

UConn | Office of Budget and Planning

Budget Adjustment FAQ

What is a Budget Adjustment (BA) and Single Sided Budget Adjustment (SSBA)?

BAs and SSBA are electronic documents (eDocs) that adjust budgets within accounts or between accounts.

What is the difference between a BA and SSBA?

A BA must have both sides of the document, the “to/increase” and the “from/decrease” amounts, net to zero. For example, this would be appropriate if an amount budgeted in a specific object code needed to be decreased, and the same amount would be increased in a different object code. An SSBA does not need to have the “to/increase” amount and the “from/decrease” amount net to zero. For example, if a given amount in specific object code is expected to not occur anymore entirely, and only that one amount must be decreased, an SSBA would be appropriate.

What is the difference between a Current Budget and a Base Budget adjustment?

Base budget adjustments will adjust the Budget Construction default requested amounts for the upcoming year (except for transfer object codes). Current budget adjustments will adjust the budget only for the current fiscal year only and will not alter Budget Construction default requested amounts. *Base budgets can only be adjusted through December 31st of each fiscal year.*

Can I adjust the budget in my permanent funding (object code 4100 or 4101) using a BA or SSBA?

No, object code 4100 is a fixed amount, consisting of the previous year’s permanent funding plus or minus any permanent transfers that occurred throughout the previous year. The permanent funding (4100 or 4101) budget can be adjusted among a unit’s accounts during Budget Construction only.

Do BAs and SSBA need approval from the Office of Budget and Planning?

No. While we recommend adjusting your budget to act as an up-to-date forecast, it is up to each unit’s discretion when and how often this is completed. BAs and SSBA do not affect any **actual** funds. The Office of Budget and Planning is an approval when **actual** funds are transferred, not when budgets are adjusted.