Excel Interface (XLI)
For OpenText PPM

PPMetrics – Financial Management User Guide

Document Version: 5.6
Document Release Date: February 2026

Table of Contents

1. Introduction

> ➤ **In this document, for brevity, the term "XLI" is used to refer to the Excel Interface Add-on.**

This document provides information about the use of the XLI. It was written for:

- PPM end users
- PPM technical support personnel

The XLI is an alternative interface for PPM based on Microsoft Excel. For end users, it is simply a macro-enabled Excel workbook. In this workbook, there are several tabs corresponding to certain functionalities of the different modules of PPM. This document shows users how to work with the XLI features intended for PPM Financial Management.

2. Excel Compatibility

Each XLI workbook is compatible with one or more Microsoft Excel versions. If a user tries opening the XLI with an Excel version for which your organization does not have a compatible XLI version, he will receive an error message and the XLI will shut down. If a user with an Excel compatible version tries opening an old version of the XLI template, a link to the correct version will automatically open up, thus allowing him to download the current version.

The XLI has been designed to display optimally with a resolution of 1024*768.

3. Security

The XLI workbook and worksheets are protected, with the exception of the "USER_CALCULATIONS(1-3)" tab(s). Only features and worksheet cells that are meant to be updated by end users are unlocked. If there is a chance that the XLI workbook has been corrupted, simply download a fresh copy from the server using the URL provided by your PPM administrator.

The XLI automatically inherits the security rights of the PPM user logged on to XLI. It may not be used to bypass the PPM security model, regardless of whether it has been customized or not.

4. Performance

When various XLI operations are performed for the first time in a new session (e.g. Search Staffing Profiles) they tend to execute slower than in subsequent times. If the XLI seems frozen or non-responsive while performing a resource-intensive operation, simply allow it to complete its execution by waiting.

5. Active Files Concurrency

While using the XLI, do not have other Excel files open and keep all Windows applications minimized.

6. General XLI Data Retrieval and Update Information

Most of the XLI worksheets (e.g. Staffing Profiles, Financial Summaries) operate in a similar fashion:

1. Search criteria are entered.
2. One or more PPM entities are retrieved to Excel.
3. Data updates are manually made to the retrieved entities.
4. All updates are sent back to PPM in a single "Save" operation.
5. When the XLI completes saving the updates to PPM, it re-pulls the data of the chosen entities to the XLI workbook.

➤ Note that the XLI automatically synchronizes relevant lookups ("PPM Validations") with PPM. For example, if a new "role" is added to PPM then you will see it as soon as you open the "STAFFING_PROFILE" sheet the next time.

<u>Refreshing Data</u>

All the XLI worksheets have a "Refresh" button, which pulls the latest data from PPM based on the user's settings. Clicking the refresh button is useful in situations where the XLI data on the screen has been updated by another user and there is a need to retrieve the latest data, there is a need to discard data updates made through the XLI, or the XLI seems to be in an erroneous state.

Fig. 1 Refresh button shown in red.

<u>Tracking Data Changes</u>

As a usability feature, the XLI automatically highlights cells updated by the user, which have yet to be saved to PPM.

Fig. 2 The orange cells indicate unsaved changes by the user. Changed rows are highlighted on left.

<u>Other Information</u>

- Whenever possible, the XLI notifies users of errors as they occur rather than when updates are sent back to PPM. For errors which can only be detected when the data updates are sent back to PPM, the XLI attempts to save non-erroneous entities and notifies the user of the erroneous entities at the end of the execution.

Fig. 3 Example of XLI native error handling.

- The "USER_CALCULATIONS(1-3)" worksheets, blank and unlocked, are intended to be used as "scrap paper" for users, for any purpose they wish.

7. Logging On

Prior to using the XLI, end users must be connected to their network to be able to log on to PPM.

