



California State
University

C H A N N E L
I S L A N D S

Hyperion Planning Public Sector Planning & Budgeting User Manual



ORACLE®
Hyperion®

*Budget & Planning office
Division of Business and Financial Affairs
Updated July 2014*

Table of Contents

Hyperion Planning	
Overview.....	3
Workspace	
Logging In.....	3
Navigating Workspace.....	4
Toolbar Icons.....	4
Data Forms	
Selecting a Web Form.	5
View Only Forms.....	6
Expense and Revenue Input.....	6
Entering Data Basics.	7
Using the Find Feature.	7
Form Colors.	8
Copy, Paste & Spreading Data.	8
Comments.	9
Supporting Detail.	9
Add/Edit Document.....	10
Exporting to Excel to Print or Save	13
Hyperion Reports	
Overview.....	14
Accessing Hyperion Reports.....	14
Viewing and Printing	15

Overview

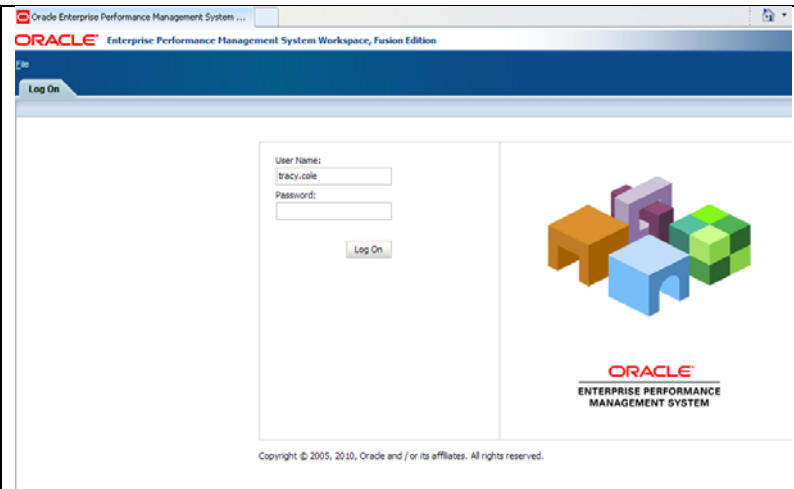
Planning Workspace is a centralized Web-based planning, budgeting and forecasting program that integrates financial and operational planning processes and improves business predictability. Planning allows the budgeting process to be performed using a web browser. The end user enters data through the internet in web forms. The data can then be pulled into reports and analyzed. Planning web forms can also be downloaded to Excel with a direct connection to the web or downloaded to work offline. Planning is compatible with Internet Explorer 7.x, 8.x and Firefox 3.5.x.

Workspace Logon

To access Workspace:

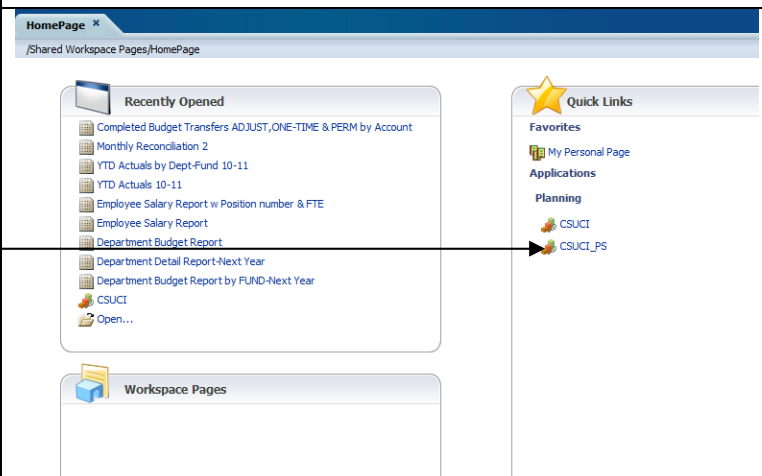
<http://yardarm.csuci.edu:19000/workspace/index.jsp>

User name is your name (first.last).
Password is your Campus login.
Click on Log On.

