FY-2017 Budget Request Instructions

Last revised in total 9/1/2015

The Hyperion system is now open and ready for FY17 Budget Request entry and submission. The system is set up for entry of decision packages and budget requests, as they pertain to increases requested for the operations of state agencies. Please remember that our recent statutory mandate of performance –informed budgeting allows you to associate requests with a statewide program, when applicable. For more information on the statewide programs, please visit http://www.ok.gov/okstatestat/ .

It is important to note with this FY17 Budget Request submission, agencies will not be entering FY17 line item and position budgets. We are currently in the process of making several improvements to the system regarding these functionalities. Therefore, we will be asking agencies to enter FY17 line item and position budget information at some date prior to the Governor's Executive Budget proposal.

ACTIONS TO TAKE:

- Read the Instruction Packet;
- Involve the agency Board/Commission, Cabinet Secretary, agency personnel and agency "customers" (all the "stakeholders") in the preparation of the Budget Request;
- Review the final Budget Request with the Board/Commission and Cabinet Secretary;
- Call the appropriate OMES budget analyst if you have any problems or questions;
- Submit the Budget Request as instructed in the last section in this packet; and
- Submit them no later than Oct. 1, 2015.

BUDGET WORK SESSIONS

A number of "come and go" budget work sessions are scheduled for September. These sessions are available for you to work on your agency budget request in the Hyperion system. The Office of Management and Enterprise Services (OMES) budget staff will be on site to assist you should you have questions.

Days:

Sept. 14 ,15,17 &18

Sept. 22 & 25

Sept. 28 & 29

Hours: 9 a.m.-5 p.m.

Locations: Frates Building 5005 N. Lincoln (SW corner of 50th and Lincoln)

Once you know the day(s) of the work session(s) that you plan to attend, **please email your OMES budget analyst.**

Budget Request Task List

In Hyperion, there is a task list designed to walk you through the budget request process. Please review the Hyperion General Navigation Guide and Hyperion Budget Request Guide. These are located at http://www.ok.gov/OSF/Project_ENCORE/Training_Materials.

For the October 1 deadline of your FY-2017 Budget Request, you will only be required to complete tasks in Hyperion that are required by statute. The tasks required for the October 1 submission are below:

Navigate to: **Budget Request Task - All Agencies,** complete all tasks and submit.

- Hyperion task 2, Read Budget Request Instructions;
- Hyperion task 3, Provide or verify Agency Information;
- Hyperion task 4, Provide Agency Program Information;
- Hyperion task 5, Enter Fee Schedule
- Hyperion task 6, Executive Budget Book Information
- Hyperion task 7, Identify Carryover & Cash Needs for Current Year
- Hyperion task 8, Identify Federal Programs
- Hyperion task 9, Identify Grants & Pass Throughs to Local Gov't
- Hyperion task 10,Property Maintenance
- Hyperion task 11, Identify Legislation Needs;
- Hyperion task 12, Operational Decision Package;
- Submit Budget for Approval (See instructions in Hyperion Budget Request manual http://www.ok.gov/OSF/Project_ENCORE/Training_Materials)

Setting Preferences:

In Hyperion please set **Preferences** before starting**:**

Click on the **Preferences menu option** located in the lower left-hand corner of the screen.

Go to the User Variable Options tab.

Set the following:

Scenario: **Budget**

Version: **Agency** (sometimes called **Agency Request**)

Year: **FY17**

Request: **Current Service Level**

Save

Below are the questions you will encounter in the Hyperion System so you can prepare answers to enter into the system. *Note: you can paste from a Word document into the Hyperion system.

Budget Request Questions

Provide Agency Program Summary

Agency Programs

P1. Provide the statutory references for this program.

P2. Please describe the purpose of this program, including a description of what you intend to accomplish.

P3. What are the direct benefits of this program to society?

P4. What are the benefits of this program to other agencies?

