



FI\$Cal

Financial Information System for California

Department Operating Budgets- Working Sessions

April 2, 2015

Agenda

1. Introductions & Overview of Meeting Objectives

2. Background & Scope

3. Hyperion Solution

4. Questions

INTRODUCTIONS & OBJECTIVES

Introductions

- Introductions



Questions

- We will have four survey questions asked throughout this presentation.

- Use your laptops or phones to answer these questions by accessing the following link or texting the following information.
 - **Laptop:** Access the PolleEv.com/fiscal
 - **Phone:** Text **FISCAL** to **22333** once to join, then Text **A, B, C, D,** etc. to select your answer.

- Each question will be represented on a slide and the information above will be repeated.

Question #1

- Please use your phones or laptops to respond.
 - **Laptop:** Access the PollEv.com/fiscal
 - **Phone:** Text [FISCAL](tel:22333) to [22333](tel:22333) once to join, then Text [A](#), [B](#), [C](#), [D](#) or [E](#) to select your answer listed below

- Question: **What wave are you?**
 - [A](#). Wave 1
 - [B](#). Wave 2
 - [C](#). Wave 4
 - [D](#). Deferred/Exempt

Meeting Objectives

- The objectives of this meeting are to accomplish the following:
 - Provide a brief overview of Operating Budgets functionality
 - Data movement / validation
 - What is Needed
 - Actuals to Budgets
 - Timing and Frequency of Data
 - Reporting
 - Security in Hyperion
 - Decision Packages
 - Questions

Question #2

- Please use your phones or laptops to respond.
 - **Laptop:** Access the PollEv.com/fiscal
 - **Phone:** Text **FISCAL** to **22333** once to join, then Text **A**, **B**, **C**, or **D** to select your answer listed below

- Question: **What office do you work in?**
 - A. Accounting
 - B. Budgeting
 - C. Administration (Generally)
 - D. Other

Background & Scope

- The Department Operating Budgets function in Hyperion is designed to meet the users' requirements to analyze, forecast, change and manage the budget.
- Activities:
 - Allocating allotments to department organizational units
 - Developing monthly budget plans or spending plans to guide spending over the course of the fiscal year
 - Managing the department's budget on an ongoing basis
 - Requesting adjustments to appropriations
 - Providing reporting and analytical tools to users
- Provides users the ability to maintain their budget in one central location, Hyperion.

Question #3

- Please use your phones or laptops to respond.
 - **Laptop:** Access the PollEv.com/fiscal
 - **Phone:** Text **FISCAL** to **22333** once to join, then Text **A**, **B**, **C**, or **D** to select your answer listed below

- Question: **How complex is your operating budget in comparison to your appropriation/program-level budget?**
 - A. About the same
 - B. Moderately more complex
 - C. Extremely more complex
 - D. We do not use a separate operating budget

HYPERION SOLUTION

Hyperion Overview

- Departments have varying business processes
- Hyperion provides a set of tools that Departments can use to support their business processes
 - Develop Spending plan during Governor's Budget
 - Develop Spending plan after enactment
- Tools provided:
 - Data entry forms
 - Allotments
 - Work Flow
 - Decision Packages
 - Versions (Working, Final, Monthly, What If)
- Level of detail – budgeting by Item

Proposed changes for the Operating Budget

Decision Packages **Entity** **Reference** **Fund** **ENY**

Budget Requests

Decision Packages > Baseline Decision Package for Budget and Finance Working Budget Request : Baseline Budget Request for Budget and Finance Working Scenario : Gov Budget

Notes and Attachments Justification Data Collection Forms

Agenda_Groups Finance Issue Codes Department Issue Codes **Request by Category** Request by Category - Review Reimbursements Revenue Revenue Transfers

BU2240 RF602 FD0530 ENY_2015

Current Service Level Current Service Level

Finance Working Finance Working

Total Expenditure Limited Term Request

YearTotal YearTotal

50-Appropriated Expenses

Decision Packages

Budget Requests

Decision Packages > Baseline Decision Package for Budget and Finance Working Budget Request : Baseline Budget Request for Budget and Finance Working Scenario : Gov Budget

Notes and Attachments Justification Data Collection Forms

Agenda_Groups Finance Issue Codes Department Issue Codes **Request by Category** Request by Category - Review Reimbursements Revenue Revenue Transfers

BU2240_RF602_FD0530_ENY_2015

Current Service Level Current Service Level

Finance Working Finance Working

Total Expenditure Limited Term Request

YearTotal YearTotal

50-Appropriated Expenses

Item (in Entity)

Data Movement / Validation

- Load Operating Budget with data
- Develop Operating Budget before or after the budget is enacted
 - Detailed operating budget can be input to Governor's Budget
 - Detailed operating budget can be developed starting with the enacted budget
- Spending Plan can be developed centrally or submitted
- Budget development may involve multiple versions
- Budget development may involve different level of details (by Reporting Structure or Service Location)

- Feedback, what would you do?

