

How to Set Up Financial Reporting (FR) Preferences and Run FR Reports in Hyperion By Department of Finance

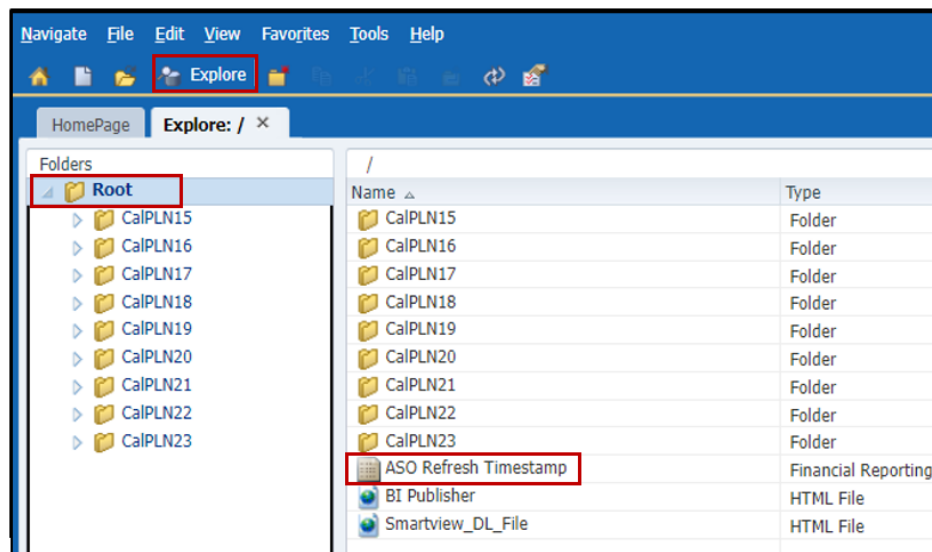
Target Audience: All department budget analysts with access to the Hyperion Planning Application.

Purpose: Provides instructions on how to run Financial Reporting (FR) reports.

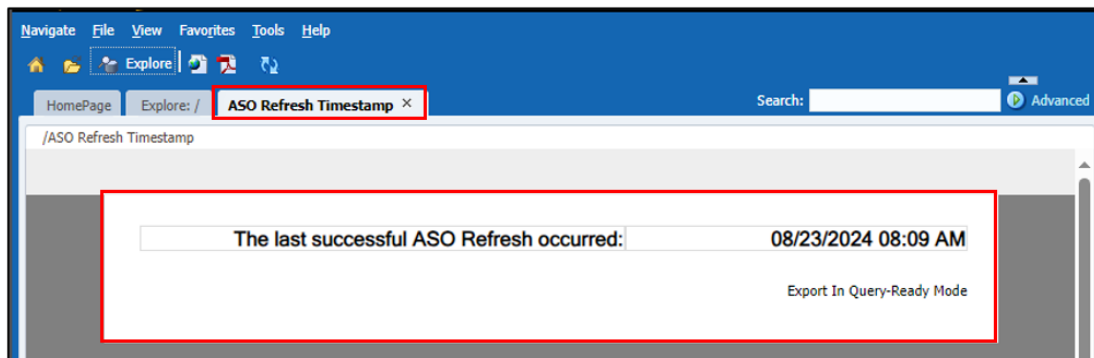
General Information: FR reports pull data from a “reporting cube” instead of the Hyperion Planning Application. Data in the reporting cube is refreshed every two hours using a batch process that runs at the top of each even hour from Midnight to 4:00pm (except at 4:00am or when the system is in maintenance mode). After 4:00pm, the batch process runs at the top of every hour until Midnight. The batch process takes about 15 minutes to update the reporting cube. For example, changes made at 9:00am will not be available for reporting until about 10:15am. The process time will increase throughout the year based on the amount of data in the system.

Data Refresh Status: Follow the instructions below to check when the last successful FR report refresh completed.

- Login to Hyperion and select the **Explore** button from the Hyperion toolbar.
- Navigate to the **Root** folder and double click on the **ASO Refresh Timestamp** from the right pane.

