

Hyperion Variance Reporting and Drilldown

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OVERVIEW

Every year Envelope Managers are asked to provide explanations of large variances in their unit's actual results against projection, budget and prior year actuals. The Variance Report and analysis then forms part of the Year End Results pack presented to the Budget Committee.

In order to facilitate this task, there are two types of reports available from Hyperion.

Users can use the main Variance Report to produce the results for their area, to see what variance may require comment.

Users can then also use the Variance Drilldown Reports to assist in providing the comment and analysis on variances.

The reports will be available to users of Hyperion to view Variance Reports for the departments or areas for which they have access, and to run the variance drilldown report should they require to understand, analyze, or investigate variances.

QUICK STEP BY STEP GUIDE TABLE

Variance Report	Variance Drilldown Reports
1. Log in to Hyperion Workspace (Explorer icon in Citrix)	1. Log in to Hyperion Smart View (Excel icon in Citrix)
2. Open the Variance Report (Explore / Reports folder)	2. Navigate to the Variance Drilldown Reports (Smart View / Panel / Shared Connections / Oracle Hyperion Planning, Fusion Edition / 5. Reports)
3. Select Departments to include on the Variance Report	3. Open multiple different Variance Drilldown Reports in individual tabs to view simultaneously
4. View and Use Report	4. View and Use Report
5. Further Variance Details – Use Variance Drilldown Reports	

VARIANCE REPORTS GUIDES

GUIDE: VARIANCE REPORTS

Step 1 - Log in to Hyperion Workspace

Login to Citrix following the link: <https://macapps65.mcmaster.ca/vpn/index.html>



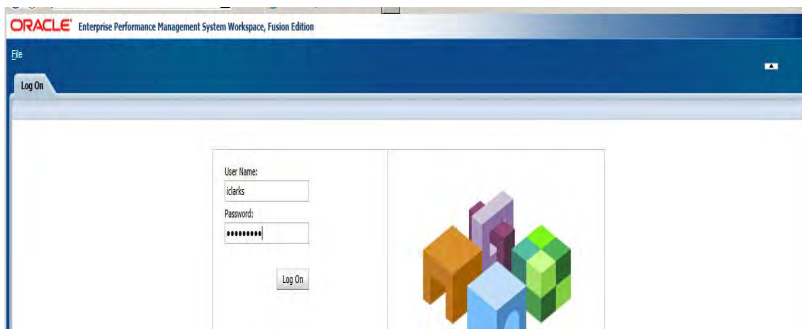
Enter Mac Id
Enter Password
Click Log In

Then Open Internet Explorer / Hyperion link



Click on Internet Explorer / Hyperion

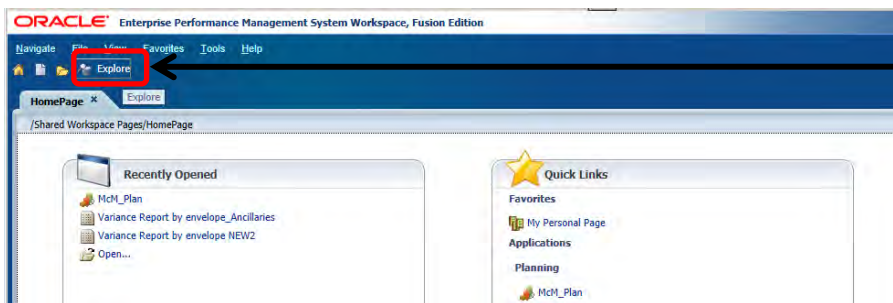
Log in to the Hyperion Workspace:



Enter Mac Id
Enter Password
Click Log On

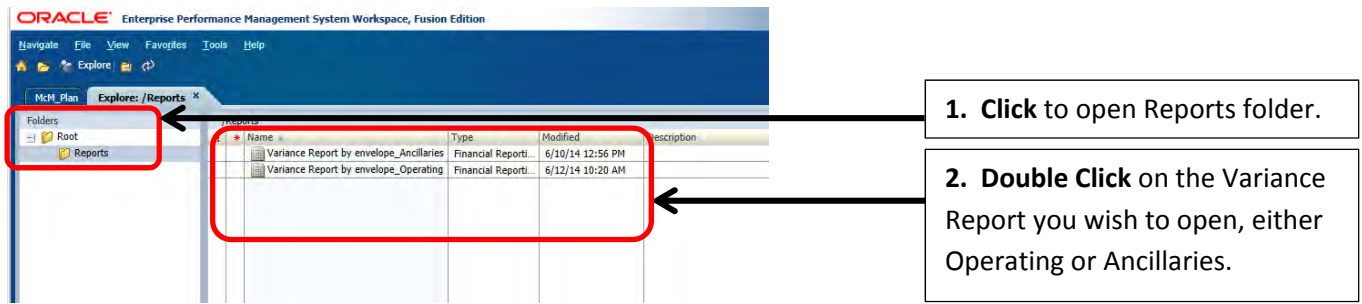
Step 2 - Open the Variance Report

Select Explore:



