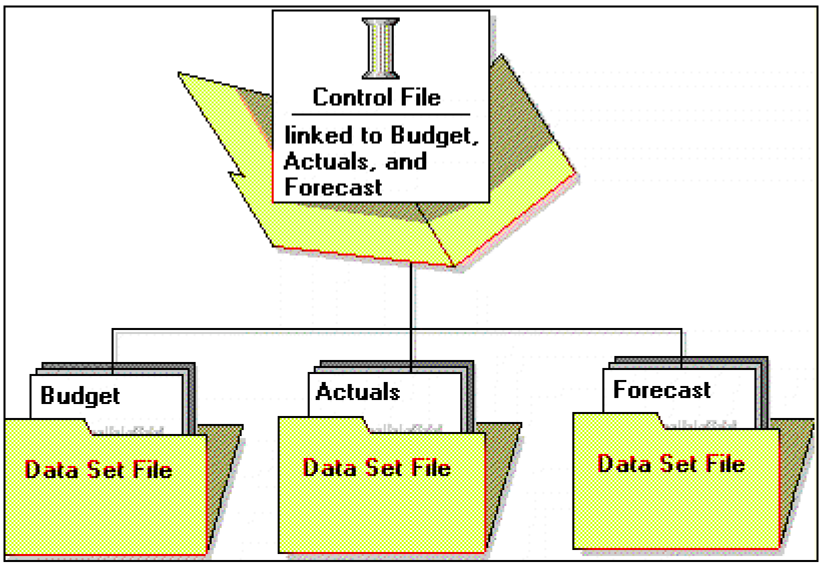
Budget Training Guide

Overview

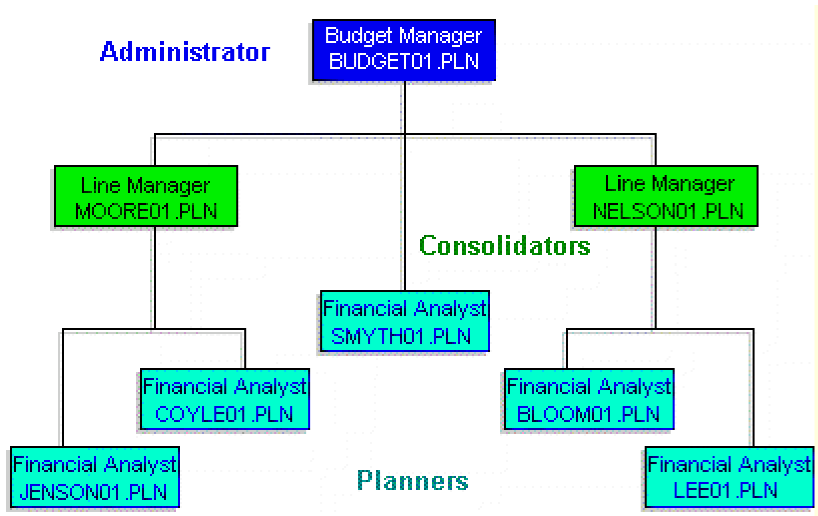
Hyperion Pillar® is a budgeting tool The Fund uses to process the budget. This tool allows you to enter budget line items that can then be consolidated and accessed for financial planning, analysis, and forecasting.



Users

The tool allows for three types of users:

- **Administrator** — sets up the master data set (database for the master budget), determines user access, and distributes and consolidates multiple data set files (databases for each budget),
- **Consolidator** — can add, modify, and delete line items as well as distribute and consolidate data set files,
- **Planner** — can add, modify or delete line items, but cannot distribute or consolidate data set files.



Data Sets

If you are an Administrator, you can create each budget in a separate database known as a data set file (.PLN). You can also create data set files with current and previous years' actual data for comparison to budget data.

Control Files

Control files (.CTL) allow you to analyze and compare data from multiple (up to six) data set files. You can generate rolling forecasts and variance analyses by comparing data set files within a single report.

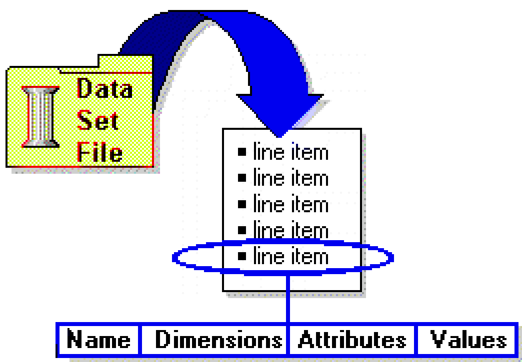
Once the administrator has built the data sets, they can be distributed to the consolidators and planners. These distributed files are individual subsets of the administrator's files.

After planners and consolidators have modified their distributed data sets, these files can be consolidated back into administrator-level data sets. Any items added, modified, or deleted in the distributed data set will be added, modified, or deleted in the resulting consolidated data set.

Line Items

Line Items are the lowest level of detail in a budget. They are stored in Hyperion Pillar data set files. There are four components to line items:

- **Name** — distinguishes line items from each other.
- **Dimension** — classifies line items. **Main Dimensions** represent accounts, revenue centers, and cost centers. **Additional Dimensions** are optional and can represent any classification.
- **Attributes** — are defined by the Administrator to further categorize budget data, usually by grouping data specific to a dimension. A dimension can have up to eight attributes.
- **Values** — are entered in a variety of ways, including units and rates to allow Hyperion Pillar to calculate amounts, or as rates and amounts to allow Hyperion Pillar to calculate units. Amounts can also be entered directly.



Other Terms

Globals — allow linked line items to update automatically when you change the global values and calculate the data set file.

Reports — allow you to view and update budget data for specific items (for example, Revenue reports, Expense reports, Asset reports Liability and Equity reports, Profit & Loss statements, Balance Sheet statements, and Cash Flow statements).

Processing the Budget

There are three basic components to the budget process.

1. The budget administrator creates data sets (.PLN) and control files (.CTL) with setup information that identifies line items, users for the application, and globals that establish basic planning assumptions.
2. The budget administrator defines security access to files and distributes them accordingly to the consolidators and planners, who modify the files.
3. The files are collected by the administrator and consolidated.

This Guide

This training guide contains step-by-step instructions for using Hyperion Pillar to create and process your budget.

Layout of the Desktop

The Hyperion Pillar desktop consists of a Table of Contents for either the data set (.PLN) or control file (.CTL). Also included on the desktop are a menu bar (**File**, **Edit**, **Line-Item**, **View**, **Format**, etc.), and two panels: the **Module** panel is on the left, the **Contents** panel is on the right.

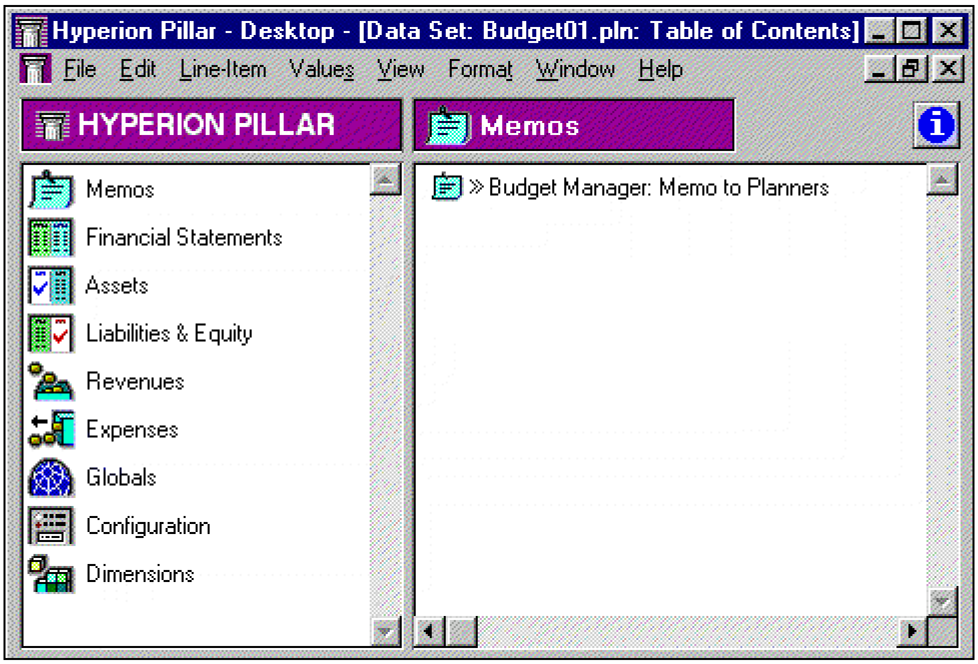


Table of Contents

Each control file has a Table of Contents (TOC) window. The Table of Contents is the main navigational tool. It allows you to view and update different parts of the data set.

Module Panel

The modules displayed on the **Module** panel depend on the data set or control file opened as well as your access rights. If the administrator has determined you do not have access to a module, the icon for that module is not displayed.

To open a module, select the module name or icon displayed on the **Module** panel of the Table of Contents window.

