Campus-Wide Budgeting System

Oracle Hyperion Planning

Tutorial

version 7.0

Contact Information
budget@finance.ubc.ca
http://www.it.ubc.ca/projects/strategicprojects/titanatlas.html

a place of mind
THE UNIVERSITY OF BRITISH COLUMBIA

Campus-Wide Budgeting System

Oracle Hyperion Planning Management

Tutorial

Developed by the TITAN Development team
University of British Columbia
A joint project by IT and Finance

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Before You Begin...

Background Info

In fall of 2008, UBC embarked on a review of the Consolidated Budget Process and conducted in-depth interviews with the executive, administrative staff, faculty finance officers, faculty staff representatives and departmental staff about their concerns with the current budget process and software/system. It was identified that the existing processes and systems including budgeting and management reporting did not meet the needs of the campus community.

The objective of this project is to implement new university wide budgeting processes and systems that meet Budget Office as well faculty and departmental requirements. The implementation phase began in mid-November 2009 and is expected to run until October 2010, in time for the 2011/12 budget cycle starting in October 2010.

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Other References

This tutorial guides you through some of the features of the Budgeting System. However, complete details can be found in the *Campus-Wide Budgeting System User Manual*.

Stay up to date with the goings on of the Titan/Atlas Project by visiting this website regularly - http://www.it.ubc.ca/projects/strategicprojects/titanatlas.html

You are always welcome to send e-mail to the team, at budget@finance.ubc.ca

Chapter 2

Getting to Know the Campus-Wide Budgeting System

What will you learn in this lesson?

- Some of the most important concepts that define the data you see and work with.
- A few technical concepts to help you get acquainted with the system itself.
- The high level view of the end-to-end process.
- How to launch the Campus-Wide Budgeting System.
- How to navigate through the Budgeting System's workspace.
- Manipulate the workspace "real estate".
- Open the application called "Planning".
- Working with Scenarios and Versions; what they mean to your planning exercise.

First Thing's First – Understanding how the System Works

SOME BASIC CONCEPTS

Dimensions

Dimensions are structural elements of an application that describe and hold data. Dimensions provide perspective on the data being analysed. The main dimensions used for Planning at UBC are Scenario, Version, Account, Entity, Year, Period, Project Grant, Fund and Program Code. Dimensions and combinations of dimensions define a Point of View.

Dimensions represent categories of data. For example, when you enter budget data in a plan you must identify what item you are budgeting. Budget items such as travel expenses and salary expenses are in Account dimensions. You must also identify the time period for each item. Time items such as current quarter and next quarter are in the Period dimension.

Scenario and Version Dimensions

You can use the scenario and version dimensions to create individual plans that can be reviewed and approved. For each entity, the scenario and version combination contains its own set of data for accounts and for other dimensions.

After entering entity data for scenarios and version you can submit or promote the data to other users for review and approval. The intersection of entity, scenario and version is referred to as a Planning Unit.

Working with scenarios enables you to group data and to place each data group in a separate plan with its own review cycle. Scenario describes the type of plan data (such as budget, actual or forecast) and the time span that the plan covers. For example, your organization might require a one-year revenue plan and a three-year revenue plan. The plans might be prepared by different users and follow different review paths. For this purpose, the unit's administrator can create two scenarios – Current-Year Revenue and 3-Year Forecast.

Scenarios are assigned start and end years and periods. You can enter data into data forms only for scenarios that are within the start and end range specified by your administrator. The scenarios used in the Campus-Wide Budgeting system are: “Plan”, “Forecast”, “Long Range Forecast” and “Actuals (ACT)”

Access rights to scenarios are assigned by your administrator. If you do not have access to a scenario, you cannot enter data on a data form for that scenario.

Versions allow for flexibility and iterative planning cycles. For examples, your application can have 4 versions – “define”, “approve”, “working”, and “draft”.

At any given time there are several combinations of Scenario and Version accessible to users. For example, at the end of Q2, FY10 (September 2009) the following combinations are available:

	FY08	FY09	FY10	FY11	FY12	FY12	FY13
Actuals	**Approved**	**Approved**	**Approved**	**-**	**-**	**-**	**-**
Plan	**-**	**-**	**Approved**	**Working**	**-**	**-**	**-**
Forecast	**-**	**-**	**Working**	**-**	**-**	**-**	**-**
Long Range Forecast	**-**	**-**	**Working**	**Working**	**Working**	**Working**	**Working**

Account Dimensions

This dimension specifies the FMS account for which data is to be entered budget planners. Examples of accounts are “Sales and Services (add account #)” and “Travel (add account #)”. (Add hyperlink to Hyperion / FMS accounts – not yet available).

PG Dimensions

This dimension specifies PG from FMS. PGs are generally in the following format 12Z12345.

Entity Dimensions

This dimension specifies the organizational structure. The main structure is based on the FMS AllDeptids Tree. Alternate structures are also available (e.g. by campus). Because account codes and department codes in FMS are in the same format and sometimes overlap, the departments in Hyperion have been prefixed with a “D”, e.g. D321000.

Year Dimensions

This dimension specifies the fiscal year for which data is to be collected from budget planners. Examples of Year are FY10, FY11.

Period Dimensions

This dimension specifies the month for which the data to be collected from budget planners. Examples of Period are April, May.

Fund Dimensions

This dimension specifies Fund for which the data is to be collected from budget planners. Examples of Funds are G0000, R3554.

Program Code Dimensions

This dimension specifies the Program Code for which the data is to be collected from budget planners.

Members

The elements that compose a dimension are called members. Members are discrete components that, in combination with other members, form a dimension. For example, UBCO and UBCV are members of the Entity dimension.

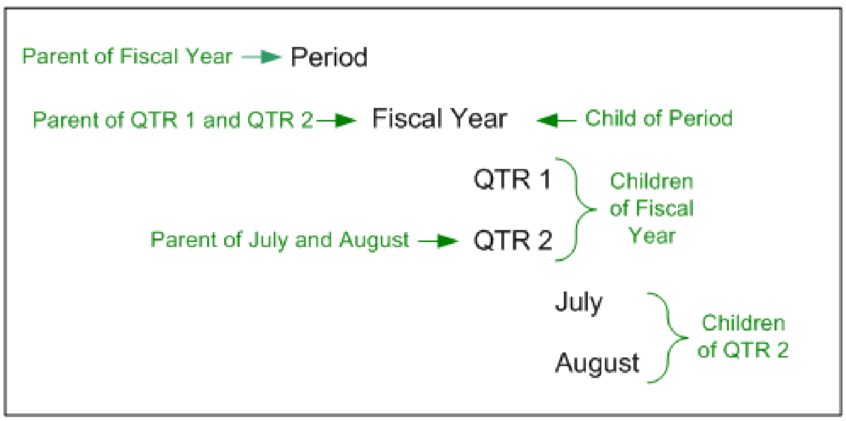
Data is entered at the base-level of the member, not the upper-level member of the dimension. In other words, you can enter data in the lowest level child member. All parent-level members are read-only. See the *Genealogical Relationships* section for more details.

A dimension may have multiple members. Some of those members can have their own "child" members. The values of the parent-level members are aggregated from the values of their children.

Genealogical Relationships

The entire system functions on the parent and child relationship and the point of view premise. The members of a dimension are arranged into hierarchies.

Members that have members under them are known as "parent" members. The members immediately below a member are the children of the member that is directly above them. Members that have the same parent are known as "siblings".



Points of View

A point of view (POV) defines the context of the data. A POV defines what data will be retrieved from the database and displayed on the data form. A POV is made up of intersecting data elements, such as Department, PG and Program Code, to give context to the data.

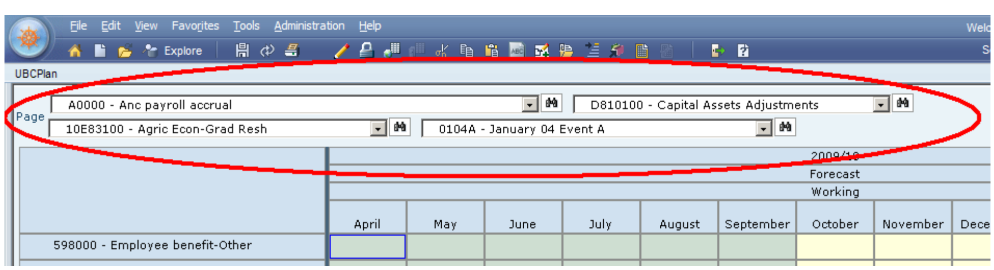


FIGURE 1: The combination of the selected data elements (dimensions) gives context to the data on the page.

Examples of points of view:

Example 1	
Scenario	Act
Version	Approved
Fiscal Year	FY09
Period	Apr, May, Jun
Department	D321000

Example 2	
Scenario	Plan
Version	Working
Fiscal Year	FY11
Period	QTR2
Department	Faculty of Arts

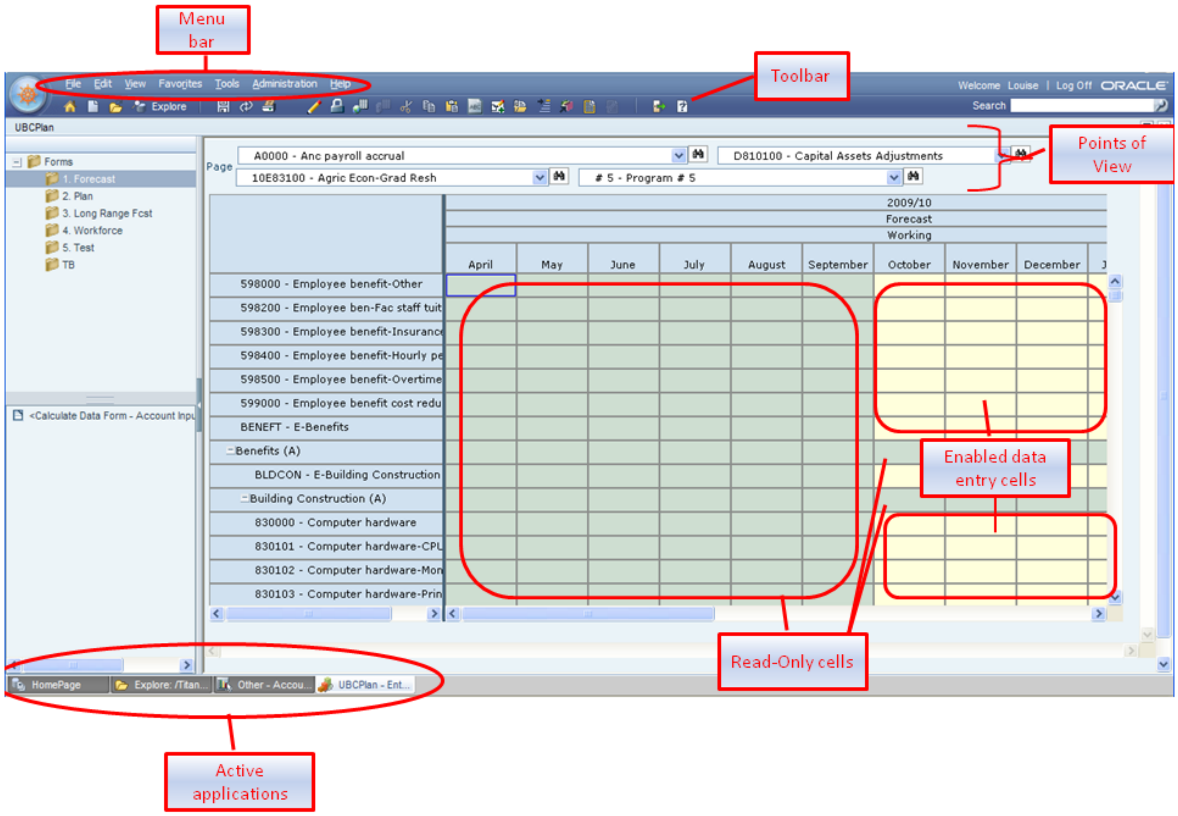
Users select the dimensions that will make up the point of view for the selected data form to work with.

For more information on POVs, refer to the *Campus-Wide Budgeting System User Manual*.

Some Technical Concepts

Elements of Data Forms

You use data forms to enter data. The elements on the data form enable you to navigate the form and to select and enter data. You may enter or edit data only when your system user profile has the security privileges, as set by the unit's systems administrator.



Use of Colours

The systems administrator sets up data forms to show certain dimensions and members, reflected by the row, column headings and Point of View. Cells display the data for the selected members. Background colors indicate:

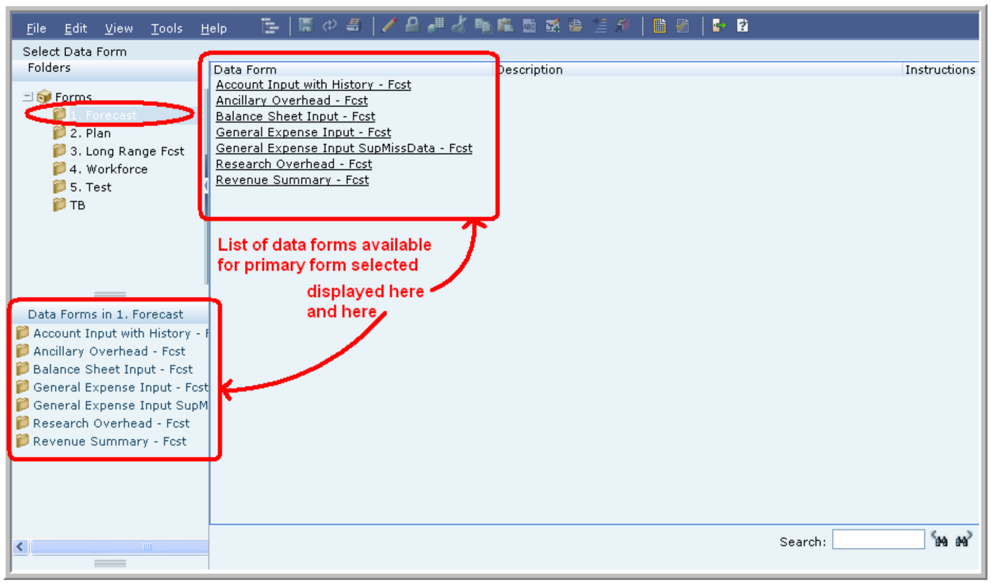
TABLE 1: There is special significance to the colour of the cells on the data form.

COLOUR	INDICATION
Pale Yellow	Default, database value
Highlighted Yellow	"dirty" cells, whose values changed but are not yet saved
Light green	read-only cells
Tan	locked cells
Teal	cells having supporting detail

Data Forms

Data forms are spreadsheet-like grids with rows and columns into which data can be entered. They reside inside folders. When you select a folder a list of data forms is displayed in the view pane and in the content area.

From the list of data forms, open a data form by selecting it from the content area or the View pane.



Business Rules

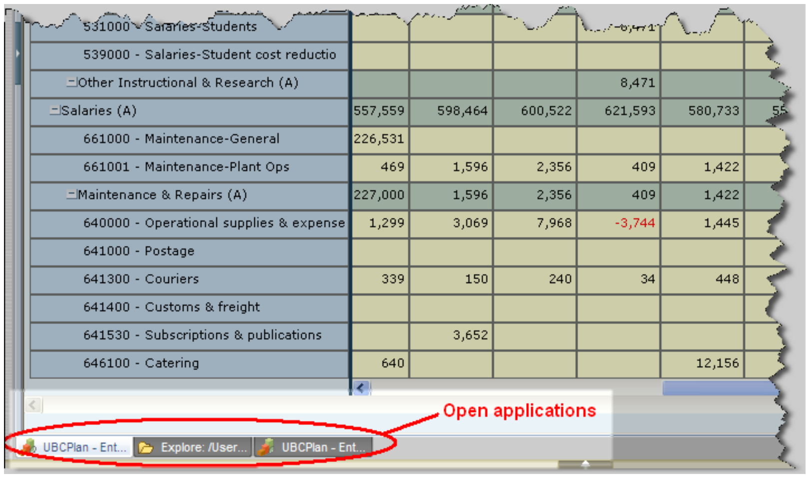
Business rules can be launched directly from Planning or they can be associated with data forms.

Users who have data-entry privileges on a data form can see and launch only the business rules to which they have access (based on security settings of user profile), regardless of the number of business rules attached to the selected data form. Some business rules launch automatically while others prompt the user for input when they are launched.

> **NOTE:** Some business rules must be run in a certain order. For example, if launching both a currency conversion business rule and a sub-total business rule, the currency conversion business rule must be launched before the sub-total rule.

Working with Multiple Applications

You can open several applications simultaneously — or the same application multiple times — and navigate among them by clicking their names on the tabs at the bottom of the content area window.



531000 - Salaries-Students					
539000 - Salaries-Student cost reductio					
Other Instructional & Research (A)				8,471	
Salaries (A)	557,559	598,464	600,522	621,593	580,733
661000 - Maintenance-General	226,531				
661001 - Maintenance-Plant Ops	469	1,596	2,356	409	1,422
Maintenance & Repairs (A)	227,000	1,596	2,356	409	1,422
640000 - Operational supplies & expense	1,299	3,069	7,968	-3,744	1,445
641000 - Postage					
641300 - Couriers	339	150	240	34	448
641400 - Customs & freight					
641530 - Subscriptions & publications		3,652			
646100 - Catering	640				12,156

10,000-foot View of the End-to-End Process

Every user of the system will use this system in different ways and for different purposes but all for the common goal of defining, refining and managing the university's budget.

The following process flow illustrates the high level view of the overall process of working with the system.

Of course, once inside the system we go from the 10,000-foot view to the more granular activities. Some of those activities include, but are not limited to:

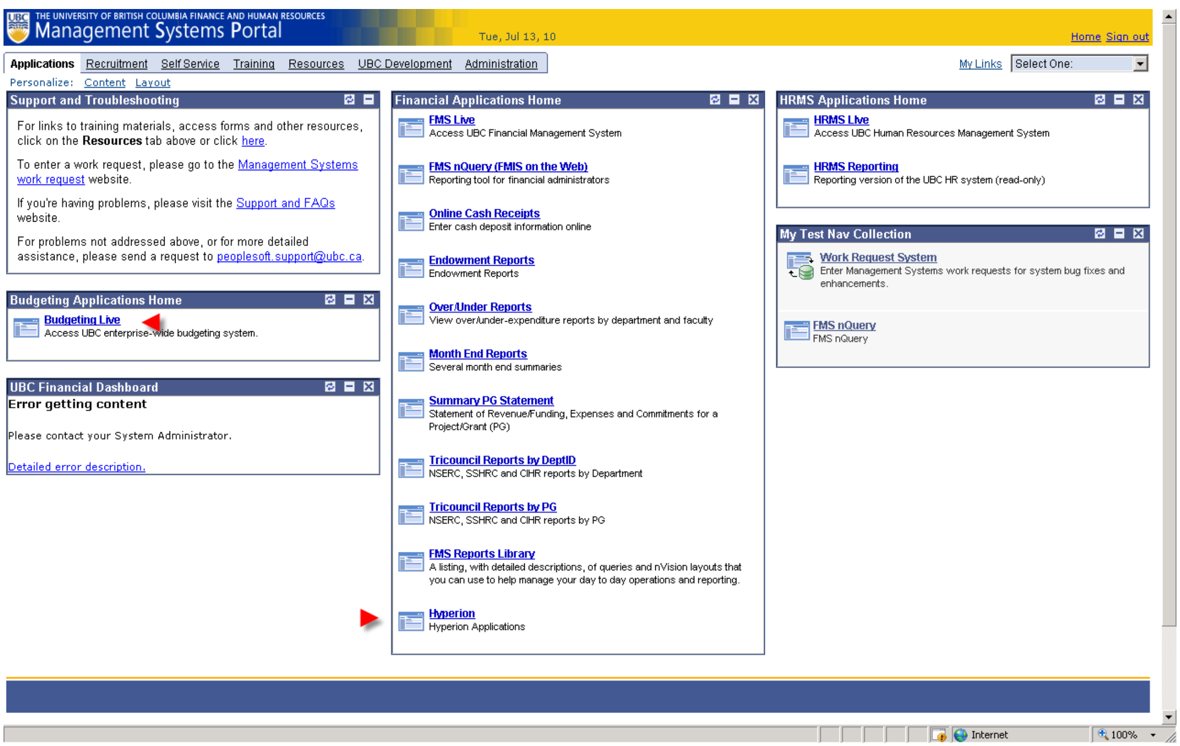
- Viewing data
- Updating data
- Running business rules
- Transferring funds from one unit to another
- Request approvals
- Create budget plans
- Set forecasts
- Update plans
- Record funding changes
- Consolidate data by portfolio
- Set system preferences
- View task lists
- Attach supporting documents
- Etc.

This tutorial covers only a very small exemplar of what we can do in the CWBS. The *Campus-Wide Budget System User Manual* is a complete reference guide to the system's features.

Exercise 2-1 – Launching the Campus-Wide Budgeting System

Every UBC staff member authorised to work in the Campus-Wide Budgeting System (CWBS) has access to the system via the UBC Portal (CWL).

Any user wishing to work in the Campus-Wide Budgeting System must first log in to CWL (For training see #2 below). Once logged in, click the link to the Campus Wide Budgeting System in the Management Systems portal.



Scenario: *It's quite simple really! You can't use the Campus-Wide Budgeting System without launching it (to start it up, in other words)!*

Prerequisite: You must be authorized to use it and you must have your own valid user id and password.

1. Open Internet Explorer. ***NOTE:*** You must allow pop-ups and if asked for access to your clipboard, click **Yes**.

2. For the purposes of training, type in the following URL:

   http://digby.adm.ubc.ca:19000/workspace/index.jsp.

3. Press the Enter key. The portal's *Home Page* opens.

4. Enter your user name and login from the Training Login Sheet

5. The Budgeting System's Home page opens.

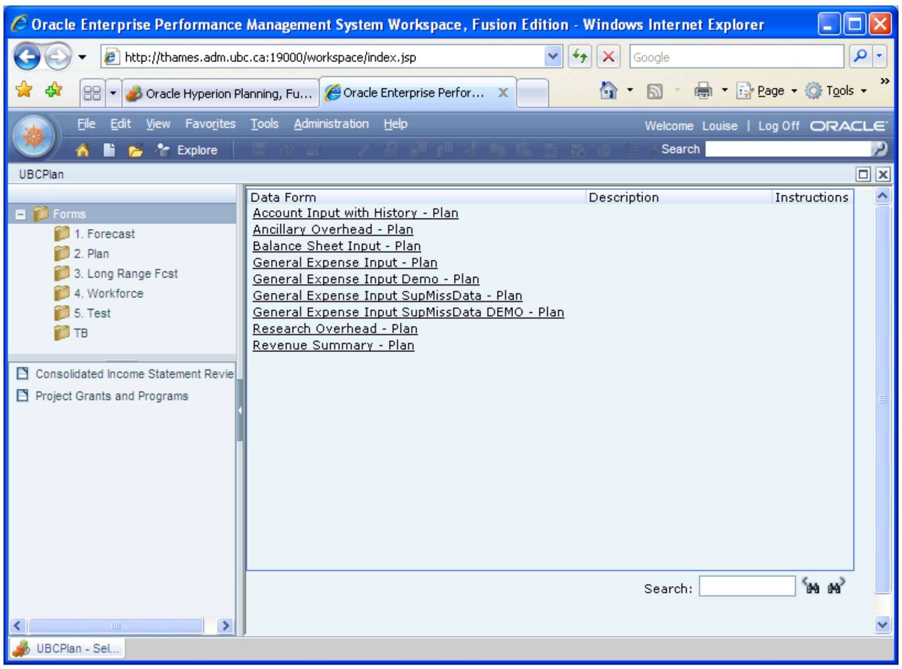


FIGURE 2: Users' *Home* page may be different for every user depending on individual user settings.

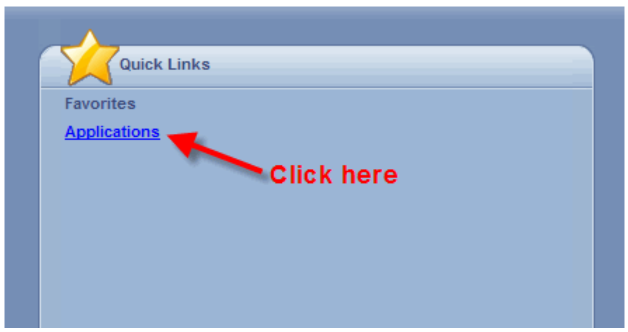
Exercise 2-2 – Opening a Planning Application

In the Planning component all data is processed inside applications. An application is a related set of dimensions and members that meet a specific set of analytic or reporting requirements.

Scenario: *Opening the planning applications (UBC has two applications; UBCPlan and FundPlan)*.

Prerequisite: You must be logged into the system.

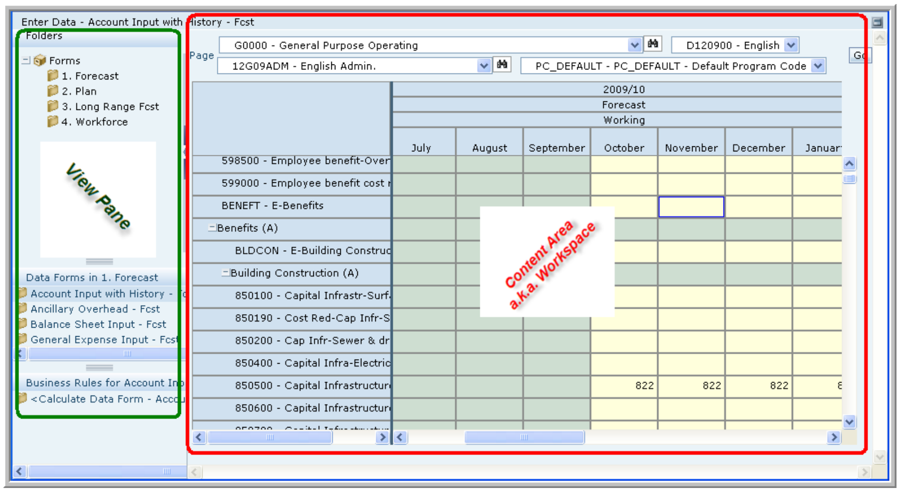
1. From the *Home Page*, click the **Applications** link.



2. Click the **UBCPlan** application. This opens the budgeting workspace.

Exercise 2-3 – Navigating the Content Area (workspace)

Use the View Pane on the page's left side to view folders and data forms. To open a data form, double-click a folder name, and click a data form's name. The data form opens in the content area on the page's right side.



