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To: Agency Chief Fiscal Officers

From: RACM GL Team: Seanne Harper, Randall Miller, Erica Thomas
E-mail questions to OBM.Chartfield@obm.state.oh.us

Date: March 8, 2017

Re: FIN Agency Budget Selection and Translate Tree Updates for FY 2018

It is time for agencies to review the FIN Agency Budget Selections for FY 2018. Agencies will have an opportunity until **May 5, 2017** to make changes to the FIN Agency Budgets for FY 2018.

Documents related to this FIN Budget task include the following and are found on the Forms page of the OBM Website (<http://obm.ohio.gov/MiscPages/Forms/default.aspx>):

- FIN Agency Budget Task FY 2018--Agency Budget Selection and Translate Tree Updates
- Agency Budget Summary Fiscal Year 2017
- Agency Budget Selection Decision 2018
- Fiscal Year 2018 Agency Budget Rulesets
- Introduction to OAKS Budget Structure
- CC_PROG_TRACK_7-1-2016_AS_OF_2-2-2017.xlsx
- CC_PROG_CONTROL_7-1-2016_AS_OF_2-2-2017.xlsx
- CC_DEPT_TRACK_7-1-2016_AS_OF_2-2-2017.xlsx
- CC_DEPT_CONTROL_7-1-2016_AS_OF_2-2-2017.xlsx

If your agency does not plan to use an Agency Budget in fiscal year 2018 and is not currently using a FIN Agency Budget you do not need to do anything.

1. **FIN Agency Budget Selection** Due 5/5/2017

The use of **FIN Agency Budgets** (Agency Control or Agency Track) is optional. You can read more about the FIN Agency Budgets in the "*Introduction to OAKS Budget Structures*" power point document on the Forms page of the [OBM Website](#) to determine if a FIN Agency Budget is right for your agency. No action is required for agencies currently using a FIN Agency Budget that do not desire any modifications, with the exception that you still need to load your Fiscal Year 2018 agency budget journal before 6/1/2017. The unchanged FIN Agency Budget selections will automatically carry over into Fiscal Year 2018. Additionally no action is required for agencies that are not currently using a FIN Agency Budget and do not plan to use one in FY 2018.

Agencies currently using the FIN Agency Budgets may want to make changes to their budget selection for Fiscal Year 2018. Agencies not currently using the Agency Budgets may elect to do so in Fiscal Year 2018. To review a listing of the current FIN Agency Budget selections follow this link to the "*Agency Budget Decision Summary 2018*" document on the Forms page of the [OBM Website](#).

Changes or additions to the current FIN Agency Budgets may be requested by completing the **FIN Agency Budget Selection form** found on the Forms page of the [OBM Website](#). The form must be approved and signed by the Agency CFO and sent to the OBM.GL@obm.state.oh.us mailbox on or before May 5, 2017. ***This date is not flexible because the GL Team needs enough time to configure and test the FIN Agency Budget changes before FY 2018 begins on July 1, 2017. No late requests will be accepted.***

2. **Translate Trees** Due 5/5/2017

Agencies that are using a FIN Agency Budget (Agency Control or Agency Track) are asked to review the **Translate trees** for accuracy for FY 2018. The translate trees are used by the FIN system to translate the values that an agency uses to transact to (level 4 on the tree) to the level where the agency has set up the FIN Agency Budget (level 3 on the tree). A translate tree is not required for agencies that budget and transact at the same level.

The translate trees current as of 07/01/2017 that are found on the forms page of the [OBM Website](#) will be used for this task.

The **Translate Trees** include:

- **CC_Prog_Track** (Agency Track for Program) – COM, EPA, ETC
- **CC_Prog_Control** (Agency Control for Program) – DMH, DRC, PAY
- **CC_Dept_Track** (Agency Track for Department) –COM, DNR, DOH, DPS, EDU, EPA, ETC, INS, PUB, PUC, LIB
- **CC_Dept_Control** (Agency Control for Department) –ADJ, DMH, DRC, DYS, JFS, LIB, LOT, MCD

Please make any changes to the Translate Trees directly in the excel document for the appropriate tree and email the document to the OBM.GL@obm.state.oh.us mailbox **on or before May 5, 2017**. All changes should be made using a **colored font/highlighting** to make it easy for the GL team to identify requested changes.

3. **Agency Track and Agency Control Budget Loading** Due 6/16/2017

Loading agency control and track budgets for the fiscal year 2018 is critical for processing transactions beginning July 1. Transactions will fail budget check without these budgets being posted prior to the beginning of the fiscal year. All agencies using a FIN Agency track or FIN Agency control budget are required to have their FIN Agency budget posted on or before June 16, 2017 for the 2018 budget period. You will still be able to modify the budget after July 1 but a baseline budget is required to ensure that budget checking will proceed without problems as soon as the system is released to agencies for transaction on July 1. The GL team will follow up with any agency not having budgets posted by that date.

Don't forget that the journal date for the journal header must be the 1st day of the new fiscal year, which is **7-1-2017**.