Hyperion User Guide

FY24/FY25 BIENNIAL BUDGET DEVELOPMENT

INDIANA STATE BUDGET AGENCY

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Link to training video: https://web.microsoftstream.com/channel/6f1bbac7-e986-4bf0-b3d1-fd4c8ebf42c4

Introduction:

The purpose and intent of the Hyperion user guide is to provide agency Hyperion users basic, step by step instructions on how to utilize the Hyperion software system for building agency budgets for the FY22 and FY23 biennial budget.

The State of Indiana uses Hyperion to provide agencies with a method to enter and submit budget requests, track them through the Budget Agency recommendations and the legislative processes and then to monitor budget once approved.

The system allows for budget information to be shared and viewed at one time by multiple groups within state government.

Getting Started in Hyperion

Logging into Hyperion:

Hyperion Users can navigate to the Hyperion system through the link provided on the SBA intranet site:

http://www.sba.state.in.us

User ID and Password

- User ID = Email Address

- Password = Network Password

Once registered, sign in should happen automatically when opening the application.

If you have any issues, please contact your budget analyst.
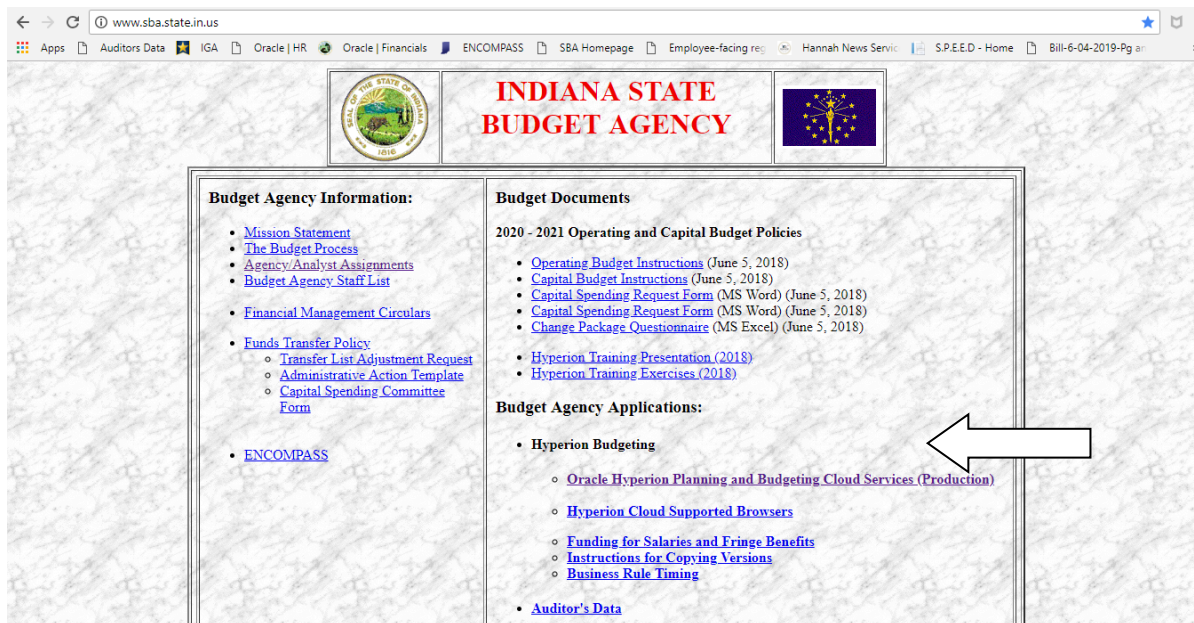
By following the link on the SBA intranet site, you will navigate to the Hyperion home screen.
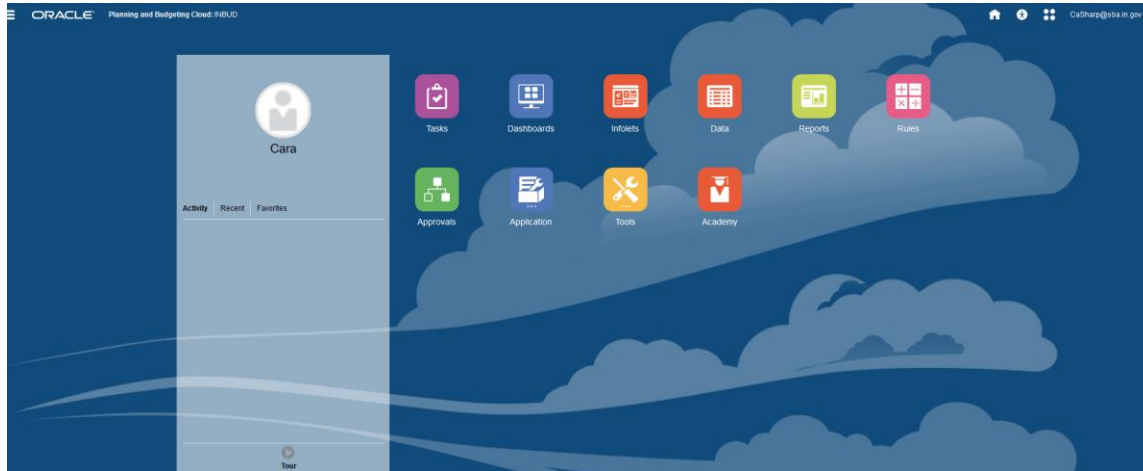
Setting up User Variables:

Upon entering the Hyperion system for the first time, you must set up user variables. User variables refer to budgeting level, version, and change package. Without following this step, you will not be able to open the forms.

You can check to see if you need to set up user variable by opening one of the forms. For example, if Form 6.1 will not open, you will need to set up the user variables.

Please note this action only has to be completed the first time you access the Hyperion system.

To set up User Variables

1. Click the "Tools" icon, then select "User Preferences"
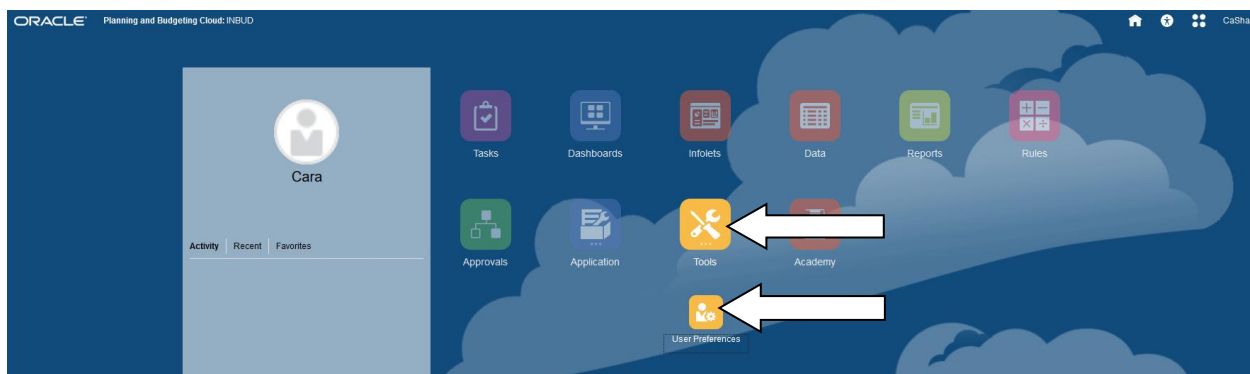
2. Once the User Preferences tab loads, select "User Variables"
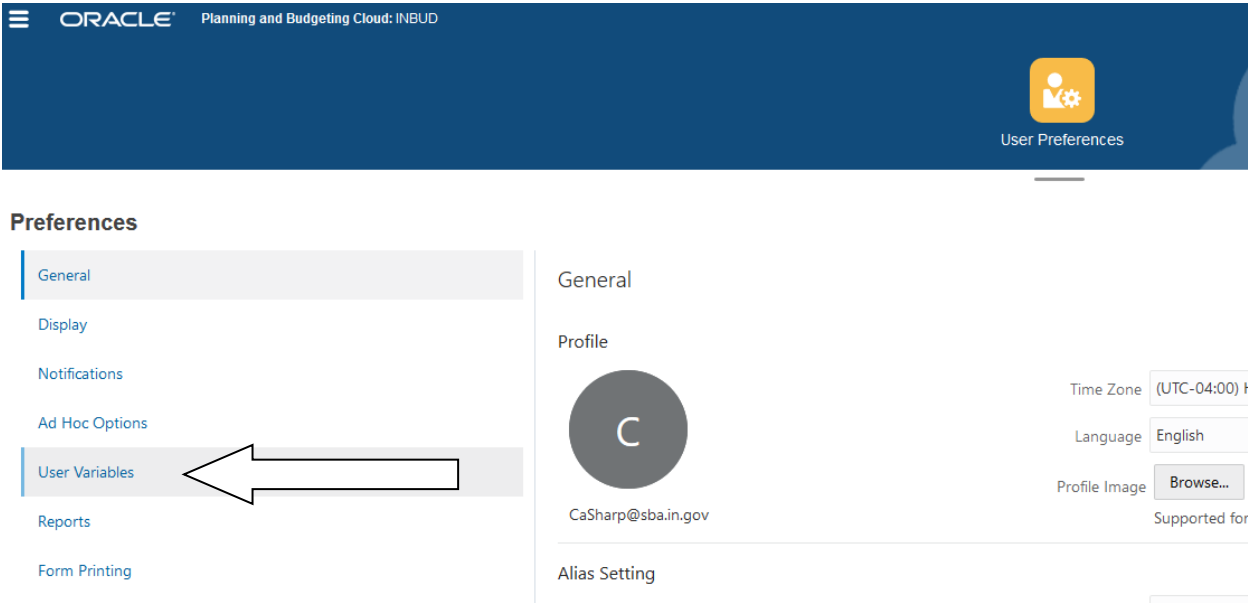
3. On the User Variables tab, you need to select a change package for capital budgets (e.g. line items, preventative maintenance, and repair and replace), if applicable, and a change package for all other budgeting levels.

   a. By clicking the icon to the right, you can select a change package.
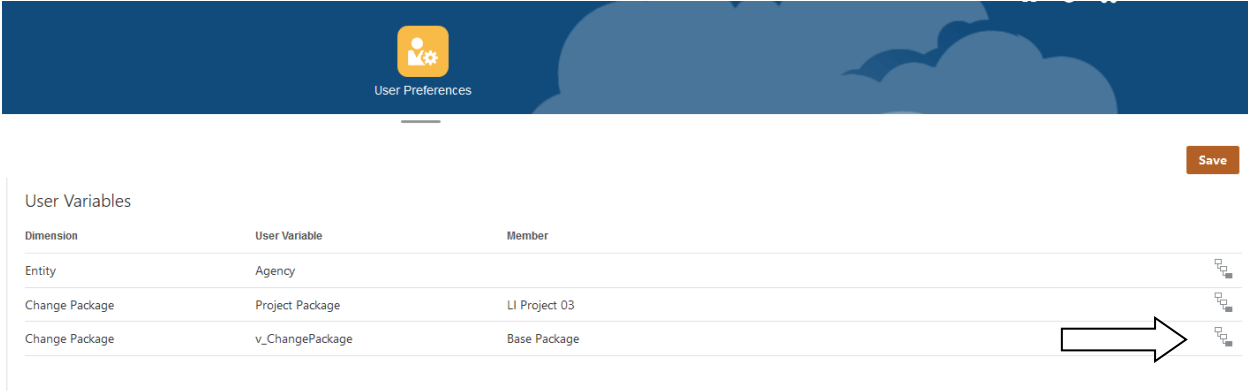
   b. Upon clicking the icon, you will be prompted to choose a change package. To start, select "Base Package". Make sure the blue check mark is highlighted then press "Ok". Then press "Save" before navigating away from the tab.
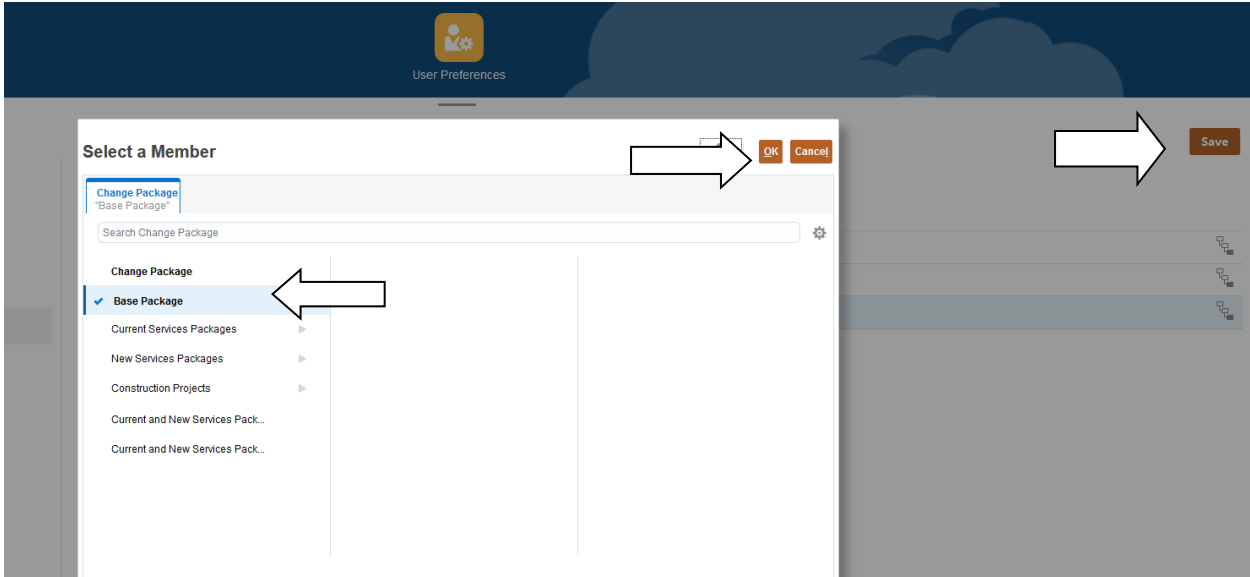
If you do not have a capital budget then you only need to select a change package on the bottom line.

By completing this action, you have populated these cells in the forms. You can navigate between change packages, budgeting levels, and versions at any time.

6.1 Expenditures - Accounts w...

v_ChangePackage
Base Package

	FY17	FY18	FY19	FY19	FY20		FY21	
	Actual		Current Estimate	Baseline_Budget	Budget	Package Status	Budget	Packag Status
	Base Package	Base Package	Base Package	Base Package	Base Package	Base Package	Base Package	Base Packag
⊞ E11-Salaries and Wages	19,758	15,610	16,394	16,394	16,394		16,394	
⊞ E12-Fringe Benefits	1,512	1,194	1,254	1,254	1,254		1,254	
Personal Services	21,270	16,804	17,648	17,648	17,648		17,648	
⊞ E40-Supplies, Parts & Materials	16,457	4,723						
⊞ E90-Administrative & Operating Expenses	7,494	16,816						
Other Operating Expense	23,951	21,539						
Expenditure	45,221	38,343	17,648	17,648	17,648		17,648	

The Basics of Hyperion

Hyperion Forms

Each of the forms in the Hyperion system are used to build a part of an agency's budget. Each form will be discussed in detail in later sections.

