

# Permanent Budget System (BUD)

## File Specifications

January 15, 2004

### Description:

The Permanent Budget System (BUD) is the corporate repository of permanent budget information for the University of California. Its purpose is to consolidate information from the campuses and provide a central database of budget income, appropriations, increments, and adjustments throughout the University.

### Data Collection:

Source data for BUD will be provided to UCOP from campuses via a fixed-block ASCII file of record length 200 to be known as the BUD100, which will be submitted six times annually according to the following schedule:

Cycle Name	Data as-of (Cycle Date)	BUD100 file extension	Due at UCOP
First Cycle	10/31/yyyy	OCTyy	8 <sup>th</sup> working day in NOVEMBER
Second Cycle	12/31/yyyy	DECyy	8 <sup>th</sup> working day in JANUARY
Third Cycle	03/31/yyyy	MARyy	8 <sup>th</sup> working day in APRIL
Fourth Cycle (As-of May 31)	05/31/yyyy	MAYyy	8 <sup>th</sup> working day in JUNE
Final	06/30/yyyy	FNLYy	as specified in the Closing - Budget and Staffing Schedule
Post Purge	07/01/yyyy	PCLyy	as specified in the Closing - Budget and Staffing Schedule

## Glossary:

1. Account: A number assigned by the campus for the purpose of identifying a specific balance sheet, revenue or expenditure account. Campuses must use account numbers in BUD that correspond to account numbers in the CAFP.
2. CAFP: Corporate Account Fund Profile.
3. Cycle Date: The last day of the reporting cycle (mm/dd/yyyy format).  
**Note:** The BUD100 file contains cumulative information for the fiscal year to date. For example, the BUD100 file with a header record Cycle Date 06/30/2005 will contain transaction records with Cycle Dates 07/01/2004, 10/31/2004, 12/31/2004, 03/31/2005, 05/30/2005, and 06/30/2005. The next BUD100 file with a header record Cycle Date 07/01/2005 will contain transaction records with Cycle Date 07/01/2005 only.
4. Document Reference Number: A number assigned by the campus for the purpose of identifying the source document for the transaction.
5. FTE: Full Time Equivalent. Budgeted positions expressed as a decimal fraction of full time appointments (1.00 = full time appointment). Associated with appropriation transactions only.
6. Full Accounting Unit: The full string of accounting codes for the transaction as defined by the local campus.

7. Fund: A number assigned by the campus for the purpose of identifying fund source. Campuses must use fund numbers in BUD that correspond to fund numbers in the CAFP.
8. Loc1: A 2-digit code from '01' to '10' identifying UC campus location.
9. Loc2: A 1-digit code which distinguishes between campus-related activities/programs ('1') and Systemwide activities/programs ('2').
10. RAFG: Revenue Account/Fund Group. Code used to group income accounts for budget purposes, based on account group and fund group.
11. SAU-Income: Systemwide Administrative Unit. A 1 digit code ranging from '4' to '9' that provides further categorization of Systemwide activities / programs. This value is only required for income transactions. SAU codes for appropriation transactions will be derived from the CAFP.
12. SubAccount: Code identifying a specific category of expenditure.
13. SubCampus ID: identifies major organizational unit within the University. ('1' = General Campus; '2' = Health Sciences; '3' = Marine Sciences). Similar to UC Location Code 3 - Organizational Category in the CAFP.
14. Transaction Amount: Amount of an appropriation or income transaction.
15. Transaction Class: Code identifying an update transaction as '1JUL' (Budget appropriation or income amount as of the beginning of the fiscal year, July 1), '2ADJ' (Adjustment to the current fiscal year's budget), or '3ICR' (Increment to the next fiscal year's budget).

**Note:** Increments and adjustments can be either positive or negative.

16. Transaction Date: Date of the source document (input form) for a financial or budget transaction. Transaction date may be system-generated.
17. Transaction Description: Narrative information about the nature or source of a transaction.
18. Transaction FTE: The amount of an appropriation FTE.
19. Transaction Type: Code indicating the type and source of the transaction. ('1' = President's Prelim. Allocations; '2' = Interlocation Transfer; '3' = Remaining Regents'/President's Allocation; '4' = Merit (Academic); '5' = Merit (Staff); '6' = Range (Academic); '7' = Range (Staff); '8' = Reclassifications; '9' = Six Month & Trainee Increases; 'A' = Salary Reconciliation; 'B' = Other).

