

Budget Office Training Agenda

- Budget Terms and Concepts
- Preparing a Request for Budget Change (RBC)
- Preparing a Transfer of Funds (to support an RBC)

Budget Office

Part 1: Budget Office Terms & Concepts

- Fund Types: State Accounts & Locally Allocated
- Fund Types: Auxiliary & Budgeted Designated
- Budget Revision vs. Budget Transfer
- Temporary vs. Permanent Budget
- Managing Budget Lines
- Carry Forward



Budget Terms & Concepts

Fund Types: State & Locally Allocated

State

- Fund Group Code = ST (State)
- Examples of Sub Funds: Ag, Ag Ext, AHS, Main Campus, UA South
- Budget determined by State appropriations and tuition revenue
- Budget loaded to accounts by Budget Office
- Budget Adjustments processed via Budget *transfers*

Locally Allocated

- Fund Source = DE (Designated) & DI (Designated IDC)
- Examples of Sub Funds: ASC, Retained Fees, Program Fees, IDC
- Budget determined by Budget Office or Department and loaded to accounts each year
- Budget Adjustments processed via Budget *transfers*



Budget Terms & Concepts

Fund Types: Auxiliary & Budgeted Designated

Auxiliary

- Fund Group Code = AX
- Examples: Bookstore, Campus Recreation, Student Union, Parking, Residence Life
- Departments **project** revenue and expenditures during Local Fund Budget cycle
- Budget loaded in Spring
- Budget Adjustments processed via Budget *revisions*

Budgeted Designated

- Fund Group Code = DE, DR
- Examples of Sub Funds: Admin Sales & Service, Student Fees, CESL, & Dept Sales & Service
- Departments **project** revenue and expenditures during Local Fund Budget cycle
- Budget loaded in Spring
- Budget Adjustments processed via Budget *revisions*
- Budget Record Level Code = C

Budget Terms & Concepts

Budget Transfer vs. Budget Revision

Budget Transfer

- Processed on state and locally allocated accounts
- Initiated by the department and/or Budget Office
- Two-sided transaction on the Request for Budget Change (RBC)
- Cash automatically moved on object code 0932

Budget Revision


- Processed on auxiliary and budgeted designated accounts
- Initiated by the department and/or Budget Office
- One-sided transaction on the Request for Budget Change (RBC)
- Does not move cash

Budget Terms & Concepts

Budget Transfer vs. Budget Revision

Budget Transfer Example:

Move salary savings from one state account to a new line/position on the same account or another state account

REQUEST FOR BUDGET CHANGE: PREVIEW																			
RBC#:	29540			FY:	2016			DATE:	22-SEP-2015			TEL:	(520)621-3725						
NAME:	VERONICA S CHU			DEPT:	9201			ADDRESS:	PO BOX 210066			EMAIL:	galavizv@email.arizona.						
DESCRIPTION:	State Acct - Budget Transfer - Move salary savings to a new position											PRINT:							
	FROM								TRAN DETAILS			TO							
ROW#	DEPT	LINE	POSITION	ACCT	SUB ACCT	OBJ	SUB OBJ	PROJECT	AMOUNT	T/P	TYPE	DEPT	LINE	POSITION	ACCT	SUB ACCT	OBJ	SUB OBJ	PROJECT
1	9201	906.000		1182200		1000			1,000.00	T	BT	9201	1.100		1182200		1150		
TOTAL:									1,000.00										

Budget Terms & Concepts

Budget Transfer vs. Budget Revision

Budget Revision Example:

A unit is expecting an increase in revenue activity and needs a budget adjustment to increase revenue and operational expenses

REQUEST FOR BUDGET CHANGE																				
RBC#:	129011					FY:	2016			DATE:	22-SEP-2015				TEL:	(520)621-3725				
NAME:	VERONICA S CHU					BUDGET DEPT:	9201			ADDRESS:	PO BOX 210066				EMAIL:	galavizv@email.arizo				
DESCRIPTION:	2253400-Increase revenue projections												PRINT:							
	FROM								TRAN DETAILS			TO								
ROW #	DEPT	LINE	POSITION	ACCT	SUB ACCT	OBJ	SUB OBJ	PROJECT	AMOUNT	T/P	TYPE	DEPT	LINE	POSITION	ACCT	SUB ACCT	OBJ	SUB OBJ	PROJ	
1									1,000.00	T	BR	9923	90930.000		2253400		0930			
2									1,000.00	T	BR	9923	3000.000		2253400		3000			
TOTAL:									2,000.00											

Budget Terms & Concepts

Budget Transfer vs. Budget Revision

POP QUIZ

True or False: When doing a Budget Transfer (“BT”) from one state account to another, cash will move automatically.

