Add/Update Budget Code and Nonrestricted Accounts (AUBN)

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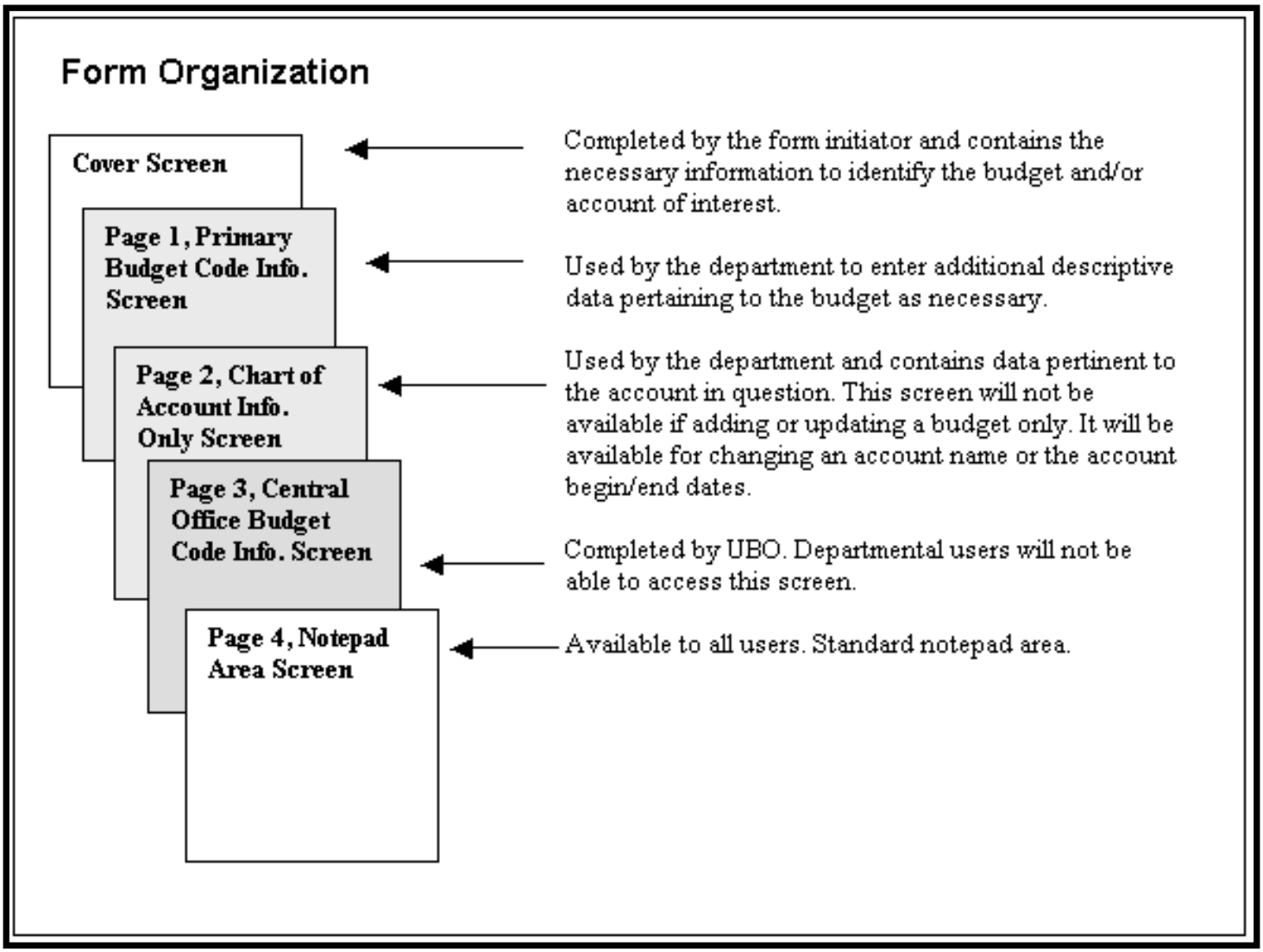
Introduction to the AUBN Form

Overview

AUBN (Add/Update Budget Code and Nonrestricted Accounts) is an EASY form designed to permit the addition of new budgets to the budget file (CBUDG) and accounts to the Chart-of-Accounts (COA) file. If necessary, the program will create a new Ag Federal fund number at the time the account using that fund number is created.

In addition, you may update certain data elements of CBUDG and COA for existing records. If necessary, you may invoke AUBN to reopen closed accounts and modify **begin and end dates** within system restrictions.

Form Organization



Definitions

Budget:
A Budget Code is the identifier for defining a budget to the University financial system(s). It must be unique and bounded by **begin and end dates** for the period of its validity. Certain data elements are assigned as attributes to the budget code and are used to associate it with a given Administrative Area and Mnemonic as well as other administrative data. This value is stored on the CBUDG file.

