Hyperion Reports Catalogue
McMaster University

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Introduction
This Report Catalogue is designed to briefly guide Hyperion users through the most common types of reports available using Hyperion at McMaster. These are accessed and used in different ways depending on whether they are web-based reports or Smart View reports.

- The Hyperion web-based reports are best used for static reports, to be used in review packs or to understand the format to be used in official reporting (e.g. budget submissions, year-end reports).
- The Smart View reports are better for reporting analysis, drillable detail, and to use and re-format the data within Excel.

Hyperion reports are designed by the Hyperion/Budgeting Services team as off-the-shelf reports to be used by many areas. If required, tailored versions of reports to match the reporting requirements in a specific area can be designed. These would only be accessible to users within the specific area, though can be made available generally if applicable. Users will only ever see figures showing on reports for departments to which they have access.

Hyperion reports show the summary totals for low-level chartfields and roll-up levels. For details of transactions, reports are available through nVision or the General Ledger.

To request access to Hyperion for planning or for running and viewing reports, please e-mail your Budgeting Services representative with the required departmental access and provide your MAC ID. Please also copy your Director of Administration or budget envelope manager to ensure the correct access can be verified.
Quick Guide Report Samples

Reports for Current Year Actuals

Web-based reports
- Statement of Operations
- Statement of Operations_Expanded
  shows account detail

Web-based report
- Monthly Variance Report

Web-based report e-mailed monthly by Budgeting Services
- YTD Actuals Balance

Web-based report e-mailed monthly by Budgeting Services
- YTD Actuals/Budget Balance

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http://www.mcmaster.ca/bms/BMS_FS_Budgeting.htm
Reports for Prior Year Actuals

Smart View reports
- 5.1 Ancillaries Variance Drilldowns
  - A. Account
  - B. Department
  - C. Program
- 5.2 Operating Variance Drilldowns
  - A. Account
  - B. Department
  - C. Program
  - D. Faculty Department and Program (call Budgeting Services before running)
### Reports for Budget Preparation

#### Web-based reports
- **Variance Report by envelope FYxx** (in thousands)
- **Variance Report by envelope FYxx Dollar** (in dollars)

#### Smart View reports
- 5.3 All Funds
  - J.8 Month and Budget Review Report (same columns as submission)
  - J.1 Budget Summary by Account (columns for review years only)
  - J.2 Budget Summary by Account (Variances) (columns for prior year and review years with current year variance to 8 Month Review)
  - J.3 8 Month and Budget Review Data File (same columns as submission formatted to Excel load)
  - K. Department
  - L. Program
  - M. Fund
  - N. Department and Program (call Budgeting Services before running)

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Hyperion Web-based Reports
Web-based reports are best used for official reporting or review where not much manipulation of the data on the report is required. Below the main multi-user reports are detailed.

Accessing Web-based Reports
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

Select Explore:

- Click on Explore
Open the required report:

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

Selecting Department in Web-based Reports

The first step for most web-based reports is to select the department/s to be reported.

*Note: If a department selection is required, 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

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 roll-up levels to include on the report.

Move departments to “selected” box:

Once departments have been 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

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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:

Run report for selected departments:

Select OK
Convert and Save Web-based Reports in Other Formats

After web-based reports have been run they may be converted to other formats and saved to a network drive. In order to save to a network drive, the drive must be active before logging into Citrix:

- **PDF (Recommended option)**
  Web-based reports are formatted to convert to PDF. The report will open in the same tab, and can then be printed or saved like any other file.

  1. To convert the web report to a PDF, click the PDF icon. There will be a PDF page for each department. 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.

- **Excel, Word or PowerPoint**
  Web-based reports can be exported to Excel, Word, or PowerPoint and formatted and saved 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: Exports to Excel or Word may be opened or saved, exports to PowerPoint must be saved and opened from the PowerPoint application.

Note: If you selected multiple departments for the report, these will each appear as a separate sheet in Excel / page in Word / slide in PowerPoint.
Reports are exported to Excel as text. To convert number storage for formatting:

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”.

