Significance of Supplemental Data Manager – Additional Hands for Finance Users

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Supplemental Data

"Supplemental Data" means accounting supplemental records. The detailed information utmost required for accounting but is outside the scope of typical accounting, like postings in general ledger, etc. Data sitting in these records is typically additional required information which helps management and analysts perform their jobs.
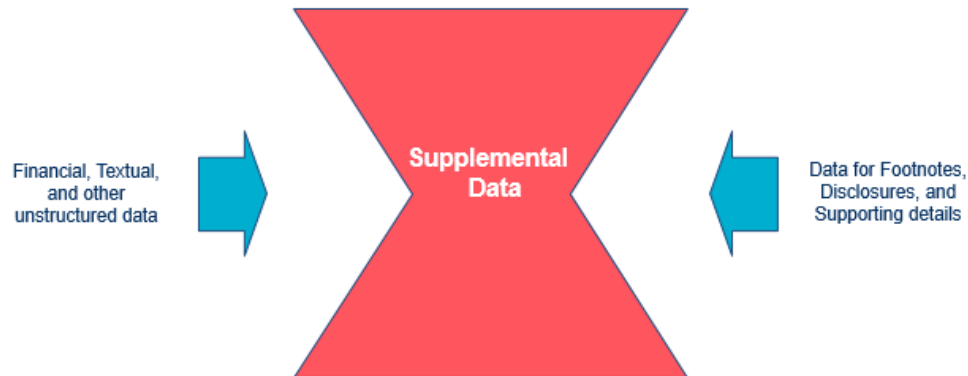
Using the right systems for supplemental data collection and management can gain greater control and visibility into additional information, in comparison to using manual and spreadsheet-based financial processes.

Supplementary Information May Include:

- Accounting information
- Non-accounting information

Accounting Information

- An example of supplementary information is an expanded table containing the details for line items in the financials.
- Supplementary information system is valuable for any company, allowing them to provide important additional information—such as "roll forward" reports, debt roll forwards, fixed asset roll forwards, and equity roll forwards, which are necessary to support financial statements.

Non-Accounting Information

- An employee in charge of accounts receivable might keep a supplementary record with notes about customer demeanor, personality, and ability to pay future invoices. This extra information helps the employee perform their job by giving additional warnings about controls or customers which might need additional attention.

Methods to Collect Supplemental Data

There can be two methods to collect supplemental data. Supplemental data can be collected in single source system where master data is stored or in separate systems.
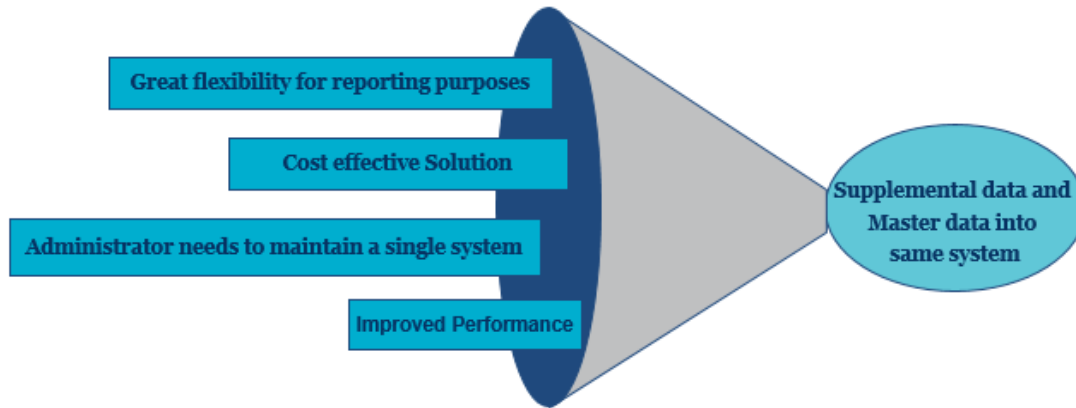

Collection of Data in Single Source System

Supplemental data can be stored in single source system where master data is stored
For example: In any ERP system (e.g., PeopleSoft or JD Edwards, etc.) or any of Oracle EPM Cloud Close suites.

Oracle EPM Cloud Close suite (Financial Consolidation and Close Cloud services (FCCS), Account reconciliation Cloud services (ARCS) and Tax Reporting Cloud services (TRCS) supports **Consolidated data as well Supplemental data** into a single system.

