Hyperion Exercise Guide: Line Item

Office of Management and Enterprise Services
January 2015

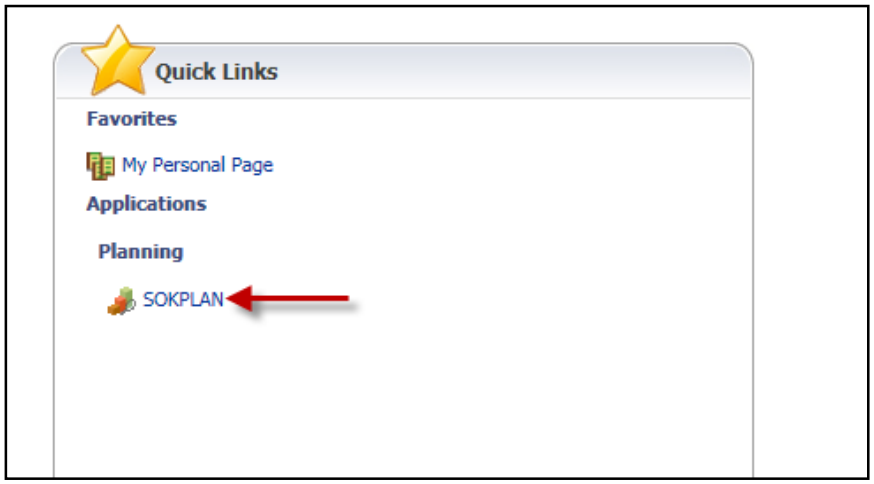
Table of Contents

OPERATIONAL PLANNING **3**
Set Budget Preferences 3
Review Budget 5
Read Budget Request Instructions 7
Provide or Verify Agency Information 8
Provide Agency Program Information 10
Define Agency Program Performance 13
Plan Agency Revenue **15**
Identify Anticipated Fee Based Revenue 15
Identify other Revenue Streams 21
Plan Agency Expenditures **23**
Plan Operational Expenses 23
Identify uses of carryover and cash needs in the current year budget 25
Identify Federal Programs and Funding **26**
Provide Federal Program overview 26
Provide Federal Program details 27
Identify Grant and Pass-Throughs to Local Gov't and Non-profits **28**
Identify Federal Grants 28
Provide Grants details 29
Agency Property Maintenance Summary 30
Plan Property Maintenance Expenses 31
Identify Legislation Needs 32
Final Review of Budget 33
Submitting Budget Request Information (Program info, KPMs, etc.) and Strategic Plan **35**
NAMING CONVENTIONS **40**
DEFINITIONS **41**
Hyperion-specific Definitions 42
Trouble Shooting Issues in Hyperion **43**
Misaligned Menus in Workspace 43

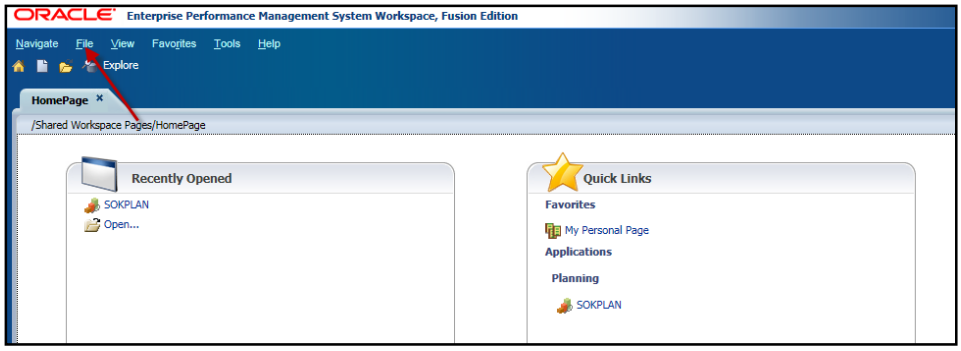
OPERATIONAL PLANNING

Set Budget Preferences

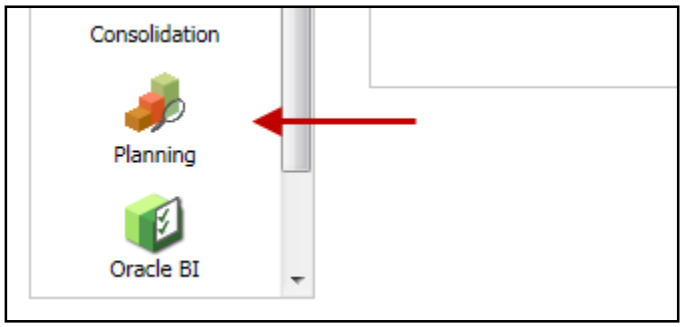
1. Open **SOK Plan.**



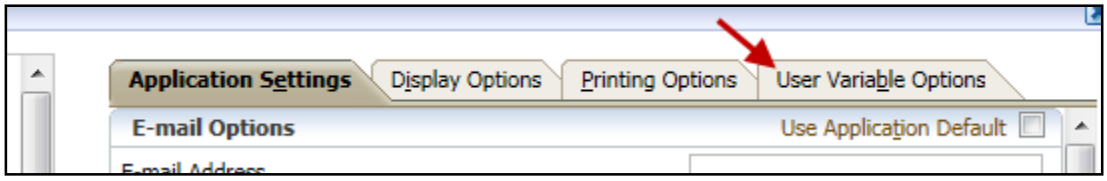
2. Click the **File** menu.



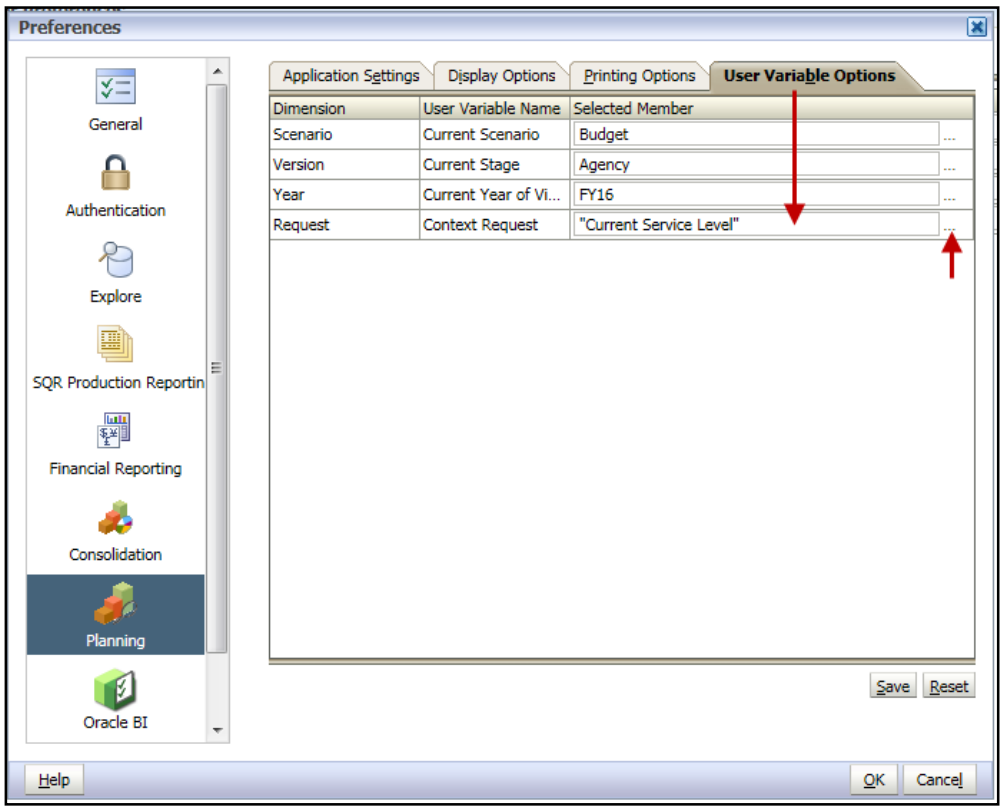
3. Click **Preferences**.
4. Click the **Planning** icon.



5. Click on **User Variable** Options



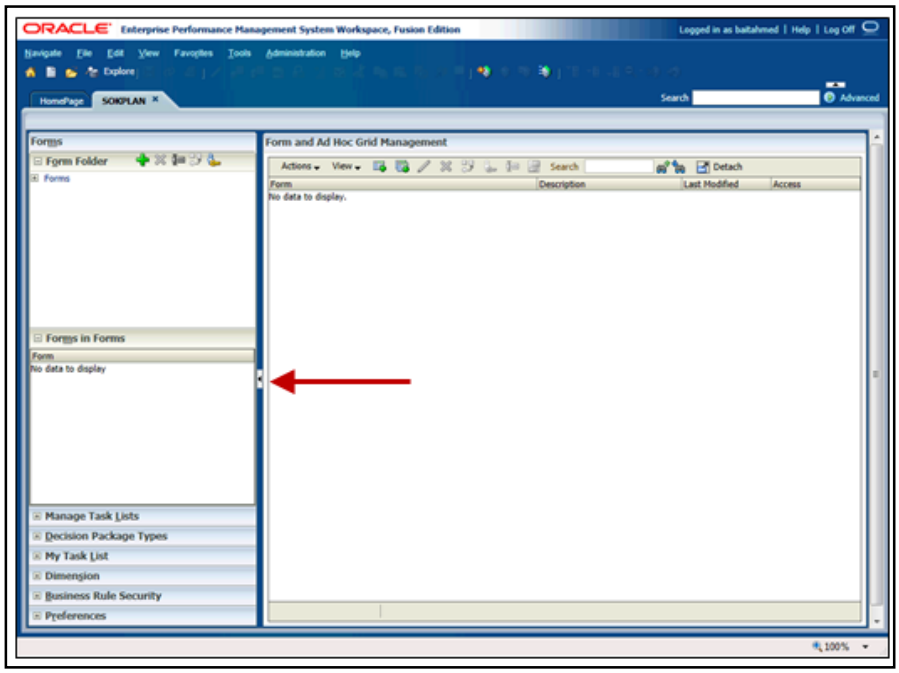
6. Set the **Dimension** according to year you will need.



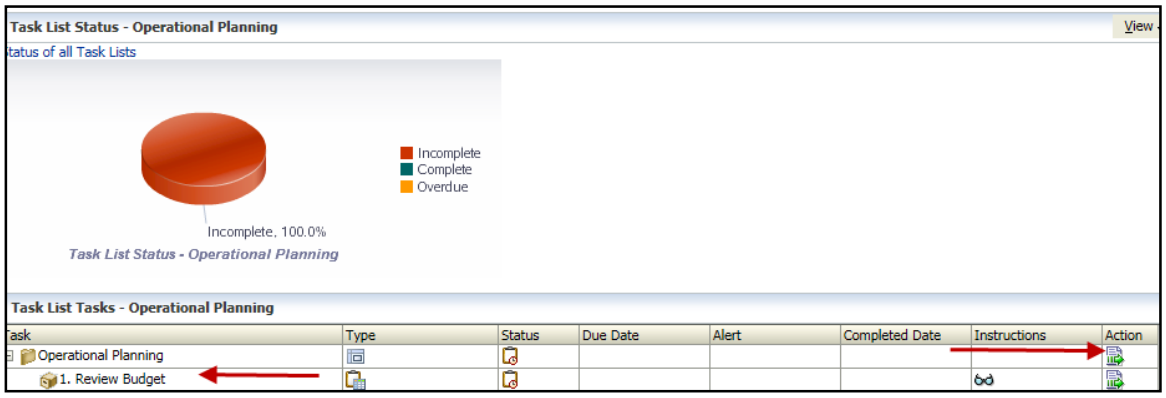
7. Click **Save**

Review Budget

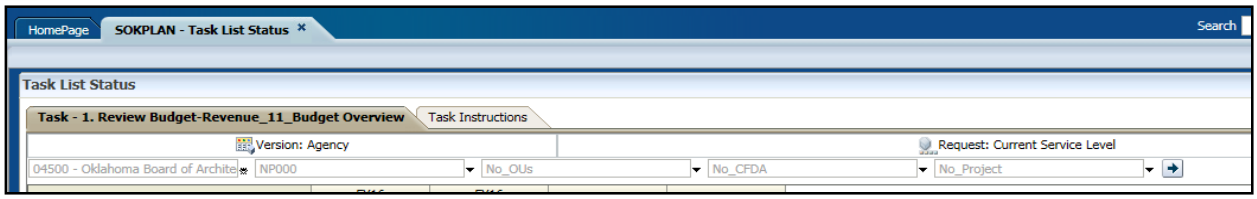
1. Navigate to **My Task List**, **Operational Planning Tasks**
2. Double **Click Review Budget** task OR launch from center task list screen with Action button
3. Collapse view pane for maximum view of content area



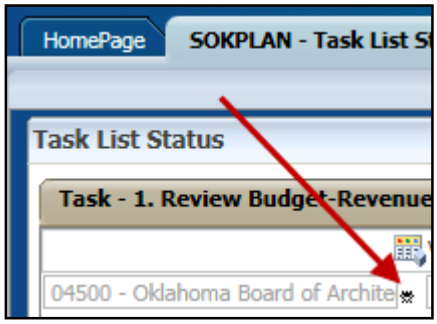
To launch any task menu. From the Task List Task screen click green Action Button



4. In View Pane Set POV(point of view)



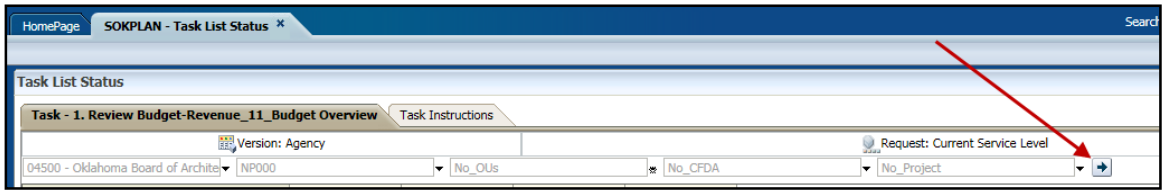
5. Select arrow next each POV item to change selection



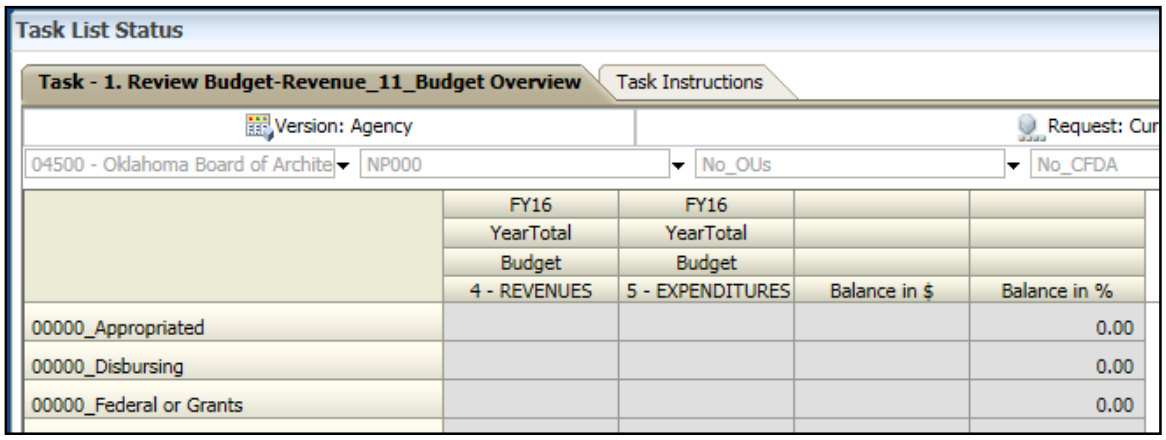
- The POV (point of view) **MUST** be set in order for user to budget. Each of the following categories must be chosen.
- **Department** (Select lowest level department, seven digits)
  i.e. 02000_1000001-General Administration
- **Statewide Program or NP000**
  Statewide programs are interagency programs (Cross Agency programs), and can accommodate interagency programs to facilitate agency's internal level of detail budgeting.
- **Operating Unit (OPR),** for example **02000_NoOPR_NoPRDs**
  Operating Units by product to facilitate Agency's internal level of detail budgeting and Agency Sub Ledger budgeting
- CFDA: Catalog of Federal Domestic Assistance.
- **Project:** *Individual projects are represented; includes existing operating projects and new/proposed projects required for capital budgeting.*
- **Fund type** (lowest level fund, five digits)
  i.e. 02000_20000-Accountancy Fund
  Fund Type: This is an attribute dimension, which will help to classify Class Fund. This dimension is tagged to Class Fund dimension.

