DREXEL UNIVERSITY
Office of
Budget and
Financial Planning

<u>Hyperion Reporting Instructions</u>
"Transaction Detail Report"

This report lists organizational transactions including but not limited to:

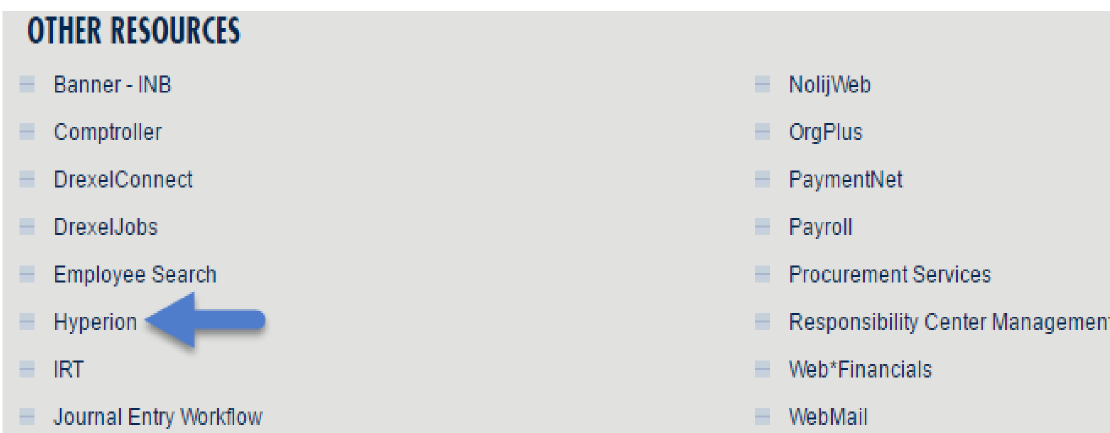
- Budget Transfers
- Salary Transfers
- Encumbrance Adjustments
- YTD Transactions

Note: Some actions are available based on Hyperion Reporting License. Please contact the Office of Budget and Financial Planning at budget@drexel.edu for further assistance.

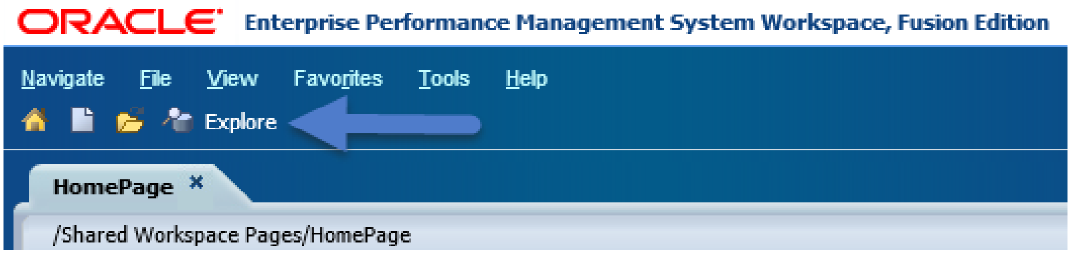
For further information regarding fields, roll-ups, and other items, please reference the "Hyperion Reporting - Reference List" found at http://drexel.edu/budget.

<u>Log in to Hyperion Reporting:</u>

- To begin, visit the Office of Budget and Financial Planning website, and then click the "Hyperion" link in the Other Resources box towards the bottom of the home page. **Internet Explorer is the browser that must be used with Hyperion.** Once prompted, please enter your **Drexel Log in** name and password**.**



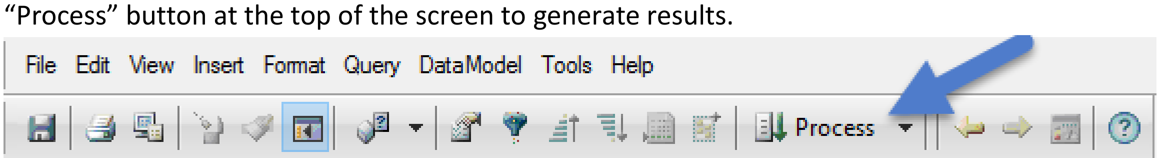
- Click the "Explore" tab to open up the reporting sections that are accessible to you. If you do not have access to this specific report, please send a request to budget@drexel.edu.



