

# Unique Naming Convention of Budget Requests in Hyperion for 2026-27

## Naming Convention for Budget Requests (BRs) across departments and fiscal years:

1. **Business Unit (BU) number.** This is the four-digit number equivalent to an organization/entity code.
2. **Sequencer number.** This is the last three digits of the BR identifier number.
  - When a BR is created, it is assigned an automated BR identifier number (i.e., BR 0001) that is displayed in the column left of the BR Name field of the BR listing page.

The screenshot shows the 'Task List Status' window in the Hyperion application. The 'Task - BCP' tab is selected. The 'GB Dept Working' dropdown is set to '9818-Federal Levy of State Funds'. The 'BR Name' field displays '9818-001-BCP-2026-GB' and the 'BR Title' field displays 'Past Year Expenditure Adjustments'. A red box highlights the 'BR 0001' identifier, with a red arrow pointing to a label 'BR Identifier Number'. Another red box highlights the '001' in the BR Name, with a red arrow pointing to a label 'Sequencer Number'.

3. There are four **Budget BR types** currently in use (excluding three Capital Outlay BR types):
  - **BCP** = Budget Change Proposal
  - **BBA** = Baseline Budget Adjustment
  - **ECP** = Enrollment, Caseload, and Population
  - **RTL** = Revenue, Transfer, and Loan

There are three **Capital Outlay BR types** currently in use:

- **COBCP** = Capital Outlay Budget Change Proposal
- **COBBA** = Capital Outlay Baseline Budget Adjustment
- **COCP** = Capital Outlay Concept Paper

#### 4. **First part of the fiscal year.**

- Budget year for all BR types. This applies even if the BR has a current year component (e.g., use "2026" in the development of the 2026-27 budget cycle).
- This is consistent with the "year" shown in the application.

#### 5. **Point in time when the BR originated** (GB, A1, M1, MR, L, V). (No point in time is needed for COCPs.)

- **GB** = Governor's Budget
- **A1** = April 1
- **M1** = May 1 (Capital Outlay)
- **MR** = May Revision
- **L** = Legislative Change (Subcommittee/Conference)
- **V** = Veto Process

### Example of a BR at 2026-27 Governor's Budget:

- BR for a BCP = 9818-001-BCP-2026-GB
- BR for a Revenue = 9818-002-RTL-2026-GB

### Some Rules to Observe:

- BR(s) must be within the same Finance budget analyst's assignment area.
- Prop 98 and Non-Prop 98 items cannot be mixed within the same BR.