Hyperion Opex Module – Budget/8 Month Review
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OVERVIEW

Every year envelope managers and budgeting planners will need to forecast results for the current year, as well as create the budget for next year and formulate plans for future years as requested by the Budget Committee.

As part of this business process, planners will submit their budgets using Hyperion. There are two separate but linked modules in Hyperion to enter budgets – Labour Planning for salaries and benefits, and Opex for revenue and expenses other than labour. This reference guide focuses on the Opex module.

In the Opex module, the 8 Month Review and Budget will be pre-populated with the annual totals from the preceding 5 Month Review, and year-to-date actuals for closed months. Both On-Going and One-Time totals will be copied into the 8 Month Review, only On-Going will be copied into Budget. Plans for the two outer years following the budget are not pre-populated, but are left blank and can be completed in either in detail by department, program and account, or as a summary for the envelope. Planners can then update the forecast either as an annual total or adjusting open months. Actual data in closed months cannot be changed. All labour costs are forecast using the Labour Planning module, and the totals appear in the Opex module.

HIGH-LEVEL PROCESS

1. The Hyperion Planning tool interfaces directly with the PeopleSoft GL in order to retrieve actuals on a monthly basis (after month end). The actuals are loaded into the Hyperion database and are available for viewing.
2. In preparation for the 8 Month Review, Budgeting Services pre-populates the 8 Month Review form in Hyperion with the current year’s 5 Month Review totals and the year-to-date monthly actuals. Once the forms are ready, Budgeting Services releases the forms to the operating and ancillary units, kicking off the 8 Month Review/Budget process.
3. Envelope Managers review the budget and year-to-date actual results, and enter their forecasts. – This document focuses on the functionality that Hyperion offers to facilitate this step in the process.
4. Once the review is complete, users send the review for approval. Managers may reject changes and send it back for further revisions.
5. At the end of the process, Budgeting Services takes all forecasts and loads into the 8 Month Review Ledger and Budget Ledger in the PeopleSoft GL.

**PRE-REQUISITES**

In order to be able to use Hyperion Planning for the 8 Month Review and Budgeting process, please make sure the following has happened:

1. You have Hyperion and Citrix access. In order to gain access to Hyperion, contact Budgeting Services and request access. You will need to provide your Mac ID, the departments to be accessed, and the Envelope Manager will need to approve your request. **NOTE: Anyone who received an invitation to 8 Month Review training should already have access.**
2. You have Citrix installed on your computer. A quick guide for installing Citrix Receiver can be found on the Budgeting Services web site at [http://www.mcmaster.ca/bms/BMS_FS_Budgeting.htm](http://www.mcmaster.ca/bms/BMS_FS_Budgeting.htm).
3. Budgeting Services has released the 8 Month Review forms.

**COMPLETING THE 8 MONTH REVIEW**

**Step 1 – Log in to Hyperion Smart View**
Login to Citrix following the link: [https://macapps65.mcmaster.ca/vpn/index.html](https://macapps65.mcmaster.ca/vpn/index.html)

Select Smart View

Excel sheet opens. Click on the Smart View tab

Click on Panel:
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:

YOU ARE NOW LOGGED INTO HYPERION SMART VIEW. The following additional steps are to navigate to, and use, the 8 Month Review forms and reports.
Step 2 - Navigate to the Opex 8 Month Review forms
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 Form
Select the form you want to open. Each Fund is entered in a separate form:

Double click on required form for your Fund.
Click Open form

Note: If you already have a form/report open you can select a new sheet/s within Excel to open multiple forms/reports.

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 – Enter the Forecast and Budget

Important Notes on the Forms

Chartfields: All chartfield values are the same as in PeopleSoft with a prefix
- Department starts with D_
- Program starts with P_
- Account starts with A_

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). Revenue and other sources of funding are normally credits and shown as negative, Expenditures are normally debits and shown as positive.

Entering data: All data must be entered in yellow cells
- Data is entered at the lowest level of each dimension, e.g. individual department, not roll-up level. If your form has all grey cells, check the dimensions in the point of view to make sure none are at a summary level.
- Salaries and benefits must be entered through the Labour Planning module, and are greyed out. Recoveries may be entered through the Opex module.

