Hyperion Training Activity Sheet

HYP3: EXCEL and PIVOT TABLES

For use in training. Last updated January 30, 2019.

Employee History Report	**1**	View Existing Employee History Report for sample data in District 165 View pivot table to audit data
	2	Create your own Employee History Report
	3	Create pivot table
Export Data to File	**4**	Export data to file
	5	Create pivot table to be used in conjunction with the Employee History Report

Employee History Report (EHR)

Activity 1: View Existing Employee History Report

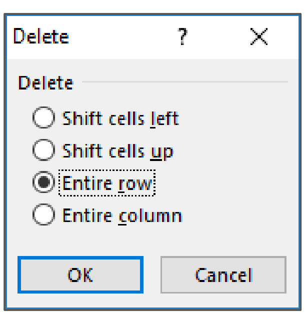
Scenario: Your extracts have been loaded into Hyperion, and now what? Where do you start?

1. Download the Employee History Report for District 165 from the CRC website.
2. Open the file and look at each tab to see what data it displays.
3. Your file will not come with the Pivot tab. This will be created in Activity 2 with your district's data.
4. On the Pivot tab, filter for **Total FTE** to find the N/A values.
   a. What does this tell you about the imported data?____
   b. Where can you find out more information about this position/employee?____________________
   ____
5. Filter **Incumbent** for Clark Gable on the Allocation_Total Compensation tab.
   a. In what department does he work? __________ How did you figure this out?____
   b. How many positions does Clark have? __________ Why do you suppose only some of his position data came into Hyperion?____

Activity 2: Create Employee History Report

1. Log into Hyperion Production to view data for your district.
2. Download to your desktop the **Employee History Report Template 10000 Lines - UNPROTECTED v1.0.xlsx** from the CRC Guides & Job Aids page.
   The 5000-line restriction is now gone.
   a. Open the file, if necessary, and save to your computer desktop
3. In Hyperion go to **Forms > LEA > HCP Data View > M_Position Employee Allocation.**
   a. Export the form to Excel by going to **Tools > Export as Spreadsheet.**
   b. Save the file to your computer desktop as **Employee Allocation.**
   c. Copy the data and **Paste Values** into the Position Employee Allocation tab on the Employee History Report Template.

      Copy Shortcut Tip: Select cell A1, Ctrl + Shift + Right Arrow, then Down Arrow (If on a regular computer, you can use "End" instead of the arrow keys.)
4. In Hyperion, go to **Forms > LEA > HCP Data View > M_Position Employee Total Compensation.**
   a. Export the form to Excel by going to **Tools > Export as Spreadsheet.**
   b. Save the file to your computer desktop as **Total Compensation.**
   c. Copy the data and **Paste Values** into the **Pos Emp Total Compensation** tab on the Employee History Report Template.
5. See the calculated totals on the **Allocation_Total Compensation** tab.
   a. Filter the Total FTE column (P) to show "0" values only.
   b. Review the data to be sure none of it is needed. If there is data that needs to remain, filter those values out so that only empty lines of formula are showing.
   c. Select the column label for column P, then arrow down one cell. This will guarantee that you are in the first cell of the filtered data. Press **Ctrl + Shift +** ↓ to select the entire column.
   d. Right click in the gray area of selected cells and choose **Delete > Entire Row** (this is necessary to make the pivot table work properly). You may get this pop-up if you see "**Delete…**" instead.



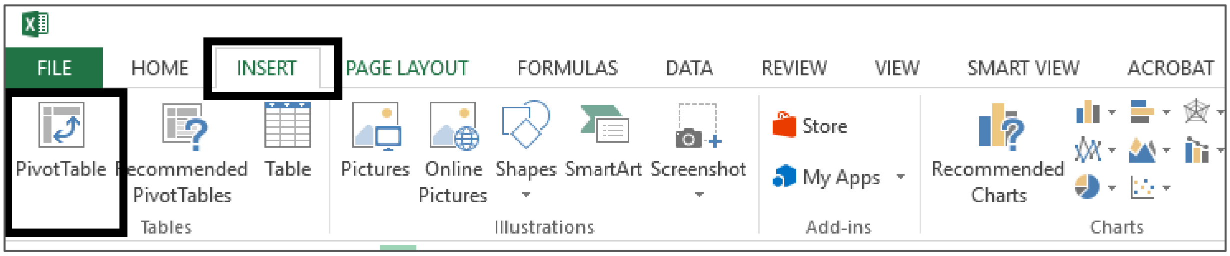
   e. Clear your filter to display your data. Explore your data as we did in Activity 1.

   Note: Once data is loaded, it is recommended that you save your file under a different name to preserve the downloaded template.

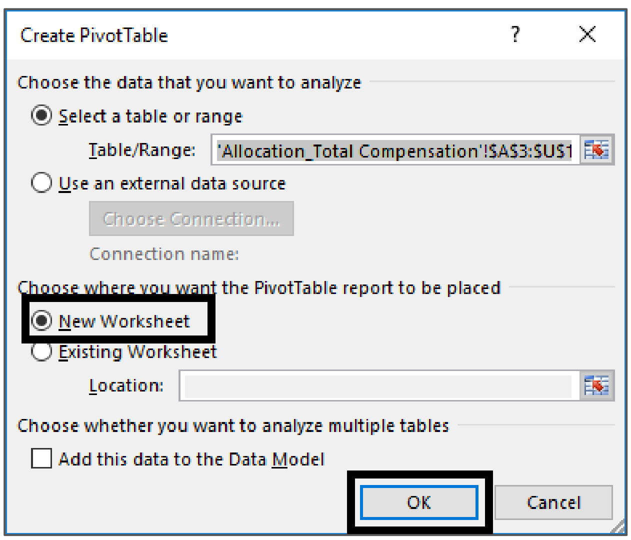
Activity 3: Create Pivot Table for Employee History Report

1. Select the **Allocation_Total Compensation** tab and put your cursor in any cell that is within the displayed data. In order for a pivot table to be created, you cannot have any full rows or columns with absolutely no data displayed.

