Dear Colleagues,

The Fiscal 2018 budget for Boston University has been approved by the Board of Trustees and the budget data for each of your areas is now available in SAP. You should have already received specific approval notification information. If there are questions regarding any of this information, please contact your Budget Analyst.

We are now ready to begin the Stage II Budget Specification Process. The intent of the Stage II Budget Specification Process is to allow departments to review and realign their budgets by Funds Center and Commitment Item. In addition, each department is asked to review and reconcile their position detail to Funds Management Commitment Items.

Your Unrestricted Funds Management and Position Management reports provide all the information needed to complete the Fiscal 2018 Budget Specification Process. As always, you will be able to correct any errors or realign budgets between Funds Centers or Commitment Items. All adjustments should be provided to us by Thursday, July 20th in order to be included in the next annual cycle. Please note that for those areas required to budget for fringe benefits, the Fiscal 2018 rates are not yet approved. You will receive fringe benefit rate information at a later date.

Instructions on the Stage II process are located here. You will find instructions on how to review your approved items as well as position reconciliation information. If you have any questions, concerns, or comments about these changes, please do not hesitate to contact me or another member of the Budget Office team.

Thank You.

Ines Garrant
Associate Vice President for Budget and Planning