THE UNIVERSITY OF **CHICAGO**

Checklist for Delphi Budget Entry

FY24 Budget

Below is a general checklist which will guide you in inputting your unit's FY24 budget into Delphi. This list is not meant to be exhaustive; rather, it is meant to serve as a reminder based on common questions asked by units in prior years. As always, please contact your Budget Analyst with any questions you have or guidance you may need that is not addressed here.

- ☐ Review the FY24 Budget parameters located in your FY24 Budget Planning packet.
- ☐ College Tuition Allocation: Budget over 3 quarters (Autumn – Spring). Refer to the next page (*Allocations Cheat Sheet)* for guidance regarding which subaccount to be used for budgeting.
- ☐ ITS Allocation & COVID Contingency: Refer to the FY24 Budget Planning packet for budget guidance. Also refer to the *Allocations Cheat Sheet* for guidance regarding subaccount and frequency of this allocation to be used for budgeting.
- ☐ Space Cost Allocation: Refer to the FY24 Budget Planning packet and choose one of the scenarios given for space cost allocation. Also refer to the *Allocations Cheat Sheet* for guidance regarding which subaccount to be used for budgeting.
- ☐ IDC's should be budgeted in the month of June only.
- ☐ Budget any new endowments. The payout for existing endowments has been prepopulated.
- ☐ Budget new gifts in line with ARD's projections (available in your shared drive) or guidance from your Director of Development.
- ☐ Provost's Commitments should be budgeted as a credit in the transfer line.
- ☐ Reflect approved use of Unrestricted Bank Balance as Transfer In (Credit) in the transfer line in subaccount 9499 for June 2024.
- ☐ Budget funding of Ledger-8 project accounts as Transfer Out (Debit) in the transfer line in subaccount 9470 for SL accts and/or account control 5170 for GL accts.
- ☐ Transfers reconciliation must be complete before submittal. Communicate with other units to confirm assumptions match on both sides of the transfer. (Unit Forms, Budget, 5. Unit – Transfer Offset Input)
- ☐ Aggregate your Exec level (Unit Forms, Budget, 6. Agg Exec. Level).
- ☐ Run Report View (Budget Views: 1. Budget by Exec Level) to view full budget submission.
- ☐ Run Report View (Budget Views: 7. Funds Report by Exec) to view budget submission by Fund Type.
- ☐ Submit your budget to the Budget Office by end of business day **July 6th**.

Allocations Cheat Sheet

FY24 Budget

Allocation	*Frequency*	*Subaccount*	*SBR Matrix Row*
College Tuition Allocation (for enrollments/majors/minors)	Quarterly (3 quarters)	9482	A06 - Undergraduate Tuition Allocated
College Tuition Allocation (for "College Metrics" amounts)	Quarterly (3 quarters)	9483	A06 - Undergraduate Tuition Allocated
ITS Allocation	Quarterly	9490	M42 – Central Allocations
COVID Contingency (SSO Allocation)	Quarterly	9496	M42 – Central Allocations
Book Capitalization Credit	Annually	9477	M42 – Central Allocations
Book Depreciation	Annually	9498	M42 – Central Allocations
Space Cost Allocation:			
Depreciation – Building	Monthly	9478	M42 – Central Allocations
Interest Expense	Monthly	9479	M42 – Central Allocations
Facilities Operations & Maintenance	Monthly	9480	M42 – Central Allocations
Utilities: Electricity	Monthly	9491	M42 – Central Allocations
Utilities: Steam	Monthly	9497	M42 – Central Allocations
Utilities: Chilled Water	Monthly	9493	M42 – Central Allocations
Utilities: Water & Sewer	Monthly	9481	M42 – Central Allocations
Utilities: MWRD	Monthly	9492	M42 – Central Allocations
Utilities: Natural Gas FST	Monthly	9494	M42 – Central Allocations
Utilities: Natural Gas Small	Monthly	9495	M42 – Central Allocations

<u>Notes:</u>

- Each of the above allocations should be budgeted in each unit's budget allocations account, which for most units is an account that starts with 4205(xx).
- Please remember that the purpose of unit 4205xx accounts is limited to allocations between the center and units only. If units wish to further allocate internally to the department level, a different account and subaccount should be used for those department level allocations.
- Subaccounts 9477 and 9498 are for Library use only (other units may have used these subaccounts at the outset of the New Budget Model, but only the Library continues to use them).