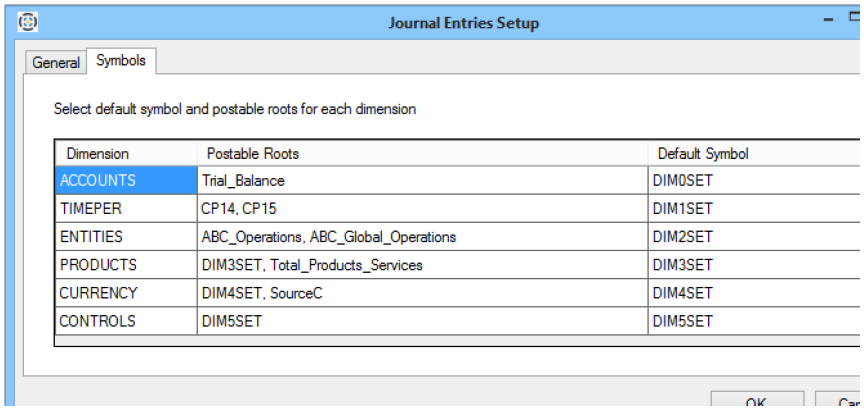
To use the Journal Entries Setup dialog to set up or modify Journal Entries settings, complete the following steps:

1. Open Longview Application Administrator.
2. Select **Tools** > **Journal Entries Setup**. The Journal Entries Setup dialog displays, as shown below:

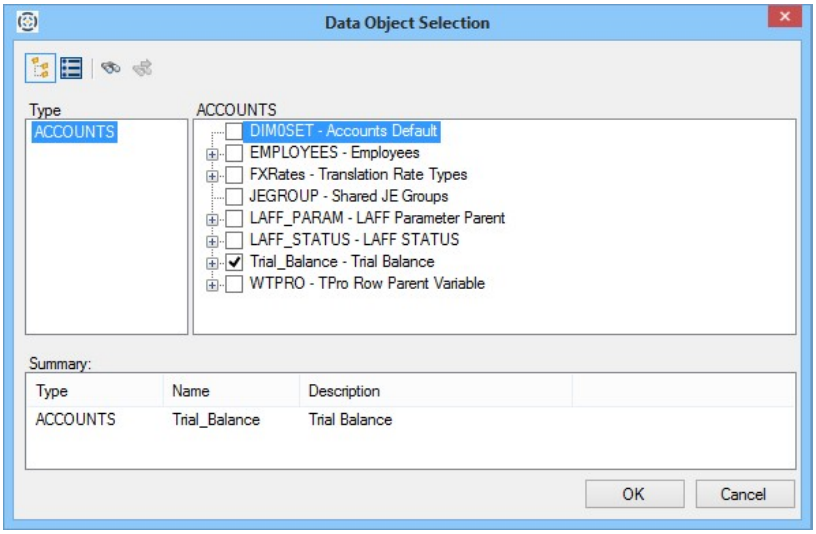


3. On the General tab, set the following parameters:
   a. Allow the Journal Entry Application ID to be modified: Specify whether the Application ID is set only during the initial creation of the journal entries, or whether it can be modified later.
   b. Share New Journal Entries by default: Specify whether you want journal entries to be shared by default.
   c. Share Posted Journal Entries: Specify whether all journal entries are shared after posting.
   d. Allow Journal Entries on areas marked submitted or invisible by workflow: Specify whether you want users to be able to submit journal entries on areas of workflow that have been submitted for approval or are invisible.
   e. Retain Deleted Journal Entries in the database: Specify if you want deleted journal entries to be retained by the database, and users to have the option to retrieve deleted journal entries.
   f. Number of Decimal Places for Financial Journal Entries: Enter a value between 0-100 or use the arrow buttons to raise and lower the value, to specify the number of decimal places you want financial journal entries to display.
   g. Number of Decimal Places for Nonfinancial Journal Entries: Enter a value between 0-100 or use the arrow buttons to raise and lower the value, to specify the number of decimal places you want non-financial journal entries to display.
   h. Dimensions that can be unbalanced in Journal Entries: Select the check box associated with a dimension to allow it to be unbalanced in journal entries.

4. Click the **Symbols** tab.



5. For each dimension in the database, select a **post-able root symbol**. This symbol does not have to be a dimension root symbol; however, make sure it contains all possible leaf symbols to be used for adjusting journal entries. Ignore any unused dimensions.
    a. To select a symbol, click in the **Default Symbol cell** for a dimension. A symbol selector button (...) appears. Click it to open the selection dialog. You can locate and select the default symbol for that dimension. Repeat this step for all applicable dimensions.



6. When you have completed the general settings and symbol selections, click **OK**.

Creating sub-categories for journal entries

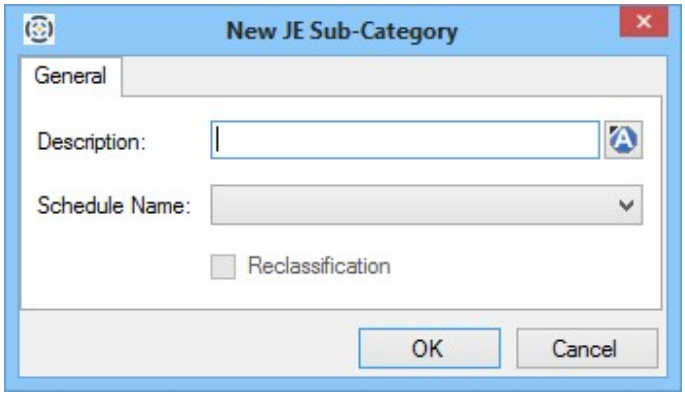
You can create new journal entry sub-categories in addition to the out-of-the-box sub-categories that are built into Longview. Sub-categories can be associated with schedules.

For more information on schedules, see Understanding Schedules.

To create a journal entry sub-category, complete the following steps:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, expand Journal Entries, and select **Sub-Categories**. The list of sub-categories appears in the Contents window.

3. Right-click and select **New JE Sub-Category**. The New JE Sub-Category dialog displays, as shown below:



4. Complete the following fields:

   a. Schedule Name: Use the drop-down list to select a schedule to base the sub-category on. For Elimination journal entries, select an Intercompany Transaction schedule, such as ICStandard. This field is optional.

   b. Reclassification: Select this option to allow base details to have different amounts than the total of the sub-details when the subcategory is applied. This field is available only if you select a Schedule.

   > **Note:** By default, this option is not selected, which forces base details to equal the total of the sub-details.

5. Click **OK**. The new sub-category appears in the list in the Contents window.

Specifying NDD settings

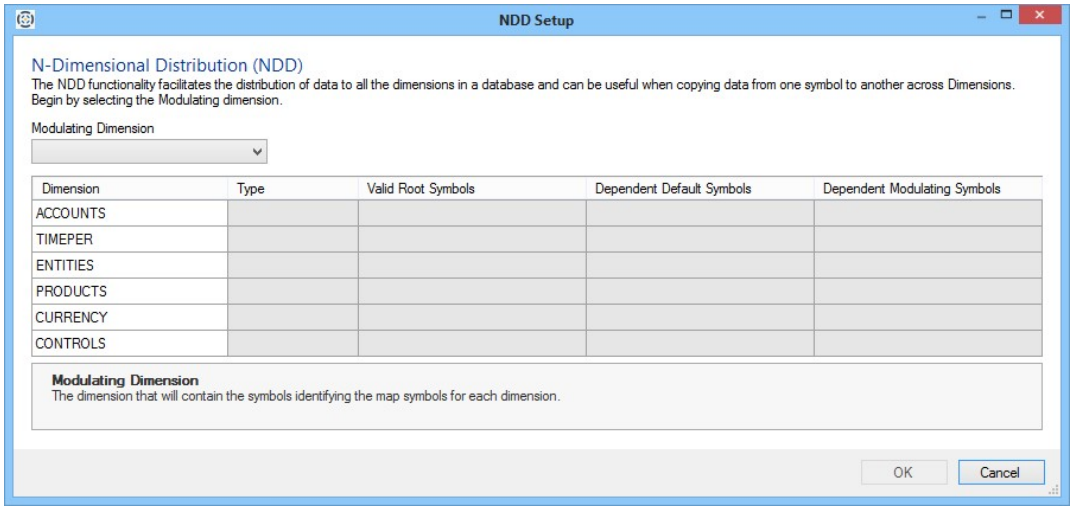
The N-Dimensional Distribution, or NDD, functionality of Longview facilitates the distribution of data to all the dimensions in a database. This can be useful when, for example, it is necessary to copy data from an Entity or Account symbol to a Product symbol.

Setting up or modifying NDD

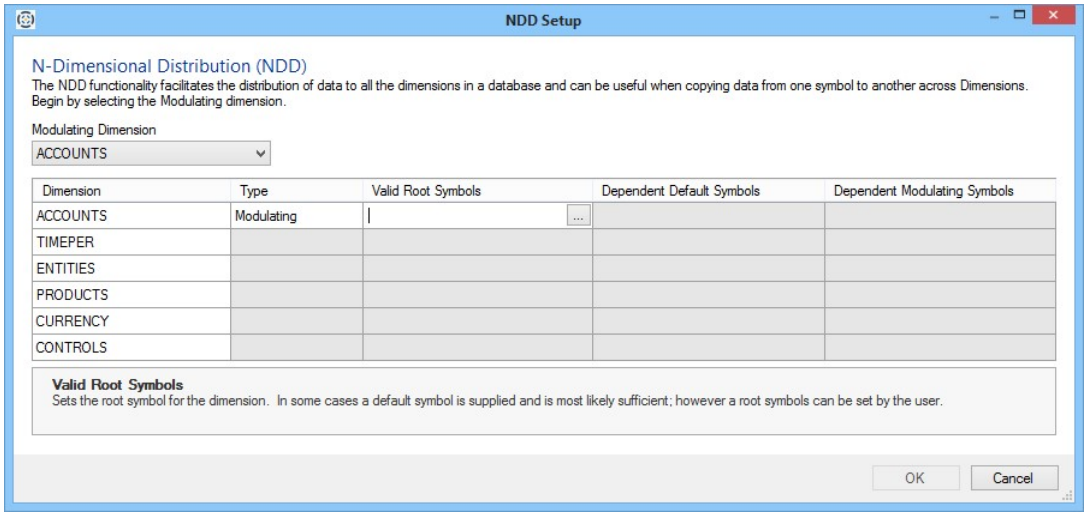
To set or modify your system's NDD settings, follow these steps:

1. Open Longview Application Administrator.

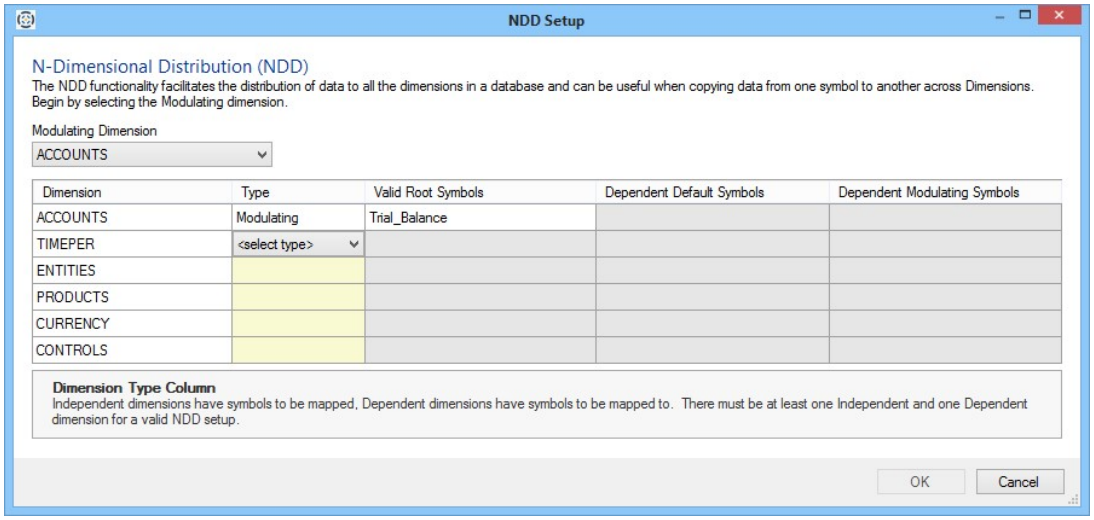
2. Select **Tools** > **NDD Setup**. The NDD Setup dialog displays, as shown below:



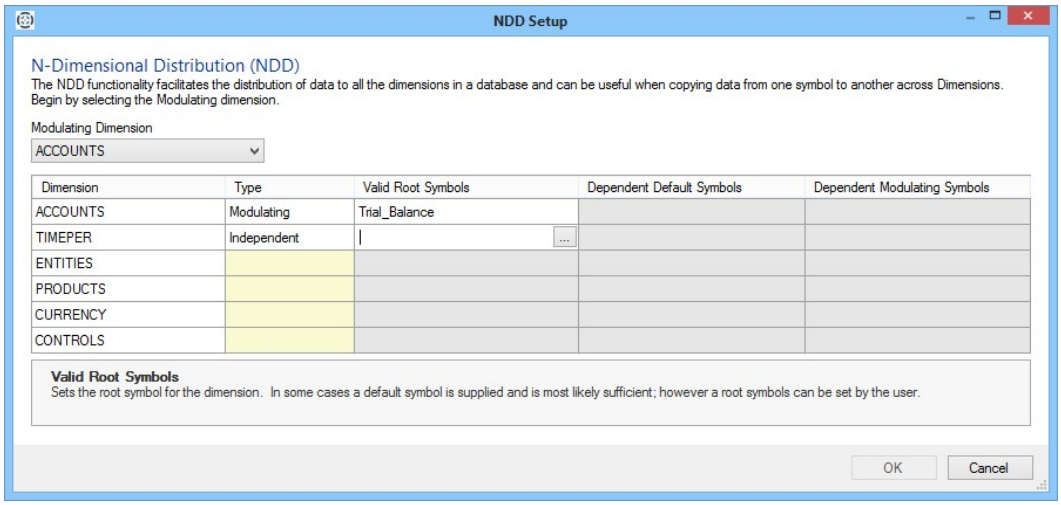
3. Select the **Modulating Dimension** from the drop-down list.



4. Select **Valid Root Symbols** for the Modulating Dimension. Either enter the symbol name or click the symbol selector button (...) and use the symbol selection dialog to select a symbol.

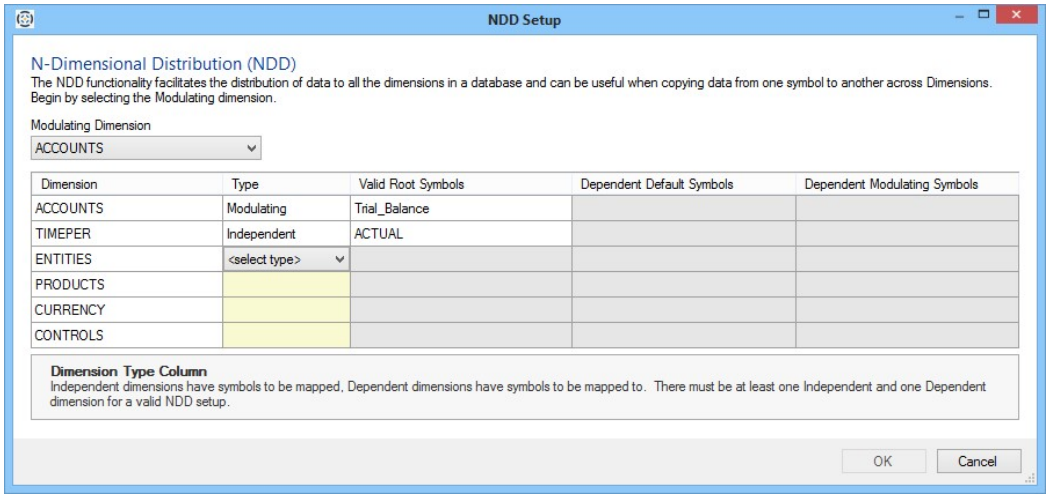


5. Select the **dimension(s)** that you want to be Independent from the Type column drop-down beside the dimension. There must be at least one independent dimension for a valid NDD setup.



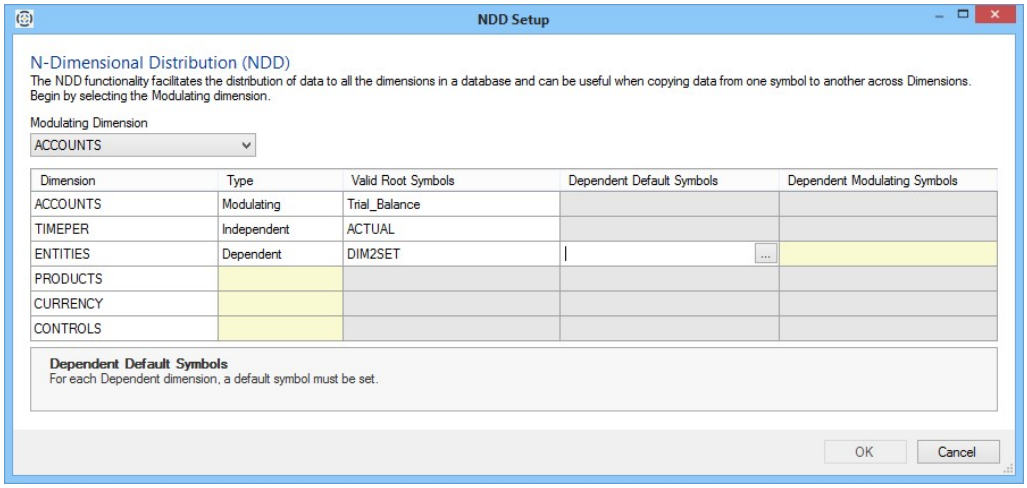
6. Select the **Valid Root Symbols** for the Independent dimension(s). Either enter the symbol name or click the symbol selector button (...) and use the symbol selection dialog to select a symbol.

7. Select the **dimension(s)** that you want to be Dependent from the Type column drop-down beside the dimension. There must be at least one Dependent dimension for a valid NDD setup.

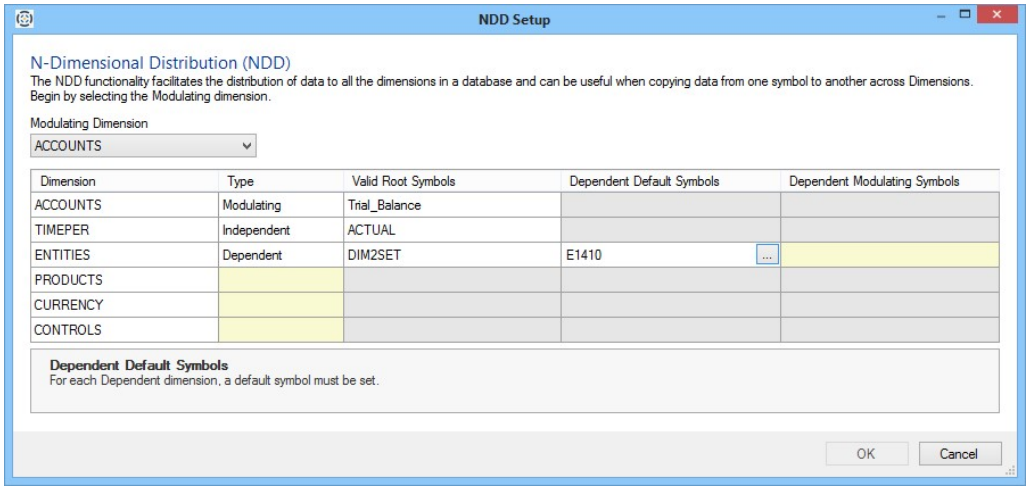


8. Select the **Valid Root Symbols** for each Dependent dimension. Either enter the symbol name or click the symbol selector button (...) and use the symbol selection dialog to select a symbol.

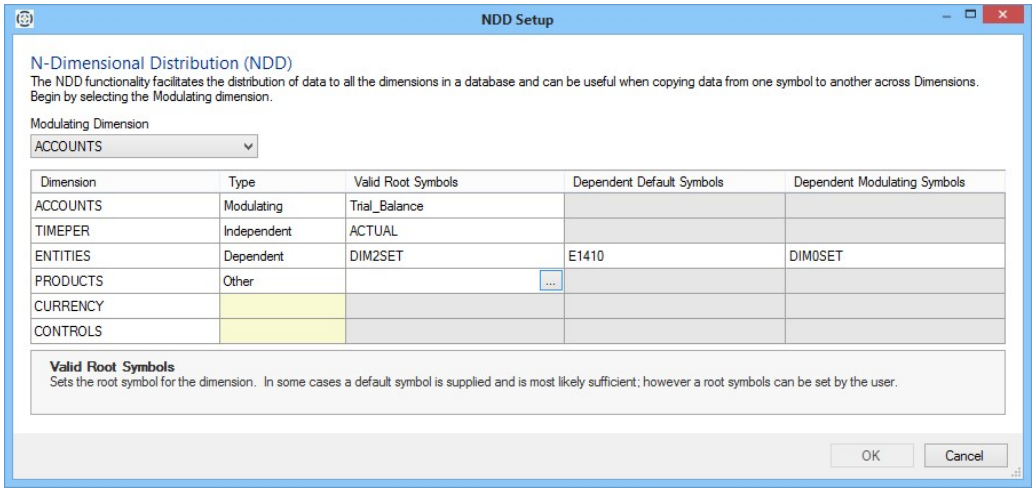
9. Select the **Dependent Default Symbols** for each Dependent dimension. Either enter the symbol name or click the symbol selector button (...) and use the symbol selection dialog to select a symbol.



10. Select the **Dependent Modulating Symbols** for each Dependent dimension. Either enter the symbol name or click the symbol selector button (...) and use the symbol selection dialog to select a symbol.

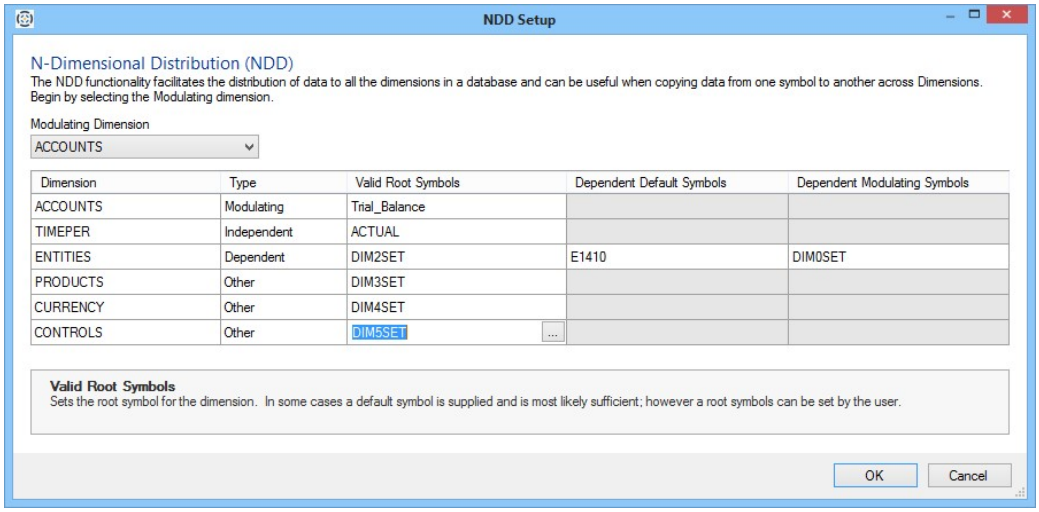


11. For every other dimension that is not Independent or Dependent, select **Other** as the type, and select the Valid Root Symbols for those dimensions.



12. Once you have finished selecting types for all dimensions and assigning symbols to them (fields are highlighted yellow to indicate that they must be completed before you can finish the NDD setup), the OK button becomes available. Click **OK**. Your NDD settings are updated in the system.

> **Note:** If you manually enter the symbol name for the last field to be completed, you must press Enter before the OK button becomes available.

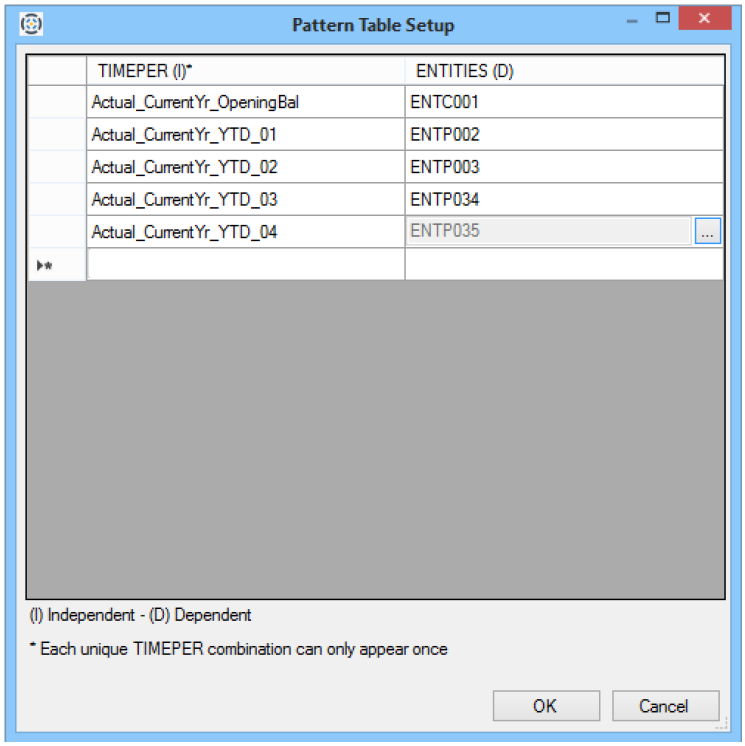


Setting up or modifying the NDD Pattern Table

The NDD pattern table displays each dimension specified in your system's NDD setup.

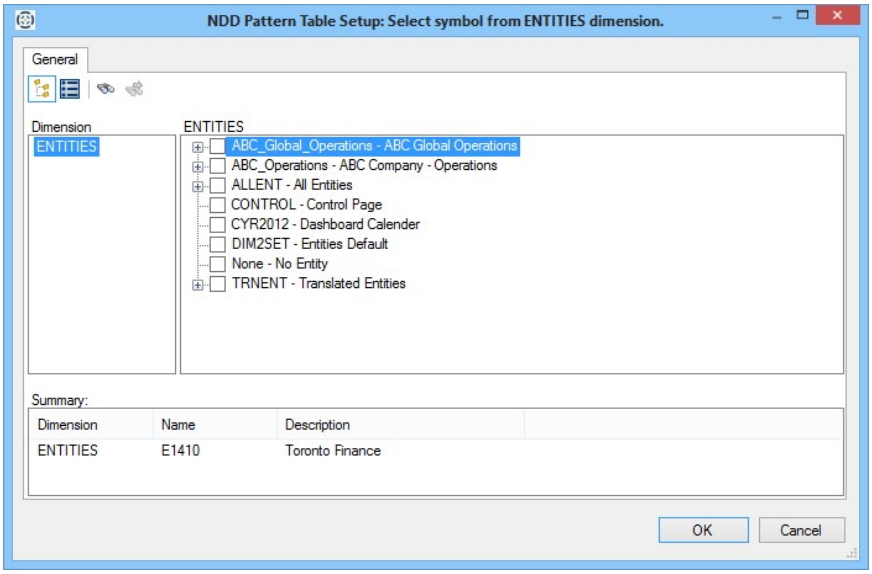
To set up or modify the NDD Pattern Table, follow these steps:

1. Open Longview Application Administrator.
2. Select **Tools** > **NDD Pattern Table Setup**. The Pattern Table Setup dialog displays, as shown below:



3. For each dimension, follow these steps:

   a. Click the **symbol selector** button (**...**) associated with the dimension's root symbol. A symbol selection dialog displays, as shown below:



   b. Select the **symbol** you want to serve as the root symbol for that dimension or click the **Search** icon at the top of the dialog to locate and select the symbol.

> **Note:** If the symbol you want to select is not one of the actual root symbols, expand the hierarchies to access symbols deeper in the hierarchy. To search for a symbol, click the **Search** icon at the top of the dialog, enter a search string in either the name or description and click **OK**. The first matching instance will be shown in the dialog. To find subsequent instances, click the **Search Again** icon, which is represented by binoculars with a plus symbol.

4. When you have finished selecting symbols, click **OK**.

Specifying Event rule settings

You can specify event rule settings that determine the merging of events and their dependencies in your system. You can also specify event rules as persistent to improve system performance. Event rule dependencies apply only if you are using event sequencing.

For more information on event sequencing, see Configuring Event Timing.

For more information, see:

- Specifying Event Rule Merge Settings
- Specifying Event Rule Dependencies
- Specifying Persistent Event Rules
- Specifying Parallel Event Rules

Specifying Event rule merge settings

You may have event rules that trigger the exact same process based on different circumstances. If this is the case, you can consider merging these rules so that they don't trigger the process multiple times unnecessarily.

Caution: If you have purchased Tax Provision, your system is preconfigured with event rule merge settings for optimal performance. Changing these settings may have undesirable consequences.

For information on creating Event rules, see Creating rules.

To specify Event rule merge settings:

1. Open Longview Application Administrator.
2. Select **Tools** > **Event Rule Merging Setup**. The Event Rule Merging Setup dialog opens.
3. Specify a comma-delimited list of IDs, per line, of the Event rules that run the same process. For example:

```
30054,30058,30061
20063,20067,20068,20069
69952,69953,69954
```

4. When you are finished, click **OK**.

Specifying Event rule dependencies

If your system includes a rule that always triggers another rule, you can specify this dependency so that if those two rules are triggered simultaneously, the system waits for the preceding rule to finish before it allows the dependent rule to process, which uses system resources more efficiently.

Caution: If you have purchased Tax Provision, your system is preconfigured with event rule dependencies for optimal performance. Changing these dependencies may have undesirable consequences.

To specify Event rule dependencies:

1. Open Longview Application Administrator.
2. Select **Tools** > **Event Rule Dependency Setup**. The Event Rule Dependency Setup dialog opens.
3. On each line, specify the Event rule ID of the event that triggers a dependent rule, followed by the ID of the dependent rule, separated by a comma. For example:

```
30124,30125
20234,20236
```

```
69850,69950
```

4. When you are finished, click **OK**.

Specifying Persistent Event rules

Whenever an event rule is triggered in your system, an Application Framework process is launched to handle the event. If you have event rules that are triggered frequently, you can specify these events as persistent. A single Management Server process is launched to handle persistent events in the following scenarios:

- When the server is started
- If maintenance is turned off
- If application framework is disconnected and a persistent event rule is triggered

The Management Server process remains in the system until the data server is shut down, to handle each successive triggering of the persistent event. This improves performance, as Application Framework is not initialized each time the event rule is triggered. All event rules in Longview Tax are persistent by default.

Specifying event rules as persistent increases memory consumption on the data server. If you do not allocate enough memory, specifying event rules as persistent may cause your system performance to degrade instead of improving.

If you do not want to use this feature, set the Maximum Persistent Event Rules server configuration parameter to 0. Persistent event rules are also impacted by the setting for the Server Timeout server configuration parameter. For more information on setting server configuration parameters, see the Longview Server Manager Guide.

Caution: Do not specify event rules that turn Maintenance On and Off in Application Framework as persistent. If you do so, the data server will return an error.

System variables are used to set up procedures for use with persistent event rules.

For more information, see Working with System Variables for Persistent Event Rules.

To specify persistent Event rules:

1. Open Longview Application Administrator
2. Select **Tools** > **Persistent Event Rule Setup**. The Persistent Event Rule Setup dialog opens.
3. Enter the Event rule IDs of events to specify as persistent, one rule ID per line. For example:

```
30066
20089
69971
```

When Event rule IDs are specified in this dialog, a corresponding rulepersists.txt file is created in the data server working directory (for example, `C:\Longview\DataServers\LongviewCPM`). You can also specify event rules as persistent or not persistent by adding or removing them respectively, from this text file.

If you make any changes to the list of persistent event rules (in either the Persistent Event Rule Setup dialog, or the `rulepersists.txt` file) or the name of the procedure launched by the persistent event rules, you must restart the servers for your changes to take effect.

> **Note:** Multiple persistent event rules that use the same event procedure are handled by the same Management Server process.

4. When you are finished, click **OK**.

5. If you want to organize persistent event rules into groups in separate files, you can create additional persistent event rule text files in the data server working directory. Persistent event rule files must adhere to the following naming convention:

   ```
   rulepersists<FileName>.txt
   ```

   In the text file, enter the Event rule IDs of additional persistent events, one rule ID per line.

   If you are working in Longview Tax, the following persistent event rule text files are preconfigured:

   - RulePersists_ASC.txt
   - RulePersists_Common.txt
   - RulePersists_IAS.txt

   Do not add any persistent event rules to these files. If you want to specify additional event rules as persistent in Longview Tax, specify them in the Persistent Event Rule Setup dialog, or the rulepersists.txt file.

   > **Note:** When you create additional persistent event rule text files or edit existing text files, you must restart the servers for your changes to take effect.

Specifying Parallel Event rules

If your system includes a rule that runs on multiple symbols in a dimension, you can specify this rule to run in parallel. The system will trigger the rule to run at the same time for each independent intersection instead of running one intersection at a time. In addition, each time a specific rule is triggered it will fire immediately. This may allow the event to complete more efficiently, depending on the nature of the calculations. An event rule can be set to run up to 32 events in parallel. If 0 or 1 is specified, then the rule will not run in parallel. If the maximum number of parallel events have been fired, subsequent instances of the same even will be held as pending until at least one of the parallel instances complete. Each of these subsequent instances will be fired independently.

Caution:

A persistent event rule will be ignored as persistent if the event rule is also defined as a parallel event.

Parallel event rules cannot be merged. Any event rules that are merged and are defined as a parallel event, will be ignored as parallel events.

It is not recommended to set parallel event rules to be dependent on other event rules. If a parallel event rule is set to be dependent on another rule the dependent setting will be ignored.

To specify Parallel Event rules:

1. Open Longview Application Administrator.
2. Select **Tools** > **Parallel Event Rule Setup**. The Parallel Event Rules Setup dialog opens.
3. On each line, specify the Event rule ID of the event that you want to run in parallel, followed by the maximum number of parallel events you want to run for the specified event, separated by a comma. Valid values for the maximum number of parallel events are 0-32, where 0 will not run the event in parallel. For example:

```
30124,3
20234,0
69850,32
```

4. When you are finished, click **OK**.

Working with intercompany eliminations

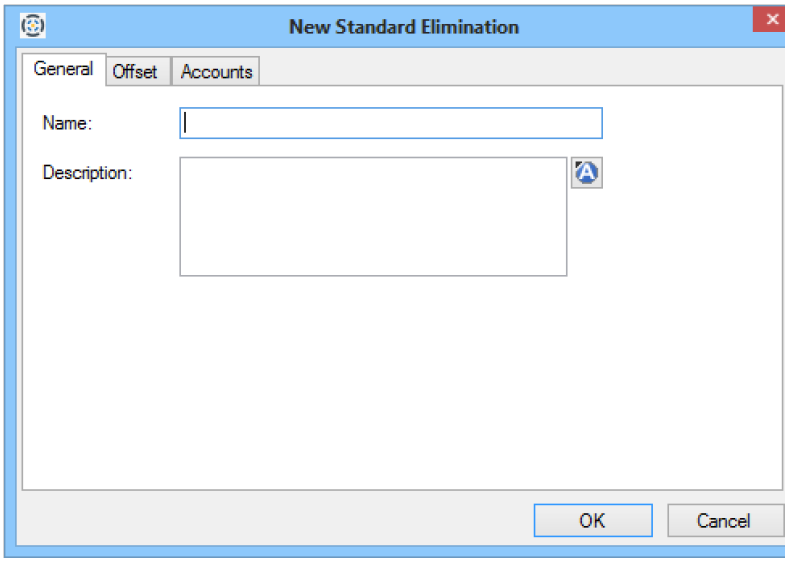
Eliminations occur when intercompany transactions such as loans, investments, sales and so on, between the parent and subsidiary organizations, are automatically deducted from the consolidated balance sheet and the consolidated income statement. Intercompany accounts are recognized, and automatic journal entries are posted to these accounts. Data is imported into the General Ledger through a bridge so when an intercompany transaction is detected, it automatically creates journal entries at the intersection of an elimination account and elimination entity.

For example, if operations in Toronto were to have a receivable from operations in Dallas, there would be two entries in the General Ledger for this transaction — an intercompany accounts payable entry for Dallas, and an intercompany accounts receivable entry for Toronto.

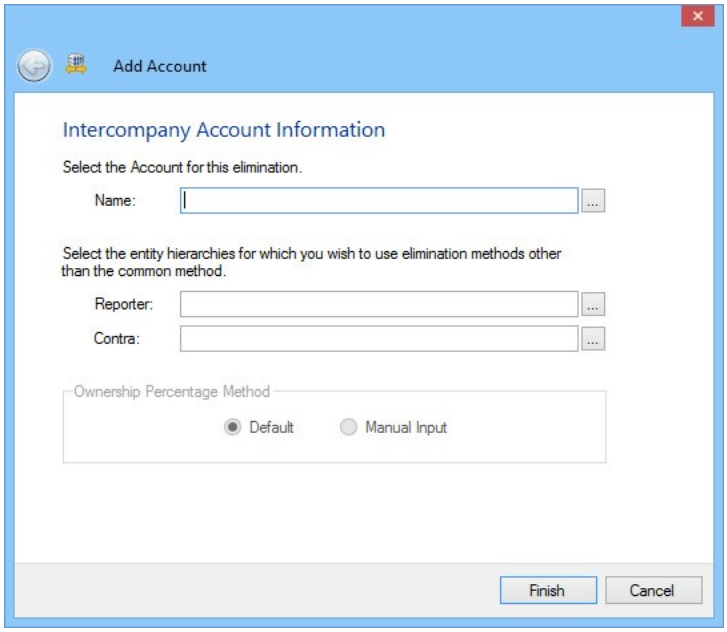
Setting up a New Standard Elimination

To set up a new standard intercompany elimination, follow these steps:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, select **Intercompany Eliminations**. A list of the eliminations currently on the server appears in the Contents window.
3. Right-click anywhere in the **Contents window** and select **New Standard Elimination**. The New Standard Elimination dialog opens.



4. Enter a name and description for the new elimination, and select the **Offset** tab.
5. Type the name of the offset account or click the **symbol selector** button (**...**) to choose the offset account.
6. Click **OK** once you have selected the account from the selection dialog.
7. Select the **Accounts** tab.
8. Use the Schedule drop-down list to select the **schedule** holding intercompany transactions for your account.
9. Click **Add** to define an account for the elimination. The Add Account dialog opens.

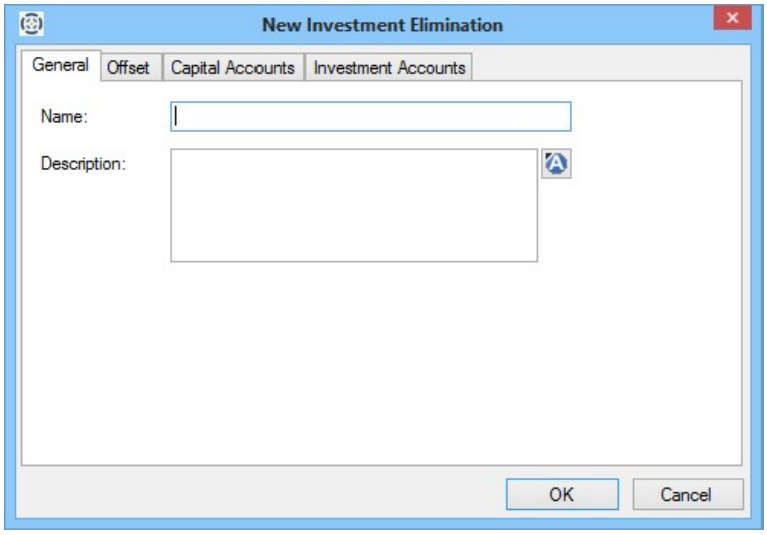


10. Do one of the following:
    - Type an account name.
    - Use the symbol selector button (...) to open the selection dialog and choose an account. Click **OK** once you have selected the account.
11. Repeat step 9 for the Reporter and Contra fields.
12. Click **Finish**. The Add Account dialog closes.
13. When you have finished defining accounts for the elimination, click **OK**. The new elimination appears in the list of eliminations.

Setting up a New Investment Elimination

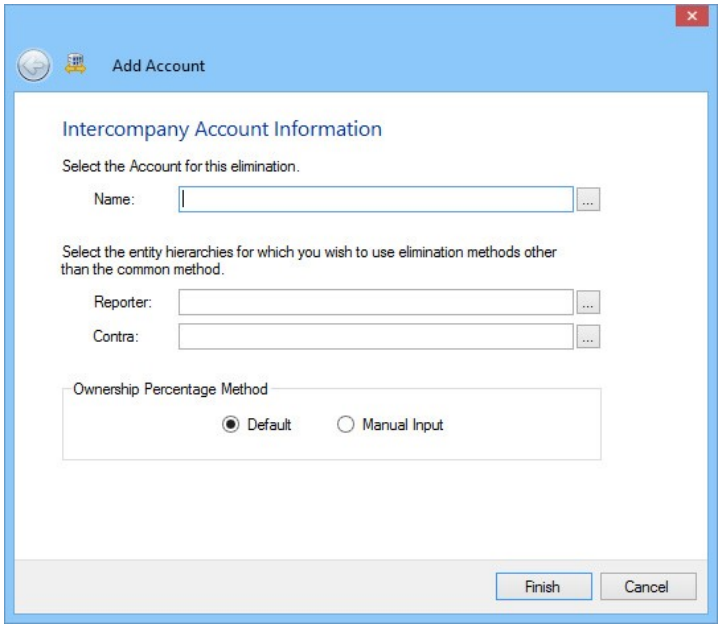
To set up a new investment elimination, follow these steps:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, select **Intercompany Eliminations**. A list of the eliminations currently on the server appears in the Contents window.
3. Right-click anywhere in the **Contents window** and select **New Investment Elimination**. The New Investment Elimination dialog opens.



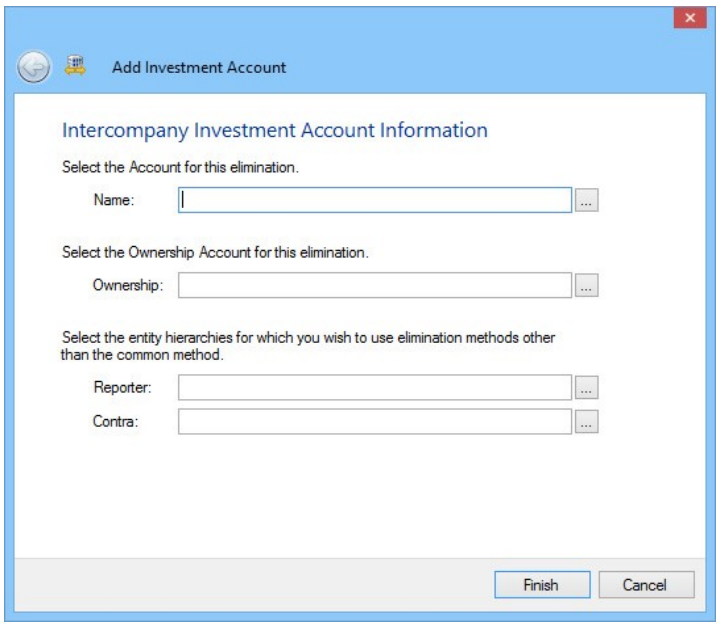
4. Enter a name and description for the new elimination.
5. Select the **Offset** tab.
6. Do one of the following:
    - Type an account name.
    - Use the symbol selector button (...) to open the selection dialog and choose an account. Click **OK** once you have selected the account.

7. Select the **Capital Accounts** tab.
8. Use the Schedule drop-down list to select the **schedule** holding intercompany transactions for your account.
9. Click **Add** to define an account for the elimination. The Add Account dialog opens.



10. Do one of the following:
    - Type an account name.
    - Use the symbol selector button (...) to open the selection dialog and choose an account. Click **OK** once you have selected the account.
11. Repeat step 10 for the Reporter and Contra fields.
12. Use the radio buttons to select the Ownership Percentage Method:
    - Default
    - Manual Input
13. Click **Finish** once you have finished with these selections.
14. Select the **Investment Accounts** tab.
15. Use the schedule drop-down list to select the **schedule** holding intercompany transactions for your account.

16. Click **Add** to define an account for the elimination. The Add Investment Account dialog opens.



17. Do one of the following:
    - Type an account name.
    - Use the symbol selector button (...) to open the selection dialog and choose an account. Click **OK** once you have selected the account.
18. Repeat step 17 for the Ownership, Reporter, and Contra fields.
19. Click **Finish**. The Add Investment Account dialog closes.
20. When you have finished defining accounts for the elimination, click **OK**. The new elimination appears in the list of eliminations.

Editing an intercompany elimination

To make changes to an existing intercompany elimination, follow these steps.

1. Open Longview Application Administrator.
2. In the Server Explorer pane, select **Intercompany Eliminations**. A list of the Intercompany Eliminations currently on the server appears in the Contents window.
3. Right-click the **elimination** you want to modify and select **Properties**. The Properties dialog opens for the selected elimination.
4. Make your changes as needed and click **OK**.

Working With Attributes

An attribute is data used to describe the characteristics of an object in the application. For example, SGPCompanyName is an attribute representing the name of your company, and its value is your company name.

You can filter a list of symbols based on their attribute values in a Model or Dataspec Document. You can filter symbols in several ways, depending on whether you want root symbols, leaf symbols, descendants, and so on.

Understanding attribute classes

There are several attribute classes:

Attribute class	Description
SYSTEM (S)	Describes the entire system at the highest level. Attributes in this attribute class specify system-wide characteristics. There is only one object in the SYSTEM attribute class – the application itself.
USER (U)	Describes the attributes of a particular user. Each user is an object in the USER attribute class.
SYMBOL (Z)	Describes the characteristics of individual symbols. Each symbol is an object in the SYMBOL attribute class.

Understanding attribute types

For each attribute class, an attribute describes some aspect of it. When these attributes are created, you must specify what type of data values may be specified for them.

Attribute type	Syntax
Date	Date
List of Dates	DateList
Double	Double
List of Doubles	DoubleList
Integer	Integer
List of Integers	IntegerList
String	String

Attribute type	Syntax
List of Strings	StringList
Symbol	Symbol
List of Symbols	SymbolList

Working with attribute commands and functions

To work with attributes in Application Framework, you need to understand how to use the following commands:

- Append Attribute
- Create Attribute
- Delete Attribute
- Refresh Attribute
- Set Attribute

You also need to understand how to use the following functions:

- AttributeExists
- AttributeFilter
- CreateList

For more information, see the Longview Developer's Guide.

Working with Symbol attributes

Symbol attributes (prefixed with Z) are attributes that specify characteristics of individual symbols. You can set values for these attributes to configure symbols in your Longview system.

Understanding attribute names and parameters

The following tables contain lists of attribute names and default parameters, classified by type (SYSTEM, USER, or SYMBOL).