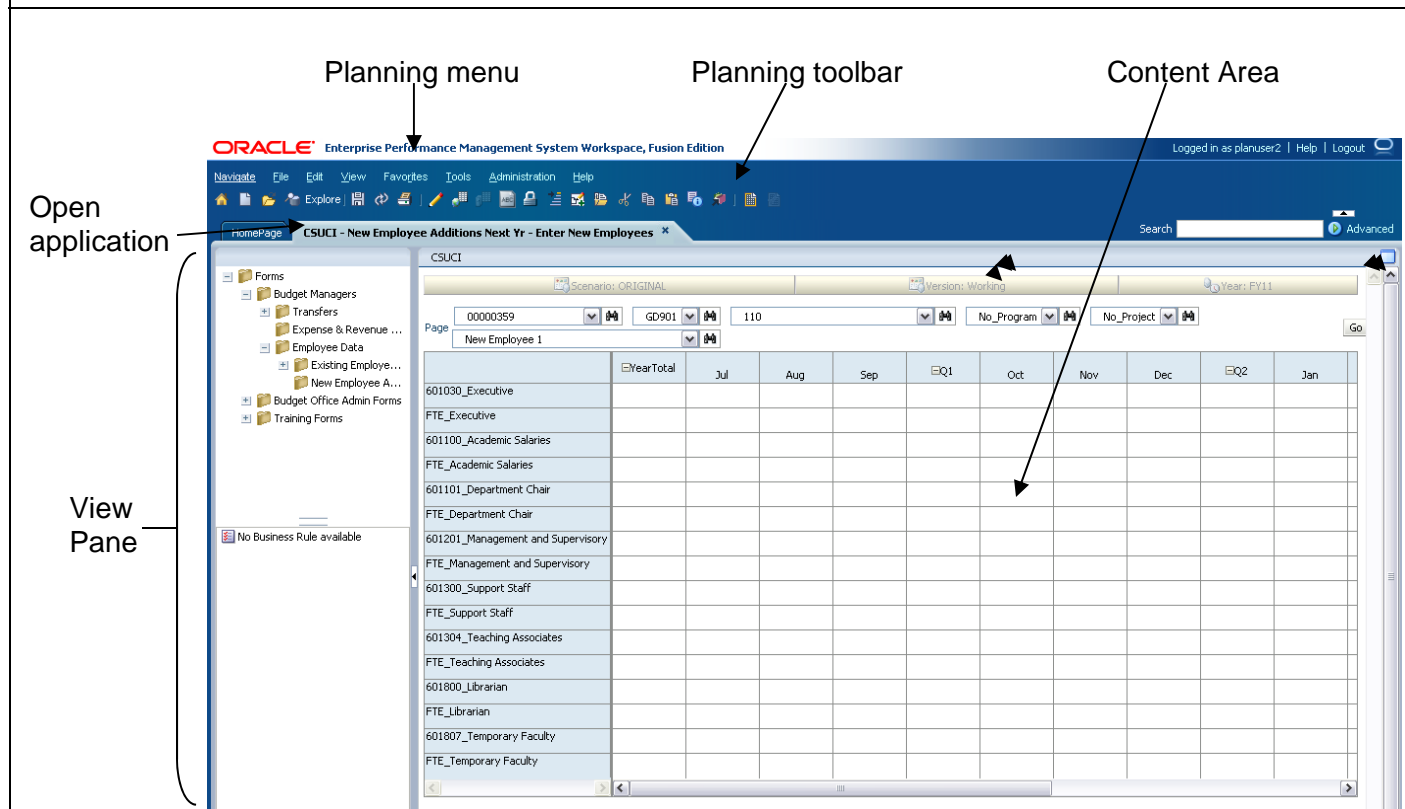


To access Planning:
Select Navigate > Applications >
Planning > CSUCI_PS

or click here










Navigating in Workspace





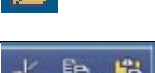






Toolbar Icons

The toolbar icons for Hyperion Planning are very similar to Excel. When in a web entry form, you can use the drop down menus such as “File” or “Edit” or you can use the icons listed across the top of the page



	Save	Save data input on data forms
	Refresh	Refresh the data form with data sorted in the database
	Print	Print the current screen
	Adjust	Increase or decrease values by a percentage or by a value
	Grid Spread	Lock or unlock cells when spreading data
	Mass Allocate	Run a mass allocate calculation
	Cell Text	Add cell text (comments/detail) to a specific cell at any level in data forms

	Lock/Unlock Cells	Lock or unlock cells when spreading data
	Supporting Detail	Add detail that aggregates the cell value in data forms
	Add/Edit Document	Add or edit documents to provide documentation for data in cells
	Open Document	Open an attached Excel or Word document
	Cut, Copy, Paste	Cut, Copy or Paste values from one or more cells to one or more cells on data forms
	Instructions	Shows the instructions for the data form
	Open in Smart View	Open data forms in Smart View
	Task List	Open task lists if task lists are assigned to you
	Status	Check task list status

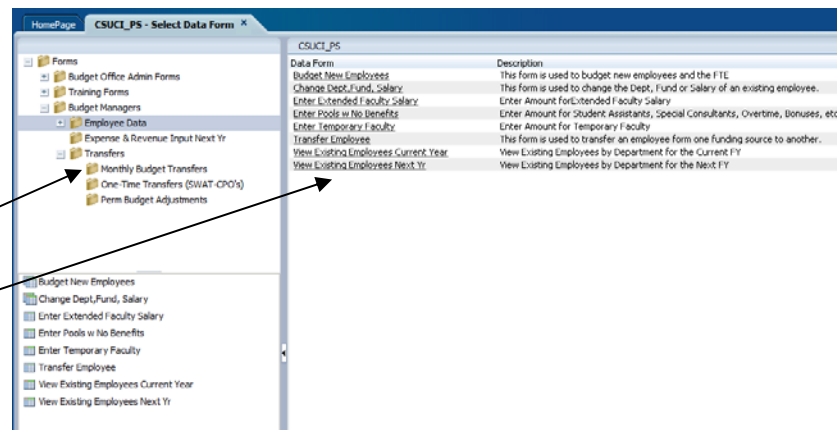
Data Forms

There are several forms in Planning to choose from, depending on what you want to do. The folders to the right contain the forms.

If you click on a folder that you do not have access to, the folder will be empty.

All folders and forms are explained in detail in this user guide.

Folders are here
Forms will be here



View Only Forms

Click on Budget Managers: There are 2 forms here that allow you to **view only** data

- View Actuals Current Year
- View Budget Current Year

You can view budget data or actual data in these web forms but you cannot make any changes here. Select your fund, department, program and project and click Go.

	Year Total	Jul	Aug	Sep	Oct	Nov
601000_Executive						
601100_Academic Salaries						
601101_Department Chair						
601201_Management and Supervisory	136604	6250	30236	10113	54599	10165
601300_Support Staff	272547	45167	42247	43220	130634	35237
601304_Teaching Associates						
601800_Librarian						
601807_Temporary Faculty						
601000_Final Settlement						
601009_Extended Faculty Salary						
601102_Summer Fellowship						

Expense and Revenue Input

Expense and Revenue Input Next Yr:
There are 2 forms here.

- Expense Input Next Yr
- Revenue Input Next Yr

The Expense and Revenue Input forms function the same.
Select your fund, department, program and project and click Go. The first column (gray) is the prior year actual for your reference. Enter your department budget and save.

The screenshot shows the CSUCI Budget and Reporting interface. The top navigation bar includes 'Bargaining_Unit: No_Bargaining_Unit' and 'Employee: No_Employee'. The 'Page' section shows 'GD901_CI ~ Operating', '225_Budget and Reporting', and 'No_Program'. The main table displays a list of departments with their respective budgets and actuals for the prior year (FY09).

