Smart View Training

THE UNIVERSITY OF CHICAGO

March 2021

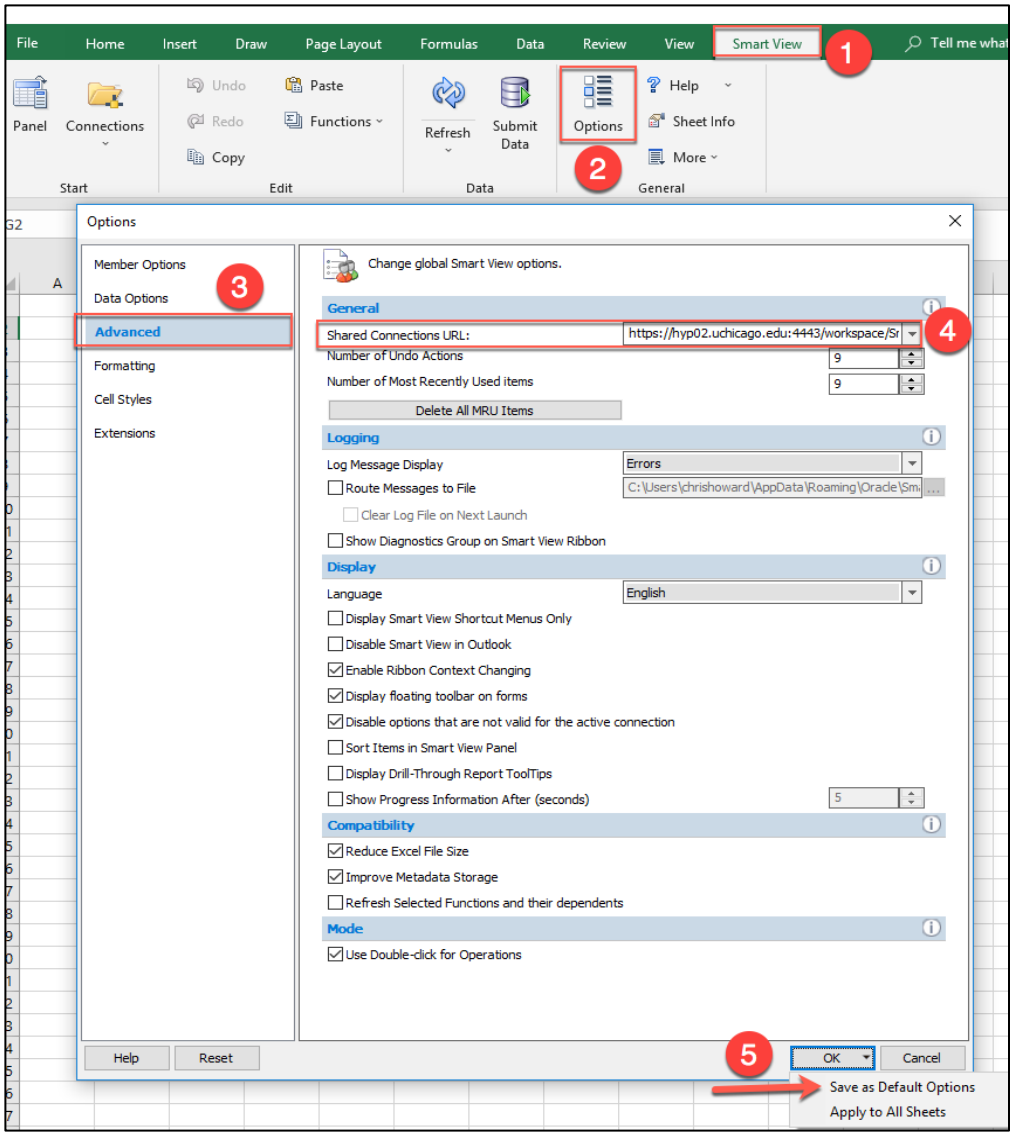
Agenda

- Smart View Overview
- Connecting to Smart View and Setting Preferences
- Accessing Web Forms and Data Entry
- Dimensional Overview
- Smart View Ad-Hoc Analysis
- Ad-Hoc Reporting Examples
- Questionnaire

Smart View – General Information

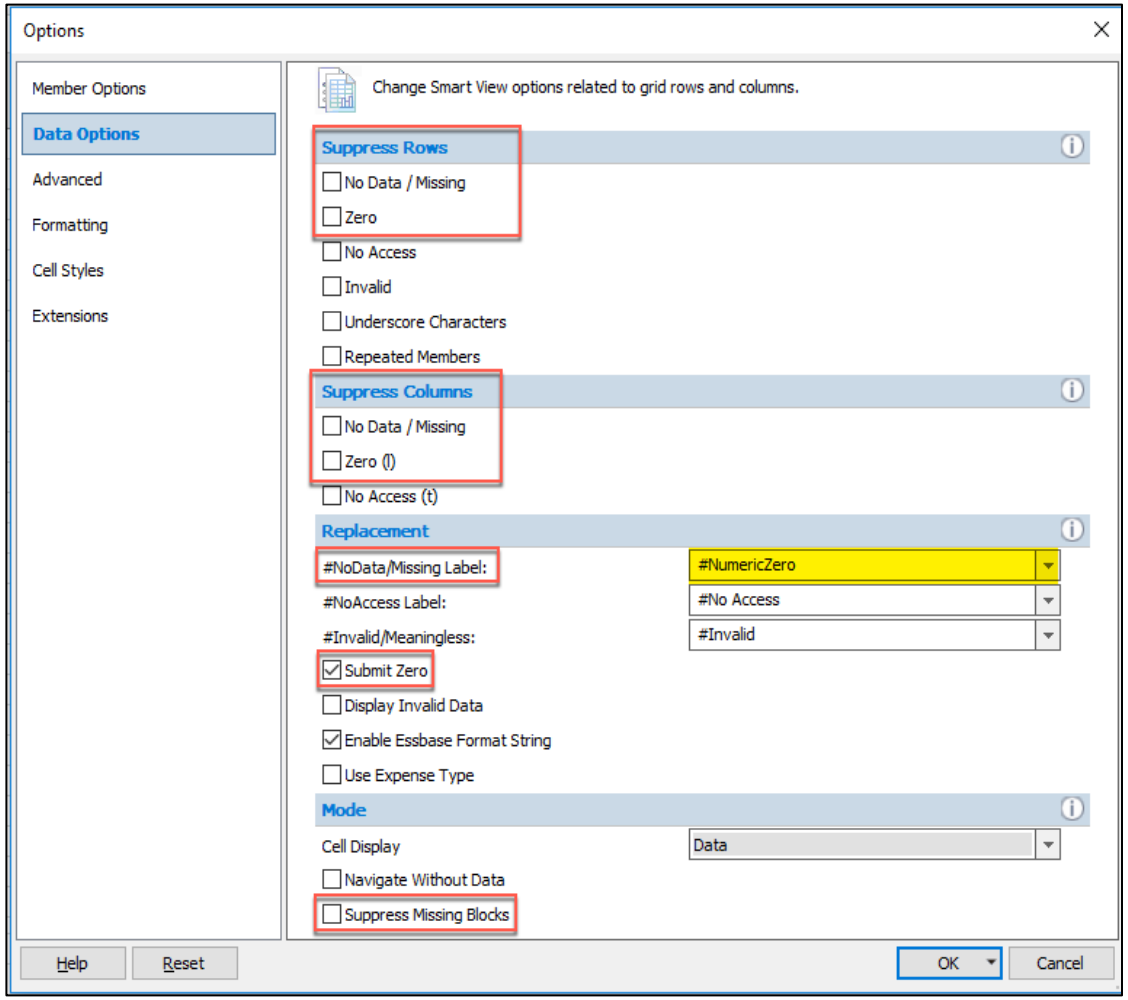
- Hyperion Smart View is a Microsoft Excel Add-In that allows end users to connect to Hyperion/Delphi from within Microsoft Excel
- Security will govern if a user can access Smart View, what the user can see and what the user can run
- Delphi username and password are the same for using Smart View
- The purpose of Ad-Hoc reporting is to equip end-users with the ability to query data, in a consistent format and create reports that can consistently and quickly be refreshed by each end-user

