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.
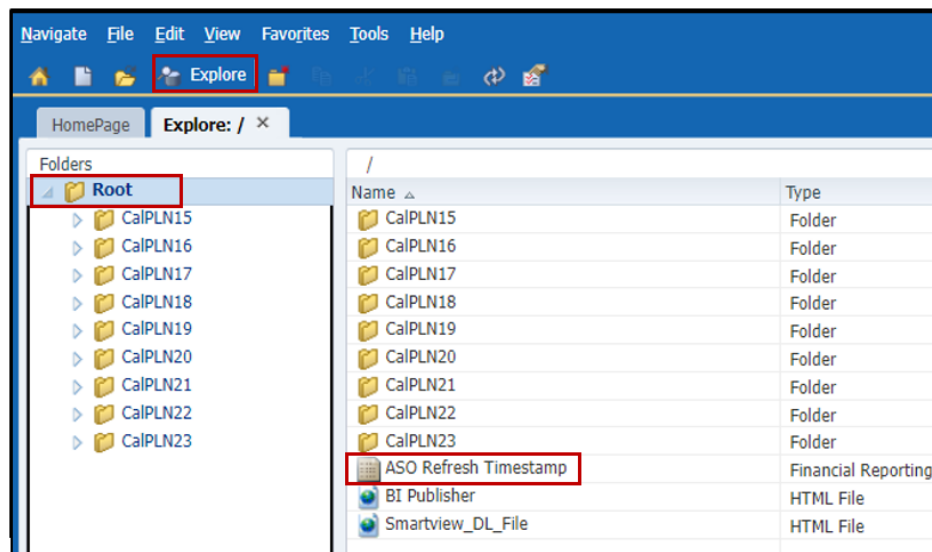
- A new tab will open and display when the last successful FR report refresh completed.
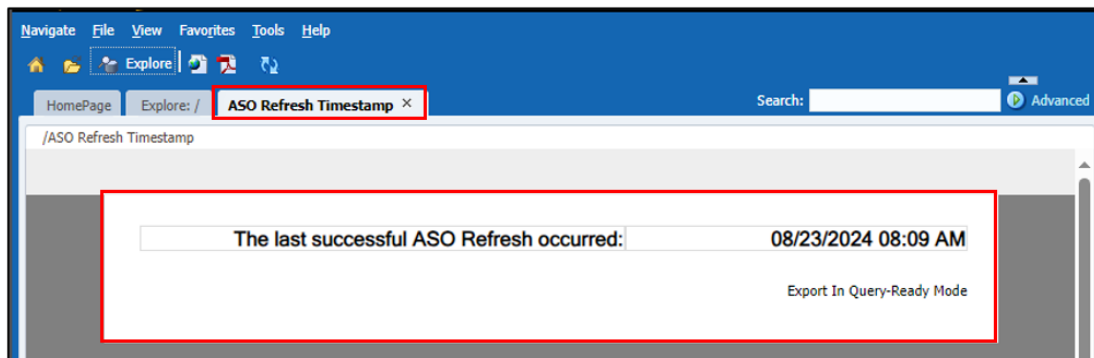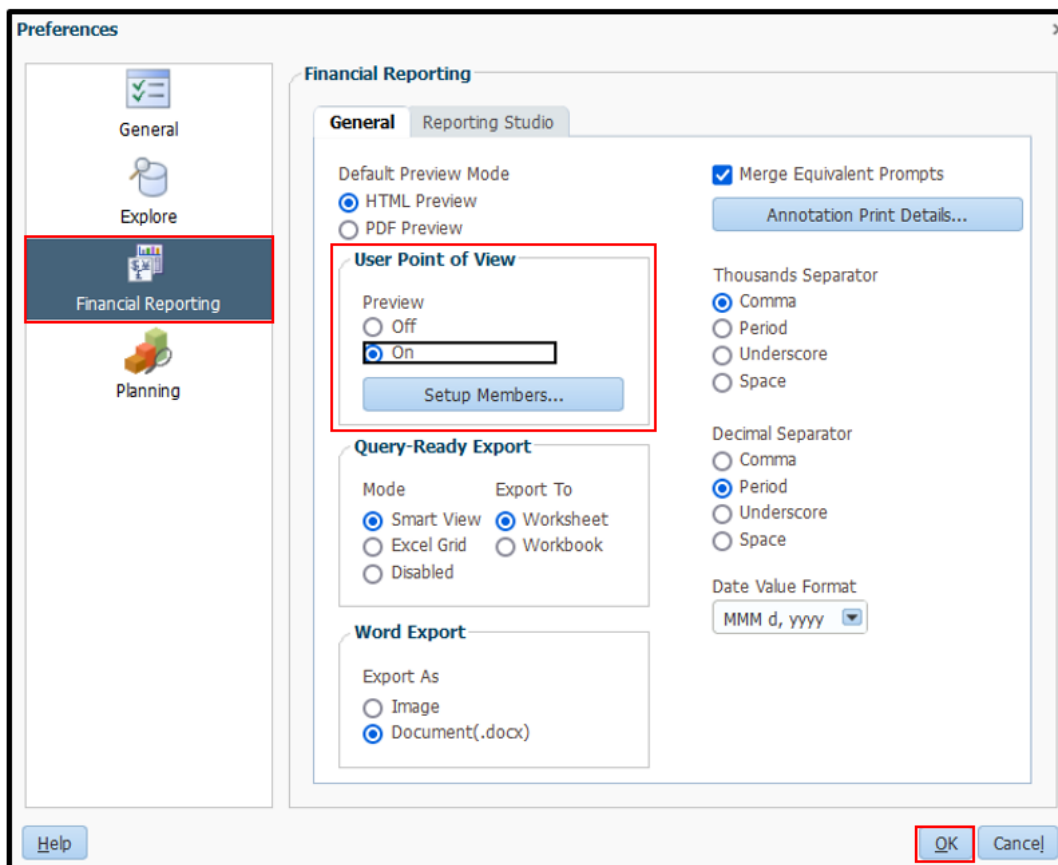
User Preferences: FR reports require a one-time setup of user preferences. Follow the instructions below to ensure this one-time set up has been completed.

