University
of Houston
Clear Lake

Planning and Budget

*Hyperion
Planning & Budget
Training Manual*

2024

Table of Contents

4. **Hyperion/Coogplan Training Videos**

Hyperion Planning Training

1. **How to log into COOGPLAN:**
   Login to Hyperion Production website: *https://hyperion.es.uh.edu/workspace/index.jsp*
   - ❖ Use your UHCL Login Credentials to log on
     - ▪ User Name (Windows sign-in)
     - ▪ Password (Windows sign-in password)
     - ▪ Click Log On
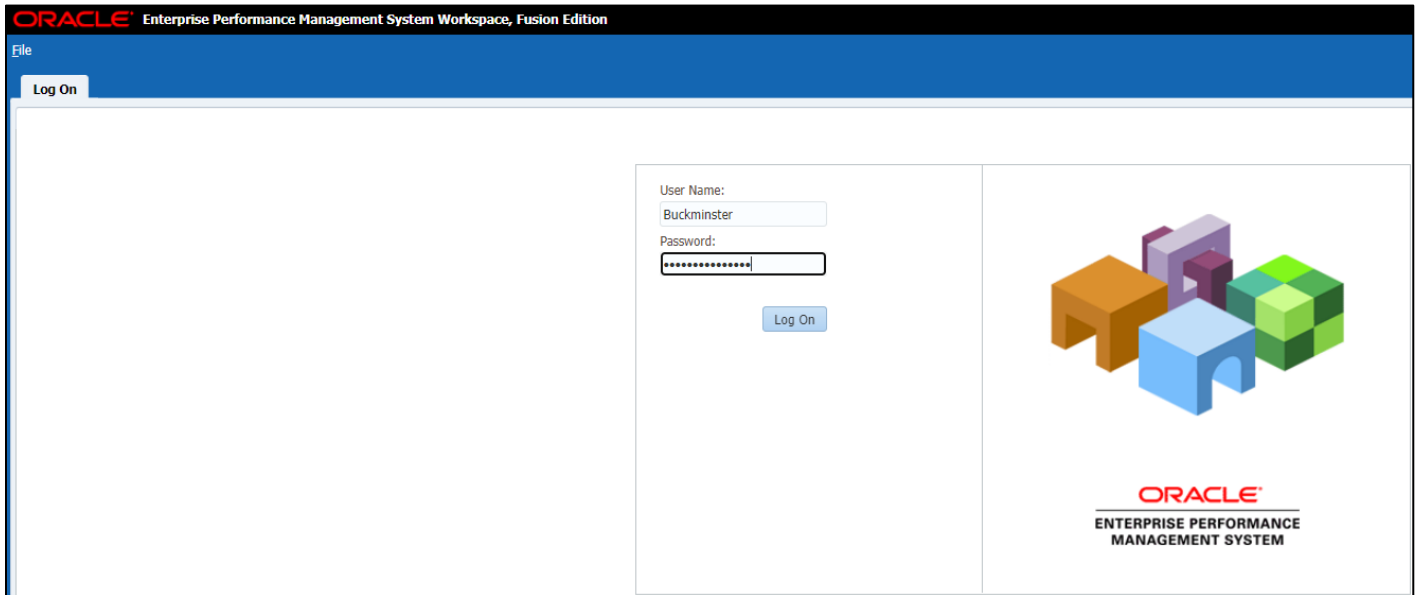
2. **COOGPLAN Homepage:**
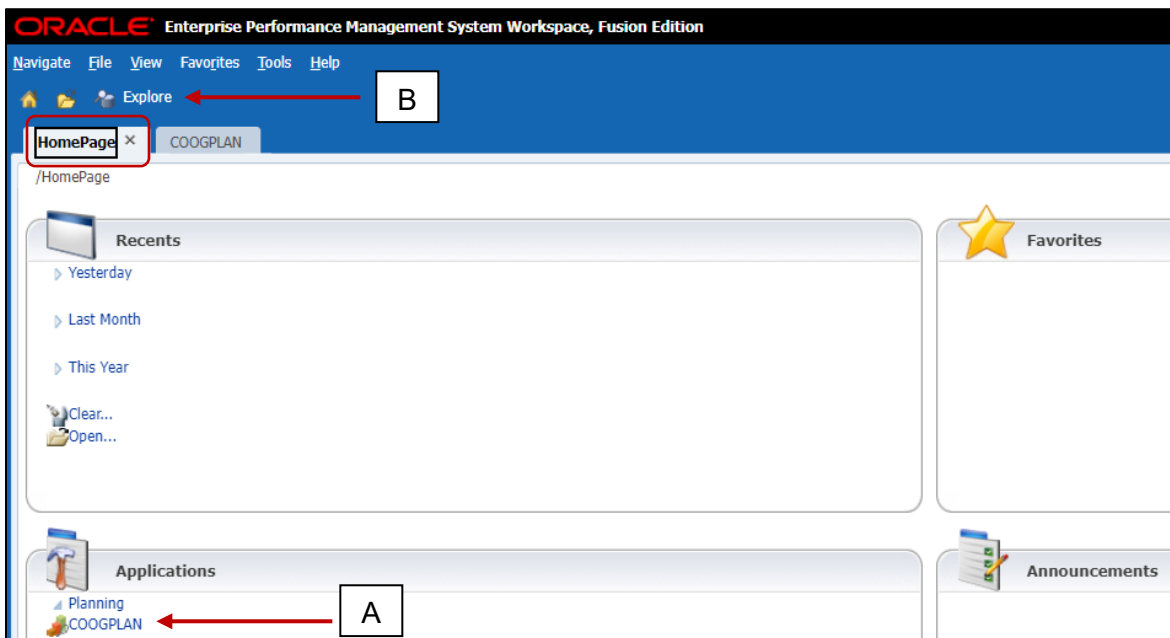
   A. CoogPlan takes you to the Task list (data entry forms) & Tableau Reports
   B. Explore takes you to reports (BudRpt, Coogplan, Coogplan Batch Reports, & Mgmt Reports)