Excel functionality: All Excel commands work in Hyperion
- Hyperion is an add-in on a copy of Excel located on the Citrix server. All Excel commands may be used, however some formatting may be re-set when the screen is refreshed.
- To maintain column and row headings on forms and reports, go to the Excel View tab and select Freeze Panes.
- Formulas can be entered, but will convert to numbers when the form is refreshed. Cell comments and supporting details can be added using Hyperion functionality (see Additional Tools below).

Actuals: All in-year activity is On-Going type, all appropriations are One-Time type
- Actual data is imported from the PeopleSoft GL monthly. Activity is not separated in the GL into on-going and one-time, so all in-year actual activity in Hyperion is on-going. Appropriations are calculated and shown as one-time.
**Point of View**

The point of view shows the selection criteria of the data shown on the form.

- **Department**: The dropdown list displays only the departments and roll-up levels in your security profile. All departments have a prefix of D_ followed by the PeopleSoft department code. The dropdown also displays the name of the department. 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](http://www.mcmaster.ca/bms/documents/budg_tree.xlsx) (see Notes on Chartfields and Trees at the end of this document).

- **Program**: The dropdown lists displays all programs. All programs have a prefix of P_ followed by the PeopleSoft program code. The dropdown also displays the name of the program.

- **Type**:  
  - On-Going – Enter on-going revenue and expenses  
  - One-Time – Enter one-time revenue and expenses  
  - All Type – Total of On-Going and One-Time revenue and expenses (no data entry at this level)  
  - Labour-FTE – Will be populated by the Labour Planning module (used on reports only – no data entry at this level)

- **Version**: The dropdown list displays the version you are working on, either Working, or any of the What-If versions. Only the forecast in the Working version is submitted. Optional What-If versions are available to forecast different scenarios and can be copied back to the Working version for submission if required.

- **Fund (READ ONLY)**: Displays the Fund. Please note that there are separate forms for each Fund. Hyperion only contains the data in the Operating (20), Ancillary (30), and Specifically Externally Funded (45) Funds. The aggregate total of all Funds is shown in reports.

- **Refresh**: Every time any of the criteria is changed in the point of view, click the refresh button to retrieve the data from the database.
Data Pre-populated in the 8 Month Review Form
The 8 Month Review form will be pre-populated by Budgeting Services:

Actual year to date by month
- Actuals including appropriations from PeopleSoft will be loaded into the closed accounting periods. All actual data will be loaded into the On-Going type and cannot be changed by the user. Actual data is pre-populated at the beginning of the 8 Month Review and not updated for additional closed months. In the example below, when September closes the actual results will not replace any data the user has entered, but would be visible on the form in the Actual column.

On-Going totals
- Annual total of On-Going items from the 5 Month Review will be loaded into the annual total for the 8 Month Review. The remaining balance between original budget and actuals will be spread proportionally to the open periods for the 8 Month Review.
- Annual total of On-Going items from the 5 Month Review will be loaded into the annual total for the following year’s Budget and spread equally amongst all 12 months.

One-Time totals
- Annual total of One-Time items from the 5 Month Review will be loaded into the annual total for the 8 Month Review, and this balance will be spread proportionally to the open periods.
- One-Time items are not copied into the Budget.
**Detail Section**

**Scenario:** The form opens up showing the annual totals of the years to be forecast, the 5 Month Review, and the year-to-date Actuals on the columns. The 5 Month Review and Actual sections are READ ONLY (greyed out) and are displayed in the form for reference purposes only. Actual data is updated as additional months are closed.

**Account:** The form opens up showing all the Accounts that have data for the Department/Program/Type combination provided in the point of view. Aggregate level accounts have four digits and are READ ONLY (greyed out). If a required account is not shown, follow the unsuppress procedure below to display it. **Note:** Labour accounts are displayed at a summary level and are READ ONLY (greyed out). Detail is available in the Labour Planning module.
Summary Section
Total revenue, expenses and appropriations for all types (on-going and one-time) are summarized in the last lines of the form.