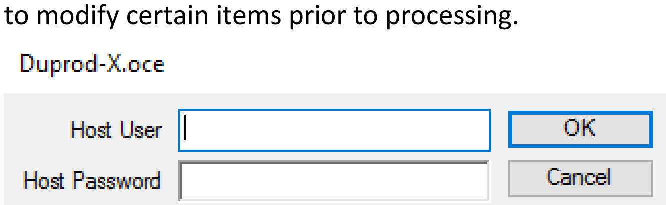
- Double click the report “Transaction Detail Report” that can be found in the folder: Drexel → Budget → Budget Administrators Reports.

Processing Transaction Detail Report:

- This report has been prepopulated with filters for ease of processing. Simply press the “Process” button at the top of the screen to generate results.

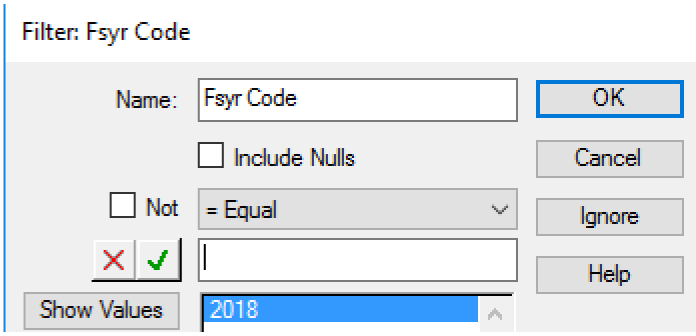


- For security purposes, a prompt will require input of your user credentials. This Host User and Host Password is your **Web*Financials log in**. This prompt may also first appear if you attempt to modify certain items prior to processing.

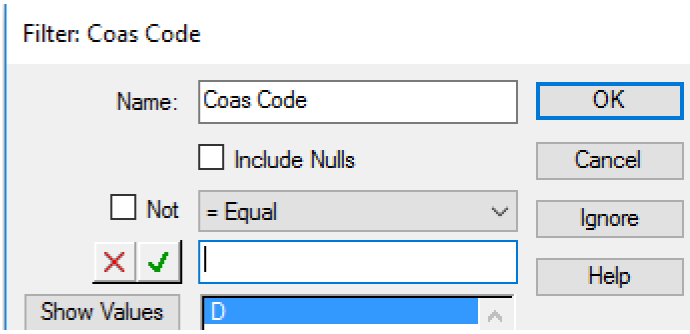


- Next, there will be a series of inputs available to help narrow down the results. In the prompt examples below, you can add more than one value by separating values with a comma (no space). In addition, you can select “Show Values” for a complete list of available values. Multiple items can be selected by holding the control key to highlight and select “OK.”

- A prompt will appear to determine the “Fsyr Code Key.” This four-digit criterion determines the fiscal year that will report results. Highlight or enter the appropriate value and click “OK”. **Please note this must be in the YYYY format.**

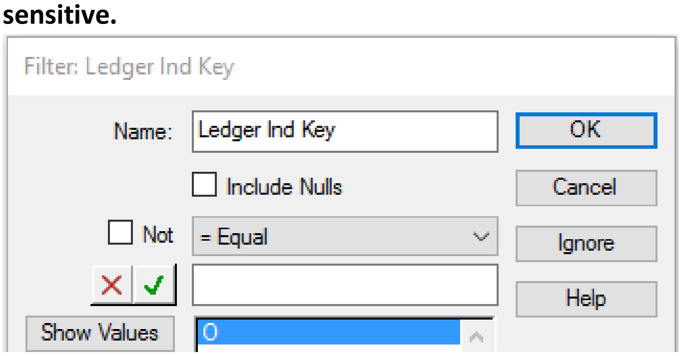


- A prompt will appear to enter the “Coas Code Key.” This criterion determines the Chart of Accounts where data will be pulled that will report results. Highlight or enter the appropriate value and click “OK”. There are other Charts, but the below are the most commonly used. **Please note this is case sensitive.**



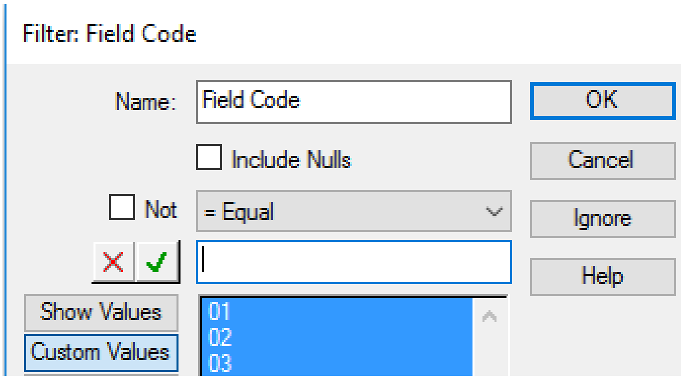
  - D = Drexel University
  - O = Drexel University Online
  - S = Academy of Natural Sciences

