INSTRUCTIONS FOR HYPERION BUDGET REPORTS (Non-Dashboards)

Queries located in Hyperion's Root Folder → Budget → Budget Reports Folder

Non-Dashboard budget reports will be available only to those who have the Hyperion Analyzer license.

Budget vs. Actual Report:

This report will show you the Accounted Budget, YTD Activity, Encumbrances, Remaining Balance
- Same as what you would see on FGIBDST or Banner Web
- Sorted by Fund-Org-Program, with budgets and activity at the Account level.
- Page breaks at each Org
- Also shows Percent Used, which is helpful.

Account Activity Report:

This report will provide the Transaction Detail, by Account, one expense or revenue at a time.
- Vendor or descriptive detail shows per line.
- Dates and Posting Periods
- Again, totals by Account match FGIBDST or Banner Web

This report also gives details by Activity Code – ACTV Summary and Detail report pages
- YTD Activity is grouped by Activity Code.
- All the YTD Activity that has NOT had an Activity Code applied will appear first in the report, with a total.
- After that, each Activity Code will appear in the green title block, with its own total and detail below.

Location of these Budget Reports:

Consider making this a favorite, or create a shortcut: go/hyperion …then Hyperion Reporting.

At Hyperion's Entry Screen, enter your username & password, as if you were starting your computer
- (Banner info is asked for later, when you process the query)

Next screen contains the Report Catalog, with "Root" at the top of the folder tree

Click on the BUDGET folder, and then the BUDGET REPORTS folder

Click on the Report that you want to run, and this will open the query

To Get Started:

Select the desired Report from the BUDGET REPORTS folder to open the query.

The opening screen is divided into different gray and white blocks.

The gray area on the left is called the Catalog Sections
- The Detail Query button must be depressed in order to modify or process the query.
- You can move about freely between Query, Results, and Reports, with losing anything that you have set.

Bottom left white area, "Tables," is where tables are selected when creating a brand new query.
- It is not necessary for you to work in this area.

The big area contains the Table that the report is running on. The Table contains all the fields that are seen on the Web or FGIBDST.

Then there is the toolbar, and the Request, Sort and Limit lines.

To the right you'll see underlined words, Request Sort Limit. These are toggle switches that make the lines appear or disappear.

If you don't see the Limit Line, just click on the word Limit.

Similarly, if you don't see the Request Line, just click on the work Request.

Note: the asked-for items in the Request line can be modified. To *add* field names to the report, click on the field name in the Table and drag it up to the Request line. You can right-click on existing field names in the Request line and select "Remove" to get rid of them.

The report is pre-set to run as-is, without any modification, if desired.

At this point, if you clicked the Process button, you would get ALL of the FOAPs that you have access to see, in one long report.

However, you can "limit" your report by placing limits on the query.

To set a Limit on an ORG:

First, make sure that the Detail Query button on the left is depressed, and you are seeing the Table.

In the table, double-click on the field that you want to limit – in this case, "Org Code Key"

This bring up the Limit box

Your cursor should be flashing, waiting in the box next to the green checkmark.

Enter the Org number here.

Click on the green check. This drops your entry down into the box below, highlighted.

Now click OK

The Limit box disappears, and your limit now sits on the Limit Line.

You can have as many or as few limits are you require.

If you float your cursor over any limit in the Limit Line, you can see what it has been set at.

The same steps are used to place a limit on ANY field in the table.

To limit the FUND, double-click on Fund Code Key

To limit the ACCOUNT, double-click on Account Code Key

To limit the PROGRAM, double-click on Program Code Key

These steps work the same for all queries.

Other features of the Limit box:

There is a little arrow in the field that says "Is Equal To"

Clicking on this arrow reveals a list of options, any of which can be selected by clicking on it.

Commonly used examples:

"Between" allows you to enter the first and last of your desired field – a range.

That is, you would type in the first Org, green check, then enter the last Org, green check.

Both numbers are now in the box below, highlighted. You will get each of them, plus all the Orgs in between.

