

Treatment of Reimbursements in Hyperion By Department of Finance

Reimbursements are amounts received as a payment for the cost of work or services performed, or for other expenditures made for or on behalf of another entity (e.g., one department reimbursing another for administrative work performed on its behalf). Generally, reimbursements are available for expenditure up to the budgeted amount (scheduled in an appropriation), and a budget revision must be prepared and approved by the Department of Finance before any reimbursements in excess of the budgeted amount can be expended.

To Reflect Reimbursement Authority in Hyperion:

Starting in the 2016-17 fiscal year, reimbursements are reflected under a “Fund” 0995 item. **Create or adjust Fund 0995 reimbursement items similar to any other fund sources/items.**

1. Select a budget request (BR) in Hyperion and navigate to the appropriate expenditures tab. In this example, the CY Expenditures tab is used to enter the BR details.

The screenshot shows the 'Task List Status' window in Hyperion. The 'Task - BCP' tab is selected. Below it, the 'BR Listing - BCP > BR Details - BCP' section is visible. The 'BR Name' is '9818-003-BBA-2017-GB' and the 'BR Title' is 'Reimbursements for XXXX'. The 'BR Details' section has several tabs: 'Program Budget Measures', 'Workload Measures', 'PY Expenditures', 'CY Expenditures' (which is highlighted with a red box), 'BY - BY4 Expenditures', 'PY Non Add Expenditures', 'CY Non Add Expenditures', and 'BY - BY4 Non Add Expenditures'. The 'CY Expenditures' tab shows a table with columns: 'Request Amount CY', 'Estimated Savings CY', 'Estimated Carryover CY', and 'Budgetary Expenditure CY'. The table lists various expenditure items under the '9818 501 0995' fund, including '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', and '5150210-Disability Leave - Nonindustrial'.

2. In the Expenditures tab, select the following required point-of-view (POV):
 - a. Select the **3-part reimbursement item** ending with Fund 0995—Reimbursements from the drop-down list.
 - Reimbursements are tracked as non-budget act items, utilizing Fund 0995 (e.g., Item 9818-501-0995).
 - To determine the reimbursement item associated with a specific expenditure item, contact your Finance Budget Analyst. For existing items, check the **Active Item List** posted on Finance’s FI\$Cal Resources webpage, here: <https://dof.ca.gov/budget/resources-for-departments/fiscal-resources-for-budget/>
 - b. Select the **ENY** (enactment year aka year of appropriation [YOA]) associated with the reimbursement item selected.
 - c. Select the **Program** receiving the reimbursements.

- d. Click the “Go” arrow button to proceed with the selected POV.

Task List Status

Task - BCP Task Instructions

BR Listing - BCP > BR Details - BCP

Entity: 9818-Federal Levy of State Funds Version: GB Dept Working Year: 2017-18 Budget Request: BR 0003

BR Name: 9818-003-BBA-2017-GB BR Title: Reimbursements for XXXX

BR Details

Program Budget Measures Workload Measures PY Expenditures **CY Expenditures** BY - BY4 Expenditures PY Non Add Expenditures CY Non Add Expenditures BY - BY4 Non Add Expenditures

9818 501 0995 ENY 2016 9990-Unscheduled Items of Approj

3-Part Item ENY Program "Go" Arrow

	Request Amount CY	Estimated Savings CY	Estimated Carryover CY	Budgetary Expenditure CY
5150900-Staff Benefits - Other				
5304800-Communications - Other				
5306700-Postage - Other				
5308900-Insurance - Other				
5320490-Travel - In State - Other				
5320890-Travel - Out of State - Other				

3. To adjust reimbursement authority, under the **Request Amount** column enter the reimbursement amount at the specific spending category code(s) of 5XXXXXX. Similar to other fund sources, an **increase in expenditure authority from reimbursements** (such as Control Section 28.50) should be reflected as a **positive** dollar amount. Discuss preparation of a budget revision with your Finance Budget Analyst before adjusting reimbursement authority under the Request Amount column.

Task List Status

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BR Listing - BCP > BR Details - BCP

Entity: 9818-Federal Levy of State Funds Version: GB Dept Working Year: 2017-18 Budget Request: BR 0003

BR Name: 9818-003-BBA-2017-GB BR Title: Reimbursements for XXXX

BR Details

Program Budget Measures Workload Measures PY Expenditures **CY Expenditures** BY - BY4 Expenditures PY Non Add Expenditures CY Non Add Expenditures BY - BY4 Non Add Expenditures

9818 501 0995 ENY 2016 9990-Unscheduled Items of Approj

	Request Amount CY	Estimated Savings CY	Estimated Carryover CY	Budgetary Expenditure CY
5150900-Staff Benefits - Other				
5301400-Goods - Other	50,000			
5302900-Printing - Other				
5304800-Communications - Other				
5306700-Postage - Other				
5308900-Insurance - Other				
5320490-Travel - In State - Other				
5320890-Travel - Out of State - Other				

4. To reflect savings from this spending authority, similar to other fund sources, enter the amount estimated to be saved under the **Estimated Savings** column as a **negative** dollar amount.
5. To reflect reimbursement authority to be carried over to the next fiscal year, enter the amount of reimbursements estimated to be carried over under the **Estimated Carryover** column as a **negative** dollar amount. An amount can be carried over to the next fiscal year only if it is still available for encumbrance/expenditure in the next fiscal year.

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BR Listing - BCP > BR Details - BCP

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BR Name: 9818-003-BBA-2017-GB BR Title: Reimbursements for XXXX

BR Details

Program Budget Measures Workload Measures PY Expenditures **CY Expenditures** BY - BY4 Expenditures PY Non Add Expenditures CY Non Add Expenditures BY - BY4 Non Add Expenditures

9818 501 0995 ENY 2016 9990-Unscheduled Items of Approval

	Request Amount CY	Estimated Savings CY	Estimated Carryover CY	Budgetary Expenditure CY
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				
5150210-Disability Leave - Nonindustrial				

6. Select the **Save** button  or use the save shortcut (ctrl + s). This will calculate the **Budgetary Expenditure** amount.

Congratulations. You have successfully reflected reimbursement authority 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