True!

True or False: When doing a Budget Transfer (“BT”) from a state account to a budgeted designated account, you will also need to process a TF doc to ensure that cash is moved.

False! This is a trick question. You can not transfer funds to or from a State account to a Designated account, whether on an RBC or using a TF doc. When dealing with State or Locally Allocated accounts, transfers are not allowed across different sub-funds.

Budget Terms & Concepts

Temporary vs. Permanent Budget

Temporary “Temp” Budget

- Operating budget for the *current* fiscal year
- Temporary budget = state and locally allocated
- Current year budget = auxiliary and budgeted designated accounts
- “Current Budget” = Temp budget in UAccess Financials

Permanent “Perm” Budget

- Operating budget for the *next* fiscal year
- Permanent budget = state and locally allocated
- Next year budget = auxiliary and budgeted designated accounts
- “Base Budget” = Perm Budget in UAccess Financials

Budget Terms & Concepts

What reports do I use to view my budget balances?
(Auxiliary and Budgeted Designated)

Income/Expense Report

Consolidation Object Name	Original Budget	Base Budget	Current Budget
OTHER REVENUE	(35,681,300.00)	(35,681,300.00)	(35,681,300.00)
INTERNAL REVENUE	0.00	0.00	0.00
TRANSFER OF FUNDS	(1,040,700.00)	(1,040,700.00)	(1,040,700.00)
INCOME Total	(36,722,000.00)	(36,722,000.00)	(36,722,000.00)
Grand Total	(36,722,000.00)	(36,722,000.00)	(36,722,000.00)

Local Fund Budget Report

Category Name	Summary Object Code Name	FY18 Original Budget	FY19 (Perm) Budget	FY18 (Temp) Current YR Budget
Revenues & Transfers - In	Other Revenue	0	0	0
	Sales And Service	35,681,300	35,681,300	35,681,300
	Transfer-In External	1,040,700	1,040,700	1,040,700
	Transfer-In Internal	0	0	0
Revenues & Transfers - In Total		36,722,000	36,722,000	36,722,000

Budget Terms & Concepts

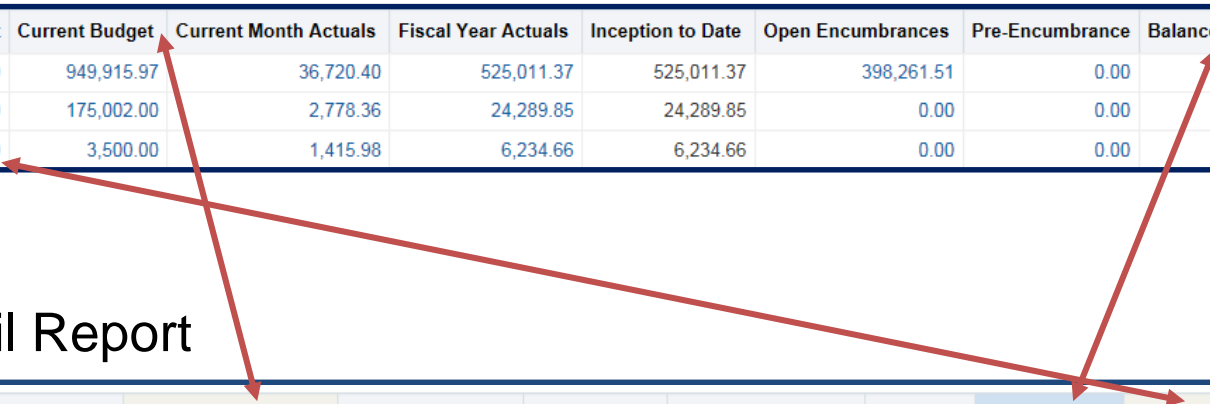
What reports do I use to view my budget balances?
(State and Locally Allocated)

