

## How to run Hyperion Reports

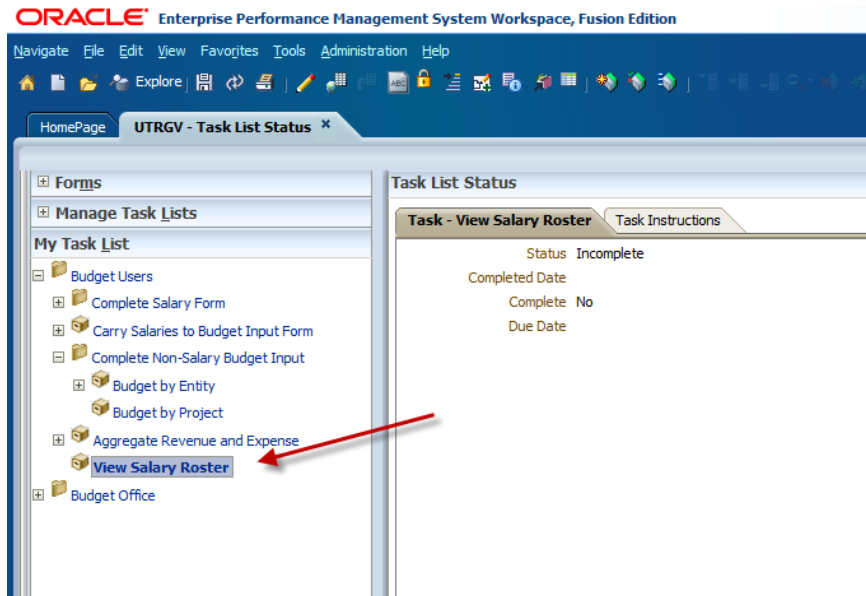
1. In excel make a list of your cost centers similar to this list in Column A.
2. In the column to the right put in the following formulas. Note there is a space after the comma.

	A	B
1	<b>Hyperion Cost Center</b>	<b>Formula</b>
2	21000021	=A2
3	21000022	=B2&" "&A3
4	21000302	=B3&" "&A4
5	31000023	=B4&" "&A5
6	34000004	=B5&" "&A6
7	21000301	=B6&" "&A7
8	21000303	=B7&" "&A8
9	31000022	=B8&" "&A9
10	21000026	=B9&" "&A10
11	21000100	=B10&" "&A11
12	5100000198	=B11&" "&A12
13	5100000204	=B12&" "&A13
14		

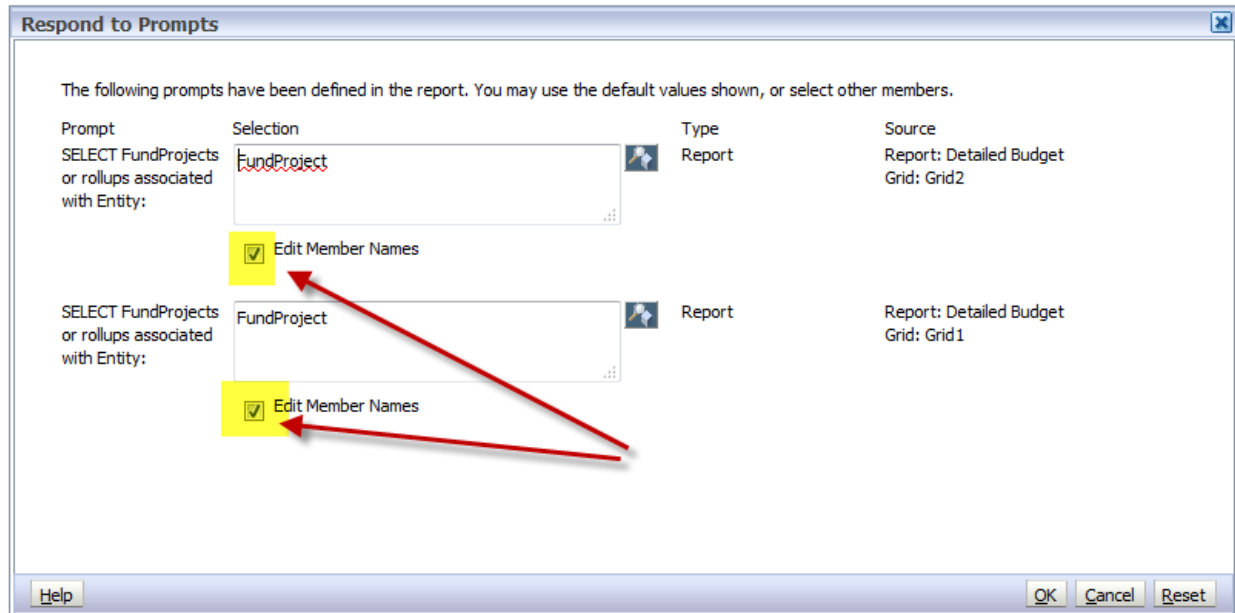
3. The formula will merge the cost centers into one cell so you can copy and paste it into Hyperion.