Budget Forms in Hyperion

- Staffing: Forms 1.1-1.7

- Change Packages: 2.1

- Construction: 4.1-4.4

- Revenue: 5.1-5.2

- Expenditures: 6.1-6.2

- Funding: 7.1-7.3

- Validation and Version Copy: 9.1-9.2

You can navigate to the Budget Forms by selecting "Data". Then press the arrow by each title. You can expand the section and navigate to each form.
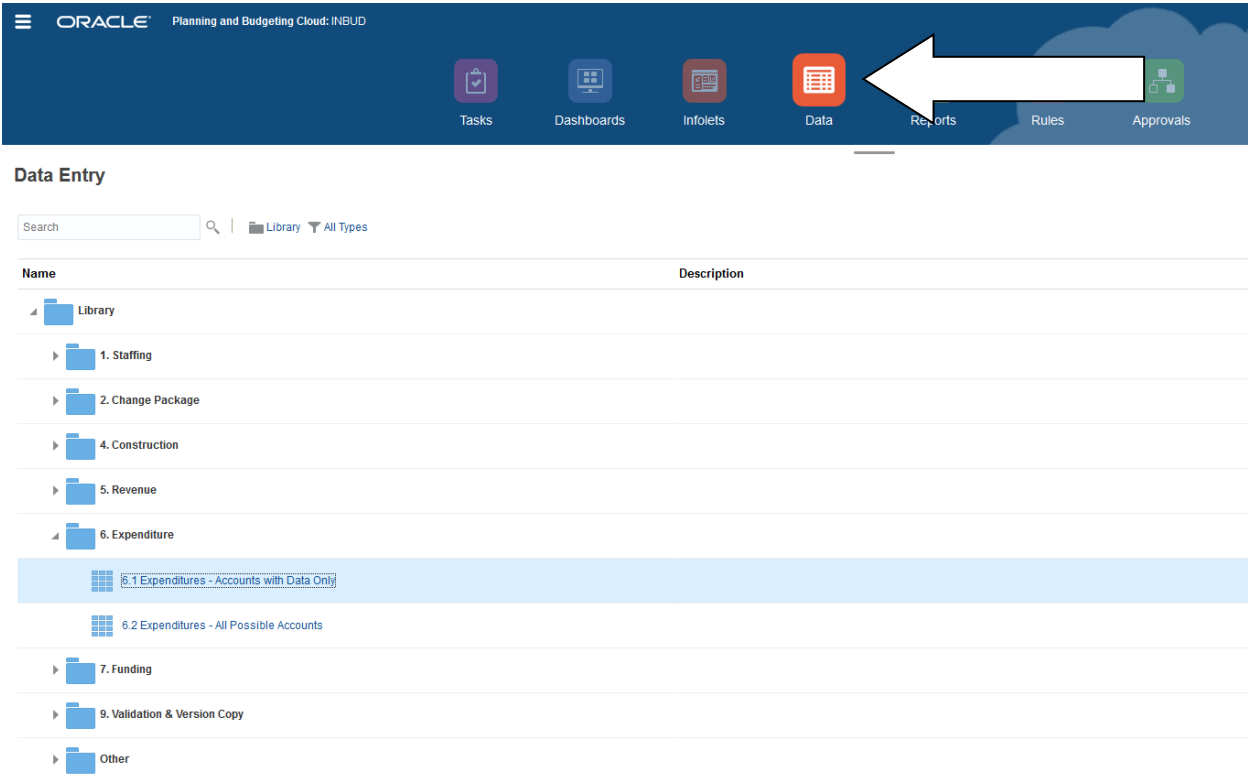
Budgeting Levels:

A budgeting level holds data related to staffing, expenditures, and revenues. With the exception of budgeting levels for capital, they generally match up to each fund.

Budgeting Level Types	Example
Budgeting Level- Funds	
A budgeting level for funds will contain the agencies business unit, the fund number, as well as the name of the fund.	43120-800 Public Mass Transportation
Budgeting Level- Agency	
Budgeting levels for an agency will contain the agencies full business unit and the name of the agency. While you won't select this particular budgeting level to enter budget information you may use it to copy all of an agencies information verses copying individuals funds.	00800- Department of Transportation
Budgeting Level- Capital	
Budgeting levels that are specific to the capital section of the budget will begin with C. These budgeting levels do not match up with the fund number in PeopleSoft.	C8000-800 Department of Transportation- Buildings and Grounds

As the budget progresses through the development process, it may be necessary to create new budgeting levels. For example, the legislature amends the budget bill to create a new program that will require a new fund of money. A placeholder or "dummy" budgeting level will be created beginning starting with 99XXX and followed by the business unit.

Example: 99399-00800 Next Level Connections.

Once the budget bill or bill that created the new fund has passed, a new fund will be created before the beginning of the new fiscal year.

Versions:

The versions feature of Hyperion allows for various budget versions to be created and developed for each part of the budget development process. Agencies, SBA, and the General Assembly all have versions that allow them to create and submit their version of the Budget.

The Initial Version is the foundation of each created version.

Please note that the Initial Version contains information only. It cannot be edited but it can be copied.

Agency Users will have access to the Initial Version and all agency versions. All versions are denoted in the system with a letter and a number.

Example: A01, A07

SBA Analysts will have access to the Initial Version, all SBA versions as well as the General Assembly versions. But they will only have access to versions A02, A10, Requested, and Submitted at the agency level.

Below is a table listing all available versions in the Hyperion system:

Version Types	Version Letter	Number of Versions
Initial Version	Initial Version	1
Agency Versions		
Agency Work-In-Progress	A	10
Agency Requested – 1 Version	Requested	1
Agency Submitted – 1 Version	Submitted	1
SBA Versions		
Budget Agency Work-In-Progress	W	10
Budget Committee Recommendation	Recommended	1
General Assembly Versions		
House Action	H	10
House Passed	House Passed	1
Senate Action	S	10
Senate Passed	Senate Passed	1
Conference Committee Action	C	10
Conference Passed	Conference Passed	1
Passed	Passed	1
Governor's Signed Final Appropriation	Final	1
Special Session	SS	1

Navigating Between Budgeting Levels and Versions:

When you enter into one of the forms, you will find the budgeting level and version listed in the upper left hand corner of the page.
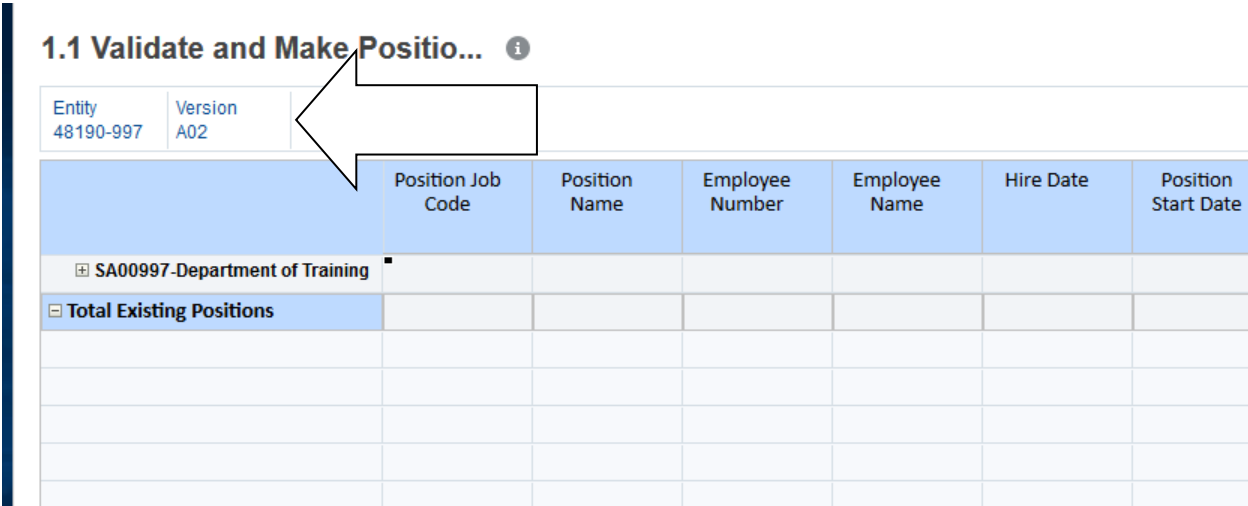
1. To navigate between a budgeting level or version, click the entity or version in the top left-hand corner.
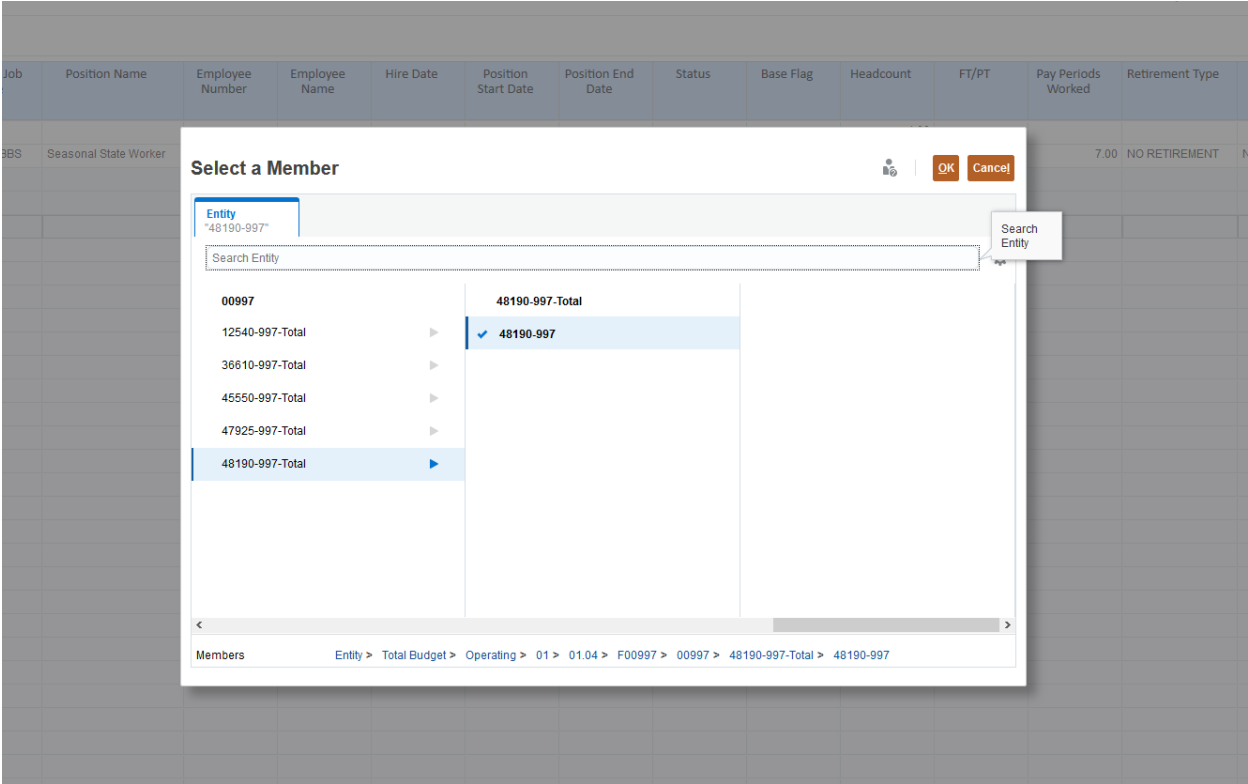
2. The example shown is for navigating between budgeting levels. If the budgeting level is not present, you can use the search box. Once you locate the budget level or version you want to navigate to, select the check mark and then press "Ok".

3. After pressing "Ok", you must click the "Go arrow" to complete the action.

When you have unsaved changes on a form, the cell will turn yellow as shown in the picture. Once you have saved, all cells will return to white.

Form 1- Staffing

Navigation: Log into Hyperion and click on Data. Click on the Staffing folder to view forms 1.1 – 1.7. The first three forms under Staffing are used to input data, and the second half is reports.
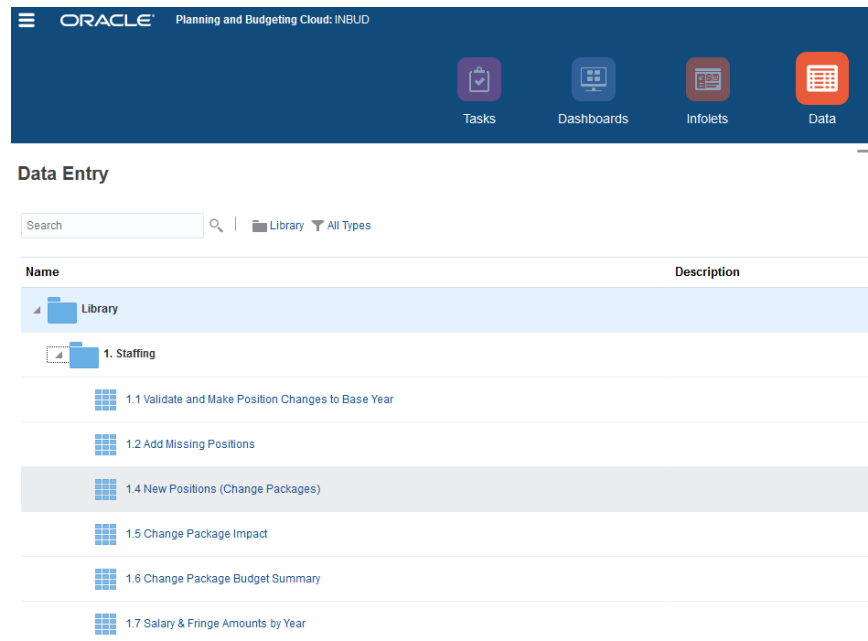
Purpose: The staffing form is intended to determine the Point 1 expenses based on the staff data inputted on June 1, 2023, and data inputted by the agency. The State Budget Agency intends it to be an *overall estimation* of the expenses, not an *exact breakdown* of staff expenditures.

There are other Point 1 expenses outside of salaries and fringe such as retiree medical benefit transfers. These expenses will need to be budgeted for in the Expenditure Forms under section E13- Other Personal Services.

Form 1.1: Validate and Make Position Changes to Base Year

On June 1, 2023, a snapshot of the entire staffing table for each agency will be taken from PeopleSoft and inserted in Hyperion.

An agency can edit the cells of data if the staffing information needs adjusted (i.e., salary data, retirement information, position status, health insurance, etc.).

All staffing and fringe data will need to be edited within this section, rather than the Expenditure forms.

Additional Notes:

- **Vacant Position:** If an agency has a vacant position but intends to fill it, it should be included in Form 1.1. However, if an agency is reducing staff and has no intention to fill that position, the "Status" would need to be marked as Inactive, and the "Base Flag" would need to be changed to Excluded. Excluding a position does not eliminate the PCN, it just excludes it from being a calculated position within the agency's base budget. **Additionally, if there is an unfilled PCN, the headcount would need to be marked as zero.**

- **Health Insurance:** If the health insurance is adjusted in Hyperion, it will not change the *actual* health insurance for the employee in PeopleSoft. This tool is meant to be used to get an estimate for the cost difference (i.e., family rate versus blended rate). It is recommended to use the "blended" rate if the insurance election is unknown.

