In conjunction with the Fiscal Year 2010 budget development process, account managers will have from March 30 to April 17 to review and update their current permanent budgets. The primary purpose in reviewing the budgets at the account manager level during budget development is to ensure accuracy of permanent changes and to reconcile salary lines. Account managers for income-generating accounts (excluding registration fees) will also enter their estimated income and balance to it at this time.

The budget review process will be essentially the same as last year with two enhancements:

- Positions have now been incorporated into the budgets, making reconciliation much easier.
- Budget development workshops will be done in production, meaning any changes made will be real.

We ask that you please verify that you and your assistants can access your accounts in the SAP BP system now. Please note that the SAP BP system is different than the “regular” SAP RP system that you use for HR information, Budget to Actual reports, time entry, etc., and may have a different password.

BUDGET DEVELOPMENT REMINDERS

1. Account managers should already have security access to the budget development system and their accounts; however, those individuals who assist managers may need to have security set up if there have been any changes to personnel and/or funds centers in the last year. We ask that you please verify that you and your assistants/delegates can access your accounts in the SAP BP system before attending any budget development training.
   a. If you or your delegate needs assistance in determining security access, please contact the Budget Office at budget@txstate.edu.
   b. If you or your delegate needs to have a password reset in BP2, email itac@txstate.edu.

2. Budget review will be done online via the SAP Business Warehouse (BW) program. This will require access to a personal computer (PC) – not a Mac.
   - Anyone who uses a Mac and does not have access to a PC should contact the Budget Office.
• Each PC to be used for budget review will need to have the latest SAPGUI installed. It is available from Technology Resources:
  http://www.tr.txstate.edu/software/download/sapgui-windows.html
• If you experience technical problems with the SAPGUI download or installation, please contact the Information Technology Assistance Center (ITAC) by email (itac@txstate.edu), by live chat (livechat.tr.txstate.edu), or by phone (5-4822).

3. There will be live nightly updates from SAP that will reflect permanent HR actions and permanent budget changes.
• It is expected that many changes will be made in the SAP system by processing budget changes or working with HR/Faculty Records to update HR master data.

4. All budget development entries will be viewable throughout the entire process by account managers and delegates, as well as through the appropriate administrative channels.
5. SAP Business Warehouse features the ability to create, edit, and display explanations and attachments describing any changes to a budget, so anyone with access to that particular account in budget development can see why a change was made.

The overall budget process will be explained in detail at budget development workshops and in future correspondence. All documentation will also be on the Budget Office website under Budget Development : Budget Office : Texas State University.

Salary Review will be addressed in separate correspondence.

BUDGET DEVELOPMENT WORKSHOPS

We have scheduled separate workshops by division and/or college and worked with the offices of the vice presidents and deans to schedule these training sessions. Not all divisions have opted for group workshops.

The Budget Office provides online documentation and offers individual training if desired.

KEY DATES

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Manager Budget Review</td>
<td>March 30 to April 17</td>
</tr>
<tr>
<td>Dean/Director Budget Review</td>
<td>April 20 to May 1</td>
</tr>
<tr>
<td>Vice President Budget Review</td>
<td>May 4 to May 15</td>
</tr>
</tbody>
</table>

Please call us at 5-2376 or email budget@txstate.edu if we can help you with budget development.