FY 2025 Budget Review Process Instructions
Office of Budgeting & Financial Analysis
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https://www.fss.txstate.edu/budget/

FY 2025 Budget Review Process Instructions

**Purpose**
These instructions show step-by-step details for reviewing reports and entering planning data in the SAP BP2 (BEx Analyzer) system during the Annual Budget Review process.
Fiscal Year 2025 Budget Review Process

The primary purpose for reviewing budgets is to determine the next fiscal year’s budgets and to ensure accuracy. The budget will be reviewed using the SAP BP2 (BEx Analyzer) system. All Account Managers, Deans/Directors, and Vice Presidents will have access to the BEx Analyzer system via workbooks and reports (queries). The data in the BEx Analyzer will come directly from SAP and will be used to build the final budget in SAP.

Key Dates:

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deans, Directors &amp; Department Heads Level Review Budget Changes</td>
<td>April 1 – May 3</td>
</tr>
<tr>
<td>Vice President Level Review Budget Changes</td>
<td>April 1 – May 10</td>
</tr>
<tr>
<td>President’s Cabinet Review Changes</td>
<td>May 13 – June 3</td>
</tr>
<tr>
<td>Office of Budgeting &amp; Financial Analysis Budget Preparation</td>
<td>May 10 – June 26</td>
</tr>
<tr>
<td>Finalize Budget Reports in Final Form</td>
<td>June 27 – July 2</td>
</tr>
<tr>
<td>President Budget Review and Submission to Board of Regents</td>
<td>July 5 – July 8</td>
</tr>
</tbody>
</table>

Key Concepts:

- There are nightly updates from SAP to the BEx Analyzer system. This means that changes for building the FY25 budget will occur in two ways:
  - Permanent budget adjustments (FMBBs) and Personnel Change Requests (PCRs) processed in SAP will pick up during the nightly load and reflect those changes in the reports and planning workbooks in the BEx Analyzer system.
  - Other budget changes that cannot be made in the live SAP system will be made directly in the planning workbooks of the BEx Analyzer system. These changes will be reflected in the reporting queries and will be a part of the final budget that will be loaded into SAP for FY25.
- If the report shows an icon in one of the columns there is a comment or attached document associated with that funds center. Comments/documents are inserted during planning to define why a budget change was made. (Refer to BEx Analyzer Instructions for details on entering and viewing comments).
Overview of Process:

- Review your salaries and HR data using reports/queries. Managers are to verify all positions and salaries and make sure everything is correct. Any necessary changes can be handled in SAP via either PCR or FMBB. (See flowchart on next page of this document.)
  - Report/Query: *Current Bud Dev Salary Budget Comparison*

- Review your current permanent budget for FY24 budget before you begin making your entries for changes to FY25 budget.
  - Report/Query: *Current Budget Development Report*

- Plan for FY25 using planning workbooks. Enter any FM changes to be made and save data.
  - Workbook: *Account Manager FM/HR Plan*
  - Workbook: *Dean/Director FM/HR Plan*
  - Workbook: *VP FM/HR Plan*

- Continue to review changes made to your accounts throughout the process using the *Current Budget Review Report* to follow the progress of your FY25 Budget and verify your own data entry.

- SAP will continue to update the Budget Review system on or around June 19th, at which point the Office of Budgeting & Financial Analysis will reconcile the final budget.
Salary Budget Review Process

Begin
Budget Development
Review Process

Run Current
Bud Dev
Salary
Budget
Comparison
Report in BEx
Analyzer

Are the correct
positions and persons
listed?

Are the
salaries correct for
each position and person?

Is the budget
correct for each position
and person?

Review is Complete.
You're done!

Work with HR and/or
Faculty Records to correct
master data.

Work with the Budget
Office to get the budget
correct.

YES

YES

YES

NO

NO

NO
Overview of Reports and Workbooks:

Reports (Queries):

- **Current Budget Development Report**
  - This report contains the total dollar amount by budget commitment item (64**** = revenue budget & 67****=expense budget) and position currently in the budget as well as changes made at the various levels. There is one column per level for changes.
  - The report will contain all commitment items: salary and operating, and revenue, if applicable.
  - The report will be used to view changes made in the BEx Analyzer system at each level and can be used throughout the entire process.
  - The Current Budget column is the permanent budget loaded nightly from SAP. Permanent budget changes made in SAP will be picked up in the BEx Analyzer system during the nightly load and will update the Current Budget column and will flow through to the New Proposed Budget column.
  - The New Proposed Budget column reflects the budget that will be loaded as your FY25 budget. It is the summation of the Current Budget column + changes made at various levels during the budget review process.

