

2020

CALENDAR YEAR

SEPTEMBER

CALENDAR MONTH

SUNDAY

FIRST DAY OF WEEK



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	01	02	03	04	05
06	07	08 -Forecast Guidelines Draft due for review by BPA team. -Budget Analyst assignment communication.	09 Brief College Business Officers on process	10 In Adaptive Planning - Test Forecast Variance Explanation Input Process. - Test Forecast Reports.	11 End User Advisory Group Meeting to discuss/view/gather feedback.	12
13 -Begin FY20 actual variance discussions w/budget units	14	15	16	17	18	19
20 10-11 am AP Live Demo Q/A Zoom - Data Input - Forecast	21	22	23	24 - Brief VP Liaisons on process - 2-3 pm AP Live Demo Q/A Zoom - Data Input - Forecast - Town Hall 3:30 - 4:00 pm	25	26
27 -Complete FY20 actual variance discussions w/budget units - Town Hall 11:00 - 11:30 am	28	29	30 10-11 am AP Live Demo Q/A Zoom - Data Input - Forecast	01	02	03
04	05	06	07	08	09	10

2020

CALENDAR YEAR

OCTOBER

CALENDAR MONTH

SUNDAY

FIRST DAY OF WEEK

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	01	02	03
04	05 10-11 am AP Live Demo Q/A Zoom - Data Input - Forecast	06 Month End Close	07 Brief College Business Officers on process - AP Demo	08	09	10
11 -Check-in with budget units.	12	13	14	15	16	17
18	19	20 Check-in with budget units.	21	22	23	24
25	26	27 Units finalize Q1 Forecast data & Variance Explanations in Adaptive Planning COB; Freeze Versions for Data Input	28 Print Financial Plan Review Templates for all budget units to PDF	29 Print forecast variance explanations for all budget units to PDF	30 Print Monthly Year-end Forecast Reports for all budget units to PDF	31
01	02	03	04	05	06	07