Click on Explore

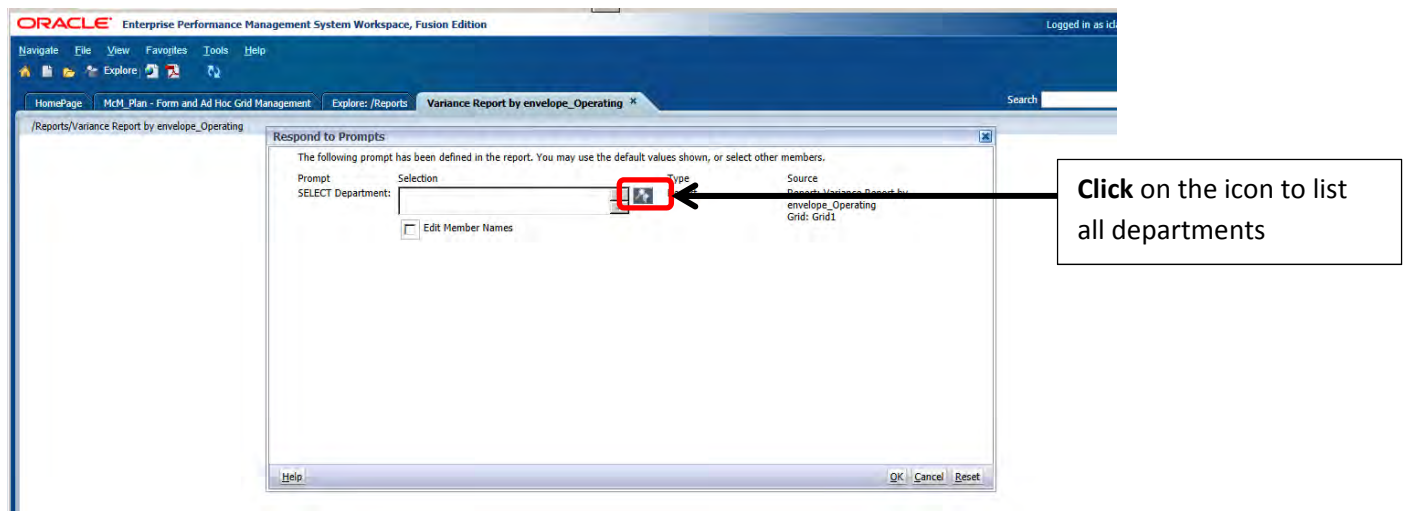
Open the appropriate Variance Report:



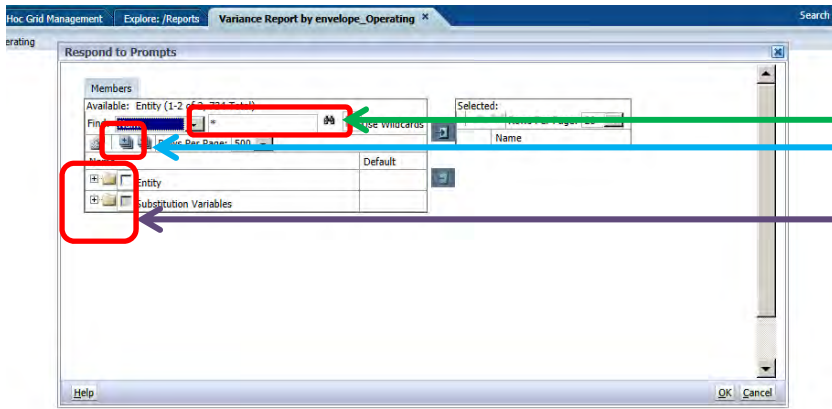
Step 3 - Select Departments for the Variance Report

Note: A prompt box will appear asking you to select departments. All departments will be listed, including those outside your area. Any departments that you select for which you do not have viewing access will return zero data in the report.

To enter screen for selecting departments:



Find the required departments:



Find the required departments either by:

- using the **search function** or
- expanding the department tree by **expanding all rows** or
- expanding down the tree using the **(+) signs**

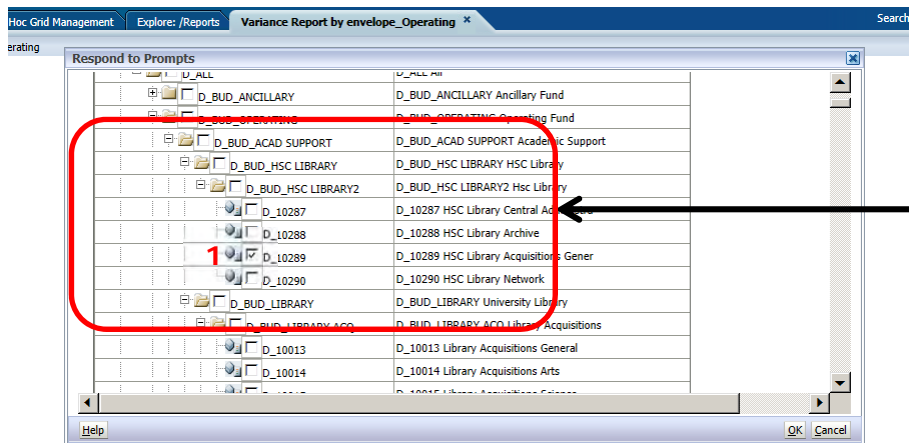
Searching: The “*” character can be used as a wildcard in the search. For example, entering *FACIL* in the search box and clicking returns the following list:

Name	Location
<input type="checkbox"/> D_BUD_FACILITIES SUPP	D_BUD_OPERATING\D_BUD_FACILITIES SUPP
<input type="checkbox"/> D_BUD_FACILITIES SERV	D_BUD_OPERATING\D_BUD_FACILITIES SUPP\D_BUD_FACILITIES SERV
<input type="checkbox"/> D_BUD_FACIL SERV	D_BUD_OPERATING\D_BUD_FACILITIES SUPP\D_BUD_FACILITIES SERV\D_BUD_FACIL SERV
<input type="checkbox"/> D_BUD_FACILITIES ADMIN	D_BUD_OPERATING\D_BUD_FACILITIES SUPP\D_BUD_FACILITIES SERV\D_BUD_FACILITIES ADMIN
<input type="checkbox"/> D_BUD_FACILITIES_ENG	D_BUD_OPERATING\D_BUD_FACILITIES_ACAD\D_BUD_FAC ENGINEERING\D_BUD_FACILITIES_ENG
<input type="checkbox"/> D_BUD_FACILITIES_FHS	D_BUD_OPERATING\D_BUD_FACILITIES_ACAD\D_BUD_FAC HEALTH SCI\D_BUD_FACILITIES_FHS
<input type="checkbox"/> D_BUD_FACILITIES_SCI	D_BUD_OPERATING\D_BUD_FACILITIES_ACAD\D_BUD_FAC SCIENCE\D_BUD_FACILITIES_SCI

Department tree: Departments roll up to the envelope level using the PeopleSoft budget tree DEPT_BD. An Excel version of the tree showing roll-up levels is available at http://www.mcmaster.ca/bms/documents/budg_tree.xlsx

Department names: All roll-up levels have the prefix “D_BUD”. All leaf level department numbers have the prefix “D_”.

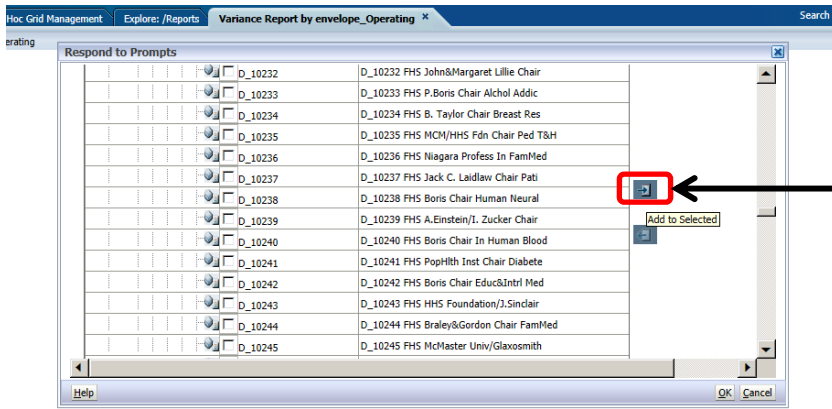
Select the departments to include on the report:



Put a **check (1)** in the box for all departments or summary levels to include on the report.

Checking a roll-up node will include all lower levels on the report.

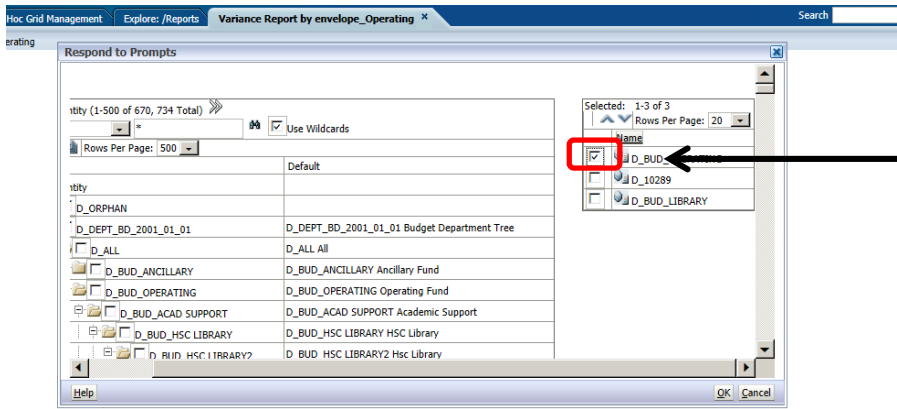
Move departments to “selected” box:



Once departments have been checked, checked scroll down to the mid-way point, and click the “Add to Selected” icon (the icon will be farther down if more rows per page are displayed). Selected departments will appear in a box on the right.

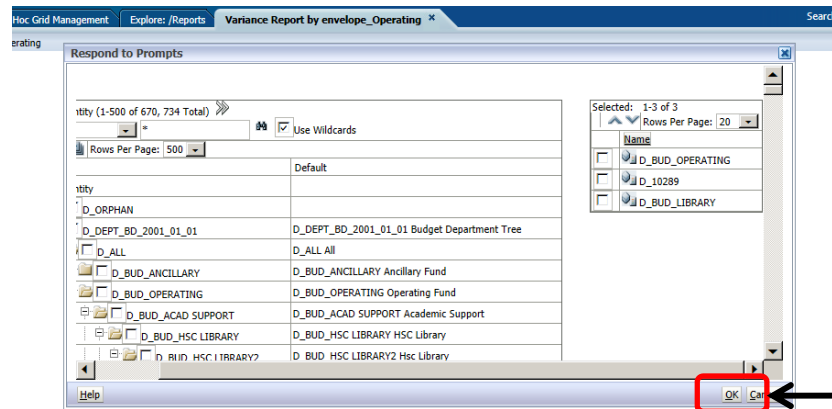
Shortcut: To skip this step just click **OK** and respond yes to the warning message

