

How to Create a Revenue, Revenue Transfer, or Loan/ Loan Repayment (RTL) Entry in Hyperion

By Department of Finance

Target Audience: All department budget analysts with access to the Hyperion Planning Application.

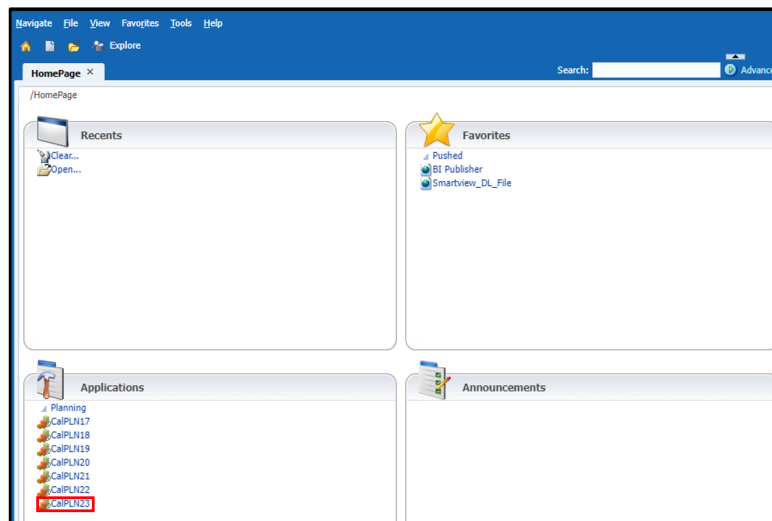
Purpose: Provides instructions for manual entry of a RTL adjustment in Hyperion

General Information: In Hyperion, users create RTL Budget Requests (BRs) to reflect changes to RTL dollar amounts for any fiscal year in Hyperion. Departments are required to report RTL information for the General Fund and all special funds that they report in their accounting records. Additionally, revenue information for bond funds, federal funds, and other non-governmental cost funds is required for certain departments and/or programs as specified by your Finance Budget Analyst.

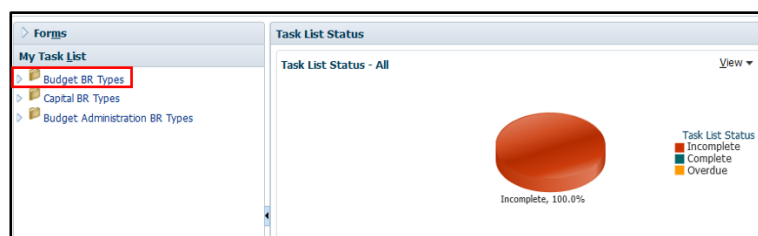
If a user has numerous changes, impacting 20 or more lines of data or many items of appropriation or programs, then a user may elect to enter the data in an Excel upload template (which are available through your Finance Budget Analyst) and upload the information into Hyperion via Smartview in Excel rather than entering the data manually. For instructions on how to use upload templates, please refer to the FI\$Cal job aid, [Upload Budget Templates in Hyperion](#), available through FI\$Cal's Learning Center website with a valid FI\$Cal login and on [Finance's FI\\$Cal Resources](#) webpage.

Step 1: On the Hyperion Homepage, under the Applications section, click on **CalPLNXX**. A new tab will open the selected application in Hyperion.

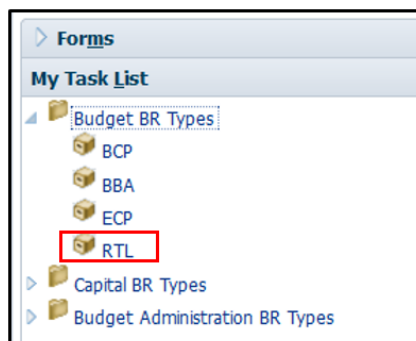
'XX' represents the first part of the fiscal year. In this example, we are in the development of the 2023-24 budget cycle, therefore we will choose CalPLN23.



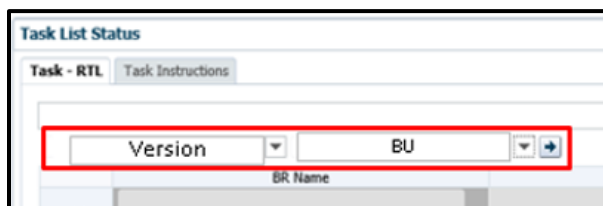
Step 2: Navigate to **My Task List** and click the triangle button to expand the list for **Budget BR Types**.



