

FY 2022 Annual UT System Budget

Guide to Balancing Cost Centers In Hyperion

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Balancing Cost Centers

Review each cost center in the Cost Center Balance report to determine the adjustments needed in Hyperion to balance each cost center. A balanced cost center means all revenues (including transfers in) equal all expenses (including expense transfers) within the cost center and the resulting balance is zero. See the example below.

Dept	Cost Center	Fund	Function	All Revenue	All Expenses	Cost Center Balance
BFA003 BUDGET & FINANCIAL PLANNING	DXM013 BUDGET PLAN DEVELOP OPS	3105	700	14,894.00	14,894.00	-

Types of Cost Center Adjustments

There are four types of adjustments that can be made to balance a cost center.

1. Non-Position Expense – increasing or decreasing non-position related expenses (i.e. supplemental pay, M&O) in a cost center.
2. Revenue Transfer – increasing or decreasing the revenue amount transferred into or out of a cost center.
3. Position Funding – adjusting the funding, salary, or FTE on a position can increase or decrease the expense in a cost center.
4. Revenue Projection – adjusting the projected revenue in a cost center.

Non-Position Expense

Review non-position expenses in cost centers to determine if an increase or decrease is needed, and if there is sufficient budget in each category. The categories for non-position expenses, shown on the Cost Center Balance report, are below. Note, viewing the cost center in Hyperion will show further detail and prior year budgets (described in Hyperion Section below).

- Salary Reserves – A&P, Classified, and Faculty each have their own salary reserve account. Expenses for Supplemental Pay and temporarily funded employees should be budgeted in salary reserves. This type of compensation is not budgeted with the position base rate.
- Teaching Assistants – Expense for teaching assistants should be budgeted in the TA expense acct 50403. This type of compensation is not typically budgeted at a position level since most positions are temporary for TA's are temporary in nature.
- Wages – Expenses for hourly paid employees should be budgeted in the appropriate wages expense account. This type of compensation is not typically budgeted at a position level since most positions for this type of expense are temporary in nature.
- M&O, Travel, Utilities, and Scholarships – Expenses for these items should be budgeted in their respective expense area, using the appropriate account.
- Fringe (Benefits) – Expenses for Longevity and Premium Sharing should be budgeted in this area.

Changes to non-position expense budgets to balance your cost center will require a Hyperion Change Request (HCR) form. See section below on HCR Form.

Revenue Transfers

Review revenue transfers to/from cost centers and determine if the amount should be increased or decreased to balance the cost center. The Cost Center Balance report will provide the total amount transferred, however, if there are transfers from multiple sources, then that can be viewed in Hyperion. (Note: Increasing or decreasing the revenue transfer into a cost center should equally increase or decrease the expense transfer out of the cost center that is funding the revenue transfer.) You can refer back to the revenue transfer schedules that were submitted to our office earlier in this process if you want to see the full picture.

Changes to revenue transfers reflected in Hyperion when you are working to balance your cost center will require a Hyperion Change Request (HCR) form. See section below on HCR Form.

Position Funding

Review position expenses in cost centers. Position expenses can go into four different accounts (below) on the Cost Center Balance report and in Hyperion. To Adjust the funding, salary, or FTE on a position so that the expense is decreased or increased in one of these accounts will require you to adjust the information you previously provided to our office.

- FAC - 50101 SW Faculty
- A&P - 51101 SW Admin Prof
- Classified - 51201 SW Classified

Position funding and distribution details can be found on the Position Budget report provided by the Budget Office, or by pulling up the Budget Edit position report in Hyperion (described in Hyperion Section below).

Additional changes to position funding on a specific position at the point will require a Hyperion Change Request (HCR) form. See section below on HCR Form.

Revenue

Review the forecasted and budgeted revenue to determine if the amount should be changed to assist with balancing cost centers. Keep in mind that revenue cannot be changed for E&G and Designated Tuition (funds 2xxx, 3105), Mandatory Fees, Differential Tuition, or Option 3 On-line as those revenue sources have been reviewed and approved by university leadership. Proposed changes in other revenue sources, (Non-Mandatory Fees, Net Sales and Services, Other Operating Revenue), will require submission of a Hyperion Change Request (HCR) form and confirmation by the Budget Office that the change is reasonable based on your justification and/or past trends.

Other Things to Consider

Supplemental and Longevity Pay

Review Supplemental Pay and Longevity Pay for each employee to determine if either amount should be budgeted. The Budget Office will provide reports to assist with the review process.

Supplemental Pay should be budgeted in the appropriate salary reserve account, and Longevity pay should be budgeted in benefits. These two types of compensation are never budgeted as part of the base compensation assigned to the positions. They can only be budgeted in total in the cost center that is expected pay the expense.

Reallocation

Depending on the revenue budgeted in each cost center, units may need to reallocate expenses between cost centers to balance the cost centers.

