

FY 2026 Budget Review Process Instructions

Office of Budgeting & Financial Analysis

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FY 2026 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 2026 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:

ACTIVITY	DATE
Deans, Directors & Department Heads Level Review Budget Changes	April 1 – May 2
Vice President Level Review Budget Changes	April 1 – May 9
President's Cabinet Review Changes	May 13 – June 3
Office of Budgeting & Financial Analysis Budget Preparation	May 13 – June 19
Finalize Budget Reports in Final Form	June 19 – July 2
President Budget Review and Submission to Board of Regents	July 3 – July 7

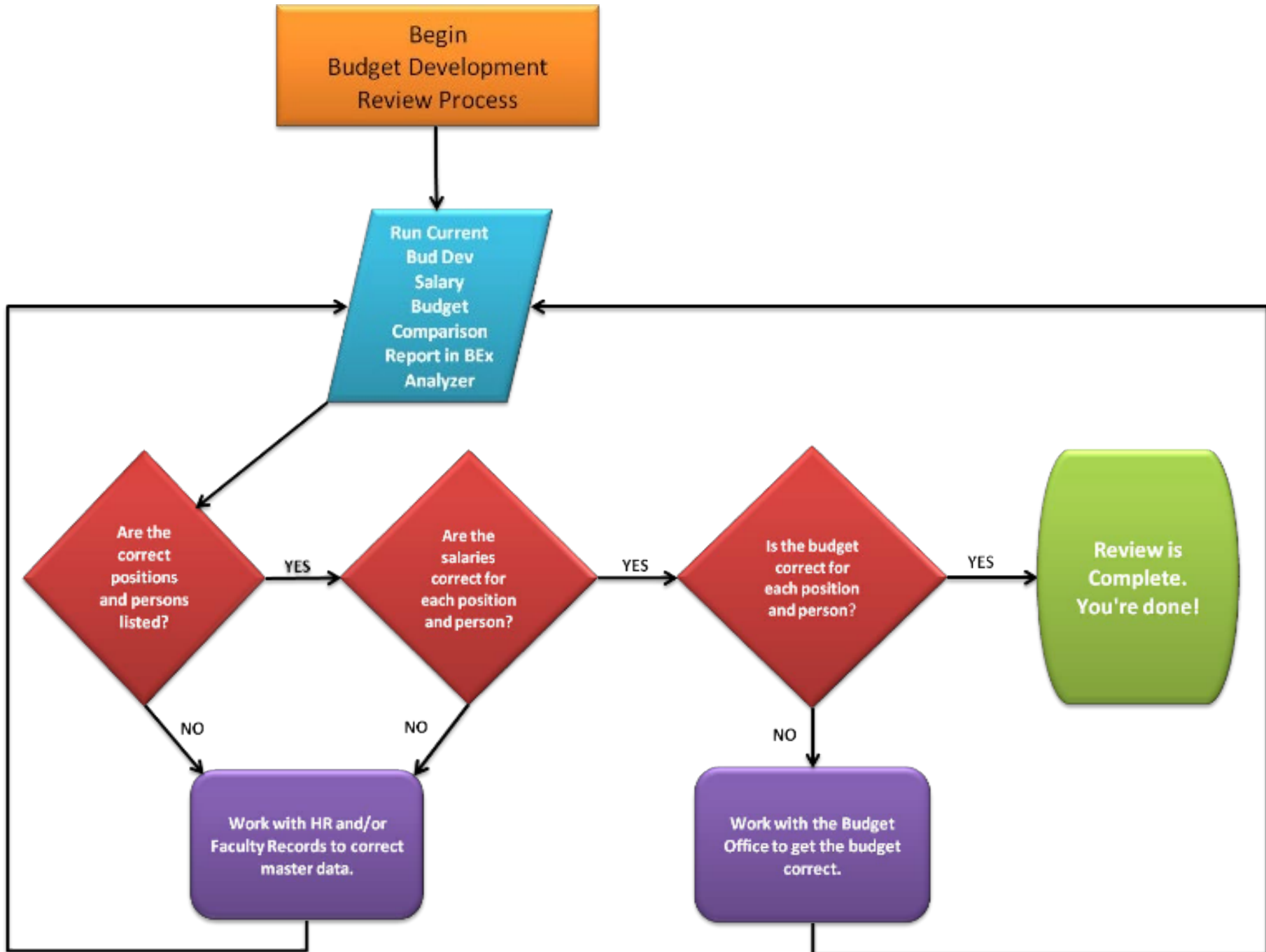
Key Concepts:

- There are nightly updates from SAP to the BEx Analyzer system. This means that changes for building the FY26 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 FY26.
- 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 FY25 budget before you begin making your entries for changes to FY26 budget.
 - Report/Query: *Current Budget Development Report*
- Plan for FY26 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 FY26 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



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 FY26 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

Funds Center	Fund	Commit Item	Position	Current Budget	Account Manager Plan	Dean Director Plan	Vice President Plan	Budget Office Plan	Budget Recon	Final Budget	New Proposed Budget
1411000000	Disney-San Marcos	2000011020	Des Method	670100	Staff Salaries	50002006	Disney Asst.	\$ 71,000.00			\$ 71,000.00
						50001849	Movie Manager	\$ 75,000.00			\$ 75,000.00
						50001116	Park Director	\$ 121,806.70			\$ 121,806.70
						50005617	Acct. I	\$ 79,487.48			\$ 79,487.48
						50001121	Sr Adm Asst	\$ 45,163.44			\$ 45,163.44
						50006610	Ticket Taker	\$ 72,000.02			\$ 72,000.02
						Result		\$ 464,457.64			\$ 464,457.64
				672000	M&O	#	Not assigned	\$ 5,578.60			\$ 5,578.60
						Result		\$ 5,578.60			\$ 5,578.60
				Result				\$ 470,036.24			\$ 470,036.24
				Result				\$ 470,036.24			\$ 470,036.24
Overall Result								\$ 470,036.24			\$ 470,036.24

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 FY25 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 FY26 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												
Funds Center		Fund		Commit Item		Position		Employee		Annual Salary Cost	New Proposed Budget	Salary Difference
1411000000	Disney-SM	2000011020	Des Method	670100	Staff Salaries	50002006	Disney Asst.	60925	Ms. Daisy Duck	\$ 71,000.00	\$ 0.00	-\$ 71,000.00
								#	Not assigned	\$ 0.00	\$ 71,000.00	\$ 71,000.00
								Result		\$ 71,000.00	\$ 71,000.00	\$ 0.00
						50001849	Movie Mgr	9130	Mr. Winnie the Pooh	\$ 75,000.00	\$ 0.00	-\$ 75,000.00
								#	Not assigned	\$ 0.00	\$ 75,000.00	\$ 75,000.00
								Result		\$ 75,000.00	\$ 75,000.00	\$ 0.00
						50001116	Park Director	32645	Mr. James P Sullivan	\$ 121,806.72	\$ 0.00	-\$ 121,806.72
								#	Not assigned	\$ 0.00	\$ 121,806.70	\$ 121,806.70
								Result		\$ 121,806.72	\$ 121,806.70	\$ - 0.02
						50005617	Acct. I	9311	Ms. Merida Disney	\$ 79,487.48	\$ 0.00	-\$ 79,487.48
								#	Not assigned	\$ 0.00	\$ 79,487.48	\$ 79,487.48
								Result		\$ 79,487.48	\$ 79,487.48	\$ 0.00
						50001121	Sr Adm Asst	64372	Ms 'Princess Ariel	\$ 45,163.44	\$ 0.00	-\$ 45,163.44
								#	Not assigned	\$ 0.00	\$ 45,163.44	\$ 45,163.44
								Result		\$ 45,163.44	\$ 45,163.44	\$ 0.00
						50060610	Ticket Taker	59711	Lightning McQueen	\$ 72,000.00	\$ 0.00	-\$ 72,000.00
								#	Not assigned	\$ 0.00	\$ 72,000.02	\$ 72,000.02
								Result		\$ 72,000.00	\$ 72,000.02	\$ 0.02
						50083073	Analyst	#	Not assigned	\$ 42,840.00	\$ 0.00	-\$ 42,840.00
								Result		\$ 42,840.00	\$ 0.00	-\$ 42,840.00
								Result		\$ 507,297.64	\$ 464,457.64	-\$ 42,840.00
				Result						\$ 507,297.64	\$ 464,457.64	-\$ 42,840.00
										\$ 507,297.64	\$ 464,457.64	-\$ 42,840.00
Overall Result										\$ 507,297.64	\$ 464,457.64	-\$ 42,840.00

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 50061610 is off by 2 cents. You do not need to transfer between positions. This is a rounding issue.
- Position number 500083073 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 “2026BUDDEV” and enter your fund and fund center) and review Original Budget amount for FY 2025 +/- 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 FY25, then process a Permanent FMBB in SAP to correct the deficit. This will correct both FY25 and FY26 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 FY25, then make the budget adjustment in the BW system through your planning workbook (see directions in next section)

Step 3:

Planning FY 2025 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:

Account Manager FM/HR Plan

Chart

Filter

Information

Variable Screen

SAVE

Messages:

Calculate

Fund	Funds Center	Commit Item	Position	Current Budget	Account Manager Plan	Dean/Director Plan	VP Plan	Budget Office Plan	New Proposed Budget
1411000000	Disney-San	2000011020	Des Method	670100	Staff Salaries	50002006	Disney Asst.	\$ 71,000.00	\$ 76,136.28
						50001849	Movie Manag	\$ 75,000.00	\$ 124,533.84
						50001116	Park Director	\$ 121,806.70	\$ 151,806.72
						50005617	Acct. I	\$ 79,487.48	\$ 89,487.48
						50001121	Sr Adm Asst	\$ 45,163.44	\$ 45,163.44
						50060610	Ticket Taker	\$ 72,000.00	\$ 72,489.60
						Result		\$ 464,457.64	\$ 464,457.64
				672000	M&O	#	Not assigned	\$ 5,578.60	\$ 5,578.60
				Result				\$ 470,036.24	\$ 470,036.24
				Result				\$ 470,036.24	\$ 470,036.24
Overall Result								\$ 470,036.24	\$ 470,036.24

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 FY25 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 FY26 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:

Account Manager FM/HR Plan

Messages: 

Calculate

Variable Screen

SAVE

Chart Filter Information

Fund	Des Method	Funds Center	Commit Item	Position	Current Budget	Account Manager Plan	Dean/Director Plan	VP Plan	Budget Office Plan	New Proposed Budget
2000011020	Des Method	1411000000	Disney-San M	670100	Staff Salaries	50002006	Disney Asst.	\$ 71,000.00		\$ 71,000.00
						50001849	Movie Manag	\$ 75,000.00		\$ 75,000.00
						50001116	Park Director	\$ 121,806.70		\$ 121,806.70
						50005617	Acct. I	\$ 79,487.48		\$ 79,487.48
						50001121	Sr Adm Asst	\$ 45,163.44		\$ 45,163.44
						50060610	Ticket Taker	\$ 72,000.02		\$ 72,000.02
						Result		\$ 464,457.64		\$ 464,457.64
			670140	Student Wages	#	Not assigned		\$ 1,000.00		\$ 1,000.00
			672000	M&O	#	Not assigned		\$ 5,578.60		\$ 5,578.60
			Result					\$ 464,457.64		\$ 464,457.64
								\$ 470,036.24		\$ 470,036.24
			Result					\$ 470,036.24		\$ 470,036.24
Overall Result								\$ 470,036.24		\$ 470,036.24

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: **2026 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.

Messages:

Account Manager FM/HR Plan

Chart Filter Information Variable Screen Calculate SAVE

Fund	Des Method	Funds Center	Commit Item	Position	Current Budget	Account Manager Plan	Dean/Director Plan	VP Plan	Budget Office Plan	New Proposed Budget
2000011020		1411000000	Budget Office	670100	Staff Salaries	50002006	Disney Asst.			\$ 71,000.00
						50001849	Movie Manag			\$ 75,000.00
						50001116	Park Director			\$ 121,806.70
						50005617	Acct. I			\$ 79,487.48
						50001121	Sr Adm Asst			\$ 45,163.44
						50060610	Ticket Taker			\$ 72,000.02
						Result				\$ 464,457.64
			672000	M&O	#	Not assigned				\$ 5,578.60
			Result							\$ 5,578.60
										\$ 470,036.24
Overall Result		Result								\$ 470,036.24
2000011020		1411000000	670140	#			1000			

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.

Messages:

Account Manager FM/HR Plan

Chart Filter Information Variable Screen Calculate SAVE

Fund	Des Method	Funds Center	Commit Item	Position	Current Budget	Account Manager Plan	Dean/Director Plan	VP Plan	Budget Office Plan	New Proposed Budget
2000011020		1411000000	Disney-San M	670100	Staff Salaries	50002006	Disney Asst.			\$ 71,000.00
						50001849	Movie Manag			\$ 75,000.00
						50001116	Park Director			\$ 121,806.70
						50005617	Acct. I			\$ 79,487.48
						50001121	Sr Adm Asst			\$ 45,163.44
						50060610	Ticket Taker			\$ 72,000.02
						Result				\$ 464,457.64
			670140	Student Wages	#	Not assigned				\$ 1,000.00
			672000	M&O	#	Not assigned				\$ 2,578.60
			Result							\$ 3,578.60
										\$ 468,036.24
Overall Result		Result								\$ 468,036.24

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:

Fund		Funds Center		Commit Item		Current Budget	Account Manager Plan	Dean Director Plan	New Proposed Budget
1000050008	Op Support	1320100001	Health Psychology	670080	Faculty Salaries	\$ 48,346.83			\$ 48,346.83
				670081	Fac-Grad Students	\$ 11,716.29			\$ 11,716.29
				670084	Fac Sal -Adjunct	\$ 53,846.15			\$ 53,846.15
				670100	Staff Salaries	\$ 17,362.64		-\$ 1,000.00	\$ 16,362.64
				670198	Staff Group Item			\$ 1,000.00	\$ 1,000.00
				Result		\$ 131,271.91		\$ 0.00	\$ 131,271.91
		Result				\$ 131,271.91		\$ 0.00	\$ 131,271.91
2000011008	Des Method	1320100001	Health Psychology	671000	Travel	\$ 3,000.00		-\$ 500.00	\$ 2,500.00
				672000	M&O	\$ 13,811.36		\$ 500.00	\$ 14,311.36
				Result		\$ 16,811.36		\$ 0.00	\$ 16,811.36
		Result				\$ 16,811.36		\$ 0.00	\$ 16,811.36

Incorrectly balanced (or reduction in expense budget):

Fund		Funds Center		Commit Item		Current Budget	Account Manager Plan	Dean Director Plan	New Proposed Budget
1000050008	Op Support	1320100001	Health Psychology	670080	Faculty Salaries	\$ 48,346.83			\$ 48,346.83
				670081	Fac-Grad Students	\$ 11,716.29			\$ 11,716.29
				670084	Fac Sal -Adjunct	\$ 53,846.15			\$ 53,846.15
				670100	Staff Salaries	\$ 17,362.64		-\$ 1,000.00	\$ 16,362.64
				670198	Staff Group Item			\$ 1,000.00	\$ 1,000.00
				Result		\$ 131,271.91		\$ 0.00	\$ 131,271.91
		Result				\$ 131,271.91		\$ 0.00	\$ 131,271.91
2000011008	Des Method	1320100001	Health Psychology	671000	Travel	\$ 3,000.00		-\$ 500.00	\$ 2,500.00
				672000	M&O	\$ 13,811.36		\$ 0.00	\$ 13,811.36
				Result		\$ 16,811.36		-\$ 500.00	\$ 16,311.36
		Result				\$ 16,811.36		-\$ 500.00	\$ 16,311.36
Overall Result						\$ 147,583.27		-\$ 500.00	\$ 147,583.27

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!***

Account Manager FM/HR Plan

Messages: Data was saved

Calculate

Variable Screen

Chart Filter Information

Fund	Des Method	Funds Center	Budget Office	Commit Item	Staff Salaries
2000011020		1411000000		670100	
				670140	Student Wages
				672000	M&O
				Result	
Overall Result		Result			
					\$ 565,195.96 - \$ 2,000.00
					\$ 563,195.96

BEx Analyzer Message Window

Description

Data was saved

Display Messages Automatically

OK

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:

Dean/Director FM Only Plan

Chart Filter Information

Variable Screen

Fund		Funds Center		Commit Item		
1000050008	Op Support	1320100001	Health Psychology	670080	Faculty Salaries	\$
				670081	Fac-Grad Students	\$

This brings up the selection box for variables:

Select Values for Variables

Available Variants

Dean/Director FM Only Plan (DATA_PROVIDER_1)

Fund Center Selection(™)

Freeman Ranch

Fund Hierarchy

Non Method Funds for Budget Planning

OK Cancel Check

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

Faculty Commitment Items		
	670080	Faculty Salaries
	670084	Fac Sal-Adjunct
	670093	Adjunct Group Item
Summer Faculty Commitment Items		
	670011	Summer Program Faculty
	670012	Summer Faculty
	670013	Summer Adjunct Faculty
	670014	Summer Graduate Students
Graduate Student Commitment Items		
	670081	Fac-Grad Students
	670094	Grad Students Salary Group Item
Staff Salaries Commitment Items		
	670100	Staff Salaries
	670103	Staff Sal - Hourly
	670190	Comp/Overtime Pay
	670230	State Longevity Pay
Work-Study Commitment Items		
	670141	Stdnt Wage-Wkstdy
Fringe Benefits		
	670400	Fringe Benefits
M&O/Operating Commitment Items		
	670140	Student Wages
	671000	Travel
	672000	M&O
	673000	Capital
Administrative Overhead		
	672100	Admin Overhead
Utilities		
	675000	Utilities
Revenue		
	640000	Revenue

Document Naming Convention

Fiscal Year - Funds Center - Budget Review

Level Example: **2026** 1411000000 **AM**

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