How to Make an 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 an expenditure adjustment in Hyperion.

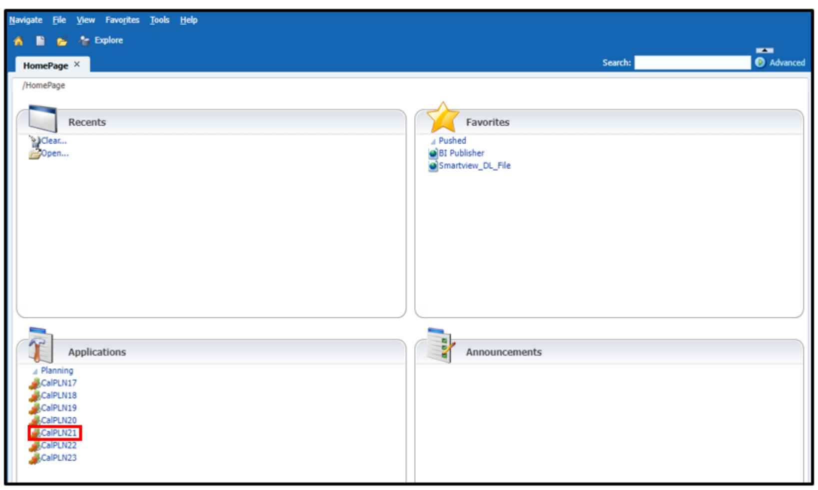
General Information: In Hyperion, users create Budget Requests (BRs) to reflect issues identifying changes to dollar amounts and/or positions (also known as Full-Time Equivalents [FTEs]) for any fiscal year in Hyperion.

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.

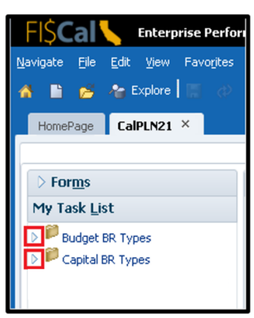
Step 1: Login to Hyperion using the direct Hyperion URL (https://epm.fiscal.ca.gov/workspace/index.jsp).

Step 2: On the Hyperion Homepage, under the Applications section, click on **CalPLN*XX***. A new tab will open the selected application in Hyperion.

Note: *'XX'* represents the first part of the fiscal year. In this example we are in the development of the 2021-22 budget cycle, therefore we will select CalPLN21.



Step 3: Navigate to **My Task List** and click the triangle button to expand the list of **Budget BR Types** or **Capital BR Types**.



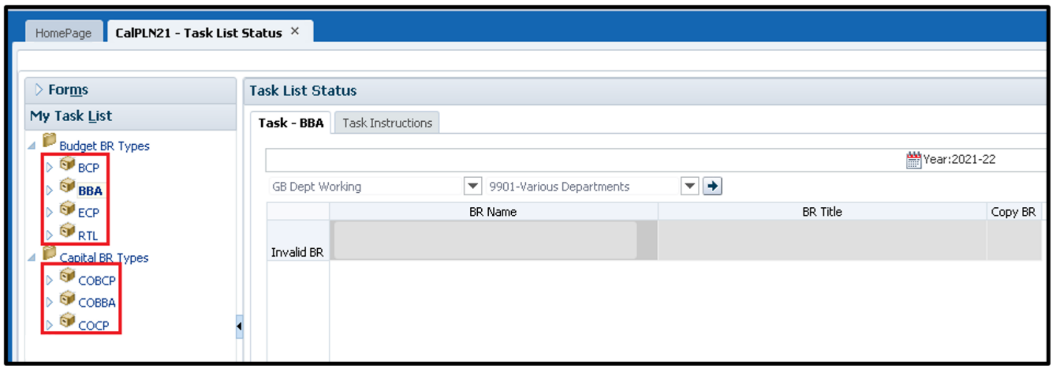
Step 4: Select the desired **BR type**. In the following example, the Baseline Budget Adjustment (BBA) BR type was selected.