- A prompt will appear to enter the “Ledger Ind Key.” This criterion determines the ledger indicator. Highlight or enter the appropriate value and click “OK”. **Please note this is case sensitive.**



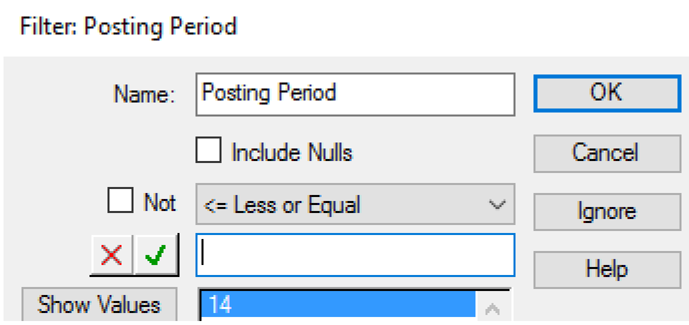
  - O = Operating Ledger ***(Most commonly used)*** – Shows budgets and YTD transactional items.
  - G = General Ledger – Shows debits and credits.
  - E = Encumbrance – Shows original encumbrances and adjustments only.

- A prompt will appear to enter the “Field Code.” This criterion determines what type of transactions will be reported. It is recommended to highlight 01-02-03 to report on all transactions. Highlight or enter the appropriate value and click “OK”.

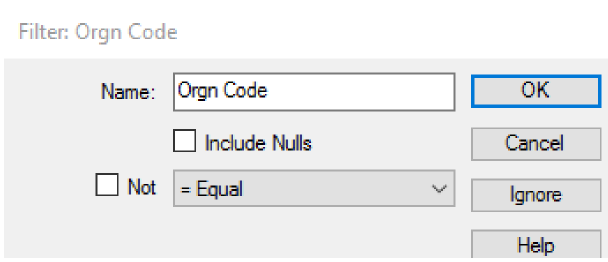


- Field Codes:
  i. 01 – Original Budget (BD01)
  ii. 02 – Budget Adjustments (BD02-BD04)
  iii. 03 – YTD Actual Transactions
  iv. 04 – Budget Reservation (Accounting Use Only)
  v. 05 – Encumbrances
  vi. 06 – Accounted Budget (BD01-BD02-BD04)
  vii. 07 – Temporary Budget (BD04)

- A prompt will appear to enter the “Posting Period.” This criterion determines up to what period the transactions will be reported. For all transactions within the fiscal year, the default has been set to 14 (All Periods). Highlight or enter the appropriate value and click “OK”.



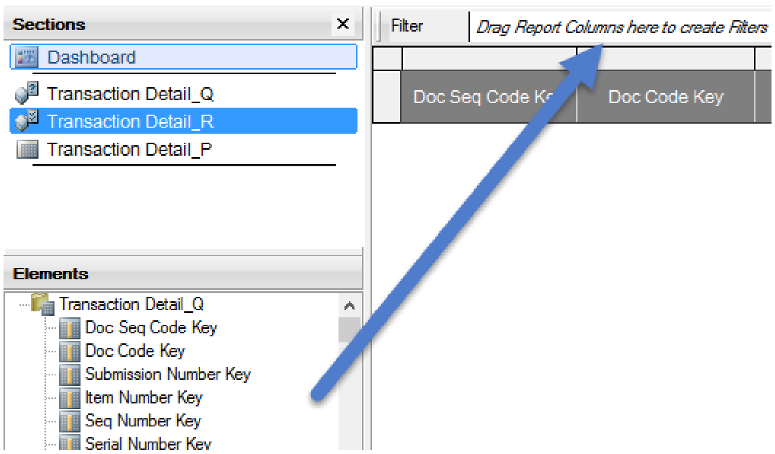
- A prompt will appear to enter the “Orgn Code.” This criterion determines what Orgn transactions will report. If you wish to receive all transactions that your security allows, feel free to hit the “Ignore” button on this criterion. Otherwise, highlight or enter the appropriate value and click “OK”.