P5. Please describe the budget actions taken by agency management or by legislative actions that increased or reduced funding for the current and prior year and discuss the programmatic impact of these budget changes.

Clients

P6. Description of Clients

P7. Number of potential clients

P8. Number of clients served

P9. How are the clients served

Review

P10. Discuss the consequences that would occur if this program did not exist.

P11. If the program is providing services that were not provided through this program before the prior year, please describe those services here.

P12. Discuss your process of reviewing alternates for cost savings and efficiencies.

Define Agency Program Performance Measures

Agency Program Evaluation tab

Does the program serve readily identifiable users?

Are the users able to pay for the services they receive?

Does the state require citizens to use this service?

If yes, do individual citizens otherwise benefit directly from the service?

Is the service targeted at low-income beneficiaries?

Do other states or municipalities charge for this service?

If yes, please summarize their experience with the charges.

Are there any related services that could be offered on a fee-for-service basis?

If any exist, summarize service and related benefits to users and public.

Discussion of user fees.

Executive Budget Book Information

Governing Body

Decription of Governing Body
Agency Mission Statement
Agency Duties/Responsiblities
Accomplishments over Past Year
Goals for Upcoming Year
Major Agency Projects
Saving, Effencies and Shared Services
Additional Information
Programs

Identify Carryover & Cash Needs for Current Year-Line Item Carryover/Cash Needs

CCN1. Describe the agency's budget year needs for cash appropriations.
CCN2. Comments
CCN3. If you used or plan on using carryover for recurring operations in the current budget year, explain the purpose.
CCN4. If you used or will be using in the current budget year for recurring operations, please indicate the impact of not having these funds again in the budget year.
CCN5. If you indicated a negative impact list, in priority order, the actions you will take to manage the situation.

Provide Federal Overview

FP1. If your agency refers to this program by a different name, please provide the alternate name.
FP2. Describe the program/explain its purpose and how it is accomplished.
FP3. Explain the state matching requirements for this program.
FP4. Describe any limits on the use of funding available from this federal program.
FP5. Indicate how many years this federal funding will be available.
FP6. Explain any substantial change in the funding provided by this program for each of the years indicated in the table.
FP7. If federal funding ends, will this program need to continue? Answer in 'Yes' or 'No'
FP8. Discuss what actions you will take if this federal funding ends. If this program needs to be funded from some other source, describe why this program should continue to be funded and discuss the available sources of funding.

Identify Grants & Pass Through’s to Local Governments

G1. Describe the program/explain its purpose and how it is accomplished.
G2. Was the agency directed in legislation to provide the funding to a specfic entity?
G3. If so, please explain the issue and provide the applicable legal reference.
G4. Explain how the program is administered and the rules for receiving the funds.

G5. Explain how the rules for the program are established.

Agency Property Maintenance Summary

PM1. Describe the agency's maintenance program for equipment, buildings, vehicles, land and other property.

PM2. Additional Comments

Identify Legislation Needs

LN1. Indicate the Title that is being affected.

LN2. Provide a description of the legislative change you are seeking.

LN3. Explain why the change is needed including what you intend to accomplish through the change in law.

THINGS TO REMEMBER

- All non higher education agencies will receive a separate communication from the State Comptroller regarding the provisions of HB1207 (passed by the 2011 Legislature). The instructions require that the data submission form be submitted with your budget request. Please email the completed form to your budget analyst.

BUDGET REQUEST GUIDANCE:

The headings below correspond to tasks under the **Budget Request Tasks** within the **'My Task List'**. Numbering and headings refere to the numbering and headings within the Hyperion Task List.

3. Provide or Verify Agency Information

This task requires basic agency contact information and updated information about the agency that was included in the last Executive Budget Book. This information will not be prepopulated.

