TO: Account Managers and Principal Investigators
    Administrative Support

FROM: Gordon Thyberg
    Director, Budgeting


Beginning in FY 2009, email notifications of over expended budget lines will be automatically sent to responsible managers for those accounts. The notifications will be escalated to additional levels of responsibility if the negative budgets are not taken care of. This will be effective for both Grant budgets as well as fund center/funded program budgets.

Additional information will be sent regarding the notification and escalation process.

In order to assist departments with identifying budget lines that are over budget, there is a new report available in SAP. This report will allow managers to view those accounts that have over expended a budget line in their budget. The transaction to access that report is ZOVERBUDGET.

Access to the information on this report will be based on the security access already set up in SAP. Whatever funds centers, funded programs and/or grants you have budget access to will be the same ones you will have access to for this report. This report is linked to the following SAP roles: Z3_FI_GM_DEPT_DISP_RESTRICTED and Z3_FI_FM_DEPT_DISP_RESTRICTED.

The Budget Office will be conducting training sessions on how to use this report in the fall. There is a training document available on the budget office training documents webpage: http://www.fss.txstate.edu/budget/training/Training-Documents.html If you feel you need immediate training on this report, please send an email to budget@txstate.edu and we will schedule an individual training session.