3. My Task List: (There are 5 Folders)
  A. Budget Cycle Activities
  B. Budget Cycle Inquiries
  C. View Historical Data
  D. UHCL Budget Reference Materials
  E. COOGPLAN Tableau Report
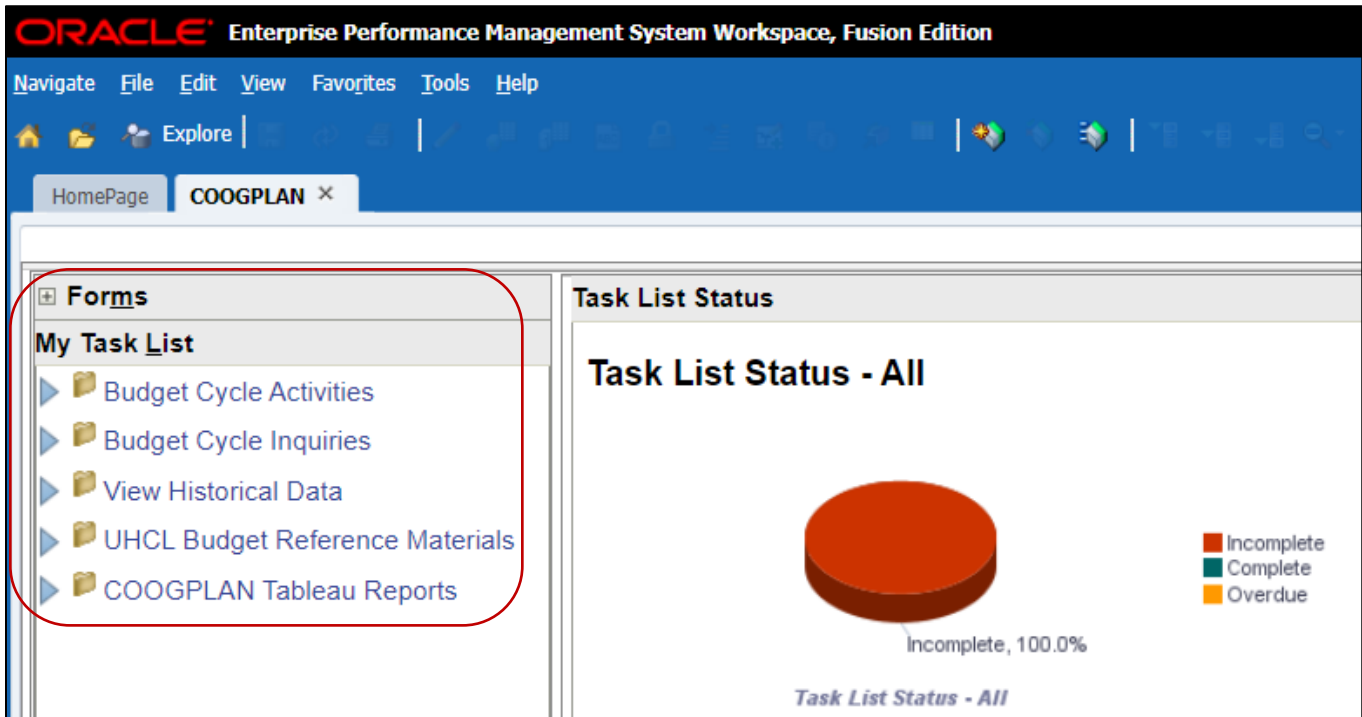
A. **Budget Cycle Activities**: A task list where you will find your assignments. On this page you will also have the option to navigate to your entry forms. Under **Budget Cycle Activities,** you will see three search and entry forms:

1. Search and Enter Budgets

2. Search for Positions or Employees

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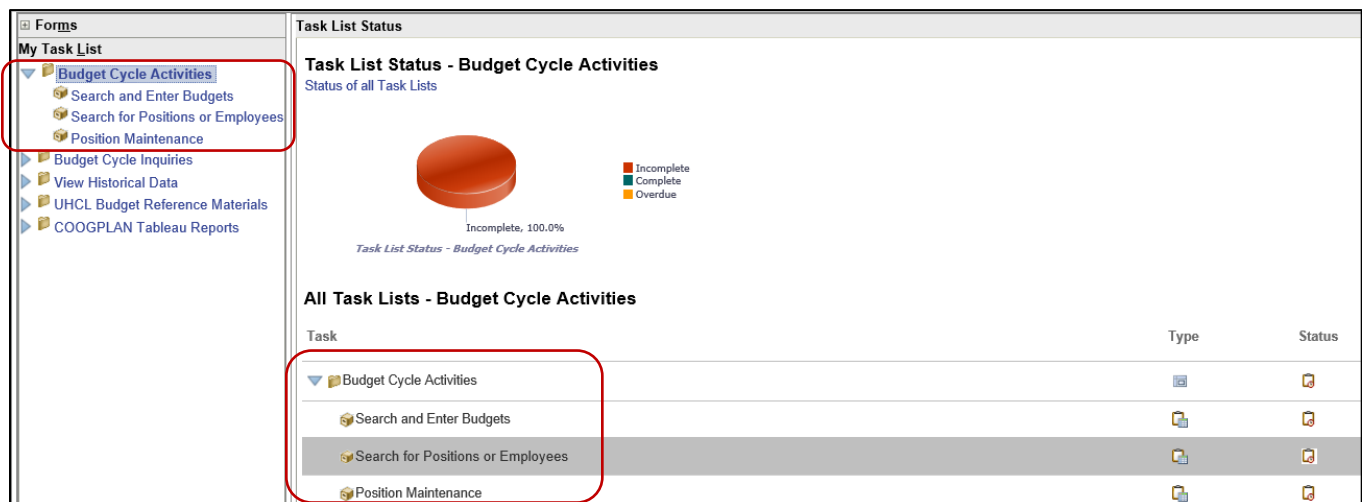
1. **Search and Enter Budgets:** On this page you will see all current cost centers that you have access to. You can also choose to view one cost center at a time using a member selection (Chartfield) such as by *DEPARTMENT*, by *FUND* or by *PROGRAM*. Budget can also be updated from white cell column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

Task List Status

| Task - Search and Enter Budgets | Task Instructions |

Search by Department | Search by Fund | Search by Program

Scenario:Budget

C0056 - LIBRARY

			FY23 Base	FY24 Proposed	FY24 Change
1008 - HEAF - General	D0878-759 - LIBRARY HEAF	B5008i - L3 - CAPITAL OUTLAY	1,530,283	1,530,283	0
		Expenditures	1,530,283	1,530,283	0
		Balance	1,530,283	1,530,283	0
2063 - Desig-Student Fees-Other	D1277-759 - EASF	B5009i - L3-MAINTENANCE AND OPERATIONS	20,000	20,000	0
		Expenditures	20,000	20,000	0
		Balance	20,000	20,000	0

- **Add a Cost Center**: By placing your cursor on a white cell and right clicking, you will be given the option to *ADD COSTCENTER*. How to add a new Cost Center Training Video. (Can be done in two ways.)

Task List Status

| Task - Search and Enter Budgets | Task Instructions |

Search by Department | Search by Fund | Search by Program

Scenario:Budget

C0056 - LIBRARY

			FY23 Base	FY24 Proposed
1008 - HEAF - General	D0878-759 - LIBRARY HEAF	B5008i - L3 - CAPITAL		
		Expenditures	Add CostCenter	
		Balance	Add GroupCC CostCenter	

a. Fill in Entity Department, Fund, Program Code, and Budget Account. (You can do so by keeping the same format i.e. "FE_CXXXX", "FC_XXXX", "PR_BXXXX_759" and just change areas that have X's).

Runtime Prompts - UHSAddCostCenter

Prompt Text	Value
* Entity Department	"FE_C0056"
* Fund	"FC_1008"
* Program Code	"PR_D0878_759"
* Budget Account	"B5008i"

Launch | Cancel

b. (2) Use the prompt text value boxes to populate the Entity Department, Fund, Program Code, and Budget Account. (Select drop down menu to the right of the field.) This example will show how to do it for the program.


- Use the smart search tool to search for program
  i. Enter the Program code in the search field
  ii. Select the program from the list (left side)
 iii. Click Add
  iv. Scroll Down & Click Ok

c. Once Entity Department, Fund, Program Code and Budget Account are entered click Launch.