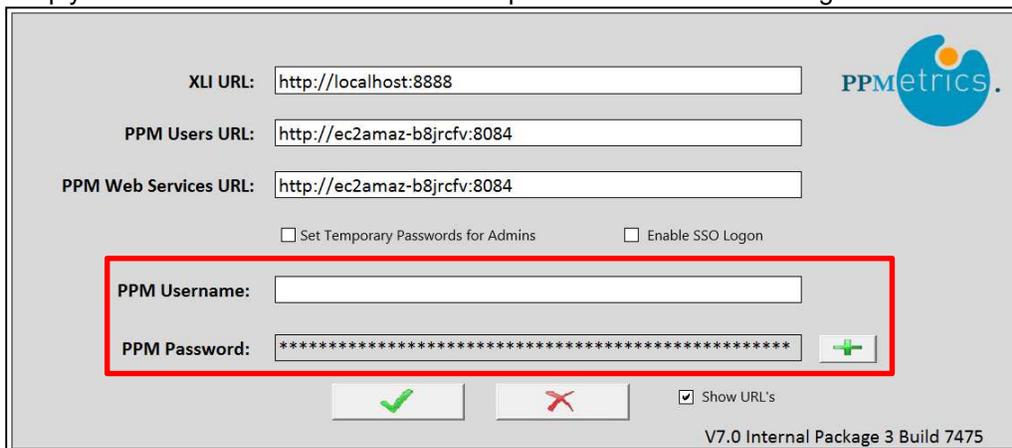Simply enter the PPM username and PPM password and click the 'Logon' button to open the XLI.

Fig. 4 PPM username and password are entered the first time the XLI is used.

When the XLI is opened in subsequent times, the PPM credentials get automatically and optionally pre-populated (SSO), for as long as it is opened by the same Windows user. In case the PPM password changes, the user must re-enter their password into the XLI.

➤ Note that as an optional configuration of full single-sign-on may be enabled for XLI, in which case users bypass the logon screen altogether.

Fig. 5 User's credential information is retained after the first time.

8. Working with Financial Summaries

Once a user opens the Financial Summary worksheet, validations (lookups) used by that sheet get automatically refreshed. If there is a chance that a validation has changed while the XLI is open, the user can flip to the USER_CALCULATIONS(1-3) tab(s) and then back to initiate a refresh.

Also, when the sheet is opened, the XLI will alert the user if the financial summaries that had previously been retrieved were updated by another user, in which case he should hit "Refresh."

Data Retrieval

- The different slicers on top of the worksheet require the user to make selections in order to query for the correct financial summaries to retrieve and display them as desired. The asterisk (*) next to any of the slicers indicate that a single selection is required. Not all slicer options are available for all metrics and they change dynamically based on the chosen metric. If you wish to change a metric selection while it is greyed out, you should still click on it.

Caption	Description	Required	Applies to Metrics
Entity Type	Specifies the entity type associated with the financial summaries to retrieve: Asset, program, project, proposal, or request (financial data tables for the latter)	Yes	All
From Year	Specifies the starting year from which to display data	Yes	All
To Year	Specifies the ending year through which to display data	Yes	All
Metric	Specifies which metric to display: Approved budget, benefits, or cost details.	Yes	All
Display	Specifies which cost fields to display: Actuals only, plan/forecast only, or both.	Yes	Cost/Benefits. Always set to "Plan/forecast" for approved budgets

Expense Type	Specifies which expense types of financial lines to retrieve: Capital, operating, or both/not applicable	Yes	Cost only
Labor Type	Specifies which types of financial lines to retrieve by type of labor: Labor, non-labor, or both/not applicable	Yes	Cost only
Benefit Type	Specifies which types of benefit lines to retrieve by benefit type: Avoidance, revenue, savings, or all/not applicable	Yes	Benefits only
Calendar	Specifies which calendar to use, the Fiscal calendar, if one has been set in the XLI, or the standard Gregorian calendar. Depending on your PPM fiscal periods configuration, this slicer may be hidden altogether	Yes	Cost/Benefits. Always set to "Fiscal" for Approved budgets
Time Period (PPM 9.61 or later only)	Specifies whether to download and update cost data in months or quarters. Benefit data is always monthly and approved budget data always yearly	Yes	Cost only