For more information on lists of attribute names and default parameters, see

- System attribute names and parameters
- User attribute names and parameters
- Symbol attribute names and parameters

System attribute names and parameters

Attribute Name	SAccessToken
Attribute Description	Access Token Stores the access token for OBDF authentication. This attribute type ensures the password is not exposed through the application interface.
Attribute type	Password
Default value	

Attribute Name	SDataAreaStatusHierarchies
Attribute Description	List of symbols displayed in the drop-down list and Symbol Selector in the Events Status tool. For more information, see Specifying the Symbols Displayed in the Events Status Tool.
Attribute type	List of Strings
Default value	Longview Dashboard – No default value Longview Tax – TENTITIES#99| PSHIP#99|Juris dictions#99|En titiesHier1#99| EntitiesHier2#99|EntitiesHier3 #99|EntitiesHie r4#99|EntitiesHier5#99

Attribute Name	SElimAccountsCapital
Attribute Description	List of Capital Accounts
Attribute type	List of Symbols
Default value	UNUSED

Attribute Name	SElimAccountsInvestment
Attribute Description	List of Investment Accounts
Attribute type	List of Symbols
Default value	UNUSED

Attribute Name	SElimAccountsOwnership
Attribute Description	List of Ownership Accounts for Eliminations
Attribute type	List of Symbols
Default value	UNUSED

Attribute Name	SElimInvestmentCurrency
Attribute Description	Common Currency for Investment Elimination Percentage Calculation
Attribute type	Symbol
Default value	UNUSED

Attribute Name	SFXAccountsBalanceSheet
Attribute Description	List of Balance Sheet Accounts
Attribute type	List of Symbols
Default value	UNUSED

Attribute Name	SFXAccountsRoundingError
Attribute Description	Foreign Exchange Rounding Difference Account
Attribute type	Symbol
Default value	

Attribute Name	SFXAllowMonetaryCTAA
Attribute Description	Allow Monetary Accounts to Generate Specific CTA
Attribute type	String
Default value	FALSE

Attribute Name	SFXElim
Attribute Description	Translate Eliminations
Attribute type	String
Default value	FALSE

Attribute Name	SFXJE
Attribute Description	Translate Journal Entry Details
Attribute type	String
Default value	FALSE

Attribute Name	SFXGlobalRateDimensions
Attribute Description	Additional Global Rate Dimensions
Attribute type	List of Strings
Default value	

Attribute Name	SFXMethods
Attribute Description	List of Translation Methods
Attribute type	Symbol
Default value	FXMethods

Attribute Name	SFXOverrideRateDimensions
Attribute Description	Additional Override Rate Dimensions
Attribute type	List of Strings
Default value	

Attribute Name	SFXPeriodEndRate
Attribute Description	Period End Rate Symbol
Attribute type	Symbol
Default value	FXRate_PeriodEnd

Attribute Name	SFXRates
Attribute Description	List of Foreign Exchange Rates
Attribute type	Symbol
Default value	FXRates

Attribute Name	SFXSchedule
Attribute Description	Translate Schedule Data
Attribute type	String
Default value	FALSE

Attribute Name	SFXTimePeriodsSymbols
Attribute Description	List of Time Period Symbols to Translate
Attribute type	List of Symbols
Default value	

Attribute Name	SFXTranslationAdj
Attribute Description	Calculate Detailed Translation Gain/Loss
Attribute type	String
Default value	FALSE

Attribute Name	SFXTranslations
Attribute Description	List of Currency Translations
Attribute type	Symbol
Default value	FXTranslations

Attribute Name	SGPAccountsDimension
Attribute Description	Name of the Accounts Dimension
Attribute type	String
Default value	ACCOUNTS

Attribute Name	SGPBudgetPeriod
Attribute Description	Current Budget Period
Attribute type	Symbol
Default value	

Attribute Name	SGPCompanyName
Attribute Description	Company Name (This attribute must be set if the SPrivacyPolicyURLCustom attribute is set.)
Attribute type	String
Default value	

Attribute Name	SGPCurrencyDimension
Attribute Description	Name of the Currency Dimension
Attribute type	String
Default value	CURRENCY

Attribute Name	SGPCurrencySymbol
Attribute Description	Currencies Root Symbol
Attribute type	Symbol
Default value	

Attribute Name	SGPCurrentPeriod
Attribute Description	Current Period
Attribute type	Symbol
Default value	

Attribute Name	SGPCurrentYear
Attribute Description	Current Year
Attribute type	Symbol
Default value	

Attribute Name	SGPD0AttrSym - SGPD15AttrSym
Attribute description	Symbol Attributes used for Attribute-driven <Dimension N> Symbol Selections, where N is a dimension number from 0 through 15.
Attribute type	List of Strings
Default value	

Attribute Name	SGPD0AttrSys - SGPD15AttrSys
Attribute Description	System Attributes used for Attribute-driven <Dimension N> Symbol Selections, where N is a dimension number from 0 through 15.
Attribute type	List of Strings
Default value	

Attribute Name	SGPD0AttrUser - SGPD15AttrUser
Attribute Description	User Attributes used for Attribute-driven <Dimension N> Symbol Selections, where N is a dimension number from 0 through 15.
Attribute type	List of Strings
Default value	

Attribute Name	SGPDecimals
Attribute Description	Number of Decimals to round parent data in queries
Attribute type	Integer
Default value	10

Attribute Name	SGPDecimalsLeaf
Attribute Description	Number of decimals to round leaf data in queries
Attribute type	Integer
Default value	10

Attribute Name	SGPDecimalsSubmissions
Attribute Description	Number of decimals to round data in submissions
Attribute type	Integer
Default value	10

Attribute Name	SGPDecimialsZero
Attribute Description	Number of decimals to consider for determining values of zero when querying and submitting data.
Attribute type	Integer
Default value	0

Note: A value of SGPDecimalsZero is only meaningful if it is less than the value of SGPDecimals / SGPDecimalsLeaf / SGPDecimalsSubmissions.

Attribute Name	SGPDimensionDefaults
Attribute Description	List of Default Symbols
Attribute type	List of Symbols
Default value	

Attribute Name	SGPEntitiesDimension
Attribute Description	Name of the Entities Dimension
Attribute type	String
Default value	ENTITIES

Attribute Name	SGPFloatingTimePeriods
Attribute Description	System Attributes used as Time Period Symbols in Templates
Attribute type	List of Strings
Default value	

Attribute Name	SGPForecastActualPeriods
Attribute Description	List of Forecast Actual Symbols

Attribute Name	SGPForecastActualPeriods
Attribute type	List of Symbols
Default value	

Attribute Name	SGPForecastPeriods
Attribute Description	List of Forecast Symbols
Attribute type	List of Symbols
Default value	

Attribute Name	SGPForecastPeriod
Attribute Description	Current Forecast Period
Attribute type	Symbol
Default value	

Attribute Name	SGPMaxDims
Attribute Description	Maximum Number of Dimensions
Attribute type	Integer
Default value	16

Attribute Name	SGPSchedAttrSym
Attribute Description	Symbol Attributes used for Attribute-driven Schedule Dimension Symbol Selections
Attribute type	List of Strings
Default value	

Attribute Name	SGPSchedAttrSys
Attribute Description	System Attributes used for Attribute-driven Schedule Dimension Symbol Selections
Attribute type	List of Strings
Default value	

Attribute Name	SGPSchedAttrUser
Attribute Description	User Attributes used for Attribute-driven Schedule Dimension Symbol Selections
Attribute type	List of Strings
Default value	

Attribute Name	SGPSubmissionRules
Attribute Description	Duplicate data handling for submissions for cells calculated by a model rule. For more information, see Specifying duplicate data handling for submissions.
Attribute type	String
Default value	OFF

Attribute Name	SGPTBAccount
Attribute Description	Trial Balance Account Symbol
Attribute type	Symbol
Default value	

Attribute Name	SGPTBAssetsAccount
Attribute Description	Total Assets Account Symbol
Attribute type	Symbol
Default value	

Attribute Name	SGPTBCompIncomeAccount
Attribute Description	Comprehensive Income Account Symbol
Attribute type	Symbol
Default value	

Attribute Name	SGPTBEBITAccount
Attribute Description	Earnings Before Interest & Taxes Account Symbol
Attribute type	Symbol
Default value	

Attribute Name	SGPTBLiabEquityAccount
Attribute Description	Total Liabilities & S/H Equity Account Symbol
Attribute type	Symbol
Default value	

Attribute Name	SGPTBNetIncomeAccount
Attribute Description	Net Income Account Symbol

Attribute Name	SGPTBNetIncomeAccount
Attribute type	Symbol
Default value	

Attribute Name	SGPTBOperatingProfitAccount
Attribute Description	Operating Profit Account Symbol
Attribute type	Symbol
Default value	

Attribute Name	SGPTimePeriodsActivity
Attribute Description	List of Period Activity Time Periods
Attribute type	List of Symbols
Default value	

Attribute Name	SGPTimePeriodsDimension
Attribute Description	Name of the Time Period Dimension
Attribute type	String
Default value	TIMEPER

Attribute Name	SGPTimePeriodsYTD
Attribute Description	List of Year-to-Date Time Periods
Attribute type	List of Symbols
Default value	

Attribute Name	SJEApplicationIDEditable
Attribute Description	Allow the Journal Entry Application ID to be Modified?
Attribute type	String
Default value	FALSE

Attribute Name	SJED0Default - SJED15Default
Attribute Description	<Dimension N> Default Journal Entry Symbol, where N is a dimension number from 0 through 15.
Attribute type	Symbol
Default value	DIMNSET, where N is a dimension number from 0 through 15

Attribute Name	SJED0Symbols - SJED15Symbols
Attribute Description	List of Valid <Dimension N> Symbols for Journal Entries, where N is a dimension number from 0 through 15.
Attribute type	List of Symbols
Default value	DIMNSET, where N is a dimension number from 0 through 15

Attribute Name	SPACPairs
Attribute Description	List of PAC/YTD Pairs
Attribute type	List of Strings
Default value	

Attribute Name	SPACSkipStaticSymbols
Attribute Description	Ignore PAC/YTD calculations for non-account static symbols
Attribute type	String
Default value	FALSE

Attribute Name	SPrivacyPolicyURLCustom
Attribute Description	Link to a custom privacy policy URL. The URL path specified must contain the http:// or https:// prefix. If this attribute value is not defined, the custom privacy policy feature is disabled. If this attribute value is set, then a link to the URL specified will appear in the Privacy Policy sections of Longview Dashboard and the Longview Client. The SGPCompanyName attribute must also be set if this attribute is set. The custom privacy policy link in the Longview Client will refer to the company name set in the SGPCompanyName attribute.
Attribute type	String
Default value	

Attribute Name	SPrivacyPolicyURLLongview
Attribute Description	Link to the Longview privacy policy URL. The URL path specified must contain the http:// or https:// prefix. If this attribute value is not defined, the Longview privacy policy feature is disabled. If this attribute value is set, then a link to the URL specified will appear in the Privacy Policy sections of Longview Dashboard and the Longview Client.
Attribute type	String

Attribute Name	SPrivacyPolicyURLLongview
Default value	

Attribute Name	SQuote
Attribute Description	Quotation mark within Application Framework code.
Attribute type	String
Default value	“

Attribute Name	SRECAccountsNetIncome
Attribute Description	Net Income Account
Attribute type	List of Symbols
Default value	

Attribute Name	SSMTPPassword
Attribute Description	SMTP password Stores the SMTP password for email server authentication. This attribute type ensures the password is not exposed through the application interface.
Attribute type	Password
Default value	

Attribute Name	SSMTPServerHost
Attribute Description	SMTP Server Host
Attribute type	String
Default value	

Attribute Name	SSMTPServerPort
Attribute Description	SMTP Server Port
Attribute type	Integer
Default value	

Attribute Name	SSMTPUserName
Attribute Description	SMTP User Name
Attribute type	String
Default value	

Attribute Name	STaxEntityAttributes
Attribute Description	Tax Entity Wizard Attributes This attribute is currently not used.
Attribute type	List of Strings
Default value	

Attribute Name	STaxEntityHierarchies
Attribute Description	Tax Entity Wizard Hierarchies This attribute is currently not used.
Attribute type	List of Strings
Default value	

Attribute Name	SWFAdminDesc
Attribute Description	Workflow Administrator Description
Attribute type	String
Default value	

Attribute Name	SWFAdminEMail
Attribute Description	Workflow Administrator Email Address
Attribute type	String
Default value	

Attribute Name	SWFAllowJE
Attribute Description	Permit journal entries on submitted/invisible workflow areas
Attribute type	String
Default value	TRUE

Attribute Name	SWFHierarchyStepApproveAll
Attribute Description	Allow the owner to approve all areas in hierarchy step
Attribute type	String
Default value	FALSE

Attribute Name	SWFLockScheduleData
Attribute Description	Lock Schedule data in Workflow processes
Attribute type	String
Default value	TRUE

Attribute Name	SWFLogDataChanges
Attribute Description	Enable Log of Data Changes (Workflow)
Attribute type	String
Default value	FALSE

Attribute Name	SWFUseCertification
Attribute Description	Specifies whether certification is available for approval processes in Longview Workflow. For more information, see Specifying certification for approval processes.
Attribute type	String
Default value	FALSE

Attribute Name	SWFUseGlobalVisibility
Attribute Description	This attribute applies only if SWFUseVisibility is set to TRUE. Specifies whether DataAreas outside of the DataAreas specified for all approval processes are visible. For more information, see Specifying visibility for DataAreas outside of approval processes.
Attribute type	String
Default value	TRUE

Attribute Name	SWFUseTimePeriodVisibility
Attribute Description	This attribute applies only if SWFUseVisibility is set to TRUE. Specifies whether the visibility settings of DataAreas for parent symbols in the time periods dimension (as specified by SGPTimePeriods) are affected when the DataAreas for leaf symbols in the time periods dimension are set to invisible. For more information, see Specifying parent symbol visibility in the time periods dimension.
Attribute type	String

Attribute Name	SWFUseTimePeriodVisibility
Default value	FALSE

Attribute Name	SWFUseVisibility
Attribute Description	Specifies whether data visibility options are available for approval processes in Longview Workflow. For more information, see Specifying data visibility options for approval processes.
Attribute type	String
Default value	FALSE

User attribute names and parameters

Attribute Name	UAccSchedules
Attribute Description	Users Accessible Schedules
Attribute type	List of Strings Set to “ALL” to grant access to all schedules.
Default value	

Attribute Name	UD0InputDefault - UD15InputDefault
Attribute Description	<Dimension N> Default Symbol for Data Input, where N is a dimension number from 0 through 15.This attribute applies to Longview Tax only.
Attribute type	Symbol
Default value	

Attribute Name	UD0QueryDefault - UD15QueryDefault
Attribute Description	<Dimension N> Default Symbol for Data Queries, where N is a dimension number from 0 through 15. This attribute applies to Longview Tax only.
Attribute type	Symbol
Default value	

Attribute Name	UGPCurrentGroup
Attribute Description	Users Current Group **Note:** The attribute value is set by the system when a user connects to the system.
Attribute type	String
Default value	NONE

Attribute Name	UGPD0InputDefault - UGPD15InputDefault
Attribute Description	<Dimension N> Default Symbol for Data Input, where N is a dimension number from 0 through 15.
Attribute type	Symbol
Default value	

Attribute Name	UGPD0QueryDefault - UGPD15QueryDefault
Attribute Description	<Dimension N> Default Symbol for Data Queries, where N is a dimension number from 0 through 15.
Attribute type	Symbol
Default value	

Attribute Name	UJavaHome
Attribute Description	JRE Install folder for Java components launched via Component Launcher.
Attribute type	String
Default value	

Attribute Name	UJavaInitialHeapSize
Attribute Description	Initial Heap Size (Mb) for Longview Java components launched via Component Launcher.
Attribute type	Integer
Default value	32

Attribute Name	UJavaMaxHeapSize
Attribute Description	Maximum Heap Size (Mb) for Longview Java components launched via Component Launcher.
Attribute type	Integer
Default value	1024

Attribute Name	UWebMaximumColumns
Attribute Description	Maximum Number of Columns Rendered in Web Browser
Attribute type	Double
Default value	10000

Attribute Name	UWebMaximumRows
Attribute Description	Maximum Number of Rows Rendered in Web Browser
Attribute type	Double
Default value	10000

Attribute Name	UWebTheme
Attribute Description	Web Application Theme
Attribute type	String
Default value	Longview Default Theme

Symbol attribute names and parameters

Attribute Name	ZElimAccountsOffset
Attribute Description	Offset Account
Attribute type	Symbol
Default value	

Attribute Name	ZElimAllowICTransactions
Attribute Description	Allow Intercompany Transactions to be Recorded Against this Entity?
Attribute type	String
Default value	FALSE

Attribute Name	ZElimContra
Attribute Description	List of Hierarchies to Eliminate this Account at the Contra's Parent
Attribute type	List of Symbols
Default value	

Attribute Name	ZElimEntity
Attribute Description	List of Hierarchies to Eliminate this Account at the Contra's Parent
Attribute type	Symbol
Default value	

Attribute Name	ZElimEquivalentCurrency
Attribute Description	List of Equivalent Currencies
Attribute type	List of Symbols
Default value	

Attribute Name	ZElimICSchCapital
Attribute Description	Name of Schedule Holding Capital Amounts
Attribute type	String
Default value	

Attribute Name	ZElimICSchTransactions
Attribute Description	Name of Schedule Holding Intercompany Transactions
Attribute type	String
Default value	

Attribute Name	ZElimInvestmentOwnershipAccount
Attribute Description	Investment Ownership Percentage Account
Attribute type	Symbol
Default value	

Attribute Name	ZElimInvestmentOwnershipMethod
Attribute Description	Basis for Determining Capital Amount
Attribute type	String
Default value	

Attribute Name	ZElimReporter
Attribute Description	List of Hierarchies to Eliminate this Account at the Reporter's Parent
Attribute type	List of Symbols
Default value	

Attribute Name	ZFXAccountsCTA
Attribute Description	Cumulative Translation Adjustment Account
Attribute type	Symbol
Default value	

Attribute Name	ZFXAccountsTA
Attribute Description	Translation Adjustment Account
Attribute type	Symbol
Default value	

Attribute Name	ZFXAccountType
Attribute Description	Foreign Exchange Account Type. For more information, see Specifying foreign exchange account type.
Attribute type	String
Default value	Monetary

Attribute Name	ZFXEntityIndicator
Attribute Description	Entity is Translated by Foreign Exchange?
Attribute type	String
Default value	FALSE

Attribute Name	ZFXOperationsType
Attribute Description	Translation Method Operations Type. For more information, see Understanding Operations Type.
Attribute type	String
Default value	

Attribute Name	ZFXOverrideRates
Attribute Description	Override Currency Translations to Use for Each Source Currency
Attribute type	List of Symbols
Default value	

Attribute Name	ZFXR_CrossValidations
Attribute Description	This attribute is currently not used.
Attribute type	List of Strings
Default value	

Attribute Name	ZFXR_DetailsDimension
Attribute Description	This attribute is currently not used.
Attribute type	String
Default value	

Attribute Name	ZFXR_DetailsValidation
Attribute Description	This attribute is currently not used.
Attribute type	List of Symbols
Default value	

Attribute Name	ZFXR_ReportingPeriod
Attribute Description	This attribute is currently not used.
Attribute type	Symbol
Default value	

Attribute Name	ZFXR_ReportingPeriodDetails
Attribute Description	This attribute is currently not used.
Attribute type	List of Symbols
Default value	

Attribute Name	ZFXR_ScalingFactor
Attribute Description	This attribute is currently not used.
Attribute type	String
Default value	

Attribute Name	ZFXR_ScalingFactorDecimals
Attribute Description	This attribute is currently not used.
Attribute type	Integer
Default value	0

Attribute Name	ZFXR_ScalingFactors
Attribute Description	This attribute is currently not used.
Attribute type	List of Symbols
Default value	

Attribute Name	ZFXR_Source
Attribute Description	This attribute is currently not used.
Attribute type	List of Strings
Default value	

Attribute Name	ZFXRateType
Attribute Description	Translation Rate Type
Attribute type	String
Default value	

Attribute Name	ZFXRoundPrecision
Attribute Description	Translation Rounding Precision
Attribute type	Integer
Default value	99

Attribute Name	ZFXSourceCurrencies
Attribute Description	List of Source Currencies
Attribute type	List of Symbols
Default value	

Attribute Name	ZFXTimePeriodsOpen
Attribute Description	List of Time Periods Related to Open Period
Attribute type	List of Symbols
Default value	

Attribute Name	ZFXTranslations
Attribute Description	Currency Translation to Use for Each Source Currency
Attribute type	List of Symbols
Default value	

Attribute Name	ZGPCalendarDate
Attribute Description	Calendar Date
Attribute type	Date
Default value	

Attribute Name	ZGPCommentSymbol
Attribute Description	Specifies that the Symbol should be treated as a Comment Symbol. When symbols with this attribute set to TRUE are queried, for example, in Report Viewer, Data Grids or Longview Analysis and Reporting, the comment schedule intersection will be displayed instead of the base data point. This feature can be used to display variance commentary in a side-by-side format. **Note:** Symbols with this attribute set to TRUE must be STATIC symbols.
Attribute type	String
Default value	FALSE

Attribute Name	ZGPLineItemDetailReference
Attribute Description	Line-Item Detail
Attribute type	Symbol
Default value	

Attribute Name	ZGPNativeCurrency
Attribute Description	Native (Functional) Currency
Attribute type	Symbol
Default value	

Attribute Name	ZHierarchyDescription
Attribute Description	Override the root symbol display description
Attribute type	String
Default value	

Attribute Name	ZHierarchyName
Attribute Description	Override the root symbol display name
Attribute type	String
Default value	

Attribute Name	ZKPIDescription
Attribute Description	This attribute is currently not used.
Attribute type	String

Attribute Name	ZKPIDescription
Default value	

Attribute Name	ZKPIFormula
Attribute Description	This attribute is currently not used.
Attribute type	String
Default value	

Attribute Name	ZKPIReportLink
Attribute Description	This attribute is currently not used.
Attribute type	String
Default value	

Attribute Name	ZKPIVariancePositive
Attribute Description	This attribute is currently not used.
Attribute type	String
Default value	+

Attribute Name	ZKPIVarianceTolerance
Attribute Description	This attribute is currently not used.
Attribute type	Double
Default value	0

Attribute Name	ZLIDCommentsSymbol
Attribute Description	LID - Storage Symbol for Comments
Attribute type	Symbol
Default value	

Attribute Name	ZRECAccountsRetained
Attribute Description	Retained Earnings Income Account
Attribute type	Symbol
Default value	

Attribute Name	ZValidValues
Attribute Description	List of Valid Values for Symbol Renders this symbol as a drop list in a data view. Use value1|value2 (displayed and stored value is the same) or display1;value1|display2;value2 (displayed value and stored value is not the same) stored value is always stored as a string.
Attribute type	List of Strings
Default value	

Working with preconfigured System attributes

System attributes (prefixed with S) are preconfigured attributes that specify systemwide characteristics. You can set values for these attributes to configure various functionalities and settings in your Longview system.

This section contains information on these topics:

- Specifying the symbols displayed in the Events Status tool
- Specifying duplicate data handling for submissions
- Specifying System attributes for Longview Workflow

Specifying the symbols displayed in the Events Status tool

The SDataAreaStatusHierarchies System attribute specifies the list of symbols displayed in the drop-down list and Symbol Selector in the Events Status tool.

If no value is set for this attribute, all root symbols, and all levels of symbols below them in the data area status dimension are displayed the drop-down list and Symbol Selector in the Events Status tool.

To specify the symbols displayed in the Events Status tool:

1. In the Server Explorer pane, expand Attributes and select SYSTEM.
2. In the Contents window, right-click SDataAreaStatusHierarchies, and select Set Value. The Attribute Values dialog opens.
3. In the Values area, enter the symbol specification for the symbol or symbols to display in the Events Status tool in **Enter New Value**.

For each symbol specification, specify a symbol name and the level of symbols below that symbol in the hierarchy to display.

You can use the following symbol specifications:

Specification	Meaning
symbol###	all leaf symbols under symbol
symbol#n	all symbols under symbol n levels down, including symbol
symbol##n	all parent symbols under symbol n levels down
symbol##+n	all parent symbols under symbol n levels down, including symbol

Note: The specified symbols must be in the dimension specified for the Data Area Status Dimension parameter in Longview Server Manager. For more information, see the Longview Server Manager Guide.

The current list of symbol specifications for SDataAreaStatusHierarchies displays in **Value List**.

1. In the Values area, click Add to list.
2. Repeat step 3 and step 4 for each symbol specification that you want to include in the symbol list.
3. When you are finished adding symbol specifications, click Apply.
4. Click OK.

Specifying duplicate data handling for submissions

The SGPSubmissionRules System attribute specifies how duplicate data is handled for submissions for cells calculated by a model rule.

To specify duplicate data handling for submissions:

1. In the Server Explorer pane, expand Attributes and select SYSTEM.
2. In the Contents window, right-click SGPSubmissionRules, and select Set Value. The Attribute Values dialog opens.
3. In the Values area, specify a value for SGPSubmissionRules in Enter New Value. The current value for SGPSubmissionRules displays in Value.

   Possible values for SGPSubmissionRules include the following:

Value	Description
OFF	Duplicates are submitted. This is the default value.
FILTER	Non-duplicates are submitted. Duplicates are listed in a server output temp file named username_sessionID_Duplicate.tmp.

Note: For journal entries, the duplicate coordinate check is performed during validation, and therefore the system attribute for FILTER is handled in the same way as ERROR. The JE validation will fail, and the user will see an error message.

4. In the Values area, click Assign to value.
5. Click Apply.
6. Click OK.

Specifying System attributes for Longview Workflow

The following System attributes configure various functionalities and settings in Longview Workflow.

Specifying certification for approval processes

The SWFUseCertification System attribute specifies whether certification is available for approval processes in Longview Workflow. For more information see the Workflow Designer Guide.

To specify certification for approval processes:

1. In the Server Explorer pane, expand Attributes and select SYSTEM.
2. In the Contents window, right-click SWFUseCertification, and select Set Value. The Attribute Values dialog opens.
3. In the Values area, specify a value for SWFUseCertification in Enter New Value. The current value for SWFUseCertification displays in Value.

   Possible values for SWFUseCertification include the following:

Value	Description
TRUE	Certification is available for approval processes in Longview Workflow. If this attribute is set to TRUE, the Certify data field displays in the Approval Process wizard in Longview Workflow Designer. If Certify data is selected, certification definitions can be added to approval processes. When users work with an approval process that has a certification definition in Longview Workflow on the web, they can certify data in that approval process.
FALSE	Certification is unavailable for approval processes in Longview Workflow. If this attribute is set to FALSE, the Certify data field does not display in the Approval Process wizard in Longview Workflow Designer. Certification definitions cannot be added to approval processes. This is the default value.

4. In the Values area, click Assign to value.
5. Click Apply.
6. Click OK.

Specifying visibility for DataAreas outside of approval processes

The SWFUseGlobalVisibility System attribute specifies whether DataAreas outside of the DataAreas specified for all approval process are visible to users.

> **Note:** This attribute applies only if SWFUseVisibility is set to TRUE. For more information, see Specifying data visibility options for approval processes.

To specify visibility for DataAreas outside of approval processes:

1. In the Server Explorer pane, expand Attributes and select SYSTEM.
2. In the Contents window, right-click SWFUseGlobalVisibility, and select Set Value. The Attribute Values dialog opens.
3. In the Values area, specify a value for SWFUseGlobalVisibility in **Enter New Value**. The current value for SWFUseGlobalVisibility displays in Value.

   Possible values for SWFUseGlobalVisibility include the following:

Value	Description
TRUE	All DataAreas outside of the DataAreas specified for all approval processes are visible to users. This is the default value.
FALSE	All DataAreas outside of the DataAreas specified for all approval processes are not visible to users.

4. In the Values area, click Assign to value.
5. Click Apply.
6. Click OK.

Specifying parent symbol visibility in the time periods dimension

The SWFUseTimePeriodVisibility System attribute specifies whether the visibility settings of DataAreas for parent symbols in the time periods dimension (as specified by the SGPTimePeriods System attribute) are affected when the DataAreas for leaf symbols in the time periods dimension are set to invisible, for all approval processes.

Note: This attribute applies only if SWFUseVisibility is set to TRUE. For more information, see Specifying data visibility options for approval processes.

To specify parent symbol visibility in the time periods dimension:

1. In the Server Explorer pane, expand Attributes and select SYSTEM.
2. In the Contents window, right-click SWFUseTimePeriodVisibility, and select Set Value. The Attribute Values dialog opens.
3. In the Values area, specify a value for SWFUseTimePeriodVisibility in **Enter New Value**. The current value for SWFUseTimePeriodVisibility displays in Value.

   Possible values for SWFUseTimePeriodVisibility include the following:

Value	Description
TRUE	When the DataAreas for leaf symbols in the time periods dimension are set to invisible, DataAreas for parent symbols in the time periods dimension are also set to invisible.
FALSE	When the DataAreas for leaf symbols in the time periods dimension are set to invisible, the visibility of the DataAreas for parent symbols in the time periods dimension is unaffected. This is the default value.

4. In the Values area, click Assign to value.
5. Click Apply.
6. Click OK.

Specifying data visibility options for approval processes

The SWFUseVisibility System attribute specifies whether data visibility options are available for approval processes in Longview Workflow.

To specify data visibility options:

1. In the Server Explorer pane, expand Attributes and select SYSTEM.
2. In the Contents window, right-click SWFUseVisibility, and select Set Value. The Attribute Values dialog opens.
3. In the Values area, specify a value for SWFUseVisibility in **Enter New Value**. The current value for SWFUseVisibility displays in Value.

   Possible values for SWFUseVisibility include the following:

Value	Description
TRUE	Data visibility options are available for approval processes in Longview Workflow. If this attribute is set to TRUE, the Visible field displays in the Approval Process wizard in Longview Workflow Designer. Owners and Approvers can modify data visibility when working with approval processes in Longview Workflow on the web.
FALSE	Data visibility options are not available for approval processes in Longview Workflow. If this attribute is set to FALSE, the Visible field does not display in the Approval Process wizard in Longview Workflow Designer. Owners and Approvers cannot modify data visibility when working with approval processes. This is the default value.

4. In the Values area, click Assign to value.
5. Click Apply.
6. Click OK.

Creating and modifying attributes

While the application has many preconfigured attributes, you may want to create new attributes of your own. You may also want to set the value of an attribute for a given symbol. This section explains how to perform these tasks.

Naming attributes

When you are creating attributes, you should consider certain naming conventions. At first glance, an attribute name seems rather odd. In fact, however, the name is created to provide maximum information about its purpose. For example, the SGPTimePerYTD attribute is a general SYSTEM attribute whose purpose is to identify time period symbols containing year-to-date data values.

To create a valid attribute name, follow these guidelines:

- Attribute names can contain only letters or numbers; they cannot contain spaces, punctuation, or other special characters.
- Attribute names contain a maximum of 31 characters, consisting of the following parts:

Part	Possible values	Description
First character	■ A — Application-specific attribute, second character defines type ■ S — Core system attribute ■ U — Core user attribute ■ Z — Core symbol attribute	Identifies the basic attribute category.
Second character (for application-specific attributes)	■ S — SYSTEM attribute ■ U — USER attribute ■ Z — SYMBOL attribute	Identifies the attribute class.
Remainder	For example: GPAccountDim – Name of the dimension that contains account symbols ElimAcctInv – List of investment accounts for intercompany eliminations	Provides a description of the purpose of the attribute.

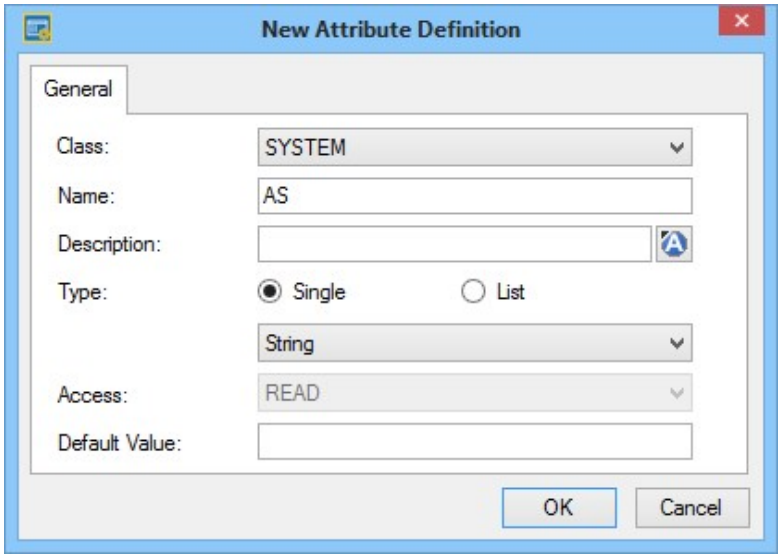
Creating attributes

You can create an attribute in two ways: from the file menu, or by duplicating an existing attribute.

To create an attribute, follow these steps:

1. Open Longview Application Administrator.
2. Select File > New > Attribute. The New Attribute Definition dialog opens.
3. If necessary, select the attribute's class from the drop-down list.

4. Enter a name for your attribute, following the conventions outlined in “Naming attributes”.



5. Enter a description for the attribute.
6. Use the radio buttons to designate if the attribute will accept a single value (Single), or a list of values (List).
7. Select the attribute type from the drop-down list.
8. If you selected User as the attribute type, use the Access drop-down list to designate if the attribute may be written to, or is to be read-only.
9. If necessary, enter the default value for the attribute.
10. Click OK. The new attribute appears in the list of attributes.

Duplicating attributes

To duplicate an attribute, follow these steps:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, expand Attributes and select the attribute class containing the attribute you want to duplicate. A list of all the attributes for the selected class appears in the Contents window.
3. Right-click the attribute you want to duplicate and select Duplicate.
4. Enter a name for the new attribute.
5. Enter a description for the new attribute.
6. If necessary, provide a default value for the attribute.
7. Click OK. The new attribute appears in the list of attributes.

Modifying attributes

Note: You can modify attributes that have been created by users in your system only. It is not possible to modify core attributes.

To modify an attribute, follow these steps:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, expand Attributes and select the attribute class containing the attribute you want to modify. A list of all the attributes for the selected class appears in the Contents window.
3. Right-click the attribute you want to change and select Properties.
4. Edit the properties of the attribute as required.

   Note: You can modify an attribute's Name, Description, and Default value only.

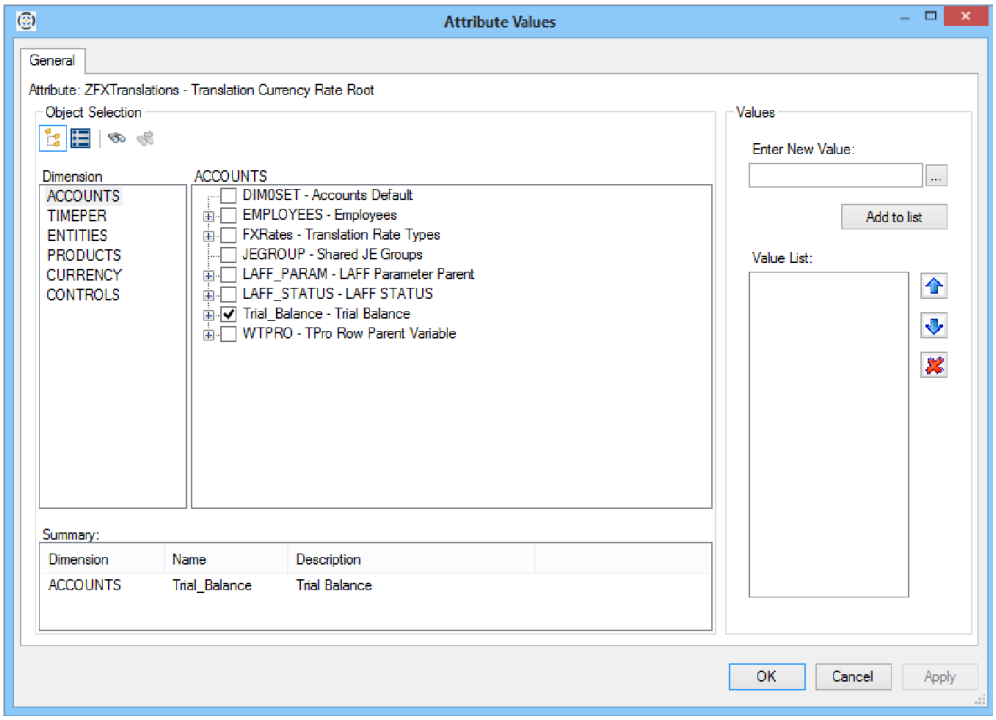
5. Click OK. Your changes are saved.

Setting attribute values

To set the value of an attribute, follow these steps:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, expand Attributes and select the attribute class containing the attribute for which you want to set the value(s). A list of all the attributes for the selected class appears in the Contents window.

3. Right-click the attribute and select Set Value. The Attribute Values dialog opens.



4. Use Object Selection buttons to organize and find objects. The objects displayed are dependent on the attribute class. By default, the objects are arranged in tree hierarchies, if the attribute class is SYMBOL.

   - To arrange them by name regardless of their place in the hierarchy, click the List View icon.
   - To search for an object, click the Search button and enter search strings in the **Name** and/or **Description** fields.

5. Select the type/Dimension that has the object or objects for which you want to set the value of the attribute.
6. Select the appropriate check box for the objects that contain the attributes you want to set the values for.
7. In the Values area, enter the value for the attribute for this object. Depending on the attribute type, additional options may be available as follows:

   - Symbol, SymbolList — Click the symbol selector (...) button to bring up the symbol selector.
   - Date, DateList — Click the combo box drop arrow to bring up the date selector.

8. Click Assign to value.

   - Some attributes can assign a list of values. If this is the case with your attribute, you will see a list box accompanied by three buttons (the up arrow, down arrow, and X). Enter as many values as you need. You can order the list of values by selecting a value and clicking the up

arrow to move it up in the list, and the down arrow to move it down. Clicking X deletes the selected value.

9. When you have finished assigning the value or values, click Apply.
10. Click OK.

Deleting attributes

Note: You can delete attributes that have been created by users in your system only. It is not possible to delete core attributes.

To delete an attribute, follow these steps:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, expand Attributes and select the attribute class containing the attribute you want to delete. A list for all the attributes for the selected class appears in the Contents window.
3. Right-click the attribute you want to delete and select Delete. A confirmation dialog appears.

   Caution: If you delete an attribute, it cannot be recovered. To restore a deleted attribute to the system, it must be recreated. Use this function with caution.

4. Click Yes. The attribute is deleted.

Maintaining Longview Hierarchies

Hierarchy maintenance refers to the maintenance of symbols in your system; their creation and deletion, the attributes and values assigned to them, and their relationships to one another. All these aspects of hierarchy maintenance can be performed by users with the necessary permissions.

Working with dimensions

The database contains a wealth of information, divided into different categories. For example, some of the information describes the accounts in your General Ledger, some the worldwide locations in which your company does business, and so on.

In the database, each broad category of data is called a dimension. More specifically, a dimension is a set of logically similar business elements, which provides a structural organization to analyze information. You can have a maximum of 16 dimensions in the database.

Your database

In most Longview systems, the primary dimensions are ACCOUNTS, TIMEPER, and ENTITIES. Sometimes the name of a dimension appears in a dialog illustrated in this documentation. For example, almost all systems contain a CURRENCY dimension. However, if your company deals solely with one currency, you may not have a CURRENCY dimension in your database.

Your system may also include a different number of dimensions. Our hypothetical database contains six dimensions, but your company may have as many as sixteen.

As you view the illustrations and instructions in this documentation, remember that the names and number of dimensions in your database may be different.

ACCOUNTS dimension

The ACCOUNTS dimension is organized, like all dimensions in the database, as a hierarchy, with inputs rolling up to subtotals, and subtotals rolling up to totals. The account symbols in your database can also be grouped together without a mathematical relationship.

The ACCOUNTS Dimension is the only dimension that uses the Balance Type field. Balance Types can be Credit, Debit, or Neither. Neither is the default value. Once symbols are placed within the hierarchy and become child symbols, the Balance Type has an impact on rollup weight and the ability to alter those weights according to the following rules:

		Parent Symbol		
		Credit	Debit	Neither
Child Symbol	Credit	+ weight Not editable	- weight Not editable	0 weight Editable
	Debit	- weight Not editable	+ weight Not editable	0 weight Editable
	Neither	0 weight Not editable	0 weight Not editable	0 weight Editable

Note: The only child symbol weights that are editable occur when the parent symbol's balance type is Neither. All other combinations cannot be altered.

Your system probably already contains most of the account symbols your company needs. You may find, however, that you sometimes need to add a new account symbol to the system.

For general information on how to add, edit, or delete a symbol, see Managing Symbols.

For the ACCOUNTS dimension, the valid values for the Type field are the following:

Field	Description
Standard	To make the symbol add up normally (for example, months adding to quarters adding to years).
Static	Whenever it does not make sense to total a hierarchy's values – for example, for price symbols or headcounts. (The parent symbols of such symbols are used only to group symbols, not to aggregate their values.) Static symbols do not roll up in any direction, overriding any assigned weights.
Carry forward	For balance sheet and cash flow account symbols.

TIMEPER/TIMEPERIODS dimension

During installation of the system, the TIMEPER dimension required by your company was configured for you. The system keeps descriptions of time period symbols up to date automatically during period-end rollovers. Unless you change the structure of the fiscal year, you do not need to edit this.

Once time period symbols have been configured, you rarely need to edit them. However, you may need to do so if, for example, you need to create a new time period symbol, or if a time period symbol does not appear in the right order.

For general information on how to add, edit, or delete a symbol, see Managing Symbols.

For the TIMEPER dimension, the valid values for the Type field are the following:

Field	Description
Standard	For most time period symbols.
Static	Whenever it does not make sense to total a hierarchy's values. (The parent symbols of such symbols are used only to group symbols, not to aggregate their values.) Static symbols do not roll up in any direction, overriding any assigned weights.
Carry forward	For the last month in a quarter, the last quarter in a year, and so on.

ENTITIES dimension

The ENTITIES dimension contains the world-wide locations in which your company conducts business.

Once entities are configured, you rarely need to edit them. However, if, for example, your company expands and opens a new office, you need to create a new entity symbol.

For general information on how to add, edit, or delete a symbol, see Managing Symbols.

For the ENTITIES dimension, the valid values for the Type field are the following:

Field	Description
Standard	For most entities symbols.
Static	Whenever it does not make sense to total a hierarchy's values – for example, for regional office locations. (The parent symbols of such symbols are used only to group symbols, not to aggregate their values.) Static symbols do not roll up in any direction, overriding any assigned weights.

CURRENCY/CURRENCIES dimension

The CURRENCY dimension contains symbols used in the data translation process (also known as foreign exchange).

The CURRENCY dimension contains symbols representing the various currencies used by your company (such as total U.S. dollars or total euro), and symbols representing various data translation methods (such as Temporal or Current).

Almost all Longview systems contain a CURRENCY dimension. However, if your company deals solely with one currency, you may not have a CURRENCY dimension in your database.

For general information on how to add, edit, or delete a symbol, see Managing Symbols.

For the CURRENCY dimension, the valid values for the Type field are the following:

Field	Description
Standard	For most currency symbols.
Static	Whenever it does not make sense to total a hierarchy's values – for example, for translation methods. The parent symbols of such symbols are used only to group symbols, not to aggregate their values. Static symbols do not roll up in any direction, overriding any assigned weights.

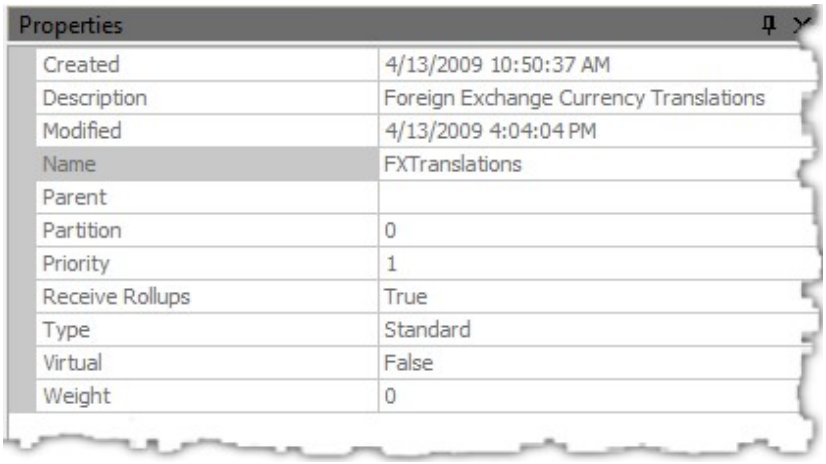
Working with symbols

A symbol is an object representing a single item in the database. Symbols have properties such as a name, a description, a type, a weight, and others outlined in the table below.

Property	Description
Created	The date and time of the symbol's creation.
Description	This refers to a description of the symbol (in the system's default language).
Modified	The date and time that the symbol was most recently modified.
Name	The name of the symbol. The name can contain a maximum of 31 alphanumeric characters and can also contain the period (.) and underscore (_). The name can also begin with a number or be entirely numeric. The symbol name must be unique in the system.

Property	Description
Parent	This displays the symbol's parent symbol, if any.
Partition	In systems with partitioning, this indicates in which partition the symbol resides.
Priority	Priority is a number that designates a symbol's position in the hierarchy relative to its parent. Symbols are listed in order of ascending priority, with zeros falling at the bottom of the list. A symbol can have multiple parents and a different priority relative to each parent. Child symbols are sorted by priority only when the parent's Sort Option is set to Manually. By default, priority is set to zero.
Receive Rollups	This indicates whether values from child symbols roll up to this symbol.
Type	This indicates whether the symbol is standard, static, or carry forward.
Virtual	This indicates whether the symbol, if a parent symbol, has been designated as a virtual parent. Data for a virtual parent symbol does not get calculated by a partition recalculation or an enterprise restatement, but rather when the data is queried, resulting in a major improvement in database speed. Also, parent data is not stored in the database.
Weight	This indicates whether the symbol is added to its parent (+), subtracted from its parent (-), or has no mathematical effect on its parent at all (0).

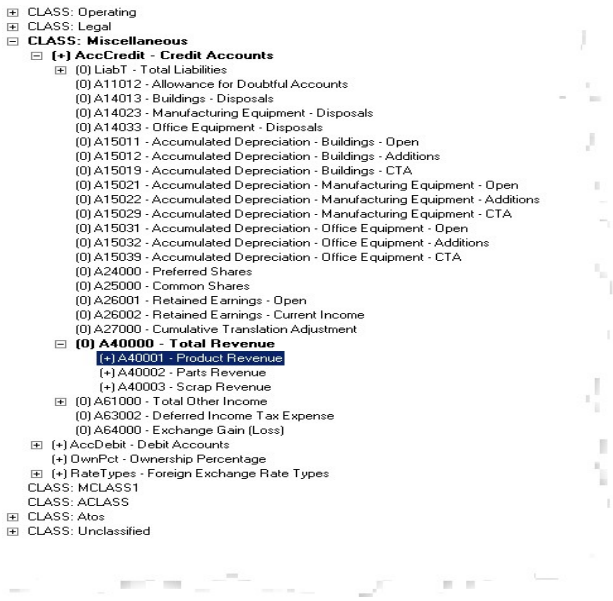
These properties are displayed and managed on the Properties page.



Symbols exist in dimensions. Occasionally they stand alone, but usually they are grouped into hierarchies with parent-child relationships, sometimes many levels deep to a maximum of 47 levels. The symbol under which another is immediately grouped is called its parent, and those under which its parent is grouped (if any and including the parent symbol itself) are called ancestors. A symbol immediately under a parent symbol is called its child symbol; it, and any symbols grouped under it, are called the parent's descendants. A symbol can have up to 99 parents.

The highest symbol in a particular hierarchy is referred to as a root symbol. A symbol that has no child symbols, regardless of where it resides in a hierarchy, is called a leaf symbol. It is possible, even typical, for a symbol to be both a parent and a child. The only limitations on these relationships are that, by definition, no root symbol can be a child symbol, and no leaf symbol can be a parent symbol.

The hierarchical relationships of your symbols are displayed in the Contents window.



