BUDGET LETTER

	NUMBER:	18-22

SUBJECT: ENHANCEMENTS IN FI$CAL (HYPERION)	DATE ISSUED:	July 31, 2018

REFERENCES: BL 18-11, BL 18-14	SUPERSEDES:	BL 17-22

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

FROM: DEPARTMENT OF FINANCE

This Budget Letter (BL) is to inform FI$Cal Hyperion (budget) users of enhancements made in the system or process in the last twelve months. The primary goal of these enhancements is to improve efficiency and increase accuracy and usability of the system. This BL provides a short summary of the enhancements.

I.   Glossary Relevant to this BL

BBA   =   Baseline Budget Adjustments: These are baseline expenditure adjustments such as employee compensation, carryovers/reappropriations, lease revenue debt service, etc.

BIP   =   Business Intelligence Publisher is a type of reports available to Hyperion users.

BR   =   Budget Requests: These are issues identifying changes to dollar amounts and/or positions for any fiscal year in the system.

BCP   =   Budget Change Proposals.

BU   =   Business Unit: This four-digit number is equivalent to an organization code/entity.

CalPLNXX = Hyperion planning application.

Category = An account (category) code in the Chart of Accounts.

FR   =   Financial Reporting is a type of reports available to Hyperion users.

II.   Major Enhancements in Hyperion

1. **Early Access to Hyperion**—FI$Cal and Finance improved and accelerated the approach to perform the rollover and validation processes. The Hyperion application for the 2019-20 budget cycle (CalPLN19) was made available to departments on July 12, two weeks earlier than last year. This provided departments with earlier system access to begin internal budgeting processes such as past year adjustments, BCP input, miscellaneous adjustments, etc.

2. **New Archive Application**—The 2018-19 Budget has been successfully archived under CalPLN18. Users may access 2018-19 budget data (read only) via reports in this archived application. A process has been developed to eliminate the validation period between a budget cycle and new archive application starting with the 2019-20 cycle.

3. **Enhanced Report Availability**—Six new reports are available for department use:
   1) BBA Type (Baseline Budget Adjustment Type): A FR report that provides a list of BBA BRs including issue status, legislative action status, and BBA type.
   2) BR Listing in Planning – Budget RT: A real-time FR report listing support budget BRs, by BR type, in BR number order, comparing two versions.
   3) BR Listing in Planning – Capital RT: A real-time FR report listing capital outlay BRs, by BR type, in BR number order, comparing two versions.
   4) DBA (Detailed Budget Adjustments) by Entity: A FR report to help perform a validation check of the Detailed Budget Adjustments table in the Governor's Budget and Enactment Budget BU galleys.
   5) Galley Validation: A FR report to validate key data points in the Governor's Budget and Enactment BU galleys.
   6) Past Year Expenditure by Item: A BIP report to facilitate more efficient updates of past year data. See item 4 below.

   An updated department report manual is available from your Finance budget analyst. The manual lists reports available to departments, sample look of the reports, and key report parameters to help users understand the reports.

4. **Streamlined Past Year Update and Fund Balance Reconciliation Processes**—In an effort to increase the efficiency of the past year update and fund balance reconciliation processes, a new "streamlined" past year process has been implemented which includes a new BIP report. Please see BL 18-14 for details on the updated past year processes, including the new report.

5. **Cleanup of AC 4s and AC 6s in Hyperion—**In a continued effort to increase data entry efficiency and to remove lower level of detail not necessary for budgeting purposes, the number of revenue and transfer account codes/categories (AC 4s and AC 6s) has been reduced in Hyperion. Those AC codes with no dollars or positions are no longer visible for users in Hyperion.

III. **FI$Cal Resources Webpage**

This webpage provides helpful references, crosswalks, upload templates, and quick tips. These materials have been updated for departments to use. Please refer to:
http://www.dof.ca.gov/Budget/FISCAL_Resources_for_Budget/

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

/s/ Veronica Chung-Ng

Veronica Chung-Ng
Program Budget Manager