Hyperion Change Request (HRC) Form

During the “Balancing Cost Center” phase of our new fiscal year budget development, the Budget Office will make adjustments to cost centers in Hyperion based on input from unit Financial Leads/Hyperion Users. Financial Leads should use the Hyperion Change Request (HCR) form to request one of the four types of adjustments listed above in order to balance cost centers.

When you have completed the form, please follow the instructions at the top of the form, email it to budget@utsa.edu and indicate “**Hyperion**” in the **subject Line**. After the Budget Team enters the changes into Hyperion, you will receive a notification email response. Refer to the chart below to see the data refresh schedule.

Note: If you have more than 4 lines of corrections for the same category of adjustment you can create a tab in the file and replicate the exact information required on the HCR form in the second tab to allow you to provide more than 4 lines at a time.

Also, **please do not send any of the cost center balancing reports or other spreadsheets in place of the HCR form**. For efficiency with data entry, using the form as is and without substituting a spreadsheet is required. This also provides a very clear audit trail for any adjustments made during this stage of our budget work.

Adjustment Type	Update to Dept Budget Input Forms	Update to Reports (7:30am – 7:30pm)
Non-Position Expense	Immediate After Entered in Hyperion	5 & 35 min after the top of the hour
Revenue Transfers	15 & 45 min after the top of the hour, starting at 8:45 am	5 & 35 min after the top of the hour
Position Funding	Refresh to Forms at Noon and 9 PM each Day	Refresh to Reports at Noon and 9 PM each Day
Revenue Projections	Immediate After Entered in Hyperion	5 & 35 min after the top of the hour

Example of the HCR Form for Non-Position Expense Adjustments

The University of Texas at San Antonio
Hyperion Change Request Form (HCR Form) - FY22

INSTRUCTIONS: Send Request to: budget@utsa.edu AND include **HYPERION** in the Subject Line
Select the Hyperion Change Request Type, then complete the corresponding section.
Note: If multiple changes for the same Change Type you can add excel worksheet as a tab with this form.

Name (Prepared by): John Doe Request Date: 4/23/2021 Budget Office: VP Business Affairs
(XX/XX/XXXX format) Department Name: _____ VP Division this Dept Reports to: _____

HYPERION CHANGE REQUEST TYPE: Non-Position: Expense Change

Non-Position Change Area used for changes of Revenue Projections, Revenue Transfers, and Expenses (M&O, etc.)
Only use the TO: section if the change is a transfer

FROM:				TO:				Explanation of Change being Requested
Cost Center	Dept	Amount	Acct (if needed)	Cost Center	Dept	Amount	Acct (if needed)	
AAA333	BBB444	8,054.00	63003					Increase the M&O expense to be \$8,054 in order to balance the cost center.

Position Change Owning Dept ID and Position ID must be included with Position Changes

Owning Dept ID	Position ID	Employee ID	Annual Compensation Rate (based on 1.0 FTE)	Budgeted FTE	Total Compensation Expense (based on Bud FTE)	Distribution Percentage (total = 100%)	Funding Dept ID	Funding Cost Center	Explanation of Position Change Requested

Budget Office Use Only

Date: _____ Budget Office Employee: _____ Action Take & Comments: _____

Example of the HCR Form for Revenue Transfer Adjustments

The University of Texas at San Antonio
Hyperion Change Request Form (HCR Form) - FY22

INSTRUCTIONS: Send Request to: budget@utsa.edu AND include **HYPERION** in the Subject Line
Select the Hyperion Change Request Type, then complete the corresponding section.
Note: If multiple changes for the same Change Type you can add excel worksheet as a tab with this form.

Name (Prepared by): Jane Doe Request Date: 4/23/2021 Budget Office: VP Business Affairs
(XX/XX/XXXX format) Department Name: _____ VP Division this Dept Reports to: _____

HYPERION CHANGE REQUEST TYPE: Non-Position: Revenue Transfer Change

Non-Position Change Area used for changes of Revenue Projections, Revenue Transfers, and Expenses (M&O, etc.)
Only use the TO: section if the change is a transfer

FROM:				TO:				Explanation of Change being Requested
Cost Center	Dept	Amount	Acct (if needed)	Cost Center	Dept	Amount	Acct (if needed)	
XXX111	YYY222	(25,000.00)		AAA333	BBB444	25,000.00		Need to decrease the amount of revenue being transferred from cost center XXX111 to cost center AAA333 from \$30,000 to \$25,000 do to the department finding efficiencies and not needing as much financial support.

Position Change Owning Dept ID and Position ID must be included with Position Changes

Owning Dept ID	Position ID	Employee ID	Annual Compensation Rate (based on 1.0 FTE)	Budgeted FTE	Total Compensation Expense (based on Bud FTE)	Distribution Percentage (total = 100%)	Funding Dept ID	Funding Cost Center	Explanation of Position Change Requested

Budget Office Use Only

Date: _____ Budget Office Employee: _____ Action Take & Comments: _____

Example of the HCR Form for Position Change Adjustments

The University of Texas at San Antonio
Hyperion Change Request Form (HCR Form) - FY22

INSTRUCTIONS: Send Request to: budget@utsa.edu AND include **HYPERION** in the Subject Line
Select the Hyperion Change Request Type, then complete the corresponding section.
Note: If multiple changes for the same Change Type you can add excel worksheet as a tab with this form.

