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 FI$Cal 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 2023-24 budget cycle, the Year should be 2023 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 FI$Cal Resources webpage. Departments can also run the **Invalid (in Red) & Valid Items with Dollars** FR report in Hyperion.
3	___________	Valid ENYs used for each item? For example, when budgeting for the 2023-24 budget cycle: • For BY and out years, ENY must be 2023 or older. • For CY, ENY must be 2022 or older. • For PY, ENY must be 2021 or older.
4	___________	Are all programs/subprograms valid for the BU? (Refer to the **Program Crosswalk** on Finance's FI$Cal Reouces webpage.)
5	___________	Correct category codes used?
6	___________	No duplicate rows per tab?
7	___________	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.
8	___________	Non-add items are in separate tabs, does the BR need to utilize these Non-Add Expenditure tabs?
9	___________	Savings and Carryovers are generally negative amounts. Do not use parentheses.
10	___________	Have you tied out data between the Position Change Request, Position Summary, and Expenditure tabs?
11	___________	BBAs must have a proper Baseline Budget Adjustment type.
12	___________	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.
13	___________	Revenue transfers and loans are coded to the correct category code?
14	___________	Please provide your Budget Request number here (e.g., BR 0012).
15	___________	Confirm no red cells in the Checklist tab.

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Department Budget Analyst Reviewed/Date

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Department Supervisor Reviewed/Date

AFTER Upload Template Checklist--Departments

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

#	Checked? Y/N	
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

#	Checked? Y/N	
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:

#	Checked? Y/N	
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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Department Budget Analyst Reviewed/Date

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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.