



# SAP Salary Related Reports

Office of Budgeting  
& Financial Analysis

TEXAS  STATE  
UNIVERSITY

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM


# Objectives

- Use and understand HR related transactions
- Understand basic terminology
- Understand the integration between HR data and budget data
- Identify permanent vs temporary salary budgets
- Research and reconcile salaries

# Activity

## Access SAP Business Client System Selection - RP1

Log on to 'RP1' ×

**TEXAS**  **STATE** <sup>®</sup>

**NetID**

**Password**

Login

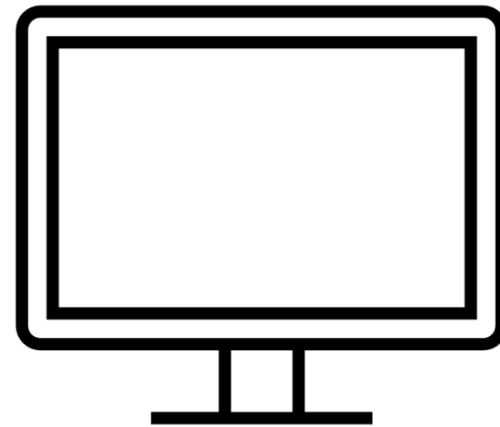
Note: We use the SAP GUI in class, if you use the tiles in the SAP Portal your screen will look different.

# Access SAP Transactions

Save these transactions to your favorites.

## SAP Transaction Codes:

- PO13D
- PA20
- ZFM\_SAL\_RECON
- ZFISALFRINGE
- ZFIPOSBUD



# Class Outline

## Part I – Discuss PO13D & PA20

- 5 minute break to run reports

## Part II - Discuss Permanent Position Budgets

- 5 minute break to run reports

## Part III – Discuss Temporary Position Budgets (staff)

## Part IV – Discuss graduate students and faculty salaries

- Questions

## Part V – Reports to Use for Research

- ZFM\_SAL\_RECON, ZFISALFRINGE, and ZFIPOSBUD

# PO13D – Display position

## General description:

- Displays the master data for the position

## Main uses:

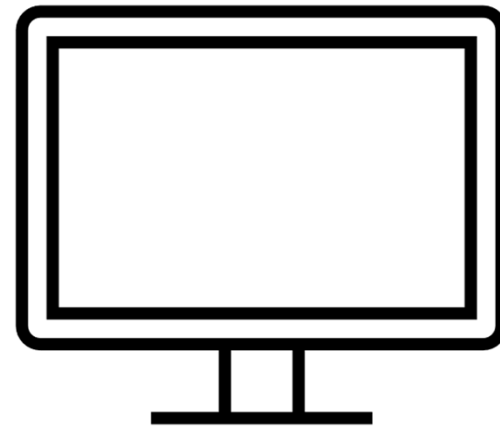
- View position history
- Cost assignment
- Planned compensation

# Access SAP Transactions

Let's run the report!


SAP Transaction Code:

- PO13D



# PO13D - Terminology

## Infotypes:

- A similar group of information
- Infotypes with a “green check”  indicate that information exists for that infotype.

Plan version	Current plan	
Position	50001006	Budget Analyst
Abbr.	Budget Analy	

Active	Planned	Submitted	Approved	Rejected
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Infotype Name	S	
Object (1000)	✓	
Relationships (1001)	✓	
Description (1002)		
Department/Staff (1003)		
Planned Compen (1005)		
Vacancy (1007)	✓	
Acct. Assign. Feat (1008)	✓	
Employee Grp/Subgrp(1013)	✓	
Cost Planning (1015)		
Standard Profiles (1016)		

Time period	
<input type="radio"/> Period	
From 03/28/2017	to 12/31/9999
<input type="radio"/> Today	<input type="radio"/> Current week
<input checked="" type="radio"/> All	<input type="radio"/> Current month
<input type="radio"/> From curr.date	<input type="radio"/> Last week
<input type="radio"/> To current date	<input type="radio"/> Last month
	<input type="radio"/> Current Year
<input type="button" value="Select."/>	

# PO13D - Terminology

## Tips and Tricks while looking at Infotypes:

- Under “Time Period,” select the “All” radio button to see all entries in each infotype.
- Once the infotype is selected, click on the mountain icon  for the overall view of that infotype.
- After selecting the overall view, select the row that you want to view the detail for. Click the magnifying glass icon  to view detail.

# PO13D - Terminology

## Position:

- Individual assignment(s) in an organizational unit.
- Are either vacant or filled by persons (employees).
- ALL employees must be assigned to a position.

Plan version: Current plan

Position: [Yellow box]

Abbr.: [Grey box]

Active | Planned | Submitted | Approved | Rejected

Infotype Name	S
Object (1000)	
Relationships (1001)	
Description (1002)	
Department/Staff (1003)	
Planned Compen (1005)	
Vacancy (1007)	
Acct. Assign. Feat (1008)	
Employee Grp/Subgrp(1013)	
Cost Planning (1015)	
Standard Profiles (1016)	

Time period

Period

From 03/28/2017 to 12/31/9999

Today  Current week

All  Current month

From curr.date  Last week

To current date  Last month

Current Year

Select.

# P O 1 3 D - T e r m i n o l o g y

## Relationships Infotype:

- **Holders**-persons who have held the position and the dates that they have the position
- **Organization**-What organization the position belongs to.
- **Master Cost Center** – The master cost center for the position.
- **Description** – What job describes the position.

# PO13D - Terminology

## Planned Compensation (vacant positions only):

- The amount that the position is budgeted to be paid.
  - Derived from:
    - 1) The creation of the position.
    - 2) The amount the last person who held the position was paid.

## Cost Distribution:

- What account the position is paid from (fund, fund center, etc).
  - This should be the same as the person filling the position.
  - Exceptions-individuals paid from grants or other temporary accounts.

# PO13D - Terminology

## Vacancy:

- **“Open”**- means the position is vacant
- **“Filled/On Hold”** – can mean either
  - Position is held by someone (look in the Holder relationship infotype)
  - or
  - Encumbrances for the position have been released for that time frame.

# PO13D - Terminology

## Account Assignment:

- Personnel Area – Indicates the division of the position.
- Personnel Subarea – Indicates whether the position is fulltime or part-time and whether it is benefits eligible

Position	Budget Analy	Budget Analyst
Planning Status	Active	
Valid from	11/30/2004	to 12/31/9999
<a href="#">Change Information</a>		
Acct. Assign. Feat (1008) 01 S 50001006 1		
Company Code	754	Texas State University
Business Area	1000	Texas State University
Personnel area	1400	Finance/Support Services
Pers. subarea	0002	BE FT (40)
CO Area	754	Texas State University
FM Area	754	
Record 1 of 1		

# PO13D - Terminology

## Employee Group/Subgroup:

- Employee Group - indicates whether the position is Faculty, staff, student, etc.
- Employee Subgroup - indicates whether the position is for 12 month or less than 12-month appointments and whether exempt or non-exempt.
- Combination determines what GL payroll will post

Position	Budget Analy	Budget Analyst
Planning Status	Active	
Valid from	11/30/2004	to 12/31/9999
<a href="#">Change Information</a>		
Employee Grp/Subgrp(1013) 01 S 50001006 1		
Employee group	Staff	
EE subgroup	05 12 Mo Ex Salaried	Record 1 of 1

# PO13D - Terminology

## Fund Indicator:

- shows how a position is budgeted (perm or temp)

Plan version: Current plan  
Position: 50001006 Budget Analyst  
Abbr.: Budget Analy

Active | Planned | Submitted | Approved | Rejected

Infotype Name	S..	
Standard Profiles		
PD Profiles (1017)		
Cost Distribution (1018)	✓	
Funding Status (1516)	✓	
Plan of Pers. Cost (5010)	✓	
Admin Account Ind (9500)		
Summer Position Ind(9502)		
Workflow (9503)		
Fund Indicator (9508)	✓	

Time period

Period  
From 01/01/1800 to 12/31/9999

Today  
 All  
 From curr.date  
 To current date

Current week  
 Current month  
 Last week  
 Last month  
 Current Year

Select.