	Actuals Final FY09	YearTotal	Jul	Aug	Sep	Oct	Nov
604001_Telephone Usage	594	1000	83	83	83	250	83
604002_Computer Networks		10000	833	833	833	2500	833
604090_Other Communications							
604800_Cell Phone Usage	133	900	75	75	75	225	75
605001_Electricity - Usage							
605002_Natural Gas - Usage							
605003_Oil - Usage							

Entering Data Basics

You can:

- Page through Departments, Funds, Programs and Projects with a drop down bar
- Click **Go** to switch to the intersection of members you chose.
- Always save data changes prior to switching to another Department, Fund, Program or Project (you will be warned by the system to save).

The screenshot shows the CSUCI Budget and Reporting interface with the search bar and navigation controls. The 'Page' section shows 'GD901', '225', and 'No_Program'. The 'Go' button is visible on the right.

Using the Find feature:

This feature can be used instead of scrolling through the drop down to find the item you are looking for. Click on the binoculars and a search window will appear. Type in what you know and click the binoculars again. The options will appear in the drop-down box. Keep clicking on the binoculars until the item you need is in the drop-down box

The screenshot shows the CSUCI Budget and Reporting interface with the search window open. The search bar contains the text '230'. The search results are displayed in a table below the search bar.

	YearTotal	Jul	Aug	Sep	Oct	Nov
601030_Executive						
601100_Academic Salaries						
601101_Department Chair						
601201_Management and Supervisory	138420					
601300_Support Staff	174746	18032	18884	18884	55800	
601304_Teaching Associates						
601800_Librarian						
601807_Temporary Faculty						

Form Colors:

The colors of the cells in a web form act as primary information. The following are potential colors:

- Blue – These cells are row and column headers.
- Gray – These cells are read only and are locked. They contain Actual data from PeopleSoft data or are an upper level member of the outline.
- Bright Yellow – Contains unsaved data. If you see this color it means, you have entered data in and have not saved it yet.
- White – Open to be written in.

CSUCI

Bargaining Unit: No Bargaining Unit

Page: GD901 225 No_Program No_Project

	Actuals				
	Final				
	FY09				
	YearTotal	YearTotal	Jul	Aug	Sep
604001_Telephone Usage	594	1000	83	83	83
604002_Computer Networks					
604090_Other Communications					
604800_Cell Phone Usage	133	900	75	75	75
605001_Electricity - Usage					
605002_Natural Gas - Usage					
605003_Oil - Usage					
605004_Water - Usage					
605005_Sewage					
605006_Hazardous Waste					
605090_Other Utilities					

Row & Column Headers

Read only

Data entered but not saved

Write Access

You can copy and paste data between forms, between Planning & Excel, and within a form


- Use the Copy & Paste buttons at the top of the form to copy and paste just like in Excel.
- Use Ctrl+C & Ctrl+V for moving data around within a data form.

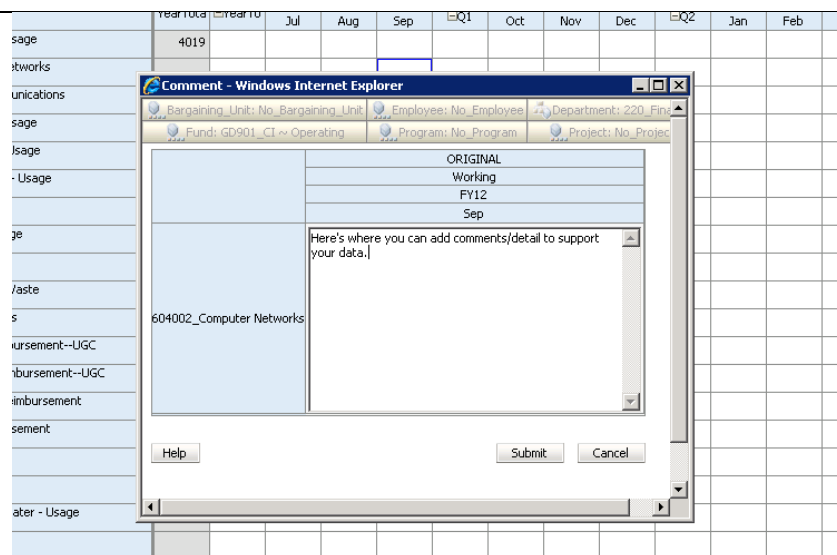
Spread data across months by entering your desired total in the "Quarter" or "Year Total" cells

- Data will spread according to the profile already existing in the months.
- If no data currently exists, the numbers will spread evenly across the months.
- All data in a quarter can be removed by deleting the Quarter or Year Total value.

Comments


Comments lets you add or view comments/details about the data in a specific cell or cells. To add or view comments from the Data page:

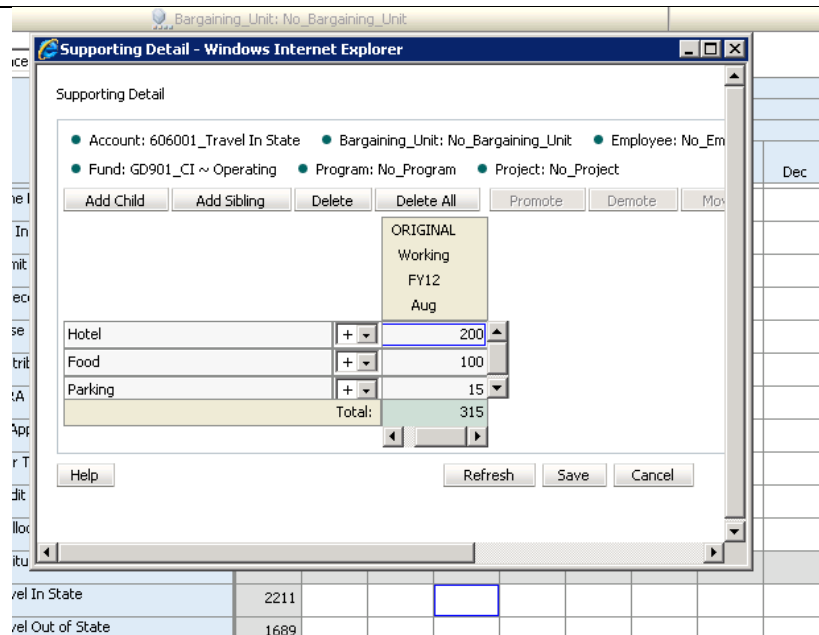
- Click in the cell or cells that you want to add Comments to.
- Click the Cell Text icon  or choose Edit - Cell Text, or right click and choose Insert Comment.
- Enter your comments and click on submit. You will now see a small blue triangle in your cell.
- Comments are not required but may be useful and is encouraged.



