Hyperion Training Activity Sheet

HYP4: EXTRACTS, EXCEL, DATA AUDIT

For use in training. Last updated February 1, 2018.

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 using Sandbox data
	3	Create pivot table
Extracts	**4**	Review sample extracts to see what information is loaded into Hyperion
Queries	**5**	Pull recommended HCM queries to help audit data before requesting extracts

Employee History Report

Activity 1: View Existing Employee History Report

Excel Skills: Filter, Select cells, Manipulate data in a Pivot Table

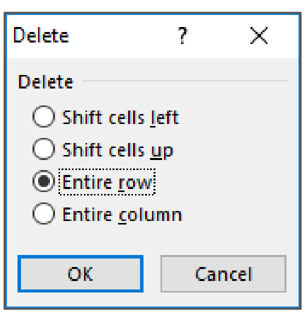
Scenario: Your extracts have been loaded into Hyperion, and now what? Where do you start?

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 sandbox 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?___________________
    ____
    c. Filter **Incumbent** for Clark Gable. In what department does he work? __________ How did you figure this out?____
5. Filter for Clark Gable on the Allocation_Total Compensation tab.
    a. 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

Excel Skills: Mass select data, Copy, Paste, Mass Delete, Filter

1. Log into Hyperion Production to view sandbox 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.
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.
6. Filter the Total FTE column (P) to show “0” values only
7. 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
8. With your selector anywhere in the first visible row under the filter header, press **Ctrl + Shift + ↓** to select the entire column
9. 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.



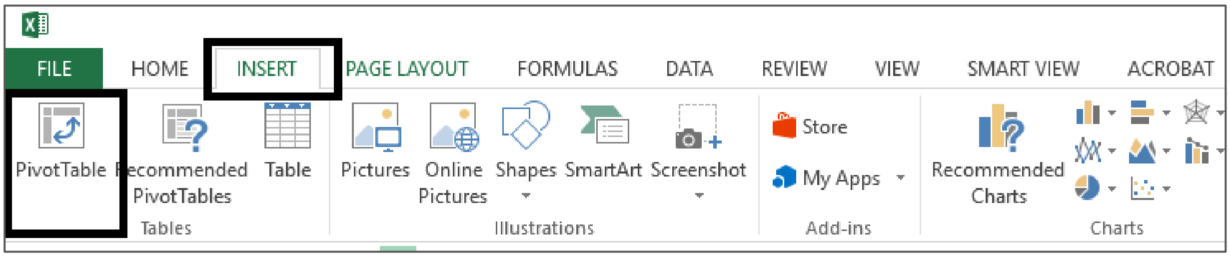
10. Clear your filter to display your data. Explore your data as we did in Activity 1.

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

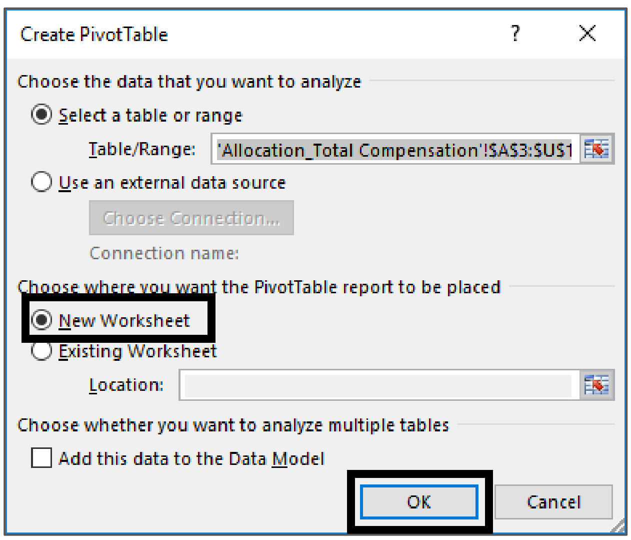
Activity 3: Create Pivot Table for Employee History Report

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.

