

# Unique Naming Convention of Budget Requests in Hyperion for 2024-25

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

- 1 BU number (Business Unit, Entity, Organization Code)
- 2 Sequencer number. This is the last three digits of the budget request 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 Hyperion. On the left, there is a 'My Task List' pane with a tree view of 'Budget BR Types' including BCP, BBA, ECP, and RTL. The main window has tabs for 'Task - BCP' and 'Task Instructions'. Below the tabs, there are dropdown menus for 'GB Dept Working' (set to '9818-Federal Levy of State Funds') and 'BR Name' (set to '9818-001-BCP-2024-GB'). A table below shows the BR details:

BR Name	BR Title
9818-001-BCP-2024-GB	Past Year Expenditure Adjustments

Red boxes highlight 'BR 0001' in the BR Name field and '9818-001' in the BR Title field. Labels 'BR Identifier Number' and 'Sequencer Number' point to these respective parts.

- 3 There are 4 Budget BR types currently in use (excluding 3 Capital Outlay BR Types):
  - BCP = Budget Change Proposal
  - BBA = Baseline Budget Adjustment
  - ECP = Enrollment, Caseload, and Population
  - RTL = Revenue, Transfer, and Loan

For Capital Outlay BR types currently in use, select one of the following:

- 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 "2024" in the development of the 2024-25 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 2024-25 Governor's Budget:

BR for a BCP: 9818-001-BCP-2024-GB  
BR for a Revenue: 9818-002-RTL-2024-GB

## Some Rules to Observe:

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