

BUDGET LETTER

	NUMBER: 16-18
SUBJECT: ENHANCEMENTS IN FISCAL (HYPERION)	DATE ISSUED: July 26, 2016
REFERENCES: BL 16-13	SUPERSEDES:

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

FROM: DEPARTMENT OF FINANCE

This Budget Letter informs FISCAL Hyperion (budget) users of major enhancements and changes going live in August 2016. The primary goals of these enhancements are to improve data entry efficiency and usability of the system. They will reduce data accuracy problems and increase transparency. This Budget Letter provides a short summary of the enhancements. More discussions will be provided to departmental budget analysts who attend Finance training.

With few exceptions, all departments not currently in Hyperion will go live and become Hyperion users early next month. Departments in the system have the option to key data directly or utilize an upload template to populate the system. Departments will need to coordinate with their Finance budget analyst to determine the best approach depending on level of budget complexity, type of adjustment, and familiarity with the system. They also have direct access to reports to extract their own budget data and track legislative actions taken on their items/issues in public versions of Hyperion.

I. Glossary Relevant to this BL

- AR = April Revision
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 the system.
BU = Business Unit. This four-digit number is equivalent to an organization code/entity.
Category = An account code (AC) in the Chart of Accounts.
CalPLAN = Hyperion planning application.
FTEs = Full Time Equivalents or Positions. These terms are used interchangeably.
GB = Governor's Budget
MR = May Revision
RTL = Revenues, Transfers, and Loans (**New**: "loan repayments" are now included in "loans").

II. Major Enhancements In the System and Benefits to Departments

1. Removal of Decision Packages (DP)

- DPs will no longer be used. Data will be entered directly into a BR, eliminating the duplicate data entry experienced in Budget 1.0.
- Shorter BR Naming Convention. Since the use of DPs has been eliminated (and only BRs will be used), the name does not need to include "DP" or "BR."
- Creation of a BU can be done and available overnight, rather than several days later.

2. **Copying BRs by a user is easier, including ability to copy directly from the BR listing**
3. **Streamlined “Scenarios” and “Versions”**—“Scenarios” are eliminated and only unique “Versions” will be used. Departments have access to these versions:
 - a. Write/view/copy/report access: GB Dept Working, GB Dept Submitted, GB Dept What-if, GB Exchange, AR Dept Working, AR Dept Submitted, AR Exchange, MR Dept Working, MR Dept Submitted, and MR Exchange
 - b. View/report access: GB Public Initials, GB Public, AR Public, MR Public, Senate Public, Assembly Public, Conference Public, Enactment Public, and Enacted with Technical
4. **Easy Access to Rolled Over Amounts/FTEs**—Adding a new public version (“GB Public Initials”) to store frozen rolled over amounts/FTEs in the active CalPLAN. Finance, departments, and the Legislature can view/report on these initial amounts and compare to the other versions.
5. **No More Rounding Problems!**—All numbers have been rounded to the nearest thousands and now end with 000. No users should input or upload any numbers that do not end with 000, including past year actuals.
6. **Direct Tracking of Reimbursement Amounts**
 - a. Use “Fund 0995” items to reflect budgeted expenditures to be reimbursed.
 - b. All amounts under AC48 have been centrally mapped to new Fund 0995 items.
 - c. Enhance transparency as to how reimbursement dollars are spent by category.
 - d. Provide information on request (aka authority), savings, carryovers, and budgetary expenditures from reimbursements. In Budget 1.0 reimbursements only reflected budgetary expenditures.
 - e. Users no longer need to create a separate budget request for reimbursements.
 - f. “Reimbursements” tab has been removed in the Hyperion application/forms.
 - g. No more AC48 or “expenditures net of reimbursements”!! Reduce probability of using incorrect amount for the fund or items (related to confusion between AC5, AC48, and expenditures net of reimbursements).
7. **Concatenated Item in Hyperion (BU-Ref-Fund)**
 - a. No longer need to separately select “BU”, “Ref”, and “Fund”.
 - b. Quicker expenditure data entry by item. Less data entry combinations to choose from.
 - c. Only valid items are available for data entry.
 - d. RTL adjustments will be entered via items also, in addition to using revenue account category codes (standard practice). Use one of the following reference numbers based on the type of RTL:
 - i. Revenues: 787
 - ii. Transfers: 788
 - iii. Loans: 789
8. **Items Have Been Created for Carryovers**—Convenient for departments with such items.
9. **Better BBA Label**—Changed “Other” to “Issue Specific Adjustment.” Selecting this BBA type will make the BBA display separately in the Detailed Budget Adjustment fiscal statement in the budget galley.
10. **Reports Will Be Gradually Converted and Available**

III. FI\$Cal Resources Web Page

This website provides helpful references, crosswalks, and quick tips. These materials are updated and expanded throughout the year. Refer to: http://www.dof.ca.gov/Budget/Fiscal_Resources_For_Budget/

If you have any questions about this Budget Letter or budget/policy questions regarding the use of Hyperion, please contact your Finance budget analyst. For system logon/password issues or other system technical questions, please contact the FI\$Cal Service Center (fiscalservicecenter@fiscal.ca.gov) and copy your Finance budget analyst.

/s/Veronica Chung-Ng

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