

Hyperion Planning Cheat Sheet

AIM towards a balanced budget at an Envelope Level.

Login

<https://macapps65.mcmaster.ca/>

1. In the Citrix LOGIN Page Enter MAC ID and Password
2. In the Citrix XenApp page Click **Skip to Logon** (under the Green "Install Button")
3. Select the Excel Icon labeled **SmartView**
4. In Excel, select **SmartView TAB**
5. In the top ribbon, select **Panel** icon (Top Left)
6. In the Panel (Far Right), select **Shared Connections**
7. Enter MAC ID and Password
8. In the Panel (Far Right), open **Select Server to Proceed** dropdown.
9. Select **Oracle Hyperion Planning, Fusion Edition** (Third option down)

TIPS & TRICKS

- To Unhide all rows quickly, select all cells by typing **Ctrl+A** then type **Ctrl+Shift+9**
- To quickly freeze panes, select the cell where you want to freeze, then type **Alt+W+F+F**
- Open your preferred reports and data entry forms in **separate tabs** so you can toggle between different views.
- **Save a file** with the preferred reports, so you don't have to re-open all the reports when you come back to Hyperion
- If a file has several reports in multiple tabs you can **Refresh ALL** to update all the reports in one step (Select drop down on the REFRESH icon, and select REFRESH ALL)
- To simplify the budget process, budget at the same level you track your financials. BC requires a balanced budget at an envelope level.

In-Year Projection - Adjusted Budget

Update Closed Months with GL Actuals

1. Open form 3.1.1
2. Right click on form to open menu
3. Select SmartView
4. Select OPEX copy Actuals
5. Enter Department (if not already there)
6. Click OK
7. Repeat steps 2 & 3
8. Select Labour Copy Actual and Forecast
9. Enter Department (if not already there)
10. Click OK

OPEX Projections

1. Open Form 3.1.1
2. Adjust forecast for open months as necessary
3. Use report 3.2.2 to check at high level variance between the adjusted projection and Original Budget

LABOUR Projections

1. Open report 3.2.5 for Labour distribution with Actuals for closed months and Projections on Open months
2. **If necessary:**
 - Add/Update New employees using 3.1.3
 - Update Master data using 3.1.4
 - Update monthly hours by individual using 3.1.5
 - Hedge using 3.1.6

Reports

3.2.2 Summarizes Projections and Shows variance between In-Year Projection, Original Budget and 5 Month Review

3.2.5 Labour distribution that includes actuals for closed months and Projections for open months

In-Year Monitoring & Variance

- Statement of Operations: **2.1.2**
- YTD Employee Summary **2.2.7**
- YTD Statement of Operations **2.1.1**
- Account Summary All Departments All Programs use **2.1.0.3.1**. Displays: ♦ Total Revenue ♦ Total Expense ♦ Non Salary Expense ♦ Salary & Benefits ♦ Net Income
- Detailed report for All Departments, All Programs All Accounts: **2.1.0.4.1** Displays for the current year: Original Budget ♦ 8 Month review ♦ YTD Actuals

Budget Preparation - Preliminary Analysis Reports

- Statement of Operations: **2.1.2**
- Labour Distribution with forecasts: **1.2.1.2.8**
- Labour Detailed Budget: **1.2.1.2.1**
- Historic Trend OPEX **2.1.5**
- Labour Historic Trends **2.2.2** ♦ **2.2.5** ♦ **2.2.8**

Budget Preparation - OPEX

Forecast Non-Salary Expenses

1. Open form 1.1.1.1
2. Select Department/Program in POV
3. Refresh
4. Enter Forecasts by month or by year.
5. SUBMIT

Copy PREVIOUS YEAR's actuals into Current Year Budget

1. Open form 1.1.1.1
2. Select Department/Program in POV
3. Refresh
4. Right Click on the form
5. Select Smartview
6. Select Copy Month
7. Change the following values:
 - **SOURCE YEAR = FY previous Year**
 - **SOURCE VERSION = "FINAL"**
 - **SOURCE SCENARIO = "ACTUAL"**
8. Click OK

Year-End Monitoring & Variance

Year End Variance Summary: use report **2.1.3**, select P_ALL under program filter and Desired Department or Department High-Level.

If you are performing year-end analysis **AFTER MAY Month-End**, then use **2.1.4** select P_ALL under program filter and Desired Department or Department High-Level

Hyperion actuals are refreshed **DAILY** during the month of May to facilitate Year-End Tracking

Budget Preparation (LABOUR)

Forecast Permanent existing Employees

1. Open form 1.2.1.2.1, Enter Department in POV, and Refresh
2. For each Empl under a Full-time Account, validate the Dept/program and Duration
3. If Need to change, open form 1.1.2.2
4. For Empl that need change:
5. Enter "YES" in "enter YES to Override"
6. Update the necessary fields
7. SUBMIT

Create New Permanent Employee

1. Open form 1.1.2.1
2. In any empty New Employee Row enter:
3. Enter Yes to Override
4. Start & End Date (optional)
5. Enter 35, 37.5 or 40 under STD_HRS
6. If new employee should be 1 FTE, then CURR_STD_HRS = STD_HRS
7. If new employee should be less than 1 FTE, then CURR_STD_HRS = **Desired_FTE*STD_HRS**
8. If you are planning new employee by Yearly Salary, then HOURLY_RATE = **Yearly_Salary/(CUR_STD_HRS*52)**
9. If you Employee is in Union salary grid, then Enter Hourly Wage as per Grid.
10. Enter Benefit group, grade, steps, accounts as per job description.
11. SUBMIT

Forecast Exceptions in Current Hours

1. Open form 1.1.2.3
2. For the month(s), Year(s) that hours are not as their CUR_STANDARD_HOURS, update value as necessary.
3. SUBMIT

Budget Preparation Interim Employees

Forecast a Group of Interim Employees with a TARGET YEARLY SALARY

1. Open form 1.1.2.1
2. In any empty New Employee Row enter:
3. Enter Yes to Override
4. Start Date & optional End Date
5. Enter 35, 37.5 or 40 under STD_HRS
6. CURR_STD_HRS = **Yearly_Salary/(HOURLY_RATE*W)** where W is the total amount of weeks a year the group of employees will work.
7. HOURLY_RATE = **Yearly_Salary/(CUR_STD_HRS*52)**
8. Enter Benefit group, grade, steps, accounts as per job description.
9. SUBMIT

Forecast a Group of Interim Employees with a TARGET FTE

1. Open form 1.1.2.1
2. In any empty New Employee Row enter:
3. Enter Yes to Override
4. Start Date & optional End Date
5. Enter 35, 37.5 or 40 under STD_HRS
6. CURR_STD_HRS = **TARGET_FTE*STD_HRS**
7. HOURLY_RATE = As per Collective Agreement
8. Enter Benefit group, grade, steps, accounts as per job description.
9. SUBMIT

HEDGE

1. Open form 1.1.2.4
2. Enter a hedge at an account level
3. SUBMIT

Submission reports

1. Custom Student Affairs Reports **1.1.3.4** & **1.1.3.5** for data only. Use File with Formatting to present to Managers and Directors.
2. Download Variance & Transfer reports for Narrative: <https://financial-affairs.mcmaster.ca/services/budgeting/guidelines-for-preparation-of-budgets/>
3. Submission Preview Report **1.2.1.1.2**
4. Printed Submission Report: ♦ Follow Login process steps 1 & 2 ♦ Select the Internet Explorer icon labeled Hyperion PRD ♦ Enter MAC ID & Password ♦ Select Explore ♦ Select Reports Folder ♦ Select **Eight Month and Budget BC Review & Submission Operating version**