The window also provides several tools for selecting tasks and documents:

- Planning menus
- Planning toolbars
- The View Pane

<u>Scenario:</u> *You may want to move around inside the application to see how things work, to get to know it a bit before using it.*

<u>Prerequisite:</u> The Campus-Wide Budgeting System must be running. That's it!

1. In the view pane, click the *Forms* folder, and then the *2. Plan* folder. Open the data form *General Expense Input Demo – Plan2*. The selected data form opens up in the content area.

2. The workspace is that large window that takes up most of the screen.

3. The area on the left of the workspace is the View Pane.

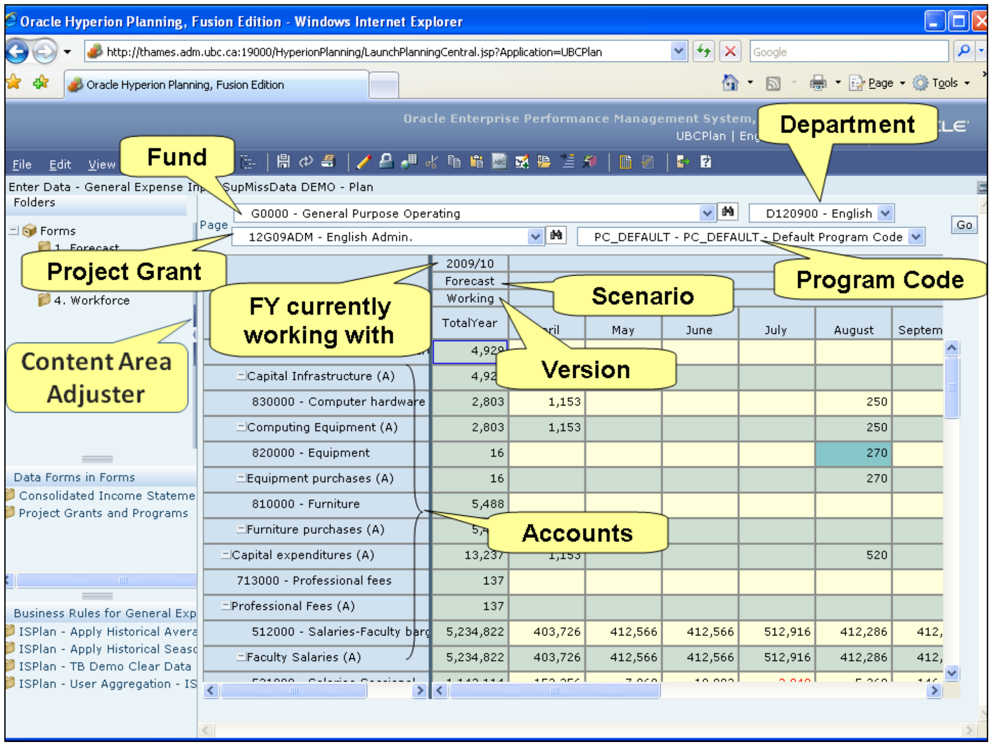


FIGURE 3: Familiarise yourself with the different elements of the workspace.

4. To make more room for your work, you have a few options -

- To hide or show the View Pane at the page's left side, click **View** and then **View Pane**.
- Click on the **View Pane** or **Content Area Adjuster**.
- Click, hold and drag the view pane to resize it.
- Click on the upper-right corner to maximize or minimize the content area.

How you navigate depends on whether you have just clicked in a cell or are editing the contents of a cell. For example, when you click in a cell, you can press the Right Arrow key to move to the next cell in the row. When you are editing data in a cell, press the Tab key to move to the next cell or click inside the cell with your mouse.

5. When clicking in a cell and not entering or editing cell data, to move:

- Forward, backward, up, or down, press the Right Arrow, Left Arrow, Up Arrow, or Down Arrow key.
- To the next cell in the column, press Enter.
- To the previous cell in the column, press Shift + Enter.

6. When entering or editing data in cells, to move:

- Forward or backward within the cell data, press the Left Arrow key or the Right Arrow key.
- To the next cell in the row, press Tab or click in the next cell.
- To the previous cell in the row, press Shift + Tab.
- To the next cell in the column, press Enter.
- To the previous cell in the column, press Shift + Enter.

Exercise 2-4 – Collapsing and Expanding Data Entry Areas and Forms

You can expand data forms and the data entry area—including the view pane—in several ways.

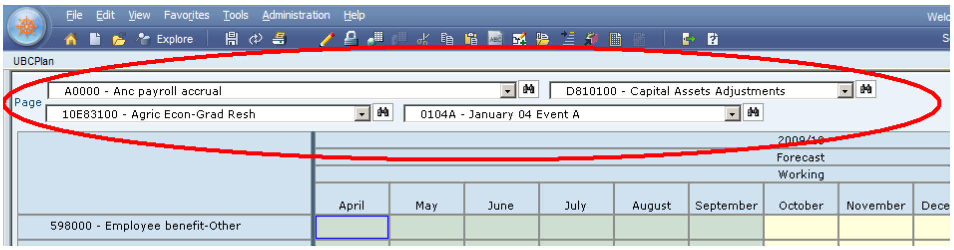
Scenario: *You may want to move around inside the application to see how things work, to get to know it a bit before using it.*

Prerequisite: The Campus-Wide Budgeting System must be running. That's it!

1. Open the Data Form *General Expense Input Demo – Plan2*.
2. Take an action:
   - To resize: Click the View Pane's right border, hold and drag to resize it.
   - To expand or collapse the View Pane: Click **View** and then **View Pane**, or click, hold and drag the view pane to resize it.
   - To hide or show the view pane: Click in the screen's upper-right corner. This button is directly above the vertical scroll bar at the very right of the window.

Exercise 2-5 – Selecting the Dimensions to Work With

From a form, you can see the dimensions available for selection in the page view, change the drop down selections as required and plan a PG. Certain dimensions will be predefined in certain forms and modifications are not allowed (in the example below only 4 of the dimensions can be modified)

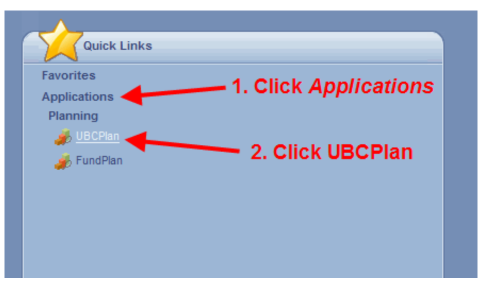


Scenario: *Open the form "General Expense Input Demo –Plan2" and navigate to the PG you've been assigned for Training (00GTRAIN) in the DeptID on your Training Login Sheet.*

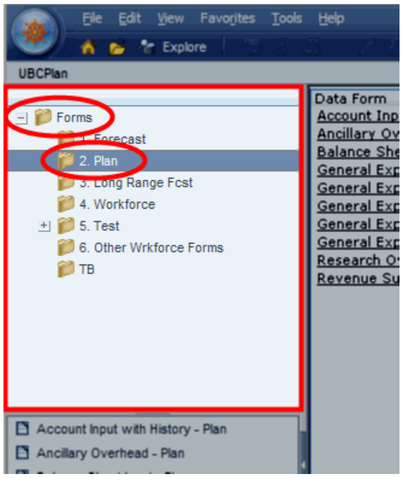
Prerequisite: You must be logged in with your assigned training ID.

1. Log into Hyperion.

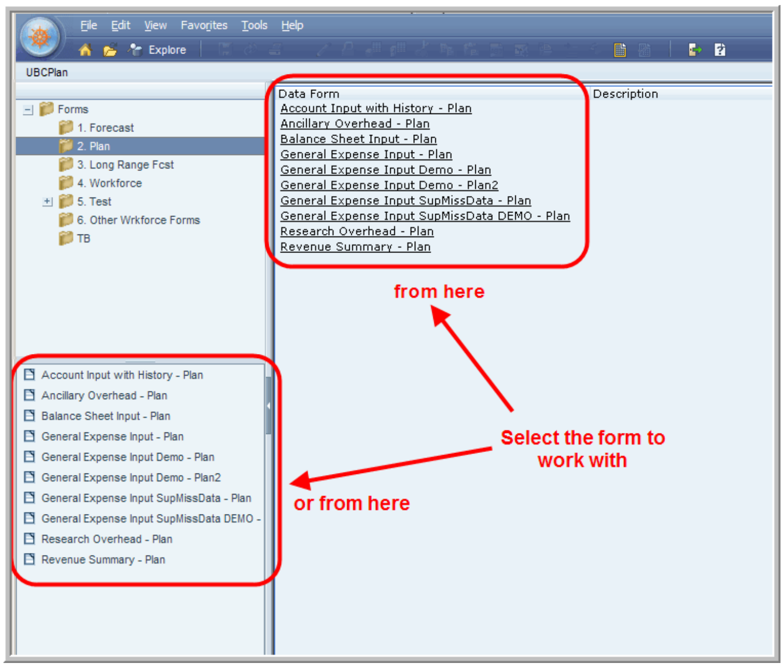
2. From the CWBS *Home Page*, open the **UBCPlan** application.



3. Open the **Plan** folder.



4. Open the form *General Expense Input Demo – Plan2*. Click **Yes** when the message appears about the file being very large and could take considerable time to load.



5. Use the available drop-down menus to select the dimension included on your Training Login Sheet.

DIMENSION	DATA TO SELECT
Fund	G0000
Department	(your assigned department as per the Training Login Sheet)
PG	00GTRAIN

Program Code	PC_DEFAULT

6. Click **Go**. This loads the Planning form for the Point of View specified.

What you've done and what it all means

This chapter showed you some of the key architectural concepts that give this system its power, how to start the CWBS application and how to move around some of its components. Don't be afraid to try navigating around the system on your own; see what happens. The worse that could happen is that an option may not become available from your current location. When you feel confident, explore the following chapters.

Summary

- The entire system is governed by a security architecture whereby every user's profile restricts what he/she can do in the system.
- The CWBS interacts with other university systems, e.g. RISe, Position Management, Viking, Student Information System, etc. The CWBS pulls data from these external systems for financial planning purposes.
- Dimensions, otherwise known as 'categories' describe and hold data. Dimensions are used to define the context to the data entered and displayed, e.g. Project Grant, Fiscal Year, Faculty, etc.
- Scenarios group data and place it in separate plans with their own review cycles, e.g. Budget, Plan, Actuals.
- Versions are iterative planning cycles, e.g. Working, Approved, Draft, etc.
- Members are lower level elements of a dimension that hold the data. Members may contain other members.
- Data can be entered only in the lowest member level of the hierarchy.
- A Point of View is the combination of a Scenario, Version, Fiscal Year, Department, and Project Grant.

- Data is always entered on a Data Form.
- Data forms reside inside the Forms folder.
- The Forms folder is accessed from the navigation View Pane.
- Some data forms can have associated business rules.
- A user role defines what that user can do inside the system, e.g. update data, run a business rule, run reports, approve a plan, etc.

Chapter 3

Planning and Forecasting

What will you learn in this lesson?

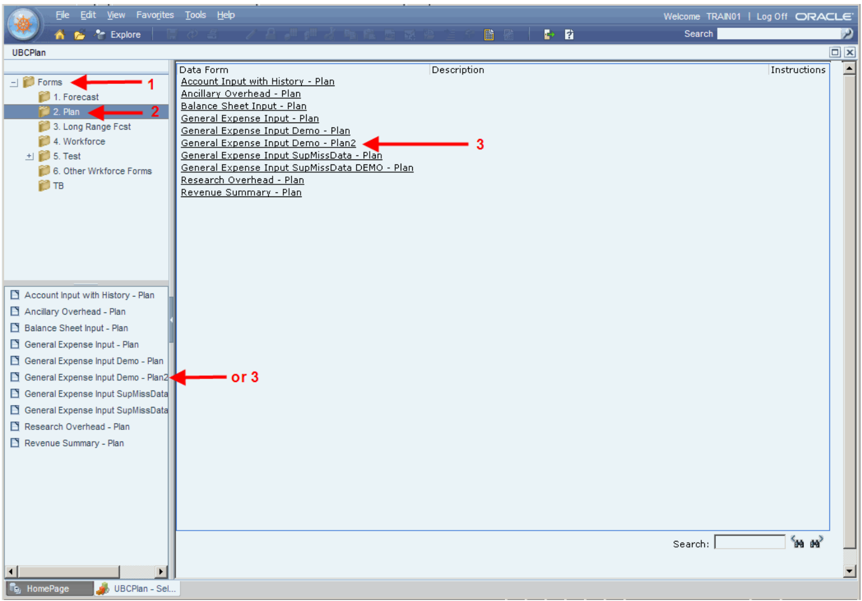
- How to create your initial plan.
- How to update your forecast.
- How to set a long-range forecast.

Exercise 3-1 – Creating a Plan

Scenario: *It is the beginning of November 2009. The Budget Office wants all departments to create their financial plan for the fiscal year 2010/2011.*

Prerequisite: The Plan has been seeded by the Budget Office and you must have the proper user privileges.

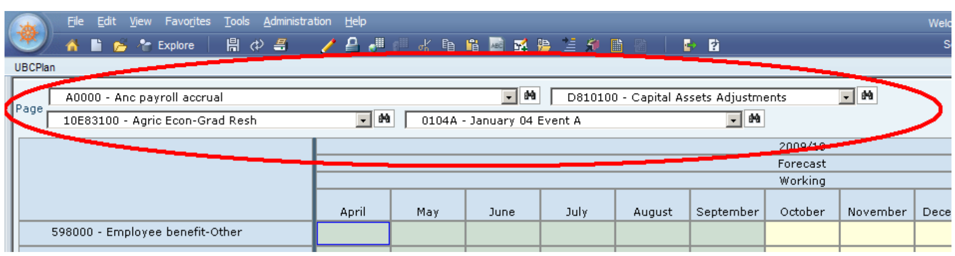
1. From the left navigation View Pane in the application workspace click **Forms** and then **Plan**. The system displays all the data forms available under **Plan**.



2. Select the appropriate data form from the list. E.g. *General Expense Input Demo – Plan2*. The system opens the selected data form in Edit mode if you are authorized to make changes to the data therein. To know whether you can edit data on the form, some of the fields will be a pale yellow.

3. Select the appropriate dimensions, e.g. Fund, Unit, PG, Program Code. Only members to whom you have access appear in the drop-down menus. Once the selections are made, click the **Go** button.

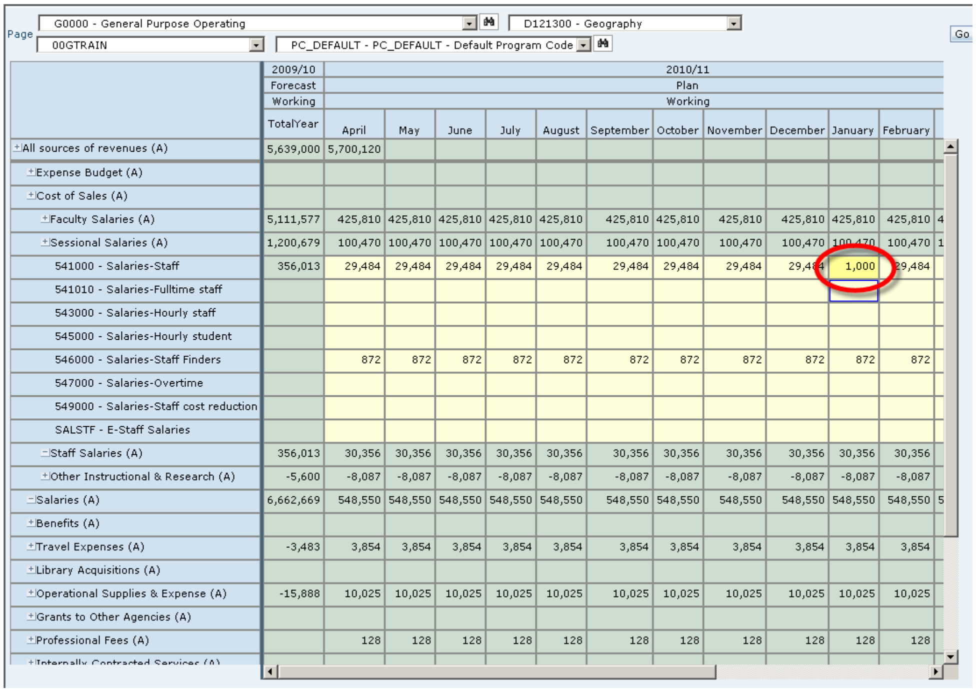
> ***WARNING:*** It is imperative you take the time to ensure all dimensions are correct. Every time you access this page, the system always defaults to the dimensions selected during your last session, and thus, may not specify the correct dimensions for your new, current session.



4. Drill down the list of accounts and until you reach the member (category) of the item for which you want to enter data, e.g. "Salaries/Staff Salaries/541000".

5. Locate the account to edit and select the cell for January.

6. Enter an amount in that cell, e.g. "1000" and press Enter. At this stage you can use simple data entry or some of the tools presented above.

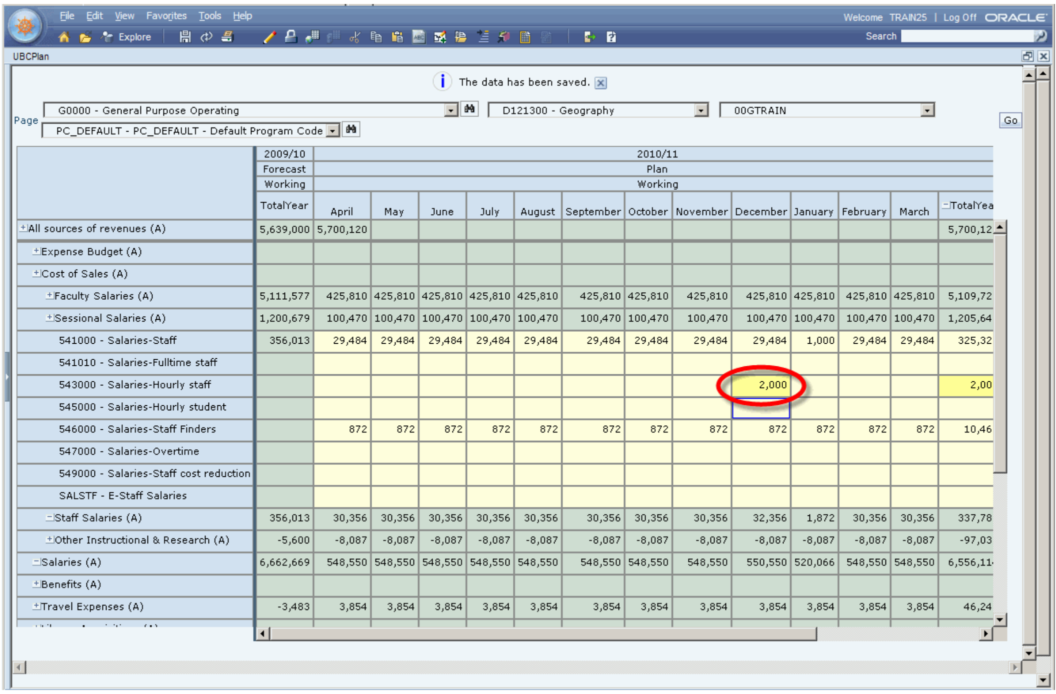


Page: G0000 - General Purpose Operating | D121300 - Geography | 00GTRAIN | PC_DEFAULT - PC_DEFAULT - Default Program Code | Go

	2009/10	2010/11											
	Forecast	Plan											
	Working	Working											
	TotalYear	April	May	June	July	August	September	October	November	December	January	February	
+All sources of revenues (A)	5,639,000	5,700,120											
+Expense Budget (A)													
+Cost of Sales (A)													
+Faculty Salaries (A)	5,111,577	425,810	425,810	425,810	425,810	425,810	425,810	425,810	425,810	425,810	425,810	425,810	4
+Sessional Salaries (A)	1,200,679	100,470	100,470	100,470	100,470	100,470	100,470	100,470	100,470	100,470	100,470	100,470	1
541000 - Salaries-Staff	356,013	29,484	29,484	29,484	29,484	29,484	29,484	29,484	29,484	29,484	1,000	29,484	
541010 - Salaries-Fulltime staff													
543000 - Salaries-Hourly staff													
545000 - Salaries-Hourly student													
546000 - Salaries-Staff Finders		872	872	872	872	872	872	872	872	872	872	872	
547000 - Salaries-Overtime													
549000 - Salaries-Staff cost reduction													
SALSTF - E-Staff Salaries													
-Staff Salaries (A)	356,013	30,356	30,356	30,356	30,356	30,356	30,356	30,356	30,356	30,356	30,356	30,356	
+Other Instructional & Research (A)	-5,600	-8,087	-8,087	-8,087	-8,087	-8,087	-8,087	-8,087	-8,087	-8,087	-8,087	-8,087	
-Salaries (A)	6,662,669	548,550	548,550	548,550	548,550	548,550	548,550	548,550	548,550	548,550	548,550	548,550	5
+Benefits (A)													
+Travel Expenses (A)	-3,483	3,854	3,854	3,854	3,854	3,854	3,854	3,854	3,854	3,854	3,854	3,854	
+Library Acquisitions (A)													
+Operational Supplies & Expense (A)	-15,888	10,025	10,025	10,025	10,025	10,025	10,025	10,025	10,025	10,025	10,025	10,025	
+Grants to Other Agencies (A)													
+Professional Fees (A)		128	128	128	128	128	128	128	128	128	128	128	
+Internally Contracted Services (A)													

7. Click the **Save** button (). This updates the database with your budget change.
8. Drill down the list of accounts and until you reach the member (category) of the item for which you want to enter data, e.g. "Salaries/Staff Salaries/543000".
9. Locate the account to edit and select the cell for December.
10. Enter an amount in that cell, e.g. "2000" and press Enter.

Contact Information
budget@finance.ubc.ca
http://www.it.ubc.ca/projects/strategicprojects/titanatlas.html



11. By clicking the **Refresh** button (). The system presents a message about unsaved data. Accept the change to continue. The form will refresh with the latest version of the database.

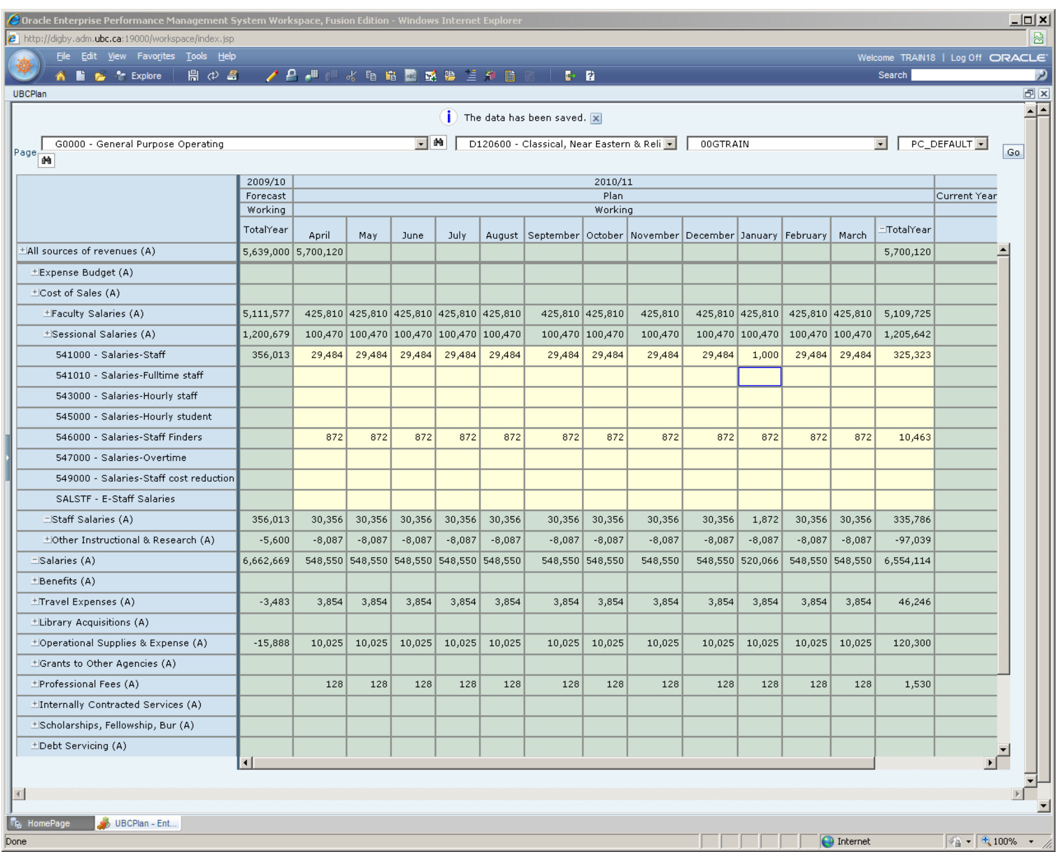


FIGURE 4: Notice how the $1000 remains after the Refresh but the removal of the $2000 is reflected in the form.

Exercise 3-2 – Updating your Forecast (self study)

Scenario: *The fiscal year has now begun and new information is available to you. You may now update your forecast for the current year.*

Prerequisite: The University's Plan has been approved by the Board and loaded as the starting point for your forecast.

1. From the left navigation View Pane click **Forms** and then **Forecast**. The system displays all the data forms available under **Forecast**.

2. Select the appropriate forecast data form from the list. E.g. *General Expense Input – Fcst*. The system opens the selected data form in Edit mode if you are authorized to make changes to the data therein. To know whether you can edit data on the form, some of the fields will be yellow. ***NOTE:*** Notice how in the Forecast, the form is Read-Only for the closed months.

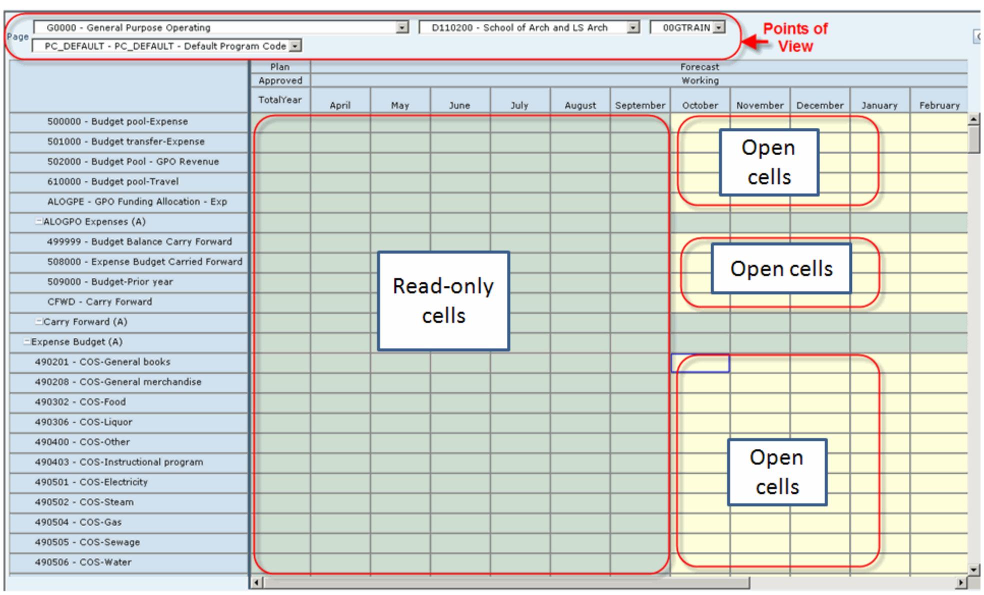


FIGURE 5: Notice the Points of View are the same as chosen in the previous exercise of Creating Plan. Notice also the closed and open cells.

