

Dear Colleagues,

The FY23 Booked Budget Process is about to begin. First, we would like to thank you all for your efforts to complete Preliminary FY23 Budget in the spring which serve as a preliminary for FY23. The booked budget cycle provides an opportunity to update programmatic plans, revenue and expenses assumptions and realign with general fund allocation.

To ensure a successful planning process, please note the following process, due dates and reference information. This information is available at [VPDoR Finance website](#). Please bookmark the page for future reference.

Key Due Dates:

Budget inputs COMPLETED in Tidemark by **July 15th** and Variance Analysis due **August 5th** (see detailed calendar below)

Tidemark training courses and resources.

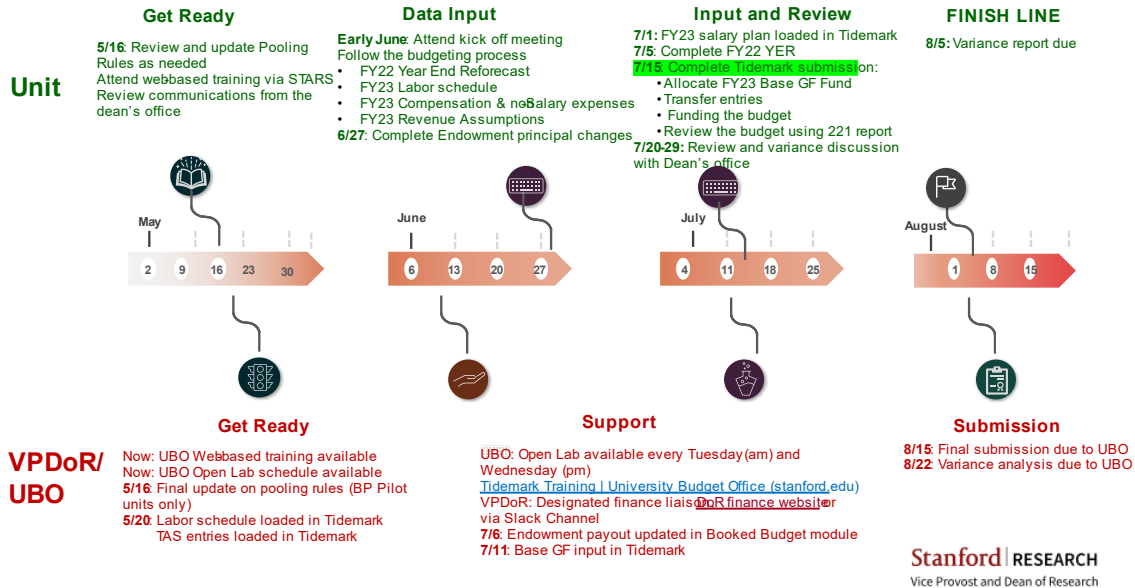
Here are the recommendations to assist you to get to the finish line. If you have new users and need support with training, please notify your dean's office liaison.

- **Booked Budget Overview** UBO-1000-WEB, register through [STARS](#), provides a high level overview in an hour. ([Mandatory for new users and strongly recommended for existing users](#))
- **LIVE Q&A session for New Users** [UBO-0420A-0522322](#), on Monday, May 23rd, is a Q&A session with the instructor. Take the Overview course and attend this live session to address any additional questions you may have.
- **In depth focus** Additional resources from previous training sessions with specific focus (recommended for new users and as needed for existing users):
 - [Expense and Revenue Process Recording](#)
 - [Fund Management and ISC Adjustment Process](#)
- **Open Labs** Tidemark users are STRONGLY ENCOURAGED to attend open labs, (**Tues 10a-12p** and **Wed 2-4p**), supported by UBO office with VPDoR Finance in attendance. Users get real time support from the experts. Here is the schedule for [Open Lab Zoom Call](#), between 6/8 to 7/13.

Process/Timeline

The following chart depicts a high level Booked Budget process and the recommended milestones.

FY23 Booked Budget Process and Timeline



Key Timelines:

Time	Milestones/Deliverables
Now	Attend refresher/new user training sessions. Plan to attend open labs starting June during data input. Review the planning assumptions in Tidemark "0.2 Booked Budget Booked Budget: Setup & Fund Management" module" and "Departmental Assumptions" panel. Please note Merit Equity Retention (MER) is subject to review at DoR level and corresponding general funds will be allocated to each unit.
5/20	Start input in Tidemark Booked Budget modules and endowment planning module. Labor distribution and TAS data loaded.
6/2	VPDoR budget process kickoff session (will be recorded)
6/27	Last day to enter endowment principal changes in Endowment Planner panel
7/1	Complete set salary by position and compensation adjustments in Tidemark (recommended)
7/5	FY22 Year End Reforecast Complete (recommended)
7/15	Budget data input completed in Tidemark (FY22 YER and FY23 Booked Budget). Please email dean's office liaison upon completion Submit budget checklist to ensure completion and accuracy*
7/20-29	** Budget Review and Variance discussion with VPDoR Finance
8/5	FY23 Booked Budget vs. Budget Plan Variance Analysis due

* Budget Checklist: We will send out an updated budget check list to provide guidance on how to review the data in Tidemark to ensure all budget steps are completed and the budget is reasonably accurate.

** New in FY23 budget cycle

Budget Process communication Plan and Support Model

We will send out periodic reminders for upcoming timelines via email and via the "vpdor-budget" Slack channel [VPDoR Budget Slack](#). All Slack users will be invited to this channel. If you need help to sign up for this channel, please contact your dean's office liaison.

How to get support:

1. Attend kickoff meeting on June 2 or watch the recording
2. Attend open labs (preferred)
3. Enter your questions in the Slack channel
4. Contact your dean's office liaison (please do not contact budget office directly)

We look forward to seeing you at the June 2 kickoff session and working alongside with you to prepare FY22 Yearend Reforecast and FY23 Booked Budget.

Sincerely,
VPDoR Dean's Finance Team