A 3000: The total of revenue and expense for the type (On-Going, One-Time or All Type) selected in the point of view. Note that this total could be different than the Deficit or (Surplus) – All Types if the point of view has selected only On-Going or One-Time.

Total Revenue – All Types: The total of all on-going and one-time revenue.

Total Expenses – All Types: The total of all on-going and one-time expenses.

Deficit or (Surplus) – All Types: The net of all on-going and one-time revenue and expenses.

Opening Appropriations - All Types:

- Actual and 8 Month Review: Ending appropriations in FY14
- Budget: Ending appropriations forecast in the FY14 8 Month Review

PS Adjustments – All Types: Actual year-to-date journal entries to appropriation accounts in PeopleSoft GL

Closing Appropriations – All Types: Total of Deficit/(Surplus), Opening Appropriations, and PS Adjustments
**Enter Data**

To edit a cell, users can simply select the cell and write a new value, following standard Excel functionality. The cell will change to a darker shade of yellow to show that the value has changed.

To access the editable cells, all criteria on the point of view must be on the lowest level, not an aggregate level.

- **Department**: D_10nnn (not D_BUD_AAAA)  
  nnnnn = numbers
- **Program**: P_nnnnn (not P_AAAA)  
  AAAA = letters
- **Type**: On-Going, One-Time, or LABOUR-FTE (not All Type)

After making changes users MUST click the SUBMIT DATA button in order for the new values to be saved in the database, either on the Smart View tab:

![Smart View Tab](image)

or on the Planning tab:

![Planning Tab](image)
Update at a year level

1. Ensure the point of view is on the department, program and type you want to modify and has been refreshed.
2. Click on any editable cell at a year level. Modify the value (debts are positive, credits are negative). The change will automatically be spread over the open months.
3. Click Submit Data to save changes.

Update at a month level

1. Ensure the point of view is on the department, program and type you want to modify and has been refreshed.
2. Expand the months by double clicking on the plus sign (+) next to YearTotal.
3. Click on any editable cell at a month level. Modify the value (debits are positive, credits are negative). The change will automatically be added into the annual total.
4. Click Submit Data to save changes.
Unsuppress (display) accounts

Hyperion Planning will open forms suppressing missing data. For instance if there is nothing in 5 Month Review or Actual for a specific account, there is no data to display and therefore it will be suppressed (hidden) in the form. The unsuppress function will show the account on the form so that values may be added.

1. Right-click on any cell in the form and select the Smart View option to open the Smart View Menu.
2. Select the Un-Suppress Accounts option from the Smart View menu.
3. The pop-up opens. Click on the magnifying glass to search for an account.
4. The selection pop-up opens. Click on the binoculars to open the Find box
5. (Optional) Check Show Aliases to search by account name
6. Enter full or partial account name or number in the Find box and click the up or down binoculars
7. Check the account(s) to unsuppress
8. Click the arrow to move the account(s) to the selected members box
9. Click OK to populate the unsuppress menu with the account(s).

10. The accounts have now been populated in the prompt box
11. Click OK to execute
Copy 8 Month Review into next year’s budget

The pre-population of next year’s budget is based on the 5 Month Review. Since the 8 Month Review completed in the current planning cycle may be more accurate, planners may want to copy it to use as the starting point for Budget instead of the 5 Month Review. This function copies the data for all programs and all types (On-Going and One-Time) for a department from the 8 Month Review in the current year to the Budget in the following year, including the monthly spread.

1. Right Click on any cell in the 8 Month Review form and select the Smart View option to open the Smart View Menu.
2. Select the Copy 8 Month Review to Budget option from the Smart View menu.

3. The pop-up opens. The department to copy defaults to the current department. Click on the binoculars to search for a different department if required.
4. Click OK to copy the 8 Month Review to the Budget for the specified department.

Step 5 – Enter the Labour Budget by Employee
Hyperion offers a Labour Planning module in which planners will be able to forecast labour expenses and FTE's based on current pay rates and forecast hours worked by employee. Assumptions such as rate increases and benefit charges as approved by the Budget Committee and in accordance with current collective agreements will be maintained by Budgeting Services.

