

# Treatment of Reimbursements in Hyperion By Department of Finance

Reimbursements are amounts received as a payment for the cost of work or services performed, or for other expenditures made for or on behalf of another entity (e.g., one department reimbursing another for administrative work performed on its behalf). Generally, reimbursements are available for expenditure up to the budgeted amount (scheduled in an appropriation), and a budget revision must be prepared and approved by the Department of Finance before any reimbursements in excess of the budgeted amount can be expended.

## To Reflect Reimbursement Authority in Hyperion:

Starting in the 2016-17 fiscal year, reimbursements are reflected under a “Fund” 0995 item. **Create or adjust 0995 items similar to any other fund sources/items.**

1. Select a budget request (BR) in Hyperion and navigate to the appropriate expenditures tab. In this example, the CY Expenditures tab is used to enter the BR details.

The screenshot shows the 'Task List Status' window for a budget request. The 'BR Details' section is active, and the 'CY Expenditures' tab is selected. The interface displays a table with the following columns: Request Amount CY, Estimated Savings CY, Estimated Carryover CY, and Budgetary Expenditure CY. The table lists several expenditure items, including Earnings for Permanent and Temporary Civil Service Employees, Board Members, Overtime Earnings, Dental Insurance, and Disability Leave. The 'Request Amount CY' column is currently empty for all items.

2. In the Expenditures tab, select the following required point-of-view (POV):
  - a. Select the **3-part reimbursement item** ending with Fund 0995—Reimbursements from the drop down list.
    - Reimbursements are tracked as non-budget act items, utilizing Fund 0995 (e.g., Item 9818-501-0995).
    - To determine the reimbursement item associated with a specific expenditure item, contact your Finance Budget Analyst. For existing items, check the **Active Item List** posted on Finance’s FI\$Cal Resources webpage, here: <https://dof.ca.gov/budget/resources-for-departments/fiscal-resources-for-budget/>
  - b. Select the **ENY** (enactment year aka year of appropriation [YOA]) associated with the reimbursement item selected.
  - c. Select the **Program** receiving the reimbursements.
  - d. Select the **“Go”** arrow.

**Task List Status**

Task - BCP | Task Instructions

BR Listing - BCP > BR Details - BCP

Entity:9818-Federal Levy of State Funds | Version:GB Dept Working | Year:2017-18 | Budget Request:BR 0003

BR Name: 9818-003-BBA-2017-GB | BR Title: Reimbursements for XXXX

BR Details

Program Budget Measures | Workload Measures | PY Expenditures | **CY Expenditures** | BY - BY4 Expenditures | PY Non Add Expenditures | CY Non Add Expenditures | BY - BY4 Non Add Expenditures

Request Amount CY	Estimated Savings CY	Estimated Carryover CY	Budgetary Expenditure CY
5150900-Staff Benefits - Other			
5302900-Printing - Other			
5304800-Communications - Other			
5306700-Postage - Other			
5308900-Insurance - Other			
5320490-Travel - In State - Other			
5320890-Travel - Out of State - Other			

Annotations: "3-Part Item" points to the first dropdown, "ENY" points to the second dropdown, "Program" points to the third dropdown, and "Go" Arrow points to the arrow icon in the third dropdown.

- To adjust reimbursement authority, under the **Request Amount** column enter the reimbursement amount at the specific spending category code(s) of 5XXXXXX. Similar to other fund sources, an **increase in expenditure authority from reimbursements** (such as Control Section 28.50) should be reflected as a **positive** dollar amount. Discuss preparation of a budget revision with your Finance Budget Analyst before adjusting reimbursement authority under the Request Amount column.

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BR Listing - BCP > BR Details - BCP

Entity:9818-Federal Levy of State Funds | Version:GB Dept Working | Year:2017-18 | Budget Request:BR 0003

BR Name: 9818-003-BBA-2017-GB | BR Title: Reimbursements for XXXX

BR Details

Program Budget Measures | Workload Measures | PY Expenditures | **CY Expenditures** | BY - BY4 Expenditures | PY Non Add Expenditures | CY Non Add Expenditures | BY - BY4 Non Add Expenditures

Request Amount CY	Estimated Savings CY	Estimated Carryover CY	Budgetary Expenditure CY
5150900-Staff Benefits - Other			
5301400-Goods - Other	50,000		
5302900-Printing - Other			
5304800-Communications - Other			
5306700-Postage - Other			
5308900-Insurance - Other			
5320490-Travel - In State - Other			
5320890-Travel - Out of State - Other			

Annotation: "Request Amount" points to the 50,000 value in the Request Amount column for the 5301400-Goods - Other row.

- To reflect savings from this spending authority, similar to other fund sources, enter the amount estimated to be saved under the **Estimated Savings** column as a **negative** dollar amount.
- To reflect reimbursement authority to be carried over to the next fiscal year, enter the amount of reimbursements estimated to be carried over under the **Estimated Carryover** column as a **negative** dollar amount. An amount can be carried over to the next fiscal year only if it is still available for encumbrance/expenditure in the next fiscal year.

**Task List Status**

Task - BCP Task Instructions

BR Listing - BCP > BR Details - BCP

Entity:9818-Federal Levy of State Funds Version:GB Dept Working Year:2017-18 Budget Request:BR 0003


BR Name: 9818-003-BBA-2017-GB BR Title: Reimbursements for XXXX

BR Details

Program Budget Measures Workload Measures PY Expenditures **CY Expenditures** BY - BY4 Expenditures PY Non Add Expenditures CY Non Add Expenditures BY - BY4 Non Add Expenditures

9818 501 0995 ENY 2016 9990-Unscheduled Items of Approj

	Request Amount CY	Estimated Savings CY	Estimated Carryover CY	Budgetary Expenditure CY
5100000-Earnings - Permanent Civil Service Employees				
5100150-Earnings - Temporary Civil Service Employees				
5105000-Earnings - Exempt Statutory Employees				
5105100-Board Members				
5108000-Overtime Earnings -Other than to Temporary Help-				
5150150-Dental Insurance				
5150200-Disability Leave - Industrial				
5150210-Disability Leave - Nonindustrial				

6. Select the **Save** button  or use the save shortcut (ctrl + s). This will calculate the **Budgetary Expenditure** amount.

**Congratulations. You have successfully reflected reimbursement authority 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](mailto:fiscalservicecenter@fiscal.ca.gov)
  - cc: your Finance Budget Analyst

**Business/Process Questions:**

Contact your Finance Budget Analyst