What is needed

- Budgeting will be by Program.
- Budgeting will be by Item. Dimensions are all loaded from PeopleSoft. Placeholders Items can be added for new Proposals.
- Do you budget by character, e.g. state ops, local assistance, etc.?
- Are all Categories needed for Operating Budgets?
 - What category level do you want to enter budget data at?
 - What category level do you need to report at?
- What versions do we need (Operating Budget, What If, ...)?
- Budgeting will be by Project?
- Budgeting will be by Reporting Structure?
- Budgeting will be by Service Location?
- Is ENY (Enactment Year) needed for Operating Budgets?

Actuals to Budgets

- Managing spending to the enacted budget requires actuals to budget analysis.
 - What level should the actuals be at?
 - Detail or summary (by sub-Program, by Project, by Category)
 - Monthly actuals, YTD, or both
- Actuals to Authorized

Timing and Frequency of Data

- Do Departments start working on Operating Budget detail at different times in the year?
- When do we first load budget data into the system?
 - Authorized
 - Actuals
- When should we refresh budget data in the system?
 - Authorized
 - Actuals
- Should we refresh budget data or add another version?



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Reporting

- We have not developed any operating budget reports to be used on a standard statewide basis.
 - Are there operating budget reports that have common characteristics across different departments (e.g., DF 300, CalSTARS B06, etc.)?
 - Do we need to report by Reporting Structure (division, branch, bureau, office, etc.) as well as summarized for the entire BU (Department)?
- How frequently does data need to be refreshed for reports?
 - Performance implications should be considered depending on frequency of refreshes (every 2 hours, nightly, etc.)
- How many people are running reports?
- Are budget reports published outside of the agency regularly?

Security in Hyperion

- What access needed for Departments?
- Is access by Item sufficient? Program? Reporting Structure?
- Is access limited by time?

Decision Packages

- What are Decision Packages?
- How do they work in the Operating Budget?

Note: The following screenshots are from a development version and are meant to illustrate specific pieces of functionality. They represent a preliminary view of the application.

Decision Packages form

HomePage DVPL10BP - Decision Packages * Search Advanced

Forms

Manage Task Lists

Decision Package Types

- All Decision Packages
- Compensation Expenses
- Baseline Revenues, Transfers,...
- Baseline Budget Adjustments
- Enrollment, Caseload, and Pop...
- Capital Outlay
- Budget Administration Adjustm...
- Budget Change Proposals

My Task List

Dimension

Business Rule Security

Preferences

Decision Packages

Decision Packages

Manage Analysis

Scenario Budget Administration Version Department Working Year FY14 Go

Action View + X P Detach

Decision Package	Description	Owner Entity	Scenario	Version	Approved	Budget Impact	Rank	Amount
0860-001-BBA-DP-2015-GB	CS 3.60 Adjustment	0860-State Board...	Budget Administra...	Department Worki...	Yes	Include	1	\$0.00
8260-002-BAA-DP-2014	Creating a Budget...	8260-Arts Council	Budget Administra...	Department Worki...	No	Include	1	\$0.00
Total								\$0.00

Budget Requests Approval Status Justification Notes and Attachments

Action View + X P Detach

Budget Request	Description	Owner Entity	Budget Type	Budget Impact	Rank	Amount
8260-002-baa-BR-2013		8260-Arts Council	Recurring	Include	1	\$0.00
8260-002-BAA-BR-2014	Funds received fro...	8260-Arts Council	Non Recurring	Include	1	\$0.00
Total						\$0.00

Budget Plan Allotments Form

Budget Plan Allotments

Program Year: 2014-15

Item 7825-Reserve for Liquidation of End

Reporting Structure BU2240_RF602_FD0530_ENY1988

Service Location RS_1001020

Project LC_100

Scenario: Budget Administration

000000000000746-Sacramento Col

	Current Service Level			BR_22		0860-001-BBA-BR-2015-GB
	Enacted Public (eBudget)			Baseline Revision		Department Working
	GL Authorized PY	Expenditure Past Year	GL Total Authorized CY	Encumbered CY	Expenditure CY	Request Amount CY
	⊕ YearTotal	⊕ YearTotal	⊕ YearTotal	⊕ YearTotal	⊕ YearTotal	⊕ YearTotal
5100000-Earnings - Permanent Civil Service Employees						
5100100-Merit Salary Adjustments						
5100150-Earnings - Temporary Civil Service Employees						
<input checked="" type="checkbox"/> 5100-Civil Service Employees - Permanent						
5105000-Earnings - Exempt Statutory Employees						
5105100-Board Members						
<input checked="" type="checkbox"/> 5105-Exempt and Statutory Employees						
5108000-Overtime Earnings -Other than to Temporary Help-						
5108100-Holiday Earnings						
5108150-401k Plan Contributions						
5108200-Flex Elect Contributions						
5108250-Employee Merit Award Program Contributions						
5108900-Employee Payments - Other						
<input checked="" type="checkbox"/> 5108-Overtime Holiday Other Earnings						
5109000-Salaries and Wages Rate Recovery -Contra-						
5109900-Salaries and Wages - Other						
<input checked="" type="checkbox"/> 510-Salaries and Wages						
5150050-Staff Benefits Rate Recovery -Contra-						
5150100-Administration Fee - PT Seasonal and Temporary Employees -PST- Retiremen						
5150110-Administration Fee - Alternate Retirement Program -ARP-						
5150120-Administration Fee - Health Benefits						
5150150-Dental Insurance						
5150200-Disability Leave - Industrial						
5150210-Disability Leave - Nonindustrial						
5150250-Employee Assistance Program Fee						
5150300-Employee Transit Subsidies						
5150350-Health and Welfare Insurance						
5150400-Life Insurance						

Category

Budget Plan Adjustments Form within DP

HomePage DVPL10BP - Decision Packages Search Advanced

Decision Packages

Budget Requests

Decision Packages > 8260-002-BAA-DP-2014 Scenario : Budget Administration Version : Department Working Owner Entity : 8260-Arts Council Year : FY14

Action View + - X [Icons] Detach

Budget Request	Description	Owner Entity	Budget Type	Budget Impact	Rank	Amount
8260-002-baa-BR-2013		8260-Arts Council	Recurring	Include	1	\$0.00
8260-002-BAA-BR-2014	Funds received fro...	8260-Arts Council	Non Recurring	Include	1	\$0.00
Total						\$0.00

Notes and Attachments Justification **Data Collection Forms**

Budget Plan Adjustments Budget Plan Allotments Budget Revision Executive Order_OPbudget

Year:2014-15 Scenario:Budget Administration SvcLocation:No_SvcLocation

0140010-Judicial Council BU2240_RF602_FD0530_ENY1988 RS_10000 No_Project

	Current Service Level	Total Request	Total Request	8260-002-BAA-BR-2014	Request	Total Reque
	Department Working	Jul Version	Department Working	Department Working	Working	Department Wc
	Expenditure Past Year	GL Authorized CY	Request Amount CY	Request Amount CY	Budget Plan Change	Encumbered
	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal
5100000-Earnings - Permanent Civil Service Employees						
5100100-Merit Salary Adjustments						
5100150-Earnings - Temporary Civil Service Employees						
5100-Civil Service Employees - Permanent						
5105000-Earnings - Exempt Statutory Employees						
5105100-Board Members						
5105-Exempt and Statutory Employees						
5108000-Overtime Earnings -Other than to Temporary Help						
5108100-Holiday Earnings						
5108150-401k Plan Contributions						
5108200-Flex Elect Contributions						

My Task List Dimension Business Rule Security Preferences

Budget Plan Adjustments Form

Budget Plan Adjustments

Year: 2014-15 Scenario: Budget Administration SvcLocation: No_SvcLocation

7825-Reserve for Liquidation of BUZ240_RF602_FD0530_ENY1 RS_1001020 000000000000746-Sacramento

Current Service Level	Total Request	Total Request	0860-001-BBA-BR-2015-GB		Request f	Total Request	Total Request	Total Request	Request f
	Department Working	Jul Version	Department Working	Department Working	Working f	Department Working	Department Working	Department Working	Working f
Expenditure Past Year	GL Authorized CY	Request Amount CY	Request Amount CY	Request Amount CY	Budget Plan Change f	Encumbered CY	Expenditure CY	Total Expenditure CY	Surplus (Deficit)
YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal f	YearTotal	YearTotal	YearTotal	YearTotal f
5100000-Earnings - Permanent Civil Service									
5100100-Merit Salary Adjustments									
5100150-Earnings - Temporary Civil Service									
<input type="checkbox"/> 5100-Civil Service Employees - Permanent									
5105000-Earnings - Exempt Statutory Employees									
5105100-Board Members									
<input type="checkbox"/> 5105-Exempt and Statutory Employees									
5108000-Overtime Earnings -Other than to									
5108100-Holiday Earnings									
5108150-401k Plan Contributions									
5108200-Flex Elect Contributions									
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5109000-Salaries and Wages Rate Recovery									
5109900-Salaries and Wages - Other									
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5150050-Staff Benefits Rate Recovery -Cont									
5150100-Administration Fee - PT Seasonal a									
5150110-Administration Fee - Alternate Reti									
5150120-Administration Fee - Health Benefit									
5150150-Dental Insurance									
5150200-Disability Leave - Industrial									
5150210-Disability Leave - Nonindustrial									
5150250-Employee Assistance Program Fee									
5150300-Employee Transit Subsidies									
5150350-Health and Welfare Insurance									

Questions



Questions- Contact Info

- If you have additional questions, please reference today's date and topic and send to the FI\$Cal Change Management Office Inbox:

fiscal.cmo@fiscal.ca.gov

- If you would like to provide us with samples of your operating budget reports, please provide to the email above with a subject line "Operating Budget report samples".

Question #4

- Please use your phones or laptops to respond.
 - **Laptop:** Access the PollEv.com/fiscal
 - **Phone:** Text **FISCAL** to **22333** once to join, then Text **A**, **B**, or **C** to select your answer listed below

- Question: **Did you find this working session helpful?**
 - A. Yes
 - B. No
 - C. I have suggestions for improvement