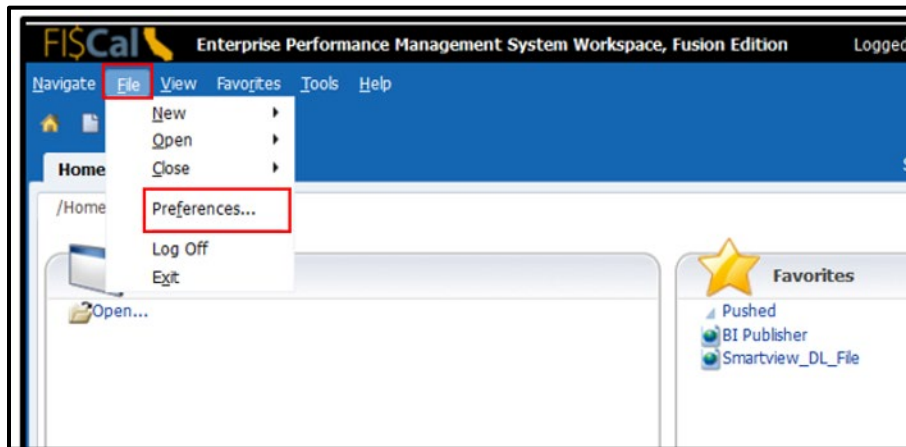


- A new tab will open and display when the last successful FR report refresh completed.

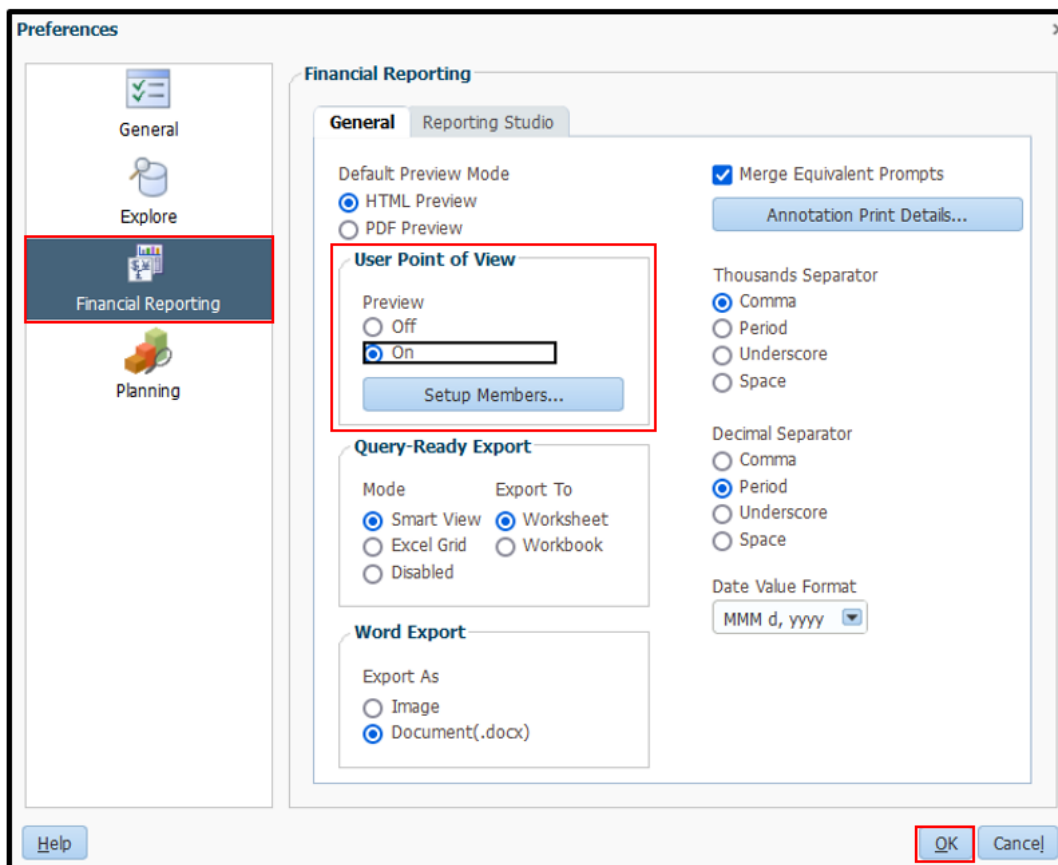


User Preferences: FR reports require a one-time setup of user preferences. Follow the instructions below to ensure this one-time set up has been completed.