Income/Expense Report

Consolidation Object Name	Original Budget	Base Budget	Current Budget	Current Month Actuals	Fiscal Year Actuals	Inception to Date	Open Encumbrances	Pre-Encumbrance	Balance Available
PERSONNEL SERVICES	746,008.00	758,876.00	949,915.97	36,720.40	525,011.37	525,011.37	398,261.51	0.00	26,643.09
GENERAL EXPENSES	148,926.00	148,926.00	175,002.00	2,778.36	24,289.85	24,289.85	0.00	0.00	150,712.15
TRAVEL	0.00	0.00	3,500.00	1,415.98	6,234.66	6,234.66	0.00	0.00	(2,734.66)

Balance Available Detail Report

Consolidation Object Name	Original Budget	(Temp) Current YR Net Budget Change	(Temp) Current YR Budget	Personnel Expenditure	ERE Expenditure	Operational Expenditure	Encumbered	Balance Available	(Perm) Next YR Budget
Personnel Services	746,008	203,908	949,916	400,366.91	124,644.46	0.00	398,261.51	26,643.09	758,876
General Expenses	148,926	26,076	175,002	0.00	0.00	24,289.85	0.00	150,712.15	148,926
Travel	0	3,500	3,500	0.00	0.00	6,234.66	0.00	-2,734.66	0



Budget Terms & Concepts

Temporary vs. Permanent Budget

Recap

What other words might you see to describe “Temp” or Temporary budget?

Current Budget

Pending Balance Available

What other words might you see to describe “Perm” or Permanent Budget?

Next Year Budget

Base Budget

What reports can I use to view Auxiliary and Budgeted Designated budgets in Analytics?

Local Fund Budget report (Budget-Local Fund Budget dashboard)

Income/Expense Report (General-Financial Management dashboard)

What reports can I use to view State and Locally Allocated budgets?

Balance Available Detail report (Budget-Current dashboard)

Income/Expense Report (General-Financial Management dashboard)



Budget Terms & Concepts

Managing Budget Lines

What is required?

- Divisions/colleges must maintain Perm/Next Year budget lines for Permanent, State and Allocated funded positions
- The Budget Office reports these to external agencies

Other benefits to managing budget lines:

- Holding place for unassigned commitments
- Track assigned commitments
- Demonstrate budget capacity to campus leadership (e.g. merit increases)



Budget Terms & Concepts

Managing Budget Lines

Class Discussion

Budget Terms & Concepts

Carry Forward (Lines 903, 2001, 3001)

- Budget Office loads in August
- Use the Balance Available Detail Report

Level Name	Budget Line Number	Original Budget	(Temp) Current YR Net Budget Change	(Temp) Current YR Budget	Balance Available
FY17 Report	Employee Related Expense	2000.0000	0	52,078	52,078.00
		2001.0000	0	-28,450	-28,450.00
		2559200.2114	0	0	-2,871.00
		2559200.2117	0	0	-145.34
		2559200.2119	0	0	-3,714.06
		2559200.2121	0	0	-1,745.00
		2559200.2130	0	0	-25,587.00
Employee Related Expense Total		0	23,628	23,628	-10,434.40

Level Name	Budget Line Number	Original Budget	(Temp) Current YR Net Budget Change	(Temp) Current YR Budget	Balance Available
FY18 Report	Employee Related Expense	2000.0000	12,238	0	12,238.00
		2001.0000	0	-10,434	-10,434.00
		2559200.2114	0	0	-4,256.53
		2559200.2117	0	0	-133.30
		2559200.2119	0	0	-2,975.45
		2559200.2121	0	0	-2,304.00
		2559200.2130	0	0	-11,486.00
Employee Related Expense Total		12,238	-10,434	1,804	-19,351.28

Part 2: Preparing a Request for Budget Change

- Understanding the RBC
- Creating an RBC using the Excel Template Upload
- Using the Auto-RBC Report
- Using the Budget Balance Available Detail Report
- New features coming soon

Preparing an RBC

Understanding the RBC

How to Complete an RBC (Request for Budget Change)

1. Input or Import data into the RBC. See field explanations below for further detail
2. Select the "draft" link at the bottom of the RBC then select the "Save RBC" to create an RBC #
3. Attach backup documents, add notes, and electronically route RBC (Self-Paced Tutorial on eRBCs is available on UA Learning).

