

# BUDGET LETTER

<b>SUBJECT:</b> FISCAL (HYPERION) UPDATES AND INSTRUCTIONS FOR SPRING BUDGET PROCESS	<b>NUMBER:</b> 16-02
<b>REFERENCES:</b> BL 16-01	<b>DATE ISSUED:</b> January 29, 2016
	<b>SUPERSEDES:</b>

TO: Agency Secretaries  
Department Directors  
Departmental Budget and Accounting Officers  
Department of Finance Budget and Accounting Staff

FROM: DEPARTMENT OF FINANCE

As we move forward to the spring budget cycle, this Budget Letter provides updates on enhancements and instructions related to FI\$Cal (Hyperion).

## Sub Funds Are Removed in Hyperion

The Department of Finance (Finance) has worked with the FI\$Cal Project (Project) and removed approximately 3,000 sub funds in the Hyperion system. While sub funds are necessary for accounting operations, they are not used for budget purposes. Removal of these sub funds streamlines data entry, improves report performance, and strengthens system reliability due to reduced data intersections. Finance and the Project have centrally aggregated the dollar amounts and positions from the seven-digit sub fund level to the four-digit fund level.

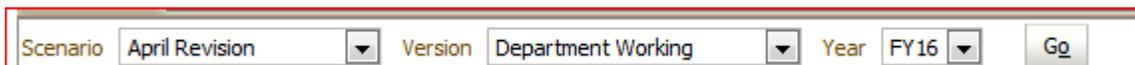
The post-conversion data has been checked for accuracy in Finance's versions in Hyperion. If Wave 1 or Wave 2 departments discover any unexpected amounts or totals in their funds in your versions, please contact your Finance budget analyst for assistance.

The data entry forms in Hyperion have been modified so only the four-digit fund level is available.

## Upload Templates

All upload templates have been updated to reflect the removal of sub funds. They also have been updated for other chart of account values. They are now available on the Finance website <http://www.dof.ca.gov/budgeting/forms/view.php> for departments to use. **Departments must use this latest version (dated January 26, 2016) to prevent errors when uploading.**

- Wave 1 and Wave 2 departments: As in the past cycles, it is your discretion to enter the information in Hyperion directly or utilize the upload templates. For the April 1 Finance Letter process, you should complete your Decision Packages (DPs) in the "April Revision" scenario and a version available to you, such as "Department Working" as shown below.



The screenshot shows a web form with three dropdown menus and a button. The first dropdown menu is labeled "Scenario" and has "April Revision" selected. The second dropdown menu is labeled "Version" and has "Department Working" selected. The third dropdown menu is labeled "Year" and has "FY16" selected. To the right of these dropdowns is a button labeled "Go".

When your DPs are ready for Finance, please copy them into the “Department DOF Exchange” version and inform your Finance budget analyst that it is ready for review.



The image shows a screenshot of a web form with a red border. It contains four main sections: 'Scenario' with a dropdown menu showing 'April Revision', 'Version' with a dropdown menu showing 'Department DOF Exchange', 'Year' with a dropdown menu showing 'FY16', and a 'Go' button.

- For other departments that have not gone live in Hyperion, please complete the upload templates and send them electronically to your Finance budget analyst.

Note: When we move from the April process to the May Revision process, please select the “May Revision” scenario.

### Mapping of Data to “Visible” Account Code

Finance is also centrally updating Hyperion to map all “invisible” account code (AC) (aka category) with dollars and positions to “visible” AC codes. When Hyperion was launched in the fall 2014, it included all expenditure account codes (AC\_5) for departments to budget at the lowest level. To increase system and data entry efficiency and to remove the lower level of detail not necessary for budgeting purposes, the number of AC codes in Hyperion was reduced, making it easier and faster to directly enter information into Hyperion. During the process of condensing AC codes, dollars and positions within codes no longer available (or “invisible”) remained in the system (and are part of the totals). However, they are not “visible” to users in the data entry forms. Only the “visible” AC codes are now accessible via the data entry forms for Wave 1 and Wave 2 departments.

In an effort to streamline AC code data, Finance will carry out a global exercise to shift dollars and positions in all invisible categories to the current visible AC codes. When the mapping exercise is completed in Finance versions, departments will have an opportunity to review and work with their analysts to fine tune the mapping within visible AC codes, if needed. The mapped data will be available in the departments’ versions summer 2016 when remaining Hyperion users will go live in the system.

### FI\$Cal Resources

Finance created and has been maintaining this web page with relevant/updated information that may be useful to departments in using FI\$Cal [http://www.dof.ca.gov/FISCal\\_Resources/view.php](http://www.dof.ca.gov/FISCal_Resources/view.php). Examples of relevant materials for this spring budget cycle are:

- Before and After Upload Template Checklists.
- How to copy a DP from one version to another.
- DP/BR naming convention.
- Account/Category Codes Available (visible) in Hyperion.

If you have questions regarding this BL, please contact your Finance budget analyst.

/s/Veronica Chung-Ng

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