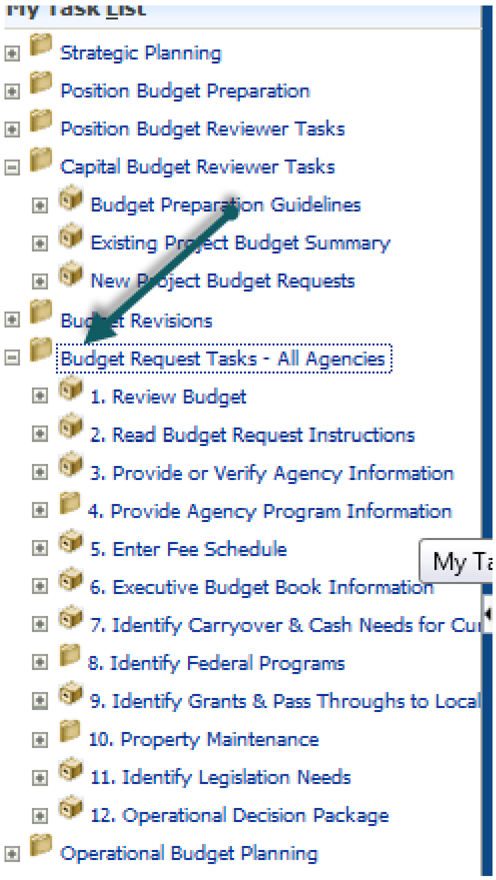
Hyperion Budget Request Manual

OMES Budget Division
9/3/2015

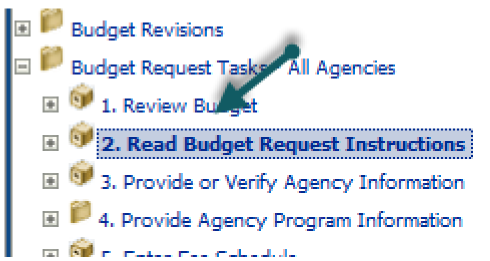
Contents

Task 1: Read Budget Request Instructions

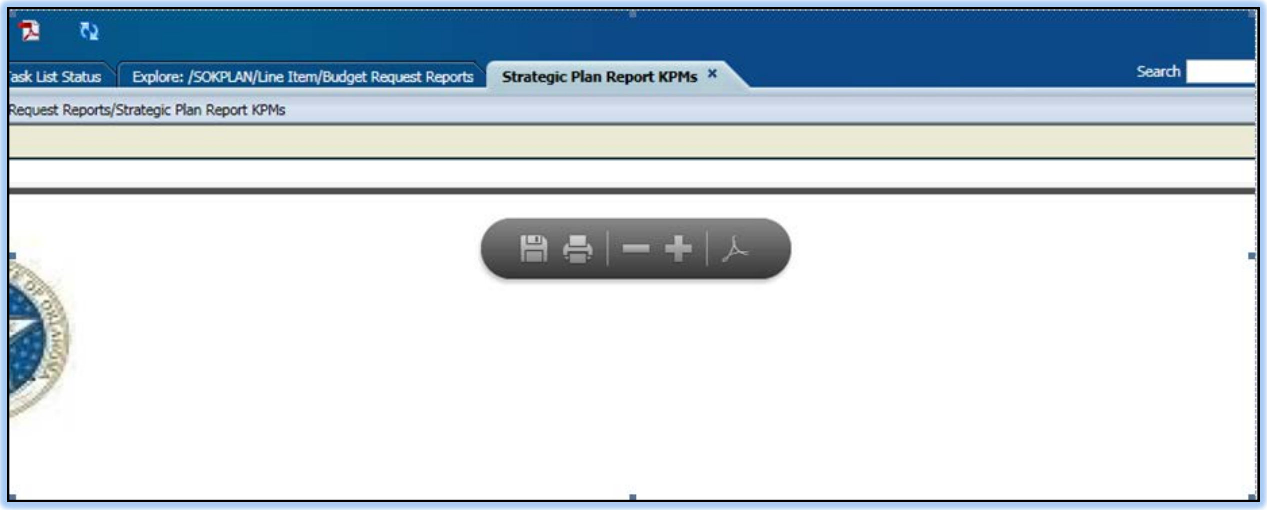
1. Go to **Budget Request Tasks-All Agencies** under My Task List and expand.



2. Click on Read Budget Request Instructions.



Note: To print or save Budget Instructions users will need to hover the mouse cursor over the PDF document so that the following menu appears on the PDF:

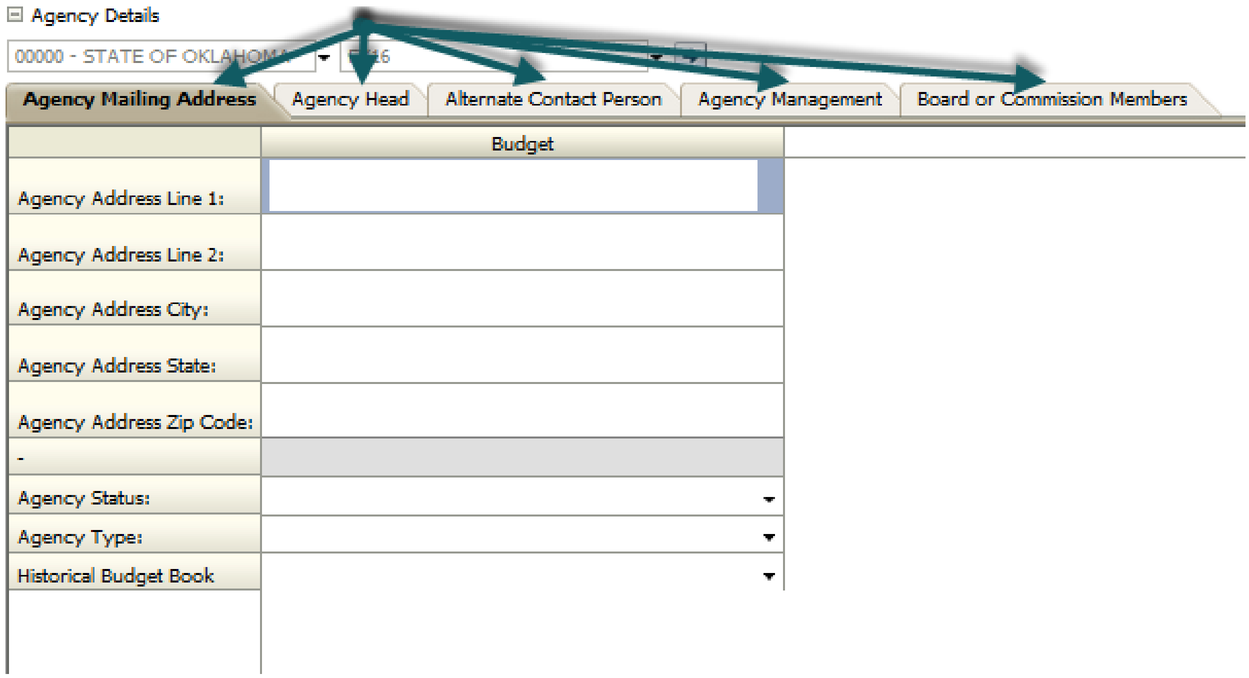


Task 2: Provide or Verify Agency Information

1. Click on **Provide or Verify Agency Information** under Budget Request Tasks-All Agencies.

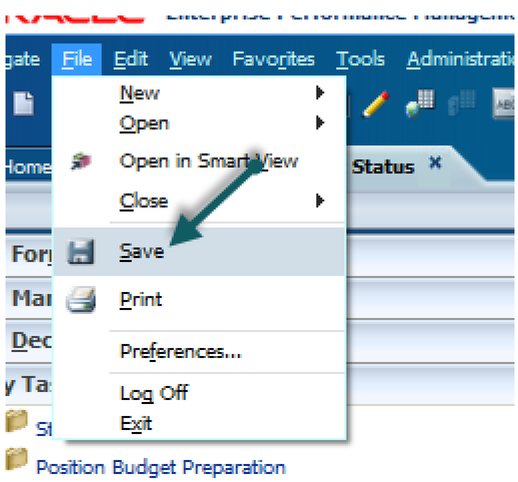
2. Verify the POV (point of view) settings and select year.
3. Click the Go button.

4. Provide or update agency information for the following tabs:
   - Agency Mailing Address
   - Agency Head
   - Alternate Contact Person
   - Agency Management
   - Board or Commission members

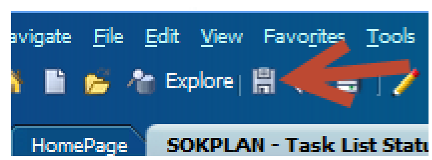


**It is recommended that when the user is finished entering information on each tab to SAVE.

5. Click the File menu then save, or click the Save Icon.

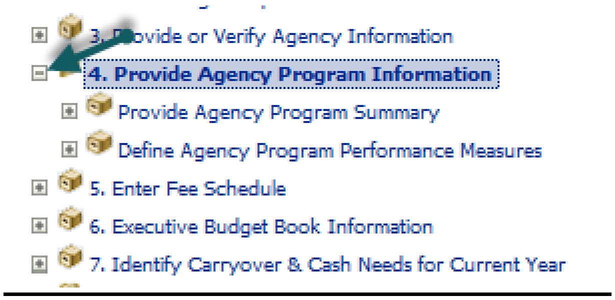


Or



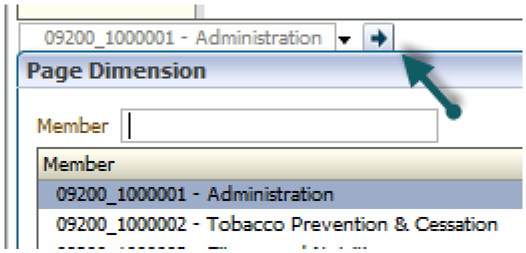
<u>Task 3: Provide Agency Program Information</u>

Expand **Agency Program Information** to access the following tasks, **Provide Agency Program Summary** and **Define Agency Program Information.**

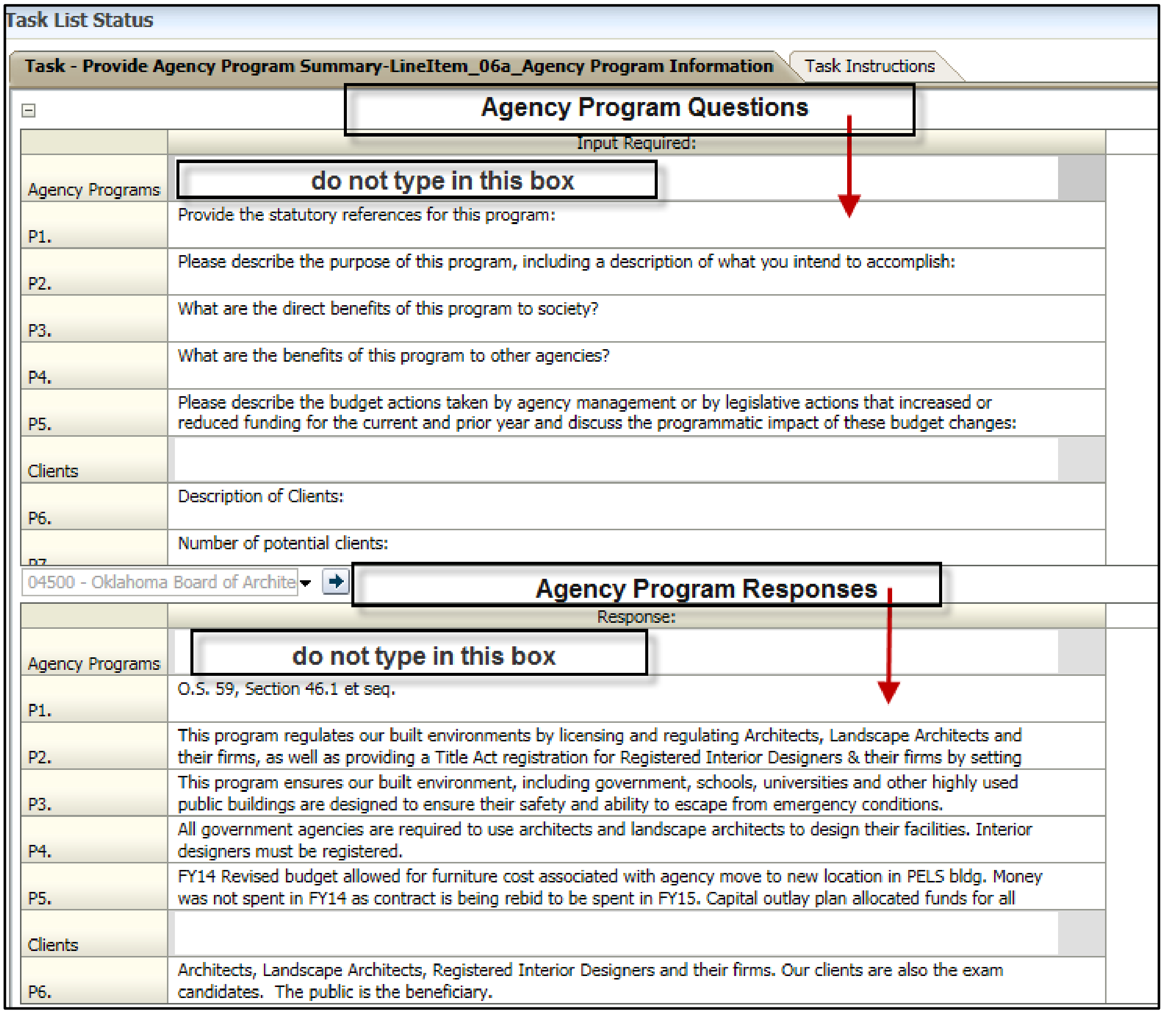


Provide Agency Program Summary

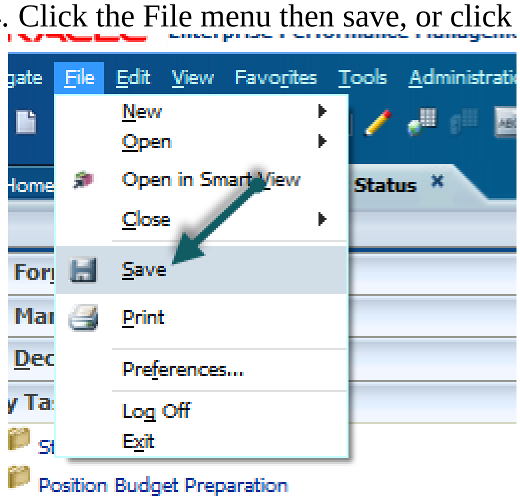
1. To set the POV (point of view), click the dropdown button and select the department to which the program corresponds.
2. Click the **Go** button.



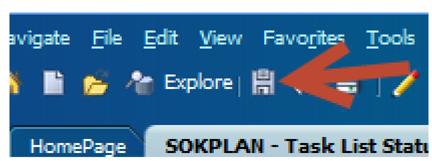
3. Provide answers in the lower **Response** section.



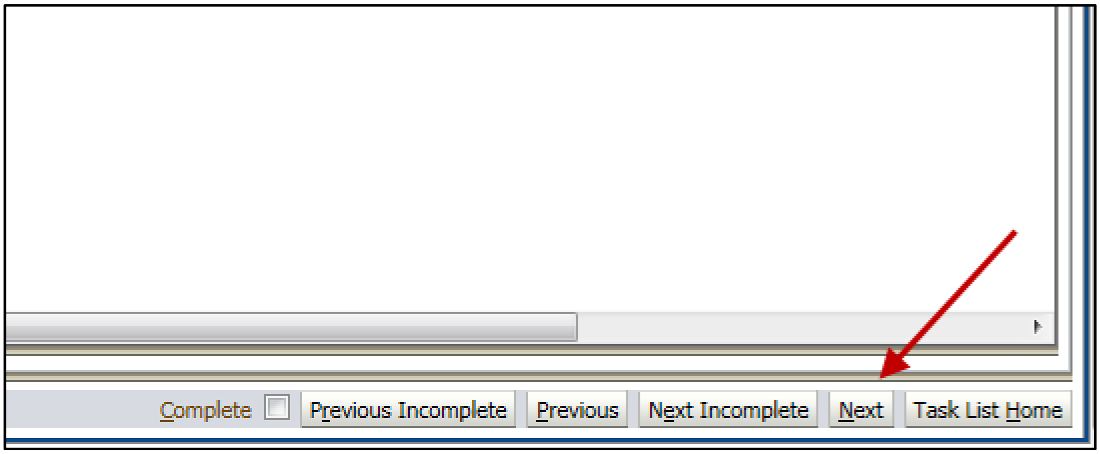
4. Click the File menu then save, or click the Save Icon.