> **Note: Phone numbers and addresses of Board and Commission members are not public information and will not be available to others.**

1) Mailing address: list the main agency mailing address.
2) Agency Head: the current agency Chief Executive Officer, Director, or Agency Administrator, list their name, title, phone number, fax number and e-mail address.
3) Alternate Contact Person: if there is a person in the agency other than the CEO that needs to be contacted, list the same information for that person.
4) Agency Management / Division / Program Directors: for each program in the agency and each division of the agency, provide the name of the program or division and the manager's name, title and phone number.
5) Board/Commission members: list the names, titles, appointing authority, phone number, address, and current term expiration dates for each current member of the board or

commission. This phone number and address information is not public information and will not be made available to others. **Do not provide this information on hard copies of this budget request.**

4. Provide Agency Program Information
Define Agency Performance Measures

This task asks agencies to input each agency program, a brief program description and KPM's.

This form requests the following information on each agency program:

1) Summary of long-term goals and measures.
2) Short/Long description of the program: Describe the purpose of each program - what is the program created to accomplish? Summarize the processes used by each program to accomplish its goals and describe how the program is administered.
3) List and describe program goals and performance measures for this program.
   - List the measures the agency has developed and the appropriate benchmarks or progress the agency has achieved and expects to achieve during the budget year and the next two years.
   - Performance measures: (measure values) "Performance Measures" provide specific information about the programs operated by your agency. Performance measures are established after the agency develops program goals and objectives and are used by management to determine whether programs are meeting the goals and objectives of the program."

5. Enter Fee Schedules

This task asks agencies to input information for each fee.

- Please update the Fee information as part of your Budget Request in the Hyperion system.
- **NAMING CONVENTIONS:** Hyperion will not allow duplicate names in many chartfields / dimensions. Therefore, when adding a new fee or decision package, please use your parent-level entity (business unit) with the fee or decision package name. Once entered, the name will exist in the next year's request and BWP.

  When adding a new fee, please follow the naming convention below:
  xxx00_FYXX_Fee_Name

  e.g. 09000_FY17_IT_LicenseFee

A fee is any fixed charge assessed and collected by the agency. Examples of fees that need to be included in this section are licensing fees, inspection fees, fines levied, testing fees, certification fees, permit fees, copy (Xerox) fees, admission fees, and fees collected for use of facilities such as parks, golf courses, hotels, etc.

Fee Summary

1. Statutory Reference: the statute establishing the fee itself or the statute authorizing the agency to set the fee.
2. Description of the fee: describe the fee; who is charged the fee; what the fees are used for; when the fee is charged; etc.
3. Anticipated/requested change in fee: note any changes the agency is asking for in legislation or any changes the agency plans to make if it has that authority.
4. Payer: constituent that is affected by the fee.
5. Additional comments

Fee Revenue Details

1. Rate /Schedule
2. Numbered Issued
3. Fee Revnue
4. Percentage to GRF
5. Fee Revenue to GRF
6. Percent to Others
7. Fee Revenue –Others

7. Identify Carryover and Cash Needs

The purpose of this task is to provide assistance in planning for cash needs in FY-2017 and to indicate how much carryover was used in the FY-2016 budget.

8. Identify Federal Programs

This task is to provide more information on agency programs which receives federal funding. This template requests some basic information on the program, including the limits on the use of this funding, the length of time the funding will be available and the impact of funding changes.

9. Identify Grants and Pass Throughs to Local Gov't and Non-profits

This task is to provide more information on the agency's grants and pass throughs to local governmental entities and nonprofit organizations. Please complete this form for any agency program which provides state funding (including contracts) to either local government entities or a nonprofit organization.

10. Property Maintenance

This task is to provide more information on maintenance expenditures or any expenditure made to keep a capital asset in a state of good repair. It includes preventative maintenance, normal periodic repairs, replacement of parts, structural components and so forth as well as other activities needed to maintain the asset so that it continues to provide normal services and achieves optimum life. Only include computer hardware related maintenance expenditures on this form. Computer software expenditures are valued on the data processing form.