<table>
<thead>
<tr>
<th>Date</th>
<th>Mage</th>
<th>Juno</th>
<th>Julbo</th>
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Available Web-based Reports

All of the listed reports are available within the Explore / Root / Reports folder unless otherwise stated.

Reports for Current Year Actuals

a) Statement of Operations

The Statement of Operations report is designed to replicate within the Hyperion data set the Statement of Operations nVision report.

The report requires the selection of the required individual departments or department-level roll-up. If the roll-up level is selected, the report will run for the roll-up level and all the departments below. On export, a page will be created for each department selected.

The report shows actual revenues and expenses by month for the selected year (default is the current year), fund and program. The budget for the year is shown and the balance available in the remaining months to meet the budget. Users can drill into the revenue or expense category down to the individual account level.

Sample and changing parameters

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 the selection is changed the department will return to the default – see 2.

2. The drop down arrow allows the other selected departments to be viewed. Note: Default is the first lowest level department. Click the arrow and scroll to the bottom of the list for the highest roll-up level selected.

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

Important Notes on the Statement of Operations:

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 amounts remaining to reach the annual budget (more income or expense), negative numbers reflect amounts greater than the annual budget (excess income or expense).

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b) **Statement of Operations_Expanded Version**
The Expanded Version is designed to open with the account-level rows expanded to the lowest level. In all other ways it is the same as the main Hyperion Statement of Operations.

c) **Monthly Variance Report**
The Monthly Variance Report is designed to provide in-month and year-to-date revenues and expenses with variances to budget and prior year actuals to allow monthly tracking within departments or areas.

The report requires the selection of the required individual departments or department-level roll-up. If the roll-up level is selected, the report will run for the roll-up level and all the departments below. On export, a page will be created for each department selected. Please note: Exporting to Excel is not available for this report. PDF conversion of this report functions well.

The report shows columns to the left of the account categories for the in-month prior year actuals, current year budget, and current year actuals, as well as the variances. On the right the report shows the year-to-date prior year actuals, current year budget and actuals with variances. Additionally the annual total for prior year and budget are shown for reference. Users can drill into the revenue or expense category down to the individual account level.

**Sample and changing parameters**

Adjusting the parameters and department:

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

2. The drop down arrow allows the other selected departments to be viewed. Note: Defaults is the first lowest level department. Click the arrow and scroll to bottom foot of the list for the highest roll-up level selected.

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

**Signs:**
- Actuals, Budget, Prior Year Actuals: 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.

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• Variances: Positive numbers reflect an improvement to the bottom line (favourable variance – more income or less expense), negative numbers reflect a decrease to the bottom line (unfavourable variance – less income or more expense).

**d) YTD Actuals Balance**

This report is designed to be run monthly by Budgeting Services, producing a report for each budget envelope area based on the Hyperion departmental roll-up tree. The report will be issued as a PDF attachment via e-mail to budget envelope managers following an automated batch run in Hyperion each month. Budget envelope managers should notify Budgeting Services if they require the report to be e-mailed to any other users within their area.

The batch e-mail will be initiated after the actuals have been loaded from the General Ledger to Hyperion. Recipients of the report can then forward it on to other users or department administrators as they require. Still under development is the ability for all Hyperion users to access these reports within the Explore / Balances folder once they have been run.

The report shows columns with the actual opening appropriations, current surplus or deficit, and closing appropriations for the current month year-to-date and prior year annual total. The rows show each department in the budget area, along with funds and programs. It can be used for a very quick assessment of any ledger activity which has been booked to the wrong fund or program within a department.

