

What is a Line and Why Does the UA Budget System Use Lines?

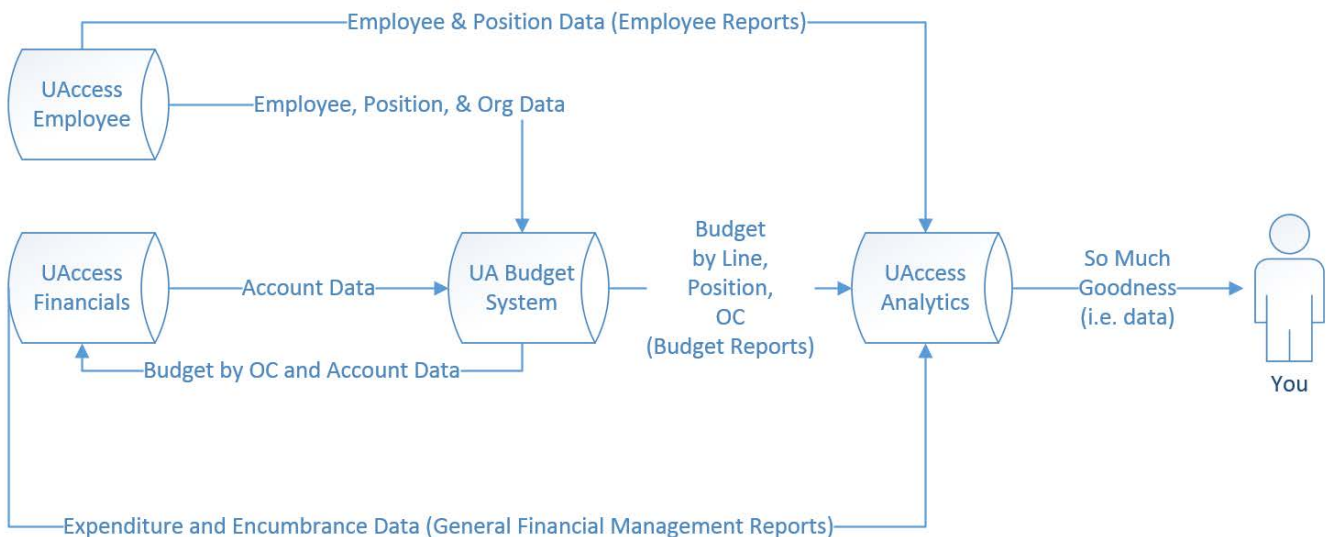
The UA Budget System is used to create and transfer Budget authority. Budget is assigned to four primary attributes: Department, Line, Account, and Object Code (OC). Department is defined by the official hierarchy maintained in UAccess Employee and is used to assign financial and management responsibility. Accounts belong to Departments and carry several additional valuable reporting attributes like Fund, Purpose, and Function (Research, Instruction, etc). Account data are loaded in the UA Budget System from UAccess Financials. Object Codes define the type of revenue or expenditure being budgeted and are also mapped based on data provided from UAccess Financials. That leaves Line—so then what is a Line anyway?

A Line is the only attribute unique to the UA Budget System and it is considered the primary attribute in which Budget is assigned. A Line is used to describe the individual items that make up a Department’s budget. These line items include individuals, positions, fringe benefits (ERE), commitments, and discrete operating activities. Unlike attributes you assign to financial or personnel transactions at the time an entry occurs, Line is used as a reporting attribute based on rules you assign; therefore, the Line is a post-transaction attribute and designed to support management reporting needs rather than financial accounting classifications.

It is also worth noting that in addition to the four required fields within the UA Budget System (Department, Line, Account, and OC), there are several *optional* attributes that users can assign Budget to, namely Position (PCN), Sub-Account, Sub-Object Code, and Project Code. Position data come from UAccess Employee, while Sub-Account, Sub-Object Code, and Project Code data all come from UAccess Financials.

Position budgeting is a powerful tool that allows organizations to define their plan down to the individual job/work being accomplished by the organization. Position budgeting, at its heart, allows an organization to align its strategic plans, as actualized by people, to their financial resources.

Once Budget has been assigned to these above attributes, we send some of these Budget data back into Financials and all Budget data into the UAccess Analytics data warehouse for reporting. An outline of data flow among our Enterprise systems is mapped below:



Are There Rules Associated with Using Budget Lines?