Or

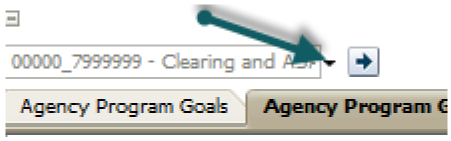


5. Repeat the above steps for other programs.
6. Click **Next** to move to the next task.

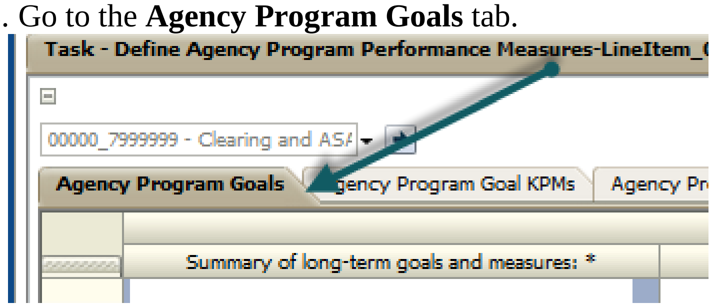


Define Agency Program Performance
In this section, provide agency program goals, KPM's and program evaluation.

1. To set the POV (point of view), click the dropdown button and select the department to which the program corresponds.
2. Click the Go button.



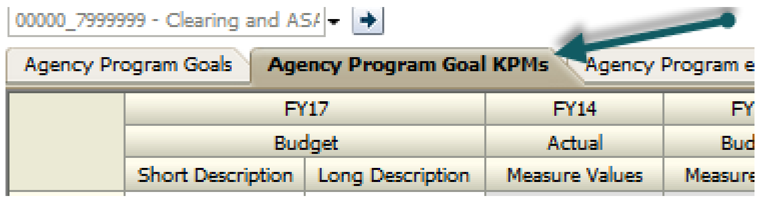
3. Go to the **Agency Program Goals** tab.



4. Fill out the required information.
   - For each goal, provide:
     - Summary of long-term goals and measures
     - Short description
     - Long description

   Note: Leave HBB flag column blank.

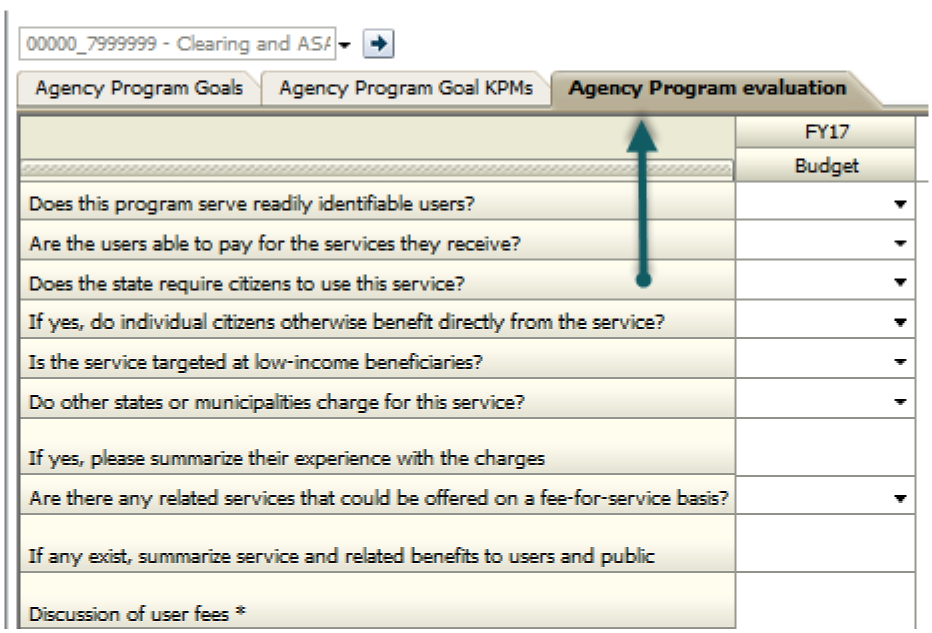
5. Click the File menu then save, or click the Save Icon.
6. Go to the **Agency Program Goals KPMs** tab.



7. Fill out the required information**.**

- For each goal provide:
  - KPMs for each goal listed on the Agency Program Goals tab.
  - For each KPM provide short and long-term description
  - For each KPM provide measure values
  - For each KPM provide measure values comments (This is mainly what is being measured. Ex. Number of students that receive assistance.)

8. Click the File menu then save, or click the Save Icon.
9. Go to the **Agency Program Evaluation** tab and answer the related questions.



10. Click the **File** menu then save, or click the **Save** Icon.

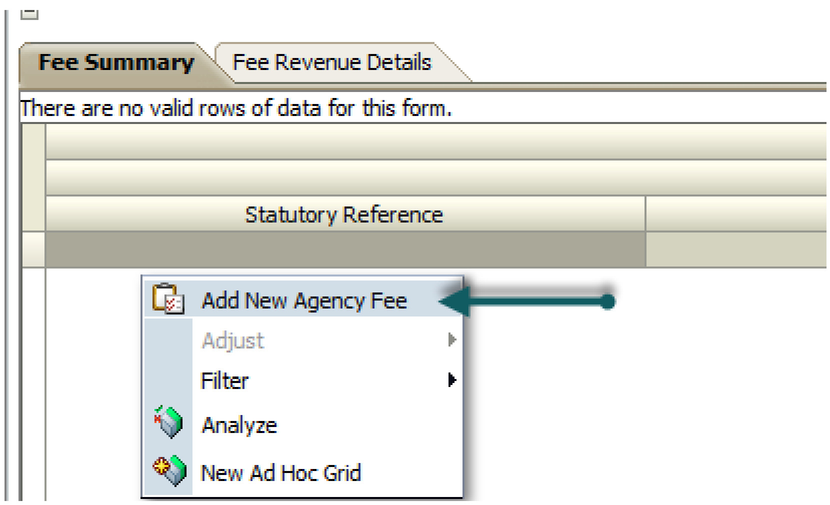
<u>Task 4: Enter Fee Schedule</u>

Note: This fee schedule works differently because no values feed to line items with this task.

1. Go to **Enter Fee Schedule** under Budget Request Tasks-All Agencies.

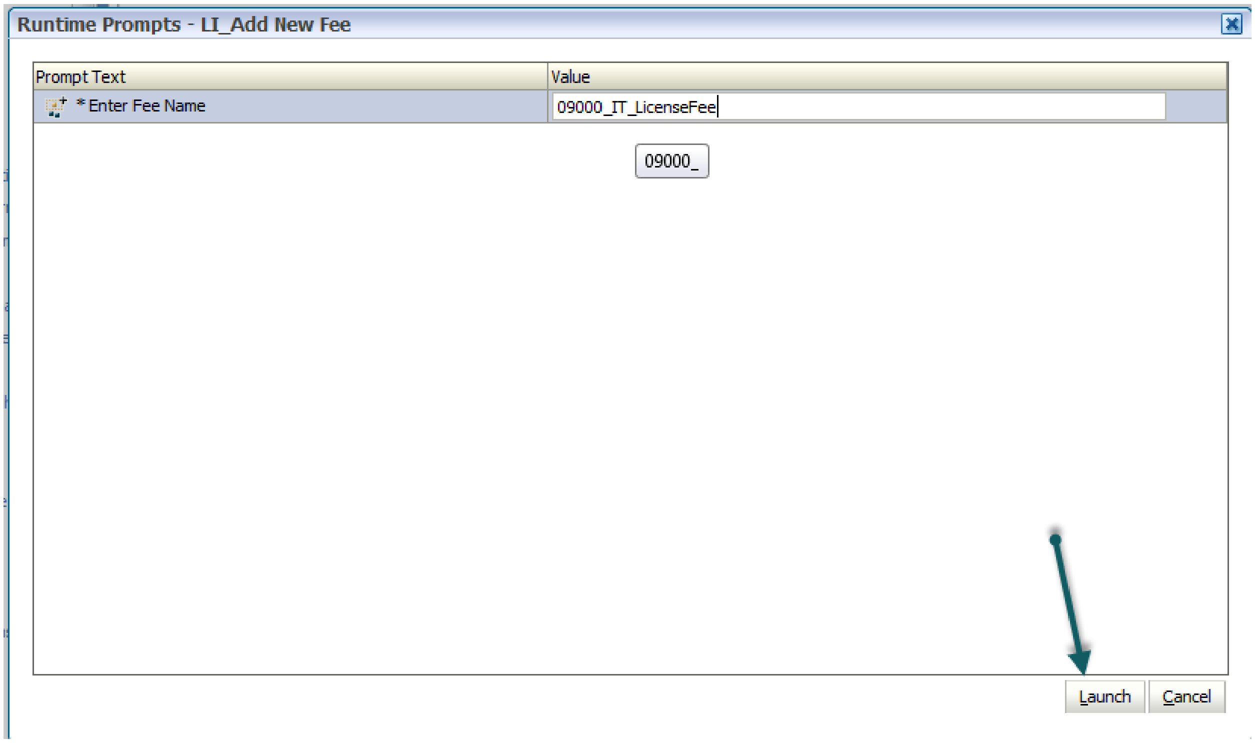
2. Go to the **Fee Summary** tab.
3. Set the POV (point of view) to the correct department, class fund, and operating unit.
4. Push the Go button.

5. Right click in the space below and choose "Add New Agency Fee."

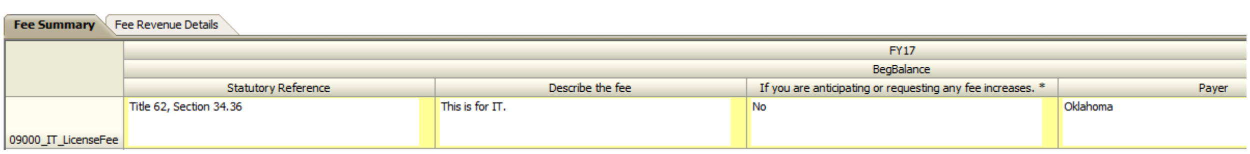


Enter the Fee Name. Note: Fees cannot have the same name as another fee. As such, please use the following naming convention: xxx00_FYXX_Fee_Name (**e.g. 09000_FY17_IT_LicenseFee**).

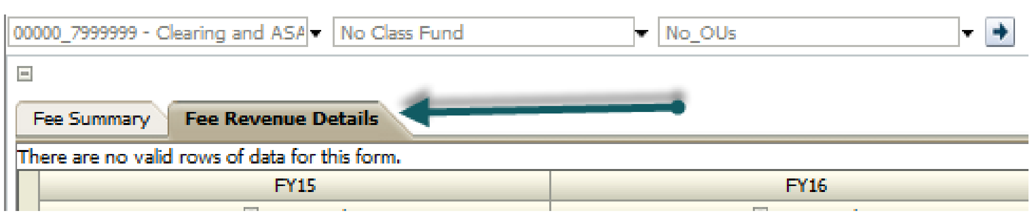
6. Click Launch.



7. Fill out the required information.
   - Statutory Reference
   - Fee Description
   - Anticipated Fee Increases
   - Payer
   - Additional Comments.



8. Click the **File** menu then save, or click the **Save** Icon.
9. Go to the **Fee Revenue Details** tab.



10. Enter data into each FY17 column.
    - For columns that request percentages, please use the whole number to represent a percentage (Ex. 10 equals 10%).

FY17			FY17		FY17	
YearTotal			YearTotal		YearTotal	
Rate/Schedule	Number Issued	Fee Revenue	Percent to GRF	Fee Revenue - GRF	Percent to Others	Fee Revenue - Othe
$25/ 3 pets	25	625.00	10	6.25	90	562.50

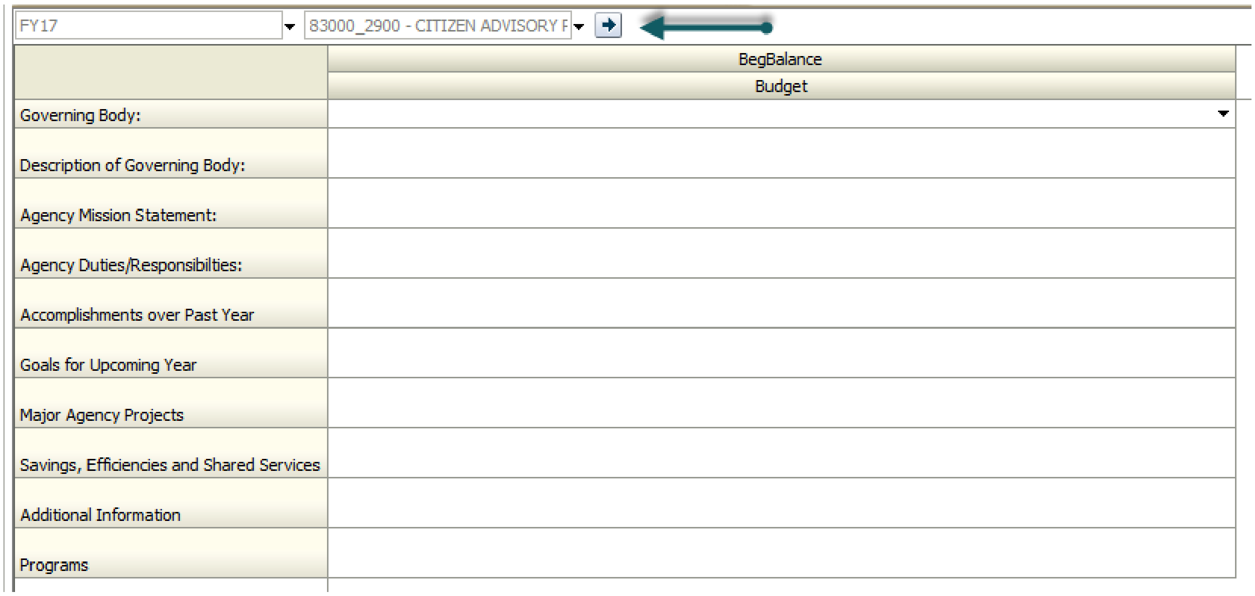
11. Click the **File** menu then save, or click the **Save** Icon.

Task 5: Executive Budget Book Information

This is where the information contained in the Governor's Budget Book will be placed. Please avoid bullets.

1. Go to **Executive Budget Book Information** under Budget Request Tasks-All Agencies.

2. Set the POV (point of view) to the correct year and department. (Note: The department can be any department of your choosing.)
3. Press the Go button.



