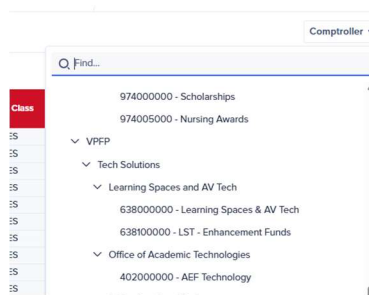


Quarterly Projection Report Process

Purpose: The Quarterly Projection Reports, now delivered through Anaplan, provide leadership with a periodic view of projected revenues and expenses compared to budget. This allows divisions an opportunity to evaluate their year-end expectations, identify where budget clean-up may be needed, and ensure resources are aligned appropriately. It also helps promote communication and proactive budget management across units.

Input Instructions:

- A notification will go out when Quarterly Projection Reports are available for update. This usually occurs a couple of weeks after the end of each fiscal quarter.
 - Budget Managers will go into Anaplan and access the ISU Quarterly Projections App
 - Each Fund type has a separate page for review (Pages 2.1-2.8)
 - The level that Quarterly Projections must be completed is the same level as the fund budgets. This is a change from FY26.
 - Input Instructions
 - When the Quarterly Projection page for a fund is accessed, the worksheet will display all budget accounts the user has access to. An account will display if it had actual expenditures in the previous year, actual expenditures in the current year, or a budget for the current year.
 - At the top of the page, there is a Hierarchy drop down which allows a user to focus on a single unit at a time if they have access to multiple units.



- Departments should review the pre-populated budget, actual, and encumbrance information.

- After reviewing, enter the projected annual revenue or expense amount in the 20XX Total Annual Projection column.
- Add comments to explain notable variances or assumptions, as needed.
- Use the comment card to notify your AVP/Dean when the projection is ready for review (e.g., @Name).
 - Note: Departments and Colleges are responsible for establishing the process they use for notifying the AVP/Dean (or proxy) when projections have been entered and are ready for review and submission
- 2.9 Commitments page – The commitments page gives users a place to document future expenses for the fiscal year that have not yet been booked or encumbered at the end of a quarter. This page is always open to update for tracking purposes. Added commitments are not tied to specific quarter and will remain on the page from quarter to quarter.

Submission Instructions:

Only an AVP/Dean or designated proxy may submit quarterly projections.

- Review the completed projection and supporting comments.
 - Make needed revisions or add a message in the comment card to the preparer to make revisions
- Once it is completed, open the Additional Insights Panel
- Clicking on the Submission by AVP/Dean card will open the submission section at the bottom of the page.
 - Select the **Submit** checkbox for the unit(s) to be submitted.
 - Multiple units can be submitted at one time.
- Run **Submit Quarterly Projection** button
- Verify the projection status changes to **Submitted**

Re-Opening a Submitted Projection:

Quick links

2.9 Commitments

Additional insights

Submission Status

Open

301000963 - Income Fund Q1 FY27

Projection input Instructions

1. Review pre-populated columns to analysis current revenue and expense totals.
 2. Enter the annual revenue or expense projection in the projection column.

Commitments

Submission Instructions

Submission can only be completed by AVP/Dean or a proxy.

1. Open the Submission grid and select **Submit** next to the unit projections you wish to submit

Submission by AVP/Dean

Submit Quarterly Projection

Re-Open Quarterly Projection

If updates are needed before the Budget Office finalizes the projection:

1. Confirm the projection status is **Submitted**.
2. Click on the **Submission by AVP/Dean** card to open the submission section at the bottom of the page.
3. Select the **Re-Open** checkbox for the unit(s) to be re-opened.
4. Click the **Re-Open Quarterly Projection** button
5. Verify the submission status changes back to **Open**.
6. Update the quarterly projection and resubmit when complete.

Note: After the due date of the submissions, the budget office will do a review and finalize the projections. Once finalized, the totals will roll up to the Consolidated report.

Bond Reserves Submission Instructions:

With the Bond Reserves page not having a hierarchy dropdown selector, submitting a quarterly projection on this page is slightly different.

1. Once the projection is completed and entered, open the Additional Insights panel.
2. Click on the **Submission by AVP/Dean** card to open the submission section at the bottom of the page.
3. Click on a line item for a unit to be submitted by selecting the line item in the leftmost column.
4. Select the **Submit** checkbox for the unit to be submitted.
5. Click the **Submit Quarterly Projection** button.
6. Verify the submission status changes to **Submitted**.