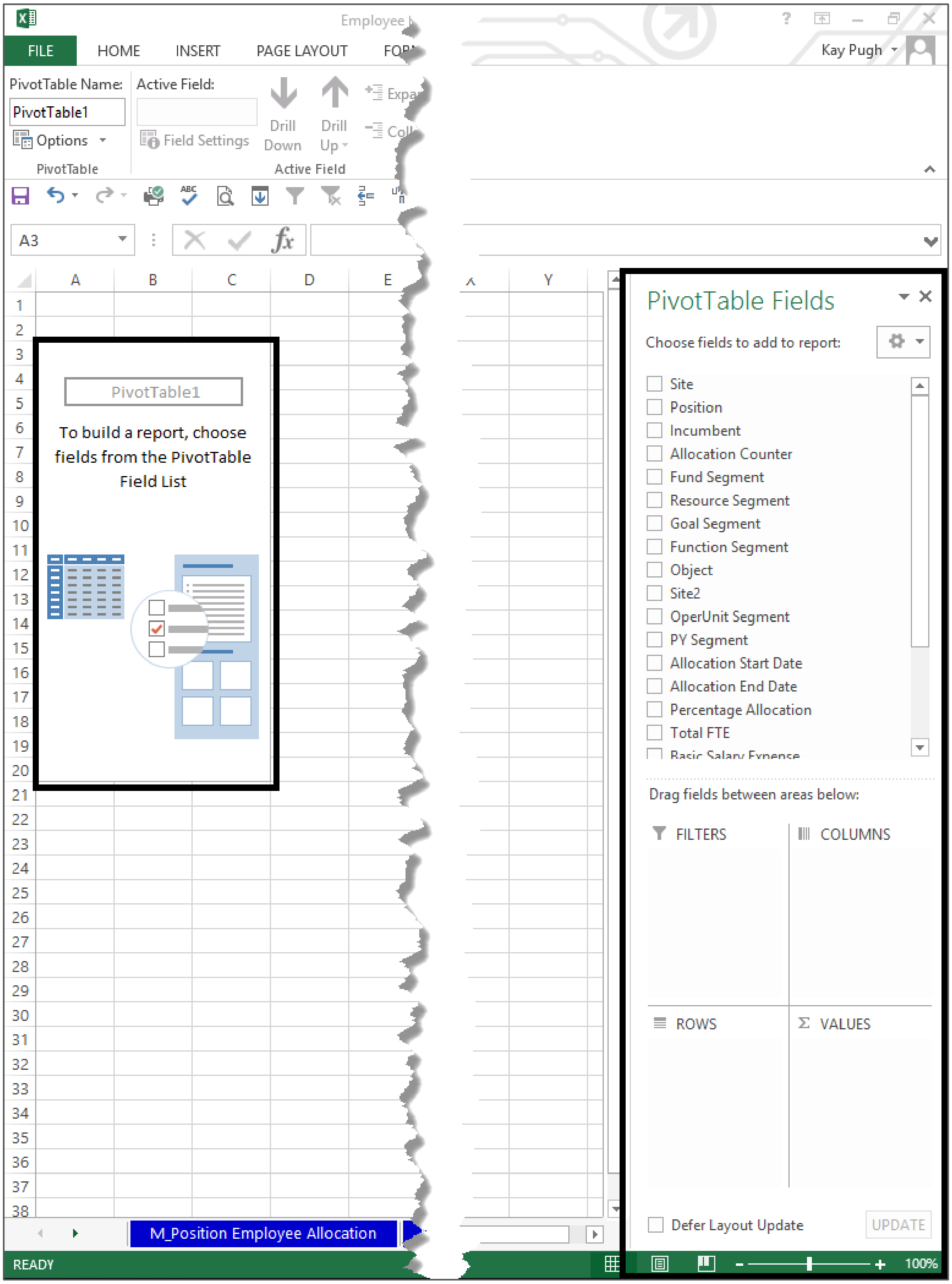
2. Select the **Insert** tab and click on Pivot Table



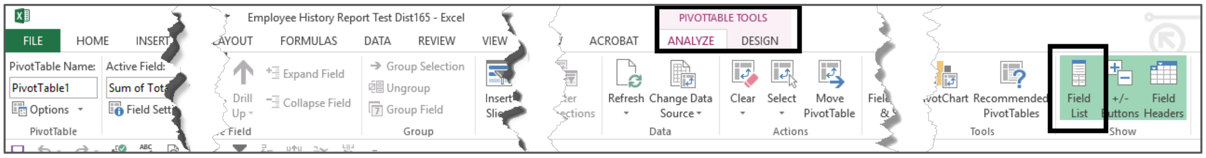
3. A Create Pivot Table box will pop up, and be sure to select **New Worksheet**, then click Okay. The range will be selected automatically.



