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To: Account Managers <account-managers@txstate.edu>; Department Heads <department-heads@txstate.edu>; Department Admin Support <department-admin-support@txstate.edu>

Subject: Fiscal Year 2023 Budget Review

Annual Budget Review for Fiscal Year 2023 Budget Development

It is time for the annual departmental budget review in conjunction with the Fiscal Year 2023 Budget Development Process. Over the next 90 days, we will develop an operating budget for consideration by our Board of Regents. The Office of Budgeting, Financial Planning & Analysis (OBFPA) will prepare the budget using a conservative and reasonable scenario for the university's two largest drivers of revenue: enrollment and appropriations. The scenario does not require the university to undertake any budget reductions at this time.

Primary Fund Group

The primary fund group includes funds 10000500XX, 10000600XX, 10001000XX, 10001100XX, and 20000110XX, and is funded primarily through tuition and state appropriations. Each vice president has the authority, based on the strategic initiatives and vision for the division, to make reallocations across departments. The respective vice president will be responsible for communicating any college/departmental-level targets, if applicable.

Income-Generating/Fee Funds

Estimates in revenue for these funds should be based on the conservative assumption of no growth in fee revenue depending on the nature of the income-generating activity. Departments will receive preliminary revenue estimates from the OBFPA.

All Funds

Budget Development Reports are now available through the SAP BP2 (BEx Analyzer) system. If your account does not have a permanent budget allocated to it, there will be no Budget Development Reports for you to review. Account managers should have access to review and make recommended permanent budget changes to reflect current planning estimates. Not all account managers will need to make changes, but all managers should review their budgets. If changes are necessary, account managers should work with the appropriate budget personnel within their areas and with the OBFPA regarding adjustments.

OBFPA is offering refresher training that will cover logging in, navigating through the BEx Analyzer, making budget changes, and saving and running reports within the Budget Development system. These training

videos are available on the OBFPA [Annual Budget Review](#) to access at any time.

KEY DATES

The processing times for each level of review are indicated in the key dates table below.

ACTIVITY	DATE
Account Manager Level Review Budget Changes	April 1 – April 18
Deans, Directors, and Department Heads Level Review Budget Changes	April 1 – May 2
Vice President Level Review Budget Changes	April 1 – May 9
President’s Cabinet Review Budget Changes	May 16 – June 3
Office of Budgeting, Financial Planning & Analysis Budget Preparation	May 10 – June 28
Finalize Budget Reports in Final Form	June 29 – July 5
President Budget Review and Submission to Board of Regents	July 7 – July 9

BUDGET REVIEW REMINDERS

1. Any individuals that are working on budget development for the account manager, dean/director/department head, and vice

president levels should ensure that they have appropriate security access. Account managers should already have security access to the SAP BP2 (BEx Analyzer) system and their accounts. However, those individuals who assist managers or other individuals that will be reviewing may need to have security set up if there have been changes to personnel and/or fund centers in the last year.

- If you or your delegate needs assistance in determining security access, please contact the OBFPA at budget@txstate.edu.

2. Budget review reports will be done online via the BEx Analyzer. This will require access to a personal computer (PC)—not a Mac.

- Anyone who works with a Mac and does not have access to a PC should contact the OBFPA at budget@txstate.edu.
- If you experience technical problems with the SAP download or installation, please contact the Information Technology Assistance Center (ITAC) by email (itac@txstate.edu), by [live chat](#), or by phone (512.245.4822).

3. Until June 20, live nightly updates from SAP will reflect HR actions and permanent budget changes. These changes should be made

by working with HR/Faculty Records and OBFPA to update HR master data.

4. Anyone involved in the review process (account managers, delegates, dean/directors, and vice presidents) will be able to review the budgets throughout the process. However, changes are only able to be made during the appropriate window indicated in the table above.

All information and documentation regarding this process will be on the Office of Budgeting, Financial Planning & Analysis website under [Annual Budget Review](#).

Please email budget@txstate.edu for assistance with the budget review process.

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