Supporting Detail

Supporting Detail can be used to build an input or a series of inputs using simple mathematic calculations

- Select the cell or range of cells to which you wish to give supporting detail.
- Click the Supporting Detail icon  or choose Edit/Supporting Detail and create simple formulas to create data based on program specific information (i.e. Travel = per diem X number of days + hotel and airfare).
- You can click the Add Sibling or Add Child buttons to create your detail.
- Cell turns blue when supporting detail is added.
- Supporting detail is not required but may be useful and is encouraged.



Add/Edit a Document

A supporting document or URL can be added to a cell to capture more detailed information about that cell.

First, the document must be downloaded to the report repository

- Click on Explore
- File > Import
- Choose the type of file to be imported

Step 1. Choose File. You can browse for this. Click Open.

Click Next

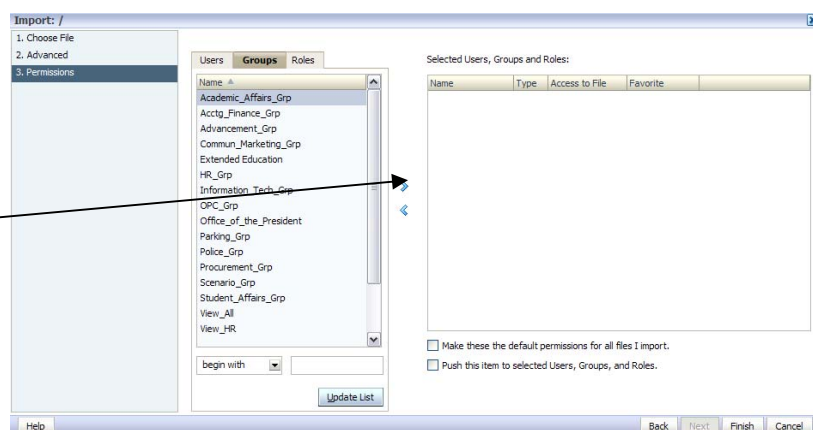
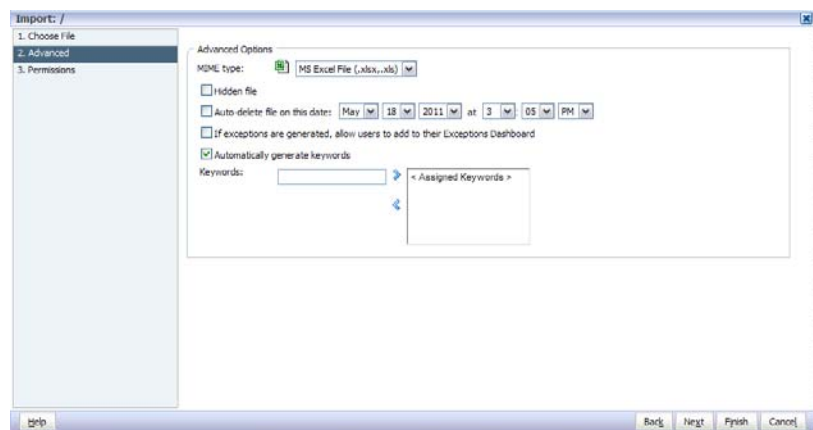
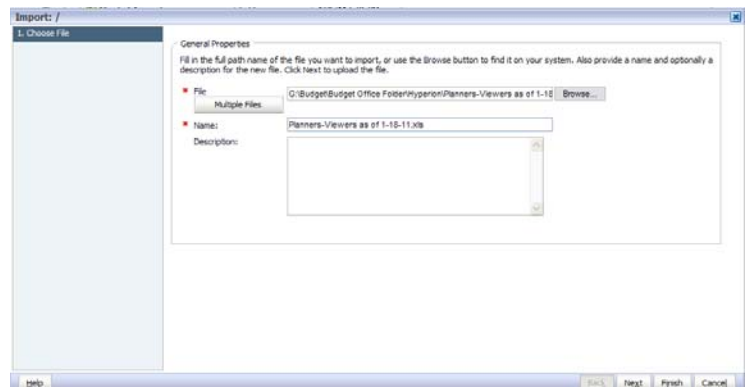
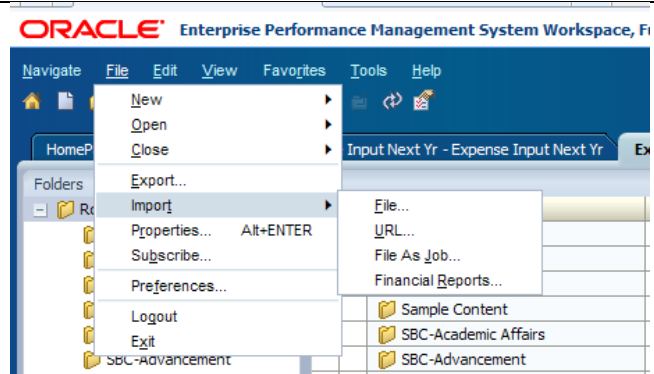
Step 2. Accept default items

Click Next

Step 3. Choose Groups tab and click Update List.

