



July 15, 2024

To: University Community

From: Office of University Budgets and Financial Planning

Re: **2024/25 Budget Booking for General, Designated and Auxiliary Fund Activities**

The 2024/25 budget reallocation worksheets are available through the budget reporting PeopleSoft financials website. A user's guide for detailed instructions on using the site or to request authorization for access to budget reporting through the web is available at <https://wmich.edu/budget/resources>. It is the responsibility of the college deans' office to distribute reallocation worksheets to their academic departments.

This process is intended for internal departmental reallocations only. If your preliminary General fund budget allocations are satisfactory, no additional action is needed. It is our expectation that all Designated and Auxiliary fund budgets will be reviewed and revised to reflect changes in program activities for the 2024/25 fiscal year. **All General, Designated, and Auxiliary fund departments must be budgeted.** Budget reallocations and revisions for 2024/25 booking must be submitted by **Friday, August 16, 2024.**

As a reminder, permanent adjustments submitted through PeopleSoft will not automatically post. The request will be queued to your budget officer for review and approval prior to posting. We ask that you include your department initials in the internal description box when initiating BES'. Vice presidential approval protocols currently in place will apply.

It is our intent to have the 2024/25 budget booked by Friday, October 4, 2024, viewable on GLOW by **Monday, October 7, 2024.**

**One-time budget adjustments for fiscal year 2024/25 will be accepted once the budget is booked.**

If you have any questions, please contact your budget officer, or the budget office main line at 387-4275.