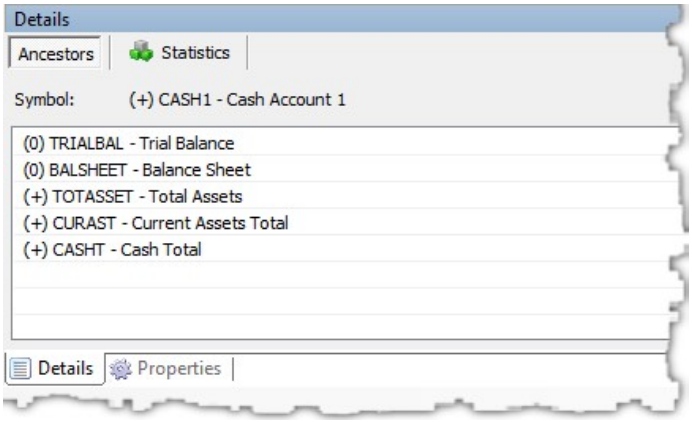
Details

Information concerning a symbol's ancestors and statistics is displayed in the Details window in its two tabs, Ancestors and Statistics.

Ancestors tab

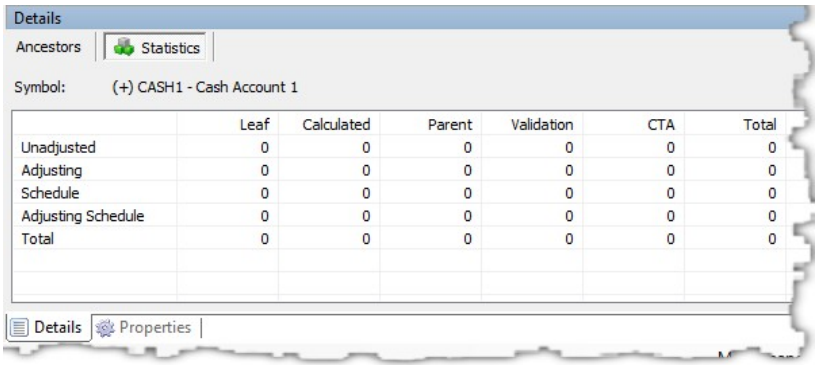
The Ancestors tab enables you to quickly determine which symbols your selected Symbol is under all the way back to the root symbol. This is particularly useful in a complex hierarchy.

Note: This function searches for ancestors of the current instance of the symbol only. If the symbol belongs to more than one parent, only the current parent and ancestors are returned.



Statistics tab

The Statistics tab provides information about the number of data points of each data type the symbol intersects with. To gather Statistics, you can use the **Tools** > **Collect Statistics** menu option.



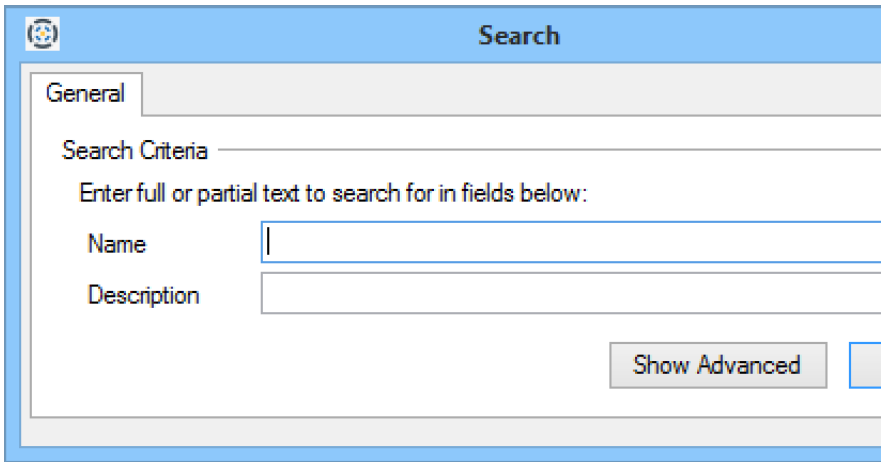
Searching for symbols

Many processes involving symbols require you to first locate and access them. In a dimension with many symbols, selecting a particular symbol out of the entire hierarchy can be time consuming and difficult. To make the process more direct, you can search for specific symbols using the Longview Application Administrator interface.

To use search for a symbol, follow these steps:

1. Ensure that the following prerequisites are met:
   - You must be logged into Longview Application Administrator.
   - You must be connected to the server.
   - You must have Symbols selected in the Server Explorer pane.
   - You must have a symbol dimension selected either in the expanded Symbols hierarchy in the Server Explorer pane or in the Contents window.

   When these conditions are met, the search icon at the top of the interface becomes active. Click the **icon**. The Search dialog opens.

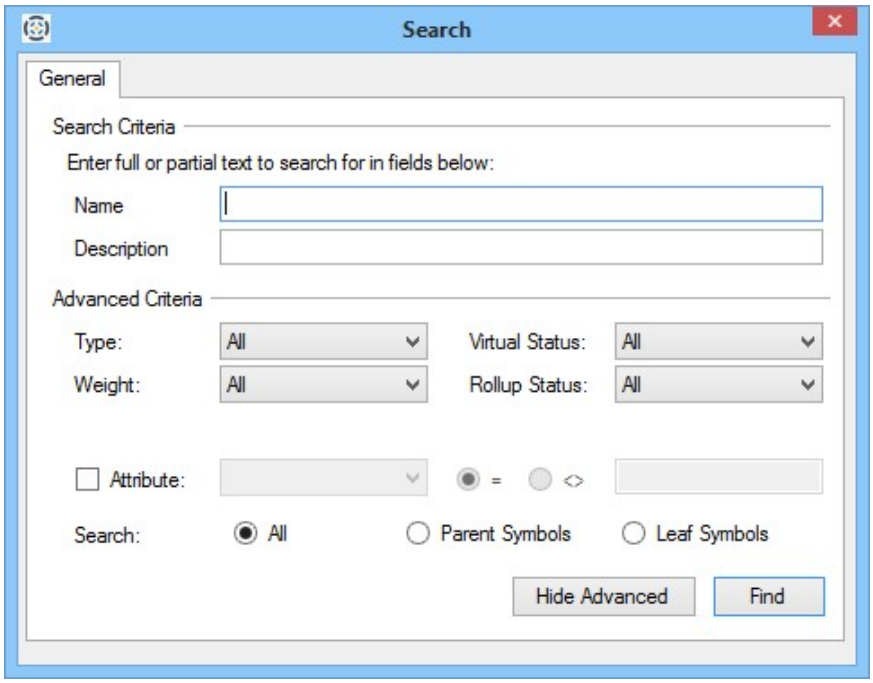


2. Complete the following fields:
   a. Name: This is the name of the symbol you are looking for. You can enter a full name, or a partial name. The search function returns all results that include the string you enter.

b. Description: This is the description of the symbol you are looking for. You can enter a full description, or just part of one. The search function returns all results that include the string you enter.

- To run the search, go to step 5. However, if you would like to include additional search parameters, continue to the next step.

3. Click **Show Advanced**. The Advanced Criteria section of the dialog opens, as shown below:



4. Complete the following fields:
   a. Type: Use the drop-down list to select one of the following: All, Standard, Carry Forward, Static.
   b. Virtual Status: Use the drop-down list to select one of the following: All, Virtual, Non-Virtual.
   c. Weight: Use the drop-down list to select one of the following: All, Positive, Zero, Negative.
   d. Rollup Status: Use the drop-down list to select one of the following: All, Receive Rollups, No Rollups.
   e. Attribute: Select this to search for a symbol with a particular attribute.
   f. = or <>: Specify an attribute value to include in, or exclude from, the search.

i. = (equals): Symbols with the specified attribute value are included in the search.

ii. <> (is not equal to): Symbols with the specified attribute value are excluded from the search.

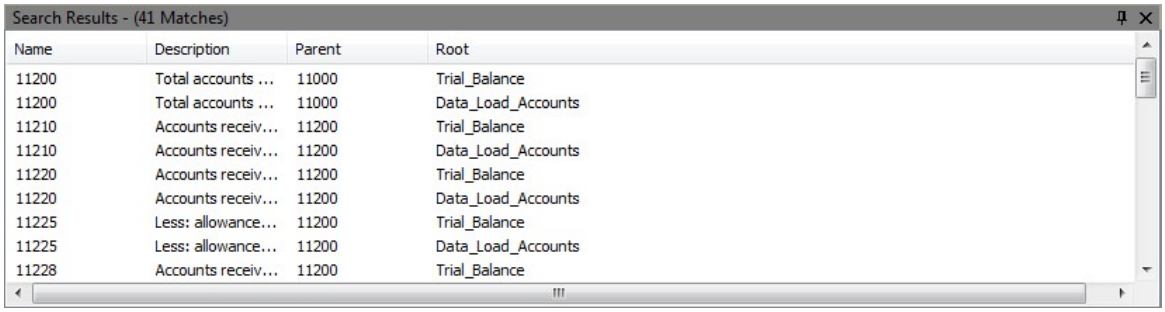
   g. Search: Specify the type of symbols to be returned from the search, using on of the following options:

i. All: All symbols are returned in the search.

ii. Parent Symbols: Parent symbols only are returned in the search.

iii. Leaf Symbols: Leaf symbols only are returned in the search.

5. To close the Advanced Criteria section, click **Hide Advanced**.
6. When you have completed entering your search criteria, click **Find**. The results of your search are shown in the Search Results window, and any matching symbols visible in the Contents window are highlighted.



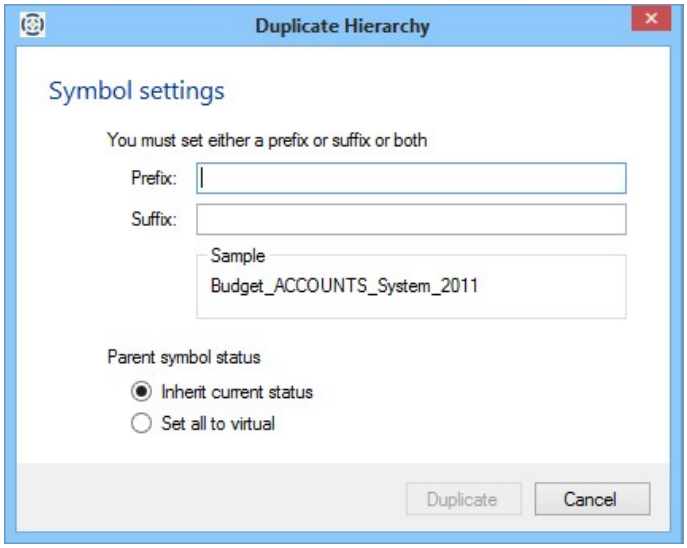
Duplicating a hierarchy

In some cases (for example, when you are setting up a system), you may want to create a duplicate of all symbols in an existing hierarchy. The most efficient way to do this is by using the duplicate hierarchy functionality. Symbol properties and descriptions are duplicated by the duplicate hierarchy functionality, but symbol access roles and attributes are not.

Note: No data is copied when you duplicate a hierarchy.

To duplicate a hierarchy, follow these steps.

1. Open Longview Application Administrator.
2. In the Server Explorer pane, navigate to **Symbols** and select it.
3. Select the **dimension** that contains the hierarchy you want to duplicate. Its root symbols are displayed in the Contents window.
4. Right-click the **symbol** that you want to be the root symbol of the duplicate hierarchy and select **Duplicate Hierarchy**. The Duplicate Hierarchy dialog opens.



Note: Maintenance must be turned off before you can duplicate a hierarchy.

5. Complete the following fields:

   a. Prefix: Enter the characters that you want to precede each symbol name in the duplicate hierarchy. A preview of symbol names in the duplicate hierarchy appears in the Sample field.

      Note: Either a Prefix or a Suffix must be set. You can also set both a Prefix and a Suffix.

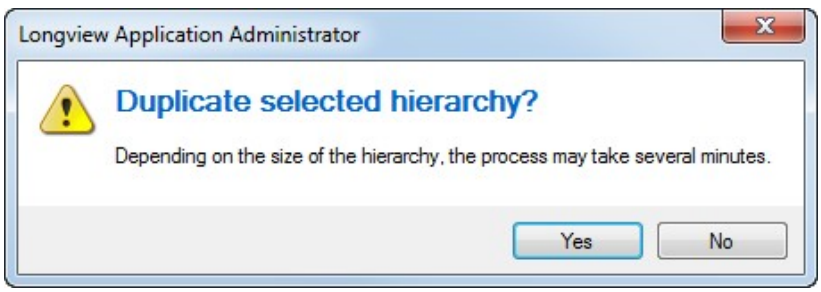
   b. Suffix: Enter the characters that you want to follow each symbol name in the duplicate hierarchy. A preview of symbol names in the duplicate hierarchy appears in the Sample field.

   c. Parent symbol status: Choose from the following options:

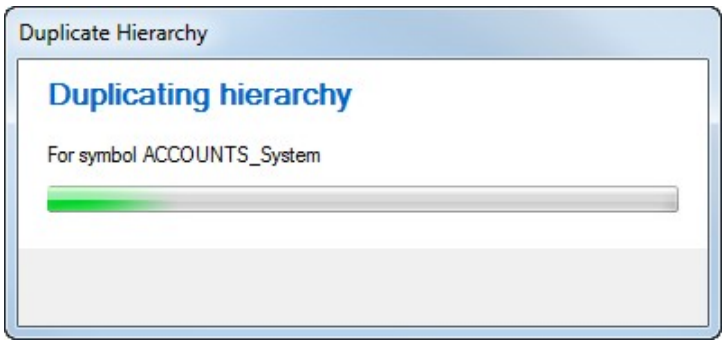
   i. Inherit current status: Select this option if you want parent symbols in the duplicate hierarchy to keep the same status as the original symbols.

   ii. Set all to virtual: Select this option if you want all parent symbols to be virtual in the duplicate hierarchy.

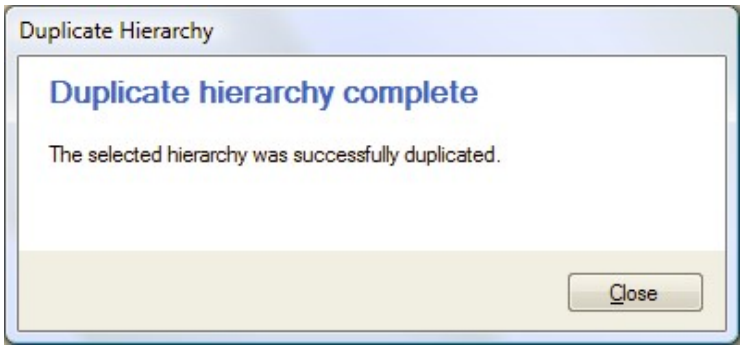
6. Click **Duplicate**. A warning dialog opens.



7. Click **Yes**. A progress dialog opens.



8. When the duplicate hierarchy process is complete, a confirmation dialog opens. Click **Close**.



Creating new symbols

You may need to add symbols to the system beyond those in the existing hierarchy. This section explains how to create new symbols manually.

It is possible to add new symbols to the hierarchy of a dimension by means of importing three files (the item file, the description file, and the parent-child file).

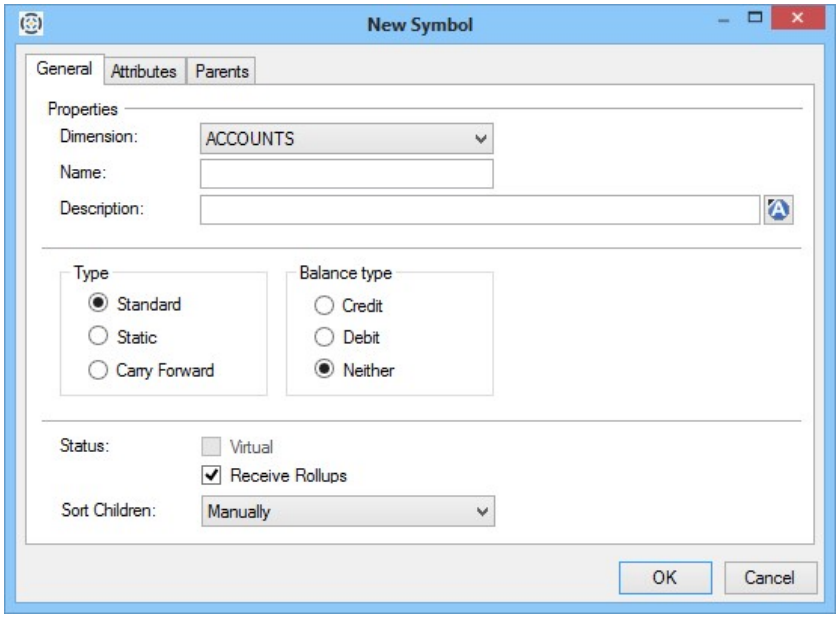
For information on how to format and import these files, see Preparing Import Files for Symbols.

To create a symbol, follow these steps:

1. Open Longview Application Administrator.
2. Navigate to, and select, the **symbol** you want to assign as the parent for your new symbol.

> **Note:** To create a root symbol, ensure that no symbol is selected.

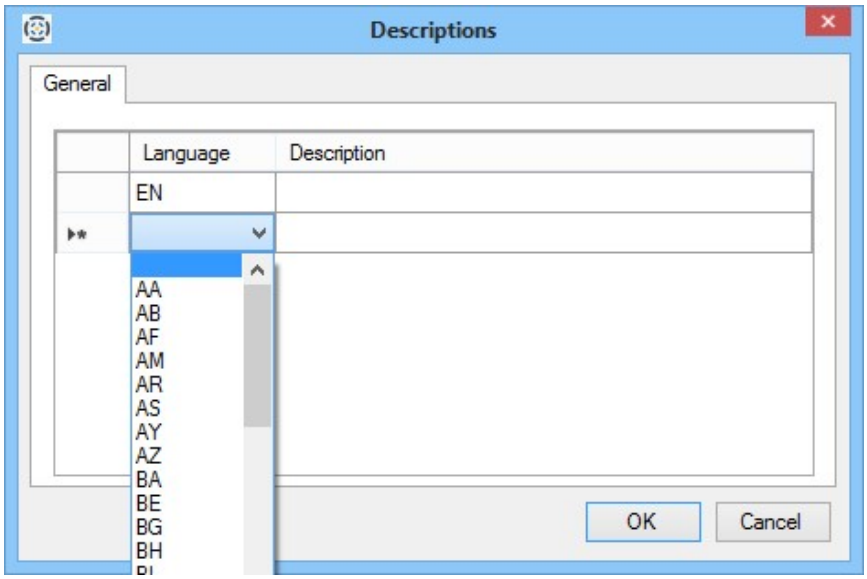
3. Choose **File** > **New** > **Symbol**. The New Symbol dialog appears, like below:



4. If you are creating a new symbol directly from a parent symbol, proceed to step 5. If you are creating a root symbol, use the **Dimension** drop-down list to select the **dimension** into which your new symbol will be created.

5. For Name, type a name for the symbol. The name can contain a maximum of 31 alpha-numeric characters, can contain periods (.) and underscores (_) and can be entirely numeric. The name must be unique in the system.

6. For Description, type a description for the symbol in the default system language. To enter descriptions in alternate languages, click the **alternate language description icon**. The Descriptions dialog appears, where you can enter descriptions for other languages enabled in your system.



7. For Type, select one of the following:

   a. Standard: Use this option to make the symbol add up normally (for example, months adding to quarters adding to years). Most symbols are standard type.

   b. Static: Use this option when it does not make sense to total a hierarchy's values — for example, for price symbols or wage rates. (The parent symbols of such symbols are used only to group symbols, not to aggregate their values.) Static symbols do not roll up in any direction, overriding any assigned weights.

   c. Carry forward: Use this option for balance sheet and cash flow account symbols.

      Note: This is available only for the Accounts and Time dimensions.

Caution: If you do not select the proper type for the symbol you are creating, you may get inaccurate results when the system calculates the data.

8. For Balance type, choose one of the following:

Field	Description
Credit	Select this if the symbol is a credit symbol.
Debit	Select this if the symbol is a debit symbol.
Neither	Select this if the symbol is neither a credit nor a debit symbol. This is the default setting.

Note: This is available only for the Accounts dimension. For more information on balance types, see "ACCOUNTS dimension".

9. For Status, select one of the following:

Field	Description
Virtual	To designate a parent symbol as a virtual parent. Data for a virtual parent symbol does not get calculated by a partition recalculation or an enterprise restatement, resulting in a major improvement in database speed. The value for the virtual parent is not stored in the database. Instead, the value for the parent is calculated on the server side when it is queried. **Note:** This field is available only when the symbol is a parent symbol.
Receive Rollups	To prevent a parent symbol from receiving rollup data from a child symbol. For example, if users need to submit monthly information and have it roll up to quarters but not the year, you can turn rollup off for the year symbol and save time during submission. After users have submitted all data, and before you perform an enterprise restatement, you would turn Rollup on for the year symbol.

> **Caution:** Before applying or changing the virtual parent symbol feature in the hierarchy, consult your Longview representative. Use caution before deleting or detaching child symbols under a virtual parent symbol. If you apply the virtual parent symbol feature incorrectly, you may cause your system to calculate totals incorrectly. Because the virtual parent feature affects the calculation of data in the database, you must be careful in designating symbols as virtual parent symbols.

10. For Sort Children, select one of the following:

Field	Description
Ascending by Name	Select this to designate sorting by name in alphabetical order.
Descending by Name	Select this to designate sorting by name in reverse alphabetical order.
Manually	Select this to designate that sorting is to be done manually by symbol priority.

11. Optionally, you can click the Attributes tab and assign specific values to the Attributes associated with your new symbol. It is not necessary to do this at the time a symbol is created. It is always possible to edit an existing symbol and modify its attribute values.
12. Click the Parents tab and review the settings for the new symbol.
13. To change the new symbol's settings, complete the following fields. Otherwise, proceed to step 14.

Field	Description
Parent Symbol	Select this to assign the new symbol to a different parent.
Virtual	Use the drop-down list to select Yes or No to designate the parent symbol as a virtual parent.
Weight	Use the drop-down list to select one of the following: ■ + (the symbol is added to its parent) ■ -(the symbol is subtracted from its parent) ■ 0 (the symbol has no mathematical effect) **Note:** For all dimensions other than the Accounts dimension, the default is +. For the Accounts dimension, the default is 0 when Balance Type is Neither.

14. Click OK. The symbol appears in the hierarchy.

Duplicating a symbol

Duplicating a symbol is a quick means of creating a new symbol with the same settings as an existing symbol.

To duplicate a symbol, follow these steps:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, expand **Symbols**, and select the **dimension** containing the symbol you want to work with. A list of all the symbols for the selected dimension appears in the Contents window.
3. Right-click the **symbol** you want to duplicate and select **Duplicate**. The New Symbol dialog appears.
4. Enter a name for the new symbol.
5. Enter a description for the new symbol.
6. Optionally, you can also make changes to the other settings associated with the symbol. The New Symbol dialog is pre-populated with the settings of the symbol being duplicated.
7. Click **OK**. Your new symbol appears under the same parent symbol as the original.

Managing symbols

This section explains how to modify symbols and their position in the hierarchy, and how to duplicate and delete symbols.

Assigning a symbol to a parent

Note: You can also use the Assign and Assign To menu options to assign a symbol to a parent. For more information see Assign and Assign To.

To assign a symbol to a parent, follow these steps:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, expand **Symbols**, and select the **dimension** containing the symbol you want to work with. A list of all the symbols for the selected dimension appears in the Contents window.
3. Select the **symbol** you want to assign to a parent and drag it to the required parent symbol. A small red arrow appears to indicate which symbol will be made the parent symbol if you release the mouse button.

   Caution: Assigning a symbol to a parent will result in data loss if the target parent is not a parent symbol yet.

4. When you have navigated to the target parent symbol, drop the dragged symbol onto it. A data loss warning appears if the target parent is not a parent symbol yet.

5. Click **Yes**. The symbols now have a parent-child relationship.

> **Note:** If you drag a symbol that is already assigned to a parent symbol, the hierarchy will not be moved, but copied under the new parent symbol. To move the symbol and its hierarchy, you must first remove it from its current parent symbol. For more information, see Removing a Symbol from a Parent. The maximum number of parents a symbol can have is 99.

Removing a symbol from a parent

> **Note:** You can also use the Remove From Parent menu option to remove a symbol from a parent. For more information see Remove From Parent.

To remove a symbol and its descendants from a parent, follow these steps:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, expand **Symbols**, and select the **dimension** containing the symbol you want to work with. A list of all the symbols for the selected dimension appears in the Contents window.
3. Navigate to the child symbol you want to remove from its parent, and right-click it.
4. Select **Remove From Parent**. A confirmation dialog appears.
5. Click **Yes**.

The symbol, along with its hierarchy, becomes a root symbol (assuming the symbol does not belong to any other hierarchy).

> **Note:** If you remove all child symbols from a parent that has Virtual status, the symbol becomes a standard leaf.

Modifying a symbol's properties

To modify an existing symbol, follow these steps:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, expand **Symbols**, and select the **dimension** containing the symbol you want to work with. A list of all the symbols for the selected dimension appears in the Contents window.
3. Double-click the **symbol** you want to modify. The Properties dialog opens with the General tab in view.
4. Locate the property you want to change, and make changes as needed.

> **Note:** If you do not have access to the child symbols of the symbol you are modifying, the Balance type radio buttons (Credit, Debit, and Neither) are disabled.

5. Click **OK**. Your changes are applied to the symbol.

Modifying a symbol's attributes

To modify an existing symbol's attribute values, follow these steps:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, expand **Symbols**, and select the **dimension** containing the symbol you want to work with. A list of all the symbols for the selected dimension appears in the Contents window.
3. Double-click the **symbol** for which you want to modify attribute values. The Properties dialog opens with the General tab in view.
4. Click the **Attributes** tab.
5. Locate the attribute whose value you want to change.
6. Click in the **Value** cell of the attribute and do one of the following:
   - Enter the value you want applied to that attribute for this symbol or remove the existing value.
   - If the value is another symbol, click the **symbol selector button** (**...**). A dialog opens that allows you to select the symbol you want applied as the value for the attribute. Select it and click **OK**.
7. Click **OK**.

The value you have entered is applied to the attribute for that symbol. For more information on symbol attributes, see Working with Attributes.

Deleting a symbol

Note: A parent symbol cannot be deleted. To make it eligible for deletion, remove its child symbols first. For more information, see Removing a Symbol from a Parent.To delete a symbol from a dimension, follow these steps:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, expand **Symbols**, and select the **dimension** containing the symbol you want to work with. A list of all the symbols for the selected dimension appears in the Contents window.
3. Right-click the **symbol** you want to delete and select **Delete**. A confirmation dialog appears.

   Caution: If you delete a symbol, it cannot be recovered, and all data associated with it is lost. To restore a deleted symbol to the system, it must be recreated. Note that a symbol may belong to more than one hierarchy. Deleting a symbol deletes all occurrences of the symbol in all hierarchies. Use this function with caution.
4. Click **Yes**. The symbol is removed from the system.

Comparing symbol hierarchies

You can compare the hierarchies of two symbols in the same dimension.

To do so, follow these steps:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, expand **Symbols**, and select the **dimension** containing the hierarchy you want to work with. A list of all the symbols for the selected dimension appears in the Contents window.
3. Expand the **symbol hierarchies** to locate the symbols you want to compare.
4. Select the first **symbol**, hold down the **CTRL** key, and click on the second **symbol** to select it as well.
5. Right-click one of the **symbols** and select **Compare hierarchies**. The comparison of the hierarchies is displayed in the Search Results window.

Working With Rules

You can configure complex logic through Longview Application Administrator. The complex logic is known as a rule.

Understanding rule types

There are several types of rules.

- Model — For more information, see Understanding Model Rules.
- Rollup — For more information, see Understanding Rollup Rules.
- Query — For more information, see Understanding Query Rules.
- Event — For more information, see Understanding Event Rules.
- Validation — For more information, see Understanding Validation Rules.

Understanding Model rules

A model rule is an expression specifying a mathematical formula involving symbols in your Longview database. When data is processed on the server, the system detects dependencies on these model rules, performing the required mathematical calculations, and producing output data.

Once created, models run dynamically as you or someone else in your company imports or adds data to the database.

Caution: When you delete a model rule from the system, data resulting from that rule will be deleted from the database once a recalculation is run.

Understanding Rollup rules

Rollup rules define the process of calculating the values of parent symbols, all the way up to the root symbol in each dimension.

Many combinations of dimensional detail do not need to be calculated. To improve performance, you can configure Longview to discard these surplus combinations of data during rollup operations, speeding up the overall time and significantly reducing the data volumes. To do so, you use a rollup rule.

Depending on your system setting for the **Use Inclusion Method for Rollup Rules** parameter, rollup rules will either rollup all the data within the rule or will not rollup the data within the rule. The default system setting does not rollup data within the area specified by the rule. For more information, see the Longview Server Manager Guide.

There may be some confusion if a user happens to query an area not considered by the rollup rules configured for their application. This could occur if the System Administrator missed some combinations or chose to exclude some data because of space restrictions. In these cases, the system detects that the query is to an area not being calculated and gives an appropriate warning to the user.

Understanding Query rules

A query rule is an expression equating two data cubes. Query rules specify the placement of data virtually in a data cube and are used to avoid storing redundant data in a system. When data is processed on the server, Longview detects any query rules and retrieves data from the source cube and places it virtually into the target cube as if it actually exists in the target cube. Query rules apply only to base data.

Once created, query rules are applied dynamically whenever a request is made to retrieve target data from the database.

Understanding Event rules

Event rules instruct the server to watch for certain conditions and to perform certain tasks when they arise. Event rules are triggered by submitting either a string or a numeric value. Only numeric values that result in a delta — that is, a difference in value between the previous and current values — will trigger a rule. Entering a value of “0” to a string will not trigger a rule.

Caution: The procedures triggered by an event rule must reside on the server, not in the application folders or elsewhere. Creating, editing, or deleting rules may cause changes that you do not expect. If in doubt, see your Longview Professional Services representative.

Configuring and initiating event rules

The following configuration settings are related to event rules and must be set appropriately before you start using event rules:

- Use Event Rules
- Event Queue Max
- Default Actions Time Interval
- Data Event Sequencing
- Max Active Data Events
- Event Profiling

For more information on these configuration settings, see the Longview Server Manager Guide.

Configuring Event timing

You can configure the timing of events using either the **Default Actions Time Interval**, or by using **Data Event Sequencing**.

If you are using **Data Event Sequencing**, events are processed in iterations. Any events that are triggered at the same time are in the initial iteration. Any events triggered while an iteration is running wait until the next iteration. Using event sequencing ensures that the same events do not run multiple times unnecessarily, which allows for consistent event tracking and more efficient use of system resources.

If you are using the **Default Actions Time Interval**, the system waits for an event with a specific rule ID to run to completion before it runs the same rule ID again. The wait period also allows for subsequent data submissions to coalesce with the initial submission.

If you are not using any event timing features, events run when triggered.

Understanding Validation rules

A validation rule compares two cubes of data in Longview database to make sure that certain cells within those cubes equal each other. For example, Total Accounts must equal Total Liabilities and Owner's Equity, for all symbols in the ENTITIES, CURRENCY, and TIMEPER dimensions.

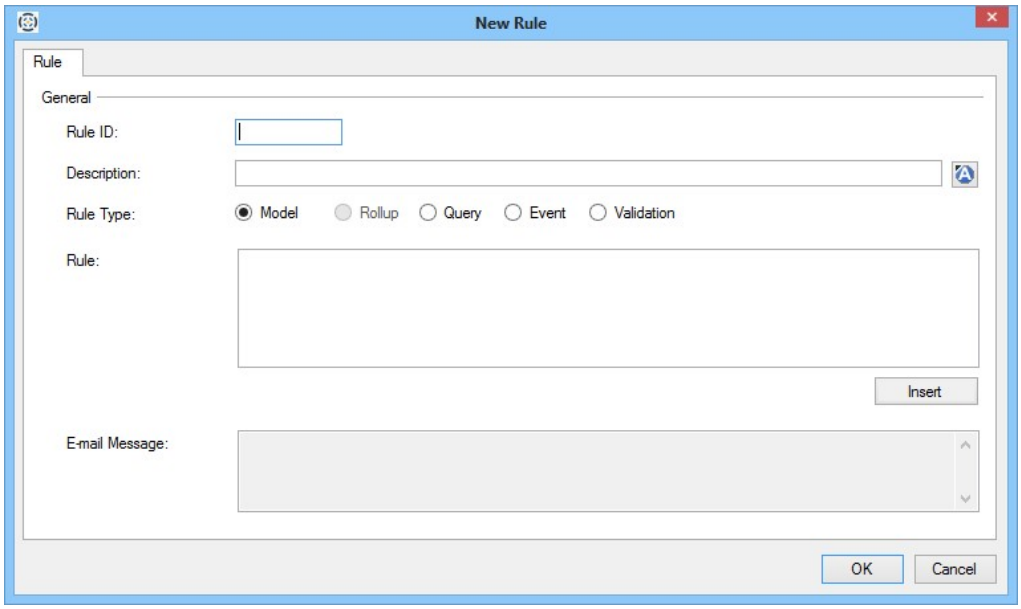
Once created, validation rules always run when you or someone else in your company imports data into the database. For each instance in the designated cube of data where the data does not balance, Longview stores the error message and amount in a validation data table.

Creating rules

You can use Longview Application Administrator to create server rules.

To create a rule:

1. Open Longview Application Administrator.
2. Select File > New > Rule. The New Rule dialog opens.



3. Complete these fields:

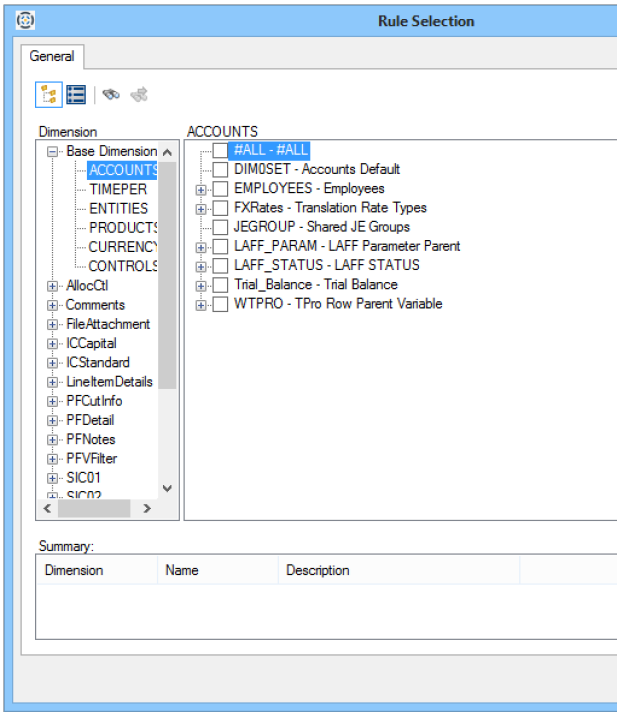
Field	Description
Rule ID	Type a unique numeric value for the rule (the Rule List in the Contents window contains a list of all existing rules and their numbers).

Field	Description
Rule Type	Select one of the following: ■ Model ■ Rollup ■ Query ■ Event ■ Validation For more information on rule types, see Understanding rule types.
Description	Type a brief description of the rule. The description can contain a maximum of 100 characters.
Email Message	For Event rules that include email statements only, type the body of the email that is sent when the rule is triggered.
Error Message Template	For Validation rules only, the error message to display when validation fails.

4. For **Rule**, do the following:

   - Type the rule. For more information on writing rule statements, see “Writing rule statements”.
   - To add symbols to the rule, click Insert. The Rule Selection dialog opens, allowing you to make selections from the dimensions list. Click OK when you are finished adding symbols.

> **Note:** Symbols that are entirely numeric must be prefixed with an exclamation mark (!) in rules. For example, !22342 identifies 22342 as a symbol name and not a numeric value.



5. Click OK. The new rule appears in the Rules list in the Contents window.

Copying rules

You can create a new rule by copying an existing one and then modifying it.

Caution: Creating, editing, or deleting rules may cause changes that you do not expect. If in doubt, see your Longview Professional Services representative.

To copy an existing rule, follow these steps:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, select Rules. The Rules list appears in the Contents window.
3. Right-click the rule you want to copy and select Duplicate. A copy of the rule opens in the New Rule dialog.
4. Make the necessary changes to the rule, including typing a new Rule ID and Description.

   Note: You will not be permitted to save the rule until you have changed the rule. Exact duplicates of existing rules are not permitted in the system.

5. Click OK. The new rule appears in the Rules list in the Contents window.

Editing rules

You may need to edit an existing rule to either run a different type of rule or display a different error message.

> **Caution:** Creating, editing, or deleting rules may cause changes that you do not expect. If in doubt, see your Longview Professional Services representative.

To edit an existing rule, follow these steps:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, select Rules. The Rules list appears in the Contents window.
3. Right-click the rule you want to modify and select Properties. The Properties dialog opens.
4. Make the necessary changes to the rule.
5. Click OK. The changes to the rule are entered into the system.

Exporting rules

You can export rules to an ASCII file. For information on exporting a rule to a file, see Exporting server objects.

Deleting rules

You may want to delete a rule that you no longer need.

> **Caution:** Creating, editing, or deleting rules may cause changes that you do not expect. If in doubt, see your Longview Professional Services representative.

To delete a rule, follow these steps:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, select Rules. The Rules list appears in the Contents window.
3. Right-click the rule you want to remove and select Delete. A confirmation dialog opens.

   > **Caution:** If you delete a rule, it cannot be recovered. To restore a deleted rule to the system, it must be recreated. Use this function with caution.

4. Click Yes. The rule is removed from the system and the Rules list.

Writing rule statements

A rule statement provides the definition for a server rule. The syntax of the rule statement varies depending on the type of rule that you are working with.

For more information, see:

- Writing Model rule statements
- Writing Rollup rule statements
- Writing Query rule statements
- Writing Event rule statements for emails
- Writing Event rule statements for procedures
- Writing Validation rule statements

Writing Model rule statements

In a model statement, you must specify:

- The cell coordinates of the cube of base data or schedule data from which you want to Model
- The cell coordinates of the cube of base data or schedule data to which you want to Model

The following Model statement copies the values of ACC1 from base data in a six-dimensional database, to ACC1 in schedule data (Schedule S1160) for all the leaf symbols within the year-to-date time period symbol and four remaining dimensions.

```
SCH(S1160,ACC1,YTDROOT###,#ALL,#ALL,#ALL,#ALL, 0) =  KLX
(ACC1,YTDROOT###,#ALL,#ALL,#ALL,#ALL)
```

Where:

Field	Description
SCH	Identifies the data to Model as schedule data.
S1160	Specifies the schedule against which to Model data.
ACC1	Specifies the account symbol against which to Model data.
YTDROOT###	Specifies all the leaf symbols within a time period symbol.
#ALL,#ALL,#ALL,#ALL	Specifies the remaining four base dimensions and state that all leaf symbols within these dimensions will be included in the cube of data against which to Model.
=	Separates the two sides of the Model.
KLX	Identifies the data to model as base data.
ACC1	Specifies the account symbol to model.
YTDROOT###	Specifies all the leaf symbols within a time period symbol.
#ALL,#ALL,#ALL,#ALL	Specify the remaining four base dimensions, and state that all leaf symbols within these dimensions will be included in the cube of data to model.
0	Offers the ability to round the calculated number to a defined precision. This parameter is optional.

Modeling syntax

All examples are based on three base dimensions of data and two extra schedule dimensions.

Data expression

```
KLX ( )
```

Representation of data using symbol names in each dimension to specify coordinates, for example:

```
KLX ( ACC1, A9701, TORONTO )
SCH ( )
```

Representation of schedule data using schedule name, symbol names in each base dimension, and symbol names in each extra dimensions to specify coordinates, for example:

```
SCH ( S1043, ACC1, A9701, TORONTO, L1, C2 )
```

Range expression

#ALL

Representation of all leaf data in dimensions; for example:

```
KLX ( ACC1, #ALL, #ALL ) or
SCH ( S1043, ACC1, #ALL, #ALL, L1, #ALL )
```

###

Representation of all leaf data under a particular base dimension parent symbol. This syntax does not apply to symbols in the extra dimensions. For example:

```
KLX ( ACC1, A97###, ONTARIO### ) or
SCH ( S1043, ACC1, A97###, ONTARIO###, L1, C2 )
```

#TOTAL

Representation of the total value in extra dimension (one per extra dimension is available), for example:

```
KLX ( ACC1, A97###, ONTARIO### ) (applies only to extra dimensions)
```

or

```
SCH ( S1043, ACC1, A97###, ONTARIO###, L1,#TOTAL )
```

Time expression

#LAGNumber

Representation of going backward a specific number of periods in the time dimension.

- The hierarchy structure on time dimension must have a priority according to the sequence of the time period.
- This syntax does not apply to symbols in the extra dimensions.

For example:

```
KLX ( ACC1, #ALL, TORONTO ) = KLX ( ACC2, #LAG2, TORONTO ) means that in
TORONTO, value of ACC1 equals the value of last two periods of ACC2
```

or

```
SCH ( S1043, ACC1, #ALL, TORONTO, L1, C1 ) = SCH ( S1043, ACC1, #LAG1,
TORONTO, L1, C2 ) means that value of C1 equals the value of last period of
C2.
```

#LEADNumber

Representation of going forward a specific number of periods in the time dimension.

- The hierarchy structure on time dimension must have a priority according to the sequence of the time period.
- This syntax does not apply to symbols in the extra dimensions.

For example:

```
KLX ( ACC1, #ALL, TORONTO ) = KLX ( ACC2, #LEAD2, TORONTO ) means that in
TORONTO, value of ACC1 equals the value of next two periods of ACC2.
```

or

```
SCH ( S1043, ACC1, #ALL, TORONTO, L1, C1 ) = SCH ( S1043, ACC1, #LEAD2,
TORONTO, L1, C2 ) means that value of C1 equals the value of next period of
C2.
```

#YTDLAG

Representation of previous ending period.

- The hierarchy structure on time dimension must have a priority according to the sequence of the time period.
- It must not be used with other expressions.
- This syntax does not apply to symbols in the extra dimensions.

For example:

```
KLX ( ACC1, #ALL, TORONTO ) = KLX ( ACC2, #YTDLAG, TORONTO ) means that in
TORONTO, value of ACC1 equals value of previous ending period of ACC2.
```

or

```
SCH ( S1043, ACC1, #ALL, TORONTO, L1, C1 ) = SCH ( S1043, ACC1, #YTDLAG,
TORONTO, L1, C2 ) means that value of C1 equals the value of previous ending
period of C2.
```

or

```
SCH ( S1043, ACC1, ACTUAL, TORONTO, L1, C1 ) = SCH ( S1043, ACC1, #YTDLAG,
TORONTO, L1, C2 )
```

#OPEN

Representation of opening period (specified by SYMBOL attribute ZFXTimePeriodsOpen).

- The type ZFXTimePeriodsOpen Attribute is a symbol list (value can be “CP99,AYR99”). However, the function will only pick up the first defined root (CP99).
- The time range must be consistent throughout the rule.
- Can specify different opening period within the specified time range if each opening period refers to different opening roots.
- Consider symbol A990PEN has ZFXTimePeriodsOpen attribute specified as CP99. Both CP99 and A99OPEN must be within the specified range (ACTUAL).

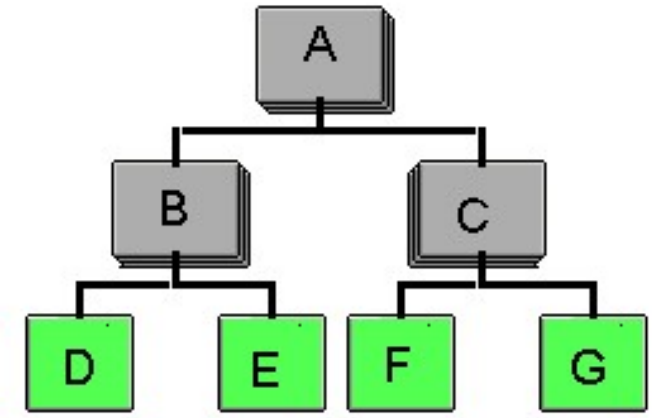
For example:

```
KLX ( ACC1, ACTUAL###, TORONTO ) = KLX ( ACC2, #OPEN, TORONTO ) - KLX (
ACC2, ACTUAL###, TORONTO ) means that in TORONTO, any leaf of CP99, the
value of ACC1 equals value of opening period (A99OPEN) of ACC2 - value of
ACC2
```

#PLUG

Refers to the ability to identify a symbol in a particular hierarchy that would be used as a “plug-to” symbol. Whenever a certain total in that hierarchy (n levels above the plug-to symbol) changes because of contributions from other leaf symbols, the plug-to symbol should get an equal but opposite amount added to it. The net effect would be that the total would always be maintained at its current balance.

Consider the following hierarchy:



Initially, everything is zero. If a delta of +10 were submitted to symbol D, it would normally roll up to contribute +10 to A. However, the plug-to logic would apply, producing a value of -10 to G (assuming G is the plug to symbol). The net effect causes A to remain at zero.

Symbol G is defined as the plug-to symbol for total A. If G has a positive weight, the syntax would be:

```
KLX(G,#ALL,...) = KLX(A#PLUG,#ALL,...) * -1
```

or

```
KLX(G,#ALL,...) = - KLX(A#PLUG,#ALL,...)
```

If G had a negative weight, the syntax would be:

```
KLX(G,#ALL,...) = KLX(A#PLUG,#ALL,...)
```

The value put into G is the sum of all leaf values under A, except for G itself. So, to truly keep A at zero (or whatever its current balance is), you need to either reverse the sign of the number or specify the plug to symbol to a negative weighting.

Modeling restrictions

There are certain restrictions when using modeling on the server assignment.

Restriction on assignment with any product or quotient of expressions

Incorrect:

```
KLX ( ACC1, #ALL, TORONTO ) = KLX ( ACC2, #ALL, TORONTO ) * KLX ( ACC3,
#ALL, TORONTO)
```

or

```
KLX ( ACC1, #ALL, TORONTO ) = KLX ( ACC2, #ALL, TORONTO ) / KLX ( ACC3,
#ALL, TORONTO )
```

or

```
SCH ( S1043, ACC1, #ALL, TORONTO, L1, C1 ) = SCH ( S1043, ACC1, #ALL,
TORONTO, L1, C3 ) * SCH ( S1043, ACC1, #YTDLAG, TORONTO, L1, C2 )
```

or

```
SCH ( S1043, ACC1, #ALL, TORONTO, L1, C1 ) = SCH ( S1043, ACC1, #ALL,
TORONTO, L1, C3 ) * SCH ( S1043, ACC1, #YTDLAG, TORONTO, L1, C2 )
```

Range restriction

All Longview expressions must have same range size in the corresponding Dimension in an equation.

Correct:

```
KLX ( ACC1, #ALL, ONTARIO### ) = KLX ( ACC2, #ALL, ONTARIO###)
```

or

```
SCH ( S1043, ACC1, #ALL, TORONTO, L1, #ALL ) = SCH ( S1043, ACC1, #ALL,
TORONTO, L2, #ALL )
```

or

```
SCH ( S1043, ACC1, #ALL, TORONTO, L1, #ALL ) = SCH ( S1043, ACC1, #ALL,
TORONTO, #TOTAL, #ALL )
```

Incorrect:

```
KLX ( ACC1, #ALL, TORONTO ) = KLX ( ACC2, A9701###, TORONTO )
```

or

```
KLX ( ACC1, #ALL, TORONTO ) = KLX ( ACC2, A9701, TORONTO ) + KLX ( ACC3,
#ALL, TORONTO )
```

or

```
SCH ( S1043, ACC1, #ALL, TORONTO, L1, #ALL ) = SCH ( S1043, ACC1, #ALL,
TORONTO, L2, C1 )
```

or

```
SCH ( S1043, ACC1, #ALL, TORONTO, L1, #ALL ) = SCH ( S1043, ACC1, #ALL,
TORONTO, #TOTAL, #TOTAL )
```

Non-specified coordinate restriction

Longview expressions must have at least one specified symbol in one of the base dimensions and at least one specified symbol in one of the extra dimensions.

