

# Hyperion Planning Administrator

## Target audience:

Everyone that needs to know how to build, maintain or supervise Hyperion Planning applications

## Prerequisites:

Working knowledge of Microsoft Excel combined with a strong financial knowledge of the budgeting process.

## Training location:

Oude Oeverstraat 120  
6811 JZ Arnhem  
026-2020109 / 06-23172326

## Duration:

4 days

## Course times:

Training starts at 9.30 am until 4.30 pm.  
From 9.00 am onwards, you are welcome at our training facility for tea, coffee and refreshments.

## Language:

Dutch or English

## Other:

Lunch will be provided by iNovasion.  
Every attendee will receive the necessary training materials and a laptop with the necessary software and applications will be ready for training.

## Hyperion Planning Classroom Courses:

Hyperion Planning: Administrator (4 days)  
Hyperion Planning: Key User (2 days)  
Hyperion Planning Reporting (2 days)

Please contact us to find out more about [iNovasion](http://www.inovasion.nl) and how we can add value to your new or existing deployment with Hyperion Planning.

## Course agenda:

Planning User Roles  
Planning Interface  
Multidimensionality  
Essbase Terminology  
Metadata and Data within Essbase  
Hyperion Workspace  
Logging into Hyperion Workspace  
Opening Planning Applications  
Dense & Sparse and Block Storage  
Storage Types and Implied Shares  
Calculation Definitions  
Creating applications  
Required Dimensions  
Setting up an Application  
Period, Year, Scenario & Versions  
Entities and Accounts  
Consolidation Order  
Creating User-Defined Elements  
Currencies and Exchange Rates  
Loading Metadata  
Verifying the results in Essbase  
Configuring Dense and Sparse  
Adding Member Formulas  
Loading Data  
Security  
Designing Data Forms  
Text and Date Members  
SmartView for Office  
Calculating Data with Business Rules  
Process Management  
Task Lists  
Running Reports



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