- Note that the salary and benefit accounts are greyed out in the 8 Month Review form. The data will be populated in this form by completing the forecast in the Labour Planning module. Refer to the guide for the Hyperion Labour Module for detailed functionality, available at http://www.mcmaster.ca/bms/BMS_FS_Budgeting.htm.
Step 6 – Review the Forecast in On-line Reports
Drilldown reports are available to preview the total forecast at a roll-up level and to isolate any variances or anomalies. These reports are intended for analysis and are not formatted for the final submission document. Select the report you want to open. All reports may be opened in a separate sheet in the same workbook with the form, and will open using the criteria on the point of view of the last form/report accessed.

NOTE: Positive values are debits, negative values are credits

J. 8 Month and Budget Review Report
This drilldown report aims to replicate (within the account structure) the main forecast submission report and allows drilldown on all account levels. Users can set the Department and Program at individual or summary levels. Forecasts can be viewed for an individual Fund or in total for all Funds. Comparative information for prior year and original budget is provided, along with variances.

1. Point of view section: Select the Department (Entity), Program and Fund from the dropdowns available. Always click Refresh after changing a dropdown.

2. Summary level accounts are displayed. Drilldown to individual accounts by double clicking on the name if preceded by (+). The drilldown data will appear above the level on which you double clicked. To collapse data – double click on it again if preceded by (-).
J.1 Budget Summary by Account
Similar to the previous report, this drilldown report drilldown on all account levels, however this report returns only totals for the years in the current forecast. Users can set the Department and Program at individual or summary levels. Forecasts can be viewed for an individual Fund or in total for all Funds.

1. Point of view section: Select the Department (Entity), Program and Fund from the dropdowns available. Always click Refresh after changing a dropdown.

2. Summary level accounts are displayed. Drilldown to individual accounts by double clicking on the name if preceded by (+). The drilldown data will appear above the level on which you double clicked. To collapse data – double click on it again if preceded by (-).

K. 8 Month Budget and Budget Review Report on Department
This drilldown report aims to allow drilldown on all accessible department levels. Users can set the Account and Program at individual or summary levels. Forecasts can be viewed for an individual Fund or in total for all Funds. Comparative information for prior year and original budget is provided, along with variances.

1. Point of view section: Select the Program, Account and Fund from the dropdowns available. Always click Refresh after changing a dropdown.

2. Summary level departments are displayed. Drilldown to individual departments by double clicking on the name if preceded by (+). The drilldown data will appear above the level on which you double clicked. To collapse data – double click on it again if preceded by (-).
**L. 8 Month and Budget Review Report on Program**

This drilldown report aims to allow drilldown on all programs. Users can set the Account and Department (from their own access list) at individual or summary levels. Forecasts can be viewed for an individual Fund or in total for all Funds. Comparative information for prior year and original budget is provided, along with variances.

1. **Point of view section:** Select the Account, Department and Fund from the dropdowns available. Always click Refresh after changing a dropdown.

2. **Summary level programs are displayed.** Drilldown to individual programs by **double clicking** on the name if preceded by (+). The drilldown data will appear above the level on which you double clicked. To collapse data – double click on it again if preceded by (-).

**M. 8 Month and Budget Review Report on Fund**

This drilldown report aims to allow drilldown on all funds. Users can set the Account, Department (from their own access list) and Program at individual or summary levels. Comparative information for prior year and original budget is provided, along with variances.

1. **Point of view section:** Select the Account, Department and Program from the dropdowns available. Always click Refresh after changing a dropdown. Period defaults to Year Total because converted budgets have been loaded in total.

2. **The total of all Funds displayed.** Drilldown to individual Funds by **double clicking** on the name if preceded by (+). The drilldown data will appear above the level on which you double clicked. To collapse data – double click on it again if preceded by (-).
N. 8 Month and Budget Review Report on Department and Program

This drilldown report aims to allow drilldown on all department and program simultaneously. Users can set the Account and Fund at individual or summary levels. Comparative information for prior year and original budget is provided, along with variances.

