

Things To Do Before the Personnel Runs Arrive

- 1** Establish your eMARS/KBUD and EBI access and password as soon as possible.
- 2** Review historical data on Baseline (A's), Restricted Funds (E) reports and Off-Budget reports for accuracy or required changes.
- 3** Submit any required historical data changes to your GOPM Policy & Budget Analyst.
- 4** Enter name and other information available on the Grant Maintenance Table for the grants you are aware of at this time.
- 5** Review Capital Projects interfaced from the Capital Plan and make any necessary updates or revisions and Project Maintenance Table entries.
- 6** Enter any additional capital projects not requested in the Capital Plan.
- 7** Enter any capital leases.
- 8** Begin preparation of any FY 2026 Federal Fund and Restricted Funds appropriation increases you anticipate for inclusion in the 2026-2028 biennial budget request.
- 9** Begin preparation of the A-4 Program Narrative/Documentation Record for each program and sub-program.
- 10** Begin Restricted Funds and Federal Funds revenue forecasting.
- 11** Begin preparation of the Off-Budget Accounts forms in KBUD.
- 12** Complete the Accounts Payable Exhibit.
- 13** Complete the Strategic Plan, if it has not already been done.
- 14** Begin preparation and entry of Additional Budget Requests.