4. A new tab will be created, and a placeholder will be set for your pivot table area on the left side of your screen. And on the right side of the field will be the Pivot Table Fields panel.

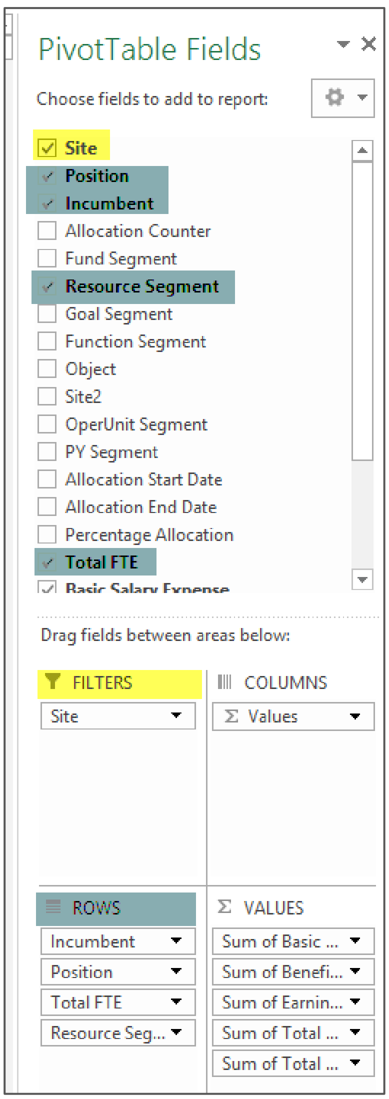


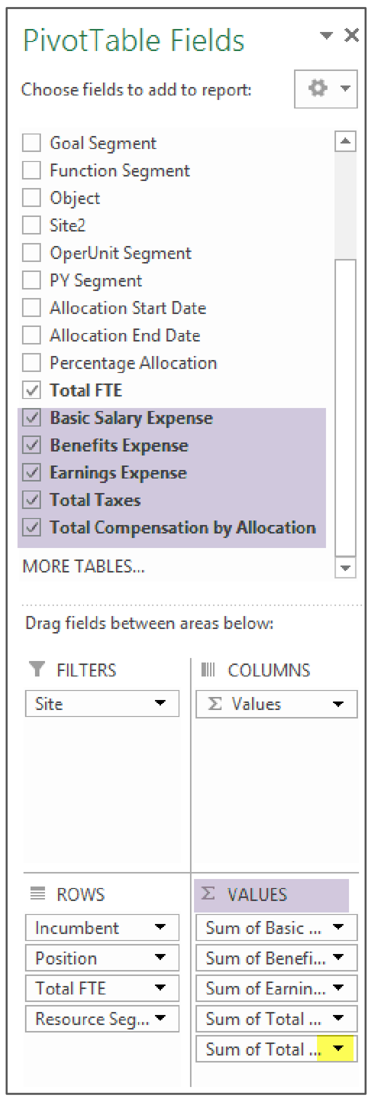
5. Review the PivotTable Tools tab on the ribbon. Clicking the Field List button below will toggle between showing/hiding the Field List panel on the right. (It also disappears when a cell outside of the pivot table results is selected.



6. To create the pivot table like the sample we viewed in Activity 1, **Drag and Drop** the colored *Field* names to the color-coded function area at the bottom.

Note: You can change the order of the fields in the lower section by dragging and dropping as well. This changes how the information in the table is displayed and grouped.





Filters: **Site**

Columns: **Blank**

Rows: **Incumbent**

Position

Total FTE

Resource Segment

Values: **Basic Salary Expense**

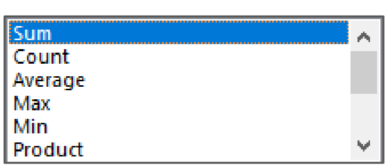
Benefits Expense

Earnings Expense

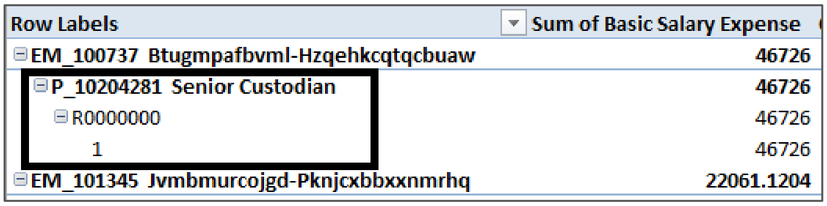
Total Taxes

Total Compensation by Allocation

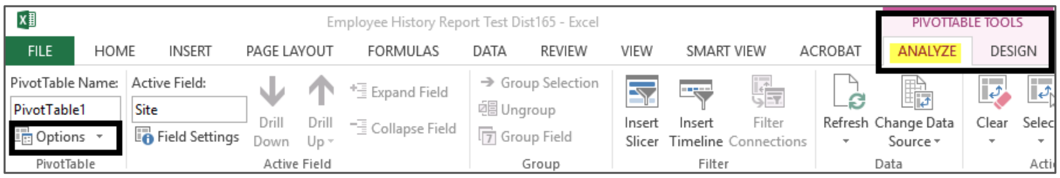
7. If your "Values" don't say, "Sum...," click the drop-down arrow (highlighted above) and select **Field Value Settings…** and choose "Sum."