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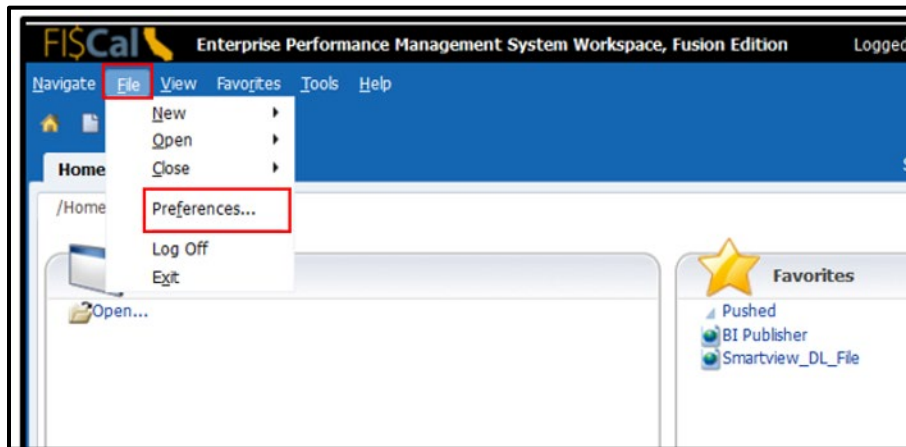

- In the Preferences window, select the **Financial Reporting** icon from the left menu.
- Under the **User Point of View** section, select the Preview "**On**" option. Then, click **OK**.

Congratulations. You have successfully set up your FR report user peferences 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.
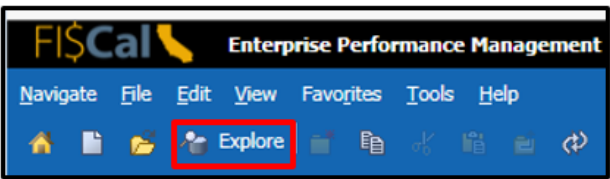
Step 2: Navigate to the reports through the folder structure in the left pane as follows:

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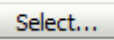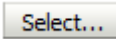
A list of available reports will appear in the right pane. Read the description column for the report before running it. Refer to the **Report Manual for Departments** for a full list of reports, key data elements included in the report, versions accessible by departments, and sample reports. This manual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

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

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

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 avaiaible 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.
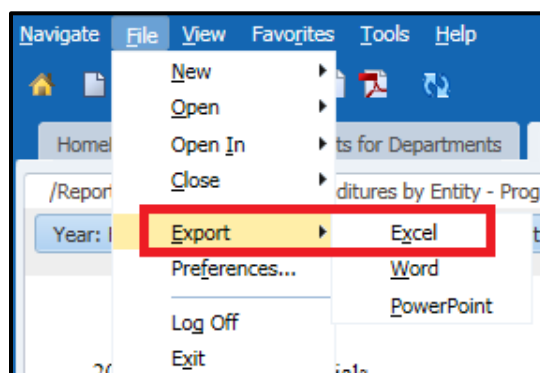

Step 15: To export the report to Excel. Navigate to **File → Export → Excel**

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.

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