Hyperion Reporting
Overview

General Sessions:
September 30, 2013      1:00 PM
October 2, 2013              9:00 AM
October 4, 2013              2:30 PM
Hyperion Planning

Facets

Introduction
• Hyperion Overview

Budgeting
• Initial Planning of Operations for New Year
• Spring

Reporting
• Monitoring Current Year Operations
• Monthly, quarterly, annually

Forecasting
• Adjusting Budget Projections
• Quarterly

SmartView
• Analyzing Operational Activity
• As needed
Hyperion Planning

Facets

Introduction
- Hyperion Overview

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SmartView
- Analyzing Operational Activity
- As needed
What is Hyperion Reporting?

- **Hyperion Reporting** is a financial management tool intended to provide summarized information on operational activities and budgets for high level analysis that can be used to support decision making efforts.

- **Hyperion Reporting** presents financial information consistent with Generally Accepted Accounting Principles (GAAP) and the National Association of College and University Business Officers (NACUBO) classification standards, as required by the State of Texas, and as consolidated for all UT System components.

- **Hyperion Reporting** is *not* intended to provide transactional detail typically derived from PeopleSoft or Data Warehouse.
Helpful References

Hyperion SharePoint Site:

https://hscshare.uthscsa.edu/sites/budget/HyperionReporting/SitePages/Home.aspx

- Training manual
- System Configuration & User Preferences
- Fund and Account Code Groupings Listings
- Financial Glossary
- Hyperion Reporting FAQs
- Hyperion Admin Mailbox (hyperion@uthscsa.edu)
Agenda

- Task Lists
- Web Forms
- Reports
- Variances
- Submission Requirements
- User Roles
Task Lists

Budgeting

Reporting

Forecasting

My Task List

- Budget Office
- EC Admins
- Dept User
- SOM Budget Users
- SOM Budget Preparers

Monthly Task List

- Overview
  - Review Actuals and Budget Web Form Data
  - Run Actual to Actual Reports and Explain Variances
    - Run Consolidated All Funds Report
    - Run Consolidated Practice Plan Report
  - Run Actual to Budget Forecast Report and Explain Variances
    - Run Consolidated All Funds Report
    - Run Consolidated Practice Plan Report
    - Promote Variance Explanations to EC Office
    - Review Annualized Projection Web Form Data
    - Run Annualized Projection Report (Optional)

- Forecast Task List
Web Forms vs. Reports

Web Forms

Reports
Web Forms

- **Actuals and Budget**
  - Budget tab
  - Actual tab
  - Budget Forecast tab

- **Annualized Projection**
# Reporting Web Forms

## Task - Review Actuals and Budget Web Form Data

### Budget Forecast Composite

<table>
<thead>
<tr>
<th>Budget Area</th>
<th>Year</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Q1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Expenses</td>
<td>68,868.33</td>
<td>7,166.67</td>
<td>5,609.24</td>
<td>5,609.24</td>
<td>18,385.15</td>
</tr>
<tr>
<td>Purchase For Resale</td>
<td>157,000</td>
<td>25,000</td>
<td>12,000</td>
<td>12,000</td>
<td>49,000</td>
</tr>
<tr>
<td>Materials - Medical</td>
<td>122,557.5</td>
<td>12,130</td>
<td>10,038.86</td>
<td>10,038.86</td>
<td>32,207.73</td>
</tr>
<tr>
<td>Materials - Other</td>
<td>41,459.17</td>
<td>4,050</td>
<td>3,400.83</td>
<td>3,400.83</td>
<td>10,851.67</td>
</tr>
<tr>
<td>Materials and Operations</td>
<td>81,644.83</td>
<td>12,246.67</td>
<td>6,308.92</td>
<td>6,308.92</td>
<td>24,864.52</td>
</tr>
<tr>
<td>Utilities Expense</td>
<td>13.75</td>
<td></td>
<td>1.25</td>
<td>1.25</td>
<td>2.5</td>
</tr>
<tr>
<td>Communications Exp</td>
<td>29,891.67</td>
<td>8,166.67</td>
<td>1,975.00</td>
<td>1,975.00</td>
<td>12,116.67</td>
</tr>
<tr>
<td>Computer Svcs</td>
<td>5,500.00</td>
<td></td>
<td>500.00</td>
<td>500.00</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Repairs and Maintenance Exp</td>
<td>46,621.5</td>
<td>2,000</td>
<td>4,056.5</td>
<td>4,056.5</td>
<td>10,113</td>
</tr>
<tr>
<td>Rentals and Lease Exp</td>
<td>463,611.00</td>
<td>35,055</td>
<td>38,959.64</td>
<td>38,959.64</td>
<td>112,974.27</td>
</tr>
<tr>
<td>Printing and Reproduction Exp</td>
<td>13,262.5</td>
<td>3,133.33</td>
<td>920.83</td>
<td>920.83</td>
<td>4,975.00</td>
</tr>
</tbody>
</table>
Reporting Web Form Tabs