CREATE RBC: FY18

CREATE RBC: FY18
CREATE RBC FROM EXCEL: FY18

REQUEST FOR BUDGET CHANGE: [RBC BUSINESS RULES](#)

CREATE RBC USING WORKFLOW: [INSTRUCTIONS](#)

PRINTING/SIGNING AND SUBMITTING THIS RBC IS NOT REQUIRED: THIS RBC USES EMAIL FORWARDING FOR WORKFLOW AND SIGNATURE APPROVALS

RBC#:	NOT ASSIGNED	FY:	2018	DATE:	17-NOV-2017	TEL:	(520)621-3725
NAME:	VERONICA S CHU	DEPT:	9201	ADDRESS:	PO BOX 210066	EMAIL:	galavizv@email.arizona.edu
DESCRIPTION:							

	FROM		TRAN DETAILS		TO															
ROW#	DEPT	BUDGET LINE	POSITION	ACCT	SUB ACCT	OBJ	SUB OBJ	PROJECT	AMOUNT	T/P	TYPE	DEPT	BUDGET LINE	POSITION	ACCT	SUB ACCT	OBJ	SUB OBJ	PROJECT	ADD/DEL ROW
NOTE ADD/DELETE ROW: + ADDS A BLANK ROW BELOW THE SELECTED ROW. - DELETES SELECTED ROW																				
1																				+ -
2																				+ -
3																				+ -
4																				+ -
5																				+ -
6																				+ -
7																				+ -
8																				+ -
9																				+ -
10																				+ -
11																				+ -
12																				+ -

COMMENTS

PURPOSE & JUSTIFICATION:

BUDGET OFFICE COMMENTS:

(PLEASE SAVE THIS DOCUMENT AS DRAFT TO ADD SUPPORTING DOCUMENTS AS ATTACHMENTS (IF NEEDED) AND ROUTING ON THE NEXT SCREEN)

PREVIEW & SAVE DOCUMENT AS DRAFT:
DRAFT

Preparing an RBC

Creating an RBC using the Excel Template Upload

[CREATE RBC: FY16](#)

[CREATE RBC](#) | [CREATE RBC FROM EXCEL](#)

[INSTRUCTIONS](#) | **INSTRUCTIONS**

[DOWNLOAD RBC EXCEL TEMPLATE TO YOUR COMPUTER](#) | [RBC TEMPLATE](#)

[UPLOAD RBC EXCEL TEMPLATE FROM YOUR COMPUTER](#) | No file chosen |

DRAFT#:	NOT ASSIGNED	FY:	2016	DATE:	25-AL
NAME:	VERONICA S CHU	BUDGET DEPT:	9201	ADDRESS:	PO BC

The instructions link will provide detailed steps to upload and create an RBC

- Uploading an RBC will allow up to as many rows as needed.
- Once uploaded the user can add & delete rows in the RBC

Auto RBC Report

- Use the Auto-RBC Report to populate an eRBC

UAccess ANALYTICS Sign Out

Budget - Current Alerts! Home My Roles Catalog Favorites ▾ Dashboards ▾ New ▾ Open ▾ Signed In As galaviz

Overview Budget Detail Expenditure Authority Balance Available Detail **Auto-RBC** Cash Expenditure Authority Budget Transactions Budget Activity Download Employee All Funds Expenditure Authority Departmental />>

Make your selections and click Apply

Fiscal Year^o College Name Organization Code^o Organization Name Account Number Sub Account Number Object Code Position Number Category Code

2018 ▾ --Select Value-- ▾ 9201 ▾ --Select Value-- ▾ --Select Value-- ▾ --Select Value-- ▾ --Select Value-- ▾ --Select Value-- ▾ EX ▾

Employee ID Employee Name Line Number Replacement Line Number Budget Account Type Display ERE?^o Display Accounts^o Sub Fund Group Description

--Select Value-- ▾ --Select Value-- ▾ --Select Value-- ▾ --Select Value-- ▾ --Select Value-- ▾ Y ▾ All ▾ --Select Value-- ▾

Apply **Reset** ▾

Inactive Accounts, Sub-Accounts, Sub-Object Codes, and Project Codes have been excluded from this report as the RBC system will not allow budget transfers or revisions with inactive attributes.

