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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 2025 Budget Review

It is time for the annual departmental budget review in conjunction with the Fiscal Year 2025 (FY25) 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. Our commitment to academic excellence, student success, national research prominence, and being an employer of choice remains steadfast, and we aim to allocate resources strategically to achieve these goals.

New for FY25 Budget Development Organizational Changes

The budget office team continues to implement the organizational changes within and across divisions that have occurred in the last two fiscal years, as well as the creation of new SAP account combinations. A strong team is in place to coordinate and implement these changes for the university.

Key Dates

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

| Activity | Dates |
|--|------------------|
| Deans, Directors, and Department Heads Level Review Budget Changes | April 1 – May 3 |
| Vice President Level Review Budget Changes | April 1 – May 10 |
| President's Cabinet Review Budget Changes | May 13 – June 3 |
| Office of Budgeting & Financial Analysis Budget Preparation | May 10 – June 26 |
| Finalize Budget Reports in Final Form | June 27 – July 2 |
| President Budget Review and Submission to Board of Regents | July 5 – July 8 |

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 offers refresher training videos 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 website](#).

Budget Review Reminders

1. Any individuals working on budget development for the account managers, 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.
 - o 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 and the Office of Budgeting & Financial Analysis to update HR master data.
4. Anyone involved in the review process (account managers, delegates, deans/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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