

BUDGET LETTER

NUMBER:	Revised 22-18
SUBJECT:	BUDGET ROLLOVER IN HYPERION FOR THE 2023-24 BUDGET CYCLE
DATE ISSUED:	August 12, 2022
REFERENCES:	BLs 22-06, 22-07, AND 22-09
SUPERSEDES:	BL 21-20

TO: Agency Secretaries
Department Directors
Departmental Budget and Accounting Officers
Department of Finance Budget and Accounting Staff

FROM: DEPARTMENT OF FINANCE

This Budget Letter (BL) is to inform departments of the data rollover rules in Hyperion and recent Hyperion system changes that impact users. In preparation for the 2023-24 fall budget development process, data in Hyperion was consolidated and used to populate the starting point for the 2023-24 budget development (the "rollover"). Hyperion is now available for departments to view data and prepare for the next budget cycle.

I. Glossary Relevant to this BL

- BR = Budget Requests. These are issues identifying changes to dollar amounts and/or positions for any fiscal year in Hyperion.
- Category = An account code (AC) in the Chart of Accounts.
- CSL = Current Service Level. This is a consolidated starting point in Hyperion for each Business Unit (BU)/entity for all fiscal years. This data is preserved in the "GB Public Initials" version in Hyperion.
- ENY = Enactment year (formerly Year of Appropriation).
- FTEs = Full-Time Equivalents or Positions. These terms are used interchangeably.
- RTLs = Revenues, Transfers, and Loans.

II. What is Included in Rollover

Rolled over information is the starting point for the 2023-24 budget cycle. The data elements included in the rollover for each Item-ENY-Program-Category combination are:

1. Requested Amount
2. Estimated Savings
3. Estimated Carryover
4. Budgetary Expenditure
5. Non-add values of the above
6. FTEs
7. Revenues
8. Revenue Transfers
9. Loans
10. 2021-22 (now past year) through 2027-28 (budget year [BY]4) in Hyperion

The Department of Fi\$Cal has completed the rollover activities and validated statewide totals in all department versions.

The purpose of the validation is to ensure the rollover process was performed correctly based on the rollover rules specified in Section III below. Departments are responsible for tracking their authorized expenditure levels, however departments are not required to perform an initial validation of CSL before making new entries in Hyperion for the 2023-24 budget cycle. If departments believe the rolled over data is inaccurate, contact your respective Finance Budget Analyst immediately to determine what adjustments, if any, are needed.

III. Rules for the Rollover

Below are the detailed rules for the rollover process using data from the 2022-23 budget cycle that created the new base for the 2023-24 budget cycle.

A. Expenditures and Positions

1. Support Budgets:

2021-22 fiscal year (past year)—All approved BRs from the 2022-23 budget cycle are consolidated into the existing CSL to create the new CSL amount for 2021-22 (the new past year in the new budget cycle). The BRs for each unique combination of Item-ENY-Program-Category are consolidated with existing CSL data for that combination.

2022-23 fiscal year (current year)—All approved BRs from the 2022-23 budget cycle are consolidated into the existing CSL to create the new CSL amount for 2022-23 (the new current year in the new budget cycle). The BRs for each unique combination of Item-ENY-Program-Category are consolidated with existing CSL data for that combination.

2023-24 through 2026-27 (BY through BY3)—All approved BRs from each fiscal year in the 2022-23 budget cycle are consolidated into the existing CSL to create the new BY through BY3 CSL amount for the 2023-24 budget cycle. The BRs for each unique combination of Item-ENY-Program-Category are consolidated with existing CSL data for that combination.

Items of appropriation approved in 2022-23 with one fiscal year to encumber are duplicated, rolled over, and available in 2023-24, as well as out years (BY1 through BY4) with an ENY and year of completion of 2023.

Items of appropriation with multiple years to encumber (and still available for encumbrance beyond 2022-23) retain the original ENY and year of completion (these are continuing and continuous appropriations). Please refer to Finance's "[How to Record Carryovers and Reappropriations in Hyperion](#)" instructions for more details on how to properly reflect carryovers for appropriations with multiple years to encumber in Hyperion.