To remove unwanted departments previously selected:



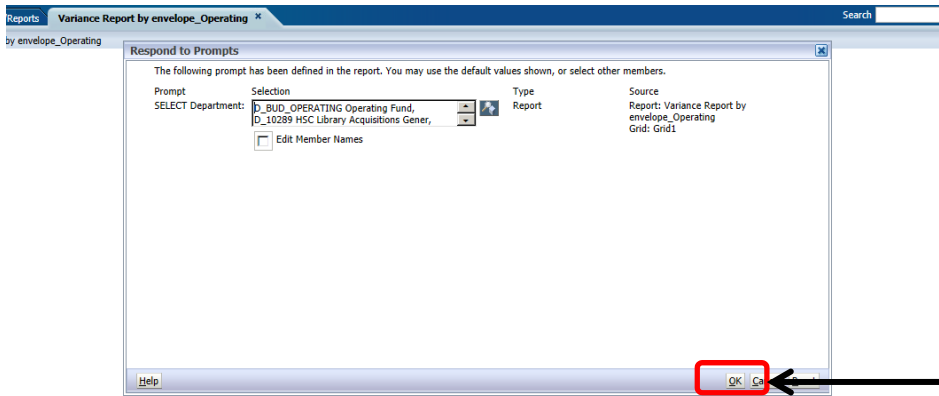
Check the unwanted departments, and then follow previous action but this time click the “Remove from Selected” icon (under the “Add to Selected” icon)

Confirm selected departments:



Select **OK**

Run report for selected departments:



Select OK

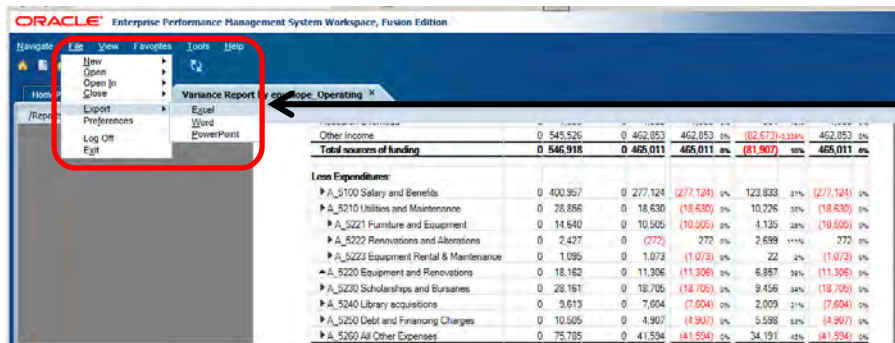
Step 4 - Use the Variance Report

Adjusting the parameters and department:

	2012/13		2013/14		2013/14		Variance Favourable/(Unfavourable)	
	Actual	Budget	Projection	Actual	Actual vs. Actual PY	Actual vs. Budget	Actual vs. Projection	
Sources of funding:								
Framework Allocation	0	(8)	0	254	254	0%	262	3.882%
Research Overhead	0	1,399	0	1,903	1,903	0%	504	72%
Other Income	0	545,526	0	462,853	462,853	0%	(82,673)	-3.339%
Total sources of funding	0	546,918	0	465,011	465,011	0%	(81,907)	-18%
Less Expenditures:								
▶ A_5100 Salary and Benefits	0	400,957	0	277,124	(277,124)	0%	123,833	31%
▶ A_5210 Utilities and Maintenance	0	28,856	0	18,630	(18,630)	0%	10,226	35%
▶ A_5220 Equipment and Renovations	0	18,162	0	11,306	(11,306)	0%	6,857	34%
▶ A_5230 Scholarships and Bursaries	0	28,161	0	18,705	(18,705)	0%	9,456	34%
▶ A_5240 Library acquisitions	0	9,613	0	7,604	(7,604)	0%	2,009	21%
▶ A_5250 Debt and Financing Charges	0	10,505	0	4,907	(4,907)	0%	5,598	53%
▶ A_5260 All Other Expenses	0	75,785	0	41,594	(41,594)	0%	34,191	45%
Total expenditures	0	572,039	0	379,870	(379,870)	0%	192,170	-34%
Total surplus (deficit)	0	(25,122)	0	85,141	844,881	0%	(274,076)	-32%

1. By clicking on either **Type** (see note below) or **Program**, a pop up box will appear allowing the selection to be changed.
2. The drop down arrow allows the other selected departments to be viewed.
3. **(Optional)** – By clicking on the triangle to the left of expenditure categories – these can be expanded to lower account level. This can assist with pinpointing variances.

Export to Excel, Word, or Powerpoint (and print):



Select File, Export, and your preferred MS Office program (this copy of the program is on the Citrix server, it is not your usual copy of the program).

Note: If you selected multiple departments for the report, these will each appear as a separate sheet in Excel, page in Word.

Important Notes on the Variance Report:

Signs:

- Actuals, Budget, Forecast: A positive bottom line is a surplus, a negative bottom line is a deficit. Credits in Sources of Funding are shown as positive, debits in Expenditures are shown as positive.
- Variances: Positive numbers improve the bottom line (favourable variance), negative numbers decrease the bottom line (unfavourable variance).