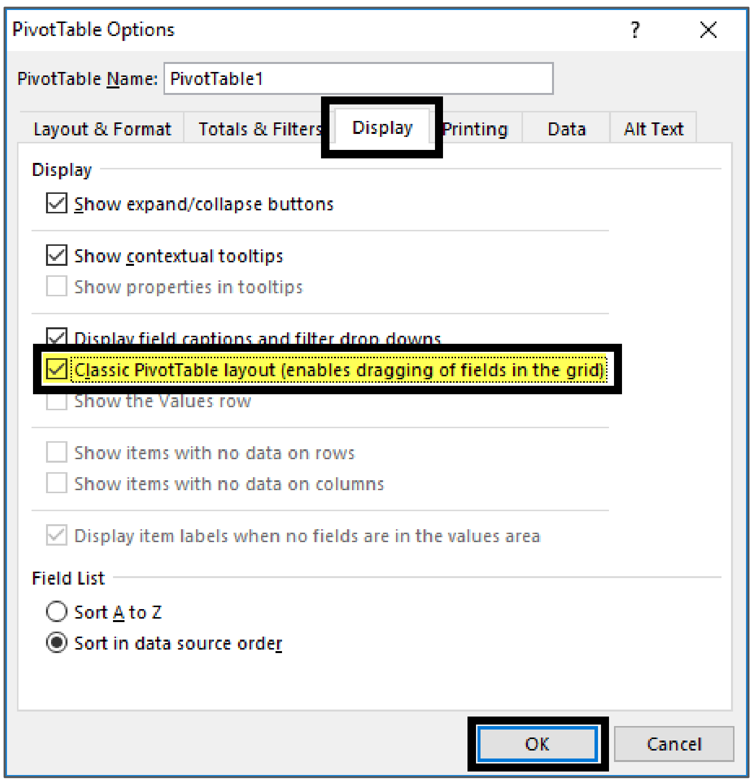


8. Do your Pivot Table rows look like this? You can change them to look like the sample by following the steps below.

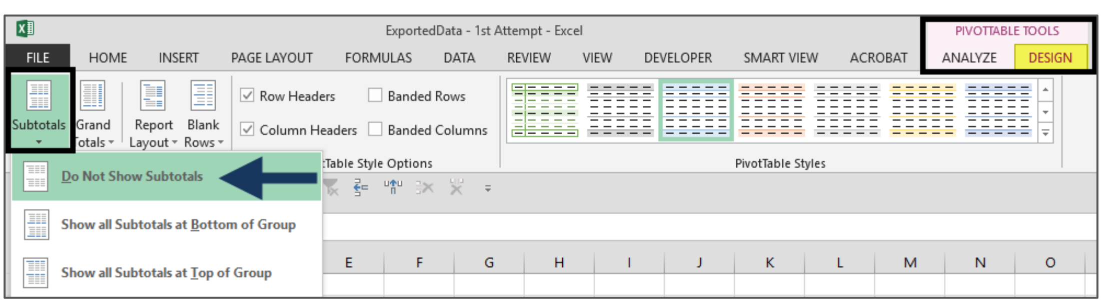


a. To change the Pivot Table **Rows** to display on single line, change the options by going to the **PivotTable Tools Analyze tab > Options** and change the display. Select the box for **Classic PivotTable layout (enables dragging of fields in the grid).**

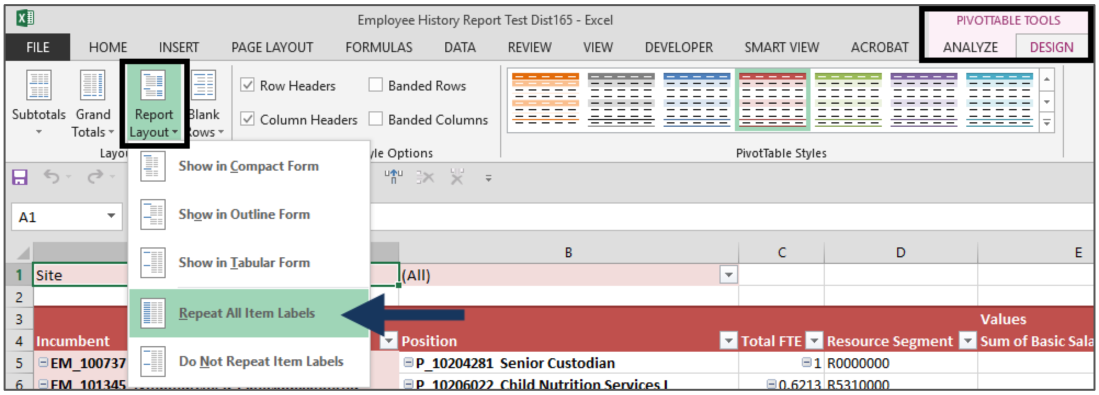




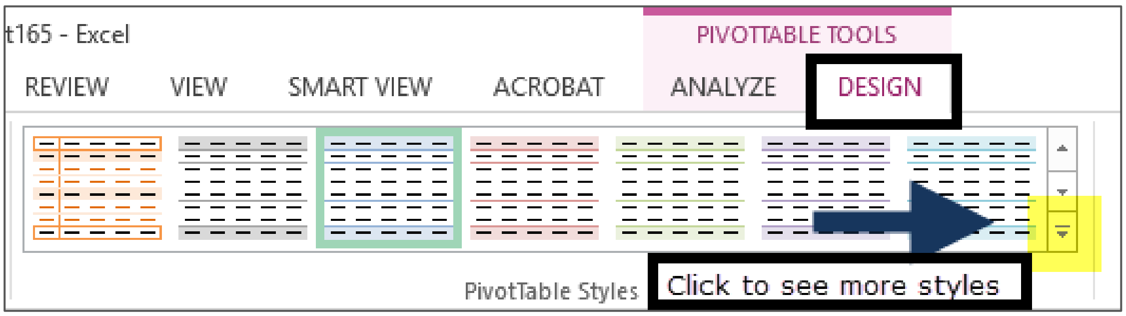
b. You will then need to remove the row subtotals. You can change the display by going to the **PivotTable Tools Design tab > Subtotals** and selecting *Do Not Show Subtotals*.