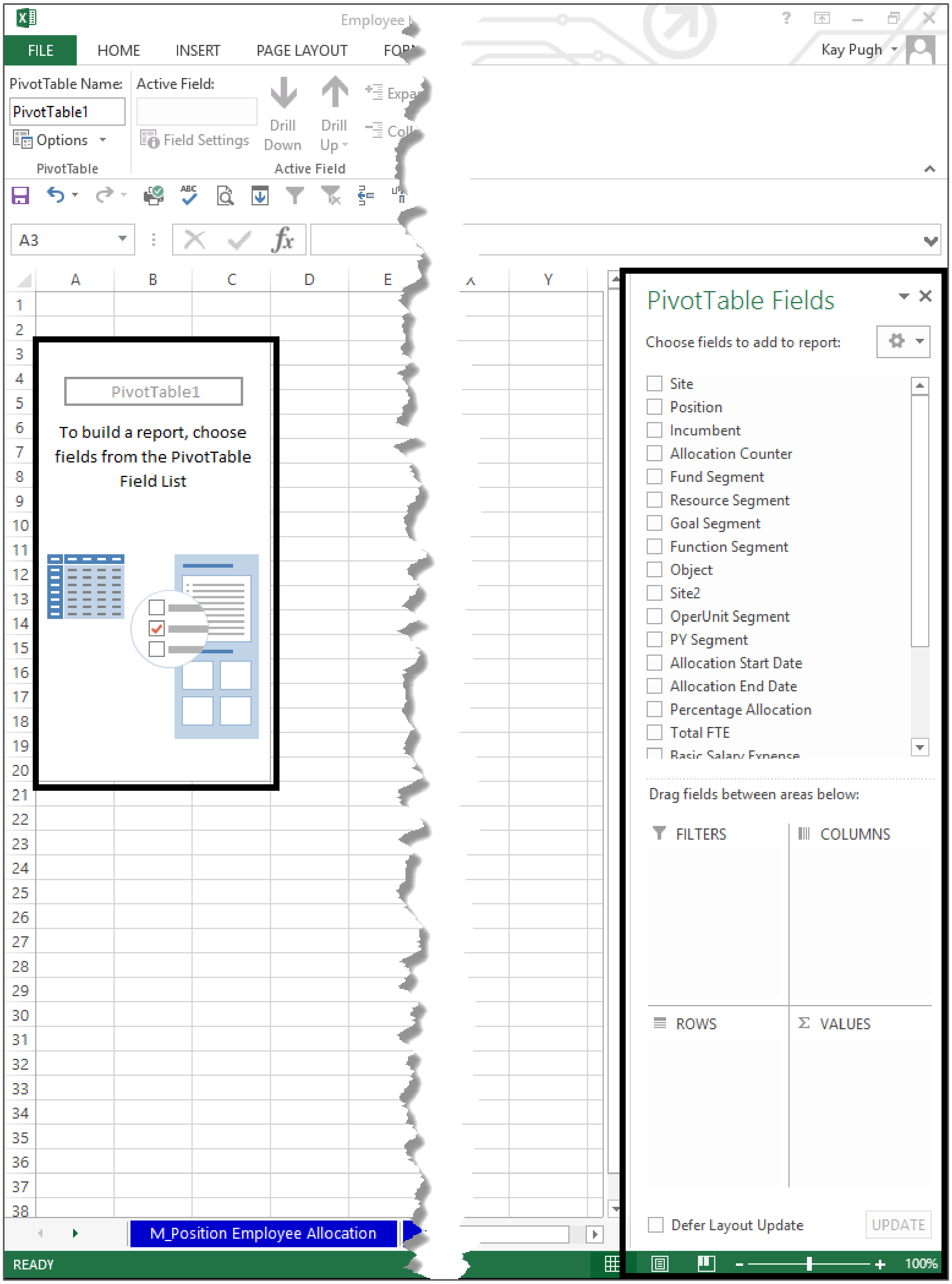
2. Select the **Insert** tab and click on Pivot Table



