



FI\$Cal

Financial Information System for California

Wave 2 UAT – Budgets Business Process Overview

April 2015

Overview

- Welcome & Introductions – Ofelia Bogdan
- Module Overview – Ofelia Bogdan
- BP Overview #1: Prepare Departmental Budget Submission – Nicole Clay
- BP Overview #2: Administer the Budget – Nicole Clay
- Wrap Up & Next Steps – Ofelia Bogdan

Welcome!

- Welcome to the Business Process Overview for Budgets
- Objectives for today's session:
 - Introduce (or re-introduce) you to the Budgets functionality in scope for Wave 2
 - Provide an overview of the business processes for Budgets
 - Review UAT scenarios for the Budgets functionality, including scenarios for each business process

Today's Presenters

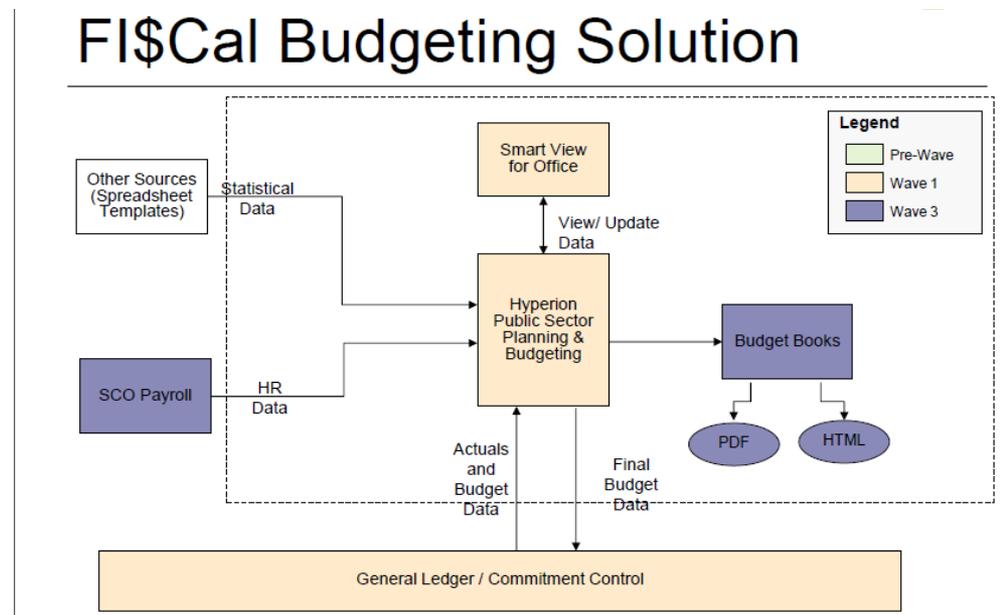
- Nicole Clay – State Module Team
- Ofelia Bogdan – State Module Team
- Will Padilla – State Module Team

Budgets Module Overview

- Introduction
- Process Overview

Budget Module Overview

- Budget UAT covers two main business processes for departments:
 - Prepare Departmental Budget Submission
 - Administer the Budget
- Hyperion is the center of the Budgeting solution. It receives information and communicates with PeopleSoft for accounting and control needs.



BP Overview #1 Prepare Departmental Budget Submission

- Introduction
- Process Overview
- UAT Scenario Review
- Q&A

BP Overview #1 Prepare Departmental Budget Submission

- The Prepare Departmental Budget Submission process covers all activities related to preparing departments' incremental budget changes

- Departments complete budgeting activities in Hyperion:
 - Review Baseline Budget
 - Enter Workload Adjustments
 - Enter Policy Adjustments
 - Enter Current Year Adjustment (e.g. Section 28.00) , if approved

