Getting Ready For Main Campus FY18 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, 2018.
- 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, 2018 and closes on January 26, 2018 at 5 pm.
Mid-year Reviews: What Are They?

- Presentation of expected June 30, 2018 actuals to your VP Unit and/or Office of Planning, Budget & Analysis

- Presentation should include:
  - Projected ending balances at June 30, 2018
  - 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, 2017, 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
  - Make sure to process deficit reduction plan in Banner

Because....

Financial projections are based on December 31, 2017 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 FY18 Main Campus Projection Overview. See OPBA’s website for the PowerPoint presentation.
  [http://www.unm.edu/~budget/Mid-Year%20Reviews/](http://www.unm.edu/~budget/Mid-Year%20Reviews/)

- Read the Mid-Year Review information on OPBA’s website
  [http://www.unm.edu/~budget/Mid-Year%20Reviews/](http://www.unm.edu/~budget/Mid-Year%20Reviews/)
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/Administration
- Natalia Koup 277-2052 nkoup@unm.edu
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The End