- **Budget Tab**
  original budget from the planning phase

- **Actual Tab**
  actual activity for all closed reporting periods

- **Budget Forecast Tab**
  the adjusted budget by category.
### Annualized Projection Web Form

#### Task - Review Annualized Projection Web Form Data - YTD Annualized Projection

<table>
<thead>
<tr>
<th></th>
<th>Year</th>
<th>Total</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Q1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials - Medical</td>
<td>50,973.18</td>
<td>3,828.08</td>
<td>4,107.87</td>
<td>4,387.66</td>
<td>12,323.61</td>
<td></td>
</tr>
<tr>
<td>Materials - Other</td>
<td>68,362.38</td>
<td>6,007.83</td>
<td>5,800.52</td>
<td>5,593.21</td>
<td>17,401.56</td>
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</tr>
<tr>
<td>Materials and Operations</td>
<td>185,403.84</td>
<td>5,438.51</td>
<td>12,113.05</td>
<td>18,787.59</td>
<td>36,339.15</td>
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</tr>
<tr>
<td>Utilities Expense</td>
<td>2,430.00</td>
<td>189.00</td>
<td>198.00</td>
<td>207.00</td>
<td>594.00</td>
<td></td>
</tr>
<tr>
<td>Communications Exp</td>
<td>12,150.00</td>
<td>810.00</td>
<td>965.00</td>
<td>1,080.00</td>
<td>2,855.00</td>
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<tr>
<td>Computer Svcs</td>
<td>11,012.82</td>
<td>458.87</td>
<td>764.78</td>
<td>1,070.69</td>
<td>2,294.34</td>
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</tr>
<tr>
<td>Repairs and Maintenance Exp</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rentals and Lease Exp</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing and Reproduction Exp</td>
<td>17,892.00</td>
<td>1,158.00</td>
<td>1,380.00</td>
<td>1,602.00</td>
<td>4,140.00</td>
<td></td>
</tr>
</tbody>
</table>

**OFFICE OF BUDGET & FINANCIAL PLANNING**

**UT HEALTH SCIENCE CENTER**

**SAN ANTONIO**
Reports

Primary Reports:
- Actual-to-Actual
- Budget-to-Actual

Informational Reports:
- Annualized Projection
- More to come!

### Monthly Financial Report, Comparison of Actual Operating Results and Margin

<table>
<thead>
<tr>
<th></th>
<th>Y-T-D(Nov)</th>
<th>Y-T-D(Nov)</th>
<th>Variance</th>
<th>Fluctuation Percentage</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year-To-Date</td>
<td>Year-To-Date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FY 2014</td>
<td>FY 2013</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operating Revenues:</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Tuition and Fees</td>
<td>65.529</td>
<td>358.705</td>
<td>(293.186)</td>
<td>-81.8%</td>
<td></td>
</tr>
<tr>
<td>Sponsored Programs</td>
<td>15.075</td>
<td>(15.075)</td>
<td></td>
<td>-100.0%</td>
<td></td>
</tr>
<tr>
<td>Sales and Services</td>
<td>432.000</td>
<td>1,431.931</td>
<td>(999.931)</td>
<td>-69.0%</td>
<td></td>
</tr>
<tr>
<td>Net Professional Fees</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Other Operating Revenue</td>
<td>12,854</td>
<td>2,701</td>
<td>10,153</td>
<td>375.9%</td>
<td></td>
</tr>
<tr>
<td>Total Operating Revenues</td>
<td>510,462</td>
<td>1,008,502</td>
<td>(498,039)</td>
<td>-78.7%</td>
<td></td>
</tr>
</tbody>
</table>