**Sample**

<table>
<thead>
<tr>
<th>D_10381 CFO - AVP Administration</th>
<th>8 Months to Dec 2014</th>
<th>Year Ended April 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Opening Appropriation</td>
<td>Total Surplus (Deficit)</td>
</tr>
<tr>
<td>P_30000 Generic</td>
<td>775,265</td>
<td>286,940</td>
</tr>
<tr>
<td>P_30261 CAUBO 2013</td>
<td>7,020</td>
<td></td>
</tr>
<tr>
<td>P_ALL All</td>
<td>762,305</td>
<td>286,940</td>
</tr>
</tbody>
</table>

| D_10382 FA Purchasing Services   | 20                   |                       |                       |                       |                       |                       |
| P_30000 Generic                  | 24,726               | 302,417                | 407,143               | 3,772                | 29,954                 | 24,726               |
| P_30262 Purchasing Stores        | (23,552)             | 4,848                  | (18,704)              | (23,552)             | (23,552)               |                       |
| P_30263 Customers & Traffic      | (173,410)            | (101,687)              | 275,097               | (173,410)            | (173,410)              |                       |
| P_ALL All                        | (172,237)            | 285,570                | 113,342               | 3,772                | (176,009)              | (172,237)            |

| D_10383 FA Accounts Payable      | 29                   |                       |                       |                       |                       |                       |
| P_30000 Generic                  | 7,172                | 170,531                | 178,058               | 2,500                | 4,827                 | 7,172                |
| P_ALL All                        | 7,172                | 170,531                | 178,058               | 2,500                | 4,827                 | 7,172                |

| D_10384 FA Investments 20        | 20                   |                       |                       |                       |                       |                       |
| P_30000 Generic                  | 2,406                | (237,089)              | (234,692)             | 3,909                | (1,503)               | 2,406                |
| P_ALL All                        | 2,406                | (237,089)              | (234,692)             | 3,909                | (1,503)               | 2,406                |

| D_10385 FA Financial Services    | 20                   |                       |                       |                       |                       |                       |
| P_30000 Generic                  | 15,319               | (178,775)              | (182,454)             | 13,058               | 3,251                 | 15,319               |
| P_30001 PDA                       | (180)                |                       |                       | (180)                | (180)                 | (180)                |
| P_30002 Overhead                  | (13,680)             |                       |                       | (13,680)             |                       |                       |
| P_75020 Anatom Program            | (571)                |                       |                       | (571)                |                       |                       |
| P_75069 CESB Central Administration| (443)                |                       |                       | (443)                |                       |                       |

**Important Notes on the YTD Actuals Balance report:**

**Signs:**

- All positive numbers are surpluses (credits), all negative numbers are deficits (debits).

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e) YTD ActualvBudget Balance

This report is designed to be run monthly by Budgeting Services, producing a report for each budget envelope area based on the Hyperion departmental roll-up tree. The report will be issued at the same time via email as the YTD Actuals Balance report.

The batch e-mail will be initiated after the actuals have been loaded from the General Ledger to Hyperion. Recipients of the report can then forward it on to other users or department administrators as they require. Still under development is the ability for all Hyperion users to access these reports within the Explore / Balances folder once they have been run.

The report is similar in format to the YTD Actuals Balance report, except it shows the YTD Actual and Budget balances for the current years, as well as variance columns.

Sample

<table>
<thead>
<tr>
<th>FY14</th>
<th>FY15</th>
<th>Variance - Favourable/Unfavourable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Opening</td>
<td>Total Surplus (Deficit)</td>
</tr>
<tr>
<td>P_30000 Genre</td>
<td>Appropriation</td>
<td>1,744,132</td>
</tr>
<tr>
<td>P_30014 Special Events</td>
<td>Appropriation</td>
<td>41,467</td>
</tr>
<tr>
<td>P_30014 Research with Integrity</td>
<td>Appropriation</td>
<td>(121,320)</td>
</tr>
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<td>P_300297 Convocation</td>
<td>Appropriation</td>
<td>114,932</td>
</tr>
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</table>

Important Notes on the YTD ActualvBudget Balance report:

**Signs:**
- All positive numbers are surpluses (credits), all negative numbers are deficits (debits).
McMaster University

Reports for Prior Year Actuals

  a) Variance Report by envelope Operating (or Ancillaries) FYxx

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. Reports will be available and retained for each fiscal year once the year has closed. The Variance Report and analysis forms part of the year-end results pack presented to the Budget Committee.

Users can use this main Variance Report, in the format used within the results pack, to produce the results for their area and see which variances may require comment.