Type (All Type/On-Going/Onetime):

It is recommended that you view the report using All Type, which presents total actual results against total budget/forecast. Please note that all **Actuals** are loaded as **On-Going**, however you can select either On-Going or One-time for Type if you wish to see the breakdown of budget/forecast.

Step 5 (Optional) – Further Variance details

If you require further drilldown detail to be able understand and comment on variances, you can use the Variance Drilldown Reports. These can be accessed via Hyperion Smart View. Please refer to the ‘Variance Drilldown’ Quick Guide below.

GUIDE: VARIANCE DRILLDOWN REPORTS

Step 1 – Log in to Hyperion Smart View

Login to Citrix following the link: <https://macapps65.mcmaster.ca/vpn/index.html>



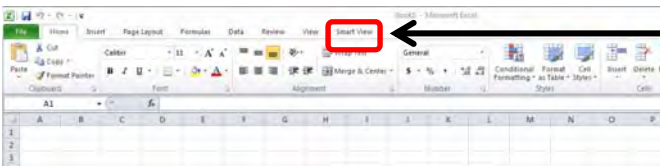
Enter Mac Id
Enter Password
Click log In

Select Smart View



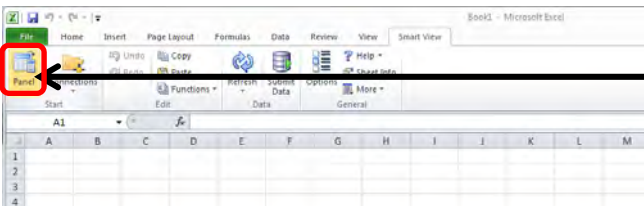
Click on Smart View

Excel sheet opens. Click on the Smart View tab



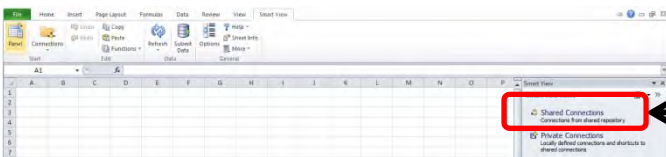
Click on the Smart View tab

Click on Panel:



Click on Panel

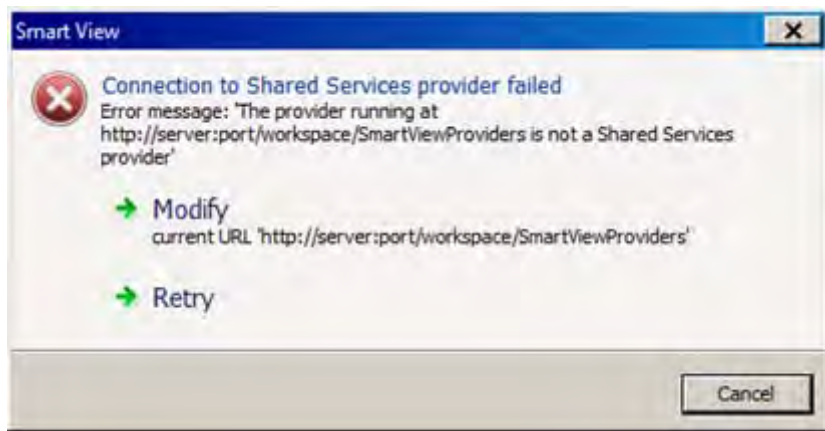
Click on Shared Connections:



Click on Shared Connections

FIRST TIME ONLY:

There will be an error message indicating the URL is incorrect.
Click on the MODIFY option:

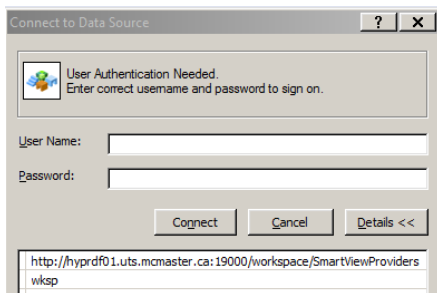


Then enter the following URL:

<http://hyprdf01.uts.mcmaster.ca:19000/workspace/SmartViewProviders>

Click OK.

Enter Mac ID and Password:



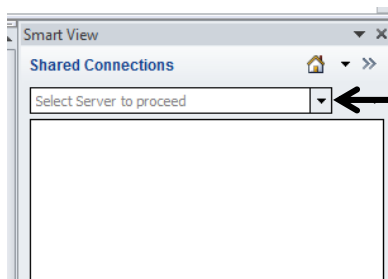
Enter Mac ID and Password

<http://hyprdf01.uts.mcmaster.ca:19000/workspace/SmartViewProviders>

YOU ARE NOW LOGGED INTO HYPERION SMART VIEW. The following additional steps are to navigate to, and use, the drilldown reports.