Reviewing Budget: In the POV(point of view) User can enter "All_" or "All " in the member fields to filter to: All_Program, All_Projects, All_CFDA or User can Enter "No_" or "No " in the member fields to filter to: NP000 (for No Program), No_Projects, NO_CFDA

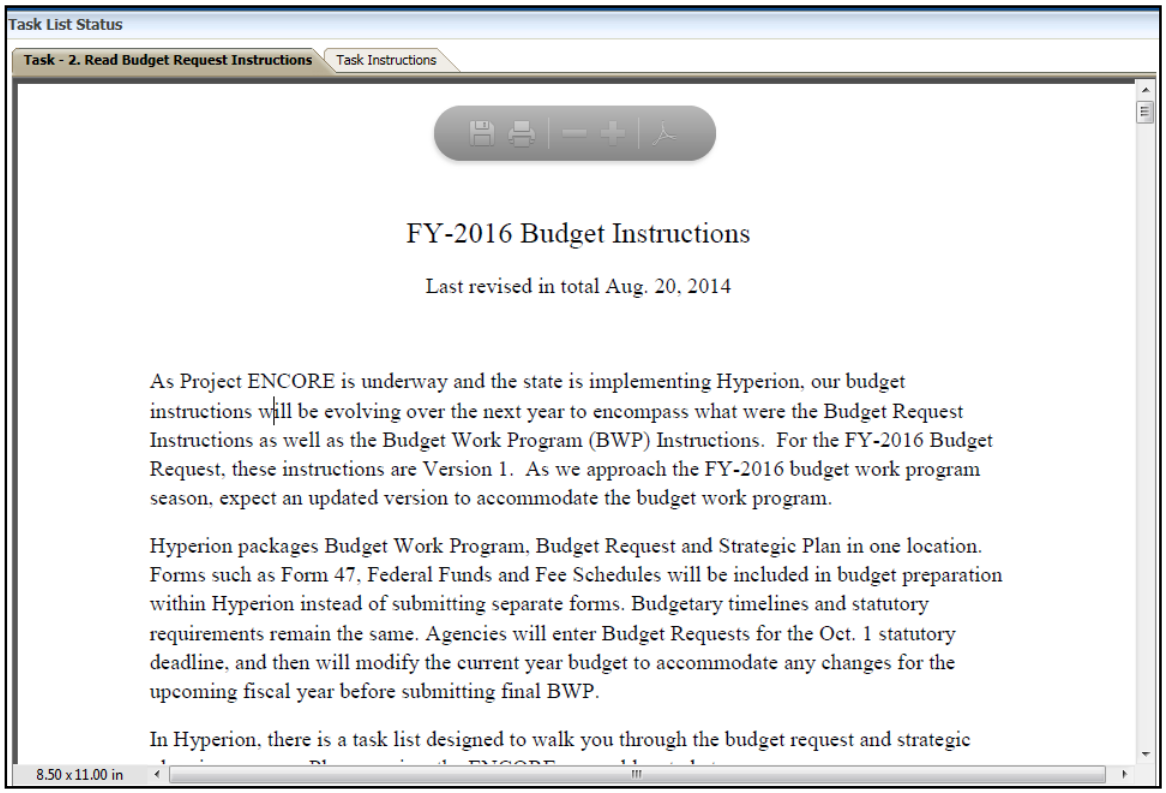
6. Once POV selections have been made click the **"Go"** button



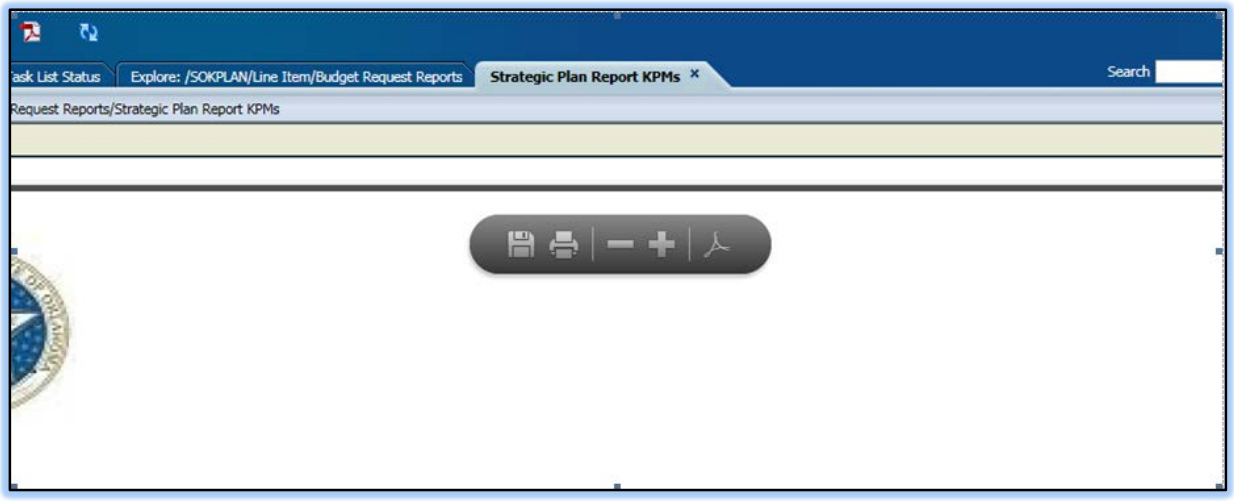
7. Review the data in the form:



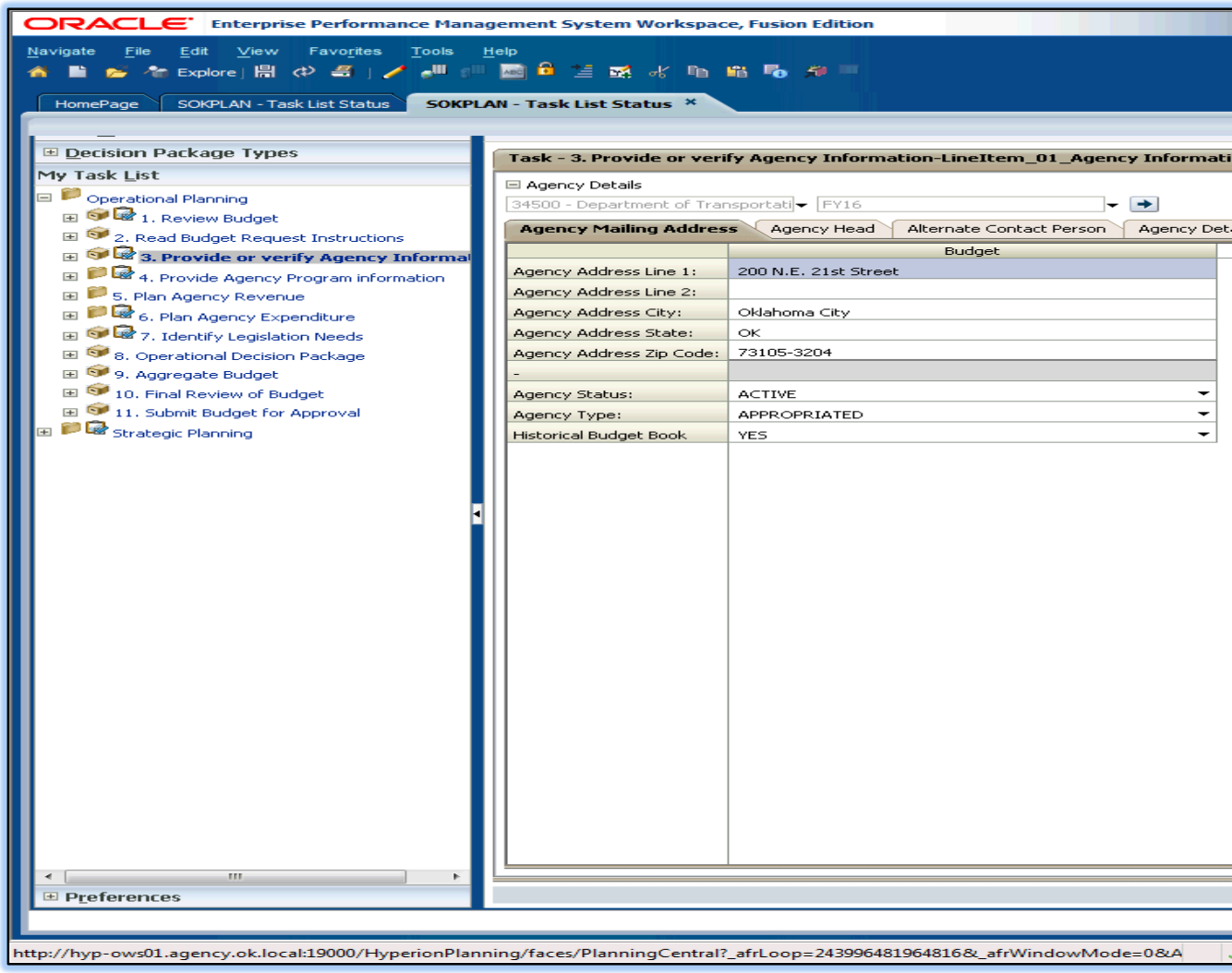
Read Budget Request Instructions



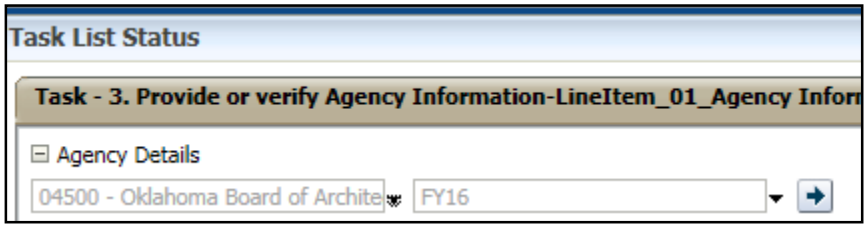
To print or save Budget Instructions users will need to hover your mouse cursor over the PDF document so that the following menu appears on the PDF:



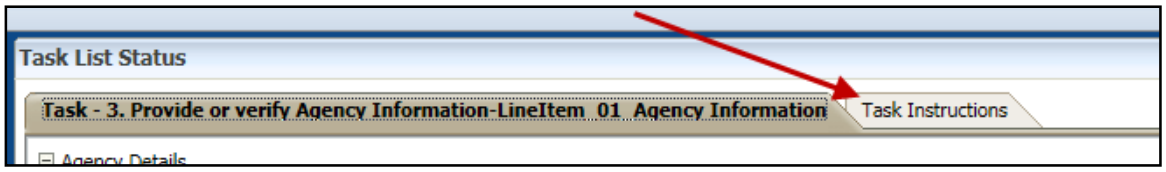
Provide or Verify Agency Information



1. Verify POV (point of view) settings select year



2. Click the Go button.
3. View instructions for this Task, click the Task Instructions tab



Provide or update agency information for the following tabs:

- Agency Mailing Address
- Agency Head
- Alternate Contact Person
- Agency Details
- Agency Management
- Board or Commission members

**It is recommended that when user is finished entering information on each tab to SAVE.

4. Click the **File** menu, then save Or Click the **Save** Icon

Provide Agency Program Information

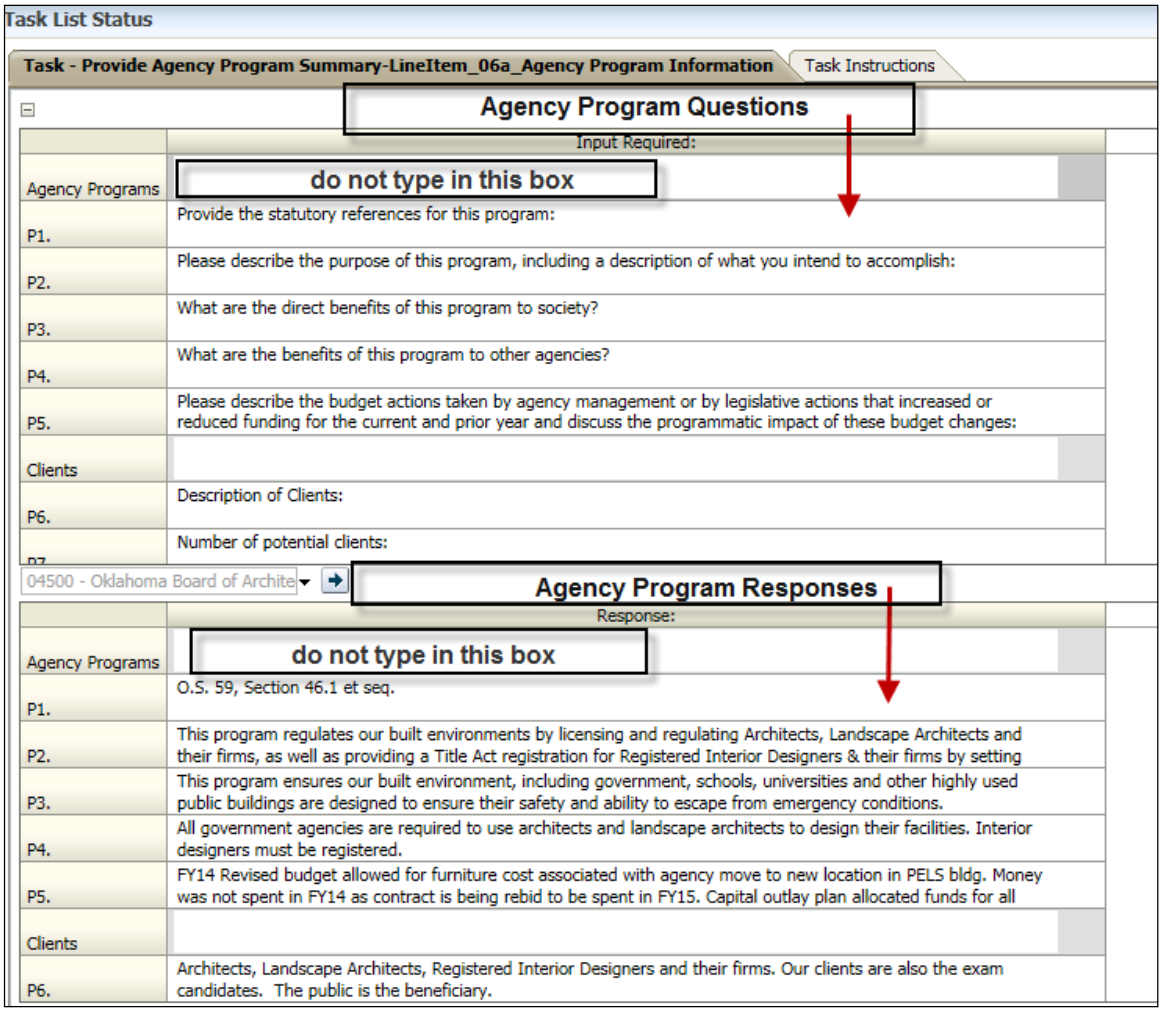
This section is to input each agency program, a brief program description, expenditure and FTE data. The Executive and Legislative Branches will use information from this section to evaluate all agency programs.

Expand your task list and complete the following tabs:

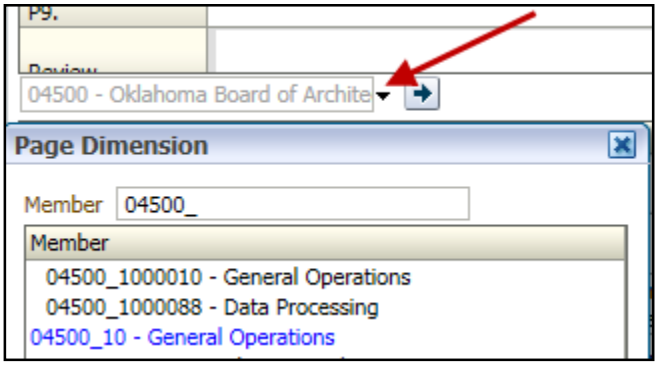
1. Provide Agency Program Summary
2. Define Agency Program Performance Measures
3. Check the complete box on each tab when finished

For each listed task in the side menu users have the ability to keep track of their progress as they move through each budget process. These buttons also help users to advance to the next task, go to previous task, go to previous or next incomplete tasks and navigate back to the Task List Home page. This complete box is NOT a required option. It is intended for the user to keep track of their progress.

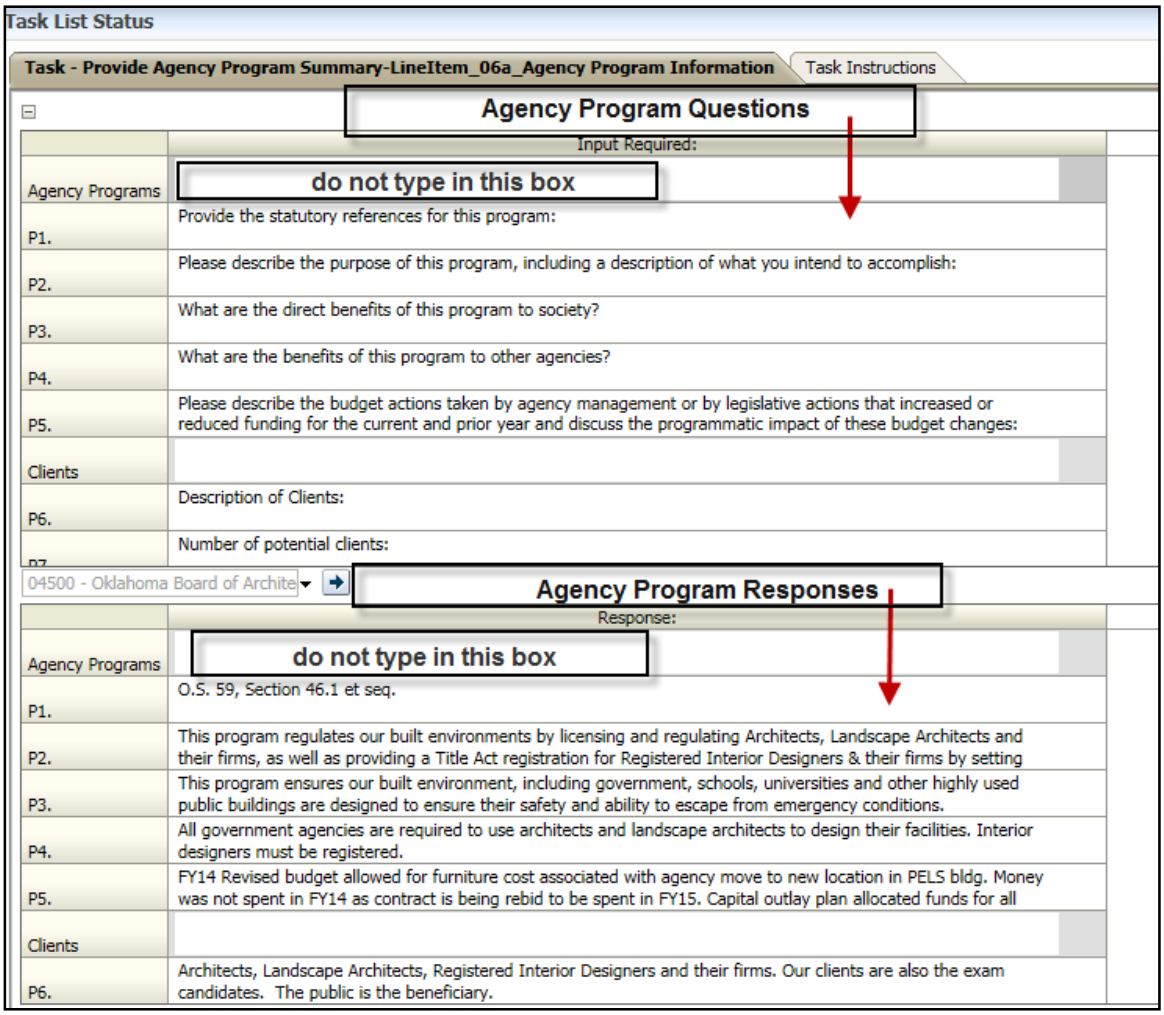
Note: Often, agency programs will correspond to the budget divisions (activities) and departments (sub activities); however, some programs administered by the agency may not. If that is the case, you will need to attach a program to a department (sub-activity).