**NOTE:** The ability to drilldown on two dimensions (Department and Program) is a drain on system resources. The report may take several minutes to open, and there is a risk that it will time out before completion. **This report should not be run by anyone with access to all departments.**
Step 7 – Print the Submission Report

Important Note on the Submission Report

Signs

- Actuals, Budget: 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.
- Balance Available: Positive numbers reflect an improvement on the budget, negative numbers reflect an under funding or over spend compared to the budget.

Log in to Hyperion Workspace

Login to Citrix following the link: [https://macapps65.mcmaster.ca/vpn/index.html](https://macapps65.mcmaster.ca/vpn/index.html)

Then Open Internet Explorer / Hyperion link

Log in to the Hyperion Workspace:

Open the Submission Report

Select Explore:
Open the Eight Month and Budget Review Submission Report:

1. Click to open Reports folder.
2. Double Click on the report.

Select Departments for the 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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>D_BUD_FACILITIES SUPP</td>
<td></td>
</tr>
<tr>
<td>D_BUD_OPERATING_D_BUD_FACILITIES SUPP</td>
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<td>D_BUD_FACILITIES SERV</td>
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**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](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.**
- **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
Use the Submission Report

Adjusting the parameters and department:

1. By clicking on either Fund or Program or Year, a pop up box will appear allowing the selection to be changed. Note: If you change a selection here the department will return to the default – see 2.

2. The drop down arrow allows the other selected departments to be viewed. Note: It defaults to the first lowest level dept. Click the arrow and go to the foot of the list for the highest roll up level you selected.

3. (Optional) – By clicking on the triangle to the left of revenue or expenditure categories – these can be expanded to individual account level.

Convert to PDF (and print):

1. To convert the web report to a PDF, click the PDF icon. There will be a PDF page for each dept. Note: To return to the web report (HTML version) click the icon to left of PDF icon

2. These icons can be used to print or save the PDF.

Export to Excel, Word, or Powerpoint (and format as required):

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.
In Excel convert number storage for formatting:

![Excel screenshot showing number storage conversion](image)

To allow you to add formulas or format the numbers in excel.

Highlight the whole numerical section starting with a cell with a green triangle showing in the corner.

Select the small box with the exclamation mark that appears, and from the drop down select “Convert to number”.

**Step 8 – Promote the Forecast**

Hyperion has the capability for simple workflow, promoting completed forecasts to the next higher responsible person with notification via e-mail. This functionality is under development for the FY15 8 Month Review. In preparation for implementation of workflow, your preferences should be set up with your e-mail address and request for approvals notification (see Hyperion Preferences and Options Settings guide at [http://www.mcmaster.ca/bms/BMS_FS_Budgeting.htm](http://www.mcmaster.ca/bms/BMS_FS_Budgeting.htm)) You will be notified when workflow is implemented.

1. Open the 8 Month Review form following steps 1 to 3 at the beginning of the guide.
2. On the Planning menu, click on Approvals

![Planning menu](image)

3. Choose the Scenario and Version and select a view from the drop down menu.
4. Click Refresh to view.

![Refresh button](image)
5. Highlight a Planning Unit to promote where you are the Current Owner.
6. Click on Change Status.
7. In Approvals window, select Action from the drop down box
8. Click Submit.
9. Refresh the screen to view the current owner (you may need to use Tree View).
**ADDITONAL TOOLS**

**Add cell comments**

Comments may be added to any cell, including both editable and summary level cells, to allow for clarification or details on the value.

1. Right-click on any cell in the form and select the Smart View option to open the Smart View Menu.
2. Select the Cell Comments option from the Smart View menu.

Alternative: On the Planning menu, select Cell Actions / Comments

3. The pop-up opens. Click on the add icon to add a comment.
4. Add comments
5. IMPORTANT – Click save
6. Close the comment window

4. Type comments
5. Click to save
6. Click to close window

7. Cells with comments are outlined in blue. Repeat the process to view/edit comments.

7. Cells with comments are outlined in blue
Add supporting details

Supporting details may be added to provide bottom-up calculations that aggregate to the cell value.

1. Right-click on a **monthly** editable cell or range of cells in the form and select the Smart View option to open the Smart View Menu. Supporting details can be added for a range of months, but for only one account at a time.