Smart View – Adding Connection URL



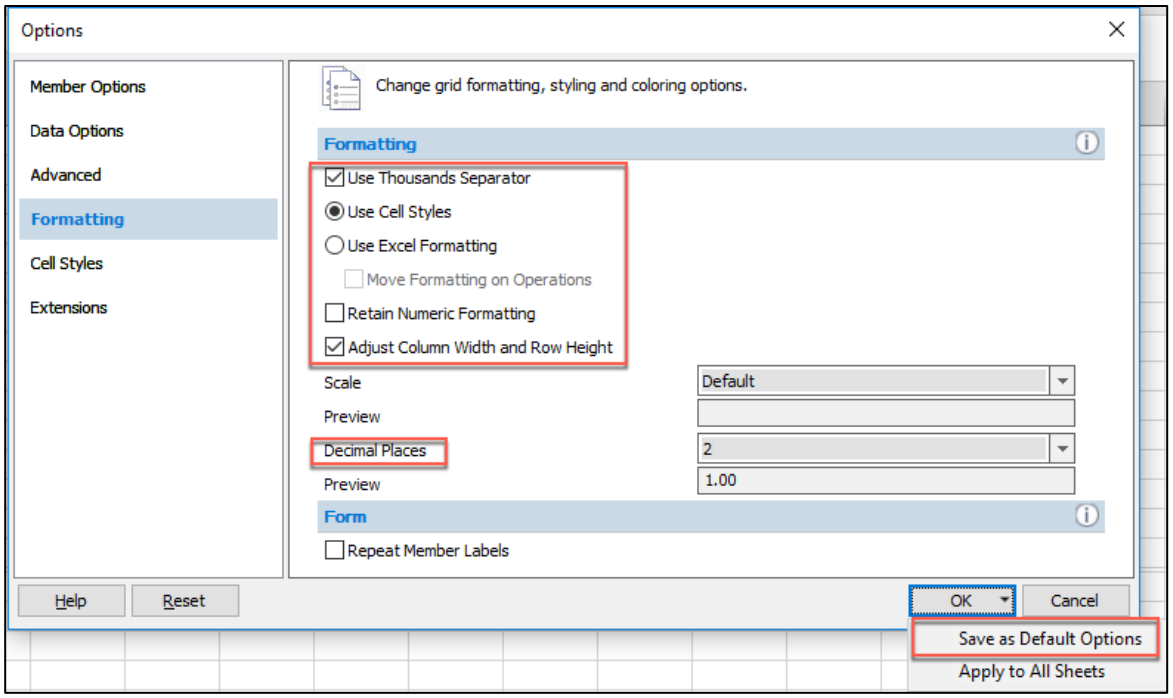
1. Select the Smart View tab
2. Select Options
3. Select Advanced
4. Copy https://hyp02.uchicago.edu:4443/workspace/SmartViewProviders into Shared Connections URL
5. Select the down arrow, to the right of 'Ok' and select 'Save as Default Options'

Smart View – Setting Preferences



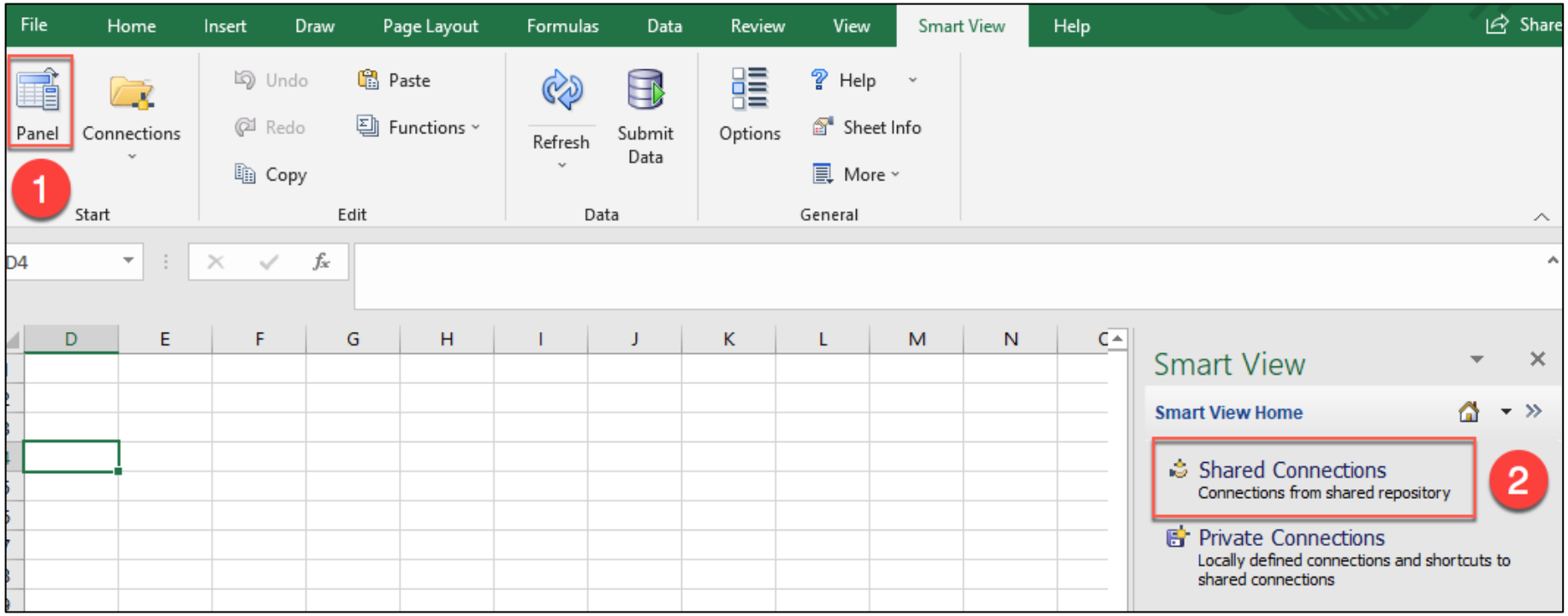
1. Check the 'Submit Zero' box
2. Set the '#NoData / Missing Label' to #NumericZero
3. Make sure the 'Suppress Missing Blocks' is unchecked
4. Column and Row data suppression settings are controlled here in Data Options.
5. Click 'Save as Default Options'