	A	B
1	<b>Hyperion Cost Center</b>	<b>Formula</b>
2	21000021	21000021
3	21000022	21000021, 21000022
4	21000302	21000021, 21000022, 21000302
5	31000023	21000021, 21000022, 21000302, 31000023
6	34000004	21000021, 21000022, 21000302, 31000023, 34000004
7	21000301	21000021, 21000022, 21000302, 31000023, 34000004, 21000301
8	21000303	21000021, 21000022, 21000302, 31000023, 34000004, 21000301, 21000303
9	31000022	21000021, 21000022, 21000302, 31000023, 34000004, 21000301, 21000303, 31000022
10	21000026	21000021, 21000022, 21000302, 31000023, 34000004, 21000301, 21000303, 31000022, 21000026
11	21000100	21000021, 21000022, 21000302, 31000023, 34000004, 21000301, 21000303, 31000022, 21000026, 21000100
12	5100000198	21000021, 21000022, 21000302, 31000023, 34000004, 21000301, 21000303, 31000022, 21000026, 21000100, 5100000198
13	5100000204	21000021, 21000022, 21000302, 31000023, 34000004, 21000301, 21000303, 31000022, 21000026, 21000100, 5100000198, 5100000204
14		

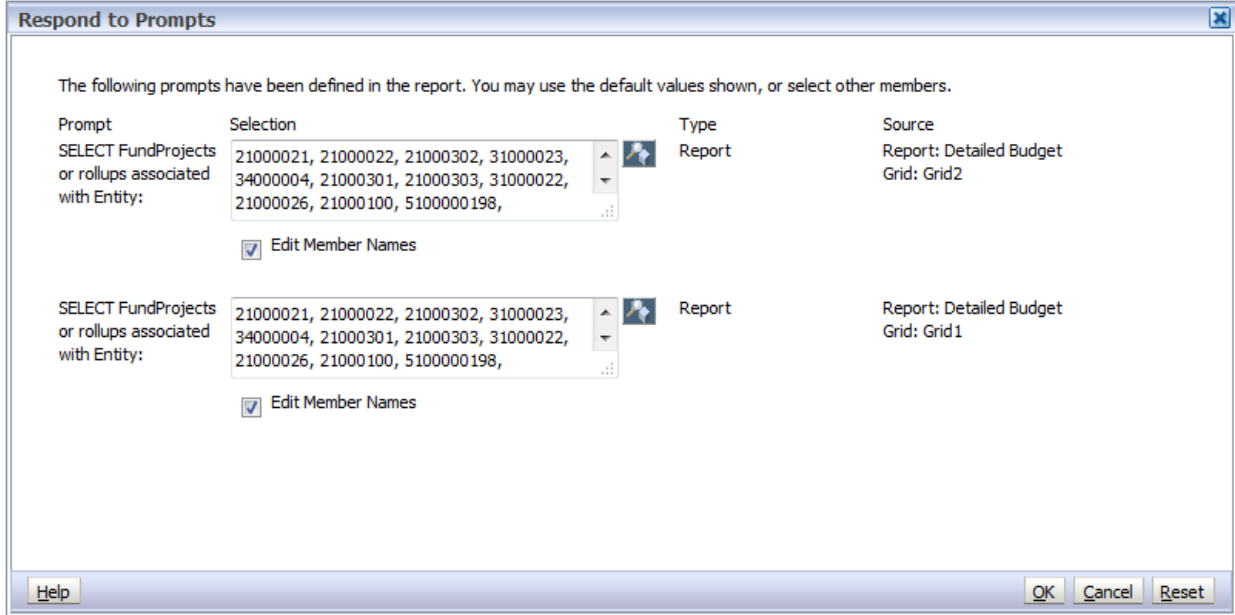
4. Go to View Salary Roster in Hyperion.



