THE UNIVERSITY OF ARIZONA.



Budget Line Instructions: Create/Edit/Activate/Deactivate/Delete/Renumber

1. Line Numbers Classification (Line Types):



The Budget Line number is classified into "Line Type" based on the purpose for which the line is created. Account Strings are added to the Budget Line number to help in determining the line number classification. The combination of Account Number, Sub Account Number, Object Code, Sub Object Code and Project Code together form an Account String. Based on the line type classification the attributes of an Account strings can be combined to form unique combinations.

Line Types are classified into the following 5 ways:

- 1. Single Incumbent Line
- 2. Wage Pooled Line
- 3. ERE Pooled Line
- 4. Operational Line
- 5. Commitment/Savings/Budget Only Line

1. Attributes of a Single Incumbent Line:

- **a.** Object Code: Specific to positions (1140, 1150, 1180 etc.)
- **b.** Line Name: Incumbent Name for all filled Positions. "Vacant" for unfilled positions.
- c. Incumbent: Single Incumbent

- **d. Expenditure and Encumbrances:** Expenditure and Encumbrances by Position and Incumbent
- e. Account String Behavior/Relationship: A Position Number can have unique combinations of an account string. A Position cannot be repeated on multiple lines in the same department.

| (| | ING DUPLICAT | ED | | | |
|--------------------------|----------------------|------------------|-------------------------------|------------------|-------------------|------------------|
| LINE POSITION NBI | R COUNT | SUB ACCT | OBJECT CD | SUB OC | PROJECT | |
| 1.5 12345678 | 1000000 | | 1150 | | | ОК |
| 1.5 12345678 | 1000000 | | 1150 | | | DUPLICATE |
| 1.5 123 45678 | 1245000 | 123 | 1150 | | | ОК |
| 1.5 12345678 | 1000000 | | 1150 | ABC | | OK |
| 1.5 12345678 | <mark>1000000</mark> | | <mark>1150</mark> | <mark>ABC</mark> | <mark>TEST</mark> | DUPLICATE |
| 1.5 12345678 | 1000000 | | 1110 | ABC | TEST | ОК |
| 2.0 12345678 · | <u>1000000</u> | <mark>123</mark> | <mark>1110</mark> | ABC | TEST | DUPLICATE |
| 3.0 444 12334 | 2000 | | 1110 | | | OK |
| | | r cannot be on | UPLICATED: A two line numb | _ | • | tion |

2. Attributes of a Wage Pooled Line:

a. Object Code: Wage Pool: 1300 – 1399 but not 1360

b. Line Name: User Defined

c. Incumbent: Multiple Incumbents (position numbers)

d. Expenditure and Encumbrances: Expenditure and Encumbrances by Position and Incumbents

e. Account String Behavior/Relationship: A Line can have multiple Position Numbers with a unique combination of account strings. A Position cannot be repeated on multiple lines in the same department. Account strings can be repeated on the same line but with different position numbers.

| LINE | POSITION NBR | ACCOUNT | SUB ACCT | OBJECT CD | SUB OC | PROJECT | |
|------------------|----------------------|----------------------|------------------|-------------------|------------------|-------------|------------------|
| <mark>45</mark> | 12345678 | 1000000 | | 1300 | | | <mark>OK</mark> |
| <mark>45</mark> | 12345678 | 1000000 | | 1330 | | | <mark>OK</mark> |
| <mark>45</mark> | 4444444 | 1000000 | 123 | 1300 | | | DUPLICATE |
| <mark>101</mark> | <mark>4444444</mark> | <mark>1000000</mark> | <mark>123</mark> | <mark>1300</mark> | | | DUPLICATE |
| <mark>101</mark> | <mark>5555555</mark> | 1000000 | | <mark>1300</mark> | <mark>ABC</mark> | TEST | <mark>OK</mark> |
| <mark>101</mark> | <mark>5555555</mark> | 1000000 | | <mark>1330</mark> | | | <mark>OK</mark> |

