

Budget Office Training Agenda

- Budget Terms and Concepts
- Preparing an RBC & Transfer of Funds
- Editing and Adding Budget Lines
- Deleting and Renumbering Budget Lines
- Closing Accounts

Budget Office

Budget Office Terms & Concepts

- State Accounts & Locally Allocated
- Auxiliary and Budgeted Designated
- Budget Revision/Budget Transfer
- Temporary/Permanent Budget
- Managing Budget Lines
- Carry Forward

Budget Terms & Concepts

State & Locally Allocated

- Budget is loaded by the Budget Office and determines the spending authority on the account from year to year.
- Budget adjustments are processed with Budget Transfers by departments or by the Budget Office

• State

- Fund Group Code = ST (State)
- Examples of Sub Funds are Ag, Ag Ext, AHS, Main Campus, UA South
- Budget is determined by State appropriations and tuition revenue

• Locally Allocated

- Fund Source = DE (Designated) & DI (Designated IDC)
- Examples of Sub Funds are ASC, Retained Fees, Program Fees, IDC

Budget Terms & Concepts

Auxiliary & Budgeted Designated

- Budget adjustments are processed with Budget Revisions by the department
- Budget is loaded in Spring during the Local Fund Budget cycle. Departments input revenue and expenditure projections into the Local Fund Budget System.

- **Auxiliary**

- Fund Group Code = AX
- Examples include Bookstore, Campus Recreation, Student Union, Parking, & Residence Life

- **Budgeted Designated**

- Fund Group Code = DE, DR
- Budget Record Level Code = C
- Examples of Sub Funds include Admin Sales & Service, Student Fees, CESL, & Dept Sales & Service

Budget Terms & Concepts

Budget Transfer

- Budget Transfer
 - Processed on state and locally allocated accounts
 - Initiated by the department and/or budget office
 - Two-sided transaction on the RBC
 - Cash is automatically moved in UAccess Financial on OC 0932
 - *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 Revision

- Budget Revision

- Processed on auxiliary and budgeted designated accounts
- Initiated by the department and/or budget office
- One sided transaction on the RBC
- *Example: A unit is expecting an increase in revenue activity so the budget adjustment would 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

Temporary & Permanent Budget

- Temporary Budget
 - Operating budget for the current fiscal year
 - Temporary budget = state and locally allocated
 - Current year budget = auxiliary and budgeted designated accounts
- Permanent Budget
 - Operating budget for the next fiscal year
 - Permanent budget = state and locally allocated
 - Next year budget = auxiliary and budgeted designated accounts

Budget Terms & Concepts

Temporary & Permanent Budget State and Locally Allocated

What reports do I use to view my budget balances?

- Income/Expense Report
 - Base Budget is Perm & Current Budget is Temp

Select Report View: Summary by Consolidation Code

Account Number	Consolidation Object Name	Original Budget	Base Budget	Current Budget	Current Month Actuals	Fiscal Year Actuals	Inception to Date	Open Encumbrances	Pre-Encumbrance	Balance Available
1182200	PERSONNEL SERVICES	760,986.00	760,986.00	1,030,528.79	74,821.47	189,374.83	189,374.83	669,912.94	0.00	171,241.02
	GENERAL EXPENSES	39,126.00	39,126.00	53,485.00	349.58	4,943.86	4,943.86	76.44	0.00	48,464.70
	EXPENSES Total	800,112.00	800,112.00	1,084,013.79	75,171.05	194,318.69	194,318.69	669,989.38	0.00	219,705.72
1182200 Total		800,112.00	800,112.00	1,084,013.79	75,171.05	194,318.69	194,318.69	669,989.38	0.00	219,705.72
Grand Total		800,112.00	800,112.00	1,084,013.79	75,171.05	194,318.69	194,318.69	669,989.38	0.00	219,705.72

- Balance Available Detail Report
 - Pending Balance Available is Temp Budget & Perm Next Year is Perm Budget
 - Ability to view budget at the line item detail