2. Select the Supporting Details option from the Smart View menu.

Alternative: While on the cell(s) to be edited, on the Planning menu, select Cell Actions / Supporting Details.
3. The pop-up opens. Lines are added as a child (entered values will aggregate to the parent) or a sibling.
4. Multiple columns are available if a range of months has been selected.
5. Add the item description, operator and amount. Operators are:
   
   +     Add
   -     Subtract
   *     Multiply
   /     Divide
   ~     Ignore – to add text with no numeric value

   **NOTE:** Positive values are debits, negative values are credits

6. Submit to save changes

7. Cells with supporting details are shaded in blue. The cell with the supporting details will retain the calculated value even if Year Total is subsequently changed. In this situation, the change will be spread to months without supporting details. Repeat the process to view/edit supporting details.
Adjust an existing value

Existing values may be adjusted in the selected editable cell(s) by either a percentage or a fixed amount.

1. Right-click on any editable cell or range of cells in the form and select the Smart View option to open the Smart View Menu. Supporting details can be added for a range of months and accounts at one time as long as no summary cells are included in the range. **NOTE:** This function will not work on blank cells. A value (including zero) must be present.

2. Select the Adjust option from the Smart View menu.

Alternative: While on the cell(s) to be edited, on the Planning menu, select Adjust.
3. The pop-up opens. Select the operation to apply. **NOTE:** Addition debits the existing value, subtraction credits it.
4. Enter the value/percentage.
5. Click Adjust Data to save changes.

6. Changed cells are shaded a darker yellow to show that they have not yet been submitted.
7. Click Submit Data to save changes.

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3. **Click** on operation
4. **Enter** value/percentage
5. **Click** to execute

6. Cells with supporting details are shaded blue
7. **Click** Submit Data to save changes
What-If versions

What-If versions (high, medium and low) are available as a “sandbox” to enable forecasting for different situations while maintaining the version to be submitted. A What-if version can be pre-populated with all the data (including the opening appropriations) of an existing budget or forecast. The pre-population can be for one department or a department roll-up level by selecting a higher level node in the department tree (see Notes on Chartfields and Trees at the end of this document). A What-If version can be copied to the Working version for submission.

Note: To include both operating revenue/expenses and labour expenses in a What-If version, the pre-population must be run in both the Opex Module and the Labour Planning Module.

1. Right-click on any cell in the form and select the Smart View option to open the Smart View Menu.
2. Select the Pre-Populate What-If by Dept Group option from the Smart View menu.

3. The pop-up opens. Click on the magnifying glass to search for department or department roll-up.
4. The selection pop-up opens. Click on the binoculars to open the Find box
5. (Optional) Check Show Aliases to search by department name
6. Enter full or partial department name or number in the Find box and click the up or down binoculars
7. Check the department(s) or roll-up level to pre-populate. Only one department or roll-up level may be selected.
8. Click the arrow to move the department to the selected members box
9. Click OK to populate the menu with the selection

4. Click to open the Find box.
5. Check to search by department name (optional)
6. Enter search value and click binoculars
7. Check department(s) or roll-up level to pre-populate
8. Click to move to selected members
9. Click OK
10. The department now been populated in the prompt box

11. Click on the magnifying glass and follow a similar process to select the source and target version. The choice of high, medium or low is at the user’s discretion.
   - The Working version is the only version submitted.
   - Create a What-If version based on the current Working version by selecting Working as the source and What-If as the target. Once the What-If version is created, each version is updated independently.
   - To use a What-If version for submission, it must be copied to the Working version by selecting What-If as the source and Working as the target.

12. Click OK to execute

If there are labour costs in the department selected, execute the Copy to What-If Version procedure in the Labour Planning module. Refer to the Hyperion Labour Planning Module reference guide for instructions.

13. To work on the What-If version, change the version in the point of view.
14. Click Refresh.

NOTE: Budget and Actual columns are not copied to What-If versions
Copy to another department/program

The annual forecast or any months of one department/program can be copied into another department/program. This function will update all accounts for one department/program/type at a time.