2027-28 fiscal year (BY4)—Reflects the same CSL as in the 2026-27 fiscal year. If there was limited-term funding that ended in 2026-27, an adjustment in Hyperion will be necessary in the 2027-28 fiscal year to reduce the new CSL amount.

2. Capital Outlay Budgets:

2021-22 (past year) and 2022-23 (current year) fiscal years—Same as support budgets.

2023-24 through 2027-28 (BY through BY4) fiscal years—All dollars are zero-based.

The new expenditure CSLs are loaded in the GB Dept Working, GB Dept Submitted, and GB Dept What-If versions in Hyperion for departments.

B. Revenues

For all fiscal years, all approved revenue BRs from the 2022-23 budget cycle are consolidated into the existing CSL to create the new CSL amount for the 2023-24 budget cycle. Similar to expenditures, the BRs for each unique combination of Item-ENY-Program-Category are consolidated with existing CSL data for that combination.

C. Revenue Transfers and Loans

For all fiscal years, all revenue transfer and loan BRs from the 2022-23 budget cycle are retained individually and rolled over into the 2023-24 budget cycle. They are loaded in the GB Dept Working version for departments to update before submitting to Finance. There is no consolidated CSL for revenue transfers and loans. This enables departments and Finance to edit the BR amounts, BR Name, and BR Title for the Governor's Budget Fund Condition Statement display. The fiscal year cited in the BR Name has been globally changed from "2022" to "2023" during the rollover process to help minimize workload. However, the point-in-time reference in the BR Name may need to be updated to reflect the correct point-in-time the issue originated (e.g., GB for Governor's Budget).

D. Rounding to "000" for Dollars

For budget purposes, there is no need to track dollars below \$1,000. This level of precision is unnecessary and creates additional workload and reconciliation problems. As part of the rollover process, all dollars have been rounded to end with "000." Departments must not enter or upload dollar amounts into Hyperion that do not end with "000" to prevent rounding problems in Hyperion. Amounts of \$500 and above should be rounded to \$1,000; amounts below \$500 should be rounded to \$0. This applies to both expenditures and revenues, all amounts, and all years.

E. Rounding to Tenth Decimal for Positions

For budget purposes, there is no need to track FTEs beyond the tenth decimal position. This level of precision is unnecessary and creates additional workload and reconciliation problems. As part of the rollover process, all FTEs have been rounded to the nearest tenth decimal (e.g., 1.75 FTEs would be rounded to 1.8 FTEs). Departments must not enter or upload FTE amounts into Hyperion beyond the tenth decimal position in all years to prevent rounding problems in Hyperion.

IV. Hyperion System Changes Completed During Rollover and Impact to Users

As part of this year's Hyperion rollover process, FI\$Cal upgraded to a new version of the Hyperion application and implemented single sign-on (SSO) security. Beginning with the 2023-24 budget cycle, the following changes will impact Hyperion users:

1. SSO Security

Users will perform a SSO to access the Hyperion application to perform data entry and run Business Intelligence Publisher (BIP) reports or Financial Reporting (FR) reports. SSO is also required when accessing Smart View through Excel to upload data into Hyperion. As part of SSO, the FI\$Cal Use and Privacy Policy will always display in a hovering pop-up window, before a user is able to log into Hyperion using their credentials. The sign-in window will not be active until the user agrees to the FI\$Cal Use and Privacy Policy.

If a user has not signed in for more than 90 days, their FI\$Cal user account will be locked and they will need to submit a FI\$Cal Self-Service Ticket through [FI\\$Cal's ServiceNow portal](#), or have their departmental Department Authority or Designee submit a request through the [Identity Self-Service portal](#) to unlock their account.

2. BIP Report Sign-In Requirement Removed

With the implementation of SSO, users are no longer required to separately sign in to access BIP reports. A warning message will display in BIP after a period of inactivity. Continued inactivity will result in an automated sign out of the Hyperion application, FR reports, and BIP reports, requiring you to sign back in. Click "Ok" on the warning message to prevent the automated sign out.