If you only want the file available to your group, choose the group you are in. Otherwise, choose Scenario Grp.

Move the group over using the middle arrow button.



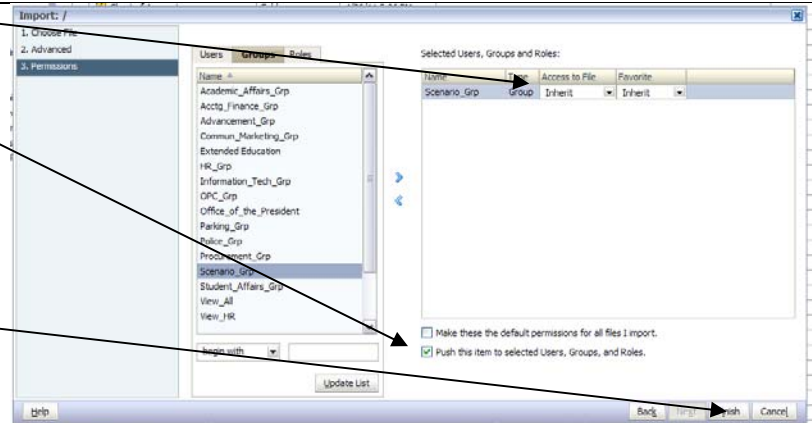
Leave the Access & Favorite as Inherit.

Click the box for "Push this item..."

Click Finish


The file is now available in the Repository.

(the repository is where all the reports are located under Explore)



FTE Total by Person by Department	Financial Report...	4/27/11 1:24 PM	
FTE Totals by Dept Validation	Financial Report...	4/27/11 1:25 PM	
FTE Totals by Fund-Dept Validation	Financial Report...	4/26/11 5:08 PM	
GD901 Salary Report w BU	Financial Report...	4/26/11 5:08 PM	
Monthly Reconciliation	Financial Report...	4/26/11 5:08 PM	Monthly Reconciliation Report
Monthly Reconciliation 2	Financial Report...	4/26/11 5:08 PM	Monthly Reconciliation Report
Monthly Summary Budget	Financial Report...	4/27/11 1:27 PM	
Planners-Viewers as of 1-18-11.xls	MS Excel File	5/17/11 3:17 PM	
Position by Department Cur Yr vs ...	Financial Report...	4/26/11 5:08 PM	
Position Report (all positions)	Financial Report...	4/26/11 5:08 PM	
Program Report - all departments	Financial Report...	4/26/11 5:08 PM	By department, shows fund-e
Program Report by Fund and Dep...	Financial Report...	4/26/11 5:08 PM	Prompt for dept & fund, sho
Project Report - all departments	Financial Report...	4/26/11 5:08 PM	By department, shows fund-e
Project Report by Fund and Dena...	Financial Report...	4/26/11 5:08 PM	Prompt for dept & fund. sho

Now add the document to the data form.

- Open the data form.
- Choose the cell for the document
- Choose the Add/Edit Document icon  or right click

Actuals					
Final					
FY09					
YearTotal	YearTotal	Jul	Aug	Sep	Q4
594	1,000	83	83	83	
	0	0	0	0	
133	900	75	75	75	

Add/Edit Document - Windows Internet Explorer

Insert a hyperlink to a document, or browse to the Workspace to attach a document.
(For example, http://...)

● Bargaining_Unit: No_Bargaining_Unit ● Employee: No_Employee ● Fund: GD901 ● Department: 220
 ● Program: No_Program ● Project: No_Project

	ORIGINAL
	Final
	FY11
	Aug

605002_Natural Gas - Usage

Help Clear Submit Cancel

A dialog box opens.

Browse to the document you just added to the repository.

- Select the document & click ok

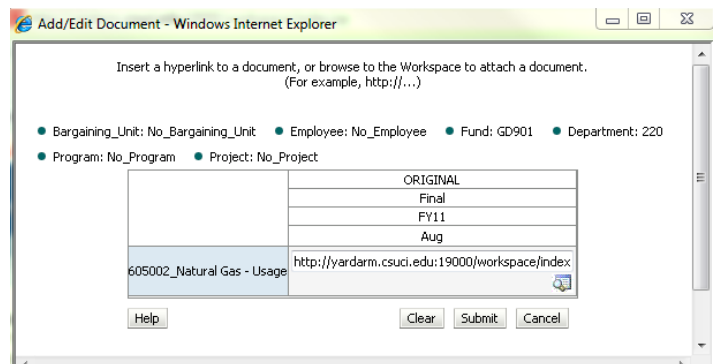
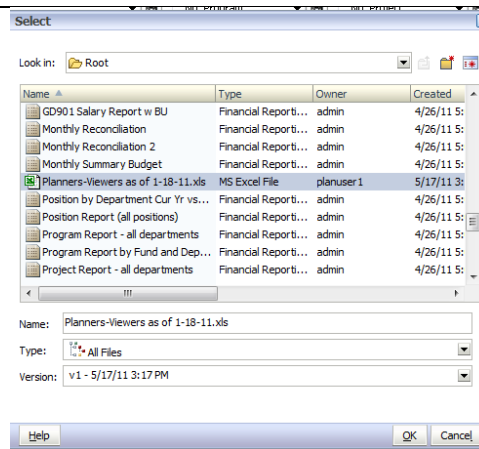
The hyperlink is added to the dialog box.