Sample and changing parameters

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. Note: Default is the first lowest level department. Click the arrow and scroll to the bottom of the list for the highest roll-up level selected.

3. (Optional) – By clicking on the triangle to the left of expenditure categories – these can be expanded to the individual account level. This can assist with pinpointing variances.

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 reflect an improvement to the bottom line (favourable variance – more income or less expense), negative numbers reflect a decrease to the bottom line (unfavourable variance – less income or more expense).

Type (All Type/On-Going/One-Time):

- 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.

Prepared for the November 2015 Financial Forum. See also Budgeting Services Website http://www.mcmaster.ca/bms/BMS_FS_Budgeting.htm
Further 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” Smart View report below.

b) Variance Report by envelope_Operating (or Ancillaries) FYxx Dollar

The Dollar version is designed to show the figures to the nearest dollar, providing more accuracy when running for smaller departments. In all other ways it is the same as the main Variance Report.
Reports for Budget Preparation

a) Eight Month and Budget BC Review & Submission Operating Version (or Ancillaries Version)

This report is used for the submissions to the Budget Committee as the main financial summary for each budget envelope, but may also be used within budget envelope areas at the department level for internal analysis and reporting.

The report requires the selection of the required individual departments or department-level roll-up. The report does not automatically include all departments under the roll-up level selected. All required departments must be selected initially or the user must re-run the report to include them. On export, four pages will be created for each department selected, corresponding to the pages in the printed report. Please note that the report included in the budget submission should be at the envelope roll-up level for department, and should include all funds.

The report shows budgeted and projected annual revenues and expenses in a fixed format for the projection, budget and plan years, along with prior actual results. The initial columns show all types of revenue and expenses, along with FTEs and variances to prior projection, followed by separate columns for On-Going, One-Time and FTEs.

The Ancillaries version of the report has a marginally different format for the revenues and expenses.

Sample and changing parameters

Adjusting the parameters and department:
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 reflect an improvement to the bottom line (favourable variance – more income or less expense), negative numbers reflect a decrease to the bottom line (unfavourable variance – less income or more expense).

b) **Five Month Submission Operating Version (or Ancillaries Version)**
This will be similar in format to the Eight Month Review report but with slightly differing columns (currently under development).
McMaster University

c) **All Departments Budget YE Position Report BETA Version**

Access to this report is on request only, until the final version is released. Contact Budgeting Services.

This report was initially designed for use by the Faculty of Science to show a department grouping summary of in-year surplus/deficit for the current year’s budget and projection with variances, as well as the budget for the following year and plan years. It has the potential to be used by all Hyperion users from operating units and will be of most use to Directors of Administration or managers of an area with multiple departments under the same roll-up level in the Hyperion department tree. A similar report but with more detail and flexibility to select account is available through Smart View reports 5.3K 8 Month and Budget Review Report by Department (see below).

The report will initially run for Science, and those with no access to this area will see zero results. Investigation is currently underway to determine if the department selection can be made before the report runs. It can then be changed to the user’s departmental area, using the selection in the top section.

The report shows columns for current year’s budget and projection, as well as the following budget year and plan years. The rows are summarized as the next level down in the department hierarchy from the roll-up level selected, with sections for Funds 20 and 45. The report is drillable on the department rows, down to department level.

**Sample and changing parameters**

Adjusting the parameters and department:

1. By clicking on either **Entity** (to access a department grouping within the user’s security) or **Program**, a pop-up box will appear allowing the selection to be changed.

2. **(Optional)** – By clicking on the triangle to the left of department grouping – these can be expanded to lower department levels. This can assist with the format of the report required.
McMaster University

**d) Department Operating Budget Report BETA version**

This report provides a budget and projection summary view for each specified department.

The report requires the selection of the required individual departments or department-level roll-up. If the roll-up level is selected, the report will run for the roll-up level and all the departments below. On export, a page will be created for each department selected.

Each report page shows columns for the annual totals of budget, projection and plan years with sections for Sources of Funding, Expenses, Appropriations and FTEs. The rows are summarized on high-level account roll-up but the report is drillable on the accounts rows, to adjust the level of detail shown.

