2023

# Hyperion User Guide

FY24/FY25 BIENNIAL BUDGET DEVELOPMENT INDIANA STATE BUDGET AGENCY

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#### 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:

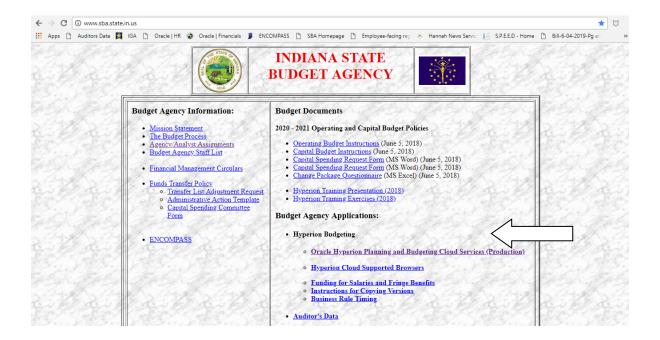
http://www.sba.state.in.us

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"

ORACLE' Planning and Budgeting Cloud: INBUD		
		User Preferences
Preferences		
General	General	
Display	Profile	
Notifications		Time Zone (UTC-04:00) F
Ad Hoc Options	С	Language English
User Variables		Profile Image Browse
7 Reports	CaSharp@sba.in.gov	Supported for
Form Printing	Alias Setting	

- 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.

	User Pre	ferences	
User Variables	_	_	Save
Dimension	User Variable	Member	
Entity	Agency	mennoer	C.
Change Package	Project Package	LI Project 03	
Change Package	v_ChangePackage	Base 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.

	User Preferences			
Select a Member			Save	
Search Change Package  Change Package  Current Services Packages  New Services Packages  Construction Projects  Current and New Services Pack  Current and New Services Pack		<i>‡</i>	644 644 644	2

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.

FY17	FY18	FY19	FY19	FY20	)	FY21	l
Actua	al 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
19,758	15,610	16,394	16,394	16,394		16,394	
1,512	1,194	1,254	1,254	1,254		1,254	
21,270	16,804	17,648	17,648	17,648		17,648	
16,457	4,723						
7,494	16,816						
23,951	21,539						
45,221	38,343	17,648	17,648	17,648		17,648	
	Actua Base Package 19,758 1,512 21,270 16,457 7,494 23,951	Actual           Base Package         Base Package           19,758         15,610           1,512         1,194           21,270         16,804           16,457         4,723           7,494         16,816           23,951         21,539	Actual         Current Estimate           Base Package         Base Package         Base Package           19,758         15,610         16,394           1,512         1,194         1,254           21,270         16,804         17,648           16,457         4,723         1           7,494         16,816         1           23,951         21,539         1	Actual         Current Estimate         Baseline_Budget           Base Package         Base Package         Base Package         Base Package           19,758         15,610         16,394         16,394           1,512         1,194         1,254         1,254           21,270         16,804         17,648         17,648           16,457         4,723             7,494         16,816             23,951         21,539	Actual         Current Estimate         Baseline_Budget         Budget           Base Package         Base Package         Base Package         Base Package         Base Package         Base Package           19,758         15,610         16,394         16,394         16,394           1,512         1,194         1,254         1,254         1,254           21,270         16,804         17,648         17,648         17,648           16,457         4,723         -         -         -           7,494         16,816         -         -         -           23,951         21,539         -         -         -	ActualCurrent EstimateBaseline_BudgetBudgetPackage StatusBase PackageBase PackageBase PackageBase PackageBase PackageBase Package19,75815,61016,39416,39416,3941,5121,1941,2541,2541,25421,27016,80417,64817,64817,64816,4574,7237,49416,81623,95121,539	ActureCurrent EstimateBaseline_BudgetBudgetPackageBudgetBase PackageBase PackageBase PackageBase PackageBase PackageBase PackageBase PackageBase Package19,75815,61016,39416,39416,39416,3941,5121,1941,2541,2541,2541,25421,27016,80417,64817,64817,64817,64816,6574,7237,49416,81623,95121,539

#### 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.

ORACLE <sup>®</sup> Planning and Budgeting Cloud: INBUD	Tasks Dashboards	Infolets Data	Reports Rules	Approvais
Data Entry		-	_	
Search 🔍 📄 Library 🕆 All Types				
Name		Description		
Library				
▶ 1. Staffing				
> 2. Change Package				
▶ 4. Construction				
▶ 5. Revenue				
6. Expenditure				
6.1 Expenditures - Accounts with Data Only				
6.2 Expenditures - All Possible Accounts				
> 7. Funding				
9. Validation & Version Copy				
▶ Other				

#### **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.

Rudgeting Level Types	Evennle
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	43120-800 Public Mass Transportation
the fund.	
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	00800- Department of Transportation
budget information you may use it to copy all of an	
agencies information verses copying individuals funds.	
Budgeting Level- Capital	
Budgeting levels that are specific to the capital section	
of the budget will begin with C. These budgeting levels	C8000-800 Department of Transportation- Buildings and Grounds
do not match up with the fund number in PeopleSoft.	

