

**Budget Development Timeline in BILD database
Fiscal Year 2021-22**

Date	Revised Date	Revise Date #2	Tasks	Responsible
Following BOT Approval			Notify all involved offices of BILD and PROD timelines	Lisa Couch
February 1, 2021			Establish next fiscal year in Finance/Human Resources -- all in PROD database	Lisa Couch
January-April			Prepare budget spreadsheets including utilizing COGNOS labor budget development worksheet. Work with Human Resources to create any new positions and work with the Accounting Managers to activate/cancel/freeze positions.	Vice Presidents & Human Resources (at direction of Business Managers) & Accounting Managers (at direction of Business Managers)
Prior to May 7, 2021			Human Resources to identify positions, including pooled positions, that should be cancelled and those that should be left active for positions with no current incumbent. Human Resources to create position numbers for new positions needed in the upcoming fiscal year.	Vice Presidents & Human Resources
May 7, 2021			Activate/Cancel/Freeze positions identified by Human Resources.	Accounting Managers (at direction of Business Managers & Human Resources)
Prior to May 10, 2021 (AM)		May 11, 2021	Regular clone from PROD to BILD database - request to DBA that BILD not be updated until further notice.	Lisa Couch & DBA
May 10, 2021 AM (after clone)		May 12, 2021 (AM)	Setup FY Salary Group, Setup Salary Roll Table, Run Update - Do this in BILD	Human Resources
May 10, 2021		May 12, 2021	In cloned database, Create Budget ID/Phases, Create Position Working Budget, provide Business Managers extract of positions	Lisa Couch
May 10-15, 2021		May 11-14, 2021	Request to Accounting Managers and Human Resources that all changes in PBUD must be done only in PROD (no changes in BILD).	Lisa Couch & Human Resources & Accounting Managers
May 10, 2021		May 12, 2021	Compare extract of positions to budget spreadsheets - address any discrepancies (These discrepancies should be addressed in both BILD and PROD by working with Human Resources & Accounting Managers to cancel/freeze positions or add positions.)	Vice Presidents & Human Resources (at direction of Business Managers) & Accounting Managers (at direction of Business Managers)
May 10, 2021 by 11:59PM		May 12, 2021 by 11:59PM	VALIDATED spreadsheets must be submitted to Lisa Couch	Vice Presidents
May 11, 2021		May 13-14, 2021	Combine budget spreadsheets, upload to Banner	Lisa Couch
May 12-14, 2021		May 13-14, 2021	Address any upload errors	Lisa Couch & Vice Presidents & Accounting Managers (if necessary) & Human Resources (if necessary)
May 14, 2021		May 14, 2021	Feed Positions to Budget Development, Create FINAL budget phase, Delete working budgets, create approved budget, distribute approved budget, open new fiscal period, roll budget	Lisa Couch
May 17, 2021 by Noon	May 19, 2021 by noon	May 19, 2021 by noon	Identified changes to BILD budget due to Lisa Couch	Vice Presidents
			ONCE SUCCESSFUL, move forward with PROD Timeline	
May 31, 2021 (or after successful in PROD)			Notify DBA that BILD can be updated	Lisa Couch & DBA