Position: Budget Analy Budget Analyst  
Planning Status: Active  
Validity: 09/04/2021 to 12/31/9999 [Display change infor](#)

Fund Indicator (9508) 01 S 50001006 1

Funding Indicators ( only check when funding is 100% )

100% Grant Funded  IT0001 Grant Fund Override   
100% Perm Funded

Budgeted Funding Sources by Percentage

% Perm Funded 100.00 Annual Salary   
% Temp Funded 0.00

Budgeted Funding Sources

%	Fund Type	Amount	Cost Center	Fund
100.00	Perm	<input type="text"/>	1411000000	2000011022

# PA20 – Display HR Master Data

## General description:

- Displays the master data for the person

## Main uses:

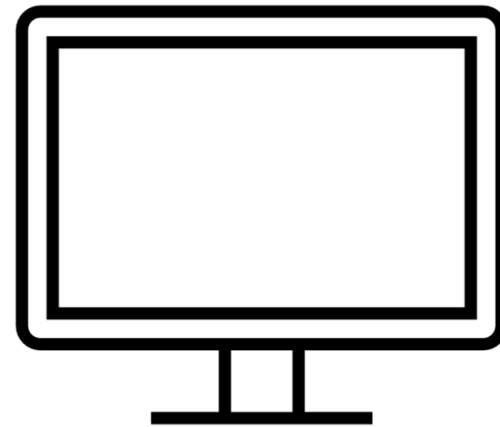
- View HR actions processed
- View salary information
- View cost distribution

# Access SAP Transactions

Let's run the report!



SAP Transaction Code:

- PA20



# PA20 - Terminology

## Infotype “Actions (0000)”



- To see HR actions processed for an employee.
  - To view a list of ALL actions click the mountain icon 
  - To see one action at a time click the glasses icon 

## Infotype “Organizational Assignment (0001)”

- To see the employee’s position title and organizational unit.

# PA20 - Terminology

## Infotype “Actions (0000)”

- To see HR actions processed for an employee.
  - To view a list of ALL actions, click the mountain icon 
  - To see one action at a time, click the glasses icon 

## Infotype “Organizational Assignment (0001)”

- To see the employee’s position title and organizational unit.

# PA20 - Terminology

## Infotype “Faculty Rank and Tenure (9003)”

EE group	A	Faculty	Personnel area	1300	Academic Affairs
EE subgroup	02	<12 Mo Ex Sal w/Spr..	Pers. subarea	0002	BE FT (40)

Basic Personal Data | **Add'l Personal Data** | Benefits | Payroll Data | Tax Data | State...

Infotype text	S...	Period
Date Specifications (0041)	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> Period
Staff Appraisal (9012)	<input checked="" type="checkbox"/>	From <input type="text"/> To <input type="text"/>
Monitoring of Tasks (0019)	<input checked="" type="checkbox"/>	<input type="radio"/> Today <input type="radio"/> Curr.week
Family Member/Dependents (0021)	<input checked="" type="checkbox"/>	<input type="radio"/> All <input type="radio"/> Current month
Residence Status (0094)	<input checked="" type="checkbox"/>	<input type="radio"/> From curr.date <input type="radio"/> Last week
Additional Personal Data (0077)	<input checked="" type="checkbox"/>	<input type="radio"/> To Current Date <input type="radio"/> Last month
Education (9004)	<input checked="" type="checkbox"/>	<input type="radio"/> Current Period <input type="radio"/> Current Year
SACS Education (9020)	<input checked="" type="checkbox"/>	<input type="button" value="Choose"/>
<b>Faculty Rank and Tenure (9003)</b>	<input checked="" type="checkbox"/>	

Direct selection

Infotype	Faculty Rank and Tenure (9003)	STy	<input type="text"/>
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EE group	A	Faculty	Personnel area	1300	Academic Affairs
EE subgroup	02	<12 Mo Ex Sal w/Spr..	Pers. subarea	0002	BE FT (40)
Start	06/01/2018	To	12/31/9999	Chngd	07/23/2009 CW12

**Faculty Rank and Tenure (9003)**

Tenure Status	Tenured	
Date on Tenure-Track	<input type="text"/>	
Probationary Period	<input type="text"/>	
Tenure Review Date	<input type="text"/>	
Tenured Date	08/01/2009	
Organizational unit	50000094	1319110000
College	50000092	Dept of Health & Human Performance 1319000000 College of Education
Phased Retirement Dt	<input type="text"/>	
Ph Retirement Term	<input type="text"/> Years	
Extended Term Beg Dt	<input type="text"/>	
Extended Term End Dt	<input type="text"/>	
Academic Rank	Professor	
Academic Rank Date	08/01/2009	
Teaching Discipline	31 . 0505 . 00	Kinesiology & Exercise Science

# PA20 - Terminology

## Infotype “Basic Pay (0008)”

- Shows the amount an employee is paid
- Wage Types

Person ID: A0 [redacted] Pers.Assgn: 500 [redacted]

Name: [redacted] FTE: 100.00 Status: 3 Active

EE group: B Staff Personnel area: 1400 Finance/Support Services

EE subgroup: 05 12 Mo Ex Salaried Pers. subarea: 0002 BE FT (40)

Start: 01/01/2018 to 12/31/9999 Chng: 01/19/2018 KB1367

Subtype: 0 Basic contract

Salary

Reason: [ ] Cap.util.lvl: 100.00

PS type: 01 Unclass / Exempt WkHrs/period: 173.33 Monthly

PS Area: 01 Monthly Next inc.:

PS group: 21 Level: 00 Ann.salary: [redacted] USD

W...	Wage Type Long Text	O.. Amount	Curr...	I.. A..	Number/Unit	Unit
1000	Regular Salary Comp	701000	USD	☑	0.00	
1110	State Longevity Pay	702200	USD	☐	0.00	

Person ID: A0 [redacted] Pers.Assgn: 500 [redacted]

Name: [redacted] FTE: 100.00 Status: 3 Active

EE group: A Faculty Personnel area: 1300 Academic Affairs

EE subgroup: 01 <12 Mo Ex Salaried Pers. subarea: 0002 BE FT (40)

Start: 07/16/2018 to 12/31/9999 Chng: 07/24/2018 WF-BATCH

Subtype: 0 Basic contract

Salary

Reason: [ ] Cap.util.lvl: 100.00

PS type: 03 Faculty WkHrs/period: 173.33 Monthly

PS Area: 01 Monthly Next inc.:

PS group: ASSOPROP Level: [ ] Ann.salary: [redacted] USD

W...	Wage Type Long Text	O.. Amount	Curr...	I.. A..	Number/Unit	Unit
1310	Summer Salary Comp	[redacted]	USD	☑	0.00	

Person ID: A0 [redacted] Pers.Assgn: 500 [redacted]

Name: [redacted] FTE: 100.00 Status: 1 Inactive

EE group: A Faculty Personnel area: 1300 Academic Affairs

EE subgroup: 02 <12 Mo Ex Sal w/S... Pers. subarea: 0002 BE FT (40)

Start: 01/01/2018 to 12/31/9999 Chng: 01/18/2018 MB12

Subtype: 0 Basic contract

Salary

Reason: [ ] Cap.util.lvl: 100.00

PS type: 03 Faculty WkHrs/period: 173.33 Monthly

PS Area: 01 Monthly Next inc.:

PS group: ASSOPROP Level: 00 Ann.salary: [redacted] USD

W...	Wage Type Long Text	O.. Amount	Curr...	I.. A..	Number/Unit	Unit
1000	Regular Salary Comp	[redacted]	USD	☑	0.00	
9DFE	Deferral Percentage	[redacted]	USD	☐	25.00	Percent

The combination of EE Group/Subgroup/Pers. Subarea/ and Wage Type will dictate the G/L the expense will post to.

# PA20 - Terminology

## Infotype “Cost Distribution (0027)”

- Shows from where an employee is paid

Person ID [REDACTED] Pers.Assgn [REDACTED]

Name [REDACTED] FTE 100.00 Status 0 Withd...

EE group B Staff Personnel area 1200 Information Technology

EE subgroup 06 12 Mo NE Salaried Pers. subarea 0002 BE FT (40)

Start 01/01/2021 To 12/31/9999 Chng 12/18/2020 WF-BATCH

Distrib. 01 Wage/Salary

Master cost center 1210000000 Univ Library Operatg

Cost distribution								
CoCd	Cost ctr	Order	WBS element	Name	Pct.	BusA	Fund	Name
754	1210000000			Univ Library Operatg	100.00	1000	2000011021	Des Metho

# Permanent Budgets

## Overview:

- Budget by position
  - All salaried positions (staff, faculty, and grad students) are budgeted at the position level
  - People fill positions
- HR actions
  - Any action processed by HR that affects the person or position (or both) will require some sort of budget action
    - *Note: Per Course Faculty, student employees or NSNR employees are not budgeted by position, but still require budget in the appropriate budget category.*

# Permanent Budgets - Terminology

## Budget “Category” defined:

- Spending authority set up for specific purposes
  - Examples - Staff salaries, hourly staff, faculty salaries, overtime, fringe benefits, etc.
- May be Permanent or Temporary
  - Permanent – recurring year to year
  - Temporary – one year only

# Permanent Budgets - Terminology

## Salary Savings defined:

- The positive difference between a position budget and what the person/position is being paid.
  - Example:
    - Position Budget = \$50,000
    - Person/Position Salary = \$45,000
    - Difference = \$5,000 ← salary savings
- Two types of salary savings
  - Permanent Salary Savings
  - Temporary Salary Savings

# Permanent Budgets - Terminology

## Permanent Salary Savings:

- Hiring a person at less than position is budgeted
- Delimiting a position

## Temporary Salary Savings:

- Vacant Position
- Employee on Leave Without Pay
- Temporary reduction in FTE

# Permanent Budgets - Terminology

## Permanent Positions:

- Positions that are salaried and budgeted on an annual basis

## Permanent HR actions require permanent budget:

- Pay changes (ex. Adjustments and reclassifications)
- Hiring employees at an amount different than budgeted on the position

# Permanent Budgets - Terminology

## Position Budget Commitment Items:

- Faculty Salaries 670080
- Faculty Salaries-Adjunct 670084
- Graduate Students 670081
- Staff Salaries 670100

Reference document located on our website.

