<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Who</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily, overnight</td>
<td>Updated Oracle Financials and PeopleSoft Data</td>
<td>- All units</td>
</tr>
<tr>
<td></td>
<td>- PTAs, all active and/or with activity since 9/1/05</td>
<td>- Authority reports are available at <a href="https://bi.stanford.edu/">https://bi.stanford.edu/</a></td>
</tr>
<tr>
<td></td>
<td>- PeopleSoft positions, all active positions whether filled or vacant (position feed starting 5/15/17)</td>
<td>Choose Dashboards -&gt; Authority -&gt; View Authority by Privilege -&gt; System = Financial System, Business Function = Budget Management</td>
</tr>
<tr>
<td></td>
<td>- Axess salary planning data, all proposed 9/1/17 salaries whether approved or not (salary feed starting 5/15/17)</td>
<td></td>
</tr>
<tr>
<td>4/17, Mon</td>
<td>FY18 Planning Assumptions entered</td>
<td>- UBO</td>
</tr>
<tr>
<td></td>
<td>- Planning Assumptions are viewable in the Budget Setup process, “Departmental Assumptions” panel</td>
<td></td>
</tr>
<tr>
<td>5/1, Mon</td>
<td>Tidemark Functionality Release</td>
<td>- All Tidemark Users</td>
</tr>
<tr>
<td></td>
<td>- Budget Setup</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Non-Salary Expenses</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Compensation Planning (salary reserves only, middle row in the process map)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Revenue Planning</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Booked Budget Reports</td>
<td></td>
</tr>
<tr>
<td>5/1, Mon</td>
<td>FY18 Base General Funds Allocations entered</td>
<td>- UBO</td>
</tr>
<tr>
<td>5/1, Mon</td>
<td>FY17 and FY18 Endowment Payout projections (based on February data) transferred from Hyperion to Tidemark</td>
<td>- UBO</td>
</tr>
<tr>
<td>5/15, Mon</td>
<td>Deadline to confirm “budgeting org” attribute; email will go out to budget officers with current org settings on 5/1</td>
<td>- Budget Officers</td>
</tr>
<tr>
<td>5/15, week of</td>
<td>Weekly drop-in labs begin, schedule and locations TBD</td>
<td>- Hosted by UBO, all Tidemark users welcome</td>
</tr>
<tr>
<td>5/22, Mon</td>
<td>Tidemark Functionality Release</td>
<td>- All Tidemark Users</td>
</tr>
<tr>
<td></td>
<td>- Position Planning track of Compensation Planning process (top row in the process map)</td>
<td>- except those with non-salary access</td>
</tr>
<tr>
<td></td>
<td>- Fund Management Process</td>
<td>- All users with org-based access</td>
</tr>
<tr>
<td>5/22, Mon</td>
<td>Weekly TAS upload into Tidemark</td>
<td>- UBO</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
<td>Notes</td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>5/30, Tue</td>
<td>Weekly TAS upload into Tidemark</td>
<td>- Only transfers approved by both source and destination will be moved into Tidemark</td>
</tr>
<tr>
<td>6/5, Mon</td>
<td>Weekly TAS upload into Tidemark</td>
<td>- UBO</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Only transfers approved by both source and destination will be moved into Tidemark</td>
</tr>
<tr>
<td>6/12, Mon</td>
<td>Weekly TAS upload into Tidemark</td>
<td>- UBO</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Only transfers approved by both source and destination will be moved into Tidemark</td>
</tr>
<tr>
<td>6/19, Mon</td>
<td>Weekly TAS upload into Tidemark</td>
<td>- UBO</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Only transfers approved by both source and destination will be moved into Tidemark</td>
</tr>
<tr>
<td>6/26, Mon</td>
<td>Weekly TAS upload into Tidemark</td>
<td>- UBO</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Only transfers approved by both source and destination will be moved into Tidemark</td>
</tr>
<tr>
<td>6/27, Tue</td>
<td>FY17 and FY18 Endowment Payout projections (based on May data) transferred from Hyperion to Tidemark</td>
<td>- UBO</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Users of the Hyperion Endowment Projection Application may make user entries after this date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- The UBO will transfer updated payout projections from Hyperion into Tidemark on a weekly basis as noted below.</td>
</tr>
<tr>
<td>7/10, week of</td>
<td>(tentative) FY18 ECIP Funding Allocations and Expense budgets entered; instructions to follow</td>
<td>- UBO</td>
</tr>
<tr>
<td>7/10, Mon</td>
<td>Weekly TAS upload into Tidemark</td>
<td>- UBO</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Only transfers approved by both source and destination will be moved into Tidemark</td>
</tr>
<tr>
<td>7/10, Mon</td>
<td>Weekly Endowment payout upload into Tidemark</td>
<td>- UBO</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
<td>Responsible Party</td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------------------------------------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>7/17, Mon</td>
<td>Weekly TAS upload into Tidemark</td>
<td>UBO</td>
</tr>
<tr>
<td></td>
<td>- Only transfers approved by both source and destination will be moved into Tidemark</td>
<td></td>
</tr>
<tr>
<td>7/17, Mon</td>
<td>Weekly Endowment payout upload into Tidemark</td>
<td>UBO</td>
</tr>
<tr>
<td>7/24, Mon</td>
<td>Weekly TAS upload into Tidemark</td>
<td>UBO</td>
</tr>
<tr>
<td></td>
<td>- Only transfers approved by both source and destination will be moved into Tidemark</td>
<td></td>
</tr>
<tr>
<td>7/24, Mon</td>
<td>Weekly Endowment payout upload into Tidemark</td>
<td>UBO</td>
</tr>
<tr>
<td>7/31, Mon</td>
<td><strong>Final</strong> TAS upload into Tidemark</td>
<td>UBO</td>
</tr>
<tr>
<td></td>
<td>- Only transfers approved by both source and destination will be moved into Tidemark</td>
<td></td>
</tr>
<tr>
<td>7/31, Mon</td>
<td>Weekly Endowment payout upload into Tidemark</td>
<td>UBO</td>
</tr>
<tr>
<td>8/7, Mon</td>
<td><strong>Final</strong> Endowment payout upload into Tidemark</td>
<td>UBO</td>
</tr>
<tr>
<td>8/15, Tue</td>
<td>FY18 Booked Budget submission deadline</td>
<td>All Tidemark users</td>
</tr>
<tr>
<td></td>
<td>- Budget Officers should send an email to <a href="mailto:ubo-budgetsys@lists.stanford.edu">ubo-budgetsys@lists.stanford.edu</a> when their unit’s budget is complete.</td>
<td></td>
</tr>
<tr>
<td>8/22, Tue</td>
<td>FY18 Booked Budget vs. Budget Plan Narrative deadline</td>
<td>Budget Officers</td>
</tr>
<tr>
<td></td>
<td>- UBO will let budget officers know the submission method (Tidemark vs. Word) before the deadline.</td>
<td></td>
</tr>
</tbody>
</table>