### Monthly Financial Report, Annualized Projection of Operating Results and Margin

<table>
<thead>
<tr>
<th></th>
<th>Y-T-D(Nov)</th>
<th>Y-T-D(Aug)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year-To-Date</td>
<td>Projection</td>
</tr>
<tr>
<td></td>
<td>FY 2014</td>
<td>FY 2014</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operating Revenues:</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Tuition and Fees</td>
<td>65.529</td>
<td>300,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sponsored Programs</td>
<td>15.075</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales and Services</td>
<td>432.000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Professional Fees</td>
<td>-</td>
<td>1,200,892</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Operating Revenue</td>
<td>12,854</td>
<td>588,557</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Operating Revenues</td>
<td>510,462</td>
<td>2,087,449</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Actual to Actual Report

### Calculation Of Variances:

\[
\text{\$ Variance} = \text{FY 2014} - \text{FY 2013}
\]

\[
\text{% Variance} = \frac{\text{\$ Variance}}{\text{FY 2013}}
\]

### Monthly Financial Report, Comparison of Actual Operating Results and Margin

<table>
<thead>
<tr>
<th>Operating Revenues:</th>
<th>Y-T-D(Dec) FY 2014</th>
<th>Y-T-D(Dec) FY 2013</th>
<th>Variance</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Tuition and Fees</td>
<td>$111,222.00</td>
<td>$252,677.00</td>
<td>$(141,455.00)</td>
<td>-56%</td>
</tr>
<tr>
<td>Sponsored Programs</td>
<td>$565,297.00</td>
<td>$1,922,490.00</td>
<td>$(1,357,193.00)</td>
<td>-70%</td>
</tr>
<tr>
<td>Sales and Services</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Net Professional Fees</td>
<td>$19,307.00</td>
<td>$3,250.00</td>
<td>$(16,057.00)</td>
<td>-50%</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other Operating Revenue</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Operating Revenues</strong></td>
<td>$635,616.00</td>
<td>$2,216,417.00</td>
<td>$(1,580,801.00)</td>
<td>-71%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operating Expenses:</th>
<th>Y-T-D(Dec) FY 2014</th>
<th>Y-T-D(Dec) FY 2013</th>
<th>Variance</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Wages</td>
<td>$228,476.00</td>
<td>$509,123.00</td>
<td>$(280,647.00)</td>
<td>-55%</td>
</tr>
<tr>
<td>Benefits</td>
<td>$158,216.00</td>
<td>$263,311.00</td>
<td>$(105,095)</td>
<td>-39%</td>
</tr>
<tr>
<td><strong>Sub-total - Salary Operating Expenses</strong></td>
<td>$386,692.00</td>
<td>$772,434.00</td>
<td>$(385,742)</td>
<td>-50%</td>
</tr>
<tr>
<td>Professional Services</td>
<td>$157,307.00</td>
<td>$177.00</td>
<td>$(157,130.00)</td>
<td>-89%</td>
</tr>
<tr>
<td>Other Contracted Services</td>
<td>$34,513.00</td>
<td>$916.00</td>
<td>$(33,603.00)</td>
<td>-37%</td>
</tr>
<tr>
<td>Travel Related Expenses</td>
<td>$9,564.00</td>
<td>$2,150.00</td>
<td>$(7,414.00)</td>
<td>-346%</td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td>$19,033.00</td>
<td>$3,072.00</td>
<td>$(15,961.00)</td>
<td>-520%</td>
</tr>
<tr>
<td>Utility Expenses</td>
<td>$20,206.00</td>
<td>$11,144.00</td>
<td>$(9,062.00)</td>
<td>-81%</td>
</tr>
<tr>
<td>Communications</td>
<td>-</td>
<td>$79.00</td>
<td>(79)</td>
<td>-100%</td>
</tr>
<tr>
<td>Repairs and Maintenance</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Equipment Use</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Depreciation</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Sub-total - Non Salary Operating Expenses</strong></td>
<td>$512,060.00</td>
<td>$231,519.00</td>
<td>$280,541</td>
<td>122%</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>$898,752.00</td>
<td>$1,165,559.00</td>
<td>$(266,807)</td>
<td>-22%</td>
</tr>
</tbody>
</table>

### Gross Operating Margin (Loss)

\[
(203,936) + 1,052,858 = (1,256,794)
\]

### Other Nonoperating Adjustments:

- State Appropriations
- Gift Contributions
- Investment Interest Income
- Investment Gains, Losses
- Debt Service Expense
- Other Non-Op Revenues (Expenses)

Net Other Nonoperating Adjustments

### Adjusted Income (Loss)

\[
(203,936) - $5,102,858 = (1,256,794)
\]