Budget Office>Reference Materials & Training>  
How-to & Reference documents> Salary Related  
[Common Salary Related GL & Commitment Items](#)

# Permanent Budgets - Terminology

## Permanent position budgets:

- EXCEPTIONS-these actions do not affect permanent budgets:
  - Temporarily budgeted accounts and/or grants
  - Per-course and teaching overloads
  - One-time payments (stipends, on-call pay, etc.)
  - Overtime worked by less-than full-time staff
  - Recurring payments
  - Temporary HR actions (Grad student 2nd year or temporary pay raises)

# Permanent Budgets - Analysis

- Permanent budgets should be reconciled.
- When is it okay for my permanent budget to be out of balance?
  - Temp funded positions
    - Example: Faculty funded by Provost or temporary faculty/staff positions
  - Temporary HR actions
    - Example: Temporary assignment or temporary cost distribution changes

# Permanent Budgets – Actions (High Level)

If the permanent budget is out of balance:

- Process a budget change to correct the budget
- Process a PCR to change the person's information
- Request a change to the position
- Contact the Budget Office if you need help researching differences or processing the necessary change

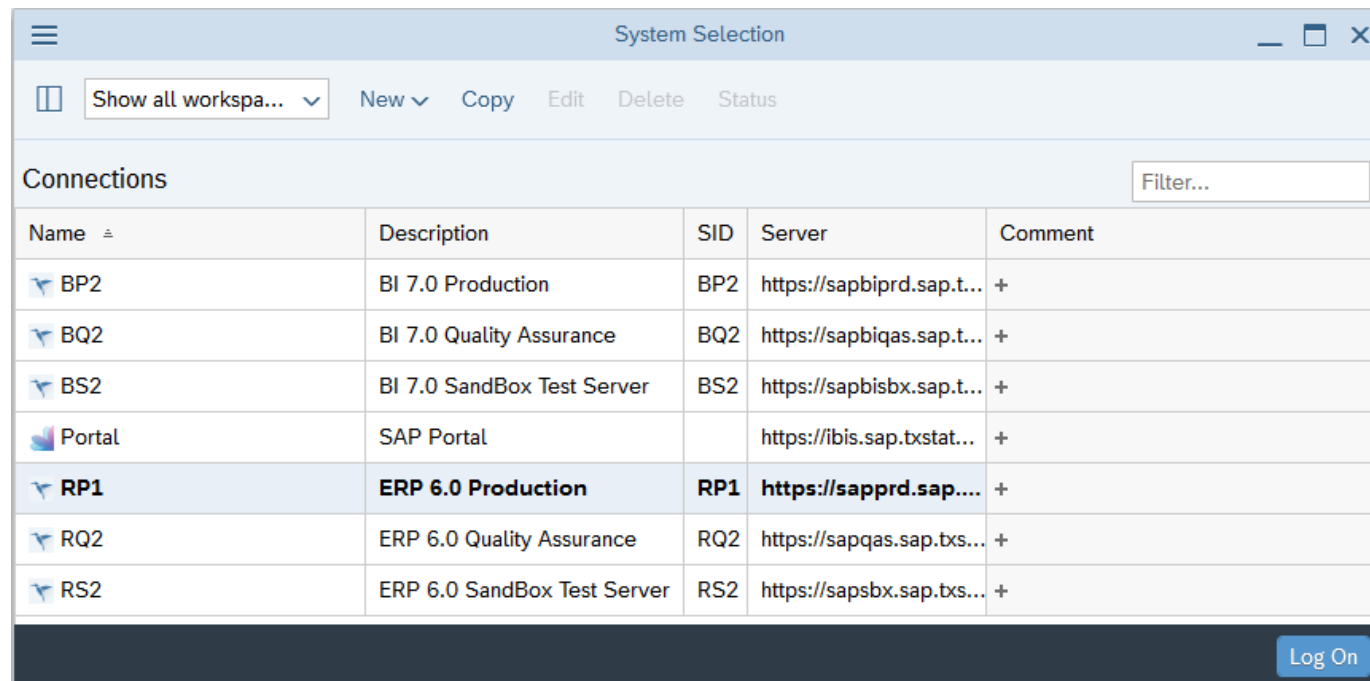
# Permanent Budgets – Analysis (Detail)

- Business Explorer (BEx Analyzer)
  - Same program that is used in Budget Development
  - Need access to SAP BP2
- Query (Report)
  - HR/FM Salary Budget Comparison

# Permanent Budgets – Analysis (BEx)

## SAP System Selection:

- BP2
- Same password as regular SAP (RP1)



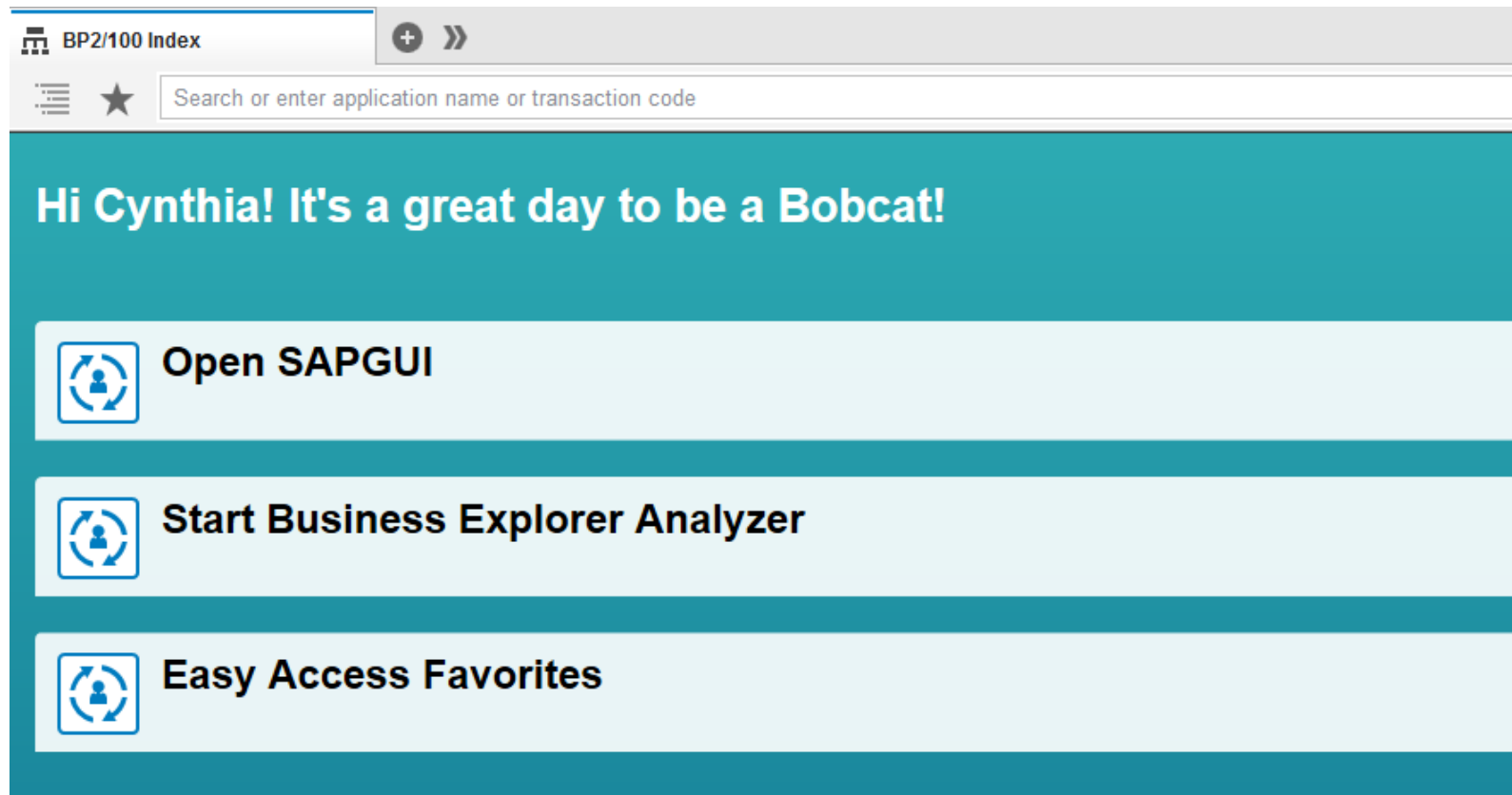
The screenshot shows the 'System Selection' window in SAP. It features a toolbar with options like 'Show all workspa...', 'New', 'Copy', 'Edit', 'Delete', and 'Status'. Below the toolbar is a 'Connections' section with a 'Filter...' input field. A table lists various SAP systems with columns for Name, Description, SID, Server, and Comment. The 'RP1' system is highlighted in blue.

