


 **CUSTOMER RESOURCE CENTER**
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HYP3: Hyperion & Excel

Presented by SDCOE CRC | February 4, 2019


PRESENTERS:
Kay Pugh
Kim Harrison

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Objectives

By the end of the session, you will be able to create two pivot tables that can be used to help audit your Hyperion data.

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Pivot Tables

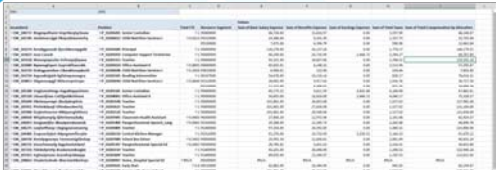
- View an existing Employee History Report pivot table (training data) to look for things that might need to be fixed.
- Create a new pivot table using the Employee History Report.
- Export data to file.
 - Create a pivot table to be used with the Employee History Report

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Employee History Report Activities

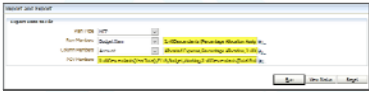
- Activity 1: View an existing Employee History Report pivot table (training data) to look for things that might need to be fixed.
- Activity 2: Create your own Employee History Report.
- Activity 3: Create a pivot table.

Employee History Report



- Now let's view an existing Employee History Report pivot table (training data) to look for things that might need to be fixed.
 - Together we will navigate to the CRC website Links page, download the example Employee History Report file from the **Hyperion Sample Files** link, and perform Activities 1-3.

Export Data to File



- This is similar to the PUSH Business Rule and can be helpful to find missing data.
- Creates an Excel file.
- Once the process has been run, look for the following:
 - Fields that show #N/A
 - Blank Fields
 - Positions that have partial FTE that might have split funding
 - Employees that have partial FTE that might have more than one position
- Now let's return to our activity sheet to perform Activities 4 & 5.

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Q & A
Before we go to the course evaluation,
what kinds of questions can we answer?

COURSE EVALUATION
Please go to the Links page on the CRC website.
Scroll all the way to the bottom and click on Peri the Muppet.

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