Step 2 - Navigate to the Variance Drilldown Reports

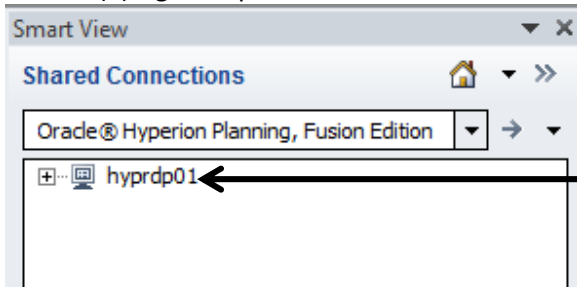
Click on Select Server to Proceed Dropdown:



Click on Dropdown

Select Option: Oracle Hyperion Planning, Fusion Edition

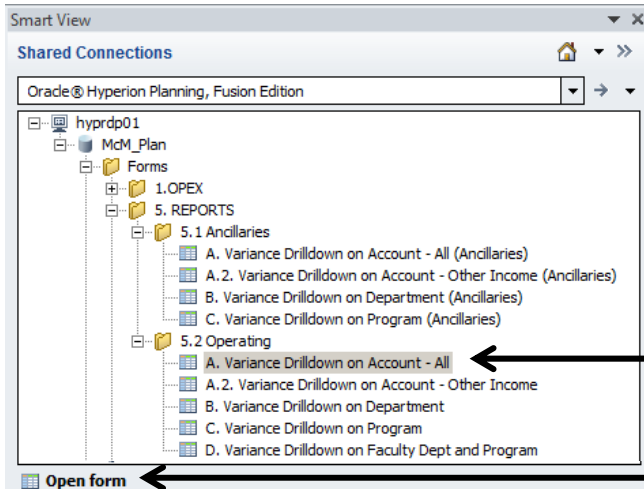
Click on (+) sign to open the available folders:



Click on (+) Sign to open up the available folders

Step 3 - Open the Variance Drilldown Reports

Select the Drilldown report you want to open:

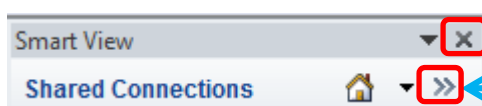
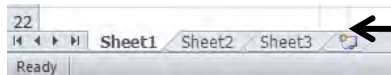


Double click on required Variance Drilldown report.

If you hover the cursor over the report you will see a brief description.

Click Open form

Note: If you already have a report open you can select a new sheet/s within the Excel file to open multiple



Once the report is open, the panel can be **closed** (re-open using Smart View tab on menu / Panel on ribbon or **minimized** (re-open using <<))

Step 4 - Use the Drilldown Reports

Important Notes on the Drilldown Reports:

Signs:

All figures are displayed as debits and credits

- Actuals, Budget, Forecast: A positive bottom line is a **deficit** (debit), a negative bottom line is a **surplus** (credit). Credits in Sources of Funding are shown as negative, debits in Expenditures are shown as positive.
- Variances: Positive numbers improve the bottom line (favourable variance), negative numbers decrease the bottom line (unfavourable variance).

Type (All Type/On-Going/Onetime):

It is recommended that you view the report using All Type, which presents total actual results against total budget/forecast. Please note that all **Actuals** are loaded as **On-Going**, however you can select either On-Going or One-time for Type if you wish to see the breakdown of budget/forecast.

A. Variance Drilldown on Account – All

This drilldown report aims to replicate (within the account structure) the main Variance Report and allows drilldown on all account levels. Users can set the Department (and Program if required) to view the data as well as the Fund and Type, and then can drilldown on accounts to identify exactly what is driving a variance.

	Actual	Budget	8 Month Review	Actual	VARIANCE	(Favourable)/Unfavourable	
	FY13	FY14	FY14	FY14	Actual V PY Actual	Actual V Budget	Actual V Projection
	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal
5 +A_4231 Operating Allocation	#Missing	7998	#Missing	4252514	4252514	4244516	4252514
7 +A_4113 Research OverHead	#Missing	-1809000	#Missing	-1979793	-1979793	-170793	-1979793
15 +A_4234 Research OH Transfers	#Missing	387701	#Missing	76747	76747	-310954	76747
30 +A_4111 Government Grants	#Missing	-237933958	#Missing	-170033387	-170033387	67900571	-170033387
69 +A_4120 Fees	#Missing	-12982412	#Missing	-12108876	-12108876	873536	-12108876
100 +A_4150 Sales	#Missing	-3771865	#Missing	-6190182	-6190182	-2418317	-6190182
112 +A_4140 Investment Income	#Missing	-7161950	#Missing	-2932057	-2932057	4229893	-2932057
115 +A_4150 Capital Amortization	#Missing	8422472	#Missing	6179359	6179359	-2243113	6179359
144 +A_4210 Other External Revenue	#Missing	-32268869	#Missing	-31789070	-31789070	477799	-31789070
172 +A_4220 Internal Sales	#Missing	-20674409	#Missing	-17470747	-17470747	3203663	-17470747
181 +A_4232 Other Revenue Transfers	#Missing	-10390928	#Missing	-5058313	-5058313	5332615	-5058313
183 +A_4233 Intrafund Transfers	#Missing	-9055558	#Missing	-3601726	-3601726	5453832	-3601726
338 +A_5100 Salary and Benefits	#Missing	389665297	#Missing	274633919	274633919	-115031379	274633919
596 +A_5200 Non Salary Expenses	#Missing	142525224	#Missing	93769221	93769221	-48756003	93769221

Point of View (POV) Section: Select the **Department (Entity), Program, Type, or Fund** from the dropdowns available. **Always click Refresh** after changing a dropdown.