There are four Budget BR types:

- Budget Change Proposal (BCP)
- Baseline Budget Adjustment (BBA)
- Enrollment, Caseload, and Population (ECP)
- Revenue, Transfer, and Loan (RTL)

There are three Capital Outlay BR types:

- Capital Outlay Budget Change Proposal (COBCP)
- Capital Outlay Baseline Budget Adjustment (COBBA)
- Capital Outlay Concept Paper (COCP)



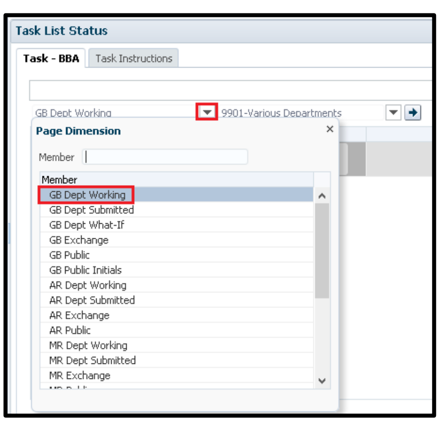
Step 5: On the BR Listing page, select the point-of-view (POV)—**Version** and **Business Unit (BU)**. Then click the **"GO"** arrow to proceed with the POV selected.

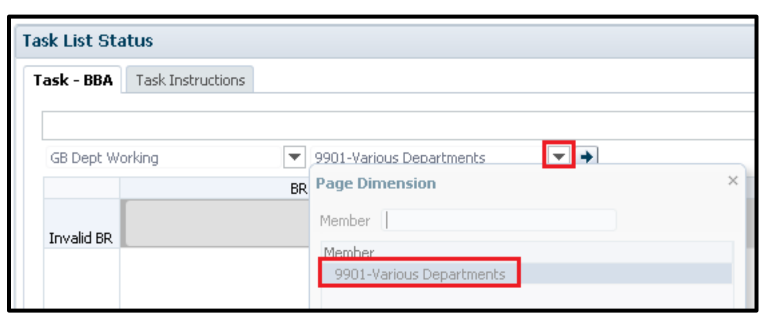
There are multiple versions available for selection in Hyperion. Versions represent different points-in-time of the budget cycle (i.e., GB = Governor's Budget, MR = May Revision, etc.).

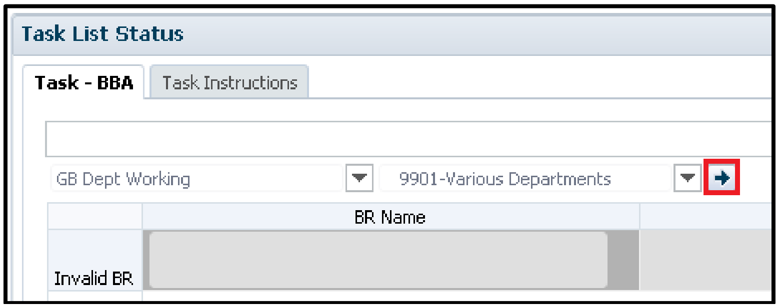
All versions that include the word "Dept" (i.e., GB Dept Working, GB Dept What-If, etc.) are only editable and visible to department users. Department of Finance staff are unable to edit or view any data in "Dept" specific versions.

All versions that include the word "Exchange" are editable and visible by both department and Finance users.

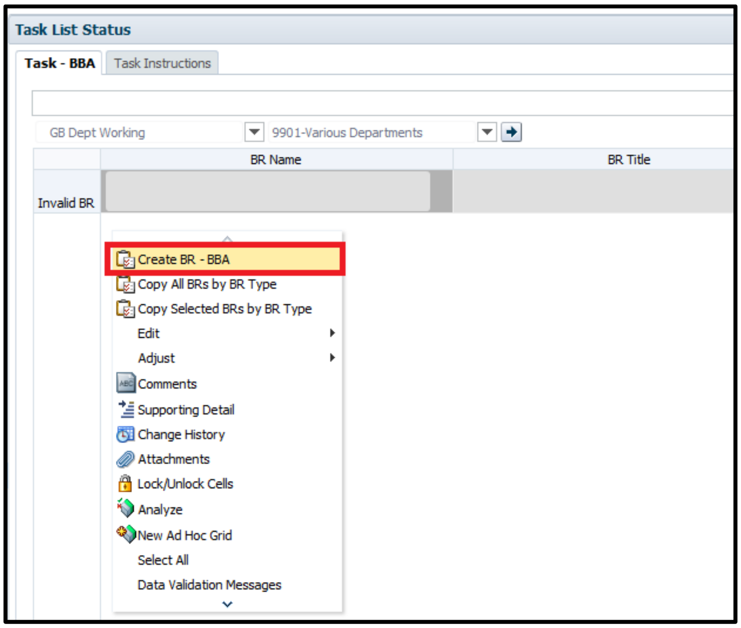
All versions that include the word "Public" are view only and <u>cannot</u> by edited. Data in "Public" versions are visible to all Hyperion users, which includes departments, Finance, and legislative users.