Incorrect:

```
KLX ( #ALL , #ALL , #ALL )
```

or

```
SCH ( S1043, ACC1, #ALL, TORONTO, #ALL , #ALL )
```

or

```
SCH ( S1043, #ALL , #ALL , #ALL , L2, #ALL )
```

#YTDLAG restriction

#YTDLAG can be used only on the right-hand side of the equation and cannot be used with other combinations of Longview expressions.

Correct:

```
KLX ( ACC1, #ALL, ONTARIO### ) = KLX ( ACC2, #YTDLAG, ONTARIO###)
```

or

```
SSCH ( S1043, ACC1, #ALL, TORONTO, L1, #ALL ) = SCH ( S1043, ACC1, #YTDLAG,
TORONTO, L2, #ALL )
```

or

```
KLX ( ACC1, #ALL, ONTARIO### ) = KLX ( ACC2, #YTDLAG, ONTARIO###) + 100
```

Incorrect:

```
KLX ( ACC1, #YTDLAG, TORONTO ) = KLX ( ACC2, #ALL, TORONTO )
```

or

```
KLX ( ACC1, #YTDLAG, TORONTO ) = KLX ( ACC2, #ALL, TORONTO ) + KLX ( ACC3,
#ALL, TORONTO )
```

LHS restriction

The left-hand side of the equation must be in the form of a single Longview expression.

Correct:

```
KLX ( ACC1, #ALL, ONTARIO### ) = KLX ( ACC1, #YTDLAG, ONTARIO###) + KLX (
ACC2, #YTDLAG, ONTARIO###)
```

or

```
SCH ( S1043, ACC1, #ALL, TORONTO, L1, #ALL ) = SCH ( S1043, ACC1, #YTDLAG,
TORONTO, L2, #ALL ) + SCH ( S1043, ACC1, #YTDLAG,TORONTO, L2, #ALL )
```

Incorrect:

```
100 = KLX ( ACC2, #YTDLAG, ONTARIO###)
```

or

```
KLX ( ACC1, #ALL, ONTARIO### ) + KLX ( ACC2, #YTDLAG, ONTARIO###) = KLX (
ACC2, #YTDLAG, ONTARIO###)
```

or

```
SCH ( S1043, ACC1, #ALL, TORONTO, L1, #ALL ) + SCH ( S1043, ACC1, #YTDLAG,
TORONTO, L2, #ALL ) = SCH ( S1043, ACC1, #YTDLAG,
```

Single assignment restriction

The same coordinates cannot be in the left-hand side of two different rules.

Incorrect:

Rule Id 1

```
KLX ( ACC1, #ALL, ONTARIO### ) = KLX ( ACC2, #YTDLAG, ONTARIO###) + KLX (
ACC3, #YTDLAG, ONTARIO###)
```

Rule Id 2

```
KLX ( ACC1, #ALL, ONTARIO### ) = KLX ( ACC3, #YTDLAG, ONTARIO###) + KLX (
ACC4, #YTDLAG, ONTARIO###) or
```

Rule Id 1

```
KLX ( ACC1, A9601, ONTARIO### ) = KLX ( ACC2, #YTDLAG, ONTARIO###) + KLX (
ACC3, #YTDLAG, ONTARIO###)
```

Rule Id 2

```
KLX ( ACC1, #ALL, ONTARIO### ) = KLX ( ACC3, #YTDLAG, ONTARIO###) + KLX (
ACC4, #YTDLAG, ONTARIO###)
```

#Plug restrictions

- Ability to #PLUG can only be specified to one dimension in any single rule. Therefore, the following example is not allowed:

  ```
  KLX(G,PX,...) = - KLX(A#PLUG,PY#PLUG,...)
  ```

- When #PLUG is used, the coordinates for the other dimensions must be identical. Therefore, the following example is not allowed:

```
KLX(G,P1,...) = - KLX(A#PLUG,P2,...)
```

- Only one plug symbol may be identified for any parent value. Therefore, the following example is not allowed:

```
KLX ( ACC1, CP1, … ) = - KLX ( ACCT#PLUG, CPT, … )
KLX ( ACC1, CP2, … ) = - KLX ( ACCT#PLUG, CPT, … )
```

- Valid only with models (not rollup rules)

#ALL restrictions

- Each KLX or SCH must have at least one specific symbol or symbol hierarchy specified. You cannot use #ALL in its base dimension coordinate:

  Incorrect:

  ```
  KLX(#ALL,#ALL,#ALL) = 10
  ```

  Correct:

  ```
  KLX(A1###,#ALL,#ALL) = 10
  ```

- When an equation contains KLX and SCH, #ALL cannot be specified in any extra dimension:

  Incorrect:

  ```
  KLX(A1###,#ALL,#ALL) = SCH(ST1,A1###,#ALL,#ALL,CO1,#ALL)
  ```

  Correct:

  ```
  KLX(A1###,#ALL,#ALL) = SCH(ST1,A1###,#ALL,#ALL,CO1,R01)
  ```

- When an equation contains different schedules, #ALL cannot be specified in any extra dimension:

  Incorrect:

  ```
  SCH(ST2,A1###,#ALL,#ALL,LO1,#ALL) = SCH(ST1,A1###,#ALL,#ALL,LO1,#ALL)
  ```

  Correct:

  ```
  SCH(ST2,A1###,#ALL,#ALL,LO1,C01) = SCH(ST1,A1###,#ALL,#ALL,LO1,R01)
  SCH(ST2,A1###,#ALL,#ALL,LO1,#ALL) = SCH(ST2,A1###,#ALL,#ALL,LO2,#ALL)
  ```

- It is strongly suggested that #ALL be avoided in the TIMEPER dimension when constructing rules as its use may lead to the doubling of expected results.

Writing Rollup rule statements

Rollup rules can specify high level symbols without specifying the intermediate symbols necessary for the rollup. For example, if a symbol C rolls to B, which rolls to A (C to B to A), there could be a rollup rule stating: KLX(A,#ALL,#ALL)

This means “keep the data associated with A only”. Even though A depends on B, the data for B will be discarded during the rollup operation (but A will still be calculated correctly).

You can use the following parameters in the syntax:

Field	Description
#LEAF	To include leaf data only.
#ALL	To include all data.
###	To include all leaf symbols related to the parent symbol.
#99	To include the parent symbol and 99 levels of its descendants.

Writing Query rule statements

In a query rule statement, you must specify:

- The cell coordinates of the cube of base data that is the source of the data you want to repeat virtually
- The cell coordinates of the target cube of base data where you want to place the virtual data

Query rule statements must be in the form target cube = source cube.

Note: The target cube must be a static Data Area. Data that is virtually placed in the target cell does not roll up.

Caution: If a user updates the value directly in the target cube, there will be no way to retrieve this value since any attempt to read the value of the target cube will be redirected to the source cube.

Restrictions

There are some restrictions on query rule statements:

- Only simple KLX() = KLX() query rules are supported
- Lag and lead functions are not supported
- The target cube must be a static Data Area
- Schedule data is not supported
- Each Dimension of the source cube must:
- Have the same number of symbols as the corresponding dimension in the target cube or
- Have only one symbol

Examples

This example is a one-to-one statement for all dimensions. Each dimension of the target cube has the same number of symbols as the corresponding dimension in the source cube.

```
KLX(ATTEND3A,DIM1SET,DIM2SET,DIM3SET,DIM4SET,DIM5SET,DIM6SET,DIM7SET)=
KLX(ATTDRVR1,DIM1SET,DIM2SET,DIM3SET,DIM4SET,DIM5SET,DIM6SET,DIM7SET)
```

This example is a one-to-many statement for the ACCOUNTS dimension. In this example, the target cube has many symbols in the ACCOUNTS dimension set equal to one symbol in the ACCOUNTS dimension of the source cube. All other dimensions of the target cube have the same number of symbols as the corresponding dimensions in the source cube.

```
KLX(ATTEND1#99,#ALL,DIM2SET,DIM3SET,DIM4SET,DIM5SET,DIM6SET,DIM7SET)=
KLX(ATTDRVR1,#ALL,DIM2SET,DIM3SET,DIM4SET,DIM5SET,DIM6SET,DIM7SET)
```

This example is a many-to-many statement for the ACCOUNTS and TIMEPER dimensions. In this example, the target cube has many symbols in the ACCOUNTS dimension set equal to many symbols in the ACCOUNTS dimension of the source cube. All other dimensions of the target cube have the same number of symbols as the corresponding dimensions in the source cube. This query rule statement is only valid if the number of symbols in ATTEND2### is equal to the number of symbols in ATTEND3###.

```
KLX(ATTEND2###,CP#99,DIM2SET,DIM3SET,DIM4SET,DIM5SET,DIM6SET,DIM7SET)=
KLX(ATTEND3###,CP#99,DIM2SET,DIM3SET,DIM4SET,DIM5SET,DIM6SET,DIM7SET)
```

Writing Event rule statements for emails

The email action causes an email to be sent to the addresses specified when data in the defined area changes.

If your user ID contains an “at” sign (@), your user ID and email address must be the same for the Email event rule to work correctly.

Syntax

```
KLX(Sym0,Sym1,…SymN)=Email(ID1[,ID2[…,IDn]])[;Interval]
SCH(Sched,Sym0,…SymN,SSym0,…SSymM)= Email(ID1[,ID2[…,IDn]])[;Interval]
```

Where:

Interval is an optional parameter which overrides the value of

DEFAULT_ACTIONS_TIME_INTERVAL with the specified value (in minutes; valid values are 0 to 1440). If the value is not specified, the DEFAULT_ACTIONS_TIME_INTERVAL value applies.

Example

The following is an example of an event rule:

```
KLX(stdact###,P01YTD,nfl###,DIM3SET,DIM4SET,SUBMITQA,CCAD,DIM7SET)=RUNPROC("
someproc1.lvpro")
```

This rule will launch someproc1.lvpro and run the commands listed in it when data changes in the intersection defined in the rule.

> **Note:** In both examples, ### means that all leaf symbols that are children of the named symbol are included in the intersection. This can also be #0-#99, the same as in database queries.

Writing Event rule statements for procedures

The RUNPROC action causes a procedure to be executed when data in the defined area changes.

Syntax

```
KLX(Sym0,Sym1,…SymN)=[Queue_ID:]RUNPROC("ProcName")[;Interval]

SCH(Sched,Sym0,…SymN,SSym0,…SSymM)=[Queue_ID:]RUNPROC("ProcName")[;Interval]
```

Where:

- ProcName is the location of procedure. If the path is relative, the procedure will be launched from the server's working directory. If the path is absolute, the working path will be changed to that directory and the procedure will be launched from there.

  Note: If an absolute path is used, lv_af.exe must be accessible from the new working directory (either in that absolute path or in the PATH environment variable).

- Queue_ID is an optional parameter to prevent the simultaneous activation of rules with the same Queue_ID number. The value is a three-character alphanumeric string.

- Interval is an optional parameter which overrides the value of DEFAULT_ACTIONS_TIME_INTERVAL with the specified value (in minutes; valid values are 0 to 1440). If the value is set to 0 or not specified, the DEFAULT_ACTIONS_TIME_INTERVAL value applies.

  Note:
  If you make any changes to the list of persistent event rules (in either the Persistent Event Rule Setup dialog, or the rulepersists.txt file) or the name of the procedure launched by the persistent event rules, you must restart the servers for your changes to take effect.
  For more information on persistent event rules, see Specifying Persistent Event rules.

Example

The following is an example of an email event rule:

```
KLX(stdact###,QAPLAN01,nfl###,DIM3SET,DIM4SET,SUBMITQA,CCAD,DIM7SET)=EMAIL
("n ame@domain.com");62
```

This rule will submit an email message to the address indicated if data changes in the data intersection defined in the left side of the rule. If a subsequent change in data is detected, the action will not be launched again until 62 minutes after the last time it was launched.

Caution: New rules will not go into effect until Maintenance is turned off.

Writing Validation rule statements

In a validation rule statement, you must specify:

- The cell coordinates of the cube of base or schedule data against which you want to compare the imported values
- The cell coordinates of the cube of base or schedule data that you want to validate

Example 1

The following validation statement compares two cubes of base data in a six-dimensional database, to make sure certain values within those cubes are equal. This statement verifies that the value of the account symbol A1000 equals the value of the account symbol A2000 for all the leaf symbols within the year-to-date time period symbol and four remaining dimensions.

```
KLX(A1000,YTDROOT###,#ALL,#ALL,#ALL,#ALL)=
KLX(A2000,YTDROOT###,#ALL,#ALL,#ALL,#ALL)
```

Where:

Field	Description
KLX	Identifies the validation as a base data validation.
A1000	Specifies the account symbol against which to validate data.
YTDROOT###	Specifies all the leaf symbols within a time period symbol.
#ALL,#ALL,#ALL,#ALL	Specify the remaining four base dimensions, and state that all leaf symbols within these dimensions will be included in the cube of data against which to validate data.
=	Separates the two sides of the validation.
KLX	Identifies the data to validate as base data.
A2000	Specifies the account symbol to validate.
YTDROOT###	Specifies all the leaf symbols within a time period symbol.
#ALL,#ALL,#ALL,#ALL	Specify the remaining four base dimensions, and state that all leaf symbols within these dimensions will be included in the cube of data to validate.

Example 2

The following validation statement compares the total schedule data in the S1043 schedule for the ACC1 account across all time periods and entities, with the base cell value for that account across all time periods and entities. the schedule total and base data should match. If they do not, the validation error message appears in a validation report.

```
SCH(S1043,ACC1,#ALL,#ALL,#TOTAL)=
KLX(ACC1,#ALL,#ALL)
```

Where:

Field	Description
SCH	Identifies the data against which to validate as schedule data.
S1043	Specifies the schedule against the total of which you want to validate base data.
ACC1	Specifies the account symbol to which the schedule is associated.
#ALL,#ALL	Specify the remaining two base dimensions, and state that all leaf symbols within these dimensions will be included in the cube of data against which to validate data.
#TOTAL	Represents the total of the schedule data against which to validate the base data. When comparing a schedule against base data, you can select only one symbol from the schedule dimension.
=	Separates the two sides of the validation.
KLX	Identifies the data to validate as base data.
ACC1	Specifies the account symbol, the totals of which you want to validate.
#ALL,#ALL	Specify the remaining two base dimensions, and state that all leaf symbols within these dimensions will be included in the cube of data to validate.

Validation message

For each validation rule that you create, you must create a corresponding error message that will appear in a validation report. This message specifies the cell coordinates and provides a brief description of the error.

For example:

```
%ENTITIES;%TIMEPER;%PRODUCTS;%CURRENCY;ASSETS & LIABILITIES OUT OF BALANCE
BY;%VALUE
```

Where:

Field	Description
%ENTITIES;%TIMEPER;%PRODUCTS;%CURRENCY	Specifies the symbol coordinates of the error by dimension name.
;ASSETS & LIABILITIES OUT OF BALANCE BY	Appears on the report for each error generated by the error statement that compares the company's assets and liabilities accounts.
;%VALUE	Specifies the error amount for each error generated by the error statement.

You can also use the following parameters in the syntax of the message:

Field	Description
%ENTITIESDESC;%TIMEPERDESC;%PRODUCTSDESC;%CURRENCYDESC	Specify the symbol coordinates of the error by dimension description.
[\n]	Starts a new line after the current line.
[@n]	Adds n blank spaces.

Maintaining Symbol Access Roles

Symbol access roles allow users with administrative permissions to create classes of symbol permissions that can be applied to individual users or to user groups. These classes of permissions are tailored to the roles that such users or user groups are likely to perform in the system. For example, users who deal with accounts in a particular country or department can be granted specific permissions to associated symbols that would enhance their ability to work with those areas, as opposed to the more general and limited permissions they would have otherwise.

Since symbol access roles are stored in the system, they can be applied to users and groups easily without requiring users with administrative permissions to reconfigure such permissions every time they are to be granted. It also makes the creation of a vast number of user groups for different roles and business units unnecessary. In this way, a particular user (or even several users) within a user group can have different permissions from the ones common to the group in general.

Default symbol access roles

A range of symbol access roles are provided with Longview and can be added by following the instructions in this chapter. The default symbol access roles that come with the application are the following:

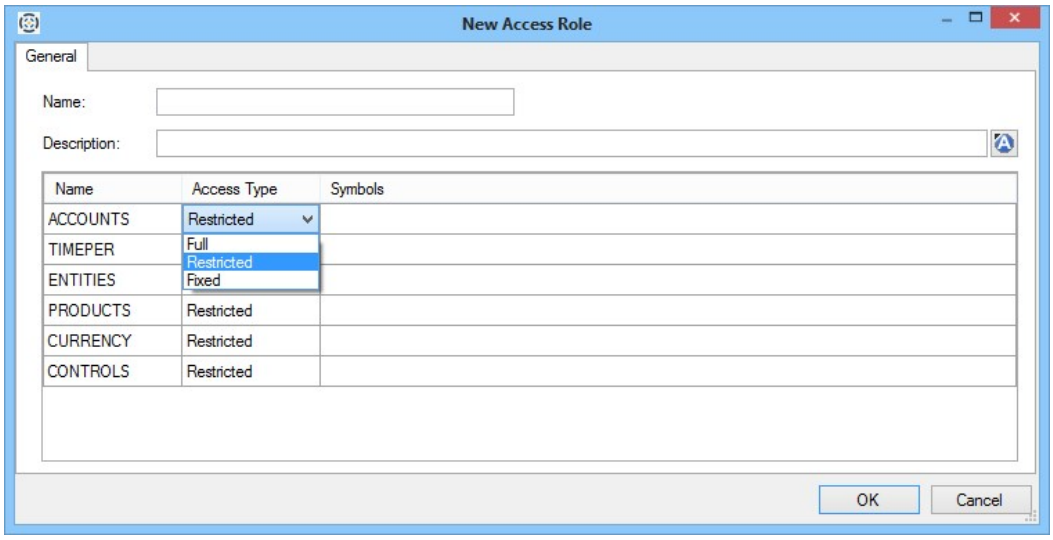
Role	Description
Administrator_Access	Administrator Role
Analysis_Reporting_Access	Analysis and Reporting Access Role
Dashboard_Designer_Access	Dashboard Designer Role
Default	Default Role
Excel_Access	Excel Access Role
FXR_Access	This role is not currently used.
Input_Access	Input Role
Journal_Entries	Journal Entries Role
V3_Compatible_Access	V3 Compatible Role

Note: Access to all components is through the V3 Compatible Role; however, users requiring access to Longview Application Administrator need to have symbol access for the Administrator Role.

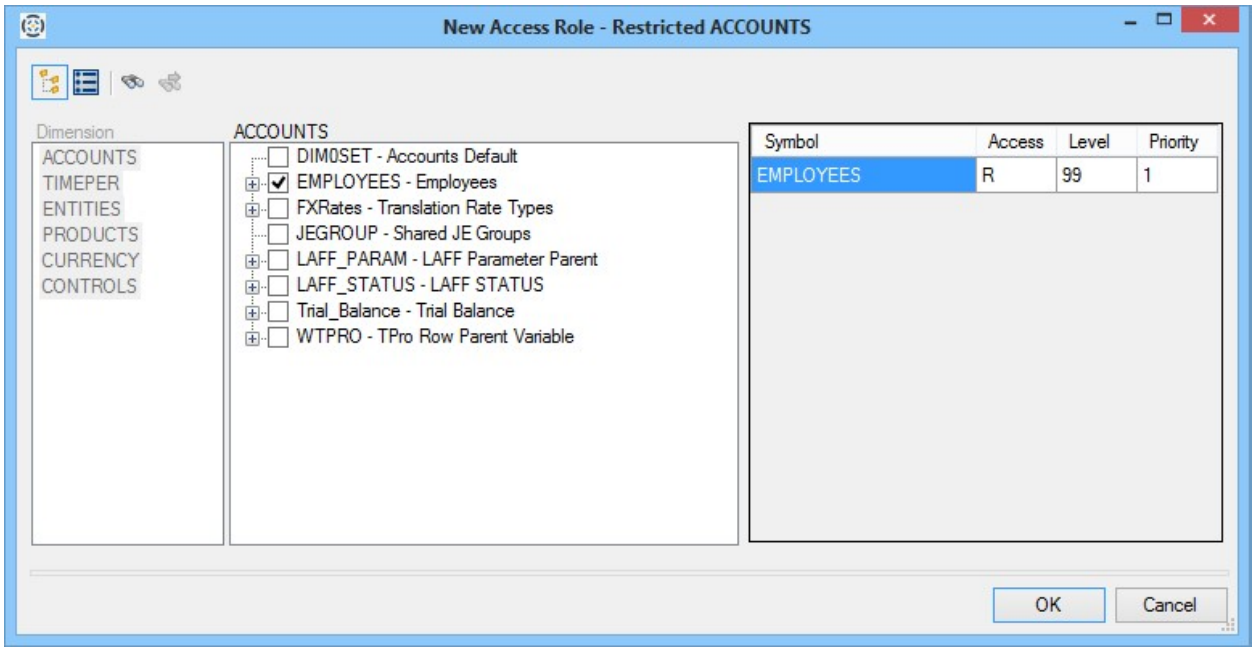
Creating new symbol access roles

To create a new symbol access role, follow these steps:

1. Open Longview Application Administrator.
2. Select **File** > **New** > **Access Role**. The New Access Role dialog opens.



3. Type a name for the new role. The name cannot contain spaces. This field is mandatory.
4. Type a description for the new role. The description can have up to 100 characters. This field is mandatory.
5. Click in the **Access Type** field to use the drop-down list to select the access type for each dimension. The types are:
    a. Full: Allows access to all symbols in the dimension.
    b. Restricted: Restricts access to the symbols you select.
    c. Fixed: Restricts access to the single symbol in the dimension you select.
6. If you select the Restricted or Fixed access type, click the **symbol selector** button that appears in the Symbols field. A selection dialog opens.



7. To add a symbol, select the **check box** for the appropriate symbol.
8. Specify the following settings for the selected symbol:
    a. Access: Either W (write access) or R (read-only access).
    b. Level:A number between 0 and 99 designating how many levels of child symbols below the selected symbol the users of the role have access to. This can only be set if the access type is Restricted.
    c. Priority: This is a number greater than zero to designating the precedence for the access type, where 1 is the highest priority. For example, if a user has Read access to a leaf symbol with a priority of 1 but Write access to that symbol's parent with a priority of 50, the user will have Write access to all symbols under the parent except for that read-only leaf symbol.

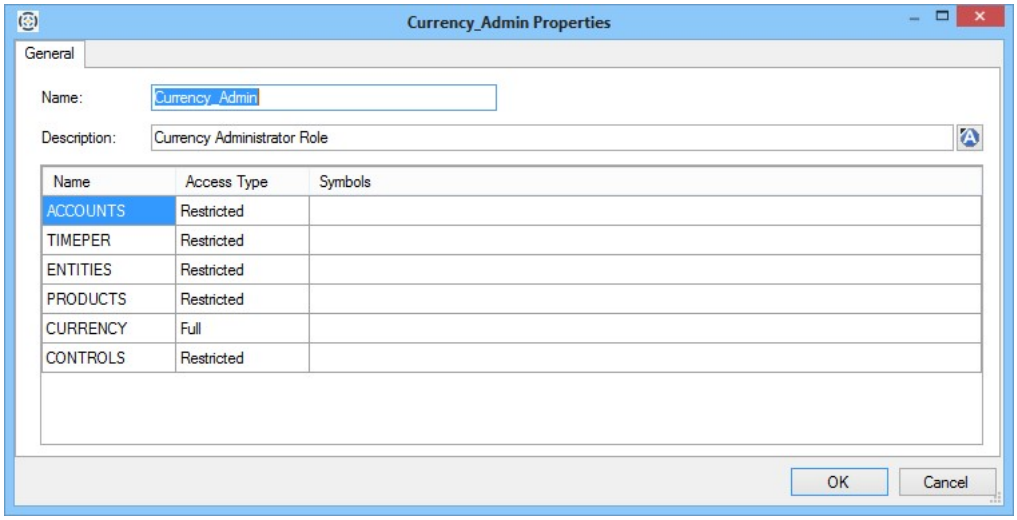
        Note: Assigning a priority of 0 gives precedence to any other non-zero value.

    Note: If the dimension is set to Full access, these settings are not available.
9. Repeat step 7 to step 8 to add the required symbols.
10. When you have completed adding the symbols you want to include in this symbol access role for each dimension, click **OK**. The new role appears in the list of symbol access roles.

Modifying symbol access roles

To edit a symbol access role, follow these steps:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, expand **Symbol Access** and select **Roles**. A list of the symbol access roles currently in the server appears in the Contents window.
3. Right-click the **symbol access role** you want to edit and select **Properties**. The Properties dialog opens for the selected role.



4. Make the necessary changes to the properties of the symbol access role and click **OK**. Your changes to the role are saved.

Deleting symbol access roles

Note: You can delete symbol access roles that have been created by users in your system only. It is not possible to delete core symbol access roles.

To delete a symbol access role, follow these steps:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, expand **Symbol Access**, and select **Roles**. A list of the symbol access roles currently in the server appears in the Contents window.
3. Right-click the **symbol access role** you want to delete and select Delete. A confirmation dialog opens.

   Caution: If you delete a symbol access role, it cannot be recovered. To restore a deleted symbol access role to the system, it must be recreated. Use this function with caution.

4. Click **Yes**. The role is removed from the list of symbol access roles.

Applying symbol access roles

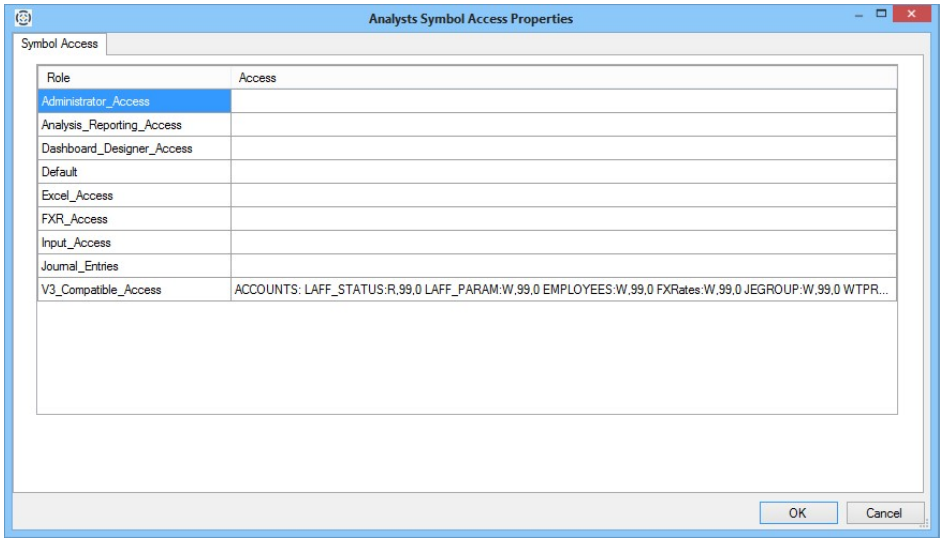
Symbol access roles can be applied at either the group or user level. When applied to a group, all users in that group inherit the access role (or those from the role you provide to the group). When applied to a

user, that user alone inherits the access role (though the role may be applied to multiple users in a group on an individual basis as well).

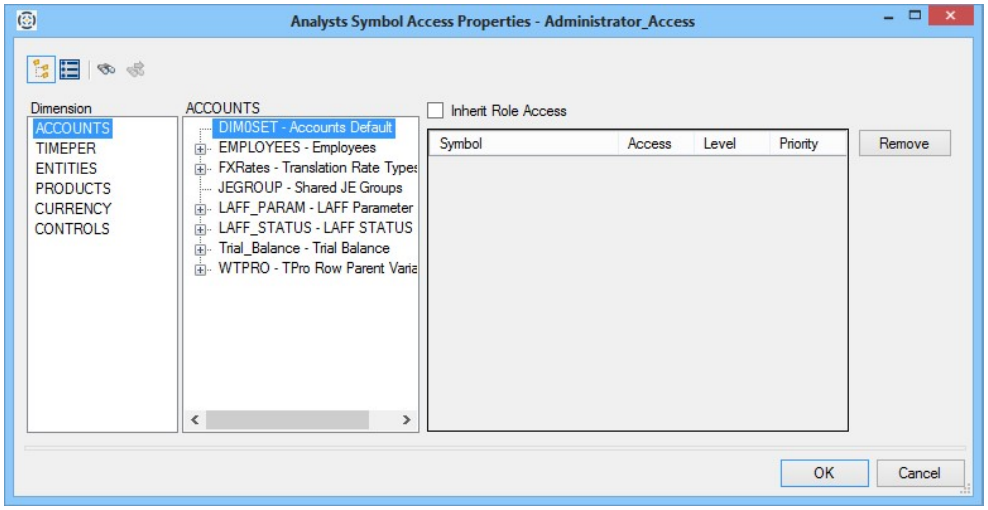
Applying a symbol access role to a group

To assign symbol access to a group, follow these steps:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, expand **Symbol Access** > **Users and Groups** and select **Groups**. A list of the groups residing on the server appears in the Contents window.
3. Right-click the **group** you want to work with and select **Properties**. The Symbol Access Properties dialog opens for the selected group.



4. Click in the **Access** column to use the **symbol selector** button (**...**) to open the symbol selection dialog for that role. A selection dialog opens for the selected access role.



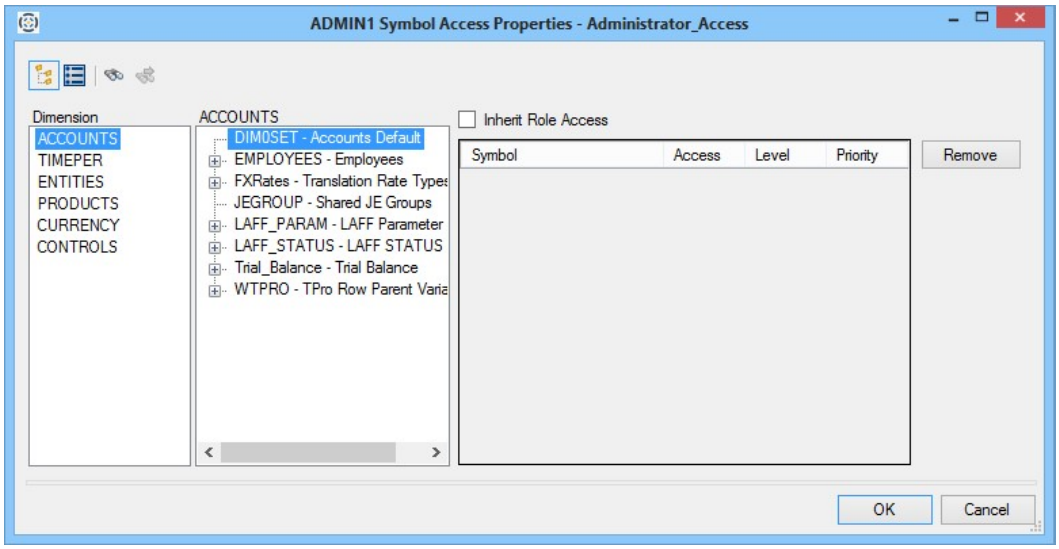
5. Locate the symbol for which you want to give access to the group and double-click it. The symbol appears to the right.

6. Make changes to the Access, Level, and Priority fields as needed. For more information on these fields, see step 6 of Creating New Symbol Access Roles.
7. If you want the group to inherit symbol access from the selected role for the dimension, select **Inherit Role Access**.
8. Click **OK**. The applied symbol access appears in the Access column for the selected role.
9. Repeat step 4 to step 8 for each role for which you want to apply symbol access.
10. When you have finished applying symbol access, click **OK**.

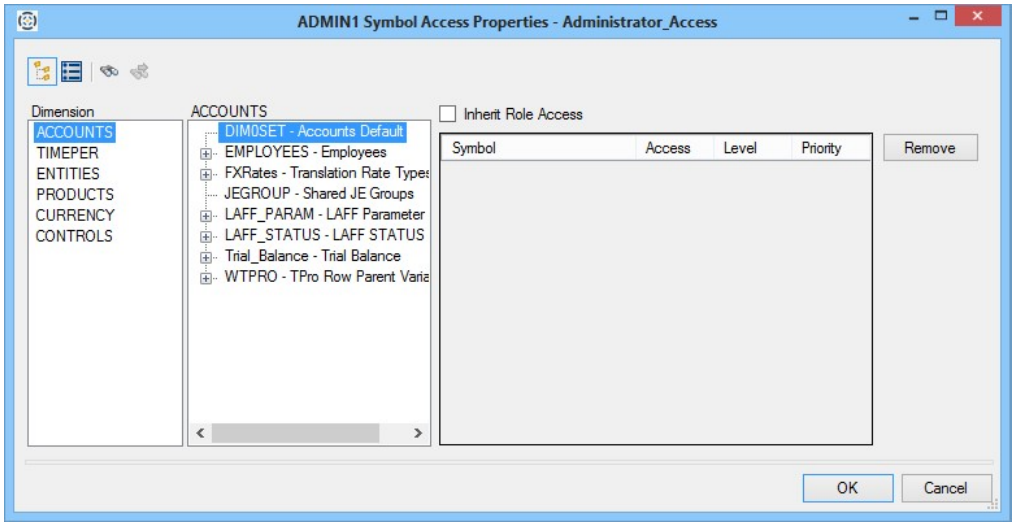
Applying a symbol access role to a user

To assign symbol access to a user, follow these steps:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, expand **Symbol Access** > **Users and Groups** and select **Users**. A list of the groups residing on the server appears in the Contents window.
3. Right-click the **user** you want to work with and select **Properties**. The Symbol Access Properties dialog opens for the selected user.



4. Click in the **Access** column to use the symbol selector button (**...**) to open the symbol selection dialog for that role. A selection dialog opens for the selected access role.



5. Locate the symbol for which you want to give access to the user and double-click it. The symbol appears to the right.
6. Make changes to the Access, Level, and Priority fields as needed. For more information on these fields, see step 6 of Creating New Symbol Access Roles.
7. If you want the use to inherit symbol access from the selected role for the dimension, select **Inherit Role Access**.
8. Click **OK**. The applied symbol access appears in the Access column for the selected role
9. Repeat step 4 to step 8 for each role for which you want to apply symbol access.
10. When you have finished applying symbol access, click **OK**.

Maintaining Users And Groups

Users with administrative permissions can perform user and group maintenance tasks in Longview Application Administrator. These include creating new users or new groups, editing users and groups, assigning access to a particular group, deactivating or activating users, resetting passwords and deleting users or groups.

Note: If your system is configured to be on the ISW Platform then users cannot be created, edited, or deleted and password cannot be reset from Longview Application Administrator. v26.1 In addition, authorizations can only be set on the users as authorizations are limited by your user license.

Note: v26.2 If your system is configured to be on the ISW platform then users cannot be created, edited, or deleted and password cannot be reset from Longview Application Administrator. Authorizations can be set on individual users, but are limited by the user's license. Setting authorizations on a group overrides the user's authorizations, and only the group authorizations apply — still subject to the user's license.

This section provides information on the following topics:

- Maintaining Users with ISW Platform Integration
- Maintaining Users
- Maintaining Groups
- Modifying User Attributes
- Granting Administrative Permissions

Maintaining Users With ISW Platform Integration

If your system is configured to be on the ISW Platform, all user maintenance (creating users, editing users, deleting users, and resetting user passwords) is managed by the ISW platform. v26.1 User authorizations are also limited to the type of user license they have and therefore authorizations cannot be set on a group.

v26.2 If your system is configured to be on the ISW platform, authorizations set on a group override the user's individual authorizations, and only the group authorizations apply. If the group has no authorizations configured, the user's individual authorizations are used instead. In all cases, authorizations are limited by the user's license.

Note: The following will always be read-only in Application Administrator as it is managed in the ISW platform:

- User Name
- First Name
- Last Name
- Description (Last Name + First Name)

Synchronize users

Users that have been created or modified but have not yet been created or updated in the Longview database need to be synchronized by a user administrator. When Synchronize Users is run, the following will occur:

Field	Description
New Users	■ If the user has an Admin license only, the user will be assigned to the UserAdministrators group. ■ If the user has a Designer license or Designer and Admin licenses the user will be assigned to the Administrators group. ■ Default Authorizations based on the User's license will be set. See Understanding User and Group Authorizations for more information. **Note:** A user must have a user license assigned to them to be synchronized in the Longview system.
Existing Users	■ If a user's license has changed, any authorizations that are set for the user that are not covered by the license change will automatically be removed. ■ Authorizations are updated to match the existing licenses, however any authorizations that were explicitly removed for the user will not be changed.
Removing Users	■ Users that have been removed will be deleted from Longview. ■ Users that no longer have a user license will be deleted from Longview.

To synchronize users using Longview Application Administrator, follow these steps:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, expand the **Users and Groups** category, and select **Users**. The list of users appears in the Contents window.
3. Right-click on **Users** in the Server Explorer pane and select **Synchronize Users**.

4. In the confirmation dialog, click **Yes**. A Synchronizing Users status window will appear.
5. Once the Synchronizing Users have completed a confirmation dialog will appear. Click **Close** to close the confirmation dialog.

Maintaining Users

Creating users

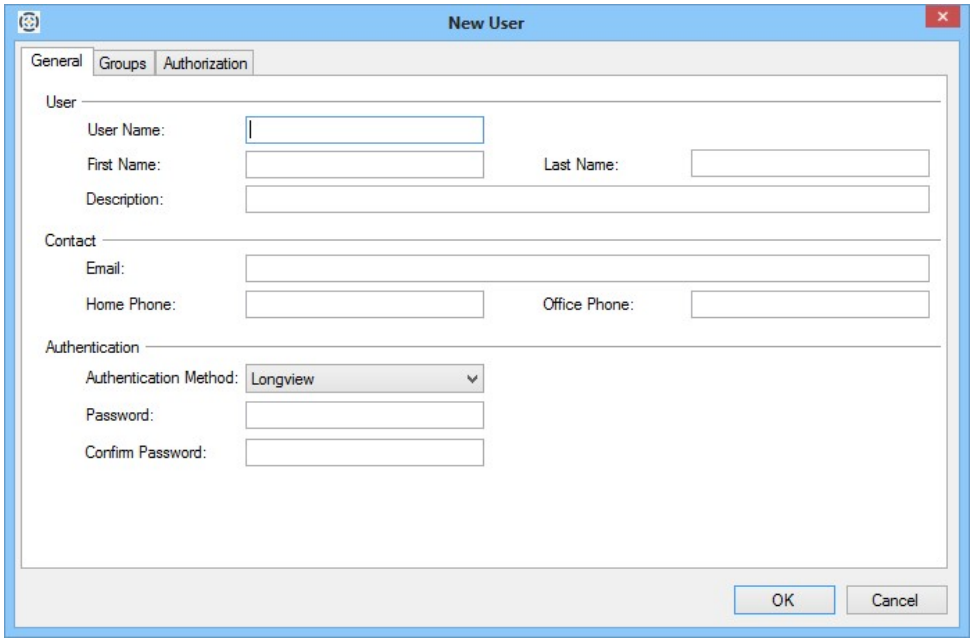
Note: This section does not apply to systems that are on the ISW platform.

You can add users to the system and assign them to groups. Users and groups can have permissions assigned to them that designate the symbols to which they have access. You can also edit user attributes in Application Administrator.

To create a new user using Longview Application Administrator, follow these steps:

Note: You can also create new users by importing text files. For more information see Preparing import files for users.

1. Open Longview Application Administrator.
2. On the File menu, select **New** > **User**. The New User dialog opens with the General tab in view.



3. In the User Name field, type a username based on the guidelines for your authentication method.

Note: The first or last character of a username cannot be a space.

a. Longview authentication: If your company uses Longview authentication, usernames:

- can include a maximum of 63 characters
- can include any number, and any letter, uppercase or lowercase
- can include the hyphen (-), pound sign (#), exclamation point (!), accent grave (`), tilde (~), underscore (_), period (.), space ( ), and “at” sign (@)

> **Note:** If you plan to work with the Email event rule type, and your username contains an “at” sign (@), your username and email address must be the same.

b. Windows authentication: If your company uses Windows authentication, use the user’s Windows username. The Windows username:

- can include a maximum of 63 characters for the total User name field
- must include the domain name, a backslash (\ ), and the Windows username; for example: CORP\WinUserID
- the domain name supports only two special characters: the hyphen (-) and underscore (_)
- the username can include the hyphen (-), pound sign (#), exclamation point (!), accent grave (`), tilde (~), underscore (_), period (.), and space ( )

c. Third-party web authentication: If your company uses third-party web authentication, type the username from the third-party software. Third-party web usernames:

- can include a maximum of 63 characters
- can include the hyphen (-), pound sign (#), exclamation point (!), accent grave (`), tilde (~), underscore (_), period (.), space ( ), and “at” sign (@)

Third-party web authenticated administrative users are still able to change the passwords of Longview authenticated users, provided the administrative users have been granted sufficient access. Third-party web authentication is not supported for Microsoft SharePoint.

> **Note:** If you plan to work with the Email event rule type, and your username contains an “at” sign (@), your username and email address must be the same. Usernames containing special characters, including the “at” sign (@) must be enclosed in double quotation marks.

4. In the User section, type the user’s information in the following mandatory fields:

a. First Name: Type the user’s given name. The first name can have a maximum of 50 characters.

b. Last Name: Type the user's surname. The last name can have a maximum of 50 characters.

c. Description: Type a description based on the user's role in the system. The description can have a maximum of 100 characters.

5. In the Contact section, type the user's information in the following optional fields:

   a. Email: Type the user's email address.

   b. Home Phone: Type the user's home phone number.

   c. Office Phone: Type the user's office phone number.

6. For Authentication method, select one of the following options:

   a. Longview: Select this option to authenticate this user through Longview authentication.

   b. Windows: Select this option to authenticate this user through their Windows domain credentials.

   c. Third-party web: Select this option to authenticate this user through a third-party web authentication application.

   > **Note:** Users select Single Sign-On (Web) when signing on.

7. If you selected Longview as the Authentication method, complete the following mandatory fields. Otherwise, continue to step 8.

   a. Password: Type the password for the new user.

   > **Note:** Passwords cannot contain any of the following characters: double quotation marks ("), pipes (|), dollar sign ($), square brackets ([ ),( ]) or spaces ( ), and cannot start with the at sign (@).

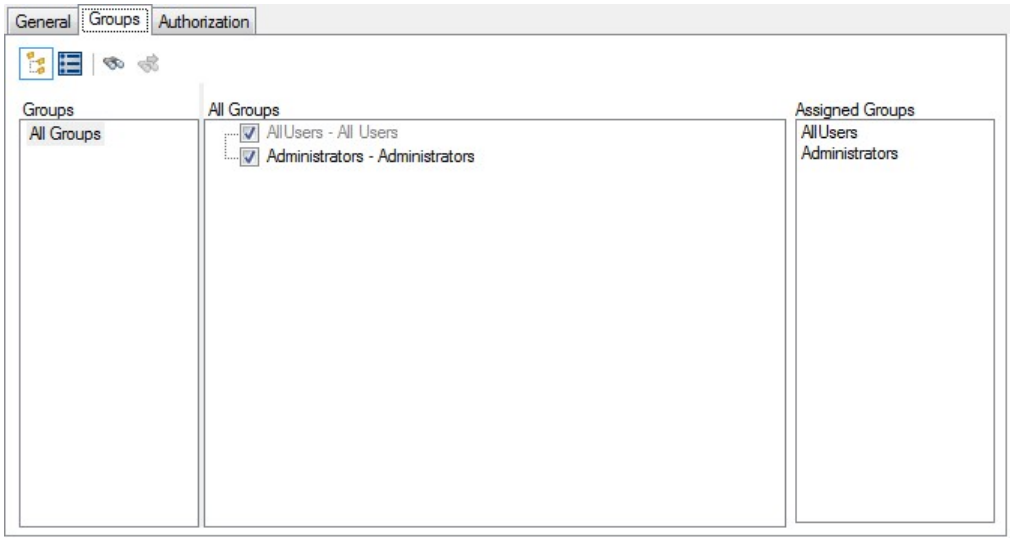
   If your company enforces password complexity, passwords must meet all password complexity restrictions, including (but not limited to) the following:

   - The password must contain at least one uppercase alphabetical character (A-Z), one lowercase alphabetical character (a-z), one base 10 digit (0-9), and one nonalphanumeric character.
   - The password must be a minimum number of characters in length.
   - The password cannot contain the whole Username, First Name, or Last Name of the user, in either uppercase or lowercase.

- For more information on password complexity, see the Longview Server Manager Guide.

b. Confirm Password: Type the password again.

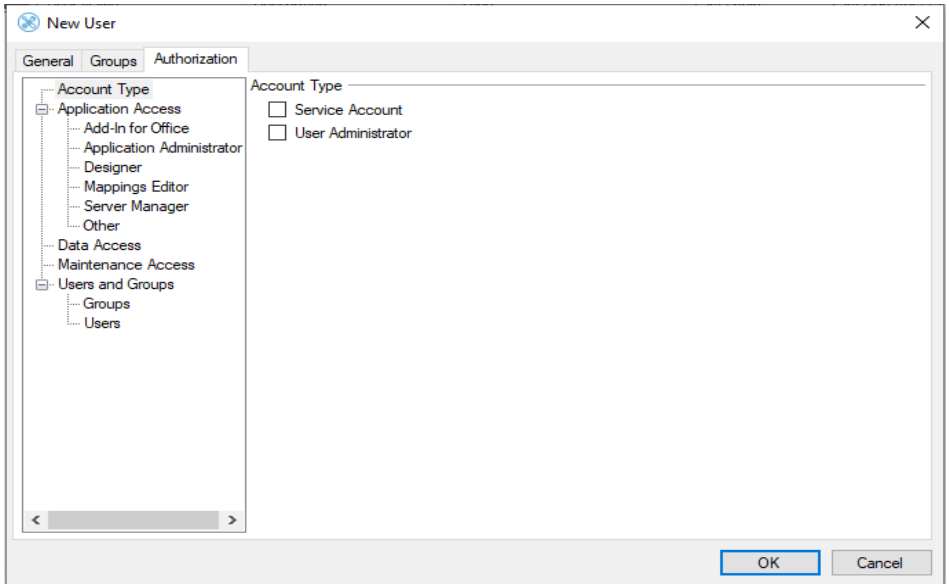
8. Click the **Groups** tab. Existing groups appear in the All Groups list.



9. Select the **group** or **groups** to assign the new user to.

> **Note:** New users are automatically assigned to the AllUsers group and cannot be removed from it. For more information, see Understanding the AllUsers group.

10. Click the **Authorization** tab. The tab opens with the Account Type category displayed.



11. Assign the authorizations to the user as necessary. For more information about authorizations, see Understanding User and Group Authorizations.
12. When you are finished, click **OK**. The new user appears in the Users list in the Contents window.

Editing users

To make changes to an existing user, follow these steps:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, expand the **Users and Groups** category, and select **Users**. The list of users appears in the Contents window.
3. Double-click the **name** of the user you want to modify. The Properties dialog for that user opens.
4. Make the necessary changes to the user.
5. When you are finished, click **OK**. Your changes are applied to the user.

Deleting users

Note: This section does not apply to systems that are on the ISW platform.

To delete an existing user, follow these steps:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, expand the **Users and Groups** category, and select **Users**. The list of users appears in the Contents window.
3. Right-click the **user** that you want to remove from the system and select **Delete**. A confirmation dialog opens.

   Caution: If you delete a user, it cannot be recovered. To restore a deleted user to the system, it must be recreated. Use this function with caution.

