

# How to Create a Revenue, Revenue Transfer, or Loan/ Loan Repayment (RTL) Entry in Hyperion By Department of Finance

**Target Audience:** All department budget analysts with access to the Hyperion Planning Application.

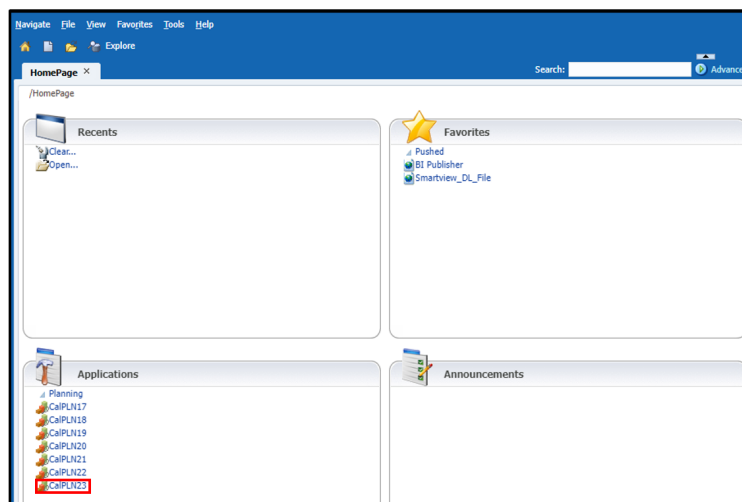
**Purpose:** Provides instructions for manual entry of a RTL adjustment in Hyperion

**General Information:** In Hyperion, users create RTL Budget Requests (BRs) to reflect changes to RTL dollar amounts for any fiscal year in Hyperion. Departments are required to report RTL information for the General Fund and all special funds that they report in their accounting records. Additionally, revenue information for bond funds, federal funds, and other non-governmental cost funds is required for certain departments and/or programs as specified by your Finance Budget Analyst.

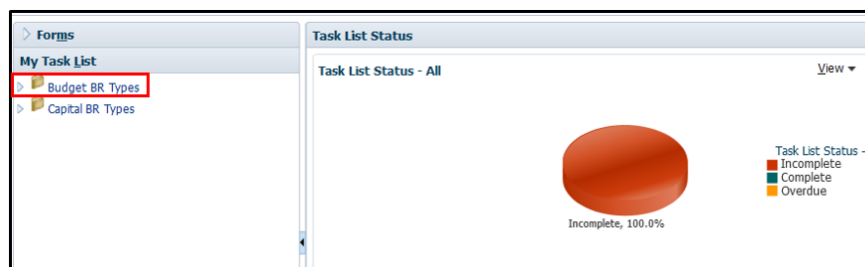
If a user has numerous changes, impacting 20 or more lines of data or many items of appropriation or programs, then a user may elect to enter the data in an Excel upload template (which are available through your Finance Budget Analyst) and upload the information into Hyperion via Smartview in Excel rather than entering the data manually. For instructions on how to use upload templates, please refer to the FI\$Cal job aid, [Uploading Budget Templates in Hyperion](#), available through FI\$Cal's Learning Center website with a valid FI\$Cal login and on [Finance's FI\\$Cal Resources](#) webpage.

**Step 1:** On the Hyperion Homepage, under the Applications section, click on **CalPLNXX**. A new tab will open the selected application in Hyperion.

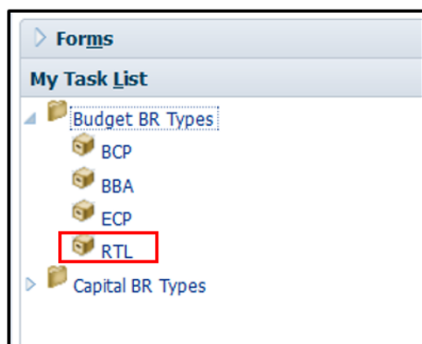
'XX' represents the first part of the fiscal year. In this example, we are in the development of the 2023-24 budget cycle, therefore we will choose CalPLN23.



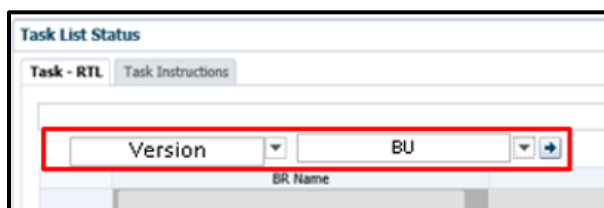
**Step 2:** Navigate to **My Task List** and click the triangle button to expand the list for **Budget BR Types**.



