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

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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

Then Open Internet Explorer / Hyperion link

Log in to the Hyperion Workspace:

Step 2 – Open the Variance Report
Select Explore:
Open the appropriate Variance Report:

1. Click to open Reports folder.

2. Double Click on the Variance Report you wish to open, either Operating or Ancillaries.

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:

Click on the icon to list all departments
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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:

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.

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:

**Step 4 – Use the Variance Report**

Adjusting the parameters and department:

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

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 drilldown reports.

**Step 2 - Navigate to the Variance Drilldown Reports**
Click on Select Server to Proceed Dropdown:
Click on (+) sign to open 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 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 <<)
Hyperion Variance Reporting and Drilldown

**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.
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.

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

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

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.
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.

<table>
<thead>
<tr>
<th>Business</th>
<th>Angie Green</th>
<th>Susan Mitchell</th>
<th>mitchelservice</th>
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<th>27295</th>
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<tr>
<td>Engineering</td>
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<td>Joshua McRae</td>
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<td>Health Sciences</td>
<td>Kathy Pfeiffer</td>
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<td>David Kingma</td>
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<td>Science</td>
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<td>Social Sciences</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): 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.