Hyperion - CoogPlan

University of Houston

Budget Office

Last Updated on 4/05/2021

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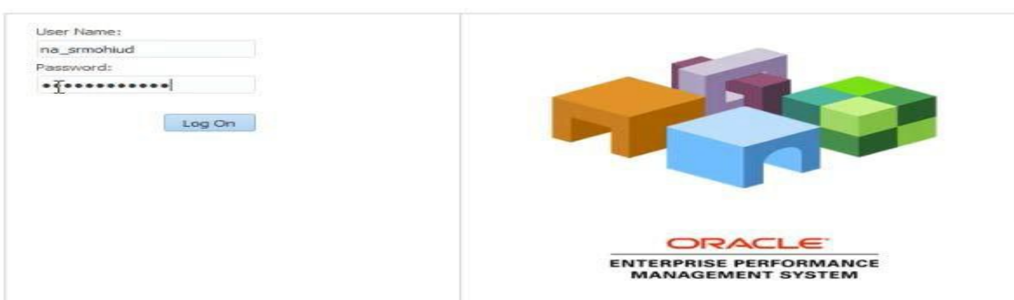
Hyperion Planning Training

How to log into COOGPLAN : https://hyperion.es.uh.edu/workspace/index.jsp

Access through UH portal (www.access.uh.edu) authenticated by CougarNet ID.

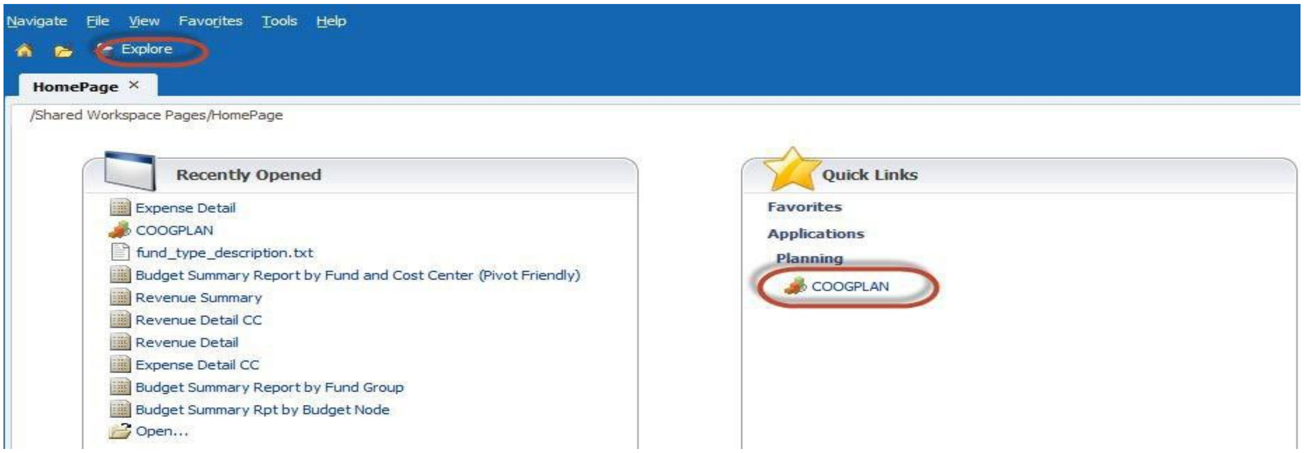
Select COOGPLAN icon



Log in once more

- Logging into CoogPlan - (How to log into COOGPLAN video link) – *To open the link press Ctrl and click on the blue font*

CoogPlan Homepage



- CoogPlan takes you to Task list (data entry forms)
- Explore takes you to reports

My Task List: **<u>You will see 5 Folders:</u>**

1. Budget Cycle Activities
2. Budget Cycle Inquiries
3. View Historical Data
4. UH Budget Reference Materials
5. COOGPLAN Tableau Reports

Budget Cycle Activities

http://www.uh.edu/administration-finance/budget-office/training/how-to-navigate-the-search-and-enter-budgets-form.mp4

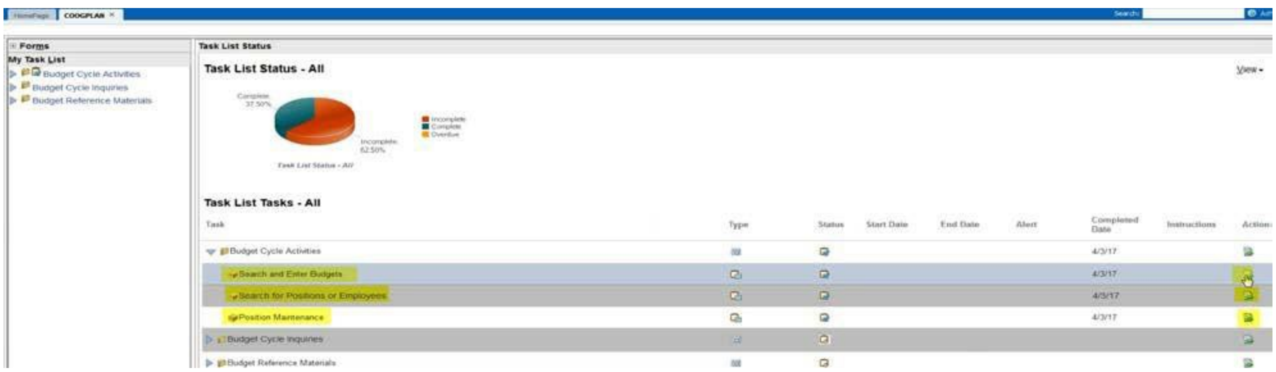
1. **Budget Cycle Activities**: A task list where you will find your assignments. On this page you will also have the option to navigate to your entry forms.

   Under **Budget Cycle Activities** you will see three search and entry forms:

   A. Search and Enter Budgets

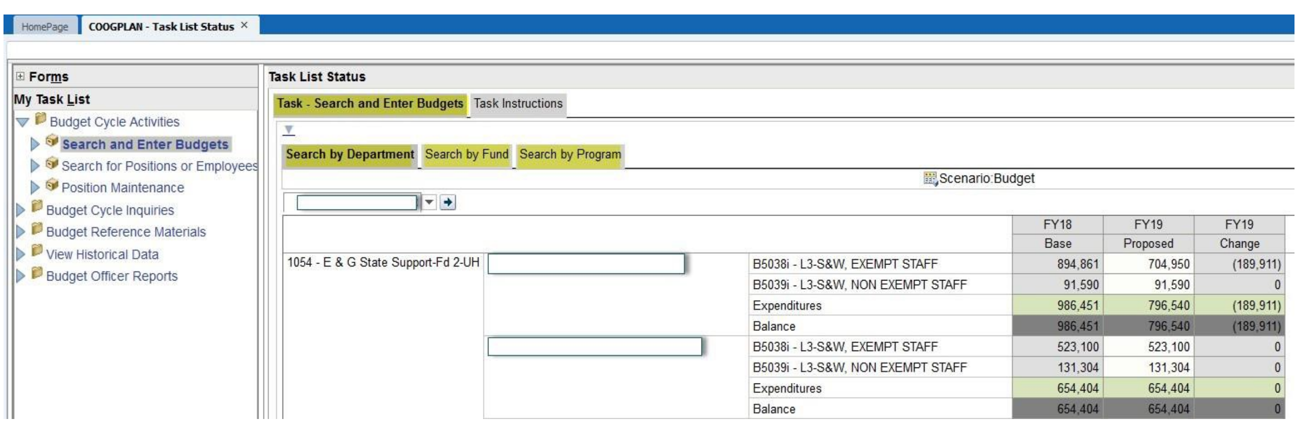
   B. Search for Positions or Employees

   C. Position Maintenance



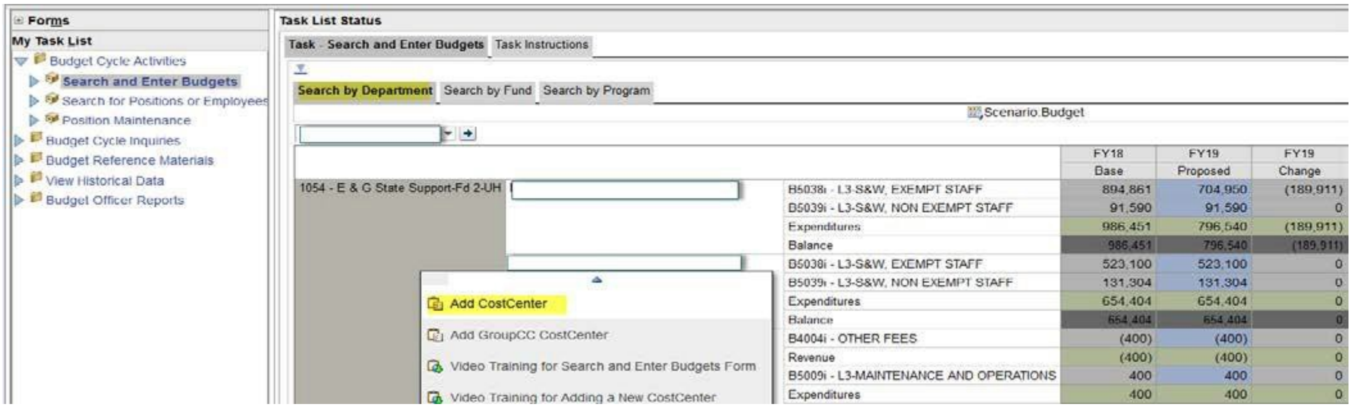
A. **<u>Search and Enter Budgets:</u>** On this page you will see all current cost centers that you have access to. You can also choose to view one cost center at a time using a member selection (Chartfield) such as by *DEPARTMENT*, by *FUND* or by *PROGRAM*. Budget can also be updated from white cell column on PROPOSED fiscal year.

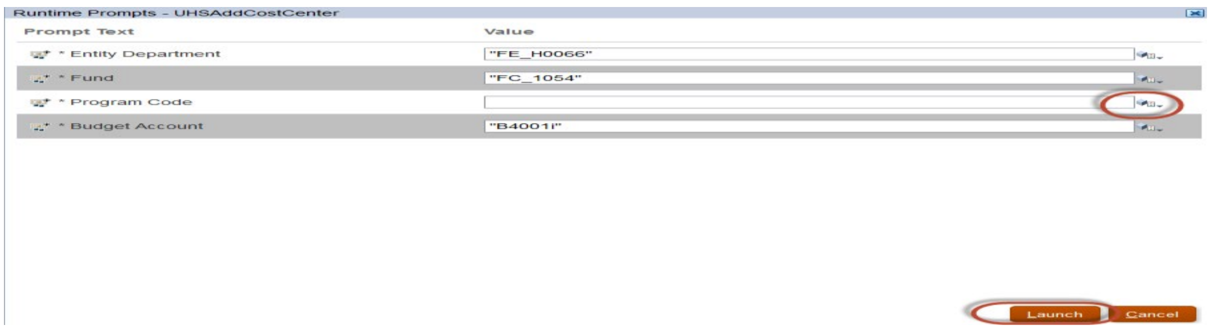
   (NOTE: Report available to view cost center with the Modified date 09/01/YY (Current FY). Report displays all the cost centers that are active and have no dollar amount. Further discussed in Budget Reference Material.



- **Add a Cost Center**: By placing your cursor on a white cell and right clicking, you will be given the option to *ADD COSTCENTER*.

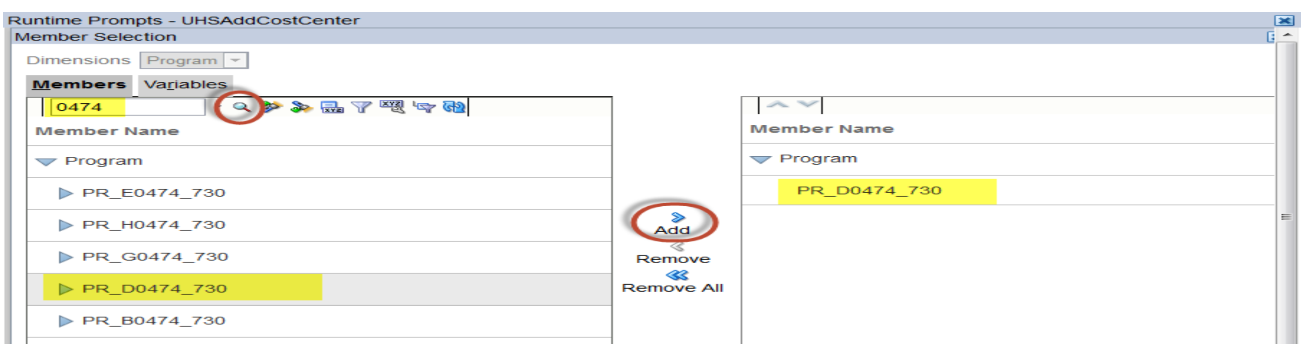
http://www.uh.edu/administration-finance/budget-office/training/how-to-add-a-new-cost-center.mp4

- 

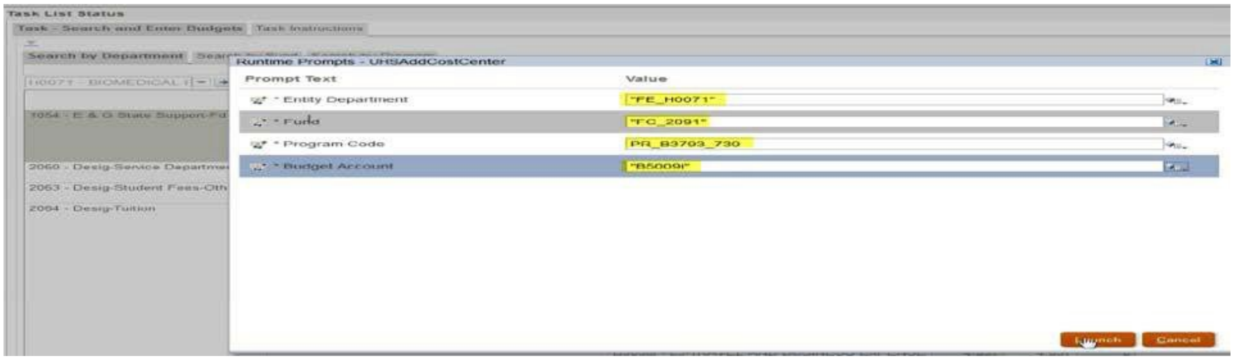


Steps:

1. Fill in Entity Department, Fund, Program and Budget Account. (***You can do so by keeping the same format*** i.e. “FE_HXXXX”, “FC_XXXX”, “PR_BXXXX_730” and just change areas that have X’s).
2. To fill in the Program Code click the search drop down menu to the right.

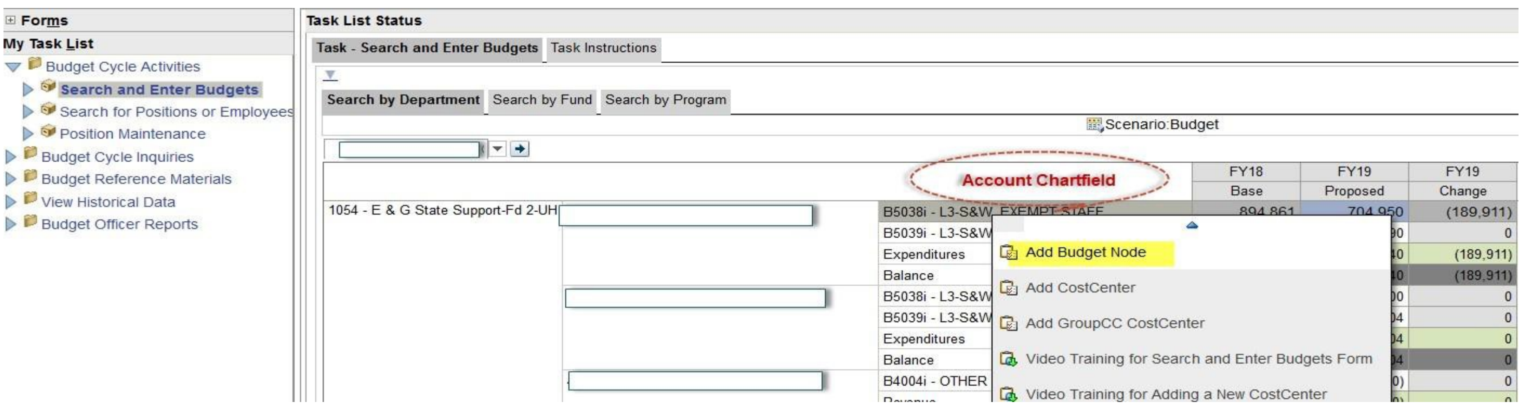


3. Use the smart search tool to search for program
4. Highlight the program
5. Click Add
6. Scroll Down, Click OK

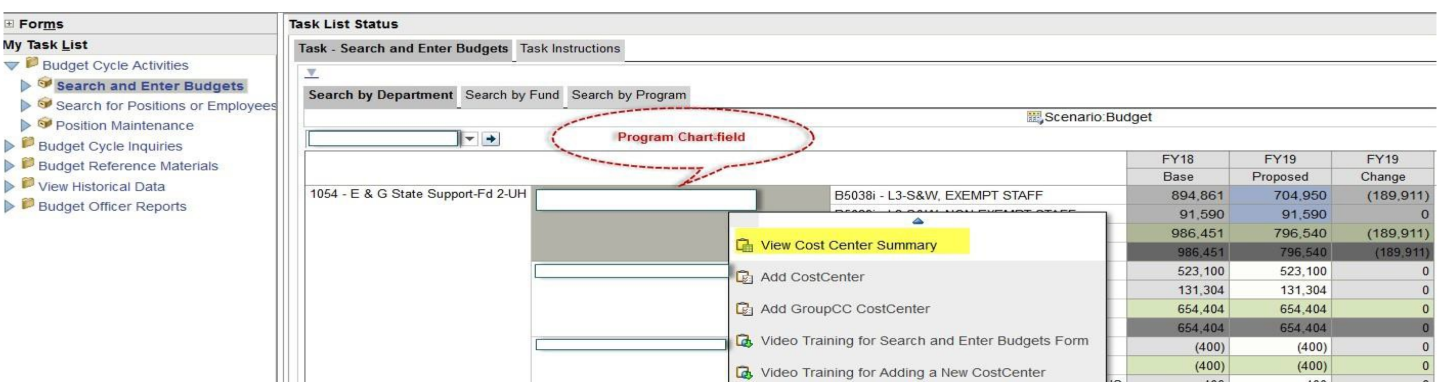


7. Once Department, Fund, Program and Budget Account are entered press LAUNCH.
8. At this point you have added a cost center, remember to SAVE.

