

**From:** [Finance and Support Services](#)  
**To:** [Account Managers](#); [Department Heads](#); [Department Admin Support](#)  
**Subject:** Fiscal Year 2026 Budget Review  
**Date:** Wednesday, April 2, 2025 4:07:09 PM  
**Attachments:** [image001.png](#)

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It is time for the annual departmental budget review in conjunction with the Fiscal Year 2026 (FY26) 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. Pertinent information and key dates are below.

### **Strategic Budget Model Redesign Project:**

In the Spring of 2024, the university launched the Strategic Budget Model Redesign project to consider alternatives to our historic incremental budgeting approach. To be clear, the FY26 budget process is the same as in previous years. The goal of the Budget Model project this year has been to examine options for alternative budget processes, with a goal of refining and modeling other options in FY26 in order to inform our path for FY27 budget development.

### **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 2
Vice President Level Review Budget Changes	April 1 – May 9
President's Cabinet Review Budget Changes	May 13 – June 3
Office of Budgeting & Financial Analysis	May 13 – June

Budget Preparation	19
Finalize Budget Reports in Final Form	June 19 – July 2
President Budget Review and Submission to Board of Regents	July 3 – July 7

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**FY26 Organizational Changes:**

The budget office team will continue to implement the organizational changes that have occurred within and across divisions, as well as any changes being implemented for FY26. If you have any pending organizational changes, please let the budget office know as soon as possible to make sure that all necessary changes are reflected appropriately.

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**Primary Fund Group**

The primary fund group (PFG) includes funds 10000500XX, 10000600XX, 10001000XX, 10001100XX, 20000110XX, and 20000610XX, and is funded primarily through tuition and state appropriations. The PFG now includes a dedicated Round Rock fund. If you have operations that are based in Round Rock, there will be additional changes that will be necessary to transition to the fund and account managers should work with the Office of Budgeting and Financial Analysis to determine what actions are necessary. 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 conservative assumptions 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 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.
  - If you or your delegate needs assistance in determining security access, please contact the Office of Budgeting & Financial Analysis.
  
2. Budget review reports will be done via the BEx Analyzer. You can access the BEx Analyzer via SaPGUI, online via the Portal, or online via Remote Apps. 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.

- If you experience technical problems with the SAP download or installation, please contact the Information Technology Assistance Center (ITAC) by email ([itac@txstate.edu](mailto: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 can only 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](#)

512.245.2376

[budget@txstate.edu](mailto:budget@txstate.edu)

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