

FY09 BUDGET PREP CALENDAR
As of 5/9/08
(All dates are tentative and subject to change;
Change since last update are shown in red.)

DATE	ACTIVITY	RESPONSIBLE PARTY
January 2008		
Tue 1/1	University Holiday – CUFS will be down	FSS
Early Jan.	Budget Instructions mailed to Academic Units	Budget Office
Wed 1/2	Org Deletion memo sent to RRC and Area managers – requests to delete due March 8	Accounting Services
Mon 1/14	Student Fee System tables available to RRC for fee entry	Office of Student Fin.
Wed 1/16	RRC managers meeting	Budget Office
Mon 1/21	University Holiday – CUFS will be down	FSS
February 2008		
Fri 2/1	All FNN CUFS COA additions/changes MUST include PeopleSoft COA mapping in the comments field	All Units
All month	Academic Budget/Compact Overview meetings	Provost/Budget Office
All Month	Budget Responses due back from Academic Units	Budget Office
Thu 2/7 – Fri 2/8	Board of Regents Meeting	Budget Office
Fri 2/15	CUFS security contracts mailed to RRC Managers	FSS Security
Wed 2/20	RRC managers meeting	Budget Office
End of Feb.	Budget Prep Instructions Mailed to RRCs	Budget Office
March 2008		
Sat 3/1	COA book available on the web (Training Services website)	Accounting Services
Early March	Mail FY09 Table Entry Training Book to Area Managers	Training Services
Early March	Budget Prep hands-on training (sessions are based on demand, dates will be published on the web)	Training Services
Mon 3/3	Overview Session on budget prep/budget journals offered to RRC Managers & designees (9:30 - 11 am)	Budget Office
Thu 3/6	Overview Session on budget prep/budget journals offered to RRC Managers & designees (1 - 2:30 pm)	Budget Office
Fri 3/7	CUFS security access forms due to FSS Security Office	FSS Security
Fri 3/7	Fiscal year, non-sponsored org delete requests due to Accounting Services	Accounting Services
Sat 3/8	Roll CUFS COA Tables	FSS
Mon 3/10	Begin double maintenance of COA for FY08 and FY09	Accounting Services
Wed 3/12	Overview Session on budget prep/budget journals offered to RRC Managers & designees (2:30-4 pm)	Budget Office
Wed 3/12	Student Fee System tables closed to RRC	Office of Student Fin.
Thu 3/13–Fri 3/14	Board of Regents Meeting	Budget Office
Fri 3/14	Load Budget Prep FY09 Tables in CUFS	FSS
Mon 3/17	Open Budget Prep tables to all Authorized Users	FSS Security
Mon 3/17	Budget Prep Worksheets and reports available at Financial Reports on the Web	FSS
Mon 3/17	View Access available for BP Reports on TSO/Mainframe	FSS Security
Mon 3/17	Begin daily refresh of roll-up reports	FSS
Sat 3/8 – Mon 3/17	Clean-up and Deleting of CUFS orgs	FSS
Wed 3/19	RRC managers meeting	Budget Office
Fri 3/21	University Holiday – CUFS will be UP	FSS

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DATE	ACTIVITY	RESPONSIBLE PARTY
April 2008		
Mon 4/7	FY09 accounts available for use in PeopleSoft HRMS	Departments
Early to Mid Apr	Budget Allocation Letters finalized and delivered to RRC	Budget Office
Thu 4/10–Fri 4/11	Board of Regents Meeting – Review of FY09 Operating Budget	Budget Office
Wed 4/16	RRC managers meeting	Budget Office
Mon 4/30	New Area Orgs (COA changes) due to Accounting Services (New non-sponsored accounts will NOT be set up in CUFS after this date)	Accounting Services
May 2008		
Thu 5/8 - Fri 5/9	Board of Regents Meeting	Budget Office
Wed 5/21	RRC managers meeting	Budget Office
Sun 5/25	Last day for general users in the AHC to make changes to AHC budget system	AHC
Mon 5/26	University Holiday - CUFS will be DOWN	FSS
Wed 5/28	Last day for general users to make changes to Budget Prep tables	RRC managers & designees
June 2008		
Early June	PeopleSoft Budget Journal Entry training offered to RRC Managers & Designees	Training Services
Mon 6/2	Last day for RRC managers in AHC to make changes to AHC budget system	AHC
Wed 6/4	Last day for RRC managers to make changes to Budget Prep Tables	RRC Managers
Mon 6/9	Beginning of first FY09 pay period	Departments
Mon 6/9	Run reports on nights of 7th, 9th, 10th, and 11th (BERR)	FSS
Tues 6/10	Do final edit report clean-up and final check of 5985's	Budget Office
Wed 6/11	Verify 5985 totals	Budget Office
Wed 6/11	Verify changes made between 6/6 and 6/11	Budget Office
Wed 6/11	Budget Office Review Complete - Lock Approved Budget (Budget Officers maintain access)	FSS
Thu 6/12	CUFS BP FY09 Table Files Conversion Data ready for EFS	FSS
Thu 6/12–Fri 6/13	Board of Regents Annual Meeting	Budget Office
Mid-June	BPO sign-off - check with conversion team on status of balances	Budget Office
Wed 6/18	RRC managers meeting	Budget Office
Fri 6/20	Last day for to establish new orgs. in CUFS for Sponsored & FM accounts	Accounting Services
Sun 6/22	Last day of first pay period in FY09	
July 2008		
Tues 7/1	FY08 Period 12 closes in CUFS	FSS
Tue 7/1	PeopleSoft GO LIVE	EFS
Fri 7/4	Holiday – Unsure of PeopleSoft availability	
Mon 7/7	Carry Forward calculation performed	EFS
Early July	Perform PS Budget Journals related to conversion issues	Departments
Wed 7/16	RRC managers meeting	Budget Office
End July	Do PS journals to distribute FY09 Allocations	FSS/EFS