

To: Account Managers
From: Cristine Black
Assistant Vice President of Budgeting, Financial Planning and Analysis
Subject: Fiscal Year 2019 Budgets

This memo is for account managers who have accounts in the university's operating budget as well as those who have multi-year accounts. Please *share this memo* with the individuals who assist you in managing your budgets.

You can find additional budget information and any updates to calendar actions on the Budget Office website by clicking [here](#).

Background Information

The operating budget consists of most state or Educational & General (E&G) accounts and the Designated Method fund 20000110XX (consisting of appropriations and tuition). It also includes the accounts funded by fees and by the income generated from sales and services.

Gifts, grants, and contracts are not included in the university's operating budget because of their uncertain and restricted nature.

Fiscal Year 2019 Operating Budget

The Fiscal Year 2019 budget for accounts in E&G, Designated, and Auxiliary funds has been uploaded into SAP and submitted to the Texas State University System Board of Regents. The Board approved the operating budget on August 17.

Account managers and their authorized designees can review their budgets now using the Budget to Actual report (ZBUDACT) in SAP.

- FY 2019 budget changes can be initiated at this time.
- FY 2019 travel applications can be initiated at this time.
- FY 2019 purchase requisitions can be initiated beginning Monday, August 20, 2018.

Significant Budget Transfers

1. Faculty travel budgets were transferred into Designated Method departmental accounts on August 5.

Salary Encumbrances for Fiscal Year 2019

The program that will create salary and fringe encumbrances for FY 2019 is scheduled to be run on Friday, September 7. Please review your accounts with the Budget to Actual report after that date to ensure that your budgets and encumbrances are correct for the new fiscal year. As a reminder, the program only encumbers salary for employees paid in the monthly payroll.

Carry-Forwards for E&G, Designated, and Auxiliary Accounts

The non-personnel budgets for E&G and Designated Method accounts will be carried forward on or about October 11, 2018. If you need to have a prior-year budget balance carried forward to FY 2019 before that date, please email your account information to budget@txstate.edu and we will work with you to get it processed.

The budgets for accounts in other funds are not typically carried forward. Instead, unexpended revenues collapse to available reserves.

Fund managers and their designees will be able to see their available reserves in fund center 1040999999 via the Budget to Actual report ([see online instructions](#)) on or about October 17, 2018. Fund managers can draw on their available reserves by requesting that the Budget Office process a budget supplement. Email requests to budget@txstate.edu, specifying account numbers, amount, and reason.

For further information or for assistance, call the Budget Office at 5-2376 or email us at budget@txstate.edu.