Benefits of Collecting Supplemental Data in Single Source System like SDM of FCCS

- It provides greater flexibility for reporting purposes
- Cost effective solution
- Administrator needs to maintain a single system
- Improved performance

Collection of Data in Separate Systems

Supplemental data can be stored in a separate system than the master source system. It can be MS Excel/File system/Database tables, etc.

Impacts of Maintaining Data in Multiple Systems

1. Collecting data in multiple systems can impact reporting capabilities.
2. System administrator will have to maintain multiple different systems.
3. When the master source system does not support inbuilt supplemental data collection and system admin still have to store supplemental data into master system, the size of master system will increase which might impact performance.
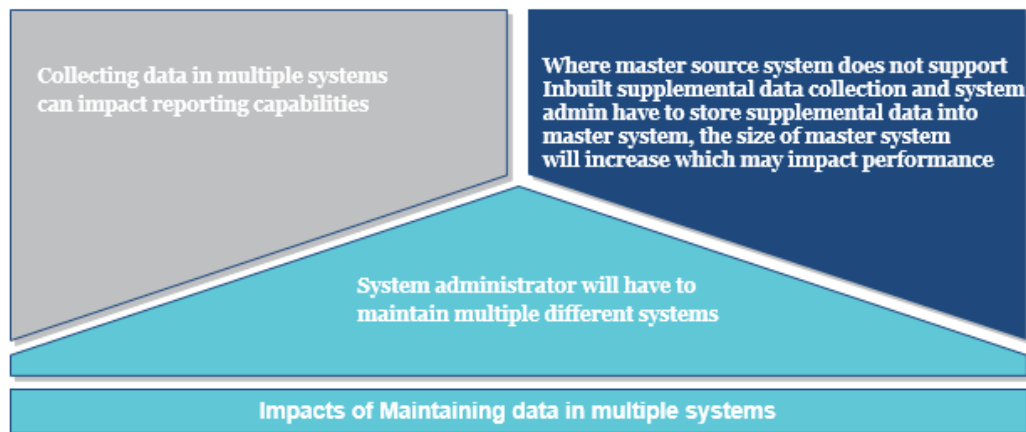
## Supplemental Data Manager: An Untapped Gem of Close Consolidation

Oracle EPM cloud close consolidation suite (FCCS, ARCS and TRCS) have an **inbuilt** supplemental data collection tool named **"Supplemental Data Manager" (SDM).**

EPM cloud close consolidation suite supports consolidation, account reconciliation, and tax reporting for controllership users. Not only this, using SDM functionality of Oracle Cloud, supplemental data can be stored in EPM.

Summary/aggregated data will be available in FCCS/ARCS/TRCS whereas additional/detailed supporting information will be stored in SDM.

Supplemental Data in Financial Consolidation and Close Cloud Services (FCCS)

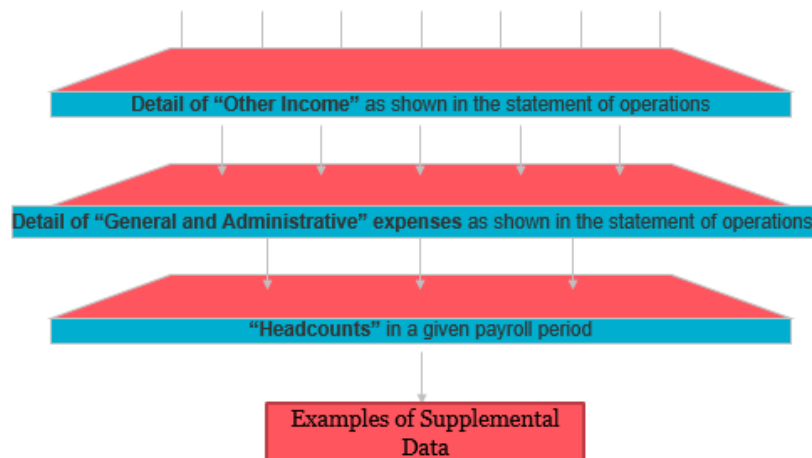Oracle Financial Consolidation and Close Cloud Service (FCCS) is a suite of:
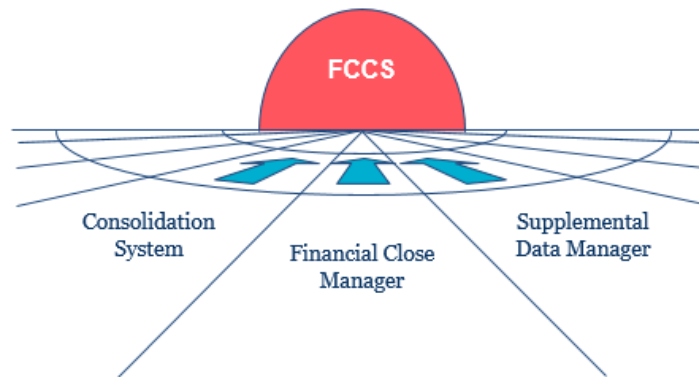
Oracle Supplemental Data Manager (SDM) is a platform that can be used to centralize the collection of financial, textual, and other unstructured data. It helps organizations to streamline the supplemental data collection process and introduces visibility as well as efficiency into the process.