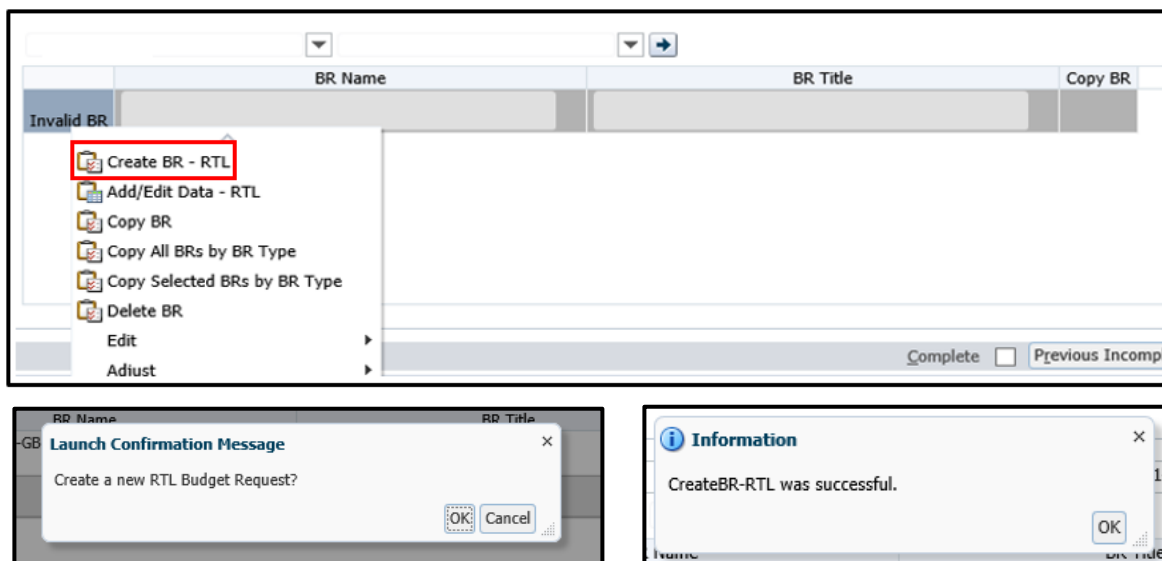
**Step 3:** Select the **RTL** BR type.



**Step 4:** Select the **Version** and **BU** from the dropdown menus. Then click the “GO” arrow to submit your selections.



**Step 5:** Right click on the BR Listing page and select “**Create BR – RTL**”. A pop-up message will appear confirming your selection. Click **OK**. Another pop-up message will appear after your BR has been successfully created. Click **OK**.



**Step 6:** Under the new BR, populate the **BR Name** field following the standard BR naming convention used across all departments and fiscal years in Hyperion. Refer to the [Budget Request Naming Convention in Hyperion](#) guide available on Finance’s website.

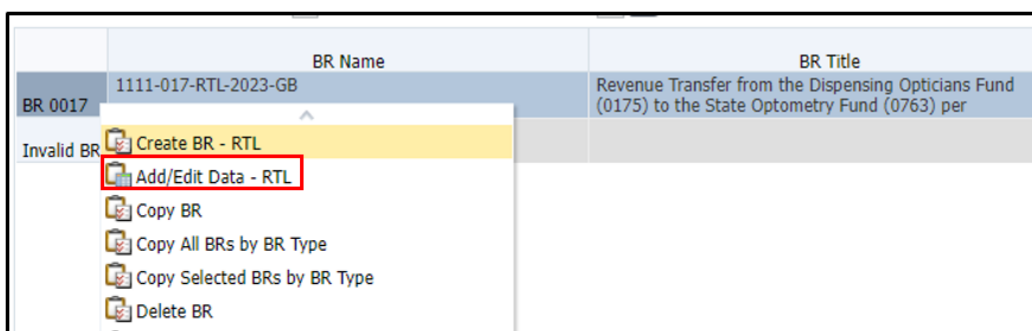
**Step 7:** Under the same BR, populate the **BR Title** field following the standard RTL BR Title convention used across all departments and fiscal years in Hyperion. Refer to the [Common Baseline Adjustment Titles](#) guide available on Finance’s website. Please note there is a 255 character limit (including spaces) for the BR Title field, thus titles over this character limit will require some abbreviations.