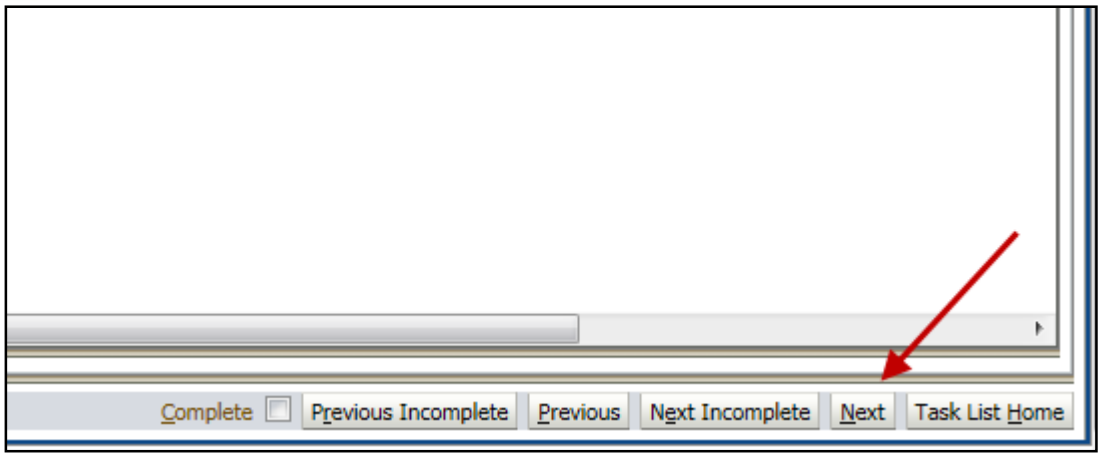
1. In POV (point of view) click drop down button and select department to which program corresponds.



2. Click **Go** button
3. Provide answers in lower **Response** section.



4. Click the **File** menu, then save Or Click the **Save** Icon
5. Repeat above steps for other programs
6. Click **Next** to move to the next task.



Define Agency Program Performance

In this section provide agency Program Goals, KPM's and Program evaluation

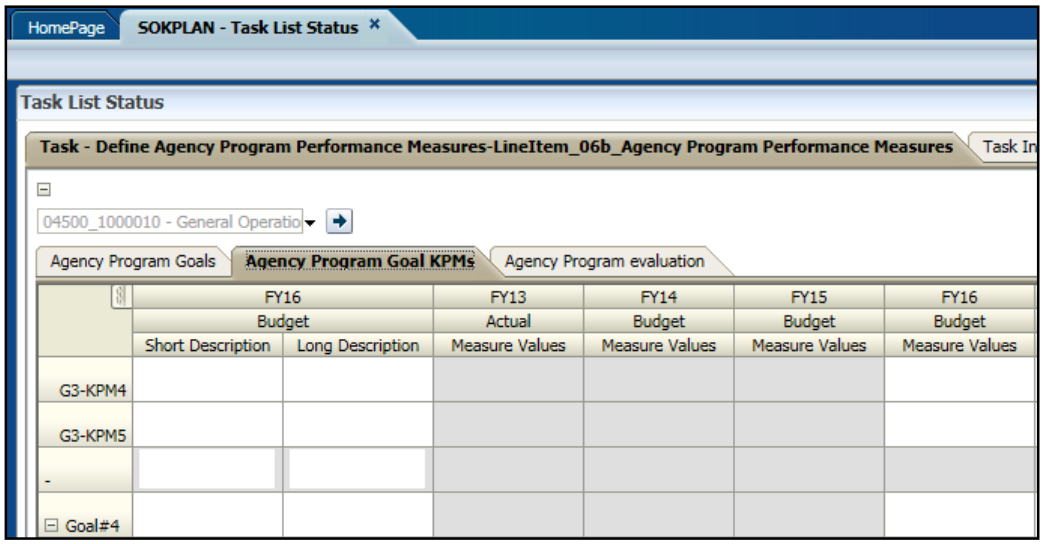
1. In POV (point of view) click drop down button and select department to which program corresponds.
2. Click **Go** button

Agency Program Goals

- Provide the agency goals for the program
- For each goal provide summary of long-term goals and measures
- Short description
- Long description
- Save

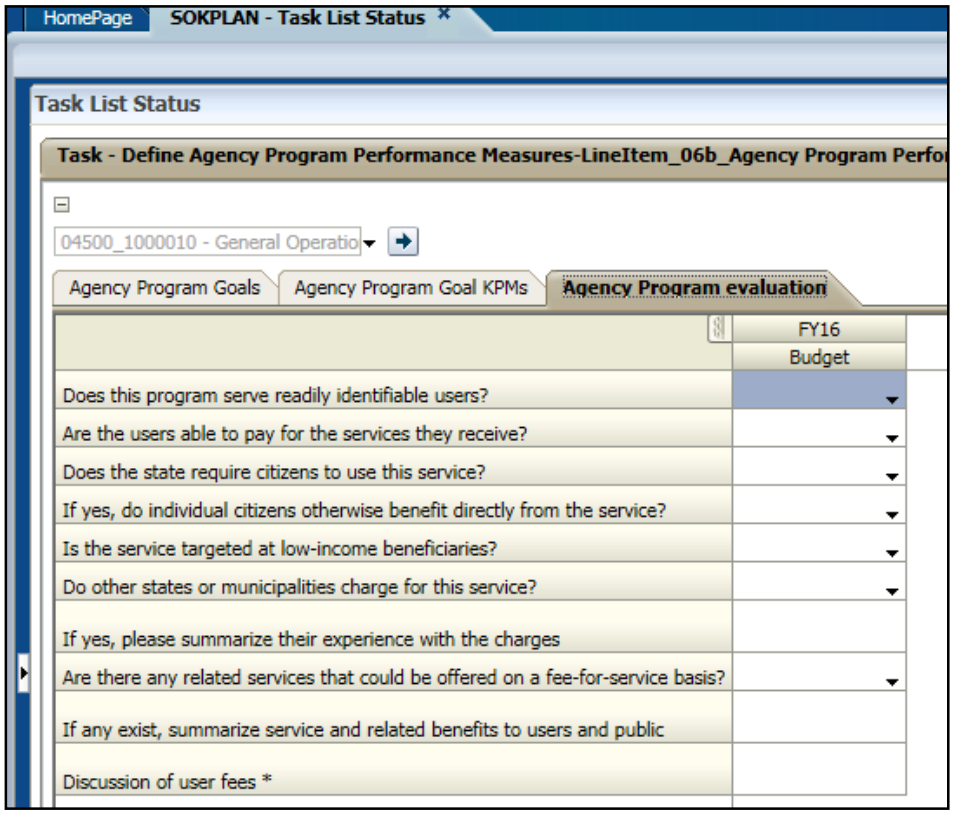
Agency Program Goal KPMs

- Provide the KPMs for each goal listed from Agency Program Goals tab
- Provide the KPM's for each goal
- For each KPM provide short and long-term description
- For each KPM provide measure values
- For each KPM provide measure values comments
- Save



Agency Program Evaluation

- Answer the questions for the agency program (yes or no answers)
- Save



Plan Agency Revenue

Identify Anticipated Fee Based Revenue

For capturing Agency Individual / Group Fee details:

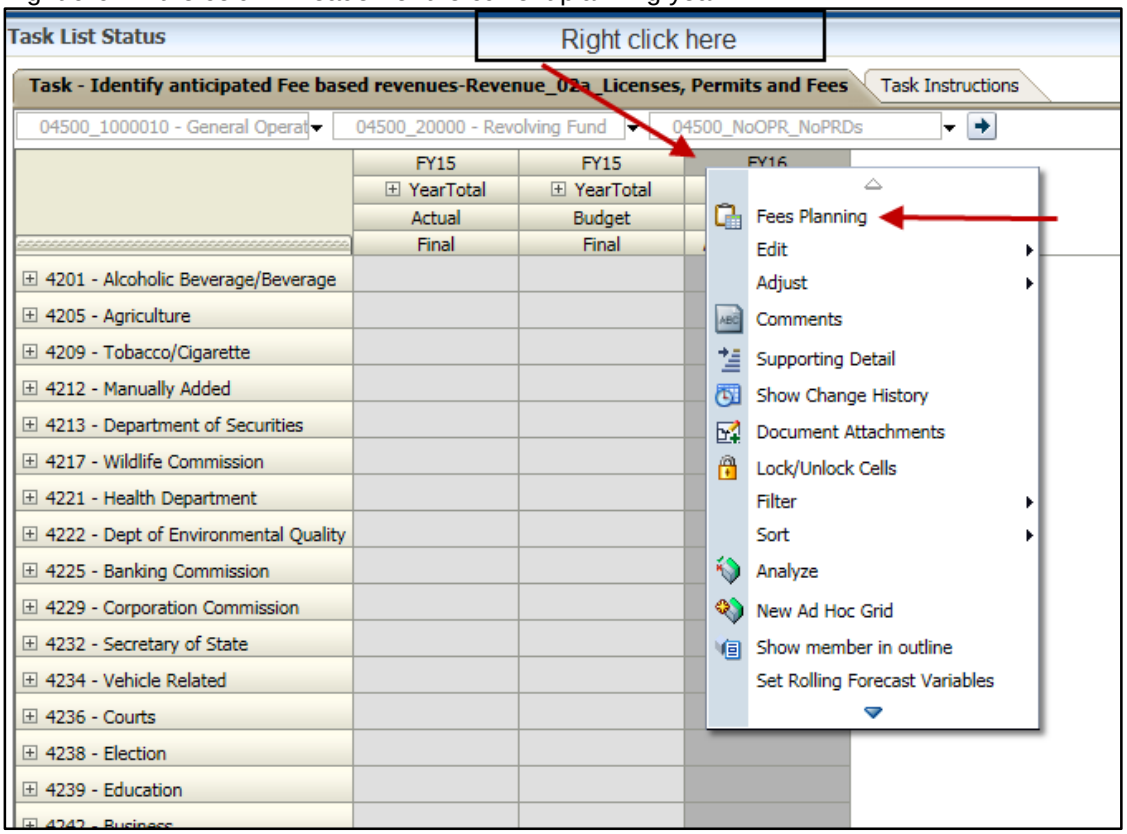
1. In POV (point of view) click drop down button and **select a department** (Select lowest level department, seven digits), select **Fund** type (lowest level fund, five digits) **Operating Unit**, for example **02000_NoOPR_NoPRDs**

***Agencies can choose to put all revenue in one single department (for convenience) or spread it out over the appropriate departments.

2. Click **Go** button

3. 3. If not already hidden, hide the **View Pane**

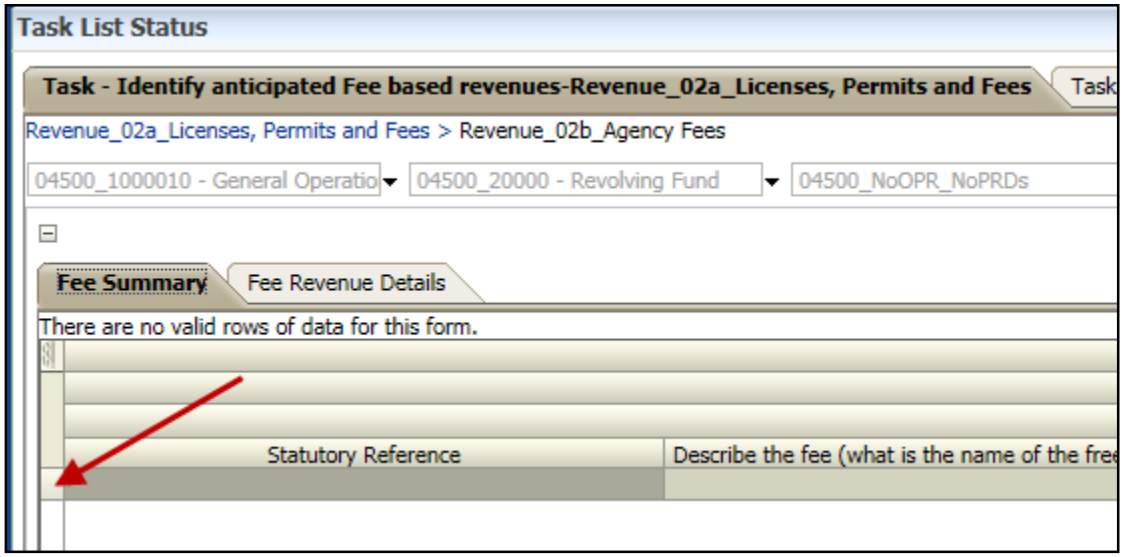
4. Right click in the column header for the current planning year.



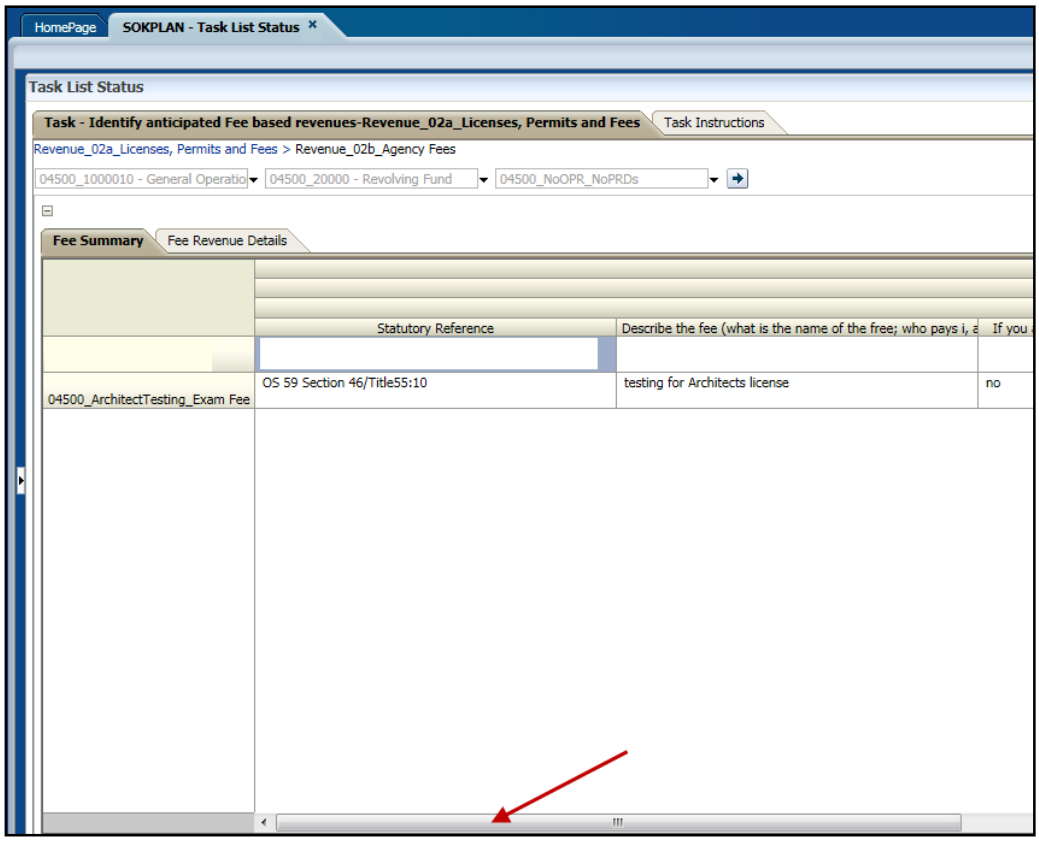
5. Select **'Fees Planning'** from the menu.