Adjusted Margin %

\[
23.2% + 47.5% = 70.7%
\]

### Transfers:

- Debt Service Expense
- Capital Outlay
- Transfers In/Out
- Unallocated

Total Transfers In/Out

\[
(144,931) + 194,670 = (339,602)
\]

### Change in Net Position

\[
(56,004) + 858,188 = (1,536,396)
\]

Beginning Net Position - Sept 1

\[
- \$6,950,075 = \$6,950,075
\]

Ending Net Position

\[
(59,004) + 7,853,262 = (8,592,416)
\]
### Calculation Of Variances:

\[
\text{\$ Variance} = \text{FY 2014} - \text{FY 2013}
\]

\[
\% \text{ Variance} = \frac{\text{\$ Variance}}{\text{FY 2013}}
\]
## Budget to Actual Report

### Calculation Of Variances:

\[
\text{\$ Variance} = \text{Actual 2014} - \text{Forecast 2014}
\]

\[
\text{% Variance} = \frac{\text{\$ Variance}}{\text{Forecast 2014}}
\]
### Calculation Of Variances:

\[
\text{\$ Variance} = \text{Actual 2014} - \text{Forecast 2014}
\]

\[
\% \text{ Variance} = \frac{\text{\$ Variance}}{\text{Forecast 2014}}
\]
Annualized Projection Report

No Variance Calculations

Annualized Projection Calculation:
(Current Actuals/period) x 12months

Example:
($65,529/3) x 12 = $262,116
Variance Reporting

- **Institutional Standards**
  - Entity-wide Consolidated **All Funds**
    - Actual-to-Actual *with variance explanations*
    - Budget-to-Actual *with variance explanation*
  - Entity-wide Consolidated **Practice Plan**
    - Actual-to-Actual *with variance explanations*
    - Budget-to-Actual *with variance explanations*

- **Other Report Submissions**
  - As defined and required by EC area
Submitting Variance Reports

Send to the EC Office

Primary Reports:
• Budget-to-Actual – Entity Wide Consolidated
• Budget-to-Actual – Entity Wide Practice Plan
• Actual-to-Actual – Entity Wide Consolidated
• Actual-to-Actual – Entity Wide Practice Plan

Include with each report:
• Cover Explanation
• Line Item Variance Explanations

Consult with EC office for submission procedures:
• Designated Contact Person
• Shared Mailbox
• SharePoint Site
What is a Variance?

• A variance is the difference between the performance of a current reporting period and a previous reporting period.

• A variance is the difference between a budgeted or planned amount and the actual outcome.

• Any line item variance resulting in a 10% (positive or negative) change requires explanation.
Interpreting Revenue Variances

Favorable versus Unfavorable

**Actual to Actual Report:**

<table>
<thead>
<tr>
<th>Sales &amp; Services</th>
<th>Current Period</th>
<th>Previous Period</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales &amp; Services</td>
<td>110,000</td>
<td>100,000</td>
<td>10,000</td>
</tr>
<tr>
<td>Sales &amp; Services</td>
<td>90,000</td>
<td>100,000</td>
<td>(10,000)</td>
</tr>
</tbody>
</table>

**Budget to Actual Report:**

<table>
<thead>
<tr>
<th>Sales &amp; Services</th>
<th>Budget</th>
<th>Actual</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales &amp; Services</td>
<td>100,000</td>
<td>110,000</td>
<td>10,000</td>
</tr>
<tr>
<td>Sales &amp; Services</td>
<td>100,000</td>
<td>90,000</td>
<td>(10,000)</td>
</tr>
</tbody>
</table>
Interpreting Expense Variances

Favorable versus Unfavorable

### Actual to Actual Report:

<table>
<thead>
<tr>
<th>Travel</th>
<th>Current Period</th>
<th>Previous Period</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>45,000</td>
<td>50,000</td>
<td>(5,000)</td>
<td>Favorable</td>
</tr>
<tr>
<td>55,000</td>
<td>50,000</td>
<td>5,000</td>
<td>Unfavorable</td>
</tr>
</tbody>
</table>

### Budget to Actual Report:

<table>
<thead>
<tr>
<th>Travel</th>
<th>Budget</th>
<th>Actual</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>50,000</td>
<td>45,000</td>
<td>(5,000)</td>
<td>Favorable</td>
</tr>
<tr>
<td>50,000</td>
<td>55,000</td>
<td>5,000</td>
<td>Unfavorable</td>
</tr>
</tbody>
</table>
### Impact of Variances on Margin