**Sample and changing parameters**

Adjusting the parameters and department:

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

2. The drop down arrow allows the other selected departments to be viewed. **Note:** Default is the first lowest level department. Click the arrow and scroll to the bottom of the list for the highest roll-up level selected.

3. (Optional) – By clicking on the triangle to the left of account grouping – these can be expanded to the individual account level. This can assist with the details or format of the report required.

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Prepared for the November 2015 Financial Forum. See also Budgeting Services Website http://www.mcmaster.ca/bms/BMS_FS_Budgeting.htm
Hyperion Smart View Reports
Smart View are best used for analysis by financial staff who have detailed knowledge of financial data and a need to analyze results by fund, department, program or account. Below the main multi-user reports are detailed.

Accessing Smart View Reports
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 including capital letters where shown:
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 Reports

Click on “Select Server to proceed” dropdown:
Click on (+) sign to open the available folders:

**Step 3 - Open the Smart View Reports**

Expand the folders to section 5. REPORTS and select the report you want to open:

Double click on required report. Hover the cursor over the report to 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 <<)
Convert and Save Smart View Reports in Other Formats

Since Smart View is an add-in to Excel, reports and forms can be printed and saved the same as any other file. Since the primary use of Smart View is for on-line analysis, reports and forms are not normally pre-formatted for printing but may be formatted the same way as any other Excel file. In order to save to a network drive, the drive must be active before logging into Citrix:

a) PDF

Smart View reports and forms are printed to a PDF, and can then be printed or saved like any other file.

b) Excel

Print settings (scaling, orientation, etc.) can be configured in Smart View the same way as any other Excel spreadsheet, however formatting numbers or titles is not possible while the report is connected through Citrix to the Hyperion database. To edit within the report, first save the report, then open within the version of Excel on your computer. At this stage you will no longer have the Smart View functionality.
McMaster University

Available Smart View Reports
All Smart View reports are located in the folder under McM_Plan / Forms / 5.REPORTS

Important Notes on Smart View Reports:

Signs:
- Actuals, Budget, Forecast: All positive amounts are debits, all negative amounts are credits. A negative bottom line is a surplus, a positive bottom line is a deficit. Credits in Sources of Funding are shown as negative, debits in Expenditures are shown as positive.
- Variances: Positive numbers reflect an improvement to the bottom line (favourable variance – more income or less expense), negative numbers reflect a decrease to the bottom line (unfavourable variance – less income or more expense).

Type (All Type/On-Going/One-Time):
- It is recommended that you view any reports with actuals 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.
Reports for Prior Year Actuals

5.1 Ancillaries Variance Drilldowns
These variance drilldown reports are specific to Ancillaries. For at least the initial report in each section the functionality is described. Following that all other reports have the same or similar functionality so the sections will only include a brief report overview and a sample view.

A. Variance Drilldown on Account – All (Ancillaries)
This drilldown report is designed to replicate the web-based Ancillaries 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 Type, and then can drilldown on accounts to identify exactly what is driving a variance.

![Screenshot of variance drilldown report]

Point of View (POV) Section: Select the Department (Entity), Program, or Type 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 (+)
B. Variance Drilldown on Department (Ancillaries)

This drilldown report is designed 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 Type, and then can drilldown on departments to identify exactly what is driving a variance.

C. Variance Drilldown on Program (Ancillaries)

This drilldown report is designed to show all programs for the selected Account and Department. Users can set the Account and Department (from their own access list) to view the data as well as the Type, and then can drilldown on programs to identify exactly what is driving a variance.
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<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
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<td>Budget</td>
<td>8 Month Review</td>
<td>Actual</td>
<td>VARIANCE - Favourable/Unfavourable</td>
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<td>992</td>
<td>2,616</td>
</tr>
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</table>
5.2 Operating Variance Drilldowns

These variance drilldown reports may be run for either Fund 20 or 45. For at least the initial report in each section the functionality is described. Following that all other reports have the same or similar functionality so the sections will only include a brief report overview and a sample view.

A. Variance Drilldown on Account – All

This drilldown report is designed to replicate the web-based Operating 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.