From Line	From Position	From Account	From Sub Account	From Object Code	From Sub Object Code	From Project	Balance Available	TRAN T/P	TRAN BT/BR	To Line	To Position	To Account	To Sub Account	To Object Code	To Sub Object Code	To Project
0.0000							35,000	T	BT	5.0000	2014056	1182200		1000		
0.0000							2	T	BT	3000.0000		1182200		3860		

Preparing an RBC

Using the Budget Balance Available Detail Report

Example: *Account budget lines **not funded***

- Unassigned line defaults to account object code
- Balance available is negative
- How do we resolve?
- *Process RBC Budget Transfer to create lines*

Account Number	Budget Line Number	Position Number	Object Code	(Temp) Current YR Budget	Personnel Expenditure	Encumbered	Balance Available
2559304	903.0000	-	1000	-1,070,842	0.00	0.00	-1,070,842.00
	2001.0000	-	2000	-402,255	0.00	0.00	-402,255.00
	2559304.1140	2045002	1140	0	1,013.04	8,104.00	-9,117.04
	2559304.1162	2025957	1162	0	583.33	2,917.00	-3,500.33
		2032168	1162	0	583.33	2,917.00	-3,500.33
		2051969	1162	0	795.46	5,966.00	-6,761.46

FROM									TRAN DETAILS			TO							
ROW#	DEPT	BUDGET LINE	POSITION	ACCT	SUB ACCT	OBJ	SUB OBJ	PROJECT	AMOUNT	T/P	TYPE	DEPT	BUDGET LINE	POSITION	ACCT	SUB ACCT	OBJ	SUB OBJ	PROJECT
NOTE ADD/DELETE ROW: + ADDS A BLANK ROW BELOW THE SELECTED ROW. - DELETES SELEC																			
NOTE: THE DEPT (TO/FROM) FIELDS POPULATE AUTOMATICALLY BASED ON THE ACCOUNT NUMBER (TO/FROM) ENTERED																			
1		3000.000		2559304		3000			9,117.00	T	BT		1.500	2045002	2559304		1140		

Preparing an RBC

Using the Budget Balance Available Detail Report

Example: *Account budget lines **are funded***

Budget Line Number	Object Code	(Temp) Current YR Budget	Personnel Expenditure	Encumbered	Balance Available
1.0000	1150	214,225	121,380.74	92,844.00	0.26
2.0000	1150	149,115	83,115.41	66,000.00	-0.41
3.0000	1150	76,100	43,015.33	33,085.00	-0.33
4.0000	1150	72,374	40,981.72	31,392.00	0.28
5.0000	1150	68,600	38,984.68	29,615.00	0.32
7.0000	1180	42,808	20,384.60	22,423.00	0.40
8.3000	1180	0	0.00	0.00	0.00
9.0000	1180	54,589	30,853.82	23,735.00	0.18
10.0000	1150	4,242	4,242.31	0.00	-0.31
11.0000	1180	2,965	2,965.38	0.00	-0.38
12.0000	1150	0	0.00	0.00	0.00
12.5000	1000	-35,000	0.00	0.00	-35,000.00
	1150	37,789	2,788.46	0.00	35,000.54
13.0000	1340	21,298	11,654.46	2,750.00	6,893.54
	1350	0	0.00	633.00	-633.00
903.0000	1000	0	0.00	0.00	0.00
905.0000	1000	20,382	0.00	0.00	20,382.00

Budget System and Analytics

New Features & Coming Soon

	Analytics	Budget System
New	Auto-RBC Report	New Line Categories – Single Incumbent, Wage Pool, ERE Pool, Commitment/Savings, and Operational Lines
	Transfer Rules Report	Add, Edit, Delete, Deactivate, and Renumber Lines
Coming Soon	Dashboard Redesign with Sub-Pages	User Interface Refresh – Color Scheme, Navigation, etc.

Budget Terms & Concepts

Temporary vs. Permanent Budget

Recap

What are three different ways to process an RBC

Using a traditional RBC form in the Budget System

Using the excel template upload feature in the Budget System

Using the Auto RBC report in Analytics

What Analytics report can we use to view budget lines and available balances?

