

BUDGET TIMELINE FOR FY 2018 CLOSING/FY 2019 OPENING PROCESSES

August 9

Turn off re-extract and hold e-pafs

- The nightly re-extract will be turned off for Salary Planner.
- Request to not apply e-pafs until after the load, so the data will not be overwritten.

August 13

Budget Prep Load

- Budgets from Budget Development and September 1st ePAFs from Salary Planner will be loaded.
- Review the new year appointment data to ensure the salary and associated funding source(s) are correct. If an ePAF was processed after Salary Planner was locked, it is important to verify that the appointment is reflected correctly to ensure that employees are paid correctly. Review HR121 in Cognos to verify.
- To verify the new year budgets, please review the FI002 Report or your preferred budget report in Cognos.

Budget Revision System

- The Budget Revision System will facilitate the closing fiscal year revisions through September 10th. The revisions must have all required approvals in order to be processed.
- See chart below for Budget Revision availability:

Option 1 - Adjust Budget within Fund	Beginning August 13
Option 2 - Budget of Fund Balance	Beginning September 11 , as the available balances cannot be confirmed until fiscal year-end close
Option 3 - Budget of Revenue	Beginning August 13
Option 4 - Transfer Between Funds	Beginning September 1

August 17

Salary Encumbrance Liquidation

- All of the closing year salary encumbrances will be liquidated. This is prior to the final monthly and semi-monthly payrolls; therefore, **available balances in salary pools will be over-stated**. Pull list of encumbrances for all FOP's prior to release and monitor budgets to ensure adequate funding is available in the appropriate salary codes.
- Turn off nightly process for everything except grants (21-23).

August 30

Leave Without Pay Status

- The script to return 9 month appointments to active status effective September 1st will be run.

September 6

Labor Redistributions and contract dates

- Closing Fiscal Year labor redistributions must have all required approvals and be received by the Budget Office no later than 5:00 PM. Redistributions received after this date will not be processed.

BUDGET TIMELINE FOR FY 2018 CLOSING/FY 2019 OPENING PROCESSES

September 10

- Run script to add contract dates to non-12 month jobs.

September 11

- The new fiscal year salary encumbrances will be posted.
- Nightly process started

Department Checklist

August 13	Review the new fiscal year appointment data to ensure the salary and associated funding source(s) are correct. If an ePAF was processed after Salary Planner was locked, it is important to verify that the appointment is reflected correctly to ensure that employees are paid correctly. Review HR121 in Cognos to verify.
August 13	Verify the new fiscal year budgets by reviewing the FI002 Report or your preferred budget report in Cognos.
August 17	Monitor budgets to ensure adequate funding is available in the appropriate salary codes , as salary encumbrances will be removed prior to the last monthly and semi-monthly payrolls.
September 6	Ensure all of the closing fiscal year labor redistributions have been delivered to the Budget Office by 5:00 PM.
October	Beginning in October, review report FI203 Negative Budgets by college/Area.