- **Move PCNs between Budgeting Levels:** Right-click on the PCN number, choose Transfer Position, and adjust the information from the old to the new budget level. Once you make your adjustments, click launch. Please note the position and version can also be revised.
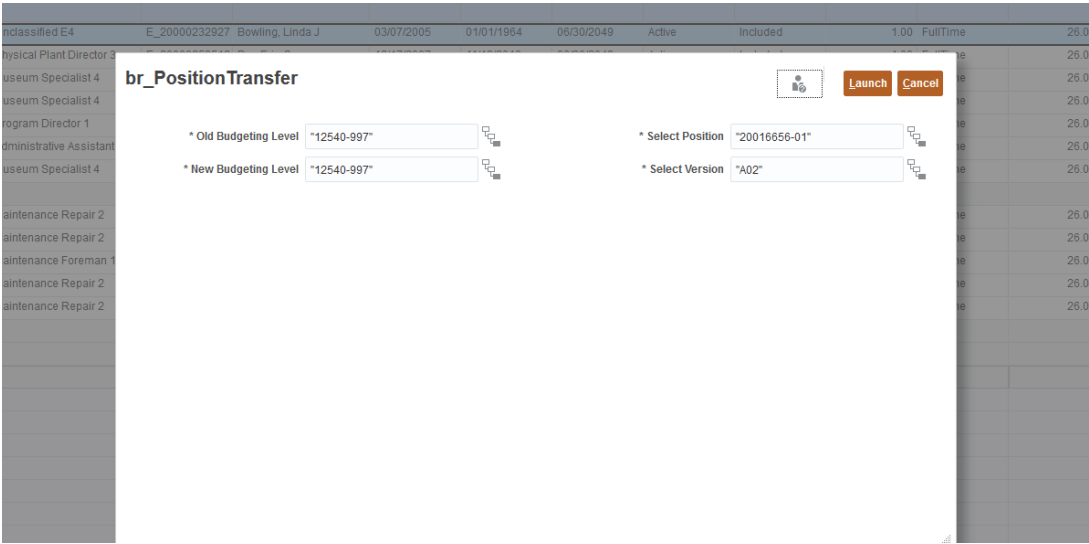
Form 1.2: Add Missing Positions

In Form 1.2, an agency can add any missing position that was not included in Form 1.1. A missing position consists of a full-time, existing position on June 1, 2023 or a position that was filled after June 1, 2023. Please note the information in the cells is identical to that of Form 1.1.

Form 1.4: New Positions (Change Packages)

If there are requests for new positions, please insert them in this sheet. This form is used for brand new positions without a designated PCN. Form 1.4 is identical to Form 1.2.

Form 1.5 Change Package Impact shows the total impact of the change package requests.

Form 1.6 Change Package Budget Summary includes the total salary & fringe impact for an agency that consists of the base budget and the change packages.

Form 1.7 Salary & Fringe Amounts by Year reflects the total impact of the new and existing position salaries and fringe data.

Form 2- Change Package

Form 2.1 Enable Change Packages

Purpose: This form allows you to input a title and short description for change packages as well as select which fiscal years the change package will or will not effect. While most of the details for change packages will be provided by agencies in the Change Package Questionnaire, it is still necessary to enter a title and short 1-2 sentence description in the form. This information will be pulled in Hyperion Reports.

Change packages created in this form are only for Other Personal Services and Other Operating Expenses. To create a change package for new staff, enter that information in Form 1.4.

- **Current Change Package**-used to accurately reflect the size and scope of an existing function already being implemented by an agency such as a request to right size the funding of a program

- **New Change Package**-used to request the expansion of an existing function or to request funding for a new function that the agency is not currently performing

Enabling or Disabling a Change Package

2.1 Enable Change Packages ⓘ

Entity 48190-997	Version A02				
		FY19	FY19	FY20	FY21
		Change Package Title	Change Package Description	CalculationFlag	CalculationFlag
Current Change Package 01		Program A	Program established to provide for expansion of current services for population A	Enabled	Disabled
Current Change Package 02					
Current Change Package 03					
Current Change Package 04					
Current Change Package 05					
Current Change Package 06					
Current Change Package 07					
Current Change Package 08					
Current Change Package 09					
Current Change Package 10					
⊟ Current Services Packages					
New Change Package 01		Program B	Program established to provide for expansion of current services for population B	Enabled	Disabled ▼
New Change Package 02					
New Change Package 03					
New Change Package 04					

The "enable" and "disable" function works like a light switch. For example, if you enter data in Forms 6 and 7 for Program A and then later decide that you need the data to affect different fiscal years, instead of erasing all of your data you can simply disable the data and it will not be counted in the totals.
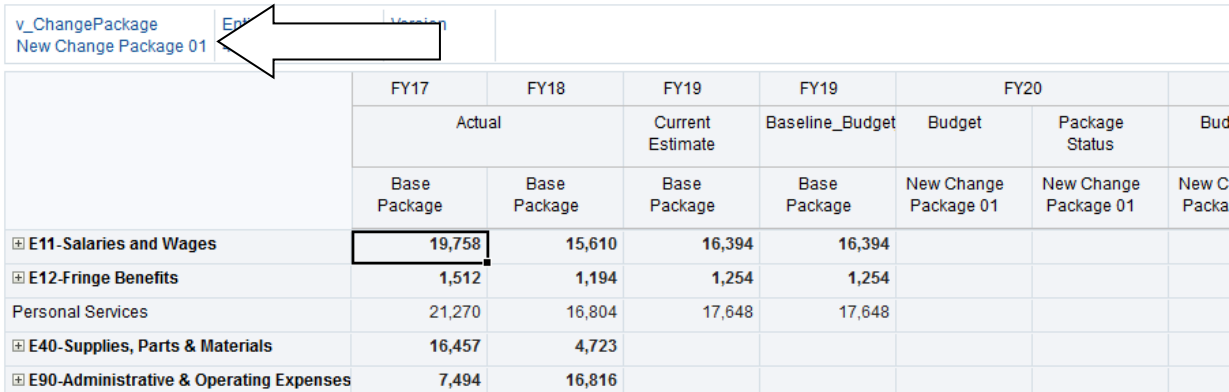
Navigating between Change Packages

Based on your FY22/FY23 budget needs, you may have more than one change package enabled in a single budgeting level. While you can have multiple change packages enabled for a single budgeting level, you can only edit them one at a time in later forms.

In the same manner that you navigate between budgeting levels and versions, you can navigate between change packages.

1. Select the change package in the upper left hand corner of the form.

2. A dialogue box will appear. Select the change package you want to navigate to. Make sure the blue arrow is checked. Once you make your selection, press "OK".
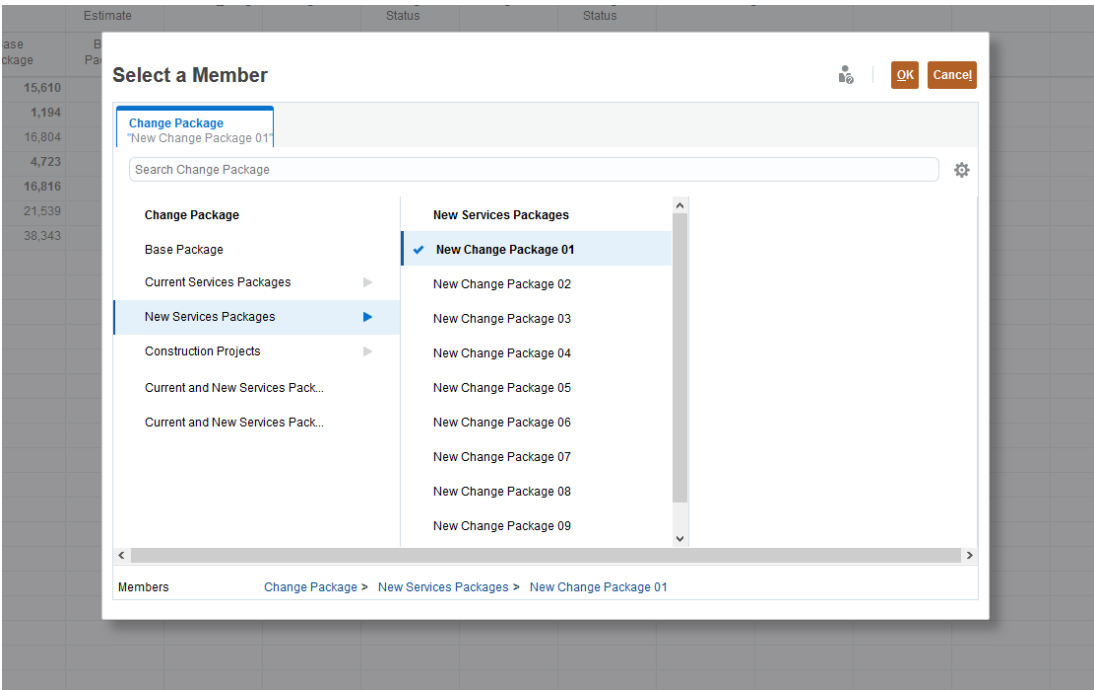
Form 4 Capital Budgets

Purpose: Form 4 provides an overview of an agency's capital budget. You will input capital expenses, funding, and capital project information within form 4 for your agency's preventive maintenance, repair & rehabilitation, capital lease rentals, and line item projects.

When selecting your entity, the budgeting level will be displayed as CXXXX-xxx, where (xxx) is your business unit.

Do not enter any capital information in forms 5-7. Information input in Form 4 for capital will populate in form 9.

Form 4.1 Construction Projects

Form 4.1 is used to enter data related to the expenses and funding of a project within different construction categories. The top section of the form is similar to Form 6 and the bottom section is similar to Form 7.

1. Before entering any information, ensure that you are editing the correct construction entity, version, and project package.
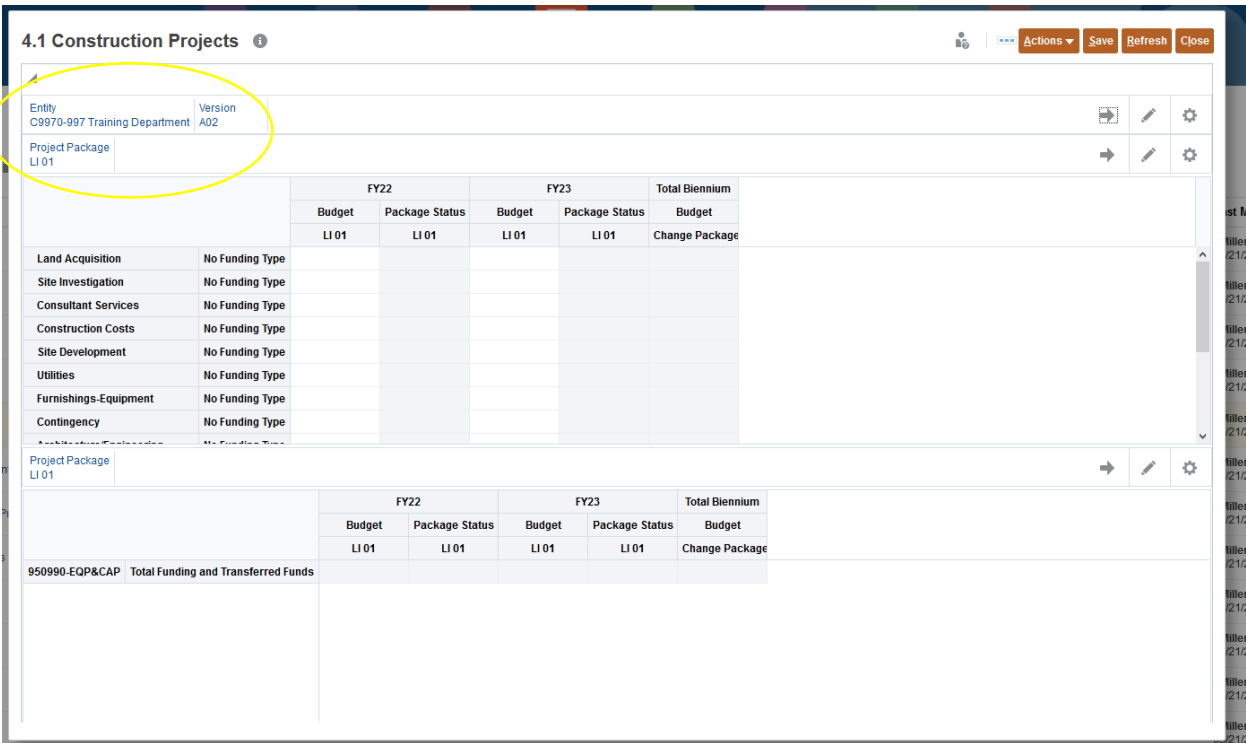
2. Navigating between capital budgeting levels and project packages is done in the same manner as other forms.

a. Select the entity or project package. Make sure the entity is selected by clicking the checkmark, and then hit OK. You **MUST** hit the "Go arrow" to confirm any changes.

b. Check the upper left-hand corner to ensure you selected the correct project package.

3. In the top half of form 4.1, you will enter in the expenses for each project.
   a. **FOR CAPITAL LEASES**, the 3rd from the bottom row "Capital Lease" will be used to input any costs associated with Capital Leases

4.1 Construction Projects ⓘ

Entity	Version
C9970-997 Training Department	SS01

Project Package
LI 01

		FY22		FY23		Total Biennium
		Budget	Package Status	Budget	Package Status	Budget
		LI 01	LI 01	LI 01	LI 01	Change Package
Land Acquisition	No Funding Type	20,000.00		0.00		
Site Investigation	No Funding Type					
Consultant Services	No Funding Type					
Construction Costs	No Funding Type	0.00		400,000.00		
Site Development	No Funding Type					
Utilities	No Funding Type					
Furnishings-Equipment	No Funding Type					
Contingency	No Funding Type					

Project Package
LI 01

4. The Fiscal Year Columns indicate in which year those dollars are needed. Ex. If Land Acquisition is in FY22 and construction will be in FY23, you would not input any Land Acquisition expenses in FY23.
5. Once you have entered in the expense information, you will need to enter the funding in the bottom half of the form. This step is similar to the information you will enter into Form 7. Project expenses must match the funding amounts.
    a. If a funding type has not been enabled, please refer to the instructions for form 4.4 to enable a funding type.

Entity C9970-997 Training Department	Version A02				
Project Package LI 01					

		FY22		FY23		Total Biennium
		Budget	**Package Status**	**Budget**	**Package Status**	**Budget**
		LI 01	LI 01	LI 01	LI 01	Change Package
Land Acquisition	No Funding Type	20,000.00		0.00		
Site Investigation	No Funding Type					
Consultant Services	No Funding Type					
Construction Costs	No Funding Type	0.00		400,000		
Site Development	No Funding Type					
Utilities	No Funding Type					
Furnishings-Equipment	No Funding Type					
Contingency	No Funding Type					
Architecture/Engineering	No Funding Type					
Construction Management	No Funding Type					

Project Package LI 01					

		FY22		FY23		Total Biennium
		Budget	**Package Status**	**Budget**	**Package Status**	**Budget**
		LI 01	LI 01	LI 01	LI 01	Change Package
950990-EQP&CAP	D30501	20,000.00		400,000		
	Total Funding and Transferred Funds					

6. Once you have entered all information for a Project Package and you wish to create another, go back to Step 1 and select a different project package. Ex. If you have two R&R projects, they should be separated into RR 01 and RR 02.

7. Before navigating away from the page, hit save to save any changes made to this form.

Form 4.2 Construction Project Information

Before making any changes in Form 4.2., look in the top left corner of the form in the "Project Package" box, and ensure that you are editing the correct project. The Project Package edited in Form 4.1 should match the Project Package being edited in Form 4.2 for the project costs, and description to match.

