Budget Line FTE

This report shows your employees and positions by the employees’ home department giving you the total FTE for each employee prompted by the Entity.

Log into Hyperion using the following navigation: PeopleSoft > Main Menu > Budgeting > UF Hyperion Budgeting

Once in Hyperion if you have the HomePage set to default you can get to the reports from the Workspace Pages box by clicking on the Reports Folder. The Explore tab will automatically open with the reports available.
If you have the application (UBO_PSPB) set to default you can get to the reports from the Explore Link then find Shared Workspace Pages in the left hand column and click the plus sign to open where you will find the Reports folder which you will then click to get the reports.

Double Click on the Budget_Line_FTE report.
The report will open and prompt you for your Entity.

There are two ways to search on this screen. The first way is the manually type your search options. When using this option you need to remember to use the correct search options. We will start with Entity below. When searching for Entity you need to first click the Edit Member Names option.

Then you need to highlight and delete Unspecified Entity and type your search criteria. It is important that you always remember to do HR_XX(XXXX). Depending on the number of employees that are in a department you will either search at the 2 digit, 4 digit, or 6 digit department id. In this example we will select the Graduate School which is HR_12. Click the OK button to run your report.
The second way to run the report is to click on the Member Selection Icon, drill down to choose your Entity, and send it to your selected options using the right hand facing arrow.

Once your selection is in the selected box move the Unspecified Entity back over to the members’ area by clicking it and using the left hand facing arrow then click the OK button.
Finally click the OK button to run your report.

It will process and your report will open.

Note: UFID’s blocked out for security purposes.
You can also export this report into Excel. Once your report has opened go to File > Export > Excel.

The report will open in Excel and may open as a popup window behind Hyperion so please keep an eye out for it on your task bar.
When you go back into Hyperion you will notice that you now have a blank tab with the heading Budget_Line_FTE. You can close this blank tab by clicking on the x in the upper right hand corner of the tab.