Greetings,

Attached, please find the Budget Upload file along with some Frequently Asked Questions regarding the budget upload. The Budget Upload file has instructions on the first tab for your reference. The Budget Upload file is a recommended but optional tool for units to manage their FY25 budget. If you would like your FY25 budget uploaded for you, please return the completed template to budget@uconn.edu by Monday, June 24th. If we do not receive a budget by this date, no budget will be uploaded by 7/1. You can choose to upload your budget on your own any time after 7/1 using the import feature on the Single Sided Budget Adjustment eDoc.

If you have any questions, please contact your budget analyst or Budget, Planning and Institutional Research at budget@uconn.edu