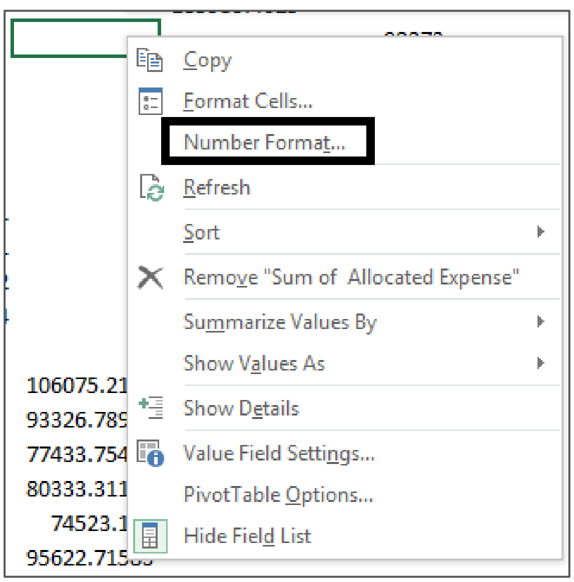
c. To repeat row labels, select **Report Layout > Repeat All Item Labels.**

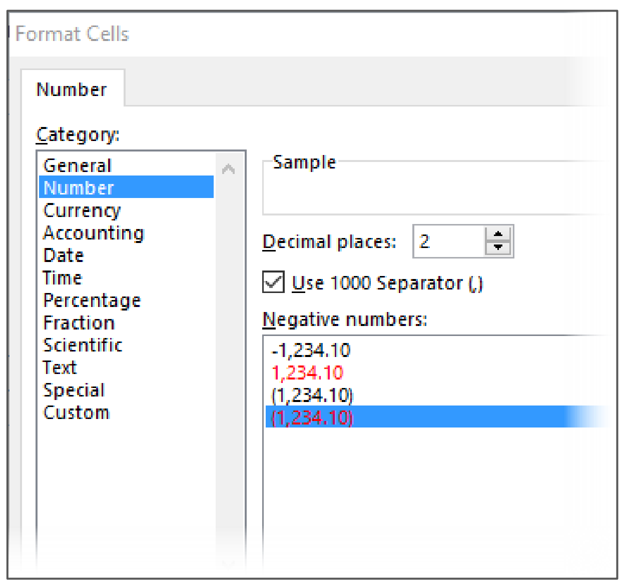


9. Change the style of your PivotTable from the Design tab as well.



10. If desired, you can format the numbers for the *Sum of* columns. Apply a number format to the values displayed by right-clicking within the field and choosing **Number Format…** In the **Number** *Category*, choose a format that you prefer. Once you click OK, all of the numbers for that specific value will be formatted. Each *Sum of* will need to have the values individually formatted.





11. Rename the tab with the pivot table to **Pivot** if desired.

Export Data to File

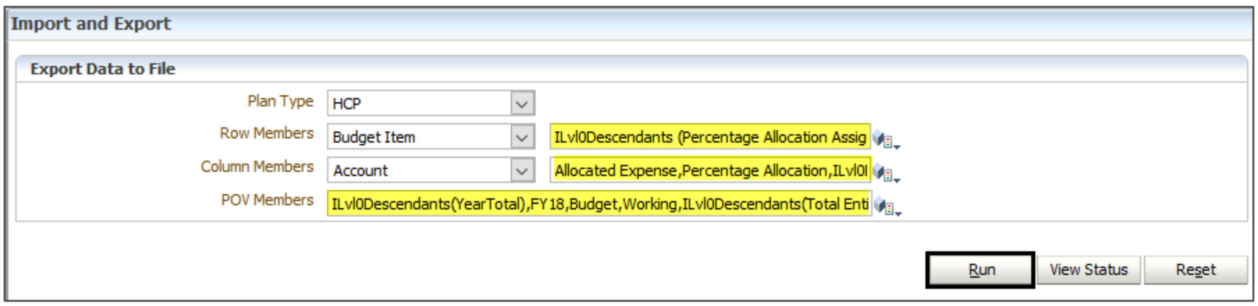
Activity 4: Export data from Hyperion

Scenario: You start to run your four (4) Business Rules at the end of the day, and you see that you have some errors after running the 3rd rule, PUSH. This export will help you review push errors.

NOTE: This is in the Hyperion User Guide and the Troubleshooting Guide. It is a great way to audit your data.