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	А	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	Н	10
House Passed	House Passed	1
Senate Action	S	10
Senate Passed	Senate Passed	1
Conference Committee Action	С	10
Conference Passed	<b>Conference Passed</b>	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.

Entity 48190-997	Version A02							
			Position Job Code	Position Name	Employee Number	Employee Name	Hire Date	Position Start Dat
<b>⊞ SA00997</b>	-Departmen	t of Training	•					
Total Existi	ng Position	s						

1. To navigate between a budgeting level or version, click the entity or version in the top lefthand corner.

)	Position Name	Employee Number	Employee Name	Hire Date	Position Start Date	Position End Date	Status	Base Flag	Headcount	FT/PT	Pay Periods Worked	Retirement Type
	Seasonal State Worker	Select a I	Member						nô.	OK Cancel	7.0	0 NO RETIREMENT
		Entity "48190-997" Search Entit	ty							Sea		
		00997			48190-997	7-Total						
		12540-99	7-Total	►	✓ 48190-99	7						
		36610-99	7-Total	►								
		45550-99		►								
		47925-99		Þ								
		48190-99	7-Total	•								
		<								>		
		Members	Entity	> Total Budget >	Operating > 01	> 01.04 > F0099	7 > 00997 > 48	3190-997-Total >	48190-997			

- 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.

1.1 Validate and Make Po	sitio 0												<sup>™</sup> 1	Action:	v <b>S</b> ave Befr	esh C
Entity Version 47925-997 A02													_ > +	/ 0	Data Ad ho	e F <u>o</u> n
	Position Job Code	Position Name	Employee Number	Employee Name	Hire Date	Position Start Date	Position End Date	Status	Base Flag	Headcount	FT/PT	Pay Periods Worked	Re ment Type	Health Insurance	Payroll Cycle	Salar
20061977-01										1.00						_
20061979-01	JC_SSWBBS	Seasonal State Worker	E_0000000005	(Vacant)	11/20/2007	11/20/2007	06/30/2049	Active	Included	1.00	Intermittent	7.00	NO RETIREMENT	No Coverage	A	Hourly
SA00997-SD103002-WMC - Adm	in									2.00						

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.

	¢			
	Tasks	Dashboards	Infolets	Data
Data Entry				_
Search Q Library Y All Types				
Name			Description	
Library				
1. Staffing				
1.1 Validate and Make Position Changes to Base Year				
1.2 Add Missing Positions				
1.4 New Positions (Change Packages)				
1.5 Change Package Impact				
1.6 Change Package Budget Summary				
1.7 Salary & Fringe Amounts by Year				

**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.

Intity Version 2540-997 A02														/ 0 1	ita Adhoc F
	Position Job Code	Position Name	Employee Number	Employee Name	Hire Date	Position Start Date	Position End Date	Status	Base Flag	Headcount	FT/PT	Pay Periods Worked	Retirement Type	Health Insurance	Payroll Cycle
20016656-01	JC_00EZA4	Unclassified E4	E_20000232927	Bowling, Linda J	03/07/2005	01/01/1964	06/30/2049	Active	Included	1.00	FullTime	26.00	PERF		A
20016657-01	JC_001DM3	Physical Plant Director 3	E_20000253512	Bay, Erin G	12/17/2007	11/19/2010	06/30/2049	Active	Included	1.00	FullTime	26.00	PERF	Blended	A
20016659-01	JC_002KC4	Museum Specialist 4	E_20000027639	Carr, Stephen A	02/13/1996	08/08/1995	06/30/2049	Active	Included	1.00	FullTime	26.00	PERF	Blended	A
20016660-01	JC_002KC4	Museum Specialist 4	E_20000258303	Brown, Yolanda C	07/09/2008	08/29/1997	06/30/2049	Active	Included	1.00	FullTime	26.00	PERF	Blended	A
20016668-01	JC_002WM1	Program Director 1	E_20000027641	Berry, Jessica A	03/08/1999	07/08/1999	06/30/2049	Active	Included	1.00	FullTime	26.00	PERF	Blended	A
20016682-01	JC_002WN3	Administrative Assistant 3	E_20000276952	Hart, Frederick M	09/19/2011	08/12/2011	06/30/2049	Active	Included	1.00	FullTime	26.00	PERF	Blended	A
20050678-01	JC_002KC4	Museum Specialist 4	E_20000282308	Memmer, Kathleen L	10/03/2011	07/06/2000	06/30/2049	Active	Included	1.00	FullTime	26.00	PERF	Blended	A
E \$400997-\$D103002-WMC - Admi	n									7.00					
20016674-01	JC_004IA2	Maintenance Repair 2	E_20000277085	Willing, Kristina A	01/24/2011	01/08/1979	06/30/2049	Active	Included	1.00	FullTime	26.00	PERF	Blended	A
20016676-01	JC_004IA2	Maintenance Repair 2	E_20000284632	Pike, Mary D	01/30/2012	08/17/2011	06/30/2049	Active	Included	1.00	FullTime	26.00	PERF	Blended	A
20016677-01	JC_004IC1	Maintenance Foreman 1	E_20000228553	Jackson III, Elizabeth K	05/10/2004	01/01/1964	06/30/2049	Active	Included	1.00	FullTime	26.00	PERF	Blended	A
20065091-01	JC_004IA2	Maintenance Repair 2	E_20000268499	Gillum, Sara	05/17/2010	04/21/2010	06/30/2049	Active	Included	1.00	FullTime	26.00	PERF	Blended	A
20065092-01	JC_004IA2	Maintenance Repair 2	E_20000278547	Piche, Joseph A	04/18/2011	03/08/2011	06/30/2049	Active	Included	1.00	FullTime	26.00	PERF	Blended	A
SA00997-SD103004-WMC - Main	t									5.00					
E SA00997-Department of Training										12.00					
Total Existing Positions			1		1		1			12.00					1

