

Key Dates

November	December	January
<ul style="list-style-type: none">Management Budget Quarterly Allocation<ul style="list-style-type: none">November 5	<ul style="list-style-type: none">First Quarter (3+9) Report Available on NUFin / Cognos<ul style="list-style-type: none">December 7First Quarter (3+9) Forecast Report Template sent-out<ul style="list-style-type: none">December 9First Quarter (3+9) Forecast Report Due<ul style="list-style-type: none">December 17Q1 Urgent Resource Requests Due<ul style="list-style-type: none">December 17	<ul style="list-style-type: none">Q1 Urgent Resource Requests Website Updated<ul style="list-style-type: none">January 7

General Transfer Codes

There are various reasons to use the following account codes, including fiscal management. For example, a school/unit can easily track where their funds are moving to internally (intra) and externally (inter) while tracking and anticipating funds year-over-year.

	Purpose	Revenue Code	Expense Code
Creation/Use of Fund Balance	Balance revenue/expense with fund balance	88996	88995
Intra-Unit Transfers	Within school/unit	88552	88252
Inter-Unit Transfers	Outside school/unit	88558	88258
Cost Share	Support research commitments in Fund 191-193	88595	88295

Budget Representative Transition

Over the next few weeks, your school/unit might be receiving a new budget representative. More details will be communicated and posted on our website later in the month.

Urgent Requests

A streamlined Urgent Request submission process will be deployed before Q1 submissions are due on Friday, December 17, 2021. Communication will be sent to school leaders before the new electronic submission form is live.

If you have any questions or concerns, please contact budget@northwestern.edu