SDM Provides a Robust Ad Hoc Data Collection Process That Supports:

- Defining the data definition process and associated data forms for data collection
- Provides a complete security mechanism on data
- Supports the ability to create calculation formula and validation criteria
- Control and monitor the data collection workflow

Examples of Use of SDM

Detail of "Other Income" as shown in the statement of operations

Detail of "General and Administrative" expenses as shown in the statement of operations

"Headcounts" in a given payroll period

Examples of Supplemental Data

Why You Should Use Supplemental Data Manager

Supplementary data provides additional details which are not part of a financial statement but provide important information about the data. Below are some of the areas where supplementary data are needed.

Financial Disclosures
Notes to the financial statements provide important disclosures such as the basis of preparation, the reporting currency, and the accounting policies, methods, and estimates that have been used in preparing the financial statements.

To prepare these Notes to the financial statements Consolidated Supplemental Data is required and SDM provides that easily and is very user friendly.

Auditing
When conducting an audit of the financial statements, the auditor conducts a thorough investigation of all the information contained in the financial statements, including the footnotes. Auditors use the footnotes to determine how the adopted accounting policies impact the reported results and the actual position of the company.

The supporting details required for audit are the supplemental data that is supported by SDM.

Accounting Policies
Disclosing the accounting policies helps users interpret and understand the financial statements better.

All the information required to maintain accounting polices is the supplemental data is supported by SDM.

Depreciation of Assets

Supplementary information about depreciation of assets and the method adopted by the company can be considered as an example of supplementary data.

Various depreciation schedules as per different GAAP requirements and other related details that are not recorded in ERP directly can be recorded as supplemental data in SDM for all different entities with different GAAP requirements enabling entity level or role based security as well.

Employee Benefits

Supplementary information for employee benefits that the company provides to its employees including health insurance, health savings accounts, retirement plans, etc.

All supplemental data for employee benefits can be collected in SDM with a complete required security mechanism.

Intangible Assets

Supplementary information for intangible assets is required for all intangible assets owned by the company. Intangibles are assets that have no physical form, and they include trademarks and patents, etc.

Complete supplemental data for Intangible assets owned by the company can be maintained with complete workflow and Security mechanism in SDM.

Valuation of Inventory

Supplementary information for the valuation of inventory informs users how the company valued its inventory, making it easy for them to compare inventory figures from one period to another.

In SDM you can even collect information relating to methods of valuation of inventory to the level of detail required and can enable required a user-friendly approval mechanism as well.

How to Enable Supplemental Data Manager in FCCS

To collect supplemental data within FCCS, supplemental data collection module needs to be enabled while creating FCCS application. As shown in below screenshot of **"Enable Features"** while creating FCCS application, FCCS provides below options –

1. Enable both **"Consolidation"** and **"Supplemental Data Collection"** option to store both consolidated and supplemental data
2. Enable **"Consolidation"** option to store consolidated data only
3. Enable **"Supplemental Data Collection"** option to store supplemental data only

Note – If an FCCS application has been created without enabling the SDM, it can be enabled later as well.

Collection of Supplemental Data in FCCS – Investment Details

An organization makes a couple of investments. For each investment, the company needs to store additional information as well. Detailed information of investments will be collected as supplemental data whereas Invested amount will be part of the company's Financial Statements.