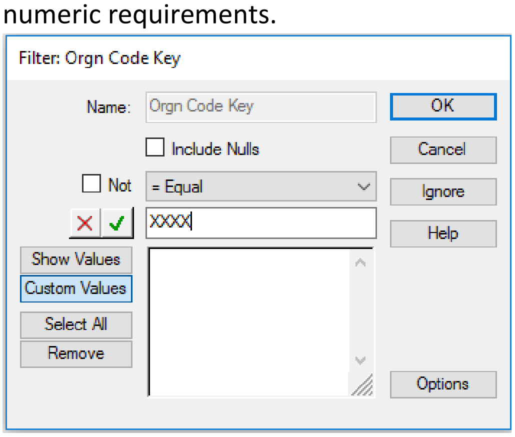
Manipulating Results:

- Results are then displayed in the "Transaction Detail_R" tab. Additionally, a pivot table has been created for easier viewing in "Transaction Detail_P:"

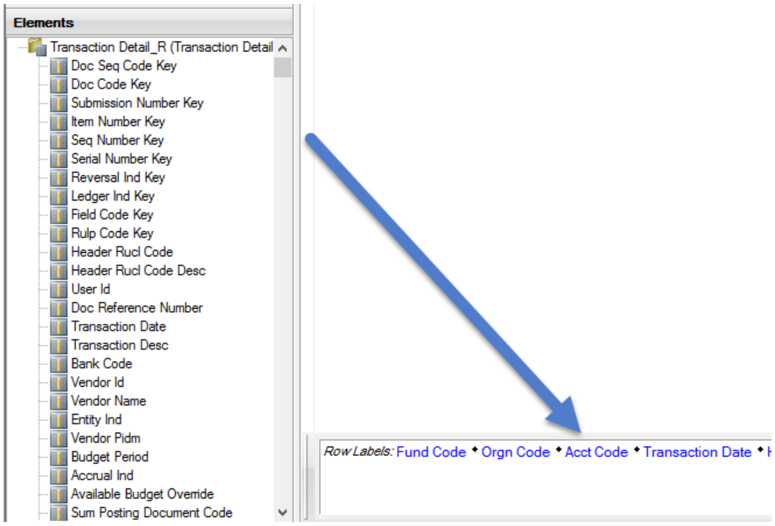
- In addition, further filters can be added (not required) to the report results to narrow the search down by dragging and dropping into the filter section. These elements include items such as Fund/Org Levels, Financial Managers, etc.



- Once a filter is added, you will be prompted to enter in a range. In the below example, the "Orgn Code Key" must be entered as a four digit value. Please note that different filters have different numeric requirements.

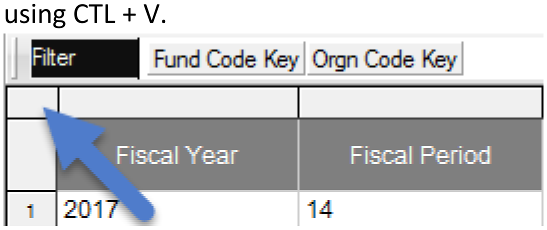


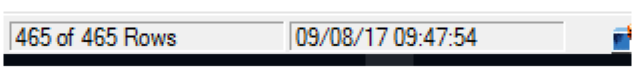
- Pivot results may be manipulated similar to Excel. This section has been pre-populated to assist in data usage. To add data filters into the Pivot table, simple drag and drop from the "Elements" section into the "Row Labels", "Column Labels" or "Facts" sections.



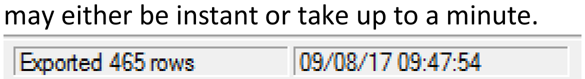
Exporting Hyperion Reporting Data:

- **Copy and paste method:** Highlight all the results, by either holding the CTRL+A or clicking on the first box on the left hand side of the results as shown below. Individual columns and rows can also be selected by holding CTRL and clicking on the appropriate column. Copy information by selecting CTL+C. Wait until the system copies the entire data set by ensuring the bottom right hand corner says "xxx of xxx rows" (see example below). Depending on the size of the data set, this may either be instant or take up to a minute. Paste information into a blank Excel workbook using CTL + V.





- **Export Method:** You can also export by File → Export → Section, and save the data to the appropriate folder (Save as type: Excel *.xlsx is recommended. Please ignore the default setting of html.) Wait until the file exports before opening or manipulating the workbook. You will see "Exported xxx rows" in the bottom right hand corner. Depending on the size of the data set, this may either be instant or take up to a minute.



- **Note:** If you export, the results will appear as text in Excel. If you copy and paste, the results will appear as numbers. An example of the difference can be found in "Fiscal Period"; the text files will appear as "01" and the number file will appear as "1" for the first fiscal period. Differences are minimal but can affect subsequent excel formulas such as V-lookups.