

BUDGETING WHILE BOTH FY 2020 AND 2021 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 **6/30/2020** to affect a FY2020 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>
2020	change it to 6/30/2020	2020YR	2020
2021	let it default in	2021YR	2021

Example of warning message to be displayed:

Budget Amendments for FY2020 must be dated 06/30/2020. Any amendment dated 07/01/2020 or later will be posted to FY2021.

NOTE: The last day to enter a FY2020 budget amendment in Peoplesoft is July 14th.

If you have any questions about these procedures or any other budget related questions, please feel free to call Lynn Gao at yanling@clemson.edu.