

## **Department budget tables roll forward to fiscal year 2022 on June 29** <sup>[1]</sup>



May 13, 2021 by [Employee Services](#) <sup>[2]</sup>

The fiscal year 2022 (FY22) Department Budget Table (DBT) roll forward will occur on **June 29**.

A new department budget table (DBT) is required for each new position, each time there is a department change, and each time the fiscal year changes.

The Department Budget Table (DBT) will roll forward for each active position for the new fiscal year via a mass update that:

- Copies the most current FY21 funding row
- Creates a new FY22 funding row (unless a FY22 funding row already exists)
- Effective 7/1/2021
- For active positions and departments only

Encumbrances for general funds will be cleared at fiscal year-end and reset for the new fiscal year. Encumbrances for grants may continue across the fiscal year based on project and funding end dates.

### **What do I need to know?**

**Q: What if a FY22 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 funding end date expires before 7/1/2021?**

**A:** The same funding end date is copied. If not updated, payroll will go to suspense.

**Q: What if a funding end date expires after 7/1/2021?**

**A:** The same funding end date is copied. If not updated once expired, payroll will go to suspense.

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

**A:** Enter the desired funding changes on the CU Funding Entry page and select the **Apply to Next Fiscal Year** checkbox. The entry will create a funding row effective on the date you designate **before July 1**. The **Apply to Next Fiscal Year** checkbox will then create a second row effective 7/1/2021 so the same funding will continue into the new fiscal year.

**Q: What if I want to update funding after the CU Funding Entry Apply to Next Fiscal Year feature is disabled?**

**A:** If you're backdating funding changes or creating a new position with an effective date before July 1, use the [CU Funding Entry page](#) [3] to create the FY21 funding. Then create a second CU Funding Entry effective 7/1/2021 so the same funding may continue into the new fiscal year.

**Q: What happens if a 7/1/2021 row for the new fiscal year row is not created?**

**A:** The funding will go to suspense in the new fiscal year.

**Need extra help?**

You can find additional HRGL resources below:

- [Funding Entries](#) [4] [info page](#) [4]
- [VIDEO: DBT Rollover webinar](#) [5]
- [VIDEO: Funding Distribution Basics and Suspense Clearing webinar](#) [6]

As always, you can email [hcm-community@cu.edu](mailto:hcm-community@cu.edu) [7] or [System.HRGL.Team@cu.edu](mailto:System.HRGL.Team@cu.edu) [8] for additional help.

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