Account:
An Account is an entity uniquely identified by the combination of a budget code and a fund number. This identity is used by the system for all financial transactions and financial control. The budget code must be unique on CBUDG and the fund number must be unique on the Funds file. One budget may be associated with many fund numbers and one fund number may be associated with many budgets. The combination of a given budget and a given fund number, however, must be unique within the system.

Actions:

The cover screen of AUBN gives the choice of three action codes:

- A — Add
- U — Update
- or leaving a blank to signify no action.

The valid combinations of action codes are as follows:

Type of Request	(A)dd/(U)pdate Budget	(A)dd/(U)pdate Account
Add a budget only or reopen a previously closed budget.	A	
Add both a budget and account.	A	A
Update/close a budget.	U	
Update a budget and add an account.	U	A
Update both a budget and account.	U	U
Add an account only.		A
Update/close/reopen an account.		U

During the addition of a budget or when making certain changes to an existing budget, it may be necessary for the central office, University Budget Office (UBO), to complete or change certain data elements. UBO is, therefore, designated as the central desk for AUBN and will automatically receive the form after all departmental data has been entered and the form has been approved by all Phase II approvers. UBO will then complete and approve the remainder of the budget data elements, after which the form will be posted to the database(s).

When reopening a previously closed budget code, you must (A)dd the budget again because the system will not reactivate a closed budget via the (U)pdate action. When reopening a previously closed budget number, you must submit an AUBN form to (A)dd the budget only. Once this form has been processed, then a second AUBN form must then be submitted to (A)dd the account.

- **Add:**
  Used for the creation of a previously nonexistent budget code or account. This action is also used when reusing a budget code that was previously closed.
- **Begin Date:**
  Controls the point in time when the record (budget or account) becomes an active and valid record on the database file.
- **Effective Date:**
  This user-supplied date determines when the information on the form is to be posted to the database file(s).
- **End Date:**

Controls the point in time when the record (budget or account) becomes inactive and is no longer valid for any processing against it.

- **Unit:**
  On all screens, this field contains the mnemonic associated with the Administrative Area to which the budget is assigned.
- **Update:**
  Used to modify any of the data elements contained on the budget and/or account record(s). Note that changing the budget code itself or the account number cannot be done. Likewise, the Administrative Area number associated with a budget cannot be changed by this form.

General Information

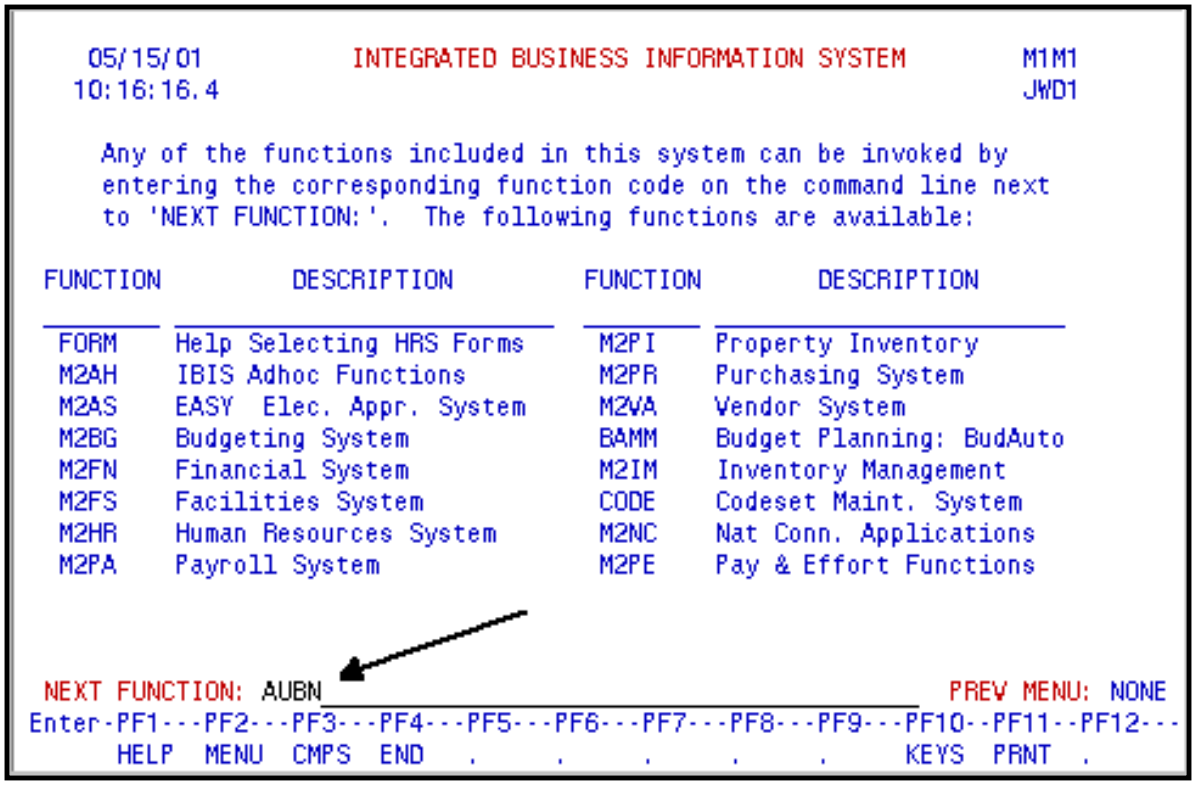
Date Restrictions:

- Budget begin dates can be no earlier than the first day of the current fiscal year.
- When reusing a budget code, the new begin date must be greater than the end date of the record being reused.
- Budget end dates must be greater than budget begin dates.
- Account begin dates cannot be earlier than the associated budget begin date.
- Account end dates must be greater than account begin dates.
- Account end dates cannot be greater than the associated budget end date.

Help:
User help is available for most fields in AUBN. Depending on the field type, Help will return an explanation of the data expected by AUBN or a list of acceptable values from which you may choose the appropriate entry. Press PF1 on the appropriate field to invoke Help on any screen.

Clearing Budgets/Accounts:
Additional information regarding actions related to clearing budgets/accounts is available at the end of this documentation.

How to Pull Up a Blank Form



Enter CCOM at the Simplified Logon screen to go into the production environment, When prompted, enter your userID and password.

Select IBIS Admin Menus at the Com-Pass screen.

1. At the **Next Function** line, type AUBN.

2. Press **Enter**, a blank AUBN form will appear, ready to be completed.

   > Notes:
   To locate the form within the IBIS menus, follow the steps below:

   1. At the **M1M1** (IBIS Main Menu) menu, enter **M2BG** (Budgeting System) at the **Next Function** line and press **Enter**.

   2. At the **M2BG** menu, enter **AUBN** (Add/Update Budget Code & Nonrestricted Accounts) at **Next Function** line to pull up a blank AUBN form.

Use of the AUBN Form

AUBN Cover Screen

```
05/15/01              IBIS FINANCIAL MAINTENANCE SYSTEM
10:17:53       Add/Update Budget Code & Non-Restricted Accounts        AUBN

 Form Action: ADD 1 Document #:              Unit:          Confidential: Y 2
Next Approver: 3__    Eff Date: 05 4 01 / 2001          Document Status:

          KEY INFORMATION                  |          TABLE OF CONTENTS
 Budget Code: 02 - 015 - 11_ UP 5          |
 Fund Number: 10010_ 6                     |            SCREEN NAME
                                           |         Primary Budget Code Info
 Add/Update Budget  (A/U)? A               |         Account Information
 Add/Update Account (A/U)? _               |         Central Office Budget Code
                                           |         Notepad
====== ONLY USE WHEN ADDING BUDGET=====    |
         Admin Area: 015                   |
           Mnemonic: EN_____               |
==== ALWAYS USE WHEN ADDING ACCOUNT====    |
  FUND TYPE NEEDED (Select One)            |
    General: X          Clearing: _        |
  Aux. Ent.: _   Rest(39990 only): _       |
Intra/UnivSrv: _       Ag. Federal: _      |
                                           |
Next Function: ____________________________________________ (MENU,KEYS,END)
```

1. At **Form Action**, enter **ADD**.

2. At **Confidential**, the **Y** can be changed to an **N**.

3. At **Next Approver**, enter the userID of the person to approve the form, if you want to route to an optional approver rather than the default.

4. At **Effective Date**, enter the date the form is to be effective, once all form processing is complete.

5. At **Budget Code**, enter the budget code to be addressed by the form. Must be entered for both (A)dds and (U)pdates.

6. At **Fund Number**, enter the appropriate number. This number must be supplied if you are doing any of the following.

   - adding an account alone.
   - adding an account in conjunction with updating a budget.
   - updating an account.

```
          KEY INFORMATION                  |          TABLE OF CONTENTS
 Budget Code: 02 - 015 - 11_ UP            |
 Fund Number: 10010_                       |            SCREEN NAME
                                           |         Primary Budget Code Info
 Add/Update Budget  (A/U)? A 7             |         Account Information
 Add/Update Account (A/U)? _               |         Central Office Budget Code
                                           |         Notepad
```

7. At **Add/Update Budget** and **Add/Update Account**, refer to the following table and fill in the **Budget** and **Account** fields accordingly.

Type of Request	(A)dd/(U)pdate Budget	(A)dd/(U)pdate Account
Add a budget only or reopen a previously closed budget. (1)	A	
Add both a budget and account.	A	A
Update/close a budget. (2)	U	
Update a budget and add an account.	U	A
Update both a budget and account.	U	U
Add an account only.		A
Update/close/reopen an account.		U

Budget:

- **A** — Budget code is added to CBUDG file
- **U** — Updates an existing record on CBUDG
- **Space (blank)** — No budget code action.