Balance Available Detail

Select a Report View: Summary by Consolidation Code

Consolidation Code	Consolidation Object Name	Original Budget	(Temp) Current YR Net Budget Change	(Temp) Current YR Budget	Personnel Expenditure	ERE Expenditure	Operational Expenditure	Encumbered	Balance Available	(Temp) Current YR Pending Net Budget Change	Pending Balance Available	(Perm) Next YR Budget	
PERS	Personnel Services	760,986	269,543	1,030,529	140,589.98	48,784.85	0.00	669,912.94	171,241.02		0	171,241.02	760,986
GEEXP	General Expenses	39,126	14,359	53,485	0.00	0.00	4,943.86	76.44	48,464.70		0	48,464.70	39,126

Budget Terms & Concepts

Managing Budget Lines

At a minimum manage perm/next year budget lines for the following reasons:

1. Budget Office reports to the external agencies Perm/Next Year budget by position to fulfill our reporting requirement as a State agency.
2. Budget Office and leadership & management across campus use position budgets to analyze budget capacity within an organization, division, or college unit. An example of this was the merit increases in FY15.

Benefits to managing budget lines by position

1. Holding place for unassigned commitments
2. Track assigned commitments
3. Analyze by vacancies

Budget System Upgrades to help streamline management of budget lines

1. Upload an RBC from an Excel template
2. Add and delete rows of an RBC
3. Electronic routing of RBC
4. Automatically move budget between lines based on business rules

Budget Terms & Concepts

Carry Forward

- Carry Forward is unused Temp Budget which loads in August by the Budget Office using Line 903, 2001, & 3001.

Balance Available Detail

Prior year report has negative ERE and positive operational costs that will carry forward to new year.

Select a Report View:

Level Name	Budget Line Number	Original Budget	(Temp) Current YR Net Budget Change	(Temp) Current YR Budget	Personnel Expenditure	ERE Expenditure	Operational Expenditure	Encumbered	Balance Available
Employee Related Expense	2000.0000	0	9,656	9,656	0.00	0.00	0.00	0.00	9,656.00
	2001.0000	0	-9,656	-9,656	0.00	0.00	0.00	0.00	-9,656.00
	2559250.2112	0	0	0	0.00	20,644.58	0.00	-0.02	-20,644.56
Employee Related Expense Total		0	0	0	0.00	20,644.58	0.00	-0.02	-20,644.56
Non Mandatory Transfer Out	7930.0000	15,800	113,048	128,848	0.00	0.00	0.00	0.00	128,848.00
	2559250.7930	0	0	0	0.00	0.00	128,848.00	0.00	-128,848.00
Non Mandatory Transfer Out Total		15,800	113,048	128,848	0.00	0.00	128,848.00	0.00	0.00
Other Direct Costs	3000.0000	34,200	73,738	107,938	0.00	0.00	0.00	0.00	107,938.00
	3001.0000	0	115,850	115,850	0.00	0.00	0.00	0.00	115,850.00
Other Direct Costs Total		34,200	189,588	223,788	0.00	0.00	0.00	0.00	223,788.00
Salaries	903.0000	0	-20,116	-20,116	0.00	0.00	0.00	0.00	-20,116.00
	1000.0000	0	20,116	20,116	0.00	0.00	0.00	0.00	20,116.00
	2559250.1150	0	0	0	72,183.89	0.00	0.00	0.00	-72,183.89
Salaries Total		0	0	0	72,183.89	0.00	0.00	0.00	-72,183.89
Grand Total		50,000	302,636	352,636	72,183.89	20,644.58	128,848.00	-0.02	130,959.55

Balance Available Detail

Next Year report carry forward by line number

Select a Report View:

Budget Line Number	Object Code	Original Budget	(Temp) Current YR Net Budget Change	(Temp) Current YR Budget	Personnel Expenditure	ERE Expenditure	Operational Expenditure	Encumbered	Balance Available
903.0000	1000	0	-72,184	-72,184	0.00	0.00	0.00	0.00	-72,184.00
2001.0000	2000	0	-20,645	-20,645	0.00	0.00	0.00	0.00	-20,645.00
3000.0000	3000	154,800	-18,000	136,800	0.00	0.00	0.00	0.00	136,800.00
3001.0000	3000	0	223,788	223,788	0.00	0.00	0.00	0.00	223,788.00
7930.0000	7930	125,200	18,000	143,200	0.00	0.00	0.00	0.00	143,200.00
2559250.1150	1150	0	0	0	15,114.50	0.00	0.00	104,886.00	-120,000.50
2559250.2121	2121	0	0	0	0.00	5,244.73	0.00	36,395.44	-41,640.17
2559250.7930	7930	0	0	0	0.00	0.00	43,200.00	0.00	-43,200.00
Grand Total		280,000	130,959	410,959	15,114.50	5,244.73	43,200.00	141,281.44	206,118.33

Preparing an RBC

- Understanding the RBC
- Line and Position relationships
- ERE Line Considerations
- Creating an RBC using the Excel Template Upload
- 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. Print the RBC for departmental/college signature and route paper document to the Budget Office

REQUEST FOR BUDGET CHANGE:																				
RBC#:		NOT ASSIGNED	FY:		2016	DATE:		27-JUL-2015	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	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																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
12																				

Required lines on the "From" and "To" side include Line#, Account #, Object Code, & Amount.

- Dept # will automatically populate based on Acct#
- Position is only required if moving payroll
- Project will not populate to budget reports but will load to KFS transaction reports

T= Temporary Budget and will move current year budget
 P= Permanent Budget and will move next year's budget

For State & Locally Allocated Accounts, a BT –Budget Transfer should be processed to ensure cash is moved. A BT must be two sided, so be sure to enter a "from" and "to" account.

For Auxiliary & Budgeted Designated Accounts, a BR–Budget Revision should be processed. A BR is one-sided.

COMMENTS	
FTE IMPACT:	
PURPOSE & JUSTIFICATION:	
BUDGET OFFICE COMMENTS:	

PREVIEW & SAVE DOCUMENT AS DRAFT: DRAFT

Preparing an RBC

Line and Position Relationships

- To determine if a line already exists in the department, search by going to budgetoffice.arizona.edu
 - > Budget System > Account Department > Select your department.
 - To assign a new position a new line, select a line # that doesn't already exist
 - To assign a new position a vacant line or to fill an old position, use the appropriate line
- A new line # and position # will be created once the RBC has been approved
- If a line# already exists for the department, the RBC will auto populate the PCN

BUDGET LINE	EMPLID	POSITION	OC.
<u>1</u>	<u>12702198</u>	<u>1972935</u>	1150
<u>2</u>	<u>01085122</u>	<u>2027303</u>	1150
<u>3</u>	<u>01250917</u>	<u>2001420</u>	1150
<u>4</u>	<u>03407406</u>	<u>1862882</u>	1150
<u>5</u>		<u>1838590</u>	1150
<u>6</u>	<u>23120107</u>	<u>2014056</u>	1150
<u>8</u>	<u>12204573</u>	<u>2000858</u>	1150
<u>9</u>	<u>11002435</u>	<u>2028692</u>	1150
<u>10</u>	<u>09806537</u>	<u>1810455</u>	1180
<u>11</u>	<u>10907784</u>	<u>1840859</u>	1150
<u>12</u>	<u>00592703</u>	<u>2026774</u>	1180
<u>14</u>			1000

Preparing an RBC

ERE Line Considerations

- Accounts that have an ERE Pool account will auto populate the budget for the ERE costs

Balance Available Detail

Select a Report View: Detail by Line Number ▼

Budget Account Type	Budget Line Number	Object Code	Original Budget	(Temp) Current YR Net Budget Change	(Temp) Current YR Budget	Personnel Expenditure	ERE Expenditure	Operational Expenditure	Encumbered	Balance Available
Allocated Inv Inc & ASC ERE	2554020.2121	2121	0	61,523	61,523	0.00	3,052.67	0.00	58,470.54	0.00
State ERE	1182200.2121	2121	0	235,977	235,977	0.00	11,708.85	0.00	224,268.52	0.00

- Accounts without an ERE Pool (i.e. auxiliary, program fees) fund ERE within the account
 - For example, Program Fee budgets are loaded to line 3000/OC 3000, so to fund ERE, process an RBC-BT from Line 3000 to Line 2000.

