

Hyperion Training: Budget Transfers

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Presented by:

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Agenda

- Hyperion overview
- Review how to access and navigate Hyperion program
- Budget Transfers
- Additional Information
- Questions

Objectives

- Become familiar with the Hyperion.
- Understand how to complete budget transfers within Hyperion.
- Know deadlines and other key information associated with budget transfers.

What is a Hyperion?

Oracle Hyperion is an **Enterprise Performance Management system that combines** performance management applications with analytics to align financial close, planning, reporting, analysis, and modeling. Some of the modules within Hyperion include:

- Oracle Hyperion Planning
- Oracle Hyperion Workforce Planning
- Oracle Hyperion Capital Asset Planning
- Oracle Hyperion Project Financial Planning
- Oracle Hyperion Public Sector Planning and Budgeting

Hyperion Overview

Oracle Hyperion Public Sector Planning and Budgeting is a centralized web-based planning, budgeting and forecasting software that integrates financial and operational planning processes and improves business predictability.

- Planning allows the budgeting process to be performed using a web browser and Microsoft Office. The end user enters data through the internet in web forms. The data can then be pulled into reports and analyzed.

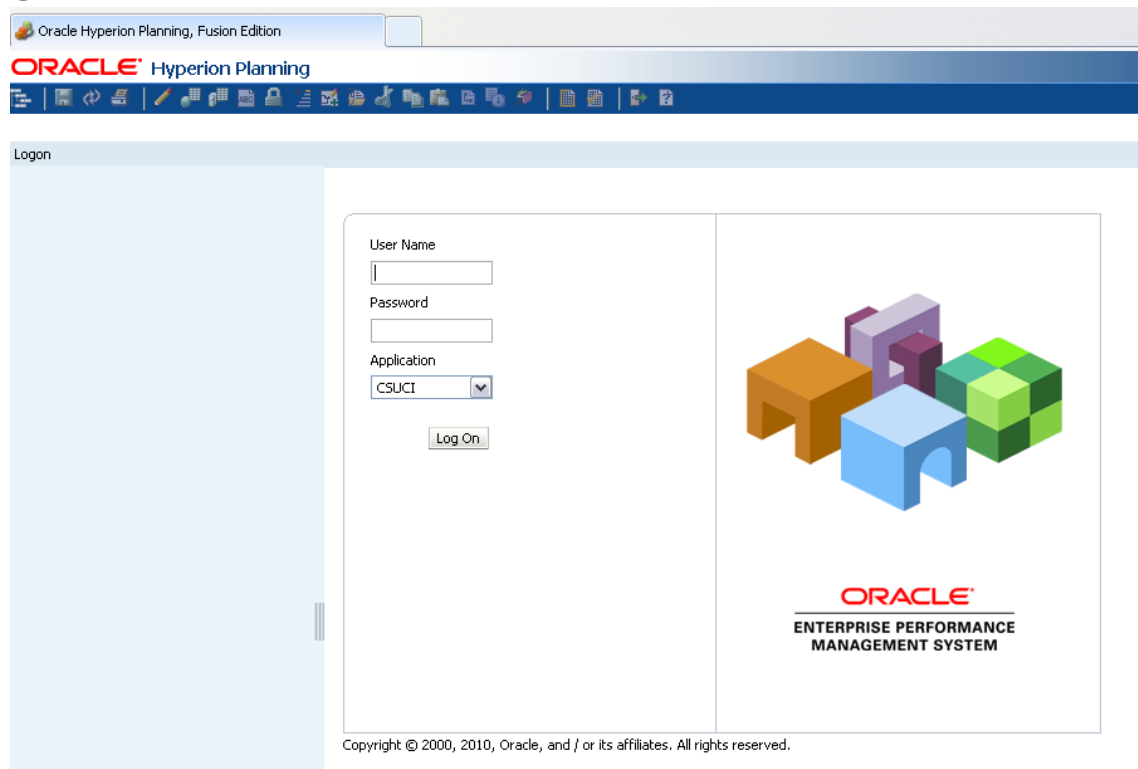
Hyperion Logon

Type in the Planning URL

<http://yardarm.csuci.edu:19000/workspace/index.jsp>

This link is also available on the Finance website

Type in your MyCI user name and password and click “Log On”