4. Answer the questions fully.

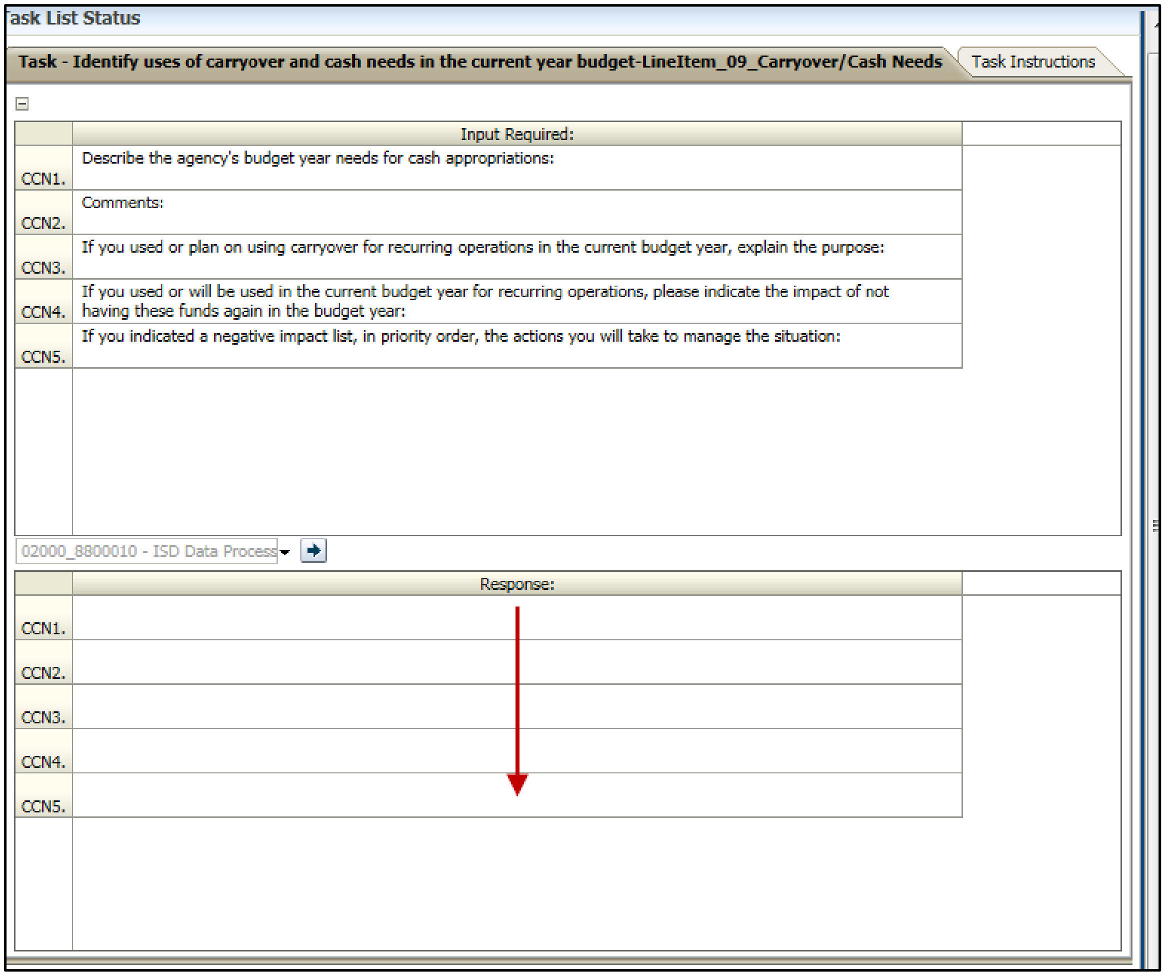
5. Click the **File** menu then save, or click the **Save** Icon.

Task 6: Identify Carryover & Cash Needs for Current Year

1. Go to **Go to Identify Carryover & Cash Needs for Current Year** under Budget Request Tasks-All Agencies.

2. In the center of the page, change the POV (point of view) by clicking the dropdown button and selecting a department.
3. Click the Go button.

4. Answer all carryover questions in the lower response section



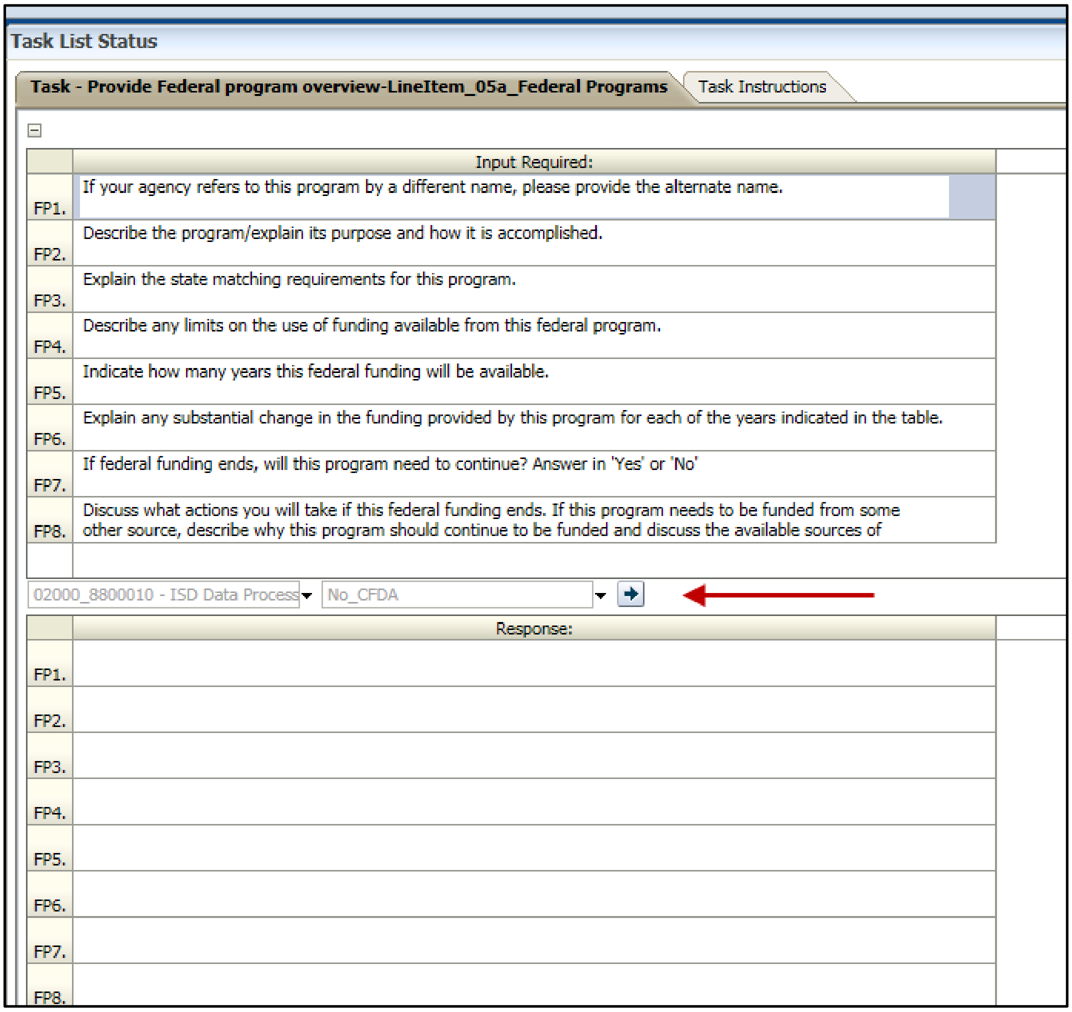
5. Click the **File** menu then save, or click the **Save** Icon.
6. Repeat steps for carryover planning in additional departments by changing POV (points of view).

Task 7: Identify Federal Programs

There are two sub-tasks associated with federal programs. Expand **Identify Federal Programs** to gain access to these tasks.

Provide Federal Overview

1. In the center of the page, change the POV (point of view) by clicking the dropdown button and selecting the department (lowest level, seven digits) and CFDA.
2. Click the **Go** Button.



3. Answer all Federal Program questions in the lower response section.
4. Click the **File** menu then save, or click the **Save** Icon.
5. Repeat steps for federal program planning in additional departments by changing the POV (point of view).

Provide Federal Program details

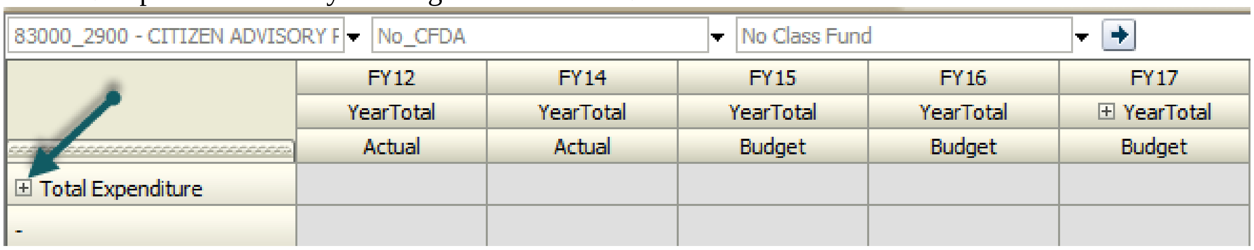
1. In the POV (point of view), click the dropdown buttons and select:
   - Department (Select lowest level department, seven digits)

   i.e. 02000_1000001- General Administration
   - CFDA (select nine digit CFDA number)

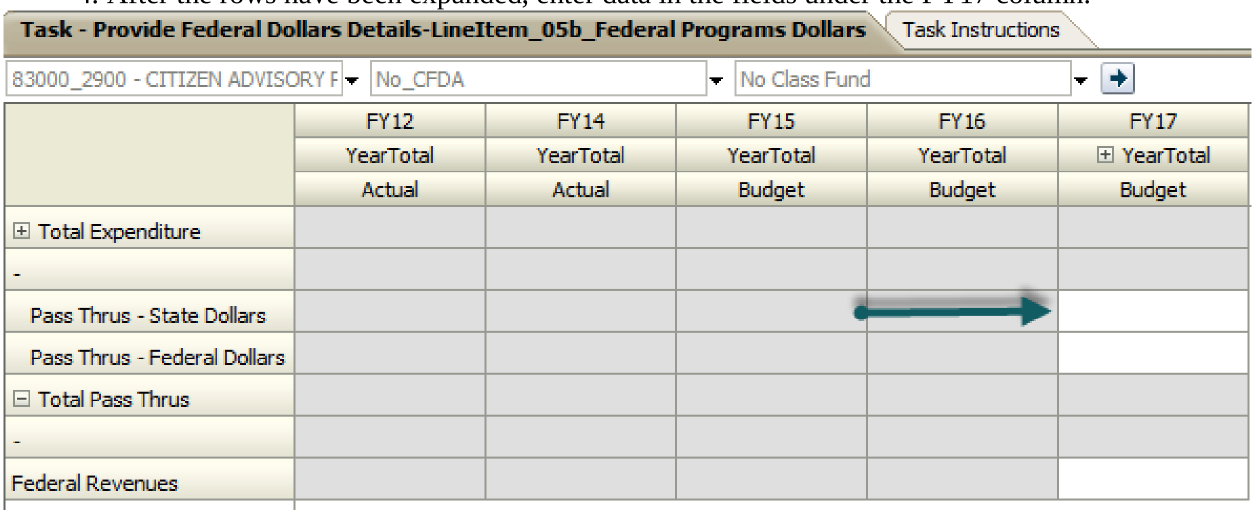
   i.e. 000060000 –Forest Challenge Cost Share
   - Class Fund (lowest level fund, five digits)

   i.e. 02000_20000-Accountancy Fund

2. Click **the Go Button**
3. Expand the rows by clicking on the + button.



4. After the rows have been expanded, enter data in the fields under the FY17 column.

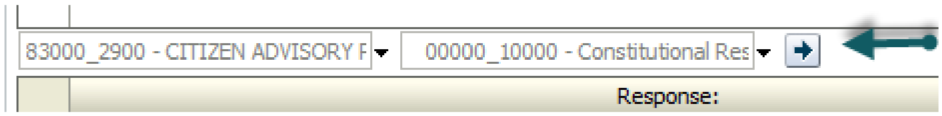


5. Click the File menu, then save, Or Click the Save Icon
6. Repeat steps for budgeting federal programs for additional POV (points of view).

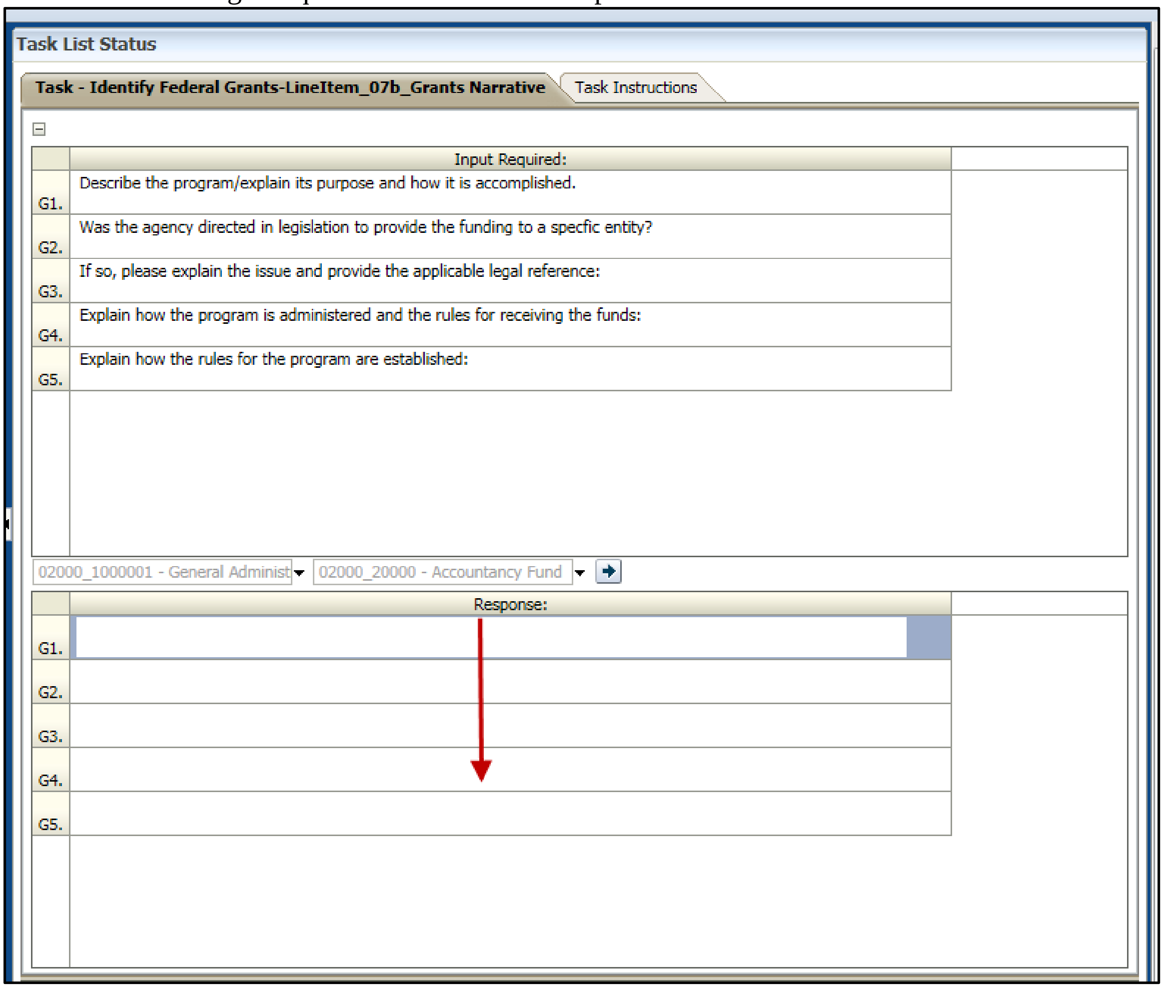
Task 8: Identify Grants & Pass Throughs to Local Gov't

1. Go to **Identify Grants & Pass Throughs to Local Gov't** under Budget Request Tasks-All Agencies.

2. In the center of the page, change the POV (point of view) by clicking the dropdown button and selecting :
   - Department (Select lowest level department, seven digits)
     i.e. 02000_1000001- General Administration
   - Class Fund (lowest level fund, five digits)
   i.e. 02000_20000-Accountancy Fund
3. Click the Go Button



4. Answer all federal grant questions in the lower response section.



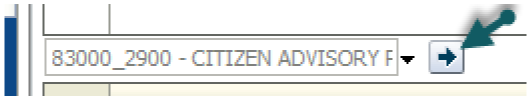
5. Click the File menu, then save, or click the Save Icon.
6. Repeat steps for federal grant planning in additional departments by changing the POV (point of view).