The most important sections in Form 4.2 are the Project Title and Project Description. Other information can be input here but extended capital program information will be submitted with in the Capital Program Transmittal letter and through the Capital Project Review Process.

"Project Title" should be grammatically correct and uniform. The project name will be displayed in the Budget Bill as it is in the form.

"Project Description" should contain enough information to separate this project from other projects, and more importantly, similar projects on different buildings (i.e. An agency has four roofing projects).

Including additional information is encouraged, but not required, to help describe the timeline and nature of your project.

Form 4.3 Enable Construction Projects

This form is **ONLY** for enabling or disabling capital construction projects in each Fiscal Year.

Entity C9970-997	Version SS01			
		FY21	**FY22**	**FY23**
		Change Package Title	CalculationFlag	CalculationFlag
⊞ **Preventive Maintenance**				
RR Project 01				
RR Project 02				
RR Project 03				
RR Project 04				
RR Project 05				
RR Project 06				
RR Project 07				
RR Project 08				
RR Project 09				
RR Project 10				
RR Project 11				
RR Project 12				
RR Project 13				
RR Project 14				
RR Project 15				
RR Project 16				
RR Project 17				
RR Project 18				
RR Project 19				
RR Project 20				
⊟ **Repair and Rehabilitation**				
⊞ **Line Item Projects**				
⊞ **Leases**				

Preventive Maintenance

1. The "Change Package Title" should be Preventive Maintenance.
2. Funding should be enabled for both Fiscal Years, if Preventive Maintenance is appropriated in both Fiscal Years. Instructions for Preventive Maintenance are included in the Capital Budget Instructions sent by the Budget Agency.

Repair and Rehabilitation, Line Items Projects, and Leases

1. The "Change Package Title" should share a name with the associated project for that change package.
2. The "Calculation Flag" columns reflect the Fiscal Year the funding is needed for. For example, if you enable FY22, then you are requesting that change package's dollars in that Fiscal Year.
3. Make sure to hit save to save any changes made to this form.

Form 4.4 Enable Funding Types for Budget Levels

To enable a construction funding type in form 4.4, first ensure that the entity and version you are editing is correct. The funding type defaults to the first funding type in the list, so you must select a funding type that matches your construction entity.

Enabling a Funding Type

1. Click the "Funding Type" cell.
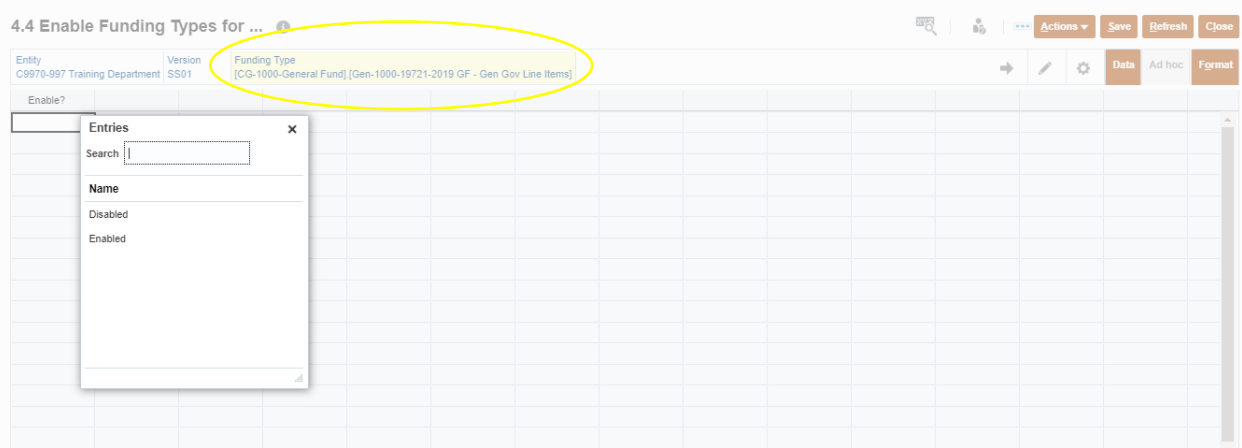
2. The following dialog box will appear. Select a funding type by clicking through the prompts or using the search bar. Once you locate your funding type, make sure the blue check mark is selected and the click "Ok". Then hit the "Go Arrow" to confirm you changes.
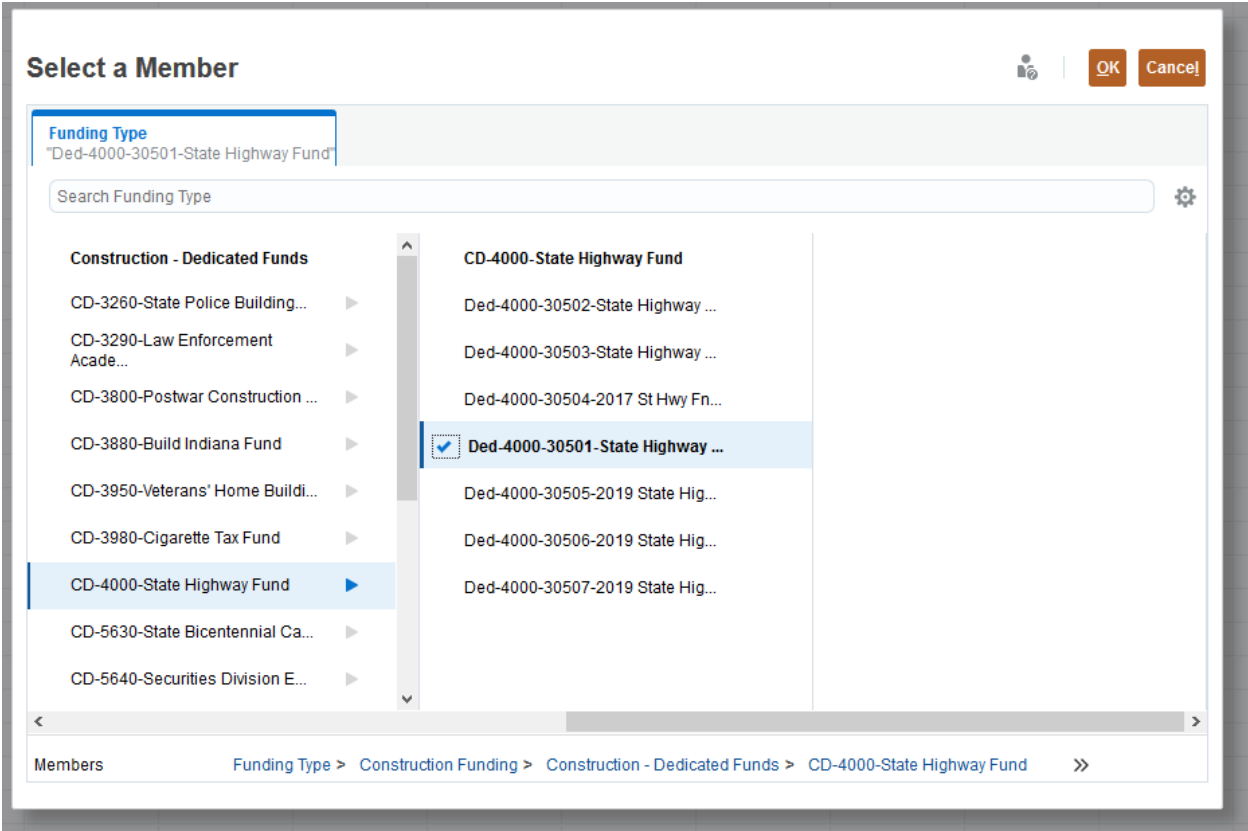
3. Next you will need to select "Enable" from the drop down box. Then click "Save".
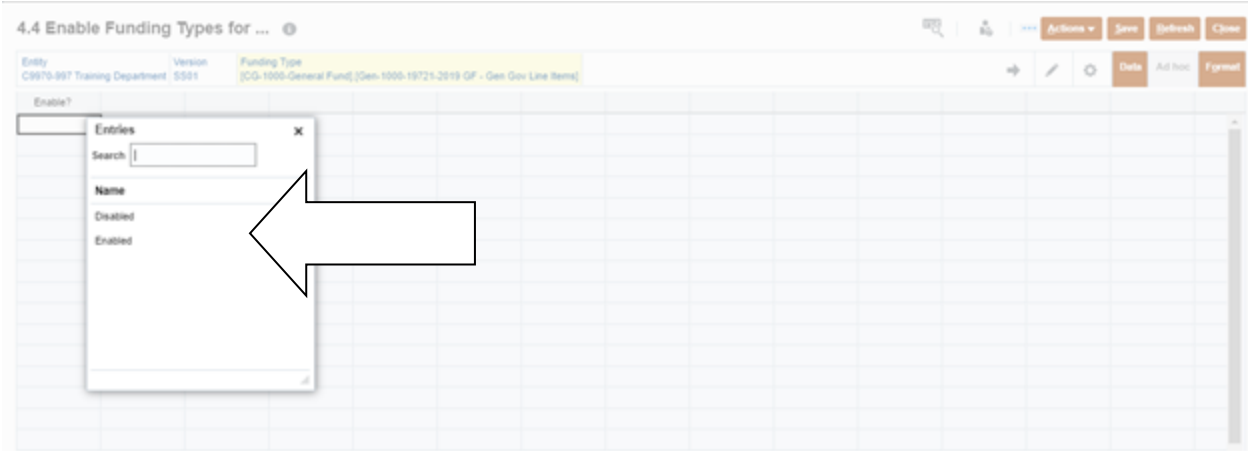
Multiple Funding Types can be enabled if Local, State, and/or Federal dollars are being used.

Form 5- Revenue

Purpose: In form 5, agencies are to give a detailed account of where each fund receives revenue. Forms 5.1 and 5.2 have detailed account information to account for all types of revenue. The revenue types include but are not limited to taxes, sales, fines, penalties or transfers.

It should be noted that this form is not connected to the forms in section 6 and 7. If a budgeting level is out of balance, this is not where you need to adjust the data that has been input.

Form 5.1 will have revenue accounts that were active and received revenue in FY19 and FY20. Form 5.2 will have all possible revenue accounts.

Entering Revenue

When entering revenue into either form, revenue will need to be entered as a negative amount. For the purposes of this form the current year estimates (CYE) and the baseline_budget need to equal the FY21 revenue estimates.

If you project that revenue will increase or decrease, you will need to enter the variance as a change pack for FY22 and FY23.

5.1 Revenue - Accounts with D... ⓘ

v_ChangePackage Current Change Package 01	Entity 47980-741	Version A02								
	FY19	FY20	FY21	FY21	FY22		FY23		FY22	FY23
	Actual		Current Estimate	Baseline_Budget	Budget	ActiveChgPack	Budget	ActiveChgPack	Budget	
	Base Package	Base Package	Base Package	Base Package	Current Change Package 01	Current Change Package 01	Current Change Package 01	Current Change Package 01	Change Package	Change Package
Revenue	-695,500	-588,500.00	-663,500.00	-663,500.00	-44,500.00		-44,500.00		-708,000.00	-708,000.00
⊞ R20-Exchange Revenues	-695,500.00	-588,500.00	-663,500.00	-663,500.00	-44,500.00		-44,500.00		-708,000.00	-708,000.00

Transfer Funding In – To reflect funding in instances when a fund received a transfer through mechanisms such as administrative action, Board of Finance, the state-match transfer list, or a federal subgrant transfer. It should not be used in instances where the transfer was required as an intended source per the Budget Bill. (ex. 74XXXX found in form 5).

Form 6- Expenditures

Purpose: Expense information will be entered in Form 6 by major point. Please note, that the majority of salary and fringe information will need to be edited in Form 1.

Form 6 contains two subsections that can be used interchangeably. Information entered within one form will be reflected in the other.

Form 6.1 will have expenditure accounts that were active in FY19 and FY20. Form 6.2 will have all possible expense accounts.
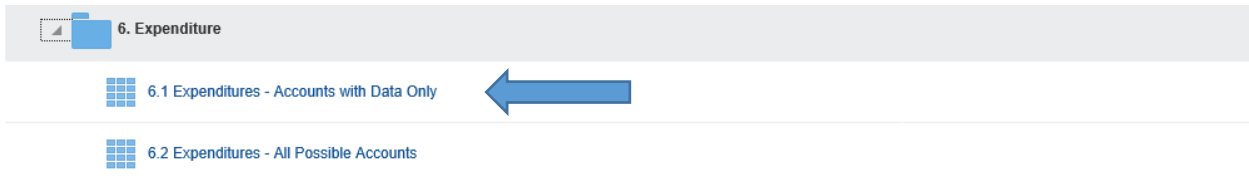
Entering Current Year Estimates and Baseline Budgets

When entering expense information for a budgeting level, start in the Base Package. As with other forms you can confirm that you are in the Base Package in the upper left-hand corner of the form.

Once you have confirmed that all user variables are correct, input both current year spending estimates and your agencies base budget allocations by point.

The cells in white can be edited while the cells in grey cannot. Although agencies have the ability to budget by account it is only necessary to budget by point.

6.1 Expenditures - Accounts w...

v_ChangePackage Base Package	Entity 12540-997 Department of Training	Version A01								
		FY17	FY18	FY19	FY19	FY20		FY21		FY20	FY21
		Actual		Current Estimate	Baseline_Budget_	Budget	Package Status	Budget	Package Status	Budget	
		Base Package	Base Package	Base Package	Base Package	Base Package	Base Package	Base Package	Base Package	Change Package	Change Package
⊞ E11-Salaries and Wages		455,968	454,514	383,313	383,313	383,313		383,313		383,313	383,313
⊞ E12-Fringe Benefits		176,346	198,270	248,173	248,173	248,173		248,173		248,173	248,173
⊟ E13-Other Personal Services			6,162	6,162	6,162	6,162		6,162		12,324	12,324
519810-Temp Staffing Individual			6,162	6,162	6,162	6,162	Disabled	6,162	Disabled	12,324	12,324
Personal Services		632,314	658,946	637,648	637,648	637,648		637,648		643,810	643,810
⊞ E20-Utilities		222,739	167,278	167,278	167,278	167,278		167,278		334,556	334,556
⊞ E30-Contractual Services		3,103	13,350	13,350	13,350	13,350		13,350		26,700	26,700
⊞ E40-Supplies, Parts & Materials		13,120	36,257	36,257	36,257	36,257		36,257		72,514	72,514
⊟ E50-Equipment and Capital		452	6,580	6,580	6,580	6,580		6,580		13,160	13,160
555501-Office Equipment		350									
555514-Building & plant			81	81	81	81	Disabled	81	Disabled	162	162
555517-Engineering Testing Safety Eqp			1,973	1,973	1,973	1,973	Disabled	1,973	Disabled	3,946	3,946
555530-Radio & telephone equipment		20	207	207	207	207	Disabled	207	Disabled	414	414
555538-Landscaping equipment			278	278	278	278	Disabled	278	Disabled	556	556
555539-Shop equipment		45	178	178	178	178	Disabled	178	Disabled	356	356
555540-Mainframe computersaccessories		37									
555541-Camera equipment			700	700	700	700	Disabled	700	Disabled	1,400	1,400
555553-Computer software			306	306	306	306	Disabled	306	Disabled	612	612
555554-Computers & accessories			2,857	2,857	2,857	2,857	Disabled	2,857	Disabled	5,714	5,714
⊞ E80-Social Service Payments		16,884	8,392	8,392	8,392	8,392		8,392		16,784	16,784
⊞ E90-Administrative & Operating Expenses		17,237	51,812	51,812	51,812	51,812		51,812		103,624	103,624
Other Operating Expense		273,535	283,669	283,669	283,669	283,669		283,669		567,338	567,338
Expenditure		905,849	942,615	921,317	921,317	921,317		921,317		1,211,148	1,211,148

The current year estimates (CYE) for FY21 should closely match the agencey's SPEED spend plan.

