

Permanent Budget System (BUD)

File Specifications

September 15, 2003

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 data on campus budget appropriations, transfers, and starting budget balances.

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# | Data as-of (Cycle Date) | Due at UCOP |
|-----------------------------|-------------------------|--|
| First Cycle | 10/31/yyyy | 8 th working day in NOVEMBER |
| Second Cycle | 12/31/yyyy | 8 th working day in JANUARY |
| Third Cycle | 03/31/yyyy | 8 th working day in APRIL |
| Fourth Cycle (As-of May 31) | 05/31/yyyy | 8 th working day in JUNE |
| Final | 06/30/yyyy | as specified in the Closing - Budget and Staffing Schedule |
| Post Purge | 07/01/yyyy | 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 the campus account fund profile submitted to the CAF system.
2. CAFP: Corporate Account Fund Profile.
3. Cycle Date: The last day of the reporting cycle (mm/dd/yyyy format).
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).
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 the campus account fund profile submitted to the CAF system.
8. Loc1: A 2-digit code ranging from '01' to '10' identifying UC campus locations.
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: Systemwide Administrative Unit. A 1 digit code ranging from '4' to '9' that provides further categorization of Systemwide activities/programs.
12. Subaccount: Code identifying a specific category of expenditure.
13. Sub-campus ID: UC Location Code 3 - Organizational Category, which identifies major organizational units within the University. ('1' = General Campus; '2' = Health Sciences; '3' = Marine Sciences).
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 fiscal year, July 1), '2ADJ' (Adjustment to the current year's budget) or '3ICR' (Increment to the next fiscal year's budget) .
Note: Increment 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; may be system-generated.
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 four 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' – '09' |
| Key Filler | 6 | 4-9 | Empty Spaces |
| Cycle Date | 10 | 10-19 | Eg. 10/31/2003... |
| Filler | 181 | 20 - 200 | |

Transaction Record Layout

| Data Element | Length | Field Position | Valid Values |
|--------------------------|--------|----------------|---------------------------------|
| Record Type | 1 | 1 | 'T' |
| Location 1 | 2 | 2-3 | '01' – '09' |
| Location 2 | 1 | 4 | '1' or '2' |
| Sub_Campus ID | 1 | 5 | '1', '2', or '3' |
| Account | 6 | 6-11 | |
| Fund | 5 | 12-16 | |
| SubAccount | 1 | 17 | |
| Transaction Class | 4 | 18 –21 | '1JUL', '2ADJ' '3ICR', |
| Transaction Type | 1 | 22 | |
| Transaction Date | 10 | 23-32 | Mm/dd/yyyy format |
| Cycle Date | 10 | 33-42 | Mm/dd/yyyy format |
| Document Ref No. | 15 | 43-57 | |
| 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 | 40 | 79-118 | |
| Full Accounting Unit | 40 | 119 – 158 | |
| Filler | 42 | 159 – 200 | 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' – '09' |
| Key Filler | 6 | 4-9 | 'ZZZZZZ' |
| Record Count | 6 | 10-15 | 000000 thru 999999 |
| Amount Total (+) | 12 | 16-27 | 000000000000 thru 999999999999 |
| Amount Total (-) | 12 | 18-39 | 000000000000 thru 999999999999 |
| FTE Total | 9(6.2) | 40-48 | 000000.00 thru 999999.99 |
| Filler | 152 | 49 - 200 | |

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.

| Period | Date | Cycle |
|---------------|-------------|--------------|
| 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:

- 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 = **'JUL'**). 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 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
 - UAS Code
 - Account Type Code
 - Program Code
 - Fund Type
 - RAFG code
 - Function Code
 - College Code
 - Department Code
 - Account Title
 - Fund Title