

IMPORTANT INFORMATION FOR ACCOUNT MANAGERS

We turned off notifications for over-expended budgeted salary lines at the beginning of Fiscal Year 2010. Now that salary changes are loaded in SAP and corresponding budgets have been completed, we are turning the over-budget notifications for graduate student and staff salaries back on.

The first email notifications will arrive the morning of Wednesday, October 14. You can check the status of your budget lines in SAP now or at any time by running the [Overbudget Report](#) (transaction code ZOVERBUDGET).

Faculty and Adjunct Salaries:

Non-academic departments will also begin receiving notifications of over-expended faculty and adjunct faculty salary lines on October 14. Since Faculty Records and the Budget Office are still reviewing faculty salaries, those will not be included in the automated notification at this time—but we expect that notifications for over-expended faculty salary lines will begin within the next week or two.

Academic departments will not receive notifications for over-expended adjunct faculty lines, since adjunct faculty are often hired to replace tenured/tenure-track faculty who are on some sort of leave. Even so, your overall faculty salary budgets should not be allowed to become over-expended. You can view faculty and adjunct faculty budget lines in SAP by running the [Budget to Actual Report](#) and entering 99FAC_AD_T in the field for Commitment Item Group.

Our thanks for your continued attention and cooperation. As always, if you have questions or need assistance, please call 5-2376 or email us at budget@txstate.edu. For instructions and additional information on salary and budget-related reports and transactions, please see [our website](#).