4. Click **Yes**. The user is removed from the system and from the groups to which it was assigned.

Resetting user passwords

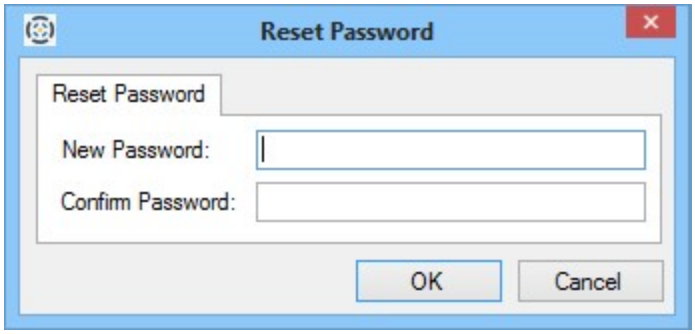
Note: This section does not apply to systems that are on the ISW platform.

If a user forgets their password, you may need to reset it for them, and supply them with the temporary password you have used.

To reset a user's password, follow these steps:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, expand the **Users and Groups** category, and select **Users**. The list of users appears in the Contents window.

3. Right-click the **user** for which you want to change the password and select Reset Password. The Reset Password dialog opens.



4. Type the new password in the New Password and Confirm Password fields.

> **Note:** Passwords cannot contain any of the following characters: double quotation marks ("), pipes (|), dollar sign ($), square brackets ([ ),( ]) or spaces ( ), and cannot start with the at sign (@).

- If your company enforces password complexity, passwords must meet all password complexity restrictions, including (but not limited to) the following:

  a. The password must contain at least one uppercase alphabetical character (A-Z), one lowercase alphabetical character (a-z), one base 10 digit (0-9), and one non-alphanumeric character.

  b. The password must be a minimum number of characters in length.

  c. The password cannot contain the whole Username, First Name, or Last Name of the user, in either uppercase or lowercase.

- For more information on password complexity, see the Longview Server Manager Guide.

5. Click **OK**. The user's password is reset.

Deactivating and Activating Users

Users can be deactivated in the Longview system. Deactivated users will not be able to sign on to Longview, however the user's information and settings remain in the database. When the user is Activated, the user can sign on to Longview again.

To deactivate a user, follow these steps:

1. Open Longview Application Administrator
2. In the Server Explorer pane, expand the **Users and Groups** category, and select Users. The list of users appears in the Contents window.
3. Right-click on the **user** you want to deactivate.
4. Select **Deactivate**.

5. Click **Yes** to deactivate the user. The user will now show as Deactivated in the Status column of the Contents window.

To activate a user, follow these steps:

1. Open Longview Application Administrator
2. In the Server Explorer pane, expand the **Users and Groups** category, and select Users. The list of users appears in the Contents window.
3. Right-click on the **user** you want to activate.
4. Select **Activate**.
5. Click **Yes** to activate the user. The user will no longer show as Deactivated in the Status column.

Maintaining Groups

Assigning users to groups

To assign a user to a group, follow these steps:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, expand the Users and Groups category, and select **Users**. The list of users appears in the Contents window.
3. Double-click the **user** you want to modify. The Properties dialog for that user opens.
4. Click the **Groups** tab. Existing groups appear in the All Groups list.
5. To add the user to a group, select the **group**.
6. When you are finished adding the user to groups, click **OK**.

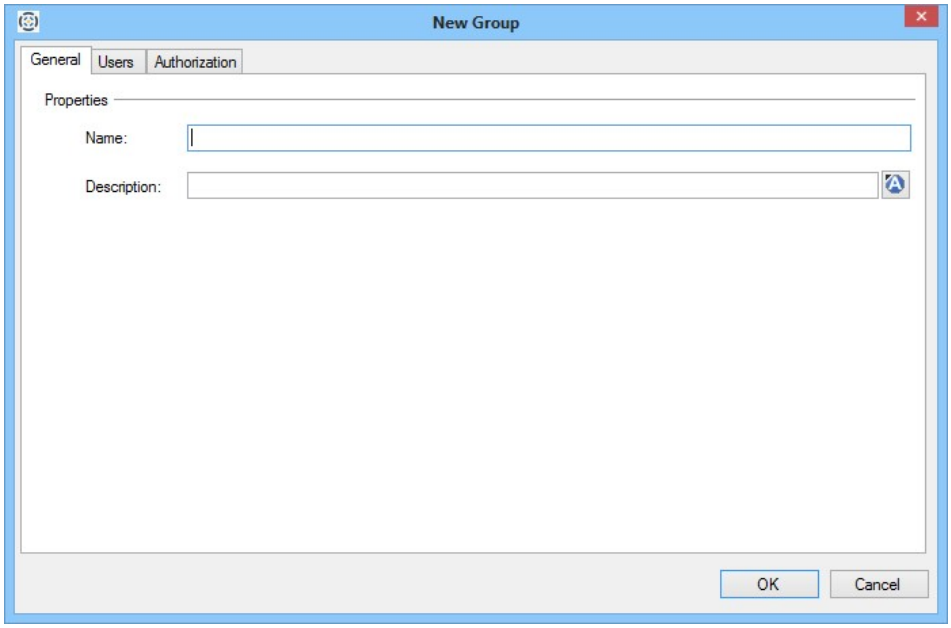
Creating groups

You can use Longview Application Administrator to create new groups.

To create a new group, follow these steps:

> **Note:** You can also create new groups by importing text files. For information on how to do this, see Preparing import files for groups.

1. Open Longview Application Administrator.
2. On the File menu, select **New** > **Group**. The New Group dialog displays with the General tab in view, as shown below:



3. Complete the following fields:

   a. Name: Enter a name for this group:

   i. can be a combination of both letters and numbers

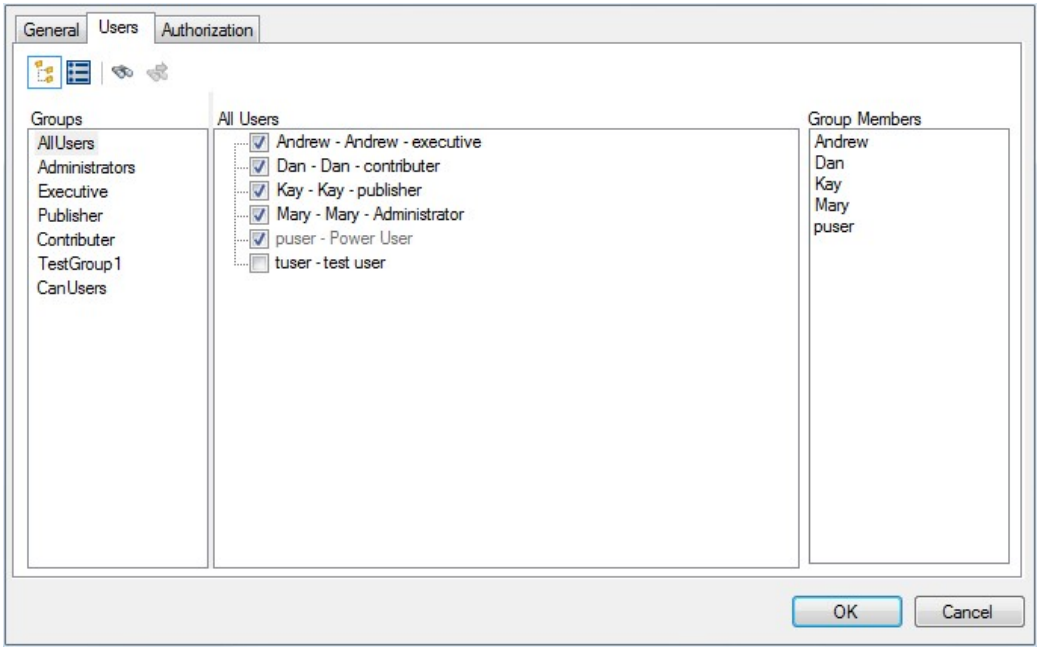
   ii. can have a maximum of 31 characters

   iii. may include the underscore (_)

   iv. cannot contain spaces

   b. Description: Enter a description of the new group, such as its role in the system. The maximum number of characters the description can contain is 100.

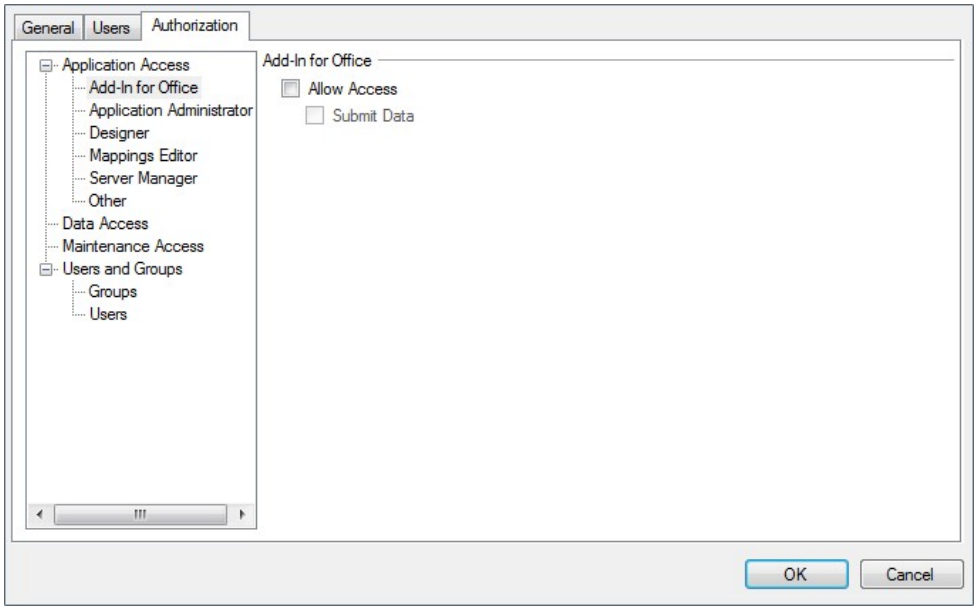
4. Click the **Users** tab. Existing users appear in the All Users list, shown below:



5. To include a user in the group, select the **user**.

> **Note:** Select one of the existing **groups** from the Groups list to choose from the users in that group. The users that you select to include in the new group appear in the Group Members list.

6. Click the **Authorization** tab (Authorization Override if the system is configured to be on the ISW platform). The tab opens with the Application Access – Add-In for Office category in view, like below:



7. Assign the following authorizations to the group as necessary. For more information about authorizations, see Understanding User and Group Authorizations.
8. When you are finished, click **OK**. The new group appears in the Groups list in the Contents window.

Editing groups

To make changes to a group, follow these steps:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, expand the Users and Groups category, and select **Groups**. The list of groups appears in the Contents window.
3. Double-click the **group** you want you modify. The Properties dialog for that group opens.
4. Make the changes you require to the group.
5. When you are finished, click **OK**. Your changes are applied to the group.

Deleting groups

To delete a group, follow these steps:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, expand the Users and Groups category, and select **Groups**. The list of groups appears in the Contents window.
3. Right-click the **group** you want to delete and select **Delete**.

   Caution: If you delete a group, it cannot be recovered. To restore a deleted group to the system, it must be recreated. The next group in the list after the one you have deleted will automatically be selected for deletion, so do not click Delete more than once unless you want to delete multiple groups in a sequence. Use this function with caution.

4. In the confirmation dialog, click **Yes**. The group is removed from the system.

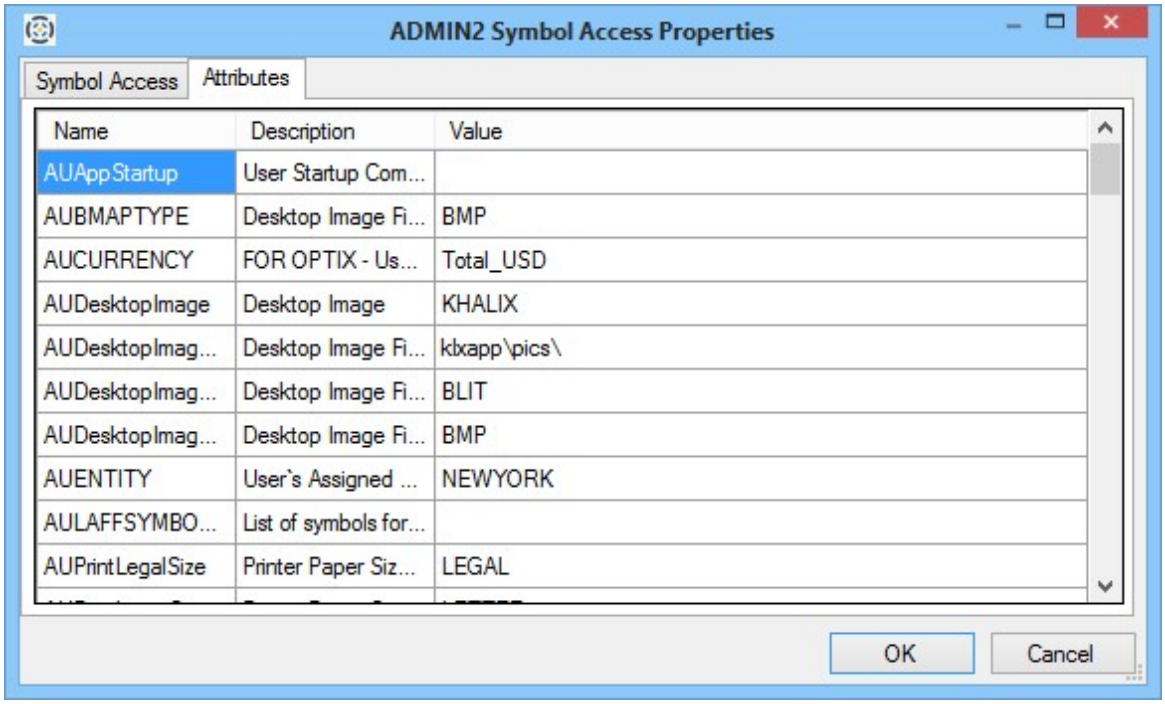
   Note: Deleting a group does not delete the users who were members of it, though it may affect their permissions. The AllUsers group is protected and cannot be deleted. For more information on the AllUsers group, see Understanding the AllUsers Group.

Modifying User Attributes

To modify a user's attribute settings, follow these steps:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, expand **Symbol Access** > **Users and Groups**, and select **Users**. The list of users appears in the Contents window.
3. Double-click the **user** you want to work with and select Properties. The Properties dialog opens for that user.

4. Select the **Attributes tab** to view a list of attributes associated with the user. The value an attribute can have varies according to its purpose. For more information on user attributes, see User attribute names and parameters.



5. When you are finished modifying a user's attributes, click **OK**.

Understanding User and Group Authorizations

Authorizations can be set on both the User and the Group, unless the Longview system is on the ISW platform, then authorizations can only be set on Users. When Longview is configured to be on the platform, the authorizations are dependent on the type of user license the user has.

When the user is synchronized from the ISW platform and added to Longview, the authorizations are set based on their user license however they can be modified to be less then what is provided by default. Any authorizations that have been manually removed will not be reset upon future user synchronizations.

Account Type Authorizations

Account Type Authorizations only apply to users and cannot be set on a group.

Authorization	Description	Platform License
User Administrator	Select this option to make the user a user administrator. This authorization allows this user to create groups, users and assign them any authorizations, groups or symbol access regardless of their own access or membership.	Admin Designer Service

Authorization	Description	Platform License
Service Account	Select this option to restrict the user to only connect through Longview REST API and Application Framework batch mode. **Note:** ■ You must connect as a user with User Administrator Authorization to set this authorization. ■ When this authorization is set all other connection related authorizations will be ignored ■ Force password change, password warning and password expiry do not apply to a Service Account User.	Service

Application Access – Add-In for Office Authorizations

Authorization	Description	Platform License
Allow Access	Select this option to give the user access to Longview Add-In for Office. **Note:** You must also select the Connect to Application Framework option in the Data Access category to allow users to access the Longview Add-In for Office.	Designer Power User Viewer
Submit Data	This option is available only if Allow Access is selected. Select this option to allow the user to submit data in the Longview Add-In for Office.	Designer Power User

Application Access – Application Administrator Authorizations

Authorization	Description	Platform License
Allow Access	Select this option to give the user access to Longview Application Administrator.	Admin Designer Service

Application Access – Designer Authorizations

Authorization	Description	Platform License
Allow Access	Select this option to give the user access to Longview Designer. **Note:** You must also select the Connect to Application Framework option in the Data Access category to allow users to access Longview Designer.	Designer
Data Import Apps - Create	Select this option to allow the user to create data import apps in Longview Designer.	Designer
Data Import Apps - Modify	Select this option to allow the user to edit data import apps in Longview Designer.	Designer
Data Import Apps - Delete	Select this option to allow the user to delete data import apps in Longview Designer.	Designer
Data Import Apps - Publish	Select this option to allow the user to publish data import apps in Longview Designer.	Designer
Longview Apps - Publish	Select this option to give the user access to publish Longview Apps in Longview Designer.	Designer

Application Access – Mappings Editor Authorizations

Authorization	Description	Platform License
Allow Access	Select this option to give the user access to the Longview Mappings editor. **Note:** You must also select the Connect to Application Framework option in the Data Access category to allow users to access the Mappings editor.	Designer Power User Service
Manage Maps	Select this option to give the user access to create, modify, and delete maps.	Designer Power User Service
Manage Mappings	Select this option to give the user access to create, modify, and delete mappings.	Designer Power User Service

Application Access – Server Manager Authorizations

Authorization	Description	Platform License
Allow Access	Select this option to give the user access to Longview Server Manager.	Admin Service Designer
Start/Stop Servers, Turn On/Off Dynamic Calculations	Select this option to allow the user to start and stop the servers and turn Dynamic Calculations on and off.	Admin Service Designer

Application Access – Other Authorizations

Authorization	Description	Platform License
Longview Dashboard Designer	Select this option to give the user access to Longview Dashboard Designer.	Designer
Longview Journal Entries	Select this option to give the user access to Longview Journal Entries.	Designer Power User
Longview Workflow Designer	Select this option to give the user access to Longview Workflow Designer	Designer
Longview Analysis & Reporting	Select this option to give the user access to Longview Analysis and Reporting and select one of the following Reporting roles to assign to the user: ■ Publisher — Users assigned a Report Publisher role can create, format, and publish report templates. ■ Author — Users assigned a Report Author role can create their own report views for analysis purposes and run reports. ■ User — Users assigned a Report User role can use the report templates created by a Report Publisher to analyze data. **Note:** If you do not select a role, no authorization is assigned to the user. For more information, see the Longview Analysis and Reporting Guide.	Designer Service Power user Viewer

Data Access Authorizations

Authorization	Description	Platform License
Connect to Application Framework	Select this option to allow the user to connect to Longview Application Framework. **Note:** You must select this option to allow users to access Longview Apps, Longview Designer, Longview tools and editors, the Longview Add-In for Office, and Longview Client	Admin Designer Power User Viewer Service
View Data	Select this option to allow the user to view data.	Designer Power User Viewer Service
Modify Data	Select this option to allow the user to modify data.	Designer Power User Service
Delete Comments	Select this option to allow the user to delete any existing comments in the Data Server. Users without Delete Comments authorization can delete only their own comments before they are submitted to the database. **Note:** Delete existing comments functionality is available in Data Grids only.	Designer
Post Own JEs (Review)	Select this option to allow the user to review post (temporarily post) any journal entries that they create.	Designer Power User Service
Post Own JEs (Permanent)	Select this option to allow the user to permanently post any journal entries that they create.	Designer Power User Service
Delete Non-Shared JEs	Select this option to allow the user to delete non-shared journal entries.	Designer Service

Authorization	Description	Platform License
Current Period Journal Entry	Select any of the following options to give the user authorization related to current period journal entries: ■ Create — Allows the user to create current period journal entries. ■ Review — Allows the user to review post (temporarily post) current period journal entries. ■ Post — Allows the user to permanently post current period journal entries.	Designer Power User Service
Future Period Journal Entry	Select any of the following options to give the user authorization related to future period journal entries: ■ Create — Allows the user to create future period journal entries. ■ Review — Allows the user to review post (temporarily post) future period journal entries. ■ Post — Allows the user to permanently post future period journal entries.	Designer Power User Service
Prior Period Journal Entry	Select any of the following options to give the user authorization related to prior period journal entries: ■ Create — Allows the user to create prior period journal entries. ■ Review — Allows the user to review post (temporarily post) prior period journal entries. ■ Post — Allows the user to permanently post prior period journal entries.	Designer Power User Service
Restatement Journal Entry	Select any of the following options to give the user authorization related to restatement journal entries: ■ Create — Allows the user to create restatement journal entries. ■ Review — Allows the user to review post (temporarily post) restatement journal entries. ■ Post — Allows the user to permanently post restatement journal entries.	Designer Power User Service

Maintenance Access Authorizations

Authorization	Description	Platform License
Batches and Events	Select this option to give the user Batches and Events authorization. Users with Batches and Events authorization can: ■ view and delete batches and events in Longview Application Administrator ■ view and delete batches and events using the User Submissions Tool or Longview Client Users without Batches and Events authorization can: ■ view batches and events using the User Submissions Tool or Longview Client For more information, see Working with batches.	Admin Designer
Foreign Exchange Settings	Select this option to allow the group to manage foreign exchange settings.	Admin Designer
NDD Settings	Select this option to allow the group to manage NDD settings.	Designer
Intercompany Eliminations	Select this option to allow the group to manage intercompany eliminations. For more information, see Working with intercompany eliminations.	Designer
Journal Entries	Select this option to allow the group to access Longview Journal Entries.	Designer
Locks	Select this option to give the group Locks authorization. Groups with Locks authorization can delete any lock in the system with the Data Locks tool, while groups without Locks authorization can delete their own locks only. For more information, see Working with locks.	Designer Service
Rules	Select this option to allow the group to maintain Rules. For more information, see Working with rules.	Designer Service
Schedules	Select this option to allow the group to maintain Schedules. For more information, see Working with schedules.	Designer Service
Symbol Access - Roles	Allows the user to configure symbol access for symbol access roles. For more information, see “Maintaining symbol access roles”.	Designer Service

Authorization	Description	Platform License
Symbol Access - Groups	Allows the user to configure symbol access for groups. This option is unavailable unless Group Administration is selected in the Users and Groups - Groups category **Note:** Groups can give symbol access only at a level that they themselves have. For example, if a group has read-only access to the TENTITIES symbol with a level of 10, they can give other users, groups, and roles only read-only access to the TENTITIES symbol, with a level of 10 or lower. For more information, see Applying a symbol access role to a group	Does not Apply
Symbol Access - Users	Allows the user to configure symbol access for users. This option is unavailable unless User Administration and at least one group are selected in the Users and Groups - Users category.	Does not Apply
System Attributes	Select any of the following options to give the group authorization related to system attributes: ■ Create — Allows the group to create system attributes. ■ Modify — Allows the group to modify system attributes. ■ Delete — Allows the group to delete system attributes.	Designer Service
Symbol Attributes	Select any of the following options to give the user authorization related to symbol attributes: ■ Create — Allows the user to create symbol attributes. ■ Modify — Allows the user to modify symbol attributes. ■ Delete — Allows the user to delete symbol attributes.	Designer Service
User Attributes	Select any of the following options to give the user authorization related to user attributes: ■ Create — Allows the user to create user attributes. ■ Modify — Allows the user to modify user attributes. ■ Delete — Allows the user to delete user attributes.	Designer Service

Authorization	Description	Platform License
Symbols	Select any of the following options to give the user authorization related to symbols: Create – Allows the user to create symbols. Modify – Allows the user to modify symbols. Delete – Allows the user to delete symbols.	Designer Service
Metadata Audit Trail	Select any of the following options to give the user authorization related to Metadata Audit Trail. Export - Security related – Allows the user to export Metadata Audit Trail information for security related activity. Security related activity includes Authorization maintenance, Group maintenance, Group Membership maintenance, Role maintenance and User Maintenance. Export - Non-Security related – Allows the user to export Metadata Audit Trail information for non-security related activity such as attribute maintenance. Reset - Security related – Allows the user to reset Metadata Audit Trail information for security related activity. Security related activity includes Authorization maintenance, Group maintenance, Group Membership maintenance, Role maintenance and User Maintenance. Reset - Non-Security related – Allows the user to export Metadata Audit Trail information for non-security related activity such as attribute maintenance.	Admin Designer Service

User and Groups – Group Category Authorizations

Note: If your system is configured to run on a non-ISW platform, the following authorizations are applicable.

Authorization	Description
Group Administration	Select this option to allow the group to add and modify groups in the Longview system. In Longview Tax, this allows the group to add and modify groups via the UserGroups.csv import file and the User Groups editor. **Note:** Groups can modify only authorizations that they themselves have. For example, if a group does not have Longview Add-In for Office authorization, they cannot modify that authorization in other users and groups.

v26.1 Authorizations can be set on both the User and the Group, unless the Longview system is on the ISW platform, then authorizations can only be set on Users. When Longview is configured to be on the platform, the authorizations are dependent on the type of user license the user has.

When the user is synchronized from the ISW platform and added to Longview, the authorizations are set based on their user license however they can be modified to be less then what is provided by default. Any authorizations that have been manually removed will not be reset upon future user synchronizations.

Note: v26.2 For systems on the ISW Platform, when a user belongs to a group with authorizations configured, the user's individual authorizations are ignored and only the group authorizations apply. If the group has no authorizations configured, the user's individual authorizations are used instead. Any group authorizations that exceed what the user's license permits are also ignored.

Users and Groups – Users Authorizations

Authorization	Description
User Administration	Select this option to allow the group to add and modify users in the Longview system. In Longview Tax, this also allows the group to add and modify users via the Users.csv import file. If User Administration is selected and AllUsers is selected for Select Groups, this also allows the group to access the Users editor and add and modify users. For more information on AllUsers, see Understanding the AllUsers group. **Note:** Groups can modify only authorizations that they themselves have. For example, if a group does not have Longview Serve Manager authorization, they cannot modify that authorization in other users and groups.

Authorization	Description
Reset Passwords	If User Administration is selected, this option is automatically selected and cannot be cleared. Select this option to allow the group to reset user passwords in the Longview system. In Longview Tax, this allows the group to reset user passwords via the Users.csv import file. If Reset Passwords is selected and AllUsers is selected for Select Groups, this also allows the group to access the Users editor and reset user passwords. For more information on AllUsers, see Understanding the AllUsers group.
Select Groups	This option is available only if User Administration or Reset Passwords are selected. In addition, AllUsers is the only group available for this option. **Note:** When you edit an existing group, the AllUsers group and the group itself are available when User Administration or Reset Passwords are selected. For more information, see Editing groups. Select the AllUsers group to assign the selected authorization to the group for all users in the system. For more information on AllUsers, see Understanding the AllUsers group.

Granting Administrative Permissions

Depending on the size and organizational requirements of your business, you may need multiple users to manage different aspects of your Longview system. Using Longview Application Administrator, you can grant permissions to users to suit your needs.

There are two ways to grant permissions; you can grant a set of permissions to an individual user, or you can grant a set of permissions to a group. All users in a group are granted the permissions assigned to that group.

Administration rules

There are certain logical rules that apply to users with administrative permissions; in particularly to those with permissions to grant administrative permissions to other users.

Assuming the following:

- Joe is a user in groups A, B, and D, and has user administration permissions in group A.
- Alice is a user in groups A and D.
- Tony is a user in groups C and D.
- Mike is a user in group C.

Joe is:

- able to administer user Alice, because they are both in group A together and Joe has user administrative permissions for that group.

- unable to administer Tony, even though they are both in group D, because Joe does not have user administrative permissions for that group.
- unable to administer Mike because they share no groups whatsoever.

Because Joe has user administrative permissions for group A, he can grant Alice administrative permissions for that group as well. He does not have to grant Alice all his permissions for that group, although he may if he chooses to. However, one thing he cannot do is grant Alice any permissions that he himself does not already have (nor can he grant them to himself), and he cannot grant Alice administrative permissions in any group in which he himself does not have user administrative permissions. For example, while Joe, Alice, and Tony are all in group D together, Joe does not have user administrative permissions in that group, and so cannot give them any administrative permissions in that group (note that the exact same rules apply to symbol access and symbol access roles).

If the group in which a user has user administration permissions is the AllUsers group, that user then can administer all users in the system. However, that user with administrative permissions must still operate within the limits of the permissions he himself has been granted: he cannot grant to other users' permissions or symbol access that he himself does not possess.

Understanding the AllUsers group

The AllUsers group is a system-created group related specifically to administrative permissions.

The following rules apply to the AllUsers group:

- Users are automatically assigned to the AllUsers group when they are created and cannot be removed from it.
- The AllUsers group cannot be deleted, and the group name and description cannot be modified.
- The AllUsers group is not displayed in the Group list when you sign on to a Longview system.
- In Longview Client, the AllUsers group is a valid user group in only the User Administration and Reset Passwords fields in the Users editor, and the Authorization Group field in the User_ Authorization.csv import file.

Granting administrative permissions to a user

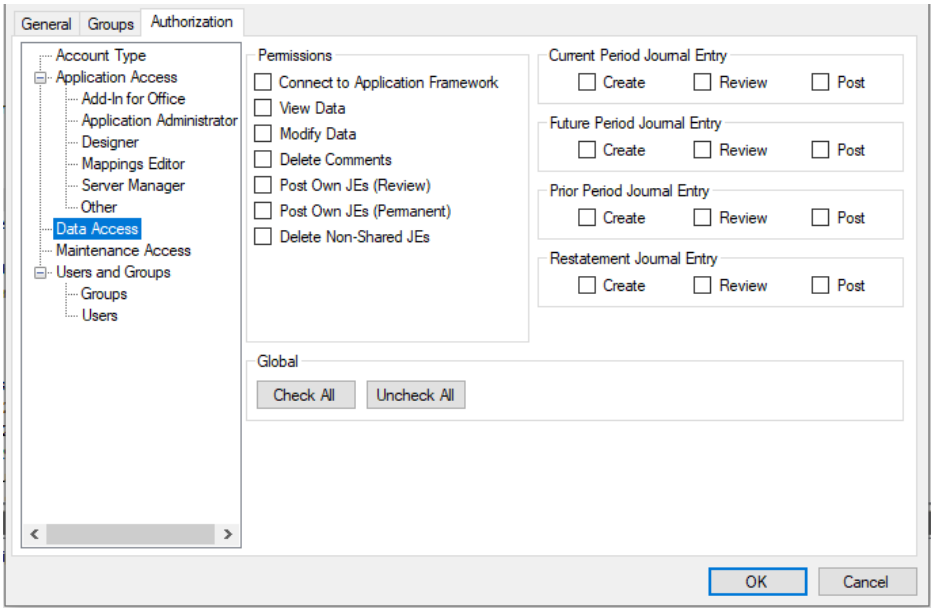
This section explains the methods by which you can give users administrative permissions.

Adding administrative permissions to a user

To grant administrative permissions to an existing user directly, follow these steps:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, expand Users and Groups and select **Users**. The list of users appears in the Contents window.
3. Double-click the **user** for which you want to grant administrative permissions. The Properties dialog for that user opens.

4. Click the **Authorization** tab.



5. Use the expandable hierarchy in the left panel to choose areas of functionality. As each is selected, the permissions pertaining to it are displayed in the right panel. Select or clear the appropriate check boxes to grant or deny permissions to the user.

   This process is highly flexible, and by its nature, virtually any permission can be considered administrative in some capacity or other. However, there are some permissions that might be considered core administrative permissions that grant access that would be critical to anyone needing to administer aspects of the system. These include, but are not necessarily limited to, the following:

   a. Application Administrator: Allow Access

   b. Server Manager: Allow Access, Start/Stop Servers, Turn On/Off Dynamic Calculations

   c. Users and Groups - Groups: Group Administration

      Note: Users may have symbol access for the Administrator Role to be able to perform Group Administration.

   d. Users and Groups - Users: User Administration, Reset Passwords, Select Groups (for which the user will have administration)

      Note: Groups are unavailable if the user is not a member. Groups must have symbol access for the Administrator Role to be able to perform User Administration.

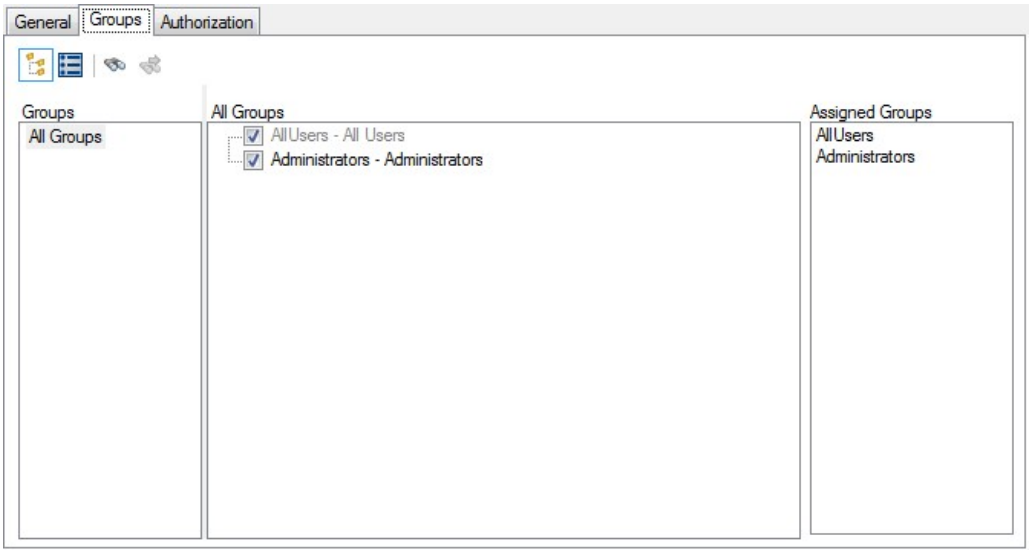
6. When you have finished adding permissions to the user, click **OK**.

For more information on the complete range of available permissions, see Creating Users.

Adding a user to an administrative group

To grant administrative permissions to an existing user by adding that user to a group with administrative permissions, follow these steps:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, expand Users and Groups and select **Users**. The list of users appears in the Contents window.
3. Double-click the **user** for which you want to grant administrative permissions. The Properties dialog for that user opens.
4. Click the **Groups** tab. A list of the available groups appears.



5. Select a **group** that has administrative permissions to add the user to that group.
6. Click **OK**. The user is added to the group and inherits the administrative permissions of the group.

Granting administrative permissions to a group

This section explains the methods by which you can give groups administrative permissions.

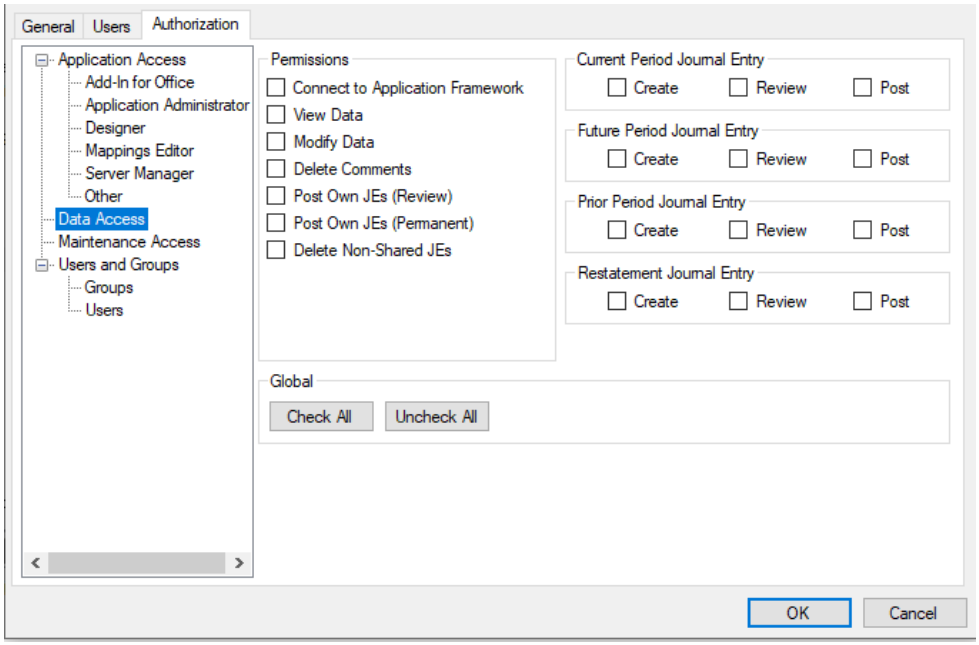
Note: To create a new group instead, follow the steps listed in Creating Groups.

Adding permissions to a group

To grant administrative permissions to an existing group, follow these steps:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, expand Users and Groups, and select **Groups**. The list of groups appears in the Contents window.
3. Double-click the **group** you want to work with. The properties dialog opens.

4. Click the **Authorization** tab.



5. Use the expandable hierarchy in the left panel to choose areas of functionality. Permissions for each category are listed in the right panel. Select or clear the appropriate check boxes to grant or deny permissions to the group.

   This process is highly flexible, and by its nature, virtually any permission can be considered administrative in some capacity or other. However, there are some permissions that might be considered core administrative permissions that grant access that would be critical to anyone needing to administer aspects of the system. These include, but are not necessarily limited to, the following:

   a. Application Administrator: Allow Access

   b. Server Manager: Allow Access, Start/Stop Servers, Turn On/Off Dynamic Calculations

   c. Users and Groups - Groups: Group Administration

      Note: Users may have symbol access for the Administrator Role to be able to perform Group Administration.

   d. Users and Groups - Users: User Administration, Reset Passwords, Select Groups (for which the user will have administration)

      Note: Groups must have symbol access for the Administrator Role to be able to perform User Administration.

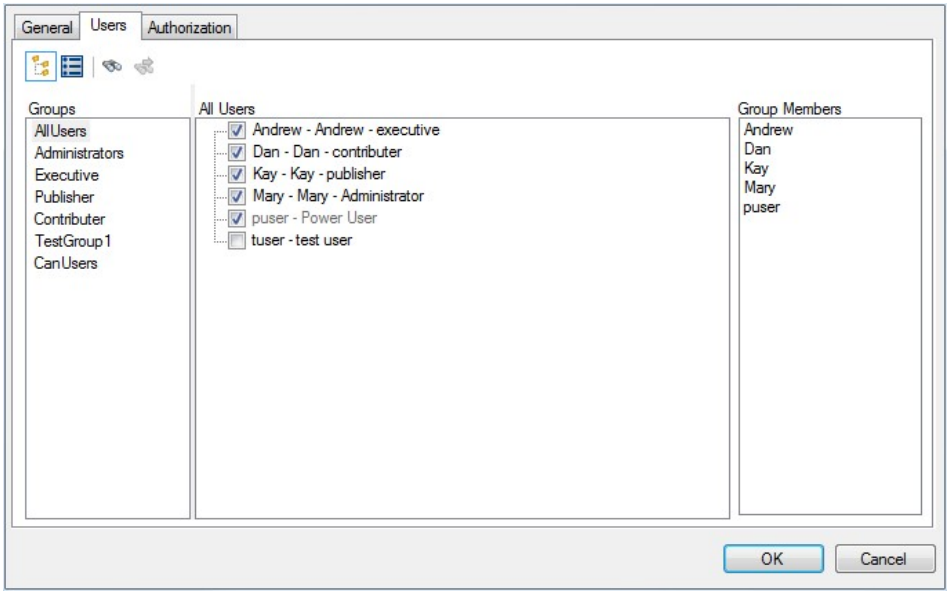
6. When you have finished adding permissions to the group, click **OK**.

For more information on the complete range of available permissions, see Creating Groups.

Adding users to the group

To add users to the group and provide them with its administrative permissions, follow these steps:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, expand Users and Groups, and select **Groups**. The list of groups appears in the Contents window.
3. Double-click the **group** to add users. The Properties dialog opens.
4. Click the **Users** tab.



5. Select the **users** you want to add to the group.
6. When you are finished adding users, click **OK**.

Administration Rules

There are certain logical rules that apply to users with administrative permissions; in particularly to those with permissions to grant administrative permissions to other users.

Assuming the following:

- Joe is a user in groups A, B, and D, and has user administration permissions in group A.
- Alice is a user in groups A and D.
- Tony is a user in groups C and D.
- Mike is a user in group C.

Joe is:

- able to administer user Alice, because they are both in group A together and Joe has user administrative permissions for that group.
- unable to administer Tony, even though they are both in group D, because Joe does not have user administrative permissions for that group.
- unable to administer Mike because they share no groups whatsoever.

Because Joe has user administrative permissions for group A, he can grant Alice administrative permissions for that group as well. He does not have to grant Alice all his permissions for that group, although he may if he chooses to. However, one thing he cannot do is grant Alice any permissions that he himself does not already have (nor can he grant them to himself), and he cannot grant Alice administrative permissions in any group in which he himself does not have user administrative permissions. For example, while Joe, Alice, and Tony are all in group D together, Joe does not have user administrative permissions in that group, and so cannot give them any administrative permissions in that group (note that the exact same rules apply to symbol access and symbol access roles).

If the group in which a user has user administration permissions is the AllUsers group, that user then can administer all users in the system. However, that user with administrative permissions must still operate within the limits of the permissions he himself has been granted: he cannot grant to other users' permissions or symbol access that he himself does not possess.

Understanding the AllUsers group

The AllUsers group is a system-created group related specifically to administrative permissions.

The following rules apply to the AllUsers group:

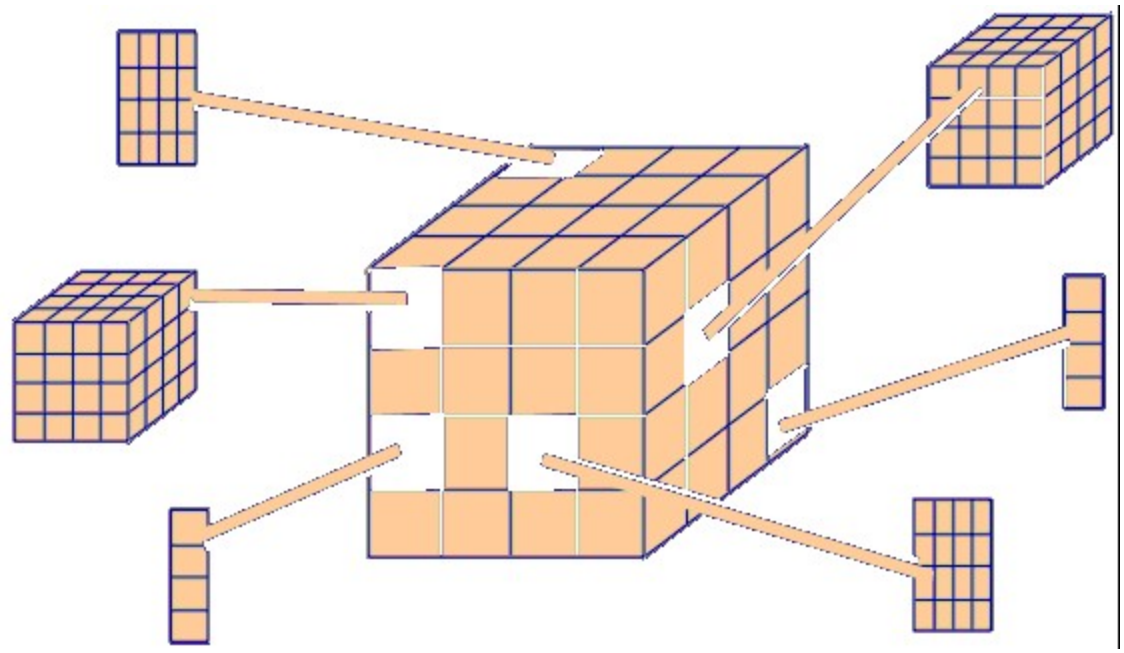
- Users are automatically assigned to the AllUsers group when they are created and cannot be removed from it.
- The AllUsers group cannot be deleted, and the group name and description cannot be modified.
- The AllUsers group is not displayed in the Group list when you sign on to a Longview system.
- In Longview Client, the AllUsers group is a valid user group in only the User Administration and Reset Passwords fields in the Users editor, and the Authorization Group field in the User_ Authorization.csv import file.

Working With Schedules

A schedule is the concept of one or more extra dimensions, designed to store additional information on a particular cell in the Longview database.

Understanding schedules

In the following illustration, the large cube in the center represents the database with its basic dimensions. Each of the smaller areas represents a schedule for a particular intersection in the database. Some schedules contain only one additional dimension; others contain two or more.



You may want to create schedules to provide extra detail for a wide variety of items, including:

- intercompany transactions
- taxes
- inventory
- property, plant, and equipment information
- meals and entertainment expenses

For example, you may have a symbol in your database for Accounts Receivable. That cell stores a total value, but you may want to store additional information on the values that combine to produce that total, i.e., days outstanding, client or customer. To store that additional information, you define one or more extra dimensions in a schedule.

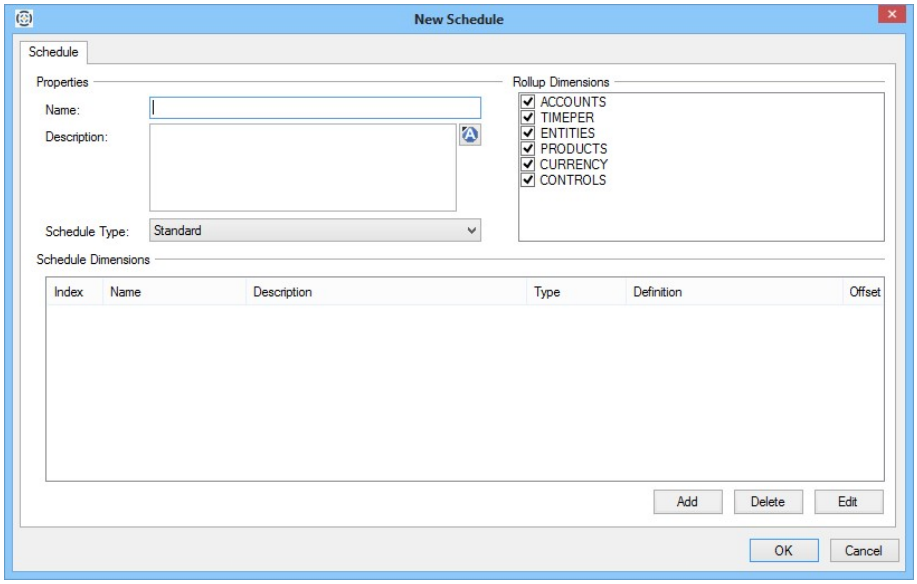
Preparing schedule definitions

A schedule definition is the criteria, defined in the Longview database, used to identify extra dimensions for a particular cell in the Longview database.

Creating a schedule definition

To create a schedule definition, follow these steps:

1. Open Longview Application Administrator.
2. Choose File > New > Schedule. The New Schedule dialog opens.

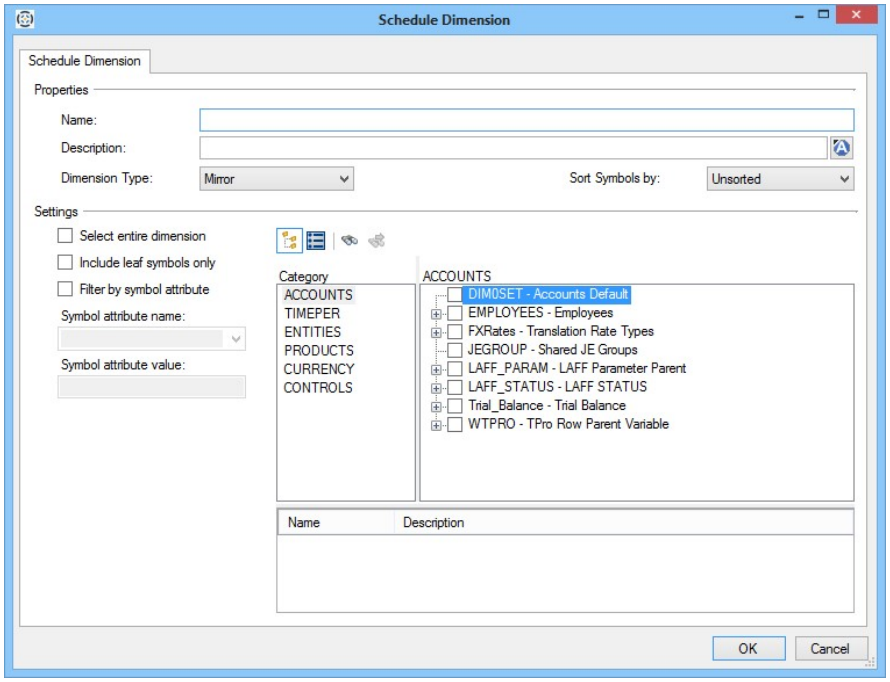


3. Complete these fields:

Field	Description
Name	Type a name for the schedule definition. The name can contain a maximum of 31 characters.
Description	Type a description for the schedule definition. The description can contain a maximum of 255 characters. **Note:** To add descriptions in languages other than the default language, click the icon adjacent to the Description field, causing the Descriptions dialog to display. For more information, see Adding an alternate language description.