Name	Description	SID	Server	Comment
BP2	BI 7.0 Production	BP2	https://sapbiprd.sap.t...	+
BQ2	BI 7.0 Quality Assurance	BQ2	https://sapbiqas.sap.t...	+
BS2	BI 7.0 SandBox Test Server	BS2	https://sapbisbx.sap.t...	+
Portal	SAP Portal		https://ibis.sap.txstat...	+
<b>RP1</b>	<b>ERP 6.0 Production</b>	<b>RP1</b>	<b>https://sapprd.sap....</b>	+
RQ2	ERP 6.0 Quality Assurance	RQ2	https://sapqas.sap.txs...	+
RS2	ERP 6.0 SandBox Test Server	RS2	https://sapsbx.sap.txs...	+

Log On

# Permanent Budgets – Analysis (BEx)

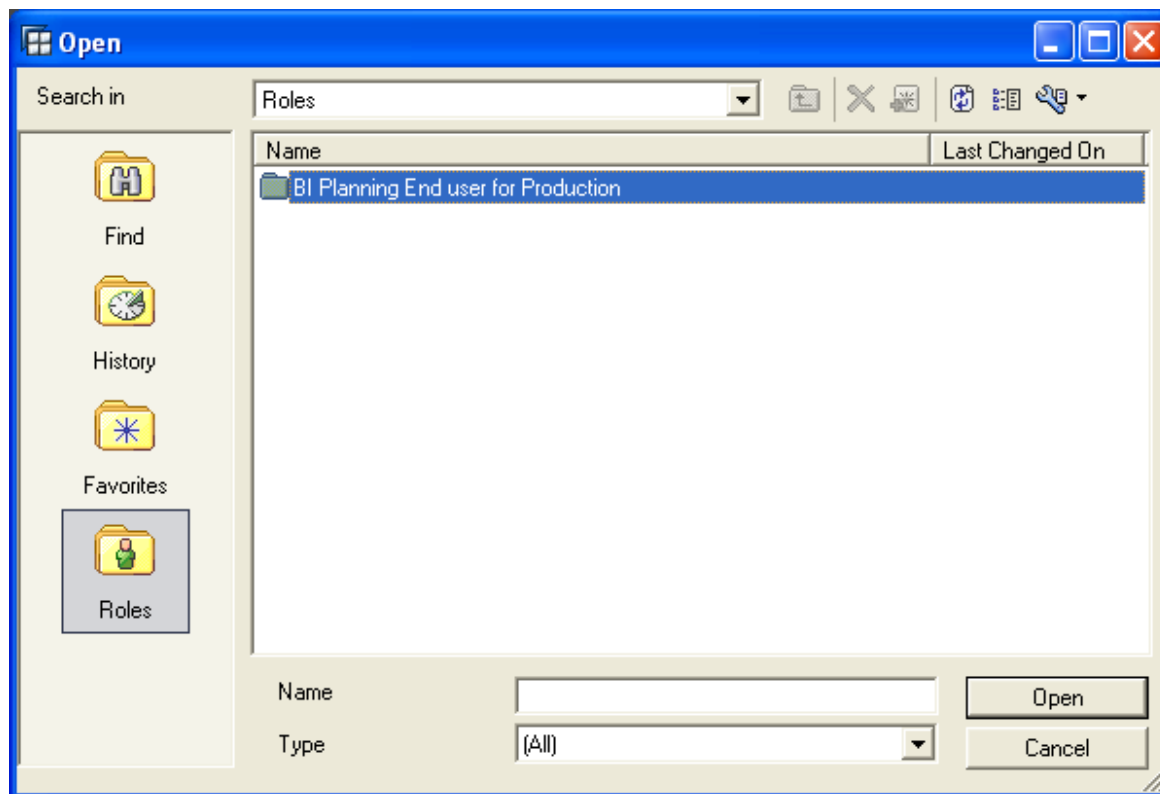
Select Start Business Explorer Analyzer:





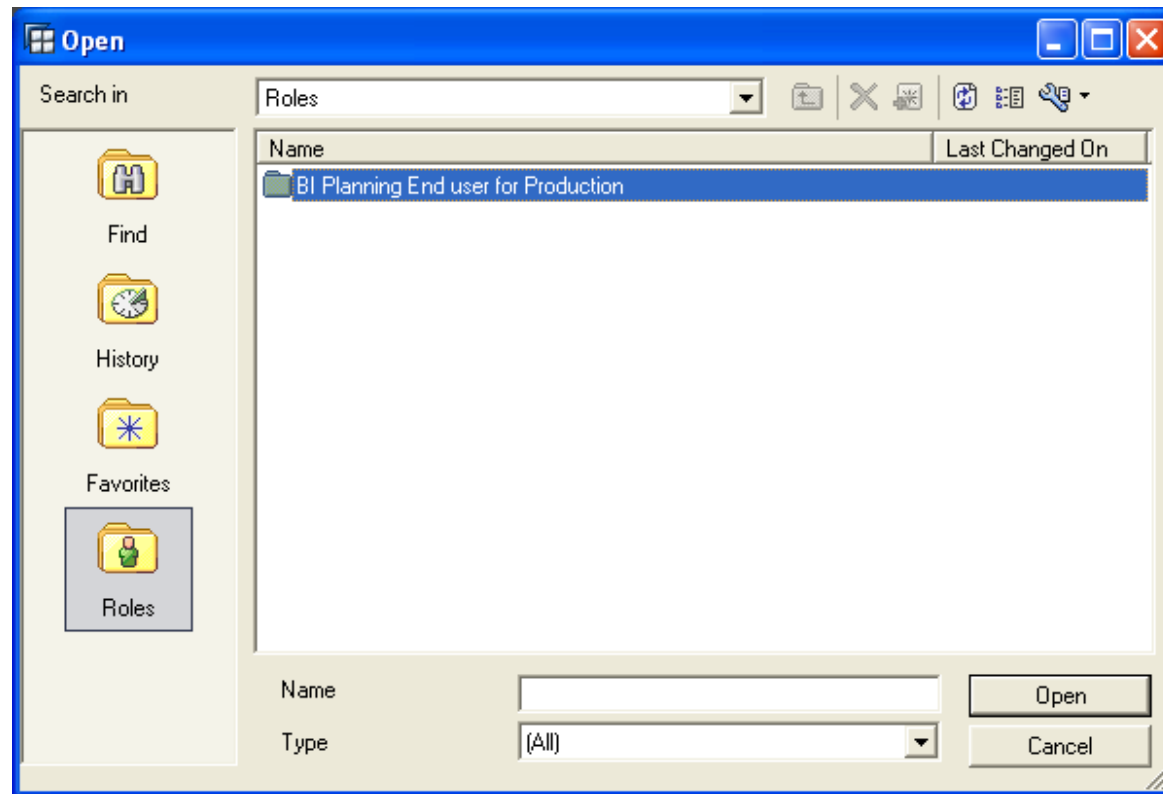
# Permanent Budgets – Analysis (BEx)

- Dialog box will open.
- Click on Roles (left side).
  - Select BI Planning End user for Production



