Hyperion Reporting Instructions
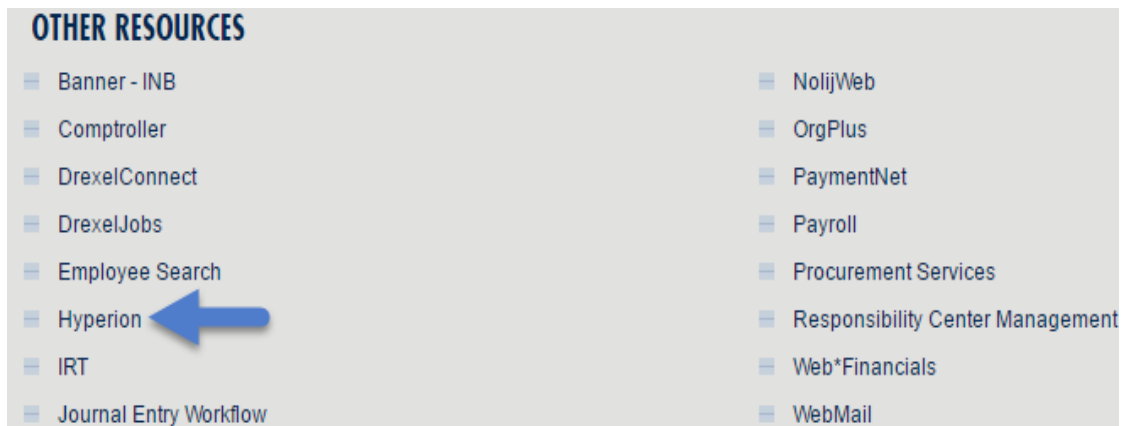## "WF_WT_WS User Access"

This report shows the cost centers that individuals in your area have access to for Web*Finance, Web*Telephone, and Web*Salary.

Note: Some actions are available based on Hyperion Reporting License. Please contact the Office of Budget and Financial Planning at budget@drexel.edu for further assistance.

For further information regarding fields, roll-ups and other items, please reference the "Hyperion Reporting - Reference List" found at http://drexel.edu/budget.

Log in to Hyperion Reporting:

- To begin, visit the Office of Budget and Financial Planning website, and then click the "Hyperion" link in the Other Resources box towards the bottom of the home page. **Internet Explorer is the browser that must be used with Hyperion.** Once prompted, please enter your **Drexel Log in** name and password**.**

- Click the "Explore" tab to open up the reporting sections that are accessible to you. If you do not have access to a specific report, please send a request to budget@drexel.edu.
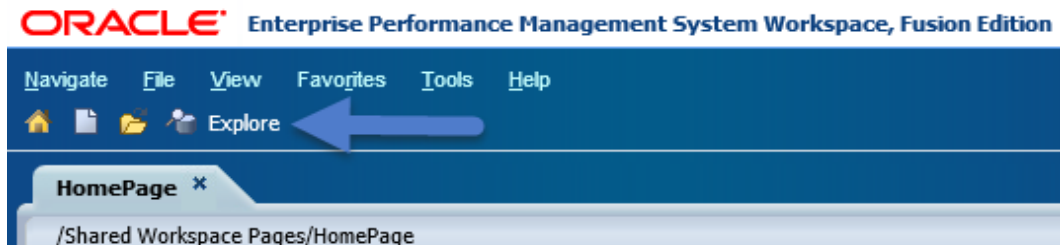
- Double click the report "WF_WT_WS User Access" that can be found in the folder - Drexel => Budget => Budget Administrators Reports.

/Drexel/Budget/Budget Administrators Reports

!	*	Name ▲
		Periodic Operating Statement
		Transaction Detail Report
		WebFinance, WebTelephone, WebSalary User Access

Processing Access Report:

- This report has been prepopulated with filters for ease of processing. Simply press the "Process" button at the top of the screen to generate results.

File Edit View Insert Format Query DataModel Tools Help
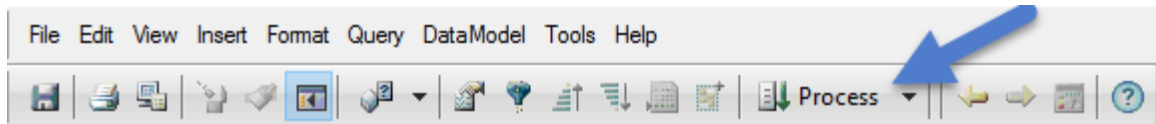
- For security purposes, a prompt will require input of your user credentials. This Host User and Host Password is your **Web*Financials log in**. This prompt may also first appear if you attempt to modify certain items prior to processing.

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| Host User | | OK |
| Host Password | | Cancel |

- Results should now appear in the windows in each category. There are multiple options to view the data. Pivot tables have been provided in the form of cost center list, user list and users by home org hierarchy for each category.

Exporting Hyperion Reporting Data:

- **Copy and paste method:** Highlight all the results, by either holding the CTRL+A or clicking on the first box on the left hand side of the results as shown below. Individual columns and rows can also be selected by holding CTRL and clicking on the appropriate column. Copy information by selecting CTL+C. Wait until the system copies the entire data set by ensuring the bottom right hand corner says "xxx of xxx rows" (see example below). Depending on the size of the data set, this may either be instant or take up to a minute. Paste information into a blank Excel workbook using CTL + V.

Filter   Fund Code Key Orgn Code Key

	Fiscal Year	Fiscal Period
1	2017	14

465 of 465 Rows   09/08/17 09:47:54

- **Export Method:** You can also export by File → Export → Section, and save the data to the appropriate folder (Save as type: Excel *.xlsx is recommended. Please ignore the default setting of html.) Wait until the file exports completely before opening or manipulating the workbook. You will see "Exported xxx rows" in the bottom right hand corner. Depending on the size of the data set, this may either be instant or take up to a minute.

| Exported 465 rows | 09/08/17 09:47:54 |
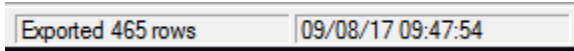
- **Note:** If you export, the results will appear as text in Excel. If you copy and paste, the results will appear as numbers. An example of the difference can be found in "Fiscal Period"; the text files will appear as "01" and the number file will appear as "1" for the first fiscal period. Differences are minimal but can affect subsequent excel formulas such as V-lookups.