Name (Prepared by): Jane Doe Request Date: 4/23/2021 Budget Office: VP Business Affairs
(XX/XX/XXXX format) Department Name: _____ VP Division this Dept Reports to: _____

HYPERION CHANGE REQUEST TYPE: Position Change (FTE, Funding, Dist %, etc.)

Non-Position Change Area used for changes of Revenue Projections, Revenue Transfers, and Expenses (M&O, etc.)
Only use the TO: section if the change is a transfer

FROM:			TO:			Explanation of Change being Requested
Cost Center	Dept	Amount	Cost Center	Dept	Amount	

Position Change Owing Dept ID and Position ID must be included with Position Changes

Owning Dept ID	Position ID	Employee ID	Annual Compensation Rate (based on 1.0 FTE)	Budgeted FTE	Total Compensation Expense (based on Bud FTE)	Distribution Percentage (total = 100%)	Funding Dept ID	Funding Cost Center	Explanation of Position Change Requested
YYY222	40080004	70012222			-	55%		XXX111	The funding distribution for position 40080004 needs to be changed in order to balance the cost centers.
YYY222	40080004	70012222			-	45%		AAA333	The funding distribution for position 40080004 needs to be changed in order to balance the cost centers.
					-				
					-				

Budget Office Use Only

Date: _____ Budget Office Employee: _____ Action Take & Comments: _____

Example of the HCR Form for Revenue Projection Adjustments

The University of Texas at San Antonio
Hyperion Change Request Form (HCR Form) - FY22

INSTRUCTIONS: Send Request to: budget@utsa.edu AND include **HYPERION** in the Subject Line
Select the Hyperion Change Request Type, then complete the corresponding section.
Note: If multiple changes for the same Change Type you can add excel worksheet as a tab with this form.

Name (Prepared by): John Doe Request Date: 4/23/2021 Budget Office: VP Business Affairs
(XX/XX/XXXX format) Department Name: _____ VP Division this Dept Reports to: _____

HYPERION CHANGE REQUEST TYPE: Non-Position: Revenue Projection Change

Non-Position Change Area used for changes of Revenue Projections, Revenue Transfers, and Expenses (M&O, etc.)
Only use the TO: section if the change is a transfer

FROM:				TO:				Explanation of Change being Requested
Cost Center	Dept	Amount	Acct (if needed)	Cost Center	Dept	Amount	Acct (if needed)	
XXX111	YYY222	60,000.00						Requesting to increase the Net Sales and Services revenue projected from \$50,000 to \$60,000. Reason being student enrollment is projected to increase and therefore we expect to sale more products.

Position Change Owing Dept ID and Position ID must be included with Position Changes

Owning Dept ID	Position ID	Employee ID	Annual Compensation Rate (based on 1.0 FTE)	Budgeted FTE	Total Compensation Expense (based on Bud FTE)	Distribution Percentage (total = 100%)	Funding Dept ID	Funding Cost Center	Explanation of Position Change Requested
					-				
					-				
					-				
					-				

Budget Office Use Only

Date: _____ Budget Office Employee: _____ Action Take & Comments: _____

HYPERION

User access to Hyperion will be 'Read/View Only'. The ability for a departmental user to make changes in Hyperion will be handled using the Hyperion Change Request (HCR) form.

Hyperion – Browser Requirements

Firefox is the preferred browser for Hyperion. Internet Explorer is also compatible. Do not use Google Chrome to access Hyperion.

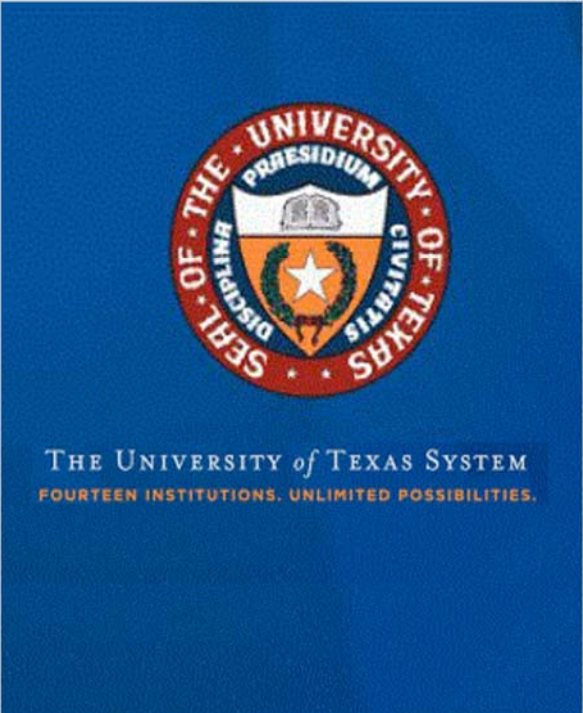
Logging Into Hyperion Workspace

To log into the Production environment for Hyperion Workspace, use the following link:

Production (PRD): <https://zahynt-prd.utshare.utsystem.edu/workspace/index.jsp>

***** If working remotely, users will need to sign in through VPN to access Hyperion*****

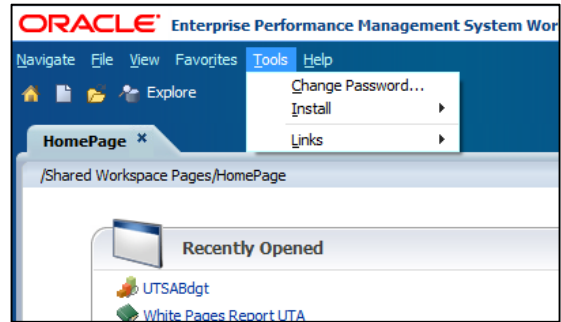
To login enter your **User Name** and **Password** and click **Log On** (or press Enter on your keyboard). (Note: a Budget Office Hyperion Administrator will send your username and password to you.) The first time you log in, you have the ability to change the initial password.

<p>User Name: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Log On"/></p>	
---	---

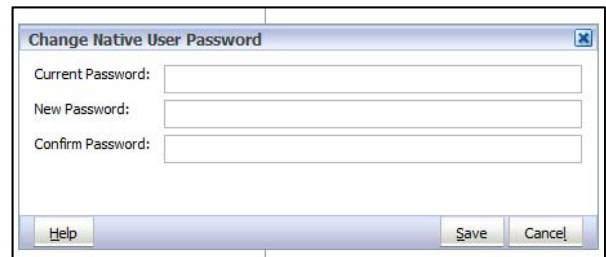
Copyright © 2005, 2014, Oracle and / or its affiliates. All rights reserved.

Changing Your Password

To change your password at any given time, log in to Hyperion, click on the **'Tools'** dropdown in the blue ribbon, and select **'Change Password'**.



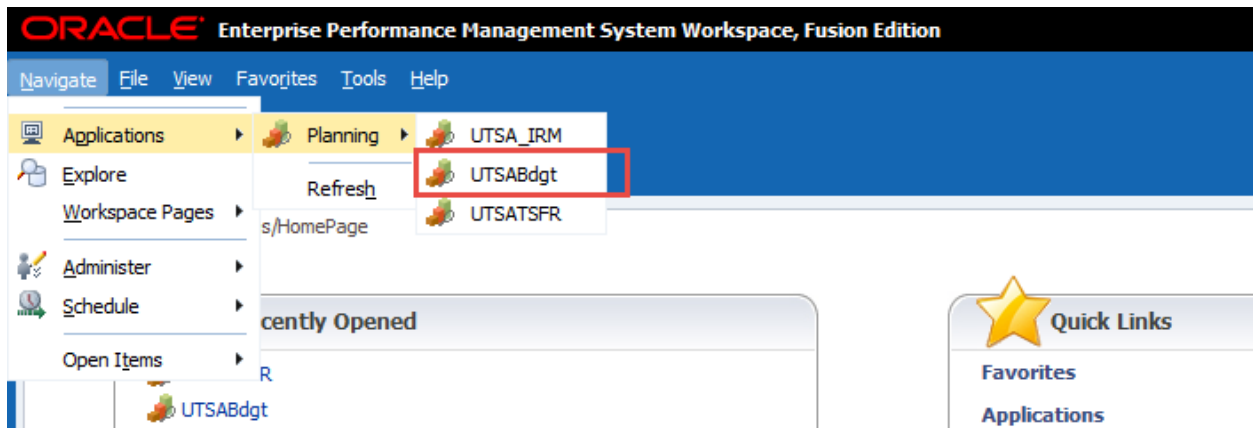
A popup window will appear, enter your **Current Password**, **New Password**, and **Confirm Password**. Once finished, select **'Save'**.



Opening the Budget Application and Setting Preferences

Log in to Hyperion Workspace, open the application by clicking on **Navigate** located in the top left-hand corner of the screen. Select **Applications -> Planning -> UTSABdgt**

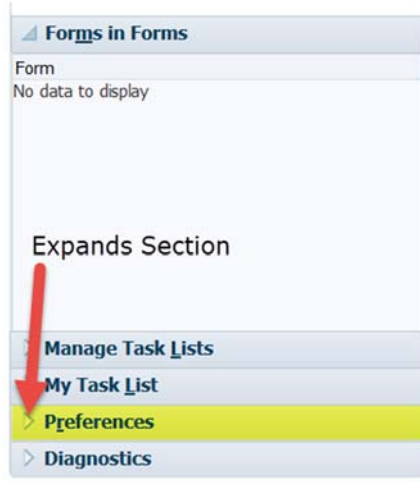
- Note only applications that you have access to will appear.