FCCS the Game Changer

Based on requirements – FCCS will keep only the aggregated invested amount for financial statements, whereas other detailed information will be kept in SDM.
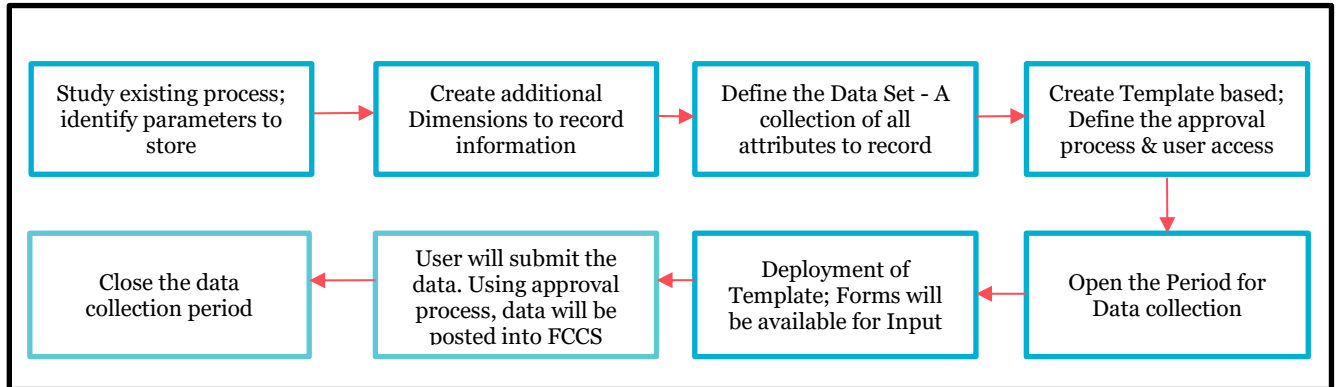
Detailed Investment information to be collected can be divided into 4 different sections –
1. General Information
2. Investment Information
3. Investment Details
4. Investment Value

Detailed Investment information to be collected			
General Information	**Investment Information**	**Investment Details**	**Investment Value**
• Invest Group	• Invest Group	• Investment ID	• Investment ID
• Employee ID	• Prospectus	• Invest Group	• Invest Group
• Employee Name	• Confirmed Interest	• ID Type	• ID Type
• Date of Birth	• Financial Doc	• Investment Description	• Investment Description
• Direct Manager	• Communication Date	• Coupon Rate	• Security Type
• Cost Centre ID	• Review prospectus	• Maturity	• Issuing Country
• Location	• Review Date	• Duration	• Issuing Currency
• Address	• Comments	• Security Type	• Moodys Ratings
• Phone			• SP Ratings
			• Current Value
			• Book Value
			• Unrealized Loss
			• Market Value
			• Fair Value

Steps to Set Up SDM in FCCS

Below are the eight steps to set up Supplemental Data Manager in FCCS.

Study existing process; identify parameters to store	→	Create additional Dimensions to record information	→	Define the Data Set - A collection of all attributes to record	→	Create Template based; Define the approval process & user access

Close the data collection period	←	User will submit the data. Using approval process, data will be posted into FCCS	←	Deployment of Template; Forms will be available for Input	←	Open the Period for Data collection

Step 1 - Study Existing Process

Study the existing user input templates to:
- Identify all attributes/parameters for which data needs to be collected?
- Is there any need to create an additional dimension or attribute?
- Any validation logic required?
- Any calculation required?
- How SDM Input Form will be organized?
- User/Team details who will input data into SDM Forms?
- How to set up the Workflow process?
- Security setup details required?

Step 2 - Create the Additional Dimension/Attributes to Record Information

In addition to FCCS inbuilt dimensions, additional dimensions can be created to store supplemental information. Each Dimension can have further members under it. Metadata will be loaded for these members.

For example, In following screenshot "**Account**" is a FCCS seeded dimension, whereas "**Moodys Ratings"** is a custom dimension to store additional information.
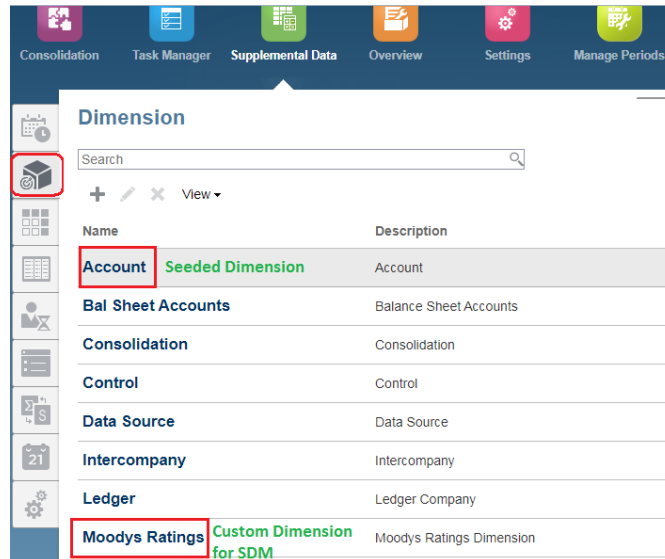
Below two custom dimensions will be created to store investment details.