6.1 Expenditures - Accounts w... ⓘ

v_ChangePackage Base Package	Entity 12540-997 Department of Training		Version A01								
	FY17	FY18	FY19	FY19	FY20		FY21		FY20	FY21
	Actual		Current Estimate		Budget	Package Status	Budget	Package Status	Budget	
	Base Package	Base Package	Base Package	Base Package	Base Package	Base Package	Base Package	Base Package	Change Package	Change Package
⊞ E11-Salaries and Wages	455,968	454,514	383,313	383,313	383,313		383,313		383,313	383,313
⊞ E12-Fringe Benefits	176,346	198,270	248,173	248,173	248,173		248,173		248,173	248,173
⊟ E13-Other Personal Services		6,162	6,162	6,162	6,162		6,162		12,324	12,324
519810-Temp Staffing Individual		6,162	6,162	6,162	6,162	Disabled	6,162	Disabled	12,324	12,324
Personal Services	632,314	658,946	637,648	637,648	637,648		637,648		643,810	643,810
⊞ E20-Utilities	222,739	167,278	167,278	167,278	167,278		167,278		334,556	334,556
⊞ E30-Contractual Services	3,103	13,350	13,350	13,350	13,350		13,350		26,700	26,700
⊞ E40-Supplies, Parts & Materials	13,120	36,257	36,257	36,257	36,257		36,257		72,514	72,514
⊟ E50-Equipment and Capital	452	6,580	6,580	6,580	6,580		6,580		13,160	13,160
555501-Office Equipment	350									
555514-Building & plant		81	81	81	81	Disabled	81	Disabled	162	162
555517-Engineering Testing Safety Eqp		1,973	1,973	1,973	1,973	Disabled	1,973	Disabled	3,946	3,946
555530-Radio & telephone equipment	20	207	207	207	207	Disabled	207	Disabled	414	414
555538-Landscaping equipment		278	278	278	278	Disabled	278	Disabled	556	556
555539-Shop equipment	45	178	178	178	178	Disabled	178	Disabled	356	356
555540-Mainframe computersaccessories	37									
555541-Camera equipment		700	700	700	700	Disabled	700	Disabled	1,400	1,400
555553-Computer software		306	306	306	306	Disabled	306	Disabled	612	612
555554-Computers & accessories		2,857	2,857	2,857	2,857	Disabled	2,857	Disabled	5,714	5,714
⊞ E80-Social Service Payments	16,884	8,392	8,392	8,392	8,392		8,392		16,784	16,784
⊞ E90-Administrative & Operating Expenses	17,237	51,812	51,812	51,812	51,812		51,812		103,624	103,624
Other Operating Expense	273,535	283,669	283,669	283,669	283,669		283,669		567,338	567,338
Expenditure	905,849	942,615	921,317	921,317	921,317		921,317		1,211,148	1,211,148

The column labeled Baseline Budget is where the agency will enter their base budget. This is the amount that is calculated based on the budget instructions. This will be the amount that an agency will start their budget at and that can be increased or reduced with change packages.

6.1 Expenditures - Accounts w... ⓘ

| v_ChangePackage
Base Package | Entity
12540-997 Department of Training | | Version
A01 | | | | | | |

	FY17	FY18	FY19	FY19	FY20		FY21		FY20	FY21
	Actual		Current Estimate	Baseline_Budget_		Package Status	Budget	Package Status	Budget	
	Base Package	Base Package	Base Package	Base Package	Base Package	Base Package	Base Package	Base Package	Change Package	Change Package
⊞ E11-Salaries and Wages	455,968	454,514	383,313	383,313	383,313		383,313		383,313	383,313
⊞ E12-Fringe Benefits	176,346	198,270	248,173	248,173	248,173		248,173		248,173	248,173
⊟ E13-Other Personal Services		6,162	6,162	6,162	6,162		6,162		12,324	12,324
519810-Temp Staffing Individual		6,162	6,162	6,162	6,162	Disabled	6,162	Disabled	12,324	12,324
Personal Services	632,314	658,946	637,648	637,648	637,648		637,648		643,810	643,810
⊞ E20-Utilities	222,739	167,278	167,278	167,278	167,278		167,278		334,556	334,556
⊞ E30-Contractual Services	3,103	13,350	13,350	13,350	13,350		13,350		26,700	26,700
⊞ E40-Supplies, Parts & Materials	13,120	36,257	36,257	36,257	36,257		36,257		72,514	72,514
⊟ E50-Equipment and Capital	452	6,580	6,580	6,580	6,580		6,580		13,160	13,160
555501-Office Equipment	350									
555514-Building & plant		81	81	81	81	Disabled	81	Disabled	162	162
555517-Engineering Testing Safety Eqp		1,973	1,973	1,973	1,973	Disabled	1,973	Disabled	3,946	3,946
555530-Radio & telephone equipment	20	207	207	207	207	Disabled	207	Disabled	414	414
555538-Landscaping equipment		278	278	278	278	Disabled	278	Disabled	556	556
555539-Shop equipment	45	178	178	178	178	Disabled	178	Disabled	356	356
555540-Mainframe computersaccessories	37									
555541-Camera equipment		700	700	700	700	Disabled	700	Disabled	1,400	1,400
555553-Computer software		306	306	306	306	Disabled	306	Disabled	612	612
555554-Computers & accessories		2,857	2,857	2,857	2,857	Disabled	2,857	Disabled	5,714	5,714
⊞ E80-Social Service Payments	16,884	8,392	8,392	8,392	8,392		8,392		16,784	16,784
⊞ E90-Administrative & Operating Expenses	17,237	51,812	51,812	51,812	51,812		51,812		103,624	103,624
Other Operating Expense	273,535	283,669	283,669	283,669	283,669		283,669		567,338	567,338
Expenditure	905,849	942,615	921,317	921,317	921,317		921,317		1,211,148	1,211,148

When the V_ChangePackage is the Base Package, then the numbers entered under the Baseline_Budget line should be carried over into the out years with the Package Status labeled as "Disabled".

6.1 Expenditures - Accounts w... ⓘ

v_ChangePackage	Entity		Version	
Base Package	12540-997 Department of Training		A01	

	FY17	FY18	FY19	FY19	FY20		FY21		FY20	FY21
	Actual	Actual	Current Estimate	Baseline_Budget_	Budget	Package Status	Budget	Package Status	Budget	Budget
	Base Package	Base Package	Base Package	Base Package	Base Package	Base Package	Base Package	Base Package	Change Package	Change Package
⊞ E11-Salaries and Wages	455,968	454,514	383,313	383,313	383,313		383,313		383,313	383,313
⊞ E12-Fringe Benefits	176,346	198,270	248,173	248,173	248,173		248,173		248,173	248,173
⊟ E13-Other Personal Services		6,162	6,162	6,162	6,162		6,162		12,324	12,324
519810-Temp Staffing Individual		6,162	6,162	6,162	6,162	Disabled	6,162	Disabled	12,324	12,324
Personal Services	632,314	658,946	637,648	637,648	637,648		637,648		643,810	643,810
⊞ E20-Utilities	222,739	167,278	167,278	167,278	167,278		167,278		334,556	334,556
⊞ E30-Contractual Services	3,103	13,350	13,350	13,350	13,350		13,350		26,700	26,700
⊞ E40-Supplies, Parts & Materials	13,120	36,257	36,257	36,257	36,257		36,257		72,514	72,514
⊟ E50-Equipment and Capital	452	6,580	6,580	6,580	6,580		6,580		13,160	13,160
555501-Office Equipment	350									
555514-Building & plant		81	81	81	81	Disabled	81	Disabled	162	162
555517-Engineering Testing Safety Eqp		1,973	1,973	1,973	1,973	Disabled	1,973	Disabled	3,946	3,946
555530-Radio & telephone equipment	20	207	207	207	207	Disabled	207	Disabled	414	414
555538-Landscaping equipment		278	278	278	278	Disabled	278	Disabled	556	556
555539-Shop equipment	45	178	178	178	178	Disabled	178	Disabled	356	356
555540-Mainframe computersaccessories	37									
555541-Camera equipment		700	700	700	700	Disabled	700	Disabled	1,400	1,400
555553-Computer software		306	306	306	306	Disabled	306	Disabled	612	612
555554-Computers & accessories		2,857	2,857	2,857	2,857	Disabled	2,857	Disabled	5,714	5,714
⊞ E80-Social Service Payments	16,884	8,392	8,392	8,392	8,392		8,392		16,784	16,784
⊞ E90-Administrative & Operating Expenses	17,237	51,812	51,812	51,812	51,812		51,812		103,624	103,624
Other Operating Expense	273,535	283,669	283,669	283,669	283,669		283,669		567,338	567,338
Expenditure	905,849	942,615	921,317	921,317	921,317		921,317		1,211,148	1,211,148

Entering Change Package Expenses

Purpose: To enter information for the Change packages enabled in Form 2, navigate from the Base Package to the change package that needs to be edited.

1. Click the box labeled V_ChangePackage

2. Select the Change Package, ensuring that the blue check mark is selected. Click "OK". You must select the "Go Arrow" to confirm your changes.

3. In the year you would like the budget adjustment to occur, go to that FY's Budget column and in the point you would like the adjustment to occur enter the amount you would like to change the base by. Verify that the Package Status column has each change labeled as "Enabled" If it is not then this change will not be calculated in the out year budget totals.

   a. You can enable or disable a change package in Form 2.1

6.1 Expenditures - Accounts w... ⓘ

v_ChangePackage	Entity		Version							
Current Change Package 01	12540-...aining		A01							

	FY17	FY18	FY19	FY19	FY20		FY21		FY20	FY21
	Actual		Current Estimate	Baseline_Budget_	Budget	Package Status	Budget	Package Status	Budget	
	Base Package	Base Package	Base Package	Base Package	Current Change Package 01	Current Change Package 01	Current Change Package 01	Current Change Package 01	Change Package	Change Package
⊞ E11-Salaries and Wages	455,968	454,514	383,313	383,313					383,313	383,313
⊞ E12-Fringe Benefits	176,346	198,270	248,173	248,173					248,173	248,173
⊟ E13-Other Personal Services		6,162	6,162	6,162	6,162		6,162		12,324	12,324
519810-Temp Staffing Individual		6,162	6,162	6,162	6,162	Enabled	6,162	Enabled	12,324	12,324
Personal Services	632,314	658,946	637,648	637,648	6,162		6,162		643,810	643,810
⊞ E20-Utilities	222,739	167,278	167,278	167,278	167,278		167,278		334,556	334,556
⊞ E30-Contractual Services	3,103	13,350	13,350	13,350	13,350		13,350		26,700	26,700
⊞ E40-Supplies, Parts & Materials	13,120	36,257	36,257	36,257	36,257		36,257		72,514	72,514
⊟ E50-Equipment and Capital	452	6,580	6,580	6,580	6,580		6,580		13,160	13,160
555501-Office Equipment	350									
555514-Building & plant		81	81	81	81	Enabled	81	Enabled	162	162
555517-Engineering Testing Safety Eqp		1,973	1,973	1,973	1,973	Enabled	1,973	Enabled	3,946	3,946
555530-Radio & telephone equipment	20	207	207	207	207	Enabled	207	Enabled	414	414
555538-Landscaping equipment		278	278	278	278	Enabled	278	Enabled	556	556
555539-Shop equipment	45	178	178	178	178	Enabled	178	Enabled	356	356
555540-Mainframe computersaccessories	37									
555541-Camera equipment		700	700	700	700	Enabled	700	Enabled	1,400	1,400
555553-Computer software		306	306	306	306	Enabled	306	Enabled	612	612
555554-Computers & accessories		2,857	2,857	2,857	2,857	Enabled	2,857	Enabled	5,714	5,714
⊞ E80-Social Service Payments	16,884	8,392	8,392	8,392	8,392		8,392		16,784	16,784
⊞ E90-Administrative & Operating Expenses	17,237	51,812	51,812	51,812	51,812		51,812		103,624	103,624
Other Operating Expense	273,535	283,669	283,669	283,669	283,669		283,669		567,338	567,338
Expenditure	905,849	942,615	921,317	921,317	289,831		289,831		1,211,148	1,211,148

The out year budget totals add every enabled change package together. Below shows Current Change Package 01 however the total shows both current change package 01 and 02 combined since both change packages are enabled.

6.1 Expenditures - Accounts w... ⓘ

v_ChangePackage	Entity	Version
Current Change Package 02	12540-997 Department of Training	A01

	FY17	FY18	FY19	FY19	FY20	FY20	FY21	FY21	FY20	FY21
	Actual	Actual	Current Estimate	Baseline_Budget_	Budget	Package Status	Budget	Package Status	Budget	Budget
	Base Package	Base Package	Base Package	Base Package	Current Change Package 02	Current Change Package 02	Current Change Package 02	Current Change Package 02	Change Package	Change Package
⊞ E11-Salaries and Wages	455,968	454,514	383,313	383,313					383,313	383,313
⊞ E12-Fringe Benefits	176,346	198,270	248,173	248,173					248,173	248,173
⊟ E13-Other Personal Services		6,162	6,162	6,162	1,000				13,324	12,324
519810-Temp Staffing Individual		6,162	6,162	6,162	1,000	Enabled			13,324	
Personal Services	632,314	658,946	637,648	637,648	1,000				644,810	643,810
⊞ E20-Utilities	222,739	167,278	167,278	167,278					334,556	334,556
⊞ E30-Contractual Services	3,103	13,350	13,350	13,350					26,700	26,700
⊞ E40-Supplies, Parts & Materials	13,120	36,257	36,257	36,257					72,514	72,514
⊟ E50-Equipment and Capital	452	6,580	6,580	6,580					13,160	13,160
555501-Office Equipment	350									
555514-Building & plant		81	81	81					162	162
555517-Engineering Testing Safety Eqp		1,973	1,973	1,973					3,946	3,946
555530-Radio & telephone equipment	20	207	207	207					414	414
555538-Landscaping equipment		278	278	278					556	556
555539-Shop equipment	45	178	178	178					356	356
555540-Mainframe computersaccessories	37									
555541-Camera equipment		700	700	700					1,400	1,400
555553-Computer software		306	306	306					612	612
555554-Computers & accessories		2,857	2,857	2,857					5,714	5,714
⊞ E80-Social Service Payments	16,884	8,392	8,392	8,392					16,784	16,784
⊞ E90-Administrative & Operating Expenses	17,237	51,812	51,812	51,812					103,624	103,624
Other Operating Expense	273,535	283,669	283,669	283,669					567,338	567,338
Expenditure	905,849	942,615	921,317	921,317	1,000				1,212,148	1,211,148

Transfer Expenses Out- This option should be used to properly reflect planned expense allocations to other funds via GL journal. This should not be used to reflect appropriation/funding transfers. (ex. 75XXXX in form 6.1)

Form 7- Funding Request

Purpose: Form 7 allows you to match the funding needed to cover the expenses that were entered in form 6.