**RTL BR Title Example:** Revenue Transfer from (legal fund name [fund number]) to (legal fund name [fund number]) per (cite authority for transaction).

|         | BR Name              | BR Title  |
|---------|----------------------|---|
| BR 0017 | 1111-017-RTL-2023-GB | Revenue Transfer from the Dispensing Opticians Fund (0175) to the State Optometry Fund (0763) per Business and Professions Code Section 205.3 |

**Step 8:** After populating both the BR Name and BR Title fields, select the **Save** (floppy disk) icon from the Hyperion toolbar. If successfully saved, the fields will change from a yellow background color (meaning that the changes made have not been saved yet) to a white background color and a successful pop-up message will appear. Click **OK**.

**Step 9:** Right-click on the BR and select “**Add/Edit Data – RTL**” from the dropdown menu.



**Step 10:** Select the appropriate Revenues tab for data entry and then select the desired point-of-view (POV) as specified in the examples below for a Revenue adjustment, Revenue Transfer, or Loan/Loan Repayment.

#### **For Revenues:**

- Select the **PY, CY, or BY – BY4 Revenues tab** to record adjustments for changes in revenues.

|                       |     |                    |          |                  |                   |             |                      |
|-----------------------|-----|--------------------|----------|------------------|-------------------|-------------|----------------------|
| BR Details            |     |                    |          |                  |                   |             |                      |
| BR Summary - Revenues |     |                    |          | Dept Issue Codes | PY Revenues       | CY Revenues | BY - BY4 Revenues    |
|                       |     |                    |          |                  | Revenue Transfers | Loans       | Legislative Hearings |
| Item                  | ENY | Program            | Category |                  | Revenues PY       | Revenues CY | Revenues BY          |
|                       |     | Total General Fund |          |                  |                   |             | Revenues BY1         |

- Select the POV—**3-part revenue item** consisting on the BU number, revenue specific reference number “787”, and the fund number (“787” is the specific reference identifier for revenues), **ENY**, and **program** (typically “No Program” is utilized for RTLs).
- Click the “**Go**” arrow. If the POV selected is an active and valid combination, then the tab details will display. If the POV selected is NOT an active and valid combination, then the tab details will not display. Double check the POV selected and contact your Finance Budget Analyst.
- **Expand the revenue category codes** on the form to select the most appropriate revenue source by click on the arrow and **entering the incremental adjustment amount(s)** rounded to the nearest thousand and end with “000” (e.g., \$2,000 and not \$1,875) in the white colored cells. Data cannot be entered in the grayed-out cells as those are auto calculated subtotals.

BR Details

BR Summary - Revenues   Dept Issue Codes   Agenda Groups   PY Revenues   CY Revenues   **BY - BY4 Revenues**   Revenue Transfers   Loans   Legislative Hearings

1111 787 0175   ENY 2023   No Program

|  | Revenues BY | Revenues BY1 | Revenues BY2 | Revenues BY3 | Revenues BY4 |
|--|-------------|--------------|--------------|--------------|--------------|
| > 411-Major Taxes and Licenses                           |             |              |              |              |              |
| > 412-Regulatory Taxes & Licenses                        |             |              |              |              |              |
| > 413-Revenue from Local Agencies                        |             |              |              |              |              |
| > 414-Services To The Public                             |             |              |              |              |              |
| > 415-Use of Property and Money                          |             |              |              |              |              |
| > 416-Investment Income                                  |             |              |              |              |              |
| > 417-Other Revenue                                      |             |              |              |              |              |
| 4180000-Cash Adjustment for Transportation Funds (SAL I) |             |              |              |              |              |
| 4180050-Cash Adjustment for Transportation Funds (SAL E) |             |              |              |              |              |
| 4521000-Impound Revenue (ch 1060/93)                     |             |              |              |              |              |

BR Details

BR Summary - Revenues   Dept Issue Codes   Agenda Groups   PY Revenues   CY Revenues   **BY - BY4 Revenues**   Revenue Transfers   Loans   Legislative Hearings

