

BUDGETING WHILE BOTH FY 2019 AND 2020 ARE OPEN

CUBS Budget Transaction Form:

You may retrieve a CUBS Budget Amendment Form from the Budget Office website at <http://www.clemson.edu/finance/budgets/forms.html>. The Budget Period (Fiscal Year) section is blank on the form, but needs to be completed with the correct year at the top right.

Processing Budget Journals in CUBS/PeopleSoft:

When inputting Organization Budgets in CUBS, the Journal Date should be changed to **6/30/2019** to affect a FY2019 budget. A warning message in the budget panels in CUBS has been created to encourage users to be mindful of the appropriate fiscal year associated with the budget about to be posted. After entry into the budget panels, the default Budget Period corresponding to the journal date previously entered will be displayed. Please be very careful when entering the journal date, as it will determine the Budget Period and Fiscal Year in which you want to post your budget. This process is shown in the example below:

<u>FY Budget to Affect</u>	<u>Journal Date</u>	<u>Budget Period</u>	<u>Fiscal Year</u>
2019	change it to 6/30/2019	2019YR	2019
2020	let it default in	2020YR	2020

Example of warning message to be displayed:

Budget Amendments for FY2019 must be dated 06/30/2019. Any amendment dated 07/01/2019 or later will be posted to FY2020.

NOTE: The last day to enter a **FY2019 budget amendment in Peoplesoft is **July 12th**.**

If you have any questions about these procedures or any other budget related questions, please feel free to call Lynn Gao at 656-5272.