#### 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.

nclassified E4	E_20000232927 Bowling, Line		01/01/1964		Active		1.00 FullTime	26.0
hysical Plant Director 3		1011710007	11110-0010	0.010.010.010			100 5 117 18	26.0
useum Specialist 4	br_PositionTransfer					∎õ	Launch Cancel	26.0
useum Specialist 4						-0	10	26.0
rogram Director 1			<b>P</b>					26.0
dministrative Assistant	* Old Budgeting Level	"12540-997"	R.		* Select Position	"20016656-01"		26.0
useum Specialist 4	* New Budgeting Level	"12540-997"	°.		* Select Version	"A02"	Re le	26.0
aintenance Repair 2							ie	26.0
aintenance Repair 2							10	26.0
aintenance Foreman 1							10	26.0
aintenance Repair 2							10	26.0
aintenance Repair 2							18	26.0

#### 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.

1.2 Add	Miss	ing Positio	ns O							₩Ę.	ng   A	actions <del>▼</del> <u>S</u> ave	<u>R</u> efresh C <u>l</u> o
Entity 12540-997	Versio A02	on									/	Data	Ad hoc Form
		Position Job Code	Position Name	Employee Number	Employee Name	Hire Date	Position Start Date	Position End Date	Status	Base Flag	Headcount	FT/PT	Pay Periods Worked
New Posi	tion 1	•											
New Posi	tion 2												
New Posi	tion 3												
New Posi	tion 4												
New Posi	tion 5												
Now Doci	tion 6												

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**

Entity 48190-997	Version A02					
		FY19	FY19	FY20	FY21	
		Change Package Title	Change Package Description	CalculationFlag	CalculationFlag	
Current Ch	ange Package 01	Program A	Program established to provide for expansion of	Enabled	Disabled	
Current Ch	ange Package 02					
Current Ch	ange Package 03					
Current Ch	ange Package 04					
Current Ch	ange Package 05					
Current Ch	ange Package 06					
Current Ch	ange Package 07					
Current Ch	ange Package 08					
Current Ch	ange Package 09					
Current Ch	ange Package 10					
Current Se	rvices Packages					
New Chan	ge Package 01	Program B	Program established to provide for expansion of	Enabled	Disabled 💌	
New Chan	ge Package 02					
New Chan	ge Package 03					
New Chan	ge Package 04					

#### 2.1 Enable Change Packages 0

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

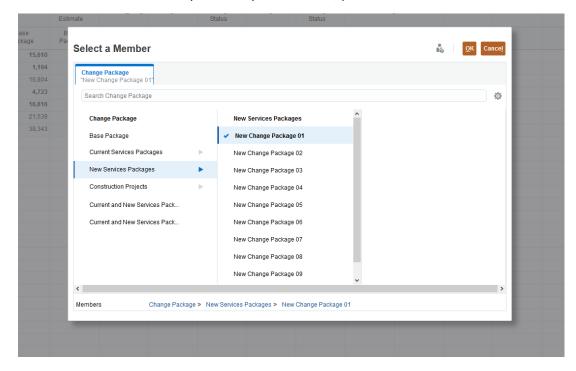
Based on your FY22/FY23 budget needs, you may have more than one change package enabled in a single budgeting level. While you can have multiple change packages enabled for a single budgeting level, you can only edit them one at a time in later forms.

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.