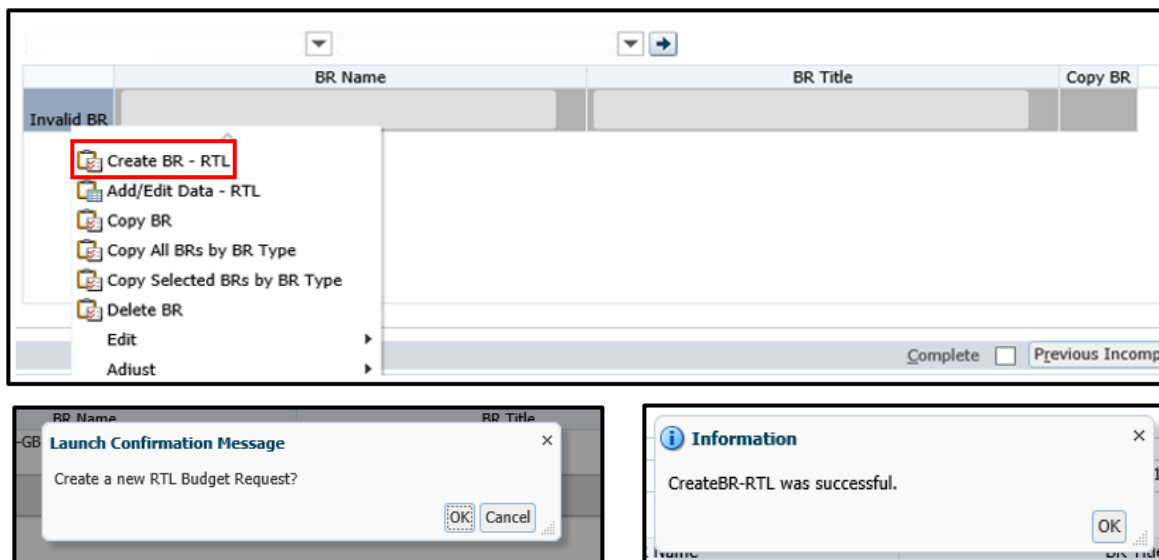
Step 3: Select the **RTL** BR type.



Step 4: Select the **Version** and **BU** from the dropdown menus. Then click the “GO” arrow to submit your selections.



Step 5: Right click on the BR Listing page and select “**Create BR – RTL**”. A pop-up message will appear confirming your selection. Click **OK**. Another pop-up message will appear after your BR has been successfully created. Click **OK**.



Step 6: Under the new BR, populate the **BR Name** field following the standard BR naming convention used across all departments and fiscal years in Hyperion. Refer to the [Budget Request Naming Convention in Hyperion](#) guide available on Finance’s website.

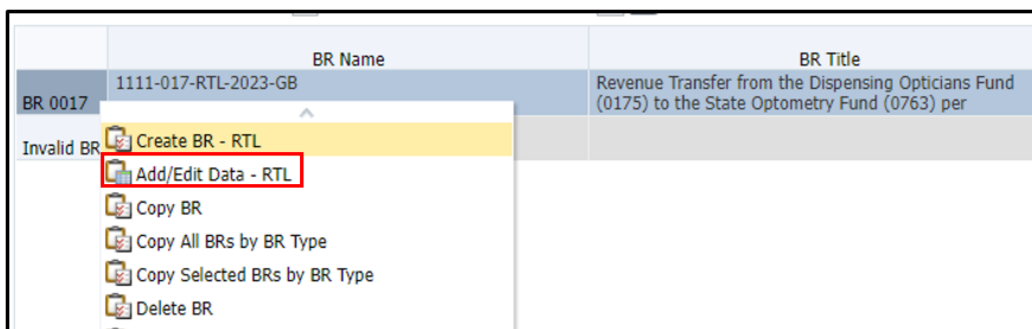
Step 7: Under the same BR, populate the **BR Title** field following the standard RTL BR Title convention used across all departments and fiscal years in Hyperion. Refer to the [Common Baseline Adjustment Titles](#) guide available on Finance’s website. Please note there is a 255 character limit (including spaces) for the BR Title field, thus titles over this character limit will require some abbreviations.

RTL BR Title Example: Revenue Transfer from (legal fund name [fund number]) to (legal fund name [fund number]) per (cite authority for transaction).

