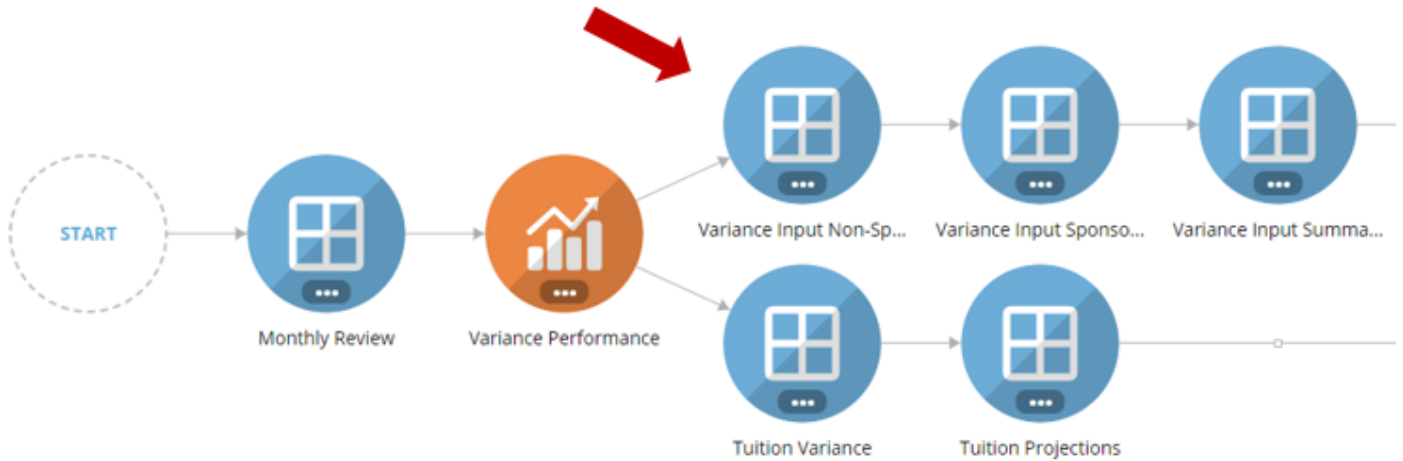


# FY 2023 Variance Input

Step 1) **Navigate** to the Variance Input Non-Sponsored Panel:

- Tidemark > FP&A 2.0 > Variance & Projections > Variance Input Non-Sponsored (FD00, FD010, FD020, FD021, FD050)



Step 2) **Select** your Budget Unit:

*Option to select other Budget Units depend on your security level.*



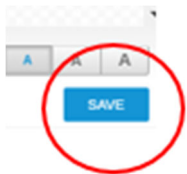
**Step 3) Input Budget Variance Justifications:**

- Variance justifications will only be required at the **ledger level** and only if the ledger variance meets the **±\$25,000 AND ±5%** from the FY23 YTD Plan or from the PY YTD actual data.

FP&A 2.0 > Variance and Projections > Nov FY23 - 2nd Quarter Projections: Variance Input Non-Sponsored (FD00, FD10, FD20, FD21, FD50) for, Level 04 - ABCD

COST CENTER	CATEGORY	TIME	BOOK CODE		Actual YTD	Budget YTD	YTD Variance fav/(unfav)	YTD Variance fav/(unfav) %	FY Plan	Variance Justifications	Prior Year YTD Actual	Prior Year Variance fav/(unfav)	Prior Year Variance fav/(unfav) %	Prior Year Variance Justifications
09 - Gifts and Trusts	> All Categories			APPLY	744,683	496,251	248,432	50.1%	713,652		(725,395)	1,470,077	202.7%	
4220 Gifts	> All Categories				744,683	496,251	248,432	50.1%	713,652		(725,395)	1,470,077	202.7%	
11 - Endowment Spending Distribution	> All Categories				60,725	79,742	(19,017)	(23.8%)	159,484		74,165	(13,440)	(18.1%)	
4819 Endowment Spending Distribution	> All Categories				60,725	79,742	(19,017)	(23.8%)	159,484		74,165	(13,440)	(18.1%)	
12 - Investment Return, Net	> All Categories				(67,654)		(67,654)	100%			(7,330)	(60,324)	(823%)	
9423 Investment Loss - Realized	> All Categories				(1,220)		(1,220)	100%			(121)	(1,098)	(904.5%)	
4823 Investment Gain - Realized	> All Categories				8,565		8,565	100%			(7,209)	15,774	218.8%	
4822 Investment Income	> All Categories				(75,000)		(75,000)	100%				(75,000)	100%	

