

2012 SAO/OPB Combined Calendar

Joint OPB/SAO Calendar for FY 2012 Year End and FY 2013 Year Startup		
Description	Date	Area
Agency Training: Strategic Planning	April 10 & 12	OPB
Deadline: Agency Submission of Fiscal Affairs Request	April 25	OPB
BudgetNet Open for FY 2013 AOB	May 4	OPB
Horizon Open for FY 2013 Strategic Plan Entry	May 7	OPB
May Period Close (Period 11)	May 31	SAO Financial Systems
PO July Period Open - FY2012 (Note Only the Purchasing module is open, all other modules will open with the July 2012 period on 7/1/2012)	June 1	SAO Financial Systems
Deadline: FY 2013 AOBs due to OPB	June 4	OPB
BudgetNet Available for FY 2013 Amendments/Allotments	June 4	OPB
Begin Submitting NEW FY13 Distribution Codes and requests for the Copy of Existing FY12 Distribution Codes	June 11	SAO Financial Systems
Fiscal Affairs Committee Meeting	June 14	OPB
Deadline: Strategic Plans Due in Horizon	June 15	OPB
OPB Begins Q1 Allotments Approval (if AOB approved for agency)	June 25	OPB
July Period Open - FY2013	July 2	SAO Financial Systems
Last date for FY2012 AP, AR and GL interfaces	July 11	SAO Financial Systems
Deadline: Agency Submission of Final FY 2012 State Funds Amendment	July 12	OPB
Last date to enter Assets via AP/PO	July 13	SAO Financial Systems
Deadline: Agency Submission of Final FY2012 Allotment	July 13	OPB
June Period Close (Period 12) - starts at 7:00 PM	July 14	SAO Financial Systems
Period 998 (Adjustment Period)	July 16-20	SAO Financial Systems
FY2012 Year End Close- Period 999 (After close of business, after Batch on Friday, all weekend)	July 21 - 22	SAO Financial Systems
Agency Training: COBS	July 24	OPB
COBS Open for FY 2014 Capital Outlay Request Entry	July 25	OPB
BudgetTool Open for AFY 2013/FY 2014 Budget Request Entry	July 30	OPB
August period Open – FY2013	Aug 1	SAO Financial Systems
FY2012 Year End Close- Period 999 (After close of business, after Batch on Friday, all weekend): only for the following agencies: DCH, DOE, GDOT, DHS, SHBP, and DBHDD	Aug 4 - 5	SAO Financial Systems
Deadline: Agency Submission of Final FY 2012 Amendment	Aug 7	OPB
Deadline: FY 2012 Reserve Requests	Aug 13	OPB/SAO
July Period Close	Aug 17	SAO Financial Systems
BudgetNet FY 2012 Closed	Aug 17	OPB
August Period Close	Aug 31	SAO Financial Systems
Deadline: AFY 2013/FY2014 Budget Requests and Performance Measures Submission in BudgetTool	Sept 1	OPB
September period Open - FY2013	Sept 1	SAO Financial Systems
Deadline: FY 2012 User Fee Collections Data Due in User Fee Tracking System	Sept 17	OPB
October period Open - FY2013	Oct 1	SAO Financial Systems
September Period Close (Federal Year End) – For all agencies except DCH, DHS, DBHDD, and DPH)	Oct 5	SAO Financial Systems
September Period Close (Federal Year End) – Only DCH, DHS, DBHDD, and DPH)	Oct 12	SAO Financial Systems