  A new commitment item called Budget Reduction has been created and entered at the Budget Office Level, if the VP has set a target for each account.

- **Current Bud Dev Salary Budget Comparison Report**
  - This report contains the total dollar amount currently in the budget (FM) for salaries and the detail by position and/or individual for the personnel currently in the system (HR).
  - This will only contain salary commitment items.
  - This report is used to verify position and salary detail.
  - HR changes made in SAP will be picked up in the BEx Analyzer after the nightly load and will update the Annual Salary cost.
  - FM changes made in SAP will be picked up in the BEx Analyzer after the nightly load and will update the Current and New Proposed Budget.
Step-by-Step Instructions:

Note: These instructions discuss the order in which to run reports, how to analyze the reports, and how to enter your planning data in the BEx Analyzer system. You will need to refer to the BEx Analyzer instructions for information on how to open reports and workbooks and the basic functionality of the BEx Analyzer tool. It is important to use the two sets of instructions together.

Step 1:

Review changes, if any, have been made to your budget:

Report (Query): Current Budget Development Report

How to read this report:

- The data listed in the spreadsheet is in order by funds center, fund, commitment item, and position.
- **Current Budget**: equals the FY24 original budget +/- any permanent budget changes. This column will update nightly throughout the Budget Review process to reflect any permanent changes occurring in SAP.
- **Account Manager Plan, Dean/Director Plan, VP Plan, Budget Office Plan, Budget Recon, and Final Budget** columns represent the changes made at each of those levels in the BEx system during the appropriate time frames.
- **New Proposed Budget**: is the total of all columns added together and represents the new FY25 budget that will be loaded back into SAP at the end of the process.
- Review comments, if any, to see why changes have been made to the budget.
Step 2:
Verify salaries, positions, and FM salary budgets:

Report: Current Bud Dev Salary Budget Comparison
• Use this report to verify your salaries, positions, and position budget.
• Example below:

<table>
<thead>
<tr>
<th>Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funds Center</td>
</tr>
<tr>
<td>1411000000</td>
</tr>
<tr>
<td>50001849</td>
</tr>
<tr>
<td>50001116</td>
</tr>
<tr>
<td>50005817</td>
</tr>
<tr>
<td>50001121</td>
</tr>
<tr>
<td>50069610</td>
</tr>
<tr>
<td>50083073</td>
</tr>
<tr>
<td>Overall Result</td>
</tr>
</tbody>
</table>

How to read this report:
• Data is listed by Funds Center, Fund, Commitment Item, Position, and Employee.
• **New Proposed Budget**: equals Current (permanent) Budget (From SAP) + all changes made in FM planning workbooks during budget review. This represents the amount currently in the budget to pay for salaries.
• **Annual Salary Cost**: equals HR master data for people and positions pulled from the SAP system. (This should match what you see in PA20 or P013D.)
• **Difference**: equals New Proposed Budget less Annual Salary Cost and represents a positive or a negative amount to cover the cost of salaries currently in the account.
• **Result lines**: shows whether the budget is over/under the salary obligation by budget lines.

**Important Note:** Annual Salary Cost factors in split cost distributions. Ex: Assume Ms. Daisy Duck Mickey Mouse makes $94,666.67 with a split cost distribution between FC 1320100001(25%) and 1411000000 (75% each). This report only reflects the 75% portion of the total salary that this Funds Center is responsible for.

Examples:
• In this report, the first two positions are budgeted correctly. Salary Difference Result equals zero for each position.
• Position number 50001116 and 50069610 is off by 2 cents. You do not need to transfer between positions. This is a rounding issue.
• Position number 50083073 is not budgeted. The $42,840 is more than the $0 in budget. This position must be budgeted or delimited.
The Overall Result row shows the total amount for that funds center while each Result row before that shows the result by fund, commitment item, and position.

