

Date: 11-April-2017

To: Account Managers

From: Gordon Thyberg  
Assistant Vice President  
Budgeting, Financial Planning & Analysis

Subject: Annual Budget Review for Fiscal Year 2018 Budget Development

It is time for the campus to review current permanent budget in conjunction with the Fiscal Year 2018 budget development process. Budget development reports can be viewed now.

Beginning with last year's Budget Review, account managers are not expected to make any changes. If there are specific changes that account managers want completed, such as estimated income, they can work with the Budget Office staff to make those changes or get them done at the Dean/Director level. Both the Dean/Director and VP level will have the normal processing times.

The Budget Office reviews positions and permanent budgets on an ongoing basis and will review revenue estimates for income generating accounts for fiscal year 2018 budget. Budget Office staff will contact managers if needed.

#### KEY DATES

ACTIVITY	DATE
All Level – Report Review	April 11 - July 1
Dean/Director Budget Review/Changes	April 24–May 5
Vice President Budget Review/Changes	May 6–May 26

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#### BUDGET REVIEW REMINDERS

1. Managers should already have security access to the SAP BP2 system and their accounts; however, those individuals who assist managers may need to have security set up if there have been changes to personnel and/or funds centers in the last year.
  - Note that the SAP BP2 system is different from the “regular” SAP RP1 system that you commonly use for HR information, Budget to Actual reports, time entry, etc.—and may have a different password. If you or your delegate needs to have a password reset in BP2, email [itac@txstate.edu](mailto:itac@txstate.edu) or call 5-4822.

- If you or your delegate needs assistance in determining security access, please contact the Budget Office at [budget@txstate.edu](mailto:budget@txstate.edu).
2. Budget review reports will be done online via the SAP BW (Business Warehouse) program. This will require access to a personal computer (PC)—not a Mac.
    - Anyone who works with a Mac and does not have access to a PC should contact the Budget Office.
    - Each PC to be used for budget review should have the most current version of SAP NetWeaver Business Client 5.0 installed. A download is available from Technology Resources.
    - If you experience technical problems with the SAP download or installation, please contact the Information Technology Assistance Center (ITAC) by email ([itac@txstate.edu](mailto:itac@txstate.edu)), by live chat ([livechat.tr.txstate.edu](https://livechat.tr.txstate.edu)), or by phone (5-4822).
  3. Live nightly updates from SAP will reflect HR actions and permanent budget changes. It is expected that most changes will be made in the SAP system by processing budget changes or working with HR/Faculty Records to update HR master data and not in the budget development system.
  4. Anyone involved in the review process (account managers, delegates, dean/directors and VPs) will be able to review the budgets and all changes throughout the process.

All information and documentation will be on the Budget Office website under [Annual Budget Review](#).

*Please call us at 5-2376 or email [budget@txstate.edu](mailto:budget@txstate.edu) if we can help you with budget review.*