1. 'Moodys Rating'
2. 'SP Rating'

Following are the members and properties for each dimension.

Attribute Name	Key Attribute	Data Type
Moodys Ratings	Y	Text
Moodys Conversion		Text
SP Ratings	Y	Text
SP Conversion		Text

Step 3 - Define the Data Set

- A data set consists of all attributes, required to record data.
- Under Data Set, new Attributes can be created.
- It consists of Attributes from dimensions (FCCS seeded dimension or custom dimension) and Attributes created in the data set.
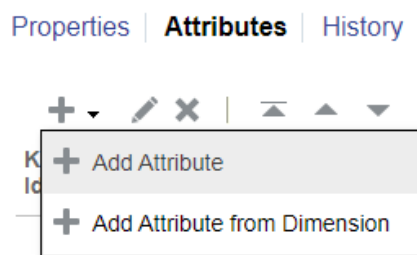
- Once the Data Set has been defined, it will be used to create SDM Forms.

As shown in below screenshot – add all Attributes under the "Investment Details".

Key Identifier △▽	Assign Workflow	Name	Dimension	Attribute Type	Data Type	Total
🔑☑	☐	Investment ID		Input	Text	
🔑☑	☑	Entity	Entity 🔑	Dimension Reference	Text	
🔑☐	☐	Investment Description		Input	Text	
🔑☐	☐	Coupon Rate		Input	Text	
🔑☐	☐	Coupon Type		Input	List	
🔑☐	☐	Maturity		Input	Date	
🔑☐	☐	Duration		Input	Number	None ▼
🔑☐	☐	Fair Value		Input	Number	Sum ▼
🔑☐	☐	Issuing Country		Input	List	
🔑☐	☐	Issuing Currency		Input	List	
🔑☐	☐	Moodys Ratings	Moodys Ratings 🔑	Dimension Reference	Text	
🔑☐	☐	SP Ratings	SP Ratings 🔑	Dimension Reference	Text	
🔑☐	☐	Current Value		Input	Number	Sum ▼
🔑☐	☐	Book Value		Input	Number	Sum ▼
🔑☐	☐	Unrealized Loss		Input	Number	Sum ▼
🔑☐	☐	Market Value		Input	Number	Sum ▼
🔑☐	☐	ID Type		Input	List	
🔑☐	☐	Invest Group		Input	Text	
🔑☐	☐	Security Type		Input	List	

Step 4 - Create Form Template

Form Template is created based on 'Data Set' and is a reusable component. To Create a Form Template:

- Define the layout of user input forms.
- Define mapping between FCCS and SDM and using that data will flow from SDM to FCCS.
- Define instructions to be followed by the user while entering data.
- Define the Workflow process.
- Define the security setup.
- Define the Users/Team who will be responsible to input data in SDM form for specific Entity.

Create New Section under Form Template

As per requirement, there will be four sections to collect Investment details:

Under each section, there are three tabs:
1. Columns
2. Group By
3. Mapping

Columns Tab
Choose the attributes which need to be added under the 'Investment detail' section from "Data Set" "Investment Details".

- Select the **checkbox "Included"** for all items required in "Investment Value" section out of the entire Attributes of Data Set "Investment Details".
- Select the checkbox "**View only**" if any column needs to be marked as view only.
- For all columns where '**Data Type**' is **Number**, you can define the '**Total Validation POV**'.
- For example - If aggregated investment amount is available in FCCS and using SDM, detailed information is getting submitted, SDM Data can be validated against the data stored in FCCS.
- A mapping needs to be defined between FCCS and SDM members for '**Total Validation POV**'.

Group By Tab

- In "**Group By**" page – it will show only those columns which were selected as "**Included**" in "Column tab".

- Select the "**Included**" check box for which data needs to be sent to FCCS.
- Select the "**Group By**" check box against which data needs to be aggregated in SDM and sent to FCCS.

  For example – In screenshot – SDM will aggregate data against "Investment ID" for "Current Value", "Book value", "Unrealized Loss", "Market Value" and "Fair Value" columns and send from SDM to FCCS.

Mapping Tab
In Mapping Tab, mapping between SDM and FCCS is defined.

