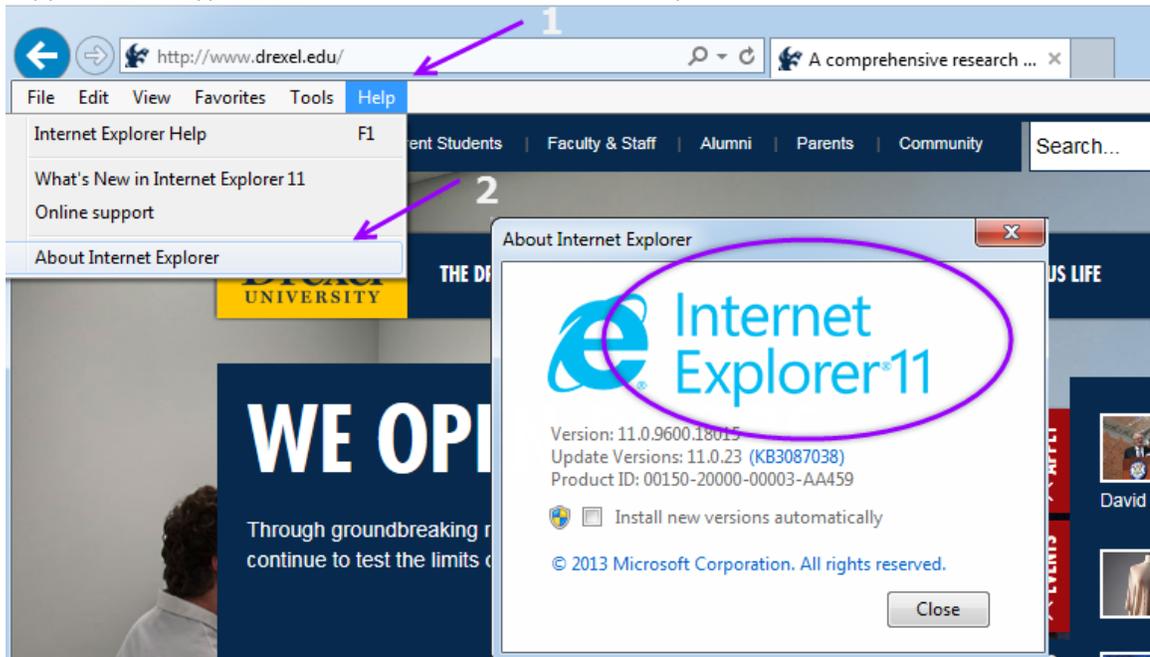


Hyperion—the Basics

Browser: Internet Explorer version 11 is the recommended browser to use. Internet Explorer is the only browser that is supported for Hyperion and most other Administrative systems at Drexel.



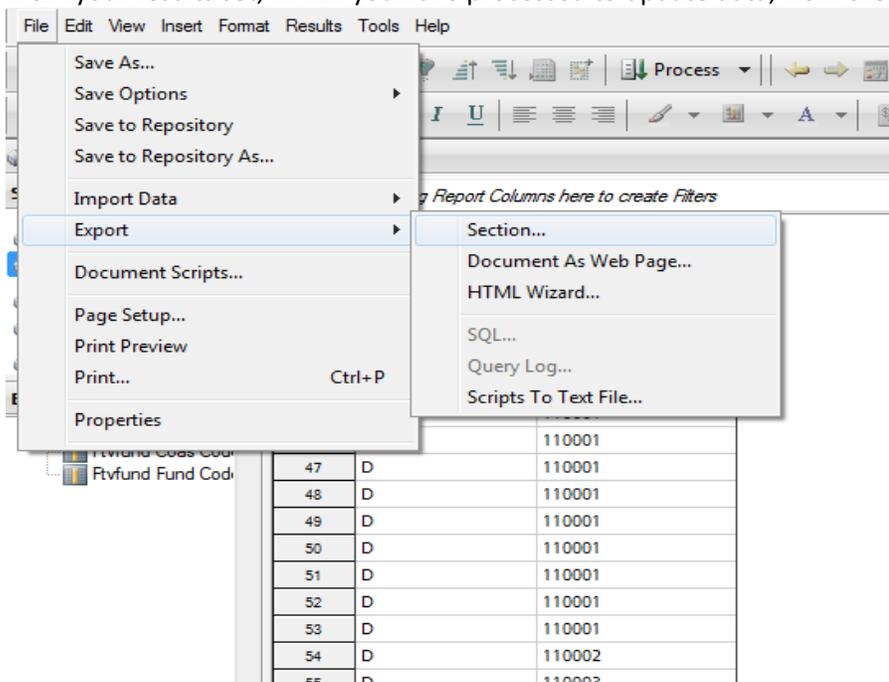
IMPORTANT IE11 NOTES:

- 1) The Zoom on the window **MUST** be set to 100% for Hyperion to function correctly.
- 2) You must add Hyperion to IE11 Safe site list: Tools/Internet Options/Security. **Trusted Sites Zone**. Add: <https://reporting.drexel.edu>

How to login: You can bookmark this site: <https://reporting.drexel.edu/workspace/index.jsp> or if you do not have your bookmarks available, you can always go to: www.drexel.edu/reporting and that site will redirect to the correct URL.

How to Export Results to Excel:

From your results set, **AFTER** you have processed to update data, from the Top Menu bar select: File/Export/Section.



NEXT, ensure that Save As Type has Excel selected. The default is Microsoft Office 2000 HTML and if you save as that type, you won't be able to open the results with Excel.

Export Section

Save in: Desktop

Name	Size	Item type
ASPSHared - Shortcut	3 KB	Shortcut
kmw26 - Shortcut	2 KB	Shortcut
Tickets		File folder
Application Shortcuts		File folder
ProLawClient_VSTOR_Setup		File folder
Network		
Computer		
Wilson, Kate		
Homegroup		
Libraries		

Recent Places: Desktop, Libraries, Computer, Network

File name: FUND_TEST

Save as type: Microsoft Office 2000 HTML (*.html) (selected)

Encoding:

Save Cancel

53		
54	Text (Tab Delimited) (*.txt)	
55	Text (Comma Delimited) (*.csv)	
56	HTML (*.htm)	
56	PDF (*.pdf)	
57	D	110050
58	D	110050

Direct Link To Research Reports

If you are a MAC user or if you would like to use the Chrome or Safari browser as an alternative, you could navigate to the [following](#) page and follow the directions below.

1. Copy or click on the link to take you the specific report. You will be greeted by a login page. Enter your username and password to view the report.



The image shows a screenshot of the Oracle Enterprise Performance Management System Workspace, Fusion Edition login page. The page has a blue header with the Oracle logo and the text "Enterprise Performance Management System Workspace, Fusion Edition". Below the header is a "Log On" tab. The main content area is divided into two columns. The left column contains a "User Name:" label, a text input field, a "Password:" label, another text input field, and a "Log On" button. The right column features a large 3D graphic of interlocking blocks in orange, blue, purple, and green. Below the graphic is the Oracle logo and the text "ENTERPRISE PERFORMANCE MANAGEMENT SYSTEM".

2. Choose status from the status list box, then click on the "Get My Orgs" button to retrieve the orgs.

DREXEL UNIVERSITY
Office of the
Comptroller
Research, Accounting Services

Purpose: The purpose of this report is to provide direct and indirect expenses by fund. The report will display the expense information for the current and last two fiscal years.

Directions: Select the Chart from the drop down menu, then select the status from the "Status" list box. (Note: The "Status" list box will default to "Active"). Click on the "Get My Orgs" button and choose the "Org" from the list of available orgs. To choose more than one org, hold the "SHIFT" key on your keyboard and click the various orgs. Next, click the "Get My Funds" button and choose the appropriate funds. Finally, click the "Run Report" button.

Chart :

Status:

- A - Active
- C - Close-out
- P - Pending Update
- Q - Advance Cost Cente
- R - Accounts Receivable
- X - Closed

Orgs:

Funds:

3. Choose the org from the list of available orgs.

Note: Hold down the shift Key and click on the various orgs to choose more than one or.