Field	Description
Schedule Type	Select the type of schedule definition: ■ Standard — All other schedule definitions. ■ Intercompany — Schedule definitions related to intercompany eliminations. ■ Static — Permits data or text input to parent symbol intersections. Data does not rollup.
Rollup Dimensions	Select the base dimensions in which you want the data to rollup.

4. To add extra dimensions to the schedule, click Add. The Schedule Dimension dialog appears.



5. Complete the following fields:

Field	Description
Name	Type a name for the Schedule Dimension. The name can contain a maximum of 31 characters.
Description	Type a description for the Schedule Dimension. The description can contain a maximum of 31 characters. **Note:** For information on adding descriptions in languages other than the default language, see Adding an alternate language description.

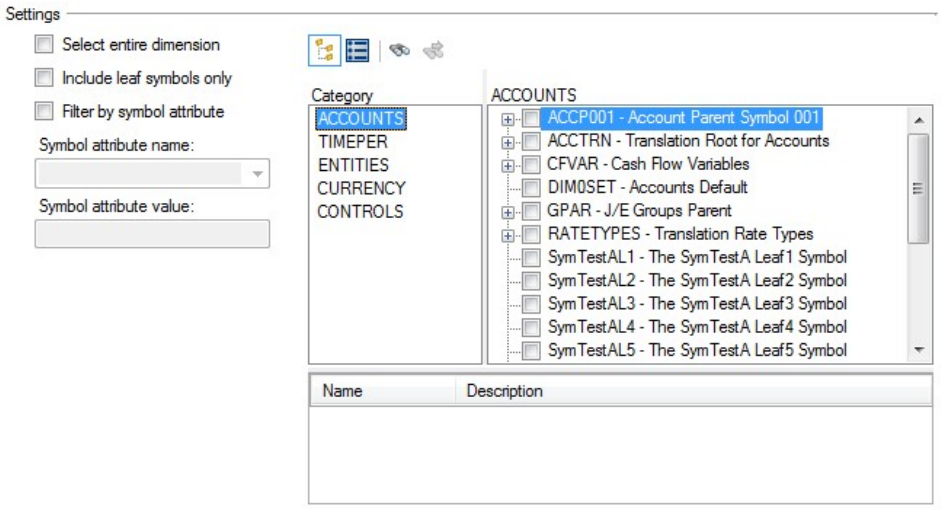
Field	Description
Dimension Type	Select the type of schedule dimension: ■ Mirror — In this type of schedule dimension, you can select a base dimension that you want your schedule dimension to mirror. The schedule dimension will contain a symbol for each of the symbols in the base dimension. When you subsequently create a new symbol in the base dimension, it will also exist in this schedule dimension. ■ Numeric — Use this dimension type to specify symbols that you want to appear in the schedule for the schedule dimension. ■ Custom — Use this dimension type to create your own set of schedule symbols.
Sort Symbols By	Select one of the options (Name, Description, or Unsorted). The default setting is Unsorted.
Offset Dimension	For Intercompany schedules only. Select to use an Offset dimension.
Fixed Symbol	For Intercompany schedules only. Type the Fixed dimension symbol. This option is unavailable if Offset Dimension is selected.

Note: To finish creating your schedule definition, complete the settings for the dimension (s) you have selected as described in Settings for dimension type Mirror, Settings for dimension type Numeric, and Settings for dimension type Custom (Simple Symbol).

Settings for dimension type Mirror

To specify settings for dimension type Mirror, follow these steps:

1. Select a dimension from the Category list. The symbols for your selection populate the field to the right.
2. Select the root symbol for your dimension. You can click the plus (+) signs to expand the hierarchy or click the Search icon to locate a symbol in a complex hierarchy.



3. Set the following settings:

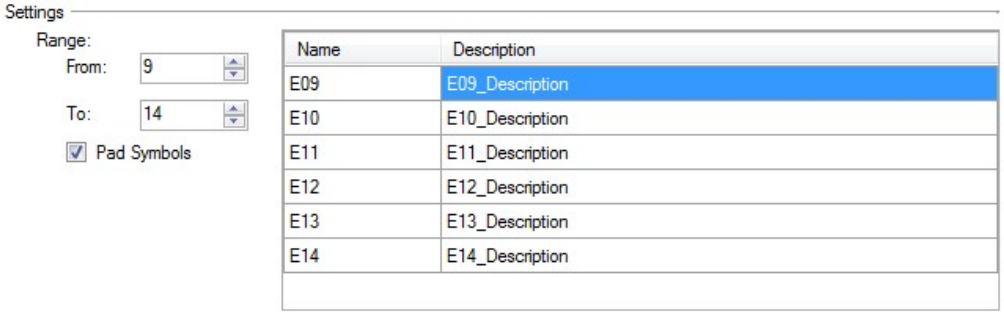
Settings	Description
Select entire dimension	Select this option if you want to include the whole dimension, rather than just a root symbol.
Include leaf symbols only	Select this option if you do not want parent symbols to be included in the dimension for the purposes of the schedule.
Filter by symbol attribute	Select this option if you want to limit symbol selection to a particular value in a particular attribute.
Symbol attribute name	If you select Filter by symbol attribute, you must use this list to choose an attribute.
Symbol attribute value	If you select Filter by symbol attribute, you can use this field to supply a value for the attribute used for the purposes of matching.

4. Click OK. Your dimension is added to the schedule.

Settings for dimension type Numeric

To specify settings for dimension type Numeric, follow these steps:

1. Use the **From** and **To** fields to set the range of symbols included.



2. Select Pad Symbols if you want zeros to be prefixed to numbers as ranges rise by a magnitude of ten (that is, "9" becomes "09" when the range extends to 10, to "009" then it extends to 100, and so on).

3. When you are finished, click OK. Your dimension is added to the schedule.

Settings for dimension type Custom (Simple Symbol)

To specify settings for dimension type Custom, follow these steps:

1. In the Settings area, click in the Name field.

2. Type a name for the schedule symbol in the default system language. Names must begin with a letter.

> **Note:** The Description is populated automatically using the Schedule Dimension name and the name you just typed.

3. When you have finished adding schedule symbols, click OK. Your dimension is added to the schedule.

> **Note:** The maximum number of symbols that can be added is 23.

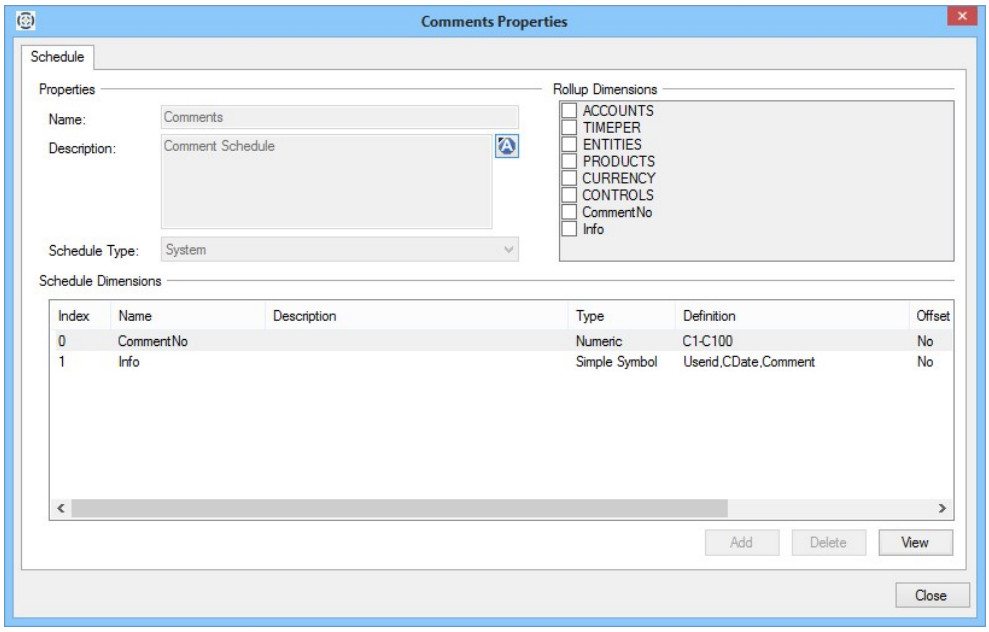
4. When you have finished setting up your schedule, click OK. Your settings are saved, and your new schedule appears in the Contents window.

Adding an alternate language description

Schedules and their dimensions have optional definitions. The first definition you can enter is in the default language for your instance of the application. You can also add a default language description in an alternate language where you find the alternate language description icon.

To add an alternative language description, follow these steps:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, select Schedules. A list of the schedules currently existing in the server appears in the Contents window.
3. Right-click the schedule for which you want to add the alternate language description and choose Properties. The Properties dialog opens for the selected schedule.



4. Click the alternate language description icon adjacent to the Description field of a schedule or open a schedule dimension dialog by selecting a dimension from the list and clicking Edit, if available.

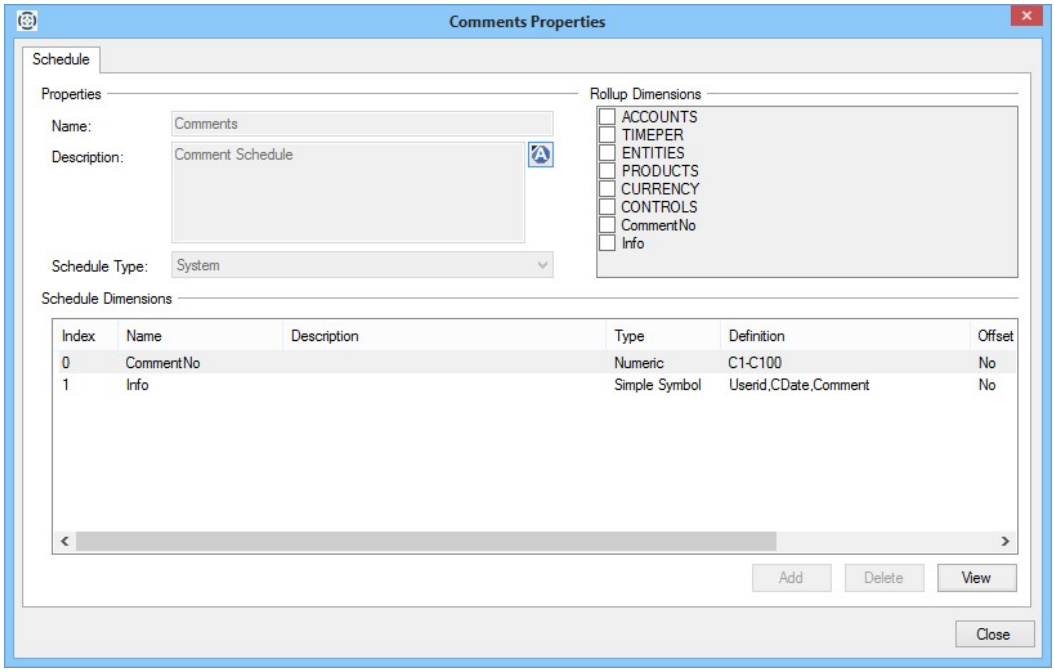
5. Click in the Language field to use the drop-down list to select your alternate language. The list displays the two-letter international abbreviations for world languages.
6. Enter the new description in the appropriate language.
7. Click OK.

Editing a schedule

Existing schedules can be modified to extend their usefulness, or to change aspects of their setup.

To edit a schedule, follow these steps:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, select Schedules. A list of the schedules currently existing in the server appears in the Contents window.
3. Right-click the schedule you want to change and choose Properties. The Properties dialog opens for the selected schedule.



4. Edit the schedule as required. For more information on settings, see Creating a schedule definition.

> **Note:** Some out-of-the-box schedules cannot be modified.

5. When you have finished editing the schedule, click OK. Your changes are saved.

Deleting a schedule

To delete a schedule definition, follow these steps:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, select Schedules. A list of the schedules currently existing in the server appears in the Contents window.
3. Right-click the schedule you want to delete and select Delete. A confirmation dialog opens.

   Caution: If you delete a schedule, it cannot be recovered. To restore a deleted schedule to the system, it must be recreated. Use this function with caution.

4. Click Yes. The schedule is deleted.

Working With Foreign Exchange

If your company does business in different countries, you likely need to have consolidated financial information expressed in one or more reporting currencies. You can use the data translation functionality to handle complex foreign exchange.

To use currency translation in your system, you must prepare and define the related parameters. If users try to input or import amounts before the system has been properly prepared, translated amounts appear as zeros.

Authorizations		Can...
Maintenance Access Data Access	Foreign Exchange Settings View Data	View data
Maintenance Access	Foreign Exchange Settings Symbols - Create Symbols - Modify Symbols - Delete	View data and change data in the Foreign Exchange Setup table
Data Access	View Data Modify Data	

Understanding accounts and foreign exchange

While any account can be configured to translate, only accounts with a balance type of Credit or Debit affect translation adjustment. It is important to ensure that only accounts that are part of the trial balance are set with a balance type of Debit or Credit. Also, the CTA and TA accounts must also have a balance type of Debit or Credit.

- Understanding CTA and TA Accounts
- Understanding Operations Type

Understanding CTA and TA Accounts

The ZFXAccountsCTA symbol attribute determines the account that is designated as CTA. CTA (Cumulative Translation Adjustment) records the cumulative impact of changing exchange rates as part of equity (or cumulative comprehensive income). TA (Translation Adjustment) records the current period impact of changing exchange rates as part of profit and loss (for the **Operations Type** Integrated) or as part of comprehensive income (for the **Operations Type** Self Sustaining).

For the Self-Sustaining Operations Type, both CTA and TA accounts must be configured. The TA account must not be included in any retained earnings calculation.

For Integrated Operations Type, only the TA account must be configured. The TA account is included in any retained earnings calculation.

Understanding Operations Type

The Operations Type setting is used to reduce the need to manually specify some of the settings related to foreign exchange and to better handle treatment of certain types of accounts in different scenarios.

Self-Sustaining

Self-sustaining is the Operations Type associated with the current method. This method generally treats accounts as follows.

Account	Treatment
Assets	Current
Liabilities	Current
Equity	Historical
Profit & Loss	Historical

Integrated

Integrated is the Operations Type associated with the temporal method. This method generally treats accounts as follows:

Account	Treated as...
Current Assets	Current
Long-term Assets	Historical
Current Liabilities	Current
Long-term Liabilities	Historical
Equity	Historical
Profit & Loss	Historical

Understanding foreign exchange account types

The ZFXAccountType symbol attribute determines an account's foreign exchange account type. If your company is using currency translation, you must set the value for this attribute for each relevant account.

You can set ZFXAccountType to one of the following values:

- Monetary
- Equity
- NonMonetary
- LongTermMonetary
- RevenueExpense

For information on setting this attribute, see Specifying foreign exchange account type.

Longview treats accounts in the following ways during translation:

- Current — Accounts are translated based on the current balance at the specified rate (Balance * Effective Rate).
- Historical — Accounts are translated based on the current balance at a blended historical rate. This is achieved by translating the current activity at the specified rate (Translated Value in Prior Period + Change in Balance * Effective Rate).

The Effective Rate is the rate used to translate the account in the period. This could be the rate as specified in the account translation table or an override rate. The Period End Rate is the rate specified by the SFXPeriodEndRate system attribute. For more information on setting these rates, see Setting attributes for Foreign Exchange.

Monetary

This is the default setting for all carryforward accounts.

Recommended configuration:

Setting	Value	Additional Requirements
Method Tables > Account Translation	Period End Rate	
Cumulative Translation Adjustment Account (CTAA)	Use this to force a monetary account to use historical treatment.	ZFXAccountsCTA is set SFXAllowMonetaryCTA is set to TRUE

Treatment:

Operations Type	Treatment
Self-Sustaining	Current
Integrated	Current
Self-Sustaining with CTAA and Additional Requirements	Historical
Integrated with CTAA	Historical

Equity

This is the typical setting for all equity accounts (for example, capital stock and retained earnings). This setting differs from other historical treatment settings in that these accounts do not generate translation adjustment between periods unless the effective rate is not the period end rate.

Recommended configuration:

Setting	Value
Account Translation Table	Period End Rate
Cumulative Translation Adjustment Account (CTAA)	The value for ZFXAccountsCTA has no impact in this case.

Treatment:

Operations Type	Treatment
Self-Sustaining	Historical
Integrated	Historical

NonMonetary

This is the typical setting for all non-monetary assets (for example, priority plant and equipment) and non-monetary liabilities (for example, long term bonds). The Cumulative Translation Adjustment Account is ignored when the operation type is Integrated (there will be no values generated in the CTAA account regardless of the attribute set up).

Recommended configuration:

Setting	Value
Account Translation Table	Period End Rate
Cumulative Translation Adjustment Account (CTAA)	Often set for property, plant, and equipment accounts which are detailed as a continuity.

Treatment:

Operation Type	Treatment
Self-Sustaining with CTAA	Historical
Self-Sustaining	Current
Integrated	Historical

LongTermMonetary

This is special setting used only in cases where translation adjustment is recorded in a separate account when using the Integrated operations type. The Cumulative Translation Adjustment Account is ignored when the operation type is Self-Sustaining (there will be no values generated in the CTAA account regardless of the attribute set up).

Recommended configuration:

Setting	Value
Account Translation Table	Period End Rate
Cumulative Translation Adjustment Account (CTAA)	Often set to record the translation adjustment related in another account.

Treatment:

Operation Type	Treatment
Self-Sustaining	Current
Integrated with CTAA	Historical
Integrated	Current

RevenueExpense

This is the default setting for all standard accounts, typically profit and loss, so there is no need to set the account type attribute for these accounts.

Recommended configuration:

Setting	Value
Account Translation Table	Average Rate
Cumulative Translation Adjustment Account (CTAA)	The value for ZFXAccountsCTA has no impact in this case.

Treatment

Operation Type	Treatment
Self-Sustaining	Historical
Integrated	Historical

Understanding translation settings tables

This following table outlines where the translation setting tables data is stored. You can access translation setting tables data using Application Administrator or any other interface that allows you to view or modify data (import functionality, Longview Analysis and Reporting).

To take advantage of being able to set entity translation and account translation settings at a parent level, ensure the intersection is static. Usually, setting the default accounts dimension symbol to static is a good practice.

Table	Description	Specific Dimension Symbols	Value
Entity Translation	Configures which accounts translate, in which translation method, and using which translation rate	Accounts Currencies	Name of the translation rate Accounts symbol

Table	Description	Specific Dimension Symbols	Value
Account Translation	Configures which accounts translate, in which translation method, and using which translation rate	Accounts Currencies	Name of the translation rate Accounts symbol
Default Global Rates	Stores the default global rates for each currency translation. These rates are used when dimension specific global rates are not in use or when dimension specific global rates are in use and no rate value exists for the symbol in the specified dimension(s).	Accounts Time periods Currencies	The exchange rate
Default Entity Rates	This table stores the default entity specific rates for each currency translation. These rates are used when dimension specific entity rates are not in use or when dimension specific entity rates are in use and no rate value exists for the symbol in the specified dimension(s).	Accounts Time periods Entities Currencies	The exchange rate
Default Override Rates	This table stores the default entity specific rates for each currency translation. These rates are used when dimension specific entity rates are not in use or when dimension specific entity rates are in use and no rate value exists for the symbol in the specified dimension(s).	Accounts Time periods Entities Currencies	The exchange rate
Dimension Specific Global Rates	This table stores the dimension specific global rates for each currency translation. These rates are used when dimension specific global rates are in use and a rate value exists for the symbol in the specified dimension(s).	Accounts Time periods Currencies Dimensions specified in Additional Global Rate Dimensions (SFXGlobalRateDimensions)	The exchange rate
Dimension Specific Entity Rates	This table stores the dimension specific entity specific rates for each currency translation. These rates are when dimension specific entity rates are in use and a rate value exists for the symbol in the specified dimension(s).	Accounts Time periods Entities Currencies Dimensions specified in Additional Global Rate Dimensions (SFXGlobalRateDimensions)	The exchange rate

Table	Description	Specific Dimension Symbols	Value
Dimension Specific Override Rates	This table stores the dimension specific override rates for each account and currency translation. These rates are used when dimension specific override rates are in use and a rate value exists for the symbol in the specified dimension(s).	Accounts Time periods Entities Currencies Dimensions specified in Additional Override Rate Dimensions (SFXOverrideRateDimensions)	The exchange rate

Understanding alternative configurations for foreign exchange

This section explains the different foreign exchange configurations you can use with Longview Application Administrator: the traditional method, and the alternative configuration.

- Data translation: traditional configuration, used by Longview Tax
- Data translation: alternative configuration, used by Longview Close

Data translation: traditional configuration

In the traditional currency setup, each reporting currency requires a parent symbol containing the total values in that currency — for example, TUSD. The total value in the parent symbol can come from one or both of the following sources:

- source currency, as input by users
- server-calculated currency translated from other source currency, for example:
- TUSD is total U.S. dollars and the sum of source currency symbol USD, and server translated symbols USDCAD, and USDCEUR.
- USDCAD is U.S. dollars, translated from CAD, Canadian source dollars
- USDEUR is U.S. dollars, translated from EUR, euro source dollars

You may choose to use the traditional method for several reasons:

- if you want to understand where all data is coming from, and isolate translation effects independent of source currency (at a consolidated level)
- if you have complex translation requirements (in particular, multiple functional currencies on a single entity)

Data translation: alternative configuration

Instead of having one currency symbols for each translation to the same currency, you can use only one source currency symbol and one translated currency symbol per currency in most cases. Each reporting currency requires a parent symbol containing the total values in that currency — for example, USDT. The total value in the parent symbol can come from one or both of the following sources:

- source currency, as input by users
- server-calculated currency translated from other source currency, for example:
- USDT is total U.S. dollars and is the sum of source currency symbol USD, and server translated symbol USDFX.

For example:

- CAD translated to USDFX
- USD translated to CADFX
- GBP translated to USDFX

With the alternative configuration, ensure user access and template design correctly reflects proper currency access. Only one functional currency per entity is permitted.

Use the alternative configuration:

- when you want currencies to be more intuitive for end users
- when you want easier configuration and manipulation of data for input and comparative reporting

Setting attributes for Foreign Exchange

The following general system attributes must be set before you can properly configure and use Foreign Exchange:

Attribute	Description	Value
SGPAccountsDimension	Accounts Dimension	Set the value of this attribute to the name of the dimension that holds accounts.
SGPCurrencyDimension	Currency Dimension	Set the value of this attribute to the name of the dimension that holds currencies.
SGPCurrentPeriod	Current Period	Set the value of this attribute to the name of the time period symbol that represents the current period.
SGPCurrentYear	Current Year	Set the value of this attribute to the name of the time period symbol that represents the current year. This symbol must be a parent of the symbol specified for SGPCurrentPeriod.

Attribute	Description	Value
SGPDimensionDefaults	List of Dimension FixTo Symbols	Set the value of this attribute to the default symbol to use for each dimension.
SGPEntitiesDimension	Entities Dimension	Set the value of this attribute to the name of the dimension that holds entities.
SGPTimePeriodsActivity	List of Non-YTD Roots	Set the value of this attribute to the name of the parent symbols that hold period activity symbols. Do not include open periods.
SGPTimePeriodsDimension	Time Period Dimension	Set the value of this attribute to the name of the dimension that holds time periods.
SGPTimePeriodsYTD	List of YTD Roots	Set the value of this attribute to the name of the parent symbols that hold year-to-date symbols. Do not include open periods.
SPACPairs	List of PAC/YTD Pairs	Set the value of this attribute to the list of pairs of year-to-date and period activity symbols using the following format: YTDsymbol;PACsymbol The specified symbols must be included in SGPTimePeriodsYTD and SGPTimePeriodsActivity, as appropriate.

The following Foreign Exchange-specific system attributes must be set before you can properly configure and use Foreign Exchange:

Attribute	Description	Value
SFXAccounts BalanceSheet	Balance Sheet Account	If you are planning to use translation rounding, set this attribute to the list of balance sheet account parent symbols.
SFXAccounts RoundingError	Rounding Error Account	If you are planning to use translation rounding, set this attribute to the account that you want to use to hold rounding differences.
SFXAllowMonetary CTAA	Allow Monetary Accounts to Generate Account-Specific CTA	TRUE or FALSE. The default value for this attribute is FALSE.
SFXElim	Do Elimination Translation	If intercompany transactions will be entered in functional currency and need to be eliminated in translated currencies as well, set the value of this attribute to TRUE. If you set this attribute to TRUE, you must also set the values for SFXSchedule to TRUE

Attribute	Description	Value
SFXMethods	Translation Method List	For more information, see Configuring Translation methods.
SFXOverride RateDimensions	Additional Override Rate Dimensions	Use this attribute to define dimensions used to specify dimension specific override rates. For example, to use different override rates by budget scenario.
SFXPeriodEndRate	Period End Rate Symbol	Set the value for this attribute to the account that holds the period end rate. This rate is used in translation adjustment and gain/loss calculations.
SFXRates	Rate Accounts List	Set the value of this attribute to the parent account of the foreign exchange rates in the Accounts dimension.
SFXSchedule	Do Schedule Translation	If you want to translate Schedule Data, set the value for this attribute to TRUE.
SFXTimePeriod Symbols	Time Period Translation Roots	Set the value for this attribute to the parent symbols of the Time Period symbols to translate. You should include the open (current) period and period activity symbols for each year. In some cases, you may instead specify the year-to-date symbols. For information on this customization, contact your Professional Services representative.
SFXTranslationAdj	Do Detail CTA Calculation	If you want to calculate detailed translation gains/losses for each account, set the value of this attribute to TRUE. You must set this attribute to TRUE to generate cumulative translation adjustments.
SFXTranslations	Translation Currency Root	Set the value of this attribute to the parent of the translation symbols in the currencies dimension. These symbols will hold the actual rates for each combination of source and target currency. For information on currencies, see Configuring Currency translations.

Setting symbols in foreign exchange

This section explains how to designate symbols to use for foreign exchange. You can set translation methods, currency translations, and exchange rates.

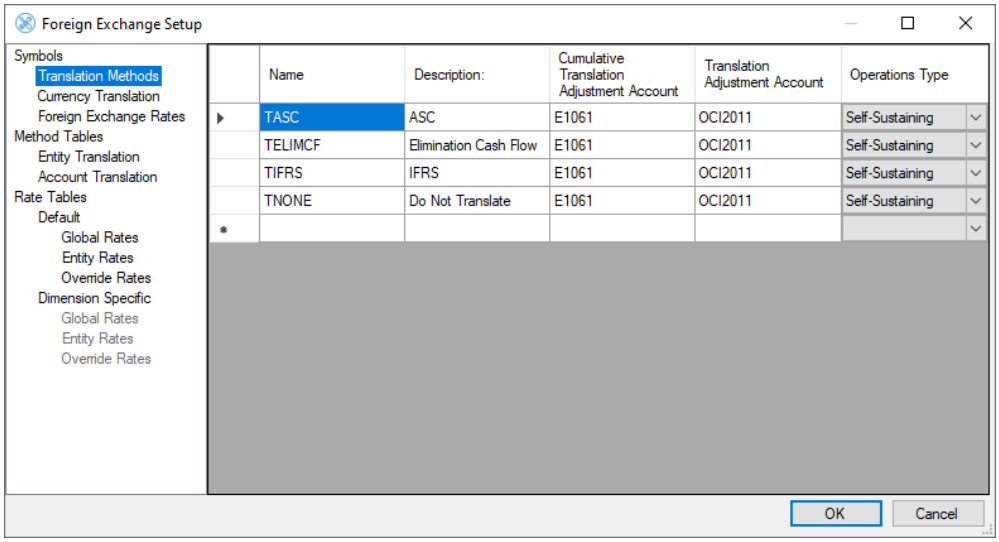
For more information, see the following sections:

- Configuring Translation methods
- Configuring Currency translations
- Configuring Foreign exchange rates

Configuring Translation methods

To set foreign exchange translation methods, follow these steps:

1. Open Longview Application Administrator.
2. Select Tools > Foreign Exchange Setup. The Foreign Exchange Setup dialog opens.
3. In the Foreign Exchange Setup dialog, select Translation Methods.



4. In the Name column, enter a name for the method.

Translation method	Description
Temporal	Mainly used in Canada and Europe, this method uses the historical rate and value of assets at the time of acquisition. Gain/loss goes to the Income Statement.
Current	Widely used in the U.S., this method uses the month end data translation rate. Gain/loss goes to the equity section of the Balance Sheet.

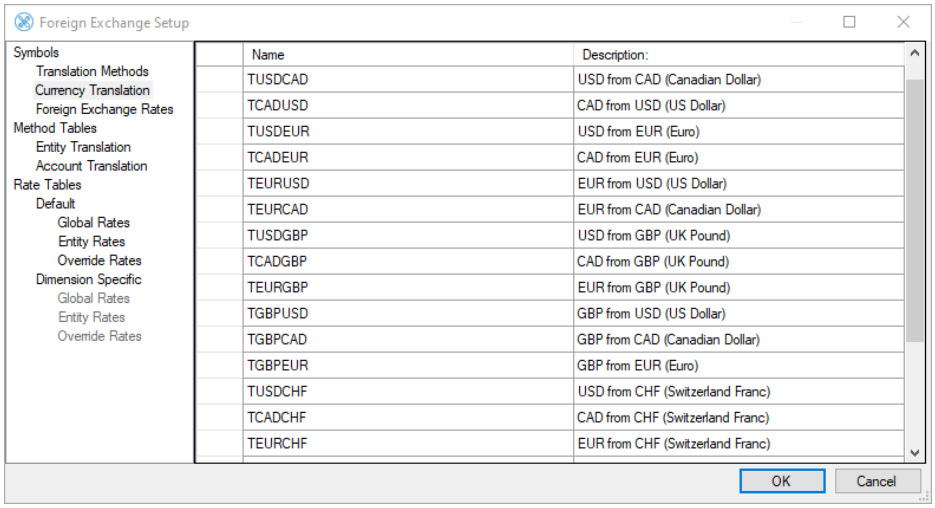
5. Click in the Translation Adjustment Account column to activate the symbol selector button (...). Click the button. An account selection dialog appears.
6. Select the translation adjustment account from the list of available accounts and click OK. The selected account is placed in the column.
7. In the Operations Type column, use the drop-down list to select how the various account types are handled by foreign exchange. The choices are:
   - Self-sustaining
   - Integrated

   Note: Operations Type choices are also affected by the Translation Method used. For more information Operations Type, see Understanding Operations Type.
8. When you are finished adding or modifying translation methods, click OK to save your work and close the dialog.

Configuring Currency translations

To set foreign exchange currency translations, follow these steps:

1. Open Longview Application Administrator.
2. Select Tools > Foreign Exchange Setup. The Foreign Exchange Setup dialog opens.
3. In the Foreign Exchange Setup dialog, select Currency Translations.



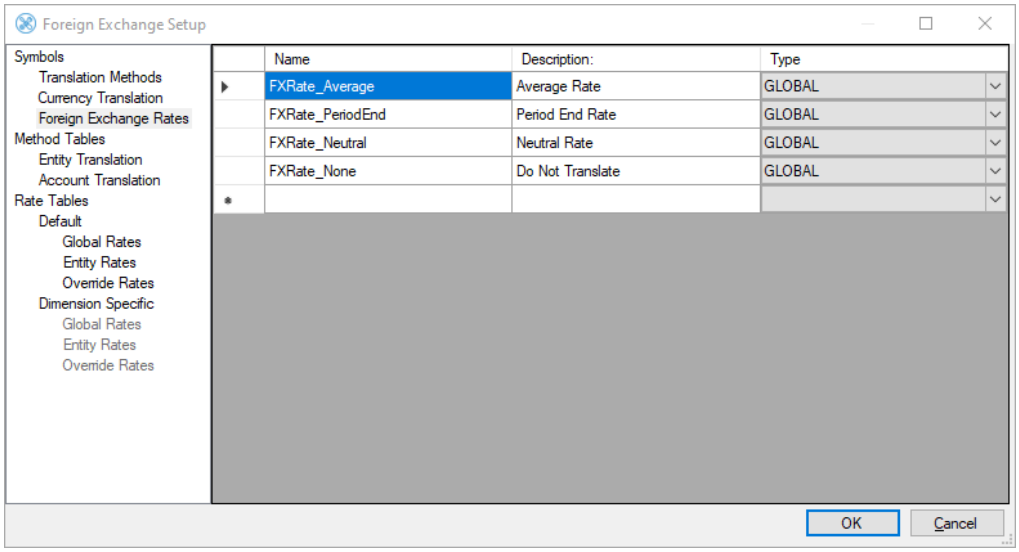
4. In the Name column, enter a name for the currency translation using the convention TTargetCurrencySouceCurrency.
5. In the Description column, enter a description for the currency translation using the convention Target Currency from Source Currency. For example, CAD from GBP.
6. When you are finished adding or modifying currency translations, click OK to save your work and close the dialog.

Configuring Foreign exchange rates

To set foreign exchange rates, follow these steps:

1. Open Longview Application Administrator.
2. Select Tools > Foreign Exchange Setup. The Foreign Exchange Setup dialog opens.

3. In the Foreign Exchange Setup dialog, select Foreign Exchange Rates.



4. In the Name column, type a name for the foreign exchange rate type.
5. In the Description column, type a description for the foreign exchange rate type.
6. In the Type column, use the drop-down list to select the type. The choices are:
   - Global: If the rate varies by time and currency only (for example, a period end rate).
   - Entity: If the rate varies by time, currency, and entity (for example, a proportionate ownership rate).
7. When you are finished adding or modifying exchange rate types, click OK to save your work and close the dialog.

Configuring parameters in foreign exchange

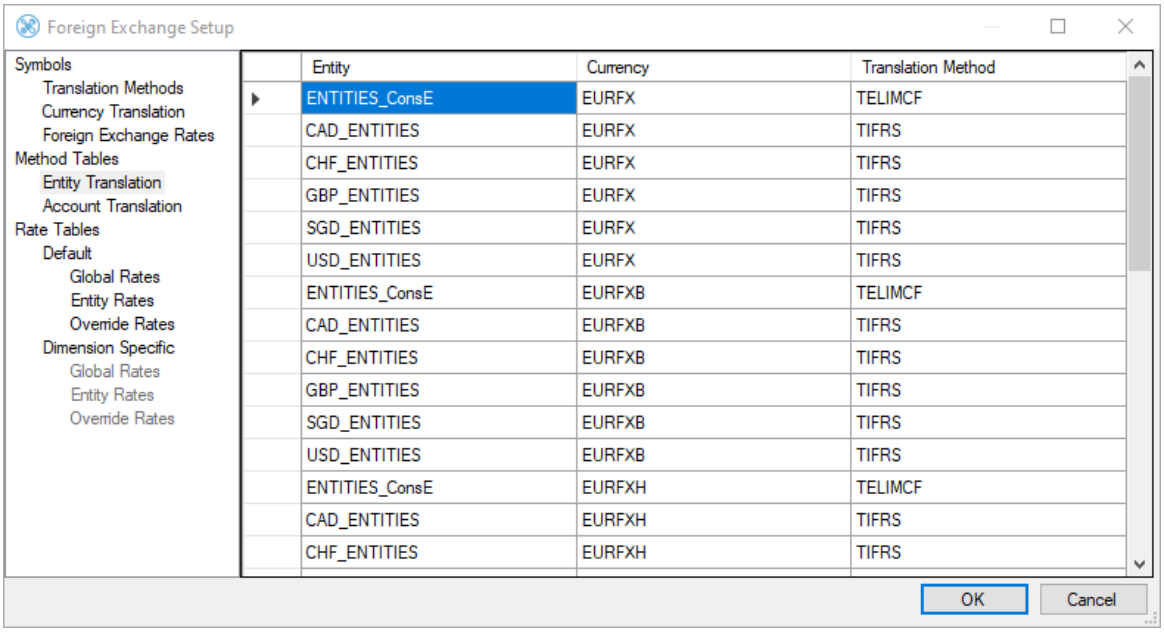
This section explains how to set parameters in foreign exchange. You can set Entity translations and Account translations.

Configuring Entity Translation

To set entity translations, follow these steps:

1. Open Longview Application Administrator.
2. Select Tools > Foreign Exchange Setup. The Foreign Exchange Setup dialog opens.

3. In the Foreign Exchange Setup dialog, select Entity Translation.



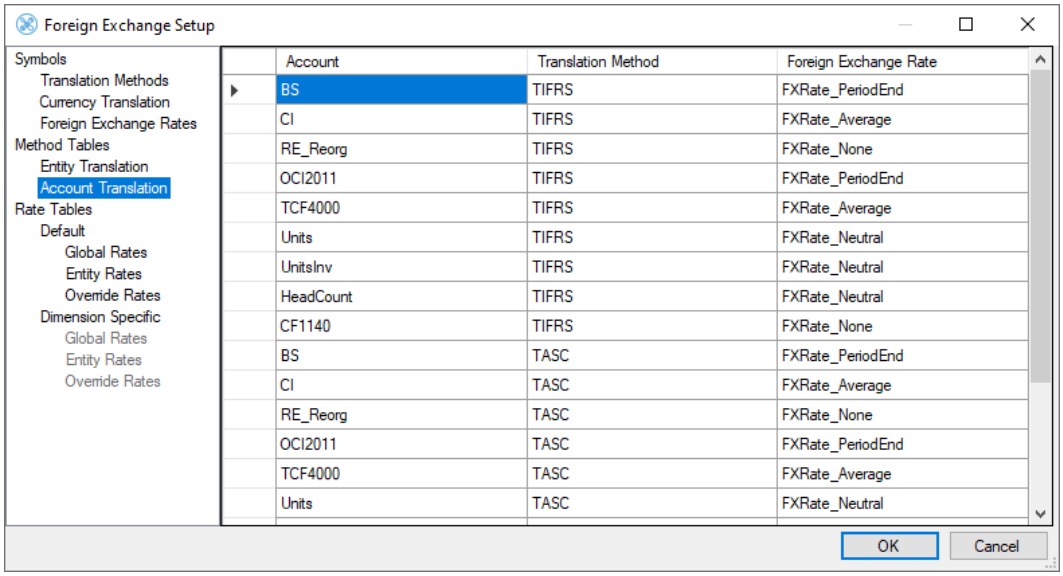
4. Click in the Entity column to activate the symbol selector button (...).
5. Click the symbol selector button. The Select ENTITIES Symbol dialog appears.
6. Select the entity from the list of available entities and click OK. The selected entity appears in the Entity column.
7. Click in the Currency column to activate the symbol selector button (...).
8. Click the symbol selector button. The Select CURRENCY Symbol dialog appears.
9. Select the currency from the list and click OK. The selected currency appears in the Currency column.
10. Click in the Translation Method column to activate the symbol selector button (...).
11. Click the symbol selector button. A selection dialog appears.
12. Select the translation method from the list of available methods and click OK. The selected method appears in the Translation Method column.
13. When you are finished adding or modifying method assignments, click OK to save your work and close the dialog.

Configuring Account Translation

To set account translations, follow these steps:

1. Open Longview Application Administrator.
2. Select Tools > Foreign Exchange Setup. The Foreign Exchange Setup dialog opens.

3. In the Foreign Exchange Setup dialog, select Account Translation.



4. Click in the Account column to activate the symbol selector button (...).
5. Click the symbol selector button. The Select ACCOUNTS Symbol dialog appears.
6. Select the account from the list of available accounts and click OK. The selected account appears in the Accounts column.
7. Click in the Translation Method column to activate the symbol selector button (...).
8. Click the symbol selector button. A selection dialog appears.
9. Select the translation method from the list of available methods and click OK. The selected method appears in the Translation Method column.
10. Click in the Foreign Exchange Rate column to activate the symbol selector button (...).
11. Click the symbol selector button. A selection dialog appears.
12. Select the rate from the list and click OK. The selected rate appears in the Foreign Exchange Rate column.
13. When you are finished adding or modifying rows in the rate table, click OK to save your work and close the dialog.

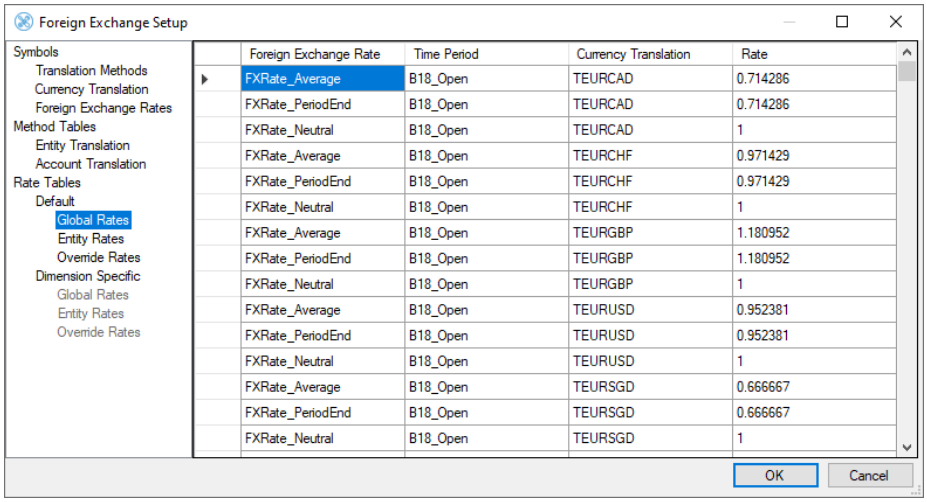
Specifying foreign exchange rates

This section explains how to set rates to be used in foreign exchange. You can set global rates, Entity rates, and override rates.

Specifying global rates

To set global rates, follow these steps:

1. Open Longview Application Administrator.
2. Select Tools > Foreign Exchange Setup. The Foreign Exchange Setup dialog opens.
3. In the Foreign Exchange Setup dialog, select Global Rates.



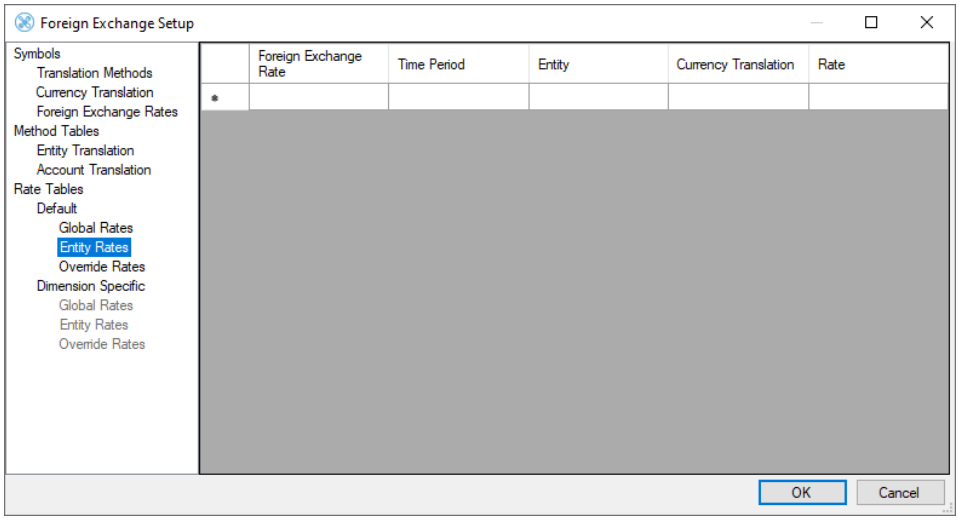
4. Click in the Foreign Exchange Rate column to activate the symbol selector button (...).
5. Click the symbol selector button. A selection dialog appears.
6. Select the rate from the list and click OK. The selected rate appears in the Foreign Exchange Rate column.
7. Click in the Time Period column to activate the symbol selector button (...).
8. Click the symbol selector button. A selection dialog appears.
9. Select the time period from the list and click OK. The selected time period appears in the Time Period column.
10. Click in the Currency Translation column to activate the symbol selector button (...).
11. Click the symbol selector button. A selection dialog appears.
12. Select the currency translation method from the list and click OK. The selected method appears in the Currency Translation column.
13. In the Rate column, enter a rate for the exchange in the cell for the current row.
14. When you are finished adding or modifying rows in Global Rates, click OK to save your work and close the dialog.

Specifying Entity Rates

To set entity rates, follow these steps:

1. Open Longview Application Administrator.
2. Select Tools > Foreign Exchange Setup. The Foreign Exchange Setup dialog opens.

3. In the Foreign Exchange Setup dialog, select Entity Rates.

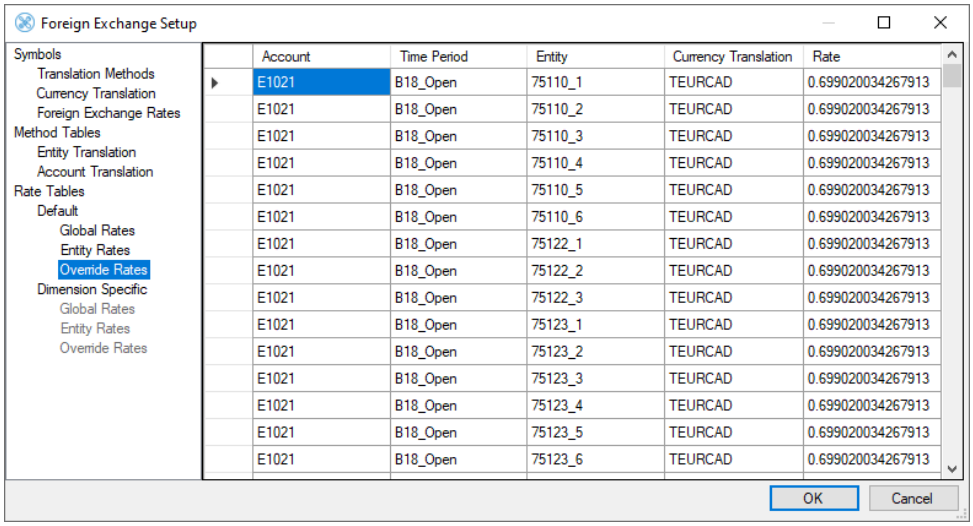


4. Click in the Foreign Exchange Rate column to activate the symbol selector button (...).
5. Click the symbol selector button. A selection dialog appears.
6. Select the rate from the list and click OK. The selected rate appears in the Foreign Exchange Rate column.
7. Click in the Time Period column to activate the symbol selector button (...).
8. Click the symbol selector button. A selection dialog appears.
9. Select the time period from the list and click OK. The selected time period appears in the Time Period column.
10. Click in the Entity column to activate the symbol selector button (...).
11. Click the symbol selector button. A selection dialog appears.
12. Select the entity from the list of available entities and click OK. The selected entity appears in the Entity column.
13. Click in the Currency Translation column to activate the symbol selector button (...).
14. Click the symbol selector button. A selection dialog appears.
15. Select the currency translation method from the list and click OK. The selected method appears in the Currency Translation column.
16. In the Rate column, enter a rate for the exchange in the cell for the current row.
17. When you are finished adding or modifying rows in the rate table, click OK to save your work and close the dialog.