- Once slicers and their options have been selected, the 'Search' button becomes enabled. If a single financial summary needs to be retrieved and part of its name or associated entity's ID are known, it may be entered into the text box, followed by a click on the magnifying glass button.
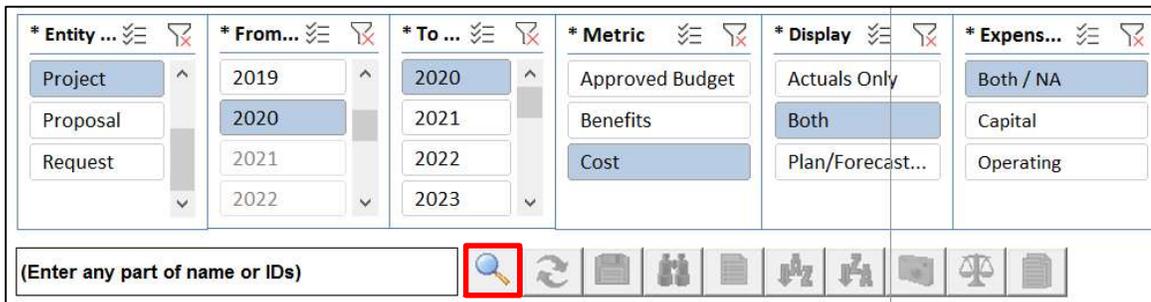

Fig. 6 Once slicers and their options have been selected, the 'Search' button becomes enabled.

- When the magnifying glass button is clicked, the financial summaries search screen pops up and additional search criteria may be specified. When all the desired filter fields have been entered, clicking the 'Search' button retrieves all the matching financial summaries that are updateable by the user base on the PPM security model. List of search fields:
  - Name Contains – Any part of the financial summary name (associated entity name)
  - Include Snapshots – Indicates whether snapshots of financial summaries should be retrieved as part of the results, below each active financial summary
  - Cost/Benefit Category(ies) – Include the specified cost or benefit category(ies) as a filter for the search. When used, the XLI will only retrieve financial summary(ies) containing at least one matching cost/benefit category. Additionally, once the data is downloaded, these values will act as row level filters.
  - Requests Type(s) – Indicates that the financial summaries search is/are for a particular request type(s). Items for selection are first determined by the original Entity Type selected, e.g. project request types if Project is selected, non-portfolio request types if Request was selected.

- o Custom filters / More Custom Filters – If the admin has configured them for the XLI, any custom filters to search by will appear in this section
- From the results, the user selects which of the financial summaries to retrieve by clicking on single or multiple entities and then clicking 'Go.'
  - o Exclude Empty Lines – Directs the XLI to exclude any lines not containing any financial figures for the filtered date range when the financial summaries are retrieved. Applies to cost only.

Fig. 7 Search results based on slicer selection criteria.

13	(Enter any part of name or IDs)				Jan-21	Feb-21	Mar-21	Apr-21	Ma
14	Delete	* Entity Name	* Expense Type	* Labor Type	* Category	Plan	Plan	Plan	Plan	Pl
15	(Y)									
16		2021 - Email Server Migration #41782 (USD)	Operating	Non-Labor	Hardware	10,000				
17		2021 - Email Server Migration #41782 (USD)	Operating	Non-Labor	Facilities	15,000				
18		2021 - Email Server Migration #41782 (USD)	Operating	Labor	Offshore					
19		2021 - Email Server Migration #41782 (USD)	Operating	Labor	Contractor	66,017	13,086	28,037	36,852	
20		2021 - Email Server Migration #41782 (USD)	Operating	Non-Labor	Software	85,329	11,156	55,026	39,679	
21		2021 - Email Server Migration #41782 (USD)	Operating	Non-Labor	Software	42,369	84,842	69,511	8,181	
22		2021 - Email Server Migration #41782 (USD)	Operating	Non-Labor	Software - Other	32,677	41,844	53,310	98,592	
23		2021 - Email Server Migration #41782 (USD)	Operating	Labor	HP HC	36,166	60,187	64,119	93,534	
24		2021 - Email Server Migration #41782 (USD)	Operating	Non-Labor	Software - Other	59,876	52,518	47,769	89,547	
25		2021 - Email Server Migration #41782 (USD)	Capital	Non-Labor	Contract Expense	77,568	4,076	52,574	17,246	
26		2021 - Email Server Migration #41782 (USD)	Operating	Non-Labor	EIPL: BSM				180,000	
27		2021 - Email Server Migration #41782 (USD)	Operating	Labor	Contractor					
28		2021 - Email Server Migration #41782 (USD)	Operating	Labor	Employee					
29		2021 - Email Server Migration #41782 (USD)	Operating	Non-Labor	Software - Other	60,000	52,518	47,769	89,547	
30		2021 - SAP Upgrade #41783 (USD)	Operating	Non-Labor	Hardware	40,361	76,301	43,993	64,928	

