

Date: April 9, 2018

To: Account Managers

From: Cristine Black
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Subject: Annual Budget Review for Fiscal Year 2019 Budget Development

It is time for campus to review the current permanent budget in conjunction with the Fiscal Year 2019 budget development process. Budget development reports are now available to be viewed through the SAP BP2 system.

Account managers are not expected to make any changes. If there are specific changes that account managers want completed, such as adjustments in estimated income, they can work with the Budget Office to make those changes or have them done at the Dean/Director level. Both the Dean/Director and VP levels will have the normal processing times and are indicated in the key dates table below.

The Budget Office reviews positions and permanent budgets on an ongoing basis. This includes a review of revenue estimates for income generating accounts for inclusion in the Fiscal Year 2019 budget. If additional information is needed, a member of the Budget Office team will contact the Account Manager.

KEY DATES

ACTIVITY	DATE
All Level – Report Review	April 9 – July 1
Dean/Director Budget Review/Changes	April 23 – May 6
Vice President Budget Review/Changes	May 7 – May 27

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 fund centers in the last year.
 - If you or your delegate needs assistance in determining security access, please contact the Budget Office at budget@txstate.edu.

- 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 uses your same NetID password for logging in.
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.
 - If you experience technical problems with the SAP 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. 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 VP’s) will be able to review the budgets and all changes throughout the process.

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

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