	BR Name	BR Title
BR 0017	1111-017-RTL-2023-GB	Revenue Transfer from the Dispensing Opticians Fund (0175) to the State Optometry Fund (0763) per Business and Professions Code Section 205.3

Step 8: After populating both the BR Name and BR Title fields, select the **Save** (floppy disk) icon from the Hyperion toolbar. If successfully saved, the fields will change from a yellow background color (meaning that the changes made have not been saved yet) to a white background color and a successful pop-up message will appear. Click **OK**.

Step 9: Right-click on the BR and select “**Add/Edit Data – RTL**” from the dropdown menu.



Step 10: Select the appropriate Revenues tab for data entry and then select the desired point-of-view (POV) as specified in the examples below for a Revenue adjustment, Revenue Transfer, or Loan/Loan Repayment.

For Revenues:

- Select the **PY, CY, or BY – BY4 Revenues** tab to record adjustments for changes in revenues.

BR Details							
BR Summary - Revenues		Dept Issue Codes	PY Revenues	CY Revenues	BY - BY4 Revenues	Revenue Transfers	Loans
Item	ENY	Program	Category	Revenues PY	Revenues CY	Revenues BY	Revenues BY1
		Total General Fund					

- Select the POV—**3-part revenue item** consisting on the BU number, revenue specific reference number “787”, and the fund number (“787” is the specific reference identifier for revenues), **ENY**, and **program** (typically “No Program” is utilized for RTLs).
- Click the “**Go**” arrow. If the POV selected is an active and valid combination, then the tab details will display. If the POV selected is NOT an active and valid combination, then the tab details will not display. Double check the POV selected and contact your Finance Budget Analyst.
- Expand the revenue category codes** on the form to select the most appropriate revenue source by click on the arrow and **entering the incremental adjustment amount(s)** rounded to the nearest thousand and end with “000” (e.g., \$2,000 and not \$1,875) in the white colored cells. Data cannot be entered in the grayed-out cells as those are auto calculated subtotals.

BR Details

BR Summary - Revenues Dept Issue Codes Agenda Groups PY Revenues CY Revenues **BY - BY4 Revenues** Revenue Transfers Loans Legislative Hearings

1111 787 0175 ENY 2023 No Program

	Revenues BY	Revenues BY1	Revenues BY2	Revenues BY3	Revenues BY4
411-Major Taxes and Licenses					
412-Regulatory Taxes & Licenses					
413-Revenue from Local Agencies					
414-Services To The Public					
415-Use of Property and Money					
416-Investment Income					
417-Other Revenue					
4180000-Cash Adjustment for Transportation Funds (SAL I)					
4180050-Cash Adjustment for Transportation Funds (SAL E)					
4521000-Impound Revenue (ch 1060/93)					

BR Details

BR Summary - Revenues Dept Issue Codes Agenda Groups PY Revenues CY Revenues **BY - BY4 Revenues** Revenue Transfers Loans Legislative Hearings

1111 787 0175 ENY 2023 No Program

	Revenues BY	Revenues BY1	Revenues BY2	Revenues BY3	Revenues BY4
411-Major Taxes and Licenses					
412-Regulatory Taxes & Licenses					
413-Revenue from Local Agencies					
414-Services To The Public					
415-Use of Property and Money					
4160000-Investment Income - Condemnation Deposits Fund					
4160475-Investment Income - External - Local Government					
4161000-Investment Income - Other					
4162000-Investment Income - Pooled Money Investments					
4163000-Investment Income - Surplus Money Investments					
4164000-Gain/Loss on Sale of Investments					
416-Investment Income					
417-Other Revenue					
4180000-Cash Adjustment for Transportation Funds (SAL I)					
4180050-Cash Adjustment for Transportation Funds (SAL E)					
4521000-Impound Revenue (ch 1060/93)					

- Click the **Save** icon. If successfully saved, the fields will change from a yellow background color (meaning that the changes made have not been saved yet) to a white background color and a successful pop-up message will appear. Click **OK**.

BR Details

BR Summary - Revenues Dept Issue Codes Agenda Groups PY Revenues CY Revenues **BY - BY4 Revenues** Revenue Transfers Loans Legislative Hearings

1111 787 0175 ENY 2023 No Program

	Revenues BY	Revenues BY1	Revenues BY2	Revenues BY3	Revenues BY4
411-Major Taxes and Licenses					
412-Regulatory Taxes & Licenses					
413-Revenue from Local Agencies					
414-Services To The Public					
415-Use of Property and Money					
4160000-Investment Income - Condemnation Deposits Fund					
4160475-Investment Income - External - Local Government					
4161000-Investment Income - Other	5,000	5,000	5,000	5,000	5,000
4162000-Investment Income - Pooled Money Investments					
4163000-Investment Income - Surplus Money Investments	1,000	1,000	1,000	1,000	1,000
4164000-Gain/Loss on Sale of Investments					
416-Investment Income	6,000	6,000	6,000	6,000	6,000
417-Other Revenue					
4180000-Cash Adjustment for Transportation Funds (SAL I)					
4180050-Cash Adjustment for Transportation Funds (SAL E)					
4521000-Impound Revenue (ch 1060/93)					

Information

Messages for this page are listed below.