FINANCIAL SUMMARY | FINANCIAL_DETAILS | FINANCIAL_DETAILS_DATA_FEED | STAFFING_PROFILE | RESOURCE_POOL_PARTICIPATION | REQUEST | USE

Loading Financial Summary 2/10 Row 9/20

Fig. 8 Status bar displays number of financial summaries profiles being retrieved into the XLI.

Fig. 9 Approved Budgets of the selected financial summaries loaded into the XLI.

➤ If another user has updated one or more of the retrieved financial summaries within the last 30 minutes (or a different value, configurable by administrators), the XLI displays an appropriate warning message

Updates

• Once the selected financial summaries haven been loaded into the XLI, the user may manually make updates in the cells and hit the 'Save' button 💾 to upload the changes back to PPM.

• Note that financial figures are always entered in the local currency used by the financial summary's entity. The local currency's acronym always appears in parentheses after the entity name in column B.

• If the user is not allowed to update actual project costs, based on the PPM security model, these figures will be downloaded but made non-editable. Same holds true for plan costs.

- Cost lines that get automatically updated by one of PPM's cost engines are retrieved into the XLI but made read-only, as they are in OpenText PPM.
- Snapshots are always read-only in their entirely.
- Only lines that have no actuals may be deleted. At times, the actuals are not visible since they appear before or after the downloaded timeline.

➤ Remember that the XLI honors the PPM security of the user and underlying Financial Management logic which dictates which fields are updateable.

Fig. 10 Results screen with financial summaries retrieved.

- Snapshots:
  - The [icon] 'Snapshots' button allows Snapshots of individual or multiple financial summaries to be taken if the user has the proper security.
  - When a user clicks on the [icon] 'Snapshots' button, a dialog box will appear prompting the user to select which financial summaries to take a Snapshot for and the name of the Snapshot.

Fig. 11 'Snapshots can be taken for any of the financial summaries that were retrieved.

- o The user may optionally provide a description of the snapshots and click the "Plan of Record" checkbox to indicate that the snapshot to be created will have this designation.
- o Once the financial summaries have been selected and a name given for the Snapshot, click the 'Submit' button ![submit button] to create the Snapshots.
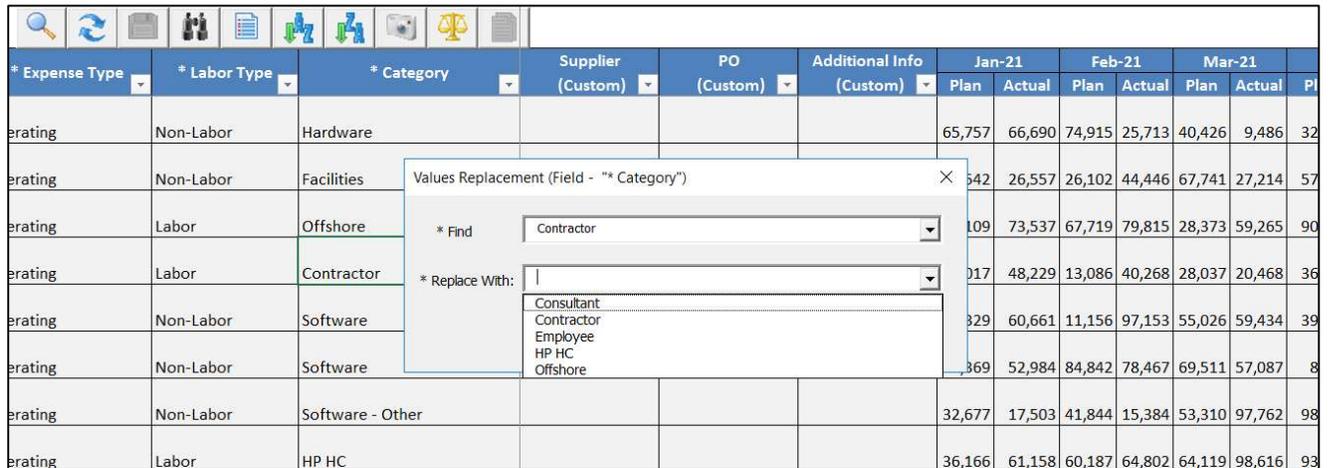
Additional Editing Features