Drilldown on an account variance by **double clicking** on the name if preceded by (+)

Hyperion Variance Reporting and Drilldown

	Actual	Budget	8 Month Review	Actual	VARIANCE - (Favourable)/Unfavourable		
	FY13	FY14	FY14	FY14	Actual V PY Actual	Actual V Budget	Actual V Projection
	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal
5 +A_4231 Operating Allocation	#Missing	7998	#Missing	4252514	4252514	4244516	4252514
7 +A_4113 Research OverHead	#Missing	-1809000	#Missing	-1979793	-1979793	-170793	-1979793
15 +A_4234 Research OH Transfers	#Missing	387701	#Missing	76747	76747	-310954	76747
30 +A_4111 Government Grants	#Missing	-237933958	#Missing	-170033387	-170033387	67900571	-170033387
34 +A_4112 Other Grants	#Missing	-12982412	#Missing	-12108876	-12108876	873536	-12108876
42 +A_4121 Tuition Fees	#Missing	-209803798	#Missing	-213005385	-213005385	-3201587	-213005385
68 +A_4122 Other Fees	#Missing	-218783552	#Missing	-219848308	-219848308	-1064757	-219848308
69 -A_4120 Fees	#Missing	-218783552	#Missing	-219848308	-219848308	-1064757	-219848308
100 +A_4130 Sales	#Missing	-3771865	#Missing	-6190182	-6190182	-2418317	-6190182
112 +A_4140 Investment Income	#Missing	-7161950	#Missing	-2932057	-2932057	4229893	-2932057
115 +A_4150 Capital Amortization	#Missing	8422472	#Missing	6179359	6179359	-2243113	6179359
144 +A_4210 Other External Revenue	#Missing	-32266869	#Missing	-31789070	-31789070	477799	-31789070
172 +A_4220 Internal Sales	#Missing	-20674409	#Missing	-17470747	-17470747	3203663	-17470747
181 +A_4232 Other Revenue Transfers	#Missing	-10390928	#Missing	-5058313	-5058313	5332615	-5058313
183 +A_4233 Intrafund Transfers	#Missing	-9055558	#Missing	-3601726	-3601726	5453832	-3601726

The drilldown data will appear above the level on which you double clicked.

To collapse data – double click on it again if preceded by (-)

A.2 Variance Drilldown on Account – Other Income

This drilldown report aims to replicate Other Income line from the main Variance Report. While allowing drilldown on all account levels. Users can set the department (and Program if required) to view the data as well as the Fund and Type, and then can drilldown on Other Income accounts to identify exactly what is driving an Other Income variance.

	Actual	Budget	8 Month Review	Actual	VARIANCE - (Favourable)/Unfavourable		
	FY13	FY14	FY14	FY14	Actual V PY Actual	Actual V Budget	Actual V Projection
	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal
4 OTHER INCOME	-537,493,190	-545,780,670	-560,234,880	-565,762,292	-28,269,102	-19,981,623	-5,527,4
19 +A_4111 Government Grants	-239,625,289	-238,161,458	-237,263,151	-240,584,339	-959,051	-2,422,881	-3,321,1
23 +A_4112 Other Grants	-12,813,121	-12,982,412	-12,982,412	-12,953,361	-140,240	29,051	29,0
58 +A_4120 Fees	-209,244,704	-219,070,500	-222,708,015	-223,894,943	-14,650,239	-4,824,442	-1,186,9
96 +A_4130 Sales	-6,826,690	-3,811,874	-3,767,112	-6,617,449	209,242	-2,805,575	-2,850,3
102 +A_4140 Investment Income	-7,986,101	-7,161,950	-7,161,950	-8,526,691	-540,589	-1,364,741	-1,364,7
109 +A_4150 Capital Amortization	17,218,504	10,573,104	11,878,914	12,464,499	-4,754,005	1,891,395	585,5

B. Variance Drilldown on Department

This drilldown report aims to allow drilldown on all accessible department levels. Users can set the account (and Program if required) to view the data as well as the Fund and Type, and then can drilldown on departments to identify exactly what is driving a variance.

POV B. Variance Drilldown on Department - hyprdp01_McM_Plan_1

P_ALL All All Type Final 20 Operating Fund A_400000 Grant Revenue General Refresh

A78 -D_BUD_OPERATING Operating Fund

	B	C	D	E	F	G	H
	Actual	Budget	8 Month Review	Actual	VARIANCE - (Favourable)/Unfavourable		
	FY13	FY14	FY14	FY14	Actual V PY Actual	Actual V Budget	Actual V Projection
	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal
19 +D_BUD_ACAD SUPPORT Academic Support	-202,083	-20,000	-122,450	-290,034	-87,951	-270,034	-167,584
23 +D_BUD_ACAD_PRIORITIES Academic Priorities	-293,012	2,630,608	-999,590	-999,590	-706,578	-3,630,198	0
27 +D_BUD_CENTRAL1 Central University	0			0	0	0	0
31 +D_BUD_FACILITIES SUPP Facilities Support		-100,000				100,000	
54 +D_BUD_FACILITIES_ACAD Acad Facilities (Academic Programs)	-4,350,870	-7,123,166	-4,311,145	-5,101,809	-750,939	2,021,357	-790,664
61 +D_BUD_INSTITUTION_SUPP Institutional Support	-1,941,425	-1,834,600	-1,854,650	-3,655,550	-1,714,125	-1,820,950	-1,800,900
68 +D_BUD_RSCH SUPPORT Research Support		0	-42,500		0	42,500	
77 +D_BUD_STUDENT_SUPP Student Support	-3,058,336	-2,099,800	-2,257,060	-2,438,071	620,265	-338,271	-181,011
78 -D_BUD_OPERATING Operating Fund	-9,845,726	-8,589,458	-9,544,895	-12,485,055	-2,639,329	-3,895,597	-2,940,160
79 -D_ALL All	-9,845,726	-8,589,458	-9,544,895	-12,485,055	-2,639,329	-3,895,597	-2,940,160

C. Variance Drilldown on Program

This drilldown report aims to allow drilldown on all programs. Users can set the account and department (from their own access list) to view the data as well as the Fund and Type, and then can drilldown on programs to identify exactly what is driving a variance.