- Login to Hyperion and navigate to the **File** menu from the Hyperion toolbar. Select **Preferences** from the drop down.



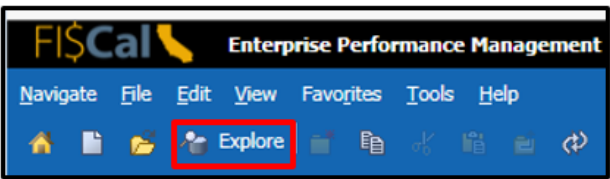
- In the Preferences window, select the **Financial Reporting** icon from the left menu.
- Under the **User Point of View** section, select the Preview "On" option. Then, click **OK**.



Congratulations. You have successfully set up your FR report user preferences and can now proceed to run FR reports.

Steps to Run a FR Report: The following steps will help you understand the basic steps required to run FR reports.

Step 1: Click on the **Explore** button.



Step 2: Navigate to the reports through the folder structure in the left pane as follows:

Root → CalPLNXX → Reports for Departments

“XX” represents the first part of the fiscal year. In this example we are in the development of the 2019-20 budget cycle, therefore we will choose CalPLN19.

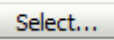
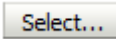

A list of available reports will appear in the right pane. Read the description column for the report before running it. Refer to the **Report Manual for Departments** for a full list of reports, key data elements included in the report, versions accessible by departments, and sample reports. This manual is provided by and can be requested from your Finance Budget Analyst.

Folders		/CalPLN19/Reports for Departments			
		Name	Type	Modified	Description
Root		3-YR Exp and Positions - Validation	Financial Reporting	5/10/22 9:53 AM	Run for only ONE Fiscal Year (YBB). Can run Statewide or Agency or BU level.
CalPLN15		BBA Type (Baseline Budget Adjustments)	Financial Reporting	5/10/22 9:53 AM	
CalPLN16		BR Listing in Planning - Budget RT	Financial Reporting	5/10/22 9:53 AM	Do not select "Entity" in POV. Shows BRs in two versions selected.
CalPLN17		BR Listing in Planning - Capital RT	Financial Reporting	5/10/22 9:53 AM	Do not select "Entity" in POV. Shows BRs in two versions selected.
CalPLN18		DBA (Detail Budget Adjustments) by Entity	Financial Reporting	5/10/22 9:53 AM	Run for one Entity
CalPLN19		DF-300 OE&E Schedule	Financial Reporting	5/10/22 9:53 AM	
Reports for Departments		Department Issue Codes for All BRs	Financial Reporting	5/10/22 9:53 AM	
CalPLN20		Detailed Multi-Year Expenditures	Financial Reporting	5/10/22 9:53 AM	Run for ONE Entity.
CalPLN21		Detailed Multi-Year Non Add Expenditures	Financial Reporting	5/10/22 9:53 AM	Run for ONE Entity.
CalPLN22		Expenditures by Entity - Capital	Financial Reporting	5/10/22 9:53 AM	Run for ONE Entity.
CalPLN23		Expenditures by Entity - Program and Category	Financial Reporting	5/10/22 9:53 AM	
		Galley Validation	Financial Reporting	6/30/22 1:10 PM	Run for one Entity
		Invalid (in Red) & Valid Non-Add Items	Financial Reporting	5/10/22 9:53 AM	Invalid Items are shaded in red. Only Non-Add dollars.
		Invalid (in Red) and Valid Items with Dollars	Financial Reporting	5/10/22 9:53 AM	Invalid Items are shaded in red. Only Add Dollars shown.
		Legislative Action Status - Expenditures	Financial Reporting	5/10/22 9:53 AM	
		Legislative Action Status - RTL	Financial Reporting	5/10/22 9:53 AM	
		Non-Add by Item - Multi Year	Financial Reporting	5/10/22 9:53 AM	
		Past Year Incremental Expenditure Adjustments	Financial Reporting	5/10/22 9:53 AM	Run for ONE Entity.
		Past Year Incremental RTL Adjustments	Financial Reporting	5/10/22 9:53 AM	
		RTL by Fund	Financial Reporting	5/10/22 9:53 AM	
		Revenue Transfer Details	Financial Reporting	5/10/22 9:53 AM	
		Version Comparison by Issue - Expenditure	Financial Reporting	5/10/22 9:53 AM	
		Version Comparison by Issue - FTE	Financial Reporting	5/10/22 9:53 AM	
		Version Comparison by Issue - Loans	Financial Reporting	5/10/22 9:53 AM	
		Version Comparison by Issue - Non Add Exp	Financial Reporting	5/10/22 9:53 AM	
		Version Comparison by Issue - Revenue Transfer	Financial Reporting	5/10/22 9:53 AM	
		Version Comparison by Issue - Revenues	Financial Reporting	5/10/22 9:53 AM	
		Version Comparison by Item - Expenditure	Financial Reporting	5/10/22 9:53 AM	