6. **Fee Summary** and **Fee Revenue** details forms will show

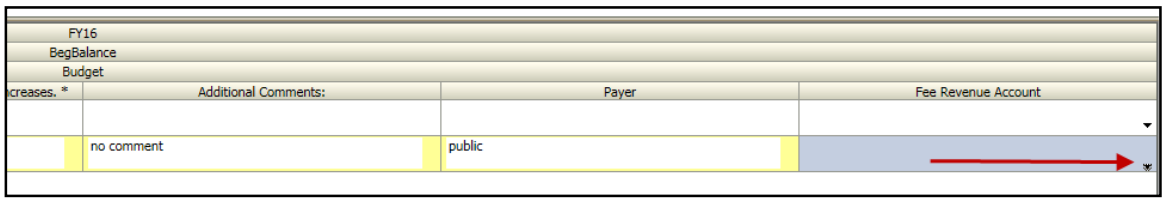
7. Right click on **Fee Summary** form



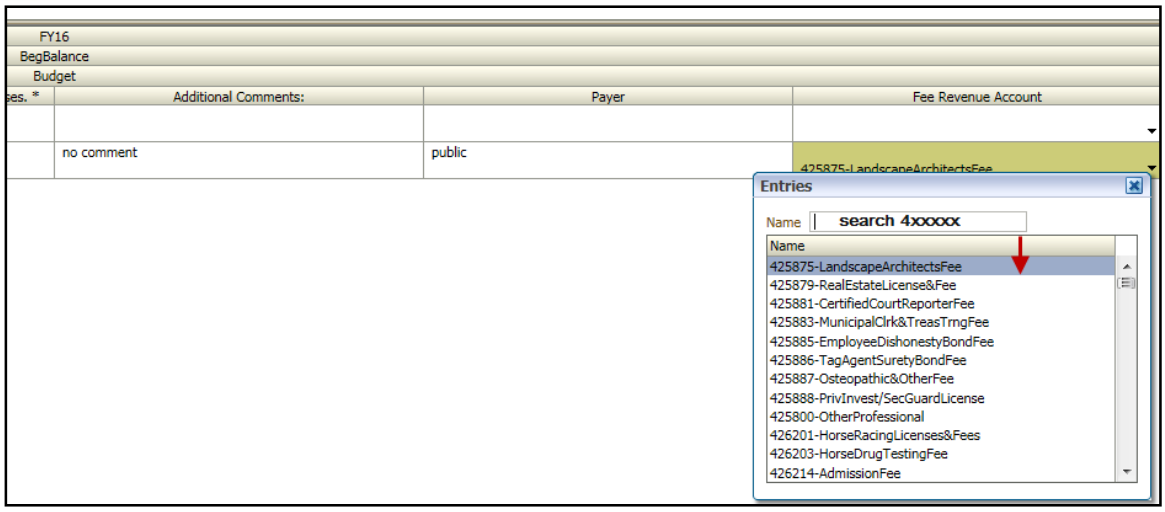
8. Click the Add New Agency Fee menu.
   NOTE: Required naming convention for fees
   Agency #_Department#_ Fee Name (ie.02000_1000010_Computer License)
   New Fee Name should NOT have (") or (') characters
   New Fee Name CANNOT be same as an existing fee name
9. Click the Launch button.
10. A message displays reading "LI_Add New Fee was successful."
11. Click the OK button.
12. Enter “Statutory Reference” information.
13. Describe the fee (what is the name of the fee; who pays it, and so-forth)
14. Enter “If you are anticipating or requesting any fee increases”.
15. Enter Additional Comments
16. Use the horizontal scroll bar to view the rest of the form



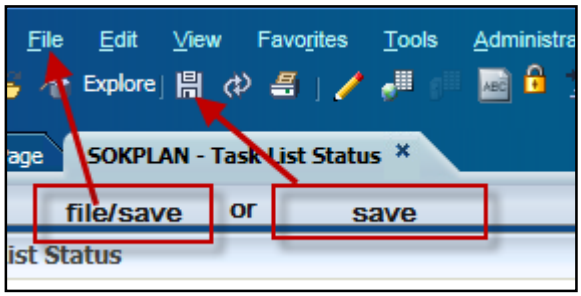
17. Enter the Payer of this fee
18. Click the drop down arrow in the “Fee Revenue Account” column



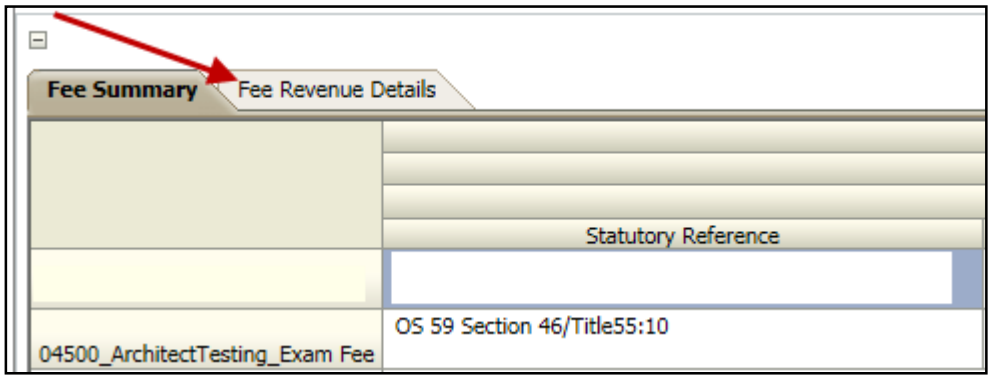
19. Select an appropriate GL Revenue account for the Agency Fee



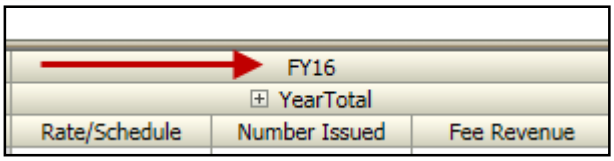
20. Enter the desired information into the Name field. ie. "425875" Then select appropriate account
21. Click the **File** menu, then save Or Click the **Save** Icon



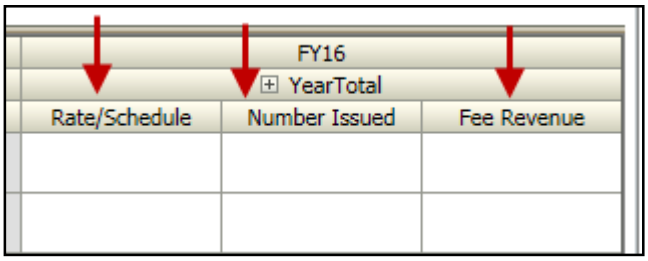
22. A message appears reading "The data has been saved. Rule was run successfully"
23. Click the **OK** button.
24. Click the Fee Revenue Details tab.



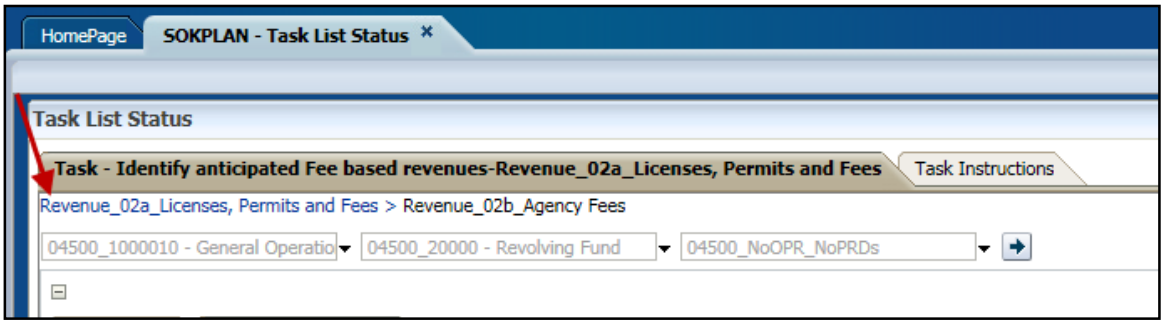
25. Use the horizontal bar; scroll to current Budget Year



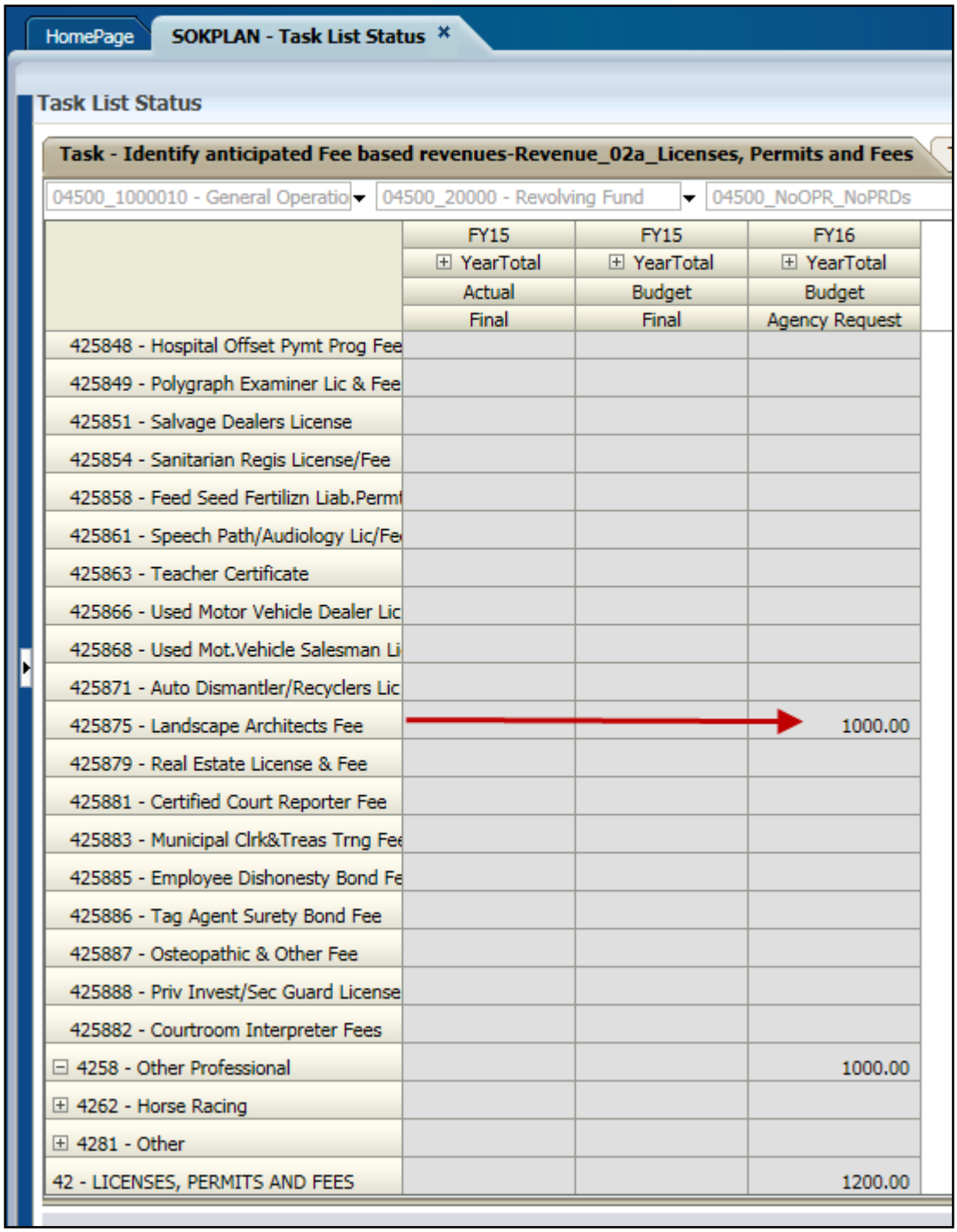
Fill in information for…
"Rate/Schedule" i.e. $325/Biennial
"Number Issued" i.e. 65
"Fee Revenue" i.e. $ 1,000.00
These boxes do not auto calculate (use manual calculation)



26. Click the **File** menu, then save, Or Click the **Save** Icon
27. A message appears reading "The data has been saved. Rule was run successfully."
28. Click the **OK** button.
29. View the Results
30. Click the Revenue_02a_Licenses, Permits and Fees link.



31. Locate the GL Revenue Account that was selected for the Fee.



	FY15	FY15	FY16
	YearTotal	YearTotal	YearTotal
	Actual	Budget	Budget
	Final	Final	Agency Request
425848 - Hospital Offset Pymt Prog Fee			
425849 - Polygraph Examiner Lic & Fee			
425851 - Salvage Dealers License			
425854 - Sanitarian Regis License/Fee			
425858 - Feed Seed Fertilizn Liab.Permt			
425861 - Speech Path/Audiology Lic/Fe			
425863 - Teacher Certificate			
425866 - Used Motor Vehicle Dealer Lic			
425868 - Used Mot.Vehicle Salesman Li			
425871 - Auto Dismantler/Recyclers Lic			
425875 - Landscape Architects Fee			1000.00
425879 - Real Estate License & Fee			
425881 - Certified Court Reporter Fee			
425883 - Municipal Clrk&Treas Trng Fee			
425885 - Employee Dishonesty Bond Fe			
425886 - Tag Agent Surety Bond Fee			
425887 - Osteopathic & Other Fee			
425888 - Priv Invest/Sec Guard License			
425882 - Courtroom Interpreter Fees			
4258 - Other Professional			1000.00
4262 - Horse Racing			
4281 - Other			
42 - LICENSES, PERMITS AND FEES			1200.00

32. Click the **Next** button.

Identify other Revenue Streams

In these next tasks users will plan other revenue for the following:

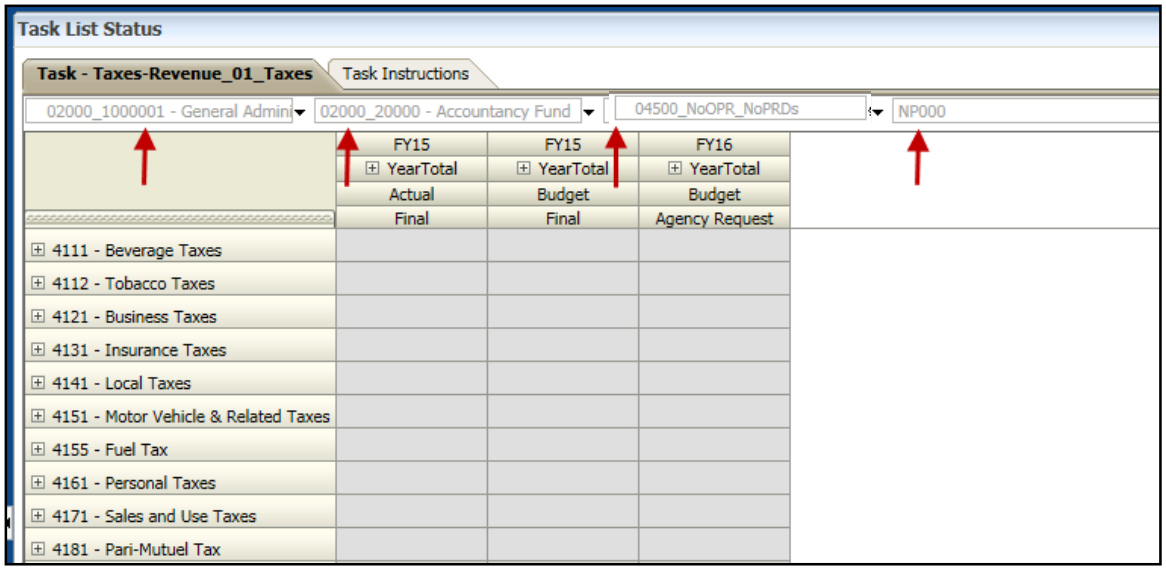
- Taxes (ie. 41xxxx)
- Fines, Forfeits & Penalties
- Income from Money and Property
- Higher Education – Student Fees
- Sales and services
- Non-revenue receipts
- Other revenue transactions

*****Please view Statewide Accounting Manual for list of Revenue Codes: Appendix 3: Chart of Accounts – Revenue*** http://www.ok.gov/OSF/documents/StatewideAccountingManual.pdf

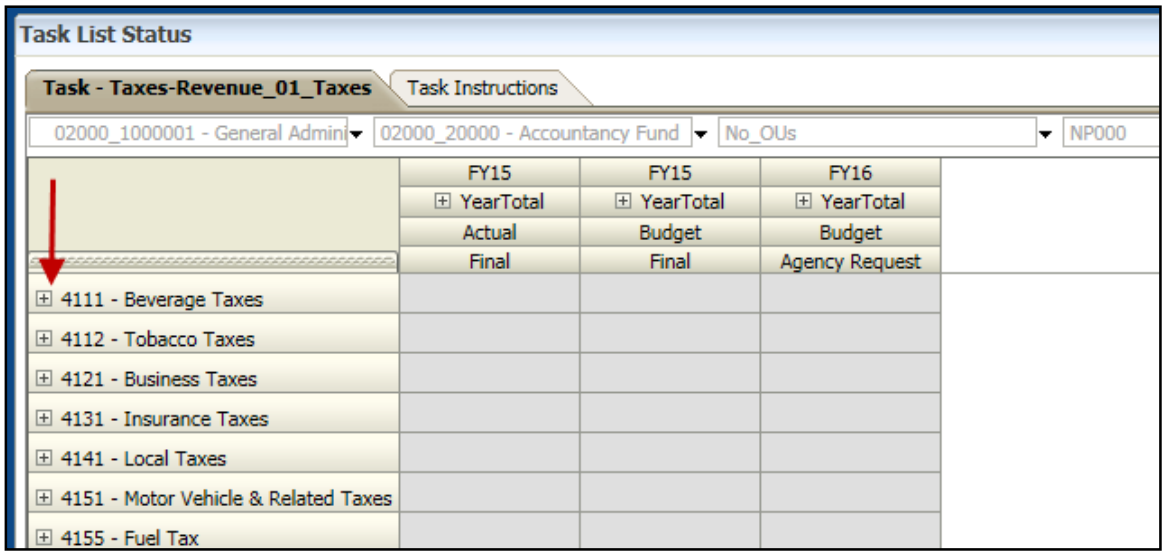
1. In POV (point of view) click drop down button and select…