		2559303.1350	1350	0	0	0	872.61	0.00	0.00	0.00	-872.61
Wages Total				0	0	0	12,361.54	0.00	0.00	0.00	-12,361.54
Employee Related Expense	2559303	2001.0000	2000	0	-7,753	-7,753	0.00	0.00	0.00	0.00	-7,753.00
		2559303.2112	2112	0	0	0	0.00	5,147.99	0.00	0.00	-5,147.99
		2559303.2114	2114	0	0	0	0.00	4,475.98	0.00	0.02	-4,476.00
		2559303.2117	2117	0	0	0	0.00	259.59	0.00	0.01	-259.60
		2559303.2119	2119	0	0	0	0.00	16,071.63	0.00	0.62	-16,072.25
		2559303.2120	2120	0	0	0	0.00	0.00	0.00	0.00	0.00
Employee Related Expense Total				0	-7,753	-7,753	0.00	25,955.19	0.00	0.65	-33,708.84
Other Direct Costs	2559303	3000.0000	3000	0	78,464	78,464	0.00	0.00	0.00	0.00	78,464.00
		3001.0000	3000	0	121,494	121,494	0.00	0.00	0.00	0.00	121,494.00
Other Direct Costs Total				0	199,958	199,958	0.00	0.00	0.00	0.00	199,958.00

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 | Choose File 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

Preparing an RBC

Using the Budget Balance Available Detail Report

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

- An unassigned line will default to the account.object code
- The balance available will be negative
- In this particular case, the budget has been loaded to line 3000 so budget could be moved from line 3000 to create lines for each position

Balance Available Detail

Select a Report View: Summary by Consolidation Code ▾

Consolidation Object Name	Budget Line Number	Object Code	Original Budget	(Temp) Current YR Net Budget Change	(Temp) Current YR Budget	Personnel Expenditure	ERE Expenditure	Operational Expenditure	Encumbered	Balance Available
Personnel Services	903.0000	1000	0	-397,900	-397,900	0.00	0.00	0.00	0.00	-397,900.00
	2001.0000	2000	0	-76,002	-76,002	0.00	0.00	0.00	0.00	-76,002.00
	2559304.1150	1150	0	0	0	16,307.78	0.00	0.00	64,308.00	-80,615.78
	2559304.1162	1162	0	0	0	2,666.68	0.00	0.00	15,334.00	-18,000.68
	2559304.1180	1180	0	0	0	938.62	0.00	0.00	19,617.00	-20,555.62
	2559304.1190	1190	0	0	0	22,874.50	0.00	0.00	99,689.00	-122,563.50
	2559304.1213	1213	0	0	0	1,489.50	0.00	0.00	126.00	-1,615.50
	2559304.1340	1340	0	0	0	7,725.00	0.00	0.00	9,018.00	-16,743.00
	2559304.1383	1383	0	0	0	234.65	0.00	0.00	0.00	-234.65
	2559304.2114	2114	0	0	0	0.00	845.34	0.00	4,860.88	-5,706.22
	2559304.2117	2117	0	0	0	0.00	270.39	0.00	315.64	-586.03
	2559304.2119	2119	0	0	0	0.00	3,386.54	0.00	13,874.43	-17,260.97
2559304.2121	2121	0	0	0	0.00	6,065.94	0.00	29,121.98	-35,187.92	
E1 Total			0	-473,902	-473,902	52,236.73	10,568.21	0.00	256,264.93	-792,971.87
General Expenses	3000.0000	3000	0	351,576	351,576	0.00	0.00	0.00	0.00	351,576.00
	3001.0000	3000	0	521,496	521,496	0.00	0.00	0.00	0.00	521,496.00
	2559304.3780	3780	0	0	0	0.00	0.00	-5,710.78	0.00	5,710.78
E4 Total			0	873,072	873,072	0.00	0.00	-5,710.78	0.00	878,782.78
Grand Total			0	399,170	399,170	52,236.73	10,568.21	-5,710.78	256,264.93	85,810.91