Specifying override rates

To set override rates, follow these steps:

1. Open Longview Application Administrator.
2. Select Tools > Foreign Exchange Setup. The Foreign Exchange Setup dialog opens.
3. In the Foreign Exchange Setup dialog, select Override Rates.



4. Click in the Account column to activate the symbol selector button (...).
5. Click the symbol selector button. A selection dialog appears.
6. Select the account from the list of available accounts and click OK. The selected account appears in the Account column.
7. Click in the Time Period column to activate the symbol selector button (...).
8. Click the symbol selector button. A selection dialog appears.
9. Select the time period from the list and click OK. The selected time period appears in the Time Period column.
10. Click in the Entity column to activate the symbol selector button (...).
11. Click the symbol selector button. A selection dialog appears.
12. Select the entity from the list of available entities and click OK. The selected entity appears in the Entity column.
13. Click in the Currency Translation column to activate the symbol selector button (...).
14. Click the symbol selector button. A selection dialog appears.
15. Select the currency translation method from the list and click OK. The selected method appears in the Currency Translation column.
16. In the Rate column, enter a rate for the exchange in the cell for the current row.
17. When you are finished adding or modifying rows in the rate table, click OK to save your work and close the dialog.

Setting rates for specific dimensions

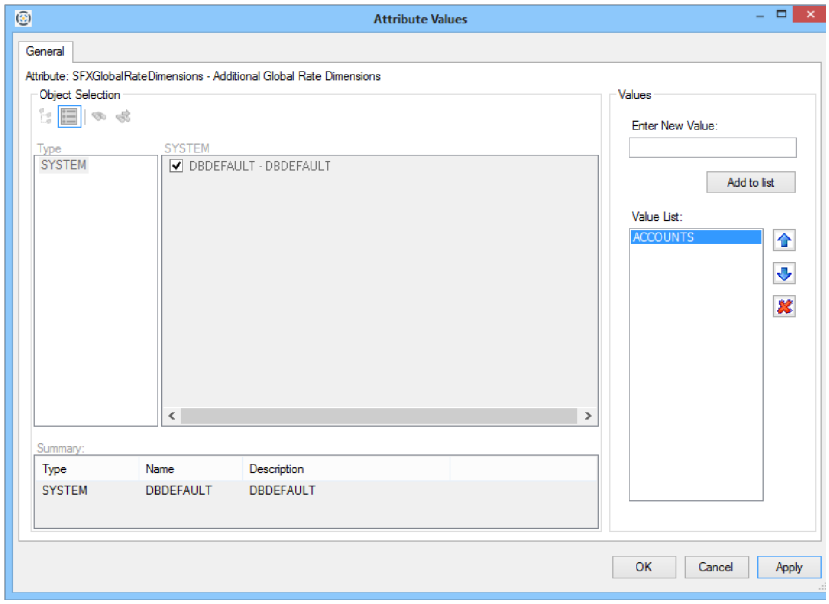
It is possible to set translation rates for specific symbols in additional dimensions of your own choosing. This involves specifying those dimensions in two attributes to access the function for those dimensions:

Attribute	Description
SFXGlobalRateDimensions	The dimension(s) used as values for this attribute enable you to set rates for those dimensions for the Dimension Specific Global Rates and Entity Rates.
SFXOverrideRateDimensions	The dimension(s) used as values for this attribute enable you to set rates for those dimensions for the Dimension Specific Override Rates.

Setting the SFXGlobalRateDimensions attribute

To set dimensional values for the Global and Entity Rate attribute, follow these steps:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, expand Attributes, and select System. A list of all the System attributes appears in the Contents window.
3. Navigate to the SFXGlobalRateDimensions attribute, and right-click it. A pop-up menu appears.
4. Select Set Value. The Attribute Values dialog opens.



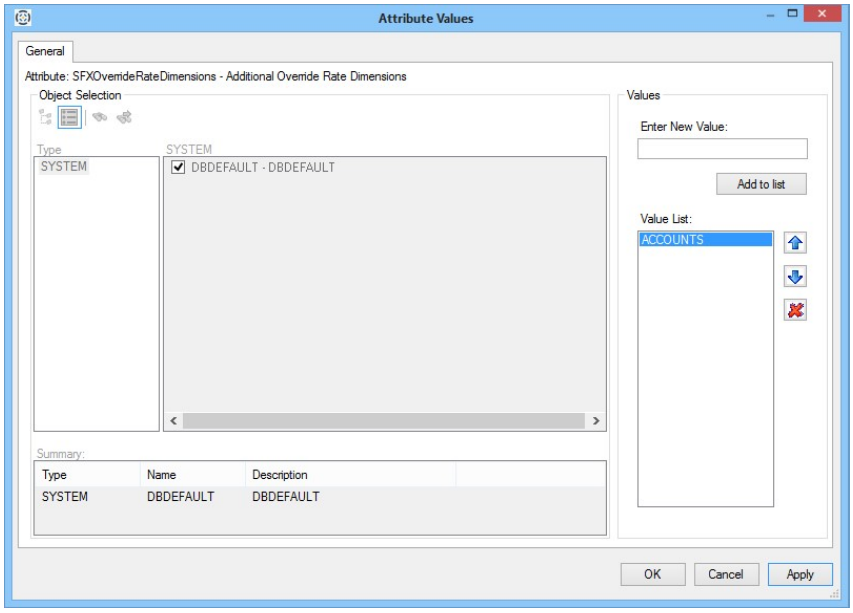
5. In the **Enter New Value** field, type the name of the dimension for which you want to set global and entity rates.
6. Click Add to list to enter the value. Repeat step 5 to add other dimensions if desired.
7. Optionally, you can select a value in the value list and use the arrow buttons to move it up and down in the list, and the delete button to remove the value from the list.

8. When you have finished assigning the value(s), click Apply to save your changes.
9. Click OK. The Attribute Values dialog closes.

Setting the SFXOverrideRateDimensions attribute

To set dimensional values for the Override Rate attribute, follow these steps:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, expand Attributes, and select System. A list of all the System attributes appears in the Contents window.
3. Navigate to the SFXOverrideRateDimensions attribute, and right-click it. A pop-up menu appears.
4. Select Set value. The Attribute Values dialog opens.



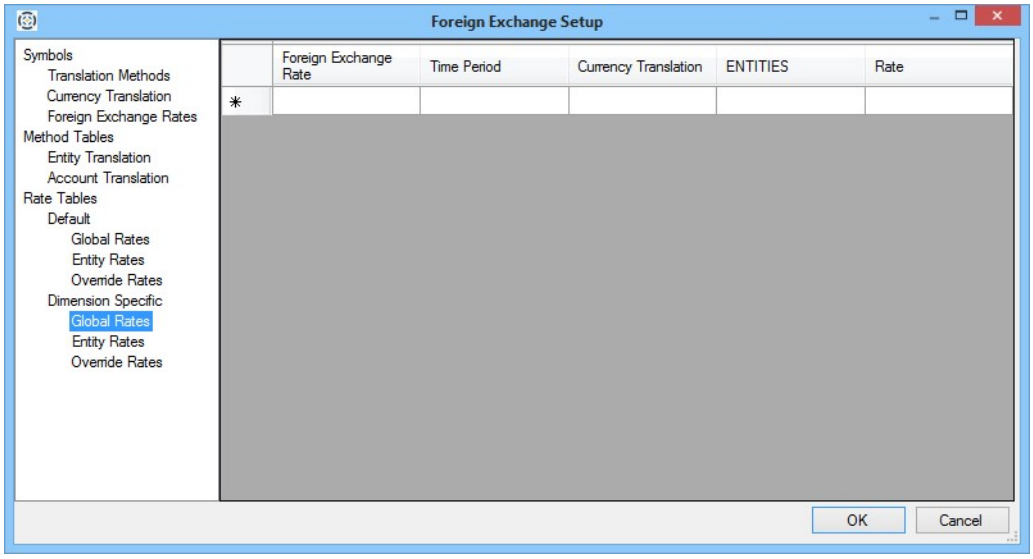
5. In the Enter New Value field, type the name of the dimension for which you want to set the override rate.
6. Click Add to list to enter the value. Repeat step 5 to add other dimensions if desired.
7. Optionally, you can select a value in the value list, and use the arrow buttons to move it up and down in the list and the delete button to remove the value from the list.
8. When you have finished assigning the value(s), click Apply to save your changes.
9. Click OK. The Attribute Values dialog closes.

Setting the dimension-specific Global Rates

To set the Global Rate for a specific dimension, follow these steps:

Note: This procedure assumes you have completed the setup of this feature as explained in Setting the SFXGlobalRateDimensions attribute.

1. Open Longview Application Administrator.
2. Select Tools > Foreign Exchange Setup. The Foreign Exchange Setup dialog opens.
3. Under Dimension Specific in the Foreign Exchange Setup dialog, select Global Rates.



4. Click in the Foreign Exchange Rate column to activate the symbol selector button (...).
5. Click the symbol selector button. A selection dialog appears.
6. Select the rate from the list and click OK. The selected rate appears in the Foreign Exchange Rate column.
7. Click in the Time Period column to activate the symbol selector button (...).
8. Click the symbol selector button. A selection dialog appears.
9. Select the time period from the list and click OK. The selected time period appears in the Time Period column.
10. Click in the Currency Translation column to activate the symbol selector button (...).
11. Click the symbol selector button. A selection dialog appears.
12. Select the currency translation method from the list and click OK. The selected method appears in the Currency Translation column.
13. The subsequent columns prior to Rates, if any, will have the name of the dimension or dimensions set in the SFXGlobalRateDimensions attribute. Click in the dimension's column to activate the symbol selector button (...).
14. Click the symbol selector button. A selection dialog for that dimension appears.
15. Select the symbol from the list and click OK. The selected symbol appears in the dimension column.
16. Repeat step 13 to step 15 for other dimensions, if any.
17. In the Rate column, enter a rate for the exchange in the cell for the current row.

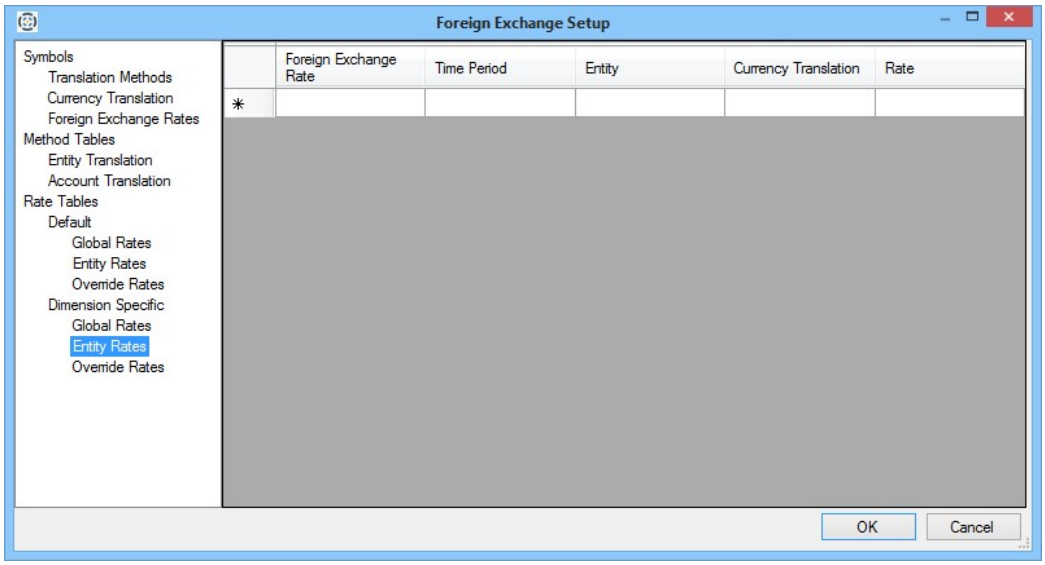
18. When you are finished adding or modifying rows in the rate table, click OK to save your work and close the dialog.

Setting the dimension-specific Entity Rates

To set the Entity Rate for a specific dimension, follow these steps:

> **Note:** This procedure assumes you have completed the setup of this feature as explained in Setting the SFXGlobalRateDimensions attribute.

1. Open Longview Application Administrator.
2. Select Tools > Foreign Exchange Setup. The Foreign Exchange Setup dialog opens.
3. Under Dimension Specific in the Foreign Exchange Setup dialog, select Entity Rates.



4. Click in the Foreign Exchange Rate column to activate the symbol selector button (...).
5. Click the symbol selector button. A selection dialog appears.
6. Select the rate from the list and click OK. The selected rate appears in the Foreign Exchange Rate column.
7. Click in the Time Period column to activate the symbol selector button (...).
8. Click the symbol selector button. A selection dialog appears.
9. Select the time period from the list and click OK. The selected time period appears in the Time Period column.
10. Click in the Entity column to activate the symbol selector button (...).
11. Click the symbol selector button. A selection dialog appears.
12. Select the entity from the list of available entities and click OK. The selected entity appears in the Entity column.

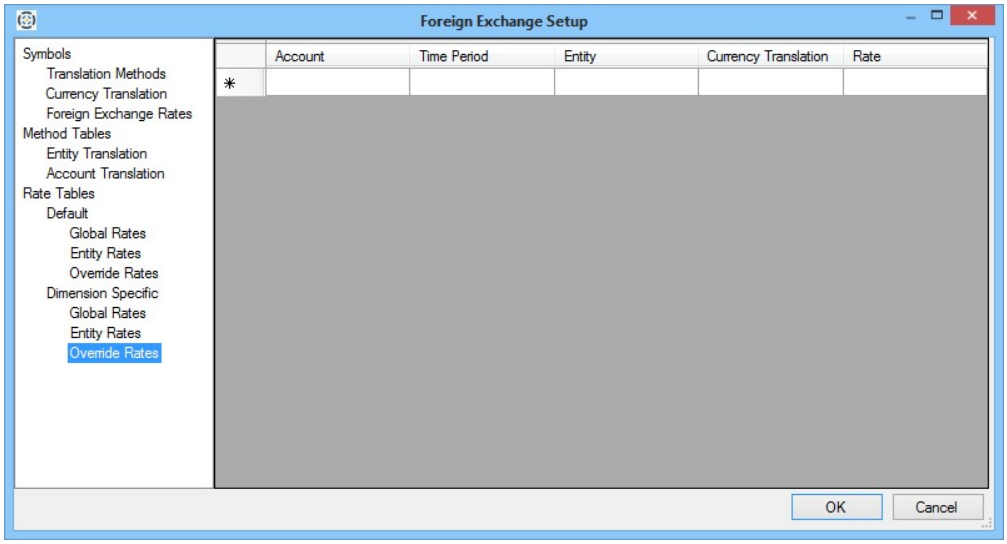
13. Click in the Currency Translation column to activate the symbol selector button (...).
14. Click the symbol selector button. A selection dialog appears.
15. Select the currency translation method from the list and click OK. The selected method appears in the Currency Translation column.
16. The subsequent columns prior to Rates, if any, will have the name of the dimension or dimensions set in the SFXGlobalRateDimensions attribute. Click in the dimension's column to activate the symbol selector button (...).
17. Click the symbol selector button. A symbol selection dialog for that dimension appears.
18. Select the symbol from the list and click OK. The selected symbol appears in the dimension column.
19. Repeat step 16 to step 18 for other dimensions, if any.
20. In the Rate column, enter a rate for the exchange in the cell for the current row.
21. When you are finished adding or modifying rows in the rate table, click OK to save your work and close the dialog.

Setting the dimension-specific Override Rates

To set Override Rates for a specific dimension, follow these steps:

> **Note:** This procedure assumes you have completed the setup of this feature as explained in Setting the SFXOverrideRateDimensions attribute.

1. Open Longview Application Administrator.
2. Select Tools > Foreign Exchange Setup. The Foreign Exchange Setup dialog opens.
3. Under Dimension Specific in the Foreign Exchange Setup dialog, select Override Rates.



4. Click in the Account column to activate the symbol selector button (...).
5. Click the symbol selector button. A selection dialog appears.

6. Select the account from the list of available accounts and click OK. The selected account appears in the Accounts column.
7. Click in the Time Period column to activate the symbol selector button (...).
8. Click the symbol selector button. A selection dialog appears.
9. Select the time period from the list and click OK. The selected time period is placed in the column.
10. Click in the Entity column to activate the symbol selector button (...).
11. Click the symbol selector button. A selection dialog appears.
12. Select the entity from the list of available entities and click OK. The selected entity appears in the Entity column.
13. Click in the Currency Translation column to activate the symbol selector button (...).
14. Click the symbol selector button. A selection dialog appears.
15. Select the currency translation method from the list and click OK. The selected method appears in the Currency Translation column.
16. The subsequent columns prior to Rates, if any, will have the name of the dimension or dimensions set in the SFXOverrideRateDimensions attribute. Click in the dimension's column to activate the symbol selector button (...).
17. Click the symbol selector button. A symbol selection dialog for that dimension appears.
18. Select the symbol from the list and click OK. The selected symbol appears in the dimension column.
19. Repeat step 16 to step 18 for other dimensions, if any.
20. In the Rate column, enter a rate for the exchange in the cell for the current row.
21. When you are finished adding or modifying rows in the rate table, click OK to save your work and close the dialog.

Specifying foreign exchange account type

The ZFXAccountType Symbol attribute specifies the foreign exchange type for account symbols. For more information on foreign exchange, see Setting symbols in foreign exchange.

To specify foreign exchange type:

1. In the Server Explorer pane, expand Attributes and select SYMBOL.
2. In the Contents window, right-click ZFXAccountType, and select Set Value. The Attribute Values dialog opens.
3. In the Object Selection area, select the symbol to set the foreign exchange type for.
4. In the Values area, specify a value for ZFXAccountType in **Enter New Value**. The current value for ZFXAccountType displays in **Value**.

a. Possible values for ZFXAccountType include the following:

Value	Description
Monetary	The account balance is translated at the current period rate.
NonMonetary	The account balance is treated differently depending on Operations Type. For more information, see Understanding Operations Type.
LongTermMonetary	The account balance is treated differently depending on operations type. For more information, see Understanding Operations Type.
Equity	The account valance is translated using a blended historical rate.
RevenueExpense	This attribute value is not currently used. The account balance is translated using a blended historical rate. This is the default value for Standard accounts.

5. In the Values area, click Assign to value.
6. Click Apply.
7. Click OK.

Importing And Exporting Server Objects

During implementation or system maintenance, you may find it useful to import server objects, such as attributes, symbols, or users, in bulk using an import file. Similarly, you may also want to export your current server objects to a file for use as a backup or to import to another system.

This section includes the following topics:

Importing Server Objects

You can import large numbers of server objects of several different types using text files that describe the items in a manner understandable by the server. This section lists the items you can import this way, the files required, and how those files must be constructed.

Items of the following types can be imported using the indicated files.

Type	Item File	Description File	Group Membership File	Parent-Child File
Attribute	Yes	Yes	No	No
Attribute Values	Yes	No	No	No
Journal Entry Subcategory	Yes	No	No	No
Rule	Yes	No	No	No
Schedule	Yes	Yes	No	No
Symbol	Yes	Yes	No	Yes
Symbol Access Role	Yes	Yes	No	No
User	Yes	No	Yes	No
User Authorizations	Yes	No	No	No
User Symbol Access	Yes	No	No	No
Group	Yes	No	Yes	No
Group Authorizations	Yes	No	No	No
Group Symbol Access	Yes	No	No	No

Preparing import files for attributes

To import multiple new attributes, you must create an item file that lists the basic parameters of each attribute on a separate line. Optionally, you can also use a description file to add descriptions in alternate languages to attributes.

Item file syntax

Create a new text file, and for each new attribute, on a separate line, include the following:

```
AttrClass{AttrName{AttrDesc{AttrType{AccessType{AttrDefault
```

where:

- AttrClass is the attribute class. Select one of the following:

Field	Description
SYSTEM	Describes the entire Longview system at the highest level. Attributes of this Attribute class specify systemwide characteristics. There is only one object in the SYSTEM Attribute class – the application itself.
USER	Describes the Attributes of a particular user. Each user is an object in the USER Attribute class.
SYMBOL	Describes the characteristics of individual symbols. Each symbol is an object in the SYMBOL Attribute class.

- AttrName is the name of the attribute to create.
- AttrDesc is a description for the attribute, in the default language of your application.
- AttrType is the type of attribute. Select one of the following:

Field	Description
DATE	Date and time.
DATELIST	List of one or more Date values.
DOUBLE	Numeric value.
DOUBLELIST	List of one or more numeric values.
INTEGER	Integer value.
INTEGERLIST	List of one or more INTEGER values.
STRING	Alphanumeric character string.
STRINGLIST	List of one or more STRING values.
SYMBOL	A valid symbol.
SYMBOLLIST	List of one or more SYMBOL values.

- AccessType is the type of access to assign the attribute. Select one of the following:

Field	Description
READ	Read-only access, to allow the user to view the attribute value but not change it. This is the default. Symbol and System Attributes are always Read type.
WRITE	Write access, to allow the user to set the attribute value. Write can be used only for User Attributes.

- AttrDefault is the default value for the attribute.

Description file syntax

The description file is used to add descriptions in alternate languages to attributes.

Create a new text file, and for each attribute and language, on a separate line, include the following:

```
AttrClass{AttrName{LanguageCode{TO{AttrDesc
```

where:

- AttrClass is the attribute class. Select one of the following:

Field	Description
SYSTEM	Describes the entire Longview system at the highest level. Attributes of this Attribute class specify system-wide characteristics. There is only one object in the SYSTEM Attribute class – the application itself.
USER	Describes the Attributes of a particular user. Each user is an object in the USER Attribute class.
SYMBOL	Describes the characteristics of individual symbols. Each symbol is an object in the SYMBOL Attribute class.

- AttrName is the name of the attribute to add the description for.
- LanguageCode is the two-letter language code of the language in which the description being added is written.
- AttrDesc is the alternate language description to assign to the attribute.

Preparing import files for attribute values

To create multiple new attribute values, you must create an item file that lists the basic parameters of each attribute value on a separate line.

Item file syntax

Create a new text file, and for each new attribute value, on a separate line, include the following:

```
AttrClass{AttrName{ObjectName{AttrValue
```

where:

- AttrClass is SYSTEM, USER, or SYMBOL.
- AttrName is the name of the attribute.
- ObjectName varies depending on the class:
  - SYSTEM — ObjectName is DBDEFAULT.
  - USER — ObjectName is the username.
  - SYMBOL — ObjectName is the symbol name.
- AttrValue is the attribute value.

Syntax example:

```
SYSTEM{SGPAccountsDimension{DBDEFAULT{Accounts
```

Preparing import files for journal entry sub-categories

To create multiple new journal entry sub-categories, you must create an item file that lists the basic parameters of each journal entry sub-category on a separate line.

Item file syntax

Create a new text file, and for each new journal entry sub-category, on a separate line, include the following:

Syntax example:

```
JESubCatDesc{SchedName{RECLASSIFIED
{
EN{JESubCatDescEN
...
FR{JESubCatDescFR
}
```

where:

- JESubCatDesc is the description for the sub-category.
- SchedName is optional and is the name of the schedule to which to associate the journal entry sub-category.
- RECLASSIFIED is used only when SchedName is specified, is optional, and allows base details to have different amounts than the total of the sub-details when the sub-category is applied. If this option is not used, base details are forced to equal the total of the sub-details.

Syntax example:

```
IAS2 - Inventories{{
{
EN{IAS2 - Inventories
}
```

Preparing import files for server rules

To create multiple new rules, you must create an item file that lists the basic parameters of each rule on a separate line.

Item file syntax

Create a new text file, and for each new rule, on a separate line, include the following:

```
RuleID
RuleType
{
RuleDefn
{
Message
{
RuleDesc
{
```

where:

- RuleID is a unique numeric rule ID used to assign to the rule.
- RuleType is MODEL, VALIDATION, ROLLUP, EVENT, or QUERY.
- RuleDefn is the statement that the system will evaluate when performing the server rule.
- Message is a message that is included with the rule. This field is valid for Validation rules and Event rules. For Validation it is the error message displayed when validation fails. For Event it is the body text of the email that is sent out when the rule is triggered.
- RuleDesc is a description for the rule.

Syntax Example:

```
1000
Validation
{
SCH(ICStandard, !11300, Actual_TimePeriods, #ALL …
{
Rule 1000: 11300 (Schedule ICStandard) = 11300 …
{
%ENTITIES - %ENTITIESDESC [\n][@5]SCHEDULE: …
{
```

Preparing import files for schedules

To create multiple new schedules, you must create an item file that lists the basic parameters of each schedule on a separate line.

Item file syntax (for standard or static schedules)

Create a new text file, and for each new schedule, on a separate line, include the following:

```
SchedName
SchedDesc SchedType
ListDims
ExtraDimsNum
ExtraDimName "ExtraDimDesc ExtraDimType
```

- For ExtraDimType = MIRROR

```
DimName;ListofSymbols;Attr=Value
LeafInclusion
SortType
```

- For ExtraDimType = SIMPLE SYMBOL

```
SymName1,SymName2,...
SortType
```

- For ExtraDimType = NUMERIC

```
StartRange,EndRange,Padding SortType
```

where:

- SchedName is a name for the schedule.
- SchedDesc is a description for the schedule.
- SchedType is STATIC, which permits data or text input to parent symbol intersections, or STANDARD for all other schedule dimensions.
- ListDims is a list of the dimensions that do not receive rollups. If there are no dimensions that do not receive rollups, use NONE.
- ExtraDimsNum is the number of extra dimensions this schedule will have.
- ExtraDimName is the name for the extra dimension.
- ExtraDimDesc is a description for the extra dimension.

- ExtraDimType is one of MIRROR, SIMPLE SYMBOL, or NUMERIC.
- DimName;ListofSymbols;Attr=Value is used only when ExtraDimType is MIRROR, and is the name of a dimension, a list of symbols delimited by commas, an attribute, and the value of that attribute. Attr=Value is optional and uses an attribute-based filter for the mirrored dimension.
- LeafInclusion is used only when ExtraDimType is MIRROR and is either TRUE or FALSE and indicates whether to include leaf symbols.
- SortType is one of UNSORTED, SORT_NAME, or SORT_DESC.
- SymName1,SymName2,. is the list of symbols to be used in a schedule where ExtraDimType is SIMPLE SYMBOL.
- StartRange is the value at the beginning of a range in a schedule where ExtraDimType is NUMERIC.
- EndRange is the value at the end of a range in a schedule where ExtraDimType is NUMERIC.
- Padding is either TRUE or FALSE and indicates whether decimal padding should be used.

Item file syntax (for intercompany schedules)

Create a new text file, and for each new schedule, on a separate line, include the following:

```
SchedName
SchedDesc SchedType
ListDims
ExtraDimsNum
ExtraDimName "ExtraDimDesc
ExtraDimType
```

- For ExtraDimType = MIRROR

```
DimName;ListofSymbols;Attr=Value
LeafInclusion
SortType
```

- For ExtraDimType = SIMPLE SYMBOL

```
SymName1,SymName2,...
SortType
```

- For ExtraDimType = NUMERIC

```
StartRange,EndRange,Padding
SortType
OffsetFlag
FixedDimFlag
FixedDimSymName
```

where:

- SchedName is the name of the schedule.
- SchedDesc is the description of the schedule.
- SchedType is INTERCOMPANY.
- ListDims is a list of the dimensions that do not receive rollups.
- ExtraDimsNum is the number of extra dimensions this schedule will have.
- ExtraDimName is the name of an extra dimension.
- "ExtraDimDesc is the description of the extra dimension.
- ExtraDimType is one of MIRROR, SIMPLE SYMBOL, or NUMERIC.
- DimName;ListofSymbols;Attr=Value is used only when ExtraDimType is MIRROR, and is the name of a dimension, a list of symbols delimited by commas, an attribute, and the value of that attribute. Attr=Value is optional and uses an attribute-based filter for the mirrored dimension.
- LeafInclusion is used only when ExtraDimType is MIRROR and is either TRUE or FALSE and indicates whether to include leaf symbols.
- SortType is one of UNSORTED, SORT_NAME, or SORT_DESC.
- SymName1,SymName2,... is the list of symbols to be used in a schedule where ExtraDimType is SIMPLE SYMBOL.
- StartRange is the value at the beginning of a range in a schedule where ExtraDimType is NUMERIC.
- EndRange is the value at the end of a range in a schedule where ExtraDimType is NUMERIC.
- Padding is either TRUE or FALSE and indicates whether decimal padding should be used.
- OffsetFlag is either TRUE or FALSE and indicates whether this is an offset dimension.

- FixedDimFlag is either TRUE or FALSE and indicates whether there is a fixed dimension. This can be used only when OffsetFlag is FALSE for the extra dimension in an intercompany schedule.
- FixedDimSymName is the name of the fixed dimension symbol. This is used only when OffsetFlag is FALSE and FixedDimFlag is TRUE.

Syntax example: STANDARD MIRROR

```
MirrorSched1
Standard Mirror Schedule Example with 1 dimension
STANDARD
NONE
1
DIMNAME1
"Dimension 1 Description
MIRROR
ACCOUNTS;DIM0SET
FALSE
UNSORTED
```

Syntax example: INTERCOMPANY MIRROR dimension

```
MirrorSched2
Intercompany Mirror Schedule Example with offset dimension
INTERCOMPANY
NONE
1
OFFSET
"Dimension 1 Description
MIRROR
ENTITIES
FALSE
UNSORTED
TRUE
```

Syntax example: INTERCOMPANY MIRROR dimension no offset

```
MirrorSched3
```

```
Intercompany Mirror Schedule Example without offset dimension
INTERCOMPANY
NONE
1
NONOFF
"Dimension 1 Description
MIRROR
ACCOUNTS;DIM0SET
FALSE
UNSORTED
FALSE
TRUE
DIM0SET
```

Syntax example: STANDARD NUMERIC dimension

```
NumericSched
Numeric Schedule
STANDARD
NONE
1
DIMENSION1
"Dimension 1 Description
NUMERIC
1,100,False
UNSORTED
```

Syntax example: STANDARD SIMPLE SYMBOL dimension

```
SimpleSymSched
Simple Symbol Schedule
STANDARD
NONE
1
DIMNAME
"Dimension Description 1
SIMPLE SYMBOL
```

```
Taxes,Fees,Other
UNSORTED
```

Description file syntax

The description file is used to add descriptions in alternate languages to schedules. The description file can also be used to add descriptions in alternate languages to extra dimensions.

Create a new text file, and for each new schedule, on a separate line, include the following:

```
SchedName{DESCRIPTION{LanguageCode{TO{SchedDesc
SchedName{DIMENSION{ExtraDimName{DESCRIPTION{LanguageCode{TO{ExtraDimDesc
```

where:

- SchedName is the name of the schedule.
- LanguageCode is the two-letter language code of the language in which the description being added is written.
- SchedDesc is the new alternate language description for the schedule.
- ExtraDimName is the name of an extra dimension.
- ExtraDimDesc is the description of the extra dimension.

Preparing import files for symbols

To create multiple new symbols, you must create an item file that lists the basic parameters of each symbol on a separate line.

Note: Using this process, you can create symbols for only one dimension at a time.

Item file syntax

Create a new text file, and for each new symbol, on a separate line, include the following:

```
SymName{SymDesc{SymType{ChildSort{BalanceType
```

where:

- SymName is a name for the symbol.
- SymDesc is the description for the symbol in the default language of your Longview system.

- SymType specifies the way the symbol should rolls up to its parent symbol. Possible types are:
  - STANDARD — Used when symbols add up normally.
  - CARRYFORWARD — ACCOUNTS and TIMEPER dimensions only; used for balance sheet and cash flow account symbols.
  - STATIC — Used when it does not make sense to total a hierarchy's values.
- ChildSort specifies the way the symbols will be prioritized in the hierarchy. Possible values are:
  - 0 — When using a value of 0, the ChildSort option will be By Name (Ascending).
  - 1 — When using a value of 1, the ChildSort option will be By Name (Descending).
  - 2 — When using a value of 2, the ChildSort option will be Manually.
- BalanceType specifies the ACCOUNTS balance type. Possible values are:
  - DEBIT — Used for debit symbols.
  - CREDIT — Used for credit symbols.
  - NEITHER — Used if the symbol is neither credit nor debit.

Syntax example:

```
TESTACCOUNT{Test account description{STANDARD{2{CREDIT
```

Description file syntax

The description file is used to add descriptions in alternate languages to symbols.

Create a new text file, and for each new symbol, on a separate line, include the following:

```
SymName{DESCRIPTION{LanguageCode{TO{SymDesc
```

where:

- SymName is the name of the symbol.
- LanguageCode is the two-letter language code of the language in which the description being added is written.
- SymDesc is the new alternate language description for the symbol.

Syntax example:

```
TESTACCOUNT{DESCRIPTION{FR{TO{testing
```

Parent-child file syntax

Create a new text file, and for each symbol you want to automatically assign to a parent, on a separate line, include the following:

```
SymName{PARENT{NewParentSymName{Weight{Priority
```

where:

- SymName is the name of the symbol.
- NewParentSymName is the name of the symbol to which SymName is to be assigned.
- Weight is the mathematical effect of a child symbol on its parent symbol. Possible values are:
  - + (The symbol is added to its parent)
  - - (The symbol is subtracted from its parent)
  - 0 (The symbol has no mathematical effect on its parent)
- Priority is a number that designates a symbol's position in the hierarchy relative to its parent. Symbols are listed in order of ascending priority, with zeros falling at the bottom of the list. For more information, see “Priority”.

Syntax example:

```
TESTACCOUNT{PARENT{ACCOUNTPAR{+{0
```

Preparing import files for symbol access roles

To create multiple new symbol access roles, you must create an item file that lists the basic parameters of each symbol on a separate line.

Item file syntax

Create a new text file, and for each new symbol, on a separate line, include the following:

```
AccessType{DimName{SymName{SymAccess{NumLevels{Priority
```

where:

AccessType is any of:

- FULL — Write access to all symbols.
- FIXED — Access to only one symbol in the dimension.
- RESTRICTED — Select each symbol and level of access (read/write and levels).
- DimName is the dimension to which AccessType refers.
- SymName is the name of a symbol to which access is being granted. This is necessary only if AccessType is RESTRICTED or FIXED.
- SymAccess is either R (read) or W (write). This is necessary only if AccessType is RESTRICTED or FIXED.

- NumLevels is how many levels below this symbol in the hierarchy access is granted. This is necessary only if AccessType is RESTRICTED.
- Priority is a number greater than zero designating the precedence for the access type, where 1 is the highest priority and a priority of 0 gives precedence to any other non-zero value. This is necessary only if AccessType is RESTRICTED.

In addition, each role must be headed by the name of the role. The following is an example of an item file for creating symbol access roles (where “Analysis_Reporting_Access” and “Consolidation” are the names of the symbol access roles being created).

Analysis_Reporting_Access

```
{
FULL{ACCOUNTS{{{{
FULL{TIMEPERIODS{{{{
FULL{ENTITIES{{{{
FULL{CURRENCIES{{{{
FULL{DETAILS{{{{
FULL{DATATYPES{{{{
FULL{VERSIONS{{{{
FULL{PRODUCTS{{{{
FULL{PROJECTS{{{{
FULL{DIMENSION9{{{{
FULL{DIMENSION10{{{{
FULL{DIMENSION11{{{{
FULL{DIMENSION12{{{{
FULL{DIMENSION13{{{{
FULL{DIMENSION14{{{{
FULL{DIMENSION15{{{{
}
```

Consolidation

```
{
RESTRICTED{ACCOUNTS{31120{R{0{1
RESTRICTED{ACCOUNTS{36300{R{0{1
RESTRICTED{TIMEPERIODS{ACTUAL_TIMEPERIODS{W{99{1
RESTRICTED{TIMEPERIODS{BUDGET_TIMEPERIODS{R{99{1
RESTRICTED{TIMEPERIODS{BUDGET_YTD{R{99{1
```

```
RESTRICTED{ACCOUNTS{CASHFLOW{R{99{2
RESTRICTED{ACCOUNTS{DATA_LOAD_ACCOUNTS{W{99{2
FIXED{DIMENSION10{DIMENSION10_DEFAULT{W{0{0
FIXED{DIMENSION11{DIMENSION11_DEFAULT{W{0{0
FIXED{DIMENSION12{DIMENSION12_DEFAULT{W{0{0
FIXED{DIMENSION13{DIMENSION13_DEFAULT{W{0{0
FIXED{DIMENSION14{DIMENSION14_DEFAULT{W{0{0
FIXED{DIMENSION15{DIMENSION15_DEFAULT{W{0{0
FIXED{DIMENSION9{DIMENSION9_DEFAULT{W{0{0
RESTRICTED{TIMEPERIODS{FORECAST_TIMEPERIODS{R{99{1
RESTRICTED{TIMEPERIODS{FORECAST_YTD{R{99{1
RESTRICTED{ACCOUNTS{GROSS_INVENTORY{R{0{1
RESTRICTED{ACCOUNTS{GROSS_INVENTORY{W{99{0
RESTRICTED{ACCOUNTS{IFRS_SCHEDULES_ACCOUNTS{W{99{2
RESTRICTED{ACCOUNTS{NON_FINANCIAL{W{99{2
RESTRICTED{ACCOUNTS{TRIAL_BALANCE{W{99{2
RESTRICTED{ACCOUNTS{WF_APPROVE_MONTHEND{W{99{1
RESTRICTED{ACCOUNTS{WF_TASKS{R{99{2
FULL{ENTITIES{{{{
FULL{CURRENCIES{{{{
FULL{DETAILS{{{{
FULL{DATATYPES{{{{
FULL{VERSIONS{{{{
FULL{PRODUCTS{{{{
FULL{PROJECTS{{{{
}
```

Description file syntax

The description file is used to add descriptions in alternate languages to symbol access roles.

Create a new text file, and for each new symbol, on a separate line, include the following:

```
RoleName{LanguageCode{TO{RoleDesc
```

where:

- RoleName is the name of the symbol access role.
- LanguageCode is the two-letter language code of the language in which the description being added is written.
- RoleDesc is the new alternate language description of the symbol access role.

Preparing import files for users

Note: This section does not apply to systems that are on the ISW platform.

To create multiple new users, you must create an item file that lists the basic parameters of each user on a separate line. Exactly which parameters must be specified depends on whether you are creating Longview authenticated users, Windows authenticated users, or third-party web authenticated users. You can also create a parent-child file that will tell the application which user should belong to which group.

Note: For the optional fields (Email, HomePhone, and OfficePhone), if you do not enter a value, you must enter delimiters ({) for each empty field.

Item file syntax (Longview authenticated users)

Create a new text file, and for each new user, on a separate line, include the following:

```
UserName{LONGVIEW{UserDesc{Password{FirstName{LastName{Email{HomePhone
{OfficePhone
```

where:

- UserName is the name of the user being created.
- LONGVIEW is a keyword designating the authentication type.
- UserDesc is a description of the user, written in the default language of your system.
- Password is the string the user must enter to authenticate.
- FirstName is the first name of the user.
- LastName is the last name of the user.
- Email is the email address at which the user can be contacted. This field is optional.
- HomePhone is the home phone number of the user. This field is optional.
- OfficePhone is the office phone number of the user. This field is optional.

Syntax example: Longview authentication

```
JWSmith{LONGVIEW{John W. Smith{lkjsi5M{John{Smith{jwsmith@work.com{555-555-1234{555-555-4321
JYDoe{LONGVIEW{Jane Y. Doe{mlkdo6N{Jane{Doe{{{
```

Item file syntax (Windows authenticated users)

Create a new text file, and for each new user, on a separate line, include the following:

```
UserName{WINDOWS{UserDesc{FirstName{LastName{Email{HomePhone{OfficePhone
```

where:

- UserName is the name of the user being created.

  Note: For Windows authenticated users, UserName must be in the following format: domain\UserID.

- WINDOWS is a keyword designating the authentication type.
- UserDesc is a description of the user, written in the default language of your system.
- FirstName is the first name of the user.
- LastName is the last name of the user.
- Email is the email address at which the user can be contacted. This field is optional.
- HomePhone is the home phone number of the user. This field is optional.
- OfficePhone is the office phone number of the user. This field is optional.

Item file syntax (third-party web authenticated users)

Create a new text file, and for each new user, on a separate line, include the following:

```
UserName{EXTERNAL{UserDesc{FirstName{LastName{Email{HomePhone{OfficePhone
```

where:

- UserName is the name of the user being created.
- EXTERNAL is a keyword designating the authentication type.
- UserDesc is a description of the user, written in the default language of your system.
- FirstName is the first name of the user.

- LastName is the last name of the user.
- Email is the email address at which the user can be contacted. This field is optional.
- HomePhone is the home phone number of the user. This field is optional.
- OfficePhone is the office phone number of the user. This field is optional.

Group membership file syntax

Create a new text file, and for each user you want to automatically assign to a group, on a separate line, include the following:

```
GroupName{UserName
```

where:

- GroupName is the name of the group.
- UserName is the name of the user to be added to the group.

Preparing import files for user authorizations

To set the authorizations for several users at the same time, you must create an item file that lists the authorizations for users, each parameter on a separate line. In this fashion, you can set as many parameters for as many users as you like.

Note: v26.2 For systems on the ISW platform, if the user belongs to a group with authorizations configured, these user authorizations are ignored and the group authorizations apply instead.

Item file syntax

Create a new text file, and for each authorization granted to a particular user, include the following:

```
USER{UserName{OperationName{ObjectType{ObjectName
```

where:

- UserName is the name of the user to whom the authorization is being granted.
- OperationName is the name of an operation as it is in the database. The Authorization Operations are as follows:

Value	Description	Platform License
ADDINFOROFFICE	Access the Longview Add-In for Office. **Note:** You must also assign the CONNECTVIAAPPLICATIONFRAMEWORK authorization to allow users or user groups to access the Longview Add-In for Office.	Designer Power User Viewer
ADDINFOROFFICE SUBMITDATA	Submit data in the Longview Add-In for Office.	Designer Power User
ANALYSISREPORTING AUTHOR	Access Longview Analysis and Reporting as a Report Author.	Power user
ANALYSISREPORTING PUBLISHER	Access Longview Analysis and Reporting as a Report Publisher.	Designer
ANALYSISREPORTING USER	Access Longview Analysis and Reporting as a Report User.	Viewer
APPLICATION ADMINISTRATOR	Access Longview Application Administrator.	Admin Designer Service
ATTRIBUTE	Manage attributes.	Designer
BATCH	Manage batches.	Admin Designer
CONNECTVIA APPLICATION FRAMEWORK	Connect to the server using Longview Application Framework. **Note:** You must assign this authorization to allow users or user groups to access Longview Apps, Longview Designer, Longview tools and editors, the Longview Add-In for Office, and Longview Tax.	Admin Designer Power User Viewer Service
DASHBOARDDESIGNER	Access Longview Dashboard Designer.	Designer
DELETECOMMENTS	Delete any existing comments in the Data Server. Users without Delete Comments authorization can delete only their own comments before they are submitted to the database. **Note:** Delete existing comments functionality is available in Data Grids only.	Designer

Value	Description	Platform License
DESIGNER	Access Longview Designer. **Note:** You must also assign the CONNECTVIAAPPLICATIONFRAMEWORK authorization to allow users or user groups to access Longview Designer.	Designer
DESIGNERDATA IMPORTSCREATE	Create data import apps in Longview Designer. **Note:** You must also assign the DESIGNER authorization to allow users or user groups to access Longview Designer.	Designer
DESIGNERDATA IMPORTSDELETE	Delete data import apps in Longview Designer. **Note:** You must also assign the DESIGNER authorization to allow users or user groups to access Longview Designer.	Designer
DESIGNERDATA IMPORTSMODIFY	Edit data import apps in Longview Designer. **Note:** You must also assign the DESIGNER authorization to allow users or user groups to access Longview Designer.	Designer
DESIGNERDATA IMPORTSPUBLISH	Publish data import apps in Longview Designer. **Note:** You must also assign the DESIGNER authorization to allow users or user groups to access Longview Designer.	Designer
DESIGNERLONGVIEW APPSPUBLISH	Publish Longview Apps in Longview Designer. **Note:** You must also assign the DESIGNER authorization to allow users or user groups to access Longview Designer.	Designer
FOREIGNEXCHANGE SETTINGS	Manage foreign exchange settings.	Admin Designer
GROUPADMINISTRATION	Perform group administration.	Does not apply
GROUPSYMBOLACCESS	Manage symbol access for groups.	Does not apply
INTERCOMPANYSETTINGS	Manage intercompany settings.	Designer

Value	Description	Platform License
JOURNALENTRIES	Access Longview Journal Entries.	Designer Power User
JOURNALENTRY	Manage journal entries.	Designer Power User Service
JOURNALENTRYCURRENTPERIODCREATE	Create current period journal entries.	Designer Power User Service
JOURNALENTRYCURRENTPERIODPERMPOST	Permanently post current period journal entries.	Designer Power User Service
JOURNALENTRYCURRENTPERIODREVIEWPOST	Review post current period journal entries.	Designer Power User Service
JOURNALENTRYDELETE	Delete non-shared journal entries.	Designer Power User Service
JOURNALENTRYFUTUREPERIODCREATE	Create future period journal entries.	Designer Power User Service
JOURNALENTRYFUTUREPERIODPERMPOST	Permanently post future period journal entries.	Designer Power User Service
JOURNALENTRYFUTUREPERIODREVIEWPOST	Review post future period journal entries.	Designer Power User Service
JOURNALENTRYOWNPERMPOST	Permanently post own journal entries.	Designer Power User Service
JOURNALENTRYOWNREVIEWPOST	Review post own journal entries.	Designer Power User Service

Value	Description	Platform License
JOURNALENTRYPRIOR PERIODADJCREATE	Create prior period journal entries.	Designer Power User Service
JOURNALENTRYPRIOR PERIODADJPERMPOST	Permanently post prior period journal entries.	Designer Power User Service
JOURNALENTRYPRIOR PERIODADJREVIEWPOST	Review post prior period journal entries.	Designer Power User Service
JOURNALENTRYRE STATEMENTCREATE	Create restatement journal entries.	Designer Power User Service
JOURNALENTRYRE STATEMENTPERMPOST	Permanently post restatement journal entries.	Designer Power User Service
JOURNALENTRYRE STATEMENTREVIEWPOST	Review post restatement journal entries.	Designer Power User Service
LOCK	Manage locks.	Designer Service
MAPPINGSEDITOR	Access the Mappings editor. **Note:** You must also assign the CONNECTVIAAPPLICATIONFRAMEWORK authorization to allow users or user groups to access the Mappings editor.	Designer Power User Service
MAPPINGSMANAGE	Create, modify, delete mappings. **Note:** You must also assign the MAPPINGSEDITOR authorization to allow users or user groups to access the Mappings editor.	Designer Power User Service

Value	Description	Platform License
MAPSMANAGE	Create, modify, delete maps. **Note:** You must also assign the MAPPINGSEDITOR authorization to allow users or user groups to access the Mappings editor.	Designer Power User Service
MODIFYDATA	Submit data.	Designer Power User Service
NDDSETTINGS	Manage NDD settings.	Designer
ROLE	Manage symbol access roles.	Designer Service
RULE	Manage rules.	Designer Service
SCHEDULE	Manage schedules.	Designer Service
SERVERMANAGER	Access Longview Server Manager.	Admin Service Designer
SERVERMANAGERSTART	Start/stop the Longview server.	Admin Service Designer
SERVICEACCOUNTUSER ADMINISTRATOR	Sets the user to be a User Administrator.	Service
SERVICEACCOUNTRESTAPI	Sets user to be a Service Account User. **Note:** Can only be set using PUSER or a user who has User Administrator Authorization.	Admin Designer Service
SYMBOL	Manage symbols.	Designer Service
SYMBOLASSIGN	Assign symbols to a hierarchy. Must be used with SYMBOL.	Designer Service
SYMBOLATTRIBUTECREATE	Create symbol attributes. Must be used with ATTRIBUTE.	Designer Service

Value	Description	Platform License
SYMBOLATTRIBUTEDELETE	Delete symbol attributes. Must be used with ATTRIBUTE.	Designer Service
SYMBOLATTRIBUTEMODIFY	Modify symbol attributes. Must be used with ATTRIBUTE.	Designer Service
SYMBOLCANCREATEROOT	Create root symbols. Must be used with SYMBOL, CREATESYMBOL.	Designer Service
SYMBOLCANDELETEROOT	Delete root symbols. Must be used with SYMBOL, SYMBOLDELETE.	Designer Service
SYMBOLCREATE	Create symbols. Must be used with SYMBOL.	Designer Service
SYMBOLDELETE	Delete symbols. Must be used with SYMBOL.	Designer Service
SYMBOLREMOVE	Remove symbols from a hierarchy. Must be used with SYMBOL.	Designer Service
SYMBOLSET	Modify symbols. Must be used with SYMBOL.	Designer Service
SYMBOLSWITCH	Switch symbols in a hierarchy. Must be used with SYMBOL.	Designer Service
SYSTEMATTRIBUTECREATE	Create system attributes. Must be used with ATTRIBUTE.	Designer Service
SYSTEMATTRIBUTEDELETE	Delete system attributes. Must be used with ATTRIBUTE.	Designer Service
SYSTEMATTRIBUTEMODIFY	Modify system attributes. Must be used with ATTRIBUTE.	Designer Service
USERADMINISTRATION	Perform user administration	Does not apply
USERATTRIBUTECREATE	Create user attributes. Must be used with ATTRIBUTE.	Designer Service
USERATTRIBUTEDELETE	Delete user attributes. Must be used with ATTRIBUTE.	Designer Service
USERATTRIBUTEMODIFY	Modify user attributes. Must be used with ATTRIBUTE.	Designer Service
USERRESETPASSWORD	Reset passwords.	Does not apply

Value	Description	Platform License
USERSYMBOLACCESS	Manage symbol access for users.	Does not apply
VIEWDATA	View data.	Designer Power User Viewer Service
WORKFLOWDESIGNER	Access Longview Workflow Designer.	Designer

- ObjectType is GROUP and is used only when OperationName is USERADMINISTRATION or USERRESETPASSWORD.
- ObjectName is the group which the authorization specified for OperationName is applied to. ObjectName is used only when OperationName is USERADMINISTRATION or USERRESETPASSWORD.

