Hyperion Statement of Operations
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OVERVIEW

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 departments or department level roll up, it will then run for the roll up level and all the departments below.

The report shows actual revenues and expenses by month for the selected year (default is the current year), fund and program, with a page for each department selected. 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 account.

The report will be available to users of Hyperion to view Statement of Operations for the departments or areas for which they have access.

QUICK STEP BY STEP GUIDE TABLE

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<tr>
<td>(Explorer icon in Citrix)</td>
</tr>
<tr>
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GUIDE: STATEMENT OF OPERATIONS REPORT

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 Statement of Operations Report
Select Explore:

Click on Internet Explorer / Hyperion

Click on Explore
Open the Statement of Operations Report or the Expanded version:

1. Click to open Reports folder.
   Or, if you would like the fully expanded accounts version
   Double Click on Statement of Operations_Expanded Version.

**Step 3 – 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:

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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>D_BUD_FACILITIES SUPP</td>
<td>D_BUD_OPERATINGD_BUD_FACILITIES SUPP</td>
</tr>
<tr>
<td>D_BUD_FACILITIES SERV</td>
<td>D_BUD_OPERATINGD_BUD_FACILITIES SERV</td>
</tr>
<tr>
<td>D_BUD_FACIL SRV</td>
<td>D_BUD_OPERATINGD_BUD_FACILITIES SRV</td>
</tr>
<tr>
<td>D_BUD_FACILITIES ADMIN</td>
<td>D_BUD_OPERATINGD_BUD_FACILITIES ADMIN</td>
</tr>
<tr>
<td>D_BUD_FACILITIES ENG</td>
<td>D_BUD_OPERATINGD_BUD_FACILITIES ENG</td>
</tr>
<tr>
<td>D_BUD_FACILITIES MHS</td>
<td>D_BUD_OPERATINGD_BUD_FACILITIES MHS</td>
</tr>
<tr>
<td>D_BUD_FACILITIES SCI</td>
<td>D_BUD_OPERATINGD_BUD_FACILITIES SCI</td>
</tr>
</tbody>
</table>

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

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

Select the departments to include on the report:

Put a check (1) in the box for all departments or summary levels to include on the report.
Move departments to “selected” box:

Once departments have been checked, check 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 Statement of Operations 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 dept 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”

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”.

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 an improvement on the budget, negative numbers reflect an under funding or over spend compared to the budget.
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>Susan Mitchell mitchel</th>
<th>Angie Green greena</th>
<th>27295</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering</td>
<td>Nancy Balfoort balfoot</td>
<td>Joshua McRae mrcrae</td>
<td>24289</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>Kathy Pfeiffer pfeiffe</td>
<td>George Hamilton hamgeo</td>
<td>22191</td>
</tr>
<tr>
<td>Humanities</td>
<td>David Kingma dkingma</td>
<td>Phoebe Hu huphoeb</td>
<td>24602</td>
</tr>
<tr>
<td>Science</td>
<td>Kathleen Blackwood blackwo</td>
<td>Rose Mason masonr</td>
<td>23346</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Usama Seraj seraju</td>
<td>22884</td>
<td></td>
</tr>
<tr>
<td>Budgeting Services &amp; Hyperion team</td>
<td>Francois Joubert joubert</td>
<td>Chris Sylvester sylvest</td>
<td>24316</td>
</tr>
<tr>
<td></td>
<td>Lydia Duarte duartel</td>
<td>Iain Clarkson iclarks</td>
<td>24766</td>
</tr>
<tr>
<td></td>
<td>Lou Mitton mittonl</td>
<td>Paola Morrone morronep</td>
<td>21960</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>21640</td>
</tr>
</tbody>
</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): 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.