- **Department** (Select lowest level department, seven digits)
  i.e. 02000_1000001- General Administration
- **Fund type** (lowest level fund, five digits)
  i.e. 02000_20000-Accountancy Fund
- **Operating Unit, for example 02000_NoOPR_NoPRDs**
- **Statewide Program** or **NP000**

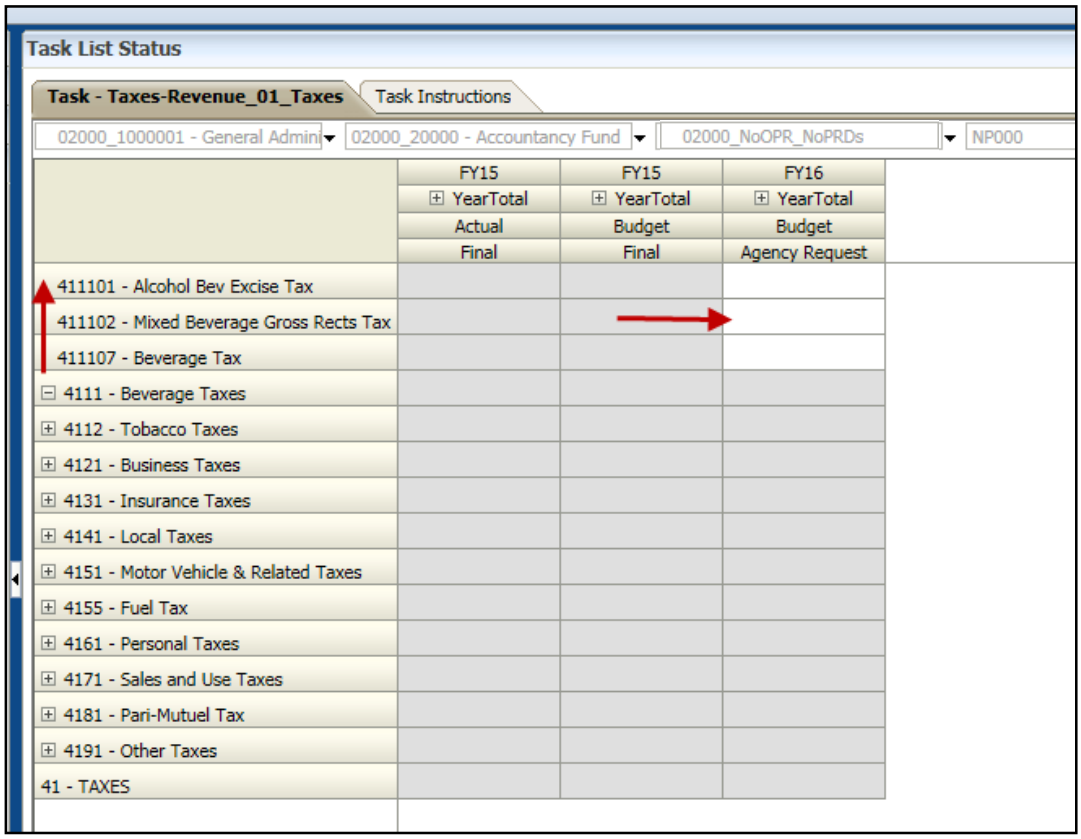
2. Click the **Go** button.



Expand the row by clicking on the + button



3. After account codes has been expanded user will be able to enter data in the fields in the "FY16" column.

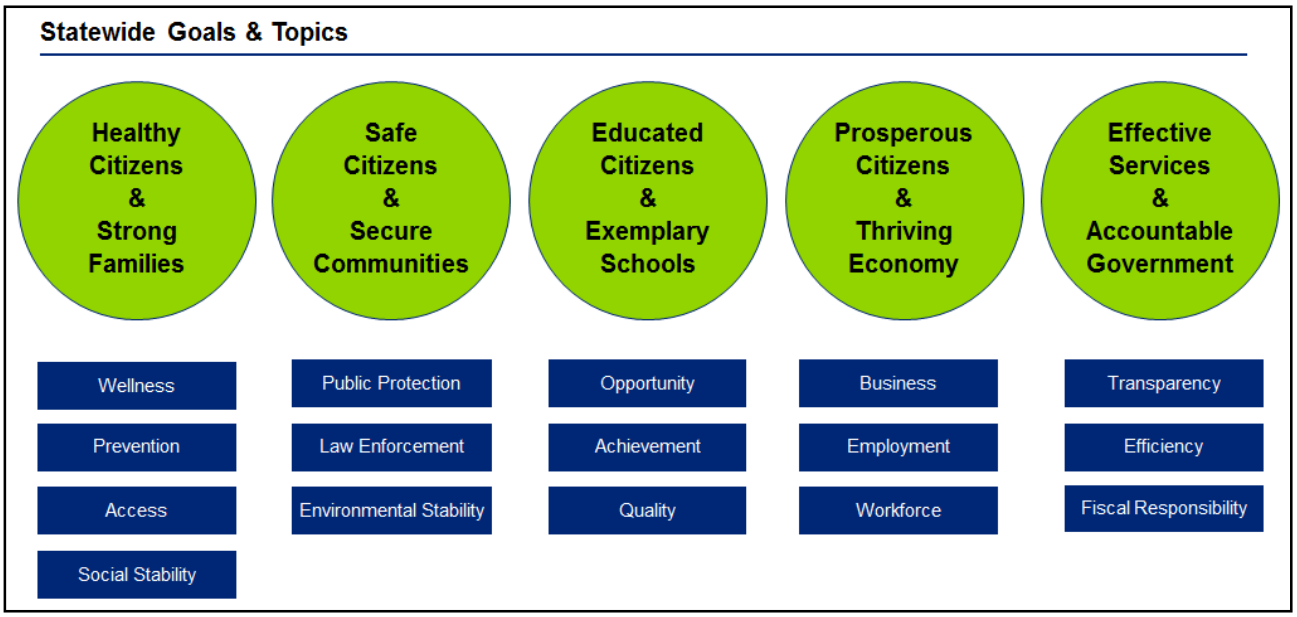


4. Enter data in desired field
5. Click the **File** menu, then save, Or Click the **Save** Icon
6. Repeat steps for budgeting revenue for additional POV (points of view)
7. Steps will also be the same for Other Revenue Streams.

Plan Agency Expenditures

STATEWIDE PROGRAMS

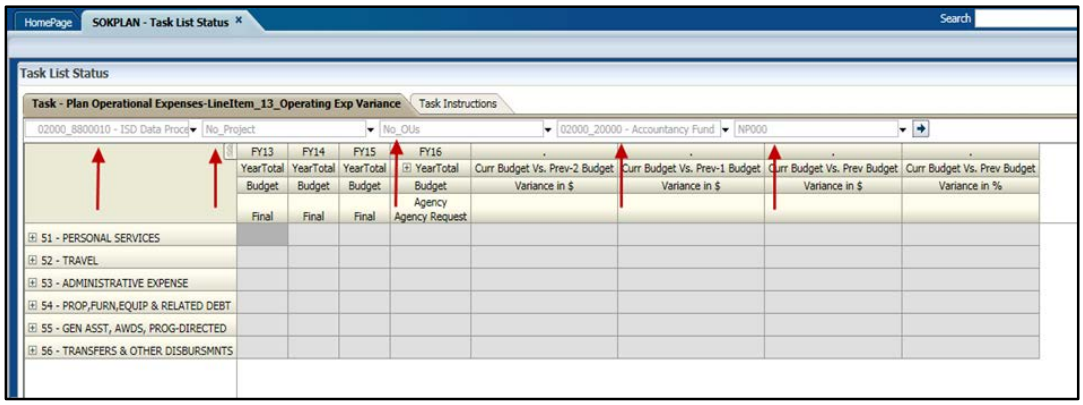
For the FY-2016 budget cycle, the state implemented the ability to budget line items by statewide programs. Below is information about each statewide goal, topic and program so you may begin to explore how your agency's budget supports any of the following statewide programs.



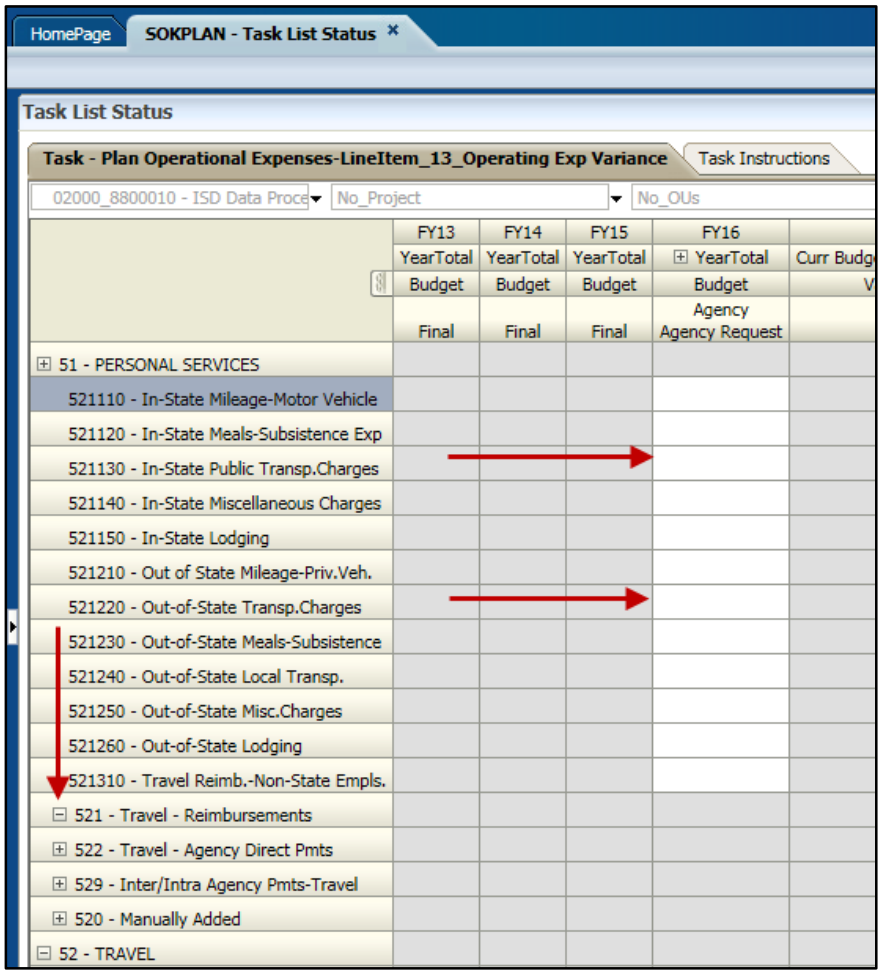
Plan Operational Expenses

1. In POV (point of view) click drop down button and select…

- **Department** (Select lowest level department, seven digits)
  i.e. 02000_1000001- General Administration
- **Project: No_Project or Entity#_Project#**
- **Operating Unit, for example 02000_NoOPR_NoPRDs**
- **Fund type (lowest level fund, five digits)**
- **i.e. 02000_20000-Accountancy Fund**
- **Statewide Program or NP000**



2. Hide view Pane
3. Expand the row by clicking on the + button



4. After account codes have been expanded user will be able to enter data in the fields in the "FY16" column.
5. Enter data in desired field

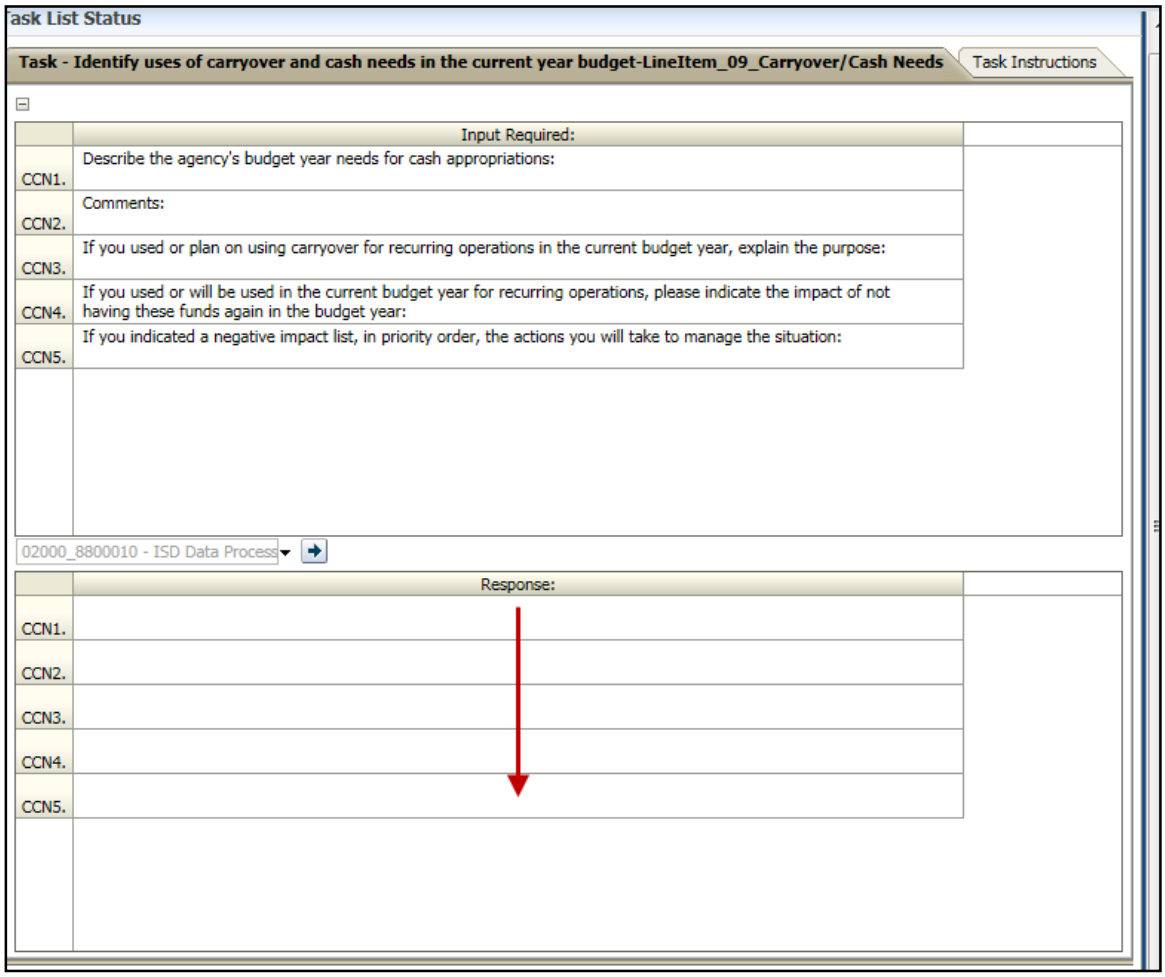
6. Click the **File** menu, then save, Or Click the **Save** Icon
7. Repeat steps for budgeting expenditures for additional POV (points of view)

Identify uses of carryover and cash needs in the current year budget

1. In center of page change POV (point of view) click drop down button and select…

- **Department** (Select lowest level department, seven digits)
  i.e. 02000_1000001- General Administration

2. Click **Go** button
3. Answer all carryover questions in lower response section



4. Click the **File** menu, then save, Or Click the **Save** Icon
5. Repeat steps for carryover planning in additional departments by changing POV (points of view)

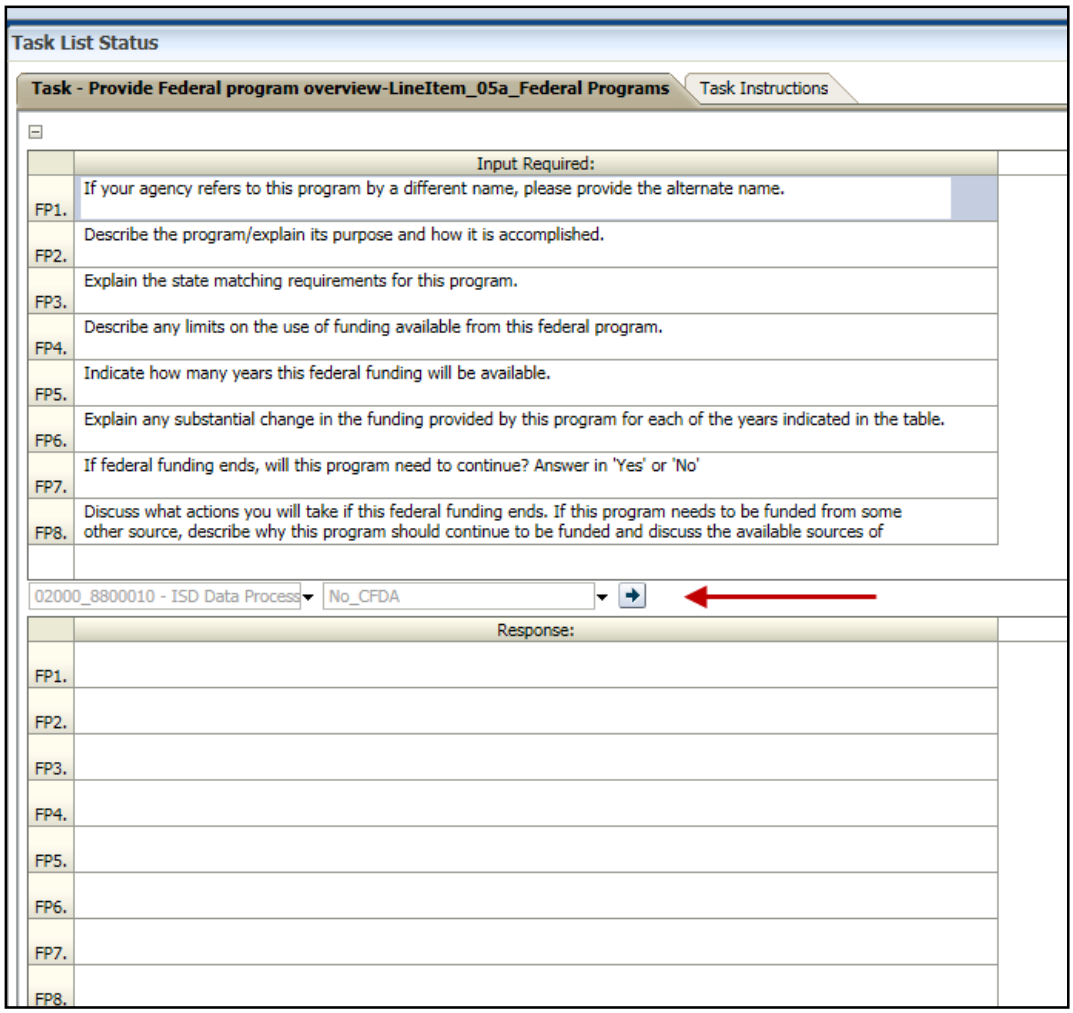
Identify Federal Programs and Funding

Provide Federal Program overview

1. In center of page change POV (point of view) click drop down button and select…

- **Department** (Select lowest level department, seven digits)
  i.e. 02000_1000001- General Administration
- **CFDA** (select nine digit CFDA number)
  i.e. 000060000 –Forest Challenge Cost Share

