Dear Colleagues,

We are approaching the end of May and the FY24 Booked Budget Process is just around the corner. First and foremost, we would like to express our gratitude to all of you for your dedicated efforts in finalizing the FY24 high-level Budget Plan back in March. Especially for the units using the budget plan module in Tidemark, you all did a fantastic job adopting this new process!

We have taken into account your valuable feedback regarding the budget plan process, and we are pleased to observe a multitude of positive comments regarding communication and support. For areas that require improvement, we will diligently address them. You may review the feedback information here on our website.

To ensure a successful planning process, please note the process, due dates and reference information in this email. This information will soon be posted to our website.

To start this process, we are hosting a kickoff session on **June 6 at 10am** via zoom for everyone involved in inputting the budget. Please save the attached **meeting invitation** to your calendar. If you are not able to attend, you may watch the recording. We look forward to seeing you on June 6.

Here is the zoom link:

https://stanford.zoom.us/j/96453793091?pwd=ZldSL2prei9GbjZwQ2R4M3NjTWtFUT09

As an additional incentive for attendees, we have an sweetener! We will be conducting a random drawing/raffle, and one lucky winner will have the chance to receive a $30 gift card!

Key Due Dates:
Budget inputs COMPLETED in Tidemark by **Friday July 14th**
Variance Analysis is due by **August 3th** (see detailed calendar below)
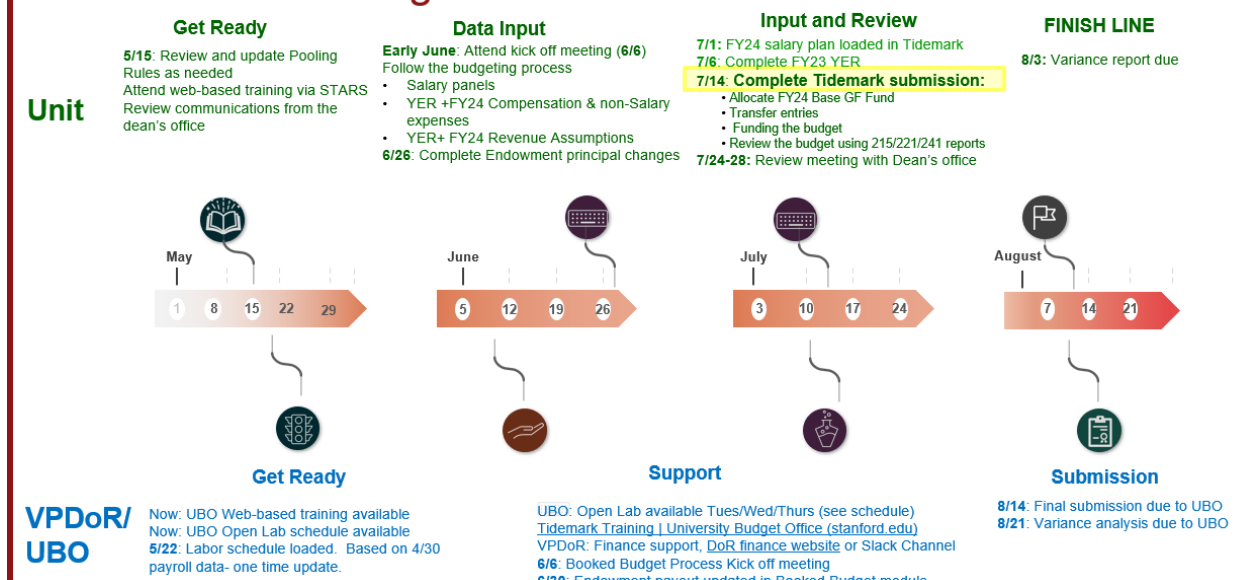
Tidemark training courses and resources.
Here are the recommendations to assist you to get to the finish line. If you have new users and need support with training, please notify your dean's office liaison.

- **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 on** June 7 is a Q&A session with the instructor. You may register here.
- **In depth training:** 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

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

FY24 Booked Budget Process and Timeline

Unit

Get Ready
5/15: Review and update Pooling Rules as needed
Attend web-based training via STARS
Review communications from the dean's office

Data Input
Early June: Attend kick off meeting (6/6)
Follow the budgeting process
- Salary panels
- YER +FY24 Compensation & non-Salary expenses
- YER+ FY24 Revenue Assumptions
6/26: Complete Endowment principal changes

Input and Review
7/1: FY24 salary plan loaded in Tidemark
7/6: Complete FY23 YER
7/14: **Complete Tidemark submission:**
- Allocate FY24 Base GF Fund
- Transfer entries
- Funding the budget
- Review the budget using 215/221/241 reports
7/24-28: Review meeting with Dean's office

FINISH LINE
8/3: Variance report due

May — 1 8 15 22 29
June — 5 12 19 26
July — 3 10 17 24
August — 7 14 21

Get Ready

VPDoR/ UBO
Now: UBO Web-based training available
Now: UBO Open Lab schedule available
5/22: Labor schedule loaded. Based on 4/30 payroll data- one time update.

Support
UBO: Open Lab available Tues/Wed/Thurs (see schedule)
Tidemark Training | University Budget Office (stanford.edu)
VPDoR: Finance support, DoR finance website or Slack Channel
6/6: Booked Budget Process Kick off meeting
6/30: Endowment payout updated in Booked Budget module

Submission
8/14: Final submission due to UBO
8/21: Variance analysis due to UBO

Key Timelines:

Time	Milestones/Deliverables
Now	• Attend refresher/new user **training**. • 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.
6/6	VPDoR budget process **kickoff session** (will be recorded)
6/7	**Start input** in Tidemark Booked Budget module and endowment planning module. Labor distribution and TAS data are available.
6/26	Last day to enter **endowment principal** changes in Endowment Planner panel
7/6	FY23 Year End Reforecast Complete (recommended)
7/14	**Budget data input completed in Tidemark (FY23 YER and FY24 Booked Budget). Please email dean's office liaison upon completion** Submit **budget checklist** to ensure completion and accuracy*
7/24-28	Budget Review and **Variance discussion** with VPDoR Finance
8/3	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

Budget Process communication Plan and Support Model

Similar to last year, we will send out periodic reminders for upcoming timelines via email and via the "vpdor-budget" Slack channel VPDoR Budget Slack. 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 6 or watch the recording
2. Enter your questions in the Slack channel
3. Contact your dean's office liaison (please do not contact budget office directly)

We look forward to seeing you at the June 6 kickoff session and partnering you to prepare FY23 Yearend Reforecast and FY24 Booked Budget.

Sincerely,

VPDoR Dean's Finance Team