Date: April 29, 2020

To: Account Managers, Deans, Directors, Department Heads, Vice Presidents

From: Cristine Black
Assistant Vice President
Budgeting, Financial Planning & Analysis

Subject: Annual Budget Review for Fiscal Year 2021 Budget Development

It is time for campus to review the current permanent budget in conjunction with the Fiscal Year 2021 Budget Development Process. While the financial implications from COVID-19 remain unclear, it is our obligation to develop an operating budget for consideration by our Board of Regents over the next 60 days. Given this, we must prepare the budget using the most likely and reasonable scenario around the university’s two largest drivers of revenue, enrollment and appropriations.

After thoughtful consideration and research, President’s Cabinet has given direction to create a budget using a scenario with an 8% reduction in enrollment, a 5% reduction in State formula appropriations, and a 10% reduction in State non-formula support appropriations. This scenario represents a fiscally conservative approach given our unprecedented planning environment. To be clear, this is not a worst-case scenario, but it represents the need for spending reductions across all areas of the university of roughly 10%.

**Primary Fund Group**
The primary fund group includes funds 10000500XX, 10000600XX, 10001000XX, 10001100XX and 20000110XX and is funded primarily through tuition and state appropriations. Each vice president has been given a target to reduce expenditures based on the scenario described above. Based on the strategic initiatives and vision for the division, the respective vice president will be sharing college/departmental-level targets. Budget reduction targets have been input into the budget development at the levels communicated by each vice president.

**Income-Generating/Fee Funds**
Estimates in revenue for these funds should follow the same direction of planning for an 8% reduction in enrollment where applicable depending on the nature of the income-generating activity.

**All Funds**
Budget development reports are now available to be viewed through the SAP BP2 (BEx Analyzer) system. If your account does not have a permanent budget allocated to it, there will be no budget development reports for you to review. Account managers should have access to make recommended permanent budget changes to reflect current planning estimates. Account managers should work with appropriate budget personnel within their areas and with the Office of Budgeting, Financial Planning & Analysis (OBFPA) as it relates to adjustments.
Given the unprecedented nature of the situation, OBFPA is offering live refresher training that will cover logging in, navigating through the BEx Analyzer, making changes, saving, and running reports within the budget development system. All training sessions will be via Zoom at the following meeting link:

https://txstate.zoom.us/j/95841081747
Meeting ID: 958 4108 1747
Find your local number: https://txstate.zoom.us/u/adl1C7trTw

Available Live Training Session Times
Friday, May 1st at 10:00 a.m.
Tuesday, May 5th at 2:00 p.m.
Thursday, May 7th at 3:30 p.m.

We will also doing a prerecorded training session and will make it available on the OBFPA website under Annual Budget Review to access at any time.

KEY DATES

The processing times for each level of review are indicated in the key dates table below.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DATE</th>
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<tbody>
<tr>
<td>Division Vice President Set Initial Reduction Targets</td>
<td>April 23 – April 28</td>
</tr>
<tr>
<td>Deans, Directors and Department Heads Review Targets</td>
<td>April 29 – May 8</td>
</tr>
<tr>
<td>Account Managers Enter Budget Data</td>
<td>May 11 – May 29</td>
</tr>
<tr>
<td>Vice President Budget Review Changes</td>
<td>June 1 – June 5</td>
</tr>
<tr>
<td>President’s Cabinet Review Changes</td>
<td>June 8 – June 12</td>
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<tr>
<td>Office of Budgeting, Financial Planning &amp; Analysis Budget Preparation</td>
<td>June 15 – June 26</td>
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<tr>
<td>Finalize Budget Reports in Final Form</td>
<td>June 29 – July 3</td>
</tr>
<tr>
<td>President Budget Review and Submission to Board of Regents</td>
<td>July 6 – July 8</td>
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</tbody>
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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 2021 budget. If additional information is needed, a member of the OBFPA team will contact the Account Manager.
BUDGET REVIEW REMINDERS

1. Managers should already have security access to the SAP BP2 (BEx Analyzer) 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 OBFPA at budget@txstate.edu.

2. Budget review reports will be done online via the BEx Analyzer. 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 OBFPA at budget@txstate.edu.
   - 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. These changes should be made by working with HR/Faculty Records and OBFPA to update HR master data.

4. Anyone involved in the review process (Account Managers, Delegates, Dean/Directors and Vice President’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 Office of Budgeting, Financial Planning & Analysis website under Annual Budget Review.

Please email us at budget@txstate.edu if we can help you with budget review.