Annual Budget Review for Fiscal Year 2022 Budget Development

It is time to review the current permanent budget in conjunction with the Fiscal Year 2022 Budget Development Process. While the financial implications from COVID-19 continue to create uncertainty, we are moving forward to develop an operating budget for consideration by our Board of Regents over the next 90 days. We will prepare the budget using the most likely and reasonable scenarios for the university’s two largest drivers of revenue: enrollment and appropriations.

After thoughtful consideration, President’s Cabinet has given direction to create a budget using a scenario which recognizes the slight reduction in enrollment experienced over the last few years and which projects no changes to our State appropriations. This scenario maintains our fiscally conservative approach to recognize enrollment changes in the year after they happen. The approved scenario does not require the university to undertake any budget reductions at this time.

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 the authority, based on the strategic initiatives and vision for the division, to make reallocations across departments. The respective vice president will be responsible for communicating any college/departmental-level targets, if applicable.

Income-Generating/Fee Funds
Estimates in revenue for these funds should follow the same direction of planning for enrollment as the primary fund group where applicable depending on the nature of the income-generating activity. Departments will receive preliminary revenue estimates from the Office of Budgeting, Financial Planning
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 review and make recommended permanent budget changes to reflect current planning estimates. Not all account managers will need to make changes, however all should review their budgets. If changes are necessary, account managers should work with the appropriate budget personnel within their areas and with the OBFPA as it relates to adjustments.

OBFPA is offering refresher training that will cover logging in, navigating through the BEx Analyzer, making changes, saving, and running reports within the budget development system. These training videos are 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>
</tr>
</thead>
<tbody>
<tr>
<td>Account Manager Level Review Budget Changes</td>
<td>April 1 – April 19</td>
</tr>
<tr>
<td>Deans, Directors and Department Heads Level Review Budget Changes</td>
<td>April 1 – May 3</td>
</tr>
<tr>
<td>Vice President Level Review Budget Changes</td>
<td>April 1 – May 10</td>
</tr>
<tr>
<td>President’s Cabinet Review Changes</td>
<td>May 11 – June 7</td>
</tr>
<tr>
<td>Office of Budgeting, Financial Planning &amp; Analysis Budget</td>
<td>May 11 – June 28</td>
</tr>
</tbody>
</table>
**BUDGET REVIEW REMINDERS**

1. Any individuals that are working on budget development for the account manager, dean/director/department head, and vice president levels should ensure that they have appropriate security access. Account managers should already have security access to the SAP BP2 (BEx Analyzer) system and their accounts; however, those individuals who assist managers or other individuals that will be reviewing 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 completed 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.

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 is available on the Office of Budgeting, Financial Planning & Analysis website under Annual Budget Review.

**Contact Us**

Cristine Black
Assistant Vice President
Budgeting, Financial Planning & Analysis
budget@txstate.edu
512-245-2376