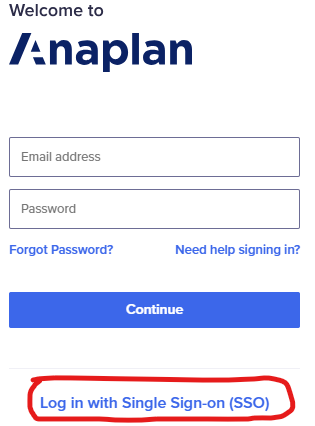
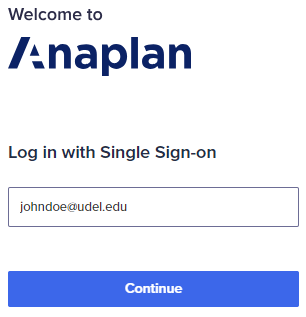
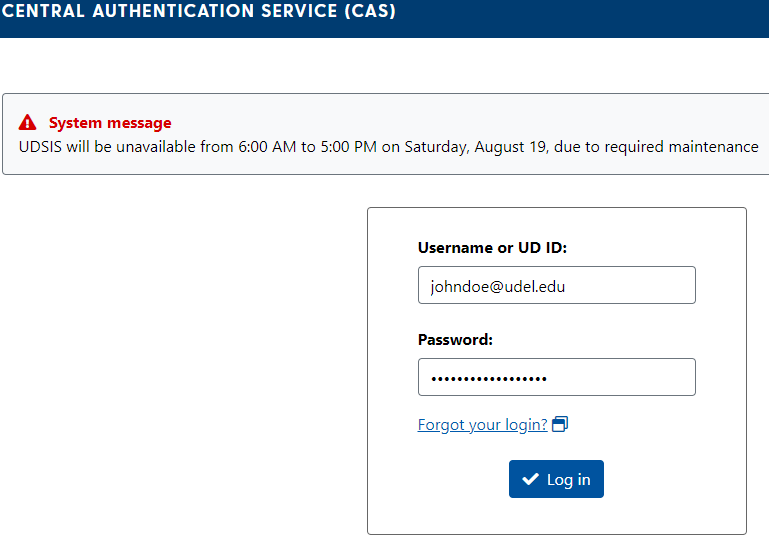
**Fiscal Year 2024 BTA Instructions**

**General Information:**

* BTA information can be accessed on this webpage [here](http://sites.udel.edu/budget/budget-turnaround-bta/)
* FY2024 Budget Turnaround (BTA) screens must be submitted to the Budget Office by the College/Unit’s final approver by ***October 13, 2023***.
* Anaplan BTA can be accessed here:

[**https://www.anaplan.com/**](https://www.anaplan.com/)

Follow the Login link and use the single sign-on option. Type in your UD email. You will be redirected to the University’s login screen.

* FY2024 has been pre-populated with current fiscal year (FY2023) budget information for revenue, other labor, and OTPS.
* Actuals information is available for FY2017 through FY2022.
* FY2024 all-funds BTA budgets should be developed at the department level
  + All department level plan files, both Labor & Budget must be approved by College/Unit’s final approver
  + Revenue and OTPS (which includes transfers) budgeting are located in section 3
  + Position budgeting (Professional, Faculty, Salaried Staff) are located in section 4
  + Other wages budgeting (S-Contracts, Graduate Stipend, Wages,…) are located in section 5
* BTA load must tie by fund and by line to your distributed template. Approved deviations from budget will be captured as a projection and will be considered a variance to your budget target.
* You are responsible for managing within your individual budgets for salaries and for OTPS, including pending PO obligations. Deficits are not allowed.
* Netting of surpluses in one category (salaries and OTPS) against deficits in another category is not allowed without approval.
* Be sure to budget in a way that is reflective of activity.
* Feel free to reach out to your analyst if you need assistance/guidance with Anaplan functionality with reaching target budget by line and by fund.