Smart View – Setting Preferences



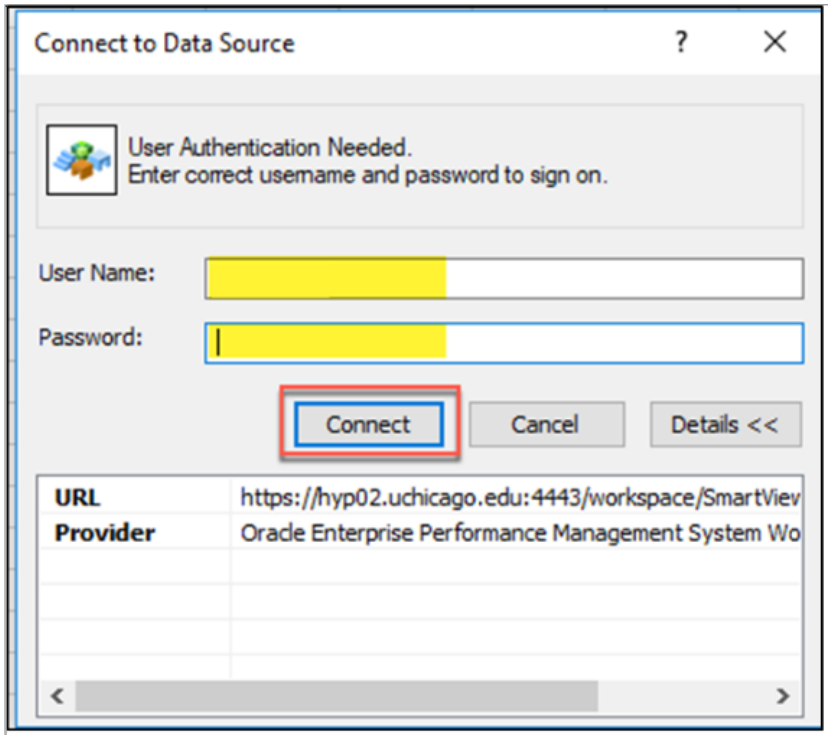
1. Check the 'Thousands Separator' box
2. Ensure 'Use Cell Styles' is selected
3. Set your preference for the number of decimal places that will display
4. Click 'Save as Default Options'

Smart View – Logging In



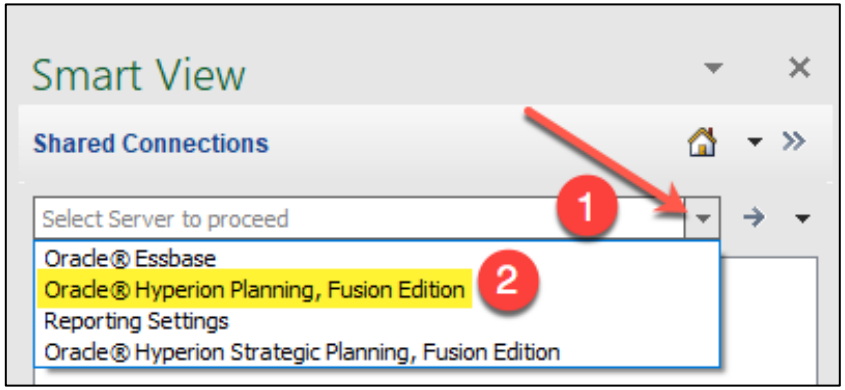
1. Select 'Panel'
2. Select 'Shared Connections'

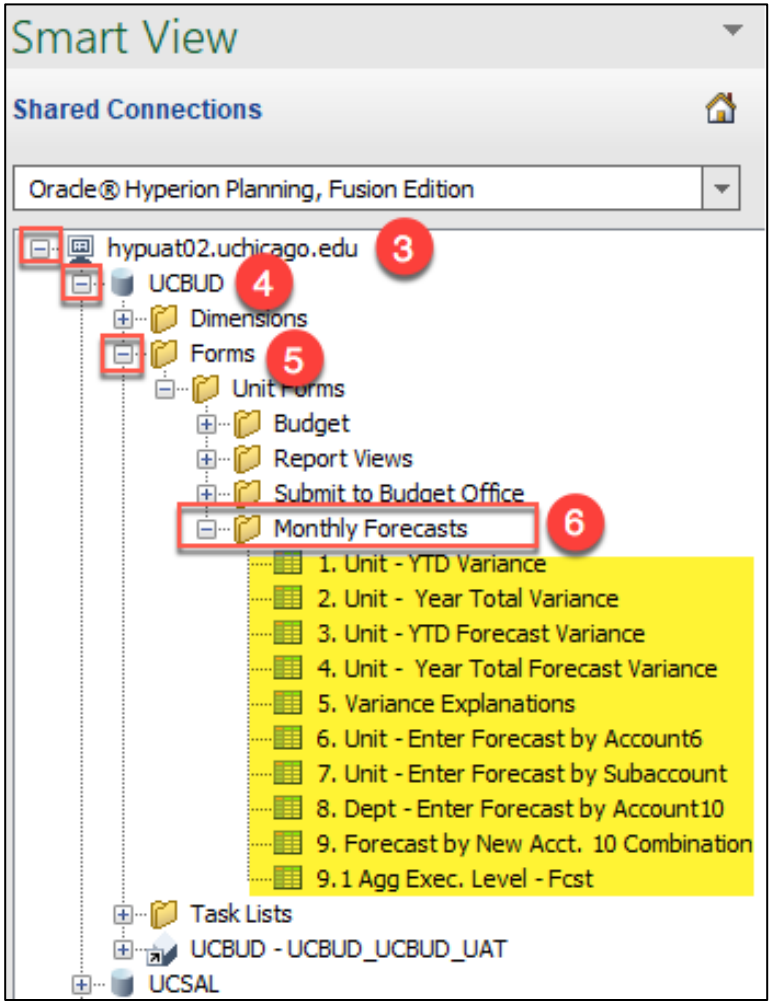
Smart View – Logging In Cont.



1. Enter User Name and Password
2. Click 'Connect'

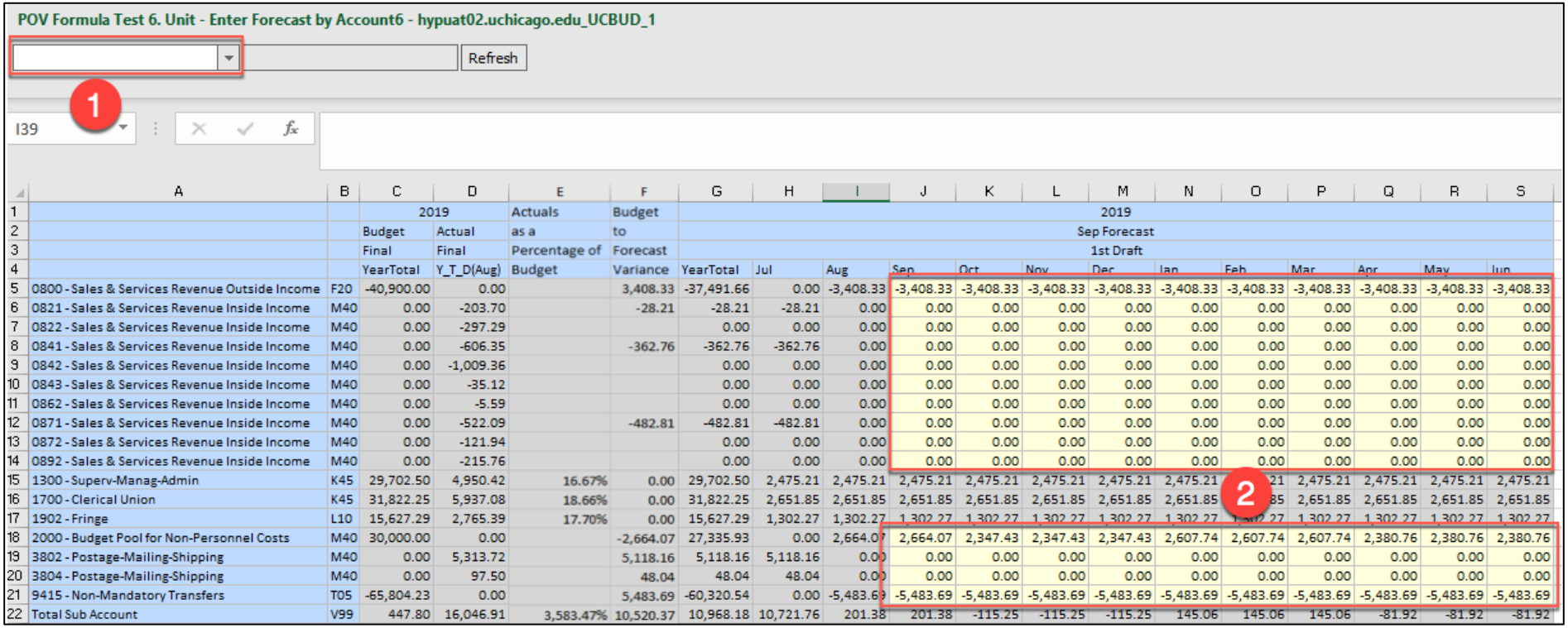
Smart View – Select Application





1. Select the down arrow
2. Click 'Oracle Hyperion Planning, Fusion Edition'
3. Click the + icon to the left of 'hyp02.uchicago.edu'
4. Click the + icon to the left of 'UCBUD'
5. Click the + icon to the left of ' Forms'
6. Click the + icon to the left of the form folder you wish to open
7. Double click on the name of the form you wish to open

