

DATE: Nov. 17, 2020

TO: Primary Budget Planning Contacts

SUBJECT: Key Dates for BlueSky Planning and Budgeting Cloud Transition

Dear Colleague,

We are reaching out to you because you have been identified as a primary budget planning contact in your VP/Dean area. We would like to share some key dates related to the transition from the PeopleSoft Budget Planning System to BlueSky Planning and Budgeting Cloud:

- The Controller's Office will reach out this week to confirm the list of authorized users and approvers that should have access to the Planning and Budgeting Cloud for each VP/Dean area.
- All budget transactions will be frozen after Nov. 30. If you would like to make a change to your budget, please send it to fauploads@depaul.edu no later than Nov. 30.
 - Base (permanent) budget transactions will be frozen between Nov. 30 and Apr. 20. If you submit a permanent change to your budget after Nov. 30, it will be processed after Apr. 20.
 - Final (one-time) budget transactions will be frozen between Nov. 30 and Jan. 1. If you submit a one-time change to your budget after Nov. 30, it will be processed after Jan. 1.
- Training toolkits (instructional videos and documentation) will be shared with end users by Dec. 14.
- Guided walkthroughs and virtual training sessions will be scheduled for the week of Jan. 18.
- The Planning and Budgeting Cloud will be open to users from Jan. 18 to Feb. 12.

Additional details about the Fiscal Year 2021-2022 Budget Planning cycle will be distributed by the Controller's Office in the coming days.

Sincerely,
The BlueSky Team