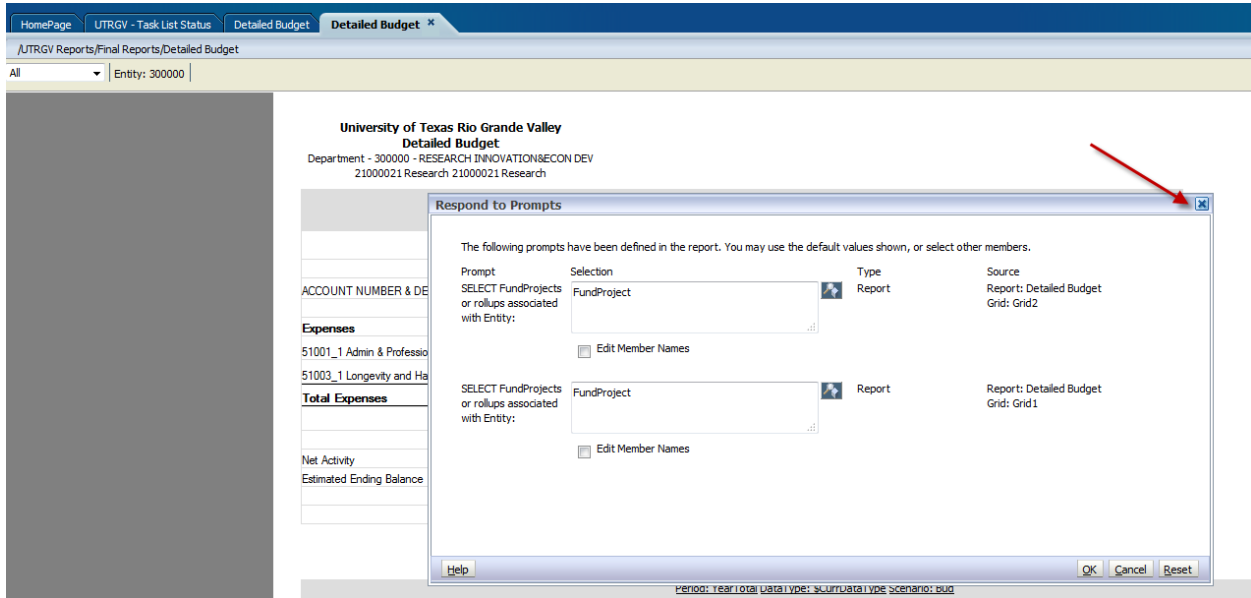
5. Check off the boxes for "Edit Member Names".



6. Copy and paste the values in cell B13 from the excel example into the selection boxes.



7. Once you see your report in the background X out of the Respond to Prompts window.



- Once your report appears on the screen, you can view them by changing the cost center drop down box (highlighted in green below). There are separate drop down boxes for the detailed budget and the salary detailed budget make sure you set them to the same cost center.

ed Budget    **Detailed Budget** \*

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**University of Texas Rio Grande Valley**  
**Detailed Budget**  
 Department - 300000 - RESEARCH INNOVATION&ECON DEV  
 21000026 Community Engagement Rural & Business Development 21000026 Community Engagement Rural & Business Developm

Period: YearTotal Scenario: Bud  
 Page: 21000026 ▼

	FY16	FY17	FY16
	FTE	FTE	Dollar
<b>ACCOUNT NUMBER &amp; DESCRIPTION</b>			
<b>Expenses</b>			
51001_1 Admin & Professional Staff Salaries	-	1.00	
51001_2 Classified Staff Salary	-	0.15	
51003_1 Longevity and Hazardous Duty-A&P	-	-	
51003_2 Longevity and Hazardous Duty-Classified	-	-	
51101 Wage Pool	-	-	
53001 Operating	-	-	
57001 Travel	-	-	
<b>Total Expenses</b>	-	<b>1.15</b>	
Net Activity			
Estimated Ending Balance			

Period: YearTotal DataType: \$CurrDataType Scer  
 Page: 21000026 ▼

	Tenure Status	Months	Start
100.10374.Exec Dir for Business and Bennack, Mr George Hilton		12	9.01

9. If you don't see your report make sure you are showing the correct organization in the upper left hand corner (highlighted in yellow below). The below window will pop-up when you click on the entity link. Choose a parent org or the exact org you want to see. This is the org that will print on your report.

The screenshot shows the Oracle Enterprise Performance Management System Workspace, Fusion Edition. The main window is titled 'Detailed Budget' and displays a report for 'Entity: 300000'. The 'Entity: 300000' field is highlighted in yellow, and a red arrow points to it. A 'Preview User Point of View' dialog box is open, showing a tree view of organizational entities. The dialog box has a 'Members' tab and a search field. The search results are as follows:

Name	Default
Entity	
UTRGVEntity	ALL ENTITIES
000000	UTRGV Top Level
100005	PRESIDENT
200000	FINANCE & ADMINISTRATION
300000	RESEARCH INNOVATION&ECON DEV
300010	Ofc VP Res & Innov & Econ Dev
302010	Sponsored Programs
302020	Strategic Research Development
302030	Life Sciences
302040	Research Translation
302050	Shared Research Infrastructure

10. When you run the report for multiple cost centers, the header on the report will display two cost centers. The first cost center listed will correspond to the detailed budget cost center and the second cost center will correspond to the detailed salary budget cost center. Be careful because only the first one will be correct for the Detailed Budget section and only the second one will be correct for the detailed salary section. In order to avoid confusion follow the instructions on the next step.