Smart View – Web Forms & Data Entry

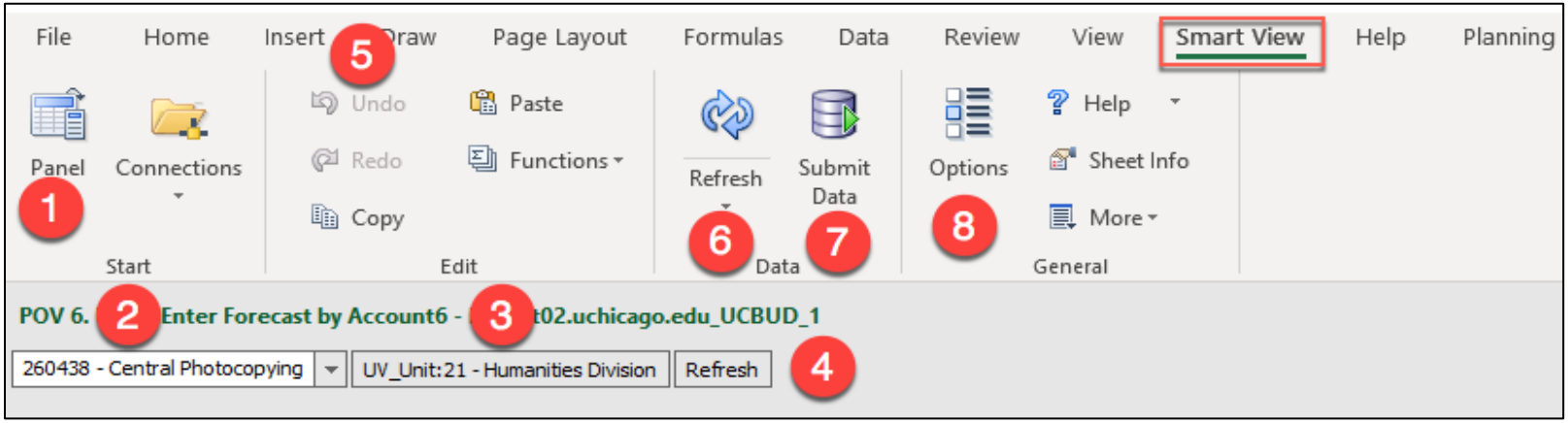


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1			2019		Actuals	Budget	2019												
2			Budget	Actual	as a	to	Sep Forecast												
3			Final	Final	Percentage of	Forecast	1st Draft												
4			YearTotal	Y_T_D(Aug)	Budget	Variance	YearTotal	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
5	0800 - Sales & Services Revenue Outside Income	F20	-40,900.00	0.00		3,408.33	-37,491.66	0.00	-3,408.33	-3,408.33	-3,408.33	-3,408.33	-3,408.33	-3,408.33	-3,408.33	-3,408.33	-3,408.33	-3,408.33	-3,408.33
6	0821 - Sales & Services Revenue Inside Income	M40	0.00	-203.70		-28.21	-28.21	-28.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7	0822 - Sales & Services Revenue Inside Income	M40	0.00	-297.29			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	0841 - Sales & Services Revenue Inside Income	M40	0.00	-606.35		-362.76	-362.76	-362.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	0842 - Sales & Services Revenue Inside Income	M40	0.00	-1,009.36			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	0843 - Sales & Services Revenue Inside Income	M40	0.00	-35.12			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	0862 - Sales & Services Revenue Inside Income	M40	0.00	-5.59			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12	0871 - Sales & Services Revenue Inside Income	M40	0.00	-522.09		-482.81	-482.81	-482.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13	0872 - Sales & Services Revenue Inside Income	M40	0.00	-121.94			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	0892 - Sales & Services Revenue Inside Income	M40	0.00	-215.76			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15	1300 - Superv-Manag-Admin	K45	29,702.50	4,950.42	16.67%	0.00	29,702.50	2,475.21	2,475.21	2,475.21	2,475.21	2,475.21	2,475.21	2,475.21	2,475.21	2,475.21	2,475.21	2,475.21	2,475.21
16	1700 - Clerical Union	K45	31,822.25	5,937.08	18.66%	0.00	31,822.25	2,651.85	2,651.85	2,651.85	2,651.85	2,651.85	2,651.85	2,651.85	2,651.85	2,651.85	2,651.85	2,651.85	2,651.85
17	1902 - Fringe	L10	15,627.29	2,765.39	17.70%	0.00	15,627.29	1,302.27	1,302.27	1,302.27	1,302.27	1,302.27	1,302.27	1,302.27	1,302.27	1,302.27	1,302.27	1,302.27	1,302.27
18	2000 - Budget Pool for Non-Personnel Costs	M40	30,000.00	0.00		-2,664.07	27,335.93	0.00	2,664.07	2,664.07	2,347.43	2,347.43	2,347.43	2,607.74	2,607.74	2,607.74	2,380.76	2,380.76	2,380.76
19	3802 - Postage-Mailing-Shipping	M40	0.00	5,313.72		5,118.16	5,118.16	5,118.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20	3804 - Postage-Mailing-Shipping	M40	0.00	97.50		48.04	48.04	48.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21	9415 - Non-Mandatory Transfers	T05	-65,804.23	0.00		5,483.69	-60,320.54	0.00	-5,483.69	-5,483.69	-5,483.69	-5,483.69	-5,483.69	-5,483.69	-5,483.69	-5,483.69	-5,483.69	-5,483.69	-5,483.69
22	Total Sub Account	V99	447.80	16,046.91	3,583.47%	10,520.37	10,968.18	10,721.76	201.38	201.38	-115.25	-115.25	-115.25	145.06	145.06	145.06	-81.92	-81.92	-81.92

1. Point of View selection box, select the Account 6 member. Then click the 'Refresh' button to update the form

2. Yellow cells represent cells where data can be entered

Smart View – Web Forms & Data Entry Cont.



1. Panel – used to connect your spreadsheet to Smart View
2. Point of View – depending upon the form, user can change Account or Sub Account Member that the active form is pointing to
3. Unit Variable – display's your user variable for Unit (this is set in Delphi Workspace)
4. Refresh – when you have updated the Point of View, you must click refresh to update the form
5. Undo/Redo – these undo/redo buttons control Smart View activities (up to 9 actions back or forward) separate from traditional Excel undo/redo
6. Refresh – button can be used interchangeably with button #4, this button is used more during Ad-hoc analysis
7. Submit Data – when data has been entered onto an open web form, user must select submit data to enter it into the system. (Similar to Floppy Disk Icon in Delphi)
8. Options – Controls all Smart View settings

Smart View – Ad Hoc Analysis

- Ad-Hoc analysis allows end users the ability to slice and dice data that will to support data research and/or custom reporting needs
- All Ad-Hoc analysis is done in Microsoft Excel
- Ad-Hoc workbooks can be saved locally, reopened and refreshed by each end user (Ad-hoc workbooks do not need to be created from scratch)
- To conduct Ad-Hoc analysis in SmartView, end-users need to have an understanding of how data sits in UCBUD and UCSAL
- SmartView Ad-Hoc analysis is governed by the same end-user security that exists in Delphi
- Understanding the dimensionality of the UCBUD and UCSAL Applications will help users understand the power of Ad-Hoc analysis

Smart View – Dimensionality

What is a Dimension?