- Click Submit and Save
- The small triangle in the top corner indicates there is an attachment

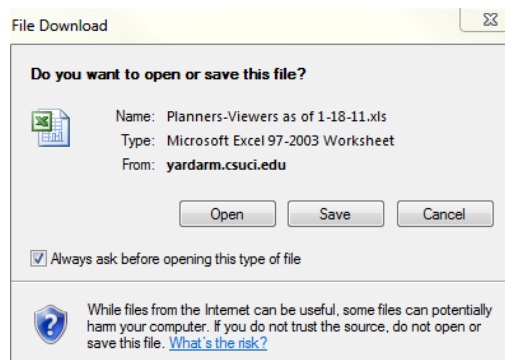
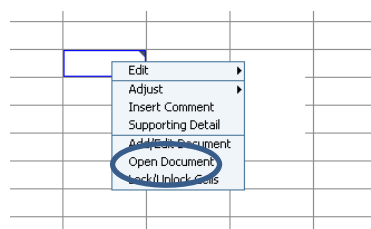
To view the attached document click in the cell.

- Right click
- Open Document

A dialog box opens to save or open the file and the document displays



xtal	Jul	Aug	Sep	EQ1	Oc
3720	310	310	310	930	
1000	83	83	83	250	



Exporting to Excel to Print or Save

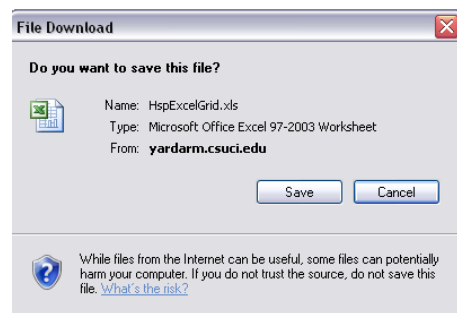
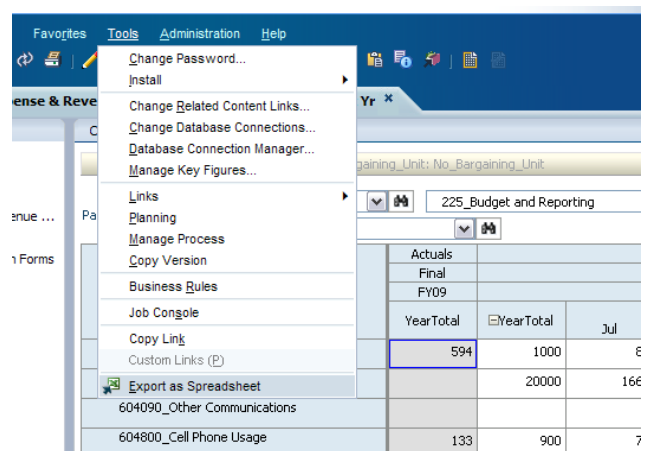
You can export your data form to Excel and work on your numbers offline.

Click on Tools > Export as Spreadsheet

Save the downloaded File

Open the file in Excel

Note: You cannot add cell text or supporting detail in Excel. You can only work on data displayed. You can create calculations in cells and the data will load to Planning when you copy and paste it back into Planning.



	A	B	C	D
1		GD901_Ci ~ Operating	225_Budget and Reporting	No_Program
2		No_Bargaining_Unit	No_Employee	GD901
3		Actuals	ORIGINAL	ORIGINAL
4		Final	Working	Working
5		FY09	FY11	FY11
6		YearTotal	YearTotal	Jul
7	604001_Telephone Usage	593.52	1000	83
8	604002_Computer Networks		20000	16
9	604090_Other Communications			
10	604800_Cell Phone Usage	132.57	900	
11	605001_Electricity - Usage			
12	605002_Natural Gas - Usage			
13	605003_Oil - Usage			
14	605004_Water - Usage			
15	605005_Sewage			
16	605006_Hazardous Waste			
17	605090_Other Utilities			
18	605802_Water Reimbursement-UGC			
19	605803_Sewage Reimbursement-UGC			
20	605804_Electricity Reimbursement			
21	605805_Gas Reimbursement			
22	605806_Trash			

Reports Overview

All reports for Hyperion Planning are accessed with Hyperion Workspace. Hyperion Reports take data that is stored in Hyperion and present in a format that is set up by the Administrator.

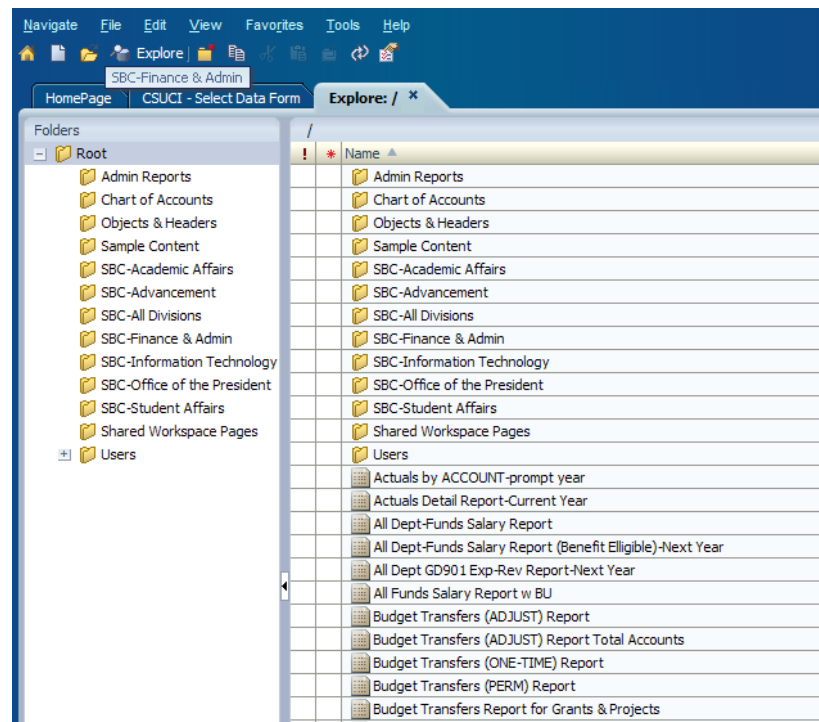
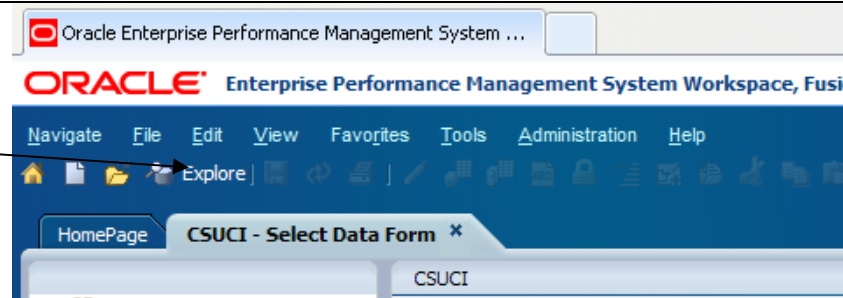
Accessing Hyperion Reports