Analyzing your salary budgets:

1. **Verify the New Proposed Budget:**
   - To confirm the budget total, run report [FMEDDW – Display Budget Entry Documents](#) (use variant “2025BUDDEV” and enter your fund and fund center) and review Original Budget amount for FY 2024 +/- all permanent budget transactions that occurred. Then add any budget changes that have been made in the BW system. This total should match the New Proposed Budget column.
     - Refer to: FMEDDW instructions on how to display budget entry docs in SAP.
     - Refer to: Current Budget Review Changes Report (described above) to get BW changes.
   - Please contact the Office of Budgeting & Financial Analysis (OBFA) at 5-2376 with any questions regarding the budget or any transactions changing the budget total for the account.

2. **Confirm Annual Salary Cost:**
   - To confirm the Annual Salary Cost, review the individual people and positions listed. Confirm that all the people listed are filling current positions with the correct cost distribution, salary amount, and FTE.
     - Use the report [PA20 – Display HR Master Data](#) to confirm detail for the individual people.
     - Use report [PO13D – Display Position](#) to display and confirm positions.
     - The report [PPOSE – Display Organization Structure](#) can be used to display organizational units, positions, jobs, and persons.
     - Questions regarding the PA20 Master Data and PO13D position data can be addressed by Brendan Scott in Faculty and Academic Resources for faculty (at 5-8378) and by Human Resources for staff (at 5-2557).
     - **Caution:** If HR Master Data is incorrect for either people or positions then a PCR must be processed, or the position must be updated. When these changes have been entered in SAP, they will be reflected in your BW report after the nightly update runs.

3. **Review Your Result line:**
   - Result equals zero and all the detail is correct: indicates you are properly balanced for that salary commitment item. No action required for FM budget.
   - Result is a *positive amount* and all the detail is correct:
     - Work with the OBFPA staff for staff and Brendan Scott for Faculty.
   - Result is a *negative amount* and all the detail is correct:
     - If the FM budget is short and you are also under-funded in FY24, then process a Permanent FMBB in SAP to correct the deficit. This will correct both FY24 and FY25 budgets. You will see the change in the BW system reports the day after your FMBB posts to SAP and the BW system goes through the nightly update.
     - If the FM budget is short and you are *not* underfunded for FY24, then make the budget adjustment in the BW system through your planning workbook (see directions in next section)
Step 3:
Planning FY 2024 FM budgets in the Bex System workbooks:
Account Manager FM/HR Plan
Dean/Director FM/HR Plan
Vice President FM/HR Plan

- Workbooks are used to enter plan data into the BW system—FM changes only.
- Screenshot of an Account Manager FM/HR Plan Workbook:

How to read this workbook:
- The data listed in the spreadsheet is in order by fund, funds center, commitment item, and position.
- Current Budget: equals the FY24 original budget +/- and permanent budget changes. This column will update nightly throughout the Budget Review process to reflect any permanent changes occurring in SAP.
- Account Manager Plan: is the active planning column in this spreadsheet. Note the blue rectangles outlining the cells in this column. This indicates the cells are active and ready for data entry (your changes).
- New Proposed Budget: is the total of all columns added together and represents the new FY25 budget to date. This total could change due to entries made in SAP and/or at higher levels as the Budget Review process continues.
- Review comments, if any, to see why changes were made to the budget.

Making changes in your workbook:

**Caution:** As you are working in your workbook, CALCULATE and SAVE often. The system will boot you out and you will lose all your changes if you do not save within 2 hours of opening your planning workbook.

Moving funds between commitment items:
- Enter the amount of the change in the planning column and hit the CALCULATE button:
In this example, we moved $3,000 out of M&O and $1,000 into student wages. Notice the new totals under New Proposed Budget. We have effectively reduced the overall budget by $2,000.