d. The cost center has been added, 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.
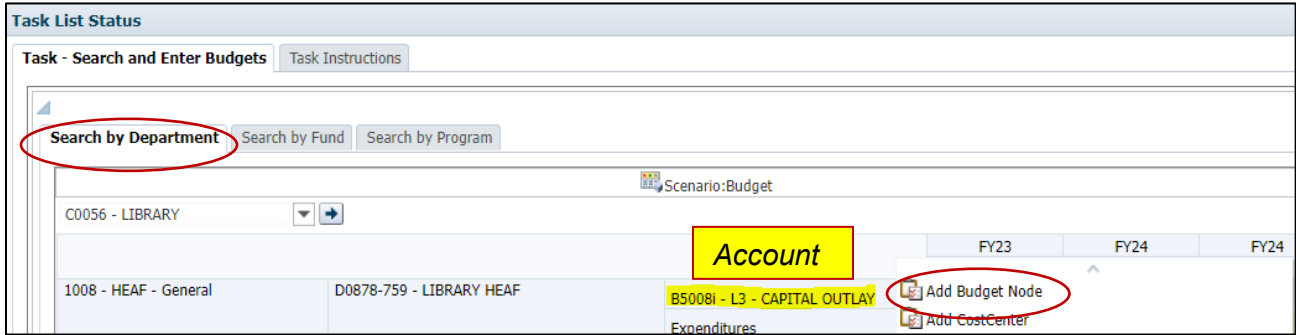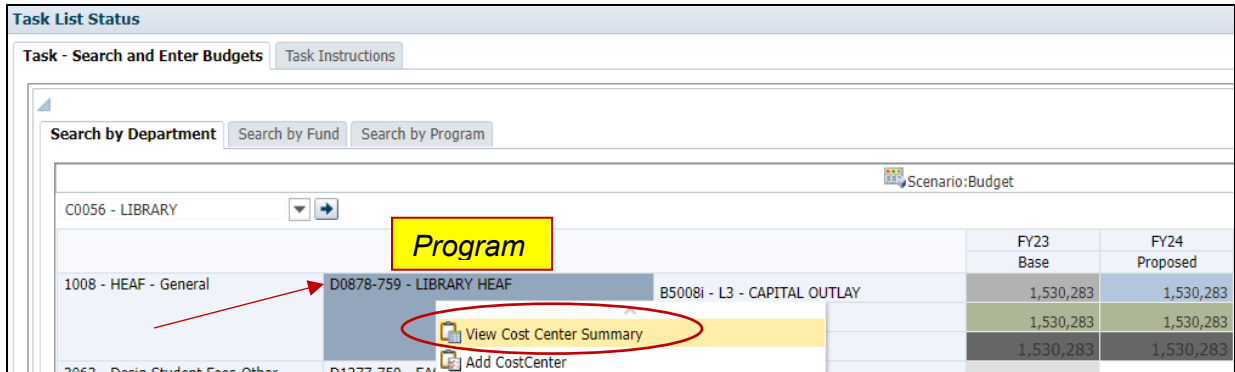

a. Input the value for the Budget Account "BXXXXi" or search for it by using the search command.
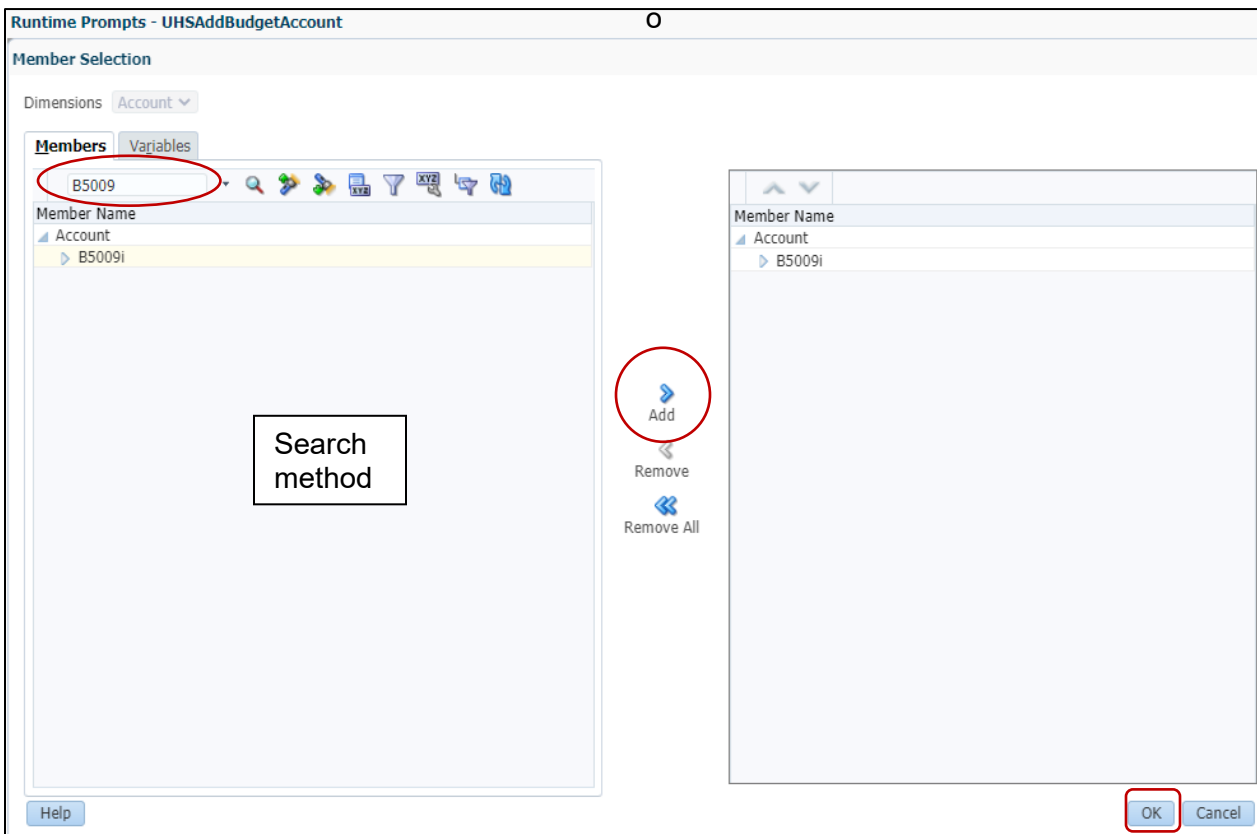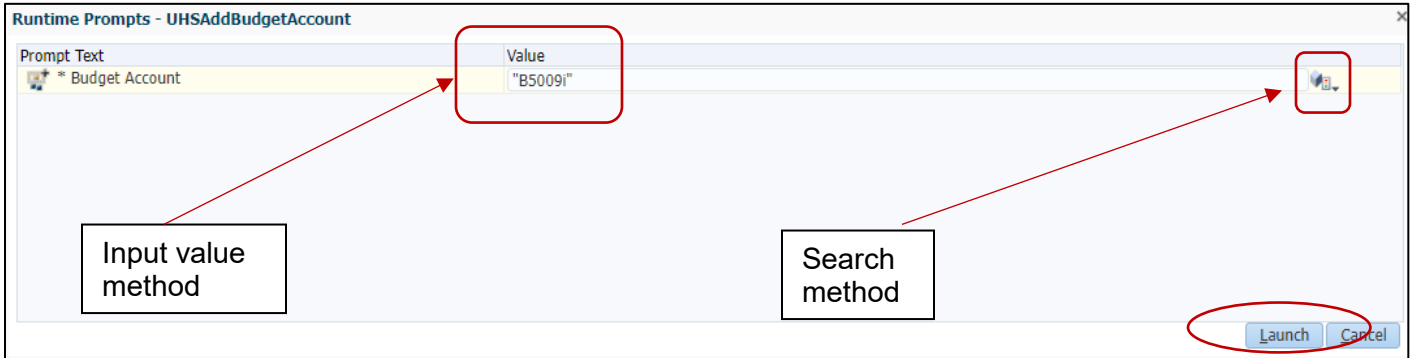
b. Click Launch and then Ok.