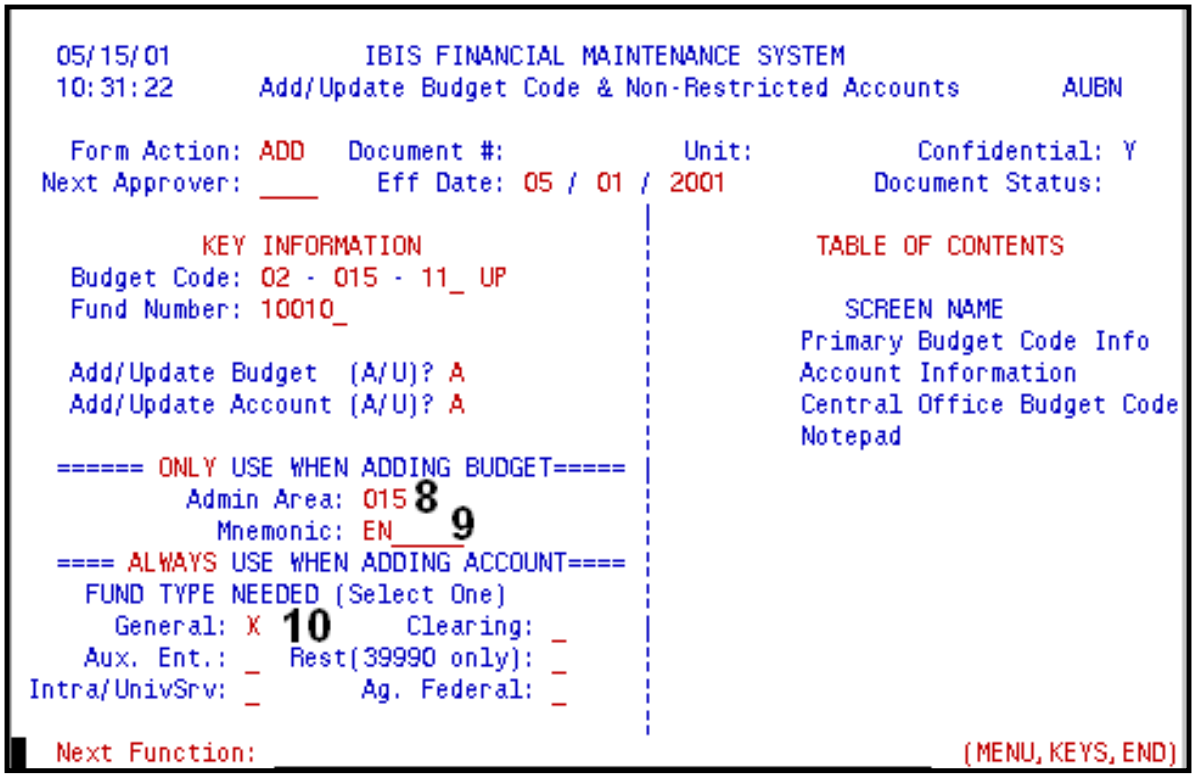
Account:

- **A** — AUBN will add an account to the COA file.
- **U** — Updates only the account specified by the budget code and fund number.
- **Space (blank)** — No account record action.

> Notes:

(1) If reopening a previously closed budget, press Enter and AUBN will generate the most recent values for the "Admin Area" and "Mnemonic". If you want to update these values, enter the new values and press PF8.

(2) If closing a budget, set the budget end date on the Primary Budget Code Information screen to the desired date. Before a budget may be closed, all accounts referencing that budget must be closed. This means that the ending dates of all accounts associated with the budget must be less than or equal to the entered ending date for the budget. These steps are necessary because an account referencing a closed budget is not a valid account.



8. At **Admin Area**, enter the three digit number for the Admin Area of the budget being added (Required only when adding a ***budget***, otherwise, AUBN will generate this value.)

> **Note:**
> The value in this field ***cannot*** be changed by this form. Changing the administrative area of a budget may cause a reorganization and therefore requires contact and coordination with the University Budget Office (UBO).

9. At **Mnemonic**, enter the Mnemonic of the budget being added. The mnemonic must first be created by UBO (via existing Eudora request form) before it can be used on this form.

> **Note:**
> If you want to update the mnemonic for an existing budget, the mnemonic must be changed on the Primary Budget Code Information Screen.

10. At **Fund Type**, place an **'X'** next to the Fund Type of the account being added.

> **Note:**
> If the budget code entered begins with the value "06033", it is a University Services account and must have the fund number "10010" and the fund type "UnivSrv". If the budget code entered begins with the value "06034", it is an Intra-University account and must have the fund number "10010" and the fund type "Intra". If the budget code begins with "08", the fund number must also be "10010" and the fund type must be "Aux. Ent".

Press **PF8** to proceed to the next required screen of the AUBN form.