6.1 Expenditures - Account	s w 🛛						
v_ChangePackage New Change Package 01	Vereien						
	FY17	FY18	FY19	FY19	F١	/20	
	Actua	al	Current Estimate	Baseline_Budget	Budget	Package Status	Bud
	Base Package	Base Package	Base Package	Base Package	New Change Package 01	New Change Package 01	New C Packa
	19,758	15,610	16,394	16,394			
E12-Fringe Benefits	1,512	1,194	1,254	1,254			
Personal Services	21,270	16,804	17,648	17,648			
E40-Supplies, Parts & Materials	16,457	4,723					
⊞ E90-Administrative & Operating Expenses	7,494	16,816					

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.

Entity 29970-997 Training Departm	Version ent A02							->	 3
Project Package I 01								÷	 3
		FY	22		FY23	Total Biennium			
			Package Status	Budget	Package Status	Budget			
		LI 01	LI 01	LI 01	LI 01	Change Package			
Land Acquisition	No Funding Type								
Site Investigation Consultant Services	No Funding Type No Funding Type								
Consultant Services	No Funding Type								
Site Development	No Funding Type								
Utilities	No Funding Type								
Furnishings-Equipment	No Funding Type								
Contingency	No Funding Type								
A 1: A 1:	No Franking Trees								
Project Package I 01								→	 3
			FY22		FY23	Total Bienniu	m		
		Budget	Package Sta	tus Bud	lget Package S	tatus Budget			
		LI 01	LI 01	U	01 LI 01	Change Pack	age		
50990-EQP&CAP Total Fun	ding and Transferred Funds								

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.

elect a Member		
E <b>ntity</b> C9970-997 Training Department		
Search Entity		4
CC997-Department of Training	C9970-997-Total-Training Depa	
C9970-997-Total-Training Depa	C9970-997 Training Department	

- 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

Entity C9970-997 Training Department	Version SS01					
Project Package LI 01						
		FY	/22	FY	23	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					

#### 4.1 Construction Projects

- 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.
- 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 Trainin	g Department	Version A02							
Project Package LI 01									
			I	F <b>Y</b> 22		FY	23	Tota	l Biennium
			Budget	Pack	age Status	Budget	Package Status	I	Budget
			LI 01		LI 01	LI 01	LI 01	Chan	ige Package
Land Acquisition		No Funding Type	20,000.0	0		0.00			
Site Investigation		No Funding Type							
Consultant Service	ces	No Funding Type							
Construction Cos	ts	No Funding Type	0.0	o		400,000			
Site Development	t	No Funding Type							
Utilities		No Funding Type							
Furnishings-Equi	pment	No Funding Type							
Contingency		No Funding Type							
Architecture/Eng	ineering	No Funding Type							
Construction Mar	nagement	No Fundina Type							
Project Package LI 01									
				FY	22		FY23		Total Biennium
			Budg	jet	Package Statu	s Budge	t Package S	tatus	Budget
			LIO	1	LI 01	LI 01	LI 01		Change Package
950990-EQP&CAP	D30501		20,	000.00		400	0,000		
	Total Funding	g and Transferred F	unds						

- 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.

Project Package Entity	Version									
I 01 C9970-997 Training De						/	¢	Data	Ad hoc	Form
	Budget	Package Status								
	LI 01	LI 01								
Construction Project ID										
Project Type										
Project Title										
gency Priority										
tatewide Priority										
riginal Facility										
nproves Existing Facility										
eplaces an Existing Facility										
te on Owned Property										
ite to be Selected										
ite Already Selected										
roject Start Date										
roject Completion Date										
ash or Bonded										
iond Issue Date 1										
ond Issue Date 2										
ond Issue Date 3										
roject Approved										
Project Description										

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 Version C9970-997 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			
E 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.

Version	Funding Type				0 00	Data Ad hoc F
997 Training Department SS01	[CG-1000-General Fund].[Gen-1000-197	721-2019 GF - Gen Gov Line Items]		*	/ 0	Data Ad lioc 1
ble?						
Entries	×					
Search						
Name						
Disabled						
Enabled						
	4					

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.

F <b>unding Type</b> Ded-4000-30501-State Highway Fund	r		
Search Funding Type			\$
Construction - Dedicated Funds	^	CD-4000-State Highway Fund	
CD-3260-State Police Building	•	Ded-4000-30502-State Highway	
CD-3290-Law Enforcement Acade	•	Ded-4000-30503-State Highway	
CD-3800-Postwar Construction	•	Ded-4000-30504-2017 St Hwy Fn	
CD-3880-Build Indiana Fund	•	✓ Ded-4000-30501-State Highway	
CD-3950-Veterans' Home Buildi	•	Ded-4000-30505-2019 State Hig	
CD-3980-Cigarette Tax Fund	•	Ded-4000-30506-2019 State Hig	
CD-4000-State Highway Fund	•	Ded-4000-30507-2019 State Hig	
CD-5630-State Bicentennial Ca	•		
CD-5640-Securities Division E	•		
CD-4000-State Highway Fund	•	-	
CD-5640-Securities Division E	•		

#### 3. Next you will need to select "Enable" from the drop down box. Then click "Save".

y Version Funding Type V0-997 Training Department SS01 [CG-1000-General Fund] [Gen-1000-19721-2019 GF - Gen Gov Line Items]	→ / 0 000 ×	het Fg
uble?		
Entities x Search I Name Disated Entited		

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.