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

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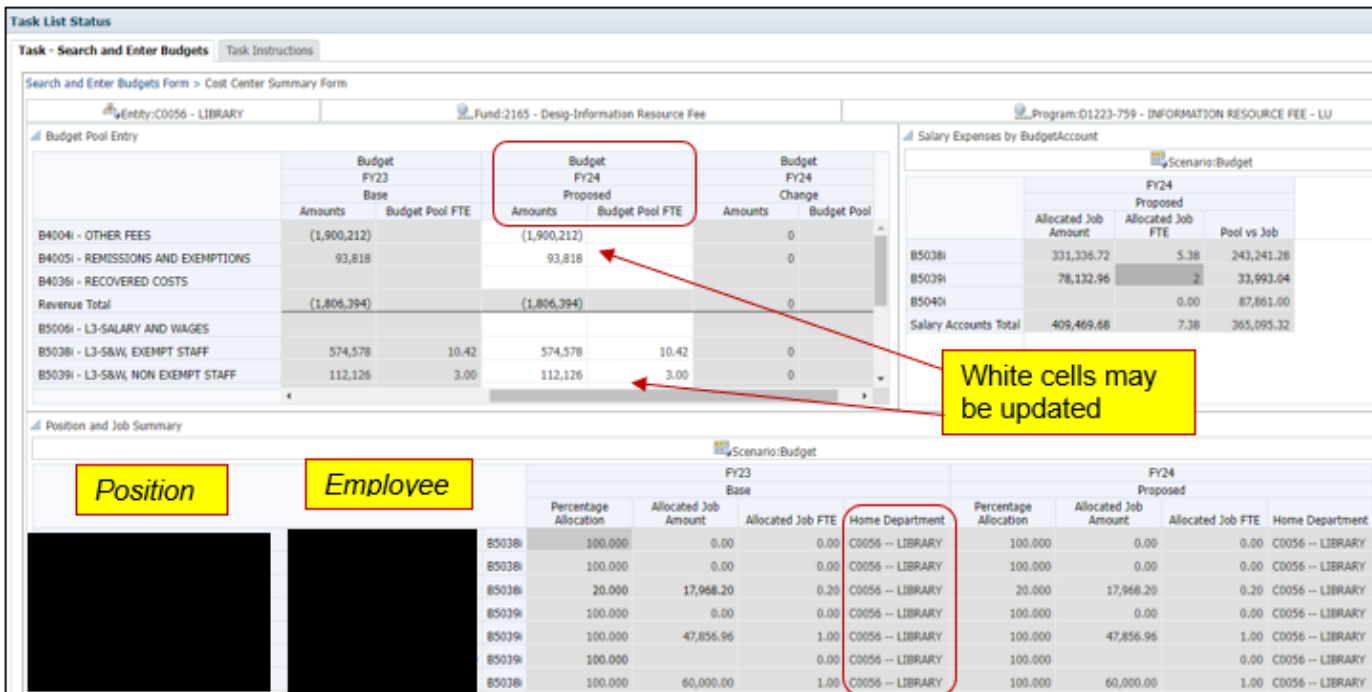
*** **HOME DEPARTMENT** section allows user to see where position is housed (also helpful for split funded positions).

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 name 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 ID 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 Video

2. **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 Employee 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
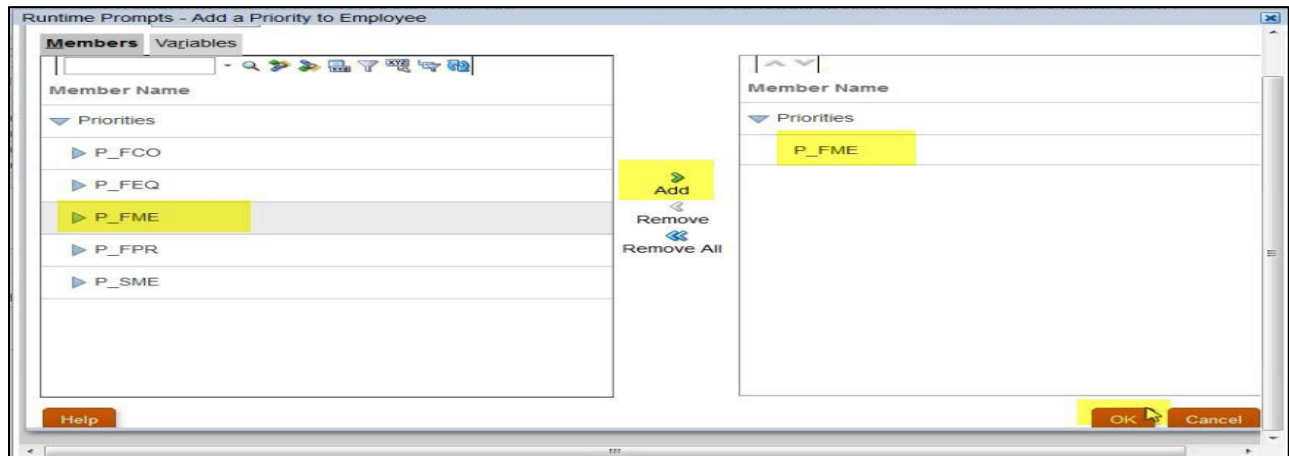
4. Highlight priority type

