

BUDGET TIMELINE FOR FY 2014 CLOSING/FY 2015 OPENING PROCESSES

August 11

Budget Prep Load

- FY 2015 Budgets from Budget Development and 9/1/2014 ePAFs from Salary Planner will be loaded August 11th.
- Review FY 2015 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 2015 budgets, please review the FI002 Report or your preferred budget report in Cognos.

Budget Revision System

- The Budget Revision System will facilitate FY 2014 revisions through September 10th. The revisions must have all required approvals in order to be processed.
- See chart below for FY 2015 Budget Revision availability:

Option 1 - Adjust Budget within Fund	Beginning August 12
Option 2 - Budget of Fund Balance	Beginning September 12 , as the available balances cannot be confirmed until FY 2014 year-end close
Option 3 - Budget of Revenue	Beginning August 12
Option 4 - Transfer Between Funds	Beginning September 1

August 22

FY 2014 Encumbrance Liquidation

- All FY 2014 salary encumbrances will be liquidated on August 22nd. This is prior to the final FY 2014 monthly and semi-monthly payrolls; therefore, **available balances in salary pools will be over-stated**. Monitor budgets to ensure adequate funding is available in the appropriate salary codes.

August 29

Leave Without Pay Status

- The script to return 9 month appointments to active status effective 9-1-14 will run August 29th.

September 4

FY 2014 Labor Redistributions

- Fiscal Year 2014 labor redistributions must have all required approvals and be received by the Budget Office no later than 5:00 PM, Thursday, September 4th, 2014. FY 2014 Redistributions received after this date will not be processed.

September 11

- The Budget Revision System will be unavailable due to FY 2014 yearend processing.
- FY 2015 salary encumbrances will be posted.

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Department Checklist

August 13	Review FY 2015 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 2015 budgets by reviewing the FI002 Report or your preferred budget report in Cognos.
August 22	Monitor budgets to ensure adequate funding is available in the appropriate salary codes as salary encumbrances will be removed prior to the last FY 2014 monthly and semi-monthly payrolls are processed.
September 4	Ensure all FY 2014 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 . Refer to the Negative Budget Policy at the following link. http://www.depts.ttu.edu/AdminFinance/FormRepository/Budget/Negative%20Budget%20Policy.pdf