

How to Make an 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 an expenditure adjustment in Hyperion.

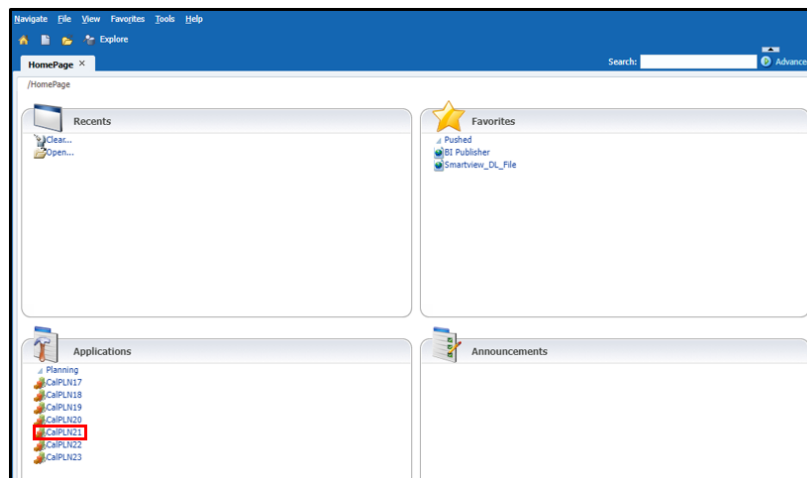
General Information: In Hyperion, users create Budget Requests (BRs) to reflect issues identifying changes to dollar amounts and/or positions (also known as Full-Time Equivalents [FTEs]) for any fiscal year in Hyperion.

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.

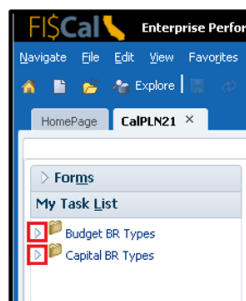
Step 1: Login to Hyperion using the direct Hyperion URL (<https://epm.fiscal.ca.gov/workspace/index.jsp>).

Step 2: On the Hyperion Homepage, under the Applications section, click on **CalPLNXX**. A new tab will open the selected application in Hyperion.

Note: 'XX' represents the first part of the fiscal year. In this example we are in the development of the 2021-22 budget cycle, therefore we will select CalPLN21.



Step 3: Navigate to **My Task List** and click the triangle button to expand the list of **Budget BR Types** or **Capital BR Types**.



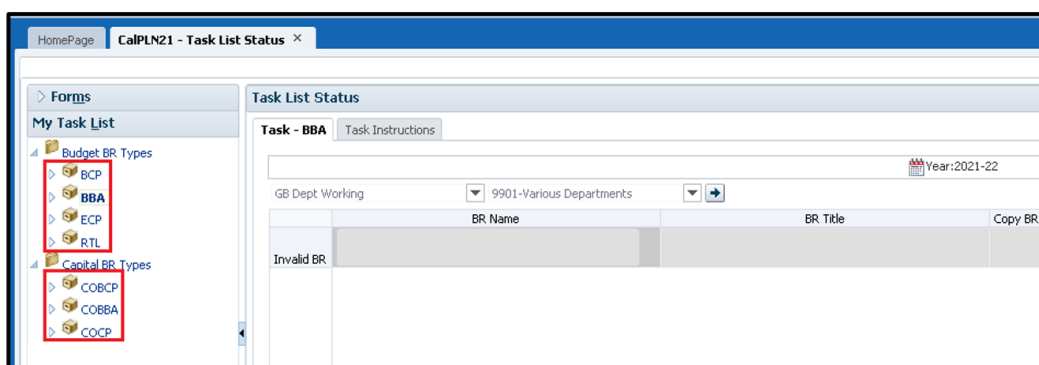
Step 4: Select the desired **BR type**. In the following example, the Baseline Budget Adjustment (BBA) BR type was selected.