Open a new tab for Reports by clicking the Explore icon at the top-right corner of Workspace

A new tab and a list of available reports appear.


You only have access to reports for your department. If you have access to a whole division, you can access the SBC Reports by division.

Most reports come with a brief description.



Viewing & Printing Reports

Double Click on a report and it will open.

- When you click on a report, you may be prompted to enter specific criteria for this report.
- Click on the  to select a member (or type in your criteria)
- Drill down to the member you would like to see and move the member(s) over to the right using the middle arrows.
- Click OK.

When all criteria has been chosen, click OK.

Respond to Prompts

The following prompts have been defined in the report. You may use the default values shown, or select other members.

Prompt	Selection	Type	Source
Enter Fund:	<input type="text"/>	Report	Report: Department Budget Report with Transfers Grid: Grid1
Enter Department:	<input type="text"/>	Report	Report: Department Budget Report with Transfers Grid: Grid1
Enter Year:	<input type="text"/>	Report	Report: Department Budget Report with Transfers Grid: Grid1

Help OK Cancel Reset

Respond to Prompts

Members

Available: Fund (1-17 of 17)

Find: Name Use Wildcards ☒

Rows Per Page: 20

Name	Default
Fund	
Total_Funds	
No_Fund	
Construction	
Operating_Fund	Operating Fund
GD901	GD901_CI ~ Operating
GD930	GD930_TF-Interest Earnings
GD935	GD935_CERF Cost Recovery
GD945	GD945_Oper Fund-IDC Recover
UB901	UB901_University Benefits

Selected: 1 of 1

Rows Per Page: 20

Name

GD901

Help OK Cancel

Verify the criteria for the report you want and click OK. You can always make changes by choosing the



icon again.

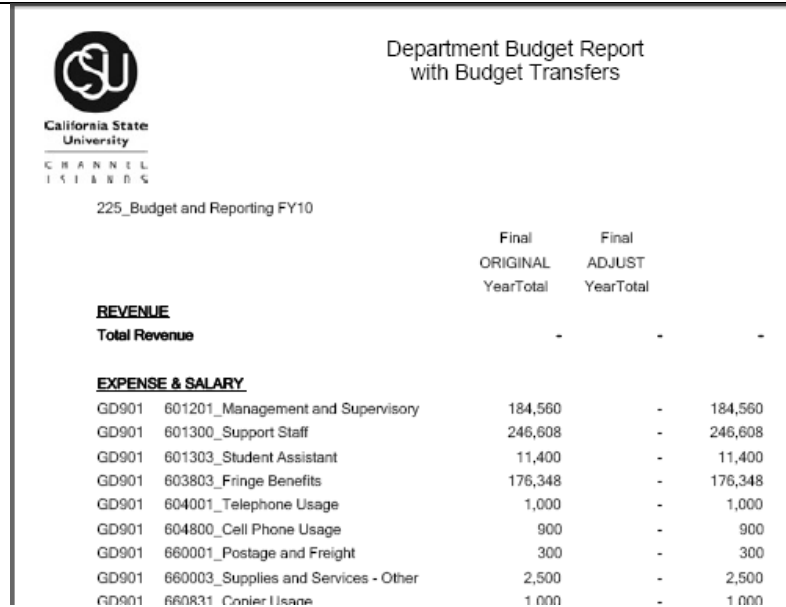
Respond to Prompts

The following prompts have been defined in the report. You may use the default values shown, or select other members.

Prompt	Selection	Type	Source
Enter Fund:	GD901	Report	Report: Department Budget Report with Transfers Grid: Grid1
Enter Department:	225	Report	Report: Department Budget Report with Transfers Grid: Grid1
Enter Year:	FY 10	Report	Report: Department Budget Report with Transfers Grid: Grid1

Help OK Cancel Reset

The report defaults to PDF preview.



