

BUDGETING WHILE BOTH FY 2018 AND 2019 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 **6/30/2018** to affect a FY2018 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>
2018	change it to 6/30/2018	2018YR	2018
2019	let it default in	2019YR	2019

Example of warning message to be displayed:

Budget Amendments for FY2018 must be dated 06/30/2018. Any amendment dated 07/01/2018 or later will be posted to FY2019.

NOTE: The last day to enter a **FY2018 budget amendment in Peoplesoft is **July 13th**.**

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