



**FROM:** Budget, Planning and Institutional Research

**DATE:** 5/20/2025

**RE:** FY26 Budget Upload FAQ

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**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 20<sup>th</sup> and BPIR will upload the budgets by July 1<sup>st</sup>. 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 using an SSBA.

**2. Do I need to budget for carryforward funds from FY24?**

No. Any carryforward funds from FY25 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 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](mailto:budget@uconn.edu) the week of May 19th including their FY26 Permanent Control Totals for object code 4100. These are the **actual** 4100 funds that will be loaded to each account on July 1<sup>st</sup>. Units can include the budget for the 4100 amount in each account in the Budget Upload file. Note: if you add a budget for 4100 that differs from the amount given in your Control Totals sheet, your budget will not align with actuals for object code 4100.

**5. Can I move permanent budget between accounts now?**

No. Units will need to complete a permanent transfer in KFS after the actual funds are loaded on July 1<sup>st</sup> to move any actual perm funds to different accounts (For a large number of transfers, an excel file can be uploaded into an eDoc).

**6. Who can I contact with any additional questions?**

You can contact your assigned budget analyst or Katherine Wilson, [katherine.wilson@uconn.edu](mailto:katherine.wilson@uconn.edu).