- XLI provides a feature to easily copy single or multiple cost lines:
  - o From the left side of XLI, click on the row or rows (contiguous or not).
  - o The XLI then asks the user whether to 'Copy Lines.'
  - o If 'Yes', the XLI will paste the copied lines to the bottom of the last retrieved row of data.

Fig. 12 XLI prompting user whether to copy the selected cost lines.

- Sorting in ascending or descending order is available for all the columns. To apply a sort, click on any single cell of the column you would like to sort by, other than the column's caption, and click on one of the sorting buttons ![sort buttons]. Note that after sending your updates to PPM, the sort order applied by the user is not preserved.

- XLI provides the ability to easily find and replace a value within a field:
  - Click on the cell with the value to replace.
  - Click on the binoculars button 🔍 and a dialog box will appear to confirm the value to find and the user may select the value to replace it with.
  - Click the 'Submit' button to initiate the replacement.

Fig. 13 XLI prompting user to confirm the find and replace action for a field.

- XLI provides a feature to auto-fill costs through the end of a visible timeline (without saving to PPM):
  - Highlight a single forecast and/or actual cell across one or more rows.
  - Click on the scale button ⚖️ and the same value(s) of the selected cell(s) will be copied across the rows past the highlighted ones, provided the cells are blank:

Fig. 14 The amounts in January had been selected and copied across the financial summaries' timeline.

- XLI provides a "Smart Paste" feature to allow pasting of a series of cost/benefit forecast or actual values
  - In order to use the button 📄, the "Display" slicer cannot be set to "Both" and a single active/unlocked cell must be highlighted

Optional Capability: Locking of Financial Periods

- The XLI provides the following optional locking options of cost periods of financial summaries. The order of precedence of these settings is as below, from the most prevailing to the least:
  - Locking of all the cost periods of select financial summaries, across all entity types, using the setting *"Locked Down Financial Summaries (FINANCIAL_SUMMARY_ID1, FINANCIAL_SUMMARY_ID2)"*
  - Locking of certain periods of certain project financial summaries using the database table *XL_LOCKED_FIN_SUMMARIES*, containing the following columns:
    - LOCK_ID – Any unique number.
    - ENT_TYPE - PRJ for projects or PRG for programs (applies to children projects).
    - ENT_ID - Request ID of the project or program
    - ALLOWED_FCST_START_DT - Start month of allowed forecast entry.
    - ALLOWED_FCST_END_DT - Finish month of allowed forecast entry.
    - ALLOWED_ACT_START_DT - Start month of allowed actuals entry.
    - ALLOWED_ACT_END_DT - Finish month of allowed actuals entry.
  - Locking of certain periods of all financial summaries, across all entity types, using the settings:
    - *"Start Month of Allowed Financial Summary Forecast Cost Line Editing (MM-YYYY)"*
    - *"Finish Month of Allowed Financial Summary Forecast Cost Line Editing (MM-YYYY)"*
    - *"Start Month of Allowed Financial Summary Actual Cost Line Editing (MM-YYYY)"*
    - *"Finish Month of Allowed Financial Summary Actual Cost Line Editing (MM-YYYY)"*