"Begins With" could be used if you wanted only Expense details. Place a limit on the Account Code, choose "Begins With" and enter 7. This will limit your report to only the

Accounts that begin with 7, i.e. the Expense accounts. Entering a 5 will give you only Revenue accounts, and a 6, only Wage accounts.

You can also choose to place a "NOT" value on any limit by checking that little box

Then the limit will be NOT Between, or NOT Equal To, NOT Begins With, etc.

Limits can be changed, deleted or ignored in the Limit line:

To **change** an existing limit, double-click on the limit in the Limit Line.

Make change, green check to drop it down highlighted, clock OK.

You can also select multiple values showing in the box by holding down the Control Key.

To **delete** an existing limit from the Limit Line, click on it to highlight it. Then right-click and select 'Remove'

To **ignore** an existing limit, just select Ignore from inside the Limit box.

This leaves the limit in place for the query, but you'll see that it is now grayed-out. It will be ignored for future processes until you re-activate it by clicking OK within the Limit box.

To Process the Query:

When limits are all in place, just click the Process button to run the query

This will populate the Results and Reports

The first time you Process a query, you will be asked for your **Banner** username & password.

At this point, Hyperion is connecting to the Banner database, and must establish your access levels.

The query should process fairly quickly, within 2 minutes.

To stop a query that is taking too long, hit <Alt> and <End> keys together. A message box will come up eventually, asking if you want to cancel the query. Click OK.

You should use this option, and not the Control-Alt-Delete keys, which don't stop the query.

You can move between the Query, Results, and Report buttons, and not lose what you have processed.

Printing Reports:

Click on the Report buttons to view each. Simply click on the Print icon to send to printer.

Once a report has been printed, you can go back to the Query and change the Limit, re-Process, and print again!

Saving Reports:

When you are viewing the particular report that you want to save to your own files, click on

File → Export → Section.

In the Export Section box that appears, enter a location to save the report to.

Enter a meaningful file name for this report.

Make a selection in the box "Save as Type," using the drop-down arrow.

Saving as an Acrobat. PDF file allows you to maintain the report's format and look, and is easy to share as an email attachment.

Saving as an Excel file, the report will lose its "look," but allow manipulation.

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Saving Results/Pivots:

Click on the Results tab, so that you're viewing them.
Results already appear in the Excel format, and following the steps above, can be exported and saved as an Excel.xls file
However, the Results section contains columns that only re-calculate and could cause confusion.
It is strongly recommended that you save (export) an available Pivot instead or Results.
Simply click on the Pivot instead, and export to Excel.

You can modify what is currently seen in the "Side Labels," "Top Labels," and "Facts" blocks at the bottom of the screen. They have been pulled from the left area showing the fields that populate the Results section. Using click-and-drag, the blocks that build the pivot can be added to or rearranged. Right-clicking on an existing value in these blocks allows you to "Remove" it.

Note: Hyperion exports automatically into the ancient 2.1 version of Excel. When you change/save this document, a message will appear asking if you want to save to the most recent Excel version. Just say yes.

It is <u>not</u> recommended that you save your Hyperion query:

Hyperion queries take up a lot of space in your computer, so consider entering limits fresh each time, if just a few are involved. You'll get very fast at this!
Rest assured that you will never be allowed to overwrite the Report query itself.

It is possible to save the query, if you've created one that has taken much work setting up limits.
Click on File → Save As
In the Save File box that appears, choose your save location, and give the query a name.
Leave the "Save As Type" set at Hyperion Compressed (*.bqy)
To open a saved query from your own files, find it using Windows Explorer & double-click to open.
Again, this is not advised. The hazard in saving a query for yourself off of a published query is that the published version could be changed or deleted as part of regular maintenance, and then your query would not receive that update, or could possibly fail.

Leave the Query:

Click on the 'X' at the top right corner of the screen.
You will be asked "Save Changes?" Just say no.

Any questions, any time – please call Susan Simmons, Budget Office, x.2049