#### Favorable versus Unfavorable

#### Actual to Actual Report:

<table>
<thead>
<tr>
<th>Adjusted Margin</th>
<th>Current Period</th>
<th>Previous Period</th>
<th>Variance</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>75,000</td>
<td>50,000</td>
<td>25,000</td>
<td>Favorable</td>
<td></td>
</tr>
<tr>
<td>40,000</td>
<td>50,000</td>
<td>(10,000)</td>
<td>Unfavorable</td>
<td></td>
</tr>
</tbody>
</table>

#### Budget to Actual Report:

<table>
<thead>
<tr>
<th>Adjusted Margin</th>
<th>Budget</th>
<th>Actual</th>
<th>Variance</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>20,000</td>
<td>25,000</td>
<td>5,000</td>
<td>Favorable</td>
<td></td>
</tr>
<tr>
<td>20,000</td>
<td>15,000</td>
<td>(5,000)</td>
<td>Unfavorable</td>
<td></td>
</tr>
</tbody>
</table>
# Impact of Variances on Net Position

## Favorable versus Unfavorable

### Actual to Actual Report:

<table>
<thead>
<tr>
<th>Change in Net Position</th>
<th>Current Period</th>
<th>Previous Period</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>200,000</td>
<td>150,000</td>
<td>50,000</td>
</tr>
<tr>
<td></td>
<td>125,000</td>
<td>150,000</td>
<td>(25,000)</td>
</tr>
</tbody>
</table>

### Budget to Actual Report:

<table>
<thead>
<tr>
<th>Change in Net Position</th>
<th>Budget</th>
<th>Actual</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>100,000</td>
<td>120,000</td>
<td>20,000</td>
</tr>
<tr>
<td></td>
<td>100,000</td>
<td>85,000</td>
<td>(15,000)</td>
</tr>
</tbody>
</table>
A well-developed variance explanation answers the following questions:

1. WHAT changed?
2. WHY did it change?
3. By HOW MUCH did it change?
4. WHERE did it change?
5. For HOW LONG is the change anticipated?
Well-Developed Variance Explanations

Encompass the Three C’s:

• **Complete**: All questions have been answered

• **Correct**: Research has been completed to validate data

• **Concise**: Brief paragraph - 5 sentences or less
Writing Variance Explanations

**Example 1:**

Salaries and Wages expense line item is showing a favorable variance of $410,000 (or -12%) in the current reporting period compared to the amount reported in the same period of the previous year.

**Variance Explanation:**

Faculties salaries decreased by $385,000 in Practice Plan funds. The variance is due to the timing difference of incentive payments from the previous year. No incentive payments for the current year have been made, whereas incentive payments for the previous year were paid in December. This variance is expected to normalize as incentives for the current year are made, which are estimated to be paid in January or February.

<table>
<thead>
<tr>
<th>Actual to Actual Report</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Y-T-D (Dec)</strong></td>
</tr>
<tr>
<td>Salaries and Wages</td>
</tr>
</tbody>
</table>

**Example Question:**

**WHAT changed?**

**Salaries and Wages expense line item**

**By HOW MUCH?**

$410,000 (or -12%)

**WHY did it change?**

Faculty salaries decreased by $385,000 in Practice Plan funds. The variance is due to the timing difference of incentive payments from the previous year.

**WHERE did it change?**

**For HOW LONG is change anticipated?**

This variance is expected to normalize as incentives for the current year are made, which are estimated to be paid in January or February.
Variance Explanation:

The department did not budget for an NIH grant which was in the proposal stage during the budget planning process. The grant was subsequently awarded at $1.2 million per year. To date, $400,000 has been spent on this grant for new researchers and lab consumables, causing the favorable variance on the Sponsored Programs line in Restricted Funds. Corresponding variances resulted in expense lines and we expect these variances to continue and increase as the year progresses.

Example 2:

Sponsored Programs revenue line item for the current reporting period is showing a favorable variance of $400,000 (or 42%), over the amount budgeted.

<table>
<thead>
<tr>
<th>Sponsored Programs</th>
<th>Budget</th>
<th>Actual</th>
<th>Variance</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>950,000</td>
<td>1,350,000</td>
<td>400,000</td>
<td>42%</td>
</tr>
</tbody>
</table>

Variance Explanation:

The department did not budget for an NIH grant which was in the proposal stage during the budget planning process. The grant was subsequently awarded at $1.2 million per year. To date, $400,000 has been spent on this grant for new researchers and lab consumables, causing the favorable variance on the Sponsored Programs line in Restricted Funds. Corresponding variances resulted in expense lines and we expect these variances to continue and increase as the year progresses.
What Do The Reports Mean?