- **Add a Budget Node**: Go to the account code chartfield/member (budget node) and right click, you will see ADD BUDGET NODE option. You will also be able to add budget node from Cost Center Summary page.

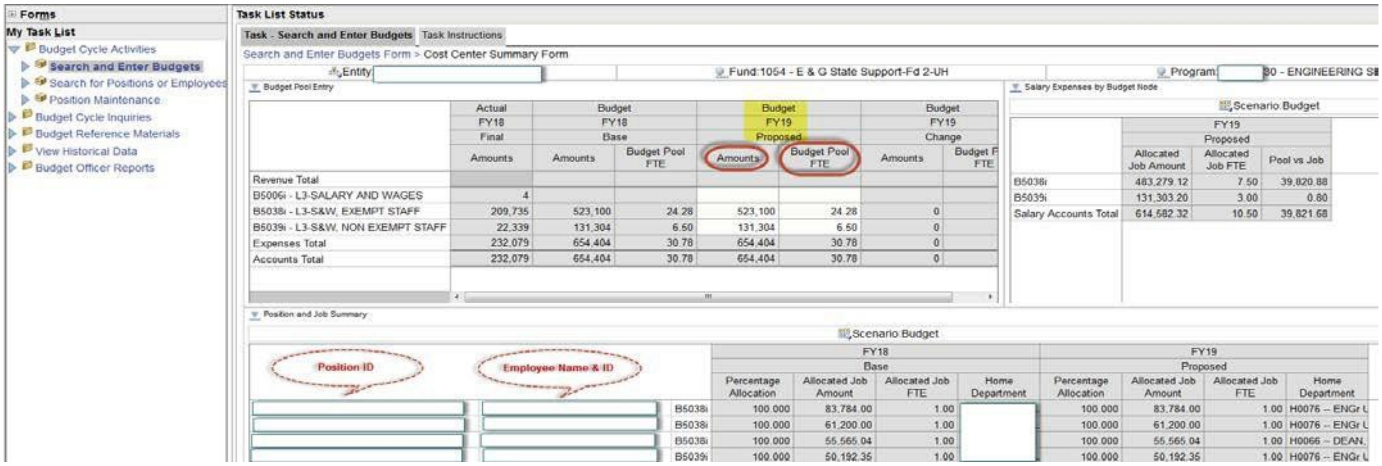


- **View Cost Center Summary**: To view individual cost center information, place your cursor on *Program member* and right click you will see an option to *VIEW COST CENTER SUMMARY*.



Things you can do in View Cost Center Summary:

- Edit/Adjust Budget on Proposed Fiscal Year
- Edit FTE
- Double check that your cost center has enough Budget & FTE to cover allocated salaries.

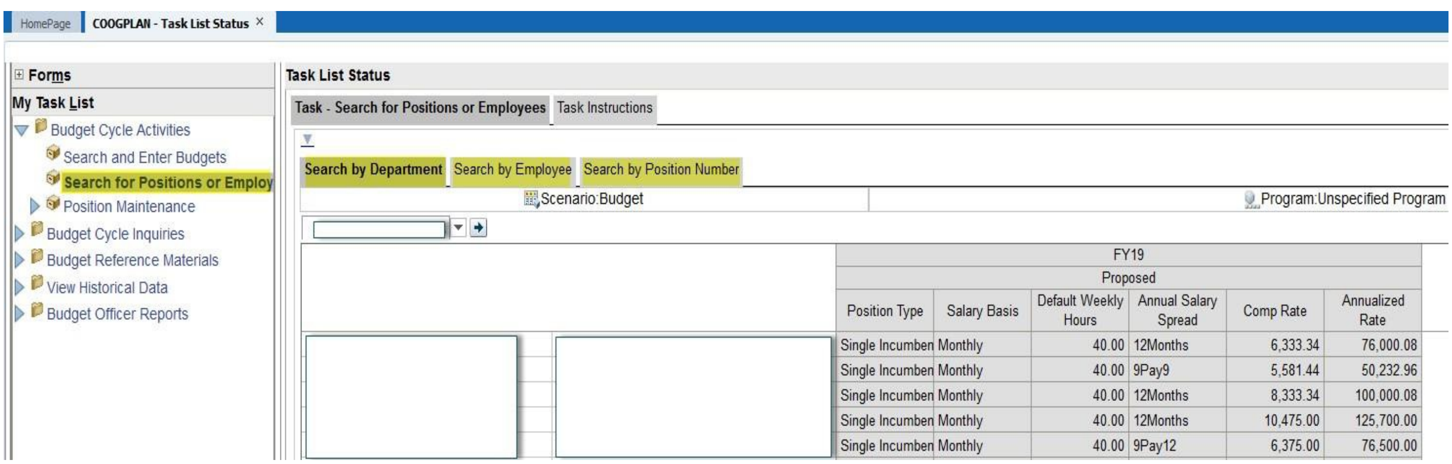


*** **HOME DEPARTMENT** section allows user to see where position is housed (also helpful for split funded positions).

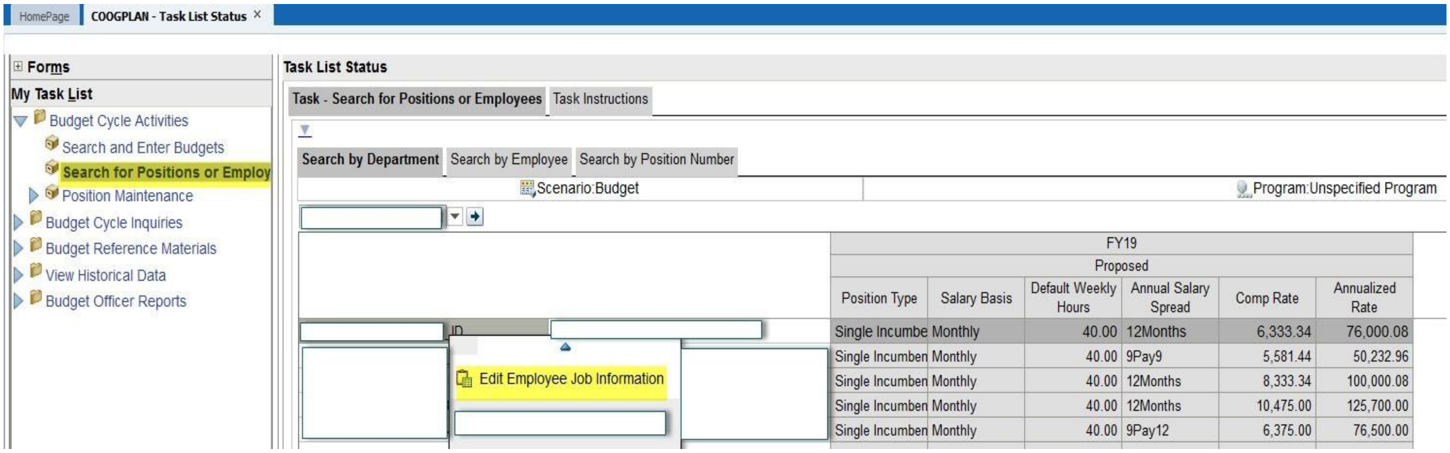
NOTE: If this is a salary cost center that is currently active and contains employees you will have the option to edit positions or employee information from the *Cost Center Summary Form*.

- To **Edit Employee Information** right click on the employee you wish to edit. Once again you will get a drop down menu where you will see *EDIT EMPLOYEE JOB INFORMATION.* **This will be further discussed in Search for Position or Employees section (B).**
- To **Edit Position Information** right click on POSITION member you wish to make changes to. You will get a drop down menu where you will see *EDIT POSITION INFORMATION.* **This will be further discussed in Position and Maintenance section (C).**
- How to navigate the Search and Enter Budgets Form - (How to Navigate search and enter Budget video link)

B. **Search for Position or Employees:** On this page you will see all employees under a particular area (college/division) with their present-day position. Using quick search you have the following options: *Search by Department, Search by Employee and Search by Position Number.*

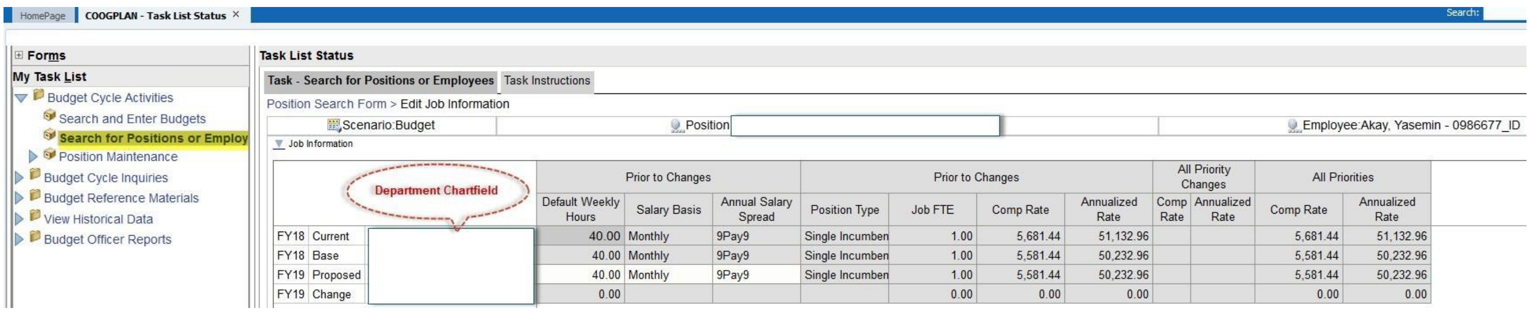


- **Edit Employee Job Information:** To edit employee job information from the main page (Search for Positions or Employees) right click on Employee's Name. Here you will see an option titled *Edit Employee job information*



Steps:

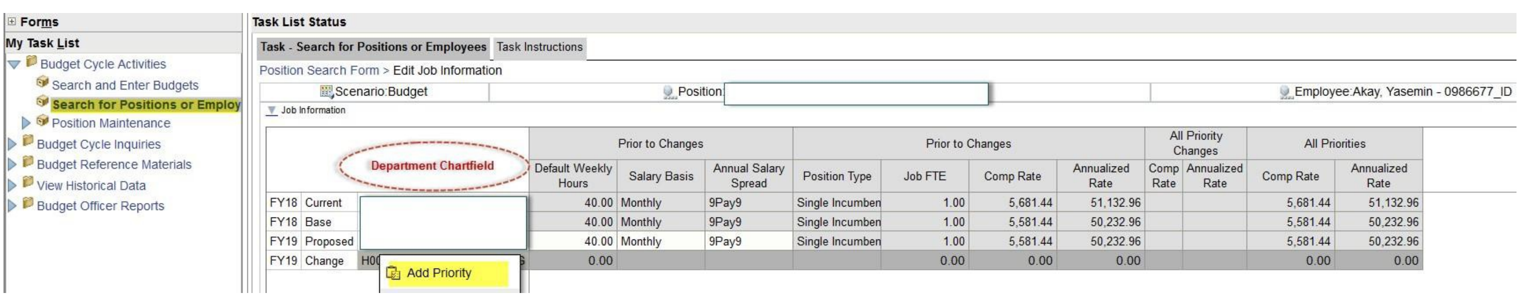
1. Right click on Employee Name, then click Edit Job Information (Hours, Salary Basis and Annual Salary Spread).



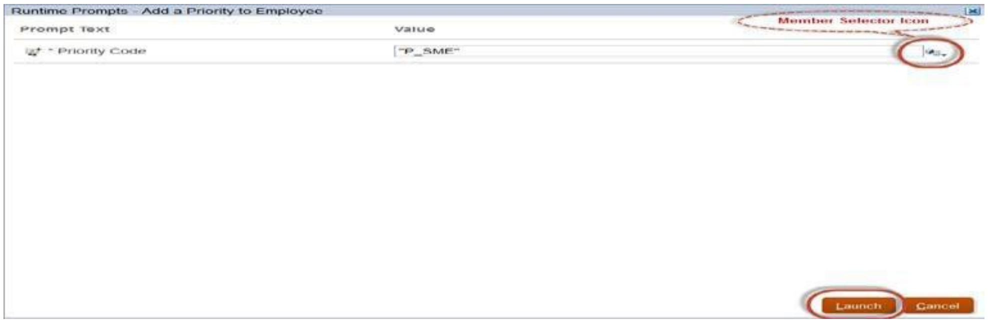
- **Add/Remove Priority**: You can add a priority by right clicking on department chartfield/member and selecting ADD PRIORITY from drop down menu.

Steps:

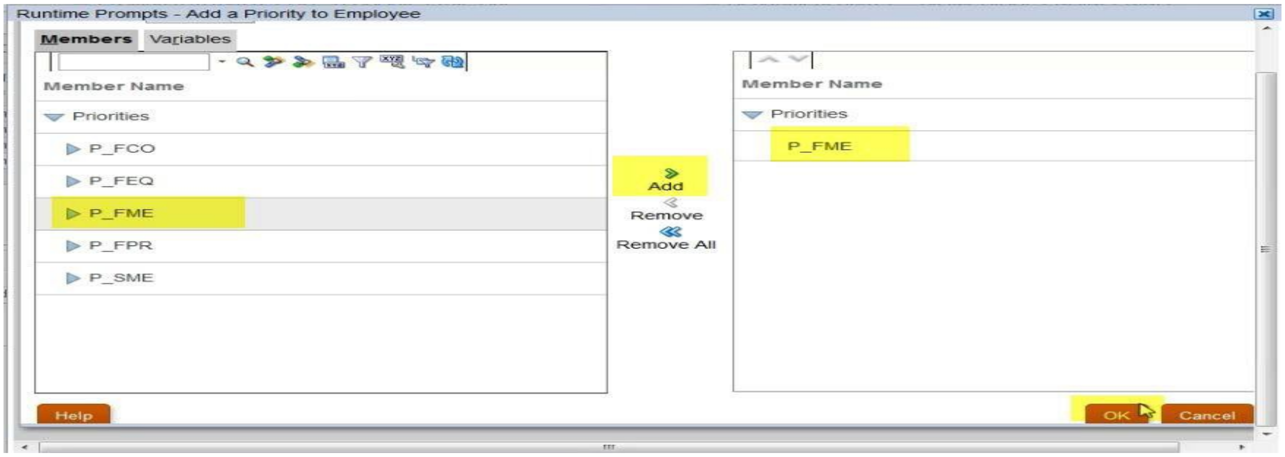
1. Right click on Department member and select ADD PRIORITY from drop down list.