Yes. Just like with other reporting attributes, the Budget Line attribute carries with it certain rules that define its use. In the UA Budgeting System, when a Line is attached to a Position Number the two remain linked together for the remainder of the fiscal year. The same Line, therefore, can exist on multiple Accounts within a Department, but you cannot have two of the same Lines in one Department. The Line is active for the entire Fiscal Year to prevent a conflict in data throughout the year. We do allow you to change or delete your Lines, but, ***as a warning, such changes will retroactively update all budget transactions for the entire fiscal year.***

What are Some Reporting Advantages of Lines?

- A Line has more flexibility than either OCs or PCNs. You can assign Lines from 0.001 to 7999.999.
- Lines can be short and to the point like 1.0, 2.0, 3.0, etc., thus easier to reference than 7-digit PCNs or any of the hundreds of OCs.
- Lines, since you create them, can also be used to identify anything you want, not just something related to a PCN or OC, like a commitment or a vacancy, or an opportunity in your budget.
- Lines can be grouped or stacked for programmatic or other reporting purposes, for instance Lines 10-19 can be for IT and Lines 20-39 can be for Marketing.

Budget Analysts	3.0000	Chu,Veronica S
	3.0000 Total	
	4.0000	Calderon,Mario R C
	4.0000 Total	
	5.0000	Pan,Chiayu
	5.0000 Total	
	6.0000	Kennedy,Matthew James
	6.0000 Total	
12.0000	RCM ANALYST SUPPORT	
12.0000 Total		
ANALYSTS Total		
Information Technology	9.0000	Bhat,Ravindra K
	9.0000 Total	
	10.0000	Hoffman,Zachariah M
10.0000 Total		

- Lines can be used for sorting or hierarchy, for instance 1.0 can be the Director and 2.0 can be the Assistant Director, etc.

Budget Line Number	UA Title
1.0000	Associate Vice President / Chief Budget Officer, Budget Office
2.0000	Assistant Director, Budget Office
3.0000	Senior Analyst, Budget and Financial
4.0000	Senior Analyst, Budget and Financial
5.0000	Senior Analyst, Budget and Financial
6.0000	Analyst, Budget and Financial

- Lines can be used to group budget across multiple funding sources within a department, for instance one Line can be for the budget for your Director paid from State, Locally Allocated, and Budgeted Designated funds.

9.0000	Developer, Application/Database	Allocated Administrative Service Chg (S3)
		Main Campus (A1)
10.0000	Applications Systems Analyst/Developer, Principal	Allocated Administrative Service Chg (S3)
		Main Campus (A1)

Are There Different Types of Lines?

Yes. Budget Lines are grouped into five major categories: Incumbent Lines, Wage-Pooled Lines, ERE-Pooled Lines, Operational/Revenue Lines, and Commitment/Savings Lines.

Incumbent Lines

Incumbent Lines have one PCN attached to them and are either filled with a single incumbent or are vacant. If the position is filled, then the name of the Line becomes the incumbent's name. If the Line is vacant, then the Line name will read "VACANT."

Wage-Pooled Lines

Wage-Pooled Lines are defined by OC ranges (1300-1399, but not 1360) and will frequently have more than one PCN and/or more than one Incumbent in the PCN. Common examples would be Student Wage Pools and GA Wage Pools. These Budget Lines are managed by total dollar for multiple positions or incumbents and not managed down to the individual employee, since turnover can be quite high in these positions.

ERE-Pooled Lines

ERE-Pooled Lines are used for budgeted fringe benefits/Employee Related Expenditures (ERE) for salaries and wages. These Lines are also defined by OC range (2000-2999, 7933). Different Pools can be created for different OC groupings.

Operational and Revenue Lines

Operational Lines are not position related, but instead are defined by operational OCs (0001-0999, 3000-7999). Operational Lines are used to bin or group related activities, examples could include professional development, IT costs, or printing and publishing costs that could occur across multiple accounts, funds, sub-accounts, and OCs.

What Are Some Examples of How I Could Use Lines?

Example 1: Salary Savings (Commitment/Savings Line)

-You had a long-time employee retire. This employee was a Business Manager, Senior and was making \$55,000 per year. You believe you can replace this position with a Business Manager and want to limit the salary of this new position to \$50,000. The \$5,000 in Salary Savings could be placed on a Line to denote its source and reserve for potential future use. Salary Savings Lines are frequently created in the 900.00-999.99 Line range, say 906.00.