General assumptions:

|  |  |
| --- | --- |
| Tuition Increase (Resident & Non-Resident) | 5.0% |
| Benefit Rates | Internal External Federal AG |
| Faculty and Professionals - Exempt | 46.2% 39.5% 31.7% |
| Staff - Non Exempt | 71.3% 62.5% 42.2% |
| Graduate Students | 9.5% 14.4% 14.4% |
| Other | 8.0% 9.8% 9.8% |

* Position budgeting is based on salary information as of June 2023 and includes 4% general salary adjustments.
* Position salary distribution is based on current LAM distribution as of June 2023.
* Salary Offload:
  + Salary offload is being automatically calculated through the salary distributions of position planning.
  + For units needing to budget additional salary offload at a summary level, please use 120298 (professional offload) or 121198 (faculty offload) in the Other Labor section in section 5.
  + 120298 – 121198 salary offload budgets should net to $0 across fund types.
* Refer to the [PS Account Budgeting Reference List](https://sites.udel.edu/budget/budget-turnaround-bta/) for recommended accounts to use.

If you have specific questions regarding your budgets, please email your Budget Analyst. Contact information is on our web site at: <http://sites.udel.edu/budget/home/staff-and-contacts/> .

If you encounter any technical problems with the BTA Online System, please contact [wf-budgetofficebta@udel.edu](mailto:wf-budgetofficebta@udel.edu). We need to be aware of any problems or concerns and welcome your questions.

**Basic Budget (11 fund type)**

* Budget by individual departments, and purpose codes
* Non-UDBM units: FY2024 central support (1SUPPT) amount has been pre-populated based on FY24 unit templates distributed to President, Provost and EVP
* UDBM Units: FY2017 predictable base has been pre-populated.

**Self-Supporting (21 fund type)**

* Budget by individual departments, and purpose codes
* Individual self-supporting operations must net to $0 - use the appropriate year-end sweep account (199721 for intra-fund year-end sweep such as a 21 to a 17 reserve or 199821 for inter-fund year-end sweep such as a 21 to an 85 reserve) as a balancing tool.

**Allocated (17 fund type)**

* Each department has a unique budget holding purpose (eg DISA1777\_\_)
* Includes summary historical information from individual 17 purpose codes
* Budget Office will balance using account 1MRGIN by means of an automated process during final review

**Service Centers (18 fund type)**

* Each department has a unique budget holding purpose (eg DBIO1877\_\_)
* Includes summary historical information from individual 18 purpose codes
* Budget Office will balance using account 1MRGIN by means of an automated process during final review

**Faculty Startup (19 fund type)**

* Each department has a unique budget holding purpose (eg ENTO1977\_\_)
* Includes summary historical information from individual 19 purpose codes
* Budget Office will balance using account 1MRGIN by means of an automated process during final review

**Gifts (41 fund type)**

* Each department has a unique budget holding purpose (eg MASC4177\_\_)
* Includes summary historical information from individual 41,45 purpose codes
* Budget Office will balance using account 1MRGIN by means of an automated process during final review

**Endowment (46 fund type)**

* Each department has a unique budget holding purpose (eg SCHL4677\_\_)
* Includes summary historical information from individual 46,47 purpose codes
* Budget Office will balance using account 1MRGIN by means of an automated process during final review

**State Restricted (22 fund type)**

* Budget by individual departments, and purpose codes
* Revenue and expense must net to $0 in each purpose code
* FY2024 State budget revenue has been pre-populated

**Sponsored (31 fund type)**

* Each department has a unique budget holding purpose (eg PHYS3177\_\_ or AGRI3A77\_\_)
* Includes summary historical information from individual 3A, 31-37,42,43 purpose codes
* Revenue and expense must net to $0 for each department

**Capital (85 fund type)**

* Each department has a unique budget holding purpose (eg RNOV8577\_\_)
* Includes summary historical information from individual BLDG,85 purpose codes
* Budget Office will balance using account 1MRGIN by means of an automated process during final review

**Debt Servicing (83 fund type)**

* Budget by individual purpose codes
* Includes summary historical information
* Budget Office will balance using account 1MRGIN by means of an automated process during final review