NOTE: When copying data for the current year, the pre-populated actual values in closed months are not updated. When copying the annual forecast, Year Total is copied and the open forecast months are re-calculated to add up to the Year Total. The forecast cannot be copied to closed individual months.

1. Right-click on any cell in the form and select the Smart View option to open the Smart View Menu.
2. Select the Copy Year Total or Copy Months option from the Smart View menu.
3. The pop-up opens. Target and source criteria default to the selections on the current form. Update the criteria to perform the copy.

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<th>Source (copy from)</th>
<th>Target (copy to)</th>
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</thead>
<tbody>
<tr>
<td>Department</td>
<td>D_10nnn (individual department)</td>
<td>D_10nnn (individual department)</td>
</tr>
<tr>
<td>Program</td>
<td>P_nnnnn (individual program)</td>
<td>P_nnnnn (individual program)</td>
</tr>
<tr>
<td>Year</td>
<td>Any year in current budget cycle, plus data is available for FY13, FY14 and FY15</td>
<td>Any year in current budget cycle</td>
</tr>
<tr>
<td>Months</td>
<td>May - April</td>
<td>Defaults to same months as source</td>
</tr>
<tr>
<td>Type</td>
<td>On-Going or One-Time</td>
<td>On-Going or One-Time</td>
</tr>
<tr>
<td>Scenario</td>
<td>Any</td>
<td>No prompt - defaults to DatalInput</td>
</tr>
<tr>
<td>Version</td>
<td>- Working if copying from DatalInput (for current 8 Month Review, Budget, Plan+1 or Plan+2)</td>
<td>- Normally Working</td>
</tr>
<tr>
<td></td>
<td>- Final if copying from a closed or completed forecast or actuals</td>
<td>- Could be What-If</td>
</tr>
</tbody>
</table>

Click on the magnifying glass 🕵️‍♀️ to search for values to populate each prompt.

3. Click to search for a value.
4. The selection pop-up opens. Click on the binoculars to open the Find box.
5. (Optional) Check Show Aliases to search by name.
6. Enter full or partial name or number in the Find box and click the up or down binoculars.
7. Check the item to pre-populate. Only levels shown in the above table may be selected.
8. Click the arrow to move the item to the selected members box.
9. Click OK to populate the menu with the selection.

10. The value now been populated in the prompt box. Follow a similar process to select the remaining criteria.
11. Click OK to execute.
Lock cells

Hyperion allows planners lock cells from editing. This feature can be used before doing a mass change (e.g., adjusting values by an amount or percentage) if any cells in the range should not be changed, or if a monthly value should remain the same if the annual total changes.

1. Right-click on the editable cell(s) to be locked and select the Smart View option to open the Smart View Menu.
2. Select the Lock option from the Smart View menu.

Alternative: While on the cell(s) to be locked, on the Planning menu, select Lock

3. Locked cells with supporting details are shaded orange. Repeat the process to unlock.
Mass delete/copy across summary cells

Values in a range of editable cells can be mass copied or deleted using Excel functions even if there are summary cells in the range. Hyperion will accept the changes submitted to the editable cells but not to the summary cells. Any locked cells in the range will not be changed.

NOTE: When deleting an annual total, the pre-populated actual values in closed months are not updated. The resulting forecast will be equal to year-to-date actual. To forecast a zero total, enter zero in Year Total. Open months will be recalculated to bring the account balance to zero.

2. To delete values in a range, highlight the range to be deleted and hit the delete key. To copy values in a range, do an Excel copy and paste across the range.
3. All cells turn yellow and summary calculations have not yet been performed. Note that the worksheet status has returned to protected.
4. Click Submit Data to save changes. Summary cells correctly calculate the totals of the changed data and turn grey.

CONTACT INFORMATION

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

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<tr>
<th>Business</th>
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<td>Joshua McRae</td>
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<td>20821</td>
<td>Paola Morrone</td>
<td>morronep</td>
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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](http://www.mcmaster.ca/bms/documents/budg_tree.xlsx)
- **Program** (PeopleSoft tree PROG_BD): There are currently no groupings of Programs.

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.