1111 787 0175   ENY 2023   No Program

|  | Revenues BY | Revenues BY1 | Revenues BY2 | Revenues BY3 | Revenues BY4 |
|--|-------------|--------------|--------------|--------------|--------------|
| > 411-Major Taxes and Licenses                           |             |              |              |              |              |
| > 412-Regulatory Taxes & Licenses                        |             |              |              |              |              |
| > 413-Revenue from Local Agencies                        |             |              |              |              |              |
| > 414-Services To The Public                             |             |              |              |              |              |
| > 415-Use of Property and Money                          |             |              |              |              |              |
| 4160000-Investment Income - Condemnation Deposits Fund   |             |              |              |              |              |
| 4160475-Investment Income - External - Local Government  |             |              |              |              |              |
| 4161000-Investment Income - Other                        |             |              |              |              |              |
| 4162000-Investment Income - Pooled Money Investments     |             |              |              |              |              |
| 4163000-Investment Income - Surplus Money Investments    |             |              |              |              |              |
| 4164000-Gain/Loss on Sale of Investments                 |             |              |              |              |              |
| > 416-Investment Income                                  |             |              |              |              |              |
| > 417-Other Revenue                                      |             |              |              |              |              |
| 4180000-Cash Adjustment for Transportation Funds (SAL I) |             |              |              |              |              |
| 4180050-Cash Adjustment for Transportation Funds (SAL E) |             |              |              |              |              |
| 4521000-Impound Revenue (ch 1060/93)                     |             |              |              |              |              |

- Click the **Save** icon. If successfully saved, the fields will change from a yellow background color (meaning that the changes made have not been saved yet) to a white background color and a successful pop-up message will appear. Click **OK**.

BR Details

BR Summary - Revenues   Dept Issue Codes   Agenda Groups   PY Revenues   CY Revenues   **BY - BY4 Revenues**   Revenue Transfers   Loans   Legislative Hearings

1111 787 0175   ENY 2023   No Program

|  | Revenues BY | Revenues BY1 | Revenues BY2 | Revenues BY3 | Revenues BY4 |
|--|-------------|--------------|--------------|--------------|--------------|
| > 411-Major Taxes and Licenses                           |             |              |              |              |              |
| > 412-Regulatory Taxes & Licenses                        |             |              |              |              |              |
| > 413-Revenue from Local Agencies                        |             |              |              |              |              |
| > 414-Services To The Public                             |             |              |              |              |              |
| > 415-Use of Property and Money                          |             |              |              |              |              |
| 4160000-Investment Income - Condemnation Deposits Fund   |             |              |              |              |              |
| 4160475-Investment Income - External - Local Government  |             |              |              |              |              |
| 4161000-Investment Income - Other                        | 5,000       | 5,000        | 5,000        | 5,000        | 5,000        |
| 4162000-Investment Income - Pooled Money Investments     |             |              |              |              |              |
| 4163000-Investment Income - Surplus Money Investments    | 1,000       | 1,000        | 1,000        | 1,000        | 1,000        |
| 4164000-Gain/Loss on Sale of Investments                 |             |              |              |              |              |
| > 416-Investment Income                                  | 6,000       | 6,000        | 6,000        | 6,000        | 6,000        |
| > 417-Other Revenue                                      |             |              |              |              |              |
| 4180000-Cash Adjustment for Transportation Funds (SAL I) |             |              |              |              |              |
| 4180050-Cash Adjustment for Transportation Funds (SAL E) |             |              |              |              |              |
| 4521000-Impound Revenue (ch 1060/93)                     |             |              |              |              |              |

**Information**

Messages for this page are listed below.

- The data has been saved.
- Rule was run successfully

OK

## For Revenue Transfers:

- Select the **Revenue Transfers** tab to record revenue transfer adjustments.

- Select the POV—**3-part revenue transfer item** consisting on the BU number, revenue transfer specific reference number “788”, and the fund number (“788” is the specific reference identifier for revenue transfers) and **No ENY**.
- Click the **“Go”** arrow. If the POV selected is an active and valid combination, then the tab details will display. If the POV selected is NOT an active and valid combination, then the tab details will not display. Double check the POV selected and contact your Finance Budget Analyst.
- In the **Partner Fund** field, select the related fund of the revenue transfer being recorded from the fund drop down listing.
- Enter the **revenue transfer amount** rounded to the nearest thousand and end with “000” (e.g., \$2,000 and not \$1,875) under the appropriate fiscal year and category code.
  - Input a negative dollar amount when money is leaving a fund (i.e., a fund giving moneys) under category code 624000—Revenue Transfers to Other Funds.
  - Input a positive dollar amount when money is coming into a fund (i.e., a fund receiving moneys) under category code 654000—Revenue Transfers from Other Funds.
- Click the **Save** icon. If successfully saved, the fields will change from a yellow background color (meaning that the changes made have not been saved yet) to a white background color and a successful pop-up message will appear. Click **OK**.