Properties | Columns | Group By | **Mapping** | History

ID Type	Current Value	Book Value	Unrealized Loss	Market Value	Fair Value

Mapping

Account#"Investment Details",Intercompany#"FCCS_No Intercompany",Movement#FCCS_Mvmts_OtherInvestingActivities,Multi-GAAP#"FCCS_Local GAAP",Product#P_000

To define mapping, click on POV - it will open a new window to select the specific member from each FCCS dimension.

As shown in the above screenshot - we can see the specific member from FCCS dimension.
As a result of this mapping - Value of "Book Value" entered by user will map to, "Investment Details" account of FCCS.

Click OK.

Click on "Save Button" to complete all tasks related to **Section Tab** and return to "**Form Template**".

Once Section has been defined, the next import task under 'Form Template' is to define the workflow process for SDM forms. Go to the 'Workflow' tab.

Workflow Tab

Define the workflow process of SDM input form. Below are different available options.

Workflow

Workflow option | Prepare --> Approve --> Post ▼

- Prepare
- Prepare --> Approve
- **Prepare --> Approve --> Post**
- Prepare --> Post
- Post

Duration for:

- There can be multiple approval levels.
- Once, SDM form will be in Posted status – Data will be moved from SDM to FCCS.
- Based on the selected workflow option, preparer, approver, and integrator need to be defined.
- Post deployment of template, preparer, approver, and integrator who has been defined in Workflow, will be able to perform specific tasks in SDM Input form for Entities that has been defined in Workflow.

Step 5 - Open the Period for Data Collection

To start supplemental data collection process:
- Make sure the period is open for the month in which data is to be loaded.

Step 6 - Deployment the Form Template

Once the form template has been created, the next step is to deploy the template.

Step 7 - Data Submission to Input for Using workflow

Once SDM forms have been deployed, it will undergo the workflow process.
It will have three stages below:

1. Preparer
2. Approver
3. Integrator

Preparer Related Task

Once the SDM form has been assigned to the preparer, the preparer needs to enter the data and submit data to approver for approval.

For our example, there are four different tabs under "Investment details" where the preparer needs to enter data.

Enter the details and click the 'Save' button. Similar to this, the preparer need to enter details in all four forms.

Once all data has been entered into four different forms, the preparer needs to "**Submit**" control from "Preparer" to "Approver" stage.

Approver Related Task

- Once the preparer will submit the data, control will move to "Approver".
- Approver has the option to "Approve" or "Reject" this data.
    - On Rejection – control will go back to the preparer.
    - On Approval – control will move to next level (i.e., Integrator).
- Once approver clicks the 'Approve' button, control will move to the integrator.

Integrator Related Task

- Once control moves to the integrator, the integrator can post or reject it.
- Once it has been posted, data will be moved from SDM to FCCS.

Viewing Data in FCCS

- As "Book Value" was mapped with the "Investment details" member in FCCS.
  At the below member combination, data can be seen in FCCS.
- SDM data will be loaded on the "Supplemental Data" member from the "Data Source" dimension in FCCS.

	A	B	C
1			US 1 LE 1 BU 1
2			Investment Details
3			Actual
4			Periodic
5			Supplemental Data
6			Total Product
7			Entity Input
8			Entity Currency
9			FY 2015
10			Local GAAP
11	▼	▼	May ▼
40	No Intercompany	Changes in Other Investing Activities	2739789

Drill through from FCCS to SDM

- FCCS will hold summary data and detail data will be available in SDM.
- To see detailed data from FCCS, the drill-through option can be used.
- It is supported via Smart View and FCCS Web Forms.
- In Web Form - right click on the data cell for account "Investment Details"-> 'C_101' and select Drill Through.
- On the next window, all four input forms will appear.

The screen of SDM below will appear where we can see all four input forms.

Step 8 - Close the Data Collection Period

Once Supplemental data has been posted, close the data collection period.

Powerful SDM Features Provided by FCCS

With the implementation of FCCS, any organization can have a centralized system to store financial data as well as the supplemental data.

Supplemental Data Manager Security

SDM provides a robust security model. While defining the SDM "Form template", Admin needs to set up the SDM workflow.

Admin needs to define who will be the preparer, approver, and integrator for each entity for which SDM data need to be loaded.

Post deployment of Template – Only preparer, approver, and integrator who has been defined in Workflow will be able to perform specific tasks in SDM Input form for that particular Entity.

SDM allows users to define **Teams** instead of individual preparer, approver, and integrator. Teams specifically for supplemental data, for example, for working on supplemental data forms

can be created. You can then determine which users or teams can claim a form, and from Access, you can assign teams for workflow stages.

