July 12, 2018

To: University Community

From: Office of University Budgets and Financial Planning

Re: Fiscal Year 2018/19 Budget Booking for General, Designated and Auxiliary Fund Activities

The fiscal year 2018/19 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 http://wmich.edu/budget/. It is the responsibility of each college dean’s office to distribute reallocation worksheets to their perspective 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 2018/19 fiscal year. All general and auxiliary fund departments must be budgeted. Designated (fund 23 and 24) activities with either revenue or expense volumes greater than $5,000 must be budgeted. Budget reallocations and revisions for fiscal year 2018/19 booking must be submitted by Friday, August 3, 2018.

As a reminder, permanent adjustments submitted through the web will not automatically post. The request will be queued to your budget officer for review and approval prior to posting. Requests submitted at the academic department level will be routed to the appropriate college dean’s office for review and subject to provost office approval. Other vice presidential approval protocols currently in place will apply.

On Tuesday, September 4, 2018, the fiscal year 2018/19 booked budget will be available on GLOW.

One-time budget adjustments for fiscal year 2018/19 will be accepted starting Wednesday, September 5, 2018.

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