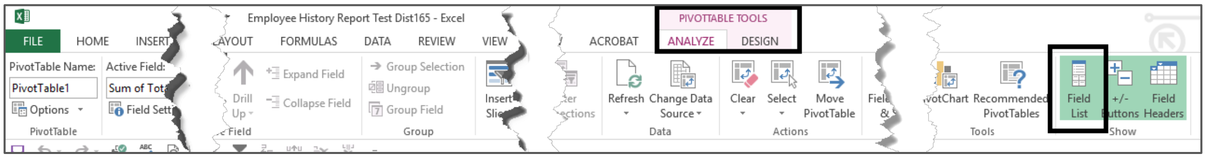
3. A Create Pivot Table box will pop up, and be sure to select **New Worksheet**, then click Okay. The range will be selected automatically.



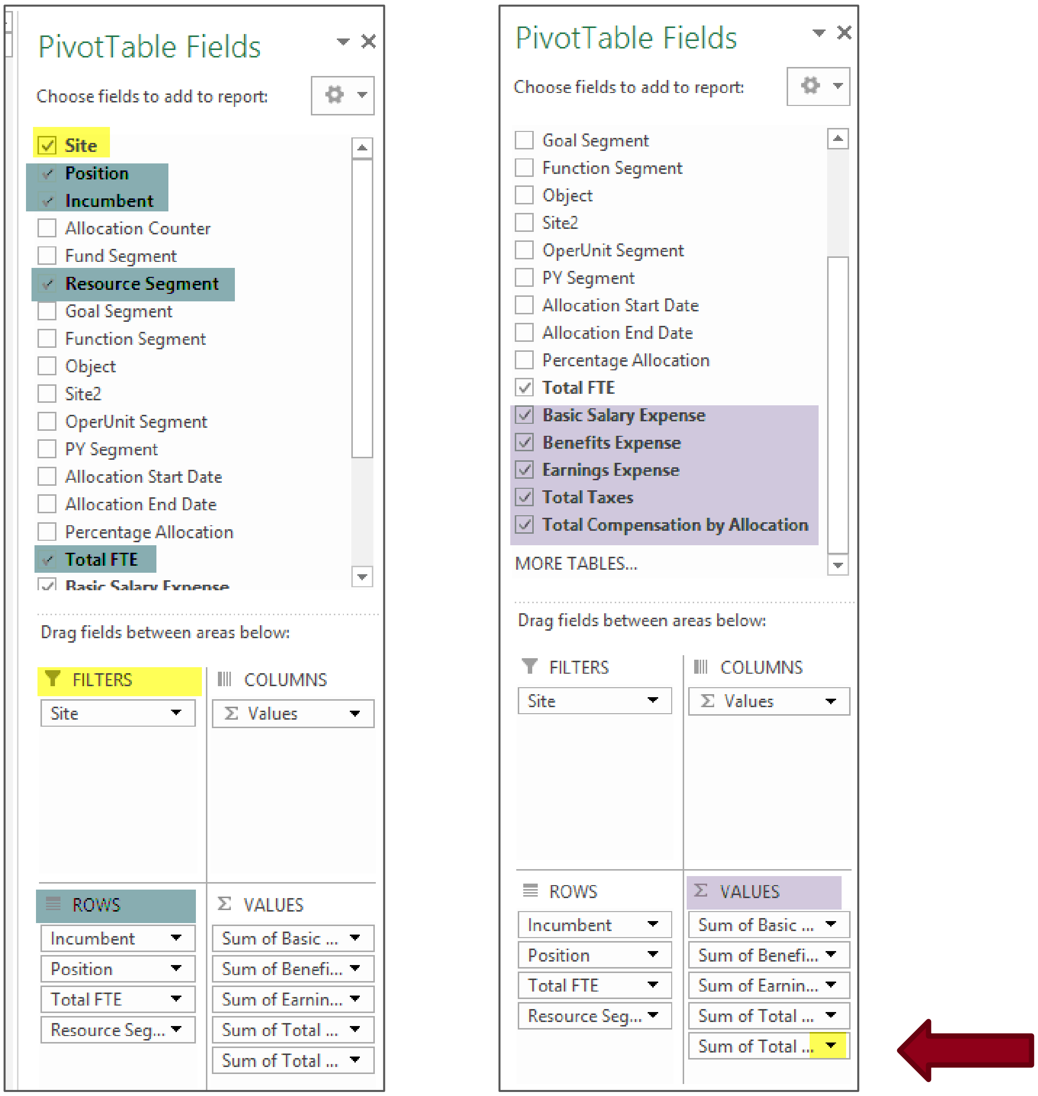
4. A new tab will be created, and a placeholder will be set for your pivot table area on the left side of your screen. And on the right side of the field will be the Pivot Table Fields panel.