3. Drill down through the list until you reach the "Cost of Sales", and account "490201 COS – General Books".

4. Click inside the November cell and enter "20000" and press Enter.

5. Click in another cell or press the Tab key to move to the next cell. The system changes the colour of the edited cell to a highlighted yellow. Continue to make any and all changes required.

6. Click the **Save** toolbar button ( ) to save the changes when finished making all your changes. Once the changes are saved to the database the cell highlighting is removed.

Exercise 3-3 – Setting a Long-Range Forecast (self study)

Scenario: *You must forecast your unit's financial plan for the next 3 years.*

Prerequisite: None.

1. From the left navigation View Pane click **Forms** and then **Long Range Forecast**. The system displays all the data forms available under Long Range Forecast.

2. Select the appropriate forecast data form from the list. E.g. *General Expense Input – LRF*. The system opens the selected data form in Edit mode if you are authorized to make changes to the data therein. To know whether you can edit data on the form, some of the fields will be a pale yellow.

3. By default the system displays columns of forecasts to be entered by fiscal year. To enter detailed long range forecast amounts at a more granular level, such as monthly, expand the fiscal year's column by clicking the little sign inside the column's heading.

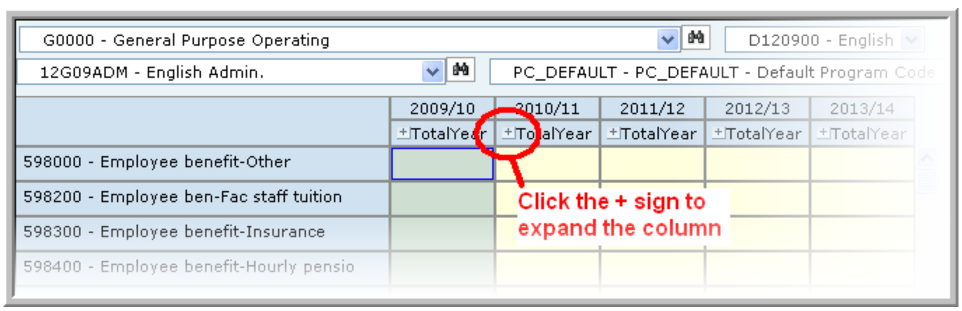


FIGURE 6: Notice how FY10 is Read-Only because the 1st year of the LRF is being populated by the current year forecast.

4. Scroll through the list until you reach the account of the item for which you want to edit data.

5. Locate the account to edit and select the period, or month, to change.

Exercise 3-4 – Planning by Using a System Function

In addition to Grid Spread, the system provides additional built-in functionality to make the planning process more efficient and to make the information more useful. Refer to *Appendix B* for a list of available options.

Scenario: *You continue making adjustments to your budget using the various system options*.

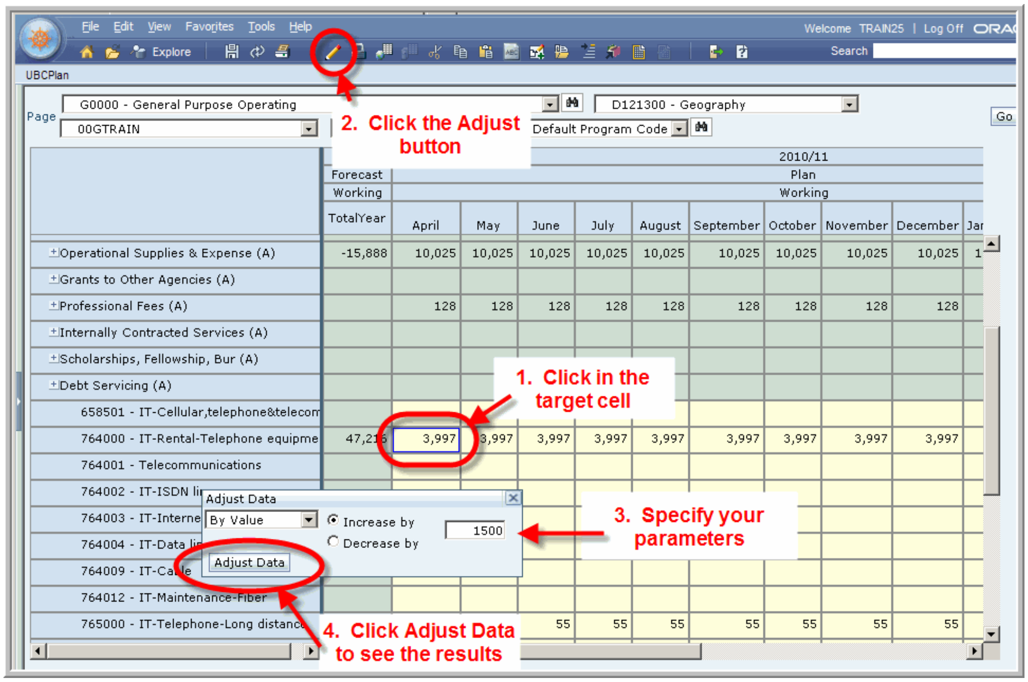
Prerequisite: Open the form *General Expense Input Demo – Plan2* and ensure you select the proper dimension members related to your training ID.

1. Adjust Feature

a. Scroll through the list of accounts and expand the "Building Operations - Utilities" account.

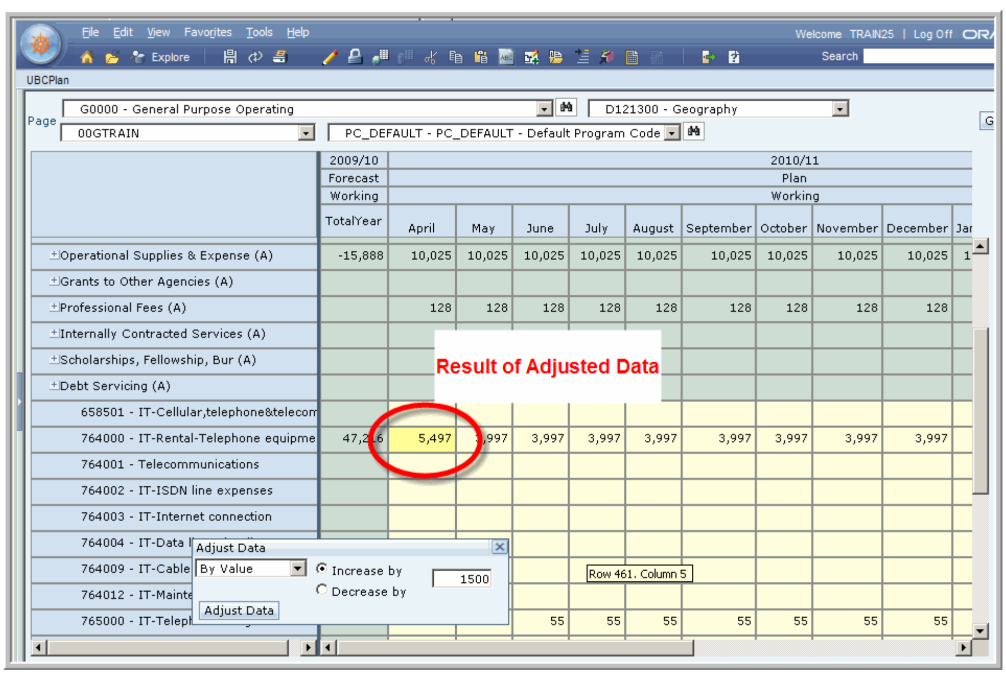
b. Select the cell at the intersection of "April" and account "764000 – IT Rental – Telephone Equipment" under "Building Operations – Utilities / Communications".

c. Click the **Adjust** button ( ). This opens a small window on the Data Form.



d. Select the "Increase by" radio button and then enter "1500" (percentage is also available). This represents $1,500. Do not enter the dollar sign ($) or the comma; just the number.

e. Click the **Adjust Data** button. The new value is "5,497".



f. Click **Save** ( ).

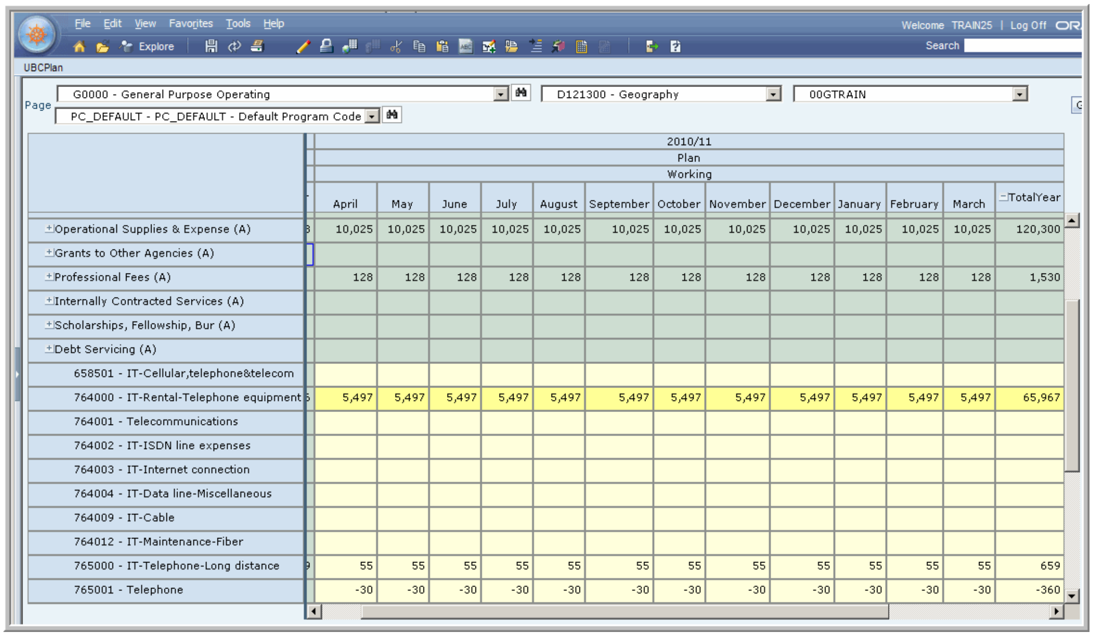
2. Cut, Copy Paste Features

a. Remain at the same intersection (the one with the data).

b. Click the **Copy** button (). If the system asks you about allowing access to the clipboard, say **Allow Access**.

c. Select the remaining months for account "764000" by clicking the first cell and dragging the mouse to the last cell you want as the complete selection, e.g. from May to March.

d. Click the **Paste** button (). The remaining months have changed to "5497" and the system calculates the total for the year as "$65967".



e. Click **Save** ().

3. Cell Text Feature

a. Select the intersection for "TotalYear" and account "764000".

b. Click the **Cell Text** () button. This opens the *Cell Text* window.

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budget@finance.ubc.ca
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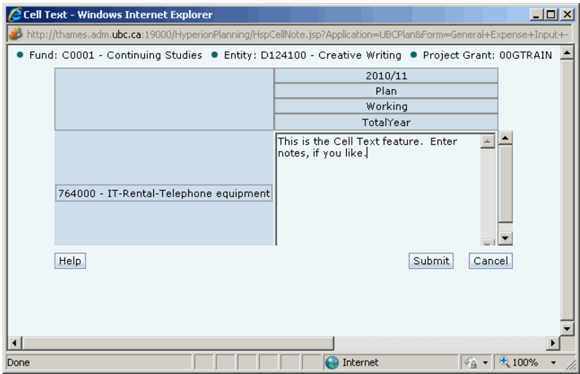
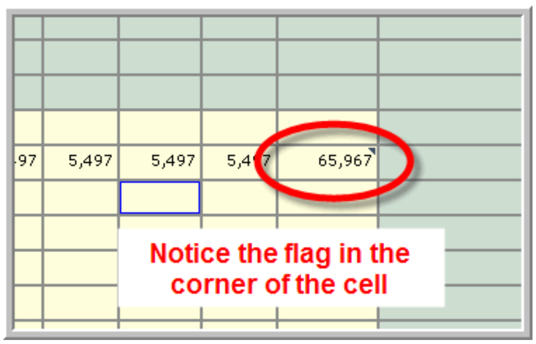


c. Enter an explanation as to why you increased the Plan.

d. Click **Submit**. A flag now appears in the top right corner of the cell to indicate there is text associated with the cell.

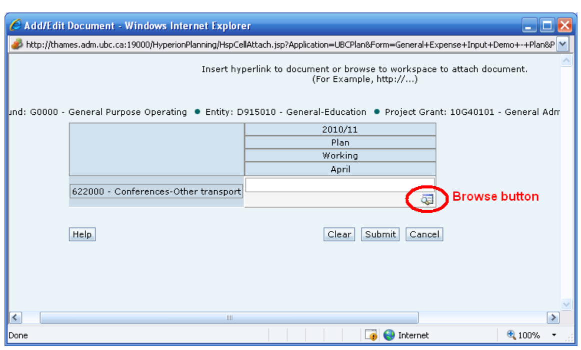


e. Click **Save** ().

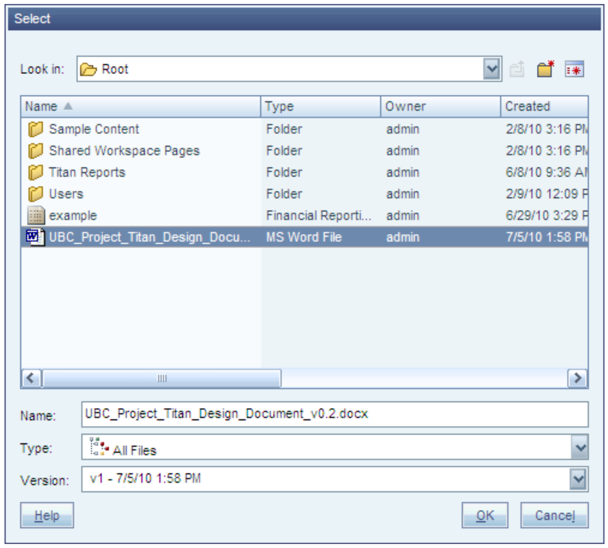
4. Add / Edit Document Feature

a. Click in the "March" cell for the same account "764000".

b. Click the **Add/Edit Document** button (). This opens the *Add/Edit Document* dialog window.



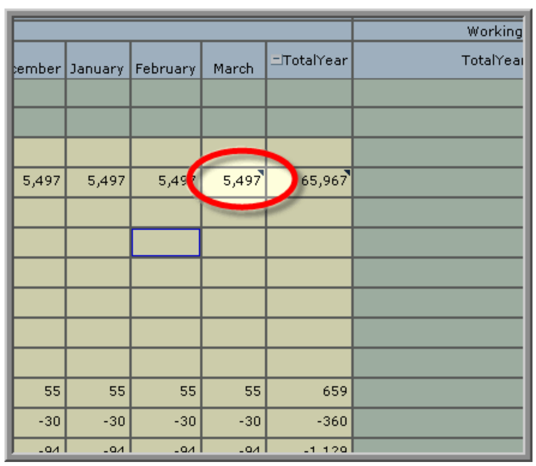
c. Click the browse button (). The system opens the *Select* window.



d. Select the file "Getting Started with Sample Content.htm" if it is there. If not is at the root, continue searching through the folders to find any sort of document file.

e. Click the **OK** button in the *Select* window or double-click the document file name. This closes the *Select* window, inserts the filename of the selected document into the *Add/Edit Document* window.

f. Click the **Submit** button in the *Add/Edit Document* window. This closes the window and inserts a small flag in the top right hand corner of the cell. ***NOTE:*** The window with the submit button may have been minimized when you clicked the "browse" button.



5. To view the attached document, click on the cell, click the **Edit** menu and then the **Open Document** sub-menu option. The system opens the attached document onto the screen.

6. Supporting Detail

a. Scroll down to the "Travel Expenses", then drill down to "Conferences Expenses".

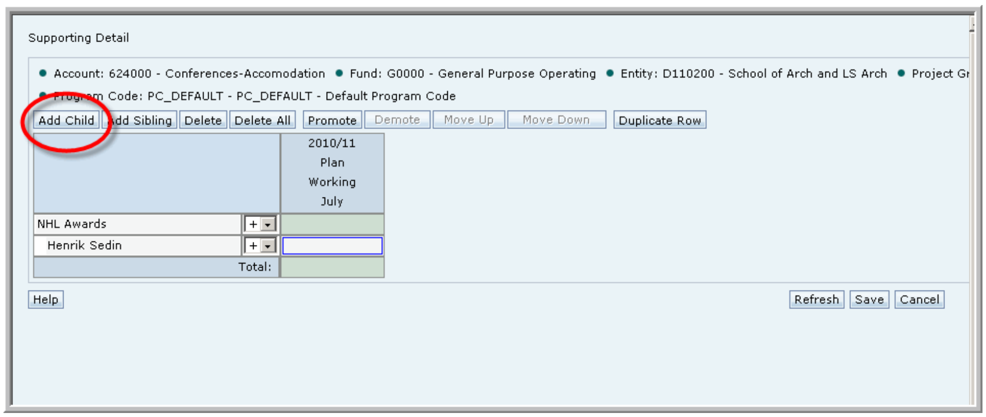
b. Select the intersection of “July” and “624000 – Conferences - Accommodation”.

c. Click the **Supporting Detail** button ( ). This opens the *Supporting Detail* window.

d. Add the title “NHL Awards” in the awaiting textbox that says “Untitled”.

e. Click the **Add Child** button. This inserts a new blank row (with the text “Untitled” directly below the row with the text “NHL Awards”.

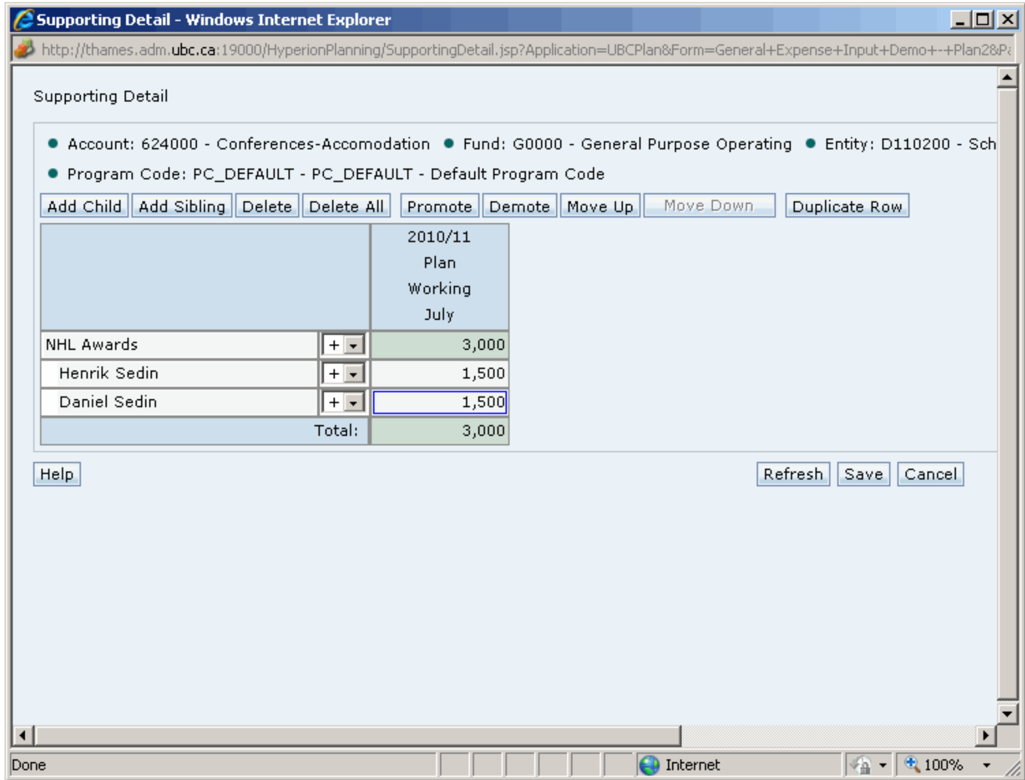
f. Enter the attendee name “Henrik Sedin” in the row that says “Untitled”. This creates the genealogical hierarchy of the parent (NHL Awards) and the child (Henrik Sedin).



g. Click the **Add Sibling** button (to the immediate right of the **Add Child** button. This inserts a new blank row, with the default text of “Untitled”, at the same hierarchical level as Henrik Sedin.

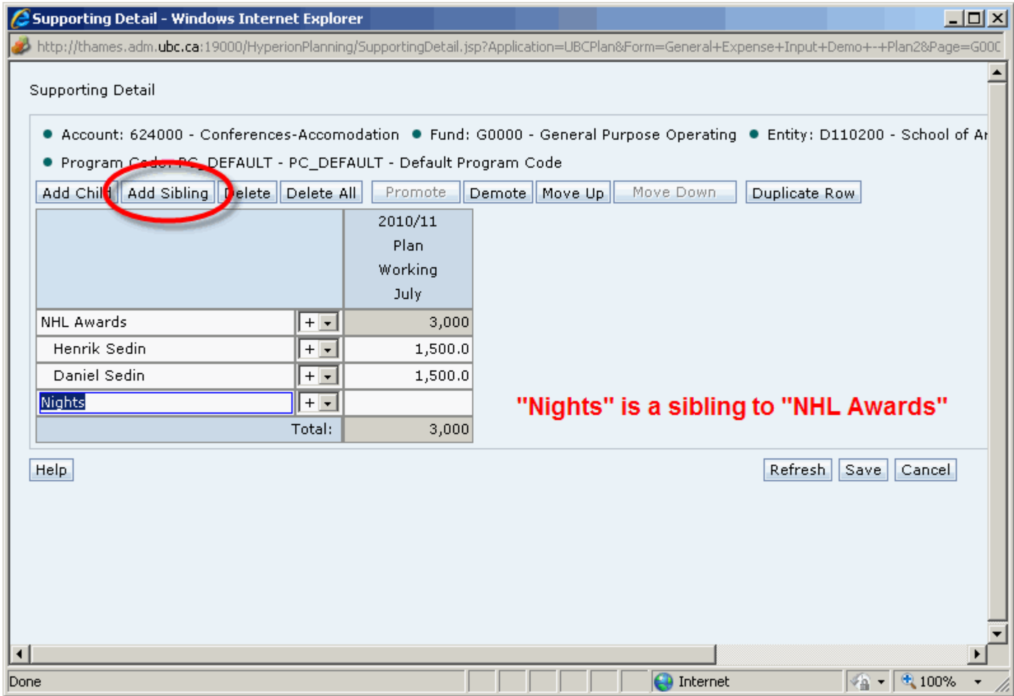
h. Enter the attendee name “Daniel Sedin”. Henrik Sedin and Daniel Sedin are now siblings under the parent “NHL Awards”.

i. Enter the rate of “1500” for each individual. Enter just the number, no dollar sign nor separating comma.

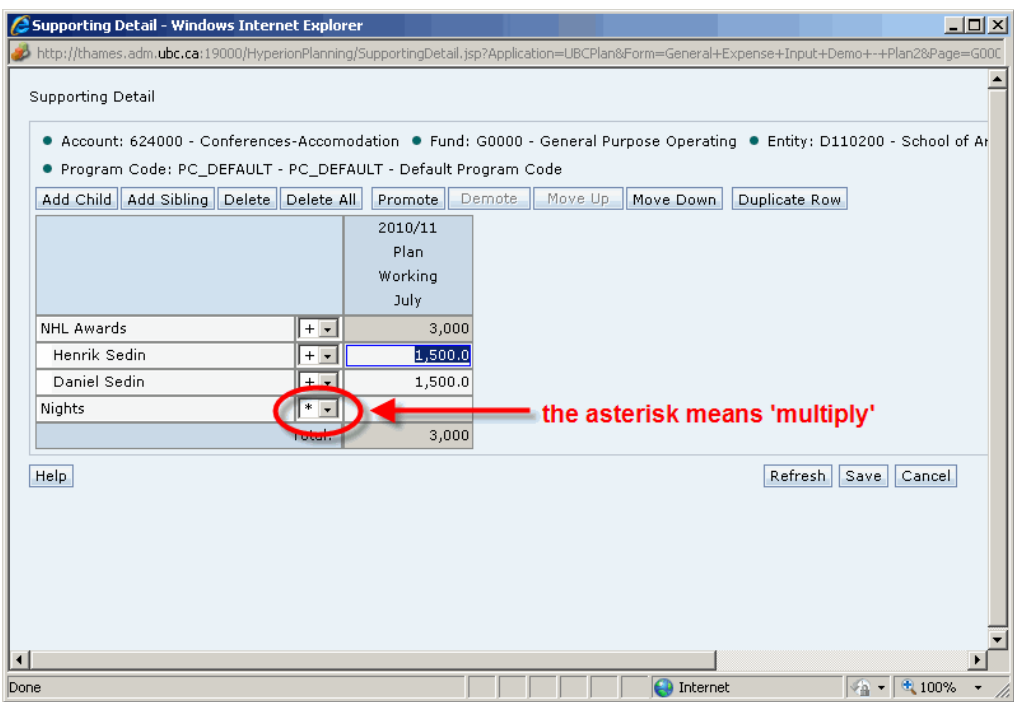


j. Click in the cell "NHL Awards" and then click **Add Sibling**. This adds a new row under Daniel Sedin, but at the parent level.

