**From:** VPFSS
**Sent:** Monday, April 3, 2023 2:31 PM
**To:** Account Managers; Department Heads; Department Admin Support
**Subject:** Fiscal Year 2024 Budget Review

It is time for the annual departmental budget review in conjunction with the Fiscal Year 2024 (FY24) 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 Analysis (Budget Office) 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.

## New for FY24 Budget Development

### Organizational Changes

The university is undergoing several organizational changes that involve moving Human Resources (HR) organizations within and across divisions, as well as the creation of new SAP account combinations. A back-office team is in place to coordinate and implement these changes for the university campus via master crosswalks, mass uploads, and coordination of tasks.

### Permanent Organizational Budget Changes in Budget Development

As part of the back-office implementation process, the Budget Office will be handling all the budget changes related to the reorganizations for the campus community in the budget development system for all permanently budgeted accounts. This process will start in May and be completed by June 19. Departments do not need to enter or move any of their budgets to their new accounts or orgs. Departments will be asked to update estimated incomes (see below, Income-Generating/Fee Funds) and other elements of their budgets. They should do so in their existing organizations and account combinations. If departments wish to see the changes processed by the Budget Office, they can log into the SAP BP2 (BEx Analyzer) system and use the available reporting queries. Ability to view changes is limited by security access, so individuals will only be able to see the cost centers they have access to view.

**Temporary Organizational Budget Changes**

Temporarily funded accounts, which do not go through a budget development process, will also be updated, and funded by the back-office team prior to the new fiscal year start. This includes the creation of any new funded programs and internal orders needed and any multi-year funds with new combinations.

**KEY DATES**

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

| ACTIVITY | DATE |
|---|---|
| Deans, Directors, and Department Heads Level Review Budget Changes | April 3 – May 1 |
| Vice President Level Review Budget Changes | April 3 – May 8 |

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|---|---|
| President's Cabinet Review Budget Changes | May 15 – June 2 |
| Office of Budgeting & Financial Analysis Budget Preparation | May 1 – June 23 |
| Finalize Budget Reports in Final Form | June 26 – July 3 |
| President Budget Review and Submission to Board of Regents | July 5 – July 7 |

**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 Budget Office.

**All Funds**

Budget Development Reports are now available through the 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 Budget Office regarding adjustments.

The Budget Office 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 Budget Office Budget Development to access at any time.

**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 Office of Budgeting & Financial Analysis 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 Office of Budgeting & Financial Analysis 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 19, 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 the Office of Budgeting & Financial Analysis 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 Budget Office website under Budget Development.

**Contact**

Office of Budgeting & Financial Analysis

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