Based on assigned access – multiple users can enter data to their respective assigned SDM Input form at same time.

For SDM Input form – only specific users who have given access "Form Template" under "Access Tab" can view the data.

Based on **dimension level security** defined in FCCS, users will be able to see data for specific members in FCCS.

Data Flow from Supplemental Data Manager to FCCS

Once data has been approved and posted by the integrator, data will be moved from SDM to FCCS application.

At below combinations, data will be available in FCCS:
- "Supplemental Data" member from "Data Source" dimension
- Year, period, scenario, and entity will be picked from SDM input form.
- For other dimensions, data will be available on member-defined in the mapping session.

Data will be available on the same combination which has been defined under the "Mapping" section. For example, as per the screenshot below, data will be available on "Investment Details" Account.
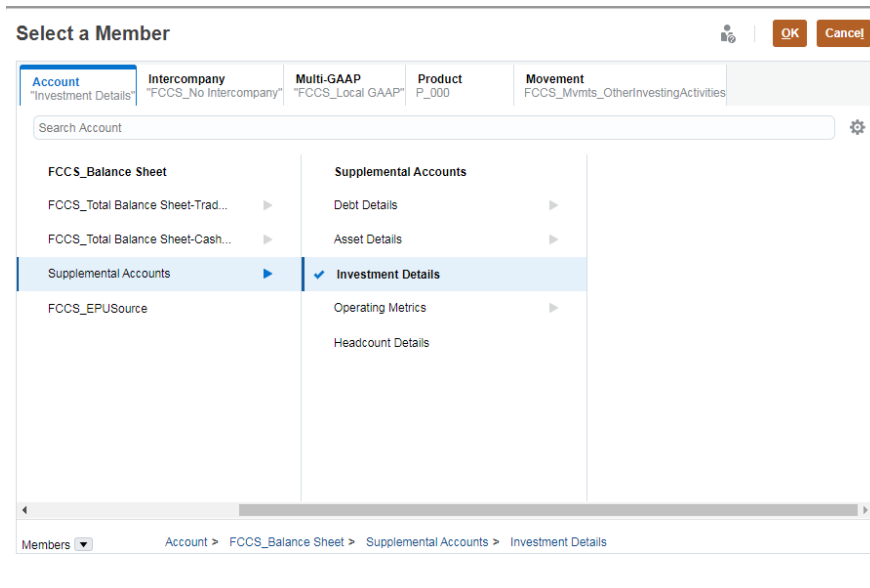
Supplemental Data Management Dashboard

FCCS provides inbuilt Dashboard to monitor the progress on SDM input forms. You can monitor the business process and supplemental data information using below types of dashboards.
1. Task
2. Compliance
3. Financial dashboards
4.
**To access dashboards, Click on Navigator -> Dashboards**

Task Dashboard

The Task Overview Dashboard contains the status dashboards for overall status and supplemental data status.
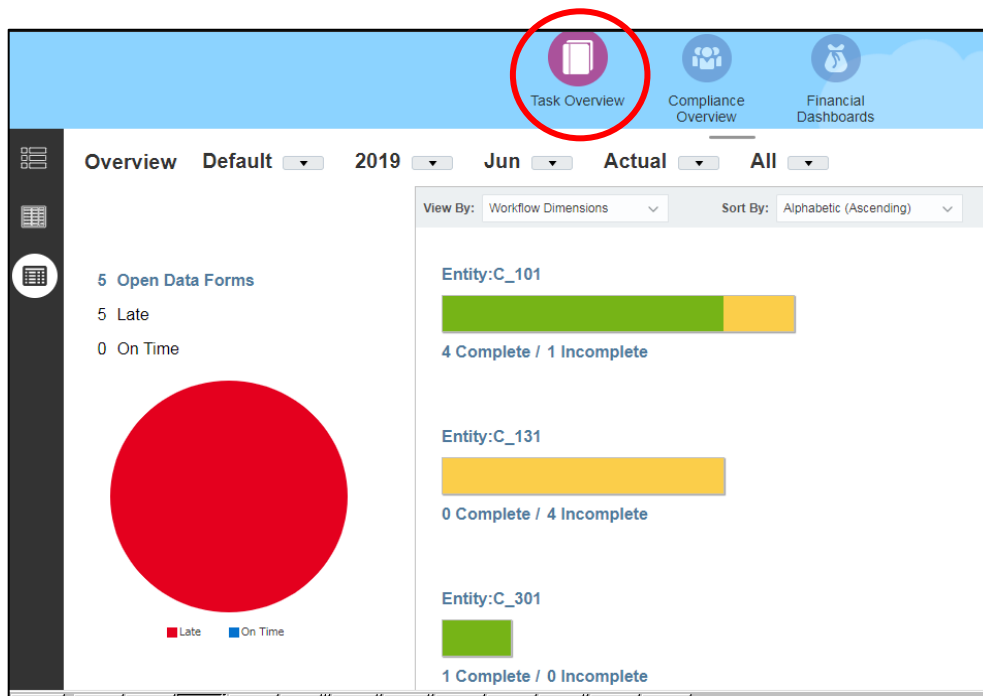
Compliance Dashboard