Modules Defined

Memos	Note planning schedules, assumptions, and budget instructions.
Financial Statements	P&L, Balance Sheet, and Cash Flow statements.
Assets	Asset line items that are consolidated into balance sheets.
Liabilities and Equity	Liability and equity line items that are consolidated into balance sheets.
Revenues	Revenue line items that are consolidated into the revenues section of P&L statements.
Expenses	Expense line items that are consolidated into the expense section of P&L statements.
Globals	Standard rates or key planning assumptions to drive other budget line items, or to summarize a collection of line items.
Configuration	Default labels, distribution of weeks in a quarter, and the planning period. Also, currencies and exchange rates used in the budgeting process.
Dimensions	A data set's chart of accounts, cost centers, revenue centers, and other dimensions.
Security	User names and passwords, and user access privileges. (This module is displayed for the Administrator only.)

Learning the Menu Bar

File

Create a new file, or close, save, import, export, distribute, and consolidate an existing file. You can also set preferences and print files.

Edit

Undo, cut, copy, paste, clear, and select data.

Line-item

Add, modify, delete, calculate line items, and add a timing card.

Values

Enter and adjust data and rates.

View

Show and hide rows of data, search, sort, and subtotal rows of data, graph data, and keep formats and set format access.

Format

Format reports.

Window

Arrange windows and switch between open windows.

Help

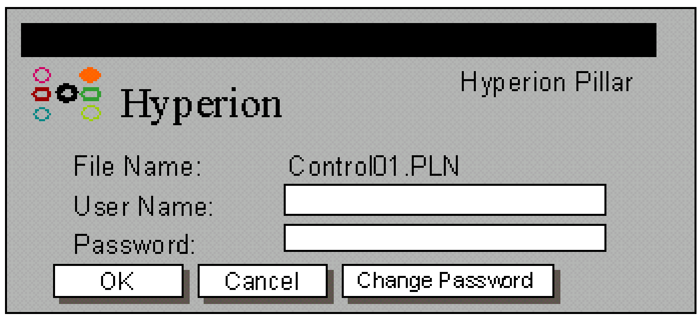
Access online help, common error messages, speed keys, and user guides.

Learning the Formatting Icon Palette

	**Time Periods**	Show or hide Months, Quarters, or Year time periods or create a custom time period.
	**Columns**	Show or hide report columns and control column size.
	**Rows**	Show or hide units, rates, and amounts and create summary or detail reports.
	**Display**	Set currency for the report, set precision, convert amounts to percentages, suppress duplicate row labels, and display data and page breaks.
	**Edit**	Modify, add, and delete data directly to the report.

Logging On

	What you do	Comments
1.	Double-click the Hyperion Pillar icon on your desktop.	The Open dialog box is displayed.
2.	Select the directory containing the data set files.	All data set files in the Hyperion Pillar directory are listed. They each have an extension of **.PLN** or **.CTL**.
3.	Select the data set file and click **OK**.	The Logon window is displayed.



	What you do	Comments
4.	Type your user name and password.	Click **Change Password** if you want to enter a new password.
5.	Click **OK**.	*Note:* To exit Hyperion Pillar, select **File => Exit**.

Opening a Format

	What you do	Comments
1.	On the Table of Contents window, select the module name or icon in the **Module** panel.	A list of reports is displayed.
2.	Double-click the format name or icon.	Individual line items (or summary subtotals representing all or a portion of the data in the data set database) are displayed.

Opening a Worksheet

	What you do	Comments
1.	On the Table of Contents window, select the module name or icon in the **Module** panel.	A list of reports is displayed.
2.	Double-click the format name or icon.	Individual line items (or summary subtotals representing all or a portion of the data in the data set database) are displayed.

3.	Double-click a row marker symbol to the left of the row.	The worksheet for that line item is displayed. *Note:* The worksheet includes all details of a line item, including the name of the user who entered the data, the date and time the data was entered, notes or assumptions about the line item, and any dimensions used in defining it.

Sizing Columns

	What you do	Comments
1.	 Click the **Columns** format icon.	
2.	Select **Size to Fit**.	*Note:* If rows are highlighted the **Size to Fit** feature is disabled. Select the gray report border to deselect rows.

Moving Columns

	What you do	Comments
1.	Select the column header of the column or columns to be moved.	*Note:* The rows may be non-contiguous.
2.	Drag the selected column to the gray border.	Arrows are displayed in the column header.
3.	Release the mouse button when the down arrow points to the location you want the column placed.	

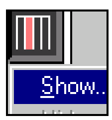
Showing Columns

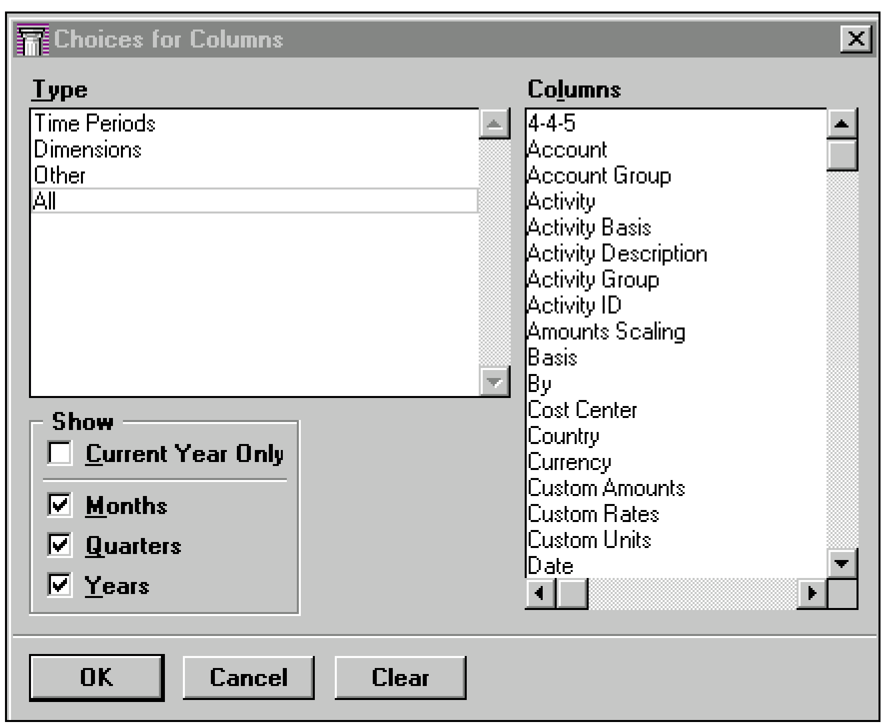
	What you do	Comments
1.	Select the column to the right of where you want to locate the new column.	*Note:* If you do not select a location, Hyperion Pillar places the new column at the right end of the report.
2.	Click the **Columns** format icon and select **Show**.	
3.	Select the type of columns and the specific columns from each list and click **OK**.	*Note:* To select multiple columns, press Ctrl + click to select non contiguous columns and Shift+click to select a range of columns.

Hiding Columns

What you do	Comments
1. Select the columns you want to hide.	*Note:* Click the column header to select a column, press Ctrl+click to select individual columns, or Shift+click to select a range of columns.
2. Click the Columns format icon and select **Hide**.	

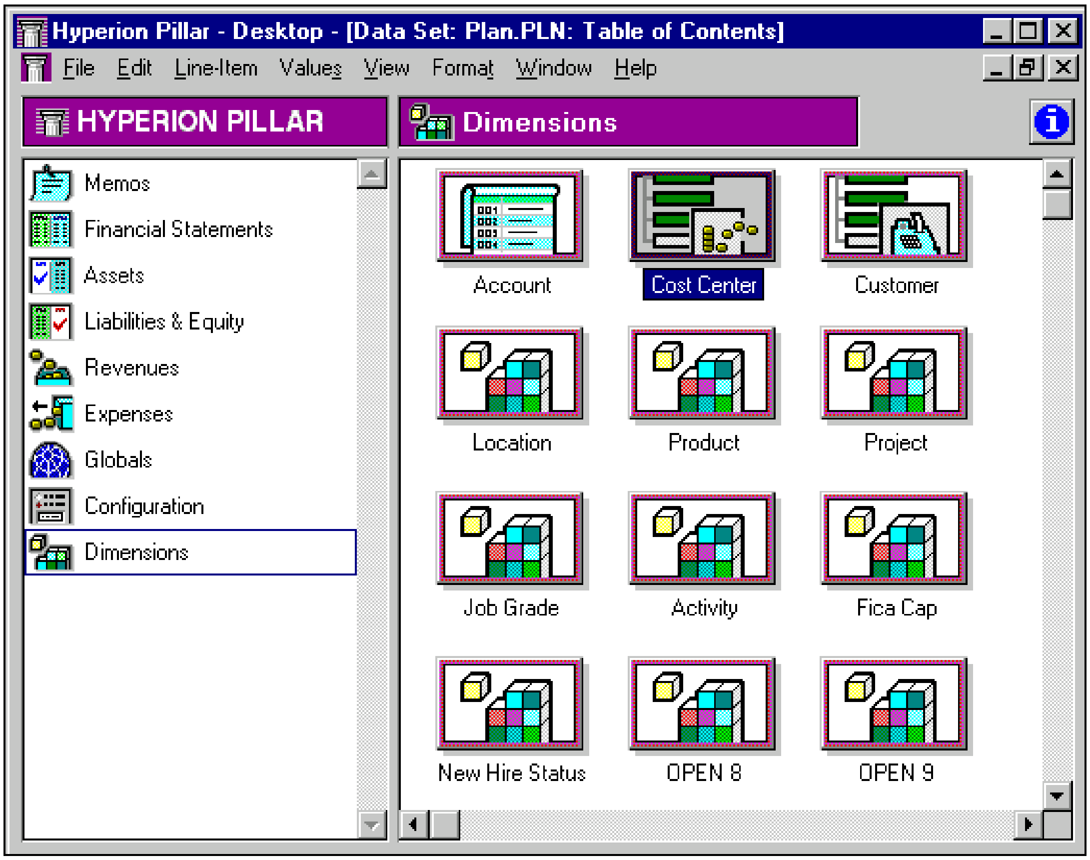
Viewing Dimension Attributes

What you do	Comments
1. In the Dimensions module, open the desired dimension.	
2. Click the **Columns** format icon.	
3. Select **Show**. 	A list of columns not currently showing in the Dimension report is displayed.
4. Select all columns and click **OK**.	



Viewing Dimension Reports

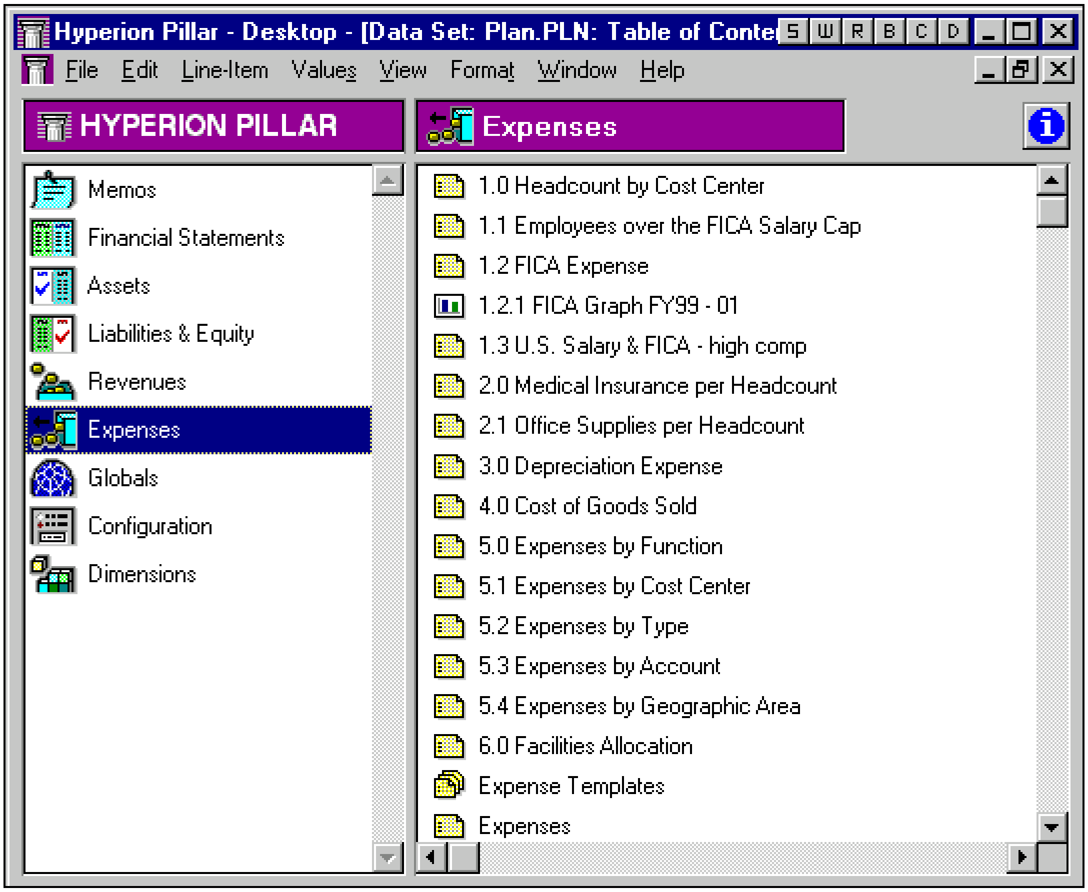
What you do	Comments
1. On the Table of Contents window, click **Dimensions**.	
2. Double-click **Cost Center**.	