Step 3: Double-click on the **Report Name** to run the report. A new tab will open.

/CalPLN19/Reports for Departments	
Name	
3-YR Exp and Positions - Validation	
BBA Type (Baseline Budget Adjustments)	
BR Listing in Planning - Budget RT	
BR Listing in Planning - Capital RT	
DBA (Detail Budget Adjustments) by Entity	
DF-300 OE&E Schedule	
Department Issue Codes for All BRs	
Detailed Multi-Year Expenditures	
Detailed Multi-Year Non Add Expenditures	
Expenditures by Entity - Capital	

Step 4: Select the **Point of View (POV)** for the report. The example below is the POV selections for the Detailed Multi-Year Expenditures report.

Select the required POV report parameters using the  button or type in the parameter directly, if known. The  button opens another prompt, where the POV parameter can be selected by typing in the search box and clicking the binocular symbol ().

	Name	Location	Description
<input checked="" type="radio"/>	BU 0509	Entity\All Entity\Total Entity\LegJudandExec\Executive\BU 0509	0509-Governors Office of Bus, Econ Developm

Step 5: For **Year**, “FY XX” refers to the first portion of a fiscal year. For example, for the 2019-20 budget cycle (July 2018 through June 2019), the Year should be set to “FY19”.

Step 6: Select a **Version** available to the department (e.g., GB Dept Working).

Step 7: For **Entity**, select a Business Unit (BU) code number.

Step 8: Select **Fund**, if applicable, otherwise leave at the default value of **Fund**. If the default is chosen, the report will provide data for all funds for the selected entity.

Step 9: Select a suitable **category code**, if applicable, otherwise leave at the default value of **Category**. If the default is chosen, the report will provide data for all category codes for the selected entity. Reference the latest Chart of Account codes available in Hyperion from Finance's website, if necessary, <https://dof.ca.gov/budget/resources-for-departments/fiscal-resources-for-budget/>.

Step 10: Select **Program**, if applicable, otherwise leave at the default value of **Program**. If the default is chosen, the report will provide data for all programs for the selected entity.

Step 11: Select **Legislative Action Status Code**, if applicable, otherwise leave at the default value of **Legislative Action Status Code**. If the default is chosen, the report will provide data for the selected entity, regardless of the Legislative Action Status code populated by the Department of Finance on the Legislative Hearings tab in each BR. See the "[Legislative Action Status](#)" handout on Finance's website for additional details.

Step 12: Select **Character Code**, if applicable, otherwise leave at the default value of **Character Code**. If the default is chosen, the report will provide data for all items for the selected entity regardless of an item's character code.

Step 13: After all the POV report parameters have been selected, click **OK**.

Step 14: The report will run and then display. The top of the report displays the POV report parameters selected. Each individual parameter can be changed here, by clicking the specific parameter.