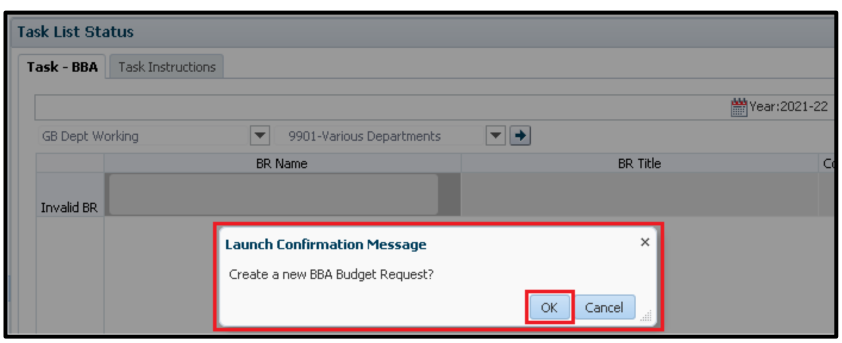


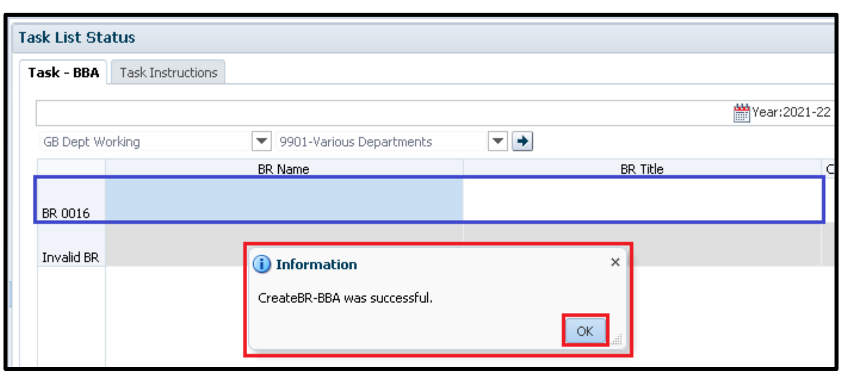




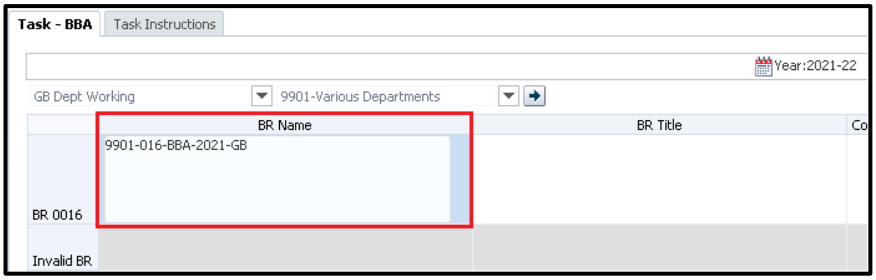
Step 6: Right click on the BR Listing page and select **"Create BR – BBA."** A pop-up message will appear confirming your selection. Click **OK**. Another pop-up message will appear after your BR has been successfully created. Click **OK**. In this example, BR 0016 was created.



