



	No. 17-05
Subject: Reporting Past Year Budgetary Information	Date Issued: 08/08/2017
References: Budget Letter 17-17	Expires:

PURPOSE:

This CALSTARS Operations Memo provides departments with information about the file/information used to help prepare the past year expenditure and revenue updates required for the Hyperion budget system.

BACKGROUND:

The Governor’s Budget preparation process requires departments to update past year expenditure and revenue data in Hyperion to reflect actuals. Departments should inform Department of Finance budget analysts once data is updated and available in “GB Exchange” version in Hyperion. In Hyperion, past year expenditure data is required at a lower level than what’s provided in the CALSTARS B06 report.

To assist departments in preparing the past year budgetary expenditure information, CALSTARS will provide a Past Year Expenditures file. This file will link the Program Level information (Program, Element, Component, and Task) from the Appropriation Symbol (AS) Table to the Fund, Enactment Year (ENY), Category, Object, and Object Detail from the Operating (OP) File to arrive at the budgetary expenditures. Alternatively, this data can be summarized using the CALSTARS Q35 report.

REQUIRED BY DEPARTMENTS:

After completing the year-end financial reports, departments can request the CALSTARS Past Year Expenditures (HD) file on the G.2 screen (Attachment A). Departments will download the comma delimited file from the OTech Time Sharing Option and open it in Excel (Attachment B).

This file is extracted from the OP File. The budgetary expenditures are calculated by using expenditures (GL9000 PY13 bucket) plus the encumbrances (GL6150 and GL6151 PY13 bucket) minus the prior year encumbrance reversals (GL6150 and GL6151 PY1 bucket). The data is summarized by OP Org Code, OP Reference, OP Fund, OP ENY, AS Program, AS Element, AS Component, and AS Task.

The Object of Expenditure codes in the CALSTARS Past Year Expenditures file will be translated to the appropriate account category codes in Hyperion.

The Legacy to Hyperion Code Translation for Past Year Update translation table is available on Finance’s website at http://www.dof.ca.gov/Budget/Fiscal_Resources_For_Budget/.

Departments will enter or upload the expenditure adjustments into the Hyperion as described in Budget Letter 17-17.

RTLs can be obtained from the CALSTARS Q24 Report ordered at the PY, 0,0,1,2 level. This report should be ordered **before** YEC/YEO but after year-end financial reports are completed.

If you have any questions, please e-mail CALSTARS System Support Unit at CALSTARS@dof.ca.gov.

/s/Larry Satter

Assistant Program Budget Manager

Attachments

Attachment A—G.2 Screen: Request File Copy

```
9990 G.2: REQUEST FILE COPY                                07-28-2017 01:36 PM
Enter under F: D=File Data, L=Record Layout,
                U=Data with Unpacked Fields, R=Layout with Unpacked Fields
F              FILE NAME                                F              FILE NAME
-  -----
- Allotment - AL - Operating - OP
- Appropriation - AP - Payroll Extract - PE
- Cash Control - CC - Payroll Extract - MyCalPAYS - PX
- Check - CK - Schedule 10 - Current Year - B1
- Document - DF - Schedule 10 - Prior Year - B2
- General Ledger - GL - Schedule 10R - Current Year - B3
- Grant Project - GP - Schedule 10R - Prior Year - B4
- History - Current Month - HY - Subsidiary - SF
- History - Prior Month - HY - Vendor Payment - VP
- History - Prior Year (FM 13) - HY - Warrant Number File - WN
- Labor Transaction - LT - FI$Cal Data - FR
- Labor Transaction - MyCalPAYS - LX - Past Year Expenditures - HD

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                                main
```

Attachment B—Sample CALSTARS Past Year Expenditures File

Org	Fund	ENY	Reference	Program	Element	Component	Task	AC5 Code	Budgetary Expenditures
9998	0001	2016	001	10				5100000	718,565.43
9998	0001	2016	001	10				5100150	325,508.41
9998	0001	2016	001	10				5105000	9,402.34
9998	0001	2016	001	10				5150150	747.79
9998	0001	2016	001	10				5150200	33,080.85
9998	0001	2016	001	10				5150350	3,390.51
9998	0001	2016	001	10				5150400	3,163.00
9998	0001	2016	001	10				5150450	95,776.27
9998	0001	2016	001	10				5150500	6,020.00
9998	0001	2016	001	10				5150630	353,800.00
9998	0001	2016	001	10				5150750	1,734,448.81
9998	0001	2016	001	10				5150900	4,516.49
9998	0001	2016	001	10				5301400	45,897.00
9998	0001	2016	001	10				5340330	12,488.35
9998	0001	2016	001	10				5340580	3,811,015.28
9998	0001	2016	001	10				5700000	1,714,326.33
9998	0001	2016	001	10				5340580	80,001.02
9998	0001	2016	001	10				5150900	13,998.64
9998	0001	2016	001	10				5324350	23,479.95
9998	0001	2016	001	10				5340310	261,330.01
9998	0001	2016	001	10				5340580	237,792.47
9998	0001	2016	001	30	01			5301400	171,242.94
9998	0001	2016	001	30	01			5340330	607,015.21
9998	0001	2016	001	30	01			5340580	12,488.35
9998	0001	2016	001	30	01			5344000	250.00
9998	0001	2016	001	30	02			5700000	(790,996.50)