[HomePage](#) | [UTRGV - Task List Status](#) | [Detailed Budget](#) | **Detailed Budget** ✕

/UTRGV Reports/Final Reports/Detailed Budget  
 Entity: 300000

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**University of Texas Rio Grande Valley**  
**Detailed Budget**

Department - 300000 - RESEARCH INNOVATION&ECON DEV  
 21000021 Research 21000301 State-Research Translation

Period: YearTotal Scenario: Bud  
 Page: 21000021

	FY16 FTE	FY17 FTE	FY16 Dollars	FY17 Dollars
<b>Expenses</b>				
51001_1 Admin & Professional Staff Salaries		1.00		
51003_1 Longevity and Hazardous Duty-A&P				
<b>Total Expenses</b>		<b>1.00</b>		
Net Activity				
Estimated Ending Balance				

Period: YearTotal Data Type: \$CurrDataType Scenario: Bud  
 Page: 21000301

Tenure Status	Months	Start	End	FTE

11. You can run the reports for multiple cost centers but when you go to view or print them, it is better to only pick one cost center at a time to print so your header is limited to the cost center you are printing instead of a range and only prints that number at the top. It will show up twice.

UTRGV - Task List Status Detailed Budget Detailed Budget \*

Reports/Final Reports/Detailed Budget

Entity: 300000

**University of Texas Rio Grande Valley**  
**Detailed Budget**  
 Department - 300000 - RESEARCH INNOVATION&ECON DEV  
 21000021 Research 21000021 Research

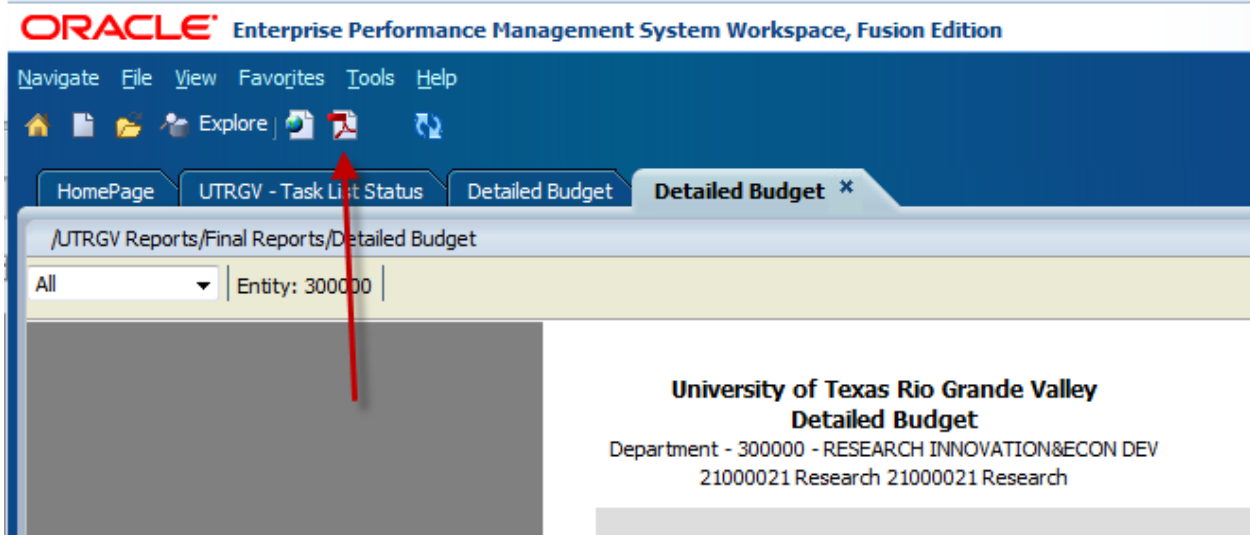
Period: YearTotal Scenario: Bud  
 Page: 21000021

	FY16	FY17	FY16
	FTE	FTE	Dollars
<b>Expenses</b>			
51001_1 Admin & Professional Staff Salaries	-	1.00	
51003_1 Longevity and Hazardous Duty-A&P	-	-	
<b>Total Expenses</b>	-	<b>1.00</b>	
Net Activity			(
Estimated Ending Balance			(

Period: YearTotal Data Type: \$CurrDataType Scen  
 Page: 21000021

	Tenure Status	Months	Start
100 10268 S-VP of Research	TN	12	9 01

12. To print your report click on the pdf icon in the tool bar.



13. Finally, do not run the salary detailed report by FundProject because your % splits will not appear correctly.

The screenshot shows a report table with the following columns: Tenure Status, Months, Start, End, FTE, FY 16 CURRENT RATE, FY 17 RATE, Rate Change, FY 17 Project Percentage, and Project Amount. The table is currently empty.

Tenure Status	Months	Start	End	FTE	FY 16 CURRENT RATE	FY 17 RATE	Rate Change	FY 17 Project Percentage	Project Amount
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