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.
  - Read the Mid-Year Review information on OPBA’s website
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
    - Natalia Koup 277-2052 nkoup@unm.edu
    - Deb Johnston 277-6466 djohnst@unm.edu
  - Provost Office
    - Nicole Dopson 277-8126 nicole14@unm.edu
    - Francisco Certain 277-2611 fcertain@unm.edu
  - Student Affairs
    - Kim Kloeppele 277-0957 kimmerly@unm.edu
  - President/Administration
    - Kevin Stevenson 277-2626 kevings@unm.edu
The End