There are four Budget BR types:

- Budget Change Proposal (BCP)
- Baseline Budget Adjustment (BBA)
- Enrollment, Caseload, and Population (ECP)
- Revenue, Transfer, and Loan (RTL)

There are three Capital Outlay BR types:

- Capital Outlay Budget Change Proposal (COBCP)
- Capital Outlay Baseline Budget Adjustment (COBBA)
- Capital Outlay Concept Paper (COCP)



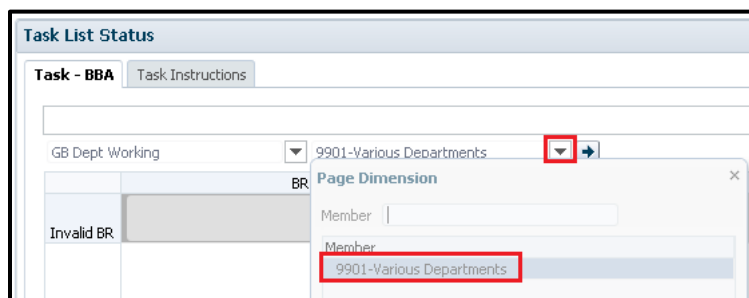
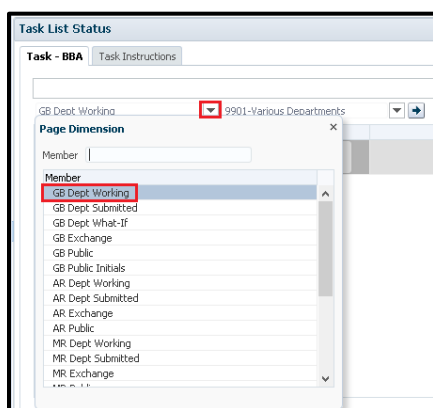
Step 5: On the BR Listing page, select the point-of-view (POV)—**Version** and **Business Unit (BU)**. Then click the “GO” arrow to proceed with the POV selected.

There are multiple versions available for selection in Hyperion. Versions represent different points-in-time of the budget cycle (i.e., GB = Governor’s Budget, MR = May Revision, etc.).

All versions that include the word “Dept” (i.e., GB Dept Working, GB Dept What-If, etc.) are only editable and visible to department users. Department of Finance staff are unable to edit or view any data in “Dept” specific versions.

All versions that include the word “Exchange” are editable and visible by both department and Finance users.

All versions that include the word “Public” are view only and cannot be edited. Data in “Public” versions are visible to all Hyperion users, which includes departments, Finance, and legislative users.



Task List Status

Task - BBA Task Instructions

GB Dept Working 9901-Various Departments

BR Name

Invalid BR

Step 6: Right click on the BR Listing page and select **“Create BR – BBA.”** 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**. In this example, BR 0016 was created.

Task List Status

Task - BBA Task Instructions

GB Dept Working 9901-Various Departments

BR Name BR Title

Invalid BR

Create BR - BBA

Copy All BRs by BR Type

Copy Selected BRs by BR Type

Edit

Adjust

Comments

Supporting Detail

Change History

Attachments

Lock/Unlock Cells

Analyze

New Ad Hoc Grid

Select All

Data Validation Messages

Task List Status

Task - BBA Task Instructions

Year:2021-22

GB Dept Working 9901-Various Departments

BR Name BR Title

Invalid BR

Launch Confirmation Message

Create a new BBA Budget Request?

OK Cancel

Task List Status

Task - BBA Task Instructions

Year:2021-22

GB Dept Working 9901-Various Departments

BR Name BR Title

BR 0016

Invalid BR

Information

CreateBR-BBA was successful.

OK

Step 7: 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 FI\$Cal Resources website.

The screenshot shows the 'Task - BBA' form in Hyperion. The 'BR Name' field is highlighted with a red box and contains the text '9901-016-BBA-2021-GB'. The 'BR Title' field is empty. The 'BR 0016' field is highlighted in yellow. The 'Invalid BR' field is empty.

Step 8: Under the new BR, populate the **BR Title** field with a meaningful, short, and succinct description of the adjustment. Capitalization should remain consistent within the BR Title. Refer to the [Common Baseline Adjustment Titles](#) guide available on Finance's FI\$Cal Resources website for commonly used baseline adjustments utilized throughout the budget process.