2. Click the **Go** Button



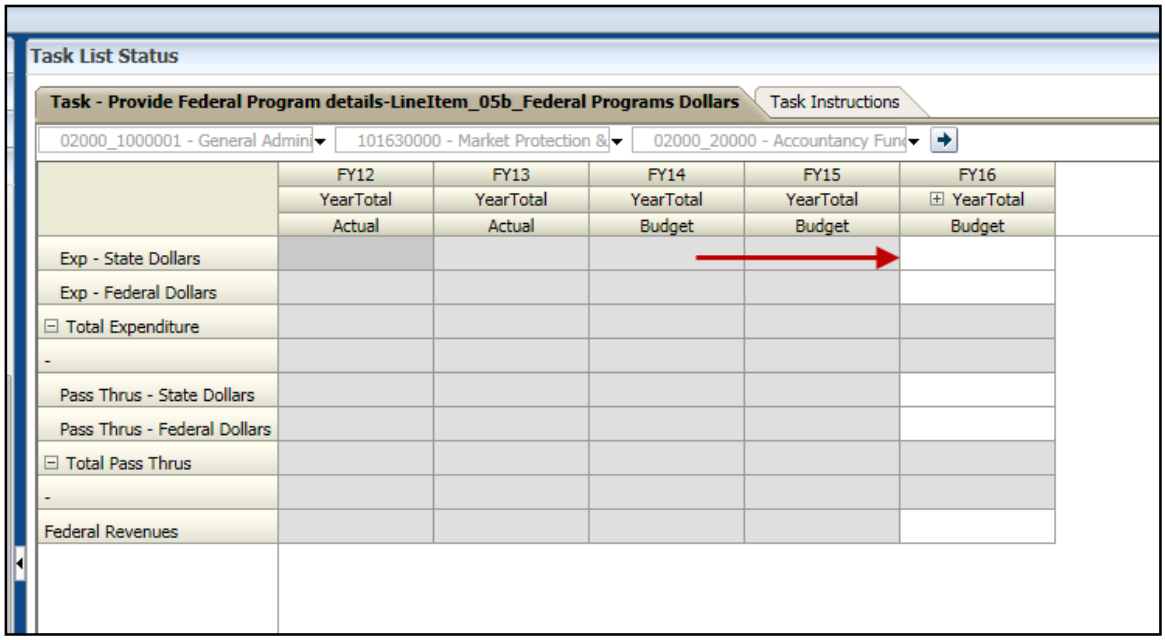
3. Answer all Federal Program questions in lower response section
4. Click the **File** menu, then save, Or Click the **Save** Icon
5. Repeat steps for Federal Program planning in additional departments by changing POV (points of view)

Provide Federal Program details

1. In POV (point of view) click drop down button and select…

- **Department** (Select lowest level department, seven digits)
  i.e. 02000_1000001- General Administration
- **CFDA** (select nine digit CFDA number)
  i.e. 000060000 –Forest Challenge Cost Share
- **Fund type** (lowest level fund, five digits)
  i.e. 02000_20000-Accountancy Fund

2. Click the **Go** Button
3. Expand the rows by clicking on the + button
4. After account codes have been expanded user will be able to enter data in the fields in the "FY16" column.



5. Enter data in desired field
6. Click the **File** menu, then save, or click the **Save** Icon
7. Repeat steps for budgeting Federal Programs for additional POV (points of view)

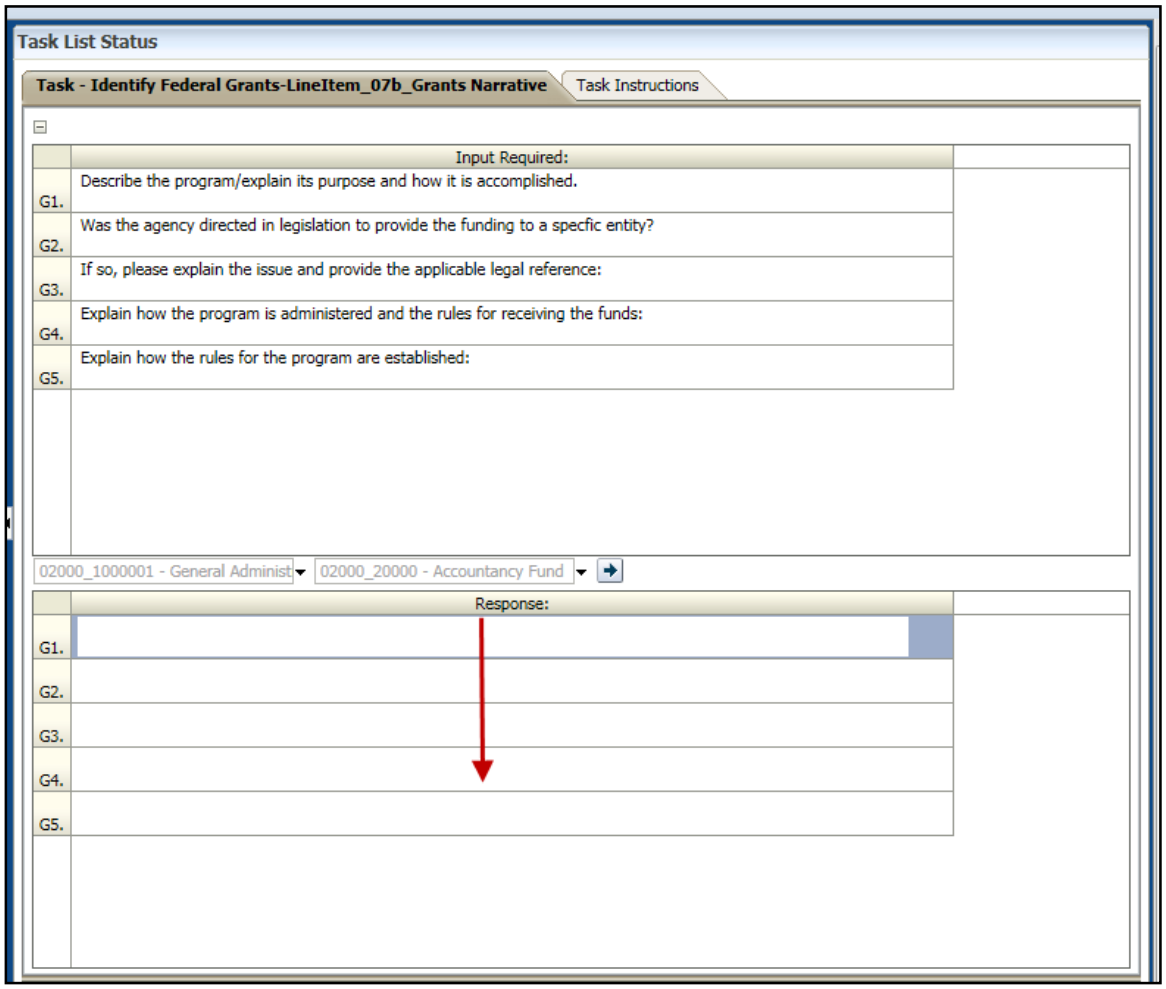
Identify Grant and Pass-Throughs to Local Gov't and Non-profits

Identify Federal Grants

1. In center of page change POV (point of view) click drop down button and select…

- **Department** (Select lowest level department, seven digits)
  i.e. 02000_1000001- General Administration
- **Fund type** (lowest level fund, five digits)
  i.e. 02000_20000-Accountancy Fund

2. Click the **Go** Button



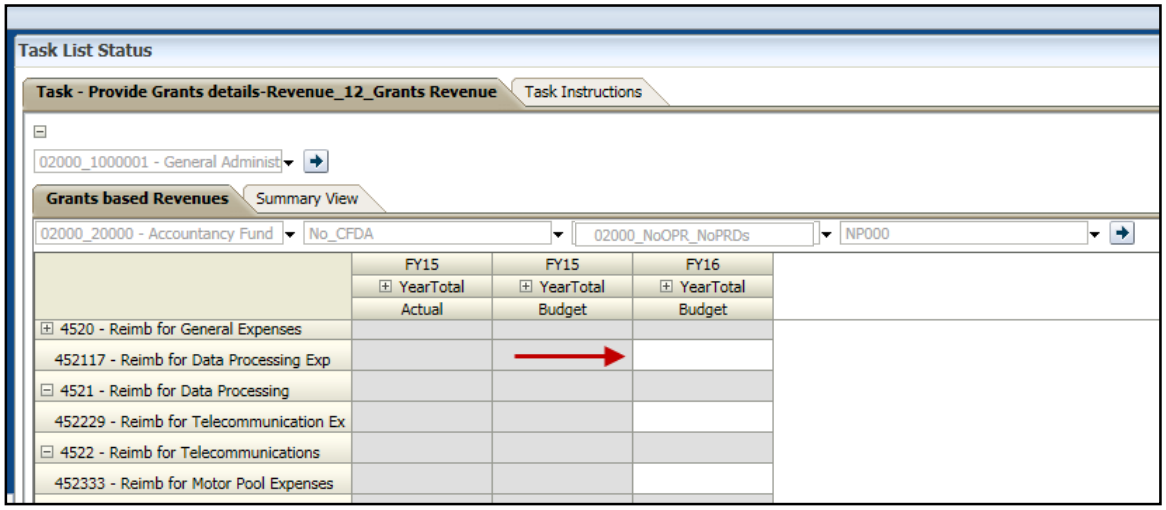
3. Answer all Federal Grant questions in lower response section
4. Click the **File** menu, then save, or click the **Save** Icon
5. Repeat steps for Federal Grant planning in additional departments by changing POV (points of view)

Provide Grants details

1. In POV (point of view) click drop down button and select…

- **Department** (Select lowest level department, seven digits)
  i.e. 02000_1000001- General Administration
- **CFDA** (select nine digit CFDA number)
  i.e. 000060000 –Forest Challenge Cost Share
- **Operating Unit, for example 02000_NoOPR_NoPRDs**
- **Fund type** (lowest level fund, five digits)
  i.e. 02000_20000-Accountancy Fund
- **Statewide Program or NP000**

2. Click the **Go** Button
3. Expand the rows by clicking on the + button



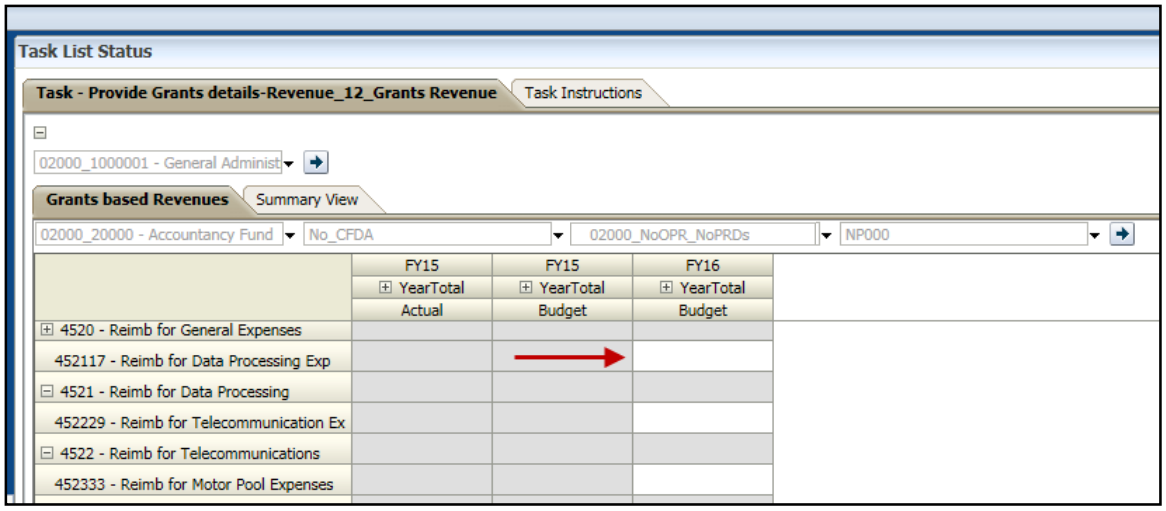
4. After account codes have been expanded user will be able to enter data in the fields in the"FY16"column.
5. Click the **File** menu, then save, Or Click the **Save** Icon
6. Repeat steps for budgeting Federal Programs for additional POV (points of view)

Agency Property Maintenance Summary

1. In center of page change POV (point of view) click drop down button and select…

- **Department** (Select lowest level department, seven digits)
  i.e. 02000_1000001- General Administration

2. Click **Go** button
3. Answer all Property Maintenance questions in lower response section



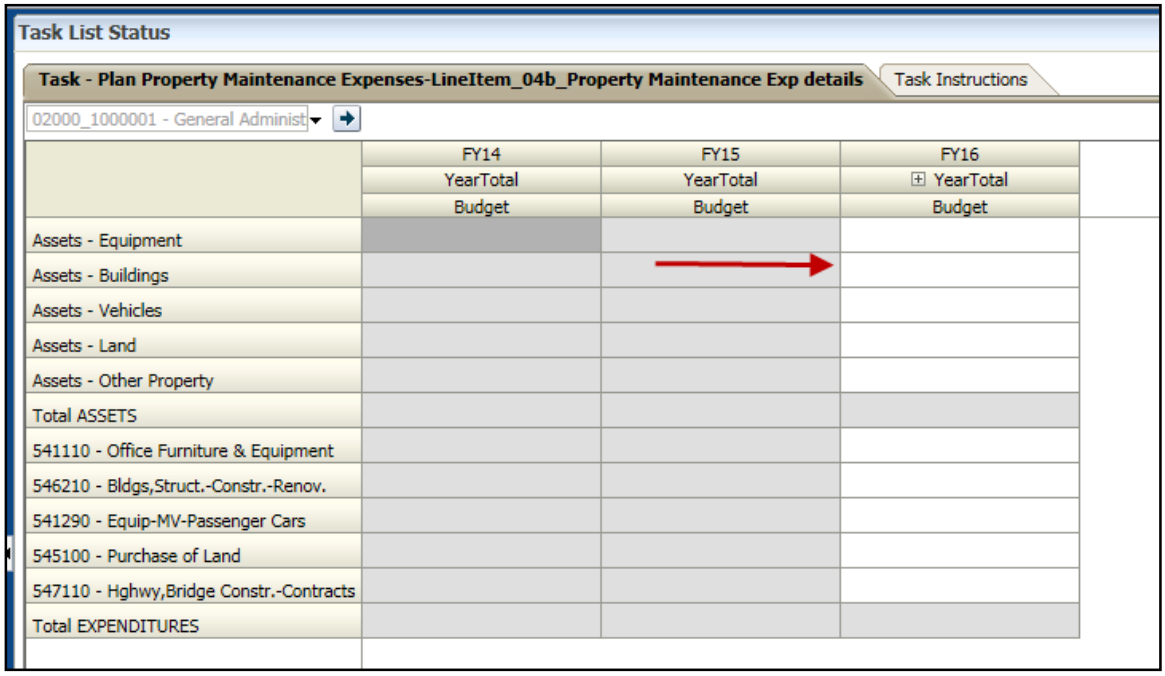
4. Click the File menu, then save, or click the Save Icon
5. Repeat steps for Property Maintenance planning in additional departments by changing POV (point of view)

Plan Property Maintenance Expenses

1. In POV (point of view) click drop down button and select…

- **Department** (Select lowest level department, seven digits)
  i.e. 02000_1000001- General Administration