**Entering comments:**
- Right click in one of the blue outlined cells and click on “Go to” then click on “Documents”
- You should include comments for all changes made.
- Please follow the naming convention shown here:
  - Name: *Fiscal Year Funds Center Budget Review Level* (example: 2025 1411000000 AM)
  - Full naming conventions for all levels are outlined at the end of this document.
- Description: Leave the description box blank.
- Text: Include in the text of your comment a description and reason for the budget change, including the fund number as well as the funds center if moving between funds centers.
- You will enter only one comment per funds center, although that comment may address several changes.
  - In the example above you would have created a comment, in which you would explain the $3,000 reduction and the $1,000 increase to Student Wages. **ALSO, INCLUDE HOW THE REDUCTION WILL AFFECT YOUR DEPARTMENTAL OPERATIONS/PROCESSES.** If you were to make additional changes to this funds center, you would need to reopen the comment and edit it, adding explanations for all other changes you made.
- Refer to the BEx Analyzer instructions for information on how to enter, edit, view, and save comments.

**Entering a new costing line:**
- To enter a totally new line, use the blank data-entry row at the bottom of the workbook and hit **CALCULATE**.
- You can only do this one row at a time. As your new line is added the program makes another empty row available.
Example: to add your Student Wage Commitment Item line so you can move your budget there. Hit CALCULATE and the new line moves up into the funds center with the other commitment items.

And a new empty row is created.

Making changes to your changes:
Go back into your workbook and simply type over your previous entries. The system replaces old entries with new data. Click Calculate and then Save. This is true even if you have saved your data.

Note: When entering a change for a budget line item that already has plan data in it you need to determine what your net or whole-dollar change should be. In the example above our goal was to have a total change of $1,000. So, we replaced the $500 entries with the $1,000 entries to get the net result of a $2,000 budget in Travel.
Funding Rules:

- Depending on the direction departments have received from their respective vice president, there may be changes that do not balance, however it should be balanced at the division level to the given target for budget development.
- To make changes to an income-generating account, the revenue and expense budgets would both need to be changed. The total revenue budget should equal the total expense budget. If the revenue is increased, you must also increase the expense. Please work with the OBFPA to determine the best way to represent any contingency funding. If the revenue is decreased, decrease the expense, too.
- Review your fund balances. You must be in balance by fund.

**Correctly balanced:**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Funds Center</th>
<th>Commit Item</th>
<th>Current Budget</th>
<th>Account Manager Plan</th>
<th>Dean Director Plan</th>
<th>New Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000050008</td>
<td>Op Support 1320100001</td>
<td>Health Psychology</td>
<td>$48,346.83</td>
<td>$48,346.83</td>
<td></td>
<td></td>
</tr>
<tr>
<td>670000</td>
<td>Faculty Salaries</td>
<td>$48,346.83</td>
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<tr>
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<td>Fac-Grad Students</td>
<td>$11,718.29</td>
<td>$11,718.29</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>670001</td>
<td>Assoc-Grad Students</td>
<td>$53,846.15</td>
<td>$53,846.15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>670004</td>
<td>Staff Salaries</td>
<td>$17,382.84</td>
<td>$16,382.84</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>670100</td>
<td>Staff Group Item</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
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<td></td>
</tr>
<tr>
<td>Result</td>
<td></td>
<td></td>
<td>$131,271.91</td>
<td>$0.00</td>
<td>$131,271.91</td>
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</tr>
<tr>
<td>2000010006</td>
<td>Des Method 1320100001</td>
<td>Health Psychology</td>
<td>$13,611.36</td>
<td>$500.00</td>
<td></td>
<td></td>
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<tr>
<td>671000</td>
<td>Travel</td>
<td>$13,611.36</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>672006</td>
<td>M&amp;O</td>
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<td></td>
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</tr>
<tr>
<td>Result</td>
<td></td>
<td></td>
<td>$18,611.36</td>
<td>$0.00</td>
<td>$18,611.36</td>
<td></td>
</tr>
</tbody>
</table>