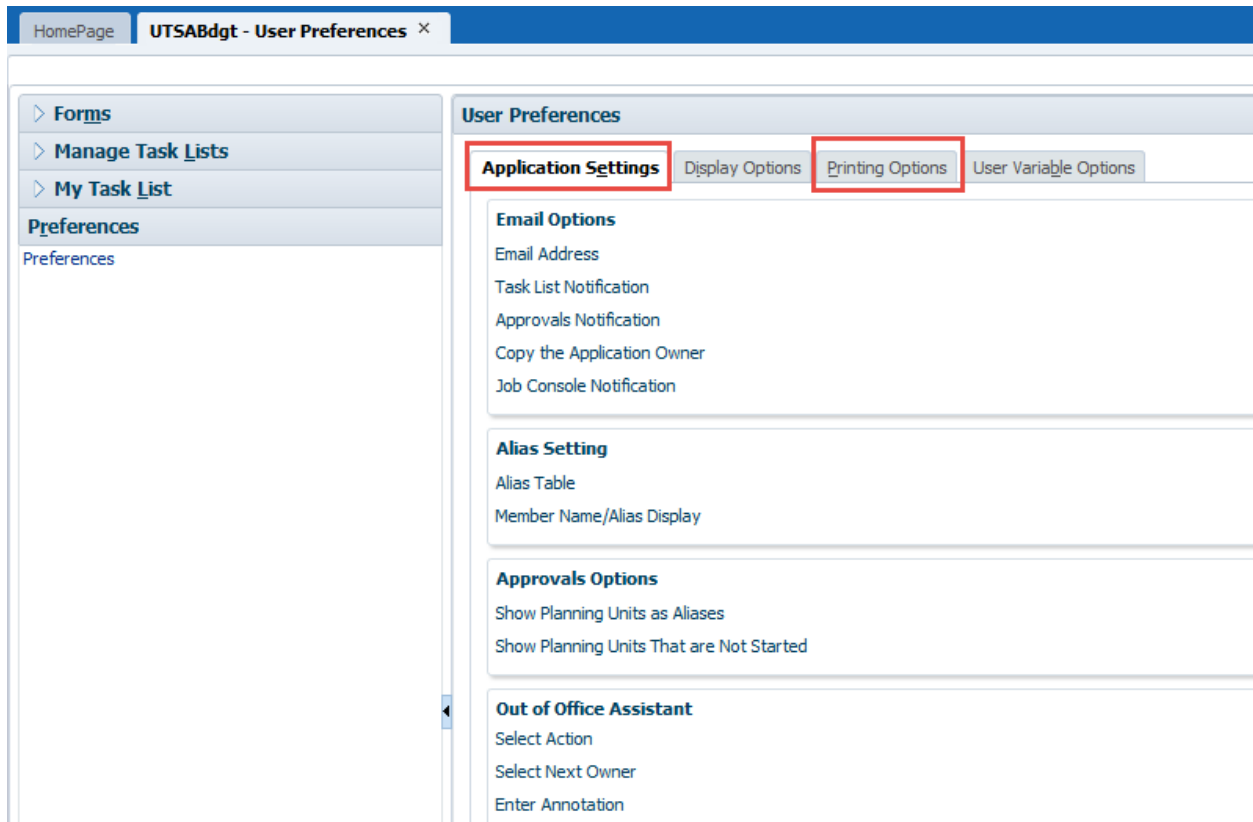
Setting User Preferences

To change or update your **User Preferences**;

- 1) Log in to Hyperion Workspace and open the UTSABdgt application.
- 2) In the View Panel on the left side of the screen, expand the Preferences tab.



The **Application Settings** and **Printing Options** tabs do not need to be changed.



Setting User Preferences – Display Options

The **Display Options** can be customized to each user’s preferences. Some suggested default settings are:

1) Number Formatting

- Thousands Separator – Choose Comma
- Decimal Separator – Choose Dot
- Negative Sign – Choose Prefixed Minus
- Negative Color – Choose Red

2) Page Options

- Indentation of Members on Page – Choose Indent based on hierarchy
 - This option dictates the look and feel of data categories on web forms.

3) Other Options

- Set the ‘Partial Grid Fetch Size (Rows,Columns)’ to (25,17).

User Preferences

Application Settings **Display Options** Printing Options User Variable Options

Number Formatting

Thousands Separator Use Application Default
Comma

Decimal Separator Dot

Negative Sign Prefixed Minus

Negative Color Red

Page Options

Remember selected page members Use Application Default

Allow Search When Number of Pages Exceeds Yes

Indentation of Members on Page 1

Indent based on hierarchy

Other Options

Show consolidation operators Use Application Default

Partial Grid Fetch Size(Rows,Columns) Form Setting

25,17

Date Format (Automatically Detect)

High Contrast

User Image

Choose File No file selected.