Note: If ObjectName is AllUsers, the specified authorization is granted to the user for all users in the system.
For more information, see Understanding the AllUsers Group.

Syntax examples:

```
USER{TestUser{SYMBOL{{
USER{TestUser{USERADMINISTRATION{GROUP{GRP0
```

Preparing import files for group symbol access

To set the symbol access for several users at the same time, you must create an item file that lists the symbol access for users, each parameter on a separate line. In this fashion, you can set as many parameters for as many users as you like.

Item file syntax

Create a new text file, and for each symbol authorization granted to a particular user, include the following:

```
GROUP{GroupName{SymAccessRole{Dim-Name{Inherit{SymName{Access{NumLevels
{Priority
```

where:

- GroupName is the name of the group to whom the access is being granted.
- SymAccessRole is the name of the symbol access role in which the symbol access being granted resides.

- DimName is the dimension to which Access refers.
- Inherit indicates whether the access is inherited from the symbol access role itself and is either TRUE or FALSE.
- SymName is the name of a symbol to which access is being granted. This needs to be set only if inherit is set to FALSE.
- Access is either R (read) or W (write). This needs to be set only if inherit is set to FALSE.
- NumLevels is how many levels below this symbol in the hierarchy access is granted. This needs to be set only if inherit is set to FALSE.
- Priority is a number greater than zero designating the precedence for the access type, where 1 is the highest priority and a priority of 0 gives precedence to any other non-zero value. This needs to be set only if inherit is set to FALSE.

Syntax examples:

```
GROUP{Admins{V3_Compatible_Access{CONTROLS{FALSE{SYSTEM7{R{99{1
GROUP{Admins{V3_Compatible_Access{TRUE{{{{
```

Preparing import files for groups

To create multiple new groups, you must create an item file that lists the basic parameters of each group on a separate line.

Item file syntax

Create a new text file, and for each new group, on a separate line, include the following:

```
GroupName{GroupDesc
```

where:

- GroupName is the name of the group being created.
- GroupDesc is a description of the group, written in the default language of your system.

Group membership file syntax

Create a new text file, and for each user you want to automatically assign to a group, on a separate line, include the following:

```
GroupName{UserName
```

where:

- GroupName is the name of the group.
- UserName is the name of the user to be added to the group.

Preparing import files for group authorizations

Note: v26.1 This section does not apply to systems that are on the ISW platform.

To set the authorizations for several groups at the same time, you must create an item file that lists the authorizations for groups, each parameter on a separate line. In this fashion, you can set as many parameters for as many groups as you like.

Note: v26.2 For systems on the ISW Platform, when a user belongs to a group with authorizations configured, the group authorizations apply and the user's individual authorizations are ignored. If the group has no authorizations configured, the user's individual authorizations are used instead. Any group authorizations that exceed what the user's license permits are also ignored.

Item file syntax

Create a new text file, and for each authorization granted to a particular group, include the following:

```
GROUP{GroupName{OperationName{ObjectType{ObjectName where:
```

- GroupName is the name of the group to whom the authorization is being granted.
- OperationName is the name of an operation as it is in the database. The Authorization Operations are as follows:

Value	Description	Platform License
ADDINFOROFFICE	Access the Longview Add-In for Office. **Note:** You must also assign the CONNECTVIAAPPLICATIONFRAMEWORK authorization to allow users or user groups to access the Longview Add-In for Office.	Designer Power User Viewer
ADDINFOROFFICE SUBMITDATA	Submit data in the Longview Add-In for Office.	Designer Power User
ANALYSISREPORTING AUTHOR	Access Longview Analysis and Reporting as a Report Author.	Power user
ANALYSISREPORTING PUBLISHER	Access Longview Analysis and Reporting as a Report Publisher.	Designer

Value	Description	Platform License
ANALYSISREPORTING USER	Access Longview Analysis and Reporting as a Report User.	Viewer
APPLICATION ADMINISTRATOR	Access Longview Application Administrator.	Admin Designer Service
ATTRIBUTE	Manage attributes.	Designer
BATCH	Manage batches.	Admin Designer
CONNECTVIA APPLICATION FRAMEWORK	Connect to the server using Longview Application Framework. **Note:** You must assign this authorization to allow users or user groups to access Longview Apps, Longview Designer, Longview tools and editors, the Longview Add-In for Office, and Longview Tax.	Admin Designer Power User Viewer Service
DASHBOARDDESIGNER	Access Longview Dashboard Designer.	Designer
DELETECOMMENTS	Delete any existing comments in the Data Server. Users without Delete Comments authorization can delete only their own comments before they are submitted to the database. **Note:** Delete existing comments functionality is available in Data Grids only.	Designer
DESIGNER	Access Longview Designer. **Note:** You must also assign the CONNECTVIAAPPLICATIONFRAMEWORK authorization to allow users or user groups to access Longview Designer.	Designer
DESIGNERDATA IMPORTSCREATE	Create data import apps in Longview Designer. **Note:** You must also assign the DESIGNER authorization to allow users or user groups to access Longview Designer.	Designer

Value	Description	Platform License
DESIGNERDATA IMPORTSDELETE	Delete data import apps in Longview Designer. **Note:** You must also assign the DESIGNER authorization to allow users or user groups to access Longview Designer.	Designer
DESIGNERDATA IMPORTSMODIFY	Edit data import apps in Longview Designer. **Note:** You must also assign the DESIGNER authorization to allow users or user groups to access Longview Designer.	Designer
DESIGNERDATA IMPORTSPUBLISH	Publish data import apps in Longview Designer. **Note:** You must also assign the DESIGNER authorization to allow users or user groups to access Longview Designer.	Designer
DESIGNERLONGVIEW APPSPUBLISH	Publish Longview Apps in Longview Designer. **Note:** You must also assign the DESIGNER authorization to allow users or user groups to access Longview Designer.	Designer
FOREIGNEXCHANGE SETTINGS	Manage foreign exchange settings.	Admin Designer
GROUPADMINISTRATION	Perform group administration.	Does not apply
GROUPSYMBOLACCESS	Manage symbol access for groups.	Does not apply
INTERCOMPANYSETTINGS	Manage intercompany settings.	Designer
JOURNALENTRIES	Access Longview Journal Entries.	Designer Power User
JOURNALENTRY	Manage journal entries.	Designer Power User Service
JOURNALENTRYCURRENT PERIODCREATE	Create current period journal entries.	Designer Power User Service

Value	Description	Platform License
JOURNALENTRYCURRENTPERIODPERMPOST	Permanently post current period journal entries.	Designer Power User Service
JOURNALENTRYCURRENTPERIODREVIEWPOST	Review post current period journal entries.	Designer Power User Service
JOURNALENTRYDELETE	Delete non-shared journal entries.	Designer Power User Service
JOURNALENTRYFUTUREPERIODCREATE	Create future period journal entries.	Designer Power User Service
JOURNALENTRYFUTUREPERIODPERMPOST	Permanently post future period journal entries.	Designer Power User Service
JOURNALENTRYFUTUREPERIODREVIEWPOST	Review post future period journal entries.	Designer Power User Service
JOURNALENTRYOWNPERMPOST	Permanently post own journal entries.	Designer Power User Service
JOURNALENTRYOWNREVIEWPOST	Review post own journal entries.	Designer Power User Service
JOURNALENTRYPRIORPERIODADJCREATE	Create prior period journal entries.	Designer Power User Service
JOURNALENTRYPRIORPERIODADJPERMPOST	Permanently post prior period journal entries.	Designer Power User Service
JOURNALENTRYPRIORPERIODADJREVIEWPOST	Review post prior period journal entries.	Designer Power User Service

Value	Description	Platform License
JOURNALENTRYRESTATEMENTCREATE	Create restatement journal entries.	Designer Power User Service
JOURNALENTRYRESTATEMENTPERMPOST	Permanently post restatement journal entries.	Designer Power User Service
JOURNALENTRYRESTATEMENTREVIEWPOST	Review post restatement journal entries.	Designer Power User Service
LOCK	Manage locks.	Designer Service
MAPPINGSEDITOR	Access the Mappings editor. **Note:** You must also assign the CONNECTVIAAPPLICATIONFRAMEWORK authorization to allow users or user groups to access the Mappings editor.	Designer Power User Service
MAPPINGSMANAGE	Create, modify, delete mappings. **Note:** You must also assign the MAPPINGSEDITOR authorization to allow users or user groups to access the Mappings editor.	Designer Power User Service
MAPSMANAGE	Create, modify, delete maps. **Note:** You must also assign the MAPPINGSEDITOR authorization to allow users or user groups to access the Mappings editor.	Designer Power User Service
MODIFYDATA	Submit data.	Designer Power User Service
NDDSETTINGS	Manage NDD settings.	Designer
ROLE	Manage symbol access roles.	Designer Service

Value	Description	Platform License
RULE	Manage rules.	Designer Service
SCHEDULE	Manage schedules.	Designer Service
SERVERMANAGER	Access Longview Server Manager.	Admin Service Designer
SERVERMANAGERSTART	Start/stop the Longview server.	Admin Service Designer
SERVICEACCOUNTUSER ADMINISTRATOR	Sets the user to be a User Administrator.	Service
SERVICEACCOUNTRESTAPI	Sets user to be a Service Account User. **Note:** Can only be set using PUSER or a user who has User Administrator Authorization.	Admin Designer Service
SYMBOL	Manage symbols.	Designer Service
SYMBOLASSIGN	Assign symbols to a hierarchy. Must be used with SYMBOL.	Designer Service
SYMBOLATTRIBUTECREATE	Create symbol attributes. Must be used with ATTRIBUTE.	Designer Service
SYMBOLATTRIBUTEDELETE	Delete symbol attributes. Must be used with ATTRIBUTE.	Designer Service
SYMBOLATTRIBUTEMODIFY	Modify symbol attributes. Must be used with ATTRIBUTE.	Designer Service
SYMBOLCANCREATEROOT	Create root symbols. Must be used with SYMBOL, CREATESYMBOL.	Designer Service
SYMBOLCANDELETEROOT	Delete root symbols. Must be used with SYMBOL, SYMBOLDELETE.	Designer Service
SYMBOLCREATE	Create symbols. Must be used with SYMBOL.	Designer Service

Value	Description	Platform License
SYMBOLDELETE	Delete symbols. Must be used with SYMBOL.	Designer Service
SYMBOLREMOVE	Remove symbols from a hierarchy. Must be used with SYMBOL.	Designer Service
SYMBOLSET	Modify symbols. Must be used with SYMBOL.	Designer Service
SYMBOLSWITCH	Switch symbols in a hierarchy. Must be used with SYMBOL.	Designer Service
SYSTEMATTRIBUTECREATE	Create system attributes. Must be used with ATTRIBUTE.	Designer Service
SYSTEMATTRIBUTEDELETE	Delete system attributes. Must be used with ATTRIBUTE.	Designer Service
SYSTEMATTRIBUTEMODIFY	Modify system attributes. Must be used with ATTRIBUTE.	Designer Service
USERADMINISTRATION	Perform user administration	Does not apply
USERATTRIBUTECREATE	Create user attributes. Must be used with ATTRIBUTE.	Designer Service
USERATTRIBUTEDELETE	Delete user attributes. Must be used with ATTRIBUTE.	Designer Service
USERATTRIBUTEMODIFY	Modify user attributes. Must be used with ATTRIBUTE.	Designer Service
USERRESETPASSWORD	Reset passwords.	Does not apply
USERSYMBOLACCESS	Manage symbol access for users.	Does not apply
VIEWDATA	View data.	Designer Power User Viewer Service
WORKFLOWDESIGNER	Access Longview Workflow Designer.	Designer

- ObjectType is GROUP and is used only when OperationName is USERADMINISTRATION or USERRESETPASSWORD.

- ObjectName is the group which the authorization specified for OperationName is applied to. ObjectName is used only when OperationName is USERADMINISTRATION or USERRESETPASSWORD.

Note: If ObjectName is AllUsers, the specified authorization is granted to the user for all users in the system.
For more information, see Understanding the AllUsers Group.

Syntax examples:

```
GROUP{Admins{SYMBOL{{
GROUP{Admins{USERRESETPASSWORD{GROUP{AllUsers
```

Preparing import files for user symbol access

To set the symbol access for several users at the same time, you must create an item file that lists the symbol access for users, each parameter on a separate line. In this fashion, you can set as many parameters for as many users as you like.

Item file syntax

Create a new text file, and for each symbol authorization granted to a particular user, include the following:

```
USER{UserName{SymAccessRole{DimName{Inherit{SymName{Access{NumLevels
{Priority
```

where:

- UserName is the name of the user to whom the access is being granted.
- SymAccessRole is the name of the symbol access role in which the symbol access being granted resides.
- DimName is the dimension to which Access refers.
- Inherit indicates whether the access is inherited from the symbol access role itself and is either TRUE or FALSE.
- SymName is the name of a symbol to which access is being granted. This needs to be set only if inherit is set to FALSE.
- Access is either R (read) or W (write). This needs to be set only if inherit is set to FALSE.
- NumLevels is how many levels below this symbol in the hierarchy access is granted. This needs to be set only if inherit is set to FALSE.

- Priority is a number greater than zero designating the precedence for the access type, where 1 is the highest priority and a priority of 0 gives precedence to any other non-zero value. This needs to be set only if inherit is set to FALSE.

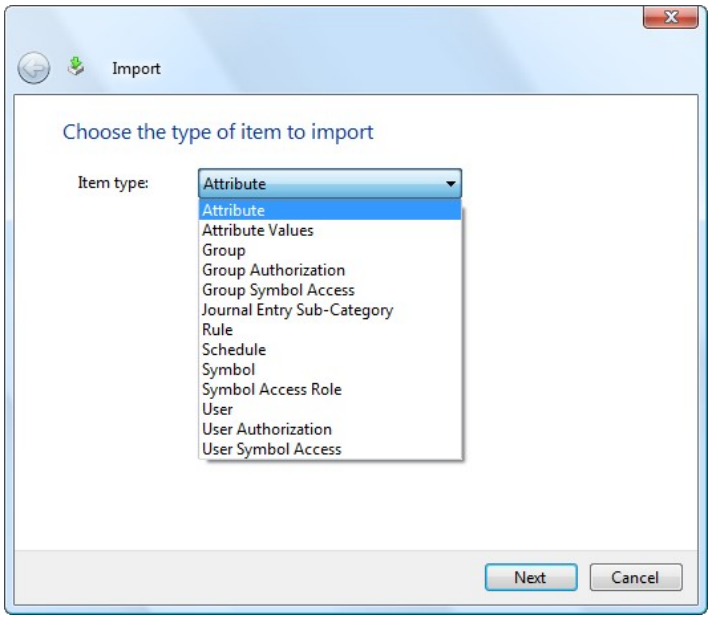
Syntax examples:

```
User{User2{V3_Compatible_Access{CONTROLS{FALSE{SYSTEM7{R{99{1
User{User2{V3_Compatible_Access{ENTITIES{TRUE{{{{
```

Importing files

To import the files that you have created, follow these steps:

1. Open Longview Application Administrator.
2. Select **File** > **Import**. The Import dialog opens, shown below:



3. For Item type, select the appropriate **server object** in the list, and click **Next**.
4. In the Item file field, click **Next**.
5. Do one of the following:
   - If you are importing symbols, select the **dimension** in which to create the new symbols, and click **Next**.
   - Otherwise, continue to the next step.
6. On the file locations page, type the Item file Location.

7. Depending on the type of file you are importing, complete the following fields, as necessary:

    a. Description file (optional): Optionally, select **Include descriptions**. For Description file Location, type the location of the description filed. This applies to Attributes, Schedules, Symbols, and Symbol access roles.

    b. Group membership file (optional): Optionally, select **Include group memberships**. For Group membership file Location, type the location of the group membership file. This applies to Users and Groups.

    c. Parent-child file (optional): Optionally, select **Include parent-child relationships**. For Parent-child file Location, type the location of the parent-child file. This applies to Symbols.

    > **Note:** You can also click Browse to navigate to, and select, the desired file.

8. Click **Finish**. An Import Summary dialog opens, informing you of any errors.

Exporting Server Objects

Exporting server metadata is a process that transfers database server objects to external locations. This section explains how to export existing server objects to a file.

Metadata about the following item types can be exported to simple text files:

- attributes
- attribute values
- groups
- group authorizations
- group symbol access
- journal entry sub-categories
- server rules
- schedules
- symbols
- symbol access roles
- users
- user authorizations
- user symbol access

Note: Users cannot be exported for systems that are on the ISW platform.

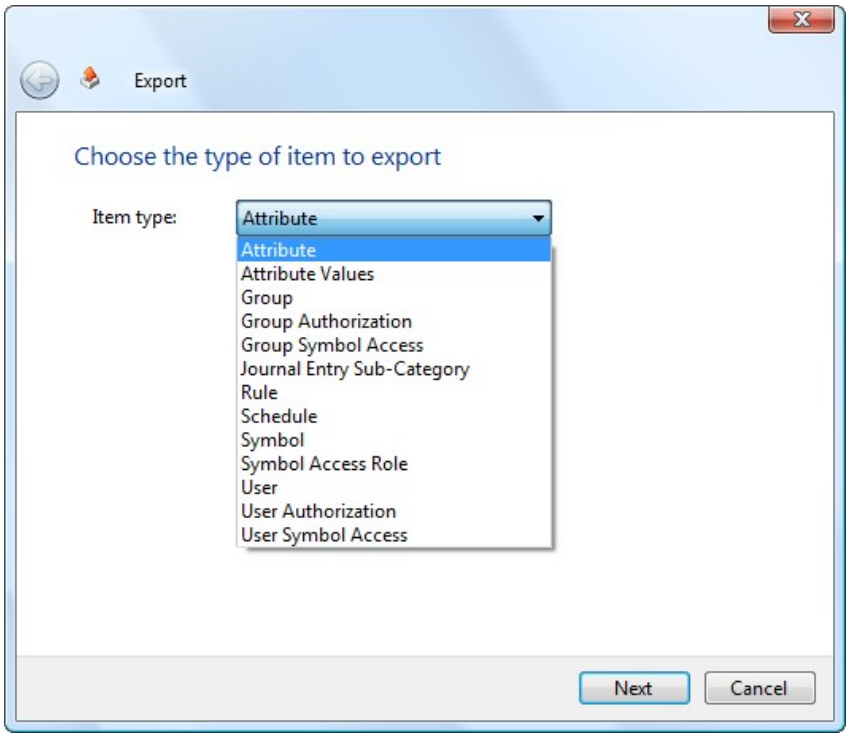
For each type of item, the following definitions and properties can be exported to files:

- Items (the name of the item and its principal parameters)
- Descriptions (the descriptions applied to the item, and its language designation)
- Group memberships (the name of the group and the names of all users that belong to that group; this is only available when exporting information on users or groups)
- Parent-child relationships (the parent symbol of the item, if it is a child or leaf symbol; this is available only when exporting information on symbols).

Exporting server objects to files

To export server object information, complete the following steps:

1. Open Longview Application Administrator.
2. Select **File** > **Export**. The Export dialog opens, as shown below:



3. Select the **item type** you want to export and click **Next**.
4. If you selected Attribute Values as the item type, complete these steps; otherwise, continue to the next step:

a. Select one of the following attribute value type export options:

i. Export all attribute values: Exports all attribute values in the system.

ii. Export attribute values for: Exports only attribute values of the selected class. If you use this option, you must select a class in the drop-down list.

b. Click **Next**. The file locations dialog opens.

c. Continue to step 6.

5. If you selected Symbol as the item type, complete these steps; otherwise, continue to the next step:
   a. Select the **dimension** that contains the symbols to export; otherwise continue to the next step.
6. Click **Next**. The file locations dialog opens.
7. Continue to the next step.
8. In the Item File area, type a folder location for the Item file along with the file name and extension (.txt) to which to save it. For example:

   `C:\Users\Me\ExportFiles\AttributesExport.txt`.
9. Depending on the type of file you are importing, complete the following fields, as necessary:

   a. Description file (optional): To export descriptions, select **Include descriptions**. For Description file Location, type a folder location for the description file along with the file name and extension (.txt) to which to save it. For example: `C:\Users\Me\ExportFiles\SymbolDescriptionsExport.txt`. This field applies to Attributes Schedules, Symbols, and Symbol Access Roles.

   b. Group membership file (optional): To export group membership information, select **Include group memberships**. For Group membership file Location, type a folder location for the membership file along with the file name and extension (.txt) to which to save it. For example, `C:\Users\Me\ExportFiles\UserMembership.txt.`. This field applies to Users and Groups.

   c. Parent-child file (optional): Optionally, select **Include parent-child relationships**. For Parent-child file Location, type a folder location for the membership file along with the file name and extension (.txt) to which to save it. For example: `C:\Users\Me\ExportFiles\SymbolRelationships.txt`. This field applies to Symbols.
10. Click **Finish**. An Export Summary dialog opens.
11. Review the summary and click **Close**.

Understanding export file syntax

Export files are in the same format as the related import files. For more information, see Importing Server Objects.

Monitoring The System

As System Administrator, you may need to monitor the system.

Working with locks

Your Longview system prevents two users from changing the same information simultaneously. This is called a lock. The system locks to prevent data loss if anyone tries to use a function currently in use by someone else.

Several users or all users may be affected, depending on the specifications. Since the system is meant to be used in a multi-user environment, locks reduce the risk of overwriting data in use by another user.

Sometimes you may inadvertently lock data you are using — if, for example, your computer stops responding before you have saved your work. In this case, you can unlock the locked data when you return to the system.

The lock list displays certain information about the locks, in separate columns that, when clicked, will sort the locks according to the column's property:

- The unique ID number of each lock.
- The lock description, if available.
- The owner (user) of each lock.
- Whether or not the lock involves schedule data.
- The creation date and time of the lock.

Viewing locks

To view the data locks in use, follow these steps:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, select **Locks**. A list of the data locks on the server appears in the Contents window.

ID	Description	User	Schedule	Creation Date
1		ADMIN	No	2007-10-05 14:13:05
2		ADMIN	No	2007-09-25 11:23:37
3		ADMIN	No	2007-09-25 11:34:18
4		ADMIN	No	2007-09-25 11:35:23
5		ADMIN	No	2007-09-25 11:45:02
6		ADMIN	No	2007-09-25 13:06:45
7		ADMIN	No	2007-09-25 13:13:45
8		ADMIN	No	2007-09-25 13:32:47
9		ADMIN	No	2007-09-25 13:38:00
10		ADMIN	No	2007-09-25 13:41:26
11		ADMIN	No	2007-09-25 13:44:40
12		ADMIN	No	2007-09-25 14:33:43
13		ADMIN	No	2007-09-25 14:41:59
14		ADMIN	No	2007-09-25 14:44:00
15		ADMIN	No	2007-09-25 14:47:05
16		ADMIN	No	2007-09-25 15:02:59
17		ADMIN	No	2007-09-25 15:10:51
18		ADMIN	No	2007-09-25 15:11:13
19		ADMIN	No	2007-09-25 15:16:39
20		ADMIN	No	2007-09-25 15:20:05
21		ADMIN	No	2007-09-25 16:19:31
22		ADMIN	No	2007-09-25 16:30:00
23		ADMIN	No	2007-09-25 16:31:57

3. You can view more information about a lock by selecting it. The exact nature of the data intersection is displayed on the Details page.

Details

Lock Area

Dimension	Symbol	Level	Symbol Description
Accounts	TrialBalance	99	Trial Balance
Accounts	dim0set	99	dim0set
TimePeriods	AYr05	99	2005
Entities	DIM2SET	99	Entities Default
Products	DIM3SET	99	Products Default
UPCs	DIM4SET	99	UPCs Default
Departments	DIM5SET	99	Departments Default
Currency	DIM6SET	99	Currency Default
Controls	DIM7SET	99	Controls Default

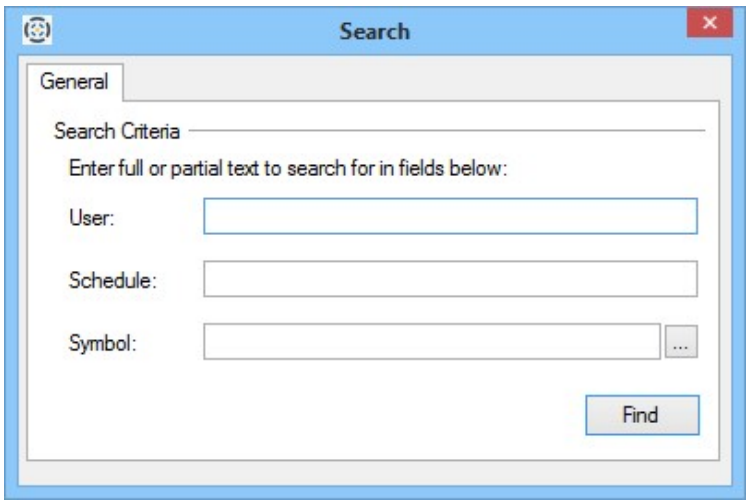
Searching for a lock

In some cases, there may be many data locks in the system. It is possible to search for a specific lock or set of locks matching certain criteria.

To search for a lock or group of locks, follow these steps:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, select **Locks**. A list of the current data locks on the server appears in the Contents window.

3. Click the **search** icon in the tool bar. The Search dialog opens.



4. Enter your search criteria. You may enter information for any or all these fields:
   - User
   - Schedule
   - Symbol (you may type in this field or click the **ellipsis** button (**...**) to use the LockSymbolSearchForm dialog to choose a symbol from the hierarchy)
5. To run your search, click **Find**. The results matching your criteria, if any, are displayed in the Search Results window.

Deleting a lock

To release locked data no longer in use, follow these steps:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, select **Locks**. A list of the current data locks on the server appears in the Contents window.
3. Right-click the **lock** you want to delete and select **Delete**. A confirmation dialog appears.

Note: The Delete option is available only if you have permission to delete the lock.

Caution: If you delete a lock, it cannot be recovered. Use this function with caution. Click Yes. The lock is deleted from the list and that data intersection becomes eligible for modification again.

Working with batches

Users with Batches and Events authorization can view all batches and events in the database and delete them if necessary.

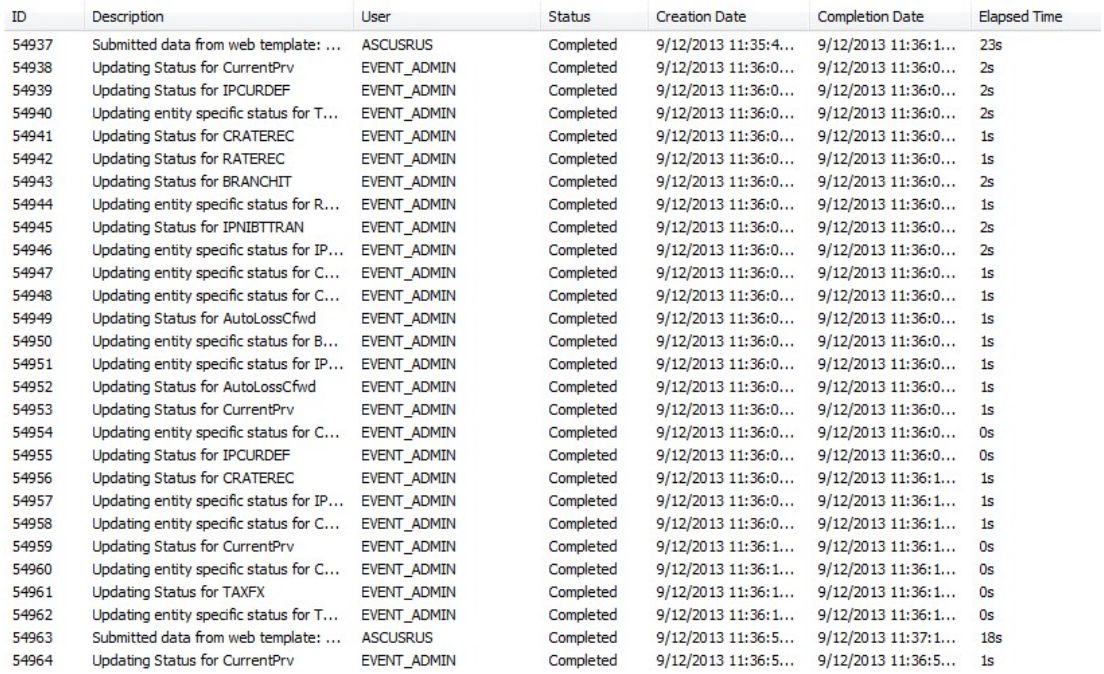
Viewing batch status

There are occasions when you may want to view information for all batches (user submissions). For example, you can view batch information to ensure that submitted data has reached the database.

To view all the events associated with a batch, see Analyzing batch information.

To view batch information:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, select **Batches**. The batches list appears in the Contents window.



ID	Description	User	Status	Creation Date	Completion Date	Elapsed Time
54937	Submitted data from web template: ...	ASCUSRUS	Completed	9/12/2013 11:35:4...	9/12/2013 11:36:1...	23s
54938	Updating Status for CurrentPrv	EVENT_ADMIN	Completed	9/12/2013 11:36:0...	9/12/2013 11:36:0...	2s
54939	Updating Status for IPCURDEF	EVENT_ADMIN	Completed	9/12/2013 11:36:0...	9/12/2013 11:36:0...	2s
54940	Updating entity specific status for T...	EVENT_ADMIN	Completed	9/12/2013 11:36:0...	9/12/2013 11:36:0...	2s
54941	Updating Status for CRATEREC	EVENT_ADMIN	Completed	9/12/2013 11:36:0...	9/12/2013 11:36:0...	1s
54942	Updating Status for RATEREC	EVENT_ADMIN	Completed	9/12/2013 11:36:0...	9/12/2013 11:36:0...	1s
54943	Updating Status for BRANCHIT	EVENT_ADMIN	Completed	9/12/2013 11:36:0...	9/12/2013 11:36:0...	2s
54944	Updating entity specific status for R...	EVENT_ADMIN	Completed	9/12/2013 11:36:0...	9/12/2013 11:36:0...	1s
54945	Updating Status for IPNIBTTRAN	EVENT_ADMIN	Completed	9/12/2013 11:36:0...	9/12/2013 11:36:0...	2s
54946	Updating entity specific status for IP...	EVENT_ADMIN	Completed	9/12/2013 11:36:0...	9/12/2013 11:36:0...	2s
54947	Updating entity specific status for C...	EVENT_ADMIN	Completed	9/12/2013 11:36:0...	9/12/2013 11:36:0...	1s
54948	Updating entity specific status for C...	EVENT_ADMIN	Completed	9/12/2013 11:36:0...	9/12/2013 11:36:0...	1s
54949	Updating Status for AutoLossCfwd	EVENT_ADMIN	Completed	9/12/2013 11:36:0...	9/12/2013 11:36:0...	1s
54950	Updating entity specific status for B...	EVENT_ADMIN	Completed	9/12/2013 11:36:0...	9/12/2013 11:36:0...	1s
54951	Updating entity specific status for IP...	EVENT_ADMIN	Completed	9/12/2013 11:36:0...	9/12/2013 11:36:0...	1s
54952	Updating Status for AutoLossCfwd	EVENT_ADMIN	Completed	9/12/2013 11:36:0...	9/12/2013 11:36:0...	1s
54953	Updating Status for CurrentPrv	EVENT_ADMIN	Completed	9/12/2013 11:36:0...	9/12/2013 11:36:0...	1s
54954	Updating entity specific status for C...	EVENT_ADMIN	Completed	9/12/2013 11:36:0...	9/12/2013 11:36:0...	0s
54955	Updating Status for IPCURDEF	EVENT_ADMIN	Completed	9/12/2013 11:36:0...	9/12/2013 11:36:0...	0s
54956	Updating Status for CRATEREC	EVENT_ADMIN	Completed	9/12/2013 11:36:0...	9/12/2013 11:36:1...	1s
54957	Updating entity specific status for IP...	EVENT_ADMIN	Completed	9/12/2013 11:36:0...	9/12/2013 11:36:1...	1s
54958	Updating entity specific status for C...	EVENT_ADMIN	Completed	9/12/2013 11:36:0...	9/12/2013 11:36:1...	1s
54959	Updating Status for CurrentPrv	EVENT_ADMIN	Completed	9/12/2013 11:36:1...	9/12/2013 11:36:1...	0s
54960	Updating entity specific status for C...	EVENT_ADMIN	Completed	9/12/2013 11:36:1...	9/12/2013 11:36:1...	0s
54961	Updating Status for TAXFX	EVENT_ADMIN	Completed	9/12/2013 11:36:1...	9/12/2013 11:36:1...	0s
54962	Updating entity specific status for T...	EVENT_ADMIN	Completed	9/12/2013 11:36:1...	9/12/2013 11:36:1...	0s
54963	Submitted data from web template: ...	ASCUSRUS	Completed	9/12/2013 11:36:5...	9/12/2013 11:37:1...	18s
54964	Updating Status for CurrentPrv	EVENT_ADMIN	Completed	9/12/2013 11:36:5...	9/12/2013 11:36:5...	1s

3. Review the following information:
    a. ID: The system-assigned ID of the batch.
    b. Description: The description of the batch.
    c. Owner: The username of the owner of the batch.
    d. Status: The status of the user batch. Possible values are:
        - Completed — The batch completed successfully.
        - Error — The batch encountered an error and failed to complete.
        - In Progress — The batch is in progress.
        - Incomplete — The batch did not complete.
        - No Data — No data was modified by the batch.

e. Creation Date: The date and time of creation of the batch.

f. Completion Date: The date and time of the completion of the batch, if available.

g. Elapsed Time: The amount of time required for the batch to complete (if it completed successfully), in seconds.

Viewing batch details

The Details dialog displays extra information for batches. If the batch triggered server processes, a plus sign (+) indicates that you can expand the details to view this information.

Note: To see events triggered by the batch, you must analyze the batch. For more information, see Analyzing batch information.

The Batch Details window uses icons to indicate the status of each item. Below is a list of each icon and what they indicate:

Icon	Description
	The item completed successfully.
	The item encountered an error and failed to complete.
	The item is in progress.
	The item is pending.
	The item did not complete.

The Batch Details window displays details in the following format:

Server	Format
Submission	Submission(Partition, Family, DataType[QueueInfo])(ElapsedTime) where: ■ Partition is the number of the partition on which the process is running. ■ Family is one of the following: ◦ unadjusted — Indicates the process is running on unadjusted data. ◦ adjusting — Indicates the process is running on journal entry data. ◦ schedule — Indicates the process is running on schedule data. ◦ adjusting schedule — Indicates the process is running on journal entry data posted to a schedule. ■ DataType is the type of data on which the process is running and can be one of the following: ◦ Leaf ◦ Parent ◦ Calculated ■ QueueInfo is the position of the batch in the queue, in the format Queue #x, where x is the position. ■ ElapsedTime is the total elapsed time to completion, in seconds.
Math	Math(ElapsedTime) where: ■ ElapsedTime is the total elapsed time to completion, in seconds.
Elimination	Elimination(Partition)(ElapsedTime) where: ■ Partition is the number of the partition on which the process is running. ■ ElapsedTime is the total elapsed time to completion, in seconds.

Server	Format
Writer	Writer(Partition, Family, DataType)(ElapsedTime) where: ■ Partition is the partition on which the process is running. ■ Family is one of the following: ◦ unadjusted — Indicates the process is running on unadjusted data. ◦ adjusting — Indicates the process is running on journal entry data. ◦ schedule — Indicates the process is running on schedule data. ◦ adjusting schedule — Indicates the process is running on journal entry data posted to a schedule. ■ DataType is the type of data on which the process is running and can be one of the following: ◦ leaf ◦ parent ◦ calculated ◦ CTA ◦ validation ■ ElapsedTime is the total elapsed time to completion, in seconds.

To view batch details:

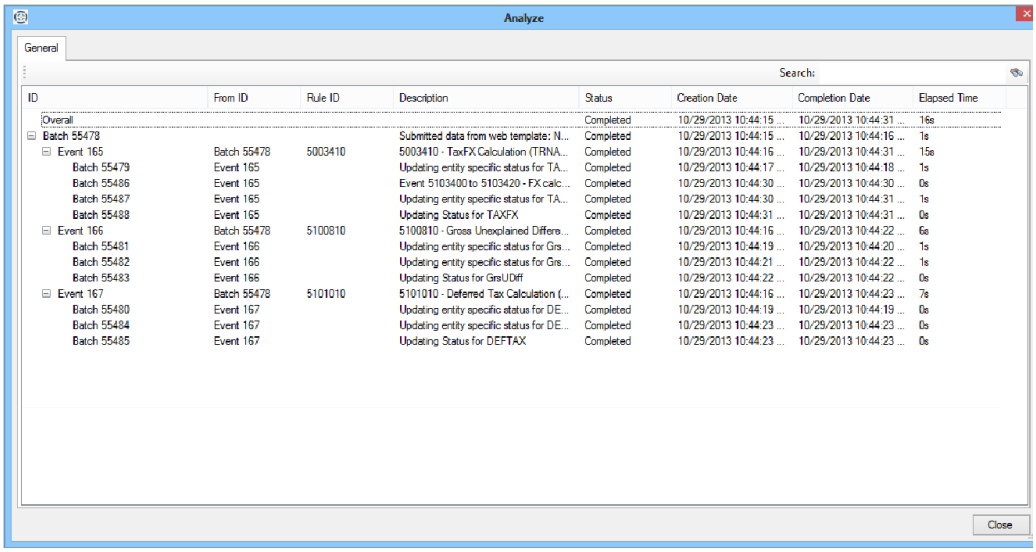
1. Open Longview Application Administrator.
2. In the Server Explorer pane, select **Batches**. A list of the batches appears in the Contents window.
3. Select the **batch** that you want to view details for, and then click the Details tab.
4. Expand the details as necessary.

Analyzing batch information

In some cases, a batch may trigger an event that triggers other events, and subsequently, other batches. You can use the Analyze dialog to view information for all tiers of items resulting from the original batch, including the overall status of the batch and the total elapsed time that it took for it, and all triggered batches and events, to complete.

To analyze batch information:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, select **Batches**. The batches list appears in the Contents window.
3. Right-click the **batch** you want to analyze and click **Analyze** on the context menu. The Analyze dialog opens.



4. Review information for the overall batch in the first line:

   a. Creation Date: The creation date and time of the initial batch.

   b. Completion Date: The date and time when all the batches and events completed.

   c. Status:

      - Completed — The batches and events completed successfully.
      - Error — One or more batches or events encountered an error and failed to complete.
      - In Progress — One or more batches or events are currently in progress.
      - Pending — One or more events are in the queue, pending the elapse of the interval time.
      - Incomplete — One or more batches did not complete.
      - No Data — No data was modified by the initial batch.

   d. Elapsed Time: The total time for all batches and events to complete.

5. Review the following information:

> **Note:** You can use the Search box to search items in the ID, Description or Status columns. Type a search term in the Search box and click the Search button to find the next instance. Click a column to sort the batches and events according to the column's property.

   a. ID: The type of process (Batch or Event) and its ID. If an Event has a negative ID, it has not yet been processed and is waiting for the interval time to elapse.

   b. From ID: The ID of the batch or event that triggered the batch or event.

c. Rule ID: The Rule ID for the event.

d. Status:

- Completed — The batch or event completed successfully.
- Error — The batch or event encountered an error and failed to complete.
- In Progress — The batch or event is currently in progress.
- Pending — The event is in the queue, pending the elapse of the interval time.
- Incomplete — The batch did not complete.
- No Data — The batch contained only unmodified data.

e. Creation Date: The creation date and time of the batch or event.

f. Completion Date: The date and time when the batch or event completed.

g. Elapsed Time: The total time for the batch or event to complete.

6. When you are finished, click **Close** to return to the Batches list.

Deleting batch information

If the batches list becomes excessively long, you may be able to manage it by deleting batch information, depending on your authorization and system settings.

If you have Batches and Events authorization, you can delete batch information for all batches in the system. If you do not have Batches and Events authorization, you cannot delete batch information. For more information, contact your System Administrator.

Note: If Data Audit Trail is ON, you cannot delete batch information. To delete batch information when Data Audit Trail is ON, you must reset the audit tables. For more information, see Resetting the Data Audit Trail.

To delete batch information:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, select **Batches**. A list of the batches currently on the server appears in the Contents window.
3. Right-click the **batch** and select **Delete**. A confirmation dialog appears.

   Caution: If you delete batch information, it cannot be recovered. Use this feature with caution.

4. Click **Yes**. The selected batch information is deleted from the database.

Working with events

Users with Batches and Events authorization can view information for all events in the database and delete this information if necessary.

For information on Event rules, see Understanding Event rules.

Viewing event status

There are occasions when you may want to view information for all events in the database to review their status.

If you want to view events within the context of the batches that triggered them, see Analyzing Batch Information.

To view event status:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, select **Events**. The events list appears in the Contents window.

ID	Description	Status	Creation Date	Completion Date	Elapsed Time
1	5003410 - TaxFX Calculation (TRNA...	Completed	9/12/2013 11:35:5...	9/12/2013 11:36:1...	26s
2	5100710 - Current Provision Calculat...	Completed	9/12/2013 11:35:5...	9/12/2013 11:36:0...	13s
3	5100715 - Current Provision Calculat...	Completed	9/12/2013 11:35:5...	9/12/2013 11:36:0...	17s
4	5100720 - Current Provision Calculat...	Completed	9/12/2013 11:35:5...	9/12/2013 11:36:1...	18s
5	5101420 - RateRec Calculation (ETR...	Completed	9/12/2013 11:35:5...	9/12/2013 11:36:0...	12s
6	5101610 - CRateRec Calculation (Na...	Completed	9/12/2013 11:35:5...	9/12/2013 11:36:0...	13s
7	5101620 - CRateRec Calculation (Re...	Completed	9/12/2013 11:35:5...	9/12/2013 11:36:0...	17s
8	5103410 - Branch Income Transfer ...	Completed	9/12/2013 11:35:5...	9/12/2013 11:36:0...	13s
9	5105810 - Loss Carryforward Autom...	Completed	9/12/2013 11:35:5...	9/12/2013 11:36:0...	13s
10	5105820 - Loss Carryforward Autom...	Completed	9/12/2013 11:35:5...	9/12/2013 11:36:0...	16s
11	5106410 - IP Current Deferred Calc...	Completed	9/12/2013 11:35:5...	9/12/2013 11:36:0...	12s
12	5106420 - IP Current Deferred Calc...	Completed	9/12/2013 11:35:5...	9/12/2013 11:36:0...	17s
13	5106902 - IP NIBT Transfer Calculation	Completed	9/12/2013 11:35:5...	9/12/2013 11:36:0...	13s
14	5003410 - TaxFX Calculation (TRNA...	Completed	9/12/2013 11:36:5...	9/12/2013 11:37:2...	26s
15	5100710 - Current Provision Calculat...	Completed	9/12/2013 11:36:5...	9/12/2013 11:36:5...	3s
16	5100715 - Current Provision Calculat...	Completed	9/12/2013 11:36:5...	9/12/2013 11:37:1...	16s
17	5100720 - Current Provision Calculat...	Completed	9/12/2013 11:36:5...	9/12/2013 11:37:1...	18s
18	5101420 - RateRec Calculation (ETR...	Completed	9/12/2013 11:36:5...	9/12/2013 11:37:0...	14s
19	5101610 - CRateRec Calculation (Na...	Completed	9/12/2013 11:36:5...	9/12/2013 11:37:1...	16s
20	5101620 - CRateRec Calculation (Re...	Completed	9/12/2013 11:36:5...	9/12/2013 11:37:1...	17s
21	5103410 - Branch Income Transfer ...	Completed	9/12/2013 11:36:5...	9/12/2013 11:37:1...	15s
22	5105810 - Loss Carryforward Autom...	Completed	9/12/2013 11:36:5...	9/12/2013 11:37:0...	14s
23	5105820 - Loss Carryforward Autom...	Completed	9/12/2013 11:36:5...	9/12/2013 11:37:1...	17s
24	5106410 - IP Current Deferred Calc...	Completed	9/12/2013 11:36:5...	9/12/2013 11:37:0...	14s
25	5106420 - IP Current Deferred Calc...	Completed	9/12/2013 11:36:5...	9/12/2013 11:37:1...	16s
26	5106902 - IP NIBT Transfer Calculation	Completed	9/12/2013 11:36:5...	9/12/2013 11:37:1...	15s

3. Review the following information:
    a. ID: The system-assigned ID of the event.
    b. Description: The description of the event.
    c. Status: The status of the user batch. Possible values are:
        - Completed — The event completed successfully with no errors.
        - Error — The event failed to complete due to one or more errors.
        - In Progress — The event is currently in progress.
        - Pending — The event is in the queue, pending the elapse of the interval time.

For information on how event status affects overall status, see Analyzing Batch Information.

d. Creation Date: The date and time of creation of the event.

e. Completion Date: The date and time of the completion of the event, if available.

f. Elapsed Time: The amount of time required for the event to complete (if it completed successfully), in seconds.

Note: Click a **column** to sort the events according to the column's property.

Deleting event information

Your Longview System maintains event information for audit purposes in the database. You may want to delete event information to keep the Events list manageable. You can delete event information only if Data Audit Trail is FALSE for your system. Otherwise, you must reset the audit trail.

For more information, see Resetting the Data Audit Trail.

You must have Batches and Events authorization to delete event information. For more information on setting user authorization, see Creating Users.

To delete event information:

1. Open Longview Application Administrator.
2. In the Server Explorer pane, select **Events**. A list of the events currently on the server appears in the Contents window.
3. Right-click the **event** and select **Delete**. A confirmation dialog appears.

   Caution: If you delete event information, it cannot be recovered. Deleting event information also deletes related log, error, and history files. Use this feature with caution.

4. Click **Yes**. The selected event information is deleted from the database.