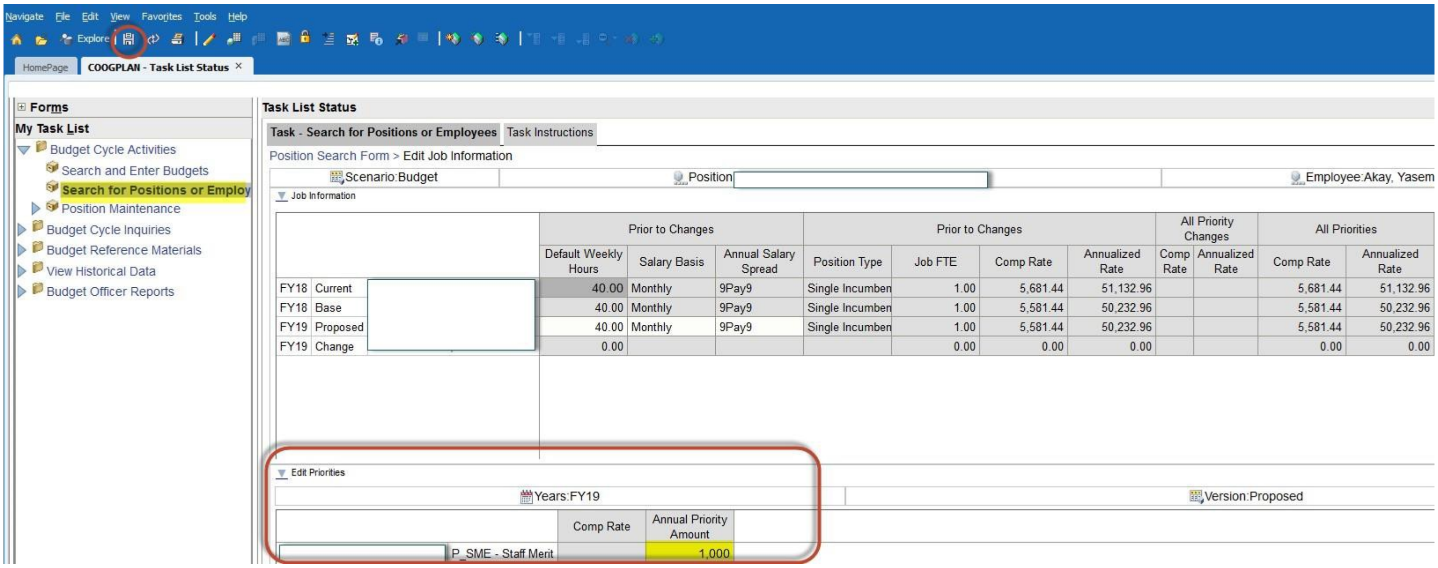
2. Left click on Member Selector Icon to search for list of priorities



3. Click on search drop down menu

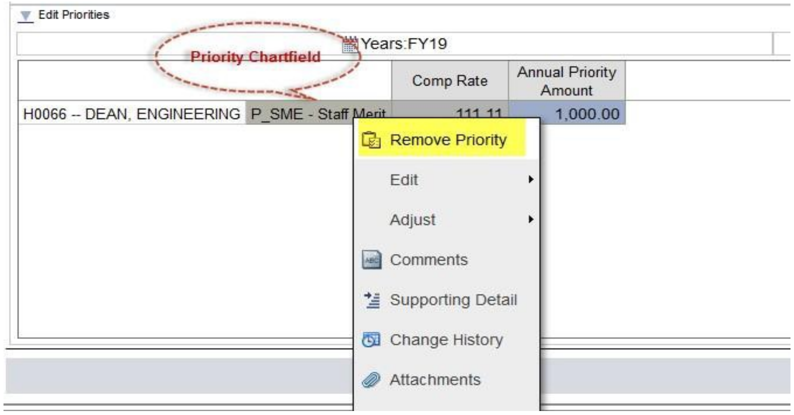


4. Highlight priority type
5. Press Add
6. Press Okay
7. Then LAUNCH



8. Add a dollar amount to the priority
9. SAVE

- You can also ***REMOVE*** a priority



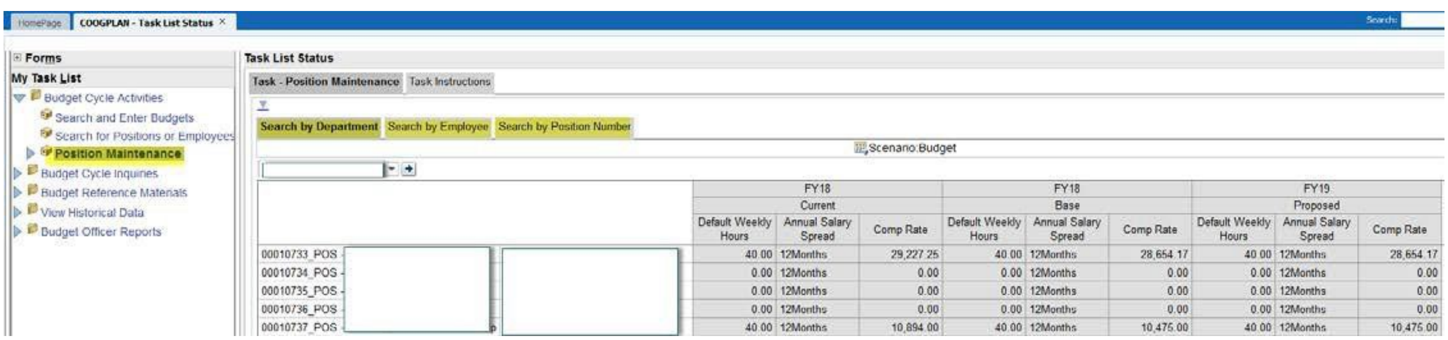
<u>Steps:</u>

1. Right click on Priority
2. Click on Remove Priority
3. Remember to SAVE

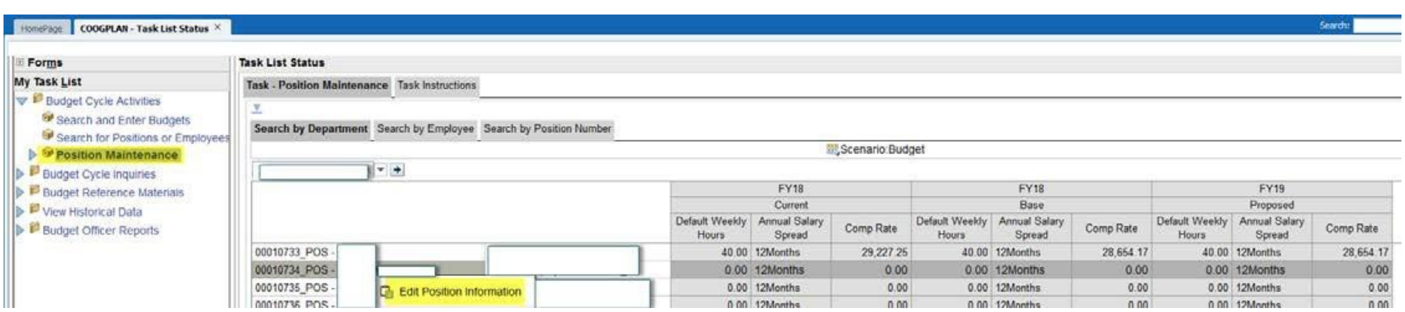
NOTE:

Edit Position Information: You can also edit Position Information from main page (Search for Positions or Employees) by right clicking on the desired position where you will see an option titled *Edit Position Information*. **This is further discussed in Position Maintenance section (C).**

C. **Position Maintenance**: On this page you will see all active positions with current employees. You have the option to do a Smart Search by Department ID, Employee or Position Number.



Edit Position Information: To edit position information from the main page (Search for Positions or Employees) right click on position where you will see an option titled *Edit Position Information*.

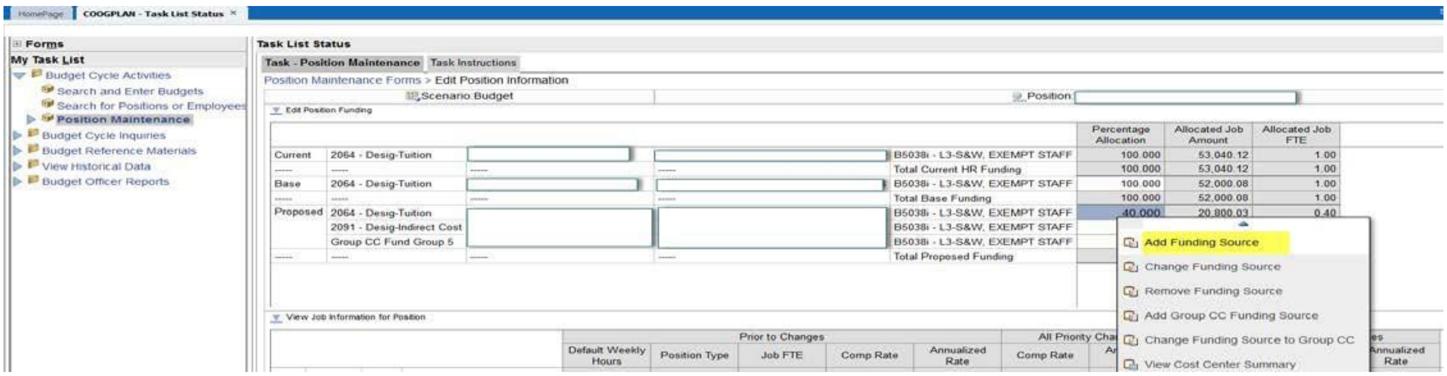


Steps:

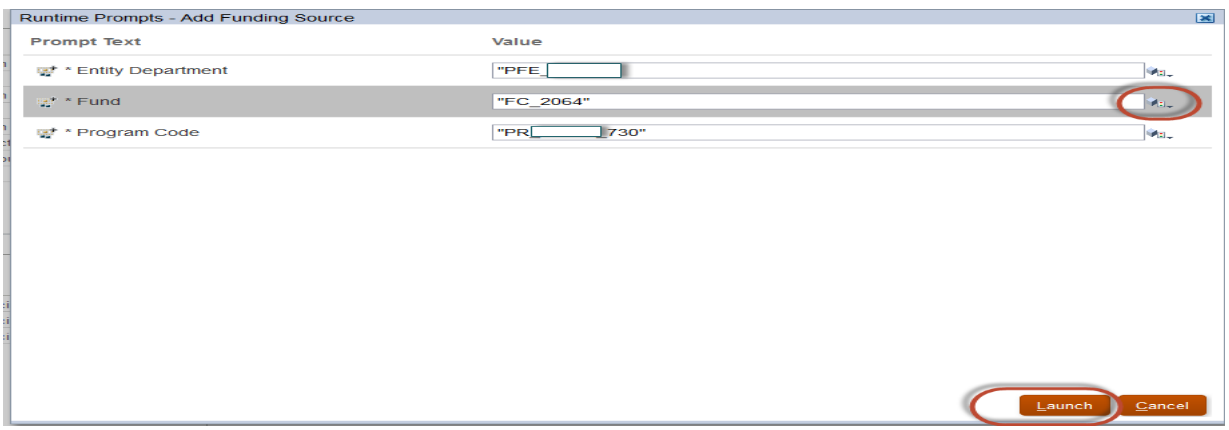
1. Right click on position number
2. Click Edit Position Information

This will take you to a form where you can see the funding source of a position along with the percentage allocation and FTE information.

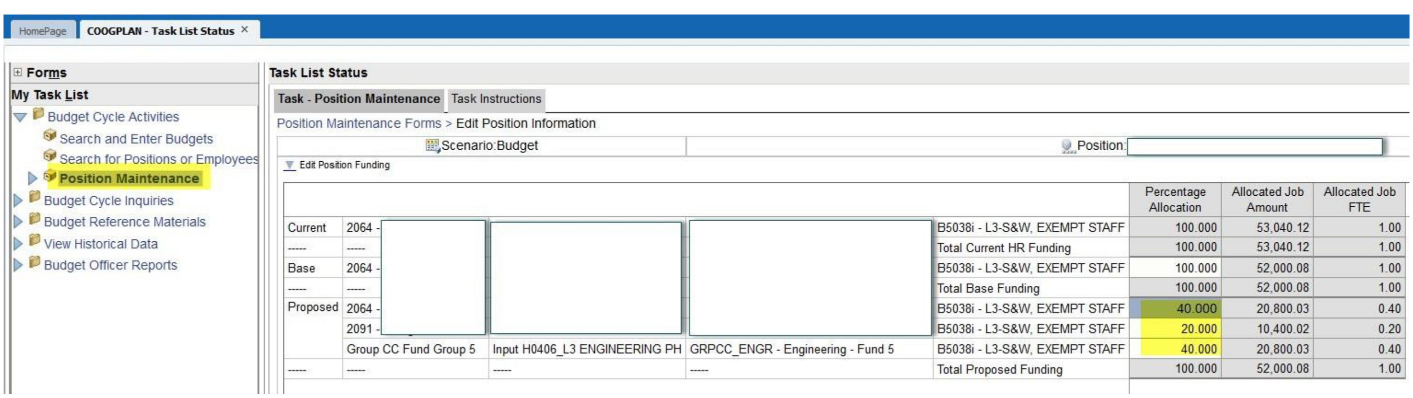
- Here you can edit, add or remove a Funding Source
- Change Percentage Allocation



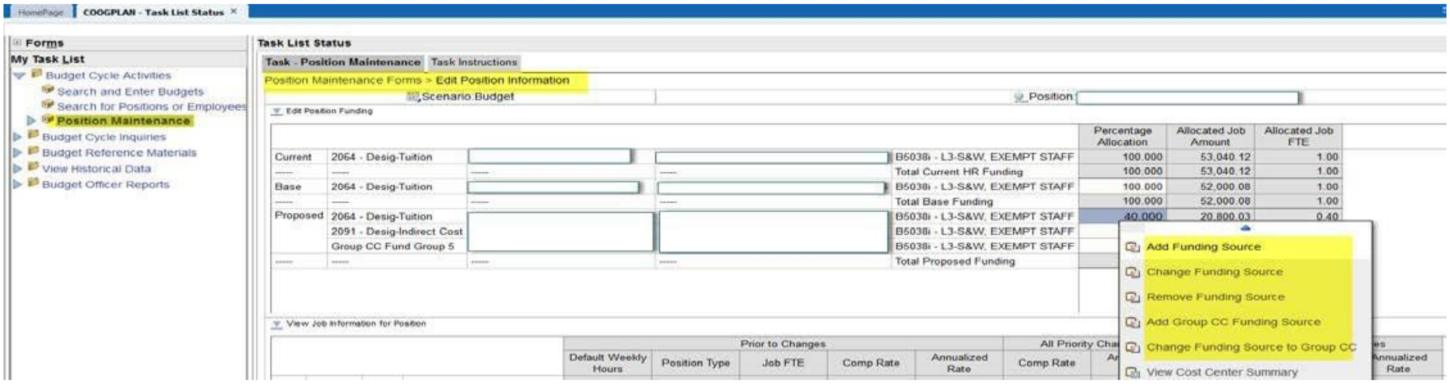
3. Right click on Percentage Allocation
4. Click on Add Funding Source from Percentage Allocation cell (base/proposed)



5. Add or Edit funding source
6. Click LAUNCH



7. Change the Percentage Allocation (remember overall percent allocation must equal *100%).*
8. Press SAVE

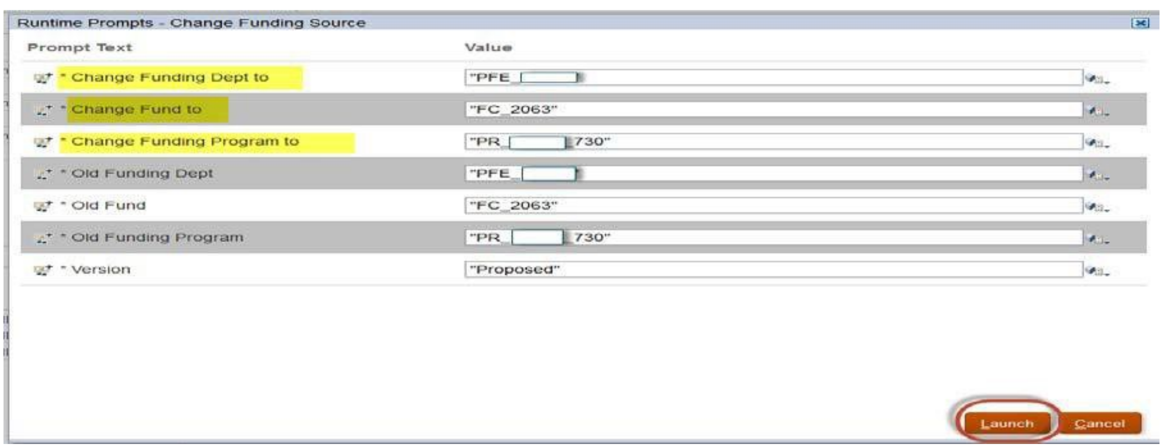


In this section you can also:

- Change Funding Source
- Remove Funding Source
- Add Group CC Funding Source
- Change Funding Source to Group CC

Change Funding Source:

- Select Change Funding Source
- You will select appropriate Chartfield values (see screenshot below)
- Click on LAUNCH

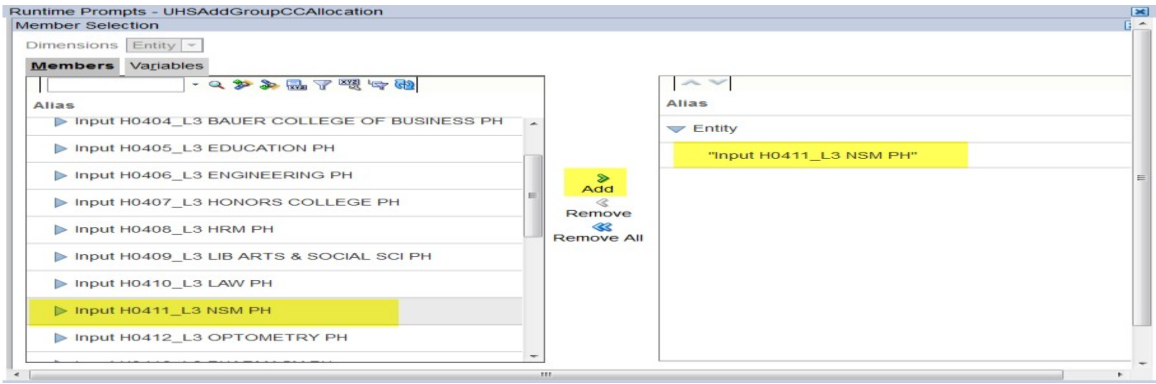


Remove a Funding Source:

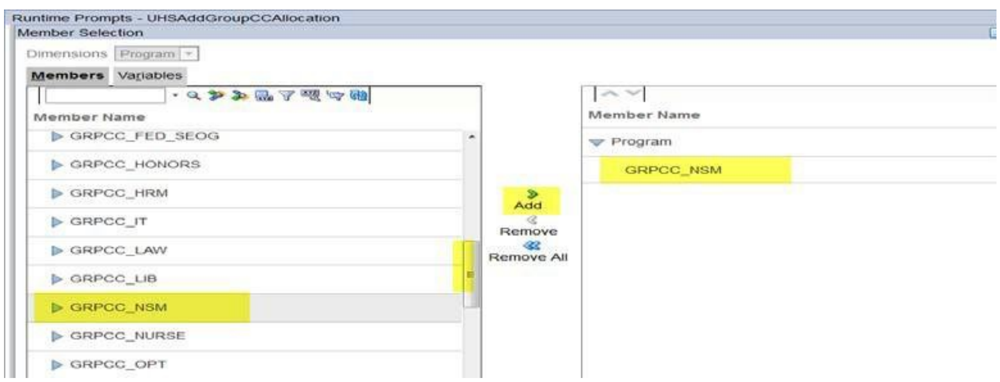
- Select Remove Funding Source or Delete the value from the funding source that you want to delete
- SAVE

Add Group CC Funding Source:

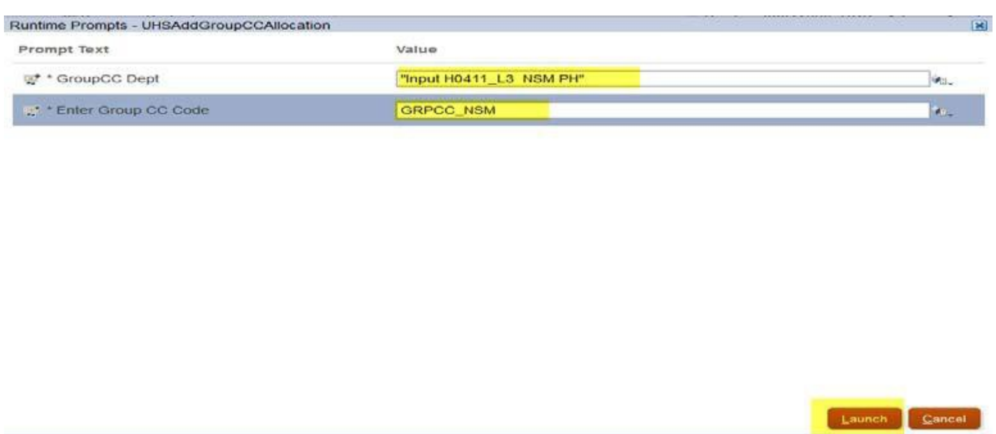
- Select Add Group CC Funding Source
- Search for Group CC Dept. by clicking member selector Icon and select Department
- Once department is selected click on ADD (See screen shot below)
- Click Ok



- Search for Enter Group CC code by clicking member selector Icon and select appropriate Program
- Once Program is selected click on ADD (See screen shot below)
- Click Ok



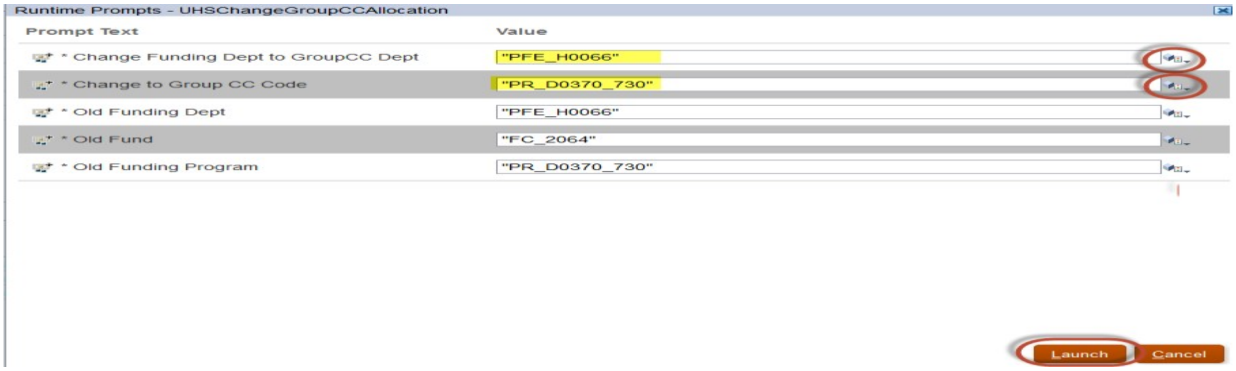
- Then LAUNCH



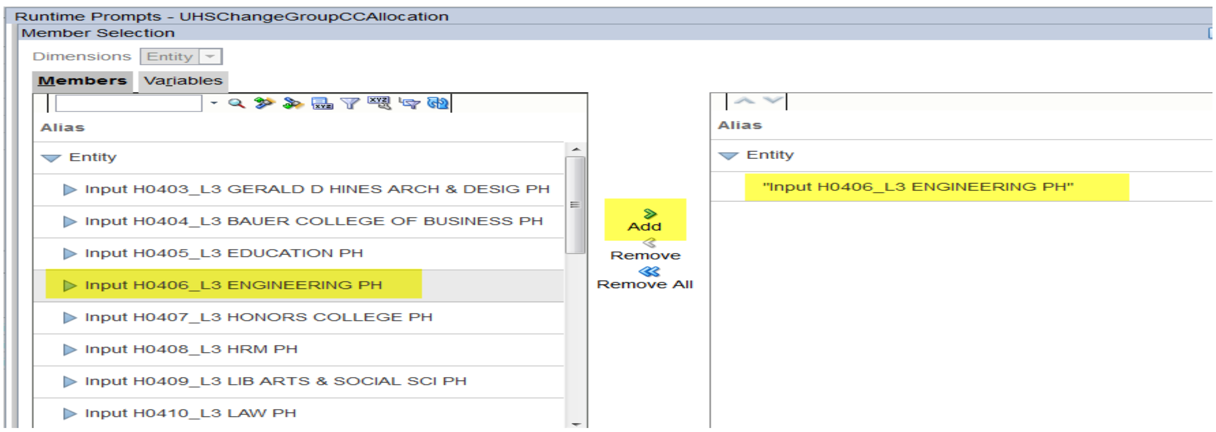
- Once Group CC is added adjust your percentage accordingly

Change Funding Source to Group CC:

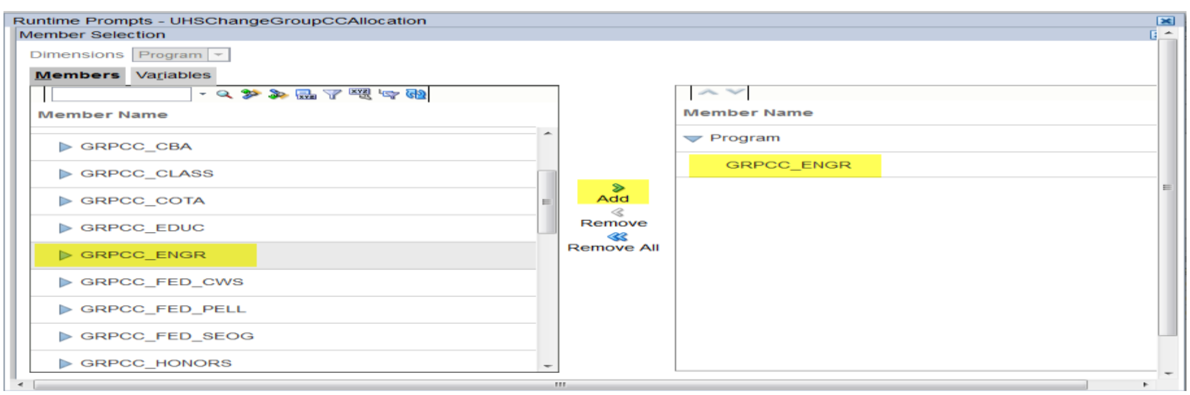
- Select Change Funding Source to Group CC



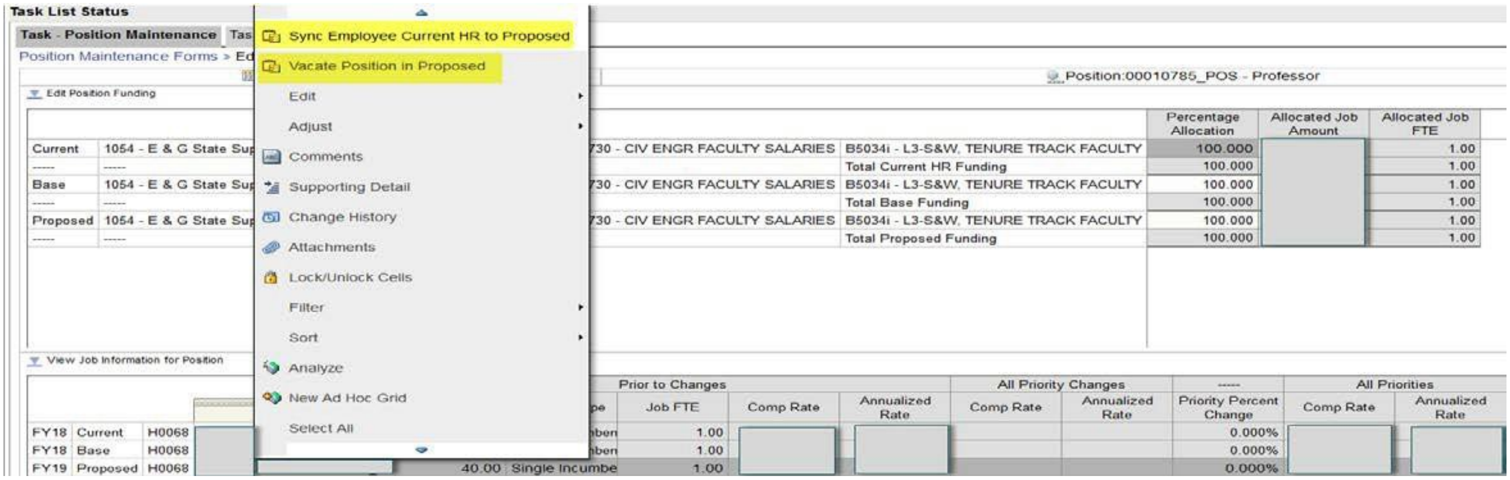
- Search for funding department to Group CC



- Click ok



- Search for a corresponding Group CC code
- Click ok
- Then LAUNCH
- Remember to enter a Percentage Allocation amount equal to 100%.
- SAVE



***"Sync" option will default the employee to reflect current data in HR.

On Position Funding section of Position Maintenance form, you can:

- Vacate a position
- Sync Employee Current HR information (only if information is already under HR PeopleSoft)

How to update PeopleSoft with the funding sources of the vacant positions in COOGPLAN:

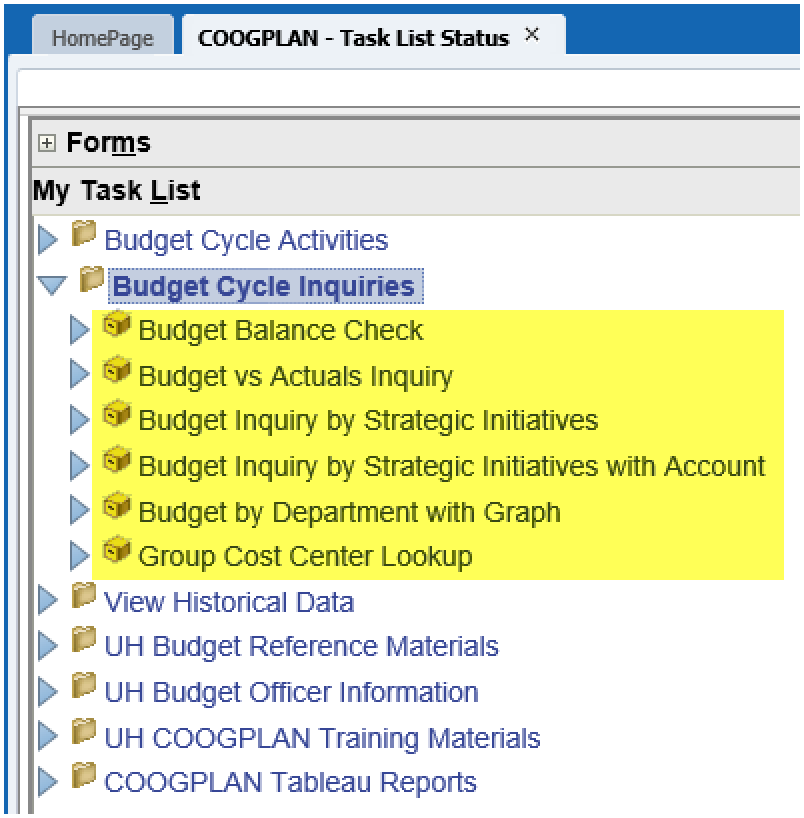
This applies **only** to funding sources in fund groups 1 through 4 for project NA cost centers, funding sources which are GroupCC will not be loaded back to PeopleSoft. Also, only Proposed funding sources get loaded back to PeopleSoft, and after the initial load of the budget data for the beginning of the budget cycle the Proposed funding sources need to be maintained manually by the department administrators. If a new position is created in HR during the middle of the budget cycle, then it will need to be manually added by the department administrator to the budget to put the funding sources into Base and Proposed using the Position Maintenance form and the "Add Position to Budget" option**. If a position loads to COOGPLAN with job data but no funding sources at all, a Budget Officer will need to enter a starting funding source for the position to get it started**; once the first funding source is created in Base and Proposed, a department administrator can continue to add additional funding sources normally as they would for any other position.

Other Video link

• Change History - (How to View change history video link) - *To open the link press Ctrl and click on the blue font*

Budget Cycle Inquiries

2. **Budget Cycle Inquiries**: These forms are designed to give an overview of your budget and help you to determine if you are in balance.



NOTE: Budget Cycle Inquiries forms update every ten minutes.

A. Budget Balance Check:

a. Budget Balance Check form provides a department summary by fund group with the ability to drill down (by right clicking on fund group and selecting Open Fund Group) all the way down to the program level of a cost center.

b. You can expand on expenditure and revenue budget nodes to get a break down of your budget.

c. To watch our training video click **here**. *To open the link press Ctrl and click on the blue font*

Examples of how you can use form:

1. This form helps you verify that your budget balances:
    a. By Fund Group
    b. By Fund Code
    c. By Cost Center
    d. By Department
2. Use the balance column to verify central allocations as well as self-supported funds.

3. Use the interactive tool to find the trouble spots.

B. Budget vs Actuals Inquiry:

- On this form you can see your budget for Current and Proposed year vs Actuals (year to date), and commitments by budget node.
- It enables the end user to view information by department grouping, fund grouping and program grouping.
- This form will be available year round (as view only) to help you maintain your budget and have a better assessment for proposed year's financial plan.
- To watch our training video click **here**.