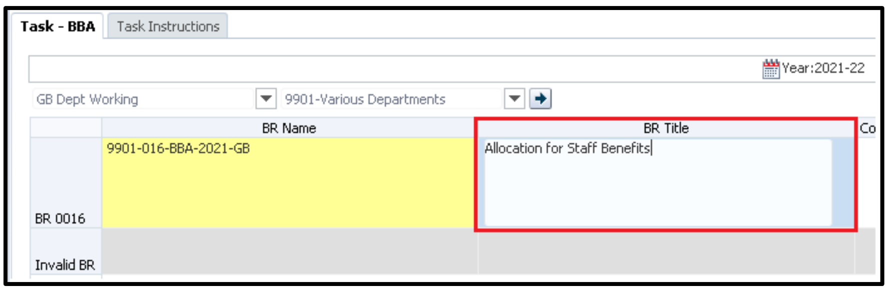




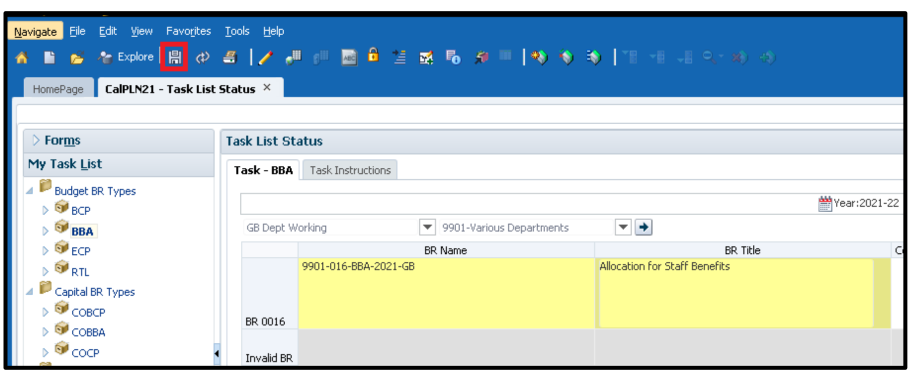
Step 7: Under the new BR, populate the **BR Name** field following the standard BR naming convention used across all departments and fiscal years in Hyperion. Refer to the Budget Request Naming Convention in Hyperion guide available on Finance's FI$Cal Resources website.

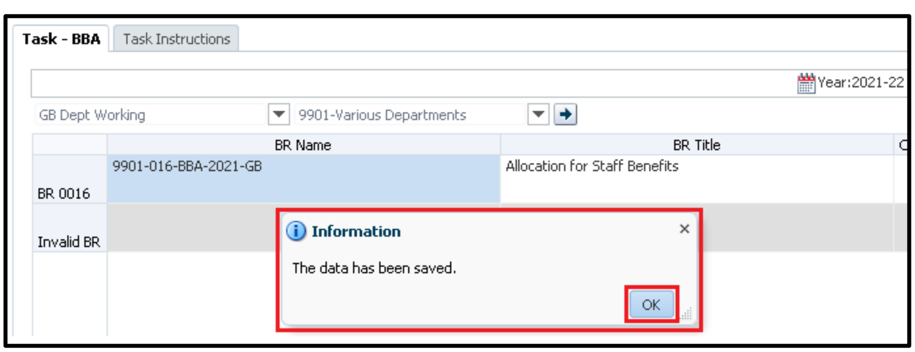


Step 8: Under the new BR, populate the **BR Title** field with a meaningful, short, and succinct description of the adjustment. Capitalization should remain consistent within the BR Title. Refer to the Common Baseline Adjustment Titles guide available on Finance's FI$Cal Resources website for commonly used baseline adjustments utilized throughout the budget process.