Form 7 differs from form 5 in that form 5 is a detailed account of the revenue that an agency receives. Form 7 only matches the fund or funds of money to the expenses.

Form 7.1 will show only funding streams that are currently, or have been, in use in FY19 or FY20. For example, if you have a general fund that, per the budget bill, transfers funds into a dedicated fund then form 7.1 will show two funding streams; one for general fund and one for the dedicated fund.

In the funding forms, you are able to edit history to show exactly where funding came in from. For example, if you have a fund that receives Budget Bill transfers from multiple sources, you are able to key in the precise amounts of each transfer.
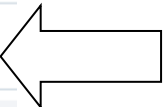
7.3 Enabling Funding Types: If a funding type is not available in form 7.1 or 7.2, you will have to manually enable the funding type. Multiple funding types can be enabled per budgeting level. An example would be a blended fund or a federal fund that receives state match.

Enabling Funding Types

1. In form 7.3, ensure that the budgeting level and version are correct. The funding type auto populates to the first funding type in the list.
2. Click the "Funding Type" cell.

3. The following dialog box will appear. Select a funding type by clicking through the prompts or using the search bar. Once you locate your funding type, make sure the blue check mark is selected and the click "Ok". Then hit the "Go Arrow" to confirm you changes.

There are 5 different funding stream types that can be used in form 7.

- o **General fund**: In form 7.1 or 7.2 this will be indicated by Gxxxxx. This means that funds will be appropriated into an agency general fund directly.
- o **Dedicated fund:** A dedicated fund is indicated by Dxxxxx. This means that funds will be appropriated into an agency dedicated fund from that dedicated funds own source.
- o **Federal fund:** A federal fund will appear as Fxxxxx. This means that federal funds will be used and appropriated into a federal account.
- o **Local fund:** A local fund is denoted as Lxxxxx.
- o **Transfer fund:** A transfer is denoted as Xxxxxx or Txxxx
    - ▪ TXO, indicated by Xxxxx, stands for transfer expenditures out. This can be used by expenses in a fund will not be supported by the appropriation and are expected to be transferred into another fund.
    - ▪ TFI, indicated by Txxxx, and stands for transfer funding in. This is used when funding is appropriated to another fund and transferred into a different fund.
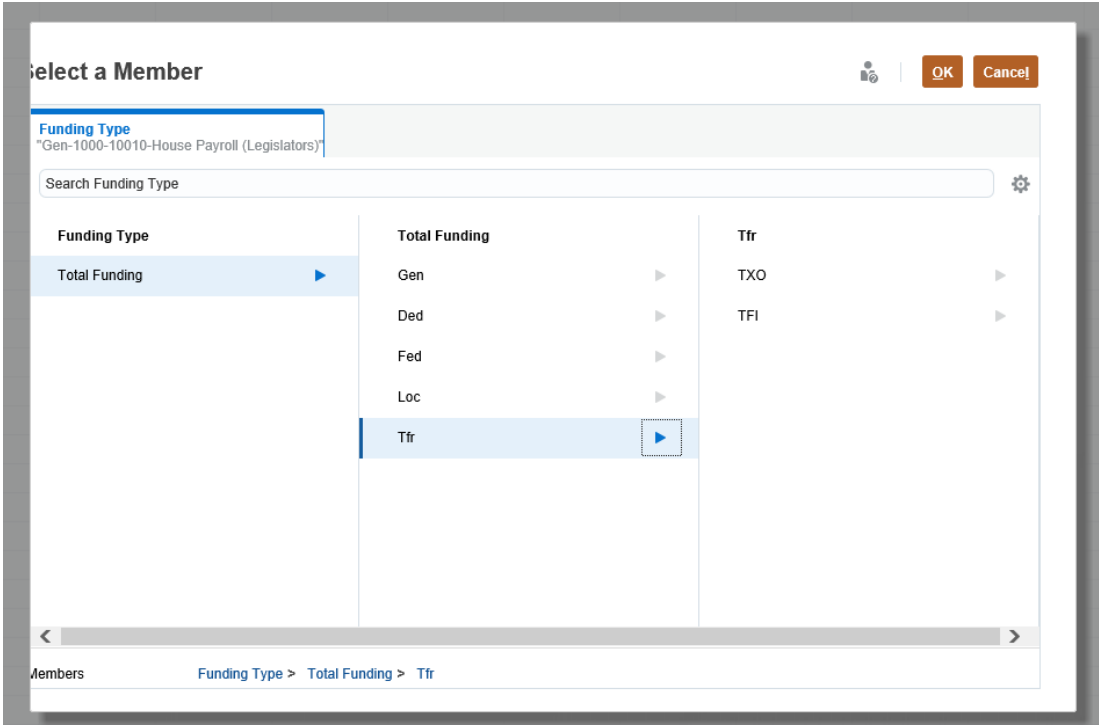
4. Next you will need to select "Enable" from the drop down box. Then click "Save".
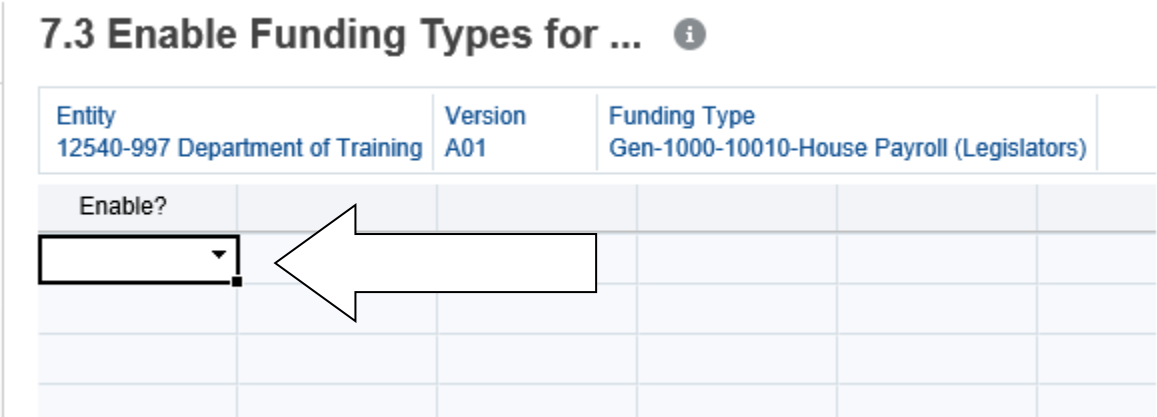
5. Once all needed funding types are enabled go to form 7.1 or 7.2, whichever is applicable to match up your funding information with the expenses.

In forms 7.1 and 7.2, enter the breakdown of how the expenses will be funded. The line labeled "Total Funding and Transferred Funds" will add up all funding types that have been entered into that point. In the below example for account 911990, $383,313 will be funded through G12540. Since this is the only funding stream the total funding equals $383,313.

The line labeled "No Funding Type" is the amount of expenses that need to be funded. This information is pulled from Form 6. The "Total Funding and Transferred Funds" line should equal the "No Funding Type" line.

7.1 Funding - Accounts with D... ⓘ

v_ChangePackage Current Change Package 01	Entity 12540-997 Department of Training	Version A01

		FY17	FY18	FY19	FY19	FY20		FY21		FY20	FY21
		Actual		Current Estimate	Baseline_Budge	Budget	Package Status	Budget	Package Status	Budget	
		Base Package	Base Package	Base Package	Base Package	Current Change Package 01	Current Change Package 01	Current Change Package 01	Current Change Package 01	Change Package	Change Package
911990-SAL&WAG	G12540	455,968	454,514	383,313	383,313					383,313	383,313
	Total Funding and Transferred Funds	455,968	454,514	383,313						383,313	383,313
E11-Salaries and Wages	No Funding Type	455,968	454,514	383,313	383,313					383,313	383,313
912990-FRI_BEN	G12540	176,346	198,270	248,173	248,173					248,173	248,173
	Total Funding and Transferred Funds	176,346	198,270	248,173	248,173					248,173	248,173
E12-Fringe Benefits	No Funding Type	176,346	198,270	248,173	248,173					248,173	248,173
913990-OTH_PS	G12540		6,162	6,162	6,162					6,162	6,162
	Total Funding and Transferred Funds		6,162	6,162	6,162					6,162	6,162
E13-Other Personal Services	No Funding Type		6,162	6,162	6,162	6,162		6,162		13,324	12,324
Funding - Personal Services	G12540	632,314	658,946	637,648	637,648					637,648	637,648
	Total Funding and Transferred Funds	632,314	658,946	637,648	637,648					637,648	637,648
Personal Services	No Funding Type	632,314	658,946	637,648	637,648	6,162		6,162		644,810	643,810
920990-UTIL	G12540	222,739	167,278	167,278	167,278					167,278	167,278
	Total Funding and Transferred Funds	222,739	167,278	167,278	167,278					167,278	167,278
E20-Utilities	No Funding Type	222,739	167,278	167,278	167,278	167,278		167,278		334,556	334,556
930990-CONTRCTS	G12540	3,103	13,350	13,350	13,350					13,350	13,350
	Total Funding and Transferred Funds	3,103	13,350	13,350	13,350					13,350	13,350
E30-Contractual Services	No Funding Type	3,103	13,350	13,350	13,350	13,350		13,350		26,700	26,700
940990-MAT&SUPP	G12540	13,120	36,257	36,257	36,257					36,257	36,257
	Total Funding and Transferred Funds	13,120	36,257	36,257	36,257					36,257	36,257
E40-Supplies, Parts & Materials	No Funding Type	13,120	36,257	36,257	36,257	36,257		36,257		72,514	72,514
950990-EQP&CAP	G12540	452	6,580	6,580	6,580					6,580	6,580
	Total Funding and Transferred Funds	452	6,580	6,580	6,580					6,580	6,580
E50-Equipment and Capital	No Funding Type	452	6,580	6,580	6,580	6,580		6,580		13,160	13,160

Similar to Form 6, information for current year expenses, the base, and all change packages must be entered.

You must navigate between the base package and all change packages to balance all expenses with the correct funding. All enabled funding types will be available for the base package and all change packages. You will be able to see the total funding for the base package and all change packages on the columns to the far right.

7.1 Funding - Accounts with D... ⓘ

| v_ChangePackage Current Change Package 01 | Entity 12540-997 Department of Training | Version A01 |

		FY17 Actual Base Package	FY18 Actual Base Package	FY19 Current Estimate Base Package	FY19 Baseline_Budge Base Package	FY20 Budget Current Change Package 01	FY20 Package Status Current Change Package 01	FY21 Budget Current Change Package 01	FY21 Package Status Current Change Package 01	FY20 Budget Change Package	FY21 Budget Change Package
911990-SAL&WAG	G12540	455,968	454,514	383,313	383,313					383,313	383,313
	Total Funding and Transferred Funds	455,968	454,514	383,313	383,313					383,313	383,313
E11-Salaries and Wages	No Funding Type	455,968	454,514	383,313	383,313					383,313	383,313
912990-FRI_BEN	G12540	176,346	198,270	248,173	248,173					248,173	248,173
	Total Funding and Transferred Funds	176,346	198,270	248,173	248,173					248,173	248,173
E12-Fringe Benefits	No Funding Type	176,346	198,270	248,173	248,173					248,173	248,173
913990-OTH_PS	G12540		6,162	6,162	6,162					6,162	6,162
	Total Funding and Transferred Funds		6,162	6,162	6,162					6,162	
E13-Other Personal Services	No Funding Type		6,162	6,162	6,162	2		6,162		13,324	12,324
Funding - Personal Services	G12540	632,314	658,946	637,648	637,648					637,648	637,648
	Total Funding and Transferred Funds	632,314	658,946	637,648	637,648					637,648	637,648
Personal Services	No Funding Type	632,314	658,946	637,648	637,648	6,162		6,162		644,810	643,810
920990-UTIL	G12540	222,739	167,278	167,278	167,278					167,278	167,278
	Total Funding and Transferred Funds	222,739	167,278	167,278	167,278					167,278	167,278
E20-Utilities	No Funding Type	222,739	167,278	167,278	167,278	167,278		167,278		334,556	334,556
930990-CONTRCTS	G12540	3,103	13,350	13,350	13,350					13,350	13,350
	Total Funding and Transferred Funds	3,103	13,350	13,350	13,350					13,350	13,350
E30-Contractual Services	No Funding Type	3,103	13,350	13,350	13,350	13,350		13,350		26,700	26,700
940990-MAT&SUPP	G12540	13,120	36,257	36,257	36,257					36,257	36,257
	Total Funding and Transferred Funds	13,120	36,257	36,257	36,257					36,257	36,257
E40-Supplies, Parts & Materials	No Funding Type	13,120	36,257	36,257	36,257	36,257		36,257		72,514	72,514
950990-EQP&CAP	G12540	452	6,580	6,580	6,580					6,580	6,580
	Total Funding and Transferred Funds	452	6,580	6,580	6,580					6,580	6,580
E50-Equipment and Capital	No Funding Type	452	6,580	6,580	6,580	6,580		6,580		13,160	13,160

If after all funding has been entered and the "Expenditure" row is highlighted red then you know all expenses have not been funded. Each red cell indicates that there is something out of balance in the column.

Below you will see four red cells. This is because current change package 01 has not been funded in the out years. This will throw off the end balance found in the out years budget column.

7.1 Funding - Accounts with D... ⓘ

| v_ChangePackage Current Change Package 01 | Entity 12540-997 Department of Training | Version A01 |

		FY17 Actual Base Package	FY18 Actual Base Package	FY19 Current Estimate Base Package	FY19 Baseline_Budge Base Package	FY20 Budget Current Change Package 01	FY20 Package Status Current Change Package 01	FY21 Budget Current Change Package 01	FY21 Package Status Current Change Package 01	FY20 Budget Change Package	FY21 Budget Change Package
E20-Utilities	No Funding Type	222,739	167,278	167,278	167,278	167,278		167,278		334,556	334,556
930990-CONTRCTS	G12540	3,103	13,350	13,350	13,350					13,350	13,350
	Total Funding and Transferred Funds	3,103	13,350	13,350	13,350					13,350	13,350
E30-Contractual Services	No Funding Type	3,103	13,350	13,350	13,350	13,350		13,350		26,700	26,700
940990-MAT&SUPP	G12540	13,120	36,257	36,257	36,257					36,257	36,257
	Total Funding and Transferred Funds	13,120	36,257	36,257	36,257					36,257	36,257
E40-Supplies, Parts & Materials	No Funding Type	13,120	36,257	36,257	36,257	36,257		36,257		72,514	72,514
950990-EQP&CAP	G12540	452	6,580	6,580	6,580					6,580	6,580
	Total Funding and Transferred Funds	452	6,580	6,580	6,580					6,580	6,580
E50-Equipment and Capital	No Funding Type	452	6,580	6,580	6,580	6,580		6,580		13,160	13,160
980990-SOC_SVC	G12540	16,884	8,392	8,392	8,392					8,392	8,392
	Total Funding and Transferred Funds	16,884	8,392	8,392	8,392					8,392	8,392
E80-Social Service Payments	No Funding Type	16,884	8,392	8,392	8,392	8,392		8,392		16,784	16,784
990990-ADMIN	G12540	17,237	51,812	51,812	51,812					51,812	51,812
	Total Funding and Transferred Funds	17,237	51,812	51,812	51,812					51,812	51,812
E90-Administrative & Operating Expenses	No Funding Type	17,237	51,812	51,812	51,812	51,812		51,812		103,624	103,624
Funding - Other Operating Expense	G12540	273,535	283,669	283,669	283,669					283,669	283,669
	Total Funding and Transferred Funds	273,535	283,669	283,669	283,669					283,669	283,669
Other Operating Expense	No Funding Type	273,535	283,669	283,669	283,669	283,669		283,669		567,338	567,338
Funding	G12540	905,849	942,615	921,317	921,317					921,317	921,317
	Total Funding and Transferred Funds	905,849	942,615	921,317	921,317					921,317	921,317
Expenditure	No Funding Type	905,849	942,615	921,317	921,317	288,831		288,831		1,212,148	1,211,148

If only the last two columns are in red, then the funding error can be found in another change package than the one you are reviewing.