3. Attributes of a ERE Pooled Line:

a. Object Code: ERE Pool: 2000-2999 and 7933;

b. Line Name: Has the word ERE in it. ERE Pool: "ERE", "ERE-Student" etc.

c. Incumbent: No Incumbents.

d. Expenditure and Encumbrances: Expenditure and Encumbrances by unique account string.

e. Account String Behavior/Relationship: A Line can have multiple unique account strings. Account strings cannot be repeated on multiple lines in the same department.

| LINE | POSITION NBR | ACCOUNT | SUB ACCT | OBJECT CD | SUB OC | PROJECT | |
|-------------------|--------------|---------|------------------|-------------------|------------------|-------------|------------------|
| 2000 | | 1000000 | | 2001 | | | OK |
| 2000 | | 1000000 | | 2002 | | | DUPLICATE |
| <mark>2001</mark> | | 1000000 | <mark>123</mark> | <mark>2001</mark> | | | <mark>OK</mark> |
| <mark>2001</mark> | | 1000000 | | <mark>2002</mark> | | | DUPLICATE |
| <mark>2001</mark> | | 1000000 | | <mark>2001</mark> | <mark>ABC</mark> | TEST | <mark>OK</mark> |

4. Attributes of an Operational Line:

- **a. Object Code:** Specific to Actual Expenditures and Encumbrances (3000, 3590, 5230, 5290 etc.) and revenue object codes.
- **b.** Line Name: User Defined.
- **c. Incumbent:** No Incumbents.
- **d.** Expenditure and Encumbrances: Expenditure and Encumbrances by unique account string.
- **e.** Account String Behavior/Relationship: A Line can have multiple but unique account strings. Account strings cannot be repeated on multiple lines in the same department.

| LINE | POSITION NBR | ACCOUNT | SUB ACCT | OBJECT CD | SUB OC | PROJECT | |
|-------------------|--------------|----------------------|----------|-------------------|------------------|-------------|------------------|
| <mark>3590</mark> | | 1000000 | | <mark>3590</mark> | | | OK |
| <mark>3590</mark> | | 1000000 | | 3591 | | | DUPLICATE |
| <mark>3590</mark> | | 1000000 | 123 | 3591 | | | OK |
| <mark>5230</mark> | | 1000000 | | <mark>3591</mark> | | | DUPLICATE |
| <mark>5230</mark> | | 1000000 | | <mark>3591</mark> | <mark>ABC</mark> | TEST | <mark>OK</mark> |
| <mark>5290</mark> | | <mark>1000000</mark> | | <mark>3568</mark> | | | <mark>OK</mark> |

5. Attributes of Commitment/Savings/Budget Only Line:

a. Object Code: Object Code 1000, 6000, 7000 only and all lines with no incumbents.

b. Line Name: User Defined

c. Incumbent: No Incumbents

d. Expenditure and Encumbrances: No Expenditure and Encumbrances

e. Account/GL String Behavior/Relationship: Line Numbers and Line names are unique. Account string cannot be repeated on the same lines in the same department.

| LINE | NAME | ACCOUNT | SUB ACCT | OBJECT CD | SUB OC | PROJECT | |
|-----------------|----------------|----------------------|------------|-------------------|--------|---------|-------------------|
| 1000 | SAVINGS | 1000000 | | 1000 | | | OK |
| 1001 | TRAN FUND | 1000000 | | 1000 | | | OK |
| 1001 | TRAN FUND | 1000000 | 123 | 1000 | | | <mark>OK</mark> |
| <mark>45</mark> | SAVINGS | <mark>1000000</mark> | | <mark>7000</mark> | | | <mark>OK</mark> |
| <mark>45</mark> | SAVINGS | 1000000 | | <mark>7000</mark> | | | DUPLICATED |

6 . Line restrictions by Summary Object Code:

Line 0.0001-1999.9999 for Summary OC 1000.

