Z76 – BUDGET

The budget record contains general information on budgets registered in the system. Note that it does not include transactions related to the budget (Z601).

If sublibraries or ordering units are assigned to the budget (Z602 records), the budget can be used only by persons with the same sublibrary or ordering unit authorization, and only for orders of the same sublibrary or ordering unit.

Note that the handling of budget authorizations is controlled by the Z62 record. The table defines per user and per budget, whether the librarian is authorized to perform allocations, transfers, encumbrances, and expenditures.

If the library intends to use the "Open Annual Budgets" (b-acq-05) batch service, which automatically opens new budgets based on the current budget, the budget number must be in *code-year* format, for example, SCIENCE-2001. Note that the appended year must be in four-digit format.

In the following table, (X) denotes an alphanumeric field and (9) denotes a numeric field. All alphanumeric fields are left-aligned with trailing spaces; all numeric fields are right-aligned with leading zeroes. Decimal positions are indicated by the symbol V. The total number of decimal digits is designated by the number of nines following the V. Note that the decimal point is not stored in the field (for example, if the field definition is 9(4)V99, then 1000 = 10.00).

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02 Z76-BUDGET-NUMBER             PICTURE X(50).
02 Z76-PARENT-BUDGET-NUMBER      PICTURE X(50).
02 Z76-BUDGET-TYPE               PICTURE X(5).
02 Z76-EXTERNAL-BUDGET           PICTURE X(50).
02 Z76-USE-PARENT-FOR-INV-REPORT PICTURE X(1).
02 Z76-NAME                      PICTURE X(60).
02 Z76-DEPARTMENT                PICTURE X(20).
02 Z76-ANNUAL                    PICTURE X(1).
02 Z76-CURRENCY                  PICTURE X(3).
02 Z76-MAX-OVER-COMMITTED        PICTURE 9(12)V99.
02 Z76-MAX-OVER-EXPENDITURE      PICTURE 9(12)V99.
02 Z76-MAX-OVER-SIGN             PICTURE X(1).
02 Z76-SW-ABSOLUTE-PERCENT       PICTURE X(1).
02 Z76-OPEN-DATE                 PICTURE 9(8).
02 Z76-STATUS                    PICTURE X(2).
02 Z76-NOTE-1                    PICTURE X(100).
02 Z76-NOTE-2                    PICTURE X(100).
02 Z76-NOTE-3                    PICTURE X(100).
02 Z76-NOTE-4                    PICTURE X(100).
02 Z76-VALID-DATE-FROM           PICTURE 9(8).
02 Z76-VALID-DATE-TO             PICTURE 9(8).
02 Z76-SUB-KEY-1                 PICTURE X(5).
02 Z76-SUB-KEY-2                 PICTURE X(5).
02 Z76-SUB-KEY-3                 PICTURE X(5).
02 Z76-SUB-KEY-4                 PICTURE X(5).
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02 Z76-SUB-KEY-5                    PICTURE X(5).
02 Z76-OBJECT-CODE   OCCURS 20    PICTURE X(5).
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Z76-BUDGET-NUMBER	M	X(50)	**DESC:** Budget code. The budget code is the unique code by which the system identifies the budget. You may enter up to 50 alphanumeric characters. The recommended format is *code-year*, for example, HISTORY-2001 (note that the year must be in four-digit format). This format is not required but if your budgets are annual, it will enable you to use various features that require the *code-year* format. **CONV:** Relevant code. Annual budgets should be defined in code-year format, for example, SCIENCE-2001. Must be in upper case. Note that this field cannot contain asterisks (*).
Z76-PARENT-BUDGET-NUMBER	O	X(50)	**DESC:** Budget code of the parent budget. It is used to indicate that a budget has a higher hierarchy. For example, if budget SCIENCE-2001 is a parent budget of EXACT-SINCE-2001 and EXACT-SINCE-2001 is a parent budget of MATH-2001, when you retrieve the budget information for budget SCIENCE-2001 through the "By Budget Hierarchy" option, this option will retrieve a budget summary which includes SCIENCE-2001, EXACT-SINCE-2001, and MATH-2001. **CONV:** Relevant budget code (must match a valid Z76-BUDGET-NUMBER) or blank.
Z76-BUDGET-TYPE	M	X(5)	**DESC**: Budget type. Any alphanumeric value. For example: **REG** = Regular **INB** = Internal **SPE** = Special **RES** = Research **CLS** = Balanced budget This field is for information only. The budget codes are defined in the data_tab/pc_tab_exp_field.lng under the BUDGET-TYPE section. **CONV:** Relevant value (default to REG).
Z76-EXTERNAL-BUDGET	O	X(50)	**DESC**: If the budget is part of a larger administrative authority, enter the code

			for that authority here. Free text field. **CONV:** Blank or a relevant string.
Z76-USE-PARENT-FOR-INV-REPORT	M	X(1)	**DESC:** This is a toggle field used to determine whether the parent budget (for budgets that have a higher hierarchy) should be used by the "Invoice Report" (b_acq_10) batch service for reporting from which budgets the line items have been debited. Values are 'Y' and 'N'. **CONV:** Relevant value. If the Z76-PARENT-BUDGET-NUMBER is blank, then set to 'N'.
Z76-NAME	O	X(60)	**DESC:** This is the name of the budget. **CONV:** Blank or a relevant budget name.
Z76-DEPARTMENT	O	X(20)	**DESC**: Free text indicating the department. **CONV:** Blank or a relevant string.
Z76-ANNUAL	M	X(1)	**DESC:** Defines if the budget is annual. Values are 'Y' or 'N'. If the budget code format is code-year and this field is set to 'Y', at the end of the year the remaining budget will be carried over automatically to the budget for the new year (including encumbrances and unpaid invoices). **CONV:** Relevant value. Put 'Y' as a default or consult the library.
Z76-CURRENCY	M	X(3)	**DESC:** Not in use **CONV:** Blank
Z76-MAX-OVER-COMMITTED	M	9(12)V99	**DESC:** This is the maximum amount by which the budget may be encumbered, over or under the budget balance. Depending on the Z76-SW-ABSOLUTE-PERCENT field, this is either a percentage or an actual value. The Z76-MAX-OVER-SIGN field defines whether the amount should be subtracted from or added to the budget balance. For example, if the budget has been allocated 100 NIS and the Z76-MAX-OVER-COMMITTED is set to 20%, then if the Z76-MAX-OVER-SIGN is set to 'D', the librarian will be able to encumber up to 120 NIS. If the Z76-MAX-OVER-SIGN is set to 'C', the librarian will be able to encumber only

