Past Three Year Actuals

This report shows your past three years worth of actuals.

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 Past_Three_Year_Actuals report.
The report will run and open. When it is done you can change the Entity (Department) if needed by clicking on the Entity button in the upper left hand corner.

The Preview User Point of View drill down box will open.

Click the + icon next to Entity, + icon next to Total UF, + icon next to the Senior VP or VP area, and so on and so forth until you get to the level you would like and then click OK. In this example we will select the College of Business Administration.
It will process again and your report will open

Processing - Please Wait...

Cancel

Entity: Business Administration
You can also drill down further on the Account filed by clicking on the total accounts drill down. To drill back up just click the highest level and it will collapse back.
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 Past_Three_Year_Actuals. You can close this blank tab by clicking on the x in the upper right hand corner of the tab.