Line 3000.0000-6999.9999 for Summary OC 3000, 5792, 6100, 6200, or 6800.

Line 7000.0000-9999.9999 for Summary OC 7000, 7800, 7930, 7939, or 7975.

7. Line number restriction for Income Object Codes:

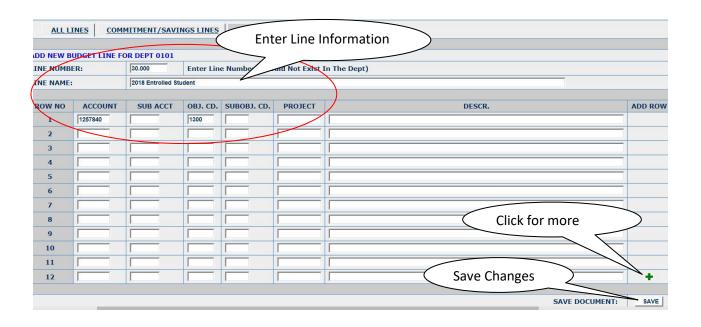
When creating line numbers for object codes < 1000, line number must begin with 9 + object code number. (Line Number for object code 0930 will be 90930). Position numbers are not allowed on Income Object Code (Operations Line Type).

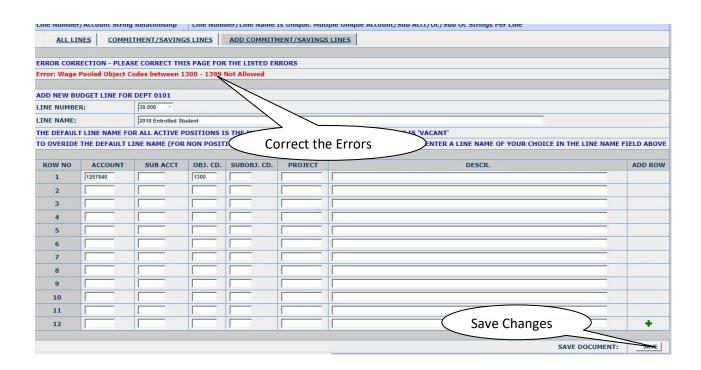
8. Creating New Budget Line/Editing Existing Budget Line:

a. Add New Lines by department in the Budget System.

| /iew Line One Page | ALLI | LINES INCUMBENT LIN | ES WAGE-I | POOLED | ERE-POOL | ED OPERATIONAL LINES | COMMITMENT/ | |
|--|-----------|---------------------|-------------|----------|----------|--------------------------|-------------|--|
| Create/Edit Budget Lines | BUD. LINE | LINE TYPE | LINE STATUS | EMPLID | POSITION | NAME | | |
| | 1.5 | INCUMBENT | ACTIVE | 16803075 | 2037659 | STATEN,MICHAEL E | | |
| | 2 | INCUMBENT | ACTIVE | 22051882 | 2039785 | ANDERSEN, CAMILLE L | | |
| | 3 | INCUMBENT | ACTIVE | 01714975 | 1987173 | BUENO,MARIA J | | |
| | 4 | INCUMBENT | ACTIVE | | 2029132 | VACANT | | |
| | 5 | INCUMBENT | ACTIVE | 01622493 | 2017584 | GEARY,KRISTEN D | | |
| | 6 | INCUMBENT | ACTIVE | 22058952 | 2019833 | GILLILAND, ALLISON T | | |
| | 7 | INCUMBENT | ACTIVE | 00456854 | 2028933 | HODGES,TANYA M | | |
| CONTACT INFORMATION | 8 | INCUMBENT | ACTIVE | 00895868 | 2037508 | HUNT, JAMES E | | |
| Administration Building | 9 | INCUMBENT | ACTIVE | 14107959 | 1842175 | MAZON,CECILIA | | |
| Room 101 01 East University Boulevard | 10 | INCUMBENT | ACTIVE | 12208317 | 1865580 | RODRIGUEZ LORTA, NANCY G | | |
| ucson, Arizona 85721-0066 | 11 | INCUMBENT | ACTIVE | | 1865582 | VACANT | | |
| Fax: (520) 621-1634 Fax: (520) 621-3971 | 12 | INCUMBENT | ACTIVE | 00987648 | 2001962 | SHARP,KYLE P | | |

