Planning and Budgeting Brief

Date Updated: March 12, 2013

Subject: **Budget Number Additions/Changes**

This brief provides guidelines for setting up, changing or closing the following types of budgets:

General Operating Fund (GOF)
Designated Operating Fund (DOF) and
Self-sustaining funds.

For other types of budget additions/changes please send request to the following offices:

How to Contact GCA Staff for Grant and/or Gift budgets
accountg@u.washington.edu for Financial Accounting budgets
sfshelp@u.washington.edu for Loan budgets

Setting up new budget numbers

To request a new budget number, please fill out the Budget Number Request Form and send it to
bgtnum@u.washington.edu. *(Requests for new budgets must have the approval of the Dean's/VP's office. Please copy the office on your request or forward their approval*.)

Changes to budget number fields

To request changes to an existing budget (e.g., status, box number, or org code) please fill out
the Budget Index Change Form and send it to bgtnum@u.washington.edu.

Budget status definition:
Status 1 = Open to revenue and expenditures
Status 2 = Open to revenue only; closed to journal vouchers
Status 3 = Closed to revenue and expenditures; closed to journal vouchers
Status 4 = Closed; purged at the close of the biennium

Note: To permanently close out a budget, ie. status 4, please ensure the following parameters are met before requesting that your budget be closed.

Field	Parameter
Budgeted Amount	P+C amount must = 0 (Budgeted T is OK)
Expenditures	Must not exceed budgeted amount or actual revenues
Encumbrances	Must be liquidated

Questions or issues concerning these guidelines should be sent to bgtnum@u.washington.edu.