Balance Available Detail Report on the Budget-Current Dashboard

Part 3: Preparing a Transfer of Funds (to support an RBC)

- Rules for Auxiliary & Budgeted Designated Accounts
- Rules for State and Locally Allocated Accounts
- Other Guidelines and Considerations
- Allowable Transfers Analytics Report



Preparing a Transfer of Funds (TF)

Rules for Auxiliary & Budgeted Designated Accounts

If the transfer is budgeted:

- Only a TF should be processed.
- Use OC 7930 in the “From” Section and OC 0930 in the “To” Section.
- Indicate in the notes that the transfer was budgeted.

If the transfer is not budgeted:

- Process a TF *and* an RBC-Budget Revision.
- To increase budget for OC 7930, the department may:
 - ✓ Increase revenue if expecting additional funds
 - ✓ Reduce operations
 - ✓ Reduce fund balance.



Preparing a Transfer of Funds (TF)

Rules for State and Locally Allocated Accounts

- Transfer of funds not allowed, use an RBC Budget Transfer instead

Preparing a Transfer of Funds (TF) Other Guidelines and Considerations

- Process the RBC and TF at the same time and reference each document # on each document

Document Overview

Document Overview

* Description: Transfer funds to Dr. Meyer

Org. Doc. #:

Explanation: See RBC 125822

Financial Document Detail

Total Amount: 10,000.00

Accounting Lines

Accounting Lines

From	Chart	Account Number	Sub-Account	Object	Sub-Object	Project	Org Ref Id	Amount	Actions
add:								0.00	add
1	UA	2435000		7930			125822	10,000.00	delete

RBC DOCUMENT RESAVED: PLEASE PRINT USING THE PRINT BUTTON AND HAVE IT SIGNED BY APPROPRIATE PERSONNEL AND SUBMIT TO BUDGET OFFICE

REQUEST FOR BUDGET CHANGE

RBC#: 125822 FY: 2015 DATE: 07-MAY-2015 TEL: (520)626-4002

NAME: MARSHA D QUIGLEY DEPT: 9201 ADDRESS: PO BOX 210066 EMAIL: quigleym@email.arizona.edu

DESCRIPTION: Transfer funds to Dr. Meyer (see TF 3912864) PRINT:

FROM								TRAN DETAILS											TO		
ROW#	DEPT	LINE	POSITION	ACCT	SUB ACCT	OBJ	SUB OBJ	PROJECT	AMOUNT	T/P	TYPE	FTE	DEPT	LINE	POSITION	ACCT	SUB ACCT	OBJ	SUB OBJ	PROJECT	
1									10,000.00	T	BR		0701	7930.000		2435000		7930			
TOTAL:									10,000.00												

COMMENTS

PTC IMPACT:

PURPOSE & JUSTIFICATION: Transfer for Dr. Meyer startup (see TF 3912864)

BUDGET OFFICE COMMENTS:

Preparing a Transfer of Funds (TF) Using the Allowable Transfers Report

UAccess ANALYTICS Sign Out

General - System Value Sets Alerts! Home My Roles Catalog Favorites Dashboards New Open Signed In As galavizv

Account Value Set Lookups Account Funding Lookups Account Analysis Vendor Lookups Core Value Lookups Unit Value Lookups Building Information Account/Item Type Detail **Allowable Transfers**

Allowable Transfers Links and Documents

1. Would you like to search by Account Number or Sub-Fund Group?

Account Number
 Sub-Fund Group Code

2. In between what Account Numbers are you thinking about transferring budget?

From To

[FSO Account Closure Docs](#)
[Transfers Decision Tree](#)

From Sub-Fund Group		To Sub-Fund Group	Transfer of Funds Allowed?
Sub Fund Group: AHS (H1) (AHS) Fund Group: State (ST) List Of All Sub-Fund Groups You Can Transfer Funds To		Sub Fund Group: AHS (H1) (AHS) Fund Group: State (ST) List Of All Sub-Fund Groups You Can Transfer Funds From	<div style="font-size: 2em; color: green; font-weight: bold; margin-bottom: 10px;">Yes</div> <p><u>Transfer Options:</u> Process RBC Transfer</p> <p><u>Transfer Restrictions:</u> No Restrictions</p> <p><u>Transfer Exceptions:</u> Allowed - See Restriction</p> <p><u>Admin Service Charge Expenditure:</u> -</p>

Thank you!

Any questions?

Resources

- Budget Office [Feedback Form](#)
- UAccess Community [Budget Forum](#)
- Budget [Office Staff](#)