| Object Line Expe Line Numb ALL L | Line | CUMBENT LINES | fine endit | r/L | Click to Edit/Renumber/Deactivate/Delete Existing Line | | | | | | |
|----------------------------------|-----------|---------------|------------|------------|--|-------|----------|--|----|--|--|
| BUD. LINE | EDIT LINE | RENUMBER LINE | LINE ST | STATUS | DELETE EM | IPLID | POSITION | NAME | C | | |
| 31 | EDIT | RENUMBER | TALE | DEACTIVATE | DELETE | | | Test | \$ | | |
| 45 | EDIT | RENUMBER | ACTIVE | DEACTIVATE | DELETE | | | test | \$ | | |
| 51 | EDIT | RENUMBER | ACTIVE | | DELETE | | | GA MICROCOMMISSION MONEY ONLY | \$ | | |
| 52 | EDIT | RENUMBER | ACTIVE | | | | | VACANT | \$ | | |
| 53 | EDIT | RENUMBER | ACTIVE | DEACTIVATE | DELETE | | | MICRO TA SUPPORT | \$ | | |
| 54 | EDIT | RENUMBER | ACTIVE | | | | | SPECIAL TA ALLOCATIONS | \$ | | |
| 55 | EDIT | RENUMBER | ACTIVE | DEACTIVATE | DELETE | | | MICRO GA SUPPORT | \$ | | |
| 100 | EDIT | RENUMBER | ACTIVE | DEACTIVATE | | | | STATE ALLOCATED FUNDS FROM CALS FOR MAND | \$ | | |
| 101 | EDIT | RENUMBER | ACTIVE | | | | | FY 17 SALARY ADJUSTMENTS | \$ | | |
| 903 | EDIT | RENUMBER | ACTIVE | | | | | CARRYFORWARD BALANCES | \$ | | |
| 1000 | EDIT | RENUMBER | ACTIVE | | | | | LOCAL FUND BUDGET LOAD | \$ | | |
| 1212 | EDIT | RENUMBER | ACTIVE | DEACTIVATE | DELETE | | | BHAT TEST | \$ | | |



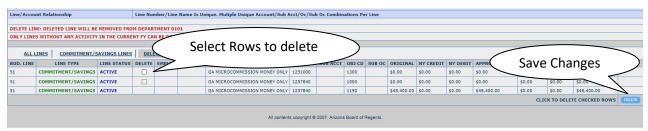


b. Edit Existing Lines by department in the Budget System.

| LINE NUMBE | R | 30 | | | | | |
|------------|----------------|----------------|---------------|---------------|-------------|---|------------|
| EMPLID | | | | | | | |
| POSITION | | 200085 | $\overline{}$ | | | | |
| LINE NAME | | Fdit | Line 30 |)) | | | |
| TITLE | | Lait | Line 50 | | | | |
| LINE NAME: | | WAGES | | | | | |
| THE DEFAUL | T LINE NAME FO | R ALL ACTIVE P | OSITIONS I | S THE INCUMBE | NTS NAME AN | D INACTIVE POSITIONS IS 'VACANT' | |
| TO OVERIDE | THE DEFAULT L | INE NAME (FOR | NON POSIT | IONS/POSITIO | NS WITH MUL | TIPLE INCUMBENTS): PLEASE ENTER A LINE NAME OF YOUR CHOICE IN THE LINE NAME | FIELD ABOV |
| ROW NO | ACCOUNT | SUB ACCT | OBJ. CD. | SUBOBJ. CD. | PROJECT | DESCR. | ADD RO |
| 1 | 1257840 | | 1180 | | | null | |
| 2 | 1257840 | | 1300 | | | WAGES | |
| 3 | | | | | | | |
| 4 | | | 1 | | | | |
| 5 | | | | | | | |
| 6 | | | _ | | 7 | | |
| 7 | F | Add Acco | unt Str | ings | | | |
| 8 | | | | | | | |
| 9 | | | | | Г | | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |
| 13 | | | | | Г | Save Changes | |
| 14 | | | | | | Save changes | + |
| | | 10. | 16 | 0. | 10 | | |
| | | | | | | SAVE DOCUMENT: | SAVE |