## BUD100 Record Layouts

The BUD100 file contains the following three record types:

- Header Record
- Transaction Record
- Trailer Record

### Header Record Layout

Data Element	Length	Field Position	Valid Values
Record Type	1	1	'H'
Location 1	2	2-3	'01' – '10'
Key Filler	14	4-17	Empty Spaces
Cycle Date	10	18-27	Mm/dd/yyyy format
Filler	173	28 – 200	Empty Spaces

## Transaction Record Layout

Data Element	Length	Field Position	Valid Values
Record Type	1	1	'T'
Location 1	2	2-3	'01' – '10'
Location 2	1	4	'1' or '2'
SAU-Income	1	5	'4' thru '9' (Income transactions only)
Account	6	6-11	Must be present in the CAFP.
Fund	5	12-16	Must be present in the CAFP.
SubAccount	1	17	'1' – '9'
Transaction Class	4	18-21	'1JUL', '2ADJ', '3ICR'
Transaction Type	1	22	'1' – '9', 'A', 'B'
Transaction Date	10	23-32	Mm/dd/yyyy format
Cycle Date	10	33-42	Mm/dd/yyyy format
Document Ref No.	15	43-57	Cannot be blank
Transaction Amount	11	58-68	00000000000 thru 99999999999
Transaction Amount –Sign	1	69	'+' or '-'
Transaction FTE	8(5.2)	70-77	00000.00 thru 99999.99
Transaction FTE – Sign	1	78	'+' or '-'
Transaction Description	30	79-108	Cannot be blank
Full Accounting Unit	40	109-148	Optional at campus discretion.
Filler	52	149-200	Empty Spaces. Reserved for future use

## Trailer Record Layout

Data Element	Length	Field Position	Valid Values
Record Type	1	1	'Z'
Location 1	2	2-3	'01' – '10'
Key Filler	14	4-17	'ZZZZZZZZZZZZZZZZ'
Record Count	6	18-23	000000 thru 999999
Amount Total (+)	12	24-35	000000000000 thru 999999999999
Amount Total (-)	12	36-47	000000000000 thru 999999999999
FTE Total	9(6.2)	48-56	000000.00 thru 999999.99
Filler	144	57– 200	Empty Spaces

**The Current Process:** The current Master Budget System is a batch-program system. The primary function of this system is to consolidate Budget data submitted by the campuses. These files are referred to as the **BSC1000** files, and are submitted by the campus for the following periods.

<b>Period</b>	<b>Date</b>	<b>Cycle</b>
C1	October 31	1
C2	December 31	2
C3	March 31	3
C4	May 31	4
Final	June 30	5
Purge	July 1	6

In addition to the BSC1000 files, the campuses submit Summary Report files, which contain reports that are supposedly based on the BSC1000 file. These reports summarize the information provided in the BSC1000 files. The BSC1000 file contains transactions affecting the Permanent Budget Systems at the campuses during the previous cycle. There are two types of transactions based on the Entry Type (Income and Appropriations entries).

The BSC1000 files have to pass a series of validation checks before they are consolidated into one single file (table). During this process, a series of Edit reports are produced. These reports highlight the errors and inaccuracies in the data. Depending on the severity of the errors, the Systemwide Budget Office may require the campuses to re-submit the BSC1000 files for that cycle.

Once the BSC1000 files submitted by the campuses are deemed to be acceptable by the systemwide Budget Office, the files are consolidated into one Budget master file. The process involves combining the BSC1000 files with



certain data elements from the Corporate Account Fund Profile (CAFP) to create the consolidated file. This file is called the BSC0200. This file is used to generate reports and queries.

### **Advantages of the new format:**

- Within the main campus SAU 0, campuses will no longer be required to balance income and appropriation by SubCampus ID 1, 2 and 3. However, campuses must continue to balance income and appropriation by all SAU levels.
- Record format is simplified to remove fillers and columns which are no longer necessary.
- Amounts in the zoned decimal (Mainframe COBOL) format have been replaced with regular numbers followed by their signs.
- Campuses are not required to submit data which can be easily and accurately obtained from the CAFP. Consequently, the size of the BUD100 file will be much smaller than the corresponding BSC1000 file.
- This is a good opportunity for modifying the file formats, as the Master Budget System is being re-designed and developed after three decades.
- This modified file format should be easier to generate at the campuses, most of whom have moved on to Relational Database Management Structure (RDBMS) based systems.
- The process of creating the consolidated file (equivalent to the BSC0200 in the existing system) can commence even if all the campuses have not submitted 'acceptable' BUD100 files.

- The file eliminates the Initial and Summary record types. The July 1 initial values will be sent in the transaction record format (Transaction Class = '1JUL'). This simplifies the record format and hopefully reduces the processing time at the campuses required to produce these records.
- Summary-report files from the campuses are no longer required under the new system.
- The current record format was designed for use by a Mainframe COBOL program, and includes features not suited to RDBMS table structure, which is being used at most campuses.
- The campuses are no longer required to maintain individual Revenue Account Fund Group (RAFG) tables.
- The following data-fields are no longer required, and will be eliminated from the new Budget System:
  - Program Code
  - Fund Type
  - College Code
  - Department Code

- The following data-fields need not be included in the Budget System Input files as their values can be derived from the Corporate Account Fund Profile (CAFP):

- SAU Code (for expenditure accounts only)
- SubCampus ID (for expenditure accounts only)
- UAS Code
- Account Type Code
- RAFG code (from the RAFG table maintained at UCOP)
- Function Code
- Account Title
- Fund Title