BP Overview #1 Prepare Departmental Budget Submission

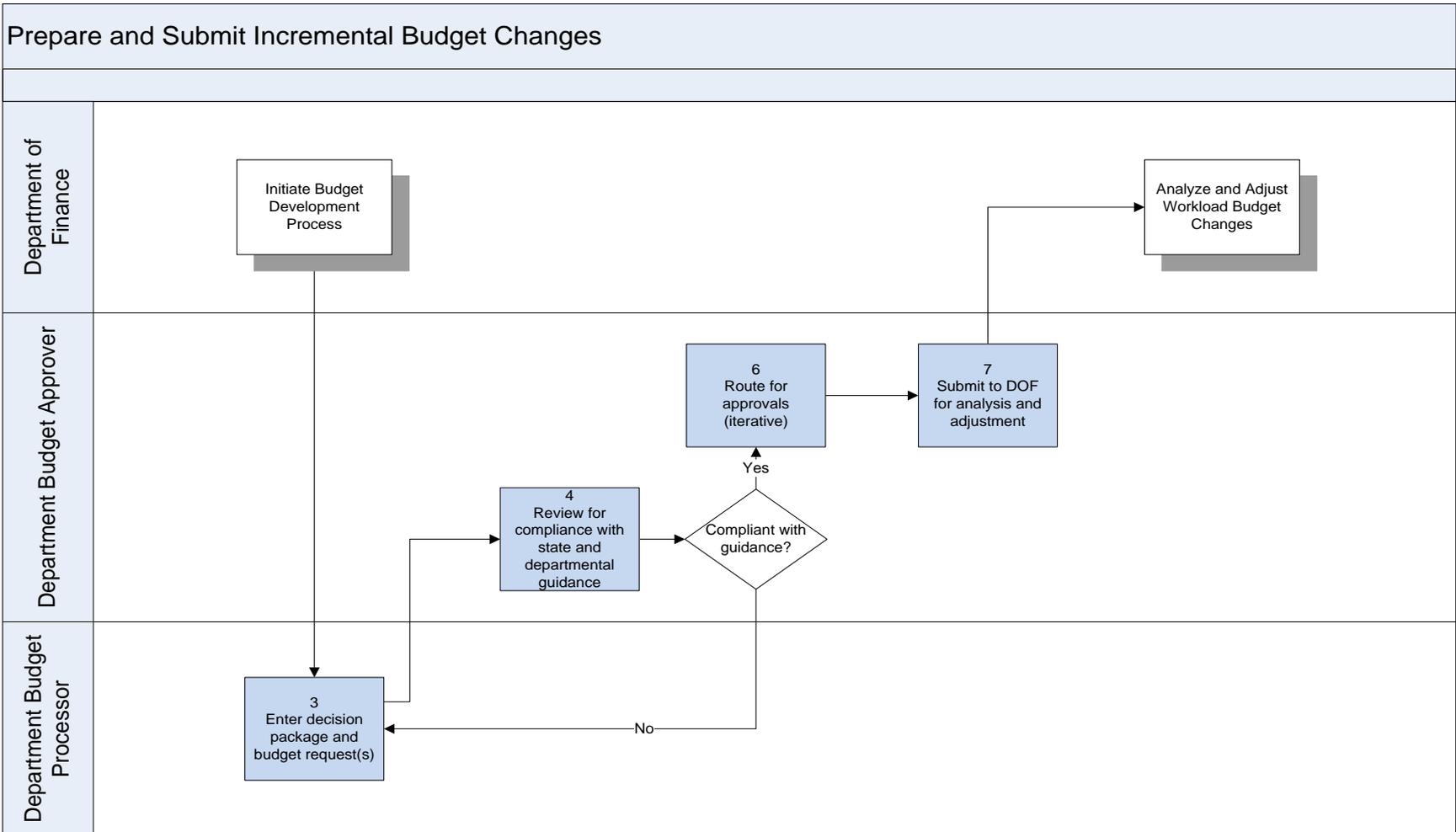
- Departments prepare their incremental budget changes using decision packages

| Term | Definition |
|-------------------------|---|
| Decision Package | Represents proposals for existing, new, or changes to services, programs, or business objectives. Decision packages contain budget requests that identify and justify the costs involved in implementing the decision package. A decision package may contain multiple budget requests. |
| Budget Request | Individual line item or budget, requesting a change in funding, in a Decision Package |

BP Overview #1 Prepare Departmental Budget Submission

- Available decision packages include:
 - Baseline Budget Adjustment (BBA)
 - Baseline Revenue, Transfer, and Loan (BRTL)
 - Budget Change Proposal (BCP)
 - Enrollment / Caseload / Population (ECP) Budget Change
 - Capital Outlay Budget Change Proposal (COBCP)

BP Overview #1 Prepare Departmental Budget Submission



BP Overview #1 Prepare Departmental Budget Submission

- Review Related UAT Scenarios

| Business Process | UAT Scenario | Brief Description |
|--|---|---|
| Prepare Departmental Budget Submission | Budget Development | Review baseline budget; Enter and promote baseline adjustments for Pro Rata, SWCAP, and employee compensation - copy to Finance |
| Prepare Departmental Budget Submission | Reimbursements | Prepare and promote a request for reimbursement - copy to Finance |
| Prepare Departmental Budget Submission | Item Creation | Prepare and promote a request for the creation of a new item of appropriation - copy to Finance |
| Prepare Departmental Budget Submission | Enrolment/ Caseload/ Population (ECP) | Create and promote ECP request for Governor's Budget - caseload updated (dollars and positions for current and budget year, both state operations and local assistance) with TBL for contracting out services to new operators for regional centers - copy to Finance; Create and promote ECP update in the spring - caseload updated (dollars and positions for current and budget year, both state operations and local assistance) - copy to Finance |
| Prepare Departmental Budget Submission | Budget Change Proposal (BCP) | Create and promote a BCP for 2.0 positions for the Early Start Program – (Prop 98 & Federal Funds) and add a revenue component - copy to Finance |
| Prepare Departmental Budget Submission | Capital Outlay Budget Change Proposal and Concept Paper (COBCP) | Draft a concept paper, and create and promote a COBCP for Ongoing Renovation of the Kitchen at Porterville - copy to Finance |