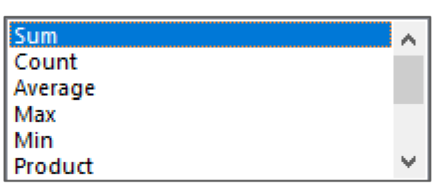
5. Review the PivotTable Tools tab on the ribbon. Clicking the Field List button below will toggle between showing/hiding the Field List panel on the right. (It also disappears when a cell outside of the pivot table results is selected.



6. To create the pivot table like in District 165, add the colored fields in the list at the top to the color-coded function area at the bottom using drag and drop. You can change the order of the fields in the lower section by dragging as well. This changes how the information in the table is displayed and grouped.



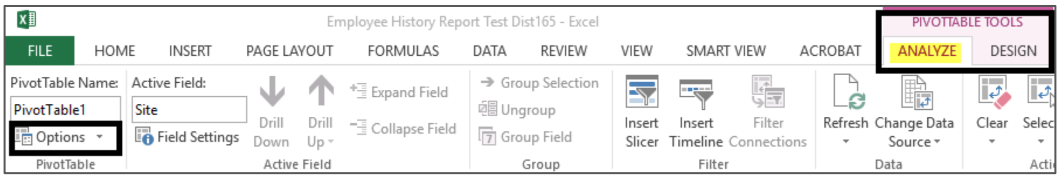
7. If your “Values” don’t say, “Sum...,” click the drop-down arrow (highlighted above) and select **Field Value Settings…** and choose “Sum.”