**Incorrectly balanced (or reduction in expense budget):**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Funds Center</th>
<th>Commit Item</th>
<th>Current Budget</th>
<th>Account Manager Plan</th>
<th>Dean Director Plan</th>
<th>New Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000050008</td>
<td>Op Support 1320100001</td>
<td>Health Psychology</td>
<td>$48,346.83</td>
<td>$48,346.83</td>
<td></td>
<td></td>
</tr>
<tr>
<td>670000</td>
<td>Faculty Salaries</td>
<td>$48,346.83</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>670002</td>
<td>Fac-Grad Students</td>
<td>$11,718.29</td>
<td>$11,718.29</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>670001</td>
<td>Assoc-Grad Students</td>
<td>$53,846.15</td>
<td>$53,846.15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>670004</td>
<td>Staff Salaries</td>
<td>$17,382.84</td>
<td>$16,382.84</td>
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<tr>
<td>670100</td>
<td>Staff Group Item</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Result</td>
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<td></td>
<td>$131,271.91</td>
<td>$0.00</td>
<td>$131,271.91</td>
<td></td>
</tr>
<tr>
<td>2000010006</td>
<td>Des Method 1320100001</td>
<td>Health Psychology</td>
<td>$13,611.36</td>
<td>$500.00</td>
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</tr>
<tr>
<td>671000</td>
<td>Travel</td>
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<tr>
<td>Result</td>
<td></td>
<td></td>
<td>$18,611.36</td>
<td>$0.00</td>
<td>$18,611.36</td>
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<tr>
<td>Overall Result</td>
<td></td>
<td></td>
<td>$500.00</td>
<td></td>
<td>$147,553.27</td>
<td></td>
</tr>
</tbody>
</table>

**Saving your changes:**
After you have entered all your changes do the following:

- **Hit the CALCULATE button.**
  - This creates new totals under New Proposed Budget.
  - It’s recommended to do this frequently throughout your data entry if you are making a lot of changes so you can review the new totals as you go.

- **Hit the SAVE button:**

**The next four lines are the most important thing you will read in this entire document!!**

- Again: **Hit the SAVE button!**
- A message appears to tell you your data was saved.
- This saves your data entries to the BEx Analyzer system!
- **If you do not do this you will not be saving your data!**
Moving on to the next set of accounts:
Continue through the review cycle, pulling in your various funds and funds centers until you have completed any necessary entries for all of your accounts.

You can use the Variable Screen button to pull in another set of accounts:

This brings up the selection box for variables:

Refer to the BEx Analyzer instructions to see how to bring in multiples and ranges of funds and funds centers.

Change your values and start planning in the new accounts.

Congratulations! You have completed your data entry.

Remember: You can run any of your reports throughout the entire Budget Review process to continue watching changes as they occur to your budget.
## Commonly Used Commitment Items for Budget Review

<table>
<thead>
<tr>
<th>Faculty Commitment Items</th>
<th>670080 Faculty Salaries</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>670084 Fac Sal-Adjunct</td>
</tr>
<tr>
<td></td>
<td>670093 Adjunct Group Item</td>
</tr>
<tr>
<td>Summer Faculty Commitment Items</td>
<td>670011 Summer Program Faculty</td>
</tr>
<tr>
<td></td>
<td>670012 Summer Faculty</td>
</tr>
<tr>
<td></td>
<td>670013 Summer Adjunct Faculty</td>
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<tr>
<td></td>
<td>670014 Summer Graduate Students</td>
</tr>
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<td></td>
<td>670094 Grad Students Salary Group Item</td>
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<td>Staff Salaries Commitment Items</td>
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</tr>
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<tr>
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<td>670190 Comp/Overtime Pay</td>
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<tr>
<td></td>
<td>670230 State Longevity Pay</td>
</tr>
<tr>
<td>Work-Study Commitment Items</td>
<td>670141 Stdnt Wage-Wkstdy</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>670400 Fringe Benefits</td>
</tr>
<tr>
<td>M&amp;O/Operating Commitment Items</td>
<td>670140 Student Wages</td>
</tr>
<tr>
<td></td>
<td>671000 Travel</td>
</tr>
<tr>
<td></td>
<td>672000 M&amp;O</td>
</tr>
<tr>
<td></td>
<td>673000 Capital</td>
</tr>
<tr>
<td>Administrative Overhead</td>
<td>672100 Admin Overhead</td>
</tr>
<tr>
<td>Utilities</td>
<td>675000 Utilities</td>
</tr>
<tr>
<td>Revenue</td>
<td>640000 Revenue</td>
</tr>
</tbody>
</table>

### Document Naming Convention

**Fiscal Year - Funds Center - Budget Review**

**Level Example:** **2025 1411000000 AM**

- **AM** = Account Manager
- **DD** = Dean Director
- **VP** = Vice President
- **BD** = Budget Office
- **RC** – Budget Office Reconciliation
- **FN** = Final Budget