Once the cell is no longer red then all expenditures are fully funded and considered "in-balance".

Do not forget to also balance the Base Package as well as all change packages regardless of if they are enabled or disabled. If you have difficulty locating an unbalanced cell, form 9.1 will also denote any discrepancies.

Form 9-Validation and Version Copy

Purpose: Form 9 is used to view all of the information that you have entered into the previous forms and review the final product of a budgeting level. Form 9 is also used to copy a budgeting level or an entire agency from one version to another.

9.1: Validation: Form 9.1 shows all information rolled into one place. If forms 6 and 7 do not match, the section that is "out of balance" will be shown in red.

A budgeting level is out of balance when funding does not equal expenses. You will need to make changes to Form 6, Form 7, or both to correct the imbalance.

Imbalances also result when funding is not properly matched to expenditures. For example, if there are $50,000 in expenses for E30-Contracutual Services on Form 6 and $50,000 in funding for E40-Supplies, Parts & Materials, the budgeting level will be out of balance.

Form 9.1 Validated (In Balance)

9.1 Validation ⓘ

Entity	Version
12540-997 Department of Training	A02

		FY21	FY21	FY22	FY23	FY22	FY23
		Current Estimate	Baseline_Budget_	Budget		Budget	
		Bas Pk	Bas Pk	Base plus Change Packages	Base plus Change Packages	New 10	New 10
911990-SAL&WAG	Total Funding and Transferred Funds						
E11-Salaries and Wages	No Funding Type						
912990-FRI_BEN	Total Funding and Transferred Funds						
E12-Fringe Benefits	No Funding Type						
913990-OTH_PS	Total Funding and Transferred Funds	100,000	100,000	100,000	100,000	100,000	100,000
E13-Other Personal Services	No Funding Type	100,000	100,000	100,000	100,000	100,000	100,000
Personal Services	No Funding Type	100,000	100,000	100,000	100,000	100,000	100,000
920990-UTIL	Total Funding and Transferred Funds						
E20-Utilities	No Funding Type						
930990-CONTRCTS	Total Funding and Transferred Funds	50,000	50,000	50,000	50,000	50,000	50,000
E30-Contractual Services	No Funding Type	50,000	50,000	50,000	50,000	50,000	50,000
940990-MAT&SUPP	Total Funding and Transferred Funds	5,000	5,000	5,000	5,000	5,000	5,000
E40-Supplies, Parts & Materials	No Funding Type	5,000	5,000	5,000	5,000	5,000	5,000
950990-EQP&CAP	Total Funding and Transferred Funds						
E50-Equipment and Capital	No Funding Type						
960990-DISTRIBS	Total Funding and Transferred Funds						
E60-Distributions to Local Governments	No Funding Type						
970990-GRANTS	Total Funding and Transferred Funds						
E70-Grants	No Funding Type						
980990-SOC_SVC	Total Funding and Transferred Funds						
E80-Social Service Payments	No Funding Type						
990990-ADMIN	Total Funding and Transferred Funds	10,000	10,000	10,000	10,000	10,000	10,000
E90-Administrative & Operating Expenses	No Funding Type	10,000	10,000	10,000	10,000	10,000	10,000
900990-Transfer	Total Funding and Transferred Funds						
E00-Transfer	No Funding Type						
Other Operating Expense	No Funding Type						

Form 9.1 Not Validated (Out of Balance)

9.1 Validation ⓘ

Entity 12540-997 Department of Training	Version A02

		FY21 Current Estimate Bas Pk	FY21 Baseline_Budget_ Bas Pk	FY22 Budget Base plus Change Packages	FY23 Budget Base plus Change Packages	FY22 Budget New 10	FY23 Budget New 10
911990-SAL&WAG	Total Funding and Transferred Funds						
E11-Salaries and Wages	No Funding Type						
912990-FRI_BEN	Total Funding and Transferred Funds						
E12-Fringe Benefits	No Funding Type						
913990-OTH_PS	Total Funding and Transferred Funds	100,000				100,000	100,000
E13-Other Personal Services	No Funding Type	100,000	100,000	100,000	100,000	100,000	100,000
Personal Services	No Funding Type	100,000	100,000	100,000	100,000	100,000	100,000
920990-UTIL	Total Funding and Transferred Funds						
E20-Utilities	No Funding Type						
930990-CONTRCTS	Total Funding and Transferred Funds	50,000	50,000	50,000	50,000	50,000	50,000
E30-Contractual Services	No Funding Type	50,000	50,000	50,000	50,000	50,000	50,000
940990-MAT&SUPP	Total Funding and Transferred Funds	5,000	5,000	5,000	5,000	5,000	5,000
E40-Supplies, Parts & Materials	No Funding Type	5,000	5,000	5,000	5,000	5,000	5,000
950990-EQP&CAP	Total Funding and Transferred Funds						
E50-Equipment and Capital	No Funding Type						
960990-DISTRIBS	Total Funding and Transferred Funds						
E60-Distributions to Local Governments	No Funding Type						
970990-GRANTS	Total Funding and Transferred Funds						
E70-Grants	No Funding Type						
980990-SOC_SVC	Total Funding and Transferred Funds						
E80-Social Service Payments	No Funding Type						
990990-ADMIN	Total Funding and Transferred Funds	10,000	10,000	10,000	10,000	10,000	10,000
E90-Administrative & Operating Expenses	No Funding Type	10,000	10,000	10,000	10,000	10,000	10,000
900990-Transfer	Total Funding and Transferred Funds						
E00-Transfer	No Funding Type						
Other Operating Expense	No Funding Type						

Form 9.1 also shows all created change packages but only the change packages that are enabled will be calculated in the totals.

Form 9.1 Validated with Active Change Package

9.1 Validation ⓘ

Entity 12540-997 Department of Training	Version A02

		FY21 Current Estimate Bas Pk	FY21 Baseline_Budget_ Bas Pk	FY22 Budget Base plus Change Packages	FY23 Budget Base plus Change Packages	FY22 Budget New 10	FY23 Budget New 10
911990-SAL&WAG	Total Funding and Transferred Funds						
E11-Salaries and Wages	No Funding Type						
912990-FRI_BEN	Total Funding and Transferred Funds						
E12-Fringe Benefits	No Funding Type						
913990-OTH_PS	Total Funding and Transferred Funds	100,000	100,000	150,000	150,000	50,000	50,000
E13-Other Personal Services	No Funding Type	100,000	100,000	150,000	150,000	50,000	50,000
Personal Services	No Funding Type	100,000	100,000	150,000	150,000	50,000	50,000
920990-UTIL	Total Funding and Transferred Funds						
E20-Utilities	No Funding Type						
930990-CONTRCTS	Total Funding and Transferred Funds	50,000	50,000	50,000	50,000		
E30-Contractual Services	No Funding Type	50,000	50,000	50,000	50,000		
940990-MAT&SUPP	Total Funding and Transferred Funds	5,000	5,000	5,000	5,000		
E40-Supplies, Parts & Materials	No Funding Type	5,000	5,000	5,000	5,000		
950990-EQP&CAP	Total Funding and Transferred Funds						
E50-Equipment and Capital	No Funding Type						
960990-DISTRIBS	Total Funding and Transferred Funds						
E60-Distributions to Local Governments	No Funding Type						
970990-GRANTS	Total Funding and Transferred Funds						
E70-Grants	No Funding Type						
980990-SOC_SVC	Total Funding and Transferred Funds						
E80-Social Service Payments	No Funding Type						
990990-ADMIN	Total Funding and Transferred Funds	10,000	10,000	10,000	10,000		
E90-Administrative & Operating Expenses	No Funding Type	10,000	10,000	10,000	10,000		
900990-Transfer	Total Funding and Transferred Funds						
E00-Transfer	No Funding Type						
Other Operating Expense	No Funding Type						

9.2: Version Copy:

This form allows you to copy a budgeting level or an entire business unit to another version.

Please note that when copying budgeting levels you be prompted to enter information (e.g. the version and budget level information) twice. Once when copying point 1 data and again when copying points 2-9 data.

A version can only be copied when it has been validated (in balance).

It is imperative that the copying instructions are followed step by step. If copied incorrectly, you may lose all of the data that you input.

If you are concerned about losing data, you can export your data as a spreadsheet to excel before copying.

How to Copy a Budgeting Level or a Business Unit

After clicking into Form 9.2, select the budgeting level or business unit and version that you want to copy. After making your selections, you **MUST** hit the "Go" arrow to confirm your changes.

If a budgeting level or business unit is in balance, Form 9.2 will display the result below.
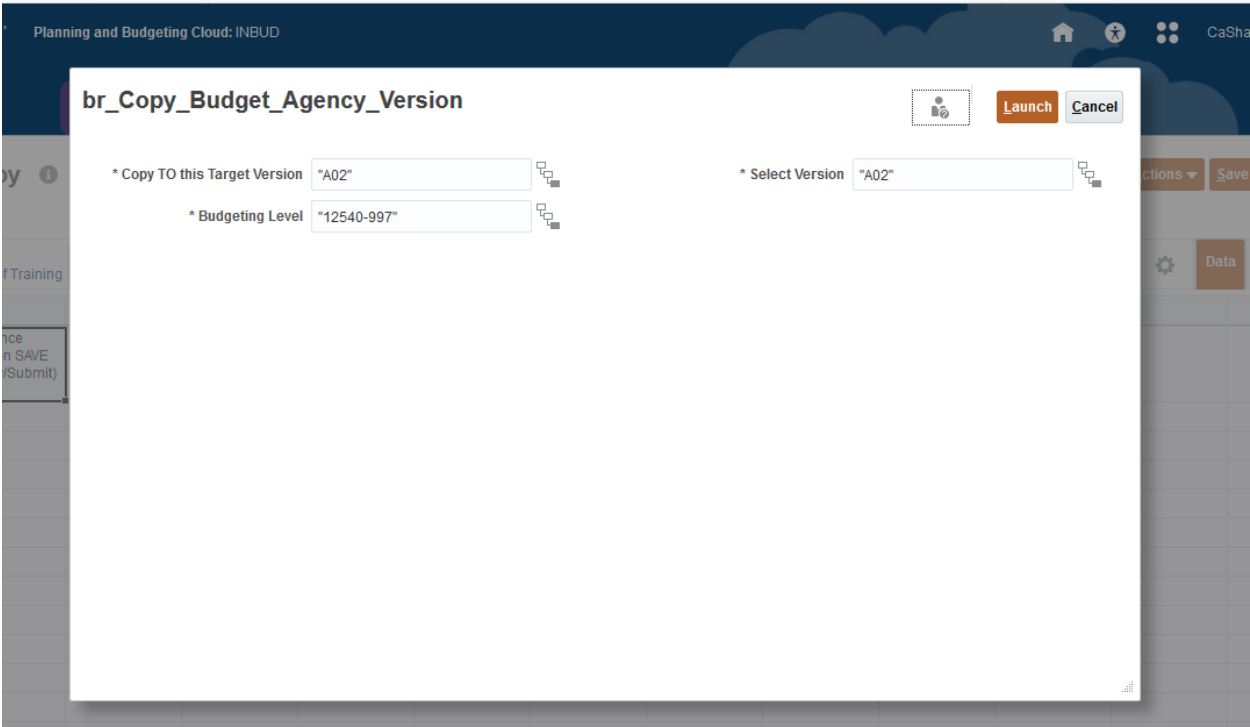

If a version is not balanced, Form 9.2 will display the result below. Please refer to the previous section regarding how to balance a budgeting level.

9.2 Version Copy ⓘ

Entity	Version	
12540-997 Department of Training	A02	

Validation	Not In Balance		

1. Once a version is validated, click on the SAVE button in the upper right hand corner of the screen to begin the copying process. You will see this screen:

br_Copy_Budget_Agency_Version

Launch Cancel

* Copy TO this Target Version "A02"   * Select Version "A02"

* Budgeting Level "12540-997"

Select Version: The version you are copying **FROM.**

Target Version: The version you are copying **TO.**

Budgeting Level: Select a single budgeting level OR entire business unit that you want to copy.

Examples: 12540-997 Department of Training; BU00997- Department of Training

2. You can change each of these cells by either typing in the information or by clicking icon to the right of each cell and selecting your information from the drop down menu.

3. Verify the "Select Version", "Target Version", and "Budgeting Level" are correct.

4. Click "Launch."

br_Copy_Budget_Agency_Version   Launch   Cancel

* Copy TO this Target Version   "A10"   * Select Version   "A02"

* Budgeting Level   "12540-997"

5. A second prompt will appear. Repeat steps 2 and 3 to add the budgeting level or business unit and versions. Verify the "Select Version", "Target Version" and "Budgeting Level" are correct.

6. Click "Launch." again.

Verifying Information was Copied Correctly

There are a few ways to verify that the budgeting level or business unit was copied correctly. You can return to Form 9.1 to check validation. The source version and target version should match.

The 002A-Agency Version Comparison report or the 005A- Agency Version Comparison report allows you to compare 2 versions by agency. Please refer to page 44 for how to run reports.
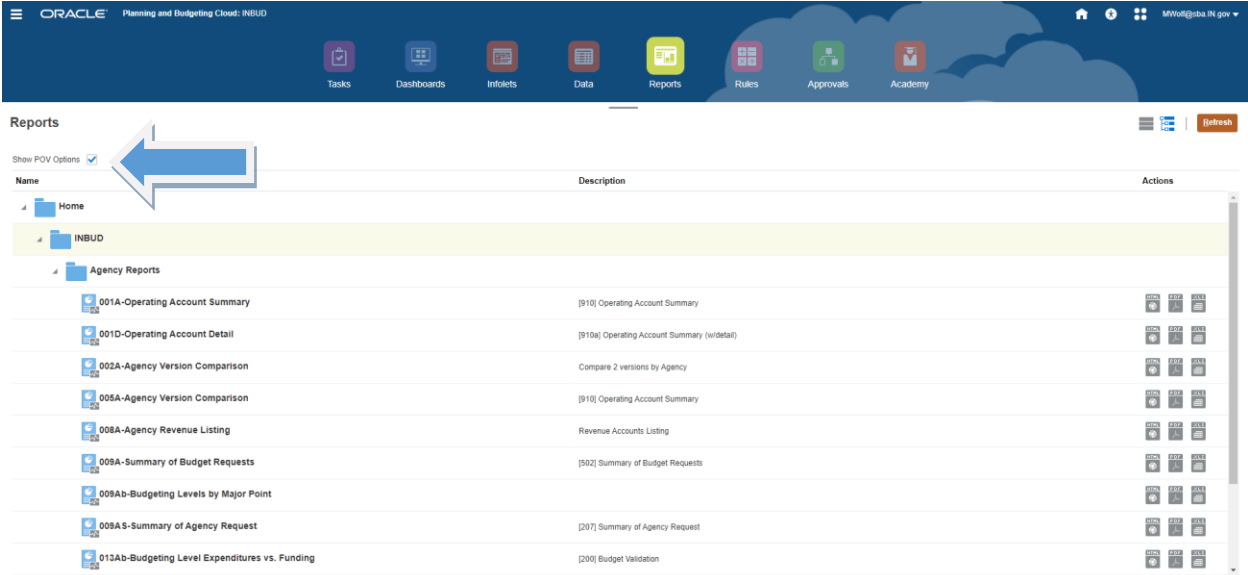
Reports

Reports are used to view data in a variety of ways in Hyperion.