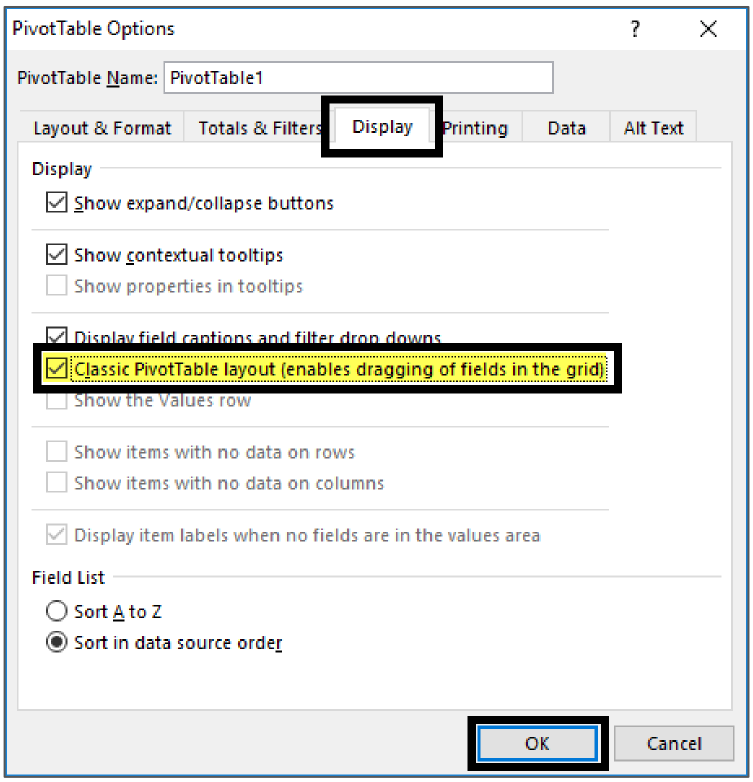


8. Do your Pivot Table rows look like this? You can change them to look like the sample by following the steps below.

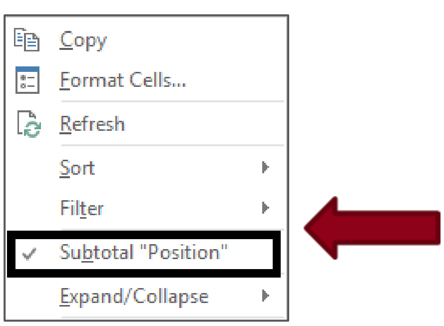
Row Labels	Sum of Basic Salary Expense
⊟EM_100737 Btugmpafbvml-Hzqehkcqtqcbuaw	46726
⊟P_10204281 Senior Custodian	46726
⊟R0000000	46726
1	46726
⊟EM_101345 Jvmbmurcojgd-Pknjcxbbxxnmrhq	22061.1204

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

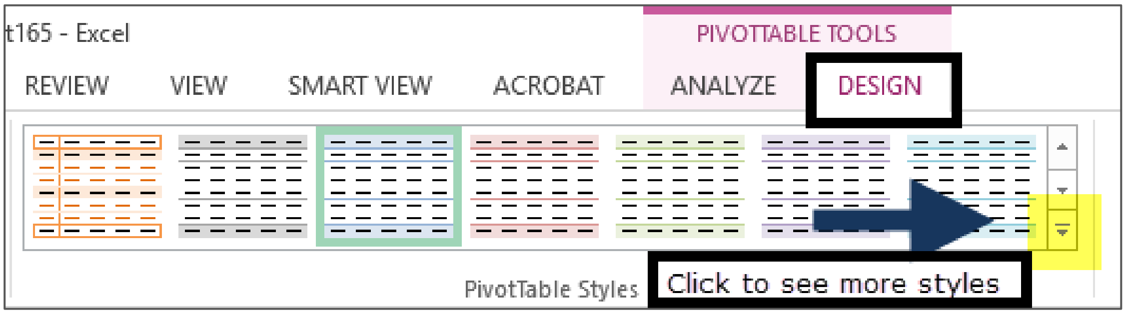




b. You will also need to remove the row subtotals. You can do this by right-clicking in the row columns and **unchecking** the box that subtotals that field.



9. Choose the Design tab in the PivotTable Tools ribbon and change the style of your pivot table.



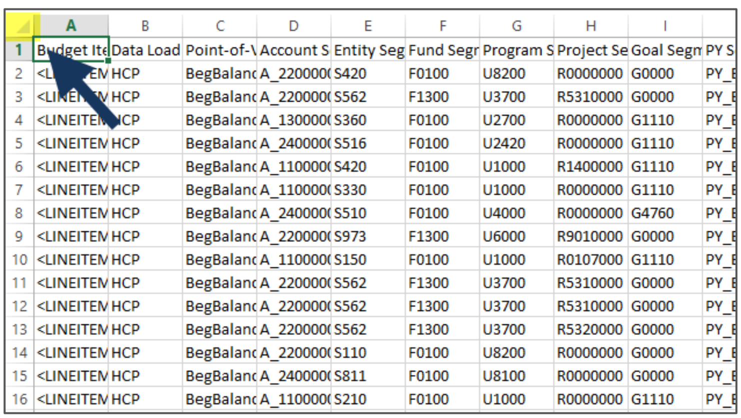
Extracts

Activity 4: View PeopleSoft Extracts – Your “Originals”

