

Northwestern | OFFICE OF BUDGET AND PLANNING

September Newsletter

Carryforward

As in the past, carry-forwards will appear as budgets on account code 79999 (positive or negative). Additional information regarding carry-forwards can be found [here](#).

Journal Entries

When you are creating a new journal entry, be mindful of the fiscal year. For example, when you open an actual or budget journal it defaults to today's date. If you would like the transaction to hit FY2021 the date should be 08/31/2021.

Budget Opening

All FY 2022 budgets are open and journals can be created.

Looking Ahead

Key Dates

Sept 15
FY2021 Upload Spreadsheet Journals Due
Sept 17
FY2021 Actuals Journals Due
Sept 24
FY2021 Close
Sept 27
August Reports available. Carry-forward balances/budgets appear in FY2022.

Quarterly Spread

The budget quarterly spread (the process by which you divide your annual budget into fiscal quarters) will be coming in October. Please prepare for this annual process. More information will be coming in soon

Budget Advisory Committee Meeting

The BAC will be meeting on September 30th to review FY2021 to review FY2021 budget process and school/unit financial performance.

Please let us know how we are doing by taking this brief and anonymous, [three-question survey](#).