Task 9: Property Maintenance

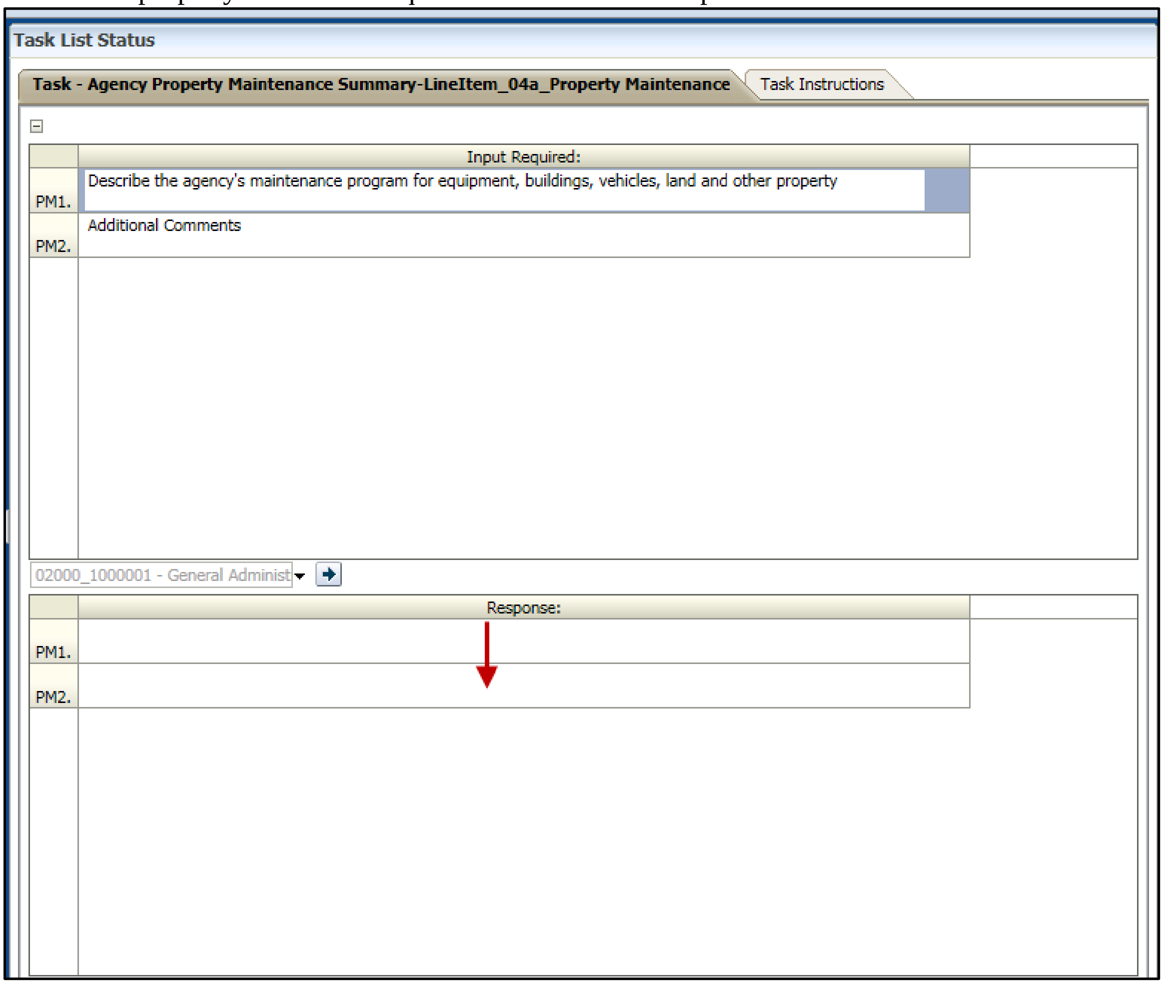
There are two sub-tasks associated with property maintenance. Expand **Property Maintenance** to gain access to these tasks.

Agency Property Maintenance Summary

1. In the center of the page, change the POV (point of view) by clicking the dropdown button and selecting a department (lowest level, seven digits).
2. Click the Go button.



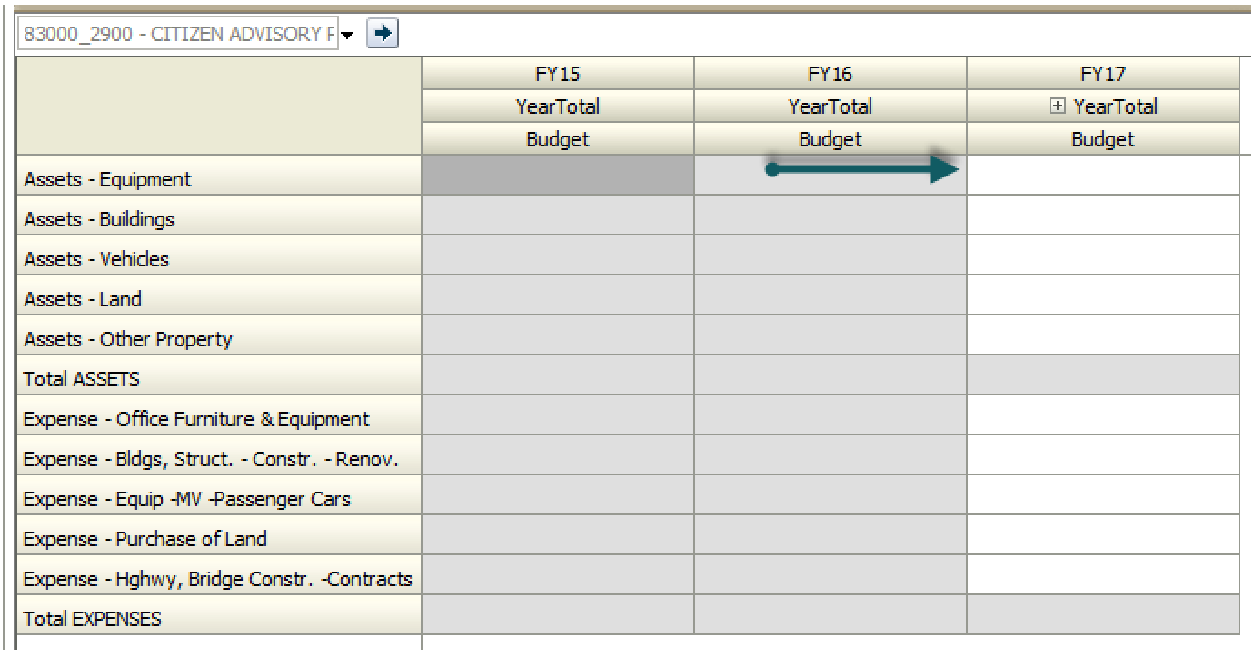
3. Answer all property maintenance questions in the lower response section.



4. Click the File menu, then save, or click the Save Icon.
5. Repeat steps for property maintenance planning in additional departments by changing the POV (point of view).

Plan Property Maintenance Expenses

1. In the POV (point of view), click the drop down button and select a department (lowest level, seven digits).
2. Click the Go Button.
3. Enter the required information in the FY17 column.



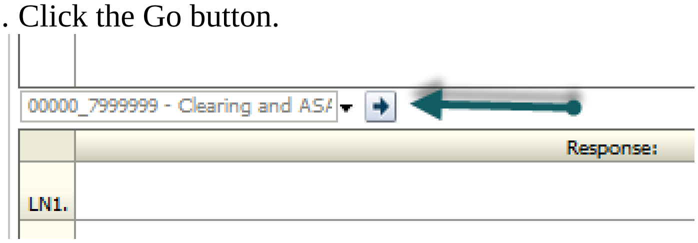
4. Click the File menu, then save, or click the Save Icon.

5. Repeat steps for property maintenance planning in additional departments by changing the POV (points of view).

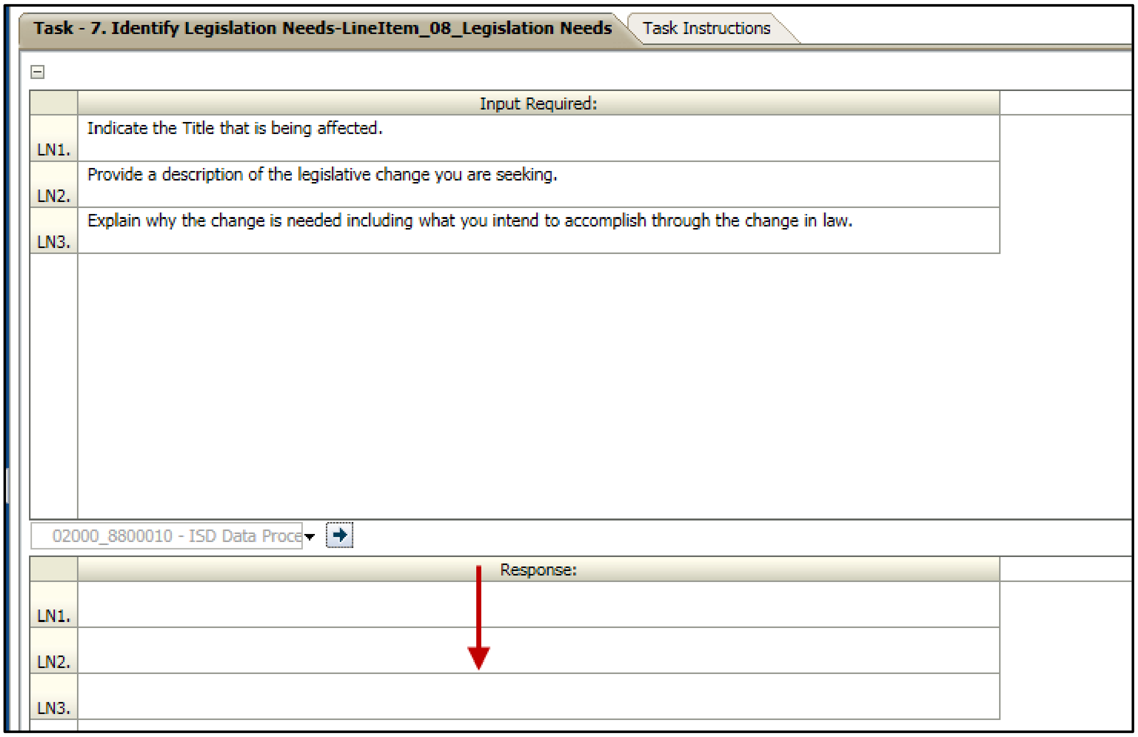
Task 10: Identify Legislative Needs

1. Go to **Identify Legislative Needs** under Budget Request Tasks-All Agencies.

2. In the center of the page, change the POV (point of view) by clicking the dropdown button and selecting the desired department (lowest level, seven digits).
3. Click the Go button.



4. Answer all Legislative Needs questions in the lower response section.

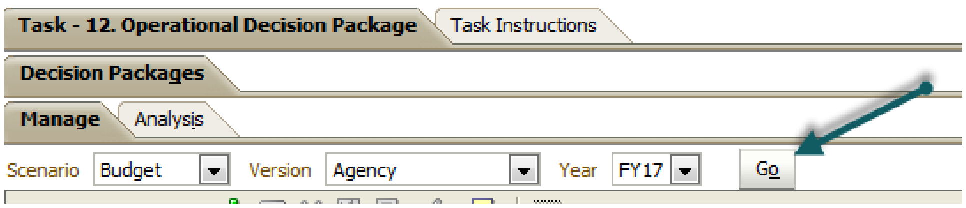


5. Click the File menu then save, or click the Save Icon.
6. Repeat steps for legislative needs planning in additional departments by changing the POV (points of view).

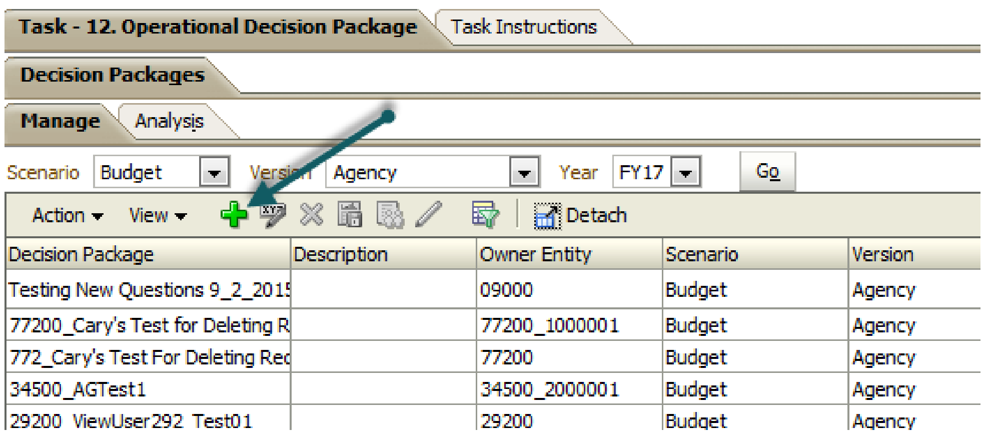
Task 11: Operational Decision Packages

1. Go to **Operational Decision Package** under Budget Request Tasks-All Agencies.

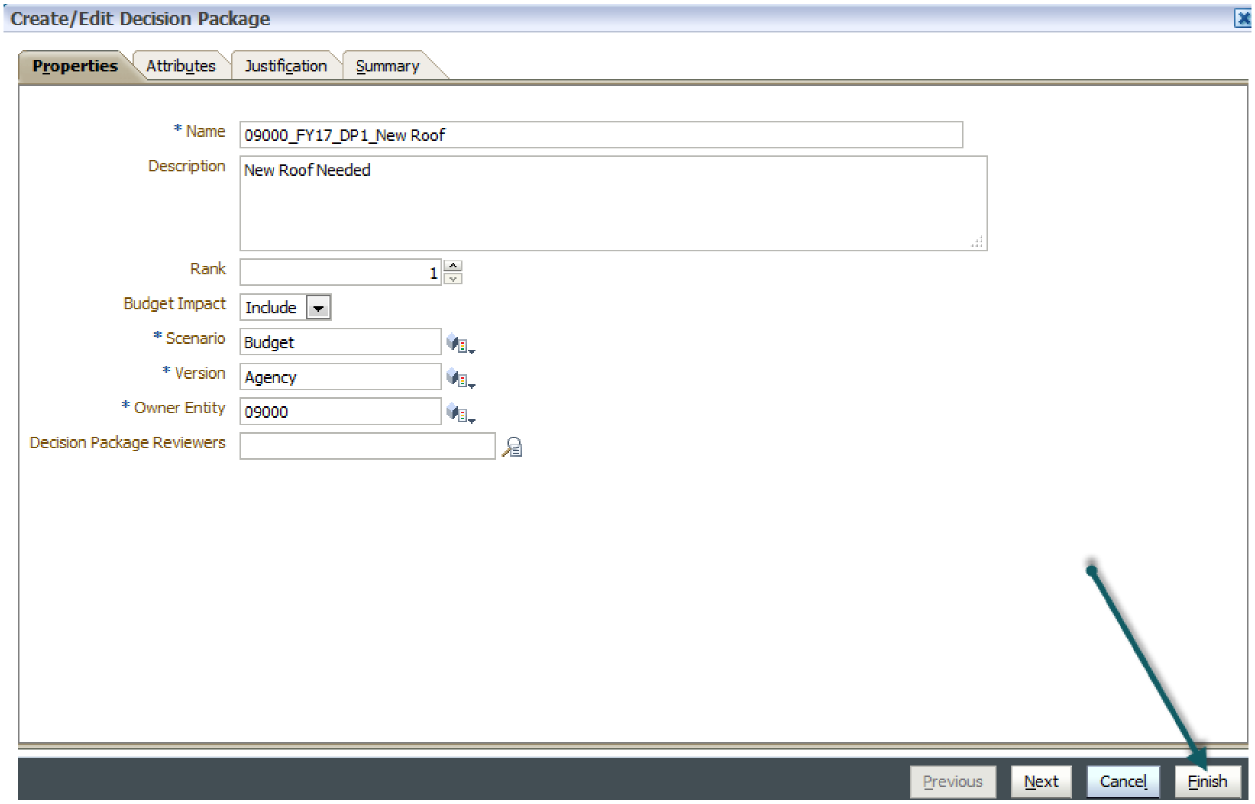
2. In the top half of the screen under Decision Packages, set the POV (point of view) as follows:
   - Scenario: Budget
   - Version: Agency (This can appear as Agency Request if certain display options were chosen under Preferences.)
   - Year: FY17
3. Click the Go button.