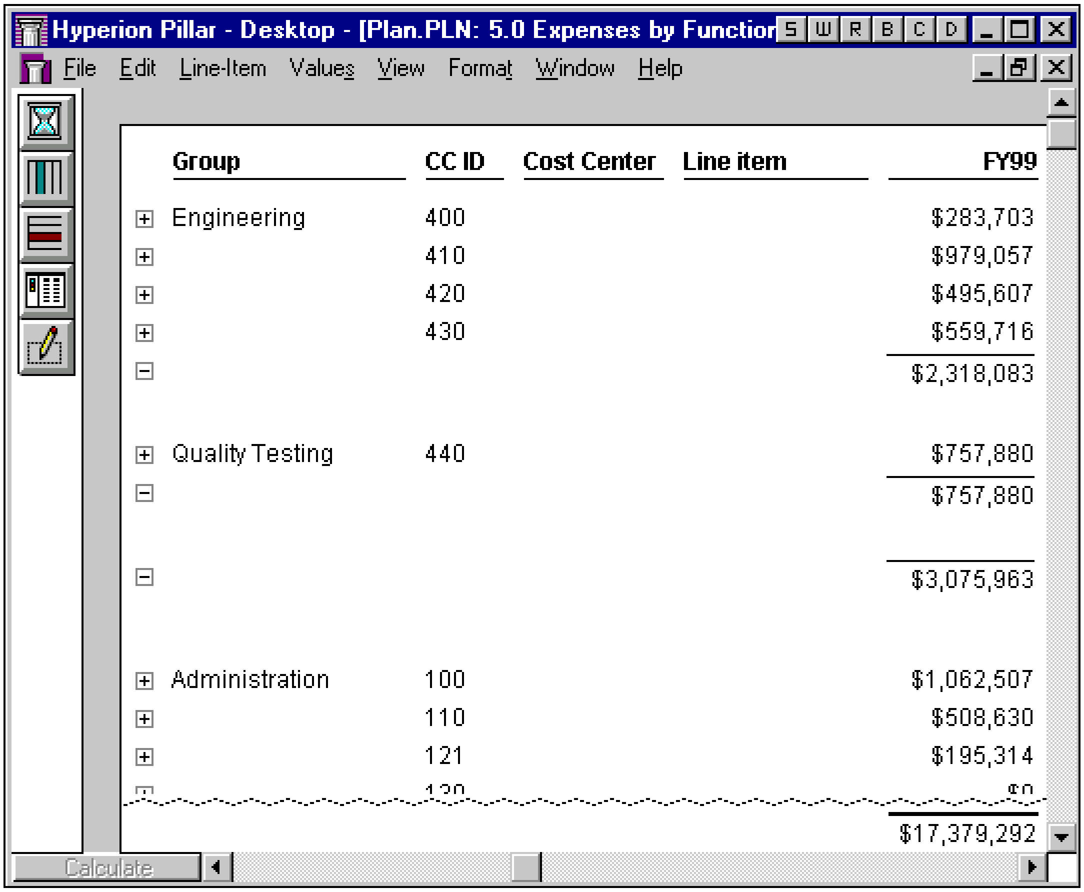
What you do	Comments
3. To see if all attributes are displayed, click the **Columns** format icon and select **Show** from the drop-down menu.	A list of columns not currently displayed in the report is displayed.
4. If choices are displayed, select them all and click **OK** to display the remaining columns.	If there are no choices, all columns of information are displayed in the report.
5. Note the number of attributes in the **Cost Center** report.	You can use these attributes for reporting.
6. Double-click the **Pillar** icon on the Report window to close the **Cost Center** report.	The Table of Contents window is displayed.

Creating Line Items Using a Worksheet

What you do	Comments
1. On the Table of Contents window, click **Expenses**.	