5. Press Add

6. Press Okay

7. Then LAUNCH
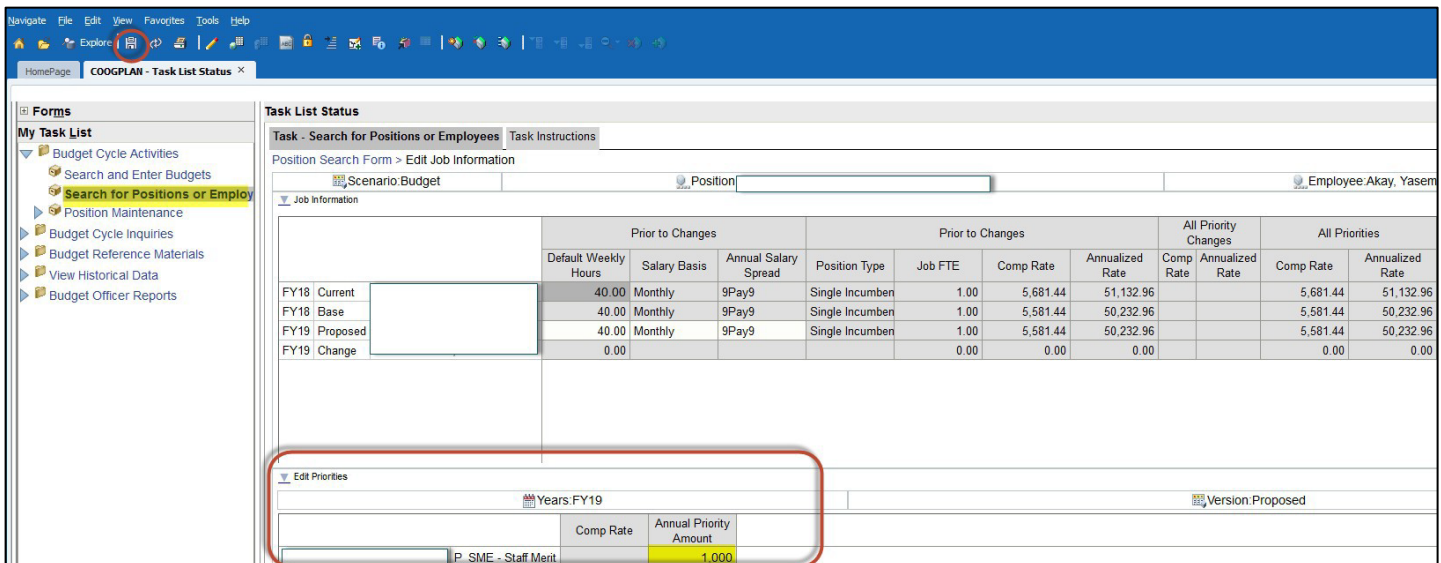
8. Add a dollar amount to the priority

9. SAVE

- You can also *REMOVE* a priority
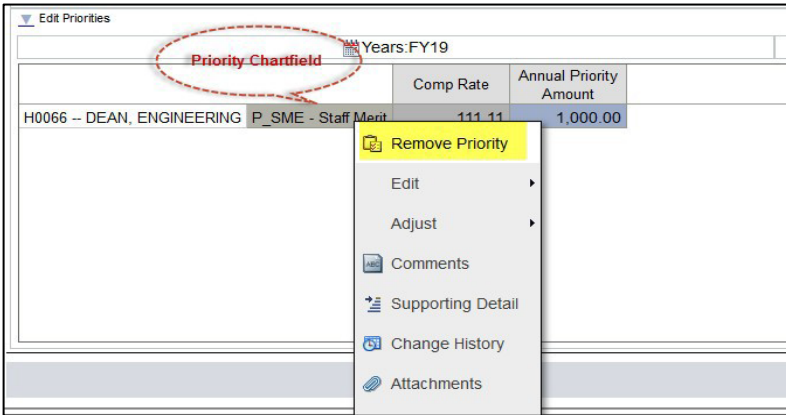
Steps:

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.

- **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 (Position Maintenance)

right click on position where you will see an option titled *Edit Position Information*.
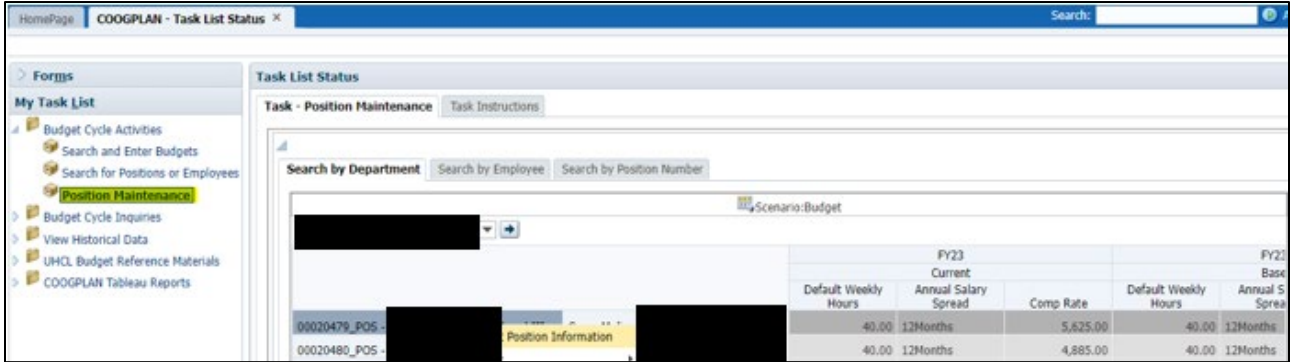
Steps:

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
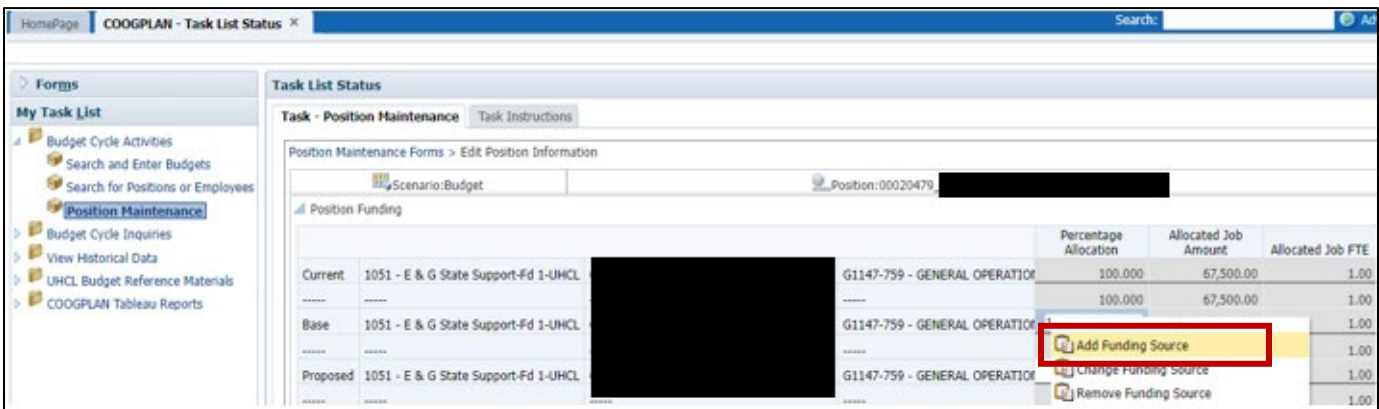
3. Right click on Percentage Allocation

4. Click on Add Funding Source from Percentage Allocation cell (proposed)
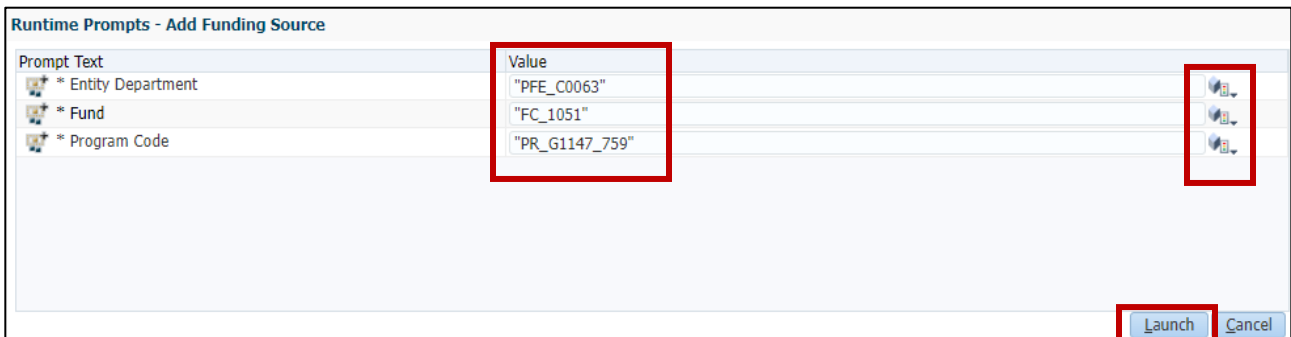
5. Add or Edit funding source

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)
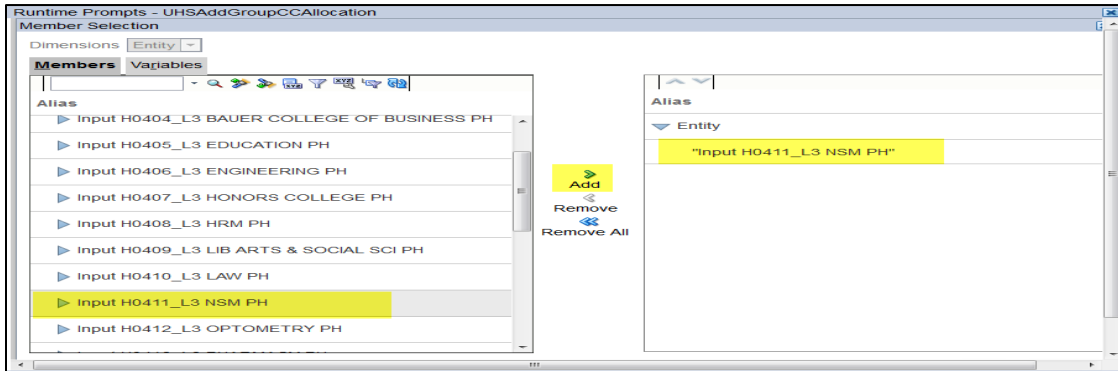
- Click Ok