- **Dimensions are structural elements of an application that describe and organize data (data about data)**
- **Delphi provides six (6) standard, system-defined dimensions**
- **Delphi also provides the ability to define custom dimensions**
- **For Example: "I look at my data by Period (Month), by Entity (Account6), and by Sub Account"**

Smart View – Application Dimensionality

UCSAL

Standard Dimensions	
1	Scenario (Budget, Actual, Forecast)
2	Version (1st Draft, Submission, Final)
3	Period (YearTotal, Q1, Jul, Aug, Sep, Q2, …)
4	Year (FY20, FY21…)
5	Sub Account or Account Control (XXXX)
6	Entity – Account 6 (FAS_10, FAS_400, 123456_V01)

Additional Dimensions	
7	Measures (Benefits, Allocation Pay Amt.)
8	Job Title (6 digit code)
9	Positions (Academic Ops, WD_12, P9014567)
10	Employee (HR_10, HR_400, 12345678H)

UCBUD

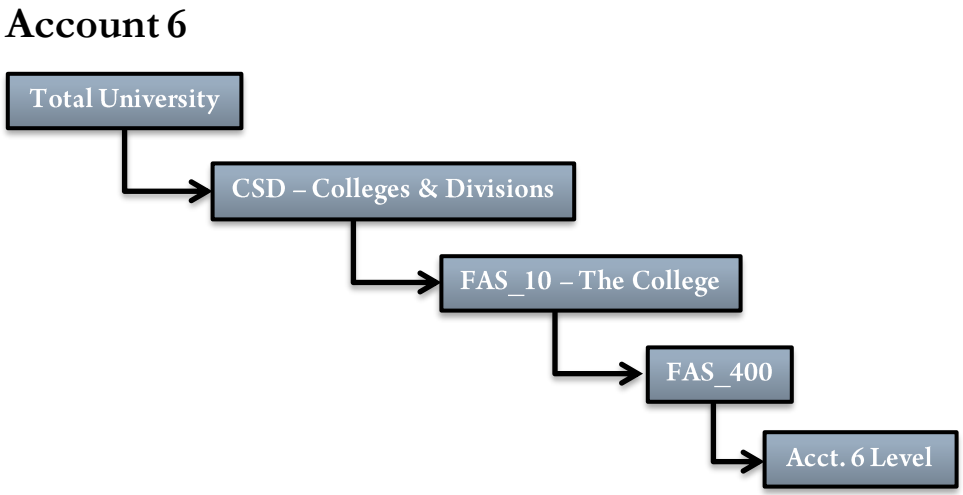
Standard Dimensions	
1	Scenario (Budget, Actual, Forecast)
2	Version (1st Draft, Submission, Final)
3	Period (YearTotal, Q1, Jul, Aug, Sep, Q2, …)
4	Year (FY20, FY21…)
5	Sub Account or Account Control (XXXX)
6	Entity – Account 6 (FAS_10, FAS_400, 123456_V01)

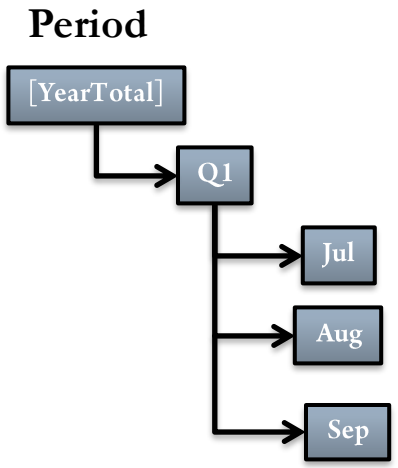
Additional Dimensions	
7	View (SBR row codes V99, P99, M40)

Smart View – Hierarchies

What is a Member?

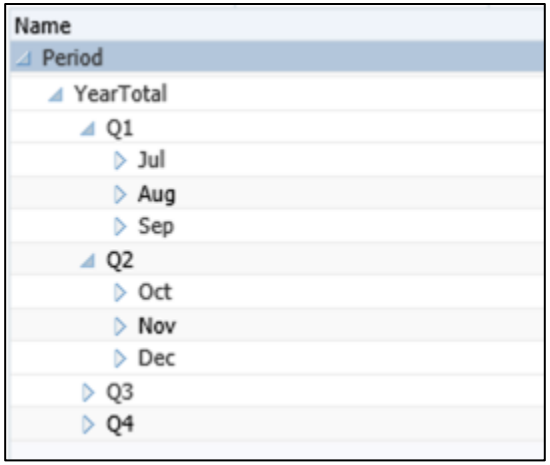
- A member is an element or item in a dimension
- Member names must be unique across an application
- For Example: FAS_21, SL7100, Dec, Actual





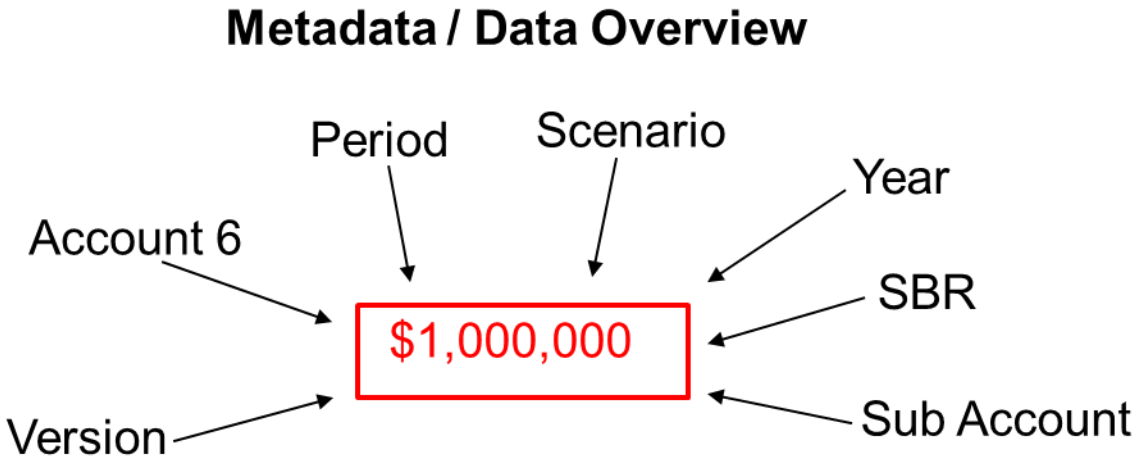
Smart View – Hierarchy Terminology

- Parent – Members one level below a specified member
  - Q1, Q2, Q3, and Q4 are parent members – containing monthly detail
- Children – Members with parents above them
  - Jul, Aug and Sep are children of the parent Q1
- Siblings – Members of the same parent and on the same level
  - Jul, Aug and Sep are siblings
- Descendants – Members at any level below a parent
  - Q1, Jul, Aug, Sep, Q2, Q3, and Q4 are all descendants of [Year]