Cover Explanations

• What happened?
• What are the driving forces causing the change?
• What action is needed?

*Example*: The department experienced a 20% increase in patient volume over what was expected. As a result, the department was able to cover more expenses than projected by giving out-of-cycle salary increases and allowing employees to attend conferences while having no adverse impact to margin.

*Example*: The department lost a grant which had previously provided a significant amount of support. As a result, the department was forced to cut expenses in many different areas, salaries being the hardest hit.
Exporting a Report

1. Folders
   - Root
     - Budget Office
   - HYPPBR

2. Table
   - Name: D6 UTHSCSA PL Actual vs Actual V3
     - Type: Financial Report
     - Modified: 8/21/13 5:18 PM
   - Name: D6 UTHSCSA PL Actual vs Budget Forecast
     - Type: Financial Report
     - Modified: 8/14/13 10:31 AM
   - Name: UTHSCSA PL Actual vs Actual
     - Type: Financial Report
     - Modified: 9/17/13 5:42 PM
   - Name: UTHSCSA PL Actual vs Budget Forecast
     - Type: Financial Report
     - Modified: 9/18/13 5:07 PM
   - Name: UTHSCSA PL Annualized Projection
     - Type: Financial Report
     - Modified: 9/16/13 4:39 PM
   - Name: UTHSCSA PL Budget vs Budget Forecast
     - Type: Financial Report
     - Modified: 9/18/13 5:15 PM
   - Name: UTHSCSA PL Budget Forecast Recap
     - Type: Financial Report
     - Modified: 9/16/13 4:40 PM
   - Name: UTHSCSA PL by Fund
     - Type: Financial Report
     - Modified: 8/14/13 10:34 AM
   - Description: EC Operating Summary by Fund

3. Preview User Point of View
   - This report/book will run for the members on the user point of view listed below.
   - Fund: All Funds, Entity, XM180, PID
   - Select button next to each option

4. Respond to Prompts
   - Prompt: Enter Period: $FirstMonth
   - Type: Report
   - Source: Report: UTHSCSA PL Actual vs Actual
   - Grid: Grid1

OFFICE OF BUDGET & FINANCIAL PLANNING
UT HEALTH SCIENCE CENTER SAN ANTONIO
Exporting a Report

Oracle Enterprise Performance Management System Workspace, Fusion Edition

File

- New
- Open
- Open In
- Close
- Export
- Excel
- Preference
- Word
- Log Off
- PowerPoint
- Exit

Monthly Financial Report, Comparison of Actual Operating Results and Margin
M1800-OPHTHALMOLOGY ROLL-UP, All_Funds, Total PID
Y-T-D(Nov)

Y-T-D(Nov)         Y-T-D(Nov)
Year-To-Date       Year-To-Date
FY 2014            FY 2013
The department did not budget for an NIH grant which was in the proposal stage during the budget planning process. The grant was subsequently awarded at $1.2 million per year. To date, $400,000 has been spent on this grant for new researchers and lab consumables, causing the favorable variance in the Sponsored Programs line of Restricted Funds. Corresponding variances resulted in expense lines and we expect these variances to continue and increase as the year progresses.
Submitting Variance Reports

Send to the EC Office

Primary Reports:
• Budget-to-Actual – Entity Wide Consolidated
• Budget-to-Actual – Entity Wide Practice Plan
• Actual-to-Actual – Entity Wide Consolidated
• Actual-to-Actual – Entity Wide Practice Plan

Include with each report:
• Cover Explanation
• Line Item Variance Explanations

Consult with EC office for submission procedures:
• Designated Contact Person
• Shared Mailbox
• SharePoint Site
Demonstration

- Accessing a Web Form
- Running a Report
- Exporting a Report
- Entering a Variance Explanation
Understanding Your Role

**PeopleSoft HCM:**
- Position Changes
- Salary Changes
- Location Changes
- Planning Budget Changes

**PeopleSoft Financials:**
- Requisition/Approval
- Transactional Reports
- Account Reconciliation

**Hyperion:**
- Budgeting
- Reporting
- Forecasting
QUESTIONS?

567.7028
Hyperion@uthscsa.edu