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

Drilldown on an account variance 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 (-)
**B. Variance Drilldown on Department**

This drilldown report is designed 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 is designed to show all programs for the selected Account and Department. 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.

Prepared for the November 2015 Financial Forum. See also Budgeting Services Website http://www.mcmaster.ca/bms/BMS_FS_Budgeting.htm
**McMaster University**

**D. Variance Drilldown on Faculty Dept and Program – CHECK WITH BUDGETING SERVICES BEFORE RUNNING**

This drilldown report (for Faculty use only) is designed 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 several 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. Specific support unit reports can be developed if required.
Reports for Budget Preparation

5.3 All Funds

J. 8 Month and Budget Review Report
This report is designed as a drillable (using double click on the plus sign rows) and Excel-friendly version of the web-based Budget Submission report containing the matching columns for scenarios, years and variances.

J.1. Budget Summary by Account
This report is an alternative version of J, focusing only on the years that are actually being projected and budgeted in the form input process.

J.2. Budget Summary by Account (Variances)
This report reflects all the year totals shown in the Budget Submission report, but includes a variance columns for 8 Month Projection to Prior Year Actuals and to Budget, to aid the commentary on any material variances included in the budget submission.
J.3. 8 Month and Budget Review Data File

This report is designed as a non-drillable version and Excel-friendly version of the web-based Budget Submission report containing the matching columns for scenarios, years and variances. The lowest level of the Account tree required for the 8 Month and Budget Review Form is shown.

K. 8 Month and Budget Review Report on Department

This drilldown report is designed to allow drilldown on all accessible department levels. Users can set the Account (and Program if required) to view the 8 Month and Budget submission report columns, as well as set the Fund and Type, and then can drilldown on departments.
L. 8 Month and Budget Review Report on Program

This drilldown report is designed to show all programs under given settings. Users can set the Account (and Department if required) to view the 8 Month and Budget submission report columns, as well as set the Fund and Type, and then can drilldown on programs. Be aware this report may take some time to open depending on security access, and the department that it initially opens on.


M. 8 Month and Budget Review Report on Fund

This drilldown report is designed to allow drilldown on funds. Users can set the Account and Department (as well as Program or Type if required) to view the 8 Month and Budget submission report columns, and then can drilldown on funds.


N. 8 Month and Budget Review Report on Department&Program – CHECK WITH BUDGETING SERVICES BEFORE RUNNING

This report combines both reports K and L to shows drillable rows for department by program. Users with large area access with a high number of departments can cause the system to crash by running this report. Please check with the Budgeting Services / Hyperion team before attempting to run this report.

Prepared for the November 2015 Financial Forum. See also Budgeting Services Website http://www.mcmaster.ca/bms/BMS_FS_Budgeting.htm
Coming Soon
Below is a list of reports that will be developed soon or have been requested. Please e-mail your Budgeting Services representative if there are additional reports you would like to receive.

1) One-Time items summary report
2) Labour variance reports
3) FTE reporting
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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<thead>
<tr>
<th>Faculty</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>Susan Mitchell</td>
<td>mitchel</td>
<td>27295</td>
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<tr>
<td></td>
<td>Angie Green</td>
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<tr>
<td>Engineering</td>
<td>Nancy Balfoort</td>
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<td>24289</td>
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<td>Health Sciences</td>
<td>Kathy Pfeiffer</td>
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<td>George Hamilton</td>
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<td>David Kingma</td>
<td>dkingma</td>
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<td>Science</td>
<td>Kathleen Blackwood</td>
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<td>Rose Mason</td>
<td>masonr</td>
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<td>Usama Seraj</td>
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<td>Paola Mororne</td>
<td>morronep</td>
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<td>Iain Clarkson</td>
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<tr>
<td></td>
<td>Lou Mitton</td>
<td>mittonl</td>
<td>24316</td>
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</table>
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): In order to improve performance when entering data into forms, programs are grouped into categories that approximate the envelope in which they are used. With the exception of the OAU/non-OAU grouping in the Faculty of Health Sciences, the program tree is not used for reporting purposes.

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.