Preparing an RBC

Using the Budget Balance Available Detail Report

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

- Budget lines have been created for each position
- Some positions have available balance which could be do to unpaid time or leaving the position
- New lines have been created to commit a line for future spending which creates an available balance

Balance Available Detail

Select a Report View: Summary by Consolidation Code ▾

Consolidation Object Name	Budget Line Number	Original Budget	(Temp) Current YR Net Budget Change	(Temp) Current YR Budget	Personnel Expenditure	ERE Expenditure	Operational Expenditure	Encumbered	Balance Available
Personnel Services	1.0000	168,000	0	168,000	33,984.71	0.00	0.00	134,015.00	0.29
	2.0000	115,000	0	115,000	23,263.34	0.00	0.00	91,737.00	-0.34
	3.0000	69,900	0	69,900	14,140.08	0.00	0.00	55,760.00	-0.08
	4.0000	108,595	0	108,595	22,028.45	0.00	0.00	0.00	86,566.55
	5.0000	60,220	0	60,220	4,580.16	0.00	0.00	47,863.00	7,776.84
	6.0000	65,800	0	65,800	9,983.03	0.00	0.00	39,367.00	16,449.97
	8.0000	106,200	0	106,200	21,483.23	0.00	0.00	84,717.00	-0.23
	9.0000	66,800	0	66,800	13,512.99	0.00	0.00	53,287.00	0.01
	10.0000	47,690	0	47,690	9,647.22	0.00	0.00	38,043.00	-0.22
	11.0000	46,715	0	46,715	9,450.00	0.00	0.00	37,265.00	0.00
	12.0000	71,100	0	71,100	14,382.82	0.00	0.00	56,717.00	0.18
	13.0000	0		69,488	69,488	0.00	0.00	0.00	69,488.00

Preparing an RBC

New features coming soon

- RBC Access Rules
 - Create RBC roles for account users
 - Analytics report to identify users and approvers in a college/department
- Electronic Routing
 - Electronic signatures based on roles
 - Upload of backup documentation
- RBC Features
 - Add & delete rows of an RBC without having to re-create the RBC
 - Automatically move budget between lines based on business rules
 - RBC business rules to prevent submitting an RBC in error

Preparing a Transfer of Funds (to support an RBC)

Rules for Auxiliary & Budget Style Accounts

Rules for State and Locally Allocated

Other guidelines and considerations

Preparing a Transfer of Funds (TF)

Rules for State and Locally Allocated

- Within each fund/sub fund, an RBC Budget Transfer should be processed.
 - A Budget Transfer on these type of accounts will also move cash on OC 0932, so a TF is not needed.
- Transfers to a plant accounts (i.e. capital project or debt payment) are allowable and need to be processed on a TF document.
 - If the transfer was not budgeted on the source account, then process an RBC-Budget Transfer to fund OC 7930
 - Provide backup documents in the TF document to support the transfer.

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 hide

Document Overview

* Description: Explanation:

Org. Doc. #:

Financial Document Detail

Total Amount: 10,000.00

Accounting Lines hide

Accounting Lines hide detail import lines

From	Chart	Account Number	Sub-Account	Object	Sub-Object	Project	Org Ref Id	Amount	Actions
add:								0.00	<input type="button" value="add"/>
1	UA University of Arizona-Management	2438000 COM ADMIN-UP1		7930 Voluntary Transfer Out			125822	10,000.00	<input type="button" value="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:	<input type="button" value="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

FTE IMPACT:

PURPOSE & JUSTIFICATION:

BUDGET OFFICE COMMENTS:

Editing & Adding lines

Guidelines for editing lines

How to add a line in the Budget System

Guidelines for Adding/Editing Budget Lines

- Budget lines are required for State and Locally Allocated accounts
- Budget lines are optional for Auxiliary and Budgeted Designated accounts
- Budget Lines can provide a comprehensive means for organizing the display of departmental budget, expenditures, encumbrances and balances available in the “Balance Available Detail”

Add a line when:

- A new person is hired.
- Funding has changed. For example, Dept. A and B will now split fund the salary, 85%/15%
- New personnel services or operations budgets are needed