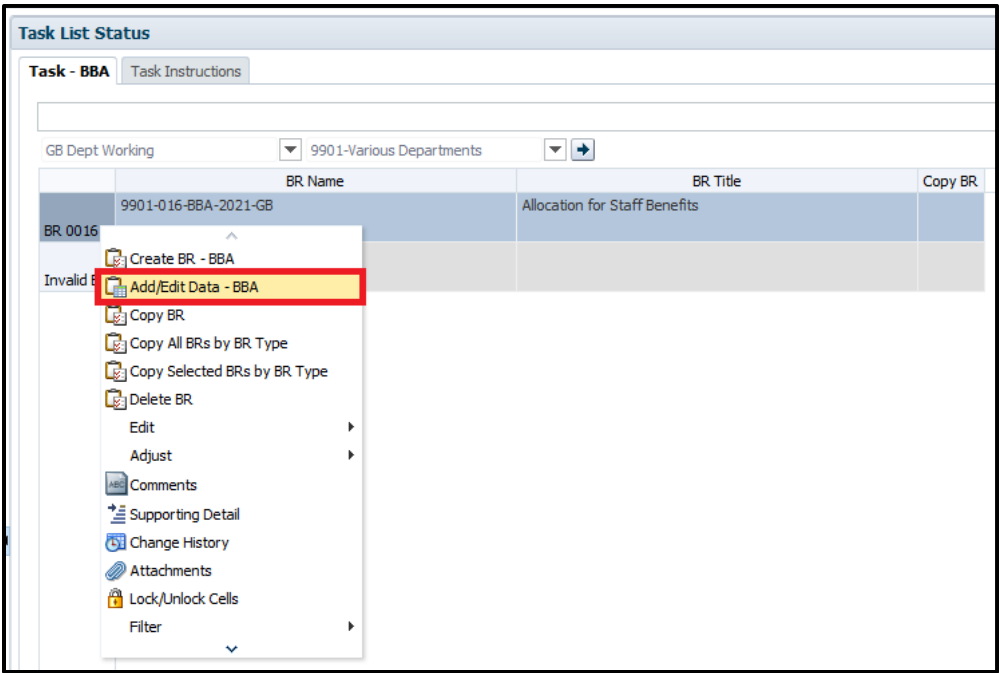
The screenshot shows the 'Task - BBA' form in Hyperion. The 'BR Title' field is highlighted with a red box and contains the text 'Allocation for Staff Benefits'. The 'BR Name' field is highlighted in yellow. The 'BR 0016' field is highlighted in yellow. The 'Invalid BR' field is empty.

Step 9: After populating both the BR Name and BR Title fields, select **Save** (either click the floppy disk icon from the Hyperion toolbar or select 'Ctrl + s' from your keyboard). 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**.

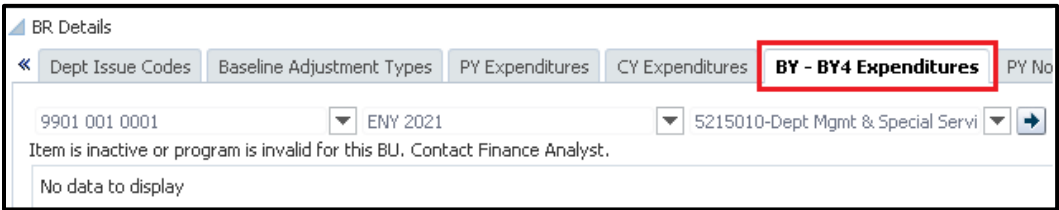
The screenshot shows the 'Task List Status' window in Hyperion. The 'Task - BBA' form is visible, showing the 'BR Name' and 'BR Title' fields populated. The 'BR 0016' field is highlighted in yellow. The 'Invalid BR' field is empty.

The screenshot shows the 'Task - BBA' form in Hyperion. The 'BR Name' and 'BR Title' fields are populated. The 'BR 0016' field is highlighted in yellow. An 'Information' pop-up message is displayed, stating 'The data has been saved.' with an 'OK' button.

