ANNOUNCEMENT

TO: Georgia*FIRST* Financials Budget Prep Users

POSTED: April 10, 2019

SUBJECT: 2020 Budget Prep Load Recommendations

Budget Prep Load – Recommended Load Times

After institutions submit budgets on May 3, 2019 the Board of Regents will review and should approve budgets by May 14, 2019. Once the Board of Regents approves budgets, the remaining steps in Budget Prep are:

1. Run the Financials Export process from Financials
2. Run the HCM Export process from Financials
3. Review and correct remaining Pre-Audit errors
4. Review and correct Audit Errors
5. Run the BP Load process from OneUSG Connect

ITS recommends running the processes listed above as early in the window from May 15, 2019 to June 6, 2019 as possible for your institution for the following reasons:

- Cohort 5 Blackout Period Pass 1 is from June 7 - 11, 2019 and Blackout Period Pass 2 is from June 21 - 24, 2019
- Running BP Load earlier gives Human Resources more time to review and correct for any changes that happen between Budget Prep and Budget Prep Load
- Running BP Load earlier gives ITS more time to help resolve issues

ITS is not requiring scheduled times for load this year, but if anyone would like to schedule a time with dedicated support, please put in an ITS Helpdesk ticket requesting a date and time.

While the May 15 - June 6, 2019 timeframe complicates Summer Faculty load, it is the best window to get data in before the new fiscal year starts.

For Summer Faculty rows entered after Budget Prep Load is complete:

If the Summer Faculty row is for the July time period, Human Resources typically enters a SWB Job row effective dated 8/1. Assuming Budget Prep load is complete, Human Resources may need to:

- Review and note any 8/1 Job rows entered by Budget Prep
- Delete any 8/1 Job rows entered by Budget Prep
- Insert an 8/1 Seq 0 Job row for SWB
- Rekey any 8/1 Job rows previously entered by Budget Prep, starting with the 8/1 RWB row

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MORE INFORMATION AND SUPPORT: For business impact issues, contact the ITS Helpdesk at helpdesk@usg.edu or https://www.usg.edu/customer_services/about_us/contact/.