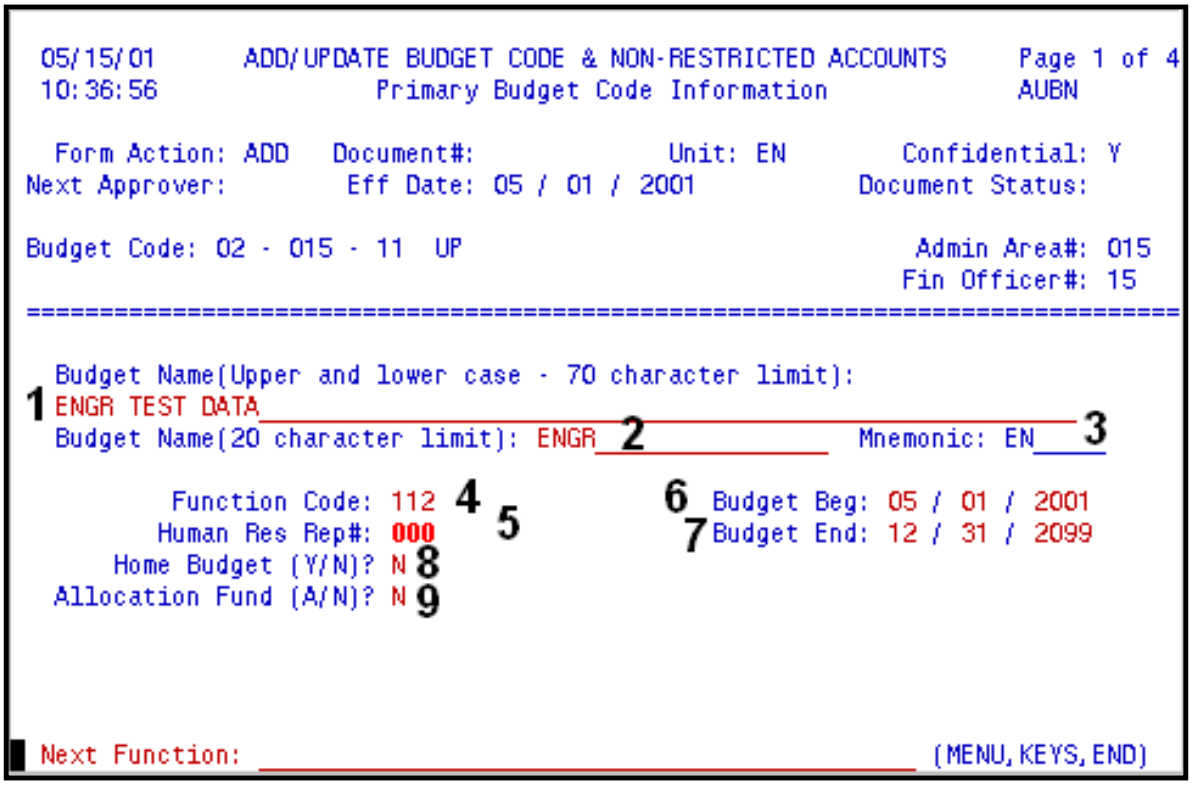
Page 1 — Primary Budget Code Information

```
 05/15/01      ADD/UPDATE BUDGET CODE & NON-RESTRICTED ACCOUNTS     Page 1 of 4
 10:36:56              Primary Budget Code Information              AUBN

  Form Action: ADD   Document#:            Unit: EN        Confidential: Y
Next Approver:        Eff Date: 05 / 01 / 2001           Document Status:

Budget Code: 02 - 015 - 11  UP                               Admin Area#: 015
                                                            Fin Officer#: 15
================================================================================

  Budget Name(Upper and lower case - 70 character limit):
  ENGR TEST DATA_____________________________________________________________
  Budget Name(20 character limit): ENGR_________________  Mnemonic: EN____

          Function Code: 112                  Budget Beg: 05 / 01 / 2001
         Human Res Rep#: 000                  Budget End: 12 / 31 / 2099
      Home Budget (Y/N)? N
  Allocation Fund (A/N)? N

 Next Function: ____________________________________________________ (MENU,KEYS,END)
```

AUBN requires the completion of different fields on whether you add and/or update a budget. Refer to the table below to determine which fields are required and which can be changed/updated for each of the seven possible combinations. AUBN will often provide certain default values (i.e., Budget Begin and End) that can also be changed.

Data Field	Add Budg. & Acct.	Add Budg.	Add Acct.	Update Budg.	Update Acct.	Update Budg. & Acct.	Update Budg. & Add Acct.
Budg. name (70)	R	R		C		C	C
Budg. name (20)	R	R		C		C	C
Mnemonic				C		C	C
Function Code	R	R		C		C	C
Budget Beg.	C	C		C		C	C
Budget End	C	C		C		C	C
Human Res. Rep#	C	C		C			

Home Budget	C	C		C			
Allocation Fund	R	R		C		C	C
Key: R = AUBN requires this field. **C = Field can be changed/updated**							



1. At **Budget Name-70 character limit**, enter the long print name for the budget, using both upper and lowercase letters.