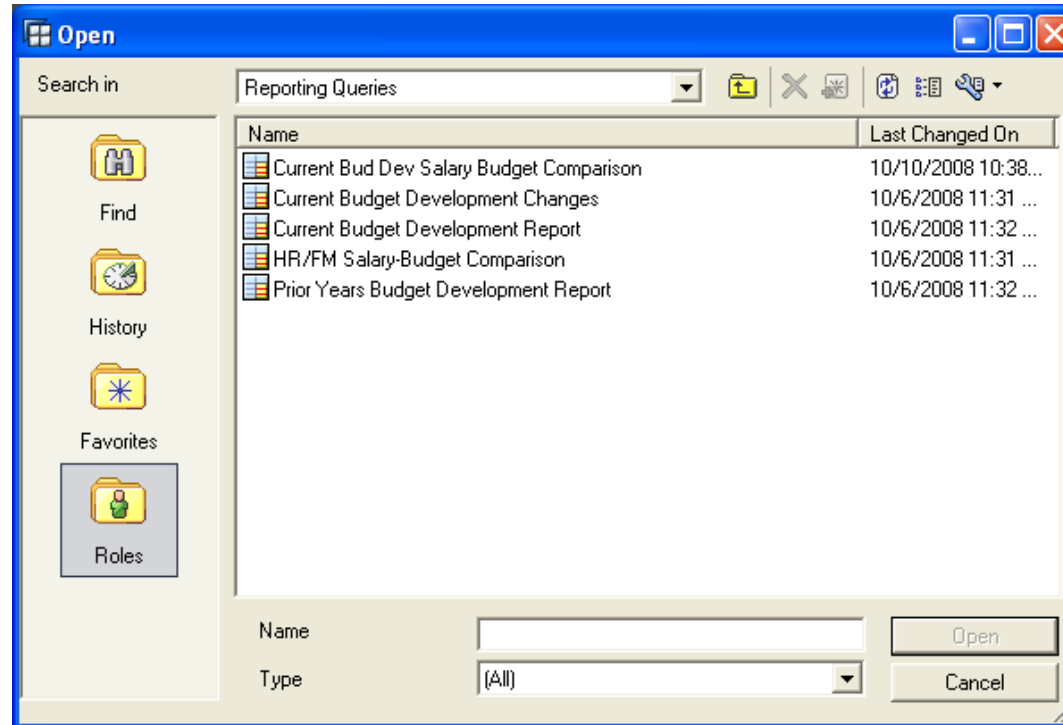
# Permanent Budgets – Analysis (BEx)

- Dialog box will open.
- Click on Roles (left side).
  - Click on BI Planning End user for Production to select.



# Permanent Budgets – Analysis (BEx)

- Click on the report desired
  - HR/FM Salary Budget Comparison
  - Current Bud Dev Salary Budget Comparison-can be run during budget development to incorporate any changes made to the budgeted position in budget development



# Permanent Budgets – Analysis (BEx)

- Selection box will open
- Enter Funds Center
- Optional: enter fund
- Optional: enter commitment item
- Enter current fiscal year
- Click OK or hit Enter on your keyboard

**Select Values for Variables**

Available Variants: [Dropdown]

DATA\_PROVIDER\_1 - ZBP\_M001\_RQ0005

Fund Center Selection(*)	[Dropdown]	[Copy]	
Commitment Item HR/FM(*)	670080;670081;670084;670087;67	[Copy]	Faculty Salaries; Graduate Student S..
Fund Selection	1000000000 - 3999999999	[Copy]	754/1000000000 - 754/3999999999
Fiscal Year Report(*)	[Dropdown]	[Copy]	

OK Cancel Check

# Permanent Budgets – Analysis (BEx)

- Annual Salary column
- HR master data
- Current Budget
- Permanent budget in FM
- Two Rows per Position
- Position number is tied to budget
- Person (Pernr) is not known in budget
- Result Row=Difference
- Shows if balanced
- Annual salary cost is based on the Employee Subgroup and < 12 months is calculated at 9 months.

Table								
Funds Center	Fund	Commit Item		Position	Employee	Annual Salary Cost	Current Budget	Difference
1110100000	1000050009	670100	Staff Salaries	50000818	521	\$ 49,835.64	\$ 0.00	-\$ 49,835.64
					#	\$ 0.00	\$ 49,835.64	\$ 49,835.64
					Result	\$ 49,835.64	\$ 49,835.64	\$ 0.00
				50001454	21740	\$ 98,345.52	\$ 0.00	-\$ 98,345.52
					#	\$ 0.00	\$ 81,470.29	\$ 81,470.29
					Result	\$ 98,345.52	\$ 81,470.29	-\$ 16,875.23
				50006288	6253	\$ 36,868.44	\$ 0.00	-\$ 36,868.44
					#	\$ 0.00	\$ 36,868.44	\$ 36,868.44
					Result	\$ 36,868.44	\$ 36,868.44	\$ 0.00
					Result	\$ 185,049.60	\$ 168,174.37	-\$ 16,875.23
		Result				\$ 185,049.60	\$ 168,174.37	-\$ 16,875.23
	Result					\$ 185,049.60	\$ 168,174.37	-\$ 16,875.23
Overall Result						\$ 185,049.60	\$ 168,174.37	-\$ 16,875.23

# Permanent Budgets – Analysis (BEx)

## Adjunct Faculty Salary Lines

Funds Center	Fund	Commit Item	Position	Employee	Annual Salary Cost	Current Budget	Difference				
1319140000	Curriculum/Instructn	1000050019	Op Support	670084	Fac Sal -Adjunct	50016817	Sr Lect	#	\$ 0.00	\$ 48,452.21	\$ 48,452.21
								Result	\$ 0.00	\$ 48,452.21	\$ 48,452.21
						50016818	Sr Lect	13211	\$ 47,430.63	\$ 0.00	-\$ 47,430.63
								#	\$ 0.00	\$ 47,430.67	\$ 47,430.67
								Result	\$ 47,430.63	\$ 47,430.67	\$ 0.04
						50028597	Lecturer	118214	\$ 49,000.05	\$ 0.00	-\$ 49,000.05
								Result	\$ 49,000.05	\$ 0.00	-\$ 49,000.05

- Vacant Budgeted Position-The Annual Salary Cost will be reflected in the Faculty Salary portion
- Filled Budgeted Position-Position 50016818
- Filled UnBudgeted Position-Position 50025897
- Vacant Budgeted Position-Position 50016817

# Temporary Budgets

- Temporary Positions and Employees
  - One-year or short-term positions, interim positions, etc.
  - A temporary budget adjustment is necessary to fund just what is needed for this fiscal year

# Temporary Budgets - Commitment Items

- “Group” Budgets Commitment Items

Description	Commitment Item
Fringe Benefits*	670400
Hourly Staff	670103
Overtime	670190
State Longevity*	670220
Awards	670082, 670101
Faculty Salary-Undergrad Students	670090

*\*Can have permanent budget as well at high level fund*

Refer to [Common Salary-Related GL & Commitment Items](#)

# Temporary Budgets - Process

- Problem:
  - “All permanent positions are budgeted correctly, why am I still over (or under) for this fiscal year?”



# Temporary Budgets - Process

- Graduate Students (negative balance)
  - What you see:
    - A negative available budget in B2A
  - What it could be:
    - Look for additional hours entered and approved by students to compensate for upcoming Energy Conservation Days (Christmas Break & Spring Break).
      - ACTION-Process a temporary budget adjustment to cover the shortage for the year into that position's budget.
      - LWOP during EC days will compensate for this time, then the budget adjustment can be reversed.
    - Position encumbrance for partial days in months vacant (mid-month vacancies)
      - ACTION-Request that the Budget Office can release encumbrance

# Temporary Budgets - Process

- Staff Salaries
  - What you see:
    - A positive available budget in B2A
  - What it could be:
    - Temporary salary savings
      - Primary Funds & Fee accounts do not keep salary savings.
      - All other funds can keep temporary salary savings

# Scenario

Mid-year Permanent Change to a Position

Requires both a Permanent and Temporary Adjustment

- Vacant position from 9/1 - 11/30 and is currently permanently budgeted at \$2,300/mo or \$27,600 annual
- Employee “A” was hired effective 12/1 at \$2,325/mo or \$27,900 annual
  1. ACTION - A permanent budget adjustment must be processed to increase the annual budget amount by \$300 (The difference between \$27,900 and \$27,600)
  2. ACTION – A temporary budget adjustment must be processed (on the same budget document) to transfer \$75 back to the funding source ( $\$300/12\text{mo} * 3\text{mo}$ ) because person “A” didn’t fill the position until 12/1, therefore from 9/1-11/30 the position did not require the additional funding.

