

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

1. Line Numbers Classification (Line Types) :

logged in User: ravindra LOGOUT

CREATE/EDIT BUDGET LINES FOR DEPT: 0101

Home
Account Department
View Line One Page
Create/Edit Budget Lines

LINE NUMBERING INSTRUCTIONS: INSTRUCTIONS
MANAGE BUDGET LINE NUMBERS FOR BUDGET DEPARTMENT: 0101

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MANAGE BUDGET LINE NUMBERS FOR BUDGET DEPARTMENT: 0101

BUD. LINE	LINE TYPE	LINE STATUS	EMPLID	POSITION	NAME	TITLE
1	INCUMBENT	ACTIVE	16803075	2037659	STATEN, MICHAEL E	ASSOCIATE DEAN, BART CARDON-ACADEMIC PROGRAMS AND CAREER DEVELOPMENT
2	INCUMBENT	ACTIVE	22054880	2030786	ANDERSON, GABRIEL L	COORDINATOR, ACADEMIC INFORMATION / PROGRAMS
3	INCUMBENT	ACTIVE	01714975	1987173	BUENO, MARIA J	ADMINISTRATIVE ASSISTANT
4	INCUMBENT	ACTIVE		2029132	VACANT	
5	INCUMBENT	ACTIVE	01622493	2017584	GEARY, KRISTEN D	SENIOR ACADEMIC ADVISOR II
6	INCUMBENT	ACTIVE	22058952	2019833	GILLILAND, ALLISON T	ACADEMIC ADVISOR II
7	INCUMBENT	ACTIVE	00458654	2028933	HODGES, TANYA M	REGIONAL COORDINATOR, ARIZONA OUTREACH PROGRAM/YUMA
8	INCUMBENT	ACTIVE	00895868	2037508	HUNT, JAMES E	ASSISTANT DEAN, CAREER / ACADEMIC SERVICES
9	INCUMBENT	ACTIVE	14107959	1842175	MAZON, CECILIA	ADMINISTRATIVE ASSOCIATE

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Line Type

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.

LINE	POSITION NBR	ACCOUNT	SUB ACCT	OBJECT CD	SUB OC	PROJECT	
1.5	12345678	1000000		1150			OK
1.5	12345678	1000000		1150			DUPLICATE
1.5	12345678	1245000	123	1150			OK
1.5	12345678	1000000		1150	ABC		OK
1.5	12345678	1000000		1150	ABC	TEST	DUPLICATE
1.5	12345678	1000000		1110	ABC	TEST	OK
2.0	12345678	1000000	123	1110	ABC	TEST	DUPLICATE
3.0	44412334	1000000		1110			OK

ACCT STRING DUPLICATED on Line 1.5

POSITION NUMBER DUPLICATED: A single incumbent position number cannot be on two line numbers within the same department.

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	
45	12345678	1000000		1300			OK
45	12345678	1000000		1330			OK
45	44444444	1000000	123	1300			DUPLICATE
101	44444444	1000000	123	1300			DUPLICATE
101	55555555	1000000		1300	ABC	TEST	OK
101	55555555	1000000		1330			OK

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
2001		1000000	123	2001			OK
2001		1000000		2002			DUPLICATE
2001		1000000		2001	ABC	TEST	OK

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	
3590		1000000		3590			OK
3590		1000000		3591			DUPLICATE
3590		1000000	123	3591			OK
5230		1000000		3591			DUPLICATE
5230		1000000		3591	ABC	TEST	OK
5290		1000000		3568			OK

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			OK
45	SAVINGS	1000000		7000			OK
45	SAVINGS	1000000		7000			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.