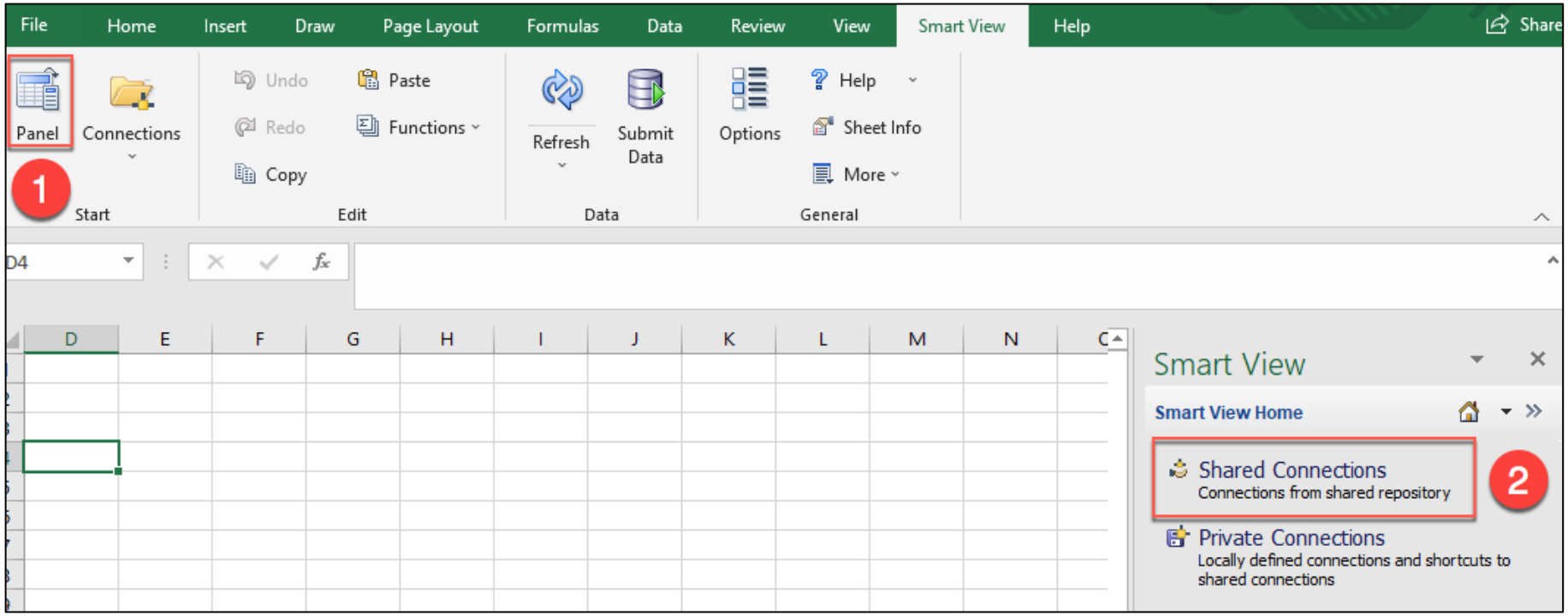


Smart View – How to Find Data

- A multidimensional database approach enables multiple views of datasets, with any given data point being the intersection of the defined dimensions
- Example:
  - Any single piece of data resides at the intersection of all the dimensions in the given application
  - View data by any member within any dimension
  - Data is entered/loaded at the bottom level (level zero) of all dimensions

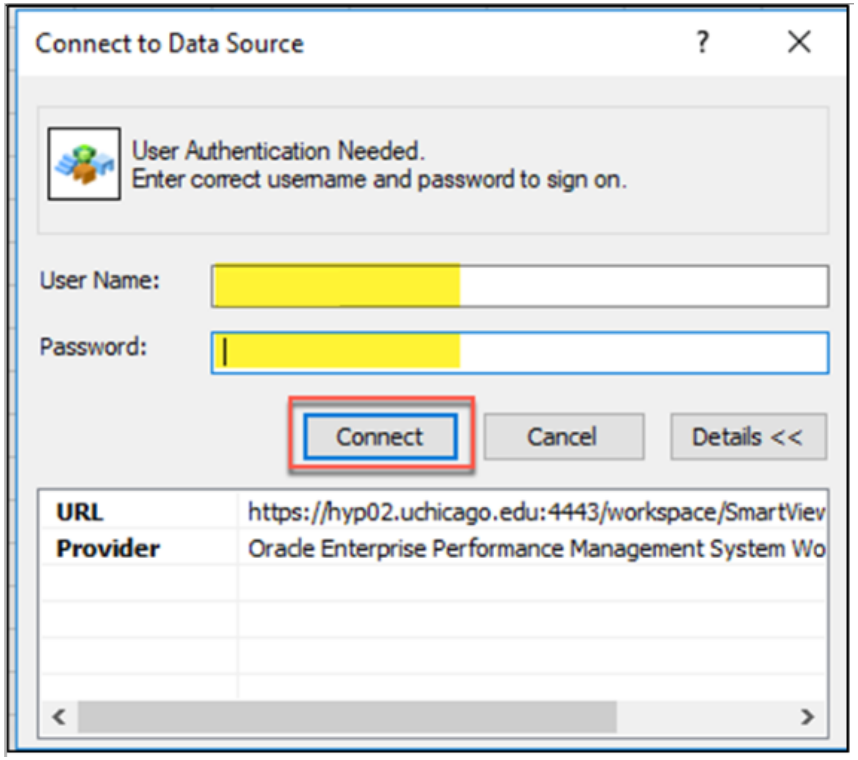


Smart View – Logging In



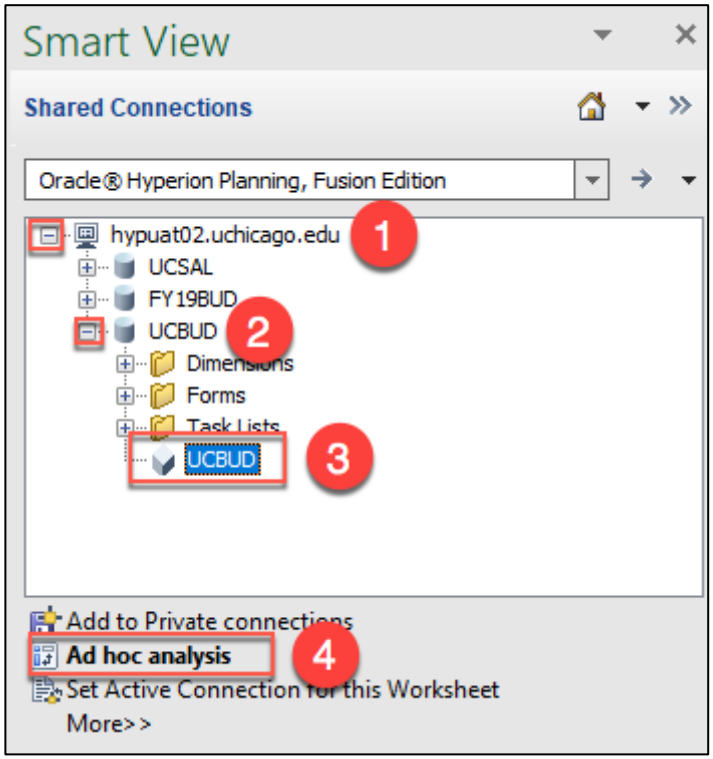
1. Select 'Panel'
2. Select 'Shared Connections'

Smart View – Logging In Cont.