	NACUBO	A	D	E	H	I
1	Student Access and Success	Instruction	Academic Support	Student Services	Scholarships & Fellowships	Auxiliary Enterprises
	NACUBO	B				
2	National Competitiveness	Research				
	NACUBO	F	G			
3	Infrastructure & Administration	Institutional Support	Physical Plant			
	NACUBO	C				
4	Community Advancement	Public Service				

C. Budget Inquiry by Strategic Initiatives

- Allows you to review budget by Strategic Initiatives by selecting Fund and Department. This option provides two years of actuals and current year along with commitments. When you expand Strategic Initiatives you will see only the NACUBO's that have Revenue and/or Expenditures.

D. Budget Inquiry by Strategic Initiatives with Account

- Allows you to review budget by Strategic Initiatives by selecting Fund, Department and Account. Account option lets you select various combinations, example: faculty, salary and also a budget node. This option provides two years of actuals and current year along with commitments. When you expand Strategic Initiatives you will see only the NACUBO's that have Revenue and/or Expenditures in the Account selected on top drop down option.

NOTE:

- Accounts reflect Budget Summary Tree, therefore it is in following order.
- **REVENUE**, includes Fund Balance plus Recovered Cost
- **Other Revenue**, represents Revenue minus Fund Balance and Recovered Cost
- **EXPENDITURES**, includes all Expenditures

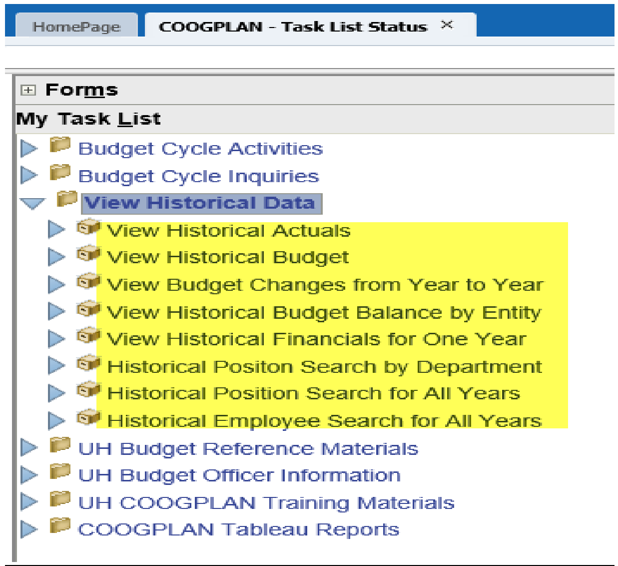
E. Budget by Department with Graph:

- This graph represents the sources and use of the selected department for current and proposed fiscal year.
- The sources are presented by fund group (doesn't include Fund balance and Recovered cost).
- The expenses are presented by the strategic initiative of the university and could be classified by the NACUBO function.
- Strategic Initiative Category consist of the following NACUBO (program) groupings:
- To watch our training video click **Here**. *To open the link press Ctrl and click on the blue font*

F. Group Cost Center Lookup

- On this section you can view all Group 5 combinations that are permissible for your area. ***Note, you can refer to this list when you need to select a funding source for a fund five position.

View Historical Data



View Historical Actuals: you will see historical data at a cost center level by budget node for two full years plus year to date actuals of current fiscal year.

View Historical Budget: you will see historical data at a cost center level by budget node for three years of base and proposed.

View Budget Changes from Year to Year: on this form only the change column to the View Historical Budget form is displayed allowing you to see the difference between the base and proposed budget.

View Historical Budget Balance by Entity: This form allows you to see Base and/or Proposed totals for all cost centers by department one year at a time, subtotaled by fund code.

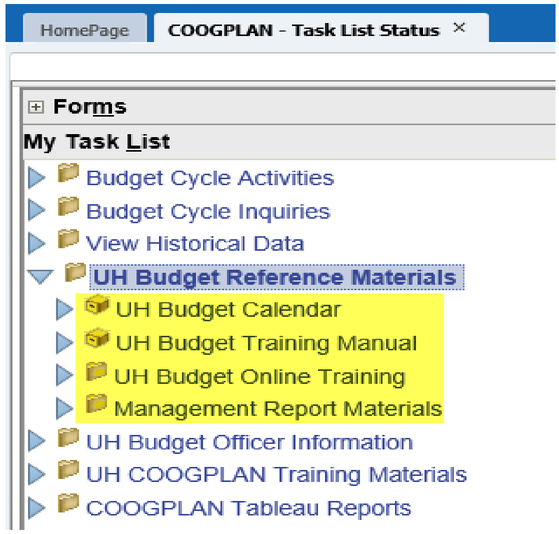
View Historical Financials for One Year: On this form you have a drop down menu where you can select Fiscal Year, Fund Code, Department and a Program. The form is displayed by budget node.

Historical Position Search by Department: This form allows you to view historical data for positions by Fiscal Year and Department.

Historical Position Search for All Years: On this form you can search for a position and get historical data.

Historical Employee Search for All Years: On this form you can search for an employee and get historical data.

UH Budget Reference Materials



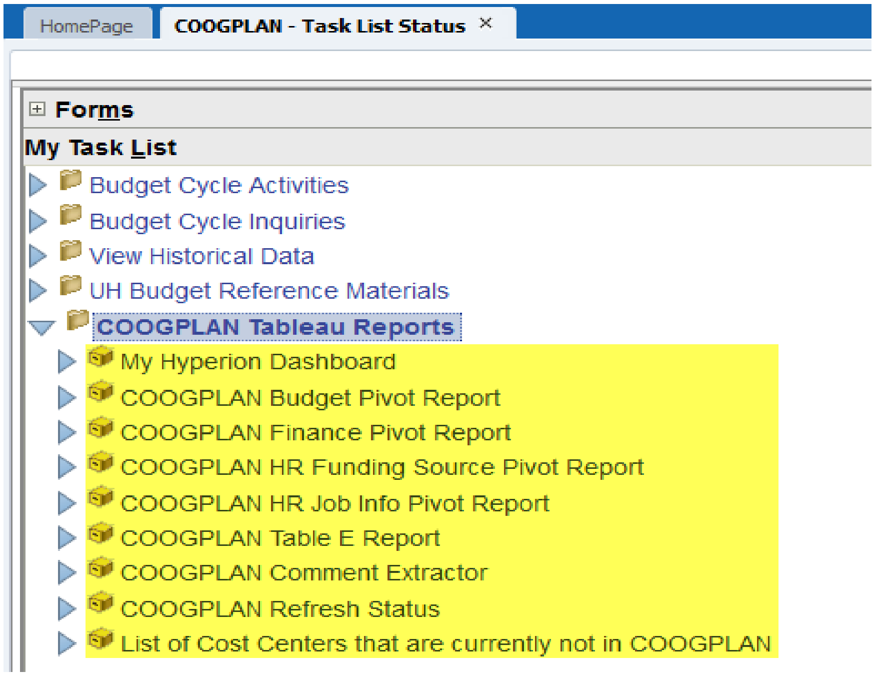
UH Budget Calendar: You can view UHS Budget Office Planning Calendar – Key Dates

UH Budget Training Manual: On this section you will find COOGPLAN training manual.

UH Budget Online Training: On this section you will find training videos for Hyperion. (Video links are on page 23)

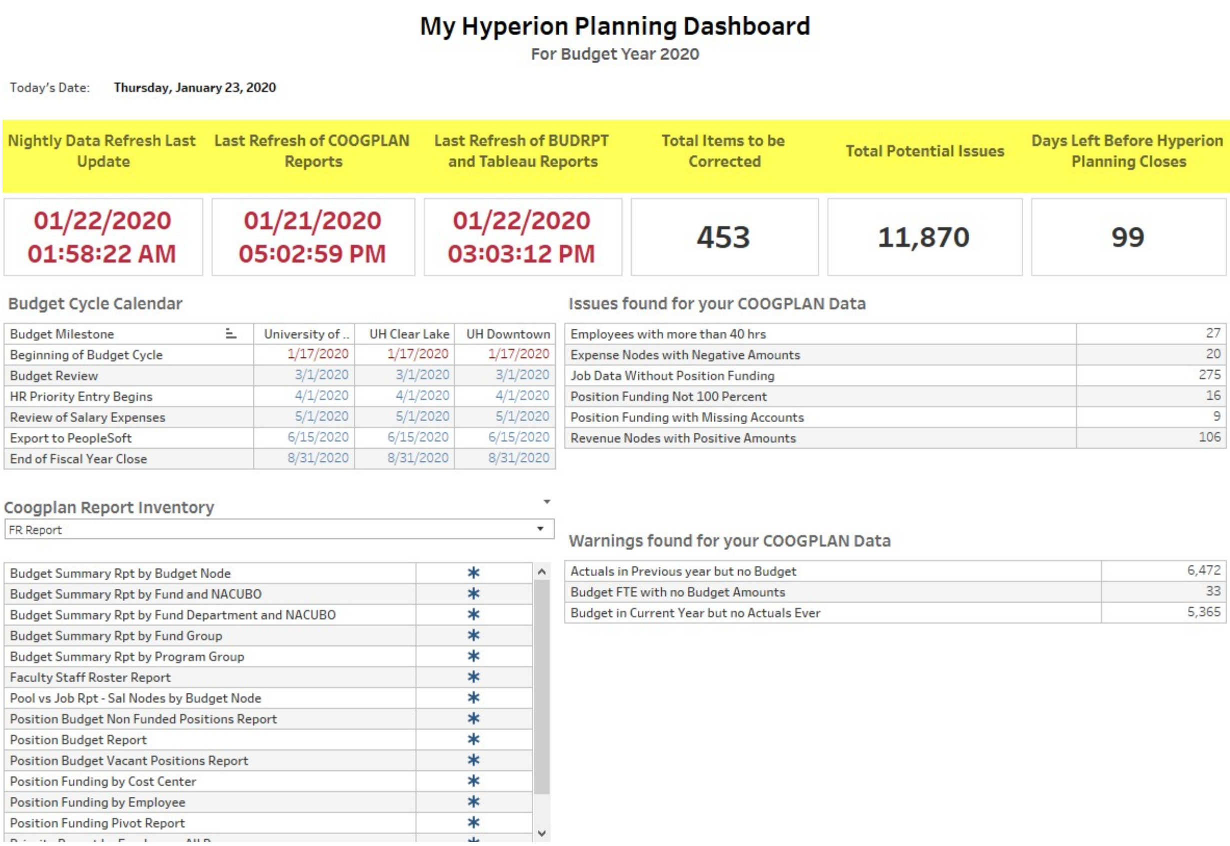
Management Report Material: On this section you will find training videos for Management Reports (You will find more information over Management Reports on the last section of this handout).

COOGPLAN Tableau Reports



My Hyperion Dashboard

This page is found in Coogplan under Coogplan Tableau Reports, it is called My Hyperion Dashboard. You can utilized this page as a reference guide for your budget entry progression.



My Hyperion Planning Dashboard

For Budget Year 2020

Today's Date: Thursday, January 23, 2020

Nightly Data Refresh Last Update	Last Refresh of COOGPLAN Reports	Last Refresh of BUDRPT and Tableau Reports	Total Items to be Corrected	Total Potential Issues	Days Left Before Hyperion Planning Closes
01/22/2020 01:58:22 AM	01/21/2020 05:02:59 PM	01/22/2020 03:03:12 PM	453	11,870	99

Budget Cycle Calendar

Budget Milestone	University of ..	UH Clear Lake	UH Downtown
Beginning of Budget Cycle	1/17/2020	1/17/2020	1/17/2020
Budget Review	3/1/2020	3/1/2020	3/1/2020
HR Priority Entry Begins	4/1/2020	4/1/2020	4/1/2020
Review of Salary Expenses	5/1/2020	5/1/2020	5/1/2020
Export to PeopleSoft	6/15/2020	6/15/2020	6/15/2020
End of Fiscal Year Close	8/31/2020	8/31/2020	8/31/2020

Issues found for your COOGPLAN Data

Employees with more than 40 hrs	27
Expense Nodes with Negative Amounts	20
Job Data Without Position Funding	275
Position Funding Not 100 Percent	16
Position Funding with Missing Accounts	9
Revenue Nodes with Positive Amounts	106

Coogplan Report Inventory

FR Report

Budget Summary Rpt by Budget Node	*
Budget Summary Rpt by Fund and NACUBO	*
Budget Summary Rpt by Fund Department and NACUBO	*
Budget Summary Rpt by Fund Group	*
Budget Summary Rpt by Program Group	*
Faculty Staff Roster Report	*
Pool vs Job Rpt - Sal Nodes by Budget Node	*
Position Budget Non Funded Positions Report	*
Position Budget Report	*
Position Budget Vacant Positions Report	*
Position Funding by Cost Center	*
Position Funding by Employee	*
Position Funding Pivot Report	*

Warnings found for your COOGPLAN Data

Actuals in Previous year but no Budget	6,472
Budget FTE with no Budget Amounts	33
Budget in Current Year but no Actuals Ever	5,365

List of items this Dashboard provides:

- Provides the most current data refresh with date and time.
- Incorrect number of items to be revised.
- Days left before budget entry closes.
- A budget cycle calendar with upcoming proceedings and dates.
- A list of Financial Reports and Tableau Reports. (Remember to select either FR or Tableau reports from the drop down option).
- Provides issues found in your coogplan data. (You can double click on each individual option to get a report of the issues found in your area. This report can then be downloaded into excel).
- It also provides warnings that can potentially result in issues therefore, these warnings should be double checked to avoid issues for your area. (You can double click on each individual option to get a report of the issues found in your area. This report can then be downloaded into excel).

COOGPLAN Budget, Finance and HR Reports

The following Tableau report are designed to provide information at a cost center level for budget, actuals, HR and HR Job information with the ability to pivot and download to excel.

- COOGPLAN Finance Pivot Report
- COOGPLAN Budget Pivot Report
- HR Funding Source Pivot
- HR Job Info Pivot Report

Finance/Budget		**HR**	
Finance Pivot Report	**Budget Pivot Report**	**HR Funding Source Pivot**	**HR Job Info**
Fund Group	Fund Group	Year	Year
Fund Code Detail	Fund Code Detail	Version	Version
Period	Period	Employee	Employee
Campus	Campus	Position	Position
Division	Division	Department Campus Code	
College	College	Department Division Code	Department Division Code
Entity Detail	Entity Detail	Department College Code	Department College Code
Initiative Category	Initiative Category	Department Code	Department Code
ProgType Detail	ProgType Detail	Department Description	Department Description
ProgCode Detail	ProgCode Detail	Fund Group	
Account	Account	Fund Code Description	
Account - L2	Account - L2	Funding Entity Division Description	
Account - Detail	Account - Detail	Funding Entity College Description	
Budget Year	Budget Year	Funding Entity Description	
Year	Year	Program Type Alias	
Actuals Amount		Program Code Alias	
Pre Encumbrances Amount		Salary Expense Account Description	
Encumbrances Amount		Percent Allocation	
Actuals Plus Commitments		Alloc Job Amount	
Base Budget Amount	Base Budget Amount	Alloc Job Fte	
Current Budget Amount			Priority
Proposed Budget Amount	Proposed Budget Amount		Annual Salary Spread
Budget Change Amount	Budget Change Amount		Salary Basis
Base Budget FTE	Base Budget FTE		Default Weekly Hours
Proposed Budget FTE	Proposed Budget FTE		Job Fte
Budget Change FTE	Budget Change FTE		Comp Rate
			Annualized Rate

Downloading instruction: *(NOTE: fallow same downloading instruction for all Tableau Reports).*

- Left click on one of the amounts on the report
- Click on Download button (located on bottom right side)
- Then select CROSSTAB, followed by download.

COOGPLAN Table E Report

Provides the following information by the selected budget year –

Proposed Budget Amount	Budget Change Amount
Division/Area	Division/Area
Faculty Salary	Faculty Salary
Profl Adm Salary	Profl Adm Salary
Classified Salary	Classified Salary
Wages	Wages
Other (incl B5006)	Other (incl B5006)

Proposed Budget FTE	Budget Change FTE
Division/Area	Division/Area
Faculty Salary	Faculty Salary
Profl Adm Salary	Profl Adm Salary
Classified Salary	Classified Salary
Wages	Wages
Other (incl B5006)	Other (incl B5006)

COOGPLAN Comment Extractor

Allows you to search for a cost center and view/review comments and/or notes left by end user. You can hit the refresh button to get the latest data. You can also download this data into excel (downloading instructions are the same as COOGPLAN budget Pivot Report).

COOGPLAN Refresh Status

- This query will show you when Coogplan forms and reports were last updated.