- Search for Enter Group CC code by clicking member selector Icon and select Program

- Once Program is selected click on ADD (See screen shot below)
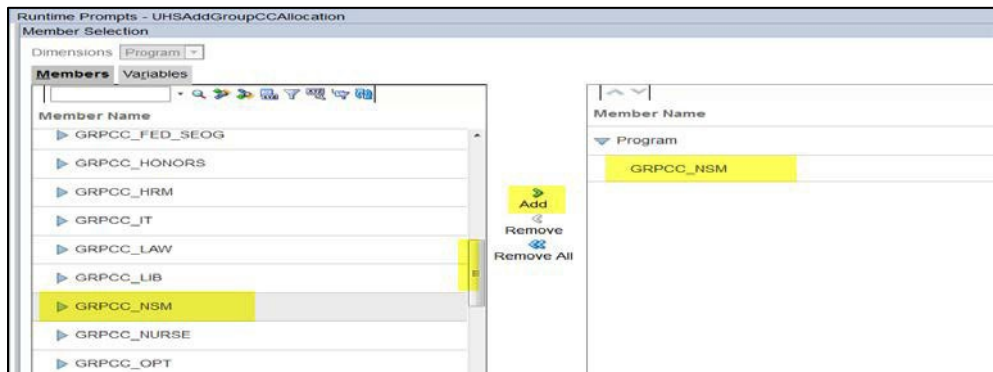
- Click Ok

- Then LAUNCH
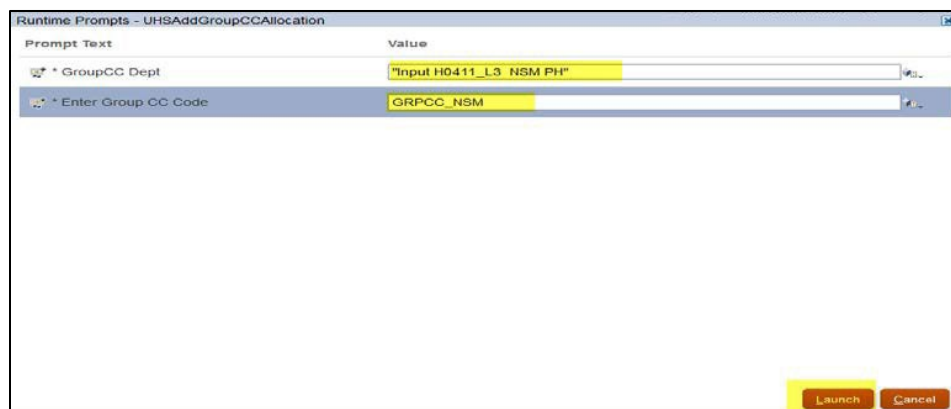
- Once Group CC is added adjust your percentage accordingly

Change Funding Source to Group CC:

- Select Change Funding Source to Group CC
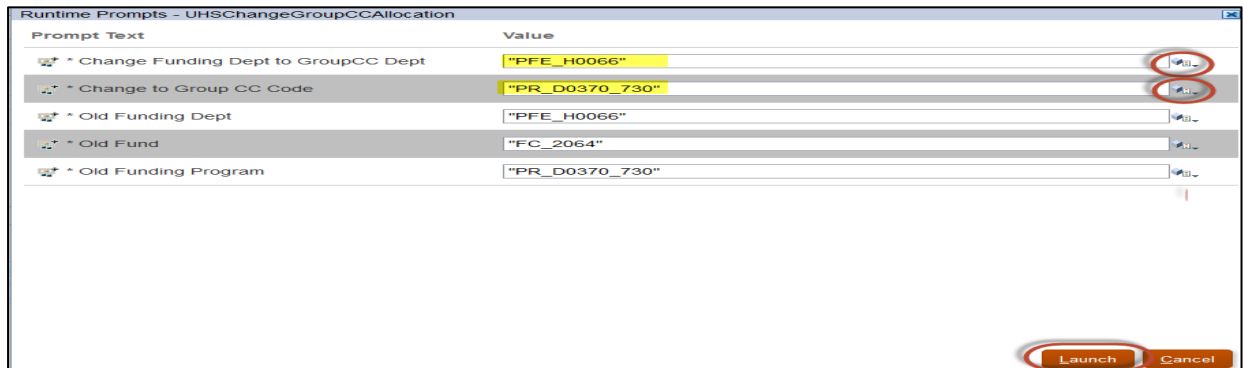
- Search for funding department to Group CC
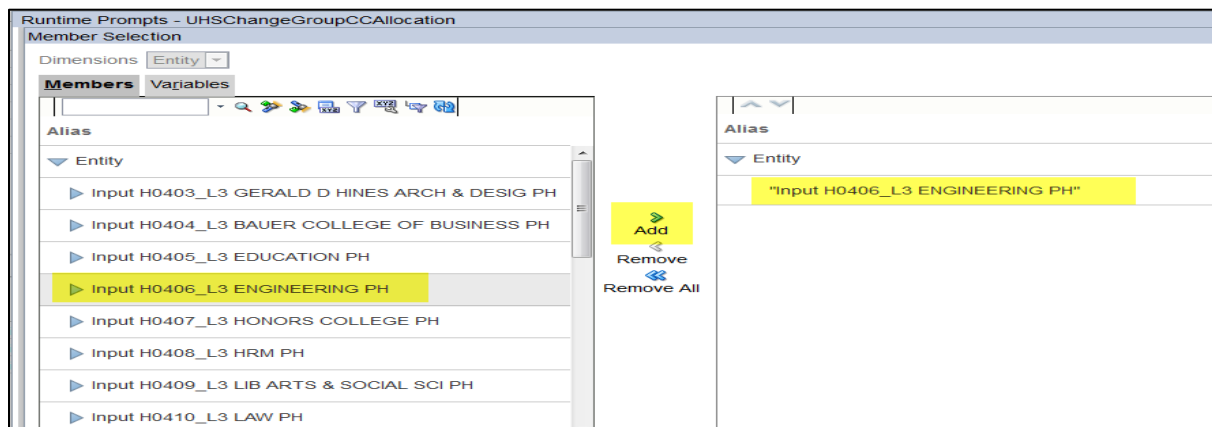
- Click ok
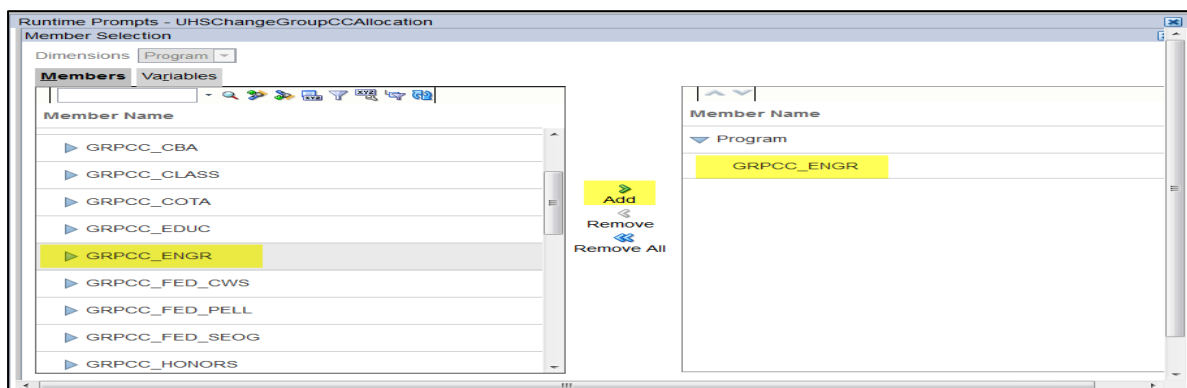
- Search for a corresponding Group CC code

- 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.