The screenshot shows a web browser window with the following content:

- Header:** DREXEL UNIVERSITY Office of the Comptroller Research Accounting Services
- Purpose:** The purpose of this report is to provide direct and indirect expenses by fund. The report will display the expense information for the current and last two fiscal years.
- Directions:** Select the Chart from the drop down menu, then select the status from the "Status" list box. (Note: The "Status" list box will default to "Active"). Click on the "Get My Orgs" button and choose the "Org" from the list of available orgs. To choose more than one org, hold the "SHIFT" key on your keyboard and click the various orgs. Next, click the "Get My Funds" button and choose the appropriate funds. Finally, click the "Run Report" button.
- Form Elements:**
 - Chart:** A dropdown menu with 'D' selected.
 - Status:** A list box containing: A - Active, C - Close-out, P - Pending Update, Q - Advance Cost Center, R - Accounts Receivable, X - Closed.
 - Orgs:** A list box containing: 3642 - English Language Center, 3649 - History & Politics, 3650 - Biology, 3655 - Chemistry, 3657 - Physics, 3659 - Mathematics, 3661 - Office of Dean of COE, 3662 - Chemical Engineering (highlighted), 3663 - Civil Arch & Environmental Engr, 3665 - Electrical & Computer Engineering, 3667 - Mechanical Engineering & Mechanics, 3668 - Materials Engineering, 3671 - Office of the Dean of LCOB, 3672 - Accounting.
 - Funds:** An empty list box.
 - Buttons:** "Get My Orgs" and "Get My Funds".

4. Click on the “Get My Funds” button to retrieve the fund that will be attached to the selected org and finally click the “Run Report” button to run the report.

DREXEL UNIVERSITY
Office of the
Comptroller
Research Accounting Services

Purpose: The purpose of this report is to provide direct and indirect expenses by fund. The report will display the expense information for the current and last two fiscal years.

Directions: Select the Chart from the drop down menu, then select the status from the “Status” list box. (Note: The “Status” list box will default to “Active”). Click on the “Get My Orgs” button and choose the “Org” from the list of available orgs. To choose more than one org, hold the “SHIFT” key on your keyboard and click the various orgs. Next, click the “Get My Funds” button and choose the appropriate funds. Finally, click the “Run Report” button.

Chart : D

Status:

- A - Active
- C - Close-out
- P - Pending Update
- Q - Advance Cost Center
- R - Accounts Receivable
- X - Closed

Orgs:

- 3642 - English Language Center
- 3649 - History & Politics
- 3650 - Biology
- 3655 - Chemistry
- 3657 - Physics
- 3659 - Mathematics
- 3661 - Office of Dean of COE
- 3662 - Chemical Engineering
- 3663 - Civil Arch & Environmental Engr
- 3665 - Electrical & Computer Engineering
- 3667 - Mechanical Engineering & Mechanics
- 3668 - Materials Engineering
- 3671 - Office of the Dean of LCOB
- 3672 - Accounting

Funds:

- 202118 - Multiscale Synthesis
- 202157 - Development of Low HAP
- 202158 - Modification and Optimization of /
- 202243 - Multiscale Synthesis Modeling
- 202244 - Effect of Mechanical Impact
- 202272 - Bio-based Carbon Fibers
- 202315 - Multiscale Synthesis
- 202328 - Initiated Chemical Vapor Depositor
- 202329 - Center for Sustainable Corrosion
- 202338 - Scanning Probe Microscope
- 202345 - SERDP MDA-Free Polyimides
- 202354 - Sustainable Corrosion (Mod P00002
- 202355 - Sustainable Corrosion (Mod P00003
- 202505 - Approaches to Computing Diffusion

Buttons: Get My Orgs, Get My Funds, Run Report

5. To return to the dashboard from the report. Click on the dropdown and choose “Dashboard”, then click on the Go

Address Bar: P:\IndirectDirectExpenses | Go | Dashboard | P:\IndirectDirectExpenses

Program Administrator	College	Department	Fund Code
Christina Upsher	College of Engineering	Chemical Engineering	202118

button.

6. To extract the report to Excel. Simply click Excel button on top of the screen.

The screenshot shows a web application interface. At the top, there is a navigation bar with a dropdown menu currently set to 'P: IndirectDirectExpenses'. Below the navigation bar is a table with the following data:

Program Administrator	College	Department	Fund Code
Christina Upsher	College of Engineering	Chemical Engineering	202118

A red callout box with a white background and a red border points to the top navigation bar. The text inside the callout box reads: "Click on these buttons to export to Excel." The callout box is positioned over the navigation bar, specifically pointing towards the right side where several icons are located, including one that resembles the Microsoft Excel logo.