List of Cost Centers that are currently not in Coogplan

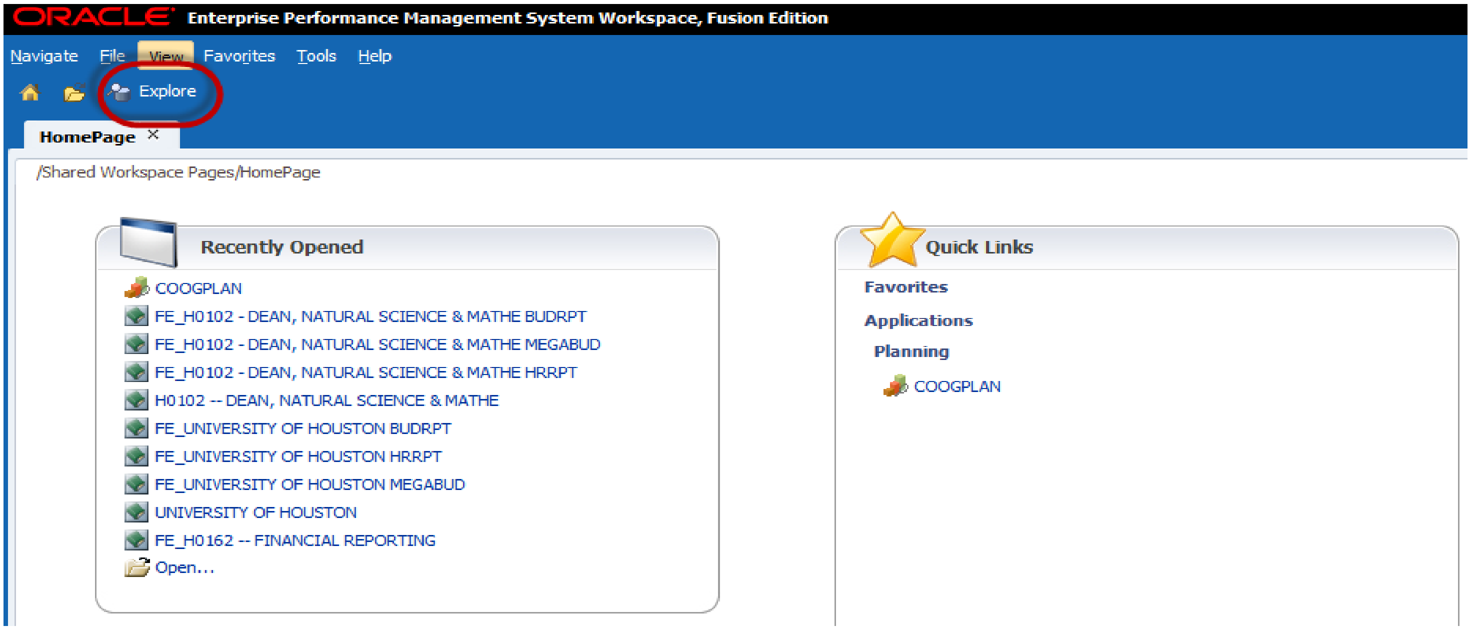
- This report allows you to view all the cost centers that don't have any base budget and were modified on or after 09/01/YYYY.

  Reminder:

  May be helpful to run this report to see what new cost center you have to add

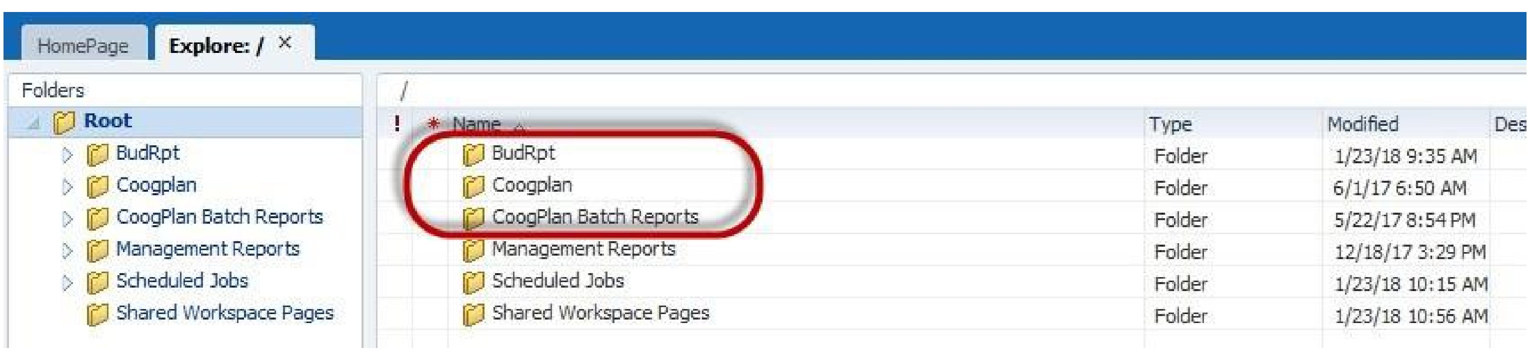
COOGPLAN REPORT SECTION

How to access reports: From *Homepage*



Click on Explore to access all reports

There are three different folders in the reporting section –



- **COOGPLAN** – Currently updates every 10 minutes. – ***(Running Reports on Demand)***
  - Budget Report by Employee
  - Budget Request Form
  - Budget summary
    - Budget Summary Rpt. by Budget Node
    - Budget Summary Rpt. by Fund and NACUBO
    - Budget Summary Rpt. by Fund Department and NACUBO
    - Budget Summary Rpt. by Fund Group

- **MegaBud**
    - MegaBud Comp - Selectable by CC-FC-Dept-Prog
    - MegaBud Uncomp by CostCenter
- **Pool vs Job**
    - Pool vs Job Report - All Budget Nodes
    - Pool vs Job Report - Salary Nodes
- **Position Budget Report**
    - Position Budget Non Funded Positions Report
- **Priority Report**
    - Priority Report by Employee - All Rows
    - Priority Report by Employee with Cost Center
    - Priority Roster By Cost Center
    - Priority Roster By Fund Group
    - Priority Roster By Priority Pool
    - Priority Roster By Single Priority Code
- **Roster Report**
    - Faculty and Staff Salary Expenses by Budget Node
    - Faculty and Staff Salary Expenses by Fund Code
    - Faculty Roster Report

- **BUDRPT** – Updates overnight which means that is the equivalent to Report Book –
    - **Audit Report**
        - 730 Uses Audit Report - Table A Cost Center
        - 730 Uses Operating Budget by Fund Report - Table A
        - 730 Uses Operating Budget Report - Table A
        - 783 Uses Audit Report - Table A Cost Center
        - 783 Uses Operating Budget by Fund Report - Table A
        - 783 Uses Operating Budget Report - Table A
        - Sources Audit Report by Cost Center
        - Sources Audit Report by Cost Center by Fund Selection
        - Sources Operating Budget by Fund Report

- Sources Operating Budget Report
- Uses Audit Report by Cost Center – Selectable
- Uses Audit Report by Cost Center - Selectable Fund
- Uses Operating Budget by Fund Report – Selectable
- Uses Operating Budget Report – Selectable

➢ **Budget summary**

- Budget summary by cost center pivot report (Pivot Friendly)
- Budget Summary Report by Cost Center (Pivot Friendly)
- Budget Summary Report by Cost Center with Dept. and Fund Group
- Budget Summary Report by Dept.ID and Fund Group
- Budget Summary Report by Dept.ID Program Group
- Budget Summary Report by Fund Code and NACUBO
- Budget Summary Report by Fund Group
- Budget Summary Report by Fund Group and NACUBO
- Budget Summary Report by Strategic Init Fund Group and Department

➢ **MegaBud**

- MegaBud Comp - Selectable by Fund and Dept
- MegaBud Uncomp by CostCenter

➢ **Pool vs Job**

- Pool vs Job Report - All Budget Nodes
- Pool vs Job Report - All Budget Nodes Diff Only
- Pool vs Job Report - Salary Nodes

➢ **Table E**

- Table E Report - Individual

❖ **CoogPlan Batch Reports** - Report Books will be updated on a nightly basis so every morning you will have an updated version of your Report Books. To watch our training video on the Report Book click **Here**. *To open the link press Ctrl and click on the blue font*

List of Reports available in daily batch reports

Set 1 – Blank

- Faculty/Staff Roster Report
- Position Funding Pivot Report

Set 2 – MEGABUD -

- MegBud – by Cost center – will include all the cost centers with budget for the department.

Set 3 – HRRPT

- Position Funding my Employee – all fund groups and all program

Set 4 – BUDRPT

- Budget summary report by fund code
- Budget summary report by fund code and cost center
- Budget summary report by fund code with group total
- Budget summary report by fund group
- Uses Audit Report by Cost Center - Selectable
- Pool vs Job report – All budget nodes
- Pool vs job – Salary Nodes
- Table E report – Individual
- Uses Operating budget by fund report – Selectable
- MegaBud comp – Selectable by Fund and Dept.

*****Note.**
The previous reports will be overwritten so if you wish to archive reports, save them to another location on your computer.

***7.* Other Video Links –** *To open the link press Ctrl and click on the blue font*

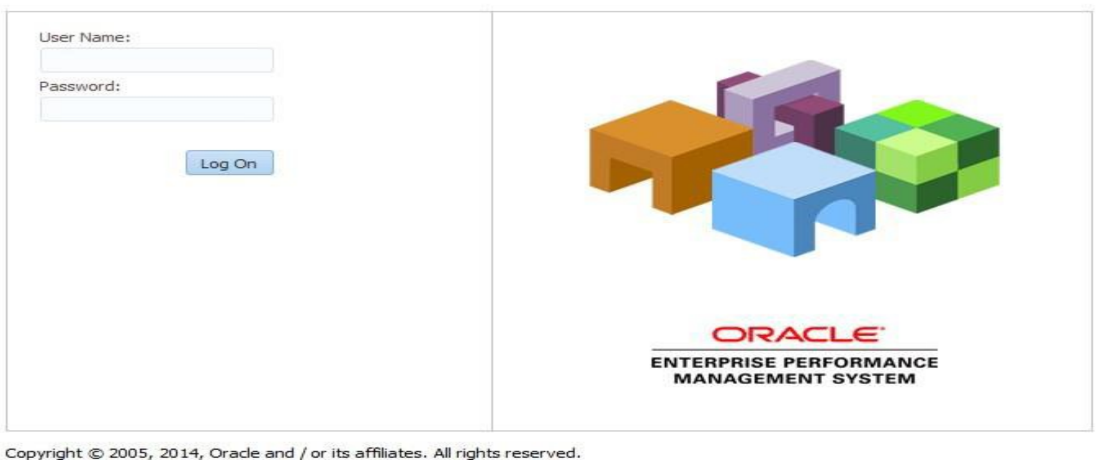
- How to turn on User Point of View
- How to run Reports
- How to pick-up your daily report batch
- How to navigate the Search and Enter Budgets Form
- How to add a new cost center
- Logging into CoogPlan
- Budget Balance Check
- Budget by Department with Graph
- Budget vs Actuals Inquiry
- Report Book
- Workspace-Task list status v2
- Change History

Management Reports

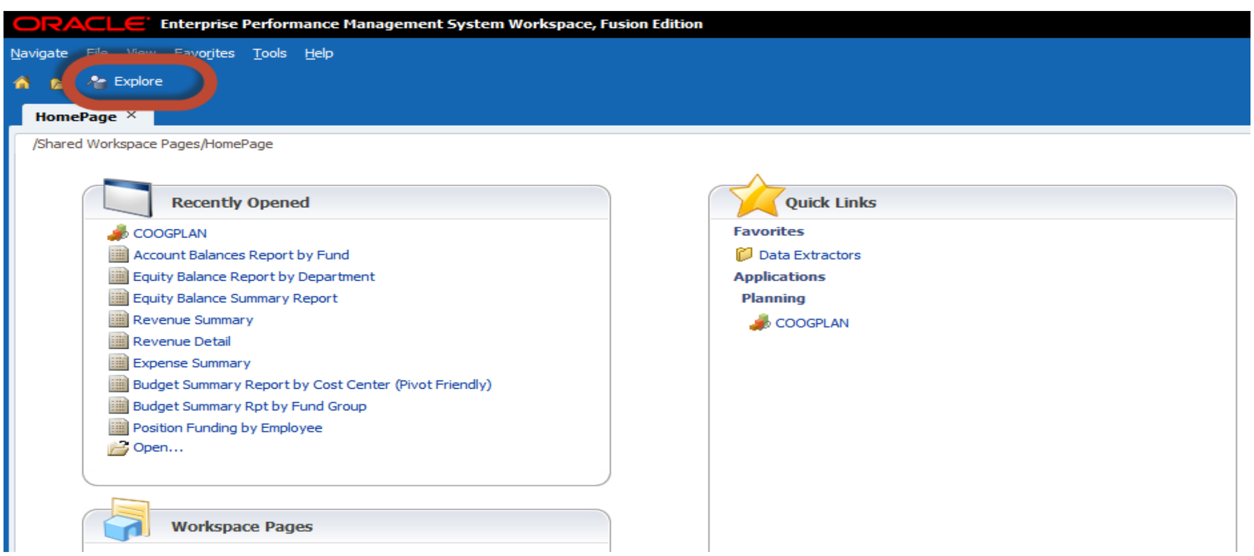
1. Data Extractor Tool

Login to Hyperion through Access UH or https://hyperion.uh.edu/workspace/index.jsp?framed=true

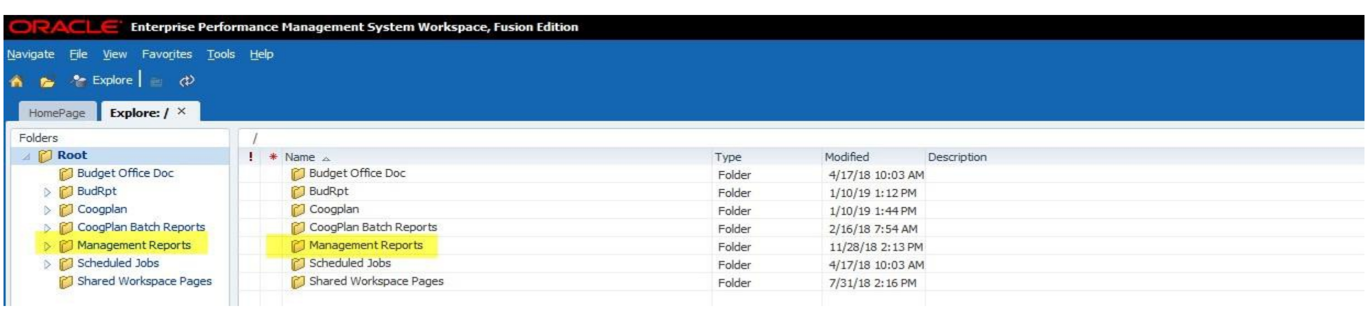
1) CougarNet Username and Password



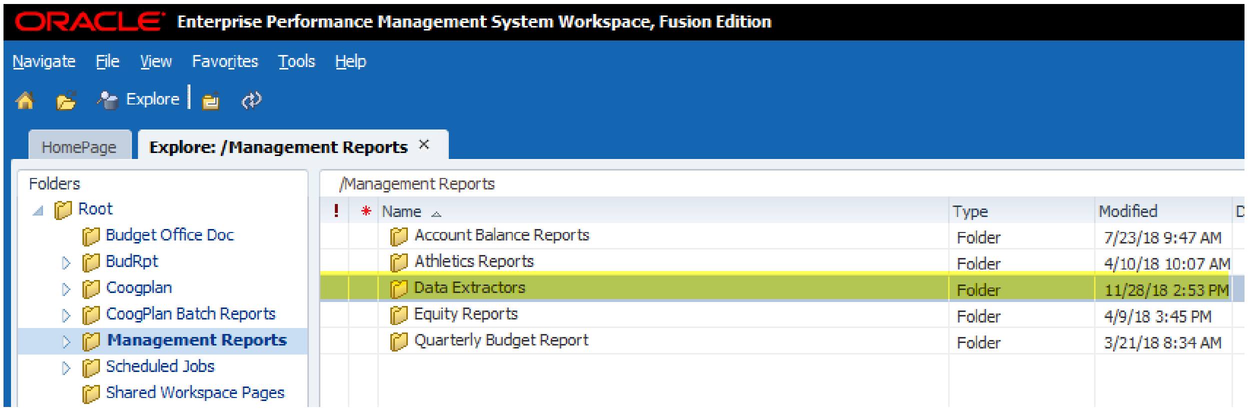
2) Click on “Explore”



