

Getting Ready For Main Campus FY17 Year-End Projections and Mid-year Reviews



Presented by the Office of Planning, Budget & Analysis

Projections: What Am I Trying To Do?

- ◉ You are projecting what your ending YTD activity and balances will be at June 30, 2017
- ◉ You are not creating *budgets*—you are creating *projected actuals*
- ◉ Main Campus departments input their projections into the Budget Planner System
- ◉ The system opens on **January 3, 2017** and closes on **January 27, 2017** at 5 pm.

Mid-year Reviews: What Are They?

- ◉ Presentation of expected June 30, 2017 actuals to your VP Unit and/or Office of Planning, Budget & Analysis
- ◉ Presentation should include:
 - Projected ending balances at June 30, 2017
 - Please use the *Main Campus Current Unrestricted Financial Projections by Exhibit Report* located under the Budget Planner Projected Actuals Reports menu
- ◉ Presentation may also include:
 - Budget to Projected Actuals Report located in the Budget Planner Projected Actuals Reports menu if requested by your VP Unit

What Do I Need to Do to Get Ready?

Step 1

- ◉ Before December 31, 2016, *Get Banner-Ready!*
 - Make sure your indices are reconciled
 - Make sure you have processed material budget revisions, P-Card reallocations, and journal vouchers
 - Make sure you have processed all HR paperwork such as e-Pans and PHAREDS

Because....

Financial projections are based on
December 31, 2016 data

Step 2

- Get YOU ready
 - Make sure you have the correct access roles and training
 - ✓ Department General Inquiry access role
 - ✓ Department Budget Developer access role, including the correct organizational security (if you changed departments within the last year, make sure your org security is up-to-date)
 - Review the FY17 Main Campus Projection Overview. See OPBA's website for the PowerPoint presentation.
<http://budgetoffice.unm.edu/projections-and-mid-year-review/index.html>
 - Read the Mid-Year Review information on OPBA's website
<http://budgetoffice.unm.edu/projections-and-mid-year-review/index.html>

Note

Your VP unit has its own procedure and will contact your organization with information on

- the projection system
- training
- procedures
- mid-year review schedule

Main Campus Contact List

- ◉ To report system or report problems, contact OPBA at budget@unm.edu or call 277-6465.

- ◉ For general questions, contact:

OPBA

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The End