Click to Add/Delete Line

Home Account Department View Line One Page Create/Edit Budget Lines

INSTRUCTIONS FOR BUDGET DEPARTMENT: 0101

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
8	INCUMBENT	ACTIVE	00895868	2037508	HUNT, JAMES E
9	INCUMBENT	ACTIVE	14107959	1842175	MAZON, CECILIA
10	INCUMBENT	ACTIVE	12208317	1865580	RODRIGUEZ LORTA, NANCY G
11	INCUMBENT	ACTIVE		1865582	VACANT
12	INCUMBENT	ACTIVE	00987648	2001962	SHARP, KYLE P

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Click to Add New Line

Click to Edit/Renumber/Deactivate/Delete Existing Line

Object Codes 1000, 6000, 7000

Line Number

EXPENSE ACCOUNT

Line Number

ALL LINES INCUMBENT LINES WAGE-POOLED

ADD Add New Wage Commitment savings Line

BUD. LINE	EDIT LINE	RENUMBER LINE	LINE STATUS	DEACTIVATE	DELETE	EMPLID	POSITION	NAME	O
31	EDIT	RENUMBER	ACTIVE	DEACTIVATE	DELETE			Test	\$0
45	EDIT	RENUMBER	ACTIVE	DEACTIVATE	DELETE			test	\$0
51	EDIT	RENUMBER	ACTIVE		DELETE			GA MICROCOMMISSION MONEY ONLY	\$0
52	EDIT	RENUMBER	ACTIVE					VACANT	\$0
53	EDIT	RENUMBER	ACTIVE	DEACTIVATE	DELETE			MICRO TA SUPPORT	\$0
54	EDIT	RENUMBER	ACTIVE					SPECIAL TA ALLOCATIONS	\$0
55	EDIT	RENUMBER	ACTIVE	DEACTIVATE	DELETE			MICRO GA SUPPORT	\$0
100	EDIT	RENUMBER	ACTIVE	DEACTIVATE				STATE ALLOCATED FUNDS FROM CALS FOR MAND	\$0
101	EDIT	RENUMBER	ACTIVE					FY 17 SALARY ADJUSTMENTS	\$0
903	EDIT	RENUMBER	ACTIVE					CARRYFORWARD BALANCES	\$0
1000	EDIT	RENUMBER	ACTIVE					LOCAL FUND BUDGET LOAD	\$0
1212	EDIT	RENUMBER	ACTIVE	DEACTIVATE	DELETE			BHAT TEST	\$0

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ALL LINES | COMMITMENT/SAVINGS LINES

ADD NEW BUDGET LINE FOR DEPT 0101

LINE NUMBER: 30.000 Enter Line Number and Not Exist In The Dept

LINE NAME: 2018 Entrolled Student

ROW NO	ACCOUNT	SUB ACCT	OBJ. CD.	SUBOBJ. CD.	PROJECT	DESCR.	ADD ROW
1	1257840		1300				
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

SAVE DOCUMENT: SAVE

Enter Line Information

Click for more

Save Changes

Line Number/Account String Relationship | Line Number/Line Name is Unique. Multiple Unique Account/Sub Acct/Obj./Sub Obj. Strings Per Line

ALL LINES | COMMITMENT/SAVINGS LINES | ADD COMMITMENT/SAVINGS LINES

ERROR CORRECTION - PLEASE CORRECT THIS PAGE FOR THE LISTED ERRORS

Error: Wage Pooled Object Codes between 1300 - 1399 Not Allowed

ADD NEW BUDGET LINE FOR DEPT 0101

LINE NUMBER: 30.000

LINE NAME: 2018 Entrolled Student

THE DEFAULT LINE NAME FOR ALL ACTIVE POSITIONS IS THE ... IS 'VACANT'

TO OVERRIDE THE DEFAULT LINE NAME (FOR NON POSIT... ENTER A LINE NAME OF YOUR CHOICE IN THE LINE NAME FIELD ABOVE

ROW NO	ACCOUNT	SUB ACCT	OBJ. CD.	SUBOBJ. CD.	PROJECT	DESCR.	ADD ROW
1	1257840		1300				
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

SAVE DOCUMENT: SAVE

Correct the Errors

Save Changes

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

LINE NUMBER	30
EMPLID	
POSITION	200082
LINE NAME	
TITLE	

Edit Line 30

LINE NAME:	WAGES
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THE DEFAULT LINE NAME FOR ALL ACTIVE POSITIONS IS THE INCUMBENTS NAME AND INACTIVE POSITIONS IS 'VACANT'
 TO OVERRIDE THE DEFAULT LINE NAME (FOR NON POSITIONS/POSITIONS WITH MULTIPLE INCUMBENTS): PLEASE ENTER A LINE NAME OF YOUR CHOICE IN THE LINE NAME FIELD ABOVE

ROW NO	ACCOUNT	SUB ACCT	OBJ. CD.	SUBOBJ. CD.	PROJECT	DESCR.	ADD ROW
1	1257840		1180			null	
2	1257840		1300			WAGES	
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							

Add Account Strings

Save Changes

SAVE DOCUMENT:

c. Delete Lines by department in the Budget System.

