FYI…below is a recap of information that I briefly talked about at the January and February CUIBO (Council for UI Business Officers) and FIG (Finance Information Group) meetings. Please let me know if you have any questions. Thanks

FY16 Year End Budget Cleanup – the fiscal year end is quickly approaching so please be pro-active and start reviewing your budgets for any necessary cleanup. If you have orgs that have a small balance but have not had any activity on them for some time, think about transferring those balances to other orgs (where appropriate) and request through the Budget Office for those orgs to be inactivated. We will review them and forward your request to either General Accounting or the Foundation Office, whichever is the appropriate area.

New Service Center Budgets – Now with OSP reviewing all the activity in your U3 Local Service Y budgets and requesting, where applicable, two new U7 Service Center budgets be established for operating and capital….if your old U3 budget that you have used forever does not typically have any external revenue, and you want to continue to use this Y budget for your new U7 operating budgets, then you can request a fund change and continue to use it but still request a new U7 capital purchase org, if required. If at all possible, it is much easier to make the transition at the beginning of a new fiscal year as if it's done somewhere in between…all the activity has to/should be moved from the old fund to the new fund….irregardless if you are changing the fund or creating an entire new operating budget. For those of you who create and/or approve New Budget Request forms within your area, please keep this in mind when reviewing those forms for signature.

Budget transfers in U7 funds – BTAX has always been the Journal Type to use when processing a budget transfer within a U7 fund. BTAX was originally set up for Auxiliary funds which are budgeted by expense code and not Primary acct code, which is also how Service Centers used to be budgeted. However, that has changed over the past several years and U7 Service Center orgs are budgeted by Primary Expense Acct. So to keep journal types consistent with income generating funds, **you should now be using the BTLS journal type to process a budget transfer within a U7 org**. If you are a budget transfer approver within your area and you see budget transfers on U7 funds come through your queue with a BTAX journal type, please return them and ask that they use the BTLS journal type as BTAX is going to be disabled for use with U7 funds by fiscal year end.

FY17 Budgeting – I will be working with Ron Town and Business Process folks to hopefully come up with a new "all inclusive" report that will give your Original Budget and YTD Expenses by Primary Acct code, Revenue, Transfers In/Out for all fund types and a field to insert your new fiscal year request.

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