BP Overview #1 Prepare Departmental Budget Submission



BP Overview #2 Administer the Budget

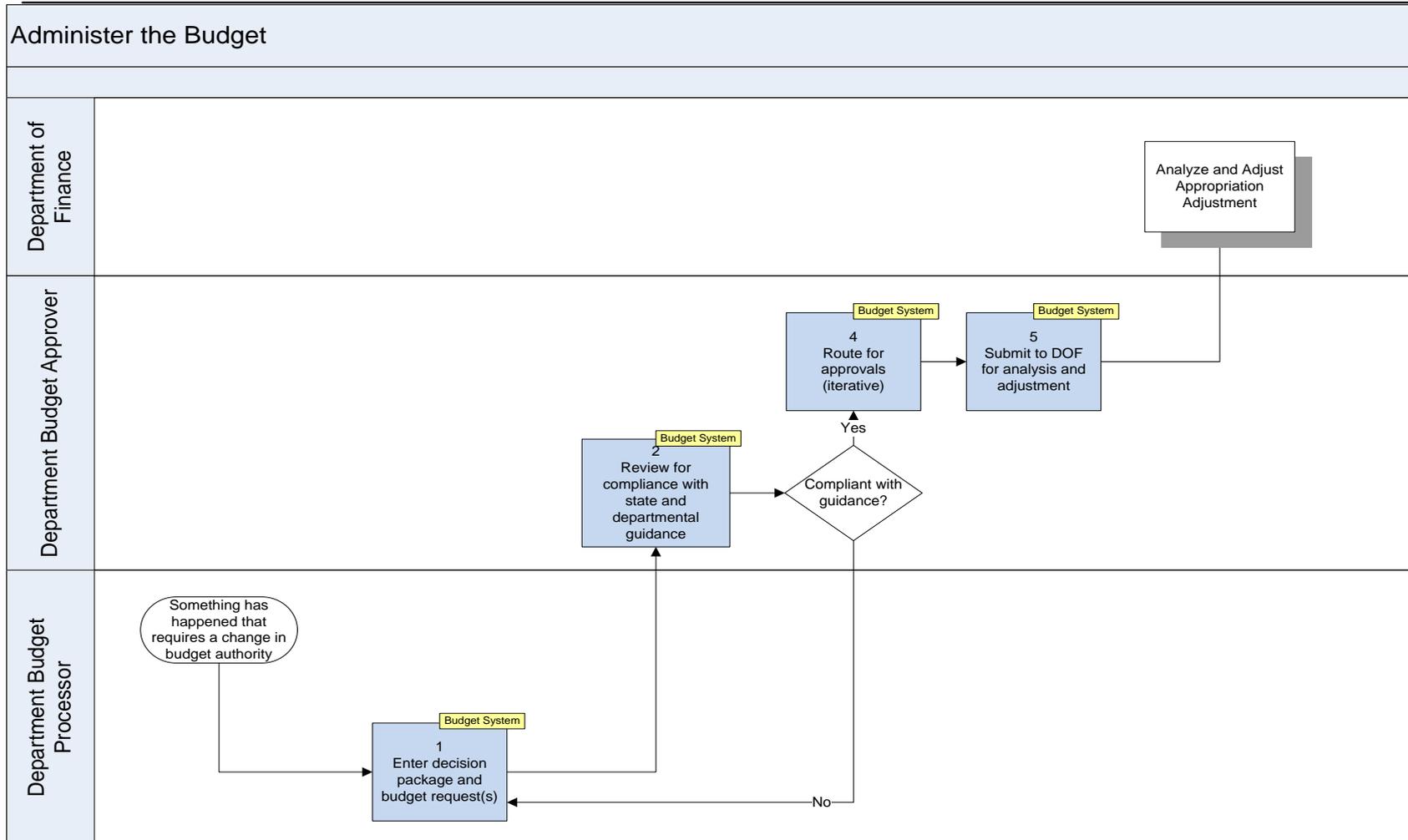
- Introduction
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BP Overview #2 Administer the Budget

- The Administer the Budget process includes submitting requests to adjust one or more department appropriations

- The decision package type used to submit appropriation adjustment requests is the:
 - Budget Administration Adjustment (BAA)

BP Overview #2 Administer the Budget



BP Overview #2 Administer the Budget

- Review Related UAT Scenarios

| Business Process | UAT Scenario | Brief Description |
|-----------------------|----------------------------------|--|
| Administer the Budget | Budget Administration Adjustment | Enter and promote department budget request in the Budget Administration Adjustment decision package - copy to Finance |
| Administer the Budget | Capital Adjustment | Create and promote a current year Form 22 Budget Revision to transfer funding from the General Fund to the Architecture Revolving Fund - copy to Finance |

BP Overview #2 Administer the Budget



Wrap Up

- In Wave 2, the following functionality will be available in FI\$Cal related to Budgets:
 - Capital outlay proposals will include a new COA value for Project Phase beginning in Wave 2

Next Steps

- Re-watch the UAT Testing Process Webinar for more information
- Attend the UAT sessions for your planned scenarios
- Have fun!

Questions?



FI\$Cal Project Information:

<http://www.fiscal.ca.gov/>

or e-mail the FI\$Cal Project Team at:

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