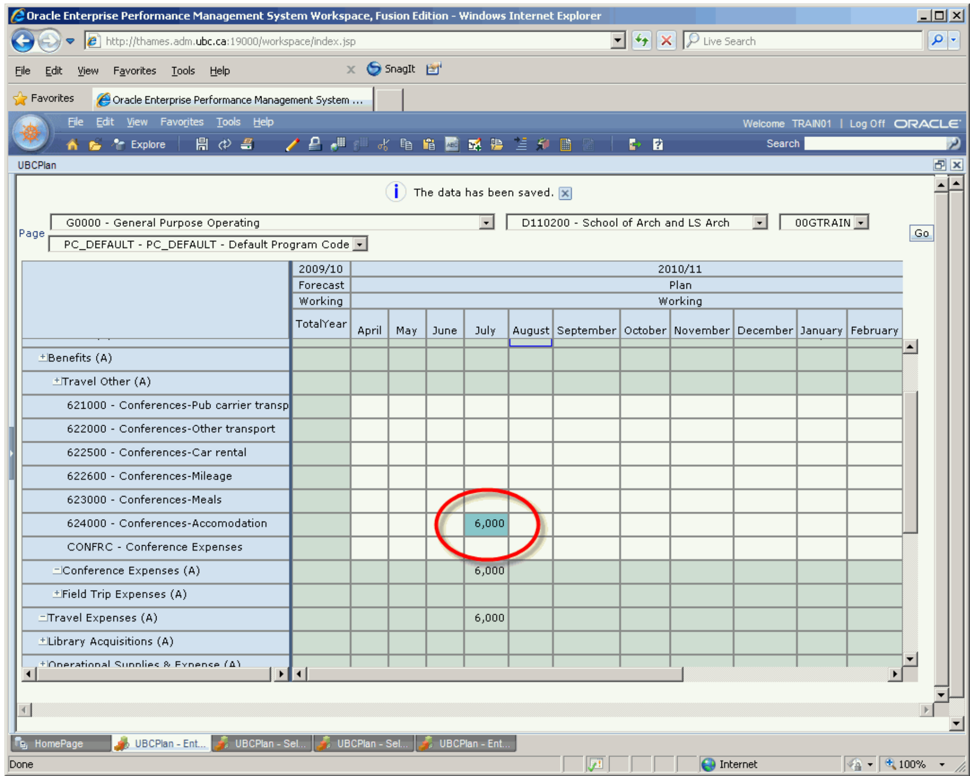
k. Enter "Nights" in place of the text "Untitled".



l. Change the operator to multiply (“ * ”).



m. Enter “2” (for 2 nights) and then click **Save**. You are returned to the cell with the new total of $6000. The cell is highlighted in teal to indicate that the cell has supporting details.



Exercise 3-5 – Spreading Data Using Grid Spread

Grid Spread automatically distributes amounts from summary Members to level 0 Members based on selected criteria. You can use the Grid Spread option to specify an amount or a percentage by which the system increases or decreases values across multiple members. The spread is based on the target cell values.

When you run a Grid Spread action, the Data Form grid is loaded with the changed values. You can view and validate results before saving the data.

Scenario: *You are generally satisfied with the professional expenses in the plan; however you would like to reduce them by 2% in FY11.*

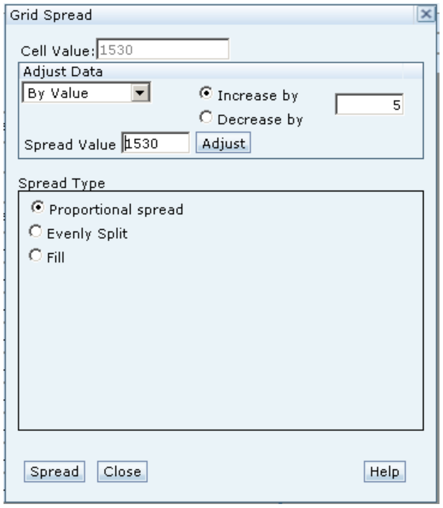
Prerequisite: None.

1. Open the form *General Expense Input Demo – Plan2*.

2. Expand the "Professional Fees" account and then select the member "713000 - Professional Fees".

3. Select the cell with the total expenses "TotalYear". ***WARNING:*** The selected cell must contain a value.

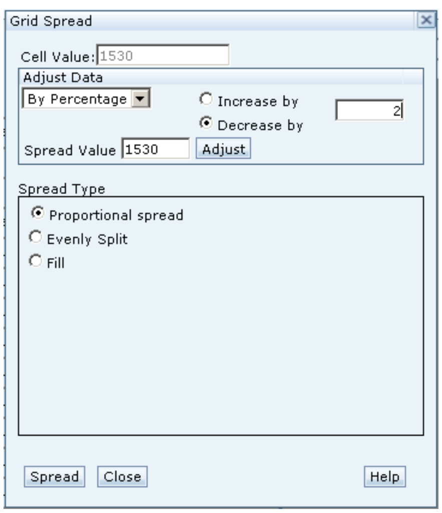
4. Click on the **Grid Spread** icon (). This opens the *Grid Spread* window.



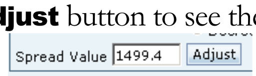
5. Select "By Percentage" from the Adjust Data drop-down list.

6. Select the "Decrease by" radio button and enter "2" in the adjoining amount field.

7. Select "Proportional Spread" from the Spread Type options.



8. Click the **Adjust** button to see the impact. The system changes the amount in the Spread Value field.



9. Click the **Spread** button. This changes the affected cells in the Data Form.

10. Click **Close** when finished and then save.

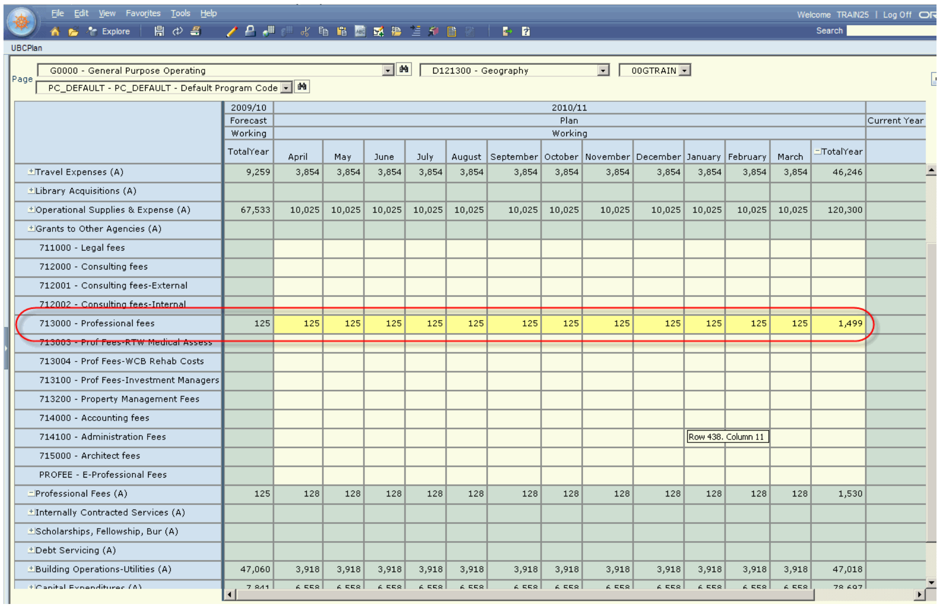


FIGURE 7: Although we did "Proportional Spread" we obtained the same result as we would have if we'd applied "Even Split" because the numbers were the same in each cell before we started this exercise.

Exercise 3-6 – Adjusting Totals Using Grid Spread

1. Stay on the same page as in the previous exercise.
2. Using simple data entry you learned in Chapter 3, enter the following:

ACCOUNT	MONTH	AMOUNT
711000	April	300
713100	July	250
714000	October	75
715000	February	100

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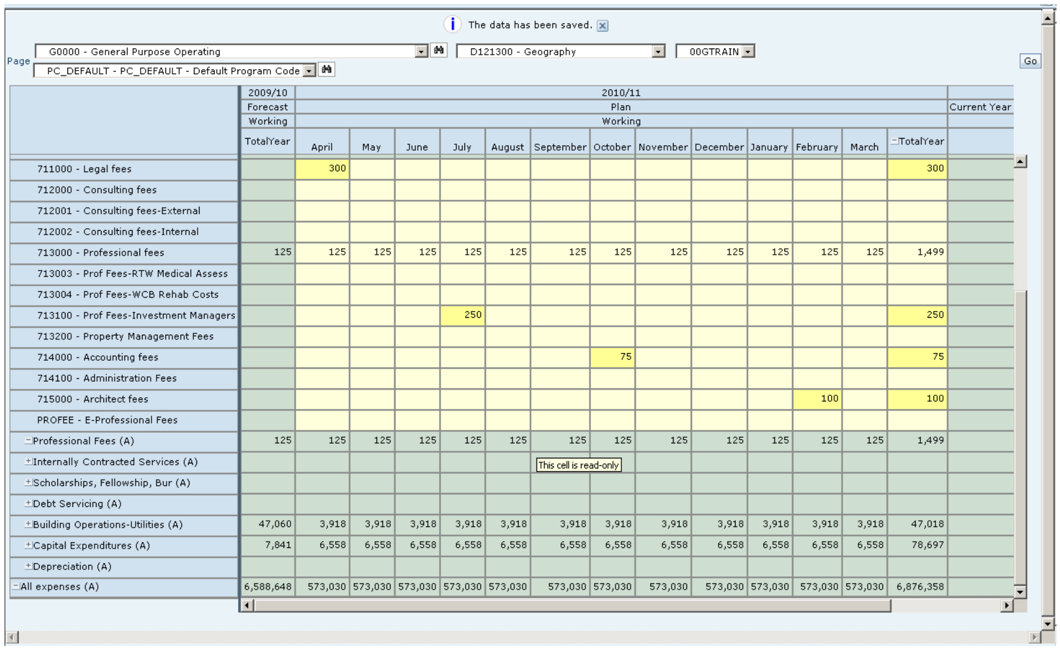
budget@finance.ubc.ca
http://www.it.ubc.ca/projects/strategicprojects/titanatlas.html



3. Click **Save** when done.

4. Click inside the cell at the intersection of "Professional Fees" and "TotalYear".

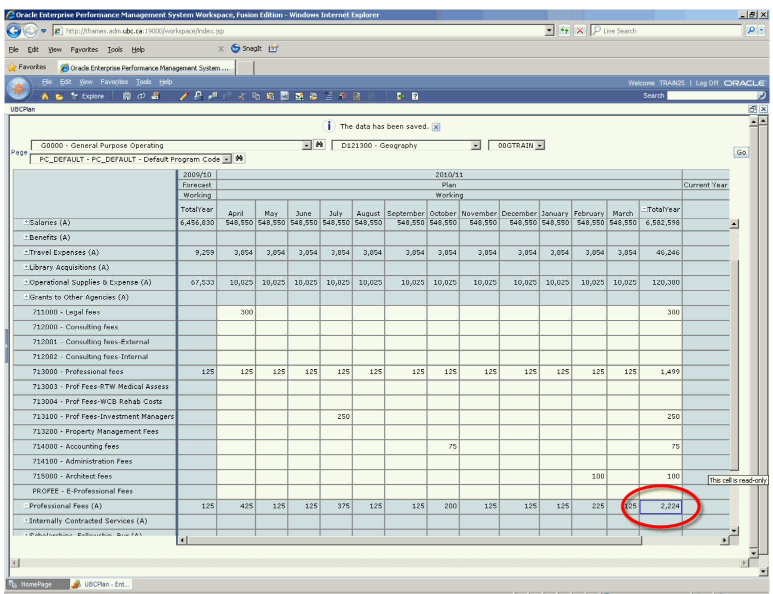


FIGURE 8: The circle in the diagram illustrates the intersection of "Professional Fees" and "TotalYear".

5. Click the **Grid Spread** button (). This opens the *Grid Spread* window.

6. From the Adjust Data drop-down list, select "By value".

7. Select the "Increase By" radio button.

8. Enter 3000 in the accompanying data entry field and then click **Adjust**.

9. Click **Spread**. The system calculates the new values.
10. Close the *Grid Spread* window to return to the Data Form. Notice the changed data.
11. Click **Save** when done. Notice that the total was updated.

What you've done and what it all means

- You've learned to enter data into data forms
- You've learned how to spread an amount across multiple cells for the same account.
- You've also learned how to use the system-delivered options to assist with budget preparation.

Chapter 4

Business Rules (Self-Study)

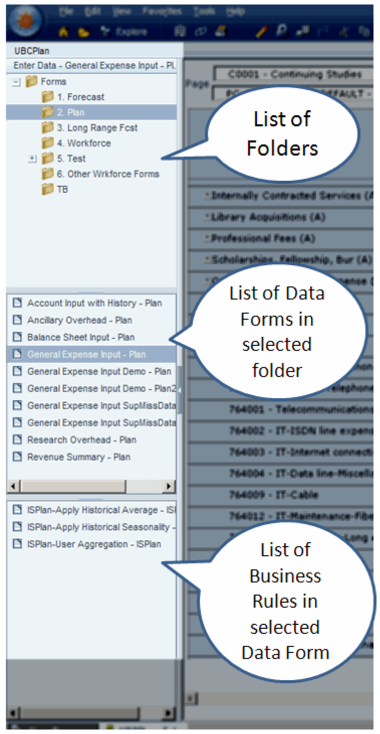
What will you learn in this lesson?

- How to view what business rules are available on a form.
- How to run a business rule.

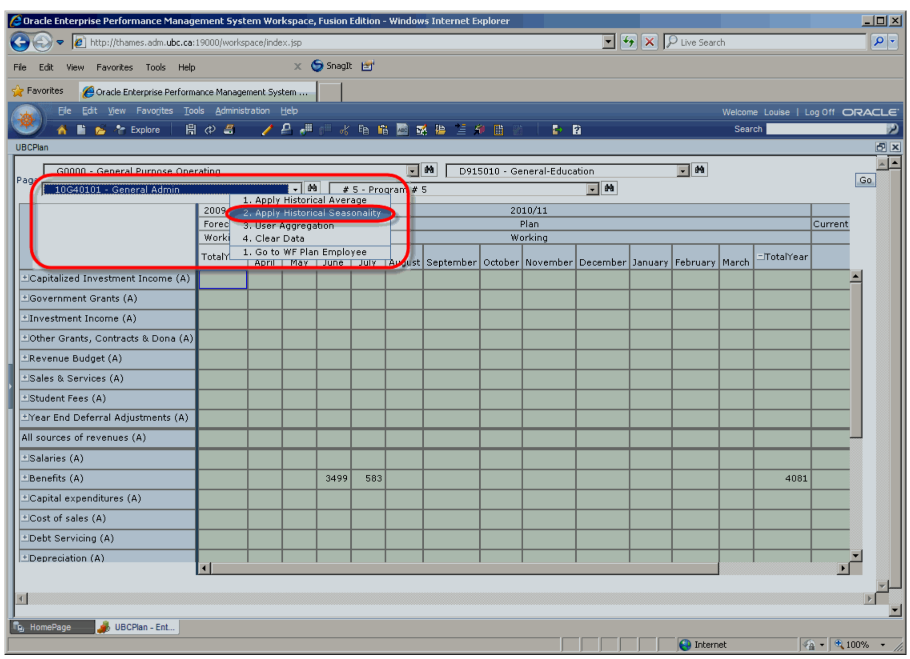
Exercise 4-1 – Identifying the Business Rules Available to the Data Form (self study)

Scenario: *You would like to apply seasonality to your budget by reflecting the seasonality that existed in the prior year.*

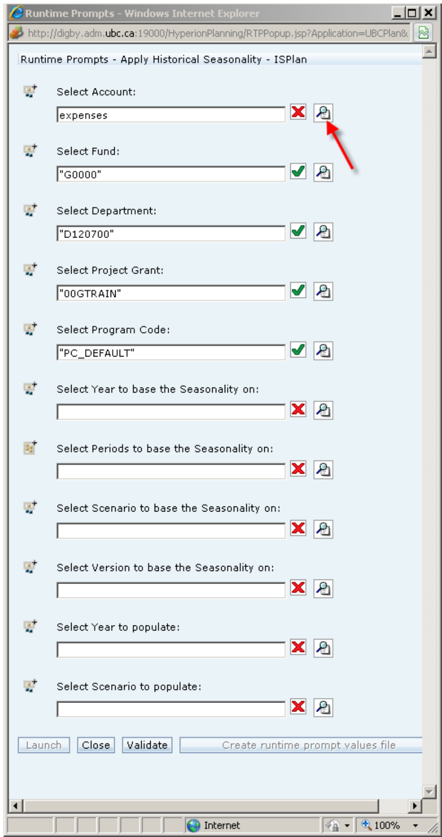
Prerequisite: You must be in the form that contains the business rule. To know whether the form has a business rule, look in the left navigation view pane – There's the list of folders, then the list of all the data forms in the selected folder, and then the business rules attached to the selected data form are listed in the last place in that view pane.



1. From the same form, *General Expense Input Demo – Plan2*, right-click on the PG drop-down list. A sub-menu appears and displays some menu options.



2. From the drop-down list click on **2. Apply Historical Seasonality**. This opens the *Runtime Prompts* window.

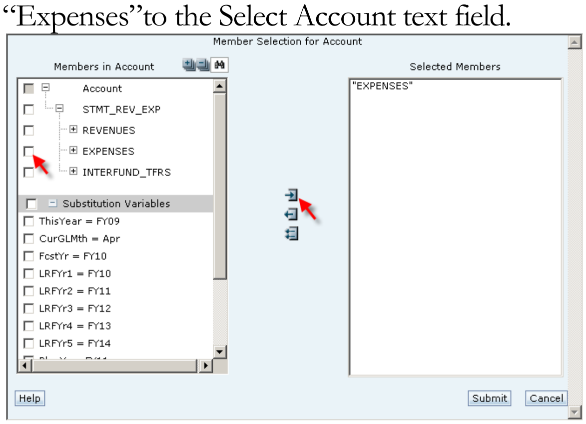


3. Select a member for each dimension when prompted. ***NOTE:*** Some of these dimensions will be different for every user because of the training IDs assigned to you.

a. Account: click on the magnifying glass icon, expand "STMT_REV_EXP" and place a checkmark in the "expenses" checkbox.

b. Click the arrow to move "expenses" to the *Selected Members* pane (Alternatively you could type "Expenses").

Click **Submit**. The *Member Selection for Account* window closes and adds "Expenses"to the Select Account text field.



4. Repeat Step 3 for each dimension in the window.

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budget@finance.ubc.ca
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Dimension	**Value to select**
Year to base seasonality on	FY09
Periods to base seasonality on	Select all the months
Scenario to base the seasonality on	Act
Version to base seasonality on	Approved
Year to populate	FY11
Scenario to populate	Plan
Version to populate	Working

5. Click **Validate**. ***NOTE:*** If you see the system message "One or more runtime prompt values are invalid…" look to see where the problem is (likely the field with the red **X** (e.g. "Scenario to populate")) and correct it.
6. For the missing Scenario to populate, select "Plan", and then click **Validate** again.
7. Click **Launch**. A *Launch Successful* dialog box appears. Data now has a seasonal trend.

What you've done and what it all means

You've learned to launch a business rule to apply historical figures to an upcoming plan.

Chapter

5

Transfers

What will you learn in this lesson?

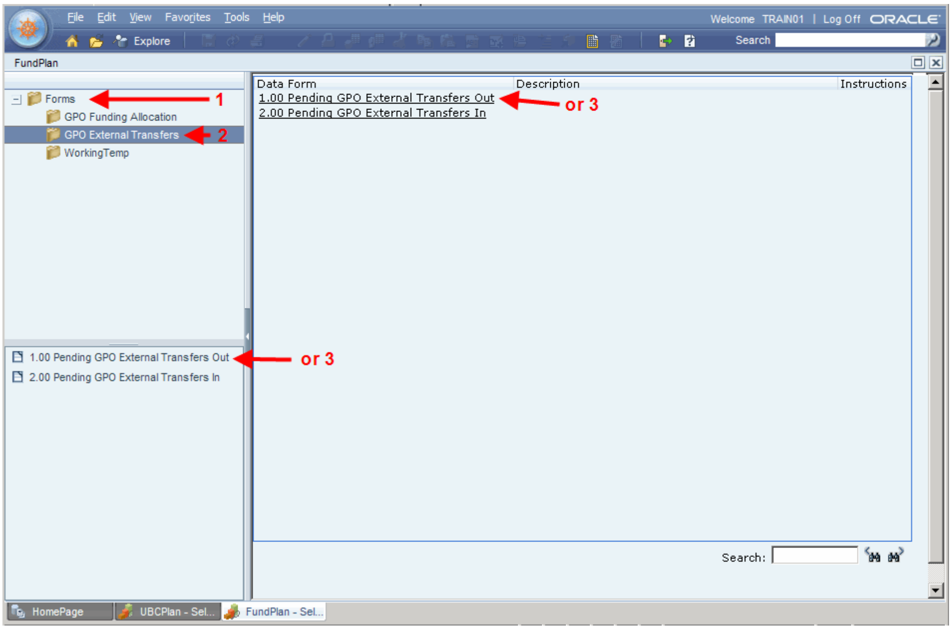
- How to execute a GPO funding transfer.
- How to accept and reject transfers.

Exercise 5-1 – Transferring GPO Funding to another Unit

Scenario: *You want to transfer funding from PG 00GTRAIN from your DeptID DYYYYYY to DeptID DXXXXXX. (where DYYYYYY and DXXXXXX = the training IDs on your Training Login Sheet.)*

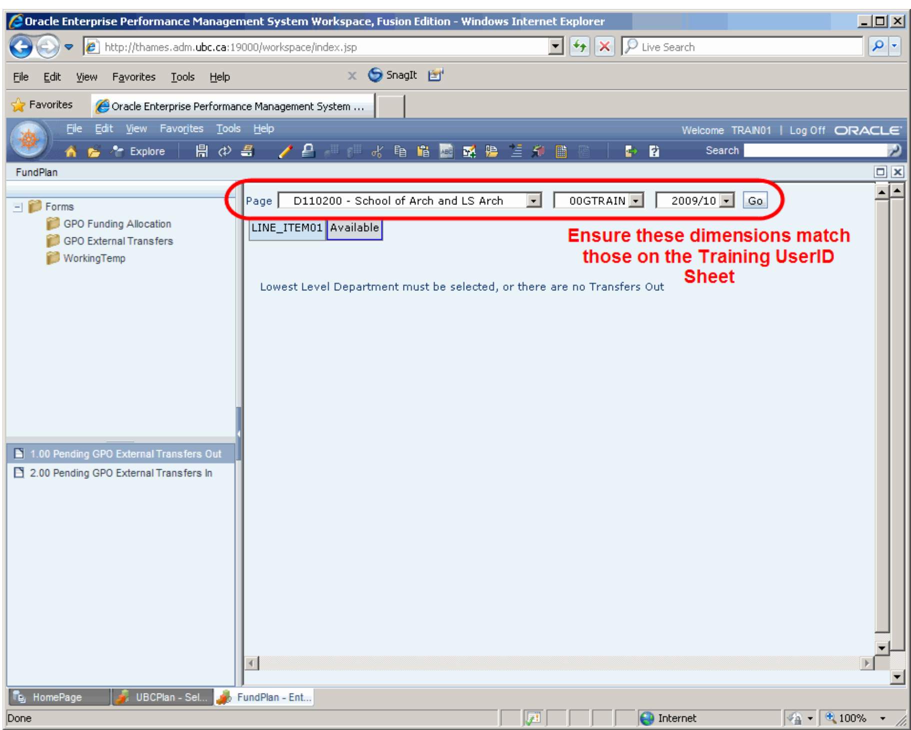
Prerequisite: You must have the authority to execute GPOF Funding transfers, as well as the applicable user privileges.

1. Click the **Home Page** tab in the bottom left-hand corner of the page.
2. Click the **Applications** link on the *Home Page*.
3. Click the **FundPlan** option. This opens the FundPlan application and lists the folders and data forms applicable to Funding.
4. Select the "GPO External Transfers" folder from the View Pane. The data forms associated with the GPO external transfers are listed in the content area on the right.



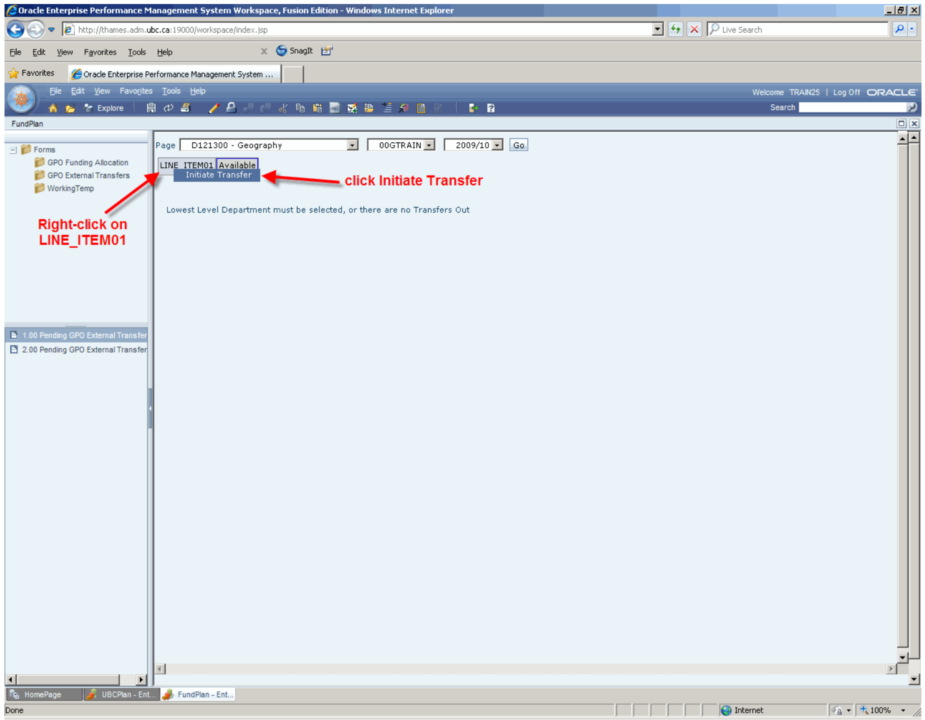
5. Select the form "1.00 Pending GPO External Transfers Out". This opens a list of your total pending transfers by department (you have only one department for training, and you're starting with a blank slate).

6. Ensure **your** department (as per the Training Login Sheet), PG 00GTRAIN and 2009/10 are selected in the drop-downs and then click **Go**.