# Scenario

Mid-year Permanent Change to a Position  
Requires both a Permanent and Temporary Adjustment

Document  Status

**Header Data** Additional Data

Process  Total Sender   
 Total Receiver   
 Budget Category  Version   
 Document type  Document Date

Sender

Fiscal Year  Period

Receiver

Fiscal Year  Period

Split

Lines

Line	-/+	Type	Grant	Fund	Funds center	Cmmt item	F.Ar	Funded Prg	Amount	Text
000001	-	PERM	NOT_RELEVANT_FOR_GM	2000011019	1400000098	670198	1700	NR	300.00	Fund approved for new hire
000002	+	PERM	NOT_RELEVANT_FOR_GM	2000011019	1411000000	670100	1700	NR	300.00	50010600-new hire
000003	-	TEMP	NOT_RELEVANT_FOR_GM	2000011019	1411000000	670100	1700	NR	75.00	50010600-return differentia
000004	+	TEMP	NOT_RELEVANT_FOR_GM	2000011019	1400000098	670198	1700	NR	75.00	50010600

# Graduate Students

- Graduate Students
  - The number of permanent Graduate Student positions approved must be budgeted
- Where to budget
  - Group Item (670094) – doesn't require position #
  - Graduate student line ( 670081) – does require a position #
  - Reconciled together

# Graduate Students

- Graduate Students
  - Example from Budget to Actual

Commitment item	Commitment item Name	Σ Revised budget	Σ Current YTD actuals	Σ Encumbrances	Σ Available balance
670081	Graduate Student Sal	143,814.78	0.00	0.00	143,814.78
670094	TA/IA Group Item	42,893.91	0.00	0.00	42,893.91
700801	Fac Salaries-Grad St	0.00	0.00	0.00	0.00
	Fac Salaries-Grad St	0.00	96,781.95	69,390.34	166,172.29-
701002	Grad Rsrch Salaries	0.00	0.00	0.00	0.00
<b>Commitment item Grou 02GRADUATE STU</b>		<b>186,708.69</b>	<b>96,781.95</b>	<b>69,390.34</b>	<b>20,536.40</b>
<b>01FACGRAD</b>		<b>186,708.69</b>	<b>96,781.95</b>	<b>69,390.34</b>	<b>20,536.40</b>
		<b>186,708.69</b>	<b>96,781.95</b>	<b>69,390.34</b>	<b>20,536.40</b>

# Graduate Students

- Graduate Students
  - Temporary vs. Permanent actions:
    - Temporary funded positions
      - 2nd or 3rd year appointments (must be funded perm at base)
      - Temporary funded positions
      - Budget can be moved to either the group item (670094) or to the position (670081) with a temporary budget transaction.
    - Permanent funded positions
      - Must be funded with a permanent budget adjustment and must be put into the position commitment item 670081 and must reference the position number.

# Faculty

- Faculty Salaries
  - Tenured Faculty – Should always be zero or positive
    - It can be positive if the person is temporarily paid from other sources, such as grants.
    - Those positions that are for Associate/Assistant Dean may appear to be overfunded due to summer funding being in the department budget.
  - Temporary actions must be funded.
    - i.e. stipends, teaching overloads, etc.

# Faculty

- Faculty Salaries-Adjunct
  - Example from Budget to Actual

*Budget to Actual Report*

Texas State - FM Budget & Actuals Report

Fiscal year = 2009  
 Period = 001 to 014  
 Fund = 1000050009 = 1000050009 = 1000051009 = 1000054109 =  
 Fund Center = 1321120000

Commitment item	Commitment item Name	Σ Revised budget	Σ Current YTD actuals	Σ Encumbrances	Σ Available balance
670084	Fac Sal -Adjunct	104,346.94	0.00	0.00	104,346.94
670093	Adjunct Group Item	51,931.47	0.00	0.00	51,931.47
700803	Faculty Sal-Adjunct	0.00	78,768.43	84,303.52	163,071.95-
<b>Commitment item Grou 01FACULTY SALA</b>		<b>156,278.41</b>	<b>78,768.43</b>	<b>84,303.52</b>	<b>6,793.54-</b>
<b>04FACADJ</b>		<b>156,278.41</b>	<b>78,768.43</b>	<b>84,303.52</b>	<b>6,793.54-</b>
		<b>156,278.41</b>	<b>78,768.43</b>	<b>84,303.52</b>	<b>6,793.54-</b>



# Faculty

- Faculty and Adjunct Salaries
  - Combined-Commitment Item Group 99FAC\_AD\_T
    - Available budget should always be zero or positive
    - Temporary transfers between the two are not necessary
      - Using available faculty salaries
      - Temporary actions (stipends, teaching overloads, etc.)
        - All teaching overloads hit the Adjunct Salary line, regardless of tenure status.

# Faculty

- Faculty Salaries-Adjunct

**Budget to Actual Report**

**Financial Management Area**


FM Area

**Fiscal Year / Period**

Fiscal Year

Period  to

**FM Account Assignment**

Fund   to

Funds center  to

Commitment Item  to

Commitment Item Group

Functional Area  to

Funded Program  to

**Variant**

Layout

# Faculty

- Commitment Item Group 99FAC\_AD\_T

Commitment item	Commitment item Name	Σ Revised budget	Σ Current YTD actuals	Σ Encumbrances	Σ Available balance
670084	Fac Sal -Adjunct	104,346.94	0.00	0.00	104,346.94
670093	Adjunct Group Item	51,931.47	0.00	0.00	51,931.47
700803	Faculty Sal-Adjunct	0.00	78,768.43	84,303.52	163,071.95-
<b>Commitment item Group 01FACULTY SALARIES-ADJUN</b>		<b>156,278.41</b>	<b>78,768.43</b>	<b>84,303.52</b>	<b>6,793.54-</b>
<b>01FACULTY SALARIES-ADJUN</b>		<b>156,278.41</b>	<b>78,768.43</b>	<b>84,303.52</b>	<b>6,793.54-</b>
670080	Faculty Salaries	1,100,655.38	0.00	0.00	1,100,655.38
700800	Faculty Salaries	0.00	0.00	0.00	0.00
	Faculty Salaries	0.00	594,587.81	478,362.48	1,072,950.29-
<b>Commitment item Group 00FACULTY SALARIES</b>		<b>1,100,655.38</b>	<b>594,587.81</b>	<b>478,362.48</b>	<b>27,705.09</b>
<b>00FACULTY SALARIES</b>		<b>1,100,655.38</b>	<b>594,587.81</b>	<b>478,362.48</b>	<b>27,705.09</b>
		<b>1,256,933.79</b>	<b>673,356.24</b>	<b>562,666.00</b>	<b>20,911.55</b>

# Academic – Summer Appointments

- Summer assignments – New pernrns
  - Faculty
  - Faculty Adjunct
  - Program Faculty
  - Graduate Students

# Academic – Summer Appointments

- 670010 – Total Summer Faculty
  - Overall budget control line for over budget notices

Commitment Item (CI) Name	Budget CI	Expense GL
Summer Program Faculty	670011	701010
Summer Faculty (tenure/tenure track)	670012	700810
Summer Adjunct Faculty	670013	700811
Summer Graduate Salaries	670014	700812

# Academic – Summer Appointments

- Academic – Summer Appointments
  - Provost will provide funding for summer appointments in the appropriate budget line
  - At end of summer, this will be reconciled to the high-level commitment
- Non-Academic accounts may budget at high level 670010
  - Sponsored program funds, start-ups, REPs, etc.

# Reports to Use in Research

- **ZFM\_SAL\_RECON** - Salary Encumbrance Reconciliation
- **ZFISALFRINGE** - Salary Fringe
- **ZFIPOSBUD** – Annual Position Budget Report

# ZFM\_SAL\_RECON

## Salary Encumbrance Reconciliation Report

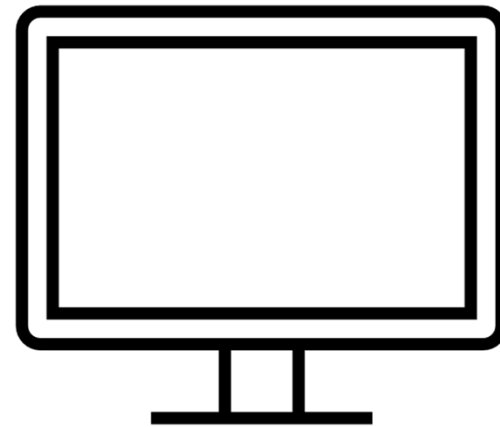
- General description
  - To view salary and fringe encumbrances for the year
- Main Uses
  - To view and reconcile salary and fringe encumbrances by person and/or position.
- Can be used for any type of fund, including grants.
  - Budget to Actual – Reserved and Encumbered columns
  - Grant Summary – Encumbrances column
- Salaried positions and employees only
  - No hourly

# Activity

Let's run the report.

