

**GEORGE MASON UNIVERSITY**  
**Office of Strategic Budgeting and Planning**

**FY 2021 Budget Development Process**

**OVERVIEW:**

The Budget Unit Development System (BUDS) has been updated for the FY 2021 budget development process. BUDS includes the FY 2020 original and FY 2021 working budgets for all Educational & General (E&G) and Auxiliary Enterprise (AE) organizations. All FY 2020 base (permanent) adjustments made in Banner should be reflected in BUDS.

**TIMELINE:**

BUDS Round	Banner Data Cutoff Date	Release Date	Due Date	Information
1	10/15/2019	11/1/2019	12/2/2019	
2	1/7/2020	1/15/2020	2/4/2020	
3	2/14/2020	2/28/2020	3/25/2020	AE Self-Generated Revenue (SGR) update E&G SGR update includes: E&G Course, Lab, Premium fees, contacts and other. One-time FY 2020 or FY 2021 entries
<i>Note: Round 2 &amp; 3 dates and information are tentative.</i>				

**GUIDELINES:**

Below is a list of budget development instructions for personnel and non-personnel expenditure updates.

**Personnel:**

- If re-allocation of funds or position changes are needed that impact FY 2021 only, please enter those changes in your BUDS submission. **In order to avoid duplication, do not submit these requests through the regular position control process during FY 2020.**
- If position changes are effective for FY 2020, you must process the appropriate standard paperwork for the changes to be made in Banner. Any changes made in Banner between now and the Banner data cutoff dates (see timeline above), will be incorporated in the next round of BUDS. If you wish to submit a change, or are unclear on the status of your position control request, please contact Jessica Holtzman, [jholtzma@gmu.edu](mailto:jholtzma@gmu.edu), x38939.

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- Please complete an analysis of all FY 2020 unfunded vacant positions to ensure appropriate budget funding is identified. Any positions that do not have budget funding, will be abolished to ensure the FY 2020 position starting point for FY 2021 planning reflects accurate data.

**Non-Personnel:**

- If there are non-personnel changes effective in FY 2020, those changes should be made through Banner and **not in BUDS**. Any adjustments made in Banner between now and the Banner data cutoff dates (see timeline above), will be incorporated in the next round of BUDS.

When reviewing the overall budget, it is expected that units will use internal resources to cover negative direct expenditure balances.

**ACCESS:**

To use BUDS, please make sure you have Microsoft Access 2003 or a later version. To access the BUDS file, please complete the following:

- 1) Download the attached BUDS zip file.
- 2) Unzip the BUDS file and save it to your hard drive.
- 3) Double click to open the BUDS file

If you have questions regarding budgetary items within BUDS, please reach out to the appropriate budget contact: Dorian Mroz (x3-8643) or Li Zhou (x3-3806). If you have technical questions regarding BUDS, please contact Jieping Li, [jli17@gmu.edu](mailto:jli17@gmu.edu), (x3-8648). Upon completion, all budget submissions should be sent to Jieping Li.

Thank you  
Office of Strategic Budgeting and Planning