Using Hyperion
To Access SAP Budget
Reports
On the Web
Training
2007-2008
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SAP Budget Reports using Hyperion on the Web

In an effort to assist financial managers with the most up-to-date budget information as possible, the Budget Office has placed an array of SAP budget reports, using Hyperion, on the web. These reports can be accessed on-demand. In addition, the reports are user friendly and easy to run.

The SAP budget reports are run from the database known as SQL Server. It is important to note that the SQL Server database is refreshed once daily every morning. The update is generally completed by noon. Therefore, the Budget Office recommends that users process their reports in the afternoon to receive the most up-to-date budget information possible. This, also, means that the reports will include no transactions from the day the report is physically processed.

In order to access Hyperion on the web, a user must have a Banner/Oracle user ID and password. In order to run the SAP budget reports, the user must have a SQL Server logon. The SQL Server logon will be the same as the user’s SAP Finance logon, i.e., 60FirstInitialLastName. If you need to request user ID’s and passwords, please contact the help desk at extension 2318 and be sure to specify which user ID you are requesting.

The Hyperion Link

In order to make your access to Hyperion easier, we recommend that you create a link to Hyperion on the web in your favorites folder. The Hyperion link is http://brio8.millersville.edu:8080/Hyperion/browse/login. You must be on campus to login to Hyperion on the web.
Accessing SAP Budget Reports using Hyperion on the web

- Access Hyperion on the web using the link above. (You must be on campus for the link to work!)

- Enter your Banner/Oracle User ID and Password

- Click Login
- 3 -

- This will bring up the directory of folders to which you have access.

- Click on the SAP queries folder
• Click on the Budget Reports Folder

If your report descriptions are not displayed, click this icon to display descriptions.

User specific folders

Generic budget reports created to assist financial managers in monitoring their budgets.

NOTE: If your report descriptions are not displayed, click show item descriptions icon as shown above.

• This will display the generic budget reports financial managers can use to monitor budgets along with any special folders to which the user has access.

• Pool Budgeting
  o For financial managers who are responsible for discretionary operating budgets who pool budget, the main reports we suggest that you run are “Bud summ pool bdgt oper and rev,” “Bud pool – line item transactions,” and “Bud stu wage trans by dept.”

• Line Item Budgeting
  o For financial managers who are responsible for discretionary operating budgets who line item budget, the main reports we suggest that you run are “Bud summ line item bdgt oper and rev,” “Bud line bdgt – line item transactions,” and “Bud stu wage trans by dept.”
• Budget Reports Directory:
  
  o “Bud 1-A summary pool bdgt oper and rev” – Designed for departments who utilize the NON-PERSONNEL budgeting feature within SAP. This report provides a snapshot of original budget, revised budget, YTD actuals, open commitments, and budget balance available for all revenue, and operating/capital expenditure account codes.
  
  o “Bud 1-B pool bdgt – line item transactions” – Designed for departments who utilize the NON-PERSONNEL budgeting feature within SAP. This report provides budget and actual transaction details for all revenue, and operating/capital expenditure account codes.
  
  o “Bud 2-A summary line item bdgt oper and rev” – Designed for departments who utilize the line item budgeting feature within SAP. This report provides a snapshot of original budget, revised budget, YTD actuals, open commitments, and budget balance available for all revenue, and operating/capital expenditure account codes.
  
  o “Bud 2-B line bdgt – line item transactions” – Designed for departments who utilize the line item budgeting feature within SAP. This report provides budget and actual transaction details for all revenue, and operating/capital expenditure account codes.
  
  o “Bud 3-A stu wage trans by dept” – This report will return both summary and detailed transaction information for the requested funds center and is highly recommended as a tool to monitor your student wage budget.
  
  o “Bud 4-A sap restricted fund balance” – This report includes two reports detailing the fund balance of the fund entered and the transactions resulting in revenue, expense and transfers.
  
  o “Bud sap order no – summary” – Designed for departments who utilize the internal order feature within SAP. This report provides a snapshot of budget and actual revenue, and operating/capital expenditure account codes by order number.
  
  o “Bud sap order no – transactions” – Designed for departments who utilize the internal order feature within SAP. This report provides budget and actual transaction details for all revenue, and operating/capital expenditure account codes by order number and by commitment item.

• Click on requested report

• Click Process. This will be on the gray toolbar of each of the reports.
Enter the SAP SQL server username and password to connect to server.