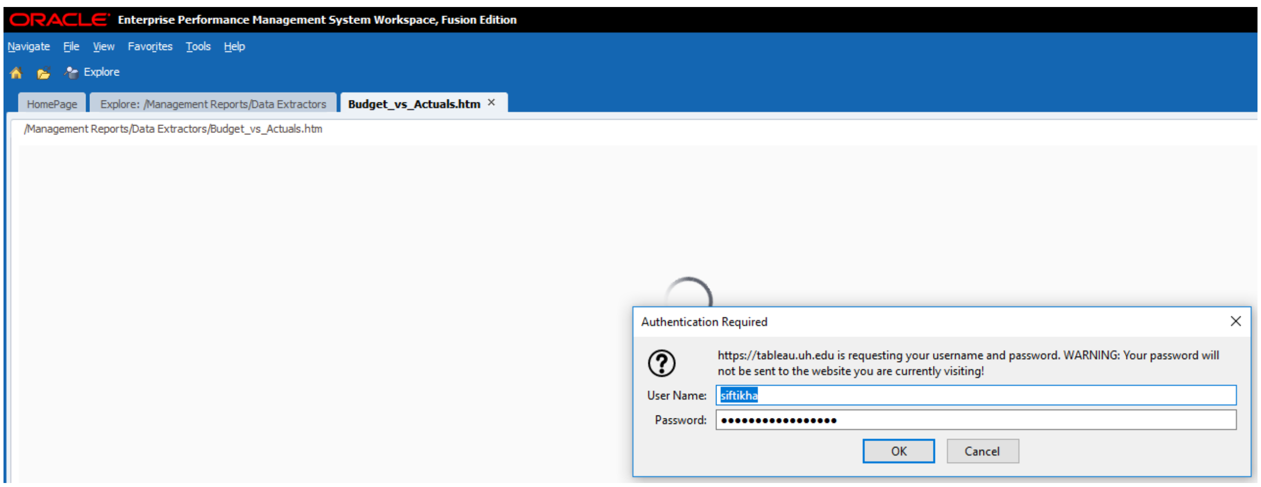
3) Click on the “Management Reports” Folder



4) Click on the “Data Extractors” Folder



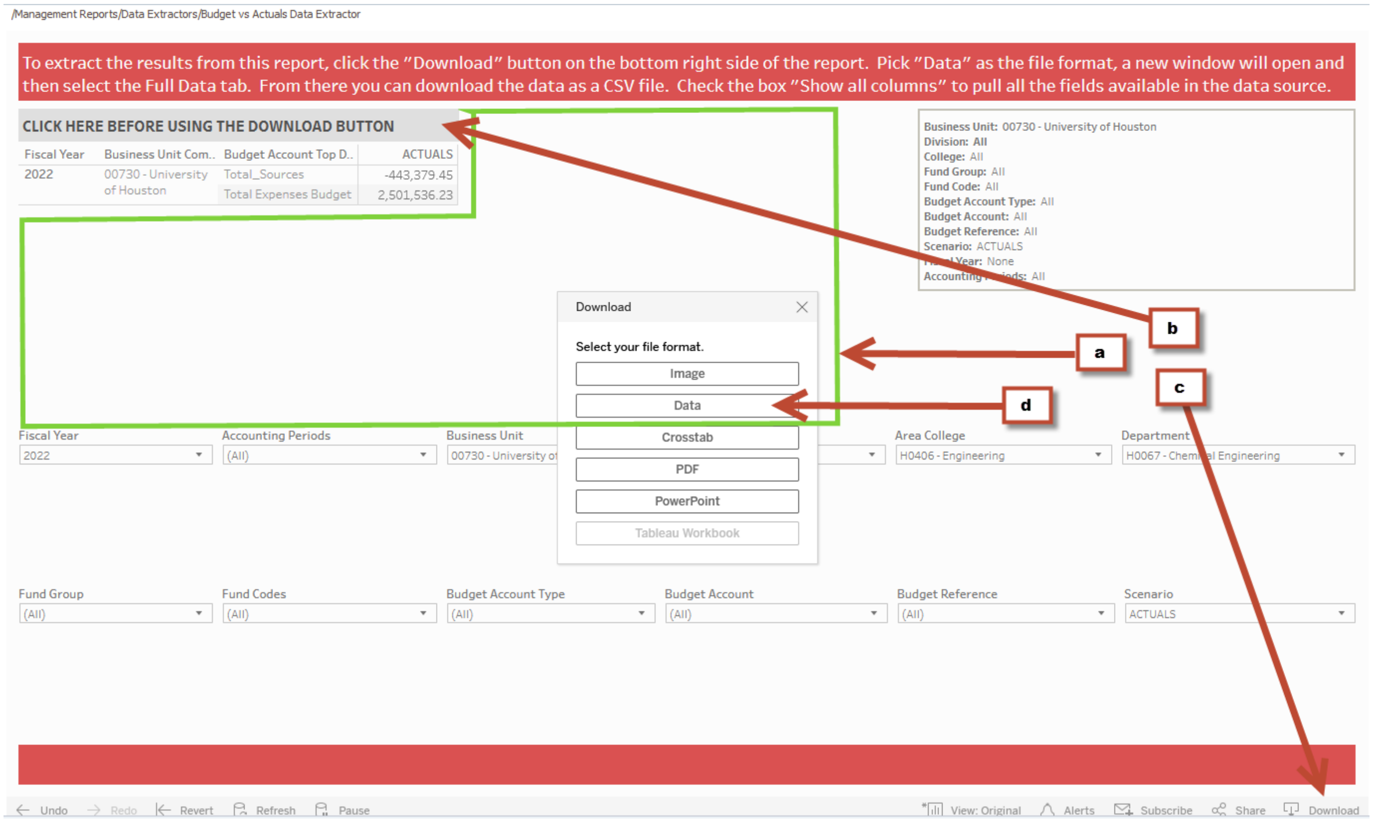
5) “Authentication required” window will pop-up please enter your CougarNet Username and Password.



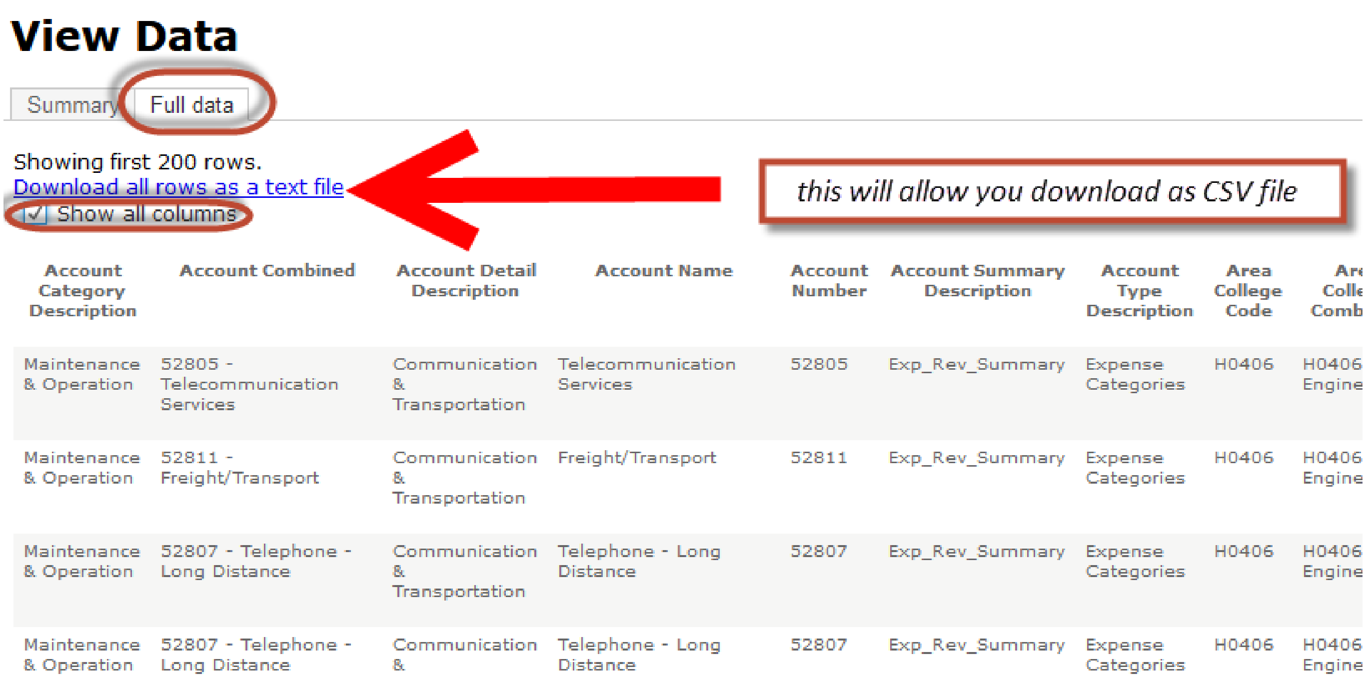
Make appropriate selection from the following fields: –

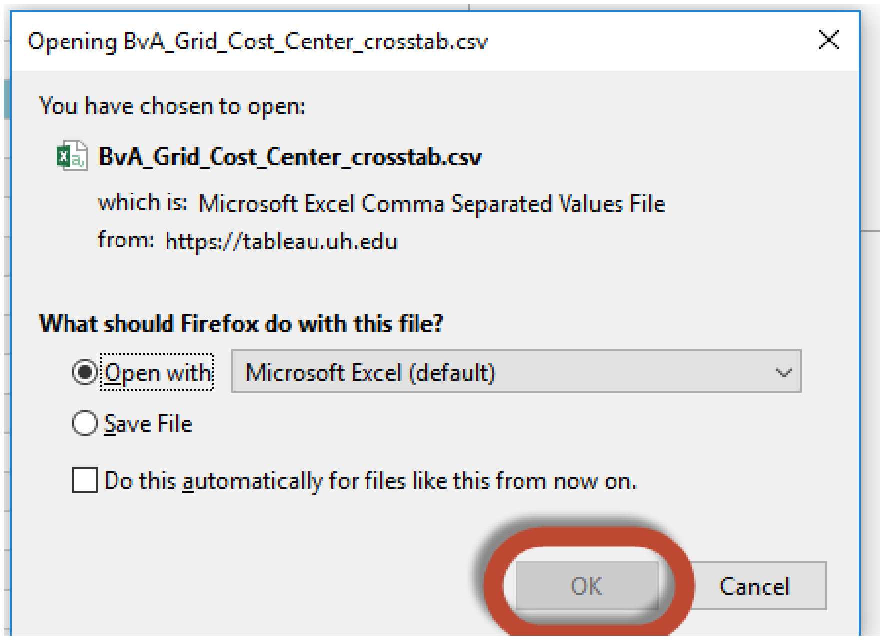
- Fiscal Year
- Accounting Periods
- Business Unit
- Division
- Area College
- Department
- Fund Group
- Fund Code
- Budget Account Type
- Budget Account
- Budget Reference
- Scenario

After all the selections are made left click anywhere in the green box (a), click gray area on the top (b) then click the “Download” (c) button on the bottom right side of the report. Pick “Data”(d) as the file format



A new window will open and then select the Full Data tab. From there you can download the data as a CSV file. Check the box "Show all columns" to pull all the fields available in the data source.





The Excel will provide results for the following fields:

Account Category Description	Division Combined
Account Combined	Division Description
Account Detail Description	Fiscal Year
Account Name	Fund Category Description
Account Number	Fund Code
Account Summary Description	Fund Combined
Account Type Description	Fund Description
Amount	Fund Detail Description
Area College Code	Fund Group Description
Area College Combined	Fund Restrictions
Area College Description	Fund Summary Description
Budget Account Code	Fund Type
Budget Account Combined	Fund Type Description
Budget Account Description	Lar Goal Description
Budget Account Summary Desc	Lar Objective Description
Budget Account Top Desc	Lar Strategy Description
Budget Account Type Desc	Number of Records
Budget Reference	Period Name
Business Unit Code	Period Number
Business Unit Combined	Program Code
Business Unit Description	Program Combined
Cougarnet Id	Program Description
Program FourRocks	Program Type Description
department_access	Project Code
Security Department Code	Project Combined
Department Code	Project Description
Department Combined	Project Type Description
Department Description	Quarter Period
Division Code	Scenario

2. How to Run Quarterly Budget Report:

- Begin by clicking on explore icon.
- Choose management reports.
- Then Quarterly Budget Report

***Note.** There are 3 expense reports and 3 revenue reports, but they are run the exact same way. The only difference in the reports is that the Expense report has current YTD commitments. The revenue report does not have any commitments.

***If you would like an example on how to run Quarterly Budget Report please remember to reference training video mentioned on page 20.

Quarterly Budget Report

FYXX Base Budget- this column represents Base budget as it was loaded in Coogplan.

FYXX Base Budget+ self-funded ADJ- this column represents Base budget as it was loaded in Coogplan plus or minus any adjustments that were made during the year.

FYXX YTD- This column shows YTD expense or revenue for the previous year. This column is a reference point to compare current YTD actuals with the previous year actuals for compatible point in time selected.

FYXX YTD- This column shows Actual YTD information for the selected year and period.

FYXX YTD Commitments- this column represents all the commitments for the remainder of the year. (Only in Expense reports)

FYXX Full Year- this column represents full year Actuals for the previous Fiscal year.

FY Estimated Full Year- is a formula line to estimate how much will spent or collected based on actual activity of current and previous year. If the selected year is FY18 the formula would be - (FY18 YTD / FY17 YTD)*FY17 Full Year

FYXX (Under)/Over Curr Budget = FYXX Estimated Full Year - FYXX Base Budget + Self-Funded ADJ

3. How to Run Equity Report:

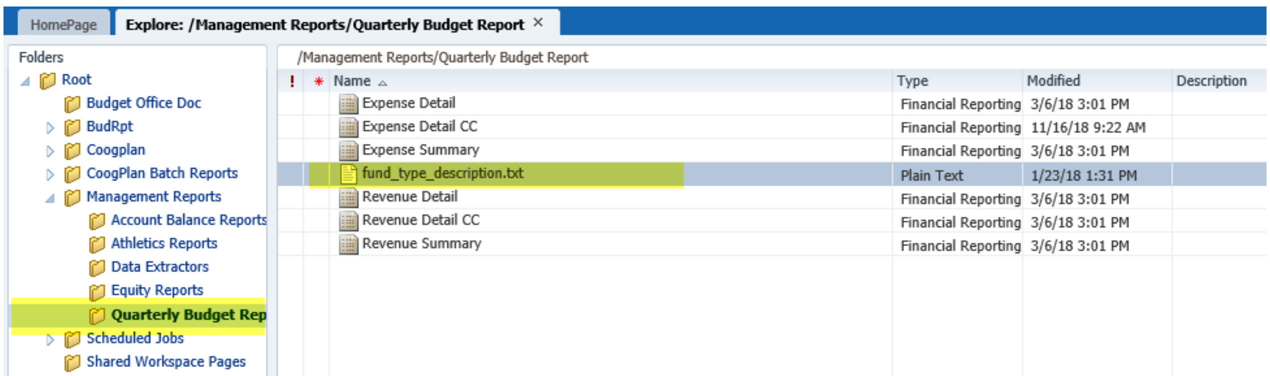
- Begin by clicking on the explore icon.
- Then click on Management Reports
- Choose Equity Reports.

  <u>This will bring up 3 options</u>:

  - Equity Balance report by Cost Center
  - Equity Balance Report by Department
  - Equity Balance Summary Report

These reports run the same way, so just choose one.

*** **Note.** You can see the definition of the fund type selection (central or other) on the Fund_Type_Description.txt under the quarterly budget report folder.



Equity Report:
In this section we will go over the layout of the equity report:
Once the report is run you will see a screen like this.

