

BEFORE Upload Template Checklist—Departments

This checklist should be completed by department analyst and approved by the supervisor before the upload process.

	Checked?	
#	Y/N	BR Name:

A. Budget Request Details Tab Check

- 1 _____ Unique BR Name? (Refer to **Budget Request Naming Convention in Hyperion** document on Finance's FISCAL Resources webpage.)
- 2 _____ Succinct and meaningful (suitable for publishing) BR Title?
- 3 _____ Correct Version (e.g., GB Dept Working)?
- 4 _____ Correct Year (YBB, year of budget that is being built)? For example, when budgeting for the 2025-26 budget cycle, the Year should be 2025 for YBB.
- 5 _____ Correct Entity (Business Unit [BU]) selected?

B. Valid Items and General Information Check

- 1 _____ Only one BU per BR.
- 2 _____ Ensure that all items are valid by viewing the **Active Item List** on Finance's FISCAL Resources webpage.
Departments can also run the **Invalid (in Red) & Valid Items with Dollars** FR report in Hyperion.
Valid ENYs used for each item?

For example, when budgeting for the 2025-26 budget cycle:
 - For BY and out years, ENY must be 2025 or older.
 - For CY, ENY must be 2024 or older.
 - For PY, ENY must be 2023 or older.
- 3 _____ Are all programs/subprograms valid for the BU? (Refer to the **Program Crosswalk** on Finance's FISCAL Resources webpage.)
- 4 _____ Correct category codes used?
- 5 _____ No duplicate rows per tab?
- 6 _____ Do not delete rows in a tab that do not contain data to be uploaded as **this will corrupt the Checklist tab**. This only applies to the BCP and BBA templates.
- 7 _____ Non-add items are in separate tabs, does the BR need to utilize these Non-Add Expenditure tabs?
- 8 _____ Savings and Carryovers are generally negative amounts. Do not use parentheses.
- 9 _____ Have you tied out data between the Position Change Request, Position Summary, and Expenditure tabs?
- 10 _____ BBAs must have a proper Baseline Budget Adjustment type.

Revenue transfers and loans must have both sides (To or From) of the transaction. If the two sides are not from the same BU, coordination between the two BUs is required and each BU must reflect their respective side of the transaction to ensure accurate totals.
- 11 _____ Revenue transfers and loans are coded to the correct category code?
- 12 _____ Please provide your Budget Request number here (e.g., BR 0012).
- 13 _____ Confirm no red cells in the Checklist tab.
- 14 _____
- 15 _____

Department Budget Analyst Reviewed/Date

Department Supervisor Reviewed/Date

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This checklist should be completed by department analyst and approved by the supervisor. The steps must be performed successfully after the upload process. Analyst should retain a copy of this signed checklist.

Checked? # Y/N	BR Name:

A. Check Totals

- 1 _____ Use the **BR Summary** tab to verify the Request Amount and Position Summary totals for all years.
- 2 _____ Use the **Detailed Multi-Year Expenditures** report. This is a Financial Reporting (FR) report. Validate totals on the report to totals in the BR upload template.
- 3 _____ Use the **Detailed Multi-Year Non Add Expenditures** report. This is a FR report. Validate non-add totals on the report to non-add totals in the BR upload template.
- 4 _____ Use the **Invalid (in Red) & Valid Items with Dollars** report. This is a FR report. Validate all items utilized are valid active items.

B. General Information Check

- 1 _____ On the Department Issue Codes tab, identify whether the BR is policy or workload. For BBAs, they must be coded as workload.^{1/}
- 2 _____ Do BBAs have a proper Baseline Budget Adjustment type selected in Hyperion?

C. Run FR Reports to Tie BR Totals

In addition to checking totals on the BR Summary tab and running the Detailed Multi-Year reports, analysts can run a variety of reports to validate the data. Here are some suggestions:

- 1 _____ To compare two versions for expenditures (e.g., GB Public Initials to GB Dept Working), run the **Version Comparison by Issue - Expenditure** report or the **Version Comparison by Item - Expenditure** report.
- 2 _____ To compare two versions for non-add expenditures (e.g., GB Public Initials to GB Dept Working), run the **Version Comparison by Issue - Non Add Exp** report.
- 3 _____ To compare two versions for positions (e.g., GB Public Initials to GB Dept Working), run the **Version Comparison by Issue - FTE** report.
- 4 _____ Run the **RTL by Fund** report to view revenue requests, revenue transfers, and loans, for all funds or a selected fund.
- 5 _____ To compare two versions for RTLs (e.g., GB Public Initials to GB Dept Working), run the following reports:
Version Comparison by Issue - Revenues
Version Comparison by Issue - Revenue Transfer
Version Comparison by Issue - Loans

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^{1/} Any updates to the Department Issue Codes tab are for department use only and do not copy over to the Exchange or Finance versions.