Click OK

Choose the data as requested – Fiscal Year, Fund, Funds Center, Fiscal Period

**NOTE:** Not all of the above criteria will be requested for every report.
Current fiscal year will always be the last two numbers of the fiscal year, e.g. 
2006-07 = 2007  
2007-08 = 2008  
2008-09 = 2009  
2009-10 = 2010

Funds Center will be a 10 to 16 digit number which begins with 60 and which may include a decimal.

Fund will always be a 10 digit number which begins with 60.
<table>
<thead>
<tr>
<th>MONTH PROCESSED</th>
<th>FISCAL PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>001/yyyy</td>
</tr>
<tr>
<td>August</td>
<td>002/yyyy</td>
</tr>
<tr>
<td>September</td>
<td>003/yyyy</td>
</tr>
<tr>
<td>October</td>
<td>004/yyyy</td>
</tr>
<tr>
<td>November</td>
<td>005/yyyy</td>
</tr>
<tr>
<td>December</td>
<td>006/yyyy</td>
</tr>
<tr>
<td>January</td>
<td>007/yyyy</td>
</tr>
<tr>
<td>February</td>
<td>008/yyyy</td>
</tr>
<tr>
<td>March</td>
<td>009/yyyy</td>
</tr>
<tr>
<td>April</td>
<td>010/yyyy</td>
</tr>
<tr>
<td>May</td>
<td>011/yyyy</td>
</tr>
<tr>
<td>June</td>
<td>016/yyyy</td>
</tr>
</tbody>
</table>

yy.yy = current fiscal year and will always be the last two numbers of the fiscal year, e.g.
2006-07 = 2007
2007-08 = 2008
2008-09 = 2009
2009-10 = 2010
## Hyperion Navigation

- **Print Preview**
  - Recommended before printing to ensure margins and orientation are set properly and for viewing/changing the page header and pager footer
  - This is the only way in which the margins can be changed

- **To change margin/header spacing:**
  - Click on print preview
  - Move cursor to horizontal and vertical lines which mark the margins and header spacing
  - Hover over the line until the cursor appears as a double arrow
  - Click and drag your cursor to the new spacing

### Line item Transactions - Revenue and Operating

<table>
<thead>
<tr>
<th>Fund Center: 6011411600</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year: 2008</td>
</tr>
<tr>
<td>Report processed on:</td>
</tr>
<tr>
<td>Tuesday, November 13, 2007</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Count Cat Desc</th>
<th>Count Item</th>
<th>Posting</th>
<th>Fm Doc No</th>
<th>Doc Header Text</th>
<th>Vendor No</th>
<th>Vend</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-Operating/</td>
<td>Non-Personnel</td>
<td>06/12/2007</td>
<td>0500273171</td>
<td>2007-08 START-UP BUDGET</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital</td>
<td></td>
<td>07/21/2007</td>
<td>0500000000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>08/17/2007</td>
<td>0500013611</td>
<td>2008-07 EDIT OFFICE YEAR-END CARRYOVER</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>09/11/2007</td>
<td>0500017257</td>
<td>2008 ORIG BUDG ADJUST</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>805101</td>
<td>Postage/Freight Shipping</td>
<td>07/23/2007</td>
<td>1001413111</td>
<td>UPS - ACCT#5V354 - VWE-7/14/02</td>
<td>00022075143</td>
<td>Under</td>
</tr>
<tr>
<td></td>
<td></td>
<td>07/31/2007</td>
<td>1001440737</td>
<td>POSTAGE JUL 07 - #PCS 2</td>
<td>NotAt</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>08/31/2007</td>
<td>1001465237</td>
<td>POSTAGE AUG 07 - #PCS 3</td>
<td>NotAt</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>08/30/2007</td>
<td>1001407678</td>
<td>POSTAGE SEP 07 - #PCS 3</td>
<td>NotAt</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>10/31/2007</td>
<td>1001561705</td>
<td>POSTAGE OCT 07 - #PCS 2</td>
<td>NotAt</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>808115</td>
<td>Long Distance Telephone Services</td>
<td>07/31/2007</td>
<td>1001432939</td>
<td>MAY 2007 LONG DISTANCE</td>
<td>NotAt</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1001458711</td>
<td>JUNE 2007 LONG DISTANCE</td>
<td>NotAt</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1001442284</td>
<td>JULY 07 LONG DISTANCE</td>
<td>NotAt</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>09/10/2007</td>
<td>1001487872</td>
<td>AUG 07 LONG DISTANCE</td>
<td>NotAt</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>615100</td>
<td>General Travel</td>
<td>07/01/2007</td>
<td>1001418650</td>
<td>MARRACHER, JENNIFER</td>
<td>NotAt</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1001418650</td>
<td>ACCOUNTING 07 BAD INTS</td>
<td>NotAt</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
To change the header/footer:
- Click on the header/footer area to highlight the area
- Double click in the header/footer area so the edit box appears
- Change the header/footer to your specifications
Show Section/Catalog
  - Toggle switch used for viewing more work space or displaying different views available within the report

