



FROM: Budget, Planning and Institutional Research

DATE: 6/12/23

RE: FY24 Budget Upload FAQ

1. Is a Budget Upload required?

No. Entering a Base or Current Budget is an optional process in KFS. It is at the discretion of the unit to determine the best system to track their budget and how they wish to compare their budget vs. actuals throughout the fiscal year to mitigate any deficits. Units can return the Budget Upload file to BPIR by June 23rd and BPIR will upload the budgets by July 1st. Otherwise units are able to import a file into a Single Sided Budget Adjustment (SSBA) eDoc and submit on their own. A budget can be entered or updated at any time throughout the fiscal year.

2. Do I need to budget for carryforward funds from FY23?

No. Any carryforward funds from FY23 will be automatically budgeted and entered on object code 3000 after Accounting's hard close in August.

3. What accounts can I budget for?

Units can budget for all non-sponsored grant accounts. Grant and sponsored program accounts require a separate process.

4. What do I budget for permanent funding?

Units should have received an email from budget@uconn.edu on May 23rd including their FY24 Permanent Control Totals for object code 4100. These are the **actual** 4100 funds that will be loaded to each account on July 1st. Units can include the budget for the 4100 amount in each account.

5. Can I move permanent budget between accounts now?

Units will need to complete a permanent transfer in KFS after the actual funds are loaded on July 1st to move any actual perm funds to different accounts (For a large number of transfers, an excel file can be uploaded into an eDoc).

From a strictly budget perspective, as long as the sum of all budgeted 4100 amounts for the unit equals the sum of Control Totals actuals for the unit sent on May 23rd, you may redistribute the perm budgets across accounts in the Budget Upload file ahead of time.

6. Will my fringe benefit budget be automatically calculated?

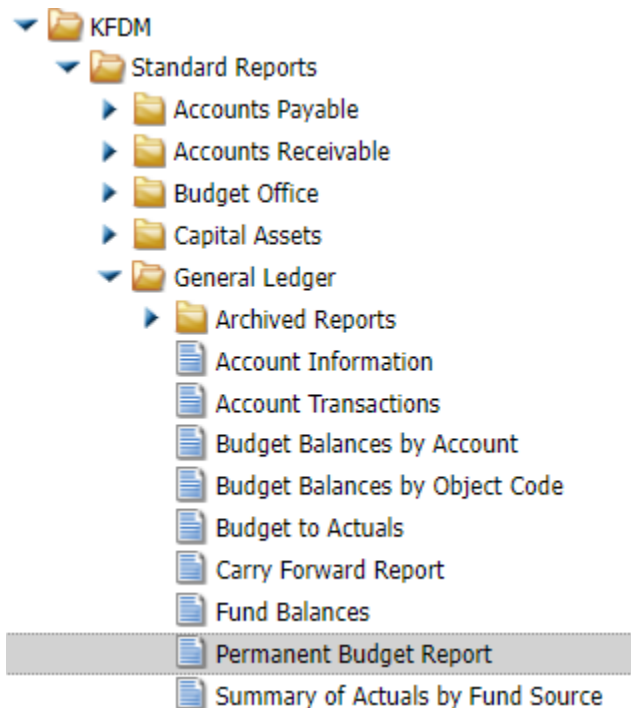
No. You should calculate the budget for fringe expenses based on PS object code. You can find the FY24 fringe rates by object code on the BPIR website.

7. Does my budget need to match what was submitted at my FY24 Budget Hearing?

No. BPIR will not be reconciling the budget upload to Budget Hearing documents or any other documents. The KFS budget is a tool for each unit to use throughout the year.

8. Without the control total spreadsheet how can I find my permanent budget total during the year?

There is a new standard report to easily run your permanent funds with the click of a button at any point during the year which you can find in WebFocus at the location pictured below. You can also contact your assigned budget analyst for confirmation or assistance with this calculation.



9. Who can I contact with any additional questions?

You can contact your assigned budget analyst or Katherine Wilson, katherine.wilson@uconn.edu.