Navigation: **Administration > Import and Export > Export Data to File**

1. Make these entries:



   a. **Plan Type**: HCP

   b. **Row Members**: Budget Item. Type in: ILvl0Descendants(Percentage Allocation Assignments)

   c. **Column Members**: Account. Type in: Allocated Expense, Percentage Allocation,ILvl0Descendants(Segment Information)

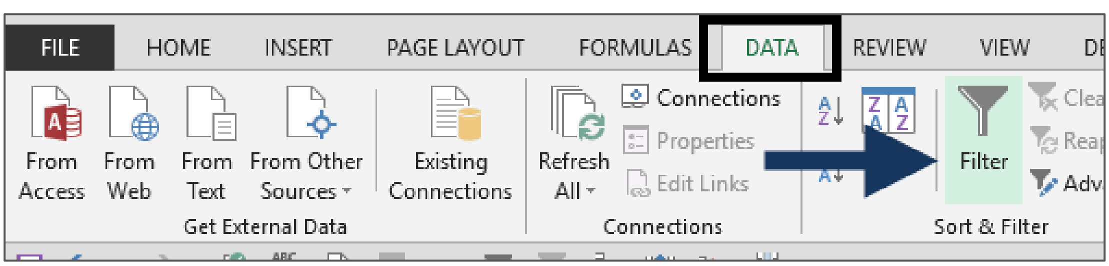
   d. **POV MEMBERS**: ILvl0Descendants(YearTotal),FYXX,Budget,Working,ILvl0Descendants(Total Entity),ILvl0Descendants(Total Compensation Expenses),ILvl0Descendants(Total Employees),ILvl0Descendants(All Positions)

   NOTE: Be sure that FYXX is replaced with the correct budget year you are trying to download. FY19 for class but FY20 once your extracts have been loaded.

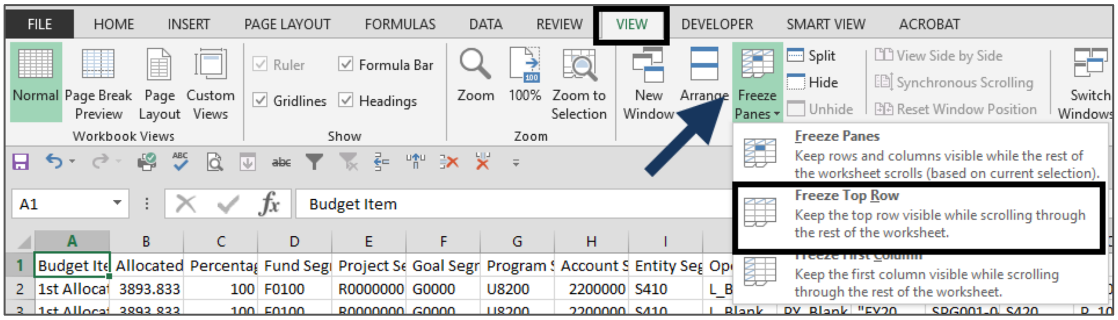
2. Click **Run**.

3. Open the file to view.

   a. Add filters to the first row: **Data** tab > **Filters**



b. Freeze the first row: **View** tab > **Freeze Panes** > **Freeze Top Row.**



c. Adjust column widths to fit the contents. Select the cell *above* the "1" and to the *left* of A. Double-click between any two column headings.

4. Add column headings to rows N, O, and P as follows. They are needed for the pivot table. You can title them however you'd like. For example:

 a. N = **Department**

 b. O – **Position No**.

 c. P – **Employee No**.

5. Explore the data. For example, filter and look for the following.

 a. Fields that show #N/A (Hint: Can use *Ctrl* + *F* instead of filtering.)

 b. Blank Fields

 c. Positions that have partial FTE that might have split funding. (Hint: Use the *Percentage Allocation* column.)

 d. Employees that have partial FTE that might have more than one position

6. Save the file as an **Excel Workbook**. It is downloaded as a CSV file.

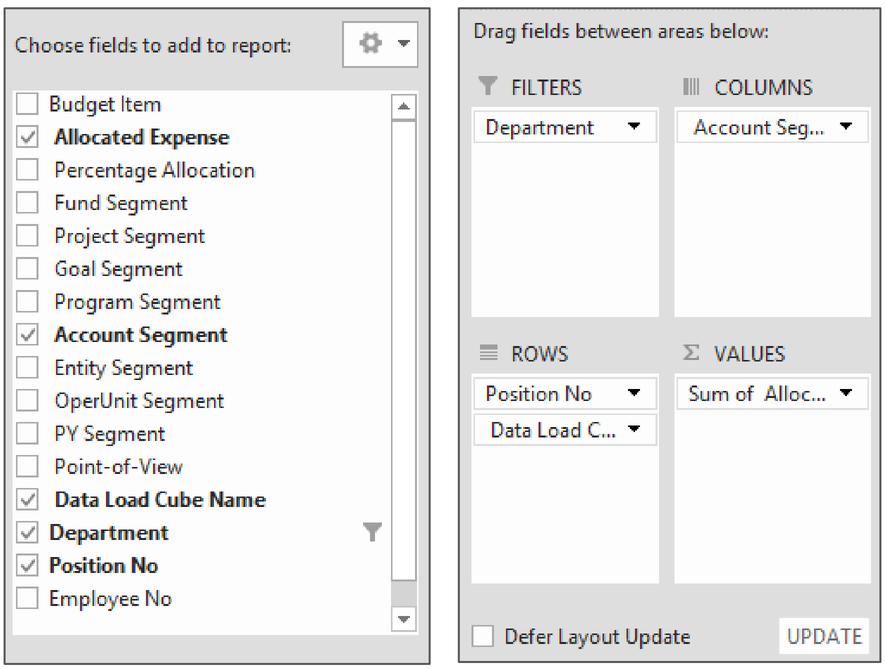
 a. *Recommended:* Add the date downloaded to the file name. This will allow comparisons with future exports that you might perform after updates are made or errors are corrected.