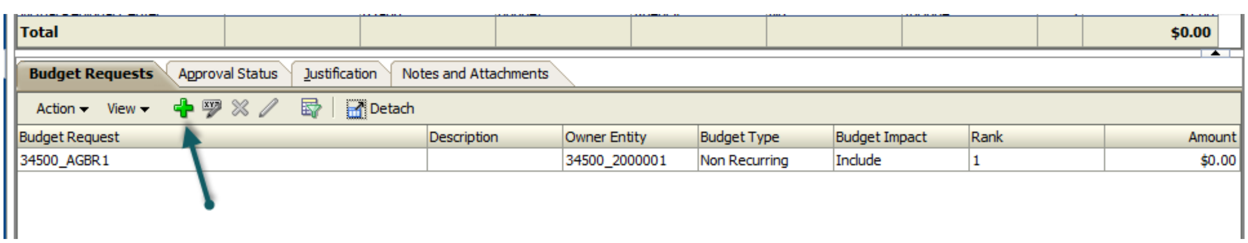
4. Click the green plus sign to create a new decision package.



5. Fill out the required information.
   - Name: Name of the decision package. Please follow the naming convention. It should be Agency Business Unit_Request Fiscal Year_DP#_Name (Ex. 09000_FY17_DP1_New Roof).
   - Description: Provide a short description of the funding changes.
   - Rank: Rank the decision package versus the agency's other requests.
   - Budget Impact: Leave as Include.
   - Scenario: Budget
   - Version: Agency
   - Owner Entity: The department which is affected by this funding change. If it is more than one department, enter the agency business unit. (You can use the member selector button on the right to find the department or business unit; however, the five digit business unit can also be typed into the box.)
   - Decision Package Reviewers: Please leave this blank. If you insert anything into this box, it can cause problems once the decision package is ready for submission.
6. Click Finish.

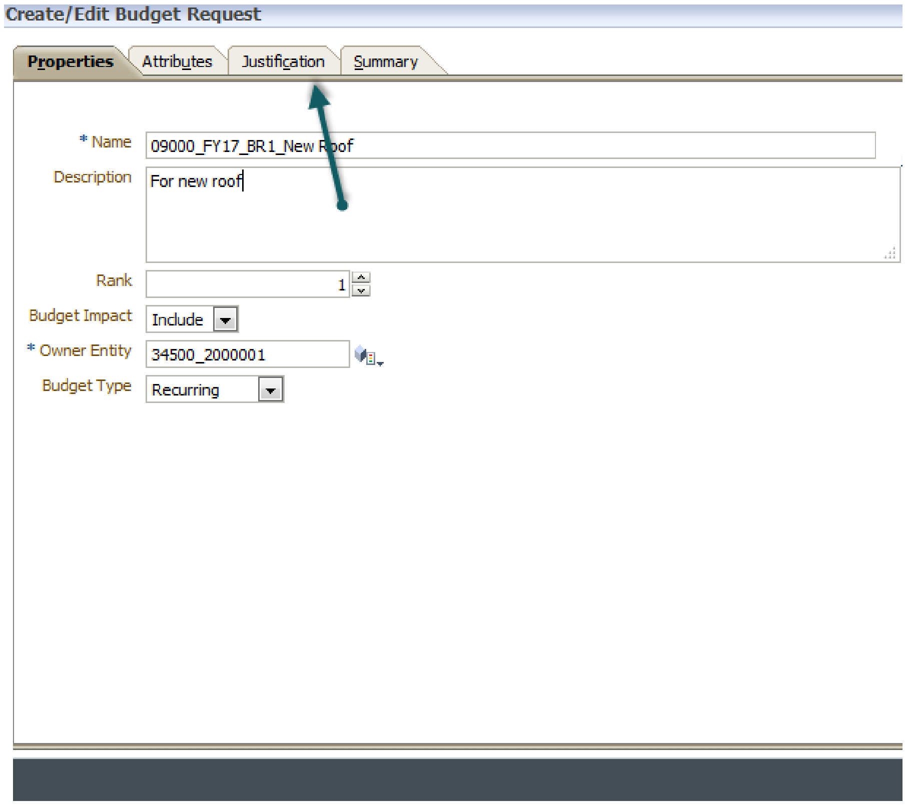


7. Click on the created decision package.
8. Go to the bottom half of the screen and click on the green plus sign to add a budget request.

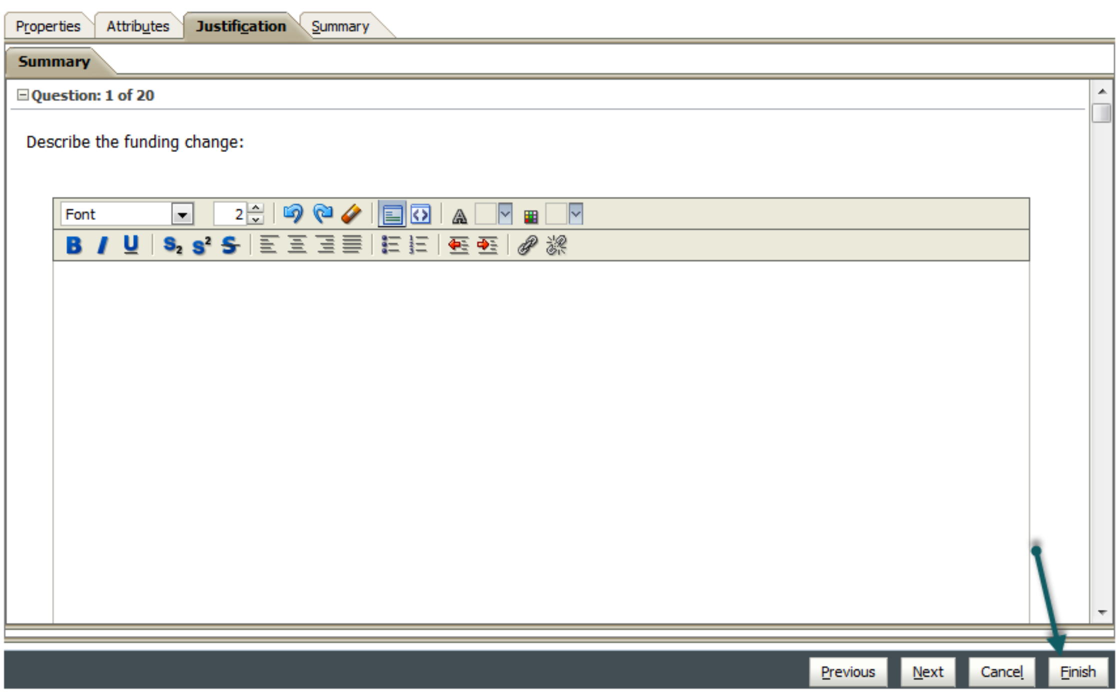


9. Fill out the required information.
- Name: Name the budget request. Note: This cannot be the same name as the decision package.
- Description: Describe the funding change requested.
- Rank: Rank the budget request.
- Budget Impact: Leave as Include.
- Owner Entity: This will match the decision package.
- Budget Type: Choose either recurring or nonrecurring.

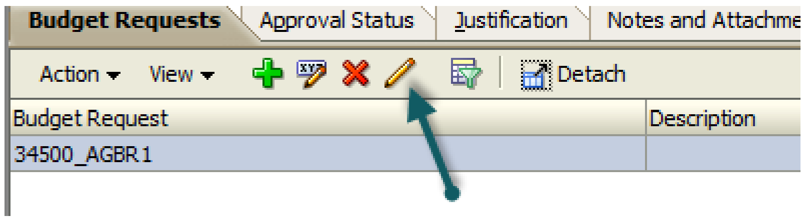
10. Click on the Justification tab.



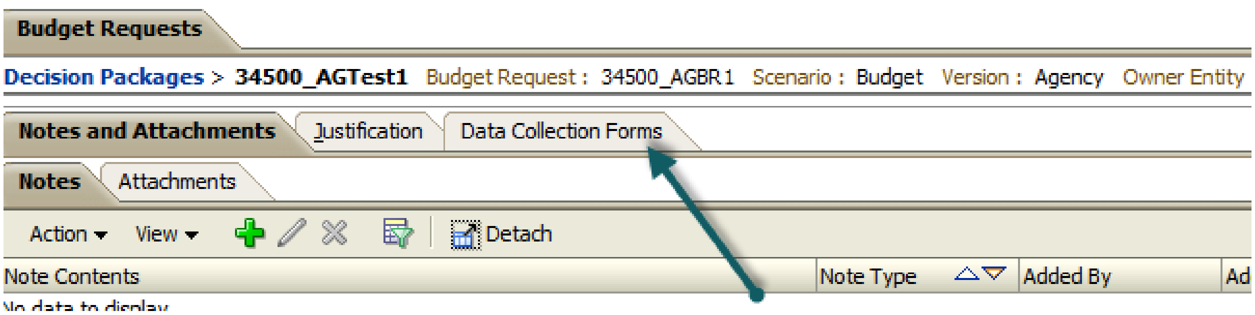
11. Answer each justification question. Note: It will not allow the budget request to be created until each question is answered.
12. Click Finish.



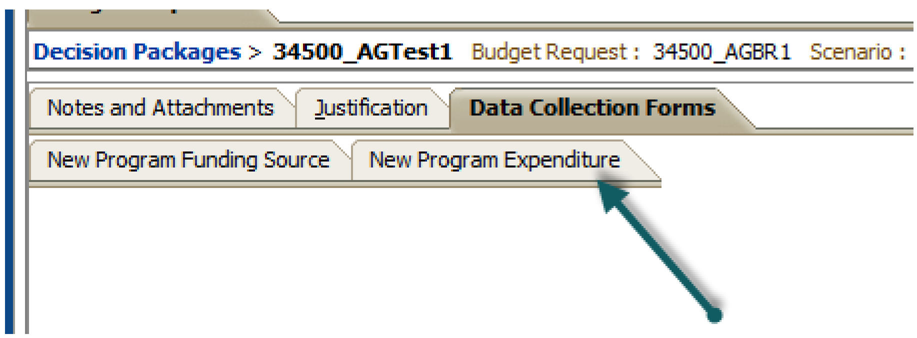
13. Highlight the created budget request.
14. Click on the highlighted pencil to edit the budget request.



15. Start with the Data Collection Forms Tab.

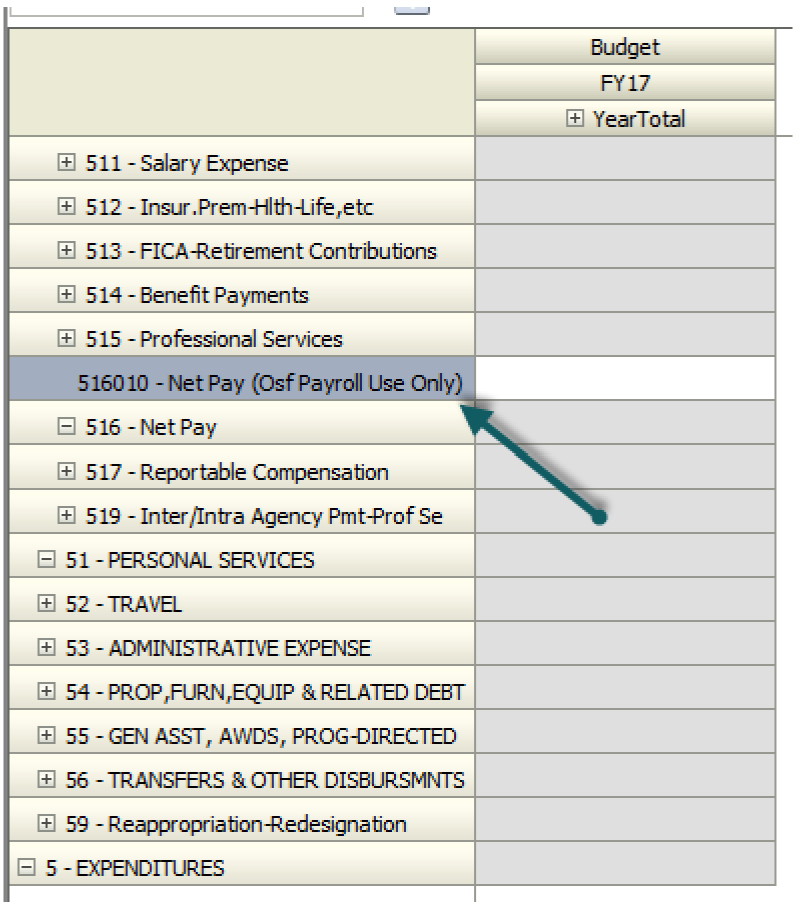


16. Click on the New Program Expenditure Tab.

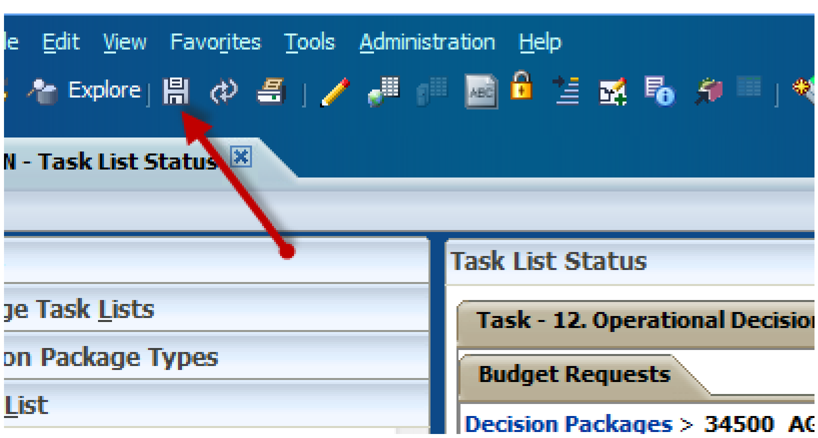


17. Set the POV (point of view) to the correct members including:
    - Department (Select lowest level department, seven digits) i.e. 02000_1000001- General Administration
    - Operating Unit i.e. 00000_NoOPR_NoPRDs
    - Project i.e. 09000_1111111111
    - CFDA (select nine digit CFDA number) i.e. 000060000 –Forest Challenge Cost Share
    - Class Fund (lowest level fund, five digits) i.e. 02000_20000-Accountancy Fund
    - Program (lowest level, includes the work INPUT) i.e. Maternal & Infant Health (INPUT)
18. Push the Go button.

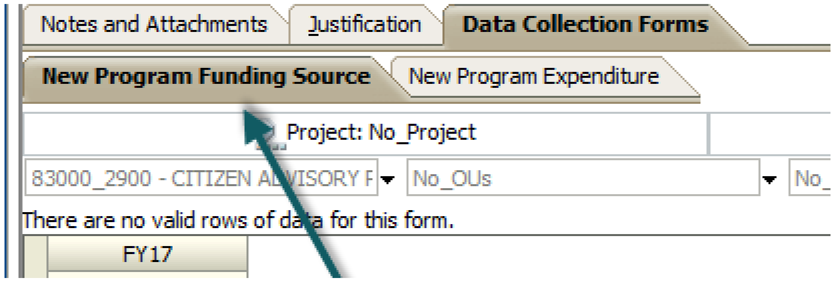
19. Expand Expenditures to the desired six digit account code and enter the data.



20. Click on File then Save, or click on the Save Icon.



21. Change the POV and repeat the steps if needed to complete the entry of the budget request.
22. Click on the New Program Funding Source tab. This is where the revenue will be entered.

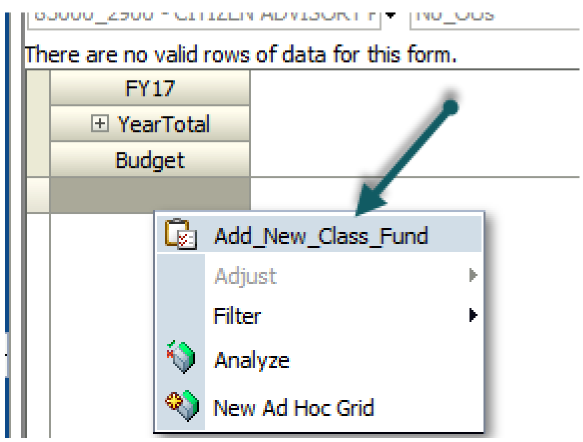


23. Set the POV (point of view) for the department, operating unit, CFDA, revenue account code, and statewide program.

- Department (Select lowest level department, seven digits)
  i.e. 02000_1000001- General Administration
- Operating Unit
  i.e. 00000_NoOPR_NoPRDs
- CFDA (select nine digit CFDA number)
  i.e. 000060000 –Forest Challenge Cost Share
- Revenue Account code (lowest level fund, six digits)
  i.e. 411101-Alcohol Bev Excise Tax
- Program (lowest level, includes the work INPUT)
  i.e. Maternal & Infant Health (INPUT)

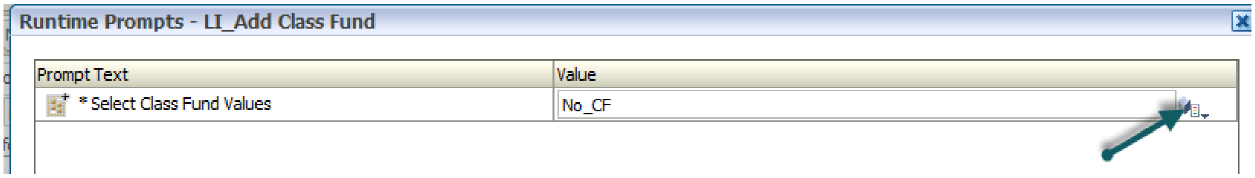
24. Click Go.