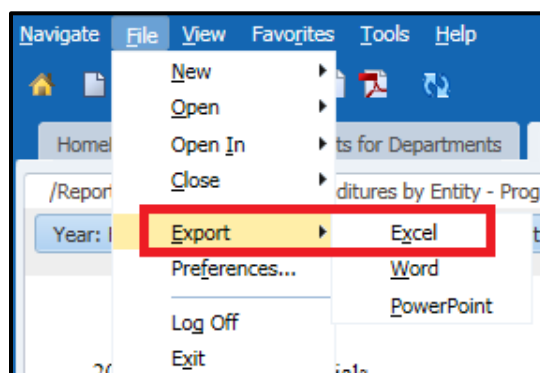
/CalPLN19/Reports for Departments/Detailed Multi-Year Expenditures

Year: FY19 Version: GB Dept Working Entity: BU 0509 Fund: Fund Category: Category Program: Program Legislative Action Status Code: Legislative Action Status Code Character Code: Character Code

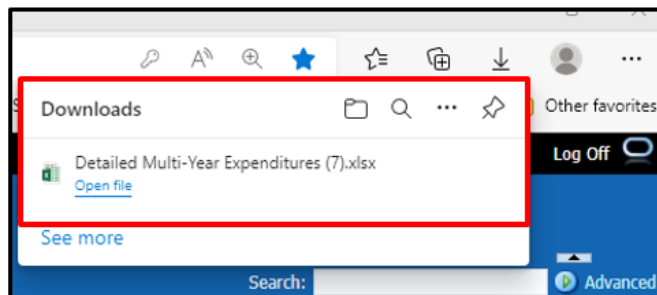
2019-20, GB Dept Working
Program, Fund, Character: Character Code
Legislative Action Status Code
Category: 0509-Governors Office of Bus, Econ Developm

Entity	Reference	Fund	ENY	Program	Category	BR Name	BR Title	Request Amount PY	Estimated Savings PY	Estimated Carryover PY	Budgetary Expenditure PY	FTE PY
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Step 15: To export the report to Excel. Navigate to **File** → **Export** → **Excel**



Step 16: A new tab will open in Hyperion and depending on the web browser utilized, the report will either open automatically in Excel or a “Downloads” pop-up prompt will appear, select the report to open the file from the pop-up.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Detailed Multi-Year Expenditures																	
2	(in Whole Dollars)																	
3	2019-20, GB Dept Working,																	
4	Program, Fund, Character: Character Code																	
5	Legislative Action Status Code,																	
6	Category, 0509-Governors Office of Bus, Econ Developm																	
7	Entity	Reference	Fund	ENY	Program	Category	BR Name	BR Title	Request Amount PY	Estimated Savings PY	Estimated Carryover PY	Budgetary Expenditure PY	FTE PY	Request Amount CY	Estimated Savings CY	Estimated Carryover CY	Budgetary Expenditure CY	FTE CY
8	BU 0509	RF 001	0001-General Fund	ENY 2017	0220-Go-Biz	5100000-Earnings - Permanent Civil Service Employees	Current Service Level		596,000	--	--	596,000	25.1	--	--	--	--	--
9	BU 0509	RF 001	0001-General Fund	ENY 2017	0220-Go-Biz	5100000-Earnings - Exempt/Statutory Employees	Current Service Level		76,000	--	--	76,000	1.0	--	--	--	--	--
10	BU 0509	RF 001	0001-General Fund	ENY 2017	0220-Go-Biz	5103050-Health Insurance	Current Service Level		331,000	--	--	331,000	--	--	--	--	--	--
11	BU 0509	RF 001	0001-General Fund	ENY 2017	0220-Go-Biz	5104050-Medicare Taxation	Current Service Level		4,000	--	--	4,000	--	--	--	--	--	--
12	BU 0509	RF 001	0001-General Fund	ENY 2017	0220-Go-Biz	5105050-OASDI	Current Service Level		13,000	--	--	13,000	--	--	--	--	--	--

Step 17: The last row showing “Totals” does not have any formulas once exported to Excel. If the reports are filtered or the rows are modified, the totals have to be recalculated using Excel functions.

Step 18: The text and data in all the rows and columns have to be realigned (left, center, or right) and adjusted (to fit the numbers and not show as #) to format the report.

Step 19: After exporting, various Excel functions (filter, sort, hide, etc.) can be used to make the report suited to your needs.

Congratulations. You have successfully run and exported a FR report.

Who to Contact for Questions/Problems:

Hyperion Log-in Access/Password Issues:

Contact the **FI\$Cal Service Center (FSC)**

▫ Phone: 1-855-FISCAL0 (1-855-347-2250) (Toll Free)

▫ <https://fiscal.ca.gov/user-support/fiscal-service-center/>

Business/Process Questions:

Contact your Finance Budget Analyst