Activity 5: Exported Data & the Employee History Report

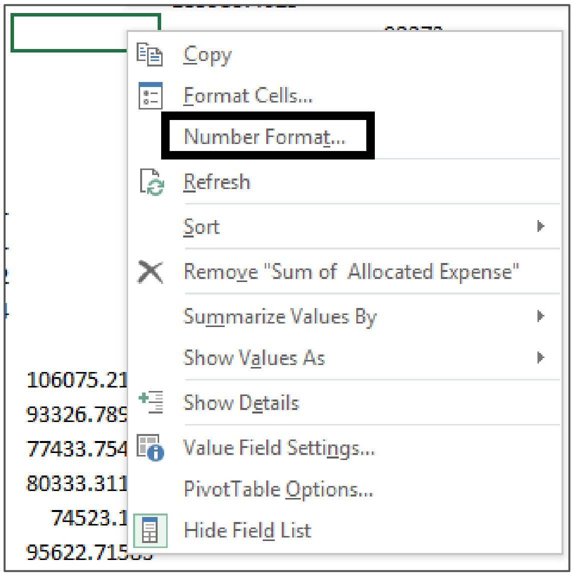
Scenario: You are looking at the Employee History Report (EHR) pivot table created in Activity 3 and need to have more specific information for some of the data fields. "The EHR doesn't show everything I want."

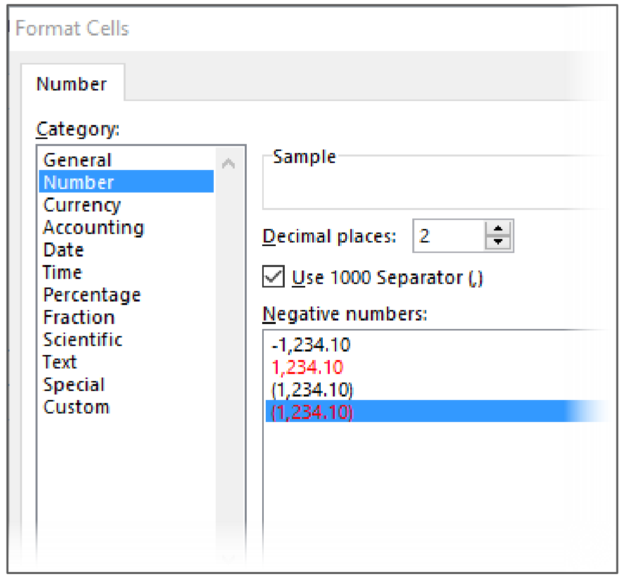
We will create a pivot table with the data that was exported in Activity 4 and use it with the EHR to get the desired details.

1. Re-open (if necessary) the file we downloaded from Activity 4. Clear any filters that might be in place.
2. Create the pivot table: **Insert > Pivot Table.** Click OK in the pop-up.
3. Pivot table parameters. Drag and drop the following fields as shown below:
    a. Filters: **Department**
    b. Columns: **Account Segment**
    c. Rows: **Position No and Data Load Cube Name**
    d. Values: **Allocated Expense**



4. Apply a number format to the values displayed by right-clicking within the field and choosing **Number Format…** In the **Number** *Category*, choose a format that you prefer. Once you click OK, all of the numbers will be formatted at once.





5. Filter the displayed values by whatever you would like to see. For example, to see a specific school site, filter by that number. You will see each position showing individually budgeted items. The benefits and taxes are detailed here. If you leave the **Subtotals** displayed, you can see the total value for that object code.

6. In the example below, we have filtered by site 110, moved the Subtotals to below each position, and added a Design Style.

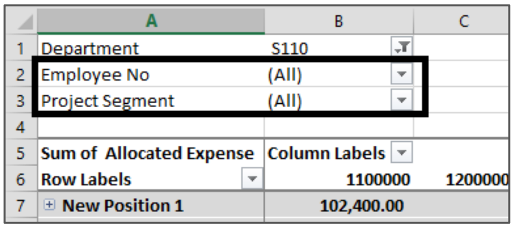
Department S110

Sum of Allocated Expense / Row Labels	1100000	1200000	1300000	2200000	2400000	3111000	3212000	3312000	3321000	3322000	3401000	3402000	3501000	3502000	3601000	3602000	Grand Total
New Position 1																	
BEN10-020Class-20CL-KAISEV-B_1-1											101.67						101.67
BEN10-020Class-20CL-KAISEV-B_2-2												1,000.00					1,000.00
BEN70-PERS-2							18,495.49										18,495.49
ERN-BILS$-2	1,200.00																1,200.00
ERN-MAST$-2	1,200.00																1,200.00
SPG001-001-020	100,000.00																100,000.00
TAX-U-2														51.20			51.20
New Position 1 Total	**102,400.00**						**18,495.49**				**101.67**	**1,000.00**		**51.20**			**122,048.35**
P_10201100																	
BEN00-020WCP-1															2,746.46		2,746.46
BEN10-020Cert-20CL-KAISEV-B_1-1											7,490.00						7,490.00
BEN11-020Cert-20CL-20DD01-B_1-1											622.30						622.30
BEN20-020Cert-20BLFM-20LF02-1											194.00						194.00
BEN7Z-STRS-1						20,428.55											20,428.55
SPG052-001-020			141,570.00														141,570.00
TAX-Q-1									2,052.77								2,052.77
TAX-U-1													70.79				70.79
P_10201100 Total			**141,570.00**			**20,428.55**			**2,052.77**		**8,306.30**		**70.79**		**2,746.46**		**175,174.86**
P_10201104																	
BEN00-020WCP-1															1,677.44		1,677.44
BEN10-020Cert-20CL-UHCN1V-B_1-1											8,150.00						8,150.00
BEN11-020Cert-20CL-20DD01-B_1-1											622.30						622.30
BEN20-020Cert-20BLF-20LF01-1											49.00						49.00
BEN7Z-STRS-1						12,477.01											12,477.01