A Library	05/
> 1. Staffing	05/
> 2. Change Package	05/
▶ 4. Construction	05/
s. Revenue	05/
5.1 Revenue - Accounts with Data Only	05/
52 Revenue - All Possible Accounts	05/
▶ 💼 6. Expenditure	05/

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.

v_ChangePackage Current Change Package 01		Version A02									
	FY19	FY20	FY21	FY21	FY2	2	FY2	3	FY22	FY23	
	Actual		Current Baseline_Bud Estimate		seline_Budget Budget Ac	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	-695,50	-588,500.00	-663,500.00	-663,500.00	-44,500.00		-44,500.00		-708,000.00	-708,000.00	
	-695,500.0	-588,500.00	-663,500.00	-663,500.00	-44,500.00		-44,500.00		-708,000.00	-708,000.00	

5.1 Revenue - Accounts with D...

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.

6. Expenditure	
6.1 Expenditures - Accounts with Data Only	
6.2 Expenditures - All Possible 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.

v_ChangePackage Entity Base Package 12540-997 Department of	of Training A01									
	FY17	FY18	FY19	FY19	FY2	0	FY2	1	FY20	FY21
	Actua	al	Current Estimate	Baseline_Budget_	Budget	Package Status	Budget	Package Status	Budge	ət
	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 Expense	s 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 Entity Base Package 12540-997 Department of T	Version raining A01									
	FY17	FY18	FY19	FY19	FY2	:0	FY2	:1	FY20	FY21
	Actu	al	Current Estimate		Budget	Package Status	Budget	Package Status	Budge	ŧt
	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
	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.

	FY17	FY18	FY19	FY19	4 FY2	20	FY2	1	FY20	FY21
	Actua	1	Current Estimate	Baseline_Budget_		ickage Itatus	Budget	Package Status	Budge	
	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".

	FY17	FY18	FY19	FY19	FY2	:0	FY2	1	FY20	FY21	
	Actua		Current Estimate	Baseline_Budget_	Budget	Package Status	Budget	Package Status	Budge		
	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	$\langle \rangle$
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

FY18 Actual Base Package 68 454,5 46 198,2	FY19 Current Estimate Base Package	FY19 Baseline_Budget_ Base Package	EY2 Budget Current	20 Package Status Current	FY2 Budget	Package Status	FY20 Budge	FY21
Base Package 68 454,5 46 198,2	Estimate Base Package	Base	Current	Status	Budget		Budge	
Package 68 454,5 46 198,7	Package			Current				L
46 198,2			Change Package 01	Change Package 01	Current Change Package 01	Current Change Package 01	Change Package	Change Package
	514 383,313	383,313					383,313	383,313
	248,173	248,173					248,173	248,173
6,1	62 6,162	6,162	6,162		6,162		12,324	12,324
6, 2	6,162	6,162	6,162	Enabled	6,162	Enabled	12,324	12,324
14 658,9	637,648	637,648	6,162		6,162		643,810	643,810
39 167,2	278 167,278	167,278	167,278		167,278		334,556	334,556
03 13,3	13,350	13,350	13,350		13,350		26,700	26,700
20 36,2	257 36,257	36,257	36,257		36,257		72,514	72,514
52 6,5	6,580	6,580	6,580		6,580		13,160	13,160
50								
	81 81	81	81	Enabled	81	Enabled	162	162
1,9	1,973	1,973	1,973	Enabled	1,973	Enabled	3,946	3,946
20 2	207 207	207	207	Enabled	207	Enabled	414	414
ĩ	278 278	278	278	Enabled	278	Enabled	556	556
45 1	178 178	178	178	Enabled	178	Enabled	356	356
37								
7	700 700	700	700	Enabled	700	Enabled	1,400	1,400
5	306 306	306	306	Enabled	306	Enabled	612	612
2,8	2,857	2,857	2,857	Enabled	2,857	Enabled	5,714	5,714
84 8,3	8,392	8,392	8,392		8,392		16,784	16,784
37 51,8	51,812	51,812	51,812		51,812		103,624	103,624
35 283,6	69 283,669	283,669	283,669		283,669		567,338	567,338
	921,317	921,317	289,831		289,831		1,211,148	1,211,148
	37 51,8 35 283,6	37         51,812         51,812           35         283,669         283,669	37         51,812         51,812         51,812           35         283,669         283,669         283,669	37         51,812         51,812         51,812         51,812           35         283,669         283,669         283,669         283,669	37         51,812         51,812         51,812         51,812           35         283,669         283,669         283,669         283,669	37         51,812         51,812         51,812         51,812         51,812           35         283,669         283,669         283,669         283,669         283,669	37         51,812         51,812         51,812         51,812           35         283,669         283,669         283,669         283,669	37         51,812         51,812         51,812         51,812         103,624           35         283,669         283,669         283,669         283,669         567,338

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.