Reports are accessed from the home screen of Hyperion.
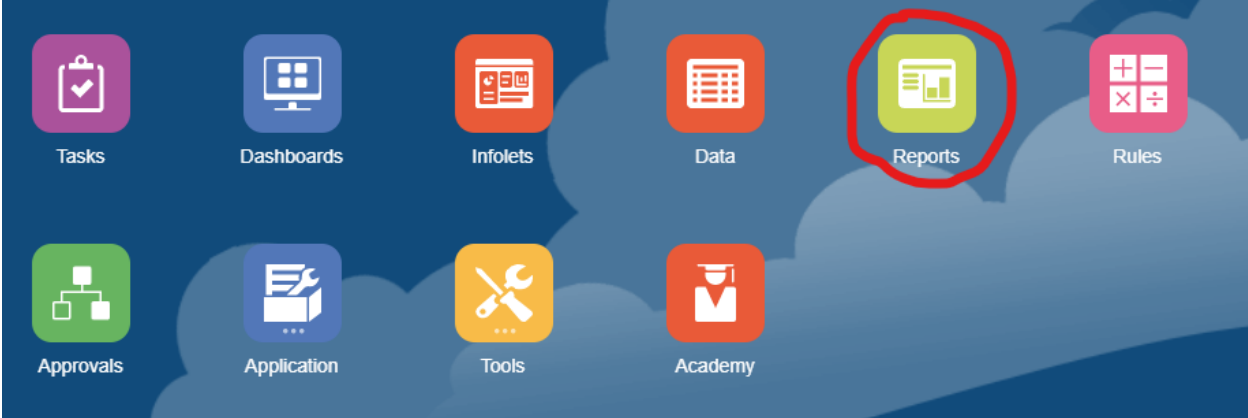
After clicking the Reports button, expand the INBUD folder, and then expand the Agency Reports folder.

Before running reports, turn off your pop-up blocker and deselect "Show POV Options."

Reports can be run to HTML or can be exported as PDF or Excel documents.

To run a report, select the report by clicking on the corresponding HTML, PDF, or Excel button on the right side of the screen.

A prompt will appear requiring one or more budgeting level and one version.
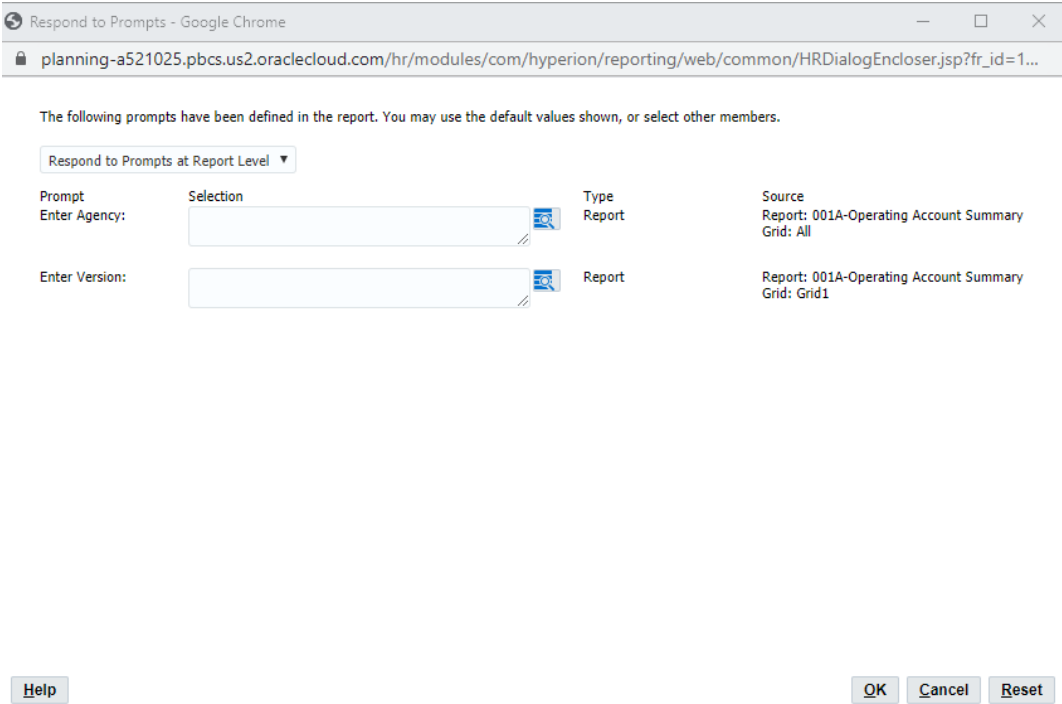
To select an agency, click on the magnifying glass next to the vacant agency field.
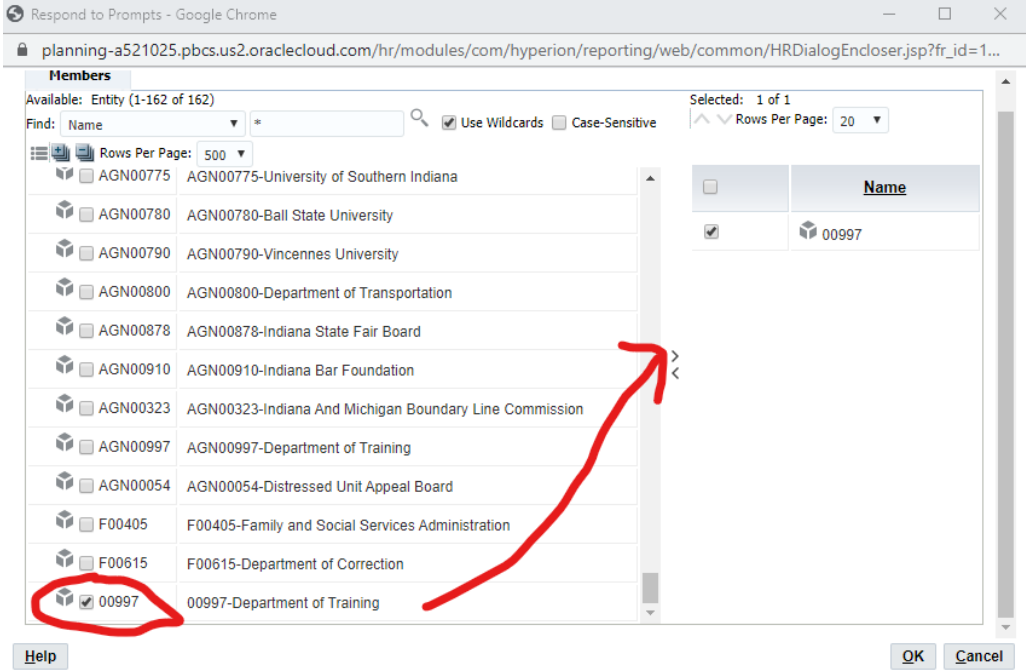

Scroll to the agency you wish to select and click on the dialog box to the left. Once the checkbox appears, click on the right facing arrow to add that agency to the report and select "ok."

To select a version, click the magnifying glass next to the vacant version field.
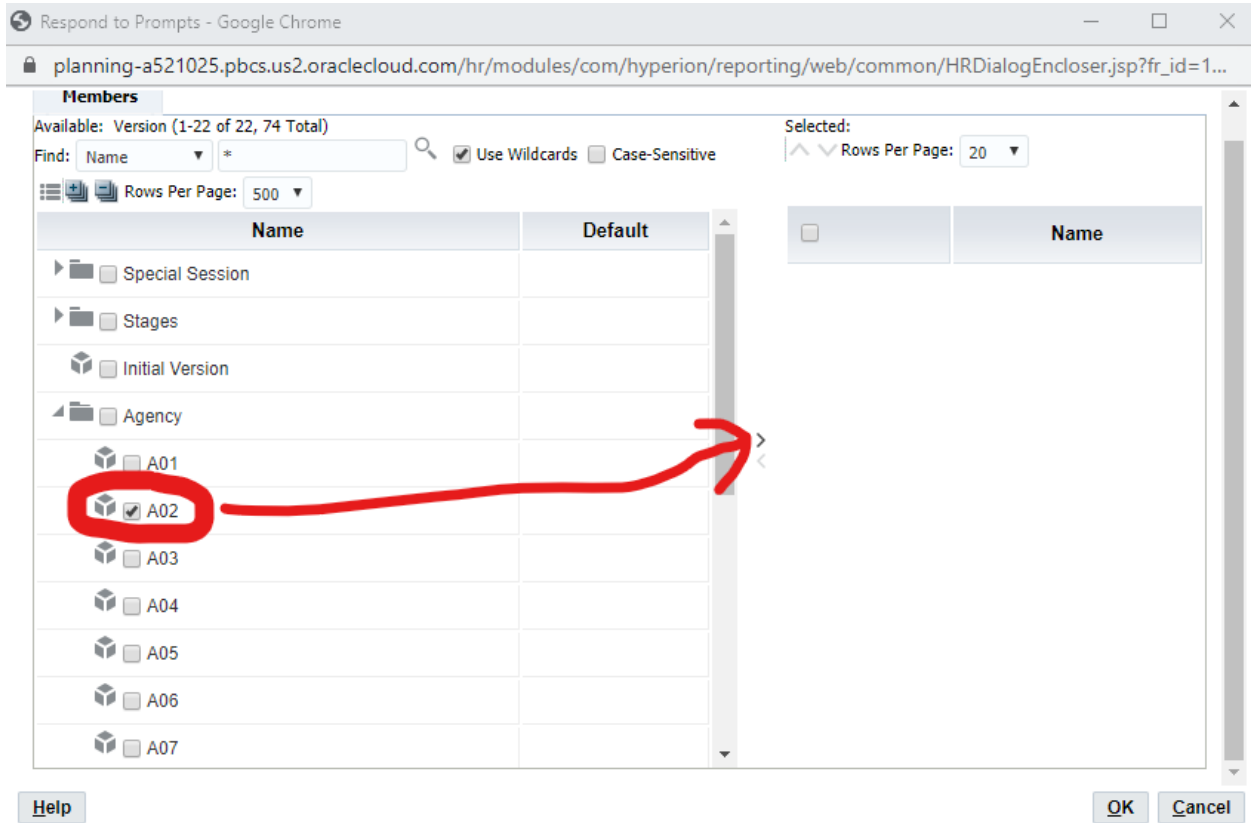
Scroll to the version you wish to select and click the dialog box to the left. Once the checkbox appears, click on the right facing arrow to add that version to the report and select "ok."
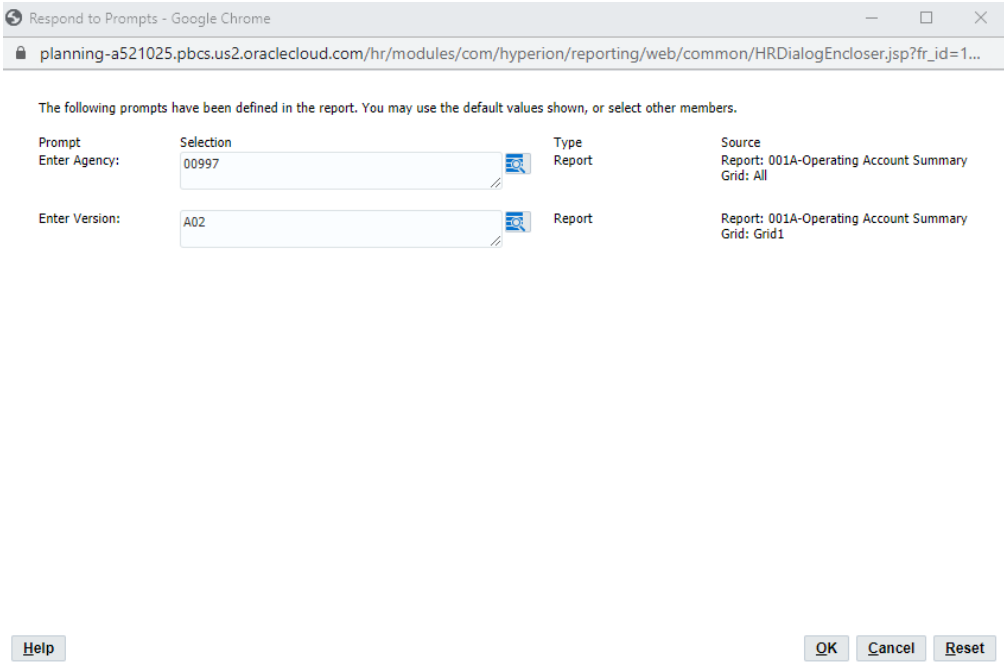
Once both fields have been filled out, click "OK" to run the report.

Helpful Reports

001A-Operating Account Summary

This report is used to view all budgeting levels with an agency and includes prior year actuals, the current year appropriation, the current year estimate, the base, and the proposed budgets for the out years.

*Note this image does not show actual or appropriation amounts. If Hyperion had that data, it would be included.

002A- Agency Version Comparison

This report will allow you to compart two versions of your agencies budget.

008A- Agency Revenue Listing

This report will give you a detailed account of all entered revenue information.

013Abd Budgeting Level Validation- Imbalances

This report provides a detailed breakdown of all expenses vs. the funding types for a single budgeting level. This report can be useful to quickly locate any imbalances in forms 6 or 7.

017A-Agency Change Package

This report shows all change packages the agency has entered and includes the change package title, the change package amounts for the out years, as well as the enabled amounts for the out years.

Change Package Listing

Version: A10				Budget			
			Change Package Title	Package		Enabled	
				FY22	FY23	FY22	FY23
12540-997 Department of Training	New 10	G-1000		50,000	50,000	50,000	50,000

Export In Query-Ready Mode

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017Ae-Enabled Agency Change Package

This report will only show change packages that have been enabled.

017Aed- Enabled Agency Change Page Descriptions

This report will show all enabled change packages along with the descriptions that were entered in Form 2.1 Change Packages.

024A-Agency Capital Project Report

This report shows all agency capital project requests including type, priority, title, funding source, and requested funding amounts.

Version: A02

Biennium Capital Project Report

Page: C9970-997 Training Department ▼

	A02	A02		A02	A02	A02
				FY22	FY23	Biennium
	Agency Priority	Project Title		Funding	Funding	Funding
PM 01	0	Preventive Maintenance	D30501	15,000	15,000	30,000
PM			D30501	**15,000**	**15,000**	**30,000**
RR 05	1	Training Center Roof Replacement	D99376	100,000	0	100,000
R&R			D99376	**100,000**	**0**	**100,000**
Construction Projects				**115,000**	**15,000**	**130,000**

Export In Query-Ready Mode