When to Add and/or Edit Budget Lines

Budget lines are required for State, Locally Allocated and TRIF accounts. They are optional for other types of accounts, but may provide a comprehensive means for organizing the display of departmental budget, expenditures, encumbrances and balances available in Analytics—Position Budgeting Reports.

**Budget Lines Must Be Added When:**
1. A new position is created and is to be funded from state, locally allocated, or TRIF funds
2. A position is to be paid from a department in which a budget line for the position has not already been established within that department
3. New or additional state, locally-allocated, or TRIF personal services or operations budget pools are needed

**Budget Lines Need To Be Edited When:**
1. A position is to be funded from an additional and/or different state, locally-allocated, or TRIF account in the existing budget department
2. A position control number needs to be added to an existing budget line
   *Note: The object code and/or position number on an existing budget line can not be changed.*

**Optional Use of Budget Lines:**
You may add budget lines to organize the display of positions funded from other types of accounts (those that are not state, locally allocated, or TRIF) in Analytics reports.

If a budget line does not exist in the funding department, Analytics reports will display 99999999.99 for the line number.

The following are examples of when the Add/Edit budget line feature should/may be used:

**Example 1:**

**Solution:** Must add a new budget line to department 3508 for position 1855377 because the position is funded from state funds. In addition, an RBC should be prepared to transfer budget to the new budget line for this position.
Example 2:

The Analytics report shows that 3 state accounts are being used to fund position 1840651:

![Analytics Report]

The Budget System shows budget line 201, for position 1840651 does not include one of the state accounts being used to fund the position:

![Budget System]

Solution: Must edit the existing budget line 201 in order to add state account 110255 which is being used to fund position 1840651. In addition, an RBC should be prepared to transfer budget to the budget line/three state accounts being used to fund the position.
Example 3:

Solution: Optional, to improve reporting on accounts that are not state, locally allocated, or TRIF accounts; add a new budget line in department 3014 for position 1993377.