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

	FY17	FY18	FY19	FY19	FY2	10	FY	21	FY20	FY21
	Actua	al	Current Estimate	Baseline_Budget_	Budget	Package Status	Budget	Package Status	Budg	et
	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	$\langle $
Personal Services	632,314	658,946	637,648	637,648	1,000				644,810	643,810
	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)

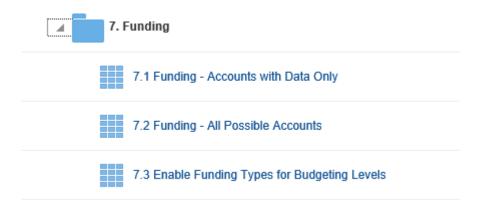
#### Form 7- Funding Request

**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.

Entity 12540-997 Department of Training	Version A01	nding Type en-1000-10010-Ho	use Payroll (Legisla	itors)
Enable?				
▼				

### 7.3 Enable Funding Types for ... 0

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.

- **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.
- **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.
- **Federal fund:** A federal fund will appear as Fxxxxx. This means that federal funds will be used and appropriated into a federal account.
- Local fund: A local fund is denoted as Lxxxxx.
- 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.

<b>Inding Type</b> en-1000-10010-House Payro	ll (Legislators)"				
earch Funding Type					\$
Funding Type		Total Funding		Tfr	
Total Funding	•	Gen	►	тхо	►
		Ded	►	TFI	►
		Fed	►		
		Loc	►		
		Tfr	►		

4. Next you will need to select "Enable" from the drop down box. Then click "Save".

Entity	Version	Funding Type
12540-997 Department of Training	A01	Gen-1000-10010-House Payroll (Legislato
Enable?		

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.

v_ChangePackage Entity Current Change Package 01 12540-997	Version Pepartment of Training A01										
		FY17	FY18	FY19	FY19	FY2	!0	FY2	21	FY20	FY21
		Actu	al	Current Estimate	Baseline_Budge	Budget	Package Status	Budget	Package Status	Budg	et
		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	383,31
	Total Funding and Transferred Funds	455,968	454,514	383,313						383,313	383,31
E11-Salaries and Wages	No Funding Type	455,968	454,514	383,313						383,313	383,31
912990-FRI_BEN	G12540	176,346	198,270	248,173	248,173					248,173	248,17
	Total Funding and Transferred Funds	176,346	198,270	248,173	248,173					248,173	248,17
E12-Fringe Benefits	No Funding Type	176,346	198,270	248,173	248,173					248,173	248,17
913990-OTH_PS	G12540		6,162	6,162	6,162					6,162	6,16
	Total Funding and Transferred Funds		6,162	6,162	6,162					6,162	6,16
E13-Other Personal Services	No Funding Type		6,162	6,162	6,162	6,162		6,162		13,324	12,32
Funding - Personal Services	G12540	632,314	658,946	637,648	637,648					637,648	637,64
	Total Funding and Transferred Funds	632,314	658,946	637,648	637,648					637,648	637,64
Personal Services	No Funding Type	632,314	658,946	637,648	637,648	6,162		6,162		644,810	643,81
920990-UTIL	G12540	222,739	167,278	167,278	167,278					167,278	167,27
	Total Funding and Transferred Funds	222,739	167,278	167,278	167,278					167,278	167,27
E20-Utilities	No Funding Type	222,739	167,278	167,278	167,278	167,278		167,278		334,556	334,55
930990-CONTRCTS	G12540	3,103	13,350	13,350	13,350					13,350	13,35
	Total Funding and Transferred Funds	3,103	13,350	13,350	13,350					13,350	13,35
E30-Contractual Services	No Funding Type	3,103	13,350	13,350	13,350	13,350		13,350		26,700	26,70
940990-MAT&SUPP	G12540	13,120	36,257	36,257	36,257					36,257	36,25
	Total Funding and Transferred Funds	13,120	36,257	36,257	36,257					36,257	36,25
E40-Supplies, Parts & Materials	No Funding Type	13,120	36,257	36,257	36,257	36,257		36,257		72,514	72,51
950990-EQP&CAP	G12540	452	6,580	6,580	6,580					6,580	6,58
	Total Funding and Transferred Funds	452	6,580	6,580	6,580					6,580	6,58
E50-Equipment and Capital	No Funding Type	452	6,580	6,580	6,580	6,580		6,580		13,160	13,16

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.