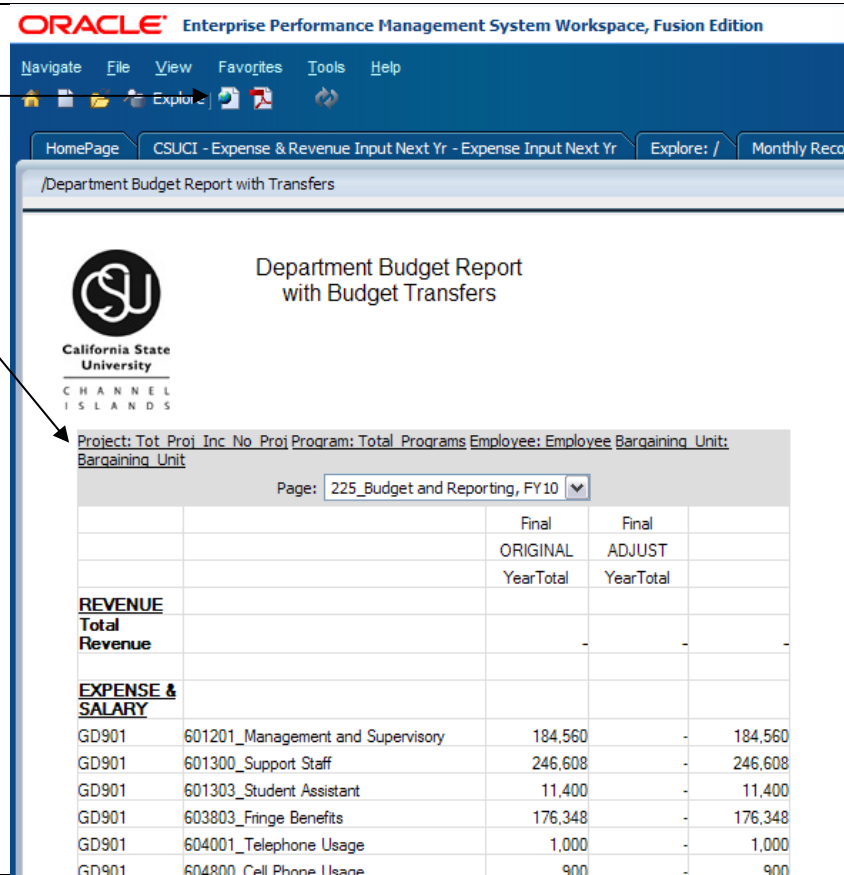
Department Budget Report with Budget Transfers

225_Budget and Reporting FY10

	Final ORIGINAL YearTotal	Final ADJUST YearTotal	
REVENUE			
Total Revenue	-	-	-
EXPENSE & SALARY			
GD901 601201_Management and Supervisory	184,560	-	184,560
GD901 601300_Support Staff	246,608	-	246,608
GD901 601303_Student Assistant	11,400	-	11,400
GD901 603803_Fringe Benefits	176,348	-	176,348
GD901 604001_Telephone Usage	1,000	-	1,000
GD901 604800_Cell Phone Usage	900	-	900
GD901 660001_Postage and Freight	300	-	300
GD901 660003_Supplies and Services - Other	2,500	-	2,500
GD901 660031_Conier Usage	1,000	-	1,000

Hyperion allows you to change view after report has been run from PDF to HTML or vice versa.

When in HTML view, you can change the any dimension in the Grid POV (Point of View) by clicking on the dimension.



ORACLE® Enterprise Performance Management System Workspace, Fusion Edition

Navigate File View Favorites Tools Help

HomePage CSUCI - Expense & Revenue Input Next Yr - Expense Input Next Yr Explore: / Monthly Reco

/Department Budget Report with Transfers

Department Budget Report with Budget Transfers

Project: Tot Proj Inc No Proj Program: Total Programs Employee: Employee Bargaining Unit: Bargaining Unit

Page: 225_Budget and Reporting, FY10

	Final ORIGINAL YearTotal	Final ADJUST YearTotal	
REVENUE			
Total Revenue	-	-	-
EXPENSE & SALARY			
GD901 601201_Management and Supervisory	184,560	-	184,560
GD901 601300_Support Staff	246,608	-	246,608
GD901 601303_Student Assistant	11,400	-	11,400
GD901 603803_Fringe Benefits	176,348	-	176,348
GD901 604001_Telephone Usage	1,000	-	1,000
GD901 604800_Cell Phone Usage	900	-	900

Hyperion allows you to export your report to Excel

Choose File > Export > Excel > Fully-Formatted Grid and Text
(be sure your internet browser allows pop-ups)

Your document is downloaded to Excel where you can make changes to it and/or save it.

ORACLE® Enterprise Performance Management System Workspace, Fusion Edition

Navigate File View Favorites Tools Help

HomeP Revenue Input Next Yr - Expense Input Next Yr Explore: / Monthly

/Depart transfers

Export Excel Fully-Formatted Grids and Text

Preferences... Word PowerPoint

Logout Department Budget Report with Budget Transfers

Exit

California State University CHANNEL ISLANDS

Project: Tot_Proj_Inc_No_Proj Program: Total Programs Employee: Employee Bargaining_Unit: Bargaining_Unit

Page: 225_Budget and Reporting, FY10

		Final	Final	
		ORIGINAL	ADJUST	
		YearTotal	YearTotal	
REVENUE				
Total Revenue				
EXPENSE & SALARY				
GD901	601201_Management and Supervisory	184,560	-	184,560
GD901	601300_Support Staff	246,608	-	246,608

Department Budget Report with Transfers.xls [Read-Only]

	A	B	C	D	E	F
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						

Department Budget Report with Budget Transfers

Project: Tot_Proj_Inc_No_Proj Program: Total Programs Employee: Employee Bargaining_Unit:

Page: 225_Budget and Reporting, FY10

		Final	Final	
		ORIGINAL	ADJUST	
		YearTotal	YearTotal	
REVENUE				
Total Revenue		0	0	0
EXPENSE & SALARY				
GD901	601201_Management and Supervisory	184,560	0	184,560
GD901	601300_Support Staff	246,608	0	246,608
GD901	601303_Student Assistant	11,400	0	11,400
GD901	603803_Fringe Benefits	176,348	0	176,348
GD901	604001_Telephone Usage	1,000	0	1,000
GD901	604800_Cell Phone Usage	900	0	900
GD901	660001_Postage and Freight	300	0	300
GD901	660003_Supplies and Services - Other	2,500	0	2,500
GD901	660831_Copier Usage	1,000	0	1,000
GD901	616903_Desk/Lap/Peripherals Under \$5K	2,500	0	2,500
GD901	660090_Expenses - Other	2,796	0	2,796
GD901	606001_Travel In State	7,000	0	7,000
GD901	606002_Travel Out of State	7,500	0	7,500
GD901	660009_Workshops & Training Fees	3,500	0	3,500
Total Salary & Expenditures		647,912	0	647,912
GRAND TOTAL		647,912	0	647,912

Notes

Notes