Balance Available Detail

Fiscal Year	College Name	Organization Code	Organization Name	Consolidation Code	Consolidation Object Name	Budget Line Number	Name	Budget Account Type	Account Number	Account Name	Object Code	Original Budget	Balance Available	(Perm) Next YR Budget	
2016	College of Education	3201	Education - Dean's Office	PERS	Personnel Services	906.0000	(SALARY SAVINGS)	State	1121020	ED ADMINISTRATION	1000	5,439	5,439.00	5,439	
				PERS Total								5,439	5,439.00	5,439	
		3201 Total										5,439	5,439.00	5,439	
	College of Education Total											5,439	5,439.00	5,439	
												2016 Total	5,439	5,439.00	5,439

Example 2: Vacant Position (Incumbent Line)

-In the above example, you are recruiting for a new Business Manager, but currently have not found anyone suitable to fill the position. You can create a Line associated with the Business Manager Position Number you intend to fill and the intended salary. With no employee attached to the position the Line will return with the description of VACANT. This allows you to track that you have funds set-aside for a future use that will be filled as soon as the position is filled. Salary Lines are usually created in the 0.01-899.99 Line range, say 2.0.

Balance Available Detail

Fiscal Year	College Name	Organization Code	Organization Name	Consolidation Code	Consolidation Object Name	Name	Budget Line Number	Budget Account Type	Account Number	Account Name	Object Code	Original Budget	Balance Available	(Perm) Next YR Budget	
2016	Business Affairs Division	7706	Systems Control	PERS	Personnel Services	VACANT	2.0000	State	1198800	SYSTEMS CONTROL	1150	81,310	40,002.00	52,202	
				PERS Total								81,310	40,002.00	52,202	
		7706 Total										81,310	40,002.00	52,202	
	Business Affairs Division Total											81,310	40,002.00	52,202	
												2016 Total	81,310	40,002.00	52,202

Example 3: Future Commitments (Commitment/Savings Line)

-Your department head has informed you she would like to sponsor an upcoming scientific conference. She indicated the conference will be held every year, starting this year, and she would like to commit to providing \$20,000 per year toward the conference. You are not sure yet how you will need to provide the funds to support the conference, as salary, as operational support, or as a transfer to another department, so you decide you would like to track and segregate these funds so you don't forget they are already obligated for this commitment. You would go into the Budget System and create a Line, say 252.0 called "Scientific Conferences." You could also use the Description field of the RBC to auto-create the Line description when you process the RBC. This moves the funds out of Operations or possibly a vacant Salary Line and into your new commitment Line.

FY 2016					
ACCOUNT DEPT. NO: 9953					
DEPT NAME: Gen Institutional Support					
BUDGET LINE	EMPLID	POSITION	OC.	NAME	TITLE
<u>252</u>			1000	SCIENTIFIC CONFERE	

Example 4: Operational Activity Budgeting (Operational Lines)

-Your Department Head has indicated she wants to track activity and budget according to broader operational categories than Object Code currently allows. You decide using Operational Lines could meet her needs.

Without creating Operational Lines your Budget might look like this:

Replacement Line Number ▲▼	Budget Line Number	Name	Object Code	(Temp) Current YR Budget	Operational Expenditure	Encumbered	Balance Available
3000.0000	3000.0000	OPERATIONS	3000	60,000	0.00	0.00	60,000.00
			3000	218,676	0.00	0.00	218,676.00
	1198200.3152	Lecturer's Reimbursable Exp	3152	0	0.00	304.24	-304.24
	1198200.4290	Misc. Services - Other Internal	4290	0	81.60	0.00	-81.60
	1198200.5230	Office Supplies	5230	0	0.00	734.26	-734.26
	1198200.5270	R/M Supplies - Other	5270	0	141.43	448.50	-589.93
	1198200.5760	Noncapitalized Equipment - EDP	5760	0	0.00	143.99	-143.99
	1198200.5775	Noncapitalized Furnishings	5775	0	0.00	5,316.89	-5,316.89
	2110155.3160	Legal	3160	0	1,406.00	10,000.00	-11,406.00
	2110755.5550	Business Entertainment	5550	0	0.00	140.43	-140.43
	2554145.3490	Other Professional Services	3490	0	245.00	4,599.00	-4,844.00
	2554145.3870	Express Shipping	3870	0	109.38	0.00	-109.38
	2554145.4180	Parking Services	4180	0	8.00	0.00	-8.00
	2554145.5170	Business Meeting Expense	5170	0	200.02	0.00	-200.02
	2554145.5520	Conference Registration Fees	5520	0	1,482.99	0.00	-1,482.99
	2554145.5550	Business Entertainment	5550	0	90.68	0.00	-90.68
	2554145.5610	Subscriptions	5610	0	1,627.58	0.00	-1,627.58
	2554145.5760	Noncapitalized Equipment - EDP	5760	0	1,037.66	0.00	-1,037.66
	2554145.5890	Books - Department	5890	0	41.25	0.00	-41.25
3000.0000 Total				278,676	6,471.59	21,687.31	250,517.10
				278,676	6,471.59	21,687.31	250,517.10
3000.0000	2554145.6140	TRAVEL-IN STATE	6140	0	104.30	0.00	-104.30
3000.0000 Total				0	104.30	0.00	-104.30
				0	104.30	0.00	-104.30

You realize this is too messy for your Department Head. You notice that all your expenditures show up in your Budget reports with the Account number followed by the Object Code as in 2554145.6140 above. An easy solution exists to simply create Operational Lines and add these other Attributes (in this case Account and Object Code) to the Line using the Add/Edit Line feature in the UA Budget System:

Create/Edit Budget Lines

MANAGE BUDGET LINE NUMBERS FOR BUDEGT DEPARTMENT; 9801

FY: 2018 NAME: GARTH J PERRY DEPT: 9201

ADD NEW BUDGET LINE FOR DEPT 9801

LINE NUMBER: 3000.200

POSITION NBR: (Leave Blank for Non Position Line Numbers)

LINE NAME: Business Meeting & Entertainment

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	1198200		5170				
2	1198200		5550				
3	2110755		5170				
4	2110755		5550				
5	2250600		5170				
6	2250600		5550				
7	2554145		5170				
8	2554145		5550				
9							
10							
11							
12							+

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Once you create your Operational Lines you then simply process an RBC to move Budget and your Analytics reports are corrected as follows:

Balance Available Detail							
Auto-RBC Cash Expenditure Authority Budget Transactions Budget Activity Download Employee All Funds Expenditure Authority							
ization	Budget Line Number	Name	(Temp) Current YR Budget	Operational Expenditure	Encumbered	Balance Available	
	3000.0000	OPERATIONS	10,000	0.00	0.00	10,000.00	
			901	0.00	0.00	901.00	
	3000.1000	BOOKS AND SUPPLIES	0	0.00	734.26	-734.26	
			15,000	703.25	0.00	14,296.75	
	3000.2000	BUSINESS MTG & ENTERTAINMENT	0	0.00	140.43	-140.43	
			10,000	905.50	0.00	9,094.50	
	3000.3000	COMMUNICATION AND POSTAGE	0	2.67	0.00	-2.67	
			5,000	292.03	6.56	4,701.41	
	3000.4000	CONFERENCES AND TRAINING	0	0.00	304.24	-304.24	
			20,000	1,827.99	0.00	18,172.01	
	3000.5000	DUES AND SUBSCRIPTIONS	28,000	2,784.34	0.00	25,215.66	
	3000.6000	EQUIPMENT	0	0.00	143.99	-143.99	
			20,000	1,073.62	1,535.15	17,391.23	
	3000.7000	FURNISHINGS	0	0.00	5,316.89	-5,316.89	
			24,000	0.00	0.00	24,000.00	
	3000.8000	INTERVIEWING AND RECRUITING	5,000	0.00	0.00	5,000.00	
	3000.9500	OUTSIDE COUNSEL LEGAL SERVICE	50,000	2,649.00	10,000.00	37,351.00	
	3001.0000	CARRYFORWARD BALANCES	19,117	0.00	0.00	19,117.00	
			138,161	0.00	0.00	138,161.00	
			9,584	0.00	0.00	9,584.00	
	3100.1000	MISC SERVICES	0	165.00	0.00	-165.00	
			20,000	8,227.00	4,599.00	7,174.00	
	3100.2000	REPAIR AND MAINTENANCE	0	141.43	448.50	-589.93	
			25,000	705.66	0.00	24,294.34	
	3100.3000	UITS CHARGES	20,000	39.68	0.00	19,960.32	
	6100.0000	TRAVEL IN	10,000	333.24	0.00	9,666.76	
	6200.0000	TRAVEL OUT	15,000	2,237.80	0.00	12,762.20	
Total			444,763	22,088.21	23,229.02	399,445.77	

How else are Lines used?