c. Delete Lines by department in the Budget System.

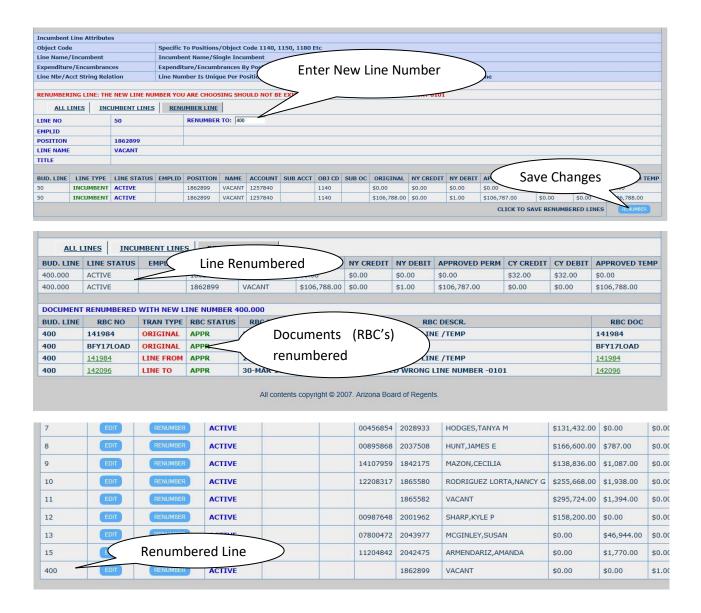
Only Account string s that do not have any activity ('0' Base Budget, '0' Next Year Budget, '0' Current Year Budget and no activity (RBC's) can be deleted



d. Renumber Lines by department in the Budget System.

The New Line Number chosen should not exist in the department. All RBC documents associated with the Old Line Number get renumbered to the New Line Number.

| 8 | EDIT | RENUMBER | ACTIVE | 00895868 | 2037508 | HUNT, JAMES E | \$166,60 |
|----|------|----------|--------------------|----------|---------|--------------------------|----------|
| 9 | EDIT | RENUMBER | ACTIVE | 14107959 | 1842175 | MAZON,CECILIA | \$138,83 |
| 10 | EDIT | RENUMBER | ACTIVE | 12208317 | 1865580 | RODRIGUEZ LORTA, NANCY G | \$255,66 |
| 11 | EDIT | RENUML | Select to Renumber | | 1865582 | VACANT | \$295,72 |
| 12 | EDIT | RENUMBER | ACTIVE | 00987648 | 2001962 | SHARP,KYLE P | \$158,20 |
| 13 | EDIT | RENUMBER | ACTIVE | 07800472 | 2043977 | MCGINLEY,SUSAN | \$0.00 |
| 15 | EDIT | RENUMBER | ACTIVE | 11204842 | 2042475 | ARMENDARIZ,AMANDA | \$0.00 |
| 50 | EDIT | RENUMBER | ACTIVE | | 1862899 | VACANT | \$0.00 |



e. Deactivate/Activate Lines by department in the Budget System.

Only Account string s that do not have any NY/CY budget ('0' next year budget, '0' current year budget with/without activity (RBC's) can be deactivated/activated. The purpose of the Deactivate/Activate feature is for Analytics Reporting. Users will be able to choose to view only active/inactive/both lines using a drop down in the analytics report.

