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<table>
<tr><td>OFFICE OF THE SENIOR VICE PRESIDENT —
BUSINESS AND FINANCE</td><td>OFFICE OF THE PRESIDENT
1111 Franklin Street
Oakland, California 94607-5200</td></tr>
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April 2, 2004

ITLC MEMBERS

Subject: Input Specifications for New Corporate Budget System

This is to provide clarification to the Permanent Budget System (BUD) File Specifications document issued January 15, 2004 [http://www.ucop.edu/irc/itlc/docs/budlayout-final.pdf]. Valid values for some of the data elements in the new interface file were not specified for every case. Below are the clarifications by data element:

SAU-Income (pos.5)
Valid values for Income records will include SAU= '0' for local campus as well as '4' through '9' for systemwide activity. For Appropriation records this position should be filled with a blank space.

SubAccount (pos.17)
Valid values for Appropriation records will include SubAccount = '0' for Academic Salaries as well as '1' through '9'. For Income records this position should be filled with a blank space.

Trans Type (pos. 22)
Records with Trans_Class = '1JUL' should have Trans_Type = '0' (zero, not blank). For all other records the valid Trans_Type values are '1' through '9', 'A' and 'B'.

Document Reference Number (pos. 43-57)
Records with Trans_Class = '1JUL' should have a Document_Reference_Number filled with blank spaces. All other records must have a non-blank Document_Reference_Number.

Transaction Description (pos. 79-108)
Records with Trans_Class = '1JUL' will be populated by UCOP with the Transaction_Description of 'July 1 Initial Budget' (Campuses are encouraged to populate the field the same way to avoid confusion, although no check on this will be performed). All other records must have a non-blank Transaction Description provided by the campus.

Please share this information with the appropriate campus personnel. If you have questions, please contact Robert Baum at 510-987-0396 or Robert.Baum@ucop.edu.

Kristine Hafner
Associate Vice President
Information Resources
 and Communications

cc: Campus Budget Directors
     Robert Baum, IR&C Data Warehouse and Corporate Systems
     Helmut Blaschczyk, Budget Office
     Chet Burgess, IR&C Data Warehouse and Corporate Systems
     Patrick Collins, IR&C Information and Communication Services
     Vish Conjeevaram, IR&C Data Warehouse and Corporate Systems
     Jerry Kissler, Budget Office
     Denise Ledesma, Budget Office
     Peggy Rogers, IR&C Data Warehouse and Corporate Systems