

FY08 BUDGET PREP CALENDAR

(all dates are tentative and subject to change)

DATE	ACTIVITY	RESPONSIBLE PARTY
JANUARY 2007		
Mon 1/15	Org Deletion memo sent to RRC and Area managers – requests to delete due Fri. 3/16/07	Accounting Services
Wed 1/17	RRC managers meeting	Budget Office
End of Jan.	Budget Instructions mailed to Academic Units	Budget Office
FEBRUARY 2007		
All month	Budget/Compact Overview meetings	Provost/Budget Office
All Month	Budget Responses due back from Academic Units	Budget Office
Tues 2/20	Office of Student Finance Fee System tables available to RRC for fee entry	Office of Student Finance
Wed 2/21	RRC managers meeting –hand out Budget Prep calendar (FSS to attend)	Budget Office
MARCH 2007		
All Month	Budget/Compact Overview meetings	Provost/Budget Office
All Month	Budget Responses due back from Academic Units	Budget Office
Thurs 3/1	COA book available on the web (Training Services website)	Accounting Services
Fri 3/2	CUFS security contracts mailed to RRC Managers	FSS Security
Fri 3/16	Fiscal year, non-sponsored org delete requests due to Accounting Services	Accounting Services
Sat 3/10	Roll FY08 COA	FSS
Mon 3/12	Begin double maintenance of COA for FY07 and FY08	Accounting Services
Mid March	Budget Prep Instructions mailed to RRCs	Budget Office
Mon 3/19	Deleting orgs from FY08 COA	Accounting Services
Wed 3/14	Mail FY08 Table Entry Training Book to Area Managers	Training Services
Wed 3/21	RRC managers meeting (FSS to attend, if necessary)	Budget Office
Wed 3/21	CUFS security access forms due to FSS Security Office	FSS Security
Fri 3/23	Load FY08 Budget Prep Tables	FSS
Mon 3/26	Budget Prep Worksheets and reports available at Financial Reports on the Web	FSS
Mon 3/26	Begin daily refresh of roll-up reports	FSS
APRIL 2007		
All Month	Budget/Compact Overview meetings	Provost/Budget Office
All Month	Budget Responses due back from Academic Units	Budget Office
Mon 4/2	Budget Prep tables open to general users	FSS Security
Tues 4/10	Office of Student Finance Fee System tables close to RRCs	Office of Student Finance
Wed. 4/18	RRC managers meeting	Budget Office
Mid-April	Budget Prep hands-on training offered (sessions are based on demand, so dates will be published on the web)	Training Services
Mon 4/30	FY08 accounts available for use in PeopleSoft HRMS	Departments
MAY 2007		
Thu 5/10- Fri 11	Board of Regents Meeting	Budget Office
Wed 5/16	RRC managers meeting	Budget Office
Mon 5/21	Legislative session adjourns	

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Mon 5/28	University Holiday CUFS will be DOWN	FSS
Late May	Budget Allocation Letters finalized and delivered	

JUNE 2007

Mon 6/4	Last day for general users in the AHC to make changes to AHC budget system	AHC
Wed. 6/6	Last day for general users to make changes to budget prep tables	RRC managers & designees
Thu 6/7 – Fri 6/8	Board of Regents meeting to review FY08 Operating Budget	Budget Office
Tues 6/12	Last day for RRC managers in AHC to make changes to AHC budget system	AHC
Thu 6/14	Last day for RRC managers to make changes to budget prep tables	RRC managers
Mon 6/11	Beginning of first FY08 pay period	Departments
Fri 6/15 –	Budget Office reviews internal reports and make changes	Budget Office
Wed 6/20		
Wed 6/20	RRC managers meeting	Budget Office
Wed 6/20	Budget Office completes changes to budget tables	Budget Office
Wed 6/20	Run reports on night of 20th and 21st (BERR)	FSS
Thu 6/21	Do final edit report clean-up	Budget Office
Thu 6/21	Budget Office does final check of 5985s	Budget Office
Fri 6/22	Verify 5985 totals	Budget Office
Fri 6/22	Verify changes made on June 21 st	Budget Office
Fri 6/22	Expense budget and revenue lines created for FY08 accounts (P2)	FSS
Sat 6/23	Review EB and RB rejects and make corrections	Budget Office & FSS
Sun 6/24	Last day of first pay period in FY08	
Mon 6/25	Confirm 5985 & 9985 from budget lines	Budget Office
Mon 6/25	Lock approved budget	FSS
Mon 6/25	FY08 EXPB and REVB records viewable in CUFS	FSS
Late June	Board of Regents Special Session to approve FY08 Budget	

JULY 2006

Mon 7/2	Run Automatic JV program to distribute FY08 allocations	FSS
Wed 7/4	Holiday – CUFS will be DOWN	FSS
Wed 7/18	RRC managers meeting	Budget Office