Only Account strings 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

Line/Account Relationship Line Number/Line Name Is Unique. Multiple Unique Account/Sub Acct/Oc/Sub Oc Combinations Per Line

DELETE LINE: DELETED LINE WILL BE REMOVED FROM DEPARTMENT 0101
 ONLY LINES WITHOUT ANY ACTIVITY IN THE CURRENT FY CAN BE DELETED

BUD. LINE	LINE TYPE	LINE STATUS	DELETE	EMP	SUB ACCT	OBJ CD	SUB OC	ORIGINAL	NY CREDIT	NY DEBIT	APPR
51	COMMITMENT/SAVINGS	ACTIVE	<input type="checkbox"/>		GA MICROCOMMISSION MONEY ONLY	1251000	1300	\$0.00	\$0.00	\$0.00	\$0.00
51	COMMITMENT/SAVINGS	ACTIVE	<input type="checkbox"/>		GA MICROCOMMISSION MONEY ONLY	1257840	1000	\$0.00	\$0.00	\$0.00	\$0.00
51	COMMITMENT/SAVINGS	ACTIVE	<input type="checkbox"/>		GA MICROCOMMISSION MONEY ONLY	1257840	1190	\$48,400.00	\$0.00	\$0.00	\$48,400.00

Select Rows to delete

Save Changes

CLICK TO DELETE CHECKED ROWS

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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	<input type="button" value="EDIT"/>	<input type="button" value="RENUMBER"/>	ACTIVE		00895868	2037508	HUNT,JAMES E	\$166,60
9	<input type="button" value="EDIT"/>	<input type="button" value="RENUMBER"/>	ACTIVE		14107959	1842175	MAZON,CECILIA	\$138,83
10	<input type="button" value="EDIT"/>	<input type="button" value="RENUMBER"/>	ACTIVE		12208317	1865580	RODRIGUEZ LORTA,NANCY G	\$255,66
11	<input type="button" value="EDIT"/>	<input type="button" value="RENUMBER"/>	ACTIVE			1865582	VACANT	\$295,72
12	<input type="button" value="EDIT"/>	<input type="button" value="RENUMBER"/>	ACTIVE		00987648	2001962	SHARP,KYLE P	\$158,20
13	<input type="button" value="EDIT"/>	<input type="button" value="RENUMBER"/>	ACTIVE		07800472	2043977	MCGINLEY,SUSAN	\$0.00
15	<input type="button" value="EDIT"/>	<input type="button" value="RENUMBER"/>	ACTIVE		11204842	2042475	ARMENDARIZ,AMANDA	\$0.00
50	<input type="button" value="EDIT"/>	<input type="button" value="RENUMBER"/>	ACTIVE			1862899	VACANT	\$0.00

Select to Renumber

Incumbent Line Attributes

Object Code: Specific To Positions/Object Code 1140, 1150, 1180 Etc

Line Name/Incumbent: Incumbent Name/Single Incumbent

Expenditure/Encumbrances: Expenditure/Encumbrances By Position

Line Nbr/Acct String Relation: Line Number Is Unique Per Position

Enter New Line Number

RENUMBERING LINE: THE NEW LINE NUMBER YOU ARE CHOOSING SHOULD NOT BE EXISTING

ALL LINES | INCUMBENT LINES | **RENUMBER LINE**

LINE NO: 50 RENUMBER TO: 400

EMPLID: 1862899

POSITION: 1862899

LINE NAME: VACANT

TITLE:

BUD. LINE	LINE TYPE	LINE STATUS	EMPLID	POSITION	NAME	ACCOUNT	SUB ACCT	OBJ CD	SUB OC	ORIGINAL	NY CREDIT	NY DEBIT	APPROVED PERM	CY CREDIT	CY DEBIT	APPROVED TEMP
50	INCUMBENT	ACTIVE		1862899	VACANT	1257840		1140		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
50	INCUMBENT	ACTIVE		1862899	VACANT	1257840		1140		\$106,788.00	\$0.00	\$1.00	\$106,787.00	\$0.00	\$0.00	\$106,788.00