Optional Capability: Locking of Specific Users or Groups

- The XLI provides the ability to prevent selected users or groups from updating cost data. Disallowed users will be able download cost data if their PPM rights allows them to do so, but will not be able to update any cost data whatsoever. To use this feature, administrators modify the setting "Users and Groups Disallowed from Updating Financial Summaries (USERNAME1, SECURITY_GROUP_REFERENCE_CODE1)

Optional Capability: Email Notifications in Response to Drastic Cost Changes

- The XLI may optionally send email notifications to projects managers, other than the active XLI user, when the forecast or actual cost of a project changes above or below a specified amount, in any quarter. This capability is enabled and set using the setting "*Notify Projects Managers When Financial Summary Cost Changes by +-X Local Currency (0 = No Notifications)*".
- These email notifications are sent using the *UTL_SMTP* Oracle package, which must be enabled and set to use the same SMTP server as PPM.
- If certain financial summaries need to be excluded from triggering email notifications, that may be accomplished using the setting *"Financial Summaries Excluded From Cost Change Notifications (FINANCIAL_SUMMARY_ID1, FINANCIAL_SUMMARY_ID2)".*

- The XLI may optionally send custom email notifications to selected cost participants upon updates to project cost. To trigger this capability, check the box "Email Cost Participants on Save" prior to saving your updates to PPM.

9. Security Model

The XLI inherits PPM's security model, regardless of whether it has been customized or not, and ensures that users may only perform the same data operations through the XLI as they can through the core PPM interface. Furthermore, since the XLI financial management module is aimed at data updates, only records that are updateable by the user, based on the PPM security model, are made visible in searches. The tables below contain the exact criteria used by the XLI to determine which financial summaries to display to the user:

Cost	
	For non-program financial summaries, must have one of the following licenses: "Configuration" or "Demand Management" For program financial summaries, must have one of the following licenses: "Configuration" or "Program Management"
	Must be able to edit the PPM entity linked to the financial summary. Additionally, for projects and programs only, must have access to the "Cost" section of the entity.
	Must have either the "Edit Work Plan Cost Data" or "View Project, Program, and Time Sheet Cost Data" access grant.
	Must have either the "View Costs on Financial Summaries" or "View Costs on All Financial Summaries" access grant.
	Must be able to either update plan figures or actual figures. In order to be able to update **plan** figures, **one** of the following two criteria must be met as well: • Have the "Edit Forecasts on All Financial Summaries" access grant. • Have the "Edit Forecasts on Financial Summaries" access grant and be the project manager (or program manager if Entity Type = "Program") or appear on the access control list of the financial summary with the ability to "Edit Costs". In order to be able to update **actual** figures, **one** of the following two criteria must be met as well:

	• Have the "Edit Actuals on All Financial Summaries" access grant. • Have the "Edit Actuals on Financial Summaries" access grant and be the project manager (or program manager if Entity Type = "Program") or appear on the access control list of the financial summary with the ability to "Edit Costs".
Approved Budget and Financial Benefits	
	For non-program financial summaries, must have one of the following licenses: "Configuration" or "Demand Management" For program financial summaries, must have one of the following licenses: "Configuration" or "Program Management"
	Must be able to view or edit the PPM entity linked to the financial summary. Additionally, for projects only, must have access to the "Cost" section of the project.
	Must have either the "Edit Work Plan Cost Data" or "View Project, Program, and Time Sheet Cost Data" access grant.
	Must have either the "View Costs on Financial Summaries" or "View Costs on All Financial Summaries" access grant.
	For approved budget, **one** of the following two criteria must be met as well: • Have the "Edit Approved Budgets on all Financial Summaries" access grant. • Have the "Edit Approved Budgets" access grant and appear on the access control list of the financial summary with the ability to "Edit Approved Budgets". For financial benefits, **one** of the following two criteria must be met as well: • Have the "Edit Financial Benefits on all Financial Summaries" access grant. • Have the "Edit Financial Budgets" access grant and appear on the access control list of the financial summary with the ability to "Edit Benefits".