2. At **Budget Name-20 character limit**, enter the standard name for the budget, using ALL uppercase letters.

3. **Mnemonic** — This field is available only for a change to an existing budget, and the new mnemonic must still be within the administrative area of the budget. If the mnemonic is changed, the access code(s) associated with the existing budget will be changed to reflect this new mnemonic.

4. At **Function Code**, enter the appropriate three-digit function code. For a list of available function codes, press **PF1** and a pop-up window will allow you to scroll through and select the one you need.

5. **Human Res Rep#** (Permitted only for home budgets) — This field defaults to "000" when adding a budget but requires a valid value be entered if the budget is a home budget.

> **Note:**
> If a general funds account is not added at the time the budget is added, this field will be set to "000" and protected so that it cannot be changed. Press **PF1** for a list of valid representative numbers.

6. **Budget Beg** — This date defaults to the effective date of the form when adding a budget. It cannot be earlier than the beginning of the current fiscal year. This field may be changed but cannot be greater than the budget end date.

7. **Budget End** — When adding a budget, this date defaults to the system standard end date of 12/31/2099. It may be changed to any date not less than the begin date.

   This date determines the life of a budget. By setting this date to the current date or any other date, when that date arrives the budget becomes closed.

   > **Note:**
   > Before a budget may be closed, all accounts referencing that budget must be closed. This means that the ending dates of all accounts associated with the budget must be less than or equal to the entered ending date for the budget. This is necessary because an account that references a closed budget is not a valid account.

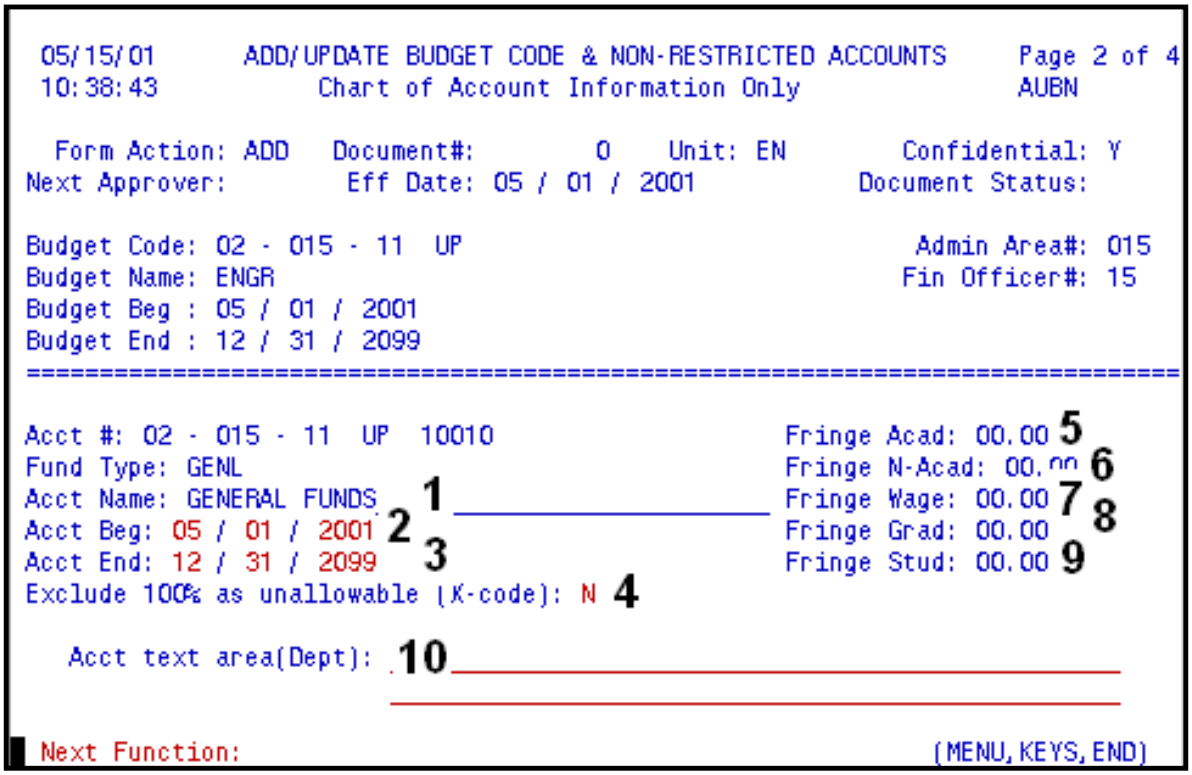
8. **Home Budget** — If positions will be assigned to this budget, enter **"Y"** and a valid Human Resources Rep number on the field above. If no positions will be associated with this budget, this field should contain an **"N"**.

   > **Note:**
   > If a general funds account is not added at the time the budget is added, this field will be set to **"N"** and protected so that it cannot be changed.

9. At **Allocation Fund**, enter an **"A"** if this fund will be an allocation fund and **"N"** if it will not.

Press **PF8** to proceed to the next required screen of the AUBN form.

Page 2 — Chart of Account Information Only



Listed below are the required fields for the different combinations of adding and/or updating accounts for Page 2.