11. Identify Legislation Needs

This form is to provide more information summarizing legislative changes the agency management, controlling board, and program managers are seeking this next legislative session (2016).

12. Operational Decision Packages

Please refer to Decision package instructions located at http://www.ok.gov/OSF/Project_ENCORE/Training_Materials.

PLEASE FOLLOW NAMING CONVENTION

1. When adding a new decision package, please follow the naming convention below. The naming convention is important, since you will see all decision packages created in previous fiscal years as well. The year will be the only identifier for similar requests.
   xxx00_FYXX_DP#_Name
   e.g. 09000_FY17_DP1_WellnessTobaccoCessation

2. Supplemental Funding: An agency needing supplemental funding for the current year, will create a priority 1 decision package requesting the supplemental funding.

D. HOW TO RETURN YOUR FY-2017 BUDGET REQUEST

Submit budget in Hyperion system according to instructions. This is how we will determine agencies have completed and submitted their Budget Request in accordance with the October 1 deadline. Therefore, you do not have to submit a paper copy of your Budget Request or Strategic Plan to the Office of Management and Enterprise Services.

House and Senate Fiscal Staff will also be receiving agency Budget Requests electronically. So, **DO NOT** deliver a hard copy of your Budget Request to the House of Representatives or the Senate. Please email your House and Senate Fiscal Analyst your FY-2017 Budget Request. If you have questions about this, please contact Mark Tygret (mark.tygret@okhouse.gov) or Randy Dowell (dowell@oksenate.gov).

All Agencies - Please coordinate with your Cabinet Secretary to determine their preference for receiving your FY17 Budget Request information.

**CAPITAL BUDGET requests for FY17 were submitted in earlier this year. If you need more information on capital planning, please go to http://ok.gov/DCS/Capital_Planning/

Hyperion-specific Definitions

Account: PeopleSoft GL Accounts and additional "Budget Formulation" specific accounts in use for Budgeting and Planning.

Entity: Agency - This is an agency hierarchy. It represents data sitting in DEPT ID , rolling up to DIVISIONS , which in turn rolling up to BUs. Currently capital budgeting is done at

Period: Regular dimension with BegBalance, Quarters, Months rolling up to Quarters

Scenario: Category of data in the application like Actuals, Budget and Variance.

Version: Contains members to provide flexible and iterative planning cycles within a Scenario, providing snapshots of data during each phase of Budgeting process.

Year: Fiscal Years ; 2 previous years, 1 Current year, 1 Budget Year + 10 future years

Class Fund: Funding Sources by BUs available or used during the budget formulation process.

Project: Individual projects are represented, includes existing operating projects and new/proposed projects required for capital budgeting.

Request: This dimension is basically part of Public sector planning and budgeting package. This helps in raising requests for projects.

CFDA: Catalog Of Federal Domestic Assistance

Programs: Statewide Programs are Inter Agency Programs (Cross Agency programs), as listed above, and can accommodate Intra Agency Programs to facilitate Agency's Internal level of detail budgeting.

Fund Type: This is an attribute dimension , which will help to classify Class Fund. This dimension is tagged to Class Fund dimension.

Decision Packages organize an agency's additional funding requests by key objectives, programs, or projects.

- An agency may have multiple decision packages. Each package would have related requests.
- Each budget request within a decision package will be prioritized by the agency.

- This correlates to the Operational Funding Request portion of the Budget Request System.

HCP (Human Capital Planning) is the position budgeting functionality in Hyperion. Entity contains Agency hierarchy in which data is loaded/entered at Departments (or Sub account codes in case of DHS). Departments roll up to Divisions, and Divisions roll up to Agencies.

- Position contains all the active positions – vacant as well as filled present in the HCM system.
- Employees contains all the active employees in different agencies.
- Current Scenario – Budget
- Current Version/Stage – Agency (Versions are “Agency Request”, “Agency BWP”)