7. Right-click on the text "Line_Itemxx". The system displays a mini menu.

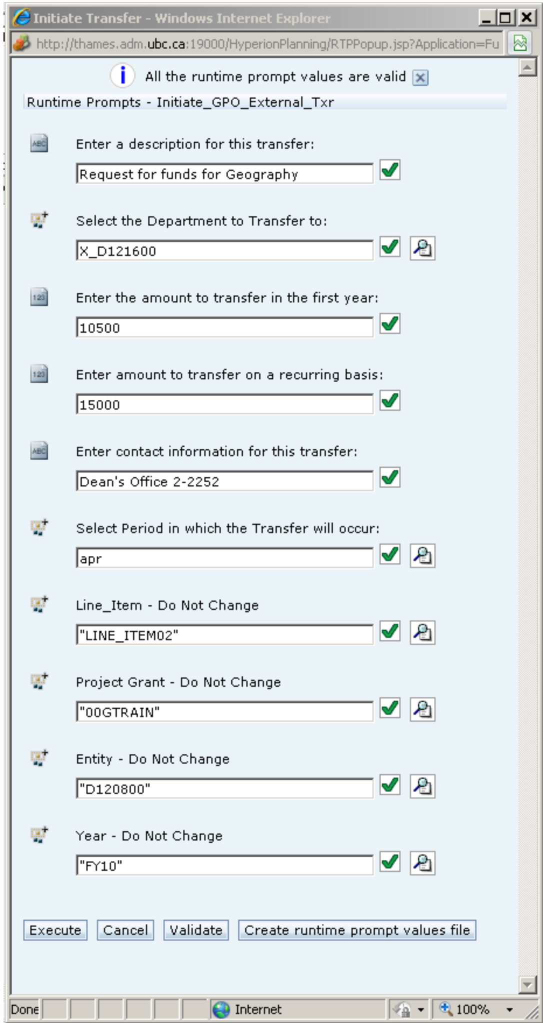
8. Click **Initiate Transfer** from the pop-up menu. This opens the *Initiate Transfer* window.



9. Enter the data in the corresponding text fields on the *Initiate Transfer* window. ***NOTE:*** Be sure to expand the window to see all the fields and the scrollbar and do not change any of the data in the fields marked with "Do not change".

Text Field	Data to Enter
Enter a description for this transfer	Request for funds for Geography
Select the Department to Transfer to	X_D121600 (the DeptID indicated in column "Transfer Funds To" on your Training User ID sheet
Enter the amount to transfer in the first year	10500
Enter amount to transfer on a recurring basis	15000 (Note, when the recurring transfer is $0, leave #MISSING in the field)
Enter contact information for this transfer	Dean's Office 2-2252
Select Period in which the transfer will occur	Apr

10. Click the **Validate** button. If you entered all the information correctly, the system displays a message saying that all runtime prompts are valid.



11. Click the **Execute** button to execute the transfer you specified. As long as there are no errors, the system will list the new transfer record on the page.

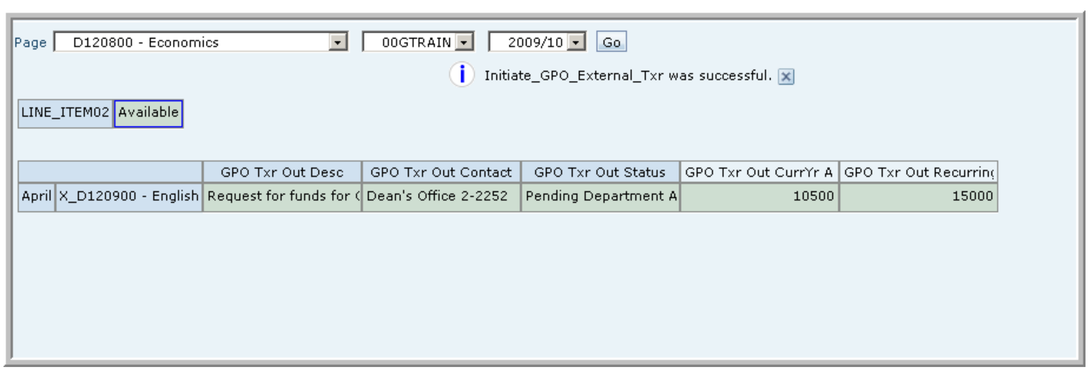


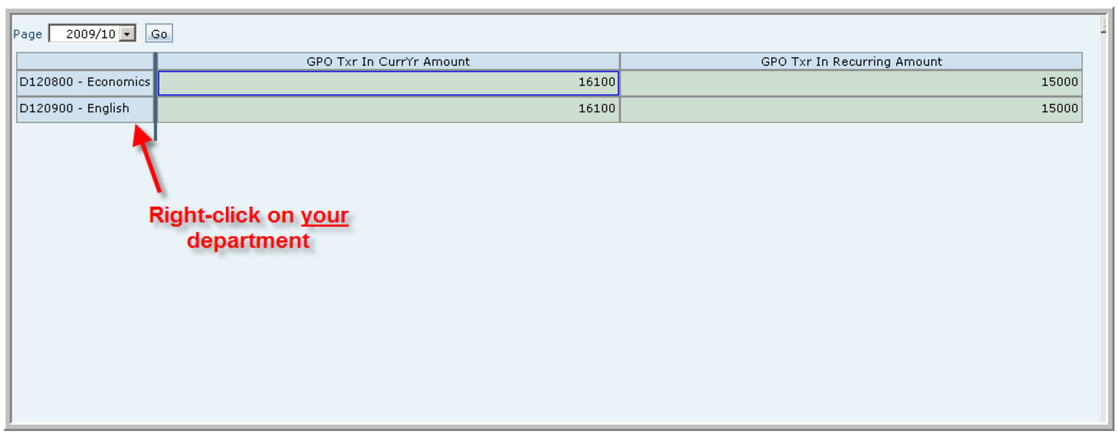
FIGURE 9: The system lists both transfers you just executed.

Exercise 5-2 – Accepting / Rejecting GPO Funding Transfer

Scenario: *Funds are being transferred to your department for a special project you will be managing. Review the list of pending transfers and accept the funding.*

Prerequisite: A funding transfer to your PG has been executed by another PG. (Always right-click on the top, left hand field)

1. Click **Forms** in the navigation View Pane. It'll display all the associated funding-related data folders and forms.
2. Select the *GPO External Transfers* folder.
3. Open the form *2.00 Pending External Transfers In*. This form shows the transfers pending for all the departments you have access to. (You have access to two departments in this training module)



4. Right-click on your assigned department. By right-clicking the line with the pending transfer, a small pop-up menu appears.

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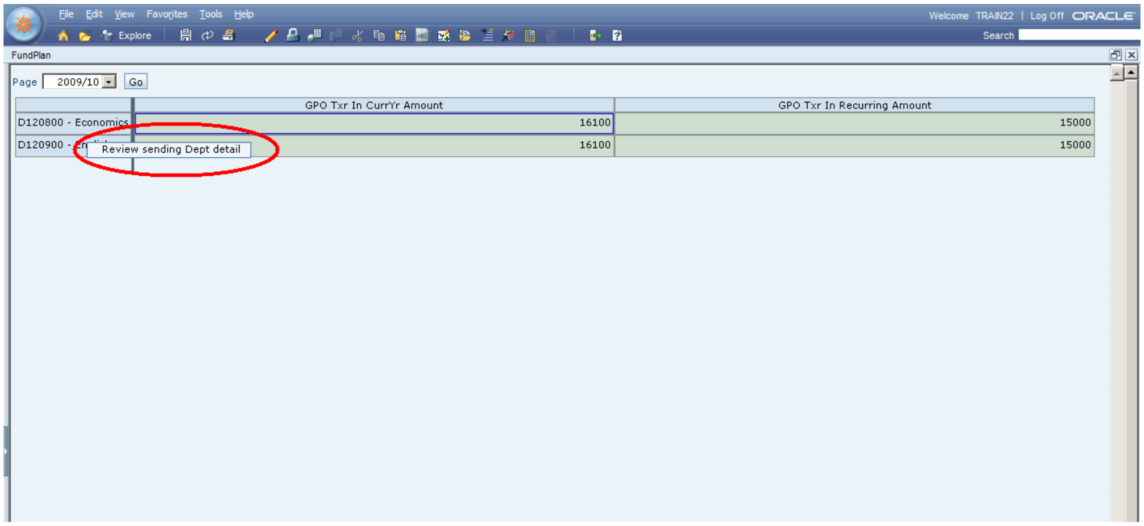
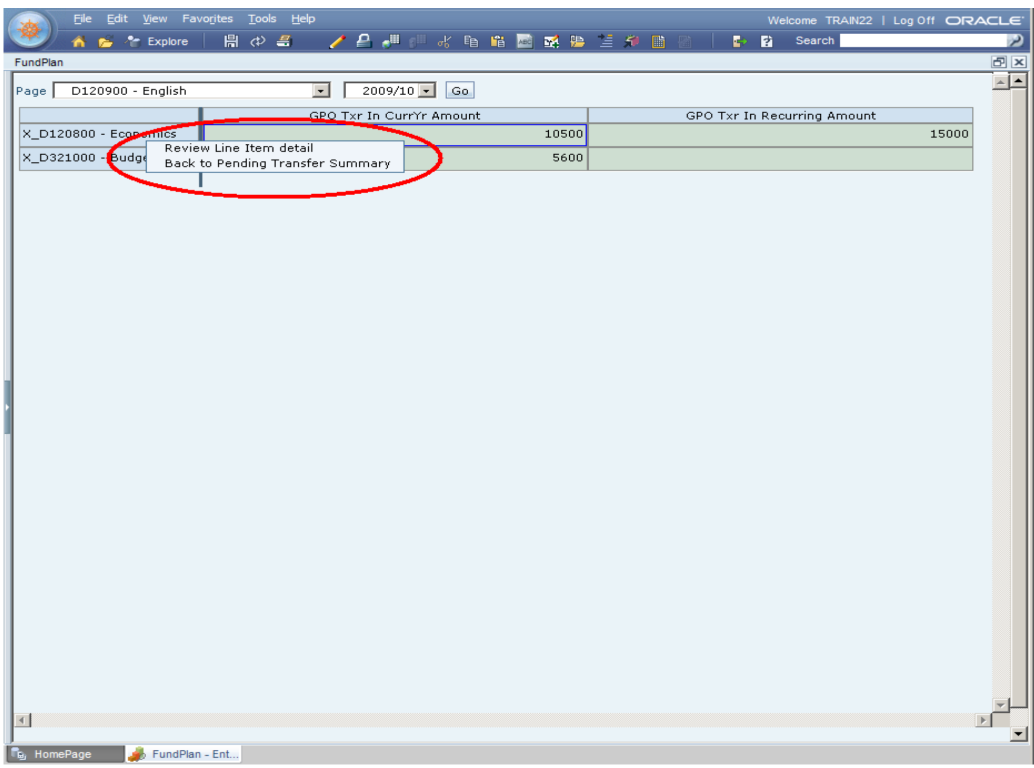
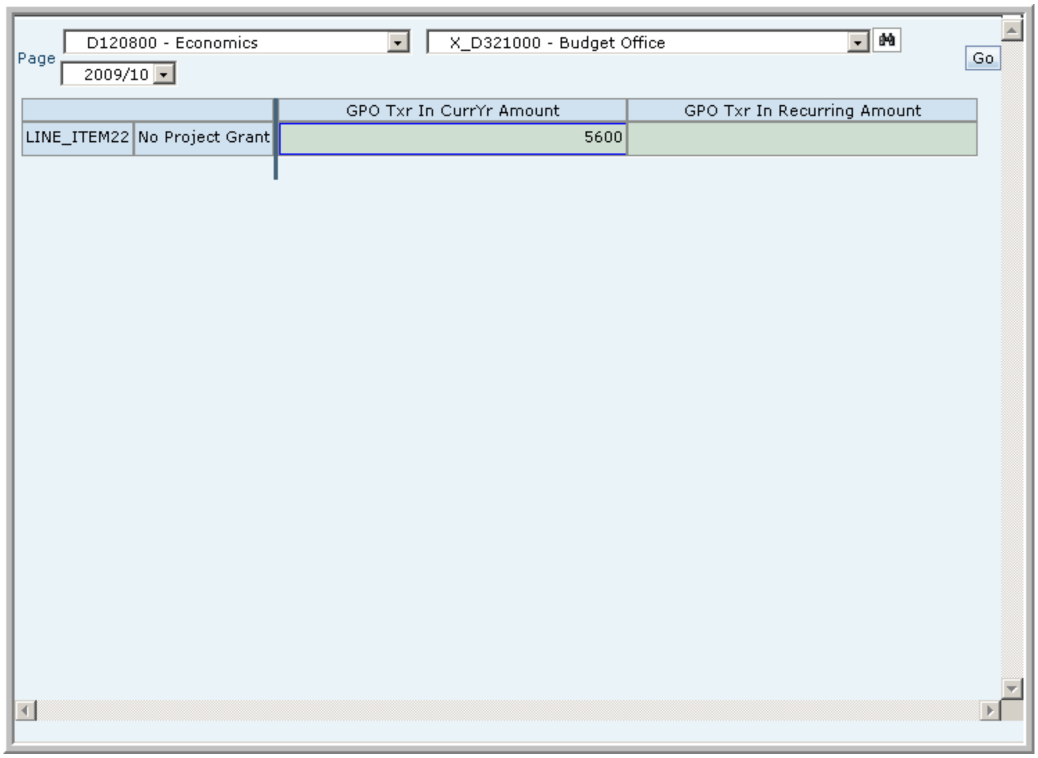


5. Click **Review sending Dept detail**. This page lists the total pending transfers for your department and separated by department.

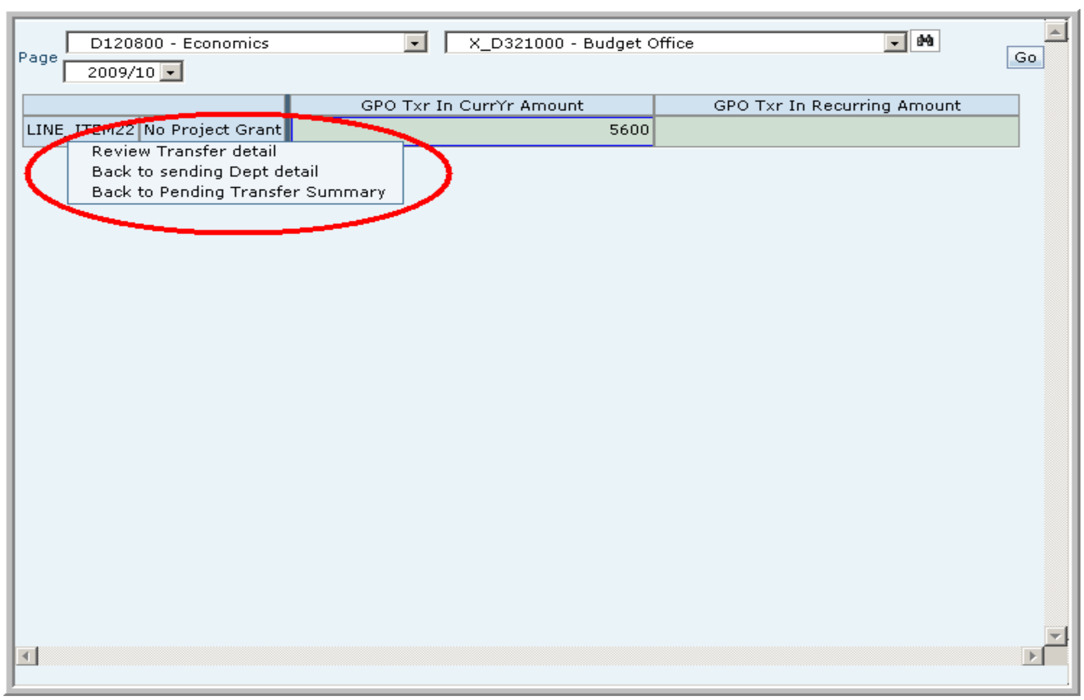
6. Right-click on "Budget Office". This is the transfer you want to review. Another small pop-up menu appears.



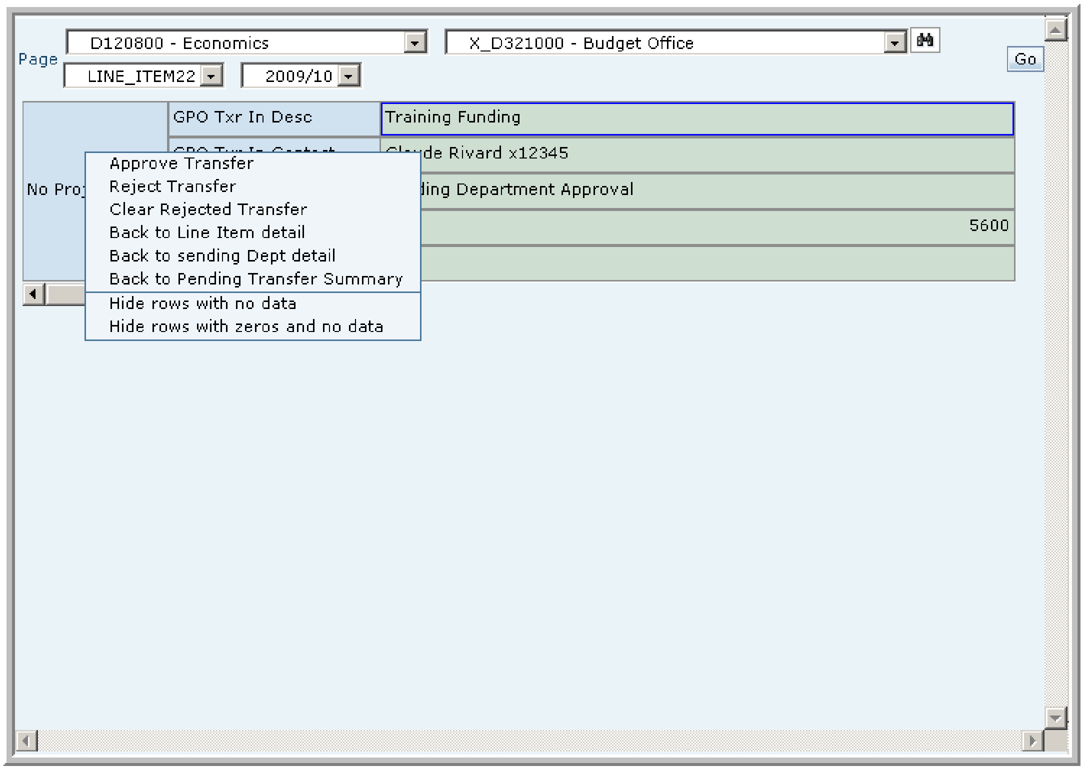
7. Click **Review Line Item detail**. This list displays all the pending transfers from the Budget Office to your department. In this example, we see only one pending transfer.



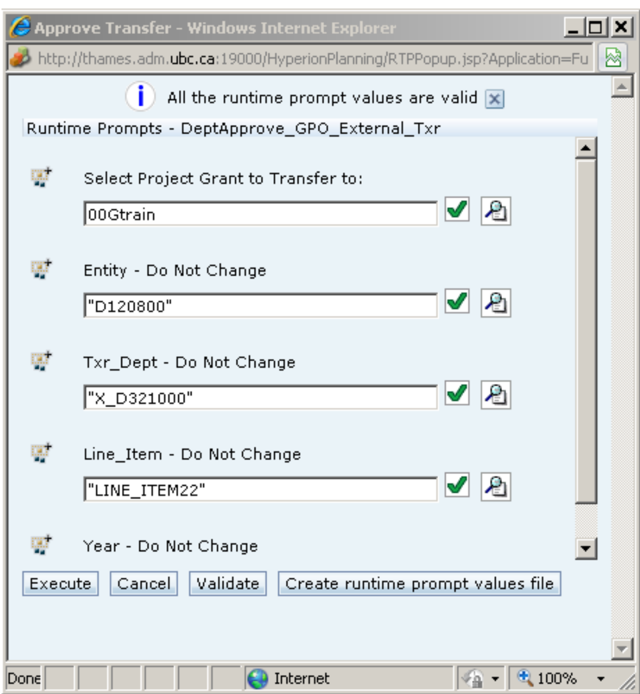
8. Right-click the pending transfer (e.g.LINE_ITEM02) and then click **Review Transfer detail**.



9. Right-click on "No Project Grant" and then click **Approve Transfer**. This will open the *Approve Transfer* window where you can approve or reject the transfer and assign a PG.



10. In the *Approve Transfer* window, enter "**00GTRAIN**" in the field "Select Project Grant to Transfer to" and then click **Validate**. The system displays the message that all runtime prompt values are valid.



11. Click **Execute**. The transfer is approved.

What you've done and what it all means

So far, the big picture looks like this:

- You've transferred and received GPO Funding.
- You've seen your list of Pending Transfers

Chapter 6

Workflow

What will you learn in this lesson?

- How to verify the status of the Plan
- How to submit your the departmental Plan for review
- How to promote the Plan as a reviewer

The Planning Unit

Planning tracks the budget by planning unit. A planning unit is a slice of data at the intersection of a scenario (Budget, Plan, Actuals), a version (Working, Approved, Draft) and an entity (Faculty of Arts, Faculty of Medicine, General Administration). It is the basic unit for preparing, annotating, reviewing, and approving plan data. At UBC workflow is enabled for all departments for Scenario = Plan and Version = Working.

A planning unit is always in one of six states. See the following table

State	Description
Not Started	The initial state of all planning units. The budget administrator initiates the review process using the Start action.
First Pass	The first state for planning units selected to go through the Workflow process. There is no owner of a planning unit during First Pass. Any user with data access can enter data and promote the planning unit during the "First Pass" state.
Under Review	This state occurs when a Promote action is taken on a planning unit and signifies that a planning unit is being reviewed by someone in the organization. Only the current owner or the budget administrator can modify data or perform an action on a planning unit that is in the "Under Review" state.
Signed Off	This state occurs when a Sign Off action is taken on a planning unit. Only

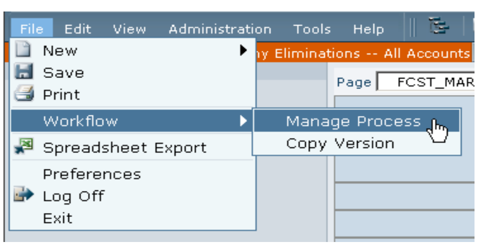
	the current owner or the budget administrator can modify data or perform an action on a planning unit that is in a "Signed Off" state. Ownership does not change when a planning unit is signed off.
Not Signed Off	This state occurs when a Reject action is taken on a planning unit. Only the current owner or the budget administrator can modify data or perform an action on a planning unit that is in a "Not Signed Off" state.
Approved	This state occurs when an Approve action is taken on a planning unit. After a planning unit is approved, the budget administrator becomes the owner of the planning unit. Only the budget administrator can modify data or perform an action on a planning unit that is in an "Approved" state. After all the planning units are approved, the budgeting cycle is complete. **NOTE:** In all states except the "Not Started" state, users with read access can view data, view the process state, view the history, and read and enter new annotations.

Exercise 6-1 – Viewing the Status of a Planning Unit

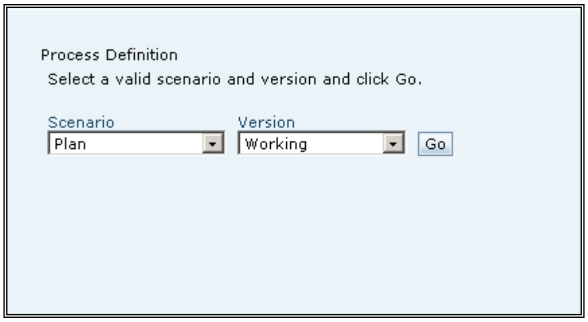
Scenario: *You are a Planner or Reviewer and you want to see if a Planning Unit you are responsible for has been submitted.*

Prerequisite: None.

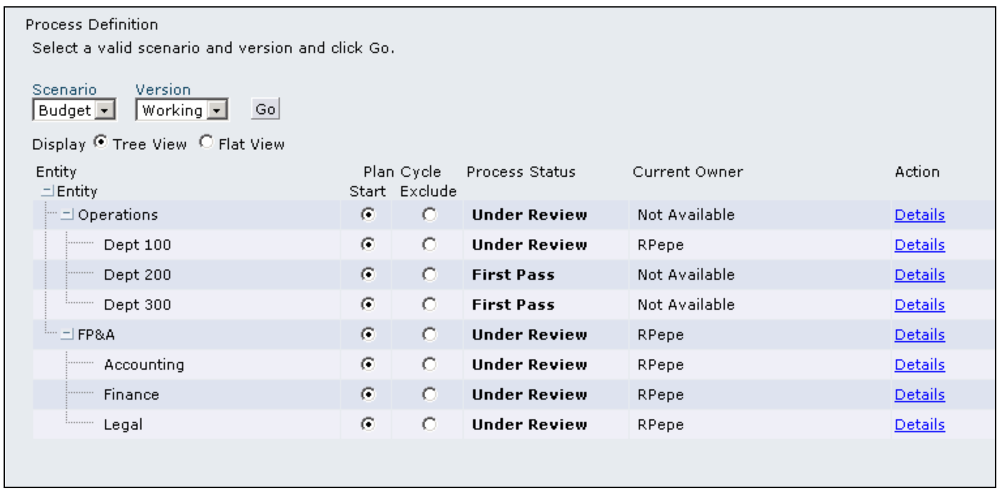
1. From the main menu click **File** > **Workflow** > **Manage Process**.



2. The *Process Definition* page appears.
3. From the Scenario drop-down list, select "Plan".



4. From the Version drop-down list, select "Working" and then click **Go**. The system displays a list of planning units to which you have access.
5. For your Planning Unit, click the **Details** link (your Planning Unit or DeptID is listed on the Training Login sheet).



6. Click **Details** to see information about a planning unit.

Exercise 6-2 – Submitting a Plan

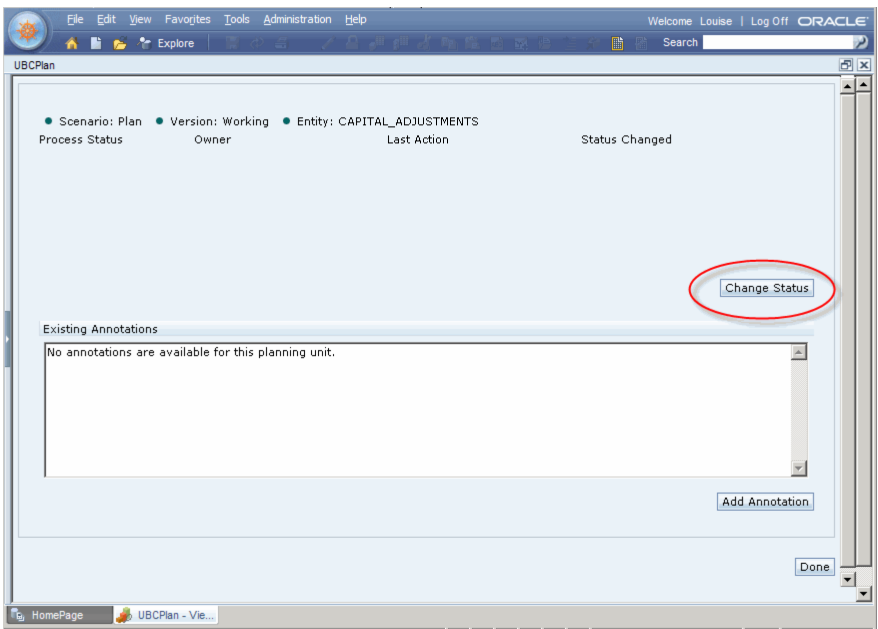
Scenario: *You've completed the planning for your Department and are ready to submit to the department's Reviewer.*

Prerequisite: All PG budgets within the unit have been completed.

