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To: Chief Financial Officers of Cabinet, Boards, Commissions, and Elected Offices

From: RACM GL Team: Randall Miller, Seanne Harper, Leondra Cummings  
Email questions to: [OBM.Chartfield@obm.ohio.gov](mailto:OBM.Chartfield@obm.ohio.gov)

CC: Chief Budget Officers

Date: April 2, 2020

Re: **FIN Agency Budget Selection and Translate Tree Updates for FY 2021**

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It is time for agencies to review the FIN Agency Budget Selections for FY 2021. Agencies will have an opportunity to make changes to the FIN Agency Budgets until **May 4, 2020**.

**NOTE: If your agency does not plan to use an Agency Budget in fiscal year 2021 and is not currently using a FIN Agency Budget no action is required.**

Documents related to this FIN Budget task include the following and are located on the Forms page of the OBM Website (<https://obm.ohio.gov/wps/portal/gov/obm/areas-of-interest/agency-overview/resources/forms>):

- FY2021 FIN Agency Budget Selection and Translate Tree
- FY2021 FIN Agency Budget Tracking Summary
- FY2021 FIN Agency Budget Selection Decision
- FY2021 FIN Agency Budget Ruleset Selections
- FY2021 FIN Agency Chartfield Values
- Introduction to OAKS Budget Structure
- CC\_PROG\_TRACK\_AS\_OF\_2-4-2020.xlsx
- CC\_PROG\_CONTROL\_AS\_OF\_2-4-2020.xlsx
- CC\_DEPT\_TRACK\_AS\_OF\_2-4-2020.xlsx
- CC\_DEPT\_CONTROL\_AS\_OF\_2-4-2020.xlsx

## 1. FIN Agency Budget Selection

**Due 5/4/2020**

The use of **FIN Agency Budgets** (Agency Control or Agency Track) is optional. To learn more about the FIN Agency Budgets in the “*Introduction to OAKS Budget Structures*” slides located on the [OBM Website](#) forms page 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 2021 agency budget journal before 6/15/2020. The unchanged FIN Agency Budget selections will automatically carry over into FY 2021. 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 2021.

Agencies currently using the FIN Agency Budgets may want to make changes to their budget selection for Fiscal Year 2021. Agencies not currently using the Agency Budgets may elect to do so in FY 2021. To review a listing of the current FIN Agency Budget selections through the “*FY2021\_FIN\_Agency\_Budget\_Tracking\_Summary*” document located 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** located on the [OBM Website](#) forms page. The form must be approved and signed by the Agency CFO and sent to [OBM.Chartfield@obm.ohio.gov](mailto:OBM.Chartfield@obm.ohio.gov) on or before May 4, 2020. ***This date is not flexible because the GL Team needs enough time to configure and test the FIN Agency Budget changes before FY 2021 begins on July 1, 2020. No late requests will be accepted.***

## 2. Translate Trees

**Due 5/4/2020**

Agencies that are using a FIN Agency Budget (Agency Control or Agency Track) are asked to review the **Translate trees** for accuracy for FY 2021. 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 07/01/2019 located on [OBM Website](#) forms page 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, DOH, EDU, EPA, ETC, INS, PUB, PUC
- **CC\_Dept\_Control** (Agency Control for Department) –ADJ, DMH, DNR, 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 to [OBM.Chartfield@obm.ohio.gov](mailto:OBM.Chartfield@obm.ohio.gov) **on or before May 4, 2020**. All changes should be made using a **colored font or highlighting** to make it easier for the GL team to identify requested changes. All values your agency will use for transactions or for loading budgets **MUST** be in the translate tree if your agency is using a translate tree.

## 3. Agency Track and Agency Control Budget Loading

**Due 6/15/2020**

Loading agency control and track budgets for the fiscal year 2021 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 15, 2020 for the 2021 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.

**Note:** The **journal date** for the journal header must be the 1<sup>st</sup> day of the new fiscal year, which is **7-1-2020**.