

## Attachment to BL 18-14

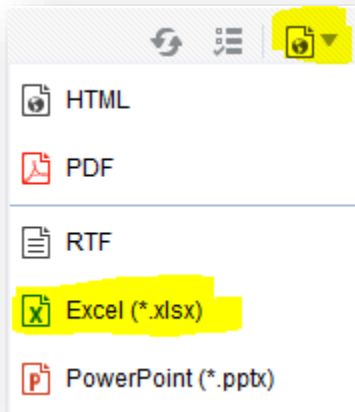
**Past Year Expenditure Update by Item report and Past Year Incremental RTL Adjustments.**  
Instructions for running reports and adding formulas are included below.

### How to Run the Expenditure Report

1. Select the report in the BI report menu:



2. Select the POV (report parameters):
  - a. **Year:** "FY19" - report defaults to FY 19 (2019-20 budget) and will provide the rolled over past year 2017-18 data.
  - b. **Entity:** select your BU
  - c. **Version**—pick the following versions:
    - a. Version 1 – ("GB Public Initials"): This version includes rolled over data representing 2017-18 data when the 2018 Budget Act was enacted.
    - b. Version 2 – ("GB Dept Working"): This version includes the same information as GB Public Initials, and will change as departments enter adjustments throughout the fall process.
  - d. **Fund:** select the appropriate fund
  - e. **Character code, Fund Class, P98:** defaults to "All" for each parameter.
    - a. For a **capital outlay only** report, please select only the CO character code.
    - b. For a **support only** report, please select all character codes except CO.
  - f. **Click Apply**
3. Export the report to Excel and print, save, or send, as necessary.



### Adding Formulas to Past Year Expenditure Update by Item (Initial Expenditure Report)

Once you have exported the report to Excel, please do the following:

1. There are 3 sections: GB Public Initials, GB Dept Working, and Changes to Initial.

2. In the second section of the report (GB Dept Working):
  - a. **Change title** to “Past Year Actuals.”
  - b. **Add formulas to all rows** in the “Budgetary Expenditure PY” column and in the “Totals” row at the bottom (see salmon colored cells in attachment below). Request Amount + Estimated Savings (negative adjustments in Hyperion)+ Carryover (negative adjustments in Hyperion)= Budgetary Expenditures.
  
3. In the third section of the report (Changes to Initial):
  - a. **Delete** all the data.
  - b. **Add Formulas** to all columns. The formula within each of the three sections should be Past Year Actuals minus GB Public Initials. For example, the formula for the Incremental Request Amount PY in the Changes to Initial section should equal the Request Amount in the Past Year Actual section minus the Request Amount in the GB Public Initials section (see salmon colored cells in attachment below).
  
4. **Add formulas** to the Totals row at the bottom of the table to sum data in each column (see salmon colored cells in attachment below).
  
5. **Enter data** in the Past Year Actual section for Request Amount, Savings, Carryover, and FTE (positions) to match appropriate accounting reports. The Budgetary Expenditures column, all columns in the Changes to Initial section, and the Totals row are formula-driven will automatically populate.
  
6. The formula-driven data in the Changes to Initial section with the exception of Budgetary Expenditures is the data departments should key in or upload into Hyperion. To upload, copy information from that section and paste into upload template (see steps below)

Step1 – Past year report

Item	ENY	Program	Category	Changes to Initial			
				Incremental Request Amount PY	Incremental Estimated Savings PY	Incremental Estimated Carryover PY	Incremental FTE PY
0555 101 0222	ENY 2017	5200000-Curriculum Services-Health and Physical Education-Drug Free Schools	5432000-Grants and Subventions - Governmental	-4,000,000	0	0	0.0
0555 101 0222	ENY 2017	5200090-Other Compensatory Programs	5432000-Grants and Subventions - Governmental	-200,000	0	0	0.0
0555 102 0222	ENY 2017	5200007-Curriculum Services-Health and Physical Education-Drug Free Schools	5432000-Grants and Subventions - Governmental	-13,536,000	3,600,000	0	-2.0

Step 2 – Transfer data into Past Year Upload template

- a) Expenditures

				Request Amount PY	Estimated Savings PY	Estimated Carryover PY
0555 101 0222	ENY 2017	5200000-Curriculum Services-Health and Physical Education-Drug Free Schools	5432000-Grants and Subventions - Governmental	-4,000,000	0	0
0555 101 0222	ENY 2017	5200090-Other Compensatory Programs	5432000-Grants and Subventions - Governmental	-200,000	0	0
0555 102 0222	ENY 2017	5200007-Curriculum Services-Health and Physical Education-Drug Free Schools	5432000-Grants and Subventions - Governmental	-13,536,000	3,600,000	0

b) Positions

				FTE PY
0555 101 0222	ENY 2017	5200000-Curriculum Services-Health and Physical Education-	5432000-Grants and Subventions - Governmental	0.0
0555 101 0222	ENY 2017	5200090-Other Compensatory Programs	5432000-Grants and Subventions - Governmental	0.0
0555 102 0222	ENY 2017	5200007-Curriculum Services-Health and Physical Education-	5432000-Grants and Subventions - Governmental	-2.0

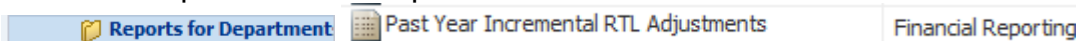
Step 3 – Upload data into Hyperion



Past Year  
Expenditure Update

**How to Run the Revenue Report**

4. Select the report in the FR report menu:



5. Select the POV (report parameters):

- g. **Year:** “FY19” (because we are building the 2019-20 budget). The report will provide the rolled over past year 2017-18 data.
- h. **Entity:** select your BU
- i. **Fund:** select the appropriate fund
- j. **Click OK**
- k. **Version**—pick the following versions:
  - a. Version 1 – (“GB Public Initials”): This version includes rolled over data representing 2017-18 data when the 2018 Budget Act was enacted.
  - b. Version 2 – (“GB Dept Working”): This version includes the same information as GB Public Initials, and will change later as departments enter adjustments throughout the fall process.
- l. **Click OK**

6. Export the report to Excel and print, save, or send, as necessary.

**Adding Formulas to Past Year Incremental RTL Adjustments (Initial RTL Report)**

Once you have exported the report to Excel, please do the following:

1. There are 3 sections: Revenues PY, Revenue Transfer PY, and Loans PY

2. In each section, make these changes:
  - a. **Change the title** of the middle column from “GB Dept Working” to “Past Year Actuals” (see yellow cells in attachment below.)
  - b. **Delete** all data in the Difference columns.
  - c. **Add formulas** to the Difference column. The formula should be the Past Year Actuals minus GB Public Initials (see blues cells in attachment below).
  - d. **Add formulas** to the Total row at the bottom (green cells) to sum all data in each column.
  - e. **Enter data** in the Past Year Actual columns to match appropriate accounting reports. The Difference column is now formula-driven and will automatically populate, as well as the Totals row.
  - f. Departments will enter their values in the Past Year Actual column.
3. The formula-driven data in the Difference section are the data departments should input into Hyperion for revenues. For Revenue Transfers and Loans, departments should enter actuals into existing rolled over BRs.



Past Year  
Incremental RTL Adj

For questions, please contact your Finance budget analyst.