SAP Transaction Code (t-code):









- ZFM\_SAL\_RECON



# ZFM\_SAL\_RECON

## Salary Encumbrance Reconciliation Report

### Reconciliation for Salary Encumbrances Report

 				
<b>Select Type of Output</b>				
Detailed Report	<input type="radio"/>			
Summary Report	<input checked="" type="radio"/>			
Include Paid Items?	<input type="checkbox"/>			
<b>Account Assignment</b>				
Cost Center	<input type="text" value=""/>	to	<input type="text" value=""/>	
Order	<input type="text" value=""/>	to	<input type="text" value=""/>	
WBS	<input type="text" value=""/>	to	<input type="text" value=""/>	
Fund	<input type="text" value=""/>	to	<input type="text" value=""/>	
GL Account.	<input type="text" value=""/>	to	<input type="text" value=""/>	
<b>Human Resources</b>				
Position	<input type="text" value=""/>	to	<input type="text" value=""/>	
<b>General Information</b>				
Selection from	<input type="text" value="09/01/2007"/>	to	<input type="text" value="08/31/2008"/>	
Layout	<input type="text" value=""/>			

# ZFM\_SAL\_RECON

## Salary Encumbrance Reconciliation Report

- Selection Criteria
  - *Detailed Report*: to view amounts per position/employee by month.
  - *Summary Report*: to view subtotaled amounts per position/employee for the year.
  - *Include Paid Items?*
    - Leave this blank if you're trying to reconcile what is left to be paid (can be reconciled with B2A encumbrances)
    - Select this box if you want to see everything that has been paid and still encumbered for the dates selected
  - *Cost Center*: this is a required field
    - Note: You may enter an order number or WBS in lieu of a cost center (grants and funded programs).

# ZFM\_SAL\_RECON

## Salary Encumbrance Reconciliation Report

- Selection Criteria continued
  - *Fund*: optional field. Enter your fund (high level fund is ok)
  - *Position*: Use this field to search for a specific position/employee only, otherwise leave it blank
  - *GL account*: To narrow your results enter a GL
    - Use [cheat sheet](#)
  - *Selection From*: Current fiscal year date range 9/1/xxxx to 8/31/xxxx defaults
    - You may choose any interval of current fiscal year

# ZFM\_SAL\_RECON

## Salary Encumbrance Reconciliation Report

- Result:

<b>Reconciliation for Salary Encumbrances - Summary</b>											
Position	Pers.No.	G/L Acct	Cost Center	Order	WBS Elem.	Fund	Start Date	End Date	Σ	Vacant Σ	Filled Amount
50005569	19393	701000	1413120000			1000064121	05/01/2021	08/31/2021		0.00	26,059.16
										<b>0.00</b>	<b>26,059.16</b>
50000802	20806	701500	1413120000			1000064121	05/01/2021	08/31/2021		0.00	7,468.60
50001066	31745		1413120000			1000064121	05/01/2021	08/31/2021		0.00	7,181.84
50001162	36258		1413120000			1000064121	05/01/2021	08/31/2021		0.00	8,255.48
50001606	1529		1413120000			1000064121	05/01/2021	08/31/2021		0.00	4,639.92
50001607	1530		1413120000			1000064121	05/01/2021	08/31/2021		0.00	13,824.32
50001646			1413120000			1000061021	01/01/2021	08/31/2021		23,164.72	0.00
50001873	1826		1413120000			1000064121	05/01/2021	08/31/2021		0.00	8,512.56
50001971	12142		1413120000			1000064121	05/01/2021	08/31/2021		0.00	9,133.40
50002122	36226		1413120000			1000064121	05/01/2021	08/31/2021		0.00	7,807.80
50002337			1413120000			1000061021	08/01/2021	08/31/2021		2,609.13	0.00

# ZFM\_SAL\_RECON

## Salary Encumbrance Reconciliation Report

- Output
  - *Start Date*: Beginning date of salary calculation for that line.  
(Not Employee Start Date)
  - *End Date*: End date of salary calculation for that line.  
(Not Employee End Date)
    - Detailed Report - will show you month by month
    - Summary Report will show you total by date range entered.

# ZFM\_SAL\_RECON

## Salary Encumbrance Reconciliation Report

- Output continued
  - Vacant: Indicates positions that are (or were) vacant and the corresponding amount.
    - Vacant amounts show in the Reserved column on B2A and in the encumbered column on Grant Summary
  - Filled: Indicates the salary amount for the holder of that position
    - Filled amounts show in the Encumbered column on B2A and in encumbered in Grant Summary
  - Note: If a partial amount is still encumbered, this report doesn't know WHO that partial amount is for, so all encumbrances for that timeframe (month) will still show. However, only the partial amount is truly encumbered. This is cleared after payroll posts.

# ZFISALFRINGE

## Salary/Fringe Report

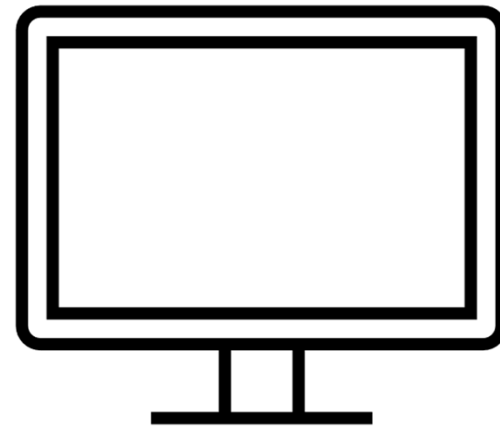
- General description
  - To view year-to-date actual expenditures for employee salaries
- Main Uses
  - To reconcile salary and fringe expenses
- Salary commitment items or Sponsored Class
  - Budget to Actual – Actual columns
  - Grant Summary – Actual columns

# Activity

Let's run the report.

SAP Transaction Code (t-code):

- ZFISALFRINGE



# ZFISALFRINGE

## Salary/Fringe Report

- Selection Criteria:
  - *Detailed Report*: to view detailed amounts per employee by payroll period.
  - *Drill Down Summary*: To view subtotals by GL.
  - *Personnel Number*: Use this field to search for a specific employee.
  - *Posting Date*: You may enter a date range for the whole fiscal year or month by month.

# ZFISALFRINGE

## Salary/Fringe Report

- Selection Criteria continued:
  - *Fiscal Year*: Fiscal year of date range above.
  - *GL Account*: To narrow your results enter a GL or GL range. (Note: GLs begin with a 7.)
  - *Cost Center*: Enter your cost center (fund center)
    - Note: You may enter an order number or WBS in lieu of a cost center (grants and funded programs).
  - *Fund* (not a required field):
    - If you enter a fund starting with a 1\* , enter "\*\*\*" in the 7th & 8th digits of the fund
      - example 100005\*\*22

# ZFISALFRINGE

## Salary/Fringe Report

**Salary/Fringe Report**

Select Type of Output

Detailed Report

Drill Down Summary

Personnel number

Personnel Number  to

Wage Type  to

Date selections

Posting Date  to

Fiscal Year

Additional select-options

G/L Account

Cost Center

Order

WBS Element

Fund

Multiple Selection for

Select Single Value

S.. Single value

701000

701500

- Detail
- Posting Date
- Fiscal Year
- Use specific G/L codes
- Use [cheat sheet](#)
- Fund-May use wildcards

# ZFISALFRINGE

## Salary/Fringe Report

- Output:
  - Personnel Number (pernr)
  - General Ledger (GL)
  - Amount
  - Costing (order, WBS, Fund, cost center)
  - Posting Date (the date the payroll posted)
  - Wage Type:
    - Tells the type of payment (i.e. regular salary, additional hours paid straight, FLSA overtime, vacation payout, etc.)

# ZFISALFRINGE

## Salary/Fringe Report

### Salary/Fringe Report - Detail

PersNo	G/L Acc	G/L Desc.	Σ	Amount	Posting Date	Wage Type
20984	701500	HE Salary Classif Em		1,021.00	09/30/2008	Regular Salary Comp
	701500	HE Salary Classif Em		5.89	09/30/2008	Additional Hrs Pd-Straigh
	701500	HE Salary Classif Em		71.23	10/31/2008	Regular Salary Comp
20984				<b>1,098.12</b>		
22071	701500	HE Salary Classif Em		1,545.00	09/30/2008	Regular Salary Comp
	701500	HE Salary Classif Em		247.20	10/31/2008	Regular Salary Comp
	701500	HE Salary Classif Em		679.80	10/31/2008	Regular Salary Comp
	701500	HE Salary Classif Em		679.80-	11/10/2008	Regular Salary Comp
	701500	HE Salary Classif Em		247.20-	11/10/2008	Regular Salary Comp
	701500	HE Salary Classif Em		268.70	11/10/2008	Regular Salary Comp
	701500	HE Salary Classif Em		738.91	11/10/2008	Regular Salary Comp
22071				<b>2,552.61</b>		

- By Person (not position)
- Posting Dates
- Amounts
- Wage Type – identifies the type of payment

# ZFIPOSBUD

## Annual Position Budget Report

- General description
  - Report to view salary cost vs budget and identify variances (if any) by person and position
- Main Uses
  - To reconcile budgeted salaries on a fiscal year basis
  - Used to identify variances on temporary actions

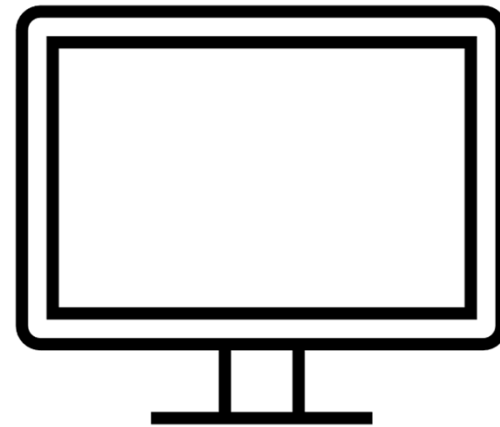
\*Cannot be used for grants

# Activity

Let's run the report.

