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Department budget tables roll forward to fiscal year 2021 on June 29 [1]

May 26, 2020 by Employee Services [2]

The fiscal year 2021 (FY21) Department Budget Table (DBT) roll forward will occur on **June 29.**

A new Department Budget Table (DBT) is required when any of the following occurs:

- A position is created. (A Position HRGL Request creates the DBT.)
- An existing position changes department. (A Position HRGL Request creates the DBT.)
- The fiscal year (July 1 – June 30) changes. (An annual DBT roll forward mass update creates the DBT.)

The Department Budget Table roll forward mass update will:

- Copy most current FY20 funding row
- Create a FY21 DBT (unless a FY21 DBT already exists)
- Effective 7/1/2020
- For active position/department only

What do I need to know?

Q: What if a FY21 DBT row already exists?
A: No new row is added.

Q: What about rows with no funding end date?
A: No funding end date is copied.

Q: What if a non-project has a 6/30/20 funding end date?
A: Consider removing the funding end date as the budget end date stops the encumbrance.

Q: What if the funding end date expires before 7/1/2020?
A: The same funding end date copies as expired funding and, if not updated, will send July payroll to suspense.

Q: What if a funding end date exists dated after 7/1/2020?
A: The same funding end date is copied.

Q: What if a funding end date exists for a project?
A: The same funding end date copied.

What if I want to update funding before the roll forward?

If you're entering funding changes on an existing position using the new CU Funding Entry page [3], you can use the **Apply to Next Fiscal Year** checkbox to copy your June funding to FY21. The Apply to Next Fiscal Year will create a new fiscal year DBT effective 7/1 or update a row already created, so that the same funding distribution may continue into the new fiscal year.

DBT [4], HRGL [5]
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