CLICK TO SAVE RENUMBERED LINES **RENUMBER**

Save Changes

ALL LINES | INCUMBENT LINES | **RENUMBERED LINES**

BUD. LINE	LINE STATUS	EMPLID	POSITION	NAME	ACCOUNT	SUB ACCT	OBJ CD	SUB OC	ORIGINAL	NY CREDIT	NY DEBIT	APPROVED PERM	CY CREDIT	CY DEBIT	APPROVED TEMP
400.000	ACTIVE								\$0.00	\$0.00	\$0.00	\$0.00	\$32.00	\$32.00	\$0.00
400.000	ACTIVE		1862899	VACANT	1257840		1140		\$106,788.00	\$0.00	\$1.00	\$106,787.00	\$0.00	\$0.00	\$106,788.00

Line Renumbered

DOCUMENT RENUMBERED WITH NEW LINE NUMBER 400.000

BUD. LINE	RBC NO	TRAN TYPE	RBC STATUS	RBC DOC	RBC DESCR.	RBC DOC
400	141984	ORIGINAL	APPR		LINE / TEMP	141984
400	BFY17LOAD	ORIGINAL	APPR		LINE / TEMP	BFY17LOAD
400	141984	LINE FROM	APPR		LINE / TEMP	141984
400	142096	LINE TO	APPR	30-MAR-2017	WRONG LINE NUMBER -0101	142096

Documents (RBC's) renumbered

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7	EDIT	RENUMBER	ACTIVE			00456854	2028933	HODGES,TANYA M	\$131,432.00	\$0.00	\$0.00
8	EDIT	RENUMBER	ACTIVE			00895868	2037508	HUNT,JAMES E	\$166,600.00	\$787.00	\$0.00
9	EDIT	RENUMBER	ACTIVE			14107959	1842175	MAZON,CECILIA	\$138,836.00	\$1,087.00	\$0.00
10	EDIT	RENUMBER	ACTIVE			12208317	1865580	RODRIGUEZ LORTA,NANCY G	\$255,668.00	\$1,938.00	\$0.00
11	EDIT	RENUMBER	ACTIVE				1865582	VACANT	\$295,724.00	\$1,394.00	\$0.00
12	EDIT	RENUMBER	ACTIVE			00987648	2001962	SHARP,KYLE P	\$158,200.00	\$0.00	\$0.00
13	EDIT	RENUMBER	ACTIVE			07800472	2043977	MCGINLEY,SUSAN	\$0.00	\$46,944.00	\$0.00
15	EDIT	RENUMBER	ACTIVE			11204842	2042475	ARMENDARIZ,AMANDA	\$0.00	\$1,770.00	\$0.00
400	EDIT	RENUMBER	ACTIVE				1862899	VACANT	\$0.00	\$0.00	\$1.00

Renumbered Line

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

Only Account strings 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.

ACTIVATE/DEACTIVATE ROW/LINE

ONLY LINE NUMBERS WITH NO CY OR NY BUDGET

ONLY LINE NUMBERS CAN BE FILTERED FOR ACTIVE/INACTIVE STATUS IN ANALYTICS REPORTING BY FILTERING

ALL LINES | COMMITMENT/SAVING | **DEACTIVATE LINES**

BUD. LINE	LINE STATUS	DEACTIVATE	EMPLID	POSITION	NAME	ORIGINAL	NY CREDIT	NY DEBIT	APPROVED PERM	CY CREDIT	CY DEBIT	APPROVED TEMP	TITLE
00	ACTIVE	<input type="checkbox"/>			STATE ALLOCATED FUNDS FROM CALS FOR MAND	\$0.00	\$8,634.00	\$8,634.00	\$0.00	\$8,633.00	\$8,633.00	\$0.00	

TO DEACTIVATE: CHECK THE DEACTIVATE CHECKBOX AND CLICK ON DEACTIVATE **DEACTIVATE**

Select to Deactivate

'0' Budget

Save Changes

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