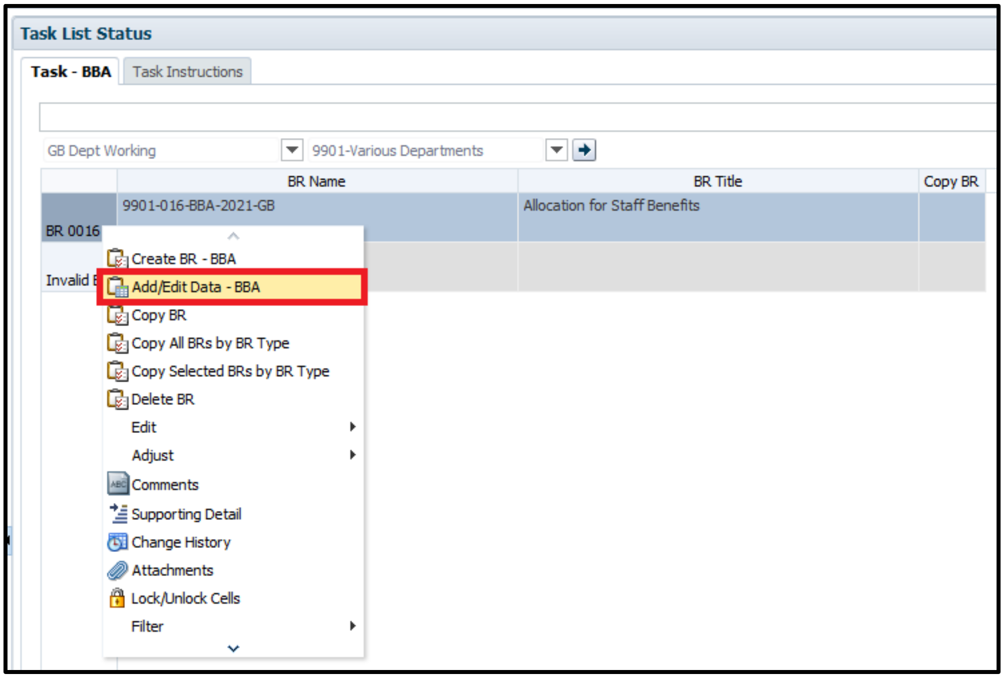


Step 9: After populating both the BR Name and BR Title fields, select **Save** (either click the floppy disk icon from the Hyperion toolbar or select 'Ctrl + s' from your keyboard). If successfully saved, the fields will change from a yellow background color (meaning that the changes made have not been saved yet) to a white background color and a successful pop-up message will appear. Click **OK**.

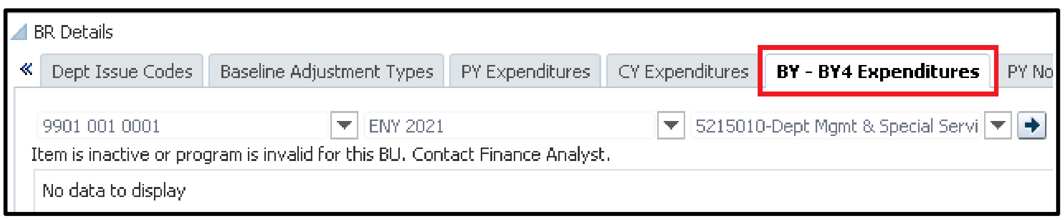




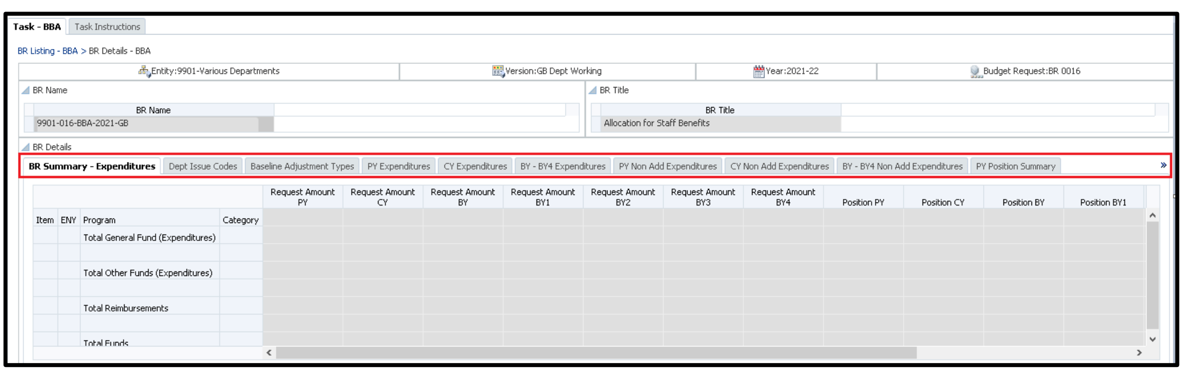
Step 10: Right click on the BR created and select **Add/Edit Data – BBA** from the drop down menu to open the BR.



Step 11: Click the appropriate **Expenditures** tab. In this example, we will use the BY – BY4 Expenditures tab.



BRs contain various data entry forms.



The following are the most commonly used data forms throughout all the BR types:

- **BR Summary**—Provides a summary look of all the "request amount" expenditures and positions entered in the BR for past year (PY), current year (CY), and budget year (BY) through budget year+4 (BY4), broken out by General Fund, other funds, and reimbursements.

- **Dept Issue Codes**—Identifies the following characteristics of the BR issue: (1) approval status, (2) is it considered a “Policy” or “Workload” issue, and (3) does it require any language changes (i.e., provisional language, code sections, etc.) through the Budget Bill or trailer bill (TBL) processes.