			up to 80 NIS. **CONV:** Consult the library about the default or enter zeroes.
Z76-MAX-OVER-EXPENDITURE	M	9(12)V99.	**DESC:** This is the maximum amount by which the budget may be debited (that is, invoices paid), over or under the total budget allocation. Depending on the Z76-SW-ABSOLUTE-PERCENT field, this is either a percentage or an actual value. Note that if the OVER-EXP-INCLUDE-ENC flag in the tab100 table of the library's tab directory is set to 'Y', the check for Z76-MAX-OVER-EXPENDITURE will include encumbrances. If the flag is set to 'N', then only the actual balance is taken into account. The Z76-MAX-OVER-SIGN field defines whether the amount should be subtracted from or added to the budget allocation. For example, if the budget has been allocated 100 NIS and the Z76-MAX-OVER-EXPENDITURE is set to 20%, then if the Z76-MAX-OVER-SIGN is set to 'D', the librarian will be able to expend up to 120 NIS. If the Z76-MAX-OVER-SIGN is set to 'C', the librarian will be able only to expend up to 80 NIS. **CONV:** Consult the library about the default or enter zeroes
Z76-MAX-OVER-SIGN	M	X(1)	**DESC:** This field indicates whether the amounts defined in the Z76-MAX-OVER-COMMITTED and Z76-MAX-OVER-EXPENDITURE fields should be subtracted from or added to the budget balance and the budget allocation respectively. In other words, it indicates whether the amount defined in each field is "over" the budget, or "under" the budget. Values are: **D** = over **C** = under For example, if the budget has been allocated 100 NIS and the Z76-MAX-OVER-EXPENDITURE is set to 20%, then if the Z76-MAX-OVER-SIGN is set

			to 'D', the librarian will be able to expend 120 NIS. If the Z76-MAX-OVER-SIGN is set to 'C', the librarian will be able to expend only 80 NIS. **CONV:** Relevant value.
Z76-SW-ABSOLUTE-PERCENT	M	X(1)	**DESC:** This field indicates whether the Z76-MAX-OVER-COMMITTED and Z76-MAX-OVER-EXPENDITURE should be taken as an absolute value or a percent of allocation. Values are: **A** = Absolute value **P** = Percent **CONV:** Relevant value.
Z76-OPEN-DATE	M	9(8) YYYYMMDD	**DESC**: Open date of the budget record. **CONV:** Enter a relevant date or conversion date.
Z76-STATUS	M	X(2)	**DESC**: Budget status. If budget is NA, it cannot be used. Values are: **AC**= Active **NA**= Non Active **CONV:** Relevant value (default to 'AC').
Z76-NOTE-1	O	X(100)	**DESC**: Free text note. **CONV:** Blank or a relevant text
Z76-NOTE-2	O	X(100)	**DESC**: Free text note. **CONV:** Blank or a relevant text
Z76-NOTE-3	O	X(100)	**DESC**: Free text note. **CONV:** Blank or a relevant text
Z76-NOTE-4	O	X(100)	**DESC**: Free text note. **CONV:** Blank or a relevant text
Z76-VALID-DATE-FROM	M	9(8) YYYYMMDD	**DESC**: Date from which the budget is valid. Budget may be used only if the date of usage falls within the date-from and date-to period. **CONV:** Relevant date.
Z76-VALID-DATE-TO	M	9(8) YYYYMMDD	**DESC**: Date till which the budget is valid. **CONV:** Relevant date.
Z76-SUB-KEY-1	O	X(5)	**DESC**: Budget group. This field is used to set a code that can be used to join several budgets in a group for reports. **CONV:** Blank or a relevant code.
Z76-SUB-KEY-2	O	X(5)	**DESC**: See Z76-SUB-KEY-1.
Z76-SUB-KEY-3	O	X(5)	**DESC**: See Z76-SUB-KEY-1.
Z76-SUB-KEY-4	O	X(5)	**DESC**: See Z76-SUB-KEY-1.

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Z76-SUB-KEY-5	O	X(5)	**DESC:** See Z76-SUB-KEY-1.
Z76-OBJECT-CODE OCCURS 20	O	X(5) OCCURS 20	**DESC:** Object code. Up to 20 object codes can be assigned to the budget. Object codes can be used to classify expenditures. Each code defines a type of object. Object codes are defined in the pc_tab_exp_field.lng table under the OBJECT-CODE section. If the USE-OBJECT-CODE flag of the tab100 table of the library's tab directory is set to 'Y', then when a budget is assigned to the invoice the object code is checked against the allowed object codes assigned to the budget. In other words, the Z75-I-OBJECT-CODE field should match one of the object codes (Z76-OBJECT-CODE) assigned to the selected budget. **CONV:** Relevant object codes or blank for all object codes.

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