H0066 - Dean, Engineering
Equity Balance Report by Cost Center
5 Year Historical FY14-FY18

Report Criteria | Department: H0066 - Dean, Engineering | Funds: Funds | Program: All Programs
Project: All Projects | Business Unit: UH & UHSA | Fund Type: All of the Fund Types

Page: Equity

Fund	Department	Program	Project	FY14	FY15	FY16	FY17	FY18
1008	H0066 - Dean, Engineering	B0003_730 - Rif Master Heaf 1043	R913006_730 - Heaf (1008) 13 Cs Eng Tedesc	(10,374)	(6,526)	(6,526)	(6,526)	(6,526)
1008	H0066 - Dean, Engineering	B1118_730 - Dean Engr - Facility Projects	NA	-	-	-	-	(21)
1026	H0066 - Dean, Engineering	D0474_730 - Egr Office Of Dean	NA	(287,066)	(17,811)	(2,324)	0	0
1026	H0066 - Dean, Engineering	A0439_730 - Egr Faculty Unal	NA	8,374	(1,396)	(16,822)	0	0
1026	H0066 - Dean, Engineering	A0441_730 - Egr Services Doe	NA	40,003	(3,480)	(65,598)	0	0
1026	H0066 - Dean, Engineering	A0443_730 - Egr Summer Fac Sal	NA	(1)	(1)	(1)	0	0
1054	H0066 - Dean, Engineering	D0474_730 - Egr Office Of Dean	NA	-	-	-	(15,441)	(3,110)
1054	H0066 - Dean, Engineering	D0645_730 - Engineering Services	NA	-	-	-	-	(76,033)
1054	H0066 - Dean, Engineering	A0217_730 - Lab Fee Revenue-Egr	NA	(2,159)	(204)	(108)	(483)	(138)
1054	H0066 - Dean, Engineering	A0441_730 - Egr Services Doe	NA	-	-	-	(33,200)	0
2063	H0066 - Dean, Engineering	D0718_730 - Engr Edu Resource Fee	NA	(59,193)	(9,707)	(36,278)	(5)	(5)
2063	H0066 - Dean, Engineering	D2622_730 - Engr Student Services Fees	NA	(196,465)	(46,381)	(1,558)	0	(5,410)
2063	H0066 - Dean, Engineering	D2713_730 - Engr Info Tech Fee	NA	(21,006)	(13,862)	41	(16,756)	(13,808)
2063	H0066 - Dean, Engineering	D4154_730 - Engr Major Fee	NA	(254,371)	(24,695)	(17,093)	(15,324)	0
2064	H0066 - Dean, Engineering	D0361_730 - Ug Program Support	NA	-	-	-	(45,348)	(614)
2064	H0066 - Dean, Engineering	D0370_730 - B-On-Time - Engr Advisors	NA	-	-	-	(5,380)	(5,257)
2064	H0066 - Dean, Engineering	D0474_730 - Egr Office Of Dean	NA	(74,666)	(58,154)	(16,523)	(19,216)	(14,211)
2064	H0066 - Dean, Engineering	D0493_730 - B-On-Time Engr Ug Success	NA	-	-	-	(23,423)	0
2064	H0066 - Dean, Engineering	F0013_730 - Debt Services	NA	47,122	47,198	0	(1)	(6,982)

****Note.

- This report is for Engineering you will see that the year you ran the report for is in the far right column. The report has 5 years of historical data that will give you context for the report. This report is sorted by Fund group and further broken out by centrally allocated or other Funds.
- To find out which fund codes are centrally funded and which are self-funded choose Fund_type_decription.txt on the quarterly budget report page and you will get a break down by fund code.
- You will see there is a drop down at the top of the report. There is equity, encumbrances, and equity less encumbrances. If you choose equity you will see the year-end equity amount. Encumbrances include all commitments (soft commitments not included) accrued during the fiscal year. The equity less commitments takes the equity and subtracts out the commitments giving you the total.
- When exporting to PDF, there is no drop-down option so it automatically creates a separate sheet for each section. Equity, Encumbrances, and Equity less Encumbrances.

4. How to Run Account Balance Reports:

- Begin by clicking on the explore icon.
- Then click on Management Reports
- Choose Account Balance Reports
  This will bring up 4 options:
  - Account Balances Report by Cost Center
  - Account Balances Report by Cost Center – Pivot
  - Account Balances Report by Department
  - Account Balances Report by Fund

These reports run the same way, so just choose one.

H0066 - Dean, Engineering
Account Balances Report by Cost Center
5 Year Historical FY14-FY18

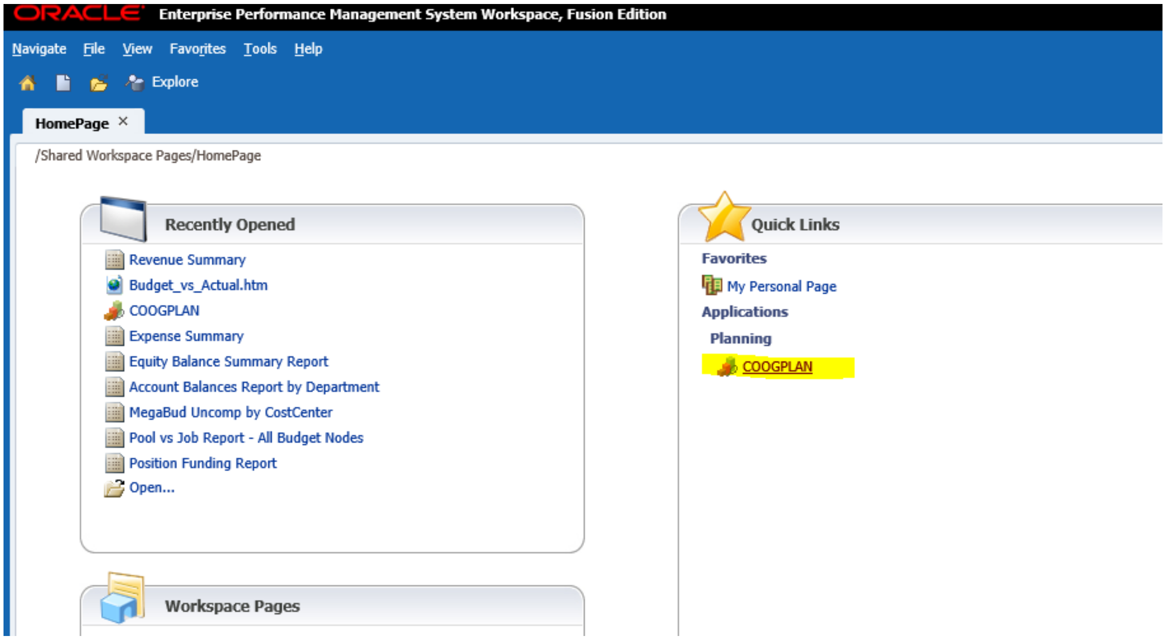
Report Criteria | Department: H0066 - Dean, Engineering | Funds: Funds | Program: All Programs
Project: All Projects | Business Unit: UH & UHSA | Fund Type: All of the Fund Types

Fund	Department	Program	Project	Category	FY14	FY15	FY16	FY17	FY18
1008 - HEAF - General	H0066 - Dean, Engineering	B0003_730 - Rif Master Heaf 1043	R913006_730 - Heaf (1008) 13 Cs Eng Tedesc	Beginning Fund Equity Balance	(88,407)	(10,374)	(6,526)	(6,526)	(6,526)
1008 - HEAF - General	H0066 - Dean, Engineering	B0003_730 - Rif Master Heaf 1043	R913006_730 - Heaf (1008) 13 Cs Eng Tedesc	Expense Categories	78,033	3,848	-	-	-
1008 - HEAF - General	H0066 - Dean, Engineering	B0003_730 - Rif Master Heaf 1043	R913006_730 - Heaf (1008) 13 Cs Eng Tedesc	Ending Balance	(10,374)	(6,526)	(6,526)	(6,526)	(6,526)
1008 - HEAF - General	H0066 - Dean, Engineering	B0003_730 - Rif Master Heaf 1043	R913006_730 - Heaf (1008) 13 Cs Eng Tedesc	Open Commitments	6,750	6,750	6,750	0	0
1008 - HEAF - General	**H0066 - Dean, Engineering**	**B0003_730 - Rif Master Heaf 1043**	**R913006_730 - Heaf (1008) 13 Cs Eng Tedesc**	**Ending Balance Adj for Commit**	**(3,624)**	**224**	**224**	**(6,526)**	**(6,526)**
1008 - HEAF - General	H0066 - Dean, Engineering	B1118_730 - Dean Engr - Facility Projects	NA	Fund Adjustments	-	-	-	-	(21)
1008 - HEAF - General	H0066 - Dean, Engineering	B1118_730 - Dean Engr - Facility Projects	NA	Ending Balance	-	-	-	-	(21)
1008 - HEAF - General	**H0066 - Dean, Engineering**	**B1118_730 - Dean Engr - Facility Projects**	**NA**	**Ending Balance Adj for Commit**	**-**	**-**	**-**	**-**	**(21)**
1026 - E & G State Support-Fd 1-UH	H0066 - Dean, Engineering	D0474_730 - Egr Office Of Dean	NA	Beginning Fund Equity Balance	(76,093)	(287,066)	(17,811)	(2,324)	0
1026 - E & G State Support-Fd 1-UH	H0066 - Dean, Engineering	D0474_730 - Egr Office Of Dean	NA	Fund Adjustments	(581,609)	(387,362)	(618,785)	2,324	0
1026 - E & G State Support-Fd 1-UH	H0066 - Dean, Engineering	D0474_730 - Egr Office Of Dean	NA	Expense Categories	370,636	656,617	634,272	-	-
1026 - E & G State Support-Fd 1-UH	H0066 - Dean, Engineering	D0474_730 - Egr Office Of Dean	NA	Ending Balance	(287,066)	(17,811)	(2,324)	0	0
1026 - E & G State Support-Fd									

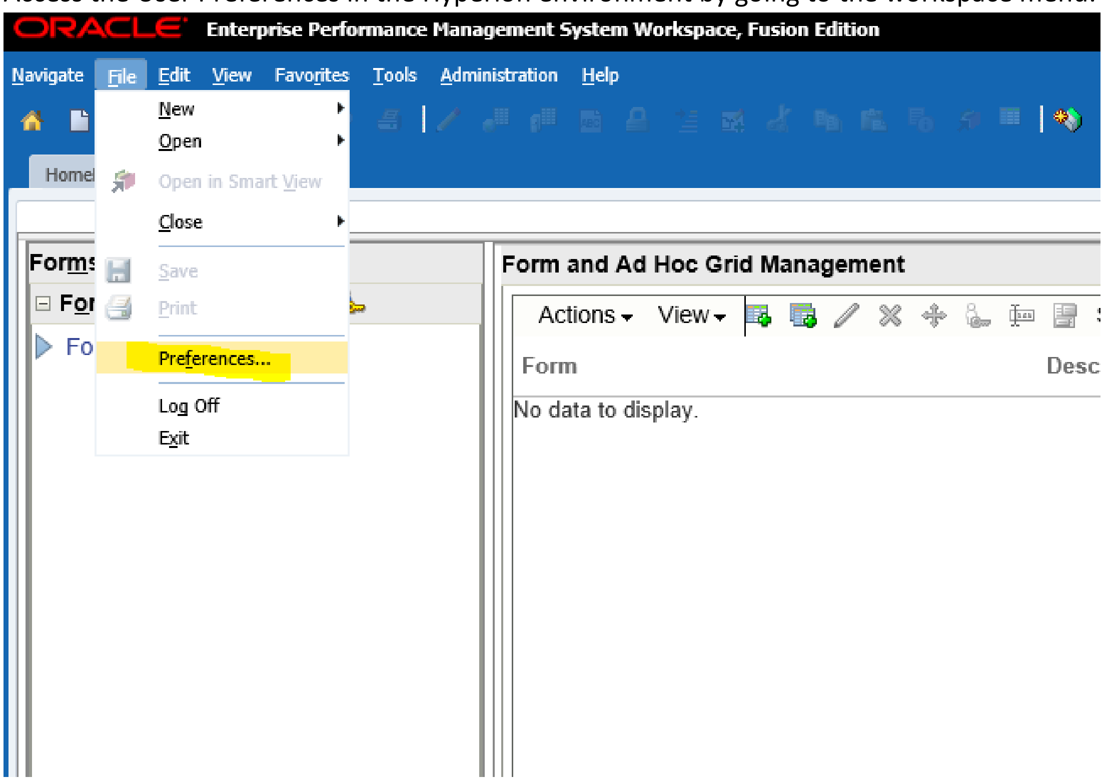
Other Reference Materials

Recommended User Preferences for COOGPLAN Planning users

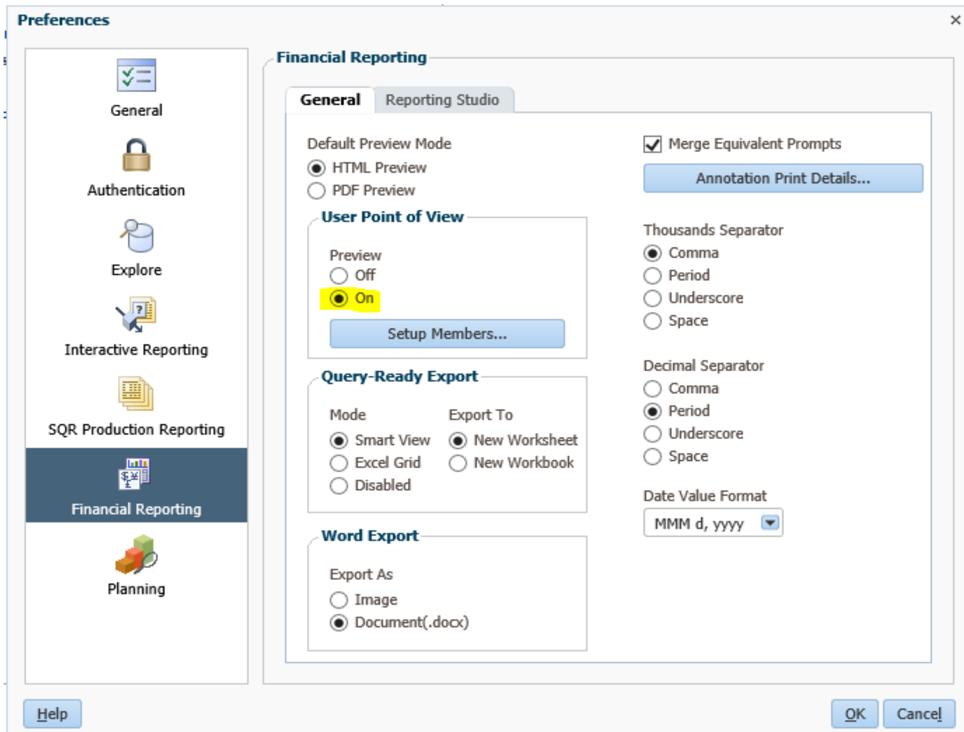
1) Open the COOGPLAN Planning application so that all the preferences options become available:



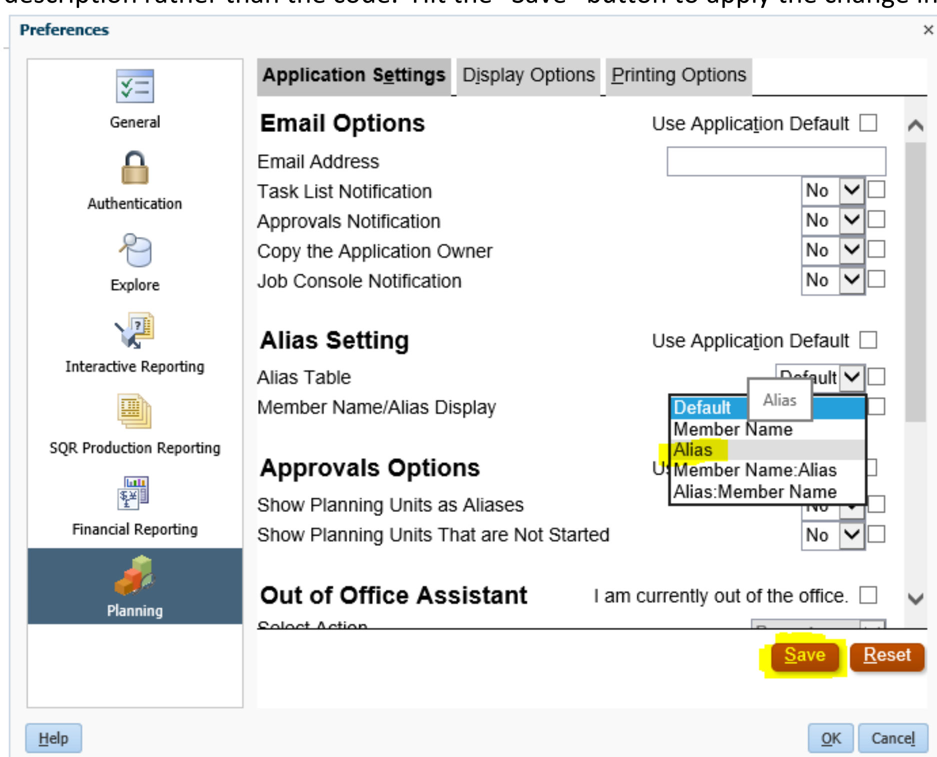
2) Access the User Preferences in the Hyperion environment by going to the workspace menu:



3) Turn on “User Point of View” so the prompt box shows first before a FR report runs:



4) Change default of member display to “Alias” so the prompt boxes in COOGPLAN show the description rather than the code. Hit the “Save” button to apply the change in the setting:



5) Press the “OK” button at the bottom of the Preferences box to save all changes.