**Fiscal Year 16-17 Basic Budget Expense BTA Instructions**

FY16-17 Budget Turnaround (BTA) screens must be submitted by a department’s final approver to the Budget Office at bta@udel.edu by the submission deadline of **May 20, 2016**.

The information on the BTA screens is as of the March month-end close. Make sure that your New Permanent Budget Total does not exceed the Target amount. Refer to the BTA Budget Targets document under **BTA Instructions** on the Budget Office website for additional information.

On the Purpose Detail screens the budgets can be adjusted by entering the $ Change, the % Change, or the New Perm Budget. By entering any one of those values, the others will automatically calculate. All changes must be accompanied by an explanation in the “Comment” column required by the system. **BTA Screens will be returned if comments are inadequate or additional information has not been provided via e-mail to your Budget Analyst.**

The BTA System automatically calculates benefits as salaries are adjusted including when a new salary account is added using the “Add More Lines” feature on the Purpose Detail screens.

The Class field is included on the Purpose Detail screens to allow salary budgeting at the class level instead of at the account level for those who want more budget detail. If salaries are currently permanently budgeted using class, those budgets appear on the Purpose Detail screens; otherwise, the budgets are by account. Either method of budgeting may be used. To change to budgeting by class, enter each salary line using the “Add More Lines” function.

**Reminder: Transfers, Allocations, and Debt Service payments must be budgeted using the actual transfer account.**

Please be sure to budget in a way that is reflective of actual activity, rather than in one support account as has been the traditional practice. Please use 130000, 140000, 150000 etc. instead of using only 140000.

Please refer to the FY17 PS Account Budgeting Reference List for a list of recommended accounts to use.

Use the printer-friendly view on the Purpose Summary screen to print or save a PDF copy of both the Purpose Summary and the Purpose Detail screens.

Prior 3-year historical information can be downloaded from the BTA screens.

If you have specific questions regarding your budgets, please call or email your Budget Analyst. Contact information is on our web site at: [http://sites.udel.edu/budget/home/staff-and-contacts/](http://sites.udel.edu/budget/home/staff-and-contacts/). If you encounter any technical problems with the BTA On-line System, please contact Lionel Gilibert (x8220). We need to be aware of any problems or concerns and welcome your questions.

Below are your base assumptions when completing the Basic Budget Expense screens, which are due back to the Budget Office no later than **May 20, 2016**.

**SALARY INCREASE POOL**

2.0%

**BENEFIT RATES**

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty and Professionals - Exempt</td>
<td>39.9%</td>
</tr>
<tr>
<td>Staff - Non Exempt</td>
<td>71.8%</td>
</tr>
<tr>
<td>Graduate Students - accounts 122300, 122500, 122600, and 122800</td>
<td>5.0%</td>
</tr>
<tr>
<td>Other</td>
<td>8.0%</td>
</tr>
</tbody>
</table>