25. Right click in the empty space and choose “Add New Class Fund.”

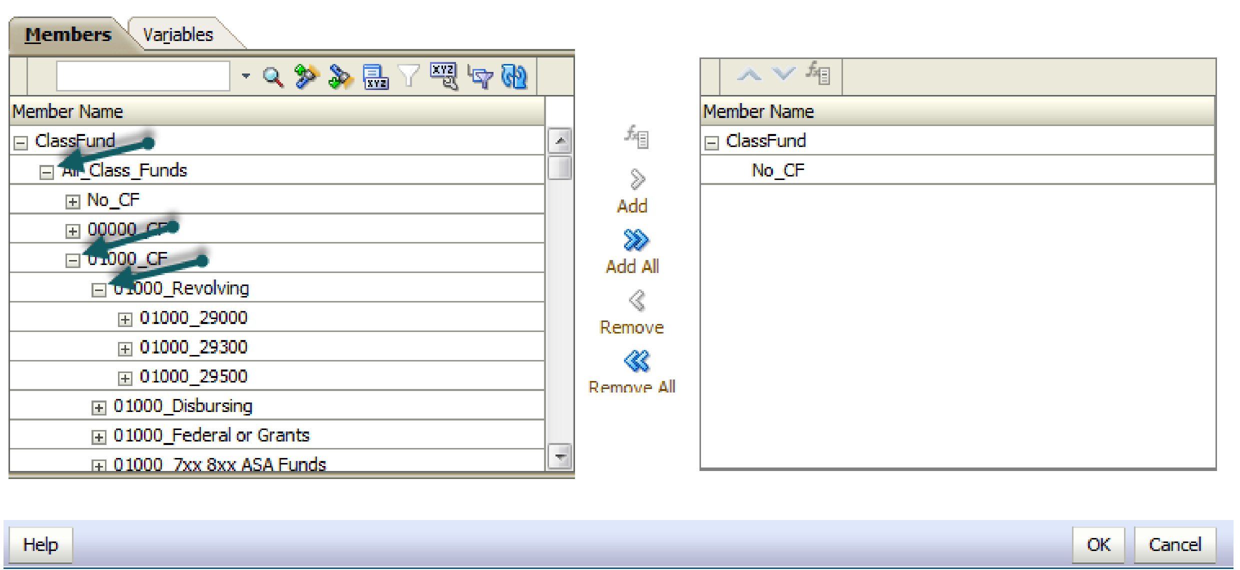


26. Choose a class fund. This can be entered in the following format: 5 digit business unit_5 digit class fund (i.e. 09000_20000). It can also be found through the member selector button on the right. For directions on this course, see below.

- To find the class fund, click the member selector button on the right.

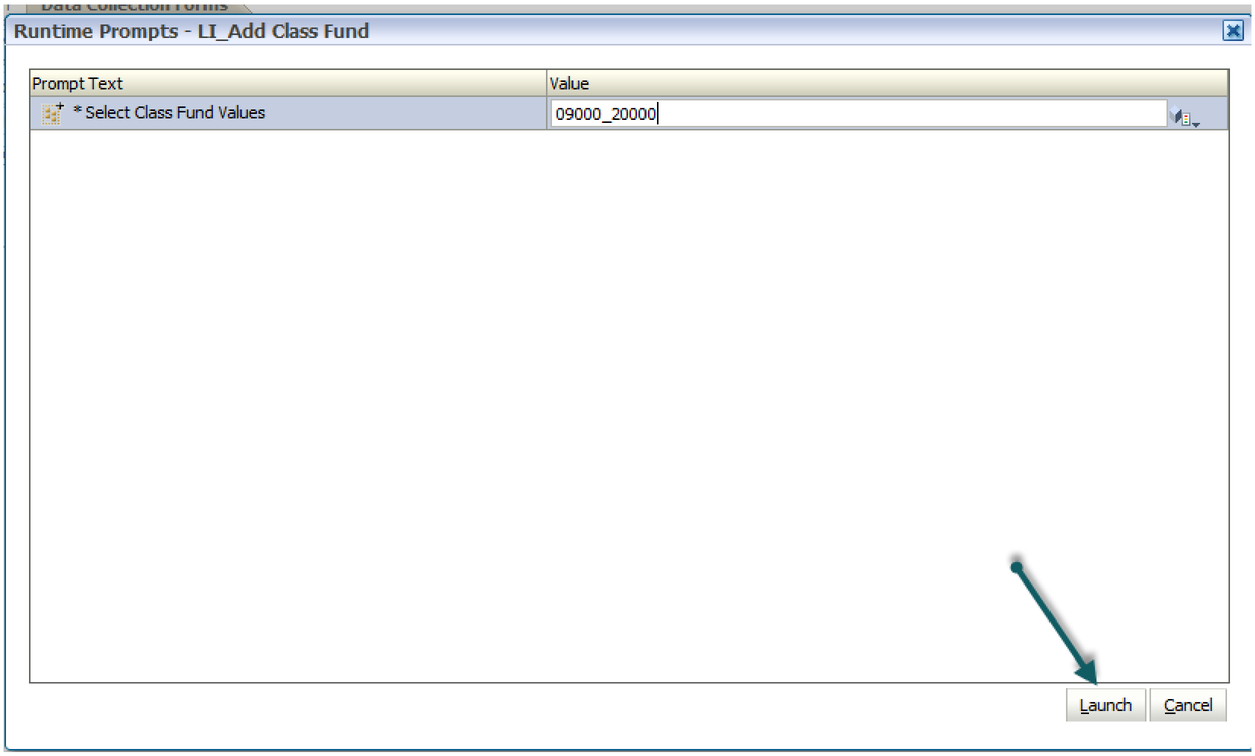


- Expand All Class Funds to find the correct fund. (This expansion will go down three levels.)

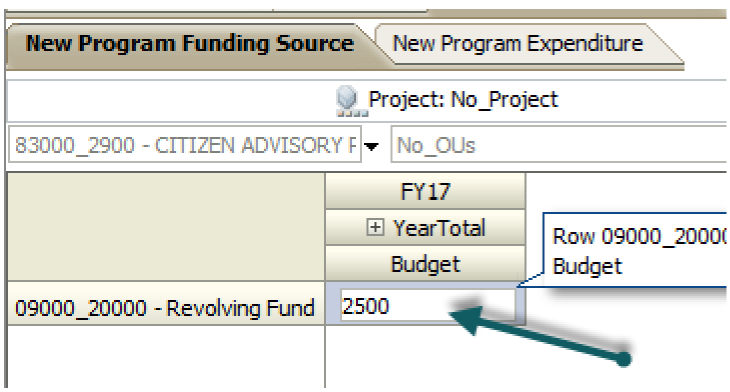


- Move the selection to the right pane by using the "Add" button and clicking OK.

27. Click Launch.



28. Enter the amount of revenue expected for the set POV.



29. Click on File then Save, or click on the Save Icon.
30. Change the POV and repeat the steps if needed to complete the entry of the funding change request.

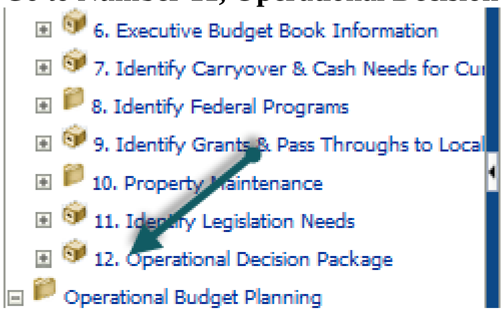
Submission Instructions

There is a twofold process to the submission of an agency budget request, the submission of the decision packages and the submission of the agency information. Please see below for an outline of this process.

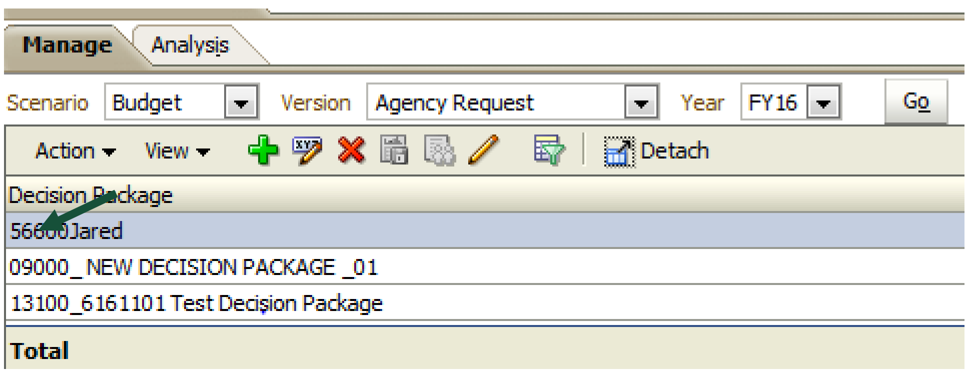
Steps to Submit Decision Packages:

To submit your decision packages, please do the following.

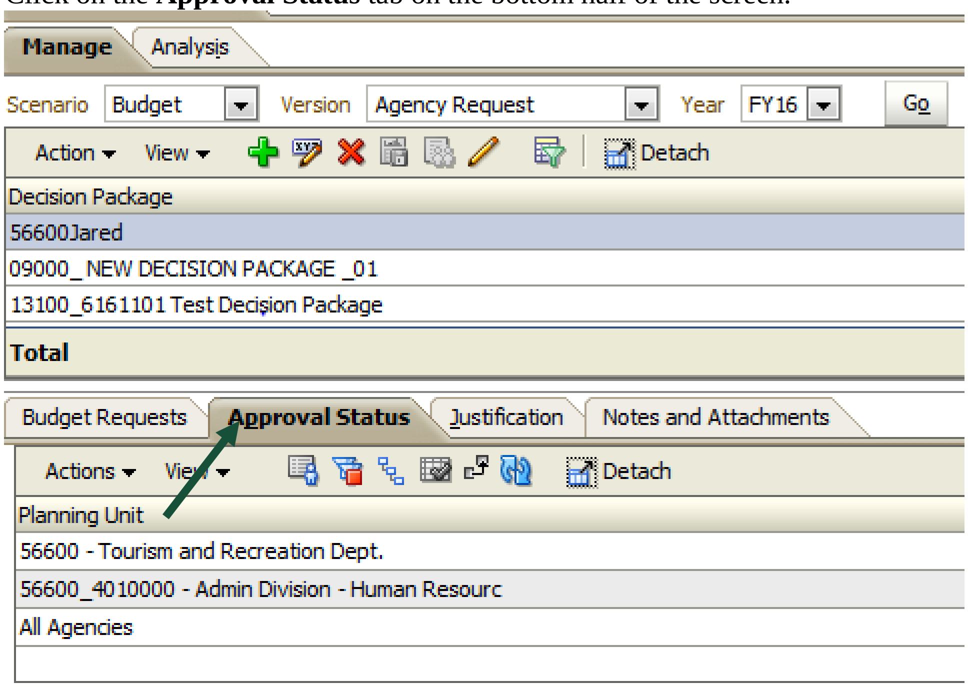
1. Go to **Number 11, Operational Decision Package**, on the task list.



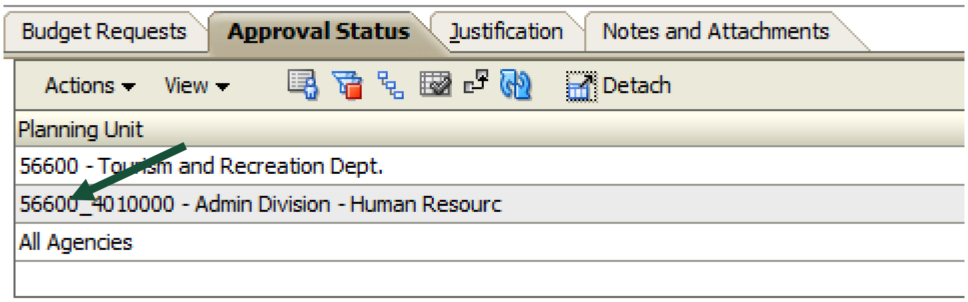
2. Click on the decision package you wish to approve.



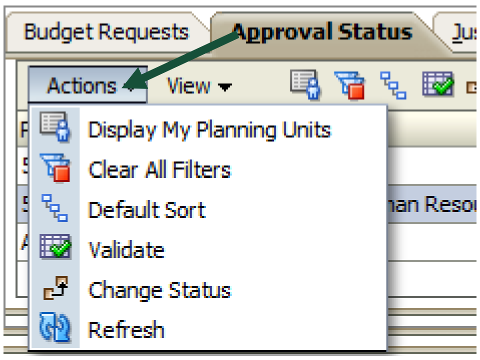
3. Click on the **Approval Status** tab on the bottom half of the screen.

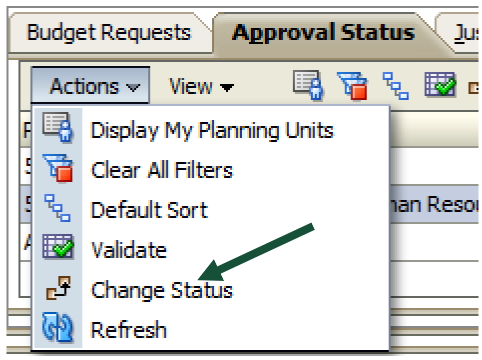


4. Click on the line with the division if one exists. If not, click on the line with the department.

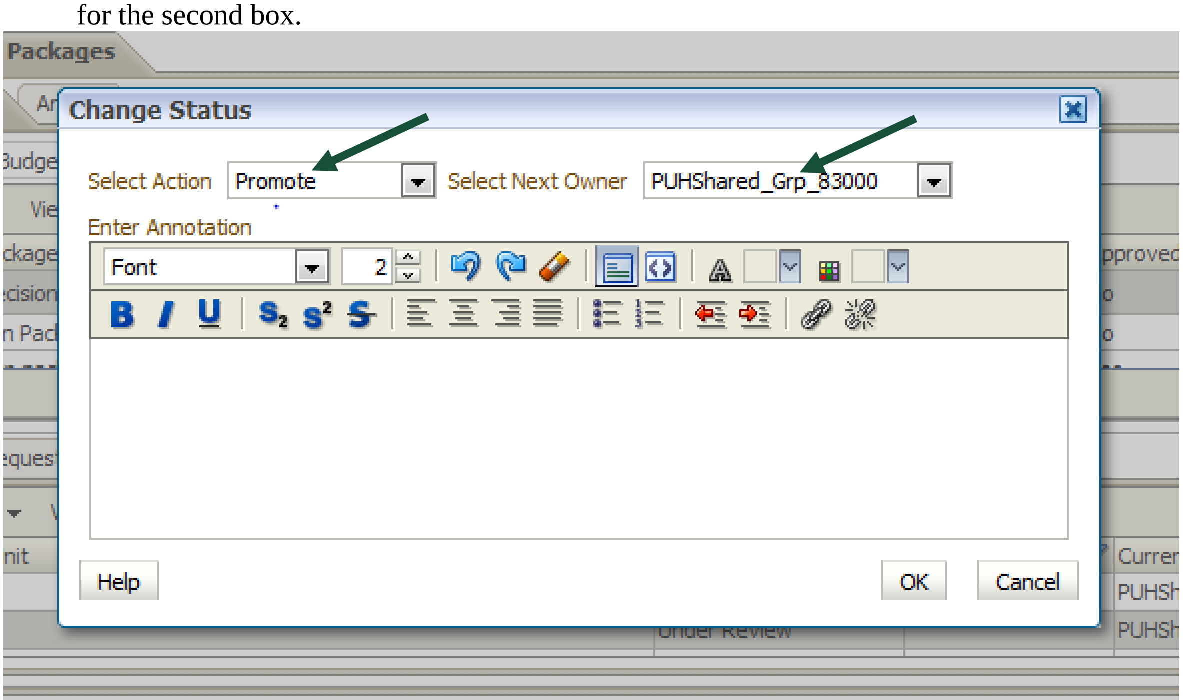


5. Click on the **Actions** button then **Change Status**.

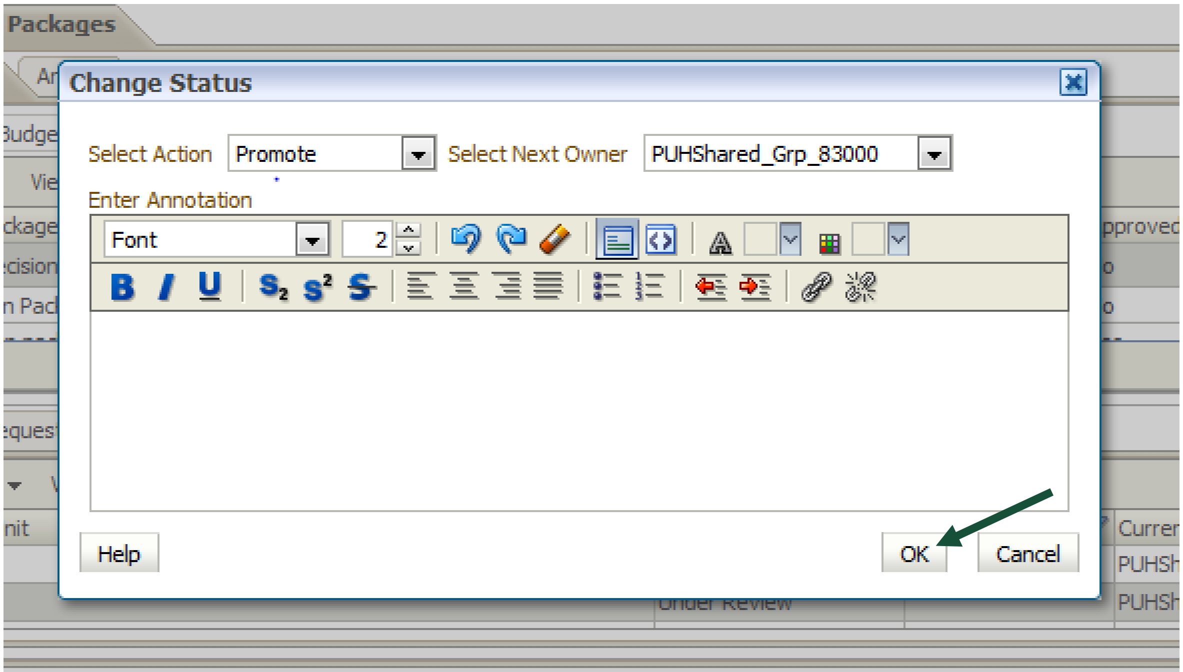




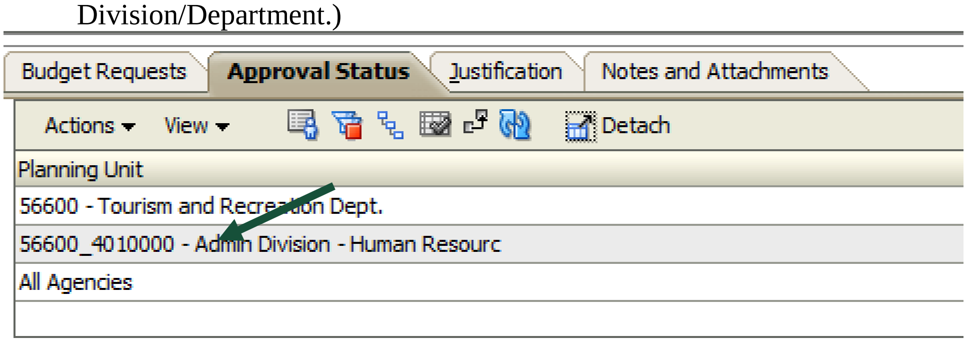
6. Change the status to **Promote** for the first box then **PUHshared_GRP_Your Agency Number** for the second box.



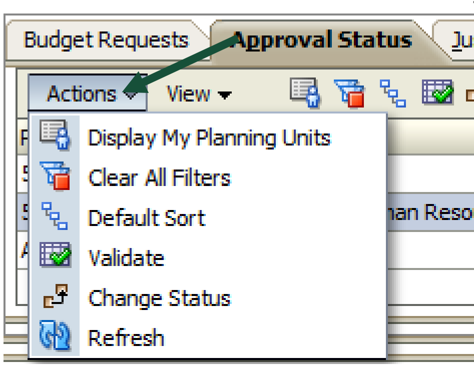
7. Push the **OK** button.

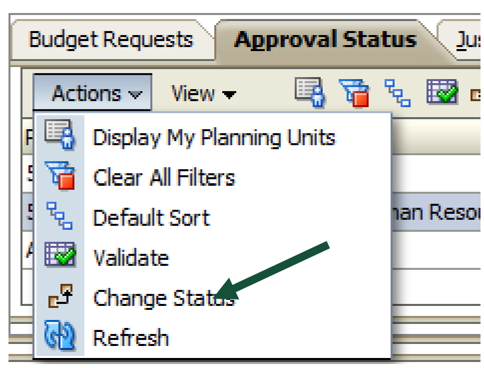


8. Click on the same division/department line. (There are two steps to approving each Division/Department.)

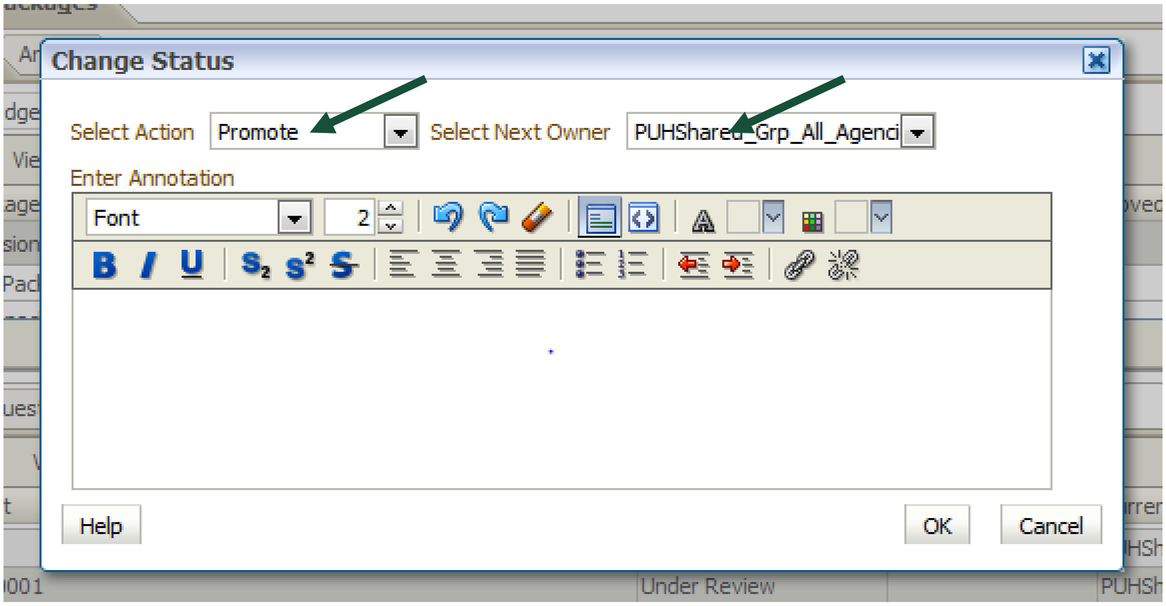


9. Click on the **Actions** button then **Change Status**.

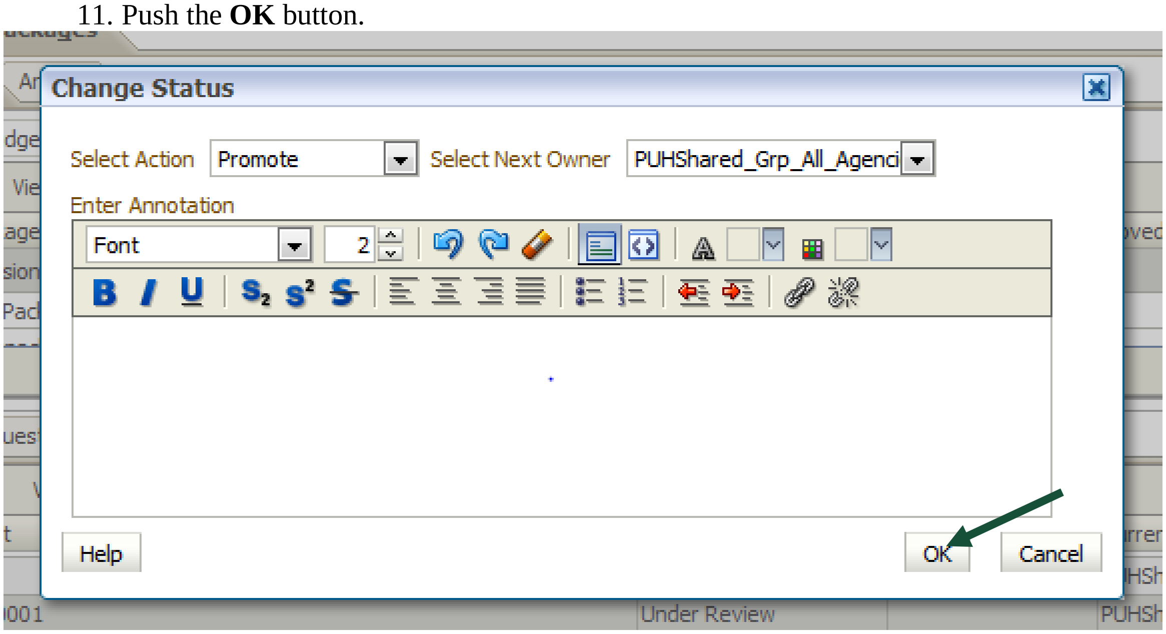




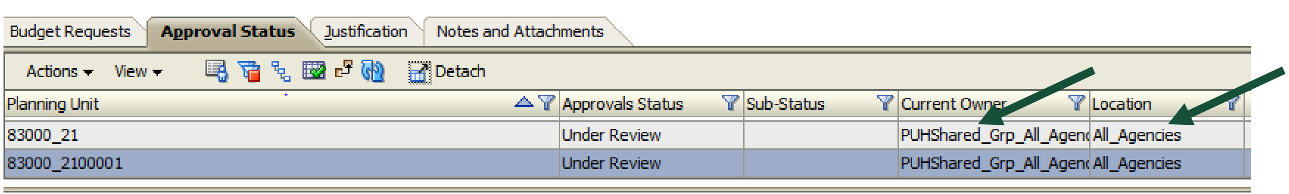
10. Change the status to **Promote** for the first box then **PUHshared_GRP_All_Agencies** for the second.



11. Push the **OK** button.



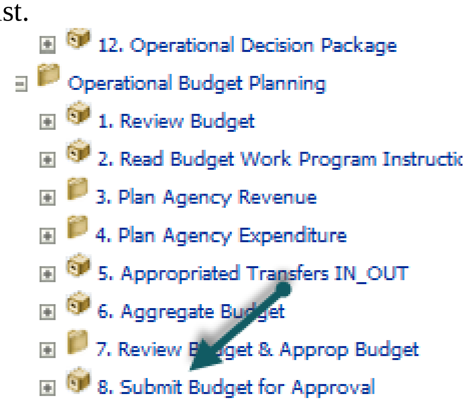
12. The **Current Owner column** should say "PUHshared_GRP_All_Agencies." The **Location Column** should say "All_Agencies."



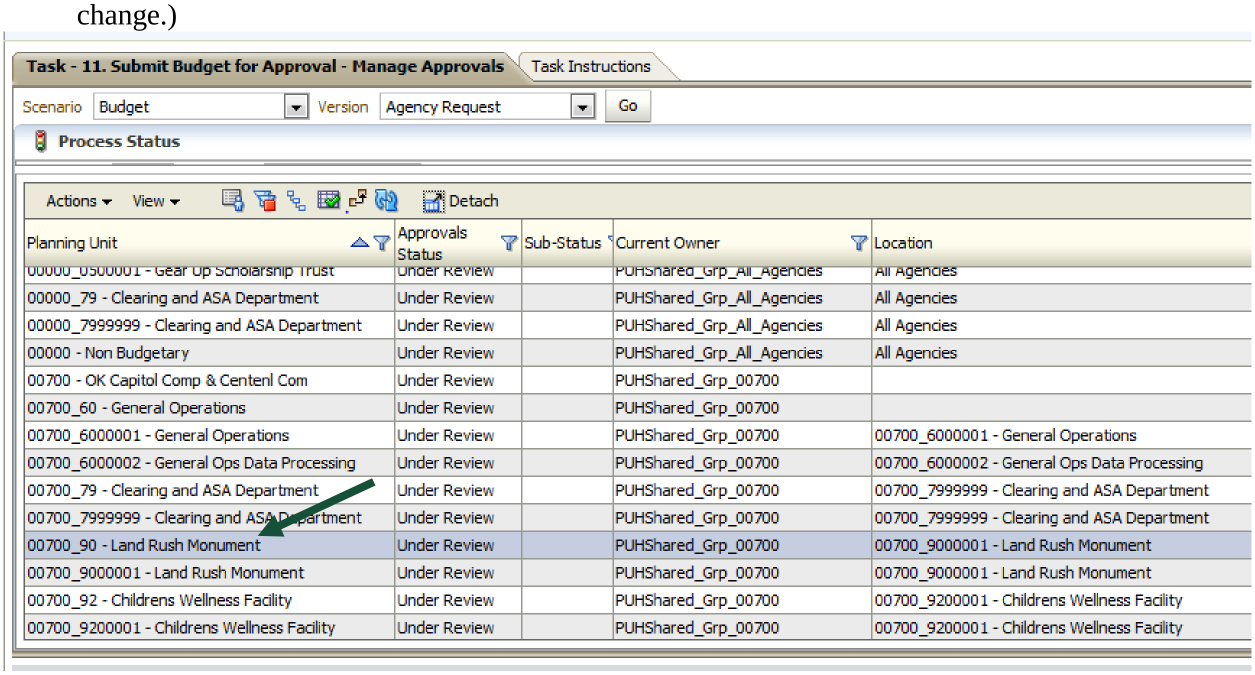
13. Repeat each step for each division or department inside that decision package if applicable.

Steps to Submitting Budget Request Information (Program info, KPMs, etc.) and Strategic Plan:

1. Go to **Number 8, Submit Budget for Approval** under Operational Budget Planning on the task list.

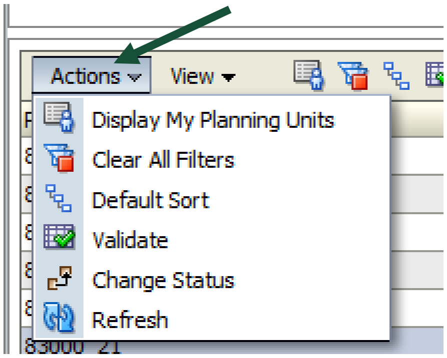


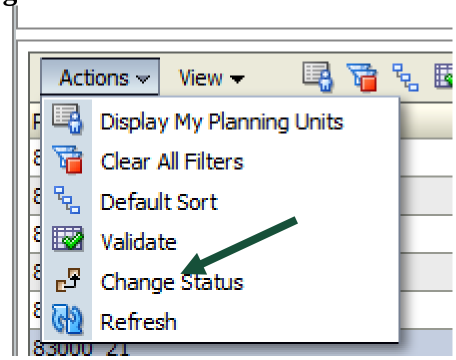
2. Go to the first division line. (When you change the division line, all relevant departments should change.)



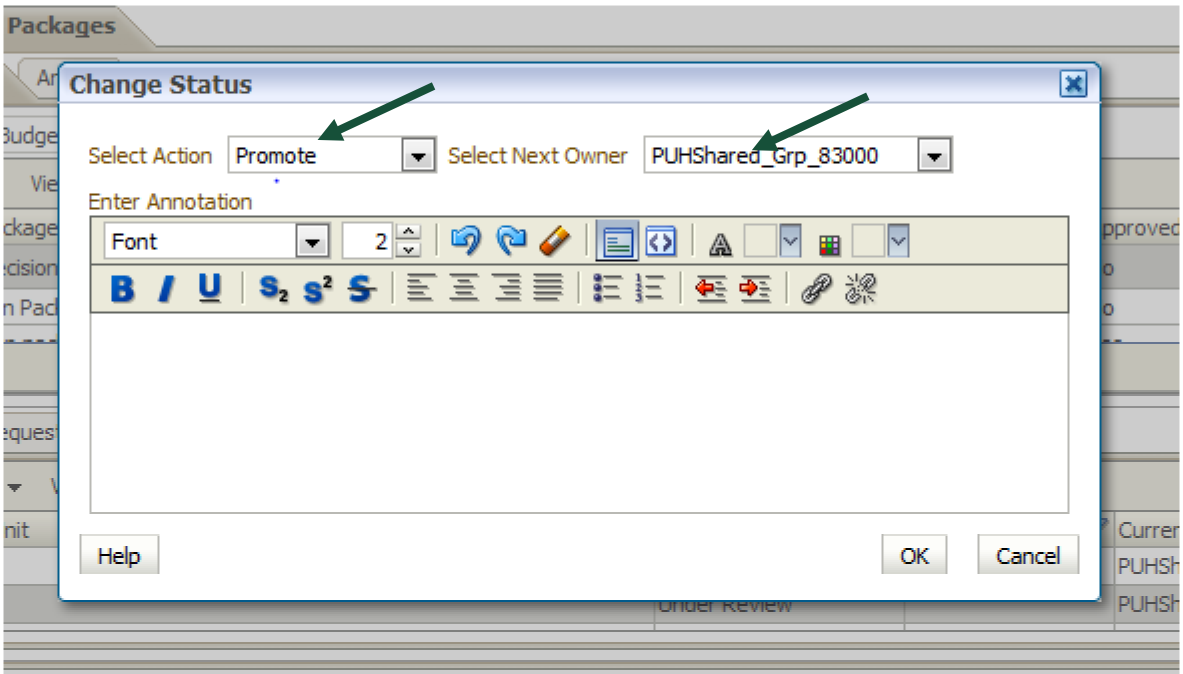
Planning Unit	Approvals Status	Sub-Status	Current Owner	Location
00000_0500001 - Gear Up Scholarship Trust	Under Review		PUHShared_Grp_All_Agencies	All Agencies
00000_79 - Clearing and ASA Department	Under Review		PUHShared_Grp_All_Agencies	All Agencies
00000_7999999 - Clearing and ASA Department	Under Review		PUHShared_Grp_All_Agencies	All Agencies
00000 - Non Budgetary	Under Review		PUHShared_Grp_All_Agencies	All Agencies
00700 - OK Capitol Comp & Centenl Com	Under Review		PUHShared_Grp_00700	
00700_60 - General Operations	Under Review		PUHShared_Grp_00700	
00700_6000001 - General Operations	Under Review		PUHShared_Grp_00700	00700_6000001 - General Operations
00700_6000002 - General Ops Data Processing	Under Review		PUHShared_Grp_00700	00700_6000002 - General Ops Data Processing
00700_79 - Clearing and ASA Department	Under Review		PUHShared_Grp_00700	00700_7999999 - Clearing and ASA Department
00700_7999999 - Clearing and ASA Department	Under Review		PUHShared_Grp_00700	00700_7999999 - Clearing and ASA Department
00700_90 - Land Rush Monument	Under Review		PUHShared_Grp_00700	00700_9000001 - Land Rush Monument
00700_9000001 - Land Rush Monument	Under Review		PUHShared_Grp_00700	00700_9000001 - Land Rush Monument
00700_92 - Childrens Wellness Facility	Under Review		PUHShared_Grp_00700	00700_9200001 - Childrens Wellness Facility
00700_9200001 - Childrens Wellness Facility	Under Review		PUHShared_Grp_00700	00700_9200001 - Childrens Wellness Facility

3. Go to the **Actions** button then **Change Status**.

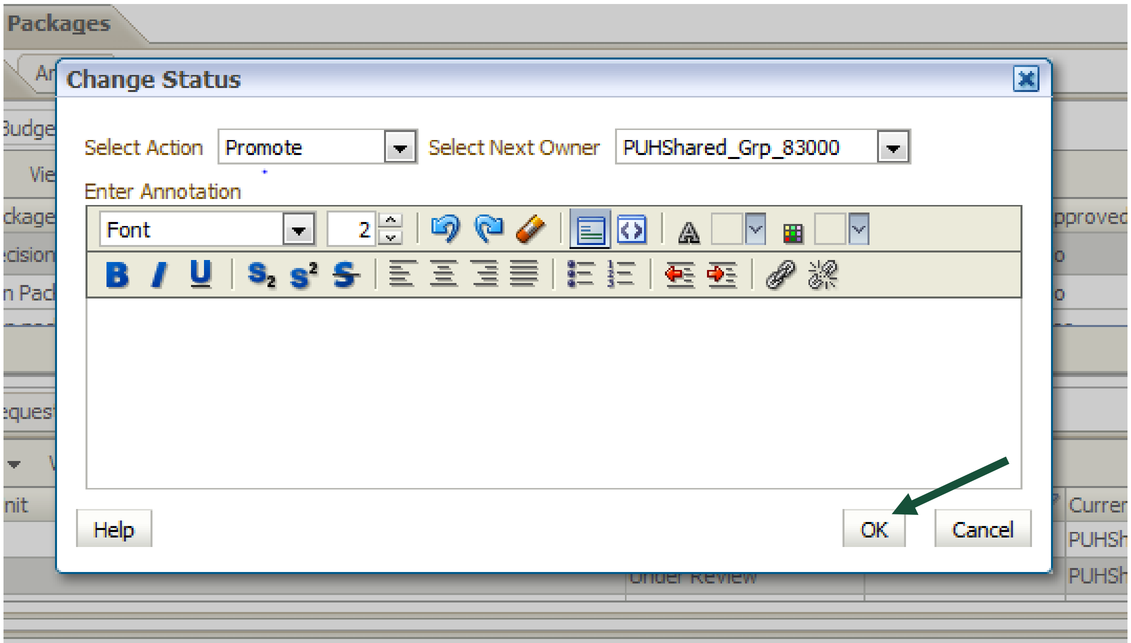




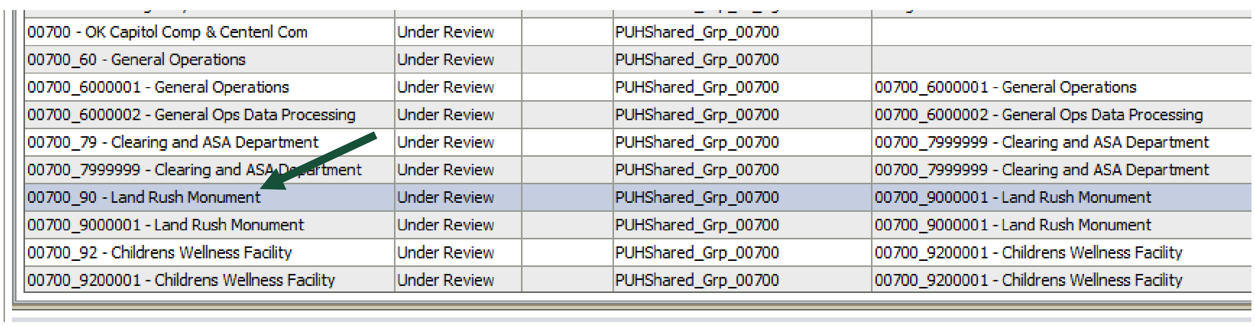
4. Change the status to **Promote** for the first box then **PUHshared_GRP_Your Agency Number** for the second box.



5. Push the **OK** button.

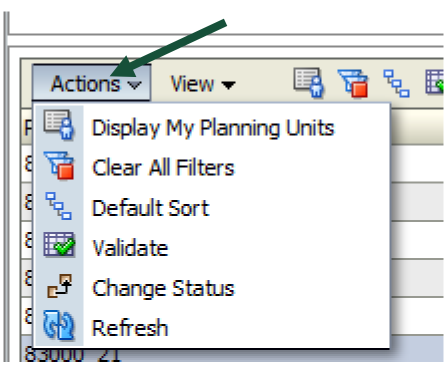


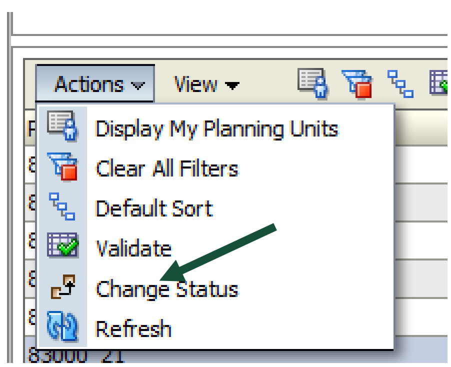
6. Click on the same division/department line. (There are two steps to approving each part.)



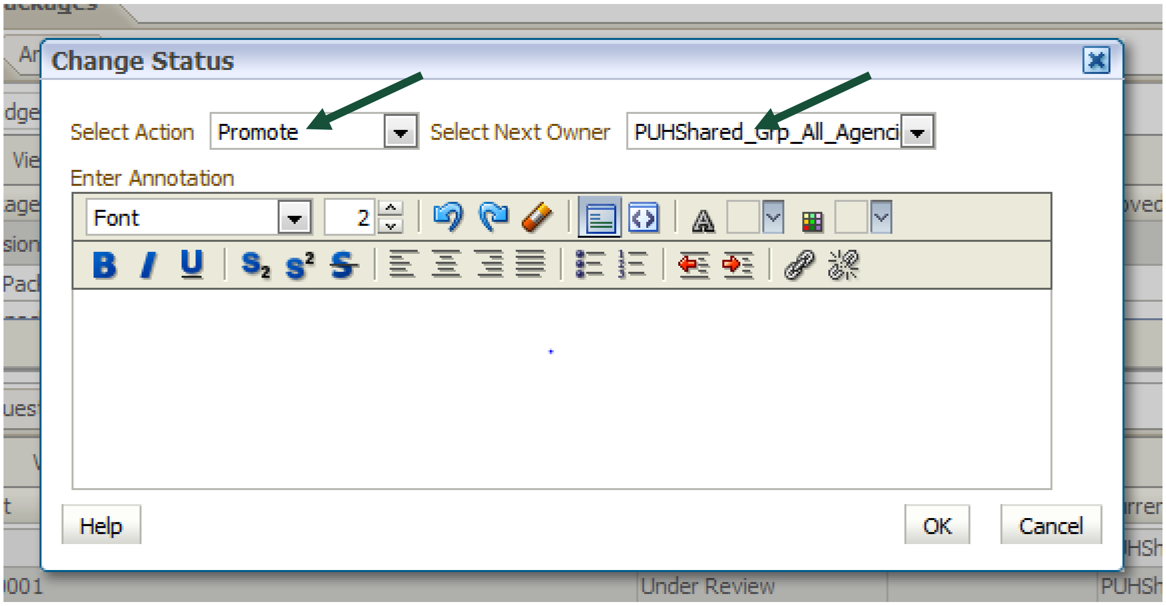
00700 - OK Capitol Comp & Centenl Com	Under Review		PUHShared_Grp_00700	
00700_60 - General Operations	Under Review		PUHShared_Grp_00700	
00700_6000001 - General Operations	Under Review		PUHShared_Grp_00700	00700_6000001 - General Operations
00700_6000002 - General Ops Data Processing	Under Review		PUHShared_Grp_00700	00700_6000002 - General Ops Data Processing
00700_79 - Clearing and ASA Department	Under Review		PUHShared_Grp_00700	00700_7999999 - Clearing and ASA Department
00700_7999999 - Clearing and ASA Department	Under Review		PUHShared_Grp_00700	00700_7999999 - Clearing and ASA Department
00700_90 - Land Rush Monument	Under Review		PUHShared_Grp_00700	00700_9000001 - Land Rush Monument
00700_9000001 - Land Rush Monument	Under Review		PUHShared_Grp_00700	00700_9000001 - Land Rush Monument
00700_92 - Childrens Wellness Facility	Under Review		PUHShared_Grp_00700	00700_9200001 - Childrens Wellness Facility
00700_9200001 - Childrens Wellness Facility	Under Review		PUHShared_Grp_00700	00700_9200001 - Childrens Wellness Facility

7. Click on the **Actions** button then **Change Status**.

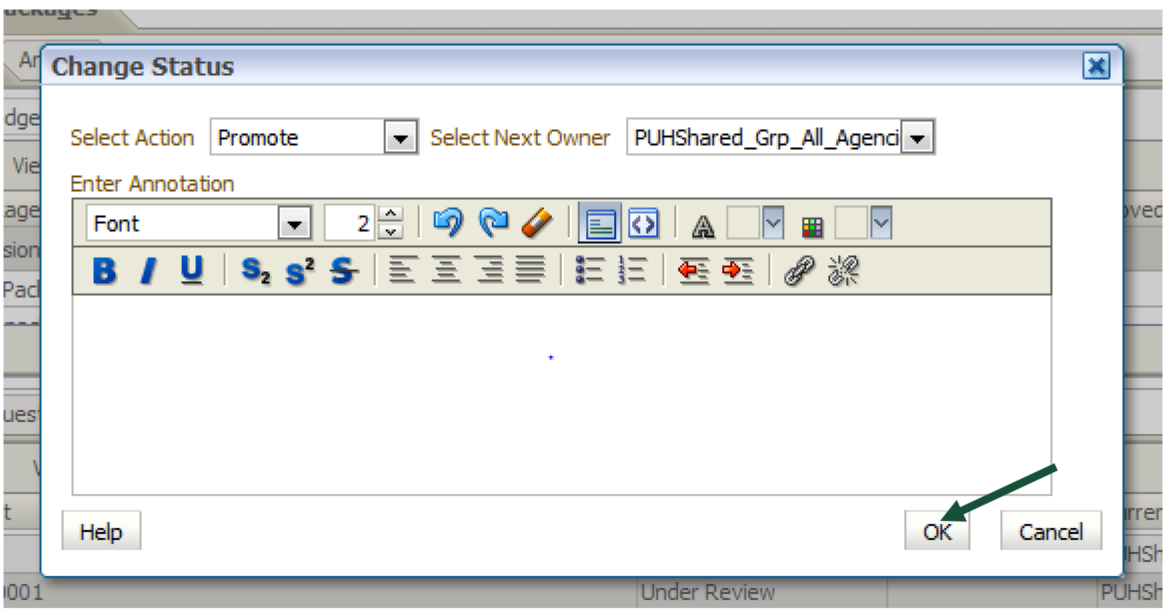




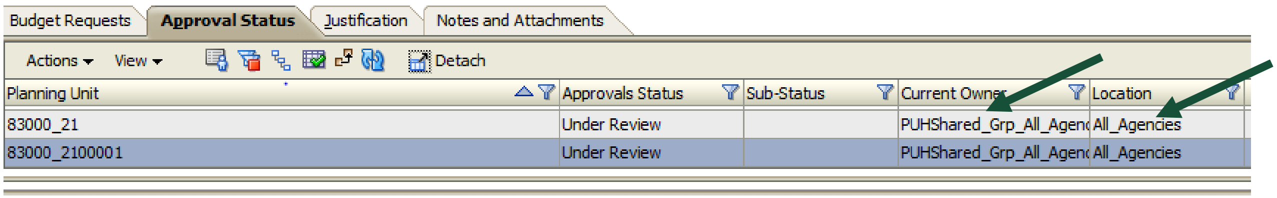
8. Change the status to **Promote** for the first box then **PUHshared_GRP_All_Agencies** for the second.



9. Push the **OK** button.



10. The **Current Owner Column** should say “PUHshared_GRP_All_Agencies.” The **Location Column** should say “All_Agencies.”



11. Repeat each step for each division.