3. Setting FR Reporting Preferences

One-time setup of user preferences is required to turn on the "User Point of View" preview setting to successfully run FR reports. See Attachment I for more details on how to complete this one-time setup.

4. Archived CalPLN15 and CalPLN16 Data

With the implementation of the new Hyperion application version, Decision Package (DP) functionality was eliminated, which was utilized in the earlier Hyperion applications. As a result, the archived CalPLN15 and CalPLN16 applications have been removed from Hyperion. Users are still able to access this historical 2015-16 and 2016-17 budget cycle data through FR or BIP reports from their respective report folders in Hyperion. All other previously-archived Hyperion applications continue to be available.

5. Accessing BIP Reports

To access BIP reports, users must follow the steps identified in Attachment II. You can no longer click, "BI Publisher" in your Recents or Favorites section of Hyperion.

If you have any questions about this BL or budget/policy questions regarding the use of Hyperion, please contact your Finance Budget Analyst. For system login/password issues or other technical system questions, please contact the FI\$Cal Service Center (fiscalservicecenter@fiscal.ca.gov).

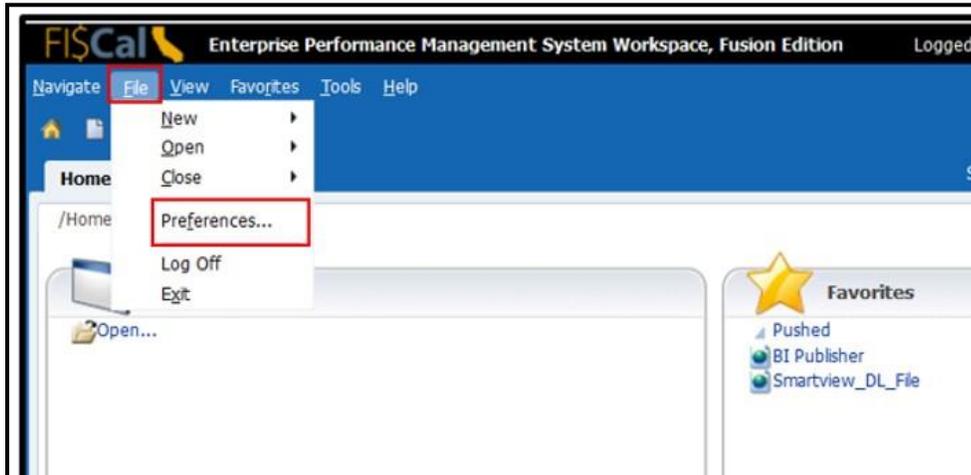
/s/ Thomas Todd

Thomas Todd
Program Budget Manager

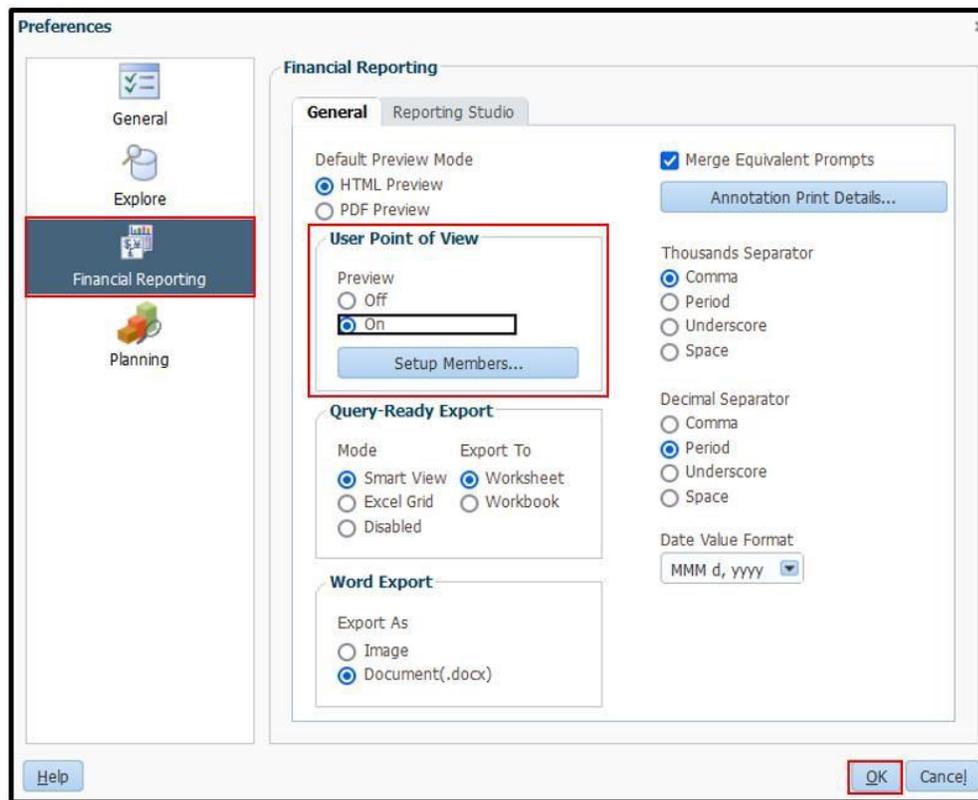
Attachment

FR reports require a one-time setup of user preferences to successfully run FR reports in Hyperion. Follow the instructions below to ensure this one-time setup has been completed.

1. Login to Hyperion and navigate to the **File** menu from the Hyperion toolbar and select **Preferences**.



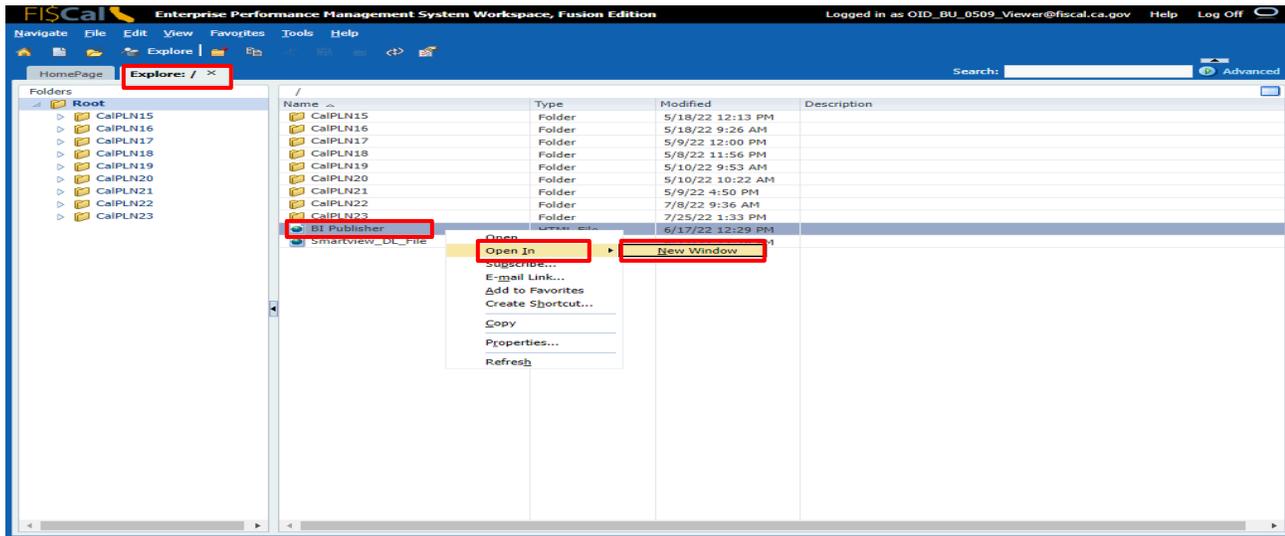
2. In the Preferences window, select the **Financial Reporting** icon from the left menu.
3. Under the **User Point of View** section, select the Preview "On" option. Then, click **OK**.



You have successfully set up your FR report user preferences and can now proceed to run FR reports.

To access BI Publisher

1. Click the Explore link.
2. Right-click the BI Publisher menu option.
3. Click the Open In option
4. Click the New Window option.



A list of CalPLNxx folders is displayed in the Window Pane under Shared Folders.