2. Click the **Go** Button



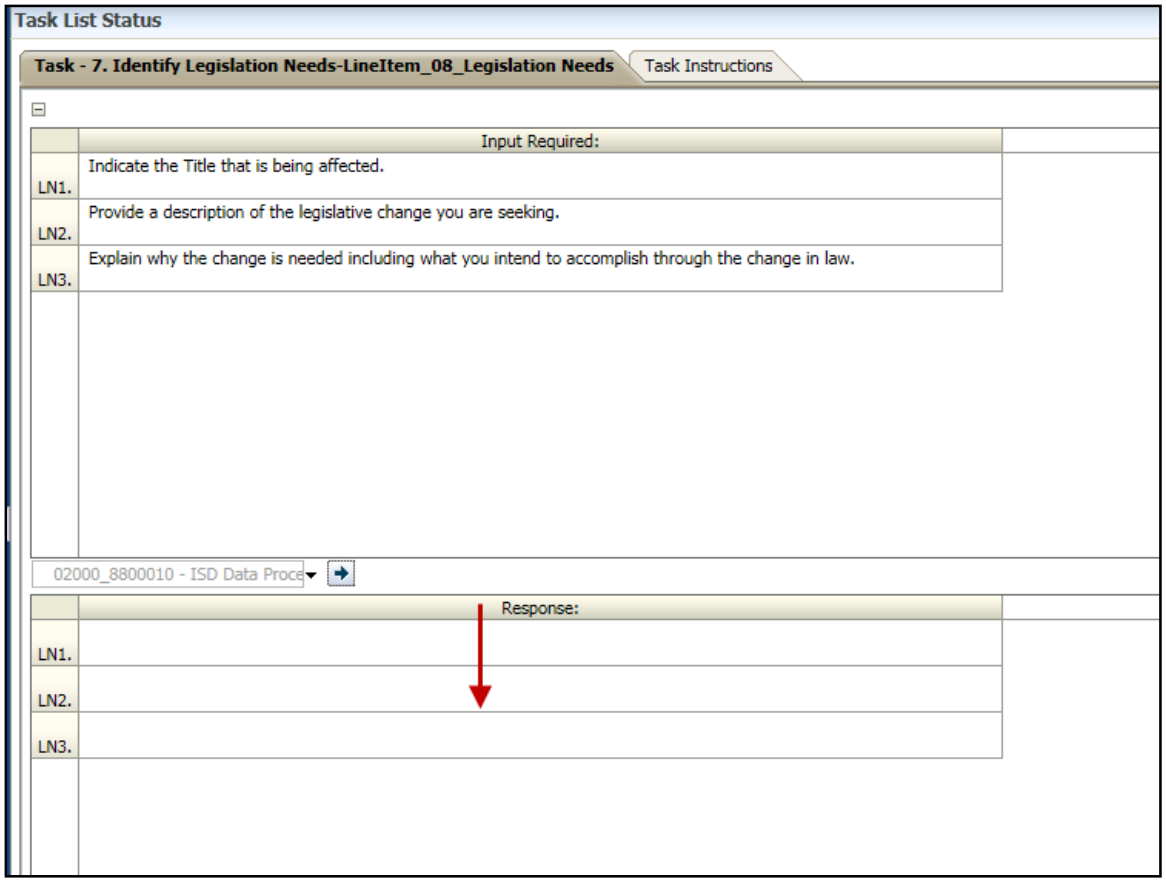
3. After account codes has been expanded user will be able to enter data in the fields in the "FY16" column.
4. Click the File menu, then save, or click the Save Icon
5. Repeat steps for Property Maintenance planning in additional departments by changing POV (points of view)

Identify Legislation Needs

1. In center of page change POV (point of view) click drop down button and select…

- **Department** (Select lowest level department, seven digits)
  i.e. 02000_1000001- General Administration

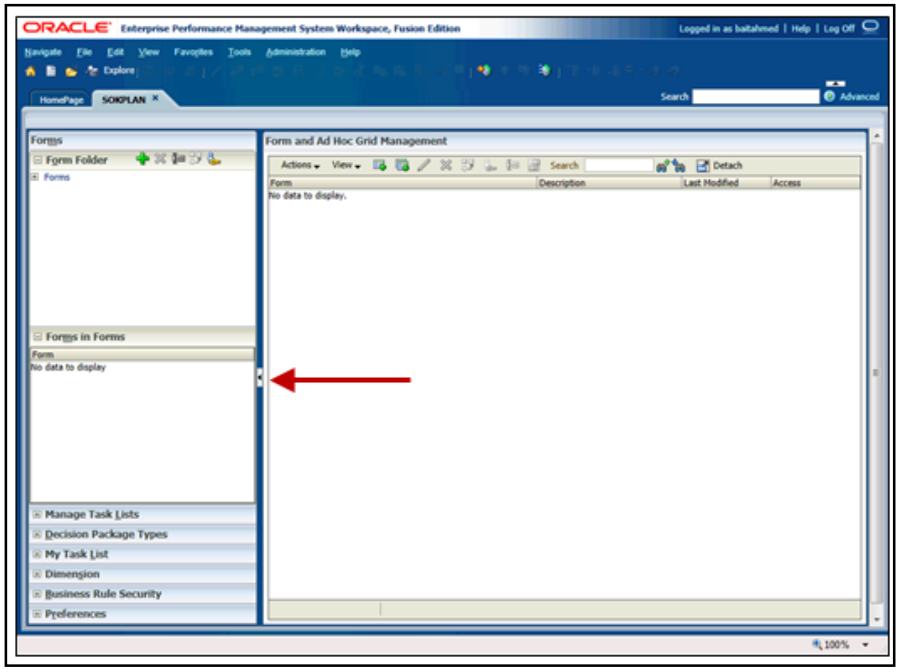
2. Click **Go** button
3. Answer all Legislative Needs questions in lower response section



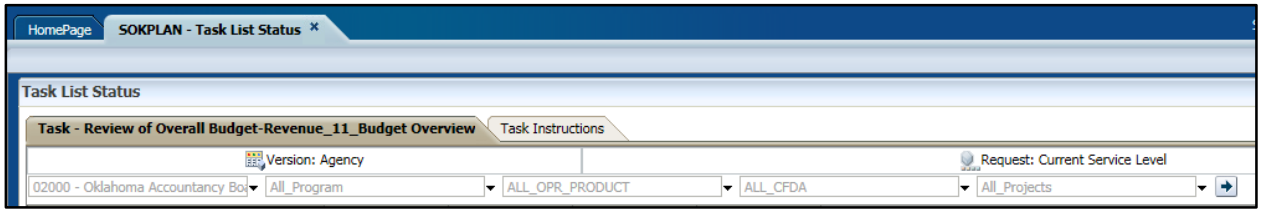
4. Click the File menu, then save, or click the Save Icon
5. Repeat steps for Legislative Needs planning in additional departments by changing POV (points of view)

Final Review of Budget

1. Navigate to the Final Review of Budget Tasks
2. Collapse View for maximum view of content area



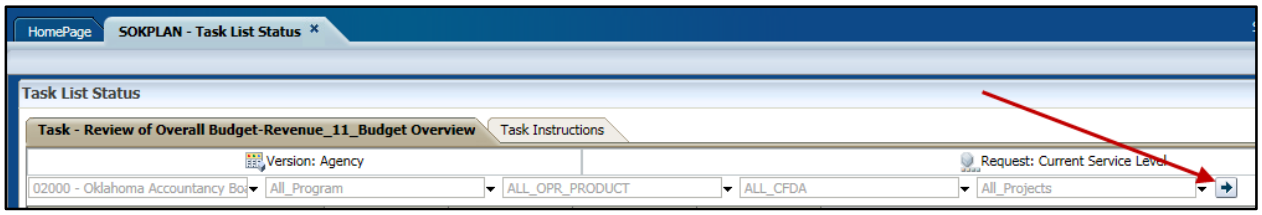
3. In View Pane Set POV(point of view)



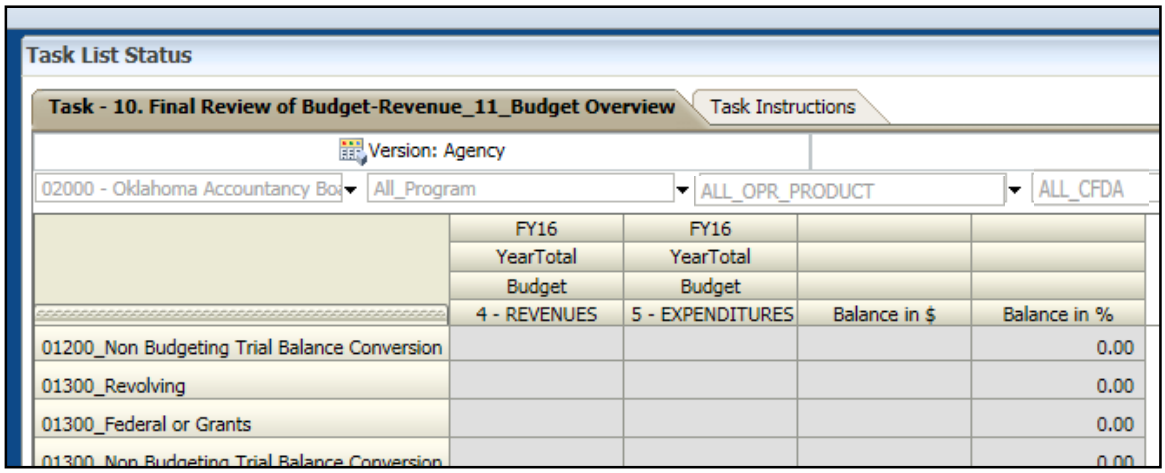
4. For Final Review of Budget:

- User can Enter "All_" or "All " in the member fields to filter to: All_Program, All_Projects, All_CFDA
- User can Enter "No_" or "No " in the member fields to filter to: NP000 (for No Program), No_Projects, NO_CFDA
- User can select any POV (point of view) to review budget

5. Select arrow next each POV item to change selection
6. Once POV selections have been made click the **"Go"** button

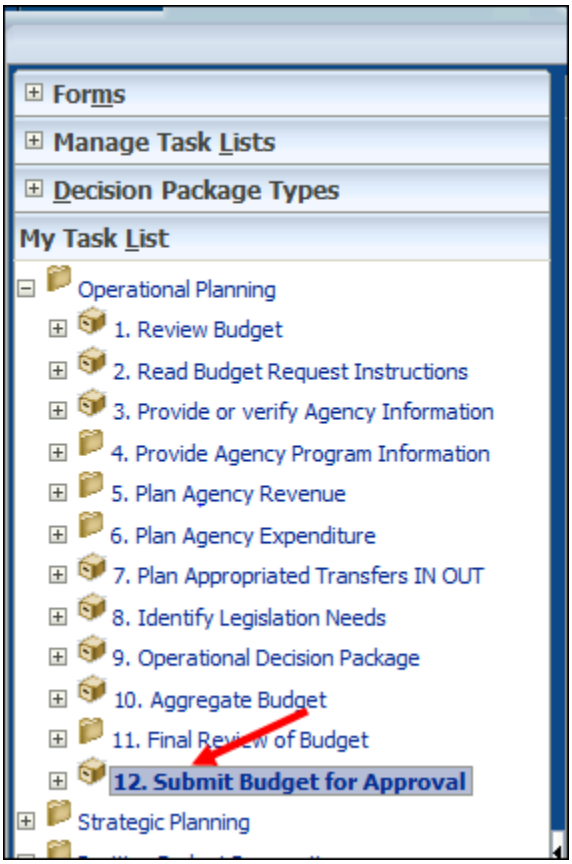


7. Review the data in the form:



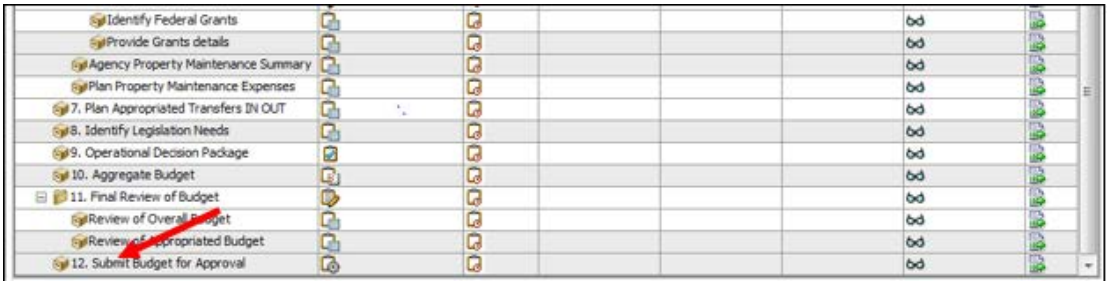
Submitting Budget Request Information (Program info, KPMs, etc.) and Strategic Plan

1. Go to **Submit Budget for Approval** on the task list.

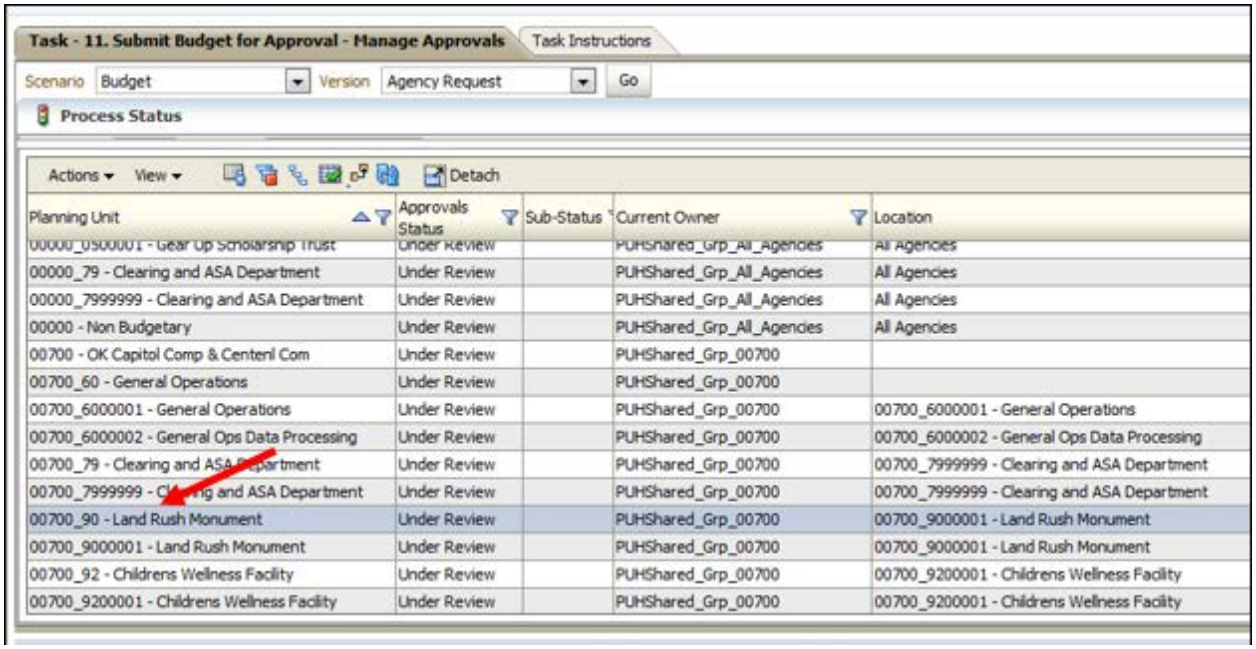


Or

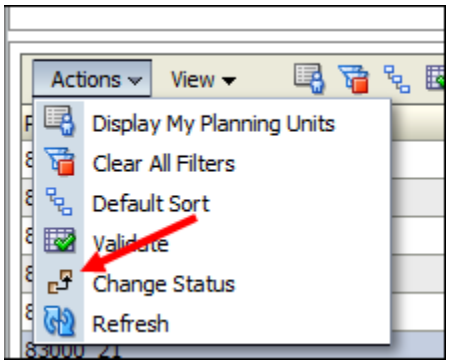
Go to the **Action Button** on the task list in the main pane.



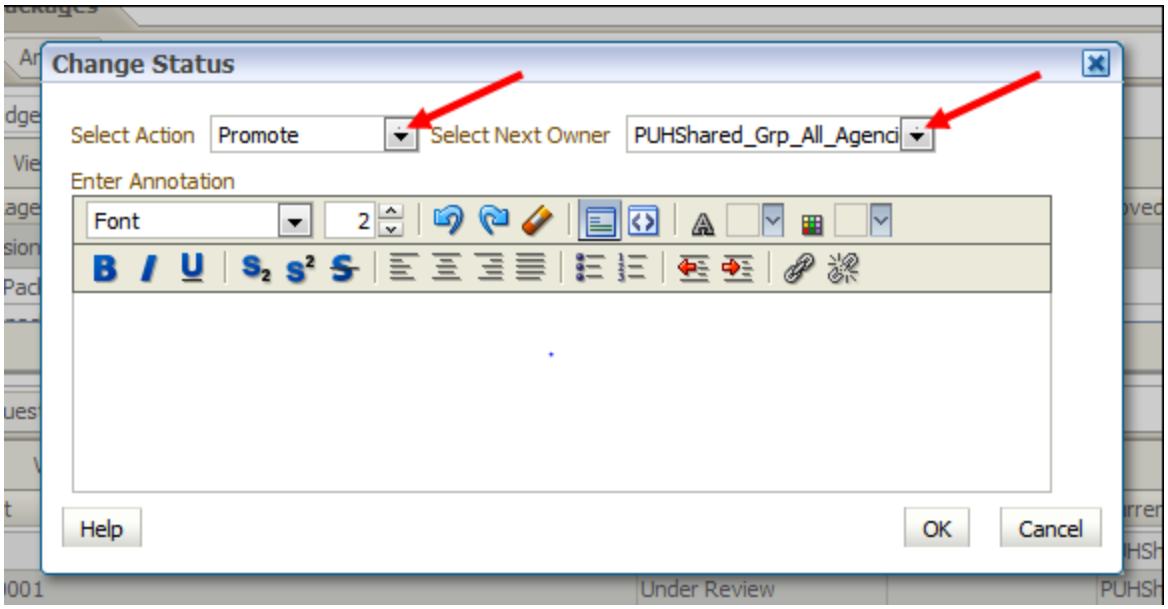
2. Go to the first division line. (When you change the division line, all relevant departments should change.)