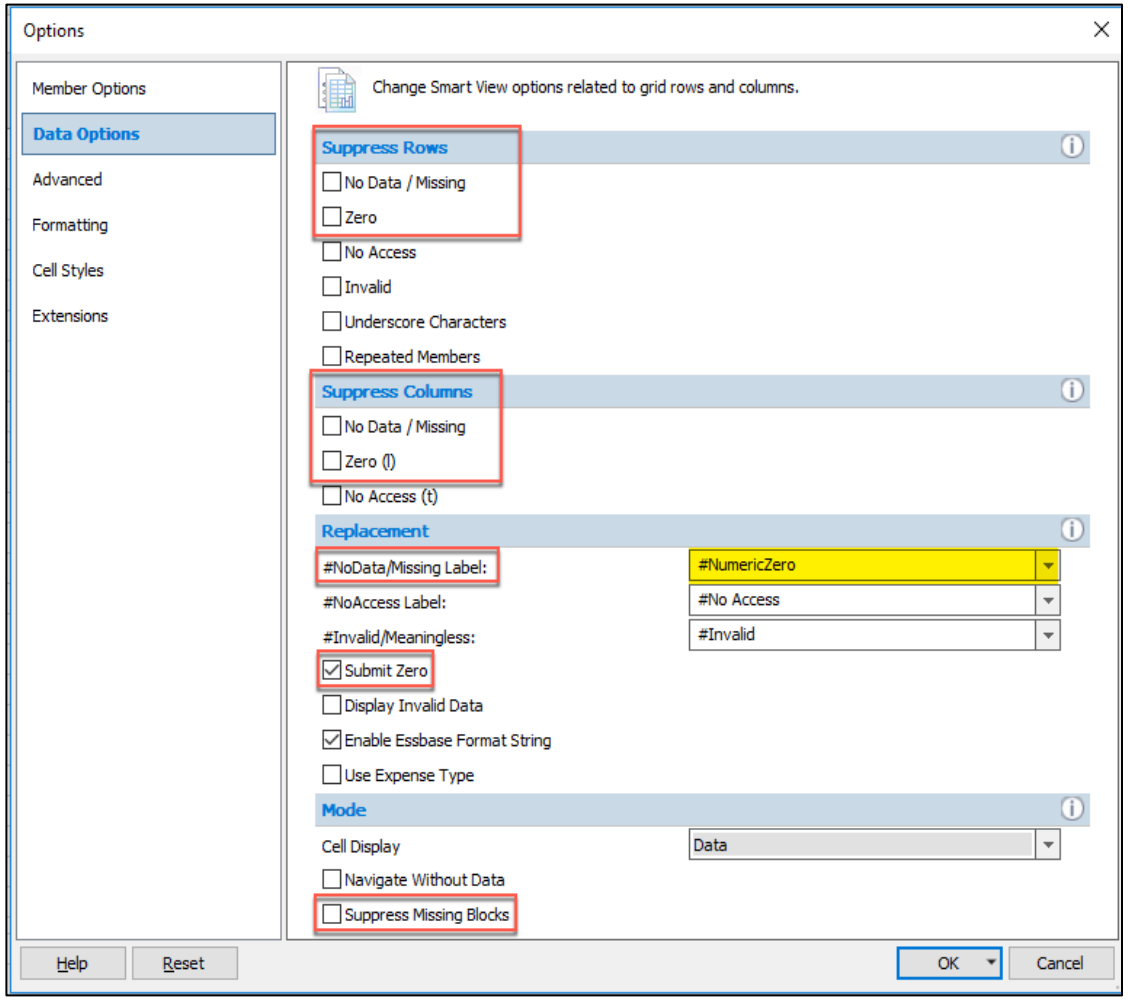
1. Enter User Name and Password
2. Click 'Connect'

Smart View – Ad Hoc Connection



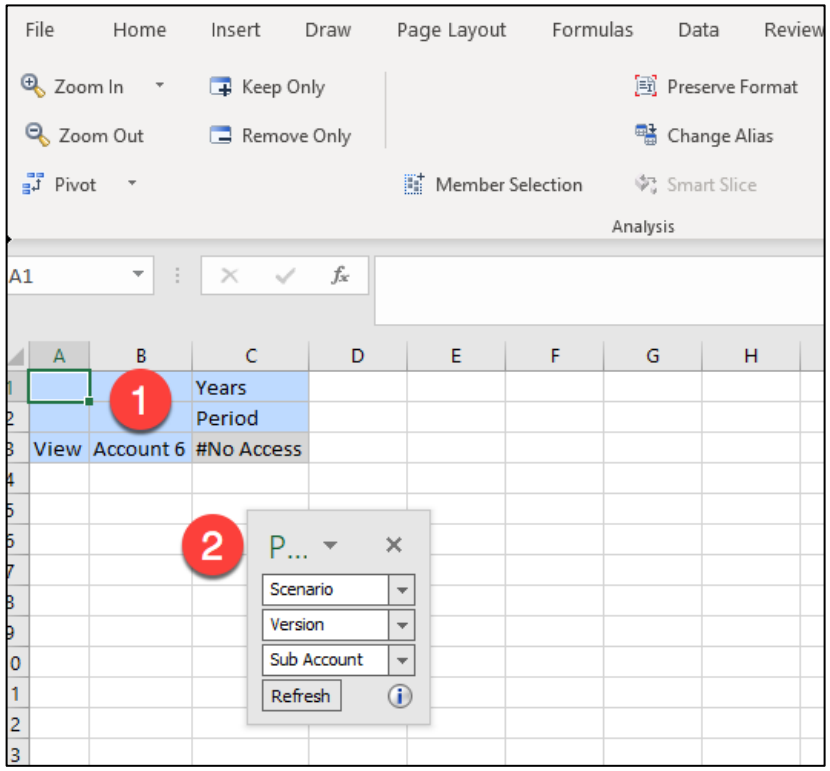
1. Click the + icon to left of hyp02.uchicago.edu
2. Click the + icon to the left of application you want to run your Ad-Hoc analysis in (UCBUD or UCSAL)
3. Click the + icon to the left of the database you want to run your Ad-Hoc analysis in (UCBUD → UCBUD, UCSAL → UCSAL)
4. Click Ad-Hoc analysis

Smart View – Ad-Hoc Preferences



1. Make sure the 'Suppress Missing Blocks' is unchecked
2. Column and Row data suppression settings should be turned off when starting Ad-Hoc analysis.
3. If any off the suppression are enabled, you will receive an error when attempting to create a new Ad-Hoc analysis

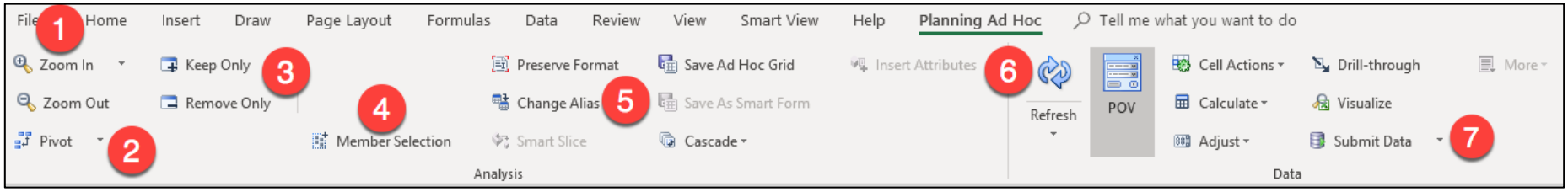
Smart View – Ad-Hoc Grid



1. The default starting Ad-Hoc grid has the Years and Period dimensions in the Columns and the View and Account 6 dimensions in the rows.