Please note that the maximum file size limit is 500 kB

Save any changes

Setting User Preferences – User Variable Options

Set the **User Variable Options** tab to a specified member (see example below):

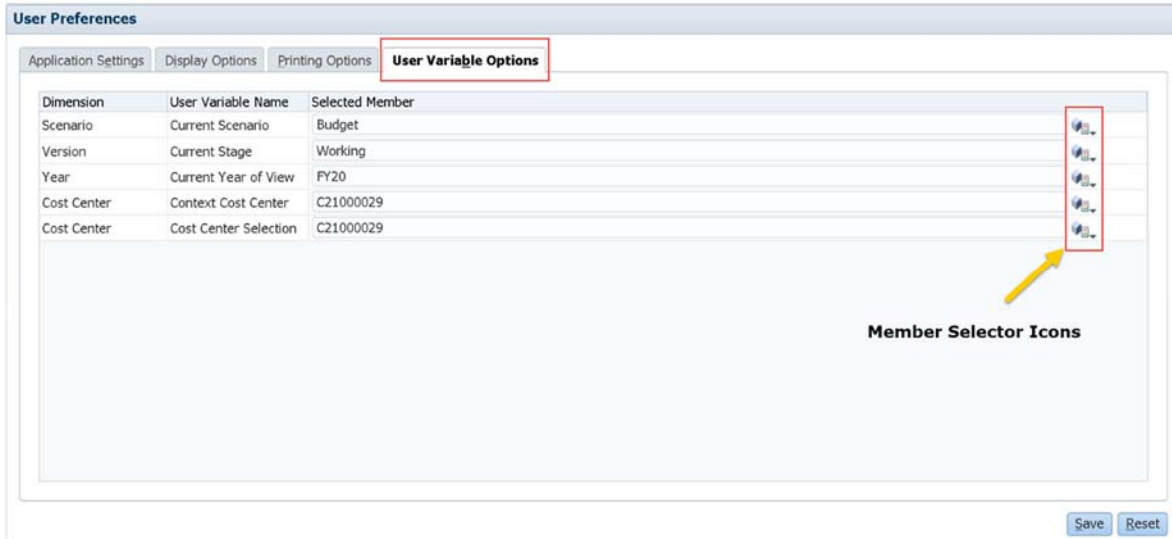
Scenario: **Budget**

Version: **Working** (Note: All updates will be made in the version “Working”)

Year: **FY22** (Current Budgeting Year)

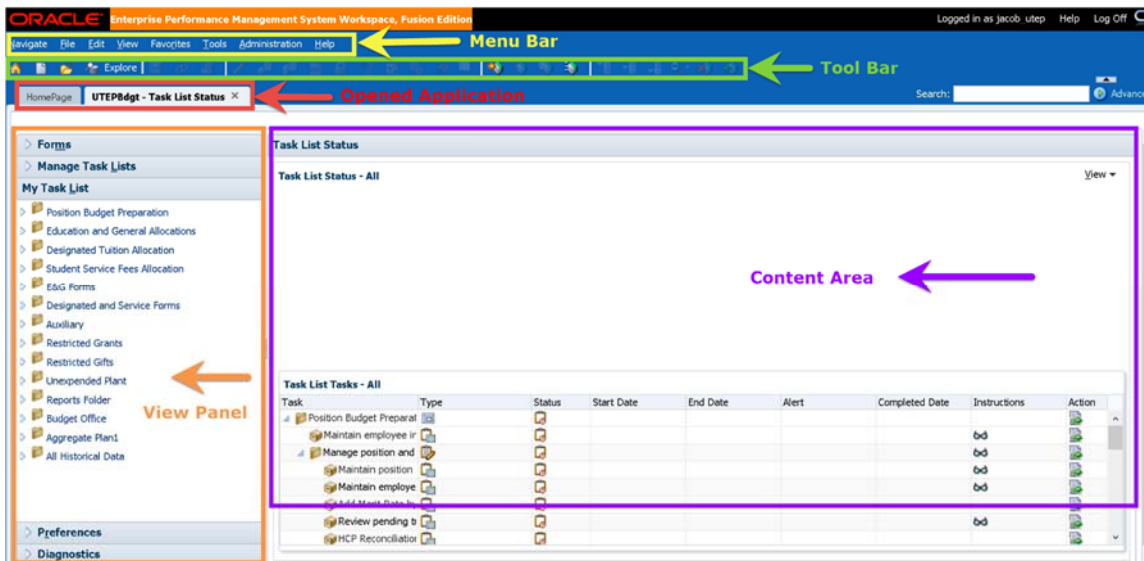
Cost Center: If there is not one that is already there, then type in one of the cost centers you use but make sure it also has a “C” preceding your cost center name. Ex: CEGX010, etc.

