

Office of Planning and Budget - State Accounting Office Combined Calendar

FY 2008 Year End and FY 2009 Year Startup Calendar

Description	Date	Area
PeopleSoft Reconciliation Training - Asset Management	4/24/2008	OPB/SAO
BudgetNet Go Live AOB FY 2009	5/1/2008	OPB
Agency Strategic Plans (3-5 year plan) due in Horizon	5/1/2008	OPB
Fiscal Affairs Request deadline: Agency submission	5/5/2008	OPB
PeopleSoft Reconciliation Training: Encumbrance/PO and Budget to GL	5/6/2008	OPB/SAO
BudgetNet Agency Training - FY 2009 AOB/Amendments	5/6/2008	OPB
PeopleSoft Reconciliation Training: Encumbrance/PO and Budget to GL	5/7/2008	OPB/SAO
BudgetNet Agency Training - FY 2009 AOB/Amendments	5/12/2008	OPB
BudgetNet Agency Training - FY 2009 AOB/Amendments	5/13/2008	OPB
BudgetNet Agency Training - FY 2009 AOB/Amendments	5/15/2008	OPB
Budget Tree Requests deadline to meet 5/31/08 budget deadline (2 week turn around)	5/15/2008	SAO Financial Systems
BudgetNet Agency Training - FY 2009 AOB/Amendments	5/19/2008	OPB
May period close	5/30/2008	SAO Financial Systems
Deadline: FY 2009 Annual Operating Budgets due	5/31/2008	OPB
June period open	6/1/2008	SAO Financial Systems
BudgetNet Go Live: FY 2009 Amendments and Allotments	6/1/2008	OPB
End User Delta Training for v8.8 to v9.0 PeopleSoft Financials - Lesson 1	6/3/2008	SAO
PeopleSoft Reconciliation Training: BudgetNet to PeopleSoft	6/3/2008	OPB/SAO
PeopleSoft Reconciliation Training: BudgetNet to PeopleSoft	6/4/2008	OPB/SAO
End User Delta Training for v8.8 to v9.0 PeopleSoft Financials - Lesson 2	6/5/2008	SAO
PeopleSoft Reconciliation Training: BudgetNet to PeopleSoft	6/5/2008	OPB/SAO
End User Delta Training for v8.8 to v9.0 PeopleSoft Financials - Lesson 1	6/11/2008	SAO
Fiscal Affairs Meeting	6/12/2008	Legislature
End User Delta Training for v8.8 to v9.0 PeopleSoft Financials - Lesson 2	6/12/2008	SAO
Begin submitting NEW FY 2009 Distribution Codes and requests for the Copy of Existing FY 2008 Distribution Codes	6/15/2008	SAO Financial Systems
Agencies may submit FY 2009 Q1 allotments (if AOB approved)	6/16/2008	OPB
PeopleSoft Reconciliation Training - Accounts Payable	6/20/2008	OPB/SAO
PeopleSoft Reconciliation Training - Accounts Payable	6/21/2008	OPB/SAO
PeopleSoft Reconciliation Training - Accounts Payable	6/22/2008	OPB/SAO
Deadline: FY 2009 Agency Annual Strategic Work Plans due	6/27/2008	OPB
Send out Bank Confirmations	6/30/2008	SAO Reporting
July period Open - FY 2009	7/1/2008	SAO Financial Systems
FY 2009 - Prior Year Funds Amendment Type Available	7/1/2008	OPB
Last date for FY 2008 Payroll release (Best Practice)	7/2/2008	SAO Financial Systems
Last date for FY 2008 AP, AR and GL interfaces	7/8/2008	SAO Financial Systems
Last date to enter Assets via AP/PO (Best Practice)	7/8/2008	SAO Financial Systems
BudgetTool Training - AFY 2009 and FY 2010 Budget Development - Agency Administrator	7/8/2008	OPB
BudgetTool Training - AFY 2009 and FY 2010 Budget Development - Agency Administrator	7/10/2008	OPB
June period close	7/11/2008	SAO Financial Systems
First date for FY 2009 Payroll release	7/14/2008	SAO Financial Systems
Period 998 Open	7/14/2008	SAO Financial Systems

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Description	Date	Area
Deadline: Agency submission of FY 2008 final State Funds Amendment	7/14/2008	OPB
BudgetTool Training - AFY 2009 and FY 2010 Budget Development - Agency Administrator	7/14/2008	OPB
BudgetTool and COBS Go Live AFY 2009 and FY 2010 budget request, FY 2010 Capital Request, and Annual Business Plan	7/16/2008	OPB
Deadline: Agency submission of FY 2008 final Allotment	7/17/2008	OPB
BudgetTool Training - AFY 2009 and FY 2010 Budget Development - Agency User	7/19/2008	OPB
Last day to request Special Year End Processing: (System Created Reserve Entries)	7/21/2008	SAO Financial Systems

BudgetTool Training - AFY 2009 and FY 2010 Budget Development - Agency User	7/21/2008	OPB
BudgetTool Training - AFY 2009 and FY 2010 Budget Development - Agency User	7/22/2008	OPB
BudgetTool Training - AFY 2009 and FY 2010 Budget Development - Agency User	7/23/2008	OPB
Agency Training - FY 2010 Capital Outlay Budget System (COBS)	7/24/2008	OPB
FY 2008 Year End Close (After close of business, beginning 7pm)	7/25/2008 - 7/27/2008	SAO Financial Systems
BudgetTool Training - AFY 2009 and FY 2010 Budget Development - Agency User	7/28/2008	OPB
Deadline: Agency submission of FY 2008 final Federal and Other Funds Amendment	7/28/2008	OPB
BudgetTool Training - AFY 2009 and FY 2010 Budget Development - Agency User	7/29/2008	OPB
BudgetTool Training - AFY 2009 and FY 2010 Budget Development - Agency User	7/30/2008	OPB
July period close	7/31/2008	SAO Financial Systems
Agency Training - FY 2010 Capital Outlay Budget System (COBS)	7/31/2008	OPB
August period Open - FY 2009	8/1/2008	SAO Financial Systems
BudgetNet FY 2008 Dataset Closed (transmit to Audits and SAO)	8/8/2008	OPB
Analysis of Fund Balance Form	8/13/2008	SAO Reporting
Program/General Revenues Form	8/20/2008	SAO Reporting
Allowance for Doubtful Accounts Form	8/20/2008	SAO Reporting
Revenues Based on Encumbrances Form	8/20/2008	SAO Reporting
Reserve requests	8/29/2008	SAO Reporting
Federal Financial Assistance information entered into web portal	8/29/2008	SAO Reporting
August period close	8/29/2008	SAO Financial Systems
Financial System down for conversion from 8.8 to 9.0	8/29 - 9/8/2008	SAO Financial Systems
September period Open - FY 2009	9/8/2008	SAO Financial Systems
Deadline: Agency submission of AFY 2009 and FY 2010 budget requests, Capital requests, Performance Measures and Strategic Work Plans	9/2/2008	OPB
Capital Assets/Depreciation Form	9/5/2008	SAO Reporting
Capital/Operating Leases Form (Includes Lease Agreement Data Forms)	9/12/2008	SAO Reporting
General Long-Term Debt Form	9/12/2008	SAO Reporting
Cash and Investments Form	9/19/2008	SAO Reporting
General and Other Information Form	9/26/2008	SAO Reporting
CPA Reports	9/30/2008	SAO Reporting

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Description	Date	Area
September period close (Federal Year End)	10/10/2008	SAO Financial Systems