## For Loans and Loan Repayments:

- Select the **Loans** tab to record a loan or loan repayment adjustment.

The screenshot shows the 'BR Details' form with the 'Loans' tab highlighted in red. The form includes a 'BR Summary - Revenues' section with tabs for 'Dept Issue Codes', 'PY Revenues', 'CY Revenues', 'BY - BY4 Revenues', 'Revenue Transfers', 'Loans', and 'Legislative Hearings'. Below this is a table with columns: Item, ENY, Program, Category, Revenues PY, Revenues CY, Revenues BY, and Revenues BY1. The 'Total General Fund' is listed under the 'Program' column.

- Select the POV—**3-part loan/loan repayment item** consisting on the BU number, loan/loan repayment specific reference number “789”, and the fund number (“789” is the specific reference identifier for loans/loan repayments) and **No ENY**.
- Click the **“Go”** arrow. If the POV selected is an active and valid combination, then the tab details will display. If the POV selected is **NOT** an active and valid combination, then the tab details will not display. Double check the POV selected and contact your Finance Budget Analyst.
- In the **Partner Fund** field, select the related fund of the loan/loan repayment being recorded from the fund drop down listing.
- Enter the **loan/loan repayment amount** rounded to the nearest thousand and end with “000” (e.g., \$2,000 and not \$1,875) under the appropriate fiscal year and category code.
  - Input a **negative** dollar amount when money is leaving a fund (i.e., a fund providing a loan or repaying a loan) under category code 623000—Loans/Repayments to Other Funds.
  - Input a **positive** dollar amount when money is coming into a fund (i.e., a fund receiving a loan or loan repayment) under category code 653000—Loans/Repayments from Other Funds.
- Click the **Save** icon. If successfully saved, the fields will change from a yellow background color (meaning that the changes made have not been saved yet) to a white background color and a successful pop-up message will appear. Click **OK**.

The screenshot shows the 'BR Details' form with the 'Loans' tab selected. The 'BR Name' is '1111-002-RTL-2023-GB' and the 'BR Title' is 'Loan from Vehicle Inspection and Repair Fund (0421) to Contingent Fund of the Medical Board of CA (0758)'. The 'Loans' tab is active, showing a table with columns: Partner Fund, Loans PY, Loans CY, Loans BY, Loans BY1, Loans BY2, Loans BY3, and Loans BY4. The 'Loans CY' column has a value of -10,000. The 'Partner Fund' is '6230000-Loans/Repayments to Other Funds' and the 'Loans PY' is '0758-Contingent...'. The 'Loans CY' value is highlighted in red.

The screenshot shows the 'BR Details' form with the 'Loans' tab selected. The 'BR Name' is '1111-002-RTL-2023-GB' and the 'BR Title' is 'Loan from Vehicle Inspection and Repair Fund (0421) to Contingent Fund of the Medical Board of CA (0758)'. The 'Loans' tab is active, showing a table with columns: Partner Fund, Loans PY, Loans CY, Loans BY, Loans BY1, Loans BY2, Loans BY3, and Loans BY4. The 'Loans CY' column has a value of 10,000. The 'Partner Fund' is '6530000-Loans/Repayments From Other Funds' and the 'Loans PY' is '0421-Vehicle Ins.'. The 'Loans CY' value is highlighted in red.

**Congratulations. You have successfully made a RTL entry in Hyperion.**

**Who to Contact for Questions/Problems:**

**Hyperion Log-in Access/Password Issues:**

Contact the FI\$Cal Service Center (FSC)

- Phone: 1-855-FISCAL0 (1-855-347-2250) (Toll Free)
- <https://fiscal.ca.gov/user-support/fiscal-service-center/>

**Business/Process Questions:**

Contact your Finance Budget Analyst