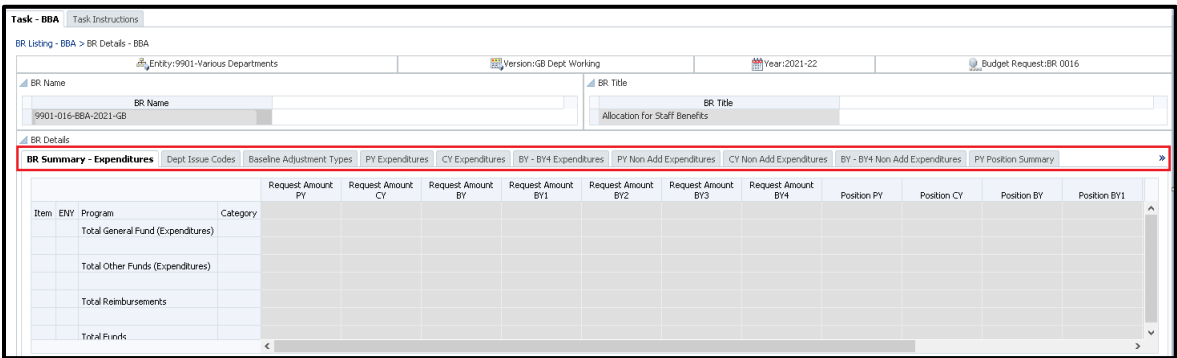
Step 10: Right click on the BR created and select **Add/Edit Data – BBA** from the drop down menu to open the BR.



Step 11: Click the appropriate **Expenditures** tab. In this example, we will use the BY – BY4 Expenditures tab.



BRs contain various data entry forms.



The following are the most commonly used data forms throughout all the BR types:

- **BR Summary**—Provides a summary look of all the “request amount” expenditures and positions entered in the BR for past year (PY), current year (CY), and budget year (BY) through budget year+4 (BY4), broken out by General Fund, other funds, and reimbursements.

- **Dept Issue Codes**—Identifies the following characteristics of the BR issue: (1) approval status, (2) is it considered a “Policy” or “Workload” issue, and (3) does it require any language changes (i.e., provisional language, code sections, etc.) through the Budget Bill or trailer bill (TBL) processes.
- **PY, CY, and BY – BY4 Expenditures***—Specify the item, program, and category of expenditure for each unique combination of funding needed for the adjustment or to record adjustments for changes in expenditure authority, appropriation savings, or appropriation carryovers. For capital outlay BRs, also specify the capital outlay project and phase.
- **PY, CY, and BY – BY4 Position Summary***—Specify the item, program, and related salaries and wages categories of expenditure associated with each position for the affected fiscal years (PY through BY4, if applicable) needed for the adjustment.
- **Position Change Request***—Specify the job code classification, start date, positions and related salaries and wages categories of expenditure associated with each position for the affected fiscal years (CY through BY4, if applicable).

***NOTE:** CY through BY4 positions entered on the Position Summary tabs must tie to the total proposed positions in CY through BY4 in the Position Change Request tab for the overall BR. Additionally, CY through BY4 salaries and wages (category codes 510XXXX) entered on the Position Change Request tab must tie to the CY through BY4 total salaries and wages entered on the Expenditure tab(s) for the overall BR.

Step 12: Select the desired point-of-view (POV)—**Item**, **ENY** (enactment year), and **program**. Then select the “Go” arrow. If the POV selected is an active and valid combination, then the tab details will display.

BR Details

Dept Issue Codes | Baseline Adjustment Types | PY Expenditures | CY Expenditures | **BY - BY4 Expenditures** | PY Non Add Expenditures | CY Non Add Expenditures | BY - BY4 Non Add Expenditures | PY Position Summary | CY Position Summary

9901 001 0001 | ENY 2021 | 7920037-Other Departmental Sav

tab details displaying expenditure category codes

	Request Amount BY	Estimated Savings BY	Estimated Carryover BY	Budgetary Expenditure BY	Request Amount BY1	Request Amount BY2	Request Amount BY3	Request Amount BY4
5100000-Earnings - Permanent Civil Service Employees								
5100150-Earnings - Temporary Civil Service Employees								
5105000-Earnings - Exempt/Statutory Employees								
5105100-Board Members								
5108000-Overtime Earnings (Other than to Temporary Help)								
5150150-Dental Insurance								
5150200-Disability Leave - Industrial								

If the POV selected is NOT an active and valid combination, then the tab details will not display and the following message will display:

BR Details

Dept Issue Codes | Baseline Adjustment Types | PY Expenditures | CY Expenditures | **BY - BY4 Expenditures** | PY Non Add Expenditures

9901 001 0001 | ENY 2021 | 5215019-Distributed Dept Mgt & S

Item is inactive or program is invalid for this BU. Contact Finance Analyst.

