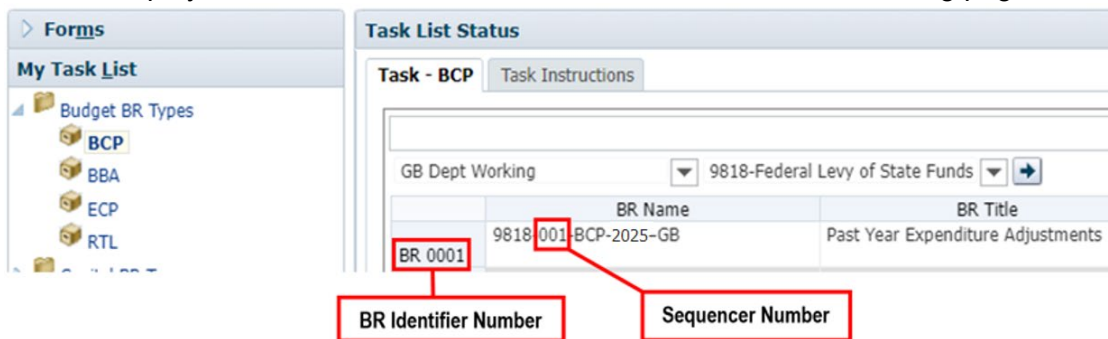


Unique Naming Convention of Budget Requests in Hyperion for 2025-26

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.



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 "2025" in the development of the 2025-26 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 2025-26 Governor's Budget:

- BR for a BCP = 9818-001-BCP-2025-GB
- BR for a Revenue = 9818-002-RTL-2025-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.