

2020-21 BUDGET PROCESS SCHEDULE -- DRAFT
Revised 06/08/20

Dates

Actions

Friday, February 28th	DRAFT Program Allocation available for review in Planning Analytics for REVIEW .
Tuesday, March 31	FEEDBACK on draft Program Allocation reports
April (TBD)	SUBMISSION of new Program Allocation requests from Academic Colleges, Academic Support, and Administrative/ Operational Units .
Tuesday, April 28	Fiscal Year 2020-21 INFORMATION SESSION with MAU Fiscal Officers from 3:00 p.m. to 4:30 p.m. Join Zoom Meeting: https://msu.zoom.us/j/96706634139 Meeting ID: 967-0663-4139 Password: 834525
Monday, May 4	Approved Organization change requests RECEIVED by the Office of Planning and Budgets as of May 4 will be COMPLETED in the Organization of Interest (OOI) application by May 11. This allows units ample time for any KFS actions on new or moving units to be completed before the June 8 freeze date.
<p>Base Budget Reconciliation and Salary and Wage Allocation Applications</p> <p>Tuesday, May 5, 1:00-3:00 p.m.</p>	<p>Cognos Planning Analytics Base Budget Reconciliation (BBR) and Salary and Wage Allocation (SWA) TRAINING Sessions:</p> <p>Tues., May 5 from 1:00-3:00 p.m. Join Zoom Meeting: https://msu.zoom.us/j/91140085005 Meeting ID: 911 4008 5005 Password: 570273 <i>(For hands-on experience utilize a laptop computer)</i></p> <p>Register through ebs.msu.edu portal using Course for Employee at MSU tile; course number TBD</p>
Friday, May 8	Personnel actions DUE to Human Resources to be considered in the 2020-21 budget process.
<p>Research Facilitation (RFA), Revenue Based Initiatives (RBI), Special Program Fee (FEE) and Off-Campus Credit (OCC) training</p> <p>Tuesday, May 12, 1:00-3:00 p.m.</p>	<p>Cognos Planning Analytics Research Facilitation (RFA), Revenue Based Initiatives (RBI), Off-Campus credit (OCC), and Special Program Fee (FEE) TRAINING Session:</p> <p>Tues., May 12 from 1:00-3:00 p.m. Join Zoom Meeting: https://msu.zoom.us/j/96797800677 Meeting ID: 967 9780 0677 Password: 816196 <i>(For hands-on experience utilize a laptop computer)</i></p> <p>Register through ebs.msu.edu portal using Course for Employee at MSU tile; course number TBD</p>

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Tuesday, May 12	Off Campus Credit Initiative (OCC) DRAFT version of data available (Planning Analytics) Research Facilitation Allocation (RFA) DRAFT version of data available (Planning Analytics) Revenue Based Initiative (RBI) DRAFT version of data available (Planning Analytics) Special Program Fee (FEE) DRAFT version of data available (Planning Analytics)
Friday, May 22	BBR and SWA REVISIONS in Planning Analytics due from MAU Fiscal Officers Electronic approval COMPLETED .
Friday, May 29	Base Budget Reconciliation (BBR) <u>data</u> FINALIZED Salary and Wage Allocation (SWA) <u>data</u> FINALIZED Spring Budget Planning <u>data</u> FINALIZED <i>(BBR and SWA available within Planning Analytics)</i>
Budget Control and General Fund Unit Budget Planning Applications Thursday, June 4, 2:30-4:30 p.m.	Cognos Planning Analytics Budget Control Numbers (BCN) and General Fund Unit Budget Planning (UBP) TRAINING Sessions: Thu, June 4 2:30-4:30 p.m. Join Zoom Meeting: https://msu.zoom.us/j/99942291951 Meeting ID: 999 4229 1951 Password: 679033 <i>(For hands-on experience utilize a laptop computer)</i> <i>Train-the-trainer session focused on MAU fiscal officers instructing their users.</i> <i>Register through ebs.msu.edu portal using Course for Employee at MSU tile; course number TBD</i>
Monday, June 8	Available within Planning Analytics : Off Campus Credit Initiative (OCC) <u>data</u> FINALIZED Research Facilitation Allocation (RFA) <u>data</u> FINALIZED Revenue Based Initiative (RBI) allocation data FINALIZED Special Program Fee (FEE) allocation data FINALIZED
Wednesday, June 10	FREEZE on . . . - close GA, GD and GU accounts - change to GA, GD and GU organization relationship - change organization names that have a relationship to GA, GD or GU account <i>The change process for new organizations, MAUs and organizations moving to different MAUs can take up to 3 to 4 weeks to complete.</i>
Wednesday, June 10	Cognos Planning Analytics Budget Control Numbers (BCN) and General Fund Unit Budget Planning (UBP) DRAFT version available.

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<p>Program Allocations (PRA) and Program Allocation Detail (PAD) Applications</p> <p>Thursday, June 18, 2:30-4:30 p.m.</p>	<p>Cognos Planning Analytics Program Allocations (PRA) and Program Allocation Detail (PAD) TRAINING Sessions:</p> <p>Thu, June 18 2:30-4:30 p.m. Join Zoom Meeting https://msu.zoom.us/j/99039420074 Meeting ID: 990 3942 0074 Password: 556685 <i>(For hands-on experience utilize a laptop computer)</i></p> <p><i>Train-the-trainer session focused on MAU fiscal officers instructing their users.</i></p>
Monday, June 22 through Tuesday, June 23	UBP OFFLINE for chart of account updates
Wednesday, June 24	Board of Trustees meeting
Wednesday, June 24	Human Resources COMPLETES entry of personnel actions affecting 2020-21.
Monday, June 29	Budget adjustments/allocations due to Office of Planning and Budgets by 5:00 p.m. Year-end budget adjustments available until July 2012, 2019.
Tuesday, June 30	First June Close - Fiscal period 12
Wednesday, July 1	Preliminary Budget Allocations (BAC) AVAILABLE online. <i>(BAC available within Planning Analytics)</i>
Friday, July 3	Independence Day Observed
Monday, July 6	Salary distribution TRIAL run.
Tuesday, July 7	Salary distribution OFFICIAL run.
Wednesday, July 8	<p>Final allocations AVAILABLE Online. <i>(BAC within Planning Analytics Contributor Application)</i></p> <p>Identify accounts to EXCLUDE from BCN and UBP. MAU Fiscal Officers update table in Planning Analytics.</p> <p>Units may ENTER budgets online <i>(open for 5 weeks)</i></p>
Friday, July 10	Carryforward Instructions and Fund Balances to MAU fiscal officers.
Friday, July 10	Second June Close - Fiscal Period 13 -- ends 5:00 p.m. on Friday, July 10

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Friday, July 31	General fund special carry forward and unrestricted fund balance summaries DUE .
Friday, August 7	Budget entry CLOSED Electronic approval COMPLETED Budget explanations ENTERED
Thursday, August 13	Budgets APPLIED to ledgers.
Friday, August 14	KFS and OOI OPENED for changes.
Friday, August 14	Carry forward decisions COMMUNICATED to MAUs.
Friday, August 21	Carry forward amounts APPLIED to ledgers.