Excel Skills: Filter, Resize columns, Freeze panes

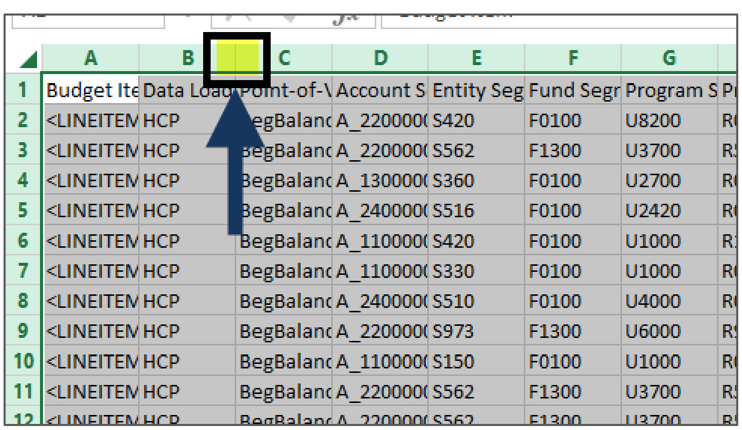
Note: Website address to be provided in class.

1. Navigate to the CRC Website to download the sample extracts.
2. Open up the folder of HCM data and open **14_020_BudgetEMPALLOCINFO_20161115**
3. What information is in this file? ____
    a. Is everything you need from HCM contained in this one extract? _________________________
4. Resize the columns:
    a. Click the empty square at the intersection of the rows and columns, to the left of Column A and above row 1. This will select the entire worksheet.



	A	B	C	D	E	F	G	H	I	
1	Budget Ite	Data Load	Point-of-\	Account S	Entity Seg	Fund Segr	Program S	Project Se	Goal Segn	PY S
2	<LINEITEM	HCP	BegBalanc	A_220000(	S420	F0100	U8200	R0000000	G0000	PY_E
3	<LINEITEM	HCP	BegBalanc	A_220000(	S562	F1300	U3700	R5310000	G0000	PY_E
4	<LINEITEM	HCP	BegBalanc	A_130000(	S360	F0100	U2700	R0000000	G1110	PY_E
5	<LINEITEM	HCP	BegBalanc	A_240000(	S516	F0100	U2420	R0000000	G1110	PY_E
6	<LINEITEM	HCP	BegBalanc	A_110000(	S420	F0100	U1000	R1400000	G1110	PY_E
7	<LINEITEM	HCP	BegBalanc	A_110000(	S330	F0100	U1000	R0000000	G1110	PY_E
8	<LINEITEM	HCP	BegBalanc	A_240000(	S510	F0100	U4000	R0000000	G4760	PY_E
9	<LINEITEM	HCP	BegBalanc	A_220000(	S973	F1300	U6000	R9010000	G0000	PY_E
10	<LINEITEM	HCP	BegBalanc	A_110000(	S150	F0100	U1000	R0107000	G1110	PY_E
11	<LINEITEM	HCP	BegBalanc	A_220000(	S562	F1300	U3700	R5310000	G0000	PY_E
12	<LINEITEM	HCP	BegBalanc	A_220000(	S562	F1300	U3700	R5310000	G0000	PY_E
13	<LINEITEM	HCP	BegBalanc	A_220000(	S562	F1300	U3700	R5320000	G0000	PY_E
14	<LINEITEM	HCP	BegBalanc	A_220000(	S110	F0100	U8200	R0000000	G0000	PY_E
15	<LINEITEM	HCP	BegBalanc	A_240000(	S811	F0100	U8100	R0000000	G0000	PY_E
16	<LINEITEM	HCP	BegBalanc	A_110000(	S210	F0100	U1000	R0000000	G1110	PY_E