		FY17	FY18	FY19	FY19	FY2	20	FY2	1	FY20	FY21
		Actua	al	Current Estimate	Baseline_Budge	Budget	Package Status	Budget	Package Status	Budg	et
		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	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
13990-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	12,524
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

#### 7.1 Funding - Accounts with D... ()

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.

v_ChangePackage Entity Current Change Package 01 12540-997 Dept	Version atment of Training A01										
		FY17	FY18	FY19	FY19	FY2	0	FI2	1	PY20	FY21
		Actu	d.	Current Estimate	Baseline_Budge	Budget	Package Status	Budget	Package Status	Budge	rt.
		Base Package	Base Package	Base Package	Base Package	Current Change Package 01	Current Change Package 01	Current Change Package 01	Current Change Package 01	Charge Package	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	012540	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
HONO MATESUPP	012540	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
(40-Supplies, Parts & Materials	No Funding Type	13,120	36,257	36,257	36,257	36,257		36,257		72,514	72,514
50990-EQP&CAP	012540	452	6,580	6,500	6,580					6,500	6,580
	Total Funding and Transferred Funds	452	6,580	6,500	6,580					6,500	6,580
E50-Equipment and Capital	No Funding Type	452	6,580	6,500	6,580	6,500		6,580		13,160	13,160
80990-SOC_SVC	012540	16,084	8,392	8,392	8,392					8,392	8,390
	Total Funding and Transferred Funds	16,884	8,392	8,392	8,392					8,392	8,392
180-Social Service Payments	No Funding Type	16,884	8,392	8,392	8,392	8,392		8,392		16,784	16,784
90990-ADMIN	G12540	17,237	51,812	\$1,812	51,812					\$1,812	51,812
	Total Funding and Transferred Funds	17,237	51,812	51,812	51,812					51,812	51,812
190-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	283,665
	Total Funding and Transferred Funds	273,535	283,669	283,669	283,669					283,669	283,665
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	289,835		289,831		1,212,148	1,211,548

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)

Entity Versio 12540-997 Department of Training A02	n						
		FY21	FY21	FY22	FY23	FY22	FY23
		Current Estimate	Baseline_Budget_	Budg	et	Budge	t
		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	4					

# Form 9.1 Not Validated (Out of Balance)

#### 

12540-997 Department of Training A02							
		FY21	FY21	FY22	FY23	FY22	FY23
		Current Estimate	Baseline_Budget_	Budg	et	Budge	t
		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
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	4					

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

### 

Entity Versio 12540-997 Department of Training A02	n						
		FY21	FY21	FY22	FY23	FY22	FY23
		Current Estimate	Baseline_Budget_	Budg	et	Budge	t
		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	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	4					

# 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.

# 

Entity 12540-997 Depa	rtment of Training	Version A02	
Validation	In Balance (Click on SAVE to Copy/Submit)		

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 0

Entity 12540-997 Depa	rtment of Training	Version 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:

' Plann	ing and Budgeting Cloud: INBUD				1	1		CaSha
	br_Copy_Budget_Ag	jency_Version		ĥ	<u>L</u> aunch	<u>C</u> ancel		
by 🕒	* Copy TO this Target Version		* Select Version	"A02"		₽ <sub>0</sub>	ctions 🔻	<u>S</u> ave
fTraining	* Budgeting Level	"12540-997"					0	Data
nce n SAVE /Submit)								
			 _			ili.		

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_Ag	ency_Version			<b>N</b> @	Launch	<u>C</u> ancel
* Copy TO this Target Version	"A10"	R.	* Select Version	"A02"		2
* Budgeting Level	"12540-997"	R <sub>e</sub>				

- 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**

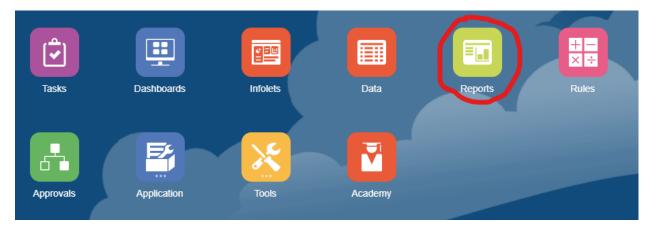
There are a few ways to verify that the budgeting level or business unit was copied correctly. You can return to Form 9.1 to check validation. The source version and target version should match.

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.

ORACLE <sup>®</sup> Planning and Budgeting Cloud: INBUD									ń 0 :	MWolf@sba.IN.gov 🗸
	Tasks	Dashboards	Infolets	Data	Reports	Rules	Approvats	Academy		
Reports				_	_					Retresh
Name A Home				Description						Actions
A Agency Reports										
001A-Operating Account Summary				(910) Operatir	ng Account Summary					era <u>eor</u> xus
001D-Operating Account Detail				[910a] Operat	ing Account Summary	(w/detail)				HTHL POT 531.5 ④ 人 曲
002A-Agency Version Comparison				Compare 2 ve	rsions by Agency					atal Por 31.3 ④ 人 曲
005A-Agency Version Comparison				[910] Operatir	ng Account Summary					erms FOF 355 ③ 上 圖
008A-Agency Revenue Listing				Revenue Acc	ounts Listing					ermi POF XLS ③ 上 圖
009A-Summary of Budget Requests				[502] Summa	ry of Budget Requests					HTHL POT XLS
009Ab-Budgeting Levels by Major Point										etma por xus ④ 上 ■
009A S-Summary of Agency Request				[207] Summa	ry of Agency Request					erms <u>FOF</u> <u>305</u> ● 上 圖
013Ab-Budgeting Level Expenditures vs. Fundi	ng			[200] Budget	Validation					<ul> <li>№ 107</li> <li>№ 24.5</li> <li>● </li> <li>● </li> <li>▶ =</li> <li>● </li> <li>▶ =</li> <li>● </li> </ul>