1. From the main menu, click **File** > **Workflow** > **Manage Process**.

2. Select the correct Scenario ("Plan") and Version ("Working") you would like to submit and then click **Go**. The system displays the list of planning units.

3. For the department you've been working in, click the **Details** link. This displays the status and annotations of the currently selected planning unit.



4. Click the **Change Status** button. This causes the *Change Status* window to open.

5. From the Select Action drop-down list, select "Promote". From the Select Next Owner drop-down list select the reviewer on the Training Login Sheet e.g. TRAINxx

6. Click the **Submit** button when finished. The *Change Status* window closes and returns you to the *Planning Unit Status and Annotation* window where the system updates the status of the review process and any annotations.

7. Click the **Done** button in the bottom right-hand corner of the window when finished. The system closes the *Planning Unit Status and Annotation* window and returns to the *Process Definition* window.

Exercise 6-3 – Reviewing / Approving a Planning Unit

Scenario: *You are a reviewer. You have received a Planning Unit from a Preparer, have reviewed the details and are now ready to promote the budget to the VP's office.*

Prerequisite: You are the owner of a Plan that has been promoted.

1. From the main menu, click **File** > **Workflow** > **Manage Process**.
2. Select the correct Scenario and Version you would like to manage (Plan / Working) and then click **Go**. The system displays the list of planning units. You see that you are the Current Owner of a Planning Unit under review for a given department.
3. Click **Details** of the Planning Unit with your name assigned to it. This opens the *Planning Unit Status and Annotation* window.
4. Click **Change Status**. The *Change Status* window opens.
5. Select "Reject" as your action from the Select Action drop-down list.
6. Select original planner as the next owner of the planning unit (refer to the Training ID sheet).
7. Enter an annotation in the large freeform text field.
8. Click the **Submit** button when finished. The *Change Status* window closes and returns you to the *Planning Unit Status and Annotation* window where the system updates the status of the review process and any annotations.
9. Click the **Done** button in the bottom right-hand corner of the window when finished. The system closes the *Planning Unit Status and Annotation* window and returns to the *Process Definition* window.

What you've done and what it all means

You should now understand the workflow of Hyperion's Planning component.

- Once you submit your Plan, you can no longer make changes to it.
- Once the Reviewer approves the plan you can no longer make changes it.
- You can make changes only when the plan has been rejected.

Chapter 7

The Task List – Your To-Do list

What will you learn in this lesson?

- How to view your unit's task list.
- How to complete a task.

What is a Task List?

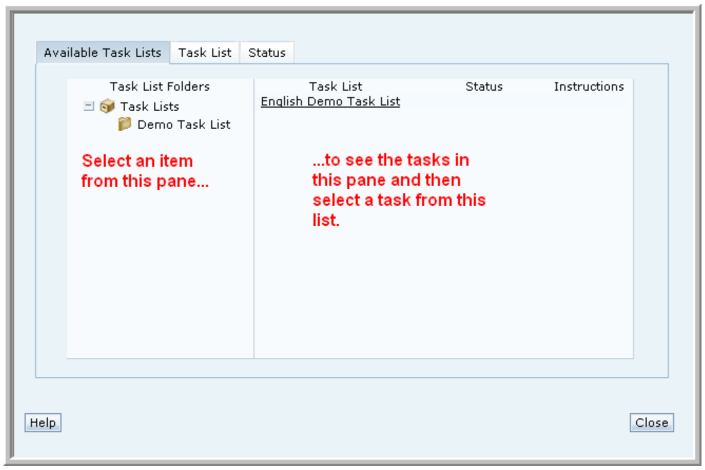
Administrators and interactive users can set up task lists that guide you through the steps — including their due dates — to complete a budget cycle. For example, a task might help you enter data, complete data forms, run a business rule, and submit numbers for approval or promote planning units. Tasks can display instructions, due dates, completed dates, and alerts. Your administrator can also include tasks that link to other applications.

Exercise 7-1 – Viewing your Unit's Task List

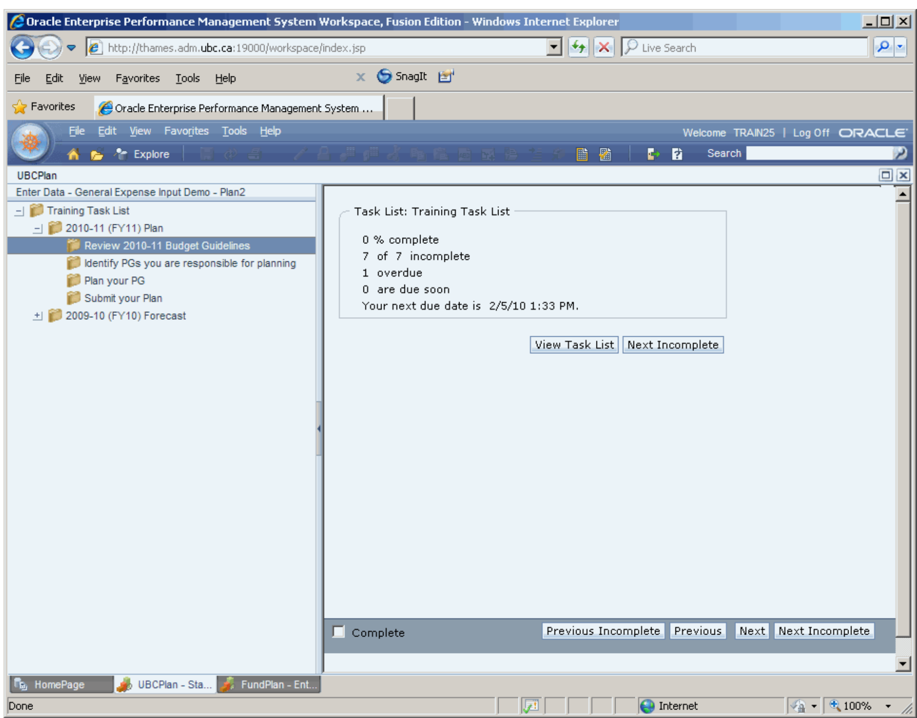
Scenario: *It is 8:30 in the morning. You want to see whether anyone assigned budgeting or planning tasks for you to do. Your task list will let you know.*

Prerequisite: This procedure works in basic and in advanced modes.

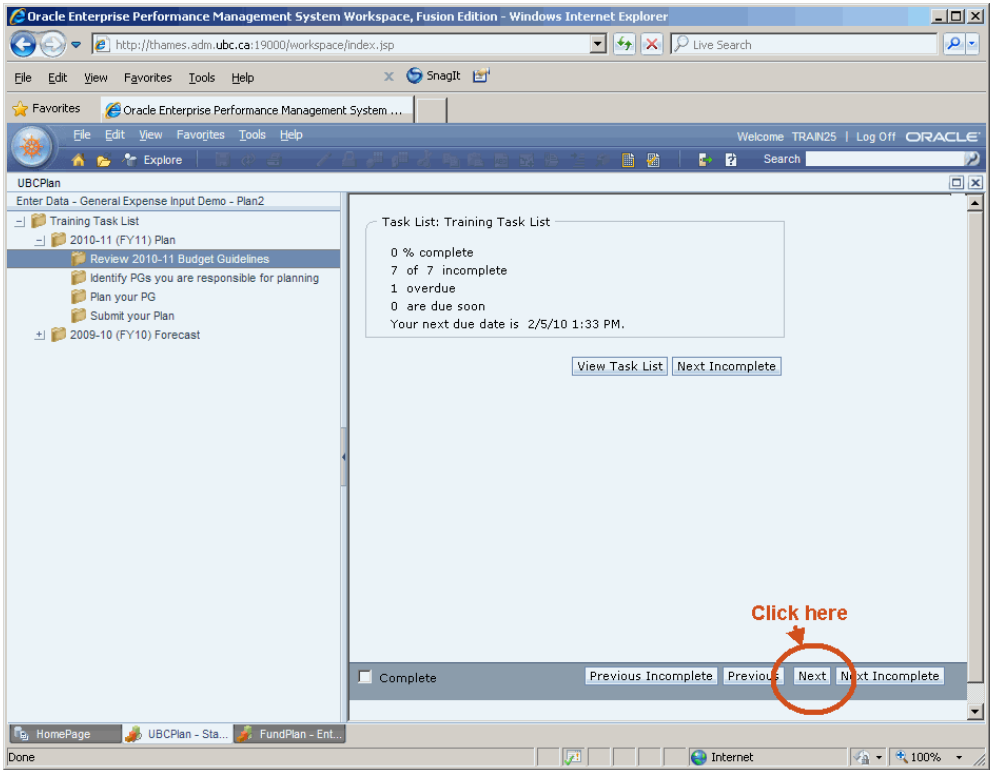
1. Click **View** from the main menu, then **Basic Mode**, and then *Task List* appears in your left navigation View Pane.

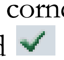


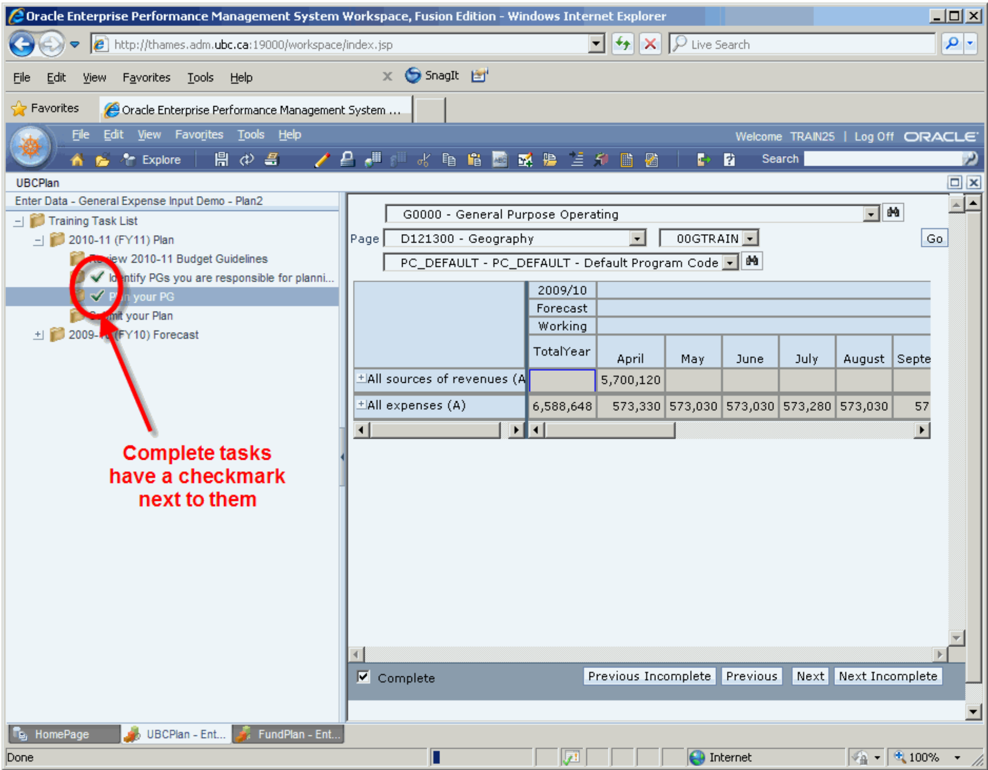
2. Click the + next to the Task Lists folder to display the list of all task lists to which you have access.
3. Expand the task list to view ("2010-11 (FY11) Plan") by clicking it from the folders pane.
4. Expand the 2010-11 (FY11) Plan folder to reveal all awaiting task lists.
5. Click on the first item. This automatically launches the required document for the selected task.



6. Click the **Next** button to work your way through the tasks.



7. Continue to click **Next** until you've gone through all the tasks.
8. After completing each task, check the **Complete** checkbox in the bottom left corner of the content area. Upon clicking **Complete** the task is marked as complete and  is displayed next to the task in the view pane.



To leave the Task List and return to the UBCPlan application, click **View** and then **Advanced Mode**.

What you've done and what it all means

So far, the big picture looks like this:

- You have viewed the task list(s) assigned to you.
- You have viewed a listed task and its instructions, if any.
- You have indicated that you completed a stated task.

Chapter 8

Workforce

What will you learn in this lesson?

- What information can be planed for positions that are managed in the Position Management System
- How to plan for a position that does not yet exist in the Position Management System
- How to make high level adjustments to salary and benefits plans

Exercise 8-1 – Viewing the Status of Existing Positions

Scenario: *You want to review the Position Management System's status for positions within your PG.*

Prerequisite: You must be in the UBCPlan application and you must have access to the Workforce module.

1. From the left navigation View Pane click **Forms** and then **Workforce**. The system displays all the data forms available under Workforce.
2. Select the form *4.00 Existing Position – Status*.
3. You currently have 13 positions, and all of them are "Active".
4. This is an informational Data Form. No actions are taken on this form.
5. To move to the form for Exercise 2, right-click on the position and select **Edit Existing Position Information** (Alternatively, complete steps 1 and 2 of Exercise 2.)

Exercise 8-2 – Viewing Existing Position Information

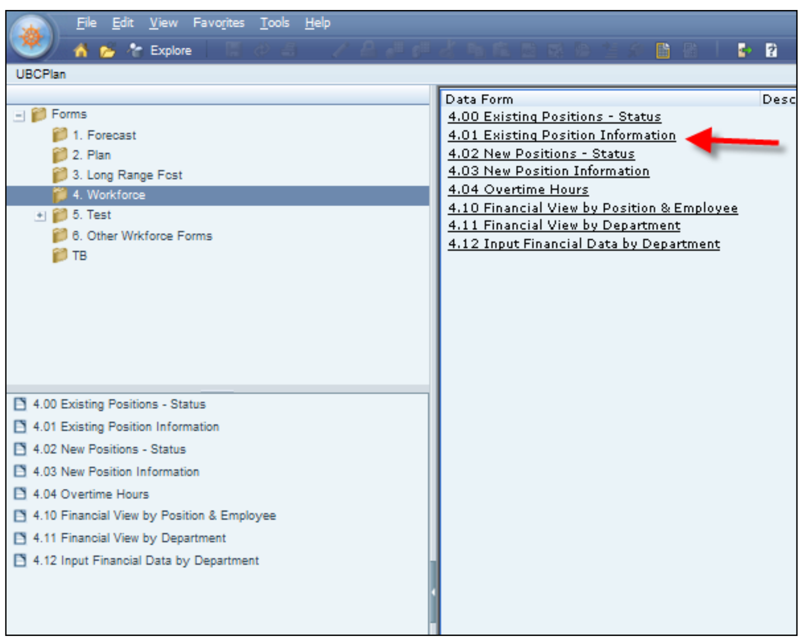
This form is also used to plan one-time payments, merit, unfunded salary increases and shift differentials. The cells that can be planned are yellow.

Scenario: *You want to review the salary and benefits expense information loaded to your PG (00GTrain) from the Position Management System.*

Prerequisite: You must be in the UBCPlan application and you must have access to the Workforce module.

1. From the left navigation View Pane click **Forms** and then **Workforce**. The system displays all the Data Forms available under Workforce.

2. Select the form *4.01 Existing Position Information*.

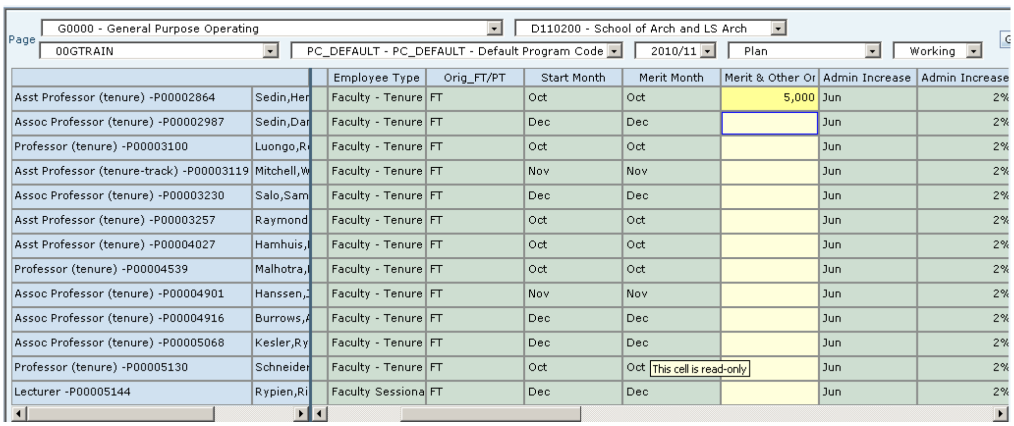


3. We are still working with the same Plan information. Ensure your Point of View is set to:

DIMENSION	DATA TO SELECT
Fund	G0000
Department	(your assigned department as per the Training Login Sheet)
PG	00GTRAIN

Program Code	PC_DEFAULT
Fiscal Year	2010/11
Scenario	Plan
Version	Working

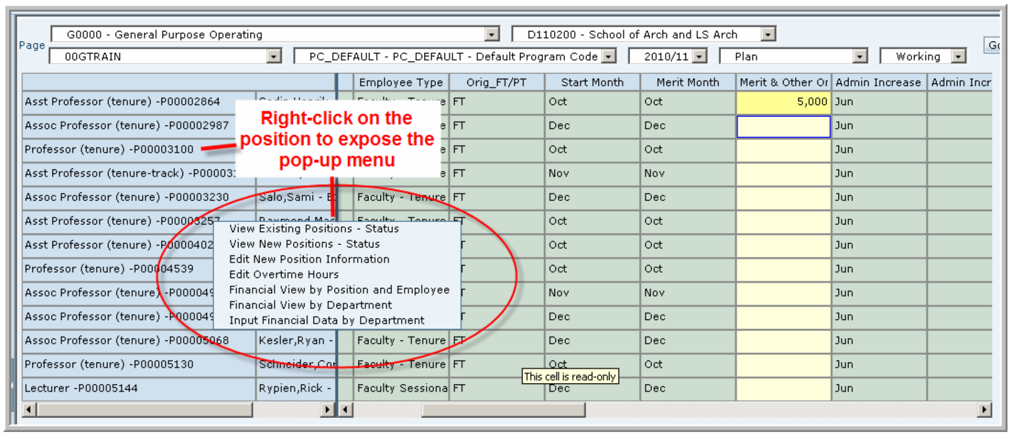
4. Once you've made your selections, click **Go**. This form displays employee information from the Position Management System.
5. At this stage you would review the employee information to ensure the data coming from Position Management is in line with your expectations.
6. For Henrik Sedin, select the Merit and Other OT column and enter "5000". This amount will be added to your planned salary expenses for the year.



		Employee Type	Orig_FT/PT	Start Month	Merit Month	Merit & Other Or	Admin Increase	Admin Increase
Asst Professor (tenure) -P00002864	Sedin,Her	Faculty - Tenure	FT	Oct	Oct	5,000	Jun	2%
Assoc Professor (tenure) -P00002987	Sedin,Dar	Faculty - Tenure	FT	Dec	Dec		Jun	2%
Professor (tenure) -P00003100	Luongo,R	Faculty - Tenure	FT	Oct	Oct		Jun	2%
Asst Professor (tenure-track) -P00003119	Mitchell,W	Faculty - Tenure	FT	Nov	Nov		Jun	2%
Assoc Professor (tenure) -P00003230	Salo,Sam	Faculty - Tenure	FT	Dec	Dec		Jun	2%
Asst Professor (tenure) -P00003257	Raymond	Faculty - Tenure	FT	Oct	Oct		Jun	2%
Asst Professor (tenure) -P00004027	Hamhuis,I	Faculty - Tenure	FT	Oct	Oct		Jun	2%
Professor (tenure) -P00004539	Malhotra,I	Faculty - Tenure	FT	Oct	Oct		Jun	2%
Assoc Professor (tenure) -P00004901	Hanssen,J	Faculty - Tenure	FT	Nov	Nov		Jun	2%
Assoc Professor (tenure) -P00004916	Burrows,A	Faculty - Tenure	FT	Dec	Dec		Jun	2%
Assoc Professor (tenure) -P00005068	Kesler,Ry	Faculty - Tenure	FT	Dec	Dec		Jun	2%
Professor (tenure) -P00005130	Schneider	Faculty - Tenure	FT	Oct	Oct		Jun	2%
Lecturer -P00005144	Rypien,Ri	Faculty Sessiona	FT	Dec	Dec		Jun	2%

7. Click **Save** when done. This exercise ends here.

8. We see that Mason Raymond is eligible for Overtime. Right-click on any position and select **Edit Overtime Hours** to plan for overtime. (Alternatively, complete steps 1 and 2 of Exercise 3).

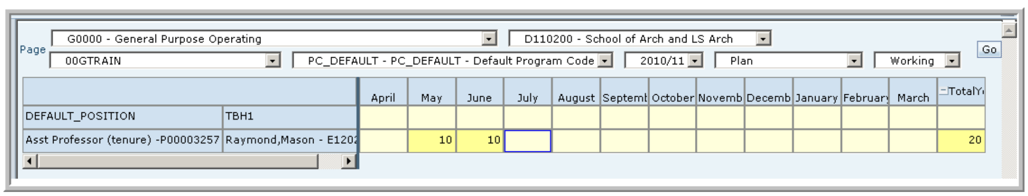


Exercise 8-3 – Planning Overtime for the Year

Scenario: *You've noted that Mason Raymond is eligible for overtime and you want to plan the cost for the year.*

Prerequisite: You must be in the UBCPlan application and you must have access to the Workforce module.

1. From the left navigation View Pane click **Forms** and then **Workforce**. The system displays all the data forms available under Workforce.
2. Select the form *4.04 Overtime Hours*. Only those positions eligible for overtime appear.
3. You expect that all of the overtime will occur in May and June with an estimated duration of 10 hours per month.
4. For Mason Raymond enter "10" in May and "10" in June. The overtime will now be included in your plan for FY11.



5. Click **Save**. This exercise ends here.
6. Right-click the position and select **Edit New Employee Information** to move to the next phase of planning. (Alternatively, complete steps 1 and 2 of Exercise 4.)

Contact Information
budget@finance.ubc.ca
http://www.it.ubc.ca/projects/strategicprojects/titanatlas.html

Exercise 8-4 – Entering New Position Information

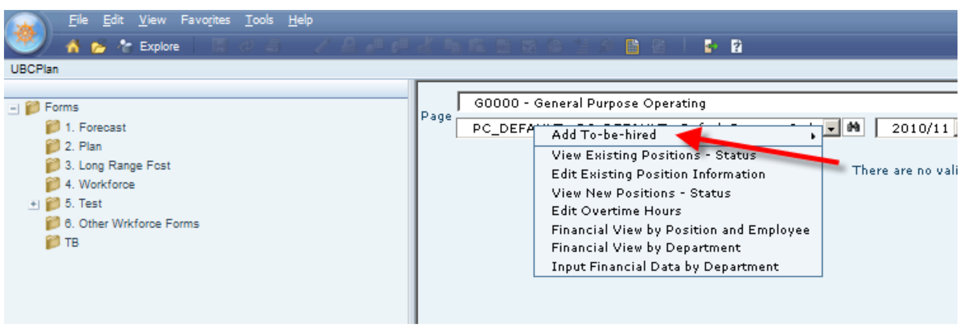
Scenario: *You want to plan for the hiring of a new employee for which there is no position in the Position Management System.*

Prerequisite: You must have access to the Workforce module.

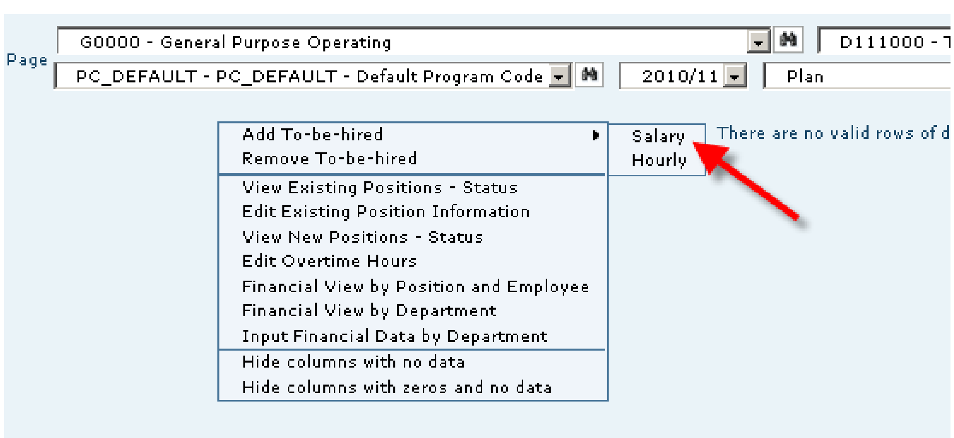
1. From the left navigation View Pane click **Forms** and then **Workforce**. The system displays all the data forms available under Workforce.

2. Ensure you are in the *4.03 New Position Information* Data Form.

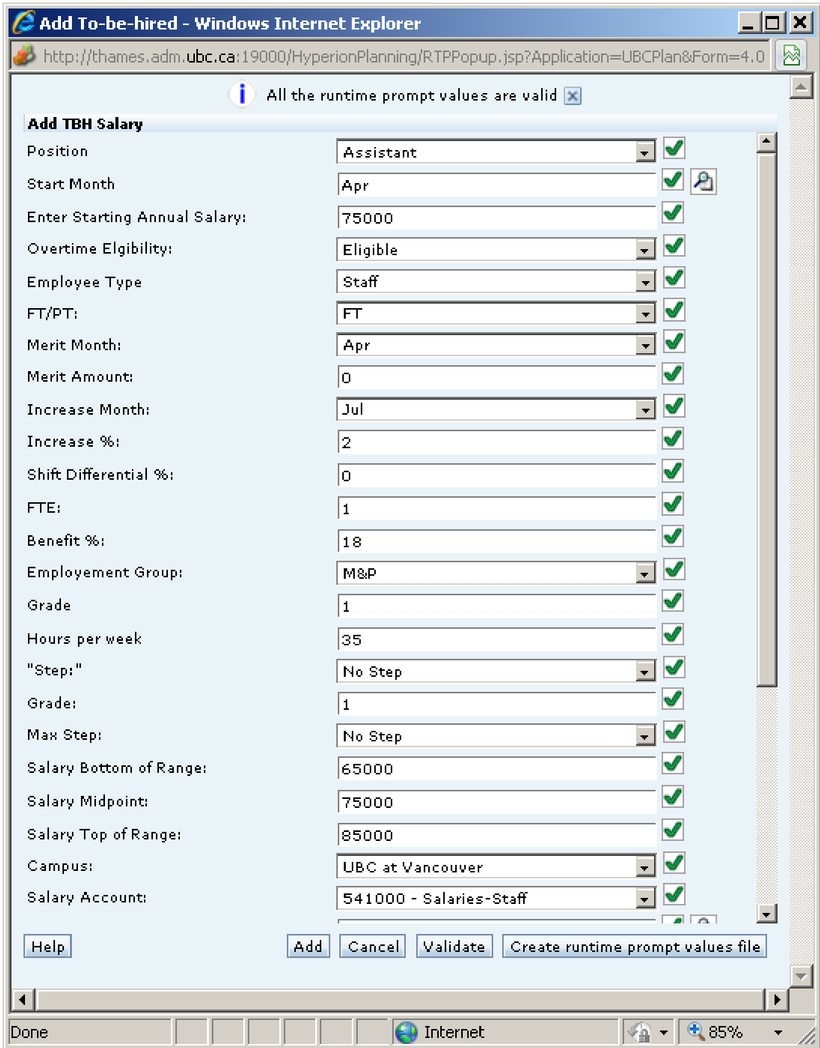
3. Right-click on the fund; from the menu select **Add To-be-hired,** but don't click on it yet. You just want to expose the menu. This launches a business rule to add and TBH (To be hired) position that will be reflected in your plan.



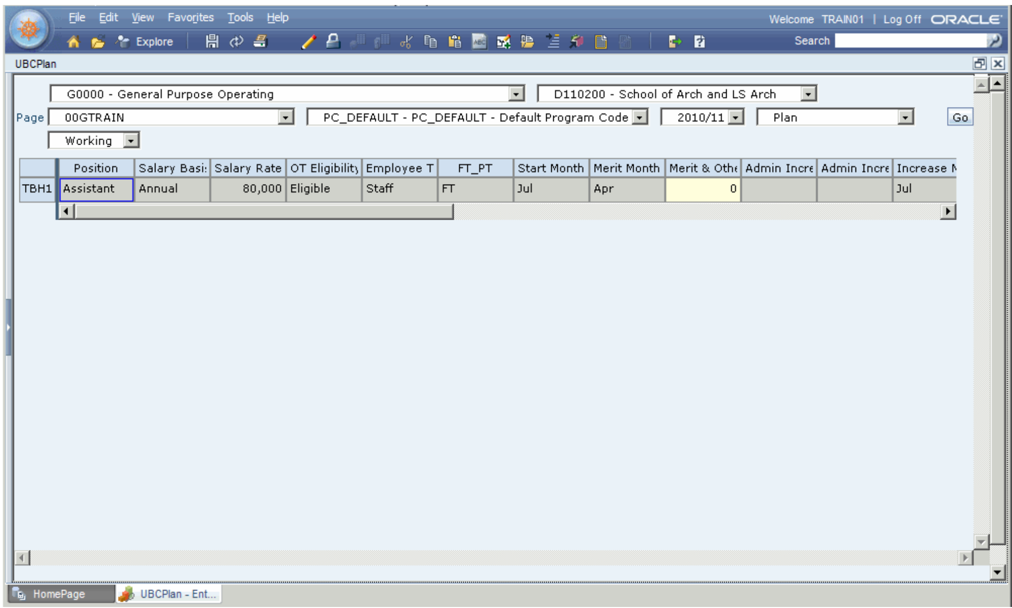
4. Move your mouse pointer over **Add To-be-hired**; this opens a sub-menu. Click **Salary**. A business rule has been launched to add a new position for planning purposes.



5. Expand the window to see all the data entry fields and then enter the following fields (as per the data in the following image) and then click **Validate** when you're done.



6. Click the **Add** button, to add the position to the plan. (Click **Refresh** if you see an error.)



7. Click **Save** to save the new position information. This exercise ends here for *New Position Information*.

8. Right-click the position and select **Input Financial Data by Department** to move to the next phase of planning. (Alternatively, complete steps 1 and 2 of Exercise 5)

Exercise 8-5 – Making a high-level planning adjustment to salaries or benefits

Scenario: *You are happy with the information from Position Management and you've added all the new positions you wanted to plan, but, you know that based on the Dean's plans your current planned salaries are too low by about $50,000.*

Prerequisite: You must have access to the Workforce module.

1. Ensure you are in the *4.12 Input Financial Data by Department* Data Form. All of the GL accounts are read-only (these have been planned based on existing positions and new positions).

2. You can make budget adjustments to any of the following high-level salary accounts and the amounts will be reflected in your plan:

- WF_SALFAC (Faculty Salaries)

- WF_SALSES (Sessional Salaries)
- WF_SALSTF (Staff Salaries)
- WF_SALSTD (Student Salaries)
- WF_BENEFT (Benefits)

3. In your estimate the entire $50,000 is related to staff, and you estimate that the related benefit rate is 18%.
4. In the TotalYear column for Account WF_SALSTF enter "50000".
5. In the TotalYear column for Account WF_BENEFT enter "9000".
6. Click **Save**.

What you've done and what it all means

You should now understand the 3 main components that will contribute to the Salaries and Benefits component of your Plan

- Existing Positions
- New Positions
- High-level adjustments

Chapter 9

Reports

What will you learn in this lesson?

- Where to find reports.
- How to open reports.
- How to drill down into reports.

Financial Reporting vs. Web Analysis

Hyperion includes Oracle Hyperion Financial Reporting Fusion Edition and Oracle Hyperion Web Analysis reporting capabilities.

FINANCIAL REPORTING

- Highly formatted financial and operational reporting
- Multi-dimensional data
- Web environment

WEB ANALYSIS

- Web-based interactive reporting against
- Multi-dimensional data sources
- Web environment

PLANNING DATA SOURCES

Planning uses the multi-dimensional database Essbase to store dimension hierarchies and consolidated data. Once the Essbase database is created for each plan type (e.g. ISPlan) in the application (UBCPlan), it contains the dimensions, members, and data values relevant to the plan type.

ACCESS TO REPORT CONTENT

Workspace provides a single point of access to both Financial Reporting and Web Analysis.

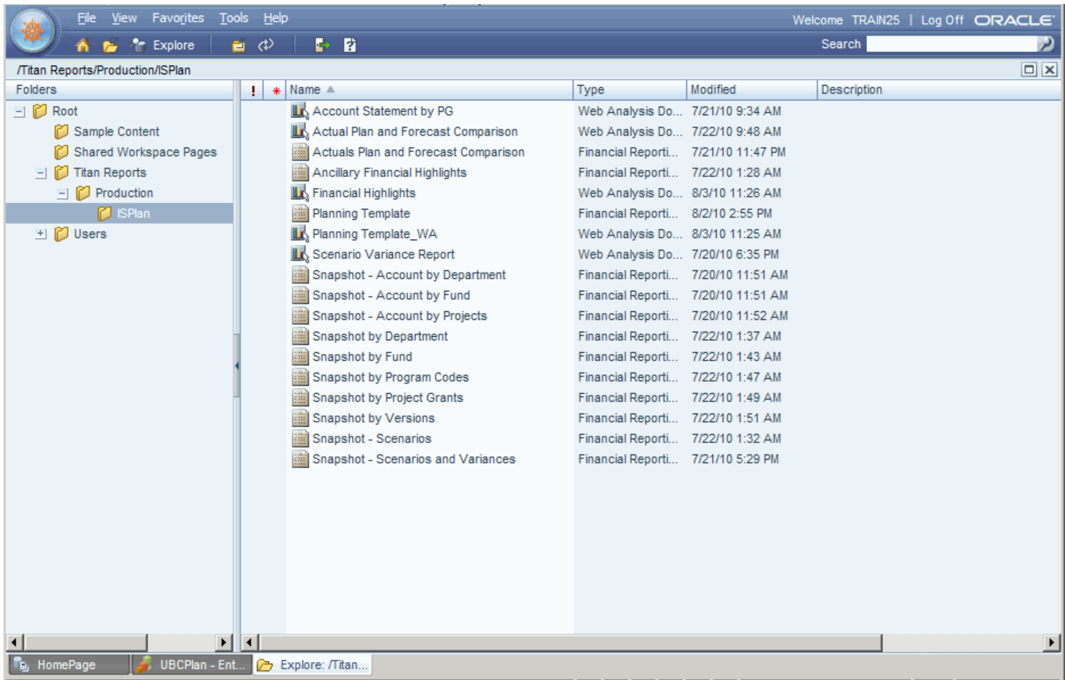
Depending on your assigned roles and security access, you can use Workspace to view and print reports and books, set preferences, create and schedule batches. You can define preferences and formatting options for the Financial Reporting and Web Analysis:

- Default mode for previewing reports
- User POV preview, location and member selections
- Microsoft Office application to which reports are exported
- Behaviour of prompts
- Display of the View Pane

BROWSING THE REPOSITORY

In the Explore module (

) you can open reports and books, export and import items. When you select a repository folder from the View Pane, the folder items to which you have access are displayed in the content area. By default, each item displays name, type, date, modified, and description. You can sort the list of items by clicking the column headings.



INTERACTING WITH WEB ANALYSIS REPORT

Web Analysis allows users to manipulate data in documents to display specific information. Methods of manipulation include changing pages, drilling to different levels of data, changing the data displayed, and keeping or removing dimension-specific data.

Web Analysis provides advanced analytical tools that enable you to perform quick, ad hoc analysis of a document. Analysis tools speed up comparisons, visually organize data, and promote conclusions.

You can:

- Sort data
- Filter data
- Search data
- Define formulas
- Add Traffic Light
- Create Pinboards
- Set User Preferences

Exercise 9-1 – Access Web Analysis Reports in HTML

Prerequisite: You must have adequate user security privileges.

1. Click the **Explore** toolbar button (

). The system opens the list of folders that contain the various reports.
2. Click the **Titan Reports** folder.
3. Click the **Production** folder and then the **ISPlan** folder.
4. Right-click the report "Actual Plan and Forecast Comparison". This file has an extension of "Web Analysis Document". A sub-menu appears.
5. Click **Open As** > **HTML**. The system generates the report and displays it in HTML format on the screen. The POV is the combination of the most recent filter criteria selections.
6. Change the POV by interacting with the choices provided. Enter the data as outlined in the following table:

DATA FIELD	DATA TO ENTER/SELECT
Fund	G0000
Department	(the one assigned to you on the Training Login Sheet)
Project Grant	00GTRAIN
Program Code	PC_DEFAULT

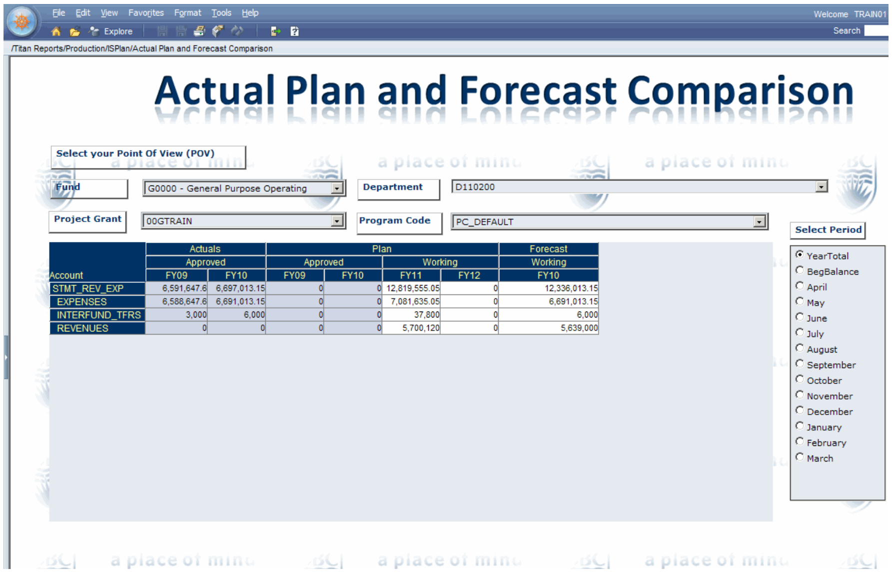
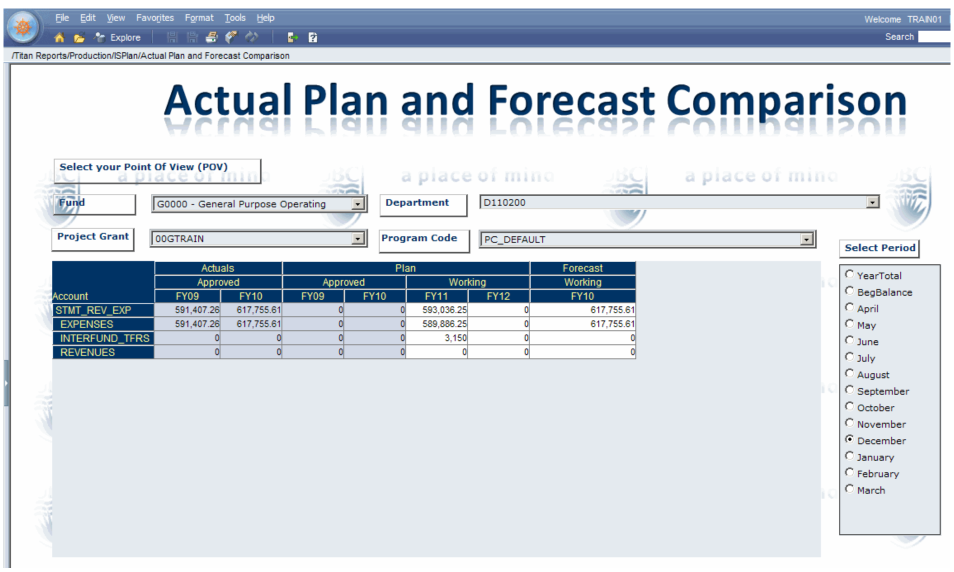


FIGURE 10: To see the entire report, close the left navigation View Pane.

7. Select "December" in the list of period on the right and observe the change.



These reports are dynamic. Which means you can change the values of the dimensions to change the results on the report seen on the screen.

Exercise 9-2 – Interacting with Web Analysis Reports

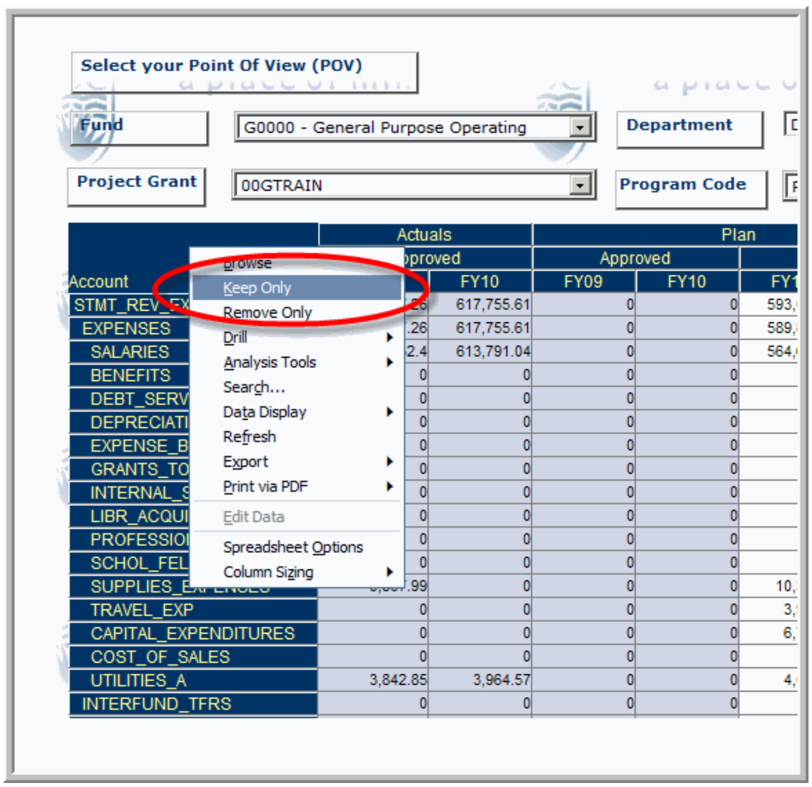
Prerequisite: You must have adequate user security privileges.

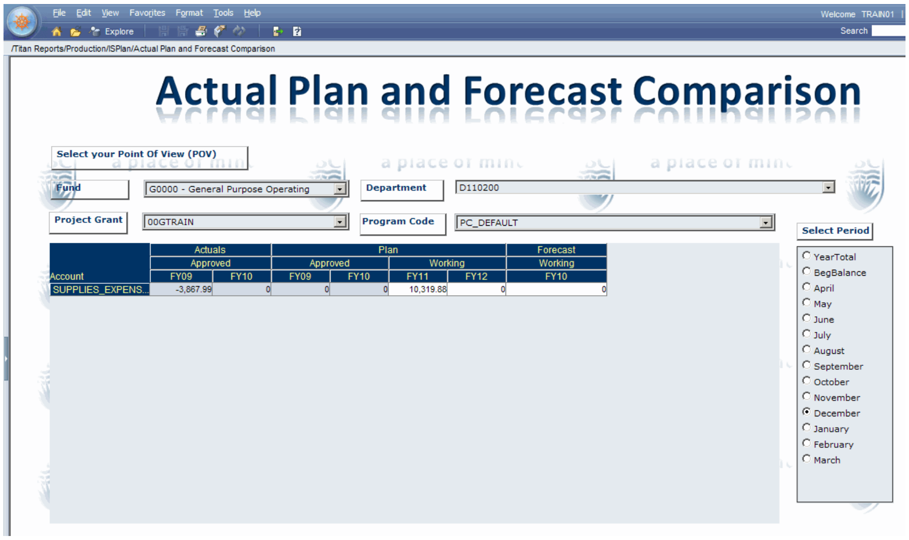
1. Navigate to the same report in Exercise 1 *Actual Plan and Forecast Comparison*.

2. Move your cursor to the Account column and right-click on **Expenses** > **Drill** > **Drill Down**. The Expenses account expands to show the next level of account members.

3. Place the cursor on the text "Supplies_Expenses".

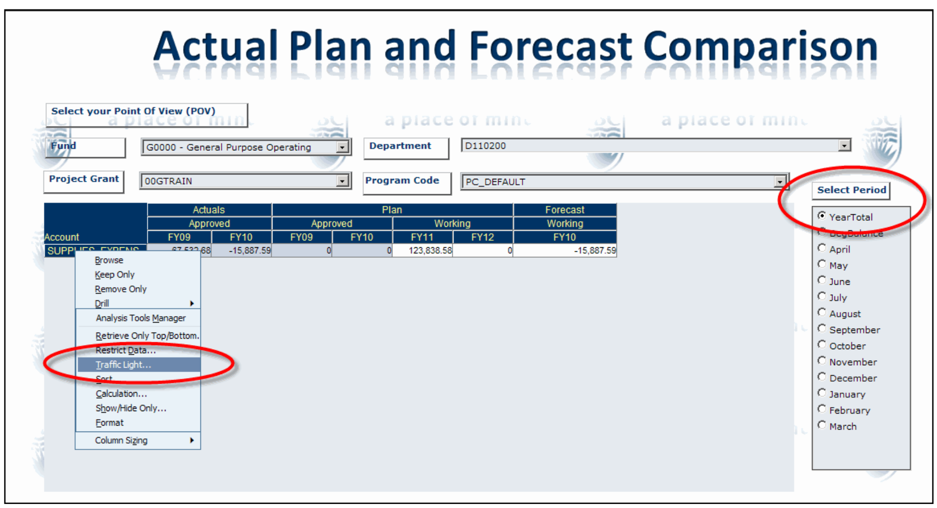
4. Right-click and select **Keep Only**. The rest of the accounts would be excluded from the report.



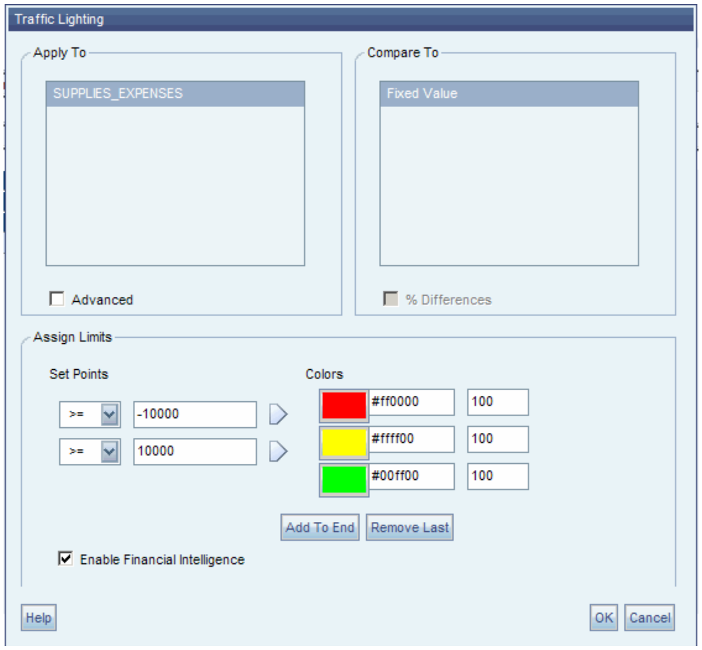


Exercise 9-3 – Analysis Tools – Traffic Lights

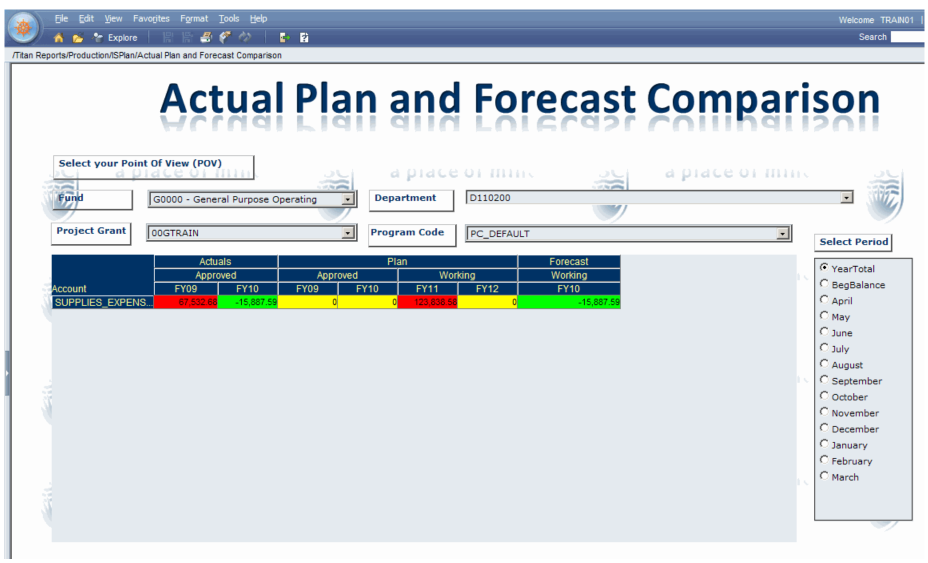
1. Return to the YearTotal radio button (on the right).



2. Right-click on the account "Supplies_Expenses" (a pop-up menu appears) and select **Analysis Tools** and then **Traffic Light…**. The *Traffic Lighting Control Panel* opens.



3. Set Points: >= -10000 and >= 10000. See image above.
4. Click **OK**. The system closes the window and returns to the report. Notice the colour changes.



Traffic Light Colours

The colours indicate varying range sets based on the parameter thresholds you set. For example, you could define the range as “0” to “25”. Green would indicate that the current data is somewhere between “0” and “9”. Yellow would indicate that the data is between “10” and “19” and red would be “20” to “25”.

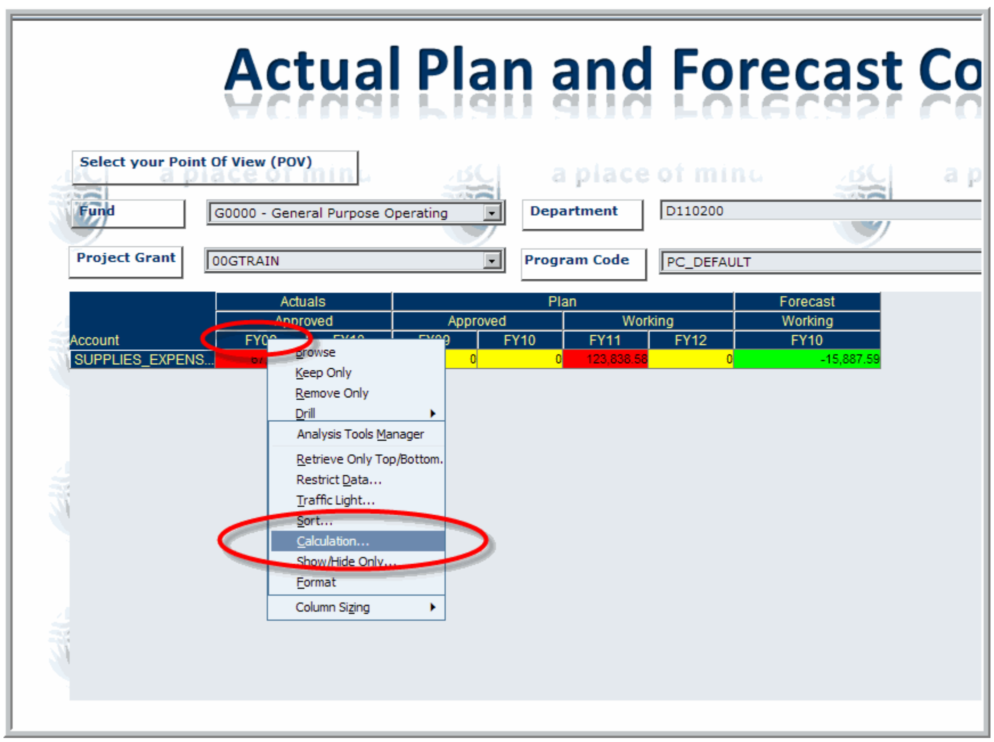
Traffic Light Colour	Meaning

Green	Green indicates that all is fine!
Yellow	Yellow indicates that things are still relatively within acceptable range but you should monitor things.
Red	Red is an indication that potential problems are on the horizon based on the parameters set.

Exercise 9-4 – Analysis Tools – Calculation (self study)

1. Stay on the same report (the one with the traffic lights).

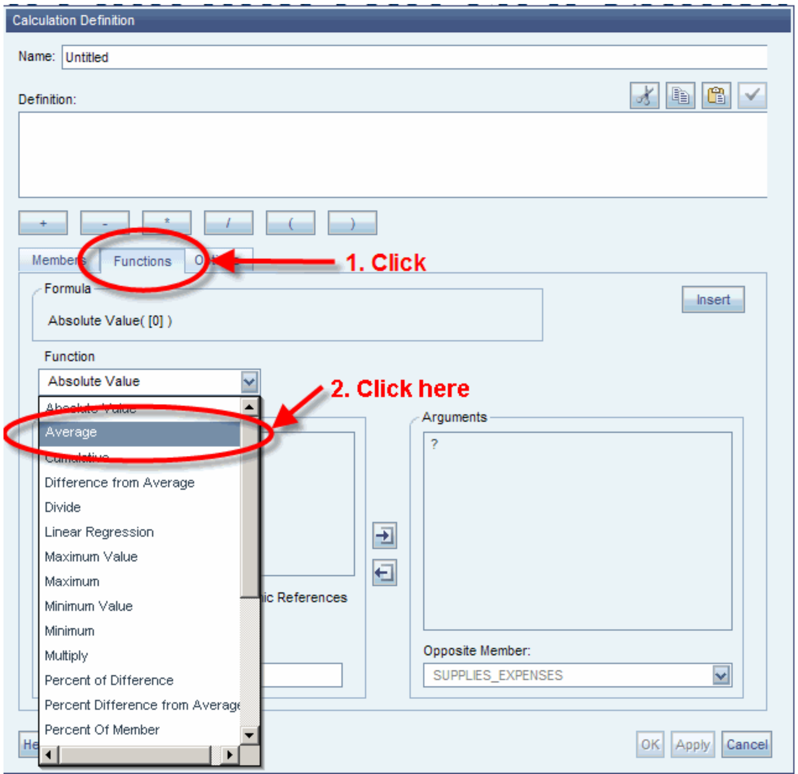
2. Place the cursor on any of "FY09" heading labels, and right-click on **Analysis Tools**.



3. Click on **Calculation...** The *Calculation Definition* window opens.

4. Click the **Functions** tab.

5. From the Function drop-down list, select "Average".



6. From the Select Members pane, highlight "FY09" and "FY10", click the arrow to move the selected members (FY09 and FY10) to the "Arguments" box. Notice that the Formula Box is now populated with the combination of Function and Arguments.

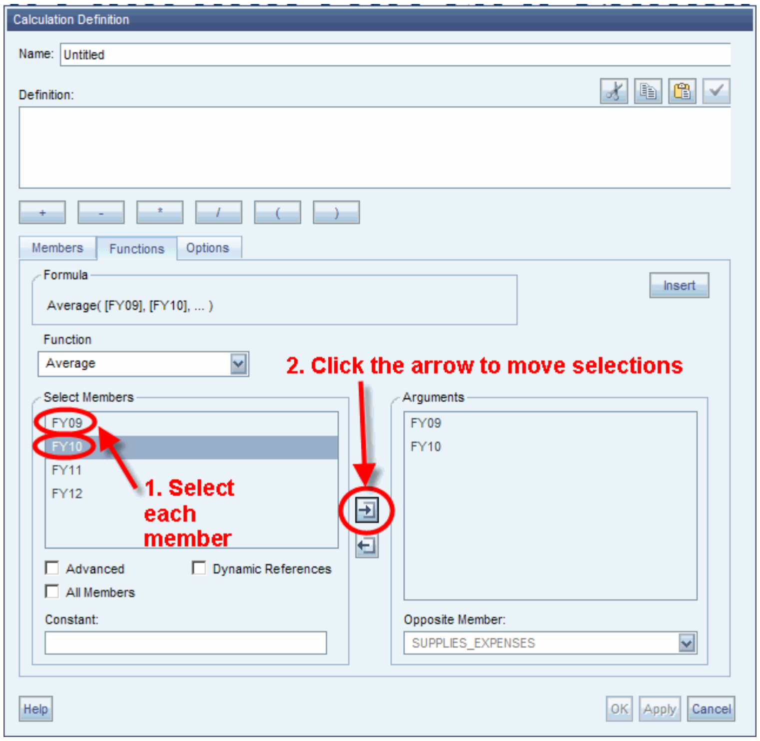
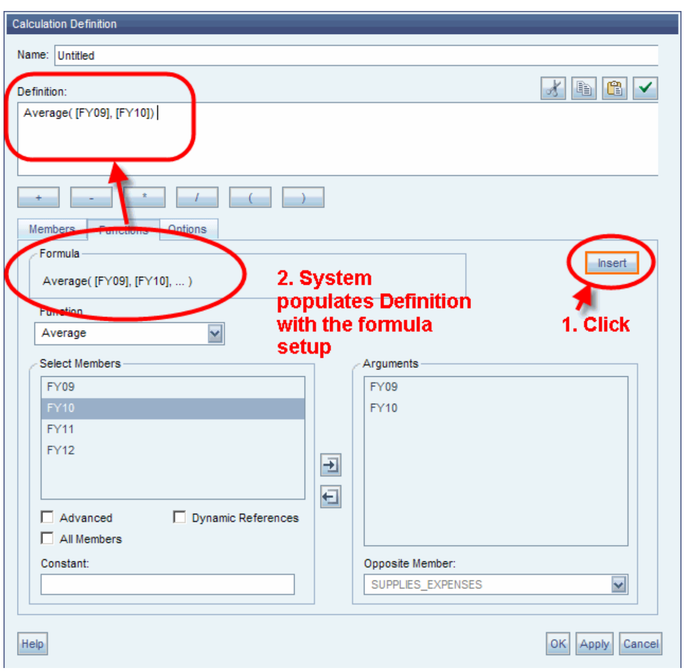
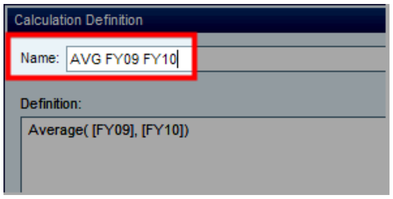


FIGURE 11: Once member selections are made, the system creates the formula in the Formula box.

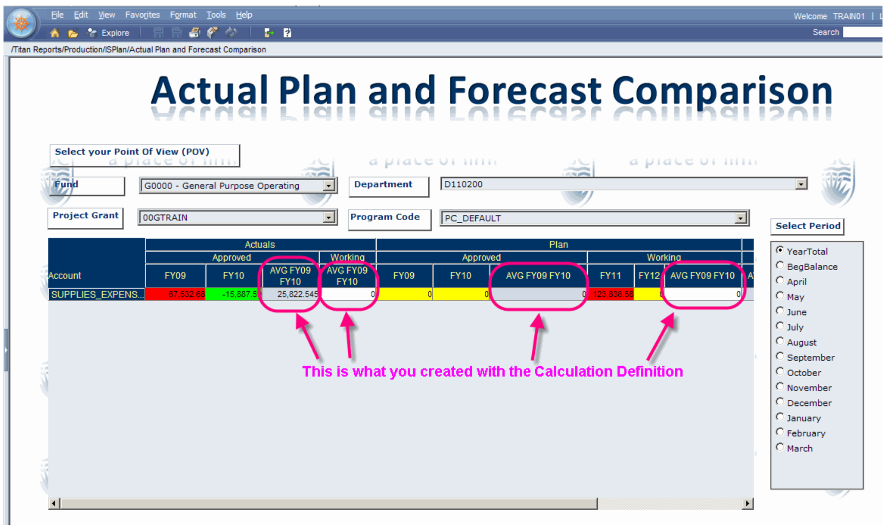
7. Click the **Insert** button on the middle right of the screen. The *Calculation Definition* is now set up.



8. Go to the top of the window and enter a name in the Name field: "AVG FY09 FY10".



9. Click **OK** to complete the formula. The report is now added the Formula column.



Exercise 9-5 – Preview Financial Reporting Reports in HTML or PDF

<u>**Prerequisite:**</u> You must have adequate user security privileges.

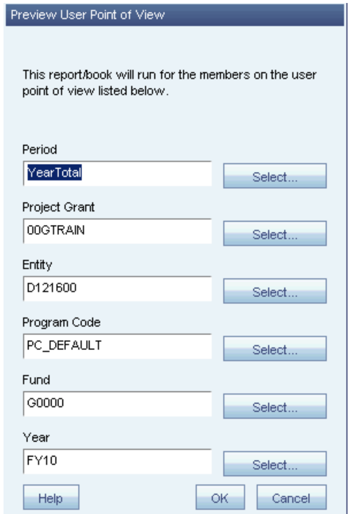
1. Click the **Explore** toolbar button (Explore). The system opens the list of folders that contain the various reports.

2. Click the **Titan Reports** folder.

3. Click the **Production** folder and then the **ISPlan** folder.

4. Right-click the report "Snapshot –Scenarios and Variances" (this file has an extension of "Financial Reporting Report"). A sub-menu appears.

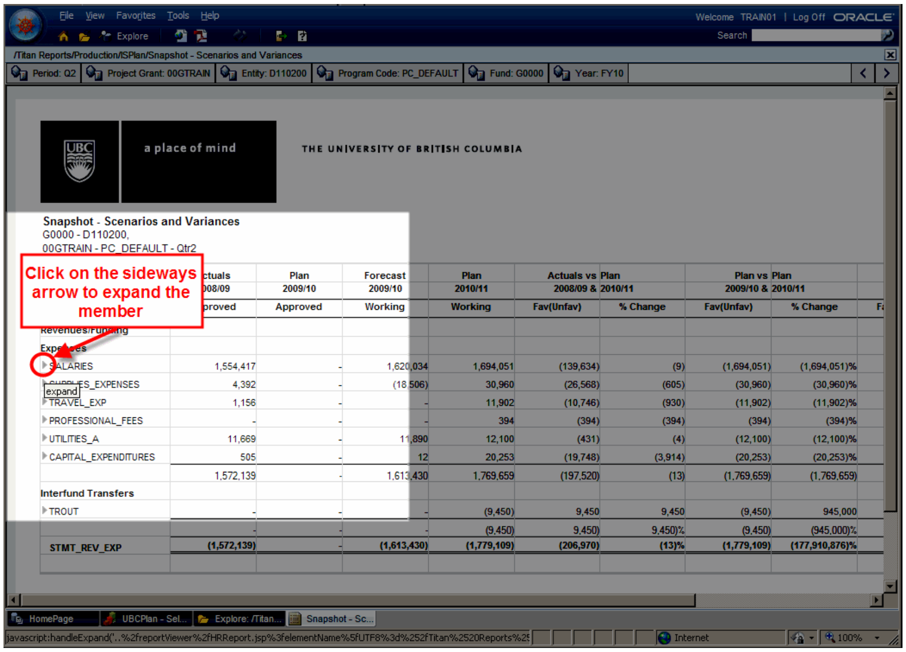
5. Click **Open In** > **HTML Preview**. This causes the *Preview User Point of View* window to open.



6. Enter the data specified in the following table and then click the **OK** when defining all your dimensions:

Data Entry Field	**Data to Enter**
Period	TotalYear
Project Grant	00GTRAIN
Entity	(as defined on the Training Login Sheet)
Program Code	PC_DEFAULT
Fund	G0000
Year	FY10

7. The reporting component of the system gives you the ability the drill down through reports in both HTML and PDF. Click on the arrows next to the accounts. Hover over the sideways arrow. The tooltip says "Expand".



> ***NOTE:*** The report can also be opened in PDF by clicking **Open In** > **PDF Preview** instead of **HTML Preview**. It may look as though the system is not responding, but just be patient. It is working.

8. On the POV select a different Period, e.g. "Period: Q2".

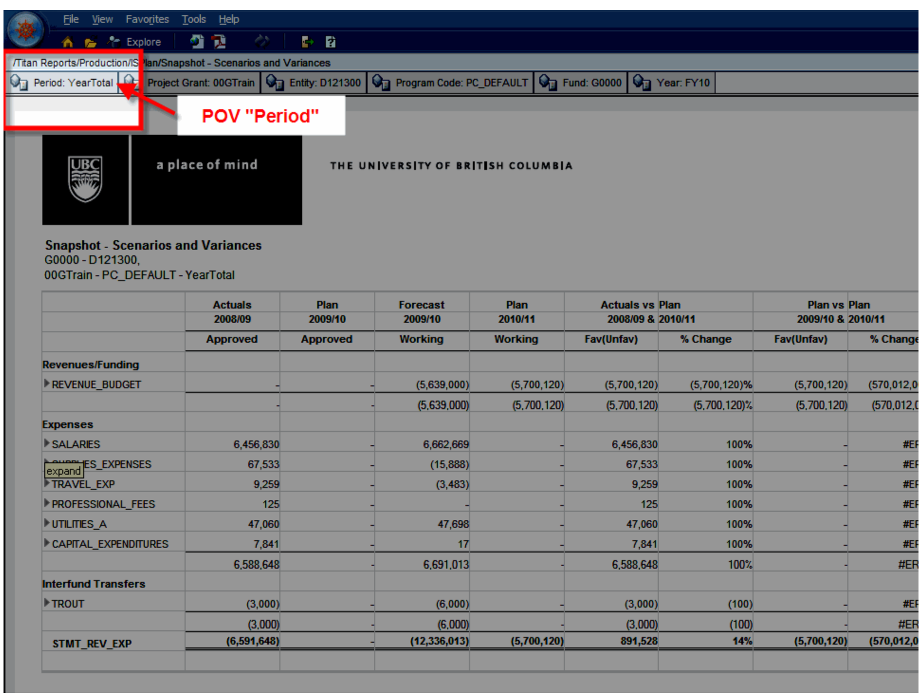
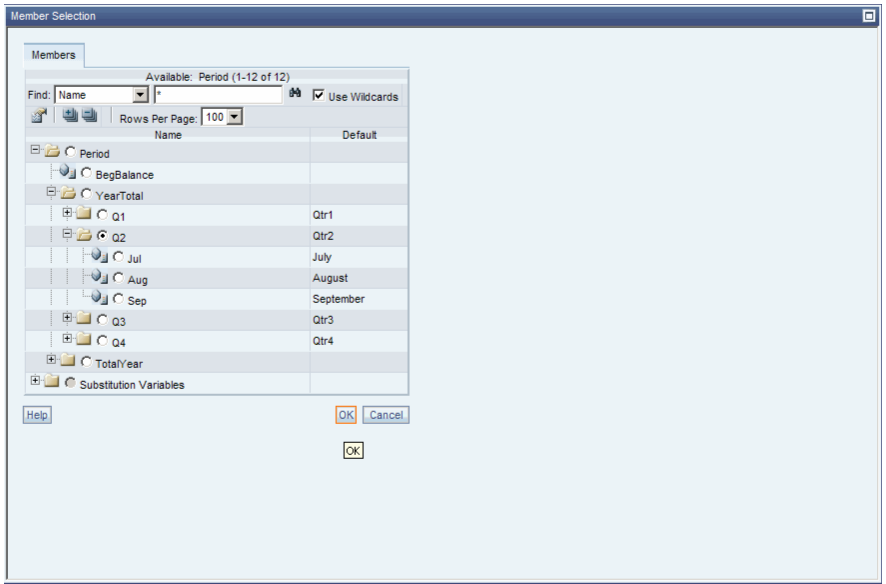
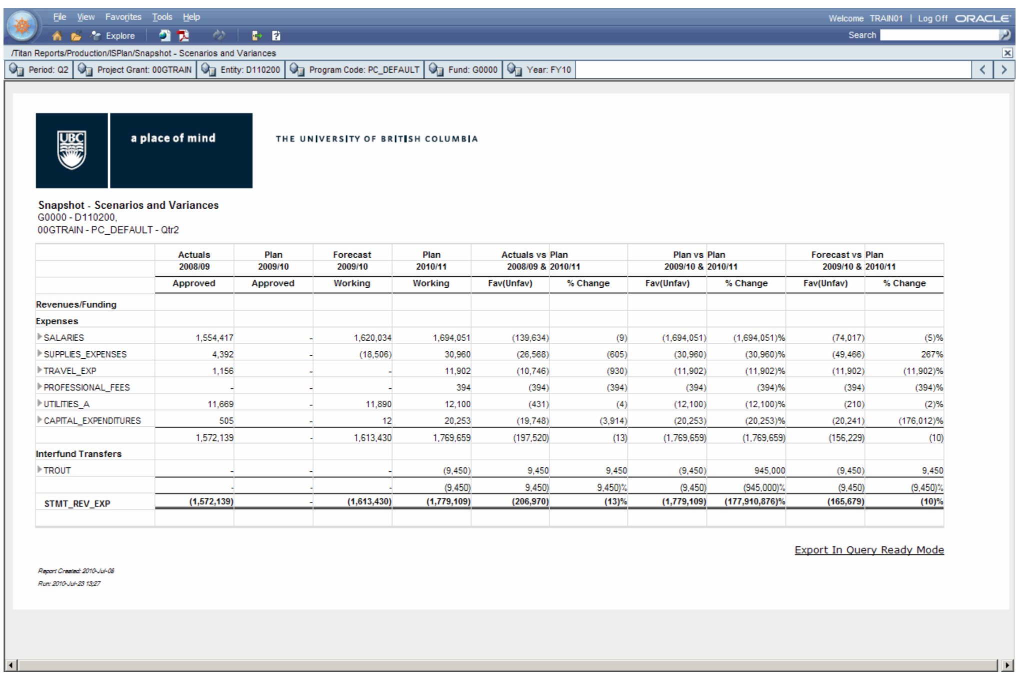


FIGURE 12: Clicking the button opens the *Member Selection* window.



9. Expand the “Period” member and the “YearTotal” member.

10. Select “Q2” and then click **OK** to review the report.



Snapshot - Scenarios and Variances
G0000 - D110200,
00GTRAIN - PC_DEFAULT - Qtr2

	Actuals 2008/09	Plan 2009/10	Forecast 2009/10	Plan 2010/11	Actuals vs Plan 2008/09 & 2010/11		Plan vs Plan 2009/10 & 2010/11		Forecast vs Plan 2009/10 & 2010/11	
	Approved	Approved	Working	Working	Fav(Unfav)	% Change	Fav(Unfav)	% Change	Fav(Unfav)	% Change
Revenues/Funding										
Expenses										
SALARIES	1,554,417	-	1,620,034	1,694,051	(139,634)	(9)	(1,694,051)	(1,694,051)%	(74,017)	(5)%
SUPPLIES_EXPENSES	4,392	-	(18,506)	30,960	(26,568)	(605)	(30,960)	(30,960)%	(49,466)	267%
TRAVEL_EXP	1,156	-	-	11,902	(10,746)	(930)	(11,902)	(11,902)%	(11,902)	(11,902)%
PROFESSIONAL_FEES	-	-	-	394	(394)	(394)	(394)	(394)%	(394)	(394)%
UTILITIES_A	11,669	-	11,890	12,100	(431)	(4)	(12,100)	(12,100)%	(210)	(2)%
CAPITAL_EXPENDITURES	505	-	12	20,253	(19,748)	(3,914)	(20,253)	(20,253)%	(20,241)	(176,012)%
	1,572,139	-	1,613,430	1,769,659	(197,520)	(13)	(1,769,659)	(1,769,659)	(156,229)	(10)
Interfund Transfers										
TROUT	-	-	-	(9,450)	9,450	9,450	(9,450)	945,000	(9,450)	9,450
	-	-	-	(9,450)	9,450)	9,450)%	(9,450)	(945,000)%	(9,450)	(9,450)%
STMT_REV_EXP	**(1,572,139)**	-	**(1,613,430)**	**(1,779,109)**	**(206,970)**	**(13)%**	**(1,779,109)**	**(177,910,876)%**	**(165,679)**	**(10)%**

Export In Query Ready Mode

Report Created: 2010-Jul-08
Run: 2010-Jul-23 13:27

FIGURE 13: See the result of the change of Period from TotalYear to Q2.

Contact Information
budget@finance.ubc.ca
http://www.it.ubc.ca/projects/strategicprojects/titanatlas.html

Exercise 9-6 – Export the Report to Excel

Prerequisite: The report must be open on the screen.

1. Click the **File** menu.
2. Click **Export**.
3. Click **Excel**.
4. Click **Fully Formatted Grids and Text**. This opens the *File Download* window.
5. You may choose to first open the file in Excel to view it before saving it by clicking the **Open** button or you may save directly from the window by clicking **Save** and selecting a storage location.

Chapter 10

Last, But Not Least...

Logging off of the Campus-Wide Budgeting System

You can quit just the current session or exit the Campus-Wide Budgeting System entirely

Scenario: *You have finished working on the financial plans and reports. You want to now close the system session. You must now log off.*

Prerequisite: You must be logged in to be able to log off, oddly enough!

1. Click **File**, then **Log Off**.
2. In *Log Off*, click **Yes**. The *Log On* screen is displayed for your next session.
3. To close *Planning*, click **File**, then **Exit**.

Note: If you log on and do not use the application for awhile, you are automatically logged off at the interval your administrator set.

Summary of everything you've done

Don't feel intimidated and don't be afraid to try things! There is nothing scary or mysterious about the Budgeting System! It's just a computer application designed to make your job a little easier and more enjoyable.

Go forth and have fun!

Contact Information
budget@finance.ubc.ca
http://www.it.ubc.ca/projects/strategicprojects/titanatlas.html

Appendix A – Menu items

Menus

You have access to only the menus that your user profile permits you to access. For example, users who are assigned the role of Administrator can access all functions on the **Administration** menu and users who are assigned the Interactive user role can access some functions on the Administration menu.

File Menu

The following table describes the commands under the **File** menu.

New	Creates documents, personal pages, workspace pages, data forms, reports, task lists, user variables, or menus.
Open	Opens a document, application or URL.
Close	Closes whatever is currently open.
Save	Saves data input to data forms.
Print	Prints the current screen.
Workflow	Manages the Planning process or copy versions.
Preferences	Sets general, authentication, explore, Web analysis, Financial Reporting, Planning, and other settings.
Log off	Logs off the application.
Exit	Exits the workspace

Edit Menu

The following table describes the commands under the **Edit** menu.

Adjust	Increases or decreases data values by a percentage or by a specific value.
Grid Spread	Spreads data values across multiple dimensions on the grid. The options are “proportional”, “even split” and “fill”.
Launch Rules	Launches a business rule from a data form.
Annotate Planning Unit	Adds comments to a planning unit.
Cell Text	Adds comments to a specific cell or to a range of cells at any level in a data form.

Supporting Detail	Adds detail that aggregates to the cell value in a data form.
Lock/Unlock Cells	Locks cells so that they are ignored when data is spread.
Initialize Workforce	Loads pre-defined dimensions and members, data forms, member formulas, business rules and menus to prepare plans for workforce resources (members, forms, and business rules can be customized). **NOTE:** The option "Initialize Workforce" is displayed only if the option was selected and configured during the configuration of Planning by a systems administrator.

View Menu

The following table describes the commands under the **View** menu.

View Pane	Hides or shows the View pane.
Refresh	Refreshes the current view to reflect what is stored in the database.
Instructions	Views instructions for a data form. This option is available only when the data form contains instructions.
View and Account Annotations	Enters, edits or views comments for a specific account, entity, scenario and version combination.
Basic Mode	Toggles the view for tasks between basic and advanced modes.
Task List	Views task lists to which you have access, views task status, and creates a task list report.

Administration Menu

The following table describes the commands under the **Administration** menu.

Manage Data Forms	Creates, edits, moves, deletes and assigns access to data forms.
Manage Task Lists	Creates, edits, moves, deletes and assigns access to task lists.
Manage Menus	Creates and edits menus.
Manage User Variables	Specifies the values of variables that are assigned to data forms.
Dimensions	Sets and changes access for dimensions such as Account, Entity, Scenario and Version and for user-defined dimensions.

Copy Data	Copies data, including supporting details, from one planning unit to another.
Clear Cell Details	Clears the cells of any details contained therein.
Reporting	Prints Planning information including form definitions, user and group report lists, access assignments for dimensions, planning unit annotations, process status lists, and active application auditing.
View Statistics	Views information about the Planning application and its usage.
Application Settings	Sets Planning application-wide preferences.
Business Rule Security	Assigns launch security to business rules.
Copy Document Link	Links tasks in task lists to application pages.

Tools Menu

Advanced Search	Searches the workspace for documents.
Links	Manages links to other products or URLs.
Business Rules	Launches business rules.

Appendix B – Toolbar Buttons

The toolbar buttons provide shortcuts to Planning tasks and open dialog boxes that you can use to manage documents, task lists, and favourites. The following table describes the buttons on the toolbar.

Button	Tooltip	Description
	Explore	Allows the user to access the root directory. This directory includes the reports.
	Save	Saves data input on data forms. When you save data the totals are recalculated and updated values are displayed for members that are calculated dynamically.
	Refresh	Refreshes the data form with data stored in the database. Use this function to update the data on the data form without applying any entered or edited values. When you refresh data, the system warns you that you entered data but did not save.
	Print	Prints the contents of the currently open screen.
	Adjust	Increases or decreases values by a percentage or by a value.
	Lock/Unlock Cells	Locks or unlocks cells when data is spread.
	Grid Spread	Spreads data across dimensions on the data form.
	Cut, Copy, Paste	Cuts, copies or pastes values from one or more cells to one or more cells on the data form. You cannot paste into read-only cells. The system copies and pastes the stored value of the cell, not the value determined by the precision setting.
	Cell Text	Adds comments to a specific cell at any level in data forms.
	Add/Edit Document	Adds or edits documents to provide documentation for data in cells.
	Supporting Detail	Adds detail that aggregates to the cell value in data forms.
	Task List	Opens task lists – available only if task lists are assigned to you.
	Status	Checks task list status.
	Log off	Logs off the open application.

Appendix C – Navigation Shortcuts

Children of parents can be hidden to navigate the data forms more easily. This feature is especially useful for forms that contain large numbers of rows and columns. The following table summarises the keys that you can use during data entry.

Key	Result
Enter	Enters a value and moves the cursor to the cell below the current cell.
Tab	Enters a value and moves the cursor to the next cell in the row.
Shift+Tab	Enters a value and moves the cursor to the previous cell in the row.
Esc	Cancels a value and restore the previous value.
Ctrl+z	Cancels a value and restores the previous value.
Ctrl+c	Copies the selected range of cells to the clipboard.
Ctrl+x	Cuts the selected range of cells.
Ctrl+v	Pastes the contents from the clipboard into the current cell.