Data Field	Add Budg. & Acct.	Add Budg.	Add Acct.	Update Budg.	Update Acct.	Update Budg. & Acct.	Update Budg. & Add Acct.
Account Name	C		C		C		C
Account Begin	C		C		C	C	C
Account End	C		C		C	C	C
Account Text Area	C		C		C	C	C
Key: C = Field can be changed/updated							

1. **Acct Name** — This field defaults to the title assigned to the fund type as found on the fund type code set. It may be changed for an individual account.

2. **Acct Beg** — When adding an account, this field defaults from the budget begin date and may be changed to any value greater than the budget begin date but less than the budget end date.

3. **Acct End** — When adding an account, this date field defaults from the existing budget end date and may be changed to any value greater than the budget begin date and less than the budget end date.

4. **Exclude 100% as Unallowable (X-code)** — This field identifies whether the details on the

account in its entirety should be excluded from the allowable costs base for determining Indirect Costs at the University. Enter an **N** (No) if the account is not included in the determination of Indirect Costs, or enter an **N** (No) if the account is included in the Indirect Costs calculation and the details on the account should be considered allowable. Enter a **Y** (Yes) if the account is included in the overhead calculation procedure but **ALL** of its details should be excluded as unallowable.

5. **Fringe Acad** — This is the fringe benefits rate charged against academic salary positions. An academic salary rate should be entered (if not defaulted) for all University Services (UNSV) and Auxiliary Enterprise (AUX) funds.

6. **Fringe Non-Acad** — This is the fringe benefits rate charged against non-academic salary positions. A non-academic salary rate should be entered (if not defaulted) for all University Service (UNSV) and Auxiliary Enterprise (AUX) funds.

7. **Fringe Wage** — This is the fringe benefits rate charged against wages. A wage rate should be entered (if not defaulted) for all University Service (UNSV) and Auxiliary Enterprise (AUX) funds.

8. **Fringe Grad** — This is the fringe benefits rate charged against graduate positions.

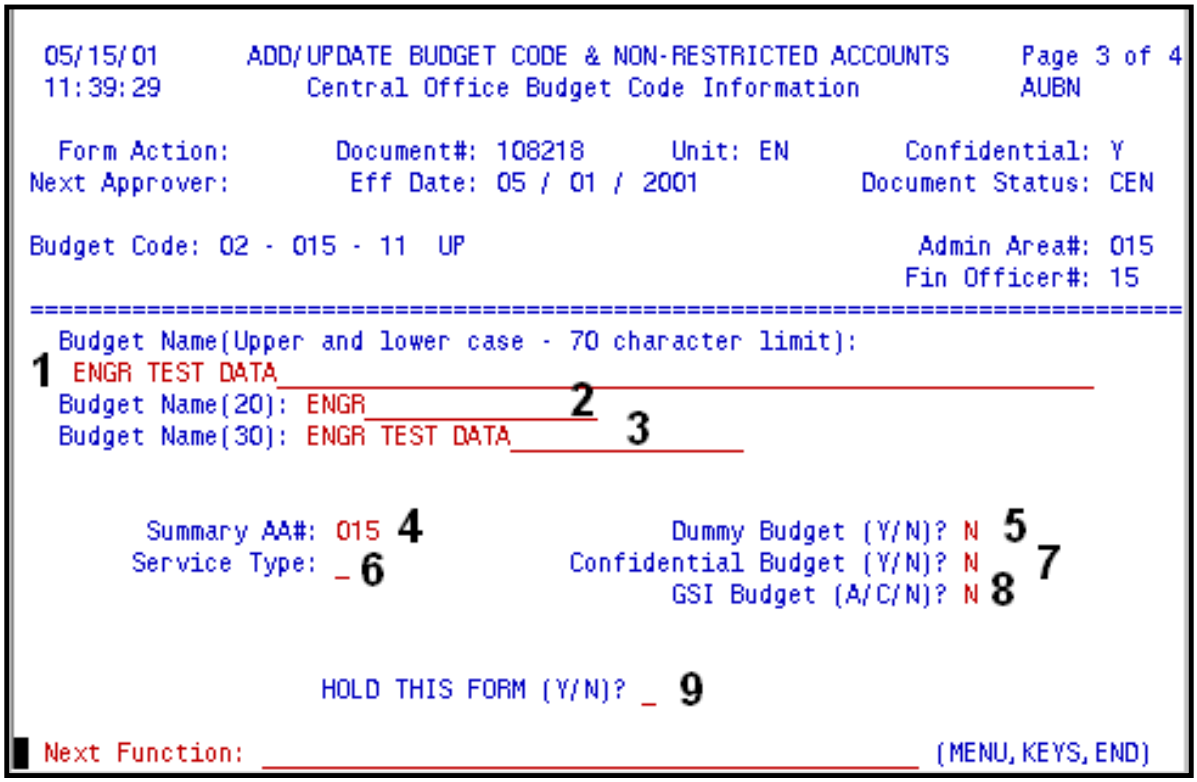
9. **Fringe Stud** — This is the fringe benefits rate charged against student wages. The student fringe rate should always be zero.

10. **Account Text Area** — Enter any pertinent departmental information about the account here.

Press **PF8** to proceed to **Page 4** of the AUBN form.

> Note:
Only UBO users will be able to access Page 3.

Page 3 — Central Office Budget Code Information



> Note:
This page can only be accessed by UBO.

Below are listed the different requirements for each field.

Data Field	Add Budg. & Acct.	Add Budg.	Add Acct.	Update Budg.	Update Acct.	Update Budg. & Acct.	Update Budg. & Add Acct.
Budg. name (70)	C	C	C	C	C	C	C
Budg. name (20)	C	C	C	C	C	C	C
Budg. name (30)	C	C	C	C	C	C	C
Summary AA#	C	C	C	C	C	C	C
Service Type	R	R	R	C	C	C	C
Dummy Budget	R	R	R	C	C	C	C
Confidential	R	R	R	C	C	C	C
GSI	R	R	R	C	C	C	C
HOLD	R	R	R	R	R	R	R

Key: R = AUBN requires this field.
C = Field can be changed/updated

1. **Budget Name-70 character limit** — This field contains the full upper and lower case print name of the budget and defaults to the value entered by the submitting office.

2. **Budget Name-20 character limit** — This field contains the standard name for the budget and defaults to the value entered by the submitting office.

3. **Budget Name-30 character limit** — This field contains the print name for the CBUDG record as it will appear in the published Open Budget Reports. It defaults to the value entered by the submitting office in the 70-character name field and may be changed as desired.

4. **Summary AA#** — This field may be changed to any valid administrative area number as necessary. Press **PF1** to see a list of available codes.

5. **Dummy Budget** — Defaults to **"N"** and can be changed directly.

6. **Service Type** — Entered by UBO and can be changed directly.

7. **Confidential Budget** — Defaults to **"N"** and can be changed directly.

8. **GSI Budget** — Defaults to **"N"** and can be changed directly.

9. **HOLD THIS FORM** — Entered by UBO. A **"Y"** in this field will cause the form to be held on the processing queue until released by UBO.

Press **PF8** to proceed to Page 4 of the AUBN form.

Page 4 — Notepad Area

```
05/15/01        ADD/UPDATE BUDGET CODE & NON-RESTRICTED ACCOUNTS    Page 4 of 4
10:48:08                          Notepad                           AUBN

  Form Action: ADD    Document#:            Unit: EN        Confidential: Y
Next Approver:         Eff Date: 05 / 01 / 2001          Document Status:


   Note Pad Area:  1


Last Action:
Last Action Name:

Next Function:                                                (MENU,KEYS,END)
```

1. You can record additional information on the **Notepad Area**.

Press **PF12** to **ADD** the form.

Enter **SUB** at **Form Action** and press **PF12** to submit the form through the approval path.

Clearing Budgets/Accounts

1. **Adding both a clearing budget and account:**

   Add/Update Budget: A
   Add/Update Account: A

   Salary Clearing Account budget number must have a "98" as the last two numeric characters (sixth and seventh characters) of the budget code. Salary Clearing Account budgets may have only one fund number associated with them on the COA file and that fund number must be "10020".

   Financial Error Clearing Account budget number must have a "97" as the last two numeric characters (sixth and seventh characters) of the budget code. Financial Error Clearing Account budgets may have only one fund number associated with them on the COA file and that fund number must be "10090".

   You must place an *"X"* next to *"Clearing"* in the *"FUND TYPE NEEDED"* section on the cover screen.

2. **Adding a clearing account budget/reopening a previously existing budget as a clearing**

account budget:

Add/Update Budget: A
Add/Update Account:

Salary Clearing Account budget number must have a "98" as the last two numeric characters (sixth and seventh characters) of the budget code.

Financial Error Clearing Account budget number must have a "97" as the last two numeric characters (sixth and seventh characters) of the budget code.

You must place an *"X"* next to *"Clearing"* in the *"FUND TYPE NEEDED"* section on the cover screen.

> Note:
To change an **existing non-clearing budget/account to a clearing budget/account**, first close **ALL** accounts for the budget using either the AUBN or AURA forms as necessary. Next, close the budget using the "Update/Close a Budget" action on AUBN. Finally, reopen the previously existing budget as described above.

3. **Adding a clearing account to an existing clearing account budget:**

   Add/Update Budget:
   Add/Update Account: A

   Salary Clearing Account budgets may have only one fund number associated with them on the COA file and that fund number must be "10020".

   Financial Error Clearing Account budgets may have only one fund number associated with them on the COA file and that fund number must be "10090".

   You must place an *"X"* next to *"Clearing"* in the *"FUND TYPE NEEDED"* section on the cover screen.

   > Note:
   The **existing budget must have been created as a clearing account budget** as described in Item 2 listed above.