

BUDGET LETTER

SUBJECT: BUDGET ROLLOVER IN HYPERION FOR THE 2020-21 BUDGET CYCLE	NUMBER: 19-17
REFERENCES: BUDGET LETTERS 19-06, 19-07, 19-13, AND 19-14	DATE ISSUED: July 22, 2019
	SUPERSEDES: BL 18-11

TO: Agency Secretaries
Department Directors
Departmental Budget and Accounting Officers
Department of Finance Budget and Accounting Staff

FROM: DEPARTMENT OF FINANCE

This Budget Letter is to inform departments of the data rollover rules in Hyperion. In preparation for the 2020-21 fall budget development process, data in Hyperion has been consolidated and used to populate the starting point for the 2020-21 budget development (the "rollover"). The system is now available for departments to view data and prepare for the next budget cycle.

I. Glossary Relevant to this BL

- BBA = Baseline Budget Adjustments. These are baseline expenditure adjustments such as employee compensation, carryovers, etc.
- BR = Budget Requests. These are issues identifying changes to dollar amounts and/or positions for any fiscal year in Hyperion.
- BU = Business Unit. This four-digit number is equivalent to an organization code/entity.
- Category = An account code in the Chart of Accounts.
- CSL = Current Service Level (a consolidated starting point in Hyperion for each BU for all fiscal years). This data is preserved in the "GB Public Initials" version in Hyperion.
- ENY = Enactment Year.
- FTEs = Full-Time Equivalents or Positions. These terms are used interchangeably.
- RTL = Revenues, Transfers, and Loans.

II. What are Included

Rolled over information is the starting point for the 2020-21 budget cycle. The data elements included in the rollover for each Item-ENY-Program-Category combination are:

1. Requested Amount
2. Estimated Savings
3. Estimated Carryover
4. Budgetary Expenditure
5. Non-add values of the above
6. FTEs
7. Revenues, Transfers, and Loans
8. 2018-19 (now past year) through 2024-25 (Budget Year [BY]+4) in Hyperion

The Department of FI\$Cal has completed the rollover activities and validated statewide totals in all department versions. The purpose of the validation is to ensure the rollover process was performed correctly based on the rollover rules specified in Section III below. Departments are responsible for tracking their authorized expenditure levels, however departments are not required to perform an initial validation of CSL before making new entries in Hyperion for the 2020-21 budget cycle. If departments believe the rolled over data is inaccurate, contact your Finance budget analyst immediately to determine what adjustments, if any, are needed.

III. Rules for the Rollover

Below are detailed rules for the rollover process using data from the 2019-20 budget cycle that created the new base for the 2020-21 budget cycle.

A. Expenditures and Positions

Support Budgets:

2018-19 fiscal year (Past Year)—All approved BRs from the 2019-20 budget cycle are consolidated into the existing CSL and created the new CSL amount for 2018-19 (the new past year in the new budget cycle). The BRs for each unique combination of Item-ENY-Program-Category are consolidated with existing CSL data for that combination.

2019-20 fiscal year (Current Year)—All approved BRs from the 2019-20 budget cycle are consolidated into the existing CSL and created the new CSL amount for 2019-20 (the new current year in the new budget cycle). The BRs for each unique combination of Item-ENY-Program-Category are consolidated with existing CSL data for that combination.

2020-21 through 2023-24 fiscal years (BY through BY+3)—All approved BRs from each fiscal year in the 2019-20 budget cycle are consolidated into the existing CSL to create the new BY through BY+3 CSL amount for the 2020-21 budget cycle. The BRs for each unique combination of Item-ENY-Program-Category are consolidated with existing CSL data for that combination. Items of appropriation approved in 2019-20 with one fiscal year to encumber are duplicated, rolled over, and available in 2020-21, as well as out years with an ENY and year of completion of 2020. Items of appropriation with multiple years to encumber (and still available for encumbrance beyond 2019-20) retain the original ENY and year of completion (these are continuing or continuous appropriations).

2024-25 fiscal year (BY+4)—Reflects the same CSL as in the 2023-24 fiscal year. If there was limited-term funding that ended in 2023-24, an adjustment in Hyperion will be necessary in the 2024-25 fiscal year to reduce the new CSL amount.

Capital Outlay Budgets:

2018-19 and 2019-20 fiscal years—Same as support budgets.

2020-21 through 2024-25 fiscal years—All dollars are zero-based.

The new expenditure CSLs are loaded in GB Dept Working, GB Dept Submitted, and GB Dept What-If versions in Hyperion for departments.

B. Revenues

For all fiscal years, all approved revenue BRs from the 2019-20 budget cycle are consolidated into the existing CSL and created the new CSL amount for the 2020-21 budget cycle. Similar to the expenditures, each unique combination of Item-ENY-Program-Revenue Category are consolidated with existing CSL data for that combination.

The new revenue CSLs are also loaded in GB Dept Working, GB Dept Submitted, and GB Dept What-If versions in Hyperion for departments.

C. Revenue Transfers and Loans

For all fiscal years, all Revenue Transfer and Loan BRs are retained individually and rolled over. They are loaded in GB Dept Working for departments to update before submitting to Finance. For Revenue Transfers and Loans, there are no consolidated CSLs. This enables departments and Finance to edit the BR amount, name, and title as needed. Departments and Finance do not need to recreate all of the individual BR names and titles for the Governor's Budget Fund Condition Statement display. The fiscal year has been globally changed from "2019" to "2020" in the BR name during the rollover process to help minimize workload. However, the sequencer number in the BR name will need to be updated to reflect the new [BR Naming Convention](#).

D. Rounding to "000" for Dollars

For budget purposes, there is no need to track dollars below \$1,000. The level of precision is unnecessary, and creates additional workload and reconciliation problems between level zero data and rolled up data. As part of the rollover process, all data will end with "000." Users must not enter or upload amounts that do not end with "000."

E. Rounding to Tenth Decimal for FTEs

NEW: For budget purposes, there is no need to track FTEs beyond the tenth decimal position. This creates additional workload and reconciliation problems between level zero data and rolled up data. As part of the rollover process, all FTEs have been rounded to the nearest tenth position (e.g., 1.52 would be rounded to 1.5). Users must not enter or upload FTE amounts beyond the tenth decimal position.

If you have any questions, please contact your Finance budget analyst.

/s/ Thomas Todd

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