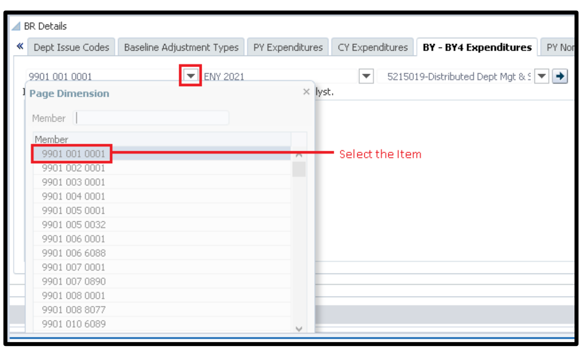
- **PY, CY, and BY – BY4 Expenditures***—Specify the item, program, and category of expenditure for each unique combination of funding needed for the adjustment or to record adjustments for changes in expenditure authority, appropriation savings, or appropriation carryovers. For capital outlay BRs, also specify the capital outlay project and phase.

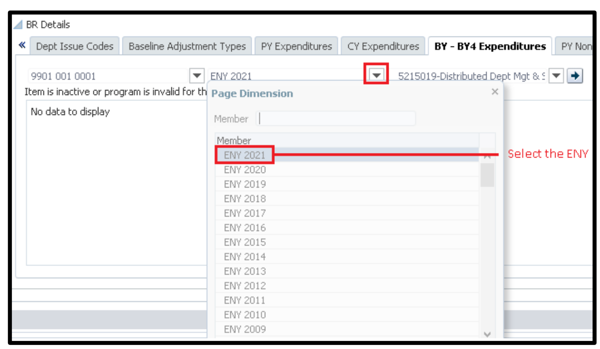
- **PY, CY, and BY – BY4 Position Summary***—Specify the item, program, and related salaries and wages categories of expenditure associated with each position for the affected fiscal years (PY through BY4, if applicable) needed for the adjustment.

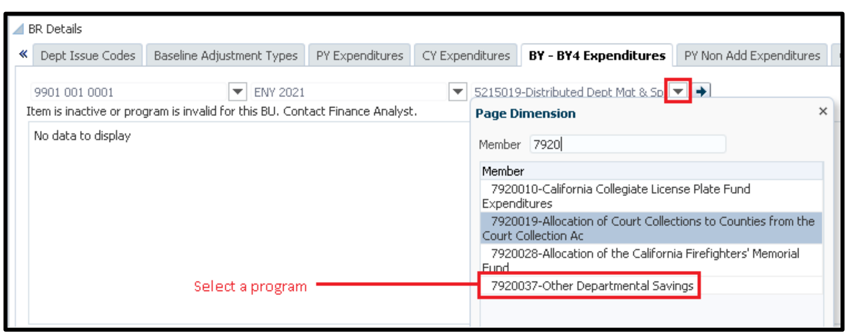
- **Position Change Request***—Specify the job code classification, start date, positions and related salaries and wages categories of expenditure associated with each position for the affected fiscal years (CY through BY4, if applicable).

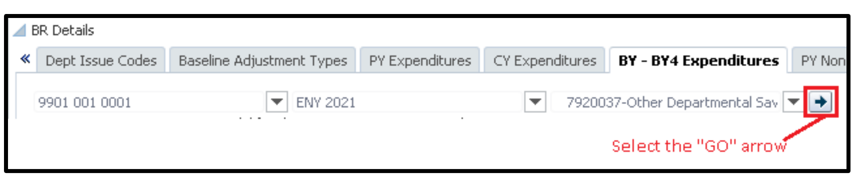
***NOTE:** CY through BY4 positions entered on the Position Summary tabs must tie to the total proposed positions in CY through BY4 in the Position Change Request tab for the overall BR. Additionally, CY through BY4 salaries and wages (category codes 510XXXX) entered on the Position Change Request tab must tie to the CY through BY4 total salaries and wages entered on the Expenditure tab(s) for the overall BR.