Since Lines exist in addition to Position information or Object Code information, they allow for the opportunity to report and analyze budget activity of units in unique ways that Positions and Object Codes alone do not. You can ask questions like, how much of your Line budget is occupied by Positions vs. how much is in Lines with no Positions, or essentially, how much of your budget are you attributing to salaries vs. ERE and other operating costs? If you look only at Lines with positions you can look at which Lines and Positions have Incumbents in them vs. which Lines are vacant. This can allow you to examine how much of your personnel budget is currently associated with vacancies. You can look at how much of your budget might be in personnel but has no position at all. This would prompt questions or analysis about how much budget you are keeping for future personnel commitments that are yet undefined.

Fiscal Year	Budget Line Number	Position Number	Original Budget	(Temp) Current YR Net Budget Change	(Temp) Current YR Budget	Personnel Expenditure	Encumbered	Balance Available		(Perm) Next YR Budget
2016	3.0000	2001420	69,900	0	69,900	27,479.78	42,420.00	0.22		69,900
	4.0000	1862882	108,595	-86,567	22,028	22,028.45	0.00	-0.45		0
	5.0000	1838590	60,220	-7,777	52,443	16,030.56	36,412.00	0.44		60,220
	6.0000	2014056	65,800	-16,450	49,350	19,400.98	29,949.00	0.02		65,800
	8.0000	2000858	106,200	0	106,200	41,750.43	64,450.00	-0.43		106,200
	9.0000	2028692	66,800	0	66,800	26,261.09	40,539.00	-0.09		66,800
	10.0000	1810455	47,690	0	47,690	18,748.37	28,942.00	-0.37		47,690
	11.0000	1840859	46,715	0	46,715	18,365.10	28,350.00	-0.10		46,715
	12.0000	2026774	71,100	0	71,100	27,951.52	43,148.00	0.48		71,100
	13.0000	2037062	0	88,148	88,148	21,087.85	67,059.00	1.15		109,800
	14.0000	-	30,000	0	30,000	0.00	0.00	30,000.00		30,000
	903.0000	-	8,000	48,182	56,182	0.00	0.00	56,182.00		8,000
			0	0	0	0.00	0.00	0.00		0
	905.0000	-	4,266	92,134	96,400	0.00	0.00	96,400.00		72,549
		10,956	-10,956	0	0.00	0.00	0.00		10,956	
2016 Total			696,242	106,714	802,956	239,104.13	381,269.00	182,582.87		765,730

These sorts of questions are exactly the sorts of questions the Budget Office and campus leadership and management may be asking or analyzing. It is important that you are aware that decisions are made based on how you budget your department and Lines before you finalize your own personal decision about how you want to maintain, use, or not use budget Lines in your organization.

Am I required to manage my Lines?

There is a State requirement to report on our budget annually down to the position level. We call this report the “Annual State & Local Operating Budget Book”. It is provided to the Office of Strategic Planning and Budgeting (OSPB), the Joint Legislative Budget Committee (JLBC), the Arizona Board of Regents (ABOR) and various libraries throughout the State on an annual basis as an official record of the University’s operating budget and to fulfill our public reporting requirement as a State agency. This particular report uses Perm/Next Year budget by Line and position as loaded on July 1 (also known as Original Budget).

Since the Budget Office reports this information externally we do request, at a minimum, that you maintain the Perm/Next Year Budget for your permanent positions that are funded from State Funds on budget Lines. We do advise that conducting periodic review and clean-up of the Current Year Budget for these Lines is in keeping with sound and prudent financial management practices, but do not mandate that you do so. In addition, we do not mandate departments maintain budget Lines for individual positions funded from other types of funds (such as Designated or Auxiliary Funds); although many units do choose to use budget Lines because it is an effective way to link the funding for a position across multiple fund sources and can be a powerful management reporting tool as outlined above.