Edit a line when:

- Funding has changed in the existing budget department

Adding Lines in the Budget System

- A line can also be added by adding the line to the RBC
- In the Budget System, to add a line, go the Department page and then “Create/Edit Line” link
 - In the “Create Line” tab, complete the Line #, Position #, Object Code, Account(s), and comments
 - The “Refresh” button will create the new line

CREATE LINE
EDIT LINE

CREATE NEW LINE FOR ACCOUNT DEPT. NO: 3503

FY 2011

DEPT NAME: SCHOOL OF MUSIC

LINE INPUT

LINE NO:	<input type="text" value="New"/>
POSITION NBR:	<input type="text"/>
OBJECT CODE:	<input type="text"/>

ACCOUNT INPUT

ACCOUNT 1:	<input type="text"/>	STATUS:	<input type="text"/>	ACCOUNT 2:	<input type="text"/>	STATUS:	<input type="text"/>
ACCOUNT 3:	<input type="text"/>	STATUS:	<input type="text"/>	ACCOUNT 4:	<input type="text"/>	STATUS:	<input type="text"/>
ACCOUNT 5:	<input type="text"/>	STATUS:	<input type="text"/>	ACCOUNT 6:	<input type="text"/>	STATUS:	<input type="text"/>
ACCOUNT 7:	<input type="text"/>	STATUS:	<input type="text"/>	ACCOUNT 8:	<input type="text"/>	STATUS:	<input type="text"/>
ACCOUNT 9:	<input type="text"/>	STATUS:	<input type="text"/>	ACCOUNT 10:	<input type="text"/>	STATUS:	<input type="text"/>
ACCOUNT 11:	<input type="text"/>	STATUS:	<input type="text"/>	ACCOUNT 12:	<input type="text"/>	STATUS:	<input type="text"/>
ACCOUNT 13:	<input type="text"/>	STATUS:	<input type="text"/>	ACCOUNT 14:	<input type="text"/>	STATUS:	<input type="text"/>

COMMENT:

COMMENT:

All contents copyright © 2007. Arizona Board of Regents.

Other considerations when creating a new line

- Budget Line is limited to 9 digits (i.e. 12345.000)
- Comment Field creates the name of the budget line. However, if the budget line contains a position number with an active incumbent, the comment will be systematically over-written by the incumbent's name.
- Error messages may be due to
 - Line number already exists in the department
 - Line number, account, and/or object code are missing
 - Account is not valid or does not belong to the department
 - Position number is already on another line
 - When editing a line number, the line number, object code, position number, comment/name and existing accounts cannot be changed. Only able to add new accounts to edit a line.

Renumber and Deleting Lines

- Available once per year in the budget system for a limited time period
- Those with add/edit access will have access to renumber/delete
- Access the detailed instructions on our website

[Budgetoffice.Arizona.edu>Forms & Resources>FY16 Budget Line Renumbering](#)

Closing Accounts

State and Locally Allocated
Auxiliary and Budgeted Designated

Closing Accounts

State and Locally Allocated

Step #1

Using the Balance Available Detail Report

- Process Budget Transfer to remove all Temp by object code group (Personal Services, ERE, Operations, Travel, & Capital) to the nearest \$1
- Perm Budget should be cleared at the budget line level

Step #2

Process a transfer of funds for any cash amount less than \$1 using object code 0932. The transfer should be within the same sub fund.

Step #3

Process a document to in UAccess Financials to close the account

Closing Accounts

Auxiliary and Budgeted Designated Accounts

Step #1

Using the Local Fund Budget Report

- Process a Budget Revision to remove all Current Temp & Perm Budget by local fund budget object code pool (Personal Services, ERE, Operations, Travel, & Capital) to the nearest \$1

Step #2

Process a transfer of funds to the nearest penny to bring cash balance to \$0

Step #3

If the account has balances in Inventory, Accounts Receivable, or other Balance Sheet Object Codes, contact FSO Fund Accountant

Step #4

Once Budget is to the nearest \$1, Fund Balance is equal to \$0, and Cash Balance is \$0, process a document to in UAccess Financials to close the account

Resources

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