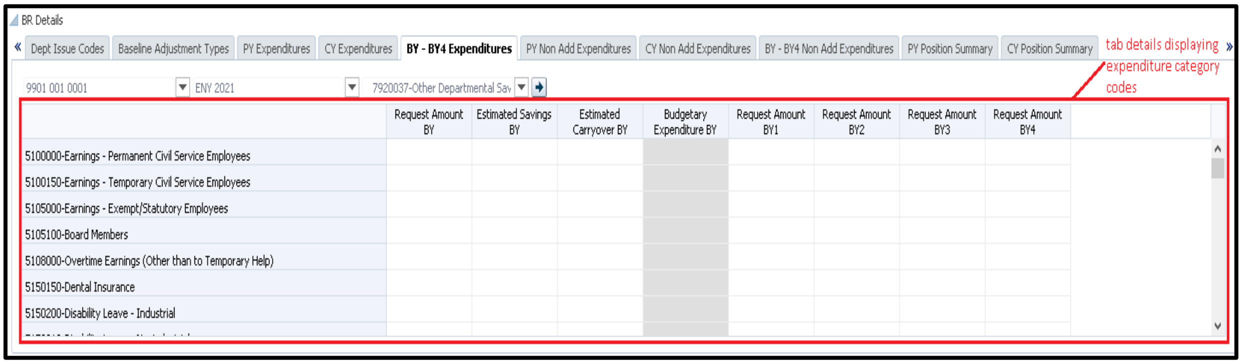
Step 12: Select the desired point-of-view (POV)—**Item, ENY** (enactment year)**,** and **program**. Then select the “**Go**” arrow. If the POV selected is an active and valid combination, then the tab details will display.



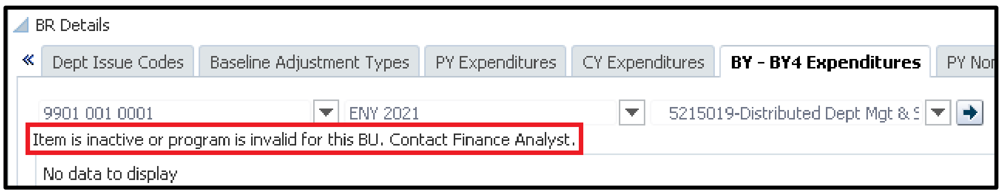








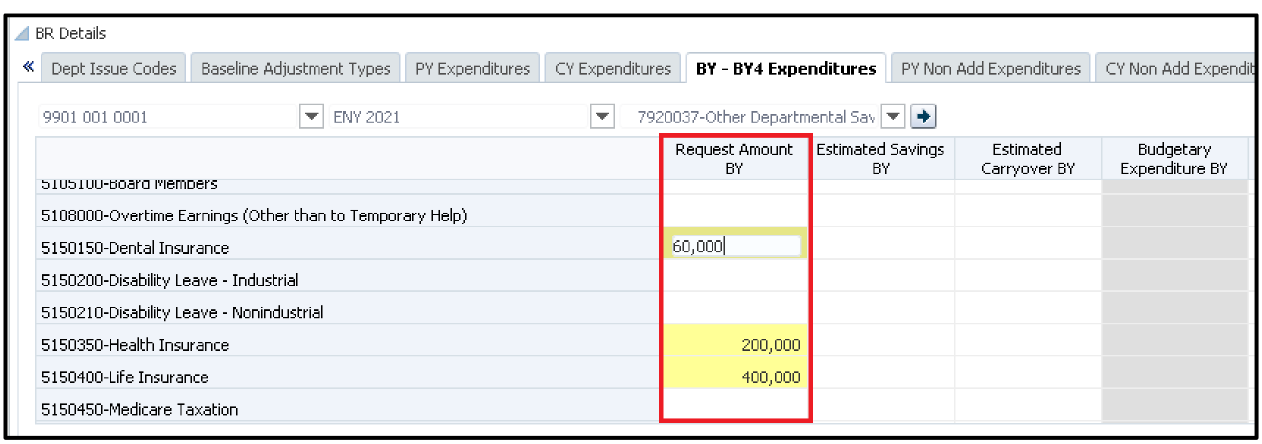
If the POV selected is NOT an active and valid combination, then the tab details will not display and the following message will display:



Double check the POV selected by verifying the following and contact your Finance Budget Analyst:

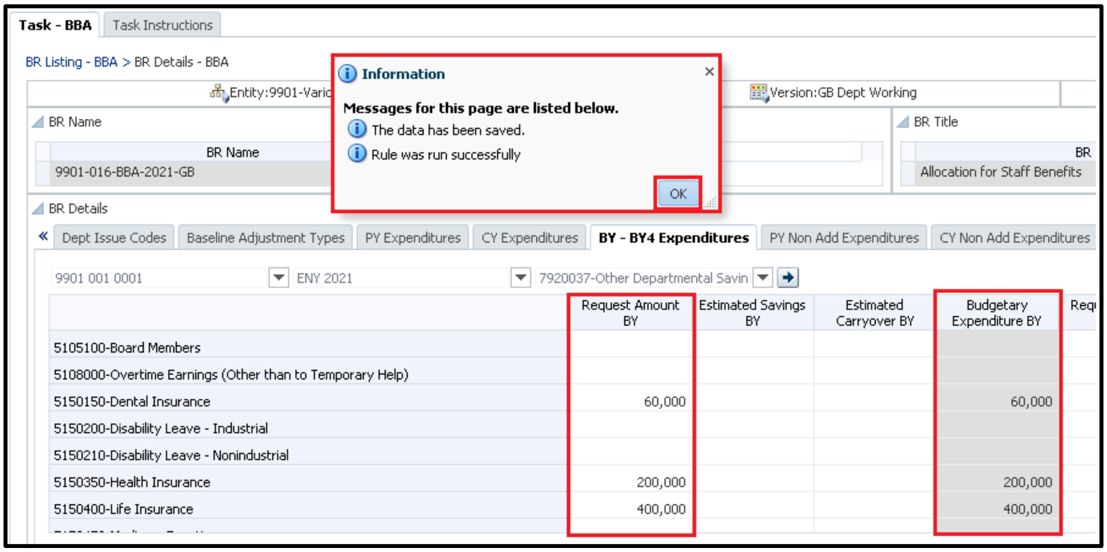
- Is the Item active?
  - Refer to the Active Item List on Finance's FI$Cal Resources website to see a current list of all active items included in Hyperion.
- Is the ENY correct?
  - Most BY requests are funded by appropriations with spending authority beginning in BY, however some appropriations may have a longer encumbrance period and thus have an earlier ENY. (i.e., If the BY represents Fiscal Year 2021-22, then the ENY is 2021 or earlier.)
- Is the program correct for the selected department/entity/business unit?
  - Refer to the Program Crosswalk on Finance's FI$Cal Resources website to view what programs are valid.

Step 13: Under the **Request Amount BY** column, navigate to the expenditure categories that are being budgeted for the selected appropriation/POV in Step 12 and enter in whole dollars rounded to thousands the dollar amount(s) being requested/authorized.



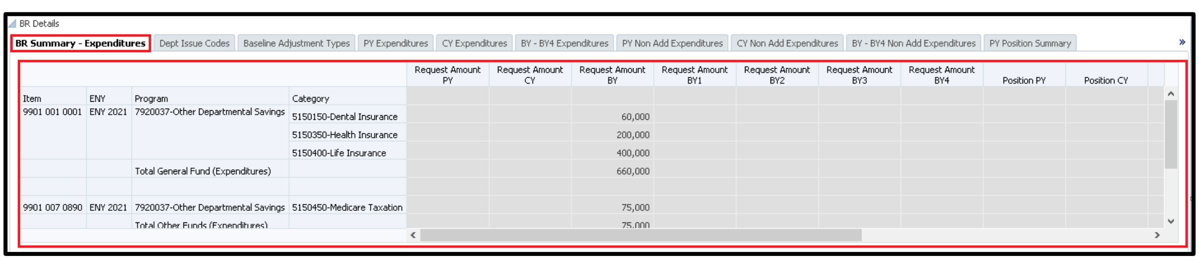
Step 14: Select **Save**. If successfully saved, the fields will change from a yellow background color (meaning that the changes made have not been saved yet) to a white background color and a successful pop-up message will appear. Click **OK**.

Additionally, after successfully saving, the formula driven **Budgetary Expenditures** column will auto calculate and display. Budgetary expenditures is the amount of spending scored in the selected fiscal year. The formula is: Budgetary Expenditures = Request Amount + Estimated Savings + Estimated Carryovers.



Step 15: Repeat Steps 12 through 14 for each item appropriation and program combination included in the adjustment request.

Step 16: Navigate to the **BR Summary – Expenditures** tab to validate the total expenditure amounts entered for all item appropriations in the overall BR were entered correctly. To validate other information entered in the BR, but not displayed on the BR Summary tab, run a Hyperion report. Contact your Finance Budget Analyst to receive the latest version of the **Hyperion Report Manual for Department Use** to find a report that will display the desired information.



Congratulations. You have successfully made an entry in Hyperion.

<u>Who to Contact for Questions/Problems:</u>

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

Business/Process Questions:

Contact your Finance Budget Analyst