**Step 4) Click the Save button on the bottom right of the screen to keep your changes:**



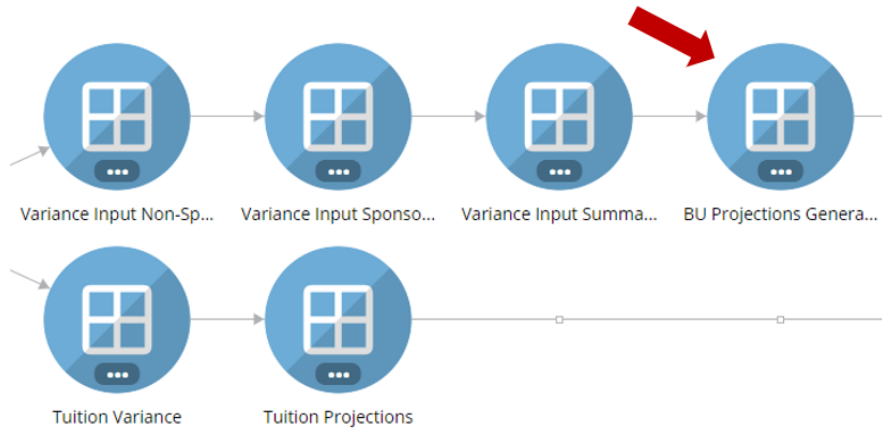
**Step 5) Repeat steps 1 through 4 for the Sponsored Panel (if applicable):**

- Tidemark > FP&A 2.0 > Variance & Projections > Year End Input Sponsored (FD014, FD016).

## FY 2023 Projection Input

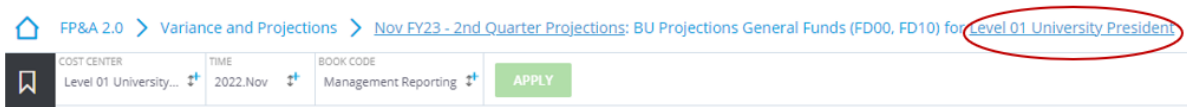
Step 1) **Navigate** to the BU Projections General Funds Panel:

- Tidemark > FP&A 2.0 > Variance & Projections > BU Projections General Funds (FD00, FD10)



Step 2) **Select** your Budget Unit:

*Option to select other Budget Units depend on your security level.*



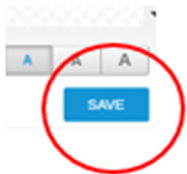
**Step 3) Input Monthly Projections** for the fiscal year remaining months and *Projections Explanations*:

- Total fiscal year projection will be automatically calculated as the summation of *YTD actual data* **plus** *user inputted remaining months projections*. Projections Explanations will only be required at the **ledger level** and only if the ledger variance meets the **±\$25,000 AND ±5%** from the FY23 Plan.

FP&A 2.0 > Variance and Projections > Nov FY23 - 2nd Quarter Projections: BU Projections General Funds (FD00, FD10) for: **Level 04 - ABCD**

COST CENTER Level 04 - ABCD	TIME 2022.Nov	BOOK CODE Management Reporting	APPLY	YTD		2nd Quarter Projection						Periodic				Projection Explanations
				Actual	2022.Nov	2023.Jan	2023.Feb	2023.Mar	2023.Apr	2023.May	2nd Quarter Projection	Budget Phase II	FY 2023			
													FY Projection Variance fav/(unfav)	FY Projection Variance fav/(unfav) %		
09 - Gifts and Trusts > All Categories				491,789								491,789	429,000	62,789	14.6%	
4220 Gifts > All Categories				491,789								491,789	429,000	62,789	14.6%	
12 - Investment Return, Net > All Categories				(3,761)								(3,761)		(3,761)	100%	
9423 Investment Loss - Realized > All Categories				(5,822)								(5,822)		(5,822)	100%	

**Step 4) Click the Save button** on the bottom right of the screen to keep your changes:

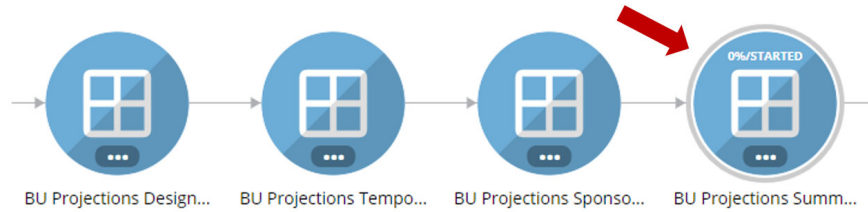


**Step 5) Repeat steps 1 through 4** for the Sponsored Panel (if applicable):

- Tidemark > FP&A 2.0 > Variance & Projections > BU Projections Designated Funds (FD20, FD21)
- Tidemark > FP&A 2.0 > Variance & Projections > BU Projections Temporarily Restricted (FD50)
- Tidemark > FP&A 2.0 > Variance & Projections > BU Projections Sponsored (FD14, FD016)

Step 6) **Go to** the BU Projections Summary Review panel once all projections and explanations are completed:

- Tidemark > FP&A 2.0 > Variance & Projections > BU Projections Summary Review



**Click** on the **Complete** button at the bottom left of the page to officially submit your justifications:

