These instructions are for the **MIIS Grant Budget and Activity Dashboard**, located in the Hyperion **Budget Reports** folder.

*Please note: now that MIIS has merged to Chart 1 as of July 1, 2011, these MIIS Dashboard reports will only be used for FY11 and earlier years' budget reporting. For FY12 and forward, please use the dashboard reports numbered 1-7, entering your new Chart 1 Funds and Orgs.*

**Quick Reference** appears on the last page.

**To begin:**
Open a new session of Internet Explorer.
Follow this URL:  [go/hyperion](http://go/hyperion) to Hyperion’s opening screen.
Set a bookmark to this location.
Click on **Hyperion Workspace** to get to Hyperion’s opening screen.

Enter your Network username and password as you would when starting up your computer in the morning, and click on the Login button.
Next you will see the Browse, or Menu screen, where department folders reside. Folders will contain queries that you have access to. If a folder is empty, it’s just that you do not have access to any queries there.

For Budget reports, go to **Root → Budget → Budget Reports**

The query has a short description of its function below its title. Please note, this report will give you *day-old data.*

Click on the **Grant Budget and Activity Dashboard** title to open.
In the **User Login** box, enter this time your *BANNER INB* username and password, as the query is pulling data directly from Banner, and accesses must be matched. Then press **Enter**.

After you press **Enter** you may wait a minute or so......things are loading! After this pause, a message box will appear “Connected to database.” Click on **OK** to continue.
Now, simply enter your **Grant number**, and press **Enter**:

Report Options are displayed in a drop-down box. Choose either a Detail or Summary Report.

The Reports will be seen in PDF format; the Pivots are intended for use in Excel.
Then choose to either Display it to the screen, Print it, or Export it. Click on Process.

If you have chosen the Display option.....You will see the actual report on the screen (below is a test report). You can still Print the report from here, clicking on the Print icon.
The blue arrows that you see to the top-right side are the “back and forth buttons.” To get back to the dashboard screen from the displayed report, click on the left blue arrow. The right blue arrow is for moving forward to the next screen in a series.

If you have chosen the Print option from the Dashboard screen, a standard Print box pops up. Choose printer, number of copies, etc. and Click OK.

If you have chosen the Export option from the Dashboard screen, you have 3 fields to fill:

Save in: Select the folder where you want to export (save) the report to
File Name: Enter an appropriate File name
Save as File Type: this will default to HTML. Change this at the drop-down menu.
Save as type Excel (*.xls) when exporting the Pivot
Save as type PDF (*.pdf) when exporting the Reports as Acrobat Reader format.
Regardless of your choice, you do not need to leave this query to re-run it.

To Re-Run the same query for another Grant or a different report:
← Left blue arrow back if necessary to return to the Dashboard screen.

Click Refresh, which clears all the parameter boxes. You must re-enter them all.
**You must click on the Grant box’s Enter button wherever you make an entry or a change, or your entry will not be noted!**

Then click on Process.

To Exit the query, click on the X, top-right corner.

When asked “Save changes?”.....just say No.
It is not possible to overwrite these published reports, and you should not save them to your own computer. They use a lot of space and memory, and versions saved off-line would not receive the corrections or improvements made to the published versions.

Hyperion maintains a **30-minute allowance for inactivity**. If you return to a query that has been open yet inactive for more than 30 minutes, you will be taken back to Hyperion’s opening login screen. Simply enter your password, click Login, and you’ll be returned.
Quick Reference

- Open a new session of Internet Explorer
- go/hyperion
- Network Login
- Root → Budget Reports folder, select Grant Budget and Activity Dashboard
- Banner Login
- Enter Grant number
- Select desired Report
- Choose Display, Print or Export
- Process
- ← Left blue arrow back to dashboard to change parameters
- Click Refresh, then re-enter or change fields to rerun
- Process

If you ever have any difficulties or questions, please contact Susan Simmons, x.2049, in the Middlebury Budget Office.