POV C. Variance Drilldown on Program - hyprdp01_McM_Plan_1

D_ALL All All Type Final 20 Operating Fund A_400000 Grant Revenue General Refresh

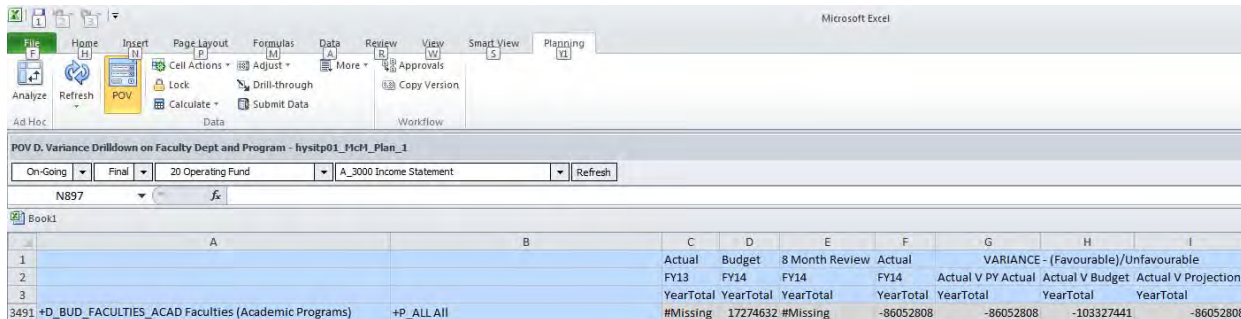
A23 +P_PROGS Programs

	B	C	D	E	F	G	H
	Actual	Budget	8 Month Review	Actual	VARIANCE - (Favourable)/Unfavourable		
	FY13	FY14	FY14	FY14	Actual V PY Actual	Actual V Budget	Actual V Projection
	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal
4 P_30000 Generic	-2,652,140	-5,353,208	-2,699,560	-4,970,546	-2,318,407	382,662	-2,270,986
5 P_30002 Overhead		0			0		
6 P_30013 Symposiums		-22,500			22,500		
7 P_30015 Special Projects				-196,112	-196,112	-196,112	-196,112
8 -P_GENERICS Generic	-2,674,640	-5,353,208	-2,699,560	-5,166,658	-2,492,019	186,550	-2,467,098
23 +P_PROGS Programs	-7,171,087	-3,236,250	-6,845,335	-7,318,396	-147,310	-4,082,146	-473,061
24 -P_ALL All	-9,845,726	-8,589,458	-9,544,895	-12,485,055	-2,639,329	-3,895,597	-2,940,160

D. Variance Drilldown on Faculty Department and Program

This drilldown report (for Faculty use only) aims to allow drilldown on both departments and programs. Users can set the account to view the data as well as the Fund and Type, and then can drilldown on departments and programs to identify exactly what is driving a variance. This report may take a couple of minutes to open.

Please note: The ability to drilldown on two dimensions (Department and Program) is a drain on system resources and requires limitation of this report to Faculties. Support area reports can be developed if required.



CONTACT INFORMATION

If you require any further assistance in drilldown reporting and identifying variances, please contact the Super Users in your Faculty, Budgeting Services or the Hyperion team.

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	Iain Clarkson	iclarks	21960
	Lou Mitton	mittonl	
	Paola Morrone	morronep	21640

Notes on Chartfields and Trees

Prefixes to chartfields: Chartfields from PeopleSoft are imported to Hyperion at month-end prior to the load of monthly actual results. To avoid duplicate fields, all chartfields except Fund add a prefix to the PeopleSoft value:

- Account: A_
- Department: D_
- Program: P_

The prefix or a wildcard is required when searching for a chartfield value.

Tree leaf and roll-up levels: All chartfields are organized into hierarchies, known as trees. The lowest level of the tree is the individual chartfield level, sometimes referred to as the leaf level. Sets of departments are collected together into various roll-up levels, sometimes referred to as tree nodes.

Current tree structure:

- **Account** (PeopleSoft tree ACCOUNT_BD_IS_APP): This tree rolls up appropriation, income and expense accounts in groupings used to create the Statement of Operations.
- **Department** (PeopleSoft tree DEPT_BD): This tree contains the department structure for the Operating and Ancillary funds, rolled up according to the Budgeting framework. The lower levels below budget envelopes are the same as the Peoplesoft department structure used for the nVision Statement of Operations reports. Should the lower level structure need changed this can be easily updated. An Excel version of the tree showing roll-up levels is available at http://www.mcmaster.ca/bms/documents/budg_tree.xlsx
- **Program** (PeopleSoft tree PROG_BD): Programs are grouped as Generic (30000-30099) or Specific (30100 and above)

Order of roll-up levels: Within Hyperion, the roll-up levels are ordered alphabetically, so departments will not match the order of the Budgeting Department tree structure for McMaster from Peoplesoft.