UNIVERSITY OF MARYLAND

FINANCE

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To: College and Divisional Business Officers

From: Colleen Auburger
           Executive Director, Financial Operations

Date: February 17, 2020

Re: FY2021 Working Budget

We are fast approaching the FY2021 Working Budget (WB) season. In preparation, I'd like to provide important information about BPM, the working budget schedule, training and security.

Budget Office Contact Information

Each Division has been assigned a Budget Analyst to work with your division during working budget. Any questions you have about your working budget should be directed to your Budget Analyst. A list of Budget Analysts is attached.

Budget 101 Training

A training covering the basics of budgeting will be made available by Monday, March 2. This will cover the common components of constructing a balanced budget. This is not BPM training. The training will be made available via pre-recorded video format on both the Budget and Finance webpages and accessible 24/7.

Working Budget Schedule

The FY2021 Budget Preparation and Maintenance System (BPM) WB will be opened in two phases this year. Please see the attached calendar for the detailed FY21 Working Budget Schedule draft. Some dates in April-July may change slightly from the target dates listed.

User Security Access

A list of current BPM users' security roles and access by division will be sent to you by your Budget Analyst. Please review and update for your college/division. Please return updated information to your Budget Analyst no later than **Friday, February 28.**

<u>Logging into BPM</u>

An additional layer of security has been added to BPM this year. This information has been communicated to BPM users. Updated Login instructions are attached. Please go in and test your login as soon as possible.

<u>BPM Functional Training</u>

BFA will conduct BPM training for new and experienced users on April 1, 15, and 22, 2020. Detailed information will follow regarding times and locations.