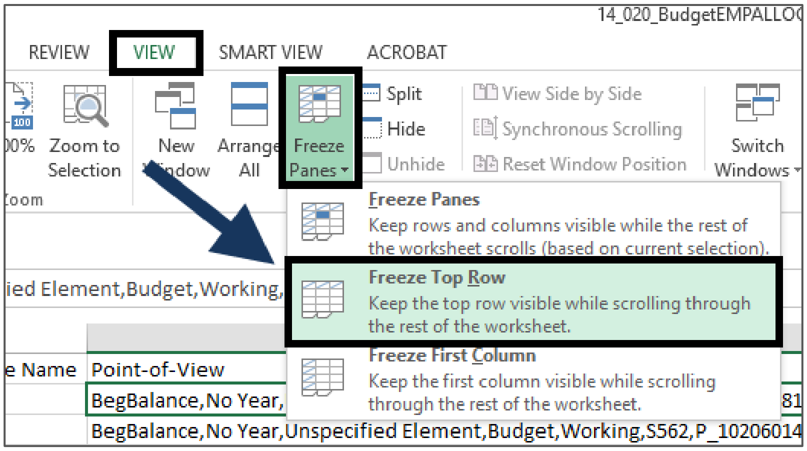
    b. Place your cursor between two columns in the header and double-click. This will resize all of your columns at once to the required width of the information contained in the cell.



	A	B	C	D	E	F	G
1	Budget Ite	Data Load	Point-of-\	Account S	Entity Seg	Fund Segr	Program S
2	<LINEITEM	HCP	BegBalanc	A_220000(	S420	F0100	U8200
3	<LINEITEM	HCP	BegBalanc	A_220000(	S562	F1300	U3700
4	<LINEITEM	HCP	BegBalanc	A_130000(	S360	F0100	U2700
5	<LINEITEM	HCP	BegBalanc	A_240000(	S516	F0100	U2420
6	<LINEITEM	HCP	BegBalanc	A_110000(	S420	F0100	U1000
7	<LINEITEM	HCP	BegBalanc	A_110000(	S330	F0100	U1000
8	<LINEITEM	HCP	BegBalanc	A_240000(	S510	F0100	U4000
9	<LINEITEM	HCP	BegBalanc	A_220000(	S973	F1300	U6000
10	<LINEITEM	HCP	BegBalanc	A_110000(	S150	F0100	U1000
11	<LINEITEM	HCP	BegBalanc	A_220000(	S562	F1300	U3700

5. Freeze the first row

    a. Select the View menu in the ribbon



6. Close this extract without saving.

7. Repeat steps 1-6 with the following HCM extracts:

    a. 03_020_BudgetEMPLINFO_20161115

    b. 10_020_BudgetEMPCOMPINFO_20161115

8. Open up the folder of Finance data and open **02000_2017_Hyperion_20161115**. Repeat steps 1-6.

Audit Queries

Activity 5: Run HCM Audit Queries

1. Log into the HCM Training database on the CRC Links Website using the Log in slips provided.
2. Navigate to the Query Viewer screen.

3. Search for one recommended query for HR users and one recommended query for Finance users. **Use the data from District 064 or 06400**

   Recommended by HR users

   a. M_HR_VACANT_POSITIONS (all vacancies, encumbered/unencumbered)

   b. M_HR_SAL_GRADE_STEP_BY_EMPL

   c. M_PY_MCOP_VALIDATION

   Recommended by Finance users

   d. FAR_POSITION_W_EE_AND_ACCOUNT

   e. M_BN_HEALTH_CURR_ENROLLMENT

   f. FAR_POSITIONS_VACANT (encumbered only)

4. How do you think these queries can help your District with cleaning up your data before you request your Hyperion extracts? ____