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.

Respond to Prompt	ts - Google Chrome			- 0
planning-a521	025.pbcs.us2.oraclecloud.com	/hr/modules/com/hyper	ion/reporting/\	veb/common/HRDialogEncloser.jsp?fr_id=1.
The following prom	pts have been defined in the report.	You may use the default values	shown, or select o	ther members.
Respond to Prom	pts at Report Level 🔻			
Prompt Enter Agency:	Selection		Type Report	Source Report: 001A-Operating Account Summary Grid: All
Enter Version:			Report	Report: 001A-Operating Account Summary Grid: Grid1

|--|

To select an agency, click on the magnifying glass next to the vacant agency field.

Members	( 400 )	Selected: 1	
wailable: Entity (1-162 o ind: Name	▼ *		s Per Page: 20 V
📰 🗒 🗐 Rows Per Pag	e: 500 V AGN00775-University of Southern Indiana		Name
🗘 🔲 AGN00780	AGN00780-Ball State University		
🗘 🗌 AGN00790	AGN00790-Vincennes University	<b>v</b>	00997
	AGN00800-Department of Transportation		
🗘 🗌 AGN00878	AGN00878-Indiana State Fair Board		
🗘 🗌 AGN00910	AGN00910-Indiana Bar Foundation		
🗘 🗌 AGN00323	AGN00323-Indiana And Michigan Boundary Line Commission		
🗘 🗌 AGN00997	AGN00997-Department of Training		
🗘 🔲 AGN00054	AGN00054-Distressed Unit Appeal Board		
🗘 🔲 F00405	F00405-Family and Social Services Administration		
🗘 🗌 F00615	F00615-Department of Correction		
00997	00997-Department of Training		

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.

Members			
vailable: Version (1-22 of 22, 74 Total) nd: Name 🔻 *	Vildcards 📃 Case-Sensitive	Selected:	20 🔻
Hat Name ▼ * • • • • • • • • • • • • • • • • • •	vilucarus 🔄 case-sensitive	i tono ren ragen	20
Name	Default 🔷		Name
🕨 🔲 Special Session			
Fin Stages			
🗘 🔲 Initial Version			
Agency			
P = A01		> <	
▲ A02			
🏶 🗔 A03			
🏶 🔲 A04			
AV4			
A04			

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."

	025.pbcs.us2.oraclecloud.com/h	hr/modules/com/hyperion/reporting/	web/common/HRDialogEncloser.jsp?fr_ic
		in, modules, com, ny perion, reporting,	ines, common, interanogenerosen,oprin_ie
The following prom	nts have been defined in the report. Yo	ou may use the default values shown, or select of	other members
	Selection		Source
Prompt Enter Agency:	00997	Type Report	Report: 001A-Operating Account Sumn
Lines rigency:	00997		Grid: All
Enter Version:	A02	Report	Report: 001A-Operating Account Sumn
			Grid: Grid1

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.

Agency: AGN Version: A10	100997-Department of Training	AGENCY O	PERATI	NG	ACC	C	UNT S	SUI	MMAR	Y		Page: 1 of 1 Date: 06-18-2020 Time: 15:27
Sequence			A10		A10		A10		A10	A10	A10	A10
			Actual		Actual		Appropriation	Curr	ent Estimate	Base	Budget	Budget
			FY19		FY20		FY21		FY21		FY22	FY23
1,001	12540-997 Department of Training			_		_						
		General Fund		0		0		0	165,000	165,000	215,000	215,00
	AGN00997-Department of Training											
		General Fund		0		0		0	165,000	165,000	215,000	215,00

Export In Query-Ready Mode

001A

\*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.

					Budge	t	
			Change Package Title	Package		Enable	d
		_		FY22	FY23	FY22	FY23
12540-997 Department of Training	New 10	G-1000		50,000	50,000	50,000	50,00

#### 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	D3050	15.000	15,000	30,000
РМ			D3050	15,000	15,000	30,000
RR 05	1	Training Center Roof Replacement	D99376	100,000	0	100,000
R&R			D99376	5 100,000	0	100,000
Construction Projects				115,000	15,000	130,000

Export In Query-Ready Mode