Show Section/Catalog Off
### Pivot Table

<table>
<thead>
<tr>
<th>Count Cat Desc</th>
<th>Count Item</th>
<th>Currnt Item</th>
<th>Posting</th>
<th>Inv Doc No</th>
<th>Doc Header Text</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Section/Catalog On

- Pivot
  - Sections
    - Query
    - Results
  - Pivot

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Setting 100% done... 2/1
• Focusing on a particular item
  o In Hyperion, you have the ability to filter out certain data. This is done by focusing on an item or hiding an item.
  o Procedure:
    ▪ Process the report
    ▪ Make sure the report is NOT in print preview
    ▪ Select the data on which you want to filter
    ▪ Right click and select either focus on items or hide items
    ▪ Multiple selections may be made by using control or shift keys
• Copy – Paste to Excel
  o Procedure
    • Process the report
    • Click Edit – Copy
    • Open Excel
    • Click Paste
    • May have to change formatting in Excel for presentation purposes

<table>
<thead>
<tr>
<th>Commit Item</th>
<th>Posting Date</th>
<th>Fund Desc</th>
<th>Discretionary Budget Set</th>
<th>Budget Office</th>
<th>Budget Amt</th>
<th>Actual Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Travel</td>
<td>07/08/2007</td>
<td>TF99828, REESE, RESER, LASVEGASNV, 02/2007</td>
<td>0005016129</td>
<td>REESE, Dawn E</td>
<td>0</td>
<td>870</td>
</tr>
<tr>
<td>General Travel</td>
<td>11/07/2007</td>
<td>TF99828, REESE, RESER, LASVEGASNV, 02/2007</td>
<td>0005016129</td>
<td>REESE, Dawn E</td>
<td>0</td>
<td>173.31</td>
</tr>
<tr>
<td>General Travel</td>
<td>11/08/2007</td>
<td>TF99828, REESE, RESER, LASVEGASNV, 02/2007</td>
<td>0005016129</td>
<td>REESE, Dawn E</td>
<td>0</td>
<td>633.16</td>
</tr>
<tr>
<td>General Travel</td>
<td>11/08/2007</td>
<td>TF99828, REESE, RESER, LASVEGASNV, 02/2007</td>
<td>0005016129</td>
<td>REESE, Dawn E</td>
<td>0</td>
<td>531.93</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>1,874.24</td>
</tr>
</tbody>
</table>
SPECIAL NOTES

If a query is taking too long to process, press Alt – End to end the query before processing is complete.

During registration, please limit the running of reports to the afternoon so registration won’t be interrupted during the morning hours.

When reviewing a transaction report and requesting information, please refer to the document number.

If you make any changes to the reports using the Hyperion navigation tools included in this manual, please be aware that these changes will not be saved. The report will return to its default upon exiting Hyperion.

If you require a special report, please contact the Budget Office. We may be able to develop a custom report which will meet your needs.

Please contact the following with any questions or for assistance:

Dawn Reese  Ext. 3045  
Jennifer Mariacher  Ext. 3436  
Gladys LaPorte  Ext. 2077  
Kerri Butler  Ext. 3729

For assistance with logons, please contact the following and note which logon requires assistance:

Help Desk  Ext. 2318
Accessing Hyperion

User ID: First Initial Last Name (Banner)
Password: Something you chose

Processing SAP Report (SQL Server)

Host User: 60 First Initial Last Name
Host Password: Emailed to you by IT
To Process Report in SAP Finance System:

User: 60 First Initial Last Name

Password: Something you chose (Must be changed very 30 days)

To Process Report in Banner Folder:

Host User: First Initial Last Name (Banner)

Host Password: Something you chose