7. Vary the parameters and filters and create a configuration that will work best for what you are trying to audit. Let's add these two sets of data to the *Filters*.

    a. Add Employee No.

    b. Add Project Segment (i.e., Resource)



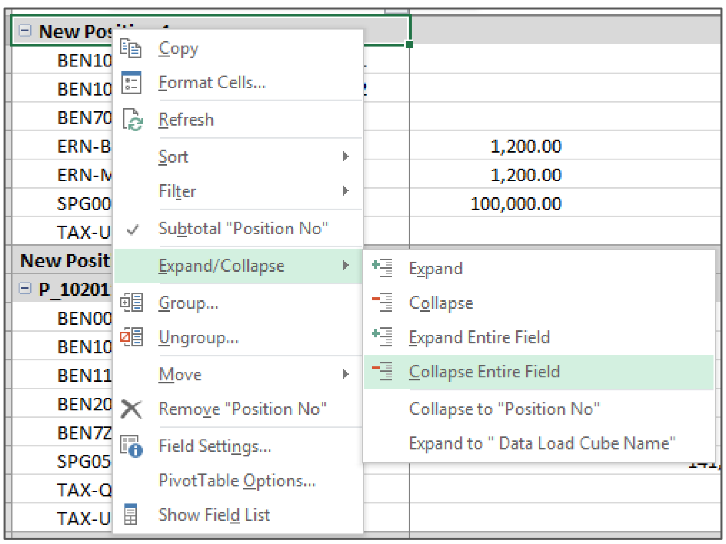
	A	B	C
1	Department	S110	
2	Employee No	(All)	
3	Project Segment	(All)	
4			
5	Sum of Allocated Expense	Column Labels	
6	Row Labels	1100000	1200000
7	New Position 1	102,400.00	

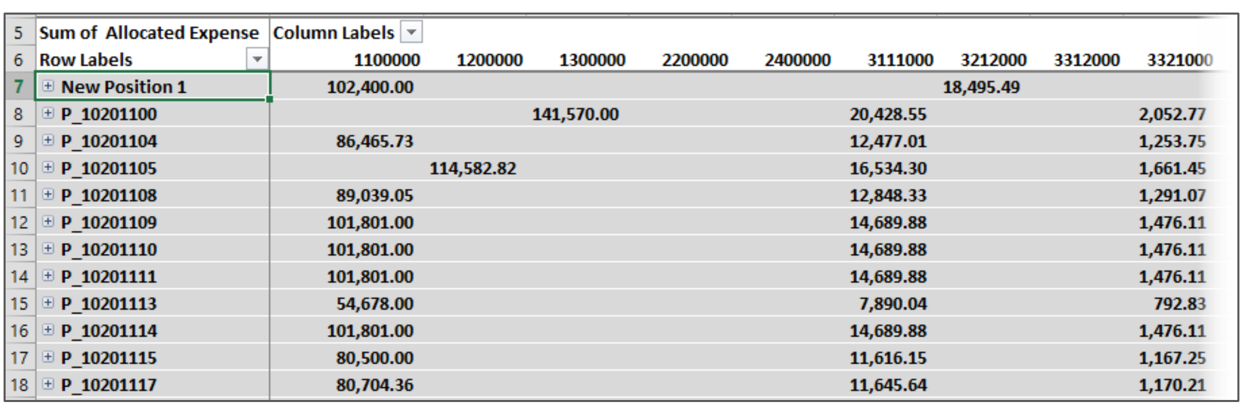
    c. Why would these filters be useful?____

    d. What other fields might you use to audit the data?________________________________

8. If you would like, bring up on another screen the EHR. Pick a site and position to review and see how the details are displayed in this new pivot table. The totals on the EHR should balance/tie to the individual amounts that you are seeing in this export.

9. To collapse the Row Labels for a more streamlined view, Right Click in Column A and select Expand/Collapse > Collapse Entire Field.





	Sum of Allocated Expense	Column Labels								
6	Row Labels	1100000	1200000	1300000	2200000	2400000	3111000	3212000	3312000	3321000
7	New Position 1	102,400.00						18,495.49		
8	P_10201100			141,570.00			20,428.55			2,052.77
9	P_10201104	86,465.73					12,477.01			1,253.75
10	P_10201105		114,582.82				16,534.30			1,661.45
11	P_10201108	89,039.05					12,848.33			1,291.07
12	P_10201109	101,801.00					14,689.88			1,476.11
13	P_10201110	101,801.00					14,689.88			1,476.11
14	P_10201111	101,801.00					14,689.88			1,476.11
15	P_10201113	54,678.00					7,890.04			792.83
16	P_10201114	101,801.00					14,689.88			1,476.11
17	P_10201115	80,500.00					11,616.15			1,167.25
18	P_10201117	80,704.36					11,645.64			1,170.21