- The data has been saved.
- Rule was run successfully

OK

For Revenue Transfers:

- Select the **Revenue Transfers** tab to record revenue transfer adjustments.

- Select the POV—**3-part revenue transfer item** consisting on the BU number, revenue transfer specific reference number “788”, and the fund number (“788” is the specific reference identifier for revenue transfers) and **No ENY**.
- Click the **“Go”** arrow. If the POV selected is an active and valid combination, then the tab details will display. If the POV selected is **NOT** an active and valid combination, then the tab details will not display. Double check the POV selected and contact your Finance Budget Analyst.
- In the **Partner Fund** field, select the related fund of the revenue transfer being recorded from the fund drop down listing.
- Enter the **revenue transfer amount** rounded to the nearest thousand and end with “000” (e.g., \$2,000 and not \$1,875) under the appropriate fiscal year and category code.
 - Input a negative dollar amount when money is leaving a fund (i.e., a fund giving moneys) under category code 624000—Revenue Transfers to Other Funds.
 - Input a positive dollar amount when money is coming into a fund (i.e., a fund receiving moneys) under category code 654000—Revenue Transfers from Other Funds.
- Click the **Save** icon. If successfully saved, the fields will change from a yellow background color (meaning that the changes made have not been saved yet) to a white background color and a successful pop-up message will appear. Click **OK**.

For Loans and Loan Repayments:

- Select the **Loans** tab to record a loan or loan repayment adjustment.

The screenshot shows the 'BR Details' form with the 'Loans' tab highlighted. The form includes a table with columns for Item, ENY, Program, Category, Revenues PY, Revenues CY, Revenues BY, and Revenues BY1. The 'Loans' tab is selected, and the 'Revenues CY' column is highlighted.

- Select the POV—**3-part loan/loan repayment item** consisting on the BU number, loan/loan repayment specific reference number “789”, and the fund number (“789” is the specific reference identifier for loans/loan repayments) and **No ENY**.
- Click the “Go” arrow. If the POV selected is an active and valid combination, then the tab details will display. If the POV selected is NOT an active and valid combination, then the tab details will not display. Double check the POV selected and contact your Finance Budget Analyst.
- In the **Partner Fund** field, select the related fund of the loan/loan repayment being recorded from the fund drop down listing.
- Enter the **loan/loan repayment amount** rounded to the nearest thousand and end with “000” (e.g., \$2,000 and not \$1,875) under the appropriate fiscal year and category code.
 - Input a negative dollar amount when money is leaving a fund (i.e., a fund providing a loan or repaying a loan) under category code 623000—Loans/Repayments to Other Funds.
 - Input a positive dollar amount when money is coming into a fund (i.e., a fund receiving a loan or loan repayment) under category code 653000—Loans/Repayments from Other Funds.
- Click the **Save** icon. If successfully saved, the fields will change from a yellow background color (meaning that the changes made have not been saved yet) to a white background color and a successful pop-up message will appear. Click **OK**.

The screenshot shows the 'BR Details' form with the 'Loans' tab selected. The 'BR Name' field is '1111-002-RTL-2023-GB'. The 'BR Title' field is 'Loan from Vehicle Inspection and Repair Fund (0421) to Contingent Fund of the Medical Board of CA (0758)'. The 'Loans' tab is selected, and the 'Loans CY' column is highlighted. The 'Loans CY' field contains the value '-10,000'.

The screenshot shows the 'BR Details' form with the 'Loans' tab selected. The 'BR Name' field is '1111-002-RTL-2023-GB'. The 'BR Title' field is 'Loan from Vehicle Inspection and Repair Fund (0421) to Contingent Fund of the Medical Board of CA (0758)'. The 'Loans' tab is selected, and the 'Loans CY' column is highlighted. The 'Loans CY' field contains the value '10,000'.

Congratulations. You have successfully made a RTL entry 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)
- E-mail: fiscalservicecenter@fiscal.ca.gov
 - cc: your Finance Budget Analyst

Business/Process Questions:

Contact your Finance Budget Analyst