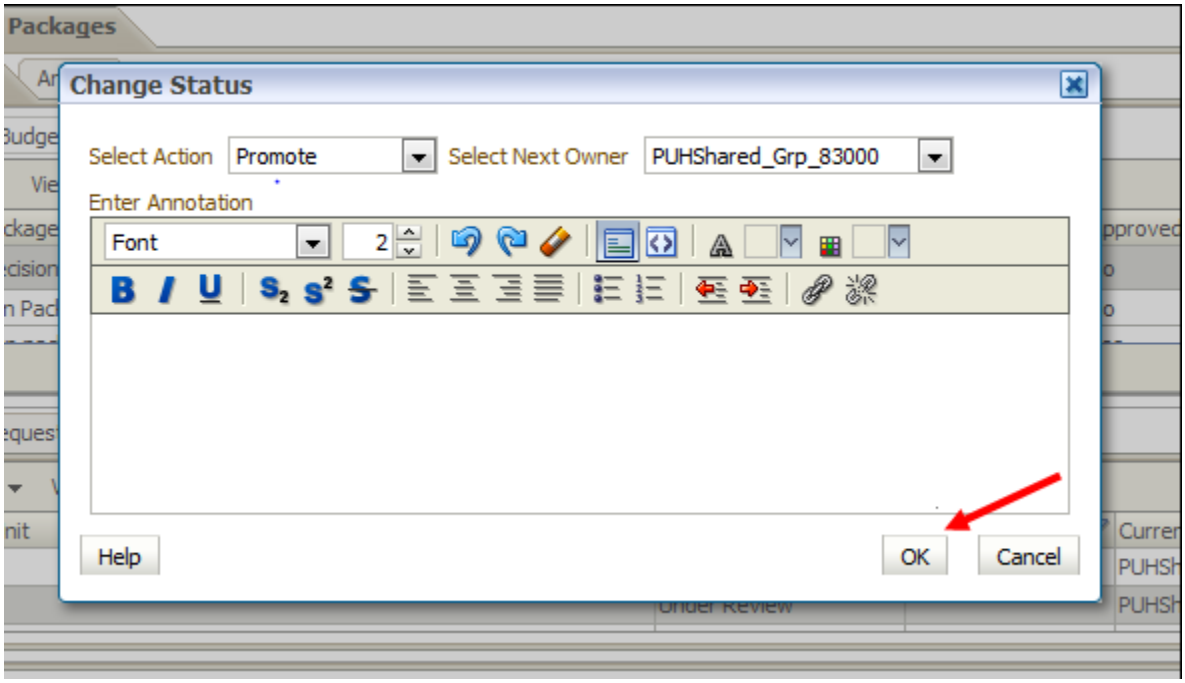
3. Go to the **Actions** button then **Change Status**.



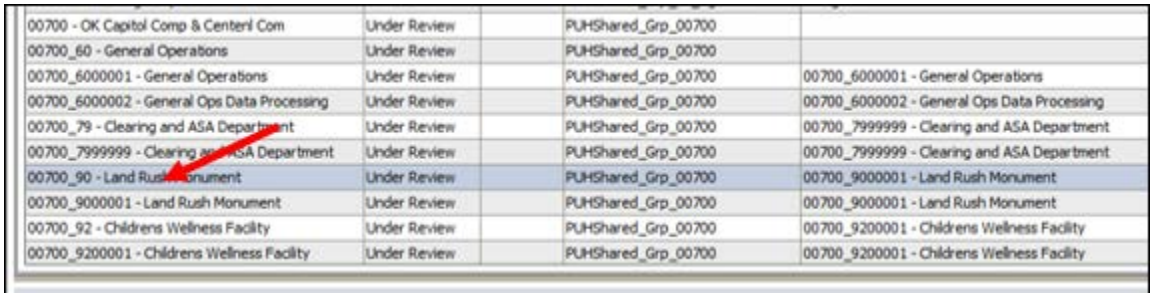
4. Change the status to Promote for the first box then PUHShared_GRP_Your Agency Number for the second box.



5. Click the **OK** button.

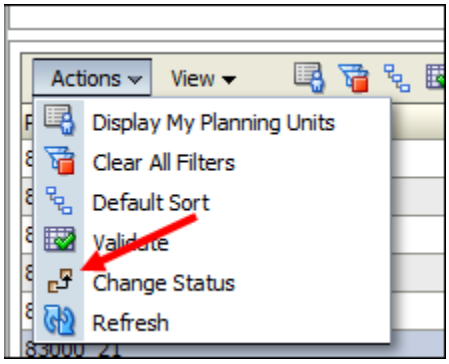


6. **Click** the same division/department line. (There are two steps to approving each part.)

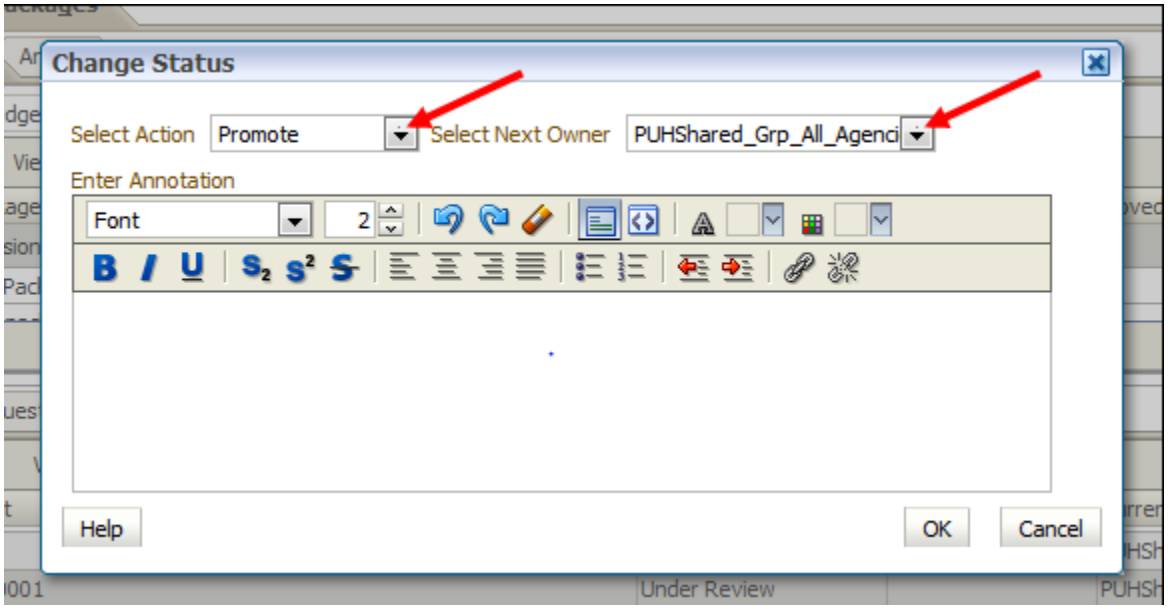


00700 - OK Capitol Comp & Centenl Com	Under Review		PUHShared_Grp_00700	
00700_60 - General Operations	Under Review		PUHShared_Grp_00700	
00700_6000001 - General Operations	Under Review		PUHShared_Grp_00700	00700_6000001 - General Operations
00700_6000002 - General Ops Data Processing	Under Review		PUHShared_Grp_00700	00700_6000002 - General Ops Data Processing
00700_79 - Clearing and ASA Department	Under Review		PUHShared_Grp_00700	00700_7999999 - Clearing and ASA Department
00700_7999999 - Clearing and ASA Department	Under Review		PUHShared_Grp_00700	00700_7999999 - Clearing and ASA Department
00700_90 - Land Rush Monument	Under Review		PUHShared_Grp_00700	00700_9000001 - Land Rush Monument
00700_9000001 - Land Rush Monument	Under Review		PUHShared_Grp_00700	00700_9000001 - Land Rush Monument
00700_92 - Childrens Wellness Facility	Under Review		PUHShared_Grp_00700	00700_9200001 - Childrens Wellness Facility
00700_9200001 - Childrens Wellness Facility	Under Review		PUHShared_Grp_00700	00700_9200001 - Childrens Wellness Facility

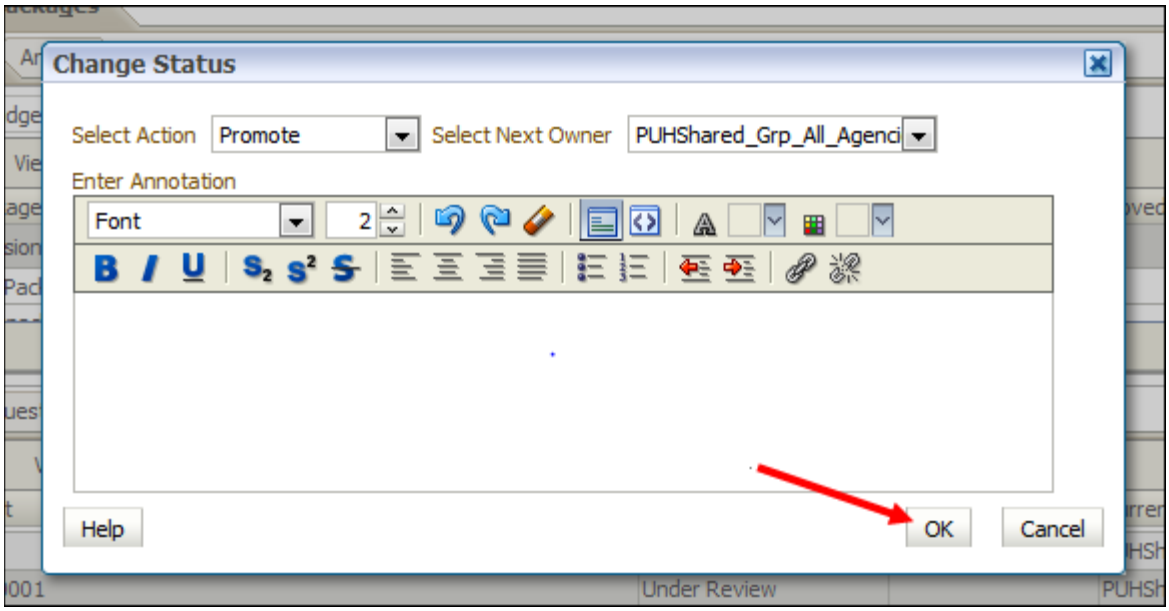
7. **Click** on the **Actions** button, then Change Status.



8. Change the status to **Promote** for the first box then **PUHshared_GRP_All_Agencies** (this submits to OMES) for the second.



9. Click the **OK** button.



10. The **Current Owner Column** should say "PUHshared_GRP_All_Agencies." The **Location Column** should say "All_Agencies."

11. Repeat each step for each division.

NAMING CONVENTIONS

Hyperion will not allow duplicate names in many chartfields/dimensions. Therefore, when adding a new fee or decision package, please use your parent-level entity (business unit) with the fee or decision package name. Once entered, the name will exist in the next year's request and BWP.

1. *Creating a New Fee*
   - Agency #_Department#_ Fee Name (ie.02000_1000010_Computer License)
   - New Fee Name should NOT have (") or (') characters
   - New Fee Name CANNOT be same as an existing fee name
2. *Creating a Decision Package/ Operational Decision Package:*
   - When adding a new decision package, please follow the naming convention below.
     xxx00_DP#_Name
     e.g. 09000_DP1_WellnessTobaccoCessation
3. *Creating a Decision Package –Collaboration Decisions Package for Owning Agency and Shared Agency:*
   - An agency may require a collaborative effort with another agency on a capital project. When this occurs, ENCORE administration will create the package for the agencies to use and set security for this need.
   - When the package is added, the following convention will be used in the name, where xxx000 is the owner/primary agency, and yyy00 is the shared/secondary agency.
     xxx00_xDIV_yyy00_yDIV_ProjName
     e.g. 09000_10_58000_91_NewISDBldg
4. Creating a Decision Package – Training package 2.9 – Create Decision Package for New Project:
   - When adding a new decision package for a single agency, please follow the naming convention below.
     xxx00_DIV_ProjName
     e.g. 09000_10_NewBudDivOffice

DEFINITIONS

BR: “Budget Request” - the presentation of your financial assumptions, needs and strategies to support your strategic plan.

BWP: “Budget Work Program” - the current annual operating budget for an agency.

CORE: the state’s enterprise resource planning software program that contains the payroll, accounting, personnel and purchasing modules.

ISD: “Information Services Division” - the data processing and telecommunications division of OMES. Responsibilities include data processing and telecommunications planning for the State.

OMES: “Office of Management and Enterprise Services”

Performance measures: indicators that show progress toward achieving agency goals. Performance measures consist of several different kinds of measures. These are all explained in more detail in section seven of the strategic plan instructions and in section five of the budget request instructions.

- Inputs - indicators of service efforts, such as dollar cost of the service during a period or amounts of non-monetary resources expended (e.g. amount of work time required).
- Outputs - indicators of service accomplishments, such as amount of workload accomplished.
- Outcome measures - also an indicator of service accomplishments, such as a numeric indicator of program results (service quality, effectiveness, or amount or proportion of need being served).
- Efficiency measures - also known as productivity measures, these are indicators of how service efforts relate to service accomplishments.
- Performance Measures - significant measures for the agency that indicate anticipated agency performance during and at the end of the five-year period covered by the strategic plan.
- Recurring costs vs. startup costs: “recurring” costs refer to costs that will be needed on an ongoing basis - year after year. A “startup” cost refers to one-time costs needed to initiate an effort. Often items such as equipment, vehicles and weapons are startup costs. It can also include “seed” money used to initiate a program intended to become self-supporting at a later date.

Hyperion-specific Definitions

As a number of the names for dimensions/chartfields have changed in Hyperion, please use the list below to ensure clarity.

Account: PeopleSoft GL Accounts and additional "Budget Formulation" specific accounts in use for budgeting and planning.

Entity: Agency - This is an agency hierarchy. It represents data sitting in DEPT ID , rolling up to DIVISIONS, which in turn roll up to BUs.

Period: Regular dimension with BegBalance, quarters, and months rolling up to quarters.

Scenario: Category of data in the application like Actuals, budget and variance.

Version: Contains members to provide flexible and iterative planning cycles within a scenario, providing snapshots of data during each phase of budgeting process.

Year: Fiscal years; 2 previous years, 1 current year, 1 budget year + 10 future years

Class Fund: Funding sources by BUs available or used during the budget formulation process.

Project: Individual projects are represented; includes existing operating projects and new/proposed projects required for capital budgeting.

Request: This dimension is basically part of public sector planning and budgeting package. This helps in raising requests for projects.

Programs: Statewide programs are interagency programs (Cross Agency programs), and can accommodate interagency programs to facilitate agency's internal level of detail budgeting.

Fund Type: This is an attribute dimension, which will help to classify Class Fund. This dimension is tagged to Class Fund dimension.

CFDA: Catalog of Federal Domestic Assistance.

Operating Unit: (OPR) Operating Units by product to facilitate Agency's internal level of detail budgeting and Agency Sub Ledger budgeting.

Decision Packages organize an agency's additional funding requests by key objectives, programs, or projects.

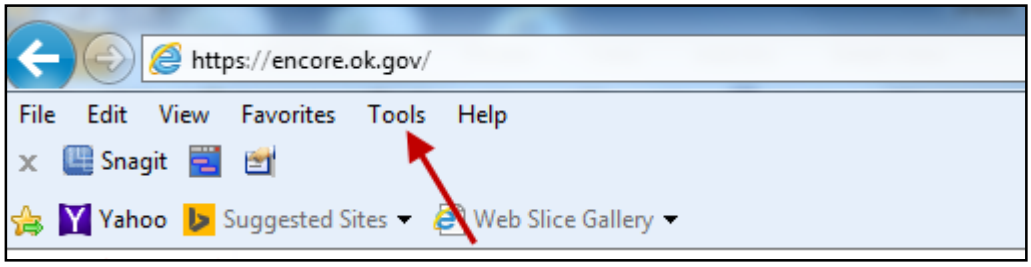
- An agency may have multiple decision packages. Each package would have related requests.
- Each budget request within a decision package will be prioritized by the agency.
- An agency needing supplemental funding for the current year will create a priority 1 decision package requesting the supplemental funding.
- This correlates to the Operational Funding Request portion of the Budget Request System.

Trouble Shooting Issues in Hyperion

Misaligned Menus in Workspace

Misaligned menus can negatively impact the ability to navigate through the menus and menu items in Hyperion

1. Open up Internet Explorer. Once open, navigate to Internet Options by clicking the Tools menu.



2. Click the Tools menu. Click the Internet options menu or Press [O].
3. Click the Security tab.
4. Click the Custom level... button.
5. Navigate to "Allow script initiated windows without size or position constraints" option.
6. Press the left mouse button over the scrollbar and drag the mouse to the desired location.
7. Scroll down to the "Allow script initiated windows without size or position constraints" option.
8. Click the Enable "Allow script initiated windows without size or position constraints" option.
9. Click the Enable option.
10. Click the OK button.
11. Warning box displays reading "Are you sure you want to change the settings for this zone?
12. Click the Yes button.
13. Navigate to the OK button on the Internet Options page.
14. Click the OK button.
15. Launch Workspace.
16. Click the Launch Application... button.
17. Click the Maximize/Restore button.