The compliance dashboard provides metrics on how well the company achieved their compliance objectives, distinguishing those tasks that were completed on time from those that were late, and providing a count of those that were approved or rejected. You can view user performance metrics by user and organizational unit.
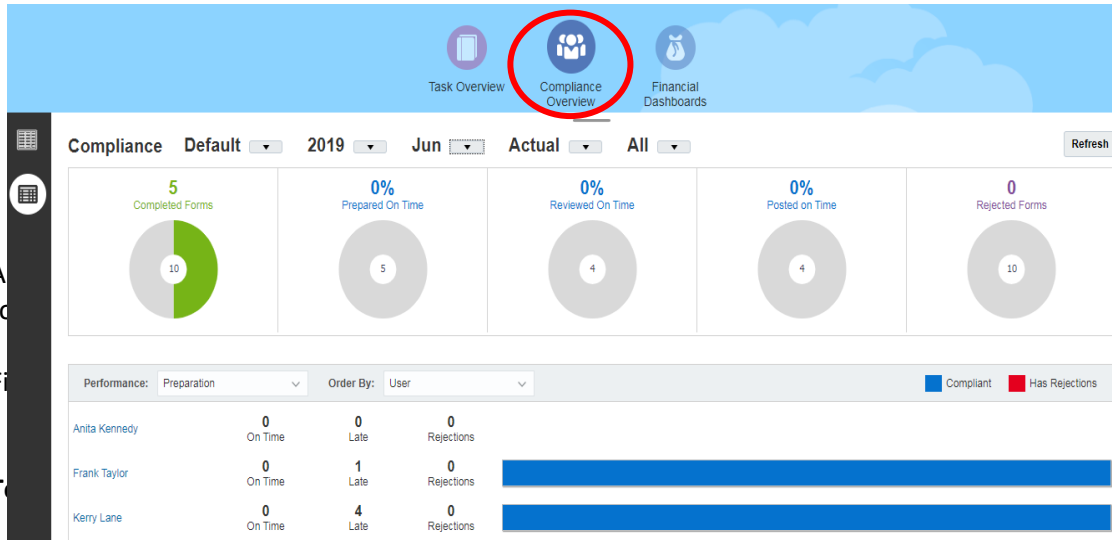
The screenshot shows all tasks assigned to the user. It also shows the status of each task (*with preparer, with approver, with integrator, and closed*), start date and end date.

Benefit of Supplemental Data Management

A Single Interface
Both consolidated and supplemental data can be stored from a single interface of Oracle EPM Financial Consolidation and Close services (FCCS).

Flexible Reporting Capabilities
As both consolidated data and supplemental data is available at the same interface, it provides great flexibility to report both types of data.

Summary/aggregated data will be available in FCCS whereas additional/detailed supporting information will be stored in SDM.

FCCS allows **drill through** from FCCS to SDM to see detail-level information.

Cost Effective Solution
Storing both consolidated data and supplemental data into a single interface is a cost effective solution for any organization. Administrator needs to maintain a single system. FCCS supports SaaS architecture.

Improved Performance
Instead of maintaining information in multiple sources for consolidated data and supplemental data, having a single source reduced the end to end consolidation cycle time and improved performance.

Security
FCCS/SDM provides a robust security model. For the SDM input form, only specific users who have been assigned any task (preparer, approver, and integrator) or given access "Form Template" under "Access Tab" can view the data.

Based on **dimension level security** defined in FCCS, users will be able to see data for specific members in FCCS.

Easy User Interface
FCCS provides great flexibility to load supplementary data into SDM input form. Users can use Smart View (Excel), load data file (.CSV format), and use a web interface.

FCCS provides different types of **Dashboards** to see the status of SDM input forms.

SDM Workflow
Using workflow, it can easily track the status of any task. The administrator or power user sends email alerts to assigned users for their related data forms.