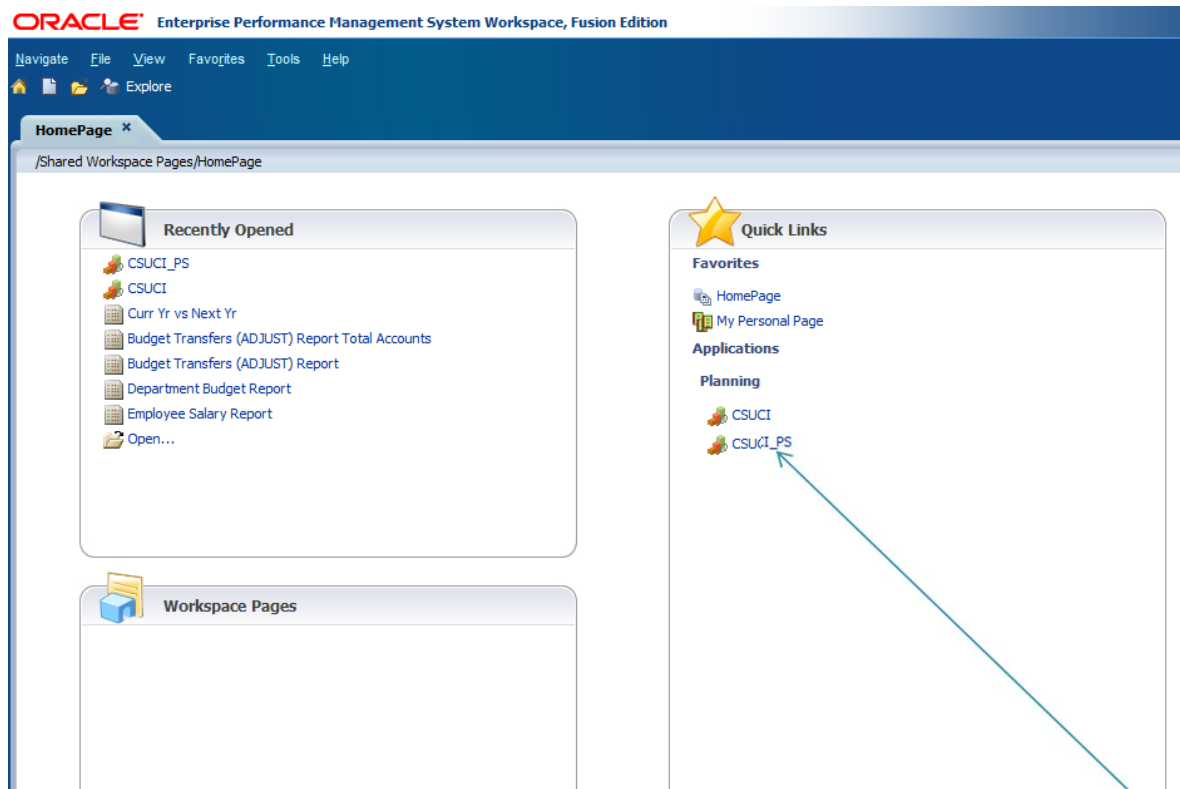
The screenshot shows the Oracle Hyperion Planning, Fusion Edition logon interface. At the top, there is a title bar with the Oracle logo and the text "Hyperion Planning". Below this is a toolbar with various icons. The main content area is titled "Logon" and contains a form with the following fields:

- User Name:
- Password:
- Application:
- Log On:

To the right of the form is a graphic consisting of several 3D blocks in orange, purple, blue, and green, arranged in a cluster. Below the graphic is the Oracle logo and the text "ENTERPRISE PERFORMANCE MANAGEMENT SYSTEM". At the bottom of the page, there is a copyright notice: "Copyright © 2000, 2010, Oracle, and / or its affiliates. All rights reserved."

Navigating Hyperion

Planning User Interface



To access Planning: Select Navigate > Applications > Planning > CSUCI_PS or click here

Navigating Hyperion

Planning menu

Planning toolbar

Content area

ORACLE Enterprise Performance Management System Workspace, Fusion Edition

Logged in as planuser2 | Help | Logout

Navigate File Edit View Favorites Tools Administration Help

HomePage CSUCI - New Employee Additions Next Yr - Enter New Employees

Search Advanced

CSUCI

Scenario: ORIGINAL Version: Working Year: FY11

Page 00000359 GD901 110 No_Program No_Project Go

New Employee 1

	YearTotal	Jul	Aug	Sep	EQ1	Oct	Nov	Dec	EQ2	Jan
601030_Executive										
FTE_Executive										
601100_Academic Salaries										
FTE_Academic Salaries										
601101_Department Chair										
FTE_Department Chair										
601201_Management and Supervisory										
FTE_Management and Supervisory										
601300_Support Staff										
FTE_Support Staff										
601304_Teaching Associates										
FTE_Teaching Associates										
601800_Librarian										
FTE_Librarian										
601807_Temporary Faculty										
FTE_Temporary Faculty										

No Business Rule available

View pane

Budget Transfers

- Divisions have the ability to process their own budget transfers.
- There are 3 types of transfers
 - Monthly Budget Transfers - routine budget transfers that are processed every month.
 - One-Time Transfers - disbursements from the Chancellor's office that come in the form of CPO's or SWAT's.
 - Perm Budget Adjustments - permanent budget transfers that will become part of your base.

HomePage CSUCI_PS - Select Data Form x

Forms

- Budget Office Admin Forms
- Training Forms
- Budget Managers
 - Employee Data
 - Comp Forms
 - Expense & Revenue Input Next Yr
 - Transfers
 - Monthly Budget Transfers
 - One-Time Transfers (SWAT-CPO's)
 - Perm Budget Adjustments

CSUCI_PS

Data Form	Description
<u>Transfer Expense Current Year</u>	Enter Expenses by Account
<u>Transfer Revenue Current Year</u>	Enter Revenue Expense by Account
<u>Transfer Salary Current Year</u>	Enter Salary Expense by Account

Transfer Expense Current Year

Transfer Revenue Current Year

Transfer Salary Current Year

Budget Transfers

- To process transfers:
 - Choose the Fund, Department, Program and Project. You will only have access to the months that are available.
 - Enter data that you are accepting from another department or account as a positive number to your department.
 - Enter data that you are giving to another department or account as a negative number to your department.

Bargaining_Unit: No_Bargaining_Unit				
Page	GD901	225	No_Program	No_Project
Em				
ADJUST				
Working				
FY10				
	YearTotal	Apr	May	Jun
604001_Telephone Usage		20		
604002_Computer Networks				
604090_Other Communications				
604800_Cell Phone Usage		-20		
605001_Electricity - Usage				
605002_Natural Gas - Usage				
605003_Oil - Usage				
605004_Water - Usage				
605005_Sewage				

Budget Transfers

Note:

- You must communicate with the other department that you are giving to or receiving from how much you are entering so that they can enter the opposite amount to their department. You can only make changes to your department.

Important Information

- All Transfers will be reviewed and approved by the Administrator at the end of month.
 - If transfers do not net to zero, departments will have to verify the data.
 - Please have all transfers completed by the 25th of the month.
 - Transfers will appear in data warehouse reports by selecting Transfer as the original budget scenario.

Questions?

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