Budget Planning Part 1
(Hyperion)

April 27, 2015
AGENDA
Hyperion - Public Sector Planning and Budgeting (PSPB)

• Overview
  – Key Dates
  – Course Sessions (Part 1 & 2)
  – Objectives
• What is Hyperion-PSPB?
• Hyperion Navigation
• Position Budget Preparation
  – Class Exercises and Demonstration
• Courses, Contacts, and Resources
## 2016 Budget Planning Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 15</td>
<td>Fee Funded Areas: Draft Revenue Projections</td>
</tr>
<tr>
<td>April 28-30</td>
<td><strong>Hyperion Training – Part I (Position Budgeting): Dept 1</strong></td>
</tr>
<tr>
<td>May 1</td>
<td>Fee Funded Areas: Draft Debt Service Budgets</td>
</tr>
<tr>
<td>May 4</td>
<td>Draft Debt Service Budgets provided to Financial Area reps</td>
</tr>
<tr>
<td>May 5-7</td>
<td>Central Budget Office travels to ARDC for final Hyperion training for additional “Reporting”</td>
</tr>
<tr>
<td>May 8</td>
<td>Non-E&amp;G Cost Centers: Benefits Template (website) and Longevity Reports provided to areas</td>
</tr>
<tr>
<td>TBA by Areas</td>
<td>Internal Department Deadlines for Completion of Position Budget</td>
</tr>
<tr>
<td>May 19-21</td>
<td><strong>Hyperion Training – Part II (Revenue and Expense Budgeting): Dept 2</strong></td>
</tr>
<tr>
<td>TBA by Areas</td>
<td>Internal Department Deadlines for Completion of Revenue and Expense Budgets</td>
</tr>
<tr>
<td>May 29 – June 1</td>
<td>Department Budgets (Dept 2) Reconciled in Hyperion</td>
</tr>
<tr>
<td>June 4</td>
<td>VP Area Leads submit reconciled budgets to Central Budget Office</td>
</tr>
<tr>
<td>June 10</td>
<td>Budget Goals and Priorities Hearing with UT System</td>
</tr>
<tr>
<td>June 10 -26</td>
<td>Budget Office completes budget submission, reconciliation, supplemental reports, variance review, budget highlights and 6-year forecast reporting to UT System</td>
</tr>
<tr>
<td>June 29</td>
<td>Draft FY16 Operating Budget due to UT System</td>
</tr>
<tr>
<td>July 15</td>
<td>Final FY16 Operating Budget due to UT System</td>
</tr>
<tr>
<td>August 20-21</td>
<td>FY16 Operating Budgets approved by Board of Regents</td>
</tr>
</tbody>
</table>
The Budget Office will provide training in two different sessions:

- Budget Planning (Hyperion) Part 1
  - Position Budgeting

- Budget Planning (Hyperion) Part 2
  - Revenue and Expense Budgeting
Class Objectives
Part I – Position Budgeting

After completing this class you will be able to:

• Demonstrate the Browser settings and preferences that run Hyperion

• Understand Position Budget Preparation:
  – Maintain/update position and employee information
  – Calculate and allocate compensation information
  – Review and approve Position Budgets
Hyperion-PSPB enables you to accomplish the following tasks:

• Build budgets from prior years or versions

• Manage position, position data, and position-related compensation details

• Manage employee-related data such as: salary grades, benefits, status, employer-paid taxes, union information, etc.

• Project and evaluate the impact of employee compensation on overall budgets
Hyperion-PSPB enables you to accomplish the following tasks:

• Access budget data in Oracle Smart View for Office
  – Budget Office is working compatibility issue due to version of Hyperion is not compatible with Microsoft Office 2013.

• Create detailed budget books and reports in Oracle Hyperion Financial Reporting and Web Analysis that enable you to publish budget details internally or externally.
Every application in Hyperion has two cubes:

- **Plan 1** (Revenue/Expense)
- **HCP** (Human Capital Planning)
<table>
<thead>
<tr>
<th>Plan 1 (REV/Exp)</th>
<th>HCP (Human Capital Planning)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>Account</td>
</tr>
<tr>
<td>Period</td>
<td>Period</td>
</tr>
<tr>
<td>Year</td>
<td>Year</td>
</tr>
<tr>
<td>Scenario</td>
<td>Scenario</td>
</tr>
<tr>
<td>Version</td>
<td>Version</td>
</tr>
<tr>
<td>Cost Center</td>
<td>Cost Center</td>
</tr>
<tr>
<td>Entity</td>
<td>Entity</td>
</tr>
<tr>
<td></td>
<td>Employee</td>
</tr>
<tr>
<td></td>
<td>Position</td>
</tr>
<tr>
<td></td>
<td>Budget Item</td>
</tr>
</tbody>
</table>
Budget Planning

NAVIGATION
Hyperion Navigation

- **Menu Bar**
- **Tool Bar**
- **Opened Application**
- **View Panel**
- **Content Area**

Hyperion Navigation Image Description:

- **Menu Bar**: Contains various options like Navigate, File, Edit, Favorites, Tools, Administration, and Help.
- **Tool Bar**: Located below the menu bar, providing additional functionalities.
- **Opened Application**: The UTABudget - Task List Status application is open.
- **View Panel**: Displays the task list status and other details.
- **Content Area**: Shows the task list status with columns for Type, Status, Due Date, Alert, Completed Date, and Instructions.
Toolbar Icons

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Save</td>
<td>Save the input data</td>
</tr>
<tr>
<td>Refresh</td>
<td>Refresh the form</td>
</tr>
<tr>
<td>Print</td>
<td>Print the current screen</td>
</tr>
<tr>
<td>Adjust</td>
<td>Adjust the selected cell value by a percentage or by a value</td>
</tr>
<tr>
<td>Grid Spread</td>
<td>Spread value</td>
</tr>
</tbody>
</table>
### Toolbar Icons (cont’d)

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Phone Icon]</td>
<td>Mass Allocate - Run a mass allocation</td>
</tr>
<tr>
<td>![Comment Icon]</td>
<td>Comment - Add or edit comment to the selected cell.</td>
</tr>
<tr>
<td>![Lock Icon]</td>
<td>Lock/Unlock Cells - Lock or unlock cells when spreading data.</td>
</tr>
<tr>
<td>![Support Icon]</td>
<td>Supporting Detail - Add or edit supporting details to selected cell.</td>
</tr>
<tr>
<td>![Add Document Icon]</td>
<td>Add/Edit Document - Add or edit attached documents for the selected cell.</td>
</tr>
<tr>
<td>![Open Icon]</td>
<td>Open Document - Open the attached document for the selected cell.</td>
</tr>
<tr>
<td>![Instructions Icon]</td>
<td>Instructions - Show the instruction details for the open data form.</td>
</tr>
<tr>
<td>![Smart View Icon]</td>
<td>Open in Smart View - Open data from in Smart View. <em>(This button does not work and will not be used.)</em></td>
</tr>
</tbody>
</table>
Budget Planning

POSITION BUDGET PREPARATION
Position Budget Preparation

Expand the Position Budget Preparation task list by clicking on the “+” sign next to it.

Task 1: Manage Position and Employee data
   Task 1.1: Maintain Position Data
   Task 1.2: Maintain employees by position
   Task 1.3: Add Merit Rate by Dept (Do not use)
   Task 1.4: Review Pending Transfers

Task 2: Review Entity Compensation Budgets

Task 3: Review and approve positions
Task #1
Manage Position and Employee Data

This task has four sub tasks; in this section you may perform tasks such as: fill to be hired vacancies, edit position details, edit employee details, manage pending transfers, and manage position-employee assignments.

The order of the FTE updates is important:

1. Budget Users should change the Employee FTE first then run the two calculations;
   - Calculate Compensation Expense
   - Allocate Compensation Expense to GL Accounts
2. Budget User should then update the Position FTE. Run the following two calculations;
   - Calculate Compensation Expense
   - Allocate Compensation Expense to GL Accounts
3. Next, the Employee FTE needs to be approved;
4. Finally, the Position FTE should be approved.
Task #1.1
Maintain Position Data

This data reviews all positions in the department. This task gives information about the position such as: Position Name, Position Number, Job, Position start date, Position end date, and Occupancy status.

Other right-click options are: Exclude Position from Budget, Edit Position Details, Copy Position Data, Add Position, Transfer Position, Terminate Position, Single-Step Position Transfer, Transfer Out and Delete Position, etc.

HINT: Export to Excel (Go to Tools on Toolbar and Export as Spreadsheet)
Task #1.2
Maintain Employees by Position
(Edit Employee Details)

HINT: Export to Excel (Go to Tools on Toolbar and Export as Spreadsheet)
Task 2:
Review Entity Compensation Budgets

After compensation budgets are entered and expenses calculated, you will be allowed to review the following: position, employee, FTE assignments, and compensation element expenses by year/quarter/month.
Task # 3: Review and Approve Positions

- Approvals are based on position-employee assignments and the budget. This calculation is based on the approved FTEs or the specified compensation values. When the employee’s FTE is approved the employee assignment is also approved.

- Be careful to see the difference between the Approvals menu (approves Positions) and the Employee Approvals menu (approves Employee related changes).
Class Exercise

• Please go to Page 17 in the Hyperion Public Sector Planning and Budgeting Handout
Summary

In today’s class we covered:

• Update the Browser settings and preferences that run Hyperion-PSPB

• Understand Position Budget Preparation:
  – Maintain/update position and employee information
  – Calculate and allocate compensation information
  – Review and approve Position Budgets
Courses, Contacts and Resources

Upon completion of this course please sign up for next course:

- Budget Planning (Hyperion) Part II

Contact the Office of Budget Planning & Development

- Thomas Heil  Ext. 8600 (primary contact)
- Elizabeth Bay Ext. 4307
- Mary Simon  Ext. 4344
- Or Email: Budget.FMS@utsa.edu
Questions