Budget Cycle Inquiries

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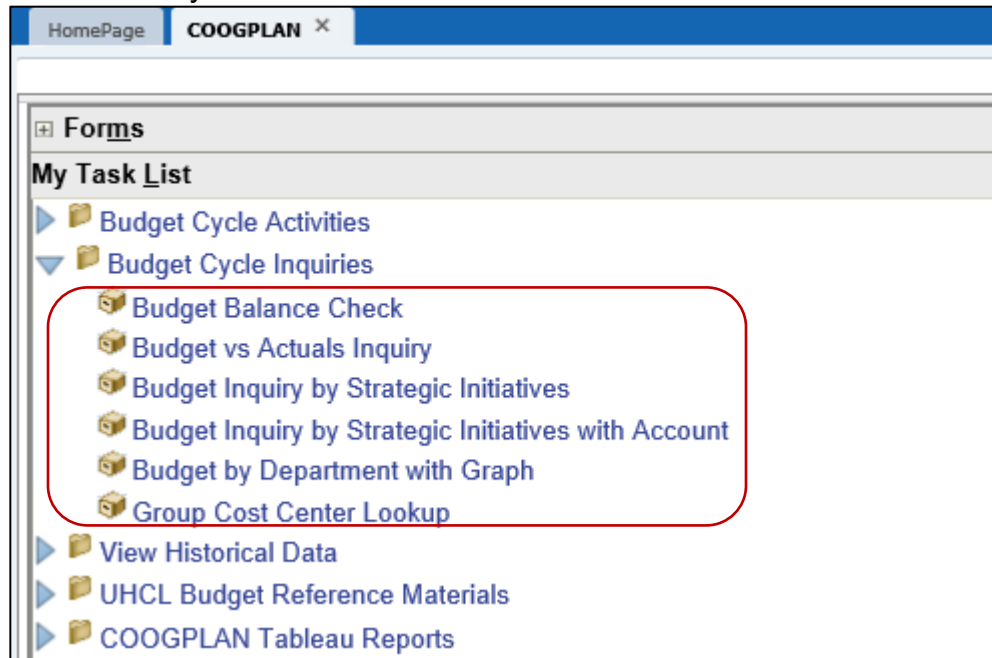
1. **Budget Balance Check**:

   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. [Budget Balance Check Video.](#)

   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.

2. **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.

- [Budget vs Actuals Inquiry Video.](#)

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				

3. **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.

4. **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 the following order.
- **REVENUE**, includes Fund Balance plus Recovered Cost
- **Other Revenue**, represents Revenue minus Fund Balance and Recovered Cost
  EXPENDITURES, includes all Expenditure

5. **Budget by Department with Graph**:

   a. This graph represents the sources and use of the selected department for current and proposed fiscal year.

   b. The sources are presented by fund group (doesn't include Fund balance and Recovered cost).

   c. The expenses are presented by the strategic initiative of the university and could be classified by the NACUBO function.

   d. Strategic Initiative Category consist of the following NACUBO (program) groupings:

   e. [Budget by Department with Graph Video](#)

6. **Group Cost Center Lookup**

- On this section you can view all Group 5 combinations that are permissible for your area.

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 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.
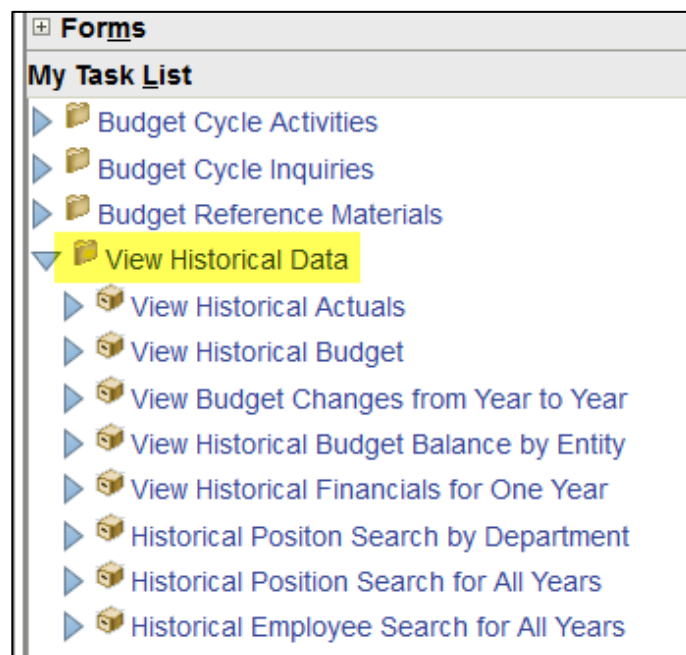
<u>Budget Reference Materials</u>

**Please refer to the UHCL Budget Office
website for updates:
https://www.uhcl.edu/about/administrative-offices/budget/**

COOGPLAN Tableau Reports
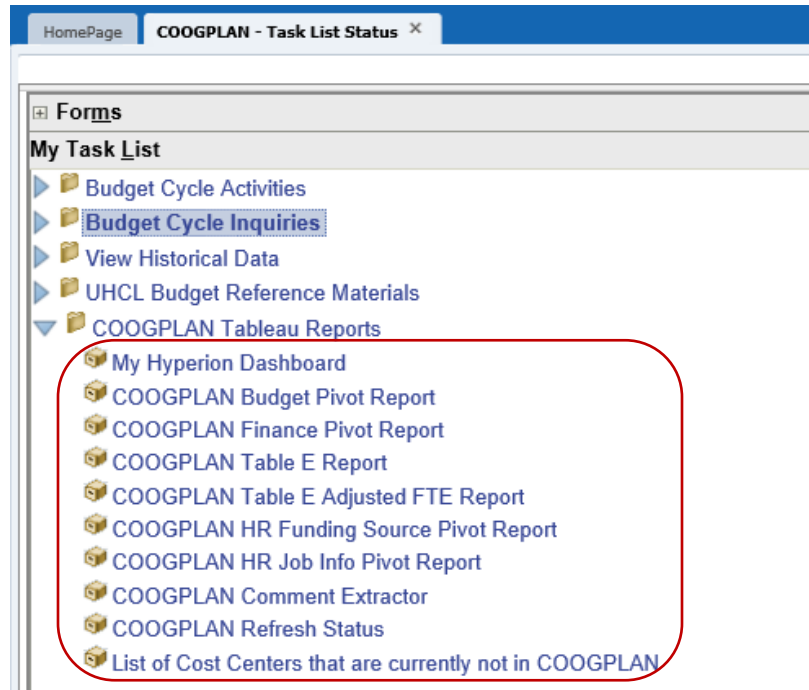
My Hyperion Dashboard

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

List of items this Dashboard provides:

- Provides the most current data refresh date and time.

- Total number of items that need to be corrected & total number of potential issues

- 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).