No data to display

Double check the POV selected by verifying the following and contact your Finance Budget Analyst:

- Is the Item active?
 - Refer to the [Active Item List](#) on Finance's FI\$Cal Resources website to see a current list of all active items included in Hyperion.
- Is the ENY correct?
 - Most BY requests are funded by appropriations with spending authority beginning in BY, however some appropriations may have a longer encumbrance period and thus have an earlier ENY. (i.e., If the BY represents Fiscal Year 2021-22, then the ENY is 2021 or earlier.)
- Is the program correct for the selected department/entity/business unit?
 - Refer to the [Program Crosswalk](#) on Finance's FI\$Cal Resources website to view what programs are valid.

Step 13: Under the **Request Amount BY** column, navigate to the expenditure categories that are being budgeted for the selected appropriation/POV in Step 12 and enter in whole dollars rounded to thousands the dollar amount(s) being requested/authorized.

BR Details

Dept Issue Codes | Baseline Adjustment Types | PY Expenditures | CY Expenditures | **BY - BY4 Expenditures** | PY Non Add Expenditures | CY Non Add Expenditures

9901 001 0001 | ENY 2021 | 7920037-Other Departmental Sav

	Request Amount BY	Estimated Savings BY	Estimated Carryover BY	Budgetary Expenditure BY
5105100-Board Members				
5108000-Overtime Earnings (Other than to Temporary Help)				
5150150-Dental Insurance	60,000			
5150200-Disability Leave - Industrial				
5150210-Disability Leave - Nonindustrial				
5150350-Health Insurance	200,000			
5150400-Life Insurance	400,000			
5150450-Medicare Taxation				

Step 14: Select Save. 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**.

Additionally, after successfully saving, the formula driven **Budgetary Expenditures** column will auto calculate and display. Budgetary expenditures is the amount of spending scored in the selected fiscal year. The formula is: Budgetary Expenditures = Request Amount + Estimated Savings + Estimated Carryovers.

The screenshot shows the 'Task - BBA' window with the 'BR Details - BBA' tab selected. A pop-up message box titled 'Information' is displayed, stating: 'Messages for this page are listed below. The data has been saved. Rule was run successfully.' Below the message is an 'OK' button. In the background, the 'BY - BY4 Expenditures' tab is active, showing a table with columns: Request Amount BY, Estimated Savings BY, Estimated Carryover BY, and Budgetary Expenditure BY. The table lists several items with their corresponding values.

	Request Amount BY	Estimated Savings BY	Estimated Carryover BY	Budgetary Expenditure BY
5105100-Board Members				
5108000-Overtime Earnings (Other than to Temporary Help)				
5150150-Dental Insurance	60,000			60,000
5150200-Disability Leave - Industrial				
5150210-Disability Leave - Nonindustrial				
5150350-Health Insurance	200,000			200,000
5150400-Life Insurance	400,000			400,000

Step 15: Repeat Steps 12 through 14 for each item appropriation and program combination included in the adjustment request.

Step 16: Navigate to the BR Summary – Expenditures tab to validate the total expenditure amounts entered for all item appropriations in the overall BR were entered correctly. To validate other information entered in the BR, but not displayed on the BR Summary tab, run a Hyperion report. Contact your Finance Budget Analyst to receive the latest version of the **Hyperion Report Manual for Department Use** to find a report that will display the desired information.

The screenshot shows the 'BR Summary - Expenditures' tab. The table displays a summary of expenditures for two items, including Request Amount PY, Request Amount CY, Request Amount BY, and Request Amount BY1 through BY4. The table also includes a 'Total General Fund (Expenditures)' row and a 'Total Other Funds (Expenditures)' row.

Item	ENY	Program	Category	Request Amount PY	Request Amount CY	Request Amount BY	Request Amount BY1	Request Amount BY2	Request Amount BY3	Request Amount BY4	Position PY	Position CY
9901 001 0001	ENY 2021	7920037-Other Departmental Savings	5150150-Dental Insurance			60,000						
			5150350-Health Insurance			200,000						
			5150400-Life Insurance			400,000						
			Total General Fund (Expenditures)			660,000						
9901 007 0890	ENY 2021	7920037-Other Departmental Savings	5150450-Medicare Taxation			75,000						
			Total Other Funds (Expenditures)			75,000						

Congratulations. You have successfully made an 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