SAP Transaction Code (t-code):

- ZFIPOSBUD



# ZFIPOSBUD

## Annual Position Budget Report

- Selection Criteria:
  - *Salary Grouping*: select which salary type you want your report to include
    - Staff Salaries
      - Budget Commitment Item 670100
      - Posting Commitment Item 701000 & 701500
    - Faculty Salaries
      - Budget Commitment Item(s) 670080 & 670095
      - Posting Commitment Item 700800

# ZFIPOSBUD

## Annual Position Budget Report

- Selection Criteria
  - *Salary Grouping* continued
    - Faculty-Adjunct Salaries
      - Budget Commitment Item(s) 670084 & 670093
      - Posting Commitment Item 700803
    - Graduate Salaries
      - Budget Commitment Item(s) 670081 & 670094
      - Posting Commitment Item 700801, 701002, 701004, 701504
    - ALL Salaries
      - All salaries mentioned above






# ZFIPOSBUD

## Annual Position Budget Report

- Selection Criteria
  - Cost Center or Funded Program (required)
  - Fund (optional)
  - Fiscal Year (required)
  - Position (optional)
  - Layout (optional)

# ZFIPOSBUD

## Annual Position Budget Report

<b>Annual Position Budget Report</b>			
<b>Salary Grouping</b>			
Staff Salaries	<input checked="" type="radio"/>		
Faculty Salaries	<input type="radio"/>		
Faculty-Adjunct Salaries	<input type="radio"/>		
Graduate Student Salaries	<input type="radio"/>		
ALL Salaries	<input type="radio"/>		
<b>Additional Selection</b>			
Cost Center	<input type="text" value="1328130000"/>	to	<input type="text"/> 
Funded Program	<input type="text"/>	to	<input type="text"/> 
Fund	<input type="text" value="2000011018"/>	to	<input type="text"/> 
Fiscal Year	<input type="text" value="2018"/>		
<b>Human Resources</b>			
Position	<input type="text"/>		
<b>Variant</b>			
Layout	<input type="text"/>		

# ZFIPOSBUD

## Annual Position Budget Report

### Annual Position Budget Report

**Salary Group** Staff Salaries  
**Fiscal Year** 2018  
**Cost Center** = 1328130000  
**Fund** = 2000011018

Position	Position Text	Personnel No	Last Name	First Name	Fund	Cost Center	Σ Total Budget	Σ Actuals YTD	Σ Reserved YTD	Σ Encumbrances Y...	Σ Total Expenses	Σ Difference
50002247	Asst Dir, Univ Marketing				2000011018	1328130000	0.00	0.00	0.00	0.00	0.00	0.00
50002247							0.00	0.00	0.00	0.00	0.00	0.00
50002670	Graphic Artist I				2000011018	1328130000	42,000.00	10,500.00	0.00	31,500.00	42,000.00	0.00
50002670							42,000.00	10,500.00	0.00	31,500.00	42,000.00	0.00
50009268	Administrative Asst III				2000011018	1328130000	45,300.48	11,325.12	0.00	33,975.36	45,300.48	0.00
50009268							45,300.48	11,325.12	0.00	33,975.36	45,300.48	0.00
50010344	Copy Editor				2000011018	1328130000	43,908.96	10,977.24	0.00	32,931.72	43,908.96	0.00
50010344							43,908.96	10,977.24	0.00	32,931.72	43,908.96	0.00
50011018	UI/UX Designer				2000011018	1328130000	48,999.96	12,249.99	0.00	36,749.97	48,999.96	0.00
50011018							48,999.96	12,249.99	0.00	36,749.97	48,999.96	0.00
50011415	Publications Writer				2000011018	1328130000	5,966.67	1,491.66	0.00	4,474.98	5,966.64	0.03
50011415							5,966.67	1,491.66	0.00	4,474.98	5,966.64	0.03
50011800	Publications Writer				2000011018	1328130000	33,999.96	6,709.08	0.00	25,499.97	32,209.05	1,790.91
50011800							33,999.96	6,709.08	0.00	25,499.97	32,209.05	1,790.91
50011855	Dir, Univ Mktg				2000011018	1328130000	120,226.72	30,056.67	0.00	90,170.01	120,226.68	0.04
50011855							120,226.72	30,056.67	0.00	90,170.01	120,226.68	0.04
50013719	Digital Video Specialist				2000011018	1328130000	46,340.64	11,585.16	0.00	34,755.48	46,340.64	0.00
50013719							46,340.64	11,585.16	0.00	34,755.48	46,340.64	0.00
50022798	Graphic Artist II				2000011018	1328130000	39,760.08	9,940.02	0.00	29,820.06	39,760.08	0.00
50022798							39,760.08	9,940.02	0.00	29,820.06	39,760.08	0.00
50025869	Asst Dir, Univ Marketing				2000011018	1328130000	68,045.76	17,011.44	0.00	51,034.32	68,045.76	0.00
50025869							68,045.76	17,011.44	0.00	51,034.32	68,045.76	0.00
00000000							494,549.23	121,846.3...	0.00	370,911.87	492,758.25	1,790.98

# ZFIPOSBUD

## Annual Position Budget Report

- Total Budget – Budget for the chosen Fiscal Year
- Actuals YTD – Actual postings for chosen Fiscal Year
- Reserved YTD – Encumbrances for vacant positions for chosen Fiscal Year
- Encumbrances YTD – Encumbrances for filled positions for chosen Fiscal Year
- Total Expenses – Actuals + Reserved + Encumbrances
- Difference – Total Budget – Total Expenses

# ZFIPOSBUD Annual Position Budget Report

- Compare difference to Budget to Actual

Texas State - FM Budget & Actuals Report

Fiscal year = 2018  
 Period = 001 to 016  
 Fund = 2000011018  
 Fund Center = 1328130000

Fund	Fund Center	Commitment Item Group	Commitment Item	Commitment Item Name	Total Budget	Current YTD Actuals	Reserved	Encumbrances	Total Encumbrances	Available Balance
2000011018	1328130000	10STAFF SALARIES	670100	Staff Salaries	494,549.23	0.00	0.00	0.00	0.00	494,549.23
2000011018	1328130000		701000	Unclassified Salary	0.00	98,936.10	0.00	302,181.03	302,181.03	401,117.13-
2000011018	1328130000		701500	Classified Salaries	0.00	22,910.28	0.00	68,730.84	68,730.84	91,641.12-
10STAFF SALARIES					494,549.23	121,846.38	0.00	370,911.87	370,911.87	1,790.98
10STAFFSAL					494,549.23	121,846.38	0.00	370,911.87	370,911.87	1,790.98
					494,549.23	121,846.38	0.00	370,911.87	370,911.87	1,790.98

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# ZFIPOSBUD

## Annual Position Budget Report

### Things to remember

- Group Items and Miscellaneous Budget Postings
  - 59999993 – Faculty Adjunct Group Item budget
  - 59999994 – Graduate Student Group Item budget
  - 59999995 – Faculty Group Item budget
  - 59999999 – Miscellaneous Budget Postings (Error)
  - 58888888 – Retroactive Salary Actions (Temporary)

\*Staff Group Item (670198) DOES NOT come into this report because we do not reconcile staff salaries with staff group item.

# ZFIPOSBUD

## Annual Position Budget Report

Known issues and potential variances

- Retroactivity
  - Into prior year
  - In current year, before payroll runs
- Changes between positions within the same account
- Multi-year funds
  - Total Budget can cross fiscal years but this report only looks at ONE fiscal year

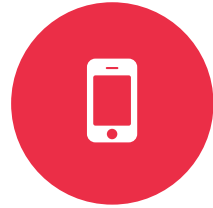
# Final Thoughts

- Familiarize yourself with your organization and positions
- Run reports regularly
- Ask questions

# Additional Resources

- SAP Resources
  - <http://www.txstate.edu/sap/>
- Budget Office
  - <http://www.fss.txstate.edu/budget/>
    - Reference materials and training for step-by-step instructions on various salary related reports
  - Call us anytime! 512-245-2376
  - Email us [budget@txstate.edu](mailto:budget@txstate.edu)
- Faculty and Academic Resources-Cindy Waggoner
  - 512-245-8378

# CONTACT US



512-245-2376



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



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