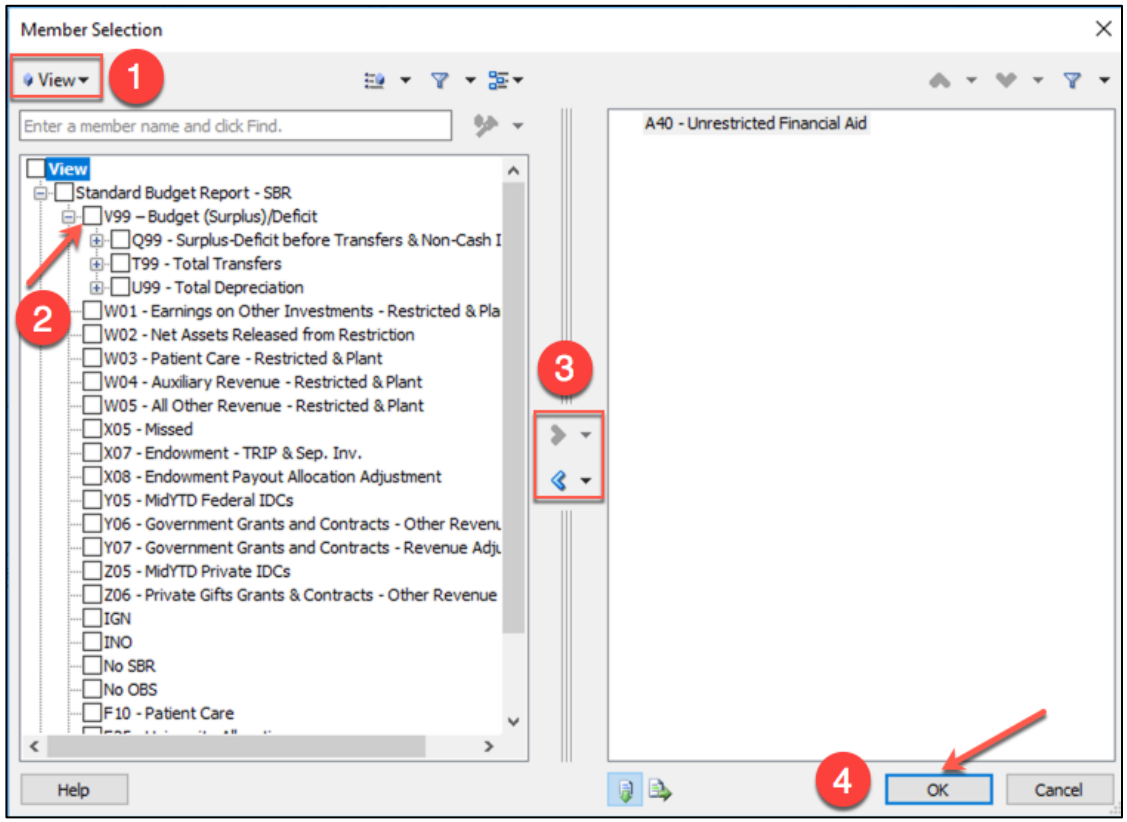
2. The remaining application dimensions will be located in the POV box. These dimensions can be added to either the row, column or left in the POV box.

Smart View – Ad Hoc Buttons



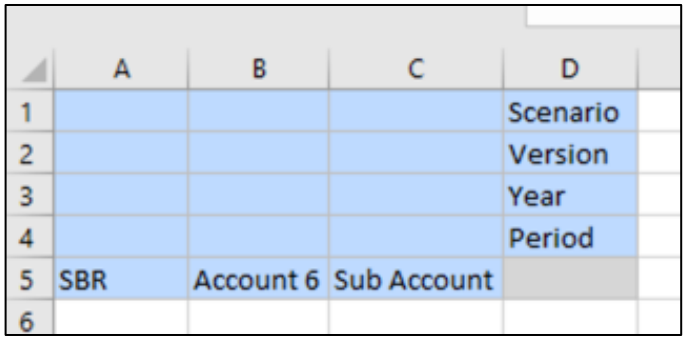
1. Zoom In/Zoom Out – use these buttons to drill down into a lower level of the hierarchy or drill out of the hierarchy
2. Pivot – Move a dimension from the column to the row, row to the column or into the Point of View
3. Keep Only/Remove Only – keep or remove the selected member from the selected dimension
4. Member Selection – select a member from any dimension
5. Change Alias – toggle between the member name/alias (SL7100/ 7100-Domestic Travel)
6. Refresh – refresh the Ad-Hoc analysis, required when dimensions/members are moved or if data needs to be refreshed
7. Submit Data – end users cannot submit data via Ad-Hoc

Smart View – Member Selection



1. Select Dimension – select the dimension you want to select a member from
2. Member – check the box of the member you wish to select
3. Finalize Selection – once member has been selected, click the blue arrow to finalize the selection
4. Member Selection – select a member from any dimension
5. Select Ok – select Ok to finalize the selection

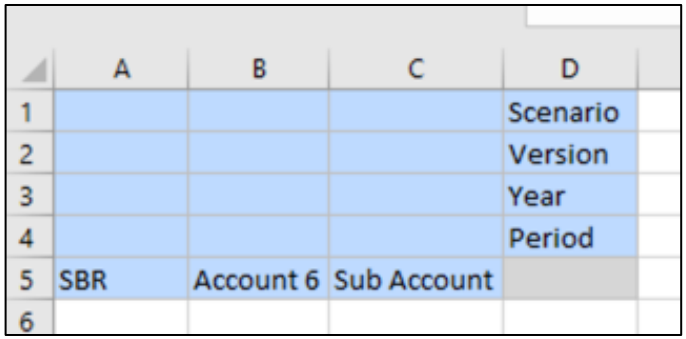
Smart View – Ad Hoc (Budget Example)



	A	B	C	D
1				Scenario
2				Version
3				Year
4				Period
5	SBR	Account 6	Sub Account	
6				

1. Scenario = Budget
2. Version = 1st Draft/Submission/Final
3. Period = YearTotal
4. Year = Current Fiscal Year (FY19)
5. Account 6 = FAS_XX (Start with your unit or your dept
6. Sub Account = Total Sub Account

Smart View – Ad Hoc (Forecast Example)



	A	B	C	D
1				Scenario
2				Version
3				Year
4				Period
5	SBR	Account 6	Sub Account	
6				

1. Scenario = Mar Forecast
2. Version = 1st Draft/Submission/Final
3. Period = YearTotal
4. Year = Current Fiscal Year (FY19)
5. Account 6 = FAS_XX (Start with your unit or your dept
6. Sub Account = Total Sub Account

Sample Example – Budget vs Actual

	A	B	C	D
1			2020	2020
2			Total Sub Account	Total Sub Account
3			Final	Final
4			Budget	Actual
5			YearTotal	YearTotal
6	88 - Unit Name	B06 - Federal OAA Support	-	(58,379)
7	88 - Unit Name	B07 - Federal Staff Support	(646,329)	(412,791)
8	88 - Unit Name	B08 - Federal Benefits Support	(131,851)	(101,449)
9	88 - Unit Name	B12 - Federal Other Expense Support	-	(237,892)
10	88 - Unit Name	B25 - Federal Indirect Costs	(5,612,158)	(5,970,005)
11	88 - Unit Name	Z07 - Private Gifts - Other Revenue	-	(10,499)
12	88 - Unit Name	F20 - All Other Revenue	(213,569)	-
13	88 - Unit Name	K45 - Unrestricted Staff Salaries	1,397,158	1,250,182
14	88 - Unit Name	K95 - Restricted Staff Salaries	646,329	412,791
15	88 - Unit Name	L10 - Unrestricted Benefits	396,645	374,569
16	88 - Unit Name	L60 - Restricted Benefits	131,851	101,449
17	88 - Unit Name	M37 - Unrestricted Internal Interest Ex	53,076	111,406
18	88 - Unit Name	M39 - Unrestricted Utilities	9,236	16,814
19	88 - Unit Name	M40 - Other Unrestricted Expense	1,288,590	1,397,032
20	88 - Unit Name	M42 - Central Allocations	23,182	49,412
21	88 - Unit Name	M90 - Other Restricted Expense	-	237,892
22	88 - Unit Name	T05 - Other Unrestricted Transfers	315,000	(446,948)
23	88 - Unit Name	U05 - Plant - Depreciation	61,487	129,419

Questions?