- Scan Reports that show issues with the 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: follow 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**	**Proposed Budget FTE**	**Budget Change FTE**
Division/Area	Division/Area	Division/Area	Division/Area
Faculty Salary	Faculty Salary	Faculty Salary	Faculty Salary
Profl Adm Salary	Profl Adm Salary	Profl Adm Salary	Profl Adm Salary
Classified Salary	Classified Salary	Classified Salary	Classified Salary
Wages	Wages	Wages	Wages
Other (incl B5006)	Other (incl B5006)	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

REPORT SECTION

How to access reports: From *Homepage*
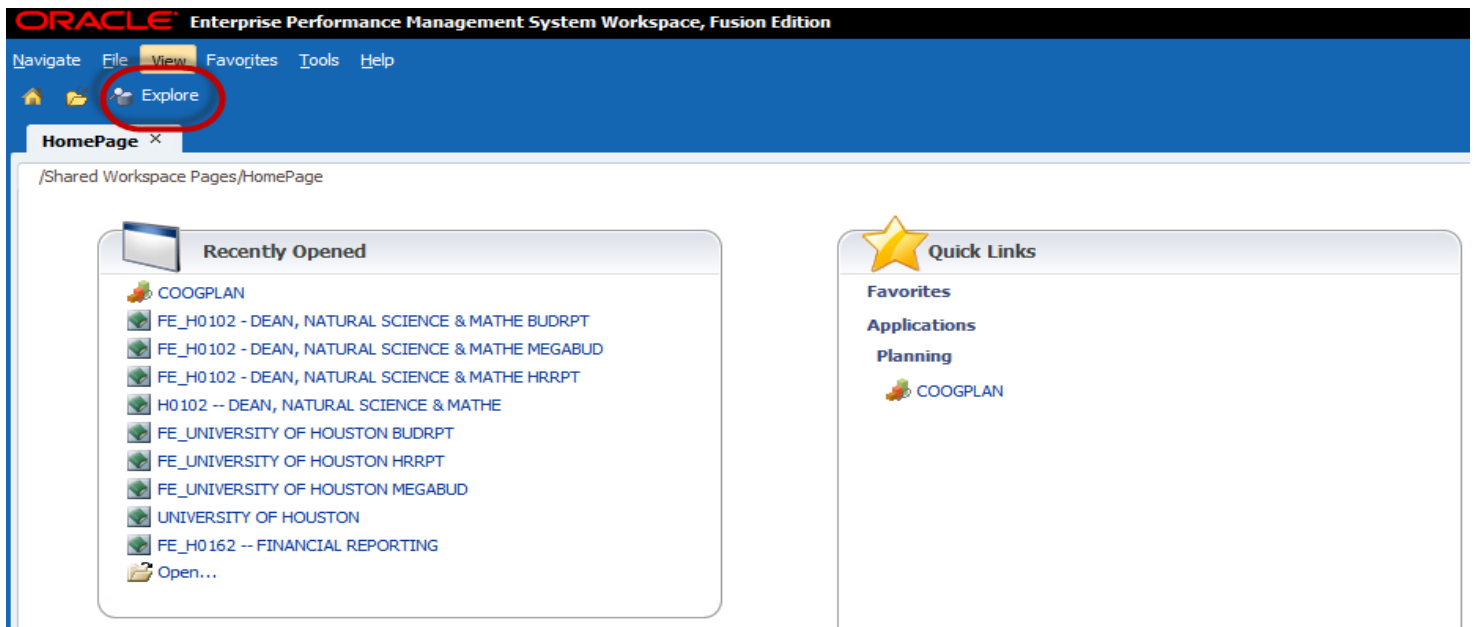
Click on Explore to access all reports

There are three different folders in the reporting section –
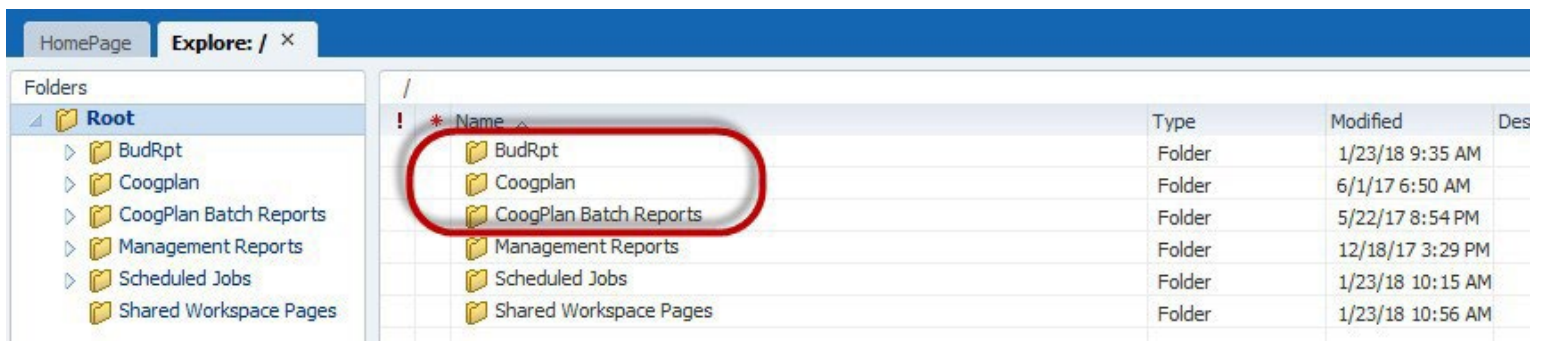
- ❖ **COOGPLAN** – Currently updates every 10 minutes. – *(Running Reports on Demand)*
  - ➢ Budget Report by Employee
  - ➢ Budget Request Form
  - ➢ Budget summary
    - o Budget Summary Rpt. by Budget Node
    - o Budget Summary Rpt. by Fund and NACUBO
    - o Budget Summary Rpt. by Fund Department and NACUBO
    - o Budget Summary Rpt. by Fund Group

- ➢ **Pool vs Job**
  - o Pool vs Job Report – Salary Nodes by Budget Node
  - o Pool vs Job Report - Salary Nodes by Fund
- ➢ **Position Budget Report**
  - o Position Funding Pivot Report
  - o Position Budget Non-Funded Positions Report
- ➢ **Priority Report**
  - o Priority Report by Employee - All Rows
  - o Priority Report by Employee with Cost Center
  - o Priority Roster by Cost Center
  - o Priority Roster by Fund Group
  - o Priority Roster by Priority Pool
  - o Priority Roster by Single Priority Code
- ➢ **Roster Report**
  - o Faculty and Staff Salary Expenses by Budget Node
  - o Faculty and Staff Salary Expenses by Fund Code
  - o Faculty Roster Report

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

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

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

- ➢ **MegaBud**
  - o MegaBud Comp - Selectable by Fund and Dept
  - o MegaBud Uncomp by CostCenter

- ➢ **Pool vs Job**
  - o Pool vs Job Report - All Budget Nodes
  - o Pool vs Job Report - All Budget Nodes Diff Only
  - o Pool vs Job Report - Salary Nodes

- ➢ **Table E**
  - o 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. Report Book Training Video.

List of Reports available in daily batch reports

Set 1 – Blank

- o Faculty/Staff Roster Report
- o Position Funding Pivot Report

Set 2 – MEGABUD -

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

Set 3 – HRRPT

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

Set 4 – BUDRPT

- o Budget summary report by fund code

- o Budget summary report by fund code and cost center

- o Budget summary report by fund code with group total

- o Budget summary report by fund group

- o Uses Audit Report by Cost Center - Selectable

- o Pool vs Job report – All budget nodes

- o Pool vs job – Salary Nodes

- o Table E report – Individual

- o Uses Operating budget by fund report – Selectable

- o 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.

- ❖ **Management Reports**
  - o Account Balance Report
  - o Data Extractors
  - o Equity Reports
  - o Interactive Query Tool Reports

4. **Hyperion/Coogplan Training Video:** *UH Hyperion/Coogplan training videos webpage*. Refer to the Budget Hyperion & Planning Module under the Budget Hyperion & Planning Videos.