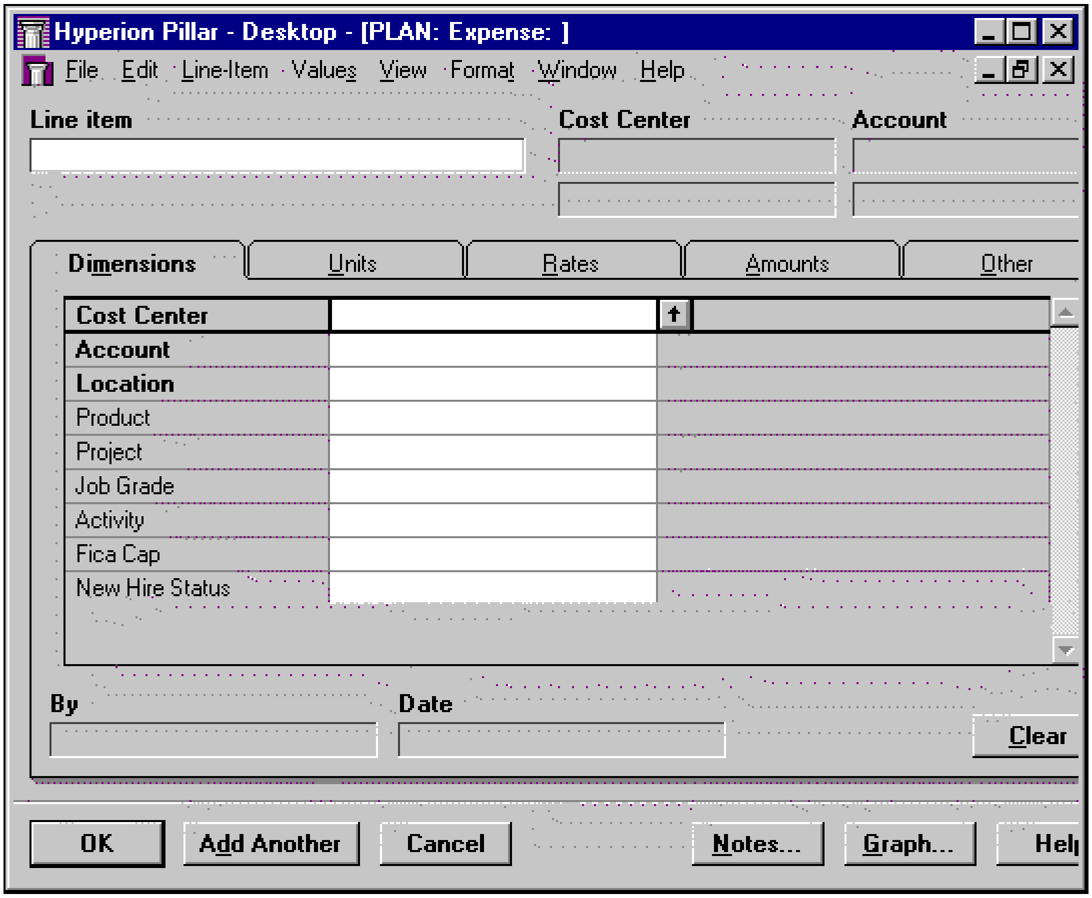


What you do	Comments
2. Double-click the report name.	The report is displayed.

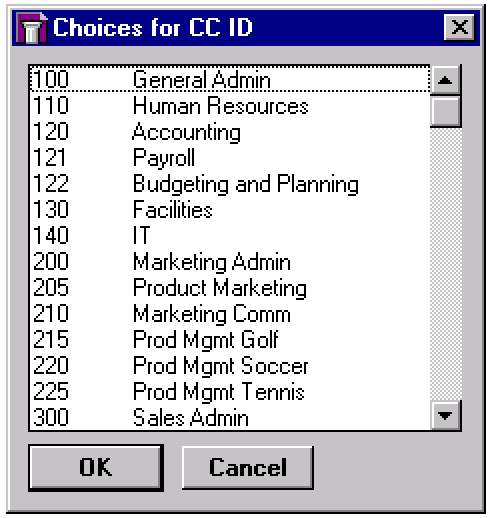


What you do	Comments
3. Select **Line-Item => Add Expense**.	The Expense worksheet is displayed.
4. Select the **Line Item** box and enter the name.	

	What you do	Comments
5.	On the **Dimension** tab, select the **Cost Center** drop-down list.	Only dimension values you are authorized to use are displayed.



What you do	Comments
6. Select a **CC ID**, and click **OK**.	



7. Assign an account number.	
8. Select from the drop-down list to continue assigning values to other dimensions.	*Note:* You can create multiple line items with the same combination of dimensions by selecting **Add Another**.

Adding Notes

What you do	Comments
1. Click **Notes**.	
2. Type a message and click **OK**.	

Budgeting in Amounts

What you do	Comments
1. Open the report.	
2. Select **Line-Item => Add Expense**.	

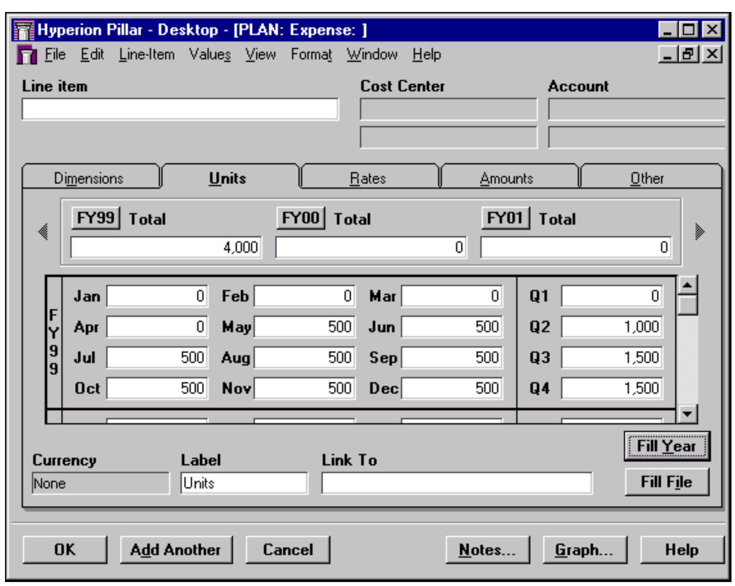
Copying Line Items

What you do	Comments
1. Open the report and select a line item.	