Note: You can either use the **Member Selector Icon**  to set all the above user variables or type them.



Hyperion Navigation

Screen shot below describes the panes in Hyperion Workspace.



Position Reports

Budget Edit Reports

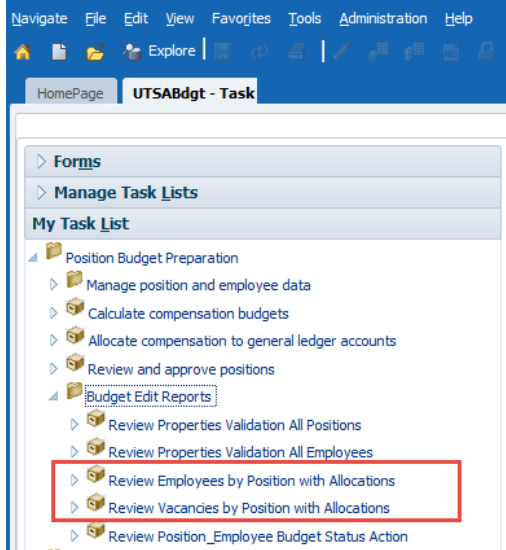
There are two position reports in the Budget Edit Reports section to aid with position review.

Report 1: "Review Employees by Position with Allocations":

Allows users to review the Funding Allocations associated with an Employee in a Position.

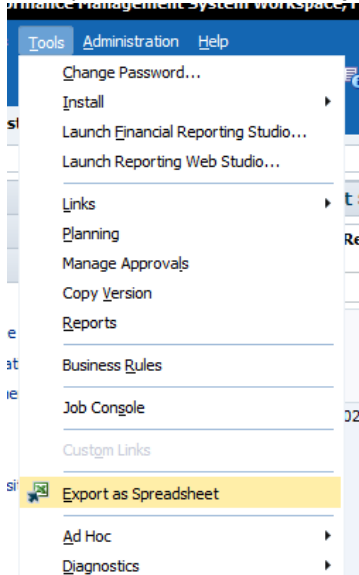
Report 2: "Review Vacancies by Position with Allocations":

Allows users to review the Funding Allocations associated with Vacant Positions. (Note: Filled positions will also appear in this report; however, they will have an FTE of 0 to help identify them.)



Exporting Report:

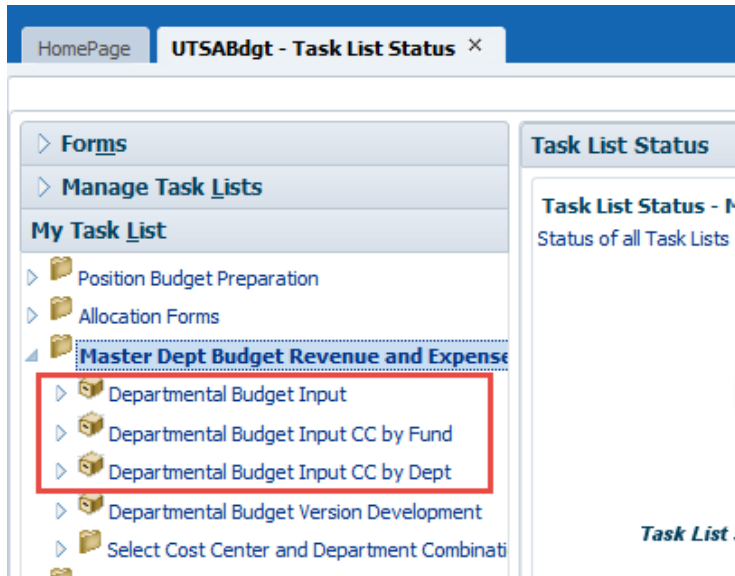
- After selecting (clicking) a report, the data will appear in the right pane.
- To Export, select **Tools -> Export as Spreadsheet**



Revenue and Expense Budgeting

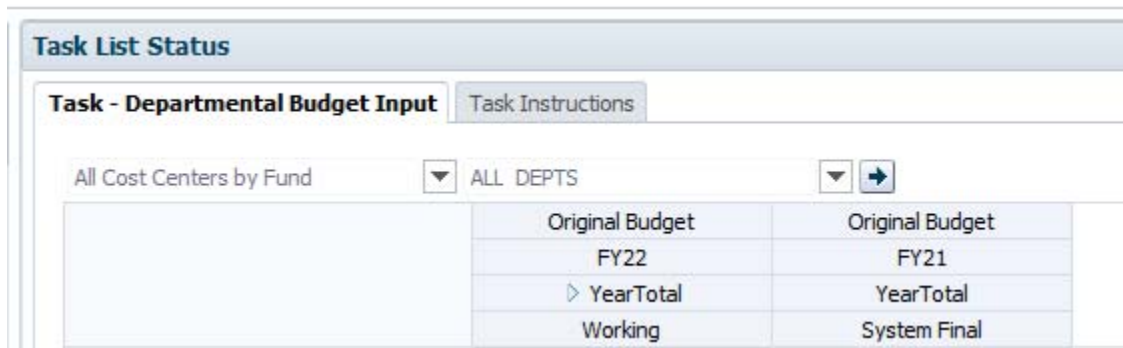
Master Dept Budget Revenue and Expense Forms

The 'Department Budget Input', 'Departmental Budget Input CC by Fund', and 'Departmental Budget Input CC by Dept' are the primary forms used to show revenue and expense in cost centers.



Departmental Budget Input - *Recommended*

The *'Department Budget Input'* form is a simplified view that displays only the current year budget that is in progress, and the finalized prior year budget. The cost centers in the drop down are arranged by fund.



Departmental Budget Input CC by Fund

The *'Department Budget Input CC by Fund'* form has more column detail. The columns contain current year budget that is in progress, and two finalized prior year budgets. In addition, there is PeopleSoft data for the Permanent Adjusted, All Adjusted, and Actuals. For cost center balancing purposes, we recommend you not focus on the permanent adjusted and all adjusted columns as these are not as relevant and can be better reviewed in PeopleSoft if there is a question regarding this budget.

Task List Status

Task - Departmental Budget Input CC by Fund

Task Instructions

All Cost Centers by Fund



ALL DEPTS



Original Budget

Original Budget

Original Budget

FY22

FY21

FY20

▶ YearTotal


YearTotal

YearTotal

Working

System Final

System Final

- To view data on the 'Departmental Budget Input CC by Fund' form, select a cost center and a department from the drop downs.
- Click the arrow  button, then the budget for the chosen Cost Center and Dept will be returned.

Departmental Budget Input CC by Dept

The 'Department Budget Input CC by Dept' form is identical to the 'Departmental Budget Input CC by Fund' except the cost centers are structured in the drop down using the Dept hierarchy rather than the Fund hierarchy - all of the data is the same. Either form can be used. The columns contain current year budget that is in progress, and two finalized prior year budgets. In addition, there is PeopleSoft data for the Permanent Adjusted, All Adjusted, and Actuals.

Task List Status

Task - Departmental Budget Input CC by Dept

Task Instructions

All Cost Centers by Dept



ALL DEPTS



Original Budget

Original Budget

Original Budget

FY22

FY21

FY20

▶ YearTotal


YearTotal

YearTotal

Working

System Final

System Final

- To view data on the 'Departmental Budget Input CC by Dept' form, select a cost center and a department from the drop downs.
- Click the arrow  button, then the budget for the chosen Cost Center and Dept will be returned.

Rounding reflected in Hyperion on Position Budgets

New in Hyperion is a rounding feature to reflect salary budgets at the nearest dollar. As individual salary calculations are made in Hyperion with FTE and funding distributions, the results reflect several decimal points. When these are summed in each of the salary categories such as A&P salaries, classified salaries and faculty salaries, the number will be reflected with a rounding adjustment. Similar to what you see in the print screen below.

Task List Status

Task - Departmental Budget Input CC by Fund Task Instructions

DBX035 CPE SALARIES CTR046 COB PROFESSIONAL EXCE

	Original Budget	Origin
	FY22	F
	YearTotal	Yei
	Working	Syst
▲ All Revenue	582,758	
Staff Salaries Budget		
51101 SW Admin Prof	222,600	
A&P Rounding Adjustment	0	
51109 A&P Salary Reserve	20,000	
▲ A&P Salaries	242,600	
51201 SW Classified	197,214.78999999995	
CLS Rounding Adjustment	0.20999999999185093	
▲ Classified Salaries	197,215	
▲ Staff Salaries	439,815	

Reports Folder

After the Budget Office processes an HCR form, the report to view is 'All Accounts by Cost Center'. The report shows total revenue and total expense in the cost center. Select the department or division from the drop down to view all the cost centers associated.

A Cost center is in balance if All Revenue = Total Expense and Fringe After Transfers in this Report.

My Task List

- ▶ Position Budget Preparation
- ▶ Allocation Forms
- ▶ Master Dept Budget Revenue and Expense
- ▶ Revenue and Expense by Fund Group
- ▶ Reports Folder
 - ▶ All Accounts by Cost Center

Task - All Accounts by Cost Center Task Instructions

Period: YearTotal

BFA003 BUDGET & FINANCIAL PLAN Budget Baseline FY22

	All Revenue	Staff Salaries	Fac Salaries	GTA Salaries	Wages	Operating Expenses	Reserve Expense	Total Expenses	Fringe	Total Exp and Fringe Before Transfers	Debt Service	Expense Transfers	Total Exp and Fringe After Transfers
DXM013 BUDGET PLAN DEVELOP OPS	14,894					14,894		14,894		14,894			14,894