What you do	Comments
2. Select **Edit => Copy**.	
3. Select the gray border to de-select the line you copied.	
4. Select **Edit => Paste** to duplicate the line item.	
5. Double-click the duplicated line to display its worksheet.	

Entering Units

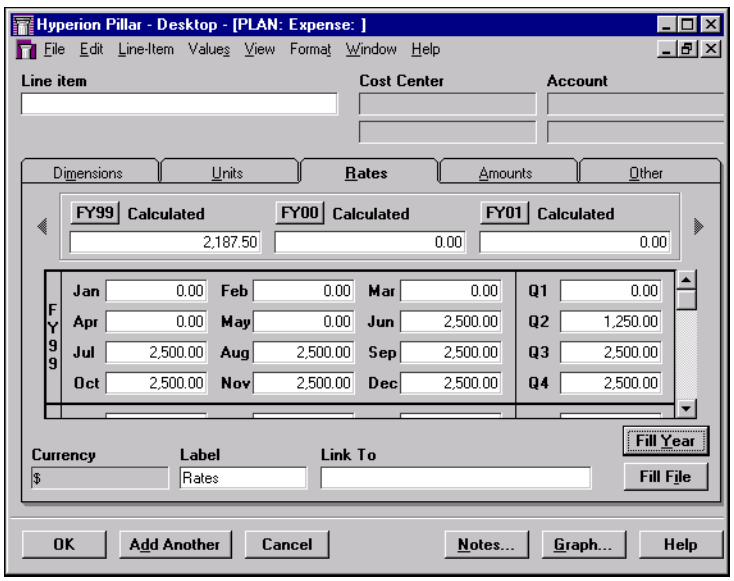
What you do	Comments
1. Make sure your report is displayed and select **Line-Item => Add Expense**.	The worksheet is displayed.
2. Select the **Units** tab after typing the required dimension values.	All monthly planning periods are displayed on this tab, based on the one you have defined.
3. To type units for the year, type a value in the first month's box and click **Fill Year**.	
4. To type units for the rest of the file, type a value and click **Fill File**.	*Note:* To set precision for units or rates, select the **Other** tab, then select a precision setting.



What you do	Comments
5. Type values in the appropriate boxes and click **OK**.	

Entering Rates

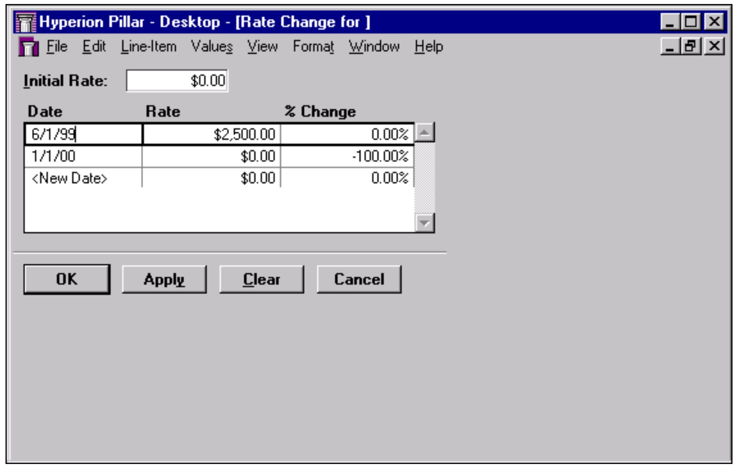
What you do	Comments
1. Make sure your report is displayed and select **Line-Item => Add Expense**.	The worksheet is displayed.
2. Select the **Rates** tab.	



What you do	Comments
3. Type a value in the box for any month. To type a value for the year, click **Fill Year**.	*Note:* To type a rate for the remainder of the planning file, click **Fill File**.

Changing Rates

What you do	Comments
1. Select **Values => Rate Change**.	



What you do	Comments
2. Select **<New Date>** and type the effective date for rate change.	
3. In the same row, select **% Change** and enter a percent change.	
4. Click **Apply**.	The new rate is displayed in the **Rate** box.
5. Click **OK**.	The rates are displayed on the **Rates** tab.